

Save Report Criteria

GL/DRPT: General Ledger Report (v3.05)

Select Report Type
 Detail Summary

Select By GL Component

Account Description
 Internal Description
 State/Auditor Description


Application ID: All
Transaction ID: All

Suppress Zero Lines Print Comment
 Summarize Encumbrance Accounts
 Summarize Enc Accts by Journal Code
 Page Break on Primary Sort Component

Report / Query Stored Criteria Options
Enter a new name or choose one from the list below:
(30 characters maximum, please)

SUMMARIZE ENCUMBRANCE ACCTS

Save Delete Close




Save Report Criteria

GL/DRPT: General Ledger Report (v3.05)

Report / Query Stored Criteria Options
Enter a new name or choose one from the list below:
(30 characters maximum, please)

LAST RUN
SUMMARIZE ENCUMBRANCE ACCTS



Exporting Reports

Run Date: 09/18/2015
Run Time: 12:47PM

MC&BUDGETARY ACCOUNTING SYSTEM
DETAIL GENERAL LEDGER REPORT
Harris Board of Education
FISCAL YEAR / PERIOD: 2013/12 TO 2013/12

FB-0-Func: ON CCR-SFN-1-Play-Seq	DESCRIPTION	TR #	ACCT	DATE	REFERENCE	BEGINNING BALANCE	DEBIT
COMMEC							
F2SH-111110							
11-1-0111-000-0000-1110-0-0000-0000	CASH IN BANK (OPERATING ACCT)						
	ACCOUNT TOTAL:					-4,766,767.71	0.00
11-2-0251-000-0000-1110-0-0000-0000	ACCOUNTS PAYABLE						
	ACCOUNT TOTAL:					2,164.96	0.00
11-3-0241-000-0000-1110-0-0000-0000	RECEIVABLES						
	ACCOUNT TOTAL:					96,330.46	0.00
11-3-0268-000-0000-1110-0-0000-0000							
	ACCOUNT TOTAL:					-96,330.46	0.00
11-4-1110-000-0010-1110-0-0000-0000	ACTIVITY PROVISION						
	ACCOUNT TOTAL:					1,123,369.94	0.00
11-4-1110-000-0000-1110-0-0000-0000	ACTIVITY PROVISION						
	ACCOUNT TOTAL:						

Report dialog box showing options: Format, HTML Level 11-2388, Ancestor Format (PDF), HTML 3.2, HTML 4.0, HTML 5.0, MS Word, Rich Text Format, Tab-separated text, Text, XML.



Exporting Reports

The screenshot shows a spreadsheet-style interface with columns for account numbers, descriptions, and financial data. The report is for 'Harris School Solutions' and covers the fiscal year period from 2015 to 2016. The data is organized into sections for 'CASH IN BANK OPERATING ACTV', 'ACCOUNTS PAYABLE', and 'REVENUES FOR ENCUMBRANCES'.

ACCOUNT	DESCRIPTION	DEBIT	CREDIT	ENDING BALANCE
11-2-0269-000-86300	CASH IN BANK OPERATING ACTV		4,782,707.71	4,782,707.71
11-2-0269-000-86300	ACCOUNTS PAYABLE	2,194.98		2,194.98
11-2-0269-000-86300	REVENUES FOR ENCUMBRANCES	8,338.44		8,338.44



Using the Reporting Grid

The screenshot shows a 'Report Destination' dialog box with options: 'To Report Viewer', 'To Grid' (selected), 'To File', and 'To Printer'. Below the dialog is a table titled 'GLDRPT Report Detail Data - 09/18/2015 12:56:48'.

Description	Summary Invoice Flag	GL Display Account	ACCOUNTNO	GL Account Number	BEGYEAR	BEGPERIOD
GROUNDS SER	False	11-5-3300-230-8300-	Fd-C-Func-Obj-C	115330023083001110	2013	
GROUNDS SER	False	11-5-3300-240-8300-	Fd-C-Func-Obj-C	115330024083001110	2013	
GROUNDS SER	False	11-5-3300-250-8300-	Fd-C-Func-Obj-C	115330025083001110	2013	
EQUIPMENT SE	False	11-5-3400-194-8300-	Fd-C-Func-Obj-C	115340019483001110	2013	
EQUIPMENT SE	False	11-5-3400-220-8300-	Fd-C-Func-Obj-C	115340022083001110	2013	



Using the Reporting Grid

The screenshot shows a report grid with a context menu open over a row. The menu options are: 'Export to Excel', 'Expand All', 'Collapse All', and 'Clear Custom Layout'. The grid shows data for 'OTHER PAYABL' items.

