

**School Financial System Instruction Manual****Table of Contents:**

<b><u>LOCATION UTILITIES:</u></b>	<b><u>Page#</u></b>	<b><u>TEACHER UTILITIES:</u></b>	<b><u>Page#</u></b>
Cash Register	1	Teacher Invoice	23
Deposit	3	Teacher Fine	24
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		
		<b><u>FEE PROCESSES:</u></b>	
		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
		<b><u>BUDGET PROCESSES:</u></b>	
		General Ledger Budget Summary	33
		Foundation Payment Hist	39
		Budget Requests	40
		<b><u>YEAR END PROCESSES:</u></b>	
		Year End Roll	41

**LIST OF REPORTS AVAILABLE:**

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

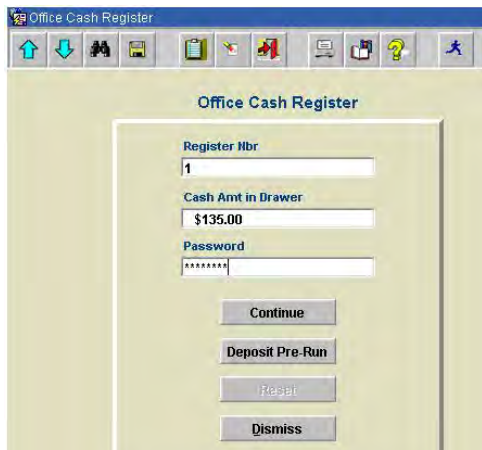
**5. How do I start **depositing funds into a new account?****

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.

## **School Financial System Instruction Manual**

### **Index:**

	<u>Page#</u>		<u>Page#</u>
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



Office Cash Register

Register Nbr  
1

Cash Amt in Drawer  
\$135.00

Password  
\*\*\*\*\*

Continue

Deposit Pre-Run

Repeat

Dismiss

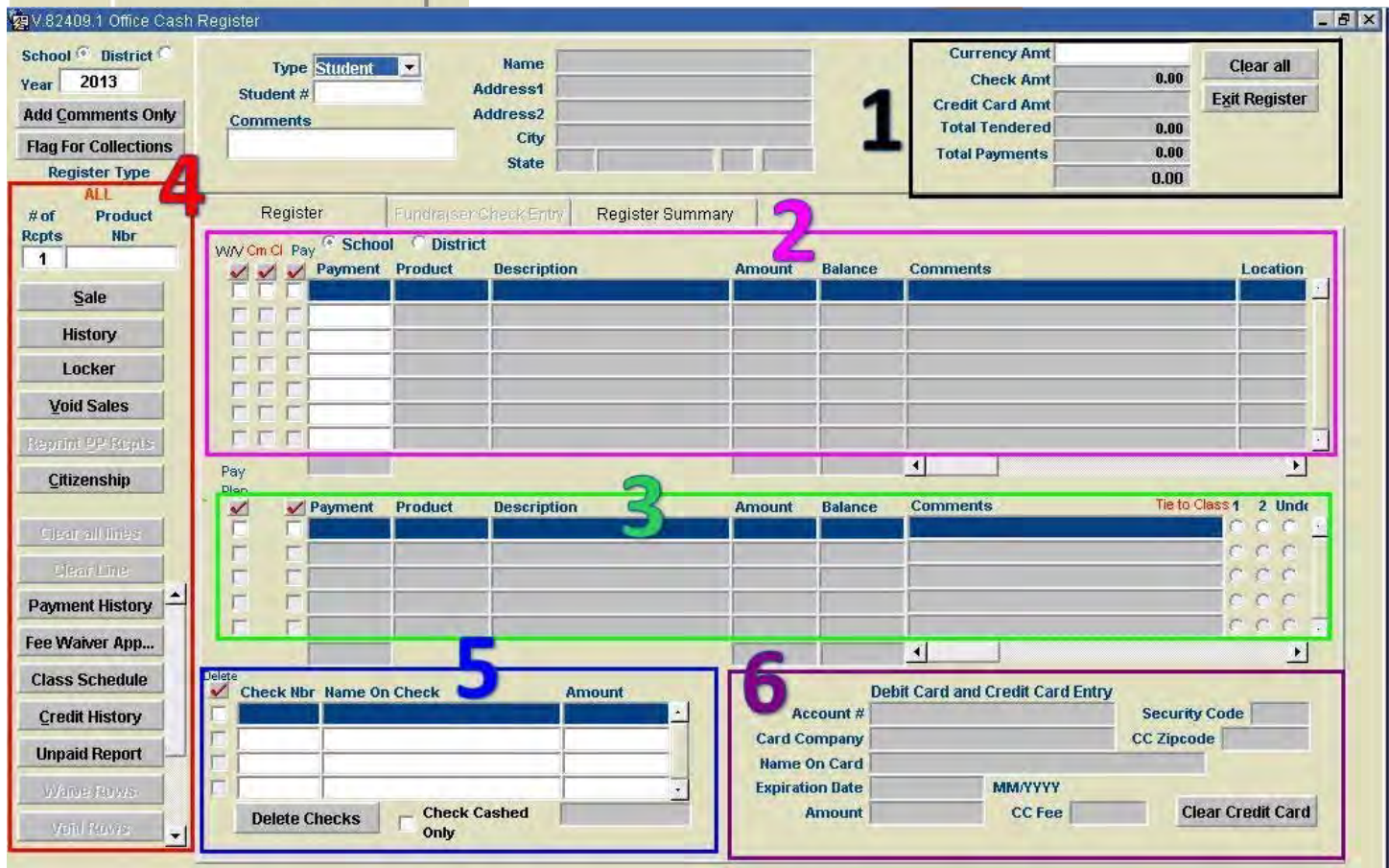
To enter the cash register, you must first know three things:

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).



V.82408.1 Office Cash Register

School District  
Year 2013

Add Comments Only

Flag For Collections

Register Type ALL

# of Rpts 1

Product Nbr

Sale

History

Locker

Void Sales

Reprint PP Rpts

Citizenship

Clear all lines

Clear Line

Payment History

Fee Waiver App...

