

# Financial Accounting

## Frequently Asked Questions

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### ***How do I Add a New Account?***

- 1) Display the CHRT screen.
- 2) Press F4 to get a blank screen.
- 3) Key the necessary information for the account. (See the CHRT screen for definitions of data items.)
- 4) Press ENTER to save the record, completing the add function. If this account is the first for a new fund, a control record will be created for you.

### ***How do I Change an Account Number?***

- 1) Display the CHRT screen.
- 2) If necessary, key over the displayed account number with the correct account number and press enter to view the account to be changed.
- 3) Press F8.
- 4) In the provided window, key in the new account number and press ENTER. This will delete the displayed account, change the account number, and write the new record, retaining the same reference number. All accounting files (history, order, etc., including payroll) will be changed accordingly.

### ***How do I Delete an Account?***

- 1) Display the CHRT screen.
- 2) If necessary, key over the displayed account number with the correct account number and press ENTER to view the account to be deleted.
- 3) Press F11.

Only those accounts with no activity can be deleted. If activity is found for the account, an appropriate message will be displayed. If only budget amendments are found, a confirmation window is displayed indicating that the amendments are on file and will be deleted. If the user confirms the deletion, a report will be generated listing the amendments before the entries are deleted.

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4) Confirm the deletion by typing 'Y' and pressing ENTER.

***My account had activity in the current year, so I can't delete it, but I don't want to use it in the new year. How can I do this?***

- 1) Display the CHRT screen.
- 2) If necessary, key over the displayed account number with the correct account number and press ENTER to view the account to be deleted.
- 3) Change 'YES' to "NO' above the new fiscal year.
- 4) Press F2.

### ***How do I Add a Vendor?***

- 1) Display the VNDR screen.
- 2) Press F4 to get a blank screen.
- 3) Enter the new five-digit vendor number. (If you leave the vendor number blank, the computer will find the next available number and assign it.)
- 4) Enter the vendor's name exactly as you want it to appear on checks and your reports. (The vendor name—line 1—must not be blank.)
- 5) Complete the vendor information. Blank lines are acceptable.
- 6) Press ENTER to add the vendor.

### ***How do I Change a Vendor?***

- 1) Display the VNDR screen.
- 2) If necessary, key over the displayed vendor number or vendor name with the correct vendor number or name and press ENTER to view the vendor to be changed.
- 3) Key over the displayed data with the necessary changes. NOTE: The vendor number **cannot** be changed.
- 4) Press F2.

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### ***How do I Delete a Vendor?***

- 1) Display the VNDR screen.
- 2) F11 will delete an inactive vendor. If there is activity, the vendor will be flagged for deletion during the 'shift'.

### ***How do I Add an Order?***

- 1) Display the ORDR screen.
- 2) Press F4 to get a blank screen.
- 3) Enter the purchase order number (a 'dummy' purchase order number of 999999 is used for salary encumbrances. A purchase order number of six (6) digits is required.
- 4) Enter the purchase order date and vendor number.
- 5) Enter the reference number or account number. If the purchase order is to be spread over multiple accounts, enter the account number and amount for each (maximum 17 accounts). If more than one line contains the same account, they will be combined.
- 6) Press ENTER to save the record.

### ***How do I Change an Encumbrance?***

- 1) Display the ORDR screen.
- 2) Key over the data you wish to change.
- 3) Press F2 to update.

NOTE: Press F10 to switch fiscal years.

### ***How do I Cancel an Encumbrance?***

- 1) Display the ORDR screen.

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- 2) If necessary, key over the displayed purchase order number with the correct purchase order number and press ENTER to display the order to be deleted.
- 3) Press F11.
- 4) Type 'Y' and press ENTER to delete the order.

### ***How do I Pay an Invoice?***

Checks can be written for encumbered and unencumbered amounts. Unless otherwise specified, the invoice amounts for each vendor will be combined, generating one check per vendor. The information for each invoice will be printed on the check stub. If the maximum number of entries is exceeded (27), the first check is voided and the remaining invoices are printed on the second stub.

Credit memos are entered as negative invoices and included on the check stub. If the total of the invoices and credit memos result in a credit amount, all of the transactions for the vendor will be held until the total is a debit, when a check will be generated

- 1) Display the TRAN screen for the correct fiscal year.
- 2) Pres F4 to start a new batch.
- 3) Complete the header information, entering a type of 'I' for invoice. (See TRAN screen for specific field definitions.)
- 4) Press ENTER.
- 5) Complete the invoice information on the screen. (See TRAN screen instructions for specific information.)
- 6) Press F2.
- 7) If the data items pass all of the program edits, another work screen will automatically be displayed to continue entering data. If errors are found, they will be highlighted. Correct the errors and press F2. Repeat steps 5 through 7 until the batch is completed.
- 8) Post the batch. The system will generate the appropriate entries to the expense accounts and one offsetting entry to the accounts payable account for each fund.