Description	Summary Invoice Flag	ACCOUNTNO	GL Display Account	GL Account Number	BEGYEAR	BEGPERIOD
OTHER PAYABL	False	Fd-C-Func-Obj-C	11-2-0269-000-8630-	11202690008306001	2013	
OTHER PAYABL	False	Fd-C-Func-Obj-C	11-2-0269-000-8630-	11202690008306008	2013	
OTHER PAYABL	False	Fd-C-Func-Obj-C	11-2-0269-000-8630-	11202690008306008	2013	



User Id Security

System Wide Parameters

1 User Info	2 Levels/Groups	3 General	4 Budgetary	5 Payroll
-------------	-----------------	-----------	-------------	-----------

3.6. ALL 3.7. SC

-All Applications

Use GL Mask Override Budget Override Budget % No Records Report

May View Confidential Comments Num of Recs to Display in Lookups Routing Super User


User Can Copy Saved Report Parameters to Other Users

Confirm

Install ID Logoff System Exit Deletions Default Rpt Viewer Zoom %

-Journal Entry Display/Print Options

General Ledger JE Listings	Accounts Payable JE Listings	Purchase Order JE Listings
<input type="checkbox"/> Always Display on Viewer	<input checked="" type="checkbox"/> Always Display on Viewer	<input checked="" type="checkbox"/> Always Display on Viewer
<input type="checkbox"/> Always Print	<input type="checkbox"/> Always Print	<input type="checkbox"/> Always Print
<input checked="" type="checkbox"/> Ask Me Before Displaying	<input type="checkbox"/> Ask Me Before Displaying	<input type="checkbox"/> Ask Me Before Displaying
<input type="checkbox"/> Never Display or Print	<input type="checkbox"/> Never Display or Print	<input type="checkbox"/> Never Display or Print



User Id Security

System Wide Parameters

User ID/Group Name:

1 User Info	2 Levels/Groups	3 General	4 Budgetary	5 Payroll
-------------	-----------------	-----------	-------------	-----------

3.6. ALL 3.7. SC

-System Control - Data Management

Alter Database Elements

Change Data

User May Modify MCAI Help

Warn if Query Count >

Employee ID (External User ID Linkage)

Report Options

Load Last Run Parameters When Report/Query Starts

Load Default Parameters When Report/Query Starts

Document Processing

Use Item Number in Documents (AP,PO,RD)

Allow Override of Item Account Defaults



User Id Security

General Ledger

1 User Info	2 Levels/Groups	3 General	4 Budgetary	5 Payroll
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4.6. GL 4.7. AP 4.8. PO 4.9. RQ 4.0. AI

General Ledger

Add General Ledger Accounts Set Journal Entry Post Type by Account Default Type

Only Allow Revenue in Cash Receipt JE User May Modify Original Budget if Approved

Warn if Not Revenue in Cash Receipt JE Display Component Description in Component Number Order in GL Lookup


Default User Location Code Delete Attachments from Journal Entries

Use Sequence GL Lookup Modify/Post Other User's Journal Entries

Display Last GL Account Skip Budget Routing when Budget is Not Approved

User May Change Account Default

Default Budget Dept Code




User Id Security

Accounts Payable

1. User Info.	2. Levels/Groups	3. General	4. Budgetary	5.
4.6. GL	4.7. AP	4.8. PO	4.9. RQ	4.

Accounts Payable

- Create New Vendors
- Default Re-Encumber
- Maintenance to Merged Invoices
- Default IN GI Distribution By Document
- Do Not Calculate Due Date
- Default Invoice Type:
- Default Invoice Po Prefix:
- Default Summary Invoice
- Modify/Delete Vendors
- Default Vendor Name Lookup to Contains Anywhere
- Delete Attachments from AP Documents/Vendors
- User May View/Maintain ACH Vendor Bank Account
- Receiving System
 - Default Received Qty to PO Qty Available
 - Show PO Items Remaining
 - Automatically Print Receiving Ticket
 - Automatically Print Delivery Ticket




User Id Security

Purchase Order

1. User Info.	2. Levels/Groups	3. General	4. Budgetary	5.
4.6. GL	4.7. AP	4.8. PO	4.9. RQ	4.

Purchase Orders

- ReOpen Requisition
- Maintain Open A/P Purchase Orders
- Maintain Bid System Purchase Orders
- Default PO GI Distribution By Document
- Approve Purchase Order
- Submit Purchase Order
- Max PO Dollar Amount:
- Default PO Prefix:
- Default PO As Summary
- Default Blanket PO
- Default Print PO During Maintenance
- Allow User to See/Print Signature(s) on Approved POs
- Allow User to Email POs to Vendors




User Id Security

Requisition

1. User Info.	2. Levels/Groups	3. General
4.6. GL	4.7. AP	4.8. PO

Requisition

- Approve Requisition
- Submit Requisition
- Default RQ GI Distribution By Document
- Default Print RQ During Maintenance



User Id Security

Asset Inventory

1. User Info	2. Levels/Groups	3. General	4. Budgetary	5. Payroll
4.6. GL	4.7. AP	4.8. PO	4.9. RQ	4.0. AI

Asset Inventory

Change Asset Useful Life Show Authorization Code
 Update Asset Information From Receiving Records Show Location Description in Location Combo Box
 Default Acq. Source to Vendor's Name

