

Financial Accounting

Accounts Payable System

The following screens are found in the Accounts Payable Manual:

1. Overview
2. AHST – Account History
3. BALN - Balance
4. BVND – Browse Vendors
5. CHCK – Unprinted Checks
6. CHRT – Account Record Maintenance
7. CTRL – Control Record Maintenance
8. HEAD – Check Run Header
9. JRNL – Direct Journal Entry
10. LIST – List of Batch Headers
11. LOOK – Distribution by Check Number
12. MENU – Accounting Program Listing
13. ORDR – Encumbrance Maintenance
14. PAYO – Pay Order
15. REPT – Report Selection
16. RESP – Responsibility Code Maintenance
17. SHFT – Shift Request
18. SUMM – Select Budget
19. TOTL – Total the Chart
20. TRAN – Transaction Batch Maintenance
21. VHST – Vendor History
22. VNDR – Vendor Maintenance
23. ZERO – Clear Cycle Totals

Accounts Payable System

An Overview

Vendor File

Any vendor that is to be used anywhere in the accounting system must be defined on the vendor file. Each vendor must have a unique five-digit number and a name. Please note that vendor 00019 is reserved for Payroll.

The vendor information is maintained via the VNDR screen. See the VNDR screen instructions on using the screen and specifics about each data element.

Chart of Accounts

There are three categories of accounts in a school district's chart of accounts: The MAISD accounting system uses the standards set by the State of Michigan's Bulletin 1022 with one exception; currently the system uses a four-digit facility code, rather than five.

The chart of accounts is maintained via the CHRT screen. See the CHRT screen instructions on using the screen and specifics about each data element.

Revenues

Fund	Class (Transaction Code)	Function (Major Class)	Suffix	Not Used
XX	0	XXX	XXXX	XXX-XXXX-XXXX-XXXX

Balance Sheet

Fund	Class (Transaction Code)	Function (Major Class)	Suffix	Not Used
XX	1	XXX	XXXX	XXX-XXXX-XXXX-XXXX

Expenditures

Fund	Class (Transaction Code)	Function Code	Object	Program	State Code	Facility/ School	Other
XX	2	XXX	XXXX	XXX	XXXX	XXXX	XXXX

A *fund*, designated by the first two digits of the account number, is an independent fiscal and accounting entity that should have its own self-balancing set of accounts. While one-sided entries are possible within the system, the MAISD accounting system has mechanisms in place to help ensure that each fund stays in balance.

Accounts Payable System

An Overview

The Bulletin 1022 outlines the numbering scheme to be used for each dimension for each type of account. It is important for a school district to follow these guidelines to ensure a successful upload of year-end information to the Financial Information Database (FID) that will be implemented in November 2004.

In addition to the account number, several other data elements are used to define a chart of accounts including level, budget amount or beginning balance, responsibility code, etc.

The level indicates the type of account. In addition to accounts to which accounting entries will be posted (level 2), the accounting system allows the user to specify account numbers that will be used as titles and total lines. The title accounts are indicated by a level number of 1 and are used to make the accounting reports more readable and visually appealing. Total lines, level 3 – 9, allow the district to define several levels of subtotals. A total account will include all of the detail accounts (level 2) from the last level account greater than or equal to itself. For example, a total account with a level 6 will contain a total of all of the level 2 accounts since the previous level 6, 7, 8, or 9.

Budget amounts can be entered for revenues and expenses and must be whole dollars. To comply with GASB34, the system will automatically track all budget changes throughout the year. Balance sheet accounts do not have budgets; they have beginning balances. Users can enter a beginning balance when initially adding a balance sheet account, but once the account has been added, the amount cannot be changed. Year-end balances will automatically be forwarded as beginning balances for the next year.

To assist the school district in ensuring that personnel has access to the data necessary to perform their duties, a responsibility code can be assigned to each account. This responsibility code is used to designate the responsible person for the account; users' access can then be restricted by responsibility code, so the user will only have access to the accounts under their realm of responsibility. For example, a district could assign a responsibility code of ATH to all of the athletic accounts, and then the Athletic Director could be given access to the MAISD accounting system with access restricted to only those accounts coded as ATH. A hierarchy is built into the system, so if the building principal is the supervisor of the Athletic Director, the building principal will also see the ATH accounts, plus any accounts that may be labeled with his/her responsibility code.

Control Accounts

As entries are posted to the accounting system, there will be times when the system will generate entries automatically. The accounts to be used for these generated entries are updated through the CTRL screen. It is *imperative* that the user understands that **there is one CTRL screen for each fund in the chart of accounts and that the appropriate accounts be entered for each and every fund.** If this does not occur,

Accounts Payable System

An Overview

the automatic entries may not be created correctly and the district's balances may be affected.

One of the accounts defined on the CTRL screen is the DUE-TO-FROM account. This account is used when the total of the entries to a fund do not balance out. The offsetting entry will be made to this account, keeping the fund in balance. For specific information on the other accounts defined on the CTRL screen as well as screen usage directions, please see the CTRL screen instructions in the Accounting manual.

Cycles and Runs

Commonly, accounting processes are performed in a monthly cycle: bills are paid, budgets reviewed, revenues received, etc. However, the monthly cycle does not always match the calendar. Consequently, the MAISD accounting system uses cycles rather than months to denote this time period. A *cycle* is the amount of time between monthly cutoff dates, as determined by the school district.

A cycle is identified by a number: 01 = July, 02 = August, etc.

During each cycle, up to nine runs can be processed; each run is given a unique run number. This allows the user to request reports for specific runs. **Cycles and runs must be processed in sequential order**; it is not possible to submit an accounting run for a previous cycle or run in a fiscal year.

Cycle totals appear on the CHRT and MASS screens and on many reports. To reset these totals, ZERO is keyed on the accounting menu screen. **This should be done after the last run of the cycle, but before any postings for the next cycle.**

To allow for the many entries and runs that may be required by the accounting auditors, a cycle 13 exists. This gives the school district 9 additional runs for audit entries after they have exhausted the 9 runs in cycle 12.

Postings and Accounting Runs

There are two accounting processes that users should understand: postings and runs. The posting process will post entries to the accounts and be reflected in the appropriate totals immediately. Posting is performed by typing an "X" next to the appropriate batch on the LIST screen and pressing ENTER or by typing POST in the function area of the batch on the TRAN screen.

Runs are submitted from the HEAD screen by typing SUBM in the function area and pressing ENTER. It is during the run process that checks are generated and the cycle and run number is attached to each entry that has been added since the last run.

Please note: all accounts payable checks that are generated from the system must be from the same physical bank account.

Accounts Payable System

An Overview

Fund equity, the difference between expenses and revenues, is also computed during the accounting run. Each fund must have a fund equity account. At no time does the user make entries to this account; they are always computer generated.

Transactions

The general accounting rule is “for every debit, there should be an equal offsetting credit within the same fund.” Listed below are the six type of transactions and, using the old accounting standby “T accounts”, the entries that are created in the general ledger – either as keyed by the user or generated by the accounting system.

When transactions are keyed using the TRAN screen, they are grouped into a batch. The batch should be a manageable size, so the data entry person can balance the totals to the source documents. These entries are stored “in limbo” and do not affect the account balances until the batch is posted. At that time, the system will post the keyed entries to the designated account and make any necessary generated entries. Generated entries are printed in **blue**.

Until a batch run has been processed, posted batches can be “reversed” or “unposted”, if necessary. Once the run has been processed, correcting entries will need to be made.

Under normal circumstances, accounting entries will differ from month to month, so posted batches are deleted during the batch run. However, there may be occasions where it is desirable to save the batch since similar entries are posted each month i.e., utilities, rent, etc. Those batches can be designated to be saved, and then they will not be deleted during the batch run; only the posted flag will be removed.

