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# General Ledger

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***User Guide***

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# General Ledger

General Ledger is one of the three basic modules of the School Accounting System. The General Ledger module ties the data together from the Accounts Payable and Payroll modules in order to generate reports with up-to-date financial information. Reports can be generated to print the detail or summary information and include current and/or historical data. At the end of the fiscal year, the annual report for your state can be generated and a file created (if applicable), and the GASB 34 reports can be prepared, if pertinent in your state.

Within the General Ledger module, the account structure is defined and the account numbers are created within the Chart of Accounts to meet your state's school financial accounting standards. Cash receipts and manual journal entries can also be entered and the check reconciliation completed.

# Available Help

## Help File

The School Accounting System features a Help File that includes a table of contents, a topical index, a search option, and context-sensitive help. To open the Help File, select the **Help** menu from any screen and then select **School Accounting System Help**. To then access the table of contents, click the **Contents** tab located in the upper left-hand corner of the screen; to use the topical index, click the **Index** tab; or to complete a search for specific information, click the **Search** tab.

The context-sensitive help provides help text related to a specific field in the data entry and maintenance screens of the School Accounting System and its add-on modules. To access the context-sensitive help, place the cursor on the desired field and then press the **F1** key (or right-click in a field and select **What's This?**).

To print a specific topic in the Help File, bring up the desired topic and then click the **Print** button located at the top of this screen.

## Web Page

Access Software Unlimited, Inc.'s web site at **www.su-inc.com** to view the Knowledge Base containing Frequently Asked Questions (FAQs) and Training Tidbits. In order to access the Knowledge Base, you must enter your User ID and Password when prompted. If needed, to create a User ID and Password for the website, click the Website Login Credentials link under the Help & Support section on the main screen of the School Accounting System.

## Customer Support Help Line

The Customer Support Help Line is a toll-free number available to our customers from 8 a.m. to 5 p.m. Central Time, Monday through Friday. The annual maintenance fee for the School Accounting System and the add-on modules for which your organization has licensed includes help line assistance for questions related to the School Accounting System and the add-on modules. **To reach our Customer Support Help Line, call 800.756.0035, Ext. 2.** Be ready to give the receptionist your Name, School District, Customer ID, and a brief message regarding the problem. One of our Certified Customer Support Representatives will call you back to assist with problem resolution. Be sure to complete a Customer Support Callback Sheet for each call that you place and file it in your small Reference Binder for future use.

# Customer Support Callback Sheet

(Please complete before calling HELPLINE)

**800-756-0035 ext. 2**

If you cannot reach SUI with the toll-free number, please contact us via the following:

Phone: 605-361-2073 ext. 2 E-mail: support@su-inc.com Fax: 605-361-5443

Person Calling: \_\_\_\_\_ Customer ID#: \_\_\_\_\_

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Type of Computer: \_\_\_\_\_ Phone: \_\_\_\_\_

What part of the System? (Circle one)

Accounts Payable	Human Resources	Fixed Asset Inventory	Warehouse
General Ledger	Negotiations	Accounts Receivable	Other Software
Payroll	Report Writer	Web Link	Other Hardware

What menu option(s)? \_\_\_\_\_

If an error has occurred, please copy this information from the screen:

Error Number: \_\_\_\_\_ Error Description: \_\_\_\_\_

Hardware or Software Question or Problem:

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**Fill out information below *after* calling HELPLINE:**

Helped By: \_\_\_\_\_ Call Back Date: \_\_\_\_\_ Time: \_\_\_\_\_

Description of Resolution:

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# Backups

The backup database function, which is accessed by clicking the **Backup** icon on the main screen of the School Accounting System or the Backup option listed under the Check Cycle menus in Accounts Payable and Payroll, makes an encrypted backup file of the database at a specific point in time. Since all the data in the School Accounting System resides in one database, the backup database function backs up all modules including Accounts Payable, General Ledger, Payroll, Fixed Asset Inventory, Human Resources, Negotiations, and Report Writer.

When making a backup in the School Accounting System, the backup file of the database is created in the backup folder in the SQL Server instance and can be copied to a different location, such as to a jump drive, CD, or a location on the user's local hard drive, if desired. The backup files in the backup folder in the SQL Server instance are retained based on the values entered in the Number of Days to Keep Backups field and the Minimum Number of Backups to Keep field in the System File. For a list of the recommended times when an external backup copy should be created within Accounts Payable, Payroll, and General Ledger, and how long the backup copy should be retained, refer to the Recommended Backup Copy and Retention Schedule.

## ***Tips:***

- Always make a backup prior to updating files (for example, updating a check cycle) in the School Accounting System.
- In addition to making backups prior to updating files, make regular backups (such as a weekly or daily backup) of your database in the School Accounting System, even if a tech does a nightly or weekly tape backup.
- Develop a schedule for all users as to how often to create external backup copies and how long to retain the backup copies.
- Establish a procedure for storing the backups in a safe place away from the office in case of a fire or other natural disaster.

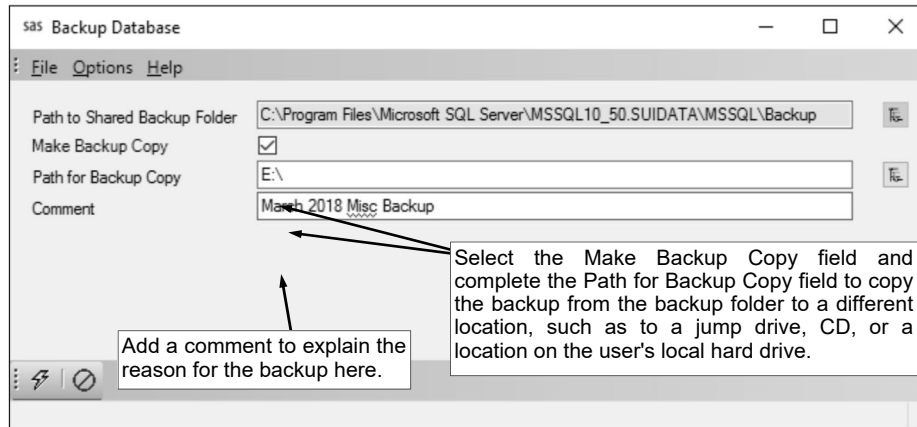
**Note:** The School Accounting System can be set up to complete daily backups of the database, if desired. To set up the system to make a daily backup, complete the fields on the Backup Options screen in the System File (refer to Steps 1, 4, and 5 of the Completing the System File topic). When making a daily backup, the backup file is only created in the backup folder in the SQL Server instance (an external copy is not made).

## **Backing Up:**

**Note:** The steps below are for completing the backup database function at a specific point in time in the School Accounting System. If backing up to a CD, be sure to format the CD prior to clicking the Backup icon or selecting the Backup option by completing the format option (or the "Direct CD" option) within the CD writing software program installed on your computer.

- 1 From the School Accounting System screen, click the **Backup** icon.  
**Note:** The Backup option can also be accessed by selecting the **Check Cycle** menu and then **Backup** from the Accounts Payable or Payroll screen if backing up prior to updating a batch of checks for Accounts Payable or Payroll. If making a backup as part of completing the Change Account Structure, Crosswalk Account Numbers, or Upload Database to SUI option, or installing an update, skip this step.
- 2 At the Backup Database screen (see **Diagram A**), the path for how your computer sees the location for the backup folder on the SQL Server instance appears in the Path to Shared Backup Folder field. If the path in the field needs to be changed, utilize the Edit Path to Shared Backup Folder option (not applicable for school districts using the School Accounting System-Online version).
- 3 Select the Make Backup Copy field to copy the backup from the backup folder (on the SQL Server instance) to a different location, such as to a jump drive, CD, or a location on the user's local hard drive. A checkmark will appear in the box if the field is selected.
- 4 If the Make Backup Copy field is selected, the Path for Backup Copy field will be enabled. Enter the destination location for where to make the backup copy in the Path for Backup Copy field, or click

the **Directory** button to browse to the desired path and then click the **OK** button. The path last specified when a backup was made on your computer appears as the default, but can be changed.



**Diagram A**

5. Enter a description to explain the reason for making the backup in the Comment field. The description can be up to **1,000** characters long. For example, if making a backup prior to updating a batch of checks in Accounts Payable, enter **Accounts Payable Checks Backup October 2011** in the Comments field. If applicable (such as when making a backup as part of completing an option or installing an update), leave this field blank to use a default description assigned by the system.
6. Click the **Execute** button to backup the database.

**Note:** The name of the backup file will include the date and time the backup was made, using the following format: **XX\_####\_OrganizationName\_yyyy-mm-dd\_hhmmss**, with **XX** being the appropriate state abbreviation and **####** being the customer ID number for the organization. The backup file created in the backup folder will have a file extension of **.bak**, while the backup file copied to a different location will have a file extension of **.gz**.

7. Once the backup has been made, a message will appear in the status bar stating the backup was created successfully.

# System File

The System File includes general information about your organization and customized information pertaining to the School Accounting System. The System File also includes the options for completing daily backups within the School Accounting System, if desired, and the fields to define how many backup files (and how long) to retain in the backup folder in the SQL Server instance.

## Completing the System File:

- From the main School Accounting System screen, select the **Maintenance** menu and then **System File**.

- Click the **General** tab.

- The database version of the School Accounting System currently installed displays in the Database Version field and cannot be changed. This field is automatically updated each time an update that includes changes to the database is installed. See **Diagram A**.

- The official name of your school district or organization that will print on reports generated within the School Accounting System appears in the Organization field and cannot be changed. If the name is incorrect, contact Customer Support.

- Enter the address (up to two lines) for your organization in the Address 1 and Address 2 fields. The addresses can be alphanumeric and each can be up to **50** characters long.

- Enter the city where your organization is located in the City field. The city can be alphanumeric and up to **30** characters long.

- Enter the appropriate state abbreviation for your organization in the State field, or click the **down-arrow** button to select the correct one.

- Enter the zip code for your organization in the Zip Code field. The zip code can be alphanumeric and up to **20** characters long. The system will automatically add the dash in the zip code if 9 digits are entered, using the format of ##### - ####.

- Enter up to three phone numbers (including a fax number, if applicable) for your organization in the Primary Phone Number, Secondary Phone Number, and Other Phone Number fields. Then enter the appropriate type (**Business**, **Cell**, **Fax**, **Home**, or **Other**) in the Phone Type field for each phone number entered, or click the **down-arrow** button to select the correct one. Each phone number can be up to **20** digits long. The system will automatically add the dashes for the phone numbers (if entered with numbers only) using the following formats: 1) ### - ##### if 7 digits are entered; 2) ### - ##### x ## if 8 or 9 digits are entered; 3) ### - ### - ##### if 10 digits are entered; or 4) ### - ### - ##### x ### if 11 or more digits are entered.

- Enter the email address for the main contact at your organization in the Email Address field. The email address can be up to **50** characters long and must follow the proper format of "username@example.com".

- If desired, to change the color used for the background on the screens in the School Accounting System (excluding the main School Accounting System screen and each module's main screen) for all users, enter the Red, Green, and Blue color levels for the desired color to use in the Background Color field; for example, enter **0, 0, 128** to use Navy. If the Red, Green, and Blue color levels are not known, click the **down-arrow** button for the Background Color field and click the desired tab (**Custom**, **Web**, or **System**) for which color grouping to use; then select the desired color. Typically, the background color is only changed in a database if an organization utilizes multiple databases, so that each database can be defined with a different background color as an indicator of which database is currently open.

**Note:** If the background color is changed, click the **Reset** button located to the right of the Background Color field to set the color back to the original default setting.

The screenshot shows the 'sas System File' window with the 'General' tab selected. The fields are as follows:

- Database Version: 19.08.01.01 (annotated: "The Database Version field cannot be edited; the system updates this information automatically.")
- Organization: Wyoming Lab Data (annotated: "The Organization, Fiscal Year End Month, and Accounting Basis fields cannot be changed; **contact Customer Support** if any of these fields need to be updated.")
- Address 1: 15 Main Street
- Address 2: (empty)
- City: Someplace
- State: WY (dropdown menu)
- Zip Code: 82700
- Primary Phone Number: 800-756-0035 (Phone Type: Business)
- Secondary Phone Number: 605-361-2073 (Phone Type: Business)
- Other Phone Number: 605-361-5443 (Phone Type: Fax)
- Email Address: training@su-inc.com
- Background Color: Control (dropdown menu, with a Reset button)
- Federal ID: 42-0924498
- County: Washington
- District: (empty)
- AEA Number: (empty)
- Fiscal Year End Month: 6
- Reversing GAAP: (checkbox, unchecked)
- Accounting Basis: Cash

**Diagram A**



- j. Enter the federal ID number for your organization in the Federal ID field. The number can be up to **9** digits long (plus **1** dash). The system will automatically add the dash for the federal ID number using the format of **## - #####**.
- k. If desired, enter the information of the county (name and/or number) for where your organization is located in the County field. The information can be alphanumeric and up to **30** characters long.
- l. If desired, enter the district number assigned to your organization by the state in the District field. The number can be alphanumeric and up to **30** characters long.
- m. **For Iowa school districts only**, enter the number of the Area Education Agency for which your school district belongs in the AEA Number field. The number can be alphanumeric and up to **30** characters long.
- n. In the Fiscal Year End Month field, the number (from **1** to **12**) that corresponds to the month in the calendar year for which your fiscal year ends appears and cannot be changed. For example, if your fiscal year ends in June, **6** displays in this field.  
**Note:** If the number in the Fiscal Year End Month field needs to be updated, contact Customer Support for assistance.
- o. **For Iowa school districts who reverse GAAP expense only**, select the Reversing GAAP field to indicate that your organization reverse GAAP expenses items during the end of fiscal year process; by selecting this field, the Reversing GAAP field on the various end of fiscal year options will be enabled. A checkmark will appear in the box if the field is selected.  
**Note:** If items are reverse GAAP expensed, the totals do not post to the expenditure accounts (or revenue accounts, if applicable), but are reflected on the C.A.R.
- p. The basis (Cash Basis or Accrual Basis) for how your organization operates the Accounts Payable module of the School Accounting System displays in the Accounting Basis field and cannot be changed.  
**Note:** If you have been operating on a Cash Basis and need to switch to Accrual Basis (or switch from Accrual to Cash), contact Customer Support for assistance in updating this field and other applicable fields (areas) of the School Accounting System.
- q. If your organization has licensed the K12Docs module, the Automatically Convert Documents to TIFF field in the Document Management Information section will be enabled. If applicable, select the Automatically Convert Documents to TIFF field to have all .PDF, .DOC, .DOCX, .TXT, .HTM, and .HTML documents that are added from within the School Accounting System and Web Link module (by using the **Add Document** button) saved as .TIFF files. A checkmark will appear in the box if the field is selected. The field is selected by default.  
**Note:** If this field is unselected, users can stipulate at the time a document is added (by using the **Add Document** button) whether or not to save the document as a .TIFF file.

3. Click the **Save** button.

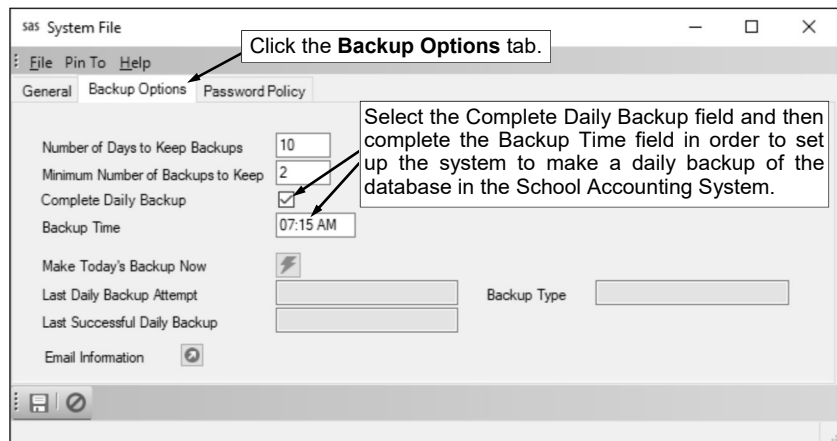
4. Click the **Backup Options** tab. See **Diagram B**.

- a. Enter the number of days to keep the backups in the backup folder in the SQL Server instance in the Number of Days to Keep Backups field. The number can be up to **3** digits long. All backups made within the number of days specified in this field will be retained in the backup folder. If applicable, leave this field blank to retain all backups in the backup folder, no matter how many days ago the backups were made.

**Note:** If the Number of Days to Keep Backups field is completed, the backup files are deleted (based on the specified criteria) the next time a user logs into the School Accounting System. The Number of Days to Keep Backups field must be completed if the Complete Daily Backup field is selected.

**Tip:** For school districts using the School Accounting System-Online version, **2** is typically entered in this field.

- b. Enter the minimum number of backups to keep in the backup folder in the SQL Server instance in the Minimum Number of Backups to Keep field. The number can be up to **3** digits long. All



**Diagram B**

backups up to the minimum number specified in this field will be retained in the backup folder (even if the backups were made longer ago than stipulated in the Number of Days to Keep Backups field, if applicable). If applicable, leave this field blank to retain all backups in the backup folder based on what is specified in the Number of Days to Keep Backups field.

**Note:** If the Minimum Number of Backups to Keep field is completed, the backup files are deleted (based on the specified criteria) the next time a user logs into the School Accounting System. The Minimum Number of Backups to Keep field must be completed if the Complete Daily Backup field is selected.

**Tip:** For school districts using the School Accounting System-Online version, **2** is typically entered in this field.

- c. Select the Complete Daily Backup field to have the system automatically complete the backup database function to make a backup file of the database each day at a scheduled time. A checkmark will appear in the box if the field is selected.

**Note:** When making a daily backup, the backup file is only created in the backup folder in the SQL Server instance (an external copy is not made). **For those school districts with the School Accounting System installed on a stand-alone computer**, SUI recommends to make regular backups to an external drive in addition to the daily backups created with this option in order to store the backups in a safe place away from the office.

- d. If the Complete Daily Backup field is selected, the Backup Time field is enabled. Enter the time at which the backup should be made each day in the Backup Time field. Use the **hh:mm AMPM** format. The daily backup will only be made at the time specified in this field if at least one user is logged into the School Accounting System at that point; if no one is logged in at the specified time, the backup will be made upon the first user logging in after that time.

**Tip:** SUI recommends the time entered in this field be early in the morning or during the hours in which users are normally logged into the School Accounting System.

**Note:** When entering the time in this field, the colon does not have to be entered between the hour and the minutes; for example, enter 8 o'clock as **800** or **0800**. Also, the AM or PM does not have to be entered, if desired, as the hours 7 through 11 will default to AM and hours 12 through 6 will default to PM. If military time is entered, the system will automatically convert the hours to regular time; for example, if **1400** (or **14:00**) is entered, the system will automatically convert it to **2:00**.

- e. If desired, click the **Execute** button for the Make Today's Backup Now field to make the daily backup (for the current day) immediately rather than at the scheduled time. Typically, this field is only utilized to make the daily backup if all users will be logging out of the School Accounting System prior to the scheduled time of the daily backup.

**Note:** If the daily backup is made (for the current day) using this field, the daily backup will not be made at the scheduled time on that day.

- f. The date and time when the last daily backup was attempted to be made and was successfully made appear in the Last Daily Backup Attempt and Last Successful Daily Backup fields. Also, the type of the last daily backup that was attempted appears in the Backup Type field.

**Note:** The types of daily backups are: **Scheduled Backup** if the daily backup was completed at the scheduled time or within the same day after the scheduled time (due to no one being logged in at the specified time but a user logged in later in that same day), **Delayed Scheduled Backup** if the daily backup was completed the next day or later (due to no one being logged in at the specified time but a user logged in the next day or later), and **On-Demand Backup** if the daily backup was completed using the Make Today's Backup Now field.

- g. To send a notification email each time a daily backup was made (or if there were any issues with the daily backup), click the **Go To** button for the Email Information field to open the Email Manager option and then complete the following: 1) if needed, on the From Email Addresses tab, add an email address from which the notification emails for the daily backup will be sent; 2) select the Enable Email Manager field on the General Options tab (if not already selected); 3) complete the General Information section on the General Options tab (if not already completed); and 4) complete the Backup Options section on the General Options tab.

- 5. Click the **Save** button.

- 6. Click the **Password Policy** tab. See **Diagram C**. Only those users defined as a supervisor or a database administrator within the User Security option have the ability to access this tab.

- a. To have user passwords expire after a certain number of days for the School Accounting System (including the Web Link module, if applicable), enter the number of days (up to **3** digits) for which a password is valid and then needs to be reset in the Days Before User Password Change Required field. To not have user passwords expire, leave the field blank or enter **0**.

b. To require all user passwords to be a minimum number of characters long, select the Require Minimum Length field. A checkmark will appear in the box if the field is selected.

c. If the Require Minimum Length field is selected, the Length field will be enabled and must be completed. If applicable, enter the number of characters for the minimum length a password must be in the Length field. The number must be from **1** to **20**.

d. To require all user passwords to include at least one uppercase letter and one lowercase letter, select the Require Uppercase and Lowercase Letters field. A checkmark will appear in the box if the field is selected.

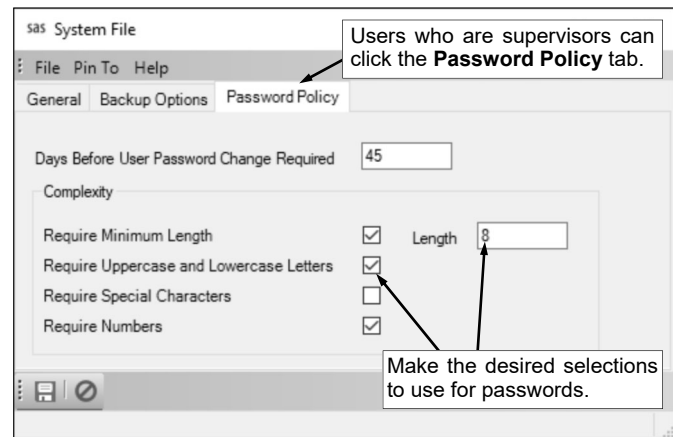
e. To require all user passwords to include at least one special character, select the Require Special Characters field. A checkmark will appear in the box if the field is selected.

**Note:** The special characters include: ! " # \$ % ' ( ) \* + , - . / : ; < = > ? @ [ \ ] ^ \_ { | }.

f. To require all user passwords to include at least one number, select the Require Numbers field. A checkmark will appear in the box if the field is selected.

7. Click the **Save** button.

**Note:** If the complexity for the passwords was completed or changed, and the passwords for users do not meet the defined password policy, the users will be forced to change their password the next time they log in. If the fields for completing a daily backup were completed, the main School Accounting System screen must be refreshed by clicking the Refresh Screen icon in the lower right-hand corner of the screen in order for the changes to take effect.



**Diagram C**

# Email Manager

The Email Manager option includes the information required to send emails through your school district's SMTP mail server from within the School Accounting System and the applicable add-on modules. Also, the email addresses from which the emails will be sent are defined within the Email Manager option.

A few of the options and functions in the School Accounting System that utilize the information entered within the Email Manager option include: Email Direct Deposit Stubs option (and Resend Email Direct Deposit Stubs option) in Accounts Payable and Payroll; Email Purchase Orders option in Accounts Payable; emailing reports in the School Accounting System; emailing W2s and 1095s in Payroll; emailing 1099s in Accounts Payable; notification emails for daily backups in the School Accounting System; and receiving and requisition notification emails in Accounts Payable and Web Link.

**Note:** In order to send emails through your school district's SMTP mail server from within the School Accounting System, the workstation must have an active Internet connection, and the user must know the name of the school district's mail server, which is entered in the Email Manager option.

## Completing Email Manager:

1. From the main School Accounting System screen, select the **Maintenance** menu and then **Email Manager**.
2. Click the **From Email Addresses** tab to define the email addresses from which the emails will be sent within the School Accounting System. See **Diagram A**.

**Note:** There must be at least one from email address defined within the Email Manager option.

- a. Click the **New Record** button.
- b. Enter a unique ID for the email address in the From Email Address ID field. The ID can be alphanumeric and up to **10** characters long (no spaces).

**Note:** To have the system automatically assign the ID using the first 10 characters (letters and numbers only) of the description, leave the ID field blank; once the record is saved, the ID will be assigned.

- c. Enter a description for the email address in the From Email Address Description field. The description can be up to **40** characters long.
- d. Enter the email address in the From Email Address field. The email address can be up to **128** characters long and must follow the proper format of "username@example.com".

**Diagram A**

- e. Enter the name to show who the emails are from in the From Display Name field. The name can be alphanumeric and up to **128** characters long.
  - f. If required by your school district's SMTP mail server, enter the user ID and password for the email address in the User Name field and Password field. The user ID and password can be alphanumeric and each can be up to **128** characters long. The password is case sensitive. **Consult your Technology Coordinator to determine if the fields are required and what to enter in the fields.**
  - g. If desired, to verify the correct information was entered, click the **Test** button to send a test email message to the from email address currently displayed on the screen, or to a different email address which can be entered after clicking the **Test** button.
  - h. Click the **Save** button.
  - i. If applicable, repeat these steps until all the desired email addresses have been added.
3. Click the **General Options** tab to enter the general information for sending emails from within the School Accounting System, including the mail server name. See **Diagram B**.

**Diagram B**

- a. Select the Enable Email Manager field to turn on the functionality of sending emails from within the School Accounting System, including the options stipulated within the Email Manager option (such as, emailing direct deposit stubs) and the other miscellaneous options available without being defined in the Email Manager option (such as, emailing reports). A checkmark will appear in the box if the field is selected.  
**Note:** If this field is unselected, emails cannot be sent from within the School Accounting System, including test emails.
- b. If the Enable Email Manager field is selected, the General Information section is enabled. Complete the General Information section as follows:
  - Select the Enable SSL field if your server has a SSL (Secure Sockets Layer) certificate installed to secure communication so that others cannot intercept and decipher the data being transferred. A checkmark will appear in the box if the field is selected. **Consult your Technology Coordinator to determine if this field should be selected.**
  - Enter the name of your school district's SMTP mail server in the Mail Server field. The name can be alphanumeric and up to **50** characters long. **Consult your Technology Coordinator if the name is unknown.**
  - If needed, enter the number (up to **5** digits) for the specific port used by the SMTP mail server in the Port Number field. **In most cases, leave the Port Number field blank to use the standard SMTP port number of 25.**
  - Select the font, font style, and font size to use for the text in the message (body) of the emails by clicking the **Search** button for the Email Message Font field. After selecting the desired font information, click the **OK** button and the selected font will appear in this field. The default of **Arial, Regular, font size 12** will appear, but can be changed.
  - Select the font, font style, and font size to use for the text in the disclaimer of the emails by clicking the **Search** button for the Disclaimer Font field. After selecting the desired font information, click the **OK** button and the selected font will appear in this field. The default of **Arial, Regular, font size 10** will appear, but can be changed.
  - If desired, enter the text to use as a disclaimer appended to the bottom of the email messages in the Disclaimer field. The disclaimer can be an unlimited number of characters in length. The information entered here will be used as the default, but can be changed on the Email Options screen, if applicable.
  - Select the Send Emails in Groups field to send the emails initiated from within the School Accounting System in groups or batches. A checkmark will appear in the box if this field is

selected. Typically, this field is only selected if the mail server has a limitation on the number of emails sent at one time and there were issues in the past sending bulk emails from within the School Accounting System.