Asset/Inventory JE Listings

Always Display on Viewer
 Always Print
 Ask Me Before Displaying
 Never Display or Print

User Id Security

Personnel & Payroll

5.6 Pers/Empl. Maintenance	5.7 Pers/Empl Maintenance	5.8 Loc/Input Pay Access
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Assign Transaction Security Levels

HR Person Data

Name and Address Data 0	HQ and Test Data 0	<input checked="" type="checkbox"/> Contact/Certificate
Applicant Data 0	Document Data 0	Contact Data 0
Personnel Data 0	User Defined 0	Certificate Data 0
Education Data 0		<input checked="" type="checkbox"/> Employee Data
Experience Data 0		Employee Data 0
<input checked="" type="checkbox"/> View Schedule Data		Tax Data 0
<input checked="" type="checkbox"/> Maintain Schedule Data		Salary Schedule Data 0
Position Control 0		

Tr...	Description
0	Full Control
1	Change Only
2	Add Only
3	Delete Only
4	Add and Change
5	Add and Delete
6	Delete and Change
7	Inquire Only

User Id Security

Personnel & Payroll

1. User Info	2. Levels/Groups	3. General	4. Budgetary	5. Payroll
5.6 Pers/Empl. Maintenance	5.7 Pers/Empl Maintenance	5.8 Loc/Input Pay Access		

Assign Transaction Security Levels and Other Options

<input checked="" type="checkbox"/> Job Data Job Record Data 0 Pay Record Data 0	<input checked="" type="checkbox"/> Misc Data/ Security Levels Leave Data 0 Fringe Benefit Data 0 Deduction Data 0 GL Distribution Data 0 Job Earnings Data 0 State Specific Data 0	Select Forms To Skip When Adding <input checked="" type="checkbox"/> Contact Data <input checked="" type="checkbox"/> Education Data <input checked="" type="checkbox"/> Experience Data <input checked="" type="checkbox"/> Certificate Data <input checked="" type="checkbox"/> Schedule Data <input checked="" type="checkbox"/> State Specific <input checked="" type="checkbox"/> Position Control <input checked="" type="checkbox"/> HQ and Test Data <input checked="" type="checkbox"/> Document Data <input checked="" type="checkbox"/> Applicant Data <input checked="" type="checkbox"/> User Defined
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Position Control Funding

Budget Control
 Alter Allocation

User Id Security

Personnel & Payroll

The screenshot displays the 'Personnel & Payroll' section of the User Id Security interface. It features a tabbed interface with '5. Payroll' selected. Underneath, there are sub-tabs for '5.6 Pers/Empl Maintenance', '5.7 Pers/Empl Maintenance', and '5.8 Loc/Inp/Pay Access'. The main area contains two columns of checkboxes for 'Report Locations' and 'Job Locations', and a list of 'Input Pay Options' including 'Input Leave', 'Input Extra Sub Pay', 'Input Hourly/Daily Pay', 'Input Supplemental Pay', 'Input Pay Adjustments', and 'Be Remote Payroll User'.

GL Component Level Security

- Restrict user's ability to View, Report, and Use General Ledger accounts based on any account component.
- Restrict access based on Package
 - General Ledger, Accounts Payable, Etc.

BUDGET IMPORT

The screenshot shows the 'BUDGET IMPORT' interface. At the top, there is a spreadsheet with columns for Fiscal Year, Account Number, and months from Oct to Sept. Below the spreadsheet is a dialog box titled 'GL/IMBID: Import Budget Amounts (v3.16)'. The dialog includes fields for 'Fiscal Year' (2016), 'Import File' (msstlen\CITEMPBudimport 2016 CNP.xlsx), and various checkboxes for 'Exception Report Only', 'Update Inactive Accounts', and 'Change Account Status to Active'. It also has a 'Browse' button and a 'Setup' button at the bottom.

JOURNAL ENTRY IMPORT

Account Number	Posting Date	Journal Code	Reference	Amount	Type D or C	Comment	Vendor Invoice Number	PO Number	PO Prefix	Bank Number	Check Code	Receipt Number	Deposit Number
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GL/SPM: Journal Entry Import (v3.13)


Import File Type: Excel Comma Delimited (.csv) Create Missing Accounts

Journal Entry File:

Import Source: User Web Payments

Create Cash Accounts (Cash Receipt Entries Only)
 Post Separate Cash Entry For Each Receipt

Enter Journal Entry Import Path/File Name and Press Enter (F1) to Import/Post Entries




School Food Interface

DEFINE ACCOUNTS FOR POSTING

GL/SPM: SFI Parameter Maintenance (v3.04)