Class Schedule

Credit History

Unpaid Report

Wave Rows

Void Rows

Type Student

Name

Address1

Address2

City

State

Student #

Comments

1

Currency Amt

Check Amt 0.00

Credit Card Amt

Total Tended 0.00

Total Payments 0.00

Clear all

Exit Register

Register Fundraiser Check Entry Register Summary

2

3

4

5

6

Payment Product Description Amount Balance Comments Location

Payment Product Description Amount Balance Comments

Debit Card and Credit Card Entry

Account #

Card Company

Name On Card

Expiration Date

Amount

Security Code

CC Zipcode

MM/YYYY

CC Fee

Clear Credit Card

Delete Checks

Check Cashed Only

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)



Office Cash Register

Register Nbr  
1

Cash Amt in Drawer  
\$135.00

Password  
\*\*\*\*\*

Continue

Deposit Pre-Run

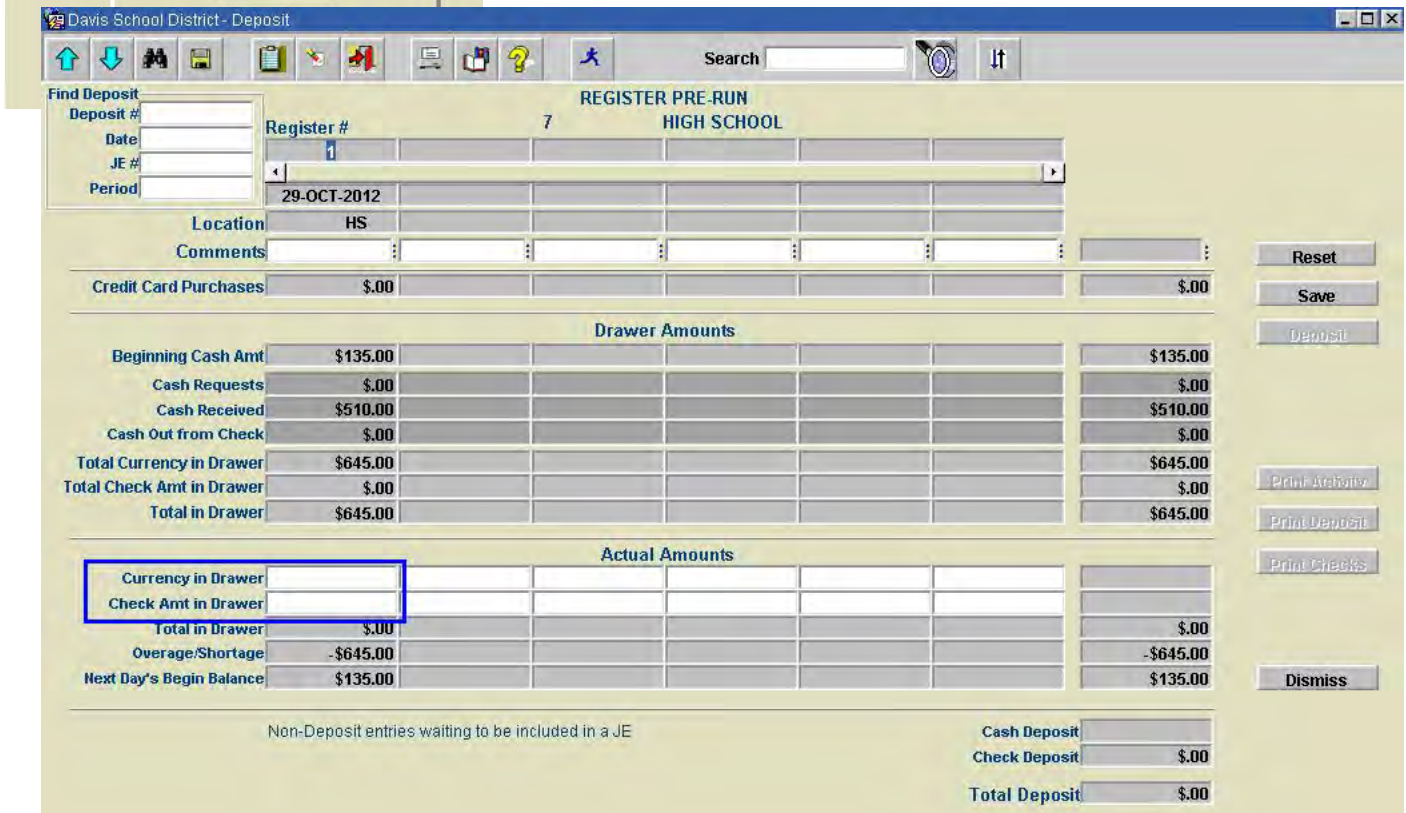
Reset

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).



Davis School District - Deposit

Find Deposit

Deposit #

Date

JE #

Period

Register # 7 HIGH SCHOOL

29-OCT-2012

Location HS

Comments

Credit Card Purchases \$0.00

Drawer Amounts

Beginning Cash Amt	\$135.00					\$135.00
Cash Requests	\$0.00					\$0.00
Cash Received	\$510.00					\$510.00
Cash Out from Check	\$0.00					\$0.00
Total Currency in Drawer	\$645.00					\$645.00
Total Check Amt in Drawer	\$0.00					\$0.00
Total in Drawer	\$645.00					\$645.00

Actual Amounts

Currency in Drawer						
Check Amt in Drawer						
Total in Drawer	\$0.00					\$0.00
Overage/Shortage	-\$645.00					-\$645.00
Next Day's Begin Balance	\$135.00					\$135.00

Non-Deposit entries waiting to be included in a JE

Cash Deposit

Check Deposit \$0.00

Total Deposit \$0.00

Reset

Save

Deposit

Print Activity

Print Deposit

Print Checks

Dismiss

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

Location Register Deposit

Registers for Deposit

Register Nbr	Beg Balance	Pre-Run Date
<input checked="" type="checkbox"/> 1	135.00	29-OCT-2012
<input checked="" type="checkbox"/> 2	140.00	23-OCT-2012
<input checked="" type="checkbox"/> 3	180.00	23-OCT-2012
<input checked="" type="checkbox"/> 4	180.00	23-OCT-2012
<input type="checkbox"/> 5	.00	
<input type="checkbox"/> 6	.00	
<input type="checkbox"/> 7	2,000.00	
<input type="checkbox"/> 8	.00	

☒ Indicates that there is activity on this register and no pre-run has been created.

Non-Deposit Activity waiting to be POSTED.

Deposit Search Dismiss

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.

Davis School District - Deposit

Find Deposit

Deposit #

Date

JE #

Period

Register #

1 2 3 4

29-OCT-2012 23-OCT-2012 23-OCT-2012 23-OCT-2012

Location

Comments

Credit Card Purchases \$0.00 \$29.00 \$0.00 \$278.00 \$307.00

Drawer Amounts

	1	2	3	4	
Beginning Cash Amt	\$135.00	\$140.00	\$180.00	\$180.00	\$635.00
Cash Requests	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cash Received	\$510.00	\$496.50	\$196.00	\$434.25	\$1,636.75
Cash Out from Check	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Currency in Drawer	\$645.00	\$636.50	\$376.00	\$614.25	\$2,271.75
Total Check Amt in Drawer	\$0.00	\$770.50	\$329.00	\$386.50	\$1,486.00
Total in Drawer	\$645.00	\$1,407.00	\$705.00	\$1,000.75	\$3,757.75

Actual Amounts

	1	2	3	4	
Currency in Drawer	\$645.00	\$636.50	\$376.00	\$614.25	\$2,271.75
Check Amt in Drawer	\$0.00	\$770.50	\$329.00	\$386.50	\$1,486.00
Total in Drawer	\$645.00	\$1,407.00	\$705.00	\$1,000.75	\$3,757.75
Overage/Shortage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Next Day's Begin Balance	\$135.00	\$140.00	\$180.00	\$180.00	\$635.00

Non-Deposit entries waiting to be included in a JE

Cash Deposit \$1,636.75

Check Deposit \$1,486.00

Total Deposit \$3,122.75

Printer

Save

Deposit

Print Activity

Print Deposits

Print Checks

Dismiss

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.