- If the Send Emails in Groups field is selected, the Number of Emails per Group field is enabled. Enter the number of emails to send in each batch in the Number of Emails per Group field. The number can be up to **4** digits.
- If the Send Emails in Groups field is selected, the Pause Between Groups (Minutes) field is enabled. Enter the number of minutes for which to pause in between sending the batches of emails in the Pause Between Groups (Minutes) field. The number can be up to **2** digits.
- c. If the system is set up to make a daily backup (the Complete Daily Backup field is selected on the Backup Options tab in the System File), complete the Backup Options section as follows in order to send notification emails for the daily backups:
  - Select the Send Email Notification field to send a notification email each time a daily backup was made, or if there were any issues with the daily backup. A checkmark will appear in the box if the field is selected.
  - Enter the email address for which to send the notification emails for the daily backups in the To Email Address field. The email address can be up to **128** characters long and must follow the proper format of "username@example.com". This field is only enabled if the Send Email Notification field is selected.  
**Tip:** Multiple email addresses can be entered in this field by using a semi-colon (;) between the email addresses.
  - Enter the ID of the email address from which the notification messages for the daily backups will be emailed in the From Email Address ID field, or click the **down-arrow** button to select the correct one. This field is only enabled if the Send Email Notification field is selected.
- d. If desired, enter the ID of the email address to use as the default from which the applicable reports (those available in the options accessed on the main School Accounting System screen) will be emailed in the Default From Email Address ID field in the Report Options section. If the ID is not known, click the **down-arrow** button to select the correct one. The ID of the email address entered here will be used as the default, but can be changed at the time a report is emailed, if needed.
- e. Click the **Save** button.
- 4. Click the **General Ledger** tab.
  - a. If desired, enter the ID of the email address to use as the default from which General Ledger reports will be emailed in the Default From Email Address ID field in the Report Options section. If the ID is not known, click the **down-arrow** button to select the correct one. The ID of the email address entered here will be used as the default, but can be changed at the time a General Ledger report is emailed, if needed.
  - b. Click the **Save** button.
- 5. Click the **Accounts Payable** tab. See **Diagram C**.
  - a. If direct deposit stubs and/or 1099s will be emailed to vendors in Accounts Payable, complete the Direct Deposit/1099 Options section as follows:
    - Enter the ID of the email address to use as the default from which direct deposit stubs and 1099s will be emailed to vendors in the Default From Email Address ID field. If the ID is not known, click the **down-arrow** button to select the correct one. The ID of the email address entered here will be used as the default, but can be changed at the time the direct deposit stubs or 1099s are emailed, if needed.
    - To email direct deposit stubs to vendors during an Accounts Payable check cycle, select the Email Direct Deposit Stubs field. A checkmark will appear in the box if the field is selected.
    - Enter the subject line to use as the default when emailing the direct deposit stubs in the Email Subject field. The subject line can be alphanumeric and up to **100** characters long. The information entered here will be used as the default, but can be changed when emailing the stubs, if needed. This field is only enabled if the Email Direct Deposit Stubs field is selected.
    - Enter the text to use as the default for the message (body) of the emails in the Email Message field. The text can be alphanumeric and up to **1,000** characters long. The

**Diagram C**

information entered here will be used as the default, but can be changed when emailing the stubs, if needed. This field is only enabled if the Email Direct Deposit Stubs field is selected.

- If desired, click the **Test Vendors** button to send a test email message to the vendors defined to be emailed direct deposit stubs. This button is only enabled if the Email Direct Deposit Stubs field is selected.
- b. If desired, enter the ID of the email address to use as the default from which Accounts Payable reports and purchase orders will be emailed in the Default From Email Address ID field in the Report Options section. If the ID is not known, click the **down-arrow** button to select the correct one. The ID of the email address entered here will be used as the default, but can be changed at the time an Accounts Payable report is emailed or the Email Purchase Orders option is completed, if needed.
- c. To send notification emails for requisitions within Accounts Payable and Web Link (if applicable), complete the Requisition Options section as follows:
- Select the Send Email to Approvers field to send notification emails to those users who approve requisitions when requisitions are pending their approval, and for recalled requisitions (if applicable). A checkmark will appear in the box if the field is selected.  
**Tip:** Regardless if this field is selected or not, an alert will appear on the Accounts Payable screen if requisitions are pending the approval of the user currently logged into the system.
  - Select the Send First Email Only to Approvers field to only send *one* notification email to each approver until the approver accesses the Requisition Approvals option in Accounts Payable, or processes requisition approvals in Web Link. Regardless of the number of requisitions pending approval by the approver, only *one* email is sent when the *first* requisition is pending; then once the approver accesses the Requisition Approvals option in Accounts Payable, or processes requisition approvals in Web Link, the system initiates another notification email when the next requisition is pending for the approver. A checkmark will appear in the box if the field is selected.
  - Select the Send Email to Submitters field to send notification emails to those users who submit requisitions once the requisitions have been processed. A checkmark will appear in the box if the field is selected.
  - Select the Send First Email Only to Submitters field to only send *one* notification email to each submitter until the submitter accesses the Requisition Status option in Accounts Payable or accesses the Requisition Entry option in Accounts Payable or Web

Link. Regardless of the number of requisitions processed (received final approval or rejected) for a user, only *one* email is sent when the *first* requisition is processed; then once the submitter accesses the Requisition Entry option in Accounts Payable or Web Link, or the Requisition Status option in Accounts Payable, the system initiates another notification email when the next requisition is processed for the submitter. A checkmark will appear in the box if the field is selected.

- If applicable, select the Send Changed Requisition to Original Submitter field to send an email to the user who submitted a requisition if the requisition was changed during the approval process. This field is only enabled if the Allow Approver Edits option (field) is selected for one or more fields within the Requisition Options option (in the Requisition Entry/Approval Defaults List on the General tab or in the Requisition Entry/Approval Overrides List for any approval tree).
- If applicable, select the Send Changed Requisition to Prior Approvers field to send an email to the users who previously approved a requisition if the requisition was changed during the approval process (by a different user). This field is only enabled if the Allow Approver Edits option (field) is selected for one or more fields within the Requisition Options option (in the Requisition Entry/Approval Defaults List on the General tab or in the Requisition Entry/Approval Overrides List for any approval tree).
- Enter the ID of the email address from which the requisition notifications will be emailed in the From Email Address ID field. If the ID is not known, click the **down-arrow** button to select the correct one.
- Enter the text to use as the message (body) of the notification emails sent to approvers when requisitions are pending their approval in the Approver Message field. The text for the message can be alphanumeric and up to **8,000** characters long.
- Enter the text to use as the message (body) of the notification emails sent to the users who submitted requisitions that were fully processed and approved in the Single Requisition Approved Message field. The text for the message can be alphanumeric and up to **8,000** characters long. This field is only enabled if one of the Send Email fields within the Requisition Options section is selected.

**Note:** The verbiage in this field is only used for requisitions that are fully processed and approved if the Send Email to Submitters field is selected and the Send First Email Only to Submitters field is not selected.

- Enter the text to use as the message (body) of the notification emails sent to the users who submitted requisitions that were rejected in the Single Requisition Rejected Message field. The text for the message can be alphanumeric and up to **8,000** characters long. This field is only enabled if one of the Send Email fields within the Requisition Options section is selected.

**Note:** The verbiage in this field is only used for requisitions that are rejected if the Send Email to Submitters field is selected and the Send First Email Only to Submitters field is not selected.

- Enter the text to use as the message (body) of the notification emails sent to the users who submitted requisitions that were fully processed (approved or rejected) in the Multiple Requisition Changes Message field. The text for the message can be alphanumeric and up to **8,000** characters long. This field is only enabled if one of the Send Email fields within the Requisition Options section is selected.

**Note:** The verbiage in this field is only used for requisitions that are rejected if the Send Email to Submitters field is selected and the Send First Email Only to Submitters field is also selected.

- Enter the text to use as the message (body) of the notification emails sent to the designated users on the approval trees (if applicable) when requisitions are fully processed and approved in the Fully Approved Message field. The text for the message can be alphanumeric and up to **8,000** characters long. This field is only enabled if one of the Send Email fields within the Requisition Options section is selected.
- Enter the text to use as the message (body) of the notification emails sent to approvers for recalled requisitions in the Requisition Recall Message field. The text for the message can be alphanumeric and up to **8,000** characters long. This field is only enabled if the Send Email to Approvers field is selected and the Allow Recall of Requisitions Prior to Any Approvals field is selected within the Requisition Options option.



- Enter the text to use as the message (body) of the notification emails sent to submitters for requisition changes in the Changed Requisition to Submitter Message field. The text for the message can be alphanumeric and up to **8,000** characters long. This field is only enabled if the Send Changed Requisition to Original Submitter field is selected.  
**Tip:** If the Default Requisition Form Report field is completed for the applicable approval tree (within the Requisition Options option), the updated requisition will automatically be attached as a .PDF file to the email.
  - Enter the text to use as the message (body) of the notification emails sent to the prior approvers for requisition changes in the Changed Requisition to Prior Approvers Message field. The text for the message can be alphanumeric and up to **8,000** characters long. This field is only enabled if the Send Changed Requisition to Prior Approvers field is selected.  
**Tip:** If the Default Requisition Form Report field is completed for the applicable approval tree (within the Requisition Options option), the updated requisition will automatically be attached as a .PDF file to the email.
- d. To send notification emails for receivings within Accounts Payable and Web Link (if applicable), complete the Receiving Options section as follows:
- Select the Send Receiving Notification Emails field to send notification emails to a designated user when purchase orders have been received and are ready for invoicing (marked as received within the Receiving option). See **Diagram D**. A checkmark will appear in the box if the field is selected.
- Note:** If applicable, receiving notification emails are sent each time a receiving is saved in Accounts Payable or Web Link (if applicable).

Receiving Options

Send Receiving Notification Emails ☒

From Email Address ID BUSOFFICE

User ID for Receiving Email Notifications SAMPBEC

Receiving Email Message Items for Purchase Order ##### have been received and are ready to invoice.

If desired, complete the applicable fields to send receiving notification emails.

**Diagram D**

- Enter the ID of the email address from which the receiving notifications will be emailed in the From Email Address ID field. If the ID is not known, click the **down-arrow** button to select the correct one.
  - Enter the ID of the user for whom to send the receiving email notifications in the User ID for Receiving Email Notifications field. If the ID is not known, click the **down-arrow** button to select the correct one.
  - Enter the text to use as the message (body) of the receiving notification emails in the Receiving Email Message field. The text for the message can be alphanumeric and up to **8,000** characters long. A default message will appear initially, but can be edited if desired.
- e. Click the **Save** button.
6. Click the **Payroll** tab. See **Diagram E**.
- a. If direct deposit stubs, W2s, and/or 1095s will be emailed to employees in Payroll, complete the Direct Deposit/W2/1095 Options section as follows:
- Enter the ID of the email address to use as the default from which direct deposit stubs, W2s, and 1095s will be emailed to employees (and payees, applicable for direct deposit stubs only) in the Default From Email Address ID field. If the ID is not known, click the **down-arrow** button to select the correct one. The ID of the email address entered here will be used as the default, but can be changed at the time the direct deposit stubs, W2s, or 1095s are emailed, if needed.
  - In the Password Format field, enter the desired format of the passwords to use for the emailed W2s and 1095s (and direct deposit stubs, if the Password Protect Direct Deposit Stubs field is selected), or click the **down-arrow** button to select the correct one. To use the birth date of the employee formatted as MMDDYYYY for the password, enter **Employee Birth Date (MMDDYYYY)**. To use the birth date of the employee formatted as YYYYMMDD for the password, enter **Employee Birth Date (YYYYMMDD)**. To use the first four letters of the employee's last name (in all caps) and then the last four digits of the employee's social security number for the password, enter **First Four Letters of Employee Last Name and**

**Last Four Digits of Social Security Number.** To use the last four digits of the employee's social security number for the password, enter **Last Four Digits of Social Security Number**. To use the last six digits of the employee's social security number for the password, enter **Last Six Digits of Social Security Number**.

- To email direct deposit stubs to employees and payees during a Payroll check cycle, select the Email Direct Deposit Stubs field. A checkmark will appear in the box if the field is selected.
- To have the emailed direct deposit stubs for employees sent as a password-protected .PDF file attachment (using the format of the passwords as specified in the Password Format field), select the Password Protect Direct Deposit Stubs field. A checkmark will appear in the box if the field is selected. This field is only enabled if the Email Direct Deposit Stubs field is selected.

**Note:** This field is not applicable for direct deposit stubs emailed to payees, or for organizations using a check-writing software.

- If the Email Direct Deposit Stubs field is selected, the Email Subject field is enabled. Enter the subject line to use as the default when emailing the direct deposit stubs in the Email Subject field. The subject line can be alphanumeric and up to **100** characters long. The information entered here will be used as the default, but can be changed when emailing the stubs, if needed. This field is only enabled if the Email Direct Deposit Stubs field is selected.
  - Enter the text to use as the default for the message (body) of the emails in the Email Message field. The text can be alphanumeric and up to **1,000** characters long. The information entered here will be used as the default, but can be changed when emailing the stubs, if needed. This field is only enabled if the Email Direct Deposit Stubs field is selected.
  - If desired, click the **Test Employees** button to send a test email message to the employees defined to be emailed direct deposit stubs. This button is only enabled if the Email Direct Deposit Stubs field is selected.
- b. If desired, enter the ID of the email address to use as the default from which Payroll reports will be emailed in the Default From Email Address ID field in the Report Options section. If the ID is not known, click the **down-arrow** button to select the correct one. The ID of the email address entered here will be used as the default, but can be changed at the time a Payroll report is emailed, if needed.
- c. Click the **Save** button.

**Diagram E**

# Activity Log

The Activity Log option shows the date and time of both the last login and last completed activity in the School Accounting System (and Web Link, if applicable) for each user, and also whether a user is currently logged into the School Accounting System and/or Web Link, if applicable. The Activity Log also tracks the various options (screens) each user accessed within the School Accounting System (not including Web Link, if applicable) or errors received, and shows the activity and error history by date, time, and user.

## Viewing Activity Log:

1. From the School Accounting System screen, select the **Utilities** menu and then **Activity Log**.
2. The Activity Log screen will appear.
3. Click the **Current Users** tab to view the date and time for the last login and last activity for each user in the School Accounting System (and Web Link, if applicable), and see if a user is currently connected. See **Diagram A**.

- a. All the users who have previously logged into the School Accounting System (and Web Link, if applicable) appear in the Current Users List. For each user, the date and time of the last login and activity by the user, the user's workstation (or IP address, applicable for users connected to Web Link) if currently connected, and whether the connection is through Web Link appear.

Click the **Current Users** tab to view the date and time for the last login and activity for each user, and see if a user is currently connected.

User ID	User Name	Last Login Time	Last Activity Time	Connection Name	Web Link Login
SAS	Carolyn Smith	02/22/2018 08:10 AM	02/22/2018 01:31 PM	TRNDT16B	<input type="checkbox"/>
ANDEJUL	Julia Anderson	01/19/2018 01:44 PM	01/19/2018 01:44 PM		<input type="checkbox"/>
THOMRIC	Rick Thomas	11/19/2017 09:00 AM	11/19/2017 09:00 AM		<input type="checkbox"/>
WILLBER	Bert Williamson	11/19/2017 09:00 AM	11/19/2017 09:00 AM		<input type="checkbox"/>
JOHNJOE	Joe Johnson	11/19/2017 08:59 AM	11/19/2017 08:59 AM		<input type="checkbox"/>
HUGHMIL	Mildred Hughes	11/18/2017 11:38 AM	11/18/2017 11:38 AM		<input type="checkbox"/>
JACKKAT	Kathy Jackson	11/18/2017 11:37 AM	11/18/2017 11:37 AM		<input type="checkbox"/>
MILLMAR	Martha Miller	11/18/2017 10:35 AM	11/18/2017 10:35 AM		<input type="checkbox"/>
GREEDAL	Dale Green	11/01/2017 11:37 AM	11/01/2017 11:38 AM		<input type="checkbox"/>
JOHNWIL	William Johnson	09/27/2017			<input type="checkbox"/>
SAMPBEC	Becky Sampson	09/27/2017			<input type="checkbox"/>

**Diagram A**

- b. If needed, to disconnect a user (connection), a supervisor can do so from within the **Current Connections** tab in the Database Utilities option.
4. Click the **User Activity** tab to view the activity completed by all the users within the School Accounting System. See **Diagram B**.

- a. The system tracks the various options (screens) each user accessed within the School Accounting System (not including Web Link, if applicable) and displays the activity history by date, time, and user in the User Activity List. For each option (screen) accessed in the system, the module and description of the screen (form) opened, the user who completed the activity, and the date and time when the screen was accessed appear.

Click the **User Activity** tab to view the activity completed by the users in the School Accounting System.

Click the **System Log** tab to view any errors that occurred in the School Accounting System.

Module	Form Description	User ID	User Name	Open Time	Close Time
SAS Main Screen	Email Manager	SAS	Carolyn Smith	02/22/2018 01:04 PM	02/22/2018 01:31 PM
SAS Main Screen	System File	SAS	Carolyn Smith	02/22/2018 12:58 PM	02/22/2018 01:04 PM
SAS Main Screen	Backup Database	SAS	Carolyn Smith	02/22/2018 12:52 PM	02/22/2018 12:58 PM
General Ledger	General Ledger Master Menu	SAS	Carolyn Smith	02/22/2018 12:14 PM	02/22/2018 12:35 PM
General Ledger				02/22/2018 12:14 PM	02/22/2018 12:34 PM
Accounts Payable				02/22/2018 11:21 AM	02/22/2018 11:23 AM

**Diagram B**

5. Click the **System Log** tab to view any errors that occurred within the School Accounting System.
- a. The system tracks all the errors received within the School Accounting System (not including Web Link, if applicable) and displays the error history by date, time, and user in the System Log List. For each error received in the system, the user who completed the action when the error occurred, the date and time the error occurred, and the error description, number, and source appear.
6. When finished, click the **X** in the upper right-hand corner to close the Activity Log screen.

# User Options

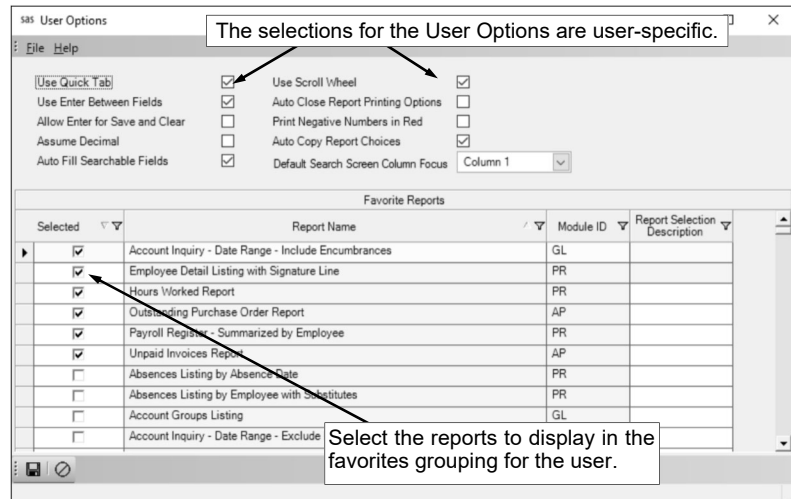
The User Options option allows users to select or change certain settings and preferences for their User ID in the School Accounting System and define "favorite" reports.

## Completing User Options:

**Note:** The settings for all the fields within User Options except the Print Negative Numbers in Red field are applicable for all the modules except Web Link.

1. From the School Accounting System screen, click the **User Controls** button and then select **User Options**.

2. At the User Options screen, select the Use Quick Tab field to disregard the **Find** buttons and **Search** buttons when moving from field to field. If the Use Quick Tab field is selected, the focus (cursor) will advance to the next field without stopping on a **Find** or **Search** button. A checkmark will appear in the box if the field is selected. See **Diagram A**.



**Diagram A**

3. Select the Use Enter Between Fields field to utilize the **Enter** key, in addition to the **Tab** key, to move from field to field. A checkmark will appear in the box if the field is selected.

**Tip:** For optimum use, the Use Quick Tab field should also be selected if this field is selected.

4. Select the Allow Enter for Save and Clear field to utilize the **Enter** key as the shortcut key for the **Save and Clear** button. A checkmark will appear in the box if the field is selected.

**Note:** Only either the Allow Enter for Save and Clear field or the Use Enter Between Fields field can be selected; both fields cannot be selected.

5. Select the Assume Decimal field to have the system automatically insert a decimal point to include two decimal places for each amount the user enters into a numeric field (that allows decimals). For example, if this field is selected, 25000 would become 250.00 and 100000 would be 1000.00. A checkmark will appear in the box if the field is selected.
6. Select the Auto Fill Searchable Fields field to have the system show a list of matching records as the characters are keyed into a searchable field and automatically append the remaining characters to the end for the first record that matches the characters already entered. A checkmark will appear in the box if the field is selected. If this field is not selected, when keying characters into a searchable field, only a list of matching records will display and the field will not be completed automatically with any additional characters.
7. Select the Use Scroll Wheel field to use the scroll wheel on your mouse to scroll through the list of records within searchable fields. A checkmark will appear in the box if the field is selected.
8. Select the Auto Close Report Printing Options field to have the report printing options screen close automatically after printing a report (by selecting the **To Screen**, **To Printer**, **Export**, or **Email** button). A checkmark will appear in the box if the field is selected.
9. Select the Print Negative Numbers in Red field to have the Print Negative Numbers in Red field selected by default when the user prints reports containing numeric fields (the default can be changed at the time the report is generated, if needed). If the Print Negative Numbers in Red field is selected when printing a report, any numeric value that is negative will appear in red on the preview screen and will print in red (provided a color printer is utilized). A checkmark will appear in the box if the field is selected.
10. Select the Auto Copy Report Choices field to have the selections specified when generating a report automatically be copied to the Sub Heading field for the report. A checkmark will appear in the box if the field is selected. For example, if this field is selected, the Report Selection Description and

selected parameters will automatically be copied into the Sub Heading field (will not need to click the **Copy Choices** button).

11. In the Default Search Screen Column Focus field, enter **Column 1** or **Column 2** to stipulate the column number in which to have the focus (cursor) when searching. For example, enter **Column 1** to have the focus be in the first column on the search screens, or enter **Column 2** to have the focus in the second column. Typically, the first columns on searches are the IDs of the records and the second columns are the names or descriptions.
12. The Favorite Reports List appears on the bottom of the screen showing all the standard and custom reports available in the modules for which the user has access. Select the reports to have displayed in the Favorites grouping for the user (for example, show in the "SAS Favorites" grouping for the user with an ID of SAS) under the **Reports** menu on the main screen for the applicable module. To select a report, click the box under the Selected column to the left of the desired report. A checkmark will appear in the box if the report is selected.

**Note:** If a report has report selections, the default report selection can be set for the favorite report in the Report Selection Description field (column) by clicking the **down-arrow** button and selecting the desired one. The Favorite Reports List is also available within the User Security option and a report can also be designated as a favorite when generating; a change made to a favorite report for a user in one area updates the other areas automatically.

13. Click the **Save** button.

## Change Password

The Change Password option is available for a user to change his or her password to log into the School Accounting System. In order for a user to change his or her password, the old (existing) password must be known; however, if needed, a supervisor can reset a user's password without knowing the old (existing) password by utilizing the Reset User Password option.

Passwords can be changed at any time and should be changed on a regular basis. Passwords, which are case sensitive, can be alphanumeric and up to **20** characters long (cannot be blank). If desired, the system can be set up to require passwords to be changed after a certain number of days and the complexity of the passwords can be defined on the Password Policy screen in the System File.

### Changing Password:

**Tip:** An alert stating "Password expires in ## days" will appear on the main School Accounting System screen under the Alerts section if user passwords are defined to expire (as designated in the System File) and the password for a user is within 10 days or less from expiring (the number of days will display as part of the message in place of ##). If applicable, click the alert to change the password and continue with Step 2 below.

1. From the School Accounting System screen, click the **User Controls** button and then select **Change Password**.
2. On the Change Password screen, the ID of the user currently logged into the School Accounting System will display in the User ID field and cannot be changed. See **Diagram B**.

3. Enter the old (existing) password in the Old Password field.
4. Enter the new password (up to **20** characters long and cannot be blank) in the first New Password field. The password is case sensitive, so be sure to note whether the password is keyed with or without caps.  
**Tip:** If applicable, the requirements for the complexity of the password (as defined in the System File) display on the screen.
5. Then enter the new password a second time in the second New Password field to verify the password was keyed correctly.
6. Click the **Execute** button.
7. The Change Password screen will close and a message will appear in the status bar of the main screen stating the password has been changed.

# User Security

The User Security option, which is only available to supervisors, allows the organization to define users who should have authorization to access the School Accounting System and/or the applicable add-on modules. Within the User Security option, users can be added or changed, and their rights for the various modules and reports can be set. If desired, screen-specific rights within each module can also be established (or overridden), along with the rights to specific reports if needed.

Users can be set up to have the following rights:

- **Full Access:** Permits access to all the functionality of the options or reports within the particular module or for the specific screen, option, or report; a user with Full Access can view all information in the applicable module, screen, or option and make changes if needed.
- **No Access:** Denies access to the options or reports within the particular module or for the specific screen, option, or report; the particular options or reports are not visible for a user with No Access.
- **Read Only Access:** Permits access to only view the information within the particular module or the specific screen or option; a user with Read Only Access can view all information, but cannot make (save) changes.
- **Batch Entry Access:** Permits access to only enter information within certain options (for example, the options under the Data Entry menu) for the particular module; a user with Batch Entry Access can enter information but cannot complete a process such as printing checks.
- **Requisition Access:** Available for Accounts Payable only; permits Full Access to only the Requisition Entry and Requisition Status options within the Accounts Payable module.

Also within the User Security option, other miscellaneous restrictions can be defined for a user, including tying the user to one or more account groups, vendor groups, and/or ship to addresses. In addition, supervisors can reset a user's password, if needed, from within the User Security option.

## Adding a User:

**Note:** Only supervisors have the ability to add a new user by accessing the User Security option.

1. From the main School Accounting System screen, click the **User Controls** button and then select **User Security**.
2. At the User Security screen, click the **New Record** button.

**Note:** For any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.

3. Click the **General** tab to complete the general security settings and preferences for the user.
  - a. Enter a unique ID for the user in the User ID field. The ID can be alphanumeric and up to **10** characters long (no spaces). See **Diagram A**.
  - b. Select the Active field to stipulate the user is currently active and works at the district. A checkmark will appear in the box if the field is selected. When adding a new user, the Active field is selected by default.
  - c. Enter the name for the user in the User Name field. The name can be up to **40** characters long.
  - d. Select the Supervisor field if the user will be a supervisor for the School Accounting System. A checkmark will appear in the box if the field is selected.
  - e. Select the Database Administrator field if the user should have access to the technical options in the School Accounting System, including the Database Utilities option and the Web Link Setup Options option (if applicable), which are otherwise only available to supervisors. A checkmark will appear in the box if the field is selected.

**Tip:** If desired, to set up a user for a tech at your organization with rights to the technical options only, complete the User ID field, select the Active field, complete the User Name field, select the Database Administrator field, and select either **Full Access** or **Read Only Access** for SAS Main Screen under the User Permissions List; leave all other fields blank or unselected, and leave the remaining items in the User Permissions List set to **No Access**. If the user is set up in this manner, the user will be able to log into the School Accounting System and only have access to the following options: Activity Log, **Backup** button, Change Password, Check for Updates, Database Utilities, Email Manager, Help menu, Login Different User, System File, Upload Database to SUI, User Options, and Web Link Setup Options (if applicable).

- f. If desired, select the Print Federal ID field to include (print) the Federal ID when the user prints reports containing the Federal ID field (as either a regular field on the report or a selected optional field). A checkmark will appear in the box if the field is selected. If this field is not selected, when the user prints reports containing the Federal ID field, **[Restricted]** will print in place of the ID.
- g. Select the Allow AP Data Entry Employee Selection field to allow the user to enter (or select) any employee for the Employee ID field when entering purchase orders and requisitions in Accounts Payable and Web Link (if applicable). A checkmark will appear in the box if the field is selected.

**Note:** If this field is not selected and the Employee ID field is completed for the user, then every purchase order and requisition that the user enters will be tied to the specified employee and cannot be changed.

**Tip:** Only select the Allow AP Data Entry Employee Selection field for users who will be entering purchase orders and requisitions for other employees, such as building secretaries or business office personnel.

- h. If desired, enter the ID of the employee as defined in Payroll for the user in the Employee ID field, or click the **down-arrow** button to select the correct one. The employee specified here will be used in the following ways:

- Appears in the Employee ID field when the user enters purchase orders and requisitions in Accounts Payable and Web Link (if applicable) and will or will not be able to be changed, depending on whether the Allow AP Data Entry Employee Selection field (above) is selected or unselected.
- Designates the employee for whose email addresses (with the Other Communication field selected) to be utilized when sending emails from within the School Accounting System (for example, when sending notification emails for requisitions).
- If applicable, designates whose payroll and reimbursement information (check history/reimbursements, employee data, leave balances, leave requests, 1095s, W2s, employee payroll reports, and employee documents) the user should have access for viewing in Web Link.

**Note:** If applicable, the Employee ID field must be completed if the user will have access to the Check History/Reimbursements, 1095s, W2s, Leave Balance, Leave Request, and/or View File Documents options in Web Link, view/edit Personal Information in Web Link, or be able to print employee reports in Web Link (if the Employee Groups tab is not completed).

- i. Only if your organization has licensed the K12Docs module, the Document Management User ID field is enabled. If the user is also set up as a K12Docs user (from within the Host Site Manager application), enter the K12Docs User ID in the Document Management User ID field, if applicable. By completing the Document Management User ID field, the user will then be able

Click the **General** tab.

If the Supervisor field is selected, the User Permissions section does not appear because the user will have full access to all modules.

Set the Screen Permissions for each module for the user. The Report Permissions field is disabled on this screen and is set in the Reports tab.

To override the rights to a specific option within a module, click the plus sign (+) to expand the record; then for each desired option, specify the rights the user will have for it.

