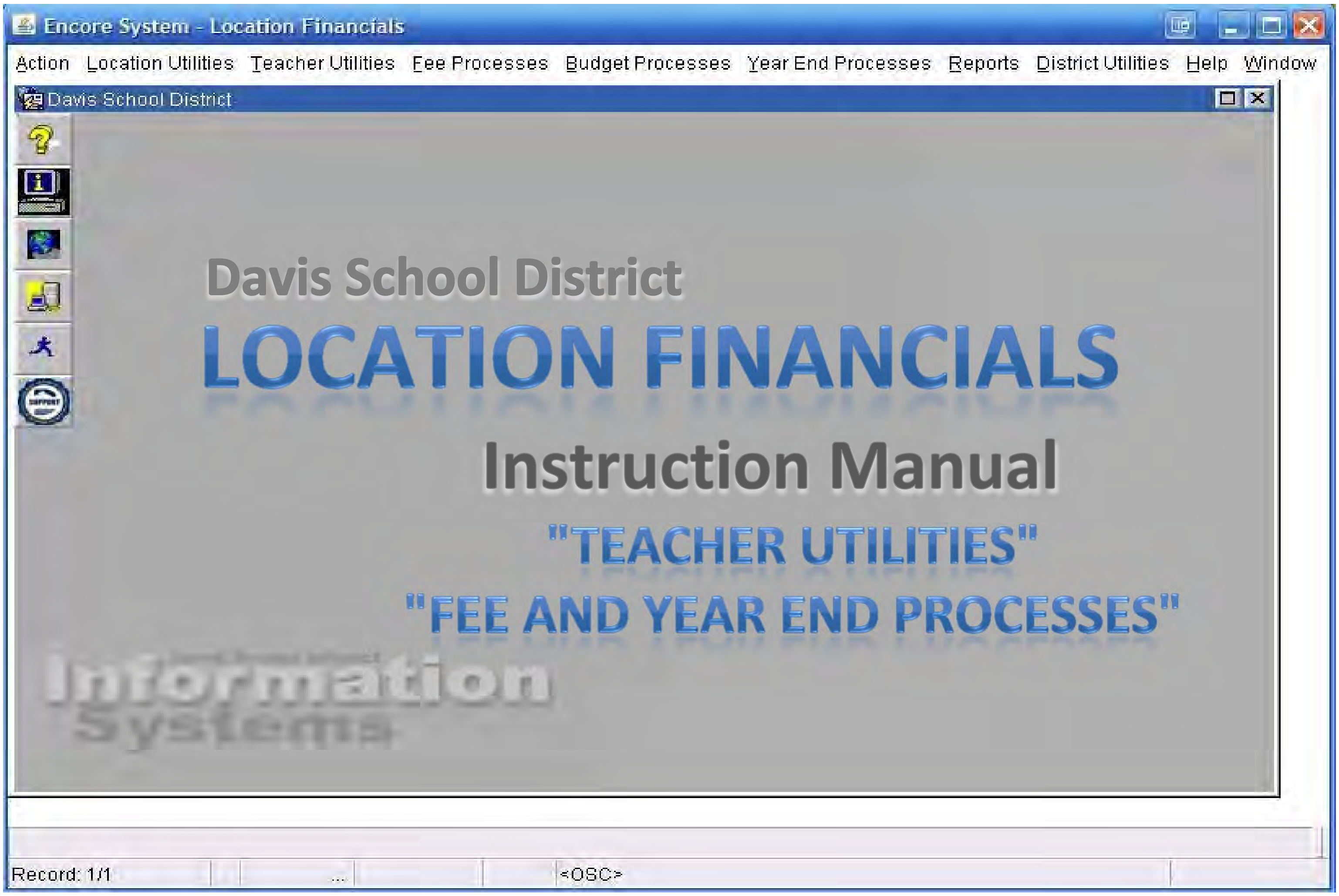
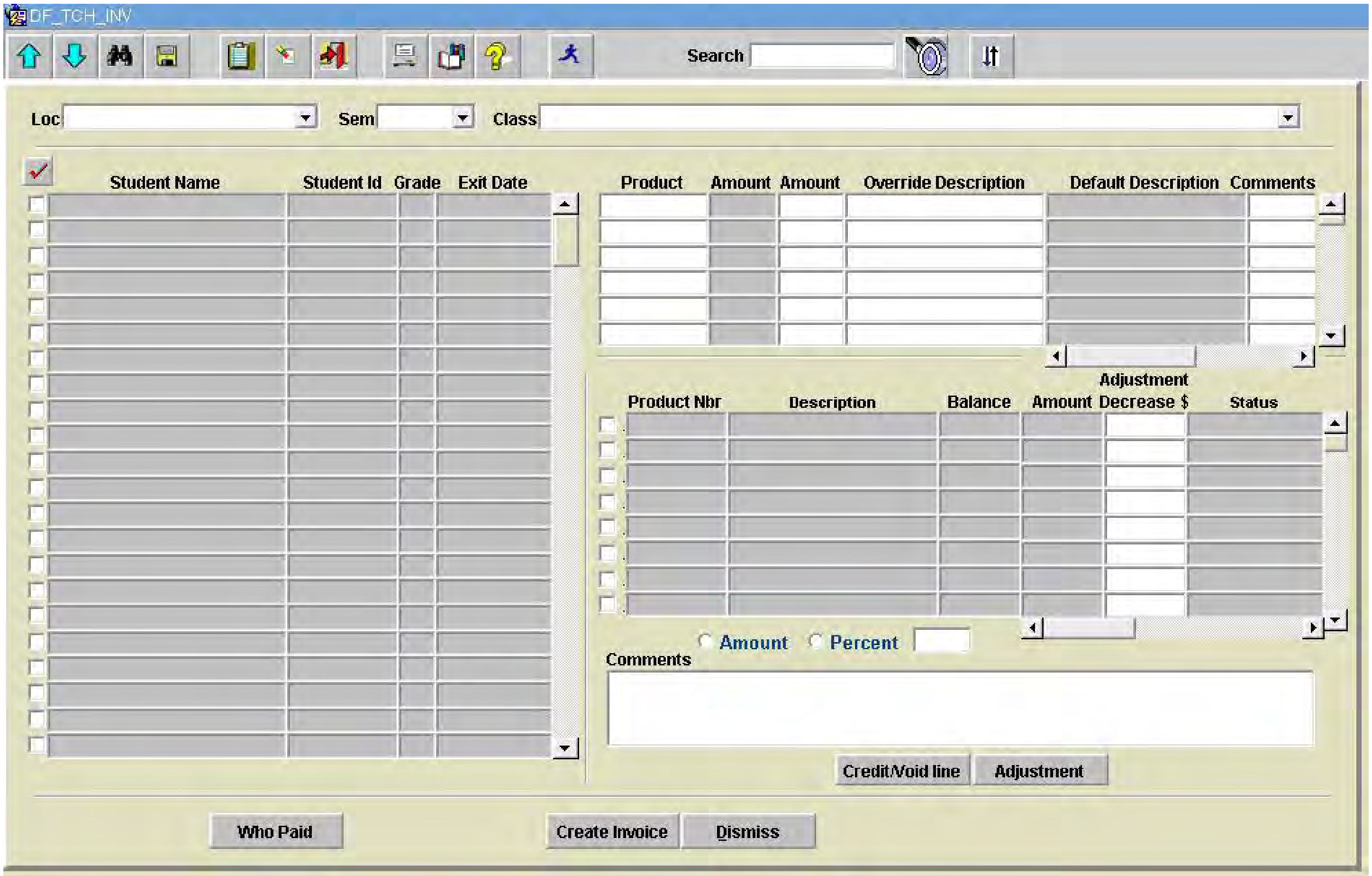

