

ALLOCATION TRACKING

DONNA SIMS
ALBERTVILLE HIGH SCHOOL

WHAT IS ALLOCATION TRACKING

- A way to track funds in NextGen without using special use codes or separate activities
- Like an internal spreadsheet or ledger book
- Time saver
- Simplifies your job



USES FOR ALLOCATION TRACKING

- Instructional Supply Money
- Classroom Donations
- Legislative Donations
- PTO
- Sports
- Teacher Groups or Departments



ALLOCATION TRACKING SETUP

- DO NOT BECOME OVERWHELMED!!!!
- NextGen will help set you up
- Use Employee number as ATN
- ATN-Allocation Tracking Number
- ATT- Allocation Tracking Type



ADDING STAFF

- Allocation Tracking
 - AT Setup
 - Master Record Maintenance

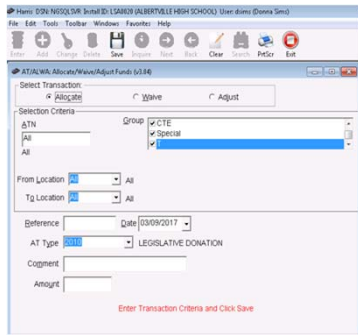


INACTIVATING STAFF

• ALLOCATE

• WAIVE

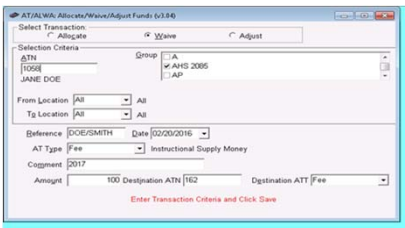
• ADJUST



ALLOCATE



WAIVE



ADJUST

PURCHASE ORDER

- ALLOCATING A PURCHASE ORDER

ENTERING A PURCHASE ORDER

- Tab 3 Requisition - check Allocation Tracking

ENTERING A PURCHASE ORDER

- Tab 5 GL - Select ATN & ATT



ACCOUNTS PAYABLE

- ALLOCATING AN INVOICE

PAYING INVOICES WITH A PURCHASE ORDER

PAYING INVOICES FROM A CHECK REQUEST WITHOUT A PURCHASE ORDER

The first screenshot shows the 'Requisition Information' tab with fields for Requisition Name (0020), Cost Center (0 USA), and various shipping and delivery options. The second screenshot shows the 'GL Distribution Entry' window, listing an account number 100.00 1058 and a description 'INSTRUCTIONAL FUNDS, INSTRUC'. A red message at the bottom indicates 'Invoice GL Distribution Total: 100.00'.

FUND REPORTS

- Allocation Tracking
 - Allocation Tracking Reports
 - Fund Report

The screenshot shows the configuration for an ATYDRP Fund Report. Key settings include: Report By: ATN, Location: ALBERTVILLE HIGH SCHOOL, Fiscal Year: 2017. The window also contains checkboxes for 'Exclude Inactive ATNs', 'Print Only ATNs with Negative Balance', and 'Suppress ATNs with Zero Bal'.

ALLOCATE REPORT

The screenshot shows the configuration for an ATUALWA Allocate/Adjust Funds report. Settings include: Selection Criteria: ATN, Group: AHS 2005, From Location: ALBERTVILLE HIGH SCHOOL, To Location: ALBERTVILLE HIGH SCHOOL, Reference: Share Funds, Date: 12/31/2017, AT Type: Instructional Supply Money, and Amount: 406.50.

RUN DATE: 02/22/2017
 DAY TIME: 12:59PM
 MCA BUDGETARY ACCOUNTING SYSTEM
 FUND REPORT
 ALBERTVILLE HIGH SCHOOL
 FOR FISCAL YEAR: 2016

EMPLOYEE NAME: SMITH, JOE
 ATN #: 102
 T135 850.00 450.00 0.00 0.00 0.00 0.00 0.00 0.00
 T14 0.00 0.00 0.00 0.00 0.00 0.00 0.00
 END OF REPORT

WAIVE REPORT

AT/ATN Allocation/Adjust Funds (3.0.04)

Select Transaction Allocate Waive Adjust

Selection Criteria: ATN [0000] Group [A] AHS 2005 AP

JANE DOE

From Location [AL] To Location [AL]

Reference [DOESMITH] Date [02/02/16]

AT Type [Fee] Instructorial Supply Money

Segment [0017]

Amount [100] Destination ATN [R2] Destination ATN [Fee]