Module	Screen Permission	Report Permission
Accounts Payable	Requisition Access	Full Access
Accounts Receivable	No Access	No Access
Fixed Assets	No Access	No Access
General Ledger	No Access	No Access
Human Resources	No Access	No Access
Negotiations	No Access	No Access
Payroll	No Access	No Access
Report Writer	No Access	No Access
SAS Main Screen	Read Only Access	Full Access

Form Description	Permission
Activity Log	Read Only Access
Email Manager	Read Only Access
System File	Full Access

Module	Screen Permission	Report Permission
Web Link	Full Access	

**Diagram A**

to access (open) the K12Docs module from within the School Accounting System, using the K12Docs link under the Document Management section on the main module screens or clicking the **Manage Documents** button on the applicable screens, or using the K12Docs link from within the Web Link module, if applicable. If this field is left blank, the **Manage Documents** button will be disabled for the user and the K12Docs link will not open the module.

- j. If desired, click the **Account Groups** tab located in the lower left corner of the screen to restrict the user to be able to utilize only designated account numbers from the Chart of Accounts for the data entry options within Accounts Payable and General Ledger (and Web Link, if applicable), and run reports within Web Link for only certain account numbers. To assign an account group to a user, enter the account group(s) for the employee to use in the Account Groups List. To do this, in the blank line (indicated with an asterisk) at the bottom of the Account Groups List, enter the ID of the account group in the Account Group ID field (column). If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. Then specify the uses for the account group by selecting the appropriate usage fields (AP & WL Data Entry, GL & WL Data Entry, and Web Link Reports); a checkmark will appear in the box if the usage is selected for an account group. Repeat this step until all the desired account groups are listed. Leave the Account Groups List blank to allow the user to utilize all account numbers.

**Note:** If the usage of Web Link Reports is selected for an account group, only the reports assigned to the user that contain a parameter or report selection for account groups will be limited to the designated accounts. If needed, to remove an account group from the Account Groups List, click the **Delete** button to the left of the desired account group.

- k. If desired, click the **Vendor Groups** tab to restrict the user to be able to utilize only vendors included in designated vendor groups when entering invoices, purchase orders, and requisitions in Accounts Payable (and purchase orders and requisitions in Web Link, if applicable), and vendor information in Fixed Asset Inventory (if applicable). To assign a vendor group to a user, enter the vendor group(s) containing the desired vendors for the employee to use in the Vendor Groups List. To do this, in the blank line (indicated with an asterisk) at the bottom of the Vendor Groups List, enter the ID of the vendor group in the Vendor Group ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. Repeat this step until all the desired vendor groups are listed. Leave the Vendor Groups List blank to allow the user to utilize all vendors.

**Note:** If needed, to remove a vendor group from the Vendor Groups List, click the **Delete** button to the left of the desired vendor group.

- l. If desired, click the **Ship To Addresses** tab to restrict the user to do the following: 1) be able to utilize only designated ship to addresses (and require a ship to address to be used) when entering requisitions and purchase orders in Accounts Payable and Web Link (if applicable); 2) only be able to convert requisitions to purchase orders that are tied to designated ship to addresses; and 3) enter receivings for purchase orders tied to designated ship to addresses. To assign a ship to address to a user, enter the ship to address(es) for the employee to use in the Ship To Addresses List. To do this, in the blank line (indicated with an asterisk) at the bottom of the Ship To Addresses List, enter the ID of the ship to address in the Ship To Address ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. Repeat this step until all the desired ship to addresses are listed. Leave the Ship To Addresses List blank to allow the user to utilize all ship to addresses, or if ship to addresses are not used.

**Tip:** If only one ship to address is entered for a user, then all purchase orders and requisitions entered by the user will be assigned to the designated ship to address and cannot be changed. If multiple ship to addresses are entered for a user, the user will be required to select one of the designated ship to addresses when entering purchase orders and requisitions.

**Note:** If needed, to remove a ship to address from the Ship To Addresses List, click the **Delete** button to the left of the desired ship to address.

- m. If applicable, click the **Approval Trees** tab to designate which approval trees the user can utilize when entering requisitions in Accounts Payable and Web Link (if applicable). To assign an approval tree to a user, enter the approval tree(s) for the employee to use in the Approval Trees List. To do this, in the blank line (indicated with an asterisk) at the bottom of the Approval Trees List, enter the ID of the approval tree in the Approval Tree ID field (column), or click the **down-arrow** button to select the correct one. Repeat this step until all the desired approval trees are listed. The Approval Trees List must be completed for each user who will enter requisitions if the Allow Override of Approval Tree field in the Requisition Options option is not selected.



**Tip:** If only one approval tree is entered for the user and the Allow Override of Approval Tree field in the Requisition Options option is not selected, then all requisitions entered by the specified user will be assigned to the designated approval tree and cannot be changed. However, if only one approval tree is entered for the user and the Allow Override of Approval Tree field in the Requisition Options option is selected, the approval tree entered here will appear as the default for requisitions entered by the user but can be changed as needed.

**Note:** If needed, to remove an approval tree from the Approval Trees List, click the **Delete** button to the left of the desired approval tree.

- n. Only if your organization has licensed the Web Link module, the **Employee Groups** tab appears in the lower left corner of the screen. If applicable, click the **Employee Groups** tab to designate the employees (based on employee groups) for which the user can print their information on the Payroll, Human Resources, and/or Negotiations employee reports generated in Web Link. To assign an employee group to a user, enter the employee group(s) in the Employee Groups List. To do this, in the blank line (indicated with an asterisk) at the bottom of the Employee Groups List, enter the ID of the employee group in the Employee Group ID field (column). If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. Then specify for which module employee reports the employee group can be used by selecting the appropriate fields (PR WL Reports, HR WL Reports, and/or NG WL Reports); a checkmark will appear in the box if the field is selected for an employee group. (**Note:** The System Group field indicates if the employee group is the standard one defined for all employees; the field cannot be changed.) Repeat this step until all the desired employee groups are listed. Leave the Employee Groups List blank to restrict the user to only print the information on employee reports generated in Web Link for his/her employee (the employee associated with the user as stipulated in the Employee ID field above).

**Note:** Only the employee reports for the selected modules that contain a parameter for Employee Group ID will use the employees in the designated employee groups. If needed, to remove an employee group from the Employee Groups List, click the **Delete** button to the left of the desired employee group.

- o. Only if your organization has licensed both the Fixed Asset Inventory and Web Link modules, the **Fixed Asset Inventory Rooms** tab appears in the lower left corner of the screen. If applicable, click the **Fixed Asset Inventory Rooms** tab, and enter the rooms for which the user is responsible for completing the inventory from within Web Link in the Fixed Asset Inventory Rooms List. To do this, in the blank line (indicated with an asterisk) at the bottom of the Fixed Asset Inventory Rooms List, enter the ID of the room in the Room ID field (column). If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. Repeat this step until all the applicable rooms are listed. Leave the Fixed Asset Inventory Rooms List blank if the user is not responsible for completing the inventory for any rooms.

**Tip:** If a room is entered here but the user does not have rights to the Room Inventory option in Web Link, a warning icon will appear to the right of the room ID; if needed, to give the user the appropriate rights, select **Full Access** for Edit Room Inventory under the Web Link module in the User Permissions List.

**Note:** If needed, to remove a room from the Fixed Asset Inventory Rooms List, click the **Delete** button to the left of the desired room.

- p. Only for users who are not supervisors, the User Permissions List appears on the right side of the screen. The modules the organization has licensed will appear in the User Permissions List.

- For each module, specify the rights (**Batch Entry Access**, **Full Access**, **No Access**, **Read Only Access**, or **Requisition Access** (applicable for Accounts Payable only)) the user will have to the module in the Screen Permission field, or click the **down-arrow** button to select the correct one. The default of **No Access** will appear for all modules, but can be changed.

**Note:** The SAS Main Screen module includes the access to the following options: Activity Log, Email Manager, and System File. In order for a user to log into the School Accounting System and access a module, the SAS Main Screen must be set to **Full Access** or **Read Only Access**. If a user is defined with **No Access** to the SAS Main Screen, the user will not be able to log into the School Accounting System. If a user is defined with **No Access** to a module, the user will not be able to access the particular module.

- The Report Permission field for each module cannot be changed on this screen, but can be changed on the **Reports** tab (screen) (see Step 5).
- If desired, to override the rights to a specific option within a module, click the plus sign (+) in the box to the left of the module to expand the record; then for each desired option, specify the rights (**Full Access**, **No Access**, or **Read Only Access**) the user will have for it in the

Permission field, or click the **down-arrow** button to select the correct one. The default rights as set for the module will appear, but can be changed.

**Note:** For the Negotiations module, if applicable, the options located under the Payroll menu (for example, employees) are not listed on this screen as the rights for those options are based on the access to those options as defined for the Payroll module.

- If desired, to override the rights for a specific option accessed within other options, or for a specific screen in an option with multiple screens, such as the Employee File, first click the plus sign (+) in the box to the left of the module, and then click the plus sign (+) in the box to the left of the main option to expand the record. Then for the specific option or screen, enter the rights (**Full Access**, **No Access**, or **Read Only Access**) the user will have for it in the Permission field, or click the **down-arrow** button to select the correct one. The default rights as set for the main option will appear, but can be changed.

**Note:** The Federal ID field, listed with the screens under the Employees option for the Payroll module and the Human Resources module (if applicable), is the Social Security Number field on the Employment screen in the Employee File and the Federal ID field on the Dependents screen; if the rights to the Federal ID field is changed in one module, the rights are automatically updated to be the same in the other module. The Active Check Box field, also listed with the screens under the Employees option for the Payroll and Human Resources modules, is the Active field on the Name & Address screen in the Employee File; the rights for the field can be defined separately for each module (the rights are not automatically updated in both modules if changed in one area). The Document Management Add/View option only appears under the applicable options (as noted for the **Add Document** button and the **View Documents** button) if the K12Docs module is licensed, and is used to set the override rights for the **Add Document** button and/or the **View Documents** button for an option for a user; select **Full Access** to have both the **Add Document** button and the **View Documents** button enabled for the user within the particular option, **Read Only Access** to have the **Add Document** button disabled but the **View Documents** button enabled, or **No Access** to have both the **Add Document** button and the **View Documents** button disabled.

4. Click the **Save** button.
5. Click the **Reports** tab to complete the security settings for reports for the user and select reports as favorites, if desired. See **Diagram B**.
  - a. Only for users who are not supervisors, the Reports Security List appears in the upper left side of the screen. All the modules the organization has licensed (except Web Link, if applicable) will appear in the Reports Security List.
    - For each module, specify the rights (**Full Access** or **No Access**) the user will have to the reports within the module (and Report Writer, if applicable) in the Report Permission field, or

Click the **Reports** tab.

Specify the rights the user will have to the reports within the module (and Report Writer, if applicable). The default rights appear, but can be changed.

If applicable, select the reports to display in the favorites grouping for the user. In this example, there are not any reports selected.

Module	Screen Permission	Report Permission
Accounts Payable	Requisition Access	Full Access
Accounts Receivable	No Access	No Access
Fixed Assets	No Access	No Access
General Ledger	No Access	No Access
Human Resources	No Access	No Access
Negotiations	No Access	No Access
Payroll	No Access	No Access
Report Writer	No Access	No Access
SAS Main Screen		

Selected	Report Name	Module ID
<input type="checkbox"/>	Accrual Outstanding Invoices Report	AP
<input type="checkbox"/>	Approval Trees Listing	AP
<input type="checkbox"/>	Audit Report - Detail	SU
<input type="checkbox"/>	Audit Report - Summary	SU
<input type="checkbox"/>	Board Report - Board	AP
<input type="checkbox"/>	Board Report - Detail	AP
<input type="checkbox"/>	Board Report - Detail after checks are printed	AP
<input type="checkbox"/>	Board Report - Detail after checks are printed	AP
<input type="checkbox"/>	Board Report - Detail after checks are printed	AP

Selected	View Group Name
<input checked="" type="checkbox"/>	Asset Details Report for Receiving
<input checked="" type="checkbox"/>	Employee Detail Listing for Human Resources
<input checked="" type="checkbox"/>	Employee Detail Listing for Payroll
<input checked="" type="checkbox"/>	Leave Request Report
<input checked="" type="checkbox"/>	Leave Request Status Report
<input checked="" type="checkbox"/>	Receiving Report - Detail

**Diagram B**

click the **down-arrow** button to select the correct one. The default rights will appear, but can be changed.

- The rights in the Screen Permission field for each module will be disabled on the **Reports** tab (screen), but can be changed on the **General** tab (screen), if needed.
- If desired, to override the rights to a specific group of reports (referred to as a view group) within a module (and Report Writer, if applicable), click the plus sign (+) in the box to the left of the module to expand the record; then for each desired group, specify the rights (**Full Access** or **No Access**) the user will have for it in the Permission field, or click the **down-arrow** button to select the correct one. The default rights as set for the module will appear, but can be changed.

**Tip:** If a user was set up with **Requisition Access** to Accounts Payable, **Full Access** was set as the default for the Accounts Payable reports initially; therefore, if the user should not have rights to print all the Accounts Payable reports, be sure to edit rights for the various view groups in Accounts Payable for the user at this time.

**Note:** For view groups that appear in multiple modules (for example, the GL Check Registers view group), if the rights for the view group are changed in one module, the defined changes will be reflected for the view group in all the applicable modules.

- If desired, to override the rights for a specific report, first click the plus sign (+) in the box to the left of the module, and then click the plus sign (+) in the box to the left of the view group to expand the record. Then for the specific report, enter the rights (**Full Access** or **No Access**) the user will have for it in the Permission field, or click the **down-arrow** button to select the correct one. The default rights as set for the view group will appear, but can be changed.

**Note:** For reports that appear in multiple modules (for example, Check Register by Type), if the rights for the report are changed in one module, the defined changes will be reflected for the report in all the applicable modules.

- b. The Favorite Reports List appears in the upper right side of the screen (top half of the screen for users who are supervisors) showing all the standard and custom reports available in the modules for which the user has access. Only the custom and standard reports that display under the Reports menus of the main screens for the applicable modules appear here (for example, State Retirement Reports would not appear here as they are accessed from the Government Reporting menu). Select the reports to have displayed in the Favorites grouping for the user (for example, show in the "SAS Favorites" grouping for the user with an ID of SAS) under the **Reports** menu on the main screen for the applicable module. To select a report, click the box under the Selected column to the left of the desired report. A checkmark will appear in the box if the report is selected.

**Note:** If a report has report selections, the default report selection can be set for the favorite report in the Report Selection Description field (column) by clicking the **down-arrow** button and selecting the desired one. The Favorite Reports List is also available within the User Options option and a report can also be designated as a favorite when generating; a change made to a favorite report for a user in one area updates the other areas automatically.

- c. Only if your organization has licensed the Web Link module, the Web Link Reports List appears at the bottom of the screen showing all the standard and custom reports in the modules that are licensed. Only the custom and standard reports that display under the Reports menus of the main screens for each module in the School Accounting System will appear here (for example, State Retirement Reports would not appear here as they are accessed from the Government Reporting menu). If applicable, select the reports the user will have access to in the Web Link module by clicking the box under the Selected column to the left of the desired report. A checkmark will appear in the box if the report is selected.

6. Click the **Save** button.

7. The password for the new user will be the same as the ID until the password is changed.

**Note:** If the password does not meet the complexity as defined on the Password Policy screen in the System File, the user will be forced to change the password after logging in.

#### **Changing a User:**

**Note:** The instructions below are for changing an individual user within the User Security option; if needed, use the View/Adjust Users option to change a group of users all at once. Only supervisors have the ability to change users by accessing the User Security option.

1. From the School Accounting System screen, click the **User Controls** button and then select **User Security**.

2. At the User Security screen, enter the ID of the user to change in the User ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. Make the desired changes to the user's security settings.  
**Note:** To reset the password for a user, complete the Reset User Password option accessed under the Options menu.
4. After all the changes have been made, click the **Save** button.
5. If the User ID was changed, a prompt will appear verifying whether or not to change the ID or add a new one. To change the ID for the user, click the **Change** button. To not change the ID and revert to use the original ID, click the **Revert to Original** button. To add a new user with the specified ID that is a duplicate of the current user, click the **Create New** button.

#### **Deleting a User:**

Users cannot be deleted from the system since history is tied to each user; however, the user can be made inactive by removing the checkmark for the Active field within the User Security option, to prevent the user from accessing the School Accounting System and/or the add-on modules.

**Tip:** If needed, use the Inactivate Users option to inactivate a group of users all at once.

#### **Resetting User Password:**

**Note:** Only supervisors have the ability to reset a user's password with the Reset User Password option; however, all users can change their own password by utilizing the Change Password option.

1. From the School Accounting System screen, click the **User Controls** button and then select **User Security**.
2. At the User Security screen, enter the ID of the user for which to reset the password in the User ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. Select the **Options** menu and then **Reset User Password**.
4. At the Reset User Password screen, enter the new password for the user (up to **20** characters long and cannot be blank) in the first New Password field. The password is case sensitive, so be sure to note whether the password is keyed with or without caps.

**Tip:** If applicable, the requirements for the complexity of the password (as defined in the System File) display on the screen.

5. Then enter the new password a second time in the second New Password field to verify the password was keyed correctly.
6. Click the **Execute** button.
7. The Reset User Password screen will close, and the next time the specified user logs in to the School Accounting System, the new password must be entered.

# Printing Reports

## Printing a Report:

1. From the applicable screen, select the **Reports** menu. See **Diagram A**.

### Tips:

- 1) If accessing the **Reports** menu from the main screen for a module, select **Report Writer - Standard** if the report to print is a standard report; select **Report Writer - Custom** if the report to print is a custom report; select the Report Search option to search for a particular report within that module; select the appropriate group (for example, Employee Reports, Vendor Reports, etc.) as a short-cut to only view reports pertaining to a particular file or item; or select the "favorites" group for your user to view only the reports designated as a favorite for your User ID. (**Note:** The Report Writer - Custom option is only available if custom reports have been built for the particular module.)
- 2) If printing a report *prior to* printing checks during an Accounts Payable or Payroll check cycle, select the **Check Cycle** menu and then **Pre-Check Reports**, or if printing a report *after* printing checks during a check cycle, select the **Check Cycle** menu and then **Post-Check Reports**.
- 3) Within the various option or groups of reports, the custom reports are listed with an icon of a blue pencil.

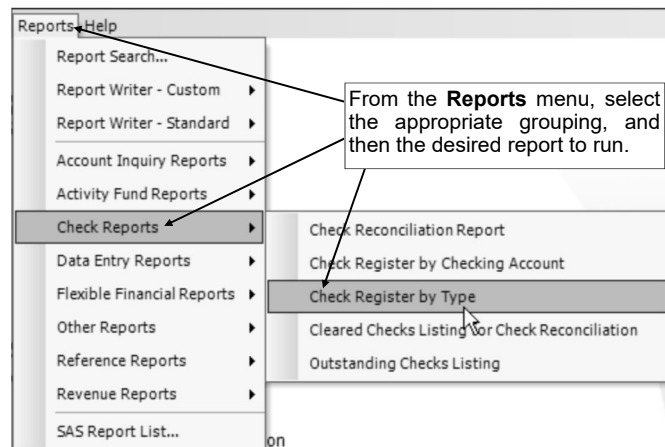


Diagram A

2. Select the desired report.
3. If printing mailing labels, when prompted, select the label setup for which to use by double-clicking on the desired format.
4. Complete the required report printing options, if applicable. See **Diagram B**.

**Tip:** If the report printing options for the particular report have been previously saved by clicking the **Save Settings** button, click the **Retrieve Settings** button at this time to display the saved settings.

- a. If applicable, specify the desired type of the report to print in the Report Selection Description field. For example, when printing the Balance Sheet in General Ledger, select either **Monthly** or **Annual**, depending on which type of balance sheet to print. The default report selection will appear in the Report Selection Description field but can be changed by clicking the **down-arrow** button and selecting the correct one.
  - b. If applicable, specify the variable values for each field listed in the Variable Fields section to determine what information to print on the report. When entering the value for a date, month, or year variable field, use the format of **mm/dd/yyyy** for a date, **mm/yyyy** for a month, or **yyyy** for a year, or click the **down-arrow** button to select the desired date, month, or year.
  - c. If applicable, specify the ranges or select only certain records for each field listed in the Report Parameter section to determine what information to print on the report. To select the desired records to include on the report for the parameter fields, complete one of the following:
    - Click the **Search** button to select specific records. When using the **Search** button, only the records applicable for the other specified selections will appear (for example, if a particular pay group has been specified on a Payroll report, only the employees in the particular pay group will appear when clicking the **Search** button for the Employee ID parameter).
- Note:** If the **Search** button is used to select specific records, the number of records selected will appear to the right of the button (or if the description of the selected records will fit in the space allotted for the display, the description of those selected records will display instead).

- Enter the desired starting record to include on the report in the From field and the ending record to include in the To field. If the parameter field is for a date or month, use the format of **mm/dd/yyyy** when entering a date or **mm/yyyy** for a month, or click the **down-arrow** button to select the desired date or month.

Click the appropriate button for the desired output of the report.

Report Parameters allow you to customize the report to only print necessary information on the report.

If desired, enter a sub title here, or click the **Copy Choices** button to automatically enter the parameter selections into the Sub Heading field (if the Auto Copy Report Choices field is not selected in the User Options option).

If applicable, select any optional field (and label) listed in the Optional Fields section to print the specified field on the report.

**Diagram B**

- Enter the records to include on the report using the wildcard characters (%) or ( ) as placeholders in your variable search information for the parameters in the From field. Use the percent sign (%) as a placeholder for an unlimited number of characters and the underscore ( ) as a placeholder for one character. For example, enter **G%** in the From field for a Vendor ID parameter to print all vendors defined with an ID starting with the letter G. **When entering a mask for account numbers using the wildcard characters, be sure to key spaces between the account dimensions.**
  - Enter the particular range of records to include using a "z". To print a range, enter the beginning information of the first records to print in the range in the From field for the desired parameter; then in the To field for that parameter, enter the beginning information of the last records to print in the range followed by a "z" at the end of the string. For example, to print all vendors defined with an ID starting with letters A through H, enter **A** in the From field for a Vendor ID parameter and enter **H z** in the To field. To see an example using the "z" to print a range of account numbers on a report, click here. **When entering a range for account numbers using a "z", be sure to key spaces between the account dimensions.**
- Tip:** If there are parameters selected by default (for example, a batch is selected by default), click the **Clear Parameters** button, if desired, to clear the defaults so that all records are selected for each item.
- d. If desired, enter a description to use as a sub title for the report in the Sub Heading field. The sub heading can be up to **255** characters long. If the Auto Copy Report Choices field is selected within the User Options option, a default sub heading will appear but can be changed.
- Tip:** Click the **Copy Choices** button to automatically copy the selections made to the report, such as the specified Report Selection Description and selected parameters, into the Sub Heading field (only applicable if the Auto Copy Report Choices field is not selected within the User Options option).

- e. Select the Print Negative Numbers in Red field to have the numeric values that are negative on the report appear in red on the preview screen and print in red (provided a color printer is utilized). A checkmark will appear in the box if the field is selected. The Print Negative Numbers in Red field will be selected by default if the Print Negative Numbers in Red field is selected within the User Options option or the User Security option for the specified user.
  - f. Select the Include Page Header/Footer field to print the information included in the Page Header and Page Footer sections on the report. A checkmark will appear in the box if the field is selected. This field will be selected by default. Typically, this field is only unselected if the report will be exported to a format in which the page header and page footer sections should be omitted, such as when exporting to a Microsoft® Excel spreadsheet file.
  - g. Only the following items can be changed for the Report Sorting section; otherwise, if other changes are made, the report will not print correctly.
    - If the [vprEmployeePersonnelReference].[NoCustomReferencedID] field appears as a Report Sorting field, click the **Search** button to select the desired referenced custom field on which to sort the information included on the report.
    - If applicable, for each Report Sorting field listed, select the New Page After field to insert a page break after the specified item. For example, if printing the Deduction Register by Deduction report, select the New Page After field for the [vprDeductionsAndTaxes].[DeductionID] report sorting field to have each deduction print on a separate page.  
**Note:** If the selected report was built with a defined page break for a particular item, the New Page After field will be selected by default for that item, but can be changed. Each time the report is printed, only the default page breaks will be selected.
    - Only when printing the applicable reports, such as the Employee Detail Listing for Payroll or the Vendor Listing - Detail, select the Footer Visible field to remove the checkmark for any section to omit (not print). Be sure to leave the Header Visible field unselected.
  - h. If applicable, select the Displayed field for any optional field and the corresponding label field listed in the Optional Fields section to print the specified field on the report. A checkmark will appear in the box if the Displayed field is selected and the optional field will print on the report.
5. If desired, click the **Save Settings** button at this time to save the specified report printing options in order to run the report with these exact settings in the future by utilizing the **Retrieve Settings** button. If you do not click the **Save Settings** button at this time, the settings must be re-entered the next time the report is generated.
- Tip:** A report can also be set as a favorite report (for the user) at this time by clicking the **Favorite Reports** button, or the report can be added to the user's report list accessed under the Reports menu on a module's main screen by clicking the **Report List** button.
6. Click the appropriate button for the desired output:
- a. To preview the report on the screen, click the **To Screen** button.
  - b. To print the report directly to the printer, click the **To Printer** button.
  - c. To export the report to a file, click the **Export** button and then complete the Export Options as desired.  
**Tip:** A report previewed on the screen can also be exported to a file by clicking the **Export** button on the preview screen.
  - d. To email the report, click the **Email** button. Refer to the Emailing a Report topic in the Help File for requirements to email a report.  
**Tip:** A report previewed on the screen can also be emailed by clicking the **Email** button on the preview screen.
7. After the report is printed, click the **X** in the upper right-hand corner to close the reporting printing options screen, if applicable.

#### **Emailing a Report:**

**Note:** In order to email a report, complete the following: 1) if needed, on the From Email Addresses tab in the Email Manager option, add an email address from which the report will be sent; 2) select the Enable Email Manager field on the General Options tab in the Email Manager option (if not already selected); 3) complete the General Information section on the General Options tab (if not already completed); 4) complete the Default From Email Address ID field in the Report Options section on the

General Options, General Ledger, Accounts Payable, Payroll, Human Resources, Negotiations, Fixed Asset Inventory, and Accounts Receivable tabs, if desired; 5) enter up to three email addresses (for Business, Personal, and/or Other) in the Employee File, Payee File, Received From File, Ship To Address File, Vendor File, or Customer File for each employee, payee, received from, ship to address, vendor, or customer who will be emailed reports; and 6) select at least one of the usage fields (Direct Deposit, Tax Forms, or Other Communication field) for each applicable email address for the employees, payees, received from, ship to addresses, vendors, or customers (a checkmark will appear in the box if the field is selected; the usages for which email addresses to use is specified at the time a report is emailed).

1. After selecting the desired report to print (email), complete the required report printing options, if applicable.
2. Click the **Email** button.

**Note:** The **Email** button will only be enabled if the Enable Email Manager field on the General Options tab in the Email Manager option is selected.

**Tip:** A report previewed on the screen can also be emailed by clicking the **Email** button on the preview screen.

3. At the Email Report screen, select how to email the report by selecting the Email Entire Report to Selected Employees field or the Email Recipients Individual Pages field. Select the Email Entire Report to Selected Employees field to email the entire report to all recipients, or select the Email Recipients Individual Pages field to email only the applicable pages of the report to the appropriate recipients. A checkmark will appear in the box if the field is selected.

**Note:** The Email Recipients Individual Pages field is only enabled if the report contains a parameter for Customer ID, Employee ID, Payee ID, Received From ID, Ship To Address ID, or Vendor ID, and there is data available to be generated for that parameter. If the Email Recipients Individual Pages field is disabled because the report does not contain one of the specified parameters (or there is not any data for that parameter), the Email Entire Report to Selected Employees field will be selected by default and cannot be changed.

4. In the Email Address to Use section, specify the email addresses for which to email the report by selecting the desired usage fields: Direct Deposit, Other Communication, and/or Tax Forms. A checkmark will appear in the box if the field is selected. The Other Communication field will be selected by default.
5. The Send to Recipients section is enabled if the Email Recipients Individual Pages field is selected. If applicable, specify the recipients for which to email the appropriate pages of the report by selecting the desired entity type fields: Customers, Employees, Payees, Received Froms, Ship To Addresses, and/or Vendors. A checkmark will appear in the box if the field is selected.
- Note:** Only the entity types applicable for the selected report will be enabled.
6. In the File Type section, select to email the report as a .PDF or .XLSX file attachment by selecting the Excel Spreadsheet (XLSX) field or the Portable Document Format (PDF) field. A checkmark will appear in the box if the field is selected. The Portable Document Format (PDF) field will be selected by default.
7. If the Email Entire Report to Selected Employees field is selected, the Employee Selection List appears showing all the active employees with an email address defined for the selected usages. In the Employee Selection List, select the employees for which to email the entire report by clicking the box for the Selected column to the left of the desired employee. A checkmark will appear in the box if the employee is selected. To select all the employees listed on the screen, click the **Select All** button located above the Employee Selection List. If desired, change the filters to modify the employees displayed here.
8. If the Email Recipients Individual Pages field is selected, the Entity Selection List appears showing all the active entities with an email address defined for the selected usages for the designated entity types. In the Entity Selection List, select the entities for which to email the applicable pages of the report by clicking the box for the Selected column to the left of the desired record. A checkmark will appear in the box if the entity is selected. To select all the entities listed on the screen, click the **Select All** button located above the Entity Selection List. If desired, change the filters to modify the entities displayed here.