Invoices

Accounts payable invoices are keyed using the TRAN screen and specifying a type of *Invoice*.

	Expense	Accounts Payable	Checking
Posting	XXX	XXX	
Accounting Run		XXX	XXX

Accounts Payable System

An Overview

If the expense, accounts payable or checking accounts are **not** in the same fund, the system will automatically generate the necessary offsetting entries to the due-to-from account.

Credit Memos (negative invoices)

Credit memos from vendors are also keyed using the TRAN screen and specifying a type of *Invoice*. However, the amount is entered with a *negative sign (-)*, signifying that the entry is a credit.

	Expense	Accounts Receivable	Checking
Posting	XXX	XXX	
Accounting Run		XXX	XXX

If the expense, accounts receivable or checking accounts are **not** in the same fund, the system will automatically generate the necessary offsetting entries to the due-to-from account.

Prepaid Checks

While checks from one bank account can be generated from the accounting system, there may be times that one must be manually typed or checks are processed from another checking account. These entries are keyed on the TRAN screen using a type of *Prepaid*.

	Expense	Checking
Posting	XXX	XXX

If the expense and checking accounts are **not** in the same fund, the system will automatically generate the necessary offsetting entries to the due-to-from account.

Accounts Payable System

An Overview

Voiding Checks (negative prepaids)

Voided checks are entered on the TRAN system as a *Prepaid* with a negative amount.

	Expense	Checking	
Posting	XXX	XXX	

If the expense and checking accounts are **not** in the same fund, the system will automatically generate the necessary offsetting entries to the due-to-from account.

Corrections

Also keyed on the TRAN screen, *Corrections* are used when the processed check is correct, but the transaction had been expensed to the wrong account. Corrections are similar to a journal entry in that the user must specify both sides of the entry (the account that the amount was expensed to as a negative number and the account that it should have been expensed to as a positive number) so the batch total is zero, but the check number and check date can also be entered and posted.

If the batch does not total zero, the system will generate an entry to the checking account for the fund.

Corrections do *not* relieve encumbrances, nor do they appear on the check register.

Revenues

Revenues can be keyed on the TRAN screen or through the on-line receipting system. For more information on the receipt system, please see that portion of the accounting manual.

Those revenues keyed on the TRAN screen are entered with a type of *Journal* and a journal number of 2. **Amounts are automatically posted as a credit, so the user does not key a negative (-) sign.** The system will automatically generate an entry to the savings account for the total of the batch.

Accounts Payable System

An Overview

	Revenue	Savings	
Posting	XXX	XXX	

Journal Entries

Journal entries are used to transfer money from one account to another. These entries can either be keyed using a type of *Journal* on the TRAN screen or from the JRNL screen. The TRAN screen will create a batch of entries, just as it does for invoices, prepaids and corrections, and it will be necessary for the user to post the batch at the appropriate time. The JRNL screen will automatically post the entries as soon as ENTER is pressed, but it will also create a batch of journal entries on the TRAN screen in case it is necessary to reverse the entries.

Journal numbers are designated as follows:

- 1 = Expenses (generated by computer system)
- 2 = Revenues
- 3 = Payroll
- 4 = User defined
- 5 = User defined
- 6 = Fringe Benefits and Service Costs
- 7 = User defined
- 8 = User defined
- 9 = User defined

Fiscal Year Information

Three years of accounting information is kept on file: previous year, current year and new year. Both the current and new year information is available for updates and accounting runs; the previous year is for informational purposes only.

Just as the system uses cycles rather than months to keep track of monthly processes, it uses previous, current and new rather than actual fiscal year (i.e., 02/03) to trace history by year. The years “shift” (new moves to current, current to previous) at a time designated by the school district, not on June 30. Consequently, the calendar may say August 2003, but the current fiscal year on the system represents fiscal year 2002/03 and the new year represents 2003/04 because the school district has not “shifted” the years.

Accounts Payable System

An Overview

This shift process gives the school district the time it needs to complete all final entries and audit adjustments. The school district can continue to process accounting runs for cycle 12 and 13 for the current year while processing checks, revenues, etc. in the new fiscal year for cycles 01, 02, etc.

Delaying the shift also leaves the previous year history on file for a longer period of time. The district does not have to shift until they need to process data e.g., requisitions and purchase orders, for the upcoming fiscal year.

Accruals

The accounting system has provisions built in for the accrual of expenses, salaries and revenues. The appropriate entries are made in the expense or revenue account and the offsetting entries in the balance sheet accounts of the current year.

Financial Accounting

AHST ● Account History

```
AM140          02/03 FINANCIAL ACCOUNTING          Date: 3/31/03
District====> 61000          Account History          Time: 10:26:22
Function====>          Skip to Date:
18406      111 113 5110 638 6220 0000 0000  TSPPLY-REMC/CONSTV01/02C
Vendr  Trans  Invoice/Comment      Ordr/Inv  Order  Check  Amount  Type

21881                                02/05/03 121821          54.95  ENC
05964 02/18/03                                02/11/03 121809 011643          72.00
04166 03/18/03 633960 632596          03/04/03 121859 011950          80.38
      03/14/03 JE #139                                138.60  JE 9

                                290.98  TOTAL
                                6,006.02  BAL
                                54.95  ENC
                                5,951.07  UNENC
                                .00  REQUI
                                5,951.07  AVAIL

END OF HISTORY FOR ACCOUNT
F1=Help F3=Exit F7=Toggle F12=Cancel PageDown=Next PageUp=Prev

MA a MW 03/017
```

The Account History Screen displays the accumulated account history for the selected account.

You may access the account information by typing either the account number or reference number in the appropriate area and pressing ENTER. When using the search criteria, the computer will search for a match and, if none is found, will display the next record in ascending order.

Function Keys:

F1 = Help

F3 = Exit

F7 = Toggles from current view to the view showing vendor name and vice versa.

F12 = Cancel

PageDown = Next

PageUp = Previous

Available Functions:

PRNT = Prints all the detail for the currently displayed account.

Entering a "Skip to Date" (mmddy) will skip to that date within this same account.

Financial Accounting

AHST ● Account History

Explanation of Fields:

Vendr

This is the vendor associated with the transaction.

Trans

This is the transaction date. For checks, this is the check date.

Invoice/Comment

This is the invoice number or comment.

Ordr/Inv

For requisitions or encumbrances, this is the date it was entered into the system. For invoices and checks, this is the invoice date as keyed by the user.

Order

This is the number of the purchase order associated with this transaction, if applicable.

Check

This is the check number of the check used for payment, if applicable.

Amount

This is the dollar amount of the transaction.

Type

This is the type of transaction, blank indicates a payment.

Financial Accounting

BALN ● Balance

This function will total all the history records and compare the total to the chart of accounts, correcting any errors, while printing a summary page for each fund.

This can only be submitted from the Accounting Menu.

Financial Accounting

BVND ● Browse Vendors

```
AM090          02/03 FINANCIAL ACCOUNTING          DATE 3/31/03
District - 61000          Browse Vendor          TIME 11:02:51
Function -
03946 COUSINO HIGH SCHOOL          03947 PROJECT ADVENTURE
      ATTN: DOTTIE SUNDBERG
>      30333 HOOVER RD
      WARREN MI 48093-6592
>      01/02          02/03          03/04
      .00          .00          .00
03948 SMITH TIRE          03951 AMERICAN LIBRARY ASSOCIATION
      499 W. BROADWAY AVENUE
      MUSKEGON HTS., MI 49444
>      01/02          02/03          03/04
      .00          .00          .00
03952 LANDMARK MEDIA INC          03953 ESSDACK
      2975 KOEPKE ROAD
      NORTHBROOK IL 60062
>      01/02          02/03          03/04
      .00          .00          .00
      1600 NORTH LORRAINE, #210
      HUTCHINSON KS 67501
>      01/02          02/03          03/04
      .00          .00          .00

F1=Help          F3=Exit
                  F12=Cancel PageDown=Next PageUp=Prev Enter=Continue

MA a          MW          03/013
```

The Browse Vendor Screen displays the address and year-to-date totals of up to six vendors on a screen. You may key over the first vendor number or name to skip to that record.