**Transaction History**

School ☐ District ☐

Type ☐ Student ☐ Employee ☐ Vendor ☐ Guardian

Student #

Name

Address1

Address2

City

State

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:

**DF\_INV\_HIST**

Search

☒ New **1** ☒ In Process ☒ Complete ☐ Waivered ☐ Voided

Year 2013 **2** Location ☐ District ☐

Doc Type

Line Type

**3** Guardian Loc Bal 5.00 All Loc Bal 5.00

Comments **4**

Adj Amt Type ☐ Amount ☐ Percent

Inv Line Transactions View Payment Receipt

Product Nbr	Description	Balance	Amount	Comments	Loc	Decrease \$
41271744	online writing	5.00	5.00		710	
40081772	COMMUNITY EDUCATION FEI	0.00	50.00	ACT PREP NO BOOK	710	
41551744	PHYSICAL EDUCATION CLAS	0.00	35.00	GOLDS GYM	710	
41521744	ORCHESTRA CLASS FEES	0.00	20.00		710	
41841744	Digital Media Class Fee	0.00	10.00		710	
40120001	PARKING DECALS	0.00	20.00		710	
48181741	YEARBOOK SCHOOL FEES	0.00	45.00		710	
41271744	ENGLISH CLASS FEES	0.00	3.00	auto invoice	710	
40161741	POLICY FOLDER SCHOOL FEI	0.00	5.00	auto invoice	710	
40141741	LOCKER RENTAL SCHOOL FE	0.00	2.50	auto invoice	710	
40001741	ACTIVITY FEES - SR HIGH	0.00	20.00	auto invoice	710	
40201741	TECHNOLOGY EQUIP SCHOC	0.00	7.00	auto invoice	710	
40001772	ACTIVITY FEES DUE DISTRIC	0.00	12.00	auto invoice	710	
40211772	TEXTBOOK RENTAL FEES - SI	0.00	33.00	auto invoice	710	
40201772	TECHNOLOGY EQUIP. FEE FEI	0.00	7.00	auto invoice	710	

**5**

Credit/Void line Adjustment Waive    Criteria Balance Total 5.00

Adj Line Amt = Orig Inv Line Amt - Adjustment(s)  
5.00 = 5.00 - 0.00

Non Applied Credits Originator  
Type Balance Location

**6**

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 waived, 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.

### Cash Sale Transaction History

Invoice Year  
**2013**

Begin Date  
**01-JUL-2012** to End Date  
**16-OCT-2012**

**Continue** **Dismiss**

DF\_CS\_HIST

Search

☒ New ☒ In Process ☒ Complete

Year: **2013** Location: **GH SCH00** District: **GH SCH00**

Doc Type: **GH SCH00** Line Type: **Re-Query**

High School Transaction History for Cash Sale

Product Nbr	Description	Balance	Amount	Comments	Loc	Acct Func
48171741	STUDENTBODY OFFICERS	0.00	265.00	GAME DAY SHIRTS		1000
40121990	GENERAL SCHOOL FUNDS OI	0.00	1639.25	CONCESSION FO FB GAME 9/14/12		1602
40081772	COMMUNITY EDUCATION FEI	0.00	90.00	COMMUNITY SCHOOL: CROSS FIT -		3300
40121990	GENERAL SCHOOL FUNDS OI	0.00	3155.00	HOMECOMING GAME - BOOTH -		1905
48171741	STUDENTBODY OFFICERS SC	0.00	3315.00	HOMECOMING DANCE		1904
40121990	GENERAL SCHOOL FUNDS OI	0.00	3600.00	FOOTBALL GATE 9/14/12		1905
40081772	COMMUNITY EDUCATION FEI	0.00	45.00	ZUMBA - RSON		3300
48171741	STUDENTBODY OFFICERS SC	0.00	45.00	DANCE TICKETS		1904
40121990	GENERAL SCHOOL FUNDS OI	0.00	30.00	5 ADULTS		1905
41131744	CERAMICS CLASS FEES	0.00	110.00	CERAMICS-		1000
40121990	GENERAL SCHOOL FUNDS OI	0.00	18.00	3 ADULT FB TICKETS		1905
40121990	GENERAL SCHOOL FUNDS OI	0.00	18.00	3 ADULT HOMECOMING FB TICKET		1905
40081772	COMMUNITY EDUCATION FEI	0.00	70.00	BEGINNING AND INTERMEDIAT EXCEL		3300
48171741	STUDENTBODY OFFICERS SC	0.00	15.00	DANCE TICKET		1904
48171741	STUDENTBODY OFFICERS SC	0.00	15.00	DANCE TICKET		1904
49001720	FACULTY SALES	0.00	11.00	T-SHIRT		1903
41831744	CABINERY CLASS FEES	0.00	44.00	SHOP GLASSES		1000
12211991	SELF CONTAINED - LOCAL R	0.00	20.72	REFUND IN CASH FROM CART EXCHA		1402
40171990	POSTAGE REVENUE OTHER R	0.00	1.80	STAMPS		1000
48171741	STUDENTBODY OFFICERS SC	0.00	96.00	PAINT FIGHT PROCEEDS		1000

Criteria Balance Total  
**0.00**

Inv Line Transactions View Payment Receipt

Amount	Type	Loc	Entry Date
<265.00>	PAYMENT		17-SEP-2012

## Financial Information > Location Financials > Location Utilities > Payment History

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

Payment History

Fiscal Year **2013** Re Query

Payment History for

Payment

Doc #	Payment Date	Location	Deposit #	Deposit Date
3383401	24-Sep-2012		36690	25-Sep-2012
3357780	17-Sep-2012		36497	19-Sep-2012
3144130	01-Aug-2012		35399	01-Aug-2012

Product Nbr	Description	Status	Acct Function	Applied Amt	Invoiced	Balance
40081772	COMMUNITY EDUC	COMPLETE	3300	50.00	50.00	0.00

Payment Method	Name On Payment	Amount Received	CC Fee Amount	Cash B
CHECK		50.00		

50.00

Total Applied **50.00**

\* Bounced Check

**Reprint Receipt** **Dismiss**

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.

8

**Void Cash Register Receipts**

Search

**Void Receipts**

Void receipts by clicking the checkbox to the left of the row.

