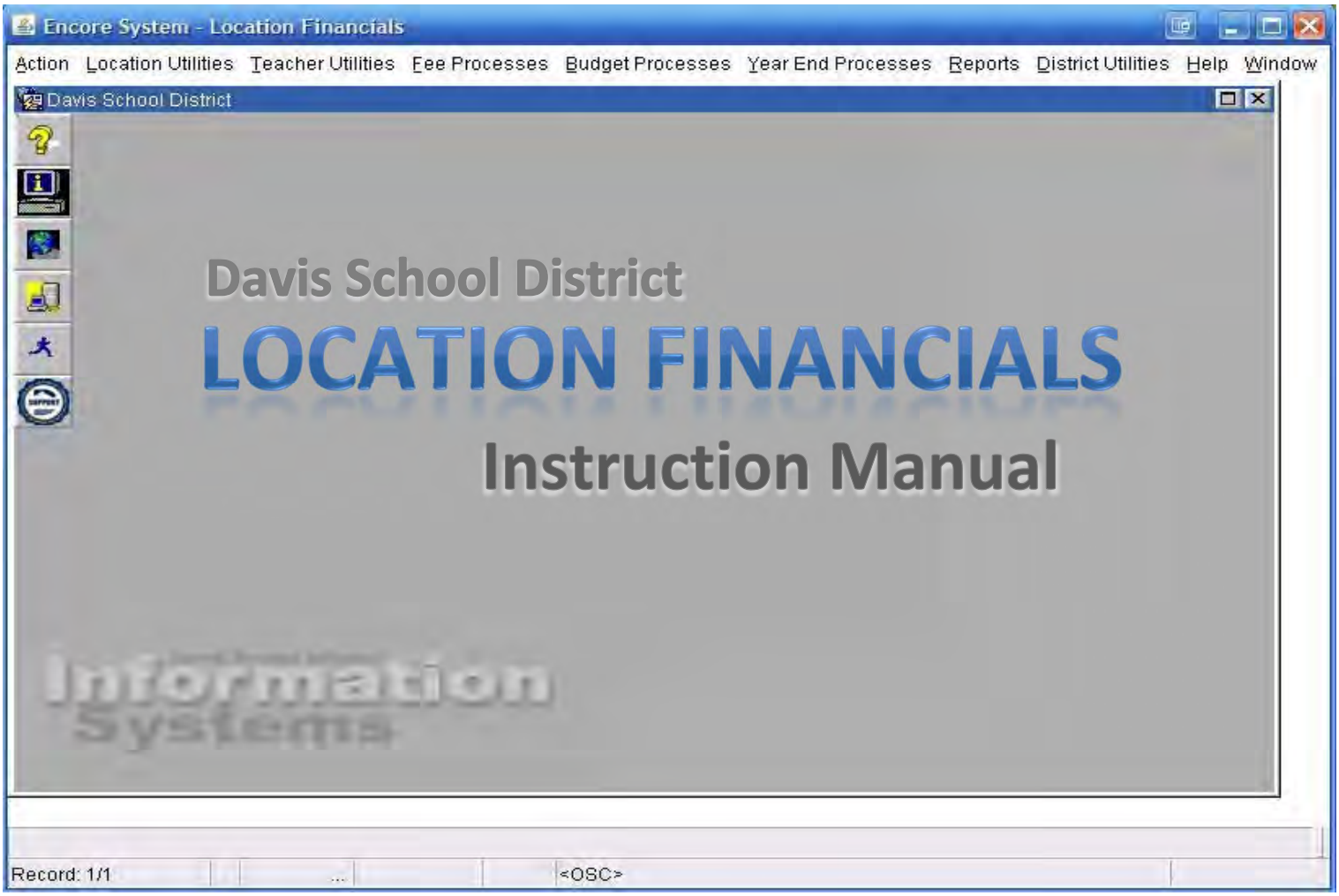

Encore System - Location Financials
Action Location Utilities Teacher Utilities Fee Processes Budget Processes Year End Processes Reports District Utilities Help Window
Davis School District
Davis School District
LOCATION FINANCIALS
Instruction Manual
Information Systems
Record: 1/1
<OSC>

Table of Contents:

LOCATION UTILITIES:	Page#
Cash Register	1
Deposit	3
Transaction History	5
Transaction History (Cash Sale)	7
Payment History	7
Credit History	8
Aging Credit Memo(s)	8
Void Receipts	9
Refund Search	10
GL Account Transfer	11
Credit Card Machine Transfer	12
GL Account to Lunch Transfer	12
Payment Method Search	13
Ticket Taker Payment Srch	14
Waive Fees	15
Location Registers Control	16
Bucket Assignment	17
Setup Products and Packages	18
Ticket Sales Details	19
Ticket Sales Cash Register	19
Fee Waiver Approvals	20
Yearbook Screen	21
Location Controls	22
Foundation's Products Xref	N/A

TEACHER UTILITIES:	Page#
Teacher Invoice	23
Teacher Fine	24
FEE PROCESSES:	
AI Classes	25
AI Products	26
Create Invoices	27
Online Fee Entry	28
Load Pre Invoice Students	29
Mass Fee Entry	30
Mass Fine Entry	31
Teacher Fee/Fine Control	32
BUDGET PROCESSES:	
General Ledger Budget Summary	33
Foundation Payment Hist	39
Budget Requests	40
YEAR END PROCESSES:	
Year End Roll	41

LIST OF REPORTS AVAILABLE:

Account Actuals by Deposit Nbr
Advanced Budget Requests
Aging Invoices Report
AP Check Display
AP Claims Report
Budget Lookups
Budget Summary Reports
Chart of Accounts
Credit Memo Report
Customer Statement
Fee Waiver Approval Report
GL Account Transfer Reports
Outstanding Budget Requests
Product Number Report
Students Who Owe Report/Export
Total Fee Waivers by Loc
Voided Credit Memo Report
Waived Items Report
Who Has/Has Not Paid by Product Nbr
Who Owes Form and Report

Frequently Asked Questions:

1. **What happens if my computer "hangs" or goes down in the middle of my deposit?**
   In Encore, navigate to the following screen: Financial Information > Location Financials > Location Utilities > Deposit. If there is a check mark by the register you were creating the deposit for, and there is a Pre-Run date then click on the "Deposit" button and continue creating the deposit as usual. If not, the deposit was already created. Click on the "Search" button and then the list of values in Deposit # field. The latest deposit should be the one on the top. Click on that deposit, hit the "Enter" key and it populates the fields which will then activate the buttons on the right hand side of the screen. You can then click on each button (Print Activity, Print Deposit and Print Checks) to print the reports.

2. **How do I "reprint" a deposit slip and the deposit reports?**
   In Encore, navigate to the following screen: Financial Information > Location Financials > Location Utilities > Deposit. Click on the "Search" button and then the list of values in Deposit # field. The latest deposit should be the one on the top. Click on that deposit, hit the "Enter" key and it populates the fields which will then activate the buttons on the right hand side of the screen. You can then click on each button (Print Activity, Print Deposit and Print Checks) to print the reports.

3. **What do I do if the system says my "cash register is already in use"?**
   In Encore, navigate to: Financial Information > Location Financials > Location Utilities > Location Registers Control and double click in the "In Use" column for the register you are trying to use. Delete the word YES and type NO and then save. You can now use this register.

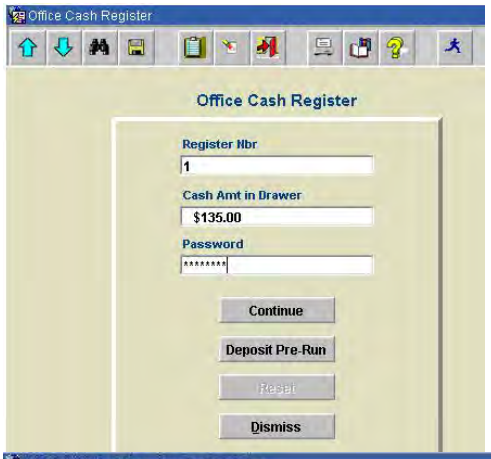
4. **What do I do if my cash register password has expired?**
   In Encore, navigate to: Financial Information > Location Financials > Location Utilities > Location Registers Control and double click in the "Password" column for the register you are trying to use. Type in a new password and save.

5. **How do I start depositing funds into a new account?**
   You need to add a product to the cash registers. In Encore, navigate to Financial Information > Location Financials > Location Utilities > Setup Products and Packages. Click on the "Add Products to Register Tab" at the top right of the form. This screen displays all available products. The products currently in your cash register have a check mark next to the product number. To add a new product to your register, simply click in the “Click to Add” box next to the product number. If you can't find the product you are looking for, call the accounting department for assistance.

Index:

	Page#		Page#
Aging Credit Memo(s)	8	Mass Fee Entry	30
AI Classes	25	Mass Fine Entry	31
AI Products	26	Online Fee Entry	28
Bucket Assignment	17	Payment History	7
Budget Requests	40	Payment Method Search	13
Cash Register	1	Refund Search	10
Create Invoices	27	Setup Products and Packages	18
Credit Card Machine Transfer	12	Teacher Fee/Fine Control	32
Credit History	8	Teacher Fine	24
Deposit	4	Teacher Invoice	23
Deposit - Pre Run	3	Ticket Sales Cash Register	19
Fee Waiver Approvals	20	Ticket Sales Details	19
Foundation Payment Hist	39	Ticket Taker Payment Srch	14
General Ledger Budget Summary	33	Transaction History	5
GL Account to Lunch Transfer	12	Transaction History (Cash Sale)	7
GL Account Transfer	11	Void Receipts	9
Load Pre Invoice Students	29	Waive Fees	15
Location Controls	22	Year End Roll	41
Location Registers Control	16	Yearbook Screen	21

Financial Information > Location Financials > Location Utilities > Cash Register



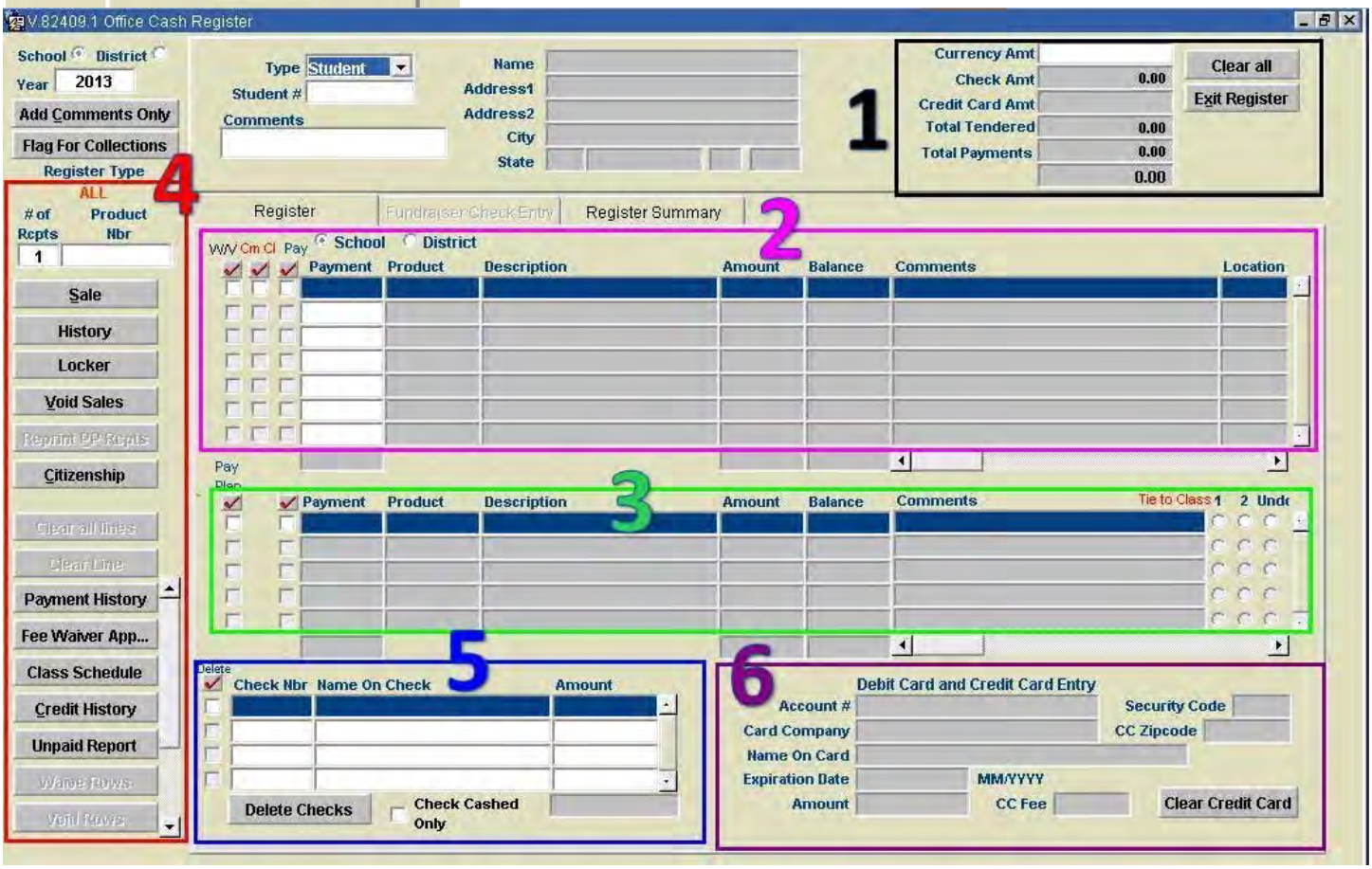
To enter the cash register, you must first know three things:

1 – Register Number

2 – The Beginning Cash amount that *should* be in the drawer (according to the system), and

3 – The Password

You also use this screen to do the Deposit Pre-Run which is described in the Deposit Section of this manual (page 3).



First chose a student, guardian, employee or vendor to receive money from. If it is none of these, you are entering a "cash sale" which implies the funds are not from one of the above. If the payment is for an outstanding invoice, use section 2. For a new invoice, choose the product in section 4 and enter the amount (if needed) in section 3.

Section 1 – After the sale all other product information is entered for a sale, use the "Currency Amt" field to enter how much cash and coin was used in the transaction. The "Clear all" button does just that – make sure you've saved all the information you intended to. Use the "Exit Register" button when done, otherwise it remains in use and cannot be used again until the Location Register control panel is updated.

Section 2 – This section of the screen displays outstanding invoices for a particular student.

Payments can be applied by specific amount in the "Payment" field. If you click the "Pay" check box, the payment amount will be inserted into the payment field. You can type over this amount if the payment is different.

The "Cm Cl" check box refers to the "Add Comments Only" and "Flag For Collections" buttons above Section 4.

The "W/V" check box refers to the "Waive Rows" and "Void Rows" buttons at the bottom of Section 4.

Section 3 – New invoices can be added for a student and payments made at the same time in this section.

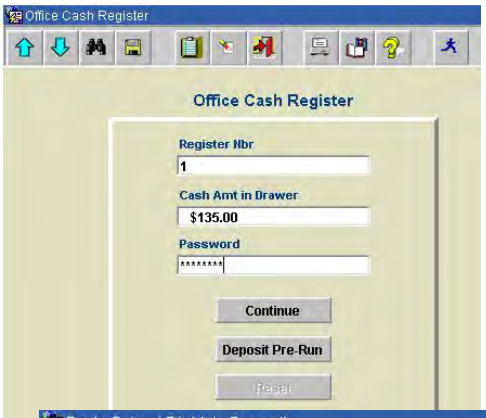
Section 4 – In this section you choose the product number for the sale and can change the number of receipts to print.

Sale Button: After you have input the student information, product and payment as well as method of payment, click this button to complete the sale.
History Button: This takes you to the Transaction History Screen of the individual in question
Locker Button: This button will display the location, number, combination of this student's locker as well as their parking permit status.
Void Sales: This button will display a screen listing receipts for an individual that can be voided (they are not yet included in a deposit).
Reprint PP Rcpts: This button reprints payment plan receipts that the student can show to a teacher.
Citizenship: This button displays the Citizenship History including Fines, amounts paid and owing. There is also an option to edit fines and add administrative fines.
Clear all Lines: This button clears all the lines entered in Section 3 or 5.
Clear Line: This button clears only the current line highlighted in Section 3 or 5.
Payment History: This button displays the payment history screen (see page 7)
Fee Waiver App…: This button displays the Fee Waiver Approvals (see page 20)
Class Schedule: This button displays the Class Schedule, Scores, Guardian and Attendance History. There is also a screen to email a document to all or select teachers of this student and the guardian.
Credit History: This button displays the credit history for the individual (see page 8)
Unpaid Report: This button prints a report of Unpaid Invoices for an individual.
Waive Rows: After clicking one or more outstanding invoices in the W/V check box column of Section 2, use this button to waive those invoices.
Void Rows: After clicking one or more outstanding invoices in the W/V check box column of Section 2, use this button to void those invoices.

Section 5 – Enter the check number, Name on the Check and amount. There are multiple lines for use if you have multiple checks making the payment. There is also a "Fundraiser Check Entry" tab if you have a long list of checks to enter. Do not enter the total of all the checks in one line. If you entered a check in the list incorrectly, you can mark and delete that check only, without having to start all over from the beginning.

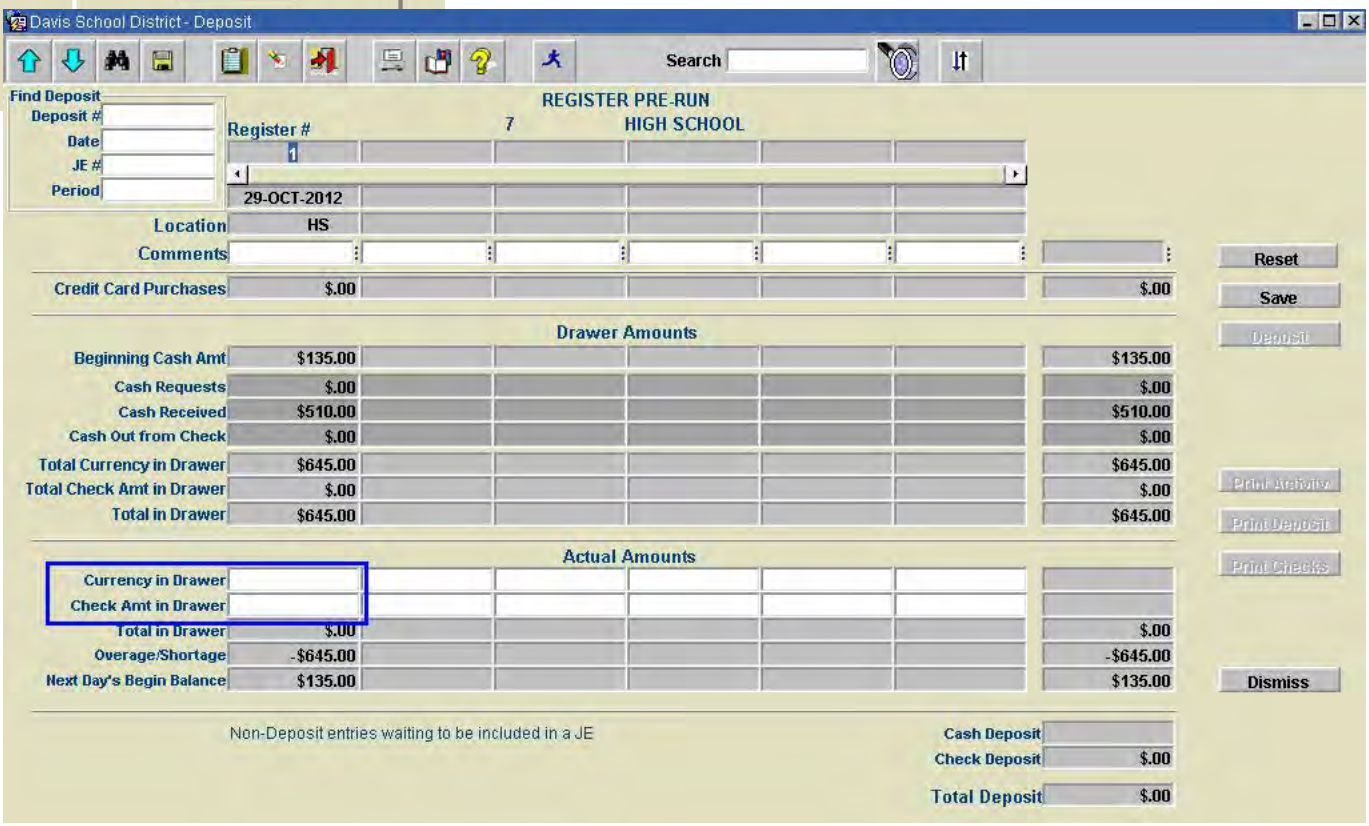
Section 6 – If payment is made by a credit or debit card, first inform the payee that there will be a 5% fee added for processing. After entering all of the information in this section, click the "Sale" button and the system will do a quick check to ensure the payment will clear the account.

Financial Information > Location Financials > Location Utilities > Cash Register (Deposit Pre-Run)



To complete the Deposit Pre-Run , you must first know three things:

1 – Register Number
2 – The Beginning Cash amount that *should* be in the drawer (according to the system), and
3 – The Password
Then click on "Deposit Pre-Run" to continue to the following screen.
(This is the same screen to enter the Cash Register - see page 1).



You have to do a deposit pre-run before each deposit. This part of the deposit process is to ensure that the checks and cash have been counted correctly for this register and there will be no problems when you take the deposit to the bank. First re-count cash and coin (this is a count of all the cash and coins, including the beginning amount) and enter that total in the top cell **(in the blue box – "Currency in Drawer").** This amount should match the "Total Currency in Drawer" as calculated by the system. If it doesn't match, you need to go back through your receipt activity and determine why it is out of balance and correct the errors you find.

