

# **Budget Manager**

# **Budgetary Accounting**

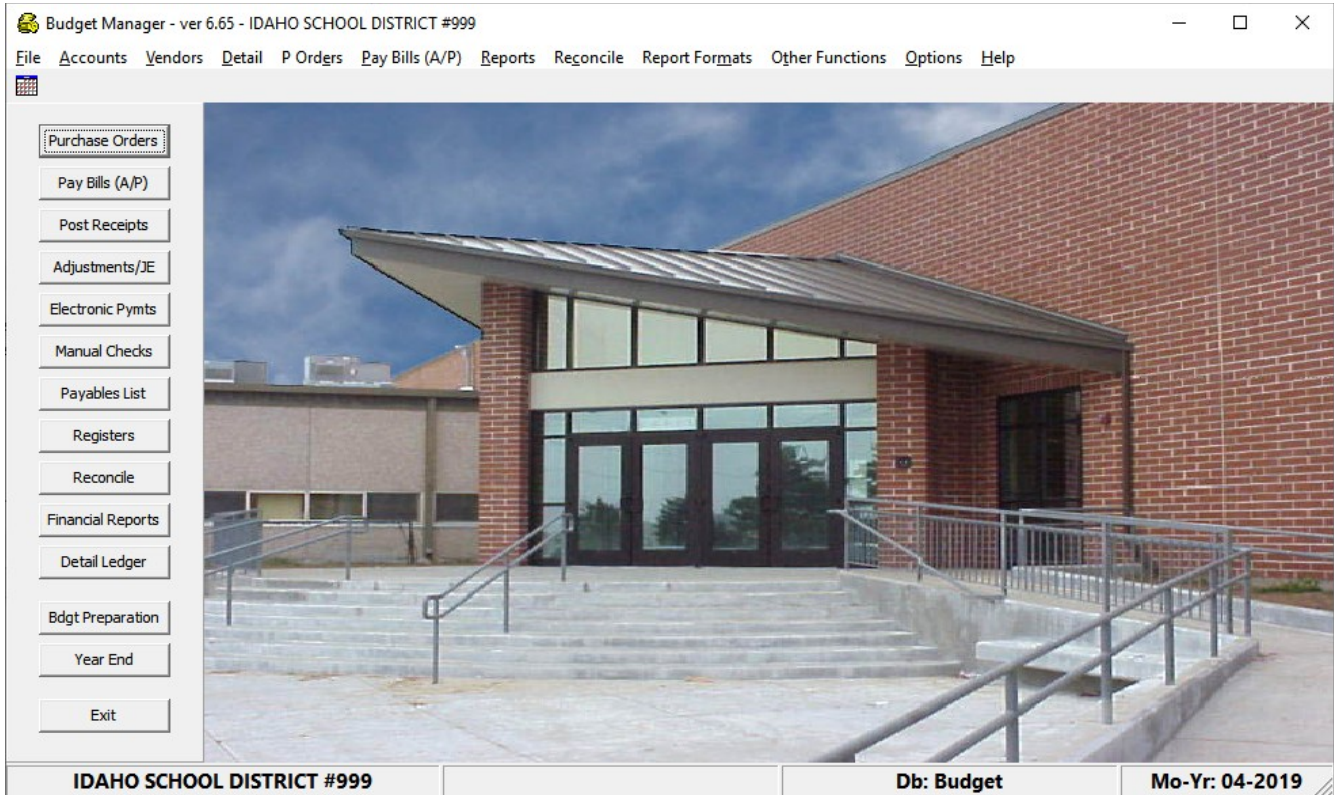
## **Reference Manual**

Last Updated January 2023

# Budget Manager Main Menu

Upon executing the program, login to Postgres with username and password. If a Budget Manager password has been previously set in Options-General, it must be entered next (2 attempts are allowed).

Once the Budget program starts, an accounting period will be requested. Enter the month-year to be worked on. This can be entered in several ways. For example June 2022 can be entered as 06-2022 or 06-22 or just 06 (assuming the system year is 2022). If the month/year entered is outside the current fiscal year or more than a month in the future, a warning message will display asking if it should be re-entered. Click "Yes" to re-enter or "No" to accept the month-year as entered. Once the desired month-year has been entered the following screen will display:



To simplify the operation of the program the main menu screen allows use of menu choices that can either be selected with a single mouse-click or by pressing a short-cut letter (displayed by pressing Alt key) or by pressing down-arrow (to access the side menu choices) and pressing Enter when the command is selected. Note that a version# displays at the top of screen to help you and your support reps know which program version is being used. Each time the program is updated this number will change.

The month-year setting may be changed by selecting either "File" and "Month-Year" or selecting the small "calendar" icon in the upper left corner of the screen (below the File command). Otherwise, select the menu item needed and proceed to the appropriate section of the manual. Some of the programs referenced on the Main Menu have a "Help" screen. Selecting the "Help" command within those programs will give a summary of what the program does. The 'Help' screen may be printed if desired.

To exit from the program either click on "Exit" or "X" or press the Esc key. NOTE: a photo in "jpg" format may be displayed on the Budget Manager screen by copying into the Budget Manager folder, a "jpg" file and naming it "BdgtMgr.jpg". Please refer to the table of contents to read information on specific programs.

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# Purchase Orders

Purchase Orders are entered in order to print a PO form and to create an encumbrance that can be included on the Encumbrance Report. Multiple lines can be entered so different expense accounts, descriptions, and amounts can be entered on one screen and printed on one PO form. Upon selecting this program the following screen will display:

**Add** (enter a new PO):

**PO#:** If using auto-numbering, the program will automatically insert the next number if “Post” is selected, or if Tab is pressed when the PO# field is blank. If not using auto-numbering then the PO# must be entered. If a PO needs to be edited or deleted, enter the PO# or select the Up/Down arrows (on keyboard or red arrows in the tool bar) to scroll, or select the command “LookUp” and choose the PO needed from a list.

**PO Date:** Initially this field displays the current date but it may be changed if necessary.

**Requisition#:** In some schools/cities a requisition is required to get a PO issued. This the reference number of the requisition. This can optionally be used as an invoice# for those who enter POs after the fact and already know the invoice number.

**Vendor Name/Number:**

The vendor name or number may be found. From the name field, type a partial name and press Enter and the closest matching name will display. From the number, enter a value and press Enter. If the exact name or number is not known use the “LookUp” command (see

below for more info on using "Lookup"). If vendor information needs to be changed, click on "**Edit Vendor**" after the vendor name has been displayed. Make changes and click on "Save". If a new vendor needs to be added, select "**Add Vendor**", and fill out vendor screen and click on "Save".

- Ship to: This is the "ship-to" name/address that will later print on the PO form. There should be at least a ship-to location number 01 set up (under Other Routines-Ship to Codes) with school name and address. Multiple codes can be set up if needed, and selected from a drop-down list when a ship-to code is needed.
- Transfer AP: Purchase orders can be closed out into Accts Payable automatically using the command "AP Transfer". If this is a PO that should not be closed out using that routine then change this flag from "Y" to "N".
- Printed: Initially this value will normally be "N". When a purchase order is printed on a form the program will change this value to "Y" or it can be changed manually.
- PO LINE:
- Account#: Enter the expense acct for this line. If the acct number is not known then use "LookUp" to find it by name or number (see below for more info on using "Lookup"). F4 key will repeat the entry from the previous line while the F12 key may be pressed to send the focus to the "Save" button.
- Dept: If using dept codes, enter the dept number. If the dept number is not known then use "Lookup" to find it by name or number (see below for more info on using "Lookup"). F4 will repeat the entry from the previous line.
- Qty: The number of units being purchased. F4 will repeat the entry from the previous line.
- Unit Cost: The per unit cost. F4 will repeat the entry from the previous line.
- Amount Pd: This is how much of the PO line has been paid. On a new PO line this amount will be zero. This amount is changed automatically when all or part of a PO line is closed. This can also be manually changed using the 'Edit' routine. After the line is displayed at the bottom of the screen, click on the field and enter the new amt.
- Balance: Initially this is the extended amount (qty x unit cost). If the entire PO line has been paid this will be zero. If partially paid then this will be the original amount less the amount paid.
- Clsd: This flag indicates whether this PO line is closed (the total amount has been paid). This flag on a new PO line will be "N" and later will change to "Y" when the amount paid equals the total amount or the line has been closed. This may also be changed using the Edit routine.

As each line is entered it is displayed in the middle of the screen. If there are multiple lines on the PO form then the next acct number, dept, description, and amount would be entered. **F4 key will repeat values from the previous entry.** A running total of the PO is displayed at the top of the screen. If a PO line needs to be edited either single-click on the line and select "Edit" or double-click the line to start the edit. If a line needs to be deleted, single-click on the line and then select "Delete". When the PO is finished, select "Save" (F12 key causes focus to go to "Save") and the last PO#/Vendor is displayed. Selecting "Cancel" would void the PO.

**Edit** Allows editing of a PO line on the screen. The PO must already be on screen and the line selected.

**Delete** Used to delete an entire PO, a PO line on the screen, or POs by date. If deleting an entire PO, the PO should already be displayed. If deleting a PO line the PO should already be displayed and the line to be deleted must have already been selected. If deleting POs by date then select "Delete" with no PO on the screen. Fill in the following fields:

Beg/End Date: enter a range of dates. Any PO dated on or within these dates will be deleted.

Delete Only Closed POs: check this box if a PO must be "closed" (paid) before it can be

deleted.

After filling in these fields, select “Delete” to begin or “Close” to cancel. Upon selecting “Delete” the program will display the range of dates selected for confirmation.

## Print

**Print** offers three options.... Report/POs, PO on Screen, or Screen. “Report/POs” is for PO forms or a list of POs. “PO on Screen” also is for PO forms or a list but the displayed PO# is automatically entered on the screen. “Screen” will print the content of screen to the default printer. If “Report/POs” or “PO on Screen” (or Printer icon) is selected the program will display the following screen:

**Print Purchase Orders**

**Report Type**

- Forms
- List Report
- Full Report

**Print Order**

- PO Number
- Vendor Number
- Vendor Name
- Acct Number
- Dept Code

**Include**

- AP POs
- Man Ck POs
- Adj/JE POs

**Options**

Print Date: 04/08/19  Include Printed

Fiscal Yr:   Include Closed

# Copies: 1  Delete After Print

**Ranges**

Beg PO #: 000000 Beg Vend: 000000

End PO #:  End Vend:

Beg Date: 00/00/00 Beg Dept: 000000

End Date: 99/99/99 End Dept:

Print Fund#:

Beg Bdgt Acct: 000-000000-000-000-0

End Bdgt Acct:

Beg Vend Name:

End Vend Name:

**Individual PO #'s**

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Printer:** HP LaserJet 1200 Series PCL 5

Font: Arial Size: 9

Orientation: Portrait  Print to Screen  Print to csv File

Tray: Automatically Select  Double Sided

**Print Forms**

**Close**

Answer questions as follows:

**Report Type:** Select ‘PO Forms’ to print forms, ‘List Report’ to print an abbreviated list, or ‘Full Report’ to print a list of POs showing the entire purchase order.

**Print Order:** This determines the sequence in which the forms or list prints. The options are PO Number, Vendor Number, Vendor Name, Acct Number, or Dept Code order. Ranges may be entered

below to limit which PO's print.

- Print Date:** Report date. This will initially display as the current date but it may be changed to any date desired.
- Fiscal Yr:** This is applicable to printing "PO Forms". Some PO formats print the fiscal year on the PO form. The default value is stored under "Options-Purchase Orders" but may be changed here if needed.
- Copies:** This is applicable to printing "PO Forms". This is the number of forms that will print. If a value other than "1" is needed choose from 2 thru 9 from the drop-down list.
- Include Printed:** When a PO form is printed a flag is changed to "Y". Normally POs already printed do not print again. If printed POs should be included check this box. If already printed POs should always be included, check the "Include Printed POs" box on the Options-Purchase Orders screen and this box will be checked by default.
- Include Closed:** When a PO line is paid the program will change the "Closed" flag to "Y". Normally closed PO lines do not print. If closed lines should print then check this box.
- Del After Print:** Applicable when printing "lists". Check this box if the PO should be deleted as it is printed on a list.
- Ranges:** A range (beg/end) of PO#'s, PO Dates, Vend#'s, Dept's, Budget Acct#'s, and Vend Name's (if printing in name order) may be entered. The ending value must be equal to or greater than the beginning value. This allows limiting which PO's will print. If specific PO's should print then leave the ranges as they are and enter specific numbers in the "Individual PO#'s" fields.
- Individ PO#s:** If individual PO's are to be printed, instead of by range, up to six individual numbers may be entered. Entering values here causes the above "Ranges" to be ignored.
- Printer:** The default or last used printer will initially display but the drop-down arrow can be selected to choose any other printers set up under Windows Printers/Faxes.
- Font:** The default or last used font will initially display but the drop-down arrow can be selected to choose any other installed font.
- Size:** The default or last used font size will initially display but the drop-down arrow can be selected to choose any font size desired.
- Orientation:** The default or last used orientation selected. The orientation can be either Portrait (8 1/2 X 11) or Landscape (11 X 8 1/2). Select from a drop-down list or by pressing P or L.
- Set:** When a report is printed, the printer settings (name, font, size, or orientation) are saved. Use this command if the printer settings have changed and should be saved without printing.
- Print to Screen:** If the abbreviated PO list should display on the screen instead of a printer, check this box (this option is not applicable to "PO Forms").
- Print to csv File:** If the abbreviated PO List to be output to a file, check this box. The file is a 'comma-separated-value' formatted file, and can be imported by most spreadsheet programs. Upon selecting "Print" (when this box is checked) a screen will appear which allows entry of the path and filename. For example entering "PurOrder.csv" would store the report in the Budget folder. Entering "\\DOCS\PurOrder.csv" would store the report in a DOCS folder. Previously entered path/name values may be viewed by selecting the down-arrow at the end of the field.
- After all questions are answered, select "Print" to send job to printer or screen. If report goes to the screen and screen fills it may be scrolled up and down. Esc key or clicking on "X" closes the screen. To exit the print screen click on "Close".

**History** Displays entries (detail records, accounts payable, and purchase orders) for a vendor or budget account (when focus is in the vendor or account field) There are four choices under this option... All, Current Yr, Current Mo, and Selected. Selecting "All" displays all history in the system, "Current Yr" displays all history for the current fiscal year, "Current Mo" displays only history from the current month, and "Selected" allows displaying history that matches an indexed reference#, purchase order#, or invoice#. Press Esc or click on "X" to exit.

**Look Up** (Spyglass icons)

Displays a list of PO's, vendors, or budget accounts. If this command is chosen when the focus is at the PO# field, a list automatically displays. From this list the order of the PO's can be selected by clicking on the column heading (ex: clicking on vendor number column heading sorts by vendor number).

If the focus is in the account number field when choosing Look Up the display will be for budget accounts. If there is a value in the account number field when Lookup is selected then a list will display in acct number order beginning with the acct number entered. If the account number is blank when Look Up is selected then a screen will display allowing lookup by number or name. The list will assume to be in name order but if a starting acct number is entered, the list will be in acct number order.

If the focus is in the vendor name or number field when choosing Look Up, the display will be for vendor records. If there is a vendor number entered when Look Up is selected then the list will start at the closest matching number and will be in number order. If there is a vendor name (or partial name) in the vendor name field when Look Up is selected then the list will be in name order starting with the closest matching name. In the vendor name field if a value is entered starting a slash (ex: /TRUCK) a special "**keyword**" lookup will be performed. This means that any vendor with the keyword anywhere within the name will be displayed. For example XYZ TRUCK SUPPLY and TRUCK PARTS OF OKLA would both display since both contain the phrase TRUCK.

A record may be selected from the list by double-clicking, or clicking once and pressing Enter. Select Esc key or click on "X" to leave the screen without selecting a record.

**AP/Ck Transfer** Some cities enter purchase orders only after receiving an invoice and therefore all purchase orders currently entered need to be moved to Accts Payable. If this is true for your school or city then using this routine might be the quickest way of moving POs to AP. If you need to move PO#s randomly then use the routine in Accts Payable to close-out POs to AP. Upon selecting this command, the following screen will appear:

- Beg/End PO#:** If only a range of PO#s should be moved to AP enter a beg/end PO number - otherwise leave defaults as 000000 and ZZZZZZ.
- Beg/End Date:** If only a range of PO dates should be moved to AP enter a beg/end date - otherwise leave defaults as 00/00/00 and 99/99/99.
- Beg/End Acct:** If only a range of PO acct numbers should be moved to AP enter a beg/end acct number - otherwise leave defaults as displayed.
- AP Date:** This will be the "Print Date" attached to each AP record created. The current system date will initially display but can be changed.
- AP Mo-Yr:** This will be the accounting "Mon-Yr" attached to each AP record created. The loaded month/year will initially display but can be changed.
- AP Inv=PO Req:** Since there is no field on the PO screen to enter an invoice# (since the assumption is that a PO is entered before receiving the invoice) some enter the invoice# in the "Requisition#" field. If the invoice# has been entered in the requisition# field, check this box and the req# will be moved into the invoice# field on the AP record.
- Del PO After Tsfr:** This indicates whether the PO should be deleted once moved to AP. Whether the box is checked depends upon a value set in "Options-Purchase Orders" but may be changed.
- Once the above questions are answered, click "Transfer" to begin or "Close" to abort the transfer. If POs are being deleted a message will display asking for confirmation. Once the transfer is complete a message displays on the screen.

**Close** Close a line of a PO or all lines on the PO. A PO must be on the screen before selecting this

command.

**Un-Close**

Reverse the closing of a PO line or all lines on the PO. A PO must be on the screen before selecting this command.

**Void PO**

Add the word 'VOID' to the description, and set all amounts to zero. Can be applied to a single line of a PO or to all lines of the PO. A PO must be on the screen before selecting this command.

**Main Menu**

Returns to Main Menu. This is the same as pressing Esc or "X" to close the screen. This options cannot be selected while posting.

# Accounts Payable (Pay Bills)

Accounts Payable entries are created primarily in order to print checks. Accounts Payable records can originate from a purchase order or can be entered manually but in either case accounts payable entries are reflected on the Budget or Encumbrance Reports in the MTD and YTD Activity. Normally accounts payable entries do not have an affect on the bank account until the check is written. After entries are inputted it is always recommended that an AP List be printed or displayed to review before printing the checks. Upon selecting this program the following screen will display:

**Post**

Vendor Name/Number:

Enter a vendor name or number. In the name field, a partial name can be typed and press Enter to display the closest matching name (note: pressing F12 key will cause the focus to move to the PO# field). A vendor number can be entered in the number field, and press Enter. If the correct name does not display or the number is not known use the "Lookup" command (see below for more info on using "Lookup"). Select the Up/Down Arrows (on keyboard or arrows on top of screen) to scroll through vendors with AP records. Once the vendor number is displayed, if there are existing AP records they will display. Note: if closing a PO to AP the vendor number is optional since the vendor will be known from the info on the PO. If this is the case, go directly to the PO#. If the vendor needed does not exist then the "Add Vendor" command may be used to add the vendor. After displaying the vendor, "Edit Vendor" can be selected to change the vendor record.

PO#:

Enter the purchase order number. If closing a PO to AP and a vendor has already been entered, the PO# entered must be for the vendor entered. If no vendor was entered the vendor info will be filled in from the PO. If a zero PO# is entered or there is not a matching PO# found in the PO file, then enter the below items manually. If the PO# is found in the PO file a closeout screen will display with the following options:

- a) Pressing F1 will pay all PO lines and 'close' them (show as paid) and then enter invoice

numbers (if any).

If F9 key is pressed (or if "Check For Duplicate Invc's" in Options-AP is checked) a "duplicate" invc# test is performed. **Note: to reset the PO lines back to their original status to start over, press the F2 key.**

b) Amounts are entered on individual lines along with 'Y' or 'N' as to whether the line should be 'closed' (considered paid) and the invoice number (if any).

Once the screen has been filled in correctly, select "Post to AP" or "Cancel" to abort. If "Post to AP" is selected the PO information will display on the AP screen. If everything is correct, select "Save" (F12 sends focus to "Save"). Individual lines may be selected for edit or delete, but the PO will not be adjusted based on editing or deleting an AP line. Selecting "Cancel" on the AP screen will abort the operation and the AP and PO files will not be updated.

If entering AP Line Manually or Editing an AP Line:

Description: Description of purchase. F4 will repeat description from previous line.

Account#: Enter the expense or liability account for this line. If the account number is not known then use "Lookup" to find it by name or number (see below for more info on using "Lookup"). F4 will repeat description from previous line.

Acct Desc: Filled in automatically by the program.

Contra-Acct: Filled in automatically by the program but may be changed.

Bank Cd: Filled in automatically by the program but may be changed.

Invoice#: The invoice number for this purchase (if applicable). F4 will repeat description from previous line. F9 will search thru Detail Records checking to see if this invoice# is found and if so issue a warning message. An automatic invoice# check will occur if the question "Check For Duplicate Invc's" is checked in Options-Accts Pay.

Dept: If using dept numbers enter the dept number making the purchase. F4 will repeat dept number from previous line.

Amount: Amount of purchase for this line.

As each line is entered it is displayed in the middle of the screen. Multiple items can be entered on the AP form and, if necessary, the next PO#, acct number, description, amount, etc. may be entered. A running total of the AP is displayed at the top of the screen. If an AP line needs to be edited, either single-click on the line and select "Edit" or double-click to select and begin editing. If a line needs to be deleted, single-click on the line and then select "Delete". When the AP form is finished, select "Save". Selecting "Cancel" will void the AP entries.

Acct Balance: Displays the remaining balance for the expense account# entered above.

**Edit** Allows editing of an AP line on the screen. The entries must already be on screen and the line selected.

**Delete** Allows deleting an AP line on the screen. If deleting a line, the AP entry must already be on the screen and the line to delete must already be selected. There is also an option to delete all AP entries. This can be useful if all of the AP entries are in error and need to be removed.

**Print** Allows two choices.... Report/Cks or Screen. "Report/Cks" is used to print a list of AP entries or AP checks. The "Screen" choice will print the contents of screen to the default printer. If "Report/Cks" (or the Printer icon) is selected the screen below will display:

Answer questions as follows:

**What to Print:** Select 'Acct Pay List' to print a list of AP entries, "Checks" to print the actual check, or "Reprint Checks" to re-print checks already processed (stored in detail records).

For direct pay, select build transmittal, build prenotes, clear prenotes, or transfer direct pay (after it's been paid) to detail records.

**Sub-Totals** Print a total for each vendor on the Accts Payable List.

**Print Fund on Ck** Print the fund number of the expense account, on the check.

**Fiscal Yr** Fiscal year to print on check, if enabled in options.

**Bld Drct Pay From Detail**

This option is used to build an "after the fact" direct pay transmittal. If the AP has been

transferred to detail records, this option will allow sending them again to the financial institution.

- Beg/End Vend: If the list or checks should be only a range of vendors, enter the beg and end number.
- Beg/End Date: If the list or checks should be only for a range of "pay" dates, enter the beg and end date.
- Report Date: This will initially display as the current date but may be changed to any date desired.
- Bank Code: AP entries have a bank code stored within the record. Enter the bank code to be processed. This field may have a default value display or an entry may be required.
- Fund: AP entries can be printed by fund. If needed, enter the fund number. If all funds are being printed leave this field blank.
- Beg/End Refr#: When building the direct pay transmittal from detail records (after the fact), use these fields to specify which reference numbers to include.

- Rept/Ck Date: If printing a list this is the report date. If printing checks this is the check date.
- First Check#: Applicable only if printing or re-printing checks. This is the number of the first check to be printed. This value can be displayed automatically or entered manually. If re-printing checks it is important that as checks re-print they are numbered with either the same check it originally had or with a number that is out of the range of the numbers being re-printed. For example if re-printing check numbers 1000 thru 1005 it is ok that the "first" check number be 1000 or 1006 (if there is not a check number 1006). But it is not ok for the "first" check number to be 1002 since there is already a check#1002 in the system.

**Reprint Checks:**

- Beg/End Check No: Applicable only if re-printing checks. This is the range of check numbers being re-printed. Care should be taken to make sure this range is correct in that an incorrect range can result in more checks being printed than desired.

Mo-Yr: Accounting period of the checks being reprinted.

**Direct Pay Path & Filename**

This is the where the transmittal file will be created, and the name of the file. These can be entered in Options – Direct Pay.

Eff Entry Date Effective Entry Date – the date the payment to the vendor should be made. This date is embedded in the direct pay transmittal file. Note that not all financial institutions honor this date, some will process the payment as soon as the transmittal file is received.

Printer The default or last used printer will initially display but selecting the drop-down arrow allows choosing any printer set up under Windows Printers/Faxes.

Font The default or last used font will initially display but selecting the drop-down arrow allows choosing any installed font.

Size The default or last used font size will initially display but selecting the drop-down arrow allows choosing any font size desired.

Orientation: The default or last used orientation selected. The orientation can be either Portrait (8 1/2 X 11) or Landscape (11 X 8 1/2). Select from a drop-down list or by pressing P or L.

Set: A report is printed, the printer settings (name, font, size, or orientation) are saved. Use this command if the printer settings have changed and need to be saved without printing.

Print Screen: Check this box to print the AP List to the screen instead of the printer.  
If printing checks, make sure forms are loaded and aligned. After all questions are answered,

select "Print" to send job to printer or screen (if printing a list). If list goes to screen and screen fills, it may scrolled up and down. Esc key or clicking on "X" closes the screen. To exit the print screen click on "Close" or press Esc key.

### **History**

Displays entries (detail records, accounts payable, electronic payments, and purchase orders) for a vendor or budget account (when focus is in the vendor or account field) There are four choices under this option... All, Current Yr, Current Mo, and Selected. Selecting "All" displays all history in the system, "Current Yr" displays all history for the current fiscal year, "Current Mo" displays only history from the current month, and "Selected" allows displaying history that matches an indexed reference#, purchase order#, or invoice#. To exit from the display, press Esc key or click on "X".

### **Look Up (Spyglass icons)**

Display a list of vendors, or budget accounts. If the focus in the account number field when choosing LookUp the lookup will for account numbers. If there is a value in the account number field when Lookup is selected then a list will display in acct number order beginning with the acct number entered. If the account number is blank when Look Up is selected then a screen will display allowing lookup by number or name. The list will assume to be in name order but if a starting account number is entered, the list will be in acct number order.

If the focus is in the vendor name or number field when choosing LookUp the display will be for vendor records. If there is a vendor number entered when LookUp is selected then the list will start at the closest matching number and will be in number order. If there is a vendor name (or partial name) in the vendor name field when LookUp is selected then the list will be in name order starting with the closest matching name. From the vendor name field, entering a value starting a slash (ex: /TRUCK) a special "**keyword**" lookup will be performed. This means that any vendor with the keyword anywhere within the name will be displayed. For example XYZ TRUCK SUPPLY and TRUCK PARTS OF IDAHO would both display since both contain the phrase TRUCK..

A record may be selected from the list by double-clicking on a record or clicking once and pressing Enter. Select Esc key or click on "X" to leave the screen without selecting a record.

### **Inc/Dec Ck#s**

This routine allows incrementing or decrementing a range of check numbers should a check numbering problem occur. If using laser checks it is possible for the printer to feed two checks at once so if using pre-numbered checks the check# that the computer assigns will not match the actual pre-printed check number on all checks after the mis-feed. This program therefore can either increase (increment) or decrease (decrement) a range of check numbers by a value of 1 (or more) should this occur (for example check numbers 3000 thru 3010 could get changed to 3001 thru 3011). It is recommended that a check register be on hand for the checks in question to compare with the printed checks to be certain which checks are not numbered properly. Upon selecting this program, select whether to Increment or Decrement (normally Increment). Then enter the range of check numbers that should be included (refer to check register). Finally, a bank code should be entered since the same range of check numbers could exist for a another bank. When all questions are answered, select the command to begin or Cancel, to close without processing. After processing a new check register should be printed to confirm that the checks were renumbered properly.

### **Chg Pay Date**

Allows automatically changing the "Pay Date" and/or "Mo-Yr" that is attached to each AP record. For example entries were posted into AP but they have the wrong "pay" date. First enter what the Pay Date and Mo-Yr should be. Then enter a beg/end vendor# (in case only a

single vendor or range of AP vendors should be changed). Then enter a beg/end budget acct# (in case only a range of budget accounts should be changed). Then enter a beg/end pay date to only change records that already have specific pay dates. After all values have been entered, select "Change Date".