**Note:** If the entity ID parameter was completed for the report (on the Report Printing Options screen), the applicable entities selected for the entity ID parameter will be selected in the Entity



Selection List by default, but can be changed as needed. If report parameters other than the entity ID parameter were completed for the report, only the entities based on the selections for those other parameters appear in the Entity Selection List.

9. Click the **Email** button.

10. The Email Options screen will appear; complete the email options as needed.

- Enter the ID of the email address to use when sending the emails in the From Email Address ID field, or click the **down-arrow** button to select the correct one. The email address specified here will be the one from which the messages will be emailed. If applicable, the ID of the from email address designated in the Email Manager option will appear by default, but can be changed if needed.
- The email address for the specified ID appears in the From Email Address field and cannot be changed on this screen.
- The name to show who the emails are from for the specified ID appears in the From Display Name field and cannot be changed on this screen.
- If the specified from email address has the User Name field completed on the From Email Addresses tab in the Email Manager option, the user ID appears in the User Name field and cannot be changed on this screen; however, if the User Name field is not completed for the from email address, enter the user ID for the email address in the User Name field only if required by your school district's SMTP mail server. The user ID can be alphanumeric and up to **128** characters long. **Consult your Technology Coordinator to determine if the field is required and what to enter in the field.**
- If required by your school district's SMTP mail server, enter the password for the from email address in the Password field. The password can be alphanumeric and up to **128** characters long. The password is case sensitive. If the Password field is completed on the From Email Addresses tab in the Email Manager option, the password will appear in the Password field, but can be changed if needed. **Consult your Technology Coordinator to determine if the field is required and what to enter in the field.**
- If desired, select the Update User Password in Email Manager field to have the system retain the password (and user ID, if applicable) entered in the Password field (and User Name field) for the specified from email address, if applicable. A checkmark will appear in the box if the field is selected.
- The name of your school district's SMTP mail server as entered in the Email Manager option appears in the Mail Server field. If needed, the name can be changed.
- If desired, enter the correct path (drive and folders) and file name of a file to attach to the email in the Additional Attachment File Name field. If the exact path is not known, click the **Search** button to select the correct path and file.

**Note:** The file specified in this field would be sent in addition to the report automatically attached.

- Enter the subject line to use for the emails in the Email Subject field. The subject line can be alphanumeric and an unlimited number of characters. A generic default subject line appears, but can be changed.
- Enter the text for the message (body) of the emails in the Email Message field. The text can be alphanumeric and an unlimited number of characters. A generic default message appears, but can be changed.
- The text to use as the disclaimer as entered in the Email Manager option appears in the Disclaimer field. If needed, the text can be changed. The text for the disclaimer can be alphanumeric and an unlimited number of characters.
- The recipients (email addresses and names) to receive the emails appears in the Recipients List on the right side of the screen. If needed, edit the Recipients List as desired.
  - To change the email address for a recipient, click in the Email Address field for the recipient and key the desired email address.
  - To add an email address to the list so that the email message (without an attachment, if emailing individual pages of a report) will be sent to an additional recipient, complete the Email Address field in the blank line (indicated with an asterisk) at the bottom of the Recipients List.

- To delete an email address so that the email message will not be sent to a particular recipient, click the **Delete** button located to the left of the desired record in the Recipients List; when prompted to delete the record, click **Yes**.

**Note:** As the email messages are sent, the Results column in the Recipients List will be updated with the status; for example, "Sent mm/dd/yyyy at hh:mm AM/PM" will appear after the email was sent successfully.

11. Click the **Execute** button to send the emails.

**Note:** If the first email is unable to be sent successfully, a prompt will appear asking to continue trying to send the remaining emails; click **Yes** to continue sending the remaining emails, or click **No** to quit sending the emails at this time (and, if desired, edit the Recipients List and then resend). If an email is rejected because an incorrect email address was entered for a recipient, the rejection notice will be sent to the specified from email address.

12. A message will appear in the status bar on the Email Options screen once the report has been emailed.

13. Click the **X** in the upper right-hand corner to close the Email Options screen.

**Note:** If there were one or more emails not successfully sent, the **Cancel** button and **Retry** button appear at the bottom of the Email Options screen. If desired, edit the Recipients List and then click the **Retry** button to try resending the emails to those recipients who did not have one sent initially; otherwise, click the **Cancel** button to close the Email Options screen.

14. After the report is emailed, click the **X** in the upper right-hand corner to close the report printing options screen (only applicable if the Auto Close Report Printing Options field in the User Options option is not selected for the user).

# Set Screen Preferences

The Set Screen Preferences option allows a user to define settings for a specific screen, in order to have the fields (or tabs) on the screen display or function a certain way. The Set Screen Preferences are saved by user (except for the settings with custom fields, which are saved and applied to all users system wide). Depending on where the Set Screen Preferences option is accessed, the following functions may be available when setting the screen preferences: changing the order of the fields, columns, or screens; hiding particular fields, columns, or screens; and/or defining which fields to repeat information automatically from the previous entry without requiring an additional keystroke by the user. There are also a few additional miscellaneous features available within the Set Screen Preferences option for particular screens.

The Set Screen Preferences option is only available for certain screens within the School Accounting System. In the General Ledger module, the options where the Set Screen Preferences option can be accessed, along with the functions available for the option, are listed below.

## Option

Budgets  
Cash Receipts  
Cash Receipt Inquiry  
Manual Journal Entries

## Set Screen Preference Functions

Change order, hide, repeat  
Change order, hide (for header fields only), repeat  
Change order, hide  
Change order, hide, repeat

**Note:** If changes are made to the screen preferences, the default preference settings can be restored if desired. The option to restore the default settings is not available for custom fields.

## Setting Screen Preferences for Data Entry Screens:

**Note:** The following instructions are for changing the screen preferences in General Ledger for Budgets, Cash Receipts, and Manual Journal Entries.

1. From within the specific entry screen, select the **Options** menu and then **Set Screen Preferences**.

**Note:** When setting the screen preferences for Cash Receipts, select Set Screens Preferences (Header) or Set Screen Preferences (Detail), depending on the location of the fields for which screen preferences to change.

2. To define a field so it will automatically repeat the information from the previous entry without requiring an additional keystroke by the user, select the Repeat field for the desired field. A checkmark will appear in the box if the option is selected. See **Diagram A**.

**Note:** The Repeat function does not work for fields that have other preset default values.

3. When setting the screen preferences for the options in Accounts Payable and General Ledger, additional options for Hide and Required are displayed, along with buttons to change the order of the fields, if desired.

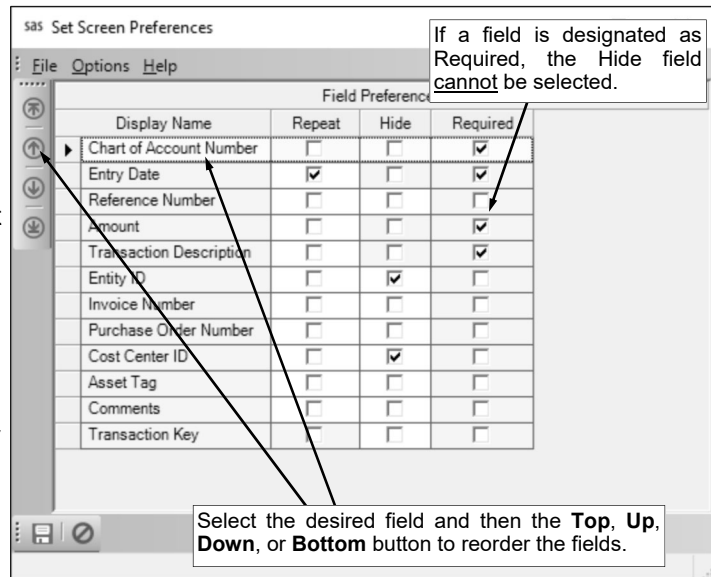
- a. To define a field so it will not display on the entry screen, select the Hide field for the desired field. A checkmark will appear in the box if the option is selected.

**Note:** If a field is marked as Required, the Hide field cannot be selected as the field must appear on the screen.

- b. To change the order of the fields, click once on the field to move and then click the **Top**, **Up**, **Down**, or **Bottom** button until the field is in the desired position.

4. After setting the desired screen preferences, click the **Save** button.

5. The Set Screen Preferences screen will close and the new settings will take effect immediately.



**Diagram A**

# DATA ENTRY

<b>Budgets .....</b>	<b>12</b>
<b>Cash Receipts .....</b>	<b>13</b>
<b>Manual Journal Entries .....</b>	<b>14</b>

# Budgets

The Budgets option, which is in General Ledger can also be accessed from Negotiations (if applicable), is used to enter and post a new budget or change the existing budget. Within the Budgets option, budget entries can be manually entered, imported from a file using the Import Budgets option, imported from selected outstanding purchase orders using the Import Purchase Orders option, or transferred into a budget batch from the budget or actual year-to-date amounts of the account numbers using the Budget Transfer Options.

If there are identical budget entries that need to be posted each month, they can be set up as recurring entries in the batch options.

## Entering Budgets:

**Note:** The instructions listed below explain each field as they appear on the Budgets screen when the screen preferences are set to the defaults. If the screen preferences were changed, the fields may be out of order as described below and there may even be fields that do not appear on the screen. If desired, the default screen preferences can be restored.

Also, for any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.

1. From the General Ledger screen, select the **Data Entry** menu and then **Budgets**.
2. If a batch already exists, the Budget Batch Search screen will appear. To continue adding budget entries to an existing batch, select the desired batch by double-clicking on the batch description; otherwise, to enter a new batch, click the **New Record** button and then complete the batch options. If a batch does not exist, the batch options screen will appear immediately in order to create a new batch.

**Note:** Below are the steps to complete the batch options screen for a new batch of manual journal entries.

- a. Enter a unique description for the new batch in the Batch Description field. The description can be alphanumeric and up to **50** characters long. Leave the field blank to use a default description assigned by the system. See **Diagram A**.

**Note:** If a unique description is not entered, the system will add a dash and four numbers starting with **0001** at the end (for example, **Batch Description-0001**) to make it distinctive.

- b. Enter the date to use as the posting date for the budget entries in the Batch Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field blank to default to the current date.

- c. In the Processing Month field, enter the fiscal period for which to post the entries within the batch to the applicable modules; for example, enter the month for which to post the entries to General Ledger, if applicable. Use the **mm/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field blank to default to the current month (as based on the computer date).

**Note:** If the month entered in this field is more than two months different from the current month, a warning icon will appear to the right of the field; verify the month entered is correct. If the specified processing month is in the next fiscal year, the Start New Fiscal Year option will need to be completed for the appropriate funds if it has not already been done.

- d. If desired, to have the budget and year-to-date balances display for account numbers when making budget entries in the batch, enter the ending date of the desired fiscal year in the Fiscal Year End to Display Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave this field blank to not display any balances for the account numbers while making entries.

The screenshot shows the 'gl Budget Batch' window with the following fields and values:

- Batch Description: November 2017 Budget Changes
- Batch Date: 11/01/2017
- Processing Month: 11/2017
- Fiscal Year End To Display Date: 06/30/2018
- Recurring Entries: ☐
- New Budget: ☐

Annotations in the image:

- A box pointing to the Fiscal Year End To Display Date field: "To have the budget and year-to-date balances display within the batch, enter which fiscal year ending date to show here."
- A box pointing to the New Budget checkbox: "Do not select this field if making changes to a current year's budget."

**Diagram A**

- e. If applicable, select the Recurring Entries field to retain the batch of entries after posting the batch. A checkmark will appear in the box if the field is selected. For example, select the field if the batch (entries) needs to be processed on a regular basis, such as each month or quarter.
  - f. If applicable, select the New Budget field if the budget entries within the batch are considered the original (initial) budget entries for the specified fiscal year and not budget changes or budget amendments; for example, select this field if making entries for next year's budget. A checkmark will appear in the box if this field is selected.
  - g. Click the **Save** button.
3. The Budgets screen will appear for the selected budget batch. The description and processing month for the selected batch will appear in the title bar. See **Diagram B**.
  4. On the Individual Entry screen (tab), click the **New Record** button to initialize the screen for a new entry.
  5. Enter the revenue or expenditure account number for which to enter the budget amount in the Chart of Account Number field. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

**Note:** If the Fiscal Year End to Display Date field was completed in the batch options, the budget balance and year-to-date balance for the account number display at the bottom of the screen.

**Tip:** If the user entering the budget is assigned to one or more account groups with the GL & WL Data Entry usage (in the User Security option), the account number entered here must be included in one of the designated account groups.

6. Enter the budgeted amount for the specified account number in the Budget Amount field. The amount can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **2** decimal places by the system if capable.

**Note:** If making budget entries to change or amend an existing budget, the amount entered here will be added to the current budget; therefore, to increase the current budget, enter the amount as a *positive* number, or to decrease the current budget, enter the amount as a *negative* number. If desired, to avoid figuring and entering the difference for the increase or decrease for the budget change or amendment, leave the Budget Amount field blank and then complete the Adjusted Budget field (below) instead, if applicable.

In this example, the **Individual Entry** tab has been clicked to make budget entries using the normal data entry screen.

The totals for the funds, account types, and batch are shown here.

When making changes to an existing budget, enter the amount of the budget increase or decrease in the Budget Amount field. The amount entered in this field will be added to the current budget amount and the total budget amount for the account will appear in the Adjusted Budget field.

Once the budget entries are entered and saved, they appear here.

Fund	Revenue	Expenditure
10	750.00	12,500.00
Total	750.00	12,500.00

Chart of Account Number	Transaction Description	Budget Amount	Transaction Key
10 0000 1111 000 0000	Budget Entry	750.00	2874
10 1000 1000 100 0000 610	Budget Entry	7,500.00	2872
10 3200 1000 100 0000 580	Budget Entry	5,000.00	2873

Property Tax | Fiscal Year End Date: 06/30/2018 | Budget: 2,126,250.00 | Year to Date: 705,500.00

**Diagram B**

7. If desired, enter a description to explain the reason for the budget entry in the Transaction Description field. The description can be alphanumeric and up to **40** characters long. Leave the field blank to use a description of "Budget Entry".
8. If the Fiscal Year End to Display Date field in the batch options was completed with a date in the *same* fiscal year as the specified Processing Month for the batch, the Adjusted Budget field is enabled. The final budget total for the specified account number will appear in the Adjusted Budget field if the Budget Amount field was completed. Otherwise, if the Budget Amount field was left blank, enter the amount of what the final budget total should be for the specified account number in the Adjusted Budget field; the system will then calculate the difference and display the amount for which to increase or decrease the current budget in the Budget Amount field.  
**Note:** The Adjusted Budget field only appears on the Individual Entry screen (tab) and does not appear on the Grid Entry screen (tab).
9. The Transaction Key field is disabled (cannot be changed) and will be updated with an entry line number once the budget entry is saved. The Transaction Key field is typically only used on the Batch Entries List in order to sort the budget entries within the batch in the order the entries were made.
10. Click the **Save** button and then repeat the steps until all the budget entries have been made.  
**Tip:** If desired, budget entries can also be entered directly into the Batch Entries List (grid) by clicking the **Grid Entry** tab and then completing all the fields of information in the blank line (indicated with an asterisk) at the bottom of the Batch Entries List.
11. If desired, multiple budget entries can be made to the *same* account number in order to specify multiple descriptions and amounts by utilizing the Add Another Entry For This Account option.
12. If desired, the budget entries within the batch can be rounded up to the next whole dollar by completing the Round Up Budget option.
13. Once all the budget entries have been entered, print a listing and post the batch.  
**Note:** The total of all the budget entries for revenues and expenditures for each fund and a total of all funds are displayed on the screen.

# Cash Receipts

Cash Receipts are entered into General Ledger to record the revenue (deposits) made by the school district. If there are identical cash receipt entries that need to be posted each month, they can be set up as recurring entries in the batch options.

## Entering Cash Receipts:

**Note:** The instructions listed below explain each field as they appear on the Cash Receipts screen when the screen preferences are set to the defaults. If the screen preferences were changed, the fields may be out of order as described below and there may even be fields that do not appear on the screen. If desired, the default screen preferences can be restored.

Also, for any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.

1. From the General Ledger screen, select the **Data Entry** menu and then **Cash Receipts**.
2. If a batch already exists, the Cash Receipts Batch Search screen will appear. To continue adding cash receipts to an existing batch, select the desired batch by double-clicking on the batch description; otherwise, to enter a new batch, click the **New Record** button and then complete the batch options. If a batch does not exist, the batch options screen will appear immediately in order to create a new batch.

**Note:** Below are the steps to complete the batch options screen for a new batch of cash receipts.

- a. Enter a unique description for the new batch in the Batch Description field. The description can be alphanumeric and up to **50** characters long. Leave the field blank to use a default description assigned by the system. See **Diagram A**.

**Note:** If a unique description is not entered, the system will add a dash and four numbers starting with **0001** at the end (for example, **Batch Description-0001**) to make it distinctive.

- b. If the Posting Type (specified below) is **Cash/Receivable Account**, enter the date to use as the posting date for the cash receipts in the Batch Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field blank to default to the current date.
- c. In the Processing Month field, enter the fiscal period for which to post the entries within the batch to the applicable modules; for example, enter the month for which to post the entries to General Ledger, if applicable. Use the **mm/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field blank to default to the current month (as based on the computer date).

**Note:** If the month entered in this field is more than two months different from the current month, a warning icon will appear to the right of the field; verify the month entered is correct. If the specified processing month is in the next fiscal year, the Start New Fiscal Year option will need to be completed for the appropriate funds if it has not already been done.

The screenshot shows the 'Cash Receipts Batch' window with the following fields and annotations:

- Batch Description:** November 2017 Cash Receipts
- Batch Date:** 11/30/2017
- Processing Month:** 11/2017
- Posting Type:** Cash Receipt Date
- Recurring Entries:** ☐
- End of Fiscal Year Options:**
  - Create Receivables:** ☐ (Annotation: This field is used at the end of the fiscal year to enter outstanding receivables if needed.)
  - Reversing GAAP:** ☐ (Annotation: This field is only used by those Iowa school districts who have selected the Reversing GAAP field in the System File.)

Additional annotations on the right side of the form:

- For **Posting Type**: In this field, select how to post the cash receipts to General Ledger and display within the Check Reconciliation option.

**Diagram A**

- d. Enter the appropriate posting type (**Cash Receipt Date**, **Cash Receipt Number**, **Cash/Receivable Account**, or **Individual Entry Detail Line**) for how to post the cash receipts entered within the batch to General Ledger and display within the Check Reconciliation option in the Posting Type field, or click the **down-arrow** button to select the correct one. To post one cash entry for each different date of the cash receipts within the batch, select **Cash Receipt Date**. To post one cash entry for each different cash receipt number within the batch, select **Cash Receipt Number**. To post one cash entry per cash account (or receivable account, if applicable) using the date entered in the Batch Date field above (and disregarding the individual cash receipt dates entered in the batch), select **Cash/Receivable Account**. To post one cash



entry for each different cash receipt detail line within the batch, select **Individual Entry Detail Line**. Leave the field blank to have the system default to the posting type specified in the Default Cash Receipts Posting Type field in the General Ledger System File.

- e. If applicable, select the Recurring Entries field to retain the batch of entries after posting the batch. A checkmark will appear in the box if the field is selected. For example, select the field if the batch (entries) needs to be processed on a regular basis, such as each month or quarter.

**Note:** This field is disabled if the Create Receivables field is selected for the batch.

- f. If creating a batch at the end of the fiscal year to record outstanding receivables to the current fiscal year for money earned, but not yet received, complete the End of Fiscal Year Options section.
  - Select the Create Receivables field in order to record outstanding receivables by specifying the revenue, cash, and receivable accounts for the cash receipts entered within the batch. If the Create Receivables field is selected, then upon posting the batch, the entries to credit the revenue accounts and debit the receivable accounts will post, while the entries to debit the cash accounts and credit the receivable accounts will be able to be brought into a future batch of cash receipts in the next fiscal year when the money is actually received by using the Select Receivables for Processing option. A checkmark will appear in the box if the field is selected.

**Note:** This field is disabled if the Recurring Entries field is selected for the batch.
  - **For Iowa school districts who reverse GAAP expense only**, select the Reversing GAAP field to reverse GAAP expense the cash receipts (outstanding receivables) within the batch, if applicable. If the cash receipts (outstanding receivables) are reverse GAAP expensed, the totals do not post to the revenue accounts, but are reflected on the C.A.R. A checkmark will appear in the box if the field is selected.

**Note:** The Reversing GAAP field is only enabled if the Create Receivables field is selected, and is also only enabled for those Iowa school districts who have specified they reverse GAAP expense at the end of the fiscal year (the Reversing GAAP field is selected in the System File).

- g. Click the **Save** button.

3. The Cash Receipts screen will appear for the selected cash receipts batch. The description and processing month for the selected batch will appear in the title bar.
4. On the Individual Entry screen (tab), click the **New Record** button to initialize the screen for a new entry.

**Tip:** If desired, cash receipts can also be entered directly into the Batch Entries List (grid) by clicking the **Grid Entry** tab and then completing all the fields of information in the blank line (indicated with an asterisk) at the bottom of the Batch Entries List. If the Grid Entry screen is utilized, the cash receipts can only be entered with one detail line per cash receipt key; if multiple detail lines need to be entered for a cash receipt (cash receipt key), then use the Individual Entry screen instead.

5. Complete the Header Information of the cash receipt. See **Diagram B**.

- a. If applicable, enter the number of the receipt (from the receipt book) in the Cash Receipt Number field. The receipt number can be alphanumeric and up to **12** characters long. If the Use System Numerically Assigned Cash Receipt Numbers field is selected in the General Ledger System File, the Cash Receipt Number field is disabled (cannot be changed), and the system will automatically assign the cash receipt number once the cash receipt is saved (using a number equal to the cash receipt key).

**Note:** If the Cash Receipt Number field is enabled, place the cursor in the first position in the field (or highlight all the text in the field, if applicable) and press the **+** key (plus sign) to increment the receipt number by one (or increment the receipt number from the previous cash receipt entry in this batch by one, if the field is blank), or press the **-** key (minus sign) to decrement the receipt number by one.

- b. If desired, enter the ID of the received from (from whom the money was received) for the cash receipt in the Received From ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

**Note:** In order to enter an ID in this field for an entity already defined as an employee, employer history, payee, ship to address, vendor, and/or customer, the entity role of Received From must first be added by calling up the entity within the Received From File and clicking **Yes** when prompted to make the entity a received from.

gl Cash Receipts - November 2017 Cash Receipts (Processing Month: 11/2017)

File Options Reports Pin To Help

Individual Entry Grid Entry

Header Information

Cash Receipt Number: 902

Received From ID: GREEDAL

Cash Receipt Date: 11/01/2017

Cash Receipt Description: Rent

Cash Receipt Amount: 350.00

Comments:

Cash Receipt Key: 250

DALE GREEN JR  
8675 JACKSON BLVD  
SOMEPLACE NE 68500

Batch Totals

	Batch Totals
Cash Receipt Number	350.00
Chart of Account	350.00
Cash Account	350.00
Receivable Account	.00
Fund	350.00
Batch Total	350.00

Detail Information

Chart of Account Number	Cash Receipt Detail Description	Cash Receipt Detail Amount	Cash Account Number	Receivable Account Number
01 1910	Rent	350.00	01 101	

Batch Entries

Cash Receipt Number	Received From ID	Cash Receipt Date	Cash Receipt Description	Cash Receipt Amount	Comments	Chart of Account Number	Cash Receipt Key	Cash Receipt Detail Description
902	GREEDAL	11/01/2017	Rent	350.00		01 1910	250	Rent

Distributed: 350.00 Remaining: 0.00

Chart of Account Description: Rent Budget: 510,000.00

After entering a cash receipt, click the **To Screen & Save** button to save and print the receipt.

- c. Enter the date of the cash receipt in the Cash Receipt Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field blank to default to the current date.
- Note:** The date for the cash receipt should be within the specified processing month for the batch or else it could result in not being able to successfully complete the check reconciliation option.
- d. Enter a summary description for what is included on the cash receipt in the Cash Receipt Description field. The description can be alphanumeric and up to **40** characters long.
- Note:** To use the description from the Received From File for the specified received from, enter a **R** in this field.
- e. Enter the total amount of the cash receipt in the Cash Receipt Amount field. The amount can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **2** decimal places by the system if capable. If desired, leave this field blank until all the detail lines have been entered; then click the **Calculate** button to have the system automatically add up all the detail lines and display the total in this field.
- Note:** If the Automatically Calculate Totals on Cash Receipt Entry field in the General Ledger System File is selected, the system will automatically add up all the detail lines when saving the cash receipt and display the total in this field.
- f. If desired, enter any additional information for the cash receipt in the Comments field. The comment can be alphanumeric and up to **1,000** characters long.
- g. The Cash Receipt Key field is disabled (cannot be changed) and will be updated with an entry line number once the cash receipt is saved. The Cash Receipt Key field is typically only used when searching within the batch (by clicking the **Find** button on the Cash Receipts screen) in order to sort the cash receipts in the batch in the order they were entered.
6. Complete the Detail Information of the cash receipt.
- a. Enter the account number to be credited (or debited if a *negative* amount is entered) for the line item in the Chart of Account Number field. Typically, the account number entered here is a revenue account. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. If one or more default chart of account numbers had been entered in the Received From File for the received from, the

designated account number(s) will appear in the detail section with each account number as its own detail line item; the detail lines can be changed as desired.

**Tip:** If the user entering the cash receipt is assigned to one or more account groups with the GL & WL Data Entry usage (in the User Security option), the account number entered here must be included in one of the designated account groups. Once the account number is specified, the description, budget balance, and year-to-date balance for the account number display at the bottom of the screen.

- b. Enter a description for the line item in the Cash Receipt Detail Description field. The description can be alphanumeric and up to **40** characters long.

**Note:** To use the description from the Received From File for the specified received from, enter a **R** in this field. To use the cash receipt description entered in the Header Information, enter an **H** in this field. To use the description for the account number from the Chart of Accounts File, enter a **C** in this field.

- c. Enter the amount to be distributed to the specified account number for this line item in the Cash Receipt Detail Amount field. The amount can be up to **14** digits long (including the decimal point, if applicable) and will be rounded to **2** decimal places by the system if capable.
- d. Enter the cash (or other asset) account number to be debited (or credited if a *negative* amount is entered) for the line item in the Cash Account Number field. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. The default cash account number entered in the General Ledger Cash Account field in the Fund File for the fund of the specified account number will appear (unless the Cash Account Number field displays in front of the Chart of Account Number field and the Cash Account Number field is set to repeat in the screen preferences), but can be changed.

**Note:** If the Create Receivables field is selected on the batch options, the cash account number entered in this field will not be utilized until the money is actually received in the next fiscal year and a future batch of cash receipts has been created to bring in the applicable entries using the Select Receivables for Processing option.

- e. The Receivable Account Number field is only enabled if the Create Receivables field is selected on the batch options. If applicable, enter the receivable account number to be used for the line item in the Receivable Account Number field. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.
7. Repeat the steps to complete the Detail Information to enter all the detail line items for the cash receipt.

**Note:** The Distributed amount for the cash receipt (as shown at the bottom of the screen) must equal the Cash Receipt Amount specified in the Header Information.

8. If the Cash Receipt Amount field was left blank (and the Automatically Calculate Totals on Cash Receipt Entry field in the General Ledger System File is not selected), click the **Calculate** button for the Cash Receipt Amount field at this time to have the system automatically add up the total of all the detail line items and display the total amount.
9. Click the **Save** button.

**Note:** If desired, to print a receipt form for the cash receipt displayed, click the **To Screen & Save** button instead to save the cash receipt and print the receipt form now, using the report entered in the Default Cash Receipt Report field in the General Ledger System File.

**Tip:** The total of all the cash receipts for the cash receipt number, account number, cash account number, receivable account number, fund, and batch are displayed on the screen.

10. Once all the cash receipts have been entered, print a listing and post the batch.

**Tip:** Print a **Cash Receipt Listing** from the **Reports** menu to view a listing of all the cash receipts in the selected batch. Print the **Cash Receipt Form** from the **Reports** menu to print an actual receipt form for a cash receipt. If needed, print the **Receivables Report** from the **Reports** menu to view a listing of the receivable entries, including those that are outstanding and those that have been fully received.

**Note:** When entering and posting regular cash receipts (the Create Receivables field is not selected on the batch options), the revenue accounts (as entered in the Account Number field) will be credited and the cash accounts (as entered in the Cash Account Number field) will be debited. When entering and posting outstanding receivables at the end of the fiscal year (the Create Receivables field is selected on the batch options), the revenue accounts (as entered in the Account Number field) will be credited and the receivable accounts (as entered in the Receivable Account

Number field) will be debited; then when the money is actually received in the next fiscal year, the entries to debit the cash accounts (as entered in the Cash Account Number field) and credit the receivable accounts (as entered in the Receivable Account Number field) can be brought into a future batch of cash receipts using the Select Receivables for Processing option.