Next re-add the total amount of checks and enter that total in the lower cell of the **blue box "Check Amt in Drawer."** This amount should match the "Total Check Amt in Drawer" as calculated by the system. If it doesn't match, you need to go back through your receipt activity and determine why it is out of balance and correct the errors you find.

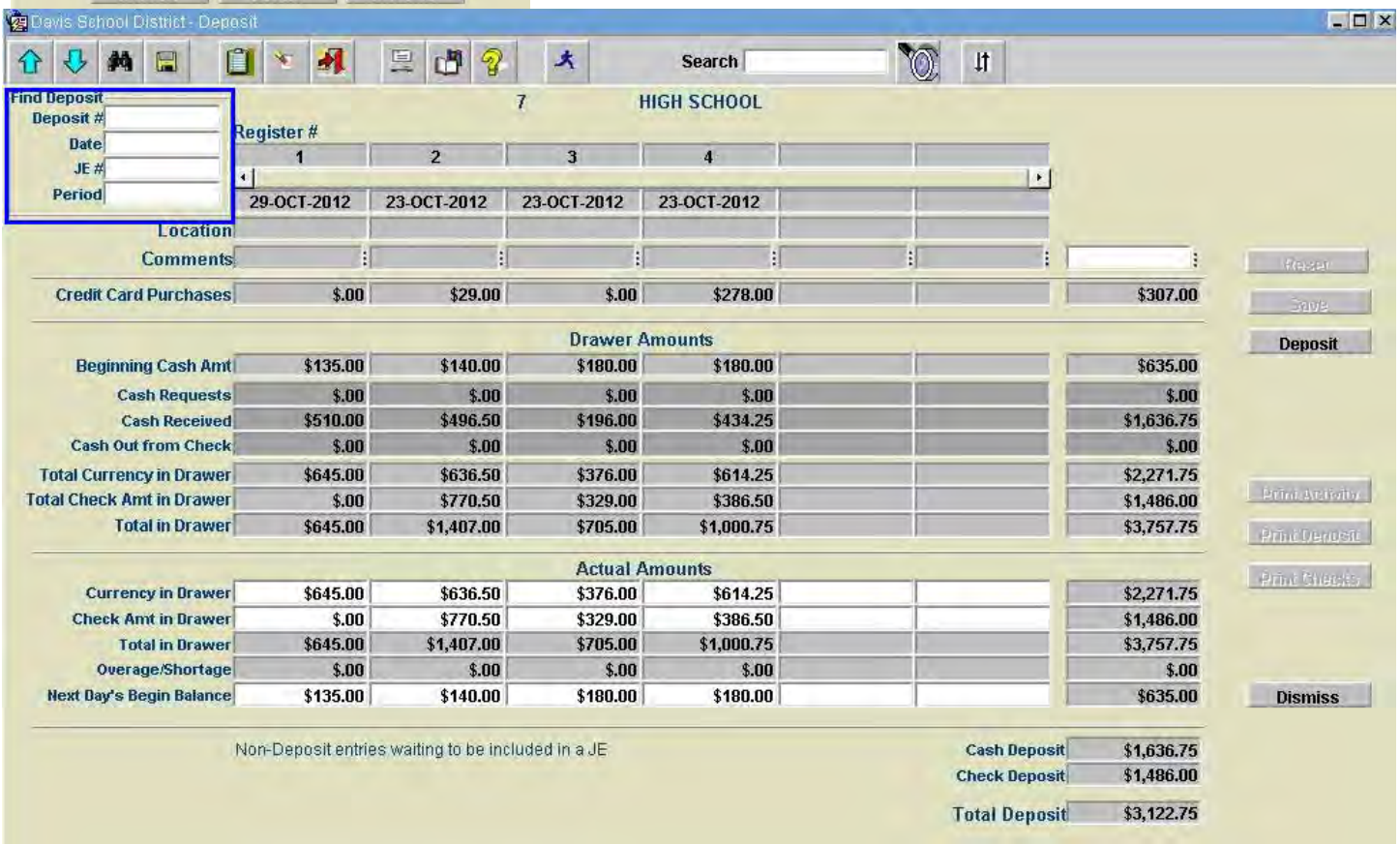
After you click "Save" on the right side of the screen the Print Activity and Print Checks buttons will activate. When everything is correct. At this point you still have the option to "Reset" and go back and make adjustments to cash receipts if necessary and reprint those reports. When everything is correct on this screen, Save and Dismiss and continue to the "Deposit" transaction on page 4**.**

Financial Information > Location Financials > Location Utilities > Deposit

The system displays a check in the box next to the registers that have had the pre-run previously processed. These can be "un-checked" if you want to do separate deposits. You must do a pre-run before you can make a deposit for any register.

Click Deposit.

Use the "Search" button to find all deposits that were previously created. If you know the deposit number, enter it in the first field in the blue box below. If not, click the list of values button in that field to display the whole list.



Click Deposit and three reports are automatically generated: 1-Activity Report 2-Check Listing and 3-Deposit Slip.

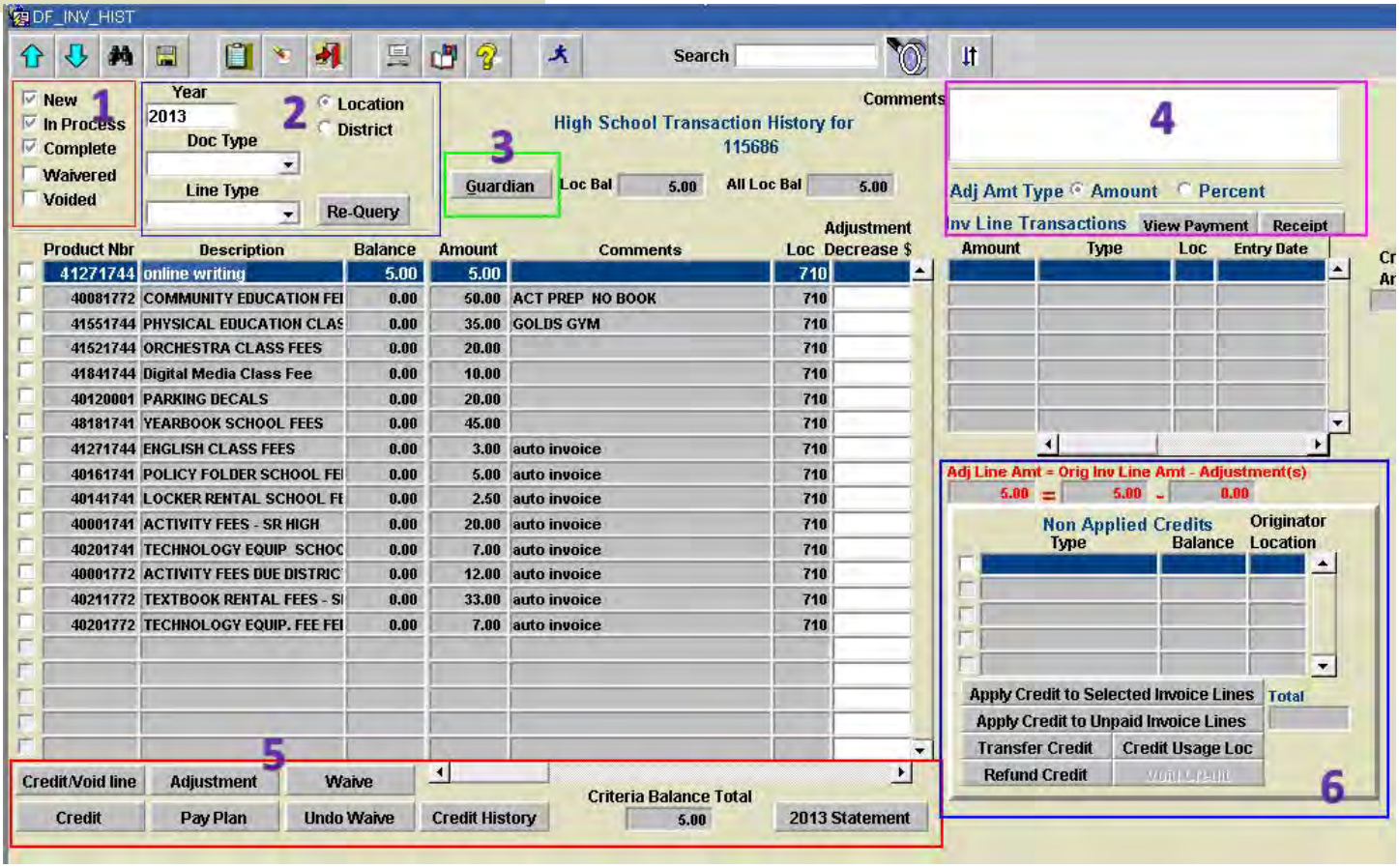
You can adjust your next day's beginning balance on this screen by changing the amount at the bottom of the screen. **This must be done before you click the deposit button.** By increasing the amount in the "Next Day's Begin Balance" field, the system will reduce the amount of cash designated to be deposited.

From this first screen you select the type you are looking for:

Student, Employee, Vendor or Guardian

If it is a student not at your location, click the "District" radial button.

After your selection is made click "Continue" and the following screen appears:



The list of items checked in **Section "1"** is what will appear in the main section of the form. New, In Process and Complete are the defaults as well as the current fiscal year. If you need information about waivered, voided or invoices from a previous or future fiscal year, you must check those and click the "Re-Query" button in box "2."

The information in the main section defaults to your location. If you want to see fees still owed at other locations you must click the District radial button in **Section "2"** and re-query. You can tell if there are amounts due from other locations if the "Loc Bal" and "All Loc Bal" in Section "3" are not the same.

Section 4:

View Payment button: Highlight an invoice in the main section and click this button to view more payment information.
Receipt button: Click here to reprint a receipt.

Section 5:

Credit/Void line button: Use this when refunding the payment and void the invoice (it is no longer due). Enter comments in **Section "4"** of this screen.
Credit button: This refunds the payment but does not void the invoice, so a balance due remains. Enter comments in **Section "4"** of this screen.

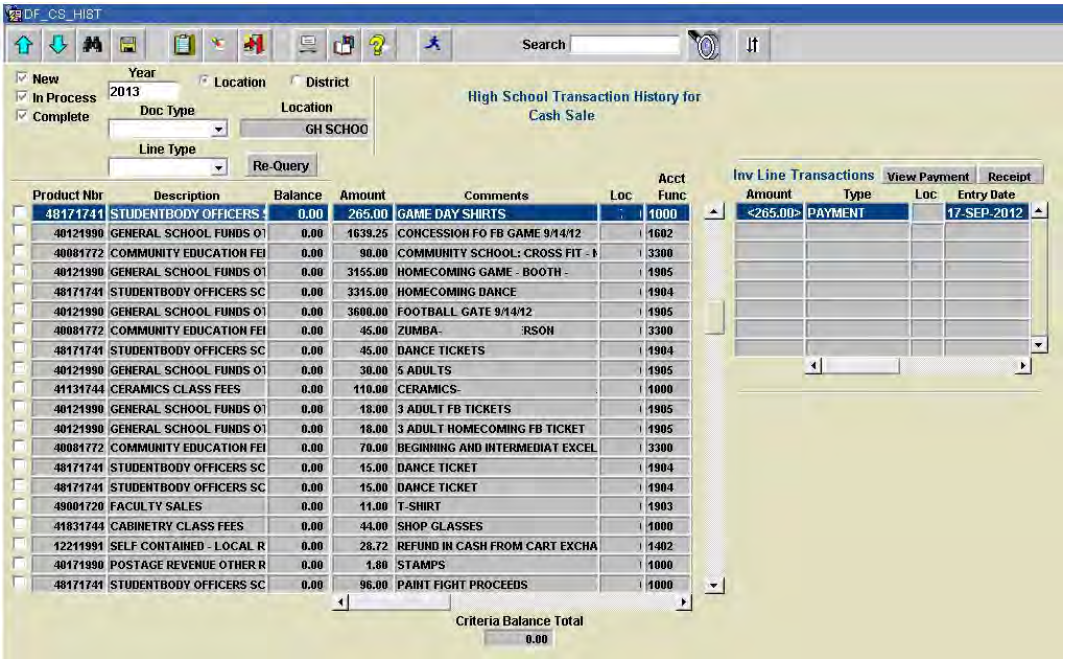
Adjustment button: You can adjust the amount of the invoice by either an amount or a percentage. The default is to "amount" which you change in the last column of the main section. Input the amount of the decrease you want the total to be decreased by. This is changed to "percent" with the radial button in section "4" and you input the percentage decrease. Enter comments in **Section "4"** of this screen.
Pay Plan button: This marks the invoice as part of a pay plan, and you must enter comments for future reference.
Waive button: Check the line or lines in the main section that you want to waive and click Waive. The prompt will ask if you want to waive all or just the balance owing. If you select all and all or part of the invoice has been paid, then a credit memo will be created. Waived invoices will be reported as paid in the "Whose Paid" report, but no budget will be added to that program for this student.
Undo Waive button: In section 1 of this screen, check the box "waivered" and then "Re-query" to see the list of items waived. Check the line or lines in the main section that you want to Undo and then click the Undo Waive button.
Credit History button: This will display any credits received and how they were used.

Section 6:

Apply Credit to Selected Invoice Lines: Check the box next to a credit (s) in the "Non Applied Credits" section (#6). Then choose an unpaid invoice in the main section and check the box next to it. Click this button to apply the credit.
Apply Credit to Unpaid Invoice Lines: Check the box next to a credit (s) in the "Non Applied Credits" section (#6). When you click this button, the system will apply the credit(s) starting with the oldest invoice and move forward as long as they last.
Transfer Credit: Use this button to transfer a credit from one student to another student.
Refund Credit: Check the box next to a credit (s) in the "Non Applied Credits" section (#6). A refund claim will be created and a check mailed to the current guardian. If this should be mailed elsewhere, the guardian can be changed by clicking the "Guardian button in **Section "3"** of this screen**.**
Credit Usage Loc: Credits created at your location are only allowed for use at your location unless you change the "Allowed Usage" with this button. You can then either choose a specific location or allow any District location.
Void Credit: To void credits, you have to navigate to the Aging Credits Memos screen.

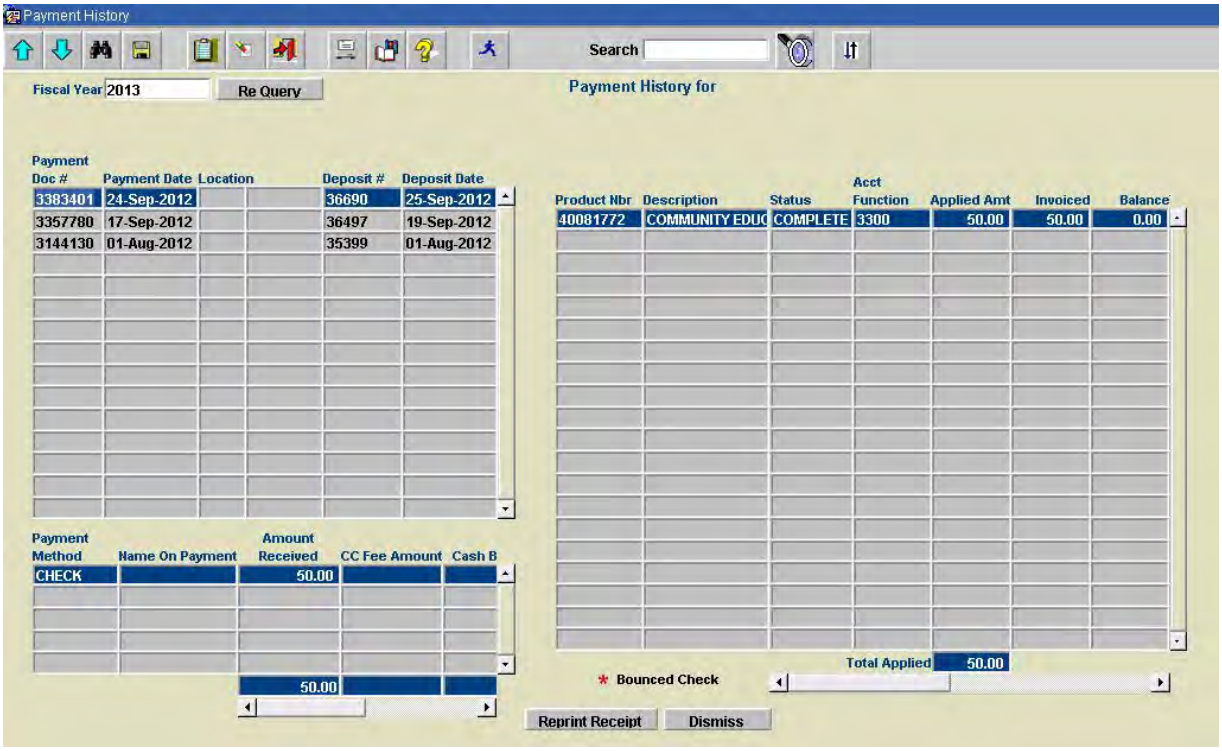
Financial Information > Location Financials > Location Utilities > Transaction History (Cash Sale)

This screen displays cash sales by date range.



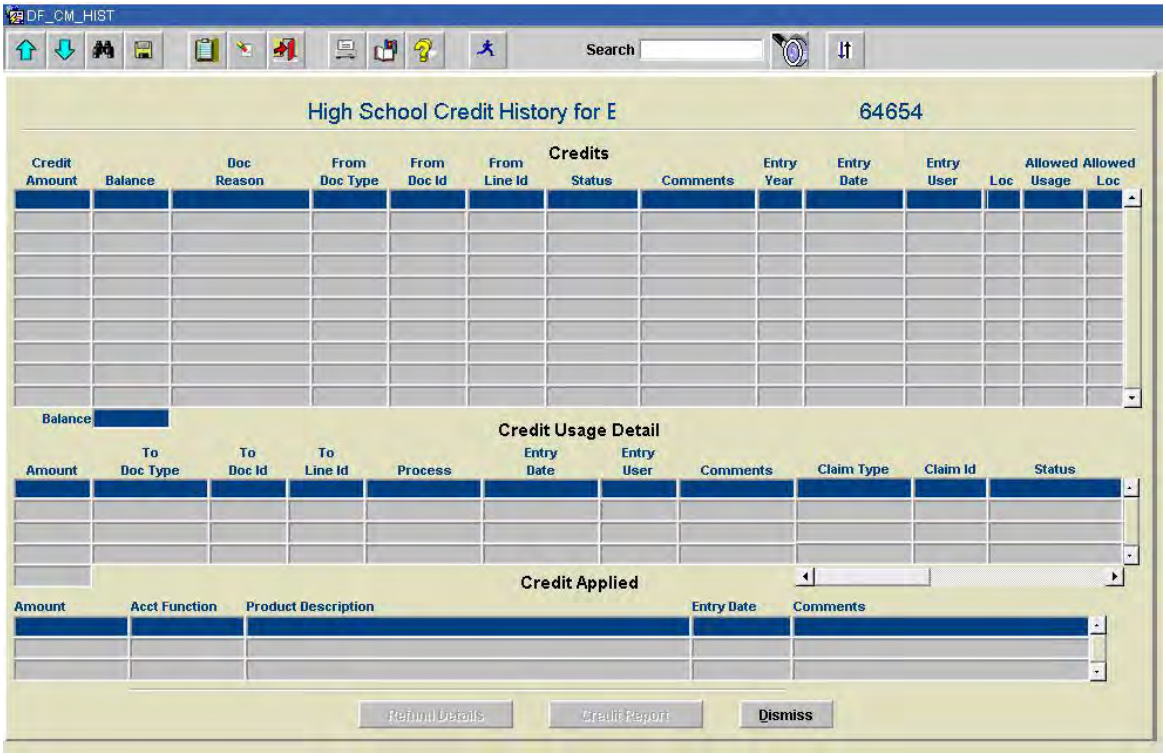
Financial Information > Location Financials > Location Utilities > Payment History

This screen displays payments by Students, Guardians, Vendors or Employees. A receipt can be reprinted here.



