Fund Accounting User Guide

PowerSchool

eFinancePLUS

CONTENTS

1: System Overview

The eFinancePLUS Fund Accounting System is flexible and easy to use, enabling online data access while providing extensive reporting capabilities. The system, which complies with generally-accepted accounting standards, allows you to define your own account structure. You can also set up budget and payment controls and implement system security, all in accordance with your internal requirements.

Preview

Features

Following are some of the primary features of the eFinancePLUS Fund Accounting System.

Compliance

- Complies with the accounting standards of GASB 34, GAAFR and GAAP (Governmental Accounting, Auditing, and Financial Reporting).
- Produces required federal 1099 forms.

Budget/Cash/Payment Controls

- Allows you to allocate budgets by accounting period.
- Issues a warning or prevents a transaction that exceeds a unit's budget.
- Supports expenditure, revenue, and project budgets.
- Integrates budgetary accounts into the general ledger.
- Monitors encumbrances to ensure they are not overspent, while allowing overrides.
- Allows you to designate cash controls. Depending on your requirements, the system can either issue a warning or prevent a transaction that would exceed a fund's cash limit.
- Provides the ability to cancel vendor checks and issue checks manually.
- Allows you to control the overpayment of invoices by either a percentage or amount.

Database

- Provides a single integrated database.
- Interfaces with other eFinancePLUS systems, such as Human Resources, Purchasing, and Budget Preparation.
- Ensures accuracy and flexibility through the use of reference tables. These tables specify settings and values that can be applied to records in your database. Later, as your requirements change, you can adjust all of the records affected by simply changing the appropriate tables.
- Utilizes a field-sensitive help function to assist you in selecting the appropriate entries when adding and changing records. The help function provides either a drop-down list of valid entries or a browse page for looking up selections.
- Provides an advanced search feature that enables you to use multiple fields and statements in looking up information.
- Offers an extensive range of report options, including an option that allows you to custom design your own reports.
- Generates audit trail records to track the additions and changes made to your database. These records include the names of the users who entered the information changes, dates of the changes, fields affected, previous values, and new data added. These records can be reviewed in reports, either printed or on your screen.
- Allows you to periodically purge records from your financial database.

Accounting

- Creates balancing journal entries for inter-fund transactions.
- Allows you to close the thirteenth period transactions multiple times to the next year ledgers. This enables the next year ledgers to be current without the need to finally close the prior year.

- Provides project accounting, allowing you to track grants, capital projects, and special programs separately from your other accounting records.
- Links organization chart records to projects.
- Allows you to use modified accrual accounting for recording receivables as revenue.

Ease of Use

- Provides a web-based environment that is easy to learn and use.
- Allows you to access options using menus, keyboard shortcuts, and favorites, depending on your preference.
- Enables you to display numerous pages simultaneously. As a result, you can look up records and perform other tasks without having to close your current process.

Security

- Restricts account use to particular application areas. For example, you can provide access to payroll accounts for personnel who deal specifically with payroll processing but prevent them from accessing other accounts.
- Enables you to grant or deny privileges on a user-by-user basis.

Fund Accounting System Menus

The menu structure in the eFinancePLUS Fund Accounting System includes the following menus:

Entry & Processing   Reports

Periodic Routines   Reference Tables

Each of these menus include subsidiary menus listing the options you will use for entering and processing data, generating reports, running periodic processes, and setting up and maintaining the system's tables. This section lists all of the menus and options for running the system. Keep in mind, however, that your ability to access individual options depends on your security resources.

Entry & Processing Menus

Menu Path: Fund Accounting > Entry & Processing

Budget Ledgers

Use the options on the Budget Ledgers menu to add records to your ledgers, enter and adjust budgets, transfer funds, look up transactions, and release and post the batch files used to store budget adjustments and transfers:

Approve/Deny Budget Adjustments   Expenditure Ledger

Approve/Deny Budget Transfer   Project Ledger

Batch Budget Adjustments   Revenue Ledger

Batch Budget Transfer

Detailed Displays

Use the options on the Detailed Displays menu to look up records in the Fund Accounting System:

Encumbrances

Transactions

Vendor Transactions

Encumbrances

Use the options on the Encumbrances menu to add and update encumbrances, purchase orders, and commitments, either online or in batch:

Batch Encumbrances

Pos/Encumbrances/Commitments

General Ledger

Use the options on the General Ledger menu to set up a balance sheet, post journal entries online and in batch, and create templates for rapidly entering and updating journal entries that have recurring data:

Balance Sheet   Journal Entry Templates

Batch Journal Entries   Post Journal Entries

Batch Last Year Journal Entries   Post Last Year Journal Entries

Display Journal Entries

Miscellaneous

Use the following option on the Miscellaneous menu to create report formats, print reports, and generate media files:

Financial Report Writer

Payable Entry

Use the options on the Payable Entry Menu to create accounts payable records for vendor payments, change payable records, adding payables to a batch for review before posting, and process approvals for payables that are under review:

Approve/Deny Payables	Post Accounts Payable
Batch Accounts Payable	Standard Payables
Change Accounts Payable	

Receipts

Use the options on the Receipts menu to process accounts receivable transactions:

Batch Receipts	Post Receipts
Batch Receivables	Post Receivables

Vendor Checks

Use the options on the Vendor Checks menu to define the payments to include in a check run, print checks, generate manual checks, void previous checks, reconcile checks cleared by your bank, create prenote information for your Electronic Funds Transfer (EFT) vendors, and generate a data file to send to your bank for verification purposes:

Bank Transmission File	Reconcile Checks from File
Batch Manual Checks	Send EFT Email Notifications
EFT Prenotes	Unclear Vendor Checks
Manual Checks	Vendor Checks
Post Cleared Vendor Checks	Void Checks

Periodic Routines Menus

Menu Path: Fund Accounting > Periodic Routines

Periodic Processing

Use the options on the Periodic Processing menu to verify, update, and purge records in your database:

1099 Processing	Delete Prior Year Ledgers
Automated Payroll Interface	Delete Prior Year Transactions
Bank Account Reconciliation	Mass Inactivate Vendors
Change System Date	Modify 1099 Information
Clear 1099 Amounts	Period End
Close Purchase Orders	Purge Payment History
Delete Inactive Vendors	Purge Vendor Check History

System Recovery

Use the options on the System Recovery menu to correct out-of-balance conditions in your ledgers that can be traced to individual transactions:

Budget Control Ledger	Project Ledger
Encumbrance Ledger	Receivable Ledger
Expenditure Ledger	Revenue Ledger
General Ledger	

Year End

Use the following option on the Year-End menu to close the current year and prepare the Fund Accounting System for processing transactions in the new year:

Year End

Reports Menus

Menu Path: 👤 Fund Accounting > Reports

Accounts Payable Reports

Use the options on the Accounts Payable Reports menu to generate reports in support of your accounts payable activities:

Cash Requirements	Outstanding Checks Report
Cash Requirements in Check Format	Use Tax Report
Check Register	Vendor Payment History
Check Register w/System Voids	Year to Date Discounts

Audit Trails

Use the options on the Audit Trails menu to audit additions and changes to your General, Expenditure, Revenue, and Project Ledgers:

Expenditure Audit Trail	Project Audit Trail
Expenditure Transaction Analysis	Project Transaction Analysis
General ledger Audit Trail	Revenue Audit Trail
GL Transaction Analysis	Revenue Transaction Analysis

Balance Sheets

Use the options on the Balance Sheets menu to generate balance sheets for your Funds, either individually, combined into the Fund Groups on your Organization Chart, or consolidated into one sheet:

Print Balance Sheets by Fund

Print Combining Balance Sheet

Print Consolidated Balance Sheet

Budget Control Reports

Use the options on the Budget Control Reports menu to generate reports for monitoring monthly and per period budgets:

Budget Allocations

Budget Control Status

Budgets Exceeded

Daily Transaction Listings

Use the options on the Daily Transaction Listings menu to generate reports for balancing and verifying entries from your daily posting activities:

Encumbrance Activity	Project Budget Activity
Expenditure Budget Activity	Receipt Activity
Interfaced Payroll Activity	Receivable Activity
Journal Entry Activity	Receiving Report
Journal Entry Report	Revenue Budget Activity
Manual Check Activity	Transaction Status Report
Payable Activity	Vendor Audit Report

Expenditure Comparison Reports

Use the options on the Expenditure Comparison Reports menu to generate reports comparing the current-year budget, expenses, available balance, and percent of budget spent against the prior-year:

Daily Exp Comparison Report

Expenditure Comparison Report

Summary Exp Comparison Report

Expenditure Status Reports

Use the options on the Expenditure Status Reports menu to generate reports listing expenditure information for the period and year specified by account, in detail or summary format:

Detail Expenditure Status Report	GASB Expenditure Status Report
Expenditure Status Report	GASB Summary Expenditure Status Report
GASB Detail Expenditure Status Report	Summary Exp Status Report

Financial Statements

Use the options on the Financial Statements menu to generate reports for verifying information stored in the Fund Accounting System:

Cash Receipts	Prior and Current Yr Cash Report
Encumbrance Activity Reports	Receivable Status Reports
Encumbrance Status Reports	Trial Balance
Enterprise Fund Income Statement	

Project Status Reports

Use the options on the Project Status Reports menu to generate reports listing combined expenditure and revenue data for projects in the current year:

Project Status Detail Report

Project Status Report

Project Summary Report

Revenue Comparison Reports

Use the options on the Revenue Comparison Reports menu to generate reports comparing the current-year budget, revenues, available balance, and percent of budgeted revenue received against the prior-year:

Detail Revenue Comparison Report

Revenue Comparison Report

Summary Rev Comparison Report

Revenue Status Reports

Use the options on the Revenue Status Reports menu to generate reports listing revenue balances and activity during a specific period and year:

Detail Revenue Status Report	Revenue Status Report
GASB Revenue Status Report	Summary Revenue Status Report

System Maintenance

Use the following option on the System Maintenance menu to generate reports for verifying that your ledgers are in balance:

Check Ledger Balances

Reference Tables Menu

Menu Path: Fund Accounting > Reference Tables > Reference Tables

Use the options on the References Tables menu to set up all of the tables required for running the Fund Accounting System:

1099 Types	Check Reconciliation File Format
Account Approvals	EFT Bank Codes
Account List	EFT Destination Table
Alternate Vendor Address	Organization Chart
Approvals	Payer List
Bank Account Information	Project List
Bank Transmission File Format	User Defined Codes
Batch Vendors	Vendor List

Procedural Outline

This section provides a basic outline of the processes performed in the Fund Accounting System, from setup through year-end processing. This summary is intended to give you a picture of how and when the different options are used.

Do not attempt to run any of these processes solely on the information provided here. Instead, refer to the appropriate chapters of the manual for complete details on the options mentioned. Also keep in mind that the order for using these options may vary, depending on the tasks you need to perform.

Preview

Setup Processes

Before using the Fund Accounting System, you need to verify that your Fund Accounting Profile is set up. You also need to enter the necessary records in the tables used in data entry and table verification. This section outlines the steps in these processes.

A. Verify that the ⚙ System Administration > Administration > Profiles > Fund Accounting Profile page contains the correct information. The Profile record is usually completed during system installation.

B. Use the following options on the 💰 Fund Accounting > Reference Tables > Reference Tables menu to set up the system's verification tables.

1099 Types

Maintain codes for the categories of income paid to vendors and reported to the Internal Revenue Service.

Account Approvals

If you use accounts payable, budget adjustments or budget transfer approvals, set up parameters for applying account-based approval. This table lets you define ranges of account codes that will automatically require approval when used in a payable's distribution, budget adjustment or budget transfer.

Account List

Establish the objects to be used in the General Ledger, Revenue Ledger, and Expenditure Ledger.

Alternate Vendor Address

Set up alternate purchasing and accounts payable addresses for vendors to supplement the addresses in your Vendor List.

Approvals

If you use accounts payable, budget adjustments or budget transfer approvals, set up parameters for determining when a payable item, adjustment, or transfer requires approval based on User ID and dollar amount.

Bank Account Information

Associate your General Ledger cash accounts with bank account codes for use with the Bank Transmission File and Bank Account Reconciliation options.

Bank Transmission File Format

Define formats for files transmitted to your bank containing payroll and AP check information.

Batch Vendors

Create vendor records in a batch file, generate an edit list, then post the records to the Vendor List.

Check Reconciliation File Format

Define formats the system will use to read data files sent by your bank for check reconciliation.

EFT Bank Codes

Define bank routing information for vendors you pay through EFT (Electronic Funds Transfer) transactions.

EFT Destination Table

Set up parameters for how the system will generate the ACH file for EFT payments, based on your bank's format requirements.

Organization Chart

Define your reporting structure, as well as fund and budget settings.

Payer List

Set up records for tracking the sources of your revenues.

Project List

If you use project accounting, set up a project coding system.

User Defined Codes

Set up codes for the table-verified fields in user-defined pages.

Vendor List

Set up records on your vendors, including their names, addresses, tax EIN numbers, web site, and 1099 designations. You can also include information on sales and use taxes, discounts, and EFT settings.

C. Use the 👥 Fund Accounting > Entry & Processing > General Ledger > Balance Sheet option to set up your balance sheet accounts. This option links asset, liability, fund equity, and control accounts to the appropriate funds in your organization chart.

D. Use the options on the 👥 Fund Accounting > Entry & Processing > Budget Ledgers menu to set up budgets.

Batch Budget Adjustments

Enter budget adjustments in batch files through manual entry or import from an external file. After reviewing an edit list and making corrections, you can post the adjustments to your database.

Batch Budget Transfer

Enter budget transfers in batch files through manual entry or import from an external file. After generating an edit list and making corrections, you can post the transfers to your database.

Expenditure Ledger

Enter your expenditure budget or post it from the Budget Preparation System. You can then adjust the budget, post budget transfers, and delete expenditure accounts and expenditure control accounts. You should also inactivate expenditure accounts you will not be using.

Project Ledger

If applicable, enter your project budget or post it from the Budget Preparation System. You can then adjust the budget, post budget transfers, and delete project accounts.

Revenue Ledger

Enter your revenue budget or post it from Budget Preparation. You can then adjust the budget, post transfers, and delete revenue accounts.

Transactions

After completing your setup procedures, you can process transactions either online or in batch. Online transactions are immediately posted to ledgers, while batches are not. The advantage of using a batch is that you can review your transactions and make changes before posting the records.

You can process transactions using the menus and options listed below.

A. Use the options on the 👥 Fund Accounting > Entry & Processing > Detailed Displays > Encumbrances menu to enter purchase order and encumbrance transactions:

1. Batch Encumbrances

   Enter your encumbrances in batch, generate an edit list, make corrections as needed, then post the transactions.

2. POs/Encumbrances/Commitments

   Add and change purchase orders and encumbrances if you are not using the Purchasing System.

B. Use the following options on the 👥 Fund Accounting > Entry & Processing > Payable Entry menu to process accounts payable transactions:

1. Batch Accounts Payable

   Enter accounts payable in a batch file, generate an edit list, make corrections as needed, then post the transactions.

2. Change Accounts Payable

   Edit records entered with the Post Accounts Payable option or posted from the Batch Accounts Payable option.

3. Post Accounts Payable

   Record vendor invoices and credit memos.

4. Standard Payables

   Create templates for rapidly entering accounts payable transactions that include recurring data.

C. Use the following options on the 👥 Fund Accounting > Entry & Processing > Receipts menu to process accounts receivable transactions:

1. Batch Receipts

   Enter receipts in batch, generate an edit list, make corrections as needed, then post the transactions.

2. Batch Receivables

   Enter anticipated revenue in batch, generate an edit list, make corrections as needed, then post the transactions.

3. Post Receipts

   Post payments you collect, with or without referencing an existing receivable.

4. Post Receivables

   Record anticipated revenues.

D. Use the following options on the 👥 Fund Accounting > Reports > Accounts Payable Reports menu prior to processing payments:

1. Cash Requirements

    List and verify your accounts payable before issuing checks.

2. Cash Requirements in Check Format

    Generate a version of the Cash Requirements report showing invoices along with the checks and credit memos being combined in payments.

3. Vendor Payment History

    Generate a report for reviewing previous payments to vendors, as well as any unpaid invoices.

E. Use the following options on the 👥 Fund Accounting > Entry & Processing > Vendor Checks menu to process payments:

1. Batch Manual Checks

    Record manual checks in batch. As with other batch options, you can generate an edit list, make corrections, then post the check information to your database.

2. EFT Prenotes

3. Manual Checks

    Record payment information for issuing manual checks to vendors.

4. Vendor Checks

    Generate checks and EFT vouchers for vendors whose payments meet the minimum check requirement and are not on hold for other reasons.

5. Void Checks

    Void checks issued to vendors.

F. Use the following options on the 👥 Fund Accounting > Reports > Accounts Payable Reports menu prior to reconciling checks:

1. Check Register

    Generate a check register to review checks that have been issued, including manual checks and user-voided checks.

2. Check Register w/System Voids

    Generate a version of the Check Register that also includes checks that were voided by the system because of printer errors and interruptions.

3. Outstanding Checks Report

    Generate a report showing cleared and outstanding checks.

4. Vendor Payment History

    Generate a report showing payments to selected vendors.

G. Use the following options on the 🧍Fund Accounting > Entry & Processing > Vendor Checks menu to reconcile checks:

1. Post Cleared Vendor Checks

   Post cleared vendor checks.

2. Unclear Vendor Checks

   Reverse the clearance of checks that were posted in error.

3. Reconcile Checks from File

   Reconcile vendor checks from a file provided by your bank.

H. Use 🧍Fund Accounting > Entry & Processing > Vendor Checks > Bank Transmission File to create a data file containing vendor check information to send your bank.

I. Use 🧍Fund Accounting > Periodic Routines > Periodic Processing > Bank Account Reconciliation to verify items on your bank statement against transactions stored in Fund Accounting.

J. Use the following options on the 🧍Fund Accounting > Reports > Accounts Payable Reports menu to verify information from accounts payable transactions:

1. Use Tax Report

   Generate and review a report on the use taxes from vendor invoices.

2. Year to Date Discounts Report

   Generate and review a report on vendor discounts that have been taken and lost.

K. Use the following options on the 🧍Fund Accounting > Periodic Routines > System Recovery > General Ledger menu to enter Expenditure, Revenue, and General Ledger adjustments.

1. Batch Journal Entries

   Post or reverse the journal entries in a batch.

2. Journal Entry Templates

   Set up templates for creating journal entries that contain recurring data.

3. Post Journal Entries

   Adjust general ledger, expenditure budget, and revenue budget accounts.

L. Use the following options on the 🧍Fund Accounting > Reports > Daily Transaction Listings menu to balance and verify daily posting activities:

1. Encumbrance Activity

   List all purchase order and encumbrance activity.

2. Expenditure Budget Activity

   List the budgeted expenditure accounts and any activity that has been charged against them for the period and year specified.

3. Interfaced Payroll Activity

   List all payroll records posted from the Human Resources System.

4. Journal Entry Activity

    List journal entries by Journal Entry number.

5. Journal Entry Report

    List information about journal entries for specific dates.

6. Manual Check Activity

    List manual and void checks.

7. Payable Activity

    List payable activity by account or vendor.

8. Project Budget Activity

    List the budgeted projects and any activity that has been charged against them for the period and year specified.

9. Receipt Activity

    List all receipt activity.

10. Receivable Activity

    List receivable activity by receivable number.

11. Receiving Report

    List information for all received shipments.

12. Revenue Budget Activity

    List the budgeted revenue accounts and any activity that has been charged against them for the period and year specified.

13. Transaction Status Report

    List transaction information.

14. Vendor Audit Report

    List additions, changes, and deletions made to the Vendor table.

Information Management

The Fund Accounting System provides a variety of reports, audit trails, and displays for looking up and verifying information. The system also provides options for maintaining records on a periodic basis.

A. Use the options on the following 👥 Fund Accounting > Reports menus verify, analyze, and report financial information:

1. Balance Sheets Menu

   Generate a balance sheet for each fund, a consolidated balance sheet, or a balance sheet combined by fund group.

2. Budget Control Reports Menu

   Monitor monthly or per-period budgets.

3. Expenditure Comparison Reports Menu

   Compare the current-year budget, expenses (with or without encumbrances), available balance, and percent of budget spent against the prior-year.

4. Expenditure Status Reports Menu

   List expenditure information for the period and year specified by account, in a detail or summary format.

5. Project Status Reports Menu

   List combined expenditure and revenue data for projects in the current year.

6. Revenue Comparison Reports Menu

   Compare the current-year budget, receipts (with or without receivables), balance, and percent of budgeted revenue received against the prior-year.

7. Revenue Status Reports Menu

   List revenue balances and activity during a specific period and year.

B. Use the following options on the 👥 Fund Accounting > Reports > Financial Statements menu to produce statements for auditing and analyzing transactions:

1. Cash Receipts

   List all transactions posted with either the Post Receipts or Batch Receipts option.

2. Encumbrance Activity Reports

   Audit encumbrance transactions, either by encumbrance number or organization.

3. Encumbrance Status Reports

   Audit encumbrance transactions, either by encumbrance number, organization, or cost center (organization/account).

4. Enterprise Fund Income Statement

   Produce an income statement for enterprise funds.

5. Prior and Current Yr Cash Report

Compare end-of-month General Ledger cash account balances from the prior year against the current year.

6. Receivable Status Reports

Audit receivables transactions either by receivable number or receivable date.

7. Trial Balance

List account balances by fund for all asset, liability, equity, expenditure, and revenue accounts.

C. Use the 👥 Fund Accounting > Entry & Processing > Miscellaneous > Financial Report option to create custom reports. You can define a report's content and calculations either from scratch or by copying and changing an existing report format.

D. Use the following options on the 👥 Fund Accounting > Reports > Audit Trails menu to verify that all transactions were processed and that each account is in balance:

1. Expenditure Audit Trail

Generate a YTD or period summary of Expenditure Ledger entries.

2. Expenditure Transaction Analysis

Generate a detailed listing of Expenditure Ledger entries.

3. General Ledger Audit Trail

Generate a year-to-date or period report of General Ledger entries.

4. GL Transaction Analysis

Generate a detailed listing of General Ledger entries.

5. Project Audit Trail

Generate a summary of Project Ledger entries.

6. Project Transaction Analysis

Generate a detailed listing of Project Ledger entries.

7. Revenue Audit Trail

Generate a year-to-date or period summary of Revenue Ledger entries.

8. Revenue Transaction Analysis

Generate a detailed listing of Revenue Ledger entries.

E. Use options on the 👥 Fund Accounting > Entry & Processing > Detailed Displays menu option to look up and review transaction records.

1. Encumbrances

Display information from the Encumbrance Ledger, which stores purchase order transactions and encumbrance balances.

2. Transactions

Display information on the full range of transactions supported by the Fund Accounting System.

3. Vendor Transactions

   Display transactions associated with a particular vendor, including payments and balances from purchase orders and invoices.

F. Use the 👥 Fund Accounting > Reports > System Maintenance > Check Ledger Balances option to verify your ledger balances. This option lists the totals from the General Ledger's control accounts and its subsidiary ledger accounts.

G. Use the following options on the 👥 Fund Accounting > Periodic Routines > Periodic Processing menu to maintain information in your database:

   1. Automated Payroll Interface

      Change and post batch files containing payroll expenditures and liabilities interfaced from the Human Resources System.

   2. Close Purchase Orders

      Close out purchase orders and liquidate any associated encumbrances.

   3. Delete Inactive Vendors

      Delete inactive vendors from the Vendor List.

   4. Delete Prior Year Ledgers

      Delete General Ledger, Expenditure Ledger, Budget Control Ledger, Revenue Ledger, and Project Ledger records for a specified year.

   5. Delete Prior Year Transactions

      Delete all transactions for the fiscal year selected, except uncleared checks and accounts payable records.

   6. Period End

      Increment the default period by one, so that you can begin recording transactions in the next period.

   7. Purge Payment History

      Purge payment history records created on or before a specific date.

   8. Purge Vendor Check History

      Purge vendor check history records created on or before a specific date.

Annual Processes

The following Fund Accounting options are used once a year.

A. Use the following options on the 🔧 Fund Accounting > Periodic Routines > Periodic Processing menu to process 1099 forms:

   1. 1099 Processing

      Set up parameters, maintain records, and generate your 1099 forms.

   2. Clear 1099 Amounts

      Clear the year-to-date 1099 amounts in vendor records.

   3. Modify 1099 Transactions

      Update the 1099 types that appear in vendor check transaction records.

B. Use the 🔧 Fund Accounting > Periodic Routines > Year-End > Year End option to close the current fiscal year and begin a new year. The option displays the Fiscal Year End Processing center, which includes the following options:

   1. Start New Year Procedures

      Resets the center's options and prevents immediate access to the Update Ledgers and Post Ledgers options.

   2. Create New Year Ledgers

      Create General Ledger accounts with zero balances for the new year and prepare the system for new year processing.

   3. Update Ledgers

      Roll your Period 12 balances into Period 1 of the new year, and roll Expenditure Control and Revenue Control balances into the new year's Fund Balance.

   4. Post Ledgers

      Post approved budgets from Budget Preparation (if used) to your Expenditure, Revenue, and Project Ledgers for the new year.

   5. Roll Prior Year Encumbrances

      Roll encumbrances from the prior year to the new year, if needed.

   6. Interim Close

      Allows you to continue entering transactions in Period 13 of the prior year, while updating new year balances.

   7. Final Close

      Roll the balances from Period 13 ledger transactions from the prior year to Period 1 of the new year.

2: Reference Tables

Before you can use the eFinancePLUS Fund Accounting System to record and track transactions and related financial information, you need to create the system's reference tables. Besides covering the setup of these tables, this chapter describes how to establish accounting ledgers, process vendor payments, transfer electronic vendor payments, interface bank data, receive revenue, and process approvals for accounts payable, budget adjustments, and budget transfers.

Menu Path: Fund Accounting > Reference Tables > Reference Tables

Preview

Reference Tables Summary

Following is a summary of the tables covered in this chapter.

Menu Path: 🧑 Fund Accounting > Reference Tables > Reference Tables > select an option

Fund Accounting Tables

Following are brief descriptions of the tables that can be accessed using the options on Fund Accounting's Reference Tables menu. The descriptions are organized based on their uses in the system.

Ledger Tables

Use the following tables to create and maintain the General, Expenditure, Revenue, and Project Ledgers:

Account List	Identifies the accounts (objects) used in the General, Expenditure, Revenue, and Project Ledgers.
Organization Chart	Defines your reporting structure and enables you to create an organizational hierarchy with up to ten levels.
Project List	Identifies levels within your project accounting system for tracking expenditures and revenue.

Vendor Tables

Use the following tables to set up information for the vendors who supply goods and services to your site:

1099 Types	Stores codes used in the Vendor List for indicating the IRS form and box where payments to the vendor are reported each year.
Alternate Vendor Address	Contains alternate accounts payable addresses for vendors stored in the Vendor List.
Batch Vendors	Lets you enter vendors into a batch file which can later be reviewed and posted to the Vendor List in the Fund Accounting.
Vendor List	Identifies the vendors used in the Purchasing, Vendor Bidding, Purchasing Card Interface, and Fund Accounting Systems.

Approval Tables

Use the following tables to set up records for approving accounts payable, batch budget adjustments, and batch budget transfers. These tables only apply if your site requires approval for these transactions.

Account Approvals	Stores parameters for applying account-based approval to accounts payable, batch budget adjustments, and batch budget transfers. This table also lets you define account approval settings to apply in the Purchasing System for requisitions, purchase orders, and change orders, if you have the appropriate security resource.
Approvals	Stores parameters for approving accounts payable, batch budget adjustments, and batch budget transfers. This table also lets you define approval settings for requisitions, purchase orders, and change orders in the Purchasing System, if you have the appropriate security resource.

Electronic Funds Transfer Tables

Use the following tables to set up records for making vendor payments via the Electronic Funds Transfer process. These tables only apply if your site makes Electronic Funds Transfer payments.

EFT Bank Codes — Identifies bank routing information for the vendors you are paying.

EFT Destination Table — Defines parameters for how the system will generate the ACH file based on your bank's format requirements.

Bank Transaction Tables

Use the following tables to set up your system for reading data files sent by your bank for check reconciliation, sending payroll and accounts payable check information to your bank electronically, and performing detailed reconciliation of your bank account statements:

Bank Account Information — Stores information on the General Ledger cash account associated with a specific bank account. This table is used for transmitting check data and reconciling bank statements.

Bank Transmission File Format — Defines formats for files transmitted to your bank containing payroll and AP check information.

Check Reconciliation File Format — Defines formats the system uses to read data files sent by your bank for check reconciliation.

Additional Tables

Use the following tables to facilitate revenue receipt and table verification for fields in Project-Defined and Vendor-Defined pages:

Payer List — Identifies the organizations and individuals your site uses for collecting revenue.

User Defined Codes — Lets you create records used for table verification of user-defined fields in Project-Defined and Vendor-Defined pages.

Account List

One of the first steps in setting up the Fund Accounting System is to establish your Account List. This table identifies the accounts (objects) used in the General Ledger, Revenue Ledger, Expenditure Ledger, and Project Ledger. These accounts provide the titles and subtotal structures associated with the ledgers' funds.

You can also create accounts for salaries and benefits following the procedures in the next topic, Account Fringe Benefits (page 40).

Menu Path: 👥 Fund Accounting > Reference Tables > Reference Tables > Account List

Setting Up the Account List

Plan your Account List codes carefully before entering any records. As best as possible, keep your coding structure simple. Also, to enable reports and displays to sort properly, codes should all be the same length.

Establishing Account Ranges

Account ranges are defined in your Fund Accounting Profile. The ranges distinguish between asset, liability, fund equity, revenue, and expense accounts (objects). They can be entered as either numbers or a combination of alphabetic characters and numbers. For example:

Assets	0001 - 0999		A0001 - A9999
Liabilities	1000 - 1999		L0001 - L9999
Fund Equity	2000 - 2999	or	F0001 - F9999
Expenses	3000 - 6999		E0001 - E9999
Revenues	7000 - 9999		R0001 - R9999

Setting Up Detail Accounts

In setting up your account structure, you may want to include detail accounts for posting transactions. Using these accounts enables you to roll their totals into the totals of higher level accounts.

An Account List record can have up to three subtotal accounts. For example:

1st Subtotal Account	6000	Supplies
2nd Subtotal Account	6400	Printers
3rd Subtotal Account	6420	Toner Cartridges

In this case, you would include detail accounts within the 3rd Subtotal Account, for example:

6421	Administration Toner Cartridges
6422	Accounting Toner Cartridges
6423	Purchasing Toner Cartridges

Based on this, when you post transactions against accounts 6421, 6422, and 6423, the system automatically rolls their amounts into the subtotal for account 6420. This amount rolls into the subtotal for account 6400, which in turn rolls into the subtotal for account 6000.

Caution

The system reads account codes from left to right as you would in alphabetizing a list. Because of this, the code 1000 sorts ahead of 200 even though it is a larger number. To establish a uniform length for your account codes, use leading zeroes to front fill any codes that are shorter than the standard length you choose. That way, the system will sort codes properly.

The uniformity in length also prevents the account ranges set in your Fund Accounting Profile from overlapping. For example, if you had an Expenditures range of 100 to 999 and a Revenue range of 1000 to 1999, the revenue accounts would automatically be considered expenditure accounts since the system reads the codes from left to right. Both ends of the Revenue range fall within the Expenditures range, as do all codes in between. An Expenditures range of 0100 to 0999 would prevent the overlap.

Procedure

Adding account records

For subtotaling to work properly, you must set up your accounts in a specific order. For example:

1. Select <img> Fund Accounting > Reference Tables > Reference Tables > Account List, and then click <img> (Add New). Click <img> (OK) after each step to save the record created.
2. Add the first subtotal account.

Account Code	6000
Title	Supplies

3. Add the second subtotal account, which rolls into the first subtotal account.

Account Code	6400
Title	Printers
1st Subtotal	6000

4. Add the third subtotal account, which rolls into the second subtotal account.

Account Code	6420
Title	Toner Cartridges
1st Subtotal	6000
2nd Subtotal	6400

5. Add the first detail account, which rolls into the third subtotal account.

Account Code	6421
Title	Administration Toner Cartridges
1st Subtotal	6000
2nd Subtotal	6400
3rd Subtotal	6420

6. Add the next detail account for the same rollup structure.

Account Code	6422
Title	Accounting Toner Cartridges
1st Subtotal	6000
2nd Subtotal	6400
3rd Subtotal	6420

7. Add the final detail account.

Account Code	6423
Title	Purchasing Toner Cartridges
1st Subtotal	6000
2nd Subtotal	6400
3rd Subtotal	6420

After setting up your accounts, use 🖨 (Print) to generate the Account List report.

Updating an account record

1. Select 👥 Fund Accounting > Reference Tables > Reference Tables > Account List to display the Account List page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. In the List section, select the desired record, and then click 🟢 (OK).

4. In the Account Data and Allowed for Use In: sections, update the account record as needed.

5. When finished, click 🟢 (OK) to save the record.

   To update multiple records from the List section, select the Continuous checkbox. When you click 🟢 (OK), the next record from the List section will be active for updates. When you finish, click 🔴 (Back).

Deleting an account record

1. Select 👥 Fund Accounting > Reference Tables > Reference Tables > Account List to display the Account List page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. In the List section, select the desired record, and then click 🗑 (Delete).

   > **Note**
   >
   > If the selected account is associated with any expenditure ledger, you cannot delete it.

4. In the Confirmation dialog, click **Yes** to delete the record.

Fields

Account Data Section

Account Code
   Code identifying the account. Although it is not required, your codes should all be the same length, for example, 1000 through 9999 or 100000 through 999999. [Character/8]

Title
>
> Account title. This title displays in pages when you enter the account code. It also identifies the account in reports. [Character/25]

1st Subtotal
>
> Account code for the first subtotal account.

2nd Subtotal
>
> Account code for the second subtotal account.

3rd Subtotal
>
> Account code for the third subtotal account.

Allowed for Use In Section

Salary Charges
>
> Indicates the type of account that applies.
>
> Select:
>
> *S - Salary* - Salary account. This type of account is used in creating account fringe benefits.
> *B - Benefit* - Benefit account. This type of account is used in creating account fringe benefits.
> *P - Payroll* - Account can be used for salaries in Human Resources.
> *N - Not a Payroll Account* - Account cannot be used for salaries in Human Resources.
>
> For details on creating account fringe benefits, refer to Account Fringe Benefits (page 40).

Requisition/Purchase Order/Payments
>
> Checkbox indicating that the account may be used in Requisitions, Purchase Orders and Payments.

Warehouse Charges
>
> Checkbox indicating that the account may be used in Warehouse Charges.

Sample Account List Report

```
POWERSCHOOL                                                      PAGE NUMBER:   1
DATE: MM/DD/YYYY                      YOUR ORGANIZATION'S NAME    UPDACCT1
TIME: HH:MM:SS                        ACCOUNT LIST REPORT

SELECTION CRITERIA:  ALL
                                                              ALLOWED FOR USE IN
ACCOUNT    SUB-ACCOUNT 1    SUB-ACCOUNT 2    SUB-ACCOUNT 3   - - - - - TITLE - - - - -   SALARY   REQ/PUR   WAREHOUSE

1000                                                         SALARIES                     Y        N         N
1010       1000                                              SALARIES NON CERT            Y        N         N
1100       1000                                              SALARIES ELEMENTARY          Y        N         N
1110       1000             1100                             SALARIES TEACHER K-6         Y        N         N
1111       1000             1100             1110            SAL ELEM HOME TEACH          Y        N         N
1112       1000             1100             1110            SAL ELEM SPEC ED             Y        N         N
1113       1000             1100             1110            SAL ELEM GUIDANCE            Y        N         N
1114       1000             1100             1110            SAL ELEM OTHER               Y        N         N
1200       1000                                              SALARIES MIDDLE SCH          Y        N         N
1210       1000             1200                             SALARIES TEACHER 7-8         Y        N         N
1211       1000             1200             1210            SAL MS HOME TEACH            Y        N         N
1212       1000             1200             1210            SAL MS SPEC ED               Y        N         N
1213       1000             1200             1210            SAL MS GUIDANCE              Y        N         N
1214       1000             1200             1210            SAL MS OTHER                 Y        N         N
1300       1000                                              SALARIES SECONDARY           Y        N         N
1310       1000             1300                             SALARIES TEACHER 9-12        Y        N         N
1311       1000             1300             1310            SAL HS HOME TEACH            Y        N         N
1312       1000             1300             1310            SAL HS SPEC ED               Y        N         N
1313       1000             1300             1310            SAL HS GUIDANCE              Y        N         N
1314       1000             1300             1310            SAL HS OTHER                 Y        N         N
1400       1000                                              SUMMER SCHOOL                Y        N         N
1410       1000             1400                             SAL CERT SUMMER              Y        N         N
1411       1000             1400             1410            SAL NON CERT SUMMER          Y        N         N
1412       1000             1400             1410            SAL CERT HRLY                Y        N         N
1413       1000             1400             1410            SAL NON CERT OTHER           Y        N         N
1500       1000                                              SAL NON CONTRACTED           Y        N         N
1510       1000             1500                             SAL NON CERT OT              Y        N         N
1520       1000             1500                             SAL NON CERT HRLY SUBS       Y        N         N
1600       1000                                              AIDES/REGULAR/SUMMER         Y        N         N
1610       1000             1600                             SAL HRLY CONTRACTED          Y        N         N
1611       1000             1600             1610            SAL CERT SUMMER              Y        N         N
1612       1000             1600             1610            SAL NON CERTIFIED SUMMER     Y        N         N
1613       1000             1600             1610            SAL KINDERGARTEN AIDE        Y        N         N
1700       1000                                              MISC EMPLOYMENT              Y        N         N
1710       1000             1700                             MONITORS DAILY               Y        N         N
1720       1000             1700                             MONITORS HRLY                Y        N         N
2000                                                         EQUIPMENT                    N        Y         Y
2100       2000                                              EQUIPMENT INSTR              N        Y         Y
2110       2000             2100                             EQUIPMENT/AV                 N        Y         Y
2170       2000             2100                             EQUIP COMPUTERS              N        Y         Y
3000                                                         CONTRACTUAL SVCS             N        Y         N
3110       3000                                              BLDG/MAINT SVCS              N        Y         N
3112       3000             3100             3110            SECURITY                     N        Y         N
3113       3000             3100             3110            GLASS REPLACEMENT            N        Y         N
3114       3000             3100             3110            HEAT/AIR CON SYSTEM          N        Y         N
4000                                                         UTILITIES                    N        Y         N
4100       4000                                              HEAT                         N        Y         N
4110       4000             4100                             FUEL OIL                     N        Y         N
4120       4000             4100                             ELECTRIC                     N        Y         N
4130       4000             4100                             GAS                          N        Y         N
4200       4000                                              WATER                        N        Y         N
```

Account Fringe Benefits

Fund Accounting's Account Fringe Benefit feature enables you to set up salary accounts that have fringe benefit accounts attached and then automatically create ledger accounts (budget unit-account combinations) for the fringe benefits when you add the salary accounts to the Expenditure Ledger. The feature, which also applies to the eFinancePLUS Budget Preparation System, eliminates the need to set up the ledger accounts separately.

Following are the basic steps for creating these ledger accounts:

- Create new benefit accounts in the Account List table.
- Create each salary account in the Account List table and assign one or more benefit accounts to the table's Subtotal fields.
- Create the new salary account in the Expenditure Ledger, which will automatically create the benefit account.

For details on the individual procedures, refer below.

Once the fringe benefit accounts are added, you will need to make budget adjustments or transfers to add funds to the new accounts. For details, refer to the following topics: Expenditure Budgets Adjustment Page (page 199) and Post Budget Transfer Page (page 202).

Salary and Benefit Settings

The Account List's Salary Charges field includes two settings that distinguish the two types of accounts and that make the Account Fringe Benefit feature possible:

S - Salary - identifies salary accounts. These accounts usually should be set up after you add the fringe accounts.

B - Benefit - identifies fringe benefit accounts. These accounts usually should be set up first so that you can attach them to the salary accounts.

The creation of the fringe accounts can only be done when you are setting up new ledger records for salaries. You cannot automatically create the budget unit-fringe accounts by changing existing records.

Procedures

The procedures for creating salary and fringe benefit accounts involve the following pages. For field descriptions and additional information, refer to the appropriate topics:

- Account List (page 35)
- Expenditure Budgets Page (page 188)
- Post Original Budgets Page (page 195)

Creating fringe benefit accounts in the Account List

This procedure sets up the following procedure. Complete this procedure first.

1. Select ⛏ Fund Accounting > Reference Tables > Reference Tables > Account List to display the Account Listing page.
2. Click ⊕ (Add New).
3. In the Account Data section, enter an Account Code that is within the range of Expenditure accounts defined in the Fund Accounting Profile.
4. In the Title field, enter a title or description of the account.
5. Leave the section's Subtotal fields blank.
6. In the Allowed for Use In section's Salary Charges field, select B - Benefit to identify this as a benefit account.
7. Clear the Requisition/Purchase Order/Payments and Warehouse Charges checkboxes.

8. Leave the Continuous checkbox selected, unless you are only creating one account.

9. Click (OK) to save the account.

10. To create additional fringe accounts, repeat Steps 3-9, or click (Back) when you are finished.

Creating salary accounts and attaching benefit accounts

This procedure depends on the previous procedure. Complete that procedure before proceeding.

1. Select Fund Accounting > Reference Tables > Reference Tables > Account List to display the Account Listing page.

2. Click (Add New).

3. In the Account Data section, enter an Account Code that is within the range of Expenditure accounts defined in the Fund Accounting Profile.

4. In the Title field, enter a title or description of the account.

5. In one of the section's Subtotal fields, add the appropriate fringe. You can use the other Subtotal fields as needed.

6. In the Allowed for Use In section's Salary Charges field, select S - Salary to identify this as a salary account.

7. Clear the Requisition/Purchase Order/Payments and Warehouse Charges checkboxes.

8. Leave the Continuous checkbox selected, unless you are only creating one account.

9. Click (OK) to save the account.

10. To create additional salary accounts, repeat Steps 3-9, or click (Back) when you are finished.

Adding Expenditure ledger accounts for salaries and fringe benefits

1. Complete the previous procedures to set up salary and fringe accounts in the Account List.

2. Select Fund Accounting > Entry & Processing > Budget Ledgers > Expenditure Ledger to display the Expenditure Budgets page.

3. Click (Add New) to display the Post Original Budgets page.

4. In the *Budget Unit* field, enter the appropriate organization code (budget unit).

5. In the Account field, enter the code of the salary account that has the appropriate fringe account attached. This code will default to the Budget Control *Budget Unit* field, which you may change if needed.

6. Enter a Transaction Description, Control Number, and Budget Amount as needed.

7. In the Allocations section, enter a budgeted amount for each period, or enter the full Budget Amount in the 1st Period field, depending on your procedures. The total of these fields must match the amount in the Budget Amount field.

8. Leave the Continuous checkbox selected, unless you are only creating one account.

9. Click (OK) to add the salary budget unit-account and create the related benefit budget unit-account in the Expenditure Ledger.

10. To create additional ledger records, repeat Steps 4-9, or click (Back) when you are finished.

Organization Chart

After your Fund Accounting Profile has been completed, you can set up your Organization Chart. If you use project accounting, you should create the Project List first so you can link projects to key organization codes. If the Project List is not set up, you can link projects to key organizations later, as described in Changing Organization Records (page 48).

The Organization Chart option uses two pages:

Organization Chart Page	Enables you to search for existing organization records. It also accesses the Organization Record page and allows you to print and delete organization records.
Organization Record Page	Enables you to add or change organization records.

Menu Path: Fund Accounting > Reference Tables > Reference Tables > Organization Chart

> **Note**
>
> For information on converting your Organization Chart for a new year, refer to Fiscal Year-End Processing (page 637).

Preview

Adding Organization Records

The Organization Record page allows you to create records with up to ten reporting levels, depending on the number of levels your site requires.

- Reporting levels are defined in your Fund Accounting Profile.
- The first level in the Organization Chart is always a fund.
- The last level is always a low organization, also known as a budget unit.
- Between the first and last levels, you can have up to eight intermediate reporting levels. The levels used in your system display in the Reporting Structure section of the Organization Record page.

Menu Path: 👤 Fund Accounting > Reference Tables > Reference Tables > Organization Chart >click ⊕ (Add New)

Setting Up the Organization Chart

You should plan the levels for your Organization Chart prior to entering them. The following example shows a record with five reporting levels:

Level	Title	Code	Description
1	Fund	10	General Fund
2	Function	11	Administration
3	Cost Center	0110	Accounting
4	Program	20	Payroll
5	Budget Code	1011011020	Benefits Management

In this case, the code for the lowest level is a combination of the codes for levels 1-4. You can set up budget unit codes to reflect your full reporting structure or use another coding system that accommodates your particular requirements.

Structuring Your Codes

Following are some parameters regarding organization codes:

- Codes may include numbers and letters, though numbers are simpler to use.
- For the last level, codes can be up to 16 characters in length.
- Funds (level 1) and intermediate levels can be up to 8 characters in length.
- Codes sort alphabetically as opposed to numerically. For example, 1, 120, and 12300 all sort ahead of 2, 320, and 5000.

Using Special Types of Records

The Organization Record page allows you to designate certain records for special functions:

- Level 1 records can be set up as disbursement funds, if desired. Disbursement funds are funds that can issue checks.
- Intermediate-level records are set up as total records. These records generate totals for intermediate reporting purposes. First and last level records cannot be total records.
- You can set up certain level 2 records as fund groups, then assign these to level 1 records (funds). These records are total records that link together funds for reporting purposes.

Procedure

Adding organization records

For the most part, you should add your organization records in order from the highest level (level 1) to the lowest.

Using the above example of a five-level record, you would add records as follows, clicking 🌏 (OK) after entering each:

1. Select 👥 Fund Accounting > Reference Tables > Reference Tables > Organization Chart to display the Organization Chart page.

2. Click ⊕ (Add New) to display the Organization Record page.

3. Enter your level 1 records first.

   Since Fund is the highest reporting level, you will probably have only a few of these to enter.

   or

   If you want to set up fund groups, you should enter level 2 records to reference these groups, and then enter your level 1 records. You create the fund groups by assigning the level 2 records to the appropriate level 1 records.

4. Enter intermediate level records in the following order:

   - Add all Function records as level 2.
   - Next, add all Cost Center records as level 3.
   - Finally, add all Program records as level 4.

5. Enter all Budget Unit (low organization) records. At the low organization level, you tie each code to the appropriate fund and intermediate level records.

Fields

Organization Chart Section

This section stores data for a key organization. The section's Level field determines the other sections that need to be completed. For example:

- If you enter 1 in the Level field, you can access the Reporting Structure and Fund Information sections.
- If you enter 2-9, you can access the Reporting Structure, depending on the number of intermediate levels.

You can only access the Budget Information section when entering the lowest level in your reporting structure.

Year
> Fiscal year for the Organization Chart record being entered. The field defaults the current fiscal year. You may change the default to access another year's records or to set up records for a new year.

Key Organization
> Code identifying the fund or other key organization level. [Character/16] for last level records and [Character/8] for other levels.
>
> The code you enter defaults to the field for the current level in the Reporting Structure section. For example, if you enter 100 in this field and select 3 in the Level field, 100 defaults to the Reporting Structure section's level 3 field.

Total

Checkbox designating an entry as a total record. Total records provide titles and totals for intermediate-level reporting. Select the box to indicate you want the current record to provide totals in reports and displays.

All intermediate levels must be total records. For first and last level records, leave the box blank, since these levels cannot be total records.

Level

Number identifying a level in the organizational structure. Level 1 is the highest (fund) level and the last level is where budgeting occurs, otherwise referred to as the budget unit. The number of levels available is defined in your Fund Accounting Profile.

Title

Description of the key organization to appear in reports and displays. [Character/25]

Project Link

Setting determining whether you must specify a project when you enter a key organization code for an accounting transaction.

Select:

S - Specified Project Required - Requires entering a specific project when an organization is requested. With this setting, you must identify a project in the Default Project field. This project serves as the default in Project fields when you enter the linked organization.

A - Any Project Required - Requires identifying a project when you enter an organization, but it can be any project. In this case, the Default Project field is optional.

N - No Project Required - Indicates that entering a project is optional. Use this setting to allow entering an organization without identifying a project.

Default Project

Project to use as the default when the current organization is entered for an accounting transaction. You can replace the default with another project, if needed. This field only applies if you use project accounting and the key organization has a Project Link setting of S - Specified Project Required or A - Any Project Required.

Reporting Structure Section

Your access to the following fields depends on the organizational level being set up. As indicated by the asterisks, the titles of all fields, except Fund Group, are defined in the Fund Accounting Profile.

If the Default Reporting Structure checkbox is selected in the Fund Accounting Profile's Translation page, the organizational structure defaults into the Organization Chart's Reporting Structure section when you add a new key organization. The program uses the Full Account Window page to determine how the values should be set up in the organizational structure. If needed, you can overwrite the default structure, though the system will generate a warning that your entries do not match the default.

Level 1

Code identifying the first reporting level (fund). You cannot designate a record at this level as a total record. [Character/8]

Fund Group

Optional field that enables you to group two or more funds together for reporting purposes. This field only displays when you are creating a fund (level 1) record. There are two requirements for setting up a fund group:

- You must enter a code identifying an existing level 2 record.
- The Total field in the level 2 record must be selected.

Levels 2-9

Intermediate levels, which include all reporting levels, except the first and last. The number of intermediate levels is defined in your Fund Accounting Profile. [Character/16]

Intermediate levels should be designated as total records, meaning their Total checkbox must be selected. This allows the system to provide totals for the level in question.

If you create a total record without associating it with a fund, the system automatically adds the letter "T" to the front of the code followed by the number of the level. For example, if you create a level 3 record with the code 1010, designate it as a total record, and do not identify a fund, the code becomes T31010. The T3 is removed when you assign the record to a fund.

Budget Unit

Last level (low organization) in a reporting structure, as defined in the Fund Accounting Profile's Low Orgn field. You cannot designate a record at this level as a total record. [Character/16]

If your Fund Accounting Profile is set up for full expensing, the Full Account Window page will display for entering the budget unit. For the procedure, refer to .

Fund Information Section

This section can only be accessed when you are adding or changing level 1 (fund) records.

Enterprise Indicator

Select the checkbox to designate the fund as an enterprise fund. An enterprise fund has a profit center and produces an income statement.

Check Cash Balance

Indicates whether the system should check the fund's cash balance when a transaction is entered. It also determines whether the system should issue a warning or prevent the transaction from being posted.

Select:

N - No Checking - No monitoring of a fund's balance.
W - Warning - Issues a warning but allows transactions that exceed a fund's balance.
F - Fatal - Prevents posting transactions that exceed a balance.

Disbursement Fund

Checkbox indicating whether the current fund uses a disbursement fund, that is, a fund that issues checks. Select the box if the fund uses the default disbursement fund from the Fund Accounting Profile. Leave the field blank if the fund is its own disbursement fund.

> **Important**
>
> If a disbursement fund is used, this fund must be set up in the Organization Chart. The appropriate control accounts must be set up for that fund in the General Ledger.

Budget Information Section

This section can only be accessed when you are adding or changing the lowest level (budget unit) in your reporting structure.

Check Budget Balance

Indicates whether the system should check a budget unit's budget balance when a transaction is posted.

Select:

N - No Checking -No monitoring of the budget balance.
W - Warning - Issues a warning but allows posting transactions exceeding the balance.
F - Fatal - Prevents posting transactions that exceed the balance.

Pre-encumber Requisitions
Indicates whether the system should check the budget balance when a requisition is issued in the Purchasing System.

Select:

N - No Checking - No monitoring of the budget balance.
W - Warning - Issues a warning but allows saving of requisitions exceeding the balance.
F - Fatal - Prevents saving of requisitions exceeding the balance.

Prior Year Organization
Previous year's organization code. Enter this code only if it is different from the current key organization code.

Changing Organization Records

Use the Organization Record page to change an organization record. To display the page for this purpose, you must search for and select a record in the Organization Chart page.

Procedure

Changing organization records

1. Select ![icon] Fund Accounting > Reference Tables > Reference Tables > Organization Chart to display the Organization Chart page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. In the List section, select the record to change.

4. Click ![icon] (OK) to display the record in the Organization Record page.

5. Change the field values as needed.

6. Click ![icon] (OK) to save the record.

Deleting Organization Records

You can use the Organization Chart page to delete an organization record. However, keep in mind the following when deleting these records:

- You cannot delete a budget unit (low organization) record that is used in the Expenditure Ledger or Revenue Ledger.
- Do not delete key organizations that still need closing entries for the current fiscal year or that need to be carried forward to the next fiscal year.

Procedure

Deleting organization records

1. Select ![icon] Fund Accounting > Reference Tables > Reference Tables > Organization Chart to display the Organization Chart page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. In the List section, select the record to delete.
4. Click ![icon] (Delete).
5. In the Confirmation dialog, click **Yes**.

Printing the Organization Chart

Use the Print Organization Chart page to generate a listing of your Organization chart for the current year. Three types of listings can be generated:

Full Chart	Includes all reporting levels of the organization.
Partial Chart	Only includes the fund and key organization levels.
Project Links Chart	Includes project links, as well as the fund and key organization levels.

Procedure

Generating the Organization Chart report

1. Select ![icon] Fund Accounting > Reference Tables > Reference Tables > Organization Chart to display the Organization Record page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Click ![icon] (Print) display the Print Organization Chart page.
4. In the Report Type field, select:

   F - Full - Include Reporting Titles - Includes all organization levels. The report's default file name is *organizf.rpt*.

   P - Partial - Exclude Reporting Titles - Limits the report to fund and key organization levels. The report's default file name is *organizp.rpt*.

   L - Project Links - Includes project links, as well as funds and key organizations. The report's default file name is *organizl.rpt*.

5. Click ![icon] (OK).
6. In the Print window, specify how you want to generate the report, and then click **OK**.

Sample Organization Chart - Full Chart

```
POWERSCHOOL                                                                    PAGE NUMBER:   1
DATE: MM/DD/YYYY                        YOUR ORGANIZATION'S NAME               MODULE: UPDORGN1
TIME: HH:MM:SS                          ORGANIZATION CHART REPORT

SELECTION CRITERIA:

ACCOUNTING PERIOD: PP/YY                ORGANIZATION CHART FOR YEAR YY

KEY            LEVEL *Fund*/*Function*/*Cost Ctr*/*Area*/*Budget    TITLE                      PRIOR YR CASH ENTR  DISB BUDGET PRENC

T400             4 *  *  *   00                                     NO PROGRAM
T411             4 *  *  *   10                                     BASIC SKILLS REG PROG
T420             4 *  *  *   20                                     GIFTED/TALENTED
T430             4 *  *  *   30                                     VOCATIONAL ED
T440             4 *  *  *   40                                     SPECIAL EDUCATION
T3000            3 *  *  000                                        DISTRICTWIDE
T3010            3 *  *  010                                        FIRST WARD ELEM
T3011            3 *  *  011                                        SECOND WARD ELEM
T3012            3 *  *  012                                        THIRD WARD ELEM
T3020            3 *  *  020                                        MIDDLE SCH ELEM
T3021            3 *  *  021                                        MIDDLE SCH SECDY
T3030            3 *  *  030                                        HIGH SCHOOL
T3040            3 *  *  040                                        ADMINISTRATION
T200             2 *  00                                            NON-CATEGORIZED
T210             2 *  10                                            BOARD OF EDUCATION
T211             2 *  11                                            INSTRUCTION
T222             2 *  22                                            LIBRARY
T223             2 *  23                                            SCHOOL ADMINISTRATION
T230             2 *  30                                            GUIDANCE & COUNSELING
T231             2 *  31                                            SOCIAL SERVICES & ATTEND
T240             2 *  40                                            HEALTH SERVICES
T250             2 *  50                                            TRANSPORTATION
T260             2 *  60                                            FOOD SERVICES
T270             2 *  70                                            DISTRICT ADMINISTRATION
T280             2 *  80                                            CUST/MAINT SERVICES
T290             2 *  90                                            COMMUNITY SERVICES
10               1 10                                               GENERAL FUND
20               1 20                                               FOOD SERVICES FUND
1000000          5 10 10 000 00 1000000                            BOARD OF EDUCATION          W     N    N   W     W
1100010          5 10 11 000 10 1100010                            INSTR DISTRICTWIDE          W     N    N   W     W
1101010          5 10 11 010 10 1101010                            INSTR ELEMENTARY            W     N    N   W     W
1101110          5 10 11 011 10 1101110                            INSTR ELEMENTARY            W     N    N   W     W
1101210          5 10 11 012 10 1101210                            INSTR ELEMENTARY            W     N    N   W     W
1102010          5 10 11 020 10 1102010                            INSTR MS ELEM               W     N    N   W     W
1102110          5 10 11 021 10 1102110                            INSTR MS SECDY              W     N    N   W     W
1103010          5 10 11 030 10 1103010                            INSTR SECONDARY             W     N    N   W     W
1104010          5 10 11 040 10 1104010                            INSTR ADMINISTRATION        W     N    N   W     W
1100020          5 10 11 000 20 1100020                            GIFTED/TALENTED DIST        W     N    N   W     W
1101020          5 10 11 010 20 1101020                            GIFTED/TALENTED ELEM        W     N    N   W     W
1101120          5 10 11 011 20 1101120                            GIFTED/TALENTED ELEM        W     N    N   W     W
1101220          5 10 11 012 20 1101220                            GIFTED/TALENTED ELEM        W     N    N   W     W
1102020          5 10 11 020 20 1102020                            GIFTED/TALENTED MS EL       W     N    N   W     W
1102120          5 10 11 021 20 1102120                            GIFTED/TALENTED MS SECDY    W     N    N   W     W
1103020          5 10 11 030 20 1103020                            GIFTED/TALENTED SECDY       W     N    N   W     W
1102130          5 10 11 021 30 1102130                            VOC ED MS SECDY             W     N    N   W     W
1103030          5 10 11 030 30 1103030                            VOC ED SECDY                W     N    N   W     W
1101040          5 10 11 010 40 1101040                            SPEC ED ELEM                W     N    N   W     W
1101140          5 10 11 011 40 1101140                            SPEC ED ELEM                W     N    N   W     W
1101240          5 10 11 012 40 1101240                            SPEC ED ELEM                W     N    N   W     W
```

```
.............................................................................................................
POWERSCHOOL                                                                 PAGE NUMBER:   2
DATE: MM/DD/YYYY                         YOUR ORGANIZATION'S NAME                  MODULE: UPDORGN1
TIME: HH:MM:SS                           ORGANIZATION CHART REPORT
SELECTION CRITERIA:
ACCOUNTING PERIOD: PP/YY                 ORGANIZATION CHART FOR YEAR YY
KEY              LEVEL *Fund*/*Function*/*Cost Ctr*/*Area*/*Budget   TITLE                    PRIOR YR CASH ENTR  DISB BUDGET PRENC
1102040            5 10 11 020 40 1102040                            SPEC ED MS ELEM             W    N    N    W    W
1102140            5 10 11 021 40 1102140                            SPEC ED MS ELEM             W    N    N    W    W
1103040            5 10 11 030 40 1103040                            SPEC ED SECDY               W    N    N    W    W
2203000            5 10 22 030 00 2203000                            LIBRARY SECDY               W    N    N    W    W
2203010            5 10 22 030 10 2203010                            LIBRARY INSTR               W    N    N    W    W
2301000            5 10 23 010 00 2301000                            SCH ADMIN ELEMENTARY        W    N    N    W    W
2301100            5 10 23 011 00 2301100                            SCH ADMIN ELEMENTARY        W    N    N    W    W
2301200            5 10 23 012 00 2301200                            SCH ADMIN ELEMENTARY        W    N    N    W    W
2302000            5 10 23 020 00 2302000                            SCH ADMIN MS ELEM           W    N    N    W    W
2302100            5 10 23 021 00 2302100                            SCH ADMIN MS SECDY          W    N    N    W    W
2303000            5 10 23 030 00 2303000                            SCH ADMIN SECDY             W    N    N    W    W
3001000            5 10 30 010 00 3001000                            GUIDANCE ELEM               W    N    N    W    W
3001100            5 10 30 011 00 3001100                            GUIDANCE ELEM               W    N    N    W    W
3001200            5 10 30 012 00 3001200                            GUIDANCE ELEM               W    N    N    W    W
3002000            5 10 30 020 00 3002000                            GUIDANCE MS ELEM            W    N    N    W    W
3002100            5 10 30 021 00 3002100                            GUIDANCE MS SECDY           W    N    N    W    W
3003000            5 10 30 030 00 3003000                            GUIDANCE SECDY              W    N    N    W    W
3100000            5 10 31 000 00 3100000                            SOC SVCS/ATTEND DIST        W    N    N    W    W
4000000            5 10 40 000 00 4000000                            HEALTH SVCS DISTRICT        W    N    N    W    W
5000000            5 10 50 000 00 5000000                            TRANSPORTATION DISTRICT     W    N    N    W    W
7000000            5 10 70 000 00 7000000                            ADMINISTRATION DISTRICT     W    N    N    W    W
8000000            5 10 80 000 00 8000000                            CUST/MAINT DISTRICT         W    N    N    W    W
8001000            5 10 80 010 00 8001000                            CUST/MAINT ELEM             W    N    N    W    W
8001100            5 10 80 011 00 8001100                            CUST/MAINT ELEM             W    N    N    W    W
8001200            5 10 80 012 00 8001200                            CUST/MAINT ELEM             W    N    N    W    W
8002000            5 10 80 020 00 8002000                            CUST/MAINT MS ELEM          W    N    N    W    W
8002100            5 10 80 021 00 8002100                            CUST/MAINT MS SECDY         W    N    N    W    W
8003000            5 10 80 030 00 8003000                            CUST/MAINT SECDY            W    N    N    W    W
8004000            5 10 80 040 00 8004000                            CUST/MAINT ADMIN            W    N    N    W    W
9000000            5 10 90 000 00 9000000                            COMMUNITY SERVICES          W    N    N    W    W
```

Sample Organization Chart - Partial Chart

```
POWERSCHOOL                                                              PAGE NUMBER:   1
DATE: MM/DD/YYYY                         YOUR ORGANIZATION'S NAME        MODULE: UPDORGN1
TIME: HH:MM:SS                           ORGANIZATION CHART REPORT

SELECTION CRITERIA:

ACCOUNTING PERIOD: PP/YY                 ORGANIZATION CHART FOR YEAR YY

KEY            LEVEL *Fund*/*Function*/*Cost Ctr*/*Area*/*Budget   TITLE                        PRIOR YR CASH ENTR  DISB BUDGET PRENC
10               1 10                                              GENERAL FUND
20               1 20                                              FOOD SERVICES FUND
1000000          5 10 10 000 00 1000000                           BOARD OF EDUCATION               W    N    N    W    W
1100010          5 10 11 000 10 1100010                           INSTR DISTRICTWIDE               W    N    N    W    W
1101010          5 10 11 010 10 1101010                           INSTR ELEMENTARY                 W    N    N    W    W
1101110          5 10 11 011 10 1101110                           INSTR ELEMENTARY                 W    N    N    W    W
1101210          5 10 11 012 10 1101210                           INSTR ELEMENTARY                 W    N    N    W    W
1102010          5 10 11 020 10 1102010                           INSTR MS ELEM                    W    N    N    W    W
1102110          5 10 11 021 10 1102110                           INSTR MS SECDY                   W    N    N    W    W
1103010          5 10 11 030 10 1103010                           INSTR SECONDARY                  W    N    N    W    W
1104010          5 10 11 040 10 1104010                           INSTR ADMINISTRATION             W    N    N    W    W
1100020          5 10 11 000 20 1100020                           GIFTED/TALENTED DISTRICT         W    N    N    W    W
1101020          5 10 11 010 20 1101020                           GIFTED/TALENTED ELEM             W    N    N    W    W
1101120          5 10 11 011 20 1101120                           GIFTED/TALENTED ELEM             W    N    N    W    W
1101220          5 10 11 012 20 1101220                           GIFTED/TALENTED ELEM             W    N    N    W    W
1102020          5 10 11 020 20 1102020                           GIFTED/TALENTED MS ELEM          W    N    N    W    W
1102120          5 10 11 021 20 1102120                           GIFTED/TALENTED MS SECDY         W    N    N    W    W
1103020          5 10 11 030 20 1103020                           GIFTED/TALENTED SECDY            W    N    N    W    W
1102130          5 10 11 021 30 1102130                           VOC ED MS SECDY                  W    N    N    W    W
1103030          5 10 11 030 30 1103030                           VOC ED SECDY                     W    N    N    W    W
1101040          5 10 11 010 40 1101040                           SPEC ED ELEM                     W    N    N    W    W
1101140          5 10 11 011 40 1101140                           SPEC ED ELEM                     W    N    N    W    W
1101240          5 10 11 012 40 1101240                           SPEC ED ELEM                     W    N    N    W    W
1102040          5 10 11 020 40 1102040                           SPEC ED MS ELEM                  W    N    N    W    W
1102140          5 10 11 021 40 1102140                           SPEC ED MS ELEM                  W    N    N    W    W
1103040          5 10 11 030 40 1103040                           SPEC ED SECDY                    W    N    N    W    W
2203000          5 10 22 030 00 2203000                           LIBRARY SECDY                    W    N    N    W    W
2203010          5 10 22 030 10 2203010                           LIBRARY INSTR                    W    N    N    W    W
2301000          5 10 23 010 00 2301000                           SCH ADMIN ELEMENTARY             W    N    N    W    W
2301100          5 10 23 011 00 2301100                           SCH ADMIN ELEMENTARY             W    N    N    W    W
2301200          5 10 23 012 00 2301200                           SCH ADMIN ELEMENTARY             W    N    N    W    W
2302000          5 10 23 020 00 2302000                           SCH ADMIN MS ELEM                W    N    N    W    W
2302100          5 10 23 021 00 2302100                           SCH ADMIN MS SECDY               W    N    N    W    W
2303000          5 10 23 030 00 2303000                           SCH ADMIN SECDY                  W    N    N    W    W
3001000          5 10 30 010 00 3001000                           GUIDANCE ELEM                    W    N    N    W    W
3001100          5 10 30 011 00 3001100                           GUIDANCE ELEM                    W    N    N    W    W
3001200          5 10 30 012 00 3001200                           GUIDANCE ELEM                    W    N    N    W    W
3002000          5 10 30 020 00 3002000                           GUIDANCE MS ELEM                 W    N    N    W    W
3002100          5 10 30 021 00 3002100                           GUIDANCE MS SECDY                W    N    N    W    W
3003000          5 10 30 030 00 3003000                           GUIDANCE SECDY                   W    N    N    W    W
3100000          5 10 31 000 00 3100000                           SOC SVCS/ATTEND DIST             W    N    N    W    W
4000000          5 10 40 000 00 4000000                           HEALTH SVCS DISTRICT             W    N    N    W    W
5000000          5 10 50 000 00 5000000                           TRANSPORTATION DISTRICT          W    N    N    W    W
7000000          5 10 70 000 00 7000000                           ADMINISTRATION DISTRICT          W    N    N    W    W
8000000          5 10 80 000 00 8000000                           CUST/MAINT DISTRICT              W    N    N    W    W
8001000          5 10 80 010 00 8001000                           CUST/MAINT ELEM                  W    N    N    W    W
8001100          5 10 80 011 00 8001100                           CUST/MAINT ELEM                  W    N    N    W    W
8001200          5 10 80 012 00 8001200                           CUST/MAINT ELEM                  W    N    N    W    W
```

Sample Organization Chart - Project Links Chart

```
POWERSCHOOL                                                                          PAGE NUMBER:   1
DATE: MM/DD/YYYY                              YOUR ORGANIZATION'S NAME                MODULE: UPDORGN1
TIME: HH:MM:SS                                ORGANIZATION CHART REPORT

SELECTION CRITERIA:

ACCOUNTING PERIOD: PP/YY                 ORGANIZATION CHART PROJECT LINKS FOR YEAR YY

KEY             LEVEL *Fund*/*Function*/*Cost Ctr*/*Area*/*Budget   TITLE                         PROJECT  DEFAULT
                                                                                                  LINK     PROJECT
10                1 10                                              GENERAL FUND                  N
20                1 20                                              FOOD SERVICES FUND            N
1000000           5 10 10 000 00 1000000                           BOARD OF EDUCATION            N
1100010           5 10 11 000 10 1100010                           INSTR DISTRICTWIDE            N
1101010           5 10 11 010 10 1101010                           INSTR ELEMENTARY              N
1101110           5 10 11 011 10 1101110                           INSTR ELEMENTARY              N
1101210           5 10 11 012 10 1101210                           INSTR ELEMENTARY              N
1102010           5 10 11 020 10 1102010                           INSTR MS ELEM                 N
1102110           5 10 11 021 10 1102110                           INSTR MS SECDY                N
1103010           5 10 11 030 10 1103010                           INSTR SECONDARY               N
1104010           5 10 11 040 10 1104010                           INSTR ADMINISTRATION          N
1100020           5 10 11 000 20 1100020                           GIFTED/TALENTED DISTRICT      S        1200
1101020           5 10 11 010 20 1101020                           GIFTED/TALENTED ELEM          S        1201
1101120           5 10 11 011 20 1101120                           GIFTED/TALENTED ELEM          S        1201
1101220           5 10 11 012 20 1101220                           GIFTED/TALENTED ELEM          S        1201
1102020           5 10 11 020 20 1102020                           GIFTED/TALENTED MS ELEM       S        1202
1102120           5 10 11 021 20 1102120                           GIFTED/TALENTED MS SECDY      S        1203
1103020           5 10 11 030 20 1103020                           GIFTED/TALENTED SECDY         S        1204
1102130           5 10 11 021 30 1102130                           VOC ED MS SECDY               A        5441
1103030           5 10 11 030 30 1103030                           VOC ED SECDY                  A        5441
1101040           5 10 11 010 40 1101040                           SPEC ED ELEM                  N
1101140           5 10 11 011 40 1101140                           SPEC ED ELEM                  N
1101240           5 10 11 012 40 1101240                           SPEC ED ELEM                  N
1102040           5 10 11 020 40 1102040                           SPEC ED MS ELEM               N
1102140           5 10 11 021 40 1102140                           SPEC ED MS ELEM               N
1103040           5 10 11 030 40 1103040                           SPEC ED SECDY                 N
2203000           5 10 22 030 00 2203000                           LIBRARY SECDY                 N
2203010           5 10 22 030 10 2203010                           LIBRARY INSTR                 N
2301000           5 10 23 010 00 2301000                           SCH ADMIN ELEMENTARY          N
2301100           5 10 23 011 00 2301100                           SCH ADMIN ELEMENTARY          N
2301200           5 10 23 012 00 2301200                           SCH ADMIN ELEMENTARY          N
2302000           5 10 23 020 00 2302000                           SCH ADMIN MS ELEM             N
2302100           5 10 23 021 00 2302100                           SCH ADMIN MS SECDY            N
2303000           5 10 23 030 00 2303000                           SCH ADMIN SECDY               N
3001000           5 10 30 010 00 3001000                           GUIDANCE ELEM                 N
3001100           5 10 30 011 00 3001100                           GUIDANCE ELEM                 N
3001200           5 10 30 012 00 3001200                           GUIDANCE ELEM                 N
3002000           5 10 30 020 00 3002000                           GUIDANCE MS ELEM              N
3002100           5 10 30 021 00 3002100                           GUIDANCE MS SECDY             N
3003000           5 10 30 030 00 3003000                           GUIDANCE SECDY                N
3100000           5 10 31 000 00 3100000                           SOC SVCS/ATTEND DIST          N
4000000           5 10 40 000 00 4000000                           HEALTH SVCS DISTRICT          N
5000000           5 10 50 000 00 5000000                           TRANSPORTATION DISTRICT       N
7000000           5 10 70 000 00 7000000                           ADMINISTRATION DISTRICT       N
8000000           5 10 80 000 00 8000000                           CUST/MAINT DISTRICT           N
8001000           5 10 80 010 00 8001000                           CUST/MAINT ELEM               N
8001100           5 10 80 011 00 8001100                           CUST/MAINT ELEM               N
8001200           5 10 80 012 00 8001200                           CUST/MAINT ELEM               N
```

Project List

If you perform project accounting, you can use the Project List option to create records for tracking expenses and revenues related to specific projects.

- You can have up to eight reporting levels, as defined in your Fund Accounting Profile. For example, a three-level structure might include Project as the first level, Function as the second, and Task as the third. For information on the Profile, refer to your eFinancePLUS System Administration manual.

- In the Project Titles page, you can create the components to include in your project levels. For example, if your first level is Computer Upgrades (Project), you could have a second level component (Function) entitled Equipment. In this case, your third level (Task) components might include Computers, Monitors, Printers, and Projectors. For information on these records, refer to Creating Project Components (page 56).

- In the Project List page, you can tie together the project components and thereby define the records used at the lowest reporting level. For details, refer to Adding Project Records (page 58).

- After you enter your project records, you can link them to organization records in the Organization Chart. For information on project linking, refer to the Project Link and Default Project fields in the Organization Chart (page 42).

- Finally, you can use Fund Accounting > Entry & Processing > Budget Ledgers > Project Ledger option to record transactions in the Project Ledger. In entering transactions, you apply codes from the Project List and Account List. For information on the Project Ledger, refer to Budget Ledger Options (page 186).

Preview

Creating Project Components

Before you can set up the Project List, you need to define the components of the projects you want to track. This requires some planning to make sure you include all the different types of expenditures and revenues related to your projects.

Each level of your reporting structure requires a separate set of components. The first level is always the project itself, while the subsequent levels enable you to break down a project from its general categories (intermediate levels) to specific tasks (lowest level).

To generate a list of project components, click 🖨 (Print) on the Project Titles page. The report's default file name is *projcomp.rpt*.

Menu Path: 👤 Fund Accounting > Reference Tables > Reference Tables > Project List > click **Project Components** on the Action Bar to display the Project Titles page

Setting Up Project Components

Projects can include up to eight reporting levels. The number of levels and their titles are defined in the Fund Accounting Profile.

Planning Your Components

For simplicity's sake, we will use a three-level structure to illustrate how to create your project components:

Level 1	Project	Highest Level
Level 2	Function	Intermediate Level
Level 3	Task	Lowest Level

Suppose you have two projects to track: Staff Training Grant and Computer Upgrades (Projects). Within each of these, there would be several broad categories (Functions) to consider. Next, these categories could be broken down into specific components (Tasks).

After determining your first level components (the projects themselves), you may find that some of the intermediate and lowest level components will be common to both projects, while others will be unique. For example:

Levels	Titles	Components	
1	Project	Training Grant	Computer Upgrades
2	Function	Staffing	Staffing
		Equipment	Equipment
		Supplies	Supplies
			Technical Services
3	Task	Salaries	Salaries
		Software	Software
		Training Materials	
		A/V Equipment	
			Personal Computers
			Engineering Services

To plot your structure, you can create a similar grid using a spreadsheet, word processor, or lined paper. If you overlook any components or want to display a unique project, you can enter the additional components as the need arises.

Entering Your Components

To add a record to the table, click ⊕ (Add New) to access the Project Titles page's Project Component Information section. Leave the Continuous checkbox selected so that you can enter multiple records. After completing each record, click 🌐 (OK) to save it.

Based on our example, you would enter your records as follows:

1. Add the first level records:

   Training Grant
   Computer Upgrades

   For each record, select 1 as the Level, enter a unique code in the Key Project field, and then enter the title in the Title field.

2. Add the second level records:

   Staffing
   Equipment
   Supplies
   Technical Services

   For each record, select 2 as the Level, enter a unique code in the Key Project field, then enter the title in the Title field.

3. Add the third level records:

   Salaries
   Software
   A/V Equipment
   Training Materials
   Personal Computers
   Engineering Services

   For each record, select 3 as the Level, enter a unique code in the Key Project field, then enter the title in the Title field.

You can now use the Project List page to tie together these components to create your project records. For the procedure, refer to the next section, Adding Project Records (page 58).

___

Fields

Level
> Number identifying the component's level. The field's drop-down list includes levels 1-8. However, you can only use the number of levels defined in the Fund Accounting Profile.

Key Project
> Code identifying the component, in conjunction with the level. While you can include both numbers and letters in a code, numbers are generally easier to use. [Character/8]

Title
> Title or description of the component. [Character/25]

Adding Project Records

A project record ties together the components created in the Project Titles page. You must enter these components before creating the related project records.

- Project records define the segments of a project that are found at the lowest reporting level.

- The highest reporting level is the project itself, while intermediate levels provide categories and sub-categories. The lowest level is the level at which expenses or revenues are recorded.

- Each level in a project record accepts one of the components defined specifically for that level. Higher level components are more general, while the lowest level components are the most specific. For additional details, refer to the previous section on Creating Project Components (page 56).

Menu Path: Fund Accounting > Reference Tables > Reference Tables > Project List, then click ⊕ (Add New).

Entering Project List Records

Following are the components of a project record taken from our example in the previous section on Creating Project Components:

Levels	Titles	Components
1	Project	Training Grant
2	Function	Supplies
3	Task	Instructional Materials

Adding project records

1. Select Fund Accounting > Reference Tables > Reference Tables > Project List to display the Project List page.

2. Click ⊕ (Add New).

3. In the General section, identify the phase of the project by assigning a unique code in the Key Project field and entering a title. You can also identify the funding source, if desired.

4. If you need to set up components for a project, click **Project Components**.

   For information, refer below to the section on Adding Components to Project Levels. Also refer to Creating Project Components (page 56).

5. Click (OK).

6. In the Reporting Structure section, select a code identifying a component for each level that displays.

   Using our example:

   - Select Training Grant for the first level, which identifies the project.
   - Select Supplies for the second level.
   - Select Instructional Materials for the third level.

7. In the Project Information section:

   - Enter a Start Date and Stop Date if desired
   - Select the Check Budget Balance option to use.
   - If the project is open, leave the Project is Closed checkbox blank.

8. Click (OK) to save the record.

9. If your Fund Accounting Profile includes required user-defined pages for projects, these pages display in order after you save the record. Complete and save each page that displays, and then proceed to Step 10.

    For details, refer to Updating User-Defined Project Pages (page 61).

10. If your Fund Accounting Profile includes optional user-defined pages for projects, a display will appear asking if you want to update non-required defined windows:

    Click **Yes** in the Confirmation dialog to display the Project-Defined Windows selector.

    - Select the page you want to update, and then click (OK).

    - After entering your data, click (OK) to save your entries.

    - Select another page or click (Back) to return to the Project List page.

    or

    Click **No** to return to the Key Project field in the General section, then proceed to Step 11.

11. Repeat this procedure for each project record you want to add. For Steps 3-4, however, refer to the following procedure.

Adding Components to Project Levels

When you reach the Reporting Structure section for the next record in the current project, the fields default entries from the previous record. This allows you to retain components from higher levels and add new lower-level components. The following applies to Step 5 in the previous procedure.

1. For the lowest level in each subsequent record, tab through the higher level fields, then select a new component for the lowest level. Repeat this until all of your lowest-level components are added.

    Following our example, you would tab through the Project (level 1) and Function (level 2) fields, and then select a different component for the Task (level 3) field.

2. After you complete all of the components for the lowest level, select another component for the next highest level .

    Following our example, you would tab through the Project field, then select a new component for the Function field.

3. Repeat Step 1 for each component you want to add at the lowest level under the component selected for the next higher level.

4. Continue to build from the bottom up one level at a time, entering all of your lower-level components for each of the higher-level components until you complete all levels/components within a project.

Fields

General Section

These fields enable you to identify a (low) project record and if desired, the funding source for this component of the project.

Key Project
    Code identifying the project record, which includes the combined components/levels that define a specific task within the overall project. For example, the key project code 1350 might be used to identify HVAC Installation (level 3) in the breakdown of Labor (level 2) costs for the Annex Construction (level 1) project. [Character/8]

Title

Description or title of the project record. Using the example from the Key Project field, the record's title would be HVAC Labor. [Character/25]

Level

Number of project levels set up in your system, as defined in the Fund Accounting Profile. This field is display only.

Funding Source

Name of the project's funding source. For example, if the project is federally funded, the funding source could be the name of the federal project or grant, such as FEDERAL LITERACY GRANT. If there is no specific source, you can enter titles such as GENERAL FUND or PROPERTY TAXES. [Character/25]

Reporting Structure Section

The number of fields in this section depends on the number of project levels defined in your Fund Accounting Profile.

Levels 1-8

Codes identifying the specific components for each project level that displays. The drop-down list for each field shows the components defined specifically for the level being entered.

Project Information Section

The following fields allow you to enter settings related to the current project record.

Start Date

Beginning date for the current record. This date is for reporting purposes only. It does not affect system processing.

Stop Date

Ending date for the current record. This date is for reporting purposes only. It does not affect system processing.

Check Budget Balance

Selection indicating whether the system checks the balance when transactions are entered for this particular segment of the project. The drop-down selections include:

N - No Checking - System does not monitor the budget balance.

W - Warning - System issues a warning but allows posting transactions that exceed the budget balance.

F - Fatal - System prevents posting transactions that exceed the budget balance.

Project Is Closed

Checkbox for designating this segment of the project as closed. Select the box if the segment is closed. Project records that are open roll over into the next fiscal year.

If you select the box for a record that is linked to an organization, the system displays a warning message indicating there are organization records linked to the project.

Click (OK) to continue. The system removes the project link and default project from the related Organization Chart record. Cancel returns you to the Project record without saving the update or closing the project.

If you need to reinstate a project record, clear the Project Is Closed box, then re-enter the project code in the Default Project field of the organization record. You also may need to change the record's Project Link field to the appropriate setting.

Updating User-Defined Project Pages

The Fund Accounting Profile's Project-Defined Windows option allows you to create user-defined pages for entering additional information on the projects you track. These pages can be accessed when you are adding or updating project records.

This section discusses procedures for completing the user-defined pages that have been set up to supplement your project records. For information on creating these pages, refer to the Fund Accounting Profile section of your System Administration manual.

Menu Path: Fund Accounting > Reference Tables > Reference Tables > Project List

Types of User-Defined Pages

Two types of user-defined pages can be created:

Required Pages	Must be completed when adding or changing project records. These pages display automatically after you complete your entries in the Project List page. You can also select required pages in the Project-Defined Windows selector, when updating an existing project record.
Non-Required Pages	Do not have to be completed. After you add or change a project record and complete the required user-defined pages (if any), the system asks if you would like to update non-required pages. If you respond Yes, you can select the pages in the Project-Defined Windows selector. You can also display this page while updating a project record by clicking the Defined Windows item.

Procedure

Updating a user-defined project page

1. Select Fund Accounting > Reference Tables > Reference Tables > Project List to display the Project List page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. In the List section, select the desired project record, and then click (OK).

4. In the Project List page, update the record's fields as needed.

5. To display the Project-Defined Windows selector, click **Defined Windows** on the Action Bar at any point prior to saving the record.

   The page lists all project-defined pages in your system, not just those that relate to the current project.

6. Select the page to update, and then click (OK).

7. As needed, add, change, and delete the data displayed in the user-defined page's fields.

- Some fields may be required. However, the fields' titles may not have asterisks to indicate this. The asterisks only appear if the person who created the page included them after the field's title. In any case, the system does not allow you to save a page until you complete these fields.

- All fields that display on the right-hand side of a project-defined page are table-verified, meaning that the system checks your entries against a user-defined table. To select a code from the relevant table, click **Browse** on the page's Action Bar.

- User-defined pages often include fields that only accept specific data. The entries allowed by the system are sometimes noted in the Defined Field Help Text section.

- As in standard pages, the system only accepts the type of data defined for a field. For example, a field defined for numeric data only accepts numbers.

8. Click (OK) to save your entries and return to the Project-Defined Windows selector.

9. Click (Back) to return to the Project List page.

Generating the Project List Report

The Project List report documents all records stored in the Project List table, showing them in ascending order by their codes. You can generate the report using the action bar's Print item.

Procedure

Generating the Project List report

1. Select ⛟ Fund Accounting > Reference Tables > Reference Tables > Project List to display the Project List page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. Click 🖨 (Print).

4. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *project.rpt*.

Sample Project List Report

```
POWERSCHOOL                                                                                  PAGE NUMBER:    1
DATE: MM/DD/YYYY                               YOUR ORGANIZATION'S NAME                       MODULE: UPDPROJ1
TIME: HH:MM:SS                             PROJECT LIST REPORT - LIST FORMAT

KEY-PROJ        LEV *Project*/*Program*/*Task*/           ------ TITLE ------   START    STOP    --- FUNDING --- BUDGT CLSD


9110            3   9000 9100 9110                        ADMIN               MM/DD/YY MM/DD/YY DEPT HLTH & HMN    W
9120            3   9000 9100 9120                        SERVICE DELIVERY    MM/DD/YY MM/DD/YY DEPT HLTH & HMN    W
9130            3   9000 9100 9130                        FACILITIES          MM/DD/YY MM/DD/YY DEPT HLTH & HMN    W
9140            3   9000 9100 9140                        SUPPLIES            MM/DD/YY MM/DD/YY DEPT HLTH & HMN    W
9210            3   9000 9200 9210                        ADMIN               MM/DD/YY MM/DD/YY DEPT HLTH & HMN    W
9220            3   9000 9200 9220                        SERVICE DELIVERY    MM/DD/YY MM/DD/YY DEPT HLTH & HMN    W
9230            3   9000 9100 9230                        FACILITIES          MM/DD/YY MM/DD/YY DEPT HLTH & HMN    W
9240            3   9000 9100 9240                        SUPPLIES            MM/DD/YY MM/DD/YY DEPT HLTH & HMN    W
9310            3   9000 9300 9310                        ADMIN               MM/DD/YY MM/DD/YY DEPT HLTH & HMN    W
9320            3   9000 9300 9320                        SERVICE DELIVERY    MM/DD/YY MM/DD/YY DEPT HLTH & HMN    W
9330            3   9000 9400 9430                        FACILITIES          MM/DD/YY MM/DD/YY DEPT HLTH & HMN    W
9340            3   9000 9400 9440                        SUPPLIES            MM/DD/YY MM/DD/YY DEPT HLTH & HMN    W
```

1099 Types Table

Use this option to maintain codes for recording payments to vendors. Payment types and amounts are reported to the Internal Revenue Service on forms 1099-MISC, 1099-G, and 1099-INT at the end of the calendar year.

You assign form and box codes from the 1099 Types table as defaults in records added to Fund Accounting's Vendor List. These defaults are used when you generate your 1099 forms. If needed, you may change the default codes entered in vendor checks with 👥 Fund Accounting > Periodic Routines > Periodic Processing > Modify 1099 Transactions.

Menu Path: 👥 Fund Accounting > Reference Tables > Reference Tables > 1099 Types

Procedure

> **Important**
>
> The 1099 Types table must be completed before setting up the Vendor List and before running Periodic Processing's 1099 Processing options. For details, refer to your Fund Accounting System: 1099 Processing documentation.

Adding a 1099 Types record

1. Select 👥 Fund Accounting > Reference Tables > Reference Tables > 1099 Types to display the 1099 Types page.

2. Click ⊕ (Add New).

3. In the Table Information section, enter the Form and Box codes, as well as a Description.

4. Click 🟢 (OK) to save the record.

Changing a 1099 Types record

1. Select 👥 Fund Accounting > Reference Tables > Reference Tables > 1099 Types to display the 1099 Types page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. In the List section, select the record and then click 🟢 (OK).

4. In the Table Information section, change the desired fields.

5. Click 🟢 (OK) to save the record.

Deleting a 1099 Types record

1. Select 👥 Fund Accounting > Reference Tables > Reference Tables > 1099 Types to display the 1099 Types page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. In the List section, select the record being deleted.

4. Click 🗑 (Delete).

5. In the Confirmation dialog, click **Yes**.

> **Caution**
>
> Do not delete 1099 types that are being used in other records.

Generating the 1099 Types report

1. Select 🐷 Fund Accounting > Reference Tables > Reference Tables > 1099 Types to display the 1099 Types page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. Click 🖶 (Print).

4. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *1099.rpt*.

Fields

Form
Code identifying the form used to report specific types of payments made to a vendor, as defined by the IRS.

Select:

M - 1099-MISC - Rents, royalties, other income, fishing boat proceeds, medical/health care payments, non-employee compensation, substitute payments, crop insurance proceeds, and attorney fees.

G - 1099-G - Unemployment compensation, state/local income tax, qualified state tuition earnings, taxable grants, and agriculture payments.

I - 1099-INT - Interest income, early withdrawal penalty, interest on U.S. Savings Bonds and treasury obligations, investment expenses, and foreign taxes paid.

Box
One-character code specifying the type of income associated with the entry in the Form field. The Form and Box codes combine to identify the record. [Character/1]

Description
Description of the type of income, for example, RENT or ATTORNEY FEES. [Character/35]

Vendor List

Use the Vendor List option to set up your vendor records. The option displays the Vendor Information page, which stores the following data on each vendor:

Vendor Code	Federal Tax EIN	1099 Information
Vendor Name	Web Address	Discount Information
Doing Business As	Addresses	Sales/Use Tax Rates
Search Name	Telephone/Fax Numbers	EFT/ACH Information

The page also provides access to five additional pages: Payment History, Commodity Class Codes, Defined Windows, Vendor Order Addresses, and Payment Transactions. For details, refer to the sections that follow.

● Set up the 1099 Types table before the Vendor List.

● If you use the Vendor Bidding System, set up the Purchasing System's Commodity table before entering your vendor information.

● If you plan on submitting vendor payments electronically via the EFT functionality, set up the vendor banks in the EFT Bank Codes table.

Menu Path: Fund Accounting > Reference Tables > Reference Tables > Vendor List

Preview

Vendor Information Page

Use this page to add, change, delete, and print records in your Vendor List.

Menu Path: 🧑 Fund Accounting > Reference Tables > Reference Tables > Vendor List

Tabs

The Vendor Information page includes the following tabs:

General	Stores key identification data on the vendor. This includes vendor code, name, search name, doing business as name, federal Employee Information Number (EIN), web address, and the date of the vendor's last transaction.
Address	Stores two sets of contact information, including addresses, telephone numbers, and fax numbers. You can enter additional addresses using the Addresses item.
1099 Information Tab	Stores data used in filing 1099 forms on your vendors. In addition to codes from the 1099 Types table, the tab's information includes year-to-date payment totals.
Discount Information	Stores information that applies to vendor discounts, such as net days for payment, discount rates, and number of days in a discount period.
Miscellaneous Information	Stores sales and use tax rates, minimum check amounts, and user-defined status codes.
EFT/ACH	Stores the vendor's bank account information along with data for generating and sending email vouchers as part of Electronic Funds Transfer processing.

Action Bar Items

The Vendor Information page displays the following items after you run a search:

Vendor List	Lets you print the Vendor List sorted by either Vendor Code or Vendor Name.
Payments	Displays the Payment History page, which provides payment information on a vendor, including invoice numbers and due dates, check numbers and dates, and transaction codes. For details, refer to Payment History Page (page 77).
Classes	Displays the Commodity Class Codes page, which only applies if you use the Vendor Bidding System. The page stores the classes of products associated with a vendor, as defined in the Purchasing System's Commodity Codes table. For details, refer to Commodity Class Codes Page (page 79).
Defined Windows	Displays the Defined Windows selector, which accesses user-defined pages for entering or viewing additional information on a vendor. For details, refer to the Defined Windows Selector Page (page 80).
Addresses	Displays the Vendor Order Addresses page, where you can enter additional contact information on a vendor. For details, refer to the Vendor Order Addresses Page (page 82).
Transactions	Displays the Vendor Transactions page, which displays a history of purchase orders placed with a vendor. These records include dates, purchase order numbers, check numbers, and amounts. For details, refer to the Vendor Transactions Page (page 84).

Listing Vendor Records

The Vendor Information page offers several features to help you find and keep track of you vendor records. The Search Criteria section provides the 🔊 (Sounds Like) button for the Vendor Name and Search Name fields, allowing you to retrieve records through a sounds like search.

Sounds Like Search

The sounds like search feature lets you search for records based on a field without using exact spelling in your criteria. The feature is available wherever the 🔊 (Sounds Like) button displays next to a search field.

Performing a sounds like search

1. Select 👥 Fund Accounting > Reference Tables > Reference Tables > Vendor List to display the Vendor Information page.

2. In the Search Criteria section, access the field you want to use for the sounds like search, either Vendor Name or Search Name.

3. Enter the name of the vendor, spelling it as best you can.

   Example: You remember the vendor's name as Berks, but you are unsure whether its second letter is e, i, or u. Picking one of the possibilities, you enter BERKS.

4. Click the field's 🔊 (Sounds Like) button. The message "Sounds like BERKS" will display next the field.

5. Enter criteria in the other search fields as needed.

6. Click **Find** to list the records that meet your criteria. Depending on your other entries, the results may include vendors with the name Berks, Birks, or Burks.

Procedures

Adding vendor records

1. Select 👥 Fund Accounting > Reference Tables > Reference Tables > Vendor List to display the Vendor Information page.

2. Click ⊕ (Add New).

3. Complete the fields in the page's tabs.

4. If desired, use the following Action Bar items to display pages for storing additional information on the current vendor:

Classes	Displays the Commodity Class Codes Page (page 79).
Addresses	Displays the Vendor Order Addresses Page (page 82).

5. Click 🟢 (OK) to save the record.

6. If your Fund Accounting Profile includes optional user-defined vendor pages, a Confirmation dialog displays.

   Click **Yes** to display the Defined Windows selector.

   - Select the page you want to update, and then click 🟢 (OK) to display it.

   - Enter your data, and then click 🟢 (OK) to return to the selector page.

   - Select the next optional page, and repeat the process.

   - Click 🔴 (Back) in the selector page when you finish.

   For additional information, refer to the Defined Windows Selector Page (page 80).

Changing vendor records

1. Select ![icon] Fund Accounting > Reference Tables > Reference Tables > Vendor List to display the Vendor Information page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. In the List section, select the desired vendor, and then click ![icon] (OK).

4. Change the fields in vendor's record as needed.

5. To add, change, or view information in related user-defined vendor pages, click **Defined Windows** on the Action Bar. For details, refer to the Defined Windows Selector Page (page 80).

6. Click ![icon] (OK) to save the record.

Deleting a vendor record

1. Select ![icon] Fund Accounting > Reference Tables > Reference Tables > Vendor List to display the Vendor Information page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. In the List section, select the record being deleted.

4. Click ![icon] (Delete).

5. In the Confirmation dialog, click **Yes**.

> **Caution**
>
> Do not delete a vendor record that is being used in other records in the Fund Accounting, Purchasing, Purchasing Card Interface, and Vendor Bidding Systems.

Generating a detail report for selected vendors

1. Select ![icon] Fund Accounting > Reference Tables > Reference Tables > Vendor List to display the Vendor Information page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. Click **Vendor List** on the Action Bar.

4. In the Sort Order section, select one of the following radio buttons to define the sort order:

   Vendor Name Order
   Vendor Code Order

5. In the Address Options section, select one of the following radio buttons:

   Print Purchasing and Accounts Payable Addresses
   Print Accounts Payable and 1099 Addresses

6. Click ![icon] (OK).

7. In the Print page, select a destination for the Vendor List report. The report uses the following default file names, depending on the sort order:

   Vendor Name Order - *vendorn.rpt*
   Vendor Code Order - *vendorc.rpt*

8. Click **OK** to generate the report.

> **Note**
>
> The Federal Tax ID and EFT Bank information in the Vendor List report may appear in a masked format, showing either all X's or X's with only the last four digits displayed. Your ability to see this information depends on their security resources.

Generating the Vendor Short Listing report

1. Select ⛭ Fund Accounting > Reference Tables > Reference Tables > Vendor List to display the Vendor Information page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. Click 🖨 (Print).

4. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *vend_list.rpt*.

Fields

> **Note**
>
> Depending on the following conditions, a message displays in the Vendor Information page, asking if you want to update the vendor's 1099 record:
>
> - Changes are made to a vendor's Federal Tax ID, Vendor Name, or Accounts Payable Address information.
> - The system month is January.
> - 1099 information exists for the prior year.

General Tab

This tab stores identification information on the vendor and indicates when the vendor's last transaction was processed.

General Information Section

Vendor Code
> Code identifying the vendor record. [Character/8]
>
> - If your Fund Accounting profile is set for auto-assigning vendor codes, the next sequential code defaults into the field when you add a record.
> - If you define your own codes, you should use a standard length so checks and reports sort correctly. For example, if you use four-digit numeric codes, add zeroes to the front of codes less than 1000, as in 0001, 0012, and 0123.

Employee
> Checkbox indicating whether the vendor is also an employee of your organization. Select the box if the vendor is an employee.
>
> After you select the box and press <Tab>, the Employee Lookup page displays for selecting the employee. Enter search criteria, then click **Find**. When the search ends, select the employee in the List section, and click
> 💠 (OK) to return to the Vendor Information page.
>
> The following information on the employee defaults as follows:

- Employee name defaults to the Vendor Name and Search Name fields.
- Social Security number defaults to the Federal Tax ID field.
- Address defaults to the fields in the Address tab.

When a payable is created online or in batch, the system checks the employee file for changes of name or address and updates the file if needed.

Vendor Name
Vendor name as it should appear on checks. [Character/35]

Search Name
Vendor name entered so records sort in proper alphabetical order. For example, if the vendor's name is THE PAPER STORE, the search name should be PAPER STORE THE. [Character/35]

- The entry in the Vendor Name field defaults here, but you can change it.
- If your Fund Accounting Profile is set up to sort checks by vendor name (as opposed to code), it uses the Search Name field for sorting, not the Vendor Name field.

Federal Tax ID
Vendor's nine-digit Federal Employer Identification Number (EIN). [Character/15]

- For companies and other employers, the number should be entered in standard EIN format, 99-9999999, with the dash included.
- If the vendor is an individual, use the person's Social Security number, formatted 999-99-9999. Be sure to include the dashes.

The complete EIN displays during the add process. However, when you update a record, the number may be masked and inaccessible, depending on your security resources.

Web Address
Vendor's web address. The address must begin with "http://www," "https://www," or "www." [Character/57]

When the address is entered, click the **Web Address** button to display the vendor's website in your default browser.

VAC Login Name
Vendor's login information for Vendor Access Center. This field can only be accessed if your district has Vendor Access Center installed.

Status Information Section

Inactive
Checkbox indicating whether the vendor is active. Select the box to change the vendor's status to Inactive.

You cannot use an inactive vendor on a requisition, purchase order, change order, or non-purchase order payable. However, a user with the appropriate security resource can enter a payable for a vendor whose status has been changed from active to inactive.

Hold Payment
Checkbox indicating whether to withhold payments to this vendor. To enable the system to withhold payments, select the box.

Status 1-2
Two user-defined codes assigned to the vendor. [Character/8, each code]

- If you use Vendor Bidding, enter *BIDDING* to prevent requisitions and purchase orders from being manually added for the vendor. You then can include the vendor in the bidding process using Vendor Bidding's Vendor Bid Information option.
- If you do not use Vendor Bidding, you can enter any code to reflect the vendor's status.

The Status 1 and 2 fields generally are for information purposes only. They do not affect system processing, unless you enter *BIDDING* in the Status 1 field.

Last Active
Date of the last transaction posted for this vendor. Display only.

Address Tab

This tab includes two sections, Purchasing and Accounts Payable, which include the same fields. Entries in the Purchasing section default to the Accounts Payable section but may be changed as needed.

To enter alternate addresses for purchasing, click **Addresses** on the Action Bar. For details, refer to Vendor Order Addresses Page (page 82).

Address 1-2
Two lines for the vendor's purchasing or accounts payable address. [Character/35]

City
City from the vendor's address. [Character/20]

State
Vendor's state identified by its standard two-character postal abbreviation.

Zip
Zip code. If you are using a nine-digit zip code, be sure to include the dash, for example, 12345-9876.

Contact
Name of the person or department to contact. [Character/35]

Phone
Area code and telephone number of the contact person or department. The system provides the dashes.

Fax
Area code and fax number. The system provides the dashes.

1099 Name and Address Tab

The fields in this tab store name and address information for the vendor's 1099 form. Initially, the 1099 Name will default its value from the General tab's Vendor Name field, and the 1099 Address fields will default their values from the Address tab's Accounts Payable fields.

1099 Name
The name of the vendor as it should appear on the 1099 form. [Character/35]

Doing Business As
Vendor's Doing Business As name. [Character/35]

For 1099 Vendors, if the vendor has a Doing Business As name entered, the name will appear in the Address 1 field when processing 1099s.

Address 1-2
Two lines for the vendor's 1099 address. [Character/35 per line]

City
City for the vendor's 1099 address. [Character/20]

State
State for the vendor's 1099 address, as identified by its standard two-character abbreviation, for example, *PA* for Pennsylvania. Select the abbreviation from the field's drop-down list.

Zip
Zip code for the vendor's 1099 address. If you enter a nine-digit zip code, be sure to include the dash, for example, *12345-6789*. [Character/10 including dash]

1099 Information Tab

The fields in this tab store codes and payment amounts related to the 1099 forms that apply to this vendor.

Form
Code identifying the form used to report specific types of payments made to a vendor, as defined by the IRS. This information defaults when you enter a transaction, but you may change it.

Select:

M - 1099-MISC - Rents, royalties, other income, fishing boat proceeds, medical/health care payments, non-employee compensation, substitute payments, crop insurance proceeds, and attorney fees.

G - 1099-G - Unemployment compensation, state/local income tax, qualified state tuition earnings, taxable grants, and agriculture payments.

I-1099-INT - Interest income, early withdrawal penalty, interest on U.S. Savings Bonds and treasury obligations, investment expenses, and foreign taxes paid.

N - No 1099 - A 1099 form does not apply.

Box
Three fields for entering Box codes for the Misc, G, or Int form. The field identifies the specific box used to record payments to the vendor on the 1099 form selected.

YTD
Three system-maintained fields displaying the total fiscal year-to-date amounts paid to vendors for reporting on the different types of 1099 forms. The system updates the appropriate field whenever a vendor check is issued.

Use Fund Accounting's Clear 1099 Amounts option to reset the YTD and Prev(ious) fields after filing your forms at the end of the fiscal year and before starting the new year.

Prev(ious)
Three fields for 1099 amounts paid to the vendor. These fields allow you to supplement the system-maintained YTD totals, so that you have complete payment amounts when you generate your 1099 forms.

- If you began using the Fund Accounting System after the start of the current fiscal year, enter the amounts in dollars-and-cents format.
- If you began using Fund Accounting at the start of the year, leave these fields at their zero defaults.

FTD Paid
Two fields, the first for a system-generated total of the payments in the three fiscal-year-to-date fields and the second for the dollar-and-cents total from the three Prev(ious) fields.

Discount Information Tab

The fields in this tab store information on the vendor's discount programs.

Net Days
Number of days before payment is due to qualify for a discount.

Discount
Selection indicating whether a discount can be taken when an invoice is processed in Accounts Payable.

Select:

A - Always - Discount is always taken.

T - Discount Period - Discount is taken based on the invoice date and due date.

N - Never - Discount is never taken.

Percent
Discount percentage rate, entered as a decimal (5% = .05). The field is required if you select A - Always or T - Discount Period in the Discount field. Your entry becomes the default discount in Accounts Payable for the vendor. (Integer/8)

Discount Days
Number of days in the discount period offered by the vendor. Accounts Payable uses this value in combination with the invoice and due dates to determine whether a discount should be taken.

Miscellaneous Information Tab

The fields in this tab store tax rates, payment information, and user-defined vendor status codes.

Sales Tax Rate
Rate of the sales tax for the vendor's state, if any, entered in decimal format (5% = .05).

Use Tax Rate
Rate of the use tax, if any, entered in decimal format (5% = .05). You can enter up to four places after the decimal, for example 0.1234.

Minimum Check Amount
Smallest amount for issuing a check to the vendor. For example, if you enter $100, checks cannot be issued until the total payments due reach this amount.

EFT/ACH Tab

Use this tab to set up vendor information for processing Electronic Funds Transfer (EFT) transactions as a by-product of the vendor check printing process. These fields only apply to Fund Accounting's EFT feature.

The ability to view and update information in the tab's Trans. Code, Bank Code, and Account Number fields depends on your security resources. However, during the add process, all fields are accessible.

Important

For a vendor to be used in EFT transactions, you need to assign a transaction code, bank, and bank account number.

Use Employee Bank Information
Checkbox used to load an employee's direct deposit information to the vendor information. This checkbox only displays if direct deposit information has been set up for the employee.

Transaction Code
Setting indicating whether EFT payments to the vendor go into a checking or savings account. This setting also determines if you are submitting an actual payment or prenote data for verifying the vendor's direct deposit information.

Select:

22 - Checking Credit- Allows deposit of electronic funds to vendor's checking account.

23 - 2nd Checking Prenote - Creates final checking prenote when EFT transactions are processed in a check run.

24 - 1st Checking Prenote - Creates first checking prenote when EFT transactions are processed in a check run.

32 - Savings Credit - Allows deposit of electronic funds to vendor's savings account.

33 - 2nd Savings Prenote- Creates final savings prenote when EFT transactions are processed in a check run.

34 - 1st Savings Prenote - Creates first savings prenote when EFT transactions are processed in a check run.

Blank- Actual checks are printed for this vendor.

Your selection depends on the type of account the vendor uses and how many times you want to submit prenote data to your bank before allowing EFT payments for the vendor.

After you set up the vendor's EFT information, the system updates this transaction code based on vendor check processing. For instance, if the vendor has a transaction code of 24, then the system creates prenote information when a vendor check run is processed for EFT vendors. The vendor's transaction code changes to 23, even if no payables exist for the vendor.

The next time you do a check run with EFT vendors, the system creates final prenote data to send to your bank. The transaction code changes to 22, meaning you can now submit EFT payments, as long as the prenote data is valid.

Bank Code
Bank where the vendor's funds are routed, also known as the receiving depository financial institution in terms of Automated Clearing House (ACH) transactions.

The system displays the bank's routing number in the display-only ABA Number field to the right after you select the appropriate record from the EFT Bank Codes table.

Account Number
Vendor's bank account number as it will appear in the ACH file you send to your bank. [Character/17]

PO Email
Email address of the vendor's purchasing department. This address is used in emailing purchase orders and change orders to the vendor. [Character/50]

A/P Email
Email address associated with the vendor's accounts payable department. [Character/50]

When EFT payment is issued, the system sends a notification to this address. However, your network's mail server must be set up for this feature. To verify if the server is configured properly, contact your system administrator.

Email Voucher Confirmations
Checkbox indicating whether the system should send email confirmations to the vendor when you make an EFT payment to the vendor. The email goes to the address in the A/P Email field.

Select this field if emails should be sent.

Sample Vendor List - Vendor Code Order

```
POWERSCHOOL                                                              PAGE NUMBER:    1
DATE: MM/DD/YYYY                         YOUR ORGANIZATION'S NAME        UPPVEN31
TIME: HH:MM:SS                         VENDOR LIST - VENDOR CODE ORDER

SELECTION CRITERIA: vendor.vend_no='114'

CODE     VENDOR NAME/ADDRESS/PHONE/CONTACT  PAYABLE ADDRESS/PHONE                        COMMODITIES     STATUS

114      DUNBAR SUPPLY COMPANY              DUNBAR SUPPLY COMPANY        TAX ID  XX-XX8827
         123 FAIRYLAND ROAD                 123 FAIRYLAND ROAD          FM 1099 N
         SUITE B                            SUITE B                     ACTIVE  MM/DD/YY
         VALLEY VIEW PA                     VALLEY VIEW PA              HOLD    N
         82738     (782-811-2377)           82738     (782-811-2377)   PAID              .00
         FAX  (782-811-2777)                FAX  (782-811-2777)         ---1099 INFORMATION---
         FIONA MICHAELSON                   FIONA                        BOX    YTD AMOUNT
         MINIMUM CHECK AMOUNT  0.00         DISCOUNT   N                MISC          .00
         SALES TAX RATE        0.00000      DISC PCT   .00000           G             .00
         USE TAX RATE          0.00000      DISC DAYS                   INT           .00
         EFT INFORMATION:
         TRANSACTION CODE: XX                                  BANK CODE: XXX BANK NAME: XXXXXXXXXXXXXXXXXXXX
         ACCOUNT NO.: XXXX8819                                 ROUTING NO.: XXXXXXXXX
         A/P EMAIL: mdunbar@yahoo.com                          PO EMAIL: fmichaelson@yahoo.com
         DOING BUSINESS AS: MICHAEL DUNBAR INCORPORATED
         WEB ADDRESS: www.michaeldunbarsupply.com
                    NOTE: FEDERAL TAX ID AND BANK ACCOUNT IS NOT PRINTED DUE TO LIMITED SECURITY ACCESS
```

Sample Vendor List - Vendor Name Order

```
POWERSCHOOL                                                              PAGE NUMBER:    1
DATE: MM/DD/YYYY                         YOUR ORGANIZATION'S NAME        UPPVEN31
TIME: HH:MM:SS                         VENDOR LIST - VENDOR NAME ORDER
SELECTION CRITERIA: vendor.vend_no='114'
CODE     SEARCH NAME/ADDRESS/PHONE/CONTACT  VENDOR NAME/PAYABLE ADDRESS/PHONE            COMMODITIES     STATUS
114      DUNBAR SUPPLY COMPANY                                          TAX ID  XX-XX8827
         123 FAIRYLAND ROAD                 123 FAIRYLAND ROAD          FM 1099 N
         SUITE B                            SUITE B                     ACTIVE  MM/DD/YY
         VALLEY VIEW PA                     VALLEY VIEW PA              HOLD    N
         82738     (782-811-2377)           82738     (782-811-2377)   PAID              .00
         FAX  (782-811-2777)                FAX  (782-811-2777)         ---1099 INFORMATION---
         FIONA MICHAELSON                   FIONA                        BOX    YTD AMOUNT
         MINIMUM CHECK AMOUNT  0.00         DISCOUNT   N                MISC          .00
         SALES TAX RATE        0.00000      DISC PCT   .00000           G             .00
         USE TAX RATE          0.00000      DISC DAYS                   INT           .00
         EFT INFORMATION:
         TRANSACTION CODE: XX                                  BANK CODE: XXX BANK NAME: XXXXXXXXXXXXXXXXXXXX
         ACCOUNT NO.: XXXX8819                                 ROUTING NO.: XXXXXXXXX
         A/P EMAIL: mdunbar@yahoo.com                          PO EMAIL: fmichaelson@yahoo.com
         DOING BUSINESS AS: MICHAEL DUNBAR INCORPORATED
         WEB ADDRESS: www.michaeldunbarsupply.com


              NOTE: FEDERAL TAX ID AND BANK ACCOUNT IS NOT PRINTED DUE TO LIMITED SECURITY ACCESS
```

Sample Vendor Short Listing

```
POWERSCHOOL                                      PAGE NUMBER:    1
DATE: MM/DD/YYYY        YOUR ORGANIZATION'S NAME  UPPVEN11.4GL
TIME: HH:MM:SS           Vendor Short Listing

SELECTION CRITERIA: vendor.vend_no='114'

VENDOR CODE VENDOR NAME                         PURCHASING CITY      PURCHASING STATE PHONE NUMBER
----------- ----------------------------------- -------------------- ---------------- ------------
114         DUNBAR SUPPLY COMPANY               VALLEY VIEW          PA               782-811-2377
```

Payment History Page

Use this page to display payment records for the current vendor. Each summary record includes the following information for a payment transaction:

Due Date	Check Date	Payment Amount
Invoice Number	Check Number	Transaction Type
PO Number	Description	

You also can access additional pages to view complete detail on the transaction.

Menu Path: 👥 Fund Accounting > Reference Tables > Reference Tables > Vendor List > search for and select a vendor > click **Payments** on the Action Bar

Action Bar Items

From the Payment History page, you can display two additional pages using the following Action Bar items. These items display after you search for vendors' payment records:

Detail	Displays the Transaction Detail page, which provides complete information on a selected transaction.
Totals	Displays the Payment Totals page, which provides the total payment amount and check amount for the invoice and vendor check associated with a selected transaction.

Procedures

Viewing a vendor's payment history

1. Select 👥 Fund Accounting > Reference Tables > Reference Tables > Vendor List to display the Vendor Information page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. In the List section, select a vendor.

4. Click **Payments** to display the Payment History page.

5. In the page's Search Criteria section, enter criteria in Year, *PO/Encumb*, Invoice, and Check Number fields.

6. Click ✅ (OK) to display the vendor's payment transactions.

7. Use the following procedures to view additional details on transactions.

Viewing details on a payment

1. In the Payment History page, select a payment, and then click **Detail** on the Action Bar.

2. In the Transaction Detail page, you can view other information related to the transaction by clicking the following items on the page's Action Bar:

More Info...	Displays the Purchase Order Detailed Listing page if you are viewing a transaction associated with a purchase order. This item does not display for other types of vendor transactions.
Approval Status	Displays the Payable Approval Status page for payments that required accounts payable approval. This option does not display for other types of transactions.

In addition, the following item displays on the toolbar:

(View Attachments)	Displays the Attachments page, which stores documents and other files that have been attached to the transaction record.

Click (Back) to return to the Payment History page.

3. To view invoice and check totals for a transaction, select the appropriate payment, and then click **Total** on the Action Bar to display the Payment Totals page.

Click (Back) to return to the Payment History page.

Fields

Payment History Page

Search Criteria Section

Year
> Fiscal year associated with the transaction.

PO/Encumb
> Number of the purchase order or encumbrance associated with the payments.

Invoice
> Number for the vendor invoice associated with the payments.

Check Number
> Number for the check associated with the payments.

You can use query symbols in the *PO/Encumb*, Invoice, and Check Number fields to search for multiple transactions.

- Use the pipe symbol to specify several encumbrances, for example, 00070001|00070023|00070050.

- Use the colon symbol to specify a range of checks, for example, 25100:25200.

- Use the greater than or equal to symbol to specify check numbers above a certain number, for example, >=25000.

Commodity Class Codes Page

Use this page to add, change, or delete the Commodity Class codes assigned to a vendor. You can add up to 100 codes to a vendor's record, depending on the codes available in the Purchasing System's Commodity table.

Commodity Class codes are taken from the first three digits of the codes in the Commodity table. Once assigned to a vendor, these codes are used for generating vendor bid lists generated using the Vendor Bidding System's Bid List Mailing Labels report option.

Menu Path: Fund Accounting > Reference Tables > Reference Tables > Vendor List > search for and select a vendor > click **Classes** on the Action Bar. You also can access this page when adding or changing a vendor's records.

Procedure

Assigning or deleting Commodity Class codes for a vendor

1. Select Fund Accounting > Reference Tables > Reference Tables > Vendor List to display the Vendor Information page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. In the List section, select a vendor, and then click **Classes** on the Action Bar to display the Commodity Class Codes page.

4. In the Commodity Class Codes page:

   - To assign a Commodity Class code, click **Insert Row** on the Action Bar, use (Lookup) to display the Commodity Class Lookup page, select a code, and then select a code, and then click (OK).
   - To delete a code, position the cursor in the desired Code field, and then click **Delete Row** on the Action Bar.

5. Click (OK) to save the record.

Fields

Code
  Code identifying a class of products or services in Purchasing's Commodity table. To look up and select a class, use the field's (Lookup) button.

  Commodity Class codes are the first three digits of a Commodity code. For example, if the code for a specific type of paper is 154-92-56-1450, the class code 154 might refer to all paper products.

  Codes assigned to a vendor can be printed on mailing labels for vendor bid lists with the Vendor Bidding System's Bid List Mailing Labels report option.

  Depending on how your table is set up, a Commodity Class code can be a separate three-digit code defined specifically to represent a class. [Integer/3]

Description
  Name or title of the commodity class, as stored in the first line of the Description field in the associated Commodity record. Based on your selection in the Code field, the system displays the description from the first sequential Commodity record using the Commodity Class code.

Defined Windows Selector Page

The Fund Accounting Profile's Vendor Windows option allows setting up user-defined pages for recording additional information on vendors. You can use the Defined Windows selector to access these pages while adding and changing records in the Vendor Information page.

For information on creating user-defined vendor pages, refer to the Fund Accounting Profile section of your System Administration manual. For related information, refer to the User Defined Codes Table (page 140).

Menu Path: Fund Accounting > Reference Tables > Reference Tables > Vendor List > search for and select a vendor > click **Defined Windows** on the Action Bar

Types of User-Defined Vendor Pages

The system allows two types of user-defined vendor pages:

Required Pages	Must be completed when you are adding or changing vendor records. These pages display automatically after you complete your entries in the Vendor Information page. You can also display required pages using the Defined Windows selector when you are updating an existing vendor record by clicking **Defined Windows** on the Action Bar.
Non-Required Pages	Do not have to be completed. After you add or change a vendor record and complete the required user-defined pages (if any), the system asks if you want to update any non-required pages. If so, you can select the pages in the Defined Windows selector. You can also display the selector at any time while updating a record by clicking **Defined Windows** on the Action Bar.

Entering Data in User-Defined Pages

Following are some of the things to keep in mind when entering data in user-defined pages:

- Some fields in a user-defined page may be required. However, the titles of these fields may not have asterisks to indicate this. The asterisks only appear if the person who created the page included them after the field's title. In any case, the system does not allow you to exit a page until you complete its required fields

- The fields that display on the right-hand side of a page are table-verified, meaning that the system checks the entries in these fields against a user-defined table. To select a code from the relevant table, use the field's (Lookup) button.

- User-defined pages may include fields that only accept specific data, depending on how the page was set up. The entries allowed by the system sometimes appear in a help message.

- As in standard pages, the system only accepts the type of data defined for a field. For example, a field defined for numeric data only accepts numbers.

Procedure

Updating a user-defined vendor page

1. Select Fund Accounting > Reference Tables > Reference Tables > Vendor List to display the Vendor Information page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. In the List section, select a vendor.

4. Click **Defined Windows** to display the Defined Windows Selector Page. The page lists all user-defined vendor pages in your system, both required and non-required.

5. Select the page you want to update, and then click ⊙ (OK) to display it.

6. In the user-defined page, add, change, or delete data in the desired fields.

8. Click ⊙ (OK) to save the record.

Vendor Order Addresses Page

Use this page to store additional contact information for placing orders with the current vendor. The information you can enter in the Vendor Order Addresses page includes addresses, names, telephone and fax numbers, and general descriptions of the products or services that can be ordered. You can save multiple addresses if needed. The system automatically numbers the records as you enter them.

Menu Path: Fund Accounting > Reference Tables > Reference Tables > Vendor List > search for and select a vendor > click **Addresses** on the Action Bar. You also can access this action item when adding a vendor.

Procedures

Displaying the Vendor Order Addresses page

1. Select Fund Accounting > Reference Tables > Reference Tables > Vendor List to display the Vendor Information page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Select a vendor, and then click **Addresses** on the Action Bar to display the Vendor Order Addresses page.

Adding an address

1. Display the Vendor Order Addresses page.
2. Click (Add New).
3. Complete the necessary fields.
4. Click (OK) to save the record.

Changing an address

1. Display the Vendor Order Addresses page.
2. Select a record in the List section.
3. Click (OK) to display it.
4. Change the desired fields.
5. Click (OK) to save the record.

Deleting an address

1. Display the Vendor Order Addresses page.
2. Select a record in the List section.
3. Click (Delete).
4. In the Confirmation dialog, click **Yes**.

Fields

Vendor Code
 Code identifying the vendor record.

Address Number
 System-assigned sequential number identifying the address record. The system assigns 1 to the first additional address record, vendor, 2 for the second, and so forth.

Address 1-2
 Two lines for the vendor's additional address. [Character/35, each line]

City

> City from the additional address. [Character/20]

State

> Standard two-character postal abbreviation of the address's state.

Zip

> Zip code. If you are using a nine-digit zip code, be sure to include the dash, for example, 12345-9876. [Character/10]

Contact

> Name of the person or department to contact. [Character/30]

Phone

> Area code and telephone number of the contact person or department. The system provides the dashes.

Fax

> Area code and fax number. The system provides the dashes.

Com(modity) Desc(ription)

> Brief description of the commodities ordered or shipped from this address. [Character/50]

Vendor Transactions Page

Use this page to view details on purchase orders and payments. The Vendor Transactions page allows you to search for and list the transactions while working with your vendor records.

Menu Path: ⚇ Fund Accounting > Reference Tables > Reference Tables > Vendor List > search for and select a vendor > click **Transactions** on the Action Bar

Procedure

Viewing a vendor's transactions

1. Select ⚇ Fund Accounting > Reference Tables > Reference Tables > Vendor List to display the Vendor Information page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. In the List section, select the desired vendor, and then click **Transactions** to display the Vendor Transactions page.

4. In the Selection Criteria section, enter criteria to identify the transactions you want to view.

5. Click ⊘ (OK) to list the transactions.

   The TC (Transaction Code) column identifies the type of transaction listed:

Code	Description	Transaction
17	Add Encumbrance	Purchase Order
18	Change Encumbrance	Change Order
20	Manual Check	Manual or Void Check
21	Accounts Payable Check	Accounts Payable

6. To view details on a transaction, select the transaction, and then click **Details** to display the Transaction Detail page.

   To return to the Vendor Information page, click 🛑 (Back).

Batch Vendors Table

Use this option to enter, change, or delete vendor records in a batch file. You can add records manually or through a file loading function.

You also can print an edit list of a file's records. After you review the list, you can release the file and post its records to the Vendor List table.

This section includes procedures for adding batch files, adding vendor records to existing files, updating and deleting vendor records in a file, generating the edit list report, and posting batch records. For information on loading vendor records from an external file, refer to the next section, Loading External Batch Files (page 93).

Menu Path: 👥 Fund Accounting > Reference Tables > Reference Tables > Batch Vendors

Types of Batch Vendor Pages

The Batch Vendors option uses two pages:

Batch Vendors Page	Lists existing batches of vendor records. Enables you to display the detail page to add a new batch file or to change or delete records in an existing batch. The page also enables you to select a batch, load records from external files, print an edit list, release the batch's records, then post them to the Vendor List table.
Batch Vendors Detail Page	Enables you to add, change, and delete records in a selected batch file. You can also create a new batch file using the detail page.

Action Bar Items

The following items display on the Batch Vendors page's Action Bar:

Print Multiple Batches	Displays the Print Batch Vendors Selection page, which enables you to generate an edit list of one or more batch files.
Release	Releases a batch file's records for posting. This item deselects the Hold field for each record in the batch. For details, refer to the Procedures section.
Post	Posts a batch file's records to the Vendor List. The system only posts a record if its Hold field is blank. For details, refer to the Procedures section.
Load External	Displays the Load External File page, which lets you import batch vendor records from external text files. For details, refer to Loading External Batch Files (page 93).

The following item displays on the Batch Vendors detail page's Action Bar when you are adding or changing a record:

Classes	Displays the Commodity Class Codes page where you can tie commodity classes to the vendor for printing bid list mailing labels. A commodity class is identified by the first three digits of a commodity code. For details , refer to Commodity Class Codes Page (page 79).

Procedures

Adding batch file with multiple vendors

1. Select 👥 Fund Accounting > Reference Tables > Reference Tables > Batch Vendors to display the Batch Vendors page.

2. Click ⊕ (Add New) to display the Batch Vendors detail page.

3. In the Control Number field, enter the code you want to use to identify the batch file.

   You will need to reenter the same Control Number with each vendor you add to the file.

4. Complete the fields in the page's tabs.

   Leave the Continuous checkbox selected.

5. If you use Vendor Bidding, click **Classes** to enter the Commodity Class codes identifying the classes assigned to the vendor.

6. Click (OK) to save the record.

7. Repeat Steps 3-6 for each additional vendor.

8. Click (Back) when you finish.

Adding a vendor record to an existing batch

1. Select Fund Accounting > Reference Tables > Reference Tables > Batch Vendors to display the Batch Vendors page.

2. Select the batch you want, and then click (OK) to display the Batch Vendors detail page.

3. Click (Add New).

4. Complete the fields in the page's tabs.

5. If you use the Vendor Bidding System, click **Classes** to associate Commodity Class codes with the vendor for printing of bid list mailing labels.

6. Click (OK) to save the record.

Updating a vendor record in a batch file

1. Select Fund Accounting > Reference Tables > Reference Tables > Batch Vendors to display the Batch Vendors page.

2. Select the batch file containing the vendor record you want to change, and then click (OK) to display the Batch Vendors detail page.

3. Click (OK) to list the batch file's records. If needed, you can also enter selection criteria first but this is only necessary if you have a large number of records.

4. In the List section, select the vendor record you want to change, and then click (OK) to display it.

5. Change the record's fields as needed. For information on any of the fields, refer below to the Fields section.

6. Click (OK) to save the record.

Deleting a vendor record in a batch file

1. Select Fund Accounting > Reference Tables > Reference Tables > Batch Vendors to display the Batch Vendors page.

2. Select the batch file containing the vendor record you want to delete, and then click (OK) to display the Vendor Information page.

3. Click (OK) to list the batch file's records.

4. In the List section, select the vendor record you want to delete.

5. Click 🗑 (Delete).

6. In the Confirmation dialog, click **Yes**.

> **Note**
> You can delete a batch file by deleting all of the records in the file.

Generating the Batch Entry Vendor Edit report

1. Select 🐾 Fund Accounting > Reference Tables > Reference Tables > Batch Vendors to display the Batch Vendors page.

2. Select the batch file you want to print.

3. Click 🖨 (Print).

4. In the Print Batch Vendors page, select one of the following radio buttons to define the addresses to included:

   - Print Purchasing and Accounts Payable Addresses

   - Print Accounts Payable and 1099 Addresses

5. Click 🟢 (OK).

6. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *bactchven.rpt*.

Posting a batch file

1. Select 🐾 Fund Accounting > Reference Tables > Reference Tables > Batch Vendors to display the Batch Vendors page.

2. Select the batch you want to post.

3. Generate the Batch Entry Vendor Edit report, as outlined in the previous procedure. Review the report, and correct your records as needed before posting them.

4. Select the appropriate batch in the Batch Vendors page, and then click **Release** to display a Confirmation.

5. Click **Yes** to release the records. This clears the Hold field for each record in the batch.

6. To prevent a vendor record from being posted, follow the procedure for changing a batch vendor record. Specifically, make sure you select the record's Hold field on the General tab.

7. In the main Batch Vendors page, select the batch file, and then click **Post** to post the batch's records.

8. In the confirmation dialog, select **Yes**. A page displays showing the results of the posting.

9. Click **OK**.

Fields

The Batch Vendors detail page is similar to the one used for the Vendor List option. The major difference is that the batch version of the page does not include the Discount Information and EFT/ACH tabs. You can add this information after posting your batch records to the live database.

General Tab

This tab stores identification information on the vendor and for the batch file containing the vendor record:

General Information Section

Entered By
    Operator's login ID. Display only.

Control Number
> Number identifying the batch file. [Character/8]

Vendor Code
> Code identifying the vendor record. [Character/8]

> - If your Fund Accounting Profile is set for auto-assigning vendor codes, the next sequential code defaults into the field.

> - If you define your own codes, we recommend using a standard length so checks and reports sort correctly. For example, if you use four-digit codes, add zeroes to the front of any codes that are less than 1000, as in 0012.

Hold
> Checkbox that prevents a batch record from being posted. Initially, the field is selected by default. When you use the Release item the system deselects all of the Hold boxes in the batch selected. You can re-select a box if you do not want a particular record posted.

Employee
> Checkbox indicating whether the vendor is also an employee of your organization. Select the box if the vendor is an employee.

> If you select the box and press <Tab>, the Employee Lookup page displays. Enter selection criteria to identify the employee, and then click 🌐 (OK). When the search ends, select the employee in the page's list section, and then click 🌐 (OK) to return to the detail page.

> The employee's name defaults to the Vendor Name and Search Name fields, and the employee's Social Security number defaults to the Federal Tax ID field. Also, the employee's address defaults to the fields in the Address tab. When a payable is created (online or in batch), the system checks the employee file for changes of name or address and updates the vendor record if needed.

Vendor Name
> Vendor name as it should appear on checks. [Character/35]

Search Name
> Vendor name entered so that records sort in proper alphabetical order. For example, if the vendor's name is THE PAPER CONNECTION, the search name should be entered as PAPER CONNECTION THE.

> - The entry in the Vendor Name field defaults to this field, but you can change it if needed.

> - If your Fund Accounting Profile is set up to sort checks by vendor name (as opposed to code), it uses the Search Name field for sorting, not the Vendor Name field.

Federal Tax ID
> Vendor's nine-digit Federal Employer Identification Number (EIN) as assigned by the IRS.

> - For companies and other employers, the number should be entered in standard EIN format, 99-9999999, with the dash included.

> - If the vendor is an individual, use the person's Social Security number, formatted 999-99-9999. Be sure to include the dashes.

> This field is accessible when adding a record. However, when changing a record, the display of the ID number and access to the field depend on your security resources.

Web Address
> Vendor's web address. Click on the Web Address link to display the vendor's web site in your default browser.

Status Information Section

Inactive
Checkbox indicating whether the vendor is active. Select the box to change the vendor's status to Inactive.

You cannot use an inactive vendor on a requisition, purchase order, change order, or non-purchase order payable. However, a user with the appropriate security resource can enter a payable for a vendor whose status has been changed from active to inactive.

Hold Payment
Checkbox indicating whether to withhold payments to this vendor. To enable the system to withhold payments, select the box.

Status 1
User-defined status code assigned to the vendor.

- If you use Vendor Bidding, enter BIDDING to prevent requisitions and purchase orders from being added for the vendor prior to processing a bid.
- If you do not use Vendor Bidding, enter a code reflecting the vendor's status.

Status 2
Additional user-defined status code. Aside from the BIDDING designation, the Status 1 and 2 fields are for information purposes only. They do not affect system processing.

Address Tab

This tab includes two sections, Purchasing and Accounts Payable, which include the same fields. Entries in the Purchasing section default to the Accounts Payable section but may be changed as needed.

To enter additional contact information for a vendor, use the Addresses item in the Vendor List option after posting the record.

Address 1-2
Two lines for the vendor's purchasing or billing address, depending on the section. [Character/35]

City
City from the vendor's address. [Character/20]

State
Vendor's state identified by its standard two-character postal abbreviation.

Zip
Zip code and optional four-digit extension, for example, 12345-9876.

Contact
Name of the person or department to contact. [Character/20]

Phone
Area code and telephone number of the contact person or department. The system provides the dashes.

Fax
Area code and fax number. The system provides the dashes.

1099 Name and Address Tab

1099 Name
Name to be used for the vendor's 1099.

Doing Business As
Vendor's Doing Business As name. [Character/35]

> **Note**
>
> For 1099 vendors, if the Doing Business As field has a value, that value will appear in Address 1 when processing 1099s.

Address 1-2
> Two lines for the vendor's 1099 address.

City
> City for the vendor's 1099 address.

State
> State for vendor's 1099 identified by its standard two-character postal abbreviation.

Zip
> Zip code and optional four digit extension.

1099 Information Tab

This tab stores codes and payment amounts related to vendors' 1099 forms:

Form
> Code identifying the form used to report payments for this vendor. Form and Box code combinations reference records in the 1099 Types table. This payment type defaults when you enter transactions.
>
> Select:
>
> *G - 1099-G-* Unemployment compensation, state/local income tax, qualified state tuition earnings, taxable grants, and agriculture payments.
>
> *M - 1099-MISC -* Rents, royalties, fishing boat proceeds, health care payments, non-employee compensation, substitute payments, crop insurance proceeds, attorney fees, and other income.
>
> *I - 1099-INT -* Interest income, early withdrawal penalty, interest on U.S. Savings Bonds and treasury obligations, investment expenses, and foreign taxes paid.
>
> *N - No 1099 -* No 1099 form is filed for this vendor.

Box (Misc/G/Int)
> Three fields for entering Box codes for the different types of 1099 forms: Misc, G, and Int. Select the Box code from the 1099 Types table that identifies the type of income paid to the vendor.

Prev(ious) (Misc/G/Int)
> Three fields for entering the 1099 amounts paid to the vendor if you began using the Fund Accounting System after the start of the current calendar year.
>
> These fields allow you to supplement system-maintained year-to-date totals, so the amounts on your 1099 forms are complete. In starting a year, leave these fields at their zero defaults.

FTD Paid
> Total payments made to the vendor in the current fiscal year that you tracked in a separate system before implementing eFinancePLUS. This includes 1099 and non-1099 payments. [Decimal/12,2]

Miscellaneous Information Tab

The fields in this tab store tax rates, payment information, and user-defined vendor status codes:

Sales Tax Rate
> Rate of the sales tax for the vendor's state, if any, entered in decimal format (5% = .05). [Decimal/4]

Hold (Payment)
> Checkbox indicating whether to withhold payments to this vendor. If the box is selected, the system withholds payments.

Use Tax Rate
> Rate of the use tax, if any, entered in decimal format (5% = .05). [Decimal/4]

Min(imum) Check Amt
> Smallest amount for issuing a check to the vendor. For example, if you enter $100, checks cannot be issued until the total payments due reach this amount.

Sample Batch Entry Vendor Edit List

```
POWERSCHOOL                                                              PAGE NUMBER:     1
DATE: MM/DD/YYYY                     YOUR ORGANIZATION'S NAME            BVENDOR1
TIME: HH:MM:SS                       BATCH ENTRY VENDOR EDIT

CONTROL    DATE     VENDOR   NAME/ADDRESS/CONTACT/PHONE/FAX   PURCHASING ADDR/CONTACT/PHONE/FAX   FED TAX ID      SALES/USE RATE
NUMBER              CODE     DOING BUSINESS AS                                                    STATUS          MIN CHECK AMT
                            WEB ADDRESS

BVENDOR  MM/DD/YY  119      MAUREEN A KELLY PC                                                   XXX-XX-5432        0.00000
support                     892 BUSINESS PARK DR             892 BUSINESS PARK DR                                   0.00000
                            PO BOX 1482                      PO BOX 1482                         PMT HOLD N             0.00
                            BETHLEHEM                        BETHLEHEM                           ---1099 INFORMATION---
                            PA                               PA                                       BOX    PREV AMOUNT
                            18018                            18018                               MISC             .00
                            MAUREEN KELLEY                   MAUREEN KELLEY                       G                .00
                            610-439-4000                     610-439-4000                        INT              .00
                            610-865-2321                     610-865-2321                        YTD              .00
                            ABC CONSULTING
                            www.ABCconsulting.com

BVENDOR  MM/DD/YY  120      SOMERSET INDUSTRIES                                                  XXXXXX2234         0.00000
support                     25 AURORA BLVD                   25 AURORA BLVD                                         0.00000
                            BETHLEHEM                        BETHLEHEM                           PMT HOLD N             0.00
                            PA                               PA                                  ---1099 INFORMATION---
                            18017                            18017                                    BOX    PREV AMOUNT
                            HAROLD WRIGHT                    HAROLD WRIGHT                        MISC             .00
                            610-823-3838                     610-823-3838                        G                .00
                            610-426-4441                     610-426-4441                        INT              .00
                                                                                                 YTD              .00
                            SOMERSET CORPORATE
                            www.somersetinc.com
```

Loading External Batch Files

The Batch Vendors page's Load External item lets you load batch vendor records into your database from pipe-delimited, plain-text files stored either on your personal computer or network server.

To use this function, you need to make sure the source text file is formatted correctly. Keep in mind that you are loading the data directly into the database table vendor. Therefore, the text file's field data must be arranged in exactly the same order as are the corresponding database table columns.

The system uses the pipe (|) symbols in the file to tell where one field value ends and the next one begins. Keep the following additional points in mind:

- In optional fields, you can omit field data from the text file by placing two pipe symbols next to each other in the appropriate position.
- The system gives default values for these fields if you leave them blank: FTD Paid, Previous Misc, Ordered YTD, Posting Hold Flag, Date Entered, Entered By, Minimum Check Amount, Previous G, and Previous Int.
- These fields require data in the text file: Vendor Code, 1099 Form, and Hold Payment Flag.
- You can define the record's Control Number in the text file or in the Load External File page. Control numbers are required.
- The following database columns are not used for batch vendor records but must be accounted for in your text files for each record you are adding: date_last and comm1 through comm9. In the sample provided below, these columns are indicated by placing two pipe (|) symbols next to each other.
- The text file can contain multiple batch vendor records, but you cannot have blank lines between records. Provide a hard return at the end of each record.
- For a listing of the columns and field formats in the *dvendor* table, refer to the Fund Accounting chapter in your Data Dictionary.

Procedure

Loading an external file

1. Select Fund Accounting > Reference Tables > Reference Tables > Batch Vendors to display the Batch Vendors page.
2. Click **Load External** on the page's Action Bar.
3. In the Confirmation dialog, click **Yes**.
4. Select a radio button to identify where the file is stored:

Client PC (default)	Your personal computer.
Server	Your network computer.

5. In the File Name field, identify the file by entering its name and directory path. To display a page for searching for and selecting the file, use Browse. This only applies to files on your personal computer.
6. In the Control Number field:
   - To override the number in the external file, enter a number to identify the batch file you are creating. It is applied to all records in the file.
   - To use the number stored in the external file, leave the field blank.
   - If the Control Number field in the external file is blank for any of the records, you must enter a control number. Otherwise, the file cannot be loaded.

7. Click (OK) to load the file.

- If the load is successful, a display will appear indicating the file import completed. The batch file's control number will now appear in the Batch Vendors page's list section, provided the file is for the current year.

- If the system cannot load the file, a display will appear indicating that errors occurred and the import did not complete. This display may be preceded by another display indicating the type of error the system encountered.

Alternate Vendor Address Table

Use this option to maintain alternate accounts payable addresses for your vendors. You can create multiple address records for a vendor, each of which is identified by an address code. You can apply these additional addresses when performing manual check and accounts payable functions.

Vendor records store two types of addresses: purchasing address and accounts payable or remittance address. In some cases, you may have more than one AP address for a single vendor. The Alternate Vendor Address table enables you to change, delete, or print this additional information.

Menu Path: 🐷 Fund Accounting > Reference Tables > Reference Tables > Alternate Vendor Address

Important

You cannot add addresses in this page. To add addresses, use the pages provided when running the Post Accounts Payable, Change Accounts Payable, Manual Checks, and Batch Manual Checks options.

Deleting Alternate Address Records

The Delete action bar item in the Alternate Vendor Address page enables you to delete address records. You can delete either an individual record or all of the records displayed in the page's list section.

Following are the effects of the buttons in the Delete Confirmation page:

All	Deletes all of the records displayed in the page's list section.
One	Deletes only the record selected in the List section.
Cancel	Cancels the deletion process.

To avoid losing address records that you may need, be sure to generate the Alternate Vendor Addresses Marked for Deletion report before deleting any records. Refer to the Procedures section for details on generating this report.

Following are some additional points to keep in mind about the deletion of alternate addresses:

- You cannot delete an alternate address record that contains amounts used in 1099 reporting.
- When you delete a vendor's alternate address, any transaction record using that address reverts to the remittance address stored in the main Vendor record.
- When you delete a vendor record in the Vendor List option, you also delete all of the alternate address records associated with the vendor.

Procedures

Following are procedures for changing, deleting, and printing records in the Alternate Vendor Address page. There are two delete procedures, one for deleting a single record and one for deleting a group of records.

Changing an alternate address

1. Select 🐷 Fund Accounting > Reference Tables > Reference Tables > Alternate Vendor Address.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Select the address you want to change, and then click 👁 (OK) to access its data.
4. Enter your changes. Refer to the Fields section for information on an individual field.
5. Click 👁 (OK) to save the record.

Generating the Alternate Vendor Addresses Marked for Deletion report

1. Select Fund Accounting > Reference Tables > Reference Tables > Alternate Vendor Address.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Select the address you want to generate, and then click (Print).

> **Important**
>
> You should generate the Alternate Vendor Addresses Marked for Deletion report to find out if any of the addresses selected are in use.

4. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *altvenpg.rpt.*

Deleting an individual address record

1. Select Fund Accounting > Reference Tables > Reference Tables > Alternate Vendor Address.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Select the address you want to delete.
4. Click the action bar's (Delete) to display the Delete Confirmation.
5. Click **One** to delete the record.

> **Caution**
>
> Clicking All deletes all of the address records displayed in the List section. If you did not enter any selection criteria in Step 2, clicking this button deletes all of the alternate addresses in your database.

Deleting a group of address records

1. Select Fund Accounting > Reference Tables > Reference Tables > Alternate Vendor Address.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Click the action bar's (Print) to display the Print page.

> **Important**
>
> You should generate the Alternate Vendor Addresses Marked for Deletion report to see if any of the addresses selected are in use.

4. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *altvenpg.rpt.*
5. Review the report, which provides error messages to alert you to addresses that are in use.
6. If you want to retain any of the addresses listed in the report, repeat Steps 2-5. Be sure to enter different criteria in Step 2.
7. Click the action bar's (Delete) to display the Delete Confirmation.
8. Click **All** to delete the records.

Fields

> **Note**
>
> Depending on the following conditions, a message displays in the Alternate Vendor Address page, asking if you want to update the alternate vendor's 1099 record:
>
> - Changes are made to the vendor's Federal Tax ID, Vendor Name, or Accounts Payable Address information.
> - The system month is January.
> - 1099 information exists for the prior year.

General Tab

Alternate Address Code
> System-assigned sequential number identifying the address record. This number cannot be changed.

Original Vendor Code
> Code identifying the vendor in the Vendor List. The Alternate Address Code and Original Vendor Code combine to identify an address record. Display only.

Creation Date
> System date when the record was created. Display only.

Alternate Vendor Name
> Name associated with this vendor AP address. Initially, the field defaults the name from the Vendor List record. You may change it, if the name of the organization or individual is different from that of the original record. [Character/35]

Address 1-2
> Two lines for the vendor's alternate AP address. [Character/35]

City
> City for the alternate address. [Character/20]

State
> State for the alternate address, identified by its standard two-character postal abbreviation, for example, CA for California or PA for Pennsylvania.

Zip Code
> Zip code for the alternate address. If you are using a nine-digit zip code, be sure to include the dash, for example, 12345-9876.

Alternate Federal Tax ID
> Vendor's nine-digit federal tax identification number, entered in 99-999999 format. If the vendor is an employee, the employee's Social Security number is used instead, entered in 999-99-9999 format. Be sure to include hyphens.
>
> Enter the tax ID that applies. Usually, the tax ID's in the Vendor Information and Alternate Vendor Address pages are the same.
>
> When you update a record, the number may be masked and inaccessible, depending on your security resources.

1099 Name and Address

Use this section to enter the alternate address for the vendor's 1099 form.

1099 Alternate Name
> Name to use for the vendor's alternate 1099 address.

Address Line(s) 1-2
Two lines for the vendor's alternate street address. [Character/35, each line]

City
City for the alternate address. [Character/20]

State
Vendor's state, identified by its standard two-character postal abbreviation.

Zip Code
Postal code. If you are using a nine-digit zip code, be sure to include the dash, for example, 12345-9876.

1099 Information Tab

Use this section to enter the 1099 form and box code associated with payments to this vendor.

Form
Selection identifying the 1099 form filed for the vendor at this address.

Select:

M - 1099-MISC - Rents, royalties, fishing boat proceeds, health care payments, non-employee compensation, substitute payments, crop insurance proceeds, attorney fees, and other income.

G - 1099-G - Unemployment comp, state/local income tax, qualified state tuition earnings, taxable grants, and agriculture payments.

I - 1099-INT - Interest income, early withdrawal penalty, interest on U.S. Savings Bonds and treasury obligations, investment expenses, and foreign taxes paid.

N - No 1099 - No 1099 form applies to transactions for this address.

Box (Misc/G/Int)
Fields for entering a Box code for the vendor's 1099 form. You can only enter a selection in the field associated with your entry in the Form field. Select the Box code from the 1099 Types table that identifies the type of income paid to the vendor.

YTD (Misc/G/Int)
Three system-maintained fields displaying the total year-to-date amounts paid to vendors for reporting on the different types of 1099 forms. The system updates the appropriate field whenever you issue a vendor check.

> **Note**
>
> Use Fund Accounting's Periodic Processing > Clear 1099 Amounts option to reset the YTD fields after you file your 1099 forms at the end of the calendar year and before you start the new year.

FTD Paid
System-maintained field that displays the total amount paid to the vendor in the fiscal year-to-date for products or services ordered from this address.

Track 1099 Amount by Original Vendor
Checkbox indicating whether 1099 data should be maintained separately for this address or tracked in the original vendor record. Select the box to allow the original vendor record to store 1099 information for this address. Leave the box blank (default) to allow 1099 data to be maintained separately. If the box is blank, you must complete the applicable fields in this section.

EFT/ACH Tab

Use these fields to set up information for processing electronic funds transfer transactions when this accounts payable address is associated with a vendor check. These fields apply only to the EFT feature. For details, refer to .

Your ability to display and access this tab depends on your security resources.

Transaction Code
Setting indicating whether EFT payments for this AP address go into a checking or savings account. This setting also determines if you are submitting an actual payment or prenote data for verifying the vendor's direct deposit information.

Select:

22 - Checking Credit - Allows deposit of electronic funds to vendor's checking account.

23 - 2nd Checking Prenote - Creates final checking prenote when EFT transactions are processed in a check run.

24 - 1st Checking Prenote - Creates first checking prenote when EFT transactions are processed in a check run.

32 - Savings Credit - Allows deposit of electronic funds to vendor's savings account.

33 - 2nd Savings Prenote - Creates final savings prenote when EFT transactions are processed in a check run.

34 - 1st Savings Prenote - Creates first savings prenote when EFT transactions are processed in a check run.

Blank - Indicates actual checks are printed for this vendor, unless bank information is set up in the main Vendor record. If the alternate address does not have bank data set up and the main Vendor record does, the system looks to the main record for EFT settings.

Your selection depends on the type of account the vendor uses and how many times you want to submit prenote data to your bank before allowing EFT payments for the vendor.

After you set up the EFT information for this AP address, the system updates the transaction code based on vendor check processing. For instance, if the address record has a transaction code of 24, then the system creates prenote information when EFT payments are processed in a check run. The transaction code changes to 23.

The next time you do a check run for EFT payments, the system generates final prenote data to send to your bank. The transaction code changes to 22, meaning you can now submit EFT payments, as long as the prenote data is valid.

Bank Code
Bank where the vendor's funds are routed, also known as the receiving depository financial institution in terms of Automated Clearing House (ACH) transactions.

Select a valid code from the EFT Bank Code table.

Account Number
Vendor's bank account number as it will appear in the ACH file you send to your bank. [Character/15]

Alternate Email
Email address associated with the alternate vendor's accounts payable department. [Character/50]

When EFT payment is issued, the system sends a notification to this address. However, your network's mail server must be set up for this feature. To verify if the server is configured properly, contact your system administrator.

Sample Alternate Vendor Addresses Marked For Deletion Report

```
POWERSCHOOL                                                                        PAGE NUMBER:    1
DATE: MM/DD/YYYY                             YOUR ORGANIZATION'S NAME               ALTVEND1
TIME: MM:HH:SS                   ALTERNATE VENDOR ADDRESSES MARKED FOR DELETION     RUN DATE: MM/DD/YYYY

SELECTION CRITERIA: vend_name matches "BU*"

    VENDOR#  ALT VENDOR#  VENDOR NAME          ADDRESS            CITY         STATE      ZIP       ERROR MESSAGE
    1275     186          BULLSEYE PAPER INC   PO BOX 8181        HARTFORD     CT         25531     PAYABLE ACTIVITY EXISTS.

    1948     113          BUSINESS SUPPLY CORP 100 COMMERCE WAY   BETHLEHEM    PA         18018

    1948     245          BUSINESS SUPPLY CORP 75503 BAYARD DR    MIAMI        FL         39725     TRANSACTIONS EXIST
```

Approval Table

If your Fund Accounting Profile is set up to use approval processing for accounts payables, batch budget adjustments, and batch budget transfers, you need to establish the approval requirements your co-workers will use for this purpose. Approval table records define user IDs of authorized approvers and the dollar amount ranges they are required to approve.

The Fund Accounting Profile also determines whether accounts payable, batch budget adjustment, and batch budget transfer approval records are assigned based on key organization or user-defined group.

In addition, if you have the appropriate security resources, you can use the Approval table to view and update approval requirements for requisitions, purchase orders, and change orders.

- For additional information on the setup of Approval table records in Fund Accounting, refer to Approval Table: Settings (page 107).
- For information on the Fund Accounting Profile, refer to your System Administration manual.
- For information on requisition, purchase order, and change order approvals, refer to your Purchasing System manual.