**Change Vendor** Allows the vendor to be changed for an AP entry. A valid AP entry must be displayed on the screen. Enter the new vendor number and a range of PO#'s, if needed. Select "Change Vend".

**AP Total** Allows displaying an AP Total without printing or displaying a list. This is handy if the AP total is needed, but not the detail. Enters the applicable fund# (blank = all) and a beg/end AP date. Upon selecting "Calculate" the program will display an AP Total to the screen. Select "Close" to exit the routine.

**Import AP** Imports AP from a csv file. The fields of the file are listed in the information header. Enter the csv filename and select "Import". If any of the fields are invalid, an error will display during the import process.

**Main Menu** Returns to Main Menu. This is the same as pressing Esc or "X" to close the screen. This option cannot be selected while posting.

# Post Receipts

The purpose of the Receipts Posting program is to post revenue (sales tax receipts, fine payments , licenses paid, etc). The program allows multiple lines to be entered so several items on a single receipt can be entered. The program will either assign an automatic running number to each receipt or allow a unique receipt number to be entered. If auto-numbering is desired then it must be selected in "Options-Detail Records". Upon selecting this program the following screen will display:

## Post (enter a new receipt)

- Receipt#: This number will either be entered manually or automatically from a value stored in Options-Detail Records, although it can be changed. If numbering automatically then the receipt# will advance by 1 after each posting and will be stored in Options. If a receipt needs to be edited, enter the number and the contents will display.
- Date: The current date will initially display but it can be changed to any valid date for this month-year.
- Vendor: If all receipts use the same vendor#, then a receipts default vendor number/name can be stored in Options-Detail Records and will display automatically. If there is no default, a valid number or name must be entered.
- Account: Enter the revenue account for this receipt line. If the account number is not known then use the "Lookup" command (see below for instructions on the LookUp command). F4 will repeat last acct# while the F12 key may be pressed to send the focus to the "Save" command.
- Contra-Acct: This is the off-set acct (usually a Bank Acct). This is filled in automatically but may be

changed.

**Description:** Description of receipt. Pressing F4 key will repeat last description.

**Amount:** The amount for this line. Optionally 'void' can be entered to indicate the receipt was voided.

As each line is entered it is displayed in the middle of the screen. If there are multiple lines on the receipt then the next acct number, description, and amount would be entered. A running total of the receipt is displayed at the top of the screen. If a receipt line needs to be edited either single-click on the line and select "Edit" or double-click to select and edit. If a line needs to be deleted single-click on the line and then select "Delete". When the receipt is finished, select "Save". Selecting "Cancel" will void the receipt. When "Save" is chosen a "Session" total is updated to display the total of all receipts posted in this session.

**Edit** Allows a Receipt line on the screen to be edited. The entries must already be on screen and the line selected.

**Delete** Allows a Receipt line on the screen to be deleted. If deleting a line, the entry should already be on the screen and the line selected.

**Print** Allows two choices.... Register or Screen. "Register" is a list of receipts (see "Reports" section for more info on printing Registers) while "Screen" will print the content of screen to the default printer.

**History** Displays entries (detail records, accounts payable, and purchase orders) for a budget account (when focus is in the account field) There are four choices under this option... All, Current Yr, Current Mo, and Selected. Selecting "All" displays all history in the system, "Current Yr" displays all history for the current fiscal year, "Current Mo" displays only history from the current month, and "Selected" allows displaying history that matches an indexed reference#, purchase order#, or invoice#. To exit from the display, press Esc key or click on "X".

**Look Up (Spyglass icon)**

Display a list of budget accounts. When the focus is in the account number field choosing Look Up will be for account numbers. If there is a value in the account number field when Lookup is selected then a list will display in acct number order beginning with the acct number entered. If the account number is blank when Look Up is selected then a screen will display allowing account lookup by number or name. The list will assume to be in name order but if a starting acct number is entered, then the list will be in acct number order. A record may be selected from the list by double-clicking on a record or clicking once and pressing Enter. Select Esc key or click on "X" to leave the screen without selecting a record.

**Main Menu** Returns to the Main Menu. This is the same as pressing Esc or "X" to close the screen. This option may not be selected while posting.

# Post Adjustments/Journal Entries

The purpose of the Adjustments Posting program is to post miscellaneous type postings (ex: transfers between bank accounts). The program allows posting “debit” and “credit” amounts to the desired accounts and checks to make sure that the two equal. The program will either assign an automatic running number to each journal entry or allow a unique journal number to be entered. If auto-numbering is desired, it must be selected in “Options-Detail Records”. Upon selecting this program the following screen will display:

### Post (enter a new adjustment)

- Adj Refr#: This number will be entered manually or automatically. If entered automatically, it can be changed, if needed. If an existing adjustment needs to be edited, enter the number and the contents will display.
- Date: The current date will initially display but may be changed to any valid date for this month-year.
- Explanation: Description of transaction. If this is left blank then the phrase “ADJUSTMENT” will display automatically.
- Vendor: If all adjustments use the same vendor#, then an adjustments default vendor number/name can be stored in Options-Detail Records and will display automatically. If there is no default or the default is incorrect then a vendor number or name must be entered manually.
- Account: Enter the first account for this receipt line. If the account number is not known then use the “Lookup” command (see below for instructions on the LookUp command). The F12 key may be used to send the focus to the “Save” command.
- Acct Desc: Filled in automatically by the program.

Debit: Debit amount when applicable.  
Credit: Credit amount when applicable.

As each line is entered it is displayed in the middle of the screen. At least one debit line and one credit line would be entered although there could be several debits line but only one credit line. However the total of the debits must equal the total of the credits. A "net" total of the entries is displayed at the top of the screen which must eventually equal zero. If a record needs to be edited, either single-click on the line and select "Edit" or double-click to select and edit. If a line needs to be deleted, single-click on the line and then select "Delete". When the adjustment is finished, select "Save". Selecting "Cancel" will void the receipt.

**Edit** Allows an adjustment line on the screen to be edited. The adjustment entries must already be on screen and the line selected.

**Delete** Allows an adjustment line on the screen to be deleted. If deleting a line the entry should already be on the screen and the line selected.

**Print** Allows two choices.... Register or Screen. "Register" is a list of adjustments and journal entries (see "Reports" section for more info on printing Registers) while "Screen" will print the content of screen to the default printer.

**History** Displays entries (detail records, accounts payable, and purchase orders) for a budget account (when focus is in the account field) There are four choices under this option... All, Current Yr, Current Mo, and Selected. Selecting "All" displays all history in the system, "Current Yr" displays all history for the current fiscal year, "Current Mo" displays only history from the current month, and "Selected" allows displaying history that matches an indexed reference#, purchase order#, or invoice#. To exit from the display, press the Esc key or click on "X".

**Look Up (Spyglass icon)**

Display a list of budget accounts. When the focus is in the account number field choosing Look Up will be for account numbers. If there is a value in the account number field when Lookup is selected then a list will display in acct number order beginning with the acct number entered. If the account number is blank when Look Up is selected then a screen will display allowing lookup by number or name. The list will assume to be in name order but if a starting acct number is entered, then the list will be in acct number order. A record may be selected from the list by double-clicking on a record or clicking once and pressing Enter. Select Esc key or click on "X" to leave the screen without selecting a record.

**Main Menu** Returns to Main Menu. This is the same as pressing Esc or "X" to close the screen. This option cannot be selected while posting.



entered the vendor info will be filled in from the PO. If a zero PO# is entered or there is not a matching PO# found in the PO file, then enter the below items manually. If the PO# is found in the PO file a closeout screen will display with the following options:

a) Pressing F1 will pay all PO lines and 'close' them (show as paid) and then enter invoice numbers (if any).

If F9 key is pressed (or if "Check For Duplicate Invc's" in Options-AP is checked) a "duplicate" invc# test is performed. **Note: to reset the PO lines back to their original status to start over, press the F2 key.**

b) Amounts are entered on individual lines along with 'Y' or 'N' as to whether the line should be 'closed' (considered paid) and the invoice number (if any).

Once the screen has been filled in correctly, select "Post to EP" or "Cancel" to abort. If "Post to EP" is selected the PO information will display on the Electronic Payments screen. If everything is correct, select "Save". Individual lines may be selected for edit or delete, but the PO will not be adjusted based on editing or deleting an Electronic Payments line. Selecting "Cancel" on the Electronic Payments screen will abort the operation and the Electronic Payments and PO files will not be updated.

If entering EP Line Manually or Editing an EP Line:

**Description:** Description of purchase. F4 will repeat description from previous line.

**Account#:** Enter the expense or liability account for this line. If the account number is not known then use "Lookup" to find it by name or number (see below for more info on using "Lookup"). F4 will repeat description from previous line.

**Contra-Acct:** Filled in automatically by the program but may be changed.

**Bank Cd:** Filled in automatically by the program but may be changed.

**Invoice#:** The invoice number for this purchase (if applicable). F4 will repeat description from previous line. F9 will search thru Detail Records checking to see if this invoice# is found and if so issue a warning message. An automatic invoice# check will occur if the question "Check For Duplicate Invc's" is checked in Options-Accts Pay.

**Dept** If using dept numbers enter the dept number making the purchase. F4 will repeat dept number from previous line.

**Amount:** Amount of purchase for this line.

As each line is entered it is displayed in the middle of the screen. Multiple items can be entered on the EP form and, if necessary, the next vendor, PO#, acct number, description, amount, etc. may be entered. A running total of the EP is displayed at the top of the screen. If an EP line needs to be edited, either single-click on the line and select "Edit" or double-click to select and begin editing. If a line needs to be deleted, single-click on the line and then select "Delete". When the EP form is finished, select "Save". Selecting "Cancel" will void the EP entries.

**Edit** Allows editing of an EP line on the screen. The entries must already be on screen and the line selected.

**Delete** Allows deleting an AP line on the screen. If deleting a line, the AP entry must already be on the screen and the line to delete must already be selected. There is also an option to delete all AP entries. This can be useful if all of the AP entries are in error and need to be removed.

**Print** Allows two choices.... Register or Screen. "Register" is a list of adjustments and journal entries (see "Reports" section for more info on printing Registers) while "Screen" will print the content of screen to the default printer.

**History** Displays entries (detail records, accounts payable, electronic payments, and purchase orders) for a vendor or budget account (when focus is in the vendor or account field) There

are four choices under this option... All, Current Yr, Current Mo, and Selected. Selecting "All" displays all history in the system, "Current Yr" displays all history for the current fiscal year, "Current Mo" displays only history from the current month, and "Selected" allows displaying history that matches an indexed reference#, purchase order#, or invoice#. To exit from the display, press Esc key or click on "X".

### **Look Up (Spyglass icons)**

Display a list of vendors, or budget accounts. If the focus is in the account number field when choosing LookUp the lookup will be for account numbers. If there is a value in the account number field when Lookup is selected then a list will display in acct number order beginning with the acct number entered. If the account number is blank when Look Up is selected then a screen will display allowing lookup by number or name. The list will assume to be in name order but if a starting acct number is entered, then the list will be in acct number order.

If the focus is in the vendor name or number field when choosing LookUp the display will be for vendor records. If there is a vendor number entered when LookUp is selected then the list will start at the closest matching number and will be in number order. If there is a vendor name (or partial name) in the vendor name field when LookUp is selected then the list will be in name order starting with the closest matching name. From the vendor name field if a value is entered starting with a slash (ex: /TRUCK) a special "**keyword**" lookup will be performed. This means that any vendor with the keyword anywhere within the name will be displayed. For example XYZ TRUCK SUPPLY and TRUCK PARTS OF IDAHO would both display since both contain the phrase TRUCK..

A record may be selected from the list by double-clicking on a record or clicking once and pressing Enter. Select Esc key or click on "X" to leave the screen without selecting a record.

### **Main Menu**

Returns to Main Menu. This is the same as pressing Esc or "X" to close the screen. This option cannot be selected while posting.

# Manual Checks

The purpose of the Manual Checks posting program is to post checks that are not run through Accounts Payables computer generated check routine (after the fact checks). However the program can be used to edit most of the info for an AP generated check (check date, expense acct#, invoice#, etc). The program allows multiple lines to be entered so several expense items can be entered for one check. Upon selecting this program the following screen will display:

**Post** (enters a new check)

**Bank Cd:** Since check registers are printed and check reconciling is done by bank code, the bank code for this check must be entered. If all accounts have a common bank then it will display automatically and be skipped.

**Check#:** This is the check number of the check being posted, edited, deleted, or voided.

**Mo-Yr:** The month and year this check is for (ex: 04-2019).

**Ck Date:** The date of the check. The date must be a valid date for the month-year just entered.

**Desc:** A description of the check (ex: PHONE BILL).

**Vendor Name/Number:**

The vendor name or number may be found. From the name field, a partial name may be entered and Enter pressed. The closest matching name will display. In the number field, enter a value and press Enter. If the exact name or number is not known use the "Lookup" command (see below for more info on using "Lookup").

PO#: If a purchase order was involved, enter the PO#. F4 repeats value from last line.

Account#: Enter the expense or liability account for this line. If the account number is not known then use the "Lookup" command to find it by name or number (see below for more info on using "Lookup"). F4 will repeat value from last line while the F12 key may be pressed to send the focus to the "Save" command.

Acct Desc: Filled in automatically by the program.

Contra-Acct#: This account is filled in automatically but may be changed. This is normally the "Cash" or "Bank" account that the expense or liability account is being offset to.

Invoice#: Invoice# for this expense if applicable. F4 will repeat value from last line.

Dept: If using dept codes, enter dept#. If the dept number is not known then use the "Lookup" command to find it by name or number (see below for more info on using "Lookup"). F4 will repeat value from last line.

Amount: The amount for this line.

As each line is entered it is displayed in the middle of the screen. If there are multiple lines on the check then the next PO#, acct number, invoice#, dept, and amount would be entered. A running total of the check is displayed at the top of the screen. If a check line needs to be edited, either single-click on the line and select "Edit" or double-click to select and edit. If a line needs to be deleted, single-click on the line and then select "Delete". When the check is finished, select "Save". Selecting "Cancel" would void the check entry, edit, or delete.

**Edit** Allows editing a manual check line on the screen. The entries must already be on screen and the line selected.

**Delete** Allows deleting a manual check line on the screen. If deleting a line the entry should already be on the screen and line to delete must already be selected.

**Void** Allows 'voiding' a check. The check must already be displayed on the screen. Voiding deletes all records associated with the check except for one and that one record has the description changed to "Void" and the amount is changed to zero. Voiding may be preferable to deleting in that the check is still accounted for on a check register.

**Print** Allows two choices.... Register or Screen. "Register" is a list of checks (see "Reports" section for more info on printing Registers) while "Screen" will print the content of screen to the default printer.

**History** Displays entries (detail records, accounts payable, electronic payments, and purchase orders) for a vendor or budget account (when focus is in the vendor or account field) There are four choices under this option... All, Current Yr, Current Mo, and Selected. Selecting "All" displays all history in the system, "Current Yr" displays all history for the current fiscal year, "Current Mo" displays only history from the current month, and "Selected" allows displaying history that matches an indexed reference#, purchase order#, or invoice#. To exit from the display, press Esc key or click on "X".

**Look Up (Spyglass icons)**

If the focus is in the account number field when choosing Look Up, the lookup will be for account numbers. If there is a value in the account number field when Lookup is selected then a list will display in acct number order beginning with the acct number entered. If the account number is blank when Look Up is selected then a screen will display allowing lookup by number or name. The list will assume to be in name order but if a starting acct number is entered, the list will be in account number order.

If the focus is in the vendor name or number field when choosing Look Up the display will be for vendor records. If there is a vendor number entered when Look Up is selected then the list will start at the closest matching number and will be in number order. If there is a vendor name (or partial name) in the vendor name field when Look Up is selected then the list will be in name order starting with the closest matching name. From the vendor name field, if a value starting a slash is entered (ex: \TRUCK) a special “**keyword**” lookup will be performed. This means that any vendor with the keyword anywhere within the name will be displayed. For example XYZ TRUCK SUPPLY and TRUCK PARTS OF IDAHO would both display since both contain the phrase TRUCK.

A record may be selected from the list by double-clicking on a record or clicking once and pressing Enter. Select Esc key or click on “X” to leave the screen without selecting a record.

#### **Main Menu**

Returns to Main Menu. This is the same as pressing Esc or “X” to close the screen. This option cannot be selected while posting.

# Detail Records

The Detail Records file is where all POs, AP Checks are eventually moved to and stored. Receipts, Manual Cks, Electronic Payments, and Adjustments records are posted directly to the Detail Records file. The purpose of the Detail Records program is to be able to view and optionally edit any part of the records created by the these other programs. This program could be used to post manual cks, receipts, electronic payments, or adjustments but hopefully, posting these entries will be easier using the Manual Cks, Receipts, Electronic Payments, and Adjustments Posting programs. Since this program allows access to all fields within a detail record, this program may be required, under special circumstances, to make edits or post special kinds of entries. After choosing this program the following screen will display:

**Command Line** A detail record can be brought to the screen by vendor name/number or budget account number/description. After the initial detail record has been brought to the display, scrolling (Up/Down Arrow) will bring up subsequent detail records in the same order. For example, if the first detail record is brought up by vendor name, scrolling will bring up the next detail record in alphabetical order by vendor name.

<b>Field</b>	<b>Description</b>
PO#:	Purchase order number. F4 repeats the value from the previous posting.
Amount:	The amount of the detail records entry that is applied to a single account.
DR/CR:	Depending upon how the Options-Detail Records entry has been setup, DR/CR may be selected from a drop-down list, to determine the sign of the amount just entered. "CR" will make the amount a credit (minus). "CR" will default on "Receipt" postings.
Description:	The description of the transaction. F4 repeats the value from the previous posting.
Vendor:	Initially the cursor will position at the vendor name field. A partial name can be entered to access the closest matching name. Optionally a vendor number may be entered in the vendor number field. If a list of vendors is required, use "Lookup" (see below for more info on Lookup). If a vendor does not exist "Add Vendor" may be selected and the vendor info can be set up. If a vendor needs to be edited then "Edit Vendor" can be selected and changes made (see Vendor section on Adding/Editing Vendor records).
Account#:	Budget acct number. This is normally the expense, liability, or revenue account that the transaction affects. For "Adjustments" this field could also be a balance sheet account. If a list of accounts is needed a partial acct number can be entered, and the "Lookup" command used (see below for more info on Lookup). When an acct number is entered the budget acct description will be displayed immediately to the right. When posting, the contra-account will be filled in automatically except when posting adjustments. Note: a lookup by acct description may be done by selecting the budget acct description (to the right of the acct number) and entering a partial description and selecting "Lookup". F4 repeats the value from the previous posting.
Contra-Acct 1/2/3:	Contra-Accounts. The contents of these fields will depend on how the detail record was generated. If the detail record was generated by printing an accounts payable check, then all three contra-accounts will be used, contra-1 and contra-acct2 for "accounts payable" and contra-acct3 for "cash-in-bank". If this detail record was posted directly, then only the contra-acct1 will be used and the second and third contra-accounts will be zero filled or blank. Manual checks and receipts will normally have a contra-acct1 (a cash/bank acct) but adjustments will normally not have any contra-acct. Note: if a list of accounts is needed, a partial acct number may be entered and the "Lookup" command used (see below for more info on Lookup). Also a lookup by acct description may be done by selecting budget acct description (to the right of the acct numbers) and entering a partial description and selecting "Lookup".
Dept Code:	Department code. The department code to tie to this expense. The department description will be displayed immediately to the right. A lookup by dept description can be done by selecting the dept description (to the right of the dept code) and entering a partial description and selecting "Lookup". Note: dept codes are optional.
Invoice #:	The invoice number that is being paid. This field is 24 characters long, so it can usually accommodate more than one invoice number at a time. F4 repeats the value from the previous posting.
Type:	The type field is used to identify the type of entry. The types are 'Check', 'Receipt', 'Electronic', 'Adjustment', 'Work Order' and 'Auto-Post'. If posting, the program will insert a value initially depending upon the type selected when posting begins but another value may be chosen from a drop-down list.
Reference#:	The reference number is the check, receipt, electronic posting number, journal number or work order number. F4 repeats the value from the previous posting.
Bank Code:	A bank code is filled in automatically. This code comes from the "Cash" account that the above account is tied to (double entry posting) or from the "Account# above (single entry posting). This code is used in association with the check recon program and check print programs to determine which bank group this check goes into. This code can be changed by clicking on the field

- DR Date:** The date the detail record was posted. If the detail record is a check, then the date the check was printed. Click on the 'scroll-up' arrow to increment the date by 1 while the 'scroll-down' arrow will decrease the date by 1 (ex: 'scroll-down' would change 04/09/19 to 04/08/19).
- AP Date:** This date field is only used for detail records which were posted as the result of a check being printed. It is the date that the accounts payable entry was posted.
- Mo-Yr:** The month-year code that this entry is posted to. This will be assigned automatically from the month/year entered at the main menu or on the command line. To change a month/year, click on the field and enter a different value.
- Post** Add a detail record, filling in fields as described above. F4 key "repeats" most of the fields from the previous posting. When the screen is completed, select "Save" or "Cancel" to not save.
- Edit** Edit a detail record. The record must be on the screen before selecting this function. When the edits are completed, select "Save" or "Cancel" to void the changes.
- Delete** Delete a detail record. A record must be displayed before selecting this function. A confirmation will be requested, to confirm the deletion, before action is taken.
- Print** Two options are available.... Report and Screen. 'Screen' will print the contents of the detail records screen while 'Report' assumes a list of detail records is wanted. When selecting "Report" (or the Printer icon) the following screen appears:

**Print Order**

- Vendor #
- Account #
- Dept Code
- Reference #
- PO #

**Options**

Report Date: 06/10/22

Type: All

Print Contra-Accts

Print Auto-Entries

Sub-Totals

Sub-Total Digits: 3

Brk Cd: (blank for all)

**Ranges**

Fund:

Beg Acct: 000-000000-000-000-0

End Acct: 999-999999-999-999-9

Rprt Title: DETAIL RECORDS

Beg Vend: 000000 Beg Dept: 000000

End Vend: End Dept:

Beg PO #: 000000 Beg Refr #: 000000

End PO #: End Refr #: 999999

Beg Date: 00/00/00 Beg Mo-Yr: 06-2022

End Date: 99/99/99 End Mo-Yr: 06-2022

**Printer:** HP LaserJet 1200 Series PCL 5

Font: Arial Size: 6

Orientation: Portrait

Print to Screen

Print to csv file

Tray: Automatically Select

Double Sided

Print Close

Answer the following questions:

**Print Order:** The report may be printed in either vendor number, budget acct number, dept code, reference number, or PO# order.

**Options:**

**Report Date:** Date of the report. Initially the current date will display but may be changed if needed.

**Sub-Totals:** Applicable if printing in budget acct number order. Checking this box means that a subtotal amount will print when the acct number changes.

**Sub-Tot Digits:** Applicable if printing in budget acct number order. If the above question is checked this tells the program how many digits must change to generate the subtotal. For example "3" means when the first three digits of the budget account changes a subtotal should print.

**Type:** If needed, select from the drop-down list which types of detail records should print. Initially "All" types will be assumed but this may be changed to "Checks", "Adjustments", "Receipts", or "Work Orders".

**Print Contra-Acct:** Checking this box means to also include the detail record "contra-acct". On the report.

**Print Auto-Entries:** Checking this box means to also include "auto-post" records on the report. These are the single-sided entries generated when printing the budget report.

**Ranges:**

**Fund:** If a fund number is entered, the 'beg/end' account numbers will be automatically set to print all accounts in the fund.

**Beg/End Acct:** If only records for a range of budget acct numbers should print, enter the beg/end numbers. Leave as defaulted to include all detail records without regard to the budget acct number.

**Beg/End Vend:** If only records for a range of vendor numbers should print, enter the beg/end numbers. Leave as defaulted to include all detail records without regard to the vendor number.

**Beg/End Dept:** If only records for a range of dept codes should print, enter the beg/end numbers. Leave as defaulted to include all detail records without regard to the dept codes.

**Beg/End PO#:** If only records for a range of purchase order numbers should print, enter the beg/end numbers. Leave as defaulted to include all detail records without regard to the purchase order number.

**Beg/End Ref#:** If only records for a range of reference numbers (check or receipt number) should print, enter the beg/end numbers. Leave as defaulted to include all detail records without regard to the reference number.

**Beg/End Date:** If only records for a range of detail record dates should print, enter the beg/end dates. Leave as defaulted to include all detail records without regard to the detail record dates.

**Beg/End Mo-Yr:** If only records for a range of an acctg month-year should print, enter the beg/end month-year. The current month-year will initially display but may be changed. Leave as defaulted to include only the current month.

**Printer:** The default or last used printer will initially display but the drop-down arrow can be selected to choose any other printers set up under Windows Printers/Faxes.

**Font:** The default or last used font will initially display but the drop-down arrow can be selected to choose any other displayed font.

**Size:** The default or last used font size will initially display but the drop-down arrow can be selected to choose any other font size desired.

**Orientation:** The default or last used orientation selected. The orientation can be either Portrait (8 1/2 X 11) or Landscape (11 X 8 1/2). Select from a drop-down list or by pressing P or L.

**Set:** When a report is printed, the printer settings (name, font, size, or orientation) are saved. Use this command to save the printer settings without printing.

**Print Screen:** If the report should be displayed on the screen instead of printed to a printer, check this box.

After all questions are answered, select "Print" to send job to printer or screen. If report goes to screen and screen fills it may be scrolled up and down. Esc key or clicking on "X" closes the screen. To exit the print screen click on "Close".

- History** Displays entries (detail records, accounts payable, and purchase orders) for a budget account or vendor (depending whether the cursor is in an acct number or vendor field when selecting this command). There are four choices under this option... All, Current Yr, Current Mo, and Selected. Selecting "All" displays all history in the system, "Current Yr" display all history for the current fiscal year, "Current Mo" displays only history from the current month, and "Selected" allows displaying history that matches an indexed reference#, purchase order#, or invoice#. To exit from the display, press Esc key or click on "X".
- Lookup** If the focus is in the account number field when choosing Lookup the list will be in acct number order. If there is a value in the account number field when Lookup is selected then a list will display beginning with the acct number entered. If a list of accounts in description order is needed, place the cursor in the acct number description field, and type a partial description before selecting "Lookup".
- If the focus is in the vendor number field when choosing Lookup the list will be in vendor number order. If there is a value in the vendor number field when Lookup is selected then a list will display beginning with the number entered. If a list of vendors in name order is needed, place the cursor in the vendor name field, and type a partial name before selecting "Lookup".
- A record may be selected from the list by double-clicking on a record or clicking once and pressing Enter. Select Esc key or click on "X" to leave the screen without selecting a record.
- Total** There are two options under this command.. 'Calc Total' and 'Clear Total'. If a "total" of detail records is needed, select "Calc Total". If a total for just a single fund is needed, enter a fund number. If only a specific "type" (Checks, Receipts, Adjustments) of detail record should be included in the calculation, select the type from the drop-down list - otherwise leave as "All". If the calculation should also include the "contra-acct" (the debit and credit amount), check the "Add Contra-Accts" box. When "Calculate" is selected the system will display the total in the "Total" field (on the right side of the screen). If including the contra-acct, the total will normally be zero indicating debits equal credits. If not including the contra-acct, the total will be total posted to the first acct on each detail record for the type selected.
- If "Clear Total" is selected, the "Total" amount (on the right side of the screen) will be cleared to zero. The purpose of using this clear option is to be able to clear the total the posting routine accumulates when posting new entries before starting a new batch. For example several entries might be posted that should add up to a total. Clear the total before posting and then check to see what the total is at the end.
- Change Dates** This routine can be used to change the date of detail records, if they have been entered incorrectly. The new date and month-year can be entered, and the range and type of detail records to change, can be selected. This routine should be used with caution.
- Check Mo-Yr** This routine can be used to print and/or change the month-year of detail records. Enter the range of month-year (begin/end) that are okay. The program will print and/or change any records with a month-year outside of this range. This routine should be used with caution.
- Ck Import** This routine can import checks directly into detail records. This would be used for checks printed on another system.