**Correcting a Cash Receipt before Posting:**

1. From the General Ledger screen, select the **Data Entry** menu and then **Cash Receipts**.
2. The Batch Search screen will appear.
3. Select the batch which contains the cash receipt to correct by double-clicking on the desired batch description.
4. The Cash Receipts screen will appear for the selected cash receipts batch. The description for the selected batch will appear in the title bar.
5. On the Individual Entry screen (tab), double-click the cash receipt to edit from the entries that appear in the Batch Entries List, or click the **Find** button to select the desired cash receipt to edit.
6. Make the desired changes to the cash receipt.
  - For the line items in the Detail Information section, complete the blank line (indicated with an asterisk) at the bottom of the list to add a new line item, or click the **Delete** button located to the left of the desired line item to delete one (when prompted to delete, click **Yes**).
7. If the total amount of the cash receipt changed but the Cash Receipt Amount field was not updated (and the Automatically Calculate Totals on Cash Receipt Entry field in the General Ledger System File is not selected), click the **Calculate** button for the Cash Receipt Amount field at this time to have the system automatically add up the total of all the detail line items and display the updated total.
8. After all the changes have been made, click the **Save** button.

**Tip:** If desired, cash receipts can also be edited directly in the Batch Entries List (grid) by clicking the **Grid Entry** tab and then making the desired changes to the fields (columns) of information; however, if a cash receipt (cash receipt key) is entered with multiple detail lines, the lines will be disabled (gray) in the list on the Grid Entry tab and cannot be changed; if needed, changes would need to be made on the Individual Entry tab.

**Correcting a Cash Receipt after Posting:**

Once a cash receipt has been posted, it cannot be changed, and so complete one of the following to correct the receipt information if needed:

- 1) Enter additional cash receipts to reverse the original cash receipt and then enter a new receipt with the correct information. To reverse a cash receipt, enter the new cash receipt exactly the same as the original entry except enter the amount as a negative number. Then enter the new cash receipt with the correct information.
- 2) Complete the Adjust Posted Entries option to update the account number(s) on the receipt.

**Deleting a Cash Receipt before Posting:**

1. From the General Ledger screen, select the **Data Entry** menu and then **Cash Receipts**.
2. The Batch Search screen will appear.
3. Select the batch which contains the cash receipt to delete by double-clicking on the desired batch description.
4. The Cash Receipts screen will appear for the selected cash receipts batch. The description for the selected batch will appear in the title bar.
5. On the Individual Entry screen (tab), double-click the cash receipt to delete from the entries that appear in the Batch Entries List, or click the **Find** button to select the desired cash receipt to delete.
6. Once the cash receipt entry to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

**Tip:** If desired, cash receipts can also be deleted directly in the Batch Entries List (grid) by clicking the **Grid Entry** tab and then clicking the **Delete** button located to the left of the desired cash receipt to delete (when prompted to delete, click **Yes**); however, if a cash receipt (cash receipt key) is entered with multiple detail lines, the lines will be disabled (gray) in the list on the Grid Entry tab and cannot be changed or deleted; if needed, deletions would need to be made on the Individual Entry tab.

**Deleting a Cash Receipt after Posting:**

Once a cash receipt has been posted, it cannot be deleted, and so an additional cash receipt must be entered to reverse the original cash receipt. To reverse a cash receipt, enter the new cash receipt the same as the original entry except enter the amount as a negative number.

**Posting Entries:**

1. After all the items have been entered in the batch, select the **Options** menu (from within the desired batch) and then **Post Entries**.

2. The Post Entries screen will appear; verify the information on the screen.

**Note:** If any information for the current batch displayed on the screen (in the disabled fields) needs to be changed, click the **Cancel** button and then complete the Change Batch Options to edit the information.

3. If desired, select the Delete Zero Entries field to omit posting cash receipts containing all zeros (in the Header and Detail Information sections) amounts. A checkmark will appear in the box if the field is selected.

**Note:** If the batch is set as recurring (the Recurring Entries field is selected in the batch options), the zero cash receipts will remain in the batch.

4. If posting a recurring batch of cash receipts (the Recurring Entries field is selected in the batch options), complete the New Processing Month field by entering the fiscal period for which to use as the next processing month for the recurring batch. Use the **mm/yyyy** format or click the **down-arrow** button to select the desired date. The next month (as based on the computer date) will appear as the default, but can be changed.
5. Click the **Execute** button to continue posting the batch.
6. A prompt will appear stating the batch has been posted; click **OK**.

# Manual Journal Entries

Manual Journal Entries are entered into General Ledger to record double-sided entries (debit and credit entries) for adjustments or corrections to account numbers. Manual journal entries include those entries that do not fit into cash receipts, Accounts Payable, or Payroll, and any correcting entries for those areas if needed.

If there are identical manual journal entries that need to be posted each month, they can be set up as recurring entries in the batch options.

## Entering Manual Journal Entries:

**Note:** The instructions listed below explain each field as they appear on the Manual Journal Entries screen when the screen preferences are set to the defaults. If the screen preferences were changed, the fields may be out of order as described below and there may even be fields that do not appear on the screen. If desired, the default screen preferences can be restored.

Also, for any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.

1. From the General Ledger screen, select the **Data Entry** menu and then **Manual Journal Entries**.
2. If a batch already exists, the Manual Journal Entries Batch Search screen will appear. To continue adding manual journal entries to an existing batch, select the desired batch by double-clicking on the batch description; otherwise, to enter a new batch, click the **New Record** button and then complete the batch options. If a batch does not exist, the batch options screen will appear immediately in order to create a new batch.

**Note:** Below are the steps to complete the batch options screen for a new batch of manual journal entries.

- a. Enter a unique description for the new batch in the Batch Description field. The description can be alphanumeric and up to **50** characters long. Leave the field blank to use a default description assigned by the system. See **Diagram A**.

**Note:** If a unique description is not entered, the system will add a dash and four numbers starting with **0001** at the end (for example, **Batch Description-0001**) to make it distinctive.

- b. In the Processing Month field, enter the fiscal period for which to post the entries within the batch to the applicable modules; for example, enter the month for which to post the entries to General Ledger, if applicable. Use the **mm/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field blank to default to the current month (as based on the computer date).

**Note:** If the month entered in this field is more than two months different from the current month, a warning icon will appear to the right of the field; verify the month entered is correct.

If the specified processing month is in the next fiscal year, the Start New Fiscal Year option will need to be completed for the appropriate funds if it has not already been done.

- c. If applicable, select the Recurring Entries field to retain the batch of entries after posting the batch. A checkmark will appear in the box if the field is selected. For example, select the field if the batch (entries) needs to be processed on a regular basis, such as each month or quarter.
- d. **For Iowa school districts who reverse GAAP expense only**, select the Reversing GAAP field to reverse GAAP expense the manual journal entries within the batch, if applicable. If the manual journal entries are reverse GAAP expensed, the totals do not post to the accounts, but are reflected on the C.A.R. A checkmark will appear in the box if the field is selected.

**Note:** This field is only enabled for those Iowa school districts who have specified they reverse GAAP expense at the end of the fiscal year (the Reversing GAAP field is selected in the System File).

- e. Click the **Save** button.

**Diagram A**

gl Manual Journal Entries - November 2017 Manual Journal Entries (Processing Month: 11/2017)

File Options Reports Pin To Help

Individual Entry **End Entry**

Click the **Individual Entry** tab to enter a manual journal entry using the normal data entry screen.

Chart of Account Number: 10 3200 2410 000 0000 610

Entry Date: 11/10/2017

Reference Number: MJ11-1

Amount: 500.00 Credit

Transaction Description: Correction

Entity ID:

Invoice Number:

Purchase Order Number:

Cost Center ID:

Asset Tag:

Comments: Incorrect expense account was charged

Transaction Key: 2877

If a particular field will never be used, remember the field can be hidden (except for Chart of Account Number, Entry Date, and Amount) by completing the Set Screen Preferences option.

The totals for the account number, fund, reference number, and batch are shown here.

Batch Totals	
Debits	Credits
Chart of Account	.00 500.00
Fund	500.00 500.00
Reference	500.00 500.00
Batch Total	500.00 500.00

Batch Entries

Chart of Account Number	Entry Date	Reference Number	Debit Amount	Credit Amount	Transaction Description	Entity ID	Invoice Number	Purchase Order Number	Cost Center ID	Asset Tag	Comments
10 3200 2410 000 0000 532	11/10/2017	MJ11-1	500.00	.00	Correction						Incorrect expense account was charged
10 3200 2410 000 0000 610	11/10/2017	MJ11-1	.00	500.00	Correction						Incorrect expense account was charged

Once the manual journal entries are entered and saved, they appear here.

General Supplies Budget: 3,543.00 Year to Date: 2,190.00

- The Manual Journal Entries screen will appear for the selected manual journal entries batch. The description and processing month for the selected batch will appear in the title bar. See **Diagram B**.

- On the Individual Entry screen (tab), click the **New Record** button to initialize the screen for a new entry.

- Enter the account number to be debited or credited in the Chart of Account Number field. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

**Note:** The type of balance (debit or credit) the specified account number normally carries appears to the right of the Amount field.

**Tip:** If the user entering the manual journal entry is assigned to one or more account groups with the GL & WL Data Entry usage (in the User Security option), the account number entered here must be included in one of the designated account groups. Once the account number is specified, the description, budget balance, and year-to-date balance for the account number display at the bottom of the screen.

- Enter the date of the transaction in the Entry Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field blank to default to the current date.

**Note:** The date for the entry should be within the specified processing month for the batch or else it could result in not being able to successfully complete the check reconciliation option.

- If desired, enter a unique number that ties the entries (debit and credit entries) for this manual journal entry together in the Reference Number field. For example, enter **MJ11-01** as the reference number for the first manual journal entry made in the month of November. The reference number can be alphanumeric and up to **12** characters long.

**Note:** With the cursor in the first position in the field (or all the text in the field highlighted, if applicable), press the **+** key (plus sign) to increment the reference number by one (or increment the reference number from the previous manual journal entry in this batch by one, if the field is blank), or press the **-** key (minus sign) to decrement the reference number by one.

- Enter the amount of the transaction in the Amount field. The amount can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **2** decimal places by the system if capable.

**Note:** To enter the amount as the type (debit or credit) shown in the field to the right of the Amount field, enter the amount as a *positive* number; to enter the amount as the opposite type shown, enter

the amount as a *negative* number. Otherwise, to change the type for the entry, enter the desired type (**Debit** or **Credit**) into the field, or click the **down-arrow** button to select the correct one.

9. Enter a description to explain the reason for the manual journal entry in the Transaction Description field. The description can be alphanumeric and up to **40** characters long.

**Note:** To use the description of the account number from the Chart of Accounts as the description for the entry, enter a **C** in this field.

10. If desired, enter the ID for the employee, employer history, payee, received from, ship to address, or vendor for which the manual journal entry is being made in the Entity ID field. If the ID is not known, click the **Search** button to select the correct one.
11. If the manual journal entry is being made to correct a particular invoice, enter that invoice number in the Invoice Number field, if desired. If the number is not known, click the **Search** button to select the correct one.
12. If the manual journal entry is being made to correct a particular purchase order, enter that purchase order number in the Purchase Order Number field, if desired. If the number is not known, click the **Search** button to select the correct one.
13. If the manual journal entry is being made to correct a particular cost center, enter the ID for the cost center in the Cost Center ID field, if desired. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.
14. If the manual journal entry is being made to correct a particular asset, enter the asset tag number for the asset in the Asset Tag field, if desired. If the tag number is not known, click the **down-arrow** button to select the correct one.
15. If desired, enter any additional information for the manual journal entry in the Comments field. The comment can be alphanumeric and up to **1,000** characters long.
16. The Transaction Key field is disabled (cannot be changed) and will be updated with an entry line number once the manual journal entry is saved. The Transaction Key field is typically only used on the Batch Entries List in order to sort the manual journal entries within the batch in the order the entries were made.
17. Click the **Save** button.

**Tip:** If desired, manual journal entries can also be entered directly into the Batch Entries List (grid) by clicking the **Grid Entry** tab and then completing all the fields of information in the blank line (indicated with an asterisk) at the bottom of the Batch Entries List. See **Diagram C**.

18. Once all the manual journal entries have been entered, print a listing and post the batch.

**Note:** All debits and credits must equal for each fund before you can post the batch of manual journal entries. The total debits and credits for the account number, fund, reference number, and batch are displayed on the screen.

Debits		Credits	
Chart of Account	.00		500.00
Fund	500.00		500.00
Reference	500.00		500.00
Batch Total	500.00		500.00

Batch Entries													
	Chart of Account Number	Entry Date	Reference Number	Debit Amount	Credit Amount	Transaction Description	Entity ID	Invoice Number	Purchase Order Number	Cost Center ID	Asset Tag	Comments	TransactionKey
X	10 3200 2410 000 0000 532	11/10/2017	MJ11-1	500.00	.00	Correction						Incorrect expense account was charged.	2878
X	10 3200 2410 000 0000 610	11/10/2017	MJ11-1	.00	500.00	Correction						Incorrect expense account was charged.	2877
*													

General Supplies

Year to Date: 2,190.00

**Diagram C**



### **Correcting a Manual Journal Entry Before Posting:**

1. From the General Ledger screen, select the **Data Entry** menu and then **Manual Journal Entries**.
2. The Batch Search screen will appear.
3. Select the batch which contains the manual journal entry to correct by double-clicking on the desired batch description.
4. The Manual Journal Entries screen will appear for the selected manual journal entries batch. The description for the selected batch will appear in the title bar.
5. On the Individual Entry screen (tab), double-click the manual journal entry to edit from the entries that appear in the Batch Entries List, or click the **Find** button to select the correct one.
6. Make the desired changes to the manual journal entry.
7. After all the changes have been made, click the **Save** button.

**Tip:** If desired, manual journal entries can also be edited directly in the Batch Entries List (grid) by clicking the **Grid Entry** tab and then making the desired changes to the fields (columns) of information.

### **Correcting a Manual Journal Entry After Posting:**

Once a manual journal entry has been posted, it cannot be changed, and so additional manual journal entries must be made to correct or reverse the original entries. To reverse a manual journal entry, enter the new manual journal entry the same as the original entry except use the opposite type (debit or credit) for the amount. If the entire batch of manual journal entries need to be reversed, use the Reverse Copy Batch option.

### **Deleting a Manual Journal Entry Before Posting:**

1. From the General Ledger screen, select the **Data Entry** menu and then **Manual Journal Entries**.
2. The Batch Search screen will appear.
3. Select the batch which contains the manual journal entry to delete by double-clicking on the desired batch description.
4. The Manual Journal Entries screen will appear for the selected manual journal entries batch. The description for the selected batch will appear in the title bar.
5. On the Individual Entry screen (tab), double-click the manual journal entry to delete from the entries that appear in the Batch Entries List, or click the **Find** button to select the correct one.
6. Once the manual journal entry to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

**Tip:** If desired, manual journal entries can also be deleted directly in the Batch Entries List (grid) by clicking the **Grid Entry** tab and then clicking the **Delete** button located to the left of the desired line to delete (when prompted to delete, click **Yes**).

### **Deleting a Manual Journal Entry After Posting:**

Once a manual journal entry has been posted, it cannot be deleted, and so additional manual journal entries must be made to reverse the original entries. To reverse a manual journal entry, enter the new manual journal entry the same as the original entry except use the opposite type (debit or credit) for the amount. If the entire batch of manual journal entries need to be reversed, use the Reverse Copy Batch option.

### **Posting Entries:**

1. After all the items have been entered in the batch, select the **Options** menu (from within the desired batch) and then **Post Entries**.
2. The Post Entries screen will appear; verify the information on the screen.

**Note:** If any information for the current batch displayed on the screen (in the disabled fields) needs to be changed, click the **Cancel** button and then complete the Change Batch Options to edit the information.

3. If desired, select the Delete Zero Entries field to omit posting any entries with zero (**0**) amounts. A checkmark will appear in the box if the field is selected.

**Note:** If the batch is set as recurring (the Recurring Entries field is selected in the batch options), the zero entries will remain in the batch, except with budgets, in which case, the zero entries are deleted from the batch.

4. If posting a recurring batch of manual journal entries (the Recurring Entries field is selected in the batch options), complete the New Processing Month field by entering the fiscal period for which to

use as the next processing month for the recurring batch. Use the **mm/yyyy** format or click the **down-arrow** button to select the desired date. The next month (as based on the computer date) will appear as the default, but can be changed.

5. Click the **Execute** button to continue posting the batch.
6. A prompt will appear stating the batch has been posted; click **OK**.

# CHECK OPTIONS

<b>Void Checks .....</b>	<b>15</b>
<b>Renumber Checks .....</b>	<b>16</b>
<b>Replace/Reprint Checks .....</b>	<b>17</b>
<b>Checks File Maintenance .....</b>	<b>18</b>
<b>Check Reconciliation .....</b>	<b>19</b>

# Void Checks

The Void Checks option, which is in General Ledger but also can be accessed from Accounts Payable and Payroll, is used to void a check, direct deposit stub, or automatic payment stub. When accessing the Void Checks option from Accounts Payable or Payroll, only the items written in the particular module from which the option was accessed can be voided.

With the Void Checks option, the original entries that were posted to General Ledger when the item was written (and updated) are reversed, and the item is marked as voided for reconciliation purposes. Also, when voiding an Accounts Payable check, the invoices tied to the check are automatically voided, while the purchase orders (if applicable) can be restored to invoice and pay later, if desired. When voiding a Payroll check for an employee, the entries for leaves (if applicable) can be reversed, if desired.

**Note:** When voiding a direct deposit stub or an automatic payment stub, contact your bank to be sure that they are able to reverse the transaction before voiding the item within the School Accounting System.

## Voiding a Check:

**Note:** Use the instructions below to void a check, direct deposit stub, or automatic payment stub. When voiding a direct deposit stub or an automatic payment stub, contact your bank to be sure that they are able to reverse the transaction before voiding the item within the School Accounting System.

1. From the General Ledger screen, select the **Check Options** menu and then **Renumber Checks**.

**Note:** If desired, to access the Void Checks option from Accounts Payable or Payroll, select the **Options** menu from the Accounts Payable or Payroll screen, **Check Options**, and then **Void Checks**. When accessing the option from Accounts Payable or Payroll, only the checks written in the particular module from which the option was accessed can be voided.

2. At the Void Checks screen, enter the appropriate type of check (**Automatic Payment**, **Check**, **Direct Deposit**, or **Zero Balance**) to void in the Check Type field, or click the **down-arrow** button to select the correct one. See **Diagram A**.

**Note:** Click the **Find** button to select the correct check type, checking account, and check number of the check, direct deposit stub, or automatic payment stub to void; then continue with the Void Date field.

3. Enter the ID of the checking account from which the check to void was posted in the Checking Account ID field, or click the **down-arrow** button to select the correct one.
4. Enter the number of the check to void in the Check Number field, or click the **Find** button to select the correct one.
5. The information for the specified check (including the ID for the employee, payee, or vendor to which the check was written, the amount, the date, the processing month, and the journal code where the check was posted) will appear in the appropriate fields on the right side of the screen and cannot be changed.
6. Enter the date the check is voided in the Void Date field. The date should be *after* the date of the check and *within* the month specified as the Void Processing Month (completed in next step); also, if voiding a Payroll check, the Void Date cannot be in a different calendar year or fiscal year from the Check Date. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date.

gl Void Checks

File Pin To Help

Check Type: Check

Checking Account ID: 1

Check Number: 1407

Void Date: 11/20/2017

Void Processing Month: 11/2017

Reverse Leaves: ☐

Restore Purchase Order(s): ☐

Additional Information

Entity ID: ADAMSBOOKC

Check Amount: 6,175.00

Check Date: 10/15/2017

Processing Month: 10/2017

Journal Code: CD

Reversal Option

Voided Check

The void date and void processing month need to be in the same month.

The default message of "Voided Check" will appear, but can be changed.

Diagram A

**Note:** The date entered in this field will be used to determine on which Quarterly 941, Employee W2, or Vendor 1099 the voided amount will be reflected as those reports are all generated based on the Check Dates. If the date entered in this field is more than two months different from the current date, or is not in the month specified as the Void Processing Month, a warning icon will appear to the right of the field; verify the date entered is correct. If a Quarterly 941 has been electronically submitted for the applicable quarter, the system will not allow the date to be saved and an error icon will appear to the right of the field; verify the date entered is correct, and if needed, contact Customer Support for assistance.

7. Enter the month for which to post the voided check in the Void Processing Month field. Use the **mm/yyyy** format or click the **down-arrow** button to select the desired date.

**Note:** If the month entered is *prior* to the current month, all the financials from the specified month and forward will be affected (changed). If the month entered in this field is more than two months different from the current month, a warning icon will appear to the right of the field; verify the month entered is correct. If the month entered in this field is different from the month specified in the Void Date field, a warning icon will appear to the right of the Void Date field; verify the dates entered are correct.

8. If voiding a Payroll check for an employee which included entries for one or more leaves, the Reverse Leaves field is enabled. Select the Reverse Leaves field when voiding the employee's check to reverse the entries for any leaves that are included on the check. For example, select the Reverse Leave field to reverse the entries if a leave is defined to accrue each pay period and the units earned for the leaves during the pay period should be subtracted from their current balance once the check is voided, or if leave was used during the pay period in which the check was written and it should be added back to their current balance once the check is voided. A checkmark will appear in the box if the field is selected.
9. If voiding an Accounts Payable check and the invoice(s) paid with the check were tied to a purchase order, the Restore Purchase Order(s) field is enabled. Select the Restore Purchase Order(s) field to restore the purchase order(s) in order to invoice and pay at a later date. A checkmark will appear in the box if the field is selected.

**Tip:** Since the invoices tied to the check are automatically voided when the check is voided, utilize the Copy Invoice option to copy and recreate the voided invoice in order to pay at a later date, if needed.

10. If voiding an Accounts Payable check that was written in a prior fiscal year or contains invoices that were expensed in a prior fiscal year (from operating on an accrual basis or expensing invoices at the end of the fiscal year; does not apply to invoices that were reverse GAAP expensed), the Reversal Option field is enabled. If applicable, enter the option for the entries to make when voiding the check in the Reversal Option field, or click the **down-arrow** button to select the correct one.

**Note:** If **Debit Cash and Credit Refund of Prior Years' Expenditures Account in specified Void Processing Month** is selected as the Reversal Option, the Refund of Prior Years' Expenditures Account field in the Fund File must be completed for the applicable fund(s).

**Tip:** If the check contained invoices that were expensed in a prior fiscal year and some that were expensed in the same fiscal year, the Reversal Option is only applicable for the invoices that were expensed in a prior fiscal year.

11. If desired, enter a comment for why the check is being voided in the Comments field. The comment can be alphanumeric and up to **1,000** characters long. The default message of "Voided Check" will appear, but can be changed.

**Note:** Once the check is voided, this comment will be reflected in the Comments field in the Checks File Maintenance for the voided check.

12. Click the **Execute** button to continue voiding the check.

**Note:** If voiding a Payroll check, the system will automatically accumulate the payables in the Deductions Payable and Taxes Payable options for all deductions and taxes which are tied to payees (Payee ID field is completed).

13. A message will appear once the check is voided; click **OK**.

14. If desired, print a Check Register from the **Reports** menu in General Ledger, selecting the Voids Only report selection to view a listing of the checks, direct deposit stubs, and/or automatic payment stubs that were voided.

**Note:** When printing a Check Register, to specify a particular date range for when the voided checks were written (not voided), use the Check Date parameter; to specify a particular date range for when the checks were voided, use the Void Date parameter.

# Renumber Checks

The Renumber Checks option, which is in General Ledger but also can be accessed from Accounts Payable and Payroll, is used to renumber the checks, direct deposit stubs, or automatic payment stubs that were posted with an incorrect checking account number or check (or stub) number. When accessing the Renumber Checks option from Accounts Payable or Payroll, only the items written in the particular module from which the option was accessed can be renumbered.

The Renumber Checks option is useful in order to correct the inaccurate information prior to completing the check reconciliation so that the check numbers on the system match the check numbers on the bank statement.

## **Renumbering Checks:**

1. From the General Ledger screen, select the **Check Options** menu and then **Renumber Checks**.

**Note:** If desired, to access the Renumber Checks option from Accounts Payable or Payroll, select the **Options** menu from the Accounts Payable or Payroll screen, **Check Options**, and then **Renumber Checks**. When accessing the option from Accounts Payable or Payroll, only the checks written in the particular module from which the option was accessed can be renumbered.

2. Complete the Checks to Renumber section (see **Diagram A**):

- a. Enter the appropriate type of the checks (**Automatic Payment, Check, Direct Deposit, or Zero Balance**) to renumber in the Check Type field, or click the **down-arrow** button to select the correct one.

**Note:** Click the **Find** button to select the correct check type, checking account, and check number of the starting check, direct deposit stub, or automatic payment stub to renumber; then continue to the Ending Check Number field in this section.

- b. Enter the ID of the checking account for the checks to renumber in the Checking Account ID field, or click the **down-arrow** button to select the correct one.

- c. Enter the starting number of the checks to renumber in the Starting Check Number field, or click the **Find** button to select the correct one.

- d. Enter the ending number of the checks to renumber in the Ending Check Number field, or click the **Search** button to select the correct one.

3. Complete the Correct Check Information section:

- a. Enter the ID of the correct checking account in the Checking Account ID field, or click the **down-arrow** button to select the correct one.
- b. Enter the correct starting number of the checks in the Starting Check Number field. The check number can be up to **9** digits long.
- c. The system will automatically display the last correct check number used for renumbering in the Ending Check Number field, based on the total number of checks to be renumbered. The check number entered in this field cannot be changed.

4. Click the **Execute** button to renumber the checks as specified.

**Note:** If the number to be used as the correct starting or ending check number already exists, an error icon will appear at the bottom of the screen as the checks cannot be renumbered; contact Customer Support for further instructions.

**Diagram A**

# Replace/Reprint Checks

The Replace/Reprint Checks option, which is in General Ledger but also can be accessed from Accounts Payable and Payroll, is used to reprint a check, direct deposit stub, or automatic payment stub that was lost. When accessing the Replace/Reprint Checks option from Accounts Payable or Payroll, only the items written in the particular module from which the option was accessed can be replaced or reprinted.

The Replace/Reprint Checks option can be used in the following ways: 1) a posted check, direct deposit stub, or automatic payment stub can be reprinted on plain paper using the *same* check (or stub) number as originally used, for purposes of just printing the stub information for a lost check (with a “Copy” overlay (see **Diagram B**)); or 2) a posted check can be replaced by printing a new check (on check stock) using a newly assigned check number, for purposes of reissuing a lost check that is outstanding (*not* yet cashed). With the Replace/Reprint Checks option, if the check is reissued (example 2 above), the system marks the original check as voided and then creates an entry in the Checks File Maintenance for the new check for reconciliation purposes.

## **Replacing/Reprinting a Check:**

1. From the General Ledger screen, select the **Check Options** menu and then **Replace/Reprint Checks**.

**Note:** If desired, to access the Replace/Reprint Checks option from Accounts Payable or Payroll, select the **Options** menu from the Accounts Payable or Payroll screen, **Check Options**, and then **Replace/Reprint Checks**. When accessing the option from Accounts Payable or Payroll, only the checks written in the particular module from which the option was accessed can be replaced or reprinted.

2. At the Replace/Reprint Checks screen, enter the appropriate type of check (**Automatic Payment, Check, Direct Deposit, or Zero Balance**) to replace or reprint in the Check Type field, or click the **down-arrow** button to select the correct one. See **Diagram A**.

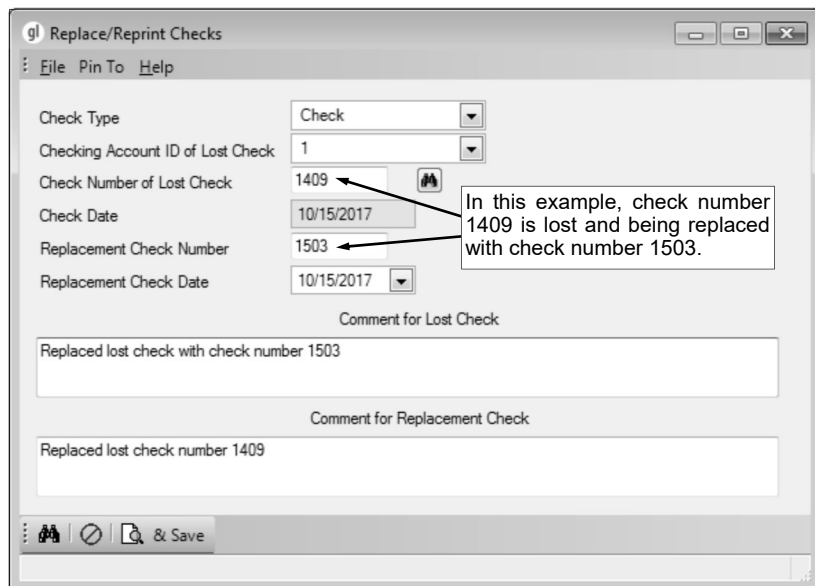
**Note:** Click the **Find** button to select the correct check type, checking account, and check number of the check, direct deposit stub, or automatic payment stub to replace or reprint; then continue with the Check Date field.