Installation ID: Post On-Line Payments

Daily Sales	USDA Reimbursement
Deferred Revenue	Accounts Receivable
AICComp	AICComp
Over/Under	Non-Severe Breakfast Revenue
AICComp	AICComp
Lunch Revenue	Severe Breakfast Revenue
AICComp	AICComp
Breakfast Revenue	Non-Severe Lunch Revenue
AICComp	AICComp
A la Carte Revenue	Severe Lunch Revenue
AICComp	AICComp
Other Revenue	After School Snack Revenue
AICComp	AICComp
Adult Meals	
AICComp	



School Food Interface

GL/SPM: SFI Post Journal Entries (v3.07)

File Path and Name:

Journal Entry Posting Type: Daily Sales (Participation) Accrued Receivables (Reimbursement) Cash Receipt (Reimbursement)

Bank Code:

Daily Sales Posting Options: Daily Summary Create Missing Accounts


Post Date: 9/18/2015 Period: September Year: 2015

Report Creation: Read Data File Only

Report Destination: To Report Viewer To Printer To File

Order By: Date Cost Center

Office - Fred



PREDEFINED GL DISTRIBUTION

Distribution Code: CNP Process Description: CNP Food Processing Supplies

Include Allocation Tracking Information Inactive

Account Number: No Account Selected Type: Amount Amount: Add

Account Number	Type	Value
12-5-4210-464-0010-6701-0-8420-0000	Amount	0.00
12-5-4210-464-0020-6701-0-8420-0000	Amount	0.00
12-5-4210-464-0030-6701-0-8420-0000	Amount	0.00
12-5-4210-464-0040-6701-0-8420-0000	Amount	0.00
12-5-4210-464-0050-6701-0-8420-0000	Amount	0.00

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PREDEFINED GL DISTRIBUTION

1. Requisition 2. Vendor 3. Detail 4. GL 5. Instructions

Distribution Method: By Item By Document Use Predefined GL Distribution Add Exit

Account Number: No Account Selected RQ Item/Part: \$ To be Distributed: 4,000.00 of 4,000.00

Amount	Orig Value	Type	Account Number
0.00	0.00	Amount	12-5-4210-461-0010-6701-0-8420-0000
0.00	0.00	Amount	12-5-4210-461-0020-6701-0-8420-0000
0.00	0.00	Amount	12-5-4210-461-0030-6701-0-8420-0000
0.00	0.00	Amount	12-5-4210-461-0040-6701-0-8420-0000
0.00	0.00	Amount	12-5-4210-461-0050-6701-0-8420-0000
0.00	0.00	Amount	12-5-4210-461-0060-6701-0-8420-0000

HARRIS School Solutions

PREDEFINED GL DISTRIBUTION

1. Requisition 2. Vendor 3. Detail 4. GL 5. Instructions

Distribution Method: By Item By Document Use Predefined GL Distribution Add Exit

Account Number: 12-5-4210-461-0060-6701-0-8420-0000 RQ Item/Part: \$ To be Distributed: 4,000.00 of 4,000.00

CHILD NUTRITION-PURCHASED FOOD

Amount	Account Number	Description
0.00	12-5-4210-461-0010-6701-0-...	CHILD NUTRITION-PURCHASED FOOD
0.00	12-5-4210-461-0020-6701-0-...	CHILD NUTRITION-PURCHASED FOOD
0.00	12-5-4210-461-0030-6701-0-...	CHILD NUTRITION-PURCHASED FOOD
0.00	12-5-4210-461-0040-6701-0-...	CHILD NUTRITION-PURCHASED FOOD
0.00	12-5-4210-461-0050-6701-0-...	CHILD NUTRITION-PURCHASED FOOD
0.00	12-5-4210-461-0060-6701-0-...	CHILD NUTRITION-PURCHASED FOOD


Detail GL Distribution Instructions Hold Reject Void Submit Approve

HARRIS School Solutions

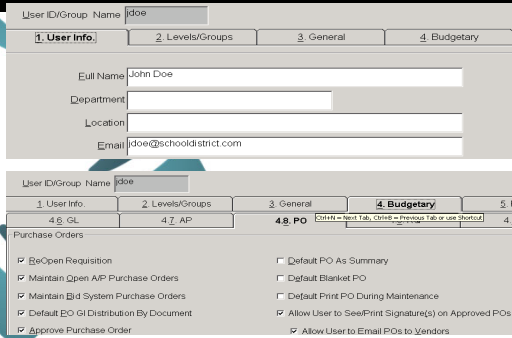
Emailing Purchase Orders to Vendors

Set Up Steps for Emailing Purchaser Orders to Vendors.


- On User id records
 - Enter the user's email address.
 - On the PO tab on the user id record, check two options, Allow User to See/Print Signature(s) on Approved POs (you must implement embedded Signatures on PO) Allow User to Email POs to Vendors
- On the PO Parameter record
 - Create email templates for Normal and Void Purchase Orders.
 - Enable emailing purchase orders to vendors.