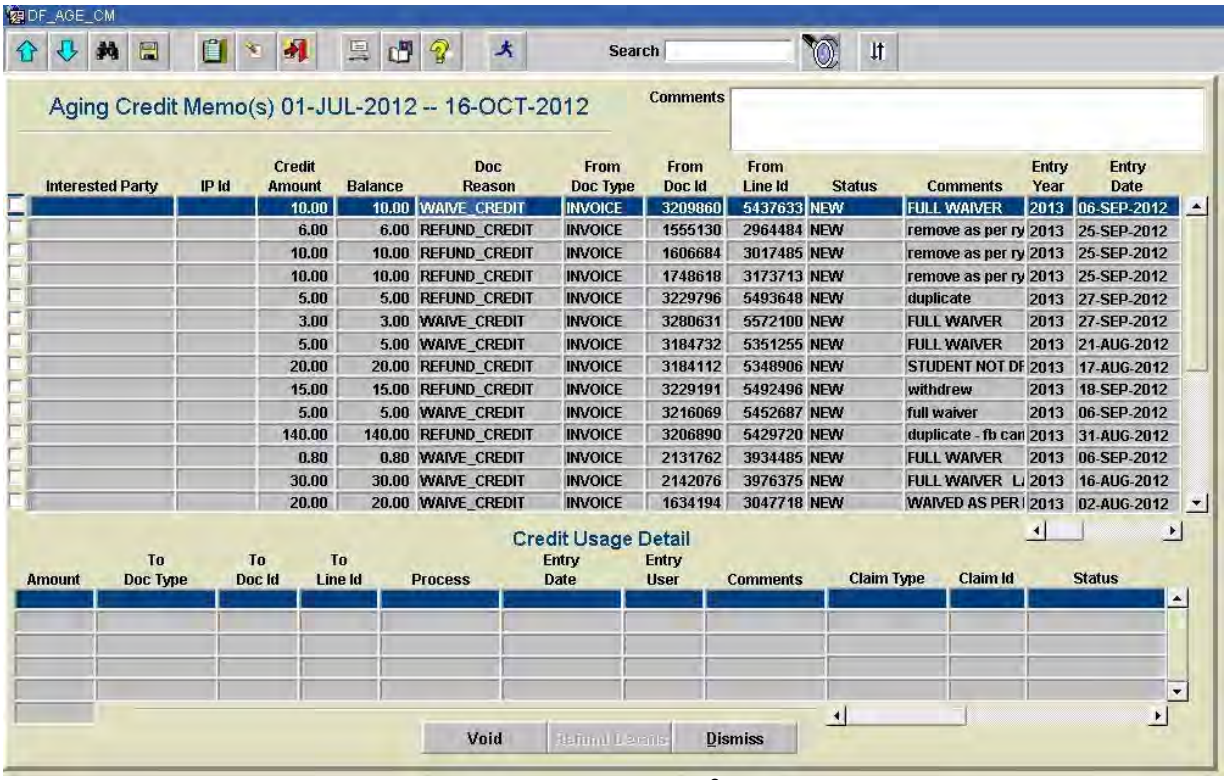
Financial Information > Location Financials > Location Utilities > Credit History

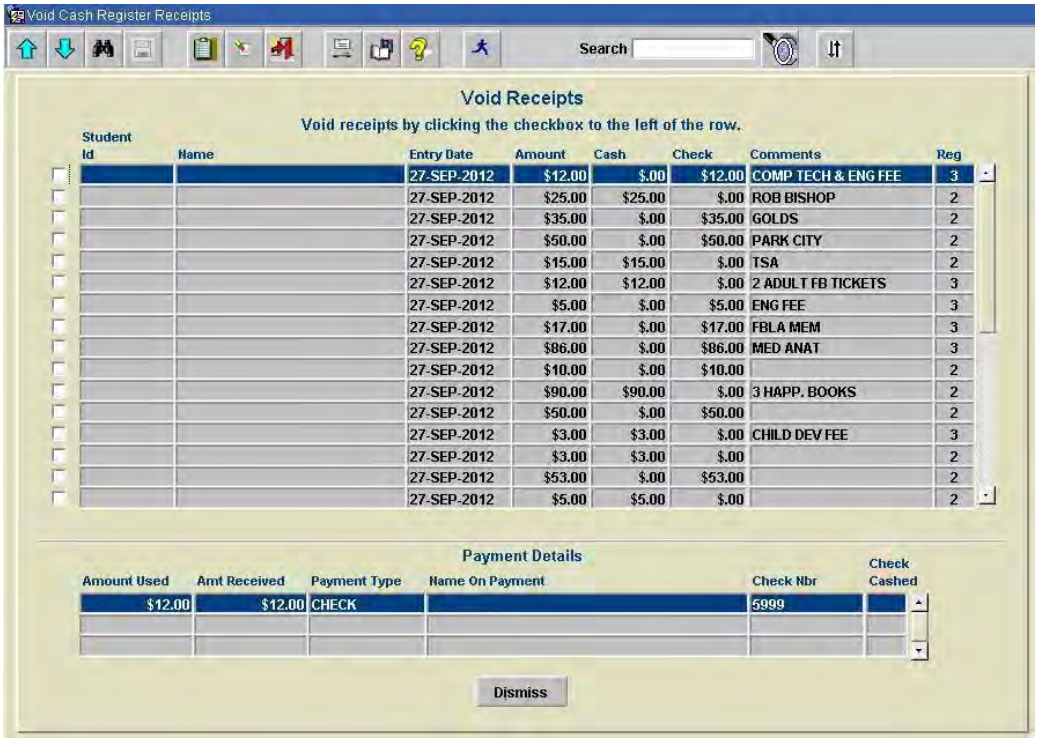
This screen displays outstanding credits by Student.



Financial Information > Location Financials > Location Utilities > Aging Credit Memo(s)

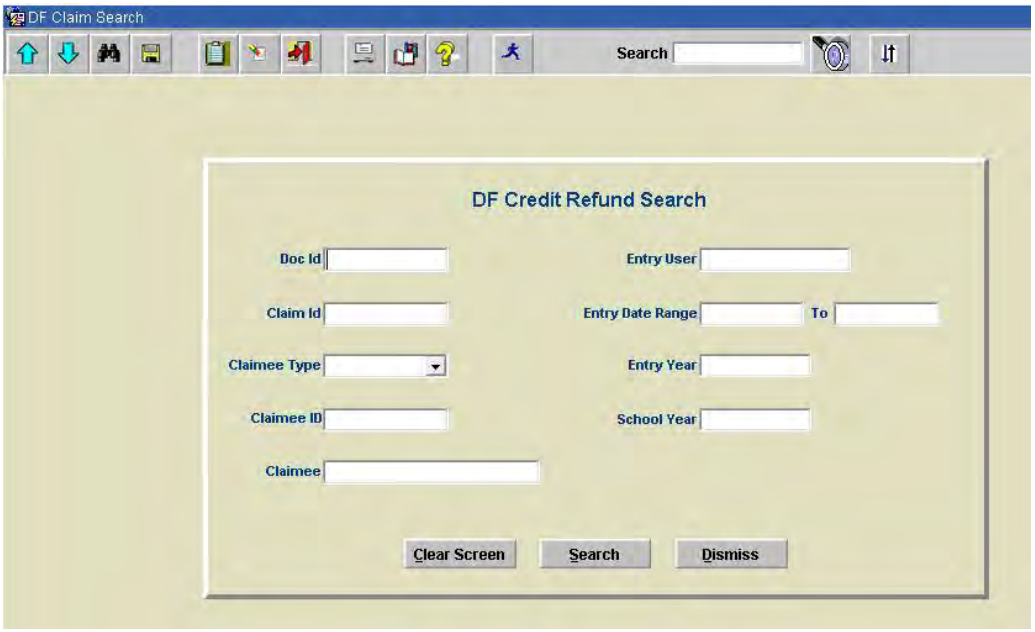
After entering a date range, this form displays all of the unused credits at your location.
Credits can be voided from this screen.





This screen displays all receipts from all registers that have not yet been included in a deposit. Once receipts are created into a deposit, they cannot be voided.

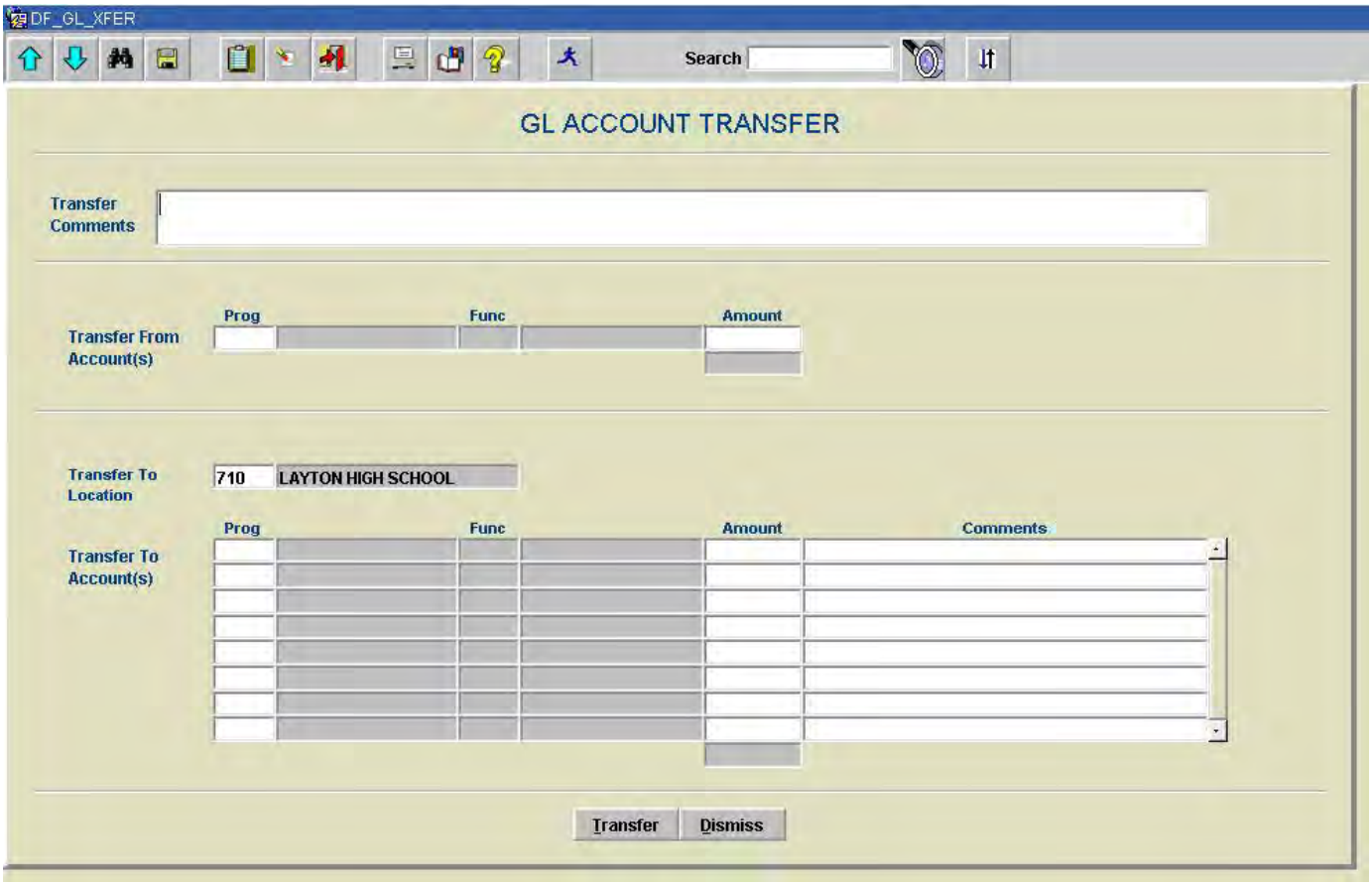
To void a receipt, click on the check box next to the Student Id and follow the instructions given.



Use this screen to search for refunds and refund detail.

This screen will display all the refunds from the parameters used in the previous screen.

The detail button displays the claim screen. The claim screen displays the internal comments and allows access to the Check detail information including check number, check date and whether the check is still outstanding or reconciled with the District's bank.



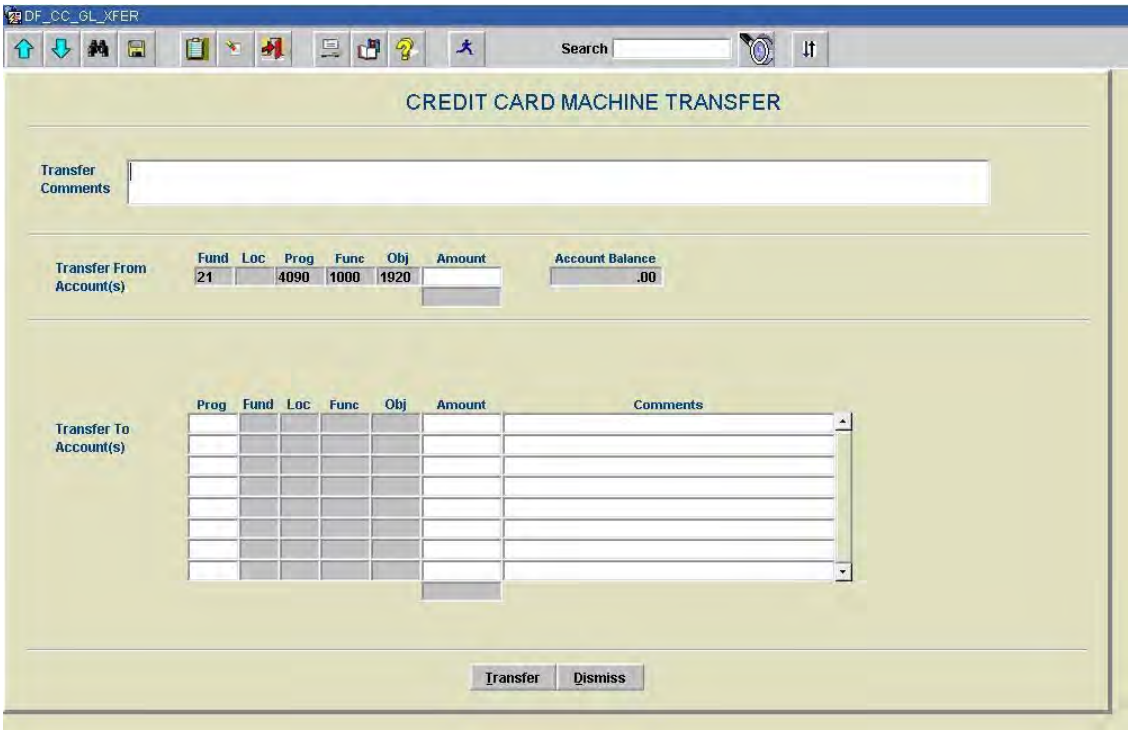
This screen allows you to transfer funds between accounts at your school, or to another school.

You can transfer:

from Fund 21 accounts to Fund 21 accounts
from Fund 21 to certain Fund 10 accounts
from certain Fund 10 accounts to certain other Fund 10 accounts.

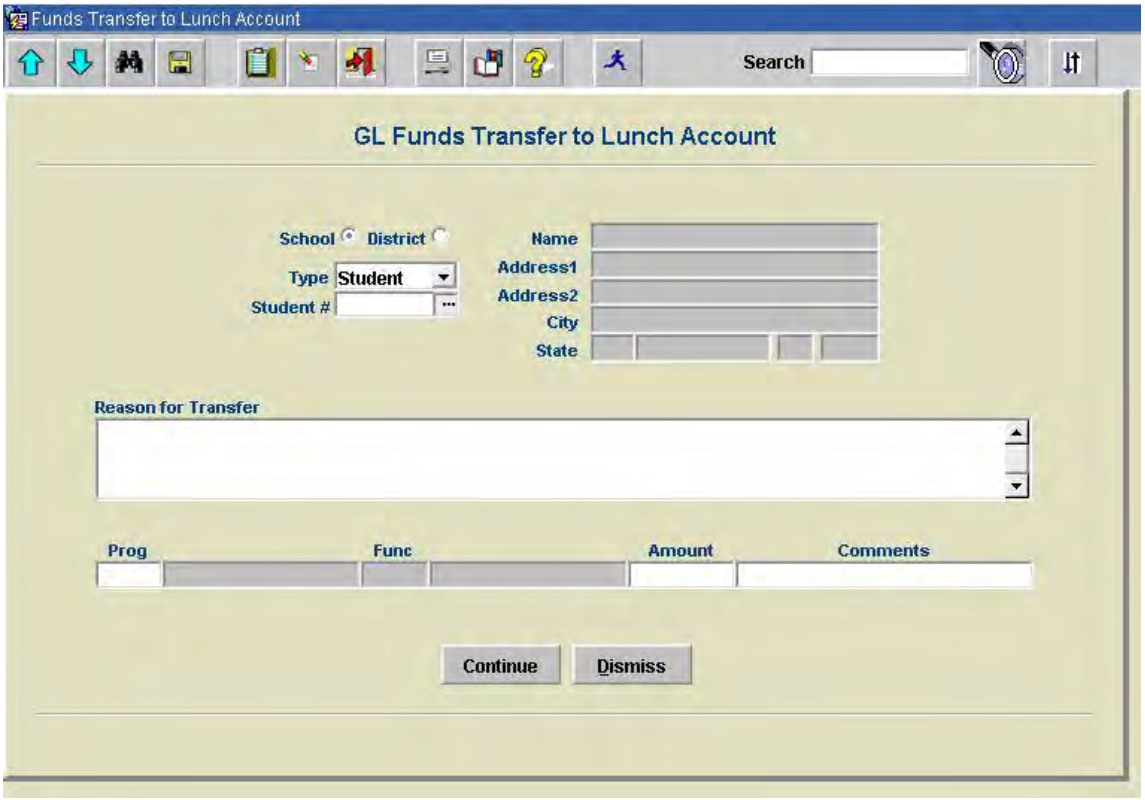
Transfers are not allowed from Fund 10 to Fund 21 accounts using this screen.

Financial Information > Location Financials > Location Utilities > Credit Card Machine Transfer

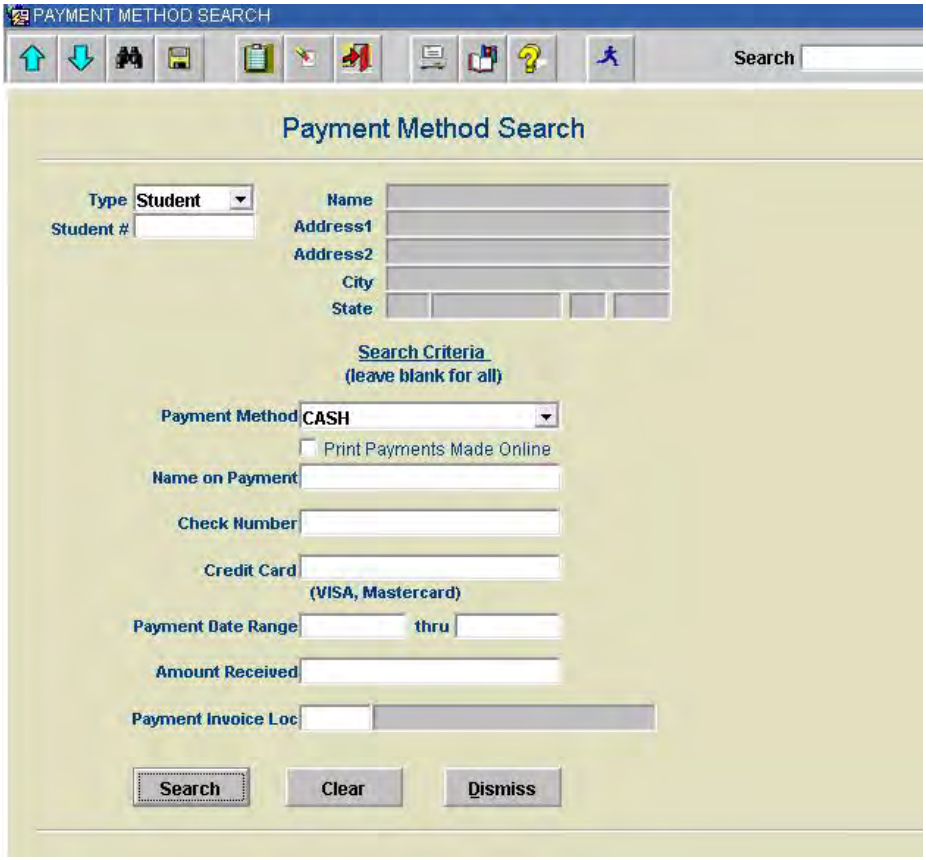


This screen is only used if your school is utilizing a portable credit card machine. All credit card payments from a portable machine are deposited into a default account. Individual schools are then required to transfer these funds to the appropriate program.

Financial Information > Location Financials > Location Utilities > GL Account to Lunch Transfer



This screen allows you to transfer funds from a school program (Fund 21 programs only) to an individual lunch account.