The word "Remit" will display under vendor numbers that are remit-to vendors.

If there is a remit-to vendor for a vendor number, the remit-to number is displayed under the vendor number.

Function Keys:

- F1 = Help
- F3 = Exit
- F12 = Cancel
- PageDown = Next
- PageUp = Previous
- Enter = Continue

Financial Accounting

CHCK ● Unprinted Checks

```
AM060          02/03 FINANCIAL ACCOUNTING          DATE 3/31/03
District - 61000          Check Maintenance          TIME 11:05:48
Function - _____  VENDOR ALL
      251 INVOICES          177,362.12          0 PREPAIDS          .00
      1 CREDIT MEMO          38.71-          0 CORRECTIONS          .00
VENDR ORDER *   DATE   INVOICE/COMMENT          ACCOUNT NUMBER
05104          03/20/2003 CONFERENCE          271-351-3220-130-7230-0000-3000
AMT          15.80   TYPE _ INVOICE          SEP _ CK # 000000 DATE 04/22/2003
23392          03/10/2003 CONFERENCE          111-252-3220-252-0000-0000-0000
AMT          11.52   TYPE _ INVOICE          SEP _ CK # 000000 DATE 04/22/2003
32088          02/27/2003 CONFERENCE          261-221-3220-127-0000-0000-0000
AMT          25.07   TYPE _ INVOICE          SEP _ CK # 000000 DATE 04/22/2003
32088          03/11/2003 CONFERENCE          261-221-3220-139-4720-0000-0000
AMT          88.20   TYPE _ INVOICE          SEP _ CK # 000000 DATE 04/22/2003
05887          03/07/2003 CONFERENCE          221-226-3220-327-2020-0000-0000
AMT          49.84   TYPE _ INVOICE          SEP _ CK # 000000 DATE 04/22/2003
05419          02/28/2003 TRAVEL          111-221-3210-119-0000-0000-0000
AMT          79.76   TYPE _ INVOICE          SEP _ CK # 000000 DATE 04/22/2003
05419          02/28/2003 TRAVEL          111-221-6420-119-0000-0000-0000
AMT          32.67   TYPE _ INVOICE          SEP _ CK # 000000 DATE 04/22/2003

F1=Help  F2=Update  F3=Exit          F8=Dupck
F12=Cancel  PageDown=Next  PageUp=Prev  Enter=Refresh

MA a MW A 03/013
```

The Unprinted Checks Screen displays all checks that will be processed in the next batch check run.

Key a vendor number to show a specific vendor's transactions (default is "ALL").

Invoices may be placed on hold (one run only) by typing an "H" in the TYPE field, deleted by typing a "D" in the TYPE field or changed to prepaid by typing a "P" in the TYPE field and entering in the check number and date.

Function Keys:

- F1 = Help
- F2 = Update
- F3 = Exit
- F8 = Lists duplicate invoice numbers by vendor
- F12 = Cancel
- PageDown = Next
- PageUp = Previous
- Enter = Refresh

Financial Accounting

CHCK ● Unprinted Checks

Available Functions:

DUPS = Submits a report that will check for potential duplicate invoices.

PRNT = Prints transactions in check register format (all or the selected vendor).

PRCK = Used to print just one check for the displayed vendor. All transactions will be included, ignoring separate codes. Select the vendor first, then type PRCK (requires a MICR printer.) The check number is assigned by the system. You must release the check from your spool file and delete the spool file after successfully printing the check.

TEST = Prints a test check to verify the formatting of the check.

Explanation of Fields:

Vendr

This is the vendor that the check will be issued to. It cannot be changed on this screen.

Order

This is the purchase order that is associated with this check. It cannot be changed on this screen.

This indicates if the associated purchase order will be completely or partially relieved by this entry. It cannot be changed on this screen.

Valid Values:

P = Partial payment

C = Complete payment

Date

This is the invoice date. It cannot be changed on this screen.

Invoice/Comment

This is the invoice number or comment associated with this transaction. It cannot be changed on this screen.

Account Number

This is the account that the expense is being paid from. It cannot be changed on this screen.

Amt

This is the amount of the entry. It cannot be changed on this screen.

Financial Accounting

CHCK ● Unprinted Checks

Type

This is the type of transaction. It is used for checks that are hand-typed by the user.

Valid Values:

H = Hold for one run only

D = Delete

P = Change an invoice to prepaid, user must enter check number and date (MMDDYY).

Sep

An 'S' in this field is used to indicate that a separate check is required. A number may be used if multiple entries are required on separate checks.

Ck#

This is the check number for this entry. For those users with a MICR printer, this number will be automatically assigned when the user enters a function of 'PRCK' and the check is created by the system. For those districts without a printer, this must be entered by the user when changing an invoice to a prepaid.

Date

This is the check date. It will automatically be assigned when the PRCK function is used; otherwise, it must be keyed by the user when changing an invoice to a prepaid.

Financial Accounting

CHRT ● Account Record Maintenance

```
AM020          02/03 FINANCIAL ACCOUNTING          DATE  3/31/03
District - 61000          Account Maintenance          TIME 11:06:29
Function - _____
REFERENCE # ==> 29727          ACCOUNT # ==> 110 110 0000 000 0000 0000 0000
TITLE =====> REVENUE FROM LOCAL SOURCES          LEVEL / FLAG => 1 / _
RESPONSIBILITY          PROPOSED BUDGET ==>
___ UNKNOWN          FISCAL YEAR ==>          YES          YES
          01/02          02/03          03/04

REQUISITION PERCENTAGE =====>          _____
CURRENT CYCLE =====>          _____

YEAR TO DATE =====>

ACTUAL BALANCE =====>

F1=Help  F2=Update  F3=Exit  F4=Add account  F5=Fast-Add  F8=Chg acct #
F11=Delete  F12=Cancel  PageDown=Next  PageUp=Prev  Enter=Refresh

MA  a          MW          A          03/013
```

The Account Record Maintenance Screen (CHRT) will display, browse, change, add or delete chart of accounts records. You may key over the account number or reference number and press ENTER to skip to that record.

Function Keys:

F1 = Help

F2 = Update

F3 = Exit

F4 = Brings up a blank screen to add a new account number

F5 = Fast-Add – Key over the account number with the new number and press F5. The account will be added with the new number and with the title, budget, etc. from the old account.

F8 = Change the account number. All reference to the old number will be replaced with the new, in all accounting and payroll files. All history, orders, etc., will be changed. The reference number will move to the new account. These changes are logged and can be printed. All budget changes are logged for year-end GASB Report. **NOTE:** The system will not allow the fund to be changed.

F11 = Delete

F12 = Cancel

PageDown = Next

PageUp = Previous

Financial Accounting

CHRT ● Account Record Maintenance

Explanation of Fields:

Reference #

This is a five-digit number that can be keyed as a “short-cut” to the account number. It is automatically assigned by the system.

Account #

This is the account number for the account. It is a series of dimensions of numbers with specific predefined uses as defined by the State of Michigan. For Level 2 account numbers, an edit will be performed verifying Bulletin 1022 compliance. A warning/confirmation window will appear if the number fails the 1022 edit. Enter a ‘Y’ to add the number as is or press ENTER to return to the edit.

Account: 112-333-4444-555-6666-7777-8888

Fund = 11
Class = 2
Function = 333
Object = 4444
Program = 555
State/Year = 6666
Facility = 7777
Other = 8888

Title

This is the name of the account. To allow spaces for readability in reports, this can be left blank.