Menu Path: Fund Accounting > Reference Tables > Reference Tables > Approvals

Procedures

Adding an Approval record

1. Select Fund Accounting > Reference Tables > Reference Tables > Approvals to display the Approval Information page.
2. Click (Add New) to access the Approval Data section.
3. In the Approval Data section, enter the approval group and description. The Fund Accounting Profile's Approvals By Organization field determines whether you enter the approval group as a user-defined code or by selecting a valid Organization Chart code.
4. Click (OK) to access the first available tab. This depends on your security resources. For example, if you have security for accounts payable but not requisitions and purchase orders, the Accounts Payable tab displays first.
5. Complete the tabs that are available to you. If you have full security, the tabs include:

Requisition	Stores the setup for processing requisition approvals in the Purchasing System.
Purchase Order	Stores the setup for processing purchase order approvals in the Purchasing System.
Change Order	Stores the setup for processing change order approvals in the Purchasing System.
Accounts Payable	Stores the setup for processing accounts payable approvals in Fund Accounting.
Budget Transfer/Adjustment	Stores the setup for approval processing of batch budget transfers/adjustments in Fund Accounting.

For details on the fields in the Accounts Payable and Budget Transfer/Adjustment tabs, refer below to Fields.

6. Click (OK) to save the record.

Changing an existing Approval record

1. Select 👥 Fund Accounting > Reference Tables > Reference Tables > Approvals.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. In the List section, select the record, and then click 🌐 (OK).
4. Update the fields in the Approval Data section.
5. Click 🌐 (OK) to save the record.

> **Important**
>
> Updates to Approval Table records do not affect records that are already associated with the approval group but to all subsequent records tied to the group. We recommend that before making changes to approval information in records in the Approval table, you should verify that all existing transactions are fully approved.

Using the Copy item to add Approval Table records

1. Select 👥 Fund Accounting > Reference Tables > Reference Tables > Approvals.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. In the List section, select the record you wish to copy, and then click **Copy**.

   In the page's Current section, the APPROVAL and Description fields default the approval code and description from the record being copied.

4. In the New section, complete the following fields:

Approval	Enter an approval code identifying the key organization (budget unit) or approval group. This code identifies the record being created. You cannot have two approval records with the same code. [Character/17]
Description	Enter a description of the approval record. [Character/35]

5. Click 🌐 (OK) to save the record.

   All of the approval information from the original record is copied to the new record.

6. If you need to change any of the approval information in the new record, follow the procedure for updating an Approval Table record.

> **Note**
>
> The Copy item displays when you access the Approval Information page, but it is only used in conjunction with Requisitions, Purchase Orders and Change Orders. For more information, refer to your Purchasing Manual, Chapter 2, Reference Tables.

Generating the Approval Table report

1. Select 🐷 Fund Accounting > Reference Tables > Reference Tables > Approvals.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. After displaying records in the List section, click 🖨 (Print).
4. Select one of the following Approval Table report types:

Acct. Payable	Limits the report to accounts payable approval setup information.
Requisitions	Limits the report to requisition and vendor bid approval setup information.
PO's	Limits the report to purchase order approval setup information.
Budget	Limits the report to batch budget transfer and batch budget adjustment approval setup information.
Change Orders	Limits the report to change order approval setup information.
All	Includes setup information for all types of approvals.

5. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *apprtype.rpt*. You should edit this name based on the report option selected in Step 4.

Fields

Following are descriptions of the fields in the Approval Information page's Approval Data section and Requisition, Purchase Order, Change Order, Accounts Payable, and Budget Transfer/Adjustment tabs. Your access to specific tabs depends on your security resources.

Approval Data Section

Use this section to enter information identifying the Approval Table record. The *Approval* field's title is defined in the Fund Accounting Profile.

Approval
Code identifying the approval organization or user-defined approval group. The Fund Accounting Profile's Approvals By Organization field determines whether approval is by organization or user-defined groups.

- If the Approvals By Organization checkbox is selected, your entry in the *Approval* field is verified against Fund Accounting's Organization Chart, and table help is available.
- If the Approvals By Organization checkbox is not selected, your entries are user-defined. [Character-/16]

Description
Full description of the approval group or organization, which appears on requisitions and purchase orders. [Character/35]

If your profile is set to approve by organization, the description defaults from the Organization Chart according to your entry in the *Approval* field, but it can be changed.

Tabs

The Approval Information page's tabs all include the same fields, except for the Requisition tab, which includes an additional field (Vendor Bid checkbox).

Level
Approval levels 1-5. Display only.

Approver
 User ID of the primary person authorized to approve at the indicated level. Your entry is verified against Security's Users table.

- A transaction is not considered fully approved until it has been approved at all required levels.
- A transaction is considered denied if it has been denied by at least one level.

Alternate (1st and 2nd)
 User IDs of alternate persons authorized to approve at the indicated level. Alternates can approve transactions when the primary approver is not available.

Req(uired)
 Checkbox designating whether approval is required at the indicated level.

- Select the checkbox if the approval level is required.
- Leave the checkbox blank if no approvals are required at this level.

Low Amount
 Minimum amount requiring approval at this level. Approval is not required at this level for transactions that total less than this amount, even if the Required checkbox is selected.

High Amount
 Maximum amount requiring approval at this level.

 Example: Following are entries for a record with two required levels of approval:

Level	Req	Low Amount	High Amount
1	Yes	300.00	500.00
2	Yes	0.00	300.00

 In this setup, a transaction for $350.00 does not require approval at Level 2.

Vendor Bid
 Checkbox indicating whether approval is required for requisition items designated as vendor bid items. This field only applies to the Requisition tab. Leave the field blank if the approval level does not apply to bid items.

Sample Approval Table - Organization

```
POWERSCHOOL                                                          PAGE NUMBER:   1
DATE: MM/DD/YYYY                         YOUR ORGANIZATION'S NAME     appr.4gl
TIME: HH:MM:SS                             APPROVAL TABLE

APP_GROUP        DESCRIPTION          TYPE   LEVEL  USER 1    USER 2    USER 3    REQ   LOW AMOUNT    HIGH AMOUNT
110002521120     ADMINISTRATION       A/P     1     LEVEL NOT DEFINED FOR TYPE A/P

                                      BUD     1     LEVEL NOT DEFINED FOR TYPE BUD

                                      CHG ORD 1     LEVEL NOT DEFINED FOR TYPE CHG ORD

                                      PO      1     LEVEL NOT DEFINED FOR TYPE PO

                                      REQ     1     gallujac  hylanmar  rossijud   Y      100.00         0.00

                                      VB      1     gallujac  hylanmar  rossijud   Y      100.00         0.00

110003010050     TRANSPORTATION       A/P     1     LEVEL NOT DEFINED FOR TYPE A/P
                                      A/P     2     LEVEL NOT DEFINED FOR TYPE A/P
                                      A/P     3     LEVEL NOT DEFINED FOR TYPE A/P

                                      BUD     1     LEVEL NOT DEFINED FOR TYPE BUD
                                      BUD     2     LEVEL NOT DEFINED FOR TYPE BUD
                                      BUD     3     LEVEL NOT DEFINED FOR TYPE BUD

                                      CHG ORD 1     LEVEL NOT DEFINED FOR TYPE CHG ORD
                                      CHG ORD 2     LEVEL NOT DEFINED FOR TYPE CHG ORD
                                      CHG ORD 3     LEVEL NOT DEFINED FOR TYPE CHG ORD

                                      PO      1     LEVEL NOT DEFINED FOR TYPE PO
                                      PO      2     LEVEL NOT DEFINED FOR TYPE PO
                                      PO      3     LEVEL NOT DEFINED FOR TYPE PO

                                      REQ     1     wendtale  clintale             Y      100.00         0.00
                                      REQ     2     martidan  bryanjea             Y      100.00         0.00
                                      REQ     3     lynchpat  willicar             Y      100.00         0.00

                                      VB      1     wendtale  clintale             Y      100.00         0.00
                                      VB      2     martidan  bryanjea             Y      100.00         0.00
                                      VB      3     lynchpat  willicar             Y      100.00         0.00

110003110020     MAINTENANCE          A/P     1     LEVEL NOT DEFINED FOR TYPE A/P
                                      A/P     2     LEVEL NOT DEFINED FOR TYPE A/P

                                      BUD     1     LEVEL NOT DEFINED FOR TYPE BUD
                                      BUD     2     LEVEL NOT DEFINED FOR TYPE BUD

                                      CHG ORD 1     LEVEL NOT DEFINED FOR TYPE CHG ORD
                                      CHG ORD 2     LEVEL NOT DEFINED FOR TYPE CHG ORD

                                      PO      1     LEVEL NOT DEFINED FOR TYPE PO
                                      PO      2     LEVEL NOT DEFINED FOR TYPE PO

                                      REQ     1     wiesslin  yellarob             Y      100.00         0.00
                                      REQ     2     grossjam  carlstam             Y      100.00         0.00

                                      VB      1     wiesslyn  yellarob             Y      100.00         0.00
                                      VB      2     grossjam  carlstam             Y      100.00         0.00
```

Sample Approval Table - Group

```
                                        YOUR ORGANIZATION'S NAME                      PAGE NUMBER:   1
                                          APPROVAL TABLE                              appr.4gl
```

APP_GROUP	DESCRIPTION	TYPE	LEVEL	USER 1	USER 2	USER 3	REQ	LOW AMOUNT	HIGH AMOUNT
100	ADMINISTRATION	A/P	1	LEVEL NOT DEFINED FOR TYPE A/P					
		BUD	1	LEVEL NOT DEFINED FOR TYPE BUD					
		CHG ORD	1	LEVEL NOT DEFINED FOR TYPE CHG ORD					
		PO	1	LEVEL NOT DEFINED FOR TYPE PO					
		REQ	1	gallujac	hylanmar	rossijud	Y	100.00	0.00
		VB	1	gallujac	hylanmar	rossijud	Y	100.00	0.00
200	MAINTENANCE	A/P	1	LEVEL NOT DEFINED FOR TYPE A/P					
		A/P	2	LEVEL NOT DEFINED FOR TYPE A/P					
		BUD	1	LEVEL NOT DEFINED FOR TYPE BUD					
		BUD	2	LEVEL NOT DEFINED FOR TYPE BUD					
		CHG ORD	1	LEVEL NOT DEFINED FOR TYPE CHG ORD					
		CHG ORD	2	LEVEL NOT DEFINED FOR TYPE CHG ORD					
		PO	1	LEVEL NOT DEFINED FOR TYPE PO					
		PO	2	LEVEL NOT DEFINED FOR TYPE PO					
		REQ	1	wiesslin	yellarob		Y	100.00	0.00
		REQ	2	grossjam	carlstam		Y	100.00	0.00
		VB	1	wiesslyn	yellarob		Y	100.00	0.00
		VB	2	grossjam	carlstam		Y	100.00	0.00
300	TRANSPORTATION	A/P	1	LEVEL NOT DEFINED FOR TYPE A/P					
		A/P	2	LEVEL NOT DEFINED FOR TYPE A/P					
		A/P	3	LEVEL NOT DEFINED FOR TYPE A/P					
		BUD	1	LEVEL NOT DEFINED FOR TYPE BUD					
		BUD	2	LEVEL NOT DEFINED FOR TYPE BUD					
		BUD	3	LEVEL NOT DEFINED FOR TYPE BUD					
		CHG ORD	1	LEVEL NOT DEFINED FOR TYPE CHG ORD					
		CHG ORD	2	LEVEL NOT DEFINED FOR TYPE CHG ORD					
		CHG ORD	3	LEVEL NOT DEFINED FOR TYPE CHG ORD					
		PO	1	LEVEL NOT DEFINED FOR TYPE PO					
		PO	2	LEVEL NOT DEFINED FOR TYPE PO					
		PO	3	LEVEL NOT DEFINED FOR TYPE PO					
		REQ	1	wendtale	clintale		Y	100.00	0.00
		REQ	2	martidan	bryanjea		Y	100.00	0.00
		REQ	3	lynchpat	willicar		Y	100.00	0.00
		VB	1	wendtale	clintale		Y	100.00	0.00
		VB	2	martidan	bryanjea		Y	100.00	0.00
		VB	3	lynchpat	willicar		Y	100.00	0.00

Approval Table: Settings

This section explains the Fund Accounting Profile settings that affect approvals for accounts payable, batch budget adjustments, and batch budget transfers. It also covers the settings you define in an Approval table record and the way the system applies these records when approving payables.

Fund Accounting Profile Settings

The Fund Accounting Profile's Accounts Payable tab contains the fields determining whether you use approval processing for payables, which types of transactions should go through approval, and what default approval records should be assigned to payables generated through system processing. The System Options tab contains a field allowing approvals for batch budget adjustments and batch budget transfers (Step 5).

1. Select ⚙ System Administration > Administration > Profiles > Fund Accounting Profile .
2. In the Accounts Payable tab, use the following checkboxes to determine how to handle payment approval:

Approval for PO Payments	Select this box to require approval processing for all purchase order payments.
Approval for PO Payments Overpayment Only	Select this box to require approval processing for PO payments that meet the overpayment criteria described in Steps 3.
Approval for Non-PO Payments	Select this box to require approval processing for non-purchase order payments.

   If you do not use approval processing for payments, leave the checkboxes blank.

3. In the Overpayment Control Type field, select one of the following:

   A - Amount
   P - Percentage
   B - Both
   N - None

   Depending on your selection, use the Overpayment Amount Limit and Overpayment Percentage Limit fields to enter the dollar amount, percentage, both for determining overpayment. The system applies these values when you save a payable record. If a payable line item exceeds the overpayment limit, the system routes the record to a batch file where it will go through approval processing.

4. Use the following fields to assign default approval groups for payables generated via various system processes.

Default Approval Group for Payroll	Code for the approval group to use as the default for automatic vendor payments generated through payroll processing.
Default Approval Group for Community	Code for the approval group to use as the default for payables interfaced from the Utility Billing System when refunds are issued. This only applies if you use this system.

Important

If you enter codes in these fields, make sure you also add these to the Approval table.

5. In the System Options tab, select the Budget Transfer/Adjustment Approvals checkbox, if you also require approvals for these budget transactions. Otherwise, leave the field blank.

6. Click ⊘ (OK) to save the record.

Approval Table Settings

The options in the Payable Entry and Budget Ledgers menus let you set up approval groups and define the rules for approving accounts payable, batch budget adjustments, and batch budget transfers. For each record in the Approval table, you determine the following approval settings:

- Number of approval levels that apply.

- Number of approval levels that are required.

- Valid approvers at each level, one primary approver and two alternates.

- Low and high amounts for each approval level.

If you have the appropriate security resource, you can also set up approval parameters for requisitions, purchase orders, and vendor bid items. A single approval group can have settings for these transactions, as well as for payables and batch budget transfers/adjustments.

Transaction Approvals

To fully approve a transaction, the following conditions must be met:

- A valid approver needs to approve the transaction for every required level defined in the corresponding Approval Table record.

- If a required approval level has low and high amounts defined and the transaction amount is not within this range, the approval level is not required.

- If the transaction has a distribution account that falls within an account number range defined in the Account Approval table, then account-based approval is also required for that record. Refer to Account Approval Table (page 109).

A transaction is considered denied if it has been denied by an approver at any approval group level, regardless of whether the level is required.

Account Approval Table

If your Fund Accounting Profile is set up for approval processing, you can use the Account Approval table to create account-based approval requirements. The table lets you define a range of accounts from the Account List that when assigned to transactions, will generate approval records for processing by the appropriate personnel.

Depending on your security resources in System Administration Users table, you can use the Account Approval table to view and update account-based approval requirements for accounts payable, batch budget transfers, and batch budget adjustments. For information on using the table to set up account approvals for requisitions, purchase orders, and change orders, refer to your Purchasing manual, Chapter 2, Reference Tables.

To generate the Account Approval Table report, use the Account Approval Table page's Print item. The report's default file name is *appracct.rpt*.

Menu Path: Fund Accounting > Reference Tables > Reference Tables > Account Approvals

Using Account Approval Records

Account approval is required for transactions that use the accounts defined in the Account Approval table's low/high account ranges.

- Depending on your security resources, you can set up different ranges for accounts payable, batch budget transfers, and batch budget adjustments, as well as for purchase orders, requisitions, and change orders.
- You can assign one approver and two alternates for each account range.

For information on the Fund Accounting Profile setup required for using account-based approvals, refer to Approval Table (page 101).

> **Important**
>
> Updates to Account Approval Table records do not affect records that are already associated with the approval group. The updates apply to all subsequent records tied to the group. We recommend that before making changes to approval information in records in the Account Approval table, you should verify that all existing transactions are fully approved.

Fields

When entering an Account Approval record, you identify the record in the Approval Data section, then you define account-based approval requirements using the available tabs. Your access to specific tabs depends on your security resources.

Approval Data Section

Use the following fields to identify the Account Approval record:

Code
    Code identifying the Account Approval record. [Character/ 8]

Description
    Full description of the Account Approval record. [Character/35]

Tabs

The Account Approval Table page's tabs all include the same fields.

Approver
    Login ID of the primary person authorized to issue approvals for the account range identified. Entries are verified against Security's Users table.

Alternate (1st and 2nd)
> Login IDs of alternate employees authorized to issue approvals for the identified account range Alternates can approve transactions when the primary approver is not available. [Character/8]

Low Account
> Low account for this approval range. Transactions charged against this account, or those accounts up to and including the high account, require account approval.

High Account
> High account for this approval range. Transactions charged against this account, or those accounts down to and including the low account, require account approval.

Sample Account Approval Table Report

```
POWERSCHOOL                                                                      PAGE NUMBER:    1
DATE: MM/DD/YYYY                         YOUR ORGANIZATION'S NAME                 MODULE: APPACCT1
TIME: HH:MM:SS                             ACCOUNT APPROVAL TABLE

SELECTION CRITERIA:  ALL

CODE        DESCRIPTION             TYPE        USER 1    USER 2    USER 3    LOW ACCOUNT    HIGH ACCOUNT

EQUIP       EQUIPMENT               A/P
                                    BUD
                                    CHG
                                    PO          marticin  support              100            299
                                    REQ         marticin  support              100            299

SUPPLY      SUPPLIES                A/P
                                    BUD
                                    CHG
                                    PO          smithtim                       500            599
                                    REQ         smithtim  support   johnsden   500            599

UTILITY     UTILITIES               A/P
                                    BUD
                                    CHG
                                    PO          larsopat  support              300            399
                                    REQ         larsopat  support              300            399
```

EFT Bank Codes Table

If you use Fund Accounting's Electronic Funds Transfer feature for processing vendor payments, you need to set up records in the EFT Bank Codes table for the banks used by the vendors you are paying. You then assign the bank records to your vendors in the Vendor List. For a description of how EFT works and how to do the necessary setup, refer to Electronic Funds Transfer (page 311).

The EFT Bank Codes table is also used in the Human Resources System to handle direct deposit of employee paychecks. For details, refer to your Human Resources manual.

To generate the Bank Table report, click ⬛ (Print). The report's default file name is *banks.rpt*.

Menu Path: 🐷 Fund Accounting > Reference Tables > Reference Tables > EFT Bank Codes

Fields

Bank Code
Code identifying the financial institution where the vendor payments should be deposited. [Integer/6]

Bank Description
Name of the bank. [Character/35]

Check Title
Abbreviated version of the bank's name. This information is not used for EFT transactions. It is referenced by Human Resources System's Pay Run Processing option for printing on employee pay checks and direct deposit vouchers. [Character/10]

Bank Routing Number
Routing or transit number identifying the vendor's bank in the Federal Reserve System. [Character/9]

This number is included in the ACH file generated for your bank when the associated vendor is paid through vendor check processing. The ACH file, in turn, contains the appropriate amounts to send to each vendor bank.

Sample Bank Table Report

```
MM/DD/YY                                    YOUR ORGANIZATION'S NAME                              PAGE 1
                                                 BANK TABLE

            BANK CODE    BANK DESCRIPTION                    CK TITLE    ROUTING NUMBER

            101          UNION NATIONAL BANK                 UNION NATL  281938732
            102          FIRST NATIONAL BANK THE             FIRST NATL  083900428
            103          CITIZENS STATE BANK                 CITZN BANK  983930431
            104          CENTRAL BANK & TRUST                CNTRL BANK  113900431
            105          COMMONWEALTH BANK                   CMNWL BANK  081900002
            201          CARDINAL FEDERAL SAVINGS & LOAN     CARDNL S&L  283944492
            202          EASTERN SAVINGS ASSOCIATION         EASTRN SAV  928192382
            203          GREAT STATE SAVINGS & LOAN          GREAT S&L   093072321
            301          MUNICIPAL FEDERAL CREDIT UNION      MUNIC FCU   233982002
            302          VALLEY TEACHERS CREDIT UNION        VALLEY TCU  082902256
            303          AUDUBON TEACHERS CREDIT UNION       AUDOBN TCU  283982002
```

EFT Destination Table

Use this table to set up templates for the ACH file generated when EFT (Electronic Funds Transfer) transactions are processed in a vendor check run. You define the formatting based on information from the bank handling your accounts payable account.

To generate the EFT Destination Table report, click 🖨 (Print). The report's default file name is *eft_dest.rpt*.

Menu Path: 👤 Fund Accounting > Reference Tables > Reference Tables > EFT Destination Table

Defining EFT Destination Records

In each EFT Destination record, you define the following:

Record Description	Bank Account Number	Lead Transaction Records
Immediate Origin	Federal Tax ID	Email Address
Bank Destination	Originating DFI ID	Blind Copy Address
Company ID	EFT File Format	Email Subject
Bank Routing Number	Bank Debit Setting	Email Text

In addition, you assign a disbursement fund to each EFT Destination record. If you use several bank accounts for disbursing AP funds, then create a record for each combination of bank account and fund. Otherwise, you only need to create a record for the Fund Accounting Profile's default disbursement fund. For additional information, refer to .

Setting Up the EFT Destination Table

Each EFT Destination record describes a specific file template that will be available for accounts payable personnel to select when they process Electronic Funds Transfer (EFT) transactions during a vendor check run. To set up this table, you should understand, in general, the Fund Accounting System's EFT feature and then the information required for EFT Destination records.

Electronic Funds Transfer

The Fund Accounting System provides the ability to process vendor payments electronically, producing a file containing debit and credit information which your site sends to the bank handling your AP account. Based on the appropriate reference table setup, the generated file includes the data and formatting required by your bank to meet National Automated Clearing House Association (NACHA) rules for processing electronic payments.

Following is a summary of the Fund Accounting tables that pertain to EFT:

Bank table	Stores records for the financial institutions used by the vendors you pay through EFT transactions.
Vendor table	Links the appropriate Bank records to EFT vendors. This table also stores each vendor's bank account, transaction code, and email settings.
Alternate Vendor Address table	Stores bank and email information for EFT vendors who receive payment at a secondary remittance address.
EFT Destination table	Defines formatting and key data to use in the ACH file generated when you process payments to EFT vendors. Each record is set up based on the requirements of the bank where the associated ACH file will be sent.

ACH Files and the EFT Destination Table

An Automated Clearing House (ACH) file is generated when EFT payments are processed in a vendor check run. This file contains data on the payments made to the appropriate EFT vendors, including:

- Information for the bank account supplying funds to cover the total payment.
- Bank account information for each vendor receiving payment.
- Code indicating how your bank will handle the debit to your account.

You need to set up an EFT Destination record for each bank account your site plans to use for making EFT payments to vendors. For each record, you will need the following information from your bank:

- Data identifying your site (Immediate Origin Number, Immediate Origin Name, and Federal Tax ID).
- Number your bank uses to identify itself for EFT transactions (Bank Destination Number).
- Your bank's name as it should appear in the ACH file (Bank Destination Name).
- The nine-digit ABA routing number assigned to your bank (Bank Routing Number).
- The number identifying the account you use for EFT transactions (Bank Account).
- Number identifying your state's Department of Financial Institutions (Originating DFI ID).
- Standard Entry Class (SEC) code for the transactions contained in the ACH file (EFT File Format).
- Determination on how to handle debits to your bank account (Bank Debit).
- Data to include as the first two lines in the ACH file, if your bank requires leading transaction information (Optional Leading Transaction Records).

In addition, you will associate a disbursement fund from your Organization Chart to each EFT Destination record you create. By associating a fund to the EFT Destination record, you are also tying the fund to a bank account.

Generally, you will use the default disbursement fund from the Fund Accounting Profile. If you have other funds set up for disbursing cash, you will define additional EFT Destination records, which accounting personnel can then select when processing vendor checks.

During the vendor check run, the system prompts accounts payable personnel to select an EFT Destination record correlating to the records being processed based on fund.

Fields

The EFT Destination page's detail section has three tabs: General, Transmission, and Email. You enter most of the EFT Destination record's key data in the General tab. Use of the Transmission and Email tabs depends on instructions from your bank as well as from the vendors receiving EFT payments.

General Tab

Use this tab to identify the EFT Destination record, define the bank account and fund associated with it, and set up the essential formatting for the ACH file this record generates when selected during a vendor check run.

> **Note**
> Certain fields may be masked, if the user does not have the proper security resources.

Description
> Unique title identifying the EFT Destination record for selection during a vendor check run. This is the information your accounting personnel will see when processing EFT payments to create the appropriate ACH file. [Character/25]
>
> Make sure to set up a description that will be meaningful to your co-workers, perhaps identifying the bank account and fund associated with the record.

Use as Default
> Checkbox indicating whether to use the record as the default selection when running the Vendor Checks option for EFT payments. Place a check mark in the checkbox for the record that will be used most often. Otherwise, leave the field blank.

Immediate Origin Number
> Unique number identifying your site to your bank, generally your federal tax ID. This number is included in the ACH file when this EFT Destination record is selected, so verify with your bank exactly what to use in this field. [Character/10]

Immediate Origin Name
> Name identifying your site. [Character/23]

Bank Destination Number
> Unique number identifying the bank where you are sending the ACH file. Refer to your bank for the appropriate number. [Character/9]

Bank Destination Name
> Name of your bank, as it should appear in the ACH file. [Character/23]

Bank Routing Number
> American Bankers Association (ABA) number identifying your bank in ACH and EFT transactions. [Character/17]

Bank Account
> Number identifying the bank account you use to supply funds for vendor transactions. [Character/17]

Federal Tax ID
> Federal employer identification number assigned to your organization. [Character/9]

Header Company ID
> Company identification number appear in the batch header record of the EFT file. [Character/10]

Control Company ID
> Company identification number assigned to appear in the batch control record of the EFT file. [Character/10]

Originating DFI ID
> Originating depository financial institution number as assigned by the state's Department of Financial Institutions (DFI). [Character/8]

EFT File Format
> Standard Entry Class code that applies to the vendor payments contained in the ACH file generated using this EFT Destination record. This code is included in the ACH file, and it influences how the system formats the file. [Character/4]
>
> When setting up your system for using the EFT feature, make sure to check with your bank to see what codes apply for the vendor payments made by your site. You will associate the appropriate code with each bank account you define in the EFT Destination table.
>
> Enter the code exactly as instructed by your bank and as defined in your NACHA handbook. Examples of codes include CCD, CTX, or PPD. Place a + (plus) symbol after the three-letter code if the file includes an addendum record.

Transaction Desc(ription)
> General description for the type of vendor payments contained in the ACH files generated using this EFT Destination record. Since this information is included in the actual ACH file, you should consult your bank regarding your entry in this field. [Character/10]

Bank Debit
> Code indicating how to handle the account debit for transactions recorded in the ACH file.
>
> Select:
>
> *N - None* - ACH file has a credit entry for each vendor but no debit entry for the bank. A service class of 220 appears in the file.

C - Check to Bank - Your site issues an actual check to the bank for the debit amount. A service class of 220 appears in the ACH file.

D - Debit Entry on Tape - ACH file includes a total debit entry for your bank account. A service class of 200 appears in the ACH file.

Consult with your bank to determine how debits will be handled, and then select the appropriate setting in this field.

Fund

Select the Level 1 Organization Chart record to use with this EFT Destination record. The system prompts accounting personnel to select an EFT Destination record corresponding to the fund they are processing during the vendor check run.

Transmission Tab

Use this tab to define the first two rows of information for the ACH file. This is only necessary if your bank requires specific lead data.

Optional Leading Transaction Records

Two lines for defining additional information your bank requires as the leading two rows in the ACH file. If your bank does not require specified leading data, you may skip these fields. [Character/80, each line]

Email Tab

Use this tab to set up information for email notification the system sends to the appropriate vendors when the ACH file is generated. This setup is only required if vendors need notification.

Email Address

Email address associated with the vendor's accounts payable department. [Character/50]

When EFT payment is issued, the system sends a notification to this address. However, your network's mail server must be set up for this feature. To verify if the server is configured properly, contact your system administrator.

Blind Copy Address

Email address within your organization for receiving the EFT file to verify that it was sent. The term "blind copy" indicates that the address cannot by seen by other recipients. [Character/50]

Subject

Subject line for the email message the system sends to vendors when the ACH file is generated. [Character-/50]

Body (5 lines)

Text for the body of the email the system sends to vendors when the ACH file is generated. [Character/2000]

Sample EFT Destination Report

```
POWERSCHOOL                                       PAGE NUMBER:    1
DATE: MM/DD/YYYY           YOUR ORGANIZATION'S NAME     MODULE NUM: EFTTABL1
TIME: HH:MM:SS                  EFT DESTINATION TABLE

SELECTION CRITERIA:  ALL


DESCRIPTION: EFT FUND 100               FEDERAL TAX ID: 987654321
USE AS DEFAULT: N                       HEADER COMPANY ID: 1199228833
IMMEDIATE ORIGIN NUMBER: 4321234        CONTROL COMPANY ID: 9911882277
IMMEDIATE ORIGIN NAME: YOUR ORG NAME    ORIGINATING DFI ID: 12323434
BANK DESTINATION NUMBER: 123454321      EFT FILE FORMAT: 100
BANK DESTINATION NAME: 1ST NATIONAL BANK TRANSACTION DESC: AP CHECKS
BANK ROUTING NUMBER: 543212345          BANK DEBIT: D
BANK ACCOUNT: 192837465                 FUND: 100
OPTIONAL LEADING TRANSACTION RECORDS:
LEADING RECORD 1
LEADING RECORD 2
EMAIL SENDER ADDRESS:   yourbank@yourbank.com
EMAIL SUBJECT:          EFT Vendor Payments
EMAIL MESSAGE BODY:
EFT vendor payments for the month appear in the attached file. If you experience
any problem processing the payment data, please contact our office. Thank you.
```

Bank Account Information Table

Use this table to link General Ledger cash accounts to codes representing the bank accounts that hold your payroll and accounts payable funds. Based on Bank Account Information records, you can select check records to send to your bank using the Bank Transmission File option, or you can select the appropriate transactions for reconciling against your bank account statement when using the Bank Account Reconciliation option.

When you set up this table for bank account reconciliation, you may also need to add records for bank account fees and interest. Use a valid budget unit (low level Organization Chart record) and expense account combination for each record associated with fees. Use a valid budget unit and revenue account combination for each record associated with earned interest.

Important

You must set up a separate record for each Fund/Account combination that applies to your checking transactions. Accounts payable checks often require multiple records, whereas only one record is required for payroll checks per bank account.

Menu Path: 👥 Fund Accounting > Reference Tables > Reference Tables > Bank Account Information

Setting Up and Using Bank Account Information Records

Bank Account Information records are used in two Fund Accounting options: Bank Transmission File and Bank Account Reconciliation. In both cases, you select the appropriate Bank Account code when running the option. The Bank Transmission File option is also available in the Human Resources System.

Following are brief explanations of how to set up records in the Bank Account Information table so that your co-workers have the codes they need when using the related Fund Accounting options.

Bank Transmission File

The Bank Transmission File option lets your accounts payable and payroll personnel choose check records from your database, format the records by applying a template following bank specifications, and generate a data file to then send to the appropriate bank.

Your co-workers will select a Bank Account code which limits the check records the system includes in the bank file based on a combination of disbursement fund and cash account.

For payroll checks, you need to set up a Bank Account Information record for the Payroll Fund and Payroll Cash account defined in the Fund Accounting Profile. This Fund/Account combination needs to be set up for each bank account your site uses for issuing paychecks. If you use two bank accounts for payroll, then set up two Bank Account Information records with unique Bank Account codes.

For accounts payable checks, set up a record for each bank account you use for issuing payments to vendors. Each record will have a disbursement fund and cash account. If you have a bank account that is associated with more than one disbursement fund/cash account combination, you can create multiple records using the same Bank Account code.

For details, refer to:

- Bank Transmission File Format Table (page 120)
- Bank Transmission File (page 465).

Bank Account Reconciliation

The Bank Account Reconciliation option lets your accounting personnel select transaction records from your database for a specific range of dates. These transactions can then be reconciled against your monthly bank statement.

In addition to a date range, employees select a Bank Account code which limits transactions based on disbursement fund and cash account for checks and, for receipts and journal entries, based on fund and account or fund and cash account.

In terms of table setup, follow these basic guidelines:

- Add records for all bank accounts used for checks and receipt deposits.
- Associate fund/account combinations with the correct Bank Account codes. If needed, you can have multiple records with the same Bank Account code.
- If you track receipt deposits based on fund and revenue account, be sure to tie the appropriate codes from the Revenue Ledger to the correct bank account codes. If you track deposits based on fund and cash account, then the bank account records you set up for check records will also work for receipts.

In addition to selecting transactions, the Bank Account Reconciliation option lets you generate journal entries for bank fees and earned interest reported on a bank account statement. The Bank Account Information table includes the Fee and Interest checkboxes so you can set up records for these purposes.

- To use a Bank Account Information record for processing fee journal entries, enter a valid budget unit and account from the Expenditure Ledger. Also, make sure the record has the Fee field selected.
- To use a Bank Account Information record for processing interest journal entries, enter a valid budget unit and account from the Revenue Ledger. Also, make sure the record has the Interest field selected.
- For each unique Bank Account code where fees or interest apply, there should be only one associated Bank Account Information record with the Fee field selected and another record with the Interest field selected.

For details, refer to Bank Account Reconciliation (page 615).

Procedures

Adding Bank Account Information records

1. Select ⛃ Fund Accounting > Reference Tables > Reference Tables > Bank Account Information to display the Bank File Account Information page.
2. Click ⊕ (Add New).
3. Complete the fields in the Bank Information Data section.

4. Click 🆗 (OK) to save the record.

Displaying a list of Bank Account Information records

1. Select ⛃ Fund Accounting > Reference Tables > Reference Tables > Bank Account Information to display the Bank File Account Information page.
2. In the Bank Account field:
   - Enter a bank account number to list table records for a specific account.
   - Leave the field blank to display all records in the table.
3. Click **Find** to display records matching your entry.
4. In the List section, use the down arrow key to scroll through the records.

5. Click 🛑 (Back) to return to the Search Criteria section.

Changing a Bank Account Information record

1. Select 🏦 Fund Accounting > Reference Tables > Reference Tables > Bank Account Information.
2. In the Bank Account field, enter the account number. Keep in mind that an account may have more than one record.
3. Click **Find** to display records associated with the account.
4. In the List section, select the record you want to change.
5. Click 🔵 (OK).
6. In the Bank Information Data section, change the desired fields.
7. Click 🔵 (OK) to save the record.

Deleting a Bank Account Information record

1. Select 🏦 Fund Accounting > Reference Tables > Reference Tables > Bank Account Information.
2. In the Bank Account field, enter the account number. Keep in mind that an account may have more than one record.
3. Click **Find**.
4. In the List section, select the record you want to delete.
5. Click 🗑 (Delete).
6. In the Confirmation dialog, click **Yes**.

Generating the Bank Account Organizations and Accounts report

1. Select 🏦 Fund Accounting > Reference Tables > Reference Tables > Bank Account Information to display the Bank File Account Information page.
2. In the Bank Account field, enter criteria for listing the records to include in the report. To list all records, leave the field blank.
3. Click **Find**.
4. Click 🖨 (Print).
5. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *bankaccount.rpt*.

Fields

Bank Account
   Number identifying a checking account. [Character/20]

   The bank account number, in combination with the *Budget Unit* and Account codes, identifies a Bank Account Information record. As a result, an account can have more than one record.

Budget Unit
   Organization Chart code for the ledger account associated with the Bank Account Information record. Generally, this will be a fund (Level 1) record since check records and receipts both reference funds.

   - Records used for bank file transmission will always reference a disbursement fund.
   - If you are adding a record for processing bank fees or earned interest in the Bank Account Reconciliation option, use a valid budget unit (low level Organization Chart record).
   - The field name comes from the Fund Accounting Profile's Low Orgn field.

If your Fund Accounting Profile is set up for full expensing, the Full Account Window page will display for entering the budget unit. For the procedure, refer to .

Account

Account List code for the ledger account associated with the Bank Account Information record. Generally, this will be a cash account in the Assets range from the Fund Accounting Profile. The *Budget Unit*/Account combination must exist on the General Ledger.

- For records involving transmission of payroll check data, enter the account defined in the Fund Accounting Profile's Payroll Cash field.
- If you track receipt deposits based on fund and revenue account, you should enter codes for Revenue Ledger records in the *Budget Unit* and Account fields.
- If you are adding a record for processing bank fees in the Bank Account Reconciliation option, the *Budget Unit*/Account combination must exist on the Expenditure Ledger. Enter a valid expenditure account.
- If you are adding a record for processing earned interest in the Bank Account Reconciliation option, the *Budget Unit*/Account combination must exist on the Revenue Ledger. Enter a valid revenue account.

Fee

Checkbox indicating whether the record is for processing bank fee journal entries with the Bank Account Reconciliation option. Select the box if the record is used for bank fees. Otherwise, leave the box blank.

Interest

Checkbox indicating whether the record is for processing earned interest journal entries with the Bank Account Reconciliation option. Select the box if the record is used for bank account interest. Otherwise, leave the box blank.

> **Important**
>
> A Bank Account Information record should never have both the Fee and Interest checkboxes selected. Also, for a Bank Account code where interest applies, there should be only one associated Bank Account Information record with its Interest checkbox selected.

Sample Bank Account Organizations and Accounts Report

```
POWERSCHOOL                                                                       PAGE NUMBER:    1
DATE: MM/DD/YYYY                         YOUR ORGANIZATION'S NAME                  BANKACCT
TIME: HH:MM:SS                      BANK ACCOUNT ORGANIZATIONS AND ACCOUNTS

SELECTION CRITERIA:  ALL

BANK ACCOUNT          *BUDGET UNIT*   TITLE               ACCOUNT   TITLE           FEE   INTEREST
  183247912348        100             GENERAL FUND        0120      A/P EXPEND       N     N
  183247912348        100             GENERAL FUND        0150      GRANTS-ST        N     N
  183247912348        100             GENERAL FUND        0151      GRANTS-FED       N     N
  207269458872        100             GENERAL FUND        0180      PAYROLL          N     N
```

Bank Transmission File Format Table

Use this option to set up the format for providing accounts payable check data to your bank. The format defines the layout and content of the files you send. Each record you enter in this table defines the location and format for a specific field or section in a larger bank file layout.

> **Important**
> Before using this option, contact your bank for a copy of its file specifications.

Menu Path: Fund Accounting > Reference Tables > Reference Tables > Bank Transmission File Format

Preview

Creating Bank Transmission File Formats

The Bank Transmission File Format table lets you create templates for converting your eFinancePLUS check data into a format that your bank's software can store and read. You set up these templates in Bank Transmission File Format Page (page 127). Following are details on how you set up a file layout.

Menu Path: Fund Accounting > Reference Tables > Reference Tables > Bank Transmission File Format

File Elements

Three elements need to be accounted for in a layout template: files, records, and fields. To understand the formatting process, it is helpful to review some basics:

- A file is a collection of records. It can also be a collection of files. For example, a bank file can contain multiple files that store checks by their dates. These smaller files are referred to as batch files.

- In addition to records, a file includes header and trailer records. Generally, the header identifies the file, while the trailer summarizes its contents.

- Records are divided into fields. For example, check records in Fund Accounting include eight fields. However, only three of these might be requested by your bank, for example: Check Number, Payee, and Amount. In addition, the fields must conform with the bank's data requirements.

Record Types

The files used to transmit check data can include up to six types of records:

File Header	Defines the information for the file's header record, such as the date, bank identification number, and your tax number.
Batch Header	Defines the information for the header records for a batch in the file, such as the check date and bank account number.
Detail Record	Specifies the information to include from each check, such as the check number, payee name, and check amount.
Batch Trailer	Summarizes the records of a batch within the file, such as the total number of checks issued and their total amount.
File Trailers 1 & 2	Summarize the records in the file, such as the number of batches, total number of checks, and their total amount.

Your bank's format may not require all of these Record Types. For example, if the bank only accepts one batch at a time, its format could include just three types of records: File Header, Detail Record, and File Trailer.

File Formatting

A file layout requires multiple table records, one for each field in each record type. The primary components of these records include:

- Layout Code, which identifies the layout and ties all of its records together.

- Record Type, which determines the type of record in the transmission file.

- Field Name, which identifies a field within a record.

- Format, which can be one of the following:

Right Justified	Data is stored beginning on the right-hand side of a field. Usually, numeric fields are right justified.
Left Justified	Data is stored beginning on the left-hand side of a field. Usually, character fields are left justified.
Date Format	Dates are stored in a format such as MMDDYY (month-day-year) or YYYYMMDD (year-month-day).

If a field's data does not does not fill the entire field, you can have the system add zeroes or characters to the beginning of the field for right-justified fields and at the end for left-justified fields. For example, $75 could be stored as 0000007500 in a right-justified field that contains 10 positions.

- Start/Stop Positions, which define a field's length and where the field starts and stops within a record. For example, a check record might include a total of 50 positions:

Start	Field	Length	Format	Stop
01	Check Number	10 numeric	Right justified	10
11	Payee Name	30 character	Left justified	40
41	Check Amount	10 numeric	Right justified	50

- Literal, which defines either filler, blank spaces, or a constant value. For example, a literal can specify a character or number to fill blanks in a field or can attach the same information to each check, such as your site's name.
- Batch Group, which enables you to create separate batches within a file, one for each check date.

Format Example

Following is an example of a bank file layout, organized by Record Type. The specifications you receive from your bank will differ in layout and content, but will be similar in terms of the type of information provided.

	Start	Field	Length	Format	Stop
File Header	01	File Date	6 numeric	MMDDYY	06
	07	Bank #	10 numeric	Right Justified	16
	17	Client Name	30 character	Left Justified	46
Batch Headers	01	Account #	10 numeric	Right justified, 0 fill	10
	11	Check Date	8 numeric	MMDDYY	18
Detail Records	01	Check #	8 numeric	Right justified, 0 fill	08
	09	Payee Name	30 character	Left justified, X fill	38
	39	Check Amt	10 numeric	Right justified, 0 fill	48
Batch Trailers	01	Total Batch Checks	6 numeric	Right justified	06
	07	Total Batch Amt	10 numeric	Right justified	16
File Trailer	01	Total File Checks	6 numeric	Right justified	06
	07	Total File Amt	10 numeric	Right justified, decimal	16

> **Important**
> Each line in the chart requires a record. For example, the File Header below includes three fields, each of which must have its own record.

To see how this information would be stored in the Bank Transmission File Format table, refer to the sample report following the Fields section in the Bank Transmission File Format Page (page 127). In the sample, the Batch Group column for the Batch Header record's Check Date field contains a Y, indicating that this format will create separate batch files, one for each check date.

Detail Record Length

When you define formatting for the detail record portion of a bank file layout, make sure the sum of the Field Lengths for all the Layout Code's 3 - Detail records does not exceed 128 characters.

Checking the length of a bank file layout's table records with a Record Type of 3 - Detail

1. Select ⛵ Fund Accounting > Reference Tables > Reference Tables > Bank Transmission File Format.
2. In the Search Criteria section, define your search as follows:
   - Enter the appropriate code in the Layout Code field.
   - Enter 3 in the Record Type field.
3. Click **Find**. The system lists all the records for the detail portion of the bank file layout.
4. Make note of the Field Length for each record listed. [Character/128]

User-Defined Check Status Translation Table

Depending on your bank's data requirements, you may need to set up records in the Human Resources User-Defined Codes table. This table lets you create status codes to apply to the check records you send to the bank.

The Bank Transmission File option allows you to select issued checks, voided checks, or both for inclusion in the file you send to your bank. However, the Fund Accounting System's Transactions table does not store status descriptions for individual check records. This is not a problem if your bank asks for voided checks in a separate file from the rest of your AP checks.

The user-defined status codes become necessary if you send void check data mixed with issued AP checks. In this case, your bank relies on a status description for each check record to determine whether the check is Issued or Void.

If you establish User-Defined Codes records as described below, you can define file layouts to include the A/P Record Status and HRM Record Status fields. The system can then identify a check as Issued or Void in the bank file.

User-Defined Codes Table Setup

In the Human Resources System's User-Defined Codes table, you need to set up check status codes for accounts payable and payroll checks. The system refers to these codes to translate codes from individual check records into status codes for the bank file. The actual codes are defined in the Code field described below.

Once the system references the appropriate user-defined code, it takes the associated Title field entry from the User-Defined Codes Table record and places that data in your bank file according to the format from the appropriate Bank Transmission File Format record.

> **Important**
>
> Consult with your bank regarding the information they require. This will specifically influence the Titles you associate with the Codes you set up in the following procedure.

Setting up the translation table

1. Select 👤 Fund Accounting > Reference Tables > Reference Tables > User Defined Codes.
2. Click ⊕ (Add New).
3. In the page's User Defined Data section, leave the Continuous checkbox selected.
4. Use the Table Code, Code, and Title fields to enter a record for each type of check status:

Table Code	Code	Title	
A/P Issued Checks	BT	21	Usually defined by the bank. This data appears in your bank file.
A/P Void Checks	BT	20	
HR Issued Checks	BT	I	
HR Void Checks	BT	V	

5. Click 🟢 (OK) to save the record.
6. Repeat Step 4 to enter the next record.
7. Click 🔴 (Back) when you finish the last record.

Titles in User-Defined Codes Table Records

When you set up the check status fields in the Human Resources User-Defined Codes table, you will make entries in the Table Code and Code fields exactly as described in Step 6 of the previous procedure. Your entry in the Title field for each record depends on two factors:

- Text your bank needs in the bank file when each status code is referenced.
- Special formatting that might be needed so the status description appears correctly in the bank file.

For the most part, you will enter the status designations provided by your bank for AP and payroll checks. Then, in the Bank Transmission File Format table, you will set up a record for each portion of the file layout where the check status needs to appear, setting up the appropriate field length, alignment, and fill-in characters.

> **Important**
>
> If your bank requires the check status to display as a blank value in the bank file, complete the following steps:

1. Select ![icon] Fund Accounting > Reference Tables > Reference Tables > User Defined Codes.
2. Click ⊕ (Add New).
3. Add the Table Code and record Code values for the check status. Refer to Step 4 in the Setting up the transition table procedure for the specific values to enter for each check status.
4. Your entry in the Title field depends on the number of blank spaces the bank needs in the bank file for the check status:
   - Begin your entry with however many blank spaces your bank requires. For example, if you need three blank spaces, start your entry with these three blank spaces.
   - Immediately following the blank spaces, enter the word BLANK. This is needed because the Title field is required, so you cannot save the check status information until you enter at least one character in the field.
5. Click ![icon] (OK) to save the record.
6. Select ![icon] Fund Accounting > Reference Tables > Reference Tables > Bank Transmission File Format.
7. In the Bank Transmission File Format page, click ⊕ (Add New). You are now going to add the file layout record defining where and how the check status appears in the bank file.
8. Specifically, make sure you define the record's Field Length to equal the number of blank spaces you set up in the corresponding Title for the User Defined Codes record.
   - If the file layout uses a delimiter, enter the appropriate number in the Field Length field.
   - If the file layout does not use a delimiter, enter the appropriate values in the Start Position and Stop Position fields.
   - For complete information on setting up a file layout and the records comprising a file layout, refer to the previous section, Creating Bank Transmission File Formats.
   - For complete field descriptions, refer to the next section, Bank Transmission File Format Page.
9. Click ![icon] (OK) to save the record.

Bank Transmission File Format Table Setup

Once you have the four check status records set up in the User-Defined Codes table, you are ready to incorporate A/P Record Status and HRM Record Status into your bank file layouts by creating the necessary records in the Bank Transmission File Format table. Your setup is based on the instructions your bank provides in terms of the following factors:

- Which parts of the bank file will display the check status.
- Where the check status appears in a particular portion of the bank file.
- How the check status is formatted.

For instance, suppose your bank gives you the following instructions for including A/P Record Status in the bank file:

- A/P Record Status should appear in the detail portion of the bank file for each check record.
- The check status should be the second piece of information in the detail record, following the eight-character check number.
- The status description should take up exactly three characters in the detail record.

Based on these instructions, you would make the following entries in the Bank Transmission File Format record:

Layout Code	Enter the file layout code you have set up for accounts payable checks submitted to the bank.
Record Type	Select 3 - Detail Record.
File Position	Enter 2 since the check status should print as the second piece of detail data.
Field Name	Select A/P Record Status.
Start Position / Stop Position	Enter a Start Position of 9 and a Stop Position of 11. That way, the first three characters in the check status will appear in the bank file for each AP check.

Bank Transmission File Format Page

Use this page to add, search for, list, review, change, and print records in the Bank Transmission File Format table. Records sharing the same Layout Code form a single bank file layout to use when running Fund Accounting's Bank Transmission File option.

For the concepts and requirements associated with setting up file formats, including a detailed example, refer to Creating Bank Transmission File Formats (page 121).

Menu Path: 👤 Fund Accounting > Reference Tables > Reference Tables > Bank Transmission File Format

Procedures

Creating a file layout

1. Select 👤 Fund Accounting > Reference Tables > Reference Tables > Bank Transmission File Format to display the Bank Transmission File Format page.

2. Click ⊕ (Add New).

3. In the Bank Layout Field Information section, complete the fields in accordance with your bank's specifications.

   > **Tip**
   >
   > We recommend that you complete the Record Types in numeric order (lowest to highest) and create all records for each Record Type in order of their File Positions. To enter the records consecutively, leave the Continuous checkbox selected.

4. Click 🔘 (OK) to save the record.

5. Repeat Steps 3-4 for each record you need to add. Remember that you must complete a record for each field within a Record Type.

Changing a Bank Transmission File Format record

1. Select 👤 Fund Accounting > Reference Tables > Reference Tables > Bank Transmission File Format to display the Bank Transmission File Format page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. In the List section, select the record you want to change.

4. Click 🔘 (OK).

5. In the Bank Layout Field Information section, change the desired fields.

6. Click 🔘 (OK) to save the record.

Deleting a Bank Transmission File Format record

1. Select 👤 Fund Accounting > Reference Tables > Reference Tables > Bank Transmission File Format to display the Bank Transmission File Format page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. In the List section, select the record you want to delete.

4. Click 🗑 (Delete).

5. In the Confirmation dialog, click **Yes**.

Generating the Bank File Layout List report

1. Select ![icon] Fund Accounting > Reference Tables > Reference Tables > Bank Transmission File Format to display the Bank Transmission File Format page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. Click ![icon] (Print).

4. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *bnk_layout.rpt*.

Fields

Layout Code
Code identifying a bank transmission file layout. The same code applies to all records in the layout.

Select:

A - Accounts Payable - Indicates that the file contains accounts payable checks generated in Fund Accounting.

P - Payroll - Indicates that the file contains payroll checks generated in Human Resources.

The Layout Code continues to display as you begin each subsequent record. Do not change the code, unless you want to start a new file layout. Also, keep in mind that you cannot change a record's code once the record is saved. [Character/10]

Description
Brief description of the file's contents, for example, ACCOUNTS PAYABLE FORMAT or MIDLAND BANK FORMAT. Changing the description in one record changes it in all records associated with a layout. [Character/25]

Record Type
Code identifying the type of record being created within a file layout.

Select:

1 - File Header - Designates the current record as the header record for the entire file layout.

2 - Batch Header - Designates the current record as the header record for a batch within a file layout.

3 - Detail Record - Designates the current record as part of a check record.

4 - Batch Trailer - Designates the current record as the trailer record for a batch within a file layout. This record usually provides a summary of the batch, such as a count of the batch's checks and the sum of all check amounts.

5 - File Trailer 1 - Designates the current record as the trailer record for the entire file layout. This record usually provides a summary of all records in the file, such as a count of the file's checks and the sum of all check amounts.

6 - File Trailer 2 - Allows an additional trailer record for the transmission file, if specified by the bank.

- The sum of all records with a Record Type of 3 - Detail Record must not exceed 128 characters for a bank file layout (records sharing the same Layout Code).

- When you are setting up the batch header portion of a file layout, make sure at least one of the Layout Code's records with the 2 - Batch Header record type has the Batch Group checkbox selected. For details, refer to the Batch Group field description.

File Position
> Number identifying a field's location in a particular Record Type. Records should be entered and numbered in sequential order. [Integer/4]
>
> Example: If the bank's specifications call for a check detail record with five fields, you should enter a record for each field in the specified order, assigning 3-Detail Record as the Record Type and numbering the records from 1-5 in the File Position field.

Delimiter
> Optional character for separating fields in a file layout, such as a comma or semicolon. This tells the system where to start and stop when reading a field. [Character/1]
>
> - When you enter a delimiter, it defaults to all records for the current layout. Changing the delimiter in one record changes it in all records with the same layout code.
> - If you use a delimiter, you cannot access the Start Position and Stop Position fields for records with the current layout code. Instead, you must enter a length in the Field Length field.
> - If you do not use a delimiter, you must complete the Start Position and Stop Position fields in each record for the layout code.

Field Name
> Name of a check-related field in an AP or paycheck record. The field's selections, which apply to either AP checks or payroll checks, include:

Accounts Payable	**Payroll**
A/P Amount	HRM Amount
A/P Bank Account	HRM Bank Account
A/P Check Date	HRM Check Date
A/P Check Number	HRM Check Number
A/P Funding Source	HRM Payee Name
A/P Payee Name	HRM Payee SSN
A/P Record Status	HRM Record Status

> **Both Check Types**
>
> *Today's Date*
>
> - The Field Name field is optional if you are using the Literal field to create a blank field or the Count or Sum field to set up totals in trailer records. Refer to the descriptions of these fields for details.
> - To use the A/P Record Status and HRM Record Status selections as field names, you must set up a translation table in Human Resources' User Defined Codes table. For details, refer to User Defined Codes Table (page 140).
> - The drop-down list's Line Number and Detail Line Number selections do not appear in the above listings, because they are not being used.

Format
> Defines a field's format.
>
> Select:
>
> *RIGHT - Right Justified* - Aligns the last number or character in a value with the field's right-hand side. If specified in the Literal field, the system fills empty positions at the beginning with zeros or characters.
>
> *LEFT - Left Justified* - Aligns the first character or number in a value with the field's left-hand side. If specified in the Literal field, the system fills empty positions at the end of the field with zeros or characters.

Date Formats - Determines the format of the month, day, and year in a date, for example, MM-DD-YYYY or YYYYMMDD. The selections include most widely-used formats, including Julian dating (YYDDD).

If the record is for a Literal value, the Format field is not used. A format selection is used only for records where you also chose a Field Name.

Literal

Multi-functional field. Your entry can include one of the following, depending on your bank's specifications. [Character/30]

- A constant value for displaying in a record. For example, if you enter PAY as the literal and set the field length to 3, the word PAY will appear at the defined file position. In this case, do not select a field name. [Character/30]

- A value to use as a fill character when a field's value does not meet the field's defined length. Following are two examples:

Field Name	AP Payee	AP Check Amount
Format	Left Justified	Right Justified
Length	20	10
Literal	X	0 (zero)
Original Value	A-1 SUPPLY INC	51425
File Value	A-1 SUPPLY INCXXXXXX	0000051425

- The value BLANK, which allows you to use a record as a blank filler. For example, if you define a field's length as 25 and enter BLANK as the literal, 25 blank spaces will appear at the defined position in the record.

- You can enter a literal in either upper/lower case or in all capital letters.

Note

If the bank file information includes single or double quotation marks, you must enclose the Literal entry in single quotation marks. For example, if 'test' or "test" is specified, enter ''test'' or '"test"'.

Start Position

Number identifying the position in a record where a field begins. [Integer/4]

This value must be one greater than the Stop Position of the previous field, unless the current record is a Record Type's first field, in which case you must enter 1 as the Start Position. You cannot access this field if a Delimiter is being used.

Stop Position

Number identifying the position in a record where a field ends. You cannot access this field if a Delimiter is being used. [Integer/4]

Field Length

Number of positions in a field. If a Delimiter is not being used, the system calculates the length based on the values in the Start Position and Stop Position fields. Otherwise, you must enter the length. [Integer/4]

Important

As you define the detail record portion of a bank file layout, make sure the sum of the Field Lengths for all the Layout Code's 3 - Detail records does not exceed 128 characters.

Include Decimal Point

Checkbox indicating whether a decimal point should be included in a field's numeric value.

- Select the box to use a decimal point, for example, in check amounts.
- If you leave the field blank, a decimal point would not be used but would be implied. For example, $545.45 would appear as 54545.

Batch Group

Checkbox determining how the system groups batches in your transmission file. This setting only applies if the Record Type is 2 - Batch Header. For each bank file layout where a batch header is used, make sure at least one record with the 2 - Batch Header record type has this checkbox selected.

You can group checks by dates, status, or other criteria, depending on your selection in the Field Name field. You can group your detail records based on a combination of fields as well.

Example: If a bank wants records grouped by date, select 2 - Batch Header in the Record Type field and AP Check Date in the Field Name field, then select the Batch Group checkbox. These settings create Batch Header records for each date. You must also set up a Batch Trailer record to follow each batch. Refer to the Record Type to Count field for an example.

Count or Sum

Indicates whether the current record should provide either a record count or total amount of the checks in a batch or file. This field only applies to 4 - Batch Trailer, 5 - File Trailer 1, and 6 - File Trailer 2 records.

Select:

C - Count records
S - Sum issued checks
B - Sum issued and voided checks

Leave the field blank if you are not setting up a count or sum record.

Record Types to Count (1-6)

Checkboxes for designating the Record Types that apply to a record count. The boxes correspond to the selections in the Record Types field. Select the boxes to indicate which Record Types to use in the count.

> **Note**
>
> If you want the Batch Trailer record to include the number of batches in the file, you must use the field name entered in the Batch Header record.

Example: For a count of all checks in the batches created in the previous example (Batch Group field), set up the Batch Trailer record as follows:

Field	Selection
Record Type	4 - Batch Trailer
Field Name	AP Check Date
Count or Sum	C - Count
Record Types to Count	3 (Detail Record)

In this case, the Field Name field in the Batch Header record was AP Check Date. Also keep in mind that to produce multiple batches, the Batch Header's Batch Group field must be selected.

> **Note**
>
> The sample report is based on the example used in Creating Bank Transmission File Formats (page 121).

Sample Bank File Layout List

```
POWERSCHOOL                                                              PAGE NUMBER:    1
DATE: MM/DD/YYYY                        YOUR ORGANIZATION'S NAME         BNKTRNMNT
TIME: HH:MM:SS                            BANK FILE LAYOUT LIST

SELECTION CRITERIA: bank_layout.layout_cd matches 'ACCTSPAY'


LAYOUT CODE: ACCTSPAY     DESCRIPTION: A/P CHECK TRANSMISSION FILE
DELIMITER:
REC     FILE FIELD                                                       INCL.            COUNT INCL. REC TYPE
TYPE    POSN NAME                     FORMAT     LITERAL                 START STOP LENGTH DECIMAL BATCH  SUM  1 2 3 4 5 6
-----   ---- ------------------------ ---------- ------------------------ ----- ---- ------ ------- ----- ----- -------------
  1      1   TODAY'S DATE             MMDDYY                                1    6    6      N       N           N N N N N N
  1      2                            RIGHT      3050351449                7   16   10      N       N           N N N N N N
  1      3                            LEFT       Your Organization's Name 17   46   30      N       N           N N N N N N
  2      1   AP BANK ACCOUNT          RIGHT      0                         1   10   10      N       N           N N N N N N
  2      2   AP CHECK DATE            MMDDYYYY                            11   18    8      N       Y           N N N N N N
  3      1   AP CHECK NUMBER          RIGHT      0                         1    8    8      N       N           N N N N N N
  3      2   AP PAYEE NAME            LEFT       X                         9   38   30      N       N           N N N N N N
  3      3   AP AMOUNT                RIGHT      0                        39   48   10      N       N           N N N N N N
  4      1                            RIGHT                                1    6    6      N       N      C    N N Y N N N
  4      2   AP AMOUNT                RIGHT                                7   16   10      Y       N      S    N N N N N N
  5      1                            RIGHT                                1    6    6      N       N      C    N N Y N N N
  5      2   AP AMOUNT                RIGHT                                7   16   10      Y       N      S    N N N N N N
```

Check Reconciliation File Format Table

The Check Reconciliation File Format table enables you to define the way the system reads the files your bank sends to you for check reconciliation. eFinancePLUS accommodates two types of check reconciliation, one for accounts payable checks and the other for payroll checks. The system's check reconciliation options use Check Reconciliation File Format records to identify key information in the data file your bank sends you.

Since there are two check reconciliation options, you need to define at least two records in this table, one for each type of check. This applies even if you use the same bank account for both accounts payable and payroll.

To generate a report listing selected table records, click 🖶 (Print). The report's default file name is *recon_setup.rpt*.

Menu Path: 👤 Fund Accounting > Reference Tables > Reference Tables > Check Reconciliation File Format

Using Check Reconciliation File Format Records

Check Reconciliation File Format records enable your system to decipher the records your bank provides for reconciling your account payable and payroll checking accounts.

A check record is an 80-character string composed of smaller strings, each of which stores a different type of data, such as the account number, check amount, and issuance date. The format defines the parameters for reading where and how this information is stored, for example, the beginning and ending positions of the check number or the format used for storing the date.

Following is an example of a check record, though an actual record would be longer and contain other types of data:

Two options are provided in eFinancePLUS for reconciling checks: Fund Accounting's Reconcile Checks from File option, which is used for accounts payable checks, and Human Resources' Check Reconciliation option, which is used for payroll checks. As a result, you must set up a format record for each type of check. If a file contains both types of checks, you must run both reconciliation options to process all of the cleared checks in the file.

For details on reconciling accounts payable checks, refer to Reconcile Checks from File (page 462). For information on reconciling payroll checks, refer to your Human Resources manual.

Fields

General Information Section

Bank Format
  Identifies the check reconciliation file format record. This code must be unique for each record. The drop-down list includes the letters A through Z and the digits 1 through 9. [Character/1]

A/P or Payroll
  Specifies whether the record is for AP or Payroll checks. When you run a check reconciliation option, the system refers to this field to ensure you picked a file format compatible with the option you are using.

  Select:

  Accounts Payable
  Payroll

  At minimum, you need to create two records, one defined with the Accounts Payable setting, the other defined with the Payroll setting. This is the case even if you use one checking account for both purposes.

Eliminate Zero Filling
Determines how the system should treat leading zeroes when comparing your data with information in the bank file. A leading zero is any zero in a field that comes before any other non-zero character. For example, if a field has a value of 00104A, it contains two leading zeroes.

Select:

Account Number - tells the system to ignore leading zeroes in the bank file for the Account Number data but to include leading zeroes for Check Numbers. Use this selection if you do not use leading zeroes for the Account Number in your database, but you do use leading zeroes for Check Numbers. The Account Number corresponds to the value you enter in this table's Account Number field.

Check # - tells the system to ignore leading zeroes in the bank file for the Check Number data but to include leading zeroes for the Account Number. Use this selection if you do not use leading zeroes for Check Numbers in your database, but you do use leading zeroes for Account Number.

Check # and Account # - tells the system to ignore leading zeroes in the bank file for both Account Number and Check Number data. This selection assumes you do not use leading zeroes in your database for either of these fields.

None - tells the system to include leading zeroes when comparing your data to the bank file's data for both Account Number and Check Number. Use this selection if your database uses leading zeroes for both these fields.

Bank Name
Title of the bank associated with the Bank File Format record. [Character/30]

Check Information Section

Begin Check Number
Position where check number information begins in the bank file's individual character strings. [Integer/3]

Check Number Length
Number of characters devoted to the check number in an individual bank file character string. This includes leading zeroes. [Integer/3]

Zero-Fill Check Number
Checkbox determining whether the system should add zeros to the front of check numbers in the bank file.

- Select the field if you want to use zero-filling. In this case, the number of zeros added depends on the entry in the Check Number Length field minus length of the check number entered. For example, if length is set to 9 and the check number is 123456, three zeros would be added to the front of the check number.

- Leave the field blank to prevent zeros from being added to the front of check numbers.

Begin Check Amount
Position where check amount information begins in the bank file's individual character strings. [Integer/3]

Check Amount Length
Number of characters devoted to the check amount in an individual bank file character string. This includes leading zeroes and decimal point if decimal points are used. [Integer/3]

Implied Decimal In Amount
Checkbox indicating whether the bank file includes a decimal point in the check amount information.

- Select the field if the decimal point does not appear and is therefore implied. In this case, an amount such as $768.48 will display as 76848.

- Leave the field blank if the decimal point appears in the bank file for check amounts, in which case an amount such as $768.48 will display as 768.48.

Date Information Section

Begin Issue Date
> Beginning position for the check's issue date in the bank file's individual character strings. [Integer/3]

Issue Date Length
> Number of characters dedicated to the check's issue date in an individual bank file character string. If the issue date displays as MM/DD/YYYY you would enter 10 in this field to account for the / symbols. [Integer/3]

Date Format
> Format used in bank file character strings for dates. [Character/10]
>
> Use this field to show the system the order and number of characters used for month, day, and year in the bank file. Also, account for any special characters that display, such as a dash (-) or right slash (/).
>
> For example, if the bank file displays December 15, 2018 as 12/15/2018, enter MM/DD/YYYY in the Date Format field. If the bank file uses Julian date format and you select the Julian Date field, enter YYDDD in the Date Format field.

Begin Clear Date
> Beginning position for the check's clearance date in the bank file's individual character strings. You need to enter a value in this field if you want the system to update the Clear Date field for reconciled payroll and/or accounts payable checks. [Integer/3]

Clear Date Length
> Number of characters dedicated to the check's clearance date in an individual bank file character string. If the clearance date displays as MM/DD/YYYY, you would enter 10 in this field to account for the / symbols. [Integer/3]
>
> You need to enter a value in this field if you want the system to update the Clear Date field for reconciled payroll or accounts payable checks.

Julian Date
> Checkbox indicating whether dates display in the following format: YYDDD. In this format, YY stands for the last two digits in the year, and DDD stands for the day's number within a 365-day year (366 in leap years). In this format, January 1, 2018 would appear as 18001, that is, day 1 in the year 2018.
>
> Select the field if the bank file uses the YYDDD format. Otherwise, leave the field blank.

Account Information Section

Begin Account Number
> Beginning position for account number information in the bank file's individual character strings. This includes leading zeroes. [Integer/3]

Account Number Length
> Number of characters dedicated to the account number information in an individual bank file character string. Select the number from the drop-down list (1-10).

Account Number
> Your bank account number entered exactly as you want it read by the system. This number appears in the Check Reconciliation report generated when either reconciliation process is run. The system also uses it to compare against the bank file character strings if they store account number information. [Character/10]
>
> - If you use leading zeroes for the account number, include them in this field.
> - If you set the Eliminate Zero Filling field to None or Check #, you must use leading zeroes in this field, particularly if the bank file uses leading zeroes for the account information.
> - If the bank file does not include account numbers and you do not need to track account numbers in the Check Reconciliation report, enter 0 in this field.

Sample Recon Setup Table Report

```
POWERSCHOOL                                                                    PAGE NUMBER:    1
DATE: MM/DD/YYYY                         YOUR ORGANIZATION'S NAME               MODULE: payrec1
TIME: HH:MM:SS                             RECON SETUP TABLE
```

BANK FORMAT	FUND OR PAY	BEGIN CHECK NO	LENGTH CHECK NO	BEGIN CHECK AMT	LENGTH CHECK AMT	IMP DEC	BEGIN ISSUE DATE	LENGTH ISSUE DATE	BEGIN CLEAR DATE	LENGTH CLEAR DATE	BEGIN ACCT NUM	LENGTH ACCT NUM	ZERO FILL	ACCOUNT NUMBER	BANK NAME
3	P	1	8	9	8	Y	17	10	28	10	38	16	N	1234567890	SUMMIT
4	A	1	5	9	8	Y	20	8	30	8	40	16	N	1234567890	FLEET
G	A	14	5	20	14	N	36	5	47	5	58	10	B	4534204933	WACHOVIA

Payer List

Use this option to maintain records for tracking the source of cash receipts and receivables. The codes you create are entered in the Payer Number fields of Fund Accounting's Post Receipts and Post Receivables pages.

A Payer record includes the following information:

Payer Code	Address	Receivable Balance
Payer Name	Telephone Number	Year-to-Date Payments
Search Name	Date Last Active	

Menu Path: 👥 Fund Accounting > Reference Tables > Reference Tables > Payer List

Procedures

Adding a Payer List record

1. Select 👥 Fund Accounting > Reference Tables > Reference Tables > Payer List to display the Payer List page.
2. Click ⊕ (Add New).
3. Complete the fields in the Payer Information section.
4. Click ✅ (OK) to save the record.

Changing a Payer List record

1. Select 👥 Fund Accounting > Reference Tables > Reference Tables > Payer List to display the Payer List page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. In the List section, select the desired record.
4. Click ✅ (OK).
5. In the Payer Information section, change the fields as needed.
6. Click ✅ (OK) to save the record.

Deleting a Payer List record

1. Select 👥 Fund Accounting > Reference Tables > Reference Tables > Payer List to display the Payer List page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. In the List section, select the record to delete.
4. Click 🗑 (Delete).
5. In the Confirmation dialog, click **Yes**.

Generating the Payer List report

1. Select 👥 Fund Accounting > Reference Tables > Reference Tables > Payer List to display the Payer List page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Click 🖨 (Print).

4. In the Payer List Sort Order page, select:

   Payer Code Order - to sort records by payer codes.

   Payer Name Order - to sort records by payer names.

5. Click ⬤ (OK).

6. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *payer.rpt* if sorted by code or *payera.rpt* if sorted by name.

Fields

Payer Code
> Code identifying the payer. To maintain numerical order in reports and displays, make sure all codes are the same length. For example, if you want to use three-digit codes, add zeroes to the front of codes that are less than 100, as in 001 and 045. [Character/8]

Payer Name
> Name of the payer as it should appear on mailing labels and forms. [Character/35]

Search Name
> Payer's name as it should appear in an alphabetical listing. For example, if the payer name is WM SMITH & SONS, the search name would be SMITH WM & SONS. [Character/35]
>
> The system uses this name to organize payers in the Payer List report if you choose the Payer Name Order sort option.

Address Lines 1-3
> Three lines for the payer's address, the first for the street number and name, the second for additional address information, and the third for the city and state. [Character/35, each line]

Zip Code
> Payer's zip code. If you are using a nine-digit zip code, be sure to include the dash, for example, 12345-9876. [Character/10]

Phone Number
> Area code and telephone number of the contact person or department. The system provides the dashes.

The remaining fields are display only:

Date Last Active
> Date of the last payment.

Receivable Balance
> Amount owed by the payer.

YTD Payments
> Total amount paid during the current fiscal year.

Sample Payer List Report by Code

```
POWERSCHOOL                                                                PAGE NUMBER:   1
DATE: MM/DD/YYYY                          YOUR ORGANIZATION'S NAME          SYSTEM: UPDPAY41
TIME: HH:MM:SS                            PAYER LIST REPORT BY CODE

         PAYER CODE      PAYER NAME/ADDRESS                  PHONE NUMBER     LAST ACTIVE     RECEIVABLES/PAYMENTS

         A0000001        PA COUNCIL ON THE ARTS             822-569-0362     MM/DD/YY    RECV        4,500.00
                         PO BOX 2519                                                     PAID        4,500.00
                         HARRISBURG PA
                         17101

         B0000001        BILLMAN FOUNDATION                 215-924-4780     MM/DD/YY    RECV        1,000.00
                         BOX 9230                                                        PAID            0.00
                         2550 N BROAD STREET
                         PHILADELPHIA  PA
                         19022

         T0000001        TAX COLLECTOR/CITY                 610-691-4432     MM/DD/YY    RECV      765,887.50
                         PETER ROBERTS                                                   PAID      765,887.50
                         75 E  BROAD STREET
                         BETHLEHEM  PA
                         18017

         T0000002        TAX COLLECTOR/TOWNSHIP             610-998-4234     MM/DD/YY    RECV      102,555.98
                         MRS  MARGARET VALDEZ                                            PAID      102,555.98
                         R D  #6  BOX 210
                         BETHLEHEM  PA
                         18018

         T0000003        TAX COLLECTOR/COUNTY               610-887-2298     MM/DD/YY    RECV      334,879.00
                         NORTHAMPTON COUNTY                                              PAID      334,879.00
                         PO BOX 786
                         BETHLEHEM  PA
                         18017

         T0000004        TAX COLLECTOR/DELINQUENT           610-998-1876     MM/DD/YY    RECV            .00
                         MR  RONALD MCQUIRE                                              PAID            .00
                         1176 SECOND AVENUE
                         BETHLEHEM  PA
                         18017
```

Sample Payer List Report by Name

```
POWERSCHOOL                                                                PAGE NUMBER:   1
DATE: MM/DD/YYYY                          YOUR ORGANIZATION'S NAME          SYSTEM: UPDPAY41
TIME: HH:MM:SS                            PAYER LIST REPORT BY NAME

PAYER CODE      SEARCH NAME/PAYER NAME/ADDRESS             PHONE NUMBER     LAST ACTIVE     RECEIVABLES/PAYMENTS

A0000001        PA COUNCIL ON THE ARTS                    822-569-0362     MM/DD/YY    RECV        4,500.00
                PO BOX 2519                                                            PAID        4,500.00
                HARRISBURG PA
                17101

B0000001        BILLMAN FOUNDATION                        215-924-4780     MM/DD/YY    RECV        1,000.00
                PO BOX 9230                                                            PAID            0.00
                2550 N BROAD STREET
                PHILADELPHIA  PA
                18993

T0000005        EARNED INCOME TAX DIV                     610-998-4432     MM/DD/YY    RECV       55,654.23
                TAX COLLECTOR/LOCAL EIT                                                PAID       55,654.23
                EARNED INCOME TAX DIV
                3 WEST NEW ST
                BETHLEHEM, PA
                18017

T0000004        MCQUIRE RONALD                            610-998-1876     MM/DD/YY    RECV            .00
                TAX COLLECTOR/DELINQUENT                                               PAID            .00
                MR RONALD MCQUIRE
                1176 SECOND AVENUE
                BETHLEHEM  PA
                18017

T0000003        NORTHAMPTON COUNTY                        610-887-2298     MM/DD/YY    RECV      334,879.00
                TAX COLLECTOR/COUNTY                                                   PAID      334,879.00
                NORTHAMPTON COUNTY
                PO  BOX 786
                BETHLEHEM  PA
                18017

T0000001        ROBERTS PETER                             610-691-4432     MM/DD/YY    RECV      765,887.50
                TAX COLLECTOR/CITY                                                     PAID      765,887.50
                MR PETER ROBERTS
                75 E  BROAD STREET
                BETHLEHEM  PA
                18017
```

User Defined Codes Table

The User Defined Codes table lets you create records for table verification of fields in Project-Defined and Vendor-Defined pages. These pages are created in the Fund Accounting Profile. They can be accessed while adding and changing records in the Vendor Information page.

You must set up your user-defined tables before you can enter data in a site-defined project or vendor page that includes table-verified fields. You can update these tables by adding new records or changing existing ones as needed.

For information on creating user-defined pages, refer to the Fund Accounting Profile section of your eFinancePLUS System Administration manual. For related information, refer to Updating User-Defined Project Pages (page 61) and Defined Windows Selector Page (page 80).

Menu Path: Fund Accounting > Reference Tables > Reference Tables > User Defined Codes

Procedures

Adding a record to a user-defined table

1. Select Fund Accounting > Reference Tables > Reference Tables > User Defined Codes.
2. Click Click (Add New).
3. In the Table Information section's Table Code field, enter the code identifying the table.
4. In the Code field, enter a code identifying the record you want to add.
5. In the Title field, enter the code's description.
6. Click (OK) to save the record.

Changing a record in a user-defined table

1. Select Fund Accounting > Reference Tables > Reference Tables > User Defined Codes.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. In the List section, select the record being changed.
4. In the Title field, change the description as needed. You cannot change the Table Code or Code fields, since these identify the record.
5. Click (OK) to save the record.

Deleting a record in a user-defined table

1. Select Fund Accounting > Reference Tables > Reference Tables > User Defined Codes.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. In the page's list section, select the record to delete.
4. Click (Delete).
5. In the Confirmation dialog, click **Yes**.

> **Caution**
>
> Do not delete a record that is being used in a Project-Defined or Vendor-Defined page, as this will result in invalid data.

Generating a report listing the records in a selected table

1. Select ⛏ Fund Accounting > Reference Tables > Reference Tables > User Defined Codes.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. Click 🖨 (Print).

4. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *udstable.rpt*.

Fields

Table Code
    Identifying the table for verifying field entries in user-defined project and vendor pages. [Character/2]

Code
    Code identifying a specific record in the user-defined table. [Character/10]

Title
    Brief description or title of the code. [Character/25]

3: General Ledger

Use the options on the General Ledger menu to perform the following:

- Set up your General Ledger.
- Adjust non-budgetary accounts in the General Ledger and expenditures and receipts in the Expenditure, Revenue, and Project Ledgers.
- Add, change, and delete journal entries in batch for posting to your database.
- Set up templates for the rapid entry of journal entries with recurring data.
- Create and post journal entries from last year.
- Copy and reverse posted journal entries.

Menu Path: Fund Accounting > Entry & Processing > General Ledger > select an option

Preview

Resetting Periods

Many of the pages accessed from the 🐦 Fund Accounting > Entry & Processing menu display one of the following items on their Action Bar:

Set Period	Clicking this item displays the following pages for changing the Period, Year, and Transaction Date:

- Reset Period page applies the new date information to any records you subsequently add or change.
- Set Period page applies the new date information to all records in the batch selected.

Display Through...	Clicking this item displays a version of the Reset Period page where you can change the Period for year-to-date displays and queries but not the Year.
	This item only applies to the following options: Expenditure Ledger, Project Ledger, Revenue Ledger, and Balance Sheet.

Procedures

Reset Period Page

The date information entered in this page remains in effect until you either exit the current option or select different date settings.

1. Select the appropriate option from the 🐦 Fund Accounting > Entry & Processing menu.
2. Click **Set Period** or **Display Through...** on the Action Bar.
3. In the Reset Period page:

   - With the Set Period item, change the Period, Year, and Transaction Date fields as needed. Your settings will be applied to any records you subsequently add or change.

     You can only select the current or prior year. However, if you select the prior year, you must set the Period field to period 13.

   - With the Display Through... item, select a Period to use for the year-to-date in subsequent displays and queries.

4. Click 🟢 (OK) to save your entries and return to the previous page.

Set Period Page

The date information entered in this page only applies to the batch selected.

1. Select a batch processing option from the 🐦 Fund Accounting > Entry & Processing menu.
2. Select the desired batch, and then click **Set Period** on the Action Bar.
3. In the Set Period page, change the Period and Year fields as needed.

4. In the confirmation dialog, click 🟢 (OK) to replace the period and year for all records in the batch selected.

Balance Sheet

Use this option to set up your balance sheet of General Ledger accounts. You build the balance sheet by linking funds from the Organization Chart to accounts from the Account List.

A balance sheet contains two types of records:

Balance Sheet Accounts	Combined fund and account records used for recording transactions for asset, liability, and equity accounts. The ranges distinguishing between the different types of accounts are defined in your Fund Accounting Profile. For example, asset accounts might be in the range 2000-2199 and liability accounts, 2200-2399.
Budget Control Accounts	Balance sheet accounts for subtotaling and balance checking. The Fund Accounting Profile defines 14 control accounts.

The Balance Sheet option's initial page is the Set Up Balance Sheet page. From here, you can access additional pages for adding balance sheet accounts and viewing balance sheet transactions.

Menu Path: 👥 Fund Accounting > Entry & Processing > General Ledger > Balance Sheet

Action Bar Items

The Action Bar on the Set Up Balance Sheet page displays the following item when you first load the page:

Set Period	Displays the Reset Period page for resetting the accounting period, fiscal year, or transaction date.
	The information entered applies to all additions made in the Set Balance Sheet page during the current session. For details, refer to Resetting Periods (page 143).

The following Action Bar items replace the Set Period item when you generate a list of accounts in the Set Balance Sheet page.

Display Through...	Displays the Reset Period page for changing the period used to display the year-to-date debits and credits in the Set Up Balance Sheet page's list section.
	Changing the period has no effect on additions made to the balance sheet. For details, refer to Resetting Periods (page 143).
Period Balances	Displays the Period Balances page. This page shows the balances for each period in the current fiscal year for the account selected in the Set Balance Sheet page's List section.

Setting Up Budget Control Accounts

> **Caution**
> Before changing any account numbers in the Fund Accounting Profile, contact PowerSchool support for assistance.

The Fund Accounting Profile's Funds/Accounts tab defines the ranges identifying asset, equity, expenditure, liability, and revenue accounts in the General Ledger. It also specifies accounts within these ranges that serve as controls in balancing ledgers.

The five sets of fields at the bottom of the tab - Assets, Equities, Revenue, Liabilities, and Expenditures - specify the ranges that can be assigned to these types of accounts. For example, if you wanted to create a liability account, you would have to assign a number within the range specified by the Liabilities fields.

Except for the Disburse Fund and Payroll Fund fields at the top, the tab's other fields identify the control accounts required in a balance sheet.

Following is a list of the Profile's control fields, including the ledger, account range, and control type associated with each. Note that the fields are grouped according to the ledgers that affect them and their control types.

Profile Field	Ledger	Range	Control Type
Cash	General	Asset	Accounts Payable Checks
Accts Payable	General	Liability	Accounts Payable
Tax Payable	General	Liability	Vendor Use Taxes
Enc Control	General	Equity	Encumbrances
Res for Enc	General	Equity	Encumbrances Reserved
Payroll Cash	General	Asset	Payroll Checks
Pay Enc Cntrl	General	Equity	Payroll Encumbrances
Pay Res for Enc	General	Equity	Pay Encumbrances Reserved
Budget F B	General	Equity	Budget Fund Balance
Fund Balance	General	Equity	Fund Balance
Exp Bud Control	Expenditure	Equity	Expenditures Budget
Exp Control	Expenditure	Equity	Expenditures
Rev Bud Control	Revenue	Equity	Revenue Budget
Rev Control	Revenue	Equity	Revenues

Important

You must add these accounts to each fund in your balance sheet.

Procedures

Adding balance sheet records

Creating accounts for your balance sheet is relatively easy. After confirming or selecting the year, you only need to complete two fields for each record: Fund and Account. To ensure completeness, we recommend that you create all balance sheet accounts for one fund, and then proceed to the next fund.

1. Select 👥 Fund Accounting > Entry & Processing > General Ledger > Balance Sheet to display the Set Up Balance Sheet page.

2. If you need to change the fiscal year, click **Set Period** on the Action Bar to display the Reset Period page.

3. Click ⊕ (Add New) to display the Set Up Balance Sheet Accounts page.

4. In the Fund field, select a fund. The fund you select displays for each record you add, until you change it.

5. In the Account Code field, enter an account to associate with the fund.

6. Click 🔄 (OK) to add the record to your balance sheet.

7. If the Continuous checkbox is selected, repeat Steps 4-6 for each record you need to add. Otherwise, the Set Up Balance Sheet Accounts page closes when you complete Step 6.

After entering records for the current fund, move on to the next fund, until you complete all fund-account combinations.

8. Click ⬛ (Back) to close the page.

Listing existing balance sheet accounts

1. Select 👥 Fund Accounting > Entry & Processing > General Ledger > Balance Sheet to display the Set Up Balance Sheet page.

2. In the Selection Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

Besides being able to view the list, you can:

- Display the Transactions page by selecting an account and clicking 🟢 (OK). This page displays the transactions associated with the selected balance sheet account. For details, refer to the next procedure.

- View an account's period balances by selecting the account and clicking **Period Balances**. The Period Balances page displays. Click ⬛ (Back) to return to the Set Up Balance Sheet page.

- Delete an account by selecting the account, clicking 🗑 (Delete), and then clicking **Yes** in the confirmation dialog. You cannot delete an account that has any transactions with a dollar value other than zero.

- Generate the Balance Sheet Short Listing report by clicking 🖨 (Print). The report shows the accounts displayed in the Set Up Balance Sheet page. The report's default file name is *balance_list.rpt*.

Viewing balance sheet transactions for a selected account

1. Select 👥 Fund Accounting > Entry & Processing > General Ledger > Balance Sheet to display the Set Up Balance Sheet page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. Select the account, and then click 🟢 (OK) to display the Transactions page.

4. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**.

5. In the List section, select a transaction, and then click 🟢 (OK) to display the Transaction Detail page.

6. If the **More Info...** item displays on the Action Bar, you can use it to access one of the following pages, depending on the transaction type:

Code	Transaction Type	Page
17	Add Encumbrance	Purchase Order Information
18	Change Encumbrance	Purchase Order Information
19	Journal Entry	Journal Entry Information
20	Manual/Void Check	Purchase Order Information
21	Accounts Payable Check	Purchase Order Information
22	Payroll Transaction	Payroll Transactions

The More Info... item only displays for purchase order transactions generated in Purchasing. It does not display for purchase orders/encumbrances generated in Fund Accounting.

7. If the **Approval Status** item displays in the Transaction Detail page, you can use it to display an Approval Status page, based on the type of transaction you are viewing.

   The Approval Status item only displays for transactions that have gone through the approval process in one of the following options: Batch Budget Adjustments, Batch Budget Transfers, Post Accounts Payable, Batch Accounts Payable, or Standard Payables.

8. When you finish viewing a page, click 🛑 (Back) as many times as needed until you return to the desired page.

Fields

Following are descriptions of the fields in the Set Up Balance Sheet page's display-only List and Totals sections. The Year, Fund, and Account fields also appear in the page's Selection Criteria section. These three fields identify a balance sheet record.

List Section

Year
   Fiscal year that applies to the balance sheet record. When you enter a new record in the Set Up Balance Sheet Accounts page, the year does not appear but is set in either the Fund Accounting Profile or Reset Period page.

Fund
   Fund that applies to the balance sheet account. The combination of the fund and account must be defined in the Organization Chart.

Title
   Title or brief description of the fund.

Account
   Code identifying the asset, liability, or equity account assigned to the fund, as stored in the Account List.

Title
   Title or brief description of the account.

Debits
   Dollar amount of the account's debits. A debit increases the balance of an asset or expenditure account and decreases the balance of a liability or revenue account.

Credits
   Dollar amount of the account's credits. A credit decreases the balance of an asset or expenditure account and increases the balance of a liability or revenue account.

Totals Section

Debits
   Total debits from the funds displayed in the List section.

Credits
   Total credits from the funds displayed in the List section.

> **Important**
> These totals must be equal. If a fund is out of balance, contact PowerSchool support for assistance.

Sample Balance Sheet Short Listing

```
POWERSCHOOL                                                             PAGE NUMBER:    1
DATE: MM/DD/YYYY                      YOUR ORGANIZATION'S NAME           BUILDGL1.4GL
TIME: HH:MM:SS                        Balance Sheet Short Listing

SELECTION CRITERIA: genledgr.yr='YY' and genledgr.fund='100' AND genledgr.yr = orgn.yr  AND genledgr.fund = orgn.key_org

YEAR FUND     FUND TITLE            ACCOUNT    ACCOUNT TITLE           DEBIT          CREDIT

YY   100      GENERAL FUND          1000       DISBURSE FUND                  .00             .00
YY   100      GENERAL FUND          1100       PAYROLL FUND                   .00             .00
YY   100      GENERAL FUND          2000       PAYROLL CASH                   .00             .00
YY   100      GENERAL FUND          2100       CASH                           .00             .00
YY   100      GENERAL FUND          3000       ACCOUNTS PAYABLE               .00             .00
YY   100      GENERAL FUND          3100       TAX PAYABLE                    .00             .00
YY   100      GENERAL FUND          4000       EXP BUD CONTRL                 .00             .00
YY   100      GENERAL FUND          4100       ENC CONTROL                    .00             .00
YY   100      GENERAL FUND          4200       EXP CTRL                       .00             .00
YY   100      GENERAL FUND          4300       REV BUD CTRL                   .00             .00
YY   100      GENERAL FUND          4400       PAY RES ENC                    .00             .00
YY   100      GENERAL FUND          4500       REV CTRL                       .00             .00
YY   100      GENERAL FUND          4600       BUDGET FUND BAL                .00             .00
YY   100      GENERAL FUND          4700       FUND BALANCE                   .00             .00
YY   100      GENERAL FUND          4800       RES FOR ENC                    .00             .00
YY   100      GENERAL FUND          4900       PAY ENC CTRL                   .00             .00
```

Post Journal Entries

Use this option to adjust non-budgetary accounts in the General Ledger and expenditures and receipts in the Expenditure, Revenue, and Project Ledgers.

- Journal entries consist of debits and credits. Debits increase expenditures and decrease revenues. Credits decrease expenditures and increase revenues.
- The debits and credits in a journal entry must balance. One-sided journal entries are not allowed.
- Unless your Fund Accounting Profile is set up for inter-fund balancing, you must also balance debits and credits for each fund in a journal entry.
- The system automatically updates balance control accounts when you post journal entries to their subsidiary accounts.

Menu Path: Fund Accounting > Entry & Processing > General Ledger > Post Journal Entries

System Processing

A journal entry is used to document a transaction that increases the balance in one account (credit) and decreases the balance in another account (debit). Typically, journal entries are used to correct or adjust prior journal entries, move expenses or revenues from one account to another, transfer funds, and allow for the internal charging of goods and services.

The result of a journal entry in Fund Accounting depends on the ledger affected.

- For journal entries affecting General Ledger accounts, the system applies debits and credits as follows:

Debits	**Credits**
Increase an asset account's balance.	Decrease an asset account's balance.
Decrease a liability account's balance.	Increase a liability account's balance.

- For journal entries affecting budgetary accounts on the Expenditure and Revenue Ledgers, the system applies debits and credits as follows:

Debits	**Credits**
Increase an expenditure account's balance.	Decrease an expenditure account's balance.
Decrease a revenue account's balance.	Increase a revenue account's balance.

Inter-Fund Balancing

If the Auto Balance Journal Entries field in your Fund Accounting Profile is selected, you can automatically balance journal entries involving credits and debits between multiple funds.

Example:

- You create a journal entry which credits $100.00 to Fund 100, Account 0301, and debits $100.00 from Fund 200, Account 0301.
- When you post this journal entry, the system automatically adds balancing entries for each fund, using the To/From Account in the Fund Accounting Profile to determine which balance sheet records to update.
- If the To/From Account is defined as account 0445, the system will credit $100.00 to Fund 200, Account 0445 and debit $100.00 from Fund 100, Account 0445.

If the Profile's Auto Balance Journal Entries field is not selected, then you need to balance the journal entry by fund prior to posting.

Procedures

Posting a journal entry without using a template

1. Select Fund Accounting > Entry & Processing > General Ledger > Post Journal Entries to display the Post Journal Entries page.

2. Enter a Control Number, JE Number, and Description.

3. To add a note regarding the journal entry, click (Notes). In the Notes page, enter the text, and then click (OK).

4. In the Continuous field, leave the checkbox box selected if you want to record multiple journal entries. Otherwise, clear the box.

5. In the Distributions section, enter the debits and credits.

   - Each debit and credit must have its own line. You cannot enter both on the same line.

   - Unless your system is set up for inter-fund balancing (refer to Step 7), you must also balance each fund within a journal entry. For example, if you enter a debit of $200 for fund 10, you must enter a credit of $200 for fund 10.

6. Click (OK) to save the journal entry.

7. If the Auto Balance Journal Entries field in your Fund Accounting Profile is selected, the system automatically balances entries made between funds.

   With this setting, the Balancing Entries page displays when you save a transaction where a debit from one fund is balanced by a credit from another fund. In addition to the funds and amounts, the page displays the to/from accounts referenced by the system to balance the debits and credits.

   Click (OK) to return to the Post Journal Entries page.

8. If the Continuous checkbox is selected, repeat Steps 2-7 until you complete your journal entries.

Using a template to post a journal entry

1. Select Fund Accounting > Entry & Processing > General Ledger > Post Journal Entries to display the Post Journal Entries page.

2. Click **Templates** to display the Journal Entry Templates page.

   To create a new template in this page, click **Add Template** on the Action Bar. For the procedure, refer to Journal Entry Templates (page 171).

3. Select the template to use, and then click (OK).

4. As needed, you may change the Control Number, JE Number, and Description fields or use the defaults from the template.

5. In the Post Journal Entries page's Distributions section:

   - If the template's Type field is A - Amount, the amounts are distributed as defined in the template.

   - If the template's Type field is P - Percent, enter the amount. The percentage from the template will determine the amounts charged to budget unit/account combinations in the Post Journal Entries page's Distributions section.

6. Click (OK) to save the journal entry.

7. If the Auto Balance Journal Entries field in your Fund Accounting Profile is selected, the system automatically balances entries made between funds.

   With this setting, the Balancing Entries page displays when you save a transaction where a debit from one fund is balanced by a credit from another fund. In addition to the funds and amounts, the page displays the to/from accounts referenced by the system to balance the debits and credits.

   Click 🌐 (OK) to return to the Post Journal Entries page.

8. If the Continuous checkbox is selected, repeat Steps 2-7 until you complete your journal entries.

Fields

Journal Entry Information Section

The entries in this section identify the current journal entry. A field is also provided for reversing previous entries.

Control Number
   A number or code for grouping this with other journal entries. [Character/8]

   If you are making two or more journal entries, the control number you enter continues to display for subsequent entries. As needed, you may replace this with a different number.

   You can use the control number to track journal entries with the Detailed Displays > Transactions option.

J E Number
   Number identifying the journal entry. [Character/8]

   • If the Fund Accounting Profile's User Assigned JE Number checkbox is selected, enter a unique number.

   • If the Profile field is not selected, the system assigns journal entry numbers in sequential order.

Description
   Brief description of the journal entry. [Character/25]

Distributions Section (untitled)

Use the fields in this section to record the debits and credits associated with the journal entry.

Budget Unit
   Budget unit (low organization) being debited or credited. The field's title is defined in the Fund Accounting Profile.

   If your Fund Accounting Profile is set up for full expensing, the Full Account Window page will display for entering the budget unit. For the procedure, refer to Full Account Window Page (page 319).

Account
   Account being debited or credited.

Project
   Project being debited or credited. This field and the next only apply if you use project accounting. The field's title is defined in the Fund Accounting Profile.

Account
   Project account being debited or credited.

Debit Amount
   Dollars and cents amount of the debit.

Credit Amount
   Dollars and cents amount of the credit.

Description
> Brief description of the debit or credit. [Character/25]

Totals Section (untitled)

The following display-only fields appear below the Distributions section:

Total Debits
> Sum of all debits entered to this point.

Total Credits
> Sum of all credits entered to this point.

Difference
> Difference between the values in the Total Debits and Total Credits fields, as determined by the following equation: Credits - Debits = Difference.

Important

The total debits and credits must be equal to save the current journal entry. If your entry includes multiple funds and the Auto Balance Journal Entries field in your Fund Accounting Profile is not selected, the debits and credits for each fund must balance as well.

Post Last Year Journal Entries

Use this option to post journal entries to the previous year. The adjustments are entered as Period 13 transactions. The same restrictions and capabilities that apply to the Post Journal Entries option also apply to the Post Last Year Journal Entries option.

The Post Last Year Journal Entries page is the same as the Post Journal Entries page, except for the title. For field descriptions refer to Post Journal Entries (page 149).

> **Important**
>
> You cannot post journal entries to the previous year after running Fiscal Year End Processing's Final Close option. The close rolls fund balances from Period 13 transactions into Period 1 of the new year. For details, refer to Final Close (page 651).

Menu Path: 👥 Fund Accounting > Entry & Processing > General Ledger > Post Last Year Journal Entries

Procedure

Adding a journal entry for Period 13 of the prior year

1. Select 👥 Fund Accounting > Entry & Processing > General Ledger > Post Last Year Journal Entries to display the Post Last Year Journal Entries page.

2. Enter a Control Number, JE Number, and Description.

3. To add a note regarding the journal entry, click 📄 (Notes). In the Notes page, enter the text, and click ✅ (OK).

4. In the Continuous field, leave the checkbox selected if you want to record multiple journal entries. Otherwise, clear the box.

5. In the Distributions section, enter the debits and credits.

   - Each debit and credit must have its own line; you cannot enter both on the same line.

   - Unless your system is set up for inter-fund balancing (refer to Step 7), you must also balance each fund within a journal entry. For example, if you enter a debit of $200 for fund 10, you must enter a credit of $200 for fund 10.

6. Click ✅ (OK) to save the journal entry.

7. If the Auto Balance Journal Entries field in your Fund Accounting Profile is selected, the system automatically balances entries made between funds.

   With this setting, the Balancing Entries page displays when you save a journal entry where a debit in one fund is balanced by a credit in another fund. In addition to the funds and amounts, the page displays the To/From account referenced by the system to balance the debits and credits.

   Click ✅ (OK) to return to the Post Last Year Journal Entries page.

8. If the Continuous checkbox is selected, repeat Steps 2-7 until you complete your journal entries.

Batch Journal Entries

The Batch Journal Entries option enables you to add, change, and delete journal entries in batch files. Using this option, you can:

- Create batch files of journal entries for posting to the appropriate ledgers.
- Import journal entries from files stored on your personal computer or network server.
- Print an edit list of batch journal entries. After you review the edit list and make the necessary changes, you can post the batches to Fund Accounting.

Menu Path: Fund Accounting > Entry & Processing > General Ledger > Batch Journal Entries

Preview

Creating and Posting Batch Journal Entries

Use the Batch Journal Entries option to create journal entries in batch files and post the batches to Fund Accounting.

Menu Path: Fund Accounting > Entry & Processing > General Ledger > Batch Journal Entries

Action Bar Items

Print Multiple Batches	Displays the Print Journals Selection page, which enables you to generate an edit list of one or more batch files.
Set Period	Displays the Set Period page for changing the fiscal year and accounting period in all records in a selected batch. For information on this item, refer to Resetting Periods (page 143).
Approve	Approves a batch file for posting by setting the status field to Approved. Before approving a batch, run an edit list and correct any errors noted.
Post	Posts an approved batch to Fund Accounting.
Import	Displays the File Import and Data Selection page, which enables you to import batch journal entries from files with the extensions *.xml, *.exml, *.csv, *.txt, and *.unl. For the procedure, refer to File Import and Data Selection Page (page 161).

For information on approving and posting batch journal entries, refer to the last procedure in the Procedures section.

Procedures

Listing a batch file's journal entries

1. Select Fund Accounting > Entry & Processing > General Ledger > Batch Journal Entries to display the Batch Journal Entries page.

   The Show All Batches radio button is selected by default. In this case, the upper listing of the Batch Selection displays all batch journal entry files stored in your database.

2. To limit the listing to the batches you have entered, select the Show My Batches Only radio button.

3. To display the journal entries stored in a batch, select the batch. The lower listing displays the journal entries from the selected batch.

From lower listing in the Batch Journal Entries page, you can:

- Update journal entries.
- Delete journal entries
- Approve journal entries.

Adding a batch file of journal entries

1. Select Fund Accounting > Entry & Processing > General Ledger > Batch Journal Entries to display the Batch Journal Entries page.

2. Click (Add New) to display the Add Batch Journal Entries page.

3. Complete the Control Number, J E Number, Period, and Description fields as needed.

4. If you have the proper security, the Override Fatal Budget checkbox displays.

    - Select the box if you want to override system warnings when the budget is exceeded for one or more budget unit/accounts in the batch being added.

    - Leave the box blank if you want existing budget controls to remain in effect.

5. In the Continuous field, leave the checkbox selected to enter multiple journal entries. Otherwise, clear the box.

6. In the Distributions (untitled) section, complete as many lines as needed for the journal entry's debits and credits.

    - Debits and credits must balance.

    - Unless your system is set up for inter-fund balancing (refer to Step 8) or you will be using ![icon](Save in Progress), you must also balance each fund within a journal entry. For example, if your debits are $500 for fund 10 and $100 for fund 20, your credits must total $500 for fund 10 and $100 for fund 20.

7. Click ![icon] (OK) to save the journal entry.

    As an alternative, you can click ![icon] (Save in Progress) on the toolbar to save the journal entry before completing it.

    - This suspends balance checking and assigns the status In Progress to the journal entry.

    - You can complete the journal entry later by following the update procedure.

    - A journal entry with the status In Progress cannot be approved or posted.

8. When you save a journal entry, if the Auto Balance Journal Entries field in your Fund Accounting Profile is selected, the system automatically balances entries made between funds.

    With this setting, the Balancing Entries page displays when you save a journal entry where the debit in one fund is balanced by a credit in another fund.

    In addition to the funds and amounts, the page displays the To/From account referenced by the system to balance the debits and credits.

    Click ![icon] (OK) to return to the Add Batch Journal Entries page.

9. If the Continuous checkbox is selected, repeat Steps 3-8 to add another journal entry to the batch.

    In the Control Number field (Step 3), you can:

    - Use the same number for the next journal entry and thereby add it to the same batch.

    - Enter a new number to start a new batch.

    - Enter the number of an existing batch to add a journal entry to that batch.

10. When you finish your entries, click ![icon] (Back) to return to the Batch Journal Entries page.

Updating a batch journal entry

1. Select ![icon] Fund Accounting > Entry & Processing > General Ledger > Batch Journal Entries to display the Batch Journal Entries page.

2. In the Batch Selection section's upper listing, select the batch containing the journal entry you want to update.

3. In the section's lower listing, select the journal entry you want to update, and then click ![icon] (OK) to display the Change Batch Journal Entries page.

4. Change the page's fields as needed.

5. Click ⊙ (OK) to save your changes.

   As an alternative, you can click 🗗 (Save in Progress) on the toolbar before completing the journal entry. For details, refer to Step 7 of the previous procedure.

6. If the Continuous checkbox is selected, the next journal entry in the batch displays. Repeat Steps 4-5. Otherwise, you return to the Batch Journal Entries page.

Deleting a batch of journal entries

1. Select 👥 Fund Accounting > Entry & Processing > General Ledger > Batch Journal Entries to display the Batch Journal Entries page.

2. In the Batch Selection section's upper listing, select the batch you want to delete.

3. Click 🗑 (Delete).

4. In the Confirmation dialog, click **Yes**.

Deleting a journal entry stored in a batch

1. Select 👥 Fund Accounting > Entry & Processing > General Ledger > Batch Journal Entries to display the Batch Journal Entries page.

2. In the Batch Selection section's upper listing, select the batch containing the journal entry you want to delete.

3. In the section's lower listing, select the journal entry.

4. Click 🗑 (Delete).

5. In the Confirmation dialog, click **Yes**.

Generating the Batch Journal Entry Edit List

1. Select 👥 Fund Accounting > Entry & Processing > General Ledger > Batch Journal Entries to display the Batch Journal Entries page.

2. Select the batch file you want to include, and then click 🖨 (Print).

   or

   Click **Print Multiple Batches** on the Action Bar to display the Print Journals Selection page. In the Control Number field:

   - To include one batch in the report, enter its number.
   - To include multiple batches, use the pipe symbol to separate each number, for example, 12345|23456|34567.
   - To include all batch files, leave the field blank.

3. Click ⊙ (OK).

4. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *batchjnl.rpt*.

Approving and posting a batch file

1. Select 🧑 Fund Accounting > Entry & Processing > General Ledger > Batch Journal Entries to display the Batch Journal Entries page.

2. Generate the Batch Journal Entry Edit List report, as indicated in the previous procedure. Review the report, and correct any errors in the batch's journal entries.

3. In the Batch Selection section's upper listing, select a batch, and then click **Approve** on the Action Bar.

4. In the Approved confirmation dialog, click **OK**.

   Approving a batch assigns the Approved status to the journal entries stored in the batch.

5. Select the batch you approved, and then click **Post**.

6. In the Post Confirmation page, click **Yes** to post the selected batch.

   If you have the proper security, the Override Fatal Budget field displays. Before clicking Yes, select the box to override budget checking, or leave the field blank to allow existing budget controls to remain in effect.

7. In the Batch Journal Entry Post Results page:

   - If the batch posts successfully, the message Posted displays in the Result column.
   - If data conflicts are encountered, the system cannot post the batch. The appropriate error message will display to indicate the problem.

8. Click 🔄 (OK) to return to the Batch Journal Entries page.

Fields

Following are descriptions of the fields in Batch Journal Entries, Add Batch Journal Entries and Change Batch Journal Entries pages. Depending on the page, some fields may not display.

Batch Selection Radio Buttons
: Determine the batches to display in the Batch Journal Entries page.

  Select:

  Show My Batches Only - to display batches you have entered.

  Show All Batches - to display all batches regardless of who entered them.

Entered By
: Login name of the operator who set up the journal entry. Display only.

  If more than one person added journal entries to the batch, the code Multiple displays in place of a login name.

Control Number
: Code identifying the batch file. [Character/8]

  In the Add Batch Journal Entries page:

  - You can enter a new number to start a new batch.
  - You can enter an existing number if you want to add a new journal entry to a batch.

  In the Change Batch Journal Entries page:

  - This field is display only and cannot be changed.

JE Number
: Code identifying the journal entry. [Character/8]

When you are adding a journal entry, the use of this field depends on the User Assigned JE Number checkbox in the Fund Accounting Profile.

- If the checkbox is selected, enter a unique number to identify the journal entry.
- If the checkbox is blank, the system assigns the next available sequential number, which you may change if needed.

Year
Fiscal year that applies to the journal entry. Display only.

Period
Accounting period that applies to the journal entry. In the Batch Journal Entries page's upper listing, this field displays the code Multiple if a batch contains journal entries from more than one period.

Description
Text describing the journal entry. [Character/25]

Status
Status of the journal entry or batch.

- This field does not display in the Add Batch Journal Entry page.
- The field can be changed in the Change Batch Journal Entries page, though this may depend on your security resources.

Select:

- *In Progress* - indicates the journal entry has been entered and saved, but has not gone through the balance checking. This is system generated and cannot be changed, regardless of security, until the journal entry is saved.
- *Complete* - indicates the journal entry has gone through the balance checking and is ready to be approved. Only users with security for approving a journal entry can change the status from Complete to Approved.
- *Approved* - indicates the journal entry has been approved and is ready for posting. Only users with security for approving a journal entry can change an entry with Approved status.

Override Fatal Budget
Checkbox determining whether you can override a fatal budget error if a journal entry exceeds the budget unit/account's existing balance. This field only displays if you have the required security.

- Select the box if you want to override system warnings when the budget is exceeded for one or more budget unit/accounts in the batch being added.
- Leave the box blank if you want existing budget controls to remain in effect.

Distributions Section

Budget Unit
Number identifying the budget unit being credited or debited. The field's title is defined in the Fund Accounting Profile.

If your Fund Accounting Profile is set up for full expensing, the Full Account Window page will display for entering the budget unit. For the procedure, refer to Full Account Window Page (page 319).

Account
Account being credited or debited.

Project
Number identifying the project being credited or debited, if you use project accounting. The field's title is defined in the Fund Accounting Profile.

Account
> Project account being credited or debited.

Debit Amount
> Dollar and cents amount of the debit.

Credit Amount
> Dollar and cents amount of the credit.

Date Entered
> Date the journal entry was created.

Description
> Description of the credit or debit. [Character/25]

Totals Section

Total Debits
> Sum of all debits entered to this point.

Total Credits
> Sum of all credits entered to this point.

Difference
> Difference between the values in the Total Debits and Total Credits fields, as determined by the following equation: Credits - Debits = Difference.

Sample Batch Journal Entry Edit List

```
MM/DD/YY                                    YOUR ORGANIZATION'S NAME                          PAGE    1
   ACCOUNTING PERIOD:  PP/YY                BATCH JOURNAL ENTRY EDIT LIST

 CONTROL NUMBER  J E NUMBER DESCRIPTION          PERIOD/YR    STATUS
 RECORD   FUND    *BUDGET UNIT*    ACCOUNT   *PROJECT*  ACCOUNT    ITEM DESCRIPTION       DEBIT AMOUNT        CREDIT AMOUNT

 AUG10            VEM100     PARTS BILLING        PP/YY        COMPLETE
 619      100    10011000000000   550                                                     18.32
                                           EXCEEDS BUDGET BALANCE - CURRENT BALANCE IS       -6178.25
 620      100    10011000000000   559                                                                          18.32
                 TOTAL JOURNAL ENTRY                                                       18.32              18.32

 AUG10            VEM200     PARTS BILLING        PP/YY        COMPLETE
 621      100    10011000000000   550                                                     35.00
                                           EXCEEDS BUDGET BALANCE - CURRENT BALANCE IS       -6178.25
 622      100    10011000000000   559                                                                          35.00
                 TOTAL JOURNAL ENTRY                                                       35.00              35.00

 AUG10            VEM300     LABOR BILLING        PP/YY        IN PROGRESS
 623      100    10011000000000   550                                                     54.08
                                           EXCEEDS BUDGET BALANCE - CURRENT BALANCE IS       -6178.25
 624      100    10011000000000   559                                                                          54.08
                 TOTAL JOURNAL ENTRY                                                       54.08              54.08

 AUG10            VEM301     LABOR BILLING        PP/YY        APPROVED
 629      100    10011000000000   550                                                     95.00
                                           EXCEEDS BUDGET BALANCE - CURRENT BALANCE IS       -6178.25
 630      100    10011000000000   559                                                                          95.00
                 TOTAL JOURNAL ENTRY                                                       95.00              95.00

                 TOTAL CONTROL NUMBER                                                     202.40             202.40
************************************************************************************************************************

                         WARNING BUDGET BALANCE FOR 10011000000000 550 EXCEEDED
                                CURRENT BALANCE IS           -6178.25
                                TOTAL ENTRIES                    0.00
                                PROJECTED BALANCE            -6178.25

************************************************************************************************************************

                 TOTAL REPORT                                                            202.40             202.40
```

File Import and Data Selection Page

The Import item on the Batch Journal Entries page's Action Bar enables you to load batch journal entries from files stored on either your personal computer or network server.

Menu Path: 👥 Fund Accounting > Entry & Processing > General Ledger > Batch Journal Entries > click **Import** on the Action Bar.

Import Wizard

The Import item launches a wizard that takes you step by step through:

- Loading the file.
- Mapping the columns on the file to the fields in the database table.
- Mapping static columns that are required by the Batch Journal Entry option, but not defined in the file.
- Saving the mapping so that it can be used for future file imports.
- Generating a list of warnings and error messages found during the data validation. These are the same messages a user receives when manually adding a batch journal entry record.

File Requirements

Your ability to import a file depends on the following:

- You must have the proper security resource to access the Import item.
- The data in the file's fields must comply with the field requirements in journal entry records. For example, if a field requires numeric data and the file in the external file contains characters, the system cannot import the file.
- The file must be formatted as XML Spreadsheet 2003, Comma Separated (CSV), Tab-Delimited (TDF/TXT) or Pipe-Delimited (|).
- The extension on the file to be imported must be *.xml, *.exml, *.csv, *.txt, or *.unl.

Creating a File for Import

Users can create the file to be imported into batch journal entries in any manner they choose. The easiest way is to use a spreadsheet program. The file can contain one or more batches of journal entries. The database table used to store batch journal entries is *djournal*.

The file created can contain any of the following fields in any order. Once the file is created, it must be saved with the extension *xml, *exml, *.csv, *.txt, or *.unl.

- *djournal.je_number* (Journal Entry Number) - Required

  Required, must be included in the file or entered in the Static Column Value Mapping page of the wizard.

  If your Fund Accounting Profile is set to Auto Assign Journal Entry Numbers, set this field to "AUTO" or do not include this field in your file. This field will default to "AUTO" in the Static Column Value Mapping page.

  > **Note**
  >
  > When importing multiple journal entries with the same control number, the actual journal entry number must be included in the file. "AUTO" cannot be used in this case, since it would assign all records with this control number to the same journal entry number.

- *djournal.description* (Description)

  When the journal entry description is in the file, all lines for a journal entry must have the same description for the file to be imported.

- *djournal.item_desc* (Line Item Description)

  When the line item description is in the file, each individual line of the journal entry may contain different line item descriptions.

- *djournal.key_orgn* (*Budget Unit*) - Required
- *djournal.account* (Account) - Required
- *djournal.project* (*Project*)
- *djournal.proj_acct* (Project Account)
- *djournal.debit_amt* (Debit Amount) - Required
- *djournal.credit_amt* (Credit Amount) - Required
- *djournal.batch* (Control Number) - Required

  > **Note**
  >
  > If you are importing multiple journal entries that should have different control numbers, the control numbers must be in the file. When the control number is set on the Static Column Value Mapping page, all journal entries will be linked to the same control number.

- *djournal.yr* (Fiscal Year) - Required

  When the fiscal year is in the file to be imported, the same fiscal year must be used for all journal entries in the file. If the fiscal year is not in the file, the fiscal year will default on the Static Column Value Mapping page. If you are in the Batch Journal Entries option, the default is from the Year field on the Fund Accounting Profile. If you are in the Batch Last Year Journal Entries option, the default will be the Year field on the Fund Accounting Profile minus 1. The fiscal year field cannot be changed in the Static Column Value Mapping page.

- *djournal.period* (Period) - Required

  If importing multiple journal entries in the same file that will be in different periods, the period must be in the file. When the period is in the file to be imported, the same period must be used for each line item of an individual journal entry. If the period is not in the file, the period will default on the Static Column Value Mapping page. If you are in the Batch Journal Entries option, the default is from the Period field on the Fund Accounting Profile. This can be changed to any period 1 – 13. If you are in the Batch Last Year Journal Entries option, the default period is 13 and cannot be changed.

Control Buttons

The Import Wizard displays the following controls for navigating from page to page:

- **Next** - advances you to the next page.
- **Previous** - returns you to the previous page.
- **Cancel** - returns you to the Batch Journal Entries page.

Procedure

Importing a file into Batch Journal Entries

1. Select Fund Accounting > Entry & Processing > General Ledger > Batch Journal Entries to display the Batch Journal Entries page.
2. Click **Import** on the Action Bar to display the File Import and Data Selection page.
3. Click **Browse** in the File to Import field to locate the file that you want to import from your personal computer or network server.
4. Once the file is located, select the file, and click **Open** to display the file in the File to Import field.

5. Click **Load** to load the data from the file into the Import File Data section.

6. In the Import File Data section, select the line that will be used for the Column Titles, and then click the following:

   - **Set Column Titles** - to display the data selected in the column headings of the Import File Data section.

   - **Reset Column Titles** - to put the line back into the list section, if you selected the wrong line. After clicking this button, select the correct line and then click Set Column Titles again.

7. Once the column titles are set, select the lines of the file to be imported.

   - To select a range of consecutive lines, select the first line, hold down the <Shift> key, click the last line, and then click **Select All**.

   - To select lines individually, hold down the <Ctrl> key, click each line, and then click **Select All**.

   Note that selecting blank rows prevents the import process from completing. To remove a blank row, hold down <Ctrl>, and then click on the row.

8. When the lines have been selected, click **Next**.

9. In the Define Column Mapping page:

   - Select a mapping in the Saved Import Mapping field.

     or

   - Tab into the Table Field column for the first Import File Column to map the file column to the appropriate field in the database table.

   The Field Description column will default to a user friendly name and cannot be changed.

10. After mapping the columns in the files to the fields in the database table, click **Next**.

    - If there are errors where the data in the file does not match the requirements of the database table, the Import Errors page displays. You cannot proceed until the file or the mapping is corrected.

    - If there are no errors with the requirements between the data in the file and the database table, proceed to Step 11.

11. In the Static Column Value Mapping page:

    - Required fields from the database table that are not mapped on the Define Column Mapping page will display.

    - Non-required fields that are in the database table and not in the file can be selected by clicking **Append Row**. When the *djournal.year* (Fiscal Year) and *djournal.period* (Period) are mapped statically, their values will default.

    Values entered in the Static Column Value Mapping page will be used for every line number in the file being imported. For details, refer above to the Creating a File for Import section.

12. Once the static mapping is complete, click **Next**.

13. In the Save Import Mapping page:

    - To identify the mapping you defined, assign a unique name.

    - To allow the mapping to be used by anyone who can import a file, select Public. If needed, users will be able to modify the mapping.

    - To limit use of the mapping to yourself, select Restricted. With this setting, only the owner can update the saved mapping.

14. Click **Finish** to exit the Import Wizard.

15. If there are any errors found during the data validation of the file being imported, the Import Status page displays error and warning messages:

- The Line # column represents the line number in the actual file to help you find the data that needs to be corrected before it can be imported.

- The Summary Information section displays the number of Errors, Warnings, and Successes. If there are no Successes, the Import item will not appear on the page.

- In the Display Results field, you can choose to display Warnings Only, Errors Only, Warnings/Errors Only, or Show All.

- You can print the listing of errors by clicking 🖨 (Print).

You can choose to import any successes by clicking **Import**, or you can choose to correct the file and run the import process again. To exit without importing any records, click 🛑 (Back).

> **Note**
>
> A line in the file that gives an Error will prevent all lines attached to the same journal entry number from being imported into the Batch Journal Entries option. You will be able to import lines that are a success and contain only warning messages.

16. If no errors are found in the data validation or if the Import item is selected in the Import Status page, a confirmation dialog displays.

Click **Yes** to import the file and display a final confirmation dialog, which lists the journal entries imported into Batch Journal Entries. Click **OK** to complete the process.

The journal entry will now display in the Batch Journal Entry page with its Status set to Complete.

Fields

File Import and Data Selection Page

This page allows users to select the file and records to import into Batch Journal Entries.

File to Import
The directory path indicating the location of the file on your personal computer or network server, in addition to the file's name.

Line #
The number representing the line in the file to be imported.

Column 1 - 100
Represents the column headings for the file to be imported.

Define Column Mapping Page

This page allows users to map the columns in the file to be imported with the fields in database table.

Saved Import Mapping
Lists the mappings you created or mappings set to Public. When a saved mapping is selected, the table field mapping defaults into the page's Column Mapping section.

Import File Column
Lists the Column Titles set on the File Import and Data Selection page.

Table Field
Lists the table and field names from the database table. You will select from the list the field that you want to map the Import File Column to.

Field Description
>User friendly name for the value in the Table field column. Display only.

Import Errors Page

This page generates a list of errors where the data in the file does not match the requirements of the fields in the database table.

Line #
>The number representing the line in the file to be imported.

Import File Column
>Lists the Column Titles set on the File Import and Data Selection page.

Table Field
>Lists the table and field names from the database table.

Value
>The data in the field that is generating the error.

Error Message
>The error message explaining why the value does not meet the database requirements.

Static Column Value Mapping Page

This page allows users to statically map required fields in the database table to a value. This value is used for all lines of the file to be imported.

Table Field
>Lists the table and field names from the database table that have not been mapped on the Define Column Mapping page.

>- Required fields will default in this field.
>- Non-required fields can be added by selecting Append Row.

Field Description
>User friendly name for the value in the Table Field column. Display only.

Value
>The value that will be used for all rows in the file to be imported.

Save Import Mapping Page

This page allows users to save the mapping created in the Define Column Mapping and Static Column Value Mapping pages.

Mapping Name
>Name identifying the mapping.

Owner
>Identifies the user who created the mapping, as well as the date and time. If another user updates the mapping, this user's ID displays instead.

Public
>Select this checkbox to allow all users access to the mapping. The mapping will appear in the Saved Import Mapping field of the Define Column Mapping page.

>Clear the box to prevent others from using this mapping, in which case only the owner will have access.

Restricted
>Select this checkbox to prevent users from updating the mapping if selected in the Saved Import Mapping field of the Define Column Mapping page. In this case, only the owner will be able to update the mapping.

>Clear the box to allow other users to update the saved mapping.

Save Options
> Determines how the mapping should be saved.
>
> Select:
>
> *Create new mapping*- to require a unique Mapping Name
>
> *Update existing mapping*- to update the existing mapping with changes made on the Define Column Mapping page or Static Column Value Mapping page.
>
> *Do not save mapping*- to not save any changes made to the existing mapping or to not save new mapping.

Import Status Page

This page allows users to see error and warning messages generated during the data validation of the Import to Batch Journal Entries.

Number of Errors
> The count of errors found during the data validation that will prevent the data from being imported. Display Only.

Number of Warnings
> The count of warnings found during the data validation. Warnings will not prevent the data from being imported. Display Only.

Number of Successes
> The count of successes found during the data validation. Display Only.

Display Results
> Allows you to decide which records you want to display in the list and on the Import Status Report.
>
> Select:
>
> *Show Errors Only* - to only show the error messages preventing the lines from being imported.
>
> *Show Warnings Only* - to only show warning messages.
>
> *Show Errors/Warnings Only* - (default)- to show both the error and warning messages.
>
> *Show All* - to show errors, warnings, and successes.

Indicator
> Displays the indicators for errors, warnings, and successes.

Line #
> The number representing the line in the file to be imported.

Status
> Displays error and warning messages. Also displays successes if Show All is selected in the Display Results field.

Batch Last Year Journal Entries

Use this option to add, change, and delete batch journal entries affecting General Ledger transactions from the previous fiscal year. The entries are posted to Period 13, which is set aside for this purpose until you run your final close.

> **Important**
>
> You cannot post journal entries to the previous year after running Fiscal Year End Processing's Final Close option. The close rolls fund balances from Period 13 transactions into Period 1 of the new year. For related information, refer to Final Close (page 651).

Menu Path: 👥 Fund Accounting > Entry & Processing > General Ledger > Batch Last Year Journal Entries

Action Bar Items

The Batch Last Year Journal Entries page's Action Bar displays the following items:

Print Multiple Batches	Displays the Print Journals Selection page, which enables you to generate an edit list of one or more batch files.
Set Period	Displays the Set Period page for changing the fiscal year and accounting period in all records in a selected batch. For information on this item, refer to Resetting Periods (page 143).
Approve	Approves a batch file for posting by setting the status field to Approved. Before approving a batch, run an edit list and correct any errors noted.
Post	Posts an approved batch to Fund Accounting.
Import	Displays the File Import and Data Selection File page, which enables you to import batch journal entries from files containing the extensions *.xml, *.exml, *.csv, *.txt, and *.unl. For information on this item, refer to File Import and Data Selection Page (page 161).

For information on approving and posting a batch file, refer to the last procedure in the Procedures section.

Procedures

For field descriptions associated with the following procedures, refer to Batch Journal Entries (page 154).

Listing a batch file's journal entries

1. Select 👥 Fund Accounting > Entry & Processing > General Ledger > Batch Last Year Journal Entries to display the Batch Last Year Journal Entries page.

   The Show All Batches radio button is selected by default. In this case, the upper listing in the Batch Selection section displays all batch journal entry files from the previous year.

2. To limit the listing to the batches you have entered, select the Show My Batches Only radio button.

3. To display the journal entries stored in a batch, select the batch. The lower listing displays the journal entries from the selected batch.

From the lower listing in the Batch Last year Journal Entries page, you can:

- Update period 13 journal entries.
- Delete period 13 journal entries
- Approve period 13 journal entries.

Adding a batch of period 13 journal entries

1. Select ⚙ Fund Accounting > Entry & Processing > General Ledger > Batch Last Year Journal Entries to display the Batch Last Year Journal Entries page.

2. Click ⊕ (Add New) to display the Add Batch Last Year Journal Entries page.

3. Complete the Control Number, J E Number, Period, and Description fields as needed.

4. If you have the proper security, the Override Fatal Budget checkbox displays.

   - Select the box if you want to override system warnings when the budget is exceeded for one or more budget unit/accounts in the batch being added.

   - Leave the box blank if you want existing budget controls to remain in effect.

5. In the Continuous field, leave the checkbox selected to enter multiple journal entries. If you are only making one entry, clear the box.

6. In the Distributions (untitled) section, enter the debits and credits.

   - Debits and credits must balance.

   - Unless your system is set up for inter-fund balancing (refer to Step 8) or you will be using 🗎 (Save in Progress), you must also balance each fund within a journal entry.

7. Click ✅ (OK) to save the journal entry.

   As an alternative, you can click 🗎 (Save in Progress) on the toolbar to save the journal entry before completing it.

   - This suspends balance checking and assigns the status In Progress to the journal entry.

   - You can complete the journal entry later by following the update procedure.

   - A journal entry with the status In Progress cannot be approved or posted.

8. When you save a journal entry, if the Auto Balance Journal Entries field in your Fund Accounting Profile is selected, the system automatically balances entries made between funds.

   With this setting, the Balancing Entries page displays when you save a journal entry where the debit in one fund is balanced by a credit in another fund.

   In addition to the funds and amounts, the page displays the To/From account referenced by the system to balance the debits and credits.

   Click ✅ (OK) to return to the Add Batch Journal Entries page.

9. If the Continuous checkbox is selected, repeat Steps 3-8 to add another journal entry to the batch.

   In the Control Number field (Step 3), you can:

   - Use the same number for the next journal entry and thereby add it to the same batch.

   - Enter a new number to start a new batch.

   - Enter the number of an existing batch to add a journal entry to that batch.

10. When you finish your entries, click 🔴 (Back) to return to the Batch Last Year Journal Entries page.

Updating a Period 13 journal entry

1. Select ![icon] Fund Accounting > Entry & Processing > General Ledger > Batch Last Year Journal Entries to display the Batch Last Year Journal Entries page.

2. In the Batch Selection section's upper listing, select the batch containing the journal entry you want to update.

3. In the section's lower listing, select the journal entry you want to update, and then click ![icon] (OK) to display the Change Batch Last Year Journal Entries page.

4. Change the page's fields as needed.

5. Click ![icon] (OK) to save your changes.

   As an alternative, you can click ![icon] (Save in Progress) on the toolbar before completing the journal entry. For details, refer to Step 7 of the previous procedure.

6. If the Continuous checkbox is selected, the next journal entry in the batch displays. Repeat Steps 4-5. Otherwise, you return to the Batch Last Year Journal Entries page.

Deleting a batch of Period 13 journal entries

1. Select ![icon] Fund Accounting > Entry & Processing > General Ledger > Batch Last Year Journal Entries to display the Batch Last Year Journal Entries page.

2. In the Batch Selection section's upper listing, select the batch you want to delete.

3. Click ![icon] (Delete).

4. In the section's lower listing, select the journal entry you want to delete, and then click ![icon] (OK) to display the Change Batch Journal Entries page.

5. In the Confirmation dialog, click **Yes**.

Deleting a Period 13 journal entry stored in a batch

1. Select ![icon] Fund Accounting > Entry & Processing > General Ledger > Batch Last Year Journal Entries to display the Batch Last Year Journal Entries page.

2. In the Batch Selection section's upper listing, select the batch containing the journal entry you want to delete.

3. In the section's lower listing, select the journal entry.

4. Click ![icon] (Delete).

5. In the Confirmation dialog, click **Yes**.

Generating the Batch Journal Entry Edit List

1. Select ![icon] Fund Accounting > Entry & Processing > General Ledger > Batch Last Year Journal Entries to display the Batch Last Year Journal Entries page.

2. Select the batch file you want to include, and then click ![icon] (Print).

   or

   Click **Print Multiple Batches** on the Action Bar to display the Print Journals Selection page. In the Control Number field:

   - To include one batch in the report, enter its number.
   - To include multiple batches, use the pipe symbol to separate each number, for example, 12345|23456|34567.
   - To include all batch files, leave the field blank.

3. Click ![icon] (OK).

4. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *batchjnl.rpt*.

Approving and posting a batch file

1. Select ![icon] Fund Accounting > Entry & Processing > General Ledger > Batch Last Year Journal Entries to display the Batch Last Year Journal Entries page.

2. Generate the Batch Journal Entry Edit List report, as indicated in the previous procedure. Review the report, and correct any errors in the batch's journal entries.

3. In the Batch Selection section's upper listing, select a batch, and then click **Approve** on the Action Bar.

4. In the Approved confirmation dialog, click **OK**.

   Approving a batch assigns the Approved status to the journal entries stored in the batch.

5. Select the batch you approved, and then click **Post**.

6. In the Post Confirmation page, click **Yes** to post the selected batch.

   If you have the proper security, the Override Fatal Budget field displays. Before clicking Yes, select the box to override budget checking, or leave the field blank to allow existing budget controls to remain in effect.

7. In the Batch Journal Entry Post Results page:

   - If the batch posts successfully, the message Posted displays in the Result column.
   - If data conflicts are encountered, the system cannot post the batch. The appropriate error message will display to indicate the problem.

8. Click ![icon] (OK) to return to the Batch Last Year Journal Entries page.

Journal Entry Templates

Use this option to create templates for entering and updating journal entries that have the same credit and debit distribution for each budget unit and account combination. Templates allow you to enter recurring distributions without having to key them each time. When using a template in the Post Journal Entries option, you can modify the distributions as needed.

The Journal Entry Templates option lets you:

- Create new templates.
- Define distributions as either amounts or percentages.
- Specify the budget unit-account combinations that apply to the distributions.
- Change and delete existing templates.
- Generate an edit list showing the values in existing templates.
- Post journal entries using the distributions defined in the templates.

Menu Path: 👤 Fund Accounting > Entry & Processing > General Ledger > Journal Entry Templates

Action Bar items

The Journal Entry Templates page's Action Bar displays the following items:

Edit List	Displays the Print page for generating the Journal Entry Templates Edit List report. For each template displayed in the Journal Entry Templates page's List section, the report shows the template's distribution accounts and either their associated debits and credits or percentages, depending on the Template Type. For the steps to follow, refer to the Procedures section.
	You also can generate the Journal Entry Templates report using the toolbar's 🖨 (Print) item. This report lists the templates displayed and includes the values in their JE Number, Description, Entered By, Control Number, and Template Type fields.
Set Period	Displays the Reset Period page for resetting the accounting period, fiscal year, or transaction date.
	The information entered applies to all additions made in the Set Balance Sheet page during the current session. For details, refer to Resetting Periods (page 143).
Post	Displays the Post Journal Entry Template page, which enables you to post a selected batch of journal entries. For the steps to follow, refer to the last two procedures in the Procedures section.

System Processing

Journal entry templates let you add journal entry transactions with pre-defined credit and debit distributions. The distributions can be determined in two different ways, depending on the type of template:

- **Amount-based Template**

  Applies specific amounts directly from the template. These templates are especially useful for recurring fixed cost transactions.

- **Percentage-based Template**

  Applies the template's distribution percentages to an amount entered during the posting procedure. These templates enable you to create journal entries where the amounts vary but the distributions among budget units-accounts are shared on a set percentage basis.

You can identify template-based journal entries in a listing or report by using the journal entry number in combination with other Transaction table fields, such as Period, Transaction Date, or Entered By. This allows you to access information on the individual postings processed with a specific template.

> **Important**
>
> When you post a journal entry template, you use the same journal entry number multiple times. If you want to assign different numbers to a template's journal entries, use the Post Journal Entries option. With other journal entries, the system prevents you from re-using numbers in the same fiscal year.

Hold Field

Each amount-based journal entry template record has a Hold checkbox that can be viewed and updated in the Journal Entry Template - Amount page. This field determines whether the template record can be posted.

- If the field is selected, then the template is on hold and cannot be posted.
- If the field is not selected, the template can be posted.

The Hold checkbox only displays for A - Amount templates. When you select an existing template for display in the Journal Entry Template - Amount page, the box is blank by default. To prevent the template from posting, select the box, and then save your update.

When you run the Journal Entry Templates page's Post option and the Hold field is blank:

- The template is posted, provided no data conflicts are found.
- If any potential errors are found, the system places the record hold by selecting the field. Before attempting to re-post the template, you must correct the reported problems and clear the Hold field.

Procedures

Adding journal entry templates

1. Select ![icon] Fund Accounting > Entry & Processing > General Ledger > Journal Entry Templates to display the Journal Entry Templates page.
2. Click ⊕ (Add New) to display the New Journal Entry Template page.
3. In the Template Type field, select:

   A - Amount - to distribute funds on an amount basis.

   P - Percentage - to distribute funds on a percentage basis.

4. Complete the Control Number, JE Number, and Description fields.
5. In the Distributions section, enter the debits and credits for selected budget unit/account combinations.
   - The template's Total Debits must equal the Total Credits.
   - Unless your system allows inter-fund balancing (refer to Step 7), you must balance each fund in a journal entry.
6. Click ![icon] (OK) to save the template.

7. If the Auto Balance Journal Entries field in your Fund Accounting Profile is selected, the system automatically balances entries made between funds.

   With this setting, the Balancing Entries page displays when you save a transaction where a debit from one fund is balanced by a credit from another fund. In addition to funds and their amounts, the page displays the to/from accounts referenced by the system to balance the debits and credits.

   Click ⓦ (OK) to return to the Journal Entry Templates page.

8. If the Continuous checkbox is selected, repeat Steps 2-7 until you complete your journal entries.

9. Click 🔴 (Back) to close the Journal Entry Templates page.

Updating journal entry templates

1. Select 👥 Fund Accounting > Entry & Processing > General Ledger > Journal Entry Templates to display the Journal Entry Templates page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**.

3. In the List section, select the template you want to change, and then click ⓦ (OK) to display it in the Journal Entry Template - Amount or Percentage page.

4. Change the Description and Distribution fields as needed.

   - The template's Total Debits must equal the Total Credits.
   - Unless your system allows inter-fund balancing (refer to Step 6), you must balance each fund in a journal entry.

   > **Note**
   >
   > In an Amount template, you can select or clear the Hold checkbox, depending on whether you want the template's entries to allow the template to be posted. This field does not appear in Percentage templates.

5. Click ⓦ (OK) to save the record.

6. If the system allows inter-fund balancing, the balancing Entries page displays. Review the inter-fund distributions, and then click ⓦ (OK) to return to the Journal Entry Template page.

Deleting journal entry templates

1. Select 👥 Fund Accounting > Entry & Processing > General Ledger > Journal Entry Templates to display the Journal Entry Templates page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**.

3. In the List section, select the template you want to delete.

4. Click 🗑 (Delete).

5. In the Confirmation dialog, click **Yes**.

Generating journal entry template reports

1. Select 👥 Fund Accounting > Entry & Processing > General Ledger > Journal Entry Templates to display the Journal Entry Templates page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**.

3. Click **Post** on the page's Action Bar to generate the Journal Entry Template Edit List report. This report provides complete information on each template selected in Step 2. The report's default file name is *standjnl.rpt*.

    or

    Click 🖶 (Print) to generate the Journal Entry Templates report. The report provides basic information on each template selected in Step 2. The report's default file name is *predef_je.rpt*.

4. In the Print window, specify how you want to generate the report, and then click **OK**.

Posting an amount-based journal entry template

1. Select 👤 Fund Accounting > Entry & Processing > General Ledger > Journal Entry Templates to display the Journal Entry Templates page.

2. If you need to assign a different fiscal year, period, or transaction date, click **Set Period** on the Action Bar. For information, refer to .

3. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**.

4. In the List section, select the amount-based template you want to post.

    To determine a template's type, refer to the Template Type field, which displays either A - Amount or P - Percentage.

5. Click **Post** to display the Post Journal Entry Template page.

6. In the Selection Criteria section, you can change the Control Number and Journal Entry Number fields as needed. Do not change the Template Type field.

    - To post a batch of journal entries associated with the selected template, leave these values unchanged.

    - To post all amount-based templates, enter an asterisk (*) in the Control Number field, and clear the Journal Entry Number field.

7. Click 🟢 (OK).

    - If the selected templates do not have their Hold checkboxes selected, a message displays asking if you wish to continue. Click **Yes** to post the templates. The Post Journal Entry Template page displays, listing information on the templates posted including their total debits and credits. Click 🔴 (Back) to return to the Journal Entry Templates page.

    - If some templates have their Hold checkboxes selected but others do not, click **Yes** to post the templates that are not on hold. The Post Journal Entry Template page displays, listing information on the templates that were posted. Click 🔴 (Back) to return to the Journal Entry Templates page.

    - If all of the selected templates have their Hold checkboxes selected, a message displays indicating the templates cannot be posted. Click **Continue** to cancel the process and return to the Journal Entry Templates page.

    - If a data conflict occurs in any of the templates that are not on hold, they will not be posted. The system notes the problems in the Result column of the Post Journal Entry Template page and selects the Hold fields of the templates affected. Before you can post the templates, you must correct these problem and clear their Hold fields.

Posting a percentage-based template

1. Select 🧑 Fund Accounting > Entry & Processing > General Ledger > Journal Entry Templates to display the Journal Entry Templates page.

2. If you need to assign a different fiscal year, period, or transaction date, click **Set Period** on the Action Bar. For information, refer to Resetting Periods (page 143).

3. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**.

4. In the List section, select the percentage-based template you want to post. To determine a template's type, refer to the Template Type field, which displays either A - Amount or P - Percentage.

5. Click **Post** to display the Post Journal Entry Template page.

6. In the Selection Criteria section, you can change the Control Number and Journal Entry Number fields as needed. Do not change the Template Type field.

7. In the Transaction Amount field, enter the dollar-and-cents value you want to apply to the template's distribution percentages.

8. Click 🌐 (OK) to access the template's distribution information, and then make any changes as needed.

   - The system displays the template's balance sheet and budgetary ledger accounts. The debits and credits are determined by multiplying the transaction amount by the template's percentages. For example, if the amount is 100.00 and the percentage is 25%, the debit and credit will each be 25.00 (100 x .25).

   - If the template includes system-generated entries for balancing inter-fund transactions, then the appropriate General Ledger accounts display with the balancing credits and debits assigned.

9. Click 🌐 (OK).

10. In the question dialog, click **Yes** to post the template.

    The Additional Information section displays the result of the posting, including the total debits and credits.

    - If no data conflicts occurred, the Result column displays Posted.

    - If a data conflict occurs, the template does not post, and the system notes the problem in the Result column. You must correct the problem before attempting to re-post.

11. Click 🌐 (OK) to return to the Journal Entry Templates page.

Fields

The following fields display in the New Journal Entry Template page, which is used to create templates. Most of these fields also display in the pages used for listing, maintaining, and posting journal entry templates.

Header Information Section

Use the fields in this section to identify the template.

Template Type
> Determines the method for distributing the funds specified in journal entries.
>
> Select:
>
> *A - Amount* - to apply a uniform amount to the distributions (budget unit-account combinations). You can change these amounts, as well as the distributions, when running the Post Journal Entries option.
>
> *P - Percentage* - to distribute funds on a set percentage basis for the budget unit-account combinations specified . If you use this setting, the Entered By and Control Number fields do not display in the template.

Entered By
> Displays your user ID. This field does not display if you selected P - Percentage in the Template Type field.

Control Number
> A number or code for grouping this with other journal entries. This field does not display if you selected P - Percentage in the Template Type field. [Character/8]

> When you are making two or more journal entries, the control number continues to display for subsequent entries. If needed, you may enter a different number.

J E Number
> Number identifying the journal entry. [Character/8]

> - If the Profile's User Assigned JE Number checkbox is selected, enter a unique number
> - If the Profile field is not selected, the system assigns journal entry numbers in sequential order.

Description
> Brief description of the journal entry. [Character/25]

Distributions Section (untitled)

Use the fields in this section to record the debits and credits associated with the journal entry.

Budget Unit
> Low organization being debited or credited. The field's title is defined in the Fund Accounting Profile.

> If your Fund Accounting Profile is set up for full expensing, the Full Account Window page will display for entering the budget unit. For the procedure, refer to Full Account Window Page (page 319).

Account
> Account being debited or credited.

Project
> Project being debited or credited. This field and the next only apply if you use project accounting. The field's title is defined in the Fund Accounting Profile.

Account
> Project account being debited or credited.

Debit Amount
> Dollars and cents amount of the debit.

Credit Amount
> Dollars and cents amount of the credit.

Description
> Brief description of the debit or credit. [Character/25]

Totals Section (untitled)

The following display-only fields appear below the Distributions section:

Total Debits
> Sum of all debits entered to this point.

Total Credits
> Sum of all credits entered to this point.

Difference
> Difference between the Total Debits and Total Credits (Credits - Debits = Difference).

Important

The total debits and credits must balance to save the template. If an entry includes multiple funds and the Fund Accounting Profile's Auto Balance Journal Entries field is not selected, each fund's debits and credits must balance as well.

Sample Standard Journal Entry Edit List

```
MM/DD/YY                                    YOUR ORGANIZATION'S NAME                                    PAGE    1
ACCOUNTING PERIOD: PP/YY                  STANDARD JOURNAL ENTRY EDIT LIST

CONTROL  J E NUMBER DESCRIPTION          HOLD
NUMBER   FUND      *BUDGET UNIT*         ACCOUNT   *PROJECT* ACCOUNT   DESCRIPTION    DEBIT AMOUNT    CREDIT AMOUNT

021004   46                              N
         10        10                    101                          BALANCING EN                         200.00
         10        101001                330                                           200.00
         20        20                    101                          BALANCING EN      200.00
         20        20                    500                                                              200.00

         TOTAL JOURNAL ENTRY                                                            400.00            400.00

         TOTAL BATCH                                                                    400.00            400.00

         TOTAL REPORT                                                                   400.00            400.00
```

Sample Journal Entry Template Edit List

```
MM/DD/YY                    YOUR ORGANIZATION'S NAME                PAGE 1
                            JOURNAL ENTRY TEMPLATES


JE NUMBER  DESCRIPTION          ENTERED BY  CONTROL NUMBER TYPE

1601       LEASE ADJUST         marlewis    MAR120         Amount
3504       FIXED EXPENDITURE    danbradb    153            Amount
3505       FIXED EXPENDITURE    danbradb    154            Amount
20006      PAYROLL CLEARING     marlewis    MAR121         Amount
432        ENDING BALANCE                                  Percent
51004      LEASE ADJUST                                    Percent
800        RECURRING PERCENT JE                            Percent
801        PERIOD DISTRIBUTION                             Percent
```

Display Journal Entries

Use this option to list and review journal entries. After generating a list of entries, you can reverse or copy them as needed.

Menu Path: 👤 Fund Accounting > Entry & Processing > General Ledger > Display Journal Entries

Page Sections

The Display Journal Entry page includes three sections:

Search Criteria	Enables you to search for journal entries. After you display a list of journal entries in the page's List section, the View Details button and Copy JE and Reverse items become available.
List (untitled)	Lists the journal entries found in a search. For the functions you can perform, refer to the next two sections, Action Bar Items and Action Button.
Details (untitled)	Enables you to view the line items in a selected journal entry.

Action Bar Items

The Display Journal Entry page's Action Bar displays the following items:

Reverse	Displays the Reversing page for a selected journal entry. After selecting a period in either the current year or period 13 of the prior year, you can enter a description and assign a control number and journal entry number to identify the reversed journal entry being created. Entries can only be reversed as follows:

- From the prior year to either the current year or prior year, if it is still open.
- From the current year to the current year.

You cannot reverse a journal entry from the current year to the prior year.

Copy JE	Displays the Copy Journal Entries page for a selected journal entry. Using the entry's information, you can create a new journal entry. Entries can be copied as follows:

- From the prior year to either the current year or prior year, if the prior year is still open.
- From the current year to the current year.

You cannot copy a journal entry from the current year to the prior year.

Action Button

The following button displays in the Display Journal Entry page's Search Criteria section. You can access the button after displaying a list of journal entries.

View Details	Accesses the page's Details section for a selected journal entry. In this section, you can scroll through the entry's line items and view its distribution information, including debit and credit amounts.

Procedures

Viewing details on a selected journal entry

1. Select ♣ Fund Accounting > Entry & Processing > General Ledger > Display Journal Entries to display the Journal Entry's page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**.

3. In the page's List section, select the journal entry you want to view.

   Note that as you scroll through the List section, the line items for the currently selected journal entry display below in the Details section. However, if a journal entry has numerous line items, some may be out of view.

4. Click **View Details**.

5. In the Details section, use the up and down arrow keys to scroll through the journal entry's line items.

6. Click 🛑 (Back) to return to the List section.

7. To view other line items, repeat Steps 3-6.

Reversing a posted journal entry

1. Select ♣ Fund Accounting > Entry & Processing > General Ledger > Display Journal Entries to display the Display Journal Entry page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**.

3. In the List section, select the journal entry you want to reverse, and then click **Reverse** on the Action Bar.

   The Reversing page display defaults the current period and year, as well as your user ID. If the Fund Accounting Profile is set for auto-assigned journal entry numbers, the next available sequential number displays in the JE Number field.

4. Complete the page's fields as follows:

Period	You may accept the default or select a different period.
Year	If needed, you may change the current year to the prior year, but only if the journal entry being reversed is from the prior year.
Description	Enter a brief description of the reversal.
Control Number	Assign a control number of up to eight characters.
JE Number	If your system auto-assigns journal entry numbers, you may accept or change the default. If journal entry numbers are not auto-assigned, enter a unique number to identify the reversal.

5. Click 🔵 (OK).

6. In the Confirmation dialog, click **Yes**.

> **Note**
>
> Reversed entries are saved to either the Batch Journal Entries or Batch Last Year Journal Entries option. You must use one of these to post the entries, depending on the year that applies.

Copying a journal entry to create new one

1. Select 🤵 Fund Accounting > Entry & Processing > General Ledger > Display Journal Entries to display the Display Journal Entry page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**.

3. In the page's List section, select the journal entry you want to copy, and then click **Copy JE**.

4. In the Copy Journal Entries page, complete the following fields:

Period	You may accept the default or select a different period.
Year	If needed, you may change the current year to the prior year, but only if the journal entry being copied is from the prior year.
Control Number	Assign a control number of up to eight characters.
JE Number	If your system auto-assigns journal entry numbers, you may accept or change the default. If journal entry numbers are not auto-assigned, enter a unique number to identify the journal entry you are creating.
Description	Enter a brief description of the journal entry.

5. In the Distributions section, change the debit and credit information as needed.

   - To add or delete lines, use the Action Bar's Insert Row and Delete Row items.

   - The Total Debits and Total Credits must be equal.

6. Click 🌐 (OK).

7. In the Confirmation dialog, click **Yes**.

   The copied journal entry is automatically posted to Fund Accounting, rather than to a batch.

Fields

Display Journal Entry Page

Following are descriptions of the fields in the page's List and Details sections. All of the fields in the Search Criteria section, except Entered By, also appear in the List section. Note that the Search Criteria section's Entry Date field is the same as the List section's Transaction Date field.

List Section

Year
    Fiscal year that applies to the journal entry, either the prior year or current year.

Period
    Accounting period that applies to the journal entry, 1-13.

Control Number
    Code for grouping this entry with other journal entries.

JE Number
    Code identifying the journal entry.

Transaction Date
    Date when the journal entry was posted.

Total Debit
    Dollar amount of all debits for the journal entry.

Total Credit
>Dollar amount of all credits for the journal entry.

Description
>Brief description of the journal entry.

Details Section

Budget Unit
>Low organization being debited or credited. The field's title is defined in the Fund Accounting Profile.

>If your Fund Accounting Profile is set up for full expensing, the Full Account Window page will display for entering the budget unit. For the procedure, refer to .

Account
>Account being debited or credited.

Project
>Project being debited or credited. This field and the next only apply if you use project accounting. The field's title is defined in the Fund Accounting Profile.

Account
>Project account being debited or credited.

Debit Amount
>Dollars and cents amount of the debit.

Credit Amount
>Dollars and cents amount of the credit.

Description
>Brief description of the debit or credit.

Reversing Page

Period
>Accounting period that applies to the journal entry. The field defaults the current period. If needed, you may change the default.

Year
>Fiscal year that applies to the journal entry. The current year defaults to the field.

>- If you are reversing a journal entry from the current year, you can only save the new journal entry to the current year.
>- If you are reversing a journal entry from the prior year, you can save the new journal entry to the prior year or current year.

Entered By
>Login ID of the person reversing the journal entry. Display only.

Description
>Brief description of the reversal. [Character/25]

Control Number
>Code for grouping the entry in a batch with other journal entries. [Character/8]

>This code is used in the Batch Journal Entries and Batch Last Year Journal Entries options to post the journal entry to Fund Accounting. It is also used to track the journal entry after it is posted.

>You can use this number in tracking reversals with the Fund Accounting > Entry & Processing > Detailed Displays > Transactions option.

JE Number
> Code identifying the reversal itself. The number assigned must be different from the one from the journal entry being reversed. [Character/8]

Copy Journal Entries Page

Journal Entry Information Section

Period
> Accounting period that applies to the journal entry. The field defaults the current period. If needed, you may change the default.