Encore System - Location Financials
Action Location Utilities Teacher Utilities Fee Processes Budget Processes Year End Processes Reports District Utilities Help Window
Davis School District
Davis School District
LOCATION FINANCIALS
Instruction Manual
"TEACHER UTILITIES"
"FEE AND YEAR END PROCESSES"
Information Systems
Record: 1/1
<OSC>



Using this screen, a classroom teacher can query a class list and invoice students for class fees.

First choose the correct semester and then the class from the drop down box at the top of the screen.

Enter the product or choose the product from the list of values. Alternate descriptions are allowed for each product.

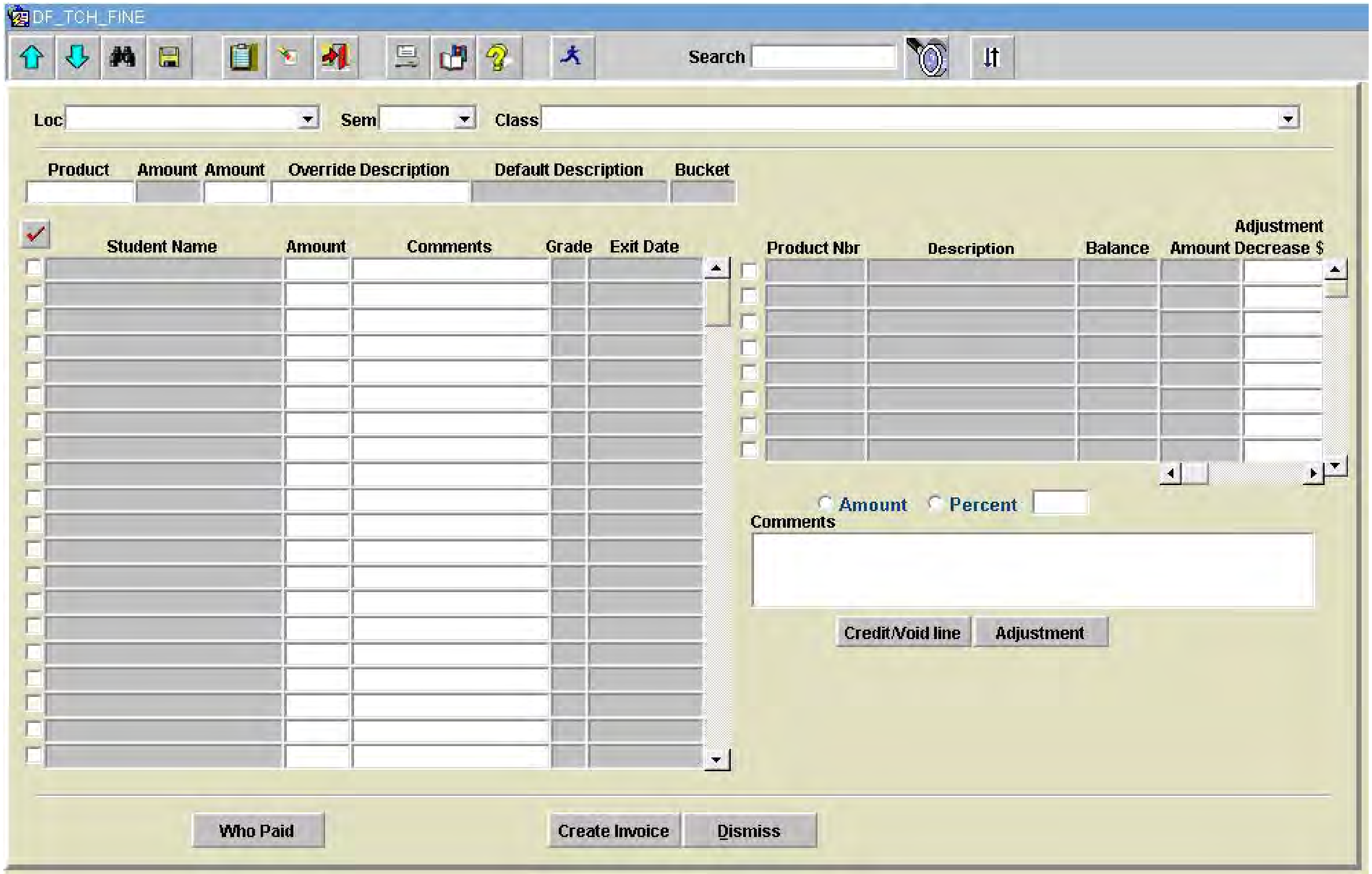
The red check mark (at the top of the list of Student Names) is a "Check ALL" option. Otherwise check each student that should be invoiced for this product.

Click the "Create Invoice" button when finished.