Level

This indicates the type of account.

Valid Values:

1 = Heading – used to make reports more readable.

2 = Detail – where transactions are posted.

3-9 = Total – totals all level 2 accounts from the last, same or higher level. For example, a total account with a level of 6 will contain a total for all of the level 2 accounts since the previous level 6, 7, 8 or 9.

Flag

This indicates if a warning should be displayed when the account is used.

Valid Values:

Y = Account is flagged

Blank = Account is not flagged

Financial Accounting

CHRT ● Account Record Maintenance

Proposed Budget

This is the budget amount keyed on the PROP screen, if any. It cannot be changed on this screen.

Responsibility

This is the three-character code, as defined on the RESP that indicates the person responsible for this account.

Valid Values:

Any code defined on the RESP screen.

Blank = No responsibility code

Fiscal Year

This identifies the fiscal year(s) in which the account is valid.

Valid Values:

Yes = Valid for fiscal year

No = Not valid for fiscal year

Budget/Beginning Balance

This is the amount of the budget for expense and revenue accounts. The amount can be changed as necessary.

For balance sheet accounts, this is the beginning balance. **It can only be entered at the time the account is added.**

Requisition Percentage

This is the percentage of the budget at which point the requisition (REQM screen) indicates that the account is over budget. If this is left blank, the warning will appear when the total budget is depleted.

Current Cycle

This is the amount of activity for this account for this cycle. This amount is automatically updated during the posting process.

Year To Date

This is the amount of activity for this account for this fiscal year. This amount is automatically updated during the posting process.

Encumbrances

This is the amount of outstanding encumbrances for this account.

Actual Balance

For expenses and revenues, this is computed as:

$$\text{Budget} - (\text{Year-to-Date} + \text{Encumbrances} + \text{Requisitions})$$

Financial Accounting

CTRL ● Control Record Maintenance

```
AM130          02/03  FINANCIAL ACCOUNTING          DATE  3/31/03
District - 61000          Control Accounts          TIME 11:09:07
Function - _____          FUND 11

SAVINGS =====> 112-101-1000-000-0000-0000 CASH - CHECKING
CHECKING =====> 112-101-1000-000-0000-0000 CASH - CHECKING
PRL CHECKING => 112-101-2000-000-0000-0000 CASH - PAYROLL CHECKING
ENC. PAYABLE => 112-603-0000-000-0000-0000 ENCUMBRANCES
RESERVE ENC. => 112-711-0000-000-0000-0000 RESERVE FOR ENCUMBRANCES
FUND EQUITY => 112-741-0000-000-0000-0000 FUND BALANCE
PAYABLE =====> 112-402-0000-000-0000-0000 ACCOUNTS PAYABLE
RECEIVABLE ====> 112-121-0000-000-0000-0000 ACCOUNTS RECEIVABLE
DUE-TO-FROM => 112-199-1000-000-0000-0000 DUE TO FROM - COMPUTER
ENCB/RCVBL ====> _____
RESERVE E/R ==> _____

F1=Help  F2=Update  F3=Exit
                          F12=Cancel  PageDown=Next  PageUp=Prev  Enter=Refresh
MA a MW 03/013
```

The Control Record Maintenance Screen is used to update control accounts. Control accounts are used for automatic generation of offsetting entries, to keep districts funds in balance.

Key over the fund number to skip to that record.

The control record is created when the first account for a fund is added. Call the MAISD Regional Technology Center to delete a control account.

Function Keys:

- F1 = Help
- F2 = Update
- F3 = Exit
- F12 = Cancel
- PageDown = Next
- PageUp = Previous

Financial Accounting

CTRL ● Control Record Maintenance

Explanation of Fields:

Savings

This is the offset entry for revenues and receipts (Journal 2).

Checking

This account is offset by the amount of the checks generated.

Prl Checking

This account is used for offset entries for payroll.

Enc. Payable

This is the debit entry representing the total amount of outstanding encumbrances for the fund.

Reserve Enc.

This is the credit entry representing the total amount of outstanding encumbrances for the fund.

Fund Equity

This is the calculated difference between revenues and expenses.

Payable

This is the accounts payable account for this fund. Invoice entries are offset to this account.

Receivable

This is debited when a credit memo is posted and credited when it is taken. It is also used to record a receivable when an invoice is printed.

Due-To-From

This is used for offsetting entries when inter-fund transfers occur.

Financial Accounting

HEAD ● Check Run Header

Explanation of Fields:

Report Date

This is the date that is to be printed on all the reports.

Valid Values: Any valid date

Check Date

This is the date that is to be printed on the checks.

Valid Values: Any valid date

Cycle # / Run #

This is the cycle and run for this accounting run. These numbers will be associated with all entries posted since the last accounting run. **NOTE:** Each run must have a unique cycle and run, and runs must be processed in sequential order.

Valid Values:

For Cycle: 1-13

For Run: 1-9

Check Number

This is the starting check number for the run. It is automatically maintained by the system.

Report Requests

The first slot indicates the number of full-size copies and the second is for the number of reduced copies.

Vendor Labels

To print address labels for vendors that have been changed or added since the last run, enter a 'Y' in the appropriate area.

(Seq.)

Some reports are available in special sequences. There are eight dimensions to the account number. Up to five of these may be specified for sequencing or totaling.

0 = Responsibility

5 = Program

1 = Fund

6 = State/Year

2 = Class

7 = Facility

3 = Function

8 = Other

4 = Object

Three totaling options may be specified also.

0 = No totals

1 = Subtotal

2 = Total and skip to new page

Financial Accounting

HEAD ● Check Run Header

For example, if you would like a list of all the functions within a facility by fund with a total for each function, a total and a new page for each facility, and a total and a new page for each fund, the coding would look as follows:

```
1          Dimension 1 (fund)
  2        Total and start new page
    7      Dimension 7 (facility)
      2    Total and start new page
        3  Dimension 3 (function)
          1  Total
1 2 7 2 3 1
```

Please note that the dimensions will be sorted left to right. In the example above, dimension 1 will be sorted first, that is all funds with the same number will be sorted together.

Dimension 7 will be sorted next so that all the facilities with the same fund will be put in order, and finally dimension 3 will be sorted so that all functions with the same facility and fund will appear together.

Financial Accounting

JRNL ● Direct Journal Entry

```
AM200          02/03 FINANCIAL ACCOUNTING          DATE 3/31/03
District - 99020      Direct Journal Entry          TIME 11:17:39
Function - _____

      JOURNAL #  _  DATE _____  COMMENT _____

AMOUNT      R #  ACCOUNT #          V #  PO #  COMMENT
-----
<< TOTAL

F1=Help  F3=Exit  12=Cancel  Enter=Post Batch

MA a          MW          03/013
```

The Direct Journal Entry Screen allows for the direct entry of journal transactions. The transactions are written to the history file and the chart is updated automatically. In addition, a posted batch is created, beginning with batch number 700, so the transactions can be reversed if necessary. One batch is created for each JRNL screen of entries.

Function Keys:

F1 = Help
F3 = Exit
F12 = Cancel
Enter = Post Entries

Financial Accounting

JRNL ● Direct Journal Entry

Explanation of Fields:

Header Information

Journal #

This is the number to be associated with the journal entry.

Valid Values: 1-9

Date

This is the date of the journal entry.

Valid Values: Any valid date

Comment

This is a comment describing the group of journal entries. If the detail comment is left blank, this comment will be used.

Detail Information

Amount

This is the dollar amount of the entry. If the entries are Journal 2, the program will automatically convert the debits to credits.

R #

This is the reference number of the account to which the entry is to be posted. Either this or the account number can be entered.

Valid Values: Any reference number for a level 2 account found in the chart of accounts.