**Main Menu**

Returns to Main Menu. This is the same as pressing Esc or “X” to close the screen. This option cannot be selected while posting.

# Financial Reports

The main purpose of the Budget/Encumbrance Report is to print summarized financial reports for a group of budget accounts for a specified time period. The information provided always includes a MTD Activity and YTD Activity but can also include Amt Budgeted and Balance Remaining. Which accounts print and the format and order of the report is determined by a "report format" table which should already be set up. The Budget Report only includes Accounts Payable and Detail Records but if "Encumbrance" is selected the program will also include purchase orders in a separate column. The Trial Balance prints the YTD balance of accounts found in a specified range of funds. Upon selecting this program the following screen will display:

**Financial Reports**

Report Type

Budget Report  Balance Sheet Only

Encumbrance Report  Exclude Zero Lines

Trial Balance

Prior Mo-Yr Compare

12 Month Report

Use budget amts from Bdgt Prep #

Budget Preparation #: 01 - Bdgt Prep 01

Use Amt Col: Prop Budget

Rprt Frmt#: 01 - Current Budget

Print Date: 06/30/22  Do not print CR sign

Mo-Yr: 06-2022 Prior Mo-Yr: 06-2021

Copies: 1

Beg PO Date: 00/00/00 End PO Date: 06/30/22

Beg Fund: 000 End Fund: 999

Printer: Microsoft Print to PDF

Font: Arial Size: 7

Orientation: Portrait  Print to Screen  Print to csv File

Tray: Automatically Select  Double Sided

Print

Close

Answer questions as follows:

Report Type: Select 'Budget Report' to include only Accts Payable and Detail Records. To include Purchase Orders select 'Encumbrance Report'. To print a trial balance select 'Trial Balance'. Note: the encumbrance option automatically excludes printing the Balance Sheet (if that is normally included in the reports). The 'Prior Mo-Yr Compare' Report can compare any prior Mo-Yr. Select the Mo-Yr of the report and the Prior Mo-Yr that the comparison will be made

to. For example if running the report for 06-2022 and you want to compare the balances thru the same period a year ago then enter 06-2021 for the 'Prior Mo-Yr'. If the "Prior Mo-Yr" entered is 05-2022 then the balances being compared to would be last month's balances. So the selected Mo-Yr can compare to last month, balances from 6 months ago, a year ago, two years ago, etc. Should you want the report to include only assets and liabilities, select 'Balance Sheet Only'. (This assumes that the prior Mo-Yr's data has not been 'closed out'.)

- Bal Sht Only:** If the report to print includes a balance sheet (assets and liabilities) and only the balance sheet should be printed, check this box. Checking this box will cause the program to skip printing revenue and expense accounts.
- Report Format#:** This is the report format table# that determines what format and which group of accounts will print on the report. The lowest numbered format table# will display but the rest of the tables can be selected from a drop-down list.
- Print Date:** This will initially display as the month-ending date of the month-year currently loaded but it may be changed to the desired date.
- Mo-Yr:** This is the month-year the report is for. This value is important in that this determines which month will be included in the month-to-date activity. Also the YTD activity will include 'through' this month-year. For example if the month-year is 10-2008 and the fiscal year begins in July then the YTD (for expenses and revenue accounts) will include July through October.
- Copies:** Number of copies to be printed.
- Beg/End PO Date:** Only applicable if the "Encumbrance Report" is selected. Since this option will include purchase orders and since not all purchase orders should be included, this can control which will print by entering a range of PO dates to be included.
- Beg/End Fund:** Only applicable if the "Trial Balance" report is selected. Enter the range of fund numbers the report is for. This report shows YTD balances for each account within the fund except it only shows the fiscal year beginning balance for the fund balance acct (if one is set up)...i.e. does not include any current year "auto-postings" since that balance would be reflected in the revenue and expense YTD balances. If using double-entry posting, the fund balance total at the end of the report should be zero. If any heading or totals accounts print on the report they can be excluded by changing the 'Hdng/Total' field to "Y" on that record's budget account screen. Also accounts with a "Special" type code are not included on the Trial Balance.
- Printer:** The default or last used printer will initially display but user can select the drop-down arrow to choose any other printers set up under Windows Printers/Faxes.
- Font:** The default or last used font will initially display but the drop-down arrow can be selected to choose any other displayed font.
- Size:** The default or last used font size will initially display but the drop-down arrow can be selected to choose any other font size desired.
- Orientation:** The default or last used orientation selected. The orientation can be either Portrait (8 1/2 X 11) or Landscape (11 X 8 1/2). Select from a drop-down list or by pressing P or L.
- Set:** When a report is printed, the printer settings (name, font, size, or orientation) are saved automatically. Use this command to save the printer settings without printing.
- Print to Screen:** If the report should be printed on the screen instead of outputted to a printer, check this box.
- Print to csv:** If the report should be output to a file then check this box. The file is a 'comma-separated-value' formatted file so it should be importable by most spreadsheet programs. Upon selecting "Print" (when this box is checked) a screen will appear which allows the path and filename to be entered. For example entering "Report.csv" would store the report in the Budget folder. Entering "\docs\Report.csv" would store the report in a "docs" folder. Previously entered path/filename values can be displayed by selecting the down-arrow at the end of the field.

Use Budget Amt From (applicable to Budget and Encumbrance Reports)

**Budget Prep#:** In some cases a “budget amount” that is not from the regular Budget Accounts table may need to be printed on a report. For example a new fiscal year has just begun but there are still old budget amounts in the budget accounts table. If using the “Budget Preparation” program “proposed” (projected) budget amounts may have already been entered. Checking this box tells the program to use the Budget Preparation file to get the budget amounts.

If the budget amounts are being retrieved from the Budget Preparation table, user must indicate which table#/name to use. In most cases the number will be the same as the Rept Format# but could be different. User may choose the table#/name from a drop-down list.

**Use Amt Col:** If the budget amounts are being retrieved from the Budget Preparation table, the column to use must be selected. The Budget Preparation table contains three amount columns. Select from the drop-down list the amount column desired. Choices will normally be ‘YTD Activity’, ‘Curr Budget’, and ‘Prop Budget’. ‘Prop Budget’ would be selected if it still has the old budget amounts in the ‘budget accounts’ table and the new budget amounts need to be printed. However if the new budget amounts have already been moved to ‘budget accounts’ and a report is needed for the prior fiscal year, ‘Curr Budget’ would be selected, since that column usually represents the budget amounts for the prior year.

After all questions are answered, select “Print” to send job to printer or screen. If report goes to screen and screen fills it may be scrolled up and down. Esc key or clicking on “X” closes the screen. To exit the print screen click on “Close”.

# Detail Ledger Report

The main purpose of the Detail Ledger Report is to print “detail” financial reports for a group of budget accounts, vendors, or depts for a specified time period. The information provided is each detail posting for a month or range of months. The program will also include MTD Activity and YTD Activity as well as an Amt Budgeted and Balance Remaining. This is the report to print when you have a question about an amount on the Budget Report or when at year’s end and you want to print the year’s activity to paper. Upon selecting this program the following screen will display:

Detail Ledger Report
— □ ×

**Ledger Type**

Account Detail

Vendor Detail

Dept Detail

**Acct Ldgr Options**

Report Format#: None

Skip entries if 1st/2nd c-accts are the same

Summarize Checks on Cash Accts

Print Cash Accts Only

Print Totals Only

Sub-Total by Months

Sub-Total by Acct Digits

0 # of Digits to Sub-Total

New Page for Grand Totals

**Dept # Range**

	Beg:	End:
1.	000000	////
2.		
3.		

**Options**

06/10/22 Report Date

New Page/Range

Include Zero Accts

Include Inactive Accts

Include POs

Print in Ref# Order

Print in Date Order

All Type to Include

0.00 Amount (0.00 =all)

**Mo-Yr Range**

Beg Mo-Yr: 06-2022

End Mo-Yr: 06-2022

use old sort

**PO # Range**

	Beg:	End:
1.	000000	////
2.		
3.		
4.		

Use budget amts from Bdgt Prep #

Budget Preparation #: 01 - Bdgt Prep 01

Use Amt Col: Prop Budget

**Acct # Range**

	Fund:	Beg:	End:
1.		000-000000-000-000-0	99-////-///-///-2
2.			
3.			
4.			
5.			

**Printer:** HP LaserJet 1200 Series PCL 5

Font: Arial Size: 7

Orientation: Portrait Set

Tray: Automatically Select

Print to Screen

Print to csv File (Report Format)

Double Sided

**Vendor # Range**

	Beg:	End:
1.	000000	////
2.		
3.		

Print

Close

Answers questions as follows:

**Ledger Type:** Select 'Account Detail' if printing detail postings for budget accounts, "Vendor Detail" if printing detail for vendors, and "Dept Detail" if printing detail for dept codes.

**Report Date:** The current date will initially display but may be changed to any date.

**New Pg/Rng:** If printing the detail reports for more than one range of accounts, vendors, or depts and each range should be on a different page, check this box.

**Include Zero Accts:** Check this box if an account, vendor, or dept should print even if there has been no activity at all.

**Include Inactive Accts:**

Check this box if account, vendor, or dept should print even though there is no activity in the month-year range being printed but there has been activity in some month-year (there is a balance forward).

**Include POs:** Check this box if purchase orders should be included on the report.

**Print in Ref# Order:**

Check this box if records should print in ref# (check#, receipt#) order. If unchecked the program will print the records in the order posted. Note: there is a default setting in Options-Reports that can be set that will automatically have this box checked or unchecked. Checks and receipts on cash accounts can also be combined by ref# depending upon another question (Detail Ldgr - Combine Cks/Rcpts on Cash Accts) under Options-Reports.

**Type to Include:** Initial value will be "All" which means to include all types of postings (checks, receipts, electronic payments, journal entries) on the report. Otherwise select from the down-drop list a specific type to include Checks, Receipts, etc..

**Acct Ldgr Options:** (applicable only to Account Detail option)

**Rpt Frmt# for Acct Order:**

If the account detail ledger should be printed in the same order and for the same accounts that are in an existing report format table#, enter the table number. Leaving this field blank will cause the program to use the range of accounts below.

**Summarize:** Checking this box causes the program to "summarize" checks and print a single amount on the Bank (Cash) account.

**Cash Accts Only:** Checking this box causes the program to not only summarize cash accounts but to also print only "cash" accounts.

**Sub-total by Months:**

Checking this box causes the program to print a subtotal on each account after each month. For example if printing a report for the fiscal year a subtotal would print for each account after July's activity, another subtotal would print after August, etc. Note: this option is not available if "summarizing".

**Sub-total by Acct Digits:**

Checking this box causes the program to print a subtotal when a part of the account number changes. For example, a subtotal could be printed when the fund number changes.

**# Digits to Sub-total:**

If subtotalling by account digits enter the number of digits that have to change to generate a subtotal. For example if subtotalling between funds and the fund is the first two digits of the account number, enter "2".

**Beg/End Mo-Yr:** This is the range of month-years that the report will include.

**Beg/End Acct Numbers:**

This is applicable only if using the account detail option. This allows entering up to five ranges of accounts. For example, three specific accounts or one of more large ranges of accounts could be printed, i.e... an entire fund or just a certain category of expenses or just revenue accounts for a fund.

**Beg/End Dept Numbers:**

This is applicable only if using the dept detail option. This allows up to three ranges of dept numbers to be entered. For example, three specific dept numbers or one of more large ranges of dept numbers could be printed.

**Beg/End Vendor Numbers:**

This is applicable only if using the vendor detail option. This allows up to three ranges of vendors to be entered. For example, three specific vendors or one of more large ranges of vendors could be printed.

**Beg/End PO Numbers:**

This is applicable only if the "Include POs" box is checked. This allows entry of up to four ranges of PO#s to be included on the report.

**Use Budget Amt From (applicable to Account Detail)**

**Budget Prep:** In some cases a "budget amount" that is not from the regular 'Budget Account' table may need to be printed. For example, a new fiscal year has just begun, but the 'budget account' table still has the old budget amounts in it. If using the "Budget Preparation" program the "proposed" (projected) budget amounts may have already been entered. Checking this box tells the program to use the Budget Preparation table to get the budget amounts.

**Budget Prep#:** If the budget amounts are being retrieved from the Budget Preparation table, the table#/name to use, must be selected. In most cases the number will be the same as the Report Format# but could be different. The table#/name may be selected from a drop-down list.

**Use Amt Col:** If the budget amounts are being retrieved from the Budget Preparation table, user must indicate which column to use from the file. The Budget Preparation file contains three amount columns. User should select from the drop-down list the amount column desired. Choices will usually be 'YTD Activity', 'Curr Budget', and 'Prop Budget'. 'Prop Budget' would be selected if the old budget amounts are in the 'budget accounts' table, but the new budget amounts need to be printed. However, if the new budget amounts have already been moved to the 'budget accounts' table, and a report for the prior fiscal year, needs to be printed, then 'Curr Budget' could be selected, since that usually represents the budget amounts for prior year.

**Printer:** The default or last used printer will initially display but the drop-down arrow can be selected to choose any other printers set up under Windows Printers/Faxes.

**Font:** The default or last used font will initially display but the drop-down arrow can be selected to choose any other displayed font.

**Size:** The default or last used font size will initially display but the drop-down arrow can be selected to choose any other font size desired.

**Orientation:** The default or last used orientation selected. The orientation can be either Portrait (8 1/2 X 11) or Landscape (11 X 8 1/2). Select from a drop-down list or by pressing P or L.

**Set:** When a report is printed, the printer settings (name, font, size, or orientation) are saved automatically. Use this command to save the printer settings without printing.

**Print to Screen:** If the report should display on the screen instead of being printed to a printer, check this box.

**Print to csv File:** If the report should be output to a file, then check this box. The file is a 'comma-separated-value' formatted file so it should be importable by most spreadsheet programs. Upon selecting "Print" (when this box is checked) a screen will appear which allows the path and

filename to be entered. For example entering "Detail.csv" would store the report in the Budget folder. Entering "\DOCS\Detail.csv" would store the report in a DOCS folder. Previously entered path/filename values may be viewed by selecting the down-arrow at the end of the field.

After all questions are answered, select "Print" to send the job to printer or screen. If the report goes to the screen and screen fills, it can be scrolled up and down. Esc key or clicking on "X" closes the screen. To exit the print screen click on "Close".

# Payables List or Claims List

The main purpose of the Payables/Claims List Report is to print a list of bills due and/or paid (AP and/or Detail Records). This report may be the printed documentation you give to your board/council itemizing what is owed and/or paid for the month (i.e. payables/claims made upon your school/town/city). Upon selecting this program the following screen will display:

Answer questions as follows:

- Print Order: Select 'Acct# Order' to print the report in budget account number order or 'Vendor Order' to print report in vendor number order or 'Dept Order' to print report in dept# order.
- Sub-Totals: Checking this box programs the system that subtotals will be desired. If checked, then indicate the type of subtotal when the questions 'Dept Totals' and 'Digits for Sub-Totals' are accessed below.
- New Page: If subtotals are applicable and a new page should be started after each subtotal, check this box.
- Print Refr#: If the check# (refr#) should be included on the report (detail record items already paid) check

this box.

- Copies: If more than one copy should be printed, select from the drop-down list a number from 2 thru 9.
- Report Date: Initially this date will be the current date but may be changed to any desired date.
- Fund#: Entering a fund number will automatically set the Beg/End Acct# range to print a single fund.
- Beg/End Acct: If the report should only include a range of acct numbers (such as a single fund) enter a beg and end number.
- Dept Totals: Checking this box programs the report to print a subtotal when the dept# (within the A/P or Detail Record) changes. If not using dept codes then do not check this box.
- #Digits-Subtot: If the report should subtotal when the acct number changes then choose the number of digits from the drop-down list that would have to change to generate the subtotal. For example if the fund number is the first two digits of your account number and a subtotal is needed between funds, then choose '2'.
- Accts Payable: If accounts payable records (items not yet paid) should be included on the report check this box.
- Accts Pay Beg/End Mo-Yr:  
If accounts payable are being included enter the range of accounting periods to include... normally the current month.
- Accts Pay Beg/End Date:  
If accounts payable are being included enter the range of dates to include. If the primary focus is the accounting periods then leave these dates as defaulted and enter a beg/end mo-yr.
- Detail Records: If detail records (items already paid) should be included on the report check this box.
- Detail Record Beg/End Mo-Yr:  
If detail records are being included enter the range of accounting periods to include...normally the current month.
- Detail Record Beg/End Date:  
If detail records are being included enter the range of dates to include. If the primary focus is the accounting periods then leave these dates as defaulted and enter a beg/end mo-yr.
- Printer: The default or last used printer will initially display but the drop-down arrow may be selected to choose any other printers set up under Windows Printers/Faxes.
- Font: The default or last used font will initially display but the drop-down arrow may be selected to choose any other displayed font.
- Size: The default or last used font size will initially display but the drop-down arrow may be selected to choose any other font size desired.
- Orientation: The default or last used orientation selected. The orientation can be either Portrait (8 1/2 X 11) or Landscape (11 X 8 1/2). Select from a drop-down list or by pressing P or L.
- Set: When a report is printed, the printer settings (name, font, size, or orientation) are saved automatically. Use this command to save the printer settings without printing.
- Print to Screen: If the report should be displayed on the screen instead of printed to a printer, check this box.

After all questions are answered, "Print" to send the job to printer or screen. If the report goes to the screen and the screen fills, it may be scrolled up and down. Esc key or clicking on "X" closes the screen. To exit the print screen click on "Close".

# Registers Report

The main purpose of the Registers Report is to print a list of up four different kinds of postings.... checks, receipts, electronic payments, and adjustments. Although a check or receipt can have multiple entries, this report combines by reference# and prints a single line with a total. If postings have a zero reference# then it will not be combined. Upon selecting this program the following screen will display:

Answer questions as follows:

**Reg. Type:** Select 'Check Register' to print a list of checks, 'Receipts Register' to print a list of receipts, 'Elect Pymt Register', to print a list of electronic payments, 'Drct-Pay Register' to print a list of items paid by direct-pay, or 'Adjustments/JE Register' to print a list of adjustments.

The Bank 'Positive Pay' register is generally written to a csv file and sent to your bank. The bank will then only process checks that match what is in the file. It's used to prevent check fraud.

**Verify Reg.:** This is applicable only if a check register is being printed. This checks to see if checks have a non-cash contra-acct. Checks with invalid contra-accounts will print with a zero amount.

- Print Acct#s:** This is applicable only if printing an Adjustments/JE Register. If this box is checked then the budget account number used in posting the adjustment is also included on the report.
- Report Date:** This will initially display as the current date but may be changed to any date.
- Blank Lines:** This is the number of blank lines between each printed line. "0" (zero) would result in a single space whereas "1" would result in a double space.
- Fund/Prefix:** If printing the register for a single fund, enter fund number.
- Bank Code:** Enter the bank code applicable to the register being printed. If not using multiple bank codes then the program will insert a default value automatically. If the combination of the fund prefix and bank code matches a fund in Options-Funds then that fund name will display.
- Report Desc:** Enter any meaningful report title (ex: GENERAL FUND CK REG).
- Print if Over:** Only checks over this amount will print. Since the value initially displays as -999999.99 any amount will print unless the amount is changed (ex: 5000.00). Sometimes auditors want a list of checks 'over' an amount to use as an auditing tool.
- Printer:** The default or last used printer will initially display but the drop-down arrow can be selected to choose any other printers set up under Windows Printers/Faxes.
- Font:** The default or last used font will initially display but the drop-down arrow can be selected to choose any other displayed font.
- Size:** The default or last used font size will initially display but the drop-down arrow can be selected to choose any other font size desired.
- Orientation:** The default or last used orientation selected. The orientation can be either Portrait (8 1/2 X 11) or Landscape (11 X 8 1/2). Select from a drop-down list or by pressing P or L.
- Set:** When a report is printed, the printer settings (name, font, size, or orientation) are saved automatically. Use this command to save the printer settings without printing.
- Print to Screen:** If the register report should be displayed on the screen instead of printed to a printer, check this box.
- Print to csv File:** If the register report to be outputted to a file, check this box. The file is a 'comma-separated-value' formatted file so it should be importable by most spreadsheet programs. Upon selecting "Print" (when this box is checked) a screen will appear which allows the path and filename to be entered. For example entering "Register.csv" would store the report in the Budget folder. Entering "\\DOCS\Registers.csv" would store the report in a DOCS folder. Previously entered path/name values can be viewed by selecting the down-arrow at the end of the field.
- Beg/End Mo-Yr:** Only entries that are within this range of month-years will be included. Normally this would be a single month but could be for any range of accounting periods.
- Beg/End Refr#:** Only entries within these reference#s (check# or receipt#) will print on the report. Normally this will be left as defaulted (000000 and 999999) but can be changed if needed.
- Beg/End Date:** Only entries within these dates will print on the report. Normally this will be left as defaulted (00/00/00) and 99/99/99) but can be changed if needed.

After all questions are answered, select "Print" to send job to printer or screen. If the report goes to the screen and the screen fills up, scroll up and down to see more information. Esc key or clicking on "X" closes the screen. To exit the print screen click on "Close".

# Mask Select Report

The purpose of the Mask Select Report is to be able to generate Account YTD Balances for accounts with common digits. For example many users have all accounts within the same fund start with the same three digits (ex: 100 or 220). Also, other digits in the account number have meaning, such as digits 3 - 6. Typically 512 is elementary program and 515 is secondary program. This provides the ability to create custom reports on the fly by simply filling in an account "mask" with the common digits desired which would result in only matching accounts printing. Upon selecting this report the following screen will display:

Answer questions as follows:

- Acct Mask:** The format of the mask is the account format and is determined by settings in Options-General. Use the right and left arrows to move to the account position desired and enter the value desired. For example if the acct mask is `###-#####-###-` and 100-512 (fund 100 - elementary program) is entered for the first six digits then only accounts beginning with that value would print. If `###` is entered for the first three digits and 515 is entered in positions 3 - 5 (`###-515###-###`) then all accounts with 515 (secondary program) in positions 3 - 5 would print.
- Show Detail:** Check this box if in addition to the YTD balance, detail postings for each account should print.
- Incl Zero Accts:** Check this box if accounts with a zero YTD balance should be included. Normally this would be unchecked.
- Beg/End Mo-Yr:** These values will initially display as the current mon-yr but may be changed. This determines what acctg periods should be added together to arrive at the YTD balance.

- Report Heading: Type any meaningful report title (ex: SECONDARY EXPENSES)
- Printer: The default or last used printer will initially display but the drop-down arrow can be selected to choose any other printers set up under Windows Printers/Faxes.
- Font: The default or last used font will initially display but the drop-down arrow can be selected to choose any other displayed font.
- Size: The default or last used font size will initially display but the drop-down arrow can be selected to choose any other font size desired.
- Orientation: The default or last used orientation selected. The orientation can be either Portrait (8 1/2 X 11) or Landscape (11 X 8 1/2). Select from a drop-down list or by pressing P or L.
- Set: When a report is printed the printer settings (name, font, size, or orientation) are saved automatically. Use this command to save the printer settings without printing.
- Print to Screen: If the report should be displayed on the screen instead of printed to a printer, check this box.  
After all questions are answered, select "Print" to send job to printer or screen. If report goes to screen and screen fills, it may be scrolled up and down. Esc key or clicking on "X" closes the screen. To exit the print screen click on "Close".

# Vendor 1099s

The purpose of this program is to print 1099-Misc and 1099-NEC forms for qualifying vendors. 1099s are only printed for vendors who have a 1099 type (Compensation, Rents, etc) on their vendor screen and who have purchases over the cut-off amount as loaded in Options-1099s. The program supports laser forms and user may also perform an alignment test before printing the forms. This program also allows user to build electronic 1099 files which would be in lieu of sending forms to gov't agencies.

The screenshot shows the 'Vendor 1099s' application window. It is divided into three main sections: Options, Parameters, and Printer settings.

- Options:** Contains radio buttons for 'Print 1099 Forms' (selected), 'Print 1096 Form', 'Build Electronic Report File', 'Zero Vendor Calendar YTD Amts', and '1099 Forms Alignment'. There are also 'Print 1099-NEC' and 'Close' buttons.
- Parameters:** Contains radio buttons for '1099-NEC' (selected) and '1099-MISC'. It includes fields for 'Report Year' (2020), 'Fund#', 'Beg Vendor' (000000), 'End Vendor' (diagonal lines), 'File Name' (N1099.txt), and 'Cut-Off Amt' (600.00). There are also checkboxes for 'Include Vendor Calendar YTD Amt', 'Include Adjustments/JE', 'Include Elect Pymts', 'Include Drct-Pay', 'Corrected 1099 (amts only)', and 'Prior Year'. Date fields for 'Beg Mo-Yr' (07-2020) and 'End Mo-Yr' (12-2020) are also present.
- Printer:** Includes a dropdown for 'Printer' (HP LaserJet 1200 Series PCL 5), 'Font' (Arial) and 'Size' (9) dropdowns, 'Orientation' (Portrait) dropdown with a 'Set' button, and a 'Tray' dropdown (Automatically Select).

Answer the questions as follows:

**Options:** Select "Print 1099 Forms" to print 1099-Misc or 1099-NEC forms. Select "Build Electronic Report File" to build an electronic file with 1099-MISC or 1099-NEC info to send to gov't agencies (user must still print 1099 forms to send to vendors). Select "Zero Vendor Calendar YTD Amts" to move zero to the vendor "Calendar YTD" amounts. Select "Forms Alignment" to perform a test alignment print before beginning the full 1099 form print.

1099-NEC Select to print the 1099-NEC forms (non-employee compensation). This selection determines whether the 1096 is for 1099-NEC forms or 1099-MISC forms. It also determines which type of electronic file will be created.

1099-MISC Select this to print the 1099-MISC forms (all 1099 payment types except non-employee compensation). This selection determines whether the 1096 is for 1099-MISC forms or 1099-NEC forms. I also determines which type of electronic file will be created.s

Report Year: This is the year for which the forms or electronic file is for. This field is required if building the electronic 1099 files. The value that initially displays is from Options-1099s. This question is not applicable to the "Zero Vendor Calendar YTD Amt" option.

Incl Vendor Cal: When printing 1099s the postings for Jan through June for the current calendar year may already have been removed through the Year-End Close. If so then the first six months will have to come from the vendor screen "Calendar YTD" amount (which is updated when performing Year-End Close). If the prior fiscal year is usually closed by the time the 1099s are printed, make sure this box is checked. If the prior fiscal year is still in detail records by the end of December then all the detail records needed to compute the vendor YTD purchases will still be available, so this box would not be checked. The initial value of this field comes from Options-1099s. This field is not applicable to the "Zero Vendor Calendar YTD Amt" option.

Include Adj/JE Include adjustments/JE in 1099 amounts.

Include Elect Pymts Include electronic payment in 1099 amounts.

Include Drct-Pay Include direct payments in 1099 amounts.

Corrected 1099s Mark the 1099s as "corrected". Use this to send corrected 1099s to government agencies. This is only used to correct amounts. If the tax id number needs to be changed, this requires a different form.

Beg/End Vend: To process only a range of vendors, enter a beg and end vendor. Normally these values should be 000000 and ZZZZZZ which would process all vendors. However if re-printing forms a beg and end value to re-print can be entered. This field is not applicable to the "Zero Vendor Calendar YTD Amt" option.

Beg/End Mo-Yr: This determines the range of history the program will add together to determine YTD purchases. If the above question "Include Vendor Calendar YTD Amt" is checked the program will default the months-years from July to Dec. If this question is not checked then the default months-years will be Jan to Dec. This is because when including the Vendor Calendar YTD Amt the assumption is that the last fiscal year has been closed and that there is no history for the first six months of the calendar year. If the prior fiscal year has not been closed then all history is present to compute YTD purchases and therefore the entire calendar year (Jan through Dec) should be added together. This question is not applicable to the "Zero Vendor Calendar YTD Amt" option.

File Name: This field is applicable only to the "Build Electronic Report File" option. The initial value will be the file name loaded in Options-1099s (usually m1099.dat). This field may be changed if needed but it is not a permanent change. This field is not applicable to the "Zero Vendor Calendar YTD Amt" option.