Print Click Save

EMPLOYEE NAME	DOE, JANE	ALLOCATION	ATN #	000	RECD	ENC	INVOICED	ADJ	BALANCE
FEES	DATE	TYPE	TRANS	AMT	VENDOR	STATUS	ELP	ELP	INVOICE
STATFUND-0000016	Fee	Alms	405.00	100.00	100.00	0.00	0.00	0.00	95.00
DOESMITH-0000016	Fee	Waive	100.00	0.00	0.00	0.00	0.00	0.00	0.00

EMPLOYEE NAME	SMITH, JOE	ALLOCATION	ATN #	102	RECD	ENC	INVOICED	ADJ	BALANCE
FEES	DATE	TYPE	TRANS	AMT	VENDOR	STATUS	ELP	ELP	INVOICE
STATFUND-0000016	Fee	Alms	405.00	100.00	100.00	0.00	0.00	0.00	95.00
DOESMITH-0000016	Fee	Waive	100.00	0.00	0.00	0.00	0.00	0.00	0.00

GRAND TOTALS:

DESCRIPTION	TYPE	REGBAL	ALLOCATED	RECEIVED	INVOICED	RECD	ENC	INVOICED	ADJ	BALANCE
Instructorial Supply Fee	0.00	0.00	811.00	100.00	100.00	0.00	0.00	0.00	0.00	911.00

END OF REPORT

ADJUST REPORT

AT/ATN Fund Report (3.0.04)

Report By ATN Location Fiscal Year [2016]

From Location [XXXX] ALBERTVILLE HIGH SCHOOL

To Location [XXXX] ALBERTVILLE HIGH SCHOOL

From ATN [All]

To ATN [All]

AT Type [All]

Group [All]

Exclude Inactive ATNs Suppress ATNs with Zero Bal

Print Only ATNs with Negative Balance Include Detail Transactions

Print Only ATN Type with Balance Page Break on ATN

Report Destination: To Grid To EMail

To Report Viewer Hannah's HP PAD15 (redirected 2) Setup

To Printer

Enter Selection Criteria, Click Enter(F1) To Generate Report

EMPLOYEE NAME	DOE, JANE	ALLOCATION	ATN #	000	RECD	ENC	INVOICED	ADJ	BALANCE
FEES	DATE	TYPE	TRANS	AMT	VENDOR	STATUS	ELP	ELP	INVOICE
STATFUND-0000016	Fee	Alms	405.00	100.00	100.00	0.00	0.00	0.00	95.00
DOESMITH-0000016	Fee	Waive	100.00	0.00	0.00	0.00	0.00	0.00	0.00

DETAIL REPORT

EMPLOYEE NAME	DOE, JANE	ALLOCATION	ATN #	000	RECD	ENC	INVOICED	ADJ	BALANCE
FEES	DATE	TYPE	TRANS	AMT	VENDOR	STATUS	ELP	ELP	INVOICE
STATFUND-0000016	Fee	Alms	405.00	100.00	100.00	0.00	0.00	0.00	95.00
STATFUND-0000016	Fee	Alms	405.00	0.00	0.00	0.00	0.00	0.00	255.00
INVOIC	02/02/16	Fee	Docucom	100.00	250	Final Fee	AM-10000	123	CDW GOVERNMENT, INC
DOESMITH-0000016	Fee	Waive	100.00	0.00	0.00	0.00	0.00	0.00	400.00

EMPLOYEE NAME	SMITH, JOE	ALLOCATION	ATN #	102	RECD	ENC	INVOICED	ADJ	BALANCE
FEES	DATE	TYPE	TRANS	AMT	VENDOR	STATUS	ELP	ELP	INVOICE
STATFUND-0000016	Fee	Alms	405.00	100.00	100.00	0.00	0.00	0.00	95.00
INVOIC	02/02/16	Fee	Docucom	75.00	3391	Final Fee	AM-10000	456	SCHOLASTIC MAGAZINES
DOESMITH-0000016	Fee	Waive	100.00	0.00	0.00	0.00	0.00	0.00	0.00

GRAND TOTALS:

DESCRIPTION	TYPE	REGBAL	ALLOCATED	RECEIVED	INVOICED	RECD	ENC	INVOICED	ADJ	BALANCE
Instructorial Supply Fee	0.00	0.00	811.00	100.00	100.00	0.00	0.00	175.00	93.00	686.00

END OF REPORT

Contact Information

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ALBERTVILLE HIGH SCHOOL