Account #

This is the account number to which the entry is to be posted. Either this or the reference number can be entered.

Valid Values: Any account number for a level 2 account found in the chart of accounts.

V #

This is the vendor number, if any, to be associated with the entry.

Valid Values: Any valid vendor number or blank.

PO #

This is the number of the purchase order, if any, to be associated with the entry. If an order number is entered, any outstanding encumbrance will be relieved.

Financial Accounting

JRNL ● Direct Journal Entry

Comment

This is a comment indicating the reason for the journal entry. If this is left blank, the header comment will be used.

NOTE: A backslash (\) can be keyed in any field to duplicate information from the line above.

Financial Accounting

LIST ● List Of Batch Headers

```
AM120                02/03 FINANCIAL ACCOUNTING                DATE  3/31/03
District - 99020      Transaction Batches                    TIME 11:18:16
Function -
SELECT  BATCH  YR  STATUS  TYPE  DESCRIPTION  POSTED
-----  ---  --  -----  ---  -----  -----
-       001  C  POSTED  J  JOURNAL ENTRY - CASH TRAN  03/20/2003
-       002  C  POSTED  J  DEPOSIT TRANS  03/20/2003
-       003  C  POSTED  I  INVOICES  03/20/2003
-       004  C  POSTED  J  JOURNAL ENTRY/GENERAL  03/21/2003
-       005  C  POSTED  J  JOURNAL ENTRY/SPECIAL ED  03/21/2003
-       006  C  POSTED  J  JOURNAL ENTRY/VOC ED  03/21/2003
-       007  C  POSTED  J  DEPOSIT TRANS  03/24/2003
-       008  C  POSTED  J  DEPOSIT TRANS  03/24/2003
-       009  C  POSTED  I  PAYO INVOICES  03/25/2003
-       010  C  POSTED  I  PAYO INVOICES  03/25/2003
-       011  C  POSTED  I  PAYO INVOICES  03/25/2003
-       012  C  POSTED  I  PAYO INVOICES  03/25/2003
-       013  C  POSTED  I  PAYO INVOICES  03/25/2003
-       014  C  POSTED  I  PAYO INVOICES  03/25/2003
-       015  C  POSTED  I  PAYO INVOICES  03/25/2003
-       799  C  POSTED  J  POSTED RECEIPTS  03/24/2003
-
END OF FILE - WILL RESTART AT BEGINNING  CYCLE CLEARED  12/02/2002
F1=Help  F3=Exit  F12=Cancel
PageUp=Previous Page  PageDown=Next Page  Enter=Execute Selections
MA  a  MW  03/013
```

The List of Batches Screen displays a list of transaction batches for both fiscal years and their current status.

You may skip to a certain batch number by keying over the first batch number on the screen.

Function Keys:

F1 = Help

F3 = Exit

F12 = Cancel

PageUp = Previous

PageDown = Next

Enter = Execute Selections

Financial Accounting

LIST ● List Of Batch Headers

Explanation of Fields:

Select

This is the process to be performed with the batch. Processes for multiple batches can be submitted at one time.

Valid Values:

X = Post a batch

R = Reverse post a batch

L = Print a batch

D = Delete batch

Batch

This is the batch number of each batch. You may skip to a certain batch by keying over the first batch number on the screen.

Yr

This is the fiscal year to which the entries apply. It cannot be changed on this screen.

Status

This is the current status of the batch. It is updated during the posting and reversal processes.

Valid Values:

Posted = All entries in batch have been posted.

Incomplete = The batch is currently being posted.

Blank = The batch is not posted.

Type

This is the type of entries in the batch. It cannot be changed on this screen

Valid Values:

I = Invoices

P = Prepaids

C = Corrections

J = Journals

Description

This is the description of the batch as entered by the user. It cannot be changed on this screen.

Posted

This is the date the batch was last posted. It is automatically updated by the system.

Financial Accounting

LOOK ● Distribution By Check Number

```
AM220                02/03 FINANCIAL ACCOUNTING                Date:  3/31/03
District - 99020      Distributions by check number          Time: 11:19:15
Function - _____
Check# 009560        Date  8/20/02    Total          609.70
Vendor 00844        DANIELS OFFICE SUPPLIES
Distributions:
  204.90  111  113  5110  635  6210  0000  1000    SUPPLY-REMC    TVI01/02
   25.20  111  222  5990  308  0000  0000  1000    MSPPLY-RESALE/CONS REMC
   45.54  111  252  5910  252  0000  0000  0000    OSPPLY/CONS    FINANCE
  175.20  111  257  5990  257  0000  0000  2000    MSPPLY/CONS    INTSERV
   58.96  111  257  5990  257  0000  0000  2000    MSPPLY/CONS    INTSERV
   49.95  111  284  5910  284  0000  0000  0000    OSPPLY/CONS    DP
   49.95  221  221  3190  503  8010  0000  0000    IDEA ACTVTY    JBR-FT02/04

END OF DISTRIBUTIONS FOR THIS CHECK NUMBER
F1=Help  F3=Exit  F12=Cancel  PageDown=Next  PageUp=Prev

MA a MW 03/013
```

The Distribution by Check Number Screen is used to display the detail for a specified check number, regardless of fiscal year.

Function Keys:

- F1 = Help
- F3 = Exit
- F12 = Cancel
- PageDown = Next
- PageUp = Previous

Financial Accounting

LOOK ● Distribution By Check Number

Explanation of Fields:

Check #

This is the check number to be displayed.

Date

This is the date of the check.

Total

This is the total amount of the check.

Vendor

This is the number and name of the vendor to whom the check was written.

Distributions

This is the account number, title, and dollar amount to which the check was expensed.

Financial Accounting

MENU ● Accounting Program Listing

```
AM010                FINANCIAL ACCOUNTING                DATE  3/31/03
District - 99020     Program Menu                        TIME 11:20:47

OPTION --- TITLE ----- OPTION --- TITLE ----- OPTION --- TITLE -----
AHST  ACCOUNT HISTORY   AMND  AMEND BUDGET       BADI  PRL BENEFIT ADJ
BALN  BALANCE RUN       BHST  BUDGET AMND HIST     BLDG  BUILDING MAINT.
BVND  BROWSE VENDORS     CATG  CATEGORY MAINT.     CHCK  UNPRINTED CHECKS
CHRT  ACCOUNT RECORD     COPY  COPY BUDGET          CTRL  CONTROL RECORD
ENCB  ENCUMBER PAYROLL    HEAD  CHECK RUN HEADER     ILOG  INVOICE LOG
INVM  INVOICE MAINT.      ITEM  ITEM MAINTENANCE     JRNL  JOURNAL ENTRY
LIST  BATCH LIST         LOOK  CHECK LOOK-UP        MAIL  MAIL INDICATORS
MASS  BROWSE ACCOUNTS     MENU  MENU OF OPTIONS      ORDR  ORDER RECORD
PADJ  GROSS PAY ADJ      PAYO  PAY ORDERS           PEND  PENDING P O RECS
PICK  PICK SELECT        PODT  P O DETAIL           POLG  P O LOG
PROP  PROPOSED BUDGET     RCPT  RECEIPTING           RCVG  RECEIVE STOCK
REPT  REPORT REQUEST     REQM  REQUISITIONS        RESP  RESPONSIBILITY
RLOG  RECEIPT LOG        SHFT  SHIFT RUN           SHIP  CONFIRM SHIPMENT
SUMM  BUDGET SUMMARY     TOTL  UPDATE TOTALS       TRAN  TRANSACTIONS
VHST  VENDOR HISTORY     VNDR  VENDOR RECORD        WHSE  WAREHOUSE MAINT.
WRPT  WAREHOUSE REPORT   ZERO  CLEAR CYCLE TOTL

Enter Desired Function _____ and Press Enter
F1=Help   F3=Exit   F12=Cancel

MA  a  MW  23/032
```

The Accounting Program Listing Screen displays a list of available program functions. Only those functions that you have access to will be displayed.