Cut-off Amt: This field is the amount the program uses to determine if a 1099 should print for a vendor. If the total purchases is this amount or less then no 1099 will print. The initial value that displays is stored in Options-1099s but may be changed on this screen (although it is not a permanent change).

Printer: The default or last used printer will initially display but the drop-down arrow can be selected to choose any other printers set up under Windows Printers/Faxes. This field is not applicable to the "Zero Vendor Calendar YTD Amt" option.

Font: The default or last used font will initially display but the drop-down arrow can be selected to choose any other displayed font. This field is not applicable to the "Zero Vendor Calendar

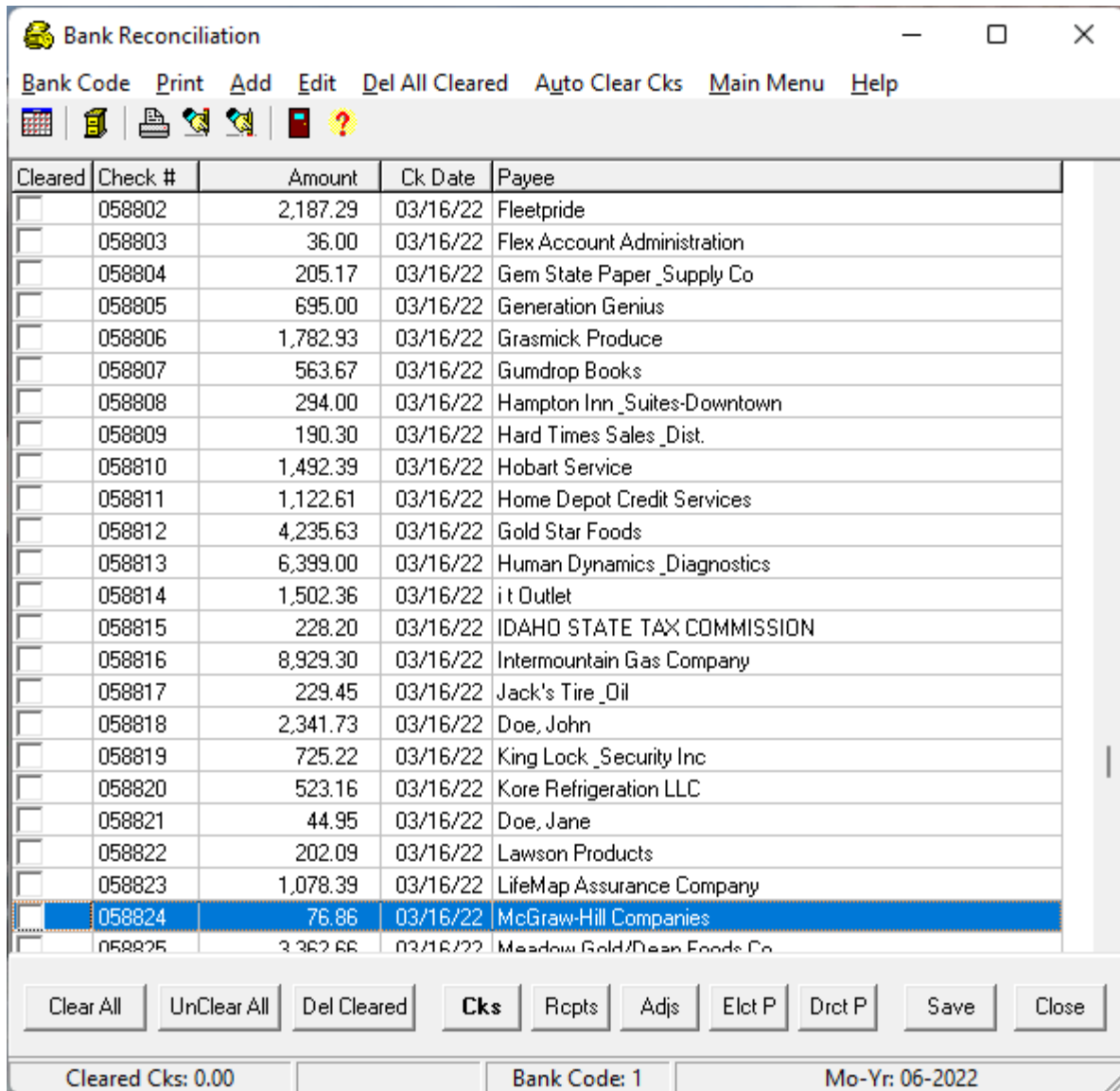
YTD Amt's" option.

- Size: The default or last used font size will initially display but the drop-down arrow can be selected to choose any other font size desired. This field is not applicable to the "Zero Vendor Calendar YTD Amt's" option.
- Orientation: The default or last used orientation selected. The orientation can be either Portrait (8 1/2 X 11) or Landscape (11 X 8 1/2). Select from a drop-down list or by pressing P or L. Since the 1099 forms will probably be 8 1/2 X 11 this will almost always be "Portrait". This field is not applicable to the "Zero Vendor Calendar YTD Amt's" option.
- Set: When a report is printed, the printer settings (name, font, size, or orientation) are saved automatically. Use this command to save the printer settings without printing.

After all questions are answered, select "Print 1099s (NEC or MISC)" if printing forms, "Align Forms" if testing the form alignment, "Bld Elect File" if building the electronic file, or "Zero Cal YTD" if zeroing out the vendor calendar YTD amounts. If printing 1099s forms it will begin printing two vendors to a page and a total at the end. If performing an alignment test one form will print with test data. Ideally an "X" will print in the middle of the "Void" box which means all other data should align. If the form does not align properly, select Options-1099s and adjust the top or left margins. If building an electronic file a page will print with summary totals to show what records have been placed in the file. If zeroing the vendor calendar YTD amounts a message will display that the operation is completed. To exit the program click on "Close".

# Bank Reconciliation

The main purpose of the Reconcile program is to determine the difference between the balance per your bank statement and the “book” balance of your Cash in Bank accts in the Budget program. Upon selecting this program the following screen will display:



Enter the bank code for the bank account to be reconciled. The following steps will usually be taken when using this program:

- 1 Enter the bank code
- 2 Add Checks (to bring in checks processed in Budget or Payroll or old checks)
- 3 Clear Checks (mark checks as cleared)
- 4 Print (prints reconciling report)
- 5 Del Cleared (removes checks that have cleared - optional)
- 6 Save (makes all changes permanent)

- Bank Code This selection allows user to enter the bank code to be processed. (Note: when selecting this option if another bank code has had changes, and they have not been saved, a "Save" reminder will display). Answer the following questions:
- Bank Code: Enter bank code to be worked on and select "Save" to load checks for the bank code or "Cancel" to abort the operation. Checks for this bank code (if any) should display. **NOTE: only checks with a mo-yr equal to or older than the currently loaded mo-yr will display. For example any checks already moved for 04-2019 will not display if 03-2019 is loaded.**
- Add Cks This routine provides three choices... a routine to add Budget checks, receipts, adjustments, electronic payments, or direct payments from detail records, add payroll checks from a file created in Payroll, and a routine to manually add a single check, receipt, adjustment, electronic payment, or direct payment (such as old checks or payroll checks posted manually).
- Budget Cks, etc: This routine allows checks, or other record types, processed in Budget (stored in detail records), to be copied to the Bank Recon table within Budget or optionally to a file to be used by another program. This routine is also found under "Reports" but it is normally only used when building the "external" file used by an another program. (Note: if entries for another bank code have been changed and they have not been saved, a "Save" reminder will display). Answers the following questions:
- Internal: If copying the records to the Bank Recon file that is used within this program be sure "Internal" is selected.  
Select which type(s) of records should be copied to the bank reconciliation table.
- External: If copying the records for use by another program make sure "External" is selected.
- Mo-Yr: This is the month/year of the detail records to be copied. The current month/year displays automatically.
- Fund: If only checks for a specific fund are to be copied (ex: 100) enter the fund#. Normally this is left blank to include all funds
- Bank Code: If only checks for a specific bank code should be displayed (ex: 1) enter the code. Normally this is left blank to include all bank codes.  
Once all questions have been answered, select "Build File" to begin the copy or "Close" to cancel the operation. If a bank code has already been set the new checks, etc. (if any) for that bank code should display on the screen. If the bank code has not been set (or you need a different bank code) then select "BankCode" (see below).
- Payroll Cks: If using the Payroll Manager software, it has the capability of creating a file called PRCKFile.dat which contains payroll and/or deduction checks that can be merged into the Budget Reconciling program automatically. Upon selecting this routine the file name "PRCKFile.dat" will display which can be changed if necessary. (The first time this routine is used, the path to the Budget folder needs to be entered before the filename.) The bank code currently selected will display. The Mo-Yr will also display. If the checks being merged are not for this mo-yr, change to the correct values. Once all fields are entered, select "Add Pyrl Cks" which will begin the copy operation or "Close" which will cancel the operation. If "Add Payrl Cks" was selected new checks should display upon closing the screen.
- Single Ck, etc.: This routine allows adding a single check or other record type. For example when first starting to use Reconciling there may be old outstanding checks that will need to be entered. Also if there are only a few employees it might be easier to enter payroll checks using this routine. Upon selecting this routine, enter the date, bank code, reference number, amount,

payee, and mo-yr. After all fields are entered, select "Save". "Cancel" will exit the routine.

- Edit Ck** This routine allows changing an existing check's (or other records type's): check number, amount, payee, and mo-yr. Before selecting "Edit", the check to be changed must be selected (highlighted) on the screen. After choosing edit, the desired changes are made (bank code can't be changed) and "Save" would be selected to store changes or "Cancel" to void the changes.
- Clear All** This routine will mark all checks on the screen as "cleared" by placing a check mark in the "Cleared" box. Individual checks can also be marked as cleared by clicking on the box in the "Cleared" column.
- UnClear All** This routine will unmark all checks on the screen as "cleared" by removing the check mark in the "Cleared" box. Individual checks can also be unmarked by clicking on the box in the "Cleared" column.
- Auto Clear Cks** This program automatically clears checks based on records in a file from an external source (ex: a file from your bank). The file will typically contain a list of checks that have cleared and provides a means for this routine to clear checks automatically instead of manually. The file format (Modem or Internet) is defined in Options-Detail Records. Upon selecting this command the following questions must be answered:
- Input Path:** Enter the "Path" to define the location of the file. The path could include the drive and folder names if applicable.
- Printer:** The default or last used printer will initially display but the drop-down arrow can be selected to choose any other printers set up under Windows Printers/Faxes.
- Font:** The default or last used font will initially display but the drop-down arrow can be selected to choose any other displayed font.
- Size:** The default or last used font size will initially display but the drop-down arrow can be selected to choose any other font size desired.
- Orientation:** The default or last used orientation selected. The orientation can be either Portrait (8 1/2 X 11) or Landscape (11 X 8 1/2). Select from a drop-down list or by pressing P or L.
- Set:** When a report is printed, the printer settings (name, font, size, or orientation) are saved automatically. Use this command to save the printer settings without printing.
- After all questions have been answered, select "Clear Cks" to begin the auto-clear or "Close" to exit without performing the operation.
- Print** This routine prints a reconciling report. The objective is to reconcile the difference (if any) in the bank statement balance and the balance of the bank accounts as shown on your financial reports. This report will help in reconciling these amounts. (Caution: when selecting this option if records for another bank code have been changed and the changes have not been saved, a "Save" reminder will display). Upon selecting this routine the following screen will be displayed:

The screen has the following fields:

- Report Date:** This date prints as the Report Date when printing the report. The program will default the date as the current system's date but it can be changed.
- Acct Name:** The name of the bank account being printed (optional).

**Bank Reconciliation Report**

Report Date: 06/30/22 Acct Name: ZIONS BANK

Bank Statement Balance: 4,832,325.01

Deposits/Credits:


Outstanding Rcpts (Dep): 0.00

Sub-Total: 0.00 4,832,325.01

Charges/Debits:


Sub-Total: 0.00 4,832,325.01

Outstanding Checks: 381,247.91

Outstanding Elect Pymt: 0.00

Outstanding Drct-Pay: 0.00

Outstanding Adj/JE: 0.00

Bank Balance: 4,451,077.10

Print

Close

Printer: Fax

Font: Arial Size: 11

Orientation: Portrait  Print cash accts

Tray: Default  Double Sided

Account	Amount
100-111100-000-000-0	2,672,159.75
238-111100-000-000-0	0.00
241-111100-000-000-0	12,226.22
242-111100-000-000-0	24,001.40
243-111100-000-000-0	33,914.88
245-111100-000-000-0	2,604.45
246-111100-000-000-0	-18,844.78
250-111100-000-000-0	5,670.80
251-111100-000-000-0	-108,923.82
252-111100-000-000-0	6,400.72
253-111100-000-000-0	1,041.07

Cash in Bank Per Books: 4,451,077.10

Difference: 0.00

**Bank Stmt Bal:** The ending balance from your monthly bank statement.

**Deposits/Credits:** If any deposits have been posted into the Budget program but do not appear on your bank statement, enter up to four entries (reference info and amount).

**Charges/Debits:** If your bank has charged you any fees (such as a service charge) and it has not been posted into the Budget program, enter up to four entries (reference and amount).

**Outstanding Cks:** This is the total of the uncleared checks for this bank code. This amount cannot be changed.

**Bank Balance:** This is a computed amount of all entries on the report and should equal the balance of your bank account as shown in the Budget program (books or computer balance).

**Cash in Bk-Per Books:**

Since the objective is to reconcile the bank statement balance to the “computer” (or books) balance, the program lists any “Cash” accounts for this bank code to show what the balance is on the books.

**Printer:** The default or last used printer will initially display but the drop-down arrow can be selected to choose any other printers set up under Windows Printers/Faxes.

**Font:** The default or last used font will initially display but the drop-down arrow can be selected to

choose any other displayed font.

- Size:** The default or last used font size will initially display but the drop-down arrow can be selected to choose any other font size desired.
- Orientation:** The default or last used orientation selected. The orientation can be either Portrait (8 1/2 X 11) or Landscape (11 X 8 1/2). Select from a drop-down list or by pressing P or L.
- Set:** When a report is printed, the printer settings (name, font, size, or orientation) are saved automatically. Use this command to save the printer settings without printing.  
After all questions are answered, select "Print" to send job to printer. To exit the print screen select "Close".
- Del Cleared** This routine will remove (delete) all checks on the screen that are marked as cleared. Do not perform this routine until the reconciling report has been printed and everything is reconciled. When selecting the command the program will remove from the screen any checks that have a check mark in the "Cleared" column although they are not permanently removed until the "Save" command is selected.
- Save** Changes to the bank recon file (cleared, uncleared, deleted checks) are not permanent until "Save" is selected.
- Close** This command exits from the bank reconciling program. If changes have not been saved then, depending upon a setting in "Options-Detail Records" either an automatic save will occur or a message will display asking if the changes should be saved. If asked and the changes should be saved, select "Yes" or select "No" if changes should not be saved.
- Main Menu** This command exits from the bank reconciling program. If changes have not been saved then a message will display asking if the program should close without saving changes. To save, select "No" and perform the 'Save' command. If changes should not be saved, select "Yes".

## Report Formats

The main purpose of the Report Formats program is set up or edit records that “format” the Budget Reports, including the Balance Sheet. Since there is no way of knowing where titles, subtotals, and page breaks should be printed, a file is created which allows formatting these types of options, in addition to line advancing and underlining. Up to 99 different report formats can exist at one time. Generally, one or two main tables will be used to print the main budget report(s), and other report format tables can be used to print condensed or alternative forms of the budget report. For example, board members may not need to see the detail of the entire report, but would like to see certain groups of items and sub-totals showing where each group is at budget-wise. This can be accomplished by designing a report format table which will print a condensed version of the budget report just for them.

Upon entering the program a “Select” screen will display allowing selection of the desired Report Format table#. If no tables exist or selecting a table should be skipped, “Cancel” may be selected - otherwise select from a drop-down list the table to load and then click “Select”. The following screen will display:

Line#	Account	Description	Print	# Lines	Desc Only	Add	Totl Lvl	Undrln	Bal Sht	Rprt Type
000050	100-320000-000-000-0	Balance-General Fund	Yes	1	No	Yes	0	None	No	Standard
000100	100-411100-000-000-0	Taxes-General M&O	Yes	1	No	Yes	0	None	No	Standard
000150	100-411200-000-000-0	Taxes-Supplemental Levy	Yes	1	No	Yes	0	None	No	Standard
000200	100-411400-000-000-0	Taxes-Tort	Yes	1	No	Yes	0	None	No	Standard
000250	100-411900-000-000-0	Taxes - Judgements	Yes	1	No	Yes	0	None	No	Standard
000300	100-415000-000-000-0	Investment Earnings	Yes	1	No	Yes	0	None	No	Standard
000350	100-419900-000-000-0	OTHER LOCAL REVENUE	Yes	1	No	Yes	0	None	No	Standard
000400	100-431100-000-000-0	State Support Program	Yes	1	No	Yes	0	None	No	Standard
000450	100-431200-000-000-0	TRANSPORTATION SUPPORT	Yes	1	No	Yes	0	None	No	Standard
000500	100-431800-000-000-0	Benefit Apportionment	Yes	1	No	Yes	0	None	No	Standard
000550	100-431900-000-000-0	Other State Support	Yes	1	No	Yes	0	None	No	Standard
000600	100-437000-000-000-0	Lottery Funds	Yes	1	No	Yes	0	None	No	Standard
000650	100-439000-001-000-0	OTHER STATE REVENUE	Yes	1	No	Yes	0	None	No	Standard
000700	100-438000-000-000-0	Property Tax Replacement	Yes	1	No	Yes	0	None	No	Standard
000750	100-445900-000-000-0	Federal Support Revenue	Yes	1	No	Yes	0	None	No	Standard
000800	100-460000-000-000-0	Transfer In	Yes	1	No	Yes	0	None	No	Standard
000850	H00-000000-000-009-9		Yes	1	Yes	No	0	Single	No	Standard
000900	H00-000000-000-001-0	*****TOTAL REVENUE	Yes	8	Yes	Yes	7	None	No	Standard
000950	100-512110-000-000-0	ELEMENTARY TEACHERS-SALARY	No	1	No	Yes	0	None	No	Standard
001000	100-512110-101-000-0	Elementary Teacher-Salary	Yes	1	No	Yes	0	None	No	Standard
001050	100-512115-101-000-0	ELEMENTARY AIDES-SALARY	Yes	1	No	Yes	0	None	No	Standard
001100	100-512115-101-010-0	Elementary Aides Salary-JOBS	No	1	No	Yes	0	None	No	Standard
001150	100-512160-101-000-0	ELEMENTARY-SUBSTITUTE TEACHERS	Yes	1	No	Yes	0	None	No	Standard
001200	100-512200-000-000-0	ELEMENTARY-BENEFITS	No	1	No	Yes	0	None	No	Standard
001250	100-512200-101-000-0	Elementary-Benefits	Yes	1	No	Yes	0	None	No	Standard
001300	100-512210-000-000-0	ELEMENTARY-RETIREMENT	No	1	No	Yes	0	None	No	Standard
001350	100-512210-101-000-0	Elementary-Retirement	Yes	1	No	Yes	0	None	No	Standard
001400	100-512220-000-000-0	ELEMENTARY-FICA	No	1	No	Yes	0	None	No	Standard
001450	100-512220-101-000-0	Elementary-FICA	Yes	1	No	Yes	0	None	No	Standard
001500	100-512270-000-000-0	ELEMENTARY-WORKMANS COMP	No	1	No	Yes	0	None	No	Standard
001550	100-512270-101-000-0	Elementary-Workmans Comp	Yes	1	No	Yes	0	None	No	Standard
001600	100-512310-101-000-0	Purchased Services-Elem	Yes	1	No	Yes	0	None	No	Standard
001650	100-512380-101-000-0	ELEMENTARY-TRAVEL	Yes	1	No	Yes	0	None	No	Standard
001700	100-512410-101-000-0	ELEMENTARY-TEACH SUPPLIES	Yes	1	No	Yes	0	None	No	Standard
001750	100-512412-000-000-0	GRANTS-REIMBURSABLE	Yes	1	No	Yes	0	None	No	Standard
001800	100-512440-101-000-0	ELEMENTARY-TEXTBOOKS	Yes	1	No	Yes	0	None	No	Standard
001850	100-512445-101-000-0	Elementary-Textbooks-Sup Levy	Yes	1	No	Yes	0	None	No	Standard
001900	100-512555-101-000-0	ELEMENTARY-COMPUTERS/SUPPLIES	Yes	1	No	Yes	0	None	No	Standard
001950	H00-000000-000-009-9		Yes	1	Yes	No	0	Single	No	Standard
002000	H00-000000-000-051-2	****TOTAL ELEMENTARY SCHOOL PROG	Yes	2	Yes	No	4	None	No	Standard
002050	100-512110-601-000-0	MS Elementary Teacher-Salary	Yes	1	No	Yes	0	None	No	Standard
002100	100-512160-601-000-0	MS ELEMENTARY-SUBSTITUTE TEACHERS	Yes	1	No	Yes	0	None	No	Standard
002150	100-515110-601-000-0	MS Secondary Teacher-Salary	Yes	1	No	Yes	0	None	No	Standard
002200	100-515160-601-000-0	SECONDARY-MS SUBSTITUTE TEACHERS	Yes	1	No	Yes	0	None	No	Standard
002250	100-512200-601-000-0	MS Elementary-Benefits	Yes	1	No	Yes	0	None	No	Standard
002300	100-512210-601-000-0	MS Elementary-Retirement	Yes	1	No	Yes	0	None	No	Standard
002350	100-512220-601-000-0	MS Elementary-FICA	Yes	1	No	Yes	0	None	No	Standard
002400	100-512270-601-000-0	MS Elementary-Workmans Comp	Yes	1	No	Yes	0	None	No	Standard

### Field Descriptions

**Line #:** Each entry in a report format table is identified by a unique line number. The Budget Report prints in line number sequence. By using the line number to sequence the report, budget account numbers may appear in any order.

**Account:** The budget account number. NOTE: even totals, underlines, and heading lines must have account numbers. The account numbers for these types of lines would normally have letters in them to indicate their nature. For example HD-00-000 could be used as the acct# for a heading account. Use LookUp to get a list of budget accts (see below).

**Description:** Description of the budget account. This field is entered automatically and may not be changed.

**Note:** *The following fields control the format of the budget report and are referred to as "control fields".*

**Print:** Print this line. Enter Y or N or select Yes or No from a drop-down list. If this line is used only to add to a total or to make a balance sheet entry (auto-detail entry) but not print then this field should be "No".

**# Lines:** Lines. The number of lines to advance after printing this line of the report (1=single space, 2=double space, etc). Select 1 through 8 or "New Pg" from a drop-down list or enter 1 thru 8 or N.

**Desc Only:** Description only. Enter Y or N or select Yes or No from a drop-down list. "Yes" means to print the description only (but no acct# or amounts). "No" means to print the account number and amounts as well as the description. This field is normally 'Yes' when printing headings, totals, and underlines.

**Add:** Add the amounts for this budget account to the totals. Enter Y, N, or S or from a drop-down list select "Yes" to add, "Sub" to subtract (seldom used), or "No" to not include this line in any total levels.

**Totl Lvl:** Total level. This entry is used when printing sub-totals. Up to ten levels of sub-totals are available. Once the total is printed, all totals from that level down are zeroed out. For example, if a total level of 4 is specified to be used on a line, after the total has been printed, total levels 1-4 are zeroed out. The only exception is total level 8. It does not cause any totals to be zeroed out. Enter the number desired or select from a drop-down list.

**Undrln:** Underline. Enter N, S, or D or from a drop-down list select "None", "Sngl" (single), or "DbI" (double). The "Desc Only" box should be "Yes".

**Bal Sht:** Balance Sheet Posting. Enter Y or N or select "Yes" or "No" from a drop-down list. "Yes" means to post the specified total level amount to the detail record file (create an auto detail record) to the acct# specified on this line. This option is normally used to post the "Revenue over Expense" amount to the balance sheet account specified on the same line.

**Rprt Type:** Report format type. Enter "S", "A", "O", or "B" or from a drop-down list choose "Standard", "Alternate", "Other" (for a second alternate format), or "Bal Sht" for the balance sheet format. The "Standard" format prints a YTD budget amount, percents, and balance remaining while "Other" also prints a MTD budget amount. The "Alternate" format does not print budget amounts or balance and prints revenue and expense amounts in separate columns. Note: this format code is only read when a report is started or when a forced page advance (# Lines = New Pg) is performed.

**Create** This command allows creation of a new report format table. Creating can be done by making a new blank table, by moving a range of budget accts into a new table, or by copying an existing report format table to a new one. If creating a new blank table, select "Create Empty Table" and enter the new table#, and new name, then select "Create". If creating from a range of budget accts, user would select "Create Table From Acct Rng" and enter the range of acct#s, the new table#, new name, and then select "Create". If creating from an existing table, user could select "Copy One Table to Another" and enter the new table#, new name, and the table# copying from and then "Create". If the table# being created already exists, a screen will display for confirming that the old table can be written over.

**Select #** An existing report table# must be selected before viewing, modifying, or printing it. If the table

already exists, this command is used to select it. Upon choosing this command a table can be selected from a drop-down list. After selecting the table, click "Select" and the table's contents will display.

- Remove Table** If the report format table currently selected should be totally removed select this command. A message will display for confirmation.
- Insert** Once a report format file is selected a new line may be inserted by using the "Insert" command. Before clicking on Insert make sure the line above where the new line will be inserted is highlighted. Upon clicking on Insert a line will open up and the cursor will go to the middle of the screen for data entry. Entry values are explained under "Field Descriptions". Save the new line by either clicking on "Save Insert" or Tabbing thru all columns. Esc or Cancel command will cancel the insert.
- Edit** Once a report format table is selected, a line may be changed by using the "Edit" command. Before clicking on Edit make sure the line that is to be changed is highlighted. Upon clicking on Edit the line will display in the middle of the screen for changes. Enter values as explained under "Field Descriptions". Saves the line by clicking on "Save Edit". Esc or Cancel command will cancel the edit.
- Un/Delete** Once a report format table is selected, a line may be deleted by using the "Un/Delete" command. Before selecting this command make sure the line to be deleted is highlighted. The line will be marked as deleted but it may be undeleted by clicking on the command again. Note: until the the "Save All" command is selected, the line is not permanently deleted.
- Add Acct** When inserting or editing a report format line, a new account number may need to be added.. This routine allows adding a new account number instead of exiting this routine and going to the Accounts routine. Note: if editing make sure the account# is blank before selecting this command.
- Edit Acct** When inserting or editing a report format line, the displayed account may need to be edited. This routine allows editing an account instead of exiting this routine and going to the Accounts routine.
- Updt Print Img** Since changing the report format table incorrectly can cause the report to not print as desired, it may be desirable to "preview" the report with it's changes. Selecting this command causes the report to display at the bottom of the screen with fake amounts but with the revised format. If more changes are made, re-select this command to re-display.
- Save All** Once all changes are made, use this command to permanently save all modifications.
- Close** This command will exit the program. However if changes have not been saved a message will display asking whether changes should be saved. If changes should be saved, click 'Yes' and the save will occur followed by the program closing. If "No" the program will close without saving.
- Print** Two options are available.... Report and Screen. 'Screen' will print the contents of the screen while 'Report' prints a list. When selecting "Report" (or the Printer icon) the following screen appears:

**Print Report Format**

Report Type

Report Format

Missing/Duplicate Accts

List of Rprt Frmts

Print

Close

Range

Beg Line #: 000000

End Line #: 999999

Fund:

Beg Acct: 000-000000-000-000-0

End Acct: ///-///-///-///-?

Skip missing accts w/o activity

Skip duplicate bal sht/tenant accts

Printer:

HP LaserJet 1200 Series PCL 5

Font: Arial Size: 9

Orientation: Portrait

Set  Print to Screen

Tray: Automatically Select  Double Sided

The following questions must be answered:

**Report Type:** "Report Format" option will print a list of the lines contained in the selected report format. This is handy if a print-out of the report format is needed to review how questions were answered. The "Missing/Duplicate Accts" option will print any account found in the Budget Accounts table that is not found in the selected report format and any account number that is found more than once. This is useful to determine if there are any accounts that should be in the report format that aren't, or any accounts that have been added twice. Either of these conditions can cause the balance sheet to be out of balance. For example if the report is for accounts beginning with "100" then the report should not contain any accounts that do not start with that value. "List of Rprt Frmts" option will print a list of Report Format numbers/names.