3. Enter the ID of the checking account from which the check to replace or reprint was posted in the Checking Account ID field, or click the **down-arrow** button to select the correct one.
4. Enter the number of the check to replace or reprint in the Check Number of Lost Check field, or click the **Find** button to select the correct one.

**Note:** If the check, direct deposit stub, or automatic payment stub has been cleared, a warning icon will appear to the right of the Check Number of Lost Check field.

5. The date of the specified check will appear in the Check Date field and cannot be changed.
6. If applicable, enter the number of the new check in the Replacement Check Number field. The check number can be up to **9** digits long. To reprint a check that has *not* yet been cashed for purposes of just reprinting the stub information, be sure to use the *same* check number. To replace a check that has *not* yet been cashed for purposes of voiding the original check and reissuing a new check, be sure to use a *different* check number.

**Note:** If reprinting a direct deposit stub, an automatic payment stub, or a cleared check, the Replacement Check Number field will be disabled and cannot be changed.



**Diagram A**

7. If applicable, the date of the check will appear in the Replacement Check Date field, but can be changed if a new date is desired for the replacement check. To change the date, key the new date over the date that is displayed using the **mm/dd/yyyy** format, or click the **down-arrow** button to select the desired date.

**Note:** If reprinting a direct deposit stub, an automatic payment stub, a cleared check, or an uncleared check using the same check number, the Replacement Check Date field will be disabled and cannot be changed.

8. If desired, enter a comment for the check that was lost in the Comment for Lost Check field. The comment can be alphanumeric and up to **1,000** characters long. A default comment will appear, but can be changed. If reprinting a direct deposit stub, an automatic payment stub, a cleared check, or an outstanding check using the *same* check number, the default message will be "Reprinted on mm/dd/yyyy"; or if replacing an outstanding check using a *different* check number, the default message will be "Replaced lost check with check number #####".

**Note:** Once the check is replaced or reprinted, this comment will be reflected in the Comments field in the Checks File Maintenance for the lost check.

9. If applicable, enter a comment for the check that will be written to replace the lost check in the Comment for Replacement Check field. The comment can be alphanumeric and up to **1,000** characters long. If replacing an outstanding check using a *different* check number, the default message of "Replaced lost check number #####" will appear, but can be changed.

**Note:** Once the check is replaced or reprinted, this comment will be reflected in the Comments field in the Checks File Maintenance for the replacement check. If reprinting a direct deposit stub, an automatic payment stub, a cleared check, or an outstanding check using the *same* check number, the Comment for Replacement Check field will be disabled and cannot be changed.

10. Click the **To Screen & Save** button to update the Checks File Maintenance with the comments and new check number (if applicable), void the lost check (if applicable), and print the new check at this time. If using a check-writing software, click the **Check Writing Software** button to update and then print the check to a file; when prompted, specify the correct path (drive and folders), edit the file name if needed, and then click the **Save** button. See **Diagram B** for an example of a reprinted check.

**Note:** The check will be printed using the default check (or direct deposit) format for the applicable checking account as defined in the appropriate Check Setup option.

11. If a check does not have any detail entries tied to it, a message will appear stating the information for the check was updated but the replacement check will need to be handwritten; click **OK** and then handwrite the check.

ELM JACKCAT Jackson, Kathy Marie 11/01/2011 1440											
Family Leave 0.00			Personal Leave 0.00			Professional Leave 0.00			Sick Leave 32.00		
Included	Units	Current	YTD	Deductions	Current	YTD	Employer	YTD	Taxable	YTD	
Cheerlead	1.00	1,166.66	3,500.00	FIT	(848.47)	(3,939.70)	0.00	0.00	3,393.12	20,518.48	0
Drama	0.00	0.00	1,500.00	MEDICARE	(52.77)	(369.30)	52.77	369.30	3,639.48	25,469.85	
ElemTeach	1.00	1,833.33	18,938.05	SITIA	(142.03)	(1,108.34)	0.00	0.00	5,393.12	21,330.06	
Volleyball	1.00	650.00	650.00	SOC/SEC	(182.86)	(1,506.36)	228.68	1,579.18	3,639.48	25,469.85	
	3.00	3,649.99	25,688.05	IPERS	(196.37)	(1,007.94)					
				CANCER/125	(10.50)	(115.50)					
				EO-LIFE	(80.00)	(800.00)					
				HEA	(35.00)	(385.00)					
				PRUD-LIFE	0.00	0.00					
				TRAV-HLTH	0.00	0.00					
					(1,188.97)	(8,982.14)	836.22	6,400.04			
											NET CHECK: \$2,461.02

The "Copy" overlay will appear if the check, direct deposit stub, or automatic payment stub is reprinted using the same number.

**Diagram B**



# Checks File Maintenance

The Checks File Maintenance option, which is in General Ledger but also can be accessed from Accounts Payable and Payroll, is used to view the checks, direct deposit stubs, or automatic payment stubs that have been written and posted in the School Accounting System. When accessing the Checks File Maintenance option from Accounts Payable or Payroll, only the items written in the particular module from which the option was accessed can be viewed.

The Checks File Maintenance option includes outstanding checks and checks that have been cleared during the check reconciliation. Each check has a record that includes the checking account, check number, date, amount, cleared and void dates (if applicable), and other miscellaneous information. The detail entries for the check can also be viewed from within the Checks File Maintenance option. If needed, checks can be added within the Checks File Maintenance option (typically, only used when first starting to use the School Accounting System, and only applicable if the Checks File Maintenance option is accessed from General Ledger), changes can be made to the comments for checks, and checks without any detail entries tied to it can be deleted.

## Viewing a Check in Checks File Maintenance:

1. From the General Ledger screen, select the **Check Options** menu and then **Checks File Maintenance**.

**Note:** If desired, to access the Checks File Maintenance option from Accounts Payable or Payroll, select the **Options** menu from the Accounts Payable or Payroll screen, **Check Options**, and then **Checks File Maintenance**. When accessing the option from Accounts Payable or Payroll, only the checks written in the particular module from which the option was accessed can be viewed.

2. At the Checks File Maintenance screen, enter the appropriate type of check (**Automatic Payment, Check, Direct Deposit, or Zero Balance**) to view in the Check Type field, or click the **down-arrow** button to select the correct one.

**Note:** Click the **Find** button to select the correct check type, checking account, and check number of the check, direct deposit stub, or automatic payment stub to view; then continue with Step 5.

3. Enter the ID of the checking account from which the check to view was written in the Checking Account ID field, or click the **down-arrow** button to select the correct one.
4. Enter the number of the check to view in the Check Number field, or click the **Find** button to select the correct one. **See Diagram A.**

**Diagram A**

5. The information for the specified check will appear.
  - a. If there are detail entries tied to the specified check, all the fields will be disabled and cannot be changed, except the Comments field. If desired, the Comments field can be edited. The comment can be alphanumeric and up to **1,000** characters long.  
**Tip:** The Comments field is used to track miscellaneous information for a specific check, such as the reason for voiding a check. There will only be information in this field if a comment was previously entered for the specified check.
  - b. If there is not any detail tied to the specified check, changes can be made as desired to any of the fields.
  - c. If applicable, to see the detail entries for the check, click the **Show Details** button located to the right of the Journal Code field.
  - d. The status for when the check was printed appears in the Print Status field, and the field cannot be changed. If the check was printed normally during a check cycle, entered normally as a

prepaid check or automatic payment on an invoice, or entered manually in the Checks File Maintenance option, **Original Check** will display as the Print Status. If the check was reprinted during a check cycle (for example, reprinted due to the checks getting jammed in the printer), **Reprinted During Check Cycle** will display as the Print Status for the checks that were voided (jammed) and the Print Status for the other checks that replaced the voided ones will be **Original Check**. If the check replaced a lost check (was printed with a *new* check number while completing the Replace/Reprint Checks option), **Replacement Copy** will display as the Print Status, and the Print Status of the check that was lost will be **Replaced Lost Check**. If the check was printed with the *same* check number while completing the Replace/Reprint Checks option (for purposes of reprinting a check stub), **Reprinted Copy** will display as the Print Status.

- e. The Prepaid field will be selected (a checkmark will appear) only if the check was entered as a prepaid check in Accounts Payable, and the field cannot be changed.
  - f. If the check replaced a lost check (was printed with a *new* check number while completing the Replace/Reprint Checks option), the date of the original check that was lost will appear in the Check Date (Original) field and the date of the replacement check will appear in the Check Date (Replacement) field, and the field cannot be changed.
  - g. If viewing an employee's direct deposit stub and part was issued as a check, the amount written as the check appears in the Check Distribution Amount field and cannot be changed. To view the check that was issued to the employee for that portion, click the **Go To** button located to the right of the field.
- 6. If changes were made, click the **Save** button.
  - 7. If desired, click the **To Screen** button to preview or reprint a copy of the check, which will include a "Copy" overlay. Only checks that have been posted and have not been voided can be previewed or reprinted using the **To Screen** button.

**Note:** The **To Screen** button is only enabled if the user has Full Access rights to the Replace/Reprint Checks option for the module from which the Checks File Maintenance option was accessed.

#### **Deleting a Check in Checks File Maintenance:**

**Note:** If a check has detail entries tied to it, the check cannot be deleted from within the Checks File Maintenance.

- 1. From the General Ledger screen, select the **Check Options** menu and then **Checks File Maintenance**.  
**Note:** If desired, to access the Checks File Maintenance option from Accounts Payable or Payroll, select the **Options** menu from the Accounts Payable or Payroll screen, **Check Options**, and then **Checks File Maintenance**. When accessing the option from Accounts Payable or Payroll, only the checks written in the particular module from which the option was accessed can be viewed.
- 2. At the Checks File Maintenance screen, enter the appropriate type of check (**Automatic Payment, Check, Direct Deposit, or Zero Balance**) to delete in the Check Type field, or click the **down-arrow** button to select the correct one.  
**Note:** Click the **Find** button to select the correct check type, checking account, and check number of the check, direct deposit stub, or automatic payment stub to delete; then continue with Step 5.
- 3. Enter the ID of the checking account from which the check to delete was written in the Checking Account ID field, or click the **down-arrow** button to select the correct one.
- 4. Enter the number of the check to delete in the Check Number field, or click the **Find** button to select the correct one.
- 5. Once the check to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

# Check Reconciliation

The Check Reconciliation option in General Ledger is used to reconcile the appropriate cash account(s) for a specified checking account with the bank statement. With the Check Reconciliation option, the checks and automatic payment stubs that have cleared the bank can be selected or entered, along with the deposits (cash receipts) and other miscellaneous items, including manual journal entries and the total of direct deposits by type, that are included on the bank statement. Adjustments can also be made within the Check Reconciliation option if needed.

## Completing Check Reconciliation:

**Note:** Be sure to enter all items, such as interest or bank fees, that are listed on the bank statement, but not yet recorded in the School Accounting System *before* completing the Check Reconciliation option.

1. From the General Ledger screen, select the **Check Options** menu and then **Check Reconciliation**.
2. If a check reconciliation batch already exists, the Check Reconciliation Batch Search screen will appear. To continue working with an existing check reconciliation batch, select the desired batch by double-clicking on the batch description; otherwise, to start a new check reconciliation batch, click the **New Record** button. If a check reconciliation batch does not exist, the Check Reconciliation screen will appear immediately in order to create a new batch.

**Tip:** Each month's check reconciliation should be entered as a new check reconciliation batch.

3. Click the **Statement Information** tab to complete the general information for the check reconciliation batch.

- a. Enter a unique description for the new check reconciliation batch in the Batch Description field. The description can be alphanumeric and up to **50** characters long. Leave the field blank to use a default description assigned by the system. See **Diagram A**.

**Note:** If a unique description is not entered, the system will add a dash and four numbers starting with **0001** at the end (for example, **Batch Description-0001**) to make it distinctive.

- b. Enter the ID of the checking account to reconcile in the Checking Account ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

**Note:** The check reconciliation batch will be reconciled back to the cash accounts that are selected as the Reconciliation Accounts for the checking account specified in this field.

Diagram A

- c. Enter the month for which to reconcile in the Processing Month field. Use the **mm/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field blank to default to the current month (as based on the computer date).
- d. Enter the date from the bank statement in the Bank Statement Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. The date entered in this field will be used as the Cleared Date for the checks selected as cleared in the check reconciliation batch.
- e. Enter the amount of the ending balance from the bank statement in the Ending Balance field. The amount can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **2** decimal places by the system if capable.
- f. Click the **Save** button.

4. Click the **Statement Transactions** tab to select the transactions that have cleared on the bank statement.
  - a. The amount that was entered as the ending balance on the bank statement appears in the Statement Balance field (located under the tabs). See **Diagram B**.  
**Note:** To change the amount that appears in this field, click the **Statement Information** tab and change the Ending Balance field as needed.

Click the **Statement Transactions** tab.

The Difference must be zero in order to have reconciled with your bank statement.

Select the deposits, manual journal entries, and adjustments (if applicable) that are included on the bank statement by clicking the box under the Selected column for the item. *In most cases, all the manual journal entries must be selected in order to reconcile.*

The order of the columns can be changed by clicking on the column heading and dragging the column to the desired location.

To select a check or automatic payment stub as cashed, click the box under the Selected column to the left of the check or automatic payment stub, or use the **up-** or **down-arrow** keys to move the indicator to the cashed item and then press the space bar.

**Diagram B**

- b. All the checks and automatic payment stubs that are outstanding as of the month being reconciled display in the Checks List (located on the left side of the screen). Select which checks and automatic payment stubs in the Checks List have cleared the bank. To select a check or automatic payment stub as cashed, click the box for the Selected column to the left of the desired check or automatic payment stub, or use the **up-** or **down-arrow** keys to move the cursor to the desired item and then press the space bar. A checkmark will appear in the box if the check or automatic payment stub is marked as cleared. To select all the checks and automatic payment stubs listed on the screen, click the **Select All** button located above the Checks List. If desired, change the filters to modify the checks and automatic payment stubs displayed here.

**Note:** If a check or automatic payment stub appears highlighted in dark gray, the item cannot be selected as it was marked as cashed in a future check reconciliation batch. The totals for the amount of checks and automatic payments selected as cashed, amount remaining as outstanding, and amount of voided checks and automatic payment stubs marked as cleared appear at the bottom of the screen in the Cleared, Uncleared, and Void Cleared fields.

**Tip:** If desired, click the **Optional Check Entry** tab to manually key the check numbers of all the cleared checks rather than select the cashed checks, as described above. If this method is used, enter the check number of the cleared check in the Check Number field and press the **Tab** key (or press the **Enter** key if the Enter Between Fields option is turned on); repeat these steps until all the checks have been entered and then click the **Statement Transactions** tab to continue reconciling. **The Optional Check Entry feature only works with checks; it does not work with automatic payment stubs.**

- c. All the deposits (cash receipts) and other miscellaneous items, including manual journal entries and the total of direct deposits by type, that are outstanding as of the month being reconciled display in the Deposits and Manual Journal Entries List (located on the right side of the screen). Select which deposits, manual journal entries, direct deposit totals, and adjustments (if applicable) in the Deposits and Manual Journal Entries List have cleared the bank. To select an item as cleared, click the box for the Selected column to the left of the desired item, or use the

**up-** or **down-arrow** keys to move the cursor to the desired item and then press the space bar. A checkmark will appear in the box if the item is marked as cleared. To select all the items listed on the screen, click the **Select All** button located above the Deposits and Manual Journal Entries List. If desired, change the filters to modify the items displayed here.

**Note:** If applicable, to see the detail entries for an item, click the **Show Details** button located to the right of the Transaction Description field (column); the **Show Details** button is disabled for manual journal entries. If an item appears highlighted in dark gray, the item cannot be selected as it was marked as cleared in a future check reconciliation batch. The total amount of the items selected appear at the bottom of the screen in the Cleared and Uncleared fields.

**Tip:** In most cases, all the manual journal entries must be selected in order to reconcile.

- d. If a check, automatic payment stub, or direct deposit stub was voided (or replaced), it displays in the Checks List, but the box under the Void column is selected and the processing month in which it was voided (or replaced) appears under the Void Processing Month column. If the voided check, automatic payment stub, or direct deposit stub was voided using the Void Checks option, select it if voided in the month specified on the Statement Information screen; otherwise, if the voided check, automatic payment stub, or direct deposit stub was voided (replaced) using the Replace/Reprint Checks option, select it if written in the month specified on the Statement Information screen. For example, if a check was written and then also voided (or replaced) in the same month for which you are reconciling, select the voided check as cleared. If a check was written in the month for which you are reconciling but was voided using the Void Checks option in the following month, do not select the voided check as cleared until the following month's check reconciliation; however, if the check had been voided (replaced) using the Replace/Reprint Checks option, select the voided check as cleared in the current check reconciliation batch.
  - e. After all the cleared items have been selected in the Checks List and the Deposits and Manual Journal Entries List, the amount in the Difference field (located in the upper right-hand corner of the screen) must be zero (0) in order to have successfully reconciled with the bank statement.
  - f. Click the **Save** button.
5. If needed, click the **Adjustments** tab to enter a correction or adjustment that must be recorded in order to successfully reconcile. Typically, adjustments are only entered for items that will be resolved with the next month's check reconciliation and so an adjustment is required this month in order to successfully reconcile until the issue is resolved next month; for example, the bank cleared a check for the wrong amount and the correction will be included on next month's statement.

- a. Click the **New Record** button to initialize the screen for a new entry.
- b. Enter the cash account number for which to make the adjustment against in the Cash Account Number field, or click the **down-arrow** button to select the correct one. See **Diagram C**.

**Diagram C**

**Note:** Only the cash accounts

that are selected as the Reconciliation Accounts for the specified checking account for the check reconciliation batch can be entered in the Cash Account Number field.

- c. Enter a description to explain the reason for the adjustment in the Transaction Description field. The description can be alphanumeric and up to **40** characters long.
- d. Enter the amount of the adjustment in the Amount field. The amount can be up to **14** digits long (including the decimal point and comma(s) if applicable) and will be rounded to **2** decimal places by the system if capable.

**Note:** The system automatically creates a manual journal entry for the adjustment (both a debit and a credit entry) to the specified cash account number, so it does not matter if the amount in this field is entered as a positive or negative amount; the system will make two entries for this

adjustment—one with a positive number and one with a negative number—and both entries will appear on the Statement Transactions screen, while just the positive number shows on the Adjustments screen.

- e. Click the **Save** button.

**Note:** The adjustment is saved and displayed on the bottom half of the screen with the amount shown as a positive number.

- f. Repeat these steps until all the adjustments have been made.

6. Once you have reconciled successfully, print the Check Reconciliation Report and compare the totals for the Balance on Books (which is the reconciled total) and the Cash Account Balance (which is the total for the applicable asset accounts (and funds) from the Balance Sheet).

**Tip:** After completing the check reconciliation for a particular batch successfully, close the batch to prevent it from displaying on the Batch Search screen each time the Check Reconciliation option is selected in the future. To close a batch, select the **Options** menu from within the desired check reconciliation batch and then **Close Batch**. A closed check reconciliation batch can still be accessed in the future if needed.

# MAINTENANCE AND MISCELLANEOUS

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# Reference Files

The Reference Files in General Ledger are used to define the account pieces, such as the fund, function, object, and so on, of an account number. Each piece used in an account number must first be defined in the Reference Files before it can be used in an account number in the Chart of Accounts.

The items (account pieces) listed under the Reference Files option vary depending on the designated state-specific reference structure for your database. The Fund File is included as part of the References Files for all organizations (and states).

## Adding a Fund:

1. From the General Ledger screen, select the **Maintenance** menu, **Reference Files**, and then **Funds**.
2. At the Funds screen, click the **New Record** button.

**Note:** For any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.

3. Enter the number for the fund in the Fund Number field. The number must be 2 or 3 digits long, depending upon the designated reference structure for your database. See **Diagram A**.

4. Enter the description for the fund in the Fund Description field. The description can be up to 40 characters long.

5. Select the Active field to stipulate the fund is currently active and used in the School Accounting System. A checkmark will appear in the box if the field is selected. When adding a new fund, the Active field is selected by default.

6. Select the Activity Fund field to have the fund operate as an activity fund where the fund balance accounts update immediately when entries are posted to revenues and expenditures tied to the specific fund balances. A checkmark will appear in the box if the option is selected.

The screenshot shows the 'gl Funds' window with the following fields and values:

- Fund Number: 40
- Fund Description: Debt Service Fund
- Active: ☒
- Activity Fund: ☐
- GASB 34 Fund: ☐
- Fiscal Year Dates:
  - Fiscal Year Begin: [dropdown]
  - Fiscal Year End: [dropdown]
- Checking Accounts:
  - Accounts Payable Checking Account ID: [dropdown]
  - Payroll Checking Account ID: [dropdown]
- Required Accounts:
 

Account Name	Account ID
Accounts Payable Cash Account	40 101 000 0000 000
Payroll Cash Account	40 101 000 0000 000
General Ledger Cash Account	40 101 000 0000 000
Accounts Receivable Cash Account	40 101 000 0000 000
Budgeted Revenue Account	40 301 000 0000 000
Budgeted Expenditures Account	40 601 000 0000 000
Budgeted Fund Balance Account	40 798 000 0000 000
Less Revenue Account	40 302 000 0000 000
Less Expenditures Account	40 602 000 0000 000
Fund Balance Account	40 759 000 0000 000
Accounts Receivable Account	40 153 000 0000 000
Accounts Payable Account	40 421 000 0000 000
Purchase Orders Account	[disabled]
Less Purchase Orders Account	[disabled]
Refund of Prior Years' Expenditures Account	[disabled]

**Diagram A**

**Note:** If the fund is not set up as an activity fund, the fund balance(s) will only be updated at the end of the fiscal year.

7. Select the GASB 34 Fund field if the fund is used only to enter adjustments for the GASB 34 reports. A checkmark will appear in the box if the option is selected.

**Note:** If this field is selected for a fund, the fund will zero out at the end of fiscal year.

8. Enter the ID of the checking account that will be used when writing checks from the particular fund in Accounts Payable in the Accounts Payable Checking Account ID field, if applicable. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.
9. Enter the ID of the checking account that will be used when writing checks from the particular fund in Payroll in the Payroll Checking Account ID field, if applicable. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.



10. In the Required Accounts section, the default required account numbers for the fund appear in the appropriate fields using the account masks defined in the General Ledger System File; verify the account numbers and make any changes if needed. The Purchase Orders Account and Less Purchase Orders Account fields are only enabled for organizations operating the Accounts Payable module on an accrual basis; the fields are disabled for organizations operating the Accounts Payable module on a cash basis as those accounts are not used in cash basis operations. The Accounts Receivable Cash Account field is only enabled for organizations that have licensed the Accounts Receivable module and operate it on a cash basis or accrual basis; the field is disabled for organizations not posting entries from Accounts Receivable to General Ledger. The Accounts Receivable Account field is only enabled for organizations that have licensed the Accounts Receivable module and operate it on an accrual basis; the field is disabled for organizations operating the Accounts Receivable module on a cash basis or are not posting entries from Accounts Receivable to General Ledger.

**Note:** The Refund of Prior Years' Expenditures Account is listed within the Required Accounts section in the Fund File, but is not a required account utilized by the system; therefore, a default does not appear in the Refund of Prior Years' Expenditures Account field as a mask is not defined for it in the General Ledger System File. If the account will be used (for example, with voiding a check or voiding an invoice), enter the correct account number in the field.

**Tip:** The account number entered in the Accounts Payable Cash Account field is the cash account to be credited when checks are written from this fund in Accounts Payable. The account number entered in the Payroll Cash Account field is the cash account to be credited when checks are written from this fund in Payroll. The account number entered in the General Ledger Cash Account field is the cash account to be used as the default cash account number when entering and posting cash receipts for this fund in General Ledger. The account number entered in the Accounts Receivable Cash Account field, if applicable, is the cash account to be debited when payments for this fund are posted in Accounts Receivable.

11. Enter the beginning date of the fiscal year to start tracking for the fund in the Fiscal Year Begin field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date.  
**Note:** The beginning date must be the first day of a month.
12. Enter the ending date of the fiscal year for the fund in the Fiscal Year End field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. The default ending date as based on a 12-month fiscal year will appear, but can be changed.
13. Click the **Save** button.
14. The Chart of Accounts screen will display for the first required account number; click the Save button to add the account number to the Chart of Accounts. Repeat this step until all the required accounts have been added.

### **Changing a Fund:**

1. From the General Ledger screen, select the **Maintenance** menu, **Reference Files**, and then **Funds**.
2. At the Funds screen, enter the number of the fund to change in the Fund Number field. If the number is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. Make the desired changes to the fund.

**Note:** If the fund is used in an account number that is currently saved within the Crosswalk Account Numbers option, the system will not allow the fund number to be changed.

4. After all the changes have been made, click the **Save** button.
5. If the number of the fund was changed, a prompt will appear verifying whether or not to change the fund number. To change the fund number, click the **Change** button. To not change the fund number and revert to use the original number, click the **Revert to Original** button.
6. If the Active field was unselected (the checkmark was removed) so the fund is inactive, a prompt will appear stating the account numbers within the fund will change to be inactive as well; click **Yes** to continue inactivating the account numbers along with the fund.
7. If the Active field was selected (a checkmark appears in the box) so the fund is active, a prompt will appear stating the account numbers within the fund will change to be active as well; click **Yes** to continue activating the account numbers along with the fund.

**Note:** The fund will only be activated up to the last fiscal year displayed in the Fund Years List located on the right side of the screen. If the current fiscal year is not listed, complete the Start New Fiscal Year option for this fund.

### **Deleting a Fund:**

**Note:** If a fund has been used (has transactions posted or is used in an account number), the system will not allow it to be deleted; however, a fund can be made inactive by removing the checkmark for the Active field within the Fund File.

1. From the General Ledger screen, select the **Maintenance** menu, **Reference Files**, and then **Funds**.
2. At the Funds screen, enter the number of the fund to delete in the Fund Number field. If the number is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. Once the fund to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

### **Adding a Reference Piece to the Reference Files:**

**Note:** The following steps are for adding a reference piece, excluding a fund, to the Reference Files; to add a fund, follow the instructions for Adding a Fund.

1. From the General Ledger screen, select the **Maintenance** menu and then **Reference Files**.
2. Select the appropriate file for which to add the new reference piece. For example, to add a new function, select **Functions**.

3. At the screen for the selected reference piece, click the **New Record** button.

**Note:** For any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.

The account structure as defined within your database for the three basic types of accounts are displayed here with the piece you are defining in uppercase Xs. **Not Used** will display if the selected reference piece does not appear in a certain account type. In this example, the *Function* reference piece, which is four digits, is the *third* account piece in the Expense Account structure only.

In this example, using Iowa lab data, the expenditure account structure is Fund-Facility-Function-Program-Project-Object.

**Diagram B**

4. Enter the number for the new reference piece in the \_\_\_\_\_ Number field. The name of the selected file, such as function, will appear in place of the underscore. The length of the number will vary, depending upon the designated reference structure for your database and the particular reference piece being added. See **Diagram B**.
5. Enter the description for the new reference piece in the \_\_\_\_\_ Description field. The name of the selected file, such as function, will appear in place of the underscore. The description can be up to **40** characters long.
6. If the number of the reference piece being added ends with a zero (**0**), the Report Summary Usage Only field will be enabled. Select the Report Summary Usage Only field to indicate the new reference piece will only be used for printing a description on the applicable summarized reports and cannot be used in an account number.
7. The account structure as defined within your database for the three basic account types (Balance Sheet Accounts, Revenue Accounts, and Expenditure Accounts) are shown at the bottom of the screen with the reference piece being defined in uppercase Xs. If the account type does not contain the reference piece being defined, **Not Used** is displayed for that account type.
8. Click the **Save** button.
9. The new reference piece number is created in the system, along with the applicable '0' level reference numbers, if they do not already exist. For example, if reference piece number of 111 was added, 111 is created in the system, along with 110 and 100 (if 110 and 100 did not already exist). The '0' level reference numbers are created with the Report Summary Usage Only field selected by default and using the number as both the number and the description; as in the example above, 110 is created with a description of 110 and 100 is created with a description of 100. Edit the '0' level reference numbers at this time to define (change) the descriptions as needed.

### **Changing a Reference Piece in the Reference Files:**

**Note:** The following steps are for changing a reference piece, excluding a fund, in the Reference Files; to change a fund, follow the correct instructions within the Changing a Fund topic.