Mid Year Adjustments:

You can adjust the amount of the invoice by either an amount or a percentage. The default is to "amount" which you change in the white column "Adjustment Decrease $". Input the amount of the decrease you want the total to be decreased by. This is changed to "percent" with the radial button below this section and you input the percentage decrease. Enter comments in this screen and click the "Adjustment" button.

Financial Information > Location Financials > Teacher Utilities > Teacher Fine



Using this screen, a classroom teacher can query a class list and charge fines to students.
First choose the correct semester and then the class from the drop down box at the top of the screen.
Enter the product or choose the product from the list of values. Alternate descriptions are allowed for each product.

The red check mark (at the top of the list of Student Names) is a “Check ALL” option. Otherwise check each student that should be invoiced for this product.

Click the “Create Invoice” button when finished.

Mid Year Adjustments:

You can adjust the amount of the invoice by either an amount or a percentage. The default is to “amount” which you change in the white column “Adjustment Decrease $”. Input the amount of the decrease you want the total to be decreased by. This is changed to “percent” with the radial button below this section and you input the percentage decrease. Enter comments in this screen and click the “Adjustment” button.

There are three steps to the **Automatic Invoicing process**:
1: Define class or classes for invoicing.
2. Tie products to those selected class or classes.
3. Run invoice process.

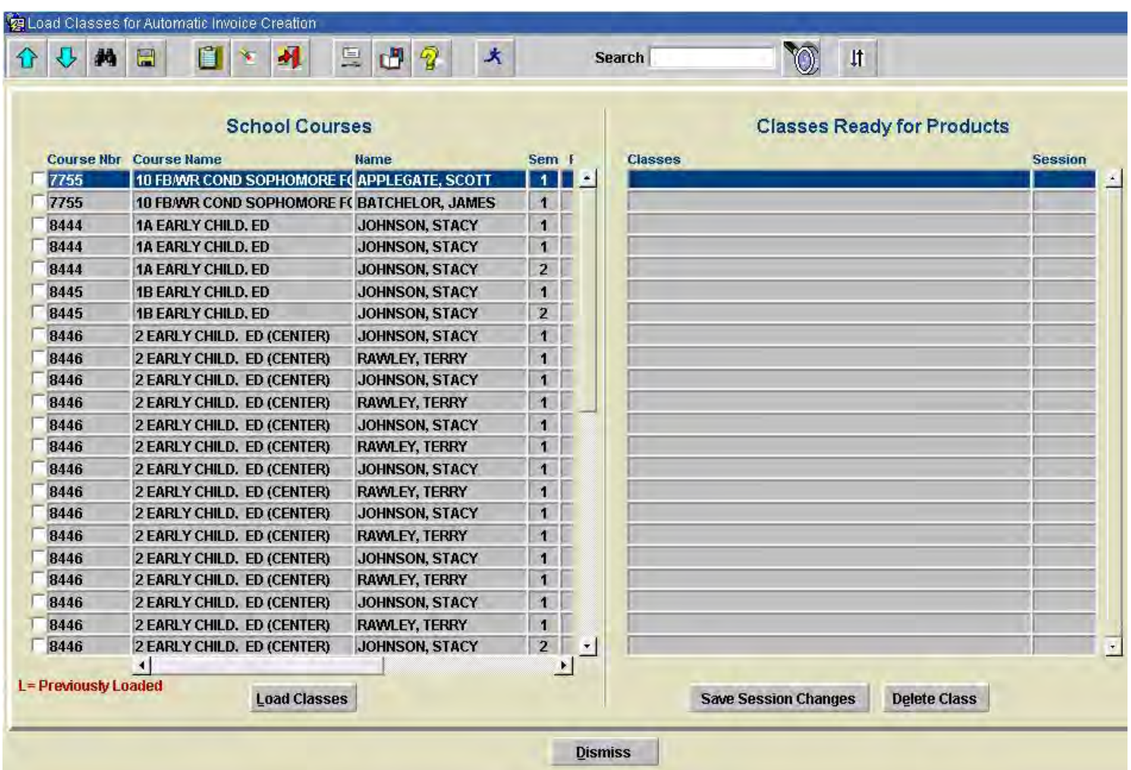
Financial Information > Location Financials > Fee Processes > AI Classes (automatic invoicing)

Step 1: Class Fees , this is where you select the class or classes you would like to attach fees attached to.

Click the Query button when your criteria is Selected.

Click in the box next to the class or classes that you would like to attach a class fee.

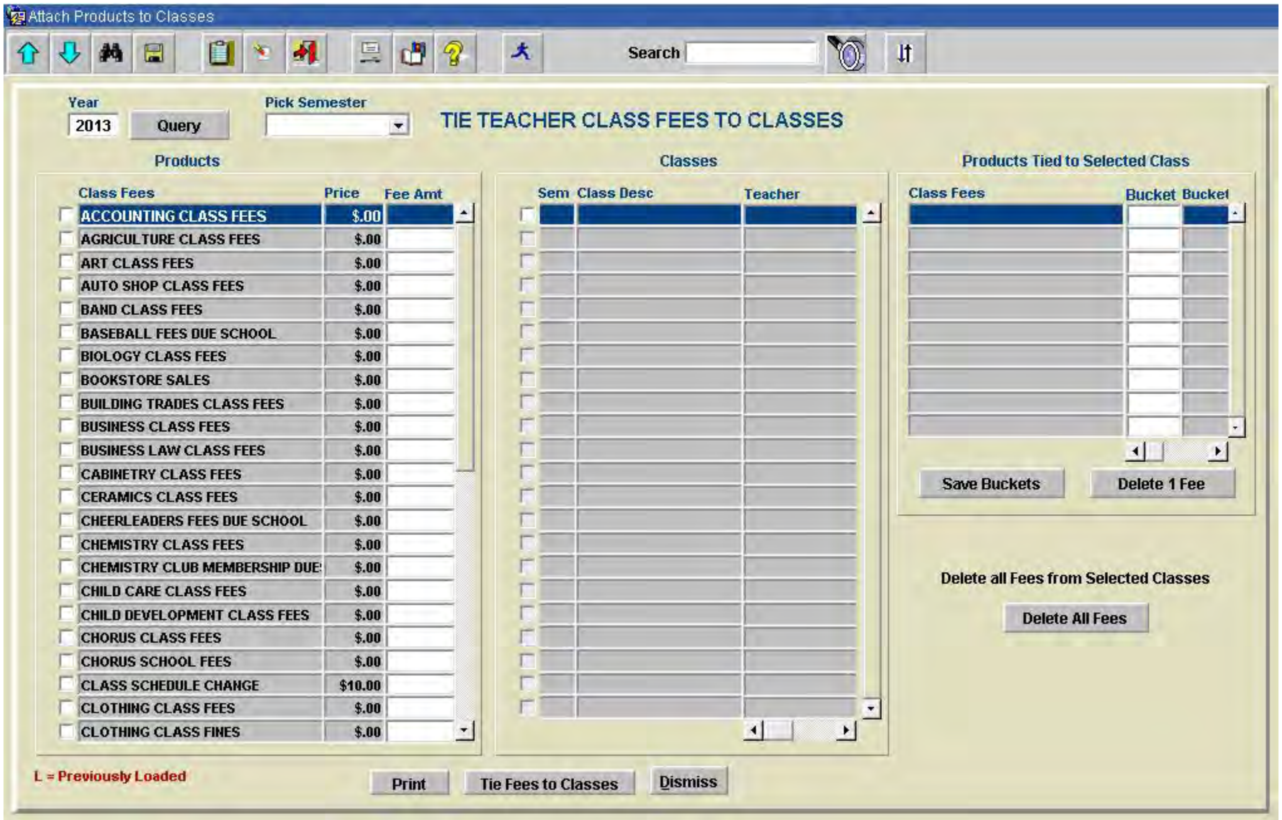
Then click on the Load Classes button. If you have previously loaded this class there will be a red "L" next to the class.