Student Id	Name	Entry Date	Amount	Cash	Check	Comments	Reg
<input type="checkbox"/>		27-SEP-2012	\$12.00	\$0.00	\$12.00	COMP TECH & ENG FEE	3
<input type="checkbox"/>		27-SEP-2012	\$25.00	\$25.00	\$0.00	ROB BISHOP	2
<input type="checkbox"/>		27-SEP-2012	\$35.00	\$0.00	\$35.00	GOLDS	2
<input type="checkbox"/>		27-SEP-2012	\$50.00	\$0.00	\$50.00	PARK CITY	2
<input type="checkbox"/>		27-SEP-2012	\$15.00	\$15.00	\$0.00	TSA	2
<input type="checkbox"/>		27-SEP-2012	\$12.00	\$12.00	\$0.00	2 ADULT FB TICKETS	3
<input type="checkbox"/>		27-SEP-2012	\$5.00	\$0.00	\$5.00	ENG FEE	3
<input type="checkbox"/>		27-SEP-2012	\$17.00	\$0.00	\$17.00	FBLA MEM	3
<input type="checkbox"/>		27-SEP-2012	\$86.00	\$0.00	\$86.00	MED ANAT	3
<input type="checkbox"/>		27-SEP-2012	\$10.00	\$0.00	\$10.00		2
<input type="checkbox"/>		27-SEP-2012	\$90.00	\$90.00	\$0.00	3 HAPP. BOOKS	2
<input type="checkbox"/>		27-SEP-2012	\$50.00	\$0.00	\$50.00		2
<input type="checkbox"/>		27-SEP-2012	\$3.00	\$3.00	\$0.00	CHILD DEV FEE	3
<input type="checkbox"/>		27-SEP-2012	\$3.00	\$3.00	\$0.00		2
<input type="checkbox"/>		27-SEP-2012	\$53.00	\$0.00	\$53.00		2
<input type="checkbox"/>		27-SEP-2012	\$5.00	\$5.00	\$0.00		2

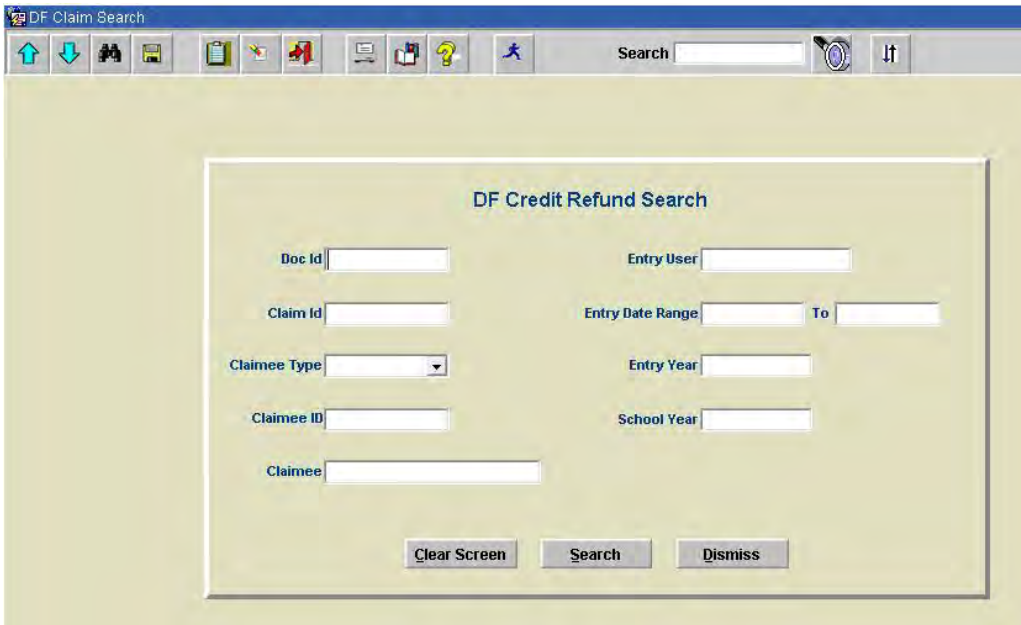
**Payment Details**

Amount Used	Amt Received	Payment Type	Name On Payment	Check Nbr	Check Cashed
\$12.00	\$12.00	CHECK		5999	<input type="checkbox"/>
					<input type="checkbox"/>

Dismiss

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.



DF Claim Search

Search

**DF Credit Refund Search**

Doc Id  Entry User

Claim Id  Entry Date Range  To

Claimee Type  Entry Year

Claimee ID  School Year

Claimee

Clear Screen Search Dismiss

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.



DF Claim Search

Search

**DF System Refunds**

IP Id	IP Type	Name	Amount	Comments	Doc Year	Entry Date	Entry Year
1178308	Student	J INSC	10.00	refund	2010	13-AUG-2009	2010
1141436	Student	H LLRE	45.00	REFUND - CLASS NEVER HELD	2010	30-JUL-2009	2010
1148513	Student	S ERRI	75.00	refund	2010	13-AUG-2009	2010
1137772	Student	J ITH	26.00	REFUND TO PARENT	2010	24-AUG-2009	2010
1130662	Student	J JAES	10.00	REFUND	2010	24-AUG-2009	2010
1138733	Student	N MIKE L N	75.00	REFUND	2010	28-AUG-2009	2010
1129470	Student	K ICH	120.00	REFUND CLASS FEES - WITHREW FROM CLASS	2010	28-AUG-2009	2010
1154562	Student	Z OLLE	91.00	student on full fee waiver - refund fees	2010	04-SEP-2009	2010
1133553	Student	A MAN	30.00	refund fee not to be paid at school	2010	08-SEP-2009	2010
1224533	Student	D HENI R	211.00	refund - withdrawn	2010	08-SEP-2009	2010
1146599	Student	T CHAF	10.00	refund to guardian	2010	18-AUG-2009	2010
1259803	Student	B SUL N	5.00	refund	2010	13-AUG-2009	2010
1130229	Student	J ASSI	45.00	refund	2010	12-AUG-2009	2010
1137792	Student	L UCK	45.00	please refund	2010	12-AUG-2009	2010
1144442	Student	E ATE	106.00	REFUND - MOVING	2010	04-SEP-2009	2010
1172459	Student	A EXD II S	35.00	REFUND TO STUDENT - PAID TWICE	2010	31-AUG-2009	2010
1261743	Student	K IALJ I	96.00	returning to AZ	2010	03-SEP-2009	2010
1224065	Student	J IAK N II	55.00	RETURNED LOST BIOLOGY BOOK	2010	07-JUL-2009	2010
1174354	Student	U ENDO	76.00	DID NOT PLAY - REFUND CAMP AMOUNT	2010	07-JUL-2009	2010
1139560	Student	E GYLE	4.00	apply drivers ed to registration fees	2010	03-AUG-2009	2010
1203929	Student	B KOR A	153.30	DUPLICATE POSTING TO CREDIT CARD	2010	06-AUG-2009	2010
1201271	Student	B WKIP	106.00	qualifies for fee waiver	2010	18-AUG-2009	2010
1172380	Student	K IARI O	151.00	TRANSFERRED TO WOODS CROSS - PLEASE REFUI	2010	24-AUG-2009	2010
1268596	Student	A NDR	91.00	moving to Ogden	2010	19-AUG-2009	2010

Details Print Dismiss

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.