**Range:** This applies only to the "Report Format" print option. If the entire format file does not need to be printed, a beg and end line number may be entered.

**Skip missing accts w/o activity:**

This option will skip accounts that are missing from the Report Format table, that don't have any activity.

**Skip duplicate bal sht/tenant accts:**

This option skips reporting balance sheet accounts (or Tenant accounts) as duplicates, since

some of these accounts normally are used more than once in the Report Format table.

- Printer:** The default or last used printer will initially display but the drop-down arrow can be selected to choose any other printers set up under Windows Printers/Faxes.
- Font:** The default or last used font will initially display but the drop-down arrow can be selected to choose any other displayed font.
- Size:** The default or last used font size will initially display but the drop-down arrow can be selected to choose any other font size desired.
- Orientation:** The default or last used orientation selected. The orientation can be either Portrait (8 1/2 X 11) or Landscape (11 X 8 1/2). Select from a drop-down list or by pressing P or L.
- Set:** When a report is printed, the printer settings (name, font, size, or orientation) are saved automatically. Use this command to save the printer settings without printing.
- Print to Screen:** Not applicable to the "List of Files" option. If the report is to be displayed on the screen instead of printed to a printer, check this box.
- After all questions are answered, select "Print" to send the job to a printer. To exit the print screen select "Close". If sending the print to the screen and the screen fills, press Page Down or use the scroll-bar to view the rest of the screen (X to exit the screen).

**Renumber** This routine renumbers the line numbers. This is needed since line numbers are initially numbered by 50 and when inserting all available lines may become used. Renumbering will increment the numbers by 50 again.

**Rename** This routine allows the report format table name to be changed. A name is initially assigned when the table is created. This routine allows changing the name if needed.

**Lookup** Displays a list of budget accounts. When inserting or editing a line, a budget account# must be entered. Lookup can be used to get a list of account numbers. If there is a value in the account number field when Lookup is selected then a list will display in acct number order beginning with the acct number entered. If the account number is blank when Lookup is selected then a screen will display allowing the list to display by number or name. The list will default to name order but if a starting account number is entered, the list will be in account number order.

**Main Menu** This routine exits the program. If changes have not been saved, the system will ask whether changes should be saved. If "Yes" is selected, the program will perform a "Save" and close. If "No" is selected, the program will be closed without saving.

# Budget Accounts

The purpose of the Budget Accounts program is to set up accounts so receipts, expenses, assets, and liabilities, can be separated into groups. Upon selecting this program the following screen will display:

## Command Line

Budget accounts can be display by account number, or description, from the bottom command line. Scrolling to the next/previous budget account (by pressing Down or Up arrow) will be done in the same order as the first account was displayed. The only function affected by the month-year is History. The “Lookup” command can also be used to help find a record.

Field	Description
Acct No.	The budget account number. The format of this number will vary depending on the format entered in the “Options-General” screen. Note an acct number of all zeros can not be added. A fund number and all zeros (100-000000 for example) should not be used either.
Acct Desc	Description or account name.
Beg Bal	Beginning balance. This is only used with balance sheet type accounts whose ending balance becomes the beginning balance for the next fiscal year. Expense and revenue accounts should always have a zero beginning balance.
Budget Amt	The amount budgeted for this particular account. This amount may be modified by the “budget adjustment” amount. The actual amount budgeted is determined by adding these two fields together. The result is the amount that will be printed on all reports.
Budget Adjust	The budget adjustment amount. If the budget amount above is adjusted then the adjustment amount can be entered here so the original budget amount can always be seen.
Acct Type	Enter the account type (E, B, R, T or S) or use the drop-down arrow and select the desired type... “Expense”, “Balance Sheet” (asset/liability), “Revenue”, “Tenant”, or “Special”

balance sheet accounts. Special balance sheet accounts are not included on the Trial Balance (found under Financial Reports).

**Bank Code** A code to identify the bank account that checks will be printed on for this account. The purpose of this field is to place checks in the correct bank number for check reconciliation and check writing purposes. If the account being set up will impact bank #1 then enter "1". If it will impact bank #2 then enter "2". If only one bank acct exists then leave the value blank and "1" will be assumed.

**Hdng/Totl** Change to "Y" if this account is being set up to only serve as a heading or total on a budget report. If "Y", posting to this account will not be allowed.

**Cash Acct** This is a special flag to identify cash (in bank) accts. Check this box if the account being set up is a cash in bank account. When the program knows which accounts are "cash" accounts a check register verification can be made to make sure all checks are actually being deducted from an actual cash in bank account.

**Accrual Contra** The accrual contra-account. This will generally be an accounts payable account, if this an expense account. If this is a revenue account, this will generally be an accounts receivable account. If using the single-entry method then nothing will be entered here. If this is a balance sheet account, this will generally be the same account number.

**Cash Contra** The "cash-in-bank" (or cash) contra-account. If using the single-entry method then nothing will be entered here. This account will generally be a "cash in bank" account.

**Add** Add a budget account record entering values as described above. Note that contra-accounts (Cash or Accounts Payable accounts) should be added before the revenue and expense accounts that will reference them. When the screen is completed, select "Save" or "Cancel". **NOTE: if the "Auto-add new accounts" box in Options-General is checked then, upon selecting 'Save', the program will automatically open the Report Format screen for inserting the newly added account into that table.**

**Edit** Edit a budget account. The budget acct record must be on the screen before selecting this function. When the edits are completed, "Save" or "Cancel" to save or void the changes. Note: if the budget acct number is changed then Purchase Order, AP, and Detail Records with that budget acct number will also be changed to the new number.

**Delete** Delete a budget account. Confirmation is required before the deletion action is taken. NOTE: this record cannot be deleted if P0s, AP, or Detail Records are found that use this number.

**Print** Two options are available.... Report and Screen. 'Screen' will print the contents of the budget account screen while 'Report' prints a list of accounts. When selecting "Report" (or the Printer icon) the following screen will appear:

Answer the following questions:

- Print Order:** The report may be printed in either account no. order or alphabetically by account description. The default is in account number order but alpha order may be selected if needed.
- Beg/End Acct:** Enter the beg and end account numbers that are to be on the report. Leave the default values for all accounts.
- Contra Accts:** If the contra accounts are to be included on the report, check this box.
- Invalid Accts:** To print only accounts having invalid contra-accounts, check this box. This option is especially helpful when setting up new accounts. It can be used to show any invalid contra-accounts.
- Cash Only:** If user wants to print “Cash” (in bank) accounts only, check this box. This would be accounts with the “Cash Acct” box checked.
- Acct Type:** If the list is being printed for a specific acct type (E, B, R, T, S), enter the type or click on the drop-down arrow and select the type desired. Leaving the type set to “All”, will include all types.
- Bank Code:** If list is being printed for a specific bank code, enter the code. Leaving blank will include all

bank codes.

- Printer:** The default or last used printer will initially display but the drop-down arrow can be selected to choose any other printers set up under Windows Printers/Faxes.
- Font:** The default or last used font will initially display but the drop-down arrow can be selected to choose any other displayed font.
- Size:** The default or last used font size will initially display but the drop-down arrow can be selected to choose any other font size desired.
- Orientation:** The default or last used orientation selected. The orientation can be either Portrait (8 1/2 X 11) or Landscape (11 X 8 1/2). Select from a drop-down list or by pressing P or L.
- Set:** When a report is printed, the printer settings (name, font, size, or orientation) are saved automatically. Use this command to save the printer settings without printing.
- Print Screen:** If the report should display on the screen instead of being printed to a printer, check this box.  
After all questions are answered, select "Print" to send the job to the printer or screen. If the report goes to the screen and the screen fills, it can be scrolled up and down. Esc key or clicking on "X" closes the screen. To exit the print screen click on "Close".

**History** Displays entries (detail records, accounts payable, and purchase orders) for a budget account. There are four choices under this option... All, Current Yr, Current Mo, and Selected. Selecting "All" displays all history in the system, "Current Yr" display all history for the current fiscal year, "Current Mo" displays only history from the current month, and "Selected" allows displaying history that matches an indexed reference#, purchase order#, or invoice#. To exit from the display, press Esc key or click on "X".

**LookUp** Display a list of accounts. The list may be in account number or account description order. If a record is already on the screen when choosing LookUp then the list will start at the displayed account in number or description order depending upon how the displayed record was accessed. If the Command Line is blank when LookUp is selected then the list will be in account number order. An account may be selected from the list by double-clicking on a record or clicking once and pressing Enter. Select Esc key or click on "X" to leave the screen without selecting a record.

**Change Fund#** Automatically change the fund number of an existing fund. This might be used to 're-purpose' a fund that hasn't been used for a long time.

**Main Menu** This command exits from the program. If adding or editing a record, this command may not be used.

# Vendors

The main purpose of vendor accounts to to provide an automatic name and address when printing checks. Also purchases may be tracked by vendor. Upon selecting this program the following screen will display:

The screenshot shows a window titled "Vendors" with a menu bar containing: Add, Edit, Delete, Print, History, Lookup, Renumber, Combine, Add From csv File, Main Menu, Help. Below the menu is a toolbar with various icons. The main form area contains the following fields and controls:

- Acct No.: 000040 (with a "Next" button)
- Phone #: 801-921-4395
- Phone# 2: 000-0000
- Fax #: 000-0000
- Name: 2M Data Systems
- Order From: Same
- Date: 02/10/22
- Address 1: 87 N 340 W
- Address 2: (empty)
- City/St/Zip: Orem UT 84057
- Comments/Email: 2MData@mstarmetro.net
- Certification of Insurance:
- 1099 Info: 1099 Type: None (dropdown)
- History Amts: -1 Fiscal Year: 615.00, -2 Fiscal Year: 600.00, Calendar YTD: 1000.00
- Enable Direct-Pay:
- Pre-Notification:
- Fed ID #: 00-0000000
- ID Type: EIN (dropdown), DBA:
- Type: Checking (dropdown)
- Rout#: (empty)
- Acct#: (empty)
- Print 'order from' address on 1099:

At the bottom of the form are "Save" and "Cancel" buttons. Below the form is a summary bar showing: Name: 2M Data Systems, Acct No.: 000040, Address: (empty). The bottom right corner shows "Mo-Yr: 06-2022".

## Command Line

Vendor accounts can be displayed by the account number or the description from the command line (at the bottom of the screen). Scrolling to the next/previous vendor (by pressing Down or Up arrow) will be done in the same order as the first account was displayed. The "Lookup" command can also be used to help find a record. Vendors can also be "Looked up" by their address. However you may not "scroll" by address.

Field	Description
Account	The vendor account number. This may be numbers or letters and must be a unique value. When adding a new vendor (if using numeric vendor numbers) and the new vendor number should be 1 higher than the highest current number click on the "Next" button and the vendor account number will be displayed automatically.
Phone/Fax	Enter vendor phone and/or fax number if known.
Date	The date the last check was written for this vendor.
Name	The vendor name.

Address	Address to search for in vendors.
Addr 1	The vendor address. There are two addresses, one to mail checks to (pay to) and one to order from. If the addresses are the same, enter "S" in address 1 (or click the "Same" button) on the "order from" address, and the "pay to" address will be copied to it.
Addr 2	A second line of vendor address.
City	The vendor's city.
State	The vendor's two letter state abbreviation. Type the letter or select the drop-down arrow to select the value desired.
Zip Code	The vendor's zip code (5 digits or 5 plus 4 digits).
Comments/Email	Enter any misc comments such as a contact name, or email address.
Cert Insur	If this vendor has an insurance certificate on file, check this box.
1099 Type	Leave value as "None" if this vendor does not require a 1099 form. If this vendor requires a 1099 form, select the proper type from the drop-down list. The choice determines which box the vendor YTD purchase amount will print in on the 1099 form.
Fed ID #	Enter the vendor's tax id number. This is a federal employer's identification number (usually for businesses) and a social security number (usually for individuals).
ID Type	From the drop-down list choose "EIN" if the tax identification number is a federal id number or "SSN" if a social security number.
DBA	If this box is checked, on the 1099, address line 1 will be printed as the vendor name and the vendor name will be printed directly underneath with "DBA:" in front of it. Enter the business name as the vendor name and the individual's name on address line 1.
Print 'order from' address on 1099	By default, the vendor 'pay to' address is printed on the 1099. If this box is checked, the vendor 'order from' address is printed on the 1099.
-1 Yr Fiscal/-2 Yr Fiscal	The amount that was paid to the vendor for the two prior fiscal years. These amounts will be updated as part of the year-end closing routine.
Calendar	The amount that was paid to the vendor for the calendar year prior to closing the current fiscal year. See the description of the 1099 report function in the Lists/Reports section of this manual for a detailed description.
Enable Drct-Pay	Enable direct pay for this vendor. This vendor will be paid by electronic transfer instead of printing a check.
Pre-Notification	Include this vendor in a pre-notification file sent to the financial institution to verify vendor's bank account information.
Type	Vendor's account type for the direct pay transaction.
Rout#	Vendor's routing number for the direct pay transaction.
Acct#	Vendor's account number for the direct pay transaction.
<b>Add</b>	Add a vendor record entering values as described above. When the screen is completed, "Save" or "Cancel" to not save.
<b>Edit</b>	Edit a vendor acct. The vendor record must be on the screen before selecting this function. When the edits are completed, select "Save" or "Cancel" to void the changes. Note: if the vendor acct number is changed, then Purchase Order, AP, and Detail Records with that vendor number will also be changed to the new number.

**Delete**

Two options are available. "Screen" means you want to delete the vendor currently displayed on the screen. After selecting this option, the program will prompt for verification before any action is taken. "Date Range" allows deleting vendors by range of dates. This option allows user to delete inactive vendors. Inactive vendors are those who have no entries in the PO, AP, or Detail Record files. The program also checks to see if the "date" on the vendor screen falls on or before the ending date entered. After selecting this option a "Thru date" is entered. Only vendors with no activity and whose vendor date falls on or before this ending date will be deleted. The date on the vendor screen is updated when a check is written. Entering an ending date controls which inactive vendors get deleted. For example if an ending date of 06/30/15 is entered, a vendor would not be deleted if a check had been written for that vendor after that date - even if there is no current activity.

**Print**

Two options are available.... Report and Screen. 'Screen' will print the contents of the vendor account screen, while "Report" prints a of list of accounts. When selecting "Report" (or the Printer icon) the following screen will appear:



lines).The beginning/ending mo-yrs is only used when printing the “list amounts” report. The amounts will be computed from the detail records for the ranges entered. The calendar Ytd amount is calculated by adding the amount stored in the vendor record to the amount in the detail records file for the given period/year. If using the “Build Merge File” routine user must enter a “Merge File” name (default is Merge.csv) to store the vendor file info in - this file will be stored in the Budget folder unless pathname is entered in front of the filename.

After all questions are answered, select “Print” to send the job to the printer or screen. If the report goes to the screen and the screen fills, it may be scrolled up and down. Esc key or clicking on “X” closes the screen. To exit the print screen click on “Close”.

**History** Displays entries (detail records, accounts payable, and purchase orders) for a vendor. There are four choices under this option... All, Current Yr, Current Mo, and Selected. Selecting “All” displays all history in the system, “Current Yr” displays all history for the current fiscal year, “Current Mo” displays only history from the current month, and “Selected” displays history that matches an indexed reference#, purchase order#, or invoice#. To exit from the display user may press Esc key or click on “X”.

**LookUp** Display a list of vendors. The list may be in vendor# or name order. If a record is already on the screen when choosing LookUp then the list will start at the displayed account in number or name order depending upon which was used to access the displayed record. If the Command Line is blank when LookUp is selected the list will be in name order. An account may be selected from the list by double-clicking on a record or clicking once and pressing Enter. Select Esc key or click on “X” to leave the screen without selecting a record.

**Renumber** Automatically renumber the vendors (vendor numbers must be numeric). This program is handy if user is trying to keep vendors in a certain numeric sequence and numbers are no longer available. First enter the “increment” which is the how many numbers will be between each vendor. For example “20” means the vendors will be numbered 20, 40, 60, 80, etc. Check “Alphabetize” if the vendors should be numbered in alphabetical order. For example, vendors starting with the letter “A” would have the lowest numbers. Click on “Renumber” to begin or “Close” to exit. Warning: the renumbering can take several minutes so do nothing that would interrupt this process.

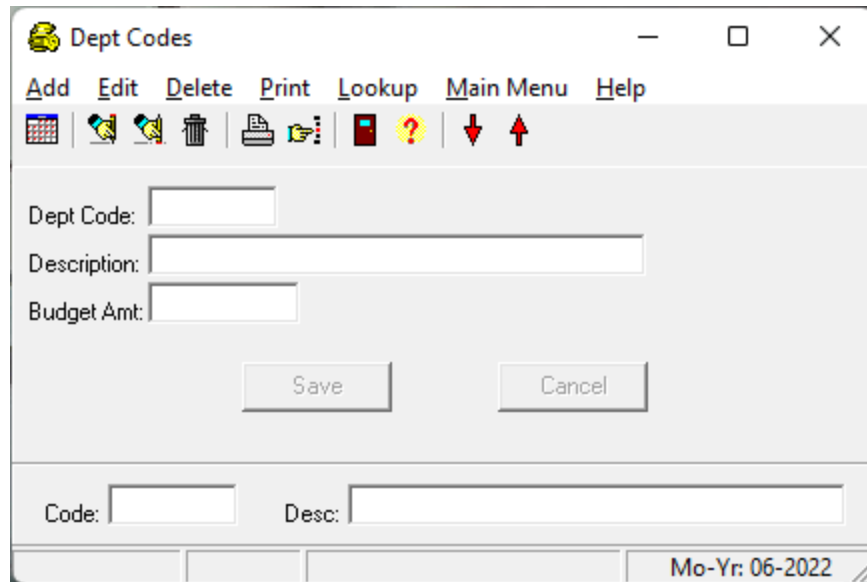
**Combine** Sometimes a vendor may be added twice and some checks are written to one instance of the vendor and other checks are written to the second instance of the vendor. This routine can be used to combine the checks (or other entire types) together under a single vendor. The instance of the vendor without any records can then be deleted. In some cases it may be necessary to combine only part of the checks together. This can be done by entering a date range.

**Add From csv File** This routine is used to add Vendors from a csv file.

**Main Menu** This command exits from the program. If adding/editing a record this command may not be used until the record is saved or canceled.

# Dept Codes

The purpose of the dept codes program is to set up depts to track postings by dept. Not all schools/cities will use dept codes, since tracking by budget accounts may provide all the tracking needed. Upon selecting this program (which is under “Other Functions”) the following screen will display:



## Command Line

Dept codes can be displayed by the dept number or the description by entering either at the bottom command line. Scrolling to the next/previous (by pressing Down or Up arrow) dept code will be done in the same order as the first dept was displayed. The “Lookup” command can also be used to help find a record.

Field	Description
Dept Code:	The dept number. This value may be numbers or letters or a combination.
Description:	Description of dept (ex: SCIENCE DEPT)
Budget Amt:	The total amount budgeted for this particular dept. This amount is optional and is not needed if you are tracking budgets by individual budget accounts.

**Add** Add a dept code entering values as described above. When the screen is completed user should select “Save” or “Cancel” to not save.

**Edit** Edit a dept code. The dept record must be on the screen before selecting this function. When the edits are completed, select “Save” or “Cancel” to void the changes. Note: if the dept code is changed then Purchase Order, AP, and Detail Records with that dept code will also be changed to have the new number.

**Delete** Delete a dept code. You will be asked to confirm the deletion before action is taken. NOTE: this record cannot be deleted if POs, AP, or Detail Records are found for this number.



After all questions are answered, select "Print" to send the job to the printer or screen. If the report goes to the screen and the screen fills, it may be scrolled up and down. Esc key or clicking on "X" closes the screen. To exit the print screen click on "Close".

**LookUp** Display a list of depts. The list may be in dept# or desc order. If a record is already on the screen when choosing LookUp, the list will start at the displayed dept in number or desc order depending upon which was used to access the displayed record. If the Command Line is blank then the lookup will be in desc order. A dept may be selected from the list by double-clicking on a record or clicking once and pressing Enter. Select Esc key or click on "X" to leave the screen without selecting a record.

**Main Menu** This command exits from the program. If adding/editing a record this command may not be selected until the record is saved or canceled.

# Ship To Codes

The purpose of the Ship-To codes program is to add, edit, or delete name/address records to show as the shipping information when entering a Purchase Order. These records can be accessed when entering a Purchase Order and the selected record will print on the PO form. Upon selecting this program (which is under “Other Functions”) the following screen will display:

The screenshot shows a software window titled "PO - Ship To Codes". The window has a menu bar with "Add", "Edit", "Delete", "Print", "Main Menu", and "Help". Below the menu bar is a toolbar with icons for a calendar, a magnifying glass, a trash can, a printer, a question mark, and up/down arrows. The main area contains a "Code:" field with a "Next" button, a "Name:" field, three "Address:" fields, and "Save" and "Cancel" buttons. At the bottom, there is another "Code:" field and a status bar showing "Mo-Yr: 06-2022".

## Command Line

Ship-To records can be accessed by entering the code (1-99). User may go to the next/previous code by pressing Down or Up arrow.

Field	Description
Code:	The ship-to number. Enter 1-99. To use the next available number select “Next” and the next code will be inserted automatically.
Name:	Name of organization to ship to (ex: IDAHO SCHOOL DIST# 000)
Address (1-3):	Up to three lines for entering address, city/state/zip,and any thing else to print on PO (ex: fax or phone number).

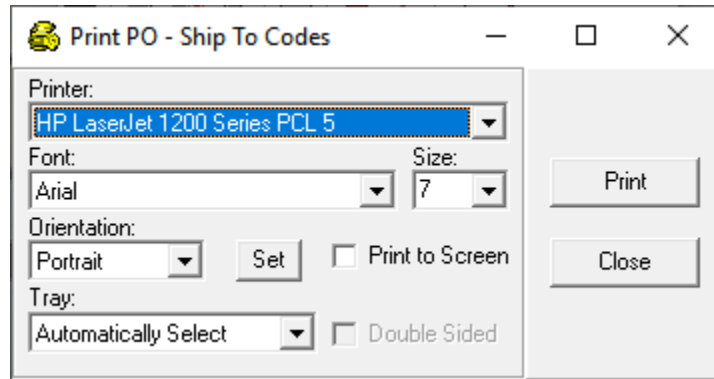
**Add** Add a ship-to code entering values as described above. When the screen is completed, select “Save” or “Cancel” to not save.

**Edit** Edit a ship-to code. The record must be on the screen before selecting this function. When the edits are completed, select “Save” or “Cancel” to void the changes. Note: if the dept code is changed then Purchase Orders with that ship-to code will also be changed to have the new number.

**Delete** Delete a ship-to record. The deletion will request confirmation before action is taken.

**Print**

Two options are available.... Report and Screen. 'Screen' will print the contents of the ship-to code screen while 'Report' defaults to a list of records. When selecting "Report" (or the Printer icon) the following screen appears:



Answer the following questions:

- Printer: The default or last used printer will initially display but the drop-down arrow can be selected to choose any other printers set up under Windows Printers/Faxes.
- Font: The default or last used font will initially display but the drop-down arrow can be selected to choose any other displayed font.
- Size: The default or last used font size will initially display but the drop-down arrow can be selected to choose any other font size desired.
- Orientation: The report can be printed in either Portrait or Landscape mode. Select from a drop-down list or by pressing P or L.
- Set: When a report is printed to the printer, the settings (name, font, size, or orientation) are saved automatically. Use this command to save the printer settings without printing.
- Print to Screen: If the report should display on the screen instead of being printed to a printer, check this box. After all questions are answered, select "Print" to send the job to the printer or screen. If the report goes to the screen and the screen fills, it may be scrolled up and down. Esc key or clicking on "X" closes the screen. To exit the print screen click on "Close".

**Main Menu**

This command exits from the program. If adding/editing a record this command may not be used until the record is saved or canceled.

# Build Import File

The purpose of this program is to build a comma-delimited file with Budget data that can be imported by most spreadsheet programs (Excel, Quattro-Pro, etc). The file will contain budget acct#s, descriptions, budget/budget adj amounts and month-to-date balances for up to 12 months. This command is found by first accessing "Other Functions". Upon selecting "Build Import File" the following screen will display:

Build Import File

Create a csv file with account number, description type, bdgt amt, bdgt adj, and up to 12 months of mtd activity.

Beg Acct: 000-000000-000-000-0

End Acct: 999-999999-999-999-9

Acct Type: All

Beg Mo-Yr: 06-2022

End Mo-Yr: 06-2022

Filename: Bdgt-data.csv

Include field names

Build File Close

Answer the following questions:

**Beg/End Acct:** If budget information for only a range of accts should be written to the file, enter the beg/end acct#. To include all accts leave the default.

**Acct Type:** If budget information for only a specific type of account should be written to the file, enter "E" (Expense), "R" (Revenue), "B" (Bal Sheet), "T" (Tenant), "S" (Special Bal Sheet) or choose the type from the drop down list. Value should be "All" to include all account types.

**Beg/End Mo-Yr:** Enter the range of accounting periods to be used to determine which month-to-date activity amounts should be written to the file. The current month will default but may be changed.

**File Name:** This is the name of the file that will contain the budget data. The default is "Bud-data.csv" but may be changed. If no path is entered, the file will be stored in the Budget folder.

After questions have been entered, select "Build File" or "Close" to exit without executing. A confirmation message will display once the file is built. To import the file, usually just double-clicking the file will open it in a spreadsheet. The format of this file is "csv".

# Budget Preparation

The main purpose of the Budget Preparation program is to enter or edit a table of “proposed” budget amounts. To help determine the proposed amounts the program can also store and print the current fiscal year’s budget amounts as well as the YTD Activity amounts. A worksheet can be printed for each Budget Preparation file for review. Once the proposed budget amounts are approved the amounts can be moved back to the regular budget accounts table so they don’t have to be entered manually.

Upon entering the program a “Select” screen will display allowing a Budget Preparation table# to be selected. If no tables exist or table selection should be skipped, “Cancel” may be selected - otherwise a table is chosen from the drop-down list, then click “Select”. The following screen will display:

## Field Descriptions

Line #	Account #	Description	YTD Activity	Curr Budget	Prop Budget
000050	100-320000-000-000-0	Balance-General Fund	0.00	1,052,684.00CR	0.00
000100	100-411100-000-000-0	Taxes-General M&D	0.00	0.00	0.00
000150	100-411200-000-000-0	Taxes-Supplemental Levy	6,235.59CR	300,000.00CR	0.00
000200	100-411400-000-000-0	Taxes-Tort	16,035.47CR	20,478.00CR	0.00
000250	100-411900-000-000-0	Taxes - Judgements	0.00	0.00	0.00
000300	100-415000-000-000-0	Investment Earnings	827.42CR	70,000.00CR	0.00
000350	100-419900-000-000-0	OTHER LOCAL REVENUE	12,850.80CR	10,000.00CR	0.00
000400	100-431100-000-000-0	State Support Program	4,583,677.93CR	4,034,216.00CR	0.00
000450	100-431200-000-000-0	TRANSPORTATION SUPPORT	0.00	200,000.00CR	0.00
000500	100-431800-000-000-0	Benefit Apportionment	0.00	555,019.00CR	0.00
000550	100-431900-000-000-0	Other State Support	92,316.00CR	64,276.00CR	0.00
000600	100-437000-000-000-0	Lottery Funds	90,343.00CR	100,607.00CR	0.00
000650	100-439000-000-000-0	OTHER STATE REVENUE	0.00	1,250.00CR	0.00
000700	100-438000-000-000-0	Property Tax Replacement	14,622.51CR	20,477.00CR	0.00
000750	100-445900-000-000-0	Federal Support Revenue	0.00	0.00	0.00
000800	100-460000-000-000-0	Transfer In	0.00	0.00	0.00
000850					
000900		****TOTAL REVENUE	4,816,908.72CR	6,429,007.00CR	0.00
000950	100-512110-000-000-0	ELEMENTARY TEACHERS-SALARY	300.00	0.00	0.00
001000	100-512110-101-000-0	Elementary Teacher-Salary	549,806.03	726,000.00	0.00
001050	100-512115-101-000-0	ELEMENTARY AIDES-SALARY	2,698.31	2,550.00	0.00
001100	100-512115-101-010-0	Elementary Aides Salary-JOBS	776.56	0.00	0.00
001150	100-512160-101-000-0	ELEMENTARY-SUBSTITUTE TEACHERS	6,287.59	9,000.00	0.00
001200	100-512200-000-000-0	ELEMENTARY-BENEFITS	60.00	0.00	0.00

**Line #** Each entry in a budget preparation file is identified by a unique line number. The line number is generated automatically.