If the session number appears as a (3), you need to enter the session (1st or 2nd semester) that you would like them billed for.

You then need to click on the Save Session Changes button.

You can also delete a class if there is one there you do not need, by clicking on the Delete Class button.



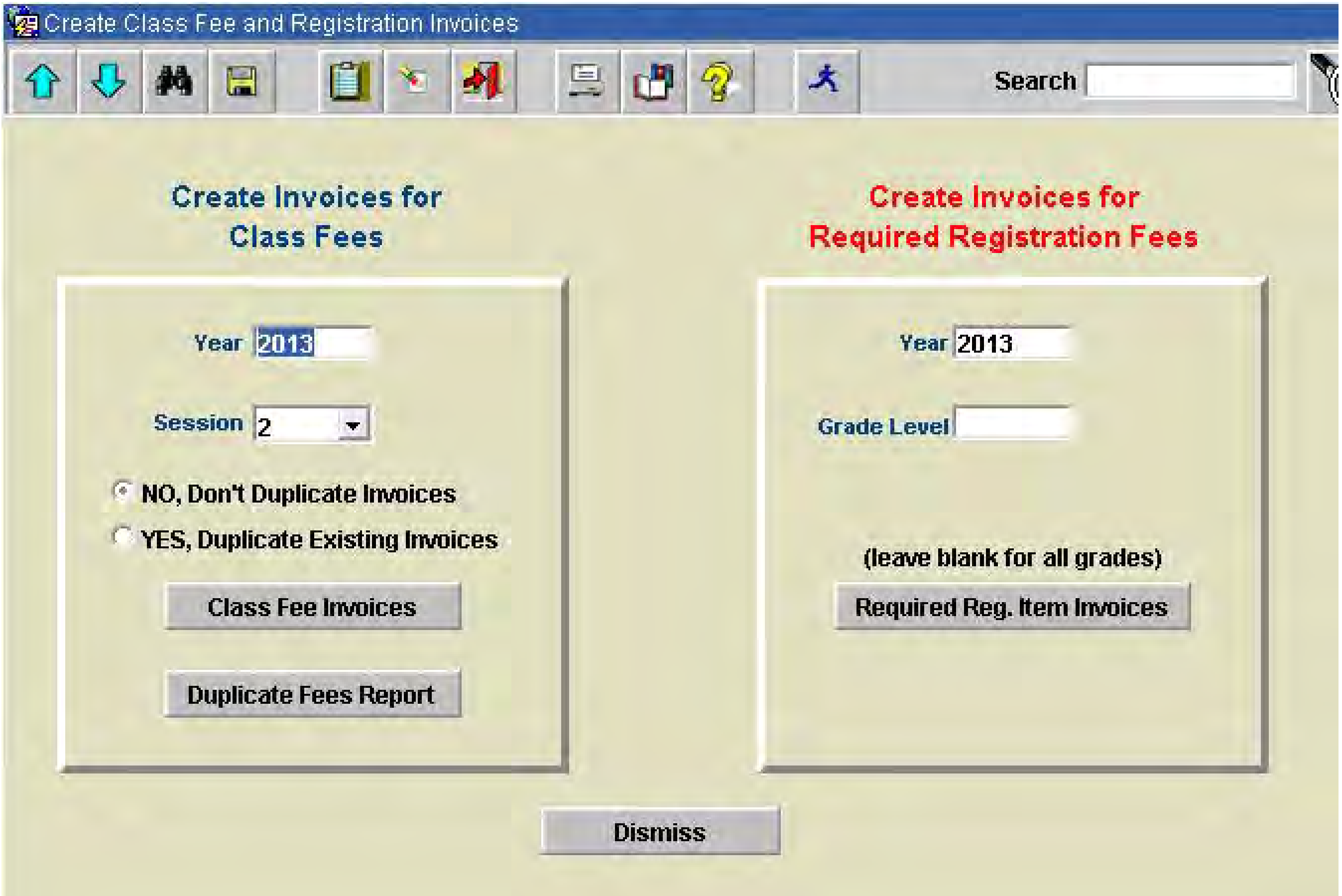
Step 2: This is where you select the product or products you would like to attach to the class.

Click next to the product or products you would like attached to your class fee.

If you would like to override the price, put the new price in the white box next to the product. Then you need to click on the class or classes that you would like these products attached to. If a bucket list appears select from the list.

Then click on Tie Fees to Classes button.

If you put in the wrong bucket you can change it by clicking the white bucket box and then the list of values (three dots), select the right bucket and click on the "Save Buckets" button.



Step 3: This is where you will create invoices for your class fees.