The screenshot shows a software window titled "DF\_GL\_XFER" with a standard Windows-style toolbar. The main area is titled "GL ACCOUNT TRANSFER". It contains several input fields and a table. At the top, there is a "Transfer Comments" label followed by a large text input box. Below this, there is a section for "Transfer From Account(s)" with three columns: "Prog", "Func", and "Amount". Each column has a single input field. Further down, there is a "Transfer To Location" section with a dropdown menu showing "710 LAYTON HIGH SCHOOL". Below that is a "Transfer To Account(s)" section with a table. The table has five columns: "Prog", "Func", "Amount", and "Comments". The "Prog" and "Func" columns are greyed out. The "Amount" column has input fields. The "Comments" column has a text area. At the bottom of the window, there are two buttons: "Transfer" and "Dismiss".

Prog	Func	Amount	Comments

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

The screenshot shows a software window titled "DF\_CC\_GL\_XFER". The main heading is "CREDIT CARD MACHINE TRANSFER". Below this, there is a "Transfer Comments" text area. A section labeled "Transfer From Account(s)" contains a table with columns: Fund, Loc, Prog, Func, Obj, Amount, and Account Balance. The first row has values: Fund 21, Loc 4090, Prog 1000, Func 1920, Amount (empty), and Account Balance .00. Below this is a "Transfer To Account(s)" section with a table with columns: Prog, Fund, Loc, Func, Obj, Amount, and Comments. The table has multiple empty rows. At the bottom are "Transfer" and "Dismiss" buttons.

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

The screenshot shows a software window titled "Funds Transfer to Lunch Account". The main heading is "GL Funds Transfer to Lunch Account". It features a form with fields for "School" and "District" (radio buttons), "Name", "Address1", "Address2", "City", and "State". There is also a "Type" dropdown menu set to "Student" and a "Student #" field. Below this is a "Reason for Transfer" text area. At the bottom, there is a table with columns: Prog, Func, Amount, and Comments. The table has one empty row. At the bottom are "Continue" and "Dismiss" buttons.

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

## Financial Information > Location Financials > Location Utilities > **Payment Method Search**

**Payment Method Search**

Type: **Student** (dropdown)  
 Student #:   
 Name:   
 Address1:   
 Address2:   
 City:   
 State:   
 Search Criteria (leave blank for all)  
 Payment Method: **CASH** (dropdown)  
☐ Print Payments Made Online  
 Name on Payment:   
 Check Number:   
 Credit Card:   
 (VISA, Mastercard)  
 Payment Date Range:  thru   
 Amount Received:   
 Payment Invoice Loc:   
 Search Clear Dismiss

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.

**Payment History**

Fiscal Year: **2013** Re Query

Payment Doc #	Payment Date	Payment Method	Name on Payment	Amount Received	CC Fee Amount	Cash Back	CC Confirmation or Check #
3394985	27-Sep-2012	CASH	AI VS	25.00		\$0.00	
3394845	27-Sep-2012	CASH	HI ES	20.00		\$5.00	
3394816	27-Sep-2012	CASH	KI TY	12.00		\$0.00	
3394731	27-Sep-2012	CASH	TI DE	90.00		\$0.00	
3394677	27-Sep-2012	CASH	CI SO	3.00		\$0.00	
3394600	27-Sep-2012	CASH	KI Y	5.00		\$2.00	
3394033	27-Sep-2012	CASH	LI	5.00		\$0.00	
3394020	27-Sep-2012	CASH	CI	10.00		\$0.00	
3393993	27-Sep-2012	CASH	JE N	20.00		\$3.00	
3393985	27-Sep-2012	CASH	TI C	40.00		\$10.00	
3393917	27-Sep-2012	CASH	M	80.00		\$5.00	
3393822	27-Sep-2012	CASH	CI	20.00		\$15.00	
3393819	27-Sep-2012	CASH	TI S	3.00		\$0.00	
3393780	27-Sep-2012	CASH	RI GE	40.00		\$2.00	
3393759	27-Sep-2012	CASH	CI	5.00		\$2.00	
3393319	27-Sep-2012	CASH	CI SH	5.00		\$2.00	
3393240	27-Sep-2012	CASH	LI	35.00		\$0.00	
3393238	27-Sep-2012	CASH	W G	20.00		\$0.00	
3392895	27-Sep-2012	CASH	D R	12.00		\$0.00	
3392728	27-Sep-2012	CASH	AI I	5.00		\$0.00	
* Bounced Check							
						25.00	

Product Nbr	Description	Applied Amt	Invoiced	Balance	Status
41221744	DEBATE CLASS FE	25.00	25.00	0.00	COMPI

Report Reprint Receipt Dismiss

## Financial Information > Location Financials > Location Utilities > Ticket Taker Payment Srch

**TICKET PAYMENT METHOD SEARCH**

**Ticket Taker Payment Method Search**

Search Criteria  
(leave blank for all)

Payment Date Range: 17-Oct-2012 thru 17-Oct-2012

Credit Card:   
(VISA, Mastercard)

Amount Received:

Register:

Search Clear Dismiss

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.

**Payment History**

Fiscal Year: 2013 Re Query

Payment History for Cash Sale

Payment Doc #	Payment Date	Payment Method	Name on Payment	Amount Received	CC Fee Amount	Cash Back	CC Confirmation or Check #
3002743	12-May-2012	CREDIT_CAF	CL VL	6.00	0.30	\$0.00	VKMA4B6447
3002741	12-May-2012	CREDIT_CAF	DE TC	24.00	1.20	\$0.00	VSJA8F9A4D
3002691	11-May-2012	CREDIT_CAF	JC S	32.00	1.60	\$0.00	VDNA4B7522
2999457	11-May-2012	CREDIT_CAF	CL PA	8.00	0.40	\$0.00	VXHA9ABF19
2996556	10-May-2012	CREDIT_CAF	JE J	16.00	0.80	\$0.00	VWNA4B73E1
2996523	10-May-2012	CREDIT_CAF	SE IC	22.00	1.10	\$0.00	VWVA4B73E1
2996348	10-May-2012	CREDIT_CAF	KA IE	28.00	1.40	\$0.00	VKMA4B506A
2996321	10-May-2012	CREDIT_CAF	AN IT	16.00	0.80	\$0.00	VTHA9A6440
2996282	10-May-2012	CREDIT_CAF	BF TC	23.00	1.15	\$0.00	VTJA9A6435
2996244	10-May-2012	CREDIT_CAF	RC DI	14.00	0.70	\$0.00	VXYA9AB594
2985862	04-May-2012	CREDIT_CAF	KA EN	16.00	0.80	\$0.00	VKMA4B1363
2985860	04-May-2012	CREDIT_CAF	CL VL	16.00	0.80	\$0.00	VDMA4B2B92
2981981	03-May-2012	CREDIT_CAF	ST IE	29.00	1.45	\$0.00	VWMA4B2AC
2905870	17-Mar-2012	CREDIT_CAF	CH IE	14.00	0.70	\$0.00	VZNA3EA627
2905868	17-Mar-2012	CREDIT_CAF	AN RA	14.00	0.70	\$0.00	VZVA3EA618
2905866	17-Mar-2012	CREDIT_CAF	AC EN	12.00	0.60	\$0.00	VKVA3F346E1
2905864	17-Mar-2012	CREDIT_CAF	LA S	8.00	0.40	\$0.00	VWVA3F57E8
2905862	17-Mar-2012	CREDIT_CAF	LC IO	16.00	0.80	\$0.00	VKVA3F345D1
2905858	17-Mar-2012	CREDIT_CAF	ST OC	18.00	0.90	\$0.00	VXYA8E99DF1
2905854	17-Mar-2012	CREDIT_CAF	NA D	14.00	0.70	\$0.00	VTJA8E4840