**Account:** The budget account number. NOTE: even totals, underlines, and heading lines must have account numbers.

**Description:** Description of the budget account. This field is entered automatically from the Budget Acct table and may not be changed.

**Amt Col-1(YTD Activity):**

The Budget Prep table allows three amounts to be stored on each line. What values are

stored in the three amount columns will be determined by settings when running the “Create” routine. Normally the first amount column will be the YTD Activity (the total activity for each budget acct for a specified range of accounting periods so user can view how much was actually spent or collected for each acct).

**Amt Col-2 (Curr Budget):**

The second amount column is normally the current budget amount (this is determined by settings when running the “Create” routine). This displays the current budget amounts as a reference while entering the proposed budget amounts.

**Amt Col-3 (Prop Budget):**

The third amount column is normally the proposed budget amount (this is determined by settings when running the “Create” routine). This will normally start as a zero amount and the user will enter the new proposed amounts. The current budget amounts can be copied (moved) to this column if desired.

**Create**

This command is used to create a new budget preparation table or optionally update a Report Format table with new Budget Prep table accounts (that have been manually added during the Budget Prep process). Normally to build a new Budget Prep table (with new YTD activity, current budget amounts, and zero proposed amounts), select “**Create From Report Format**” and enter the Budget Prep# to create, and the Report Format# to create from. The amounts to be moved to the three amount columns, can be selected, although usually the default values work best (YTD Activity, Curr Budgeted Amt, and Zero). If creating a new Budget Prep table from an existing Budget Prep table, select “Create From Bdgt Prep” and then enter the new Budget Prep#, and the existing Budget Prep# to copy from. If updating a Report Format table with new budget accts, select “Copy New Accts to Report Format” (the Budget Prep table must already be selected and displayed to perform this function), then enter the Report Format# that is to be updated. After the proper selections have been made, select “Create” to begin (or Cancel to close). If building a new Budget Prep table, and one with the same number, already exists, the program will ask to confirm that it’s ok to overwrite it. If building a new table, the table will display upon completion of the operation. The table’s name can be changed by selecting “Rename” (see below).

**Select #**

Select one of the existing Budget Prep tables, if any exist. This must be done before viewing, modifying, or printing. If the table already exists, use this command to select it. Upon choosing this command, the Budget Prep table can be selected from a drop-down list. After selecting the table, click “Select” and the Budget Prep table will display.

**Delete File**

If the Budget Prep table currently selected should be totally removed, use this command. A message will display for confirmation before the table is actually deleted.

**Insert**

Once a Budget Prep table is selected, a new line can be inserted by using the “Insert” command. Before clicking on ‘Insert’ make sure the cursor is on the line above where the new line will be added. Upon clicking ‘Insert’, a screen will display allowing the values to be entered for the new line (see above field definitions as well as field definitions described in Report Formats). Note: if the new line is for a new budget acct, the account must already have been added using the Budget Accounts program. After filling in the screen, select “Save” to permanently add the line or Esc or “Cancel” to not add.

**Edit**

Once a Budget Prep table is selected, a line can be edited by using the “Edit” command. Before clicking on ‘Edit’ make sure the cursor is on the line that is to be changed. Upon clicking on ‘Edit’ the line’s contents will display in the middle of the screen for changes to be made. Enter values as explained under “Budget Prep and Report Format Field Descriptions”.

Save the changes to the line by clicking "Save". Esc or Cancel command will cancel the edit.

- Un/Delete** Once a Budget Prep table is selected, a line can be deleted by using the "Un/Delete" command. Before selecting this command make sure the cursor is on the line to be deleted. This marks the line as deleted but it may be un-deleted by clicking on the command again. Note: until the "Save" command is selected, the line is not permanently deleted.
- Details** While any of the amount columns may have "detail" for any amount, this command is normally used for detail to the "proposed" amounts column. This is handy should some detail be needed to explain the total. For example salary amounts may need to be itemized for employees paid from a specific account. When the cursor is on the line and column where the details should be added, select "Details" and enter as many lines of detail as needed. The "Units" field can be used to indicate how many gallons or weeks or months the expense is for (usually units is left as "1.00"). The system will total the detail lines and when "Save" is clicked, the total will be inserted as the column amount.
- Calculate** As amounts are entered in the "amount" columns (usually the "proposed" budget amount column) the totals are not changed. To re-calculate the totals click on this command. Note: totals are also calculated when saving.
- Save** Once all entries/changes are made, select this command to save all entries/changes.
- Close** This command will exit the program. However if changes have not been saved a message will display asking whether changes should be saved. If changes should be saved, click 'Yes', otherwise click "No".
- Print** Two options are available.... Report and Screen. 'Screen' will print the contents of the screen while 'Report' prints a Budget Preparation Report. When selecting "Report" the following screen appears:

Answer the following questions:

Report Options: **“Print Control Codes”** option will include the “control” values (codes for Print, Lines, Desc Only, etc). This is allows viewing the codes that determine the format of the report. **“Print Line Numbers”** option will include the line number attached to each line. **“Print Detail Lines”** will include any “detail” that was entered to explain the total amount on the report. If printing just a Budget Preparation Report, these three options will usually be left unchecked.

1st, 2nd, 3rd Column Print:

Since the Budget Prep table contains three amount columns, the program needs to know which amount columns should print and in what order. By default the current and proposed amounts are selected for columns one and two but these may be changed to also include the Ytd activity amount in whatever column desired.

1st, 2nd, 3rd Underline for Zero:

Check any or all of the three boxes to print an underline for a zero amount. This is often used for the proposed budget column amounts, so the amounts can be manually written on the report, when it is zero.

Beg/End Line #: If only a portion of the Budget Prep table is to be printed, enter a beg/end line#. Leave the defaults (000001 and 999999) to include all lines.

Printer: The default or last used printer will initially display but the drop-down arrow can be selected to choose any other printers set up under Windows Printers/Faxes.

**Font:** The default or last used font will initially display but the drop-down arrow can be selected to choose any other displayed font.

**Size:** The default or last used font size will initially display but the drop-down arrow can be selected to choose any other font size desired.

**Orientation:** The default or last used orientation selected. This can be either Portrait (8 1/2 X 11) or Landscape (11 X 8 1/2). Select from a drop-down list or by pressing P or L.

**Set:** When a report is printed, the printer settings (name, font, size, or orientation) are saved automatically. Use this command to save the printer settings without printing.

**Print to Screen:** If the report should be displayed on the screen instead of printed to a printer, check this box. Note: if including line numbers or control codes this option is not available.

**Print to csv File:** If the report should be written to a file, check this box. The file is a 'comma-separated-value' (csv) formatted file, so it can be imported by most spreadsheet programs. Upon selecting "Print" (when this box is checked) a screen will appear which allows the path and filename to be entered. For example entering "BudPrep.csv" would store the report in the Budget folder. Entering "\\DOCS\\BudPrep.csv" would store the report in the DOCS folder. Previously entered path/name values can be viewed by selecting the down-arrow at the end of the field.

After all questions are answered, select "Print" to send the job to the printer. To exit the print screen, select "Close". If sending the print to the screen and the screen fills, press Page Down or use the scroll-bar to view the rest of the screen (X to exit the screen).

**Renumber** This routine renumbers the line numbers. This is needed since line numbers are initially numbered by 50 and when inserting, all available lines may be used. Renumbering will increment the numbers by 50 again.

**Rename** This routine allows the Budget Prep table to be renamed. A generic table name is initially assigned when the table is created. This routine allows the name to be changed, if desired. For example the name "Bdgt Prep: 2018-2019" might be more meaningful than the default name. The column headings can also be changed to more descriptive names, if desired. The default values are "YTD Activity", "Curr Budget", and "Prop Budget". For example instead of "Prop Budget", the heading "FY:2019-20" may be more meaningful, so it is apparent what fiscal year's budget is being entered.

**Move Amts** This routine allows "move"ing (or copying) amounts either to or from the Budget Prep table, to or from other tables.

**Option #1** is the most commonly used routine and is used to move an amount column (usually the proposed budget amount column in the displayed Budget Prep table) to the Budget Accounts table. When using this option the only field applicable is the "Moving From Column". The screen will initially display this as "Prop Budget" (or whatever name it has been given) but can be changed to another column. This means the proposed budget amounts (or any other column selected) is to be moved to the Budget Accounts budgeted amounts.

**Option #2** is also used to move an amount column (usually the proposed budget amount column in the displayed Budget Prep table) to the Budget Accounts table. The difference between the old and new budgeted amounts is moved to the Budget Adj amount field in Budget Accounts. When using this option the only field applicable is the "Moving From Column". The screen will normally display "Prop Budget" (or whatever name it has been given) but can be changed to another column.

**Option #3** is used to move the amounts in a column of the displayed Budget Prep table to another column in the same table. For example the Curr Budget amounts can be copied to the Prop Budget amounts. When using this option the only applicable fields are "Moving From Column" and "Moving To Column". Select which columns to move from and to.

**Option #4** is used to move a column amount in the displayed Budget Prep table to a column in another Budget Prep table. For example the proposed budget column can be moved from one table to another. When using this option the applicable fields are "Moving From Bdgt Prep#", "Moving From Column", "Moving To Bdgt Prep#", and "Moving To Column". Select which table and column is to be moved (copied) and which table and column it is to be moved to.

**Option #5** is used to move zeros to a column in the currently loaded Budget Prep table. For example zeros can be moved to the proposed budget column in the currently loaded Budget Prep table. When using this option the applicable fields are "Moving To Bdgt Prep#" and "Moving To Column". Select which table and column zeros should be moved to.

**Option #6** is used to move the budgeted amounts from the Budget Accounts table to a column in a Budget Prep table. When using this option the applicable fields would be the "Moving To Bdgt Prep#" and "Moving To Column". Select which budget prep table# and column the budgeted amounts will be moved to.

**Option #7** is used to move the YTD Activity amounts to a column in a budget prep table. For example, this can be used to update the YTD Activity column, since it may have been days or weeks since the original YTD Activity amounts were put into the Budget Prep table. When using this option the applicable fields would be the "Moving To Bdgt Prep#", "Moving To Column" and the "Beg/End Mo-Yrs". Select which budget prep table# and column the new activity amounts are to be moved to (normally YTD Activity) and what range of accounting periods should be used to determine the YTD Activity amounts. Once the option number and the necessary options and values have been chosen, the "Move" command would be selected (or "Close" to exit without executing).

#### **Main Menu**

This routine exits the program. However if changes have not been saved the program will ask whether or not changes should be saved. If "Yes" is selected, the program will perform a "Save" - if "No" then the program is closed without performing a save.

# Recurring Detail/AP

This table allows recurring records that can be moved to Detail Records or Accounts Payable to be managed. This is useful if there are regularly recurring transactions (ex: loan payments). The options on this screen are the same as those found under Detail Records except for the “Transfer” command. Therefore for info on how to post, edit, delete, print, lookup, or total records see the “Detail Records” section of this manual. After choosing this program the following screen will display:

## Command Line

A ‘recurring’ record can be brought to the screen by vendor name/number or budget account number/name. After the initial record has been brought to the display, scrolling (Up/Down Arrow) will bring up subsequent records in the same order. For example, if the first record is brought up by vendor name, scrolling will bring up the next detail record in alphabetical order by vendor name.

## Add/Edit/Del/Print/History/Lookup

These routines are the same in operation as those found in “Detail Records”. See the ‘Detail Records’ section for instruction on how to perform these functions.

## Transfer

This routine allows recurring records to be moved to either the AP or Detail Records table. Select “Accts Payable” or “Detail Records” to tell the program which table the recurring entries will be moved to. Next, enter a beg/end refr#, if entries being moved should fall within

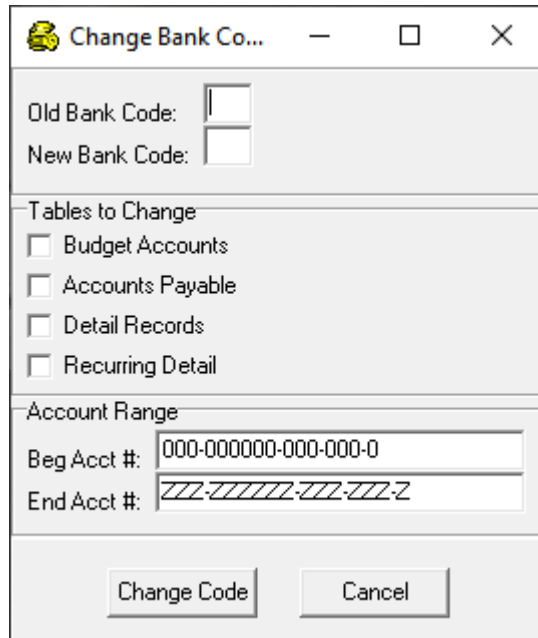
a range of reference numbers. Next, select the "Type" of entry to be moved, among "All", "Check", "Receipt", "Electronic", "Adjustment", or "Work Order". Next, select whether or not to move "Zero Amts" - or skip zero amount records. Next, select the date to be used when the records are posted. When ready to begin moving the records, select "Transfer" to begin, or "Close" to exit without executing.

**Main Menu**

Returns to Main Menu. This is the same as pressing Esc or "X" to close the screen. This selection is not valid while posting.

# Change Bank Code

The purpose of this program is to change the bank code stored in the Budget Accounts, Detail Records, and Accts Payable files. The bank code is used primarily for reconciling bank accounts and tables are sometimes not initially set up properly, if Reconciling is not initially used. Later if Reconciling is used, the bank codes may need to be changed not only in the Budget Acct file but in Detail and Accts Pay records. This means hundreds of records may need to be changed so changing them manually may not be realistic. Therefore this program can change the bank codes automatically. Upon selecting this command (found under "Other Routines") the following screen will display:



Answer the following questions:

Old Bank Code: Enter the bank code that is currently on the accounts in the range entered below.

New Bank Code: Enter the new bank code you want on the accounts entered in the below range.

File to change: Check the boxes next to those files to be changed. Normally all three boxes will be checked.

Beg/End Acct#: Enter the range of account#s to be changed. These values are important in that normally only a range of accounts would be changed for a given bank code.

After values have been entered, select "Change Code" or "Cancel" to exit without executing. A confirmation message will display once the change is completed.

# Transfer Payroll Totals

The purpose of this program is to merge Payroll totals created from an “external” Payroll program into Budget Detail Records (and optionally Accts Payable files). Before using this program, the Payroll totals must have been exported from the “external” Payroll program. The totals that print on the export report are the totals that will be posted (transferred) using this program. Care should be taken not to run this program twice or the totals will be duplicated. This program is accessed by first selecting “Other Functions”. Then upon selecting “Transfer Payroll Totals” the following screen displays:

The screenshot shows a dialog box titled "Payroll Auto Transfer (from text file)". It has a standard Windows window title bar with minimize, maximize, and close buttons. The dialog contains several sections of controls:

- Last Payroll Transfer:** A date field containing "00/00/00".
- Input Path/Filename:** A text field containing "PRTotals.txt".
- Printer:** A dropdown menu currently showing "HP LaserJet 1200 Series PCL 5".
- Font:** A dropdown menu currently showing "Arial".
- Size:** A dropdown menu currently showing "8".
- Orientation:** A dropdown menu currently showing "Portrait", with a "Set" button next to it.
- Tray:** A dropdown menu currently showing "Automatically Select", and a "Double Sided" checkbox which is unchecked.

At the bottom of the dialog are two buttons: "Transfer" and "Cancel".

Answer the following questions:

Last Payroll Transfer:

Make sure that the last payroll transfer date is correct. This date is used to prevent accidentally transferring twice in one day. For example if today's date displays then the transfer may have already been completed. Normally this will be the last payroll date.

Input Path/File Name:

Make sure the filename matches the filename that the “external” payroll program created.

Printer:

The default or last used printer will initially display but the drop-down arrow can be selected to choose any other printers set up under Windows Printers/Faxes.

Font:

The default or last used font will initially display but the drop-down arrow can be selected to choose any other displayed font.

Size:

The default or last used font size will initially display but the drop-down arrow can be selected to choose any other font size desired.

Orientation:

The report can be printed either in Portrait or Landscape mode. Change the selection by selecting from a drop-down list or by pressing P or L.

Set:

When a report is printed, the printer settings (name, font, size, or orientation) are saved automatically. Use this command to save the printer settings without printing.

After questions have been entered, select "Transfer" to begin or "Cancel" to exit without executing. Once the Transfer is selected the program compares the dates in the payroll file being transferred with the date of last transfer stored in Budget. If the dates are the same the program will issue the warning "**Payroll for this date has already been transferred. Continue?**" If no duplicate records will be posted by proceeding, then "Yes" should be selected - otherwise "No" should be selected to stop the transfer. If any account#s, vendor#s, or dept#s are found to be invalid the message "**Correct Invalid Data and Re-try Transfer**" will display and a report prints showing the errors. Go back to the "external" Payroll program and fix the invalid account#s, dept#s, or vendor#s. Once a successful transfer is run a message will display confirming the completion of the process and a report will print showing what was posted.

# Transfer Receipt Totals

The purpose of this program is to merge Receipt totals created from an “external” Receipting program into Budget Detail Records (and optionally Accts Payable files). Before using this program, the Receipt totals must have been exported from the “external” Receipting program. The totals that print on the export report are the totals that will be posted (transferred) using this program. Care should be taken not to run this program twice or the totals will be duplicated. This program is accessed by first selecting “Other Functions”. Then selecting “Transfer Receipt Totals”. The following screen displays:

Receipt Auto-Transfer (from text file)

Last Receipt Transfer: 00/00/00

Input Path/Filename: Receipts.txt

Printer: HP LaserJet 1200 Series PCL 5

Font: Arial Size: 8

Orientation: Portrait Set

Tray: Automatically Select  Double Sided

Transfer Cancel

Answer the following questions:

Last Receipt Transfer:

Make sure that the last receipt transfer date is correct. This date is used to prevent accidentally transferring twice in one day. For example if today's date displays then the transfer may have already been completed. Normally this will be the last receipt date.

Input Path/File Name:

Make sure the filename matches the filename that the “external” receipting program created.

Printer: The default or last used printer will initially display but the drop-down arrow can be selected to choose any other printers set up under Windows Printers/Faxes.

Font: The default or last used font will initially display but the drop-down arrow can be selected to choose any other displayed font.

Size: The default or last used font size will initially display but the drop-down arrow can be selected to choose any other font size desired.

Orientation: The report can be printed either in Portrait or Landscape mode. Change the selection by selecting from a drop-down list or by pressing P or L.

Set: When a report is printed, the printer settings (name, font, size, or orientation) are saved automatically. Use this command to save the printer settings without printing.

After questions have been entered, select "Transfer" to begin or "Cancel" to exit without transferring. Once the Transfer is selected the program compares the dates in the receipt file being transferred with the date of last transfer stored in Budget. If the dates are the same the program will issue the warning "Receipts for this date have already been transferred. Continue?" If no duplicate records will be posted by proceeding, then "Yes" should be selected - otherwise "No" should be selected to stop the transfer. If any account#s, vendor#s, or dept#s are found to be invalid the message "Correct Invalid Data and Re-try Transfer" will display and a report prints showing the errors. Go back to the "external" Receipting program and fix the invalid account#s, dept#s, or vendor#s. Once a successful transfer is run a message will display confirming the completion of the process and a report will print showing what was posted.

# Year End

The purpose of this program is to close-out (delete) Detail Records from a prior fiscal year once the records are no longer needed (**it is important to understand that several fiscal years can be left open at the same time so there should be no hurry in closing out - just proceed into the next fiscal year without doing anything**). Since Detail Records are used to compute YTD Balances, this program also re-calculates the 'Beg Balance' on Balance Sheet accounts (such as Cash or Accounts Payable Accounts). If new budget accts have been added in the past year, it is important that they have the correct type code (Expense, Revenue, Bal Sht) since having the wrong type code will cause an acct that should zero-out not to and one that should not zero-out to. **It is important that a current backup be on hand should the records need to be restored.** Optionally Budget tables could be copied to another database, using Manage Database - Copy Database, to provide access to the old fiscal year any time desired. Upon selecting "Year-End" the following screen displays:

Year-End Closing

Before closing the year:

1. Make a BACKUP of Budget.
2. Print all year-end reports.
3. Make sure everything is in balance.
4. Make sure no one else is in Budget.

Close Vendor Amts  
 Store YTD activity as new budget amts  
 Print the closing report

**Fiscal Mo-Yr range to close:**  
Beg Mo-Yr: 07-2017  
End Mo-Yr: 06-2018

**Calendar Mo-Yr range to close (for vendors only):**  
Beg Mo-Yr: 01-2018  
End Mo-Yr: 06-2018  
 Include Adjustments/JE  
 Include Elect Pymts  
(Change in Options - Form 1099)

Printer: HP LaserJet 1200 Series PCL 5  
Font: Arial Size: 8  
Orientation: Portrait Set  
Tray: Automatically Select  Double Sided

Close Year  
Exit

Answer the following questions:

#### Close Vendor Amts:

Check this box if the Vendor Amts (Calendar YTD and Fiscal Amts) should be updated. Closing the vendor amounts means the “-1 Fiscal Yr amount” is rolled to “-2 Fiscal Yr”, the activity amounts for fiscal year being closed are moved to “-1 Fiscal Yr” and the “Calendar YTD” Amounts is updated with the activity amounts for the mo-yr periods entered below. It is recommended that this box be checked.

#### Store YTD activity as new budget amts:

Check this box if the YTD activity amount for each budget account for the fiscal year being closed should be moved to the “Budgeted Amt” (stored on each Budget acct screen). This is handy if you want to use the YTD Activity as the new amount budgeted although this is not normally done.

#### Print the closing report:

Since the program changes “Beg Balances” field on the budget acct screens, it is recommended that there be a printed record of how the balances are changed. Checking this box will print a list of closed account balances (old balance and new balance). Having this list printed is also confirmation that the close was done. Therefore it is recommended that this box be checked.

#### Beg/End Fiscal Mo-Yr Range to Close:

The accounting mo-yr periods to be closed. Normally this will be the first and last mo-yr of a fiscal year (ex: 07-2017 and 06-2018). **These entries are extremely important - incorrect entries can result in the wrong year being closed.** The program will search through detail records to find the oldest fiscal year and will fill in the Mo-Yr range accordingly. In some cases the range filled in could be incorrect so change the Mo-Yr range if necessary.

#### Beg/End Calendar Mo-Yr Range to Close:

If the “Close Vendor Amts” box above has been checked, the system needs to know which months of activity to add together to update the vendor’s Calendar YTD Amt (stored on the vendor screen). The Calendar YTD Amt’s only purpose (other than information) is to potentially be used for printing 1099’s. If closing out the most recent fiscal year and the first six months of the calendar year will be deleted, then enter a range of mo-yrs for the first six months and the vendor Calendar YTD Amt will store the total for the first six months which can later be used to be included on the 1099 forms. If closing a fiscal year that does not include the current calendar year then enter a range for the entire calendar year. Examples: closing out fiscal year 07/2018-06/2019 in Sept 2019. Since detail records for Jan 2018 thru June 2019 will be deleted, and since they might potentially be needed for 1099s printed in December 2019, the mo-yr’s should be entered 01-2019 and 06-2019 as the beg/end values. If closing out fiscal year 07/2017-06/2018 in Sept 2019 the detail records being removed will have no impact on the 1099s printed in Dec 2019 (since the program still has all the current calendar detail records needed for 1099 amts). Therefore enter 01-2018 and 12-2018 which will store the entire calendar year’s purchases for the vendor’s Calendar YTD Amt. This amount will then be an “information-only” field.

**Printer:** The default or last used printer will initially display but the drop-down arrow can be selected to choose any other printers set up under Windows Printers/Faxes.

**Font:** The default or last used font will initially display but the drop-down arrow can be selected to choose any other displayed font.

**Size:** The default or last used font size will initially display but the drop-down arrow can be selected to choose any other font size desired.

**Orientation:** The report can be printed in either Portrait or Landscape mode. Change the selection by selecting from a drop-down list or by pressing P or L.

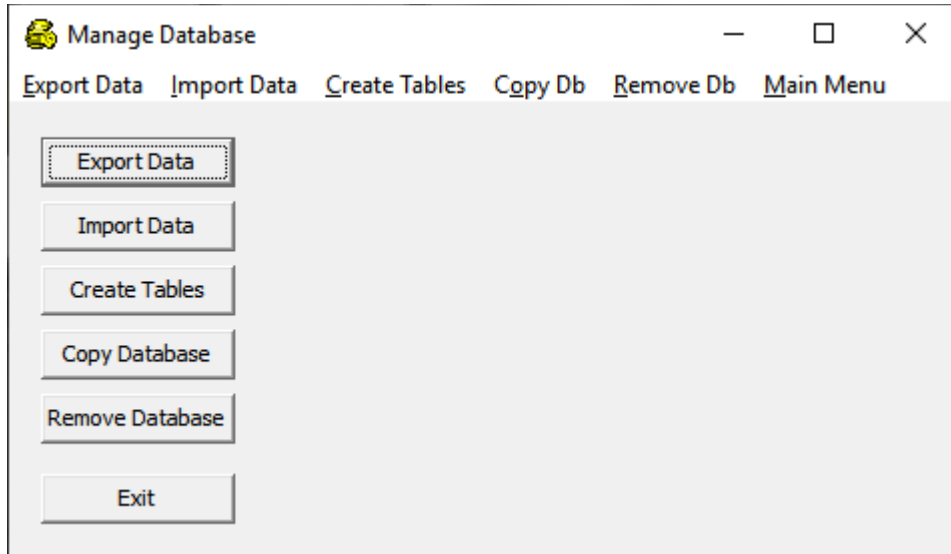
**Set:** When a report is printed, the printer settings (name, font, size, or orientation) are saved automatically. Use this command to save the printer settings without printing.

After values have been entered, select "Close Year" or "Exit" to exit without closing. Once the "Year-End" is started, a message displays that confirms the close is in progress. When the close is finished a completion confirmation message will display. If a "Closing" report has been selected then a report will print showing each account's "old" and "new" balances.

# Manage Database

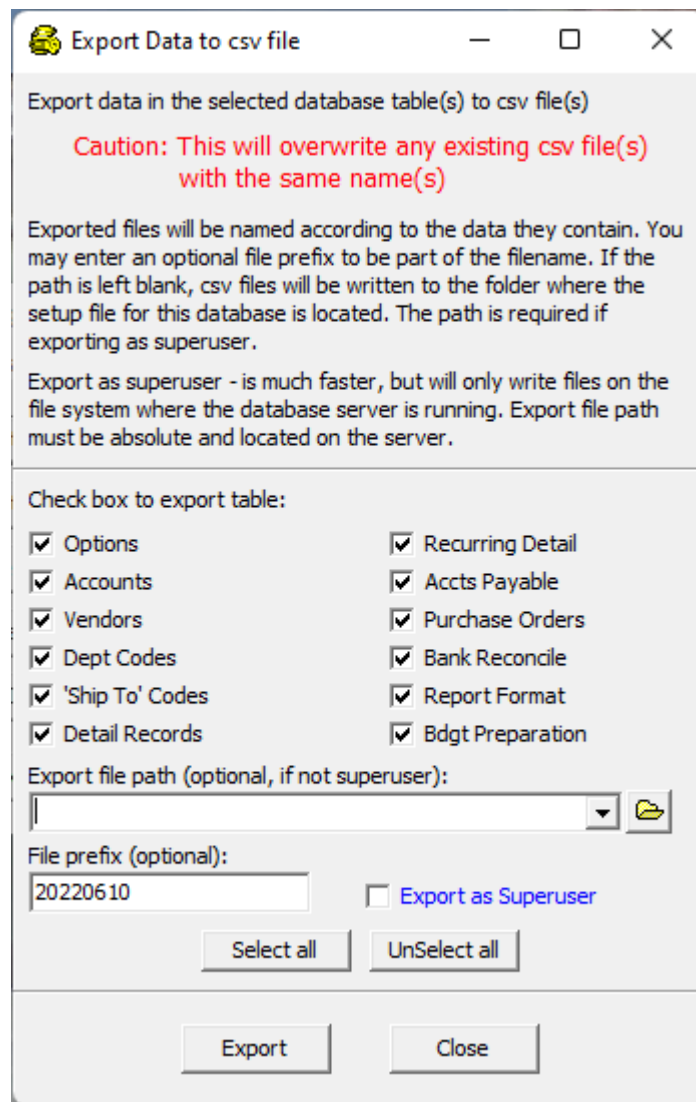
(Postgres version only)

These functions are used to manage a database, such as creating tables, copying a database, removing a database, exporting data, and importing data. The following screen will display:



## Export Data

This function “exports” a data table to a “.csv” file. The “.csv” file can then be imported to another database, or to the save database it was exported from (a backup/restore). It can also be opened using a spreadsheet. The following screen will display:



1

Table(s) to Export:

Check the box to the left of each table to be exported. Click “UnSelect all” to uncheck all boxes. Click “Select all” to check all boxes. Only the tables that have this box checked will be exported.