Year
> Fiscal year that applies to the journal entry. The current year defaults to the field.
>
> - If you are copying a journal entry from the current year, you can only save the new journal entry to the current year.
> - If you are copying a journal entry from the prior year, you can save the new journal entry to the prior year or current year.

Entered By
> Login ID of the person creating the journal entry. Display only.

Control Number
> Code for grouping this entry with other journal entries. You can use this number to track the journal entry in the Transactions option. [Character/8]

JE Number
> Code identifying the journal entry. The number must be different from the one assigned to the journal entry being copied. [Character/8]

Description
> Brief description of the journal entry. Recommended. [Character/25]

Distributions Section

Budget Unit
> Budget unit (low organization) being debited or credited.
>
> If your Fund Accounting Profile is set up for full expensing, the Full Account Window page will display for entering the budget unit. For the procedure, refer to Full Account Window Page (page 319).

Account
> Account being debited or credited.

Project
> Project being debited or credited. This field and the next only apply if you use project accounting.

Account
> Project account being debited or credited.

Debit Amount
> Dollars and cents amount of the debit. If you enter an amount in this field, you must leave the credit amount set to 0.00.

Credit Amount
> Dollars and cents amount of the credit. If you enter an amount in this field, you must leave the debit amount set to 0.00.

Description
> Brief description of the debit or credit.

Totals Section

Total Debits
> Sum of all debits entered to this point.

Total Credits
> Sum of all credits entered to this point.

4: Budget Ledgers

Use the options on the Budget Ledgers menu to add records in your Expenditure, Revenue, and Project Ledgers. These options also enable you to:

- Enter and adjust budgets for budget unit-accounts.
- Transfer funds between budget unit-accounts.
- Look up and review transactions for a selected budget unit-account.
- Review the overall status of budget records in terms of budgeted and actual expenditures and revenues, as well as their current balances.
- Process approvals for batch budget adjustments and transfers.
- Release and post batch files used to store budget adjustments and transfers.

Preview

Budget Ledger Options

Fund Accounting's Budget Ledger options enable you to set up and maintain your Expenditure, Revenue, and Project Ledgers. In addition to creating accounts and allocating funds, you can adjust budget amounts, transfer funds, and process related approvals.

Menu Path: 👤 Fund Accounting > Entry & Processing > Budget Ledgers > select an option

Menu Options

Approve/Deny Budget Adjustments	Enables you to select budget adjustments for approval or denial. You can also flag adjustments as needing correction.
Approve/Deny Budget Transfer	Enables you to select budget transfers for approval or denial. You can also flag transfers as needing correction.
Batch Budget Adjustments	Enables you to enter budget adjustments in a batch file for a selected accounting period. You can then release and post the adjustments to the appropriate ledger.
Batch Budget Transfer	Enables you to transfer budgeted funds from one budget unit-account to another. After creating a batch file of one or more transfers, you can release and post the batch to the appropriate ledger.
Expenditure Ledger	Enables you to list and delete budget records in your Expenditure Ledger. You can also access pages for adding records, adjusting budgets, transferring funds between records, listing expenditure transactions, and reviewing data in your expenditure records.
Project Ledger	Enables you to list and delete expenditure and revenue budget records in your Project Ledger. You can also access pages for adding records, adjusting budgets, transferring funds between records, listing transactions, and reviewing the data in your project records.
Revenue Ledger	Enables you to list and delete budget records in your Revenue Ledger. You can also access pages for adding records, adjusting budgets, transferring funds between records, listing revenue transactions, and reviewing the data in your revenue records.

Expenditure Ledger

Use this option to display the Expenditure Budgets page, which enables you to create, adjust, and review records in your Expenditure Ledger.

From the Expenditure Budgets page, you can access the following pages:

Reset Period	Requisitions
Post Original Budgets	Period Balances
Expenditure Budgets Adjustment	Change Status
Post Budget Transfer	Budget Control Status
Transactions	

For details on these pages, refer to Expenditure Budgets Page (page 188), as well as the related Expenditure Ledger sections.

Menu Path: Fund Accounting > Entry & Processing > Budget Ledgers > Expenditure Ledger

Preview

Expenditure Budgets Page

Use this page to search for and list Expenditure Ledger records. After listing the records you want, you can:

- Access the Post Original Budgets page, which enables you to set up new expenditure budget records.
- Delete records that have zero balances and no activity in the current year.
- Inactivate active records and reactivate inactive ones.
- Generate the Expenditure Ledger Short Listing report, which lists all of your expenditure records.
- Use Action Bar items to view budget data, adjust amounts, and transfer funds between accounts.

Menu Path: Fund Accounting > Entry & Processing > Budget Ledgers > Expenditure Ledger

Action Bar Items

After you generate a list of budget records, the following items display on the page's Action Bar:

Display Through...	Displays the Reset Period page for changing the period for year-to-date displays and queries but not the year. For details, refer to Resetting Periods (page 143).
Adjust Budget	Displays the Expenditure Budgets adjustment page, which enables you to adjust the annual and per period amounts for a selected budget record. For details, refer to Expenditure Budgets Adjustment Page (page 199).
Transfer	Displays the Post Budget Transfer page for transferring accounts from one record to another. For details, refer to Post Budget Transfer Page (page 202).
Inactivate	Displays the Change Status page for inactivating and activating budget records. For details, refer to the Procedures section.
Period Balances	Displays the Period Balances page, which lists a unit's budgeted expenditures, actual expenditures, and encumbrances for individual periods. The page also provides totals and balances for the year to date. For details, refer to the Procedures section.
Requisitions	Displays the Requisitions page, which lists all requisitions for a selected budget record. For details, refer to the Procedures section.
Budget Control	Displays the Budget Control Status page, which shows a record's period and year-to-date expenditures, encumbrances, requisition balances, and inventory requests. For details, refer to Budget Control Status Page (page 205).
Delete All Selected	Deletes all records currently displayed in the page's List section. A confirmation dialog alerts you to the number of records that will be deleted. For the procedure, refer to Expenditure Budgets Page (page 188).

Additional Expenditure Ledger Pages

Besides the pages mentioned in the Action Bar Items section, you can access the following from the Expenditure Budgets page:

- Post Original Budgets Page (page 195) displays by clicking ⊕ (Add New). This page enables you to set up new budget records in your Expenditure Ledger.
- Transactions Page (page 197) displays by selecting a record in the Expenditure Budgets page's List section and then clicking (OK). This page provides complete data on a selected transaction, such as a purchase order, journal entry, or payroll record.

Procedures

For additional procedures that can be performed from the Expenditures Budgets page, refer above to the Action Bar Items section.

Deleting an individual expenditure record

1. Select ![icon] Fund Accounting > Entry & Processing > Budget Ledgers > Expenditure Ledger to display the Expenditure Budgets page.

2. In the Selection Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. In the List section, select the record to delete.

4. Click ![icon] (Delete).

   An error message displays if the record's budget does not equal zero or has had transactions recorded against it. In either case, the record cannot be deleted, and the process ends.

5. In the Confirmation dialog, click **Yes**.

Deleting a list of selected expenditure records

1. Select ![icon] Fund Accounting > Entry & Processing > Budget Ledgers > Expenditure Ledger to display the Expenditure Budgets page.

2. In the Selection Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

   Note that the system cannot delete records that either have starting budgets greater than zero or have had transactions recorded against them. For related information, refer to Step 5.

3. Click **Delete All Selected**.

   The Delete Expenditure Ledgers displays, indicating the number of records selected for deletion.

4. Click **Yes** to delete the displayed records.

5. If any of the records selected have transactions recorded against them or their budgets do not equal zero, the Undeleted Expenditure Errors page displays. The page lists any records that could not be deleted and provides error messages indicating why. However, all other records selected are successfully deleted.

   Click ![icon] (Back) to return to the Expenditure Budgets page.

Inactivating or reactivating an expenditure record

In the following procedure, you can select one record and either inactivate or reactivate all other records listed, depending on the selected record's status.

1. Select ![icon] Fund Accounting > Entry & Processing > Budget Ledgers > Expenditure Ledger to display the Expenditure Budgets page.

2. In the Selection Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. In the List section, select the record you want. To determine the record's current status, refer to the Status field on the far right.

   You can change the status of multiple records based on the status of the record currently selected. For example, some records listed may be Active while others are Inactive. If the record you select is Inactive, you will be have the choice of changing either the current record to Active or all Inactive records listed to Active.

4. Click **Inactivate** on the Action Bar.

5. In the confirmation dialog:

    - If the selected record's status is Active, click **Inactivate** to change the status of the selected record to Inactive, or click **Inactivate All** to inactivate all of the Active records listed. Proceed to Step 6.

    - If the selected record's status is Inactive, click **Activate** to reactivate the selected record, or click **Activate All** to reactivate all of the Inactive records listed. In either case, the procedure ends.

6. After you inactivate one or more records, the Print window displays. Enter settings for generating the Inactive Account Use report, and then click **OK**. The report's default file name is *inact.rpt*.

    The report shows whether the record or records affected are being used in salary and position distributions, journal entries, or payables.

> **Note**
>
> Active records can have transactions posted against them, while Inactive records cannot.

Viewing balances in the Period Balances page

The Period Balances page displays details on a selected expenditure record, including period budget, expenses, and encumbrance amounts as well as related totals.

1. Select 👥 Fund Accounting > Entry & Processing > Budget Ledgers > Expenditure Ledger to display the Expenditure Budgets page.

2. In the Selection Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. In the List section, select the record you want.

4. Click **Period Balances** to display the Period Balances page.

5. Click 🛑 (Back) to return to the Expenditure Budgets page.

Viewing requisitions tied to an expenditure record

The Requisitions page is only available if a requisition applies to the record.

1. Select 👥 Fund Accounting > Entry & Processing > Budget Ledgers > Expenditure Ledger to display the Expenditure Budgets page.

2. In the Selection Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. In the List section, select the record you want.

4. Click **Requisitions** to display the Requisitions page.

    If the budget unit does not have any requisitions, the system displays a message indicating no matching records were found.

5. Click 🛑 (Back) to return to the Expenditure Budgets page.

Generating the Expenditure Ledger Short Listing report

1. Select 👥 Fund Accounting > Entry & Processing > Budget Ledgers > Expenditure Ledger to display the Expenditure Budgets page.

2. In the Selection Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. Click 🖶 (Print).

4. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *expen_list.rpt.*

Fields

Selection Criteria Section

Year
>
> Four-digit fiscal year. The Year, *Budget Unit* , and Account fields combine to identify the expenditure record for a specific budget unit-account.

Budget Unit
>
> Number identifying a budget unit (low organization) in the Expenditure Ledger.
>
> If your Fund Accounting Profile is set up for full expensing, the Full Account Window page will display for entering the budget unit. For the procedure, refer to Full Account Window Page (page 319).

Account
>
> Number identifying the expenditure account associated with the budget unit.

Budget Control *Budget Unit*
>
> Number identifying the key organization that serves as the expenditure record's budget control unit.
>
> - If you do not use parent-child accounting, this can be the same as the low organization in the *Budget Unit* field.
>
> - If you use parent-child accounting, this unit controls the total budget for all budget records to which it is assigned.

Budget Control Account
>
> Number identifying the expenditure account being used as a control. If you do not use parent-child accounting, the Account and Budget Control Account fields in an expenditure record are the same.

Status
>
> Determines the selection of records based on their status.
>
> Select:
>
> *Y - Active*
> *N - Inactive*
>
> The system automatically assigns Active status to new records. A record's status can be changed using the Action Bar's Inactivate item.

Fund, *Function*, *Cost Center*, *Program*, and *Level*
>
> Fields identifying the higher levels in a budget unit's reporting structure. The number of fields used in your system and their titles are defined in the Fund Accounting Profile. The reporting structure itself is set up in your Organization Chart.

List Section

The following display-only fields show the content of an expenditure record. The first three fields - Year, *Budget Unit*, and Account - are described in the Selection Criteria section.

Budget
>
> Amount budgeted in the fiscal year for the budget unit-account.

Period Expense
>
> Total expenditures charged to the budget unit-account in the period identified in the display-only Period field. You can use the Display Through item to change the period.

YTD Expense
>   Total expenditures charged to the budget unit-account in the year to date.

Encumbrances
>   Total encumbrances stored in the budget record.

Balance
>   Total budgeted funds remaining in the fiscal year for the budget unit-account.

Title
>   Title or description of the budget unit.

Account Title
>   Title or description of the account.

Budget Organ
>   Number identifying the key organization that serves as the expenditure record's budget control unit.
>
> - If you do not use parent-child accounting, this can be the same as the low organization in the *Budget Unit* field.
> - If you use parent-child accounting, this unit controls the total budget for all budget records to which it is assigned.

Account
>   Number identifying the expenditure account being used as a control. If you do not use parent-child accounting, the Account and Budget Control Account fields in an expenditure record are the same.

Status
>   Status of the budget record, Active or Inactive. You can use the Action Bar's Inactivate item to change the status of listed records. For details, refer to the Procedures section.

Totals Section

The following display-only fields store totals in the categories indicated for the budget records displayed.

Budget
>   Total budgeted in the fiscal year for the displayed budget unit-accounts.

Period Expense
>   Total expenditures in the period identified.

YTD Expense
>   Total expenditures in the year to date.

Encumbrance
>   Total encumbrances currently stored in the budget records.

Balance
>   Total budgeted expenditures remaining in the fiscal year for the records displayed. Following is the equation used to determine the total: Balance = Budget - (YTD Expense + Encumbrance)

Sample Inactive Account Use Report

```
POWERSCHOOL                                                              PAGE NUMBER:    1
DATE: MM/DD/YYYY                          YOUR ORGANIZATION'S NAME        MODULE NUM: ACTEXP1
TIME: HH:MM:SS                           INACTIVE ACCOUNT USE REPORT     ACCOUNTING PERIOD: PP/YY

SELECTION CRITERIA: expledgr.key_orgn='101001' and year 'YY'

EMPLOYEE DISTRIBUTION USAGE FOR 101001-400
      EMPLOYEE NUMBER    RATE
      299237684          1
      475624913          1
      475624913          2

STANDARD JOURNAL ENTRY USAGE FOR 101001-311

      BATCH          JE NUMBER
      010105         1487
      010105         1490
```

Sample Expenditure Ledger Short Listing Report

```
POWERSCHOOL                                                              PAGE NUMBER:    1
DATE: MM/DD/YYYY                          YOUR ORGANIZATION'S NAME        POSTAP11.4GL
TIME: HH:MM:SS                        Expenditure Ledger Short Listing

SELECTION CRITERIA: orgn.yr="YY" and orgn.key_orgn matches "100122*" AND expledgr.yr = orgn.yr  AND expledgr.key_orgn = org

YEAR *BUDGET UNIT*                        ACCOUNT               BUDGET CONTROL ORGN/ACCOUNT STATUS
         BUDGET      PERIOD EXPENSES    YTD EXPENSES    ENCUMBRANCES          BALANCE

YY  1001222138000  POST SECONDARY HI NEEDS  111    LICENSED SALARIES       1001222138000  111   Active
        .00              .00             .00            .00            .00
YY  1001222138000  POST SECONDARY HI NEEDS  112    CLASSIFIED SALARIES     1001222138000  112   Active
        .00              .00             .00            .00            .00
YY  1001222138000  POST SECONDARY HI NEEDS  121    SUBSTITUTES-LICENSED    1001222138000  121   Active
        .00              .00             .00            .00            .00
YY  1001222138000  POST SECONDARY HI NEEDS  122    SUBSTITUTES-CLASSIFIED  1001222138000  122   Active
        .00              .00             .00            .00            .00
YY  1001222138000  POST SECONDARY HI NEEDS  199    SALARIES                1001222138000  199   Active
        .00              .00             .00            .00            .00
YY  1001222138000  POST SECONDARY HI NEEDS  211    PERS EMPLOYER CONTRIB   1001222138000  211   Active
        .00              .00             .00            .00            .00
YY  1001222138000  POST SECONDARY HI NEEDS  212    PERS EMPLOYEE CONTRIB   1001222138000  212   Active
        .00              .00             .00            .00            .00
YY  1001222138000  POST SECONDARY HI NEEDS  220    SOCIAL SEC ADMIN        1001222138000  220   Active
        .00              .00             .00            .00            .00
YY  1001222138000  POST SECONDARY HI NEEDS  231    WORKERS' COMPENSATION   1001222138000  231   Active
        .00              .00             .00            .00            .00
YY  1001222138000  POST SECONDARY HI NEEDS  232    UNEMPLOYMENT COMP       1001222138000  232   Active
        .00              .00             .00            .00            .00
YY  1001222138000  POST SECONDARY HI NEEDS  241    MED-DNT-LIFE INSURANCE  1001222138000  241   Active
        .00              .00             .00            .00            .00
YY  1001222138000  POST SECONDARY HI NEEDS  242    LONG TERM DISABILITY    1001222138000  242   Active
        .00              .00             .00            .00            .00
YY  1001222138000  POST SECONDARY HI NEEDS  300    PURCHASED SERVICES      1001222138000  300   Active
        .00              .00             .00            .00            .00
YY  1001222138000  POST SECONDARY HI NEEDS  312    INSTR PROG IMPR SERVICES 1001222138000  312   Active
        .00              .00             .00            .00            .00
YY  1001222138000  POST SECONDARY HI NEEDS  321    CLEANING SERVICES       1001222138000  321   Active
        .00              .00             .00            .00            .00
YY  1001222138000  POST SECONDARY HI NEEDS  324    RENTALS                 1001222138000  324   Active
        .00              .00             .00            .00            .00
YY  1001222138000  POST SECONDARY HI NEEDS  325    ELECTRICITY             1001222138000  325   Active
        .00              .00             .00            .00            .00
YY  1001222138000  POST SECONDARY HI NEEDS  326    FUEL                    1001222138000  326   Active
        .00              .00             .00            .00            .00
YY  1001222138000  POST SECONDARY HI NEEDS  327    WATER AND SEWAGE        1001222138000  327   Active
        .00              .00             .00            .00            .00
YY  1001222138000  POST SECONDARY HI NEEDS  328    TRASH REMOVAL           1001222138000  328   Active
        .00              .00             .00            .00            .00
YY  1001222138000  POST SECONDARY HI NEEDS  329    OTHR PROPERTY SVCS      1001222138000  329   Active
        .00              .00             .00            .00            .00
YY  1001222138000  POST SECONDARY HI NEEDS  332    NON-REIMB STUDENT TRANSP 1001222138000  332   Active
        .00              .00             .00            .00            .00
YY  1001222138000  POST SECONDARY HI NEEDS  341    TRAVEL IN DISTRICT      1001222138000  341   Active
        .00              .00             .00            .00            .00
YY  1001222138000  POST SECONDARY HI NEEDS  342    TRAVEL OUT OF DISTRICT  1001222138000  342   Active
        .00              .00             .00            .00            .00
YY  1001222138000  POST SECONDARY HI NEEDS  351    TELEPHONE               1001222138000  351   Active
        .00              .00             .00            .00            .00
YY  1001222138000  POST SECONDARY HI NEEDS  410    CONSUMABLE SUPPLIES     1001222138000  410   Active
        .00              .00             .00            .00            .00
YY  1001222138000  POST SECONDARY HI NEEDS  415    FOOD                    1001222138000  415   Active
        .00              .00             .00            .00            .00
YY  1001222138000  POST SECONDARY HI NEEDS  460    NON-CONSUMABLE ITEMS    1001222138000  460   Active
```

```
........................................................................................................................
POWERSCHOOL                                                                     PAGE NUMBER:     2
DATE: MM/DD/YYYY                           YOUR ORGANIZATION'S NAME                POSTAP11.4GL
TIME: HH:MM:SS                          Expenditure Ledger Short Listing

SELECTION CRITERIA: orgn.yr="YY" and orgn.key_orgn matches "1001*" AND expledgr.yr = orgn.yr  AND expledgr.key_orgn = org

YEAR *BUDGET UNIT*                          ACCOUNT                BUDGET CONTROL ORGN/ACCOUNT STATUS
          BUDGET     PERIOD EXPENSES    YTD EXPENSES    ENCUMBRANCES         BALANCE
             .00                .00             .00              .00               .00
YY   1001222138000   POST SECONDARY HI NEEDS   850    SEWER EXPENSES         1001222138000   850    Active
             .00                .00             .00              .00               .00
YY   1001222138000   POST SECONDARY HI NEEDS   930    LB SUB3                1001222138000   930    Active
             .00                .00             .00              .00               .00
YY   1001222933000   POST SECONDARY HI NEEDS   311    INSTRUCTION SERVICES   1001222933000   311    Active
             .00                .00             .00              .00               .00
YY   1001223107000   VOCATIONAL PROGRAM        231    WORKERS' COMPENSATION  1001223107000   231    Active
             .00                .00             .00              .00               .00
YY   1001223107000   VOCATIONAL PROGRAM        410    CONSUMABLE SUPPLIES    1001223107000   410    Active
             .00                .00             .00              .00               .00
YY   1001223138000   POST SECONDARY HI NEEDS   111    LICENSED SALARIES      1001223138000   111    Active
             .00                .00             .00              .00               .00
YY   1001223138000   POST SECONDARY HI NEEDS   112    CLASSIFIED SALARIES    1001223138000   112    Active
             .00                .00             .00              .00               .00
YY   1001223138000   POST SECONDARY HI NEEDS   121    SUBSITUTES-LICENSED    1001223138000   121    Active
             .00                .00             .00              .00               .00
YY   1001223138000   POST SECONDARY HI NEEDS   211    PERS EMPLOYER CONTRIB  1001223138000   211    Active
             .00                .00             .00              .00               .00
YY   1001223138000   POST SECONDARY HI NEEDS   212    PERS EMPLOYEE CONTRIB  1001223138000   212    Active
             .00                .00             .00              .00               .00
YY   1001223138000   POST SECONDARY HI NEEDS   220    SOCIAL SEC ADMIN       1001223138000   220    Active
             .00                .00             .00              .00               .00
YY   1001223138000   POST SECONDARY HI NEEDS   231    WORKERS' COMPENSATION  1001223138000   231    Active
             .00                .00             .00              .00               .00
YY   1001223138000   POST SECONDARY HI NEEDS   232    UNEMPLOYMENT COMP      1001223138000   232    Active
             .00                .00             .00              .00               .00
YY   1001223138000   POST SECONDARY HI NEEDS   241    MED-DNT-LIFE INSURANCE 1001223138000   241    Active
             .00                .00             .00              .00               .00
YY   1001223138000   POST SECONDARY HI NEEDS   242    LONG TERM DISABILITY   1001223138000   242    Active
             .00                .00             .00              .00               .00
YY   1001223138000   POST SECONDARY HI NEEDS   324    RENTALS                1001223138000   324    Active
             .00                .00             .00              .00               .00
YY   1001223138000   POST SECONDARY HI NEEDS   332    NON-REIMB STUDENT TRANSP 1001223138000 332    Active
             .00                .00             .00              .00               .00
YY   1001223138000   POST SECONDARY HI NEEDS   341    TRAVEL IN DISTRICT     1001223138000   341    Active
             .00                .00             .00              .00               .00
YY   1001223138000   POST SECONDARY HI NEEDS   342    TRAVEL OUT OF DISTRICT 1001223138000   342    Active
             .00                .00             .00              .00               .00
YY   1001223138000   POST SECONDARY HI NEEDS   351    TELEPHONE              1001223138000   351    Active
             .00                .00             .00              .00               .00
YY   1001223138000   POST SECONDARY HI NEEDS   410    CONSUMABLE SUPPLIES    1001223138000   410    Active
             .00                .00             .00              .00               .00
YY   1001223138000   POST SECONDARY HI NEEDS   415    FOOD                   1001223138000   415    Active
             .00                .00             .00              .00               .00
YY   1001223138000   POST SECONDARY HI NEEDS   460    NON-CONSUMABLE ITEMS   1001223138000   460    Active
             .00                .00             .00              .00               .00
```

Post Original Budgets Page

Use this page to set up budget records in your Expenditure Ledger. Following are a few things to consider before entering your records:

- An expenditure record is identified by its budget unit-account combination, as well as the fiscal year.

- In an expenditure record, you can budget one amount for the entire fiscal year or allocate amounts among 12 periods.

- Expenditure records can include a separate budget unit-account combination as a control. This only applies if you use parent-child accounting.

> **Important**
>
> If you use the Budget Preparation System, do not use the Post Original Budgets page until you have posted your budget for the current fiscal year in either Budget Preparation's Post Budget option or Fund Accounting's Year End option. For details, refer to your Budget Preparation manual and Fiscal Year-End Processing documentation.

Menu Path: Fund Accounting > Entry & Processing > Budget Ledgers > Expenditure Ledger > click (Add New)

Procedure

Adding an expenditure budget record

1. Select Fund Accounting > Entry & Processing > Budget Ledgers > Expenditure Ledger to display the Expenditure Budgets page.

2. Click (Add New).

3. In the Budget Information section, complete the fields identifying the record: *Budget Unit* through Control Number. For descriptions of these fields, refer below to the Fields section.

4. In the Budget Amount field, enter the amount to budget for this budget unit-account.

   - If you use parent-child accounting and this is a parent record, leave the field set at its zero default.

5. In the Allocations section, the value from the Budget Amount field defaults to the 1st Period field.

   - To budget this expenditure on an annual basis, leave the full amount in the 1st Period field.

   - To set up a per period budget, change the amount in the 1st Period field, and then allocate the remainder to the 2nd through 12th Period fields. Do not use the 13th Period field until after the close of a year.

   The final total of the Allocations section must equal the full budget amount. If this is a parent record, leave all period fields set at zero.

6. Click (OK) to save the record.

Example: The budget amount for an expenditure is $36,000, which defaults to the 1st Period field. If your expenses are relatively fixed per period, enter 3000 in each field, 1st-12th Period. However, if you expect most expenditures to occur in the first period, you can enter 14000 in the 1st Period and 2000 in the 2nd-12th Period fields. In any case, the total of the Allocations section must be $36,000.

Fields

Header Section

Budget Unit
> Low organization for recording transactions in your Expenditure Ledger, as defined in the Organization

Chart. An expenditure record is identified by its budget unit-account combination, as well as the fiscal year.

If your Fund Accounting Profile is set up for full expensing, the Full Account Window page will display for entering the budget unit. For the procedure, refer to Full Account Window Page (page 319).

Account
Account from the range in your Fund Accounting Profile's Expenditures fields. The system only accepts accounts in this range.

Budget Control *Budget Unit*
Key organization to use as a control for budgeted expenditures. This only applies if you use parent-child accounting. Otherwise, you may accept the default from the *Budget Unit* field.

Budget Control Account
Control account for the unit's budgeted expenditures. This only applies to parent-child accounting.

- If you do not use parent-child accounting or want to set up a parent record, you may accept the default from the Account field.
- If you are creating a child record, you should assign the control account used by the parent.

Transaction Description
Brief description of the expenditure line item. [Character/25]

If you are entering a parent record, provide a title for Expenditure Ledger sub-totaling. For example, SALARIES would be appropriate for a parent record that includes regular, overtime, and other salaries.

Control Number
Optional number for grouping this record with other records. [Character/8]

You can use this number when searching for records in the Transactions (page 595) option.

Budget Amount
Amount budgeted in the fiscal year for expenditures. If you use parent-child accounting and this is a parent record, leave the field at its zero default.

Allocations Section

1st - 13th Period
Amounts for budgeting expenses on a per period basis. The value from the Budget Amount field initially defaults to the 1st Period field.

- To budget expenditures annually, leave the default in the 1st Period field.
- To budget expenditures for specific periods, change the value in the 1st Period field and allocate the balance among the other periods.

The total of these fields must equal the full budget amount. If this is a parent record, leave all period fields set at zero.

Transactions Page

Use the Transactions page to search for and display transactions associated with an expenditure budget record. The page's List section displays the following data on each transaction shown:

Budget Unit/Account	Transaction Code	Budgeted Amount
Fiscal Period	Purchase Order Number	Expenses to Date
Transaction Date	Description	Encumbrances to Date

Selecting a transaction displays the Transaction Detail page, where you can view complete information on the transaction. If the transaction is a purchase order, journal entry, or payroll record, you can access other pages for viewing more information on the transaction.

Transaction Codes

The Fund Accounting System processes and stores a wide range of transactions. The types of transactions are identified by the following codes:

11 - Original Expenditures Budget
12 - Original Revenue Budget
13 - Adjust Expenditures Budget
14 - Adjust Revenue Budget
15 - Original Project Budget
16 - Adjust Project Budget
17 - Add Encumbrance
18 - Change Encumbrance
19 - Journal Entry
20 - Manual/Void Check
21 - Accounts Payable Check
22 - Payroll Transaction
23 - Add/Change Receivable
24 - Post Receipts
25 - Expenditure Budget Transfer
26 - Revenue Budget Transfer
27 - Project Budget Transfer

Procedure

Reviewing a budget unit-account's expenditure transactions

1. Select Fund Accounting > Entry & Processing > Budget Ledgers > Expenditure Ledger to display the Expenditure Budgets page.

2. In the Selection Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. To display the Transactions page, select a record, and then click (OK).

4. To list transactions associated with the record, enter criteria in the Search Criteria section, and then click **Find**.

5. To display the Transaction Detail page, select a transaction, and then click 🌐 (OK).

In this page, you can:

- Click 📄 (View Attachments) and 📝 (Notes) to view attachments and notes related to the transaction.
- Click **More Info**... to display additional information on the transaction. This Action Bar item only applies to transactions related to a journal entry, payroll charge, or purchase order, in which case one of the following pages displays.
  - Journal Entry Information Page - Displays the debits and credits associated with a journal entry.
  - Payroll Transactions Page - Displays basic information on a payroll transaction, including the employee number and name, pay date, distribution, net pay amount, and check number.
  - Purchase Order Detail Listing Page - Displays a list section at the bottom of the page which shows a purchase order's line items. Two additional items display when you access this section: Consolidated and Change Orders. For details, refer to your Purchasing System manual.
- Click **Approval Status** to display the Approval Status page. This Action Bar item only applies to transactions that have gone through the approval process in one of the following options: Batch Budget Adjustments, Batch Budget Transfers, Post Accounts Payable, Batch Accounts Payable, or Standard Payables. It does not apply to purchase orders and other types of transactions.

Expenditure Budgets Adjustment Page

Use the Expenditure Budgets adjustment page to adjust budgeted amounts in your Expenditure Ledger, including the annual budget and per period allocations.

- To adjust a budget, enter the amount of the adjustment, not the new total.
- To increase the annual budget or period allocation, enter a positive dollar amount in the appropriate adjustment field.
- To decrease the annual budget or period allocation, enter a negative dollar amount in the appropriate adjustment field.

When you save the adjustment, the system re-calculates all of the fields affected and posts the new amounts to the Expenditure Ledger.

Menu Path: Fund Accounting > Entry & Processing > Budget Ledgers > Expenditure Ledger > search for and select a record > click **Adjust Budget** on the Action Bar

Procedure

Adjusting the budget for an Expenditure Ledger record

1. Select Fund Accounting > Entry & Processing > Budget Ledgers > Expenditure Ledger to display the Expenditure Budgets page.
2. In the Selection Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. In the List section, select the record to adjust, and then click **Adjust Budget** to display the Expenditure Budgets adjustment page.
4. Tab through the *Budget Unit* and Account fields to display budget information in the fields to the right (Current Budget through Control Balance Amount).
5. Enter a Description and Control Number.
6. In the Budget Adjustment field, enter the adjustment amount, using a positive number for an increase or a negative number for a decrease.
   - Only enter the adjustment. Do not enter the new (resulting) annual budget. For example, to decrease the Current Budget of 10,000.00 to 9,000.00, enter -1,000.00.
7. In the Allocation Adjustments section, enter the amounts for increasing or decreasing the 1st-12th Period budgets. Use a positive number for an increase and a negative number for a decrease.
   - Only enter the adjustment. Do not enter the new (resulting) period amount. For example, to decrease a period's budget from 1,000.00 to 900.00, enter -100.00.
   - Make sure the total adjustments in the Period fields equal the value in the Budget Adjustment field.
8. If you intend to adjust the next record from the Expenditure Budgets page's List section, leave the Continuous checkbox selected, Otherwise, clear the checkbox.
9. Click (OK) to post the adjustments directly to the Expenditure Ledger. The system calculates the new amount after you post the adjustment.
10. If the Continuous checkbox is selected, the next record from the Expenditure Budgets page displays. To adjust this record, repeat Steps 4-9.

    or

    If you cleared the Continuous checkbox (Step 9), you return to the Expenditure Budgets page.

Fields

Budget Information Section

Use the fields in this section to specify a budget unit-account, enter a description and batch control number, assess the current budget, and enter the adjustment to the annual budget amount.

Budget Unit
Low organization whose budget is being adjusted.

If your Fund Accounting Profile is set up for full expensing, the Full Account Window page will display for entering the budget unit. For the procedure, refer to Full Account Window Page (page 319).

Account
Account being adjusted within the low organization.

Description
Brief description of the adjustment. [Character/25]

Control Number
Optional number to group the record with other transactions. [Character/8]

You can use the control number to track budget changes in the 👥 Fund Accounting > Entry & Processing > Detailed Displays > Transactions option.

Budget Adjustment
Amount for increasing or decreasing the unit's annual budget amount. Use a positive number to increase the budget or a negative number to decrease it. Your entry here affects the following display-only fields, but only after you save the adjustment record.

The following display-only fields provide current budget figures after you enter a budget-unit account combination.

Current Budget
Annual budget for this expenditure record. This total equals the sum of the expenditure record's Period (1-13) fields.

Expenditures
Total expenditures in the fiscal year to date, as of the period displayed.

Encumbrances
Total encumbrances stored in the expenditure record, as of the period displayed.

Budget Balance
Budgeted expenditures remaining in the fiscal year, as of the period displayed. The system calculates the balance as follows: Current Budget - (Expenditures + Encumbrances).

Control Budget
Total amount budgeted for the control budget unit-account associated with the expenditure record.

- If you use parent-child accounting, this value equals the amount budgeted for all records with this record's control unit-account combination.
- If not, the Control Budget and Current Budget are the same.

Control Balance Amount
Budgeted expenditures remaining in the fiscal year for the record's control budget unit-control account. The balance represents the Control Budget less all expenditures and encumbrances charged to the control unit-control account combination. If the record's budget unit-account and control unit-account are the same, the balance equals the value in the Budget Balance field.

Allocation Adjustments Section

Use these fields to enter budget adjustments for individual periods within the fiscal year. Periods 1-12 represent a fiscal year's regular accounting periods, while period 13 is used as an audit period after a year is closed.

1st - 13th Period

> Per period adjustment amounts for budgeted expenses. Enter an increase as a positive number and a decrease as a negative number. The total from these fields must equal the value in the Budget Adjustment field. For example, if you enter -100 in the 1st-12th Period fields, the Budget Adjustment field must equal -1200.
>
> If the budget unit-account is budgeted on an annual rather than a per period basis, the annual budgeted amount is stored in the 1st Period field. To change a record to per period budgeting, enter the period amounts as increases in the 2nd-12th Period fields (using positive numbers) and then adjust the 1st Period by subtracting the total of the increases (using a negative number).
>
> **Example:** A record's annual budget is $24,000. This amount is stored in the 1st Period field if the account is budgeted on an annual basis, in which case, all other Period fields are set to 0.00. To allocate an equal amount to periods 1-12, enter -22000 in the 1st Period field (thereby leaving a balance of 2000), and then enter 2000 in the 2nd-12th Period fields. The Budget Adjustment field should remain at its 0.00 default, since you are not changing the annual budget itself, only the period amounts.

Post Budget Transfer Page

Use the Post Budget Transfer page to transfer budgeted expenditure amounts from one budget unit-account to another. Following are some of the guidelines related to transfers:

- Each transfer requires at least two entries. The first identifies the budget unit-account providing the expenditure amount (From Amount), and the second identifies the budget unit-account receiving the amount (To Amount).

- You can transfer expenditures from one budget unit-account to multiple budget units-accounts, as long as they are within the same fund.

- While you cannot transfer amounts between funds, you can have transfers within more than one fund in the same record.

- The totals of the From Amount and To Amount fields for each fund must be equal in order to save a record.

- The system generates two transaction records for each individual transfer, one for the From amount and one for the To amount.

Menu Path: 👥 Fund Accounting > Entry & Processing > Budget Ledgers > Expenditure Ledger > search for and select a record > click **Transfer** on the Action Bar

Procedure

Transferring expenditure budget amounts

1. Select 👥 Fund Accounting > Entry & Processing > Budget Ledgers > Expenditure Ledger to display the Expenditure Budgets page.

2. In the Selection Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. Select the record you are transferring funds from, and then click **Transfer** to display the Post Budget Transfer page.

4. If needed, click **Set Period** on the Action Bar to change the Period or Transaction Date for the transfer. Click 🔵 (OK) to save your entries and return to the Post Budget Transfers page.

5. In the Transfer Number field, enter a number to identify the transfer.

   - If the User Assigned BT (Budget Transfer) Number field in your Fund Accounting Profile is not selected, the system defaults the next available sequential number. You may change this to another unique (unused) number, if needed.

6. In the Description field, enter a brief description of the transfer.

7. In the Control Number field, enter a number for tracking the transfer in the 👥 Fund Accounting > Entry & Processing > Detailed Displays > Transactions option.

8. Clear the Continuous checkbox. If you are transferring funds for most of the records found in your search, you can keep the box selected, but usually transfers are done for accounts that are selected individually.

9. Click 🔵 (OK).

10. On the first row in the Transfer section, tab through the *Budget Unit* and Account fields, and then enter a brief description in the Description field.

11. In the From Amount field, enter the amount you are transferring from the current budget unit-account combination. Tab through the To Amount field to accept its 0.00 default.

12. On the next row, enter the *Budget Unit*, Account, and Description for the budget unit-account combination receiving the transfer.

13. Tab through the From Amount field to accept its 0.00 default, and in the To Amount field, enter the amount being transferred to the current budget unit-account combination.

14. If needed, repeat Steps 12-13 if the From Amount is being transferred to more than one account. Make sure the total from the To Amount fields equals the value in the From Amount field.

15. Click 🔘 (OK) to post the transfer and return to the Expenditure Budgets page.

16. To enter a transfer for another record in the current list, repeat Steps 3-15.

Fields

Header Section

Use this section to identify the transfer record.

Transfer Number
> Key number identifying the transaction. [Character/8]
>
> - If the User Assigned BT (Budget Transfer) Number field in your Profile is not selected, the system assigns the auto-generated number from the Profile's Next Budget Transfer Number field. You may change this number if needed; however, you cannot enter a previously-used number.
>
> - If the User Assigned BT Number field is selected, you must enter a unique (unused) number to identify the transfer.
>
> To access the transfer in the 👥 Fund Accounting > Entry & Processing > Detailed Displays > Transactions option, enter this number in the option's Journal Entry Number field.

Description
> Brief description or reason for the transfer. [Character/25]

Control Number
> Number for tracking the transfer. [Character/8]
>
> To access the transfer in the 👥 Fund Accounting > Entry & Processing > Detailed Displays > Transactions option, enter this number in the option's Control Number field. The system generates two records for each individual transfer, one for the From Amount and the other for the To Amount.

Transfer Section

Use this section to identify the budget unit-account combinations used in the transfer. The from and to amounts should be entered on separate rows.

Budget Unit
> Low organization either providing the transfer amount (From Amount) or receiving the transfer amount (To Amount).
>
> If your Fund Accounting Profile is set up for full expensing, the Full Account Window page will display for entering the budget unit. For the procedure, refer to Full Account Window Page (page 319).

Account
> Expenditure account associated with the low organization that is either providing or receiving the transfer amount.

Description
> Brief description or reason for the transfer being made either from or to the current budget unit-account. [Character/25]

From Amount
> Amount being transferred from the budget unit-account identified. If you are entering a To Amount, leave this field at its 0.00 default.

To Amount
>   Amount being transferred to the budget unit-account identified. If you entered a From Amount, leave this field at its 0.00 default, and use the next row to enter the To Amount.

Totals Section

The following display-only fields provide budget information for the budget unit-account combination on the current transfer line.

Total
>   Two totals, the first for the Amounts From and the other for the Amounts To.
>
> - The two fields must be equal before you can save the transaction.
> - If your transfers involve two or more funds, you must make sure that all funds balance as well.

Current Budget
>   Total amount budgeted for the budget unit-account.

Total Control Budget
>   Total amount budgeted for the budget unit-account designated as a control. If you use parent-child accounting, this represents the budget for all records with this record's control unit-account combination. Otherwise, the Control Budget and Current Budget are the same.

Budget Control Balance
>   Balance of expenditures remaining for the control unit-account. If you use parent-child accounting, this represents the balance for all records with this record's control unit-account combination.

Expenditures
>   Total expenditures for the budget unit-account.

Encumbrances
>   Total encumbrances for the budget unit-account.

Budget Balance
>   Total expenditures remaining in the fiscal year for the budget unit-account. The system uses the following formula to calculate the balance:

Budget Balance = Total Budget - (Expenditures + Encumbrances)

Budget Control Status Page

Use the Budget Control Status page to review information on the budget control account associated with a selected expenditure record. The page displays the following information for each budget control transaction for the selected budget unit:

Control *Budget Unit*	Current Encumbrances
Control Account	Budget Balance
Budget Amount	Requisition Balance
Period Expenses	Inventory Requested
Year-to-Date Expenses	Requisition Balance

Menu Path: Fund Accounting > Entry & Processing > Budget Ledgers > Expenditure Ledger , enter selection criteria, and then click (OK). Select the desired record, and then click **Budget Control**.

Action Bar Items

The following items display on the Budget Control Status page's Action Bar:

Display Through...	Displays the Reset Period page for changing the period for year-to-date displays and queries but not the year. For details, refer to Resetting Periods (page 143).
Period Balances	Displays the Period Balances page, which lists a unit's budgeted expenditures, actual expenditures, and encumbrances for individual periods. The page also provides totals and balances for the year to date. For details, refer to the procedures under Expenditure Budgets Page (page 188).

Toolbar Items

The following toolbar items enable you to access additional information on accounts in the Budget Control Status page:

(Print)	Generates the Expenditure Control Short Listing report, which includes most of the information on the records listed in the page. For details, refer to the Procedures section.
(OK)	Displays the Transactions page for a selected account. The page lists transactions tied to the budget unit-account combination. For details, refer to Transactions Page (page 197).
(Activities)	Displays the Activities page, which lists workflow notifications you have received regarding purchasing, payroll, and journal entry activities tied to the budget unit. From this page, you can select an activity and click **OK** to display the related page.
(Documents)	Displays the Documents page, which lists reports you have generated as well as log files related to applications you have run. You can access a document by selecting it and clicking **OK**.

Procedures

Using the Budget Control Status page

1. Select Fund Accounting > Entry & Processing > Budget Ledgers > Expenditure Ledger to display the Expenditure Budgets page.

2. In the Selection Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. In the List section, select the desired record, and then click **Budget Control** to display the Budget Control Status page.

4. Use the items on the Action Bar and toolbar to access additional pages. For details, refer to the Action Bar Items and Toolbar Items sections above.

5. Click (Back) to return to the Expenditure Budgets page.

Generating the Expenditure Control Short Listing report

1. Select Fund Accounting > Entry & Processing > Budget Ledgers > Expenditure Ledger to display the Expenditure Budgets page.

2. In the Selection Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. In the List section, select the desired record, and then click **Budget Control** to display the Budget Control Status page.

4. Click (Print).

5. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *control_list.rpt*.

Revenue Ledger

Use this option to create, adjust, and review budget records in your Revenue Ledger. In addition, you can delete revenue records you no longer need, provided they have zero balances and have no transactions recorded against them during the current year.

From the Revenue Budgets page, you can access the following pages:

Reset Period	Post Original Revenue Budgets	Revenue
Transactions	Post Budget Transfer	Period Balances

For information on these pages, refer to Revenue Budgets Page (page 208), as well as the related Revenue Ledger sections.

Menu Path: 👤 Fund Accounting > Entry & Processing > Budget Ledgers > Revenue Ledger

Action Bar Items

The Revenue Budgets page displays the following Action Bar items, after you search for and list budget records:

Display Through...	Displays the Reset Period page for changing the period for year-to-date displays and queries but not the year. For details, refer to Resetting Periods (page 143).
Adjust Budget	Displays the Revenue Budgets adjustment page, which enables you to adjust the annual and per period amounts for a selected budget record. For details, refer to Revenue Budgets Adjustment Page (page 213).
Transfer	Displays the Post Budget Transfer page for transferring revenues from one budget record to another. For details, refer to Post Budget Transfer Page (page 215)
Period Balances	Displays the Period Balances page, which lists a unit's budgeted revenues, actual revenues, and encumbrances for individual periods. The page also provides totals and balances for the year to date. For details, refer to the Procedures section.

Additional Revenue Pages

Besides the pages mentioned in the Action Bar Items section, you can access the following from the Revenue Budgets page:

- Post Original Revenue Budgets Page (page 211) displays by clicking ⊕ (Add New). This page enables you to set up new budget records in your Revenue Ledger.

- Transactions Page (page 212) displays by selecting a record in the Revenue Budgets page's List section and then clicking 🌐 (OK). This page provides complete data for a selected transaction. A revenue transaction can include a new budget record, budget adjustment, accounts receivable billing, payment record, or fund transfer from one budget unit-account to another.

Preview

Revenue Budgets Page

Use this page to search for and list Revenue Ledger records. After listing the records you want, you can:

- Access the Post Original Revenue Budgets page, which enables you to set up new budget records.
- Delete records that have zero balances and no activity in the current year.
- Generate the Revenue Ledger Short Listing report, which lists all of your revenue records.
- Use Action Bar items to display pages for viewing budget data, adjusting budgeted amounts, and transferring revenues between accounts.

Menu Path: 👥 Fund Accounting > Entry & Processing > Budget Ledgers > Revenue Ledger

Action Bar Items

The Revenue Budgets page displays the following Action Bar items, after you search for and list budget records:

Display Through…	Displays the Reset Period page for changing the period for year-to-date displays and queries but not the year. For details, refer to Resetting Periods (page 143).
Adjust Budget	Displays the Revenue Budgets adjustment page, which enables you to adjust the annual and per period amounts for a selected budget record. For details, refer to Revenue Budgets Adjustment Page (page 213).
Transfer	Displays the Post Budget Transfer page for transferring revenues from one budget record to another. For details, refer to Post Budget Transfer Page (page 215)
Period Balances	Displays the Period Balances page, which lists a unit's budgeted revenues, actual revenues, and receivable amounts for individual periods. The page also provides totals and balances for the year to date. For details, refer to the Procedures section.

Additional Revenue Ledger Pages

Besides the pages mentioned in the Action Bar Items section, you can access the following from the Revenue Budgets page:

- Post Original Revenue Budgets Page (page 211) displays by clicking ⊕ (Add New). This page enables you to set up new budget records in your Revenue Ledger.
- Transactions Page (page 212) displays by selecting a record in the Revenue Budgets page's List section and then clicking 🆗 (OK). This page provides complete data for a selected transaction. A revenue transaction can include a new budget record, budget adjustment, accounts receivable billing, payment record, or fund transfer from one budget unit-account to another.

Procedures

Deleting a revenue record

1. Select 👥 Fund Accounting > Entry & Processing > Budget Ledgers > Revenue Ledger to display the Revenue Budgets page.

2. In the Selection Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. Select the record you want to delete.

4. Click 🗑 (Delete).

   An error message displays if the record's budget does not equal zero or if the record has had transactions recorded against it. In either case, the record cannot be deleted, and the process ends.

5. In the Confirmation dialog, click **Yes**.

Viewing balances in the Period Balances page

The Period Balances page displays details on a selected revenue record, including period budget, receipts, and receivable amounts, as well as related totals.

1. Select 👥 Fund Accounting > Entry & Processing > Budget Ledgers > Revenue Ledger to display the Revenue Budgets page.

2. In the Selection Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. In the List section, select the record you want.

4. Click **Period Balances** to display the Period Balances page.

5. Click 🔴 (Back) to return to the Revenue Budgets page.

Generating the Revenue Ledger Short Listing report

1. Select 👥 Fund Accounting > Entry & Processing > Budget Ledgers > Revenue Ledger to display the Revenue Budgets page.

2. In the Selection Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. Click 🖨 (Print).

4. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *rev_list.rpt.*.

Fields

Selection Criteria Section

Use these fields to search for and list specific revenue records. To list all records in your Revenue Ledger, leave the fields blank.

Year
    Four-digit fiscal year. The Year, *Budget Unit* , and Account fields combine to identify the revenue record for a specific budget unit-account.

Budget Unit
    Number identifying a budget unit (low organization) in the Revenue Ledger.

    If your Fund Accounting Profile is set up for full expensing, the Full Account Window page will display for entering the budget unit. For the procedure, refer to Full Account Window Page (page 319).

Account
    Number identifying the revenue account associated with the budget unit. This record must be in the account range defined in your Fund Accounting Profile's Revenue fields.

Fund, *Function*, *Cost Center*, *Program*, and *Level*
    Fields identifying a record's reporting structure. The number of fields used in your system is defined in the Fund Accounting Profile, as are their titles. The reporting structure itself is set up in your Organization Chart.

List Section

The following display-only fields show the content of a revenue record. The first three fields - Year, *Budget Unit*, and Account - are described in the Selection Criteria section.

Budget
Total revenue budgeted in the fiscal year for the budget unit-account.

Period Receipts
Total receipts recorded for the budget unit-account in the period identified.

YTD Receipt
Total receipts recorded in the fiscal year to date for the budget unit-account.

Receivable
Total receivables stored in the revenue record. A receivable is a revenue amount that has been billed but has not yet been recorded as a receipt.

Balance
Total budgeted revenues remaining in the fiscal year.

Title
Title or description of the budget unit.

Account Title
Title or description of the account.

Totals Section

The following display-only fields store totals in the categories indicated for the revenue records displayed.

Budget
Total revenue budgeted in the fiscal year for the displayed records.

Period Receipts
Total revenue received in the period identified.

YTD Receipts
Total revenue received in the fiscal year to date.

Receivables
Total receivables currently stored in the budget unit records.

Balance
Total budgeted revenue anticipated in the remainder of the fiscal year for the budget records displayed. Following is the equation determining the balance:

Balance = Budget - (YTD Receipts + Receivables)

Sample Revenue Ledger Short Listing Report

```
POWERSCHOOL                                                                    PAGE NUMBER:    1
DATE: MM/DD/YYYY                        YOUR ORGANIZATION'S NAME                POSTRE11.4GL
TIME: HH:MM:SS                          Revenue Ledger Short Listing

SELECTION CRITERIA: orgn.yr="YY" and orgn.key_orgn="2020210922000"

YEAR *BUDGET UNIT*                      ACCOUNT
          BUDGET       PERIOD RECEIPTS  YTD RECEIPTS       RECEIVABLES        BALANCE

YY   2020210922000   LIND TRUST GRANT        R3200    RESTRICTED MATCHING GRANT
          3000.00              .00          3000.00                .00           .00
YY   2020210922000   STATE ARTS GRANT        R3200    RESTRICTED MATCHING GRANT
         15500.00         15500.00         15500.00                .00           .00
```

Post Original Revenue Budgets Page

Use this page to set up budget unit records in your Revenue Ledger. Following are a few things to consider before entering your records:

- A revenue record's budget unit-account combination must exist in the Organization Chart.

- You can assign an optional control number to use for audit trail purposes.

- Unlike expenditures, revenues cannot be budgeted per period. All budgeted revenue amounts are annual. However, revenues are recorded on a per period basis for reporting and review purposes.

> **Important**
>
> If you use the Budget Preparation System, do not use the Post Original Revenue Budgets page, until after you have posted your budget for the current fiscal year in either Budget Preparation's Post Budget option or Fund Accounting's Year End option. For details, refer to your Budget Preparation manual and Fiscal Year-End Processing documentation.

Menu Path: 👥 Fund Accounting > Entry & Processing > Budget Ledgers > Revenue Ledger > click ⊕ (Add New)

Procedure

Setting up a revenue budget record

1. Select 👥 Fund Accounting > Entry & Processing > Budget Ledgers > Revenue Ledger to display the Revenue Budgets page.

2. Click ⊕ (Add New).

3. In the Budget Information section, complete the fields identifying the record (*Budget Unit* through Control Number).

4. In the Revenue Budget Amount field, enter the revenue amount budgeted for the fiscal year.

5. Click 🌀 (OK) to save the record.

Fields

Budget Unit
    Low organization for recording transactions in your Revenue Ledger. The ledger's units are defined in the Organization Chart.

    If your Fund Accounting Profile is set up for full expensing, the Full Account Window page will display for entering the budget unit. For the procedure, refer to .

Account
    Account from the range stored in your Fund Accounting Profile's Revenue fields. The system only accepts accounts within this range. Also, the budget unit-account combination entered must exist in the General Ledger.

Transaction Description
    Brief description of the revenue line item. [Character/25]

Control Number
    Optional number for grouping this record with other records. [Character/8]

    You can use this number when searching for records in the 👥 Fund Accounting > Entry & Processing > Detailed Displays > Transactions option.

Revenue Budget Amount
    Revenue amount budgeted in the fiscal year for this budget unit-account.

Transactions Page

Use the Transactions page to search for and display transactions associated with a revenue budget record. A revenue transaction can include a new budget record, budget adjustment, accounts receivable billing, payment record, or fund transfer from one budget unit-account to another.

The page's List section displays the following data on each transaction shown:

Budget Unit/Account	Transaction Code	Budgeted Amount
Fiscal Period	Reference Number	Receipt Amount
Transaction Date	Description	Receivable Amount

Selecting a transaction displays the Transaction Detail page, where you can view complete information on the transaction.

Menu Path: 👤 Fund Accounting > Entry & Processing > Budget Ledgers > Revenue Ledger

Procedure

Viewing transaction information for a revenue record

1. Select 👤 Fund Accounting > Entry & Processing > Budget Ledgers > Revenue Ledger to display the Revenue Budgets page.

2. In the Selection Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. Select a revenue record, and then click 🟢 (OK) to display the Transactions page.

4. To list transactions associated with the record, enter criteria in the Search Criteria section, and then click **Find**.

5. To display the Transaction Detail page, select a transaction, and then click 🟢 (OK).

   In this page, you can:

   - View complete information on the transaction. Click 🔴 (Back) to close the page.

   - Click 📄 (View Attachments) to attach documents to the transaction and view existing attachments.

   - Click 📋 (Notes) to view notes related to the transaction.

Revenue Budgets Adjustment Page

Use the Revenue Budgets Adjustment page to change the annual revenue budgeted for a selected budget unit-account in your Revenue Ledger.

- To adjust an amount, enter the amount of the adjustment, not the new total.

- To increase the annual budget, enter a positive dollar amount in the Budget Adjustment field.

- To decrease the annual budget, enter a negative dollar amount in the Budget Adjustment field.

When you save the adjustment, the system re-calculates the budget and posts the new amount to the Revenue Ledger.

Menu Path: Fund Accounting > Entry & Processing > Budget Ledgers > Revenue Ledger > search for and select a record > click **Adjust Budget** on the Action Bar

Procedure

Adjusting the budget for a Revenue Ledger record

1. Select Fund Accounting > Entry & Processing > Budget Ledgers > Revenue Ledger to display the Revenue Budgets page.

2. In the Selection Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. In the List section, select the budget record you want to adjust, and then click **Adjust Budget**.

4. Tab through the *Budget Unit* and Account fields to display the Current Budget, Receipts, Receivables, and Balance.

5. In the Description field, enter a brief description of the adjustment.

6. In the Control Number field, enter a number to group this record with other transactions (optional).

7. In the Budget Adjustment field, enter the adjustment amount, using a positive number for an increase or negative number for a decrease.

   - Only enter the adjustment. Do not enter the new (resulting) annual budget. For example, to decrease the Current Budget of 10,000.00 to 9,000.00, enter -1,000.00.

8. If you intend to adjust the next record from the Revenue Budgets page's List section, leave the Continuous checkbox selected, Otherwise, clear the checkbox.

9. Click (OK) to post the adjustment directly to the Revenue Ledger. The system calculates the new amount after you post the adjustment.

10. If the Continuous checkbox is selected, the next record from the Revenue Budgets page displays. To adjust this record, repeat Steps 4-8.

    or

    If you cleared the Continuous checkbox, you return to the Revenue Budgets page.

Fields

Budget Unit
Low organization whose revenue budget is being adjusted.

If your Fund Accounting Profile is set up for full expensing, the Full Account Window page will display for entering the budget unit. For the procedure, refer to Full Account Window Page (page 319).

Account
>   Account being adjusted within the low organization.

Current Budget
>   Annual budget for this revenue record.

Receipts
>   Total revenue recorded in the fiscal year to date, as of the period displayed.

Receivables
>   Total receivables currently stored in the record, as of the period displayed.

Balance
>   Budgeted revenue remaining in the fiscal year, as of the period displayed. The system calculates the balance as follows:
>
>   Balance = Current Budget - (Receipts + Receivables).

Description
>   Brief description of the revenue adjustment. [Character/25]

Control Number
>   Optional number to group the adjustment with other transactions for audit trail purposes. This number can be used to access transaction records in the Fund Accounting > Entry & Processing > Detailed Displays > Transactions option.

Budget Adjustment
>   Amount for increasing or decreasing the unit's annual budget amount. Use a positive number to increase the budgeted revenue or a negative number to decrease it. Your entry here affects the following display-only fields, but only after you save the adjustment record.

Post Budget Transfer Page

Use the Post Budget Transfer page to transfer budgeted revenue amounts from one budget unit-account to another. Following are some of the guidelines related to transfers:

- Each transfer requires at least two entries. The first identifies the budget unit-account providing the revenue (From Amount), and the second identifies the budget unit-account receiving the revenue (To Amount).
- You can transfer revenues from one budget unit-account to multiple budget units-accounts, as long as each transfer is within the same fund.
- While you cannot transfer amounts between funds, you can enter transfers within more than one fund in the same record.
- The totals of the From Amount and To Amount fields for each fund must be equal in order to save a record.
- The system generates two transaction records for each individual transfer, one for the From amount and one for the To amount.

Menu Path: Fund Accounting > Entry & Processing > Budget Ledgers > Revenue Ledger > search for and select a record > click **Transfer** on the Action Bar

Procedure

Transferring revenue budget amounts

1. Select Fund Accounting > Entry & Processing > Budget Ledgers > Revenue Ledger to display the Revenue Budgets page.

2. In the Selection Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. Select the budget record you want to adjust, and then click **Transfer** to display the Post Budget Transfer page.

4. If needed, click **Set Period** on the Action Bar to change the Period or Transaction Date for the transfer. Click (OK) to save your entries and return to the Post Budget Transfers page.

5. In the Transfer Number field, enter a number to identify the transfer.

    - If the User Assigned BT (Budget Transfer) Number field in your Fund Accounting Profile is not selected, the system defaults the next available sequential number. You may change this to another unique (unused) number if needed.

6. In the Description field, enter a brief description of the transfer.

7. In the Control Number field, enter a number for tracking the transfer in the Fund Accounting > Entry & Processing > Detailed Displays > Transactions option.

8. Clear the Continuous checkbox. If you are transferring funds for most of the records found in your search, you can keep the box selected, but usually transfers are done for accounts that are selected individually.

9. Click (OK).

10. On the first row in the Transfer section, tab through the *Budget Unit* and Account fields, and then enter a brief description in the Description field.

11. In the From Amount field, enter the amount you are transferring from the current budget unit-account combination. Tab through the To Amount field to accept its 0.00 default.

12. On the next row, enter the *Budget Unit*, Account, and Description for the budget unit-account combination receiving the transfer.

13. Tab through the From Amount field to accept its 0.00 default, and in the To Amount field, enter the amount being transferred to the current budget unit-account combination.

14. If needed, repeat Steps 12-13 if the From Amount is being transferred to more than one account. Make sure the total from the To Amount fields equals the value in the From Amount field.

15. Click ⊛ (OK) to post the transfer and return to the Revenue Budgets page.

16. To enter a transfer for another record in the current list, repeat Steps 3-15.

Fields

Header Section

Use this section to identify the transfer record.

Transfer Number
    Key number identifying the transaction. [Character/8]

- If the User Assigned BT (Budget Transfer) Number field in your Fund Accounting Profile is not selected, the system assigns the auto-generated number that appears in the Profile's Next Budget Transfer Number field. You may change this number if needed; however, you cannot enter a number that was previously used.

- If the User Assigned BT Number field is selected, you must enter a number to identify the transfer.

    To access the transfer in the 👥 Fund Accounting > Entry & Processing > Detailed Displays > Transactions option, enter this number in the option's Journal Entry Number field.

Description
    Brief description or reason for the transfer. [Character/25]

Control Number
    Number for tracking the transfer. [Character/8]

    To access the transfer in the 👥 Fund Accounting > Entry & Processing > Detailed Displays > Transactions option, enter this number in the option's Control Number field. The system generates two records for each individual transfer, one for the From Amount and the other for the To Amount.

Transfer Section

Use this section to identify the budget unit-account combinations used in the transfer. The from and to amounts should be entered on separate rows.

Budget Unit
    Low organization either providing the transfer amount (From Amount) or receiving the transfer amount (To Amount).

    If your Fund Accounting Profile is set up for full expensing, the Full Account Window page will display for entering the budget unit. For the procedure, refer to Full Account Window Page (page 319).

Account
    Revenue account associated with the low organization that is either providing or receiving the transfer amount.

Description
    Brief description or reason for the transfer being made either from or to the current budget unit-account. [Character/25]

From Amount
    Amount being transferred from the budget unit-account identified. Required if you are recording a transfer and enter zero in the To Amount field. If you entered a To Amount, leave this field at its 0.00 default.

To Amount
> Amount being transferred to the budget unit-account identified. If you entered a From Amount, leave this field at its 0.00 default, and use the next row to enter the To Amount.

Totals Section

The following display-only fields provide budget information for the budget unit-account combination on the current transfer line.

Total
> Two totals, the first for the From Amounts and the other for the To Amounts.
>
> - The two fields must be equal before you can save the transaction.
> - If your transfers involve two or more funds, you must make sure that all funds balance as well.
>
> The following display-only fields provide budget information for the budget unit-account currently entered on a transfer line.

Current Budget
> Total revenues budgeted in the fiscal year for this budget unit-account.

Receipts
> Total revenues received in the fiscal year-period to date for the budget record.

Receivables
> Total revenues currently stored in the budget record.

Budget Balance
> Total revenues remaining in the fiscal year for this budget record. The system uses the following formula to calculate the balance:
>
> Budget Balance = Current Budget - (Receipts + Receivables)

Project Ledger

Use this option to create, adjust, review, and delete budget records in your Project Ledger. Projects (or tasks) and accounts identify records in the ledger, in combination with the fiscal year. However, the ledger only applies if you use the Fund Accounting System for project accounting.

The procedures for setting up and maintaining project budgets are similar to those followed with the Expenditure Ledger and Revenue Ledger options. The major difference is that the Project Ledger stores budgets for both expenditures and revenues.

From the Project Budgets page, you can access the following pages:

Reset Period	Project Budgets Adjustment	Transactions
Post Original Budgets	Project Budget Transfer	Period Balances

Menu Path: Fund Accounting > Entry & Processing > Budget Ledgers > Project Ledger

Preview

Project Budgets Page

Use this page to search for and list Project Ledger records. After listing the records you want, you can:

- Access the Post Original Budgets page, which enables you to set up new project budget records.
- Delete records that have zero balances and no activity in the current year.
- Generate the Project Ledger Short Listing, which lists all project records.
- Use Action Bar items to display pages for viewing budget data, adjusting budgets, and transferring funds.

Menu Path: Fund Accounting > Entry & Processing > Budget Ledgers > Project Ledger

Action Bar Items

After you generate a list of budget records in the Project Budgets page, the following items display on the page's Action Bar:

Display Through…	Displays the Reset Period page for changing the period for year-to-date displays and queries but not the year. For details, refer to Resetting Periods (page 143).
Adjust Budget	Displays the Project Budgets adjustment page, which enables you to adjust the annual and per period amounts for a selected budget record. For details, refer to Project Budgets Adjustment Page (page 227).
Transfer	Displays the Project Budget Transfer page for transferring funds from one project-account to another. For details, refer to Project Budget Transfer Page (page 229).
Period Balances	Displays the Period Balances page, which displays expenditure and revenue data recorded for a project-account in a specific period. For details, refer to the Procedures section.

Additional Project Ledger Pages

Besides the pages mentioned in the Action Bar Items section, you can access the following from the Expenditure Budgets page:

- Post Original Budgets Page (page 195) displays by clicking ⊕ (Add New). This page enables you to set up new budget records in your Project Ledger.
- Transactions Page (page 225) displays by selecting a record in the Project Budgets page's List section and then clicking (OK). This page provides complete data on a selected transaction. Transactions can include new budget records, accounts payable and receivable records, payroll charges, purchase orders, requisitions, transfers, and adjustments.

Procedures

Deleting a Project Ledger record

1. Select Fund Accounting > Entry & Processing > Budget Ledgers > Project Ledger to display the Project Budgets page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. In the List section, select the record to delete.

4. Click 🗑 (Delete).

An error message displays if the record's budget does not equal zero or if the record has had transactions recorded against it. In either case, the record cannot be deleted, and the process ends.

5. In the Confirmation dialog, click **Yes**.

Viewing balances in the Period Balances page

The Period Balances page displays details and totals on a selected project record.

1. Select 👥 Fund Accounting > Entry & Processing > Budget Ledgers > Project Ledger to display the Project Budgets page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. In the List section, select the record you want.

4. Click **Period Balances** to display the Period Balances page.

5. Click 🛑 (Back) to return to the Project Budgets page.

Generating the Project Ledger Short Listing report

1. Select 👥 Fund Accounting > Entry & Processing > Budget Ledgers > Project Ledger to display the Project Budgets page.

2. Click 🆗 (OK) to search for and list the ledger's records.

3. Click 🖨 (Print) on the action bar.

4. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *proj_list.rpt*.

Fields

Search Criteria Section

The titles of the fields in this section, except Year and Account, are defined in your Fund Accounting Profile.

Year
>   Four-digit fiscal year. The Year, *Project*, and Account fields combine to identify the project record for a specific project-account.

Project
>   Number identifying a low organization in the Project Ledger.

Account
>   Number identifying the project account associated with the record.
>
>   Expenditure and revenue account ranges are defined in your Fund Accounting Profile. The number you enter must be from one of these ranges.

Project, *Function*, and *Task*
>   Fields identifying a project record's reporting structure. The number of fields used in your system are defined in the Fund Accounting Profile. The reporting structure itself is set up in your Project List.

List Section

The following display-only fields show the content of a project budget record. The first three fields - Year, *Project*, and Account - are described in the Selection Criteria section.

Budget
>   Total expenditures or revenues budgeted in the fiscal year for the project-account.

Period Expense/ Receipt
> Total expenditures or revenues recorded in the period identified.

Total Expense/ Receipt
> Total expenditures or revenues recorded in the year to date.

Encumbrances/ Receivables
> Total encumbrances or receivables currently stored in the project record.

> - An encumbrance is an amount reserved for an expenditure that has not yet been expensed. This can apply to accounts payable and payroll charges.
> - A receivable is revenue that has been billed but has not yet been received.

Balance
> Total budgeted expenditures or revenues remaining for the project-account.

Title
> Title or description of the project.

Account Title
> Title or description of the project account.

Revenue Totals Section

The following fields store totals in the revenue categories indicated for the project records displayed in the page's List section.

Budget
> Total revenues budgeted in the fiscal year.

Period Receipts
> Total receipts in the period identified.

Total Receipts
> Total receipts in the fiscal year to date.

Receivables
> Total receivables currently stored in the displayed records.

Balance
> Total budgeted revenues remaining in the fiscal year for the displayed project accounts. Following is the equation determining the balance: Revenue Balance = Budget - (Total Receipt + Receivables)

Expense Totals Section

The following fields store totals in the expenditure categories indicated for the project records displayed.

Budget
> Total expenditures budgeted for the fiscal year.

Period Expense
> Total expenditures in the period identified.

Total Expense
> Total expenditures in the year to date.

Encumbrance
> Total encumbrances currently stored in the project records.

Balance
> Total budgeted expenditures remaining in the fiscal year for the displayed records. Following is the equation determining the balance: Expenditure Balance = Budget - (Total Expense + Encumbrance)

Sample Project Ledger Short Listing Report

```
POWERSCHOOL                                                              PAGE NUMBER:    1
DATE: MM/DD/YYYY                        YOUR ORGANIZATION'S NAME         POSTPR41.4GL
TIME: HH:MM:SS                          Project Ledger Short Listing

SELECTION CRITERIA: proledgr.yr="YY"

YEAR *Project*                          ACCOUNT
         BUDGET    PERIOD EXPENSES/RECEIPTS  YTD EXPENSES/RECEIPTS   ENCUMBRANCES/RECEIVABLES          BALANCE

YY   1              NEW GYM ELECTRICAL      300    ELECTRICAL SERVICES
        10,100.00                   .00                    .00                    .00          10,100.00
YY   1              NEW GYM ELECTRICAL      301    ELECTRICAL SUPPLIES
         3,450.00                   .00                    .00                    .00           3,450.00
YY   1              NEW GYM ELECTRICAL      302    LIGHTING SUPPLIES
         5,300.00                   .00                    .00                    .00           5,300.00
YY   1              NEW GYM ELECTRICAL      303    HVAC SUPPLIES
         1,250.00                   .00                    .00                    .00           1,250.00
YY   1              NEW GYM ELECTRICAL      304    SOUND SYSTEM SUPPLIES
           500.00                   .00                    .00                    .00             500.00
```

Post Original Budgets Page

Use this page to set up budget records in your Project Ledger. Following are a few things to consider before entering your records:

- A project budget record by the combination of its budget unit from the Project List and account from the Account List.

- The account you assign determines whether the budget record is for expenditures or revenues. The Fund Accounting Profile defines the ranges of numbers that can be used for expenditure accounts and revenue accounts.

- Projects can only be budgeted annually, as opposed to per period. However, the system records their expenditures and revenues on a per period basis for reporting purposes.

Important

If you use the Budget Preparation System, do not use the Post Original Budgets page, until after you have posted your budget for the current fiscal year in either Budget Preparation's Post Budget option or Fund Accounting's Year End option. For details, refer to your Budget Preparation manual and Fiscal Year-End Processing documentation.

Menu Path: ![icon] Fund Accounting > Entry & Processing > Budget Ledgers > Project Ledger > click ⊕ (Add New).

Procedure

Adding a project budget record

1. Select ![icon] Fund Accounting > Entry & Processing > Budget Ledgers > Project Ledger to display the Project Budgets page.

2. Click ⊕ (Add New) to display the Post Original Budgets page.

3. In the *Project* and Account fields, identify the record by entering a project from the Project List and an account from the Account List.

4. In the Control Number field, assign a number for tracking this transaction in the ![icon] Fund Accounting > Entry & Processing > Detailed Displays > Transactions option.

5. In the Transaction Description field, enter a title for the project budget record.

6. In the Project Budget Amount field, enter the total expenditures or revenues to budget in the fiscal year.

7. Click ![icon] (OK) to save the record.

Fields

Project
    Low organization for recording project expenditures or revenues, as stored in the Project List. The field's title is defined in the Fund Accounting Profile's Low Proj(ect) field.

Account
    Account code associated with the project, as stored in the Account List. The ranges for expenditure and revenue accounts are defined in the Fund Accounting Profile.

Transaction Description
    Brief description of the project record. [Character/25]

Control Number
> Optional number for grouping the record with other transactions. [Character/8]
>
> You can use the control number to track budget changes in the ![icon] Fund Accounting > Entry & Processing > Detailed Displays > Transactions option.

Project Budget Amount
> Budgeted expenditures or revenues in the fiscal year for this project-account.

Transactions Page

Use this page to search for and display transactions associated with a project budget record. Transactions can include new budget records, accounts payable and receivable records, payroll charges, purchase orders, requisitions, transfers, and adjustments.

The page displays the following data on each transaction shown:

Fiscal Period	Reference Code	Receipt/Expense Amount
Transaction Date	Description	Receivable/Encumbrance Amount
Transaction Code	Budgeted Amount	

Selecting a transaction displays the Transaction Detail page, where you can view complete information on the transaction and access additional pages for a journal entry, payroll charge, or purchase order.

Transaction Codes

The Fund Accounting System processes and stores a wide range of transactions. The types of transactions are identified by the following codes:

11 - Original Expenditures Budget
12 - Original Revenue Budget
13 - Adjust Expenditures Budget
14 - Adjust Revenue Budget
15 - Original Project Budget
16 - Adjust Project Budget
17 - Add Encumbrance
18 - Change Encumbrance
19 - Journal Entry
20 - Manual/Void Check
21 - Accounts Payable Check
22 - Payroll Transaction
23 - Add/Change Receivable
24 - Post Receipts
25 - Expenditure Budget Transfer
26 - Revenue Budget Transfer
27 - Project Budget Transfer

Procedure

Viewing transaction information for a Project Ledger record

1. Select Fund Accounting > Entry & Processing > Budget Ledgers > Project Ledger to display the Project Budgets page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. To display the Transactions page, select a project, and then click (OK).

4. To list transactions associated with the record, enter criteria in the Search Criteria section, and then click **Find**.

5. To display the Transaction Detail page, select a transaction, and then click 🌐 (OK).

   In this page, you can:

   - Click 🔷 (View Attachments) and 📄 (Notes) to view attachments and notes related to the transaction.
   - Click **More Info**... to display additional information on the transaction. This Action Bar item only applies to transactions related to a journal entry, payroll charge, or purchase order, in which case one of the following pages displays.
     - Journal Entry Information Page - Displays the debits and credits associated with a journal entry.
     - Payroll Transactions Page - Displays basic information on a payroll transaction, including the employee number and name, pay date, distribution, net pay amount, and check number.
     - Purchase Order Detail Listing Page - Displays a list section at the bottom of the page which shows a purchase order's line items. Two additional items display when you access this section: Consolidated and Change Orders. For details, refer to your Purchasing System manual.

Project Budgets Adjustment Page

Use the Project Budgets Adjustment page to adjust budgeted amounts in your Project Ledger.

- To adjust a budget, enter the amount of the adjustment, not the new total.
- To increase the annual budget, enter a positive dollar amount in the Budget Adjustment field.
- To decrease the annual budget, enter a negative dollar amount in the Budget Adjustment field.

When you save the adjustment, the system re-calculates all of the fields affected and posts the new amounts to the Project Ledger.

Menu Path: 👤 Fund Accounting > Entry & Processing > Budget Ledgers > Project Ledger > search for and select a record > click **Adjust Budget** on the Action Bar

Procedure

Adjusting the budget for a Project Ledger record

1. Select 👤 Fund Accounting > Entry & Processing > Budget Ledgers > Project Ledger to display the Project Budgets page.
2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. In the List section, select a record, and then click **Adjust Budget** to display the Project Budgets adjustment page.
4. Tab through the *Project* and Account fields to display budget information in the Current Budget, Expense/Receipts, Encumbrances/Receivables, and Balance fields.
5. In the Description field, enter a brief description of the adjustment.
6. In the Control Number field, enter a number to group this record with other adjustments (optional).
7. In the Budget Adjustment field, enter the amount of the adjustment, using a positive number for an increase or a negative number for a decrease.
   - Only enter the adjustment. Do not enter the new (resulting) budgeted amount. For example, to decrease the Current Budget of 10,000.00 to 9,000.00, enter -1,000.00.
8. If you intend to adjust the next record from the Project Budgets page's List section, leave the Continuous checkbox selected. Otherwise, clear the checkbox.
9. Click 🌐 (OK) to post the adjustment directly to the Project Ledger. The system calculates the new amount after you post the adjustment.
10. If the Continuous checkbox is selected, the next record from the Project Budgets page displays. To adjust this record, repeat Steps 4-9.

    or

    If you cleared the Continuous checkbox (Step 8), you return to the Project Budgets page.

Fields

Project
   Low project organization whose budget is being adjusted.

Account
   Project account being adjusted.

Current Budget
   Annual budget for this project record.

Expense/ Receipts
Total expenditures or revenues recorded.

Encumbrances/ Receivables
Total encumbrances or receivables stored in the record.

Balance
Budgeted expenditures or revenues remaining in the fiscal year. The system calculates the balances for expenditures and revenues as follows:

Expenditure Balance = Current Budget - (Expense + Encumbrances)

Revenue Balance = Current Budget - (Receipts + Receivables)

Description
Brief description of the adjustment. [Character/25]

Control Number
Optional number to group the record with other transactions. [Character/8]

You can use the control number to track budget changes in the Fund Accounting > Entry & Processing > Detailed Displays > Transactions option.

Budget Adjustment
Amount for increasing or decreasing the account's annual budget amount. Use a positive number to increase the budget or a negative number to decrease it.

Project Budget Transfer Page

Use this page to transfer budgeted expenditure or revenue amounts from one project-account to another. Following are some of the guidelines related to transfers:

- Each transfer requires at least two entries. The first identifies the project-account providing the budgeted amount (From Amount), and the second identifies the project-account receiving the amount (To Amount).

- You can transfer amounts from one project-account to multiple project-accounts, as long as they are within the same fund.

- While you cannot transfer amounts between funds, you can have transfers within more than one fund in the same transaction record.

- The totals of the From Amount and To Amount for each fund must be equal before in order to save a record.

- The system generates two transaction records for each individual transfer, one for the From Amount and one for the To Amount.

Menu Path: Fund Accounting > Entry & Processing > Budget Ledgers > Project Ledger > search for and select a record > click **Transfer** on the Action Bar

Procedure

Transferring project budget amounts

1. Select Fund Accounting > Entry & Processing > Budget Ledgers > Project Ledger to display the Project Budget Transfer page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. Select the record you are transferring funds from, and then click **Transfer** to display the Project Budget Transfer page.

4. If needed, click **Set Period** on the Action Bar to change the Period or Transaction Date for the transfer. Click (OK) to save your entries and return to the Post Budget Transfers page.

5. In the Transfer Number field, enter a number to identify the transaction.

   - If the User Assigned BT (Budget Transfer) Number field in your Fund Accounting Profile is not selected, the system defaults the next available sequential number. You may change this to another unique (unused) number, if needed.

6. In the Description field, enter a brief description of the transfer.

7. In the Control Number field, enter a number for tracking the transfer in the Fund Accounting > Entry & Processing > Detailed Displays > Transactions option.

8. Clear the Continuous checkbox. If you are transferring funds for most of the records found in your search, you can keep the box selected but usually transfers are done for accounts that are selected individually.

9. Click (OK).

10. On the first row in the Transfer section, tab through the *Project* and Account fields, and then enter a brief description in the Description field.

11. In the From Amount field, enter the amount you are transferring from the current project-account combination. Tab through the To Amount field to accept its 0.00 default.

12. On the next row, enter the *Project*, Account, and Description for the project-account receiving the transfer.

13. Tab through the From Amount field to accept its 0.00 default, and in the To Amount field, enter the amount being transferred to the current project-account combination.

14. If needed, repeat Steps 12-13 if the From Amount is being transferred to more than one account. Make sure the total from the To Amount fields equals the value in the From Amount field.

15. Click ![OK] (OK) to post the transfer and return to the Project Budgets page.

16. To enter a transfer for another record in the current list, repeat Steps 3-15.

Fields

Header Section

Use this section to identify the transfer record.

Transfer Number
Key number identifying the transaction.

- If the User Assigned BT (Budget Transfer) Number field in your Fund Accounting Profile is not selected, the system assigns the auto-generated number that appears in the Profile's Next Budget Transfer Number field. You may change this number if needed; however, you cannot enter a number that was previously used.

- If the User Assigned BT Number field is selected, enter a unique (unused) number to identify the transfer.

To access the transfer in the ![icon] Fund Accounting > Entry & Processing > Detailed Displays > Transactions option, enter this number in the option's Journal Entry Number field.

Description
Brief description or reason for the transfer. [Character/25]

Control Number
Number for tracking the transfer. [Character/8]

To access the transfer in the ![icon] Fund Accounting > Entry & Processing > Detailed Displays > Transactions option, enter this number in the option's Control Number field. The system generates two records for each individual transfer, one for the From Amount and the other for the To Amount.

Transfer Section

Use this section to identify the project-account combinations used in the transfer. The from and to amounts should be entered on separate rows.

Project
Low organization either providing the transfer amount (From Amount) or receiving the transfer amount (To Amount).

Account
Account associated with the project. You can only transfer amounts between accounts of the same type (expenditures or revenues).

Description
Brief description or reason for the transfer being made either from or to the current project-account. [Character/25]

From Amount
Amount being transferred from the project-account identified.

If you are entering a To Amount, leave this field at its 0.00 default.

To Amount
> Amount being transferred to the project-account identified.
>
> If you entered a From Amount, leave this field at its 0.00 default, and use the next row to enter the To Amount.

Totals Section

The following display-only fields provide budget information for the project-account combination on the current transfer line.

Total
> Two totals, the first for the From Amounts and the other for the To Amounts.
>
> - The two fields must be equal before you can save the transaction.
> - If your transfers involve two or more funds, you must make sure that all funds balance as well.

Current Budget
> Total amount budgeted for the project-account.

Expenditures/Revenues
> Total expenditures in the fiscal year to date for an expenditure project-account. If this is a revenue record, then the field shows the total revenues recorded.

Encumbrances/Receivables
> Total encumbrances in the fiscal year to date for an expenditure project-account. If this is a revenue record, then the field shows the total receivables recorded.

Budget Balance
> Total expenditures or revenues remaining in the fiscal year for the project-account. The system uses the following formulas to calculate the expenditure or revenue balance:
>
> Expenditure Budget Balance = Total Budget - (Expenditures + Encumbrances)
>
> Revenue Budget Balance = Total Budget - (Revenues + Receivables)

Batch Budget Adjustments

Use this option to set up and maintain budget adjustment records that are stored in batch files. The option displays the Batch Budget Adjustments page. From this page, you can access additional pages for adding, updating, importing, printing, and posting batch adjustments.

Menu Path: Fund Accounting > Entry & Processing > Budget Ledgers > Batch Budget Adjustments

Preview

Batch Budget Adjustments Page

Use this page to add, maintain, and post batch budget adjustment records. The Batch Budget Adjustments page's Batch Selection section includes two list sections:

- The upper section lists batch files of adjustment records. You can choose to display batch files that you created or show all batch files stored in your database.

- The lower section lists the adjustment records stored in a batch file selected in the upper section.

The procedures for adding, updating, deleting, importing, printing, and posting batch budget adjustments follow this section.

Menu Path: 👤 Fund Accounting > Entry & Processing > Budget Ledgers > Batch Budget Adjustments

Action Bar Items

The Action Bar on the Batch Budget Adjustments page displays the following items:

Release/Post	Displays the Release/Post page, which lets you prepare a batch file's records for posting and perform the actual posting process. If you are using approvals for batch budget adjustments, running the release and post routes the records to the approval process. For details, refer to Releasing and Posting Batch Budget Adjustments (page 252).
Set Period	Displays the Set Period page, where you can change the period, fiscal year, and transaction date. You can also change the period and year when adding or changing a batch record. For details, refer to Resetting Periods (page 143).
Reports	Generates a detail or summary report on the adjustments, as outlined in the Generating Batch Budget Adjustment Reports section. For details, refer to Generating Batch Budget Adjustment Reports (page 246).
Print Multiple Batches	Displays the Print Adjustments Selection page, which lets you generate an edit list of one or more batch files. For details, refer to Generating Batch Budget Adjustment Reports (page 246).
Import	Displays the File Import and Data Selection page, which enables you to import batch budget adjustments from files stored on your computer or shared network that have the following extensions: .xml, .exml, .csv, .txt, or .unl. For details, refer to File Import and Data Selection Page (page 240).

When you select a batch adjustment record in the page's lower list section, Release/Post continues to display on the Action Bar, along with the following items:

Approval Status	Displays the Budget Adjustment Approval Status page, where you can view the status of your batch adjustment records. This item is available in the Batch Budget Adjustments page's Details section for adjustments that have been routed for approval through the Release/Post process. For details, refer to Budget Adjustment Approvals Page (page 276).
Delete Row	Deletes a selected budget adjustment record. For details, refer to Deleting Batch Files and Adjustment Records (page 239).

Understanding Batch Adjustments

Prior to posting a batch of file adjustment records, you can print an edit list of the file's contents and change or delete the adjustments as needed. You can then release the batch and post its adjustment records to your database. If you are using approvals, the release and post process will route records to the approval process.

Following are a few points to keep in mind about batch adjustments:

- As with regular budget adjustments, you enter the amount of the adjustment, not the amount of the new budget. Use a positive number to increase a budget or a negative number to decrease one.
- You can adjust expenditure and revenue budgets, but not project budgets. Project adjustments are made in the Project Ledger.
- You can require that adjustments be approved prior to posting.
- With expenditure adjustments, you can only change the budget amounts for specific periods. With revenue adjustments, the periods selected relate only to posting, since revenues can only be budgeted on an annual basis.
- You can delete individual adjustment records or an entire batch.

Batch Adjustments/Transfers and Pending Balances

The system tracks a pending balance for all Expenditure Ledger records. The pending balance is equal to the record's actual budgetary balance with all existing batch budget adjustments and transfers included. When performing budget checking for a financial transaction, the system refers to the pending balance for the Expenditure Ledger record.

Therefore, batch budget adjustments and transfers can affect your ability to enter transactions for an Expenditure Ledger record, depending on:

- The amount of all batch budget adjustments and transfers for the Expenditure Ledger record.
- The Check Budget Balance setting for the associated budget unit on the Organization Chart.

Viewing the pending balance for an Expenditure Ledger record

1. Select ⛄ Fund Accounting > Entry & Processing > Budget Ledgers > Expenditure Ledger to display the Expenditure Budgets page.
2. In the Selection Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.
3. Select the record, and then click **Budget Control** on the Action Bar.
4. In the Budget Control Status page, select the Expenditure Ledger record, and then click **Period Balances**.

   The Period Balances page shows the ledger record's actual Balance alongside the Pending Balance. These amounts will differ if there are batch budget adjustments and transfers for the record.

Adding Batch Adjustment Records

Use the Add Batch Budget Adjustments page to create new adjustment records. You can add a new batch file while entering an adjustment or add an adjustment to an existing batch, depending on your entry in the page's Control Number field.

Menu Path: ⛏ Fund Accounting > Entry & Processing > Budget Ledgers > Batch Budget Adjustments > click ⊕ (Add New).

Action Bar Items

The page's Action Bar displays the following items:

Expenditure Ledger	Displays the Expenditure Budgets page, where you can access records in your Expenditure Ledger. For details, refer to Expenditure Budgets Page (page 188).
Revenue Ledger	Displays the Revenue Budgets page, where you can access records in your Revenue Ledger. For details, refer to Revenue Budgets Page (page 208).

Procedure

Adding a budget adjustment to a new or existing batch file

1. Select ⛏ Fund Accounting > Entry & Processing > Budget Ledgers > Batch Budget Adjustments to display the Batch Budget Adjustments page.

2. Click ⊕ (Add New) to display the Add Batch Budget Adjustments page.

3. In the Control Number field, enter a code to identify the batch.

   - Start a new batch by entering a unique (unused) number.
   - Add the adjustment to an existing batch by entering the batch's number.

4. In the *Approval* field, select the approval group responsible for approving or denying the adjustment. This field only displays if you are using approvals, as determined by the Fund Accounting Profile.

5. If needed, change the Period and Year fields.

   You can only select the current or prior year. If you select the prior year, you must change the Period field to 13, which is only used at the end of a fiscal year.

6. In the *Budget Unit* and Account fields, identify the budget record to adjust.

   When you complete the Account field, the record's budget data displays in the Balance Information section.

7. In the Description field, provide a brief description of the adjustment. [Character/25]

8. In the Budget Adjust(ment) field, enter the amount of the adjustment.

   - To increase the value in the Current Budget field, use a positive number. For example, to increase a budget from $9,000 to $10,000, enter 1000.
   - To decrease the value in the Current Budget field, use a negative number. For example, to reduce a budget from $9,000 to $8,000, enter -1000.

9. Click 🌀 (OK) to save the adjustment.

   Saving a new record automatically assigns a Hold status to prevent it from being posted. For details, refer to the Batch Payable Hold Status section in Batch Accounts Payable Processing (page 346).

Fields

Detail Information Section

A batch adjustment is identified by a combination of the Control Number, Period/Year, *Budget Unit*, and Account fields. As a result, a batch cannot have two records where the data in these fields is the same.

Entered By
> Login ID of the person entering the adjustment. Display only.

Control Number
> Number identifying the batch record. [Character/8]

Approval
> Approval group responsible for approving or denying the adjustment. This field only displays if you are using approvals, as determined by the Fund Accounting Profile. Select a group from the field's drop-down list.

Period
> Accounting period within the fiscal year, 1-13. The current period displays by default, but may be changed if needed. Note that Period 13 is only used after the end of a fiscal year.

Year
> Four-digit fiscal year. The current year displays by default. You can change this to the prior year, but then you must also change the Period field to period 13.

Budget Unit
> Number identifying a budget unit (low organization) in the Expenditure or Revenue Ledger.
>
> If your Fund Accounting Profile is set up for full expensing, the Full Account Window page will display for entering the budget unit. For the procedure, refer to Full Account Window Page (page 319).

Account
> Number identifying the account associated with the budget unit.

Description
> Brief description of the adjustment. [Character/25]

Budget Adjust(ment)
> Dollar-and-cents amount to add to or subtract from the budget unit-account's current balance.
>
> - To add an amount, enter a positive number, for example, 1250.00.
> - To subtract an amount, enter a negative number, for example -1250.00.
>
> The budget unit-account's balance displays in the Current Balance field of the Balance Information section, after you complete the Account field.

Hold
> Checkbox preventing an adjustment from being posted. If the box is selected (default setting), the record cannot be posted.
>
> The Hold field only displays in the Change Batch Budget Adjustments page. It does not display when you are adding an adjustment. Use the Release/Post item on the Action Bar to clear the box in the Batch Budget Adjustments page, or you change the field directly in the Change Batch Budget Adjustments page.

Balance Information Section

The following display-only fields show current budget and balance information for the selected budget unit-account. A system-generated projected balance displays in the Adjust(ed) Balance field after you save a record. However, the balance does not take effect until you post the batch file.

Organization Title
> Title of the budget unit (low organization) entered in the Detail Information section's *Budget Unit* field.

Account Title
> Title of the account entered in the Detail Information section's Account field.

Current Budget
> Amount budgeted in the fiscal year for the budget unit-account.

Expenditures/Receipts
> Total expenditures charged to the budget unit-account in the year to date. If this is a revenue budget record, the value shown is the total revenues received in the year to date.

Encumbrance/Receivable
> Total encumbrances currently stored for the budget unit-account. If this is a revenue budget record, the value shown is the total receivables stored for the budget unit-account.

Current Balance
> Total expenditures or revenues budgeted for the remainder of the fiscal year. The system calculates the balance as follows:
>
> Expenditure Balance = Budget - (Expense Total + Encumbrance Total)
>
> Revenue Balance = Budget - (Receipt Total + Receivable Total)

Pending Adjust(ment)
> Adjustment amount currently stored in the batch record. If this is a new record, 0.00 defaults to the field.

Adjust(ed) Sub-Total
> Current balance after the adjustment is posted. The system calculates the sub-total follows:
>
> Adjusted Sub-Total = Current Balance - Pending Adjustment

Adjust(ed) Balance
> New budget total after applying the adjustment. The balance, which displays after you enter the budget adjustment, is calculated as follows:
>
> Adjusted Balance = Adjusted Sub-Total - Budget Adjustment

Changing Batch Adjustment Records

Use the Change Batch Budget Adjustments page to update batch adjustment records. You can only change the following fields: Period, Year, Description, Budget Adjust(ment), and Hold. All other fields are display only.

Action Bar Items

The page's Action Bar displays the following items:

Expenditure Ledger	Displays the Expenditure Budgets page, where you can access records in your Expenditure Ledger. For details, refer to Expenditure Budgets Page (page 188).
Revenue Ledger	Displays the Revenue Budgets page, where you can access records in your Revenue Ledger. For details, refer to Revenue Budgets Page (page 208).

Procedure

Changing a Batch Budget Adjustment record

1. Select 👥 Fund Accounting > Entry & Processing > Budget Ledgers > Batch Budget Adjustments to display the Batch Budget Adjustments page.

2. In the upper list section, select the batch containing the adjustment record you want to change.

3. If needed, click Set Period to change the fiscal year period or transaction date.

4. In the lower list section, select the adjustment record, and then click 🆗 (OK).

5. In the Change Batch Budget Adjustments page, change the following fields as needed:

Period	Accounting period in the fiscal year, 1-13. Period 13 is only used after the end of a fiscal year.
Year	Four-digit fiscal year. You can change this to the prior year, in which case you must also change the Period field to period 13.
Description	Brief description of the adjustment. [Character/25]
Budget Adjust (ment)	Dollar-and-cents amount to add to or subtract from the budget unit-account's current balance. You may enter a positive or negative number; for example, to reduce the current balance by $1000, enter -1000.
Hold	Checkbox preventing the adjustment from being posted. If the box is selected (default), the record cannot be posted. You can clear the box for the current adjustment or use the Release/Post item in the Batch Budget Adjustments page to release all adjustment records within a batch.

6. Click 🆗 (OK) to save the record.

7. When you return to the Batch Budget Adjustments page's Details section, you can select another adjustment from the same batch or click 🔴 (Back) to return to the upper list section.

8. If an adjustment is under review for approval, a confirmation displays asking if you want to restart the approval process. If you click **Yes** to restart the process, the status of the records is reset to Open.

Deleting Batch Files and Adjustment Records

In the Batch Budget Adjustments page, you can delete individual adjustment records and entire batch files. The batch files stored in the system display in the list at the top of the page. When you select a batch, its records display in the bottom list section.

Before deleting any adjustment records or batch files, you may want to run a report to review their data. For details, refer to Generating Batch Budget Adjustment Reports (page 246).

Menu Path: Fund Accounting > Entry & Processing > Budget Ledgers > Batch Budget Adjustments

Procedures

Deleting an individual Batch Budget Adjustment record

1. Select Fund Accounting > Entry & Processing > Budget Ledgers > Batch Budget Adjustments to display the Batch Budget Adjustments page.

2. In the upper list section, select the batch file that contains the record.

3. In the lower list section:

    - To delete a record immediately, select the record, and then click **Delete Row**.

    - To view a record before deleting it, select the record, and then click (OK) to display the record's data in the Change Batch Budget Adjustment page. Click (Back) to return to the Batch Budget Transfer page. If you still wish to delete the record, select it in the lower section, then click **Delete Row**.

4. If you are sure you want to delete the adjustment, click **Delete Row**.

    or

    To review the adjustment first, select the record, and then click (OK) to display its data in the Change Batch Budget Adjustments page. If you are sure you want to delete the record, click (Delete) on the toolbar, and then click **Yes** in the confirmation dialog.

Deleting a batch file and all of its adjustment records

1. Select Fund Accounting > Entry & Processing > Budget Ledgers > Batch Budget Adjustments to display the Batch Budget Adjustments page.

2. In the upper list section, select the batch file you want to delete.

3. Click (Delete).

4. In the Confirmation dialog, click **Yes**.

File Import and Data Selection Page

The Batch Budget Adjustments page's Import item enables you to load batch budget adjustments from files stored either on your personal computer or network server.

Menu Path: Fund Accounting > Entry & Processing > Budget Ledgers > Batch Budget Adjustments > click **Import** on the Action Bar

Import Wizard

The Import item launches the Import Wizard, which takes you step by step through:

- Loading the file.
- Mapping the columns on the file to the fields in the database table.
- Mapping static columns that are required by the Batch Budget Adjustment option, but not defined in the file.
- Saving the mapping that was created to be used for future file imports.
- Viewing a list of warnings and error messages generated during the data validation. These are the same messages a user receives when manually adding batch budget adjustment records.

File Requirements

Your ability to import a file depends on the following:

- You must have the proper security resource to access the Import item.
- The data in the file's fields must comply with the field requirements in budget adjustment records. For example, if a field requires numeric data and the field in the external file contains characters, the system cannot import the file.
- The file must be formatted as XML Spreadsheet 2003, Comma Separated (CSV), Tab-Delimited (TDF/TXT), or Pipe-Delimited (|).
- The extension on the file to be imported must be *.xml, *.exml, *.csv, *.txt, or *.unl.

Creating a File for Import

Users can create the file to be imported into batch budget adjustments in any manner they choose. The easiest way is to use a spreadsheet program. The file can contain one or more batches of budget adjustments. The database table used to store batch budget adjustment is *dexpledgr*.

The file created can contain any of the following fields in any order. Once the file is created, it must be saved with the extension *.xml, *.exml, *.csv, *.txt, or *.unl.

- *dexpledgr.batch* (Control Number) – Required

  Required, must be included in the file or entered in the Static Column Value Mapping page of the wizard.

  > **Note**
  >
  > If importing multiple budget adjustments that should have different control numbers, the control numbers must be in the file. When the control number is set on the Static Column Value Mapping page, all budget adjustments will be linked to the same control number.

- *dexpledgr.key_orgn* (*Budget Unit*) - Required
- *dexpledgr.account* (Account) – Required
- *dexpledgr.amount* (Adjustment Amount) – Required

- *dexpledgr.yr* (Fiscal Year) – Required

  If the fiscal year is not in the file, the fiscal year will default on the Static Column Value Mapping page. The default is from the Year field on the Fund Accounting Profile. This field can be modified to the prior year if necessary.

  If importing multiple adjustments spanning multiple years, then this field should be included in the file, otherwise it can be entered in the Static Column Value Mapping page of the wizard and that value will be used for all adjustments.

- *dexpledgr.period* (Period) – Required

  If the period is not in the file, the period will default on the Static Column Value Mapping page. The default is from the Period field on the Fund Accounting Profile. This field can be modified to another period if necessary.

  If importing multiple adjustments spanning multiple periods, then this field should be included in the file, otherwise it can be entered in the Static Column Value Mapping page of the wizard and that value will be used for all adjustments.

- *dexpledgr.app_group* (*Approval*)

  Required, if Budget Transfers/Adjustment Approvals field on the Fund Accounting Profile is selected.

  If importing multiple adjustments with different approval groups, then this field should be included in the file, otherwise it can be entered in the Static Column Value Mapping page of the wizard and that value will be used for all adjustments.

Control Buttons

The Import Wizard displays the following controls for navigating from page to page:

- **Next** - advances you to the next page.
- **Previous** - returns you to the previous page.
- **Cancel** - returns you to the Batch Budget Adjustments page.

Procedure

Importing batch budget adjustment records

1. Select Fund Accounting > Entry & Processing > Budget Ledgers > Batch Budget Adjustments to display the Batch Budget Adjustments page.
2. Click **Import** to display the File Import and Data Selection page.
3. Click **Browse...** in the File to Import field to locate the file that you want to import from your personal computer or network server.
4. Once the file is located, select the file, and click **Open** to display the file in the File to Import field.
5. Click **Load** to load the data from the file into the Import File Data section of the File Import and Data Selection page.
6. In the Import File Data section, select the line that will be used for the Column Titles, and then click the following:
   - **Set Column Titles** - to display the data selected in the column headings of the Import File Data section.
   - **Reset Column Titles** - to put the line back into the list section, if you selected the wrong line. After clicking this button, select the correct line and then click Set Column Titles again.

7. Once the column titles are set, select the lines of the file to be imported.

    - To select a range of consecutive lines, select the first line, hold down the <Shift> key, and then click the last line.

    - To select lines individually, hold down the <Ctrl> key, and then click each line.

    - To select all of the lines from the import, click **Select All**.

    Note that selecting blank rows will prevent the import process from completing. To remove a blank row, hold down <Ctrl>, and then click on the row.

8. When the lines have been selected, click **Next**.

9. In the Define Column Mapping page:

    - Select a mapping from the drop down in the Saved Import Mapping field,

      or

    - Tab into the Table Field column for the first Import File Column to map the file column to the appropriate field in the database table.

    The Field Description column will default to a user-friendly name and cannot be changed.

10. After mapping the columns in the file to the fields in the database table, click **Next**.

    - If the data in the file does not meet the requirements of the database table, the Import Errors page displays. You cannot proceed until the file or mapping is corrected.

    - If there are no errors with the requirements between the data in the file and the database table, proceed to Step 11.

11. In the Static Column Value Mapping page:

    - Required fields from the database table that are not mapped on the Define Column Mapping page will display.

    - Non-required fields that are in the database table and not in the file can be selected by clicking **Append Row**. When the *dexpledgr.yr* (Fiscal Year) and *dexpledgr.period* (Period) are mapped statically, their values will default.

    Values entered in the Static Column Value Mapping page will be used for every line number in the file being imported. For details, refer above to the Creating a File for Import section.

12. Once the static mapping is complete, click **Next**.

13. In the Save Import Mapping page:

    - To identify the mapping you defined, assign a unique name.

    - To allow the mapping to be used by anyone who can import a file, select Public, which allows users to modify the mapping if needed.

    - To limit use of the mapping to yourself, select Restricted, which allows only the owner to update the saved mapping.

    > **Note**
    >
    > The ability to add and update an import mapping on the Save Import Mapping page is dependent on security, in addition to the Restricted field.

14. Click **Finish** to exit the Import Wizard.

15. If there are any errors found during data validation of the file being imported, the Import Status page displays error and warning messages:
    - The Line # column represents the line number in the actual file to help you find the data that needs to be corrected before it can be imported.
    - The Summary Information section displays the number of Errors, Warnings, and Successes. If there are no Successes, the Import item will not appear on the page.
    - In the Display Results field, you can choose to display Warnings Only, Errors Only, Warnings/Errors Only, or Show All.
    - You can print the listing of errors by clicking 🖨 (Print).

    You can choose to import any successes by clicking **Import**, or you can choose to correct the file and run through the import process again. To exit without importing any records, click 🔴 (Back).

16. If no errors are found in the data validation or if the Import item is selected in the Import Status page, a confirmation dialog displays.

    Click **Yes** to import the file.

17. A final confirmation dialog displays, listing the batch adjustments imported into Batch Adjustments. Click **OK** to complete the process.

    The budget adjustment will now display in the Batch Budget Adjustments page. The budget adjustment's Hold Status will be set to On Hold.

Fields

File Import and Data Selection Page

This page allows users to select the file and records to import into Batch Budget Adjustments.

File to Import
    The directory path indicating the location of the file on your personal computer or network server, in addition to the file's name.

Line #
    The number representing the line in the file to be imported.

Column 1- Column 30Column 1 - 100
    Represents the column headings for the file to be imported.

Define Column Mapping Page

This page allows users to map the columns in the file to be imported with the fields in database table.

Saved Import Mapping
    Lists the mapping you created or mappings set to public. When a saved mapping is selected, the table field mapping defaults into the page's Column Mapping section.

Import File Column
    Lists the Column Titles set on the File Import and Data Selection page.

Table Field
    Lists the table and field names from the database table. Select the appropriate field to map the Import File Column item to.

Field Description
    User-friendly name for the value in the Table Field column. Display only.

Import Errors Page

This page generates a list of errors where the data in the file does not match the requirements of the fields in the database table.

Line #
> The number representing the line in the file to be imported.

Import File Column
> Lists the Column Titles set on the File Import and Data Selection page.

Table Field
> Lists the table and field names from the database table.

Value
> The data in the field that is generating the error.

Error Message
> The error message explaining why the value does not meet the database requirements.

Static Column Value Mapping Page

This page allows users to statically map required fields in the database table to a value. This value is used for all lines of the file to be imported.

Table Field
> Lists the table and field names from the database table that have not been mapped on the Define Column Mapping page.
>
> - Required fields will default in this field.
> - Non-required fields can be added by selecting Append Row.

Field Description
> User-friendly name for the value in the Table Field column. Display only.

Value
> The value that will be used for all rows in the file to be imported.

Save Import Mapping Page

This page allows users save the mapping created in the Define Column Mapping and Static Column Value Mapping pages.

Mapping Name
> Name identifying the mapping.

Owner
> Identifies the user who created the mapping, as well as the date and time. If another user updates the mapping, this user's ID displays instead.

Public
> Select this checkbox to allow all users access to the mapping. The mapping will appear in the Saved Import Mapping field of the Define Column Mapping page.
>
> Clear the box to prevent others from using this mapping, in which case only the owner will have access.

Restricted
> Select this checkbox to prevent users from updating the mapping if selected in the Saved Import Mapping field of the Define Column Mapping page. In this case, only the owner will be able to update the mapping.
>
> Clear the box to allow other users to update the saved mapping.

Save Option
> Determines how the mapping should be saved.

Select:

Create new mapping- to require a unique Mapping Name

Update existing mapping- to update the existing mapping with changes made on the Define Column Mapping page or Static Column Value Mapping page.

Do not save mapping- to not save any changes made to the existing mapping or to not save new mapping.

Import Status Page

This page allows users to see error and warning messages generated during the data validation of the Import to Batch Budget Adjustments.

Number of Errors
The count of errors found during the data validation that will prevent the data from being imported. Display only.

Number of Warnings
The count of warnings found during the data validation. Warnings will not prevent the data from being imported. Display only.

Number of Successes
The count of successes found during the data validation. Display only.

Display Results
Allows you to decide which records you want to display in the list and on the Import Status Report.

Select:

Show Errors Only - to only show the error messages preventing the lines from being imported.

Show Warnings Only - to only show warning messages.

Show Errors/Warnings Only - (default)- to show both the error and warning messages.

Show All - to show errors, warnings, and successes.

Indicator
Displays the indicators for errors, warnings, and successes.

Line #
The number representing the line in the file to be imported.

Status
Displays error and warning messages. Also displays successes if Show All is selected in the Display Results field.

Generating Batch Budget Adjustment Reports

The Batch Budget Adjustments option enables you to generate a variety of reports on your adjustment records. You can use these reports to verify that the data in your records is correct in terms of the adjusted amounts, the budget units/accounts affected, and their current and pending balances.

Menu Path: ⛻ Fund Accounting > Entry & Processing > Budget Ledgers > Batch Budget Adjustments

Report Options

The Batch Budget Adjustments page provides three report options:

Reports	Action Bar item. Enables you to generate a detail report on selected adjustment records or a summary report on all budget unit/account records in your system, including the projected balances from budget adjustments.
	The detail report's title is Proposed Budget Amendments Detail Listing, while the summary report's title is Proposed Budget Summary Report.
Print Multiple Batches	Action Bar item. Enables you to generate a detail report on selected batch files. The report's title is Proposed Budget Amendments Listing.
🖨 (Print)	Toolbar item. Enables you to generate a detail report on a selected batch file. This report, Proposed Budget Amendments Listing, is the same as the one produced by the Print Multiple Batches item in terms of title and format. The difference is that with this option, you can only generate a report on a single batch file.

Procedure

Following are procedures for using the Batch Budget Adjustments page's report options:

Using the Reports item

1. Select ⛻ Fund Accounting > Entry & Processing > Budget Ledgers > Batch Budget Adjustments to display the Batch Budget Adjustments page.

2. Click **Reports**.

3. In the Report Option section, select one of the following radio buttons:

Detail Report	Generates a detail report on selected batch files. The report's data includes budget/account codes, adjustment amounts, batch control numbers, and record status codes.
Summary Report	Generates a summary report on all of your budget code records. The report's data includes budget/account codes, approved budget amounts, proposed adjustments, and proposed amended budget balances.

4. In the Report Criteria section, the following fields display for the Detail Report option. If you selected the Summary Report option, skip this step.

Entered By	Enables you to enter User IDs. To enter multiple IDs, use the pipe symbol, for example, blaketom|chandgeo|whitemar. To select solely on Control Number, leave the field blank.
Control Number	Enables you to enter the numbers identifying batch files. To enter multiple Control Numbers, use the pipe symbol, for example, A3547|A3555|A3558. To reference all batch files, leave the field blank.

5. Use the following fields to select the report's primary and secondary sort orders:

Organization Sort	Select a reporting level to use as the primary sort order. The choices include: Organization, Fund, and Levels 2-9.
Account Sort	Select one of the following as the secondary sort order: Account, First Sub-Account, Second Sub-Account, or Third Sub-Account.

6. Click 🟢 (OK).

7. In the Print page, enter your report settings. The report's title and default file name depends on the option selected in Step 3:

Detail	Proposed Budget Amendments Detail Listing	*bud_rept.rpt*
Summary	Proposed Budget Summary Report	*bud_sum.rpt*

8. Click **OK** to generate the report.

Using the Print Multiple Batches item

1. Select 👤 Fund Accounting > Entry & Processing > Budget Ledgers > Batch Budget Adjustments to display the Batch Budget Adjustments page.

2. Click **Print Multiple Batches**.

3. In the Control Number field:

   - Select an individual batch file by entering its Control Number.
   - Select multiple batch files by using the pipe symbol, for example, EJ1530|MR2850|LT1100.
   - Select all available batch files by leaving the field blank.

4. Click 🟢 (OK).

5. In the Print window, enter your settings, and click **OK**. The report's default file name is *budamdt.rpt*.

Using 🖨 (Print)

1. Select 👤 Fund Accounting > Entry & Processing > Budget Ledgers > Batch Budget Adjustments to display the Batch Budget Adjustments page.

   The page's upper list section shows all the batch files stored in your system.

2. Select the batch file to include in the report.

3. Click 🖨 (Print).

4. In the Print window, enter your settings, and click **OK**. The report's default file name is *budamdt.rpt*.

Sample Reports

The following reports were produced using the Reports, Print Multiple Batches, and Print items, as noted in the titles:

- The first two samples are the detail and summary reports generated by the Reports item.
- The third sample, which shows multiple batches, can only be generated with the Print Multiple Batches item.
- The fourth sample, a detail report showing records in an individual batch file, can be generated by both the Print Multiple Batches and Print items. The difference between the two is that the Print Multiple Batches item can print both individual and multiple files, while the 🖨 (Print) can only print an individual file.

Sample Proposed Budget Amendments Detail Listing (Reports Item)

```
POWERSCHOOL                                                                  PAGE NUMBER: 1
DATE: MM/DD/YYYY                          YOUR ORGANIZATION'S NAME           MODULE NUM: DBUDRPT!
TIME: HH:MM:SS                      PROPOSED BUDGET AMENDMENTS DETAIL LISTING

SELECTION CRITERIA:  ALL

    MAJOR                                   AMENDMENT                        CONTROL    TRANSFER
    OBJECT     BUDGET CODE                     AMOUNT   DESCRIPTION          NUMBER     NUMBER    ST
*BUDGET UNIT* 1001221102000

    100        1001221102000-100            12,700.00   SALARY INCREASES     107                  H
               MAJOR OBJECT TOTAL           12,700.00

    241        1001221102000-241             1,100.00   ADDL MED-DENT INS    110                  R
               MAJOR OBJECT TOTAL            1,100.00

               *BUDGET UNIT* TOTAL          13,800.00

*BUDGET UNIT* 1001221103000

    100        1001221103000-100            -8,600.00   BUDGET ADJUSTMENT    112                  H
               MAJOR OBJECT TOTAL           -8,600.00
               *BUDGET UNIT* TOTAL          -8,600.00

*BUDGET UNIT* 1001221201000

    420        1001221201000-420            -4,500.00   ELIMINATED PURCHASE  108                  U
               MAJOR OBJECT TOTAL           -4,500.00

               *BUDGET UNIT* TOTAL          -4,500.00

*BUDGET UNIT* 1001221202000

    390        1001221202000-390             1,600.00   CORRECTION           105                  H
               MAJOR OBJECT TOTAL            1,600.00

               *BUDGET UNIT* TOTAL           1,600.00

*BUDGET UNIT* 1001221203000

    381        1001221203000-381               300.00   BUDGET ADJUSTMENT    109                  R
               MAJOR OBJECT TOTAL              300.00

    440        1001221203000-440              -300.00   BUDGET ADJUSTMENT    109                  U
               MAJOR OBJECT TOTAL             -300.00

               *BUDGET UNIT* TOTAL              0.00

               TOTAL EXPENSES                2,300.00
```

Sample Proposed Budget Summary Report (Reports Item)

```
POWERSCHOOL                                                                    PAGE NUMBER:    1
DATE: MM/DD/YYYY                          YOUR ORGANIZATION'S NAME             MODULE NUM: DBUDRPT1
TIME: HH:MM:SS                         PROPOSED BUDGET SUMMARY REPORT
```

MAJOR OBJECT DESCRIPTION	MAJOR OBJECT CODE	APPROVED BUDGET	PROPOSED AMENDMENTS	PROPOSED AMENDED BUDGET
ADMINISTRATIVE SALARIES 1001221101000				
SALARIES	100	1,225,500.00	.00	1,225,500.00
SOCIAL SEC ADMINISTRATION	220	36,800.00	.00	36,800.00
WORKERS' COMPENSATION	231	2,200.00	.00	2,200.00
UNEMPLOYMENT COMP	232	12,300.00	.00	12,300.00
MED-DNT-LIFE INSURANCE	241	126,700.00	.00	126,700.00
LONG TERM DISABILITY	242	12,000.00	.00	12,000.00
		1,415,500.00	.00	1,415,500.00
OPERATIONS SALARIES 1001221102000				
SALARIES	100	690,100.00	12,700.00	702,800.00
SOCIAL SEC ADMINISTRATION	220	20,700.00	.00	20,700.00
WORKERS' COMPENSATION	231	1,200.00	.00	1,200.00
UNEMPLOYMENT COMP	232	29,500.00	.00	29,500.00
MED-DNT-LIFE INSURANCE	241	62,400.00	1,100.00	63,500.00
LONG TERM DISABILITY	242	6,300.00	.00	6,300.00
		810,200.00	13,800.00	824,000.00
ACCT/FINANCE SALARIES 1001221103000				
SALARIES	100	420,000.00	-8,600.00	411,400.00
SOCIAL SEC ADMINISTRATION	220	12,100.00	.00	12,100.00
WORKERS' COMPENSATION	231	800.00	.00	800.00
UNEMPLOYMENT COMP	232	19,400.00	.00	19,400.00
MED-DNT-LIFE INSURANCE	241	41,900.00	.00	41,900.00
LONG TERM DISABILITY	242	4,500.00	.00	4,500.00
		498,700.00	-8,600.00	490,100.00
MAINTENANCE SALARIES 1001221104000				
SALARIES	100	225,200.00	.00	225,200.00
SOCIAL SEC ADMINISTRATION	220	6,500.00	.00	6,500.00
WORKERS' COMPENSATION	230	600.00	.00	600.00
UNEMPLOYMENT COMP	231	9,500.00	.00	9,500.00
MED-DNT-LIFE INSURANCE	241	20,100.00	.00	20,100.00
LONG TERM DISABILITY	242	2,000.00	.00	2,000.00
		263,900.00	.00	263,900.00
ADMINISTRATIVE EXPEND 1001221201000				
POSTAGE	340	4,500.00	.00	4,500.00
PRINTING AND BINDING	350	22,800.00	.00	22,800.00
INTEROFFICE COPYING	351	7,400.00	.00	7,400.00
OFFICE SUPPLIES	360	6,800.00	.00	6,800.00
AUDIT SERVICES	370	3,200.00	.00	3,200.00
LEGAL SERVICES	371	2,800.00	.00	2,800.00
PERIODICALS	380	900.00	.00	900.00
DUES AND FEES	381	1,400.00	.00	1,400.00
TRAVEL	390	5,600.00	.00	5,600.00
TELEPHONE	410	3,500.00	.00	3,500.00
GEN OFFICE EQUIPMENT	420	18,900.00	-4,500.00	14,400.00
COMPUTER SOFTWARE	430	2,900.00	.00	2,900.00
COMPUTER HARDWARE	440	11,000.00	.00	11,000.00
VEHICLE MAINTENANCE	510	4,000.00	.00	4,000.00
SUPPLIES GAS/OIL	520	9,700.00	.00	9.700.00
		105,400.00	-4,500.00	100,900.00

```
..................................................................................................................
POWERSCHOOL                                                              PAGE NUMBER:   2
DATE: MM/DD/YYYY                         YOUR ORGANIZATION'S NAME         MODULE NUM: DBUDRPT1
TIME: HH:MM:SS                        PROPOSED BUDGET SUMMARY REPORT
                              MAJOR                                            PROPOSED
                              OBJECT          APPROVED         PROPOSED         AMENDED
         MAJOR OBJECT DESCRIPTION    CODE       BUDGET        AMENDMENTS         BUDGET

         OPERATIONS EXPEND     1001221202000
           POSTAGE                  340        2,800.00            .00         2,800.00
           PRINTING AND BINDING     350        5,400.00            .00         5,400.00
           INTEROFFICE COPYING      351        3,900.00            .00         3,900.00
           OFFICE SUPPLIES          360        3,000.00            .00         3,000.00
           AUDIT SERVICES           370        1,600.00            .00         1,600.00
           LEGAL SERVICES           371        2,200.00            .00         2,200.00
           PERIODICALS              380          300.00            .00           300.00
           DUES AND FEES            381          800.00            .00           800.00
           TRAVEL                   390        2,400.00       1,600.00         4,000.00
           TELEPHONE                410        2,100.00            .00         2,100.00
           GEN OFFICE EQUIPMENT     420        5,200.00            .00         5,200.00
           COMPUTER SOFTWARE        430        1,300.00            .00         1,300.00
           COMPUTER HARDWARE        440        6,400.00            .00         6,400.00
           VEHICLE MAINTENANCE      510        9,000.00            .00         9,000.00
           SUPPLIES GAS/OIL         520       12,800.00            .00        12,800.00

                                              59,200.00       1,600.00        60,800.00


         ACCT/FINANCE EXPEND   1001221203000
           POSTAGE                  340        3,300.00            .00         3,300.00
           PRINTING AND BINDING     350        8,700.00            .00         8,700.00
           INTEROFFICE COPYING      351        6,200.00            .00         6,200.00
           OFFICE SUPPLIES          360        4,800.00            .00         4,800.00
           AUDIT SERVICES           370        2,400.00            .00         2,400.00
           LEGAL SERVICES           371        4,200.00            .00         4,200.00
           PERIODICALS              380          600.00            .00           600.00
           DUES AND FEES            381          900.00         300.00         1,200.00
           TRAVEL                   390        4,300.00            .00         4,300.00
           TELEPHONE                410        3,200.00            .00         3,200.00
           GEN OFFICE EQUIPMENT     420        8,600.00            .00         8,600.00
           COMPUTER SOFTWARE        430        3,900.00            .00         3,900.00
           COMPUTER HARDWARE        440       10,500.00        -300.00        10,200.00
           VEHICLE MAINTENANCE      510        2,100.00            .00         2,100.00
           SUPPLIES GAS/OIL         520        4,000.00            .00         4,000.00

                                              67,700.00            .00        67,700.00


         MAINTENANCE EXPEND    1001221204000
           POSTAGE                  340        1,100.00            .00         1,100.00
           PRINTING AND BINDING     350        2,500.00            .00         2,500.00
           INTEROFFICE COPYING      351        1,900.00            .00         1,900.00
           OFFICE SUPPLIES          360        2,300.00            .00         2,300.00
           AUDIT SERVICES           370        1,200.00            .00         1,200.00
           LEGAL SERVICES           371        1,700.00            .00         1,700.00
           PERIODICALS              380          300.00            .00           300.00
           DUES AND FEES            381          500.00            .00           500.00
           TRAVEL                   390        1,200.00            .00         1,200.00
           TELEPHONE                410        2,400.00            .00         2,400.00
           GEN OFFICE EQUIPMENT     420        5,700.00            .00         5,700.00
           COMPUTER SOFTWARE        430          900.00            .00           900.00
           COMPUTER HARDWARE        440        3,300.00            .00         3,300.00
           VEHICLE MAINTENANCE      510        5,800.00            .00         5,800.00
           SUPPLIES GAS/OIL         520       12,600.00            .00        12,600.00

                                              43,400.00            .00        43,400.00


            TOTAL EXPENSES                  3,264,000.00       2,300.00     3,266,300.00
```

Sample Proposed Budget Amendments Listing (Print Multiple Batches Item)

```
POWERSCHOOL                                                                          PAGE NUMBER:   1
DATE: MM/DD/YYYY                              YOUR ORGANIZATION'S NAME                MODULE NUM: DBUDRPT1
TIME: HH:MM:SS                             PROPOSED BUDGET AMENDMENTS LISTING

SELECTION CRITERIA:

*BUDGET UNIT*                Account          Priod Description   Current Bal   Adjust Amount  Adjust Bal    Entered By
Control Number: 105
1001221102000  ADMINISTRATIVE 390    TRAVEL     PP/YY BUDGET CORRECTIO   2400.00       1600.00        4000.00    blacklin
Total Adjustment Amount:                                                                              4000.00

*BUDGET UNIT*                Account          Priod Description   Current Bal   Adjust Amount  Adjust Bal    Entered By
Control Number: 107
1001212002000  OPERATIONS SAL 100    SALARIES   PP/YY SALARY INCREASES   690100.00     12700.00       702800.00  chandgeo
Total Adjustment Amount:                                                                              702800.00

*BUDGET UNIT*                Account          Priod Description   Current Bal   Adjust Amount  Adjust Bal    Entered By
Control Number: 108
1001221201000  ADMINISTRATIVE 420    GEN OFFICE PP/YY ELIMINATED PURCH   18900.00      -4500.00       14400.00   blacklin
Total Adjustment Amount:                                                                              14400.00

*BUDGET UNIT*                Account          Priod Description   Current Bal   Adjust Amount  Adjust Bal    Entered By
Control Number: 109
1001221203000  ACCT/FINANCE E 381    DUES AND F PP/YY BUDGET ADJUSTMEN   900.00        300.00         1200.00    blacklin
Total Adjustment Amount:                                                                              1200.00

*BUDGET UNIT*                Account          Priod Description   Current Bal   Adjust Amount  Adjust Bal    Entered By
Control Number: 109
1001221203000  ACCT/FINANCE E 440    COMPUTER H PP/YY BUDGET ADJUSTMEN   10500.00      -300.00        10200.00   blacklin
Total Adjustment Amount:                                                                              10200.00

*BUDGET UNIT*                Account          Priod Description   Current Bal   Adjust Amount  Adjust Bal    Entered By
Control Number: 110
1001221101000  ADMINISTRATIVE 241    MED-DENT-L PP/YY ADDL MED-DENT IN   62400.00      1100.00        63500.00   chandgeo
Total Adjustment Amount:                                                                              63500.00

*BUDGET UNIT*                Account          Priod Description   Current Bal   Adjust Amount  Adjust Bal    Entered By
Control Number: 112
1001221103000  ADMN SALARIES  100    SALARIES   PP/YY BUDGET ADJUSTMEN   420000.00     8600.00        428600.00  chandgeo
Total Adjustment Amount:                                                                              428600.00
```

Sample Proposed Budget Amendments Listing (Print Multiple Batches or Print)

```
POWERSCHOOL                                                                          PAGE NUMBER:   1
DATE: MM/DD/YYYY                              YOUR ORGANIZATION'S NAME                MODULE NUM: BUDAMD11
TIME: HH:MM:SS                             PROPOSED BUDGET AMENDMENTS LISTING

SELECTION CRITERIA:
                                                                    CURRENT     ADJUSTMENT    ADJUSTMENT  ENTERED
*BUDGET UNIT*              ACCOUNT           PERIOD DESCRIPTION      BALANCE       AMOUNT        BALANCE     BY

CONTROL NUMBER: 112

1001221103000  ADMN SALARIES   100   SALARIES     PP/YY BUDGET ADJUSTMENT   420000.00    8600.00      428600.00 chandgeo

TOTAL ADJUSTMENT AMOUNT:                                                         8600.00
```

Releasing and Posting Batch Budget Adjustments

Use the Release/Post item in the Batch Budget Adjustments page to release and post adjustment records for a selected batch file.

If you use approvals, this item routes the selected file to the approval process. After a record is fully approved in the Approve/Deny Budget Adjustments option, the system posts it automatically. For additional details, refer to Approve/Deny Budget Adjustments (page 275).

Menu Path: Fund Accounting > Entry & Processing > Budget Ledgers > Batch Budget Adjustments

Procedure

Releasing and posting a batch file

1. Select Fund Accounting > Entry & Processing > Budget Ledgers > Batch Budget Adjustments to display the Batch Budget Adjustments page.

2. In the upper list section, select the file you want to process, and then click **Print Multiple Batches** or (Print) to generate a report on the file, as described in the section on Generating Batch Budget Adjustment Reports.

   If needed, update the file, following the procedures for adding, changing, and deleting adjustment records.

3. In the upper list section, select the file again, and then click **Release/Post**.

4. In the Release/Post page, select one of the following radio buttons:

Release Only	Releases a batch file by changing its Status from Hold to Open.
Post Only	Posts a batch file that was previously released or routes it for approval.
Release and Post (default)	Releases a batch file that has not been released, then either posts its adjustment records to Fund Accounting or routes it for approval.

5. Click (OK) .

6. The next step depends on your selection in Step 4:

   - Click **Yes** to release the batch. A message displays indicating the batch has been released. Click **OK** to end the process.

   - If you selected Post Only or Release and Post in Step 4 , the Release/Post Batch dialog displays. Click **Yes** to display a Print page.

7. In the Print page, select a destination for generating an error log, then click **OK**. The log's default file name is *postadje.rpt*.

   The Post Batch Budget Adjustments Error Log shows any problems encountered in posting the batch. If there are no errors, the report does not print.

   - If the batch file's records did not require approval, a page displays with the message Transactions Posted Successfully. Click **OK** to end the process.

   - If the batch file's records required approval, the message *Records routed for approval* displays in the lower left-hand corner of the Batch Budget Adjustments page. For the additional procedures required for posting the file, refer to Approve/Deny Budget Adjustments (page 275).

Batch Budget Transfer

Use this option to set up and maintain budget transfer records that are stored in batch files. The option displays the Batch Budget Transfer page. From this page, you can access additional pages for adding, updating, importing, printing, and posting batch transfer records.

Menu Path: Fund Accounting > Entry & Processing > Budget Ledgers > Batch Budget Transfer

Preview

Batch Budget Transfer Page

Use this page to add, maintain, and post budget transfer records that are stored in batch files. The Batch Budget Transfer page's Batch Selection section includes two list sections:

- The upper section lists batch files of transfer records. You can choose to display batch files that you created or show all batch files stored in your database.

- The lower section lists the transfer records stored in a batch file selected in the upper section.

The procedures for adding, updating, deleting, importing, printing, and posting batch budget transfers follow this section.

Menu Path: Fund Accounting > Entry & Processing > Budget Ledgers > Batch Budget Transfer

Action Bar Items

The Batch Budget Transfer page's Action Bar displays the following items:

Set Period	Displays the Set Period page, where you can change the period, fiscal year, and transaction date. You can also change the period and year when adding or changing a batch. For details, refer to Resetting Periods (page 143).
Reports	Generates a detail or summary report on the transfers, as outlined in the Generating Batch Budget Transfer Reports section. For details, refer to Generating Batch Budget Transfer Reports (page 268).
Release/ Post	Displays the Release/Post page, which lets you prepare a batch file's records for posting and perform the actual posting process. If you are using approvals for batch budget transfers, running the release and post routes the records to the approval process. For details, refer to Releasing and Posting Batch Budget Transfers (page 274).
Print Multiple Batches	Displays the Print Transfers Selection page, which lets you generate an edit list of one or more batch files.
Import	Displays the File Import and Data Selection page, which enables you to import batch budget transfers from files stored on your PC or shared network, with the extensions *.xml, *.exml, *.csv, *.txt and *.unl. For details, refer to Importing Batch Budget Transfer Records (page 262).
Approval Status	Displays the Budget Transfer Approval Status page, where you can view the status of your batch transfer records. This item is available in the Batch Budget Transfer page's Details section for transfers that have been routed for approval through the Release/Post process. For details, refer to Budget Transfer Approvals Page (page 282).

Understanding Batch Transfer Records

Prior to posting batch file records, you can print an edit list and change or delete a file's transfers. You can then release the batch and post the transfers to your database. If you are using approvals, the release and post process will route records to the approval process.

Following are some points to keep in mind about entering budget transfers:

- You can transfer amounts for expenditures and revenues, but not projects. Project transfers are made in the Project Ledger.

- You can require approvals for transfers prior to posting.

- Each transfer requires at least two entries. The first identifies the budget unit-account providing the transfer (From Amount), and the second identifies the budget unit-account receiving it (To Amount).

- You can transfer amounts from multiple budget units-accounts to multiple budget units-accounts, as long as the transfers are within the same fund.

- You cannot transfer amounts between funds, but you can enter transfers for more than one fund in the same batch, as long as the totals of the From Amounts and To Amounts within each fund balance.

Batch Adjustments/Transfers and Pending Balances

The system tracks a pending balance for all Expenditure Ledger records. The pending balance is equal to the record's actual budgetary balance with all existing batch budget adjustments and transfers included. When performing budget checking for a financial transaction, the system refers to the pending balance for the Expenditure Ledger record.

Therefore, batch budget adjustments and transfers can affect your ability to enter transactions for an Expenditure Ledger record, depending on:

- The amount of all batch budget adjustments and transfers for the Expenditure Ledger record.

- The Check Budget Balance setting for the associated budget unit on the Organization Chart.

Viewing the pending balance for an Expenditure Ledger record

1. Select 🐿 Fund Accounting > Entry & Processing > Budget Ledgers > Expenditure Ledger.
2. Search for and list the appropriate Expenditure Ledger record.
3. Select the record, and then click **Budget Control.**
4. In the Budget Control Status page, select the Expenditure Ledger record, and then click **Period Balances**.

   The Period Balances page shows the ledger record's actual Balance alongside the Pending Balance. These amounts will differ if there are batch budget adjustments and/or transfers for the record.

Adding Batch Transfer Records

Use the Add Batch Budget Transfer page to create new transfer records. You can add a new batch file while entering a transfer or add a transfer to an existing batch, depending on your entry in the page's Control Number field.

Menu Path: 👥 Fund Accounting > Entry & Processing > Budget Ledgers > Batch Budget Transfer > Click ⊕ (Add New).

Action Bar Items

When you first display the page, the following item displays on the Action Bar:

Set Period	Displays the Set Period page, where you can change the period, fiscal year, and transaction date. You can also change the period and year when adding or changing a batch. For details, refer to Resetting Periods (page 143).

After you click 🌐 (OK) in the Detail Information section at the top, the Action Bar displays the standard Insert Row and Delete Row items as well as the following items:

Expenditure Ledger	Displays the Expenditure Budgets page, where you can list and access records in your Expenditure Ledger. For information, refer to Expenditure Budgets Page (page 188).
Revenue Ledger	Displays the Revenue Budgets page, where you can list and access records in your Revenue Ledger. For information, refer to Revenue Budgets Page (page 208).

Procedure

Adding a budget transfer to a new or existing batch file

1. Select 👥 Fund Accounting > Entry & Processing > Budget Ledgers > Batch Budget Transfer to display the Batch Budget Transfer page.

2. Click ⊕ (Add New) to display the Add Batch Budget Transfer page.

3. In the Control Number field, enter a code to identify the batch. [Character/8]

   - Enter a unique (unused) number to start a new batch.

   - Enter an existing number to add the transfer to an existing batch.

4. In the Transfer Number field:

   - If your Fund Accounting Profile is set for auto-numbering, you may accept or change the system-generated number.

   - Otherwise, enter a unique code. [Character/8]

5. In the *Approval* field, select the approval group responsible for approving or denying the transfer. This field only displays if you are using approvals, as determined by the Fund Accounting Profile.

6. In the Description field, enter a brief description of the transfer. [Character/25]

7. Click 🌐 (OK).

8. Enter the Full Account or budget unit to charge, and then click 🌐 (OK). The ability to enter the Full Account is determined by the Fund Accounting Profile.

9. Click ⊛ (OK) to access the Transfer Information section.

10. In the Transfer Information section, you must complete at least two records for each transfer, one for the budget unit/account providing the transfer (From Amount) and the other for the one receiving the transfer (To Amount). If needed, you can allocate funds from one account to two or more accounts.

    Complete the following fields for each record needed for the transfer:

Budget Unit	Low organization that is providing or receiving the transfer (depending on which record you are entering).
Account	Account providing or receiving the transfer. When you enter the account, its budget data displays in the Balance Information section as a guide to the funds that are budgeted and currently available.
Description	Brief description of the transfer. [Character/25]
From Amount	Dollar-and-cents amount being transferred by the budget unit/account on the current line. When you are creating the record for a budget unit/account that is receiving the funds, leave this field set at its zero (0.00) default.
To Amount	Dollar-and-cents amount being received by the budget unit/account on the current line. When you are creating the record for a budget unit/account that is providing the funds, leave this field set at its zero (0.00) default.

    Important

    Make sure the total of the transfer's To Amount fields equals the value in the transfer's From Amount fields. If the amounts do not balance, the system will not allow you to save the transfer.

11. Repeat Steps 5-10 for each transfer you want to include in the batch.

12. Click ⊛ (OK) to save the batch file and the transfers you entered.

    If the Continuous checkbox is selected, you can:

    - Add another transfer to the current batch by repeating Steps 4-10.
    - Add a transfer to another existing batch by repeating Steps 3-10. In Step 3, enter a code in the Control Number field that identifies a different batch.
    - Add a new batch by repeating Steps 3-10. In Step 3, enter a unique code in the Control Number field.

    If the Continuous checkbox is not selected, you return to the Batch Budget Transfer page.

Fields

Detail Information Section

Use the following fields to add or change a batch file. A batch is identified by a combination of the Control Number and Transfer Number fields.

Entered By
    Login ID of the person entering the transfer. Display only.

Control Number
    Number identifying the batch record. [Character/8]

Transfer Number
    Number identifying the transaction. If your Fund Accounting Profile is set for auto-numbering, you may accept or change the system-generated number. [Character/8]

To access the transfer in the 🐾 Fund Accounting > Entry & Processing > Detailed Displays > Transactions option, enter this number in the option's Journal Entry Number field.

Approval

Approval group responsible for approving or denying the transfer. This field only displays if you are using approvals, as determined by the Fund Accounting Profile. Select a group from the field's drop-down list.

Description

Brief description of the batch. Recommended. [Character/25]

Hold

Checkbox preventing a transfer from being posted. If the box is selected (default setting), the record cannot be posted.

The Hold field only displays in the Change Batch Budget Transfer page. It does not display when you are adding an adjustment. Use the Release/Post item on the Action Bar to clear the box in the Batch Budget Adjustments page, or you change the field directly in the Change Batch Budget Adjustments page.

Transfer Information Section

Use the following fields to add or change a transfer. Keep in mind that a transfer must include at least two records, one for the budget unit/account providing the funds and the other for the budget unit/account receiving them. If needed, you can transfer funds from multiple budget units/accounts to multiple budget units/accounts.

Budget Unit

Number identifying a budget unit (low organization) in the Expenditure or Revenue Ledger.

If your Fund Accounting Profile is set up for full expensing, the Full Account Window page will display for entering the budget unit. For the procedure, refer to Full Account Window Page (page 319).

Account

Number identifying the account associated with the budget unit.

The budget unit/account's budget data displays in the page's Balance Information section, after you complete the Account field.

Description

Brief description of the transfer. Recommended. [Character/25]

From Amount

Dollar-and-cents amount to subtract from the budget unit/account's current balance. Required if you enter zero (0.00) in the To Amount field.

When entering the budget unit/account that is receiving the transfer, leave this field set at its zero (0.00) default.

To Amount

Dollar-and-cents amount to add to the budget unit/account's current balance. Required if you enter zero (0.00) in the From Amount field.

When entering the budget unit/account that is providing the transfer, leave this field set at its zero (0.00) default.

> **Important**
>
> The total of the To Amount fields in a transfer must equal the value in transfer's From Amount field. To help you keep track, the display-only Total Exp(enditure) and Total Rev(enue) fields below the From Amount and To Amount columns maintain running totals of the transfers entered for the current budget unit/account.

Balance Information Section

The following fields are display only. They show budget and balance information for the budget unit/account on the current line, as well as running totals of the entries from all lines.

Organization Title
> Title of the low organization entered in the current line's *Budget Unit* field.

Account Title
> Title of the account entered in the current line's Account field.

Current Budget
> Amount budgeted in the fiscal year for the budget unit/account.

Expenditures/Receipts
> Total expenditures charged to the budget unit/account in the year to date. If this is a revenue budget record, the value shown is the total revenues received in the year to date.

Encumbrance/Receivable
> Total encumbrances currently stored for the budget unit/account. If this is a revenue budget record, the value shown is the total receivables stored in the year to date for the budget unit/account.

Current Balance
> Total expenditures or revenues budgeted for the remainder of the fiscal year. The system calculates the balance as follows:
>
> Expenditure Balance = Budget - (Expense Total + Encumbrance Total)
>
> Revenue Balance = Budget - (Receipt Total + Receivable Total)

Pending Transfer
> Transfer amount currently stored in the batch file for the current budget unit/account. If this is a new batch and no transferred funds have been saved, the field defaults to zero.

Transfer Balance
> Current balance after the transfer is posted. The system calculates this field follows:
>
> Adjusted Sub-Total = Current Balance - Pending Transfer

The totals in the following fields must balance in order to save the batch file:

Total Exp(enditure)
> Two fields displaying batch totals of the expenditures for the current line's budget unit/account. The first shows the total of all expenditures being transferred (From Amount column) in the current batch, while the other shows the total being received (To Amount column).

Total Rev(enue)
> Two fields displaying batch totals of the revenues for the current line's budget unit/account. The first shows the total of all revenues being transferred (From Amount column) in the current batch, while the other shows the total being received (To Amount column).

Changing Batch Transfer Records

Use the Change Batch Budget Transfer page to update transfer records.

- You can only change the Description and Hold fields in the page's Detail Information section.
- You can change all fields in the Transfer Information section. This includes adding and deleting rows.

Action Bar Items

The page's Action Bar displays the following items:

Expenditure Ledger	Displays the Expenditure Budgets page, where you can access records in your Expenditure Ledger. For details, refer to Expenditure Budgets Page (page 188).
Revenue Ledger	Displays the Revenue Budgets page, where you can access records in your Revenue Ledger. For details, refer to Revenue Budgets Page (page 208).

In addition, the bar includes standard Insert Row and Delete Row buttons for adding and removing rows in the Transfer Information section.

Procedure

Changing a Batch Budget Transfer record

1. Select 👤 Fund Accounting > Entry & Processing > Budget Ledgers > Batch Budget Transfer to display the Batch Budget Transfer page.
2. In the upper list section, select the batch containing the adjustment record you want to change.
3. In the lower list section, select the record you want to change, and then click 🔄 (OK) to display the Change Batch Budget Transfer page.
4. In the page's Detail Information section, change the following fields as needed:

Approval	Select the approval group responsible for approving or denying the transfer. This field only displays if your site uses approvals.
Description	Brief description of the batch. [Character/25]
Hold	Checkbox preventing the transfer from being posted. If the box is selected (default), the record cannot be posted. You can clear the box for the current transfer or use the Release/Post item in the Batch Budget Transfers page to release all transfer records within a batch.

5. Click 🔄 (OK).
6. In the Transfer Information section, change the fields as needed. You also can add rows by completing a blank row or delete rows using the Delete Row item.
   - You must complete at least two records for each transfer, one for the budget unit/account providing the transfer (From Amount) and one for the budget unit/account receiving it (To Amount).
   - If needed, you can allocate funds from one account to two or more accounts.
7. Click 🔄 (OK) to save the record.

   If a transfer is under review for approval, a confirmation displays asking if you want to restart the approval process. If you click **Yes** to restart the process, the status of the records is reset to Open.

Deleting Batch Files and Transfer Records

In the Batch Budget Transfer page, you can delete individual adjustment records and entire batch files. The batch files stored in the system display in the list at the top of the page. When you select a batch, its records display in the bottom list section.

Before deleting any adjustment records or batch files, you may want to run a report to review their data. For details, refer to .

Menu Path: Fund Accounting > Entry & Processing > Budget Ledgers > Batch Budget Transfer

Procedures

Deleting an individual batch transfer record

1. Select Fund Accounting > Entry & Processing > Budget Ledgers > Batch Budget Transfer to display the Batch Budget Transfer page.
2. In the upper list section, select the batch file that contains the record.
3. In the lower list section:
   - To delete a record immediately, select the record, and then click **Delete Row**.

   - To review the transfer first, select the record, and then click (OK) to display its data in the Change Batch Budget Adjustments page. If you are sure you want to delete the record, click (Delete) on the toolbar, and then click **Yes** in the confirmation dialog.

Deleting a batch file and all of its transfer records

1. Select Fund Accounting > Entry & Processing > Budget Ledgers > Batch Budget Transfer to display the Batch Budget Transfer page.
2. In the upper list section, select the batch file you want to delete.
3. Click (Delete).
4. In the Confirmation dialog, click **Yes**.

Importing Batch Budget Transfer Records

The Batch Budget Transfer page's Import item displays the File Import and Data Selection Page. This page enables you to load batch budget transfers from files stored either on your personal computer or network server.

Menu Path: 👥 Fund Accounting > Entry & Processing > Budget Ledgers > Batch Budget Transfer> click **Import** on the Action Bar

Import Wizard

The Import item launches the Import Wizard, which takes you step by step through:

- Loading the file.
- Mapping the columns on the file to the fields in the database table.
- Mapping static columns that are required by the Batch Budget Transfer option, but not defined in the file.
- Saving the mapping that was created to be used for future file imports.
- Generating a list of warnings and/or error messages found during the data validation. These are the same messages a user will receive if manually adding a batch budget transfer record.

File Requirements

Your ability to import a file depends on the following:

- The data in the file's fields must comply with the field requirements in budget transfer records. For example, if a field requires numeric data and the field in the external file contains characters, the system cannot import the file.
- The file must be formatted as XML Spreadsheet 2003, Comma Separated (CSV), Tab-Delimited (TDF/TXT), or Pipe-Delimited ("|").
- The extension on the file to be imported must be *.xml, *.exml, *.csv, *.txt, or *.unl.
- You have the appropriate security resource to access the Import item.

Creating a File for Import

Users can create the file to be imported into batch budget transfers in any manner they choose. The easiest way is to use a spreadsheet program. The file can contain one or more batches of budget transfers. The database table used to store batch budget transfers is *dexpledgr*. The file created can contain any of the following fields in any order. Once the file is created, it needs to be saved with the extension of *.xml, *.exml, *.csv, *.txt, or *.unl.

- *dexpledgr.trn_no* (Transfer Number) – Required

  Required, must be included in the file or entered in the Static Column Value Mapping page of the wizard.

  If your organization is set to Auto Assign Budget Transfer Numbers, set this field to "AUTO" in the file or do not include this field in your file. This field will default to "AUTO" in the Static Column Value Mapping page.

  > **Note**
  >
  > When importing multiple budget transfers with the same control number, the actual transfer number must be included in the file. "AUTO" cannot be used in this situation. "AUTO" would assign all records in the control number to the same transfer number.

- *dexpledgr.hdr_desc* (Budget Transfer Description)

  When the budget transfer description is in the file, all lines for a budget transfer must have the same description for the file to be imported.

Batch Budget Transfer   262

- *dexpledgr.description* (Description)

  This is the description of each individual line of a budget transfer. When the line item description is in the file, each individual line of the budget transfer may contain different line item descriptions.

- *dexpledgr.key_orgn* (*Budget Unit*) - Required
- *dexpledgr.account* (Account) – Required
- *dexpledgr.amount* (Adjustment Amount) – Required

  A negative amount indicates that this will be the Transfer From account.

  A positive amount indicates that this will be the Transfer To account.

- *dexpledgr.batch* (Control Number) – Required

  > **Note**
  >
  > If importing multiple budget transfers that should have different control numbers, the control numbers must be in the file. When the control number is set on the Static Column Value Mapping page, all budget transfers will be linked to the same control number.

- *dexpledgr.yr* (Fiscal Year) – Required

  If the fiscal year is not in the file, the fiscal year will default on the Static Column Value Mapping page. The default is from the Year field on the Fund Accounting Profile. This field can be modified to the prior year if necessary.

  If importing multiple transfers spanning multiple years, then this field should be included in the file, otherwise it can be entered in the Static Column Value Mapping page of the wizard and that value will be used for all transfers.

- *dexpledgr.period* (Period) – Required

  If the period is not in the file, the period will default on the Static Column Value Mapping page. The default is from the Period field on the Fund Accounting Profile. This field can be modified to another period if necessary.

  If importing multiple transfers spanning multiple periods, then this field should be included in the file, otherwise it can be entered in the Static Column Value Mapping page of the wizard and that value will be used for all transfers.

- *dexpledgr.app_group* (*Approval*) – Required

  Required, if Budget Transfers/Adjustment Approvals field on the Fund Accounting Profile is selected.

  If importing multiple transfers with different approval groups, then this field should be included in the file, otherwise it can be entered in the Static Column Value Mapping page of the wizard and that value will be used for all transfers.

Control Buttons

The Import Wizard displays the following controls for navigating from page to page:

- **Next** - advances you to the next page.
- **Previous** - returns you to the previous page.
- **Cancel** - returns you to the Batch Budget Transfer page.

Procedure

Importing batch budget transfer records

1. Select 👥 Fund Accounting > Entry & Processing > Budget Ledgers > Batch Budget Transfer to display the Batch Budget Transfer page.

2. Click **Import** to display the File Import and Data Selection page.

3. Click **Browse...** in the File to Import field to locate the file that you want to import from your personal computer or network server.

4. Once the file is located, select the file and click **Open** to have the file appear in the File to Import field.

5. Click **Load** to load the data from the file into the Import File Data section of the File Import and Data Selection page.

6. In the Import File Data section, select the line that will be used for the Column Titles, and then click the following:

   - **Set Column Titles** - to display the data selected in the column headings of the Import File Data section.

   - **Reset Column Titles** - to put the line back into the list section, if you selected the wrong line. After clicking this button, select the correct line and then click Set Column Titles again.

7. Once the column titles are set, select the lines of the file to be imported.

   - To select a range of consecutive lines, select the first line, hold down the <Shift> key, and then click the last line.

   - To select lines individually, hold down the <Ctrl> key, and then click each line.

   - To select all lines, click **Select All**.

   Note that selecting blank rows will prevent the import process from completing. To remove a blank row, hold down <Ctrl>, and then click on the row.

8. When all the lines have been selected, click **Next**.

9. In the Define Column Mapping page:

   - Select a mapping from the drop down in the Saved Import Mapping field.

     or

   - Tab into the Table Field column for the first Import File Column to map the file column to the appropriate field in the database table.

   The Field Description column will default to a user-friendly name and cannot be changed.

10. After mapping the columns in the file to the fields in the database table, click **Next**.

    - If the data in the file does not meet the requirements of the database table, the Import Errors page displays. You cannot proceed until the file or mapping is corrected.

    - If there are no errors with the requirements between the data in the file and the database table, proceed to Step 11.

11. In the Static Column Value Mapping page, required fields from the database table that are not mapped on the Define Column Mapping page will display. In addition, non-required fields that are in the database table and not in the file can be selected using the Append Row button. When the *dexpledgr.yr* (Fiscal Year) and *dexpledgr.period* (Period) are mapped statically, the values will default. For details, refer to the Creating a File for Import section. Values entered in the Static Column Value Mapping page will be used for every line number in the file being imported.

12. Once the static mapping is complete, click **Next** to display the Save Import Mapping page.

13. In the Save Import Mapping page:
    - To identify the mapping you defined, assign a unique name.
    - To allow the mapping to be used by anyone who can import a file, select Public, which allows users to modify the mapping if needed.
    - To limit use of the mapping to yourself, select Restricted, which allows only the owner to update the saved mapping.

    Note

    The ability to add and update an import mapping on the Save Import Mapping page is dependent on security, in addition to the Restricted field.

14. Click **Finish** to exit the Import Wizard.

15. If there are any errors found during data validation of the file being imported, the Import Status page displays error and warning messages:
    - The Line # column represents the line number in the actual file to help you find the data that needs to be corrected before it can be imported.
    - The Summary Information section displays the number of Errors, Warnings, and Successes. If there are no Successes, the Import item will not appear on the page.
    - In the Display Results field, you can choose to display Warnings Only, Errors Only, Warnings/Errors Only, or Show All.
    - You can print the listing of errors by clicking 🖨 (Print).

    You can choose to import any successes by clicking **Import**, or you can choose to correct the file and run

    through the import process again. To exit without importing any records, click 🛑 (Back).

16. If no errors are found in the data validation or if the Import item is selected in the Import Status page, a confirmation dialog displays.

    Click **Yes** to import the file.

17. A final confirmation dialog displays, listing the budget transfers imported into Batch Budget Transfers. Click **OK** to complete the process.

    The budget transfers will now display in the Batch Budget Transfers page. The budget transfer's Hold Status will be set to On Hold.