<u>Create Invoices for Class Fees (left side of screen)</u>

Select session

Select No, or Yes on Duplicate

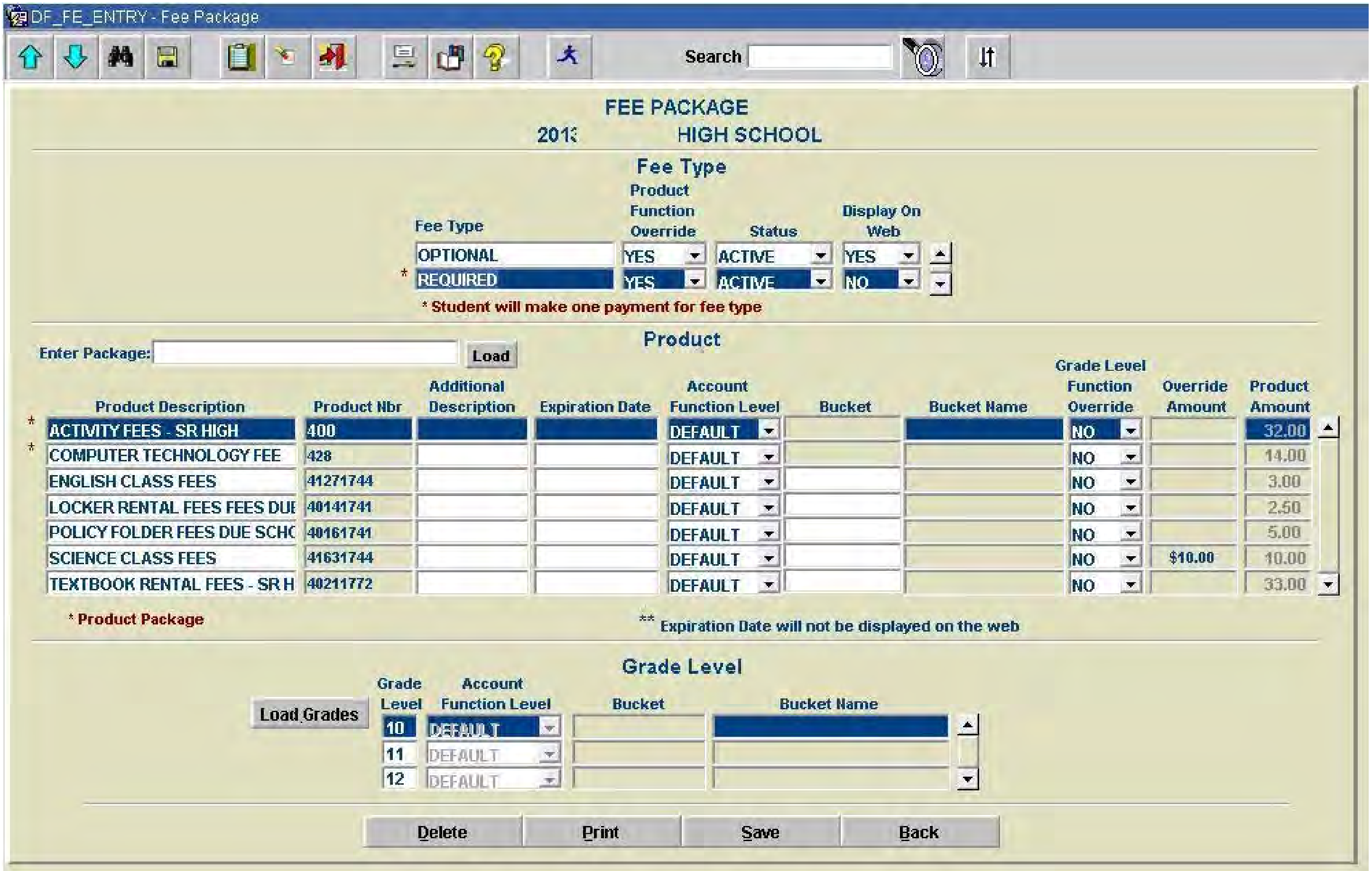
Click on the "Class Fee Invoices" button (you would click on "yes" if you wanted to invoice, even if they had been invoiced before).

<u>Process Required Registration Fees into Invoice (right side of screen)</u>

To process an invoice for all those students who have not yet paid their registration fees.

Select Year

Select Grade Level and then click on "Required Reg. Item Invoices"


DF_FE_ENTRY - Fee Package

Search

FEE PACKAGE

201: HIGH SCHOOL

Fee Type

Fee Type	Product Function Override	Status	Display On Web
OPTIONAL	YES	ACTIVE	YES
* REQUIRED	YES	ACTIVE	NO

* Student will make one payment for fee type

Product

Enter Package: Load

	Product Description	Product Nbr	Additional Description	Expiration Date	Account Function Level	Bucket	Bucket Name	Grade Level Function Override	Override Amount	Product Amount
*	ACTIVITY FEES - SR HIGH	400			DEFAULT			NO		32.00
*	COMPUTER TECHNOLOGY FEE	428			DEFAULT			NO		14.00
	ENGLISH CLASS FEES	41271744			DEFAULT			NO		3.00
	LOCKER RENTAL FEES FEES DUE	40141741			DEFAULT			NO		2.50
	POLICY FOLDER FEES DUE SCHC	40161741			DEFAULT			NO		5.00
	SCIENCE CLASS FEES	41631744			DEFAULT			NO	$10.00	10.00
	TEXTBOOK RENTAL FEES - SR H	40211772			DEFAULT			NO		33.00