Type the four-character function you want to select, and then press ENTER. Note that any of these codes may be typed at **any** screen except for BADI, BALN, COPY, ENCB, PADJ, SHFT, TOTL, or ZERO, which must be run from this screen.

Type MENU in the function of any screen to return to this menu.

Function Keys:

F1 = Help

F3 = Exit

F12 = Cancel

Financial Accounting

ORDR ● Encumbrance Maintenance

Explanation of Fields:

P.O. #

This is the purchase order number for the encumbrance currently being displayed. To display a specific order, key over this number with the appropriate P.O. # and press ENTER.

Date

This is the date of the purchase order.

Valid Values: Any valid date

Vendor

This is the vendor number associated with the encumbrance. The vendor name will be retrieved from the vendor file.

Valid Values: Any currently active vendor defined on the VNDR screen.

Total

This is the total remaining amount of the encumbrance. It is computed by the system and reflects all payments made on the encumbrance.

Before Payments Total

This is the total of the encumbrance before any payments are applied. It cannot be changed by the system.

Distributions

This section is for the accounts and amounts to which the encumbrance has been expensed. **NOTE:** Type DEL in the amount and space out the account number to delete an entry.

Amount

This is the dollar amount to be expensed to the account.

Account Number

This is the account to which the encumbrance is to be applied. To enter a reference number, precede the number with an 'R' (i.e., R12345).

Valid Values: The account or reference number of any valid level 2 account.

Financial Accounting

PAYO ● Pay Order

Explanation of Fields:

Pending Date

This is the date the checks are to be generated, if they are not to be created during the next check run.

Valid Values: Any valid date or blank

PO #

This is the purchase order number to be relieved.

Valid Values: Any outstanding purchase order number

Invoice #

This is the invoice number found on the vendor's invoice or a comment for the payment. It is optional information.

Date

This is the date of the invoice.

Valid Values: Any valid date or blank

Financial Accounting

REPT ● Report Selection

```
AM440          02/03 FINANCIAL ACCOUNTING          Date:  3/31/03
District - 99020          Report Request          Time: 11:33:55
Function - _____
Please Enter..... _      C - Send with courier
                          H - Hold for pick-up
                          M - Send by US Mail
                          Default to Your Printer

Number of Copies..... 01

Report #          Optional Information
____
____
____
____

Execute Immediately ? Y

Messages to Operator
____
____
____

F1=Help  F3=Exit  F6=Display Avail Reports  F7=List Avail Reports  F12=Cancel

MA a                                     03/013
```

This screen is used to request optional reports from the payroll system.

Function Keys:

F1 = Help

F3 = Exit

F6 = Display Available Reports on the Screen

F7 = Print a listing of available reports

F12 = Cancel

Financial Accounting

REPT ● Report Selection

Explanation of Fields:

Routing Specs

This indicates where the report is to be printed.

Valid Values:

C = Send with MAISD courier

M = Send by US Mail

H = Hold for pick-up at RTC

E = Email to the email address entered

Blank = Print on user's printer

Number of Copies

Enter the number of copies of the reports required.

Report #

Enter the number of the report desired as specified by pressing F6 (to display on screen) or F7 (to get a printed list).

Optional Information

This is any information needed by the report to process correctly. The requirements for the optional information are obtained by pressing F6 or F7. Complete and accurate information must be keyed to ensure the validity of the reports.

Execute Immediately

This indicates if the report should be run immediately or run during the normal operations second shift.

Valid Values:

Y = Run immediately

N = Run second shift

Messages to Operator

These are messages to be sent to the MAISD RTC computer operator.

Financial Accounting

RESP ● Responsibility Code Maintenance

```
AM070          02/03 FINANCIAL ACCOUNTING          3/31/03
District - 99020      Responsibility Maintenance      11:36:46
Function -
SEL CODE NAME          SUPR      SEL CODE NAME          SUPR
- AL  ANGIE LEAVER      BG        - AO  AMY OAK            BG
- BG  BARB GOWELL       SM        - DE  DALE ERTZINGER        BG
- DK  DAVID KREBS       BG        - DMK DAVID KLEMM         BG
- DW  DAWN WOOD         PL        - GFS  GLENDA SECREST        VB
- JBR JAMES BRENT REDDER SM        - JK  JIM KAUPPILA          KF
- JN  JEAN NARAMORE     MC        - KF  KATHY FORTINO         JBR
- KH  KEN HORN          KF        - KK  KAREN KNOWLES         RS
- KT  KRISTIN TANK      MB        - MB  MICHAEL BOZYM         KF
- MC  MIKE CARPENTER    BG        - MP  MARY PURTEE           JBR
- PD  PETE DEGRAFF      RS        - PL  PERRY LOPUCKI         SM
- RB  ROCHELLE BARR     SM        - RC  ROSEMARY CARY         BG
- RS  ROGER SCHECTER    MB        - SG  SHARI GRAHAM          JBR
- SM  SUSAN MESTON      MB        - SO  SUE OCHS              JBR
- TB  TIMOTHY BROWN     RC        - TM  TOM MILLER            JBR
- TT  TED TYERS         RS        - VB  VICKI BROGE          RS
-
-
ENTER AN X TO SELECT
F1=Help  F2=Update  F3=Exit  F4=Add
F11=Delete  F12=Cancel  PageDown=Next  PageUp=Prev  Enter=Refresh
MA a 03/013
```

The Responsibility Maintenance Screen defines the three-character codes, names, and supervisors used on the CHRT screen and the online requisition system.

Codes may not be changed, but names can be. The old code must be deleted then the new code added.

Function Keys:

F1 = Help

F2 = Update

F3 = Exit

F4 = Add (Type in the responsibility code and associated name, then press ENTER.)

F11 = Delete (Select the code then press F11)

F12 = Cancel

PageDown = Next

PageUp = Previous

Financial Accounting

SHFT ● Shift Request

```
AM170          02/03 FINANCIAL ACCOUNTING          DATE 3/31/03
District - 99020          Shift Request          TIME 11:37:54
Function - _____
REPORT DATE =====> 03/27/2003          PRINT FINAL REPORTS=> Y
ARCHIVE REPORTS =====> Y
##### REPORT REQUESTS (# OF COPIES): #####
1  YTD CHECK REGISTER - CK#          -  VENDOR ALPHABETICAL LIST
1  YTD CHECK REGISTER - NAME          -  VENDOR NUMERICAL LIST
          -  VENDOR HISTORY
1  CHART / TRIAL BALANCE          -  VENDOR HISTORY (TOTALS ONLY)
1  BALANCE SHEET
-  OPERATING STATEMENT          1  BUDGET SUMMARY
1  Y-T-D DISTRIBUTION          -  BUDGET SUMMARY (TOTALS ONLY)
1  YTD CASH RECEIPTS JOURNAL          -  BUDGET SUMMARY 1 (SEQ.) _____
          -  BUDGET SUMMARY 2 (SEQ.) _____
1  YTD JOURNAL LIST          -  BUDGET SUMMARY 3 (SEQ.) _____
          -  Y-T-D DISTRIBUTION (SEQ.) _____
          -  BUDGET AMMENDMENTS (SEQ.) _____
          -  RESPONSIBILITY (SEQ.) _____

ERROR, CURRENT YEAR BATCHES FOUND.
F1=Help F2=Update F3=Exit
          F12=Cancel Enter=Refresh

MA a 03/013
```

The Shift Request Screen (SHFT) is used after audit adjustments are completed to make room for the next new fiscal year. Previous year, current year, and new year are stored concurrently. During the shift, current year data is moved to previous year and new year data is moved to current year. Final reports can be printed and/or archived to CD.