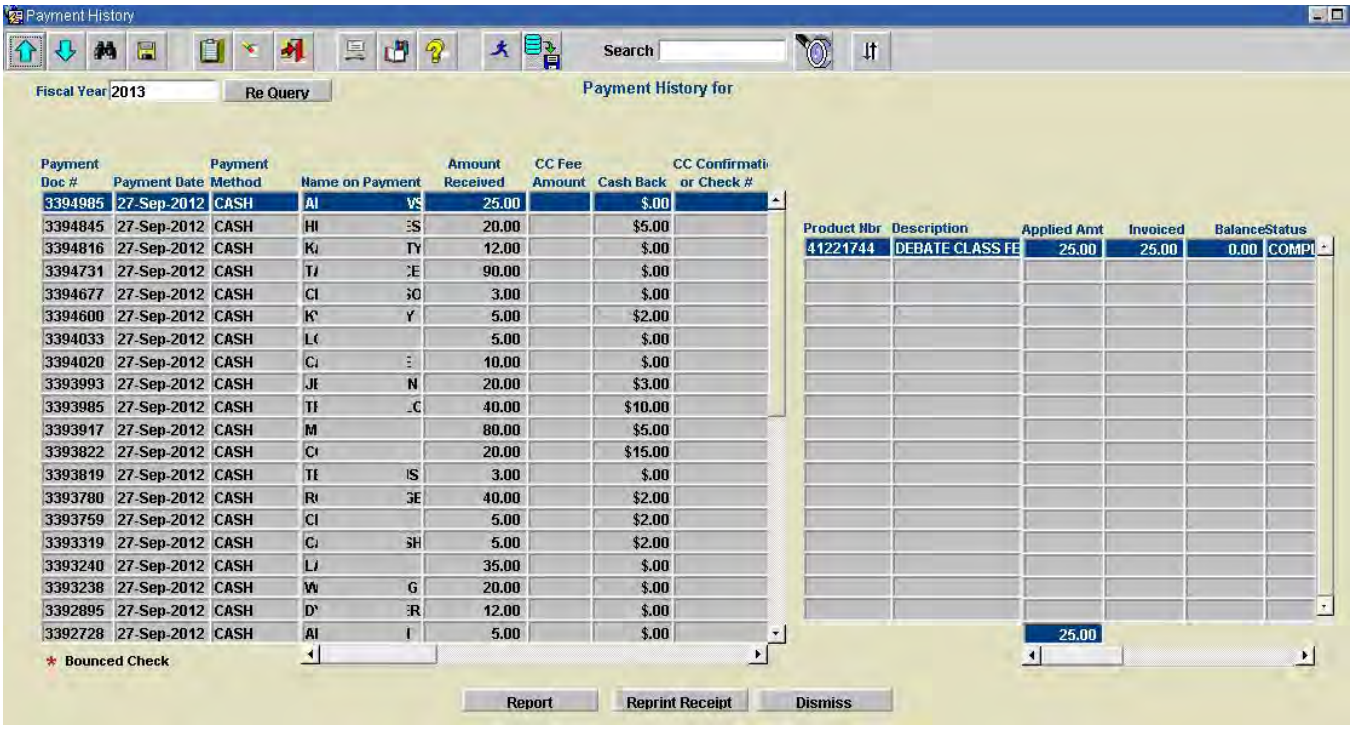


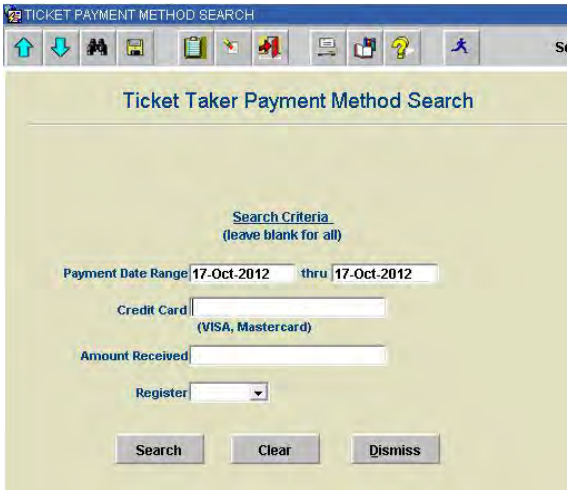
This screen is used to search for payments of various types.

You can search by the name on payment, check number, date range, amount or credit card number.

If you want to search all receipt types, make sure the "Type" is blank in the upper left corner.

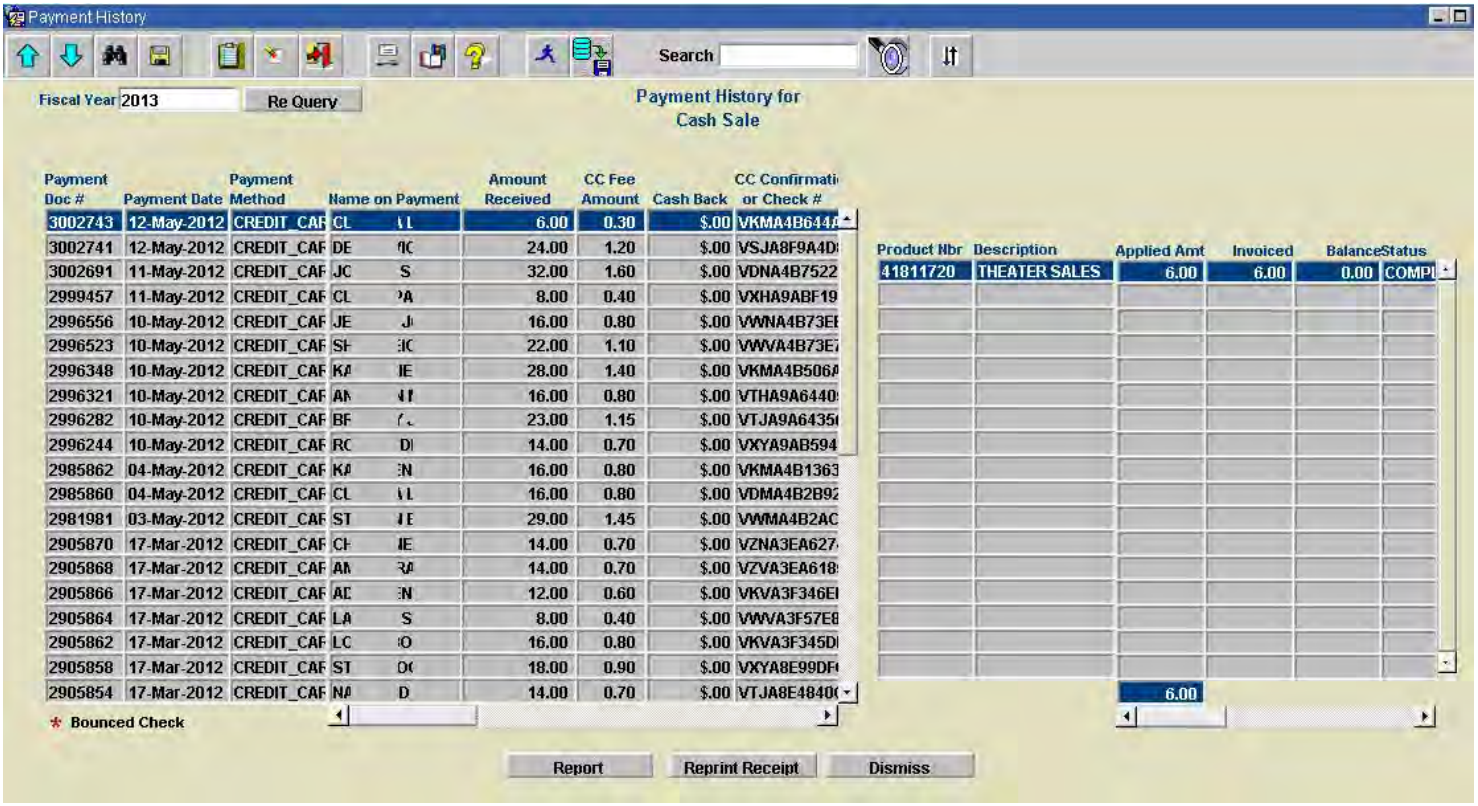
Below is the type of information that is retrieved using this form. You can also reprint a receipt that was queried here.



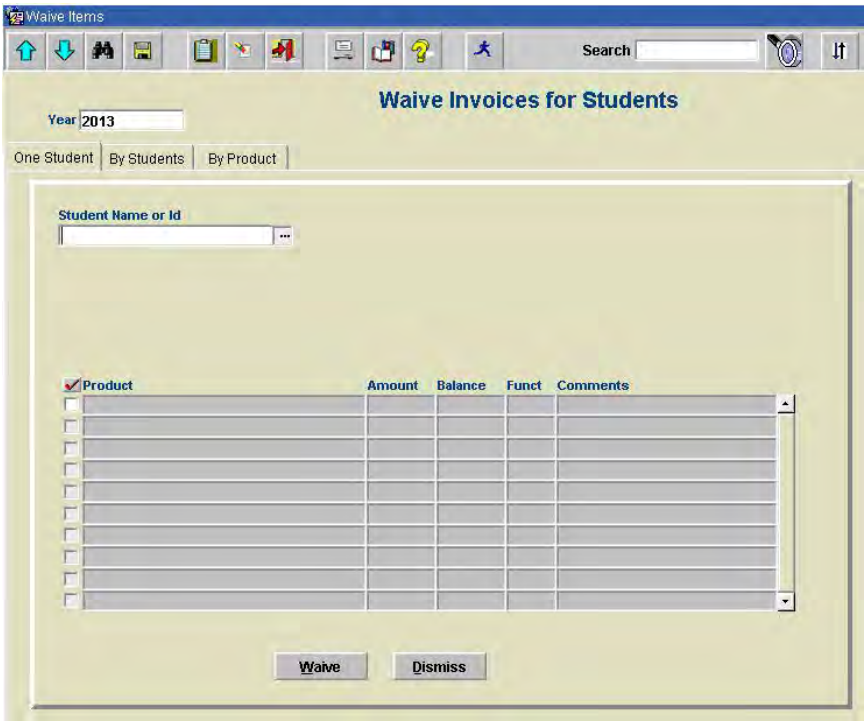


This screen is use to search for payments made in the Ticket Taker Cash Registers.

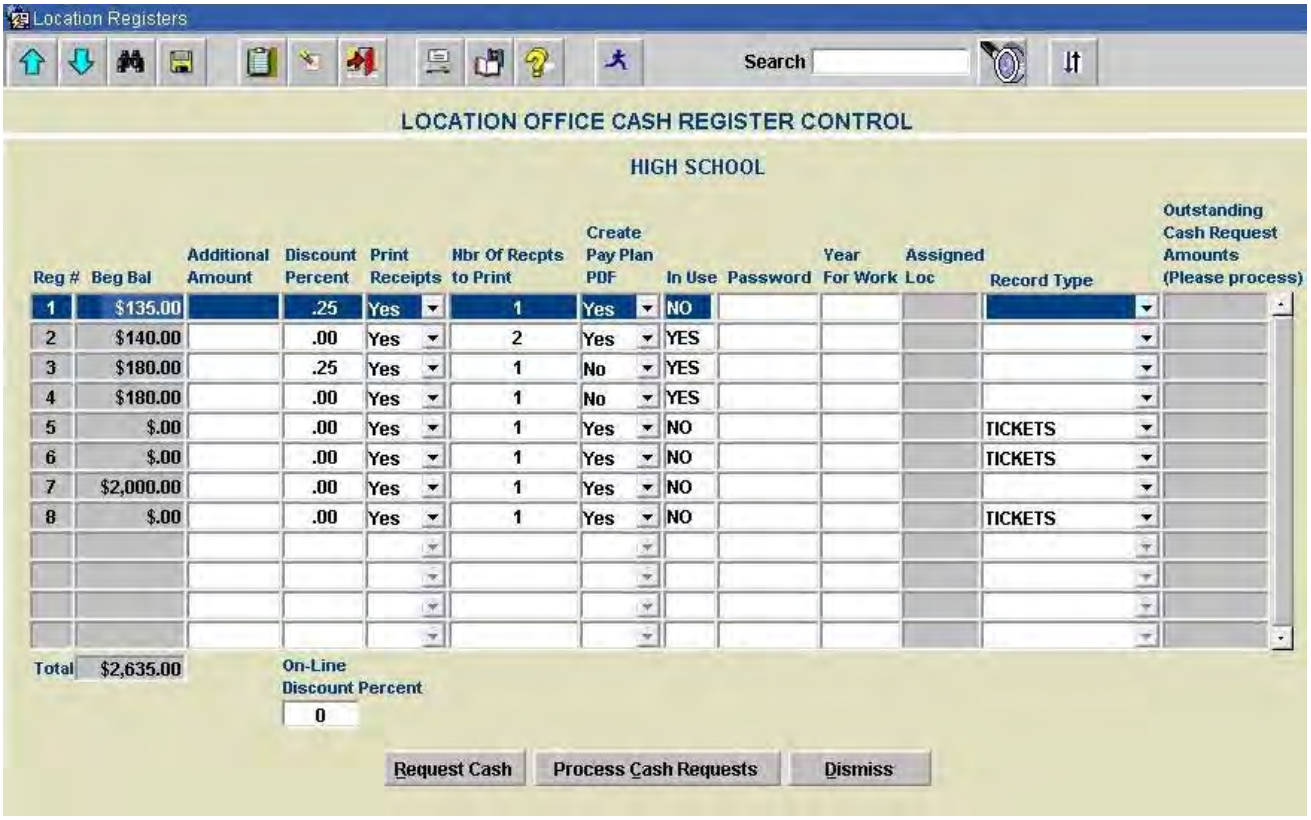
The following screen is displayed after you have entered the specific criteria.



Financial Information > Location Financials > Location Utilities > Waive Fees



This screen is used to waive fees for students by individual student, a list of students or by product number.



This is a list of registers at your location.

The beginning balance column displays the amount of cash for change you should have by register and in total.

The additional amount column is used when you need to request additional cash for change. Enter the additional amount you need and click on the "Request Cash" button. After you receive the check from the district, you must click on the "Process Cash Requests" button to add it to the Beginning Balance of the register.

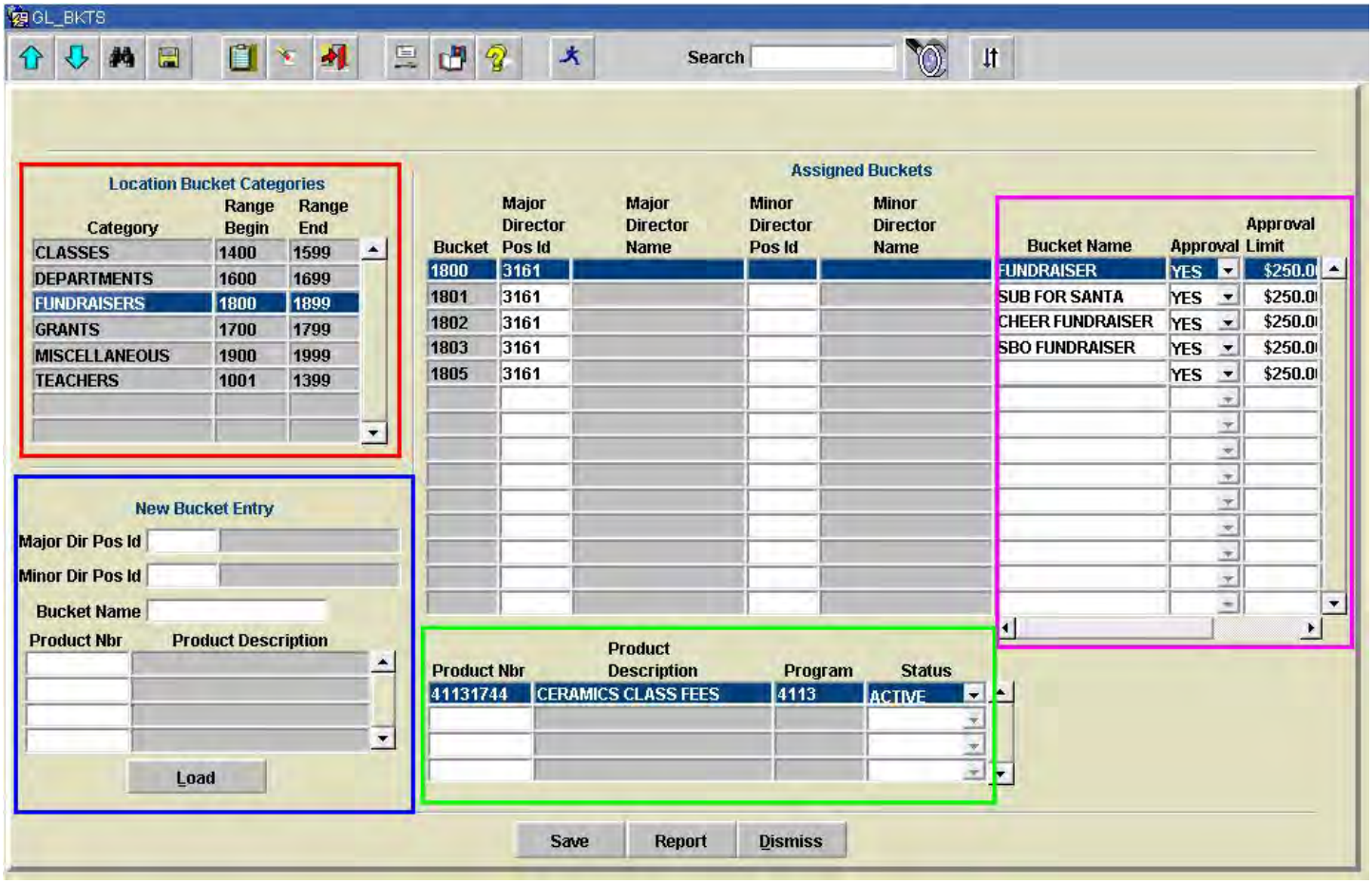
The Discount Percent column discounts product numbers which have been marked as discountable. For example after mid-term of term one and prior to mid-term of term two this should be 25%, second term 50% and third term 75%. This must be entered by each school according to district policy.

If a cash register is "in Use" that register number cannot be accessed by others at the same time. If the register was not exited properly, this field stays "YES" and must be manually changed to "NO" before you can continue using that register.

The password is used to enter the register and must be changed after 365 days.

The "Year for Work" is the default year for that register. It can be changed to the next school year if you are ready to take payments for that year.

Record Type: Change the register type to "Tickets" or "Library Fine" to limit the type of products used in the register. Outstanding Cash Request Amounts display if you haven't used the "Process Cash Requests" button yet.



This screen is used to create buckets, or a subdivision of a program.

First select a category **(From Location Bucket Categories)** and click on the category that you have chosen.

Next Name the bucket in the "Bucket Name" field of **New Bucket Entry**.

Select the product number (Program number and Revenue Account) and click the "Load" button.

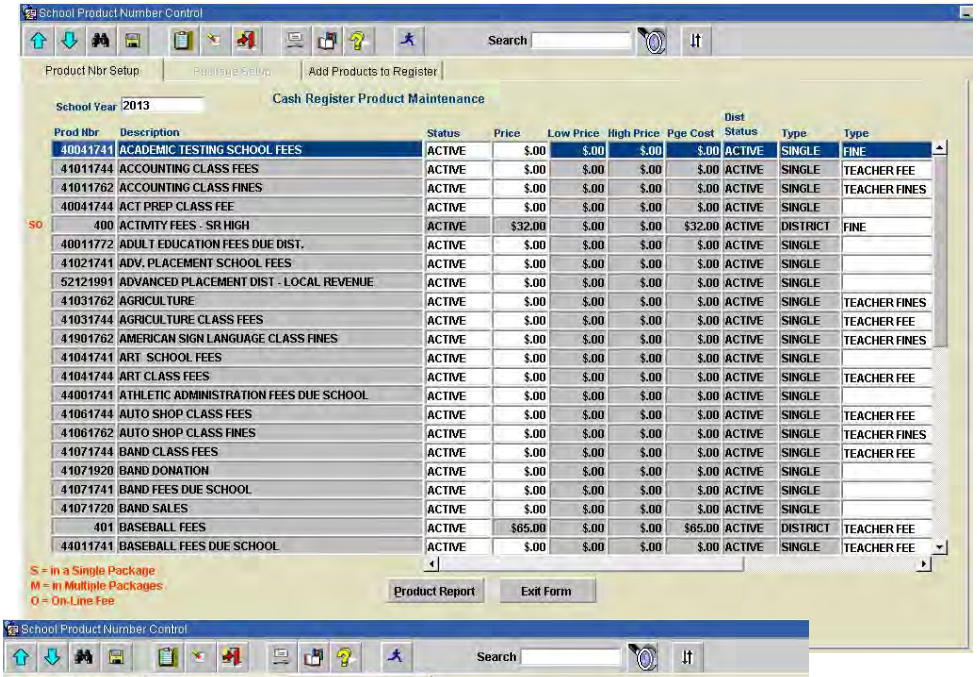
The system will assign the next available number in that category and it will appear in the Assigned Buckets list.

Buckets can be re-named during a year in the **"Bucket Name"** field of the Assigned Bucket list.

More than one **product number** can be assigned to an individual bucket if desired (bottom section).

Products can be inactivated within a bucket, or a Bucket can be inactivated entirely by dragging the horizontal scroll bar to the right and changing the status of the bucket in the Assigned Bucket list to "Inactive."

Inactive Buckets will remain on the budget report until the end of the fiscal year. They do not show in the next fiscal year.

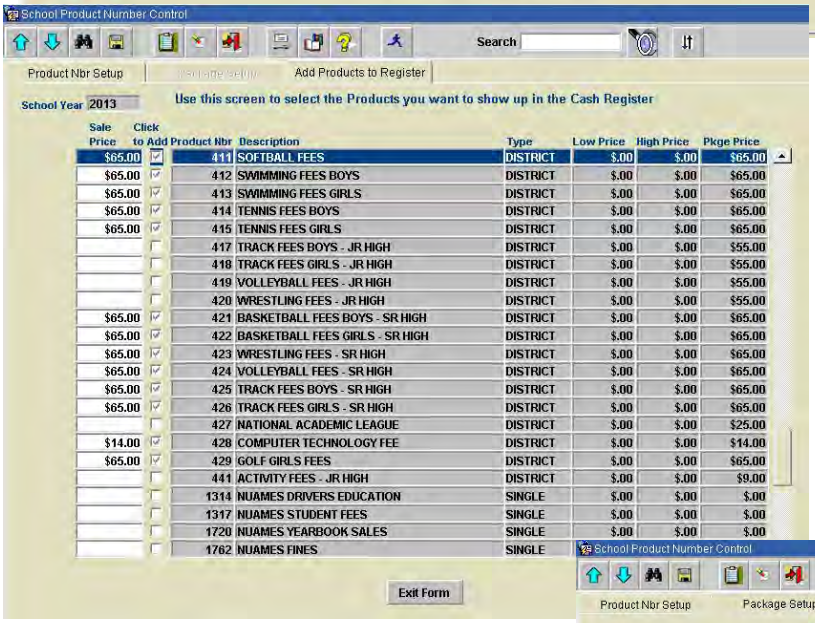


Product Nbr Setup Tab

All of the products listed on this screen (with "Active" status) are the products that are displayed on the list of values in your location's cash register.

If a product listed is no longer used at your location, change the status to "InActive."

If a new product is needed, click the "Add Products to Register" tab.