Note

The ability to add and update an import mapping on the Save Import Mapping page is dependent on security in addition to the Restricted field.

Fields

File Import and Data Selection Page

This page allows users to select the file and records to import into Batch Budget Transfer. Also initiates the Import Wizard.

File to Import
    The location of the file on your personal computer or network server, in addition to the name of the file.

Line #
    The number representing the line in the file to be imported.

Column 1 - 100
    Represents the column headings for the file to be imported.

Define Column Mapping Page

This page allows users to map the columns in the file to be imported with the fields in database table.

Saved Import Mapping
Lists the mapping you created or mappings set to public. When a saved mapping is selected, the table field mapping defaults into the Column Mapping section of the page.

Import File Column
Lists the Column Titles set on the File Import and Data Selection page.

Table Field
Lists the table and field names from the database table. You will select from the list the field that you want to map the Import File Column to.

Field Description
User-friendly name for the value in the Table Field column. Display only.

Import Errors Page

This page generates a list of errors where the data in the file does not match the requirements of the fields in the database table.

Line #
The number representing the line in the file to be imported.

Import File Column
Lists the Column Titles set on the File Import and Data Selection page.

Table Field
Lists the table and field names from the database table.

Value
The data in the field that is generating the error.

Error Message
The error message explaining why the value does not meet the database requirements.

Static Column Value Mapping Page

This page allows users to statically map required fields in the database table to a value. This value is used for all lines of the file to be imported.

Table Field
Lists the table and field names from the database table that have not been mapped on the Define Column Mapping page. Required fields will default in this field. Non-required fields can be added by selecting Append Row.

Field Description
User-friendly name for the value in the Table Field column. Display only.

Value
The value that will be used for all rows in the file to be imported.

Save Import Mapping Page

This page allows users to save the mapping created in the Define Column Mapping and Static Column Value Mapping pages.

Mapping Name
The identifier to be used for the mapping.

Owner
:   User that created the mapping. If a user updates the mapping, the user ID, date and time will display next to this field. Display only.

Public
:   Select this box to allow all users access to use the mapping. The mapping will appear in the Saved Import Mapping field of the Define Column Mapping page. Clear the box to prevent users from using this mapping. Only the Owner will have access.

Restricted
:   Select this box to prevent users from updating the mapping if selected in the Saved Import Mapping field of the Define Column Mapping page. Only the Owner will be able to update. Clear the box to allow users to update this saved mapping.

Save Option
:   Determines how the mapping should be saved.

    Select:

    Create new mapping- to require a unique Mapping Name.

    Update existing mapping- to update the existing mapping with changes made on the Define Column Mapping page or Static Column Value Mapping page.

    Do not save mapping- to not save any changes made to the existing mapping or to not save new mapping.

Import Status Page

This page allows users to see error and warning messages generated during the data validation of the Import to Batch Budget Transfer.

Number of Errors
:   The count of errors found during the data validation that will prevent the data from being imported. Display only.

Number of Warnings
:   The count of warnings found during the data validation. Warnings will not prevent the data from being imported. Display only.

Number of Successes
:   The count of successes found during the data validation. Display only.

Display Results
:   Allows you to decide which records you want to display in the list and on the Import Status Report.

    Select:

    Show Errors Only - to only show the error messages preventing the lines from being imported.

    Show Warnings Only - to only show warning messages.

    Show Errors/Warnings Only - (default)- to show both the error and warning messages.

    Show All - to show errors, warnings, and successes.

Indicator
:   Displays the indicators for warnings, errors and successes.

Line #
:   The number representing the line in the file to be imported

Status
:   Displays error and warning messages. Also displays successes if Show All is selected in Display Results.

Generating Batch Budget Transfer Reports

The Batch Budget Transfer option enables you to generate a variety of reports on your transfer records. You can use the reports to verify that the data in your records is correct in terms of adjusted amounts, budget units/accounts, and current and pending balances.

Menu Path: 👤 Fund Accounting > Entry & Processing > Budget Ledgers > Batch Budget Transfer

Report Options

The Batch Budget Transfer page provides three report options:

Reports	Action Bar item. Enables you to generate a detail report on selected transfer records or a summary report on all budget unit/account records in your system, including the projected balances from budget transfers.
	The detail report's title is Proposed Budget Amendments Detail Listing, while the summary report's title is Proposed Budget Summary Report.
Print Multiple Batches	Action Bar item. Enables you to generate a detail report on selected batch files. The report's title is Proposed Budget Amendments Listing.
🖨 (Print)	Toolbar item. Enables you to generate a detail report on a selected batch file. This report, Proposed Budget Amendments Listing, is the same as the one produced by the Print Multiple Batches item in terms of title and format, except you can only generate a report on a single batch file.

Procedure

Using the Reports Item

1. Select 👤 Fund Accounting > Entry & Processing > Budget Ledgers > Batch Budget Transfer to display the Batch Budget Transfer page.

2. Click **Reports** on the Action Bar.

3. In the Report Option section, select one of the following radio buttons:

Detail Report	Generates a detail report on selected batch files. The report's data includes budget/account codes, transfer amounts, batch control numbers, and record status codes.
Summary Report	Generates a summary report on all of your budget code records. The report's data includes budget/account codes, approved budget amounts, proposed transfers, and proposed amended budget balances.

4. In the Report Criteria section, the following fields display for the Detail Report option. If you selected the Summary Report option, skip this step.

Entered By	Enables you to enter User IDs. To enter multiple IDs, use the pipe symbol, for example, blaketom|chandgeo|whitemar. To select solely on Control Number, leave the field blank.
Control Number	Enables you to enter numbers identifying batch files. To enter multiple Control Numbers, use the pipe symbol, for example, T4154|T4157|T4160. To reference all batch files or select solely on User IDs, leave the field blank.

5. Use the following fields to select the report's primary and secondary sort orders:

Organization Sort	Select a reporting level to use as the primary sort order. The choices include: Organization, Fund, and Levels 2-9.
Account Sort	Select one of the following as the secondary sort order: Account, First Sub-Account, Second Sub-Account, or Third Sub-Account.

6. Click 🔘 (OK).

7. In the Print window, enter your settings, and click **OK**. The report's title and default file name depend on the option selected in Step 3:

Detail	Proposed Budget Amendments Detail Listing	*bud_rept.rpt*
Summary	Proposed Budget Summary Report	*bud_sum.rpt*

Using the Print Multiple Batches Item

1. Select 🔘 Fund Accounting > Entry & Processing > Budget Ledgers > Batch Budget Transfer to display the Batch Budget Transfer page.

2. Click **Print Multiple Batches**.

3. In the Control Number field:

   • Select an individual batch file by entering its Control Number.

   • Select multiple batch files by using the pipe symbol to separate Control Numbers, for example, EJ1530|MR2850|LT1100.

   • Select all available batch files by leaving the field blank.

4. Click 🔘 (OK).

5. In the Print window, enter your settings, and click **OK**. The report's default file name is *budamdt.rpt*.

Using 🖨 (Print)

1. Select 🔘 Fund Accounting > Entry & Processing > Budget Ledgers > Batch Budget Transfer to display the Batch Budget Transfer page.

   The page's upper list section shows all the batch files stored in your system.

   In the upper list section, select the file you want to include in the report.

2. Click 🖨 (Print).

3. In the Print window, enter your settings, and click **OK**. The report's default file name is *budamdt.rpt*.

Sample Reports

The following reports were produced using the Reports, Print Multiple Batches, and Print items, as noted in parentheses after the report titles.

• The first two samples are the detail and summary reports generated by the Reports item.

• The third sample, a detail report showing the records in multiple batch files, can only be generated with the Print Multiple Batches item.

• The fourth sample, a detail report showing records in an individual batch file, can be generated by both the Print Multiple Batches and Print items. The difference between the two is that the Print Multiple Batches item can print both individual and multiple files, while the 🖨 (Print) can only print an individual file.

Sample Proposed Budget Transfers Detail Listing (Reports Item)

```
POWERSCHOOL                                                                    PAGE NUMBER:   1
DATE: MM/DD/YYYY                        YOUR ORGANIZATION'S NAME                MODULE NUM: DBUDRPT!
TIME: HH:MM:SS                     PROPOSED BUDGET TRANSFERS DETAIL LISTING

SELECTION CRITERIA:  ALL

   MAJOR                                      AMENDMENT                        CONTROL   TRANSFER
   OBJECT     BUDGET CODE                        AMOUNT  DESCRIPTION           NUMBER    NUMBER    ST

*BUDGET UNIT* 1001221101000

   100        1001221101000-100              -11,000.00  TRANSFER SALARY         119       45        H
              MAJOR OBJECT TOTAL             -11,000.00

                 *BUDGET UNIT* TOTAL         -11,000.00

*BUDGET UNIT* 1001221103000

   100        1001221103000-100               11,000.00  TRANSFER SALARY         119       45        H
              MAJOR OBJECT TOTAL              11,000.00

                 *BUDGET UNIT* TOTAL          11,000.00

*BUDGET UNIT* 1001221104000

   231        1001221104000-231                  450.00  ADDL UNEMPL COMP        116       42        U
              MAJOR OBJECT TOTAL                 450.00

   241        1001221104000-241                 -450.00  HEALTH-LIFE INS         116       42        U
              MAJOR OBJECT TOTAL                -450.00

                 *BUDGET UNIT* TOTAL               .00

*BUDGET UNIT* 1001221201000

   350        1001221201000-350                1,600.00  PRINTING-BINDING        118       44        U
              MAJOR OBJECT TOTAL               1,600.00

   390        1001221201000-390               -1,600.00  ADDL TRAVEL             118       44        U
              MAJOR OBJECT TOTAL              -1,600.00

                 *BUDGET UNIT* TOTAL               .00

*BUDGET UNIT* 1001221203000

   420        1001221203000-420                1,000.00  ADDL OFFICE EQUIP       117       43        U
              MAJOR OBJECT TOTAL               1,000.00

   440        1001221203000-440               -1,000.00  COMPUTER HARDWARE       117       43        U
              MAJOR OBJECT TOTAL              -1,000.00

                 *BUDGET UNIT* TOTAL               .00

                 TOTAL EXPENSES                    .00
```

Sample Proposed Budget Summary Report (Reports Item)

```
POWERSCHOOL                                                            PAGE NUMBER:    1
DATE: MM/DD/YYYY                    YOUR ORGANIZATION'S NAME            MODULE NUM: DBUDRPT1
TIME: HH:MM:SS                      PROPOSED BUDGET SUMMARY REPORT
```

MAJOR OBJECT DESCRIPTION	MAJOR OBJECT CODE	APPROVED BUDGET	PROPOSED AMENDMENTS	PROPOSED AMENDED BUDGET
ADMINISTRATIVE SALARIES 1001221101000				
SALARIES	100	1,225,500.00	-11,000.00	1,214,500.00
SOCIAL SEC ADMINISTRATION	220	36,800.00	.00	36,800.00
WORKERS' COMPENSATION	231	2,200.00	.00	2,200.00
UNEMPLOYMENT COMP	232	12,300.00	.00	12,300.00
MED-DNT-LIFE INSURANCE	241	126,700.00	.00	126,700.00
LONG TERM DISABILITY	242	12,000.00	.00	12,000.00
		1,415,500.00	.00	1,404,500.00
OPERATIONS SALARIES 1001221102000				
SALARIES	100	702,800.00	.00	702,800.00
SOCIAL SEC ADMINISTRATION	220	20,700.00	.00	20,700.00
WORKERS' COMPENSATION	231	1,200.00	.00	1,200.00
UNEMPLOYMENT COMP	232	29,500.00	.00	29,500.00
MED-DNT-LIFE INSURANCE	241	63,500.00	.00	63,500.00
LONG TERM DISABILITY	242	6,300.00	.00	6,300.00
		824,000.00	.00	824,000.00
ACCT/FINANCE SALARIES 1001221103000				
SALARIES	100	411,400.00	11,000.00	422,400.00
SOCIAL SEC ADMINISTRATION	220	12,100.00	.00	12,100.00
WORKERS' COMPENSATION	231	800.00	.00	800.00
UNEMPLOYMENT COMP	232	19,400.00	.00	19,400.00
MED-DNT-LIFE INSURANCE	241	41,900.00	.00	41,900.00
LONG TERM DISABILITY	242	4,500.00	.00	4,500.00
		490,100.00	.00	501,100.00
MAINTENANCE SALARIES 1001221104000				
SALARIES	100	225,200.00	.00	225,200.00
SOCIAL SEC ADMINISTRATION	220	6,500.00	.00	6,500.00
WORKERS' COMPENSATION	230	600.00	.00	600.00
UNEMPLOYMENT COMP	231	9,500.00	450.00	9,950.00
MED-DNT-LIFE INSURANCE	241	20,100.00	-450.00	19,650.00
LONG TERM DISABILITY	242	2,000.00	.00	2,000.00
		263,900.00	.00	263,900.00
ADMINISTRATIVE EXPEND 1001221201000				
POSTAGE	340	4,500.00	.00	4,500.00
PRINTING AND BINDING	350	22,800.00	-1,600.00	21,200.00
INTEROFFICE COPYING	351	7,400.00	.00	7,400.00
OFFICE SUPPLIES	360	6,800.00	.00	6,800.00
AUDIT SERVICES	370	3,200.00	.00	3,200.00
LEGAL SERVICES	371	2,800.00	.00	2,800.00
PERIODICALS	380	900.00	.00	900.00
DUES AND FEES	381	1,400.00	.00	1,400.00
TRAVEL	390	5,600.00	1,600.00	7,200.00
TELEPHONE	410	3,500.00	.00	3,500.00
GEN OFFICE EQUIPMENT	420	14,400.00	.00	14,400.00
COMPUTER SOFTWARE	430	2,900.00	.00	2,900.00
COMPUTER HARDWARE	440	11,000.00	.00	11,000.00
VEHICLE MAINTENANCE	510	4,000.00	.00	4,000.00
SUPPLIES GAS/OIL	520	9,700.00	.00	9,700.00
		100,900.00	.00	100,900.00

```
.......................................................................................................
POWERSCHOOL                                                              PAGE NUMBER:   2
DATE: MM/DD/YYYY                       YOUR ORGANIZATION'S NAME           MODULE NUM: DBUDRPT1
TIME: HH:MM:SS                       PROPOSED BUDGET SUMMARY REPORT

                              MAJOR                                                 PROPOSED
                              OBJECT            APPROVED          PROPOSED           AMENDED
         MAJOR OBJECT DESCRIPTION   CODE          BUDGET        AMENDMENTS           BUDGET

         OPERATIONS EXPEND    1001221202000
           POSTAGE                  340          2,800.00              .00          2,800.00
           PRINTING AND BINDING     350          5,400.00              .00          5,400.00
           INTEROFFICE COPYING      351          3,900.00              .00          3,900.00
           OFFICE SUPPLIES          360          3,000.00              .00          3,000.00
           AUDIT SERVICES           370          1,600.00              .00          1,600.00
           LEGAL SERVICES           371          2,200.00              .00          2,200.00
           PERIODICALS              380            300.00              .00            300.00
           DUES AND FEES            381            800.00              .00            800.00
           TRAVEL                   390          4,000.00              .00          4,000.00
           TELEPHONE                410          2,100.00              .00          2,100.00
           GEN OFFICE EQUIPMENT     420          5,200.00              .00          5,200.00
           COMPUTER SOFTWARE        430          1,300.00              .00          1,300.00
           COMPUTER HARDWARE        440          6,400.00              .00          6,400.00
           VEHICLE MAINTENANCE      510          9,000.00              .00          9,000.00
           SUPPLIES GAS/OIL         520         12,800.00              .00         12,800.00

                                               60,800.00              .00         60,800.00


         ACCT/FINANCE EXPEND  1001221203000
           POSTAGE                  340          3,300.00              .00          3,300.00
           PRINTING AND BINDING     350          8,700.00              .00          8,700.00
           INTEROFFICE COPYING      351          6,200.00              .00          6,200.00
           OFFICE SUPPLIES          360          4,800.00              .00          4,800.00
           AUDIT SERVICES           370          2,400.00              .00          2,400.00
           LEGAL SERVICES           371          4,200.00              .00          4,200.00
           PERIODICALS              380            600.00              .00            600.00
           DUES AND FEES            381          1,200.00              .00          1,200.00
           TRAVEL                   390          4,300.00              .00          4,300.00
           TELEPHONE                410          3,200.00              .00          3,200.00
           GEN OFFICE EQUIPMENT     420          8,600.00          1,000.00          9,600.00
           COMPUTER SOFTWARE        430          3,900.00              .00          3,900.00
           COMPUTER HARDWARE        440         10,200.00         -1,000.00          9,200.00
           VEHICLE MAINTENANCE      510          2,100.00              .00          2,100.00
           SUPPLIES GAS/OIL         520          4,000.00              .00          4,000.00

                                               67,700.00              .00         67,700.00


         MAINTENANCE EXPEND   1001221204000
           POSTAGE                  340          1,100.00              .00          1,100.00
           PRINTING AND BINDING     350          2,500.00              .00          2,500.00
           INTEROFFICE COPYING      351          1,900.00              .00          1,900.00
           OFFICE SUPPLIES          360          2,300.00              .00          2,300.00
           AUDIT SERVICES           370          1,200.00              .00          1,200.00
           LEGAL SERVICES           371          1,700.00              .00          1,700.00
           PERIODICALS              380            300.00              .00            300.00
           DUES AND FEES            381            500.00              .00            500.00
           TRAVEL                   390          1,200.00              .00          1,200.00
           TELEPHONE                410          2,400.00              .00          2,400.00
           GEN OFFICE EQUIPMENT     420          5,700.00              .00          5,700.00
           COMPUTER SOFTWARE        430            900.00              .00            900.00
           COMPUTER HARDWARE        440          3,300.00              .00          3,300.00
           VEHICLE MAINTENANCE      510          5,800.00              .00          5,800.00
           SUPPLIES GAS/OIL         520         12,600.00              .00         12,600.00

                                               43,400.00              .00         43,400.00

         TOTAL EXPENSES                       3,266,300.00              .00       3,266,300.00
```

Sample Proposed Budget Amendments Listing (Print Multiple Batches Item)

```
POWERSCHOOL                                                                    PAGE NUMBER:   1
DATE: MM/DD/YYYY                          YOUR ORGANIZATION'S NAME             MODULE NUM: BUDAMD11
TIME: HH:MM:SS                         PROPOSED BUDGET AMENDMENTS LISTING

SELECTION CRITERIA:

*BUDGET UNIT*                      ACCOUNT              DESCRIPTION        FROM AMOUNT      TO AMOUNT


CONTROL NUMBER: 116

TRANSFER NUMBER: 42  ENTERED BY: chandgeo  PERIOD : PP/YY  BENEFIT TRANSFER
1001221104000 MAINTENANCE SAL     241      HEALTH-LIFE INS                   450.00           0.00
1001221104000 MAINTENANCE SAL     231      ADDL UNEMPL COMP                    0.00         450.00

TOTAL TRANSFER:                                                              450.00         450.00

CONTROL NUMBER: 117

TRANSFER NUMBER: 43 ENTERED BY: blacklin   PERIOD : PP/YY  EQUIPMENT TRANSFER
1001221203000   ACCT/FINANCE EX    440      COMPUTER HARDWARE               1000.00           0.00
1001221203000   ACCT/FINANCE EX    420      ADDL OFFICE EQUIP                  0.00        1000.00

TOTAL TRANSFER:                                                             1000.00        1000.00

CONTROL NUMBER: 118

TRANSFER NUMBER: 44  ENTERED BY: blacklin  PERIOD : PP/YY  INC TRAVEL BUDGET
1001221201000   ADMINISTRATIVE     390      TRAVEL                          1600.00           0.00
1001221201000   ADMINISTRATIVE     350      PRINTING-B                         0.00        1600.00

TOTAL TRANSFER:                                                             1600.00        1600.00

CONTROL NUMBER: 119

TRANSFER NUMBER: 45  ENTERED BY: chandgeo  PERIOD : PP/YY  DEPTMNTL TRANSFER
1001122101000   ADMINISTRATIVE     100      SALARIES                       11000.00           0.00
1001122103000   ACCT/FINANCE EX    100      SALARIES                           0.00       11000.00

TOTAL TRANSFER:                                                            11000.00       11000.00
```

Sample Proposed Budget Amendments Listing (Print Multiple Batches or Print)

```
POWERSCHOOL                                                                    PAGE NUMBER:   1
DATE: MM/DD/YYYY                          YOUR ORGANIZATION'S NAME             MODULE NUM: BUDAMD11
TIME: HH:MM:SS                         PROPOSED BUDGET AMENDMENTS LISTING

SELECTION CRITERIA:

*BUDGET UNIT*                      ACCOUNT              DESCRIPTION        FROM AMOUNT      TO AMOUNT


TRANSFER NUMBER: 43 ENTERED BY: blacklin   PERIOD : PP/YY  EQUIPMENT TRANSFER
1001221203000   ACCT/FINANCE EX    440      COMPUTER HARDWARE               1000.00           0.00
1001221203000   ACCT/FINANCE EX    420      ADDL OFFICE EQUIP                  0.00        1000.00

TOTAL TRANSFER:                                                             1000.00        1000.00
```

Releasing and Posting Batch Budget Transfers

Use the Release/Post item in the Batch Budget Transfer page to release and post transfer records for a selected batch file.

If you use approvals, this item routes the selected file to the approval process. After a record is approved in the Approve/Deny Budget Transfers option, the system posts it automatically. For information on approvals, refer to the Approve/Deny Budget Transfers (page 281).

Menu Path: 👥 Fund Accounting > Entry & Processing > Budget Ledgers > Batch Budget Transfer

Procedure

Releasing and Posting a batch file

1. Select 👥 Fund Accounting > Entry & Processing > Budget Ledgers > Batch Budget Transfer to display the Batch Budget Transfer page.

2. In the upper list section, select the file you want to process, and then click **Print Multiple Batches** or 🖨 (Print) to generate a report on the file, as discussed in the section on Generating Batch Budget Transfer Reports.

   If needed, update the file, following the procedures for adding, changing, and deleting transfer records.

3. In the upper list section, select the file again, and then click **Release/Post**.

4. In the Release/Post page, select one of the following radio buttons:

Release Only	Releases a batch file by changing its Status from Hold to Open.
Post Only	Posts a batch file that was previously released or routes it for approval.
Release and Post	Releases a batch file that has not been released and either posts its transfer records to Fund Accounting or routes it for approval.

5. Click ✅ (OK).

6. The next step depends on your selection in Step 4:

   - If you selected Release Only in Step 4, the Release Batch? confirmation dialog displays.

     Click **Yes** to release the batch. A message displays indicating the batch has been released. Click **OK** to end the process.

   - If you selected Post Only or Release and Post in Step 4, the Release/Post Batch? displays.

     Click **Yes** to display a Print page. Proceed to Step 7.

7. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *posttrne.rpt*.

   The Post Batch Budget Transfers Error Log shows any problems encountered in posting the batch. If there are no errors, the report does not print.

   - If the batch file's records did not require approval, a confirmation displays with the message Transactions Posted Successfully. Click **OK** to end the process.

   - If the batch file's records required approval, the message *Records routed for approval* displays in the Batch Budget Transfers page. For details on approvals, refer to Approve/Deny Budget Transfers (page 281).

Approve/Deny Budget Adjustments

Use this option to perform the following approval functions:

- View batch files of the budget adjustments stored in your system.
- Approve and deny adjustments that are available for approval at your approval level.
- Display an additional page for changing the descriptions and amounts in adjustments prior to approval or denial.
- Flag adjustments for correction.
- Add comments to the adjustments regarding your approval settings.

Menu Path: Fund Accounting > Entry & Processing > Budget Ledgers > Approve/Deny Budget Adjustments

Preview

Budget Adjustment Approvals Page

Use this page to review and approve or deny batch budget adjustments at your approval level. You can also mark adjustments for correction and display the Change Budget Adjustments page to change the descriptions and amounts of existing adjustments.

Menu Path: Fund Accounting > Entry & Processing > Budget Ledgers > Approve/Deny Budget Adjustments

Action Bar Items

After you generate a list of batch files, the following items display on the Budget Adjustment Approvals page's Action Bar:

Approve	Approves a selected batch file and all of its adjustment records. After approving a batch, you can use the Change Budget Adjustments page to process adjustments individually using the Deny, Clear, and Needs Correction items.
Deny	Denies a selected batch file and all of its adjustment records. After denying a batch, you can use the Change Budget Adjustments page to process the batch's adjustments individually using the Approve, Clear, and Needs Correction items.
Approve All	Approves all batch files and the adjustments they contain. After selecting this item, you can deny and clear individual batch files using the Deny and Clear items.
Deny All	Denies all batch files and the adjustments they contain. After selecting this item, you can approve and clear individual batch files using the Approve and Clear items.
Clear	Cancels an approval action for a selected batch, changing its status back to Open. This item also clears the status of adjustments that are flagged for correction.
Activity	Displays the Activity page for the selected batch. This page shows changes made to the adjustments by approvers at other levels.

Prerequisites

Before processing approvals for your batch adjustment records:

- Review details on your batch files by running the report options available on the Batch Budget Adjustments page. For details, refer to Generating Batch Budget Adjustment Reports (page 246).

- As needed, release and post the batch files using the Release/Post item in the Batch Budget Adjustments page. For details, refer to Releasing and Posting Batch Budget Adjustments (page 252).

Procedures

Viewing adjustments that are available for approval

1. Select ♣ Fund Accounting > Entry & Processing > Budget Ledgers > Approve/Deny Budget Adjustments to display the Budget Adjustment Approvals page.

2. In the Approval Criteria section, complete the following fields to identify the batch files containing the adjustments you want to access:

Approval Criteria	Select:
	A - All Items (default)
	L - Approved at Lower Level
Required	Select the checkbox if you only want to display adjustments that are required at your approval level. Leave the box blank to access all adjustments that are available for approval.
Control Number	Identify the batch file containing the adjustments you want to access. To identify multiple files, use the pipe symbol to separate control numbers, for example, 09385|09386|09388. To access all batch adjustment files, leave the field blank.

3. Click 🗸 (OK) to display the batch files that match your criteria.
4. In the List section, select a batch to display its adjustments in the Details section.
5. In the Details section, use the arrow keys and scroll bars to scroll through the records.
6. To view details on an individual adjustment, select the record, and click 🗸 (OK).
7. Click 🔴 (Back) to return to the Approval Criteria section.

Processing batch budget adjustments for approval

1. Select ♣ Fund Accounting > Entry & Processing > Budget Ledgers > Approve/Deny Budget Adjustments to display the Budget Adjustment Approvals page.

2. In the Approval Criteria section, enter criteria to identify the batch files you want, and then click 🗸 (OK).

   For additional details on searching for batch files, refer to Step 2 in the previous procedure.

3. Select the batch file you want to process. The batch's adjustment records display in the lower section of the page.

   As an alternative, you can use the following items for all the batches displayed. If needed, you then can change the Status for a specific batch by selecting the batch and clicking one of the items listed in Step 5.

Approve All	Approves adjustments in all of the batch files displayed.
Deny All	Denies adjustments in all of the batch files displayed.

4. Click the following Action Bar items to change the Status of the selected batch. If you are processing more than one batch, repeat this step for each batch.

Approve	Approves all adjustments in the batch that is currently selected.
Deny	Denies all adjustments in the batch that is currently selected.
Clear	Changes the batch's Status from Approved or Denied to Open.

5. To approve or deny individual adjustments for a batch, double click the batch to display the Change Budget Adjustments page. You also can flag adjustments for correction.

   When you finish, click 🦝 (OK) to return to the Batch Adjustment Approvals page.

   For additional details, refer to the Change Budget Adjustments Page (page 279).

6. When you complete your approvals and denials, select a batch and click 🦝 (OK).

7. In the Begin Post? dialog, click **Yes** to display a Print page.

8. In the Print page, select a destination for generating the Budget Adjustment Approval/Denial report, and then click **OK**. The report's default file name is *postbudappr.rpt*.

   The report shows the adjustments that posted successfully or could not be posted because they required additional approvals or because errors occurred.

9. The Budget Adjustment Posting Errors page displays, providing results similar to those shown in the report.

10. Click 🦝 (OK) to complete the process and return to the Budget Adjustment Approvals page.

   or

   Click 🖶 (Print) to display a Print page for generating an additional status report on the adjustments you attempted to post. Select a report destination, and then click **OK**. The Budget Adjustment Approval Status report's default file name is *budpoststat.rpt*.

Change Budget Adjustments Page

Use this page to approve, deny, and flag for correction individual adjustments within a selected batch. You can also perform the following functions:

- Review the status of individual adjustments.
- Add comments to adjustments.
- Clear previous approval settings as needed.

Menu Path: ⬤ Fund Accounting > Entry & Processing > Budget Ledgers > Approve/Deny Budget Adjustments > generate a list of batches > select a batch > click 🦋 (OK).

Action Bar Items

The Change Budget Adjustments page's Action Bar displays the following items:

Approve	Approves a selected adjustment at your approval group or account approval level.
Deny	Denies a selected adjustment at your approval group or account approval level.
Needs Correction	Flags an adjustment for correction, changing its status to Needs Correction.
Clear	Cancels an approval action for a selected adjustment, changing its status back to Open.
Approve All	Approves all adjustments at your approval group or account approval level. After clicking this item, you can use the Deny, Clear, and Needs Correction item to change the status of individual adjustments.
Deny All	Denies all adjustments at your approval group or account approval level. After clicking this item, you can use the Approve, Clear, and Needs Correction items to change the status of individual adjustments.
Approval Status	Displays the Budget Adjustment Approval Status page, where you can view the approval actions applied to a selected adjustment record. For details, refer to Budget Adjustment Approvals Page (page 276).
Comments	Displays the Approval Line Item Comment page, which enables you to add or view a brief comment on a selected adjustment. [Character/50]
Activity	Displays a page for a selected batch, which shows changes by approvers at other levels. The page only displays if changes were made by other approvers.

Procedure

Following is the procedure for approving, denying, clearing, and changing adjustment records. The procedure also includes the steps for reviewing an adjustment's status, adding comments to an adjustment and flagging an adjustment for correction.

Processing adjustments in the Change Budget Adjustments page

1. Select 👥 Fund Accounting > Entry & Processing > Budget Ledgers > Approve/Deny Budget Adjustments.

2. Enter criteria to identify a list of batch files, and then click 🌐 (OK).

3. In the List section, select the batch you want to process, and then click 🌐 (OK) to display the Change Budget Adjustments page.

4. In the Change Budget Adjustments page:

   - To change an adjustment, change the following fields as needed:

Description	Brief description of the adjustment. You may edit the existing description or add a new description. [Character/25]
Amount	Dollar-and-cents amount of the adjustment. You may change the displayed value.

   - To approve an adjustment, select the adjustment, and then click **Approve**.

   - To approve all adjustments displayed, click **Approve All**. You can now use the page's other items for processing adjustments individually, for example, to change an approval to denial or to add a comment to an adjustment.

   - To deny an adjustment, select the adjustment, and then click **Deny**.

     You may enter a reason for the denial in the Line Item Comment field. [Character/51]

   - To deny all adjustments, click **Deny All**. You can now use the page's other items for processing adjustments individually, for example, to change a denial to approved or to add a comment to an adjustment.

   - To flag an adjustment for correction, select the adjustment, and then click **Needs Correction**. This resets the adjustment's status to Hold. You can now use the Batch Budget Adjustments page and its associated Change Batch Budget Adjustments page to change the adjustment's Period, Year, Description, and Budget Adjust(ment) fields.

   - To clear an approval setting, select the adjustment, and then click **Clear**.

   - To add a comment to an adjustment, select the adjustment, and then click **Comment** to display the Approval Line Item Comment page. [Character/51]

   - To review an adjustment's status, click **Approval Status** to display the Budget Adjustment Approval Status page.

5. Click 🌐 (OK) to return to the Budget Adjustment Approvals page.

Important

To save your entries, you must also approve the adjustments and process the approvals.

Approve/Deny Budget Transfers

Use this option to perform the following approval functions in the Budget Transfer Approvals page:

- View batch files of the budget transfers stored in your system.
- Approve and deny transfers that are available for approval at your approval level.
- Display an additional page for changing transfers prior to approval or denial.
- Flag transfers for correction.
- Add comments to the transfers regarding your approval settings.

Menu Path: Fund Accounting > Entry & Processing > Budget Ledgers > Approve/Deny Budget Transfer

Preview

Budget Transfer Approvals Page

Use this page to review and approve or deny batch budget transfers at your approval level. You can also flag transfers for correction and display the Change Budget Transfers page to change transfer information, such as budget units, accounts, descriptions, and amounts.

This section discusses the use of the Budget Transfer Approvals page for reviewing transfers and processing approvals. The next section, Change Budget Transfers Page, covers the procedure for updating transfers prior to approval.

Menu Path: 👤 Fund Accounting > Entry & Processing > Budget Ledgers > Approve/Deny Budget Transfer

Action Bar Items

After you generate a list of batch files, the following Action Bar items display in the Budget Transfer Approvals page:

Approve	Approves a selected batch file and the transfers it contains. After selecting this item, you can deny, clear, or flag for correction individual transfers within the batch, using the Deny, Clear, and Needs Correction items in the Details section.
Deny	Denies a selected batch file and the transfers it contains. After selecting this item, you can approve, clear, or flag for correction individual transfers, using the Approve, Clear, and Needs Correction items in the Details section.
Approve All	Approves all batch files and the transfers they contain. After selecting this item, you can deny and clear individual batch files using the List section's Deny and Clear items.
Deny All	Denies all batch files and their transfers. After selecting this item, you can approve and clear individual batches using the List section's Approve and Clear items.
Clear	Cancels an approval action for a selected batch, changing its status to Open. This item also clears the status of transfers that are flagged for correction.
Activity	Displays a page for a selected batch, which shows changes made to transfers by approvers at other levels.

In addition to these items, the following display when you access the Details section for a selected batch:

Needs Correction	Flags a transfer for correction. This changes the item's status to Needs Correction.
Approval Status	Displays the Budget Transfer Approval Status page, which gives details on actions affecting a transfer's status, such as the approver's ID, action taken, and date.
Comments	Displays the Approval Line Item Comment page, where you can enter text comments on the transfer. [Character/50]

1mm

Procedure

Viewing transfers that are available for approval

1. Select ![icon] Fund Accounting > Entry & Processing > Budget Ledgers > Approve/Deny Budget Transfer to display the Budget Transfer Approvals page.

2. In the Approval Criteria section, complete the following fields to identify the batch files containing the transfers you want to access:

Approval Criteria	Select:
	A - All Items (default)
	L - Approved at Lower Level
Required	Select the checkbox if you only want to display transfers that are required at your approval level. Leave the box blank to access all transfers that are available for approval.
Control Number	Identify the batch file containing the transfers you want to access. To identify multiple files, use the pipe symbol to separate control numbers, for example, 09385|09386|09388. To access all batch transfer files, leave the field blank.

3. Click ![icon] (OK) to display the batch files that match your criteria, as well as the action buttons previously noted.

4. In the List section, select a batch to display its transfers in the Details section.

5. Click ![icon] (OK).

6. In the Details section, use the arrow keys and scroll bars to scroll through the transfer records from the selected batch. For details, refer to the next procedure.

7. Click ![icon] (Back) to return to the List section.

Processing batch budget transfers for approval

1. Select ![icon] Fund Accounting > Entry & Processing > Budget Ledgers > Batch Budget Transfer to display the Batch Budget Transfers page.

   For details on using the Reports, Print Multiple Batches, and Print items, refer to the Generating Batch Budget Transfer Reports (page 268).

2. Select ![icon] Fund Accounting > Entry & Processing > Budget Ledgers > Approve/Deny Budget Adjustments to display the Budget Transfer Approvals page, enter the selection criteria, then click ![icon] (OK) to list the batch files that match your criteria.

   For details, refer to Step 2 in the previous procedure.

3. In the page's List section, select the batch you want to process, then use the following items. Note that when you select a batch, its transfers display in the Details section. You can also access this section to review the batch's transfers by clicking 🌐 (OK) after selecting the batch.

Approve   Approves all transfers in the batch that is currently selected.

Deny   Denies all transfers in the batch that is currently selected.

Clear   Removes an approval setting and restores the status of the batch and its transfers to Open.

You can also use the following items without selecting a batch.

Approve All   Approves transfers in all of the batch files currently displayed.

Deny All   Denies transfers in all of the batch files currently displayed.

After using one of these items, you can clear an approval setting for a selected batch by selecting the batch, and then clicking **Clear**.

4. Repeat Step 3 for each batch you want to process.

5. When you complete your approvals, as well as any changes, click 🌐 (OK) in the Budget Transfer Approvals page.

6. Click **Yes** to display a Print page.

7. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *postbudappr.rpt*.

   - The Budget Transfer Approval/Denial report shows whether the records posted successfully, required additional approvals, or could not be posted because of errors.

   - In addition, the Budget Transfer Posting Errors page displays indicating results similar to those shown in the report.

8. Click **OK** to complete the process.

   or

   Click 🖶 (Print) to display a Print page for generating an additional status report on the transfers you attempted to post. Select a report destination, then click OK. The Budget Transfer Approval Status report's default file name is *budpoststat.rpt*.

Change Batch Budget Transfer Page

Use this page to change the information in a transfer from a selected batch, including its budget units, accounts, descriptions, and to and from amount. In addition, you can use the Change Budget Transfers page to review the following for each budget unit/account associated with the transfer:

Current Budget	YTD Expenditures/Revenues	Pending Transfers
Current Balance	YTD Encumbrances/Receivables	Balance after Transfers

For information on the items displayed in the Change Budget Transfers page, refer to Budget Transfer Approvals Page (page 282).

Menu Path: 👥 Fund Accounting > Entry & Processing > Budget Ledgers > Approve/Deny Budget Adjustments > generate a list of batches > select a batch > click✅ (OK)

Procedure

Changing transfer information in a selected batch

1. Select 👥 Fund Accounting > Entry & Processing > Budget Ledgers > Approve/Deny Budget Adjustments.

2. In the Budget Transfer Approvals page, enter criteria to identify a list of batch files, and then click ✅ (OK) to list the batch files that match your criteria.

3. In the List section, select a batch, and then click ✅ (OK).

4. In the Detail section, select a transfer, and then click ✅ (OK) to display the Change Budget Transfers page. The page displays the line items within the transfer you selected.

5. In the Change Budget Transfers page, you can change the following fields for a transfer line item: *Budget Unit*, Account, Description, From Amount, and To Amount.

   - If a line is the target of the transfer, leave the From Amount set to 0.00, and enter an amount in the To Amount field.

   - If a line is the source of the transfer, leave the To Amount set to 0.00, and enter an amount in the From Amount field.

   > **Important**
   >
   > The total of the To Amount fields in a transfer must equal the value in the transfer's From Amount field. To help you keep track, the display-only Total Exp(enditure) and Total Rev(enue) fields below the From Amount and To Amount columns maintain running totals of the transfers entered for the current budget unit/account.

6. Click ✅ (OK).

   To save your entries, you must also approve the transfers and process the approvals.

5: Encumbrances

The options on the Encumbrances menu let you add records for encumbrances, purchase orders, and other financial commitments.

- If you use the Purchasing System, you can use the Encumbrances options to enter information for anticipated expenditures that are not tied to purchase orders.

- If you do not use Purchasing, then you will enter all your encumbrances, including purchase orders, using the options described in this chapter.

The Encumbrances menu's options include:

POs/Encumbrances/ Commitments	Lets you post encumbrances to Fund Accounting. You can also view encumbrances added in the Purchasing and Purchasing Card Interface Systems.
Batch Encumbrances	Lets you add encumbrances to a batch file which can be reviewed and edited prior to posting records to Fund Accounting.

Menu Path: 👤 Fund Accounting > Entry & Processing > Encumbrances > select an option

Preview

POs/Encumbrances/Commitments

Use this option to enter information for anticipated expenditures (encumbrances). If you use the Purchasing System, you do not need to use Fund Accounting's Encumbrances options to enter encumbrance records.

You enter encumbrances through Fund Accounting if you have financial commitments you need to track that are not tied to purchase orders or you do not use the Purchasing System.

Menu Path: Fund Accounting > Entry & Processing > Encumbrances > POs/Encumbrances/Commitments

POs/Encumbrances/Commitments Pages

As you add, view, and update encumbrance records using this option, you will use a series of three pages. Following are brief descriptions of each page accessed with the POs/Encumbrances/Commitments option:

Post Encumbrances/ Commitments/POs Page	Enables you to search for, list, access, and view summary information on encumbrances created in the Fund Accounting, Purchasing, and Purchasing Card Interface Systems. You also start the add procedure from this page.
Add Encumbrances/ Commitments/POs Page	Enables you to add a new encumbrance record, including vendor and accounting distribution information.
Change Encumbrances/ Commitments/POs Page	Enables you to view and update a selected encumbrance as long as it was entered in Fund Accounting. If you access a record created using Purchasing or Purchasing Card Interface, you can view its header and line item data, but you cannot make changes.

Preview

Post Encumbrances/Commitments/POs Page

The Post Encumbrances/Commitments/POs page is the central page associated with the POs/Encumbrances/Commitments option. In this page, you can perform the following actions:

- Search for and list your encumbrance records using either a simple or advanced search. The page lists records created in Fund Accounting, Purchasing, and Purchasing Card Interface.
- Begin the procedure for adding a new encumbrance.
- Access an existing encumbrance. The page's list section has a Where Created column showing whether a listed record was created using Fund Accounting, Purchasing, or Purchasing Card Interface.
- Reset the fiscal year period. Do this if you need to record an encumbrance in an accounting period other than the system default.

Menu Path: Fund Accounting > Entry & Processing > Encumbrances > POs/Encumbrances/Commitments

Procedure

All procedures initiated in this page follow standard steps used throughout the eFinancePLUS software. For step-by-step procedures for adding and updating records or for resetting the fiscal year period, refer to the sections indicated:

- To add an encumbrance, refer to Add Batch Encumbrance Page (page 303).
- To update an encumbrance record, refer to Change Encumbrances/Commitments/POs Page (page 292)
- To reset the fiscal year period, refer to Resetting Periods (page 143).

Listing encumbrances, commitments, and purchase orders

1. Select Fund Accounting > Entry & Processing > Encumbrances > POs/Encumbrances/Commitments to display the Post Encumbrances/Commitments/POs page.

2. In the Search Criteria section, enter criteria in the Year, *PO/Encumber*, and Item Number fields to specify the records to list.

3. Click **Find**. To run an advanced search, use the **Advanced** button.

   The page's List section displays the records that match your criteria. The source of the records is identified in the Where Created column.

Add Encumbrances/Commitments/POs Page

Use this page to add encumbrance records, which include vendor information, accounting distribution, and encumbered amounts.

- If you use the Purchasing System, you can record encumbrances that are not tied to a purchase order.

- If you do not use Purchasing, you can record all your encumbrances in this page.

Menu Path: 👥 Fund Accounting > Entry & Processing > Encumbrances > POs/Encumbrances/Commitments > click ⊕ (Add New)

System Processing

Following is an explanation of the system processing that occurs when you enter an encumbrance:

Budget Monitoring

The system monitors budgeting when you enter the accounting distribution for an encumbrance. For each expenditure budget account entered, the system references the Check Budget Balance field in the related Organization Chart record.

Following are the settings available in the Check Budget Balance field:

N - No Checking - Allows distribution of amounts that exceed the expenditure budget account's budget balance. No warning is issued.

W - Warning - Issues a warning if you try to distribute amounts that exceed the expenditure budget account's budget balance. However, the system still allows you to enter the amounts.

F - Fatal - Prevents the distribution of amounts that exceed the expenditure budget account's budget balance.

Ledger Transactions

When you post an encumbrance to Fund Accounting, the system generates the following ledger transactions:

- For all expenditure budget accounts included in the encumbrance's accounting distribution, the encumbrance amount is increased and the budget balance is reduced. These transactions are recorded on the Expenditure Ledger.

- The same entries are made on the Project Ledger for any project budget accounts included in the encumbrance's accounting distribution.

- When encumbrances are posted to the Expenditure Ledger, the following General Ledger balance sheet account transactions occur:

  Debit Encumbrance Control account

  Credit Reserve for Encumbrance account

- The encumbrance record is added to the Transaction Ledger with a Transaction Code of 17 - Add

  Encumbrance. You can search for and view the record using the Transactions page (👥 Fund Accounting > Entry & Processing > Detailed Displays > Transactions).

  For information on how to search for and list Transaction Ledger records, refer to Transactions (page 595).

- A record is added to the Encumbrance Ledger, which you can view by selecting 👥 Fund Accounting > Entry & Processing > Detailed Displays > Encumbrances , and then entering the appropriate search criteria.

Procedure

Adding an encumbrance

1. Select ⛴ Fund Accounting > Entry & Processing > Encumbrances > POs/Encumbrances/Commitments to display the Post Encumbrances/Commitments/POs page.

2. If you need to change the fiscal year period or transaction date for this encumbrance, use the Set Period item. For details, refer to Resetting Periods (page 143).

3. Click ⊕ (Add New) to display the Add Encumbrances/Commitments/POs page.

4. Complete the page's fields in the Header section (*PO/Encumber* through Control Number).

5. Click 🌐 (OK).

6. In the Charge Information section, distribute the item's cost to the appropriate ledger accounts.

   As you enter rows of accounting distribution data, the system keeps a running total of all charge amounts in the Total field at the bottom of the Charge Information section.

7. When you finish entering the distributions, click 🌐 (OK) to save the encumbrance.

Fields

Header Section

Use the fields in this section to identify the encumbrance and vendor.

PO/Encumber
    A number to identify the encumbrance. If letters are used, they must be at the beginning or end of the number, for example, A12345 or 54321A. [Character/8]

Item Number
    A line item number for the encumbrance. For the encumbrance's first line item, enter 1. For each succeeding line item increase the number by one, unless you are adding an accounting distribution row for an encumbrance item you entered earlier. [Integer/2]

Vendor Number
    The vendor's ID number.

Description
    A brief description of the encumbrance item. [Character/25]

Control Number
    A reference number to group the encumbrance with similar transactions. Later, you can use this number for searching and reporting purposes. [Character/8]

Charge Information Section

Use the fields in this section to enter the record's financial distributions.

Budget Unit
    Low organization where the expense is charged.

    If your Fund Accounting Profile is set up for full expensing, the Full Account Window page will display for entering the budget unit. For the procedure, refer to Full Account Window Page (page 319).

Account
    Expenditure account where the expense is charged. The *Budget Unit* and Account combination must exist in the Expenditure Ledger.

Project
> Low-level project code where the expense is charged, if you use project accounting.

Account
> Expenditure account tied to the project code you entered, if you use project accounting. The *Project* and Account combination must exist in the Project Ledger.

Amount
> Amount of the encumbrance line item charged to the row's Expenditure and Project Ledger accounts.

Total
> Displays the running total of charges for the current item. This total is added to the Total Entry field in the Header section when you save the item.

Change Encumbrances/Commitments/POs Page

Use this page to update existing encumbrance line items that were created using Fund Accounting's Encumbrance options. However, you can only view encumbrances that were created in the Purchasing and Purchasing Card Interface systems; you cannot change them in this page.

Menu Path: Fund Accounting > Entry & Processing > Encumbrances > POs/Encumbrances/Commitments > generate a list of encumbrances > select the encumbrance > click (OK).

System Processing

When you save a change to an encumbrance line item, the system creates two transaction records for each accounting distribution row to make the appropriate adjustments to the original Encumbrance Ledger record and the General, Expenditure, and Project Ledgers.

Both transaction records have a Transaction Code of 18 - Change Encumbrance:

- The first record is for a negative amount. It resets the encumbrance distribution row's amount to zero and reverses all associated General, Expenditure, and Project Ledger updates.

- The second record is for the adjusted Balance calculated by adding the Change Amount and Original Amount. The encumbrance's unpaid balance is reset for the accounting distribution row, and the appropriate General, Expenditure, and Project Ledger accounts are updated.

For a description of how ledgers are updated for encumbrances, refer to Add Encumbrances/Commitments/POs Page (page 289).

Procedure

Changing information for a Fund Accounting encumbrance

1. Select Fund Accounting > Entry & Processing > Encumbrances > POs/Encumbrances/Commitments to display the Post Encumbrances/Commitments/POs page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. Select the desired encumbrance line item record, and then click (OK) to display the Change Encumbrances/Commitments/POs page.

4. If needed, change the line item's Vendor Number and Description fields.

5. In the Control Number field, enter a number or code to identify this Change Encumbrance transaction. This number is used to track the transaction records that are created by the update.

6. Click (OK) to access the Charge Information section. The system displays the accounting distribution for the current encumbrance line item.

7. Change the *Budget Unit* and Account fields as needed, or keep the original accounting distribution.

8. Use the Change Amount fields to adjust the original encumbrance amounts for each distribution row. You can enter a positive or negative adjustment.

9. If you use project accounting, change the *Project* and Account fields for a row's Project Ledger distribution as needed.

10. When you finish your changes, click (OK) to save the adjustments and generate the transactions described in the System Processing section.

Fields

Header Section

The fields in this section identify the encumbrance line item and vendor.

PO/Encumber
> A number to identify the encumbrance. [Character/8]
>
> If letters are used, they must be at the beginning or end of the number, for example, A12345 or 54321A.

Item Number
> A line item number for the encumbrance. For the encumbrance's first line item, enter 1. [Integer/2]
>
> For each succeeding line item increase the number by one, unless you are adding an accounting distribution row for an encumbrance item you entered earlier.

Vendor Number
> The vendor's ID number. You may select another vendor, if needed.

Description
> A brief description of the encumbrance item. [Character/25]

Control Number
> A reference number to group the encumbrance with similar transactions. Later, you can use this number for searching and reporting purposes. [Character/8]

Charge Information Section

The fields in this section determine the line item's accounting distribution.

Budget Unit
> Low organization code for the Expenditure Ledger account where all or part of the line item's encumbrance amount is charged. You can keep a row's original code or select a new one.
>
> If your Fund Accounting Profile is set up for full expensing, the Full Account Window page will display for entering the budget unit. For the procedure, refer to .

Account
> Expenditure account code for the Expenditure Ledger account where all or part of the line item's encumbrance amount is charged. You can keep a row's original code or select a new one.

Original Amount
> Original amount for the item's accounting distribution row. Display only.

Total Changes
> Total amount of changes previously made for the item's accounting distribution row. Display only.

Change Amount
> Amount of the adjustment you are making to the line item's accounting distribution row. You can enter a positive or negative amount.
>
> This field resets to zero (0.00) when you save the update, and its amount is added to the row's Total Changes field.

Payments
> Total amount of accounts payable records associated with the accounting distribution row. Display only.

Balance
> Unpaid balance for the accounting distribution row. The system updates this field when you enter a change amount for a row. Display only.

Project
> Low project code for the Project Ledger account where an encumbrance amount is charged. You can keep a row's original code or select a new one.

Account
> Expenditure account code for the Project Ledger account where an encumbrance amount is charged. You can keep a row's original code or select a new one.

Total
> Displays the running total of the entries in the Change Amount fields.

Batch Encumbrances

Use this option to enter encumbrance records into batch files that you can review, update, and later post to Fund Accounting. The advantages of batch processing instead of online encumbrance entry are:

- You can identify data entry errors before records are posted.
- You can better control the way records are grouped for reporting purposes.

Menu Path: Fund Accounting > Entry & Processing > Encumbrances > Batch Encumbrances

Preview

Batch Encumbrances Page

Use this page to maintain encumbrance records that are stored in batch files. The page lists all batch encumbrance files stored in your database. Using the Action Bar and toolbar items you can display additional pages for adding, updating, deleting, printing, loading, releasing, and posting batch encumbrance records.

Menu Path: 👤 Fund Accounting > Entry & Processing > Encumbrances > Batch Encumbrances

Action Bar Items

The Batch Encumbrances page's Action Bar displays the following items:

Print Multiple Batches	Displays the Print Encumbrances Selection page, where you can generate an edit list of one or more batch files.
Set Period	Enables you to change the default fiscal year period or transaction date for the encumbrance records stored in a selected batch. For details, refer to Resetting Periods (page 143).
Release	Releases all encumbrances in a batch so they can be posted. This item clears the Hold field for each record in the batch.
Post	Posts encumbrance records to Fund Accounting for a selected batch. The system only posts a record if its Hold field is blank.
Load External	Displays the Load External File page, which lets you import batch encumbrances from external text files.

For details on all of these items, except Set Period, refer to the Procedures section.

Additional Batch Encumbrance Pages

From the Batch Encumbrance page, you can access the following pages. Each page is described in its own section.

Post Encumbrances - Batch Entry	Enables you to search for, list, and add to the encumbrance records in a batch file. From here, you can display a selected record in the Post Encumbrances - Batch Change page and if needed, update or release it. To display the page, select a batch and then click 🌐 (OK). For details, refer to Post Encumbrances - Batch Entry Page (page 301).
Add Batch Encumbrance	Enables you to add a batch file of encumbrance records. This is also the page you use to create a new batch file. For details, refer to Add Batch Encumbrance Page (page 303).
Post Encumbrances - Batch Change	Enables you to view and change batch encumbrance records. This page contains the Hold field which determines whether a batch encumbrance can be posted to Fund Accounting. For details, refer to Post Encumbrances - Batch Change Page (page 305).

Procedures

Following are procedures for deleting, printing, releasing, posting, and loading batch files. For the procedures for adding and changing batch records, refer to the sections referenced above.

Deleting batch files

For the procedure for deleting individual encumbrance records within a batch file, refer to Post Encumbrances - Batch Entry Page (page 301).

1. Select 👤 Fund Accounting > Entry & Processing > Encumbrances > Batch Encumbrances to display the Batch Encumbrances page.

2. Select a batch file in the page's listing.

3. Click 🗑 (Delete).

4. In the Confirmation dialog, click **Yes**.

Printing the Batch Encumbrance Edit List

1. Select 👤 Fund Accounting > Entry & Processing > Encumbrances > Batch Encumbrances to display the Batch Encumbrances page.

2. To print an individual batch file, click 🖨 (Print).

   or

   To include more than one batch, click **Print Multiple Batches**. In the Print Encumbrances Selection page's Control Number field, use the pipe symbol to separate control numbers, for example, 1050|1055|1070, or leave the field blank to include all batches. Click 🌐 (OK) when you finish your entry.

3. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *batchenc.rpt*.

   A sample of the report follows the procedures.

Releasing batch records and post them to Fund Accounting

1. Review information for the batch you want to post by generating the Batch Encumbrance Edit List, as outlined in the previous procedure.

2. Make changes to encumbrance records in the batch file as needed. For details, refer to the Post Encumbrances - Batch Change Page (page 305).

3. Select 👤 Fund Accounting > Entry & Processing > Encumbrances > Batch Encumbrances to display the Batch Encumbrances page.

4. Select the batch you want to release, and then click **Release**. The system clears the Hold fields for all records in the batch.

   If you only want to release selected records int he batch, refer to the next procedure.

5. In the confirmation dialog, click **OK** to continue.

6. Keep the batch record selected in the Batch Encumbrances page, and click **Post**.

7. In the Post Confirmation dialog, click **Yes**.

   The system displays the Batch Encumbrances Post Results page which shows the records that posted, as well as those that did not as a result of data conflicts.

8. Click 🌐 (OK) to close the page.

Posting selected batch encumbrance records

The following procedure enables you to release selected records in a batch and then post those records. Records that are not released will remain in the batch file.

1. Select ♠ Fund Accounting > Entry & Processing > Encumbrances > Batch Encumbrances to display the Batch Encumbrances page.

2. Select the batch containing the records you want to post, and then click 🔘 (OK).

   The Post Encumbrances - Batch Entry page displays for the selected batch.

3. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

   > **Important**
   > If an encumbrance line item has multiple accounting distribution rows, each row displays as an individual record in the List section. Keep this in mind when updating and deleting batch records.

4. In the List section, select one of the encumbrance line items you want to release for posting, and then click 🔘 (OK) to display the Post Encumbrances - Batch Change page for the selected batch encumbrance record.

5. Clear the Hold field and Continuous field, and then click 🔘 (OK) to save the update and return to the Post Encumbrances - Batch Entry page.

6. Repeat Steps 4 -5 for each additional record you want to release.

7. When you finish updating the Hold fields for the records you want to post, click 🔴 (Back) twice to close the Post Encumbrances - Batch Entry page.

8. In the Batch Encumbrances page, select the batch containing the records you want to post, and then click the **Post** item.

   Keep in mind that the system will only post the records you cleared, while the others will remain in the batch file.

9. In the Post Confirmation dialog, click **Yes**.

   The system displays the Batch Encumbrances Post Results page which shows you the records that posted as well as any that did not because of data conflicts.

10. Click 🔘 (OK) to close the Batch Encumbrances Post Results page.

Loading external files

The Load External item on the Batch Encumbrances page's Action Bar enables you to load batch encumbrance records into your database from pipe-delimited, plain-text files from either your personal computer or network server.

Before using this item, verify that the source text file is formatted correctly. Because you are loading the data directly into a database table (*dencumbr*), the text file's field data must be arranged in exactly the same order as the corresponding table columns.

- The system uses the pipe (|) symbols in the text file to determine where one field value ends and the next one begins.

- In optional fields, you can omit field data from the text file by placing two pipe symbols next to each other in the appropriate position.

- The system provides default values for the following fields if you leave them blank: Hold Flag, Date Entered, Entered By, Fiscal Year, Period, Sales Tax, and Use Tax.

- The following fields require data in the text file: PO/Encumbrance Number, Line Number, Vendor Number, Key Organization, and Expenditure Account. We also recommend including the Encumbrance Amount.

- You can define the batch record's Control Number in either the text file or the Load External File page. Control numbers are also required for batch encumbrance records.

- The text file can contain multiple batch encumbrance records, but you cannot have blank lines between records. Provide a hard return at the end of each record.

- Make sure the PO/Encumbrance Number is formatted according to the Zero-Fill Length of PO Numbers field in the Fund Accounting Profile. This setting determines the number of spaces the system automatically fills with zeroes for your purchase order records.

  For instance, if the zero-fill value is 6, then for a record with the code 36A, you would need to add three zeroes at the beginning of the field in the text file, making the code 00036A.

- For a listing of the database columns and field formats in the *dencumbr* table, refer to the Fund Accounting chapter in your Data Dictionary.

When formatting the text file if you were leaving data out of fields that are optional or generate default values, data is omitted in the following fields:

Project Code	Optional unless you use project accounting for expenditures.
Project Account	Optional unless project accounting applies.
Date Encumbered	Optional.
Hold Flag	Defaults Y, meaning there is a posting hold on the record.
Date Entered	Defaults the current system date.
Entered By	Defaults your login ID.
Batch Control Number	Defaults the control number you enter in the Load External File page.
Fiscal Year	Defaults the fiscal year from the Fund Accounting Profile.
Period	Defaults the fiscal year period from the Fund Accounting Profile.
Sales Tax	Defaults 0.00.
Use Tax	Defaults 0.00.

The Encumbrance Description field is also optional, but we recommend you define a description so the transaction can be readily identified in listings and reports.

Loading an external file

1. Select ♟ Fund Accounting > Entry & Processing > Encumbrances > Batch Encumbrances to display the Batch Encumbrances page.

2. Click the **Load External** item to display the Load External File page.

3. Select a radio button to identify where the file is stored:

Client PC (default)	Your personal computer
Server	Your network computer

4. In the File Name field, identify the file by entering its name and directory path.

   Click **Browse…** to display a page for searching for and selecting the file. However, this only applies to files on your personal computer.

   Example: If a file named *batch.txt* is stored in the Encumbrance subdirectory of the Accounting directory on your personal computer, you can identify it by entering C:\Accounting\Encumbrance\batch.txt.

5. In the Control Number field:

- To override the number in the external file, enter a number to identify the batch file you are creating. This is applied to all records in the file.

- To use the number stored in the external file, leave the field blank.

- If the Control Number field in the external file is blank for any record, you must enter a control number. Otherwise, the file cannot be loaded.

6. Click (OK) to load the file.

- If the load is successful, a confirmation dialog displays, indicating the file import was complete. The batch file's control number will now display in the Batch Encumbrances page's list section, provided the file is for the current year.

- If the system cannot load the file, a confirmation dialog indicates that the import did not complete. The dialog may be preceded by another dialog indicating the type of error the system encountered.

Sample Batch Encumbrance Edit List

```
MM/DD/YY                                    YOUR ORGANIZATION'S NAME                                PAGE 1
ACCOUNTING PERIOD: MM/YY                    BATCH ENCUMBRANCE EDIT LIST

RECORD  BATCH     ENTERED    *PO/ENCUMBE *BUDGET UNIT*    ACCOUNT *PROJECTACCOUNT   DATE    VENDOR/DESCRIPTION             AMOUNT
PERIOD  HOLD

1       EXP23     MM/DD/YY   119-01      1100010          00611                     MM/DD/YY MONARCH SUPPLY CO.            12.34
PP/YY   Y         LMM                                                                        LABELS/SELF-STICK
2       EXP23     MM/DD/YY   119-02      1100010          00611                     MM/DD/YY MONARCH SUPPLY CO.           187.65
PP/YY   Y         LMM                                                                        OFFICE SUPPLIES/ECIA

TOTAL PURCHASE ORDER                                                                                                     199.99


TOTAL BATCH                                                                                                              199.99
TOTAL REPORT                                                                                                            199.99
```

Post Encumbrances - Batch Entry Page

Use this page to search for, view, and update encumbrances in a selected batch file. You can also add encumbrance records to the batch file. The page consists of a search section, where you enter criteria for the records you want to retrieve, and a list section, which displays your search results and allows you to select and display a specific encumbrance record.

Important

If an encumbrance line item has multiple accounting distribution rows, each row displays as a separate record in the Batch Entry page's list section. Keep this in mind when updating and deleting records.

Menu Path: 👥 Fund Accounting > Entry & Processing > Encumbrances > Batch Encumbrances > select a batch > click 🌐 (OK).

Procedures

Following are procedures for updating and deleting batch encumbrance records. For the procedures for adding batch files and adding encumbrances to existing files, refer to Add Batch Encumbrance Page (page 303).

Updating an existing encumbrance record

1. Select 👥 Fund Accounting > Entry & Processing > Encumbrances > Batch Encumbrances to display the Batch Encumbrances page.

2. Select a batch, and then click 🌐 (OK) to display the Post Encumbrances - Batch Entry page.

3. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

   Your search results display in the List section. If an encumbrance line item has multiple accounting distribution rows, the system displays each row as a separate record.

4. Select the encumbrance line item you want to update, and then click 🌐 (OK) to display the Post Encumbrances - Batch Change page.

   For descriptions of the fields in this page, refer to Post Encumbrances - Batch Change Page (page 305).

5. In the Encumbrance Data section, update the Hold field as needed:
   - Select this field if the encumbrance is not ready for posting to Fund Accounting.
   - Clear this field to remove the posting hold for the encumbrance. A record can be posted to Fund Accounting if its Hold field is not selected.

6. Update the fields in the Encumbrance Data section as needed.

7. In the Charge Information section, update the accounting distribution for the encumbrance as needed.

8. Click 🌐 (OK) to save the changed batch encumbrance record.
   - If the Continuous checkbox is selected, the system refreshes the Post Encumbrances - Batch Change page with data for the next record listed in the Batch Entry page.
   - If the Continuous checkbox is blank, you return to the Post Encumbrances - Batch Entry page.

Deleting a record from the batch

1. Select 👥 Fund Accounting > Entry & Processing > Encumbrances > Batch Encumbrances to display the Batch Encumbrances page.

2. Select a batch, and then click 🌐 (OK) to display the Post Encumbrances - Batch Entry page.

3. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

   Your search results display in the List section. If an encumbrance line item has multiple accounting distribution rows, the system displays each row as a separate record.

4. Select the encumbrance line item you want to delete.

5. To view the line item before deleting it, click (OK) to display the Post Encumbrances - Batch Change page, and then click (Back).

6. Click (Delete).

7. In the Confirmation dialog, click **Yes**.

Add Batch Encumbrance Page

Use this page to add a record to an existing batch file or create a new batch file. The page consists of two sections, Encumbrance Data and Charge Information. These sections display fields for defining the following information for each batch encumbrance:

Control Number	Vendor Number	Accounting Distribution
Fiscal Year/Period	Encumbrance Description	Project Accounting
Encumbrance Number	Encumbrance Amount	Distribution

Menu Path: 👤 Fund Accounting > Entry & Processing > Encumbrances > Batch Encumbrances

Procedures

Creating a new batch file

1. Select 👤 Fund Accounting > Entry & Processing > Encumbrances > Batch Encumbrances to display the Batch Encumbrance page.

2. Click ⊕ (Add New) to display the Add Batch Encumbrance page.

3. In the Encumbrance Data section, complete the fields (Control Number through Description).

4. Leave the Continuous checkbox selected if you are adding more than one line item. Otherwise, clear the field.

5. Click 🌐 (OK) to access the Charge Information section.

6. Enter the encumbrance's accounting distribution.

7. When you finish, click 🌐 (OK) to save the encumbrance to batch file.
   - If the Continuous field is selected, the system saves the encumbrance and returns you to the Control Number field so you can add another encumbrance to the current batch or start a new batch by entering a different Control Number.
   - If you cleared the Continuous field, the system saves the batch and closes the Add Batch Encumbrance page.

Adding an encumbrance to an existing batch file

1. Select 👤 Fund Accounting > Entry & Processing > Encumbrances > Batch Encumbrances to display the Batch Encumbrance page.

2. Select the batch file you want to update, and then click 🌐 (OK) to display the Post Encumbrances - Batch Entry page.

3. Click ⊕ (Add New) to display the Add Batch Encumbrance page.

4. In the Encumbrance Data section, complete the fields (Control Number through Description).

5. Leave the Continuous checkbox selected if you are adding more than one line item. Otherwise, clear the field.

6. Click 🌐 (OK) to access the Charge Information section.

7. Enter the encumbrance's accounting distribution.

8. When you finish entering the distribution, click 🌐 (OK) to save the encumbrance record.
   - If the Continuous field is selected, the system saves the record and returns you to the Period/Year fields so you can add another encumbrance.
   - If the Continuous field is not selected, the system saves the record and closes the Add Batch Encumbrance page.

Fields

Encumbrance Data Section

Control Number
> A reference number for the transaction. You can later use this number or code to group similar transactions together for searching and reporting purposes. [Character/8]

Period/Year
> The fiscal year period and year to associate with the first encumbrance added.

PO/Encumber
> A number to identify the encumbrance.
>
> If letters are used, they must be at the beginning or end of the number, such as A1223524 or 8337400A.

Item Number
> A line item number for the encumbrance. If this is your first record for this encumbrance, enter 1 in this field.
>
> For each succeeding record using the same *PO/Encumb* number, increment the item number by one, unless you want to add an accounting distribution row for an encumbrance item you entered earlier.

Vendor Number
> The vendor's ID number.

Description
> A brief description of the encumbrance item. [Character/25]

Charge Information Section

Budget Unit
> Low organization where the expense is charged.
>
> If your Fund Accounting Profile is set up for full expensing, the Full Account Window page will display for entering the budget unit. For the procedure, refer to Full Account Window Page (page 319).

Account
> Expenditure account where the expense is charged. The *Budget Unit* and Account combination must exist in the Expenditure Ledger.

Project
> Low-level project code where the expense is charged, if you use project accounting.

Pro ACCT
> Expenditure account tied to the project code you entered, if you use project accounting. The *Project* and Account combination must exist in the Project Ledger.

Amount
> Amount of the encumbrance line item charged to the row's Expenditure and Project Ledger accounts.

Post Encumbrances - Batch Change Page

Use this page to view and update batch encumbrance records. You also can access the page to release an encumbrance for posting. For details, refer below to the Hold Field section.

Menu Path: ![icon] Fund Accounting > Entry & Processing > Encumbrances > Batch Encumbrances > select a batch file > click ![icon] (OK) to display the Post Encumbrances - Batch Entry page > search for and select a batch record > click ![icon] (OK)

Hold Field

Besides the fields used to identify the encumbrance and define its accounting distribution charge, the Post Encumbrances - Batch Change page includes a Hold checkbox. This field determines whether an encumbrance is eligible for posting to Fund Accounting.

- If the field is selected, then the encumbrance is on hold and cannot be posted.
- If the field is not selected, then the encumbrance can be posted to Fund Accounting.

When you add a new encumbrance to a batch, the system selects the Hold field by default. You cannot access this field when adding a record. If you want to clear an encumbrance's Hold field after the record has been added and saved, you can access the record in the Post Encumbrances - Batch Change page, clear the Hold field, and save the update by clicking ![icon] (OK).

As an alternative to clearing the field for an individual encumbrance, you can use the Release item in the Batch Encumbrances page to clear the Hold fields for all encumbrances stored in a batch. For details, refer to Batch Encumbrances.

Procedure

Reviewing and updating an existing batch encumbrance record

1. Select ![icon] Fund Accounting > Entry & Processing > Encumbrances > Batch Encumbrances and then select the desired encumbrance.

2. Click ![icon] (OK). The Post Encumbrances - Batch Entry page displays.

3. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

4. Select the encumbrance you want to update, and then click ![icon] (OK). The record displays in the Post Encumbrances - Batch Change page.

5. In the Encumbrance Data section, update the Hold checkbox as needed:
   - Select the field to prevent the encumbrance from being posted to Fund Accounting. Note that when an encumbrance is added, this field is selected by default.
   - Clear the field to remove the posting hold and allow the encumbrance to be posted to Fund Accounting.

6. Update the fields in the Encumbrance Data section as needed. Refer to the Fields section below.

7. In the Charge Information section, update the accounting distribution for the encumbrance as needed. Refer to the Fields section below.

8. Click (OK) to save the updated record.

- If the Continuous checkbox is selected, the system refreshes the Post Encumbrances - Batch Change page with data for the next record listed in the Batch Entry page.

- If the Continuous checkbox is blank, you return to the Post Encumbrances - Batch Entry page.

Fields

Encumbrance Data Section

Following are the fields that can be updated in this section. The other fields are display only.

Period/Year
> The fiscal year and period for the encumbrance.

Vendor Number
> The vendor associated with the encumbrance. If needed, you can select another vendor.

Description
> Description for the encumbrance. [Character/25]

Charge Information Section

You can update all of the fields in this section, except the Total Line Item field which displays the system-generated total of the line item's distributions.

Budget Unit
> Low organization code for the Expenditure Ledger account where the encumbrance line item is charged.
>
> If your Fund Accounting Profile is set up for full expensing, the Full Account Window page will display for entering the budget unit. For the procedure, refer to Full Account Window Page (page 319).

Account
> Expenditure account code for the Expenditure Ledger account where the encumbrance line item is charged.

Project
> Project code for the Project Ledger account where the encumbrance line item is charged.

Account
> Expenditure account for the Project Ledger account where the encumbrance line item is charged.

Amount
> Encumbrance amount charged to the indicated Expenditure and Project Ledger accounts.

Total Line Item
> Displays the total amount of the line item's distribution. Display only.

6: Payable Entry

The Payable Entry options enable you to create accounts payable records for vendor payments.

Menu Path: Fund Accounting > Entry & Processing > Payable Entry

Preview

Payable Entry Features

The Fund Accounting System provides a range of features for processing accounts payable, from entry and approval to posting either on line or by batch.

Menu Path: Fund Accounting > Entry & Processing > Payable Entry > select an option

Payable Entry Options

Fund Accounting's Payable Entry menu includes the following options:

Approve/Deny Payables	Enables you to select payable items for approval or denial. After you approve or deny payments, you can post them directly to Fund Accounting. For details, refer to Approve/Deny Accounts Payables Page (page 393).
Batch Accounts Payable	Enables you to add payable records to a batch file that can later be reviewed and posted to Fund Accounting. For details, refer to Batch Accounts Payable Processing (page 346).
Change Accounts Payable	Enables you to change data in existing payable records. For details, refer to Change Accounts Payable Page (page 343).
Post Accounts Payable	Enables you to add payable records. You can reference encumbrances that were either entered in Fund Accounting or posted from Purchasing. For details, refer to Post Accounts Payable Page (page 324).
Standard Payables	Enables you to create and use templates for payables that include recurring data. For details, refer to Payable Templates Page (page 377).

Additional Accounts Payable Features

Following are brief descriptions of Fund Accounting's additional features, which are based on the appropriate profile settings and reference table setup:

Electronic Funds Transfer	Allows you to process vendor payments without printing actual AP checks. This feature enables you to generate a special file containing payment data as a part of the vendor check run for EFT vendors. You send the file to your bank which then distributes funds electronically to the vendors' banks. The system also can send e-mail notification to the vendors.
Accounts Payable Approval	Allows you to apply an approval process for your accounts payable records. By assigning an Approval record to a payable, you apply pre-defined approval rules to the record. This includes the number of levels required, personnel authorized to perform approval, and dollar amount ranges for determining the payable distribution line items that need approval. Payables are stored in batch files during the approval process.

Preview

Accounts Payable Approval

Based on profile and reference table setup, the Fund Accounting System supports approval processing for accounts payable distribution line items.

Fund Accounting Profile

The Fund Accounting Profile's settings determine the following for accounts payable approval:

- Whether approval processing for purchase order payments applies to all purchase order payments, overpayments only, or not at all.
- Whether approval applies to non-purchase order payments.
- Whether approval rules are assigned based on site-defined codes or key organization codes from the Organization Chart.
- Whether default Approval Table codes are used for payables generated through the payroll interface and CommunityPLUS Utility Billing System.

If you use AP approval, then the system makes an *Approval* field available when you add online, batch, and standard payables. The field's title is defined in the Fund Accounting Profile.

The *Approval* field lets you select a code from the Approval table to determine the number of approval levels that apply to the payable, the personnel authorized to perform approval processing, and the dollar amount ranges that require approval for each payable distribution line item.

Approval Table

If you use an approval process for payables, you will assign approval rules to each new record you enter by selecting a code from the Approval table.

The Approval Table record determines the following parameters for each of the payable's distribution line items:

- Number of approval levels that apply.
- Minimum-to-maximum amount range for each approval level.
- Number of approval levels that are required.
- Valid approvers at each level, based on their eFinancePLUS user names.

When you save a payable through online entry or post either a batch record or payable template, the system checks whether each line item needs approval. Line items not requiring approval are posted to Fund Accounting. All other line items are saved to batch files where they await approval processing by the appropriate personnel.

Account Approval Table

In addition to the settings from the Approval table, your site may also use account-based approval defined in the Account Approval table. Account Approval records apply expenditure account ranges to each payable distribution line item. Approval is required for each Account Approval record with an account range that applies. Account Approval records also determine valid approvers for a specific range of account numbers.

Electronic Funds Transfer

Fund Accounting's Electronic Funds Transfer (EFT) feature enables you to process vendor payments without printing physical AP checks. For EFT vendors, the system generates an Automated Clearing House (ACH) file as a part of vendor check processing.

The ACH file is formatted according to a template you select based on requirements from the bank that handles your AP account. You send the ACH file to your bank which then distributes funds electronically to the appropriate vendor bank accounts. The system can also send e-mail notifications to the vendors.

In terms of day-to-day data entry, the EFT feature requires little added work for personnel entering payable records or processing vendor checks. EFT-related processing occurs seamlessly if the correct reference table setup is in place.

This section gives information on the setup needed to facilitate EFT transactions and then provides an overview of the steps involved in making EFT payments.

For related information, refer to Accounts Payable Processing (page 321).

EFT Setup

Following is a listing of the Fund Accounting reference tables used for EFT along with an explanation of each table's role in EFT processing. Administrative personnel need to set up records in these tables for payable entry and vendor check processing to properly handle EFT transactions.

Bank Table	Contains records for the banks used by the vendors you are paying electronically. The bank routing number associated with a vendor appears in the ACH file generated when you process EFT payments for that vendor. For details, refer to EFT Bank Codes Table (page 111).
Vendor Table	Stores each vendor's bank information, including the type of transaction (checking or savings), bank account number, and, if applicable, prenote setting. The Vendor record also contains e-mail settings for sending automatic payment notifications. For details, refer to Vendor List (page 66).
EFT Destination Table	Defines a template for the ACH file format and content required by each bank where you send EFT payment information. These are the banks that handle your AP accounts and which use the ACH files you generate to transfer the proper funds to the vendors' bank accounts. For details, refer to EFT Destination Table (page 112).
Alternate Vendor Address Table	Contains bank and e-mail information for alternate addresses associated with EFT vendors. You can update this table when entering payable records. When you are making an EFT payment to a secondary vendor address, you can then select the appropriate record during payable entry. For details, refer to Alternate Vendor Address Table (page 95).

Procedures

Once the necessary setup is complete, you can process EFT payments against existing purchase orders. The following procedures should be completed in order. Note that these steps do not address Fund Accounting's AP Approval feature.

Entering payables for EFT payments

1. Select Fund Accounting > Entry & Processing > Payable Entry > Post Accounts Payable to display the Post Accounts Payable page.
2. If you need to change the fiscal year accounting period or transaction date for the payable record, click **Set Period**. For details, refer to Resetting Periods (page 143).
3. In the Payment Type section, select the Purchase Order Payment or Non-Purchase Order Payment option.
4. Complete the fields in the General Payable Data section.

   After you complete the Vendor field and access the Invoice field:

   - The Vendor Address displays at the bottom of the page, showing the Accounts Payable Address associated with the vendor. Review the address. If you need to use an alternate address, refer to the next step.
   - The EFT identifier displays next to the Invoice Date field. The identifier indicates whether the transaction is for a checking or savings account. Vendors are designated for EFT processing if they have values in the following Vendor List fields: Transaction Code, Bank Code, and Account Number. Otherwise, the *No EFT* indicator displays.
   - With EFT payables, the Single Check field becomes the Print Check field. This field lets you indicate whether to process a printed vendor check for the payment instead of including it in an ACH file. By default, the checkbox is not selected, meaning the payment will be processed as an EFT transaction. To issue a printed check instead, select the field.

5. If you need to use a different Accounts Payable Address for the vendor payment, click **Alternate Vendor** on the Action Bar to display the Alternate Vendor Information page.
   - You can select an alternate address or add a new one.
   - If the alternate address has its bank information defined, the system displays the EFT indicator as described in Step 3.

   For additional details, refer to Alternate Vendor Information Page (page 331).

6. Complete the accounting distributions section, as needed.
7. Click (OK) to save the record.

Processing an EFT payable record

1. After completing the payable entry procedure, select Fund Accounting > Entry & Processing > Vendor Checks > Vendor Checks to display the Process Payables page.
2. In the Selection Criteria section, enter criteria identifying the EFT payable you created.
   - In the Payment Type field, select either A - All or E - EFT Only.
   - For details on the page's other fields, refer to Printing Vendor Checks (page 410).
3. Click **Next**.
4. In the Print window, specify how you want to generate the Cash Requirements in Check Format report, and then click **OK**. The report's default file name is *cashreq.rpt*.
5. Click **Next** to display the Print Checks page.

6. In the Check Criteria section, complete the fields, and then click **Next**.

7. The Question dialog displays the number of vouchers to be printed. Click **Yes**.

8. In the Print window, enter your settings for printing the vouchers, and then click **OK**.

9. In the Electronic Funds Transfer (EFT) page, enter the settings for generating the ACH file.

   - Use the Bank Destination field to select the file format template set up for the bank where you are sending the ACH file.

   - Use the Date Entries to be Posted field to select the date when your bank may process debits to your AP account. This date is included in the ACH file.

   - Use the File Creation Date field to select the date that you want to apply to the file. The field defaults today's date, which you may change. The File Creation Date is also stored in the file's header record.

10. Click **Next** to display a Print window for generating the ACH file.

11. Make note of the filename and server directory where the file will be stored, and then click **OK** to generate the ACH file and PDF vouchers.

    - The bank uses the ACH file to debit your account and route the appropriate funds to vendors' bank accounts.

    - Your site is responsible for sending the file to your bank.

12. In the next Print window, select a destination for generating the EFT report, and then click **OK**.

    - The EFT report shows the vouchers created, vendors paid, vendors' bank account information, and amounts paid.

13. If you are processing payables for another disbursement fund, the Print Checks page displays so you can set up the next part of the check run. Load check stock for the disbursement fund, then repeat Steps 6-12.

    Otherwise, continue with Step 14.

14. In the Confirmation dialog, click **Yes, proceed** if the vouchers were created correctly.

    If there was a problem, click **No, reprint**, and redo the check run as appropriate.

15. In the Vendor Check Register page, click **Finish**.

16. In the Print window, enter settings for generating the Vendor Check Register, and click **OK**. The system generates EFT e-mail notifications at this point.

17. A Processing window displays, indicating the number of records processed. Click **OK**.

18. In the next Print window, enter settings for generating the Voucher Register-Fund Totals report, and click **OK**.

19. In the Information dialog, click **OK** to complete the process.

Generating prenote data

Based on setup in the Vendor List, you can generate prenote data to send your bank for verifying a vendor's deposit information. The data is sent to an ACH file with a transaction code indicating you are not making an actual payment but are instead performing a test.

A vendor is designated for prenote processing if the Vendor List Transaction Code is 23, 24, 33, or 34. When you enter a payable for a prenote vendor, the system includes an indicator next to the Cash Account field.

For additional information, refer to .

Fields

Payment Type Section

Use this section to indicate the type of payment, either a purchase order/encumbrance or non-purchase order payment.

Payment Type
> Determines the type of payment being processed.
>
> Select:
>
> *Purchase Order Payment* - to create a payable that references a purchase order or encumbrance.
>
> *Non-Purchase Order Payment* - to create a payable that does not reference an existing purchase order or encumbrance.

General Payable Data Section

Use this section to enter information for either a purchase order or non-purchase order payment. The fields will vary somewhat based on the type of payment.

Control Number
> Number identifying the record. [Character/8]

PO/Encumber (Purchase Order Payment Only)
> Number identifying the purchase order or encumbrance.

Approval
> Code identifying the payable's approval group. The accounts payable approval process can be set up in the Fund Accounting Profile for approval by either key organization or user-defined groups.

Vendor
> Code identifying the vendor. [Character/8]

Invoice
> Invoice number or other reference for the entry. [Character/30]

Invoice Date
> Issue date that appears on the vendor invoice. If you are using the Non-Purchase Order Payment option and the Fund Accounting Profile's Default No PO Payment Info field is selected, then the system defaults the invoice date from your previous entry.

Due Date
> Due date for the invoice. This date is used to determine whether to apply a discount from the vendor record. The system defaults a date as determined by the Discount field in the vendor record.
>
> - If the Discount field is A - Always or N - Never, then the system defaults the current system date.
>
> - If the Discount field is T - Discount Period, then the system defaults a date by adding the vendor's discount days to the current system date. If you change the default, then you need to enter a date that is earlier than the system-calculated date if you want the vendor discount applied.
>
> - The due date must be greater than the system date for the system to calculate the discount for vendors with the T - Discount Period setting.

Cash Account
> Cash account code for this transaction. You must enter an asset account number. The system defaults the account defined in the Fund Accounting Profile.

Payment Type (Purchase Order Payment Only)
Setting indicating whether payment is partial or final.

Select:

P - Partial Payment - allows you to post partial payments for the PO or encumbrance's line item's. You can make additional payments for the encumbrance at a later time

F - Final Payment - makes the payable record the final one you can create for the encumbrance, whether or not you pay the entire remaining balance.

Single Check (Print Check for EFT payables)
Checkbox indicating whether the system should print the check for this invoice independently from any other payments made to this vendor. The Single Check field is available for payables with one of the following EFT settings: *No EFT*, *Prenote-Savings*, and *Prenote-Checking*.

- To combine several invoices from the same vendor into one check, leave the checkbox blank. Up to 21 payables for the same vendor can appear on a single check stub.

  If, during a vendor check run, there are more than 21 payables grouped together for the same vendor, then the system lists the first 21 payables on one check stub, and the attached check is marked as void. The next check stub lists the remaining payables. This stub is attached to the valid check.

- To issue separate checks for each invoice from the same vendor, place a check mark in this field for all payables pertaining to the vendor.

- A payable must have a unique invoice number if you want to process it as a single check: the Invoice field must contain an invoice number.

> **Important**
>
> The Print Check field replaces the Single Check field if the *EFT - Checking* or *EFT - Savings* indicator displays next to the Invoice Date field.

Auto Display (Purchase Order Payment only)
Setting determining how you enter payment distribution for a PO or encumbrance's line items.

- If you select this checkbox, then all items display, and the Net Payable amount is distributed proportionately for the existing encumbered accounts. You cannot use Auto Display if the encumbrance has been liquidated, or if there is a change order pending approval.

- If you leave the checkbox blank, then, in the Payment Distribution section, you must enter the line item number for each line item you want to pay.

- If the Auto Display field is selected, the entries in the following fields determine the payment amount that is distributed by default when you access line items in the payment distribution section. In addition, changes made to the discount, sales tax, or use tax are reflected in the payment distribution.

Fixed Asset (Non-Purchase Order Payment only)
Checkbox indicating whether the item meets asset requirements defined in the Fixed Assets Profile. If the field is selected, the system generates an interface record in Fixed Assets when the payment is posted. This field only appears with the Non-Purchase Order Payment option.

The system selects this box by default under the following conditions:

- The distribution account is in the range defined in the Fixed Assets Profile.

- The amount for the distribution account is in the range defined in the Profile.

Even if these conditions are not met, you can still select the field to generate a Fixed Assets interface record.

If your site does not use the Fixed Assets System, this field does not display.

Total Entry
> Cumulative total of payables having the same control number as the payable record you are currently entering.

Payment Amount
> Amount due for the purchase order before discounts and tax rates are assessed. [Decimal/12,2]

> - If the Auto Display checkbox is selected, the system defaults the remaining balance for the PO or encumbrance. The system distributes this amount when you access the payment distribution section.

> - If the Auto Display checkbox is blank, an amount of 0.00 defaults. The system tracks the amount based on your entries in the payment distribution section.

> - If the total of your entries in the payment distribution section is different from the payment amount, the system recalculates this value.

Discount
> Amount of the discount taken. If the payable is not eligible for a vendor-based discount, the system skips this field.

> You can use the Discount item to adjust the vendor discount amounts and tax rates. For details, refer to Discount Information Page (page 336). [Decimal/12,2]

Sales Tax
> Total sales tax for the encumbrance, based on the rate from the Vendor List. [Decimal/12,2]

Use Tax
> Total use tax for the encumbrance, based on the rate from the Vendor List.

> Use tax is not included in the check amount; it is tracked by the system until you are ready to submit the tax to your taxing agency. It is not disbursed to the vendor.[Decimal/12,2]

Net Payable
> Net amount for the payable, which is calculated as follows:

> [Payment Amount - Discounts + (sales and Use Taxes)] = Net Payment

Payment Distribution Section

Use this section to distribute payment amounts in Fund Accounting for the payable record.

- If you are using the Purchase Order Payment option and the Auto Display field is selected, the system displays all of the encumbrance's line items.

- If you are using the Purchase Order Payment option and the Auto Display field is not selected, then you need to enter an item number to display the associated line item information.

- If you are using the Non-Purchase Order Payment option, then use this section to distribute payment to expenditure budget accounts. In this case, there are no line items to reference.

Item
> Encumbrance line item number. Purchase Order Payment option only.

> - If the Auto Display checkbox is blank, enter a line number to display the associated accounting and cost information. [Character/2]

> - If the Auto Display field is selected, then this is a display-only field that shows the PO line item for each accounting distribution row.

Budget Unit
> Low organization where the expense is charged. [Character/16]

- This is a display-only field when using the Purchase Order Payment option.
- With Non-Purchase Order Payment option, you need to enter the budget unit for the expenditure budget account where you are distributing the expense.
- The field's title is determined in the Fund Accounting Profile.

If your Fund Accounting Profile is set up for full expensing, the Full Account Window page will display for entering the budget unit. For the procedure, refer to Full Account Window Page (page 319).

Account

Account number for the budget unit-account where the payment is distributed. Charges can be distributed to multiple accounts as long as you distribute the entire cost, or the entire amount can be charged to a single account.

- This is a display-only field when using the Purchase Order Payment option.
- When you use the Non-Purchase Order Payment option, you need to enter the account number.
- When you save the payable, the system checks each distribution item's expenditure account to see if it falls in any of the ranges from the Account Approval table. An approval record is created for each range that applies.

Paid To Date

Amount paid to date for this purchase order or encumbrance line item. Purchase Order Payment option only.

Amount

Amount of the payment you are applying to the line item. The field works differently depending on the payment type you are using:

- Non-Purchase Order Payment - Enter the amount for the line item.
- Purchase Order Payment - The system uses the Auto Display field to determine whether an amount defaults in this field. If the Auto Display field is selected, then the system defaults an amount. If the Auto Display checkbox is blank, you need to enter the amount.

Some added considerations for this field are as follows:

- To adjust the discount and tax rates for a purchase order payment line item amount, use the Discount item. For details, refer to the Discount Information Page (page 336).
- If the system applies a discount to a purchase order payment, you can only update the Amount field by using the Discount item. The system uses the payable's vendor to determine whether a discount applies.
- To apply discount and/or tax rates for a non-purchase order payment line item amount, click **Discount**. Again, refer to the Discount Information Page (page 336).
- If the Payment Type field is F - Final, the amount you enter pays off the line item, whether or not you enter an amount covering the item's balance.
- If the Pay Prior To Receive field in the Fund Accounting Profile is set to W - Warning or F - Fatal, a message appears if you try to make final payment for an item that is not fully received.

  If you have the required security resource, you can use the Quantity item to display the Quantities Received page and enter receipt of the PO item. For details, refer to the Quantities Received Page (page 339).

- When you save the payable, the system checks each distribution line item's amount to see whether it falls within the amount range for each required approval level from the payable's approval group. Approval records are created accordingly. [Decimal/12,2]

Project
>	Code for the project where the payment's expense is distributed, if you use project accounting.
>	[Character/8]

Account
>	Account code for the project budget account where the item's expense is distributed, if you use project
>	accounting. This field is display-only if you are using the Purchase Order Payment option. [Chraracter/8]

1099
>	Code for the type of 1099 payment associated with this line item.

>	*M - 1099-Misc -* Rents, royalties, other income, fishing boat proceeds, medical/health care payments, non-
>	employee compensation, substitute payments, crop insurance proceeds, and attorney fees.

>	*G - 1099-G -* Unemployment compensation, state/local income tax, qualified state tuition earnings, taxable
>	grants, and agriculture payments.

>	*I - 1099-Int -* Interest income, early withdrawal penalty, interest on US savings bonds and treasury
>	obligations, investment expenses, and foreign tax paid.

>	*N - No 1099 -* Payments are not reported as 1099 income.

Description
>	Description of the line item payment. Use of this field enables you to easily identify transactions on reports,
>	and the description prints on the remittance voucher.

>	When you use the Purchase Order Payment option, the system defaults the description from the PO or
>	encumbrance line item. [Character/25]

Balance
>	Current balance amount for this line item. Purchase Order Payment option only.

Full Account Window Page

Depending on your Fund Accounting Profile, you may see the Full Account Window page when entering the accounting distribution for payables. The Full Account Window page gives you a way to quickly select an Expenditure Ledger record to use for distributing a payable's cost. The ledger account is formatted based on the account mask defined using the Fund Accounting Profile's Translation item.

This page appears when you are entering the accounting distribution for a payable using the Non-Purchase Order Payment option, and it only appears if the Fund Accounting Profile's Full Account Expense field is selected.

If this profile field is selected, then the system automatically displays the Full Account Window page when you access a row in the payment distribution section of the following pages: Post Accounts Payable page, Batch Accounts Payable detail page, and Template Entry page. The page also displays when you enter the accounting distribution for manual checks.

Procedure

Selecting an Expenditure Ledger account with the Full Account Window page

1. In the Full Account Window page, click the **Account Help** button.

2. In the Query Type section, make sure the Expenditure Ledger option is selected. This is the default selection.

3. Click (OK) to access the Full Account Search section.

4. In the Full Account Search section, enter selection criteria or leave the search fields blank to select all Expenditure Ledger records.

5. Click OK to list the ledger records meeting your criteria. The system lists the budget unit and account for each ledger record, along with the Organization Chart reporting levels above each record's budget unit.

6. Select the Expenditure Ledger record you want to use for distributing the payment's cost, and then click (OK). The Full Account Help page closes, and the selected Expenditure Ledger record displays in the Full Account Window page.

7. In the Full Account Window page, click (OK). The system loads the Expenditure Ledger record's budget unit and account codes into the appropriate fields.

Post Accounts Payable

Use this option to record vendor payments and credit memos. Following are a few things to consider when posting accounts payable records:

- You can create accounts payable entries for encumbered purchase order items or for invoices that were not generated from a purchase order.
- You can enter notes, update discount and tax information, and record the receipt of ordered items.
- Based on Vendor List setup, the system can flag a payment as an EFT (Electronic Funds Transfer) transaction.
- If you use approvals, you can select the approval code that applies.
- You can interface non-purchase order payments to Fixed Assets.
- The system controls payments, monitors the budget, and supports project accounting, as described in the System Processing section below.
- You can combine invoices for a vendor on one check.

Menu Path: Fund Accounting > Entry & Processing > Payable Entry > Post Accounts Payable

Preview

Accounts Payable Processing

The following sections describe the concepts that apply to the Post Accounts Payable option:

- Payment Control
- Budget Monitoring
- Ledger Transactions
- Vendor Information and Vendor Checks
- Electronic Funds Transfer
- Accounts Payable Approval

Payment Control

Payment processing and payment control are determined by the following settings in the Fund Accounting Profile:

- Overpayment Control Level field settings:

  F - Fatal - Prevents overpaying the purchase order amount.

  W - Warning - Issues a warning if you are overpaying the purchase order amount but allows overpayment.

  N - None - Allows overpayment of the purchase order amount without issuing a warning.

- Overpayment Control Type field settings:

  A - Amount - Allows you to set the upper limit for PO overpayment based on the dollar amount entered in the profile's Overpayment Amount Limit field.

  *P - Percentage -*Allows you to set the upper limit for PO overpayment based on the percentage entered in the profile's Overpayment Percentage Limit field.

  B - Both - Allows you to use both a dollar amount and a percentage to set the upper limit for PO overpayment. The system applies whichever setting allows for the higher overpayment amount.

  N - None - Does not use an overpayment limit.

- Pay Prior To Receive field settings:

  F - Fatal - Prevents you from making a final payment for an item that has not been received. If you have the security resource to override this field setting, you can continue.

  W - Warning - Issues a warning if you try to make a final payment for an item that is not fully received but still allows you to enter the payment.

  N - No Checking - Allows final payment regardless of whether the PO item is fully received.

Budget Monitoring

The system monitors budgeting when you enter a payable's accounting distribution. For each expenditure budget account you enter, the system refers to the Check Budget Balance field in the appropriate Organization Chart record.

Following are the field's settings and how they affect entry of a payable record's accounting distribution:

N - No Checking - Allows distributing amounts exceeding the expenditure budget account's budget balance. No warning is issued.

W - Warning - Issues a warning if you try to distribute amounts exceeding the expenditure budget account's budget balance. The system still allows you to enter the payment.

F - Fatal - Prevents distribution of amounts exceeding the expenditure budget account's budget balance.

Ledger Transactions

When you finish entering a payable record, the system generates the following ledger transactions:

- For expenditure budget accounts in the accounting distribution, the expenditure amount is increased and if applicable, the encumbrance amount is reduced. These transactions are recorded in the Expenditure Ledger.

- The same entries are made on the Project Ledger for any project budget accounts included in the payable's accounting distribution.

- When payments are posted to the Expenditure Ledger, the following General Ledger balance sheet account transactions occur:

  Debit   Expenditure Control account

  Credit   Accounts Payable account

- When an encumbrance is involved in a payment, these additional balance sheet account transactions occur on the General Ledger:

  Debit   Reserve for Encumbrance account

  Credit   Encumbrance Control account

- The payable record is added to the Transaction Ledger with a Transaction Code of 21 - Accounts Payable. You can search for the record using the Transactions page. For details, refer to Detailed Displays (page 592).

- If an encumbrance is involved, the system updates the Encumbrance Ledger record's Payment Balance by adding the payment amount. If the payment exceeds the record's Remaining Balance, then the excess amount is recorded in the Change Balance field.

  Likewise, if the transaction is a final payment less than the encumbrance's Remaining Balance, then the system updates the ledger record's Change Balance to show the difference between the Payment Balance and Original Amount as of the final payment. In this case, the Change Balance shows a negative amount.

Vendor Information and Vendor Checks

- If you assigned a 1099 payment type for the vendor when entering the payable's accounting distribution, then the system updates the associated Vendor record's 1099 Amount fields in the Vendor List.

- Once you save a payable record, you can print a vendor check using the Fund Accounting > Entry & Processing > Vendor Checks > Vendor Checks option.

- When entering a payable record in the Post Accounts Payable page, you can use the Single Check field to group invoices with the same vendor. To verify the grouping of vendor payments, use one of the following options: Fund Accounting > Reports > Accounts Payable Reports > Cash Requirements or Fund Accounting > Reports > Accounts Payable Reports > Cash Requirements in Check Format.

  For information on generating accounts payable checks, refer to Printing Vendor Checks (page 410).

- If you need to issue a credit memo to a vendor, you must set up two payables: one for the amount of the credit memo and one to record the payment where you are applying the memo.

  - Be sure to leave the Single Check field blank for both of these records. When you process vendor checks, enter a due date that includes both the credit memo and the vendor payment.

  - The system will print a vendor check that subtracts the credit amount from the payment amount. The check stub will print a row showing that the credit memo was applied to the payment.

  - The system does not print checks for negative amounts, so make sure you follow these rules if you need to apply a credit to a vendor payment.

Electronic Funds Transfer

Based on your selection of a Vendor or Alternate Vendor Address code in the Post Accounts Payable page, the system displays an indicator next to the page's Invoice Date field showing how the payable will be handled in terms of the EFT (Electronic Funds Transfer) feature.

The EFT indicator that displays is based on three fields in the EFT/ACH tab of the Vendor List or Alternate Vendor Address record: Transaction Code, Bank Code, and Bank Account Number.

- If the payable's vendor does not have data set up in these three fields, then the message *No EFT* displays.
- If the vendor has the appropriate fields set up, then the system selects the transaction code from the Vendor or Alternate Vendor Address record to determine which EFT indicator to display:

Transaction Code	EFT Indicator
22 - Checking Credit	*EFT - Checking*
23 - 2nd Checking Prenote	*Prenote - Checking*
24 - 1st Checking Prenote	*Prenote - Checking*
32 - Savings Credit	*EFT - Savings*
33 - 2nd Savings Prenote	*Prenote - Savings*
34 - 1st Savings Prenote	*Prenote - Savings*

- Electronic funds transfers can only be processed when the *EFT - Checking* or *EFT - Savings* indicator displays.
- If EFT payments are allowed, the Print Check checkbox displays in the Post Accounts Payable page instead of the Single Check checkbox. The Print Check field enables you to determine whether the payable should be processed as a vendor check or included in an ACH file for electronic processing.
- Prenote transactions are included in the ACH file when a vendor check run includes EFT payments or when you run the EFT Prenotes option. A prenote transaction code shows that each record represents test data so the bank can verify the vendor's account information before processing payments.

For more information on EFT payments, refer to Electronic Funds Transfer (page 311). Additional details are available in the following sections of Chapter 7, Vendor Checks:

- Electronic Funds Transfer (page 407)
- Send EFT Email Notifications (page 460)
- EFT Prenotes (page 463)

Accounts Payable Approval

If your site uses an approval process for accounts payable records, then the system will include an *Approval* field in the Post Accounts Payable page so you can select a code identifying the approval rules to apply.

In a case where approval processing is used, the system checks each distribution line item when you save the payable, and it applies approval rules from the Approval and Account Approval tables. An approval record is created for a payable item in each of the following circumstances:

- An approval level from the payable's approval code is required, and there is no dollar amount range associated with the level.
- The item's dollar amount falls within the minimum/maximum range for a required approval level from the payable's approval code.
- The item's distribution expenditure account falls within the range defined in a record from the Account Approval table.

Line items routed for approval are stored in batch files identified by the payable's Control Number. For a description of how approval processing affects payable entry, refer to Accounts Payable Approval (page 310).

Post Accounts Payable Page

Use this page to post payments to your database. You can post purchase order payments or enter payments for transactions that are not tied to purchase orders. Payable records include the following information:

Control Number	Invoice Information	Reference PO/Encumbrance
Vendor	Transaction Notes	Accounting Distributions
Remittance Address	Payment Amount	Item Receipt
Payment/Vendor Check Settings	Discount and Tax Information	1099 Payment Types

Menu Path: 👤 Fund Accounting > Entry & Processing > Payable Entry > Post Accounts Payable

Action Bar Items

The Post Accounts Payable page's Action Bar displays the following items:

Asset Information	Displays the Asset Information page for listing, updating, and adding fixed assets information. For details, refer to your Fixed Assets System manual.
Change Orders	Displays the Change Orders page for listing, updating, and adding change orders. For details, refer to your Purchasing System manual.
Alternate Vendor	Displays the Alternate Vendor Information page where you can select or add an alternate address for the vendor associated with the payable. For details, refer to the Alternate Vendor Information Page (page 331).
Set Period	Displays the Reset Period page where you can change the accounting period, fiscal year, and transaction date used for recording the payable transaction. For details, refer to the General Ledger (page 142).

The following items display when you access the Payment Distribution section, depending on the Payment Type. The Asset Information and Change Orders items continue to display, but the Alternate Vendor and Set Period items are no longer available.

Delete Row	Deletes a selected distribution line item.
Discount	Displays the Discount Information page where you can adjust the vendor discount amount and tax rates applied to a line item payment in the payment distribution section. This items applies to both purchase order and non-purchase order payments. For additional details, refer to Discount Information Page (page 336).
Quantity	Displays the Quantities Received page where you can record receipt of purchase order items. This item only applies to purchase orders. For additional details, refer to Quantities Received Page (page 339).

Toolbar Items

Additional items are available on the page's toolbar for adding information to a payable record. For details, refer to:

- Attachments Page (page 340)
- Add Note Page (page 342)

Procedure

Posting payables

1. Select ![icon] Fund Accounting > Entry & Processing > Payable Entry > Post Accounts Payable to display the Post Accounts Payable page.

2. If you need to change the fiscal year accounting period or transaction date for the payable record, click **Set Period**. For details, refer to .

3. In the Payment Type section, select:

   - *Purchase Order Payment* - to create a payable that references an exiting purchase order or encumbrance.

   - *Non-Purchase Order Payment* - to create a payable that does not reference an existing purchase order or encumbrance.

4. Complete the fields in the General Payable Data and Payment Distribution sections.

5. Click ![icon] (OK) to save the record.

Fields

Following are descriptions for the fields in the General Payable Data and payment distribution sections. Some of the fields are only available when you use the Purchase Order Payment option. When this is the case for a specific field, it is noted in the description.

Payment Type Section

Payment Type
Determines the type of payment being processed.

Select:

Purchase Order Payment - to create a payable that references a purchase order or encumbrance.

Non-Purchase Order Payment - to create a payable that does not reference an existing purchase order or encumbrance.

General Payable Data Section

Control Number
Number or code used to group similar entries. [Character/8]

- The system lets you process multiple vendor checks for payables that share the same control number.

- If you use an approval process for payables, the system uses the control number to identify the batch for storing payable items routed for approval.

- You can also use this number to search for payable records.

PO/ Encumber
Number for the purchase order or encumbrance you are paying. Purchase Order Payment option only. [Character/8]

- The system lets you distribute the payable amount among the line items for the PO or encumbrance in the payment distribution section.

- The field's name is defined in the Fund Accounting Profile.

> **Important**
> You can enter payables for current fiscal year encumbrances, or you can work with encumbrances from the previous year if it is not closed. To do so, you would reset the fiscal year period to Period 13 of the prior year. The *Approval* field displays based on settings in the Fund Accounting Profile and the Payment Type you select. Your site might use an approval process for non-purchase order payments but not for PO payments or vice-versa. This is all based on the record-keeping practices where you work.

The *Approval* field displays based on settings in the Fund Accounting Profile and the Payment Type you select. Your site might use an approval process for non-purchase order payments but not for PO payments or vice-versa. This is all based on the record-keeping practices where you work.

Approval
Code identifying the payable's approval group. The accounts payable approval process can be set up in the Fund Accounting Profile for approval by key organization (from the Organization Chart) or by user-defined groups.

The field's title is defined in the Fund Accounting Profile's Group Title field.

For an explanation of how the approval group affects accounts payable approval, refer to Accounts Payable Approval (page 310) .

Vendor
Identification code for the vendor you are paying. Following are a few points to consider when working with vendor codes:

- If you have vendor codes with leading zeros, such as 000005, you must enter the full code.
- If the Default No PO Payment Info field in the Fund Accounting Profile is selected and you are making multiple entries using the Non-Purchase Order Payment option, the vendor code defaults from the previous entry.
- When you enter a code, the Vendor Address displays for you to verify the Accounts Payable address. To associate a different address with the vendor, use the Post Accounts Payable page's Alternate Vendor item. For details, refer to the Alternate Vendor Information Page (page 331).
- After you select a vendor or alternate vendor address, the system displays the corresponding EFT indicator next to the Cash Account field. For a complete explanation, refer to the EFT Indicator section preceding the field descriptions. [Character/8]

Invoice
Invoice number or other reference information for the bill you are paying. [Character/30]

- If the Duplicate Invoice Checking field in your Fund Accounting Profile is set to F - Fatal, the system checks the invoice number/vendor combination and prevents the transaction if it finds a match. If the flag is set to W - Warning, the system issues a warning if a duplicate exists.
- If the Default No PO Payment Info field in the Fund Accounting Profile is selected and you are making multiple entries using the Non-Purchase Order Payment option, the Invoice field value defaults from the previous entry.

Invoice Date
Issue date that appears on your vendor invoice. If you are using the Non-Purchase Order Payment option and the Fund Accounting Profile's Default No PO Payment Info field is selected, then the system defaults the invoice date from your previous entry.

Due Date
Due date for the invoice. This date is used to determine whether to apply a discount from the vendor record. The system defaults a date as determined by the Discount field in the vendor record.

- If the Discount field is A - Always or N - Never, then the system defaults the current system date.

- If the Discount field is T - Discount Period, then the system defaults a date by adding the vendor's discount days to the current system date. If you change the default, then you need to enter a date that is earlier than the system-calculated date if you want the vendor discount applied.

- The due date must be greater than the system date for the system to calculate the discount for vendors with the T - Discount Period setting.

Cash Account
Cash account code for this transaction. You must enter an asset account number. The system defaults the account defined in the Fund Accounting Profile.

Payment Type
Setting indicating whether payment is partial or final. Purchase Order Payment option only.

P - Partial Payment - Allows you to post partial payments for the PO or encumbrance's line items. You can make additional payments for the encumbrance at a later time.

F - Final Payment - Makes the payable record the final one you can create for the encumbrance, whether or not you pay the entire remaining balance.

Single Check
Checkbox indicating whether the system should print the check for this invoice independently from any other payments made to this vendor. The Single Check field is available for payables with one of the following EFT settings: No EFT, Prenote-Savings, and Prenote-Checking.

- To combine several invoices from the same vendor into one check, leave the checkbox blank. Up to 21 payables for the same vendor can appear on a single check stub.

  If, during a vendor check run, there are more than 21 payables grouped together for the same vendor, then the system lists the first 21 payables on one check stub, and the attached check is marked as void. The next check stub lists the remaining payables. This stub is attached to the valid check.

- To issue separate checks for each invoice from the same vendor, select this field for all payables pertaining to the vendor.

- A payable must have a unique invoice number if you want to process it as a single check; the Invoice field must contain an invoice number.

Important

The Print Check field replaces the Single Check field if the transaction has an EFT - Checking or EFT - Savings indicator, as displayed next to the Invoice Date field.

Print Check (EFT payments)
Checkbox determining whether an EFT payment should be processed electronically or as a regular AP check.

- To process the payable as an EFT transaction, leave the checkbox blank. The system includes the payment in an ACH file when the record is selected during a vendor check run. E-mail notifications are sent if the Vendor record is set up properly.

- To process the payment as a physical AP check, select the checkbox. When the record is included in a check run, it is handled like a non-EFT payment.

Fixed Asset (Non-Purchase Order Payment only)
Checkbox indicating whether the item meets asset requirements defined in the Fixed Assets Profile. If the field is selected, the system generates an interface record in Fixed Assets when the payment is posted. This field only appears with the Non-Purchase Order Payment option.

The system checks this box by default under the following conditions:

- The distribution account is in the range defined in the Fixed Assets Profile.
- The amount for the distribution account is in the range defined in the Profile.

If these conditions are not met, you can still select the field to generate a Fixed Assets interface record. If you do not use the Fixed Assets System, leave the field blank.

Auto Display
Setting determining how you enter payment distribution for a PO or encumbrance's line items. Purchase Order Payment option only.

- If you select this checkbox, then all items display, and the Net Payable amount is distributed proportionately for the existing encumbered accounts. You cannot use Auto Display if the encumbrance has been liquidated, or if there is a change order pending approval.
- If you leave the checkbox blank, then, in the Payment Distribution section, you must enter the line item number for each line item you want to pay.

If you selected the Auto Display field, your entries in the following fields determine the payment amount that is distributed by default when you access line items in the payment distribution section. In addition, changes made to the discount, sales tax, or use tax are reflected in the payment distribution.

Total Entry
Cumulative total of payables having the same control number as the payable record you are currently entering.

Payment Amount
Amount due for the purchase order before discounts and tax rates are assessed. [Decimal/12,2]

- If the Auto Display checkbox is selected, the system defaults the remaining balance for the PO or encumbrance.
- If the Auto Display checkbox is blank, an amount of 0.00 defaults. The system tracks the amount based on your entries in the payment distribution section.
- If the Auto Display checkbox is selected, the system distributes this amount when you access the payment distribution section.
- If the total of your entries in the payment distribution section is different from the payment amount, the system recalculates this value.

Discount
Amount of the discount taken. If the payable is not eligible for a vendor-based discount, the system skips this field. [Decimal/12,2]

You can use the Discount item to adjust the vendor discount amounts and tax rates. For details, refer to the Discount Information Page (page 336).

Sales Tax
Total sales tax for the encumbrance, based on the rate from the Vendor List. [Decimal/12,2]

Use Tax
Total use tax for the encumbrance, based on the rate from the Vendor List. [Decimal/12,2]

Use tax is not included in the check amount; it is tracked by the system until you are ready to submit the tax to your taxing agency. It is not disbursed to the vendor.

Net Payable
Net amount for the payable, calculated as follows:

[Payment Amount - Discounts + (Sales and Use Taxes)] = Net Payment

Payment Distribution Section

Following are the definitions for the fields you use to distribute payment amounts for the payable record.

- If you are using the Purchase Order Payment option and the Auto Display field is selected, the system displays all of the encumbrance's line items.

- If you are using the Purchase Order Payment option and the Auto Display field is not selected, then you need to enter an item number to display the associated line item information.

- If you are using the Non-Purchase Order Payment option, then use this section to distribute payment to expenditure budget accounts, and there are no line items to reference.

- If the Full Account Window page displays, refer to Payable Entry Features (page 309) for the steps to select an Expenditure Ledger account.

Item
> Encumbrance line item number. Purchase Order Payment option only.

- If the Auto Display checkbox is blank, enter a line number to display the associated accounting and cost information. [Character/2]

- If the Auto Display field is selected, then this is a display-only field that shows the PO line item for each accounting distribution row.

Budget Unit
> Low organization where the expense is charged. [Character/16]

- This is a display-only field when using the Purchase Order Payment option.

- With Non-Purchase Order Payment option, you need to enter the budget unit for the expenditure budget account where you are distributing the expense.

- The field's title is determined in the Fund Accounting Profile.

> If your Fund Accounting Profile is set up for full expensing, the Full Account Window page will display for entering the budget unit. For the procedure, refer to Full Account Window Page (page 319).

Account
> Account number for the budget unit-account where the payment is distributed. Charges can be distributed to multiple accounts as long as you distribute the entire cost, or the entire amount can be charged to a single account.

- This is a display-only field when using the Purchase Order Payment option.

- When you use the Non-Purchase Order Payment option, you need to enter the account number.

- When you save the payable, the system checks each distribution item's expenditure account to see if it falls in any of the ranges from the Account Approval table. An approval record is created for each range that applies.

Paid To Date
> Amount paid to date for this purchase order or encumbrance line item. Purchase Order Payment option only.

Amount
> Amount of the payment you are applying to the line item. The field works differently depending on the payment type you are using:

- Non-Purchase Order Payment - Enter the amount for the line item.

- Purchase Order Payment - The system uses the Auto Display field to determine whether an amount defaults in this field. If the Auto Display field is selected, then the system defaults an amount. If the Auto Display checkbox is blank, you need to enter the amount.

Some added considerations for this field are as follows:

- To adjust the discount and tax rates for a purchase order payment line item amount, use the Discount item. For details, refer to the Discount Information Page (page 336).

- If the system applies a discount to a purchase order payment, you can only update the Amount field by using the Discount item. The system uses the payable's vendor to determine whether a discount applies.

- To apply discount and/or tax rates for a non-purchase order payment line item amount, click **Discount**. Again, refer to the Discount Information Page (page 336).

- If the Payment Type field is F - Final, the amount you enter pays off the line item, whether or not you enter an amount covering the item's balance.

- If the Pay Prior To Receive field in the Fund Accounting Profile is set to W - Warning or F - Fatal, a message appears if you try to make final payment for an item that is not fully received.

  If you have the required security resource, you can use the Quantity item to display the Quantities Received page and enter receipt of the PO item. For details, refer to the Quantities Received Page (page 339).

- When you save the payable, the system checks each distribution line item's amount to see whether it falls within the amount range for each required approval level from the payable's approval group. Approval records are created accordingly. [Decimal/12,2]

Project
Code for the project where the payment's expense is distributed, if you use project accounting. [Character/8]

Account
Account code for the project budget account where the item's expense is distributed, if you use project accounting. This field is display-only if you are using the Purchase Order Payment option. [Chraracter/8]

1099
Code for the type of 1099 payment associated with this line item.

M - 1099-Misc - Rents, royalties, other income, fishing boat proceeds, medical/health care payments, non-employee compensation, substitute payments, crop insurance proceeds, and attorney fees.

G - 1099-G - Unemployment compensation, state/local income tax, qualified state tuition earnings, taxable grants, and agriculture payments.

I - 1099-Int - Interest income, early withdrawal penalty, interest on US savings bonds and treasury obligations, investment expenses, and foreign tax paid.

N - No 1099 - Payments are not reported as 1099 income.

Description
Description of the line item payment. Use of this field enables you to easily identify transactions on reports, and the description prints on the remittance voucher.

When you use the Purchase Order Payment option, the system defaults the description from the PO or encumbrance line item. [Character/25]

Balance
Current balance amount for this line item. Purchase Order Payment option only.

Alternate Vendor Information Page

This page allows you to select or add as Accounts Payable address for the payable's vendor other than the default address from the Vendor List. The page shows alternate Accounts Payable addresses already associated with the vendor record. You can view these records, select one to assign to the payable you are entering, or create a new alternate address record.

If you assign an alternate vendor address to a payable, the system refers to the Alternate Vendor Address record to determine the EFT indicator that applies. The payable's EFT message updates after you select the alternate vendor address and return to the Post Accounts Payable page.

Note that these address records are different from the alternate address records used when adding requisitions and purchase orders.

Menu Path: 👥 Fund Accounting > Entry & Processing > Payable Entry > Post Accounts Payable > enter Control Number, PO/Encumber, Approval, Vendor and Invoice number > click **Alternate Vendor**

- This page can be accessed from the Action Bar of other pages that include the Alternate Vendor item.

Procedures

Use the following procedures while adding a payable record. For the payable entry procedure, refer to the start of the Post Accounts Payable (page 320).

Selecting an alternate Accounts Payable address for the payable

1. Select 👥 Fund Accounting > Entry & Processing > Payable Entry > Post Accounts Payable.
2. Complete the following fields: Control Number, *PO/Encumber*, *Approval*, and Vendor.
3. Click **Alternate Vendor**.
4. In the Alternate Vendor Information page:
    - Select the row displaying the alternate address you want to use. The full address displays in the page's detail section.
    - Select Original Address at the top of the list to use the vendor's default accounts payable address.
5. Click 🔘 (OK) to associate the address with the payable.

Adding a new alternate Accounts Payable address for the payable

1. Select 👥 Fund Accounting > Entry & Processing > Payable Entry > Post Accounts Payable.
2. Complete the following fields: Control Number, *PO/Encumber*, *Approval*, and Vendor.
3. Click **Alternate Vendor**.
4. In the Alternate Vendor Information page, click ⊕ (Add New) to access the detail section for adding a new record.
5. Complete the following tabs as needed: General, 1099 Name and Address, 1099 Information, and EFT/ACH.
6. Complete the fields in the Detail Alternate Vendor Information and 1099 Information sections. For information on these fields, refer to the Fields below.
7. When you finish entering field data, click 🔘 (OK) to save the new address record and return to the List section.

8. As needed, select either the new address or another address, and then click 🟢 (OK) to apply it to the accounts payable record.

   If you want to use the current address instead, click 🔴 (Back).

Fields

General Tab

Use this section to identify the alternate vender address record, define EFT settings, and enter address data. The first three fields, Alternate Address Code, Original Vendor Code, and Creation Date, are system assigned.

Alternate Address Code
    System-assigned code identifying the alternate address record. The system assigns this number sequentially based on the number of alternate vendor accounts payable addresses are in your database. For instance, if there are nine records, the system assigns a code of 10 to the next record added.

Original Vendor Code
    Number identifying the vendor associated with the alternate address. This is the vendor number you entered in the Post Accounts Payable page.

Creation Date
    System date when the alternate address record was created. This date comes from the Fund Accounting Profile.

Alternate Vendor Name
    Name identifying the alternate vendor address. For instance, you could identify the record based on the region or street where the alternate site is located. [Character/35]

Address Line (1 & 2)
    Two lines for the vendor's street address. [Character/35]

City
    City for the alternate remittance address. [Character/20]

State
    Vendor's state, identified by its standard two-character postal abbreviation, for example, CA for California or PA for Pennsylvania.

Zip Code
    Postal code. If you are using a nine-digit zip code, be sure to include the dash, for example, 12345-9876.

Alternate Federal Tax ID
    Vendor's Federal Employer Identification Number (EIN) as assigned by the IRS. [Integer/9]

    - For companies and other employers, the number should be entered in standard EIN format, 99-9999999, with the dash included.

    - If the vendor is an individual, use the person's Social Security Number, formatted 999-99-9999. Be sure to include the dashes.

    This field is accessible to all users when adding a record. In view or change mode, however, the tax ID is masked for users who do not have the required security resources.

1099 Name and Address

Use this section to enter the alternate address for the vendor's 1099 form.

1099 Alternate Name
    Name to use for the vendor's alternate 1099 address.

Address Line (1 & 2)
> Two lines for the vendor's alternate street address. [Character/35, each line]

City
> City for the alternate address. [Character/20]

State
> Vendor's state, identified by its standard two-character postal abbreviation.

Zip Code
> Postal code. If you are using a nine-digit zip code, be sure to include the dash, for example, 12345-9876.

1099 Information Tab

Use this section to enter the 1099 form and box code associated with payments to this vendor.

Form
> Selection identifying the 1099 form filed for the vendor at this address.
>
> Select:
>
> *M - 1099-MISC -* Rents, royalties, fishing boat proceeds, health care payments, non-employee compensation, substitute payments, crop insurance proceeds, attorney fees, and other income.
>
> *G - 1099-G -* Unemployment comp, state/local income tax, qualified state tuition earnings, taxable grants, and agriculture payments.
>
> *I - 1099-INT -* Interest income, early withdrawal penalty, interest on U.S. Savings Bonds and treasury obligations, investment expenses, and foreign taxes paid.
>
> *N - No 1099 -* No 1099 form applies to transactions for this address.

Box (Misc/G/Int)
> Fields for entering a Box code for the vendor's 1099 form. You can only enter a selection in the field associated with your entry in the Form field. Select the Box code from the 1099 Types table that identifies the type of income paid to the vendor.

YTD (Misc/G/Int)
> Three system-maintained fields displaying the total year-to-date amounts paid to vendors for reporting on the different types of 1099 forms. The system updates the appropriate field whenever you issue a vendor check.

> **Note**
>
> Use Fund Accounting's Periodic Processing > Clear 1099 Amounts option to reset the YTD fields after you file your 1099 forms at the end of the calendar year and before you start the new year.

FTD Paid
> System-maintained field that displays the total amount paid to the vendor in the fiscal year-to-date for products or services ordered from this address.

Track 1099 Amount by Original Vendor
> Checkbox indicating whether the system should track 1099 payments in the original vendor record or in the alternate address record.
>
> When you enter a payable record, you determine the 1099 form associated with each line item in the Post Accounts Payable page's payment distribution section. If you are using an alternate address for the payable, then the system adds payment amounts to the appropriate 1099 fields in the Vendor List based on the Track 1099 Amount by Original Vendor field setting.

- Select this field if you want the system to track 1099 payments in the original vendor record associated with this alternate address.

- Leave the checkbox blank if you want 1099 payments tracked in the alternate address record. To view 1099 payment information for the record, select ☗ Fund Accounting > Reference Tables > Reference Tables > Alternate Vendor Address.

EFT/ACH Tab

Use these fields to set up information for processing Electronic Funds Transfer transactions when this accounts payable address is associated with a vendor check. These fields apply only to the EFT feature. For details, refer to Accounts Payable Processing (page 321).

Your ability to display and access this tab depends on your security resources.

Transaction Code
> Setting indicating whether EFT payments for this address go into a checking or savings account. This setting also determines if you are submitting an actual payment or prenote data for verifying the vendor's direct deposit information.
>
> This field can be accessed by all users when adding a new alternate address. However, subsequent users must have the required security resources to view or change the field. Otherwise, the field does not display.
>
> Select:
>
> *22 - Checking Credit* - Allows deposit of electronic funds to vendor's checking account.
>
> *23 - 2nd Checking Prenote* - Creates final checking prenote when EFT transactions are processed in a check run or the vendor is selected with the EFT Prenotes option.
>
> *24 - 1st Checking Prenote* - Creates first checking prenote when EFT transactions are processed in a check run or the vendor is selected with the EFT Prenotes option.
>
> *32 - Savings Credit* - Allows deposit of electronic funds to vendor's savings account.
>
> *33 - 2nd Savings Prenote* - Creates final savings prenote when EFT transactions are processed in a check run or the vendor is selected with the EFT Prenotes option.
>
> *34 - 1st Savings Prenote* - Creates first savings prenote when EFT transactions are processed in a check run or the vendor is selected with the EFT Prenotes option.
>
> *Blank* - Indicates actual checks are printed for this vendor, unless bank data is set up in the main Vendor record. If the alternate address does not have bank data and the main Vendor record does, the system looks to the main record for EFT settings.
>
> Your selection depends on the type of account the vendor uses and how many times you want to verify the vendor's account information before submitting an actual electronic payment.
>
> After you set up the EFT information for this AP address, the system updates the transaction code based on vendor check processing or through your use of the EFT Prenotes option. For information on generating prenote data, refer to Electronic Funds Transfer (page 407) and EFT Prenotes (page 463).

Bank Code
> Code identifying the bank where the vendor's funds are routed, also known as the receiving depository financial institution in terms of Automated Clearing House (ACH) transactions. Select a code from the EFT Bank Codes table.
>
> This field is accessible to all users when adding a record. In view or change mode, however, the bank code does not display for users who do not have the required security resources.

Account Number
> Vendor's bank account number as it will appear in the ACH file you send to your bank. [Character/15]

This field is accessible to all users when adding a record. In view or change mode, however, the bank account number is masked for users who do not have the required security resources.

Alternate EMail

E-mail address associated with the alternate vendor's accounts payable department. If your network's mail server is configured properly and the Email Voucher Confirmations checkbox in the main Vendor List record is selected, then the system sends notification of the EFT transaction to this address.

Your network's mail server must be set up for this feature. To verify if the server is configured properly, contact your system administrator.

Discount Information Page

Use this page to adjust the vendor discount amount and tax rate or amount for an accounts payable record. The procedure to follow depends on the Payment Type selected in the Post Accounts Payable page: Purchase Order Payment or Non-Purchase Order Payment.

For additional information on entering accounts payable records, refer to Post Accounts Payable Page (page 324).

Procedures

Adjusting discount and tax information with the Purchase Order Payment option

1. Select ![icon] Fund Accounting > Entry & Processing > Payable Entry > Post Accounts Payable to display the Post Accounts Payable page.
2. Select Purchase Order Payment, and then complete the General Payable Data fields.
3. Click ![icon] (OK).
4. In the payment distribution section, access the Amount field for the line item you want to adjust.
   - If the Auto Display checkbox is blank, enter the pre-discount, pre-tax payment amount for the line item.
   - If the Auto Display field is selected, the Amount field defaults based on your entry in the General Payable Data section.
5. Access the appropriate Amount field, and then click **Discount** to display the Discount Information page.
6. In the Rates/Amounts dialog:

   Click **Rates** if you want to adjust the discount amount and tax rates for the payable line item. Proceed to Step 7.

   or

   Click **Amounts** if you want to adjust the discount and tax amounts for the line item. Proceed to Step 8.

   The display closes, and the Discount Information page becomes your active page.

7. Rates Adjustment: In the Discount Information page, the Gross Payment field displays the payment amount for the line item. Use the additional fields as follows:

Discount Amount	Enter the amount of the discount to apply to the payment for this line item. The system subtracts this amount from the gross payment. [Integer]
Sales Tax	Enter the sales tax rate to apply to the line item payment. For example, you would enter 5 % as 0.05. The system multiplies this rate by the gross payment and displays the result. [Decimal]
Use Tax	Enter the use tax rate to apply to the line item payment. The system multiplies the rate by the gross payment and displays the result. [Decimal]

   As you make your entries, the system recalculates the Net Payment amount. Proceed to Step 9.

   > **Important**
   >
   > You cannot use negative entries in the Discount Information page. To reduce previous discounts and taxes, first restore the original cost in the Gross Payment field, and then enter the new discount and tax data.

8. Amounts Adjustment: In the Discount Information page, the Gross Payment field displays the payment amount for the line item. Use the additional fields as follows:

Discount Amount	Enter the amount of the discount to apply to the payment for this line item. The system subtracts this amount from the gross payment. [Integer]
Sales Tax	Enter the sales tax amount to add to the line item payment. [Decimal]
Use Tax	Enter the use tax amount to add to the line item payment. [Decimal]

As you make your entries, the system recalculates the Net Payment amount.

9. When you finish entering discount and tax adjustments, click 🗸 (OK).

10. In the Confirm Discount/Tax Values dialog, click **Yes** if the rates and amounts are correct.

If you need to make a correction, click **No** to return to the Discount Information page. The system lets you make corrections based on your earlier selection of Rates or Amounts.

Applying discount and tax information with the Non-Purchase Order Payment option

1. Select 👤 Fund Accounting > Entry & Processing > Payable Entry > Post Accounts Payable to display the Post Accounts Payable page.

2. Select Non-Purchase Order Payment, and then complete the General Payable Data fields.

3. Click 🗸 (OK).

4. In the Payment Distribution section, enter a row of accounting distribution information for the payable. Access the row's Amount field.

5. Click **Discount**.

6. In the Discount Information page's Gross Payment field, enter the pre-tax, pre-discount payment amount.

7. Complete the page's fields as follows:

Discount Amount	Enter the amount of the discount to apply to the payment for this line item. By default, the system applies the discount rate from the vendor record and displays the result in this field if the payable's due date falls within the vendor's discount period. [Integer]
Sales Tax	Accept the default rate from the Vendor record, or enter an adjusted rate to apply to the line item payment. For example, you would enter 5 % as 0.05. The system multiplies this rate by the gross payment and displays the result. In the sales tax amount field, you can change the system-calculated value if needed. [Decimal]
Use Tax	Accept the default rate from the vendor record, or enter an adjusted rate to apply to the line item. The system multiplies the rate by the gross payment and displays the result. In the use tax amount field, you can change this value if needed. [Decimal]

8. When you finish applying discount and tax rates, click 🗸 (OK).

9. In the Confirm Discount/Tax Values dialog, click **Yes** if the rates and amounts are correct.

If you need to make a correction, click **No** to return to the Discount Information page and adjust the rates as needed.

Fields

Discount Amount
Enter the amount of the discount to apply to the payment for this line item. Enter the amount as a positive integer. The system subtracts this amount from the gross payment.

Sales Tax
Enter the sales tax rate to apply to the line item payment. Enter the rate as a decimal. For example, enter 5 % as 0.05. The system multiplies this rate by the gross payment and displays the result.

Use Tax
Enter the use tax rate to apply to the line item payment. Again, enter the rate as a decimal. The system multiplies the rate by the gross payment and displays the result.

Net Payment
The Gross Payment less the Discount Amount plus the Sales and Use Tax amounts.

Quantities Received Page

Use this page to record the receipt of purchase order items while entering payment for the items in the Post Accounts Payable page. Depending on the Fund Accounting Profile's Pay Prior to Receive field setting, you may not be able to enter final payment for a PO line item until it has been fully received, unless you have the proper security resource. The Quantities Received page only applies if you are working with a purchase order or encumbrance.

> **Note**
>
> This page updates the Purchasing System, but not Warehouse Inventory's inventory catalog. If you use Warehouse Inventory to track items, you need to use its Receive Stock option to update the inventory catalog.

Procedure

Updating the quantity received for a purchase order item

1. Select ![icon] Fund Accounting > Entry & Processing > Payable Entry > Post Accounts Payable to display the Post Accounts Payable page.

2. In the Payment Type section, select Purchase Order Payment, and then complete the fields in the General Payable Data section.

3. In the Payment Distribution section, select the purchase order line item you want to update.

4. Click **Quantity** to display the Quantity Received page.

   The page's Quantities to Date section shows the number of units ordered, number of items received, and the total paid to date.

5. In the Actual Quantities section, complete the following fields:

Received	Number of units received for the ordered commodity.
Paid	Number of units paid for by this payable.

6. Click ![icon] (OK) to save your entries and return to the Post Accounts Payable page.

7. Complete the Payment Distribution section as needed.

8. Click ![icon] (OK) to save the record.

Attachments Page

Use the Attachments page to attach word-processing documents, spreadsheets, reports, email, photographs, and other files to an accounts payable record. The page also enables you to display and view the attachments listed.

This feature supports the most commonly-used file types. However, while you can attach virtually any type of file, your ability to display it depends on having the appropriate software on your computer.

To display the page, click (View Attachments) on the Post Accounts Payable page's toolbar, after selecting a Payment Type and completing the Control Number, *PO/Encumber*, *Approval*, Vendor, and Invoice fields.

> **Note**
>
> There is a 10 MB limitation on the size of the file that can be attached to a record. In addition, access to the Attachment page may be limited by security. For details on security for attachments, refer to your System Administration manual.

Procedures

Attaching a file to a record

1. Select Fund Accounting > Entry & Processing > Payable Entry > Post Accounts Payable to display the Post Accounts Payable page.
2. Select a Payment Type, and then complete the Control Number, *PO/Encumber*, *Approval*, Vendor, and Invoice fields.
3. Click (View Attachments) to display the Attachments page.

   The Attachment Information section displays information from the accounts payable record.
4. In the Add Attachment section, select a system-defined Attachment Group.
5. Click **Browse…**, and then use the window that displays to find the file you want to attach.
6. Select the file, and then click **Open**.
7. In the Title field, enter the title for the file as you want it to appear in the Attachments page.
8. Click (OK) to add the attachment to the list in the lower section of the page.
9. Click (Back) to return to the Post Accounts Payable page.

Opening a file attached to a record

1. Select Fund Accounting > Entry & Processing > Payable Entry > Post Accounts Payable to display the Post Accounts Payable page.
2. Select a Payment Type, and then complete the Control Number, *PO/Encumber*, *Approval*, Vendor, and Invoice fields.
3. Click (View Attachments) to display the Attachments page.
4. In the List section, click or double click the attachment to display it.

Deleting an attachment

1. Select Fund Accounting > Entry & Processing > Payable Entry > Post Accounts Payable.
2. Select a Payment Type, and then complete the Control Number, *PO/Encumber*, *Approval*, Vendor, and Invoice fields.

3. Click (View Attachments) to display the Attachments page.

4. In the List section, select the attachment you want to delete.

5. Click (Delete).

6. In the Confirmation dialog, click **Yes**.

7. Click (Back) to return to the Post Accounts Payable page.

Add Note Page

Use this page to add, view, and update notes when entering or changing a payable record in the Post Accounts Payable page.

Procedure

Adding notes for a payable record

1. Select ![icon] Fund Accounting > Entry & Processing > Payable Entry > Post Accounts Payable to display the Post Accounts Payable page.

2. Select a Payment Type, and then complete the Control Number, *PO/Encumber*, *Approval*, Vendor, and Invoice fields.

3. Click ![icon] (Notes) to display the Add Note page.

4. In text box, enter your notes.

   If the combination of vendor and invoice number was used for another payable, the record may already have notes associated with it. In this case, you can add to or change the notes as needed.

5. Click ![icon] (OK) to save the notes and return to the Post Accounts Payable page.

Change Accounts Payable Page

Use this page to review and change accounts payable records. The system allows changing different fields depending on whether the payable was created with the Purchase Order Payment or Non-Purchase Order Payment option.

For records created with the Purchase Order Payment option, you can change the following information:

Hold Payable Flag	Line Item Payment	Payable Notes
Invoice Number	PO Quantity Received	Line Item Description
Due Date	Remittance Address	1099 Payment Settings
Single Check Flag		

For records created with the Non-Purchase Order Payment option, you can change the same data with the following two exceptions:

- You can also change the accounting distribution for the payable.
- You cannot use the Quantities Received page since you are not referencing a purchase order with line item quantities to update.

Menu Path: Fund Accounting > Entry & Processing > Payable Entry > Change Accounts Payable

Change Accounts Payable Pages

When changing payable records, you primarily work within two pages, the Change Accounts Payable selection and Change Accounts Payable detail pages. Both of these pages have Action Bar items that access secondary pages, but for the most part, you use the selection and detail pages to update payable records.

Change Accounts Payable Selection	Enables you to enter selection criteria to retrieve the payable records you want to change. This is the first page you display when working with the Change Accounts Payable option. Use this page to enter search criteria, initiate an advanced search, reset the fiscal year period and/or transaction date, and display the detail page where you can then update a selected payable.
Change Accounts Payable Detail	Shows a payable record you searched for and selected in the selection page. Use the detail page to change the payable's information. You can use the detail page's Action Bar items to update a payable's notes, vendor address, discount amount and tax rates, and, for purchase order payments, the quantity received for a specific PO line item.

Change Accounts Payable Detail Page

The Change Accounts Payable detail page has two sections, Payable Information and payment distribution. Following is a brief description for each section:

Payable Information Section	Provides the payable's identifying information, totals, and payment settings. This section also has the Hold Payable field which allows you to prevent issuing a vendor check for the payable until the hold is lifted.
Payment Distribution Section	Shows the payment's line item distribution (Purchase Order Payment option) or the payable's accounting distribution (Non-Purchase Order Payment option).

The page's fields are the same as the fields in the Post Accounts Payable page, with the following exceptions:

- The *Approval* field is not available since the Change Accounts Payable option only accesses records that have gone through approval processing.
- The Hold Payable checkbox is unique to the Change Accounts Payable option and is described in the following Procedure section.

For details, refer to the Post Accounts Payable Page (page 324).

Procedure

Changing a payable record

1. Select ![icon] Fund Accounting > Entry & Processing > Payable Entry > Change Accounts Payable to display the Change Accounts Payable selection page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. In the Change Accounts Payable selection page's list section, select the payable you want to change, and then click ![icon] (OK).

   The Change Accounts Payable detail page displays the payable.

4. In the Payable Information section, update the Hold Payable field:
   - Select this field to prevent printing a check for the payable. The check cannot be issued until the hold is lifted.
   - Leave the checkbox blank to allow a vendor check to be issued.

5. Change additional fields as needed.
   - You can use the Alternate Vendor item to assign a different remittance address to the payable. For details, refer to Alternate Vendor Information Page (page 331) .
   - To view or update notes associated with the payable's invoice, click ![icon] (Notes). For details, refer to Add Note Page (page 342).

6. In the Payment Distribution section, update the line item payment information (Purchase Order Payment option), or update the payable's accounting distribution (Non-Purchase Order Payment option).
   - To adjust the discount amount or tax rates for a line item or accounting distribution row, select the appropriate Amount field, and then click **Discount**.

     For details, refer to the Discount Information Page (page 336).
   - For payables that reference a purchase order, you can adjust a line item's quantity received by selecting any field on the line item's row and clicking **Quantity**.

     For details refer to the Quantities Received Page (page 339).

7. Click ![icon] (OK) to save the record.

Batch Accounts Payable

Use this option to enter payable records into batch files that you can review and later post to Fund Accounting. You also can use this option to process payables generated outside of the Fund Accounting System and to track batch payables in the approval process.

Following are two of the advantages of using batch processing instead of online payable entry:

- You can identify data entry errors before the payables are posted.
- You can better control the way records are grouped for processing vendor checks.

Menu Path: Fund Accounting > Entry & Processing > Payable Entry > Batch Accounts Payable

Preview

Batch Accounts Payable Processing

The Batch Accounts Payable option enables you to store payable records in batch files for eventual posting to Fund Accounting. With this option, you can:

- Create a batch file to store payable records for review and future posting.
- Add payables to an existing batch, manually or through an import function.
- Work with payables that were automatically routed to a batch file as part of accounts payable approval processing, pay run processing in Human Resources, or refund processing in the eCommunityPLUS Utility Billing System.
- Review, update, print, and delete batch payable records as needed.
- Release batch records and post them to Fund Accounting.
- Interface non-purchase order payments to Fixed Assets.

Menu Path: Fund Accounting > Entry & Processing > Payable Entry > Batch Accounts Payable

System Processing

With batch payable records, the system performs the same payment and budget monitoring as it does when payables are entered with the Post Accounts Payable option. The system also classifies records for Electronic Funds Transfer (EFT) processing based on the vendor address or alternate vendor address assigned.

When you post batch records to Fund Accounting, the system creates ledger and transaction records in the same way as with online payable entry. If you use an approval process for payables, the system creates approval records at this point as well.

For a complete description of the system processing associated with online and batch payable entry, refer to Accounts Payable Processing (page 321).

Process Overview

Following is an outline of the process for creating, importing, updating, approving, and posting batch accounts payable records:

1.	Create Batch Payable Records	Batch Accounts Payable Detail Page (page 356) Fund Accounting > Entry & Processing > Payable Entry > Batch Accounts Payable > click ⊕ (Add New) • Add payable records to a new or existing batch. • Generate the Batch Payables Edit List to review the records.
2.	Import Batch Payable Records	File Import and Data Selection Page (page 365) Fund Accounting > Entry & Processing > Payable Entry > Batch Accounts Payable > click **Import** • Import batch accounts payable records from files stored on either your personal computer or network server.

3.	Update Batch Payable Records	Batch Accounts Payable List Page (page 349)

👥 Fund Accounting > Entry & Processing > Payable Entry > Batch Accounts Payable > select a batch, and then select a record > click 🔘 (OK)

- Change payable records as needed. |
| 4. | Review Batch Payable Approvals | Payables Approval Status Page (page 373)

👥 Fund Accounting > Entry & Processing > Payable Entry > Batch Accounts Payable > select a batch, and then select a record > click 🔘 (OK) > click **Approval Status**

- Review the approval status of a selected payable. This page only applies to payables with a Purchase Order Payment payment type.
- For the procedure for approving payables, refer to Accounts Payable Approval (page 310). |
| 5. | Release and Post Batch Payable Records | Batch Accounts Payable List Page (page 349)

👥 Fund Accounting > Entry & Processing > Payable Entry > Batch Accounts Payable > select a batch or select a batch and then a record > click **Release/Post**

- Access the Release/Post page to release and post either a batch of payable records or individual payables within a batch. |

Batch File Status

The Batch Accounts Payable page shows each batch file's status in reference to accounts payable approval processing. A batch file can have one of two status settings:

- The Entry status means the batch file contains records that have not yet been posted for approval processing.
- The Review status indicates the batch file's records are currently in the approval process, or there was a problem and the batch could not be posted.

Following is a listing of how your actions affect the status of a batch file:

- You create a batch file and add records to it over the course of several days. The batch file will have a status of Entry.
- You post a batch file to Fund Accounting and some or all of its records are routed for approval. The batch file's status changes to Review.
- You post a batch to Fund Accounting and an error such as budget is exceeded prevents a record from being posted. The batch file's status changes to Review.
- You make changes to a batch payable that is undergoing review. You tell the system to restart approvals for the record you changed. The batch file's status changes to Entry since you need to resubmit the updated payable items for approval records to be created.
- Using either the Post Accounts Payable or Standard Payables option, you post payable line items that are in turn routed to an existing batch file that had a status of Entry. The batch file keeps the Entry status until its original records are posted and submitted for approval.
- You add a batch payable to a batch file that has a status of Review. The batch file retains the Review status. In this case, you would need to display the batch file's records in the Batch Accounts Payable listing page to see there were items that had not yet been posted.

Batch Payable Hold Status

The Batch Accounts Payable listing page includes a Hold Status column which shows a batch payable's status in reference to the posting process and, if applicable, accounts payable approval.

- If your site does not use an approval process for accounts payable records, then the Hold Status column indicates whether payment items in a batch are On Hold and therefore, cannot be posted to Fund Accounting.

  Records with a status of On Hold need to be reviewed and then released for posting. When a record is released, the Hold Status column is blank.

- If your site uses accounts payable approval, one of the following indicators displays in the payment item's Hold Status field:

On Hold	The payment item is awaiting review and cannot be posted because its Hold checkbox is selected.
In Review/Open	The payment item is in review and awaiting approval or denial.
In Review/Correction	An approver has flagged the payment item for correction.
In Review/Partly Appr(oved)	One or more but not all line items in the payment item have been approved.
In Review/Denied	The payment item has been denied. The item continues to display so that it can be either re-entered or deleted.
Blank	The payment item has been released and can be either posted to Fund Accounting or if applicable, routed for approval.

You can update a batch payable in the Batch Accounts Payable detail page as long as you have the appropriate security resource and the record does not have a Hold Status of In Review/Denied. When you update a batch payable record that is undergoing review, the system asks whether you want to restart the approval process for the payable.

Batch Accounts Payable List Page

Use this page to list batch files and display their accounts payable records. You also can release and post batch files and individual payables, generate the Batch Payables Edit List report, enter change orders, and import payables.

The Batch Accounts Payable page includes two list sections:

- The upper section lists the batch files you added payables to or all batch files in your system, depending on the radio button selected at the top of the page.
- The lower section lists the accounts payable records stored in the batch selected in the upper section.

For information on adding and changing batch payable records, refer to Batch Accounts Payable Detail Page (page 356).

Menu Path: 🦝 Fund Accounting > Entry & Processing > Payable Entry > Batch Accounts Payable

Action Bar Items

The Batch Accounts Payable page's Action Bar displays the following items.

Asset Information	Displays the Asset Information page for listing, updating, and adding fixed assets information. For information on using this page, refer to your Fixed Assets System manual.
Change Orders	Displays the Change Orders page for listing, updating, and adding change orders. For information on using this page, refer to your Purchasing System manual.
Release/Post	Displays the Release/Post page which lets you release a batch file's records for posting to Fund Accounting or allows you to perform the posting process. For details, refer below to the Procedures section.
Set Period	Lets you change the default fiscal year period and transaction date for accounts payable records in a selected batch file. For details, refer to Resetting Periods (page 143).
Print Multiple Batches	Displays the Print Payables Selection page for generating the Batch Payables Edit List report for multiple batch files. To generate the report for an individual file, use the 🖶 (Print) item. For details, refer below to the Procedures section.
Import	Displays the File Import and Data Selection page, which enables you to import batch accounts payables from files stored on your PC or shared network that have the extensions *.xml, *.exml, *.csv, *.txt, and *.unl. For details, refer to File Import and Data Selection Page (page 365).

> **Note**
>
> The Set Period, Print Multiple Batches, and Import items are not available when you select a batch payable in the page's lower list section.

Procedures

Following are the procedures for releasing and posting batch payable, deleting batch files and individual batch payable records, and generating the Batch Payables Edit List report.

Releasing and posting batch files

1. Generate the Batch Payables Edit List for the batch you want to post. For the procedure and a sample report, refer below.

2. As needed, make changes to the payable records in the batch. For the procedure for updating batch records, refer to Batch Accounts Payable Detail Page (page 356).

3. Select 👤 Fund Accounting > Entry & Processing > Payable Entry > Batch Accounts Payable to display the Batch Accounts Payable page.

4. Select one of the following radio buttons:

   Show My Batches Only - to limit the list to batches where you added payable records.

   Show All Batches (default) - to include all batch files, regardless of who added their payables.

5. Select the batch file, and then click **Release/Post** on the Action Bar.

6. In the Release/Post page, select one of the following radio buttons:

Release Only	Releases the payables in a batch file by changing their Status from Hold to Open.
Post Only	Posts the payables in a batch file that were previously released or routes them for approval.
Release and Post (default)	Releases a batch file that has not been released, then either posts its payable records to Fund Accounting or routes them for approval.

7. Click 🔘 (OK).

8. In the confirmation dialog, click **Yes**.

   The result depends on your selection in the Release/Post page:

   - If you selected Release Only, the Released dialog displays to indicate the batch has been released from hold.

     Click **OK** to return to the Batch Accounts Payable page.

   - If you selected Post or Release/Post, the Batch Payables Post Results page lists the records that posted, those that were routed for approval processing, and the payables that were kept in the batch file either because they were on hold or because of a data conflict.

     Click 🔘 (OK) to return to the Batch Accounts Payable page.

Releasing and posting selected batch payable records

> **Tip**
>
> To determine the status of a payable in a batch file, select the batch, and then refer to the payable's Hold Status field in the lower list section.

1. Select ![icon] Fund Accounting > Entry & Processing > Payable Entry > Batch Accounts Payable to display the Batch Accounts Payable list page.
2. Select one of the following radio buttons:

   Show My Batches Only - to limit the list to batches where you added payable records.

   Show All Batches (default) - to include all batch files, regardless of who added the payables.
3. In the page's upper list section, select the batch containing the payable you want to post.
4. In the lower list section, select the payable.

5. Click ![icon] (OK) to display the payable in the Batch Accounts Payable detail page.
6. In the General Payable Data section, clear the Hold checkbox.

7. Click ![icon] (OK) to save the update and return to the Batch Accounts Payable list page.
8. Repeat Steps 2-7 for each additional payable you want to release from hold. Be sure to select the same batch for each payable (Step 3).
9. In the Batch Accounts Payable list page, select the batch containing the payables you released, and then click **Release/Post** on the Action Bar.

   Note that records in the batch that already had their Hold fields cleared will also be posted.

10. In the Release/Post page, select the Post Only option, and then click ![icon] (OK).
11. In the Post Batch? dialog, click **Yes** to post the records.

    The Batch Payables Post Results page displays, listing the records that posted, those that were routed for approval processing, and the payables that were kept in the batch file either because they were on hold or because of a data conflict.

12. Click ![icon] (OK) to return to the Batch Accounts Payable page.

Deleting batch files or individual batch payable records

1. Select ![icon] Fund Accounting > Entry & Processing > Payable Entry > Batch Accounts Payable.
2. Select one of the following radio buttons:

   Show My Batches Only - to limit the list to batches where you added payable records.

   Show All Batches (default) - to list all batch files regardless of who added their payables.
3. To delete a batch file and all of its payable records, select the batch.

   or

   To delete an individual payable, select its batch, and then select the payable in the lower list section.

4. Click ![icon] (Delete).
5. In the Confirmation dialog, click **Yes**.

Printing the Batch Payables Edit List

1. Select ⛁ Fund Accounting > Entry & Processing > Payable Entry > Batch Accounts Payable to display the Batch Accounts Payable page.

2. Select one of the following radio buttons:

   Show My Batches Only - to limit the list to batches where you added payable records.

   Show All Batches (default) - to include all batch files, regardless of who added the payables.

3. To generate the report for an individual batch file, select the batch, and then click 🖶 (Print).

   or

   To generate the report for all batch files displayed, select **Print Multiple Batches** on the Action Bar to display the Print Payables Selection page.

   - In the page's Control Number field, enter the control numbers of the batches separated by the pipe symbol, for example, 1234|2345|3456. To select all batch files, enter an asterisk (*).

   - Click 🔘 (OK).