\* Bounced Check

Product Nbr Description Applied Amt Invoiced BalanceStatus

41811720	THEATER SALES	6.00	6.00	0.00	COMPL
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Report Reprint Receipt Dismiss

## Financial Information > Location Financials > Location Utilities > **Waive Fees**

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Waive Items

Search

Year 2013

Waive Invoices for Students

One Student | By Students | By Product

Student Name or Id

Product	Amount	Balance	Funct	Comments

Waive Dismiss

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

## Financial Information > Location Financials > Location Utilities > **Location Registers Control**

Location Registers

LOCATION OFFICE CASH REGISTER CONTROL

HIGH SCHOOL

Reg #	Beg Bal	Additional Amount	Discount Percent	Print Receipts	Hbr Of Rcpts to Print	Create Pay Plan PDF	In Use	Password	Year For Work	Assigned Loc	Record Type	Outstanding Cash Request Amounts (Please process)
1	\$135.00		.25	Yes	1	Yes	NO					
2	\$140.00		.00	Yes	2	Yes	YES					
3	\$180.00		.25	Yes	1	No	YES					
4	\$180.00		.00	Yes	1	No	YES					
5	\$0.00		.00	Yes	1	Yes	NO				TICKETS	
6	\$0.00		.00	Yes	1	Yes	NO				TICKETS	
7	\$2,000.00		.00	Yes	1	Yes	NO					
8	\$0.00		.00	Yes	1	Yes	NO				TICKETS	
Total	\$2,635.00											

On-Line Discount Percent  
0

Request Cash Process Cash Requests Dismiss

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.

**Location Bucket Categories**

Category	Range Begin	Range End
CLASSES	1400	1599
DEPARTMENTS	1600	1699
FUNDRAISERS	1800	1899
GRANTS	1700	1799
MISCELLANEOUS	1900	1999
TEACHERS	1001	1399

**New Bucket Entry**

Major Dir Pos Id:

Minor Dir Pos Id:

Bucket Name:

Product Nbr:  Product Description:

Load

**Assigned Buckets**

Bucket	Major Director Pos Id	Major Director Name	Minor Director Pos Id	Minor Director Name	Bucket Name	Approval	Approval Limit
1800	3161				FUNDRAISER	YES	\$250.00
1801	3161				SUB FOR SANTA	YES	\$250.00
1802	3161				CHEER FUNDRAISER	YES	\$250.00
1803	3161				SBO FUNDRAISER	YES	\$250.00
1805	3161					YES	\$250.00

**Product List**

Product Nbr	Product Description	Program	Status
41131744	CERAMICS CLASS FEES	4113	ACTIVE

Save Report Dismiss

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.

School Product Number Control

Product Nbr Setup | Package Setup | Add Products to Register

School Year 2013

Cash Register Product Maintenance

Prod Nbr	Description	Status	Price	Low Price	High Price	Pkg Cost	Status	Type	Type
40041741	ACADEMIC TESTING SCHOOL FEES	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	FINE
4101744	ACCOUNTING CLASS FEES	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	TEACHER FEE
4101762	ACCOUNTING CLASS FINES	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	TEACHER FINES
40041744	ACT PREP CLASS FEE	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	
400	ACTIVITY FEES - SR HIGH	ACTIVE	\$32.00	\$0.00	\$0.00	\$32.00	ACTIVE	DISTRICT	FINE
4001772	ADULT EDUCATION FEES DUE DIST.	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	
41021741	ADV. PLACEMENT SCHOOL FEES	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	
52121991	ADVANCED PLACEMENT DIST - LOCAL REVENUE	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	
41031762	AGRICULTURE	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	TEACHER FINES
41031744	AGRICULTURE CLASS FEES	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	TEACHER FEE
41901762	AMERICAN SIGN LANGUAGE CLASS FINES	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	TEACHER FINES
41041741	ART SCHOOL FEES	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	
41041744	ART CLASS FEES	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	TEACHER FEE
44001741	ATHLETIC ADMINISTRATION FEES DUE SCHOOL	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	
41061744	AUTO SHOP CLASS FEES	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	TEACHER FEE
41061762	AUTO SHOP CLASS FINES	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	TEACHER FINES
41071744	BAND CLASS FEES	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	TEACHER FEE
41071920	BAND DONATION	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	
41071741	BAND FEES DUE SCHOOL	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	
41071720	BAND SALES	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	
401	BASEBALL FEES	ACTIVE	\$65.00	\$0.00	\$0.00	\$65.00	ACTIVE	DISTRICT	TEACHER FEE
4401741	BASEBALL FEES DUE SCHOOL	ACTIVE	\$0.00	\$0.00	\$0.00	\$0.00	ACTIVE	SINGLE	TEACHER FEE

S = in a Single Package  
M = in Multiple Packages  
O = On-Line Fee

Product Report Exit Form

### 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.

School Product Number Control

Product Nbr Setup | Package Setup | Add Products to Register

School Year 2013

Use this screen to select the Products you want to show up in the Cash Register

Prod Nbr	Description	Type	Low Price	High Price	Pkg Price
411	SOFTBALL FEES	DISTRICT	\$0.00	\$0.00	\$65.00
412	SWIMMING FEES BOYS	DISTRICT	\$0.00	\$0.00	\$65.00
413	SWIMMING FEES GIRLS	DISTRICT	\$0.00	\$0.00	\$65.00
414	TENNIS FEES BOYS	DISTRICT	\$0.00	\$0.00	\$65.00
415	TENNIS FEES GIRLS	DISTRICT	\$0.00	\$0.00	\$65.00
417	TRACK FEES BOYS - JR HIGH	DISTRICT	\$0.00	\$0.00	\$55.00
418	TRACK FEES GIRLS - JR HIGH	DISTRICT	\$0.00	\$0.00	\$55.00
419	VOLLEYBALL FEES - JR HIGH	DISTRICT	\$0.00	\$0.00	\$55.00
420	WRESTLING FEES - JR HIGH	DISTRICT	\$0.00	\$0.00	\$55.00
421	BASKETBALL FEES BOYS - SR HIGH	DISTRICT	\$0.00	\$0.00	\$65.00
422	BASKETBALL FEES GIRLS - SR HIGH	DISTRICT	\$0.00	\$0.00	\$65.00
423	WRESTLING FEES - SR HIGH	DISTRICT	\$0.00	\$0.00	\$65.00
424	VOLLEYBALL FEES - SR HIGH	DISTRICT	\$0.00	\$0.00	\$65.00
425	TRACK FEES BOYS - SR HIGH	DISTRICT	\$0.00	\$0.00	\$65.00
426	TRACK FEES GIRLS - SR HIGH	DISTRICT	\$0.00	\$0.00	\$65.00
427	NATIONAL ACADEMIC LEAGUE	DISTRICT	\$0.00	\$0.00	\$25.00
428	COMPUTER TECHNOLOGY FEE	DISTRICT	\$0.00	\$0.00	\$14.00
429	GOLF GIRLS FEES	DISTRICT	\$0.00	\$0.00	\$65.00
441	ACTIVITY FEES - JR HIGH	DISTRICT	\$0.00	\$0.00	\$9.00
1314	NUAGES DRIVERS EDUCATION	SINGLE	\$0.00	\$0.00	\$0.00
1317	NUAGES STUDENT FEES	SINGLE	\$0.00	\$0.00	\$0.00
1720	NUAGES YEARBOOK SALES	SINGLE	\$0.00	\$0.00	\$0.00
1762	NUAGES FINES	SINGLE	\$0.00	\$0.00	\$0.00