1. From the General Ledger screen, select the **Maintenance** menu and then **Reference Files**.
2. Select the appropriate file which contains the reference piece to change. For example, to change a function, select **Functions**.
3. At the screen for the selected reference piece, enter the number of the reference piece to change in the \_\_\_\_\_ Number field. The name of the selected file, such as function, will appear in place of the underscore. If the number is not known, click the **down-arrow** button or the **Find** button to select the correct one.
4. Make the desired changes to the reference piece number.

**Note:** If the reference piece number is used in an account number that is currently saved within the Crosswalk Account Numbers option, the system will not allow the number to be changed.

5. The account structure as defined within your database for the three basic types of accounts (Balance Sheet Accounts, Revenue Accounts, and Expenditure Accounts) are shown at the bottom of the screen with the reference piece being changed in uppercase **Xs**. If the account type does not contain the reference piece, **Not Used** is displayed for that account type.
6. After all the changes have been made, click the **Save** button.
7. If the number of the reference piece was changed, a prompt will appear verifying whether or not to change the number or add a new one. To change the number of the reference piece, click the **Change** button. To not change the number and revert to use the original number, click the **Revert to Original** button. To add a new reference piece with the specified number that is a duplicate of the current one, click the **Create New** button.

**Note:** If the reference piece was changed to a new number (by clicking the **Change** button) or a new one was added (by clicking the **Create New** button), the applicable '0' level reference numbers are automatically created, if they do not already exist. For example, if a reference piece number was changed to or created for 111, reference piece numbers 110 and 100 are automatically created (if 110 and 100 did not already exist). The '0' level reference numbers are created with the Report Summary Usage Only field selected by default and using the number as both the number and the description; as in the example above, 110 is created with a description of 110 and 100 is created with a description of 100. Edit the '0' level reference numbers at this time to define (change) the descriptions as needed.

### **Deleting a Reference Piece in the Reference Files:**

**Note:** The following steps are for deleting a reference piece, excluding a fund, in the Reference Files; to delete a fund, follow the correct instructions within the Deleting a Fund topic. If the reference piece is currently being used in an account number, the system will not allow it to be deleted. Also, if the number of the reference piece ends with a zero (**0**), it can only be deleted if there are not any additional numbers greater than that '0' level in the particular series; for example, reference piece 110 can only be deleted if numbers 111 through 119 do not exist, and reference piece 100 can only be deleted if numbers 101 through 199 do not exist.

1. From the General Ledger screen, select the **Maintenance** menu and then **Reference Files**.
2. Select the appropriate file which contains the reference piece to delete. For example, to delete a function, select **Functions**.
3. At the screen for the selected reference piece, enter the number of the reference piece to delete in the \_\_\_\_\_ Number field. The name of the selected file, such as function, will appear in place of the underscore. If the number is not known, click the **down-arrow** button or the **Find** button to select the correct one.
4. The account structure as defined within your database for the three basic types of accounts (Balance Sheet Accounts, Revenue Accounts, and Expenditure Accounts) are shown at the bottom of the screen with the reference piece being displayed in uppercase **Xs**. If the account type does not contain the reference piece, **Not Used** is displayed for that account type.
5. Once the reference piece to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

# Chart of Accounts

The Chart of Accounts is used to define all the account numbers utilized in Accounts Payable, Payroll, General Ledger, and other add-on modules in the School Accounting System. Account numbers are made up of state-specific reference pieces (reference numbers), as defined in the Reference Files, and must follow the account structure set within your database (in the Change Account Structure option) for the various account types.

Each account number has a record in the Chart of Accounts containing the following information: account number, account type, description, and whether or not the account is active. An account number must first be defined in the Chart of Accounts before it can be used in the School Accounting System.

An inquiry can also be completed in the Chart of Accounts to view the beginning, ending, and unencumbered balances for an account number, along with all the transactions that posted to the account.

## **Adding an Account Number to the Chart of Accounts:**

1. From the General Ledger screen, select the **Maintenance** menu and then **Chart of Accounts**.

2. At the Chart of Accounts screen, click the **New Record** button.

**Note:** For any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.

3. Click the **General** tab to complete the general information for the new account number.

a. Enter the ID for the appropriate account type of the new account number in the Account Type ID field, or click the **down-arrow** button to select the correct one. See **Diagram A**.

**Note:** Once the account number is saved and has been used, this field cannot be changed for revenue and expenditure accounts; however, for balance sheet accounts, it can be changed to a different balance sheet account type (type 1-7).

b. The account structure defined within your database (in the Change Account Structure option) for the specified account type will appear in the Chart of Account Number field with **Xs** as placeholders for each account piece of the account number.

c. All the reference pieces included in the account structure will appear in the References List located at the bottom of the screen. To define each piece of the new account number, click the **down-arrow** button in the Reference Number field for each reference piece shown (or click in

gl Chart of Accounts

File Options Reports Pin To Help

Chart of Account Number 10 1000 001 421

General Account Groups Inquiry

Chart of Account Number 10 1000 001 421 Active ☒

Account Type ID 9

Chart of Account Description Printed Textbooks

Yearly Post Account 10 760

Reference	Reference Number	Reference Description	Chart of Account Mask	Optional
Fund	10	General Fund	XX xxxxx xxx xxx xxx	<input type="checkbox"/>
Function	1000	Instruction	xx XXXX xxx xxx xxx	<input type="checkbox"/>
Operational Unit	001	Elementary School	xx xxxxx XXX xxx xxx	<input type="checkbox"/>
Object	421	Printed Textbooks	xx xxxxx xxx XXX xxx xxx	<input type="checkbox"/>
Sub Object			xx xxxxx xxx xxx XXX xxx	<input checked="" type="checkbox"/>
Facility			xx xxxxx xxx xxx xxx XXX	<input checked="" type="checkbox"/>

Navigation icons: Back, Forward, Home, Search, etc.

Page: 421

**Diagram A**

the field and press the **Ctrl+F** keys to access the search feature) and then select the desired piece number (or add a new one, if needed). For example, to define the fund for the new account number, click the **down-arrow** button in the Reference Number field for Fund and then double-click the desired fund number. Complete this step for each reference piece for the new account number.

**Note:** If there is an optional piece (indicated with a checkmark in the Optional field (column)) at the end of your account structure and it is not used in the new account number, delete the **Xs** from the Chart of Account Number field before saving the new account number.

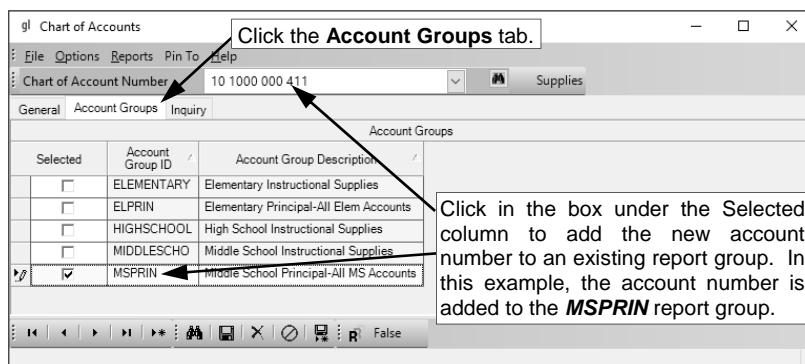
- d. Select the Active field to stipulate the account number is currently active and used in the School Accounting System. A checkmark will appear in the box if the field is selected. When adding a new account number, the Active field is selected by default.
- e. Enter the description for the new account number in the Chart of Account Description field. The description can be up to **40** characters long. A default description will appear, but can be changed.
- f. If the new account number is a revenue or expenditure, the Yearly Post Account field will be enabled. Enter the correct fund balance account number in the Yearly Post Account field for which to post (close) the entries from the new revenue or expenditure account at the end of the fiscal year, or immediately if the fund is defined as an Activity Fund. Leave the field blank to default to the account number entered in the Fund Balance Account field within the Fund File for the appropriate fund, if applicable.

**Note:** Once the account number is saved, this field cannot be edited; if needed, to change the Yearly Post Account for an existing revenue or expenditure account, complete the Change Yearly Post Accounts option.

**Tip:** A new account number can also be added by keying the desired number in the Chart of Account Number field and then completing the remaining fields.

4. Click the **Save** button.
5. Click the **Account Groups** button to add the new account number to an existing account group, if desired.

- a. All the existing account groups appear in the Account Groups List. To add the new account number to an account group, click the box for the Selected column to the left of each desired Account Group ID. A checkmark will appear in the box if the account group is selected. See **Diagram B**.



**Diagram B**

- b. Click the **Save** button.

### **Changing an Account Number in the Chart of Accounts:**

**Note:** If the account number is currently saved within the Crosswalk Account Numbers option, the system will not allow it to be changed.

1. From the General Ledger screen, select the **Maintenance** menu and then **Chart of Accounts**.
2. At the Chart of Accounts screen, enter the account number to change in the Chart of Account Number field. If the account number is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. Each reference piece and its description used in the account number are shown in the References List located at the bottom of the screen.
4. Make the desired changes to the account number.

**Note:** If the account number has been used, the Account Type ID field cannot be changed for revenue and expenditure accounts, but can be changed to a different balance sheet account type (type 1-7) for balance sheet accounts. The Yearly Post Account field cannot be edited for revenue and expenditure accounts; instead, to change the Yearly Post Account, complete the Change Yearly Post Accounts option.

- After all the changes have been made, click the **Save** button.
- If the account number was changed, a prompt will appear verifying whether or not to change the account number or add a new one. To change the account number, click the **Change** button. To not change the account number and revert to use the original number, click the **Revert to Original** button. To add a new account number, click the **Create New** button.

#### **Deleting an Account Number from the Chart of Accounts:**

**Note:** If an account number has been used (has transactions posted) or is currently saved within the Crosswalk Account Numbers option, the system will not allow it to be deleted; however, an account number that will no longer be used can be made inactive by removing the checkmark for the Active field within the Chart of Accounts.

- From the General Ledger screen, select the **Maintenance** menu and then **Chart of Accounts**.
- At the Chart of Accounts screen, enter the account number to delete in the Chart of Account Number field. If the account number is not known, click the **down-arrow** button or the **Find** button to select the correct one.
- Once the account number to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

#### **Combining Chart of Account Numbers:**

**Note:** Only account numbers in the *same* fund, of the *same* account type, and defined with the *same* Yearly Post Accounts (if applicable) and active status (both active or both inactive) can be combined together.

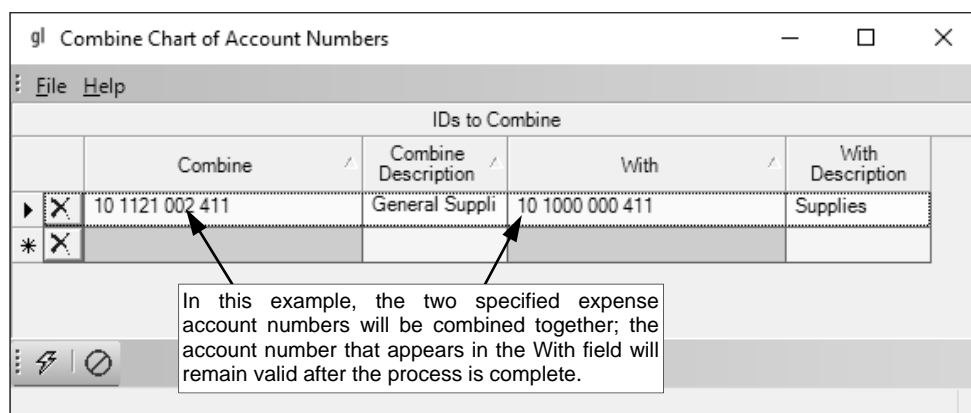
- From the General Ledger screen, select the **Maintenance** menu and then **Chart of Accounts**.  
**Note:** If applicable, all the account numbers entered within the Crosswalk Account Numbers option must be posted in order to access the Combine Chart of Account Numbers option.
- At the Chart of Accounts screen, select the **Options** menu and then **Combine Chart of Account Numbers**.
- At the Combine Chart of Accounts Numbers screen, enter the account number to combine with another in the Combine field. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. The description of the selected account number will appear in the Combine Description field and cannot be changed. See **Diagram C**.

**Note:** The account number entered in this field will no longer be a valid account number after the account numbers have been combined.

- Enter the account number to combine with the first account number in the With field. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. The description of the selected account number will appear in the With Description field and cannot be changed.

**Note:** The account number entered in this field will remain valid after the account numbers have been combined.

- After all the account numbers to combine have been entered, click the **Execute** button.
- When prompted to combine the IDs, click **Yes**.



**Diagram C**

7. A message will appear when the process is completed; click **OK**.

### **Completing an Account Inquiry:**

1. From the General Ledger screen, select the **Maintenance** menu and then **Chart of Accounts**.
2. At the Chart of Accounts screen, enter the account number for which to complete the account inquiry in the Chart of Account Number field. If the account number is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. The general information for the account number appears on the screen.
4. Click the **Inquiry** tab to view all the transactions and the balances (beginning, ending, and unencumbered) for the specified account number for the *latest* fiscal year.
5. To view the transactions and balances for the specified account number for a *different* fiscal year, enter the ending date of the desired fiscal year in the Fiscal Year End field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. See **Diagram D**.
6. **For Iowa school districts who reverse GAAP expense only**, select the Include Reversing GAAP Entries field to also display any reversing GAAP entries for the selected account number. A checkmark will appear in the box if the field is selected.

**Note:** This field is only enabled for those Iowa school districts who have specified they reverse GAAP expense at the end of the fiscal year (the Reversing GAAP field is selected in the System File).

7. To print the information for the account inquiry, complete a print screen, print grid, or print the Account Inquiry report, or if desired, export the information in the Inquiry List to a file using the Export Grid option.

Entry Date	Transaction Description	Journal Code	Transaction Reference Number	Invoice Number	Purchase Order Number	Entity ID	Budget Amount	Debit Amount	Credit Amount	Outstanding Accounts Payable	Outstanding Purchase Orders	Balance	Requisition Number	Approved Requisitions	Unapproved Requisitions
	Beginning Balance											.00			
07/01/2017	Budget Entry	BE					30,600.00								
09/15/2017	INSTRUCTION MATERIAL	CD		456321		TEACHERSPE		8,645.00							
10/15/2017	INSTRUCTION MATERIAL	CD		147852		TEACHERSPE		876.50							
11/01/2017	GENERAL SUPPLIES	AP		0555		BLOW				175.00					
11/30/2017	Pre-Reading Transparencies	REQ											13	.00	67.41
	Ending Balance						20,903.50	9,521.50		175.00		9,636.50			

**Diagram D**

# Received Froms

Received Froms are used in General Ledger with cash receipts to define the organizations or individuals from whom the school district received money (funds). Each received from has a record containing specific information, including name, addresses, phone numbers, fax number, email address, and other miscellaneous information, such as a description and account number(s) to use as defaults when entering in cash receipts.

**Note:** In the School Accounting System, all entities with an address defined within the various modules are stored in the Entities Table within the database. Therefore, a received from with a particular ID is able to also be set up as an employee (in Payroll), employer history (in Human Resources), payee (in Payroll), ship to address (in Accounts Payable), and/or a vendor (in Accounts Payable), using the *exact same ID* since it is just *one* entity, if desired.

## Adding a Received From:

1. From the General Ledger screen, select the **Maintenance** menu and then **Received Froms**.
2. At the Received Froms screen, click the **New Record** button.

**Note:** For any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.

3. Enter a unique ID for the received from in the Received From ID field. The ID can be alphanumeric and up to **10** characters long (no spaces). See **Diagram A**.

**Note:** To have the system automatically assign the ID *using the first 10 characters (letters and numbers only) of the Legal Business Name (or Last Name if an individual)*, leave the ID field blank; once the record is saved, the ID will be assigned. If the ID entered in the field is for an existing entity not currently flagged with the entity role of Received From, a prompt will appear asking if the Received From role should be added; click **Yes** to make the entity a received from.

4. Select the Active field to stipulate the received from is currently active and used by the district. A checkmark will appear in the box if the field is selected. When adding a new received from, the Active field is selected by default.
5. The role(s) in which the received from is defined and used within the School Accounting System appears in the Entity Roles field. When adding a new received from, the system automatically

Diagram A



assigns the entity role of Received From. If more than one entity role appears, the received from can be used and accessed in all the applicable areas using the *exact same ID*.

6. **If the received from is not an individual**, enter the name of the received from in the Legal Business Name field. **If the received from is an individual**, leave this field blank. The name can be alphanumeric and up to **75** characters long.  
**Note:** If the company's name starts with the word "The", be sure to enter "The" at the beginning of the name in the Legal Business Name field; the system will disregard "The" when automatically assigning the ID (if applicable) and when searching on the Received From Name field in other areas of the system (for example, "The Paper Company" becomes "Paper Company, The" for sorting and searching purposes).
7. **If the received from is an individual**, enter the person's last name in the Last Name field. **If the received from is not an individual**, leave this field blank. The last name can be up to **40** characters long.
8. **If the received from is an individual**, enter the prefix (such as Dr., Mr., or Mrs.) for the person in the Prefix field if applicable, or click the **down-arrow** button to select the correct one. **If the received from is not an individual**, leave this field blank.
9. **If the received from is an individual**, enter the suffix (such as Jr. or Sr.) for the person in the Suffix field if applicable, or click the **down-arrow** button to select the correct one. **If the received from is not an individual**, leave this field blank.
10. **If the received from is an individual**, enter the person's first name in the First Name field. **If the received from is not an individual**, leave this field blank. The first name can be up to **30** characters long.
11. **If the received from is an individual**, enter the person's middle name in the Middle Name field. **If the received from is not an individual**, leave this field blank. The middle name can be up to **30** characters long.
12. If correspondence should be sent directly to a specific person or department at the received from, enter the name of the person or department in the Attention field. The name can be alphanumeric and up to **30** characters long.
13. Enter the address (up to two lines) for the received from in the Address 1 and Address 2 fields. The addresses can be alphanumeric and each can be up to **30** characters long.
14. Enter the city where the received from is located in the City field. The city can be alphanumeric and up to **25** characters long.
15. Enter the appropriate state abbreviation (or applicable code for the province, if located outside of the United States) for the received from in the State/Province field. If the state abbreviation or province code is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.  
**Note:** Only the state abbreviations and province codes for the specified country (as entered in the Country field, or United States if the Country field is blank) appear by default when searching, but the filters can be changed if needed in order to view other state or province codes.
16. Enter the zip code for the received from in the Zip Code field. The zip code can be alphanumeric and up to **15** characters long. The system will automatically add the dash in the zip code if 9 digits are entered, using the format of ##### - #####.
17. Enter the applicable **2-digit** code of the country where the received from is located in the Country field, or click the **down-arrow** button to select the correct one. If the State/Province field is completed, the corresponding country code will appear by default in this field and can only be changed by first deleting the state or province (or specifying a different state or province).
18. Enter up to three phone numbers (including a fax number, if applicable) for the received from in the Primary Phone Number, Secondary Phone Number, and Other Phone Number fields. Then enter the appropriate type (**Business**, **Cell**, **Fax**, **Home**, or **Other**) in the Phone Type field for each phone number entered, or click the **down-arrow** button to select the correct one. Each phone number can be up to **30** digits long. The system will automatically add the dashes for the phone numbers (if entered with numbers only) using the following formats: 1) ### - ##### if 7 digits are entered; 2) ### - ##### x ## if 8 or 9 digits are entered; 3) ### - ### - ##### if 10 digits are entered; or 4) ### - ### - ##### x ## if 11 or more digits are entered.
19. If desired, enter the address of the website for the received from in the Internet Address field. The website address can be up to **50** characters long.

**Note:** If your computer is connected to the Internet, click the **Go To** button located to the right of this field to launch the Internet browser and display the specified website.

20. If the received from is not an individual, enter the name of the person or department who should be contacted with any questions in the Contact Person field. The name can be alphanumeric and up to **30** characters long.
21. Enter a generic description for what the received from is used for (what money (funds) are received from them) in the Description field. The description can be alphanumeric and up to **40** characters long. The description entered here can be pulled into descriptions used on cash receipts.
22. Leave the Last Cash Receipt Date field blank when entering the new received from, as the system will automatically update this field with the latest date a cash receipt was posted for the received from. If a date is in this field, it will display below the received from's address when entering cash receipts.
23. If desired, enter the account number(s) to use as the default when entering in cash receipts for this received from in the Receipt Accounts List. To do this, in the blank line (indicated with an asterisk) at the bottom of the Receipt Accounts List, enter the account number in the Chart of Account Number field. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

**Note:** When entering cash receipts, if a received from with one receipt account defined is entered (before an account number is specified for the receipt entry), the account number entered here will appear as the default but can be changed if needed; if a received from with multiple receipt accounts defined is entered (before an account number is specified for the receipt entry), a search screen will appear showing the account numbers entered here in order for the user to select which account number to use.

24. If desired, enter the email address(es) for the received from in the Email Addresses section.
  - a. Enter the business email address for the received from in the Business Email Address field. Enter a home or personal email address for the received from in the Personal Email Address field. Enter another email address for the received from in the Other Email Address field. The email addresses can be up to **50** characters long and must follow the proper format of "username@example.com".
  - b. Specify the uses for each email address by selecting the appropriate usage fields (Direct Deposit, Tax Forms, and/or Other Communication fields). If the received from will be sent other email communications, such as reports, from within the School Accounting System using the particular email address, select the Other Communication field. Disregard the fields for Direct Deposit and Tax Forms as they are not applicable to a received from (would only be used in other areas if the received from had multiple entity roles). A checkmark will appear in the box if the field is selected.

**Note:** In order to email reports to a particular email address for the received from, at least one of the usage fields (Direct Deposit, Tax Forms, or Other Communication field) must be selected for the email address (at the time a report is emailed, the usages for which email addresses to use is then specified).

25. Click the **Save** button to save the new received from.

#### **Changing a Received From:**

1. From the General Ledger screen, select the **Maintenance** menu and then **Received Froms**.
2. At the Received Froms screen, enter the ID of the received from to change in the Received From ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.

**Note:** If the ID entered in the field is for an entity not currently flagged with the entity role of Received From, a prompt will appear asking if the Received From role should be added; click **Yes** to make the entity a received from.

3. Make the desired changes to the received from.
  - a. To change the country for where the received from is located in the Country field, do one of the following: 1) click the **down-arrow** button for the State/Province field (or press the **Ctrl+F** keys to access the search feature), change the filters for the Country Code, and then select the appropriate state or province within the desired country; or 2) delete the information in the State/

Province field, change the Country field as needed, and then complete the State/Province field again.

- b. For the account number(s) in the Receipt Accounts List, complete the blank line (indicated with an asterisk) at the bottom of the list to add a new account number, or click the **Delete** button located to the left of the desired account number to delete one (when prompted to delete it, click **Yes**).
4. After all the changes have been made, click the **Save** button.
5. If the ID for the received from was changed, a prompt will appear verifying whether or not to change the ID or add a new one. To change the ID for the received from, click the **Change** button. To not change the ID and revert to use the original ID, click the **Revert to Original** button. To add a new received from with the specified ID that is a duplicate of the current received from, click the **Create New** button.

#### **Deleting a Received From:**

**Note:** If a received from has been used in General Ledger, the system will not allow it to be deleted; however, a received from that will no longer be used can be made inactive by removing the checkmark for the Active field within the Received From File. If a received from was defined only with an Entity Role of Received From, it will be completely deleted from the system with this process; however, if the received from had multiple Entity Roles, the ID will remain valid for the other applicable areas and just the Entity Role of Received From will be deleted.

1. From the General Ledger screen, select the **Maintenance** menu and then **Received Froms**.
2. At the Received Froms screen, enter the ID of the received from to delete in the Received From ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. Once the received from to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

# Account Groups

Account Groups are used in General Ledger to define different groups of account numbers. Once an account group is created, reports can be printed to only include the account numbers tied to a particular account group, or users can be tied to account groups in the User Security option in order to limit a user's access to only certain account numbers for the data entry options within Accounts Payable and General Ledger (and Web Link, if applicable), and run reports within Web Link for only certain account numbers.

Account numbers can be assigned to an account group from within the Account Groups or Chart of Accounts option, and one account number can be assigned to multiple account groups, if needed.

## **Adding an Account Group:**

1. From the General Ledger screen, select the **Maintenance** menu and then **Account Groups**.
2. At the Account Groups screen, click the **New Record** button.

**Note:** For any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.

3. Enter a unique ID for the account group in the Account Group ID field. The ID can be alphanumeric and up to **10** characters long (no spaces). See **Diagram A**.

**Note:** To have the system automatically assign the ID *using the first 10 characters (letters and numbers only) of the description*, leave the ID field blank; once the record is saved, the ID will be assigned.

4. Enter a description for the account group in the Account Group Description field. The description can be up to **40** characters long.
5. **For Wyoming school districts only**, the Project Number field will be enabled. If the account group is being added to generate the appropriate Fund Code (or Project Number) on the Wyoming Annual Report or with the Parrascope Reporting option, enter the correct code as defined by the state in the Project Number field. The code can be alphanumeric and up to **25** characters long.
6. In the Chart of Account Numbers List, specify which account numbers to assign to the account group by clicking the box for the Selected column to the left of each desired account number. A checkmark will appear in the box if the account number is selected. To select all the account numbers listed on the screen, click the **Select All** button located above the Chart of Account Numbers List. If desired, change the filters to modify the account numbers displayed here.

The Project Number field is only used by Wyoming school districts and will be disabled for other states.

Select the account numbers to assign to the account group.

Selected	Chart of Account Number	Chart of Account Description	Active	Account Type ID	Fund
<input checked="" type="checkbox"/>	10 1111 001 111	Teacher	<input checked="" type="checkbox"/>	9	10
<input checked="" type="checkbox"/>	10 1111 001 120	Substitute Teacher	<input checked="" type="checkbox"/>	9	10
<input checked="" type="checkbox"/>	10 1111 001 210	OASI/Medicare	<input checked="" type="checkbox"/>	9	10
<input checked="" type="checkbox"/>	10 1111 001 220	Retirement	<input checked="" type="checkbox"/>	9	10
<input checked="" type="checkbox"/>	10 1111 001 230	Health/Life Insurance	<input checked="" type="checkbox"/>	9	10
<input checked="" type="checkbox"/>	10 1111 001 411	Instructional Materials	<input checked="" type="checkbox"/>	9	10
<input checked="" type="checkbox"/>	10 1111 001 421	Textbooks	<input checked="" type="checkbox"/>	9	10
<input checked="" type="checkbox"/>	10 1111 001 424	Workbooks	<input checked="" type="checkbox"/>	9	10
<input checked="" type="checkbox"/>	10 1111 001 549	Other Equipment	<input checked="" type="checkbox"/>	9	10
<input type="checkbox"/>	10 1000 000 411	Supplies	<input checked="" type="checkbox"/>	9	10
<input type="checkbox"/>	10 101	Cash In Bank	<input checked="" type="checkbox"/>	1	10
<input type="checkbox"/>	10 105	Money Market Account	<input checked="" type="checkbox"/>	1	10
<input type="checkbox"/>	10 110	Taxes Receivable	<input checked="" type="checkbox"/>	1	10
<input type="checkbox"/>	10 1110 000	Property Tax	<input checked="" type="checkbox"/>	8	10

**Diagram A**

7. Click the **Save** button.

#### **Changing an Account Group:**

1. From the General Ledger screen, select the **Maintenance** menu and then **Account Groups**.
2. At the Account Groups screen, enter the ID of the account group to change in the Account Group ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. Make the desired changes to the account group.
  - a. To add an account number to the account group, click the box for the Selected column to the left of the desired account number. A checkmark will appear in the box if the account number is selected. To select all the account numbers listed on the screen, click the **Select All** button located above the Chart of Account Numbers List. If desired, change the filters to modify the account numbers displayed here.
  - b. To remove an account number from the account group, click the box for the Selected column to the left of the desired account number to remove the checkmark. To unselect all the account numbers listed on the screen, click the **Unselect All** button located above the Chart of Account Numbers List. If desired, change the filters to modify the account numbers displayed here.
4. After all the changes have been made, click the **Save** button.
5. If the ID for the account group was changed, a prompt will appear verifying whether or not to change the ID or add a new one. To change the ID for the account group, click the **Change** button. To not change the ID and revert to use the original ID, click the **Revert to Original** button. To add a new account group with the specified ID that is a duplicate of the current account group, click the **Create New** button.

#### **Deleting an Account Group:**

**Note:** If an account group is tied to a user within the User Security option, the system will not allow it to be deleted.

1. From the General Ledger screen, select the **Maintenance** menu and then **Account Groups**.
2. At the Account Groups screen, enter the ID of the account group to delete in the Account Group ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. Once the account group to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

# Checking Accounts

Checking Accounts are used to define the information for each of the school district's checking accounts used within the School Accounting System. Within the Checking Accounts option, the default check and direct deposit formats and reconciliation accounts are specified for each checking account.