4. In the Question dialog, click **Yes** to print the text associated with the batch records. Otherwise, click **No**.

5. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *batchpay.rpt*.

   - The report includes any system warnings associated with the records.

   - For records that are in review, the system provides a separate page showing cash balance exceptions, including the General Ledger cash accounts that would exceed their allotted balances once the identified payables are fully approved.

Fields

All of the fields in the Batch Accounts Payable list page are display only, except for the radio buttons at the top of the Batch Selection section.

Select:

Show My Batches Only - to limit the list to batches where you added payable records.

Show All Batches (default) - to include all batch files, regardless of who added the payables.

Upper List Section

The following fields apply to each of the batch files displayed.

Control Number
:   Number or code identifying a batch file.

Entered By
:   The User ID of the person who created the batch file and entered its payable records.

    If more than one user added payables to the file, the code Multiple displays in this field.

Amount
:   The total payment amount of all payables stored in the batch.

Status
:   Indicates the status of the batch as determined by the Hold status of its records.

    The status settings include:

Entry - indicates that the batch has been entered but not routed for approval. In this case, the Hold Status of the batch's items will be either On Hold or open. An item is open if its Hold Status field is blank, in which case the item has been released from hold.

Review - indicates the batch has been routed for approval. For the status of individual payables within a batch, refer to the Hold Status fields in the lower list section.

Year
The fiscal year referenced by the batch and its payables. If more than one year is referenced by the batch's payables, then the code Multiple displays in this field.

Period
The period of the fiscal year that applies to the batch and its payables. If more than one period is referenced by the batch's payables, then the code Multiple displays in this field.

Lower List Section

The following fields display for each of the payables stored in the batch file selected in the upper list section. To display the Batch Accounts Payable detail page, select a payable item, and then click (OK).

Control Number
Number or code identifying the batch file containing the payable records.

Entered By
The User ID of the person who entered the payment item.

PO/Encumber
Number of the purchase order or encumbrance associated with the payment item. If this is for a Non-Purchase Order item, the field displays 0 (zero).

Invoice
Number or code identifying the invoice associated with the payable record.

Vendor
Code identifying the vendor associated with the payable record.

Budget Unit
Low organization where the expense for the payment item is charged. The field's title is defined in the Fund Accounting Profile.

If your Fund Accounting Profile is set up for full expensing, the Full Account Window page will display for entering the budget unit. For the procedure, refer to Full Account Window Page (page 319).

Account
Account number for the budget unit-account where the payment is distributed.

Amount
Dollar-and-cents amount of the payment item.

Description
Description of the payment item.

Hold Status
The payment item's posting status. The status indicators include:

On Hold - indicates the payment item is awaiting review and cannot be posted because its Hold checkbox is selected.

In Review/Open - indicates the payment item is in review and awaiting approval or denial.

In Review/Correction - indicates an approver has flagged the payment item for correction.

In Review/Partly Appr(oved) - indicates one or more but not all line items in the payment item have been approved.

In Review/Denied - indicates the payment item has been denied. The item continues to display so that it can be either re-entered or deleted.

Blank - indicates the payment item has been released and can be either posted to Fund Accounting or if applicable, routed for approval.

Indicators

If notes are available for the payment item, the (Notes) indicator displays. Click (Notes) on the toolbar to display the notes on the Add Note page. For details, refer to Add Note Page (page 342).

Sample Batch Payables Edit List

```
POWERSCHOOL                                                              PAGE NUMBER:    1
DATE: MM/DD/YYYY                           YOUR ORGANIZATION'S NAME      BPAYAB11
TIME: HH:MM:SS                             BATCH PAYABLES EDIT LIST

RECORD BATCH    ENTERED  *PURCHASE O P/F *BUDGET UNIT*   ACCOUNT VENDOR   VENDOR NAME      SNGL CK      SALES TAX   AMOUNT
PERIOD ENTRY BY DUE DATE CASH ACCT 1099 *TASK*   ACCOUNT INVOICE         DESCRIPTION   INV DATE HOLD   USE TAX     DISCOUNT

383    MM0201   MM/DD/YY MM010001-01  P  101001           410     39     COMPUTER WORLD       N        31.17       550.73
PP/YY  MARIE    MM/DD/YY 101             N                               Drives, Compact Disk  Y        0.00        .00
                EXCEEDS CASH BALANCE - FLAG IS 'W' AND CURRENT BALANCE IS        -220.95


TOTAL BATCH                                                                                             550.73

--------------------------------------------------------------------------------------------------------------------
POWERSCHOOL                                                              PAGE NUMBER:    2
DATE: MM/DD/YYYY                           YOUR ORGANIZATION'S NAME      BPAYAB11
TIME: HH:MM:SS                             BATCH PAYABLES EDIT LIST

                                          CASH BALANCE EXCEPTIONS

      FUND       ACCOUNT    WARNING/FATAL  CURRENT BALANCE   TOTAL ACTIVITY   PROJECTED BALANCE   YEAR

       10        0101            W             -220.95           550.73            -771.68         YY

END REPORT
```

Batch Accounts Payable Detail Page

Use this page to add an accounts payable record to a batch file or to change an existing batch record. You also can use the detail page to create a new batch file.

Menu Path: 👥 Fund Accounting > Entry & Processing > Payable Entry > Batch Accounts Payable

- To display the page for adding new batch payables, click ⊕ (Add New).
- To display the page for changing a batch payable, select the batch in the upper list section, select the payable in the lower section, and then click 🌐 (OK).

Page Sections

The Batch Accounts Payable detail page includes the following sections:

Payment Type Section	Enables you to select whether the payable references an existing purchase order/encumbrance record or a payment that is not related to a PO/encumbrance.
General Payable Data Section	Displays fields identifying the batch file and payable record. In this section, you enter vendor and invoice information, payment and vendor check settings, and the payable amount.
Payment Distribution Section	Allows you to distribute the payment among the open line items for a PO/encumbrance or enter the accounting distribution for a payable that does not reference a PO/encumbrance.

Action Bar Items

The Batch Accounts Payable detail page displays the following Action Bar items:

Asset Information	Displays the Asset Information page for listing, updating, and adding fixed assets information. For information on using this page, refer to your Fixed Assets System manual.
Change Orders	Displays the Change Orders page for listing, updating, and adding change orders. For information on using this page, refer to your Purchasing System manual.
Alternate Vendor	Displays the Alternate Vendor Information page where you can select or add a new Accounts Payable address for the vendor associated with the payable. For details, refer to the Alternate Vendor Information Page (page 331).

When you access the Payment Distribution section, the Action Bar continues to display the Asset Information and Change Orders items. In addition, the following items display:

Delete Row	Deletes a selected distribution row.
Discount	Displays the Discount Information page where you can adjust the vendor discount amount and tax rates applied to a line item payment in the payment distribution section. For details, refer to the Discount Information Page (page 336).
Quantity	Displays the Quantities Received page where you can record receipt of purchase order items. This item is only available when you use the Purchase Order Payment option. For details, refer to the Quantities Received Page (page 339).

Approval Status   Displays the Payables Approval Status page where you can view the distribution item's approval status if you use approval processing for your payable records. This item only displays if approval information exists for the record you are viewing. For details, refer to the Payables Approval Status Page (page 373).

Toolbar Items

Additional items are available on the page's toolbar for adding information to a payable record. For details, refer to:

- Attachments Page (page 340)
- Add Note Page (page 342)

Hold Field

Each batch payable record has a Hold checkbox that you can view and update in the Batch Accounts Payable detail page. This field determines whether the payable record can be posted to Fund Accounting.

- If the field is selected, then the payable is on hold and cannot be posted. Approval records also cannot be generated.
- If the field is not selected, then the payable can be either posted to Fund Accounting or if applicable, routed for approval processing.

When you add a new payable to a batch file, the system automatically selects the Hold field. You cannot access this field when adding a record in the detail page.

To clear a payable's Hold field, you have two options after the record has been added and saved:

- You can access the payable in the Batch Accounts Payable detail page, clear the Hold field, and save the update by clicking (OK).
- You can clear the Hold field for all records in a batch file by clicking the Release/Post item in the Batch Accounts Payable list page and selecting the Release Only or Release and Post option in the Release/Post page.

For related information, refer to the Procedures section in Batch Accounts Payable List Page (page 349).

Procedures

Creating batch payable records

In the following procedure, Step 4 enables you to add payable records to either a new batch or an existing batch.

1. Select Fund Accounting > Entry & Processing > Payable Entry > Batch Accounts Payable to display the Batch Accounts Payable list page.

2. Click (Add New) to display the Batch Accounts Payable detail page.

3. In the detail page's Payment Type section, select a payment option for the batch's first payable:

   Purchase Order Payment (default) - to add a payable that references a purchase order or encumbrance.

   Non-Purchase Order Payment - to add a payable that does not reference an existing PO or encumbrance.

4. In the Control Number field:
   - Start a new batch file by entering a unique (unused) number.
   - To add payables to an existing batch, enter the batch's control number.

5. Add a payable record by completing the fields in the General Payable Data and Payment Distributions sections.

   If you are adding multiple records to the batch, leave the Continuous checkbox selected.

6. Click ⊙ (OK) to save the batch, including the new payable record.

7. Repeat Steps 5-6 for each additional payable.

8. After saving the last record to the batch, click 🔴 (Back) to return to the Batch Accounts Payable list page.

Updating batch payable records

To access and update an existing batch record in the detail page, you need to have the appropriate security resource defined in your Users record. If so you can make changes to batch payables even if they are undergoing approval processing, as long as they have not been denied.

1. Select 🧑 Fund Accounting > Entry & Processing > Payable Entry > Batch Accounts Payable to display the Batch Accounts Payable list page.

2. In the upper list section, select the batch file containing the payable you want to update.

   When you select a batch, its payable records display in the lower list section.

3. In the lower list section, select the payable you want to update, and then click ⊙ (OK) to display the record in the Batch Accounts Payable detail page.

4. If the record is not in review for approval, proceed to Step 5.

   If the record is in review, click **Approval Status** to see whether an approver left any instructions for specific changes you need to make.

5. In the General Payable Data section, change the fields as needed.

   > **Important**
   >
   > If you change the *Approval* field for a record already undergoing approval, the system automatically restarts the approval process for the payable when you save the update. In this case, you will need to resubmit the batch record for approval by posting it.

6. To assign an alternative address to the payable, click **Alternate Vendor** on the Action Bar. For details, refer to Alternate Vendor Information Page (page 331).

7. In the Payment Distribution section, update the line item payment information (Purchase Order Payment option), or update the payable's accounting distribution (Non-Purchase Order Payment option).

   - To adjust the discount amount or tax rate for a line item or accounting distribution row, select the appropriate Amount field, and then click **Discount**.

     For details, refer to Discount Information Page (page 336).

   - For payables that reference a purchase order, you can adjust a line item's quantity received by accessing any field on the line item's row and clicking **Quantity**.

     For details, refer to the Quantities Received Page (page 339).

8. Click ⊙ (OK) to save the updated payable record. If the payable is undergoing review, refer to Step 9. Otherwise, proceed to Step 10.

9. If you updated a payable undergoing approval, a message will display asking if you would like to restart the approval process.

- Click **Yes** to restart approval processing for the batch payable.
- Click **No** to save the changes and keep the record in review.

> **Important**
>
> If you updated a record that has the Correction hold status, you need to restart approval for the payable to display in the Approve/Deny Payables option for the appropriate personnel.

10. If the Continuous checkbox is selected, the system refreshes the detail page with data for the next payable displayed in the Batch Accounts Payable list page.

    Otherwise, you return to the list page.

11. If you restarted approval processing for a record that was in review, make sure you post the batch payable so the system can recreate the appropriate approval records. For the posting procedure, refer to Batch Accounts Payable List Page (page 349).

Fields

Payment Type Section

Payment Type
    Displays the following radio buttons. The default setting cannot be changed.

    Purchase Order Payment - indicates the payable is for a purchase order or encumbrance.

    Non-Purchase Order Payment - indicates the payable does not reference a purchase order or encumbrance.

    If needed, you can change the payment type while adding payable records. In this case, both options will include records with both payment types.

General Payable Data Section

Control Number
    Number or code identifying a batch file. [Character/8]

- To create a batch, enter a unique (unused) number.
- To identify an existing batch, enter its control number.

    Using a batch file enables you to group items and then process vendor checks for all the items included in the batch.

- If you use an approval process for payables, the system refers to the control number to identify the batch when payable items are routed for approval.
- In addition, you can use the control number to search for payable records when generating reports, issuing checks, and tracking transactions in the Detailed Displays > Transactions option.

Period/Yr
    The fiscal year period and year associated with the payable.

PO/Encumber
    Number for the purchase order or encumbrance you are paying. Purchase Order Payment option only. [Character/8]

- The system lets you distribute the payable amount among the line items for the PO or encumbrance in the payment distribution section.
- The field's name is defined in the Fund Accounting Profile.

> **Important**
> You can enter payables for current fiscal year encumbrances, or you can work with encumbrances from the previous year if it is not closed. To do so, you would reset the fiscal year period to Period 13 of the prior year.

The *Approval* field displays based on settings in the Fund Accounting Profile and the Payment Type you select. Your site might use an approval process for non-purchase order payments but not for PO payments or vice-versa. This is all based on the record-keeping practices where you work.

Approval
> Code identifying the payable's approval group. The field's title is defined in the Fund Accounting Profile.
>
> The accounts payable approval process can be set up in the Profile for approval by either key organization (from the Organization Chart) or user-defined groups.
>
> For an explanation of how approval groups affect accounts payable approval, refer to Accounts Payable Approval (page 310) .

Vendor
> Code identifying the vendor you are paying. Following are a few points to consider when working with vendor codes:
>
> - If you have vendor codes with leading zeros, such as 000005, you must enter the full code.
> - If the Default No PO Payment Info field in the Fund Accounting Profile is selected and you are making multiple entries using the Non-Purchase Order Payment option, the vendor code defaults from the previous entry.
> - When you enter a code, the Vendor Address displays for you to verify the Accounts Payable address. To associate a different address with the vendor, use the Post Accounts Payable page's Alternate Vendor item. For details, refer to the Alternate Vendor Information Page (page 331).
> - After you select a vendor or alternate vendor address, the system displays the corresponding EFT indicator next to the Cash Account field. For a complete explanation, refer to the Electronic Funds Transfer section of Accounts Payable Processing (page 321).

Invoice
> Invoice number or other reference information for the bill you are paying. [Character/30]
>
> - If the Duplicate Invoice Checking field in your Fund Accounting Profile is set to F - Fatal, the system checks the invoice number/vendor combination and prevents the transaction if it finds a match. If the flag is set to W - Warning, the system issues a warning if a duplicate exists.
> - If the Default No PO Payment Info field in the Fund Accounting Profile is selected and you are making multiple entries using the Non-Purchase Order Payment option, the Invoice field value defaults from the previous entry.

Invoice Date
> Issue date that appears on your vendor invoice. If you are using the Non-Purchase Order Payment option and the Fund Accounting Profile's Default No PO Payment Info field is selected, then the system defaults the invoice date from your previous entry.

Due Date
> Due date for the invoice. This date is used to determine whether to apply a discount from the vendor record. The system defaults a date as determined by the Discount field in the vendor record.
>
> - If the Discount field is A - Always or N - Never, then the system defaults the current system date.
> - If the Discount field is T - Discount Period, then the system defaults a date by adding the vendor's discount days to the current system date. If you change the default, then you need to enter a date

that is earlier than the system-calculated date if you want the vendor discount applied.

- The due date must be greater than the system date for the system to calculate the discount for vendors with the T - Discount Period setting.

Cash Acct

Cash account code for this transaction. You must enter an asset account number. The system defaults the account defined in the Fund Accounting Profile.

Payment Type

Setting indicating whether payment is partial or final. Purchase Order Payment option only.

P - Partial Payment - Allows you to post partial payments for the PO or encumbrance's line items. You can make additional payments for the encumbrance at a later time.

F - Final Payment - Makes the payable record the final one you can create for the encumbrance, whether or not you pay the entire remaining balance.

Single Check

Checkbox indicating whether the system should print the check for this invoice independently from any other payments made to this vendor. The Single Check field is available for payables with one of the following EFT settings: No EFT, Prenote-Savings, and Prenote-Checking.

- To combine several invoices from the same vendor into one check, leave the checkbox blank. Up to 21 payables for the same vendor can appear on a single check stub.

  If, during a vendor check run, there are more than 21 payables grouped together for the same vendor, then the system lists the first 21 payables on one check stub, and the attached check is marked as void. The next check stub lists the remaining payables. This stub is attached to the valid check.

- To issue separate checks for each invoice from the same vendor, select this field for all payables pertaining to the vendor.

- A payable must have a unique invoice number if you want to process it as a single check; the Invoice field must contain an invoice number.

> **Important**
>
> The Print Check field replaces the Single Check field if the *EFT - Checking* or *EFT - Savings* indicator displays next to the Invoice Date field.

Auto Display

Setting determining how you enter payment distribution for a PO or encumbrance's line items.

This field only displays for the Purchase Order Payment option. Also, you cannot use Auto Display if the encumbrance has been liquidated or if there is a change order pending approval.

- If you select this checkbox, then all items display in the Payment Distribution section, and the Net Payable amount is distributed proportionately for the existing encumbered accounts.

- If you leave the checkbox blank, then you must enter the line item number in the Payment Distribution section for each line item you want to pay.

When the Auto Display field is selected, your entries in the following payment-related fields determine the amount to distribute when you access line items in the Payment Distribution section. Changes made to the discount, sales tax, or use tax are reflected in the payment distribution.

Fixed Asset

Checkbox indicating whether the item meets asset requirements defined in the Fixed Assets Profile. If the field is selected, the system generates an interface record in Fixed Assets when the payment is posted. This field only appears with the Non-Purchase Order Payment option.

The system selects this box by default under the following conditions:

- The distribution account is in the range defined in the Fixed Assets Profile.

- The amount for the distribution account is in the range defined in the Profile.

If these conditions are not met, you can still select the field to generate a Fixed Assets interface record. If you do not use the Fixed Assets System, leave the field blank.

Total Entry
Cumulative total of payables having the same control number as the payable record you are currently entering.

Payment Amount
Amount due for the purchase order before discounts and tax rates are assessed. [Decimal/12,2]

- If the Auto Display checkbox is selected, the system defaults the remaining balance for the PO or encumbrance.

- If the Auto Display checkbox is blank, an amount of 0.00 defaults. The system tracks the amount based on your entries in the payment distribution section.

- If the Auto Display checkbox is selected, the system distributes this amount when you access the payment distribution section.

- If the total of your entries in the payment distribution section is different from the payment amount, the system recalculates this value.

Discount
Amount of the discount taken. If the payable is not eligible for a vendor-based discount, the system skips this field. [Decimal/12,2]

You can use the Discount item to adjust the vendor discount amounts and tax rates. For details, refer to the Discount Information Page (page 336).

Sales Tax
Total sales tax for the encumbrance, based on the rate from the Vendor List. [Decimal/12,2]

Use Tax
Total use tax for the encumbrance, based on the rate from the Vendor List. [Decimal/12,2]

Use tax is not included in the check amount; it is tracked by the system until you are ready to submit the tax to your taxing agency. It is not disbursed to the vendor.

Net Payable
Net amount for the payable, calculated as follows:

[Payment Amount - Discounts + (Sales and Use Taxes)] = Net Payment

Payment Distribution Section

Following are the definitions for the fields you use to distribute payment amounts for the payable record.

- If you are using the Purchase Order Payment option and the Auto Display field is selected, the system displays all of the encumbrance's line items.

- If you are using the Purchase Order Payment option and the Auto Display field is not selected, then you need to enter an item number to display the associated line item information.

- If you are using the Non-Purchase Order Payment option, then use this section to distribute payment to expenditure budget accounts, and there are no line items to reference.

- If the Full Account Window page displays, refer to Payable Entry Features (page 309) for the steps to select an Expenditure Ledger account.

Item
Encumbrance line item number. Purchase Order Payment option only.

- If the Auto Display checkbox is blank, enter a line number to display the associated accounting and cost information. [Character/2]
- If the Auto Display field is selected, then this is a display-only field that shows the PO line item for each accounting distribution row.

Budget Unit
  Low organization where the expense is charged. [Character/16]

- This is a display-only field when using the Purchase Order Payment option.
- With Non-Purchase Order Payment option, you need to enter the budget unit for the expenditure budget account where you are distributing the expense.
- The field's title is defined in the Fund Accounting Profile.

If your Fund Accounting Profile is set up for full expensing, the Full Account Window page will display for entering the budget unit. For the procedure, refer to Full Account Window Page (page 319).

Account
  Account number for the budget unit-account where the payment is distributed. Charges can be distributed to multiple accounts as long as you distribute the entire cost, or the entire amount can be charged to a single account.

- This is a display-only field when using the Purchase Order Payment option.
- When you use the Non-Purchase Order Payment option, you need to enter the account number.
- When you save the payable, the system checks each distribution item's expenditure account to see if it falls in any of the ranges from the Account Approval table. An approval record is created for each range that applies.

Paid To Date
  Amount paid to date for this purchase order or encumbrance line item. Purchase Order Payment option only.

Amount
  Amount of the payment you are applying to the line item. The field works differently depending on the payment type you are using:

- *Non-Purchase Order Payment* - Enter the amount for the line item.
- *Purchase Order Payment* - The system uses the Auto Display field to determine whether an amount defaults in this field. If the Auto Display field is selected, then the system defaults an amount. If the Auto Display checkbox is blank, you need to enter the amount.

Some added considerations for this field are as follows:

- To adjust the discount and tax rates for a purchase order payment line item amount, use the Discount item. For details, refer to the Discount Information Page (page 336).
- If the system applies a discount to a purchase order payment, you can only update the Amount field by using the Discount item. The system uses the payable's vendor to determine whether a discount applies.
- To apply discount and/or tax rates for a non-purchase order payment line item amount, click **Discount**. Again, refer to the Discount Information Page (page 336).
- If the Payment Type field is F - Final, the amount you enter pays off the line item, whether or not you enter an amount covering the item's balance.

- If the Pay Prior To Receive field in the Fund Accounting Profile is set to W - Warning or F - Fatal, a message appears if you try to make final payment for an item that is not fully received.

  If you have the required security resource, you can use the Quantity item to display the Quantities Received page and enter receipt of the PO item. For details, refer to the Quantities Received Page (page 339).

- When you save the payable, the system checks each distribution line item's amount to see whether it falls within the amount range for each required approval level from the payable's approval group. Approval records are created accordingly. [Decimal/12,2]

Project
Code for the project where the payment's expense is distributed, if you use project accounting. [Character/8]

Account
Account code for the project budget account where the item's expense is distributed, if you use project accounting. This field is display-only if you are using the Purchase Order Payment option. [Chraracter/8]

1099
Code for the type of 1099 payment associated with this line item.

M - 1099-Misc - Rents, royalties, other income, fishing boat proceeds, medical/health care payments, non-employee compensation, substitute payments, crop insurance proceeds, and attorney fees.

G - 1099-G - Unemployment compensation, state/local income tax, qualified state tuition earnings, taxable grants, and agriculture payments.

I - 1099-Int - Interest income, early withdrawal penalty, interest on US savings bonds and treasury obligations, investment expenses, and foreign tax paid.

N - No 1099 - Payments are not reported as 1099 income.

Description
Description of the line item payment. Use of this field enables you to easily identify transactions on reports, and the description prints on the remittance voucher.

When you use the Purchase Order Payment option, the system defaults the description from the PO or encumbrance line item. [Character/25]

Balance
Current balance amount for this line item. Purchase Order Payment option only.

File Import and Data Selection Page

Use this page to load batch accounts payable records from files stored on either your personal computer or network server.

Menu Path: 👤 Fund Accounting > Entry & Processing > Payable Entry > Batch Accounts Payable > click **Import** on the Action Bar

Import Wizard

The Batch Accounts Payable page's Import item activates the Import Wizard, which takes you step by step through:

- Loading the file.

- Mapping the columns on the file to the fields in the database table.

- Mapping static columns that are required by the Batch Accounts Payable option, but not defined in the file.

- Saving the mapping that was created to be used for future file imports.

- Viewing a list of warnings and error messages generated during the data validation. These are the same messages users receive when manually adding batch accounts payable records.

File Requirements

The ability to import a file depends on the following:

- The data in the file's fields must comply with the field requirements in accounts payable records. For example, if a field requires numeric data and the field in the external file contains characters, the system cannot import the file.

- The file must be formatted as XML Spreadsheet 2003, Comma Separated (CSV), Tab-Delimited (TDF/TXT), or Pipe-Delimited ("|").

- The extension on the file must be *.xml, *.exml, *.csv, *.txt, or *.unl.

- You have the appropriate security resource to access the Import item.

Creating a File for Import

Users can create the file to be imported into batch accounts payable in any manner they choose. The easiest way is to use a spreadsheet program. The file can contain one or more batches of accounts payable. The database table used to store batch accounts payable is *dpayable*. The file created can contain any of the following fields in any order. Once the file is created, it needs to be saved with the extension of *.xml, *.exml, *.csv, *.txt, or *.unl.

- *dpayable.batch* (Control Number) - Required

  Required, must be included in the file or entered in the Static Column Value Mapping page of the wizard.

  > **Note**
  >
  > If importing multiple payables that should have different control numbers, the control numbers must be in the file. When the control number is set on the Static Column Value Mapping page, all payables will be linked to the same control number.

- *dpayable.yr* (Fiscal Year) - Required

  If the fiscal year is not in the file, the fiscal year will default on the Static Column Value Mapping page. The default is from the Year field on the Fund Accounting Profile. This field can be modified to the prior year if necessary.

If importing multiple payables spanning multiple years, then this field should be included in the file, otherwise it can be entered in the Static Column Value Mapping page of the wizard and that value will be used for all payables.

- *dpayable.period* (Period) - Required

If the period is not in the file, the period will default on the Static Column Value Mapping page. The default is from the Period field on the Fund Accounting Profile. This field can be modified to another period if necessary.

If importing multiple payables spanning multiple periods, then this field should be included in the file, otherwise it can be entered in the Static Column Value Mapping page of the wizard and that value will be used for all payables.

- *dpayable.gl_cash* (G/L Cash Account) - Required

If the cash account is not in the file, the cash account will default on the Static Column Value Mapping page. The default is from the Cash field on the Fund Accounting Profile. This field can be modified to another cash account if necessary.

If importing multiple payables that will be associated with different cash accounts, then this field should be included in the file, otherwise it can be entered in the Static Column Value Mapping page of the wizard and that value will be used for all payables.

- *dpayable.enc_no* (*PO/Encumber* Number) - Required

This field is used to determine whether a payable is a Purchase Order Payment or Non-Purchase Order Payment. To be a Non-Purchase Order Payment, this field should have a value of 0. For a Purchase Order Payment, enter a valid encumbered purchase order number.

If importing multiple payables that may contain both Purchase order Payments and Non-Purchase Order Payments or if multiple purchase orders are being imported, then this field should be included in the file. Otherwise it can be entered in the Static Column Value Mapping page of the wizard and that value will be used for all payables

- *dpayable.line_no* (*PO/Encumber* Line Number) - Required

This field is used to determine whether a payable is a Purchase Order Payment or Non-Purchase Order Payment. To be a Non-Purchase Order Payment, this field should have a value of 0. For a Purchase Order Payment, enter a valid encumbered line number associated with the purchase order number.

If importing multiple payables that may contain both Purchase Order Payments and Non-purchase Order Payments or if multiple purchase orders with more than one line item are being imported, then this field should be included in the file. Otherwise it can be entered in the Static Column Value Mapping page of the wizard and that value will be used for all payables.

- *dpayable.app_group* (*Approval*)

There are three (3) approval flags on the Fund Accounting Profile, Accounts Payable Tab, indicating whether the client is using approvals, as follows:

  - Approval for PO Payments
  - Approval for PO Payments Overpayment Only
  - Approval for Non-PO Payments

If one or more of these flags are set on the profile, then *dpayble.app_group* is required and needs to be included in the file or entered in the Static Column Value Mapping page of the wizard.

If none of these flags are set on the profile, then the *dpayble.app_group* is not required and will not be pulled into the Static Column Value Mapping page.

- *dpayable.vend_no* (Vendor Number) - Required

If importing multiple payables that will be associated with different vendors, then this field should be included in the file, otherwise it can be entered in the Static Column Value Mapping page of the wizard and that value will be used for all payables.

- *dpayable.p_f* (Partial/Final Payment Flag) - Required

If the Partial/Final Payment Flag is not in the file, it will default on the Static Column Value Mapping page. The default is from the Default Partial/Final Flag field on the Fund Accounting Profile. This field can be modified if necessary. The values entered should be P or F.

If importing multiple payables with different Partial/Final Payment Flags, then this field should be included in the file, otherwise it can be entered in the Static Column Value Mapping page of the wizard and that value will be used for all payables.

This field is only used for Purchase Order Payments. For Non-Purchase Order Payments, leave this field blank if it is in the file. If the field is not in the file and the value is entered on the Static Column Value Mapping page, during the import process, this field will be set to blank for all Non-Purchase Order Payments. This is determined for all records where the *dpayable.enc_no* and *dpayable.line_no* are set to 0.

- *dpayable.due_date* (Due Date) - Required

If importing multiple payables with different due dates, then this field should be included in the file, otherwise it can be entered in the Static Column Value Mapping page of the wizard and that value will be used for all payables.

- *dpayable.single_ck* (Single/Print Check Flag) - Required

This field is used to indicate whether or not to print separate checks for payables entered to the same vendor based on different invoice numbers. It is the same indicator used for EFT vendors to indicate if an actual check should be issued to the vendor. If not in the file, defaults to N on the Static Column Value Mapping page.

- *dpayable.key_orgn* (*Budget Unit*) - Required
- *dpayable.account* (Account) - Required
- *dpayable.amount* (Payment Amount) - Required
- *dpayable.project* (*Project*)
- *dpayable.proj_acct* (Project Account)
- *dpayable.c_1099* (1099 Type) - Required

This field is used to indicate if the payable is tracked for 1099s. Valid values that can be entered are M, I, G or N.

If importing multiple payables that have different 1099 types, then this field should be included in the file. Otherwise it can be entered in the Static Column Value Mapping page of the wizard and that value will be used for all payables.

- *dpayable.description* (Payment/Item Description)
- *dpayable.invoice* (Invoice Number)
- *dpayable.disc_date* (Invoice Date)

- *dpayable.sales_tax* (Sales Tax) - Required

  If not in the file, defaults to 0 on the Static Column Value Mapping page.

- *dpayable.use_tax* (Use Tax) - Required

  If not in the file, defaults to 0 on the Static Column Value Mapping page.

- *dpayable.disc_amt* (Discount Amount) - Required

  If not in the file, defaults to 0 on the Static Column Value Mapping page.

- *dpayable.disc_per* (Discount Percent)

  If not in the file, defaults to 0 on the Static Column Value Mapping page.

- *dpayable.qty_paid* (Quantity Paid)
- *dpayable.qty_rec* (Quantity Received)
- *dpayable.alt_vend_no* (Alternate Vendor Number)
- *dpayable.voucher* (Voucher Number)

Procedures

Following are the procedures for importing a file into Batch Accounts Payable. At any time in the Import Wizard, clicking Next will advance you to the next page. Clicking Previous will take you back to the previous page. Clicking Cancel takes you back to the Batch Accounts Payable page.

Importing a file into Batch Accounts Payable

1. Select ⚙ Fund Accounting > Entry & Processing > Payable Entry > Batch Accounts Payable to display the Batch Accounts Payable Page.

2. Click **Import** to display the File Import and Data Selection page.

3. Click **Browse...** in the File to Import field to locate the file that you want to import from your personal computer or network server.

4. Once the file is located, select the file and click **Open**, to have the file appear in the File to Import field.

5. Click **Load** to load the data from the file into the Import File Data section of the File Import and Data Selection page.

6. In the Import File Data section, select the line that will be used for the Column Titles and click **Set Column Titles**. The data selected will appear in the column headings of the Import File Data section. If the incorrect line was selected, click **Reset Column Titles**, to put the line back into the list section, select the correct line and then click **Set Column Titles** again.

7. Once the column titles are set, select the lines of the file to be imported. This can be done by clicking the first line, then holding the <shift> key down and clicking the last line, or you can click each line individually by using the <ctrl> key.

   Click **Select All** to select all the lines of the file to be imported. Note that selecting blank rows will prevent the import process from completing. Remove blank rows that are selected by holding down the <ctrl> key on the keyboard and clicking on the blank row.

8. When all the lines have been selected, click **Next** to display the Define Column Mapping Page.

9. In the Define Column Mapping page, select a mapping from the drop down in the Saved Import Mapping field or tab into the Table Field column for the first Import File Column to map the file column to the appropriate field in the database table. The Field Description column will default to a user friendly name and cannot be changed.

10. Once the columns in the file have been mapped to the fields in the database table, click **Next**.

    - If the data in the file does not meet the requirements of the database table, the Import Errors page displays. You will not be able to proceed until the file or mapping is corrected.

    - If there are no errors with the requirements between the data in the file and the database table, the Static Column Value Mapping page will display.

11. In the Static Column Value Mapping page, required fields from the database table that are not mapped on the Define Column Mapping page will display.

    In addition, non-required fields that are in the database table and not in the file can be selected using the Append Row button.

    When the *dpayable.yr* (Fiscal Year), *dpayble.period* (Period) , *dpayable.gl_cash* (G/L Cash Account), *dpayable.p_f* (Partial/Final Payment Flag), *dpayable.single_ck* (Single/Print Check Flag), *dpayable.disc_amt* (Discount Amount), *dpayable.disc_per* (Discount Percent), *dpayable.sales_tax* (Sales Tax) and *dpayable.use_tax* (Use Tax) are mapped statically, the values will default.

    For details, refer to the Creating a File for Import section above. Values entered in the Static Column Value Mapping page will be used for every line number in the file being imported.

12. Once the Static Column Value Mapping is complete, click **Next** to display the Save Import Mapping page.

13. In the Save Import Mapping page, you can assign a unique name to the mapping that has just been defined.

    - If you choose to make the mapping Public, anyone who can import a file can use the mapping.

    - If you choose to make the mapping Restricted, users other than the owner of the mapping will not be able to update the saved mapping.

    Note

    The ability to add and update an import mapping on the Save Import Mapping page is dependent on security in addition to the Restricted field.

14. Once the selections on the Save Import Mapping page have been completed, click **Finish**. This will take you out of the Import Wizard.

15. If the system detects any errors or generates warning messages during data validation, the Import Status page will display.

    - The page lists all errors and warning messages. The Line # column lists the number of the lines in the source file that need to be corrected.

    - The page's Summary Information section will display the number of Errors, Warnings, and Successes. If there are no Successes, the Import item will not display.

    - You can choose to display Warnings Only, Errors Only, Warnings/Errors Only or Show All information by making the appropriate selection in the Display Results field. You can also print the listing of errors by clicking 🖨 (Print).

    - You can choose to import any successes by clicking the Import item or by correcting the file and running the import process again.

    - To exit without importing any records, click 🛑 (Back).

16. If there are no errors found during data validation or if the Import item is selected in the Import Status page, click **Yes** in the confirmation dialog to import the file. Another confirmation dialog displays when the process is complete.

The batch accounts will now display in the Batch Accounts Payable page. The payables will be set with the Hold Status of On Hold.

Fields

File Import and Data Selection Page

This page allows users to select the file and records to import into Batch Accounts Payable.

File to Import
    The location of the file on your personal computer or network server, in addition to the name of the file.

Line #
    The number representing the line in the file to be imported.

Column 1 - Column 100
    Represents the column headings for the file to be imported.

Define Column Mapping Page

This page allows users to map the columns in the file to be imported with the fields in database table.

Saved Import Mapping
    This lists the mapping you created or mappings set to public. When a saved mapping is selected, the table field mapping defaults into the Column Mapping section of the page.

Import File Column
    Lists the Column Titles set on the File Import and Data Selection page.

Table Field
    Lists the table and field names from the database table. You will select from the list the field that you want to map the Import File column to.

Field Description
    Display Only - User friendly name for the value in the Table Field column.

Import Errors Page

This page generates a list of errors where the data in the file does not match the requirements of the fields in the database table.

Line #
    The number representing the line in the file to be imported.

Import File Column
    Lists the Column Titles set on the File Import and Data Selection page.

Table Field
    Lists the table and field names from the database table.

Value
    The data in the field that is generating the error.

Error Message
    The error message explaining why the value does not meet the database requirements.

Static Column Value Mapping Page

This page allows users to statically map required fields in the database table to a value. This value is used for all lines of the file to be imported.

 Table Field
    Lists the table and field names from the database table that have not been mapped on the Define Column Mapping page. Required fields will default in this field. Non-required fields can be added by selecting Append Row.

Field Description
    User friendly name for the value in the Table Field column. Display Only.

Value
> The value that will be used for all rows in the file to be imported.

Save Import Mapping Page

This page allows users to save the mapping created in the Define Column Mapping and Static Column Value Mapping pages.

Mapping Name
> The identifier to be used for the mapping.

Owner
> User that created the mapping. If a user updates the mapping, the user id, date and time will display next to this field. Display Only.

Public
> Select this box to allow all users access to use the mapping. The mapping will appear in the Saved Import Mapping field of the Define Column Mapping page. Clear the field to prevent users from using this mapping. Only the Owner will have access.

Restricted
> Select this box to prevent users from updating the mapping if selected in the Saved Import Mapping field of the Define Column Mapping page. Only the Owner will be able to update. Clear the field to allow users to update this saved mapping.

Save Options
> Selection on how the mapping should be saved. Save options are:
>
> - Create new mapping - requires a unique Mapping Name.
> - Update existing mapping - will update the existing mapping with changes made on the Define Column Mapping or Static Column Value Mapping page.
> - Do not save mapping - will not save any changes made to the existing mapping or will not save a new mapping.

Import Status Page

This page allows users to see error and warning messages generated during the data validation of the Import to Batch Accounts Payable.

Number of Errors
> The count of errors found during the data validation that will prevent the data from being imported. Display Only.

Number of Warnings
> The count of warnings found during the data validation. Warnings will not prevent the data from being imported. Display Only.

Number of Successes
> The count of successes found during the data validation. Display Only.

Display Results
> Allows you to decide which records you want to display in the list and on the Import Status Report.
>
> - Show Errors Only - Only shows the error messages preventing the lines from being imported.
> - Show Warnings Only - Only shows the warning messages.
> - Show Errors/Warnings Only (default) - Shows both the error and warning messages.
> - Show All - Shows errors, warnings and successes.

Indicator
> This column displays the indicators for warnings, errors and successes.

Line #

The number representing the line in the file to be imported.

Status

Displays the error and warning messages during the data validation. Also displays successes if Show All is selected in the Display Results.

Sample Batch Payables Edit List

```
POWERSCHOOL                                                                  PAGE NUMBER:    1
DATE: MM/DD/YYYY                          YOUR ORGANIZATION'S NAME           BPAYAB11
TIME: HH:MM:SS                            BATCH PAYABLES EDIT LIST

RECORD BATCH     ENTERED  *PURCHASE O P/F *BUDGET UNIT*   ACCOUNT VENDOR  VENDOR NAME      SNGL CK     SALES TAX   AMOUNT
PERIOD ENTRY BY  DUE DATE CASH ACCT 1099 *TASK*   ACCOUNT INVOICE         DESCRIPTION   INV DATE HOLD  USE TAX     DISCOUNT

383    MM0201    MM/DD/YY MM010001-01  P  101001           410     39      COMPUTER WORLD       N       31.17      550.73
PP/YY  MARIE     MM/DD/YY 101          N                                   Drives, Compact Disk  Y      0.00        .00
            EXCEEDS CASH BALANCE - FLAG IS 'W' AND CURRENT BALANCE IS      -220.95


TOTAL BATCH                                                                                             550.73

----------------------------------------------------------------------------------------------------------------

POWERSCHOOL                                                                  PAGE NUMBER:    2
DATE: MM/DD/YYYY                          YOUR ORGANIZATION'S NAME           BPAYAB11
TIME: HH:MM:SS                            BATCH PAYABLES EDIT LIST

                                         CASH BALANCE EXCEPTIONS

     FUND        ACCOUNT    WARNING/FATAL  CURRENT BALANCE   TOTAL ACTIVITY   PROJECTED BALANCE   YEAR

     10          0101         W               -220.95           550.73          -771.68          YY

END REPORT
```

Payables Approval Status Page

Use this page to view the approval status for each level of approval that applies to a payable distribution item. The page shows approval levels from the payable's approval group and codes from the Account Approval table if account approval is needed.

For information on approval processing for batch payable records, refer to Approve/Deny Accounts Payables Page (page 393).

This page only applies to payables that have a Purchase Order Payment payment type.

Menu Path: Fund Accounting > Entry & Processing > Payable Entry > Batch Accounts Payable > select the desired batch > click (OK) > click **Approval Status**

Fields

PO
> Number for the purchase order associated with the payment, if you are viewing a PO payment.

Vendor
> Code for the vendor associated with the payment.

Description
> Full description for the payment distribution item.

Invoice
> Number for the vendor invoice associated with the payment.

Line
> Purchase order line number associated with the payment, if you are viewing a PO payment.

Level/Code
> Approval group level or account approval code.
>
> If the row is for an approval level from the payment's approval group, a numeral displays in this field for the approval level that applies to the item.
>
> If the row is for account approval, this field displays the account approval code that applies.

Approver
> Username of the person associated with the approval action. If the row is for approval or denial of the item, then this field shows the username of the person who approved or denied it.

Action Date
> Date when the item was either approved or denied for the approval level or account approval code. If there is no approval action for the item, then no date displays.

Action
> Code describing the approval action taken for the approval level or account approval code. The following codes are used:
>
> *A - Approved*
> *D - Denied*
> *C - Correction*
> *O - No Action*

Comments
> Descriptive text associated with an Approval Status record, for instance an explanation of why an item needs correction.

Standard Payables

Use this option to create and update accounts payable records that are due on a regular basis, such as rent or utility payments. A standard payable is one that you process with some frequency and that has key information, such as the vendor, accounting distribution, and amount, that is always the same.

For example, payments such as monthly rent or office machine leases are usually the same every month for a fixed period of time. You can create a standard payable, add it to a template, and post the payable without having to re-enter it each time it is due.

Similarly, you can create a standard payable for a payment that you regularly make and that only varies based on the payment amount. For instance, utilities payments are made monthly, but the amount varies based on usage.

When you create a standard payable record, you add it to a template. A template is a group of standard payables identified by a control number. Using the control number, you can post a group of standard payable records to Fund Accounting all at once.

This way, if you have several standard payables that are due at about the same time, you can generate their records in Fund Accounting with one button-click. The payables are posted, and you can then issue vendor checks for them.

Menu Path: Fund Accounting > Entry & Processing > Payable Entry > Standard Payables

Standard Payables Pages

Your work with the Standard Payables option centers on four pages, the main Payable Templates page detailed earlier, the Template Payable page, the Template Entry page, and the Payable Template page.

Each of these pages is described in its own section. Following are brief descriptions of how these pages are used:

Payable Templates Page	Lists existing standard payable templates. You can access a listed template, create a new one, print the Template Payables Edit List, or post a template's standard payables to Fund Accounting.
Template Payable Page	Lets you search for and list the standard payable records in a template. You can then access a listed standard payable record to review and, if needed, update. You can also add new standard payables to the template and delete records you no longer need.
Template Entry Page	Lets you add a standard payable to a template. This is also the page you use to create a new template.
Payable Template Page	Displays information for an existing standard payable record. You can change the standard payable record in this page.

Preview

Standard Payables Overview

When you enter a standard payable record, the system performs the same payment and budget monitoring as when you add a record with the Post Accounts Payable option. It also classifies records for EFT processing based on your entry of vendor or alternate vendor address.

When you post standard payable records to Fund Accounting, the system creates ledger and transaction records in the same way as when you complete online payable entry. If you use an approval process for payables, the system creates approval records at this point as well.

For a complete description of the system processing associated with payable entry and posting, refer to Post Accounts Payable (page 320).

Using the Standard Payables Option

Following is a general outline of how to create a standard payable template, add records to the template, review and update those records, and post them to the live database. Detailed procedures for the steps involved appear in the Procedures section below and are given in the sections describing the Standard Payables pages.

For this sample procedure, suppose you have four separate payments each month for the same vendors at roughly the same time. This procedure describes how to create a single template containing a record for each of the payments.

Creating a single template for vendor payments

1. Select Fund Accounting > Entry & Processing > Payable Entry > Standard Payables.

2. Click (Add New) to display the Template Entry page.

3. In the Template Entry page's Payment Type section, select a payment option for the template's first standard payable:

   - Use the Purchase Order Payment option if the payable references a purchase order or encumbrance.

   - Use the Non-Purchase Order Payment option to create a payable that does not reference an existing PO or encumbrance.

4. In the Control Number field, enter a number to identify the template you are creating. [Character/8]

   - Using this control number, you can add more records to the template and, as needed, you can post the template records to Fund Accounting.

   - If a payable is routed for approval processing, the control number is used for storing the record in the Batch Accounts Payable option as well.

5. Add the first record to the template. For detailed steps, refer to the Template Entry Page (page 379).

6. Add standard payable records to the same template for the other payment records.

7. To review the template's payables, print the Template Payables Edit List using the procedure in the Template Payable Page (page 386).

8. Assume that this month, only three of the four payments are due. Before you can post the standard payables, you need to update the template records. To change information for a payable record, follow the steps in the Template Payable Page (page 386).

   In particular, you need to use each standard payable record's Hold field to determine whether it can be posted to Fund Accounting:

- For the payment that is not due, make sure the standard payable record has its Hold field selected. This places a posting hold on the payment.

- For the payments that are due, make sure each standard payable record has its Hold field clear. This is the default setting when you add a standard payable to a template.

For a detailed description of the Hold field, refer to the Template Payable Page (page 386).

9. To post template records to Fund Accounting, select the template in the Payable Templates page, and then click **Post**.

10. Enter the due date to use for the payables that you are posting from the selected template, and then click (OK).

   A message displays, asking you to confirm that you want to post payable records for the template.

11. Click (OK) to confirm your selection. The system displays the Template Post Results page which shows you the payable records that posted, those that were sent into the approval process, and those that were kept on hold due to a data conflict.

12. Click (OK) to close the Post Results page and return to the main Payable Templates page.

   - You can access standard payables routed for approval by selecting the Batch Accounts Payable option. The system stores the record in a batch file identified by the control number from the standard payable.

   - You can use the template's control number to search for and view the posted records in the Fund Accounting > Entry & Processing > Payable Entry > Change Accounts Payable.

   - You can also include the posted records in Fund Accounting > Entry & Processing > Vendor Checks > Vendor Checks.

Payable Templates Page

Use this page to display the standard payable templates that have been set up in your database.

From this page, you can:

- Display the Template Payable page, where you can list and access the standard payables stored in a selected template.
- Display the Template Entry page for adding new templates and adding standard payables to existing templates.

Besides being able to delete templates in the Payable Templates page, you also can generate a report listing existing templates and the payables they contain.

Menu Path: 👤 Fund Accounting > Entry & Processing > Payable Entry > Standard Payables

Action Bar Items

Set Period	Displays the Reset Period page where you can change the accounting period, fiscal year, and transaction date used for recording the payable transaction. For details, refer to the General Ledger (page 142).
Post	Enables you to post a template's payable records to Fund Accounting or to route them for approval using the Approve/Deny Payables option. For the posting procedure, refer below to the Procedures section.
Print Multiple Batches	Displays the Print Payables Selection page for generating the Template Payables Edit List report for all templates displayed in the Payable Templates page. To generate the report for an individual file, use the 🖨 (Print) item. For details, refer below to the Procedures section.

Template Payables Edit List

The Template Payables Edit List report provides the following information for each payable in the template:

- Identifying information, such as payment description, purchase order reference, and invoice number.
- Accounting distribution.
- Vendor information and vendor check/payment settings.
- Payable amount, including discount and taxes.
- System warnings associated with the record.

A sample of the report follows the Procedures section.

Procedures

Following are the procedures for generating a templates report, posting template records to Fund Accounting, and deleting template records. For the procedures for listing, adding, and updating templates, refer to Template Payable Page (page 386), Template Entry Page (page 379), and Payable Template Page (page 387).

Generating the Template Payables Edit List

1. Select 👤 Fund Accounting > Entry & Processing > Payable Entry > Standard Payables.
2. To generate the report for an individual template, select the template, and then click 🖨 (Print).

    or

To generate the report for all templates displayed, click **Print Multiple Batches** on the Action Bar.

3. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *standpay.rpt*.

Posting template records to Fund Accounting

1. Review information for the template you want to post by generating the Template Payables Edit List. For the steps for generating the report, Edit List, refer to the previous procedure.

2. Make changes to payable records in the template as needed. For information, refer to the Template Payable Page (page 386).

   In particular, review the Hold field setting for each payable in the template:

   - Make sure that the Hold field is not selected for each template payable you want to post.
   - To place a posting hold on a standard payable, make sure the record's Hold field is selected.

3. If you need to change the fiscal year period and/or transaction date for the payables you are about to post, use the Payable Templates page's Set Period item.

   For details, refer to the General Ledger (page 142).

4. In the Payable Templates page, select the template you want to post, and then click **Post**.

5. Enter the due date for the payables you are posting from the selected template, and then click 🌐 (OK).

   A message displays, asking you to confirm that you want to post payable records for the template.

6. Click **OK** to confirm your selection. The system displays the Template Post Results page which shows you the payable records that posted, those that were sent into the approval process, and those that were kept on hold due to a data conflict.

7. Click 🌐 (OK) to close the Post Results page and return to the Payable Templates page.

   - You can access standard payables routed for approval by selecting the Batch Accounts Payable option. The system stores the record in a batch file identified by the control number from the standard payable. For details, refer to Batch Accounts Payable List Page (page 349).
   - You can use the template's control number to search for and view the posted records in Change Accounts Payable Page (page 343).
   - You can issue checks to vendors for the posted records in Vendor Checks (page 406).

Deleting a template and all of its records

1. Select 👤 Fund Accounting > Entry & Processing > Payable Entry > Standard Payables.

2. Select the template you want to delete.

3. Click 🗑 (Delete).

4. In the Confirmation dialog, click **Yes**.

Sample Template Payables Edit List

```
POWERSCHOOL                                                                          PAGE NUMBER:  1
DATE: MM/DD/YYYY                              YOUR ORGANIZATION'S NAME                UPAYAB21
TIME: HH:MM:SS                                TEMPLATE PAYABLES EDIT LIST

RECORD CTRL#     ENTERED    PURCHASE ORDER    P/F *BUDGET UNIT*    ACCOUNT VENDOR   VENDOR NAME      SNGL CK   SALES TAX    AMOUNT
       ENTRY BY DUE DATE    CASH ACCT        1099 *PROJECT* ACCOUNT  INVOICE        DESCRIPTION   DISC DATE HOLD   USE TAX   DISCOUNT

1      MM091604 MM/DD/YY                          1000104    408     P0000003   PEOPLES POWER CO          N        0.00    3,567.00
       SMITHMAR MM/DD/YY  A30101             N                                  ELECTRIC  - SEPT MM/DD/YY  N        0.00        7.00
                          EXCEEDS BUDGET BALANCE

TOTAL CONTROL NUMBER                                                                              0.00    3,567.00
                                                                                                 0.00        7.00

TOTAL REPORT                                                                                      0.00    3,567.00
```

Template Entry Page

Use this page to create a new template and add payable records at the same time. You also can use the Template Entry page to add payables to an existing template.

Menu Path: 👥 Fund Accounting > Entry & Processing > Payable Entry > Standard Payables

- To add a template, click ⊕ (Add New)

- To add a payable to a template, select the template, click ✅ (OK), and then click ⊕ (Add New)

Page Sections

The Template Entry page includes the following sections:

Payment Type Section	Enables you to select whether the payable references an existing purchase order or encumbrance record.
General Payable Data Section	Contains fields identifying the template and payable record. In this section, you can enter vendor and invoice information, payment and AP check settings, and the payable's total amount.
Payment Distribution Section	Allows you to distribute the payment among the open line items for a PO or encumbrance or, if you are not referencing a PO, to enter the accounting distribution for the payable.

Action Bar Item

The following item displays on the Template Entry Page's Action Bar after you reach the Payment Distribution section:

Discount	Displays the Discount Information page where you can adjust the vendor discount amount and tax rates applied to a line item payment in the payment distribution section. For details, refer to Discount Information Page (page 336).

Procedures

You use the Template Entry page to create the templates containing standard payable records. For the procedure for updating a template's payable records, refer to Template Payable Page (page 386).

Creating a template and its standard payable records

1. Select 👥 Fund Accounting > Entry & Processing > Payable Entry > Standard Payables to display the Payable Templates page.

2. Click ⊕ (Add New) to display the Template Entry page.

3. In the page's Payment Type section, select a payment option for the template's first payable:

   - *Purchase Order Payment* - The payable references a purchase order or encumbrance.

   - *Non-Purchase Order Payment* - Creates a payable that does not reference an existing PO or encumbrance.

4. In the Control Number field, enter a number to identify the template you are creating. [Character/8]

   - Using this control number, you can add more records to the template and post a group of records to Fund Accounting all at once.

   - If a payable is routed for approval processing, the control number is used for storing the record in the Batch Accounts Payable option as well.

5. Add a payable record by completing the fields in the General Payable Data and Payment Distributions sections.

   - If you are adding multiple records to the template, leave the Continuous checkbox selected.

   - For information on adding EFT payments, refer to Electronic Funds Transfer (page 311).

6. Click (OK) to save the template, including the new payable record.

7. Repeat Steps 5-6 for each additional payable.

8. After saving the last record to the template, click (Back) to return to the Payable Templates page. The template you created will now display in this page.

Adding payable records to an existing template

1. Select Fund Accounting > Entry & Processing > Payable Entry > Standard Payables to display the Payable Templates page.

2. Select the template where you want to add payables, and then click (OK).

3. In the Template Payable page, click (Add New) to display the Template Entry page.

4. In the page's Payment Type section, select a payment option for the first payable:

   - *Purchase Order Payment* - The payable references a purchase order or encumbrance.

   - *Non-Purchase Order Payment* - Creates a payable that does not reference an existing PO or encumbrance.

5. Add a payable record by completing the fields in the General Payable Data and Payment Distributions sections.

   - If you are adding multiple records to the template, leave the Continuous checkbox selected.

   - For information on adding EFT payments, refer to Electronic Funds Transfer (page 311).

6. Click (OK) to save the payable record. to the template.

7. Repeat Steps 5-6 for each additional payable.

8. After saving the last record to the template, click (Back) to return to the Template Payable page.

Fields

The Template Entry page displays the same fields as the Batch Accounts Payable page, except for the following: Period, Year (Yr), Hold, and Fixed Asset.

Payment Type Section

Payment Type
> Displays the following radio buttons.

> Select:

> *Purchase Order Payment* - to enter a payable for a purchase order or encumbrance.

> *Non-Purchase Order Payment* - to enter a payable that does not reference a purchase order or encumbrance.

> If needed, you can change the payment type while adding payable records. In this case, the template will include records with both payment types.

General Payable Data Section

Control Number
> Number or code identifying the template. [Character/8]

- To create a batch, enter a unique (unused) number.
- To identify an existing template, enter its control number.

In either case, you can add payables to the template and reference them later using the assigned control number.

PO/Encumber
: Number for the purchase order or encumbrance you are paying. Purchase Order Payment option only. [Character/8]

- The system lets you distribute the payable amount among the line items for the PO or encumbrance in the payment distribution section.
- The field's name is defined in the Fund Accounting Profile.

> **Important**
> You can enter payables for current fiscal year encumbrances, or you can work with encumbrances from the previous year if it is not closed. To do so, you would reset the fiscal year period to Period 13 of the prior year.

The *Approval* field displays based on settings in the Fund Accounting Profile and the Payment Type you select. Your site might use an approval process for non-purchase order payments but not for PO payments or vice-versa. This is all based on the record-keeping practices where you work.

Approval
: Code identifying the payable's approval group. The field's title is defined in the Fund Accounting Profile.

The accounts payable approval process can be set up in the Profile for approval by either key organization (from the Organization Chart) or user-defined groups.

For an explanation of how approval groups affect accounts payable approval, refer to Accounts Payable Approval (page 310).

Vendor
: Code identifying the vendor you are paying. Following are a few points to consider when working with vendor codes:

- If you have vendor codes with leading zeros, such as 000005, you must enter the full code.
- If the Default No PO Payment Info field in the Fund Accounting Profile is selected and you are making multiple entries using the Non-Purchase Order Payment option, the vendor code defaults from the previous entry.
- When you enter a code, the Vendor Address displays for you to verify the Accounts Payable address. To associate a different address with the vendor, use the Post Accounts Payable page's Alternate Vendor item. For details, refer to the Alternate Vendor Information Page (page 331).
- After you select a vendor or alternate vendor address, the system displays the corresponding EFT indicator next to the Cash Account field. For a complete explanation, refer to the Electronic Funds Transfer section of Accounts Payable Processing (page 321).

Invoice
: Invoice number or other reference information for the bill you are paying. [Character/30]

- If the Duplicate Invoice Checking field in your Fund Accounting Profile is set to F - Fatal, the system checks the invoice number/vendor combination and prevents the transaction if it finds a match. If the flag is set to W - Warning, the system issues a warning if a duplicate exists.
- If the Default No PO Payment Info field in the Fund Accounting Profile is selected and you are making multiple entries using the Non-Purchase Order Payment option, the Invoice field value defaults from the previous entry.

Invoice Date
> Issue date that appears on your vendor invoice. If you are using the Non-Purchase Order Payment option and the Fund Accounting Profile's Default No PO Payment Info field is selected, then the system defaults the invoice date from your previous entry.

Due Date
> Due date for the invoice. This date is used to determine whether to apply a discount from the vendor record. The system defaults a date as determined by the Discount field in the vendor record.
>
> - If the Discount field is A - Always or N - Never, then the system defaults the current system date.
> - If the Discount field is T - Discount Period, then the system defaults a date by adding the vendor's discount days to the current system date. If you change the default, then you need to enter a date that is earlier than the system-calculated date if you want the vendor discount applied.
> - The due date must be greater than the system date for the system to calculate the discount for vendors with the T - Discount Period setting.

Cash Account
> Cash account code for this transaction. You must enter an asset account number. The system defaults the account defined in the Fund Accounting Profile.

Payment Type
> Setting indicating whether payment is partial or final. Purchase Order Payment option only.
>
> *P - Partial Payment -* Allows you to post partial payments for the PO or encumbrance's line items. You can make additional payments for the encumbrance at a later time.
>
> *F - Final Payment -* Makes the payable record the final one you can create for the encumbrance, whether or not you pay the entire remaining balance.

Single Check
> Checkbox indicating whether the system should print the check for this invoice independently from any other payments made to this vendor. The Single Check field is available for payables with one of the following EFT settings: No EFT, Prenote-Savings, and Prenote-Checking.
>
> - To combine several invoices from the same vendor into one check, leave the checkbox blank. Up to 21 payables for the same vendor can appear on a single check stub.
>
>   If, during a vendor check run, there are more than 21 payables grouped together for the same vendor, then the system lists the first 21 payables on one check stub, and the attached check is marked as void. The next check stub lists the remaining payables. This stub is attached to the valid check.
> - To issue separate checks for each invoice from the same vendor, select this field for all payables pertaining to the vendor.
> - A payable must have a unique invoice number if you want to process it as a single check; the Invoice field must contain an invoice number.

> **Important**
>
> The Print Check field replaces the Single Check field if the *EFT - Checking* or *EFT - Savings* indicator displays next to the Invoice Date field.

Auto Display
> Setting determining how you enter payment distribution for a PO or encumbrance's line items.
>
> This field only displays for the Purchase Order Payment option. Also, you cannot use Auto Display if the encumbrance has been liquidated or if there is a change order pending approval.

- If you select this checkbox, then all items display in the Payment Distribution section, and the Net Payable amount is distributed proportionately for the existing encumbered accounts.
- If you leave the checkbox blank, then you must enter the line item number in the Payment Distribution section for each line item you want to pay.

When the Auto Display field is selected, your entries in the following payment-related fields determine the amount to distribute when you access line items in the Payment Distribution section. Changes made to the discount, sales tax, or use tax are reflected in the payment distribution.

Total Entry
: Cumulative total of payables having the same control number as the payable record you are currently entering.

Payment Amount
: Amount due for the purchase order before discounts and tax rates are assessed. [Decimal/12,2]

- If the Auto Display checkbox is selected, the system defaults the remaining balance for the PO or encumbrance.
- If the Auto Display checkbox is blank, an amount of 0.00 defaults. The system tracks the amount based on your entries in the payment distribution section.
- If the Auto Display checkbox is selected, the system distributes this amount when you access the payment distribution section.
- If the total of your entries in the payment distribution section is different from the payment amount, the system recalculates this value.

Discount
: Amount of the discount taken. If the payable is not eligible for a vendor-based discount, the system skips this field. [Decimal/12,2]

You can use the Discount item to adjust the vendor discount amounts and tax rates. For details, refer to the Discount Information Page (page 336).

Sales Tax
: Total sales tax for the encumbrance, based on the rate from the Vendor List. [Decimal/12,2]

Use Tax
: Total use tax for the encumbrance, based on the rate from the Vendor List. [Decimal/12,2]

Use tax is not included in the check amount; it is tracked by the system until you are ready to submit the tax to your taxing agency. It is not disbursed to the vendor.

Net Payable
: Net amount for the payable, calculated as follows:

[Payment Amount - Discounts + (Sales and Use Taxes)] = Net Payment

Payment Distribution Section

Following are the definitions for the fields you use to distribute payment amounts for the payable record.

- If you are using the Purchase Order Payment option and the Auto Display field is selected, the system displays all of the encumbrance's line items.
- If you are using the Purchase Order Payment option and the Auto Display field is not selected, then you need to enter an item number to display the associated line item information.
- If you are using the Non-Purchase Order Payment option, then use this section to distribute payment to

expenditure budget accounts, and there are no line items to reference.

- If the Full Account Window page displays, refer to Payable Entry Features (page 309) for the steps to select an Expenditure Ledger account.

Item

Encumbrance line item number. Purchase Order Payment option only.

- If the Auto Display checkbox is blank, enter a line number to display the associated accounting and cost information. [Character/2]
- If the Auto Display field is selected, then this is a display-only field that shows the PO line item for each accounting distribution row.

Budget Unit

Low organization where the expense is charged. [Character/16]

- This is a display-only field when using the Purchase Order Payment option.
- With Non-Purchase Order Payment option, you need to enter the budget unit for the expenditure budget account where you are distributing the expense.
- The field's title is defined in the Fund Accounting Profile.

If your Fund Accounting Profile is set up for full expensing, the Full Account Window page will display for entering the budget unit. For the procedure, refer to Full Account Window Page (page 319).

Account

Account number for the budget unit-account where the payment is distributed. Charges can be distributed to multiple accounts as long as you distribute the entire cost, or the entire amount can be charged to a single account.

- This is a display-only field when using the Purchase Order Payment option.
- When you use the Non-Purchase Order Payment option, you need to enter the account number.
- When you save the payable, the system checks each distribution item's expenditure account to see if it falls in any of the ranges from the Account Approval table. An approval record is created for each range that applies.

Paid To Date

Amount paid to date for this purchase order or encumbrance line item. Purchase Order Payment option only.

Amount

Amount of the payment you are applying to the line item. The field works differently depending on the payment type you are using:

- *Non-Purchase Order Payment* - Enter the amount for the line item.
- *Purchase Order Payment* - The system uses the Auto Display field to determine whether an amount defaults in this field. If the Auto Display field is selected, then the system defaults an amount. If the Auto Display checkbox is blank, you need to enter the amount.

Some added considerations for this field are as follows:

- To adjust the discount and tax rates for a purchase order payment line item amount, use the Discount item. For details, refer to the Discount Information Page (page 336).
- If the system applies a discount to a purchase order payment, you can only update the Amount field by using the Discount item. The system uses the payable's vendor to determine whether a discount applies.

- To apply discount and/or tax rates for a non-purchase order payment line item amount, click **Discount**. Again, refer to the Discount Information Page (page 336).

- If the Payment Type field is F - Final, the amount you enter pays off the line item, whether or not you enter an amount covering the item's balance.

- If the Pay Prior To Receive field in the Fund Accounting Profile is set to W - Warning or F - Fatal, a message appears if you try to make final payment for an item that is not fully received.

  If you have the required security resource, you can use the Quantity item to display the Quantities Received page and enter receipt of the PO item. For details, refer to the Quantities Received Page (page 339).

- When you save the payable, the system checks each distribution line item's amount to see whether it falls within the amount range for each required approval level from the payable's approval group. Approval records are created accordingly. [Decimal/12,2]

Project
  Code for the project where the payment's expense is distributed, if you use project accounting. [Character/8]

Account
  Account code for the project budget account where the item's expense is distributed, if you use project accounting. This field is display-only if you are using the Purchase Order Payment option. [Chraracter/8]

1099
  Code for the type of 1099 payment associated with this line item.

  M - 1099-Misc - Rents, royalties, other income, fishing boat proceeds, medical/health care payments, non-employee compensation, substitute payments, crop insurance proceeds, and attorney fees.

  G - 1099-G - Unemployment compensation, state/local income tax, qualified state tuition earnings, taxable grants, and agriculture payments.

  I - 1099-Int - Interest income, early withdrawal penalty, interest on US savings bonds and treasury obligations, investment expenses, and foreign tax paid.

  N - No 1099 - Payments are not reported as 1099 income.

Description
  Description of the line item payment. Use of this field enables you to easily identify transactions on reports, and the description prints on the remittance voucher.

  When you use the Purchase Order Payment option, the system defaults the description from the PO or encumbrance line item. [Character/25]

Balance
  Current balance amount for this line item. Purchase Order Payment option only.

Template Payable Page

Use this page to search for and view the standard payables stored in a selected template. You also can delete payable records.

In addition, from this page, you can:

- Update a payable record by running a search, selecting the payable, and then clicking ⊗ (OK) to display the Payable Template page. For the procedure, refer to Payable Template Page (page 387).

- Add payable records to the template by clicking ⊕ (Add New) to display the Template Entry page. For the procedure, refer to Template Entry Page (page 379).

Menu Path: Fund Accounting > Entry & Processing > Payable Entry > Standard Payables > select the desired template > click ⊗ (OK)

Procedures

Following is the procedures for deleting payable records that are stored in a template. For the procedures for creating templates and adding payables, refer to Template Entry Page (page 379).

Deleting a record from the template:

1. Select Fund Accounting > Entry & Processing > Payable Entry > Standard Payables to display the Payable Templates page.

2. Select the desired template, and then click ⊗ (OK) to display the Template Payable page.

3. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

4. Select the payable you want to delete.

5. Click 🗑 (Delete).

6. In the Confirmation dialog, click **Yes**.

Payable Template Page

Use this page to view an existing standard payable record and update it if needed. In addition to the fields used in adding a payable to a template, the page includes a Hold field, which determines whether the payable is eligible for posting to Fund Accounting.

Menu Path: 👤 Fund Accounting > Entry & Processing > Payable Entry > Standard Payables > select the desired template > click ✅ (OK) > search for and select a payable > click ✅ (OK)

Action Bar Item

The following item displays on the Payable Template page's Action Bar after you reach the Payment Distribution section:

Discount   Displays the Discount Information page where you can adjust the vendor discount amount and tax rates applied to a line item payment in the payment distribution section. For details, refer to Discount Information Page (page 336).

Hold Field

Each standard payable record has a Hold checkbox that you can view and update in the Payable Template page. This field determines whether the payable record can be posted to the live Fund Accounting database.

- If the field is selected, then the payable is on hold and cannot be posted to Fund Accounting or routed for approval.
- If the field is not selected, then the payable can be posted to Fund Accounting and approval records can be generated if you use AP approval.

When you are adding a new standard payable to a template in the Template Entry page, the Hold field does not display. The system leaves the field blank by default when you first access the payable in the Payable Template page. If needed, you can select the field at this point to put the record on hold.

When you use the main Payable Templates page's Post item for a selected template, the system posts each payable in the template that does not have its Hold field selected.

Procedure

For descriptions of the fields in standard payable records, refer to Template Entry Page (page 379).

Updating an existing payable record

1. Select 👤 Fund Accounting > Entry & Processing > Payable Entry > Standard Payables to display the Payable Templates page.

2. Select the desired template, and then click ✅ (OK) to display the Template Payable page.

3. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

4. Select the payable you want to update, and then click ✅ (OK) to display the Payable Template page.

5. In the General Payable Data and Payment Distribution sections, change the fields as needed.

   - To put a payable on hold, select its Hold checkbox. Clearing the box allows the payable to be posted.

   - To add multiple records to the template, select the Continuous checkbox.

   - To adjust the vendor discount amount and tax rates for a line item in the Payment Distribution section, click **Discount**.

6. Click (OK) to save the updated record.

- If the Continuous checkbox is selected, the system refreshes the Payable Template page with data for the next record listed in the Template Payable page. You can update the record by repeating Steps 5-6.
- If the Continuous checkbox is not selected, you return to the Template Payable page.

Approve/Deny Payables

Use this option to select accounts payable records for review, approval, or denial. Based on your username and its assigned security resources, you can search for and view the records that you are authorized to approve or deny.

When a payable is selected, you can approve or deny all of its line items at once, or you can review individual items and process each one individually.

After a payable distribution item has gone through the approval process, the system posts it to Fund Accounting. At this point, the payable item can be processed in a vendor check run.

Until payable items are fully approved and posted, they are stored in batch files. Accounts payable personnel can access these files using the Batch Accounts Payable option. Personnel with the appropriate security resources can make changes to batch payables that are undergoing approval review.

Menu Path: Fund Accounting > Entry & Processing > Payable Entry > Approve/Deny Payables

Preview

Approval Processing and Batch Payables

The accounts payable approval process facilitates communication between personnel who enter payable records and those who review these records for approval. Until a payable distribution item is fully approved, the item is stored in a batch file which, in many cases, was created by the person who originally entered the payable.

Using the Batch Accounts Payable option, payable entry personnel can keep track of the records they submitted for your review. Furthermore, until a payable item is denied or fully approved, the appropriate personnel can make changes to the record as long as they have the correct security resource.

Since changes to a payable undergoing review are likely to affect whether the item is ultimately approved or denied, the best practice is to develop standards for how AP approvers work with payable entry personnel. This section describes key issues to consider before using AP approval. Included is a procedural example illustrating how you can communicate with payable entrants during the approval process.

Accounts Payable Approval Pages

When working with the Approve/Deny Purchase Orders option, you use the following pages:

Approve/Deny Accounts Payables	Lets you define selection criteria for retrieving payable items you are authorized to approve. The page's list section shows the items retrieved by your search. You can approve or deny all payable items listed, or you can work with one at a time. You can also display a specific item in the Payable Detail page by selecting the item and clicking ⊗ (OK).
Payable Detail	Shows the full accounting distribution for a payment against a specific purchase order line item or for an entire non-purchase order payment. You can approve or deny all the distribution rows at once, or you can process each row separately.

The sub-sections that follow provide procedures and fields sections for both approval pages.

Initial Planning

Before your site implements the accounts payable approval feature, approvers and payable entrants should discuss and reach a mutual understanding on how to handle changes to records undergoing approval review. Following are several issues to consider, along with ideas on how you might handle each issue:

Should we only allow changes to payables with a Hold Status of In Review/Correction?

- For payable entrants who have the appropriate security resource, the system allows updates to records in review with a secondary Hold Status of Open, Partly Approved, or Correction.

- To simplify the approval process, you and your colleagues could agree only to change a payable undergoing review if an approver has indicated that the item needs correcting.

- Following this procedural standard, it would be the payable entrant's responsibility to review each batch record carefully before submitting it for approval processing. If a mistake is noticed after a record is submitted, the entrant can always delete the batch record, create a new one, and then post it for approval.

- Furthermore, payable entrants would know to leave records alone unless an approver uses the Approve/Deny Payables option and marks a specific item for correction.

- This is only an example of how you could handle updates to payables in review. A more liberal approach would be to allow entrants to change records at their discretion, in which case the next question becomes especially important.

Should we require approval to be restarted for a payable item whenever it is changed?

- Each time a payable entrant saves a change to a record that is in review, the system asks whether it should restart the approval process for that item. If approval is restarted, then the item's existing approval records are deleted. The record will not be available for your review until it is resubmitted by the payable entrant.

- This raises the question of whether a change to a payable in review always necessitates removing it from the approval process and starting over. The answer merits discussion before your site starts using AP approval.

- One reasonable standard might be to require an entrant to restart approval if changes are made to a record that is either Partly Approved or needs Correction. That way, all approvers would get to base their decisions on the most up-to-date information.

- You could also consider requiring approval to be restarted only if the entrant changes specific fields designated by your accounts payable staff. The decision depends on what makes for the most efficient and meaningful exchange of information between you and your colleagues.

- Also note that approval must be restarted if an item was marked for Correction. As soon as an approver indicates an item needs correction, the payable record is taken out of the approval process.

How should we handle communication at different stages in the approval process?

- Fund Accounting provides indicators for payable entrants and approvers to help them communicate during the approval process. For instance, the Action Bar's Approval Status item is available for approvers in the Payable Detail page and for entrants in the Batch Accounts Payable detail page. Similarly, if you decide a payable needs correction, you can provide specific feedback regarding the changes required.

- However, colleagues may want to keep one another informed throughout the approval process, especially when an approver requests a correction or an entrant restarts approval for an item. This way, the entrant knows to access the appropriate record in the Batch Accounts Payable option. Along the same lines, the approver knows not to be concerned if an item is missing from search results in the Approve/Deny Payables option.

Procedural Example

The following example details the steps for processing the approval of a payable that requires a correction. The procedure shows how this scenario works logistically within Fund Accounting, outlining the process in terms of the actions taken by both the payable entrant and AP approvers.

Consider this example, and compare it to the way you envision a similar situation where you work.

1. A staff member adds an accounts payable record to a batch file using the Batch Accounts Payable option. The record includes three line items.

2. From the Batch Accounts Payable page, the entrant releases and posts the batch containing the payable.

   Approval records are created for the payments against the record's line items. Based on the payable's approval group, you are the only person required to approve the line items.

3. You use the Approve/Deny Payables option to search for and list the payable.

4. You select the payable in the Approve/Deny Accounts Payables page and click (OK) to display its line items in the Payable Detail page.

5. You use the Action Bar's Approve item to approve Line Item 1 and 3.

6. For Line Item 2, you notice the amount is missing. In this case, you use Needs Correction to indicate the payable item needs to be changed and you enter a Line Item Comment explaining the amount is needed.

7. In the Approve/Deny Accounts Payables page, you click ⬤ (OK) to submit your approval decisions. The Accounts Payable Approval/Denial report shows the following results:

   - Line Items 1 and 3 are posted to Fund Accounting and are now available for vendor check processing.

   - Line Item 2 has a status of Correction and awaits action in the Batch Accounts Payable option. At this point, you may want to inform the payable entrant that the line item needs correcting.

8. Using the Batch Accounts Payable option, the payable entrant accesses the line item in the Batch Accounts Payable detail page.

9. The payable entrant clicks Approval Status on the Action Bar to review the comments you provided on the correction needed.

10. The entrant returns to the detail page and adds the payment to the record. Upon saving the change, the entrant chooses to restart approval processing for the payable item.

11. The user posts the batch record, thereby recreating the line item's approval record.

12. You repeat Steps 3-7 to approve the line item and post it to Fund Accounting.

Approve/Deny Accounts Payables Page

Use this page to search for and list the payable items you want to process for approval. Once records are listed, you can:

- Approve or deny a single payable item.
- Approve or deny all payable items found in your search.
- Generate the Accounts Payable Approval/Denial report for the records listed.
- Display the Payable Detail page to approve or deny a payable's individual line items. In this page, you also flag an item for correction or add comments to an item.

For an overview of the approval process, refer to Approval Processing and Batch Payables (page 390).

Menu Path: 👤 Fund Accounting > Entry & Processing > Payable Entry > Approve/Deny Payables

Action Bar Items

The Approve/Deny Accounts Payable page's Action Bar displays the following items:

Approve	Approves a selected payable item at your approval group level. The system also does account approval if applicable.
Deny	Denies a selected payable item at your approval group level. The system also does account-based denial if applicable.
Approve All	Approves all items at your approval group level for all records listed. The system also does account approval if applicable.
Deny All	Denies all items at your approval group level for all records listed. The system also does account-based denial if applicable.
Clear	Clears the approval action taken for a selected payable item. The record's Status field changes back to Open.

Using the Approve/Deny Accounts Payables Page

Though the Approve/Deny Accounts Payables page is designed for ease of use, there are a few behind-the-scenes details that you should know to fully understand the approval process.

Selecting Payable Records

When you use the Approve/Deny Payables option, you first enter selection criteria to display the payable items you want to review. In addition to your criteria, the system uses the following parameters to determine the records you are eligible to view and process:

- The system checks your eFinancePLUS username against records in the Accounts Payable Approval table and the Accounts Payable Account Approval table.
- The system only retrieves records that have a status of Open for your username.

If you perform a search that fails to return a specific item you were expecting to see, consider the following:

- The payable was denied by someone else from your approval group.
- The payable has not been posted yet by the payable entrant.
- The payable received approval from all required members of your approval group.
- The payable requires correction, in which case, it needs to be updated and re-posted by the entrant.
- You already processed the item.

Summary Listing vs. Payable Detail

The Approve/Deny Accounts Payables page's list section shows summary information for the payables retrieved by your search. The listing provides a dollar amount for each row. The amount reflects the total for all approval records that share the same combination of purchase order number, item number, invoice number, and vendor code.

If you process approval or denial of an item in the Approve/Deny Accounts Payables page, your decision affects all of the individual accounting distribution records summarized in the item's total amount.

To review all records included in the summary item, select the appropriate row, and then click 🔵 (OK) to display the Payable Detail page. The page shows all accounting distribution records that make up the total payment. You can process a separate approval decision for each ledger account that was charged or use the Approve All or Deny All item to process all the records displayed.

For additional information, refer to Payable Detail Page (page 399).

Status Columns

The Approve/Deny Accounts Payables page's list section includes two Status columns on the far left which show the approval action for each listed payable. The first column (untitled) displays a graphic indicator when an approval action has been taken, while the main Status column displays the related code.

Following are descriptions of the settings that display in these columns:

Status	Description
Open	You have not taken an approval action yet for any of the payable's distribution items.
✔ Approved	You approved all distribution items for the payable.
⊗ Denied	You denied all distribution items for the payable.
🔍 Review Detail	Either there are several distribution items that have different approval settings, or you marked an item for correction in the Payable Detail page.

> **Important**
>
> Your approval actions are not applied until you click 🔵 (OK) to save them in the Approve/Deny Accounts Payables page. After the actions are saved, The Accounts Payable Approval/Denial report generates and the Post Errors page displays. For additional details, refer to the Procedures section.

Procedures

Displaying accounts payable records for approval processing

1. Select 👥 Fund Accounting > Entry & Processing > Payable Entry > Approve/Deny Payables to display the Approve/Deny Accounts Payables page.

2. In the Approval Criteria fields, enter criteria identifying the payable records to display.

3. Click 🔵 (OK) to display the records in the List section.

4. Review the payable records. Each record that displays meets the following conditions:

   - You are eligible to approve/deny one or all of the payable's open distribution items.

   - You have not yet approved or denied at least one of the payment's line items.

Processing approvals in the Approve/Deny Accounts Payables page

The following procedure is used to approve or deny all payment items within a payable. For the procedure for processing payment items individually, refer to Payable Detail Page (page 399).

1. Complete the procedure for displaying accounts approval records.

2. To process a payable, select it, and then click one of the following. Consider Step 3 as an alternative.

   - **Approve** - to approve the payable's distribution items and change the payment's Status to Approved.
   - **Deny** - to deny the payable's distribution items and change the payment's Status to Denied.
   - **Clear** - to cancel the previous action and change the payable's Status to Open.
   - (OK) - to display the Payable Detail page and view more information on the payment's distribution items. For details, refer to Payable Detail Page (page 399).

3. To process all payables at once, click one of the following:

   - **Approve All** - to approve all payments and change their Status fields to Approved.
   - **Deny All** - to deny all payments and change their Status fields to Denied.

   You can then can change the Status of individual payments using the actions in Step 2.

4. Review the Status of each listed payable. Keep the following in mind before continuing:

   - If you are satisfied with the actions taken, proceed to Step 5.
   - If you save the denial of a payable, it can no longer be accessed for approval by you or other members of your approval group.
   - If a payable was marked for correction in the Payable Detail page and the record is saved, the record is taken out of the approval process until a payable entrant fixes the batch record and re-submits it for approval.
   - If you updated a payable's items in the Payable Detail page, then the status Review Detail may display in the Approve/Deny Accounts Payables page. This means the payable contains items with different approval status designations. For example, you may have Denied one item and left another Open.

5. If needed, you can change a payable's Status back to Open by selecting the payable and clicking **Clear**.

6. When you finish updating the approvals, click (OK) to begin the posting process.

7. In the Begin Post? dialog, click **Yes**.

8. In the Print window, define the settings for the Accounts Payable Approval/Denial report.

   - The report shows the approval actions taken for the listed records and indicates which records were posted and which were sent back to the batch file for correction.
   - The report's default filename is *postapappr.rpt*.

9. Click **OK**. in the Print window. The system generates the report and processes the records as follows:

   - The Status is updated for each distribution item you approved, denied, or marked for correction.
   - Fully approved payable items are posted to Fund Accounting. Vendor checks now can be printed for these records.
   - Items marked for correction are removed from the approval process. The appropriate payable entrants must correct their records and re-submit them for approval.
   - If any data-related errors occur that prevent an item from posting, they are reported in the Post Errors page. Otherwise, the Post Errors page shows that the processing executed successfully.

10. In the Post Errors page, click (OK) to return to the Approve/Deny Accounts Payables page.

Fields

Following are descriptions of the Approve/Deny Accounts Payables page's Approval Criteria fields and the column headings in the List section.

Approval Criteria Fields

Use these fields to select the payments which await your review. The system retrieves records by searching in the Accounts Payable Approval and Account Approval tables.

Approval Criteria
　　Setting determining whether the system should return all payable items you are eligible to approve or if it should limit search results to items that have been approved at all levels lower than yours.

　　Select one of the following:

　　A - All Payables - Selects all payable items meeting your criteria that you are eligible to view and process.

　　L - Approved at Lower Level - Selects only items approved by all levels lower than yours.

Required
　　Setting determining whether the system should retrieve only payable items that require your approval.

　　　　• Select the checkbox if you only want to see items that require your approval.

　　　　• Leave the checkbox blank to retrieve items where your approval is either required or optional.

PO Number
　　Number identifying the purchase order associated with a payable. To select all non-purchase order payments, you can enter a 0 (zero) in this field.

Approval
　　Code identifying the approval group for a payable. You can either enter criteria using search symbols or select a specific code from the drop-down list.

Vendor
　　Code identifying the vendor associated with a payable. You can enter criteria using search symbols or click
　　🔍 (Lookup) to select a specific vendor code.

Due Date
　　Due date from a payable's vendor invoice. You can use search symbols to define a range of dates or click 📅
　　(Calendar) to select a specific calendar date.

Invoice
　　Number identifying the vendor invoice associated with a payable.

Control Number
　　Code identifying the batch file where a payable is stored. You can enter criteria using search symbols or select a specific code from the drop-down list.

List Section

Following are descriptions for the default column headings in the Approve/Deny Accounts Payables page's list section:

Status
　　Indicator showing the decision you made for a specific payable. The status setting reflects the collective action taken for all the payable's distribution line items. It does not take permanent effect until you

　　complete the approval process by clicking 🟢 (OK) in the Approve/Deny Accounts Payables page.

　　Following are the possible settings:

　　Open - You have not taken an approval action yet for any of the payable's distribution items.

Approved - You approved all distribution items for the payable.

Denied - You denied all distribution items for the payable.

Review Detail - Either there are several distribution items for the payable that have different approval settings, or you marked one or more distributions items for correction in the Payable Detail page.

PO Number

Number identifying the purchase order number associated with the payable. For non-purchase order payments, the PO number is always 0 (zero).

Line

Purchase order line item number associated with a payable. For non-purchase order payments, the line item number is always 0 (zero).

Invoice

Number for the vendor invoice associated with the payable.

Vendor

Code identifying the vendor associated with the payable.

Due Date

Date when payment is due.

Amount

Total dollar amount for the payment. This amount reflects the sum of all distribution line items sharing the PO number, line item number, invoice number, and vendor code displayed. To view and work with these

items individually, you can select the appropriate payable then click (OK) to display the Payable Detail page.

Description

Description for the service or commodity associated with the payable. For purchase order payments, this is generally the line item description.

Vendor Inactive Status

Indicates the current status of the vendor assigned to the payable.

- If the field is blank, the vendor is Active.

- If the field displays the code Inactive Vendor, the vendor has become inactive since the payable was issued.

When a payable with an inactive vendor is approved and posted, a warning displays in the Accounts Payable Approval/Denial report, but the payable will be posted.

Sample Accounts Payable Approval/Denial Report

```
POWERSCHOOL                                                              PAGE NUMBER:    1
DATE: MM/DD/YYYY                       YOUR ORGANIZATION'S NAME          MODULE NUM: APAPPROVAL
TIME: HH:MM:SS                       ACCOUNTS PAYABLE APPROVAL/DENIAL    INFO: ALL RECORDS
                                          RUN BY:  support

    SELECTION CRITERIA:  ALL

      PO #      LINE   INVOICE        VENDOR            AMOUNT     STATUS        ERROR MESSAGE
    --------    ----  -----------  ----------------  ------------  ---------------  ------------------------------------------------

    0             0   0129         LAVERT'S AUTO PARTS &    3000.00  DENIED
    0             0   8402         OFFICE SUPPLIES INC       200.00  CORRECTION
    0             0   84093        LAVERT'S AUTO PARTS &     400.00  APPROVED        Posted
    0             0   84093        LAVERT'S AUTO PARTS &    1000.00  APPROVED        Posted
    06000156      1   678          LAVERT'S AUTO PARTS &      95.01  APPROVED        Final payment has been made to this item
    06000156      1   678          LAVERT'S AUTO PARTS &      95.01  APPROVED        Final payment has been made to this item
    06000156      1   678          LAVERT'S AUTO PARTS &      74.32  CORRECTION
    06000156      2   678          LAVERT'S AUTO PARTS &     528.46  APPROVED        Final payment has been made to this item
    06000156      5   3238902      LAVERT'S AUTO PARTS &     105.71  DENIED
    06000156      5   3238902      LAVERT'S AUTO PARTS &     285.43  APPROVED        Posted
    06000156      5   3238902      LAVERT'S AUTO PARTS &     666.00  APPROVED        Posted

                              TOTAL POSTED        3069.91
```

Payable Detail Page

Use this page to process approvals for the distribution line items in a payable selected in the Approve/Deny Accounts Payables page. The Payable Detail page shows all display distribution items you are eligible to approve or deny.

You can perform the following actions in this page:

- View detailed information for each item, such as approval status, descriptive text, and accounting distribution.
- Approve or deny items one at a time.
- Approve or deny items all at once.
- Mark a distribution item for correction by the person who entered the payable. You can add notes on the corrections needed.
- Enter comments describing your approval actions.

Menu Path: ⊞ Fund Accounting > Entry & Processing > Payable Entry > Approve/Deny Payables > search for and select desired payable > click ⊙ (OK)

Action Bar Items

The Payable Detail page's Action Bar displays the following items:

Approve	Approves a selected distribution item at your approval group level. The system also does account approval if applicable.
Deny	Denies a selected distribution item at your approval group level. The system also does account-based denial if applicable.
Approve All	Approves all the listed items at your approval group level. The system also does account approval if applicable.
Deny All	Denies all listed items at your approval group level. The system also does account-based denial if applicable.
Needs Correction	Marks the distribution item for correction by the person who entered it. You are prompted to provide specific instructions on the changes needed.
	When you complete the approval process, the distribution item is taken out of the approval process until the payable entrant makes the fix and re-submits the record.
Clear	Cancels an approval action for a selected item. The item's Status field changes back to Open.
Approval Status	Lets you view the line item's approval status, including approval actions taken by other members of your approval group. For details, refer to the Payables Approval Status Page (page 373).
Comments	Displays the Approval Line Item Comment page where you can enter text describing your action for a selected line item.

Procedure

The following procedure gives the steps for processing approvals for a payable's distribution items in the Payable Detail page.

Approving or denying payable items in the Payable Detail page

1. Select 👥 Fund Accounting > Entry & Processing > Payable Entry > Approve/Deny Payables to display the Approve/Deny Accounts Payables page.

2. In the Approval Criteria section, enter criteria to identify the payables you want to process, and then click 🦆 (OK).

3. In the List section, select the appropriate record, and then click 🦆 (OK) to display the Payable Detail page.

   The page shows all of the distribution items you are eligible to approve/deny.

4. To process an individual item, select the item, and then click one of the following. However, consider the actions in Step 5.

   - **Approve** - to approve the item and change its Status field to Approved.
   - **Deny** - to deny the item and change its Status field to Denied.
   - **Needs Correction** - to mark the distribution item for correction by the person who entered it.
   - **Clear** - to change the item's Status field to Open.
   - **Approval Status**. - to display the Payables Approval Status window and view all approval actions for the item.
   - **Comments** - to add a note on your approval actions.

5. To process all the items displayed, click one of the following:

   - **Approve All** - to approve all payments and change their Status fields to Approved.
   - **Deny All** - to deny all payments and change their Status fields to Denied.

   You then can apply the actions in Step 4 to individual items. For example, if all items are Approved, you can change an individual item to Denied.

6. When you finish processing the distribution items, click 🦆 (OK) to return to the Approve/Deny Accounts Payables page. Note the following:

   - If you approved all items for a payable, then its Status field is set to Approved.
   - If you denied all items for a payable, then its Status field is set to Denied.
   - If the payable's items have more than one status designation or if any item is marked for correction, then its Status field is set to Review Detail.

   > **Important**
   >
   > The status of the payable's items is only saved temporarily. You must complete this procedure for the approval updates to take effect.

7. Click 🦆 (OK).

8. In the Begin Post? dialog, click **Yes**.

9. In the Print page, define the settings for the Accounts Payable Approval/Denial report. The report shows the actions you took for the listed records and indicates how the records were processed by the system.

   The report's default filename is *postapappr.rpt*.

10. Click **OK** to generate the report and launch the following processes:

- The status is updated for each distribution item you approved, denied, or marked for correction.

- Fully approved payable items are posted to the live Fund Accounting database. Vendor checks also can be printed

- Items marked for correction are removed from the approval process. The appropriate personnel must correct their records and re-submit them.

11. The Post Errors page displays, listing any errors that occurred. Click (OK) to return to the Approve/Deny Accounts Payables page.

7: Vendor Checks

Use the options on the Vendor Checks menu to process checks for vendor payments.

Menu Path: Fund Accounting > Entry & Processing > Vendor Checks > select an option

Preview

Vendor Check Processing

The options available for vendor check processing enable you to define payments for check runs, print vendor checks, process electronic funds transfer (EFT) transactions, enter information for manual checks, void and clear checks, and generate bank files of check data.

Vendor Checks Menu Options

 Fund Accounting > Entry & Processing > Vendor Checks > select an option

The Vendor Checks menu includes the following options:

Bank Transmission File	Creates a file showing check data meeting your selection criteria. The file is formatted based on a layout you select from the Bank Transmission File Format table.
Batch Manual Checks	Lets you enter manual checks into a batch file which can be reviewed before posting to Fund Accounting.
EFT Prenotes	Generates an ACH file containing prenote data for vendors in your database with an EFT prenote transaction code. This option allows you to create prenote information without processing a vendor check run.
Manual Checks	Lets you enter records for checks you wrote by hand. For manual checks, the system uses the fields and pages from payable entry, with additional check-related fields. You also can print your manual checks.
Post Cleared Vendor Checks	Records cleared vendor checks, using your selection criteria.
Reconcile Checks from File	Clears checks using a file from your bank. The system uses the appropriate Bank File Format record to read the bank file. It clears checks with matching numbers in the bank file and the Transaction Ledger.
Send EFT Email Notifications	Lets you send EFT email notifications to the vendors that you chose to delay sending during the vendor check process. You can also re-send notifications to the vendors that had been previously sent.
Unclear Vendor Checks	Lets you reverse erroneous posting of cleared checks.
Vendor Checks	Lets you define parameters for a vendor check run, such as payables to include, date to print on checks, check and voucher numbers to use, and EFT settings. You can line up check stock prior to printing. You can also restart printing if your printer jams and damages checks.
Void Checks	Lets you record void checks for checks issued in error or for which payment was canceled.

System Processing

When you use the Vendor Checks option to process a vendor check run, the system refers to the following settings to determine how to generate checks and EFT payments for the selected payables:

- The Payment Type you select in the Vendor Checks option's Process Payables page. Choose C - Checks Only to process non-EFT payments. Choose E - EFT Only to process payment vouchers and the ACH file for EFT transactions. To process all payables meeting your criteria, select A - All.

For details on electronic funds transfer (EFT) transactions, refer to the following Electronic Funds Transfer section.

- The Hold field for each payable record meeting your selection criteria. This field must be blank for a payable to be included in the check run.

- The Hold field in the Vendor List for each vendor you are paying. This field must be blank for payments to be made to the vendor.

- The Single Check field for each payable you selected. The system combines invoice payments sharing the same vendor into one vendor check as long as each record's Single Check field is blank.

  For each invoice payment with a Single Check field that is selected, the system prints a separate check based on each unique combination of invoice and vendor numbers.

- The disbursement fund for each accounting distribution line in each selected payable record. The system uses the disbursement funds from a payable's accounting distribution to determine when and how to include a payable in the check printing process.

  For detailed explanation and an example of how the system uses disbursement funds when printing vendor checks, refer to the section below, Disbursement Funds and Vendor Checks.

- If you use the Purchasing Card Interface system, all payments to the PCard vendor will be combined into a single check for each disbursement fund.

- The Check Amount Format field in the Fund Accounting Profile. This setting determines whether the system prints check amounts numerically or as words.

- The 1099 field setting for each accounting distribution line in each selected payable record. The system adds 1099 amounts to the appropriate vendor records when checks are printed and vouchers are generated.

Important

If your site uses an accounts payable approval process, the system will not include payables in your check run that are pending approval. If your selection criteria includes records awaiting approval, the system lists the appropriate payable items in the Cash Requirements in Check Format report.

Disbursement Funds and Vendor Checks

After you select payable records to include in a vendor check run, the system divides the check run into segments, one for each disbursement fund tied to the selected records.

Disbursement Funds

A disbursement fund is a fund that distributes money. In other words, when checks are written, actual cash is taken from the appropriate disbursement funds. Disbursement funds are defined in your Organization Chart as Level 1 records. An Organization Chart record represents a disbursement fund if it is (a) a Level 1 record and (b) its Disbursement Fund checkbox is blank.

If a Level 1 Organization Chart record's Disbursement Fund checkbox is selected, then it uses the default disbursement fund defined in your Fund Accounting Profile.

Disbursement Funds and Budget Units

When your Organization Chart is defined, Level 1 records are tied to budget units. Budget units are defined at the lowest level in your reporting structure. Expenditures are charged to budget units when you enter payable records. Using the budget units from a payable's accounting distribution, the system determines the disbursement funds that are part of a vendor check run.

Before printing vendor checks, the system refers to the accounting distribution for each payable included in the check run. It determines the disbursement fund for each budget unit in the accounting distribution by first looking at the Level 1 Organization Chart record tied to the budget unit and, second, referring to the Level 1 record's Disbursement Fund field setting.

For each disbursement fund identified, the system defines a separate phase in the printing process. The system stops the process after all checks and vouchers have printed for a single disbursement fund, at which point you can load the next disbursement fund's check stock, align the check stock in your printer, and enter the appropriate beginning check and voucher numbers.

Example

Suppose you are processing vendor checks for all payables with a Control Number of MIDSEPT. These are your mid-month vendor payments for September. In your Fund Accounting Profile, fund 100 is defined as the default disbursement fund.

Three payables are included in the check run. The Single Check field is unselected for each payable, meaning the system will group payments sharing the same vendor and invoice number.

Following is the remaining relevant data for the selected records with the MIDSEPT control number:

Payment #	Vendor	Line #	Budget Unit	Amount	Fund	Disbursement Fund Checkbox
1	Vendor A	1	100110230800107	75.00	100	Cleared
1	Vendor A	2	100230230900200	100.00	100	Cleared
1	Vendor A	3	400170481230101	25.00	400	Selected
2	Vendor B	1	400188482355700	175.00	400	Selected
3	Vendor A	1	200918485287500	1000.00	200	Cleared
3	Vendor A	2	400725006198800	550.00	400	Selected

The example shows that two vendors are included in the check run. The payables reference three funds, but only two disbursement funds are used:

- Fund 100 is the default disbursement fund from the profile.
- Fund 200 is also a disbursement fund since its Disbursement Fund checkbox is blank.
- Fund 400 uses the default disbursement fund 100 since its Disbursement Fund checkbox is selected.

As a result, the system would divide the check run into two phases, the first for Fund 100, the second for Fund 200.

Vendor Checks

Use this option to print vendor checks and process electronic funds transfer (EFT) transactions for payables in your database. You can process checks and EFT vouchers together, or you can run the option separately for each payment type. The system uses your criteria to determine which records to include in a vendor check run. It only includes a record if its Hold field is blank.

For non-EFT payments, the system uses the Single Check field in the payable records to determine how payables are combined for each vendor invoice. It then prints each vendor check with a total that meets the minimum check amount in the corresponding vendor record.

Checks and vouchers are grouped based on disbursement funds in a check run. After checks print for a fund, the system stops the process so you can change check stock, realign checks, and enter the next fund's starting check number.

Menu Path: Fund Accounting > Entry & Processing > Vendor Checks > Vendor Checks

Preview

Electronic Funds Transfer

The Fund Accounting System's Electronic Funds Transfer (EFT) feature lets you process vendor payments without printing physical AP checks. For EFT vendors, the system generates an Automated Clearing House (ACH) file as a part of vendor check processing.

The ACH file is formatted according to a template you select based on requirements from the bank that handles your AP account. You send the ACH file to your bank which then distributes funds electronically to the appropriate vendor bank accounts. The vouchers print in the same format as the AP checks, with the addition of including the message NON-NEGOTIABLE. The system can also send e-mail notification with payment information to the vendors.

In terms of day-to-day data entry, the EFT feature requires little added work for personnel entering payable records or processing vendor checks. EFT-related processing occurs seamlessly when the correct reference table setup is in place.

This section gives information on settings that classify a vendor payment for EFT processing, the formatting for the ACH file generated from processing EFT transactions, and creation of prenote information your vendors' banks use to test bank account data before actual money changes hands.

EFT Payments and AP Check Processing

To process a payable as an EFT transaction, the following criteria must be met during a vendor check run:

1. The payable's vendor must have information in the following Vendor List fields: Trans(action) Code, Bank Code, and Account Number.
2. The Vendor's Trans(action) Code must be either 22 - Checking Credit or 32 - Savings Credit.
3. The Payable's Print Check field must be clear.
4. The AP check run's Payment Type must be either A - All or E - EFT Only.
5. The check run's additional selection criteria must include the payable.

Bank Destination and the ACH File

As part of the setup for a vendor check run, the system prompts you to select a Bank Destination in the Electronic Funds Transfer (EFT) page. In the Bank Destination field, you are selecting the file format template set up for the bank where you will send the ACH file the system produces. You will be prompted separately for each disbursement fund included in the check run. This way, you can determine ACH file format on a fund-by-fund basis.

The file format templates are defined in the EFT Destination table based on instructions from the banks handling the accounts you use for vendor payments. The Bank Destination ensures the ACH file contains the data and formatting required by your bank according to its information needs and standards established by the National Automated Clearing House Association (NACHA).

The ACH file includes the following details for the payments made to EFT vendors included in an AP check run:

- Information for the bank account supplying funds to cover the total payment.
- Bank account information for each vendor receiving payment.
- Code indicating how your bank will handle the debit to your account.

Depending on setup in the EFT Destination table, the system may require that you select a Bank Destination defined for the disbursement fund you are processing in your AP check run.

In this case, the Bank Destination description should indicate the appropriate fund. If it is not clear which record to select, consult the administrator at your site who set up the EFT Destination table.

A sample ACH file is provided in this chapter's Printing Vendor Checks section. For details, refer to EFT Destination Table (page 112).

Email Notifications

In addition to printing payment vouchers and generating ACH file data for EFT transactions, the system can also automatically send email notification to the appropriate vendors to inform them you are submitting your payments.

The system attaches the payment information to the email. However, your network's mail server must be set up for this feature. To verify if the server is configured properly, contact your system administrator.

For the system to send notification to a particular vendor, the appropriate reference table setup must be in place in the Vendor List and EFT Destination table. To determine the content of the email, the system refers to the EFT Destination record you select in the Bank Destination field when setting up the check run. This record defines the subject line, return email address, and message body for the email sent to each vendor included in an ACH file.

To determine whether the vendor receives notification, the system checks the Vendor List record to see that an email address is defined in the A/P Email field and the Email Voucher Confirmations checkbox is selected. If these criteria are met, the system sends the notification with an attachment showing the payment information. Notification is not sent for prenote transactions.

For additional information, refer to Send EFT Email Notifications (page 460).

Prenote Transactions

Based on Vendor List setup, you can generate prenote data for verifying a vendor's deposit information. The data is included in the ACH file with a transaction code indicating you are not making an actual payment but are instead performing a test.

The following Vendor List Trans Codes designate the vendor for a prenote transaction:

34 - 1st Savings Prenote - Creates first savings account prenote when EFT transactions are processed in a check run.

33 - 2nd Savings Prenote - Creates final savings account prenote when EFT transactions are processed in a check run.

24 - 1st Checking Prenote - Creates first checking account prenote when EFT transactions are processed in a check run.

23 - 2nd Checking Prenote - Creates final checking account prenote when EFT transactions are processed in a check run.

You cannot generate an EFT payment for a vendor until the Trans(action) Code is either *22 - Checking Credit* or *32 - Savings Credit*. Vendors with prenote transaction codes are automatically included in the ACH files generated from a check run with a Payment Type of A - All or E - EFT Only.

When prenote data is created for a vendor with a transaction code of 24 or 34, the system moves the vendor to the next transaction code of 23 or 33, as appropriate. This means prenote information must be created and sent to your bank one more time before the vendor can have EFT payments processed.

When prenote data is created for a vendor with a transaction code of 23 or 33, the system moves the vendor to transaction code 22 or 32, as appropriate. Future payables for the vendor may then be processed as EFT transactions.

Important

If you have no vendors in the Vendor List that are ready for EFT transactions (that is, no vendor has a transaction code of 22 or 32), then the system can only produce ACH prenote data for a check run with a Payment Type of A - All. As an alternative, you can also run the EFT Prenotes option described later in this chapter. For details, refer to EFT Prenotes (page 463).

Caution

Remember, the vendor's transaction code is automatically updated when you generate prenote data for that vendor. EFT payments can be made to the vendor as soon as the transaction code is either 22 or 32.

Therefore, make sure you leave adequate time between creating final prenote data for a vendor and processing payments to the vendor in an AP check run. That way, you have a chance to verify the vendor's information with the bank handling your EFT payments.

Also, if you plan on processing your EFT payments separately from regular vendor checks, you should run the C - Checks Only payment type first, then use the E - EFT Only payment type. Doing the opposite can cause a problem if you want to process a check for a vendor with a transaction code of 23 or 33.

Printing Vendor Checks

Use the Vendor Checks option to generate vendor checks. The basic steps in the process include:

- Selecting the records to include in the check run.
- Generating and reviewing the Cash Requirements in Check Format report to verify check and voucher amounts and accounting distributions.
- Lining up check stock for the first fund's checks and vouchers.
- Printing checks for the first fund.
- Generating the ACH bank file for EFT payments.
- Repeating the print steps for each subsequent fund.
- Printing and reviewing the Check Register and Fund Totals report.

You can also use the Vendor Checks option to generate a PDF attachment displaying a copy of each printed check and voucher.

The attachment can be accessed through the Transactions or Vendor Transactions option in Fund Accounting's Detailed Displays menu. For details, refer to the Optio Printing section following the procedure.

Menu Path: 👥 Fund Accounting > Entry & Processing > Vendor Checks > Vendor Checks

Forms Manager

The Print Checks page in Step 10 of the following procedure includes a setting allowing you to generate PDF file attachments of printed vendor checks via the Forms Manager feature. The capability is available if:

- The variable IMAGE_APCHECKS_DIR is set to designate the server directory where the resulting AP check attachments are stored. This variable, if it exists in your environment, is set when you log into eFinancePLUS.

If these conditions are met, then the Print Checks page includes the Create Attachments? checkbox. To generate the PDF attachments, select the checkbox when printing checks for a disbursement fund. Also, be sure you send the print job to a printer instead of saving it to a file.

- The PDF document displays the vendor check based on the layout set up in your Forms Manager forms.
- You can access the attachment using either the Transactions or Vendor Transactions option from Fund Accounting's Entry & Processing > Detailed Displays menu.

  Using either of these options, search for and list the Accounts Payable transaction, select the transaction, click 🟢 (OK) to access it in a detail page, and then click the 🗏 (View Attachments) item.

Procedure

Printing vendor checks

1. Select 👥 Fund Accounting > Entry & Processing > Vendor Checks > Vendor Checks to display the Process Payables page.
2. In the Selection Criteria section, enter criteria to identify the payables to include in the check run. For details, refer to the Fields section below.
3. In the Controls section, click **Next**.
4. In the Print window, enter settings for generating the Cash Requirements in Check Format, and then click **OK** to generate the report. The report's default file name is *cashreq.rpt*.

   For more information, including a sample report, refer to .

5. Review the report to verify the following information:

    - The correct payments were selected.
    - The payments are combined into vendor checks and vouchers properly.

6. In the Vendor Check Verification page, you have one more opportunity to stop the check run:

    - Click **Next** if you are satisfied with the Cash Requirements in Check Format report and want to continue.
    - Click **Cancel** to stop the check run.

7. In the Print Checks page, complete the fields, and then click **Next**. For field descriptions, refer below to Fields.

    If you need to align your check stock prior to printing, click **Print Line Up**, and then use the Print window to define the settings for lining up your checks. In this case, you will need to account for the checks used in the line-up process by completing the First Voided Check Number and Last Voided Check number fields.

8. Click **Next**. The system verifies that the check run will not duplicate any numbers already used for the disbursement fund.

9. In the confirmation dialog, click **Yes** to verify the check run information.

    The dialog displays how many checks and vouchers will print for the current disbursement fund, including the range of check numbers.

10. In the Print window, define the settings for generating the checks.

    The default file name for saving the check run is defined by the disbursement fund, followed by the number 1 and the extension chk. For example, if the disbursement fund is 100, the default file name is 1001.chk. However, if you selected a Payment Type of E - EFT Only, the file extension is vch instead of chk.

    > **Important**
    >
    > If you are creating PDF attachments through Optio software, you must select Printer as the destination.

11. Click **OK** to generate the checks.

    If there are EFT payables or prenote data to process, refer to the procedure below for processing EFT payables and prenote information.

12. If you are printing checks for multiple funds, the Print Checks page refreshes to show the next disbursement fund in the Next Fund is field. As needed, load check stock into your printer for the next disbursement fund.

    Repeat Steps 7-11 to print vendor checks for the next disbursement fund included in the check run.

13. When you complete checks for the last fund, a confirmation dialog displays.

    - Click **Yes, proceed** if the checks printed correctly.
    - Click **No, reprint** if you had a paper jam or printer error. For the procedure to follow, refer to Reprinting Vendor Checks (page 417).

14. When you confirm proper check printing for the last disbursement fund, the Vendor Check Register page displays. Click **Finish**.

15. In the Print window, enter settings for generating the Check and Voucher Register, which gives details on each check or voucher that printed, and then click **OK**.

    The report's default file name depends on the Payment Type selected:

Payment Type	Default File Name
All	*regist1.rpt*
EFT Only	*vchreg1.rpt*
Checks Only	*chkreg1.rpt*

- The system also generates EFT email notifications at this point.
- If you chose to create file attachments, the system generates the PDF files as well.

16. A Processing window displays the system's progress in updating the Check Status table. Click **OK** when processing is complete.

17. In the next Print window, enter settings for generating the Fund Totals report, and then click **OK**.

The report's default file name depends on the Payment Type selected:

Payment Type	Default File Name
All or Checks Only	*chkreg2.rpt*
EFT Only	*vchreg2.rpt*

If the system encounters errors generating EFT email, a window displays, noting the number of errors and directing you to check the following log files for details: *venchk1.log*, *pdf4eft.log*, and *servermail.log*. These logs are stored in the default log file directory defined on your application server.

Processing EFT payables and prenote information

1. If there are EFT payables and prenote information to process, the Electronic Funds Transfer (EFT) page displays.

2. Use the EFT Description field to select the file format template your bank requires for generating the Automated Clearing House (ACH) file.
   - If there are several formats set up for the same bank, select the record named for the bank account supplying funds for the vendor payments.
   - For details on this field, refer to the Bank Destination and the ACH File section in Electronic Funds Transfer (page 407).

3. In the Date Entries to be Posted field, select the date when your bank may process debits for your account. This date is included in the ACH file.

4. In the File Creation Date field, enter the date to apply to the header record of the vendor check file to indicate when the file was created.

5. Click **Next**.

6. In the Print window, enter settings for generating the ACH file.

Make note of the file name and server directory you use for storing the file. The default file name used by the system provides the disbursement fund associated with the payments, for example, eftfile100.tpe.

Important

To avoid the possibility of overwriting your ACH files, you should change the default file name.

7. Click **OK** to generate the ACH file.
   - The system creates the PDF vouchers at this point. Note that the email notifications are not sent until Step 15 of the Print Vendor Checks procedure.
   - The EFT feature generates the ACH file and stores it on your application server. Your site is then responsible for sending the file to your bank.

8. In the next Print window, enter settings for generating the EFT report, and then click **OK**.

   - The default file name for the report includes the disbursement fund associated with the payments, for example, *eftrpt100.rpt*. To avoid the possibility of overwriting previous reports, you should change the default file name.

   - The report shows the vouchers created, prenote transactions generated, vendors paid, bank accounts credited, and the amounts paid.

9. Continue with Step 12 in the Printing Vendor Checks procedure.

Fields

Following are descriptions of the fields in the Process Payables and Print Checks pages.

Process Payables Page

Control Number
Enter a specific payable control number in the Control Number field. The system includes all payables with the control number as long as payments are not on hold, meet the minimum check requirements for the associated vendors, and satisfy additional criteria you define for the check run.

or

Leave the Control Number field blank, and use the additional fields to define your criteria. You can use standard search symbols to retrieve different ranges of records.

Disbursement Fund(s)
Identifies the fund or funds that issue checks. Disbursement funds are defined in your Organization Chart as Level 1 records. To enter multiple funds, use the pipe symbol between each, for example, 10|20|30.

Vendor Number(s)
Identifies the vendor or vendors who will be receiving the payments. To enter multiple vendor codes, use the pipe symbol between each, for example, 1420|1580|1670.

Invoice Number(s)
Identifies the invoices being paid. To enter multiple invoice numbers, use the pipe symbol between each, for example, 14567|14580|14583. To enter a range of numbers, use the colon symbol between the lowest and highest numbers in the range, for example, 14560:14590.

Purchase Order(s)
Identifies the purchase orders being paid. To enter multiple purchase order numbers, use the pipe symbol between each, for example, 234560|234612|234624. To enter a range of numbers, use the colon symbol between the lowest and highest numbers in the range, for example, 234550:234600.

Payment Type
Determines the type of payment.

Select:

C - Checks Only - Prints vendor checks for payments to non-EFT vendors and EFT payables if the Print Check field is selected.

E - EFT Only - Creates payment vouchers and the ACH bank file for EFT vendors as long as the selected payables have the Print Check field blank.

A - All - Prints vendor checks, vouchers, and the ACH bank file for all payables meeting your selection criteria.

Due Date
The latest date for including payable records meeting the rest of your criteria. The system will select the records with a Due Date on or before the date entered.

Discounted Payments Only
>Option to include payments in the check run only where discount was applied. Leave the field blank to include payables regardless of whether a discount was taken, or select the field to process only discounted payments.

Detail Invoice
>Determines how payment information should print on check stubs and vouchers:

>- If the field is selected, the system prints detailed information for the payments included in the check or voucher, such as invoice numbers, purchase order numbers, and accounting distribution.
>- If the field is blank, the system prints payment information summarized by invoice number.

Print Checks Page

Next Fund is
>Displays the disbursement fund tied to the checks you are about to print.

Enter First Voided Check Number
>The number for the first check you used for aligning the printer.

Enter Last Voided Check Number
>The number for the last check you used for printer alignment.

Enter Beginning Check Number
>If you chose a Payment Type of C - Checks Only or A - All in the Process Payables page, use the Beginning Check Number field to determine the number for the first check or voucher to print for the disbursement fund.

Enter Beginning Voucher Number
>If you chose a Payment Type of E - EFT Only in the Process Payables page, use the Beginning Voucher Number field to determine the number for the first payment voucher to print for the disbursement fund.

Enter Check Date
>The date to print on the checks and vouchers. This is the date when the checks can be cashed.

Create Attachments
>Checkbox that generates PDF file attachments of the records that print. Select the Create Attachments? checkbox to generate the attachments.

>- This checkbox is only available if the conditions are met as described in the following Optio Printing section.
>- Clear the field if you do not want to create the file attachments.

Send EFT Email to Vendors
>Indicate when you want to send email notifications to vendors who will be receiving Electronic Funds Transfer (EFT) payments.

>Select:

>*Now* - to send the email notifications to the vendors during the vendor check process.

>*Later* - to use the Send EFT Email Notifications option when you are ready to notify the vendors.

Sample Check and Voucher Register

```
POWERSCHOOL                                                              PAGE NUMBER:    1
DATE: MM/DD/YYYY                        YOUR ORGANIZATION'S NAME         VENCHK21
TIME: HH:MM:SS                       CHECK AND VOUCHER REGISTER          ACCOUNTING PERIOD: PP/YY

     FUND - 11 - GENERAL FUND

  CHECK NUMBER CASH ACCT   DATE ISSUED -------------VENDOR-------------  ACCT   -------DESCRIPTION-------         AMOUNT

  2001         101         MM/DD/YY    39    COMPUTER WORLD              410    Drives, Compact Disk (CD         550.73

  2002         101         MM/DD/YY    39    COMPUTER WORLD              410                                      50.00

  V2003        101         MM/DD/YY    01    MARK ADLER                  410                                     250.00

       TOTAL FUND                                                                                               850.73

       TOTAL REPORT                                                                                             850.73
```

Sample Check and Voucher Register - Fund Totals

```
POWERSCHOOL                                                              PAGE NUMBER:    1
DATE: MM/DD/YYYY                        YOUR ORGANIZATION'S NAME         VENCHK21
TIME: HH:MM:SS                CHECK AND VOUCHER REGISTER - FUND TOTALS   ACCOUNTING PERIOD: PP/YY

            FUND      FUND TITLE                    AMOUNT

            11        GENERAL FUND                  850.73
            TOTAL REPORT                            850.73
```

Sample Check - Detail Format

```
  101001          400           PEI30           550.73       Drives, Compact Disk (CD)


  39     COMPUTER WORLD
  -------------------------------------------------------------------------------------------


                                                    YYYY
         39                                       MM/DD/YY

                                             $*******550.73*

      THE SUM OF *******550* DOLLARS AND *73* CENTS


         COMPUTER WORLD
         300 COMMERCE AVENUE
         BETHLEHEM PA  18018
```

Sample Check - Summary Format

```
                      PEI30           550.73


  39     COMPUTER WORLD
  ------------------------------------------------------------------------------------


                                                    YYYY
         39                                       MM/DD/YY

                                             $*******550.73*
      THE SUM OF *******550* DOLLARS AND *73* CENTS



         COMPUTER WORLD
         300 COMMERCE AVENUE
         BETHLEHEM PA  18018
```

Sample ACH File

```
EFT TRANSACTIONS FOR FIRST CITIZENS MAIN BRANCH
ACCOUNT 999999999999999  PPD FORMAT
101 99999999981-707018306081111152A094101FIRST CITIZEN MAIN    YOUR ORGANIZATION'S NAM
5200YOUR ORGANIZATIO              81-7070183PPDAP CHECKS 060811060811  1999999999000001
6329876543213890288          000001000034        FEEL GREAT, FEEL BETTE 0999999999000001
632159357456728289           000001000036        THE ASSOCIATION        0999999999000002
62439482940173808208         000000000042        RILEY DIEFFENDURFFER   0999999999000003
62415935745644920393829      0000000000583       LAVERT'S AUTO PARTS &  0999999999000004
62799999999999999999999      000002000081-7070183   YOUR ORGANIZATION'S NA 0999999999000005
820000000502701198610000000020000000000020000081-7070183                  9999999999000001
900000100001000000502701198610000000020000000000020000
999999999999999999999999999999999999999999999999999999999999999999999999999999999999
```

Sample EFT Report

```
  MM/DD/YY                          YOUR ORGANIZATION'S NAME                          PAGE 1
                                         EFT REPORT

VOUCHER NUM DATE        VENDOR  NAME                    TC ACCOUNT          AMOUNT

V88439     MM/DD/YYYY 11     MULLER CHEVROLET           22 22              2,826.00

TOTAL BANK 4       - MERIDIAN BANK                                         2,826.00

0          MM/DD/YYYY 34     FEEL GREAT, FEEL BETTER EMPORI 33 38902883        0.00

TOTAL BANK 5       - COMMONWEALTH BANK & TRUST                                 0.00

0          MM/DD/YYYY 36     THE ASSOCIATION            33 728289             0.00

TOTAL BANK 7       - BANK OF AMERICA                                          0.00




     RUN DATE MM/DD/YY TIME HH:MM:SS                            POWERSCHOOL
```

Reprinting Vendor Checks

The Vendor Checks option provides the opportunity to restart the print procedure if there is a paper jam or printer malfunction for a fund's AP checks. The system prompts you to confirm that checks printed correctly for each disbursement fund in the check run. If you choose to reprint, the system prompts you to select the fund and check number for restarting.

Reprinting vendor checks in the case of a paper jam or printer error

1. If a printer malfunction occurs while attempting to complete the Printing Vendor checks procedure, found at Printing Vendor Checks (page 410), click **No, reprint** to display the Reprint Checks page.

2. Before you enter data in the Reprint Checks page, make sure you cancel the print job on your printer. Then, clear the printer of any paper jam.

3. Turn off your printer to clear its memory. Make sure to turn off the printer completely, rather than just switching from online to offline status, then back again.

4. Turn the printer on again.

5. In the Reprint Checks page, use the Restart Fund field to enter the disbursement fund whose checks were printing when the error occurred.

6. In the Last Good Check Number field, enter the check number for the last check that printed properly for the disbursement fund, or enter 000 to reprint the entire check run for the indicated fund.

7. Click **Next** to display the Print Checks page.

8. If needed, use the Print Line Up button to display the Print window to realign the disbursement fund's check stock.

9. In the Print window, define the print settings. Click **OK** to run the test and return to the Print Checks page. The default file name for saving the lineup test to disk is *lineup.rpt*.

10. The First Voided Check Number field lets you account for checks used for lining up your printer. It defaults based on your entry in the Last Good Check Number field in the Reprint Checks page.

    - If you entered a check number, the next sequential number defaults.
    - If you entered 000, the system defaults the value you entered as the fund's beginning check number when you defined the original check run.

    > **Important**
    >
    > If you did not use the lineup feature, leave this field and the Last Voided Check Number field (Step 12) blank.

11. Enter the Last Voided Check Number. Include checks you used in the lineup process if you needed to realign check stock.

12. Resume the procedure for printing vendor checks, found at Printing Vendor Checks (page 410), at Step 14.

    - If you save reprinted checks to a file, the default file name is based on the fund number followed by a numeric indication of the phase you have reached in the check run.

      For example, if your check run includes two disbursement funds and you choose to reprint the second fund's checks, the default file name would be the fund number followed by a 3.

Manual Checks

Use this option to record data for handwritten checks and other checks issued outside of vendor check runs. After saving the required accounts payable and check-related data, you can generate a printed check, if needed.

Menu Path: Fund Accounting > Entry & Processing > Vendor Checks > Manual Checks

Preview

Manual Check Processing

The Manual Checks option enables you to generate checks for both purchase order and non-purchase order payments. As part of the process in creating checks, you enter payable information, including account distributions. You can then use the data to issue handwritten checks or generate printed checks.

System Processing

Following is an explanation of the processing that occurs in connection with manual check entry:

Payment Control

Payment processing and payment control are determined by the following settings in the Fund Accounting Profile:

- Overpayment Control Level field settings:

  F - Fatal- Prevents overpaying the purchase order amount.

  W - Warning - Issues a warning if you are overpaying the purchase order amount but allows overpayment.

  N - None - Allows overpayment of the purchase order amount without issuing a warning.

- Overpayment Control Type field settings:

  A - Amount - Allows you to set the upper limit for overpayment based on the dollar amount entered in the profile's Overpayment Amount Limit field.

  P - Percentage - Allows you to set the upper limit for overpayment based on the percentage entered in the profile's Overpayment Percentage Limit field.

  B - Both- Allows you to use both a dollar amount and a percentage to set the upper limit for overpayment. The system applies whichever setting allows for the higher overpayment amount.

  N - None - Does not use the overpayment limit.

- Pay Prior To Receive field settings:

  F - Fatal - Prevents you from entering payment for an item that has not been received. If you have the security resource to override this field setting, you can continue.

  W -Warning - Issues a warning if you try to enter payment for an item that is not fully received but still allows the entry.

  N - No Checking - Allows payment regardless of whether the item is fully received.

Budget Monitoring

The system monitors budgeting when you enter the accounting distribution for a manual check. For each Expenditure Ledger record you enter, the system refers to the Check Budget Balance field in the appropriate Organization Chart record.

Following are the field's settings and how they affect entry of a manual check's accounting distribution:

N - No Checking - Allows distribution of amounts exceeding the Expenditure Ledger record's budget balance. No warning is issued.

W - Warning - Issues a warning if you try to distribute amounts exceeding the Expenditure Ledger record's budget balance. The system still allows you to enter the payment.

F - Fatal - Prevents distribution of amounts exceeding the Expenditure Ledger record's budget balance.

Additional Profile Settings

The following profile fields affect the format of your printed manual checks:

Check Amount Format
> Setting determining whether monetary amounts on your vendor checks print as words or numbers. The following options apply:

> > *D - Dollar* - Monetary amounts print in numeric format.

> > *V - Verbose* - Monetary amounts print as words.

Format of Detail Line
> Setting determining the default format for the detail information that prints on vendor checks and vouchers and the Cash Requirements in Check Format report. The following options apply:

> > *D - Detail* - Checks, vouchers, and the Cash Requirements in Check Format report show the payment's vendor, distribution accounts, invoice, description, and if applicable, purchase order.

> > *S - Summary* - Check stubs, vouchers, and the Cash Requirements in Check Format report include only the vendor and invoice number.

Ledger Transactions

When you finish entering a manual check record, the system generates the following ledger transactions:

- For all Expenditure Ledger records included in the check's accounting distribution, the expenditure amount is increased and, if applicable, the encumbrance amount is reduced.

- The same entries are made for Project Ledger records included in the check's accounting distribution.

- When payments are posted to the Expenditure Ledger, the following General Ledger balance sheet account transactions occur:

Debit	Expenditure Control account
Credit	Cash account

- When an encumbrance is involved in a payment, these additional balance sheet account transactions occur on the General Ledger:

Debit	Reserve for Encumbrance account
Credit	Encumbrance Control account

- The manual check record is added to the Transaction Ledger with a Transaction Code of 20 - Manual Check /

  Void Check. You can search for and view the record using the Transactions page (Fund Accounting > Entry & Processing > Detailed Displays > Transactions).

  For details on how to search for and list Transaction Ledger records, refer to Detailed Displays (page 592)

- If an encumbrance is involved, the system updates the Encumbrance Ledger record's Payment Balance by adding the payment amount. If the payment exceeds the record's Remaining Balance, then the excess amount is recorded in the Change Balance field.

  Likewise, if the transaction is a final payment that is less than the encumbrance's Remaining Balance, then the system updates the Encumbrance Ledger record's Change Balance to show the difference between the Payment Balance and the Original Amount as of the final payment. In this case, the Change Balance shows a negative amount.

1099 Information

- If you assigned a 1099 payment type for the vendor when entering the check's accounting distribution, then the system updates the associated Vendor record's 1099 Amount fields in the Vendor List.

- If you used an alternate remittance address for the vendor, the system tracks 1099 amounts based on the Alternate Vendor Address record's Track 1099 Amount by Original Vendor field setting.

Manual AP Checks Holding Table

When you save a manual check record, the system loads the check's data into the Manual AP Checks Holding table. This table stores manual check data references when you use the Print item on the Manual Check Entry page's Action Bar. The Print item enables you to generate physical checks from your manual check records. After you print a check, its record is deleted from the table. For details, refer to the Print Manual Vendor Checks Page (page 437).

> **Important**
>
> In order to store a manual check in this table, you must assign an integer value as the Check Number. The Holding table will not store checks with characters in the check number.

Forms Manager and PDF Attachments

The Print Manual Vendor Checks page includes a setting for generating PDF attachments of printed checks via the Forms Manager feature if:

- The variable IMAGE_APCHECKS_DIR is set to designate the server directory where the resulting manual check attachments are stored. This variable, if it exists in your environment, is set when you log into the system.

If these conditions are met, then the Print Manual Vendor Checks page displays the Create Attachments checkbox in its Print Setup section.

To generate the PDF attachments, select the when printing your manual check records. Also, be sure you send the print job to a printer rather than saving it to a file.

- The PDF document displays the manual check based on the layout set up in your Forms Manager forms.

- You can access these attachments using the (View Attachments) toolbar item in the following Detailed Displays options: Transactions (page 595) and Vendor Transactions (page 599).

Manual Check Entry Page

Use this page to generate manual checks. As with Fund Accounting's Vendor Checks options, the system controls payments, monitors budgets, and supports project accounting.

From the Manual Check Entry page, you can:

- Reference line item data from encumbered purchase orders as well as for payments generated without purchase orders.
- Add notes, update discounts and taxes, and record incoming items.
- Generate a single check to pay several invoices and assign the same check number to each of the related payable records.
- Interface non-purchase order payments to Fixed Assets.

In addition, the Action Bar's Print item lets you print vendor checks for the manual check records stored in your database. If you have the appropriate Optio software installed, you can also create PDF attachments of the printed checks. For details, refer to the Print Manual Vendor Checks Page (page 437).

Menu Path: Fund Accounting > Entry & Processing > Vendor Checks > Manual Checks

Action Bar Items

The Manual Check Entry page's Action Bar displays the following items:

Set Period	Displays the Reset Period page where you can change the accounting period, fiscal year, and transaction date used for recording the manual check.
Alternate Vendor	Displays the Alternate Vendor Information page where you can select or add a new remittance address for the vendor associated with the manual check. For details, refer to Alternate Vendor Information Page (page 428).
Print	Allows you to print vendor checks for selected manual check records. If you have the appropriate Optio software installed on your server, you can also generate PDF attachments of the vendor checks.

The following items display when you are in the payment distribution section. The Quantity item is only available with the Purchase Order Payment option.

Discount	Displays the Discount Information page where you can adjust the vendor discount amount and tax rates applied to a line item payment in the Payment Distribution section. For details, refer to Discount Information Page (page 433).
Quantity	Displays the Quantities Received page where you can record the receipt of purchase order items. For details, refer to Quantities Received Page (page 436).

Procedure

Adding a manual check record

1. Select Fund Accounting > Entry & Processing > Vendor Checks > Manual Checks to display the Manual Check Entry page.
2. In the Payment Type section, select one of the following:

   Purchase Order Payment (default) - to add a check that references a purchase order or encumbrance.

   Non-Purchase Order Payment - to add a check that does not reference an existing PO or encumbrance.

3. In the General Payable Data section, complete the fields. For descriptions, refer below.

4. In the Payment Distribution section, distribute the payment amounts for the line items.

   - If the Auto Display field is selected, then the system displays all line items for the purchase order or encumbrance.

   - If the Auto Display field is not selected, you need to enter the number in the Item field for the item you want to pay.

   If the Full Account Window page displays, refer to Payable Entry Features (page 309) for the steps to select an Expenditure Ledger record.

5. For each item displayed under the Purchase Order Payment option, make the following entries for each distribution line you add:

   - Amount of the payment that applies to the line item.

   - 1099 type that applies to the payment.

   - Description of the line item payment transaction. The system defaults the line item's description from the purchase order or encumbrance.

6. While you are updating an item's payment information, you can use the following Action Bar items:

Quantity	Enables you to record the receipt of the item.
Discount	Enables you to adjust the discount and taxes that apply to the line item. You can only use this when you are in the Amount field.

7. When you finish updating the payment distributions, click ⊙ (OK) to save the manual check record.

   - If the Continuous field is selected, the system saves the record and returns you to the Control Number field so you can enter the next manual check.

   - If the Continuous field is not selected, the system saves the record and closes the Manual Check Entry page.

Fields

General Payable Data Section

Following are descriptions of the fields in the General Payable Data section.

Control Number
　　Number or code used to group similar entries. You can use this number to search for and report on manual check records. [Character/8]

Check Number
　　Number for the manual check. You can repeat a check number to combine payments made to the same vendor. When you enter a number already in use, the system provides a warning. You are allowed to complete the check if:

　　You use the vendor code already assigned to the checks associated with the check number.
　　or
　　Your payment distribution does not repeat a disbursement fund already in use for the manual checks with the repeated check number. [Character/8]

> **Important**
>
> Manual checks with characters in their check numbers cannot be printed. You can only use integers in check numbers.

Check Date
Date when the manual check was issued.

PO/ Encumber
Number for the purchase order or encumbrance you paid with the manual check. The system lets you distribute the check amount among the line items for the purchase order or encumbrance in the payment distribution section. Purchase Order Payment option only. [Character/8]

The field name is defined in the Fund Accounting Profile and may be different at your site than the name referenced here.

> **Important**
>
> You can enter manual checks for current fiscal year encumbrances, or you can work with encumbrances from the previous year if it is not closed. To do so, you would reset the fiscal year period to Period 13 of the prior year.

Invoice
Invoice number or other reference information for the bill you paid. [Character/30]

Invoice Date
Issue date that appears on your vendor invoice. If you are using the PO Payment option, the system uses the invoice date to determine whether a discount applies for vendors with a Discount setting of T - Discount Period.

Using the Discount Days field from the appropriate vendor record, the system checks to see if the invoice falls within the vendor's discount period. To do so, it compares the invoice date with the current system date.

Example: You are entering a manual check for a vendor with a discount period of 15 days. The system date is 09/01/2017. The check paid an invoice with a date of 08/21/2017. The invoice date is 11 days before the system date, meaning that the system will apply the vendor's discount rate to the manual check payment.

Vendor
Identification code for the vendor you are paying. Following are a few points to consider when working with vendor codes:

- If you have vendor codes with leading zeros, such as 000005, you must enter the full code. [Character/8]

- When you enter a code, the Vendor Address page displays for you to verify the remittance address. To associate a different address with the vendor, use the Manual Check Entry page's Alternate Address item. For details, refer Alternate Vendor Information Page (page 428).

Cash Account
Cash account code for this transaction. You must enter an asset account number. The system defaults the cash account defined in the Fund Accounting Profile. [Character/8]

Fixed Asset
Checkbox indicating whether the item meets asset requirements defined in the Fixed Assets Profile. If the field is selected, the system generates an interface record in Fixed Assets when the manual check is posted. Non-Purchase Order Payment only.

The system automatically selects this field under the following conditions:

- The distribution accounts are in the range defined in the Fixed Assets Profile.

- The amount for the distribution account is in the range defined in the Fixed Assets Profile.

If these conditions are not met, you can still select the field. If you do not use the Fixed Assets System, leave the field blank.

Payment Type
Setting indicating whether payment is partial or final. Purchase Order Payment option only.

P - Partial Payment -Allows you to post partial payments for the purchase order or encumbrance's line items. You can make additional payments for the encumbrance at a later time.

F - Final Payment -Makes this manual check record the final payment you can create for the encumbrance, whether or not you pay the entire remaining balance.

Auto Display
Setting determining how you enter payment distribution for a purchase order or encumbrance's line items. Purchase Order Payment option only.

- If you select this checkbox, then all items display, and the Net Payable amount is distributed proportionately for the existing encumbered accounts. You cannot use Auto Display if the encumbrance has been liquidated, or if there is a change order pending approval.

- If you leave the checkbox blank, then, in the payment distribution section, you must enter the line item number for each line item you want to pay.

If you selected the Auto Display field, your entries in the following fields determine the payment amount that is distributed by default when you access line items in the payment distribution section. In addition, changes made to the discount, sales tax, or use tax are reflected in the payment distribution.

Total Entry
Cumulative total of manual checks having the same control number as the record you are currently entering.

Payment Amount
Amount due for the purchase order before discounts and tax rates are assessed. The system defaults the remaining balance for the purchase order or encumbrance. [Decimal/12,2]

- If the Auto Display checkbox is selected, the system defaults the remaining balance for the purchase order or encumbrance.

- If the Auto Display checkbox is blank, an amount of 0.00 defaults. The system tracks the amount based on your entries in the payment distribution section.

- If the Auto Display checkbox is selected, the system distributes this amount when you access the payment distribution section.

- If the total of your entries in the payment distribution section is different from the payment amount, the system recalculates this value.

Discount
Amount of the discount taken. If the transaction is not eligible for a vendor-based discount, the system skips this field. [Decimal/12,2]

Sales Tax
Total sales tax for the purchase order or encumbrance, calculated based on the rate from the Vendor List. [Decimal/12,2]

Use Tax
Total use tax for the purchase order or encumbrance, calculated based on the rate from the Vendor List. [Decimal/12,2]

Use tax is not included in the check amount; it is tracked by the system until you are ready to submit the tax to your taxing agency. It is not disbursed to the vendor.

Net Payment
Net amount for the manual check payment, calculated as follows:

[Payment Amount - Discounts + (Sales and Use Taxes)] = Net Payment

Payment Distribution Section

Following are the definitions for the fields you use to distribute payment amounts for the manual check record.

- If you are using the Purchase Order Payment option and the Auto Display field is selected, the system displays all of the encumbrance's line items.

- If you are using the Purchase Order Payment option and the Auto Display field is blank, then you need to enter an item number to display the associated line item information.

- If you are using the Non-Purchase Order Payment option, then use this section to distribute the payment to expenditure budget accounts. There are no line items to reference.

- If the Full Account Window page displays, refer to the Payable Entry (page 307) to select an Expenditure Ledger record.

Item
> Purchase order or encumbrance line item number. Purchase Order Payment option only.

- If the Auto Display checkbox is blank, then you need to enter a line number to display the associated accounting and cost information. [Character/2]

- If the Auto Display field is selected, then this is a display-only field that shows the line item for each accounting distribution row.

Budget Unit
> Low-level Organization Chart code where the expense is charged. [Character/16]

- This is a display-only field when using the Purchase Order Payment option.

- When you use the Non-Purchase Order Payment option, you need to enter the budget unit for the Expenditure Ledger record where you are distributing the expense.

- The field's title is determined in the Fund Accounting Profile.

Account
> Account number for the Expenditure Ledger record where the payment is distributed. Charges can be distributed to multiple accounts as long as you distribute the entire cost, or the entire amount can be charged to a single account.

- This is a display-only field when using the Purchase Order Payment option.

- When you use the Non-Purchase Order Payment option, you need to enter the account number.

Project
> Code for the project where the payment's expense is distributed, if you use project accounting. The field name is defined in the Fund Accounting Profile. Display Only. [Character/8]

Account
> Account code for the Project Ledger record where the item's expense is distributed, if you use project accounting. Display Only. [Character/8]

Paid to Date
> Amount paid to date for this purchase order or encumbrance line item. Purchase Order Payment option only.

Amount
> Amount of the payment you are applying to the line item. The field works differently depending on the payment type you are using:

- Non-Purchase Order Payment - Enter the amount for the line item.
- Purchase Order Payment - The system uses the Auto Display field to determine whether an amount defaults in this field. If the Auto Display field is selected, then the system defaults an amount. If the Auto Display checkbox is blank, you need to enter the amount.

Some added considerations for this field are as follows:

- To adjust the discount and tax rates for a purchase order payment line item amount, click **Discount**. For details, refer to the Discount Information Page (page 433).
- If the system applies a discount to a purchase order payment, you can only update the Amount field by using the Discount item. The system uses the manual check's vendor to determine whether a discount applies.
- To apply discount and/or tax rates for a non-purchase order payment line item amount, click **Discount**. For details, refer to the Discount Information Page (page 433).
- If the Payment Type field is F - Final, the amount you enter pays off the line item, whether or not you enter an amount covering the item's balance.
- If the Pay Prior To Receive field in the Fund Accounting Profile is set to W - Warning or F - Fatal, a message appears if you try to make final payment for an item that is not fully received. In the case of the F - Fatal setting, you cannot make a final payment until full receipt is recorded for the item.

  If you have the required security resource, you can use the Quantity item to display the Quantities Received page and enter receipt of the line item. For details, refer to Quantities Received Page (page 436). [Decimal/12,2]

Balance
  Current balance amount for this line item. Purchase Order Payment option only.

1099
  Code for the type of 1099 payment associated with this line item.

  M - 1099-Misc - Rents, royalties, other income, fishing boat proceeds, medical/health care payments, non-employee compensation, substitute payments, crop insurance proceeds, and attorney fees.

  G - 1099-G - Unemployment compensation, state/local income tax, qualified state tuition earnings, taxable grants, and agriculture payments.

  I - 1099-Int - Interest income, early withdrawal penalty, interest on US savings bonds and treasury obligations, investment expenses, and foreign tax paid.

  N - No 1099 - Payments are not reported as 1099 income.

Description
  Description of the line item payment. Use of this field enables you to easily identify transactions on reports. When you use the Purchase Order Payment option, the system defaults the description from the purchase order or encumbrance line item. [Character/25]

Alternate Vendor Information Page

This page allows you to select or add an alternate Accounts Payable address for the manual check's vendor other than the default address from the Vendor List. The page shows alternate accounts payable addresses already associated with the vendor record. You can view these records, select one to assign to the check you are entering, or create a new alternate address record.

Note that these address records are different from the alternate address records used when adding requisitions and purchase orders.

Menu Path: Fund Accounting > Entry & Processing > Vendor Checks > Manual Checks > complete fields through Vendor > click **Alternate Vendor**

Procedures

Use the following procedures when you are adding a manual check record. For the manual check entry procedure, refer to the Manual Checks (page 418).

Selecting an alternate Accounts Payable address for the manual check

1. Select Fund Accounting > Entry & Processing > Vendor Checks > Manual Checks.
2. Complete the initial fields up to and including Vendor.
3. Click **Alternate Vendor** on the Action Bar.
4. In the Alternate Vendor Information page, select the row displaying the alternate address you want to use. The full address displays in the page's detail section.

   You can also select Original Address if you want to use the vendor's default accounts payable address.

5. Review the address to make sure it is the one you want to use.
6. Click (OK) to select the new address.

Adding a new alternate Accounts Payable address for the vendor

1. Select Fund Accounting > Entry & Processing > Vendor Checks > Manual Checks.
2. Complete the initial fields up to and including Vendor.
3. click **Alternate Vendor**. The Alternate Vendor Information page displays.
4. In the Alternate Vendor Information page, click (Add New) .
5. In the detail section's Alternate Vendor Name field, enter a description for the address record.
6. Complete the fields in the Detail Alternate Vendor Information and 1099 Information sections.
7. When you finish, click (OK) to save the new record. The system saves the address and returns you to the list section.
8. Click (OK) to select the new address.

Fields

General Tab

Use this section to identify the alternate vender address record, define EFT settings, and enter address data. The first three fields, Alternate Address Code, Original Vendor Code, and Creation Date, are system assigned.

Alternate Address Code
    System-assigned code identifying the alternate address record. The system assigns this number

sequentially based on the number of alternate vendor accounts payable addresses are in your database. For instance, if there are nine records, the system assigns a code of 10 to the next record added.

Original Vendor Code
Number identifying the vendor associated with the alternate address.

Creation Date
System date when the alternate address record was created. This date comes from the Fund Accounting Profile.

Alternate Vendor Name
Name identifying the alternate vendor address. For instance, you could identify the record based on the region or street where the alternate site is located. [Character/35]

Address Line (1 & 2)
Two lines for the vendor's street address. [Character/35]

City
City for the alternate remittance address. [Character/20]

State
Vendor's state, identified by its standard two-character postal abbreviation, for example, CA for California or PA for Pennsylvania.

Zip Code
Postal code. If you are using a nine-digit zip code, be sure to include the dash, for example, 12345-9876.

Alternate Federal Tax ID
Vendor's Federal Employer Identification Number (EIN) as assigned by the IRS. [Integer/9]

- For companies and other employers, the number should be entered in standard EIN format, 99-9999999, with the dash included.

- If the vendor is an individual, use the person's Social Security Number, formatted 999-99-9999. Be sure to include the dashes.

This field is accessible to all users when adding a record. In view or change mode, however, the tax ID is masked for users who do not have the required security resources.

1099 Name and Address

Use this section to enter the alternate address for the vendor's 1099 form.

1099 Alternate Name
Name to use for the vendor's alternate 1099 address.

Address Line (1 & 2)
Two lines for the vendor's alternate street address. [Character/35, each line]

City
City for the alternate address. [Character/20]

State
Vendor's state, identified by its standard two-character postal abbreviation.

Zip Code
Postal code. If you are using a nine-digit zip code, be sure to include the dash, for example, 12345-9876.

1099 Information Tab

Use this section to enter the 1099 form and box code associated with payments to this vendor.

Form
Selection identifying the 1099 form filed for the vendor at this address.

Select:

M - 1099-MISC - Rents, royalties, fishing boat proceeds, health care payments, non-employee compensation, substitute payments, crop insurance proceeds, attorney fees, and other income.

G - 1099-G - Unemployment comp, state/local income tax, qualified state tuition earnings, taxable grants, and agriculture payments.

I - 1099-INT - Interest income, early withdrawal penalty, interest on U.S. Savings Bonds and treasury obligations, investment expenses, and foreign taxes paid.

N - No 1099 - No 1099 form applies to transactions for this address.

Box (Misc/G/Int)
Fields for entering a Box code for the vendor's 1099 form. You can only enter a selection in the field associated with your entry in the Form field. Select the Box code from the 1099 Types table that identifies the type of income paid to the vendor.

YTD (Misc/G/Int)
Three system-maintained fields displaying the total year-to-date amounts paid to vendors for reporting on the different types of 1099 forms. The system updates the appropriate field whenever you issue a vendor check.

> **Note**
>
> Use Fund Accounting's Periodic Processing > Clear 1099 Amounts option to reset the YTD fields after you file your 1099 forms at the end of the calendar year and before you start the new year.

FTD Paid
System-maintained field that displays the total amount paid to the vendor in the fiscal year-to-date for products or services ordered from this address.

Track 1099 Amount by Original Vendor
Checkbox indicating whether the system should track 1099 payments in the original vendor record or in the alternate address record.

When you enter a manual check, you determine the 1099 form associated with each line item in the Manual Check Entry page's payment distribution section. If you are using an alternate address, the system adds payment amounts to the appropriate 1099 fields in the Vendor List based on the Track 1099 Amount by Original Vendor field setting.

- Select this field if you want the system to track 1099 payments in the original vendor record associated with this alternate address.

- Leave the checkbox blank if you want 1099 payments tracked in the alternate address record. To view

  1099 payment information for the record, select 🧑 Fund Accounting > Reference Tables > Reference Tables > Alternate Vendor Address.

EFT/ACH Tab

Use these fields to set up information for processing Electronic Funds Transfer transactions when this accounts payable address is associated with a vendor check. These fields apply only to the EFT feature. Your ability to display and access this tab depends on your security resources.

Transaction Code
Setting indicating whether EFT payments for this address go into a checking or savings account. This setting also determines if you are submitting an actual payment or prenote data for verifying the vendor's direct deposit information.

This field can be accessed by all users when adding a new alternate address. However, subsequent users must have the required security resources to view or change the field. Otherwise, the field does not display.

Select:

22 - Checking Credit - Allows deposit of electronic funds to vendor's checking account.

23 - 2nd Checking Prenote - Creates final checking prenote when EFT transactions are processed in a check run or the vendor is selected with the EFT Prenotes option.

24 - 1st Checking Prenote - Creates first checking prenote when EFT transactions are processed in a check run or the vendor is selected with the EFT Prenotes option.

32 - Savings Credit - Allows deposit of electronic funds to vendor's savings account.

33 - 2nd Savings Prenote - Creates final savings prenote when EFT transactions are processed in a check run or the vendor is selected with the EFT Prenotes option.

34 - 1st Savings Prenote - Creates first savings prenote when EFT transactions are processed in a check run or the vendor is selected with the EFT Prenotes option.

Blank - Indicates actual checks are printed for this vendor, unless bank data is set up in the main Vendor record. If the alternate address does not have bank data and the main Vendor record does, the system looks to the main record for EFT settings.

Your selection depends on the type of account the vendor uses and how many times you want to verify the vendor's account information before submitting an actual electronic payment.

After you set up the EFT information for this AP address, the system updates the transaction code based on vendor check processing or through your use of the EFT Prenotes option. For information on generating prenote data, refer to Electronic Funds Transfer (page 407) and EFT Prenotes (page 463).

Bank Code
Code identifying the bank where the vendor's funds are routed, also known as the receiving depository financial institution in terms of Automated Clearing House (ACH) transactions. Select a code from the EFT Bank Codes table.

This field is accessible to all users when adding a record. In view or change mode, however, the bank code does not display for users who do not have the required security resources.

Account Number
Vendor's bank account number as it will appear in the ACH file you send to your bank. [Character/15]

This field is accessible to all users when adding a record. In view or change mode, however, the bank account number is masked for users who do not have the required security resources.

Alternate EMail
E-mail address associated with the alternate vendor's accounts payable department. If your network's mail server is configured properly and the Email Voucher Confirmations checkbox in the main Vendor List record is selected, then the system sends notification of the EFT transaction to this address.

Your network's mail server must be set up for this feature. To verify if the server is configured properly, contact your system administrator.

Add Note Page

Use this page to add, view, and update extra descriptive text associated with a manual check record. The Add Note page provides a text box that wraps text to the next line as you type, as would a word processor.

Menu Path: Fund Accounting > Entry & Processing > Vendor Checks > Manual Checks > complete fields through Vendor > click (Notes)

Procedure

Adding notes for a manual check record

1. Select Fund Accounting > Entry & Processing > Vendor Checks > Manual Checks.
2. Complete the initial fields up to and including the Vendor field.

3. Click (Notes)
4. In the Add Note page, enter the text you want to associate with this manual check record.

5. When you finish adding or updating the text, click (OK). The system saves the notes for the check and returns you to the Manual Check Entry page.

Discount Information Page

Use this page to adjust the vendor discount amount and tax rates applied to a specific line item payment amount when adding a manual check record. For taxes, you can either adjust the rate or the amount.

To access the Discount Information page, display the Manual Check Entry page, select a payment type, and begin adding the check record. Complete data entry in the General Payable Data section, and then click ⬤ (OK) to access the payment distribution section.

Menu Path: ⬤ Fund Accounting > Entry & Processing > Vendor Checks > Manual Checks > complete the required fields > click ⬤ (OK) > selected desired line item >click **Discount**

Procedures

Following are the procedures for adjusting a manual check's discount and tax information when using the Purchase Order Payment and Non-Purchase Order Payment options.

Adjusting discount and tax information when using the Purchase Order Payment option

1. Select ⬤ Fund Accounting > Entry & Processing > Vendor Checks > Manual Checks.
2. Select Purchase Order Payment.
3. Complete the fields in the General Payable Data section, and then click ⬤ (OK).
4. In the payment distribution section, access the Amount field for the line item you want to adjust.
    - If the Auto Display checkbox is blank, enter the pre-discount, pre-tax payment amount for the line item.
    - If the Auto Display field is selected, the Amount field defaults based on your entry in the General Payable Data section.
5. With your cursor in the appropriate Amount field, click the **Discount** item to display the Discount Information page.
6. In the Question dialog:

    Click **Rates** to adjust the discount amount and tax rates for the payable line item. Proceed to Step 7.

    or

    Click **Amounts** to adjust the discount and tax amounts for the line item. Proceed to Step 8.