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### ***What are Corrections?***

Corrections are the same as prepaid checks, except they do not appear on the check register. You would use this transaction to correct a vendor number or distribution number. Corrections are entered using the TRAN screen and the type 'C'.

### ***How do I Record a Manual Check?***

For those instances when a check is generated outside of the MAISD (i.e., typed on a typewriter using pre-printed checks), the distribution of the expense is recorded using the TRAN screen. During the posting process, the expense account(s) will be debited and a credit entry for the total of the checks will be posted to the checking account for the appropriate fund(s).

- 1) Display the TRAN screen for the correct fiscal year.
- 2) Press F4 to start a new batch.
- 3) Complete the header information, entering a type of 'P' for prepaids. (See TRAN screen for specific field information.)
- 4) Press ENTER.
- 5) Complete the check information on the screen. (See the TRAN screen instructions for specific information.)
- 6) Press F2.
- 7) If the data items pass all of the program edits, another work screen will automatically be displayed to continue entering data. If errors are found, they will be highlighted. Correct the errors and press F2. Repeat steps 5 through 7 until the batch is completed.
- 8) Post the batch.

### ***How can I use my MICR Printer to Print a Check without Running a Run?***

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- 1) Post the invoice(s) as usual.
- 2) Display the CHCK screen.
- 3) Key over the vendor number at the top of the screen with the number of the vendor to whom the check is to be paid.
- 4) Press ENTER.
- 5) Type 'PRCK' in the function area.
- 6) Press ENTER.

The system will generate a debit entry to the accounts payable and a credit entry to the checking account for each appropriate fund. The invoice transactions in the check file will be changed to prepaids and updated.

- 7) Prepare the MICR printer for printing: turn on, load check stock in drawer 1, place colored paper in appropriate drawer, put signature card in reader, put MICR toner cartridge in printer.
- 8) Press ESC.
- 9) Type '1' (work with printer output).
- 10) Press ENTER.
- 11) PageUp and PageDown until the check is found.
- 12) Type '6' in the OPT field to the left of the file name.
- 13) Press ENTER.
- 14) After all copies of the check have been printed, delete the check from the spool file by typing '4' in the OPT field and press ENTER.

**NOTE: All transactions for the vendor will be included in the check; separate check codes and future check dates are ignored.**

***What are Journal Numbers used for?***

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The journal numbers are used to indicate the reason for the entry e.g., payroll, expenditure, revenue, transfer, correction, etc.

Four journal numbers are pre-defined in the system:

- 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

The other journal numbers (4, 5, 7, 8, 9) can be defined as necessary by the user.

### ***How do I Enter a Journal Entry?***

There are two methods available for the posting of journal entries. Either method can be used.

#### Using the JRNL screen:

- 1) Display the JRNL screen for the correct fiscal year.
- 2) Key the information on the screen. The journal number, amount and account or reference number fields are required. (See JRNL screen for specific instructions.)
- 3) Press ENTER.

The data will be edited for validity. Any errors will be highlighted and must be corrected by keying over the data and pressing ENTER. Only 1 screen of data can be keyed.

- 4) Type OK in the function area and press ENTER to post the entries. A batch of journal entries will be created; the batch number will appear in the message line at the bottom of the screen. If the total of the entries for each fund is not zero, an adjusting entry to the Due-to-From account for the appropriate fund(s) will be included in the batch. This batch can be reversed, if necessary.

#### Using the TRAN screen:

- 1) Display the TRAN screen for the correct fiscal year.
- 2) Press F4 to start a new batch.

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- 3) Complete the header information, entering a type of 'J' for journals. (See TRAN screen for specific field information.)
- 4) Press ENTER.
- 5) Complete the information on the screen. (See TRAN screen instructions for specific information.)
- 6) Press F2.

If the data items pass all of the program edits, another work screen will automatically be displayed to continue entering data. If errors are found, they will be highlighted. Correct the errors and press F2. Repeat steps 5 through 7 until the batch is completed.

- 7) Post the batch.

If the total of the entries for each fund is not zero and the balancing flag is set to 'Y', and offsetting entry will be made to the Due-to-From account in each appropriate fund.

### ***How do I Change the Fiscal Year of a Batch?***

- 1) Display the batch to be changed on the TRAN screen by keying over the batch number and pressing ENTER.
- 2) If the batch has been posted, reverse the batch by keying RVRS in the function and press ENTER.
- 3) Press F10.
- 4) Post the batch as usual when appropriate.

### ***How do I Use the Special Sort Sequences that are Available for Many of the Reports?***

There are eight (8) dimensions to the account number. Up to five of these may be specified for sequencing or totaling.

- 0 = Responsibility
- 1 = Fund
- 2 = Class
- 3 = Function

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- 4 = Object
- 5 = Program
- 6 = State/Year
- 7 = Facility
- 8 = Other

Three totaling options may also be specified:

- 0 = No totals
- 1 = Subtotal
- 2 = Total and skip to new page

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 like this:

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	