Add Products to Register Tab

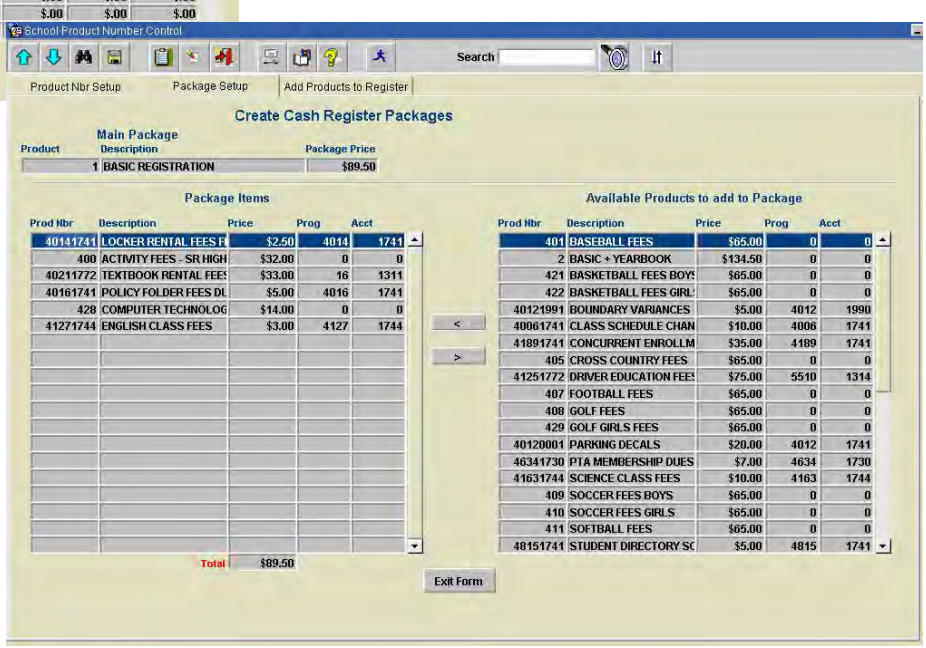
This screen displays all available products. The products currently in your cash register have a check mark next to the product number.

To add a new product to your register, simply click in the "Click to Add" box next to the product number.

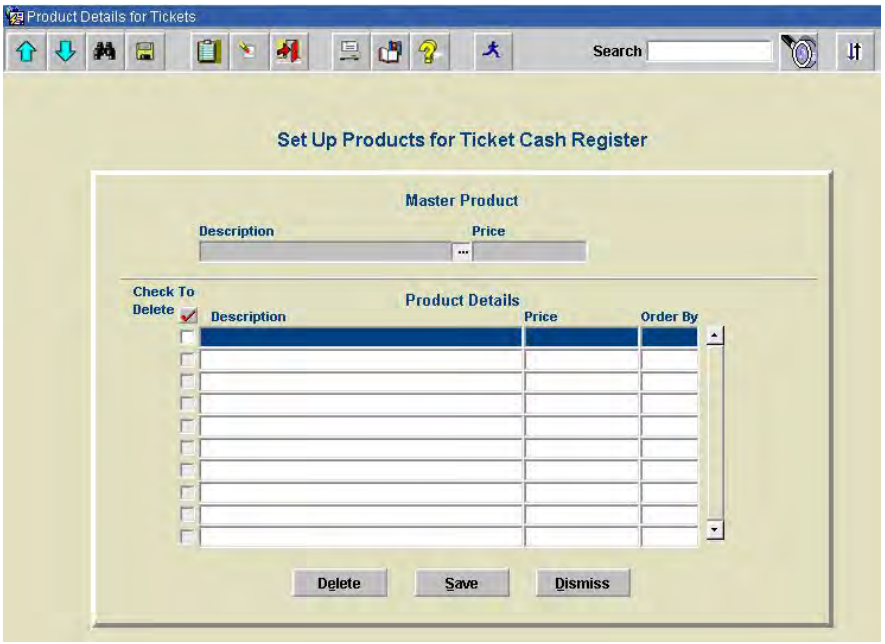
Package Setup Tab

In order to create a package (one or more product numbers) begin on the "Product Nbr Setup" tab and highlight the package number you wish to adjust and then click on the "Package Setup" tab. (Package numbers 1-100 are available for school use)

Available Products (right side of the screen) must have a set price. Use the left and right arrows in the middle of the screen to either add them to the package or remove them from the list of package items.



Financial Information > Location Financials > Location Utilities > Ticket Sales Details



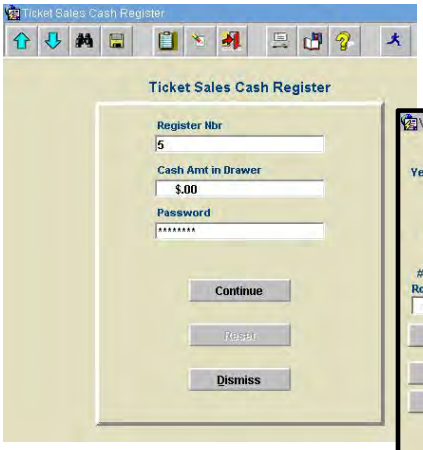
TICKET CASH REGISTERS

In the "Location Registers Control" screen, the Record Type for the register must be set to "Tickets."

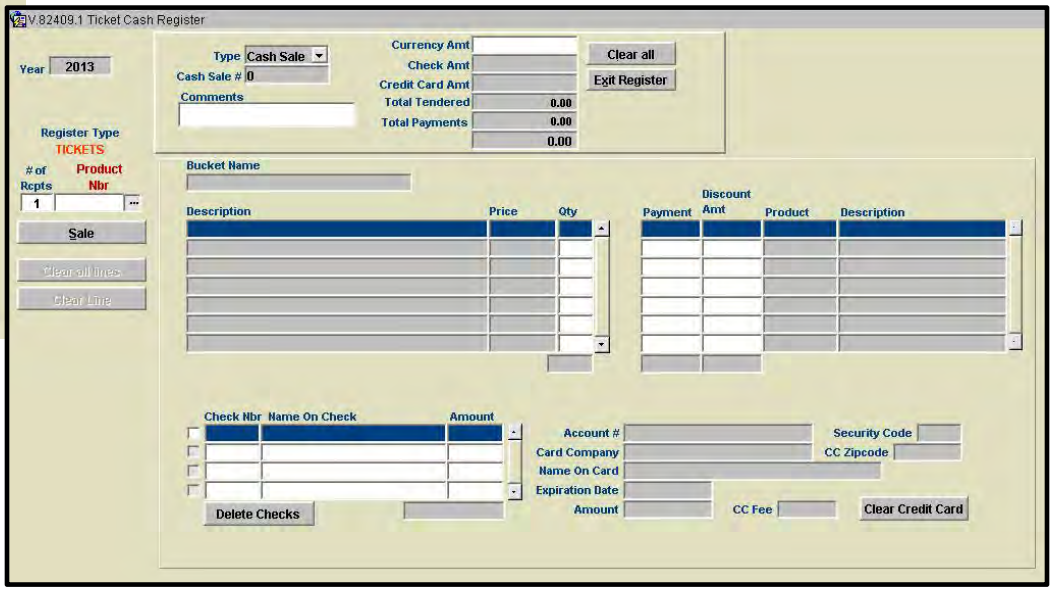
For a product to be used on this screen, the product type (on the Setup Products and Packages screen) must be set to "TICKET." Now add the products to this register that will be used for the specific event.

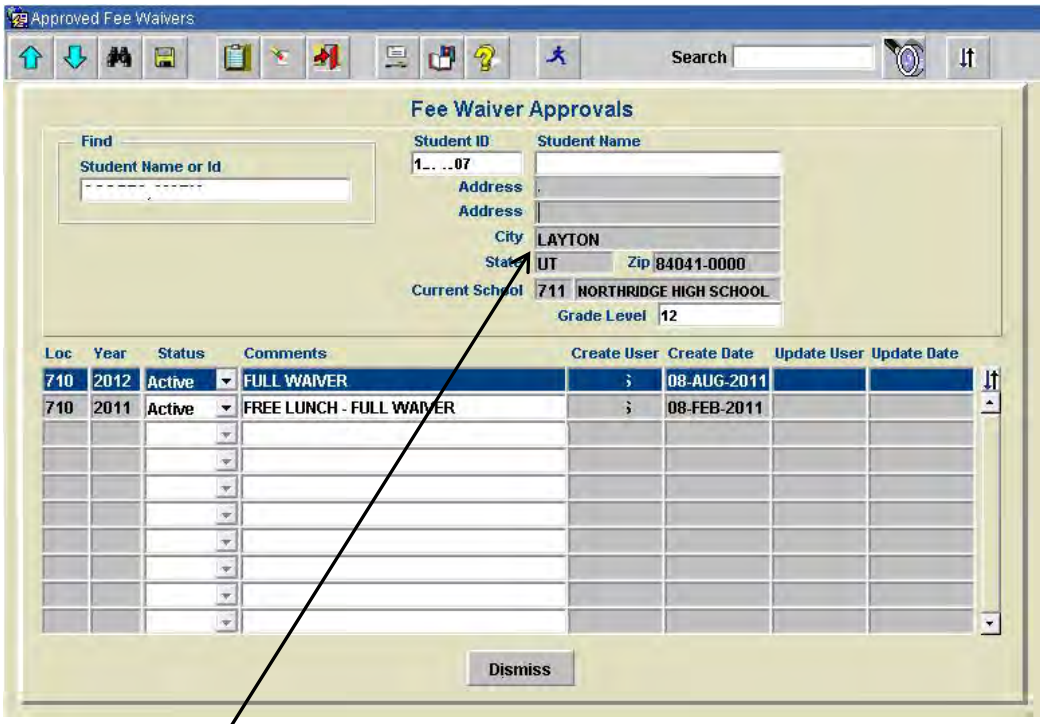
After the products and register are set up for the event, use this register with the following two screens:

Financial Information > Location Financials > Location Utilities > Ticket Sales Cash Register



After entering the Register Number, the Cash Amount in the drawer and the password, click "Continue" and the screen below appears:



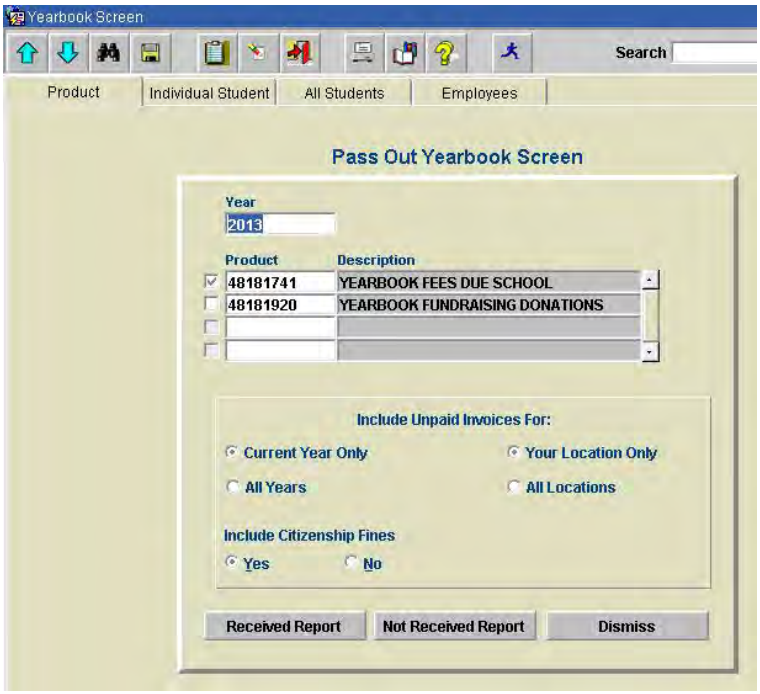


Input and update information by student as to their fee waiver status ACTIVE or INACTIVE

Color codes:

BLUE – If a student had a fee waiver for the prior school year, there is a vertical blue line displayed for the first 30 school days.

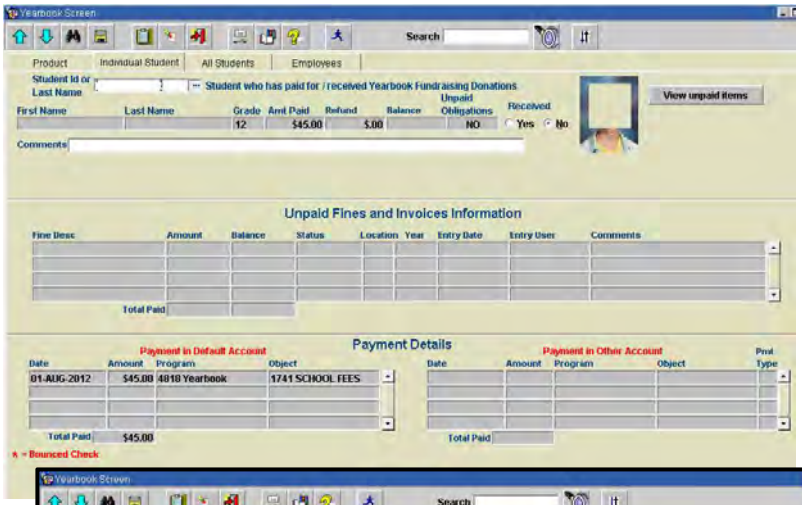
GREEN – After a school administrator has approved a student for a fee waiver, a vertical green line will be displayed by the student name and address.



Financial Information > Location Financials > Location Utilities > Yearbook Screen

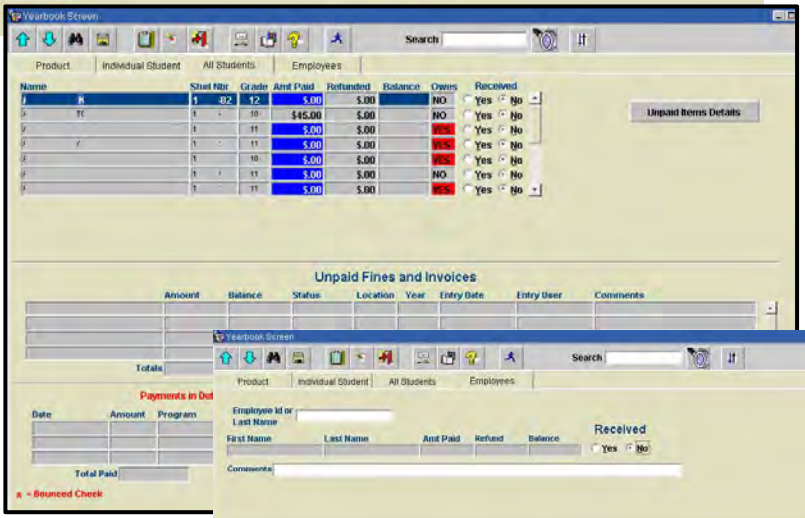
These screens are used to help with the distribution of yearbooks.

Choose the yearbook fee product code and the other options in order to run one of the two reports of who has received their yearbook and who has paid and not received their yearbook yet.



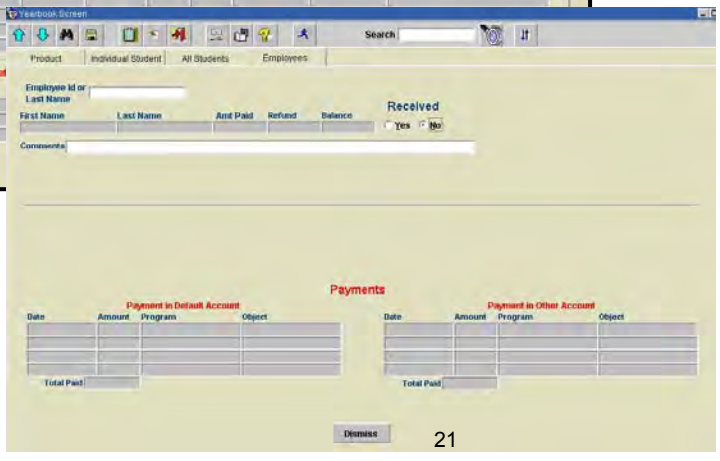
The Individual Student tab

Pulls up yearbook information by student



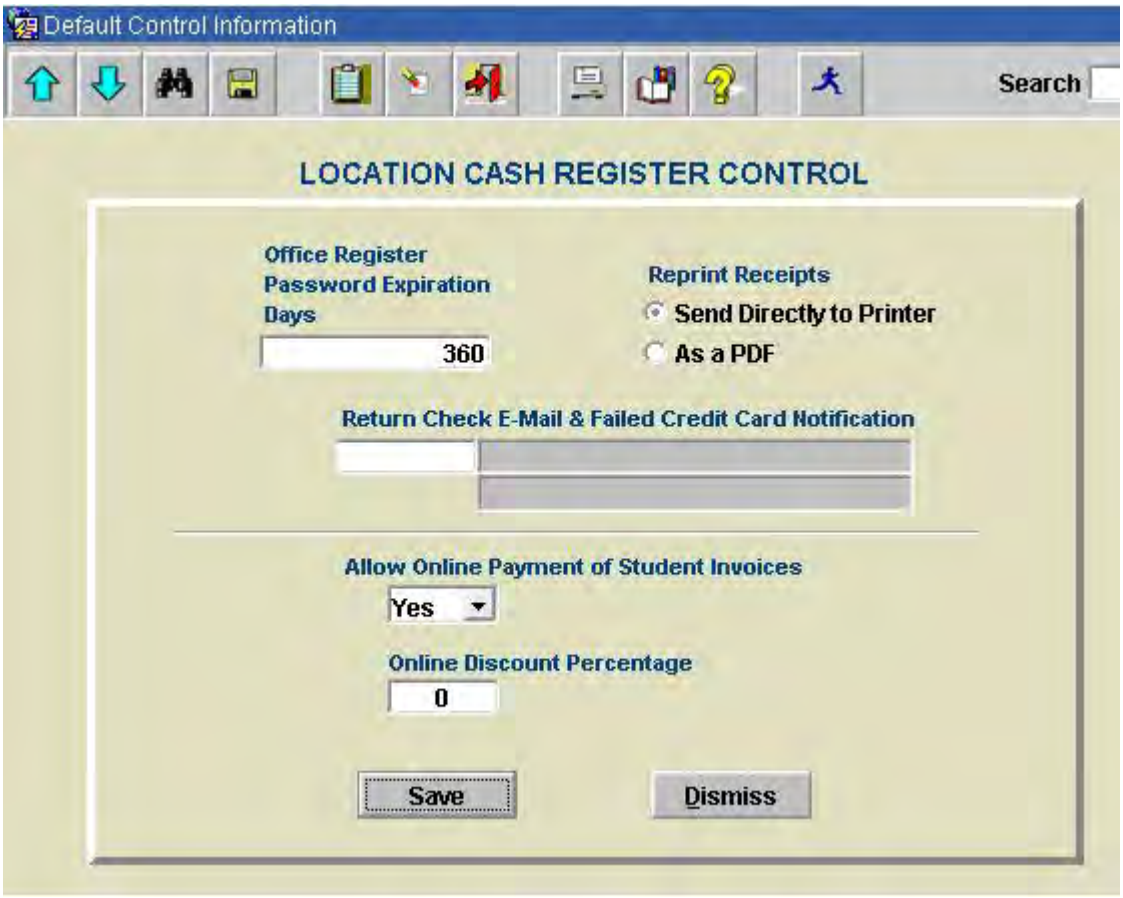
All Students Tab

Brings up a list of all students and their yearbook information all at once.



Employees Tab

Yearbook information for employees.



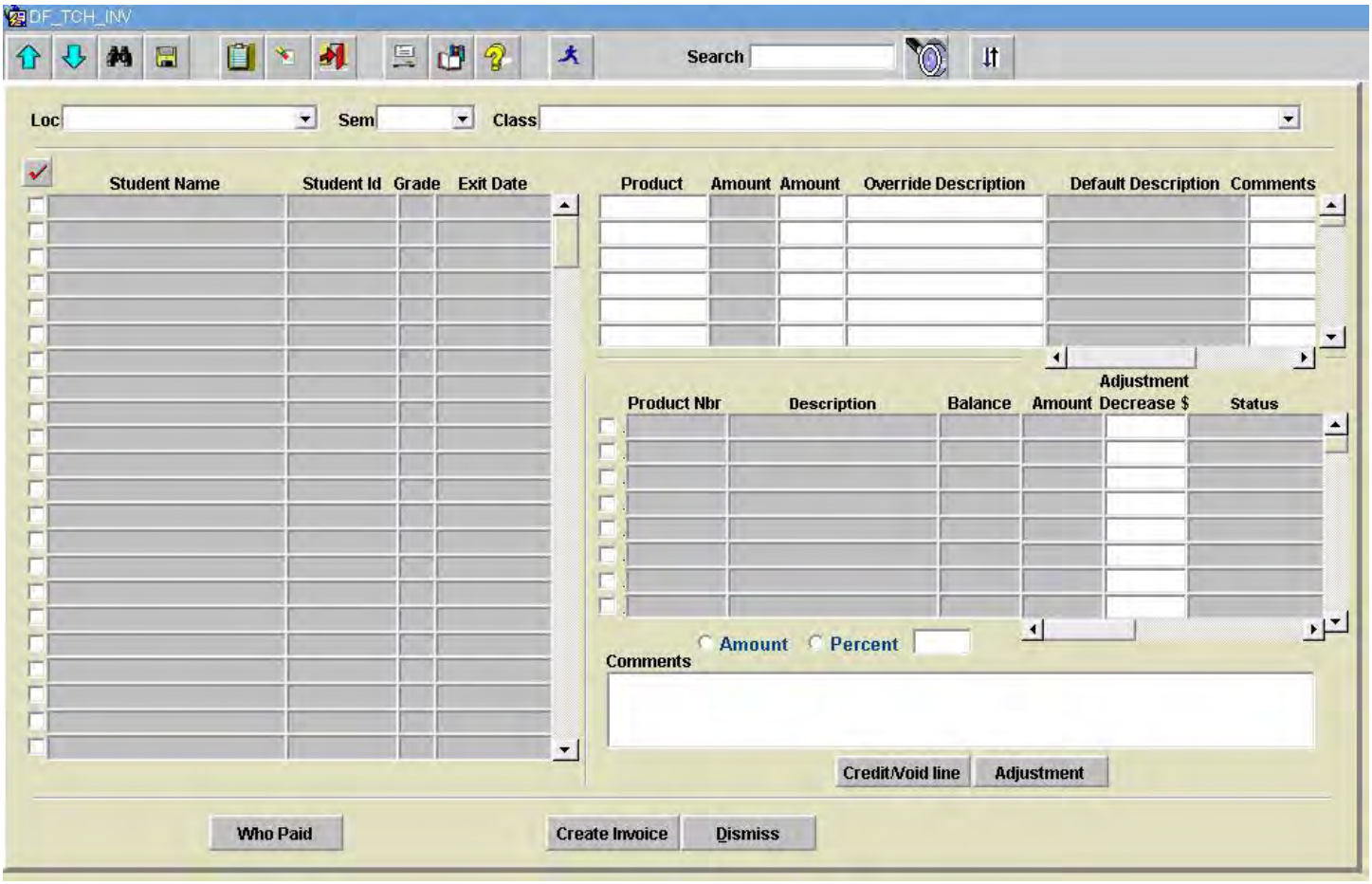
1 – Password Expiration Days

2 – Change Reprint of receipts to a PDF for emailing

3 – Change the position of who will be notified by email or a returned check or Failed Credit Card

4 – To allow Online Payment of Student Invoices

5 – Change the discount Percentage for Online Invoice Payment



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.