    > **Important**
    >
    > To reduce previous discounts and taxes, first restore the original cost in the Gross Payment field, and then enter the new discount and tax data. Also note that you cannot use negative entries.

7. **Rates Adjustment:** In the Discount Information page, the system displays the payment amount for the line item in the Gross Payment field. Make entries in the page's fields as follows, and then proceed to Step 9.

Discount Amount	Enter the amount of the discount to apply to the payment for this line item. Enter the amount as a positive integer. The system subtracts this amount from the gross payment.
Sales Tax	Enter the sales tax rate to apply to the line item payment. Enter the rate as a decimal. For example, you would enter 5 % as 0.05. The system multiplies this rate by the gross payment and displays the result.
Use Tax	Enter the use tax rate to apply to the line item payment. Again, enter the rate as a decimal. The system multiplies the rate by the gross payment and displays the result.

As you make your entries, the system recalculates the Net Payment amount.

8. **Amounts Adjustment:** In the Discount Information page, the system displays the payment amount for the line item in the Gross Payment field. Make entries in the page's fields as follows:

Discount Amount	Enter the amount of the discount to apply to the payment for this line item. Enter the amount as a positive integer. The system subtracts this amount from the gross payment.
Sales Tax	Enter the sales tax amount to add to the line item payment.
Use Tax	Enter the use tax amount to add to the line item payment.

As you make you entries, the system recalculates the Net Payment amount. Proceed to Step 9.

9. When you finish entering discount and tax adjustments, click (OK).

10. In the Confirm Discount/Tax Values dialog, click **Yes** if the rates and amounts are correct.

   If you need to make a correction, click **No** to return to the Discount Information page. The system lets you make corrections based on your earlier selection of Rates or Amounts.

Adjusting discount and tax information when using the Non-Purchase Order Payment option

1. Select Fund Accounting > Entry & Processing > Vendor Checks > Manual Checks.
2. Select Non-Purchase Order Payment.

3. Complete the fields in the General Payable Data section, and then click (OK).
4. In the payment distribution section, enter a row of accounting distribution information for the manual check. Then, in the Amount field, enter the pre-discount, pre-tax payment amount for the line item.
5. While your cursor is in the Amount field, click **Discount** on the Action Bar.

6. In the Discount Information page's Gross Payment field, enter the pre-tax, pre-discount payment amount. Make entries in the page's fields as follows:

Discount Amount	Enter the amount of the discount to apply to payment for this line item. By default, the system applies the discount rate from the vendor record and displays the result in this field if the manual check's invoice date falls within the vendor's discount period.
Sales Tax	Enter the sales tax rate to apply to the line item. Enter the rate as a decimal. For example, you would enter 5 % as 0.05.
Use Tax	enter the use tax rate to apply to the line item. Again, enter the rate as a decimal. The system multiplies the rate by the gross payment and displays the result. In the use tax amount field, you can change the system-calculated value if needed.

7. When you finish entering discount and tax adjustments, click (OK) .

8. In the Confirm Discount/Tax Values dialog, click **Yes** if the rates and amounts are correct.

If you need to make a correction, click **No** to return to the Discount Information page. The system lets you make corrections based on your earlier selection of Rates or Amounts.

Fields

Gross Payment
The pre-tax, pre-discount payment amount. Your discount and tax entries will be applied against this amount.

Discount Amount
Enter the amount of the discount to apply to the payment for this line item. Enter the amount as a positive integer. The system subtracts this amount from the gross payment.

Sales Tax
Enter the sales tax rate to apply to the line item payment. Enter the rate as a decimal. For example, enter 5 % as 0.05. The system multiplies this rate by the gross payment and displays the result.

Use Tax
Enter the use tax rate to apply to the line item payment. Again, enter the rate as a decimal. The system multiplies the rate by the gross payment and displays the result.

Net Payment
The Gross Payment less the Discount Amount plus the Sales and Use Tax amounts.

Quantities Received Page

Use this page to record the receipt of purchase order items while entering payment for the items in the Manual Check Entry page. Depending on the Fund Accounting Profile's Pay Prior to Receive field setting, you may not be able to enter final payment for a PO line item until it has been fully received, unless you have the proper security resource. The Quantities Received page only applies if you are working with a purchase order or encumbrance.

> **Note**
>
> This page updates the Purchasing System, but not Warehouse Inventory's inventory catalog. If you use Warehouse Inventory to track items, you need to use its Receive Stock option to update the inventory catalog.

Procedure

Updating the quantity received for a purchase order item

1. Select ⬢ Fund Accounting > Entry & Processing > Vendor Checks > Manual Checks.
2. In the Payment Type section, select Purchase Order Payment, and then complete the fields in the General Payable Data section.
3. In the Payment Distribution section, select the purchase order line item you want to update.
4. Click **Quantity** to display the Quantity Received page.

   The page's Quantities to Date section shows the number of units ordered, number of items received, and the total paid to date.

5. In the Actual Quantities section, complete the following fields:

Received	Number of units received for the ordered commodity.
Paid	Number of units paid for by this manual check.

6. Click 🟢 (OK) to save your entries and return to the Manual Check Entry page.
7. Complete the Payment Distribution section as needed.

8. Click 🟢 (OK) to save the record.

Print Manual Vendor Checks Page

After you add one or more manual checks with the Manual Checks option, you can print the checks using the Manual Check Entry page's Print item. This item activates a wizard process that includes two pages:

Vendor Check Line Up Page	Enables you to run a test to ensure that your check forms are lined up properly in your printer.
Print Manual Vendor Checks Page	Enables you to identify the range of checks you want to print. You can assign new numbers to the checks or use the checks' original check numbers.

If your server has the appropriate Optio software installed, you can also use the print feature to generate a PDF copy of the printed check. For details, refer to the Optio Printing section below.

> **Important**
>
> If you use Optio or other laser-printing software and do not have preprinted or MICR-encoded checks, do not use letters or symbols in your check numbers. In this case, you can only use numeric check numbers.

Menu Path: 👥 Fund Accounting > Entry & Processing > Vendor Checks > Manual Checks > click **Print** on the Action Bar

Procedure

Printing manual checks

1. Select 👥 Fund Accounting > Entry & Processing > Vendor Checks > Manual Checks to display the Manual Check Entry page.

2. Click **Print** to display the Vendor Check Line Up page.

   - To line up check forms in your printer and run a test print, click the **Print Line Up** button. In the Print page, enter your settings, and then click **OK**. You may repeat this as many times needed. The default file name for test prints is *linechk.rpt*.

3. Click **Next** to display the Print Manual Vendor Checks page.

4. In the page's Selection Criteria section, enter criteria to identify the checks.

   - To locate checks, click 🔍 (Lookup) in the Beginning or Ending Check Number field to display the Manual Checks page. The page lists the manual checks available for printing. Select a check, and then click 🌐 (OK) to insert its number in the appropriate field.

5. In the Print Setup section, enter the New Check Date and New Check Number (for the first check) if you need to override the original dates and numbers of the checks selected.

   - To use the original dates and numbers, leave these fields blank.

   - The Create Attachments? checkbox displays in this section if you use Optio software and certain conditions are met. This field enables you to generate PDF file attachments of the records being printedt. Clear the checkbox if you do not want to generate the attachments. For additional details, refer to the Optio Printing and PDF Attachments section of Manual Check Processing (page 419).

6. Click **Print**.

   - To check the alignment of the forms in your printer before printing, use the **Line Up** button to run a test print. For additional information, refer to Step 2.

7. In the Print window, enter your settings, and then click **OK**. The default name for sending the check data to a file is *manapchk.rpt*.

   • If you are creating PDF files using Optio software, you must select Printer as the destination.

8. In the confirmation dialog, click **Yes** if the checks printed properly. The system generates the PDF files at this point, if applicable, and the process ends.

   or

   Click **No** to display the Re-Print Manual Vendor Checks page.

9. If needed, click the **Line Up** button to realign check forms in your printer.

10. In the Last Good Check Number field, enter the number of the last check that printed correctly. The system will re-print the remaining checks in the series.

> **Important**
>
> If you need to re-print all checks, click **Previous** to return to the Print Manual Vendor Checks page. Restart the procedure beginning with Step 4.

11. To use the existing check numbers, leave the New Check Number field blank.

    or

    Enter the number to assign to the first check in the series being re-printed. The remaining checks will be numbered sequentially from this point.

12. Repeat the procedure beginning with Step 6.

Fields

Print Manual Vendor Checks Page

Disbursement Fund Number
   Identify the fund used to distribute payment amounts from the current check run.

Vendor Number
   Identify the vendor or vendors receiving the checks. To select multiple vendors, use the pipe symbol to separate the numbers, for example, 1420|2150|2870. Leave the field blank if you are not limiting based on vendor.

Beginning Check Number
   Enter the number of the first check in the series of checks being printed. The beginning and ending check numbers are required.

Ending Check Number
   Enter the last check number in the series being printed. If you are only printing one check, enter the number you used in the Beginning Check Number field.

New Check Date
   Enter the date you want to use on the checks being printed. This overrides the checks' original dates. To use the existing dates, leave the field blank.

New Check Number
   Enter the number that you want to use on the first check. When you are printing more than one check, the additional checks will be numbered sequentially from this point on. To use the original check numbers, leave the field blank.

Create Attachments?
   Checkbox that generates PDF file attachments of the records that print. Select the Create Attachments? checkbox to generate the attachments. Clear the field if you do not want to create the file attachments.

Sample Manual Check Data

```
10012000100000     135       05008153 05007928          118.54 FELT TIP PENS, BLUE
10012000100000     135       05008153 05007928          107.69 FELT TIP PENS, BLACK
10012000100000     135       05008153 05007928           84.38 STICK PENS, BLUE
10012000100000     135       05008153 05007928           84.38 STICK PENS, BLANCK
10012000100000     135       05008153 05007928           95.17 LEGAL PADS, YELLOW




       28360      OFFICE XPRESS


------------------------------------------------------------------------------------------------------------------------

                                                             99999
           28360                                             MM/DD/YY

                                              $*****490.16*

       THE SUM OF *******490* DOLLARS AND *16* CENTS



           OFFICE XPRESS
           2420 MACARTHUR RD
           WHITEHALL PA  18052
```

Batch Manual Checks

Use this option to enter manual check records into batch files which you can review and later post to Fund Accounting Batch entry.

Following are two of the advantages of using batch processing instead of online manual check entry:

- You can identify data entry errors before the manual checks are posted.
- You can better control the way records are grouped for reporting purposes.

Menu Path: Fund Accounting > Entry & Processing > Vendor Checks > Batch Manual Checks

Preview

Batch Manual Checks Processing

Use the Batch Manual Checks option to:

- Create a batch file to store manual checks for future review and posting.
- Add manual checks to an existing batch.
- Review, change, and delete batch manual check records as needed.
- Generate the Batch Manual Check Edit List, which shows the records in a batch.
- Release and post batch manual check records.

> **Important**
>
> Manual checks with characters in their check numbers cannot be printed. You can only use integers in check numbers.

Menu Path: 🧑 Fund Accounting > Entry & Processing > Vendor Checks > Batch Manual Checks

Batch Manual Checks Pages

The Batch Manual Checks option enables you to access the following pages:

Batch Manual Checks Page (page 443)	Lists existing manual check batch files. When you select a batch, the manual checks it contains display in the page's lower list section. From this page, you can access the Batch Manual Check Entry page. For details, refer to Batch Manual Checks Page (page 443).
Batch Manual Check Entry Page (page 447)	Enables you to add, view, and update batch manual check records. This is also the page you use to create a new batch file. For details, refer to Batch Manual Check Entry Page (page 447).

System Processing

The system processes batch manual checks in the same way it processes checks entered with the Manual Checks option.

- When you enter a batch manual check, the system performs the same payment and budget monitoring as with manual checks that were entered online.
- When you post batch records to Fund Accounting, the system creates ledger and transaction records in the same way as it does when manual checks are completed.

Hold Check Field

Batch manual check records include a Hold Check checkbox that you can view and update in the Batch Manual Check Entry page. This field determines whether the check record can be posted to Fund Accounting.

- If the box is selected, then the record is on hold and cannot be posted to Fund Accounting.
- If the box is cleared, then the record can be posted to Fund Accounting.

When you add a new manual check to a batch file, the system automatically selects the Hold Check field but does not display it.

If you want to clear a check's Hold Check field, you have two options after the record has been added and saved:

- You can access an individual check in the Batch Manual Check Entry page, clear the Hold Check field, and then save the update by clicking (OK).
- You can clear the Hold Check fields for all records in a batch using the Post/Release item in the Batch Manual Check Entry page. This option allows you to either release the batch's check records or both release and post the checks. The posting process also posts checks whose Hold Check fields were previously cleared.

Batch Manual Checks Page

Use this page to list batch files and display their manual check records. You also can release and post batch files and individual checks, generate the Batch Manual Check Edit List report, select records for updating, and initiate the process for adding batch records and batch manual checks.

The Batch Manual Checks page includes two list sections:

- The upper section lists the batch files you added manual checks to or all batch files in your system, depending on the radio button selected at the top of the page.

- The lower section lists the manual check records stored in the batch selected in the upper section.

For information on adding and changing batch manual check records, refer to Batch Manual Check Entry Page (page 447).

In the Batch Manual Checks page, the period and year fields display the code Multiple if a batch file contains entries from more than one period or year.

Menu Path: Fund Accounting > Entry & Processing > Vendor Checks > Batch Manual Checks

Action Bar Items

The Batch Manual Checks page's Action Bar displays the following items:

Release/Post	Displays the Release/Post page which lets you release a batch file's records for posting to Fund Accounting or allows you to perform the posting process. For details, refer below to the Procedures section.
Set Period	Lets you change the default fiscal year period and transaction date for accounts payable records in a selected batch file. For details, refer to Resetting Periods (page 143).
Print Multiple Batches	Displays the Print Manual Check Selection page for generating the Batch Manual Check Edit List report for multiple batch files. To generate the report for an individual file, use the (Print) item. For details, refer below to the Procedures section.

> **Note**
>
> The Set Period and Print Multiple Batches items are not available when you select a batch manual check record in the page's lower list section.

Procedures

Following are the procedures for releasing and posting batch manual checks, deleting batch files and individual batch checks, and generating the Batch Manual Check Edit List report.

Releasing and posting batch files

1. Generate the Batch Manual Check Edit List for the batch you want to post. For the procedure and a sample report, refer below.

2. As needed, make changes to the check records in the batch. For the procedure for updating batch records, refer to Batch Manual Check Entry Page (page 447).

3. Select Fund Accounting > Entry & Processing > Vendor Checks > Batch Manual Checks to display the Batch Manual Checks page.

4. Select one of the following radio buttons:

   Show My Batches Only - to limit the list to batches where you added manual check records.

   Show All Batches (default) - to include all batch files, regardless of who added their checks.

5. Select the batch file, and then click **Release/Post** on the Action Bar.

6. In the Release/Post page, select one of the following radio buttons:

Release Only	Releases the checks in a batch file by changing their Status from Hold to Open.
Post Only	Posts the checks in a batch file that were previously released.
Release and Post (default)	Releases a batch file that has not been released, then either posts its checks to Fund Accounting or routes them for approval.

7. Click ⬛ (OK).

8. In the confirmation dialog, click **Yes**.

   The result depends on your selection in the Release/Post page:

   - If you selected Release Only, the Released dialog displays to indicate the batch has been released from hold.

     Click **OK** to return to the Batch Manual Checks page.

   - If you selected Post or Release/Post, the Batch Manual Checks Post Results page lists the records that posted, those that were routed for approval processing, and the checks that were kept in the batch file either because they were on hold or because of a data conflict.

     Click ⬛ (OK) to return to the Batch Manual Checks page.

Releasing and posting selected batch manual check records

> **Tip**
> To determine the status of a manual check in a batch file, select the batch, and then refer to the check's Hold Status field in the lower list section.

1. Select 👥 Fund Accounting > Entry & Processing > Vendor Checks > Batch Manual Checks to display the Batch Manual Checks page.

2. Select one of the following radio buttons:

   Show My Batches Only - to limit the list to batches where you added manual check records.

   Show All Batches (default) - to include all batch files, regardless of who added the checks.

3. In the page's upper list section, select the batch containing the manual check you want to post.

4. In the lower list section, select the check.

5. Click ⬛ (OK) to display the check in the Batch Manual Check Entry page.

6. In the upper section, clear the Hold Check checkbox.

7. Click ⬛ (OK) to save the update and return to the Batch Manual Checks page.

8. Repeat Steps 2-7 for each additional check you want to release from hold. Be sure to select the same batch for each check (Step 3).

9. In the Batch Manual Checks page, select the batch containing the checks you released, and then click **Release/Post** on the Action Bar.

   Note that records in the batch that already had their Hold fields cleared will also be posted.

10. In the Release/Post page, select the Post Only option, and then click 🔄 (OK).

11. In the Post Batch? dialog, click **Yes** to post the records.

    The Batch Manual Checks Post Results page displays, listing the records that posted and those that were kept in the batch file either because they were on hold or because of a data conflict.

12. Click 🔄 (OK) to return to the Batch Manual Checks page.

Deleting batch files or individual batch payable records

1. Select 👤 Fund Accounting > Entry & Processing > Vendor Checks > Batch Manual Checks to display the Batch Manual Checks page.

2. Select one of the following radio buttons:

   Show My Batches Only - to limit the list to batches where you added the manual checks.

   Show All Batches (default) - to list all batch files regardless of who added their checks.

3. To delete a batch file and all of its manual checks, select the batch.

   or

   To delete an individual check, select its batch, and then select the check in the lower list section.

4. Click 🗑 (Delete).

5. In the Confirmation dialog, click **Yes**.

Printing the Batch Manual Checks Edit List

1. Select 👤 Fund Accounting > Entry & Processing > Vendor Checks > Batch Manual Checks to display the Batch Manual Checks page.

2. Select one of the following radio buttons:

   Show My Batches Only - to limit the list to batches where you added the manual checks.

   Show All Batches (default) - to include all batch files, regardless of who added the checks.

3. To generate the report for an individual batch file, select the batch, and then click 🖨 (Print).

   or

   To generate the report for all batch files displayed, select **Print Multiple Batches** on the Action Bar to display the Print Manual Checks Selection page.

   - In the page's Control Number field, enter the control numbers of the batches separated by the pipe symbol, for example, 1234|2345|3456. To select all batch files, enter an asterisk (*).

   - Click 🔄 (OK).

4. In the Question dialog, click **Yes** to print the text associated with the batch records. Otherwise, click **No**.

5. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *batchmck.rpt.*

The report includes the following information for each check:

- Identifying information, such as check number and invoice number.
- Accounting distribution.
- Vendor information and posting hold setting.
- Check amount, including discount and taxes.
- System warnings associated with the record.

Sample Batch Manual Check Edit List

```
POWERSCHOOL                                                              PAGE NUMBER:    1
DATE: MM/DD/YYYY                              YOUR ORGANIZATION'S NAME    BMANCK31
TIME: HH:MM:SS                               BATCH MANUAL CHECK EDIT LIST

RECORD   ENTERED   *PURCHASE O P/F *BUDGET UNIT*     ACCOUNT    VENDOR    VENDOR NAME              1099   SALES TAX        AMOUNT
PERIOD   ENTRY BY  CASH ACCT       *TASK*   ACCOUNT  INVOICE    DESCRIPTION          CHECK DATE HOLD      USE TAX        DISCOUNT

BATCH: MM01       CHECK NO: 99806

4        MM/DD/YY                 102001             300        39        COMPUTER WORLD          N          .00         29.99
PP/DD    MM        101                                                              MM/DD/YYYY N             .00           .00

BATCH: MM01       CHECK NO: 99807

5        MM/DD/YY                 102001             300        48        ELECTRONIX              N          .00         14.00
PP/DD    MM        101                                         SURGE PROTECTOR       MM/DD/YYYY Y             .00           .00
                            VENDOR IN HOLD STATUS


TOTAL BATCH                                                                                                             43.99


TOTAL REPORT                                                                                                            43.99
```

Batch Manual Check Entry Page

Use this page to add manual checks to a new or existing batch file and to update a check selected in the Batch Manual Checks page.

To display the Batch Manual Check Entry page, display the Manual Checks for Batch page for the batch you want to update, then follow the appropriate procedure described later in this section.

Menu Path: Fund Accounting > Entry & Processing > Vendor Checks > Batch Manual Checks > click (Add New) to add a batch/check or select a batch > select a check, and then click (OK) to update a check

Page Sections

The Batch Manual Check Entry page's sections vary depending on whether you are adding a batch or check or updating an existing check.

Payment Type	Lets you select whether the manual check references an existing purchase order or encumbrance record. This section only displays when you are adding batch records.
General Payable Data (untitled)	Includes fields identifying the batch, check, vendor, and invoice as well as for entering payment data.
Charging	Allows you to distribute the payment among the open line items for a purchase order/encumbrance or enter the accounting distribution for a non-purchase order payment. When you are adding a check to a new or existing batch, this section is untitled.

Action Bar Items

The following item displays on the page's Action Bar when you access the page for adding or updating a batch file:

Alternate Vendor	Displays the Alternate Vendor Information page where you can select or add a new Accounts Payable address for the vendor associated with the manual check. For details, refer to Alternate Vendor Information Page (page 428).
Discount	Displays the Discount Information page where you can adjust the vendor discount amount and tax rates applied to a line item payment in the payment distribution section. This item does not display for a new check until you reach the Payment Distribution section. For additional details, refer to Discount Information Page (page 433).

When you access the Payment Distribution section, the following items display in place of the Alternate Vendor item:

Delete Row	Deletes the selected line item in the distribution section.
Quantity	Displays the Quantities Received page where you can record receipt of purchase order items. This item is only available with the Purchase Order Payment option. For details, refer to Quantities Received Page (page 436).

> **Note**
>
> For information on the toolbar's (Notes) item, refer to Add Note Page (page 432).

Procedures

In the Batch Manual Check Entry page, you can add a new record to a batch file or update an existing batch manual check record. You also use this page to create a new batch file.

Adding batch manual check records

In the following procedure, Step 4 enables you to add checks to either a new batch or an existing batch.

1. Select ![icon] Fund Accounting > Entry & Processing > Vendor Checks > Batch Manual Checks to display the Batch Manual Checks page.

2. Click ![icon] (Add New) to display the Batch Manual Check Entry page.

3. In the detail page's Payment Type section, select a payment option for the batch's first manual check:

   Purchase Order Payment (default) - to add a check that references a purchase order or encumbrance.

   Non-Purchase Order Payment - to add a check that does not reference an existing PO or encumbrance.

4. In the Control Number field:

   - Start a new batch file by entering a unique (unused) number.

   - To add checks to an existing batch, enter the batch's control number.

5. Add a check by completing the remaining fields in the General Payable Data and Charging sections. Note that both sections are untitled.

   If you are adding multiple checks to the batch, leave the Continuous checkbox selected.

6. Click ![icon] (OK) to save the batch, including the new check record.

7. Repeat Steps 5-6 for each additional check.

8. After saving the last record to the batch, click ![icon] (Back) to return to the Batch Manual Checks page.

Updating batch manual checks

1. Select ![icon] Fund Accounting > Entry & Processing > Vendor Checks > Batch Manual Checks to display the Batch Manual Checks page.

2. In the upper list section, select the batch file containing the check you want to update.

   When you select a batch, its records display in the lower list section.

3. In the lower list section, select the check you want to update, and then click ![icon] (OK) to display the record in the Batch Manual Check Entry page.

4. In the General Payable Data (untitled) section, change the fields as needed.

5. To assign an alternative address for the vendor, click **Alternate Vendor** on the Action Bar. For details, refer to Alternate Vendor Information Page (page 331).

6. In the Charging section, update the line item payment information (Purchase Order Payment option), or update the check's accounting distribution (Non-Purchase Order Payment option).

   - To adjust the discount amount or tax rate for a line item or accounting distribution row, select the appropriate Amount field, and then click **Discount**. For details, refer to Discount Information Page (page 433).

   - For checks that reference a purchase order, you can adjust a line item's quantity received by accessing any field on the line item's row and clicking **Quantity**. For details, refer to the Quantities Received Page (page 436).

7. Click 🌐 (OK).

8. In the confirmation dialog:

   - Click **Yes** if the displayed check amount is correct. The check is saved, and you return to the Batch Manual Checks page.

   - Click **No** to repeat the update process beginning with Step 4.

Fields

Payment Type Section

This section does not display when updating a manual check.

Payment Type
　　Radio buttons for indicating whether a new check is for a purchase order or non-purchase order payment.

　　Select:

　　Purchase Order Payment - indicates the check is for a purchase order or encumbrance.

　　Non-Purchase Order Payment - indicates the check does not reference a purchase order or encumbrance.

　　If needed, you can change the payment type when adding subsequent checks to a batch. If so, the batch will include checks with both payment types.

General Payable Data Section

This section is untitled whether you are adding or updating a manual check.

Hold Check
　　Checkbox that determines whether a manual check's posting status. If the box is selected, the check is On Hold and cannot be posted to Fund Accounting until the field is cleared.

   - The checkbox does not display when you are adding a manual check. In this case, the system automatically selects the field.

   - When you are updating a manual check, you can clear or select the field as needed.

   - The field also can be cleared using the Action Bar's Release/Post item.

　　For additional details, refer to Batch Manual Checks Processing (page 441).

Control Number
　　Number or code used to group similar check entries. [Character/8]

　　The system lets you process records all at once for checks that have same control number. You also can use the control number to track the check in Fund Accounting's Detailed Displays > Transactions option.

Period */Year*
　　Fiscal year period and year associated with the manual check.

> **Important**
> You can enter payables for current fiscal year encumbrances or work with encumbrances from the previous year if it is still open. To do so, reset the fiscal year period to Period 13 of the prior year. The *Approval* field displays based on settings in the Fund Accounting Profile and the Payment Type you select. Keep in mind that your site might use an approval process for non-purchase order payments but not for PO payments or vice-versa.

Check Number
　　Number identifying the check. [Character/8]

Check Date
　　Date the check was issued.

PO/Encumber
>Number for the purchase order or encumbrance you are paying. Purchase Order Payment option only. [Character/8]

- The system lets you distribute the payable amount among the line items for the PO or encumbrance in the payment distribution section.
- The field's name is defined in the Fund Accounting Profile.

Vendor
>Identification code for the vendor you are paying. Following are a few points to consider when working with vendor codes:

- If you have vendor codes with leading zeros, such as 000005, you must enter the full code.
- If the Default No PO Payment Info field in the Fund Accounting Profile is selected and you are making multiple entries using the Non-Purchase Order Payment option, the vendor code defaults from the previous entry.
- When you enter a code, the Vendor Address displays for you to verify the Accounts Payable address. To associate a different address with the vendor, use the Post Accounts Payable page's Alternate Vendor item. For details, refer to the Alternate Vendor Information Page (page 331).
- After you select a vendor or alternate vendor address, the system displays the corresponding EFT indicator next to the Cash Account field. For a complete explanation, refer to the EFT Indicator section preceding the field descriptions. [Character/8]

Invoice
>Invoice number or other reference information for the bill you are paying. [Character/12]

- If the Duplicate Invoice Checking field in your Fund Accounting Profile is set to F - Fatal, the system checks the invoice number/vendor combination and prevents the transaction if it finds a match. If the flag is set to W - Warning, the system issues a warning if a duplicate exists.
- If the Default No PO Payment Info field in the Fund Accounting Profile is selected and you are making multiple entries using the Non-Purchase Order Payment option, the Invoice field value defaults from the previous entry.

Invoice Date
>Issue date that appears on your vendor invoice. If you are using the Non-Purchase Order Payment option and the Fund Accounting Profile's Default No PO Payment Info field is selected, then the system defaults the invoice date from your previous entry.

Cash Account
>Cash account code for this transaction. You must enter an asset account number. The system defaults the account defined in the Fund Accounting Profile.

Payment Type
>Setting indicating whether payment is partial or final. Purchase Order Payment option only.

>*P - Partial Payment* - Allows you to post partial payments for the PO or encumbrance's line items. You can make additional payments for the encumbrance at a later time.

>*F - Final Payment* - Makes the payable record the final one you can create for the encumbrance, whether or not you pay the entire remaining balance.

Auto Display
>Setting determining how you enter payment distribution for a PO or encumbrance's line items. Purchase Order Payment option only.

- If you select this checkbox, then all items display, and the Net Payable amount is distributed proportionately for the existing encumbered accounts. You cannot use Auto Display if the encumbrance has been liquidated, or if there is a change order pending approval.

- If you leave the checkbox blank, then, in the Payment Distribution section, you must enter the line item number for each line item you want to pay.

If you selected the Auto Display field, your entries in the following fields determine the payment amount that is distributed by default when you access line items in the payment distribution section. In addition, changes made to the discount, sales tax, or use tax are reflected in the payment distribution.

Total Entry
Cumulative total of payables having the same control number as the payable record you are currently entering.

Payment Amount
Amount due for the purchase order before discounts and tax rates are assessed. [Decimal/12,2]

- If the Auto Display checkbox is selected, the system defaults the remaining balance for the PO or encumbrance.

- If the Auto Display checkbox is blank, an amount of 0.00 defaults. The system tracks the amount based on your entries in the payment distribution section.

- If the Auto Display checkbox is selected, the system distributes this amount when you access the payment distribution section.

- If the total of your entries in the payment distribution section is different from the payment amount, the system recalculates this value.

Discount
Amount of the discount taken. If the payable is not eligible for a vendor-based discount, the system skips this field. [Decimal/12,2]

You can use the Discount item to adjust the vendor discount amounts and tax rates. For details, refer to the Discount Information Page (page 336).

Sales Tax
Total sales tax for the encumbrance, based on the rate from the Vendor List. [Decimal/12,2]

Use Tax
Total use tax for the encumbrance, based on the rate from the Vendor List. [Decimal/12,2]

Use tax is not included in the check amount; it is tracked by the system until you are ready to submit the tax to your taxing agency. It is not disbursed to the vendor.

Net Payment
Net amount for the payable, calculated as follows:

[Payment Amount - Discounts + (Sales + Use Taxes)] = Net Payment

Charging Section

Following are the definitions for the fields you use to distribute payment amounts for a manual check.

- If you are using the Purchase Order Payment option and the Auto Display field is selected, the system displays all of the encumbrance's line items.

- If you are using the Purchase Order Payment option and the Auto Display field is not selected, then you need to enter an item number to display the associated line item information.

- If you are using the Non-Purchase Order Payment option, then use this section to distribute payment to

expenditure budget accounts, and there are no line items to reference.

- If the Full Account Window page displays, refer to Full Account Window Page (page 319) for the steps to select an Expenditure Ledger account.

This section is untitled when you are adding a manual check.

Item
Encumbrance line item number. Purchase Order Payment option only.

- If the Auto Display checkbox is blank, enter a line number to display the associated accounting and cost information. [Character/2]
- If the Auto Display field is selected, then this is a display-only field that shows the PO line item for each accounting distribution row.

Budget Unit
Low organization where the expense is charged. [Character/16]

- This is a display-only field when using the Purchase Order Payment option.
- With Non-Purchase Order Payment option, you need to enter the budget unit for the expenditure budget account where you are distributing the expense.
- The field's title is defined in the Fund Accounting Profile.

If your Fund Accounting Profile is set up for full expensing, the Full Account Window page will display for entering the budget unit. For the procedure, refer to Full Account Window Page (page 319).

Account
Account number for the budget unit-account where the payment is distributed. Charges can be distributed to multiple accounts as long as you distribute the entire cost, or the entire amount can be charged to a single account.

- This is a display-only field when using the Purchase Order Payment option.
- When you use the Non-Purchase Order Payment option, you need to enter the account number.
- When you save the payable, the system checks each distribution item's expenditure account to see if it falls in any of the ranges from the Account Approval table. An approval record is created for each range that applies.

Paid To Date
Amount paid to date for this purchase order or encumbrance line item. Purchase Order Payment option only.

Amount
Amount of the payment you are applying to the line item. The field works differently depending on the payment type you are using:

- *Non-Purchase Order Payment* - Enter the amount for the line item.
- *Purchase Order Payment* - The system uses the Auto Display field to determine whether an amount defaults in this field. If the Auto Display field is selected, then the system defaults an amount. If the Auto Display checkbox is blank, you need to enter the amount.

Some added considerations for this field are as follows:

- To adjust the discount and tax rates for a purchase order payment line item amount, use the Discount item. For details, refer to the Discount Information Page (page 336).
- If the system applies a discount to a purchase order payment, you can only update the Amount field by using the Discount item. The system uses the payable's vendor to determine whether a discount applies.

- To apply discount and/or tax rates for a non-purchase order payment line item amount, click **Discount**. Again, refer to the Discount Information Page (page 336).

- If the Payment Type field is F - Final, the amount you enter pays off the line item, whether or not you enter an amount covering the item's balance.

- If the Pay Prior To Receive field in the Fund Accounting Profile is set to W - Warning or F - Fatal, a message appears if you try to make final payment for an item that is not fully received.

  If you have the required security resource, you can use the Quantity item to display the Quantities Received page and enter receipt of the PO item. For details, refer to the Quantities Received Page (page 339).

- When you save the payable, the system checks each distribution line item's amount to see whether it falls within the amount range for each required approval level from the payable's approval group. Approval records are created accordingly. [Decimal/12,2]

Project
Code for the project where the payment's expense is distributed, if you use project accounting. [Character/8]

Account
Account code for the project budget account where the item's expense is distributed, if you use project accounting. This field is display-only if you are using the Purchase Order Payment option. [Chraracter/8]

1099
Code for the type of 1099 payment associated with this line item.

Select:

M - 1099-Misc - Rents, royalties, other income, fishing boat proceeds, medical/health care payments, non-employee compensation, substitute payments, crop insurance proceeds, and attorney fees.

G - 1099-G - Unemployment compensation, state/local income tax, qualified state tuition earnings, taxable grants, and agriculture payments.

I - 1099-Int - Interest income, early withdrawal penalty, interest on US savings bonds and treasury obligations, investment expenses, and foreign tax paid.

N - No 1099 - Payments are not reported as 1099 income.

Description
Description of the line item payment. Use of this field enables you to easily identify transactions on reports, and the description prints on the remittance voucher.

When you use the Purchase Order Payment option, the system defaults the description from the PO or encumbrance line item. [Character/25]

Balance
Current balance amount for this line item. Purchase Order Payment option only.

Void Checks

Use this option to void checks against which you canceled payment. You can void a current year check that was recorded either manually or through a vendor check run. Charges from the voided check are automatically reversed.

- The expenditure amount is reduced for the appropriate Expenditure Ledger account, and, if an encumbrance is involved, the encumbrance amount is also increased for the appropriate Expenditure Ledger account.
- If project expenditures are involved, the same entries are made on the Project Ledger as on the Expenditure Ledger.
- If the transaction was a final payment for an encumbrance, the system resets the encumbrance's payment balance so that the remaining balance is no longer zero.

You can also void a check from a prior year. In this case, you can update the current year fund balance for the associated General Ledger account or the current year expenditures for the appropriate Expenditure Ledger account. When you void a prior year check, no encumbrance adjustments are made.

Menu Path: ⚄ Fund Accounting > Entry & Processing > Vendor Checks > Void Checks

System Processing

Following is a summary of the system processing that occurs when you void a vendor check and information on how to verify the void check transaction:

Ledger Transactions

- General Ledger transactions are as follows:

Debit	Cash Account
Credit	Expenditure Control Account

- Additionally, if an encumbrance is involved:

Debit	Encumbrance Control Account
Credit	Reserve for Encumbrance Account

- Expenditure and Project Ledger accounts have their expense amounts reduced. If an encumbrance is involved, the encumbrance amounts are increased for the appropriate Expenditure and Project Ledger accounts.
- A Transaction Ledger record is created with a transaction code of 20. You can review the transaction record by selecting ⚄ Fund Accounting > Entry & Processing > Detailed Displays > Transactions.
- The original AP or manual check record has its Cleared field set to Y - Cleared. The transaction record's Clear Date field is updated with the system date when the check was voided.

Vendor List Updates

- If you select the Update Vendor 1099 Field checkbox in the Void Check page, the system decreases the appropriate 1099 field amount in the Vendor List.
- If you select the Update Vendor FTD Field checkbox in the Void Check page, the system decreases the appropriate vendor record's fiscal year-to-date payment amount.

Transaction Verification

- You can verify void payment entries by running the Check Register from the Accounts Payable Reports menu. Refer to the Generating Accounts Payable Reports (page 543).

- If you void a manual check, you can also use the Manual Check Activity report from the Daily Transaction Listings Reports menu to verify information. Refer to the Daily Transaction Listings (page 572).

Procedure

Voiding a vendor check

1. Select ![icon] Fund Accounting > Entry & Processing > Vendor Checks > Void Checks to display the Void Check page.

   If you need to change the fiscal year period and/or transaction date, click **Set Period**. For details, refer to Resetting Periods (page 143).

2. In the Disbursement Fund Number field, enter the code for the disbursement fund associated with the check you are voiding.

3. In the Check Number field, enter the number of the check being voided.

4. In the Fiscal Year field, enter the check's fiscal year. You may accept the current year, which displays by default, or select another year.

5. Use the Update Vendor 1099 Field and Update Vendor FTD Field checkboxes to determine whether the system should update the indicated data in the associated vendor record.

   - Select the field for the vendor information you want updated when you void the check.

   - Leave the field blank for the vendor information you do not want updated when you void the check.

6. Click ![icon] (OK). The system displays the check's date, vendor, and amount.

7. Review the check information to be certain you want to void the check, and then click **Continue**.

   - If the check was entered in the current fiscal year, the system voids the check and updates the appropriate ledgers.

   - If the check was entered in a prior year, a dialog displays giving the option to update either the current fund balance or the current year ledger. Proceed to Step 8.

   > **Important**
   >
   > This display does not appear if you are working in the 13th period of the prior year. If you want to access the above display for a prior year void check, make sure you are working within a current fiscal year period.

8. To void a prior year check, choose how you want the system to update your current year ledger records:

   Click **Fund Balance** if you want the system to update the fund balance for the associated General Ledger account.

   or

   Click **Current Year Ledgers** if you want the system to update the for the appropriate Expenditure, Revenue or General Ledger account.

   After you make your choice, the system voids the check and updates the ledger record indicated.

Post Cleared Vendor Checks

Use this option to record vendor checks that have been cleared by the bank. This option clears vendor checks based on selection criteria you enter in the Post Cleared Vendor Checks page.

- Using your criteria, the system updates the Transaction Ledger's Cleared field for each check record you select.

- Once marked cleared in the system, a vendor check cannot be voided.

- To verify that the correct checks cleared, you can run the Outstanding Checks report at ![icon] Fund Accounting > Reports > Accounts Payable Reports > Outstanding Checks Report. The report allows you to limit print results based on whether a check was cleared. For details, refer to the Generating Accounts Payable Reports (page 543).

- If you receive a data file from your bank for the checks you issued, you can use the Reconcile Checks from File option. This option clears vendor checks by reading the bank data file and looking for records with a Clear Date. For details, refer to Reconcile Checks from File (page 462).

Menu Path: ![icon] Fund Accounting > Entry & Processing > Vendor Checks > Post Cleared Vendor Checks

Procedure

Recording cleared vendor checks using selection criteria

1. Select ![icon] Fund Accounting > Entry & Processing > Vendor Checks > Post Cleared Vendor Checks to display the Post Cleared Vendor Checks page.

2. Complete the fields in the Posting Criteria section. Refer to the Fields section below.

3. Click ![icon] (OK) to initiate system processing. The system searches the Transaction Ledger for vendor check records matching your criteria.

   When it completes the search, the system displays a confirmation dialog showing the number of checks selected and the total dollar amount of those checks in the Post Cleared Vendor Checks page's Posting Results section.

4. Review the information for the selected check records. To continue with the check-clearing procedure, click **Yes** in the Confirmation.

   - If you are clearing a single check, the system updates the check's transaction record and returns you to the Post Cleared Vendor Checks page.

   - If you are clearing a range of checks, proceed to Step 5.

5. The system displays the Post Cleared Vendor Checks listing page, which shows all the vendor check records you selected.

   A checkbox displays next to each selected vendor check:

   - Leave the checkbox selected for each vendor check you want to clear.

   - If you do not want to clear one of the selected records, clear the checkbox.

6. When you finish selecting the records to clear, click ![icon] (OK). A standard Print page displays so you can define print settings for the AP Post Cleared Checks Log.

7. Select the report destination and define additional print settings as needed. The default file name for the report is *chkprclg.rpt.*

8. When you finish defining print settings, click **OK**. A second Print page displays so you can select a destination for the error log.

9. Select the report destination and define additional print settings for the error log. The default file name is *chkerrlg.rpt.*

10. Click **OK** to prompt the system to clear the checks and generate the reports. The error log only prints if one of the selected checks is not cleared.

Fields

Posting Criteria

Start Check Number
> Check number. For a single check, enter that check only. For multiple checks, enter the starting number for the range that ends in the End Check Number field.

End Check Number
> Ending number for check range. After entering a starting point number in the Start Check Number field, enter the ending point number in this field. If there was only one check, leave this field blank.

Disbursement Fund
> Cash fund used for the checks you are clearing.

Fiscal Year
> Year when the checks were issued.

Date Cleared
> Clear date for the system to use when it updates the selected transaction records.

Sample AP Post Cleared Check Log

```
POWERSCHOOL                                                              PAGE NUMBER:    1
DATE: MM/DD/YYYY                          YOUR ORGANIZATION'S NAME        ACCTPA41
TIME: HH:MM:SS                              OUTSTANDING CHECKS            ACCOUNTING PERIOD: PP/YY
                                         AP POST CLEARED CHECKS LOG


FUND:  10       GENERAL FUND

                                 VENDOR
    CHECK NO          AMOUNT     NUMBER       VENDOR NAME

    2002               29.00     39           COMPUTER WORLD
    2003              100.00     01           MARK ADLER


      TOTAL:          129.00

          2 CHECKS CLEARED
          0 CHECKS IN ERROR
```

Unclear Vendor Checks

Use this option to unclear vendor checks that were cleared in error. You can unclear one check or a range of checks. For the selected records, the system updates the associated Transaction Ledger records, changing each check from cleared to outstanding and removing the date cleared.

Menu Path: ![icon] Fund Accounting > Entry & Processing > Vendor Checks > Unclear Vendor Checks

Procedure

Uncleared vendor checks

1. Select ![icon] Fund Accounting > Entry & Processing > Vendor Checks > Unclear Vendor Checks to display the Unclear Vendor Checks page.

2. Complete the fields in the Reopen Check Criteria section. Refer to the Fields section below.

3. Click ![icon] (OK) to initiate system processing. A Confirmation dialog displays.

4. Click **Yes** to continue. The system searches the Transaction Ledger for checks matching your criteria.

   After the search, a confirmation window displays. In the Unclear Vendor Checks page's Redisplay Check Results section, the number of checks selected displays along with the total dollar amount of the checks.

5. Review the information for the selected check records. To proceed, click **Yes** in the confirmation.

6. The system displays the Post Cleared Vendor Checks listing page, which shows all the vendor check records you selected. A checkbox displays next to each selected vendor check:

   - Leave the box selected for each vendor check you want to unclear.

   - If you do not want to unclear one of the selected records, clear the box.

7. Click ![icon] (OK) to display a standard Print window.

8. Enter your settings for generating the AP Uncleared Checks Log. The log's default file name is *chkprclg.rpt*.

9. Click **OK**. Another Print window displays.

10. Enter your settings for generating the error log. The log's default file name is *chkerrlg.rpt*.

11. Click **OK** to unclear the checks and generate the reports. The error log only prints if one or more checks is not uncleared.

Fields

Reopen Check Criteria

Start Check Number
Check number. Use this field to determine the starting point of which checks you wish to unclear.

Stop Check Number
Check Number. Use this field to determine the stopping point of which checks you wish to unclear.

Disbursement Fund
Cash fund used for the checks you want to unclear.

Fiscal Year
Fiscal year associated with the checks you want to unclear.

Sample AP Uncleared Checks Log

```
POWERSCHOOL                                                                    PAGE NUMBER:    1
DATE: DD/MM/YYYY                              YOUR ORGANIZATION'S NAME          ACCTPA41
TIME: HH:MM:SS                                   OUTSTANDING CHECKS            ACCOUNTING PERIOD: PP/YY
                                              AP UNCLEARED CHECKS LOG
FUND:  10        GENERAL FUND
                                     VENDOR
     CHECK NO          AMOUNT        NUMBER       VENDOR NAME
     2002              29.00         39           COMPUTER WORLD
        TOTAL:         29.00
                  1 CHECKS UNCLEARED
                  1 CHECKS IN ERROR
```

Sample AP Uncleared Checks Log - Errors

```
POWERSCHOOL                                                                    PAGE NUMBER:    1
DATE: MM/DD/YYYY                              YOUR ORGANIZATION'S NAME          ACCTPA41
TIME: HH:MM:SS                                   OUTSTANDING CHECKS            ACCOUNTING PERIOD: PP/YY
                                              AP UNCLEARED CHECKS LOG
FUND:  10        GENERAL FUND
     CHECK NO                        REASON NOT UPDATED
     2001                            CHECK NOT PREVIOUSLY CLEARED
                  1 CHECKS UNCLEARED
                  1 CHECKS IN ERROR
```

Send EFT Email Notifications

Use this option to send or re-send email notifications to vendors to confirm that their Electronic Funds Transfer (EFT) have been processed.

For details on EFT email notifications, refer to Email Notifications in Electronic Funds Transfer (page 407).

Menu Path: Fund Accounting > Entry & Processing > Vendor Checks > Send EFT Email Notifications

Page Sections

The Send EFT Email Notifications includes the following sections:

Selection Criteria	Enables you to enter selection criteria identifying the vendors receiving the emails.
Voucher Format	Enables you to select the format of the report that will be attached to the email notification. The attachment is not a copy of the voucher. It is a report showing the payment information.
Email Header Information	Enables you to enter information for the header of the emails being sent, including your email address and subject line.
Email Body	Enables you to enter a message to include in the body of the emails being sent.

Procedure

1. Select Fund Accounting > Entry & Processing > Vendor Checks > Send EFT Email Notifications to display the Send EFT Email Notifications page.

2. In the Selection Criteria section, use the following fields to identify the vendor receiving the emails. You must enter a Voucher Date.

Voucher Number	Number of the original voucher. To enter multiple numbers, use the pipe symbol, for example, V1624|V1631|V1648.
Voucher Date	Check date of the original vouchers, in MM/DD/YYYY format. Use the colon symbol to reference a range of dates, for example 08/01/2017:08/31/2017.
Vendor Number	Number identifying the vendor. Use (Lookup) to select a vendor. To specify multiple vendors, use the pipe symbol between the vendor numbers, for example, 18420|35992|28716.
Alternate Vendor	Number identifying the alternate vendor.
Disbursement Fund	The disbursement fund for the vouchers. To enter multiple disbursement funds, use the pipe symbol, for example, 10|20|30.

3. In the Voucher Format section, select the Format of Detail Line to use on the report attached to the email notification sent to the vendor: D-Detail or S -Summary. The attachment is not copy of the voucher but a report showing the payment information. This field defaults the value from the Fund Accounting Profile, which you may change.

4. In the Email Header Information section, complete the following fields:

EFT Description	The EFT bank file description as defined in your EFT Destination Table.
Email Sender Address	Email address being used to send the EFT notifications to the vendors. This address defaults from the EFT Destination Table for the EFT Description you selected. You may enter a different address, if needed.
Email Subject	Text for the Subject line of the email. This also defaults from the EFT Destination Table for the EFT Description you selected. You may enter different text if needed. [Character/50]
Blind Copy Address	Email address hidden from recipients for sending copies of the EFT email notifications. This also defaults from the EFT Destination Table for the EFT Description you selected. You may enter a different address, if needed.

5. In the Email Body section, the standard message body displays from the EFT Destination Table based on the EFT Description you selected. You may enter a different message, if needed.

6. Click (OK).

7. In the Print page, select your print destination to create a copy of the vouchers that the email notifications are being sent for. These vouchers will not be sent to the vendors, only a report showing the payment information.

8. Click (OK) to send the EFT email notification to the vendors.

Reconcile Checks from File

Use this option to clear vendor checks using a system process that reconciles Transaction Ledger records against the data file provided by your bank. This option uses the accounts payable bank file format, set up in the Payroll reference tables, which identifies the bank you use for accounts payable checks and tells the system where to look for information in the bank's data file, such as check numbers, amounts, and cleared dates.

During processing, the system compares check numbers from Fund Accounting's Transaction Ledger against those in the bank file. If a check number matches, the check's transaction record is marked as cleared. Differences in amounts are noted in the A/P Check Reconciliation report. The report's default file name is *reconcile.rpt*.

For information on bank file formats and how they affect check reconciliation, refer to Bank Transmission File Format Table (page 120).

Menu Path: Fund Accounting > Entry & Processing > Vendor Checks > Reconcile Checks from File

Action Bar Item

The Reconcile Checks page's Action Bar displays the following item:

Maintain Information	Displays the Check Reconciliation File Format page, which allows you to maintain existing file formats or add a new one. For details, refer to Check Reconciliation File Format Table (page 133).

Fields

Bank Format
> Code referencing the Bank File Format record identifying the bank that handles your accounts payable checks. The Bank File Format record contains the formatting requirements the system uses to read the bank's data file and reconcile against your check records.

Disbursement Fund
> Cash disbursement fund associated with the checks you are clearing.

Data File Name
> Name and server location of the bank data file. The default name is *recon.dat*, which must be changed if the name of the bank's file is different. If the file is not stored in the default location and you are unsure of the correct directory path, contact your Fund Accounting system administrator.

Exceptions Only
> Checkbox indicating whether you want to access all checks or only those identified as exceptions. Select the box to access exceptions. Otherwise, leave the field blank.

Sample A/P Check Reconciliation Report

```
POWERSCHOOL                                                                    PAGE NUMBER: 1
DATE: MM/DD/YYYY                                                                CHKRECON
TIME: HH:MM:SS                        PAYROLL CHECK RECONCILIATION REPORT

ACCOUNT NUMBER     CLEAR DATE      CLEAR AMOUNT CHECK NUMBER    ISSUE AMOUNT    AMOUNT DIFFERENCE    RECONCILED

4950037267         MM/DD/YYYY       $100.00  43530             $100.00                              RECONCILED
4950037267         MM/DD/YYYY       $300.00  43504             $300.00                              RECONCILED
4950037267         MM/DD/YYYY       $150.00  43443             $150.00                              RECONCILED
4950037267         MM/DD/YYYY       $600.00  43435             $750.00         $150.00              RECONCILED
4950037267         MM/DD/YYYY       $100.00  43413             $100.00                              ALREADY CLEARED

NUMBER OF CHECKS RECONCILED    :        4          AMOUNT:       $1150.00
NUMBER OF CHECKS NOT RECONCILED :       0          AMOUNT:          $.00
NUMBER OF CHECKS VOIDED        :        0          AMOUNT:          $.00
NUMBER OF CHECKS ALREADY CLEARED:       1          AMOUNT:        $100.00
NUMBER OF CHECKS DOES NOT EXIST :       0          AMOUNT:          $.00
TOTAL NUMBER OF CHECKS         :        5          AMOUNT:       $1250.00
```

EFT Prenotes

This option allows you to create an ACH file containing prenote data for all EFT vendors in your database with a prenote transaction code. That way, you are able to verify vendor bank account information separately from processing a vendor check run. The system prompts you to select the format template to apply to the ACH file.

This is especially useful in the following circumstances:

- When you first set up your EFT vendors with prenote transaction codes in the Vendor List. The EFT Prenotes option lets you create prenote information for your bank without having to wait until there is a vendor check run to process.

- When you add a new EFT vendor with a prenote transaction code to the Vendor List. Again, this option gives you the chance to create prenote information for your bank, providing sufficient time to verify the vendor's bank data before an actual EFT payment is made.

Menu Path: 👥 Fund Accounting > Entry & Processing > Vendor Checks > EFT Prenotes

Prenote Transactions

Based on Vendor List setup, you can generate prenote data for verifying a vendor's deposit information using the EFT Prenotes option. The data is included in an ACH file with a transaction code indicating you are not making an actual payment but are instead performing a test.

The following Vendor List Trans Codes designate the vendor for a prenote transaction:

34 - 1st Savings Prenote - Creates first savings account prenote when prenote data is generated.
33 - 2nd Savings Prenote - Creates final savings account prenote when prenote data is generated.
24 - 1st Checking Prenote - Creates first checking account prenote when prenote data is generated.
23 - 2nd Checking Prenote - Creates final checking account prenote when prenote data is generated.

You cannot generate an EFT payment for a vendor until the Trans Code is 22 - Checking Credit or 32 - Savings Credit. Vendors with prenote codes are automatically included in the ACH file generated by the EFT Prenotes option or from a check run with a Payment Type of A - All or E - EFT Only.

When prenote data is created for a vendor with a transaction code of 34 or 24, the system moves the vendor to the next transaction code of 33 or 23, as appropriate. This means prenote information must be created and sent to your bank one more time before the vendor can have EFT payments processed.

When prenote data is created for a vendor with a transaction code of 33 or 23, the system moves the vendor to transaction code 32 or 22, as appropriate. Future payables for the vendor may then be processed as EFT transactions.

> **Caution**
>
> Remember, the vendor's transaction code is automatically updated when you generate prenote data for that vendor. EFT payments can be made to the vendor as soon as the transaction code is either 22 or 32.
>
> Therefore, make sure you leave adequate time between creating final prenote data for a vendor and processing payments to the vendor in an AP check run. That way, you have a chance to verify the vendor's information with the bank handling your EFT payments.

Procedure

Generating prenote data for your vendors

1. Use the Fund Accounting Reference Tables' Vendor List option to confirm which vendors in your database have prenote transaction codes (23, 24, 33, and 34).

   Refer to the Trans Code field in the Vendor Information page's EFT/ACH tab.

2. Select ![icon] Fund Accounting > Entry & Processing > Vendor Checks > EFT Prenotes to display the EFT/ACH Prenotes page.

3. Select the Child Support Prenote checkbox if the funds transfer is for a child support payment.

4. In the EFT Description field, select the file format template your bank requires for the Automated Clearing House (ACH) file.

   When you select a format, data displays in the Bank Description Name and EFT File Format fields based on entries in the EFT Destination table.

4. In the Date Entries to be Posted field, enter the transaction date to include in the ACH file.

5. In the File Creation Date field, enter the date to apply to the header record of the ACH file to indicate when the file was created.

6. Click ![icon] (OK).

7. In the Print window, enter settings for generating the ACH file. Make note of the file name and server directory you use for storing the file. The system's default file name is *eftprenotes.tpe*.

8. Click **OK** to generate the ACH file. The file is stored on your application server in the directory you defined in the Print page. Your site is then responsible for sending the file to the bank.

9. In the next Print window, define the printing parameters for the EFT report, and then click **OK**.

   - The default file name for the report is *eftprenotes.rpt*. To avoid overwriting previous reports, you should change the default file name.

   - For samples of this report and the ACH file, refer to the Printing Vendor Checks (page 410).

Bank Transmission File

Use this option to create files for sending accounts payable check data to your bank after the checks are issued.

Menu Path: Fund Accounting > Entry & Processing > Vendor Checks > Bank Transmission File

Prerequisites

Before using the Bank Transmission File option, you must set up records in the following tables:

Bank Account Information table in Fund Accounting associates accounts payable checks with bank account numbers. The system recognizes this relationship by matching Fund/Account combinations in the table with those assigned to your accounts payable checks. For details, refer to Bank Account Information Table (page 116).

User Defined table in Human Resources enables you to set up a check status translation table so the system can differentiate issued from void checks. You must create this table before using the Bank Transmission File Format option. For details, refer to the Bank Transmission File Format Page (page 127).

Bank Transmission File Format table in Fund Accounting defines the format for transmitting accounts payable check records, as specified by your bank. When you run the Bank File Transmission option, the system uses these records to convert your check data to the format required by your bank. For details, refer to Bank Transmission File Format Page (page 127).

Procedure

Creating a Bank Transmission file

1. Select Fund Accounting > Entry & Processing > Vendor Checks > Bank Transmission File to display the Bank Transmission File page.

2. Complete the following fields:

Layout Code	Select a code from the Bank File Format Transmission table for formatting the check records in the data file. Use the code set up for the bank where you are sending the file. Make sure the code begins with A for Accounts Payable.
File Name	Assign a name to the file. For accounts payable checks, the default file name is *apchecks.tpe*. If you are generating more than one transmission file, you must use a unique name to avoid overwriting a previous file.
Bank Account Number	Identify the checking account. The selections in the drop-down list are from the Bank Account Information table. These records tie checking account numbers to Fund/Cash Account combinations from your accounts payable check records.

3. In the Zero Void Amount checkbox, select the box to show void checks with zero amounts. Otherwise, the checks show the amounts voided.

4. Enter criteria in the following fields to identify the issued checks to include in the transmission file:

Check Date	Selects checks by issue dates.
Check Number	Selects checks by their check numbers.

   - To specify a range of checks, use query symbols. For example, >08152017 identifies all checks issued after August 15, 2017, while 10001:11000 matches check numbers 10001 through 11000.

   - To select checks solely by dates or numbers, complete the desired field, and leave the other field blank. If both fields are blank, the system selects all checks in your database that are tied to the bank account specified in the Bank Account Number field.

5. Enter criteria in the following fields to identify the void checks to include in your transmission file:

Void Date	Selects void checks by their void dates. Leave the field blank to select void checks without limiting based on date.
Void Check Number	Selects void checks by their check numbers. Leave the field blank to select records without limiting based on check number.

   You may use query symbols in either field to select a range of checks. Refer to Step 5 for examples.

6. Click 🌐 (OK) to display the first of two Print windows.

7. In the first Print window, you may accept or change the displayed directory path and file name.
   - The file name is either the system default or the name you entered in Step 2.
   - Make note of the directory where you are saving the file. Your site is responsible for sending the data to your bank.

8. Click **OK** to generate the file.

9. In the second Print window, enter settings for generating a report on the checks in your file. The default file name for the report is *apcheck.rpt*. If you are storing the report, you may accept or change the default.

10. Click **OK** to generate the report.

11. Review the report, which lists each check in the file as well as the total number of checks and their total amount. If the checks included are correct, send or transmit the file per your bank's instructions.

    Keep in mind that you can re-run the Bank Transmission File option as many times a needed. To avoid sending duplicate check information, save the reports for comparison against future files.

Sample Accounts Payable Checks Issued Report

```
MM/DD/YYYY                                    YOUR ORGANIZATION'S NAME                                      PAGE 1
ACCOUNTING PERIOD:  PP/YY                        BANK TRANSMISSION FILE
                                              ACCOUNTS PAYABLE CHECKS ISSUED

BANK ACCOUNT NUMBER: 200114921776

CHECK NUMBER   PAYEE NAME                         CHECK DATE   CHECK AMOUNT   CHECK STATUS   VOID DATE
------------   --------------------------------   ----------   ------------   ------------   ----------
15601          H SCHNEIDER & SONS                 MM/DD/YYYY       1380.00
15602          STANLEY CLEANERS                   MM/DD/YYYY        729.35
15603          OFFICE XPRESS                      MM/DD/YYYY        247.53
15604          BARRY W PORTOFF ESQ                MM/DD/YYYY        375.00
15605          EVERGREEN LANDSCAPING              MM/DD/YYYY       2936.00
15606          KNIGHT PUBLISHING CO               MM/DD/YYYY        756.81   VOID           MM/DD/YYYY
15607          AIR SPECIALISTS INC                MM/DD/YYYY       4245.08
15608          B & L PROVISIONS                   MM/DD/YYYY        269.90
15609          STOUDT LIGHTING SUPPLY             MM/DD/YYYY       1155.68
15610          ACTION OIL & COAL                  MM/DD/YYYY       2589.20
15611          KNIGHT PUBLISHING CO               MM/DD/YYYY        765.81
15612          DESKTOP COMPUTERS                  MM/DD/YYYY       2225.74
15613          VALLEY TIMES-CHRONICLE             MM/DD/YYYY        119.20
15614          CUMMINGS & ORMAI                   MM/DD/YYYY        300.00
15615          SPEEDY AUTO PARTS                  MM/DD/YYYY         67.42
15616          JONATHAN J ROBERTS                 MM/DD/YYYY        283.20
15617          PYRAMID CARPENTRY                  MM/DD/YYYY       1180.00
15618          COLEMAN PAPER MILLS                MM/DD/YYYY        784.09

     17 ISSUED CHECK(S):          17653.20
      1 VOID CHECK(S):              765.81
```

8: Receipts

The options on the Receipts menu let you add records for revenue that is received. You also can enter receivables, that is, records for anticipated revenue. When you receive the revenue, you can reference the receivable. The system then updates the appropriate Revenue and Project Ledger accounts and creates balancing entries in the General Ledger.

Preview

Receipts Menu

The Receipts menu has options for entering receipts and receivables both online and in batch. With online entry, the system immediately posts the record to Fund Accounting and updates the appropriate ledgers. With batch entry, the system saves the record to a file where it can be reviewed and posted later.

Menu Path: Fund Accounting > Entry & Processing > Receipts

Menu Options

The Receipts menu includes the following options:

Post Receipts	Enables you to post receipts to Fund Accounting. You can associate the receipt with a receivable record, if applicable.
Batch Receipts	Enables you to add receipts to a batch file, which you can review and edit before posting the records to Fund Accounting.
Post Receivables	Enables you to post receivables to Fund Accounting. A receivable record describes anticipated revenue, such as taxes and fees. When you receive the money and enter the receipt record, you can reference the appropriate receivable.
Batch Receivables	Enables you to add receivables to a batch file, which you can review and edit prior to posting.

Important

If you need to track anticipated revenue as receivables, refer to the following sections before using the Post Receipts and Batch Receipts options: Post Receivables (page 493) and Batch Receivables (page 499) sections

Post Receipts

Use this option to add and change receipts. When you enter a receipt, you can do so with or without referencing an existing receivable record.

Menu Path: Fund Accounting > Entry & Processing > Receipts > Post Receipts

System Processing

When you post a receipt record, the system generates the following ledger transactions:

- The system updates the budget balance in the appropriate Revenue Ledger account and if a receivable was referenced, then the receivable balance is updated.
- The same entries are made in the Project Ledger if you include a project budget account in the receipt record.
- For a positive transaction amount, General Ledger balance sheet account transactions are processed as follows:

Debit	Cash account
Credit	GL Asset account, if a receivable was entered, or Revenue Control account, if a receivable was not entered.

- For a negative transaction amount, General Ledger balance sheet account transactions are processed as follows:

Debit	GL Asset account, if a receivable was entered, or Revenue Control account, if a receivable was not entered.
Credit	Cash account

- The receipt record is added to the Transaction Ledger with a Transaction Code of 24 - Post Receipts. You can track the record using the Transactions option (Fund Accounting > Entry & Processing > Detailed Displays > Transactions).

Preview

Posting Receipts

Receipt records include the following information:

Receipt Number	Revenue Ledger Account	Control Number
Reference Receivable	Project Ledger Account	Receipt Amount
Transaction Description		

In entering receipt transactions, you can group selected receipts as bank deposits. This function enables you to reconcile your bank statements using the Bank Account Reconciliation option.

Menu Path: Fund Accounting > Entry & Processing > Receipts > Post Receipts

Action Bar Items

The Post Receipts page's Action Bar displays the following items:

Set Period	Displays the Reset Period page for changing the fiscal year, period, or transaction date. For details, refer to Resetting Periods (page 143) .
Deposits	Displays the Receipt Deposits page, where you can designate selected receipts as deposits. For details, refer to Creating Bank Deposits (page 473).

Fields

If you are entering a receipt that references a receivable, the accounting distributions in the *Budget Unit*, Account, *Project*, Account, and Payer Number default from the receivable record and cannot be changed. If the receipt does not reference a receivable, enter the appropriate values in these fields. Field names enclosed in asterisks (*) are defined in the Fund Accounting Profile and may be different on your screen.

Receivable Number
Reference number, identifying the receivable record associated with this receipt. If the receipt is not related to a receivable, you may accept the field's 0 default. [Character/8]

GL Asset Account
General Ledger balance sheet account used to record the receipt. The system defaults the account from the receivable identified in the Receivable Number field. If the receipt is not related to a receivable, the field is blank.

Deposit Number
Code for grouping receipts as a bank deposit. If you are not creating a deposit, leave the field blank. [Character/10]

You can override the deposit number in the Deposit Information page by assigning a different number when you set up the deposit. After you post the receipt, the deposit number displays in the Warrant Number field of the Detailed Displays option's Transactions Detail page. For details, refer to Creating Bank Deposits (page 473).

Deposit Date
Date to assign to the deposit. If you are not creating a deposit, leave the field blank.

If needed, you can override your entry by assigning a different date in the Deposit Information page. The deposit date displays in the Invoice Date field of the Detailed Displays option's Transaction Detail page.

Budget Unit
Low organization code for the Revenue Ledger account to update when the receipt is posted. This field's title is defined in the Fund Accounting Profile.

The fund (Level 1 Organization Chart record) tied to the budget unit becomes important for receipts you set up as deposits.

If your Fund Accounting Profile is set up for full expensing, the Full Account Window page will display for entering the budget unit. For the procedure, refer to Full Account Window Page (page 319).

Account
Revenue account for recording the receipt. The budget unit and account combination must exist in the Revenue Ledger.

For receipts you set up as deposits, the system checks the fund in combination with this account code when selecting records in the Bank Account Reconciliation option. The system also checks the receipt's fund in combination with its Cash Account.

Project
Code for the low-level project where the revenue is recorded. This field and the next only apply if you use project accounting. The field's title is defined in the Fund Accounting Profile.

Account
Revenue account where the project revenue is recorded. If used, the project and account combination must exist in the Project Ledger.

Payer Number
Code identifying the source for the receipt.

Cash Account
General Ledger cash account to update when the receipt is posted. The system defaults the cash account established in the Fund Accounting Profile. However, you can change the default if needed.

For receipts you set up as deposits, the system checks the fund in combination with this Cash Account when selecting records in the Bank Account Reconciliation option. The system also checks the receipt's fund in combination with the code you entered in the Account field.

Receipt Number
Unique number identifying the receipt record. [Character/12]

- If you use sequential numbers for receipts, enter the next available number.
- If you post a receipt from a check and you do not use sequential numbering, you can use the check number, unless the check covers other receipts.

Description
Description of the receipt transaction. If you are referencing a receivable, the corresponding description defaults. [Character/25]

Control Number

Number for grouping receipt transactions. Using this number, you can track the receipt in the 👥 Fund Accounting > Entry & Processing > Detailed Displays > Transactions option. The control number can also be used to group receipts for reporting purposes. [Character/8]

Receipt Amount
Monetary amount received in dollars and cents.

Total Entry
Running total of receipts entered in the current session. Display only.

The following display-only fields show amounts when you reference a receivable. Otherwise, the fields remain blank.

Receivable
    Original amount for the receivable you are referencing.

Payments
    Total-to-date receipts already posted for the receivable.

Balance
    Receivable amount still not recorded as revenue.

Creating Bank Deposits

Use the Post Receipts page's Deposits item to set up deposits when recording receipt transactions. You can designate a receipt for deposit by assigning a deposit number and date in the Post Receipts page. After entering one or more receipts in this fashion, you can use the following pages:

Receipt Deposits	Lets you review the receipts designated for deposit. You can then select the desired receipts to include under a deposit and display the Deposit Information page.
Deposit Information	Lets you assign the same deposit number and date to all of the receipts selected in the Receipt Deposits page, thereby grouping them as a single deposit.

Setting up a deposit has two effects:

- The deposit number and date assigned become part of each receipt's transaction record. This enables you to track your deposits in the Detailed Displays option's Transaction Detail page.
- If a deposit's receipts have the appropriate combination of fund and revenue account or cash account, you can access the deposit in the Bank Account Reconciliation page for reconciling your bank statements.

Menu Path: ⚫ Fund Accounting > Entry & Processing > Receipts > Post Receipts >click **Deposits**

Prerequisite

To access deposits in the Bank Account Reconciliation option, you must create records in the Bank Account Information table based on how you enter data for receipts. The Bank Account Reconciliation option selects receipt deposits based on the combination of fund and revenue account or fund and cash account as entered in the Post Receipts page.

If your site uses fund and revenue account for tracking deposits, then the Bank Account Information table will have records chaining fund/revenue account combinations with the appropriate bank account codes. If you track deposits based on fund and cash account, then these codes are tied to bank account codes in the Bank Account Information table. You may use both of these methods.

For details on bank account reconciliation, refer to the Bank Account Information Table (page 116) and Bank Account Reconciliation (page 615).

Procedure

Creating a deposit

1. Select ⚫ Fund Accounting > Entry & Processing > Receipts > Post Receipts.
2. In the Post Receipts page, enter a receipt.

   To enter a receipt as a deposit, you must complete the Deposit Number and Deposit Date fields.

3. Click 🌐 (OK) to post the receipt.
4. Repeat Steps 2-3 for each receipt you want to include.
5. Click **Deposits** to display the Receipt Deposits page.
6. In the Search Criteria section, enter criteria identifying the receipts to list, and then click **Find**.
7. In the Deposit checkboxes, select the boxes for the receipts to include in the deposit. To select all of the boxes, click **Select All** on the Action Bar.
8. Click 🌐 (OK) to display the Deposit Information page.

9.   Complete the following fields, both of which are required:

Deposit Number   Enter a unique code. [Character/10]

Deposit Date   Enter the date you intend to make the deposit. The default is the current transaction date, which you may change as needed.

These entries override the Deposit Number and Deposit Date you assigned to the receipts in the Post Receipts page.

10.   Click 🌐 (OK) to create the deposit.

11.   Click **OK** when processing is complete.

12.   You may create another deposit by repeating Steps 6-11. Otherwise, click 🔴 (Back) to return to the Post Receipts page.

Note

The Post Receipts page's Total Entry field keeps a running total of the receipts entered during the current session. If you post all of the receipts to the same deposit, the value in this field will provide the deposit's total.

Batch Receipts

Use this option to enter receipts into batch files that you can review and later post to Fund Accounting.

Menu Path: ⚫ Fund Accounting > Entry & Processing > Receipts > Batch Receipts

Batch Receipts Pages

The Batch Receipts option uses the following pages:

Batch Receipts	Lists existing receipt batch files. From this page, you can access a batch file, create a new batch, load receipts from an external file, print the Batch Receipt Edit List, and release and post a batch. This page displays when you select the Batch Receipts option.
Post Receipts - Batch Entry	Enables you to add batch receipts to an existing batch or create a new batch file. This page displays when you click the ⊕ (Add New) in the Batch Receipts page.
Batch Receipts - Detail	Enables you to search for and list the receipts in a batch file. You can then access a receipt to review and if needed, update. You can also add new receipts to the batch and delete receipts entered in error. The page's General tab has a Hold field, which determines whether a batch receipt can be posted to Fund Accounting. This page displays when you select a batch file in the Batch Receipts page and click 🟢 (OK).

Preview

Batch Receipts Processing

With the Batch Receipts option, you can:

- Create a new batch file to store receipts for review and future posting.
- Add receipts to a batch, either manually or through the Load External option.
- Review, change, and delete batch receipts as needed.
- Print the Batch Receipt Edit List, which shows the receipts in a batch.
- Release batch receipts from hold so they are eligible for posting.
- Post batch receipts to Fund Accounting.

Menu Path: Fund Accounting > Entry & Processing > Receipts > Batch Receipts

System Processing

Using batch processing offers the following advantages over entering receipts online:

- You can identify data entry errors before the receipts are posted.
- You can better control the way records are grouped for posting and reporting purposes.

When you post batch receipts, the system creates ledger and transaction records in the same way as when you perform online receipt entry. For information on the system processing associated with online and batch receipt entry, refer to Post Receipts (page 469).

Procedural Overview

Following is an overview of the steps for creating, updating, and posting batch receipts. For detailed procedures, refer to the sections referenced below.

Processing batch receipts

1. Select Fund Accounting > Entry & Processing > Receipts > Batch Receipts to display the Batch Receipts page.

2. Click ⊕ (Add New) to display the Post Receipts - Batch Entry page for creating a new batch.

3. To add receipts to the batch following the procedure in Post Receipts - Batch Entry Page (page 482).

4. To review a batch file's receipts, generate the Batch Receipt Edit List. For the procedure on generating the report, refer to the Batch Receipts Page (page 477).

5. To change a receipt, follow the procedure in Batch Receipts - Detail Page (page 484).

6. To prepare batch receipts for posting, you have two options:

   - To release the posting hold for all receipts in a batch file, select the batch in the Batch Receipts page, and then click **Release**. This clears the receipts' Hold checkboxes.

   - To allow only selected receipts in a batch to be posted, access each receipt that is ready for posting, and clear the receipt's Hold field.

   For the procedures for releasing and posting batch receivables, refer to Batch Receivables Page (page 501).

7. If you need to change the fiscal year, period, or transaction date for the receipts you are posting, click **Set Period**. For details, refer to Resetting Periods (page 143).

8. To post a batch, select it in the Batch Receivables page, and then click **Post**. In the dialog that displays, click **Yes** to post the batch. The Batch Receivables Post Results page displays the records that posted, as well as those that did not post because of data conflicts.

Batch Receipts Page

Use this page to view the batch receipt files stored in your database, including their identifying control numbers and the user names of those who created the files. From the Batch Receipts page, you can release and post receipts, display the Post Receipts - Batch Entry page for adding batch files, and access the Batch Receipts - Detail page for updating batch receipts.

The page's Period and Year fields display the code Multiple if a control number contains entries affecting more than one period or year.

Menu Path: ⛏ Fund Accounting > Entry & Processing > Receipts > Batch Receipts

Action Bar Items

The Batch Receipts page's Action Bar displays the following items. Unless otherwise noted, refer to the Procedures section for details on these items.

Set Period	Displays the Reset Period page for changing the year, period, or transaction date. For details, refer to Resetting Periods (page 143).
Release	Releases all receipts in a batch so they can be posted. This item clears the Hold field for each receipt in the batch.
Post	Posts receipts from a selected batch. The system only posts a receipt if its Hold field is blank.
Print Multiple Batches	Displays the Print Receipts Selection page, which lets you generate an edit list that includes more than one batch. For a report on a selected batch file, use 🖨 (Print) on the toolbar.
Load External	Displays the Load External File page, which lets you import batch receipts from external text files.
Deposits	Displays the Receipt Deposits page. For details, refer to Post Receipts (page 469).
Import	Display the Import Batch Receipts page. For details, refer to Import Batch Receipts (page 487).

Batch Receipt Edit List

The Batch Receipt Edit List report, which can be generated from the Batch Receipts page, provides the following information for each receipt in a batch:

- Receipt and batch control numbers.
- Entry date, fiscal year, and period.
- Accounting distribution and receipt amount.
- Payer information and reference receivable number, if applicable.
- System warnings associated with the receipt.

Procedures

For information on creating batch files and adding, importing, and deleting batch receipts, refer to the following sections:

- Post Receipts - Batch Entry Page (page 482)
- Batch Receipts - Detail Page (page 484)
- Import Batch Receipts (page 487)

Generating the Batch Receipt Edit List

1. Select ![icon] Fund Accounting > Entry & Processing > Receipts > Batch Receipts to display the Batch Receipts page.

2. To generate a report on multiple batches, click **Print Multiple Batches** to display the Print Receipts Selection page. Proceed to Step 3.

   or

   To generate a listing for one batch file, select the batch in the Batch Receipts page, and then click ![icon] (Print). Proceed to Step 4.

3. In the Print Receipts Selection page's Control Number field, enter control numbers to identify the batches, and then click ![icon] (OK).

   - To specify individual batches, enter their control numbers separated by the pipe symbol, for example, BATCH1|BATCH2|BATCH3.
   - To include all batch files, leave the field blank.

4. In the Print window, enter your report settings. The report's default file name is *batchrec.rpt*.

5. Click **OK** to generate the report.

Releasing and posting all receipts in a batch

If you only want to release selected receipts, refer to the next procedure.

1. Select ![icon] Fund Accounting > Entry & Processing > Receipts > Batch Receipts to display the Batch Receipts page.

2. Select the batch you want to post, and then click **Release**.

3. Click **Yes** to clear the Hold fields for all receipts in the batch, and then click **OK**.

4. Select the batch that contains the receipts you released, and then click **Post**.

5. Click **Yes** to post the batch's receipts.

   The Batch Receipts Post Results page displays, showing the receipts that posted, as well as those that did not post because of data conflicts.

6. Click ![icon] (OK) to return to the Batch Receipts page.

Releasing selected batch receipts for posting

1. Select ![icon] Fund Accounting > Entry & Processing > Receipts > Batch Receipts to display the Batch Receipts page.

2. Select the batch containing the receipts you want to release, and then click ![icon] (OK).

   The Batch Receipts - Detail page displays for the selected batch.

3. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

4. In the List section, select one of the receipts you want to release for posting, and then click ![icon] (OK).

5. In the detail section, clear the Hold checkbox.

6. In the Continuous checkbox:
    - Leave the box blank if you want to return to the List section and select another receipt for release.
    - Select the box if you want to release the next receipt in the List section.

7. Click ⊙ (OK) to save the change.
8. For the next receipt:
    - Repeat Steps 5-7 if you left the Continuous field blank.
    - Repeat Steps 4-7 if you selected the Continuous field.

9. To post the receipts you released, follow the previous procedure, but skip Steps 2-3.

Deleting a batch file and all its receipts

1. Select 👤 Fund Accounting > Entry & Processing > Receipts > Batch Receipts to display the Batch Receipts page.
2. Select the batch you want to delete.

3. Click 🗑 (Delete).
4. In the Confirmation dialog, click **Yes**.

Loading external files

The Batch Receipts page's Load External item lets you load batch receipts into your database from pipe-delimited, plain-text files stored either on your personal computer or network server.

To use this function, you must make sure the source text file is formatted correctly. Keep in mind that you are loading the data directly into the database table *dreceipt*. Therefore, the text file's field data must be arranged in exactly the same order as the corresponding database table columns.

The system uses the pipe (|) symbols in the text file to determine where one field value ends and the next one begins. Also consider the following:

- In optional fields, you can omit field data from the text file by placing two pipe symbols next to each other in the appropriate position.
- The system provides default values for the following fields if you leave them blank: Hold Flag, Date Entered, Entered By, Fiscal Year, and Period.
- The following fields require data in the text file: Key Organization, Revenue Account, Cash Account, and Receipt Amount.
- You can either define the batch record's Control Number in the text file or in the Load External File page. Control numbers are also required for batch receipts.
- The text file can contain multiple batch receipts, but you cannot have blank lines between records. Provide a hard return at the end of each record.
- For a listing of the database columns and field formats in the *dreceipt* table, refer to the Fund Accounting chapter in your Data Dictionary.

Data is omitted in the following fields:

Receivable Number	Optional if the receipt does not reference an existing receivable.
GL Asset Account	Optional unless referencing an existing receivable.
Project Code	Optional unless you use project accounting for revenue.

Project Account	Optional unless project accounting applies.
Payer Number	Optional if the receipt does not reference a record from the Payer table.
Invoice	Optional if the receipt is not associated with an receipt number.
Hold Flag	Defaults Y, meaning there is a posting hold on the receipt.
Date Entered	Defaults the current system date.
Entered By	Defaults your login ID.
Control Number	Defaults the control number you entered in the Load External File page.
Fiscal Year	Defaults the fiscal year from the Fund Accounting Profile.
Period	Defaults the fiscal period from the Fund Accounting Profile.

The Receipt Description field is also optional, but we recommend you define a description so the transaction can be readily identified in listings and reports.

1. Select ![icon] Fund Accounting > Entry & Processing > Receipts > Batch Receipts to display the Batch Receipts page.
2. Click **Load External** on the Action Bar.
3. In the confirmation dialog, click **Yes**. Note that the dialog provides the following warnings:
   - The field *row_id* cannot be included in the unload file.
   - Dates must be in the format MMDDYY or MMDDYYYY.
4. In the Load External File page, select a radio button to identify where the file is stored:

Client PC (default)	Your personal computer
Server	Your network computer

5. In the File Name field, identify the file by entering its name and directory path.

   To display a page for searching for and selecting the file, click **Browse…**. However, this only applies to files on your personal computer. Example: If a file named *batch.txt* is stored in the Receipt subdirectory of the Accounting menu on your personal computer, you can identify it by entering C:\Account-ing\Receipt\batch.txt.

6. In the Control Number field:
   - To override the number in the external file, enter a number to identify the batch file you are creating. This number is applied to all records in the file.

     If the Control Number field in the external file is blank for any of the records, you must enter a control number. Otherwise, the file cannot be loaded.
   - To use the number stored in the external file, leave the field blank.

7. Click ![icon] (OK) to load the file.
   - If the load is successful, a display indicates the file import is complete. The batch file's control number will appear in the Post Receipts - Batch Entry page's list section, provided the file is for the current year.
   - If the system cannot load the file, a dialog displays indicating the errors that occurred. This dialog may be preceded by another dialog indicating the type of error the system encountered.

Sample Batch Receipt Edit List

```
MM/DD/YY                                YOUR ORGANIZATION'S NAME                              PAGE 1
ACCOUNTING PERIOD:  MM/YY               BATCH RECEIPT EDIT LIST

RECORD CONTROL       ENTERED    *PROJECT*    *BUDGET UNIT*       RECEIVE  GL ACCT  RECEIPT #  DESCRIPTION          RECEIPT AMOUNT
PERIOD NUMBER                   *PROJECT ACC  ACCOUNT  CASH ACCT                              PAYER
1      REC9          MM/DD/YY   5000         1000000000          1        A30125   198        ECIA I                   250,000.00
PP/YY  LMM                      01921        01921    A30101                                  ECIA I
2      REC9          MM/DD/YY   5001         1000000000          2        A30125   199        ECIA II                   12,350.00
PP/YY  LMM                      01922        01922    A30101                                  ECIA II
TOTAL FUND                                                                                                            262,350.00

TOTAL CONTROL NUMBER                                                                                                  262,350.00

TOTAL REPORT                                                                                                          262,350.00
```

Post Receipts - Batch Entry Page

Use this page to create a batch file and add receipts to the batch. The page has three sections, but only the detail section at the bottom is used. This section includes General and Receipt Data tabs, which define the following information for the batch and its receipts:

Control Number	Payer Number	Revenue Ledger Account
Fiscal Year/Period	Receipt Number	Project Ledger Account
Reference Receivable	Receipt Description	Receipt Amount

Menu Path: ⬤ Fund Accounting > Entry & Processing > Receipts > Batch Receipts > click ⊕ (Add New)

Procedure

Creating a new batch file and add receipts to the batch

1. Select ⬤ Fund Accounting > Entry & Processing > Receipts > Batch Receipts to display the Batch Receipts page.

2. Click ⊕ (Add New) to display the Post Receipts - Batch Entry page.

3. In the General and Receipt Data tabs, complete the fields as indicated in the Fields section below.

4. Click ⊚ (OK) to save both the receipt and the batch file:

   - If the Continuous checkbox is selected, you return to the Period/Year fields so you can add the next receipt to the batch. Repeat Steps 3-4.

   - If the Continuous checkbox is blank, you return to the Batch Receipts page.

Fields

Following are descriptions of the fields in the page's General and Receipt Data tabs.

General Tab

Control Number
  Number identifying the batch. Later, you use this number in posting the batch's receipts. [Character/8]

  At any point, you can:

  - Enter a new number to start a new batch. You can continue to use this number to add receipts to the same batch.

  - Enter the number of an existing batch to add receipts to this batch.

Total
  Running total of all the receipts saved to the current batch, as identified by its Control Number. Display only.

Period/Year
  Fiscal period and year to associate with the receipt.

Receivable Number
  Number identifying the receivable tied to the batch receipt. Information from the receivable defaults when you enter a valid receivable number. If the receipt is not tied to a receivable, use the default value, 0.

The following fields only apply if you are creating a bank deposit. For details, refer to Creating Bank Deposits (page 473).

Deposit Number
  Number identifying the deposit.[Character/8]

Deposit Date
>   Date that applies to the deposit.

Receipt Data Tab

GL Asset Account
>   General Ledger balance sheet account where the receivable was recorded. You cannot access this field if the receipt does not reference a receivable.

Budget Unit
>   Low organization code identifying the Revenue Ledger account to update when the receipt is posted. This field's title is defined in the Fund Accounting Profile.

Account
>   Revenue account where the receipt is recorded, as stored in the Revenue Ledger.

Project
>   Code for the low-level project where the revenue is recorded. This field and the next only apply if you use project accounting. The field's title is defined in the Fund Accounting Profile.

Account
>   Revenue account for recording project revenue, as stored in the Project Ledger.

Payer Number
>   Code identifying the source of the receipt.

Cash Account
>   General Ledger cash account to update when the receipt is posted. The system defaults the cash account from the Fund Accounting Profile.

Receipt Number
>   Number identifying the receipt. [Character/30]

Receipt Amount
>   Monetary amount received.

Batch Receipts - Detail Page

Use this page to search for, view, add, and update receipts in a selected batch file. The page includes the following sections:

- Search section for entering criteria to search for receipts in a selected batch.
- List section for displaying data from the receipts found in your search.
- Detail section for updating receipts and adding new receipts to the batch. This section includes two tabs: General and Receipt Data.

Menu Path: 👤 Fund Accounting > Entry & Processing > Receipts > Batch Receipts > select a batch > click 🌐 (OK)

Hold Field

Each batch receipt has a Hold checkbox for determining whether the receipt can be posted. This field is in the General tab of the Batch Receipts - Detail page.

- If the box is selected, the receipt is on hold and cannot be posted.
- If the box is blank, the receipt can be posted.

To determine the status of a receipt, display the receipt in the List section, and then view its Hold Status field.

- If the field is blank, the receipt is not on hold and can be posted.
- If the field displays On Hold, the receipt can only be posted by releasing it first.

There are two ways to clear a batch receipt's Hold field:

- Display the receipt in the Batch Receipts - Detail page, clear the Hold field, and then click 🌐 (OK) to save the change.
- Display the Batch Receipts page, select the batch containing the receipt, click **Release**, then click **Yes** in the confirmation dialog. This clears the Hold fields for all receipts in the batch.

Procedures

Adding a receipt to an existing batch file

1. Select 👤 Fund Accounting > Entry & Processing > Receipts > Batch Receipts to display the Batch Receipts page.
2. Select a batch, and then click 🌐 (OK) to display the Batch Receipts - Detail page.
3. Click ⊕ (Add New) to access the detail section.
4. In the General and Receipt Data tabs, complete the fields as indicated in the Fields section below.
5. Click 🌐 (OK) to save the receipt:
   - If the Continuous checkbox is selected, you return to the Period / Year fields so you can add the next receipt.
   - If the Continuous checkbox is blank, the add process ends.

Updating an existing receipt

1. Select ![icon] Fund Accounting > Entry & Processing > Receipts > Batch Receipts to display the Batch Receipts page.

2. Select the batch containing the receipt, and then click ![icon] (OK).

   The Batch Receipts - Detail page displays for the batch selected.

3. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

4. In the List section, select the receipt you want to update, and then click ![icon] (OK). The record displays in the detail section.

5. Change the receipt's fields as needed.

6. Click ![icon] (OK) to save your changes.

   - If the Continuous checkbox is selected, repeat Steps 5-7 for the next receipt. You return to the list section when you save the last receipt.

   - If the Continuous checkbox is blank, you return to the list section.

Deleting a batch receipt

1. Select ![icon] Fund Accounting > Entry & Processing > Receipts > Batch Receipts to display the Batch Receipts page.

2. Select the batch containing the receipt, and then click ![icon] (OK) .

   The Batch Receipts - Detail page displays for the batch selected.

3. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

4. In the List section, select the receipt you want to delete.

5. Click ![icon] (Delete).

6. In the Confirmation dialog, click **Yes**.

Fields

Following are descriptions of the fields in the page's General and Receipt Data tabs.

General Tab

Entered By
> Login ID of the user who entered the batch. Display only.

Control Number
> Number identifying the batch. You can use the control number to add more receipts to the batch. Later, you use this number in posting the batch's receipts. [Character/8]

Hold
> Checkbox indicating whether the receipt is on hold, in which case, it cannot be posted until it is released.

   - Select the box to change the receipt's status to On Hold.

   - Leave the box blank to allow the receipt to be posted.

Total
> Running total of all the receipts saved to the current batch, as identified by its Control Number. Display only.

Period/Year
>Fiscal period and year to associate with the receipt.

Receivable Number
>Number identifying the receivable tied to the batch receipt. Information from the receivable defaults when you enter a valid receivable number. If the receipt is not tied to a receivable, use the default value, 0.

The following fields only apply if you are creating a bank deposit. For details, refer to Creating Bank Deposits (page 473).

Deposit Number
>Number identifying the deposit.[Character/8]

Deposit Date
>Date that applies to the deposit.

Receipt Data Tab

GL Asset Account
>General Ledger balance sheet account where the receivable was recorded. You cannot access this field if the receipt does not reference a receivable.

Budget Unit
>Low organization code identifying the Revenue Ledger account to update when the receipt is posted. This field's title is defined in the Fund Accounting Profile.

Account
>Revenue account where the receipt is recorded, as stored in the Revenue Ledger.

Project
>Code for the low-level project where the revenue is recorded. This field and the next only apply if you use project accounting. The field's title is defined in the Fund Accounting Profile.

Account
>Revenue account for recording project revenue, as stored in the Project Ledger.

Payer Number
>Code identifying the source of the receipt.

Cash Account
>General Ledger cash account to update when the receipt is posted. The system defaults the cash account from the Fund Accounting Profile.

Receipt Number
>Number identifying the receipt. [Character/30]

Receipt Amount
>Monetary amount received.

Import Batch Receipts

The Import item on the Batch Receipts page enables you to load batch receipts from files stored either on your personal computer or network server into Batch Receipts table(s).

Menu Path: 👤 Fund Accounting > Entry & Processing > Receipts > Batch Receipts

The Import item launches a wizard that will take you step by step through:

- Loading the file.
- Mapping the columns on the file to the fields in the database table.
- Mapping static columns that are required by the Import option, but not defined in the file.
- Saving the mapping that was created to be used for future file imports.
- Generating a list of warnings and/or error messages found during the data validation. These are the same messages a user will receive if manually adding a deduction record.

File Requirements

Your ability to import a file depends on the following:

- The data in the file's fields must comply with the field requirements in Batch Receipt records. For example, if a field requires numeric data and the file in the external contains characters, the system cannot import the file.
- The file must be formatted as XML Spreadsheet 2003, Comma Separated (CSV), Tab-Delimited (TXT), or Pipe-Delimited ("I").
- The extension on the file to be imported must be *.xml, *.exml, *.csv,*.txt, or *.unl.
- You have the appropriate security resource to access the Import item.

Creating Files for Import

Users can create the file to be imported into Batch Receipts in any manner they choose. The easiest way is to use a spreadsheet program. The database tables used to store these batch receipt records are *dreceipt* and *recdeposit*. The file created can contain any of the following fields in any order. Once the file is created, it needs to be saved with the extension of *.xml, *.exml, *.csv, *.txt, or *.unl.

> **Note**
>
> Required fields must be included in the file or entered in the Static Column Value Mapping page of the wizard. Defaults will display on the Static Column Value Mapping page, but may be changed.

- *dreceipt.account* (Account) - **Required**
- *dreceipt.batch* (Control Number) - **Required**
- *dreceipt.description* (Description)
- *dreceipt.enc_no* (Receivable Number) - **Required** - default is 0

  If the Receivable Number is not 0, the software will default data into these *dreceipt* fields from the *recledgr* table when the user imports the batch receipt record:

  - GL Asset Account - *recledger.gl_account (gl_recv - display only)*
  - Budget Code - *recledgr.key_orgn (key_orgn)*
  - Account - *recledgr.account (account)*
  - Project - *recledgr.proj (project)*

- Account - *recledgr.proj_acct (proj_acct)*
- Description - *recledgr.description (description)*
- Payer Number - *recledgr.vend_no (vend_no)*

- *dreceipt.gl_cash* (Cash Account)
- *dreceipt.gl_recv* (GL Asset Account)
- *dreceipt.hold_flg* (Hold)
- *dreceipt.invoice* (Receipt Number) - **Required**
- *dreceipt.key_orgn* (*Budget Unit*) - **Required**
- *dreceipt.period* (Period) - **Required**

  If the period is not in the file, the period will default on the Static Column Mapping page. The default is from the Period field on the Fund Accounting Profile. This field can be modified to another period if necessary.

  If importing multiple receipts spanning multiple periods, then this field should be included in the file, otherwise it can be entered in the Static Column Value Mapping page of the wizard and that value will be used for all receipts.

- *dreceipt.proj_acct* (Project Account)
- *dreceipt.project* (*Project*)
- *dreceipt.vend_no* (Payer Number)
- *dreceipt.trans_amt* (Receipt Amount) - **Required**
- *dreceipt.yr* (Year) - **Required**

  If the year is not in the file, the year will default on the Static Column Mapping page. The default is from the Year field on the Fund Accounting Profile. This field can be modified to a prior year if necessary.

  If importing multiple receipts spanning multiple years, then this field should be included in the file, otherwise it can be entered in the Static Column Value Mapping page of the wizard and that value will be used for all receipts.

- *recdeposit.deposit_date* (Deposit Date)
- *recdeposit.deposit_num* (Deposit Number)

Procedure

Following is the procedure for importing a file into Batch Receipts. At any time in the import wizard, clicking **Next** will advance you to the next page. Clicking **Previous** will take you back to the previous page. Clicking **Cancel** takes you back to the Batch Receipts page.

Importing a File Into Batch Receipts

1. Select Fund Accounting > Entry & Processing > Receipts > Batch Receipts to display the Batch Receipts page.
2. Click **Import** to display the File to Import Data and Selection page.
3. Click **Choose File** or **Browse** in the File to Import field to locate the file you wish to import from your computer or network.
4. Select the desired file, and then click **Open** to have the file appear in the File to Import field.
5. Click **Load** to load the data from the file into the Import File Data section of the File to Import Data and Selection page.

6. In the Import File Data section, select the line that will be used for the Column Titles, and click **Set Column Titles**. The data selected will appear in the column headings of the Import File Data section. If the incorrect line was selected, click **Reset Column Titles** to put the line back into the list section and begin this step again.

7. With the column titles set, select the lines of the file to be imported. This can be done by clicking the first line, then holding the Shift key down and clicking the last line, or you can click each line individually by using the Ctrl key. You can also click **Select All** to select all lines.

8. When all the lines have been selected, click **Next** to display the Define Column Mapping page.

9. In the Define Column Mapping page, select a mapping from the dropdown selection in the Saved Import Mapping field or tab into the Table Field column for the first Import File Column to map the file column to the appropriate field in the database table. The Field Description column will default to a user friendly name and cannot be changed.

10. Once the columns in the file have been mapped to the fields in the database table, click **Next**. The Import Errors page will appear if the data in the file does not meet the requirements of the database table. The Static Column Value Mapping page will only display when there are no errors.

11. In the Static Column Value Mapping page, some required fields from the database table that are not mapped on the Define Column Mapping page will display with defaulted values. Other required fields, where the defaults are processed during the import, will not automatically display in this page. These can be mapped statically by using the **Append Row** button along with non-required fields that are in the database table and not in the file. Values entered in the Static Column Value Mapping page will be used for every line number in the file being imported.

12. Once the static mapping is complete, click **Next** to display the Save Import Mapping page.

13. In the Save Import Mapping page, you can give the mapping a unique identifying name. If you select to make the mapping Public, anyone who can import a file can use the mapping. If you select to make the mapping Restricted, only the owner of the mapping will be able to update the saved mapping.

> **Note**
>
> The ability to add and update an import mapping on the Save Import Mapping page is dependent on security as well as the Restricted field.

14. Once the selections on the Save Import Mapping page have been completed, click **Finish**. This will take you out of the Import wizard.

15. The Import Status page will display if there are any errors or warning messages during data validation when the file is imported. In this page, all errors and warning messages will display. The Line # column represents the line number in the actual file to make it easier to find the data that must be corrected before the import. The Summary Information section will display the number of Errors, Warnings and Successes. If there are no Successes, the Import item will not appear. In the Display Results field, you can choose to display Warnings Only, Errors Only, Warnings/Errors Only and Show All information. You can also print the listing of errors by clicking on the (missing or bad snippet) item (default file name: *importstatus.rpt*). You can choose to import any successes by clicking the **Import** item or choose to correct the file and run through the import process again. To exit without importing any records, click **Back**.

16. If there are no errors with the data validation or if the Import item is selected in the Import Status page, the Confirmation will display.

17. Click **Yes** to import the file. This will generate the final Confirmation.

The batch receipts records will now display in the Batch Receipts page.

Fields

File Import And Data Selection Page

This page allows users to select the file and records to import into Batch Receipts. This also initiates the Import wizard.

File to Import
> The location and name of the file on your personal computer or network server.

Line #
> The number representing the line in the file to be imported.

Column 1 - Column 100
> Represents the column headings for the file to be imported.

Define Column Mapping Page

This page allows users to map the columns in the file to be imported with the fields in the database table.

Saved Import Mapping
> This field lists the mapping you created or mappings set to public. When a saved mapping is selected, the table field mapping defaults into the Column Mapping section of the page.

Import File Column
> Lists the Column Titles set on the File to Import Data Selection page.

Table Field
> Lists the table and field names from the database table. From the list, select the field that you want to map the Import File Column to.

Field Description
> User-friendly name for the value in the Table Field column. Display Only.

Import Errors Page

This page generates a list of errors when the data in the file does not match the requirements of the fields in the database table.

Line #
> The number representing the line in the file to be imported.

Import File Column
> Lists the Column Titles set on the File to Import Data Selection page.

Table Field
> Lists the table and field names from the database table.

Value
> The data in the field that is generating the error.

Error Message
> The error message explaining why the value does not meet the database requirements.

Static Column Mapping Page

This page allows users to statically map required fields in the database table to a value. This value is used for all lines of the file to be imported.

Table Field
> Lists the table and field names from the database table that have not been mapped on the Define Column Mapping page. Required fields will default in this field. Non-required fields can be added by selecting Append Row.

Field Description
>User friendly name for the value in the Table Field column. Display Only.

Value
>The value that will be used for all rows in the file to be imported.

Save Import Mapping Page

This page allows users to save the mapping created in the Define Column Mapping and Static Column Mapping pages.

Mapping Name
>The identifier to be used for the mapping.

Owner
>User that created the mapping. If a user updates the mapping, the user ID, date and time it will display next to this field. Display Only.

Public
>Select this field to allow all users access to the mapping. The mapping will appear in the Saved Import Mapping field of the Define Column Mapping page. Clear the field to only allow the owner to use this mapping.

Restricted
>Select this field to prevent users from updating the mapping if selected in the Saved Import Mapping field of the Define Column Mapping page. Only the Owner will be able to update. Leave blank to allow users to update this saved mapping.

Save Options
>Selection of how the mapping should be saved. Save options are:
>
>*Create new mapping* - requires a unique Mapping Name.
>
>*Update existing mapping* - will update the existing mapping with changes made on the Define Column Mapping page or Static Column Mapping page.
>
>*Do not save mapping* - will not save any changes made to the existing mapping or will not save a new mapping.

Import Status Page

This page allows users to see error and warning messages generated during the data validation of the Import into Batch Receipts.

Number of Errors
>The count of errors found during the data validation that will prevent the data from being imported. Display only.

Number of Warnings
>The count of warnings found during the data validation. Warnings will not prevent the data from being imported. Display only.

Number of Successes
>The count of successes found during the data validation. Display only.

Display Results
>Allows you to decide which records you want to display in the list and on the Import Status Report.
>
>*Show Errors Only* - Oly show the error messages preventing the lines from being imported.
>
>*Show Warnings Only* - Only shows the warning messages.
>
>*Show Errors/Warnings Only (default)* - Shows both the error and warning messages.

Show All - Shows errors, warnings and successes.

Indicator
This column displays the indicators for warnings, errors and successes.

Line #
The number representing the line in the file to be imported.

Status
Displays the error and warning messages during the data validation. Also displays successes if Show All is selected in the Display Results field.

Post Receivables

Use this option to record and maintain records for anticipated revenue (receivables) from specific sources (payers). Receivable amounts are tracked on the General Ledger and Revenue Ledger. When the actual revenue is received, you can reference the appropriate receivable record when you add the receipt using either the Post Receipts or Batch Receipts option.

With the Post Receivables option, you can add your receivable records, make changes to existing records, and view receipt amounts recorded against receivables.

Menu Path: Fund Accounting > Entry & Processing > Receipts > Post Receivables

Post Receivables Pages

The Post Receivables option provides access to three pages:

Post Receivables	Enables you search for and list existing receivable records. You view information for listed records in the page's Receivable Data section. You also begin the procedures for adding and changing receivable records from this page.
Post New Receivable	Enables you to add new receivable records.
Change Receivable	Enables you to update information for an existing receivable.

Preview

Post Receivables Page

Use this page to perform the following actions:

- Search for and list receivable records.

- Review a receivable's Receivable Ledger record.

- Initiate the procedure for adding a new receivable.

- Access and change an existing receivable.

Menu Path: Fund Accounting > Entry & Processing > Receipts > Post Receivables

Procedures

For step-by-step procedures on the following, refer to the sections indicated:

- To add a receivable, click (Add New). For details, refer to Post New Receivable Page (page 495).
- To update a receivable record, complete the procedure below, select the receivable in the List section, and then click (OK). For details, refer to Change Receivable Page (page 497).
- To reset the fiscal year, period, or transaction date, use the Set Period item on the page's Action Bar. For details, refer to Resetting Periods (page 143).

Listing and viewing receivables

1. Select Fund Accounting > Entry & Processing > Receipts > Post Receivables to display the Post Receivables page.

2. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

3. To view details on a receivable, select the receivable in the List section. Its data displays in the section at the bottom of the page.

Post New Receivable Page

Use this page to add receivable records and post their amounts to the appropriate ledgers. The page has fields for identifying the receivable record, entering its accounting information and amount, associating a revenue source (payer) with the receivable, and describing the transaction.

Menu Path: Fund Accounting > Entry & Processing > Receipts > Post Receivables > click (Add New).

System Processing

When you post a receivable record, the system generates the following ledger transactions:

- The system updates the appropriate Revenue Ledger account's budget balance and receivable balance.

- The same entries are made on the Project Ledger if you included a project budget account in the receivable record.

- For a positive transaction amount, General Ledger balance sheet account transactions are as follows:

Debit	GL Asset account
Credit	Revenue Control account

- For a negative transaction amount, General Ledger balance sheet account transactions are as follows:

Debit	Revenue Control account
Credit	GL Asset account

- A record is added to the Receivable Ledger, which you can search for and view in the main Post Receivables page. The Receivable Ledger record keeps track of revenue received against the receivable.

- The receivable record is added to the Transaction Ledger with a Transaction Code of 23 - Add/Change Receivable. You can search for and view the record using the Transactions page.

  For details on how to search for and list Transaction Ledger records, refer to Detailed Displays (page 592).

Procedure

Adding a receivable record

1. Select Fund Accounting > Entry & Processing > Receipts > Post Receivables to display the Post Receivables page.

2. If you need to change the fiscal year, period, or transaction date from the system defaults, click **Set Period**. For details, refer to Resetting Periods (page 143).

3. Click (Add New) to display the Post New Receivable page.

4. In the Receivable Number field, enter a unique code to identify the receivable record.

5. To add notes to the receivable, click (Notes) to display the Add Note page. For details, refer to Add Note Page (page 342).

6. Complete the remaining fields as needed.

7. Click (OK) to save the receivable.
   - If the Continuous checkbox is selected, you return to the Receivable Number field so you can add the next record.
   - If the Continuous checkbox is blank, you return to the Post Receivables page.

Fields

Receivable Number
> Reference number identifying the receivable. When you post receipts against the receivable, the system uses this number to reduce the balance for the appropriate Receivable Ledger record.[Character/8]

Budget Unit
> Low organization code for the Revenue Ledger account used to record the receivable. This field's title is defined in the Fund Accounting Profile.
>
> If your Fund Accounting Profile is set up for full expensing, the Full Account Window page will display for entering the budget unit. For the procedure, refer to Full Account Window Page (page 319).

Account
> Revenue account code for the Revenue Ledger account where the anticipated revenue is recorded. The budget unit and account combination must exist in the Revenue Ledger.

Project
> Code for the low-level project for recording the anticipated revenue. This field and the next only apply if you use project accounting. The field's title is defined in the Fund Accounting Profile.

Account
> Revenue account where the anticipated project revenue is recorded. The project and account combination must exist on the Project Ledger.

GL Asset Account
> General Ledger balance sheet account for recording the receivable.

Payer Number
> Code identifying the source of the receivable.

Description
> Description of the receivable transaction. This description defaults when you reference a receivable in a receipt record. [Character/25]

Control Number
> Code used to group receivable transactions for searching and reporting purposes. [Character/8]

Amount
> Monetary amount of the receivable. [Decimal/12,2]

Total Entry
> Running total of receivables entered in the current data entry session.

Change Receivable Page

Use this page to access existing receivable records. You can change a receivable's accounting information, payer number, description, and amount. You can also assign a control number to the Change Receivable transaction you are creating.

When you save a change to a receivable record, the system updates the appropriate Receivable Ledger record and creates a Change Receivable transaction record with a Transaction Code of 23. The General, Revenue, and Project Ledgers are updated as described in the Post New Receivable Page section.

Menu Path: ⛟ Fund Accounting > Entry & Processing > Receipts > Post Receivables > search for a receivable > select the desired receivable > click 🌏 (OK)

Procedure

Updating an existing receivable record

1. Select ⛟ Fund Accounting > Entry & Processing > Receipts > Post Receivables to display the Post Receivables page.
2. If you need to use a fiscal year, period, or transaction date other than the system defaults, click **Set Period** before accessing the record you are updating. For details, refer to Resetting Periods (page 143).
3. In the Post Receivables page, search for and list the receivable record you want to update.
4. In the List section, select the receivable, and then click 🌏 (OK).
5. In the Change Receivable page, update the *Budget Unit* through Description fields as needed.
6. To enter notes on the change, use 📋 (Notes). For details, refer to Add Note Page (page 342).
7. In the Control Number field, enter a code to group the transaction with similar records. [Character/8]

   This number identifies the Change Receivable transaction. It does not replace the control number for the original Receivable transaction.

8. Use the Change Amount field to adjust the amount. You can enter a positive or negative adjustment. When you save the transaction, the system uses this value to update the balance for the appropriate Receivable Ledger record.

9. Click 🌏 (OK) to save the transaction and update the appropriate ledgers.
   - If the Continuous checkbox is selected, the system displays the next receivable from the list in the main Post Receivables page.
   - If the Continuous checkbox is blank, the Change Receivable page closes, and you return to the Post Receivables page.

Fields

Receivable Number
   Reference number identifying the receivable. When you post receipts against the receivable, the system uses this number to reduce the balance for the appropriate Receivable Ledger record.[Character/8]

Budget Unit
   Low organization code for the Revenue Ledger account used to record the receivable. This field's title is defined in the Fund Accounting Profile.

   If your Fund Accounting Profile is set up for full expensing, the Full Account Window page will display for entering the budget unit. For the procedure, refer to Full Account Window Page (page 319).

Account
> Revenue account code for the Revenue Ledger account where the anticipated revenue is recorded. The budget unit and account combination must exist in the Revenue Ledger.

Project
> Code for the low-level project for recording the anticipated revenue. This field and the next only apply if you use project accounting. The field's title is defined in the Fund Accounting Profile.

Account
> Revenue account where the anticipated project revenue is recorded. The project and account combination must exist on the Project Ledger.

GL Asset Account
> General Ledger balance sheet account for recording the receivable.

Payer Number
> Code identifying the source of the receivable.

Description
> Description of the receivable transaction. This description defaults when you reference a receivable in a receipt record. [Character/25]

Control Number
> Code used to group receivable transactions for searching and reporting purposes. [Character/8]
>
> Using this number, you can group receivables with other transactions. You can then use the code to
>
> retrieve these records in the Transactions page (Fund Accounting > Entry & Processing > Detailed Displays > Transactions).

Change Amount
> Monetary amount of the receivable. [Decimal/12,2]

Total Entry
> Running total of receivables entered in the current data entry session.

The following display-only fields show information for a receivable record in the Receivable Ledger.

Original Amount
> Amount entered for the receivable when its Receivable Ledger record was first created.

Change to Date
> Net monetary amount of all changes made to the Receivable Ledger record since the receivable was first posted. This amount is updated each time you save a Change Receivable transaction for this record.

Payments
> Total monetary amount for all receipts entered referencing this receivable.

Balance
> Monetary balance for the amount not yet received for this receivable. This is calculated as follows:
>
> Balance = (Original Amount + Change to Date) - Payments

Batch Receivables

Use this option to enter receivable records into batch files that you can review and later post to Fund Accounting.

Menu Path: Fund Accounting > Entry & Processing > Receipts > Batch Receivables

Batch Receivables Pages

The Batch Receivables option uses the following pages which are described fully in their own sections:

Batch Receivables	Lists existing receivable batch files. You can access a listed batch, create a new one, print the Batch Receivable Edit List, or release and post a batch. This page displays when you select the Batch Receivables option.
Post Receivables - Batch Entry Detail	Enables you to add batch receivable records. This is also the page you use to create a new batch file. This page displays when you click the (Add New) on the Batch Receivables page.
Batch Receivables - Detail Page	Enables you to search for and list the receivables in a batch file. You can then access a receivable to review and if needed, update. You can also add new receivables to the batch and delete those entered in error. The page's detail section has a Hold field, which determines whether a batch receivable can be posted to Fund Accounting. This page displays when you select a batch file in the Batch Receivables page and click (OK).

Preview

Batch Receivables Processing

With the Batch Receivables option, you can:

- Create a batch file to store receivable records for review and future posting.
- Add receivables to an existing batch.
- Review, change, and delete batch receivable records as needed.
- Print the Batch Receivable Edit List, which shows the records in a batch.
- Release batch records so they are eligible for posting.
- Post batch records to Fund Accounting.

System Processing

Using batch processing offers the following advantages over entering receivables online:

- You can identify data entry errors before the receivables are posted.
- You can better control the way records are grouped for posting and reporting purposes.

When you post batch records, the system creates ledger and transaction records in the same way as when you complete online receivable entry. For a complete description of the system processing associated with online and batch receivable entry, refer to the section on the Post New Receivable Page (page 495).

Procedural Overview

Following is an overview of the steps for creating, updating, and posting batch receivables. For detailed procedures, refer to the sections referenced below.

Processing batch receivable records

1. Select ⚫ Fund Accounting > Entry & Processing > Receipts > Batch Receivables to display the Batch Receivables page.

2. Click ⊕ (Add New) to display the Post Receivables - Batch Entry page. Use this page to create a new batch and add receivables to the batch. For the procedure, refer to the section in Post Receivables - Batch Entry Page (page 504).

3. To add receivables to an existing batch, follow the procedure Post Receivables - Batch Entry Page (page 504).

4. To review a batch file's receivables, print the Batch Receivable Edit List. For the procedure on generating the edit list, refer to Batch Receivables Page (page 501).

5. To change a receivable, follow the procedure in the section in Batch Receivables - Detail Page (page 506).

6. To prepare receivables for posting, you have two options:

   - To release the posting hold for all receivables in a batch file, select the batch in the Batch Receivables page, and then click **Release**. This clears the receivables' Hold checkboxes.
   - To allow only selected receivables in a batch to be posted, access each receivable that is ready for posting, and clear its Hold field.

7. If you need to change the fiscal year, period, or transaction date for the receivables you are posting, click **Set Period**. For details, refer to Resetting Periods (page 143).

8. To post a batch, select it in the Batch Receivables page, and then click **Post**. In the dialog that displays, click Yes to post the batch. The Batch Receivables Post Results page displays the records that posted, as well as those that did not post because of data conflicts.

Batch Receivables Page

This is the main page associated with the Batch Receivables option. The page displays the batch receivable files stored in your database, including their control numbers and the user names of those who created the batch files. The page's Period and Year fields display the code Multiple if a control number contains entries affecting more than one period or year.

From the Batch Receivables page, you can release and post receivables, display the Post Receivables - Batch Entry page for adding batch files, and access the Batch Receivables - Detail page for updating batch receivables. You also can generate the Batch Edit List report.

Menu Path: 👤 Fund Accounting > Entry & Processing > Receipts > Batch Receivables

Action Bar Items

In addition to the standard 🟢 (OK) and 🔴 (Back) items, the Post Receivables - Batch Entry page includes the following Action Bar items:

Set Period	Enables you to change the default fiscal year, period, or transaction date for batch records. For information on this page, refer to the General Ledger (page 142).
Release	Allows the receivables in a batch to be posted. This item clears the Hold field for all records in the batch.
Post	Posts receivable records for a selected batch. You can only post a receivable if its Hold field is cleared.
Print Multiple Batches	Displays the Print Receivables Selection page, which lets you generate an edit list that includes more than one batch. For a report on a selected batch file, use 🖨 (Print) on the toolbar.

Batch Receivable Edit List

The Batch Receivable Edit List report provides the following information for each receivable in a batch:

- Receipt and batch control numbers.
- Entry date, fiscal year, and period.
- Accounting distribution and receipt amount.
- Payer information and reference receivable number, if applicable.
- System warnings associated with the receipt.

Procedures

For information on creating batch files, adding batch receivables, and deleting batch receivables, refer to the following sections:

- Post Receivables - Batch Entry Page (page 504).
- Batch Receivables - Detail Page (page 506)

Generating the Batch Receivable Edit List

1. Select 👤 Fund Accounting > Entry & Processing > Receipts > Batch Receivables to display the Batch Receivables page.

2. To generate a report on multiple batches, click **Print Multiple Batches** to display the Print Receivables Selection page. Proceed to Step 3.

   or

   To generate a listing for one batch file, select the batch in the Batch Receivables page, and then click 🖨 (Print). Proceed to Step 4.

3. In the Print Receivables Selection page's Control Number field, enter control numbers to identify the batches, and then click ✅ (OK).

   - To specify individual batches, enter their control numbers separated by the pipe symbol, for example, BATCH1|BATCH2|BATCH3.

   - To include all batch files, leave the field blank.

4. In the Print window, enter your report settings. The report's default file name is *batchrcv.rpt*.

5. Click **OK** to generate the report.

Releasing and posting all receivables in a batch records

If you only want to post selected receivables, refer to the next procedure.

1. Select 👤 Fund Accounting > Entry & Processing > Receipts > Batch Receivables to display the Batch Receivables page.

2. Select the batch you want to release, and then click **Release**.

3. Click **Yes** to clear the Hold fields for all receivables in the batch, and then click **OK**.

4. Select the batch the contains the receipts you released, and then click **Post**.

5. Click **Yes** to post the batch's receivables.

   The Batch Receivables Post Results page displays, showing the receivables that posted as well as those that did not post because of data conflicts.

6. Click **OK** to return to the Batch Receivables page.

Releasing selected batch receivables for posting

1. Select 👤 Fund Accounting > Entry & Processing > Receipts > Batch Receivables to display the Batch Receivables page.

2. Select batch containing the receivables you want to release, and then click ✅ (OK).

   The Batch Receivables - Detail page displays for the selected batch.

3. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

4. In the List section, select one of the receivables you want to release for posting, and then click ✅ (OK).

5. In the detail section, clear the Hold checkbox.

6. In the Continuous checkbox:

   - Leave the box blank if you want to return to the List section and select another receivable for release.

   - Select the box if you want to release the next receivable in the List section.

7. Click ⚙ (OK) to save the receivable.

8. For the next receivable:

   - Repeat Steps 5-7 if you left the Continuous field blank.

   - Repeat Steps 4-7 if you selected the Continuous field.

9. To post the receivables you released, follow the previous procedure, but skip Steps 2-3.

Deleting a batch file and all its receivables

1. Select 🐷 Fund Accounting > Entry & Processing > Receipts > Batch Receivables to display the Batch Receivables page.

2. Select the batch you want to delete.

3. Click 🗑 (Delete).

4. In the Confirmation dialog, click **Yes**.

Sample Batch Receivable Edit List

```
POWERSCHOOL                                                                    PAGE NUMBER:    1
DATE: MM/DD/YY                          YOUR ORGANIZATION'S NAME               BRECVE31
TIME: HH:MM:SS                          BATCH RECEIVABLE EDIT LIST

ACCOUNTING PERIOD:  PP/YY

RECORD   CONTROL #  ENTERED   RECEIVABLE   *BUDGET UNIT*    *PROJECT ACCOUNT    DATE      PAYER/DESCRIPTION                      AMOUNT
PERIOD   ENTERD BY  GL ACCT                ACCOUNT

4        MM0302     MM/DD/YY 19001        101001                              MM/DD/YY  TUITION PAYMENT, RESIDENT            1,000.00
PP/YY    MM         101                   904


TOTAL CONTROL NUMBER                                                                                                         1,000.00

TOTAL REPORT                                                                                                                 1,000.00
```

Post Receivables - Batch Entry Page

Use this page to create a batch file and add receivables to the batch. The page has three sections, but only the Receivable Data detail section is used. In creating a batch in this section, you enter the following information to identify the batch and add its receivables:

Control Number	Payer Number	Revenue Ledger Account
Fiscal Year/Period	Receivable Number	Project Ledger Account
GL Asset Account	Transaction Description	Receivable Amount

Menu Path: 👥 Fund Accounting > Entry & Processing > Receipts > Batch Receivables > click ⊕ (Add New)

Procedure

Creating a new batch file and adding its receivables

1. Select 👥 Fund Accounting > Entry & Processing > Receipts > Batch Receivables.

2. Click ⊕ (Add New).

3. Complete the fields as indicated in the Fields section.

4. Click 🌐 (OK) to save both the receivable and the batch file.
   - If the Continuous checkbox is selected, you return to the Period / Year fields so you can add the next receivable to the new batch.
   - If the Continuous checkbox is blank, you return to the Batch Receivables page.

Fields

Following are descriptions of the fields in the Post Receivables - Batch Entry page's Receivable Data section. Note that the Hold field is disabled. The system selects this field by default when you add a batch receivable.

Entered By
  Login ID of the user entering the batch record. Display only.

Control Number
  Number identifying the batch. Later, you use this number in posting the batch's receivables. [Character/8]

  At any point, you can enter:

  - A new number to start a batch. Use this number to continue adding receivables to the same batch.
  - The number of an existing batch to add receivables to this batch.

Total
  Display-only total of the receivables saved to the current batch, as identified by its Control Number.

Period/Year
  Fiscal period and year to associate with the receivable.

Receivable Number
  Number identifying the receivable. [Character/12]

Description
  Text describing the receivable. [Character/25]

Budget Unit
  Low organization code identifying the Revenue Ledger account to update when the receivable is posted.

Account

Revenue account where the receivable is recorded, as stored in the Revenue Ledger.

Project

Code for the low-level project where the revenue is recorded. This field and the next only apply if you use project accounting.

Account

Revenue account for recording project revenue, as stored in the Project Ledger.

GL Asset Account

General Ledger balance sheet account where the receivable is recorded.

Payer Number

Code identifying the source of the receivable.

Cash Account

General Ledger cash account to update when the receipt is posted. The system defaults the cash account from the Fund Accounting Profile.

Amount

Monetary amount of the receivable. [Decimal/12,2]

Batch Receivables - Detail Page

Use this page to search for, view, add, and update receivables for a selected batch file. The page includes the following sections:

- Search section for entering criteria to search for receivables.
- List section for displaying information on the receivables found in a search.
- Receivable Data section for updating receivables and adding new receivables to the batch.

Menu Path: ☃ Fund Accounting > Entry & Processing > Receipts > Batch Receivables > select the desired batch > click ✅ (OK).

Hold Field

Each batch receivable has a Hold field for determining whether the receivable can be posted. This field is in Receivable Data section of the Batch Receivables - Detail page.

- If the box is selected, the receivable is on hold and cannot be posted.
- If the box is blank, the receivable can be posted.

To determine the status of a receivable, display the receivable in the List section, and then view its Hold Status field.

- If the field is blank, the receivable is not on hold and can be posted.
- If the field displays On Hold, the receivable can only be posted by releasing it first.

There are two ways to clear a batch receivable's Hold field:

- Display the receivable in the Batch Receivables - Detail page, clear the Hold field, and then click ✅ (OK) to save the change.
- Display the Batch Receivables page, select a batch, click **Release**, and then click **Yes** in the confirmation dialog. This clears the Hold fields for all receivables in the batch.

Procedures

Adding a receivable to an existing batch file

1. Select ☃ Fund Accounting > Entry & Processing > Receipts > Batch Receivables to display the Batch Receivables page.

2. Select a batch, and then click ✅ (OK) to display the Batch Receivables - Detail page.

   The system defaults the control number and your user ID to the page's Receivable Data section.

3. Click ⊕ (Add New).

4. In the Receivable Data section, complete the fields as indicated in the Fields section.

5. Click ✅ (OK) to save the batch receivable.
   - If the Continuous checkbox is selected, you return to the Period/Year fields so you can add the next receivable.
   - If the Continuous checkbox is blank, the add process ends.

Updating an existing receivable

1. Select Fund Accounting > Entry & Processing > Receipts > Batch Receivables to display the Batch Receivables page.

2. Select a batch, and then click (OK) to display the Batch Receivables - Detail page.

   The Batch Receivables - Detail page displays for the batch selected.

3. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

4. In the List section, select the receivable you want to update, and then click (OK).

5. In the Receivable Data section, change the receivable's fields as needed.

6. Click (OK) to save your changes.
   - If the Continuous checkbox is selected, repeat Steps 5-6 to change the next receivable displayed in the List section.
   - If the Continuous checkbox is blank, you return to the list section.

Deleting a batch receivable

1. Select Fund Accounting > Entry & Processing > Receipts > Batch Receivables to display the Batch Receivables page.

2. Select the batch containing the receivable, then click (OK) to display the Batch Receivables - Detail page.

3. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**. To run an advanced search, use the **Advanced** button.

4. In the List section, select the receivable you want to delete.

5. Click (Delete).

6. In the Confirmation dialog, click **Yes**.

Fields

Following are descriptions of the fields in the Batch Receivables - Detail page's Receivable Data section.

Entered By
  Login ID of the user who entered the batch record. Display only.

Control Number
  Number identifying the batch. You use this number in posting the batch's receivables.

Hold
  Checkbox indicating whether the receivable is on hold, in which case, it cannot be posted until it is released.

  - Select the box to change the receivable's status to On Hold.
  - Leave the box blank to allow the receivable to be posted.

Total
  Running total of all the receivables saved to the current batch, as identified by its Control Number. Display only.

Period/Year
  Fiscal period and year to associate with the receivable.

Receivable Number
  Number identifying the receivable. [Character/12]

Description
   Text describing the receivable. [Character/25]

Budget Unit
   Low organization code identifying the Revenue Ledger account to update when the receivable is posted. This field's title is defined in the Fund Accounting Profile.

Account
   Revenue account where the receivable is recorded, as stored in the Revenue Ledger.

Project
   Code for the low-level project where the revenue is recorded. This field and the next only apply if you use project accounting. The field's title is defined in the Fund Accounting Profile.

Account
   Revenue account for recording project revenue, as stored in the Project Ledger.

GL Asset Account
   General Ledger balance sheet account where the receivable is recorded.

Payer Number
   Code identifying the source of the receivable.

Cash Account
   General Ledger cash account to update when the receipt is posted. The system defaults the cash account from the Fund Accounting Profile.

Amount
   Monetary amount of the receivable. [Decimal/12,2]

9: Financial Reports

The Fund Accounting System's main Reports menu displays the following menus, which provide options for verifying and reporting on the financial information stored in your database:

Balance Sheets   Financial Statements

Budget Control Reports   Project Status Reports

Expenditure Comparison Reports   Revenue Comparison Reports

Expenditure Status Reports   Revenue Status Reports

These menus and their options are covered in this chapter. Additional reports menus, including Accounts Payable Reports, Audit Trails, and Daily Transaction Listings, are discussed in the chapters that follow.

Menu Path: Fund Accounting > Reports > select a menu, and then select an option

Preview

Financial Report Menus

Fund Accounting's Financial Reports menus include option for generating reports in a variety of formats. The reporting formats include balance sheets, status and comparison reports, and other statements relating to expenditures, revenues, projects, cash accounts, and enterprise funds. An option is also available for running a trial balance.

Menu Path: Fund Accounting > Reports > select a menu, and then select an option

Financial Reports Menus

Balance Sheets	Provides options for generating either a separate balance sheet for each fund, a consolidated balance sheet, or a balance sheet combined by fund group.
Budget Control Reports	Provides options for monitoring budgets for a specified period and year.
Expenditure Comparison Reports	Provides options for comparing the budgets, expenditures, and balances from the current year with those from the previous year. You can include or exclude encumbrances. The reports can be by account, budget unit (detail), or fund (summary).
Expenditure Status Reports	Provides options for generating expenditure reports either by account, budget unit (detail), or fund (summary). In addition, an option is provided for generating a set of Governmental Accounting Standards Board (GASB) reports on the status of expenditure accounts.
Financial Statements	Provides options for verifying cash receipts, encumbrance and cash activities, and receivables. Options are also provided for generating an enterprise fund income statement as well as a trial balance.
Project Status Reports	Provides expenditure and revenue data for projects or project/accounts in a specified period and year.
Revenue Status Reports	Provides options for generating revenue reports either by account, budget unit (detail), or fund (summary). In addition, an option is provided for generating a detailed Governmental Accounting Standards Board (GASB) report on the status of revenue accounts.
Revenue Comparison Reports	Provides options for comparing current and past year revenue budgets. The reports can be by account, budget unit (detail), or fund (summary).

Sort Item

The Action Bar on some Financial Statements pages provides a Sort item for displaying a Sort Order page, where you can define a report's sort order, totals, and page breaks. The page includes the following columns. You can enter or change settings in the first three columns, while the fourth is display only.

Order	Defines the sort order for a report, using the distribution levels in the Title column. Enter the numbers 1-8, depending on how many levels are set up in your Organization Chart and how many sort levels you want to use.
Total	Defines the totals for distribution levels. Totals can only be applied to levels used for sorting. Enter an asterisk (*) to indicate that you want to include a total for a particular level.
Page	Defines additional page breaks. Page breaks can only be applied to levels used for sorting. To add a page break for a distribution level, enter an asterisk (*).
Title	Lists the distribution levels set up in your Organization Chart. The titles enclosed in asterisks (*) were defined in the Fund Accounting Profile, while the titles shown in all capital letters are system-defined in the Account List.

When you enter a number in the first column and tab through the other two fields (with or without entering asterisks), the system re-orders the list accordingly. Also, if you skip a number, the system maintains the proper sequence by changing the next number to the one that is missing.

Click **OK** to close the page when you finish. Your settings remain as the defaults until you change them again or close the current report option.

Procedure

Following is the standard procedure for generating reports from the Financial Reports menus.

Generating a report

1. Select ⬛ Fund Accounting > Reports to display the Reports menu.
2. Select the desired report option to display a report page.
3. If the page has a Sort Options section, select the appropriate radio button to set the sort order to use for the report.

   or

   If the page's Action Bar displays Sort item, click the item to display the Sort Order page, which you can use to customize the report's sort order. You also can specify additional totals and page breaks. For additional details on using this page, refer to the section above, Sort Item.

4. In the page's Report Criteria section, identify the records to include in your report.
5. If the page has an Additional Criteria section, enter the Year and Period, and then select the desired checkboxes (if available).
6. Click ⬛ (OK).
7. In the Print window, specify how you want to generate the report, and then click **OK**.

Financial Statements

The options on the Financial Statements menu enable you to verify and report on the financial information stored in the Fund Accounting System.

Menu Path: Fund Accounting > Reports > Financial Statements > select an option

Preview

Cash Receipts

Use this option to generate a report listing all transactions posted with either the Post Receipts or Batch Receipts option. The transaction information is sorted by fund, budget unit, account, and posted date. The option's default file name is *cashrec.rpt*.

For the standard procedure for generating financial reports, refer to Financial Report Menus (page 510).

Menu Path: Fund Accounting > Reports > Financial Statements > Cash Receipts

Sample Cash Receipts Report

```
POWERSCHOOL                                                                      PAGE NUMBER:  1
DATE:  MM/DD/YYYY                        YOUR ORGANIZATION'S NAME                 STATMN21
TIME:  HH:MM:SS                          CASH RECEIPTS REPORT

SELECTION CRITERIA:  transact.account in ("01110","01200") and transact.trans_date="MM/DD/YYYY"


FUND - 10 - GENERAL FUND
*BUDGET UNIT*- 10000000000 - REVENUE LOCAL

  CASH                                               --RECEIVABLE---  -------DESCRIPTION-------
ACCOUNT      DATE *BUDGET UNIT*    ACCOUNT *PROJECT* ACCOUNT  RECEIPT     NUMBER    ACCOUNT  ------PAYER------RECEIPT AMOUNT

A30101    MM/DD/YY 10000000000    01110                         1          1       A30121  TAXES REAL EST CUR          12,998.00
                                                                                           NORTHAMPTON COUNTY
A30101    MM/DD/YY 10000000000    01110                         6          2       A30121  TAXES REAL EST CUR         123,445.00
                                                                                           CITY OF BETHLEHEM
A30101    MM/DD/YY 10000000000    01110                        11          3       A30121  TAXES REAL EST CUR          98,111.00
                                                                                           SMITH TOWNSHIP
A30101    MM/DD/YY 10000000000    01110                         9          4       A30121  TAXES REAL EST CUR         100,887.00
                                                                                           WESTSIDE TOWNSHIP
TOTAL TAXES REAL EST CUR                                                                                              335,441.00

A30101    MM/DD/YY 10000000000    01200                         1         12       A30121  TAXES PER CAPITA            1,550.00
                                                                                           NORTHAMPTON COUNTY
A30101    MM/DD/YY 10000000000    01200                         6         13       A30121  TAXES PER CAPITA           25,690.00
                                                                                           CITY OF BETHLEHEM
A30101    MM/DD/YY 10000000000    01200                        11         14       A30121  TAXES PER CAPITA           15,110.00
                                                                                           SMITH TOWNSHIP
A30101    MM/DD/YY 10000000000    01200                         9         15       A30121  TAXES PER CAPITA           18,150.00
                                                                                           WESTSIDE TOWNSHIP
TOTAL TAXES PER CAPITA                                                                                                60,500.00

TOTAL REVENUE LOCAL                                                                                                  395,941.00

TOTAL GENERAL FUND                                                                                                   395,941.00


TOTAL REPORT                                                                                                         395,941.00
```

Encumbrance Activity Reports

Use this option to audit encumbrance transactions. The information is reported in a detail format that includes the purchase order/encumbrance number, budget unit/account, project/account, vendor name, date, check number, and description. In addition, the reports list the original encumbrance amount, changes made to this amount, payments, sales tax, use tax, and balance due. If you would prefer a summary report of this information, refer to Encumbrance Status Reports (page 516).

The Encumbrance Activity Reports page's Sort Options section includes radio buttons for sorting the report by Encumbrance Number or Organization. The report's default file name depends on the sort order selected, either *encact1.rpt* if sorted by Encumbrance Number of *encact2.rpt* if sorted by Organization.

For the standard procedure for generating financial reports, refer to Financial Report Menus (page 510).

Menu Path: 🐷 Fund Accounting > Reports > Financial Statements > Encumbrance Activity Reports

Report Titles

The titles of these reports are determined by the Encumbrance title in your Fund Accounting Profile. For example, if your Encumbrance title is Purchase Order, the report title is Purchase Order Status Report. In producing the sample reports, we used *PO/Encumber*, which is the purchase order/encumbrance title used throughout this manual.

Sample *PO/Encumber* Activity Report - Encumbrance Number Sort

```
POWERSCHOOL                                                                    PAGE NUMBER:   1
DATE:  MM/DD/YYYY                              YOUR ORGANIZATION'S NAME         STATMN61
TIME:  HH:MM:SS                                *PO/ENCUMBER* ACTIVITY REPORT    INFO:  ORDERED BY NUMBER

SELECTION CRITERIA:  encledgr.enc_no in ("33","34")

PURCHASE OR *BUDGET UNIT*      ACCOUNT *PROJECT*  ACCOUNT  VENDOR    NAME

                 DATE     CHECK NO DESCRIPTION              ORIGINAL      CHANGES      PAYMENTS     SALES TAX     USE TAX
33-01    1100010        5611                    D0000021 DPB BUSINESS MACHINES

         MM/DD/YY         TYPEWRITER RIBBONS          10.10                                          0.10
         MM/DD/YY 1440    TYPEWRITER RIBBONS                                           10.10
33-02    1100010        5611                    D0000021 DPB BUSINESS MACHINES

         MM/DD/YY         PRINTER DRUM               227.25                                          2.25
         MM/DD/YY 1440    PRINTER DRUM                                     -4.50       150.00
33-03    2303000        5611                    D0000021 DPB BUSINESS MACHINES

         MM/DD/YY         FAX MACHINE SUPPLIES       116.15                                          1.15
         MM/DD/YY         FAX MACHINE SUPPLIES                             25.00
BALANCE                                                                                                          213.90
34-01    1103010        5610                    A0000001 ARISTOCRAT OFFICE SUPPPLIES

         MM/DD/YY         TYPEWRITER RIBBONS          54.54                                          .54
         MM/DD/YY 1441    TYPEWRITER RIBBONS                                           54.54
34-02    1102010        5610                    A0000001 ARISTOCRAT OFFICE SUPPLIES

         MM/DD/YY         PENCILS #2                  24.74                                          .24
BALANCE                                                                                                          24.74
TOTAL REPORT                                                              432.78       20.50        214.64     4.28     0.00

PURCHASE ORDER BALANCE                                                                                           238.64
```

Sample *PO/Encumber* Activity Report - Organization Sort

```
POWERSCHOOL                                                              PAGE NUMBER:    1
DATE:  MM/DD/YYYY                          YOUR ORGANIZATION'S NAME       STATMN61
TIME:  HH:MM:SS                          *PO/ENCUMBER* ACTIVITY REPORT    INFO:  ORDERED BY ORGANIZATION

SELECTION CRITERIA:  encledgr.enc_no in ("33","34")

PURCHASE OR *BUDGET UNIT*       ACCOUNT *PROJECT* ACCOUNT   VENDOR    NAME
                  DATE       CHECK NO DESCRIPTION               ORIGINAL      CHANGES      PAYMENTS    SALES TAX      USE TAX

33-01     1100010        5611                   D0000021 DPB BUSINESS MACHINES

          MM/DD/YY          TYPEWRITER RIBBONS            10.10                                          0.10
          MM/DD/YY 1440     TYPEWRITER RIBBONS                                        10.10

33-02     1100010        5611                   D0000021 DPB BUSINESS MACHINES

          MM/DD/YY          PRINTER DRUM                 227.25                                          2.25
          MM/DD/YY 1440     PRINTER DRUM                              -4.50          150.00

BALANCE                                                                                                              72.75

TOTAL BUDGET UNIT                                        237.35        -4.50         160.10        2.35              0.00

PURCHASE ORDER BALANCE                                                                                              72.75

34-02     1102010        5610                   A0000001 ARISTOCRAT OFFICE SUPPLIES

          MM/DD/YY          PENCILS #2                    24.74                                           .24

BALANCE                                                                                                              24.74

TOTAL BUDGET UNIT                                         24.74         0.00           0.00         .24             0.00

PURCHASE ORDER BALANCE                                                                                              24.74

34-01     1103010        5610                   A0000001 ARISTOCRAT OFFICE SUPPPLIES

          MM/DD/YY          TYPEWRITER RIBBONS            54.54                                           .54
          MM/DD/YY 1441     TYPEWRITER RIBBONS                                        54.54

BALANCE                                                                                                               0.00

TOTAL BUDGET UNIT                                         54.54         0.00          54.54         .54             0.00

PURCHASE ORDER BALANCE                                                                                                0.00

33-03     2303000        5611                   D0000021 DPB BUSINESS MACHINES

          MM/DD/YY          FAX MACHINE SUPPLIES         116.15                                          1.15
          MM/DD/YY          FAX MACHINE SUPPLIES                      25.00

BALANCE                                                                                                             141.15

TOTAL BUDGET UNIT                                        116.15        25.00           0.00        1.15             0.00

PURCHASE ORDER BALANCE                                                                                             141.15

TOTAL REPORT                                            432.78        20.50         214.64        4.28             0.00

PURCHASE ORDER BALANCE                                                                                             238.64
```

Encumbrance Status Reports

Use this option to audit encumbrance transactions. The report only includes encumbrances that are still open. You will not see encumbrances that are closed or that have final payment recorded.

The status report uses a summary format that includes sales tax, use tax, original encumbrance amount, changes to the original amount, payments, and the balance. If you would prefer a detail report that covers this information, refer to Encumbrance Activity Reports (page 514).

The report's default file name depends on the sort order selected: *encstat1.rpt* if sorted by Encumbrance Number, *encstat2.rpt* if sorted by Encumbrance Number, or *encstat3.rpt* if sorted by Cost Center.

For the standard procedure for generating financial reports, refer to Financial Report Menus (page 510).

Menu Path: 🏦 Fund Accounting > Reports > Financial Statements > Encumbrance Status Reports

Sort Options

The Encumbrance Status Reports page's Sort Options section includes radio buttons for sorting the report by Encumbrance Number, Organization, or Cost Center (organization/account). Except for the following differences, all of the sort options function the same:

- If you select the Encumbrance Number radio button, you can access the Subtotal by Encumbrance checkbox after you complete (or tab past) the Date Encumbered field. This field is not accessible with the other sort options.

  Selecting the check box provides a subtotal for the items charged under each encumbrance. Otherwise, the only total provided is a report total.

- If you select the Organization radio button, the Sort item displays on the Action Bar to provide you with additional options for sorting the Organization version of the report. You can also use this item to define additional totals and page breaks.

Report Titles

The titles of these reports are determined by the Encumbrance title in your Fund Accounting Profile. For example, if your Encumbrance title is Purchase Order, the report title is Purchase Order Status Report. In producing the sample reports, we used *PO/Encumber*, which is the purchase order/encumbrance title used throughout this manual.

Sample *PO/Encumber Status Report - Encumbrance Number

```
POWERSCHOOL                                                                  PAGE NUMBER:   1
DATE:  MM/DD/YYYY                            YOUR ORGANIZATION'S NAME         STATMN21
TIME:  HH:MM:SS                              *PO/ENCUMBER* STATUS REPORT      INFO:  ORDERED BY NUMBER

SELECTION CRITERIA:  encledgr.enc_no="33"
                                                    VENDOR   NAME            SALES TAX    ORIGINAL     CHANGE
PURCHASE OR    *BUDGET UNIT*      ACCOUNT  *PROJECT*  ACCOUNT  DATE    DESCRIPTION       USE TAX     PAYMENTS     BALANCE

33-01          1100010           5611                       D0000021 DPB BUSINESS MACHINES    0.10       10.10        0.00
                                                            MM/DD/YY TYPEWRITER RIBBONS       0.00       10.10        0.00

33-02          1100010           5611                       D0000021 DPB BUSINESS MACHINES    2.25      227.25       -4.50
                                                            MM/DD/YY PRINTER DRUM             0.00      150.00       72.75

33-03          2303000           5611                       D0000021 DPB BUSINESS MACHINES    1.15      116.15       25.00
                                                            MM/DD/YY FAX MACHINE SUPPLIES     0.00        0.00      141.15

TOTAL REPORT                                                                               3.50      353.50       20.50
                                                                                          0.00      160.10      213.90
```

Sample *PO/Encumber* Status Report - Organization

```
POWERSCHOOL                                                          PAGE NUMBER:   1
DATE:  MM/DD/YYYY                       YOUR ORGANIZATION'S NAME      STATMN21
TIME:  HH:MM:SS                         *PO/ENCUMBER* STATUS REPORT   INFO:  ORDERED BY ORGANIZATION

SELECTION CRITERIA:  encledgr.enc_no="33"
                                                 VENDOR   NAME             SALES TAX   ORIGINAL     CHANGE
PURCHASE OR   *BUDGET UNIT*      ACCOUNT *PROJECT*  ACCOUNT   DATE     DESCRIPTION      USE TAX    PAYMENTS    BALANCE

33-01         1100010           5611                         D0000021 DPB BUSINESS MACHINES     0.10      10.10      0.00
                                                             MM/DD/YY TYPEWRITER RIBBONS        0.00      10.10      0.00

33-02         1100010           5611                         D0000021 DPB BUSINESS MACHINES     2.25     227.25     -4.50
                                                             MM/DD/YY PRINTER DRUM              0.00     150.00     72.75

TOTAL ORGANIZATION                                                                             2.35     237.35     -4.50
                                                                                               0.00     160.10     72.75
...............................................................................................................
POWERSCHOOL                                                          PAGE NUMBER:   2
DATE:  MM/DD/YYYY                       YOUR ORGANIZATION'S NAME      STATMN21
TIME:  HH:MM:SS                         *PO/ENCUMBER* STATUS REPORT   INFO:  ORDERED BY ORGANIZATION

SELECTION CRITERIA:  encledgr.enc_no="33"
                                                 VENDOR   NAME             SALES TAX   ORIGINAL     CHANGE
PURCHASE OR   *BUDGET UNIT*      ACCOUNT *PROJECT*  ACCOUNT   DATE     DESCRIPTION      USE TAX    PAYMENTS    BALANCE

33-03         2303000           5611                         D0000021 DPB BUSINESS MACHINES     1.15     116.15     25.00
                                                             MM/DD/YY FAX MACHINE SUPPLIES      0.00       0.00    141.15

TOTAL ORGANIZATION                                                                             1.15     116.15     25.00
                                                                                               0.00       0.00    141.15

TOTAL REPORT                                                                                   3.50     353.50     20.50
                                                                                               0.00     160.10    213.90
```

Sample *PO/Encumber* Status Report - Cost Center

```
POWERSCHOOL                                                          PAGE NUMBER:   1
DATE:  MM/DD/YYYY                       YOUR ORGANIZATION'S NAME      STATMN21
TIME:  HH:MM:SS                         *PO/ENCUMBER* STATUS REPORT   INFO:  ORDERED BY COST CENTER

SELECTION CRITERIA:  encledgr.enc_no="33"

COST CENTER:  1100010 5611 - INSTR DISTRICT SUPPLIES INSTR
                                                 VENDOR   NAME             SALES TAX   ORIGINAL     CHANGE
PURCHASE OR   *BUDGET UNIT*      ACCOUNT *PROJECT*  ACCOUNT   DATE     DESCRIPTION      USE TAX    PAYMENTS    BALANCE

33-01         1100010           5611                         D0000021 DPB BUSINESS MACHINES     0.10      10.10      0.00
                                                             MM/DD/YY TYPEWRITER RIBBONS        0.00      10.10      0.00

33-02         1100010           5611                         D0000021 DPB BUSINESS MACHINES     2.25     227.25     -4.50
                                                             MM/DD/YY PRINTER DRUM              0.00     150.00     72.75

              TOTAL FOR COST CENTER                                                            2.35     237.35     -4.50
                                                                                               0.00     160.10     72.75
...............................................................................................................
POWERSCHOOL                                                          PAGE NUMBER:   2
DATE:  MM/DD/YYYY                       YOUR ORGANIZATION'S NAME      STATMN21
TIME:  HH:MM:SS                         *PO/ENCUMBER* STATUS REPORT   INFO:  ORDERED BY COST CENTER

SELECTION CRITERIA:  encledgr.enc_no="33"

COST CENTER:  2303000 5611 - SCH ADMIN SECDY SUPPLIES INSTR
                                                 VENDOR   NAME             SALES TAX   ORIGINAL     CHANGE
PURCHASE OR   *BUDGET UNIT*      ACCOUNT *PROJECT*  ACCOUNT   DATE     DESCRIPTION      USE TAX    PAYMENTS    BALANCE

33-03         2303000           5611                         D0000021 DPB BUSINESS MACHINES     1.15     116.15     25.00
                                                             MM/DD/YY FAX MACHINE SUPPLIES      0.00       0.00    141.15

              TOTAL FOR COST CENTER                                                            1.15     116.15     25.00
                                                                                               0.00       0.00    141.15

              TOTAL REPORT                                                                     3.50     353.50     20.50
                                                                                               0.00     160.10    213.90
```

Enterprise Fund Income Statement

Use this option to produce an income statement for enterprise funds. The report shows the revenue and expenditures for a specified period and also includes year-to-date information. In addition, the report shows the total income, which is the difference between the total revenue and total expenditures.

The report's default file name is *entprise.rpt*. For the standard procedure for generating financial reports, refer to .

Menu Path: 👤 Fund Accounting > Reports > Financial Statements > Enterprise Fund Income Statement

Sample Enterprise Fund Income Statement

```
POWERSCHOOL                                                                PAGE NUMBER:   1
DATE:  MM/DD/YYYY                      YOUR ORGANIZATION'S NAME             STATMW31
TIME:  HH:MM:SS                     ENTERPRISE FUND INCOME STATEMENT

SELECTION CRITERIA:  orgn.fund="20"
ACCOUNTING PERIOD:    PP/YY

     FUND - 20 - FOOD SERVICES FUND
                                         PERIOD                  YEAR TO DATE
     ACCOUNT  - - - - - TITLE - - - - -  REVENUE/EXPENSE         REVENUE/EXPENSE

     20010    STATE SUBSIDY               38,000.00                125,000.00
     20011    FEDERAL SUBSIDY             40,000.00                 40,000.00
     20012    DAILY LUNCH RECEIPTS        11,239.00                 32,998.00
     20013    CATERED EVENTS                    .00                    236.00
     TOTAL    REVENUE                     89,239.00                198,234.00

     00100    STAFF SALARIES              25,778.00                 88,435.00
     00110    STAFF BENEFITS              33,290.00                 43,111.00
     00200    CONTRACTED SERVICES          2,113.00                  7,098.00
     00300    SUPPLIES                    10,500.00                 15,440.00
     00400    EQUIP/REPAIR                      .00                       .00
     TOTAL    EXPENSE                     71,681.00                154,084.00

     TOTAL    INCOME                      17,558.00                 44,150.00
```

Prior and Current Yr Cash Report

Use this report to compare end-of-month General Ledger cash account balances in the current year with those from the same period last year. Balances in the Prior and Current Year Cash Flow report are totaled by account. The report's default file name is *cashflow.rpt*.

For the standard procedure for generating financial reports, refer to Financial Report Menus (page 510).

Menu Path: Fund Accounting > Reports > Financial Statements > Prior And Current Yr Cash Report

Sample Prior and Current Y(ea)r Cash Flow Report

```
POWERSCHOOL                                        PAGE NUMBER:    1
DATE: MM/DD/YYYY            YOUR ORGANIZATION'S NAME    GEN_LGR1
TIME: HH:MM:SS             PRIOR AND CURRENT YR CASH FLOW
                               FOR YEAR: YY-YY

   FUND        ACCOUNT  PERIOD    PRIOR YEAR      CURRENT YEAR
                                   BALANCE          BALANCE

    10         A30114     1         987.43          1023.98
                          2         546.66           777.12
                          3         439.10           512.67
                          4        1276.89          2198.54
                          5        1789.99          2755.63
                          6        1006.05          1802.01
                          7         899.34          1121.65
                          8         559.15           789.25
                          9         776.98             0.00
                         10         445.00             0.00
                         11         654.34             0.00
                         12         832.29             0.00
                         13           0.00             0.00

    Total :                       10213.22         10980.85
```

Receivable Status Reports

Use this report to audit receivables transactions either by receivable number or by receivable date. The reports include the original receivable amount, changes to this amount, payments, and the balance due.

For the standard procedure for generating financial reports, refer to .