Exit Form

### 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.

School Product Number Control

Product Nbr Setup | Package Setup | Add Products to Register

Create Cash Register Packages

Main Package Description: 1 BASIC REGISTRATION Package Price: \$89.50

Prod Nbr	Description	Price	Prog	Acct
40141741	LOCKER RENTAL FEES	\$2.50	4014	1741
400	ACTIVITY FEES - SR HIGH	\$32.00	0	0
40211772	TEXTBOOK RENTAL FEES	\$33.00	16	1311
40161741	POLICY FOLDER FEES DL	\$5.00	4016	1741
428	COMPUTER TECHNOLOG	\$14.00	0	0
41271744	ENGLISH CLASS FEES	\$3.00	4127	1744

Total: \$89.50

Exit Form

Prod Nbr	Description	Price	Prog	Acct
401	BASEBALL FEES	\$65.00	0	0
2	BASIC + YEARBOOK	\$134.50	0	0
421	BASKETBALL FEES BOYS	\$65.00	0	0
422	BASKETBALL FEES GIRL	\$65.00	0	0
40121991	BOUNDARY VARIANCES	\$5.00	4012	1990
40061741	CLASS SCHEDULE CHAN	\$10.00	4006	1741
41891741	CONCURRENT ENROLLM	\$35.00	4189	1741
405	CROSS COUNTRY FEES	\$65.00	0	0
41251772	DRIVER EDUCATION FEES	\$75.00	5510	1314
407	FOOTBALL FEES	\$65.00	0	0
408	GOLF FEES	\$65.00	0	0
429	GOLF GIRLS FEES	\$65.00	0	0
40120001	PARKING DECALS	\$20.00	4012	1741
46341730	PTA MEMBERSHIP DUES	\$7.00	4634	1730
41631744	SCIENCE CLASS FEES	\$10.00	4163	1744
400	SOCCER FEES BOYS	\$65.00	0	0
410	SOCCER FEES GIRLS	\$65.00	0	0
411	SOFTBALL FEES	\$65.00	0	0
48151741	STUDENT DIRECTORY SC	\$5.00	4815	1741

## 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:

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

[illegible]

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

Color codes:

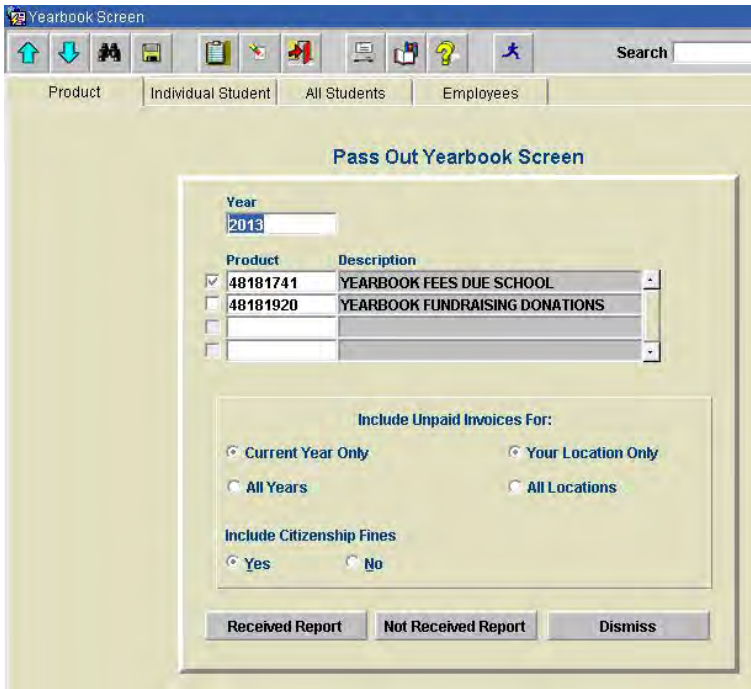
**BLUE** – If a student had a fee waiver for the prior school year, there is a vertical blue line displayed for the first 30 school days.

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.



**Pass Out Yearbook Screen**

Year: 2013

Product	Description
<input checked="" type="checkbox"/> 48181741	YEARBOOK FEES DUE SCHOOL
<input type="checkbox"/> 48181920	YEARBOOK FUNDRAISING DONATIONS

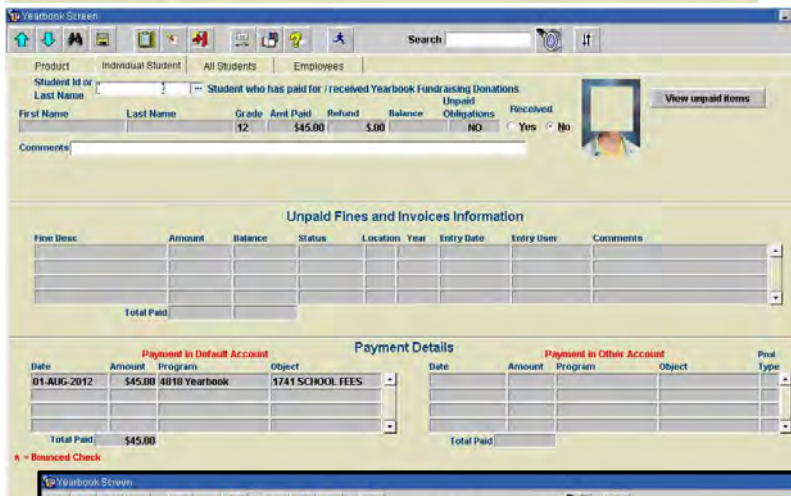
Include Unpaid Invoices For:

☒ Current Year Only      ☒ Your Location Only  
☐ All Years                      ☐ All Locations

Include Citizenship Fines:

☒ Yes      ☐ No

Received Report    Not Received Report    Dismiss



**Individual Student**

Student who has paid for / received Yearbook Fundraising Donations

First Name: Last Name: Grade: 42    Amt Paid: \$45.00    Refund: \$0.00    Unpaid Obligations: NO    Received: Yes

Comments:

View Unpaid Items

**Unpaid Fines and Invoices Information**

Fine Desc	Amount	Balance	Status	Location	Year	Entry Date	Entry User	Comments
Total Paid								