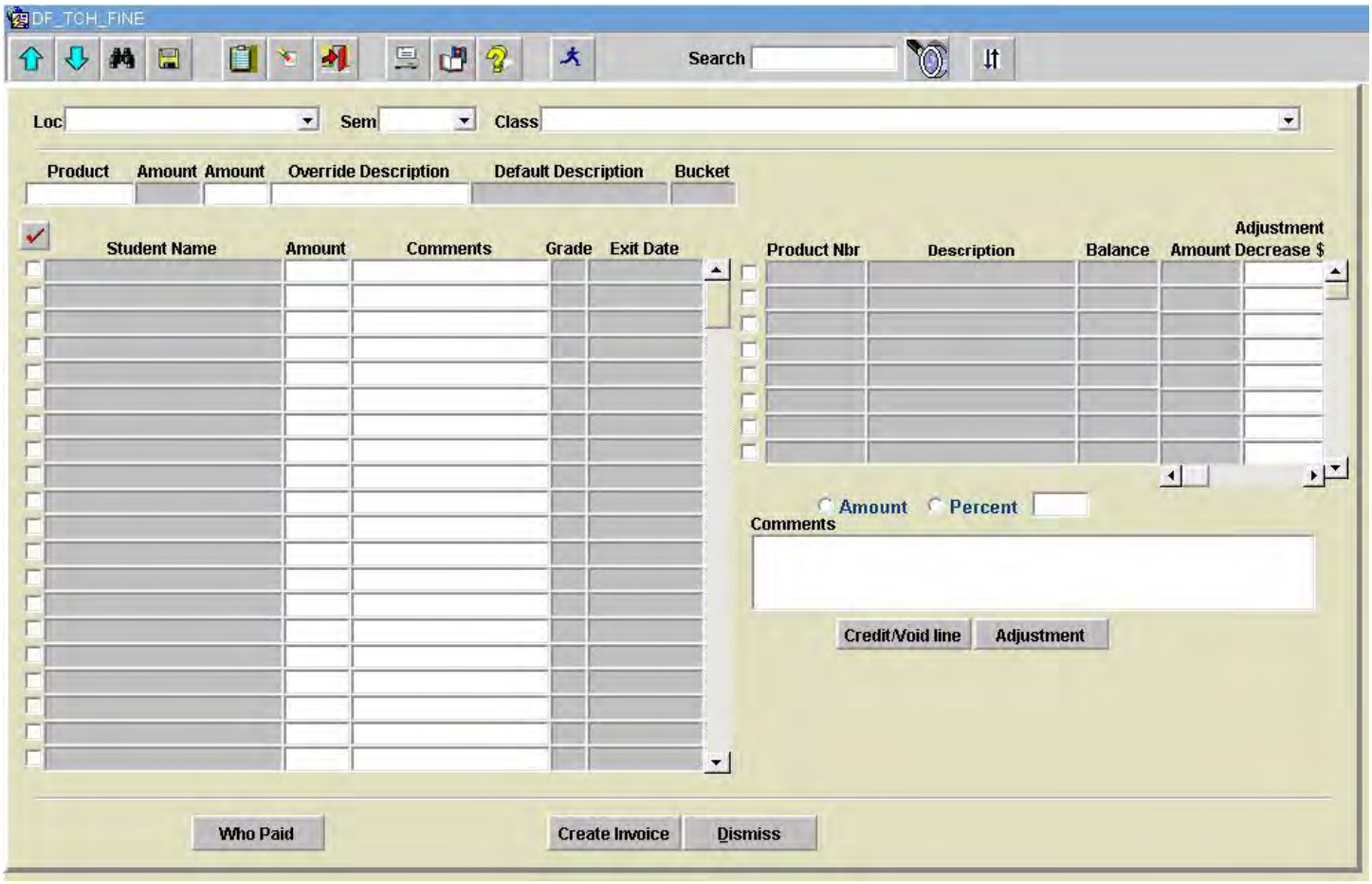
Enter the product or choose the product from the list of values. Alternate descriptions are allowed for each product.

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.



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.

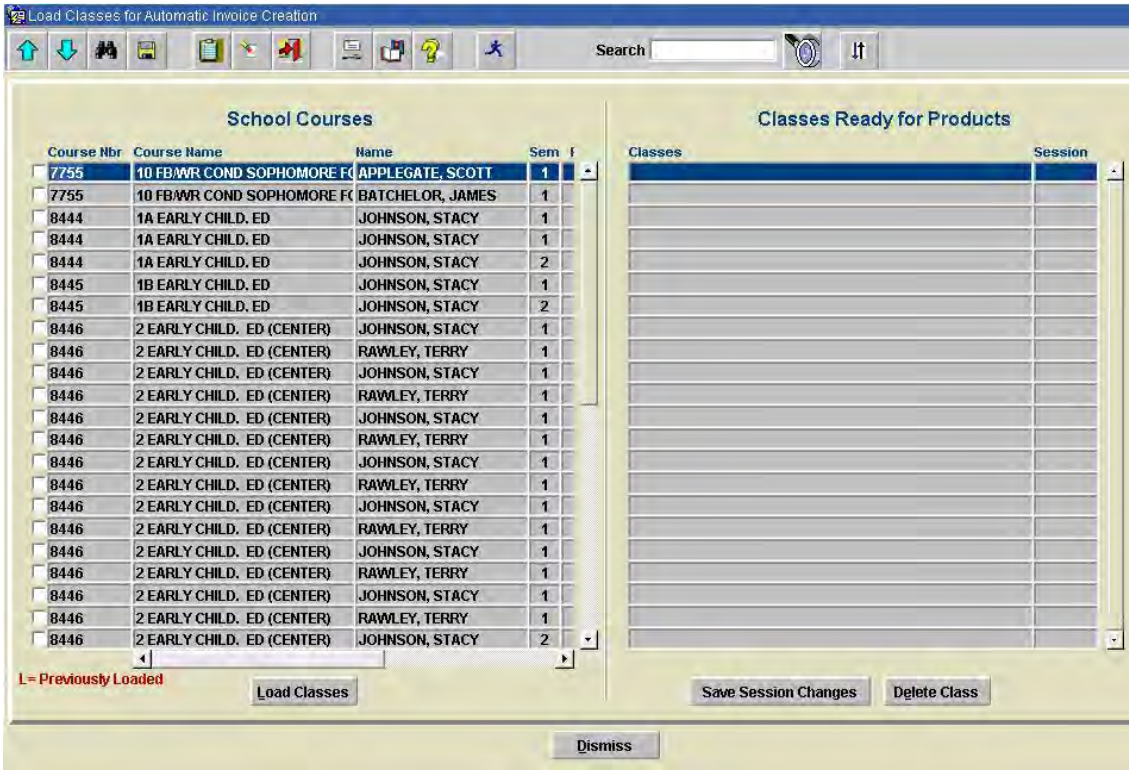
Financial Information > Location Financials > Fee Processes > AI Classes (automatic invoicing)

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.

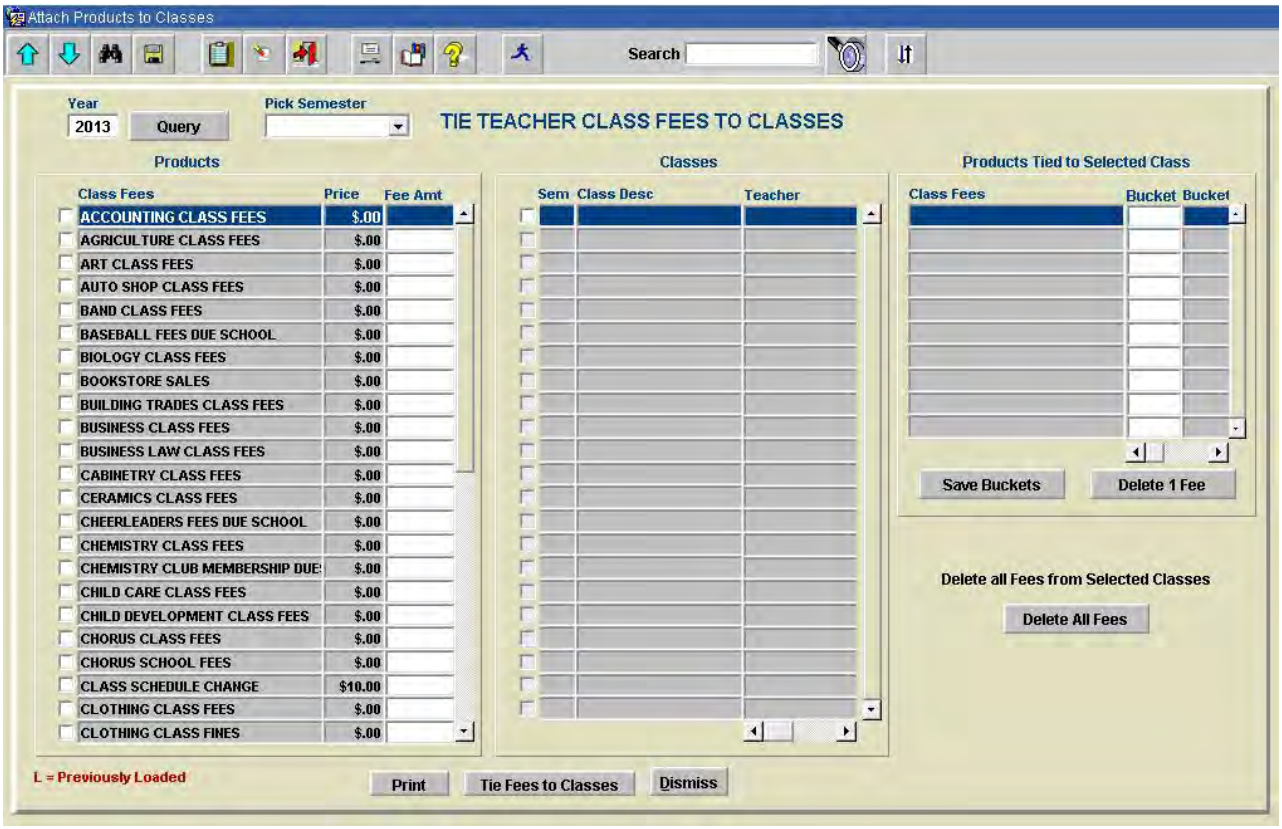
Then click on the Load Classes button. If you have previously loaded this class there will be a red "L" next to the class.



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.



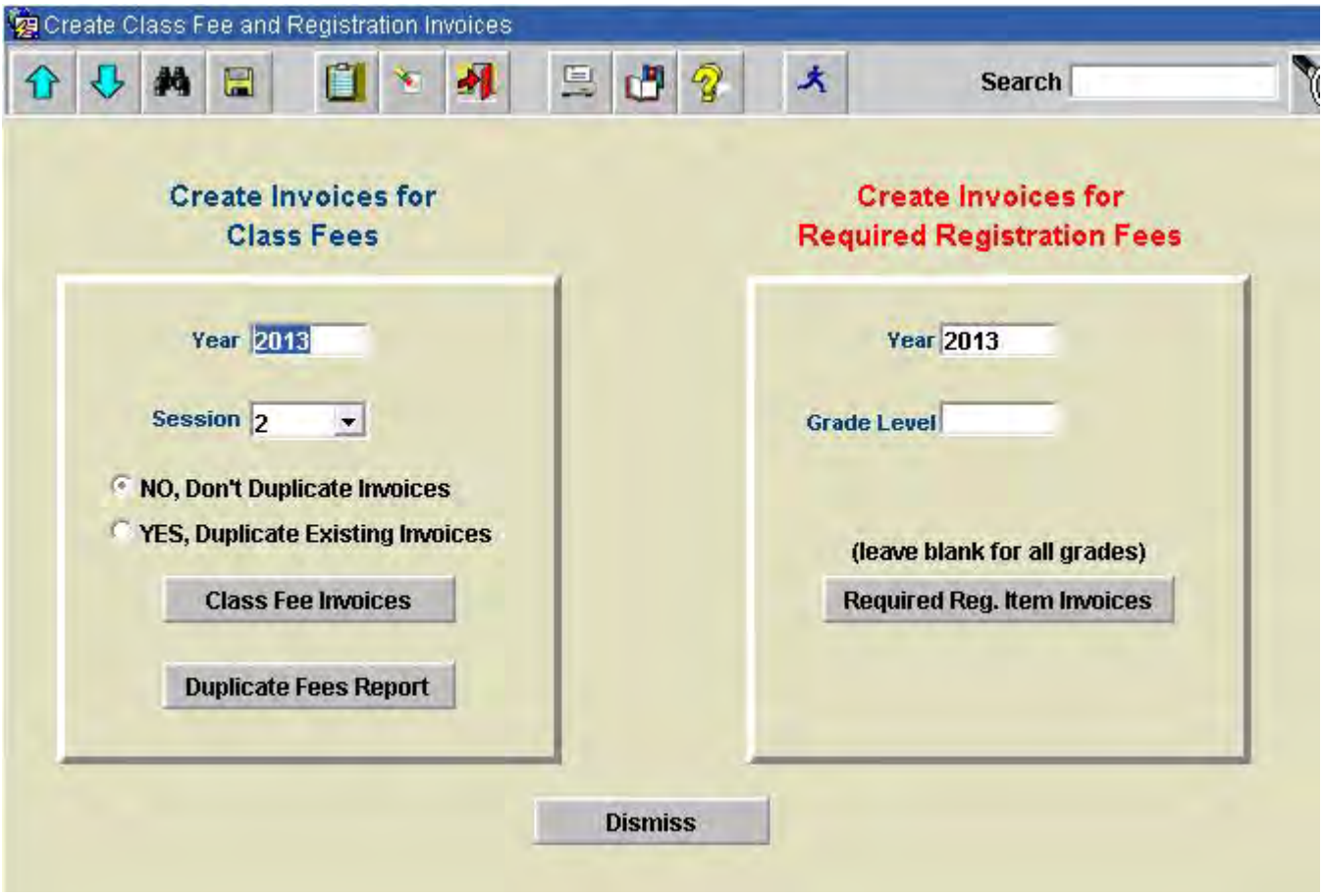
Step 2: This is where you select the product or products you would like to attach to the class.

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.

Create Invoices for Class Fees (left side of screen)

Select session

Select No, or Yes on Duplicate

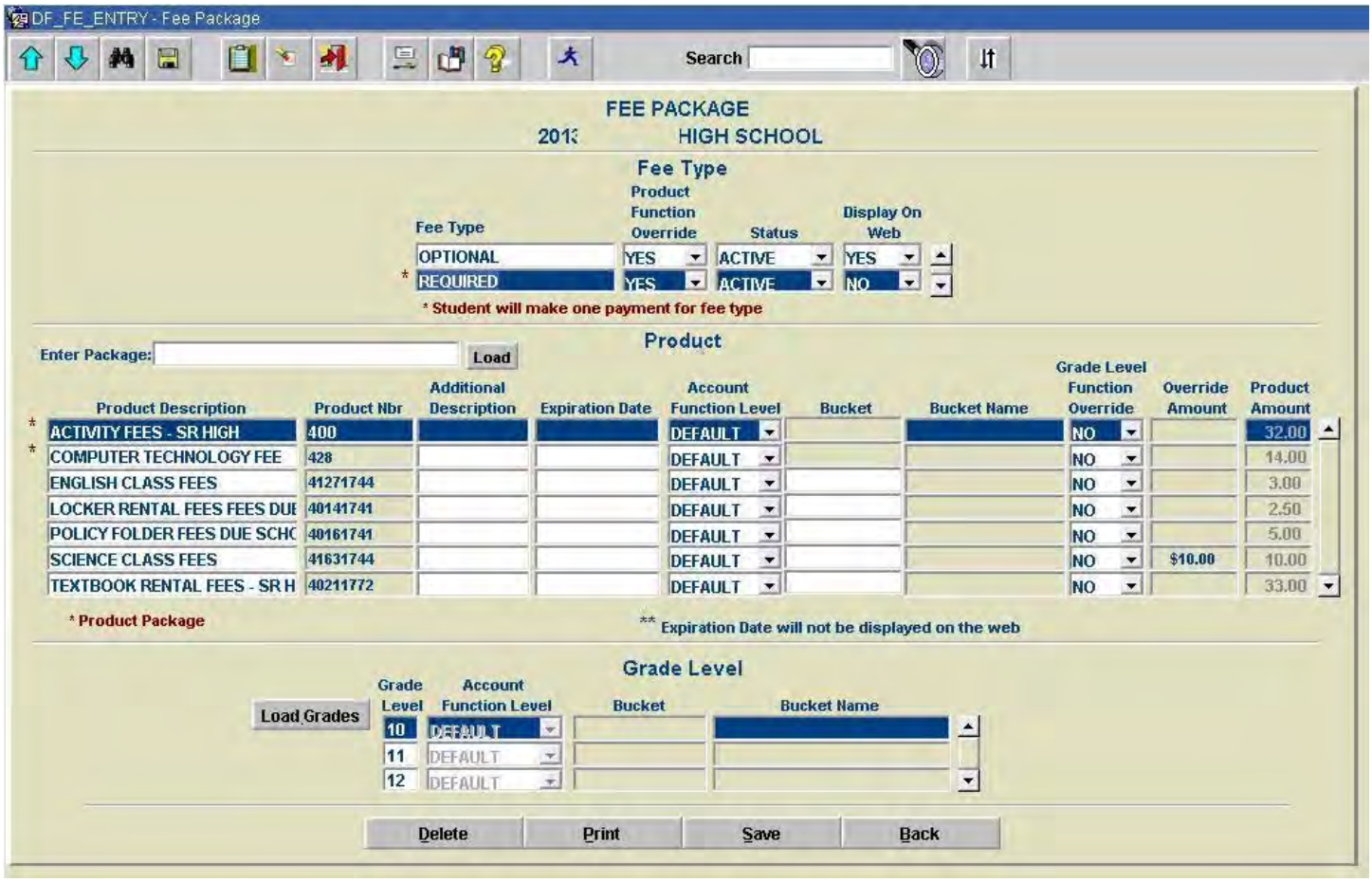
Click on the "Class Fee Invoices" button (you would click on "yes" if you wanted to invoice, even if they had been invoiced before).

Process Required Registration Fees into Invoice (right side of screen)

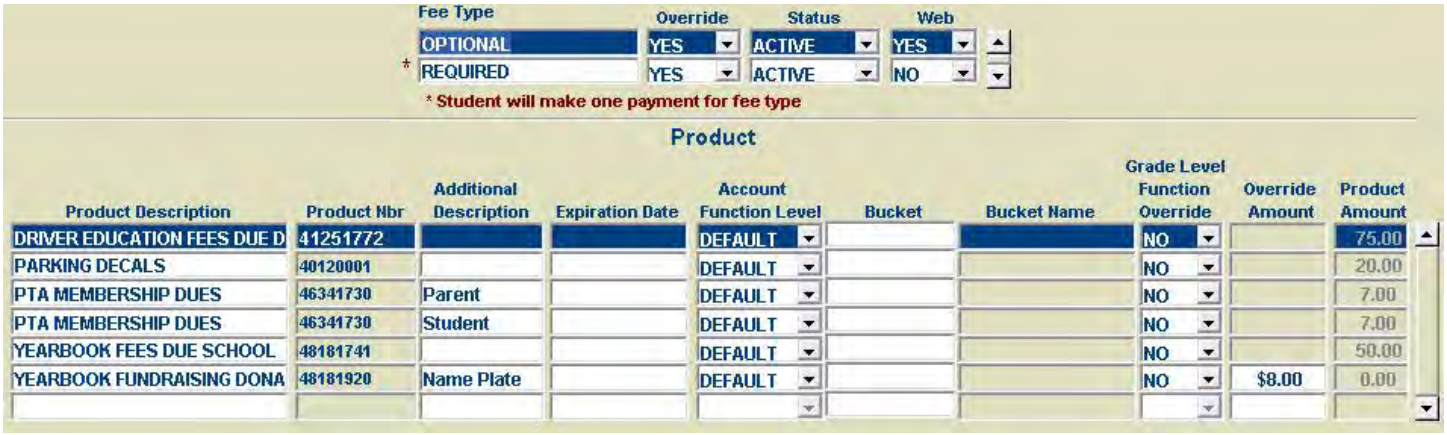
To process an invoice for all those students who have not yet paid their registration fees.