## **Adding a Checking Account:**

1. From the General Ledger screen, select the **Maintenance** menu and then **Checking Accounts**.

**Note:** If desired, to access the Checking Accounts File from Accounts Payable or Payroll, select the **Options** menu from the Accounts Payable or Payroll screen, **Direct Deposit Options**, and then **Checking Accounts**.

2. At the Checking Accounts screen, click the **New Record** button.

**Note:** For any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.

3. Enter a unique ID for the checking account in the Checking Account ID field. The ID can be alphanumeric and up to **10** characters long (no spaces). See **Diagram A**.

**Note:** To have the system automatically assign the ID *using the first 10 characters (letters and numbers only) of the description*, leave the ID field blank; once the record is saved, the ID will be assigned.

4. Enter a description for the checking account in the Checking Account Description field. The description can be up to **40** characters long.

5. If applicable, select the Override Accounts Payable Cash Account with Selected Reconciliation Account field to use the selected Reconciliation Account as the cash account to be credited when checks are written from this checking account in Accounts Payable (instead of the Accounts Payable Cash Account as specified in the Fund File). A checkmark will appear in the box if the field is selected.

**Note:** The Override Accounts Payable Cash Account with Selected Reconciliation Account field can only be selected if there is just one Reconciliation Account (per fund) selected.

**Tip:** To use a checking account with this field selected, complete the Override Checking Account ID field on a batch of select invoices to pay, or enter the appropriate checking account in the Checking Account ID field within the Prepaid Information section of an invoice for a prepaid check or automatic payment.

6. Complete the Direct Deposit Information section.

Selected	Chart of Account Number	Chart of Account Description
<input checked="" type="checkbox"/>	10 101	Cash In Bank
<input checked="" type="checkbox"/>	21 101	Cash In Bank
<input type="checkbox"/>	10 105	Money Market Account
<input type="checkbox"/>	10 110	Taxes Receivable
<input type="checkbox"/>	10 170	Inventory - Supplies
<input type="checkbox"/>	80 109	Investments
<input type="checkbox"/>	90 101	Cash

**Diagram A**

- a. If direct deposit will be processed for the checking account, enter the ID of the direct deposit header record to use in the Direct Deposit Header Record ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.
- b. If applicable, enter the ID for the direct deposit debit record to include in the direct deposit file for the checking account in the Direct Deposit Debit Record ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

**Note:** Typically, this field is only completed if debit records are required by your bank, or it could also be completed if direct deposit will be processed from more than one checking account (refer to the Note under Step 1 on the Accounts Payable Direct Deposit Setup Checklist or the Payroll Direct Deposit Setup Checklist for more information on direct deposit processed from two or more checking accounts).

- c. To have a check written during a Payroll check cycle for the total amount of the direct deposit transactions included in the direct deposit file for the particular checking account, enter the ID of the payee for which to issue the check in the Direct Deposit Payee ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. Leave this field blank to only include the direct deposit transactions for the particular checking account on the direct deposit file. Typically, this field is only completed by school districts who have direct deposit set up to only be dispersed from one checking account at the bank but employees are being paid from multiple checking accounts (so a check for the total amount of the direct deposit transactions from each of the other checking accounts is written and deposited into the one checking account from which the direct deposit will be taken).

**Note:** This field is only applicable for direct deposit transactions in Payroll and is not used for direct deposit transactions in Accounts Payable.

7. Complete the Accounts Payable Default Check Format Information section.

- a. Enter the name of the check setup (as created within the Check Setup - Vendors option) to use as the default when printing checks for the particular checking account in Accounts Payable in the Vendor Checks field, or click the **down-arrow** button to select the correct one.
- b. If applicable, enter the name of the check setup (as created within the Check Setup - Vendors option) to use as the default when printing (and emailing, if applicable) direct deposit stubs and printing automatic payment stubs for the particular checking account in Accounts Payable in the Vendor Direct Deposits field, or click the **down-arrow** button to select the correct one.

**Note:** The default check setups can also be defined within the Check Setup - Vendors option; if the fields are updated here, the changes will also be reflected in the Check Setup - Vendors option.

8. Complete the Payroll Default Check Format Information section.

- a. Enter the name of the check setup (as created within the Check Setup - Employees option) to use as the default when printing checks to employees for the particular checking account in Payroll in the Employee Checks field, or click the **down-arrow** button to select the correct one.
- b. If applicable, enter the name of the check setup (as created within the Check Setup - Employees option) to use as the default when printing direct deposit stubs to employees for the particular checking account in Payroll in the Employee Direct Deposits field, or click the **down-arrow** button to select the correct one.
- c. If applicable, enter the name of the check setup (as created within the Check Setup - Employees option) to use as the default when emailing direct deposit stubs to employees for the particular checking account in Payroll in the Employee Email Direct Deposits field, or click the **down-arrow** button to select the correct one.
- d. Enter the name of the check setup (as created within the Check Setup - Payees option) to use as the default when printing checks to payees for the particular checking account in Payroll in the Payee Checks field, or click the **down-arrow** button to select the correct one.
- e. If applicable, enter the name of the check setup (as created within the Check Setup - Payees option) to use as the default when printing direct deposit stubs and automatic payment stubs to payees for the particular checking account in Payroll in the Payee Direct Deposits field, or click the **down-arrow** button to select the correct one.

**Note:** The default check setups can also be defined within the Check Setup - Employees option or the Check Setup - Payees option; if the fields are updated here, the changes will also be reflected in the appropriate Check Setup - Employees or Check Setup - Payees option.

9. All the account numbers defined in the Chart of Accounts with an account type of 1 for Current Asset that are not tied to any other checking account appear in the Reconciliation Accounts List. Select the current asset accounts in the Reconciliation Accounts List to include in the check reconciliation process for the particular checking account. To select an account, click the box for the Selected column to the left of each desired account number. A checkmark will appear in the box if the account is selected.

**Note:** If the Override Accounts Payable Cash Account with Selected Reconciliation Account field is selected, be sure to select only one Reconciliation Account (per fund).

10. Only if your school district is set up with multiple logins (for example, 9999, 9999B, and 9999C) for the same database, the Multiple Federal ID Checking Account field will appear at the bottom of the screen. Select the Multiple Federal ID Checking Account field to include the checking account when generating the Quarterly 941, Employee W2s, and/or Vendor 1099s with the current login. A checkmark will appear in the box if the field is selected.

**Note:** This field is for a school district that has two Federal ID Numbers used with one database (for example, one for the General Fund and one for the Food Service Fund) and must generate a 941s, Employee W2s, and/or Vendor 1099s for each Federal ID (fund). In this case, then select only this field for the appropriate checking account for the first login (for example, 9999) and Federal ID for the corresponding fund. Then login to the database with the second login (for example, 9999B), edit the Federal ID number so it is correct, and then select this field for the appropriate checking account for the second login (fund).

11. Click the **Save** button.

#### **Changing a Checking Account:**

**Note:** A checking account cannot be changed if it is part of an unposted check cycle in Accounts Payable in which the Select Invoices to Pay batch had the Override Checking Account ID field completed.

1. From the General Ledger screen, select the **Maintenance** menu and then **Checking Accounts**.

**Note:** If desired, to access the Checking Accounts File from Accounts Payable or Payroll, select the **Options** menu from the Accounts Payable or Payroll screen, **Direct Deposit Options**, and then **Checking Accounts**.

2. At the Checking Accounts screen, enter the ID of the checking account to change in the Checking Account ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. Make the desired changes to the checking account.
4. After all the changes have been made, click the **Save** button.
5. If the ID for the checking account was changed, a prompt will appear verifying whether or not to change the ID. To change the ID for the checking account, click the **Change** button. To not change the ID and revert to use the original ID, click the **Revert to Original** button.

#### **Deleting a Checking Account:**

**Note:** If a checking account is being used, the system will not allow it to be deleted.

1. From the General Ledger screen, select the **Maintenance** menu and then **Checking Accounts**.

**Note:** If desired, to access the Checking Accounts File from Accounts Payable or Payroll, select the **Options** menu from the Accounts Payable or Payroll screen, **Direct Deposit Options**, and then **Checking Accounts**.

2. At the Checking Accounts screen, enter the ID of the checking account to delete in the Checking Account ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. Once the checking account to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.



# Adjust Posted Entries

The Adjust Posted Entries option in General Ledger is used to correct (change) the account numbers on the entries posted from the following: in General Ledger, posted cash receipts; in Accounts Payable, updated checks if operating on a cash basis, or posted invoices if operating on an accrual basis; and in Payroll, updated checks (only those with earnings). With the Adjust Posted Entries option, reversing entries are posted to the original account numbers and then additional entries are posted to the new account numbers, using the same date as the original entries. The correcting entries made when completing the Adjust Posted Entries option are then reflected in the applicable options and reports within the corresponding modules (unlike when making correcting entries using the Manual Journal Entries option).

**Note:** When completing the Adjust Posted Entries option for an updated check in Payroll, only the account numbers for the entries in the Payroll calculations are adjusted (the account numbers on the entries in the Payroll data entry batches will still reflect only the original account numbers on the applicable listings while all the Payroll calculation reports will include the adjusting entries).

## Adjusting Posted Entries:

1. From the General Ledger screen, select the **Options** menu and then **Adjust Posted Entries**.
2. To adjust the entries from posted cash receipts in General Ledger:
  - a. Click the **General Ledger** tab on the Adjust Posted Entries screen. See **Diagram A**.
  - b. Enter the ID of the received from for which to adjust a cash receipt in Received From ID field, or click the **down-arrow** button to select the correct one.

**Note:** Click the **Find** button to select the correct received from ID, cash receipt number, and/or cash receipt key of the cash receipt to adjust; then continue with the adjustment.

- c. Enter the cash receipt number or cash receipt key of the cash receipt to adjust in the Cash Receipt Number field and/or the Cash Receipt Key field, or click the **Find** button to select the correct one.

**Note:** The cash receipts entered and posted in a batch with the Create Receivables field selected, or cash receipts brought into a batch using the Select Receivables for Processing option, cannot be adjusted with the Adjust Posted Entries option.

- d. All the detail line items included on the specified cash receipt appear in the Cash Receipt Detail List. For each line item, the chart of account number, cash account number, detail description, and detail amount display.

Adjust Posted Entries

Click the **General Ledger** tab to adjust a cash receipt.

General Ledger Accounts Payable Payroll

Received From ID: FUNDRAISER

Cash Receipt Number: 905

Cash Receipt Key: 258

Cash Receipt Detail

Chart of Account Number	Cash Account Number	Cash Receipt Detail Description	Cash Receipt Detail Amount	
06 036 1711	06 101	Game Proceeds from GBB Game	250.00	Adjust

**Diagram A**

- e. Click the **Adjust** button located to the right of the detail line item to adjust.
  - f. The Adjust Cash Receipt Entry screen will appear for the selected line item. See **Diagram B**.
  - g. Complete the Adjust Cash Receipt Entry screen:
    - The original chart of account number, original cash account number, detail description, and detail amount appear in the Chart of Account Number, Cash Account Number, Cash Receipt Detail Description, and Cash Receipt Detail Amount fields and cannot be changed.
    - Enter the description to use for the reversing entry to the original chart of account number in the Reversal Cash Receipt Detail Description field. The description can be up to **40** characters long. A default description will appear but can be changed.
    - Complete the Adjusting Entries List to designate the account number(s) for which to record the adjustment. The initial correcting entry will appear in the Adjusting Entries List, but additional correcting entries can be added by completing the blank line (indicated with an

Adjust Cash Receipt Entry

File Help

Chart of Account Number: 06 036 1711

Cash Account Number: 06 101

Cash Receipt Detail Description: Game Proceeds from GBB Game

Cash Receipt Detail Amount: 250.00

Reversal Cash Receipt Detail Description: Reversal: Game Proceeds from GBB Game

Adjusting Entries					
	New Chart of Account Number	New Cash Receipt Detail Amount	Correction Cash Receipt Detail Description	Reversal Cash Account Number	Correction Cash Account Number
▶ X	06 035 1711	250.00	Correction: Game Proceeds from GBB Game	06 101	06 101
* X					
		250.00			

Complete the correcting entries to make for the adjustment and then click the **Execute** button.

⚡ ↻

**Diagram B**

asterisk) at the bottom of the Adjusting Entries List. For each correcting entry, complete the following:

- Enter the correct account number to use in the New Chart of Account Number field, or click the **down-arrow** button to select the correct one.  
**Note:** The original account number and new account number can be in different funds if needed.
  - Enter the amount to use for the correcting entry in the New Cash Receipt Detail Amount field. The amount can be up to **14** digits long (including the decimal point, if applicable) and will be rounded to **2** decimal places by the system if capable. The original detail amount will appear as the default for the first correcting entry but can be changed.  
**Note:** The total of the correcting entries must equal the original amount of the line item as shown in the Cash Receipt Detail Amount field.  
**Tip:** If only part of the amount of the detail line item should be moved to a new account number, enter two correcting entries with one using a new account number and the other one using the original account number.
  - Enter the description to use for the correcting entry in the Correction Cash Receipt Detail Description field. The description can be up to **40** characters long. A default description will appear but can be changed.
  - The original cash account number to which the reversing entry will be posted displays in the Reversal Cash Account Number field and cannot be changed.
  - Enter the cash (or other asset) account number to use for the correcting entry in the Correction Cash Account Number field. If the account number is not known, click the **down-arrow** button to select the correct one. If the correcting entry uses an account number in the same fund as the original entry, the original cash account number will appear as the default but can be changed if needed. If the correcting entry uses an account number in a different fund than the original entry, the default cash account number entered in the General Ledger Cash Account field in the Fund File for the other fund will appear, but can be changed.
  - If applicable, repeat these steps until all the correcting entries have been added.  
**Note:** If needed, to remove a correcting entry from the list, click the **Delete** button located to the left of the desired account number; when prompted to delete the line, click **Yes**.
  - Click the **Execute** button.
3. To adjust the entries from updated checks in Accounts Payable (only if operating on a cash basis):
- a. Click the **Accounts Payable** tab on the Adjust Posted Entries screen. See **Diagram C**.
  - b. Enter the appropriate type of check (**Automatic Payment**, **Check**, **Direct Deposit**, or **Zero Balance**) to adjust in the Check Type field, or click the **down-arrow** button to select the correct one.

**Note:** Click the **Find** button to select the correct check type, checking account, and check number of the check, direct deposit stub, or automatic payment stub to adjust; then continue with the adjustment.

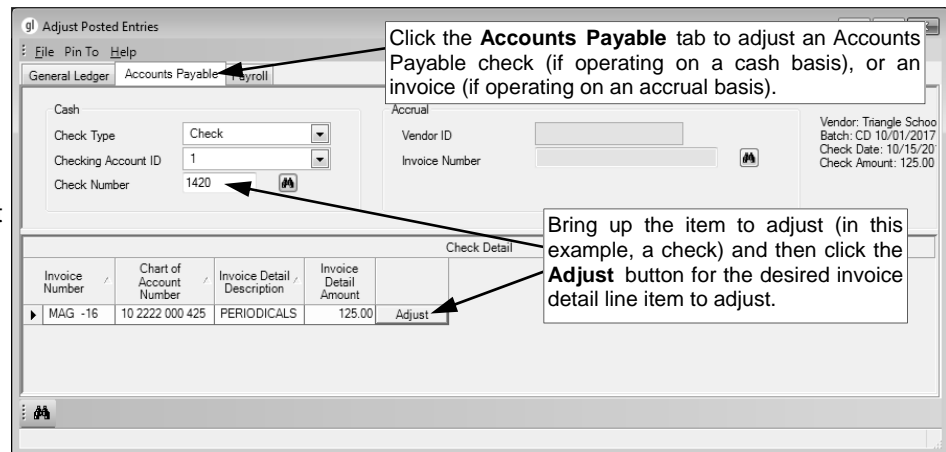


Diagram C

- Enter the ID of the checking account from which the check to adjust was posted in the Checking Account ID field, or click the **down-arrow** button to select the correct one.
- Enter the number of the check to adjust in the Check Number field, or click the **Find** button to select the correct one.
- All the entries included on the specified check appear in the Check Detail List. For each entry, the invoice number, original account number, detail description, and detail amount display.
- Click the **Adjust** button located to the right of the detail line item to adjust.
- The Adjust Accounts Payable Entry screen will appear for the selected line item. See **Diagram D**.
- Complete the Adjust Accounts Payable Entry screen:
  - The invoice number, original chart of account number, detail description, and detail amount appear in the Invoice Number, Chart of Account Number, Invoice Detail Description, and Invoice Detail Amount fields and cannot be changed.
  - Enter the description to use for the reversing entry to the original chart of account number in the Reversal Invoice Detail Description field. The description can be up to **40** characters long. A default description will appear but can be changed.
  - Complete the Adjusting Entries List to designate the account number(s) for which to record the adjustment. The initial correcting entry will appear in the Adjusting Entries List, but additional correcting entries can be added by completing the blank line (indicated with an asterisk) at the bottom of the Adjusting Entries List. For each correcting entry, complete the following:
    - Enter the correct account number to use in the New Chart of Account Number field, or click the **down-arrow** button to select the correct one.

**Note:** If needed, the original account number and new account number can be in different funds as long as the funds being used are in the same checking account (unless the Allow Override Checking Account on Prepaid Information field is selected in the Accounts Payable System File, then an account number in any fund can be used).

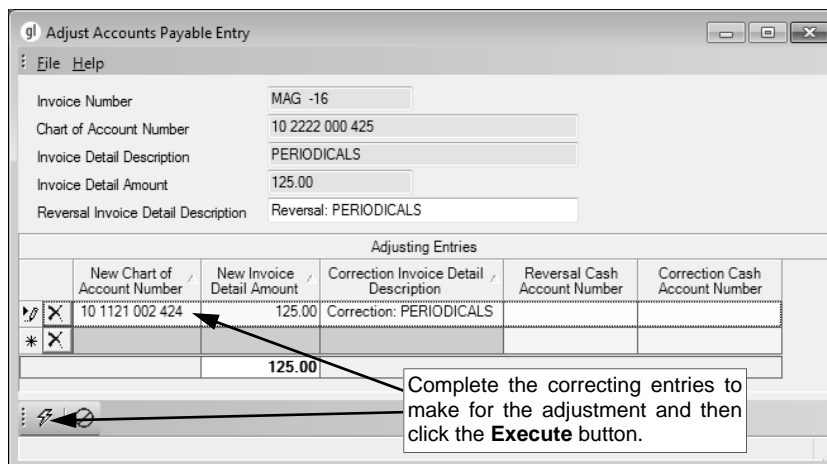


Diagram D

**Note:** The total of the correcting entries must equal the original amount of the line item as shown in the Invoice Detail Amount field.

**Tip:** If only part of the amount of the detail line item should be moved to a new account number, enter two correcting entries with one using a new account number and the other one using the original account number.

- Enter the description to use for the correcting entry in the Correction Invoice Detail Description field. The description can be up to **40** characters long. A default description will appear but can be changed.
- The Reversal Cash Account Number and Correction Cash Account Number fields are disabled and cannot be changed. If the original account number and new account number are in the same fund, the fields will be blank; otherwise, if the original account number and new account number are in different funds, the appropriate cash account numbers to which the reversing and correcting entries will be posted display in the fields.
- If applicable, repeat these steps until all the correcting entries have been added.

**Note:** If needed, to remove a correcting entry from the list, click the **Delete** button located to the left of the desired account number; when prompted to delete the line, click **Yes**.

- Click the **Execute** button.

4. To adjust the entries from posted invoices in Accounts Payable (only if operating on an accrual basis):

- a. Click the **Accounts Payable** tab on the Adjust Posted Entries screen.
- b. Enter the ID of the vendor for which to adjust an invoice in the Vendor ID field, or click the **down-arrow** button to select the correct one.

**Note:** Click the **Find** button to select the correct vendor and invoice to adjust; then continue with the adjustment.

- c. Enter the number of the invoice to adjust in the Invoice Number field, or click the **Find** button to select the correct one.
- d. All the entries included on the specified invoice appear in the Invoice Detail List. For each entry, the invoice number, original account number, transaction description, and detail amount display.
- e. Click the **Adjust** button located to the right of the detail line item to adjust.
- f. The Adjust Accounts Payable Entry screen will appear for the selected line item.
- g. Complete the Adjust Accounts Payable Entry screen:

- The invoice number, original chart of account number, detail description, and detail amount appear in the Invoice Number, Chart of Account Number, Invoice Detail Description, and Invoice Detail Amount fields and cannot be changed.
- Enter the description to use for the reversing entry to the original chart of account number in the Reversal Invoice Detail Description field. The description can be up to **40** characters long. A default description will appear but can be changed.
- Complete the Adjusting Entries List to designate the account number(s) for which to record the adjustment. The initial correcting entry will appear in the Adjusting Entries List, but additional correcting entries can be added by completing the blank line (indicated with an asterisk) at the bottom of the Adjusting Entries List. For each correcting entry, complete the following:

- Enter the correct account number to use in the New Chart of Account Number field, or click the **down-arrow** button to select the correct one.

**Note:** The original account number and new account number must be in the same fund; if an adjustment needs to be made for different funds, complete a manual journal entry instead.

- Enter the amount to use for the correcting entry in the New Invoice Detail Amount field. The amount can be up to **14** digits long (including the decimal point, if applicable) and will be rounded to **2** decimal places by the system if capable. The original detail amount will appear as the default for the first correcting entry but can be changed.

**Note:** The total of the correcting entries must equal the original amount of the line item as shown in the Invoice Detail Amount field.

**Tip:** If only part of the amount of the detail line item should be moved to a new account number, enter two correcting entries with one using a new account number and the other one using the original account number.

- Enter the description to use for the correcting entry in the Correction Invoice Detail Description field. The description can be up to **40** characters long. A default description will appear but can be changed.
  - The Reversal Cash Account Number and Correction Cash Account Number fields are disabled; the fields will be blank and cannot be changed.
  - If applicable, repeat these steps until all the correcting entries have been added.
- Note:** If needed, to remove a correcting entry from the list, click the **Delete** button located to the left of the desired account number; when prompted to delete the line, click **Yes**.
- Click the **Execute** button.

5. To adjust the entries from updated checks in Payroll (only those with earnings):

- a. Click the **Payroll** tab on the Adjust Posted Entries screen. See **Diagram E**.
- b. Enter the appropriate type of check (**Automatic Payment, Check, Direct Deposit, or Zero Balance**) to adjust in the Check Type field, or click the **down-arrow** button to select the correct one.

**Note:** Click the **Find** button to select the correct check type, checking account, and check number of the check, direct deposit stub, or automatic payment stub to adjust; then continue with the adjustment.

- c. Enter the ID of the checking account from which the check to adjust was posted in the Checking Account ID field, or click the **down-arrow** button to select the correct one.

- d. Enter the number of the check to adjust in the Check Number field, or click the **Find** button to select the correct one.

Adjust Posted Entries

File Pin To Help

General Ledger Accounts Payable Payroll

Click the **Payroll** tab to adjust a Payroll check.

Check Type: Check

Checking Account ID: 1

Check Number: 1423

Employee: Kathy Jackson (JACKKAT)  
Batch: 10/20/2017 Payroll  
Check Date: 10/20/2017  
Net Check: 2,005.37

Expense Chart of Account Number	Transaction Description	ID	Amount	
10 1111 001 111			2,327.70	
10 1111 001 111	PR Salary Expense	C01	1,833.33	Adjust
10 1111 001 220	PR Deduction Expense	RET	91.67	
10 1111 001 230	PR Deduction Expense	HEALTHINS	259.00	
10 1111 001 230	PR Deduction Expense	PRUDENTIAL	4.25	
10 1111 001 210	PR Tax Expense	MEDICARE	26.43	
10 1111 001 210	PR Tax Expense	SOCSEC	113.02	
10 6900 000 111			1,314.25	
10 6900 000 111	PR Salary Expense	C02	1,166.67	Adjust
10 6900 000 220	PR Deduction Expense	RET	58.33	
10 6900 000 210	PR Tax Expense	MEDICARE	16.92	
10 6900 000 210	PR Tax Expense	SOCSEC	72.33	

Bring up the check to adjust and then click the **Adjust** button for the desired entry to adjust.

**Diagram E**

- e. All the entries included on the specified check appear in the Expense Detail List. For each entry, the original account number, transaction description, pay code ID, and amount display.
- f. Click the **Adjust** button located to the right of the entry to adjust.

**Note:** Only the entries for the salary expenses on the check can be adjusted (changed) as the system will automatically adjust the benefit expenses using the appropriate account numbers. Expenses that are not tied to any earnings will appear in a section titled No Earnings Record (Adjust Manually) and cannot be adjusted; if needed, complete a manual journal entry to adjust those expenses.

- g. The Adjust Payroll Entry screen will appear for the selected line. See **Diagram F**.
- h. Complete the Adjust Payroll Entry screen:

- The original chart of account number, transaction description, pay code ID, and amount appear in the Expense Detail to Adjust List and cannot be changed.
- Complete the Adjusting Entries List to designate the account number(s) for which to record the adjustment. The initial correcting entry will appear in the Adjusting Entries List, but additional correcting entries can be added by completing the blank line (indicated with an asterisk) at the bottom of the Adjusting Entries List. For each correcting entry, complete the following:
  - Enter the correct salary expense account number to use in the New Expense Chart of Account Number field, or click the **down-arrow** button to select the correct one.

**Note:** If needed, the original account number and new account number can be in different funds as long as the funds being used are in the same checking account (unless the check was expensed or reverse GAAP expensed (if applicable), then the original account

g) Adjust Payroll Entry

File Help

Expense Detail to Adjust			
Expense Chart of Account Number	Transaction Description	ID	Amount
10 1111 001 111	PR Salary Expense	C01	1,833.33

Adjusting Entries			
	New Expense Chart of Account Number	ID	New Amount
▶ X	10 1121 002 111	C01	1,833.33
* X			
			1,833.33

Adjusting Detail Entries				
Chart of Account Number	Transaction Description	ID	Debit Amount	Credit Amount
▶ 10 1111 001 111	Reversal: PR Salary Expense	C01	.00	1,833.33
10 1121 002 111	Correction: PR Salary Expense	C01	1,833.33	.00
10 1111 001 230	Reversal: PR Deduction Expense	HEALTHINS	.00	259.00
10 1121 002 230	Correction: PR Deduction Expense	HEALTHINS	259.00	.00
10 1111 001 230	Reversal: PR Deduction Expense	PRUDENTIAL	.00	4.25
10 1121 002 230	Correction: PR Deduction Expense	PRUDENTIAL	4.25	.00
10 1111 001 220	Reversal: PR Deduction Expense	RET	.00	91.67
10 1121 002 220	Correction: PR Deduction Expense	RET	91.67	.00
10 1111 001 210	Reversal: PR Tax Expense	MEDICARE	.00	26.43
10 1121 002 210	Correction: PR Tax Expense	MEDICARE	26.43	.00
10 1111 001 210	Reversal: PR Tax Expense	SOCSEC	.00	113.02
10 1121 002 210	Correction: PR Tax Expense	SOCSEC	113.02	.00
			2,327.70	2,327.70


Display  Complete the correcting entries to make for the adjustment and then click the **Display** button.

Diagram F

number and new account number must be in the same fund).

**Tip:** If the original and new account numbers are in different funds, the entries affecting the payables for deductions and taxes will automatically be tracked within the Deductions and Taxes Payable in Payroll. Reminder, the system only accumulates the payables in the Deductions and Taxes Payable options for the deductions and taxes which are tied to payees (Payee ID field is completed).

- Enter the ID of the pay code to use for the correcting entry in the ID field, or click the **down-arrow** button to select the correct one. **The ID entered here must be the same pay code ID used with the entry being adjusted.**
- Enter the amount to use for the correcting entry in the New Amount field. The amount can be up to **14** digits long (including the decimal point, if applicable) and will be

rounded to 2 decimal places by the system if capable. The original amount will appear as the default for the first correcting entry but can be changed.

**Note:** The total of the correcting entries must equal the original amount of the entry as shown in the Amount field in the Expense Details to Adjust List.

**Tip:** If only part of the amount of the entry should be moved to a new account number, enter two correcting entries with one using a new account number and the other one using the original account number.

- If applicable, repeat these steps until all the correcting entries have been added.

**Note:** If needed, to remove a correcting entry from the list, click the **Delete** button located to the left of the desired account number; when prompted to delete the line, click **Yes**.

- Click the **Display** button to view all the reversing and correcting entries that will be made for the salary and benefit expenses.

**Note:** If there are errors or warnings caused by a reversing or correcting entry, the error or warning icon will appear to the right of the account number; all errors must be resolved before the adjustment can be completed.

- Click the **Execute** button.

6. The reversing and correcting entries are reflected in General Ledger and also in the applicable options and reports within the corresponding modules.

**Note:** The adjusting entries included on the following General Ledger reports are indicated with an asterisk after the Journal Code column: Account Inquiry reports, Activity Fund Balance Report - Detail, and Entry File Report. To include the adjusting entries on the Manual Journal Entries Listing - Detail and Manual Journal Entries Listing - Summary reports, choose Posted Including Adjusting Entries as the Report Selection Description and complete the report parameters as desired.