* Product Package

** Expiration Date will not be displayed on the web

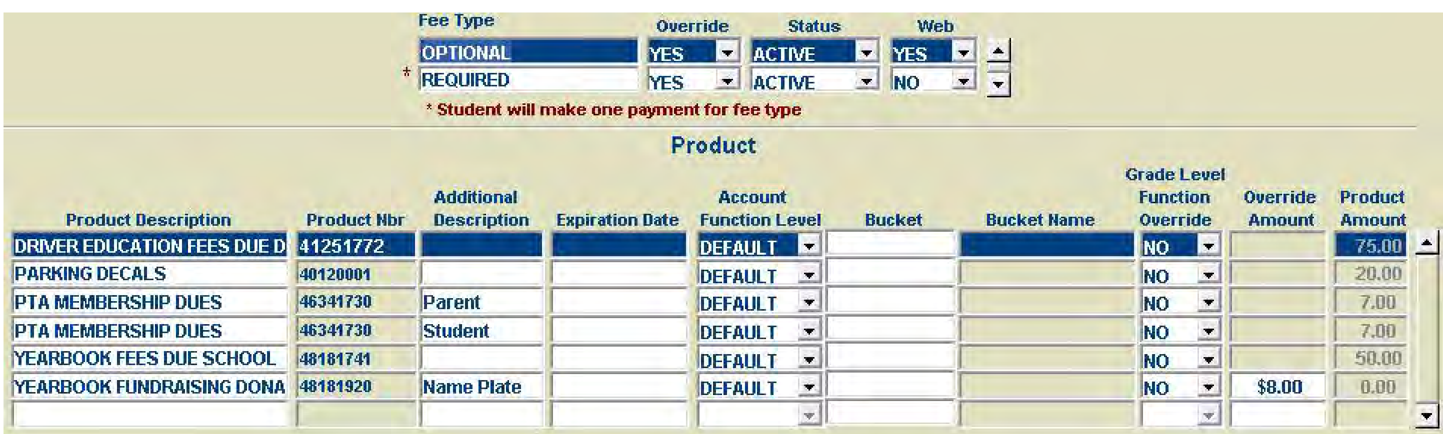
Grade Level

Load Grades

Grade Level	Account Function Level	Bucket	Bucket Name
10	DEFAULT		
11	DEFAULT		
12	DEFAULT		

Delete Print Save Back

Use this screen to set up Products (or Packages of products) for payment on the "my.DSD" web site.
To use the Grade Level section, Load Grades for your school and then enter the grade levels that will use each product.
These fee types are either Optional (an example is shown below) or Required (an example is shown above).