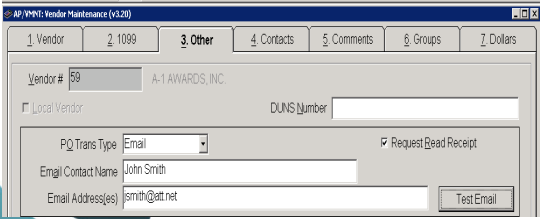
Emailing Purchase Orders to Vendors




The screenshot shows a software interface for a User ID record. The top section is titled '1. User Info.' and contains fields for 'Full Name' (John Doe), 'Department', 'Location', and 'Email' (jdoe@schoolidistrict.com). Below this is a '4. Budgetary' section with a 'Purchase Orders' sub-section containing several checkboxes: 'Be Open Requisition', 'Maintain Open AP Purchase Orders', 'Maintain Bid System Purchase Orders', 'Default PO GI Distribution By Document', 'Approve Purchase Order', 'Default PO As Summary', 'Default Blanket PO', 'Default Print PO During Maintenance', 'Allow User to See/Print Signature(s) on Approved POs', and 'Allow User to Email POs to Vendors'.



Emailing Purchase Orders to Vendors



The screenshot shows a 'Vendor Maintenance (v1.2c)' window. It has tabs for '1. Vendor', '2. 1099', '3. Other', '4. Contacts', '5. Comments', '6. Groups', and '7. Dollars'. The '3. Other' tab is active, showing fields for 'Vendor # 69', 'A-1 AWARDS, INC.', 'Local Vendor' checkbox, 'DUNS Number', 'PQ Trans Type' dropdown (set to 'Email'), 'Request Read Receipt' checkbox, 'Email Contact Name' (John Smith), and 'Email Address(es)' (smith@att.net). A 'Test Email' button is at the bottom right.



Emailing Purchase Orders to Vendors

Installation ID: Cenoff

1. Auto Generation 2. PO Options 3. Email Templates

3.4 Normal 3.5 Voids 3.6 Miscellaneous

Active Attach Copy of Purchase Order to the Email for Vendor

From Email: %POOriginatorEmail%

CC:

Subject: Purchase Order Submission - %PONumber%

Email Text:


```

*** NEW PURCHASE ORDER SUBMISSION ***
Dear %POVendorContactName%
Please find attached Purchase Order dated %PODate%. Please ship ASAP.
Thank you,
%POOriginatorName%

```

Email Originator Also Attach PO Copy for Orig PO Signature on Orig Copy

Add Substitute



Emailing Purchase Orders to Vendors

1. Auto Generation 2. PO Options 3. Email Templates

Missing Vendor W9

Warn User but Allow Processing
 Do Not Allow Processing

Missing E-Verify Number

Warn User but Allow Processing
 Do Not Allow Processing

Allow Combining of Requisitions

Allow Combining
 Allow Multiple Cost Centers on PO

Routing

Use Routing System for POs

Email Originator on PO Approval
 Attach PDF Document to Emails
PDF Extension: .pdf

Missing Vendor EIN/SSN

Warn User but Allow Processing
 Do Not Allow Processing

PO Report and InProcess Options

Default Number of Copies: 3

Allow InProcess Purchase Orders
 Enable Over Budget Memo


Automatically Attach PO File Copy

Emailing POs

Enable PO Emails to Vendors


When Voiding PO, Allow Email

When Transferring Reqs, Allow Email



Emailing Purchase Orders to Vendors

- Email approved purchase orders using Print Purchase Order transaction or using Transfer Requisitions to Purchase Order transaction.
- After emailing a list displays that includes PO Number and Vendor Name. Does not list invalid, undeliverable or blocked emails.
- Delivery failed notifications sent to 'from email' address on template.



Emailing Purchase Orders to Vendors

PO #/PO Prefix ALL Vendor # All Change Status to Approved
PO # All To All Only If Allocation Fees Included
Originator All Only Asset / Inventory Items
Date Type Document Date From 09/16/2014 To 09/16/2015
Select Status
 Approved On Hold Rejected Completed Reencumbered Submitted

Emailing POs
 Email Vendor if Possible
Email Type Normal
 Also Print Emailed POs

RQ / RAN: Transfer Requisitions to PO (v3.29)
PO Date 9/16/2015 Print POs Auto Attach Copy
Period Email Vendor if Possible
Year Summary POs Approve POs
Email Type Normal Owner Group None PO Message Use Default

Embedded Signatures

May embed signatures on Requisition, Purchase Orders and Checks.

Provide Signature on a Harris signature form and a voided check when applicable.

HARRIS School Solutions

Paying Vendors

- With Check
- With ACH
- With Credit Card
- With Virtual Credit card, produce file containing invoices to be paid by your Bank.