Menu Path: Fund Accounting > Reports > Financial Statements > Receivable Status Reports

Report Titles and Default File Names

The option's report titles and default file names depend on the sort order selected:

Sort Order	Report Title	Default File
Receivable Number	Receivable Status Report	*rcvstat.rpt*
Receivable Date	Aged Receivable Report	*agedrcv.rpt*

Sample Receivable Status Report

```
POWERSCHOOL                                                                        PAGE NUMBER:    1
DATE: HH/MM/YYYY                         YOUR ORGANIZATION'S NAME                   STATMN51
TIME: HH:MM:SS                           RECEIVABLE STATUS REPORT

SELECTION CRITERIA:  ALL
ACCOUNTING PERIOD:  PP/YY


       *BUDGET UNIT*    *PROJECT*              PAYER     NAME                         ORIGINAL            CHANGE

RECEIVABLE ACCOUNT       ACCOUNT      GL ACCOUNT  DATE    DESCRIPTION                  RECEIPTS            BALANCE

1        10000000000                  A30121     T0000003  NORTHAMPTON COUNTY         100,500.00          14,000.00
         01110                                   MM/DD/YY  TAXES REAL EST CUR          23,000.00          91,500.00

7        10000000000                  A30110     T0000005  EARNED INCOME TAX DIV      875,345.00                .00
         01200                                   MM/DD/YY  TAXES EARNED INCOME        312,445.00         562,900.00

TOTAL REPORT                                                                         975,845.00          14,000.00
                                                                                     335,445.00         654,400.00
```

Sample Aged Receivable Report

```
POWERSCHOOL                                                                        PAGE NUMBER:    1
DATE: HH/MM/YYYY                         YOUR ORGANIZATION'S NAME                   STATMN51
TIME: HH:MM:SS                            AGED RECEIVABLE REPORT

SELECTION CRITERIA:  ALL
ACCOUNTING PERIOD:  PP/YY


       *BUDGET UNIT*    *PROJECT*              PAYER     NAME                         ORIGINAL            CHANGE
RECEIVABLE ACCOUNT       ACCOUNT      GL ACCOUNT  DATE    DESCRIPTION                  RECEIPTS            BALANCE

1        10000000000                  A30121     T0000003  NORTHAMPTON COUNTY         100,500.00          14,000.00
         01110                                   MM/DD/YY  TAXES REAL EST CUR          23,000.00          91,500.00

7        10000000000                  A30110     T0000005  EARNED INCOME TAX DIV      875,345.00                .00
         01200                                   MM/DD/YY  TAXES EARNED INCOME        312,445.00         562,900.00

20       10000000000                  A30210     F0000003  FEDERAL GRANTS            950,000.00                .00
         01921                                   MM/DD/YY  ECIA I                     300,000.00         650,000.00

TOTAL REPORT                                                                       1,925,845.00          14,000.00
                                                                                     635,445.00       1,304,400.00
```

Trial Balance

Use this report to list account balances by fund for the following types of accounts: Assets, Liabilities, Equities, Expenditures, and Revenue. The Trial Balance report is sorted by fund, budget unit, and account.

The report's default file name is *trialbal.rpt*. For the standard procedure for generating financial reports, refer to .

Menu Path: ⚫ Fund Accounting > Reports > Financial Statements > Trial Balance

Sample Trial Balance Report

```
POWERSCHOOL                                                                     PAGE NUMBER:   1
DATE: MM/DD/YYYY                     YOUR ORGANIZATION'S NAME                    STATMN41
TIME: HH:MM:SS                           TRIAL BALANCE

SELECTION CRITERIA:  genledgr.fund="10"
ACCOUNTING PERIOD:  PP/YY


            FUND - 10 - GENERAL FUND

            FUND/
            *BUDGET UNIT*    ACCOUNT  - - - - - TITLE - - - - -      DEBITS         CREDITS
            10               0101     CASH                        229,414.26
            10               0102     PAYROLL CASH                                848,299.23
            10               0106     FURNITURE AND FIXTURES        50,000.00
            10               0153     ACCOUNTS RECEIVABLE          191,000.00
            10               0172     GENERAL INVENTORY            511,214.10
            TOTAL ASSETS                                          981,628.36      848,299.23

            10               0221     ACCOUNTS PAYABLE                            127,346.02
            10               0251     MEDICAL INSURANCE                            31,444.09
            10               0253     DENTAL INSURANCE                            21,116.40
            10               0254     LIFE INSURANCE                              11,045.06
            10               0271     DUES PAYABLE                                10,310.00
            10               0272     CREDIT UNION PAYABLE                        10,000.00
            10               0273     ANNUITIES PAYABLE                           25,750.00
            10               0276     RETIREMENT PAYABLE                          10,246.07
            10               0281     UNITED WAY PAYABLE                           2,119.48
            10               0282     FEDERAL INCOME TAX PAYABLE                  55,010.01
            10               0283     FICA TAX PAYABLE                            11,949.47
            10               0284     MEDICARE TAX PAYABLE                         8,241.01
            TOTAL LIABILITIES                                            .00      324,577.61

            10               0301     EXPENDITURE BUDGET CNTRL                 5,275,500.00
            10               0302     REVENUE BUDGET CONTROL     4,194,471.00
            10               0303     ENCUMBRANCE CONTROL          21,346.24
            10               0304     PAYROLL ENCUMBRANCE CNTRL   350,000.00
            10               0305     EXPENDITURE CONTROL         928,764.12
            10               0306     REVENUE CONTROL                            737,515.64
            10               0353     RESERVE FOR ENCUMBRANCES                    21,346.24
            10               0354     PAYROLL RESERVE ENC                        350,000.00
            10               0380     BUDGET FUND BALANCE       1,081,029.00
            10               0390     ACTUAL FUND BALANCE                        279,000.00
            TOTAL EQUITIES                                        6,575,610.36  6,663,361.88

            10               0411     CURRENT REAL ESTATE TAXE                 2,150,000.00
            10               0941     TUITION PAYMENTS                             8,570.00
            TOTAL REVENUE                                               .00     2,158,570.00

            10110002         121      REGULAR SALARIES-TEACHERS 1,306,476.14
            10110002         211      MEDICAL INSURANCE           143,242.93
            10110002         212      DENTAL INSURANCE            119,717.30
            10110002         213      LIFE INSURANCE               76,519.21
            10110002         220      FICA                        157,503.52
            10110002         221      MEDICARE                    113,448.40
            10110002         230      RETIREMENT CONTRIBUTION     155,648.57
            10110002         610      SUPPLIES                    365,013.93
            TOTAL EXPENSES                                        2,437,570.00          .00

            TOTAL GENERAL FUND                                    9,994,808.72  9,994,808.72


            TOTAL REPORT                                          9,994,808.72  9,994,808.72
```

Balance Sheets

The Balance Sheets menu includes the following options:

Print Balance Sheets by Fund	Provides a separate balance sheet for each fund. The report's default file name is *balsheet.rpt*.
Print Combining Balance Sheet	Combines balance sheets based on the Fund Group established in the Organization Chart. The report's default file name is *balsht3.rpt*.
Print Consolidated Balance Sheet	Consolidates all funds into one balance sheet. The report's default file name is *balsht2.rpt*.

For the standard procedure for generating financial reports, refer to Financial Report Menus (page 510).

Menu Path: Fund Accounting > Reports > Balance Sheets > select an option

Checkboxes

The following checkboxes may appear in a page's Additional Criteria section, depending on the option you are using:

Zero Balances	Select field if you want the report to include fund groups that have zero balances in both the current and prior years. Leave the box blank to exclude these groups.
Include Encumbrances	Select this field if you want the reported expenditures to include encumbrances. Leave the box blank to exclude encumbrances.

Sample Print Balance Sheets by Fund - with Control Accounts

```
POWERSCHOOL
DATE: MM/DD/YYYY                          YOUR ORGANIZATION'S NAME                          PAGE NUMBER:   1
TIME: HH:MM:SS                           PRINT BALANCE SHEETS BY FUND                      STATMN11

SELECTION CRITERIA:  genledgr.fund="10"
ACCOUNTING PERIOD: PP/YY

                    FUND - 10 - GENERAL FUND
                    ACCOUNT  - - - - - TITLE - - - - -        DEBITS              CREDITS

                    0101    CASH                            229,414.26
                    0102    PAYROLL CASH                                        569,299.23
                    0106    FURNITURE AND FIXTURES            50,000.00
                    0153    ACCOUNTS RECEIVABLE             191,000.00
                    0172    GENERAL INVENTORY              511,214.10
                    TOTAL CURRENT ASSETS                   981,628.36          569,299.23

                    0221    ACCOUNTS PAYABLE                                   127,346.02
                    0251    MEDICAL INSURANCE                                   31,444.09
                    0253    DENTAL INSURANCE                                    21,116.40
                    0254    LIFE INSURANCE                                      11,045.06
                    0271    DUES PAYABLE                                        10,310.00
                    0272    CREDIT UNION PAYABLE                                10,000.00
                    0273    ANNUITIES PAYABLE                                   25,750.00
                    0276    RETIREMENT PAYABLE                                  10,246.07
                    0281    UNITED WAY PAYABLE                                   2,119.48
                    0282    FEDERAL INCOME TAX PAYABL                           55,010.01
                    0283    FICA TAX PAYABLE                                    11,949.47
                    0284    MEDICARE TAX PAYABLE                                 8,241.01
                    TOTAL LIABILITIES                             .00          324,577.61

                    0301    EXPENDITURE BUDGET CNTRL                         5,275,500.00
                    0302    REVENUE BUDGET CONTROL        4,194,471.00
                    0303    ENCUMBRANCE CONTROL              21,346.24
                    0304    PAYROLL ENCUMBRANCE CNTRL      350,000.00
                    0305    EXPENDITURE CONTROL            928,764.12
                    0306    REVENUE CONTROL                                    737,515.64
                    0353    RESERVE FOR ENCUMBRANCES                            21,346.24
                    0354    PAYROLL RESERVE ENC                               350,000.00
                    0380    BUDGET FUND BALANCE          1,081,029.00
                    0390    ACTUAL FUND BALANCE                                279,000.00

                    TOTAL EQUITIES                       6,575,610.36        6,663,361.88

                    TOTAL GENERAL FUND                   7,557,238.72        7,557,238.72

                    TOTAL REPORT                         7,557,238.72        7,557,238.72
```

Sample Print Consolidated Balance Sheet - with Control Accounts

```
POWERSCHOOL
DATE: MM/DD/YYYY                       YOUR ORGANIZATION'S NAME                      PAGE NUMBER:   1
TIME: HH:MM:SS                      PRINT CONSOLIDATED BALANCE SHEET                 STATMN11

SELECTION CRITERIA:  genledgr.fund in ("10","30")
ACCOUNTING PERIOD: PP/YY
                      ACCOUNT  - - - - - TITLE - - - - -       DEBITS           CREDITS

                      0101    CASH                          283,309.76
                      0102    PAYROLL CASH                                      848,299.23
                      0106    FURNITURE AND FIXTURES          50,000.00
                      0153    ACCOUNTS RECEIVABLE           191,000.00
                      0172    GENERAL INVENTORY             511,214.10
                      TOTAL ASSETS                        1,035,523.86          848,299.23

                      0221    ACCOUNTS PAYABLE                                  181,241.52
                      0251    MEDICAL INSURANCE                                  31,444.09
                      0253    DENTAL INSURANCE                                   21,116.40
                      0254    LIFE INSURANCE                                     11,045.06
                      0271    DUES PAYABLE                                       10,310.00
                      0272    CREDIT UNION PAYABLE                              10,000.00
                      0273    ANNUITIES PAYABLE                                  25,750.00
                      0276    RETIREMENT PAYABLE                                 10,246.07
                      0281    UNITED WAY PAYABLE                                  2,119.48
                      0282    FEDERAL INCOME TAX PAYABL                          55,010.01
                      0283    FICA TAX PAYABLE                                   11,949.47
                      0284    MEDICARE TAX PAYABLE                                8,241.01
                      TOTAL LIABILITIES                          .00           378,473.11

                      0301    EXPENDITURE BUDGET CNTRL                        5,275,500.00
                      0302    REVENUE BUDGET CONTROL       4,194,471.00
                      0303    ENCUMBRANCE CONTROL             21,346.24
                      0304    PAYROLL ENCUMBRANCE CNTRL     350,000.00
                      0305    EXPENDITURE CONTROL           928,764.12
                      0306    REVENUE CONTROL                                  737,515.64
                      0353    RESERVE FOR ENCUMBRANCES                          21,346.24
                      0354    PAYROLL RESERVE ENC                              350,000.00
                      0380    BUDGET FUND BALANCE         1,081,029.00
                      0390    ACTUAL FUND BALANCE                              279,000.00
                      TOTAL EQUITIES                      6,575,610.36        6,663,361.88

                      TOTAL GENERAL FUND                 7,611,134.22        7,611,134.22

                      TOTAL REPORT                       7,611,134.22        7,611,134.22
```

Sample Print Combining Balance Sheet - with Control Accounts

```
POWERSCHOOL
DATE: MM/DD/YYYY                       YOUR ORGANIZATION'S NAME                      PAGE NUMBER:   1
TIME: HH:MM:SS                       PRINT COMBINING BALANCE SHEET                   STATMN11

SELECTION CRITERIA:  genledgr.fund="10"
ACCOUNTING PERIOD: PP/YY

                      FUND GROUP - 10 - GENERAL FUND
                      ACCOUNT  - - - - - TITLE - - - - -       DEBITS           CREDITS

                      0101    CASH                          229,414.26
                      0102    PAYROLL CASH                                      848,299.23
                      0106    FURNITURE AND FIXTURES          50,000.00
                      0153    ACCOUNTS RECEIVABLE           191,000.00
                      0172    GENERAL INVENTORY             511,214.10
                      TOTAL ASSETS                          981,628.36          848,299.23

                      0221    ACCOUNTS PAYABLE                                  127,346.02
                      0251    MEDICAL INSURANCE                                  31,444.09
                      0253    DENTAL INSURANCE                                   21,116.40
                      0254    LIFE INSURANCE                                     11,045.06
                      0271    DUES PAYABLE                                       10,310.00
                      0272    CREDIT UNION PAYABLE                              10,000.00
                      0273    ANNUITIES PAYABLE                                  25,750.00
                      0276    RETIREMENT PAYABLE                                 10,246.07
                      0281    UNITED WAY PAYABLE                                  2,119.48
                      0282    FEDERAL INCOME TAX PAYABLE                         55,010.01
                      0283    FICA TAX PAYABLE                                   11,949.47
                      0284    MEDICARE TAX PAYABLE                                8,241.01
                      TOTAL LIABILITIES                          .00           324,577.61

                      0301    EXPENDITURE BUDGET CNTRL                        5,275,500.00
                      0302    REVENUE BUDGET CONTROL       4,194,471.00
                      0303    ENCUMBRANCE CONTROL             21,346.24
                      0304    PAYROLL ENCUMBRANCE CNTRL     350,000.00
                      0305    EXPENDITURE CONTROL           928,764.12
                      0306    REVENUE CONTROL                                  737,515.64
                      0353    RESERVE FOR ENCUMBRANCES                          21,346.24
                      0354    PAYROLL RESERVE ENC                              350,000.00
                      0380    BUDGET FUND BALANCE         1,081,029.00
                      0390    ACTUAL FUND BALANCE                              279,000.00
                      TOTAL EQUITIES                      6,575,610.36        6,663,361.88

                      TOTAL REPORT                       7,557,238.72        7,557,238.72
```

Budget Control Reports

The Budget Control Reports menu includes the following options for monitoring budgets for expenditures/encumbrances in a specified period and year:

Budget Allocations Report	Shows budget allocations grouped by budget unit. The report's default file name is *budalloc.rpt*.
Budget Control Status Report	Lists the following information by budget unit/account: original budget amount, period expenditures, encumbrances outstanding, year-to-date encumbrances plus expenditures, and balance. The report's default file name is *budcntrl.rpt*.
Budgets Exceeded Report	Focuses on accounts that have exceeded their budgeted amounts. The report's default file name is *budexced.rpt*.

For the standard procedure for generating financial reports, refer to .

Menu Path: 👤 Fund Accounting > Reports > Budget Control Reports > select an option

Sample Budget Control Status Report

```
POWERSCHOOL                                                                         PAGE NUMBER:    1
DATE: MM/DD/YYYY                          YOUR ORGANIZATION'S NAME                   BUDSTAT1
TIME: HH:MM:SS                            BUDGET CONTROL STATUS

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: PP/YY


                                           PERIOD        ENCUMBRANCES    YEAR TO DATE       AVAILABLE   YTD/
ACCOUNT   - - - - - TITLE - - - - -   BUDGET   EXPENDITURES   OUTSTANDING     ENC + EXP        BALANCE    BUD

00106     ASSISTANT DIRECTOR        70,000.00      15,000.00      50,000.00        65,000.00     5,000.00   92.86
00107     COORDINATOR               50,000.00      10,500.00      35,000.00        45,500.00     4,500.00   91.00
00111     PRINCIPAL                 70,000.00      16,153.86      53,846.14        70,000.00          .00  100.00
00112     ASSISTANT PRINCIPAL       40,000.00       9,230.76      30,769.24        40,000.00          .00  100.00
00115     GUIDANCE COUNSELORS      200,000.00      49,090.90     130,909.10       180,000.00    20,000.00   90.00
00116     LIBRARIANS                90,000.00      22,009.09      58,690.91        80,700.00     9,300.00   89.67
00117     MEDICAL/DENTAL            95,000.00      25,909.09      69,090.91        95,000.00          .00  100.00
00118     CLASSROOM TEACHERS     1,235,500.00     328,159.08     875,090.92     1,203,250.00    32,250.00   97.39
00121     SUBSTITUTE/LONG TERM     250,000.00      32,727.27     217,272.73       250,000.00          .00  100.00
00122     SUBSTITUTE/DAILY          75,000.00       2,000.00      73,000.00        75,000.00          .00  100.00
00123     INSTR AIDES              100,000.00      25,909.09      69,090.91        95,000.00     5,000.00   95.00

TOTAL     INST-GEN-REGULAR       2,275,500.00     536,689.14   1,662,760.86     2,199,450.00    76,050.00   96.66

TOTAL REPORT                     2,275,500.00     536,689.14   1,662,760.86     2,199,450.00    76,050.00   96.66
```

Sample Budget Allocations Report

```
POWERSCHOOL                                                                    PAGE NUMBER:    1
DATE: MM/DD/YYYY                         YOUR ORGANIZATION'S NAME               BUDSTA21
TIME: HH:MM:SS                              BUDGET ALLOCATIONS

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: PP/YY


     BUDGET UNIT - 10001041110 - INST-GEN-REGULAR

                                      PERIOD  1      PERIOD  2      PERIOD  3      PERIOD 4      PERIOD  5
                                      PERIOD  6      PERIOD  7      PERIOD  8      PERIOD 9      PERIOD 10
     ACCOUNT   - - - - - TITLE - - - - -  PERIOD 11      PERIOD 12      PERIOD 13                     TOTAL BUDGET
     00106   ASSISTANT DIRECTOR         70,000.00           .00            .00           .00            .00
                                             .00            .00            .00           .00            .00
                                             .00            .00            .00                     70,000.00
     00107   COORDINATOR                40,000.00      10,000.00           .00           .00            .00
                                             .00            .00            .00           .00            .00
                                             .00            .00            .00                     50,000.00

     00111   PRINCIPAL                  65,000.00       5,000.00           .00           .00            .00
                                             .00            .00            .00           .00            .00
                                             .00            .00            .00                     70,000.00

     00112   ASSISTANT PRINCIPAL        40,000.00           .00            .00           .00            .00
                                             .00            .00            .00           .00            .00
                                             .00            .00            .00                     40,000.00

     00115   GUIDANCE COUNSELORS       175,000.00       5,000.00      20,000.00          .00            .00
                                             .00            .00            .00           .00            .00
                                             .00            .00            .00                    200,000.00

     00116   LIBRARIANS                 90,000.00           .00            .00           .00            .00
                                             .00            .00            .00           .00            .00
                                             .00            .00            .00                     90,000.00

     00117   MEDICAL/DENTAL             85,500.00       2,000.00       5,000.00          .00            .00
                                             .00            .00            .00      2,500.00            .00
                                             .00            .00            .00                     95,000.00

     00118   CLASSROOM TEACHERS      1,235,500.00           .00            .00           .00            .00
                                             .00            .00            .00           .00            .00
                                             .00            .00            .00                  1,235,500.00

     00121   SUBSTITUTE/LONG TERM      250,000.00           .00            .00           .00            .00
                                             .00            .00            .00           .00            .00
                                             .00            .00            .00                    250,000.00

     00122   SUBSTITURE/DAILY           75,000.00           .00            .00           .00            .00
                                             .00            .00            .00           .00            .00
                                             .00            .00            .00                     75,000.00

     00123   INSTR AIDES               100,000.00           .00            .00           .00            .00
                                             .00            .00            .00           .00            .00
                                             .00            .00            .00                    100,000.00

     TOTAL    INST-GEN-REGULAR       2,226,000.00      22,000.00      25,000.00          .00            .00
                                             .00            .00            .00      2,500.00            .00
                                             .00            .00            .00                  2,275,500.00

     TOTAL REPORT                    2,226,000.00      22,000.00      25,000.00          .00            .00
                                             .00            .00            .00      2,500.00            .00
                                             .00            .00            .00                  2,275,500.00
```

Sample Budgets Exceeded Report

```
POWERSCHOOL                                                                    PAGE NUMBER:    1
DATE: MM/DD/YYYY                         YOUR ORGANIZATION'S NAME               BUDSTA21
TIME: HH:MM:SS                              BUDGETS EXCEEDED

SELECTION CRITERIA: ALL
ACCOUNTING PERIOD: PP/YY


                                        PERIOD       ENCUMBRANCES     YEAR TO DATE      BUDGET
     *BUDGET UNIT*    ACCOUNT     BUDGET  EXPENDITURES   OUTSTANDING     ENC + EXP       BALANCE

     10000101110      00214          .00        56.00           .00         56.00        -56.00
     10000101110      00221    12,000.00     1,589.00     13,876.00     15,465.00     -3,465.00
     10001041110      00635       890.00       968.00           .00        968.00        -78.00
```

Expenditure Comparison Reports

The Expenditure Comparison Reports menu includes the following options for generating reports comparing the current year's budget, expenditures, balance, and percentage of budget spent against the same categories in the previous year:

Detail Exp (enditure) Comparison	Provides a detailed comparison of expenditures by budget unit. The report's default file name is *expcompd.rpt*.
Expenditure Comparison	Provides a comparison of expenditures by account. The option's page includes a Sort item for defining the sort order, totals, and page breaks. The report's default file name is *expcomp.rpt*.
Summary Exp (enditure) Comparison	Summarizes expenditure information by fund. The report's default file name is *expcomps.rpt*.

For the standard procedure for generating financial reports, refer to .

Menu Path: ⬛ Fund Accounting > Reports > Expenditure Comparison Reports > select an option

Checkboxes

The following checkboxes may appear in a page's Additional Criteria section, depending on the option you are using:

Zero Balances	Select this field if you want the report to include fund groups that have zero balances in both the current and prior years. Leave the box blank to exclude these groups.
Include Encumbrances	Select this field if you want the reported expenditures to include encumbrances. Leave the box blank to exclude encumbrances.

Sample Expenditure Comparison Report

```
POWERSCHOOL
DATE: MM/DD/YYYY                        YOUR ORGANIZATION'S NAME                        PAGE NUMBER:    1
TIME: HH:MM:SS                         EXPENDITURE COMPARISON REPORT                    EXPCOMP1

SELECTION CRITERIA:  orgn.fund="10" and expledgr.account matches "001*"
ACCOUNTING PERIOD: PP/YY

FUND - 10 - GENERAL FUND
AREA - 0010 - DAVIES COUNTY HIGH

                   ---------------- CURRENT YEAR ---------------- -------------------- PRIOR YEAR ------------------
ACCOUNT                    BUDGET       EXP + ENC      BALANCE    %          BUDGET       EXP + ENC      BALANCE     %

00106    ASSISTANT DIRECTOR     70,000.00      65,000.00      5,000.00 92.86       65,000.00      62,500.00      2,500.00  96.15
00107    COORDINATOR            50,000.00      45,500.00      4,500.00 91.00       45,000.00      45,000.00          .00 100.00
TOTAL    MANAGEMENT/PROF       120,000.00     110,500.00      9,500.00 92.08      110,000.00     107,500.00      2,500.00  97.73

00111    PRINCIPAL              70,000.00      70,000.00          .00100.00       68,900.00      68,900.00          .00 100.00
00112    ASSISTANT PRINCIPAL    40,000.00      40,000.00          .00100.00       37,500.00      37,500.00          .00 100.00
00115    GUIDANCE COUNSELORS   200,000.00     180,000.00     20,000.00 90.00      167,225.00     165,575.00      1,650.00  99.00
00116    LIBRARIANS             90,000.00      80,700.00      9,300.00 89.67       75,250.00      74,170.00      1,080.00  98.56
00117    MEDICAL/DENTAL         95,000.00      95,000.00          .00100.00       85,500.00      85,500.00          .00 100.00
00118    CLASSROOM TEACHERS  1,235,500.00   1,203,250.00     32,250.00 97.39    1,000,350.00   1,000,100.00        250.00  99.66
TOTAL    PROFESSIONAL        1,730,500.00   1,668,950.00     61,550.00 96.44    1,434,725.00   1,431,745.00      2,980.00  99.79

00121    SUBSTITUTE/LONG TERM  250,000.00     250,000.00          .00100.00      250,000.00     247,550.00      2,450.00  99.02
00122    SUBSTITUTE/DAILY       75,000.00      75,000.00          .00100.00       75,000.00      64,250.00     10,750.00  85.67
00123    INSTR AIDES           100,000.00      95,000.00      5,000.00 95.00       92,500.00      92,175.00        325.00  99.65
TOTAL    OTHER PROFESSIONAL    425,000.00     420,000.00      5,000.00 98.82      417,500.00     403,975.00     13,525.00  96.76

TOTAL    SALARIES/PROFESSIONAL 2,275,500.00  2,199,450.00     76,050.00 96.66    1,962,225.00   1,943,220.00     19,005.00  99.03

TOTAL    EXPENSES            2,275,500.00   2,199,450.00     76,050.00 96.66    1,962,225.00   1,943,220.00     19,005.00  99.03

TOTAL    DAVIES COUNTY HIGH  2,275,500.00   2,199,450.00     76,050.00 96.66    1,962,225.00   1,943,220.00     19,005.00  99.03

TOTAL    GENERAL FUND        2,275,500.00   2,199,450.00     76,050.00 96.66    1,962,225.00   1,943,220.00     19,005.00  99.03
```

Sample Detail Expenditure Comparison Report

```
POWERSCHOOL
DATE: MM/DD/YYYY                        YOUR ORGANIZATION'S NAME                        PAGE NUMBER:    1
TIME: HH:MM:SS                      DETAIL EXPENDITURE COMPARISON REPORT                EXPCOMP1

SELECTION CRITERIA:  orgn.fund="10" and expledgr.account matches "001*"
ACCOUNTING PERIOD: PP/YY

FUND - 10 - GENERAL FUND
                   ---------------- CURRENT YEAR ---------------- -------------------- PRIOR YEAR ------------------
ACCOUNT                    BUDGET       EXP + ENC      BALANCE    %          BUDGET       EXP + ENC      BALANCE     %

10-0010-4-1110-000-1000010411      70,000.00      65,000.00      5,000.00 92.86       65,000.00      62,500.00      2,500.00  96.15
INST-GEN-REGULAR ASSISTANT DIRECTOR
10-0010-4-1110-000-1000010411      50,000.00      45,500.00      4,500.00 91.00       45,000.00      45,000.00          .00 100.00
INST-GEN-REGULAR COORDINATOR
10-0010-4-1110-000-1000010411      70,000.00      70,000.00          .00100.00       68,900.00      68,900.00          .00 100.00
INST-GEN-REGULAR PRINCIPAL
10-0010-4-1110-000-1000010411      40,000.00      40,000.00          .00100.00       37,500.00      37,500.00          .00 100.00
INST-GEN-REGULAR ASSISTANT PRINCIPAL
10-0010-4-1110-000-1000010411     200,000.00     180,000.00     20,000.00 90.00      167,225.00     165,575.00      1,650.00  99.00
INST-GEN-REGULAR GUIDANCE COUNSELORS
10-0010-4-1110-000-1000010411      90,000.00      80,700.00      9,300.00 89.67       75,250.00      74,170.00      1,080.00  98.56
INST-GEN-REGULAR LIBRARIANS
10-0010-4-1110-000-1000010411      95,000.00      95,000.00          .00100.00       85,500.00      85,500.00          .00 100.00
INST-GEN-REGULAR MEDICAL/DENTAL
10-0010-4-1110-000-1000010411   1,235,500.00   1,203,250.00     32,250.00 97.39    1,000,350.00   1,000,100.00        250.00  99.66
INST-GEN-REGULAR CLASSROOM TEACHERS
10-0010-4-1110-000-1000010411     250,000.00     250,000.00          .00100.00      250,000.00     247,550.00      2,450.00  99.02
INST-GEN-REGULAR SUBSTITUTE/LONG TERM
10-0010-4-1110-000-1000010411      75,000.00      75,000.00          .00100.00       75,000.00      64,250.00     10,750.00  85.67
INST-GEN-REGULAR SUBSTITUTE/DAILY
10-0010-4-1110-000-1000010411     100,000.00      95,000.00      5,000.00 95.00       92,500.00      92,175.00        325.00  99.65
INST-GEN-REGULAR INSTR AIDES
TOTAL    SECONDARY           2,275,500.00   2,199,450.00     76,050.00 96.66    1,962,225.00   1,943,220.00     19,005.00  99.03

TOTAL    DAVIES COUNTY HIGH  2,275,500.00   2,199,450.00     76,050.00 96.66    1,962,225.00   1,943,220.00     19,005.00  99.03

TOTAL    GENERAL FUND        2,275,500.00   2,199,450.00     76,050.00 96.66    1,962,225.00   1,943,220.00     19,005.00  99.03
TOTAL REPORT                 2,275,500.00   2,199,450.00     76,050.00 96.66    1,962,225.00   1,943,220.00     19,005.00  99.03
```

Sample Summary Expenditure Comparison Report

```
POWERSCHOOL
DATE: MM/DD/YYYY                        YOUR ORGANIZATION'S NAME                    PAGE NUMBER:    1
TIME: HH:MM:SS                     SUMMARY EXPENDITURE COMPARISON REPORT           EXPCOMP1

SELECTION CRITERIA:  orgn.fund="10" and expledgr.account matches "001*"
ACCOUNTING PERIOD: PP/YY

FUND - 10 - GENERAL FUND

                        ---------------- CURRENT YEAR ---------------- ------------------ PRIOR YEAR ------------------
              TITLE             BUDGET      EXP + ENC      BALANCE    %         BUDGET      EXP + ENC      BALANCE     %

TOTAL     DAVIES COUNTY HIGH  2,275,500.00  2,199,450.00   76,050.00 96.66  1,962,225.00  1,943,220.00   19,005.00 99.03

TOTAL     GENERAL FUND        2,275,500.00  2,199,450.00   76,050.00 96.66  1,962,225.00  1,943,220.00   19,005.00 99.03

TOTAL REPORT                  2,275,500.00  2,199,450.00   76,050.00 96.66  1,962,225.00  1,943,220.00   19,005.00 99.03
```

Expenditure Status Reports

Use the options on the Expenditure Status Reports menu to generate reports that includes the following information for the expenditure ledgers selected: budgets, period expenditures, encumbrances outstanding, year-to-date encumbrances and expenditures, available balances, and percentages of budgets spent in the year to date.

For the standard procedure for generating financial reports, refer to .

Menu Path: 👤 Fund Accounting > Reports > Expenditure Status Reports > select an option

Menu Options

The following options on the Expenditure Status Reports menu can be used to generate regular expenditure reports:

Detail Expenditure Status Report	Provides expenditure status detail by fund, organization, and account number. The report's page includes a Pre-encumbrance Detail checkbox, which if selected, includes pre-encumbrance information. The report's default file name is *expstatd.rpt*.
Expenditure Status Report	Provides expenditure status information by account. The report's page includes a Zero Balance checkbox, which if selected, includes accounts that have zero balances. The report's default file name is *expstat.rpt*.
Summary Exp (enditure) Status Report	Provides a summary of expenditure status information by fund. The report's default file name is *expstats.rpt*.

In addition, the following options are available for generating GASB (Governmental Accounting Standards Board) reports. These reports are similar in format to those used in the regular expenditure status reports.

GASB Detail Expenditure Status Report	Provides expenditure status detail by fund, organization, and account number. The report's page includes a Pre-encumbrance Detail checkbox, which if selected, includes pre-encumbrance information. The report's default file name is *gexpstatd.rpt*.
GASB Expenditure Status Report	Provides expenditure status information by account. The report's page has a Zero Balance checkbox, which if selected, includes accounts with zero balances. The report's default file name is *gexpstat.rpt*.
GASB Summary Expenditure Status Report	Provides a summary of expenditure status information by fund. The option's page includes a Zero Balances checkbox, which if selected, includes accounts with zero balances. The report's default file name is *gexpstats.rpt*.

Sample Expenditure Status Report

```
POWERSCHOOL
DATE: MM/DD/YYYY                          YOUR ORGANIZATION'S NAME                    PAGE NUMBER:    1
TIME: HH:MM:SS                            EXPENDITURE STATUS REPORT                   EXPSTA11

SELECTION CRITERIA: orgn.fund="10" and expledgr.account matches "001*"
ACCOUNTING PERIOD: PP/YY

SORTED BY: *Fund*,*Area*,ACCOUNT
TOTALED ON: *Fund*,*Area*,ACCOUNT
PAGE BREAKS ON: *Fund*

FUND - 10 - GENERAL FUND
                                                   PERIOD        ENCUMBRANCES     YEAR TO DATE      AVAILABLE      YTD/
ACCOUNT  - - - - - TITLE - - - - -       BUDGET   EXPENDITURES   OUTSTANDING        EXP            BALANCE        BUD

00106    ASSISTANT DIRECTOR           70,000.00       5,728.00      17,479.00        33,927.00      18,594.00    73.44
00107    COORDINATOR                  50,000.00       4,012.00      13,186.00        22,441.00      14,373.00    71.25
TOTAL    MANAGEMENT/PROF             120,000.00       9,740.00      30,665.00        56,368.00      32,967.00    72.53

00111    PRINCIPAL                    80,000.00       6,453.00      18,220.00        35,866.00      25,914.00    67.61
00112    ASSISTANT PRINCIPAL          40,000.00       3,230.00      10,384.00        19,127.00      10,489.00    73.78
00115    GUIDANCE COUNSELORS         200,000.00      17,189.00      42,410.00       101,521.00      56,069.00    71.97
00116    LIBRARIANS                   90,000.00       7,705.00      22,190.00        43,722.00      24,088.00    73.24
00117    MEDICAL/DENTAL               95,000.00       8,035.00      25,680.00        51,045.00      18,275.00    80.76
00118    CLASSROOM TEACHERS        1,235,000.00     108,159.00     335,156.00       620,289.00     279,555.00    77.36
TOTAL    PROFESSIONAL              1,740,000.00     150,771.00     454,040.00       871,570.00     414,390.00    76.18

00121    SUBSTITUTE/LONG TERM        250,000.00      22,727.00      62,272.00       122,640.00      65,088.00    73.96
00122    SUBSTITUTE/DAILY             75,000.00       5,339.00      14,624.00        26,871.00      33,505.00    55.33
00123    INSTR AIDES                 100,000.00       8,109.00      25,010.00        51,152.00      23,838.00    76.16
TOTAL    OTHER PROFESSIONAL         425,000.00      36,175.00     101,906.00       200,663.00     816,376.00    71.19

TOTAL    SALARIES/PROFESSIONAL    2,285,000.00     196,686.00     586,611.00     1,128,601.00   1,263,733.00    75.06

TOTAL    EXPENSES                 2,285,000.00     196,686.00     586,611.00     1,128,601.00   1,263,733.00    75.06

TOTAL    TOTAL VALLEY CENTRAL HIGH 2,285,000.00    196,686.00     586,611.00     1,128,601.00   1,263,733.00    75.06

TOTAL    GENERAL FUND             2,285,000.00     196,686.00     586,611.00     1,128,601.00   1,263,733.00    75.06

TOTAL REPORT                      2,285,000.00     196,686.00     586,611.00     1,128,601.00   1,263,733.00    75.06
```

Sample Detail Expenditure Status Report

```
POWERSCHOOL
DATE: MM/DD/YYYY                          YOUR ORGANIZATION'S NAME                    PAGE NUMBER:    1
TIME: HH:MM:SS                            DETAIL EXPENDITURE STATUS REPORT            EXPSTA11

SELECTION CRITERIA: orgn.fund="10" and expledgr.account matches "001*"
ACCOUNTING PERIOD: PP/YY

SORTED BY: *Fund*,*Area*,ACCOUNT
TOTALED ON: *Fund*,*Area*,ACCOUNT
PAGE BREAKS ON: *Fund*

FUND - 10 - GENERAL FUND
                                                              PERIOD        ENCUMBRANCES     YEAR TO DATE      AVAILABLE
ORGANIZATION / ACCOUNT / TITLE                      BUDGET   EXPENDITURES   OUTSTANDING        EXP            BALANCE

10-0010-4-1110-000 00106 INST-GEN-REGULAR ASSISTANT   70,000.00      5,728.00      17,479.00        33,927.00      18,594.00
10-0010-4-1110-000 00107 INST-GEN-REGULAR COORDINAT   50,000.00      4,012.00      13,186.00        22,441.00      14,373.00
10-0010-4-1110-000 00111 INST-GEN-REGULAR PRINCIPAL   80,000.00      6,453.00      18,220.00        35,866.00      25,914.00
10-0010-4-1110-000 00112 INST-GEN-REGULAR ASSISTANT   40,000.00      3,230.00      10,384.00        19,127.00      10,489.00
10-0010-4-1110-000 00115 INST-GEN-REGULAR GUIDANCE   200,000.00     17,189.00      42,410.00       101,521.00      56,069.00
10-0010-4-1110-000 00116 INST-GEN-REGULAR LIBRARIAN   90,000.00      7,705.00      22,190.00        43,722.00      24,088.00
10-0010-4-1110-000 00117 INST-GEN-REGULAR MEDICAL/D   95,000.00      8,035.00      25,680.00        51,045.00      18,275.00
10-0010-4-1110-000 00118 INST-GEN-REGULAR CLASSROOM 1,235,000.00   108,159.00     335,156.00       620,289.00     279,555.00
10-0010-4-1110-000 00121 INST-GEN-REGULAR SUBSTITUT  250,000.00     22,727.00      62,272.00       122,640.00      65,088.00
10-0010-4-1110-000 00122 INST-GEN-REGULAR SUBSTITUT   75,000.00      5,339.00      14,624.00        26,871.00      33,505.00
10-0010-4-1110-000 00123 INST-GEN-REGULAR INSTR AID  100,000.00      8,109.00      25,010.00        51,152.00      23,838.00

TOTAL    SECONDARY                 2,285,000.00     196,686.00     586,611.00     1,128,601.00   1,263,733.00

TOTAL    VALLEY CENTRAL HIGH       2,285,000.00     196,686.00     586,611.00     1,128,601.00   1,263,733.00

TOTAL    GENERAL FUND              2,285,000.00     196,686.00     586,611.00     1,128,601.00   1,263,733.00

TOTAL    REPORT                    2,285,000.00     196,686.00     586,611.00     1,128,601.00   1,263,733.00
```

Sample Summary Expenditure Status Report

```
POWERSCHOOL
DATE: MM/DD/YYYY                          YOUR ORGANIZATION'S NAME                        PAGE NUMBER:   1
TIME: HH:MM:SS                        SUMMARY EXPENDITURE STATUS REPORT                   EXPSTA31

SELECTION CRITERIA: orgn.fund="10" and expledgr.account matches "001*"
ACCOUNTING PERIOD PP/YY

FUND - 10 - GENERAL FUND
                                           PERIOD      ENCUMBRANCES    YEAR TO DATE   AVAILABLE      YTD/
BUILDING    - - - - - TITLE - - - - -    BUDGET      EXPENDITURES   OUTSTANDING      EXP          BALANCE     BUD

TOTAL    DAVIES COUNTY HIGH     2,285,000.00     196,686.00     586,611.00    1,128,601.00   1,263,733.00  75.06

TOTAL    GENERAL FUND          2,285,000.00     196,686.00     586,611.00    1,128,601.00   1,263,733.00  75.06

TOTAL REPORT                   2,285,000.00     196,686.00     586,611.00    1,128,601.00   1,263,733.00  75.06
```

Sample GASB Expenditure Status Report

```
POWERSCHOOL                                                                              PAGE NUMBER:   1
DATE: MM/DD/YYYY                          YOUR ORGANIZATION'S NAME                        EXPSTA11
TIME: HH:MM:SS                        GASB EXPENDITURE STATUS REPORT

SELECTION CRITERIA: orgn.fund='01' and expledgr.account='610'
ACCOUNTING PERIOD: PP/YY

SORTED BY: *Fund*,*Function*,*Program*
TOTALED ON: *Fund*,*Function*,*Program*
PAGE BREAKS ON: *Fund*

*Fund*-01 GENERAL FUND
*Function*-1210 STATE SUBSIDIES II

                                    ORIGINAL      AMENDED       BUDGET        ACTUAL Y-T-D    AVAILABLE      YTD/
*Program*  - - - - - TITLE - - - - -  BUDGET       BUDGET       VARIANCE        EXP          BALANCE       BUD
*Function*-1210 STATE SUBSIDIES II
010      FUEL ASSISTANCE          354,500.00    354,500.00         .00      195,104.04     159,395.96    55.04
         TOTAL FUEL ASSISTANCE    354,500.00    354,500.00         .00      195,104.04     159,395.96    55.04

020      HOME ENERGY CONSERV      489,000.00    489,000.00         .00      268,931.86     220,068.14    55.00
         TOTAL HOME ENERGY CONSERV 489,000.00   489,000.00         .00      268,931.86     220,068.14    55.00

040      RECREATION GRANTS         96,665.00     96,665.00         .00       82,717.41      38,953.69    85.57
         TOTAL RECREATION GRANTS   96,665.00     96,665.00         .00       82,717.41      38,953.69    85.57

050      COMMUNITY HEALTH         214,387.00    214,387.00         .00      169,148.00      45,239.00    78.90
         TOTAL COMMUNITY HEALTH   214,387.OO    214,387.00         .00      169,148.00      45,239.00    78.90

         TOTAL STATE SUBSIDIES II 1,154,552.00 1,154,552.00        .00      715,901.31     483,650.69    62.00


TOTAL REPORT                     1,154,552.00  1,154,552.00        .00      715,901.31     483,650.69    62.00
```

Sample GASB Detail Expenditure Status Report

```
POWERSCHOOL                                                                              PAGE NUMBER:   1
DATE: MM/DD/YYYY                          YOUR ORGANIZATION'S NAME                        EXPSTA11
TIME: HH:MM:SS                     GASB DETAIL EXPENDITURE STATUS REPORT

SELECTION CRITERIA: expledgr.key_orgn='11100050120'
ACCOUNTING PERIOD: PP/YY

SORTED BY: *Fund*,*Function*,*Program*
TOTALED ON: *Fund*,*Function*,*Program*
PAGE BREAKS ON: *Fund*

*Fund* - 01 - GENERAL FUND
                                    ORIGINAL      CURRENT       PERIOD        YEAR TO DATE    AVAILABLE
                                    BUDGET        BUDGET        EXPENDITURES     EXP          BALANCE

1110-000-50-120 400 SALARIES        255,950.00    255,950.00     69,106.50    135,653.50     120,296.50
1110-000-50-120 405 CONTRACT SERVICES 48,600.00    48,600.00     19,440.00     29,160.00      19,440.00
1110-000-50-120 410 GENERAL SUPPLIES   3,140.00     3,140.00      1,103.40      1,423.36       1,716.64
1110-000-50-120 420 GEN OFFICE EQUIP   5,900.00     5,900.00      1,564.68      3,433.80       2,466.20
1110-000-50-120 430 TELEPHONE          1,480.00     1,480.00        357.03        925.00         555.00
1110-000-50-120 440 POSTAGE              450.00       450.00         85.50        217.04         232.97
1110-000-50-120 460 TRANSPORTATION     2,100.00     2,110.00        748.44      1,222.83         877.17
1110-000-50-120 470 PROFESSIONAL DEVEL 1,500.00     1,500.00        410.00        765.00         735.00
1110-000-50-120 480 COMPUTER HARDWARE  6,750.00     6,750.00      4,218.75      4,552.88       2,197.13
1110-000-50-120 485 GEN APPLC SOFTWARE 1,820.00     1,820.00        800.80      1,050.14         769.86

    TOTAL *Function* - LEARNING DISABALED  327,690.00  327,690.00   97,635.09    178,403.54     149,286.46

TOTAL REPORT                         327,690.00    327,690.00     97,635.09    178,403.54     149,286.46
```

Sample GASB Summary Expenditure Status Report

```
POWERSCHOOL                                                                    PAGE NUMBER:    1
DATE: MM/DD/YYYY                       YOUR ORGANIZATION'S NAME                 EXPSTA11
TIME: HH:MM:SS                   GASB SUMMARY EXPENDITURE STATUS REPORT

SELECTION CRITERIA: orgn.fund='01' and expledgr.account='610'
ACCOUNTING PERIOD: PP/YY

*Fund* - 01 - GENERAL FUND
                                ORIGINAL       CURRENT        PERIOD     YEAR TO DATE      AVAILABLE     YTD/
*Function* - - - - - TITLE - - - - -     BUDGET        BUDGET    OUTSTANDING          EXP        BALANCE     BUD

1010      REG PROGS ELEM/SEC     4,863,211.00   4,863,211.00     403,646.51   2,640,723.57   2,222.487.43   54.30

1020      SPEC PROGS ELEM/SEC    1,057,072.00   1,057,072.00     116,700.75     665,321.12     391,750.88   62.94

1030      LIFE SKILLS SUPPORT      257,500.00     257,500.00      23,793.38     167,735.50      89,764.50   65.14

1040      SPEECH/LANG SUPPORT      235,000.00     235,000.00      32,665.00     146,405.00      88,595.00   62.30

1080      LEARNING DISABALED       618,734.00     618,734.00      52,097.40     309,243.25     309,490.75   49.98

1090      LRNG SUPPORT GIFTED      537,150.00     537,150.00      49,006.34     314,895.59     222,254.41   58.62

1100      HOME ECONOMICS ED        457,271.00     457,271.00      74,077.90     314,693.90     142,577.10   68.82

1110      INDUSTRIAL ARTS ED       931,924.00     931,924.00     106,891.68     539,770.38     392,153.62   57.92

1120      BUSINESS EDUCATION       516,300.00     516,300.00      54,985.95     284,791.08     231,508.92   55.16

1130      SUMMER SCHOOL            215,000.00     215,000.00      26,963.15     152,093.15      62,906.85   70.74

1140      SCHOOL LIBRARY SVCS      189,030.00     189,030.00      16,974.89     119,240.12      69,789.88   63.08

1150      OFFICE OF THE SUPT       354,000.00     354,000.00      36,996.54     204,119.94     149,880.06   57.66

1160      COMMUNITY RELATIONS      123,940.00     123,940.00      13,137.64      76,470.98      47,469.02   61.70

1170      OFFICE OF PRINC SRVS     281,278.00     281,278.00      34,006.51     169,413.74     111,864.26   60.23

1180      NURSING SERVICES         168,307.00     168,307.00      13,548.71     104,575.87      63,731.13   62.13

1190      WAREHOUSE                215,000.00     215,000.00      16,533.50     109,069.50     105,930.50   50.73

1200      OPER OF BLDGS SERVS      483,300.00     483,300.00      41,270.33     275,322.53     162,977.47   62.82

1210      STUDENT TRANSPORT SVCS   518,000.00     518,000.00      55,944.00     296,399.60     221,600.40   57.22

1220      DATA PROCESSING SVCS     256,800.00     256,800.00      32,726.85     172,194.93      84,605.07   67.05

1230      STUDENT ACTIVITIES       146,665.00     146,665.00      12,451.86      77,571.12      69,093.88   52.89

TOTAL     GENERAL FUND         12,380,482.00  12,380,482.00   1,214,418.53   7,140,050.90   5,240,431.10   57.67


TOTAL REPORT                   12,380,482.00  12,380,482.00   1,214,418.53   7,140,050.90   5,240,431.10   57.67
```

Revenue Comparison Reports

Use the options on the Revenue Comparison Reports menu to compare the current year's budget, receipts, balance, and percentage of budgeted revenue received against those from the previous year. You can generate a comparison report in one of the following formats:

Detail Revenue Comparison Report	Includes a detailed revenue comparison by budget unit. The report's default file name is *revcompd.rpt*.
Revenue Comparison Report	Provides a comparison of revenue by account. The report's default file name is *revcomp.rpt*. The Revenue Comparison Report page's Action Bar has a Sort item for defining the report's sort order, totals, and page breaks.
Summary Rev (enue) Comparison Report	Summarizes revenue by fund, comparing the current and prior years. The report's default file name is *revcomps.rpt*.

For the standard procedure for generating financial reports, refer to Financial Report Menus (page 510).

Menu Path: 👤 Fund Accounting > Reports > Revenue Comparison Reports > select an option

Checkboxes

The following checkboxes may appear in a page's Additional Criteria section, depending on the option you are using:

Zero Balances	Select this field if you want the report to include fund groups that have zero balances in both the current and prior years. Leave the box blank to exclude these groups.
Include Receivables	Select this field if you want the reported revenue to include receivables. Leave the box blank to exclude encumbrances.

Sample Revenue Comparison Report - with Include Receivables

```
POWERSCHOOL                                                                    PAGE NUMBER:    1
DATE: MM/DD/YYYY                         YOUR ORGANIZATION'S NAME               REVCOMP1
TIME: HH:MM:SS                           REVENUE COMPARISON REPORT

SELECTION CRITERIA:  ALL
ACCOUNTING PERIOD:  PP/YY

SORTED BY: *Fund*,*Function*,*Program*
TOTALED ON: *Fund*,*Function*,*Program*
PAGE BREAKS ON: *Fund*

*Fund*-01 GENERAL FUND
*Function*- ORGN TAX REVENUE

                                  ---------------- CURRENT YEAR -------------------   ------------------- PRIOR YEAR -----------------
*Program* - - - - - TITLE - - - - -   BUDGET     REC + RECV     BALANCE     %         BUDGET     REC + RECV     BALANCE     %

01110      TAXES REAL EST CUR    2,706,956.00   2,706,956.00        .00 100.00   2,500,000.00   2,321,190.00   178,810.00  92.85
01111      TAXES REAL EST DEL       20,000.00      18,755.00   1,245.00  93.78      31,178.00      28,998.00     2,180.00  93.01
TOTAL      TAXES REAL EST       2,726,956.00   2,725,711.00   1,245.00  99.95   2,531,178.00   2,350,188.00   180,990.00  92.85
01200      TAXES EARNED INCOME     875,345.00     875,345.00        .00 100.00     780,650.00     779,654.00       996.00  99.87
TOTAL      TAXES EARNED INCOME    875,345.00     875,345.00        .00 100.00     780,650.00     779,654.00       996.00  99.87

01310      TAXES PER CAPITA       330,000.00     329,890.00     110.00  99.97     317,790.00     316,560.00     1,230.00  99.61
01311      TAXES OCCUP ASSESS     165,980.00     164,945.00   1,035.00  99.38     159,540.00     157,980.00     1,560.00  99.02
01312      TAXES OCCUP PRIV        95,890.00      91,890.00   4,000.00  95.83      84,775.00      83,080.00     1,695.00  98.00
TOTAL      TAXES OTHER            591,870.00     586,725.00   5,145.00  99.13     562,105.00     557,620.00     4,485.00  99.20

TOTAL      TAXES LOCAL         4,194,171.00   4,187,781.00   6,390.00  99.86   3,873,933.00   3,687,462.00   186,471.00  95.18

TOTAL      DISTRICT            4,194,171.00   4,187,781.00   6,390.00  99.86   3,873,933.00   3,687,462.00   186,471.00  95.18

TOTAL      GENERAL FUND        4,194,171.00   4,187,781.00   6,390.00  99.86   3,873,933.00   3,687,462.00   186,471.00  95.18

TOTAL REPORT                   4,194,171.00   4,187,781.00   6,390.00  99.86   3,873,933.00   3,687,462.00   186,471.00  95.18
```

Sample Detail Revenue Comparison Report - with Include Receivables

```
POWERSCHOOL                                                                    PAGE NUMBER:    1
DATE: MM/DD/YYYY                         YOUR ORGANIZATION'S NAME               REVCOM21
TIME: HH:MM:SS                           DETAIL REVENUE COMPARISON REPORT

SELECTION CRITERIA:  ALL
ACCOUNTING PERIOD:  PP/YY

*Fund* - 01 - GENERAL FUND
                                  ---------------- CURRENT YEAR -------------------   ------------------- PRIOR YEAR -----------------
ACCOUNT                               BUDGET     REC + RECV     BALANCE     %         BUDGET     REC + RECV     BALANCE     %

10-0000-0-0000-000-1000000000     2,706,956.00   2,706,956.00        .00100.00   2,500,000.00   2,321,190.00   178,810.00 92.85
REVENUE LOCAL REAL EST CUR
10-0000-0-0000-000-1000000000        20,000.00      18,755.00   1,245.00 93.78      31,178.00      28,998.00     2,180.00 93.01
REVENUE LOCAL REAL EST DEL
10-0000-0-0000-000-1000000000       875,345.00     875,345.00        .00100.00     780,650.00     779,654.00       996.00 99.87
REVENUE LOCAL TAXES EARNED INCOME
10-0000-0-0000-000-1000000000       330,000.00     329,890.00     110.00 99.97     317,790.00     316,560.00     1,230.00 99.61
REVENUE LOCAL TAXES PER CAPITA
10-0000-0-0000-000-1000000000       165,980.00     164,945.00   1,035.00 99.38     159,540.00     157,980.00     1,560.00 99.02
REVENUE LOCAL TAXES OCCUP ASSESS
10-0000-0-0000-000-1000000000        95,890.00      91,890.00   4,000.00 95.83      84,775.00      83,080.00     1,695.00 98.00
REVENUE LOCAL TAXES OCCUP PRIV
TOTAL      DISTRICT            4,194,171.00   4,187,781.00   6,390.00 99.86   3,873,933.00   3,687,462.00   186,471.00 95.18

TOTAL      DISTRICT            4,194,171.00   4,187,781.00   6,390.00 99.86   3,873,933.00   3,687,462.00   186,471.00 95.18

TOTAL      GENERAL FUND        4,194,171.00   4,187,781.00   6,390.00 99.86   3,873,933.00   3,687,462.00   186,471.00 95.18

TOTAL REPORT                   4,194,171.00   4,187,781.00   6,390.00 99.86   3,873,933.00   3,687,462.00   186,471.00 95.18
```

Sample Summary Revenue Comparison Report - with Include Receivables

```
POWERSCHOOL                                                                        PAGE NUMBER:    1
DATE: MM/DD/YYYY                          YOUR ORGANIZATION'S NAME                  REVCOM31
TIME: HH:MM:SS                         SUMMARY REVENUE COMPARISON REPORT

SELECTION CRITERIA:  ALL
ACCOUNTING PERIOD:  PP/YY

*Fund* - 40 - AGENCY FUND
                        ----------------CURRENT YEAR ------------------- ------------------ PRIOR YEAR ------------------
          TITLE             BUDGET      REC + RECV       BALANCE     %        BUDGET      REC + RECV       BALANCE     %
TOTAL     DISTRICT        4,194,171.00  4,187,781.00     6,390.00  99.86   3,873,933.00  3,687,462.00    186,471.00  95.18

TOTAL     GENERAL FUND    4,194,171.00  4,187,781.00     6,390.00  99.86   3,873,933.00  3,687,462.00    186,471.00  95.18

TOTAL REPORT             4,194,171.00  4,187,781.00     6,390.00  99.86   3,873,933.00  3,687,462.00    186,471.00  95.18
```

Revenue Status Reports

Use the options on the Revenue Status Reports menu to list revenue balances and activities during a specified period and year. The report provides the budget, receipts, receivables, year-to-date revenue, balance, and percentage of budgeted revenue received in the year to date for the budget unit/accounts selected.

You can generate a status report in one of the following formats:

Detail Revenue Status Report	Generates a detailed revenue listing at the budget unit level. The report's default file name is *revstatd.rpt*.
GASB Revenue Status Report	Provides a summary of revenues at the fund level for use in GASB (Governmental Accounting Standards Board) reporting. The report's default file name is *gexpstat.rpt*.
Revenue Status Report	Lists revenue status information at the account level. This option includes a checkbox for including or excluding fund groups that have zero balances. Select the Zero Balances checkbox if you want to include these groups. The report's default file name is *revstat.rpt*.
Summary Revenue Status Report	Provides a summary of revenues at the fund level. The report's default file name is *revstats.rpt*.

For the standard procedure for generating financial reports, refer to Financial Report Menus (page 510).

Menu Path: Fund Accounting > Reports > Revenue Status Reports > select an option

Sample Revenue Status Report

```
POWERSCHOOL                                                                       PAGE NUMBER:    1
DATE: MM/DD/YYYY                          YOUR ORGANIZATION'S NAME                 REVSTA11
TIME: HH:MM:SS                            REVENUE STATUS REPORT

SELECTION CRITERIA:  ALL
ACCOUNTING PERIOD:  PP/YY

SORTED BY: *Fund*,*Function*,*Program*
TOTALED ON: *Fund*,*Function*,*Program*
PAGE BREAKS ON: *Fund*

*Fund*-01 GENERAL FUND
*Function*- TITLE NOT FOUND
                                                   PERIOD                    YEAR TO DATE    AVAILABLE      YTD/
ACCOUNT  - - - - - TITLE - - - - -      BUDGET    RECEIPTS    RECEIVABLES      REVENUE        BALANCE       BUD

01110     TAXES REAL EST CUR       2,706,956.00   432,119.00   2,274,837.00   2,706,956.00        .00     100.00
01111     TAXES REAL EST DEL          20,000.00       768.00      17,987.00      18,755.00   1,245.00      93.78
TOTAL     TAXES REAL EST         2,726,956.00   432,887.00   2,292,824.00   2,725,711.00   1,245.00      99.95

01200     TAXES EARNED INCOME       875,345.00   198,223.00     677,122.00     875,345.00        .00     100.00
TOTAL     TAXES EARNED INCOME      875,345.00   198,223.00     677,122.00     875,345.00        .00     100.00

01310     TAXES PER CAPITA          330,000.00    72,890.00     257,000.00     329,890.00     110.00      99.97
01311     TAXES OCCUP ASSESS        165,980.00    23,645.00     141,300.00     164,945.00   1,035.00      99.38
01312     TAXES OCCUP PRIV           95,890.00     9,870.00      82,020.00      91,890.00   4,000.00      95.83
TOTAL     TAXES OTHER              591,870.00   106,405.00     480,320.00     586,725.00   5,145.00      99.13

TOTAL     TAXES LOCAL           4,194,171.00   737,515.00   3,450,266.00   4,187,781.00   6,390.00      99.86

TOTAL     DISTRICT             4,194,171.00   737,515.00   3,450,266.00   4,187,781.00   6,390.00      99.86

TOTAL REPORT                   4,194,171.00   737,515.00   3,450,266.00   4,187,781.00   6,390.00      99.86
```

Sample Detail Revenue Status Report

```
POWERSCHOOL                                                              PAGE NUMBER:    1
DATE: MM/DD/YYYY                         YOUR ORGANIZATION'S NAME         REVSTA31
TIME: HH:MM:SS                          DETAIL REVENUE STATUS REPORT

SELECTION CRITERIA:  ALL
ACCOUNTING PERIOD:  PP/YY

SORTED BY: *Fund*,*Function*,*Program*
TOTALED ON: *Fund*,*Function*,*Program*
PAGE BREAKS ON: *Fund*
                                                    PERIOD                 YEAR TO DATE
ORGANIZATION/ACCOUNT       TITLE              BUDGET  RECEIPTS   RECEIVABLES     REVENUE      BALANCE

10-0000-0-0000-000-10000000000000 01110 REVENUE LOCAL  2,706,956.00  432,119.00  2,274,837.00  2,706,956.00       .00
10-0000-0-0000-000-10000000000000 01111 REVENUE LOCAL     20,000.00      768.00     17,987.00     18,755.00  1,245.00
10-0000-0-0000-000-10000000000000 01200 REVENUE LOCAL    875,345.00  198,223.00    677,122.00    875,345.00       .00
10-0000-0-0000-000-10000000000000 01310 REVENUE LOCAL    330,000.00   72,890.00    257,000.00    329,890.00     110.00
10-0000-0-0000-000-10000000000000 01311 REVENUE LOCAL    165,980.00   23,645.00    141,300.00    164,945.00   1,035.00
10-0000-0-0000-000-10000000000000 01312 REVENUE LOCAL     95,890.00    9,870.00     82,020.00     91,890.00   4,000.00
TOTAL     DISTRICT                                     4,194,171.00  737,515.00  3,450,266.00  4,187,781.00   6,390.00

TOTAL     DISTRICT                                     4,194,171.00  737,515.00  3,450,266.00  4,187,781.00   6,390.00

TOTAL     GENERAL FUND                                 4,194,171.00  737,515.00  3,450,266.00  4,187,781.00   6,390.00

TOTAL REPORT                                           4,194,171.00  737,515.00  3,450,266.00  4,187,781.00   6,390.00
```

Sample Summary Revenue Status Report

```
POWERSCHOOL                                                              PAGE NUMBER:    1
DATE: MM/DD/YYYY                         YOUR ORGANIZATION'S NAME         REVSTA11
TIME: HH:MM:SS                         SUMMARY REVENUE STATUS REPORT

SELECTION CRITERIA:  ALL
ACCOUNTING PERIOD: PP/YY

*Fund* - 10 - GENERAL FUND
                                                    PERIOD                 YEAR TO DATE   AVAILABLE      YTD/
BUILDING   - - - - TITLE - - - - -         BUDGET  RECEIPTS   RECEIVABLES     REVENUE      BALANCE       BUD

TOTAL     DISTRICT                       4,194,171.00  737,515.00  3,450,266.00  4,187,781.00   6,390.00   99.86

TOTAL     GENERAL FUND                   4,194,171.00  737,515.00  3,450,266.00  4,187,781.00   6,390.00   99.86

TOTAL REPORT                             4,194,171.00  737,515.00  3,450,266.00  4,187,781.00   6,390.00   99.86
```

Sample GASB Revenue Status Report

```
POWERSCHOOL                                                              PAGE NUMBER:    1
DATE: MM/DD/YYYY                         YOUR ORGANIZATION'S NAME         EXPSTA11
TIME: HH:MM:SS                          GASB REVENUE STATUS REPORT

SELECTION CRITERIA: revledgr.key_orgn='01' and revledgr.account in ('R6946','R6400','R6113')
ACCOUNTING PERIOD:  PP/YY

SORTED BY: *Fund*,*Function*,ACCOUNT
TOTALED ON: *Fund*,*Function*,ACCOUNT
PAGE BREAKS ON: *Fund*

*Fund*-01 GENERAL FUND
*Function*-01-1 GASB REVENUES

                        ORIGINAL       AMENDED        BUDGET       ACTUAL Y-T-D     AVAILABLE      YTD/
ACCOUNT   - - - - TITLE - - - - -   BUDGET         BUDGET         VARIANCE         REV          BALANCE       BUD

R6113     PUBLIC UTILITY R. T.      15,000.00      15,000.00          .00           32.75      14,967.25       .22
TOTAL PUBLIC UTILITY R. T.          15,000.00      15,000.00          .00           32.75      14,967.25       .22

R6400     DELIQU TAX LEVIED          5,700.00       5,700.00          .00          230.00       5,470.00      4.04
TOTAL DELIQU TAX LEVIED              5,700.00       5,700.00          .00          230.00       5,470.00      4.04

R6946     OUTDOOR EDU. TUITION       2,200.00       2,200.00          .00           44.50       2,155.50      2.02
TOTAL OUTDOOR EDU. TUITION           2,200.00       2,200.00          .00           44.50       2,155.50      2.02

TOTAL GASB REVENUES                 22,900.00      22,900.00          .00          307.25      22,592.75      1.34

TOTAL GENERAL FUND                  22,900.00      22,900.00          .00          307.25      22,592.75      1.34


TOTAL REPORT                        22,900.00      22,900.00          .00          307.25      22,592.75      1.34
```

Project Status Reports

Use the options on the Project Status Reports menu to list combined expenditure and revenue data for projects in a specified period and year. The report includes the budget, receipts and expenditures, year-to-date receivables and encumbrances balance, and year-to-date expenses and revenue, including encumbrances and receivables. In addition, it lists the project balance and percentage of budgeted expenditures spent.

You can generate a status report in one of the following formats:

Project Status Detail Report	Provides detailed status information by project. The report's default file name is *prostatd.rpt*.
	Note that part of the report's title is defined by the Level 1 title used in your project accounting reporting structure. The Level 1 title used throughout the manual is shown in asterisks here, as well as in the title of the second report sample at the end of this section.
Project Status Report	Includes revenue and expenditure status information at the project or sub-project level. The report's default file name is *prosta1.rpt*.
	This option includes a checkbox for including or excluding fund groups that have zero balances. Select the Zero Balances box to include these groups.
Project Summary Report	Generates revenue and expense totals for selected project/accounts. The report's default file name is *prostats.rpt*.

For the standard procedure for generating financial reports, refer to Financial Report Menus (page 510).

Menu Path: Fund Accounting > Reports > Project Status Reports > select an option

Sample Project Status Report

```
POWERSCHOOL                                                                 PAGE NUMBER:   1
DATE: MM/DD/YYYY                      YOUR ORGANIZATION'S NAME               PROSTA21
TIME: HH:MM:SS                          PROJECT STATUS

SELECTION CRITERIA:  ALL
ACCOUNTING PERIOD: PP/YY

SORTED BY: *Program*,*Center*,*Task*
TOTALED ON: *Program*,*Center*,*Task*
PAGE BREAKS ON: *Program*

*Program*-002221 A.S.I.A.

                                          PERIOD RECEIPTS   RECEIVABLES    YEAR TO DATE                  YTD/
*Task*  - - - - - TITLE - - - - -    BUDGET  PERIOD EXPENSES ENCUMBRANCES  REVENUE/EXPENDITURE  BALANCE   BUD

              TITLE NOT FOUND          .00            .00          .00           .00          .00     .00

00107   COORDINATOR              25,000.00       5,769.00    19,231.00     25,000.00          .00  100.00
TOTAL   MANAGEMENT/PROF          25,000.00       5,769.00    19,231.00     25,000.00          .00  100.00

00113   SPECIAL ED               46,000.00      12,545.00    33,455.00     46,000.00          .00  100.00
00118   CLASSROOM TEACHERS       75,000.00      18,409.00    49,091.00     67,500.00     7,500.00   90.00
00119   READING SPECIALIST       45,500.00      12,409.00    33,091.00     45,500.00          .00  100.00
TOTAL   PROFESSIONAL            166,500.00      43,363.00   115,637.00    159,000.00     7,500.00   95.50

00123   INSTR AIDES               8,500.00       2,318.00     6,182.00      8,500.00          .00  100.00
TOTAL   OTHER PROFESSIONAL        8,500.00       2,318.00     6,182.00      8,500.00          .00  100.00

TOTAL   SALARIES/PROFESSIONAL   200,000.00      51,450.00   141,050.00    192,500.00     7,500.00   96.25

00201   EMP BENEFITS            125,000.00       4,500.00   120,500.00    125,000.00          .00  100.00
TOTAL   EMP BENEFITS            125,000.00       4,500.00   120,500.00    125,000.00          .00  100.00

TOTAL   BENEFITS/PROFESSIONAL   125,000.00       4,500.00   120,500.00    125,000.00          .00  100.00

00611   SUPPLIES                320,000.00     289,650.00    30,350.00    320,000.00          .00  100.00
TOTAL   INSTR SUPPLIES          320,000.00     289,650.00    30,350.00    320,000.00          .00  100.00

00712   TEXTBOOKS               230,000.00      72,334.00   157,666.00    230,000.00          .00  100.00
00713   WORKBOOKS                75,000.00      23,456.00    51,544.00     75,000.00          .00  100.00
TOTAL   INSTR MATERIALS         305,000.00      95,790.00   209,210.00    305,000.00          .00  100.00

TOTAL   INSTR MTLS/SUPPLIES     625,000.00     385,440.00   239,560.00    625,000.00          .00  100.00

TOTAL   INSTR EXPENSES          950,000.00     441,390.00   501,110.00    942,500.00     7,500.00   99.21

TOTAL   EXPENSE                 950,000.00     441,390.00   501,110.00    942,500.00     7,500.00   99.21

01921   ECIA I                  950,000.00     300,000.00   650,000.00    950,000.00          .00  100.00
TOTAL   FEDERAL PROJECTS        950,000.00     300,000.00   650,000.00    950,000.00          .00  100.00

TOTAL   REVENUE ECIA            950,000.00     300,000.00   650,000.00    950,000.00          .00  100.00

TOTAL   REVENUE FEDERAL         950,000.00     300,000.00   650,000.00    950,000.00          .00  100.00
TOTAL   REVENUE                 950,000.00     300,000.00   650,000.00    950,000.00          .00  100.00
TOTAL PROJECT                 1,900,000.00     741,390.00 1,151,110.00  1,892,500.00     7,500.00   99.61
```

Sample *Program* Status Detail Report

```
POWERSCHOOL                                                                    PAGE NUMBER:    1
DATE: MM/DD/YYYY                        YOUR ORGANIZATION'S NAME               PROSTA11
TIME: HH:MM:SS                          *Program* Status Detail               ACCOUNTING PERIOD: PP/YY

SELECTION CRITERIA:  ALL
ACCOUNTING PERIOD: PP/YY

SORTED BY: *Program*,*Center*,*Task*
TOTALED ON: *Program*,*Center*,*Task*
PAGE BREAKS ON: *Program*

SELECTION CRITERIA:  proledgr.proj1="5000"

PROJECT - 5000 - ECIA
                                                     PERIOD RECEIPTS   RECEIVABLES    YEAR TO DATE                        YTD/
ACCOUNT  - - - - - TITLE - - - - -             BUDGET PERIOD EXPENSES  ENCUMBRANCES REVENUE/EXPENDITURE   BALANCE         BUD

00107     COORDINATOR                       25,000.00      5,769.00      19,231.00        25,000.00           .00       100.00
TOTAL     MANAGEMENT/PROF                   25,000.00      5,769.00      19,231.00        25,000.00           .00       100.00

00113     SPECIAL ED                        46,000.00     12,545.00      33,455.00        46,000.00           .00       100.00
00118     CLASSROOM TEACHERS                75,000.00     18,409.00      49,091.00        67,500.00      7,500.00        90.00
00119     READING SPECIALIST                45,500.00     12,409.00      33,091.00        45,500.00           .00       100.00
TOTAL     PROFESSIONAL                     166,500.00     43,363.00     115,637.00       159,000.00      7,500.00        95.50

00123     INSTR AIDES                        8,500.00      2,318.00       6,182.00         8,500.00           .00       100.00
TOTAL     OTHER PROFESSIONAL                 8,500.00      2,318.00       6,182.00         8,500.00           .00       100.00

TOTAL     SALARIES/PROFESSIONAL            200,000.00     51,450.00     141,050.00       192,500.00      7,500.00        96.25

00201     EMP BENEFITS                     125,000.00      4,500.00     120,500.00       125,000.00           .00       100.00
TOTAL     EMP BENEFITS                     125,000.00      4,500.00     120,500.00       125,000.00           .00       100.00

TOTAL     BENEFITS/PROFESSIONAL            125,000.00      4,500.00     120,500.00       125,000.00           .00       100.00

00611     SUPPLIES                         320,000.00    289,650.00      30,350.00       320,000.00           .00       100.00
TOTAL     INSTR SUPPLIES                   320,000.00    289,650.00      30,350.00       320,000.00           .00       100.00

00712     TEXTBOOKS                        230,000.00     72,334.00     157,666.00       230,000.00           .00       100.00
00713     WORKBOOKS                         75,000.00     23,456.00      51,544.00        75,000.00           .00       100.00
TOTAL     INSTR MATERIALS                  305,000.00     95,790.00     209,210.00       305,000.00           .00       100.00

TOTAL     INSTR MTLS/SUPPLIES              625,000.00    385,440.00     239,560.00       625,000.00           .00       100.00

TOTAL     INSTR EXPENSES                   950,000.00    441,390.00     501,110.00       942,500.00      7,500.00        99.21

TOTAL     EXPENSE                          950,000.00    441,390.00     501,110.00       942,500.00      7,500.00        99.21

01921     ECIA I                           950,000.00    300,000.00     650,000.00       950,000.00           .00       100.00
TOTAL     FEDERAL PROJECTS                 950,000.00    300,000.00     650,000.00       950,000.00           .00       100.00

TOTAL     REVENUE ECIA                     950,000.00    300,000.00     650,000.00       950,000.00           .00       100.00

TOTAL     REVENUE FEDERAL                  950,000.00    300,000.00     650,000.00       950,000.00           .00       100.00

TOTAL     REVENUE                          950,000.00    300,000.00     650,000.00       950,000.00           .00       100.00

TOTAL TASK                               1,900,000.00    741,390.00   1,151,110.00     1,892,500.00      7,500.00        99.61
TOTAL PROJECT                            1,900,000.00    741,390.00   1,151,110.00     1,892,500.00      7,500.00        99.61
```

Sample Project Summary Report

```
POWERSCHOOL                                                                    PAGE NUMBER:    1
DATE: MM/DD/YYYY                        YOUR ORGANIZATION'S NAME               PROSTA11
TIME: HH:MM:SS                           PROJECT SUMMARY REPORT

SELECTION CRITERIA:  proledgr.proj1="5000"
ACCOUNTING PERIOD: PP/YY

                                                     PERIOD RECEIPTS   RECEIVABLES     YEAR TO DATE                       ITD/
PROJECT  - - - - - TITLE - - - - -             BUDGET PERIOD EXPENSES  ENCUMBRANCES  REVENUE/EXPENDITURE   BALANCE        BUD

5000      ECIA
          COORDINATOR                       25,000.00      5,769.00      19,231.00        25,000.00           .00       100.00
          SPECIAL ED                        46,000.00     12,545.00      33,455.00        46,000.00           .00       100.00
          CLASSROOM TEACHERS                75,000.00     18,409.00      49,091.00        67,500.00      7,500.00        90.00
          READING SPECIALIST                45,500.00     12,409.00      33,091.00        45,500.00           .00       100.00
          INSTR AIDES                        8,500.00      2,318.00       6,182.00         8,500.00           .00       100.00
          EMP BENEFITS                     125,000.00      4,500.00     120,500.00       125,000.00           .00       100.00
          SUPPLIES                         320,000.00    289,650.00      30,350.00       320,000.00           .00       100.00
          TEXTBOOKS                        230,000.00     72,334.00     157,666.00       230,000.00           .00       100.00
          WORKBOOKS                         75,000.00     23,456.00      51,544.00        75,000.00           .00       100.00
          TOTAL EXPENSE                    950,000.00    441,390.00     501,110.00       942,500.00      7,500.00        99.21
          ECIA I                           950,000.00    300,000.00     650,000.00       950,000.00           .00       100.00
          TOTAL REVENUE                    950,000.00    300,000.00     650,000.00       950,000.00           .00       100.00
          TOTAL PROJECT                  1,900,000.00    741,390.00   1,151,110.00     1,892,500.00      7,500.00        99.61

          TOTAL REPORT                   1,900,000.00    741,390.00   1,151,110.00     1,892,500.00      7,500.00        99.61
```

10: Accounts Payable Reports

The Accounts Payable Reports menu provides options for generating reports in support of your accounts payable activities. The reports include a vendor payment history, year-to-date discount listing, and use tax report. You can also generate cash requirement reports and check registers.

Preview

Generating Accounts Payable Reports

The options on the Accounts Payable Reports menu enable you to use selection criteria for specifying the records to include in the reports. Some options also allow you to choose a report's sort order or format.

This following sections include a synopsis of the Account Payable Reports menu options and the standard procedure for generating reports.

Menu Path: Fund Accounting > Reports > Accounts Payable Reports > select an option

Menu Options

Cash Requirements Report	Use this option to verify that funds are available prior to issuing vendor checks. The report helps you determine whether to hold payments for a vendor or release a hold. For details, refer to Cash Requirements Report (page 545).
Cash Requirements in Check Format	Use this option to generate a version of the Cash Requirements report showing the invoices and credit memos that will be combined when checks are issued. For details, refer to Cash Requirements in Check Format Report (page 549).
Vendor Payment History	Use this option to generate a report listing payments that have been made to selected vendors. You can select records by batch number, year/period, transaction code/ date, check number/date, vendor, purchase order/encumbrance, and invoice/receipt. For details, refer to Vendor Payment History (page 556).
Check Register	Use this option to generate a register that includes regular, manual, and user-voided checks. You can select records by the same criteria used to generate the Vendor Payment History. For details, refer to Check Register (page 552).
Year-To-Date Discounts Report	Use this option to review the discounts taken and lost with the vendors selected. You can select records by year, vendor, fund, budget unit, and account. For details, refer to Year to Date Discounts Report (page 558).
Use Tax Report	Use this option to review use tax on vendor invoices. You can select records by invoice, year/period, purchase order/encumbrance, check number/date, transaction date, batch number, and account information. For details , refer to Use Tax Report (page 555).
Outstanding Checks Report	Use this option to generate a report identifying checks as either cleared or outstanding. You can select checks by number, status, and issue/cleared dates. Other criteria includes batch number, year/period, transaction code/date, vendor, purchase order/encumbrance, invoice/receipt, and account information. This report option also lets you view checks that were outstanding as of a specific system date, regardless of whether they are currently identified as cleared. For details, refer to Outstanding Checks Report (page 554).
Check Register w/System Voids	Use this option to generate a check register that also includes checks voided by the system because of printer-related problems. For details, refer to Check Register with System Voids Report (page 553).

Procedure

Following is the standard procedure for using all Accounts Payable Reports options. Any additional steps for a particular option will be noted in the section of this chapter that covers the option.

Generating a report

1. Select the desired option from the Accounts Payable Reports menu to display a report page.

   All Accounts Payable Reports pages include a Report Criteria section for selecting the records to include in a report.

   - The Use Tax Report and Vendor Payment History Report pages also include an Advanced button for using additional fields in a search.

   - The Cash Requirements Report, Accounts Payable Check Register, and Vendor Payment History Report pages provide options for changing the sort order of the reports they generate.

   - The Outstanding Checks Report page provides options for selecting the type of report to generate. Additional report criteria fields appear based on your selection.

2. In the Report Criteria section, enter selection criteria to specify the records you want to include.

3. Click ⊕ (OK)

4. In the Print page, select one of the following radio buttons:

File	Stores the report in a file for printing or viewing later. You can accept or replace the default file name for saving the report.
Screen	Displays the report on your monitor. If needed, you can print or save a report after viewing it.
Excel	Sends the report to excel. Based on your selection in the Data Option field of the print page, you can select to print all the information in the report, or omit totals.

5. Click **OK** to generate the report.

Cash Requirements Report

Run this report prior to issuing vendor checks. You can limit the report to EFT (Electronic Fund Transfer) or non-EFT payments. You also can include both. The report can help you to:

- Identify the amounts required for paying invoices.
- Determine if funds are available for payments on a specific due date.
- Verify purchase order and invoice information.
- Identify any vendors who should not be paid.
- Determine if any holds on payments should be released.
- Identify payments that fall below the minimum check amount requirements.

Menu Path: 👤 Fund Accounting > Reports > Accounts Payable Reports > Cash Requirements

Invoice Data

The report's Cash Requirements section groups invoices under their related funds. The data for each invoice includes:

Budget Unit	Vendor Name/Number	Discount Amount/Date
Cash Account	PO/Encumbrance Number	Sales Tax
Due Date	Invoice Number	Amount

If your criteria returns payables on hold or beneath a vendor's minimum check requirements, the system identifies these records in separate sections of the report. A separate section is also provided for payments awaiting AP approval. R, For information on running a version of this report that shows the checks assigned to invoices, refer to the next section, .

Format Options

The Cash Requirements Report page provides the following options for formatting the report:

By Due Date	Sorts the report by due date sequence. The report's default file name is *cashreq2.rpt*.
Bill List Format	Sorts the report by budget units from a payable's accounting distribution so you can see all payments charged to each key organization. The report's default file name is *cashreq3.rpt*.

Both of these options also provide a listing of payments meeting your criteria that are beneath a vendor's minimum check requirements or on hold based on other considerations. The report's final pages show payments awaiting accounts payable approval processing.

Sample Cash Requirements Report - By Due Date

```
POWERSCHOOL                                                                    PAGE NUMBER:    1
DATE: MM/DD/YYYY                          YOUR ORGANIZATION'S NAME             ACCTPAY1
TIME: HH:MM:SS                      CASH REQUIREMENTS REPORT BY DUE DATE       ACCOUNTING PERIOD:  PP/YY

SELECTION CRITERIA: payable.due_date='MM/DD/YYYY'
PAYMENT TYPE: ALL

FUND - 100 - GENERAL FUND

CASH      DATE DUE ------------VENDOR------------ *BUDGET UNIT*          DISC AMT  BATCH     SALES TAX      NET AMT
                   INVOICE                        PURCHASE OR *PROJECT*  DISC DATE

0101      MM/DD/YY 000817  ACADEMIC INNOVATIONS   10011001000-551            0.00  BATCH A      0.00       449.90
                   8499      AIR FILTER - TRUCK      08123-01            MM/DD/YY
0101      MM/DD/YY 000817  ACADEMIC INNOVATIONS   10011001000-553            0.00  BATCH A      0.00      1400.00
                   8499      OIL - 10W40 - QUAKER STAT 08123-02           MM/DD/YY
TOTAL VENDOR                                                                                   0.00      1849.90

TOTAL MM/DD/YY                                                                                 0.00      1849.90

TOTAL CASH ACCOUNT                                                                             0.00      1849.90

TOTAL FUND                                                                                     0.00      1849.90

---------------------------------------------------------------------------------------------------------------

POWERSCHOOL                                                                    PAGE NUMBER:    2
DATE: MM/DD/YYYY                          YOUR ORGANIZATION'S NAME             ACCTPAY1
TIME: HH:MM:SS                      CASH REQUIREMENTS REPORT BY DUE DATE       ACCOUNTING PERIOD:  PP/YY
                                      PAYMENTS WITH VENDORS ON HOLD
SELECTION CRITERIA: payable.due_date='MM/DD/YYYY'
PAYMENT TYPE: ALL

FUND - 100 - GENERAL FUND

CASH      DATE DUE ------------VENDOR------------ *BUDGET UNIT*          DISC AMT  BATCH     SALES TAX      NET AMT
                   INVOICE                        PURCHASE OR *PROJECT*  DISC DATE

0101      MM/DD/YY VEND # A ART LAHAFFEY AU       10011001000-502           56.25  BATCH A     32.06      1100.81
                   2019      BATTERY                 08122-01            MM/DD/YY

TOTAL MM/DD/YY                                                                                32.06      1100.81

TOTAL CASH ACCOUNT                                                                            32.06      1100.81

TOTAL FUND                                                                                    32.06      1100.81

---------------------------------------------------------------------------------------------------------------

POWERSCHOOL                                                                    PAGE NUMBER:    3
DATE: MM/DD/YYYY                          YOUR ORGANIZATION'S NAME             ACCTPAY1
TIME: HH:MM:SS                      CASH REQUIREMENTS REPORT BY DUE DATE       ACCOUNTING PERIOD:  PP/YY
                        PAYMENTS WHICH DO NOT MEET THE MINIMUM CHECK AMOUNT REQUIREMENT
SELECTION CRITERIA: payable.due_date='MM/DD/YYYY'
PAYMENT TYPE: ALL

FUND - 100 - GENERAL FUND

CASH      DATE DUE ------------VENDOR------------ *BUDGET UNIT*          DISC AMT  BATCH     SALES TAX      NET AMT
                   INVOICE                        PURCHASE OR *PROJECT*  DISC DATE


0101      MM/DD/YY 585     CHARLIE MURPHY         10011001000-515            0.00  BATCH A      0.00        20.00
                   0901      PRINTER TONER                              MM/DD/YY
TOTAL VENDOR                                                                                   0.00        20.00

TOTAL MM/DD/YY                                                                                 0.00        20.00

TOTAL CASH ACCOUNT                                                                             0.00        20.00

TOTAL FUND                                                                                     0.00        20.00
```

```
--------------------------------------------------------------------------------------------------
POWERSCHOOL                                                             PAGE NUMBER:    4
DATE: MM/DD/YYYY                      YOUR ORGANIZATION'S NAME          ACCTPAY1
TIME: HH:MM:SS                   CASH REQUIREMENTS REPORT BY DUE DATE   ACCOUNTING PERIOD:  PP/YY
                                    PAYMENTS PENDING A/P APPROVAL

SELECTION CRITERIA: payable.due_date='MM/DD/YYYY'
PAYMENT TYPE: ALL

FUND -  - GENERAL FUND

CASH      DATE DUE ------------VENDOR------------ *BUDGET UNIT*        DISC AMT BATCH      SALES TAX    NET AMT
                   INVOICE                        PURCHASE OR *PROJECT*  DISC DATE

          MM/DD/YY 289                            20012002001-501          0.00 BATCH A      0.00      440.00
                   3101       ANTIFREEZE                                MM/DD/YY

                          LEVEL  APPROVER  ACTION   ACTION DATE  COMMENTS
                            1              Open

TOTAL PENDING A/P APPROVAL                                                          0.00      440.00

TOTAL CHECK TRANSACTIONS                                                           32.06     2970.71

TOTAL EFT TRANSACTIONS                                                              0.00        0.00

TOTAL REPORT                                                                       32.06     3410.71
```

Sample Cash Requirements Bill List Report

```
POWERSCHOOL                                                             PAGE NUMBER:    1
DATE: MM/DD/YYYY                      YOUR ORGANIZATION'S NAME          ACCTPAY1
TIME: HH:MM:SS                      CASH REQUIREMENTS BILL LIST         ACCOUNTING PERIOD:PP/YY

SELECTION CRITERIA: payable.due_date='MM/DD/YYYY'
PAYMENT TYPE: ALL

FUND - 100 - GENERAL FUND

*BUDGET UNIT*     ACCOUNT  ------TITLE------ ------------VENDOR----------- PURCHASE OR INVOICE  BATCH      SALES TAX      AMOUNT

10011001000       400      SUPPLIES          289    DIFFERENT ROADS INC          3101      BATCH A      0.00       200.00
10011001000       551      SUPPLIES EXPENSE  000817 ACADEMIC INNOVATIONS 08123-01 8499      BATCH A      0.00       449.90
10011001000       553      AUTO SUPPLIES     000817 ACADEMIC INNOVATIONS 08123-02 8499      BATCH A      0.00      1400.00

TOTAL CENTRAL MAINT BUDGET                                                                             0.00      2049.90

TOTAL FUND                                                                                             0.00      2049.90

--------------------------------------------------------------------------------------------------
POWERSCHOOL                                                             PAGE NUMBER:    2
DATE: MM/DD/YYYY                      YOUR ORGANIZATION'S NAME          ACCTPAY1
TIME: HH:MM:SS                      CASH REQUIREMENTS BILL LIST         ACCOUNTING PERIOD:PP/YY
                                    PAYMENTS WITH VENDORS ON HOLD

SELECTION CRITERIA: payable.due_date='MM/DD/YYYY'
PAYMENT TYPE: ALL

FUND - 100 - GENERAL FUND

*BUDGET UNIT*     ACCOUNT  ------TITLE------ ------------VENDOR----------- PURCHASE OR INVOICE  BATCH      SALES TAX      AMOUNT

10011001000       502      ADMIN SUPPLIES    VEND # A ART LAHAFFEY AU  08122-01 2019      BATCH A     32.06      1100.81

TOTAL CENTRAL MAINT BUDGET                                                                            32.06      1100.81

TOTAL FUND                                                                                            32.06      1100.81

--------------------------------------------------------------------------------------------------
POWERSCHOOL                                                             PAGE NUMBER:    3
DATE: MM/DD/YYYY                      YOUR ORGANIZATION'S NAME          ACCTPAY1
TIME: HH:MM:SS                      CASH REQUIREMENTS BILL LIST         ACCOUNTING PERIOD:PP/YY
                    PAYMENTS WHICH DO NOT MEET THE MINIMUM CHECK AMOUNT REQUIREMENT
SELECTION CRITERIA: payable.due_date='MM/DD/YYYY'
PAYMENT TYPE: ALL

FUND - 100 - GENERAL FUND

*BUDGET UNIT*     ACCOUNT  ------TITLE------ ------------VENDOR----------- PURCHASE OR INVOICE  BATCH      SALES TAX      AMOUNT

10011001000       515      CUSTODIAL SUPPLY  585    CHARLIE MURPHY              0901      BATCH A      0.00        20.00
10011001000       553      AUTO SUPPLIES     585    CHARLIE MURPHY              0901      BATCH A      0.00        20.00

TOTAL CENTRAL MAINT BUDGET                                                                             0.00        40.00

TOTAL FUND                                                                                             0.00        40.00
```

```
--------------------------------------------------------------------------------------------------------------
POWERSCHOOL                                                             PAGE NUMBER:   4
DATE: MM/DD/YYYY                        YOUR ORGANIZATION'S NAME        ACCTPAY1
TIME: HH:MM:SS                         CASH REQUIREMENTS BILL LIST      ACCOUNTING PERIOD:PP/YY
                                       PAYMENTS PENDING A/P APPROVAL

SELECTION CRITERIA: payable.due_date='MM/DD/YYYY'
PAYMENT TYPE: ALL

FUND -  - GENERAL FUND

*BUDGET UNIT*    ACCOUNT  ------TITLE------ -----------VENDOR----------- PURCHASE OR INVOICE    BATCH     SALES TAX        AMOUNT


20012002001      501      BUILDING MAINT    289                          3101           BATCH A       0.00        440.00

TOTAL ADMIN BLDG                                                                                      0.00        440.00

TOTAL FUND                                                                                            0.00        440.00

TOTAL CHECK TRANSACTIONS                                                                              0.00       3190.71

TOTAL EFT TRANSACTIONS                                                                                0.00          0.00

TOTAL REPORT                                                                                         32.06       3630.71
```

Cash Requirements in Check Format Report

Use this option to generate a Cash Requirements report that shows invoices along with the checks and credit memos issued for payment.

With the Cash Requirements option, you can:

- Run the report in detail or summary format.
- Limit the report to EFT (Electronic Fund Transfer) or non-EFT payments. If needed, you also can include both payment types.
- Limit the report to invoices that include discounts.

For the standard procedure for generating Accounts Payable reports, refer to Generating Accounts Payable Reports (page 543).

Menu Path: ![icon] Fund Accounting > Reports > Accounts Payable Reports > Cash Requirements

Detail and Summary Reports

The detailed version of the Cash Requirements in Check Format report includes the following data for each invoice:

Vendor Number	Account	Amount
Vendor Name	*PO/Encumb* Number	Invoice Description
Budget Unit	Invoice Number	

The summary version only includes Vendor Number, Vendor Name, Invoice Number, and Amount. With both versions, you must enter a due date. Based on your other criteria, the system selects invoices up to and including that date.

The report does not include invoices that have been put on hold either by users or by the system when the amounts due do not meet minimum check requirements. The listing ends with payments awaiting approval. The report's default file name is *cashreq.rpt*.

Checkbox

The Cash Requirements in Check Format page includes the following checkbox:

Discounted Payments Only	Generates the following formats, depending on whether the box is selected or blank.
Full Listing	Leaving the box blank (default) allows the report to list all selected invoices.
Discounts Only	Selecting the box limits the report to selected invoices that include discounts. For another report that focuses on discounts, refer to Year to Date Discounts Report (page 558).

Sample Cash Requirements (Check Format) Report - Detail

```
POWERSCHOOL                                                      PAGE NUMBER:   1
DATE: MM/DD/YYYY                       YOUR ORGANIZATION'S NAME                ACCTPA51
TIME: HH:MM:SS            CASH REQUIREMENTS - CHECK FORMAT - DUE DATE: MM/DD/YYYY       ACCOUNTING PERIOD:  PP/YY
SELECTION CRITERIA:  ALL
PAYMENT TYPE: ALL

VENDOR                  *BUDGET UNIT*      ACCOUNT   *PO/ENCUMB* INVOICE        AMOUNT   DESCRIPTION

3510                    1010010510         220       04001009   141439A        250.00   ELEC CONTRACTING
ADAMS ELECTRICAL
TOTAL CHECK                                                                     250.00

1240                    1010010330         410       04001011   CC149254       559.00   MONITOR
COMPUTER WORLD          1010010330         410       04001028   CC150011        59.95   SOFTWARE
                        1010010330         410       04001028   CC150011        79.95   SOFTWARE
TOTAL VOUCHER                                                                   698.90

TOTAL CASHABLE CHECKS                                                           250.00
TOTAL EFT VOUCHERS                                                              698.90

TOTAL REPORT                                                                    948.90

NUMBER OF CHECKS TO BE ISSUED - 1
NUMBER OF EFT VOUCHERS TO BE ISSUED : 1

-----------------------------------------------------------------------------------------------------------------

POWERSCHOOL                                                      PAGE NUMBER:   2
DATE: MM/DD/YYYY                       YOUR ORGANIZATION'S NAME                ACCTPA51
TIME: HH:MM:SS            CASH REQUIREMENTS - CHECK FORMAT - DUE DATE: MM/DD/YYYY       ACCOUNTING PERIOD:  PP/YY
SELECTION CRITERIA:  ALL

                                        PAYMENTS PENDING A/P APPROVAL

VENDOR                  *BUDGET UNIT*      ACCOUNT   PURCHASE OR  INVOICE        AMOUNT   DESCRIPTION

ACADEMIC INNOVATIONS     01230500          581       0            789           322.50   TEXTBOOKS

                LEVEL  APPROVER  ACTION    ACTION DATE  COMMENTS
                  1              Open

TOTAL PENDING A/P APPROVAL                                                      322.50
```

Sample Cash Requirements (Check Format) Report - Summary

```
POWERSCHOOL                                                      PAGE NUMBER:   1
DATE: MM/DD/YYYY                       YOUR ORGANIZATION'S NAME                ACCTPA51
TIME: HH:MM:SS            CASH REQUIREMENTS - CHECK FORMAT - DUE DATE: MM/DD/YYYY       ACCOUNTING PERIOD:  PP/YY
SELECTION CRITERIA:  ALL
PAYMENT TYPE: ALL

VENDOR                                              INVOICE        AMOUNT

3510                                                141439A        250.00
ADAMS ELECTRICAL
TOTAL CHECK                                                        250.00

1240                                                CC149254       559.00
COMPUTER WORLD                                      CC150011       139.90
TOTAL VOUCHER                                                      698.90

TOTAL CASHABLE CHECKS                                              250.00
TOTAL EFT VOUCHERS                                                 689.90

TOTAL REPORT                                                       948.90
NUMBER OF CHECKS TO BE ISSUED - 1
NUMBER OF EFT VOUCHERS TO BE ISSUED : 1
```

```
--------------------------------------------------------------------------------------------------------------
POWERSCHOOL                                                           PAGE NUMBER:   2
DATE: MM/DD/YYYY                            YOUR ORGANIZATION'S NAME                  ACCTPA51
TIME: HH:MM:SS                   CASH REQUIREMENTS - CHECK FORMAT - DUE DATE: MM/DD/YYYY      ACCOUNTING PERIOD:  PP/YY
SELECTION CRITERIA:  ALL
                                        PAYMENTS PENDING A/P APPROVAL

VENDOR                                                    INVOICE          AMOUNT

ACADEMIC INNOVATIONS                                      789               22.50
              LEVEL   APPROVER  ACTION    ACTION DATE   COMMENTS
               1                Open

ACADEMIC INNOVATIONS                                      302091          2400.00
              LEVEL   APPROVER  ACTION    ACTION DATE   COMMENTS
               1                Open

TOTAL PENDING A/P APPROVAL                                                2422.50
```

Check Register

Use this option to generate a listing of either selected accounts payable checks or all the checks in your database. Following is the information provided for each check in the Check Register:

Fund	Check Number	Vendor Number/Name	Description
Cash Account	Date Issued	*Budget Unit*/Account	Amount

For the standard procedure for generating Accounts Payable reports, refer to Generating Accounts Payable Reports (page 543).

Menu Path: 👤 Fund Accounting > Reports > Accounts Payable Reports > Check Register

Manual and Voided Checks

Besides regular checks, the report includes transactions involving manual and voided checks. However, it does not list voided checks that resulted from errors during print runs. For a report that includes this type of voided check, refer to Check Register with System Voids Report (page 553).

Sort Options

The Accounts Payable Check Register page provides the following sort options:

By Fund (default)	Sorts by fund, and then by check number. The default file name for this sort order is *chkreg1.rpt*.
By Disbursement Fund	Sorts by disbursement fund, and then by check number. The default file name for this sort order is *chkreg2.rpt*.

Both reports use the same format, except the report sorted by fund also provides the expenditure account number for each check.

Sample Check Register - By Fund

```
POWERSCHOOL                                                                    PAGE NUMBER: 1
DATE: MM/DD/YYYY                               YOUR ORGANIZATION'S NAME         ACCTPA21
TIME: HH:MM:SS                                 CHECK REGISTER - BY FUND

SELECTION CRITERIA: chkstat.rundate="MM/DD/YYYY"

ACCOUNTING PERIOD: PP/YY

     *FUND* - 10 - GENERAL FUND

CASH ACCT CHECK NO   ISSUE DT ----------VENDOR---------- *BUDGET UNIT*   ACCNT   ----DESCRIPTION----   SALES TAX      AMOUNT

110      5232       MM/DD/YY 1370   TRI-CITY REFUSE     10205620        455     GARBAGE COLLECTION       0.00       250.00
110      5233       MM/DD/YY 1510   BETHLEHEM WATER CO  10205620        480     QUARTERLY WATER BILL     0.00       357.98

110      5234       MM/DD/YY 2460   ALLIED BUSINESS SUP 10102110        410     LABELS, FILE FOLDER      0.00        52.95
110      5234       MM/DD/YY 2460   ALLIED BUSINESS SUP 10102110        410     PAPER, COPIER LETTER     0.00       173.22
110      5234       MM/DD/YY 2460   ALLIED BUSINESS SUP 10102110        410     PAPER, COPIER LETTER     0.00        17.76
110      5234       MM/DD/YY 2460   ALLIED BUSINESS SUP 10102110        410     PAPER, COPIER LETTER     0.00        17.76
110      5234       MM/DD/YY 2460   ALLIED BUSINESS SUP 10102110        410     PAPER, COPIER LETTER     0.00        17.76
TOTAL CHECK                                                                                              0.00       279.45

110      5235       MM/DD/YY 2950   ACE RESTAURANT SUPP 10103270        448     PAPER PRODUCTS           0.00      1473.59

110      5236       MM/DD/YY 2490   OFFICE DEN          10103420        410     PENS, BIC STICK RED      0.00        12.62
110      5236       MM/DD/YY 2490   OFFICE DEN          10103420        410     PENS, BIC STICK BLAC     0.00        12.62
TOTAL CHECK                                                                                              0.00        25.24

110      5239       MM/DD/YY 3110   DPB OFFICE MACHINES 10102110        420     DVD WRITABLE DISCS       0.00        27.99
110      5239       MM/DD/YY 3110   DPB OFFICE MACHINES 10102110        420     DISC STORAGE CASE        0.00        17.99
110      5239       MM/DD/YY 3110   DPB OFFICE MACHINES 10102110        420     HP TONER CARTRIDGE       0.00        64.10
110      5239       MM/DD/YY 3110   DPB OFFICE MACHINES 10102110        420     PROJECTOR                0.00       588.95
TOTAL CHECK                                                                                              0.00       699.03

TOTAL CASH ACCOUNT                                                                                       0.00      3085.29

TOTAL FUND                                                                                               0.00      3085.29

TOTAL REPORT                                                                                             0.00      3085.29
```

Check Register with System Voids Report

Use this option to generate a Check Register that includes checks that were voided by the system as the result of line-up problems, printer interruptions, and other errors.

The report's default file name is *chkreg3.rpt*. For the standard procedure for generating Accounts Payable reports, refer to Generating Accounts Payable Reports (page 543).

Menu Path: Fund Accounting > Reports > Accounts Payable Reports > Check Register w/System Voids

Report Data

Following is the data that appears in the Check Register Including System Voids report:

Distribution Fund	Vendor Number	Transaction Amount
Check Number	Vendor Name	Description
Issue Date	Check Status	

The report prints an asterisk (*) next to each check with a number that is not in sequence with the preceding check record.

Selecting Checks

The Check Register with System Voids page's Status field enables you to specify the types of checks to include: M - Manual, R - Regular, or V - Voided. You can use the pipe symbol in conjunction with the field's codes to select more than one type of check. For example, M|V would limit the report to manual and voided checks. To select all three types, leave the field blank.

Sample Check Register Including System Voids Report

```
POWERSCHOOL                                                                        PAGE NUMBER:    1
DATE: MM/DD/YYYY                               YOUR ORGANIZATION'S NAME             ACCTPA21
TIME: HH:MM:SS                            CHECK REGISTER INCLUDING SYSTEM VOIDS     ACCOUNTING PERIOD: PP/YY

SELECTION CRITERIA: chkstat.rundate="MM/DD/YYYY"

DISTRIBUTION FUND: 90

  CHECK NUMBER    ISSUE DATE    VENDOR                      STATUS        TOTAL  DESCRIPTION

  5232            MM/DD/YYYY    TRI-CITY REFUSE             R            250.00  ACCOUNTS PAYABLE CHECK
  5233            MM/DD/YYYY    BETHLEHEM WATER CO          R            357.98  ACCOUNTS PAYABLE CHECK
  5234            MM/DD/YYYY    ALLIED BUSINESS SUPPL       R            279.45  ACCOUNTS PAYABLE CHECK
  5235            MM/DD/YYYY    ACE RESTAURANT SUPPLY       R           1473.59  ACCOUNTS PAYABLE CHECK
  5236            MM/DD/YYYY    OFFICE DEN                  R             25.24  ACCOUNTS PAYABLE CHECK
  5237            MM/DD/YYYY                                V              0.00  VOID: LINE UP OR DAMAGED
  5238            MM/DD/YYYY                                V              0.00  VOID: LINE UP OR DAMAGED
  5239            MM/DD/YYYY    DPB OFFICE MACHINES         R            699.03  ACCOUNTS PAYABLE CHECK
  TOTAL FUND                                                            3085.29

  TOTAL REPORT                                                          3085.29
```

Outstanding Checks Report

Use this option to print a list of vendor checks. The report identifies checks that have been cleared and those that are outstanding. The listing for each check includes the check number, date issued and cleared, vendor, and expenditure account. The check amount appears in either the Cleared or Outstanding column, depending on the check's status.

The Outstanding Checks Report page's Report Type radio buttons let you include checks as of the current system date (Current Outstanding) or as of a prior check clear date (Historic Outstanding).

The report's default file name is *outstand.rpt*. For the standard procedure for generating Accounts Payable reports, refer to Generating Accounts Payable Reports (page 543).

Menu Path: Fund Accounting > Reports > Accounts Payable Reports > Outstanding Checks Report

Sample Outstanding Checks Report

```
POWERSCHOOL                                                                    PAGE NUMBER:   1
DATE: MM/DD/YYYY                          YOUR ORGANIZATION'S NAME              ACCTP2AR
TIME: HH:MM:SS                               OUTSTANDING CHECKS                 ACCOUNTING PERIOD: PP/YY

SELECTION CRITERIA: transact.yr='YY' and transact.fund='10' and transact.ck_date between'MM/DD/YYYY' and 'MM/DD/YYYY'

        *FUND* - 10 - GENERAL FUND

CASH ACCT    CHECK NUMBER    DATE ISSUED DATE CLEARED  --------------VENDOR-------------       CLEARED        OUTSTANDING
101          1989            MM/DD/YY                  01    MARK ADLER                                            10.00
101          1994            MM/DD/YY                  22    BUCKEYE PETROLEUM PRODUCT                             75.00
101          1996            MM/DD/YY                  01    BUSINESS SUPPLY CORP                                 110.00
101          2001            MM/DD/YY    MM/DD/YY       39    COMPUTER WORLD                       550.73
101          2002            MM/DD/YY    MM/DD/YY       39    COMPUTER WORLD                        50.00
101          2003            MM/DD/YY    MM/DD/YY       01    MARK ADLER                          250.00
101          2005            MM/DD/YY    MM/DD/YY       01    MARK ADLER                           50.90
101          2006            MM/DD/YY    MM/DD/YY       39    COMPUTER WORLD                       550.73
101          2007            MM/DD/YY    MM/DD/YY       39    COMPUTER WORLD                       550.73
101          2100            MM/DD/YY                  01    MARK ADLER                                         3,333.00
101          2111            MM/DD/YY                  10    ABC OFFICE SUPPLY CO                                 50.00
101          2112            MM/DD/YY                  10    ABC OFFICE SUPPLY CO                                 25.00
101          2114            MM/DD/YY                  01    MARK ADLER                                          100.00
101          2120            MM/DD/YY                  99    PORT PAPER                                           1.00
101          2121            MM/DD/YY                  98    DON BEERS                                            1.00
101          2125            MM/DD/YY                  98    DON BEERS                                            1.00
101          2126            MM/DD/YY    MM/DD/YY       01    MARK ADLER                            6.00
TOTAL CASH ACCOUNT                                                                             2,009.09         3,706.00

102          1990            MM/DD/YY                  30    AETNA                                             23,945.50
102          1995            MM/DD/YY                  31    BLUE CROSS                                          289.50
TOTAL CASH ACCOUNT                                                                                            24,235.00

TOTAL FUND                                                                                     2,009.09        27,941.00

TOTAL REPORT                                                                                   2,009.09        27,941.00
```

Use Tax Report

Use this option to generate a report on the use tax associated with accounts payable transactions. The report is sorted by vendor, check date, check number, and then invoice number. Manual and voided checks are included. Checks are only listed if they include a positive or negative (for void checks) use tax amount.

The default file name for the Use Tax Activity Report is *dayusetx.rpt*. For the standard procedure for generating Accounts Payable reports, refer to Generating Accounts Payable Reports (page 543).

Menu Path: 👤 Fund Accounting > Reports > Accounts Payable Reports > Use Tax Report

Report Data

The Use Tax Activity report's data includes:

Check Number/Date	*Budget Unit*/Account	Transaction Date
Transaction Code	*Project*/Account	Vendor Amount
Invoice Number	Description	Use Tax Amount
Purchase Order Number	Batch Number	Total Amount

Sample Use Tax Activity Report

```
POWERSCHOOL                                                                        PAGE NUMBER:     1
DATE: MM/DD/YYYY                              YOUR ORGANIZATION'S NAME              USTXRPT1
TIME: HH:MM:SS                                USE TAX ACTIVITY REPORT

SELECTION CRITERIA:  transact.vend_no="1570"

CHECK NO CHK DATE T/C INVOICE      *BUDGET UNIT*    ACCOUNT  DESCRIPTION      TRANS DT    VENDOR AMT   USE TAX AMT    TOTAL AMT
                     *PO/ENCUMB*   *PROJECT* ACCOUNT         CONTROL

VENDOR - 1570 - TWIN RIVERS COMPUTING

1236     MM/DD/YY 21 A12045        1100010          5612     CD-R 100 DISKS   MM/DD/YY        24.00         0.24        24.24
                     04214-01                                152
1236     MM/DD/YY 21 A12045        1100010          5612     3.5 DISKETTES    MM/DD/YY        27.00         0.27        27.27
                     04214-02                                152
1236     MM/DD/YY 21 A12045        1100010          5612     DISK DRIVE       MM/DD/YY        64.15         0.64        64.79
                     04214-03                                152
1236     MM/DD/YY 21 A12045        1100010          7254     LS935 MONITOR    MM/DD/YY       378.75         3.78       382.53
                     04214-04                                152
1575     MM/DD/YY 21 A12598        1100010          2110     LOGITECH MOUSE   MM/DD/YY        10.00         0.10        10.10
                     04385-01      4050     3780            212
1575     MM/DD/YY 21 A12598        1100010          2110     XP PROF UPGRAD   MM/DD/YY       127.50         1.27       128.77
                     04385-02      4050     378             212

TOTAL VENDOR                                                                                 631.40         6.30       637.70

TOTAL REPORT                                                                                 631.40         6.30       637.70
```

Vendor Payment History

Use this option to generate a history of payments to selected vendors. Included in the Vendor Payment History report's data are the vendor number/name, invoice number, PO/encumbrance number, check number/date, budget unit, description, control number, sales tax, and payment amount.

For the standard procedure for generating Accounts Payable reports, refer to Generating Accounts Payable Reports (page 543).

> **Note**
>
> If your organization uses the Purchasing Card Interface system, a Display PCard Vendor confirmation dialog displays asking if you want to use the Purchasing Card Vendor on the report instead of the actual vendors.

Menu Path: Fund Accounting > Reports > Accounts Payable Reports > Vendor Payment History

Sort Options

The Vendor Payment History Report page includes the following options for specifying how the report should be sorted and totaled:

By Date (default)	Sorts by vendor, and then check date. This option provides the total paid to each vendor. The option's default file name is *venhisdt.rpt*.
By Organization	Sorts by vendor, and then budget unit. This option provides the total per budget unit for each vendor and then the total per vendor. The option's default file name is *venhisog.rpt*.

Sample Vendor Payment History Report - By Date

```
POWERSCHOOL                                                                        PAGE NUMBER:    1
DATE: MM/DD/YYYY                              YOUR ORGANIZATION'S NAME              ACCTPA31
TIME: HH:MM:SS                                VENDOR PAYMENT HISTORY
SELECTION CRITERIA:  transact.vend_no="20"

                              INVOICE   1099  CHECK NO *BUDGET UNIT*     -------DESCRIPTION-------  SALES TAX    AMOUNT
-------------VENDOR------------ *PO/ENCUMB*  P/F  DATE    *PROJECT*        CONTROL
                              04001087   N    1170    10303000            BOND PAPER                    0.35      35.35
20 ARISTOCRAT OFFICE SUPPL    32882      F    MM/DD/YY
                              04001001   N    1185    10101110            PENCILS #2                    0.24      24.74
20 ARISTOCRAT OFFICE SUPPL    33695      F    MM/DD/YY
                              04001001   N    1185    10101110            PENCILS #2                    0.24      24.74
20 ARISTOCRAT OFFICE SUPPL    33695      F    MM/DD/YY
                              04001001   N    1185    10101110            PENCILS #2                    0.24      24.74
20 ARISTOCRAT OFFICE SUPPL    33695      F    MM/DD/YY
                              04001001   N    1185    10101110            PENCILS #2                    0.24      24.74
20 ARISTOCRAT OFFICE SUPPL    33695      F    MM/DD/YY
                              04001001   N    1185    10101110            TABLETS RULED                 0.15      15.15
20 ARISTOCRAT OFFICE SUPPL    33695      F    MM/DD/YY
                              04001001   N    1185    10101110            PENCILS #2                    0.24      24.74
20 ARISTOCRAT OFFICE SUPPL    33695      F    MM/DD/YY
                              04001001   N    1185    10102110            TABLETS RULED                 0.15      15.15
20 ARISTOCRAT OFFICE SUPPL    33695      F    MM/DD/YY
                              04001098   N    1201    10102110            TYPEWRITER RIBBONS            0.87      87.87
20 ARISTOCRAT OFFICE SUPPL    33695           MM/DD/YY
                              04001098   N    1201    10303020            LIQUID PAPER WHITE            0.12      12.12
20 ARISTOCRAT OFFICE SUPPL    33695           MM/DD/YY
                              04001098   N    1201    10303020            ENVELOPES #10                 0.36      36.36
20 ARISTOCRAT OFFICE SUPPL    34125           MM/DD/YY
                              04001098   N    1201    10303020            PAPER CLIPS ASST              0.06       6.81
20 ARISTOCRAT OFFICE SUPPL    34125           MM/DD/YY
                              04001234   N    1235    10101020            PENS, BIC STICK RED           0.12      12.62
20 ARISTOCRAT OFFICE SUPPL    34416           MM/DD/YY
                              04001234   N    1235    10101020            PENS, BIC STICK BLACK         0.12      12.62
20 ARISTOCRAT OFFICE SUPPL    34416           MM/DD/YY

TOTAL VENDOR                                                                                           3.50     357.75

TOTAL REPORT                                                                                           3.50     357.75
```

Sample Vendor Payment History Report - By Organization

```
POWERSCHOOL                                                                      PAGE NUMBER:    1
DATE: MM/DD/YYYY                             YOUR ORGANIZATION'S NAME             ACCTPA31
TIME: HH:MM:SS                                 VENDOR PAYMENT HISTORY
SELECTION CRITERIA:  transact.vend_no="20"

                               INVOICE   1099  CHECK NO *BUDGET UNIT*    -------DESCRIPTION-------  SALES TAX    AMOUNT
-------------VENDOR------------ *PO/ENCUMB*  P/F  DATE   *PROJECT*        CONTROL

                               32882      N   1185   10101010            PENCILS #2                   0.24      24.74
20 ARISTOCRAT OFFICE SUPPL     04001001   F   MM/DD/YY
                               32882      N   1185   10101110            PENCILS #2                   0.24      24.74
20 ARISTOCRAT OFFICE SUPPL     04001001   F   MM/DD/YY
                               32882      N   1185   10101110            PENCILS #2                   0.24      24.74
20 ARISTOCRAT OFFICE SUPPL     04001001   F   MM/DD/YY
                               32882      N   1185   10101110            PENCILS #2                   0.24      24.74
20 ARISTOCRAT OFFICE SUPPL     04001001   F   MM/DD/YY
                               32882      N   1185   10101110            TABLETS RULED                0.15      15.15
20 ARISTOCRAT OFFICE SUPPL     04001001   F   MM/DD/YY
TOTAL *BUDGET UNIT*                                                                                   1.11     114.11


                               32882      N   1185   10102110            PENCILS #2                   0.24      24.74
20 ARISTOCRAT OFFICE SUPPL     04001021       MM/DD/YY
                               32882      N   1185   10102110            TABLETS RULED                0.15      15.15
20 ARISTOCRAT OFFICE SUPPL     04001021       MM/DD/YY
TOTAL *BUDGET UNIT*                                                                                   0.39      39.89


                               32882      N   1170   10303020            BOND PAPER                   0.35      35.35
20 ARISTOCRAT OFFICE SUPPL     04001087   F   MM/DD/YY
                               33695      N   1201   10303020            TYPEWRITER RIBBONS           0.87      87.87
20 ARISTOCRAT OFFICE SUPPL     04001098       MM/DD/YY
                               33695      N   1201   10303020            LIQUID PAPER WHITE           0.12      12.12
20 ARISTOCRAT OFFICE SUPPL     04001098       MM/DD/YY
                               33695      N   1201   10303020            ENVELOPES #10                0.36      36.36
20 ARISTOCRAT OFFICE SUPPL     04001198       MM/DD/YY
                               33695      N   1201   10303020            PAPER CLIPS ASST             0.06       6.81
20 ARISTOCRAT OFFICE SUPPL     04001198       MM/DD/YY
                               34416      N   1235   10101020            PENS, BIC STICK RED          0.12      12.62
20 ARISTOCRAT OFFICE SUPPL     04001234       MM/DD/YY
                               34416      N   1235   10101020            PENS, BIC STICK BLACK        0.12      12.62
20 ARISTOCRAT OFFICE SUPPL     04001234       MM/DD/YY
TOTAL *BUDGET UNIT*                                                                                   1.13     115.88

TOTAL VENDOR                                                                                          3.50     357.75

TOTAL REPORT                                                                                          3.50     357.75
```

Year to Date Discounts Report

Use this option to review the vendor discounts taken and lost in the year selected. The data in the Year-to-Date Discounts report includes:

Vendor Number	Fund	PO Number	Transaction Date
Vendor Name	*Budget Unit*	Invoice Number	Discount Date
Control Number	Account	Description	Discount Taken/Lost

The report is sorted by fund, vendor, budget unit, account, and then purchase order. It also includes transactions from manual and voided checks.

The report's default file name for is *ytd_disc.rpt*. For the standard procedure for generating Accounts Payable reports, refer to Generating Accounts Payable Reports (page 543).

Menu Path: 👥 Fund Accounting > Reports > Accounts Payable Reports > Year to Date Discounts

Sample Year-to-Date Discounts Report

```
POWERSCHOOL                                                              PAGE NUMBER: 1
DATE: MM/DD/YYYY                         YOUR ORGANIZATION'S NAME         ACCTPA71
TIME: HH:MM:SS                           YEAR-TO-DATE DISCOUNTS REPORT

SELECTION CRITERIA:  transact.yr="YY" and transact.vend_no="1950"

FUND:  10 - GENERAL FUND

VENDOR: 1950- OFFICE DEN

*BUDGET UNIT*        ACCOUNT     DESCRIPTION            PO NUMBER   TRANSACT   INVOICE          DISCOUNT           DISCOUNT
                     CONTROL                            INVOICE     DATE       DATE             TAKEN              LOST
10104210             5611        FILE FOLDERS-LEGAL SIZE 041226- 01 MM/DD/YY   MM/DD/YY                            $2.75
                     MI01                               77935
10104210             5611        LABELS, FILE FOLDER WHITE 041513- 01 MM/DD/YY MM/DD/YY         $1.07
                     JK01                               78601
10104210             5611        PAPER, COPIER LETTER WHIT 041513- 02 MM/DD/YY MM/DD/YY         $3.50
                     JK01                               78601
10104210             5611        PAPER, COPIER LETTER BLUE 041513- 03 MM/DD/YY MM/DD/YY         $ .35
                     JK01                               78601
10104210             5611        PAPER, COPIER LETTER PINK 041513- 04 MM/DD/YY MM/DD/YY         $ .35
                     JK01                               78601
10104210             5611        PAPER, COPIER LETTER GREE 041513- 05 MM/DD/YY MM/DD/YY         $ .35
                     JK01                               78601
                                                                                           ==============     ==============
          TOTAL FOR VENDOR NUMBER 1950 - OFFICE DEN                                             $5.62              $2.75
                                                                                           ==============     ==============
          TOTAL FOR FUND 10 - GENERAL FUND                                                     $5.62              $2.75

          GRAND TOTAL                                                                          $5.62              $2.75
```

11: Audit Trail Reports

The Audit Trails menu provides options you can use to audit additions and changes to your ledgers. These options enable you to generate both audit trail and transaction analysis reports on activities related to your General Ledger, Expenditure Ledger, Revenue Ledger, and Project Ledger.

Menu Path: Fund Accounting > Reports > Audit Trails > select an option

Preview

Audit Trail Report Options

The options on the Audit Trails menu generate two types of reports:

Audit Trail	Detail reports for verifying ledger information and ensuring that accounts are in balance.
Transaction Analysis	Detail reports for examining specific transactions.

For the standard procedure for generating reports from the Audit Trails menu, refer below to the Procedure section.

Menu Path: 👤 Fund Accounting > Reports > Audit Trails > select an option

Menu Options

Audit Trail Reports

The following options generate reports for the period you specify:

Expenditure Audit Trail	Shows encumbrances, expenditures, and budgeted amounts in the Expenditure Ledger.
General Ledger Audit Trail	Provides a listing of the debits and credits recorded in the General Ledger.
Revenue Audit Trail	Generates a report on the receivables, receipts, and budgeted amounts in the Revenue Ledger.
Project Audit Trail	Lists the expenses, encumbrances, receipts, receivables, and budgeted amounts stored in the Project Ledger.

The pages for these options include a Sort item for defining a report's sort order, totals, and page breaks. For details on this item, refer to the Sort Item section.

Transaction Analysis Reports

The following options enable you to access a single transaction, group of transactions, or all the transactions in a particular ledger.

Expenditure Transaction Analysis	Lists transactions recorded in the Expenditure Ledger.
GL Transaction Analysis	Generates a detailed report on the transactions recorded in the General Ledger.
Revenue Transaction Analysis	Provides details on the transactions recorded in the Revenue Ledger.
Project Transaction Analysis	Generates a detailed listing of transactions recorded in the Project Ledger.

Report Features

The reports include several features that help you identify transactions and troubleshoot problems.

Transaction Codes

All reports include transaction codes in their T/C columns to identify the types of financial transactions that occurred. These system-generated codes include:

11 - Post Expenditure Budgets
12 - Post Revenue Budgets
13 - Adjust Expenditure Budgets
14 - Adjust Revenue Budgets
15 - Post Project Budgets
16 - Adjust Project Budgets
17 - Add Encumbrances
18 - Change Encumbrances
19 - Journal Entries
20 - Manual/Void Checks
21 - Accounts Payable
22 - Payroll Interface and Manual Payroll
23 - Receivables
24 - Receipts
25 - Expenditure Budget Transfer
26 - Revenue Budget Transfer
27 - Project Budget Transfer

Out of Balance Conditions

All reports warn you when an account's beginning balance does not equal its ending balance, after transaction amounts are added or subtracted. If an account is not in balance, the message ***OUT OF BALANCE*** appears beneath it. For assistance in determining the amount of the discrepancy and tracing the condition's source, contact PowerSchool support.

Including Notes

The four audit trail reports provide a checkbox for including notes from a ledger's transactions. If a transaction in a report has an asterisk (*) to its left, then the ledger record includes notes. The notes are listed in the Transaction Notes report generated after the audit trail report. The ID Numbers in this report correspond to the Reference Numbers from the audit trail report.

Sort Item

Pages for all audit trails options, except General Ledger Audit Trail, have a Sort item for defining a report's sort order, totals, and page breaks.

You can enter or change settings in the page's first three columns, while the fourth column, Title, is display only. The columns include:

Order	Defines the report's sort order, using the distribution levels in the Title column. Enter 1-8, depending on how many levels are in the Organization Chart and how many sort levels you want to use.
Total	Defines the totals for distribution levels. Totals can only be applied to levels used for sorting. Enter an asterisk (*) to indicate that you want to include a total for a particular level.
Page	Defines additional page breaks. Page breaks can only be applied to levels used for sorting. To add a page break for a distribution level, enter an asterisk (*).
Title	Lists the distribution levels set up in your Organization Chart. The titles enclosed in asterisks (*) are defined in the Fund Accounting Profile, while the titles shown in all capital letters are system-defined in the Account List.

When you enter a number in the first column and tab through the other two fields (with or without entering asterisks), the system re-orders the list accordingly. Also, if you skip a number, the system maintains the proper order by changing the number you entered to the next number in the sequence.

Click ![OK icon] (OK) to save your settings and close the page. The settings remain as the defaults until you either change them again or close the current report option.

Procedure

Following is the standard procedure for generating reports from the Audit Trails menu.

Generating a report

1. Select ![icon] Fund Accounting > Reports > Audit Trails.

2. Select an option to display a report page.

3. In the pages for audit trail reports, use the Sort item on the Action Bar to display the Sort Order page, where you can customize a report's sort order. You can also specify additional totals and page breaks. For details, refer to the previous section.

4. In the page's Report Criteria section, identify the records to include in the report.

   If you are generating a transaction analysis report, skip to Step 6.

5. In the Additional Criteria section of audit trail report pages, enter the year and period information, and then select the desired checkboxes.

   This section applies to all audit trails report pages. The section's checkboxes depend on the report option selected, except for the Include Notes checkbox. This field, which is used to produce a separate Transaction Notes report, applies to all audit trails report options.

6. Click ![OK icon] (OK).

7. In the Print window, specify how you want to generate the report, and then click **OK**.

8. If you are generating an audit trail report and selected the Include Notes checkbox, another Print window displays for the Transaction Notes report. Repeat Step 7.

Expenditure Audit Trail

Use this option to audit encumbrances and expenditures in the Expenditure Ledger. The Expenditure Audit Trail report lists budget units, accounts, transaction codes, vendor codes, budget allocations, transaction amounts, descriptions, balances, and totals. As an option, you also can generate a separate report with notes on ledger activities.

The Expenditure Audit Trail page provides a Sort item for defining the audit report's sort order, totals, and page breaks. For the standard procedure for generating the report, refer to Audit Trail Report Options (page 560).

The default file name of the Expenditure Audit Trail report is *expaudit.rpt*, while the default file name of the Transaction Notes report is *expnotes.rpt*.

Menu Path: Fund Accounting > Reports > Audit Trails > Expenditure Audit Trail

Checkboxes

The Expenditure Audit Trail page includes the following checkboxes:

Subtotal by Period	Select this box to include subtotals for each period included in your report.
Include Notes	Select this box to generate a separate report showing the notes associated with the activities selected. An asterisk (*) is used in the Expenditure Audit Trail report to indicate that an activity has notes.
Include Warehouse Charge Detail	Select this box to include warehouse charge information in your report.
Include Accounts with No Activity	Select this box to include inactive accounts in your report.
Include Pre-Encumbrance Detail	Select this box to include pre-encumbrance information in your report.
Display Header and Detail for JE	Select this box to include journal entry information on the accounts listed.

Sample Expenditure Audit Trail Report

```
POWERSCHOOL                                                                      PAGE NUMBER:   1
DATE: MM/DD/YYYY                          YOUR ORGANIZATION'S NAME                AUDIT21
TIME: HH:MM:SS                         PERIOD EXPENDITURE AUDIT TRAIL

SELECTION CRITERIA:  ALL
ACCOUNTING PERIOD: PP/YY

SORTED BY: FUND, *FUNCTION*, *LOCATION*

TOTALED ON: FUND, *FUNCTION*, *LOCATION*

PAGE BREAKS ON: FUND

ACCOUNT DATE     T/C PURCHAS    REFERENCE VENDOR          BUDGET   EXPENDITURES   ENCUMBRANCES DESCRIPTION       BALANCE

100-0005-4-1110-000-100000541110 - APOLLO INST-GEN-REG
00001    ANNUAL DEDUCTION EXPENSES                           .00            .00            .00 BEGINNING BALANCE
         MM/DD/YY  11                                       1.00
         TOTAL ANNUAL DEDUCTION EXPENSES                    1.00            .00            .00                     1.00

00117    CLASSROOM TEACHER                                   .00            .00            .00 BEGINNING BALANCE
         MM/DD/YY  11                                   125,000.00
    *    MM/DD/YY  21            121212    1 OFFICE UTILITIES             12.00            .00
    *    MM/DD/YY  21  268-01              1 OFFICE UTILITIES                            -8.20 FILE FOLDERS THIRD CUT LE
         MM/DD/YY  17  268-01              1 OFFICE UTILITIES                             8.20 FILE FOLDERS THIRD CUT LE
         MM/DD/YY  17  268-02              1 OFFICE UTILITIES                           800.00 OFFICE SUPPLIES
         MM/DD/YY  17  268-03              1 OFFICE UTILITIES                            40.00 OFFICE SUPPLIES
         MM/DD/YY  PE                                                                   200.00 PAYROLL ENCUMBRANCE
         TOTAL CLASSROOM TEACHER                        125,000.00          12.00       1,040.00               123,948.00

00119    OTHER                                               .00            .00            .00 BEGINNING BALANCE
         MM/DD/YY  11                                    50,000.00
         MM/DD/YY  19            136                                        24.00
         MM/DD/YY  19            137                                        54.00
         TOTAL OTHER                                     50,000.00          78.00            .00                49,922.00

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION
```

Expenditure Transaction Analysis

Use this option to print a detailed report of Expenditure Ledger transactions. The Expenditure Transaction Analysis report provides information on selected expenditures and encumbrances, including their budget units, accounts, periods/years, dates, transaction codes, vendor codes, and descriptions. The report also shows budget allocations and transaction amounts.

The report's default file name is *exptrans.rpt*. For the standard procedure for generating the report, refer to Audit Trail Report Options (page 560).

> **Note**
>
> If your organization uses the Purchasing Card Interface system, a Display PCard Vendor confirmation dialog displays asking if you want to use the Purchasing Card Vendor on the report instead of the actual vendors.

Menu Path: 👤 Fund Accounting > Reports > Audit Trails > Expenditure Transaction Analysis

Sample Expenditure Transaction Analysis Report

```
POWERSCHOOL                                                                  PAGE NUMBER:   1
DATE: MM/DD/YYYY                         YOUR ORGANIZATION'S NAME             AUDIT511
TIME: HH:MM:SS                          EXPENDITURE TRANSACTION ANALYSIS

SELECTION CRITERIA:  trnsact.key_orgn="1100010" and transact.account="5612"
ACCOUNTING PERIOD PP/YY

FUND - 10 - GENERAL FUND
BUDGET UNIT - 1100010 - INSTR DISTRICT

ACCOUNT DATE      T/C PURCHAS    REFERENCE VENDOR            BUDGET      EXPENDITURES     ENCUMBRANCES DESCRIPTION

5612     SUPPLIES AV
PP/YY MM/DD/YY   11                                       10,000.00
PP/YY MM/DD/YY   17  10-02                D0000020 D'S CAMERA                                 24.00 35MM FILM 400 SPEED
PP/YY MM/DD/YY   17  10-03                D0000020 D'S CAMERA                                 27.50 AA BATTERIES
PP/YY MM/DD/YY   17  10-04                D0000020 D'S CAMERA                                 63.37 VIDEO FILM
PP/YY MM/DD/YY   21  10-02      904       D0000020 D'S CAMERA              24.24             -24.00 35MM FILM 400 SPEED
PP/YY MM/DD/YY   21  10-03      904       D0000020 D'S CAMERA              27.77             -27.50 AA BATTERIES
PP/YY MM/DD/YY   21  10-04      904       D0000020 D'S CAMERA              64.00             -63.37 VIDEO FILM
TOTAL    SUPPLIES AV                                      10,000.00       116.01              .00

TOTAL    GENERAL FUND                                    10,000.00       116.01              .00

TOTAL REPORT                                             10,000.00       116.01              .00
```

General Ledger Audit Trail

Use this option to audit General Ledger entries. The General Ledger Audit Trail report lists budget units, accounts, transaction codes, vendor/payer codes, budgeted allocations, transaction amounts, descriptions, balances, and totals.

In addition, the option can generate a separate report of the notes associated with the ledger's activities. For the standard procedure for generating the report, refer to Audit Trail Report Options (page 560).

The default file name of the General Ledger Audit Trail report is *genaudit.rpt*, while the default file name of the Transaction Notes report is *gennotes.rpt*.

Menu Path: 👥 Fund Accounting > Reports > Audit Trails > General Ledger Audit Trail

Checkboxes

The General Ledger Audit Trail page includes the following checkboxes:

Subtotal by Period	Select this box to include subtotals for each period included in your report.
Include Notes	Select this box to generate a separate report showing the notes associated with the activities you selected. An asterisk (*) is used in the General Ledger Audit Trail report to indicate that an activity has notes.
Include Accounts With No Activity	Select this box to include accounts that had no activity in the periods included.
Display Header and Detail for JE	Select this box to include journal entry information on the accounts listed.

Sample General Ledger Audit Trail

```
POWERSCHOOL                                                                    PAGE NUMBER: 1
DATE: MM/DD/YYYY                     YOUR ORGANIZATION'S NAME                   AUDIT221
TIME: HH:MM:SS                       GENERAL LEDGER AUDIT TRAIL

ACCOUNTING PERIOD: PP/YY

SELECTION CRITERIA:  genledgr.fund="10" and genledgr.account="E50232"

FUND -  10  - GENERAL FUND
ACCOUNT     DATE    T/C  REFERENCE  VENDOR/PAYER                 DEBIT          CREDIT  DESCRIPTION

E50232      RESERVE FOR ENCUMBRANCE - PAYROLL                                     .00  BEGINNING BALANCE
            MM/DD/YY  19                                                   6,512,486.00  PAYROLL ENCUMBRANCE
            MM/DD/YY  19                                    512,486.72              PYRL ENC LIQUIDATION
            MM/DD/YY  19                                    633,279.55              PYRL ENC LIQUIDATION
            MM/DD/YY  19                                    628,881.16              PYRL ENC LIQUIDATION
            MM/DD/YY  19                                    561,062.01              PYRL ENC LIQUIDATION
TOTAL       RESERVE FOR ENCUMBRANCE - PAYROLL                              4,176,776.56

TOTAL       GENERAL FUND                                          .00      4,176,776.56

TOTAL REPORT                                                      .00      4,176,776.56
```

General Ledger Transaction Analysis

Use this option to generate a detailed report of General Ledger transactions. The General Ledger Transaction Analysis report provides a listing of debits and credits, including their periods/years, dates, transaction codes, vendor/payer codes, amounts, and descriptions.

The report's default file name is *gentrans.rpt*. For the standard procedure for generating the report, refer to Audit Trail Report Options (page 560).

> **Note**
>
> If your organization uses the Purchasing Card Interface system, a Display PCard Vendor appears asking if you want to display the Purchasing Card Vendor on the report instead of the actual vendors for any payments.

Menu Path: ⬤ Fund Accounting > Reports > Audit Trails > GL Transaction Analysis

Sample General Ledger Transaction Analysis Report

```
POWERSCHOOL                                                              PAGE NUMBER:   1
DATE: MM/DD/YYYY                        YOUR ORGANIZATION'S NAME                        AUDIT311
TIME: HH:MM:SS                      GENERAL LEDGER TRANSACTION ANALYSIS

SELECTION CRITERIA:  transact.fund="10" and transact.account="E50232"
ACCOUNTING PERIOD: PP/YY

FUND -  10  - GENERAL FUND

ACCOUNT     DATE    T/C  REFERENCE  VENDOR/PAYER              DEBIT           CREDIT  DESCRIPTION

E50232      RESERVE FOR ENCUMBRANCE - PAYROLL
  PP/YY   MM/DD/YY  19                                              6,512,486.00  PAYROLL ENCUMBRANCE
  PP/YY   MM/DD/YY  19                                512,486.72                  PYRL ENC LIQUIDATION
  PP/YY   MM/DD/YY  19                                633,279.55                  PYRL ENC LIQUIDATION
  PP/YY   MM/DD/YY  19                                628,881.16                  PYRL ENC LIQUIDATION
  PP/YY   MM/DD/YY  19                                561,062.01                  PYRL ENC LIQUIDATION
TOTAL       RESERVE FOR ENCUMBRANCE - PAYROLL      2,335,709.44    6,512,486.00

TOTAL       GENERAL FUND                           2,335,709.44    6,512,486.00

TOTAL REPORT                                       2,335,709.44    6,512,486.00
```

Project Audit Trail

Use this option to audit expenses, encumbrances, receipts, and receivables in the Project Ledger. The Project Audit Trail report lists budget units, project accounts, transaction codes, payer/vendor codes, budgeted amounts, transaction amounts, descriptions, balances, and totals.

In addition to the audit trail report, the option can generate a separate report of the notes associated with the project activities. For the standard procedure for generating the report, refer to Audit Trail Report Options (page 560).

The default file name of the Project Audit Trail report is *proaudit.rpt*, while the default file name of the Transaction Notes report is *pronotes.rpt*.

Menu Path: 👤 Fund Accounting > Reports > Audit Trails > Project Audit Trail

Checkbox

The Project Audit Trail page includes the following checkbox:

Include Notes Enables you to generate a separate report showing the notes associated with the activities selected. Select the box to generate the report. An asterisk (*) is used in the Project Audit Trail report to indicate that an activity has notes.

Sample Project Audit Trail Report

```
POWERSCHOOL                                                                        PAGE NUMBER:    1
DATE: MM/DD/YYYY                               YOUR ORGANIZATION'S NAME             AUDIT61
TIME: HH:MM:SS                                 PROJECT AUDIT TRAIL

SELECTION CRITERIA:  proledgr.proj1="5000"

ACCOUNTING PERIOD:  PP/YY

PROJECT - 5000 - ECIA
                                                                 EXPENSES     ENCUMBRANCES
ACCOUNT    DATE      T/C ENC/RECV REFERENCE PAYER/VENDOR      BUDGET     RECEIPTS     RECEIVABLES DESCRIPTION         BALANCE

0511       ECIA I                                                .00         .00              .00 BEGINNING BALANCE
           MM/DD/YY  15                                    950,000.00                             FED FUNDS/ECIA
           MM/DD/YY  23  1        YY/YY     F0000001 ECIA I                            950,000.00 YY/YY ECIA
           MM/DD/YY  24  1        YY/YY     F0000001 ECIA I              300,000.00   -300,000.00 YY/YY ECIA
TOTAL      ECIA I                                          950,000.00    300,000.00    650,000.00                        .00

1000       SALARIES - DISTRICT
           MM/DD/YY  15                                    200,000.00                             YY/YY ECIA-SALARIES
           MM/DD/YY  17  51-01    YY/YY     F0000001 ECIA I                           154,000.00 YY/YY ECIA-SALARIES
           MM/DD/YY  21  51-01    YY/YY     F0000001 ECIA I               11,150.00   -11,150.00 YY/YY ECIA-SALARIES
TOTAL      SALARIES - DISTRICT                             200,000.00     11,150.00    142,850.00                  46,000.00

TOTAL      ECIA                                          1,150,000.00    311,150.00    792,850.00                  46,000.00

TOTAL      REPORT                                        1,150,000.00    311,150.00    792,850.00                  46,000.00
```

Project Transaction Analysis

Use this option to generate a detailed report of transactions stored in the Project Ledger. The Project Transaction Analysis report provides information on selected expenditures, encumbrances, receipts, and receivables.

The report data includes budget units, accounts, periods/years, dates, transaction codes, vendor/payer codes, and descriptions. The report also shows budget allocations and transaction amounts.

The report's default file name is *protrans.rpt*. For the standard procedure for generating the report, refer to .

> **Note**
>
> If your organization uses the Purchasing Card Interface system, a Display PCard Vendor confirmation dialog displays asking if you want to use the Purchasing Card Vendor on the report instead of the actual vendors.

Menu Path: Fund Accounting > Reports > Audit Trails > Project Transaction Analysis

Sample Project Transaction Analysis Report

```
POWERSCHOOL                                                                         PAGE NUMBER:    1
DATE: MM/DD/YYYY                          YOUR ORGANIZATION'S NAME                   AUDIT911
TIME: HH:MM:SS                           PROJECT TRANSACTION ANALYSIS

SELECTION CRITERIA:  transact.project="5000"
ACCOUNTING PERIOD:  PP/YY

PROJECT - 5000 - ECIA
                                                              EXPENSES      ENCUMBRANCES
ACCOUNT    DATE     T/C ENC/RECV REFERENCE PAYER/VENDOR     BUDGET    RECEIPTS       RECEIVABLES DESCRIPTION
0511       ECIA I
   PP/YY   MM/DD/YY 15                                    950,000.00                              FED FUNDS/ECIA
   PP/YY   MM/DD/YY 23  1        YY/YY     F0000001 ECIA I                     .00    950,000.00 YY/YY ECIA
   PP/YY   MM/DD/YY 24  1        YY/YY     F0000001 ECIA I              300,000.00   -300,000.00 YY/YY ECIA
TOTAL      ECIA I                                         950,000.00   300,000.00    650,000.00

1000       SALARIES - DISTRICTWIDE
   PP/YY   MM/DD/YY 15                                    200,000.00                              YY/YY ECIA-SALARIES
   PP/YY   MM/DD/YY 17  51-01    YY/YY     F0000001 ECIA I                     .00    154,000.00 YY/YY ECIA-SALARIES
   PP/YY   MM/DD/YY 21  51-01    YY/YY     F0000001 ECIA I               11,150.00    -11,150.00 YY/YY ECIA-SALARIES
TOTAL      SALARIES - DISTRICTWIDE                        200,000.00    11,150.00    142,850.00

TOTAL      ECIA                                         1,150,000.00   311,150.00    792,850.00

TOTAL      REPORT                                       1,150,000.00   311,150.00    792,850.00
```

Revenue Audit Trail

Use this option to audit receipts and receivables in the Revenue Ledger. The Revenue Audit Trail report lists budget units, accounts, transaction and payer codes, budget allocations, transaction amounts, descriptions, balances, and totals.

In addition to the audit trail report, the option can generate a separate report of the notes associated with the ledger's activities. For the standard procedure for generating the report, refer to Audit Trail Report Options (page 560).

The default file name of the Revenue Audit Trail report is *revaudit.rpt*, while the default file name of the Transaction Notes report is *revnotes.rpt*.

Menu Path: Fund Accounting > Reports > Audit Trails > Revenue Audit Trail

Checkboxes

The Revenue Audit Trail page includes the following checkboxes:

Subtotal by Period	Select this box to include subtotals for each period included your report.
Include Notes	Select this box to generate a separate report showing the notes associated with the activities you selected. An asterisk (*) is used in the Revenue Audit Trail report to indicate that an activity has notes.
Include Accounts With No Activity	Select this box to include accounts that had no activity in the periods selected.
Display Header and Detail for JE	Select this box to include journal entry information on the accounts selected.

Sample Revenue Audit Trail Report

```
POWERSCHOOL                                                                          PAGE NUMBER:
1
DATE: MM/DD/YYYY                            YOUR ORGANIZATION'S NAME                  AUDIT41
TIME: HH:MM:SS                             PERIOD REVENUE AUDIT TRAIL

SELECTION CRITERIA:   orgn.fund="10" and revledgr.key_orgn="9100000" and revledgr.account="0121"
ACCOUNTING PERIOD: PP/YY

 SORTED BY: FUND,*FUNCTION*,*LOCATION*

 TOTALED ON: FUND,*FUNCTION*,*LOCATION*

FUND – 10 – GENERAL FUND

BUDGET UNIT – 9100000 – REVENUE LOCAL

ACCOUNT     DATE     T/C RECEIVE   REFERENCE PAYER/VENDOR       BUDGET         RECEIPTS      RECEIVABLES DESCRIPTION          BALANCE

0121      TAXES REAL EST CUR                               .00            .00            .00 BEGINNING BALANCE
          MM/DD/YY  12                                675,500.00                              TAXES REAL EST CUR
          MM/DD/YY  23  10                                                      475,000.00 TAXES REAL EST
          MM/DD/YY  23  11                                                      100,000.00 TAXES REAL EST
          MM/DD/YY  23  12                                                      100,500.00 TAXES REAL EST
          MM/DD/YY  14                                 31,456.00                              TAX SUPPLEMENT 4TH QTR
          MM/DD/YY  24  10       1      000005 CITY OF BETH      123,499.00   -123,499.00 REAL ESTATE TAX
          MM/DD/YY  24  12       4      000007 NORTHAMPTON       23,000.00    -23,000.00 REAL ESTATE TAX
TOTAL     TAXES REAL EST CUR                        706,956.00     146,499.00     529,001.00                    31,456.00

TOTAL     REVENUE LOCAL                             706,956.00     146,499.00     529,001.00                    31,456.00

TOTAL     GENERAL FUND                              706,956.00     146,499.00     529,001.00                    31,456.00

TOTAL REPORT                                        706,956.00     146,499.00     529,001.00                    31,456.00
```

Revenue Transaction Analysis

Use this option to print a detailed report of Revenue Ledger transactions. The Revenue Transaction Analysis report provides information on selected receipts and receivables, including their budget units, accounts, periods/years, dates, transaction codes, vendor codes, and descriptions. The report also shows the budget allocations and transaction amounts.

The report's default file name is *revtrans.rpt*. For the standard procedure for generating the report, refer to Audit Trail Report Options (page 560).

> **Note**
>
> If your organization uses the Purchasing Card Interface system, a Display PCard Vendor confirmation dialog displays asking if you want to use the Purchasing Card Vendor on the report instead of the actual vendors.

Menu Path: 👤 Fund Accounting > Reports > Audit Trails > Revenue Transaction Analysis

Sample Revenue Transaction Analysis Report

```
POWERSCHOOL                                                                        PAGE NUMBER:   1
DATE: MM/DD/YYYY                             YOUR ORGANIZATION'S NAME               AUDIT711
TIME: HH:MM:SS                               REVENUE TRANSACTION ANALYSIS

SELECTION CRITERIA:  transact.fund="10" and trnasact.key_orgn="9100000" and transact.account="0121"
ACCOUNTING PERIOD: PP/YY

FUND - 10 - GENERAL FUND
BUDGET UNIT - 9100000 - REVENUE LOCAL

ACCOUNT     DATE    T/C RECEIVE  REFERENCE  PAYER/VENDOR        BUDGET         RECEIPTS       RECEIVABLES DESCRIPTION

0121        TAXES REAL EST CUR
PP/YY    MM/DD/YY  12                                        675,500.00                                   TAXES REAL EST CUR
PP/YY    MM/DD/YY  23  10                                                                   475,000.00 TAXES REAL EST
PP/YY    MM/DD/YY  23  11                                                                   100,000.00 TAXES REAL EST
PP/YY    MM/DD/YY  23  12                                                                   100,500.00 TAXES REAL EST
PP/YY    MM/DD/YY  14                                         31,456.00                                 TAX SUPPLEMENT 4TH QTR
PP/YY    MM/DD/YY  24  10     109    000005 CITY OF BETH       123,499.00     -123,499.00 REAL ESTATE TAX
PP/YY    MM/DD/YY  24  12     111    000007 NORTHAMPTON         23,000.00      -23,000.00 REAL ESTATE TAX
TOTAL       TAXES REAL EST CUR                                706,976.00      146,499.00   529,001.00

TOTAL       REVENUE LOCAL                                     706,956.00      146,499.00   529,001.00

TOTAL       GENERAL FUND                                      706,956.00      146,499.00   529,001.00

TOTAL REPORT                                                  706,956.00      146,499.00   529,001.00
```

12: Daily Transaction Listings

Use the options on the Daily Transaction Listings menu to generate reports of daily posting activities. These reports are used to balance and verify entries.

Preview

Daily Transaction Listings

Menu Path: 👤 Fund Accounting > Reports > Daily Transaction Listings > select an option

Verifying Posting Activities

Run the appropriate report whenever you need to verify posting activities. For example, if a series of journal entries is posted, you can run the Journal Entry Activity report to verify the entries. Reports should be proofed against source documents and by someone other than the person who entered the data.

Notes do not appear in these reports. If you want reports that include notes, run the Expenditure, Revenue, Project, or General Ledger Audit Trail report options on the Audit Trails menu . Refer to those sections in Audit Trail Reports (page 559).

Transaction Codes

Transaction codes appear in all Daily Transaction Listing reports under the T/C column heading. These codes identify the type of financial transaction associated with an entry. Following are the codes used:

T/C Financial Transaction

11 Post Expenditure Budgets
12 Post Revenue Budgets
13 Adjust Expenditure Budgets
14 Adjust Revenue Budgets
15 Post Project Budgets
16 Adjust Project Budgets
17 Add Encumbrances
18 Change Encumbrances
19 Journal Entries
20 Manual/Void Checks
21 Accounts Payable
22 Payroll Interface and Manual Payroll
23 Receivables
24 Receipts
25 Expenditure Budget Transfers
26 Revenue Budget Transfers
27 Project Budget Transfers

Standard Report Procedure

Following is the standard procedure that applies to all Daily Transaction Listing options. Any additional steps for a particular option will be noted in the section where the option is discussed.

Generating a Daily Transaction Listings report

1. Select the desired option from the Daily Transaction Listings menu to display a report page.

   All Daily Transaction Listings pages include a Report Criteria section for selecting the records to include in a report.

   - The Vendor Audit Report and Transaction Status Report pages include an Advanced button for using additional fields in a search.

   - The Payable Activity Report and Receiving Report pages provide radio buttons for changing the sort order of these reports. The Journal Entry Report has a sort drop down.

   - The Receipt Activity and Receiving Report pages also include a Report Type section for selecting different versions of the report.

2. In the Report Criteria section, enter selection criteria to specify the records you want to include.

3. Click (OK) to display a standard Print page.

4. In the Print page, select one of the following radio buttons:

File	Stores the report in a file for printing or viewing later. You can accept or replace the default file name for saving the report.
Screen	Displays the report on your monitor. If needed, you can print or save a report after viewing it.
Excel	Sends the report to excel. Based on your selection in the Data Option field of the print page, you can select to print all the information in the report, or omit totals.

You can also select a printer other than your default printer and specify the number of copies to print.

5. Click **OK** to generate the report. A Processing displays showing the system's progress in processing the report.

6. Click **Yes** to clear data from the activity file used to generate the report.

Generally, you should clear this file after running a report so that the next report covers current activity only. The data that is cleared is available through other reports, such as the Transaction Analysis report and reports on the Audit Trails menu.

Or

Click **No** to retain the data.

Encumbrance Activity Report

This report lists all purchase order and encumbrance activity. The system sorts the report by *PO/Encumb* (Purchase Order/Encumbrance), Line Item, *Budget Unit*, and Account.

The Encumbrance Activity report's default file name is *dayencum.rpt*.