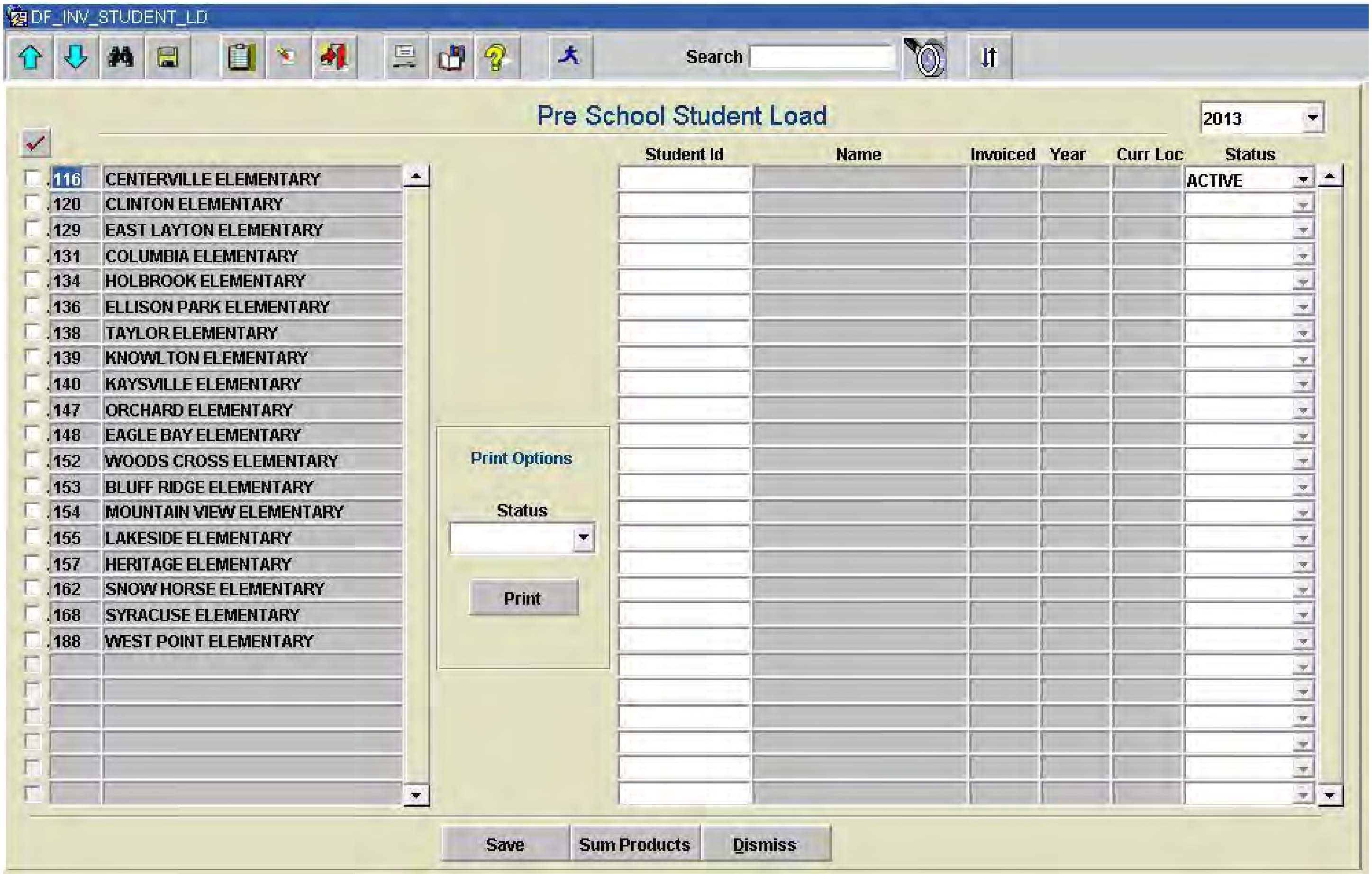

Fee Type	Override	Status	Web
OPTIONAL	YES	ACTIVE	YES
* REQUIRED	YES	ACTIVE	NO

* Student will make one payment for fee type

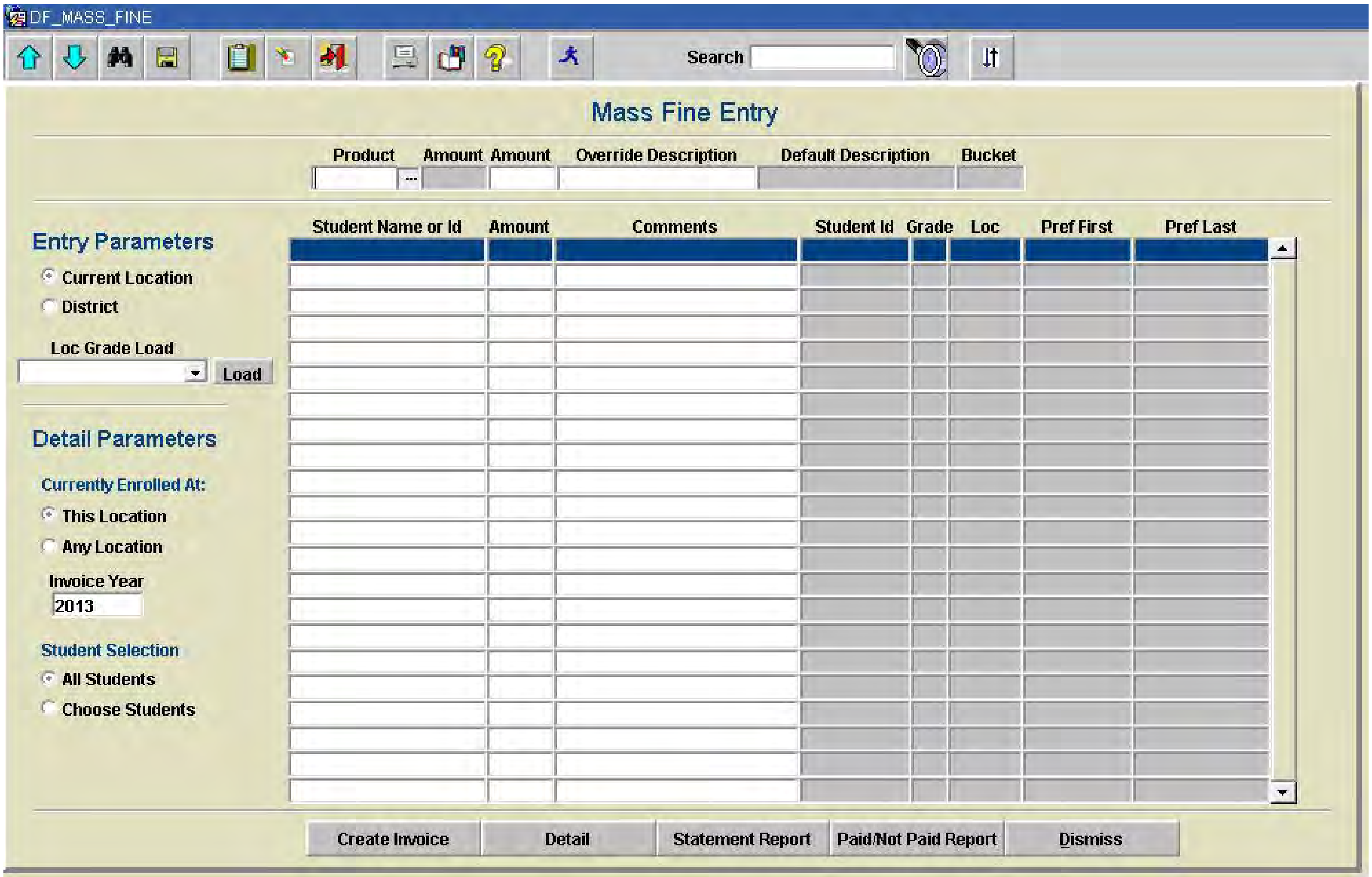
Product

Product Description	Product Nbr	Additional Description	Expiration Date	Account Function Level	Bucket	Bucket Name	Grade Level Function Override	Override Amount	Product Amount
DRIVER EDUCATION FEES DUE D	41251772			DEFAULT			NO		75.00
PARKING DECALS	40120001			DEFAULT			NO		20.00
PTA MEMBERSHIP DUES	46341730	Parent		DEFAULT			NO		7.00
PTA MEMBERSHIP DUES	46341730	Student		DEFAULT			NO		7.00
YEARBOOK FEES DUE SCHOOL	48181741			DEFAULT			NO		50.00
YEARBOOK FUNDRAISING DONA	48181920	Name Plate		DEFAULT			NO	$8.00	0.00

A product must have a set price to be displayed online. Expiration dates are used only for Optional fee types.