Export file path (optional, if not superuser):

The location where the tables will be exported. If exporting as superuser, this location must be on the server where PostgreSQL is running. If this field is left blank, the tables will be exported to the Budget folder. The “browse” button (at the right end of the field) can be selected to graphically pick the folder (path) to export to.

File prefix (optional):

The prefix to prepend to the “.csv” filename(s). This will default to today’s date (YYYYMMDD). This is a convenient way to keep track of when these files were created.

Export as Superuser:

If logged in as the PostgreSQL superuser (postgres), check this box. Exporting as the superuser is faster than exporting as a “normal” user, but other than that, the only difference is that the “Export path” must be on the server where PostgreSql is running.

- Select all: Check the box in front of all the table names. This selects all tables for exporting.
- UnSelect all: Uncheck the box in front of all the table names. This un-selects all tables for exporting. In other words, no tables will be exported.

When all questions have been answered, select “Export” to copy the selected table’s contents to a “.csv” file. Close will close this window and return to the “Manage Database” screen.

### Import Data

This function “imports” a “.csv” file to a data table. The following screen will display:

Import Data

Import data to the selected database table(s) from csv file(s)

**Caution: This will delete any existing data in the selected table(s)**

Import as superuser - is much faster, but will only read files on the file system where the database server is running. Import file path must be absolute and located on the server.

Group Role: BdgtMstr  Import as Superuser

Check box to import table: csv filename and path

<input checked="" type="checkbox"/> Options		
<input checked="" type="checkbox"/> Accounts		
<input checked="" type="checkbox"/> Vendors		
<input checked="" type="checkbox"/> Dept Codes		
<input checked="" type="checkbox"/> 'Ship To' Codes		
<input checked="" type="checkbox"/> Detail Records		
<input checked="" type="checkbox"/> Recurring Detail		
<input checked="" type="checkbox"/> Accts Payable		
<input checked="" type="checkbox"/> Purchase Orders		
<input checked="" type="checkbox"/> Bank Reconcile		
<input checked="" type="checkbox"/> Rprt Frmt Names		
<input checked="" type="checkbox"/> Report Format		<input type="checkbox"/> All
<input checked="" type="checkbox"/> Bdgt Prep Names		<input type="checkbox"/> All
<input checked="" type="checkbox"/> Bdgt Preparation		<input type="checkbox"/> All
Bdgt Prep Detail		

Import file path (optional): C:\2Mwin\PgBdgt\BdgtPg10.4\DataFiles

File prefix (optional):

Group Role: The group that should “own” the tables that are imported. If a Postgres user is a member of

this group, they will have access to the imported tables

**Import as Superuser:**

If logged in as the PostgreSQL superuser (postgres), check this box. Importing as the superuser is faster than importing as a "normal" user, but other than that, the only difference is that the "Import path" must be on the server where PostgreSQL is running. Note that some tables have "dependencies" on other tables, and can be modified when the table they "depend" upon is imported. For example, if the Accounts table is imported, and some of the accounts that have been used in detail records do not exist in the imported table, any detail records with now non-existent accounts will be removed.

**Table(s) to Import:**

Check the box to the left of each table to be imported. Click "UnSelect all" to uncheck all boxes. Click "Select all" to check all boxes. Only the tables that have this box checked will be imported. The ".csv" file path and filename may be entered directly, selected by clicking the "browse" button to the right of the file path/name, or by entering the "Import file path" and the "File prefix", then click the "Display File Names" button to fill in the filename(s) automatically.

**Import file path (optional, if not superuser):**

The location from which the tables will be imported. If importing as superuser, this location must be on the server where PostgreSQL is running. If this field is left blank, the tables will be imported from the Budget folder. The "browse" button (at the right end of the field) can be selected to graphically pick the folder (path) to import from.

**File prefix (optional):**

The prefix to prepend to the ".csv" filename(s). If a date prefix was used when the tables were exported, enter the date here (usually YYYYMMDD).

**Display File Names:**

If the "Import file path" and "File prefix" have been entered, this selection will combine the two and automatically enter the path and filename for all of the tables that are "checked".

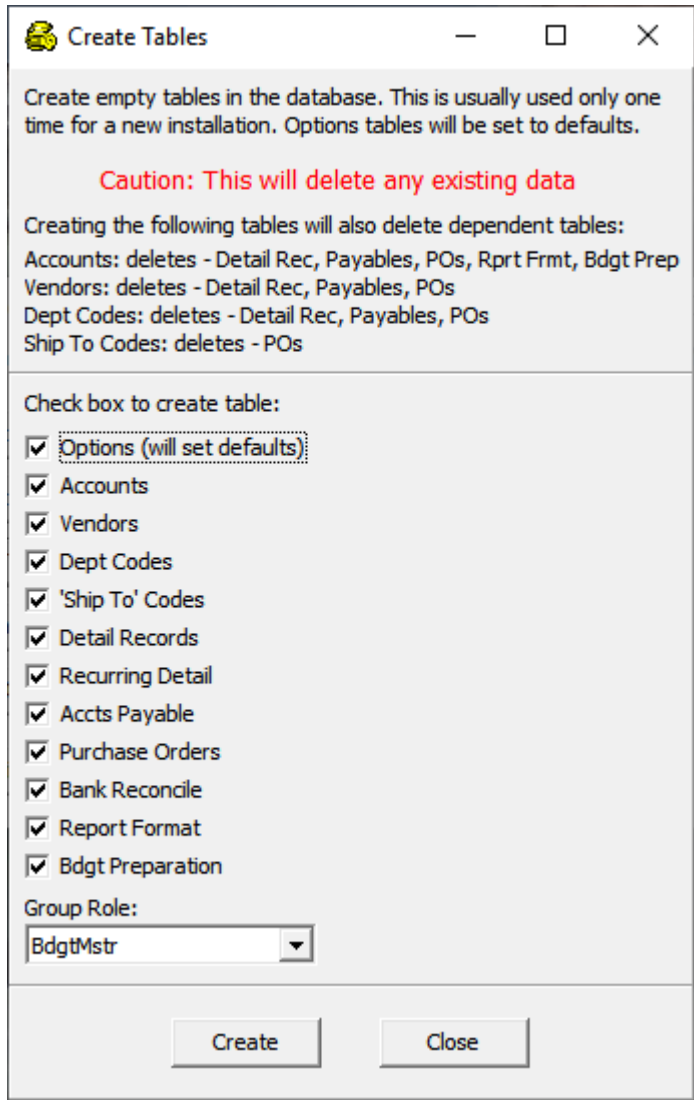
**Select all:** Check the box in front of all the table names. This selects all tables for importing.

**UnSelect all:** Uncheck the box in front of all the table names. This un-selects all tables for importing. In other words, no tables will be imported.

When all questions have been answered, select "Import" to copy the selected table's contents from a ".csv" file. Close will close this window and return to the "Manage Database" screen.

## **Create Tables**

This function create a data table, or a set of data tables so data can be inserted into them. No data can be stored in a table until it has been created. The following screen will display:



Table(s) to Create:

Check the box to the left of each table to be created. Note that some tables are “dependent” on other tables. For example, each line of a detail record contains an account number and a vendor. If either of these two tables are created, all detail records will be removed, because they can not contain a non-existent account number or vendor number.

Group Role: The group that should “own” the tables that are created. If a Postgres user is a member of this group, they will have access to the tables

When all questions have been answered, select “Create” the selected table(s). Close will close this window and return to the “Manage Database” screen.

### Copy Database

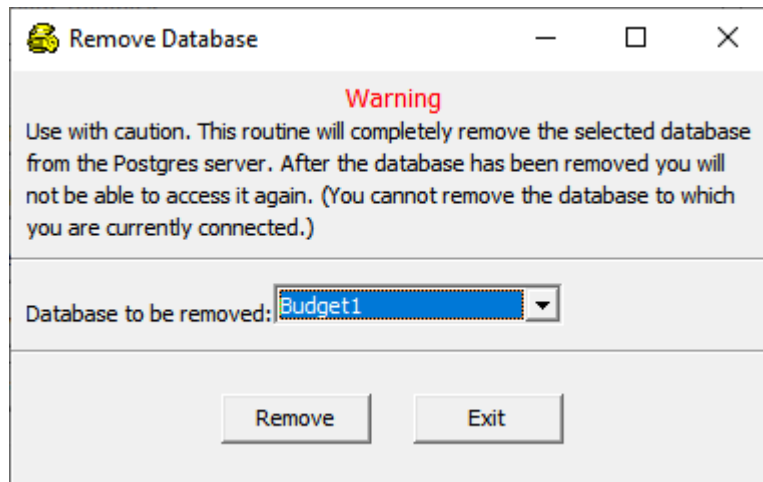
This function copies a database, or a set of data tables. The database to be copied from, should already be connected. This screen looks very similar to the Postgres login screen and will create a database to be copied to. The following screen will display:

- User: Postgres user login name.
- Password: Password for the above username.
- Database Name: The name of the database that will be created and copied to.
- Host Name: The name of the “host” (or server) where Postgres is running.
- Host Addr: The host IP address can be entered here, if the “host name” is unknown.
- Port #: The port on the “host” where Postgres is “listening” for connection requests.
- Group Role: The group that should “own” the database that is created. If a Postgres user is a member of this group, they will have access to the tables.

When these questions have been answered, select “Create/Connect” to create the database. When the new database is created (and connected), the “Copy Database” button will be enabled. Select this button to make a copy of the database. Cancel will close this window without creating and/or copying the database, and return to the “Manage Database” screen.

### Remove Database

This function copies a database, or a set of data tables. The database to be copied from, should already be connected. This screen looks very similar to the Postgres login screen and will create a database to be copied to. The following screen will display:



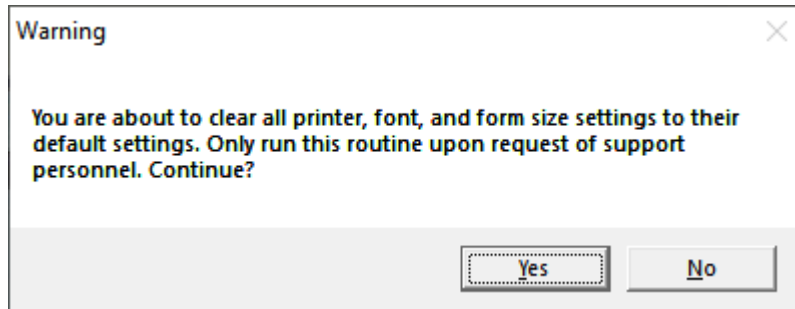
Database to be removed:

Select the database to be removed from the drop down list. Note that the currently connected database cannot be deleted.

When the database to be removed, has been selected, click "Remove" to delete the database. When the database has been deleted, it will no longer be accessible and the data will be gone. Multiple databases can be removed before leaving this window. Exit will close this window without removing a database, and return to the "Manage Database" screen.

# Clear Registry

Many settings are stored in the registry on the workstation running the software. Things like printers, fonts, font sizes, and orientation are stored in the registry. The position and size of some program forms (screens) are also stored in the registry. This option will clear all registry items and set everything back to the defaults. When Clear Registry is selected, the following warning screen will appear:



Click "Yes" to clear the registry or "No" to not clear the registry and return to the main menu.

# Options

The purpose of the “Options” menu items is to enter setup information used by various programs. For example the check and PO format along with print margins would normally not change, so the values can be stored and changed if needed. Options are stored under several sub-menu choices as explained below:

**General** The “General” Options screen **contains** information that is common to many programs. The following form will display:

**General Options**

**Fiscal Periods**

	Begin	End
1.	07	06
2.	07	06
3.	07	06
4.	07	06

Allow zero contra-accts (not recommended)  
 Auto-fill accrual contra-acct

**Acctg Type**  
 Dual Entry (recommended)  
 Single Entry

Save  
Cancel  
Print

Abbr Name:

**Payroll DB Name**  
  
 Bdgt & Pyrl use same pswd

**Group Role:**

**Account Format**  
  
 Using '#' for digits, type in acct format as you want it to appear. For separators use any desired char, other than '#'. Maximum 22 digits, 7 separators.  
 Fund Digits:   
 Zero fill acct # from left

List Funds and Bank Codes  
 List Fonts Alphabetically  
 Ask Before Closing Budget  
 Disable Duplex/Print Tray  
 Printer dpi:

**User Type**  
 School  
 Municipality  
 Hsng Auth

Auto-add new accts to report format  
 Open report format only  
 Default Table #:  (00=none)

**Vendor Label Format**  
 Labels Across:   
 Labels Down:   
 Top Margin - inches:   
 Left Margin - inches:   
 Label Height - inches:   
 Label Width - inches:   
 Label Spacing - inches:   
 Space fill alpha vendor #s

**Passwords**

	Master:	Retype:
Read Only:	<input type="text"/>	<input type="text"/>
Recur Detail:	<input type="text"/>	<input type="text"/>
Purch Ordrs:	<input type="text"/>	<input type="text"/>
Approve PO:	<input type="text"/>	<input type="text"/>
Edit Detail:	<input type="text"/>	<input type="text"/>
Manual Cks:	<input type="text"/>	<input type="text"/>

**Fiscal Periods:** Enter the month (1-12) the fiscal year begins, from a drop-down list. Since some funds may begin on different months, up to 4 sets of months may be entered. When setting up fund information the fiscal beg/end close-out period (1-4) for each fund may be specified. When the beginning month is entered the ending month is automatically displayed.

**Allow Zero Contra-Accounts:**

When revenue, expense, and some liability accounts are set up, accrual and cash “contra” accounts can be entered which defines the “offset” account. For example an expense account might have an Accounts Payable “accrual” contra-account and a Cash in Bank “cash” contra-account. Balance sheet accounts usually do not require a contra-account and the same account number can be entered in all three “account” fields. (Checking this box is not recommended.)

**Auto Fill Accrual Contra-Acct:**

If this box is checked, when adding a balance sheet account (in Budget Accounts), the accrual contra-account be filled in automatically with the same account number as being added.

**Acctg Type:** If all postings should be dual-entry (for every debit there is a credit) then check the “dual-entry” option. If single-entry postings are allowed then select “Single Entry”. Dual-Entry” is recommended.

**Abbrev Name:** The value in this field displays on the Main Menu and sub-menus. If more than one database is being accessed (such as a prior year), this is helpful to identify which database is on the screen.

**Payroll DB Name:** The name of the Payroll database. Some functions in Budget Manager require access to the Payroll, such as renumbering vendors, or changing a budget account number that is used in Payroll.

**Bdgt & Pyrl use same pswd:**

If the Payroll database has the same username and password as the Budget database, check this box, so that the Budget program can automatically connect to the Payroll database when needed.

**List Funds and Bank Codes**

Check this box if a list of funds and bank codes should be displayed. (These must be set up in Options – Funds.) If this box is not checked, a box will allow a fund/bank code to be entered.

**List Fonts Alphabetically:**

Check this box if font names should list alphabetically when choosing font names on report print screens. Uncheck box if they should list in the order Windows stores them. **Warning:** this setting should not be changed if the fonts names have already been set.

**Ask Before Closing Budget**

Check this box if you would like to be prompted before closing the Budget Manager program. This is used so if the Esc key is accidentally pressed once more than was desired, the Budget Manager program won't automatically be closed, before asking.

**Disable Duplex/Print Tray:**

Budget Manager has a problem with the duplex/print tray selection routine with some printers. If you are consistently getting an error when attempting to print, try checking this box. The print error may go away. If not, please contact your support representative.

**Printer dpi**

This value is used to manually set the printers dots per inch value. If left at zero, the value will be selected automatically. This value should only be entered if the automatic dots per inch selection is not working properly.

**Vendor Label Format**

**Labels Across:** This value is used by the label print routine found under Print under Vendors. If using 1-

across continuous labels choose '1' from the drop-down list. If using a laser/inkjet printer choose 2 or 3 from the list, depending on the label layout.

**Labels Down:** Enter the number of labels down on a page. If using one inch laser labels there will normally be ten labels down the page, if so, enter 10.

**Label Width:** The label width in inches. 1 wide labels are normally 3 or 3 1/2 inches wide so 3.0 or 3.5 would be entered. 2 wide labels are usually around 4 inches wide so 4.0 would be entered. 3 wide labels are normally around 2 1/2 inches wide so 2.5 or 2.6 would be entered.

**Label Height:** This question defines the height of the label in inches. Most labels are 1 inch high so 1.0 would be entered. If using 1 1/2" labels then enter 1.5.

**Label Spacing:** This question is applicable only if using 2 or 3-across labels. This relates to how much space should be between each label in inches. In other words, after printing the maximum width on a label this value will determine how much space to the right the program will go before printing the next label. Test print some labels and adjust this setting as needed.

**Top Margin:** This question relates to how much margin in inches should be at the top of the labels. Sheets of labels usually start the first label a few lines from the top of the page. Depending upon the printer, the program may need to advance a half inch to hit the first row of labels correctly so 0.5 would be entered. Test print some labels and adjust this setting as needed.

**Left Margin:** This question relates to how much space should be on the left side of the label. Some sheets of labels have the left edge of the left-most label a few spaces to the right of the left edge of the sheet. The print may need to be moved to the right a few characters to compensate for this. In other words if this value is set to 0 (zero) the labels may print too far to the left and this value may need to be changed to 0.1 or 0.2 inches to move the printing to the right. Set this value to 0.1 and then do some test printing for a few vendors to determine the correct value.

#### LABEL NOTES for 2-across and 3-across labels:

Some inkjet/laserjet printers have only a maximum print width of 8 inches. For 3-across labels that would mean the total of the **left margin** plus the **label width** times 3 plus the **label space** times 2 should not exceed 8 inches. For 2-across labels that would mean that the total of the **left characters** plus the **label width** times 2 plus the **label space** should not exceed 8 inches. If when test printing, the vendor name and address is partially dropped on the right side, the maximum print width has been exceeded and the above values will need to be adjusted. In most cases a test printing will need to be done to determine the values that will work for the brand of printer being used.

**Acct Format:** Entering "pound" symbols defines how many digits will be in the account number you will be entering under **Accounts**. Also any characters like a dash or space defines the separator character to be used. For example if user enters **###-#####-###** means that the account number will have twelve digits with a dash as a separator after the third and ninth digits.

**Fund Digits:** In some cases part of the account number represents a 'fund' number. If so, enter the number of digits that represents the fund number. This value is normally 2 or 3. Enter 0 if not applicable.

**Zero Fill Left:** Check this box if the account number is to be filled with zeros on the left side. For example if the account number is nine digits and only eight digits are entered, a zero will be filled in on the left side if this box is checked (ex: 100-51210 will be displayed as 010-051210). If this box is not checked then the account number will be filled in on the right side (ex: 100-51210 will be displayed as 100-512100).

**User Type:** The software adapts some items to the type of organization using it. Select the option that most closely defines your organization.

#### Auto-Add New Accts To Report Format:

If this box is checked, the program will open a Report Format table when adding a new budget account so the new account may be inserted in the table. This is handy since new accounts must be added into a Report Format table for the account to appear in a Financial

Report. If this box is checked, the **Open Report Format Only** box below should also be checked or the program will attempt to insert the new account automatically, which is not recommended.

Open Report Format Only:

Applicable only if the above **Auto-add** box is checked. If this box is checked then when adding a new budget account the program will open the report format screen automatically but will not attempt to insert the new account automatically but will allow the account to be inserted manually.

Default Table#: Applicable only if the above **Auto-add** box is checked. This value defines which Report Format table# should open when opening the Report Format table. If there are multiple Report Format tables, enter 00 which means there is no default. If there is only one Report Format table (or only one "main" Format table) enter that number (ex: 01).

**Passwords:** If a password is to be entered before allowing access to the program, enter a password in one or more of the following categories. Note that the password has to be entered twice for verification.

Master: This password allows access to all functions... posting, editing, deleting, etc.

Read-Only: This password will only allow printing reports and viewing records but no posting, editing, or deleting will be allowed.

Recur Detail: This password only allows access to the **Recurring** Detail file.

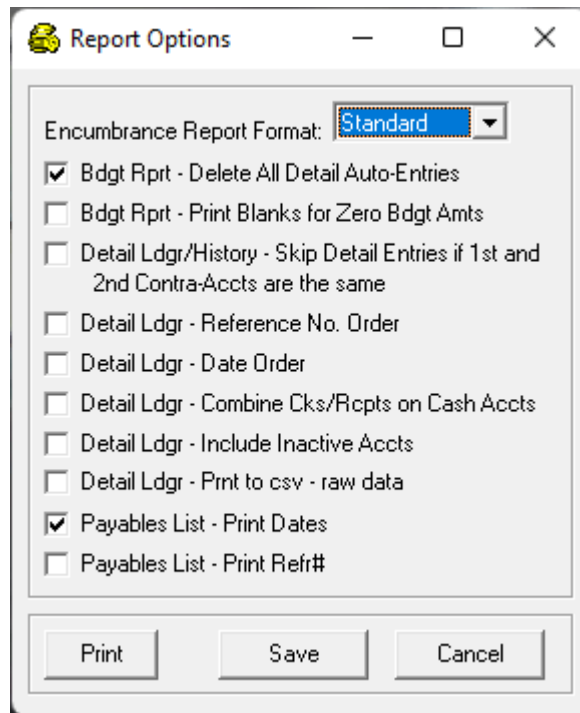
Purch Orders: This password only allows access to Purchase Orders.

Edit Detail: This password only allows access to edit Detail Records.

After questions have been answered select **Save** to permanently store the selections. Select **Print** to print the screen contents to the default printer. Selecting **Cancel** will cause the program to not save the selections and return the selections to their former values.

## Reports

The "Report" Options screen allows storing information that is common to the Budget and Detail Ledger Reports. The following screen will appear:



**Encumbrance Report Format:**

When selecting the Encumbrance Report (when printing a Budget Report) there are two formats available, selected from a drop-down list. The 'Standard' format and the 'MTD Activity' formats are the same except the 'MTD Activity' format includes a column showing the amount spent/collected for the current month whereas the "Standard" format does not include this column.

**Budget Report -Delete all Detail Auto-Entries:**

A Budget Report can post a single-sided "auto-posting" entry to the Fund Balance account to keep the Balance Sheet in balance. When this is done it is important that the existing "auto-postings" be deleted before the report begins. However "auto-posting" entries can also be created from other report format tables and those should not be deleted. In other words if GENERAL FUND and another fund accounts are contained in separate report format tables, the other fund auto-posting, should not be deleted just because the GENERAL FUND report is being printed. Leaving this box unchecked tells the program to only delete auto-postings that would be generated from the Budget Report that is being executed. Checking this box tells the program to remove all auto-postings regardless of what Budget Report is being generated. If the report format table does not generate an "auto-posting" then this question is irrelevant.

**Budget Rept - Print Blanks for Zero Bdgt Amts:**

Many budget accounts may not have an amount budgeted. In this case it may be preferable to not print a zero budget amount on a Budget Report as well as not print a balance remaining or percentages. If so check this box. If zeroes are preferred then leave the box unchecked.

**Detail Ldgr/History - Skip Detail Entries if 1st and 2nd Contra-Accounts Same:**

Many entries will have the same account as the 1st and 2nd contra-accounts. For example when checks are written normally the 1st and 2nd contra-accounts will both be the Accounts Payable account thereby just representing an off-setting zero value. If it is preferable to leave both entries off the Detail Ledger Report, to reduce clutter, check this box.

**Detail Ldgr/History - Reference No Order:**

When printing postings on the Detail Ledger Report the postings will normally print in the sequence they were posted into the system. If you would prefer that the postings print in reference number (check# or receipt#) order, check this box.

**Detail Ldgr/History - Date Order:**

When printing postings on the Detail Ledger Report the postings will normally print in the sequence they were posted into the system. If you would prefer that the postings print in date order, check this box.

**Detail Ldgr/History - Combine Cks/Rcpts on Cash Accounts:**

If printing in reference number order, it may be preferable to combine all entries with the same reference number and print them as one amount. For example a check may have five entries. Since each will print in detail on the expense or liability accounts, it may not be necessary to also print each entry in detail on the Cash account. If you would like a combined amount to print instead of detail, check this box.

**Detail Ldgr - Include Inactive Accts:**

Selecting this option causes any accounts that have not had activity during the specified mo-yr range, to be excluded from the report. This can be changed on the Detail Ledger report screen.

**Detail Ldgr - Print to csv - raw data:**

When printing to a csv file, selecting this option will cause the detail lines to be printed without any formatting or totals. This is usually preferred when the data is to be formatted with a spreadsheet. If this option is not selected, the csv file will be formatted similar to the printed version of the report.

**Bills Payable - Print Dates:**

When printing the Bills Payable (Claims List) Report, this option will include the date of each transaction on the report.

**Bills Payable - Print Refr#:**

When printing the Bills Payable (Claims List) Report, this options will include the reference number of each transaction on the report.

After questions have been answered, select "Save" to permanently store the answers. "Print" will to print the screen contents to the default printer. Selecting "Cancel" will cause the program to not save the values, and return them to their former state.

## **Purchase Orders**

The "Purchase Order" Options screen allows user to store information that is used by the Purchase Order program. Enter the following:

**PO Format:** The format to use when printing the purchase orders. Formats 1-3 and 7 use a pre-printed form while 4-6 and 8-9 use plain 8 1/2 X 11 paper. Your installer will assist with the value to enter.

**Print Order:** Select from the drop-down list which order purchase order lists and forms will print in. Choices are “PO No” and “Vendor No”. ‘PO No’ is the most common choice.

**PO Hndg Top Margin – inches:**  
This is the number of inches in the top margin of the PO form (amount of space the paper will advance before printing the heading). Fractions of inches are allowed. The setting will vary depending upon the PO format being used. See below for recommended settings.

**PO Hndg Left Margin – inches:**  
This is the number of inches in the left margin for the heading area of the PO form. Fractions of inches are allowed. The setting will vary depending upon the PO format being used. See below for recommended settings.

**PO Body Top Margin – inches:**  
This is the number of inches in the top margin of the PO form body (amount of space the from the top of the paper to the body area... body area being where the line items begin printing). Fractions of inches are allowed. The setting will vary depending upon the PO format being used. See below for recommended settings.

**PO Body Left Margin – inches:**  
This is the number of inches in the left margin for the body area of the PO form. Fractions of inches are allowed. The setting will vary depending upon the PO format being used. See below for recommended settings.

**PO Footer Top Margin – inches:**  
This is the number of inches in the top margin of the PO footer (amount of space the from the top of the paper to the footer... footer being the “total” of the PO plus anything below it). Fractions of inches are allowed. The setting will vary depending upon the PO format being used.

See below for recommended settings.

**Recommended Settings:**

Note: these are estimates and may need to be altered depending upon font used and model of printer.