Menu Path: Fund Accounting > Reports > Daily Transaction Listings > Encumbrance Activity

Sample Encumbrance Activity Report

```
POWERSCHOOL                                                              PAGE NUMBER:
DAILY21
DATE:  MM/DD/YYYY                            YOUR ORGANIZATION'S NAME
TIME:  HH:MM:SS

SELECTION CRITERIA:
ACCOUNTING PERIOD:  PP/YY

*PO/ENCUMB*     *BUDGET UNIT*    ACCOUNT   *PROJECT*   ACCOUNT    T/C   DATE/CTRL   VENDOR/DESCRIPTION          SALES/USE TAX      TRANS
AMT

13000000-01       2200010        5612                            17    MM/DD/YY    ALLIED BUSINESS SUPPLIE          0.00
54.03
                                                                                   LABELS, FILE FOLDER WHIT         0.00
13000000-02       2200010        5612                            17    MM/DD/YY    ALLIED BUSINESS SUPPLIE          0.00
176.75
                                                                                   PAPER, COPIER LETTER WHI         0.00
13000000-03       2200010        5612                            17    MM/DD/YY    ALLIED BUSINESS SUPPLIE          0.00
17.67
                                                                                   PAPER, COPIER LETTER BLU         0.00
13000000-04       2200010        5612                            17    MM/DD/YY    ALLIED BUSINESS SUPPLIE          0.00
17.67
                                                                                   PAPER, COPIER LETTER PIN         0.00
13000000-05       2200010        5612                            17    MM/DD/YY    ALLIED BUSINESS SUPPLIE          0.00
17.67
                                                                                   PAPER, COPIER LETTER GRE         0.00

TOTAL *PO/ENCUMB*                                                                                                   0.00
289.79
                                                                                                                    0.00

14000000-01       2100010        5651                            17    MM/DD/YY    DPB BUSINESS MACHINES            0.00
24.24
                                                                                   TAPE, CASSETTE 30 MINUTE         0.00
14000000-02       2100010        5651                            17    MM/DD/YY    DPB BUSINESS MACHINES            0.00
27.77
                                                                                   TAPE, CASSETTE 60 MINUTE         0.00
14000000-03       2100010        5651                            17    MM/DD/YY    DPB BUSINESS MACHINES            0.00
64.00
                                                                                   TRANSPARENCIES                   0.00
14000000-04       2100010        5651                            17    MM/DD/YY    DPB BUSINESS MACHINES            0.00
378.75
                                                                                   OVERHEAD PROJECTOR #28UT         0.00

TOTAL *PO/ENCUMB*                                                                                                   0.00
494.76
                                                                                                                    0.00

15000000-01       2303000        5612                            17    MM/DD/YY    ARISTOCRAT OFFICE SUPPL          0.00
12.62
                                                                                   PENS, BIC STICK RED              0.00
15000000-02       2303000        5612                            17    MM/DD/YY    ARISTOCRAT OFFICE SUPPL          0.00
12.62
                                                                                   PENS, BIC STICK BLACK            0.00

TOTAL *PO/ENCUMB*                                                                                                   0.00
25.24
                                                                                                                    0.00

TOTAL REPORT                                                                                                        0.00
803.79
                                                                                                                    0.00
```

Expenditure Budget Activity Report

This report lists the budgeted expenditure accounts and any activity that has been charged against the accounts for the period and year specified. The system sorts the report by *Fund*, *Budget Unit*, and Account.

The Expenditure Budget Activity report's default file is *dayexpen.rpt*.

Menu Path: Fund Accounting > Reports > Daily Transaction Listings > Expenditure Budget Activity

Sample Expenditure Budget Activity Report

```
POWERSCHOOL                                                                      PAGE NUMBER:   1
DATE:  MM/DD/YY                              YOUR ORGANIZATION'S NAME             DAILY11
TIME:  HH:MM:SS                              EXPENDITURE BUDGET ACTIVITY

SELECTION CRITERIA:
ACCOUNTING PERIOD:  PP/YY


        *FUND* - 10 - GENERAL FUND

                            TRANSACTION                               ---- EXPENDITURE BUDGET ACTIVITY ----
        *BUDGET UNIT*    ACCOUNT    DATE      T/C   DESCRIPTION         ORIGINAL BUDGET        ADJUSTMENTS

        1000000         1000    MM/DD/YY   11    SALARIES/ATTORNEY         25,000.00
        1000000         1000    MM/DD/YY   11    SECRETARY/TREASURER        3,000.00
        1000000         5610    MM/DD/YY   11    OFFICE SUPPLIES            1,000.00
        1000000         5700    MM/DD/YY   11    DUES/FEES                 15,000.00
        1000000         5900    MM/DD/YY   11    TRAVEL                     5,000.00
        TOTAL BOARD EXPENSES                                              49,000.00                 .00

        1100010         1400    MM/DD/YY   11    SALARIES-SPORTS          150,000.00
        1100010         2100    MM/DD/YY   11    FACILITY RENTAL          100,000.00
        1100010         2110    MM/DD/YY   11    EQUIPMENT                 55,000.00
        TOTAL SPORTS EXPENSE                                             305,000.00

        1101010         1100    MM/DD/YY   11    SALARIES INSTR           450,000.00
        1101010         1600    MM/DD/YY   11    SALARIES AIDES            20,000.00
        1101010         1700    MM/DD/YY   11    SALARIES MISC.            15,000.00
        1101010         2100    MM/DD/YY   11    EQUIPMENT INSTR           75,000.00
        1101010         2100    MM/DD/YY   13    EQUIPMENT INSTR                                5,000.00
        1101010         3000    MM/DD/YY   11    CONTRACTUAL SVCS          25,000.00
        1101010         4000    MM/DD/YY   11    UTILITIES                 45,000.00
        1101010         5611    MM/DD/YY   11    SUPPLIES INSTR           125,000.00
        1101010         7000    MM/DD/YY   11    TEXTBOOKS                 75,000.00
        TOTAL INSTRUCTORS EXPENSE                                        830,000.00            5,000.00

        TOTAL GENERAL FUND                                             1,184,000.00            5,000.00

        TOTAL REPORT                                                   1,184,000.00            5,000.00
```

Interfaced Payroll Activity

Use this option to print a listing of payroll transactions that were posted to Fund Accounting through the Automated Payroll Interface option. The report page lets you select records based on fiscal year and period. The report sorts and provides totals based on fund, then budget unit (low level Organization Chart code). The default file name when saving the report is *daypayrl.rpt*.

Menu Path: Fund Accounting > Reports > Daily Transaction Listings > Interfaced Payroll Activity

Sample Payroll Activity Report

```
POWERSCHOOL                                                                       PAGE NUMBER    1
DATE: MM/DD/YYYY                           YOUR ORGANIZATION'S NAME                DAILY81
TIME: HH:MM:SS                                  PAYROLL ACTIVITY

SELECTION CRITERIA:
ACCOUNTING PERIOD: PP/YY

     FUND - 10 - GENERAL FUND
 *BUDGET UNIT*      ACCOUNT     *PROJECT*    ACCOUNT      DATE     CASH ACCOUNT   DESCRIPTION          TRANSACTION AMOUNT

  1100010           1000                                MM/DD/YY   0110          PAYROLL CHARGES            1,923.07
  1100010           1100                                MM/DD/YY   0110          PAYROLL CHARGES           12,307.70
  1100010           1200                                MM/DD/YY   0110          PAYROLL CHARGES           10,987.67
  1100010           1300                                MM/DD/YY   0110          PAYROLL CHARGES           15,998.70
     TOTAL ADMINISTRATION                                                                                 41,217.14

  1101010           1111                                MM/DD/YY   0110          PAYROLL CHARGES           13,461.54
  1101010           1112                                MM/DD/YY   0110          PAYROLL CHARGES           15,998.70
  1101010           1113                                MM/DD/YY   0110          PAYROLL CHARGES           20,192.31
  1101010           1114                                MM/DD/YY   0110          PAYROLL CHARGES              512.82
     TOTAL TECHNICAL                                                                           50,165.37

  1102010           1200                                MM/DD/YY   0110          PAYROLL CHARGES           23,114.98
  1102010           1211                                MM/DD/YY   0110          PAYROLL CHARGES            1,445.78
  1102010           1212                                MM/DD/YY   0110          PAYROLL CHARGES           12,889.90
  1102010           1213                                MM/DD/YY   0110          PAYROLL CHARGES            8,998.78
  1102010           1214                                MM/DD/YY   0110          PAYROLL CHARGES              256.41
     TOTAL FINANCE                                                                             46,705.85

     TOTAL GENERAL FUND                                                                                  138,088.36

     TOTAL REPORT                                                                                        138,088.36
```

Journal Entry Activity Report

This report lists all journal entry activity in order by Journal Entry number. The system sorts the report by *Fund*, *Budget Unit*, and Account and includes the total debits and credits.

The Journal Entry Activity report's default file name is *dayjrnl.rpt*.

Menu Path: Fund Accounting > Reports > Daily Transaction Listings > Journal Entry Activity

Sample Journal Entry Activity Report

```
POWERSCHOOL                                                               PAGE NUMBER:  1
DATE:  MM/DD/YYYY                        YOUR ORGANIZATION'S NAME          DAILY91
TIME:  HH:MM:SS                             JOURNAL ENTRY ACTIVITY

SELECTION CRITERIA:
ACCOUNTING PERIOD:  PP/YY

  *FUND*    *BUDGET UNIT*    ACCOUNT   *PROJECT*    ACCOUNT   ITEM DESCRIPTION          DEBIT AMOUNT      CREDIT AMOUNT

    JE:           CNTRL:
    PAYROLL ENCUMBRANCE LIQUI
  10        11              806                                             850,898.08
  10        11              806                                                               347,809.30
  10        11              807                                             347,809.30
  10        11              807                                                               850,898.08
  10        150             806                                                                      .00
  10        150             807                                                                      .00
  10        16              806                                                                      .00
  10        16              807                                                                      .00
  10        20              806                                              29,806.25
  10        20              807                                                                29,806.25
  500       500             806                                                                75,385.16
  500       500             806                                              31,200.00
  500       500             807                                              75,385.16
  500       500             807                                                                31,200.00
    TOTAL JOURNAL ENTRY                                                   1,335,098.79      1,335,098.79

    JE: USE1023   CNTRL:
    USETAX TRANS CASH TO TX P
  10        11              101                      DEBIT CASH                     .03
  10        11              200                      CREDIT TAXES PAYABLE                             .03
  10        11              200                      DEBIT ACCTS PAYABLE            .03
  10        11              200                      CREDIT TAXES PAYABLE                             .03
    TOTAL JOURNAL ENTRY                                                          .06               .06

    JE: VENCHKS   CNTRL:
    VENDOR CHECKS
  10        11              101                                                                 1,451.13
  10        11              102                                                                 2,087.42
  10        11              200                                              2,087.42
  10        11              200                                              1,451.13
    TOTAL JOURNAL ENTRY                                                       3,538.55          3,538.55

    TOTAL REPORT                                                          1,338,637.40      1,338,637.40
```

Journal Entry Report

This report lists journal entries for a specified date or range of dates. Total debits and credits are provided for each journal entry number, as well as for the entire report. There are two sort options available. For both options, the report is sorted first by the journal entry number.

Based on your selection in the Sort field, debits and credits for each journal entry are sorted as follows:

Default Order   Lists the journal entry's debit amounts, in descending order, followed by a listing of all credit amounts, again in descending order.

Entry Order   Lists debits and credits in the order in which users created the journal entries.

The Journal Entry report's default file name is *dayjrnl.rpt*.

Menu Path: 🧑 Fund Accounting > Reports > Daily Transaction Listings > Journal Entry Report

Sample Journal Entry Report - Default Order

```
POWERSCHOOL                                                                          PAGE NUMBER:     1
DATE: MM/DD/YY  TIME: HH:MM:SS                  YOUR ORGANIZATION'S NAME             DAILY111
SYSTEM NUM:  DAILY111                             JOURNAL ENTRY REPORT

SELECTION CRITERIA: ALL

 *BUDGET UNIT*          ACCOUNT      DESCRIPTION              DATE            DEBIT              CREDIT

 JOURNAL ENTRY NO:  1                           DESC: PAYROLL ENCUMBRANCE

    10                 E42302                                MM/DD/YY      $633,279.55
    10                 E50232                                MM/DD/YY      $633,279.55
    10                 E42302                                MM/DD/YY      $628,881.16
    10                 E50232                                MM/DD/YY      $628,881.16
    10                 E42302                                MM/DD/YY      $561,062.01
    10                 E50232                                MM/DD/YY      $561,062.01
    10                 E42302                                MM/DD/YY      $512,486.72
    10                 E50232                                MM/DD/YY      $512,486.72
    10                 E42302                                MM/DD/YY      $127,616.34
    10                 E42302                                MM/DD/YY                        $633,279.55
    10                 E50232                                MM/DD/YY                        $633,279.55
    10                 E42302                                MM/DD/YY                        $628,881.16
    10                 E50232                                MM/DD/YY                        $628,881.16
    10                 E42302                                MM/DD/YY                        $561,062.01
    10                 E50232                                MM/DD/YY                        $561,062.01
    10                 E42302                                MM/DD/YY                        $512,486.72
    10                 E50232                                MM/DD/YY                        $512,486.72
    10                 E50232                                MM/DD/YY                        $127,616.34
                                                                       ==================  ==================
          TOTAL FOR JOURNAL ENTRY NO  1                                   $4,799,035.22       $4,799,035.22

 JOURNAL ENTRY NO: INV   2                       DESC: INVESTMENT PURCHASE

    30                 A30111       POST INVESTMENT PURCHASE  MM/DD/YY      $100,000.00
    30                 A30190       POST INVESTMENT PURCHASE  MM/DD/YY       $20,000.00
    30                 A30101       POST INVESTMENT PURCHASE  MM/DD/YY                        $120,000.00
                                                                       ==================  ==================
          TOTAL FOR JOURNAL ENTRY NO INV   2                               $120,000.00         $120,000.00

 JOURNAL ENTRY NO: INV   3                       DESC: INCOME EARNED

    30                 A30150       POST INVESTMENT ACCRUAL   MM/DD/YY        $4,672.10
    30                 A30190       POST INVESTMENT ACCRUAL   MM/DD/YY                          $3,713.03
    30                 A30150       POST INVESTMENT ACCRUAL   MM/DD/YY                            $959.07
                                                                       ==================  ==================
          TOTAL FOR JOURNAL ENTRY NO INV   3                                 $4,672.10           $4,672.10

          GRAND TOTAL                                                     $4,923,707.32       $4,923,707.32
```

Sample Journal Entry Report - Entry Order

```
POWERSCHOOL                                                                      PAGE NUMBER:      1
DATE: MM/DD/YY  TIME: HH:MM:SS               YOUR ORGANIZATION'S NAME            DAILY111
                                                JOURNAL ENTRY REPORT
SELECTION CRITERIA: ALL

*BUDGET UNIT*           ACCOUNT        DESCRIPTION                DATE           DEBIT              CREDIT

 JOURNAL ENTRY NO:  1                          DESC: PAYROLL ENCUMBRANCE

     10                 E42302                                    MM/DD/YY       $633,279.55
     10                 E42302                                    MM/DD/YY                          $633,279.55
     10                 E42302                                    MM/DD/YY       $628,881.16
     10                 E42302                                    MM/DD/YY       $512,486.72
     10                 E42302                                    MM/DD/YY                          $512,486.72
     10                 E50232                                    MM/DD/YY       $633,279.55
     10                 E50232                                    MM/DD/YY                          $633,279.55
     10                 E50232                                    MM/DD/YY                          $628,881.16
     10                 E50232                                    MM/DD/YY       $512,486.72
     10                 E50232                                    MM/DD/YY                          $512,486.72
     10                 E42302                                    MM/DD/YY                          $628,881.16
     10                 E42302                                    MM/DD/YY       $561,062.01
     10                 E50232                                    MM/DD/YY       $628,881.16
     10                 E50232                                    MM/DD/YY                          $561,062.01
     10                 E42302                                    MM/DD/YY                          $561,062.01
     10                 E42302                                    MM/DD/YY       $127,616.34
     10                 E50232                                    MM/DD/YY       $561,062.01
     10                 E50232                                    MM/DD/YY                          $127,616.34
                                                                                =================  =================
            TOTAL FOR JOURNAL ENTRY NO  1                                        $4,799,035.22      $4,799,035.22

 JOURNAL ENTRY NO: INV   2                     DESC: INVESTMENT PURCHASE

     30                 A30101       POST INVESTMENT PURCHASE      MM/DD/YY                          $120,000.00
     30                 A30111       POST INVESTMENT PURCHASE      MM/DD/YY       $100,000.00
     30                 A30190       POST INVESTMENT PURCHASE      MM/DD/YY       $20,000.00
                                                                                =================  =================
            TOTAL FOR JOURNAL ENTRY NO INV   2                                   $120,000.00        $120,000.00

 JOURNAL ENTRY NO: INV   3                     DESC: INCOME EARNED

     30                 A30150       POST INVESTMENT ACCRUAL       MM/DD/YY                          $959.07
     30                 A30190       POST INVESTMENT ACCRUAL       MM/DD/YY                          $3,713.03
     30                 A30150       POST INVESTMENT ACCRUAL       MM/DD/YY       $4,672.10
                                                                                =================  =================
            TOTAL FOR JOURNAL ENTRY NO INV   3                                   $4,672.10          $4,672.10

            GRAND TOTAL                                                          $4,923,707.32      $4,923,707.32
```

Manual Check Activity Report

This report lists manual and void checks. The system sorts the report by *Fund*, *Budget Unit*, and Account.

Besides payment amounts, the report includes discounts and taxes. It also provides a grand total of all check activity.

- If a manual check is entered for a purchase order payment, the code P (for partial) or F (for final) appears next to the purchase order/line numbers.
- If a check is both manual and void, both designations appear on the report. Void checks are marked with a V (for void).

If you missed a discount because payment was made after the discount period, the discount amount you lost appears as a negative amount. Negative amounts in this column are for information purposes only.

The Manual Check Activity report's default file name is *daymanck.rpt*.

Menu Path: 👥 Fund Accounting > Reports > Daily Transaction Listings > Manual Check Activity

Sample Manual Check Activity Report

```
POWERSCHOOL                                                                           PAGE NUMBER:   1
DATE:  MM/DD/YY                            YOUR ORGANIZATION'S NAME                    DAILY51
TIME:  HH:MM:SS                              MANUAL CHECK ACTIVITY

SELECTION CRITERIA:
ACCOUNTING PERIOD:  PP/YY

*FUND* - 10 - GENERAL FUND

*BUDGET UNIT*   ACCOUNT   VENDOR            1099 *PO/ENCUMB*   TRANSACT *PROJECT CASH ACCT  SALES TAX   DISC DATE    CHECK AMT
                CONTROL   DESCRIPTION       T/C  INVOICE       CHK DATE ACCOUNT CHECK NO    USE TAX     DISC AMT    NET PAYABLE

7000000         5611      ARISTOCRAT OFFICE SU  N              MM/DD/YY         0110        0.00                         37.50
                300       ENVELOPES #10     20   00247         MM/DD/YY         1238        0.38        0.00            37.88
7000000         5611      ARISTOCRAT OFFICE SU  N              MM/DD/YY         0110        0.00                         13.75
                LD24      MANILA ENVELOPES  20   00310         MM/DD/YY         1421        0.14        0.00            13.89
7000000         5611      ARISTOCRAT OFFICE SU  N              MM/DD/YY         0110        0.00                        -37.50
                300       ENVELOPES #10     20   00247         MM/DD/YY         1238   V    0.38        0.00           -37.88

TOTAL VENDOR CHECK AMT                                                                                                  13.75
TOTAL VENDOR NET PAYABLE                                                                                                13.89
TOTAL ADMINISTRATION CHECK AMT                                                                                          13.75
TOTAL ADMINISTRATION NET PAYABLE                                                                                        13.89

8004000         0611      ROBBINS JANITORIAL    N   17-01      MM/DD/YY         0110        0.35                         35.35
                JK1       PAPER TOWELS/CASE 20   M-6879        MM/DD/YY         1406        0.00        0.00            35.35
8004000         0611      ROBBINS JANITORIAL    N   17-02      MM/DD/YY         0110        0.25                         25.25
                JK1       TISSUES/CASE      20   M-6879        MM/DD/YY         1406        0.00        0.00            25.25
8004000         0611      ROBBINS JANITORIAL    N   17-03      MM/DD/YY         0110        0.20                         20.15
                JK1       LIQUID SOAP/DOZ.  20   M-6879        MM/DD/YY         1406        0.00        0.00            20.15

TOTAL VENDOR CHECK AMT                                                                                                  80.75
TOTAL VENDOR NET PAYABLE                                                                                                80.75

8004000         0611      WESTSIDE CUSTODIAL    N   20-01      MM/DD/YY         0110        1.72      MM/DD/YY         173.22
                MM23      FLOOR WAX         20   2390          MM/DD/YY         1420        0.00        3.50           173.22

TOTAL VENDOR CHECK AMT                                                                                                 173.22
TOTAL VENDOR NET PAYABLE                                                                                               173.22

TOTAL CUST/MAINT ADMIN CHECK AMT                                                                                       253.97
TOTAL CUST/MAINT ADMIN NET PAYABLE                                                                                     253.97

TOTAL GENERAL FUND CHECK AMT                                                                                           267.72
TOTAL GENERAL FUND NET PAYABLE                                                                                         267.86

TOTAL REPORT CHECK AMT                                                                                                 267.72
TOTAL REPORT NET PAYABLE                                                                                               267.86
```

Payable Activity Report

This report lists payable activity first by operator, then by either account or vendor.

Menu Path: 🧑 Fund Accounting > Reports > Daily Transaction Listings > Payable Activity

Sort Options

The Payable Activity Report page includes the following radio buttons for selecting the report's additional sort order:

Account Sort	Sorts payables by operator, then account number (default). The default file name for this sort order is *daypayb1.rpt*.
Vendor Sort	Sorts payables by operator, then vendor ID number. The default file name for this sort order is *daypayb2.rpt*.
By Vendor Name	Sorts payables by operator, then vendor search name. The default file name for this sort order is *daypayb3.rpt*.

Sample Payable Activity Report - Account Sort

```
POWERSCHOOL                                                                    PAGE NUMBER:   1
DATE:  MM/DD/YYYY                           YOUR ORGANIZATION'S NAME           DAILY31
TIME:  HH:MM:SS                               Payable Activity Report

SELECTION CRITERIA:  ALL
ACCOUNTING PERIOD: PP/YY

OPERATOR - johnsnan

*FUND* - 10 - GENERAL FUND

*BUDGET UNIT*   ACCOUNT   DESCRIPTION       1099 *PO/ENCUMB*  TRANSACT *PROJECT* CASH ACCT   SALES TAX    DISC DATE    AMOUNT
                CONTROL                          INVOICE      DUE DATE ACCOUNT   CHECK NO    USE TAX      DISC AMT

VENDOR - D0000021 - DPB BUSINESS MACHINES

1100010         5612      TAPE, CASSETTE 30 MI N  14-01     F MM/DD/YY          0110        0.24                       24.24
                                                  A-20       MM/DD/YY           1236        0.00         0.00
1100010         5612      TAPE, CASSETTE 60 MI N  14-02     F MM/DD/YY          0110        0.27                       27.77
                                                  A-20       MM/DD/YY           1236        0.00         0.00
1100010         5612      TRANSPARENCIES      N   14-03     F MM/DD/YY          0110        0.63                       64.00
                                                  A-20       MM/DD/YY           1236        0.00         0.00
1100010         2110      OVERHEAD PROJECTOR # N  14-04     F MM/DD/YY          0110        3.75                      378.75
                                                  A-20       MM/DD/YY           1236        0.00         0.00
TOTAL VENDOR - DPB BUSINESS MACHINES                                                                                 494.76

VENDOR - A0000001 - ARISTOCRAT OFFICE SUPPLIES

2303000         5611      PENS, BIC STICK REDN N  15-01     F MM/DD/YY          0110        0.12                       12.62
                                                  00234      MM/DD/YY           1235        0.00         0.00
2303000         5611      PENS, BIC STICK BLAC N  15-02     F MM/DD/YY          0110        0.12                       12.62
                                                  00234      MM/DD/YY           1235        0.00         0.00
TOTAL VENDOR - ARISTOCRAT OFFICE SUPPLIES                                                                             25.24

VENDOR - A0000004 - ALLIED BUSINESS SUPPLIERS

70000000        5611      LABELS, FILE FOLDER  N  13-01     F MM/DD/YY          0110        0.52         MM/DD/YY      52.95
                                                  7860       MM/DD/YY           1234        0.00         1.07
70000000        5611      PAPER, COPIER LETTER N  13-02     F MM/DD/YY          0110        1.72         MM/DD/YY     173.22
                                                  7860       MM/DD/YY           1234        0.00         3.50
70000000        5611      PAPER, COPIER LETTER N  13-03     F MM/DD/YY          0110        0.17         MM/DD/YY      17.32
                                                  7860       MM/DD/YY           1234        0.00         0.35
70000000        5611      PAPER, COPIER LETTER N  13-04     F MM/DD/YY          0110        0.17         MM/DD/YY      17.32
                                                  7860       MM/DD/YY           1234        0.00         0.35
70000000        5611      PAPER, COPIER LETTER N  13-05     F MM/DD/YY          0110        0.17         MM/DD/YY      17.32
                                                  7860       MM/DD/YY           1234        0.00         0.35
TOTAL VENDOR - ALLIED BUSINESS SUPPLIERS                                                                             278.13


TOTAL GENERAL FUND                                                                                                   798.13

TOTAL OPERATOR                                                                                                       798.13

TOTAL REPORT                                                                                                         798.13
```

Sample Payable Activity Report - Vendor Sort

```
POWERSCHOOL                                                              PAGE NUMBER:   1
DATE:  MM/DD/YYYY                         YOUR ORGANIZATION'S NAME       DAILY31
TIME:  HH:MM:SS                           JOURNAL ENTRY ACTIVITY

SELECTION CRITERIA:  ALL
ACCOUNTING PERIOD: PP/YY

OPERATOR - johnsnan

*BUDGET UNIT*      ACCOUNT  DESCRIPTION         1099 *PO/ENCUMB*  TRANSACT *PROJECT* CASH ACCT  SALES TAX   DISC DATE    AMOUNT
                   CONTROL                           INVOICE      DUE DATE ACCOUNT   CHECK NO   USE TAX     DISC AMT

VENDOR - A0000001 - ARISTOCRAT OFFICE SUPPLIES

2303000            5611     PENS, BIC STICK RED  N  15-01        F MM/DD/YY          0110        0.12                    12.62
                                                      00234        MM/DD/YY          1235        0.00        0.00
2303000            5611     PENS, BIC STICK BLAC N  15-02        F MM/DD/YY          0110        0.12                    12.62
                                                      00234        MM/DD/YY          1235        0.00        0.00
TOTAL VENDOR - ARISTOCRAT OFFICE SUPPLIES                                                                                25.24

VENDOR - A0000004 - ALLIED BUSINESS SUPPLIERS

70000000           5611     LABELS, FILE FOLDER  M  13-01        F MM/DD/YY          0110        0.52       MM/DD/YY     52.95
                                                      7860         MM/DD/YY          1234        0.00        1.07
70000000           5611     PAPER, COPIER LETTER M  13-02        F MM/DD/YY          0110        1.72       MM/DD/YY     173.22
                                                      7860         MM/DD/YY          1234        0.00        3.50
70000000           5611     PAPER, COPIER LETTER M  13-03        F MM/DD/YY          0110        0.17       MM/DD/YY     17.32
                                                      7860         MM/DD/YY          1234        0.00        0.35
70000000           5611     PAPER, COPIER LETTER M  13-04        F MM/DD/YY          0110        0.17       MM/DD/YY     17.32
                                                      7860         MM/DD/YY          1234        0.00        0.35
70000000           5611     PAPER, COPIER LETTER M  13-05        F MM/DD/YY          0110        0.17       MM/DD/YY     17.32
                                                      7860         MM/DD/YY          1234        0.00        0.35
TOTAL VENDOR - ALLIED BUSINESS SUPPLIERS                                                                                 278.13

VENDOR - D0000021 - DPB BUSINESS MACHINES

1100010            5612     TAPE, CASSETTE 30 MI N  14-01        F MM/DD/YY          0110        0.24                    24.24
                                                      A-20         MM/DD/YY          1236        0.00        0.00
1100010            5612     TAPE, CASSETTE 60 MI N  14-02        F MM/DD/YY          0110        0.27                    27.77
                                                      A-20         MM/DD/YY          1236        0.00        0.00
1100010            5612     TRANSPARENCIES       N  14-03        F MM/DD/YY          0110        0.63                    64.00
                                                      A-20         MM/DD/YY          1236        0.00        0.00
1100010            2110     OVERHEAD PROJECTOR # N  14-04        F MM/DD/YY          0110        3.75                    378.75
                                                      A-20         MM/DD/YY          1236        0.00        0.00
TOTAL VENDOR - DPB BUSINESS MACHINES                                                                                     494.76

TOTAL OPERATOR                                                                                                           798.13

TOTAL REPORT                                                                                                             798.13
```

Project Budget Activity Report

This report lists and specifies the budgeted projects and any activity that has been charged against them for the year. The system sorts the report by *Project Code* and Account.

The Project Budget Activity report's default file name is *dayproj.rpt*.

Menu Path: 💠 Fund Accounting > Reports > Daily Transaction Listings > Project Budget Activity

Sample Project Budget Activity Report

```
POWERSCHOOL                                                                      PAGE NUMBER:   1
DATE:  MM/DD/YYYY                       YOUR ORGANIZATION'S NAME                  DAILY41
TIME:  HH:MM:SS                         PROJECT BUDGET ACTIVITY

SELECTION CRITERIA:
ACCOUNTING PERIOD:  PP/YY
                             TRANSACTION                        ---------- BUDGET ACTIVITY ----------
        *PROJECT CODE*   ACCOUNT     DATE     T/C   DESCRIPTION   ORIGINAL BUDGET       ADJUSTMENTS

        6001          8110     MM/DD/YY   15   GRADING LOT          25,000.00
        TOTAL PARKING LOT - GRADING                                 25,000.00               .00

        6002          8110     MM/DD/YY   15   PAVING LOT           40,000.00
        TOTAL PARKING LOT - PAVING                                  40,000.00               .00

        6003          8110     MM/DD/YY   15   LINE PAINT            5,000.00
        6003          8110     MM/DD/YY   16   REFLECTORS                                 500.00
        TOTAL PARKING LOT - PAINT                                    5,000.00            500.00

        TOTAL REPORT                                                70,000.00            500.00
```

Receipt Activity Report

The Receipt Activity report lists all receipt activity for the report criteria entered. In the Report Type section, you can select the Standard radio button to list all receipt activity for a specific year or period or select the Operator radio button to list activity for a specific operator and transaction date. The system sorts the standard report by *Fund*, *Budget Unit*, and Account and the operator report by Operator, *Budget Unit*, and Account.

The Receipt Activity report's default file name is *dayrecpt.rpt*.

Menu Path: Fund Accounting > Reports > Daily Transaction Listings > Receipt Activity

Sample Receipt Activity Report - Standard

```
POWERSCHOOL                                                                    PAGE NUMBER:   1
DATE:  MM/DD/YYYY                           YOUR ORGANIZATION'S NAME           DAILY101
TIME:  HH:MM:SS                                RECEIPT ACTIVITY

SELECTION CRITERIA:
ACCOUNTING PERIOD:  PP/YY

*FUND* - 10 - GENERAL FUND

*BUDGET UNIT*    ACCOUNT *PROJECT* ACCOUNT CASH ACCT RECEIVE  GL ACCT  RECEIPT #     DATE    DESCRIPTION/PAYER        RECEIPT AMOUNT

9100000          0121                       0110     1        E5100    765       MM/DD/YY REAL ESTATE TAX              123,499.00
                                                                                          CITY OF BETHLEHEM
9100000          0121                       0110     4        E5100    768       MM/DD/YY REAL ESTATE TAX               23,000.00
                                                                                          NORTHAMPTON TWSP
TOTAL TAXES REAL EST CUR                                                                                               146,499.00

9100000          0210                       0110     2        E5100    766       MM/DD/YY TUITION                        2,500.00
                                                                                          GENERAL PUBLIC
TOTAL TUITION                                                                                                            2,500.00

9100000          0311                       0110     3        E5100    767       MM/DD/YY DEDUCTIBLE REIMBURSE             500.00
                                                                                          UNIVERSAL INS.
9100000          0311                       0110     5        E5100    769       MM/DD/YY WINDOW CLAIM                     100.00
                                                                                          UNIVERSAL INS
TOTAL INSURANCE RECOVERIES                                                                                                 600.00

TOTAL GENERAL FUND                                                                                                     149,599.00

TOTAL REPORT                                                                                                          149,599.00
```

Sample Receipt Activity Report - Operator

```
POWERSCHOOL                                                                    PAGE NUMBER: 1
DATE: MM/DD/YYYY                            YOUR ORGANIZATION'S NAME           DAILY101
TIME: HH:MM:SS                                 RECEIPT ACTIVITY

SELECTION CRITERIA:
ACCOUNTING PERIOD: PP/YY

OPERATOR - support

*Budget Unit*    ACCOUNT   *ProjectACCOUNT   CASH ACCT RECEIVE   GL ACCT    RECEIPT #      DATE  DESCRIPTION/PAYER       RECEIPT AMOUNT

9100000          0250                        0110                                       MM/DD/YY                              100.00
                                                                                                 LOCAL REVENUES
TOTAL OPERATOR                                                                                                                 100.00

TOTAL REPORT                                                                                                                   100.00
```

Receivable Activity Report

This report lists receivable activity. The system sorts the report by Receivable Number, *Budget Unit*, and Account.

The Receivable Activity report's default file is *dayrecv.rpt*.

Menu Path: 🐷 Fund Accounting > Reports > Daily Transaction Listings > Receivable Activity

Sample Receivable Activity Report

```
POWERSCHOOL                                                                           PAGE NUMBER:   1
DATE:  MM/DD/YYYY                        YOUR ORGANIZATION'S NAME                      DAILY71
TIME:  HH:MM:SS                            RECEIVABLE ACTIVITY

SELECTION CRITERIA:
ACCOUNTING PERIOD:  PP/YY

RECEIVABLE *BUDGET UNIT*         ACCOUNT   *PROJECT*   ACCOUNT   GL ACCOUNT   T/C  DATE/CNTRL  PAYER/DESCRIPTION        TRANSACTION AMOUNT

1          9100000               0121                            E5100         23  MM/DD/YY    CITY OF BETHLEHEM              475,000.00
                                                                                   1           TAXES REAL EST
2          9100000               0121                            E5100         23  MM/DD/YY    BETHLEHEM TOWNSHIP            100,000.00
                                                                                               TAXES REAL EST
3          9100000               0121                            E5100         23  MM/DD/YY    NORTHAMPTON TWSP              100,500.00
                                                                                   1           TAXES REAL EST
4          9100000               0122                            E5100         23  MM/DD/YY    BUREAU OF DEL TAX              20,000.00
                                                                                   1           DELINQUENT RE TAX
5          9100000               0123                            E5100         23  MM/DD/YY    CITY OF BETHLEHEM              15,000.00
                                                                                               TAXES PER CAPITA
6          9100000               0123                            E5100         23  MM/DD/YY    BETHLEHEM TOWNSHIP              7,500.00
                                                                                               TAXES PER CAPITA
7          9100000               0123                            E5100         23  MM/DD/YY    NORTHAMPTON TWSP               7,500.00
                                                                                               TAXES PER CAPITA
8          9100000               0124                            E5100         23  MM/DD/YY    CITY OF BETHLEHEM              60,000.00
                                                                                               TAXES OCCUP ASSESS
9          9100000               0124                            E5100         23  MM/DD/YY    BETHLEHEM TOWNSHIP             16,980.00
                                                                                               TAXES OCCUP ASSESS
10         9100000               0124                            E5100         23  MM/DD/YY    NORTHAMPTON TWSP               20,000.00
                                                                                               TAXES OCCUP ASSESS
11         9100000               0125                            E5100         23  MM/DD/YY    CITY OF BETHLEHEM             200,000.00
                                                                                               TAXES LOCAL WAGE
12         9100000               0125                            E5100         23  MM/DD/YY    BETHLEHEM TOWNSHIP             50,000.00
                                                                                               TAXES LOCAL WAGE
13         9100000               0125                            E5100         23  MM/DD/YY    NORTHAMPTON TWSP               50,000.00
                                                                                               TAXES, LOCAL WAGE
14         9100000               0210                            E5100         23  MM/DD/YY    GENERAL PUBLIC                15,000.00
                                                                                               TUITION
15         9100000               0310                            E5100         23  MM/DD/YY    GENERAL PUBLIC                 3,000.00
                                                                                               SALE OF SCRAP
16         9100000               0311                            E5100         23  MM/DD/YY    UNIVERSAL INS.                 1,000.00
                                                                                               DEDUCTIBLE REBATE
17         9100000               0312                            E5100         23  MM/DD/YY    GENERAL PUBLIC                 8,000.00
                                                                                               FOOTBALL GAMES
18         9100000               0312                            E5100         23  MM/DD/YY    GENERAL PUBLIC                 2,000.00
                                                                                               BASKETBALL
19         9100000               0312                            E5100         23  MM/DD/YY    GENERAL PUBLIC                 2,000.00
                                                                                               MISC ADMISSION
20         9100000               0313                            E5100         23  MM/DD/YY    GENERAL PUBLIC                 1,000.00
                                                                                               RENT FACILITIES
TOTAL REPORT                                                                                                             1,154,480.00
```

Receiving Report

This report lists information on received shipments, based on purchase orders from the Purchasing System and accounts payable from the Fund Accounting System. You can only run this report if you use both systems.

Menu Path: 👥 Fund Accounting > Reports > Daily Transaction Listings > Receiving Report

Report Type Options

The Receiving Report page's Report Type section includes radio buttons for selecting the type of report to generate.

All Received Shipments	Generates a list of all items received (default). The report's default file name is *receive.rpt*.
PO's with No Payment Transactions	Generates a list of items received but not paid. The report's default file name is *nopmtrec.rpt*.
By Vendor	Lists vendors and the items received. The report's default file name is *recbyvnd.rpt*.

Sample Receiving Report (All)

```
POWERSCHOOL                                                                     PAGE NUMBER:     1
DATE: MM/DD/YYYY                          YOUR ORGANIZATION'S NAME               DAILY121
TIME: HH:MM:SS                               RECEIVING REPORT

SELECTION CRITERIA: purchase.po_no in ("04001935","04001966")

PO        LINE       VENDOR                                          QUANTITY  QUANTITY  DATE OF
NUMBER    NO  PO DATE NUMBER   VENDOR NAME           COMMODITY   MEASURE ORDERED   RECEIVED  RECEIPT
04001935   1  MM/DD/YY A0000001  ARISTOCRAT OFFICE SUPPLIES   100-01-06-003  BOX      5.00      5.00  MM/DD/YY

           TRANSACTIONS:    INVOICE        TRANS       QUANTITY
                            NUMBER         DATE        RECEIVED
                            769            MM/DD/YY          .00
                                                      ================
                 TOTAL ENTERED IN AP 04001935 LINE NO   1:         .00

           2                                           100-01-06-001  EACH     25.00     25.00  MM/DD/YY

           TRANSACTIONS:    INVOICE        TRANS       QUANTITY
                            NUMBER         DATE        RECEIVED
                            769            MM/DD/YY          .00
                                                      ================
                 TOTAL ENTERED IN AP    135 LINE NO   2:         .00

PO        LINE       VENDOR                                          QUANTITY  QUANTITY  DATE OF
NUMBER    NO  PO DATE NUMBER   VENDOR NAME           COMMODITY   MEASURE ORDERED   RECEIVED  RECEIPT
04001966   1  MM/DD/YY S0000025  SOUTHWESTERN PUBLISHING    400-01-01-001  EACH     40.00     41.00  MM/DD/YY

           TRANSACTIONS:    INVOICE        TRANS       QUANTITY
                            NUMBER         DATE        RECEIVED
                            K-9987334      MM/DD/YY         5.00
                                                      ================
                 TOTAL ENTERED IN AP    136 LINE NO   1:        5.00

           2                                           400-01-01-002  EACH     25.00     10.00  MM/DD/YY

           TRANSACTIONS:    INVOICE        TRANS       QUANTITY
                            NUMBER         DATE        RECEIVED
                            NO PAYMENT                     .00
                                                      ================
                 TOTAL ENTERED IN AP    136 LINE NO   2:         .00
```

Sample Receiving Report (No Payment)

```
POWERSCHOOL                                                        PAGE NUMBER:    1
DATE: MM/DD/YYYY                          YOUR ORGANIZATION'S NAME  DAILY121
TIME: HH:MM:SS                              RECEIVING REPORT        NO PAYMENTS ON SHIPMENTS
SELECTION CRITERIA: ALL

PO       LINE      VENDOR                                        QUANTITY  QUANTITY  DATE OF
NUMBER   NO  PO DATE  NUMBER   VENDOR NAME        COMMODITY  MEASURE  ORDERED  RECEIVED  RECEIPT
04001966  2 MM/DD/YY S0000025  SOUTHWESTERN PUBLISHING  400-01-01-002  EACH     25.00    10.00  MM/DD/YY

         TRANSACTIONS:     INVOICE        TRANS      QUANTITY
                           NUMBER         DATE       RECEIVED
                           NO PAYMENT                    .00
                                                     ================
           TOTAL ENTERED IN AP 04001966 LINE NO   2:      .00
```

Sample Receiving Report (By Vendor)

```
POWERSCHOOL                                     PAGE    1
DATE: MM/DD/YY            YOUR ORGANIZATION'S NAME
TIME: HH:MM:SS           RECEIVING REPORT BY VENDOR

SELECTION CRITERIA: purchase.vend_no="S0000025"

 VENDOR : S0000025 - SOUTHWESTERN PUBLISHING
     PO NUMBER: 04001966    PO DATE: MM/DD/YY

      LINE                          QUANTITY  QUANTITY  DATE OF
      NUMBER  COMMODITY    MEASURE   ORDERED  RECEIVED  RECEIPT
      ------------------------------------------------------------

      *   1  400-01-01-001  EACH      40.00    41.00  MM/DD/YY
      *   2  400-01-01-002  EACH      25.00    10.00  MM/DD/YY
      *QUANTITY RECEIVED IS NOT EQUAL TO QUANTITY ORDERED
```

Revenue Budget Activity Report

This report lists the budgeted revenue accounts and any activity that has been charged against them for the year and period specified. The system sorts the report by *Fund*, *Budget Unit*, and Account.

The Revenue Budget Activity report's default file name is *dayrev.rpt*.

Menu Path: Fund Accounting > Reports > Daily Transaction Listings > Revenue Budget Activity

Sample Revenue Budget Activity Report

```
POWERSCHOOL                                                                      PAGE NUMBER:   1
DATE:  MM/DD/YYYY                        YOUR ORGANIZATION'S NAME                 DAILY61
TIME:  HH:MM:SS                          REVENUE BUDGET ACTIVITY

SELECTION CRITERIA:
ACCOUNTING PERIOD:  PP/YY


        *FUND*- 10 - GENERAL FUND
                                 TRANSACTION                      ------ REVENUE BUDGET ACTIVITY ------
   *BUDGET UNIT*       ACCOUNT      DATE      T/C   DESCRIPTION        ORIGINAL BUDGET        ADJUSTMENTS

   9100000             0121      MM/DD/YY     12    TAXES REAL EST CUR      675,500.00
   9100000             0121      MM/DD/YY     14    TAX SUPPLEMENT 4TH QTR                      31,456.00
   9100000             0122      MM/DD/YY     12    TAXES REAL EST DEL       20,000.00
   9100000             0123      MM/DD/YY     12    TAXES PER CAPITA         30,000.00
   9100000             0124      MM/DD/YY     12    TAXES OCCUP ASSESS       96,980.00
   9100000             0125      MM/DD/YY     12    TAXES LOCAL WAGE        300,000.00
   9100000             0210      MM/DD/YY     12    TUITION                  15,000.00
   9100000             0310      MM/DD/YY     12    SALE SCRAP/EXCESS MTL     3,000.00
   9100000             0311      MM/DD/YY     12    INSURANCE RECOVERIES      1,000.00
   9100000             0312      MM/DD/YY     12    ADMISSIONS               12,000.00
   9100000             0313      MM/DD/YY     12    RENT OF FACILITIES        1,000.00
   9100000             0314      MM/DD/YY     12    DUES/FEES                 4,500.00
   9100000             0315      MM/DD/YY     12    MISC REVENUE              5,000.00
   9100000             0410      MM/DD/YY     12    INTEREST INVESTMENTS    100,000.00
             TOTAL REVENUE LOCAL                                          1,263,980.00         31,456.00

   9200000             0510      MM/DD/YY     12    STATE SUBSIDY           900,000.00
             TOTAL REVENUE STATE                                           900,000.00

   9300000             0610      MM/DD/YY     12    FEDERAL PROJECTS         75,000.00
             TOTAL REVENUE FEDERAL                                          75,000.00

             TOTAL GENERAL FUND                                          2,238,980.00         31,456.00

             TOTAL REPORT                                                 2,238,980.00         31,456.00
```

Transaction Status Report

This report lists transaction information. The system sorts the report by Operator, Fund, Vendor, and Transaction Date, and provides transaction totals by vendor and fund.

The Transaction Status report's default file name is *trn_stat.rpt*.

Menu Path: Fund Accounting > Reports > Daily Transaction Listings > Transaction Status Report

Sample Transaction Status Report

```
POWERSCHOOL                                                                        PAGE NUMBER:    1
DATE:  MM/DD/YY  TIME: HH:MM:SS               YOUR ORGANIZATION'S NAME             TRAN_STAT
                                              TRANSACTION STATUS REPORT
ACCOUNT PERIOD:  MM/YY

OPERATOR - lancecar

*FUND* - 10 - GENERAL FUND

*BUDGET UNIT*    ACCOUNT  DESCRIPTION       1099 PO NUMBER  TRANSACT *PROJECT* CASH ACCT  SALES TAX  DISC DATE    AMOUNT
                 CONTROL  TRANS CODE             INVOICE    DUE DATE  ACCOUNT  CHECK NO   USE TAX    DISC AMT
--------------------------------------------------------------------------------------------------------------------------
VENDOR - A0000001 - ARISTOCRAT OFFICE SUPPLIES
2303000          5611     INSTR SUPPLIES    N 15-01       MM/DD/YY             0110       0.12                    12.62
                 21                           00234       MM/DD/YY             1235       0.00       0.00
2303000          5611     INSTR SUPPLIES    N 15-02       MM/DD/YY             0110       0.12                    12.62
                 21                           00234       MM/DD/YY             1235       0.00       0.00
TOTAL VENDOR - A0000001 - ARISTOCRAT OFFICE SUPPLIES                                                             25.24

VENDOR - A0000004 - ALLIED BUSINESS SUPPLIERS
7000000          5611     INSTR SUPPLIES    N 13-01       MM/DD/YY             0110       0.52       MM/DD/YY     52.95
                 JK01     21                   7860       MM/DD/YY             1234       0.00       1.07
7000000          5611     INSTR SUPPLIES    N 13-02       MM/DD/YY             0110       1.72       MM/DD/YY     173.22
                 JK01     21                   7860       MM/DD/YY             1234       0.00       3.50
7000000          5611     INSTR SUPPLIES    N 13-03       MM/DD/YY             0110       0.17       MM/DD/YY     17.32
                 JK01     21                   7860       MM/DD/YY             1234       0.00       0.35
7000000          5611     INSTR SUPPLIES    N 13-04       MM/DD/YY             0110       0.17       MM/DD/YY     17.32
                 JK01     21                   7860       MM/DD/YY             1234       0.00       0.35
7000000          5611     INSTR SUPPLIES    N 13-05       MM/DD/YY             0110       0.17       MM/DD/YY     17.32
                 JK01     21                   7860       MM/DD/YY             1234       0.00       0.35
TOTAL VENDOR - A0000004 - ALLIED BUSINESS SUPPLIERS                                                              278.13

VENDOR - D0000021 - DPB BUSINESS MACHINES
1100010          5612     AV SUPPLIES       N 14-01       MM/DD/YY             0110       0.24                    24.24
                 LK01     21                   A-20       MM/DD/YY             1236       0.00       0.00
1100010          5612     AV SUPPLIES       N 14-02       MM/DD/YY             0110       0.27                    27.77
                 LK01     21                   A-20       MM/DD/YY             1236       0.00       0.00
1100010          5612     AV SUPPLIES       N 14-03       MM/DD/YY             0110       0.63                    64.00
                 LK01     21                   A-20       MM/DD/YY             1236       0.00       0.00
1100010          2110     EQUIPMENT/AV      N 14-04       MM/DD/YY             0110       3.75                    378.75
                 LK01     21                   A-20       MM/DD/YY             1236       0.00       0.00
TOTAL VENDOR - D0000021 - DPB BUSINESS MACHINES                                                                  494.76
TOTAL FUND - 10 - GENERAL FUND                                                                                   798.13
```

Vendor Audit Report

This report lists additions, changes, and deletions made to the Vendor table. When a vendor record is added, changed, or deleted, the system assigns a date, time, and operator stamp to the record.

The report identifies the type of update made to the record and the previous value of any field that was changed. A code is used to identify the type of update in the Vendor Audit Report page's Operation Type field and the report's Op Type column:

Code Operation

A   Add   Assigned when a new record is added.

C   Change   Assigned to each field that is changed in a record.

D   Delete   Assigned to certain data fields when a record is deleted. These fields store vendor names/IDs, year-to-date totals, balances, and discount information.

The Vendor Audit report's default file name is *v_audit.rpt*.

Menu Path: 👤 Fund Accounting > Reports > Daily Transaction Listings > Vendor Audit Report

Sample Vendor Audit Report

```
POWERSCHOOL                                                                          PAGE NUMBER:   1
DATE: MM/DD/YYYY                              YOUR ORGANIZATION'S NAME                MODULE NUM: VAUDIT1
TIME: HH:MM:SS                                 VENDOR AUDIT REPORT

SELECTION CRITERIA: venact.vend_no='27'

TRANS DATE: MM/DD/YYYY

VENDOR                          OP TRANS
NUMBER     VENDOR NAME          TYPE TIME       FIELD NAME      OLD VALUE           NEW VALUE            OPERATOR

27         OFFICE SUPPLY        A 13:48:45      NEW VENDOR                                               support
27         OFFICE SUPPLY        C 13:50:38      VEN_NAME        OFFICE DEPOT        OFFICE SUPPLY        support
27         OFFICE SUPPLY        C 13:50:38      ALPHA_NAME      OFFICE DEPOT        OFFICE SUPPLY        support
27         OFFICE SUPPLY        C 13:50:38      B_CITY          BETHLEHEM           MONTGOMERY           support
27         OFFICE SUPPLY        C 13:50:38      P_CITY          BETHLEHEM           MONTGOMERY           support
27         OFFICE SUPPLY        C 13:50:38      FED_ID          XXX-X8090           XXX-X2322            support
```

13: Detailed Displays

The options on the Detailed Displays menu enable you to search for records in the Fund Accounting System.

Preview

Detailed Displays Options

These options, which supplement the query functions available with most of the system's other options, provide a convenient, central location for quickly finding information.

The types of information you can access include:

Budget Ledgers	Encumbrances	Payroll Charges
Journal Entries	Receivables	Manual/Void Checks
Payables	Receipts	Vendor Transactions

Menu Path: Fund Accounting > Entry & Processing > Detailed Displays

Menu Options

The Detailed Displays menu includes the following options:

Encumbrances	Accesses information in the Encumbrance Ledger, which stores purchase order transactions and encumbrance balances.
Transactions	Accesses a full range of transactions, from budgets, journal entries, and payroll charges to payables, encumbrances, receivables, and receipts.
Vendor Transactions	Accesses information on vendor activities, including purchase orders, invoices, payments, and balances.

Encumbrances

Use this option to search for encumbrance information in the Fund Accounting System, including descriptions, transaction amounts, payments, balances, and distributions. Encumbrances are created in Purchasing when purchase orders are issued and in Fund Accounting through the Encumbrances option. In addition, encumbrances can be generated in the Purchasing Card Interface system.

The Encumbrances page enables you to search for a specific encumbrance or group of encumbrances. After you locate the encumbrances you want, you can view basic information on these records in the page's list section. You can then select a record and examine more detailed data in the page's tabs.

Menu Path: ⛏ Fund Accounting > Entry & Processing > Detailed Displays > Encumbrances

Tabs

You can use the Encumbrances page's tabs to view information on a selected record. The page's tabs include:

General	Displays general information on the selected encumbrance, including encumbrance and line numbers, date, description, and vendor number.
Distribution	Displays the encumbrance's accounting distribution. Note that the field titles enclosed in asterisks (*) are user defined in the Fund Accounting Profile. These titles may be different in your system.
Payment	Displays the payment status, sales and use taxes, invoice (original) amount, and balances.

Procedure

Locating and view an Encumbrance Ledger record

1. Select ⛏ Fund Accounting > Entry & Processing > Detailed Displays > Encumbrances to display the Encumbrances page.

2. In the Selection Criteria section, enter criteria to identify an individual record or group of records.

3. Click 🌐 (OK) to display the records in the page's list section.

4. To display an encumbrance in the page's tabs, select the record.

5. Select the General, Distribution, and Payment tabs to view information on the selected encumbrance.

Transitions

Use the Transactions page to search for information on the full range of transactions supported by the Fund Accounting System. This includes the following types of records:

Expenditure Budgets	Accounts Payable	Journal Entries	Encumbrances
Revenue Budgets	Receivables	Manual/Void Checks	
Project Budgets	Receipts	Payroll	

Menu Path: 👤 Fund Accounting > Entry & Processing > Detailed Displays > Transactions

Tabs

You can use the Transactions page's tabs to enter selection criteria for locating either a specific record or group of records that share similar data. After you display a list of records, you can select an individual record and display the Transaction Detail page. From here, you can access a variety of pages related to the record, depending on the type of transaction you are viewing.

General
: Enables you to search for records by year/period, dates, transaction codes, vendor/payer numbers, journal entry numbers, amounts, descriptions, and operator login ID's.

Charge/Check
: Enables you to search for records by distribution codes and check information.

Encumbrance/
Invoice
: Enables you to search for records by purchase order/encumbrance and invoice/receipt numbers, as well as by dates.

Transaction Detail Page

The Transaction Detail provides extensive information on a selected transaction. To display the page, select a record in the Transactions page, and click 🟢 (OK).

The page's Action Bar displays the following items:

More Info...
: Displays additional information on the transaction, using one of the following pages, depending on the type of transaction that applies:

Journal Entry Information Page
: Displays the debits and credits associated with a journal entry.

Payroll Transactions Page
: Shows basic information on a payroll transaction, including employee ID and name, pay date, distribution, net pay amount, and check number.

Purchase Order Detail Listing Page
The list section at the bottom of the page shows the purchase order's line items. To view additional details on a line item, select the item, and then click (OK) to display the Detailed Change Order Listing page.

Two additional action items display when you access the list section:

- Consolidated Item: To view details on a purchase order line item that was affected by a change order, select the item, and then click Consolidated Item to display the Purchase Order Information page's Consolidated Line Item tab. For details on this page, refer to Chapter 5, Purchase Order Processing, in your Purchasing System manual.

- Change Orders Item: Displays the Change Order Listing page, if any changes apply to the purchase order.

> **Note**
>
> The More Info… item only displays for purchase order transactions generated in Purchasing. It does not display for purchase orders/encumbrances generated in Fund Accounting.

Approval Status   Displays the Approval Status page, which lists the approval level, approver, action date, action, and comments on certain approvals.

> **Note**
>
> The Approval Status item only displays for transactions that have gone through the approval process in the Batch Budget Adjustments, Batch Budget Transfers, Post Accounts Payable, Batch Accounts Payable and Standard Payables options. It does not apply to purchase orders and other types of transactions.

You can also use the page's (View Attachments) and (Notes) toolbar items to view attachments and notes related to the transaction.

Transaction Codes

The Transaction Code fields in the Transactions and Transaction Detail pages display codes that enable you to identify the type of transaction:

11 - Original Expenditures Budget
12 - Original Revenue Budget
13 - Adjust Expenditures Budget
14 - Adjust Revenue Budget
15 - Original Project Budget
16 - Adjust Project Budget
17 - Add Encumbrance
18 - Change Encumbrance
19 - Journal Entry
20 - Manual/Void Check
21 - Accounts Payable Check
22 - Payroll Transaction
23 - Add/Change Receivable
24 - Post Receipts
25 - Expenditure Budget Transfer
26 - Revenue Budget Transfer
27 - Project Budget Transfer

Procedures

Displaying a transaction record

1. Select ♣ Fund Accounting > Entry & Processing > Detailed Displays > Transactions to display the Transactions page.

2. In the General, Charge/Check, and Encumbrance/Invoice tabs, enter selection criteria to identify an individual record or group of records.

3. Click ✅ (OK) to display the records in the page's List section.

4. To display the Transaction Detail page for a line item, select the item, and then click ✅ (OK).

5. If the More Info item displays on the detail page's Action Bar, you can use it to display one of the following pages, depending on the transaction type:

Code	Transaction Type	Page
17	Add Encumbrance	Purchase Order Information
18	Change Encumbrance	Purchase Order Information
19	Journal Entry	Journal Entry Information
20	Manual/Void Check	Purchase Order Information
21	Accounts Payable Check	Purchase Order Information
22	Payroll Transaction	Payroll Transactions

6. If the Approval Status item displays on the detail page's Action Bar, you can use it to display an Approval Status page, which provides information on approvals that applied to the transaction.

7. To close the Transaction Detail page, click 🔴 (Back).

Attaching a document to a transaction

1. Select ♣ Fund Accounting > Entry & Processing > Detailed Displays > Transactions to display the Transactions page.

2. In the General, Charge/Check, and Encumbrance/Invoice tabs, enter selection criteria to identify an individual record or group of records.

3. Click ✅ (OK) to display the records in the page's List section.

4. To display the Attachments page, select the item, and then click 📄 (View Attachments).

   The Attachment Information section will display the information from the record you are adding the attachment to. This varies depending on which menu option and record you are in when you display the Attachments page.

5. In the Add Attachment section, select an Attachment Group. The attachment groups available vary depending on which menu option you are in when you display the Attachments page.

6. Click **Browse…** in the File Name field. This will display the standard Open page where you can search for the file to attach to a record.

7. The Files of type field on this page will list the acceptable file types that can be used for attachments, plus an option to list all of the acceptable file types in a particular location.

8. Select the file you want to attach to the record, and then click **Open**.

9. In the Title field, enter the title of the file as you want it to appear in the record's Attachments page.

10. Click (OK) to add the attachment. The attachment will appear on the bottom of the page and display the Attachment Group and Title that was selected when the attachment was added to the record.

Vendor Transactions

Use this option to view transaction records associated with a selected vendor.

The Vendor Transactions page displays information on purchase orders and invoices, including payments and balances. The page also provides access to various detail pages, depending on the type of transaction being viewed.

You can use the page's 🖶 (Print) item to generate the Vendor Transactions Listing, which summarizes each of the transactions listed. The report's default file name is *ven_list.rpt*.

> **Note**
>
> If you are using the Purchasing Card Interface module and enter your PCard Vendor in the Vendor field, the transaction records for the individual vendors will display. The listing will only include transactions if the check for the PCard vendor has been processed.

Menu Path: 👥 Fund Accounting > Entry & Processing > Detailed Displays > Vendor Transactions

Action Bar Items

The Vendor Transactions page's Action Bar displays the following item:

Details   Displays the Transaction Detail page, which shows details on a transaction. To display the page, select a transaction, and then click **Details**.

The Transaction Detail page displays the following item, but only for transactions that are tied to purchase orders generated in the Purchasing System.

More Info...   Displays the Purchase Order Information page, which lists complete information on the purchase order and its line items, including accounting distributions.

The More Info... item only applies to the following transaction types:

17 - Add Encumbrance
18 - Change Encumbrance
20 - Manual/Void Check
21 - Accounts Payable Check

For additional details on this page, refer to your Purchasing System manual.

Procedure

Viewing a Vendor Transaction record for a specific vendor

1. Select 👥 Fund Accounting > Entry & Processing > Detailed Displays > Vendor Transactions to display the Vendor Transactions page.

2. In the Vendor field, enter the vendor's code, and then click 🌐 (OK).

3. In the Selection criteria section, enter criteria to identify an individual record or group of records associated with the vendor.

4. Click 🌐 (OK) to display the vendor's records in the List section.

5. To display the Transaction Detail page for a record, select the record, and then click **Details**.

6. If available, click **More Info...** on the detail page's Action Bar to display the record's Purchase Order Information page.

14: Periodic Processing

The options on the Periodic Processing menu are used to verify, maintain, and purge records in your database. Some options can be applied daily and others, monthly, quarterly, or annually, depending on your requirements.

> **Note**
>
> The 1099 options from the Periodic Processing menu are not covered in this chapter. For details on the Modify 1099 Transactions, 1099 Processing, and Clear 1099 Amounts options, refer to your 1099 Processing documentation.

Menu Path: 👥 Fund Accounting > Periodic Routines > Periodic Processing > select an option

Preview

Automated Payroll Interface

Use this option to change and post batch files containing payroll expenditures and liabilities that have not been distributed in Fund Accounting. These files are created using one of the following Human Resources options:

- Payroll > Pay Run Processing > Fund Accounting Interface
- Payroll > Refund Checks
- Payroll > Void Checks
- Periodic Processing > Redistribute Payroll

Menu Path: 👥 Fund Accounting > Periodic Routines > Periodic Processing > Automated Payroll Interface

Action Bar Items

The following items display on the Action Bar of the Automated Payroll Interface list page, the first page to display when you select the Automated Payroll Interface option.

Print Multiple Batches	Displays the Print Range Selection page, which lets you generate the Payroll Edit List report for one or more batch files. For details, refer to the Procedures section
Set Period	Displays the Set Period page, where you can change the period, fiscal year, and transaction date. You can also change the period and year when adding or changing a batch record. For details, refer to Resetting Periods (page 143).
Post	Displays the Post Confirmation dialog for posting a selected batch file. For details, refer to the Procedures section.

Payroll Edit Listing Report

Before posting a batch file, you should generate the Payroll Edit Listing report. The report provides details on records in a selected batch, including any errors.

- If the system finds errors in a batch, none of the batch's records can be posted. After correcting the records, you can post file.
- The system also generates a Budget Account Overflow report, which lists any expenditures that exceed their budgets. These must be corrected as well.

For details, refer to the procedures section below.

Budget Balance Checking

The Fund Accounting Profile's Exceed Payroll Budget checkbox determines how the system handles payroll transactions when budgeted funds are not available. If the field is selected, the Automated Payroll Interface will issue a warning when an account's budget is exceeded, but will allow the transaction to be processed, even if the related budget unit's Check Budget Balance flag in the Organization Chart is set to F - Fatal.

Batch Control Numbers

The Human Resources System assigns control numbers to payroll batches when you run the Fund Accounting Interface, Manual Checks, Refund Checks, Void Checks, and Redistribute Payroll options. All control numbers begin with the letter P, include the date in MMDDYY format, and end with a letter to indicate the option used:

Option	Control Number	Date (MMDDYY)
Fund Accounting Interface	PMMDDYYP	Pay run default end date
Manual Checks	PMMDDYYM	Check transaction date
Redistribute Payroll	PMMDDYYR	Date the option was run
Void Checks	PMMDDYYV	Check transaction date

Example: Pay checks were processed with the Fund Accounting Interface option for a pay run with a default end date of December 15, 2017. The control number for the batch generated is P121517P.

Accounting Transactions

Following are the types of transactions generated when a batch payroll file is posted and distributed:

Gross Wages

Debit	Salary Expense Account for Fund
Credit	Payroll Cash Account for same Fund

Fringe Benefits

Debit	Fringe Expense Account for Fund
Credit	Payroll Cash Account for same Fund

Deduction Liability

Debit	Payroll Cash Account for Deduction amount
Credit	Liability Account of Payroll Fund for Deduction amount

Fringe Liability

Debit	Payroll Cash Account for Fringe amount
Credit	Liability Account of Payroll Fund for Fringe amount

To review individual records after posting a batch, run 👥 Fund Accounting > Entry & Processing > Detailed Displays > Transactions. You can search for records using the Transaction Code 22 - Payroll Transaction.

Procedures

Following are the steps for printing, changing, and posting batch payroll files. If needed, use the Set Period item in the Automated Payroll Interface page to change the transaction year, period, or date before running a procedure.

Generating the Payroll Edit Listing report

1. Select 👥 Fund Accounting > Periodic Routines > Periodic Processing > Automated Payroll Interface to display the Automated Payroll Interface list page.

   The page lists all batch files waiting to be posted.

2. Select a batch, and then click 🖨 (Print).

   or

   To generate a report for multiple batches, click **Print Multiple Batches** on the Action Bar to display the Print Range Selection page

   - Use the Control Number and Pay Run fields to select records.
   - Insert the pipe symbol between control or pay run numbers to select multiple batches, for example, P121517P|P121517M|P121517V.
   - Leave the fields blank to include all batches

3. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *payroll.rpt.*

Changing a batch payroll record prior to posting its file

1. Select ⬤ Fund Accounting > Periodic Routines > Periodic Processing > Automated Payroll Interface to display the Automated Payroll Interface list page.

   The page lists all batch files waiting to be posted.

2. Select the batch containing the record, and then click ⬤ (OK).

   The Automated Payroll Interface record center displays.

3. In the Search Criteria section, enter criteria identifying the records to list, and then click **Find**.

4. In the List section, use the down arrow key to scroll through the records.

   As you select a record, its data displays in the Charge Information section. If a record contains an invalid budget unit or account, an error message displays next to the field affected, for example, *Account not on file.*

5. Select the record you want to change, and then click ⬤ (OK).

6. In the Charge Information section, change the desired fields.

7. Click ⬤ (OK) to save the record.

8. To change another record in the batch, repeat Steps 4-7. Otherwise, click ⬤ (Back) as many times as needed to close the record center.

Posting a batch file

1. Generate the Payroll Edit Listing report for the batch you want to post. For details, refer to the Generating the Payroll Edit Listing report procedure above.

2. Correct any errors indicated in the report, following the procedure for changing batch payroll records.

3. Run the report again to make sure your batch records are error free.

4. Select ⬤ Fund Accounting > Periodic Routines > Periodic Processing > Automated Payroll Interface to display the Automated Payroll Interface list page.

5. Select the batch containing the records you want to post.

6. Click **Post**.

7. In the Post Confirmation dialog, Click **Yes** to post the records.

   - If the system completes the posting, the Post Payroll page displays, listing the records that posted successfully.

   - If the system detects any errors, the Post Payroll page lists the transactions affected. If errors are detected in a batch, no transactions can be posted.

   - To correct the errors listed, follow the procedure for changing batch records, and then run the Payroll Edit Listing report to make sure the batch is error free. If so, you can post the batch.

8. Click ⬤ (OK) in the Post Payroll page to return to the Automated Payroll Interface page.

Sample Payroll Edit Listing

```
MM/DD/YY                                        YOUR ORGANIZATION'S NAME                                      PAGE 1
ACCOUNTING PERIOD: PP/YY              PAYROLL EDIT LISTING - CONTROL NUMBER: P081612P - PAY RUN: GF2

                     TYPE    RECORD  *BUDGET UNIT*        ACCOUNT     OFFSET ACCOUNT          AMOUNT
                     D        28     100                  0420                                398.93
                     D        26     100                  0421                                498.72
                                     NOT ON CHART OF ACCOUNTS
                                     GENERAL LEDGER RECORD NOT ON FILE
                     D        29     100                  0422                                279.93
                     TOTAL                                                                  1,177.58

                     F        27     100200010000         224         0420                    498.72
                                     NOT ON CHART OF ACCOUNTS
                                     EXPENDITURE RECORD NOT ON FILE
                     TOTAL                                                                    498.72

                     O        25     100200010000         221         0426                  6,619.21
                                     OFFSET NOT ON CHART OF ACCOUNTS
                                     OFFSET GENERAL LEDGER RECORD NOT IN PAYROLL FUND
                     TOTAL                                                                  6,519.21

                     W        30     100200010000         223         0421                     45.24
                     TOTAL                                                                      45.24

                     TOTAL CONTROL GROUP: P081612P                                          8,240.75
                     TOTAL REPORT                                                           8,240.75
...........................................................................................................
MM/DD/YY                                        YOUR ORGANIZATION'S NAME                                      PAGE 2

                                              BUDGET ACCOUNT OVERFLOWS

                     BUDGET UNIT      ACCOUNT     CURRENT BALANCE    PROJECTED BALANCE
                     -----------      -------     ---------------    -----------------


                     NO BUDGET ACCOUNT OVERFLOWS FOUND


                     PROJECT          ACCOUNT     CURRENT BALANCE    PROJECTED BALANCE
                     -------          -------     ---------------    -----------------


                     NO BUDGET ACCOUNT OVERFLOWS FOUND
```

Change System Date

Use this option to change the system date, which provides the date and time stamp for transactions. The date can also be reset in the Fund Accounting Profile.

Menu Path: Fund Accounting > Periodic Routines > Periodic Processing > Change System Date

Procedure

Changing the system date

1. Select Fund Accounting > Periodic Routines > Periodic Processing > Change System Date to display the Change System Date page.

2. In the Date field, enter the date you want to use.

3. Click (OK).

4. In the Confirmation dialog, click **Yes**.

5. Click (Back) to close the page.

Close Purchase Orders

Use this option to close purchase orders and their encumbrances without entering a final payment in Post Accounts Payable. You can use the option to close an entire purchase order or selected line items within a purchase order.

When you close an item, the system liquidates the encumbrance and changes the item's status to C (for closed). The General Ledger transactions created by this option include:

Debit   Reserve for Encumbrance account.

Credit   Encumbrance Control account.

The system changes the original transaction record in the Encumbrance Ledger by the transaction amount. If applicable, the system also decreases the amount in the Project Ledger. The Transaction Code for these transactions is 21- Accounts Payable.

Menu Path: 👤 Fund Accounting > Periodic Routines > Periodic Processing > Close Purchase Orders

Action Bar Items

The Close Purchase Order page's Action Bar displays the following items after you select a purchase order for closing:

Clear	Clears all checkboxes for line items selected in the Close column.
Set Period	Allows you to reset the fiscal year, period, or transaction date for the records being closed. For details, refer to Resetting Periods (page 143).
Close All Items	Selects the Close checkboxes for all line items.

Procedure

Closing a line item or purchase order

1. Select 👤 Fund Accounting > Periodic Routines > Periodic Processing > Close Purchase Orders to display the Close Purchase Orders Page.

2. In the Control Number field, enter a number to track the transaction. You can enter a new number or an existing one.

3. In the *PO/Encumber* field, enter the appropriate PO number. You cannot select a purchase order that has outstanding payables.

4. Click 🌏 (OK) to display information on the purchase order and its line items.

5. In the Close column, select the checkboxes for the line items you want to close.

    or

    To select all line items, click **Close All Items**.

6. Click 🌏 (OK).

7. If you are using Change Order Approvals and the purchase order you are attempting to close has a pending change order, a confirmation dialog displays asking if you want to deny the change order. If so, click **Yes**. Proceed to Step 9. Otherwise, click **No** to cancel the process.

8. In the Close Purchase Order Confirmation dialog, click **Yes** to close the items selected.

    A processing window displays. When the process ends, the window indicates the number of records affected.

9. Click **OK**.

Delete Inactive Vendors

Use this option to delete inactive vendors from the Vendor List table. As part of the process, the system generates a log showing the vendors who have been deleted and also, whether the deleted vendors were attached to deduction codes. In this latter case, the deduction records must be updated to include valid vendors.

Menu Path: 👥 Fund Accounting > Periodic Routines > Periodic Processing > Delete Inactive Vendors

Deleting Vendor Records

When you delete a vendor record, the deletions is recorded in the Vendor History table. This table also stores the login ID of the user who deleted the vendor and the date and time of the deletion.

You can determine the vendors who will be deleted by performing an advanced search in the 👥 Fund Accounting > Reference Tables > Reference Tables > Vendor List. In the Advanced Search page's Item field select the Last Activity Date, use On or Before in the Operation field, and then enter a date in the untitled criteria field.

Deleting a vendor removes the vendor's information from the Vendor List table. The vendor number is retained in transaction records in the Transactions table. However, if you retrieve a transaction for a deleted vendor in Detailed Displays options, the vendor number will display but without a name.

> **Caution**
>
> Do not to delete vendors who have current activities in their records, particularly those with 1099 amounts to report.

Procedure

Deleting inactive vendors

1. Select 👥 Fund Accounting > Periodic Routines > Periodic Processing > Delete Inactive Vendors to display the Delete Inactive Vendors page.

2. In the Date Last Active field, enter the date to use for selecting the vendors to delete.

    The system compares your entry to Last Active fields in the Vendor List. Vendors with dates earlier than or equal to the date you enter will be deleted. For example, if you enter 12/31/2009, all vendors who have not had any activity since December 31, 2009, will be deleted.

3. Click 🔵 (OK).

4. In the Confirmation dialog, click **Yes**.

5. In the Print window, specify how you want to generate the Vendors Deleted log, and then click **OK**. The report's default file name is *delvend.log*.

Sample Inactive Vendors Deleted Log

```
POWERSCHOOL                                   PAGE NUMBER:     1
DATE: MM/DD/YYYY          YOUR ORGANIZATION'S NAME     MODULE NUM: MAINTE51
TIME: HH:MM:SS            INACTIVE VENDORS DELETED     INFO: ACTIVE <= 12/31/2009

VEND NO    ALT VEND NO    VENDOR NAME

17080                     LITTLE & WYETH CPA'S
32450                     CRESTWOOD MANUFACTURING INC
48250                     OPTICARE INSURANCE CO INC
48250                     ATTACHED TO DEDUCTION CODE 5040 - VISION COVERAGE
65030                     AMERICAN GRAPHICS
```

Delete Prior Year Ledgers

Use this option to delete records in the following ledgers for a specified year:

- General Ledger
- Expenditure Ledger
- Budget Control Ledger
- Revenue Ledger
- Project Ledger

Caution

Do not delete ledgers from the past year. The prior year's records are needed to produce accurate Expenditure Comparison and Revenue Comparison reports. For example, if you are in fiscal year 2018, do not delete ledgers from fiscal year 2017. If needed, you may delete ledgers from previous years, in this case, from 2016 or earlier.

Menu Path: Fund Accounting > Periodic Routines > Periodic Processing > Delete Prior Year Ledgers

Prerequisites

Before running this option, complete the following:

- Print Balance Sheet and Status reports from the Fund Accounting > Reports > Financial Statements menu.
- Back up the Fund Accounting database in case you need to restore the ledgers you are deleting.
- Verify that all other users are logged out of the system.

Procedure

Deleting prior year ledgers

1. Select Fund Accounting > Periodic Routines > Periodic Processing > Delete Prior Year Ledgers to display the Delete Prior Year Ledgers page.
2. In the Year to Delete field, enter the year of the ledgers being deleted.
3. Click (OK).
4. Click **Yes** to delete the ledgers for the year selected.

Mass Inactivate Vendors

The Mass Inactivate Vendors option allows users to inactivate a group of vendors at one time based on the last date the vendors were active. In addition, the system generates a report showing the vendors who have been inactivated. This report can be reviewed before the actual inactivation process.

Menu Path: Fund Accounting > Periodic Routines > Periodic Processing > Mass Inactivate Vendors

To inactivate vendors, users will enter the last active date for vendors. Any vendor with a last active date prior or equal to that date will be inactivated. If any of the selected vendors have open requisitions and/or purchase orders, the vendor will not be inactivated. An error message will display with that vendor on the report.

Procedures

Generating the Mass Inactive Vendor List report without inactivating vendors

1. Select Fund Accounting > Periodic Routines > Periodic Processing > Mass Inactivate Vendors to display the Mass Inactivate Vendor page.

2. In the Date Last Active field, enter the date for the last vendor activity.

   This is compared to Last Active fields in the Vendor List. Vendors with dates prior or equal to the date you enter will be selected for the report. For example, if you enter 12/31/2015, all vendors who have not had any activity since December 31, 2015 will be selected.

3. The Only Generate Report checkbox will be selected by default. With the checkbox selected, the report will generate but the vendors will not inactivate.

4. Click (OK).

5. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *massInactivate.rpt*.

   The report will display vendors selected based on the Last Active date entered and any errors, such as the vendor still has open requisitions and/or purchase orders, that would prevent them from being inactivated.

Mass inactivating vendors

1. Select Fund Accounting > Periodic Routines > Periodic Processing > Mass Inactivate Vendors to display the Mass Inactivate Vendor page.

2. In the Date Last Active field, enter the date for the last vendor activity.

   The system compares your entry to Last Active fields in the Vendor List. Vendors with dates prior or equal to the date you enter will be selected for the report. For example, if you enter 12/31/2015, all vendors who have not had any activity since December 31, 2015 will be selected.

3. The Only Generate Report checkbox will be selected by default. Clear this field to inactivate the vendors, and then click (OK).

4. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *massInactivate.rpt*.

Sample Mass Inactivate Report

```
POWERSCHOOL                                                              PAGE NUMBER:    1
DATE: MM/DD/YYYY                          YOUR ORGANIZATION'S NAME        MASSINACTIVATE
TIME: HH:MM:SS                            MASS INACTIVATE VENDOR LIST

SELECTION CRITERIA: vendor.date_last <= MM/DD/YYYY

VENDOR CODE  VENDOR NAME                  LAST ACTIVE PURCHASING ADDRESS              PAYABLE ADDRESS
-----------  ---------------------------  ----------- ------------------------------ ------------------------------
1            MAIN- BUSINESS SUPPLY CORP    MM/DD/YYYY  3 WEST BROAD STREET             WEST BROAD STREET 23
                                                      P O BOX 43                      ST
                                                      ALLENTOWN, VT  22345            BETHLEHEM 1, SC  32342
                                                      KATHIE LYNCH                    ELAINE PORTER
                                                      610-223-3457                    610-223-3456

        *** VENDOR HAS OPEN REQUISITIONS AND/OR PURCHASE ORDERS AND CANNOT BE INACTIVATED

10           BETHLEHEM FORD                MM/DD/YYYY  2135 W. UNION BLVD.             2135 W. UNION BLVD.
                                                      BETHLEHEM, PA  18018            BETHLEHEM, PA  18018
                                                      JOE METZER                      JOE METZER
                                                      610-758-9590                    610-758-9590

        *** VENDOR HAS OPEN REQUISITIONS AND/OR PURCHASE ORDERS AND CANNOT BE INACTIVATED

11           MULLER CHEVROLET              MM/DD/YYYY  ROUTE 78                        ROUTE 78
                                                      PHILLIPSBURG, NJ  07830         PHILLIPSBURG, NJ  07830
                                                      JIM MULLER                      JIM MULLER
                                                      908-454-3100                    908-454-3100

114          DUNBAR SUPPLY COMPANY         MM/DD/YYYY  123 FAIRYLAND ROAD              123 FAIRYLAND ROAD
                                                      SUITE B                         SUITE B
                                                      VALLEY VIEW, PA  82738          VALLEY VIEW, PA  82738
                                                      FIONA                           FIONA MICHAELSON
                                                      782-811-2377                    782-811-2377

        *** VENDOR HAS OPEN REQUISITIONS AND/OR PURCHASE ORDERS AND CANNOT BE INACTIVATED

12           PRUDENTIAL INSURANCE CO.      MM/DD/YYYY  4473 HANOVERVILLE RD.           4473 HANOVERVILLE RD.
                                                      BETHLEHEM, PA  18018            BETHLEHEM, PA  18018
                                                      JILL SMITH                      JILL SMITH
                                                      610-361-4567                    610-361-4567
```

Period End

Use this option to increment the default transaction period by one. For example, if the current default is period 8 and you run the Period End function, the default becomes period 9.

> **Caution**
>
> Do not use this option if you are in Period 12. Instead, you should run the Year End procedures. Also, before running the Period End option, verify that all users are logged out of the Fund Accounting System.

Menu Path: Fund Accounting > Periodic Routines > Periodic Processing > Period End

Procedure

Ending a period, except period 12

1. Select Fund Accounting > Periodic Routines > Periodic Processing > Period End to display the Period End page.
2. Click **Process** to change the default period to the next period in the current fiscal year.
3. In the confirmation dialog, click **OK**.

Purge Payment History

Use this option to purge payment history records created on or before a specified date. Payment history less than six months old cannot be deleted.

The Purge Payment History option also generates the Payment History Marked for Deletion report. You can run this report separately to see what records will be purged. The report includes invoice, check, and transaction dates and numbers for each transaction, as well as the transaction's description and amount.

> **Important**
> Run this option before using the Delete Prior Year Transactions option.

Menu Path: Fund Accounting > Periodic Routines > Periodic Processing > Purge Payment History

Procedures

Generating the Payment History Marked for Deletion report

1. Select Fund Accounting > Periodic Routines > Periodic Processing > Purge Payment History to display the Purge Payment History page.

2. In the Purge Date field, enter a date to identify the payment records. All transactions recorded on or before this date will be included.

3. In the Vendor Number field, enter vendor ID numbers separated by the pipe symbol, for example, 15240|22710|28590.

   Leave the field blank to include all records that match your date criteria.

4. Select the Only Generate Report radio button.

5. Click (OK).

6. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *oldvenhs.rpt*.

7. Review the report to make sure you want these records deleted.

Purging payment records

1. Run the Payment History Marked for Deletion report, as outlined in the previous procedure.

2. Select Fund Accounting > Periodic Routines > Periodic Processing > Purge Payment History to display the Purge Payment History page.

3. In the Purge Date field, enter a date to identify the payment records you want to delete. All transactions made on or before this date will be deleted.

4. In the Vendor Number field, enter vendor ID numbers separated by the pipe symbol, for example, 15240|22710|28590.

   Leave the field blank to include all records that match your date criteria.

5. Select the Purge Old History radio button.

6. Click (OK).

7. In the Confirmation dialog, click **Yes**.

8. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *oldvenhs.rpt*.

Vendor Purge Check History

Use this option to purge vendor check history records created on or before a specified date. Purging these records saves disk storage space but is not required.

Menu Path: 👥 Fund Accounting > Periodic Routines > Periodic Processing > Purge Vendor Check History

Procedure

Caution

Back up your database before running this option. Also, do not run the 👥 Fund Accounting > Periodic Routines > Periodic Processing > Delete Prior Year Transactions option until you purge your vendor check history records.

Purging vendor check history records

1. Select 👥 Fund Accounting > Periodic Routines > Periodic Processing > Purge Vendor Check History to display the Purge Vendor Check History page.
2. In the Purge Date field, enter a date.

   All vendor check history records created on or before this date will be deleted.

3. Click 🌐 (OK) to display a confirmation which indicates how many records will be deleted.
4. Click **Yes** to delete the records selected.

Bank Account Reconciliation

Use this option to reconcile checking account information against bank statements. Clicking the option display the Bank Account Reconciliation page.

Menu Path: Fund Accounting > Periodic Routines > Periodic Processing > Bank Account Reconciliation

Preview

Bank Account Reconciliation Page

Use this page to reconcile bank statements on checks that have been cleared by your bank.

Menu Path: 🦆 Fund Accounting > Periodic Routines > Periodic Processing > Bank Account Reconciliation

Reconciling Bank Statements

Following are the functions you can perform in reconciling your bank statements in the Bank Account Reconciliation page:

- Load deposits, checks, and journal entries from your database.
- Compare items against your bank statement and mark them as cleared.
- Enter adjustments to correct differences without affecting your records.
- Generate reports showing the results of your entries.
- Save your records so you can interrupt a reconciliation and finish it later.
- Purge an incomplete reconciliation should you need to start over.
- Post a reconciliation once it is completed. This marks cleared records as reconciled and provides a starting balance for reconciling your next statement.
- Create journal entries reflecting bank fees charged and interest earned.

Page Sections

The Bank Account Reconciliation page includes two sections for entering setup information and three sections for displaying totals from the records loaded in the page's tabs.

Data Entry Sections

The fields in these sections enable you to enter criteria for loading records and generating journal entries for any interest and fees:

Bank Statement Information	Accepts the bank account number and the beginning and ending dates and balances for reconciling your transactions against your bank statement.
Interest/Fees	Accepts the amounts of any interest or fees. The system creates journal entries in Fund Accounting based on the amounts entered. Also, the system selects the section's Complete checkbox when you use the Reconcile item. This indicates the reconciliation is closed.

Display-Only Sections

The fields in these sections display totals for reconciling your bank account. The values in the last two sections change as you clear records in the page's tabs.

Transaction Totals	Lists the total amounts of the deposits, payments, and journal entries currently loaded. In addition, the section displays the ending balance, as well as a "book" balance that accounts for any remaining deposits, payments , and journal entries.
Cleared Amounts	Maintains totals as you clear deposits, payments, journal entries, and adjustments. Also displays the beginning balance, interest/fees, and the current reconciled balance.
Uncleared Amounts	Displays totals for all uncleared deposits, payments, and journal entries. Also shows the difference between the statement ending balance and the current amount cleared.

Tabs

The Bank Account Reconciliation page includes the following tabs:

Deposits	Lists deposits for the bank account selected. Deposits are groupings of receipts (Transaction Code 24). For details, refer to Deposits Tab (page 626).
Payments	Lists accounts payable checks (Transaction Code 21) as well as manual checks (Transaction Code 20). For details, refer to Payments Tab (page 628).
Journal Entries	Lists journal entries (Transaction Code 19) for transactions associated with your bank account. For details, refer to Journal Entries Tab (page 630).
Adjustments	Enables you to enter debits and credits to account for differences between your records and the bank statement. For details, refer to Adjustments Tab (page 631).
Voids	Lists voided and canceled checks. For details, refer to Voids Tab (page 633).

Action Bar Items

After you complete the fields in the Bank Statement Information and Interest/Fees sections, the following items display on the page's Action Bar:

Details	Only displays for the Deposits tab. This item displays the Bank Account Deposit Detail page, which shows the individual receipts associated with a deposit.
Purge	Removes all transaction records from an incomplete reconciliation. This allows you to restart the process, provided you have not used the Reconcile item.
Save	Saves all records in an incomplete reconciliation, enabling you to interrupt the process and complete it later.
Reconcile	Posts a reconciliation. Posting has the following effects: • Saves the reconciliation in its current state. • Selects the Complete checkbox in the Interest/Fees section, indicating the reconciliation is complete. You cannot access this box once it is selected. • Updates each transaction's Clear field with the code R (for Reconciled). • Creates journal entries for any interest and fees entered. • Prevents changing cleared records in a future reconciliation.
Report	Generates a report on the records currently loaded. For details, refer to the Procedures section.
Search	Enables you to search for records in the Deposits and Payments tabs.

Note

If you have records loaded and then click 🛑 (Back), the system displays a warning.

• Click **Yes** to quit and return to the Bank Account field.

• Click **No** to return to the Bank Account Reconciliation page. If desired, you can use Save to save your records as a file, and then click 🛑 (Back) to quit.

Procedures

Reconciling a checking account

1. Select ![icon] Fund Accounting > Periodic Routines > Periodic Processing > Bank Account Reconciliation to display the Bank Account Reconciliation page.

2. In the Bank Statement Information and Interest/Fees sections, complete the fields.

3. Click ![icon] (OK).

    - If a reconciliation file already exists, the file's records load immediately. Proceed to Step 5.

    - If this is the first time you are using the Bank Account Reconciliation option, the Starting Transaction Date dialog displays. Proceed to Step 4.

    > **Important**
    >
    > The Starting Transaction Date page only displays for your first reconciliation. Future loads will include transactions from the statement period, as well as all uncleared transactions from the original starting date through the statement start date. This depends on whether the Include Outstanding Checks field is selected. Refer to the next step for additional details.

4. In the Starting Transaction Date page (if applicable), complete the following fields:

Starting Transaction Date	You may accept or change the default, which is set in the Statement Begin Date field.
Include Outstanding Checks	If this box is selected (default), the system also loads all uncleared transactions from the original Starting Transaction Date through the Statement End Date.
	If you clear the box, the system only loads records from the statement's start date through its end date.

    Click **OK** to load your records.

5. When the system completes the load, you can access the Deposits tab.

    If no deposits are available, a message displays indicating this. If so, click **OK** to access the Payments tab. A similar message displays when the Payments, Journal Entries, and Voids tabs do not contain records.

6. Reconcile your account by clearing transactions in the Deposits, Payments, and Journal Entries tabs. Following are the functions you can perform as part of the reconciliation process:

    - To advance from one tab to the next, click ![icon] (OK). You can return to a tab at any time.

    - To clear an item in the Deposits, Payments, and Journal Entries tabs, select the item's Clear checkbox.

    - To correct a difference between your records and the bank statement, enter a credit or debit in the Adjustments tab. This only affects the reconciliation, not your actual records. You should make note of these discrepancies and resolve them in accordance with your usual practices.

    - To save your records as a file, click **Save** on the Action Bar, and then click **Yes** in the Confirmation dialog. To re-load the file and resume the process, enter the file's bank account number and statement dates.

    - To quit without saving your entries, click ![icon] (Back), and then click **Yes** in the Confirmation dialog.

    - To delete all records for the current reconciliation, click **Purge**, and then click **Yes** in the Confirmation dialog. This deletes the contents of a reconciliation file but does not affect the records themselves.

- To complete a reconciliation, click **Reconcile**, and then click **Yes** in the Confirmation dialog. This updates the Cleared field in the Transaction table for all cleared records with an R (for Reconciled). It also places a checkmark in the reconciliation file's Complete field and creates journal entries for any interest and fees.

- To generate a report on your reconciliation records, click **Report**. The Bank Account Reconciliation Report page displays. For the procedure, refer below.

Generating the Bank Account Reconciliation report

You can generate a report at any time during the reconciliation process.

1. Click **Report** on the Action Bar to display the Bank Account Reconciliation Report page.

2. In the Report Criteria section, the checkboxes are selected by default. To prevent a type of record from being included, clear the appropriate checkbox.

3. In the Item Types field, select:

   A - All - to include all transactions whether cleared/corrected or uncleared/uncorrected.

   C - Cleared/Corrected Items Only - to include transactions that are cleared and adjustments marked as corrected.

   U - Uncleared/Uncorrected Items Only - to include transactions that are uncleared and adjustments marked as uncorrected.

4. Click (OK).

5. In the Print window, specify how to generate the report, and then click **OK**. The report's default file name is *bnkacctrcn.rpt.*.

   A sample report is provided after the Fields section.

Fields

Bank Statement Information Section

All fields in this section are required. The information requested should be entered as shown on your bank statement.

Bank Account
: Number identifying the checking account being reconciled. The field's drop-down list includes the accounts set up in the Bank Account Information table. This table contains a separate record for each Fund/Account combination associated with a bank account. The system uses the account you select to identify and load the appropriate deposits, checks, and journal entries.

   The account number also identifies the Fund/Account combinations for the journal entries created for interest and fees when you use the Action Bar's Reconcile item. For details, refer to the descriptions of the fields in the Interest/Fees section.

Statement Begin Date
: Starting date of the statement period.

   - For an initial reconciliation, enter the begin date from your bank statement.

   - If an unreconciled file exists for this bank account, the system defaults the file's begin date.

   - If a previous file was reconciled and no unreconciled files exist, the system defaults a date one day greater than the end date of the last file reconciled.

   You can replace the default date if needed.

Statement End Date
> Ending date of the statement period.
>
> - If this is your first reconciliation, enter the statement's ending date.
> - If an unreconciled file exists for this bank account, the system defaults the file's end date.
> - If a previous file was reconciled and no unreconciled files exist, the system adds 30 days to the end date of the last file reconciled.
>
> If needed, you can replace the default date in these last two cases.

Beginning Balance
> Account balance on the first date of the statement period.
>
> - If a file exists for the statement begin/end dates entered, its beginning balance defaults. You may change this if needed.
> - Otherwise, the field defaults to zero. Enter the statement's beginning balance.

Ending Balance
> Account balance on the end date of the statement period.
>
> - If a file exists for the statement begin/end dates entered, its ending balance defaults. You may change this if needed.
> - Otherwise, the field defaults to zero. Enter the statement's ending balance.
>
> This value helps determine the reconciliation balance, as displayed in the Uncleared Amounts section's Difference field:
>
> Difference = Beginning Balance - Ending Balance

Interest/Fees Section

All fields in this section are required, except the Complete checkbox. The system checks this field when you finish a reconciliation.

Date
> Transaction date for clearing checks. This date is also used for journal entries generated for interest and fees, if any. The default is from the Fund Accounting Profile's Transaction Date field. You may enter another date if needed.

Period
> Accounting period for journal entries generated for any interest and fees. The system defaults the current period, as set in the Fund Accounting Profile. You may change this if needed.

Year
> Fiscal year to use for journal entries generated for interest and fees. The system defaults the current year, as set in the Fund Accounting Profile. You may change the default but only to the previous year, in which case you must set the Period field to period 13.

Interest Earned
> Amount of interest earned by the checking account, as shown on your statement. If the account does not earn interest, leave the field at its zero default.
>
> When you complete a reconciliation, the system generates a journal entry for the interest entered here. The system credits the revenue account that applies, as determined by the record in the Bank Account Information table that references your bank account and has its Interest field selected.

Fees Charged
> Total fees for account maintenance, returned checks, and other services, as shown on your statement. If no fees apply, leave the field at its zero default.
>
> When you complete a reconciliation, the system generates a journal entry for the fee entered here. The system debits the expenditure account that applies, as determined by the record in the Bank Account Information table that references your bank account and has its Interest field selected. The fee is debited against the Cash account in the Fund Accounting Profile.

Complete
> Checkbox indicating whether the reconciliation file currently loaded is complete. The system selects the box when you use the Reconcile item to finish a reconciliation. If you retrieve the file later, the box will be selected, and you will not be able to change the records displayed.

Transaction Totals Section

This display-only section provides totals of the transaction records in the Deposits, Payments, and Journal Entries tabs. The section's Ending Balance field defaults the balance from the Bank Statement Information section, while the Book Balance field applies any remaining deposits, payments, and journal entries against the ending balance. These totals do not change as you reconcile your checking account.

Deposits
> Total of the deposits loaded in the Deposits tab.

Payments
> Total of the checks loaded in the Payments tab.

Journal Entries
> Total balance of the debits and credits loaded in the Journal Entries tab:
>
> Balance = Total Credits - Total Debits

Book Balance
> Balance after the remaining deposits, payments, and journal entries are calculated against the ending balance:
>
> Book Balance = Ending Balance + Remaining Deposits - Remaining Payments + Remaining Journal Entries

Bank Ending Balance
> Checking account balance, as entered in the Ending Balance field. This should match the balance shown on your bank statement.

Cleared Amounts Section

This display-only section maintains running totals of the transactions you cleared. The transaction amounts are added to or subtracted from the Beginning Balance to determine the value in the Reconciled Ending Balance field.

Bank Beginning Balance
> Account balance entered in the Bank Statement Information section's Beginning Balance field.

Deposits
> Total of the deposits cleared in the Deposits tab.

Payments
> Total of the checks cleared in the Payments tab.

Journal Entries
> Total of the credits and debits cleared in the Journal Entries tab. The total debits are subtracted from the total credits to determine this value.

Adjustments Debits
> Total of the debits in the Adjustments tab that are marked as corrected.

Adjustments Credits
> Total of the credits in the Adjustments tab that are marked as corrected.

Interest Earned
> Interest amount entered in the Interest/Fees section's Interest Earned field.

Fees Charged
> Fee amount entered in the Interest/Fees section's Fees Charged field.

Reconciled Ending Balance
> System-calculated value determined by the following equation:
>
> Reconciled Ending Balance = Bank Beginning Balance + Cleared Deposits - Cleared Payments + Cleared Journal Entries - Corrected Debit Adjustments + Corrected Credit Adjustments + Interest Earned - Fees Charged

Uncleared Amounts Section

This display-only section provides a running total of the uncleared amounts remaining in the Deposits, Payments, and Journal Entries tabs.

Deposits
> Total of the deposit amounts in the Deposits tab that have not been cleared.

Payments
> Total of the check amounts in the Payments tab that have not been cleared.

Journal Entries
> Total of the credits and debits in the Journal Entries tab that have not been cleared.

Difference
> System-calculated valued determined by the following equation:
>
> Difference = Bank Ending Balance - Reconciled Ending Balance

Sample Bank Account Reconciliation Report

```
POWERSCHOOL                                                                   PAGE NUMBER:    1
DATE: MM/DD/YYYY                          YOUR ORGANIZATION'S NAME            BNKACCTRCN
TIME: HH:MM:SS                        BANK ACCOUNT RECONCILIATION REPORT      BANK ACCOUNT: 149201776
                                             DEPOSITS LIST

BANK ACCOUNT: 149201776

STATEMENT BEGIN DATE: MM/DD/YYYY     BEGINNING BALANCE:        12,782.27   INTEREST EARNED:          0.00
STATEMENT END DATE:   MM/DD/YYYY     ENDING BALANCE:            6,659.12   FEES CHARGED:            84.00

CLEARED    DATE     RECEIPT              AMOUNT   DESCRIPTION              CONTROL NUMBER

DEPOSIT: WEEKLY RCPTS  MM/DD/YYYY

    N      MM/DD/YYYY  1010            5,790.32   TAX OFFICE         321   191
    N      MM/DD/YYYY  1011            1,875.50   PARKING AUTHORITY  323   191
    N      MM/DD/YYYY  1012              232.00   PARKS DEPARTMENT   328   191
    N      MM/DD/YYYY  1013            3,229.57   TAX OFFICE         321   191
    N      MM/DD/YYYY  1014              960.83   SANITATION DEPT    322   191
    N      MM/DD/YYYY  1015              426.92   FOOD SERVICE       329   191

DEPOSIT: WEEKLY RCPTS  MM/DD/YYYY     12,515.14
DEPOSIT: WEEKLY RCPTS  MM/DD/YYYY

    N      MM/DD/YYYY  1016            4,042.00   TAX OFFICE         321   202
    N      MM/DD/YYYY  1017               20.00   MISC CASH PAYMENT  330   202
    N      MM/DD/YYYY  1018              321.16   FOOD SERVICE       329   202
    N      MM/DD/YYYY  1019            1,807.90   PARKING AUTHORITY  323   202

DEPOSIT: WEEKLY RCPTS  MM/DD/YYYY      6,191.06
DEPOSIT: WEEKLY RCPTS  MM/DD/YYYY

    N      MM/DD/YYYY  1020            3,851.23   TAX OFFICE         321   209
    N      MM/DD/YYYY  1021              617.78   FOOD SERVICE       329   209
    N      MM/DD/YYYY  1022              162.00   PARKS DEPARTMENT   328   209

DEPOSIT: 101          MM/DD/YYYY       4,631.01
DEPOSIT: 1203891823   MM/DD/YYYY

    N      MM/DD/YYYY  1023            5,097.66   TAX OFFICE         321   213
    N      MM/DD/YYYY  1024            2,652.30   PARKING AUTHORITY  323   213

DEPOSIT: 1203891823   MM/DD/YYYY       7,749.96

TOTAL DEPOSITS                        31,087.17
TOTAL CLEARED DEPOSITS                     0.00
TOTAL UNCLEARED DEPOSITS              31,087.17
```

```
.............................................................................................................

POWERSCHOOL                                                                      PAGE NUMBER:    2
DATE: MM/DD/YYYY                          YOUR ORGANIZATION'S NAME               BNKACCTRCN
TIME: HH:MM:SS                       BANK ACCOUNT RECONCILIATION REPORT          BANK ACCOUNT: 149201776
                                              PAYMENTS LIST

BANK ACCOUNT: 149201776

STATEMENT BEGIN DATE: MM/DD/YYYY    BEGINNING BALANCE:      12,782.27   INTEREST EARNED:         0.00
STATEMENT END DATE:   MM/DD/YYYY    ENDING BALANCE:          6,659.12   FEES CHARGED:           84.00

CLEARED   CHECK DATE   CHECK NUMBER        AMOUNT    CHECK TYPE   CLEAR DATE   VENDOR     VENDOR NAME

   N      MM/DD/YYYY   54549            1,457.18    SYSTEM A/P   MM/DD/YYYY   18940      WELLINGTON MFG CO
   N      MM/DD/YYYY   54561              320.00    SYSTEM A/P   MM/DD/YYYY   15290      BASTIAN TRAVEL AGENCY
   N      MM/DD/YYYY   54590              785.00    SYSTEM A/P   MM/DD/YYYY   21860      GALEN GALEN & ORTT
   N      MM/DD/YYYY   54605              163.42    MANUAL       MM/DD/YYYY   11430      H JAMES & SON
   N      MM/DD/YYYY   54618              540.70    SYSTEM A/P   MM/DD/YYYY   24140      MOHAWK CHEMICALS CO
   N      MM/DD/YYYY   54623              117.21    SYSTEM A/P   MM/DD/YYYY   19870      VALLEY BAKERY
   N      MM/DD/YYYY   54624              380.89    SYSTEM A/P   MM/DD/YYYY   16950      NATIONWIDE AUTO PARTS
   N      MM/DD/YYYY   54625            1,974.70    SYSTEM A/P   MM/DD/YYYY   13950      KINGSTON HEALTH PLAN
   N      MM/DD/YYYY   54626              127.40    SYSTEM A/P   MM/DD/YYYY   10680      US POSTAL SERVICE
   N      MM/DD/YYYY   54627               26.90    SYSTEM A/P   MM/DD/YYYY   23720      SINCLAIR SPORTING GOODS
   N      MM/DD/YYYY   54628              241.26    SYSTEM A/P   MM/DD/YYYY   14480      R & M PROVISIONS
   N      MM/DD/YYYY   54629              229.07    SYSTEM A/P   MM/DD/YYYY   10810      PALMER METAL PRODUCTS INC
   N      MM/DD/YYYY   54630               44.10    SYSTEM A/P   MM/DD/YYYY   15610      OFFICE XPRESS
   N      MM/DD/YYYY   54632            1,282.50    SYSTEM A/P   MM/DD/YYYY   11430      STAR LANDSCAPING
   N      MM/DD/YYYY   54633            2,465.34    SYSTEM A/P   MM/DD/YYYY   26190      EASTERN POWER & LIGHT
   N      MM/DD/YYYY   54634               74.30    SYSTEM A/P   MM/DD/YYYY   20670      PC SOLUTIONS
   N      MM/DD/YYYY   54635              219.00    SYSTEM A/P   MM/DD/YYYY   18440      TAYLOR COURT REPORTING
   N      MM/DD/YYYY   54636              452.76    SYSTEM A/P   MM/DD/YYYY   16900      WORSKY HVAC SVCS INC
   N      MM/DD/YYYY   54637            4,689.00    SYSTEM A/P   MM/DD/YYYY   10210      LITTLETON TOWNSHIP
   N      MM/DD/YYYY   54638               35.69    SYSTEM A/P   MM/DD/YYYY   19870      EAST PENN RENTALS
   N      MM/DD/YYYY   54639              106.90    SYSTEM A/P   MM/DD/YYYY   17080      ARROW DISTRIBUTORS
   N      MM/DD/YYYY   54640            1,458.49    SYSTEM A/P   MM/DD/YYYY   22560      DORNEY PRINTING INC
   N      MM/DD/YYYY   54641              675.00    SYSTEM A/P   MM/DD/YYYY   11730      KOVACS EXCAVATING
   N      MM/DD/YYYY   54642              445.97    SYSTEM A/P   MM/DD/YYYY   25670      BRITE CARPETS & FLOORING
   N      MM/DD/YYYY   54644              800.00    MANUAL       MM/DD/YYYY   17550      MILLER-STEVENS CPAS
   N      MM/DD/YYYY   54645            2,278.32    SYSTEM A/P   MM/DD/YYYY   15630      HORIZON COMMUNICATIONS
   N      MM/DD/YYYY   54646              283.00    SYSTEM A/P   MM/DD/YYYY   24220      CORK COUNTY FARM BUREAU
   N      MM/DD/YYYY   54647               69.61    SYSTEM A/P   MM/DD/YYYY   19870      VALLEY BAKERY
   N      MM/DD/YYYY   54648            1,026.40    SYSTEM A/P   MM/DD/YYYY   17640      EASTERN AGGREGATE INC
   N      MM/DD/YYYY   54649              745.30    SYSTEM A/P   MM/DD/YYYY   28300      SCULLY GMC CARS & TRUCKS
   N      MM/DD/YYYY   54650              220.56    SYSTEM A/P   MM/DD/YYYY   12750      SIOUX PAPER MILLS INC
   N      MM/DD/YYYY   54651              510.00    SYSTEM A/P   MM/DD/YYYY   19020      HIGHLAND UNIFORMS
   N      MM/DD/YYYY   54652                1.00    SYSTEM A/P   MM/DD/YYYY   18140      OFFICE XPRESS
   N      MM/DD/YYYY   54653              650.00    SYSTEM A/P   MM/DD/YYYY   21130      LANDIS CIVIL ENGINEERING
   N      MM/DD/YYYY   54654            8,967.72    SYSTEM A/P   MM/DD/YYYY   10110      COMMONWEALTH OF PA
   N      MM/DD/YYYY   54655              123.00    SYSTEM A/P   MM/DD/YYYY   14480      R & M PROVISIONS
   N      MM/DD/YYYY   54656               78.30    SYSTEM A/P   MM/DD/YYYY   11670      YELLAK TESTING LABS
   N      MM/DD/YYYY   54657              486.42    SYSTEM A/P   MM/DD/YYYY   15610      QWIK PRINT
   N      MM/DD/YYYY   54658              550.00    SYSTEM A/P   MM/DD/YYYY   26040      BOYER CONTAINER SERVICES
   N      MM/DD/YYYY   54659            1,278.53    MANUAL       MM/DD/YYYY   10270      HARGRAVE TOWNSHIP
   N      MM/DD/YYYY   54661               56.18    SYSTEM A/P   MM/DD/YYYY   19230      METRO DRAFTING SUPPLIES
   N      MM/DD/YYYY   54662              689.20    SYSTEM A/P   MM/DD/YYYY   18160      VALLEY EXPRESS-TIMES

TOTAL PAYMENTS                       37,126.32
TOTAL CLEARED PAYMENTS                    0.00
TOTAL UNCLEARED PAYMENTS             37,126.32

.............................................................................................................

POWERSCHOOL                                                                      PAGE NUMBER:    3
DATE: MM/DD/YYYY                          YOUR ORGANIZATION'S NAME               BNKACCTRCN
TIME: HH:MM:SS                       BANK ACCOUNT RECONCILIATION REPORT          BANK ACCOUNT: 149201776
                                               VOIDS LIST

BANK ACCOUNT: 149201776

STATEMENT BEGIN DATE: MM/DD/YYYY    BEGINNING BALANCE:      12,782.27   INTEREST EARNED:         0.00
STATEMENT END DATE:   MM/DD/YYYY    ENDING BALANCE:          6,659.12   FEES CHARGED:           84.00

CLEARED   CHECK DATE   CHECK NUMBER        AMOUNT    CHECK TYPE   VOID DATE    VENDOR     VENDOR NAME

   Y      MM/DD/YYYY   54631            1,082.50    SYSTEM A/P   MM/DD/YYYY   1          STAR LANDSCAPING
   Y      MM/DD/YYYY   54643               80.00    SYSTEM A/P   MM/DD/YYYY   63         MILLER-STEVENS CPAS
   Y      MM/DD/YYYY   54660            1,287.53    SYSTEM A/P   MM/DD/YYYY   63         HARGRAVE TOWNSHIP

TOTAL VOIDS                           2,450.03
TOTAL CLEARED VOIDS                   2,450.03
TOTAL UNCLEARED VOIDS                     0.00
```

```
............................................................................................................

POWERSCHOOL                                                             PAGE NUMBER:    4
DATE: MM/DD/YYYY                     YOUR ORGANIZATION'S NAME            BNKACCTRCN
TIME: HH:MM:SS                  BANK ACCOUNT RECONCILIATION REPORT       BANK ACCOUNT: 149201776
                                     JOURNAL ENTRIES LIST

BANK ACCOUNT: 149201776

STATEMENT BEGIN DATE: MM/DD/YYYY    BEGINNING BALANCE:      12,782.27  INTEREST EARNED:          0.00
STATEMENT END DATE:   MM/DD/YYYY    ENDING BALANCE:          6,659.12  FEES CHARGED:            84.00

CLEARED     DATE      JE NUMBER          AMOUNT  DESCRIPTION              CONTROL NO  JE DESCRIPTION

   N      MM/DD/YYYY  8092            7,000.00  CASH TRANSFER             1003        CREDIT CASH
   N      MM/DD/YYYY  8107              -25.17  BUDGET CORRECTION         1013        DEBIT CASH
   N      MM/DD/YYYY  8111             -100.00  BUDGET CORRECTION         1014        DEBIT CASH
   N      MM/DD/YYYY  8120            5,000.00  CASH TRANSFER             1020        CREDIT CASH

TOTAL JOURNAL ENTRIES              11,874.83
TOTAL CLEARED JOURNAL ENTRIES           0.00
TOTAL UNCLEARED JOURNAL ENTRIES    11,874.83

............................................................................................................

POWERSCHOOL                                                             PAGE NUMBER:    5
DATE: MM/DD/YYYY                     YOUR ORGANIZATION'S NAME            BNKACCTRCN
TIME: HH:MM:SS                  BANK ACCOUNT RECONCILIATION REPORT       BANK ACCOUNT: 149201776
                                     ADJUSTMENTS LIST

BANK ACCOUNT: 149201776

STATEMENT BEGIN DATE: MM/DD/YYYY    BEGINNING BALANCE:      12,782.27  INTEREST EARNED:          0.00
STATEMENT END DATE:   MM/DD/YYYY    ENDING BALANCE:          6,659.12  FEES CHARGED:            84.00

CORRECTED    DATE                    AMOUNT  COMMENT               DATE ENTERED  ENTERED BY

   N       MM/DD/YYYY              3,000.00  ACCOUNT TRANSFER       MM/DD/YYYY    marlewis

TOTAL ADJUSTMENTS                  3,000.00
TOTAL CREDITS                      3,000.00
TOTAL DEBITS                           0.00
```

Deposits Tab

Use this tab to review and clear deposits. The deposits loaded in the tab are actually summaries of receipt transactions posted in Fund Accounting. To view a listing of the receipts for a particular deposit, select the deposit, and then click the Details item to display the Bank Account Deposit Detail page.

You can clear a deposit and all of its receipts by selecting the deposit's Clear checkbox. If needed, you can exclude certain receipts by clearing their checkboxes in the Bank Account Deposit Detail page.

Clearing Deposits and Receipts

Clearing a deposit has the following effects on the display-only sections at the bottom of the Bank Account Reconciliation page:

Transaction Totals	These totals and the balance shown are not affected.
Cleared Amounts	The Deposits and Reconciled Ending Balance fields increase by the deposit's amount.
Uncleared Amounts	The Deposits and Difference fields decrease by the amount of the deposit.

When the Uncleared Amounts section's Difference field equals zero, your statement is balanced. You can then use the Reconcile item to complete the reconciliation.

Using the Clear Checkbox

There are several ways to use the Deposits tab to clear deposits and their receipts:

- To clear a deposit and all its receipts, select the deposit's Clear checkbox.

- To clear receipts individually, position the cursor on a deposit's line, and then click the Details item to display the Bank Account Deposit Detail page. The page lists the individual receipts associated with the deposit. Select the Clear checkbox for each receipt you want to clear.

- To clear all but a few receipts in a deposit, select the deposit's Clear checkbox, and then click Details to display the Bank Account Deposit Detail page. The Clear checkbox for each receipt will be checked. Clear the checkboxes for the receipts you do not want to clear. Clearing one or more receipts clears the deposit's Clear field.

Procedure

Searching for a receipt

1. Display the Deposits tab.
2. Click **Search**.

   The Reconciliation Deposit Detail Search page displays.

3. Enter selection criteria to identify the receipt, using the Transaction Date, Receipt (number), Amount, Description, and Control Number fields.

4. Click (OK) to launch the search. The system compares your criteria against the receipts in the deposit records currently loaded.

   If no receipt records match your criteria, a Warning displays to indicate that no records were found.

   or

If one or more receipts match your criteria, the Bank Account Deposit Detail page displays. The page displays receipts from the first deposit containing a receipt that matches.

- Select the Clear checkbox for the receipts you want to clear.

- When you finish, click (OK) to save your entries and return to the Bank Account Reconciliation page, or click (Back) to return without saving.

- If needed, you can also perform a search in the detail page by clicking **Search**.

Fields

Deposits Tab

The deposits listed represent summaries of receipts posted with Fund Accounting's Post Receipts and Batch Receipts options. All fields on this tab are display only, except the Clear field.

Clear
Checkbox for indicating whether a deposit appears on the bank statement and should be cleared.

- Select the box to clear the deposit. This increases the Deposits total in the Cleared Amounts section and reduces the Deposits total in the Uncleared Amounts section.

- Leave the box blank if the deposit does not match one of those on your statement.

Deposit Date
Date the deposit transaction was posted to your database.

Deposit
The value entered in the Deposit Number field of the Post Receipts page when the receipt was posted.

Amount
Amount of the deposit as posted to your database.

Bank Deposit Detail Page

This page displays the individual receipts stored in a deposit. To display the page, select a deposit in the Deposits tab, and then click **Details**. All fields in this page are display only, except the Clear field.

Clear
Checkbox indicating whether a receipt has been cleared.

- Selecting the Clear checkbox for a deposit selects all of the Clear checkboxes for the deposit's receipts.

- Clearing the checkbox for a receipt clears the deposit's Clear checkbox.

When you select a receipt's Clear checkbox, the system subtracts the receipt amount from the Uncleared Amounts section's Deposits field and adds it to the Cleared Amounts section's Deposits field.

Date
Date when a receipt record was created. This may differ from the receipt's posting date, which is the date the deposit itself was posted.

Receipt
Number or code identifying a receipt.

Amount
Amount of the receipt.

Description
Brief description of the receipt.

Control Number
Batch number used in posting the deposit.

Payments Tab

Use this tab to clear accounts payable checks. Each record displayed in the tab includes the following information:

Check Type	Check Number	Amount
Check Date	Name (Vendor)	Cleared Date

The check records listed also include a Clear checkbox for clearing a check that matches one on your bank statement.

The tab displays when you click ![icon] (OK) in the Deposits tab or when you click the tab's heading. It is also the first tab to display if no deposits are loaded.

Clearing Accounts Payable Checks

To clear a check in the Bank Account Reconciliation page's Payments tab, select the record's Clear checkbox.

Selecting the box has the following effects:

- Increases the value in the Cleared Amounts section's Payments field by the amount of the check.
- Reduces the value in the Uncleared Amounts section's Payments field by the amount of the check.

Changing these values also affects the totals in the Reconciled Ending Balance and Difference fields.

If you find a discrepancy between a check amount on your bank statement and the amount in the Payments tab, you can use the Adjustments tab to enter a credit or debit to offset the difference. However, this only affects the reconciliation and does not change any records in your database. Before completing the reconciliation, you should research the discrepancy further and if necessary, bring it to the attention of your manager or supervisor.

Procedure

Searching for a check

1. With the Payments tab displayed, click **Search** to display the Reconciliation Payment Search page.

2. Identify the check by entering selection criteria in the Check Date, Check Number, Payee, Payee Name, and Amount fields.

3. Click ![icon] (OK) to launch the search. The system compares your criteria against all check records currently loaded.

   If no checks match, a Warning displays, informing you of this.

   or

   If one or more matches is found, the system selects the first check in the Payments tab that satisfies your criteria.

   - To search for the next check that matches, click **Search Next**.
   - When no more matches are found, a Warning displays, informing you of this.
   - Click ![icon] (Back) at any time to close the search page.

Fields

Clear
    Checkbox indicating whether a check has been cleared by the bank.

- Select the box for each check appearing on the bank statement.
- If a check is not listed on the statement, leave the box blank.

Check Type
> Flag identifying how the check was generated, either System A/P or Manual.

Check Date
> Date the check was issued.

Check Number
> Number identifying the check.

Name
> Name of the party to whom the check was issued.

Amount
> Amount of the check. If this varies from the amount shown on the statement, you can use the Adjustments tab to correct it by entering a debit or credit. Adjustments in the Bank Account Reconciliation page only apply to the reconciliation. They do not affect other records in your database.

Cleared Date
> Date the check cleared. The displayed date defaults from the page's Transaction Date field. You may change the default if you prefer to use the cleared date from your bank statement.

Journal Entries Tab

Use this tab to clear journal entry records posted against the Fund/Account combinations tied to your bank account. Each record displayed in the tab includes the following information:

Date	Debit or Credit Amount	Control Number
Journal Entry Number	Journal Entry Description	Item Description

The Journal Entries tab displays when you click ✪ (OK) in the Payments tab. You can also display the Journal Entries tab by clicking its header.

Clearing Journal Entries

To clear a journal entry in the Journal Entries tab, select the record's Clear checkbox. Selecting the box has the following effects:

Clearing Debits	Increases the value in the Cleared Amounts section's Journal Entries field by the amount of the journal entry.
	Reduces the value in the Uncleared Amounts section's Journal Entries field by the amount of the journal entry.
Clearing Credits	Reduces the value in the Cleared Amounts section's Journal Entries field by the amount of the journal entry.
	Increases the value in the Uncleared Amounts section's Journal Entries field by the amount of the journal entry.

Clearing journal entries also affects the totals in the Reconciled Ending Balance and Difference fields.

Fields

Clear
Checkbox indicating whether a journal entry is cleared.

- Select the box if the entry is tied to a transaction on your statement.
- Leave the box blank to prevent it from being included in the reconciliation.

Date
Date the journal entry was posted.

JE Number
Number or code identifying the journal entry.

Amount
Amount of the debit or credit created by the journal entry. Debits are shown as negative amounts and credits as positive amounts.

Clearing the amount does not affect the journal entry stored in your database. It only applies to the reconciliation.

Description
Description of the journal entry.

Control Number
Number identifying the batch file used to post the journal entry.

JE Description
Description of the individual item.

Adjustments Tab

Use this tab to enter debits and credits to correct differences between your records and the items on your bank statement. Keep in mind that entries in the Adjustments tab do not affect records in your database. The adjustments you make are for reconciliation purposes only.

To display the Adjustments tab, click (OK) in the Journal Entries tab. You can also display the tab by clicking its header.

Entering Adjustments

There are several instances where you may need to enter an adjustment:

- When the amount of a check or deposit does not match the amount on your bank statement.
- When a deposit or check is included in your records but is not listed on your statement, and vice versa.
- When a record in the Journal Entries tab has no bearing on your checking account but is preventing you from achieving a zero balance in the Uncleared Amounts section's Difference field.
- When a transaction, such as an account transfer, appears on the statement but has no corresponding record in the Bank Account Reconciliation page.

Adjustments, however, are only intended to help you achieve a balance "on paper." If you are unable to determine the reason for a difference between your records and the bank statement, be sure to bring the issue to the attention of your manager or supervisor.

Offsetting Journal Entries

Many journal entries have no direct relation to a checking account's balance. They appear in the Journal Entries tab because they were entered against the Fund/Account combination associated with your checking account, for example, to correct the amount of a fund transfer within the system or to reverse a previous journal entry.

When a record in the Journal Entries tab does not pertain to your statement's balance, you can offset it by entering a debit or credit in the Adjustments tab. If a journal entry appears as a credit, then the adjustment should be entered as a debit. If the journal entry is a debit, the adjustment should be a credit.

- Be sure to select the record's Clear checkbox in the Journal Entries tab. Clearing an entry increases the value in the Cleared Amounts section's Journal Entries field and decreases the value in the Uncleared Amounts section's Journal Entries field.
- You must also select the Corrected checkbox in the Adjustments tab and enter a Date Corrected. This changes the Adjustments Debits or Adjustments Credits value in the Cleared Amounts section. Its only effect in the Uncleared Amounts section is on the balance in the Difference field.

Saving and Eliminating Adjustments

Adjustments that are saved using either the Save or Reconcile item but are not marked as corrected carry over to future reconciliations. For example, if you enter an adjustment record without selecting its Corrected field and use the Reconcile item to complete a reconciliation, the adjustment will appear in the Adjustments tab when you set up your next reconciliation.

- You can delete an adjustment you do not intend to use by changing its debit or credit amount to zero.
- As an alternative, you can change the amount of a debit or credit to create a different adjustment and thereby replace the original one.

In either case, select the Corrected checkbox in the Adjustment tab when you want to apply the adjustment. Also remember to use Save on the Action Bar to save your changes or Reconcile to save your changes and complete the reconciliation.

Procedure

Entering adjustments

1. Select the Adjustments tab.

2. Enter an amount in the Debit Amount or Credit Amount field.

3. In the Comment field, enter a brief explanation of the adjustment. [Character/35]

4. To apply the adjustment, select the Corrected checkbox and enter a date in the Date Corrected field. When you tab to the next line, the debit or credit is reflected in the totals in the Cleared Amounts and Uncleared Amounts sections.

    or

    To set up the adjustment but not apply it immediately, leave the Corrected checkbox blank. In this case, you cannot access the Date Corrected field.

5. Repeat Steps 2-4 to enter additional adjustments.

6. Click (OK) to close the tab and display the Voids tab. If there are no voided checks, the Deposits tab re-displays instead.

Fields

Debit Amount
    Amount to subtract from a transaction to bring it into balance with the corresponding item on your bank statement. Enter the amount as a positive number. [Decimal/2]

Credit Amount
    Amount to add to a transaction to bring it into balance with the corresponding item on your bank statement. Enter the amount as a positive number. [Decimal/2]

Comment
    Note describing or explaining the adjustment. You must complete this field if you enter an adjustment in the Debit Amount or Credit Amount field. [Character/35]

Corrected
    Checkbox determining whether the adjustment should be applied against the reconciliation balance.

    - Select the box if you want to apply the debit or credit.

    - Leave the box blank to prevent the debit or credit from being used. Adjustments not marked as corrected carry over to subsequent reconciliations.

Date Corrected
    Date identifying when the adjustment was applied. The default is taken from the Transaction Date field in the Bank Statement Information section. You may use another the date if needed. The date must be between reconciliation begin and end date.

Voids Tab

Use this tab to review accounts payable checks that were canceled or voided. The records shown are for informational purposes only and cannot be changed.

The Voids tab displays after you complete the Adjustments tab. If there are no canceled or voided checks loaded, a message displays to alert you. When you click **OK**, the message closes, and the Deposits or Payments tab re-displays, depending on whether any deposits are loaded.

Fields

Check Type
Flag identifying how the check was generated, either Manual or System A/P.

Check Date
Date when the check was issued.

Check Number
Number identifying the check.

Name
Name of the party to whom the check was issued.

Amount
Amount of the check.

Void Date
Date when the check was canceled or voided.

Delete Prior Year Transactions

Use this option to delete all transactions for the fiscal year selected, with the exception of uncleared checks and accounts payable records. Deleting these records saves disk storage space but is not required. However, you should not run this option until the year selected has been closed.

> **Caution**
>
> If you also want to delete vendor check history records, do not delete prior year transactions until you run the Periodic Processing > Purge Vendor Check History option.

Menu Path: 📇 Fund Accounting > Periodic Routines > Periodic Processing > Delete Prior Year Transactions

Prerequisites

Complete the following before running the Delete Prior Year Transactions option:

- Back up the Fund Accounting database in case you need to restore the records deleted.
- Verify that all year-end closing procedures were run for the year affected.
- Run Audit Trails reports and site-specific detail reports.
- Run the Purge Vendor Check History option, if desired.

Procedure

Deleting prior year transactions

1. Select 📇 Fund Accounting > Periodic Routines > Periodic Processing > Delete Prior Year Transactions to display the Delete Prior Year Transactions page.

2. In the Year to Delete field, enter the year of the transactions being deleted.

3. Click 🔄 (OK).

4. If the Purge Payment History option has not been run for the year selected, a Warning will display indicating that vendor payment history exists. If you proceed without purging the payment history first, you will not be able to purge the payment history in the future.

   Click 🔄 (OK).

5. In the confirmation dialog, click **Yes** to delete the transactions.

System Recovery

The System Recovery options can be used to correct an out-of-balance condition if the error can be traced to a single transaction. For example, you can use one of these options if your power fails while a transaction is being processed and the ![icon] Fund Accounting > Reports > System Maintenance > Check Ledger Balances option reveals that the related ledger is out of balance by the amount of the transaction.

As a safeguard, we recommend that you maintain a log for recording System Recovery usage. This log should include the date and option, reason for its use, and the name of the person who authorized running the option.

Menu Path: ![icon] Fund Accounting > Periodic Routines > System Recovery > select an option

Menu Options

Following are descriptions of the System Recovery options, including the fields required for retrieving a record.

Budget Control Ledger	Use this option to change a specific Budget Control Ledger transaction record. To retrieve a record, you need to know its Year, *Budget Unit*, and Account.
Encumbrance Ledger	Use this option to change a specific Encumbrance Ledger transaction record. To retrieve a record, you need to know its *PO/Encumber* and Item numbers, fiscal year, budget unit, and account.
Expenditure Ledger	Use this option to change a specific Expenditure Ledger transaction record. To retrieve a record, you need to know its Year, *Budget Unit*, and Account.
General Ledger	Use this option to change a specific General Ledger transaction record. To retrieve a record, you need to know its *Fund* and Account.
Project Ledger	Use this option to change a specific Project Ledger transaction record. To retrieve a record, you need to know its Year, *Project*, and Project Account.
Receivable Ledger	Use this option to change a specific Encumbrance Ledger transaction record. To retrieve a record, you need to know its Receivable Number and Year.
Revenue Ledger	Use this option to change a specific Revenue Ledger transaction record. To retrieve a record, you need to know its Year, *Budget Unit*, and Account.

Caution

All users must be out of Fund Accounting and Purchasing when you run these options. Also, if you cannot trace an out-of-balance condition to a specific transaction or are unsure which recovery option to use, contact PowerSchool support for assistance.

Procedure

Recovering/changing a transaction record

1. Determine the type of transaction that caused the out-of-balance condition.

2. Select ![icon] Fund Accounting > Periodic Routines > System Recovery, and then choose the appropriate option.

3. In the recovery page, enter selection criteria to identify the record you want to change.

   Use the fields indicated in the Menu Options section for the option you selected in Step 2. If needed, you may use additional fields in your query.

4. Click ![icon] (OK) to display the record.

5. If the record that displays is not the record you want, click (Back) to return to the recovery page, and then repeat Steps 3-4.

6. Change the desired fields.

7. Click (OK) to save the record.

15: Fiscal Year-End Processing

At the end of the fiscal year, you must run several processes to close the year and prepare the Fund Accounting System for the new year. The Fiscal Year-End Processing center includes the options for running these processes.

Preview

Fiscal Year-End Processing

Use the Year End option to display the Fiscal Year End Processing page. This page includes options for closing the past year.

Menu Path: 🧑 Fund Accounting > Periodic Routines > Year-End > Year End

Prerequisites

Before starting the fiscal year-end process, you must complete the following procedures in Fund Accounting and the other eFinancePLUS systems you use. This listing is intended only as a quick reference. For complete details, refer to the applicable user manuals before running the processes mentioned.

General Cautions

When running year-end processes in eFinancePLUS Systems:

- Verify that all other users are logged out.
- Back up your database frequently to avoid losing critical data.
- If you encounter problems, contact PowerSchool support for assistance.

System Administration

- If you encumber payroll, check the Fund Accounting Profile to make sure the values in the following fields are different: Enc Control, Pay Res For Enc, Res For Enc, and Pay Enc Cntrl.

Budget Preparation System

- Verify that the accounting data for the new year has been extracted.
- Verify that the Organization Chart, Account List, and Project List have been updated for the new year in the Fund Accounting System.
- Verify that the new year's Expenditure, Revenue, and Project Ledgers were created.

Human Resources System

- Verify that the Human Resources fiscal year-end procedures are complete, including the liquidation of payroll encumbrances, if applicable.
- If you are using the Summer Pay Fiscal Year Accruals option, you must complete your final load in order to liquidate the remaining payroll encumbrances.

Warehouse Inventory

- Ensure that unfilled requisitions are processed and departmental billings for filled requisitions are complete.
- Verify that the charges to department budgets have been entered for filled requisitions, inventory adjustments, and stock returns.
- Print all necessary reports.
- Run the 🏬 Warehouse Inventory > Entry & Processing > Periodic Routines > Year End Procedures option.

Fixed Assets

- Verify the acquisition dates of assets.
- Process depreciation and post it to Fund Accounting.
- Run the 📒 Fixed Assets > Entry & Processing > Periodic Routines > Year End Processing option.

Fund Accounting

- Run the ❧ Fund Accounting > Reports > Audit Trails options for Period 12 of the fiscal year you are closing.

- Run the ❧ Fund Accounting > Reports > System Maintenance > Check Ledger Balances option to ensure the current year's funds are in balance. Before running this report, verify that all users are logged out of the system.

> **Caution**
>
> If you encounter an out-of-balance condition, contact PowerSchool support as soon as possible so the problem can be corrected.

- If you use batch entry, generate and review all batch edit reports to determine if any transactions need to be posted or deleted. These reports can be generated in the following options:

Batch Journal Entries	Batch Manual Checks
Batch Last Year Journal Entries	Batch Receipts
Batch Budget Adjustments	Batch Receivables
Batch Budget Transfer	Batch Encumbrances
Batch Accounts Payable	

- Run the ❧ Fund Accounting > Reports > Accounts Payable Reports > Cash Requirements option to see if any payments should be processed. Process the payments as needed.

- Run the ❧ Fund Accounting > Reports > Financial Statements > Encumbrance Status Reports option to determine if encumbrances should be closed, paid, or left open. Process the encumbrances as needed.

- Run the desired reports from the ❧ Fund Accounting > Reports > Balance Sheets menu.
- Run any other reports you need as a record of the past year's information.

Start New Year Procedures

Use this option to reset the checkboxes in the Fiscal Year End Processing center and prevent immediate access to the center's Update Ledgers and Post Ledgers options.

As you complete the options in the center, the system places selections in their checkboxes. Since some options can be run as many times as needed, a selected box indicates that you used the corresponding option at least once. However, before allowing users back into the system, make sure that all of the boxes are selected.

Menu Path: Fund Accounting > Periodic Routines > Year-End > Year End > click **Start New Year Procedures**.

Procedure

Caution

Do not run the Start New Year Procedures option more than once.

Beginning the new year

1. Select Fund Accounting > Periodic Routines > Year-End > Year End to display the Fiscal Year End Processing center.

2. Click **Start New Year Procedures**.

3. Click **Yes** to clear the center's checkboxes. This also prevents you from accessing the Update Ledgers and Post Ledgers options.

   - After you run the Create New Year Ledgers option, you can access the Update Ledgers option.

   - After you run the Update Ledgers option, you can access the Post Ledgers option.

Create New Year Ledgers

Use this option to create ledgers for the new fiscal year. This includes the Expenditure Ledger, Revenue Ledger, Project Ledger, and General Ledger.

After you set up your ledgers, you can begin entering next year requisitions and purchase orders.

Menu Path: ♦ Fund Accounting > Periodic Routines > Year-End > Year End > click **Create New Year Ledgers**

Checkboxes

The Create Ledgers page has the following checkboxes. After you select the boxes and click ❖ (OK), the system creates the ledgers selected.

Expenditure Ledger	Creates the Expenditure Ledger for the year on the Budget Preparation Profile. If you use distribution templates in Purchasing and their Rollover During Year-end-Process checkboxes are selected, these templates will also be rolled into the new year.
Revenue Ledger	Creates the Revenue Ledger for the year on the Budget Preparation Profile.
Project Ledger	Creates the Project Ledger for all open projects for the year on the Budget Preparation Profile.
General Ledger	Creates General Ledger accounts for all funds in the new year's Organization Chart. Funds from the previous year that are not in the new year's Organization Chart are documented in an error log.

> **Important**
>
> Correct any errors noted in the Create New Year Ledgers option's error log and re-run the option as many times as needed to ensure that your ledgers are set up properly.

Procedure

Setting up your new year ledgers

1. Select ♦ Fund Accounting > Periodic Routines > Year-End > Year End to display the Fiscal Year End Processing center.
2. Click **Create New Year Ledgers**.
3. In the Create Ledgers page, select the checkboxes for the ledgers you want to create.
4. Click ❖ (OK)
5. In the Create New Year Ledgers dialog, click **Yes**.

    If you only selected General Ledger, proceed to Step 10.

6. A Continue? displays for the next ledger selected. Click **Yes** in dialog to create the ledger.

    A process page displays, showing the steps being performed.

7. After the system creates a ledger, a Create Complete dialog displays. Click **OK**.
8. Repeat Steps 6-7 for each additional ledger selected, except the General Ledger.

9. In the Print window, enter settings for the log that is generated if errors are encountered. The log's default file name is *open_year.rpt*.

10. Click **OK** to begin creating your General Ledger accounts.

    Important

    If the system detects errors, the ledger is not created, and a display appears, indicating the number of errors. Select the error log that is generated, correct the problems listed, and then re-run the Create New Year Ledgers option. Keep in mind that you cannot access the Update Ledgers option until the General Ledger is set up.

11. Click **OK** to return to the Fiscal Year End Processing center.

Back Up Fund Accounting to Disk

Use this option to back up Fund Accounting. The backup file created preserves your Fund Accounting data in its current form, in case a problem is encountered in year-end processing and you need to restore the data.

> **Tip**
>
> We recommend that you create a backup before running each of the remaining year-end options. Keep in mind that when you create a backup, you overwrite the previous backup stored in your system. Therefore, it is important that you verify your data after each phase in the year-end process.

Menu Path: Fund Accounting > Periodic Routines > Year-End > Year End > click **Back Up Fund Accounting to Disk**

Procedure

Creating a backup file of your Fund Accounting database

1. Select Fund Accounting > Periodic Routines > Year-End > Year End.
2. Click **Back Up Fund Accounting to Disk**.
3. In the confirmation dialog, click **Yes** to create the backup.

   Another dialog displays indicating that the backup is complete.

4. Click **OK** to return to the Fiscal Year End Processing center.

Update Ledgers

Use this option to update your ledgers for the start of the new year.

Menu Path: ![icon] Fund Accounting > Periodic Routines > Year-End > Year End > click **Update Ledgers**

System Processing

The Update Ledgers options has the following effects:

- Updates the Fund Accounting Profile to Period 1 in the new fiscal year.
- Rolls your Period 12 balances into Period 1 of the new year.
- Rolls Expenditure Control and Revenue Control balances into the new year's Fund Balance.
- Rolls Encumbrance and Encumbrance Control balances into the new year's Fund Balance.
- Rolls Budget Expenditure Control and Budget Revenue Control balances into the new year's Budget Fund Balance.
- Sets paid amounts to zero in the Vendor List's FTD Paid fields and Payer List's YTD Payments fields.

After you update your ledgers to begin the new year:

- Post any additional prior-year transactions to Period 13 of the previous year. The system carries these forward to the new year's ledgers when you run the Interim Close and Final Close options, as discussed at the end of the chapter.
- Update the following fields in the Fund Accounting Profile as needed: Next Requisition Number, Next PO Number, Next JE Number, and Next Vendor Number.

Procedure

Note

If you are using the Human Resources Summer Pay Fiscal Year Accruals option, you must complete your final load and liquidate remaining payroll encumbrances before you can update your ledgers.

Updating your ledgers to begin the new year

1. Select ![icon] Fund Accounting > Periodic Routines > Year-End > Year End to display the Fiscal Year End Processing page.
2. Click **Update Ledgers**.
3. In the confirmation dialog, click **Yes**.
4. In the Print window, enter settings for the log that is generated if errors are encountered. The log's default file name is *begin_year.rpt*.
5. Click **OK** to begin updating your ledgers.
6. If an error log is generated, correct any problems indicated, and then re-run the Update Ledgers option.

Post Ledgers

Use this option to post approved budgets from Budget Preparation to your Expenditure, Revenue, and Project Ledgers in the new year.

Menu Path: ![icon] Fund Accounting > Periodic Routines > Year-End > Year End > click **Post Ledgers**

Prerequisites

The following must be completed before running the Post Ledgers option:

- Back up your data using the Back Up Fund Accounting to Disk option.
- Ensure that all other users are logged out of the system.
- Be sure to run the Update Ledgers option first, otherwise you cannot access the Post Ledgers option.
- Complete your expenditure, revenue, and project budgets.
- Run the Create New Year Ledgers option again for expenditures, revenues, and projects, before running the Post Ledgers option. This updates your ledgers with anything new that may have been added to Budget Preparation.
- Select the Budget Preparation Profile to verify that you are posting the correct fiscal year budget.
- Verify that the Profile's transaction date is within the new year.

Procedure

Posting budgets to your new year ledgers

> **Important**
> You can only run this option one time per ledger per budget year.

1. Select ![icon] Fund Accounting > Periodic Routines > Year-End > Year End to display the Fiscal Year End Processing center.
2. Click **Post Ledgers**.
3. In the Fiscal Year End Processing - Post Ledgers page, select the checkboxes for the desired ledgers.
4. Click ![icon] (OK).
5. In the Post New Year Ledgers dialog, click **Yes**.
6. In the Confirmation dialog, click **Yes** if you have backed up your database, and then proceed to Step 7.

   or

   Click **No** if you have not backed up your database. This returns you to the Fiscal Year End Processing center. Run the Back Up Fund Accounting to Disk option, and then repeat the previous steps.

7. A Continue? dialog displays for the ledger indicated.

   Click **Yes** to post to the ledger. A processing window displays showing the system's progress.

8. Click **OK**.
9. If you selected additional checkboxes, repeat Steps 6-8. Otherwise, you return to the Fiscal Year End Processing center.

Roll Prior Year Encumbrances

Use this option to roll encumbrances from the prior year to the new year. You can roll encumbrances into a liability account, equity account, "R" account, or the same account. If you need to process different sets of encumbrances differently, you can run the option multiple times.

Menu Path: Fund Accounting > Periodic Routines > Year-End > Year End > click **Roll Prior Year Encumbrances**

System Processing

The Roll Prior Year Encumbrances option performs the following functions:

- Creates the encumbrance record for the new year and deletes the prior year's record. The encumbrance record's budget unit must be in the new year's Organization Chart; otherwise, the encumbrance is not rolled.
- Liquidates encumbrances from the Expenditure Ledger and Expenditure Budget Ledger in Period 13 of the prior year.
- Creates transactions with code 18 (change encumbrance) in the prior year.
- Creates transactions with code 17 (new encumbrance) in the new year.
- Provides an option for retaining purchase orders in the prior year.

Prerequisites

Before running this option, you must complete the following:

- If you have some prior year encumbrances that you do not want to roll forward, use the Fund Accounting > Periodic Routines > Periodic Processing > Close Purchase Orders option to liquidate them.
- If you want to roll encumbrances to a liability or equity account, verify that the account and its offset account are on the new year Balance Sheet. If not, you must add the accounts before running the rollover.
- Run the Fund Accounting > Reports > Financial Statements > Encumbrance Status Reports and Encumbrance Activity report options. Retain these reports as a record of the prior year's information.
- Back up your data using the Back Up Fund Accounting to Disk option.
- Ensure that all other users are logged out of the system.

Procedure

Rolling prior year encumbrances into the new year

1. Select Fund Accounting > Periodic Routines > Year-End > Year End to display the Fiscal Year End Processing center.
2. Click **Roll Prior Year Encumbrances**.
3. In the Roll Prior Year Encumbrances dialog, click **Reports** to display the Encumbrance Status Reports page.

   This page generates the Encumbrance Status report, which summarizes the encumbrances you select, including payments, sales taxes, balances, and accounts charged. The report only shows open encumbrances (not encumbrances that are closed or have final payment recorded). For details, refer to Encumbrance Status Reports (page 516).

4. In the Sort Options section, select one of the following radio buttons to specify the report's sort order.

   The report's default file name depends on the sort order selected:

Encumbrance Number	*encstat1.rpt*
Organization	*encstat2.rpt*
Cost Center	*encstat3.rpt*

5. In the Report Criteria section, enter criteria identifying the records to include, and then click (OK). To run an advanced search, use the **Advanced** button.

6. In the Print page, enter your report settings. Click **OK** to generate the report and return to the Encumbrance Status Reports page.

7. Repeat Steps 4-6 as many times as needed to generate different versions of the report.

   Click (Back) when you finish running reports to return to the Roll Prior Year Encumbrances dialog.

8. Click **Process** to display the Roll Prior Year Encumbrances page.

9. In the Encumbrance Roll Criteria section, complete the fields. For descriptions, refer below to the Fields section.

10. If you selected the Roll Forward To Fund checkbox, complete the Old Fund and New Fund fields. Otherwise proceed to Step 11.

11. Use the Skip or Process fields to enter ranges specifying the purchase orders to exclude or include in the roll. You may enter as many ranges as needed, but you can only use one of the two sets of fields, Skip or Process.

    Example: If you enter 10066 in a Skip From field and 11305 in the corresponding Skip To field, the system will prevent all purchase orders from 10066 through 11305 from being rolled. Entering the same numbers in the Process From and Process To fields would limit the roll to purchase orders in the 10066-11305 range.

12. Click (OK).

13. In the Print window, enter settings for the log that is generated if errors are encountered. The log's default file name is *roll_enc.rpt.*

14. Click **OK** to begin processing.

    A confirmation displays when processing is complete.

15. Click **OK** to return to the Fiscal Year End Processing center.

16. If the Roll Prior Year Encumbrances Error Log is generated, resolve any problems indicated before allowing users back into the system.

Fields

Roll Prior Year Encumbrances Page

Roll Selectively by Fund
    Funds to be rolled to the new year. Leave the field blank to roll encumbrances for all funds. To enter multiple funds, use the pipe symbol (|) to seperate the individual funds, for example, 10|20|100. After specifying individual funds, run the rollover with the field blank. This allows all purchase orders with split funds to roll without generating the error messages that result when a particular fund is omitted.

Roll Forward to New Fund
    Select this box to access the Old Fund/New Fund fields, which let you specify the funds where the encumbrances are rolled. You can access these fields after you complete the Prefix for Prior Year PO Number field. Refer to these field descriptions below. Leave the box blank to use the same funds in the new year.

Roll Forward to
> Drop-down list that includes the following options:
>
> *S - Same Account* - Rolls to the same account as the one used in the old year.
>
> *R - R Account* - Creates "R" accounts in the new year to indicate that the encumbrances came from the prior year.
>
> *L - Liability Account* - Rolls the encumbrances into a liability or equity account in the new year.

Liability Account
> If you selected L - Liability Account in the Roll Forward To field, enter the liability or equity account you use for encumbrances.

Offset Account
> If you selected L - Liability Account in the Roll Forward To field, enter the Fund Balance account specified in the Fund Accounting Profile.

(Fund Balance) Increase Budget for Encumbrance
> Checkbox that increases the new year's budget by the amounts of the prior year encumbrances. This adds the encumbrances to budget ledgers in Period 1 of the new year. It also creates a code 13 transaction record (adjust expenditure budget).
>
> Leave the box blank if you do not want to increase your budget.

Skip "R" Accounts
> Checkbox that excludes purchase orders written to "R" accounts.
>
> Leave the box blank to include "R" account encumbrances.

Retain Rolled PO's
> Checkbox that retains rolled purchase orders in the prior year without liquidating their encumbrances. However, the system marks their Payment Status fields with the code X - Retained to prevent payment.
>
> Leave the box blank to allow standard processing.

Prefix For Prior Year PO Number
> If you selected the Retain Rolled PO's checkbox, you must enter a character, such as A or X, to add as a prefix to the front of purchase order numbers. If your numbers are already eight characters long, the system replaces the left-most character with the prefix.

Old Fund
> Prior year funds for the purchase orders affected.

New Fund
> Funds to use in the new year. If you do not specify a new fund, the original fund will apply when the encumbrances roll.

Skip From/Skip To
> Lowest and highest numbers in a range to identify purchase orders you do not want to roll.

Process From/Process To
> Lowest and highest numbers in a range to identify purchase orders you want to include in the rollover.

Sample Roll Prior Year Encumbrances Error Log

```
POWERSCHOOL                                                                    PAGE NUMBER:   1
DATE: MM/DD/YYYY                           YOUR ORGANIZATION'S NAME             MAINTEN1
TIME: HH:MM:SS                     ROLL PRIOR YEAR ENCUMBRANCES ERROR LOG       NEW YEAR =   YY

SELECTION CRITERIA: orgn.fund='100'


  ENC NO    LINE#    *BUDGET UNIT*    ACCOUNT    ERROR MESSAGE

  220                                            ENCUMBRANCE NOT ROLLED
                                                 NOT ALL ENCUMBRANCE RECORDS SELECTED BY FUND OR ON OLD YEAR ORGANIZATION CHART

  226                                            ENCUMBRANCE NOT ROLLED
                                                 NOT ALL ENCUMBRANCE RECORDS SELECTED BY FUND OR ON OLD YEAR ORGANIZATION CHART

  235                                            ENCUMBRANCE NOT ROLLED
                                                 NOT ALL ENCUMBRANCE RECORDS SELECTED BY FUND OR ON OLD YEAR ORGANIZATION CHART

  236                                            ENCUMBRANCE NOT ROLLED
                                                 NOT ALL ENCUMBRANCE RECORDS SELECTED BY FUND OR ON OLD YEAR ORGANIZATION CHART


  TOTAL ERRORS: 4
```

Interim Close

Use this option to keep the prior year and current year displayed at the same time.

Menu Path: 👤 Fund Accounting > Periodic Routines > Year-End > Year End > click **Interim Close**

System Processing

Running an interim close has the following effects:

- Allows you to continue entering transactions in Period 13 of the prior year, whereas a final close posts Period 13 transactions to Period 1 of the new year and prevents additional prior-year transactions from being entered.
- Updates the new year's Fund Balance account with Period 13 revenue transactions minus the period's expenditure transactions.
- Updates the new year's Budgetary Fund Balance account with the balance from the Budget Revenue Control ledger minus the balance from the Budget Expenditure Control ledger.

Prerequisites

Before running the Interim Close option:

- Back up your data using the Back Up Fund Accounting to Disk option.
- Ensure that all other users are logged out of the system.

Procedure

Moving Period 13 data to the new year without closing the prior year

1. Select 👤 Fund Accounting > Periodic Routines > Year-End > Year End to display the Fiscal Year End Processing center.
2. Click **Interim Close** to display the page.
3. Click **Yes** to begin processing.

   This also displays the Interim Close page, which reports the system's progress in performing the close.

   A Print page also displays for printing or storing an error log.

4. In the Print window, enter settings for the log that is generated if errors are encountered. The log's default file name is *err_fund.rpt*.
5. Click **OK**. A confirmation displays when processing is complete.
6. Click **OK** to return to the Fiscal Year End Processing center.
7. If an error log is generated, review the log, and correct the errors indicated before allowing users back in the system.

Final Close

Use this option to roll the balance of Period 13 transactions from the prior year to Period 1 of the new year. Typically, a final close is done three or four months after the end of the prior year.

Menu Path: Fund Accounting > Periodic Routines > Year-End > Year End > click **Final Close**

System Processing

Running a final close has these effects:

- Prevents transactions from being entered into the prior year's Period 13.
- Updates the new year's Fund Balance account with Period 13 revenue transactions minus the period's expenditure transactions.
- Updates the new year's Budgetary Fund Balance account with the balance from the Budget Revenue Control ledger minus the balance from the Budget Expenditure Control ledger.

After the close, you cannot run this or the Interim Close option again.

Prerequisites

Before running the Final Close option:

- Back up your data using the Back Up Fund Accounting to Disk option.
- Ensure that all other users are logged out of the system.
- Verify that prior year encumbrances were rolled into the new year with the Roll Prior Year Encumbrances option. You can use this option to generate a report to find if any encumbrances remain in the prior year.
- Run the Fund Accounting > Reports > System Maintenance > Check Ledger Balances option to ensure all funds and accounts are in balance. Verify that users are logged out before running this option. Also check your balances using the Fund Accounting > Reports > Audit Trails options.
- Run the Fund Accounting > Reports > Balance Sheets options to generate a record of prior year information.
- If applicable, run the Fund Accounting > Reports > Project Status Reports option to generate a record of your project data.

Procedure

> **Important**
>
> Make sure all transactions for Period 13 of the prior year are entered and your audit is complete before running the Final Close option.

Running a final close

1. Select Fund Accounting > Periodic Routines > Year-End > Year End to display the Fiscal Year End Processing center.
2. Click **Final Close**.
3. In the Final Close dialog, click **Yes**.
4. In the Print page, enter settings for the log that is generated if errors are encountered. The log's default file name is *err_fund.rpt*.
5. Click **OK** to begin processing. A confirmation dialog displays when processing is complete.
6. Click **OK** to return to the Fiscal Year End Processing center.

7. If an error log is generated, resolve the problems indicated before allowing users back in the system.

8. Run a set of Balance Sheets and compare them to the ones created before you started the year-end procedures. Be sure to review changes in Fund, Budget Fund, and General Ledger balances.