Select Year

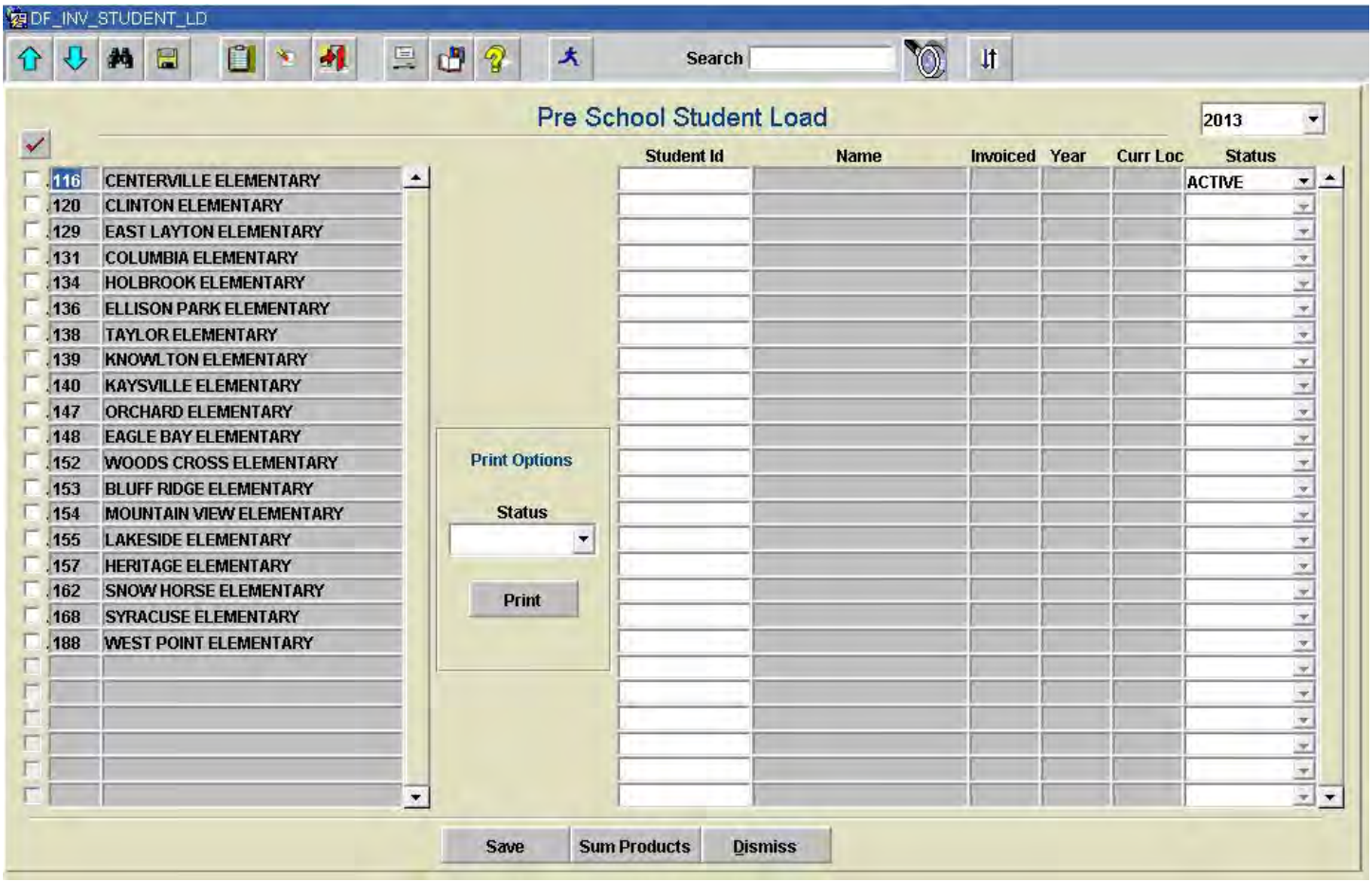
Select Grade Level and then click on "Required Reg. Item Invoices"



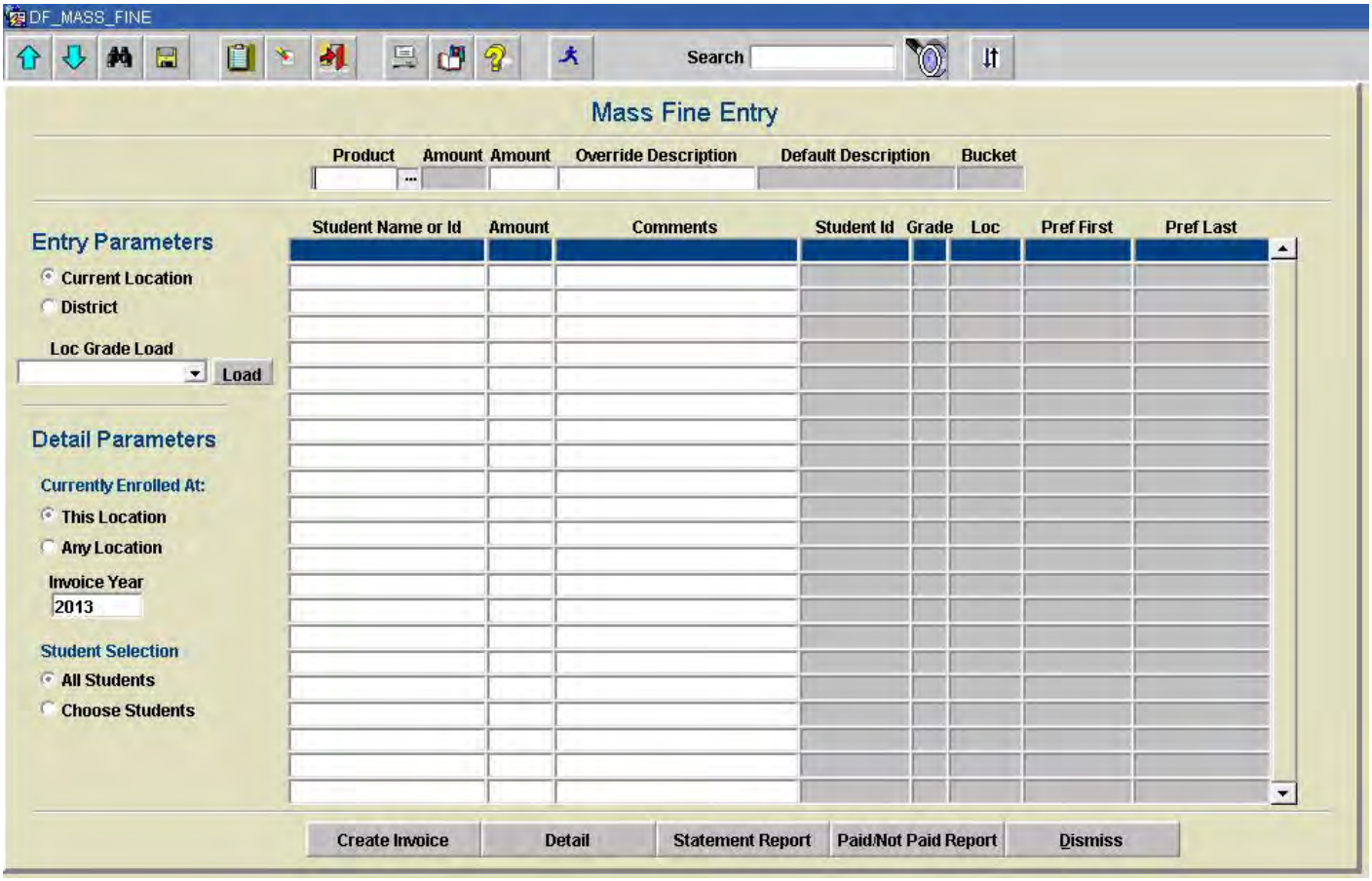
Use this screen to set up Products (or Packages of products) for payment on the “my.DSD” web site.
To use the Grade Level section, Load Grades for your school and then enter the grade levels that will use each product.
These fee types are either Optional (an example is shown below) or Required (an example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



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

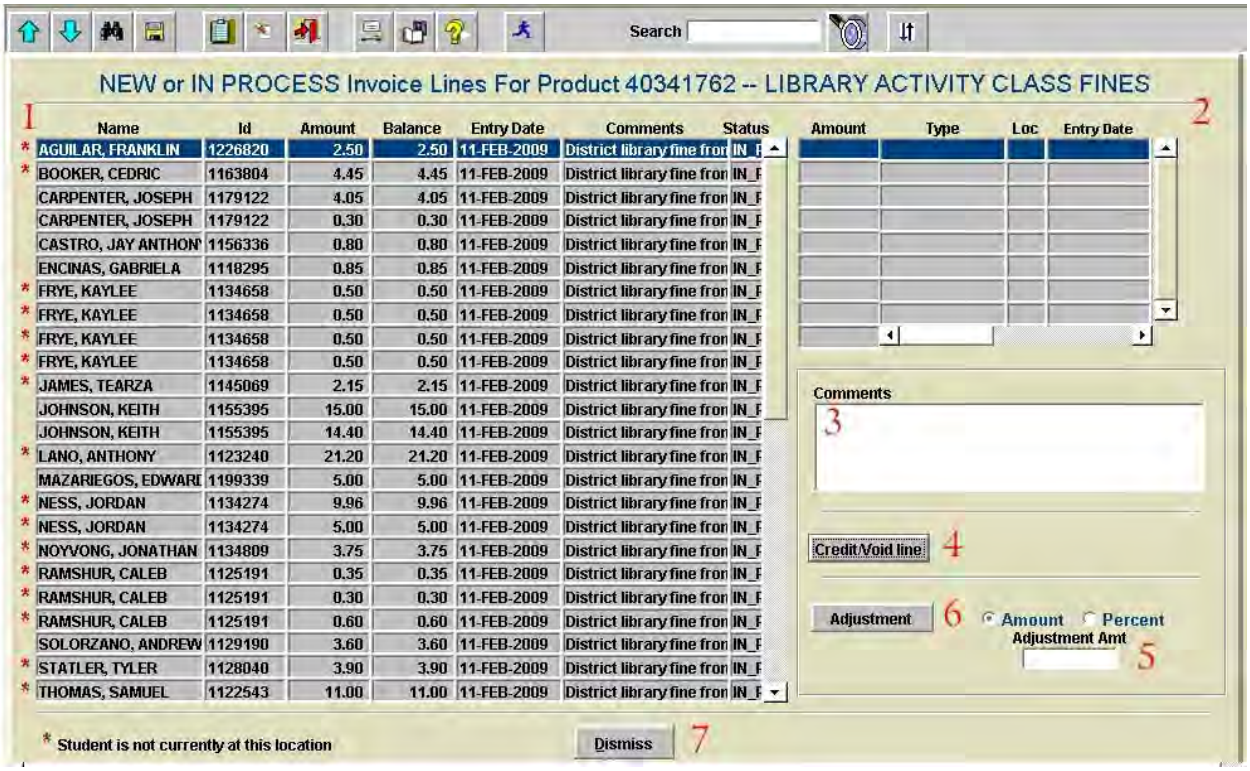


Use this screen to load preschool students at your school.



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:



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:

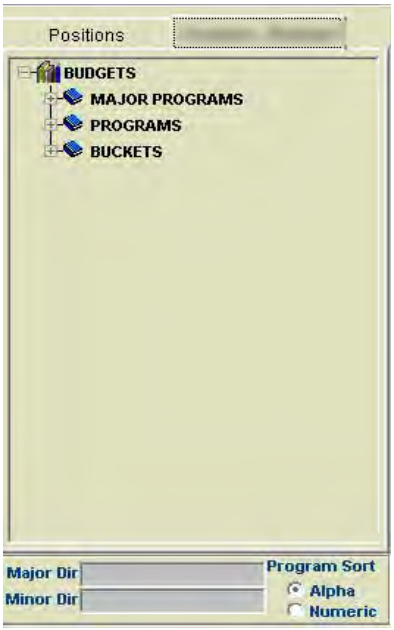
1 – Open

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.



There are two sections of this screen (left portion and right portion)

LEFT PORTION:

This tab shows all the budgets in your school in three different ways:

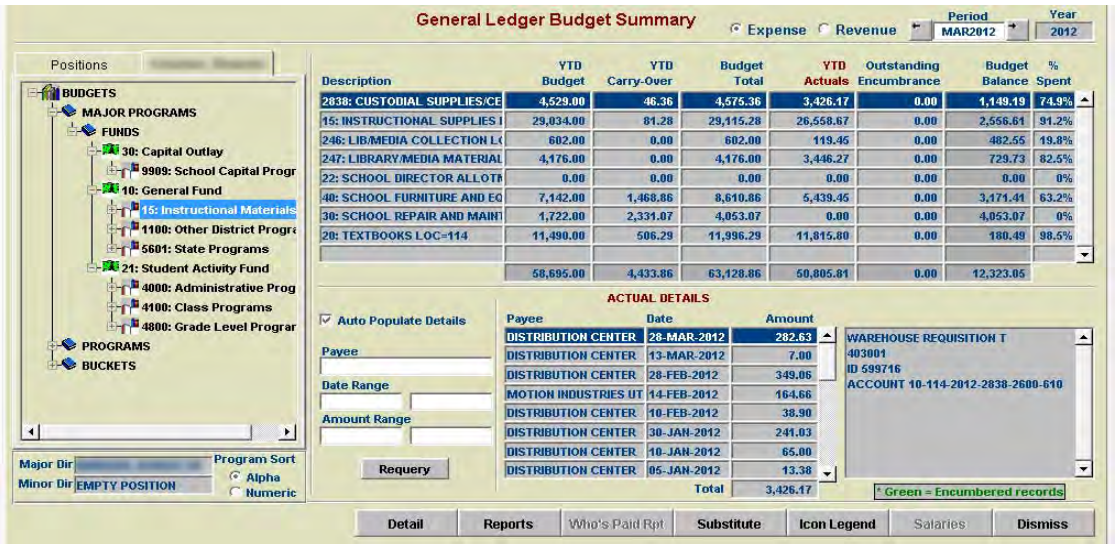
- Major Programs – summary of all programs
- Programs – individual summary, one program at a time
- Buckets – parts of a program

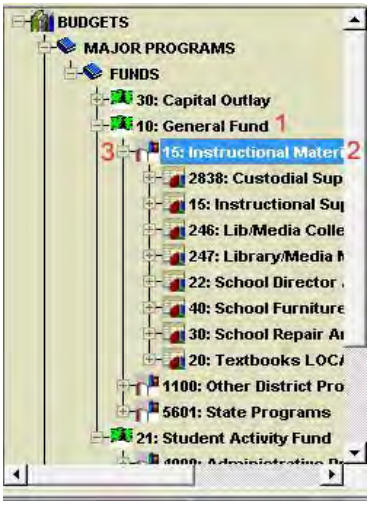
To give permission for someone at your school to review a particular budget, click on that budget and then use the “Permissions” button at the bottom of this screen and insert their name in the list and save.

The “Positions” tab lists the people at your school who have been granted rights to see certain budgets, and the budgets they have been granted to view.

To navigate these nodes, click on the “+” sign to expand. Click the resulting “-“ sign to retract again.

Major Programs – Summary of Programs





1. This level is the fund level. Nothing happens when you click on these words.
2. This is the MAJOR PROGRAM level. Click here and see a screen like the one above, with one program per line,
3. If you click the "+" next to a major program, it expands to show all the programs within that major program.

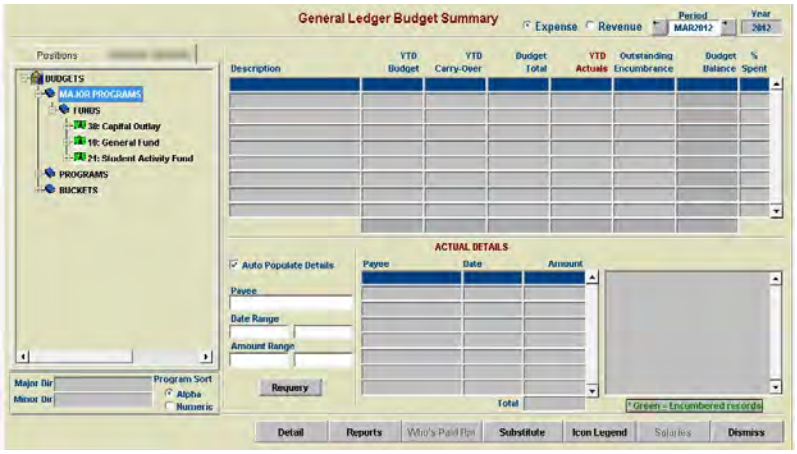
2838 : Custodial Supplies

15 : Instructional Supplies

246 : Library/Media Collection – ETC.

TO PRINT THE MAJOR PROGRAM REPORT:

- Click and highlight MAJOR PROGRAMS as shown below.
- Click the **Reports** button at the bottom of the page.
- This will kick off a file in .pdf format that you can either view, save off as a file, or print.



The example of this report is shown on page 3

MAJOR PROGRAM REPORT EXAMPLE:

25-MAY-2012
12:46:10 PM

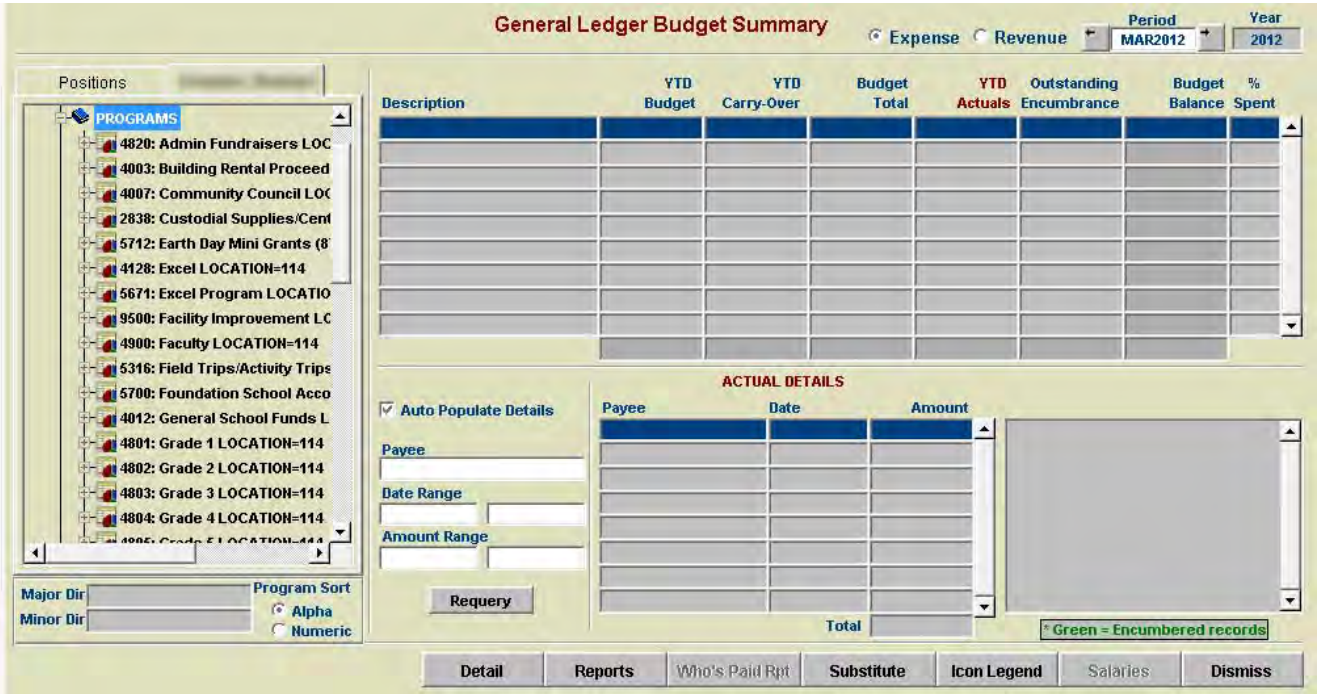
DAVIS SCHOOL DISTRICT
Budget Summary by Major Program