HARRIS School Solutions

Receipt Module

Set up Station Id

Receipt Module

Set up Revenue Code

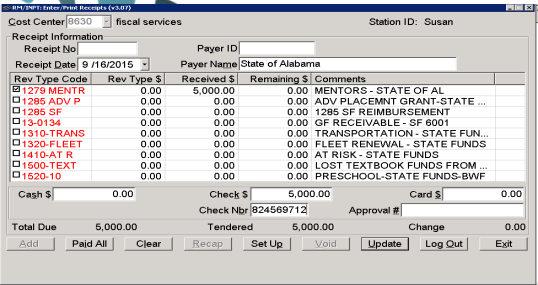
Receipt Module

Assign Station Id, Cost Center, and Revenue codes to a Parameter record

Code	Description	Account
13-0134	GF RECEIVABLE - SF 6001	11-1-0134-000-0000-6001-0-0-0
1310-TRANS	TRANSPORTATION - STATE FUNDS	11-4-1310-000-8410-1310-0-0
1320-FLEET	FLEET RENEWAL - STATE FUNDS	14-4-1320-000-8410-1320-0-0
1410-AT R	AT RISK - STATE FUNDS	11-4-1410-000-8100-1410-0-0
1500-TEXT	LOST TEXTBOOK FUNDS FROM SCHOO	11-5-1100-421-8210-1110-0-1-
1570-11	PRFSCHOOL - STATE F INDS-RWF	11-4-1570-000-0010-1570-0-0-

Receipt Module

Receipt Dollars



Cost Center: 9630 fiscal services Station ID: Susan

Receipt Information

Receipt No: Payer ID: Payer Name: State of Alabama


Rev Type Code	Rev Type \$	Received \$	Remaining \$	Comments
1279 MENTR	0.00	5,000.00	0.00	MENTORS - STATE OF AL
1285 ADV/P	0.00	0.00	0.00	ADV PLACEMNT GRANT-STATE ...
1285 SF	0.00	0.00	0.00	1285 SF REIMBURSEMENT
130134	0.00	0.00	0.00	GF RECEIVABLE - SF 8001
1310-TRANS	0.00	0.00	0.00	TRANSPORTATION - STATE FUN...
1320-FLEET	0.00	0.00	0.00	FLEET RENEWAL - STATE FUNDS
1418-AT R	0.00	0.00	0.00	AT RISK - STATE FUNDS
1500-TEXT	0.00	0.00	0.00	LOST TEXTBOOK FUNDS FROM ...
1520-10	0.00	0.00	0.00	PRESCHOOL-STATE FUNDS-BWF

Cash \$: 0.00 Check \$: 5,000.00 Card \$: 0.00

Check Nbr: 824569712 Approval #:

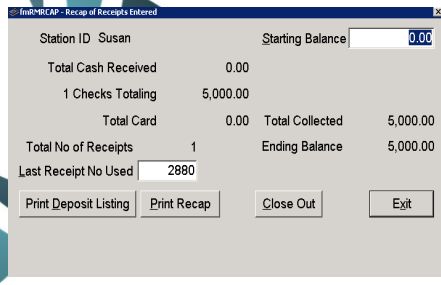
Total Due: 5,000.00 Tendered: 5,000.00 Change: 0.00

Buttons: Add, Paid All, Clear, Recap, Set Up, Void, Update, Log Out, Exit



Receipt Module

Recap



Station ID: Susan Starting Balance: 0.00

Total Cash Received: 0.00


1 Checks Totaling: 5,000.00

Total Card: 0.00 Total Collected: 5,000.00

Total No of Receipts: 1 Ending Balance: 5,000.00

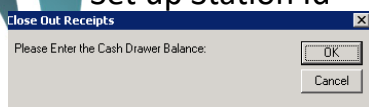
Last Receipt No Used: 2880

Buttons: Print Deposit Listing, Print Recap, Close Out, Exit



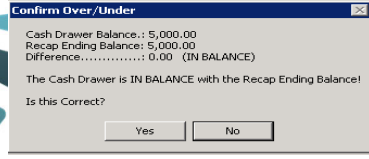
Receipt Module

Set up Station Id



Please Enter the Cash Drawer Balance:

5000.00




Cash Drawer Balance: 5,000.00
Recap Ending Balance: 5,000.00
Difference: 0.00 (IN BALANCE)

The Cash Drawer is IN BALANCE with the Recap Ending Balance!

Is this Correct?