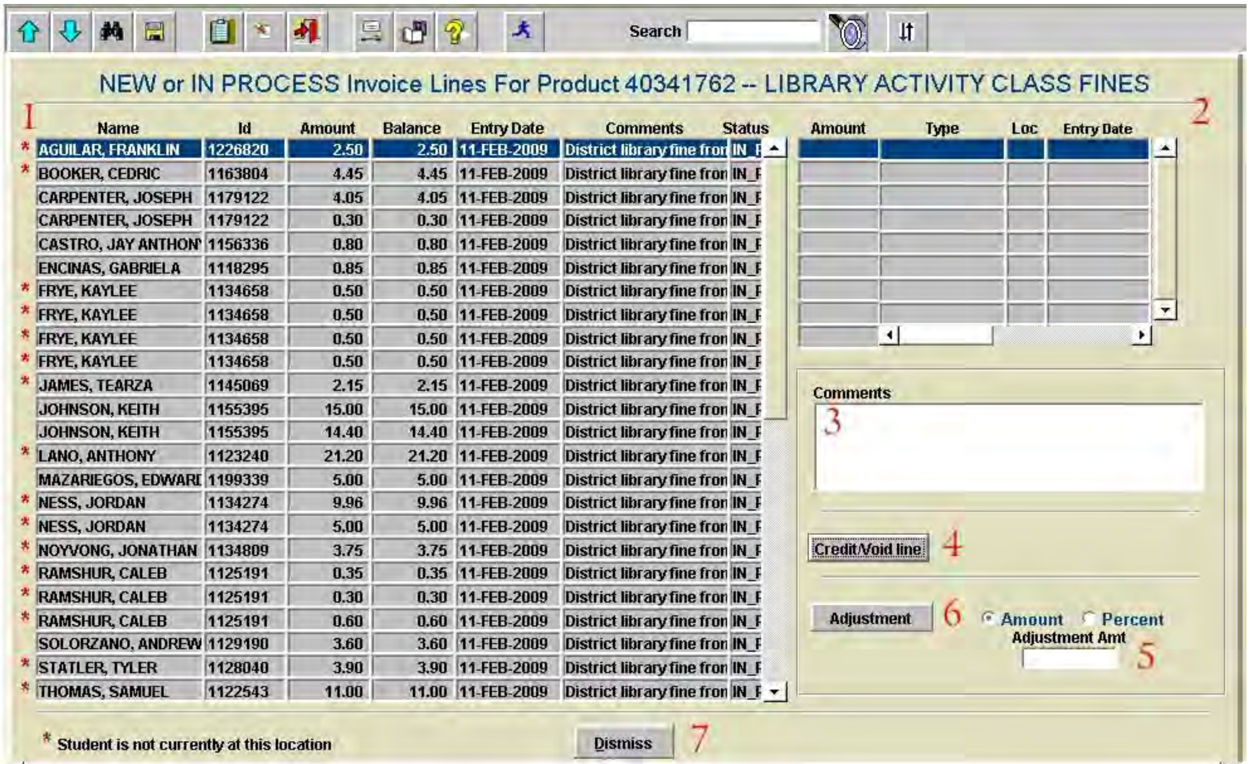


Use this screen to load preschool students at your school.



1. Enter product number or select from product list of values (… list)
   Enter an Amount and Override Description only if it applies to all students who will be listed.
2. Defaults to current location, to enter fines for a student at another location, click the District radial button.
3. Type student last name or student ID, press enter on the keyboard, enter Amount and Comments
4. **Create Invoice**: click on Create Invoice to create fine invoices
   Detail: click on Detail to view details of a student
   Statement Report: This takes you to the Customer Statement report also found under the Reports menu item
   Paid/Not Paid Report: This takes you to the Who has/has not paid by product number report also found under the Reports menu item
   Dismiss

After you click on the detail button, the following screen appears:



	Name	Id	Amount	Balance	Entry Date	Comments	Status
*	AGUILAR, FRANKLIN	1226820	2.50	2.50	11-FEB-2009	District library fine fron	IN_F
*	BOOKER, CEDRIC	1163804	4.45	4.45	11-FEB-2009	District library fine fron	IN_F
	CARPENTER, JOSEPH	1179122	4.05	4.05	11-FEB-2009	District library fine fron	IN_F
	CARPENTER, JOSEPH	1179122	0.30	0.30	11-FEB-2009	District library fine fron	IN_F
	CASTRO, JAY ANTHON'	1156336	0.80	0.80	11-FEB-2009	District library fine fron	IN_F
	ENCINAS, GABRIELA	1118295	0.85	0.85	11-FEB-2009	District library fine fron	IN_F
*	FRYE, KAYLEE	1134658	0.50	0.50	11-FEB-2009	District library fine fron	IN_F
*	FRYE, KAYLEE	1134658	0.50	0.50	11-FEB-2009	District library fine fron	IN_F
*	FRYE, KAYLEE	1134658	0.50	0.50	11-FEB-2009	District library fine fron	IN_F
*	FRYE, KAYLEE	1134658	0.50	0.50	11-FEB-2009	District library fine fron	IN_F
*	JAMES, TEARZA	1145069	2.15	2.15	11-FEB-2009	District library fine fron	IN_F
	JOHNSON, KEITH	1155395	15.00	15.00	11-FEB-2009	District library fine fron	IN_F
	JOHNSON, KEITH	1155395	14.40	14.40	11-FEB-2009	District library fine fron	IN_F
*	LANO, ANTHONY	1123240	21.20	21.20	11-FEB-2009	District library fine fron	IN_F
	MAZARIEGOS, EDWARI	1199339	5.00	5.00	11-FEB-2009	District library fine fron	IN_F
*	NESS, JORDAN	1134274	9.96	9.96	11-FEB-2009	District library fine fron	IN_F
*	NESS, JORDAN	1134274	5.00	5.00	11-FEB-2009	District library fine fron	IN_F
*	NOYVONG, JONATHAN	1134809	3.75	3.75	11-FEB-2009	District library fine fron	IN_F
*	RAMSHUR, CALEB	1125191	0.35	0.35	11-FEB-2009	District library fine fron	IN_F
*	RAMSHUR, CALEB	1125191	0.30	0.30	11-FEB-2009	District library fine fron	IN_F
*	RAMSHUR, CALEB	1125191	0.60	0.60	11-FEB-2009	District library fine fron	IN_F
	SOLORZANO, ANDREW	1129190	3.60	3.60	11-FEB-2009	District library fine fron	IN_F
*	STATLER, TYLER	1128040	3.90	3.90	11-FEB-2009	District library fine fron	IN_F
*	THOMAS, SAMUEL	1122543	11.00	11.00	11-FEB-2009	District library fine fron	IN_F

1. * student is not currently at this location
   students listed by date fine invoice created displays any payment, credit, void or adjustment history for highlighted student
2. Comments are required if issuing Credit/Void or Adjustment
3. **Credit/Void line**: highlight a student, type Comments (required), click on the **Credit or Void line** button to issue credit or void a fine invoice.
4. **Adjustment**: highlight a student, type Comments (required), select Amount or Percent, enter Adjustment Amt.
5. Click on the **Adjustment** button.
6. Dismiss

This screen controls whether teachers in the school will be able to enter fines or fees at this location.

There are three choices:

1 – Open

2 – Closed

3 – or Use a Date Range to determine availability

If you choose number 3, enter the date ranges in this section.

Save when complete.

Financial Information > Location Financials > Year End Processes > Year End Roll

After May 1 of each year, you may begin receipting fees for the next school year.

Before you can do this, you must roll the products and packages to the next school year.

(After July 1, you MUST roll products and packages in order to use your cash register.)

The "From Year" and the "To Year" default to current year and the next year. If you are doing this process after July 1, you will need to change the "From Year" back to the old year and the "To Year" to the current year.

After you click the "Register Products Roll" button and the process executes, the "School Bucket Roll" button will activate. After you click that button, the "On-Line Products Roll" button will activate and then you can click on it as well.

Please click all three.

After May 1, you can change one or more registers to the new year and leave the rest in the current year (or you can change the year on each receipt in the cash register if you choose).

To change the year you have to roll your product numbers first and then go to:

Financial Information

  Location Financials

    Location Utilities

      Location Register Control

Select Register and change "Year For Work" to the next school year.