Page 1
GLBSMPSm

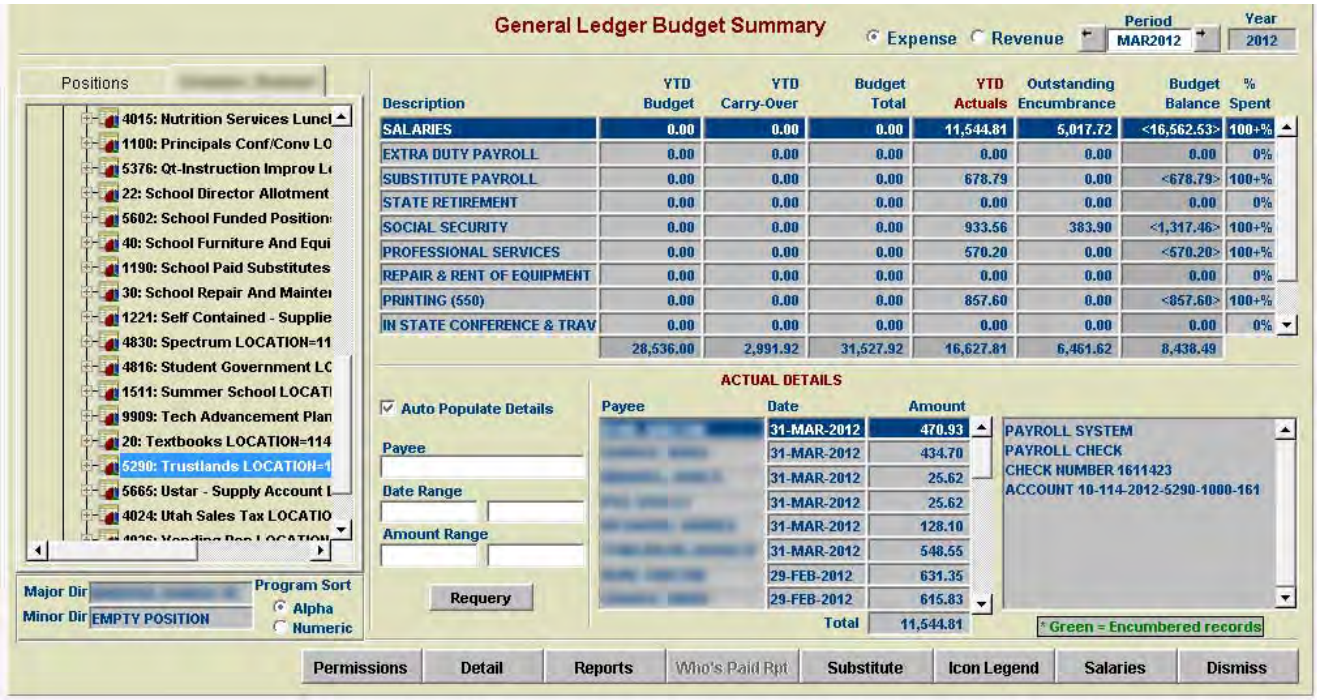
Period: MAR2012

MAJOR PROGRAMS		YTD Budget	YTD Carry Over	Budget Total	YTD Actuals	Encumbrance	Budget Balance
30 CAPITAL OUTLAY							
9909: School Capital Programs							
9909: Tech Advancement Plan	114	$2,503.00	$0.00	$2,503.00	$1,034.54	$0.00	$1,468.46
30 CAPITAL OUTLAY TOTAL:		$2,503.00	$0.00	$2,503.00	$1,034.54	$0.00	$1,468.46
10 GENERAL FUND							
15: Instructional Materials							
15: Instructional Supplies	114	$29,034.00	$81.28	$29,115.28	$26,558.67	$0.00	$2,556.61
1000: INSTRUCTION OF STUDENTS		$28,674.00	$81.28	$28,755.28	$26,198.67	$0.00	$2,556.61
2400: SCHOOL ADMINISTRATION		$360.00	$0.00	$360.00	$360.00	$0.00	$0.00
20: Textbooks	114	$11,490.00	$506.29	$11,996.29	$11,815.80	$0.00	$180.49
30: School Repair And Maintenance	114	$1,722.00	$2,331.07	$4,053.07	$0.00	$0.00	$4,053.07
40: School Furniture And Equipment	114	$7,142.00	$1,468.86	$8,610.86	$5,439.45	$0.00	$3,171.41
246: Lib/Media Collection	114	$602.00	$0.00	$602.00	$119.45	$0.00	$482.55
247: Library/Media Materials	114	$4,176.00	$0.00	$4,176.00	$3,446.27	$0.00	$729.73
2838: Custodial Supplies/Central	114	$4,529.00	$46.36	$4,575.36	$3,426.17	$0.00	$1,149.19
1100: Other District Programs							
1221: Self Contained - Supplies	114	$880.00	$0.80	$880.80	$413.30	$0.00	$467.50
5601: State Programs							
5290: Trustlands	114	$28,536.00	$2,991.92	$31,527.92	$16,627.81	$6,461.62	$8,438.49
5316: Field Trips/Activity Trips	114	$3,889.80	$4,637.70	$8,527.50	$4,043.41	$2,427.50	$2,056.59
2700: STUDENT TRANSPORTATION S		$3,889.80	$4,637.70	$8,527.50	$7,048.97	$1,379.50	$99.03
1000: INSTRUCTION OF STUDENTS		$0.00	$0.00	$0.00	-$3,005.56	$1,048.00	$1,957.56
5376: Qt-Instruction Improv Leaders	114	$3,351.00	$0.00	$3,351.00	$3,308.36	$0.00	$42.64
5671: Excel Program	114	$0.00	$2.10	$2.10	$0.00	$0.00	$2.10
5700: Foundation School Accounts	114	$7,786.00	$5,014.01	$12,800.01	$4,944.06	$1,837.50	$6,018.45
1000: INSTRUCTION OF STUDENTS		$500.00	$1,598.32	$2,098.32	$727.40	$197.50	$1,173.42
1802: 3RD GRADE SPECTRUM		$250.00	$363.23	$613.23	$534.55	$0.00	$78.68
1803: 4TH GRADE SPECTRUM		$500.00	$68.26	$568.26	$0.00	$0.00	$568.26
1804: 5TH GRADE SPECTRUM		$250.00	$1.88	$251.88	$106.43	$145.45	$0.00
1805: 6TH GRADE SPECTRUM BUCKE		$1,050.00	$48.83	$1,098.83	$696.32	$0.00	$402.51
1400:		$0.00	$62.50	$62.50	$0.00	$0.00	$62.50
1437:		$0.00	$500.00	$500.00	$500.00	$0.00	$0.00
1406:		$750.00	$0.00	$750.00	$303.53	$0.00	$446.47
1403:		$750.00	$160.41	$910.41	$160.41	$0.00	$750.00
1439:		$0.00	$50.00	$50.00	$0.00	$0.00	$50.00
1413:		$499.00	$0.00	$499.00	$0.00	$497.65	$1.35
1402:		$250.00	$15.57	$265.57	$0.00	$250.00	$15.57
1431:		$0.00	$0.00	$0.00	-$100.00	$0.00	$100.00
1410:		$750.00	$0.00	$750.00	$706.56	$0.00	$43.44
1425:		$750.00	$79.63	$829.63	$533.18	$250.00	$46.45
1416:		$490.00	$0.00	$490.00	$0.00	$0.00	$490.00
1441:		$0.00	$100.00	$100.00	$100.00	$0.00	$0.00
1440:		$0.00	$447.19	$447.19	$431.86	$0.00	$15.33

PROGRAMS – Individual Views



Click on the program you choose, and the budget screen shows the type of expenditures made within that program.



BUCKETS – Subdivision for Programs

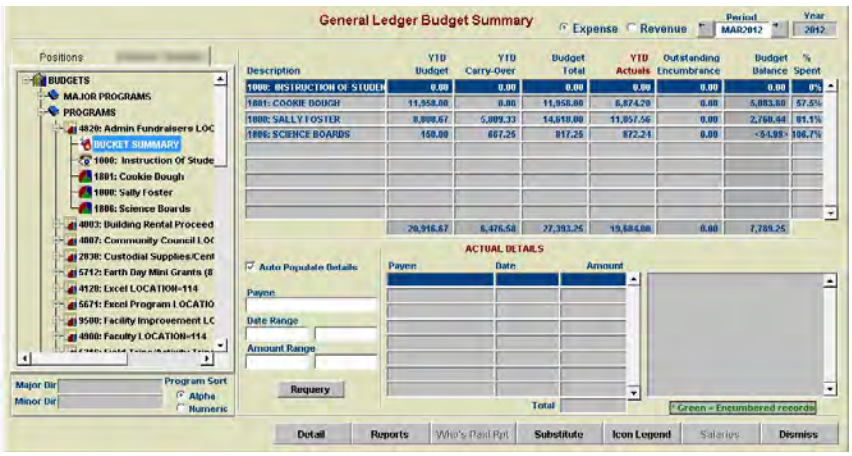
To begin, we click on the "+" sign next to the Admin Fundraiser program and then click on

"8420:Admin Fundraisers Program"

The budget summary screen displays the whole program by account type.

Next, we click on "BUCKET SUMMARY"

The budget summary screen displays all of the buckets, on bucket per line. Notice the total program budget balance equals the budget balance in the screen above.



Next, we click on one of the buckets

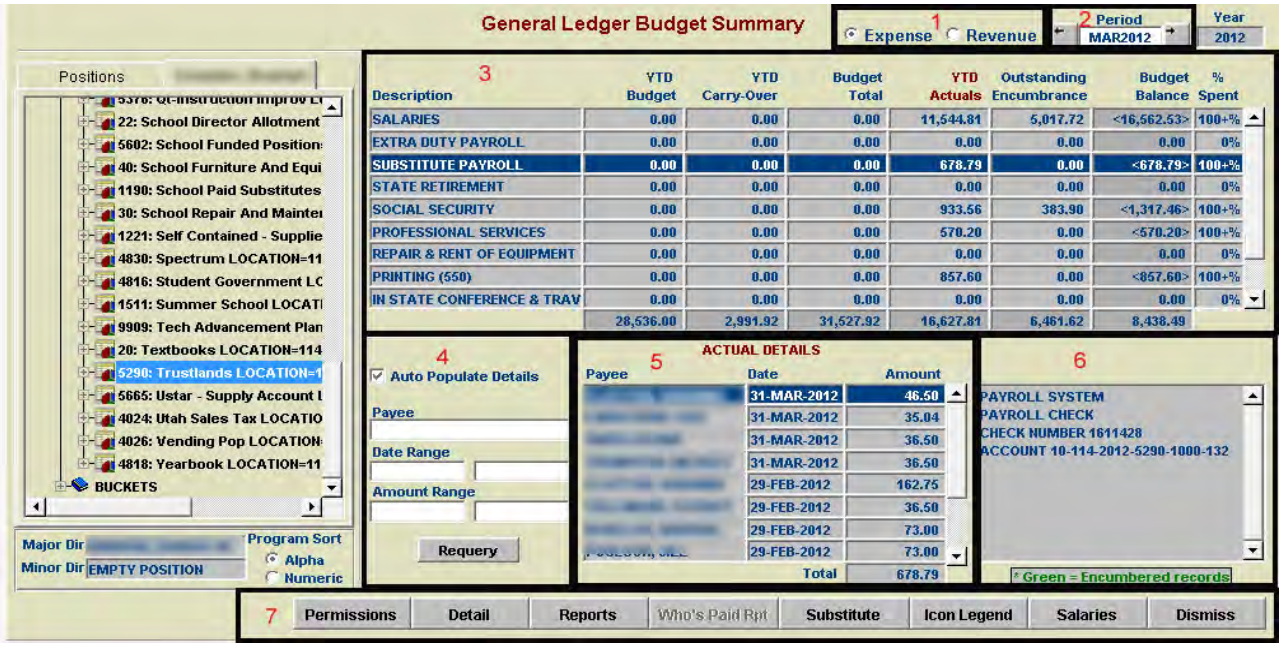
"1806: Science Boards"

The budget summary screen displays just that bucket. Notice the total bucket budget balance for that bucket in the screen above.

If there are buckets within a program, that budget check is at the bucket leve.

That way one bucket director does not spend another's funds.

Budget Screen Sections



1. In section 1 you can choose to see expense or revenue, with the default being expense. The expense view shows how much is spent and your balance. Click the revenue radial button and you can see how much was collected and from whom (if that information is entered. It **DOESNOT** show how much you can still spend.
2. In section 2 you can look back at previous period or fiscal years. Right now the last period of the year is JUNE but eventually it will be ADJ2010, or whatever is the corresponding fiscal year. Click the left arrow for last month.
3. This section show budget (how much you have collected), carryover (how much you have left over from last year), YTD Actuals (how much has been spent so far), Encumbrance (items ordered and not yet paid), and Balance. The amount at the bottom (8438.49) is where the system checks to see hoy much you have left to spend.
4. This is the FILTER section for program details. It will help you narrow down your search for a specific item, or gather items of a particular vendor, amount, or date. The list includes any encumbrances the highlighted line may contain.
5. Section 5 displays the details of the highlighted line in section 3 of this screen. Actuals are displayed in blue font and encumbrances are displayed in a green font. These are displayed chronologically starting with most recent.
6. This section displays additional details connected to the highlighted line in sections 5.
7. Button list:

Permissions: This button allows you to allow others to view budgets as you choose.

Detail: Depending on the line highlighted in block 5, you can get additional details on purchase order screen.

Reports: This is a "Smart" button that runs different reports based upon the block highlighted in the Major Programs / Programs section on the left. This is further described on the next page.

Who's Paid RPT: This button is grayed out on the expense side, but alive when you click the Revenue radial button. This report produces a list of who has paid on a particular product code, and works will based upon what kind of information is entered in the cash register.

Substitute: This button runs a report to give you additional information about a substitute expense such as: Which teacher they were in for, the leave date, and the conference attended. The details for substitute in block 5 shows the name of the substitute, the check date, and their salary expense only.

Icon Legend: This will bring up a screen that shows all the icons and what the mean.

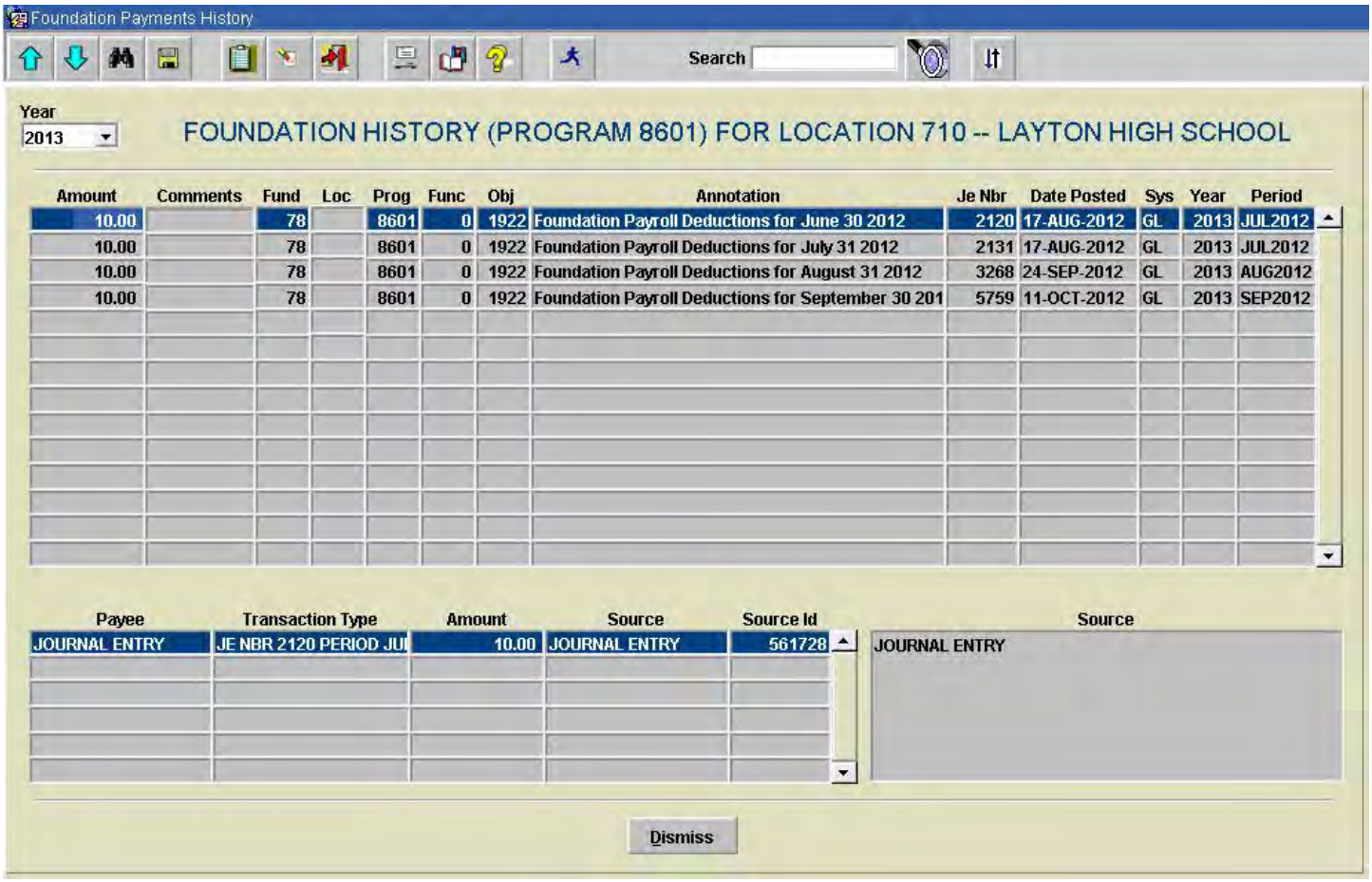
Salaries: This button takes you to a different screen that shows you all salaries that have been paid and are yet to be paid (encumbered) for the specific program you are on.

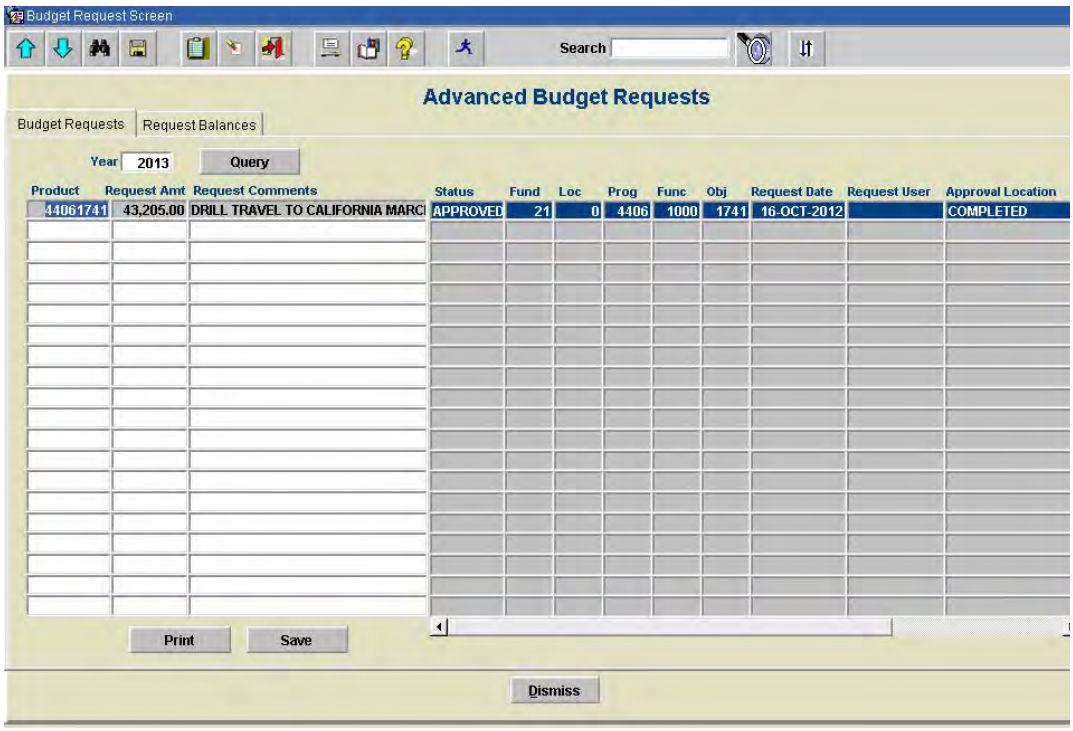
Dismiss: Takes you back one screen.

Financial Information > Location Financials > Budget Processes > Foundation Payment History

This screen displays the source of funds in the school's program #5700 "Foundation School Accounts."

The Payee, the amount and date are displayed as shown in the example below. For Journal Entry transfers, the comment displays the name of the donor.





This screen is used to request advanced budget for activities that need to be paid for in advance of receipting the funds from the students.

The requested amount should be the lesser of the amount due or the amount to be collected from the students.

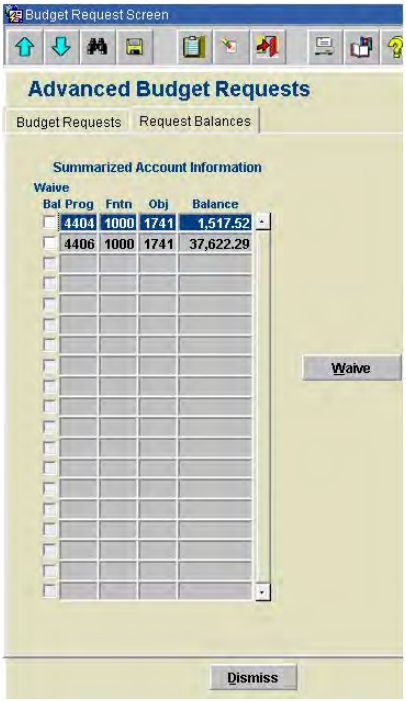
Choose the product and the amount and after the request is completely approved the budget will be added to that program (and bucket if selected).

After the budget is loaded, these funds can be immediately used for purchase orders, claims or P-Card activity.

****IMPORTANT**:** Make sure that receipts for this activity are receipted in the same product number (and bucket if selected) for which the advanced budget was approved. The system will automatically decrease the amount of the outstanding budget as each receipt is recorded.

After the final receipt has been collected from students, there should be no outstanding advanced budget in this account. To check your outstanding balances, choose the second tab from this screen (example to the right). If there is a balance remaining, click the "Waive Bal" check box by the product number and then click the "Waive" button to the right. This will remove the outstanding balance. There must be enough budget in the account to waive the balance.

Contact the accounting department if you have further questions regarding this transaction.



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.