Buttons: Yes, No



Receipt Module

Post GL Data

Date and Time	Station	No of R...	Total Am...
09/16/2015 17...	Susan	1	5,000.00

Routing

Set Up Routing

- Define Group Codes – Approvers
 - Package Code: RQ, PO, Journal Entry, Budget
 - User Id & email address
- Define Rules & Assign Approvers
 - GL Component, Vendor, PO Prefix, User Id, Requisition CcTr, or Requisition Type
- Turn on Routing

Routing

Define Group Codes - Approvers

User ID	User Name	User Email	To Email	Notify Only
mcaisu	mcaisu super u...	smcwhirter@harriscomputer.com	Yes	No

Routing

Define Rules & Assign Approvers

Comp Name	From	Thru
CCTR	8100	8100
CCTR	8210	8210
CCTR	8220	8220
CCTR	8620	8620
CCTR	8690	8690

Applied To Routing Group	Level	Override
Fed Prgs Cir	1	No
CSFO	2	Yes
Super	3	Yes

Created by mcalsu On 7/14/2014

Routing

Enable Routing

Use Routing System for Requisitions

Email Originator on PO Approval

Attach PDF Document to Emails
PDF Extension pdf

Budget Routing

Use Routing System for Budget Entries

Attach PDE Document to Emails
PDF Extension pdf

Routing

Use Routing System for POs

Email Originator on PO Approval

Attach PDE Document to Emails
PDF Extension pdf

Use Routing System for Manual Journal Entries

Attach PDE Document to Emails
PDF Extension pdf

Routing

Routing Document Approval

Status	Document	Vendor Nam...	Amount	Doc Date	Originator	Req. Ctr/Lin	Entered By
<input type="checkbox"/> Submitted	RO 0045-002644	CENTRAL S...	209.05	09/12/2015	Krajenda S...	0045	Krajenda S...
<input type="checkbox"/> Submitted	RO 8620-000742	AASOP (AL...	195.00	09/09/2015	Vera Huff	8620	vera/Vera Huff
<input type="checkbox"/> Submitted	RO 8620-000743	HYATT RE...	349.00	09/08/2015	Vera Huff	8620	vera/Vera Huff
<input checked="" type="checkbox"/> Submitted	RO 10155-000220	CENTRAL S...	330.950	09/14/2015	Aprilia Lundy	0120	20150914Aprilia Lundy

Approve Reject On Hold Void Reset Print Routing Attachments Comment Erase

Routing

Routing Document Query

Type	Prefid/CCode	Doc Seq No	Vendor/Originator	Amount	Status	User Id
RO	0001	1414	1278 - WILL COX PRINTING COMP	371.95	Completed	creola
RO	0010	1573	180 - BSN SPORTS	3,145.92	Completed	creola
RO	0010	1591	8345 - RESIDENCE INN MONTG.	287.22	Completed	creola
RO	0010	1595	9218 - ALABAMA DEPT OF CHIL.	220.00	Completed	creola
RO	0010	1882	2946 - NEWELL PAPER COMPA.	74.40	Completed	peggy
RO	0010	1708	2946 - NEWELL PAPER COMPA.	656.86	Completed	creola

Routing

View Routing Information

Rule Id	Rule Description	Group	Level	Override	Status	Status Date	St
1	Federal Progra	SSP	2	Yes	Approved	04-10-2015	ty
1	Federal Progra	Super	3	Yes	Approved	04-10-2015	ty

Allocation Tracking

Set up Allocation Tracking

- Define Allocation Tracking Types
 - Fee, Travel, Etc.
- Define Allocation Tracking Master Records
 - Import Names from Payroll
 - Manually Add Names
- Assign AT Types to AT Names

Allocation Tracking

Define Allocation Tracking Types

Allocation Tracking

Define ATN - Master Records

Allocation Tracking


Assign AT Type To AT Number

Allocation Tracking

Assign ATN & ATT to Document

1. Requisition		2. Vendor		3. Detail		4. GL		5. Instructions	
Cost Center: 0001	Document Date: 9/16/2015	PO #:		Times Printed: 0		Date Entered: 09/16/2015		Entered By: mcalsu	
Number:	Date Needed: 9/16/2015	Previous Status: InProcess		Status: InProcess		User: mcalsu		Date Status Set: 9/16/2015	
Type: GEN	PO Prefix: 2013	Separate Purchase Order		Allocation Tracking		Date Status Set: 9/16/2015			
Posting Date: 9/16/2015	Owner: None								
Fiscal Period:									
Fiscal Year:									


1. Requisition		2. Vendor		3. Detail		4. GL		5. Instructions	
Distribution Method: By Item	Use Predefined GL Distribution	ATN: 114	ATT: 246	Add	Exit	\$ To be Distributed: 75.00 of 75.00			
Account Number: 11-5-1100-419-0010-6001-0-1200-8210	RQ Item/Part:								
Amount	ATN	ATT	Account Number	Description					



Accounts Receivable

A/R Set up


- Define Bill Types
- Define Message Codes
- Define Penalties
- Define Email Templates for Bills, Statements and Receipts
- Add Customer Records



Accounts Receivable

Bill Type

1. Bill Types		2. Message Codes		3. Groups	
Bill Type: 1	Description: Transportation Reimbursement	Message Code:			
Terms: Net 30	Payment Due 30 Days no Disc	Last Bill No Used: 0			
Penalty %: 4	Penalty Comp:	Penalty Freq:	Remittance Settings:		Address Type:
Document Template Names:	Bill: aspbrbill.rpt	Statements: aspbrstmt.rpt	Cost Center: 0620	Address Type: CCTR	Cost Center: 0620
A/R Component: ClassFunc	Value: 10133	Deferred Rey Comp: AIComp	Value: 1120271000****6001000000000	Attention: CSFO	
Bill Frequency: M	Quantity:	UgM:	Item Number:	Revenue Account: 11-49210-000-0010-6001-0-0000-0000	Total Cost:
INTERFUND OPERAT TRANSFERS IN					