When SHFT is entered on the Accounts Payable menu:

- 1) Transaction batches are checked; there should not be any previous year batches on file.
- 2) The CHCK file is checked for unprocessed current year transactions.

Function Keys:

- F1 = Help
- F2 = Update
- F3 = Exit
- F12 = Cancel

Financial Accounting

SUMM ● Select Budget

```
AM110          02/03 FINANCIAL ACCOUNTING          DATE  3/31/03
District - 99020          Select Budget          TIME 11:39:24
Function - _____

          LEVEL 2 ACCOUNTS ONLY (Y/N)  Y

ENTER THE DESIRED RANGES >  FROM      THRU

FUND =====>              -          -
CLASS =====>             -          -
FUNCTION =====>          -          -
OBJECT =====>           -          -
PROGRAM =====>          -          -
STATE CODE / YEAR =>        -          -
FACILITY =====>         -          -
OTHER =====>            -          -

RESPONSIBILITY =====>   -          -

SPACING =====>          -          -

F1=Help          F3=Exit
                  F12=Cancel
                  Enter=Continue
```

The Select Budget Screen is used to print a budget summary, budget planner or year-to-date report, or download budget information for those accounts that meet specified criteria.

Function Keys:

F1 = Help
F3 = Exit
F12 = Cancel
Enter = Continue

Available Functions:

PRNT = Prints budget summary
PLAN = Prints budget planner
DOWN = Downloads budgets to a spreadsheet
YTD = Prints account distribution

Financial Accounting

SUMM ● Select Budget

Explanation of Fields:

Level 2 Accounts Only

Key a 'Y' to include only those accounts created as a level 2.

Valid Values:

Y = Include level 2 accounts only

N = Include all accounts

Desired Ranges

For each account number segment, a range may be specified to select specific accounts. If the THRU value is the same as the FROM value, the THRU value does not need to be keyed. An '*' can be used as a wildcard to select those accounts that have a common numbering scheme, but isn't a range. For example, FROM Function **5 THRU **7 will include those accounts whose function number ends in 5, 6 or 7.

Spacing

Enter a number to indicate the type of spacing desired on the report. The default is set for single space.

Valid Values: Space, 2-9

Financial Accounting

TOTL ● Total the Chart

This will recalculate the chart total (level 3-9) accounts.

This is a batch run and may take several minutes to complete.

It must be requested from the MENU screen.

Financial Accounting

TRAN ● Transaction Batch Maintenance

```
AM050          02/03 FINANCIAL ACCOUNTING          DATE 3/31/03
District - 99020          Batch Maintenance          TIME 11:39:54
Function -
BATCH 001  JOURNAL ENTRY - CASH TRAN          8 JOURNAL          0.00
03/20/2003 SAVE N          >> JOURNALS >> BAL ? Y  JRNL # 9  ENCBD ? Y

VENDR ORDER * DATE INVOICE/COMMENT ACCOUNT NUMBER
----- * ---
AMOUNT 9 03/20/2003 CASH TRAN 112-101-1000-000-0000-0000
6463.27
AMOUNT 9 03/20/2003 CASH TRAN 222-101-1000-000-0000-0000
6463.27-
AMOUNT 9 03/20/2003 CASH TRAN 112-101-1000-000-0000-0000
75.00
AMOUNT 9 03/20/2003 CASH TRAN 612-101-1100-000-0000-0000
75.00-
AMOUNT 9 03/20/2003 CASH TRAN 112-101-1000-000-0000-0000
21003.84
AMOUNT 9 03/20/2003 CASH TRAN 272-101-1000-000-0000-0000
21003.84-
AMOUNT 9 03/20/2003 CASH TRAN 112-101-1000-000-0000-0000
458.68

          POSTED
F1=Help F2=Update F3=Exit F4=Add New Batch F6=Get Upload F8=Chg Date
F10=Sw Year F11=Delete F12=Cancel PageDown=Next PageUp=Prev Enter=Refresh

MA a 03/013
```

The Transaction Batch Maintenance Screen (TRAN) allows the entry of detail information regarding invoices, manual checks, voided checks, journal entries, and corrections in logical groupings called batches. It is advisable to limit batch size to a manageable size for balancing. To display a batch, key over the batch number and press ENTER.

Function Keys:

F1 = Help
F2 = Update
F3 = Exit
F4 = Add New Batch
F6 = Get uploaded transactions and put them in the current batch
F8 = Change all the transaction dates to the header date
F10 = Switch Year
F11 = Delete
F12 = Cancel
PageDown = Next
PageUp = Previous
Enter = Refresh

Financial Accounting

TRAN ● Transaction Batch Maintenance

Available Functions:

PRNT = Prints the current budget.

SKIP = Provides a blank screen for entry of additional transactions to the displayed batch.

POST = Posts the current batch.

RVRS = Reverses the posting of the current batch.

Explanation of Fields:

Header Information

Batch

This is a unique 3-digit number used to identify a batch.

Description

This describes the entries in the batch. It is for the user's information only and not posted anywhere.

Type

This is the type of entries included in the batch.

Valid Values:

I = Invoice

P = Prepaid Checks

J = Journal Entries

C = Corrections

Date

The date in this field will be entered automatically for each entry. It can then be overridden by the user as needed.

Valid Values: Any valid date

Save

This field will save the batch after the accounting run and remove the posting flag so the batch can be re-posted. This is advantageous for entries that are made each month.

The following three fields apply to journal entries only.

Bal

This will force the batch to net to zero. Any offsetting entries will be made to the DUE-TO-FORM account for the appropriate fund.

Valid Values:

Y = Yes, force the batch to balance to zero.

N = No, post the batch as keyed.

Financial Accounting

TRAN ● Transaction Batch Maintenance

Jrnl #

The journal number denotes the type of journal entry.

Valid Values:

- 1 = Expense (these should not be entered by the user without direction from RTC staff)
- 2 = Revenues (any amounts should be keyed as debits; the computer will convert them to credits)
- 3 = Payroll Entries
- 6 = Employee Benefit Entries
- 4,5,7,8,9 = User Defined

Encb

This relieves any encumbrances found for the entered PO #.

Valid Values:

- Y = Relieve encumbrance
- N = Do not relieve encumbrance

Detail Information

These fields will vary depending on the type of transactions being entered.

NOTE: A backwards slash (\) can be used in any data item to repeat the information from the transaction code.

Vendr

This is the five-digit vendor number as found on the VNDR screen for the vendor. It is a required field for prepaids and invoices.

Valid Values:

- Any active vendor number found on the VNDR screen
- DEL = Deletes the transaction from the batch

Order

This is the purchase order number associated with the entry, if applicable.

For journal entries, this is the journal number for the entry. For prepaids and invoices, this indicates if the encumbrance for the purchase order is to be partially or completely removed.

Valid Values:

- For journal entries = 1-9 (see header information for details)
- For prepaids and invoices:
 - C = Completely remove the encumbrance, even if there is an outstanding balance.
 - P = Post only the payment amount to the encumbrance, leaving any outstanding balance.

Financial Accounting

TRAN ● Transaction Batch Maintenance

Date

This is the date of the transaction. It is required for all entries.

Valid Values: Any valid date

Invoice/Comment

This is the invoice number or a comment describing the entry.

Account Number

This is the account to which the entry is to be posted. To key a reference number, precede the five digits with an R. It is not necessary to key the dashes in the account number. It is not necessary to key the remaining digits of the account number if they are all zeros.

Valid Values: The account or reference number of any active level 2 account in the chart of accounts.

Amount

This is the dollar amount to be posted to the account. NOTE: If keying journal 2 entries, key the amount as a debit (no negative -). The computer will post it as a credit.