Format#:	Top Hdg	Left Hdg	Top Body	Left Body	Top Footer
1, 2, & 7	1.1	0.1	3.45	0.0	9.45
3	0.5	0.1	3.45	0.0	8.70
4 & 6	0.2	0.2	3.90	0.3	8.75
5	0.2	0.2	5.40	0.3	10.00
8	0.36	0.1	5.10	0.1	9.80
9	0.0	0.1	2.80	0.2	9.20
10	0.2	0.2	2.90	0.3	8.10

**Address for PO Format #9:**

PO format #9 prints a company billing address which could be different than the company ship-to address. If using format #9, up to three address lines may be entered.

**Auto PO# Numbering:**

Checking this box allows the system to automatically number the purchase orders. Under Options-Funds each fund may have a separate PO number sequence. If a fund has zero for its PO number, the system will look at the previous fund for a PO number. At least the first fund in the set up screen must have a PO number if this option is enabled.

**Post POs by Fund:**

If all lines on a PO should be to a single fund and the program should prevent mixing funds on a single PO, check this box. When entering the PO program the system will ask for a fund number. All budget accounts on all lines must match that fund. Leave this box unchecked if POs will have a mixture of funds or if verification that all budget accts on a PO belong to a single fund is not desired.

**Print Dept Description:**

Some of the purchase order formats have the option to print the department description on the purchase order. If dept name should be printed on the PO, check this box. Normally this box will remain unchecked.

**Delete POs After Xfer to AP:**

When using the AP Transfer routine there is the option of deleting the PO as it is moved to AP. This question allows setting up a default value so the question will normally be answered correctly when running the program. Check this box if POs should be deleted.

**Repeat on Blank Field:**

Since the PO screen allows multiple lines there may be a need to repeat information from one line to the next. The program will repeat by pressing F4. If the program should repeat just by not entering a value then check this box. This would mean that the invoice# would repeat from the previous line just by leaving it blank.

**Include Printed POs:**

When printing PO Forms and Lists, POs that have already been printed are not included unless this box "Include Printed" is checked. If this box should be checked automatically upon opening the PO Print screen, check this box.

**Print 'Pay to' Addr if 'Order From' Addr is Blank:**

Some PO formats print the vendor's 'Order From' address on the PO form. When this box is checked the program will instead use the 'Pay to' address when the 'Order From' address on

the vendor screen is blank.

Beg/End Fiscal Years:

Some of the PO formats print the beginning and ending fiscal year. If one of these formats is used, this information must be entered, if not, leave these two fields blank.

After questions have been answered, select "Save" to permanently save the values. Select "Print" to print the screen contents to the default printer. Selecting "Cancel" will cause the program to not save the values and return them former settings.

## Accounts Payable

The "Accts Payable" Options screen allows storing information that is used by the Accts Payable program. The

Print	Top	Left
Date:	1.38	5.00
Amount (\$):	1.35	6.20
Amt Written:	1.15	0.25
Name/Addr:	1.90	1.10
<input type="checkbox"/> Name Only:	0.00	0.00
<input type="checkbox"/> Fund Name:	0.00	0.00
<input type="checkbox"/> Fiscal Year:	0.00	0.00
<input type="checkbox"/> Check #:	0.00	0.00
<input type="checkbox"/> Signature:	0.00	0.00
Stub 1:	3.70	0.20
Stub 2:	7.20	

following screen will display:

**Print Positions:** The print positions are in inches (and hundredths of inches) and are measured from where the printer starts printing on the top, left of the page, to where each item should be printed. If an item has a checkbox, check it to print the item on the check. Uncheck it to not print the item on the check.

**Date:** The date the check is printed.

**Amount (\$):** The amount as a series of numbers, such as "\$143.34".

**Amt Written:** The amount written out, such as "\*\*One Hundred Forty Three Dollars and \*34\* Cents".

**Name/Addr:** The name and address of the vendor.

**Name Only:** Print just the name of the vendor.

**Fund Name:** Print the fund name on the check.

Fiscal Year: Print the fiscal year on the check.

Check #: Print the check number on the check. (The check number is usually pre printed.)

Signature: Print an "electronic" signature on the check.

Stub 1: Where to start printing the first check stub.

Stub 2: Where to start printing the second check stub.

Check Signature File (.bmp):

The path and file that contain the "electronic" signature to be printed on the check. This image file must be in "bitmap" (.bmp) format.

Enclose signature in a box:

Check this to print a box around the "electronic" signature.

Print Desc on Ck Stub:

This field controls the format of the information printed on the check stub. If "Y", the stub will contain all information about a purchase no matter how many lines on the stub (a continuation check will print if necessary). "N" is an abbreviated format that will print only the invoice no. and amount for each purchase thereby allowing more items to be printed on a single check without a continuation check. "B" will print all information unless there are more than 22 entries in which case it will revert automatically to the abbreviated version.

Fiscal Year: All check formats print the fiscal year if entered (ex: 2019-20). If you do not want to print the fiscal year (or where it prints over something else on the check) then leave this field blank.

Use Auto Ck Numbering:

Checking this box allows the program to track the next check number to print. Each fund may have a separate check number sequence. If the fund that the checks are being written on has an entry in the "Fund" Options screen, the corresponding check number will be used. If the check number is zeroes, the program will look at the previous fund in the list for a check number. If this option is enabled, at least the first fund in the list must have a check number associated with it.

Auto Change Contra-Acct on Edit:

When posting AP entries the program automatically displays the "contra-account" (if using dual-entry accounting). If the contra-acct should be automatically updated if the account number is changed during an edit, then check this box. If the contra-acct should not change automatically when the account number is changed, uncheck this box.

Check for Duplicate Inv's:

If an invoice already exists in detail records for this vendor, a warning will display, if this box is checked.

Default Bank Code:

Checks and registers are printed by bank code. If there is only one bank, then all checks will have the same bank code. This value will be displayed automatically as the default bank code.

Subtotal Print List: Check this box if a subtotal should print on the AP List after each vendor. This is used to see the total amount of each vendor check before printing checks.

Repeat on Blank Field:

Since the AP screen allows multiple lines, there may be a need to repeat information from one line to the next. The program will repeat by pressing F4. If the program should repeat just by not entering a value then check this box. This would mean that the invoice# would repeat from the previous line just by leaving it blank. It is recommended this box not be checked and just press F4 when a repeat is needed.

After questions have been answered, select “Save” to permanently store the answers. Select “Print” to print the screen contents to the default printer. Selecting “Cancel” will cause the program to not save the questions and return the questions to their former values.

## Direct Pay

The “Direct Pay’ Options are used to enter the information for sending payments to vendors electronically. The following screen will display:

The direct-deposit options screen is used to specify information about the school and the financial institution handling the direct-deposits. These options can vary considerably from one financial institution to another. There are two sets of options, one for paychecks and the other for direct-deposit of deduction and/or benefit amounts (such as HSA funds).

Most financial institutions require that new employees, or those just starting direct-deposit, be set in as a “pre-note” at least 10 days before the actual direct-deposit is to be made. This allows time to check the routing and account numbers for validity, and check that the account name matches the employee's name.

**Bank** Select the financial institution that will be used for direct-deposit. If your financial institution isn't listed, select “Other”.

**Include Pre-Notes in Transfer**

If the financial institution that you are using for direct-deposit, allows pre-notes to be included with the regular transmittal, check this box. Most financial institutions

require pre-notes to be sent in a separate file.

**Use CR/LF** Add a “Carriage Return” (CR) and “Line Feed” (LF) (terms carried over from the old teletype days) at the end of each line of text in the file. Most financial institutions require a CR/LF to be inserted at the end of each line. Some do not allow a CR/LF to be inserted at the end of each line.

**Use Blocking** Add “dummy” records to the end of the file to bring the total number of records to a multiple of 10. Some financial institutions require the transmittal file to be “filled” with dummy employee records so that the total number of records in the file is a multiple of 10.

#### **Create Debit Entry**

Create a debit entry in the transmittal file, to the school's account, for the total direct-deposit amount. This is required by most financial institutions. Some financial institutions assume that a debit entry is to be made to the school's account, and do not allow the debit record to be included in the transmittal file.

#### **Use Blank as EIN Prefix**

The NACHA specifications require a “1” as the prefix to the employer's ID number. Some financial institutions do not follow the specifications and require a space character as the prefix to the employer's ID number.

**Bank Code** The bank code for transactions to send through this bank account.

**Account Name** The school's name goes here.

**Federal EIN** The school's federal identification number. Enter the 9 digits without the dash.

**Prefix** The prefix to use before the Federal EIN. Most banks use “1”.

**Routing #** This is usually the routing number found on the school's checks MICR code. It is 9 digits long and usually has a colon (:) at both ends.

**Bank Acct #** This is usually the bank account number found on the school's checks MICR code. It follows the routing number. Be sure that you do not include the number of the check, which usually follows the account number.

**ACH ID #** Automated Clearing House ID Number - Usually the same as “Routing #” above. Some financial institutions do not process the direct-deposit themselves, but forward them to a federal reserve bank for processing. If this is the case, this number may be different than the “Routing #” above.

**DFI ID #** Destination Financial Institution ID Number – Usually left blank. Some financial institutions do not process the direct-deposits themselves, but forward them to a federal reserve bank for processing. If this is the case, this number will be provided.

**Imm Dest Name** Immediate Destination Name – Usually the name of the financial institution. If the financial institution does not process the direct-deposit themselves, this line may contain something similar to “Federal Reserve Bank of CA”.

#### **Imm Origin Name**

Immediate Origin Name – Usually the name of the school. If the financial institution does not process the direct-deposit themselves, this line may be the name of the financial institution.

**Reference Code** This field is usually left blank. A few financial institutions require their routing number to be entered here.

**File Path** This is the path or location, where the pre-note and direct-deposit transmittal files will be created. If this field is left blank, the files will be created in the payroll folder.

## Special File Headers

Most financial institutions no longer use special file headers. Those who do will provide the necessary information to enter on one or both of these lines.

## Detail Records

The “Detail Records” Options screen allows storing information that is used by the Detail Records, Manual Checks, and Receipts programs. Enter the following:

**Detail Records Options**

Post Detail Records By Fund

Use CR/DR

Auto Rcpt Numbering

Auto Adj Numbering

Auto Elect Pymt Numbering

Manual Cks - Chng Contra-Acct on Edit

Manual Cks/Rcpts - Read Curr Mo-Yr Only

Manual Cks - Repeat on Blank Field

Rcpts/Adjs - Repeat on Blank Field

Elect Pymt - Repeat on Blank Field

Post Receipts by Fund

Receipts - Tab to Vendor

Receipts Vendor Code: 000002

\*\*\*RECEIPT\*\*\*

Adjustments Vendor Code: 000001

\*\*\*JOURNAL ENTRY\*\*\*

Elect Pymt Dflt Vendor Cd: 000000

Direct-Pay:

Next Rcpt #: 082324

Next Adj #: 002672

Next Elect #: 000002

Next Drct #: 4

Bank Recon - Auto Load Cks

Bank Recon - Auto Load Rcpts

Bank Recon - Auto Load Adjs

Bank Recon - Auto Load Elect Pymts

Bank Recon - Auto Load Drct-Pay

Bank Recon - Rcpts - Store by Date

Bank Recon - Auto Save on Close

Bank Recon - View Prior Mo-Yr Clrd Records

050 Bank Recon - Bank Cd-Pyrl Cks

Bank Recon: Auto-Clear Source: US Bank - Modem

Print Save Cancel

### Post Detail by Fund:

If this box is checked then a prompt will appear to enter a fund number. Only accounts for that fund will be allowed to be entered.

### Use CR/DR:

When posting to detail records credits should be entered with the “minus” sign. Use this option to manually indicate a posting is a credit or debit. The program will insert the minus sign or space, automatically.

### Auto Rcpt Numbering:

The Receipts Posting program requires a receipt number to be entered. The program can

insert a receipt number automatically. Check this box if the program should enter a receipt number automatically. If this box is checked a "Next Rcpt#" must be entered below.

#### Auto Adj Numbering:

The Adjustments/JE Posting program requires an adjustment reference number to be entered. Check this box if the program should enter an adjustment/JE reference number automatically. If this box is checked a "Next Adj#" must be entered below.

#### Auto Elect Pymt Numbering:

The Electronic Payments program requires a reference number to be entered. Check this box if the program should enter a reference number automatically. If this box is checked a "Next Elect#" must be entered below.

#### Manual Cks-Chng C-Acct on Edit:

When posting a new Manual Ck line, the Contra-Acct is normally filled in automatically when the Acct# is entered but it can be changed if needed. Subsequently if the Acct# is changed during an edit, usually the contra-acct should be changed to the contra-acct of the new Acct#. If the contra-acct should not be changed automatically, check this box.

#### Manual Cks/Rcpts-Rd Curr Mo-Yr:

After a manual check (or receipt) is posted, it may need to be edited later. Since it is possible that the same check number could exist in different months (or even different fiscal years) the program needs to know whether to display all entries for a given check number regardless of the month. Checking this box means to display a specified check only when found in the current logged-in month and would not display the same check from a different period. Leaving this box unchecked would display the specified check number regardless of period it's in. If there will never be duplicate check numbers in the data, leave this unchecked.

#### Manual Cks-Repeat on Blank Field:

When posting a manual check, the PO#, acct number, invoice number, etc may need to be entered on multiple lines. If this box is checked then when posting the second or third line the program can automatically repeat the value from the previous entry if the value is left blank (ex: the invoice number from the first line would be repeated on the second line if no invoice number is entered on the second line). Alternatively, leave this box unchecked and when posting press F4 to repeat when needed. It is recommended this box be left unchecked.

#### Rcpts-Repeat on Blank Field:

When posting a receipt, the account number, description, etc. may need to be entered on multiple lines. If this box is checked then when posting the second or third line the program can automatically repeat the value from the previous entry if the value is left blank (ex: the account number from the first line would be repeated on the second line if no account number is entered on the second line). Alternatively, leave this box unchecked and when posting press F4 to repeat when needed. It is recommended this box be left unchecked.

#### Elect Pymt-Repeat on Blank Field:

When posting an electronic payment, the account number, description, etc. may need to be entered on multiple lines. If this box is checked then when posting the second or third line the program can automatically repeat the value from the previous entry if the value is left blank (ex: the account number from the first line would be repeated on the second line if no account number is entered on the second line). Alternatively, leave this box unchecked and when posting press F4 to repeat when needed. It is recommended this box be left unchecked.

#### Post Receipts by Fund:

If this box is checked then a prompt will appear to enter a fund number. Only accounts for that fund will be allowed to be entered.

#### Receipts-Tab to Vendor:

If there is a default vendor entered for receipts, the vendor number/name fields will be skipped. Checking this box will cause the focus to always go to the vendor number field.

**Receipts Vendor Code:**

When posting receipts a vendor number is written to detail records. Since this will usually be the same number, a default value can be entered here. The program will use this number automatically, but it can be changed during posting.

**Next Receipt #:** When "Auto Rcpt Numbering" is turned on above, this will be the next number. After each receipt is posted the next number is stored here.

**Adjustments Vendor Code:**

When posting adjustments, a vendor number is written to detail records. Since this will usually be the same number, a default value can be entered here. The program will use this number automatically, but it can be changed during posting.

**Next Adj #:** When "Auto Adj Numbering" is turned on above, this will be the next number. After each adjustment is posted the next number is stored here.

**Elect Pymts Vendor Code:**

When posting electronic payments, a vendor number is written to detail records. Since this will usually be the same number, a default value can be entered here. The program will use this number automatically, but it can be changed during posting.

**Next Elect Pymt #:** When "Auto Elect Pymt Numbering" is turned on above, this will be the next number. After each electronic payment is posted the next number is stored here.

**Next Direct Pay#:** When transferring direct payments from AP to Detail Records, use this as the next reference number.

**Bank Recon-Auto Load Cks/Rcpts/Adjs/Elect Pymts:**

If using the Bank Recon program checks, receipts, etc. must be copied from detail records to the Bank Recon table. This may be done by performing an "Add" routine found in the Reconciliation menu or the program can perform an automatic add each time the program is selected. If the "Auto Load" is the preferred method then check these boxes. However, this requires using a single bank code and it must be entered as the default under Options-Accts Payable. If using multiple bank codes then this should be left unchecked.

**Bank Recon-Rcpts-Store by Date:**

Checking this box causes receipts to appear in date order, rather than receipt number order.

**Bank Recon-Auto Save on Close:**

When closing the Bank Reconciliation program the program checks to see if any modifications were made. If this box is checked a "save" will be done automatically. If not checked the program will ask if a save should be done. Recommended setting would be to leave the box unchecked since this would provide the option of either saving or not saving changes.

**Bank Recon-View Prior Mo-Yr Clrd Records:**

When this box is unchecked cleared checks, receipts, etc., from prior mo-yrs (if any) will not display on the Bank Recon screen. If the box is checked then all uncleared checks from the current and prior months will always display. The recommended setting would be to check this box.

**Bank Recon-Bk Cd-Pyrl Cks:**

In the Bank Reconciliation program there is a routine that can merge Payroll checks into the Bank Recon file. The payroll file being merged should have bank codes which would define which bank code to merge the records into. If a payroll record does not have a bank code then this code will be the bank code used. This value will display on the "Add Cks-Payroll" routine under Bank Reconciling.

**Bank Recon -Auto-Clear Source:**

This value is used when performing the "Auto Clear" routine in the Bank Recon program.



100 and that represents a fund number) then enter each fund number.

- Description: Name of fund (ex: GENERAL FUND).
- Check #: If using check auto-numbering (as defined in Accts Pay Options) enter the next check number for this fund. If a fund does not have a check number next to it then it will use the number from whatever fund above it that has a number.
- PO #: If using PO auto-numbering (as defined in Purchase Order Options) enter the next PO number for this fund. If a fund does not have a PO number next to it then it will use the number from whatever fund above it that has a number.
- Close: It's possible that when performing year-end close that not all funds would be closed at the same time. Therefore before performing the year-end close user can enter a Y or N next to each fund to indicate whether it should be closed or not.
- Period#: It's possible that all funds may not use the same range of mon-yrs for the fiscal year. Up to four range of mon-yrs are stored in "General Options". This entry identifies which of the four range of mo-yrs this fund uses for its fiscal year. Normally this entry is "1".
- Bank Cd: Normally checks and check registers are printed by fund. However a fund could have more than one bank acct. Therefore an additional identifier (a bank code) is entered for each different bank used to write checks. Normally there would be a single bank code for each fund. However if fund has two checking accounts then user should set up the fund number/name twice each with a different bank code. If all funds have only a single bank acct it is possible that all bank codes could be the same since the fund number alone will determine which checks are being written. However the Reconciling program separates checks by bank code so if checks are to be reconciled separately then each fund should have a different bank code.

After questions have been answered, select "Save" to permanently store the questions to the disk. Selecting "Cancel" will cause the program to not save the questions and return the questions to their former values.

## Period Dates

The "Period Dates" Options screen allows storing information that is used by programs to determine what the valid dates are for each month of the year. This prevents invalid dates from being entered for the month being used. For example if writing checks for May, a check date from January should not be acceptable. This is the screen that the program looks at to decide what is acceptable for each month. This is needed since some users need to overlap months by a few days. For example May might need to be defined as 05/01 thru 06/10 since May checks might have a June check date. After selecting this program the following screen will display:

	Beg Date	End Date
Period	MM-DD	MM-DD
01	01-01	01-31
02	02-01	02-29
03	03-01	03-31
04	04-01	04-30
05	05-01	05-31
06	06-01	06-30
07	07-01	07-31
08	08-01	08-31
09	09-01	09-30
10	10-01	10-31
11	11-01	11-30
12	12-01	12-31

Save Cancel

Print

Beg Date (1-12): The starting date for each of 12 months.

End Date (1-12): The ending date for each of 12 months (the ending date may go into the month if needed).

After questions have been answered, select "Save" to permanently store the answers. Select "Print" to print the screen contents to the default printer. Selecting "Cancel" will cause the program to not save the answers and return them to their former values.

## 1099 Forms

The "1099 Forms" Options screen allows user to store information that is used by the program that prepares vendor 1099-Misc forms. Since there is recurring info that prints on the form from year to year, this screen allows user to store items like the company name and address and id numbers so it does not have to be re-entered each year. After selecting this program the following screen will be displayed:

Report Yr: If sending 1099 info electronically the year of the forms is put in the file. Therefore user should enter the year the forms are for.

Cut-off Amt: Normally a 1099 is not needed if the vendor received less than 600.00 from your organization. Therefore enter 600.00 as the cut-off amount or whatever the current amount is determined by the IRS.

Fed ID#: Your organization's federal id number. A dash will be inserted automatically.

State ID#: Your organization's state id number. If a dash is needed user must enter it.

Name: Your organization's name to print on 1099 form.

1099 Forms Options

Report Year: 2022 Federal ID #: 82-6000618  
 Cut-Off Amt: 600.00 State ID #: 15521841  
 Name Control: SCHL

Name: Idaho School District #999  
 Address: PO Box 1234  
 City: Some City  
 State: ID Zip Code: 83999  
 Phone #: 208-555-1234  
 Contact Name: Busy Business Manager  
 Contact Phone: 208-555-1234  
 Contact Email: BusMgr@gmail.com

Form:	1099-M	1099-N	1096
Left Margin:	0.52	0.52	0.18
Top Form 1:	0.12	0.15	1.10
Top Form 2:	5.65	5.68	
Top Form 3:		0.00	(print positions - inches)

Include Vendor Calendar YTD Amts  
 Include Adjustments/JE  
 Include Elect Pymts  
 Include Drct-Pay

Misc File Name: 1099Misc.txt  
 Nec File Name: 1099Nec.txt

Print Save Cancel

- Address: Your organization's address to print on 1099 form.
- City: Your organization's city to print on 1099 form.
- State: Your organization's state to print on 1099 form
- Zip Code: Your organization's zip code to print on 1099 form
- Phone #: Your organization's phone number to be written to the electronic file.
- Contact Name Name of contact person at your organization.
- Contact Phone Phone number for contact person at your organization.
- Contact Email Email address for contact person at your organization.
- Left Margin: Number of inches the program must move in from the left of the 1099/1096 form before printing each line. Recommended value (subject to change after testing) would be: 1099: 0.52; 1096: 0.40.
- Top Form 1: Number of inches from the top of the form to begin printing on the first 1099 form. Recommended value (subject to change after testing) would be: 1099: 0.12; 1096: 1.38.

Top Form 2: Number of inches from the top of the form to begin printing on the 2nd 1099 form. Recommended value (subject to change after testing) would be: 1099: 5.60

Include Vendor Calendar YTD Amts:

When printing 1099s, the postings for January through June for the current calendar year may already have been removed through the Year-End Close. If so then the first six months will have to come from the vendor screen (which is updated when performing Year-End Close). If the prior fiscal year is normally closed by the time the 1099s are printed, then make sure this box is checked. If the prior fiscal year is still in detail records by the end of December then all the detail postings needed to compute the vendor YTD purchases are still available, so this box would not be checked. This option can also be changed from the 1099 print screen.

File Path/Name: If sending an electronic 1099 file this will be the name of the file (default = m1099.dat). This file name can be changed to something different if needed or can be changed from the 1099 print screen.

File My Own Electronic 1099s:

Check this box if filing electronic 1099s directly to the IRS and/or state. If filing electronically through your software distributor, leave this box not checked.

Combined Federal/State Reporting:

Check this box if approval has been given by the state to file combined federal and state 1099s.

Transmitter TIN: This value will be supplied by the IRS when approval is given to file electronically.

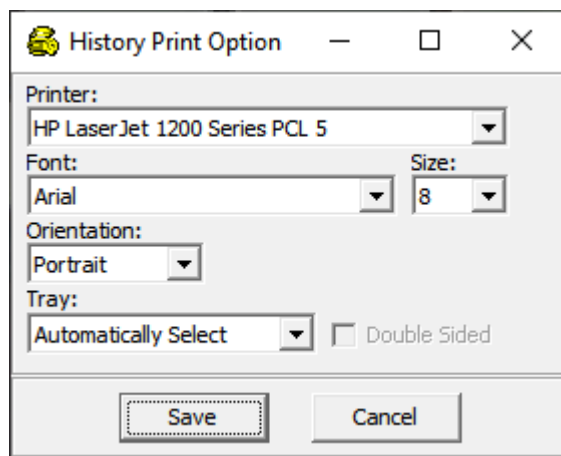
Transmitter Control Code:

This value will be supplied by the IRS when approval is given to file electronically.

After questions have been answered select "Save" to permanently store the selections. Select "Print" to print the screen contents to the default printer. Selecting "Cancel" will cause the program to not save the answers and return them to their former values.

## History Printer

Select this option to set the printer, font, size, etc. for printing Account or Vendor History. The following screen will appear:



These settings are self-explanatory and are the same as on all "print" screens.

# Printer Font Settings

The first time a report is used the system will assign a default printer name, font, font size, and orientation. The printer name will be your default printer as defined in Windows Printers and Faxes. The font will be Arial and the Orientation will be Portrait (8 1/2 X 11). The default font size differs by program but in most cases defaults to 7 which will be ideal for some programs but may be increased for other reports to make the print bigger without running off the page. Use the following as a guide to set the initial font size, assuming the font is Arial. To permanently set the font size (as well as other printer settings), either print a report or select the "Set" command.

<u>Program</u>	<u>Font</u>	<u>Size</u>
AP List	Arial	7
AP Checks	Arial	10 or 11
Bill Payable	Arial	7
Budget Acct List	Arial	9
Budget Preparation	Arial	8
Dept Codes	Arial	10
Detail Ledger	Arial	8
Detail Records	Arial	7
Financial Repts	Arial	7
PO Forms	Arial	10 or 11
PO List	Arial	6
PO Ship-to Codes	Arial	8
Reconciliation	Arial	10
Recurring Detail/AP	Arial	7
Registers	Arial	9
Report Formats	Arial	8
Vendor List	Arial	7
Vendor 1099s	Arial	10
Year-End Closing Rept	Arial	10

The Arial font at size 6 or 7 may be too small in some cases. An alternate font "Arial Narrow" may be used in those cases. Since the print is narrower, the font size can be larger and still fit in the same area. In most cases, adding 2 to all the above sizes when using "Arial Narrow" will still fit on the page. Another option is to use the "Landscape" orientation (except for AP Checks, PO Form, and 1099s). If using Landscape, the font size can be increased by a larger font size number determined by test printing. Note: if using Landscape for the Budget Report/Balance Sheet reports, the page breaks in the Report Format table may need to be changed.

# Keyboard Use

Tab	This key is normally used to move from field to field although in some cases Enter will do the same thing.
Shift-Tab	This key combination is normally used to move back to the previous field
Enter	When the cursor is on a command (ex: "Save") this key is normally used to execute the command (same as clicking on the command). On Lookup screens and other screens that display lists of records Enter can be used to select the highlighted record. In some cases this key causes the cursor to move to the next field (like the Tab key).
Esc	This key will cause a program to close and return to the Main Menu. In File Maintenance programs if a record is displayed on the screen the Esc key will first clear the screen and if pressed again will cause the program to close. On screens where data is filled out Esc acts like a Cancel command by clearing the screen. For example when adding a new vendor pressing Esc would cause the program to cancel the operation and the vendor screen would be cleared.
F12	This key is only used in the Purchase Order, Accts Payable, Adjustments, Receipts, and Manual Check posting programs. All these programs allow the entry of multiple records after which the "Save" command is selected to write the record to a table. After the last line is entered, instead of using the mouse, press F12 to move the focus to the "Save" command. and press the Enter key. This is convenient when trying to use the keyboard as much as possible when posting.
Down/Up Arrow	In File Maintenance programs these keys will scroll thru records. For example in the Vendor program a partial vendor name can be entered and the closest record will display. The Down/Up arrows can then be pressed to scroll through additional records until the desired record is displayed. On Lookup screens and other screens with lists of records these keys may be used to move up and down the list of records to get to the desired record.
Page Up/Down	On Lookup screens and other screens that display lists of records these keys may be used to display the next or previous page of records making it faster to get to the record desired.
Alt	This key will make the shortcut keys visible. For example on many screens there is a "Print" command. To access this command by using the keyboard press the Alt key and the letter "P" in Print will be underlined. User can then press "P" to execute the Print command.

## **User Comments/Tips**

Please enter any comments, tips, procedures, etc. that might help a fellow business manager. This can be a way to use the software, or just tips about how to better work in a "school environment". It will be helpful to include the either the name of the person or of the school making the comment, and the date the comment is posted.