Accounts Receivable

Customer Record

Customer No: 10 Harris Elementary Master Customer No: @backmarts(1)

1 Customer 2 Contacts 3 Auto Bills 4 Groups 5 Comments 6 Activity

1.7 General 1.8 Bills 1.9 Statements 1.10 Receipts

Harris Elementary
 50 Harris Way
 MOBILE AL 36688
 United States
 Phone: (251) 544-4959
 Fax: (251) 544-1111
 jscowhite@harrisschool.org

Customer Web Site URL:

Go To Web Site URL

Details: Bill Type: FCAM Driver Message: Parent/Student Status: Active
 Term: 1st 30 Overdue Penalty \$/m: 0.00 Priority is an Amount: Family File:

Customer Since: 10/11/2015 Allowed Payment Types: Balance Type: Down Item

AP Vendor No: Auto Draft
 Cash
 Check
 Credit Card

Parent/Student ID: Customer Added By: jscowhite
 Added Date: 10/11/2015 15:17:01

Balance Information:


Balance	497.97	YTD Charges	759.60	Last Payment	301.62
Over Due	497.97	YTD Receipts	598.62	Last Payment Date	10/19/2015



Accounts Receivable

Accounts Receivable Processing

- Generate Bills
 - Auto Generate Bills
 - Manually Generate Bills
- Print/Email Bills
- Update General Ledger
- Receipt Payments
- Adjust AR Account Balance
- Email Bills, Statements, Receipts
 - Debit Memo, Credit Memo
- Print Reports



eSchool Payments

eSchool Payment Page

Student / Parent Information (* indicates required field)

Parent(s) Name:

Student First Name: Middle Initial: Last Name:

Student ID:

Address:

City: State: Zip Code:

Email Address:

Phone Number:

AP Art History \$100.00
 AP Biology Exam \$100.00
 AP Calculus AB Exam \$100.00
 AP Calculus BC Exam \$100.00
 AP Chemistry Exam \$100.00
 AP English Language & Comp. (11th) Exam \$100.00


Sub Total: \$ 180.00

Payment

Convenience Fee: \$ 0.50
Total Amount Due: \$ 180.50

Disclaimer: You will be redirected to the TrustCommerce shopping cart for payment processing.

[Proceed to Payment Page](#)



eSchool Payments

eSchool Management

Create Page

Time to collect fees? Use the Create Page option to create content designed to collect any fee you choose.

Edit Page

Something wrong with the page? Need to add more fee options? Use the Edit Page option to alter previous created pages.

Page Options

Need a similar page to one you have already designed? Or delete a page? Use Page Options to copy or delete a page.

Manage Users

Is there another user you would like to create pages? Or edit pages? Use the Manage Users option to give unique rights to other users.

Run Reports

Need to know what users are buying? What fees have been posted? Use the Run Reports option to get all of the details.

Reconcile Orders


Makes sure all orders are accurate and complete.

Manage Gateways

Manage gateways used for payment processing.


Manage Locations

Manage locations used for registration.



Salary Transfer


- In Payroll allows you to change the salary expenditure on the Employee's GL Distribution record in Payroll, and changes the check record accordingly.
- In Budgetary Accounting, records journal entries reclassifying the salary expenditure and related employer paid expenses. Cash is reclassified when warranted.



Employee Self Service


Employee can...

- Access from any computer
- View their elected withholding, earnings summary, check history, leave balances and leave history.
- Request changes to their demographics, direct deposits, W4 and state tax withholding forms.
- Upload documents for demographic and direct deposit request.
- Print past check information
- Print W2s for past years




Service Report Export/Import

- Export the Service Report to Excel
- Record leave, subs, pay adjustments, hours worked or overtime.
- Import payroll data using the Time & Attendance transaction.
- After import modify or delete data using Input Pay transaction




3rd Party Import

- PEEHIP is a 3rd party file.
- The import file format is coma separated three values being SS#, Deduction #, Monthly amount.



And More

- Budget Works
 - Change Master records, deduction, leave, salary schedules, etc.
 - Update Employee records.
 - Add vacancies.
 - Update GL Budget
 - Update Live Payroll
 - Employee Records and other Master records.



And More

- Document Services & Viewer
 - Print Payroll and AP Checks using MICAR ink, saving cost of preprinted checks.
 - Save a .pdf version of the check, which can be viewed and reprinted online.
- Asset Inventory
 - Track capital and non-capital assets.
 - Compute depreciation and export.
 - Add new assets and change existing asset data using UTS scanners and software.