Check

For prepaids only, this is the check number of the manually created checks. It is required.

Separate

For invoices only, this indicates that the entries are to be printed on either separate or a combination of checks.

Valid Values:

Space or 0 through 9 = All entries with the same code will be printed on a check.

S = This item will be printed on its own check.

Date

For prepaids, this is the date of the check and is a required field.

For invoices, this indicates a date in the future when the check is to be printed, if it's not to be included in the next run.

Valid Values: Any valid date

Financial Accounting

VHST ● Vendor History

```
AM150          02/03 Financial Accounting      Date: 3/31/03
District====> 99020      Vendor History      Time: 11:41:43
Function====>          29575 SUPERIOR AUDIO VISUAL
Skip to Date=> _____

Invoice/Comment      Ord/Inv  Order  Check  Amount  Trans  Type  X
11/06/02 007487      456.00
8728      12/19/02 007376 011422    83.95  01/21/03
8888      01/30/03 007445 012073   132.00  03/18/03
          03/26/03 007629    480.00      EN
          03/26/03 122182    240.00      EN

END OF HISTORY FOR VENDOR
F1=Help F2=Update F3=Exit F7=Toggle F12=Cancel PageDown=Next PageUp=Prev
MA a 03/017
```

The Vendor History Screen (VHST) displays the accumulated account history for the selected vendor.

You may key over the vendor number or name and press ENTER to skip to that vendor.

Entering a skip-to-date will move the first transaction for that date to the top of the screen.

Function Keys:

F1 = Help
F2 = Update
F3 = Exit
F7 = Toggle to screen showing account number
F12 = Cancel
PageDown = Next
PageUp = Previous

Available Functions:

PRNT = Prints all transactions for the currently displayed vendor.

Financial Accounting

VHST ● Vendor History

Explanation of Fields:

Vendor Number

This is the number of the vendor as assigned on the VNDR screen.

Vendor Name

This is the name of the vendor as entered on the VNDR screen.

Skip to Date

By keying a date and pressing ENTER, transactions from that date forward will be displayed.

Valid Values: Any valid date or blank

Invoice/Comment

This is the invoice number or comment for the transaction.

Ord/Inv

This is the invoice, purchase order or requisition date for the transaction.

Order

This is the purchase order or requisition number for the transaction.

Check

This is the check number used for payment.

Amount

This is the amount that has been paid.

Trans

This is the check date for payments.

Type

This is the type of entry.

Valid Values:

EN = Encumbrance

RQ = Requisition

J = Journal

PP = Prepaid

Blank = Payment or invoice

X

For those vendors subject to 1099 reporting, this will indicate that the transaction is exempt from 1099 processing.

Valid Values:

Y = Exempt from 1099

N = Include in 1099

Financial Accounting

VNDR ● Vendor Maintenance

```
AM030          02/03 FINANCIAL ACCOUNTING          Date:  3/31/03
District - 99020          Vendor Maintenance          Time: 11:42:18
Function - _____

Number =====> 29575
Name =====> SUPERIOR AUDIO VISUAL
Name 2 =====>
Address =====> 329 EAST AYER STREET
City =====> IRONWOOD          State ==> MI Zip ==> 49938
Phone # =====>
Fax # =====>
E Mail =====>
Contact =====>
1099 Id # ==>
Warn Flag ==> -
Delete Flag => -
Remit Flag ==> - Remit To # ==>
Distribution Account for Invoicing ==> - - - - -

Fiscal Year =>          01/02          02/03          03/04
Year-To-Date >          130.47          215.95          .00

F1=Help F2=Update F3=Exit F4=Add F8=Window
F11=Delete F12=Cancel PageDown=Next PageUp=Prev Enter=Refresh

MR a 03/013
```

The Vendor Maintenance Screen is used to add, display, change or delete vendors from the vendor file. You may key over the vendor number or name and press ENTER to locate the information for a specific vendor.

The F8 key will display the address information in letter format, which can then be copied and pasted to a word processing program.

Function Keys:

F1 = Help
F2 = Update
F3 = Exit
F4 = Add
F8 = Address Window
F11 = Delete
F12 = Cancel
PageDown = Next
PageUp = Previous

Financial Accounting

VNDR ● Vendor Maintenance

Explanation of Fields:

Number

This is a unique numeric identifier for the vendor. It is a required field. On an add, if this field is left blank, the computer will automatically assign the number.

Name

This is the name of the vendor. It is a required field.

Name 2

This is a second line for the vendor name.

Address

This is the street address of the vendor.

City

This is the city of the vendor.

State

This is the state of the vendor.

Zip

This is the zip + 4 code for the vendor. The dash must be entered.

Phone #

This is the phone number for the vendor. The dashes must be entered.

Fax #

This is the fax number for the vendor. The dashes must be entered.

E mail

This is the e-mail address for the vendor.

Contact

This is the name of the contact person for the company.

1099 ID #

This is the employer ID or social security number for those employees that may be eligible to receive a 1099 form at the end of the calendar year.

Valid Values:

Any employer ID or social security number

N in the first position or blank if the vendor is not to be included in 1099 processing.

Financial Accounting

VNDR ● Vendor Maintenance

Warn Flag

This field indicates if a warning message is to be displayed any time this vendor is used in the system.

Valid Values:

Y = to display a warning

Space = to not display a warning

Delete Flag

This deletes the vendor during the shift run.

Valid Values:

D = to delete vendor

Blank = vendor will not be deleted

Remit Flag

This indicates if this vendor is the Remit To vendor for another vendor. It is updated by the system.

Remit To #

For those vendors with two addresses, an order from and a payment address, this indicates the vendor to which a payment is to be made when this vendor is ordered from.

Valid Values: The vendor number of any active vendor on file.

Distribution Account for Invoicing

This is used in the accounts receivable system only. It is the account that is debited when this vendor is invoiced.

Valid Values: The account number of active level 2 account on the chart of accounts

Fiscal Year to Date Totals

These are the total payments to this vendor each fiscal year.

Financial Accounting

ZERO ● Clear Cycle Totals

```
AM010          FINANCIAL ACCOUNTING          DATE 3/31/03
District - 99020      Program Menu          TIME 11:44:32

OPTION --- TITLE ----- OPTION --- TITLE ----- OPTION --- TITLE -----
AHST ACCOUNT HISTORY      AMND AMEND BUDGET        BADI PRL BENEFIT ADJ
BALN BALANCE RUN          BHST BUDGET AMND HIST    BLDG BUILDING MAINT.
BVND BROWSE VENDORS      CATG CATEGORY MAINT.     CHCK UNPRINTED CHECKS
CHRT ACCOUNT RECORD      COPY COPY BUDGET         CTRL CONTROL RECORD
ENCB ENCUMBER PAYROLL    HEAD CHECK RUN HEADER    ILOG INVOICE LOG
INVM INVOICE MAI
LIST BATCH LIST
MASS BROWSE ACCO
PADJ GROSS PAY A
PICK PICK SELECT
PROP PROPOSED BU
REPT REPORT REQU
RLOG RECEPT LOG
SUMM BUDGET SUMMARY      TOTL UPDATE TOTALS      TRAN TRANSACTIONS
VHST VENDOR HISTORY      VNDR VENDOR RECORD      WHSE WAREHOUSE MAINT.
WRPT WAREHOUSE REPORT    ZERO CLEAR CYCLE TOTL

Enter Y to Confirm Zero
For Fiscal Year 02/03

Enter Desired Function ZERO and Press Enter
F1=Help  F3=Exit  F12=Cancel
```

This screen clears the current cycle totals for the specified fiscal year.

It must be run at the **beginning** of each new cycle **before** entering any data for the new cycle.

If this function is run in error, ask the Regional Technology Center to run "AB951" to recover cycle totals for a selected cycle.

It must be run from the MENU screen.