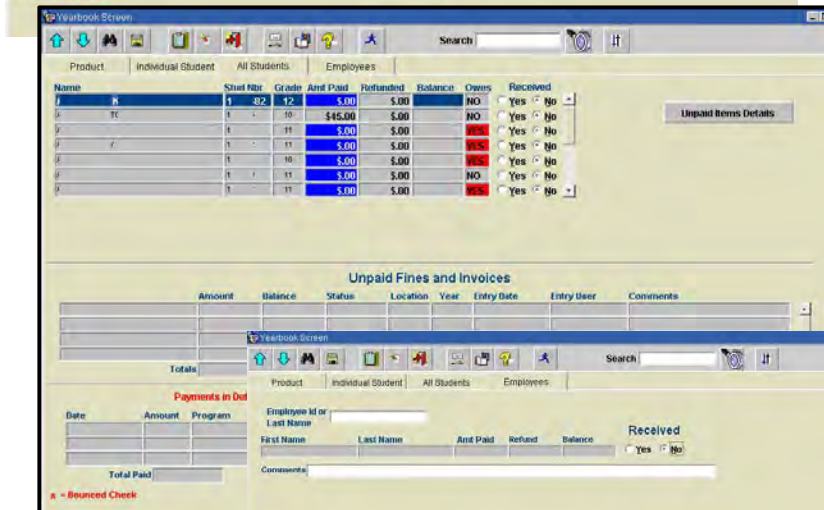
**Payment Details**

Date	Amount	Program	Object
01-AUG-2012	\$45.00	4818 Yearbook	1741 SCHOOL FEES
Total Paid: \$45.00			

\* = Bounced Check

The Individual Student tab

Pulls up yearbook information by student



**All Students**

Name	Sheet	Rate	Grade	Amt Paid	Refunded	Balance	Options	Received
J	1	202	10	\$0.00	\$0.00	\$0.00	NO	Yes
J	1	10	11	\$45.00	\$0.00	\$0.00	NO	Yes
J	1	11	11	\$0.00	\$0.00	\$0.00	NO	Yes
J	1	11	11	\$0.00	\$0.00	\$0.00	NO	Yes
J	1	11	11	\$0.00	\$0.00	\$0.00	NO	Yes
J	1	11	11	\$0.00	\$0.00	\$0.00	NO	Yes
J	1	11	11	\$0.00	\$0.00	\$0.00	NO	Yes

Unpaid Items Details

**Unpaid Fines and Invoices**

Amount	Balance	Status	Location	Year	Entry Date	Entry User	Comments
Totals							

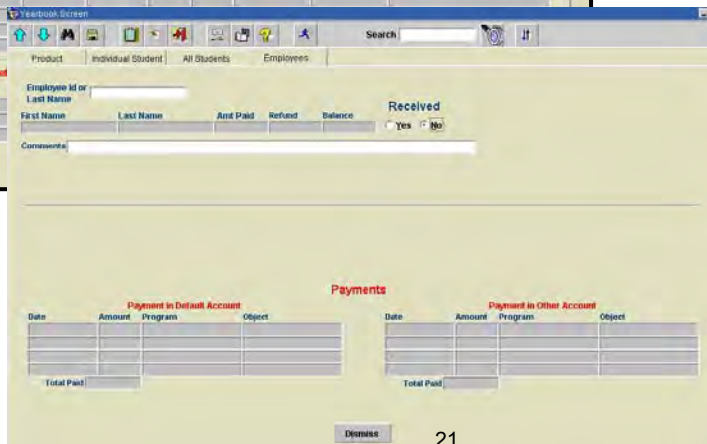
**Payments in Default Account**

Date	Amount	Program	Object
Total Paid			

\* = Bounced Check

All Students Tab

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



**Employees**

Employee Id or Last Name: First Name: Last Name: Amt Paid: Refund: Balance: Received: Yes

Comments:

**Payments**

Date	Amount	Program	Object
Total Paid			

Dismiss

Employees Tab

Yearbook information for employees.

**Default Control Information**

**LOCATION CASH REGISTER CONTROL**

**Office Register**  
**Password Expiration**  
**Days**  
360

**Reprint Receipts**  
☒ **Send Directly to Printer**  
☐ **As a PDF**

**Return Check E-Mail & Failed Credit Card Notification**  
[Empty field]  
[Empty field]

**Allow Online Payment of Student Invoices**  
Yes

**Online Discount Percentage**  
0

**Save** **Dismiss**

- 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



DF\_TCH\_FINE

Loc: [dropdown] Sem: [dropdown] Class: [dropdown]

Product Amount Amount Override Description Default Description Bucket

☒ Student Name Amount Comments Grade Exit Date

Product Nbr Description Balance Amount Adjustment Decrease \$

☐ Amount ☐ Percent [input]

Comments [text area]

Credit/Void line Adjustment

Who Paid Create Invoice Dismiss

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.

- 1: Define class or classes for invoicing.
- 2: Tie products to those selected class or classes.
- 3: Run invoice process.



Load Classes for Automatic Invoice Creation

Select Criteria for Classes to Load

Scl Year

2013

Semester

Period

Teacher Name

Course Name

Begin Course Nbr

End Course Nbr

Query

Dismiss

Click the Query button when your criteria is Selected.

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

[illegible]

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.

Attach Products to Classes

Year: 2013 Query Pick Semester: TIE TEACHER CLASS FEES TO CLASSES

Products			Classes			Products Tied to Selected Class		
Class Fees	Price	Fee Amt	Sem	Class Desc	Teacher	Class Fees	Bucket	Bucket
<input type="checkbox"/> ACCOUNTING CLASS FEES	\$0.00		<input type="checkbox"/>					
<input type="checkbox"/> AGRICULTURE CLASS FEES	\$0.00		<input type="checkbox"/>					
<input type="checkbox"/> ART CLASS FEES	\$0.00		<input type="checkbox"/>					
<input type="checkbox"/> AUTO SHOP CLASS FEES	\$0.00		<input type="checkbox"/>					
<input type="checkbox"/> BAND CLASS FEES	\$0.00		<input type="checkbox"/>					
<input type="checkbox"/> BASEBALL FEES DUE SCHOOL	\$0.00		<input type="checkbox"/>					
<input type="checkbox"/> BIOLOGY CLASS FEES	\$0.00		<input type="checkbox"/>					
<input type="checkbox"/> BOOKSTORE SALES	\$0.00		<input type="checkbox"/>					
<input type="checkbox"/> BUILDING TRADES CLASS FEES	\$0.00		<input type="checkbox"/>					
<input type="checkbox"/> BUSINESS CLASS FEES	\$0.00		<input type="checkbox"/>					
<input type="checkbox"/> BUSINESS LAW CLASS FEES	\$0.00		<input type="checkbox"/>					
<input type="checkbox"/> CABINETRY CLASS FEES	\$0.00		<input type="checkbox"/>					
<input type="checkbox"/> CERAMICS CLASS FEES	\$0.00		<input type="checkbox"/>					
<input type="checkbox"/> CHEERLEADERS FEES DUE SCHOOL	\$0.00		<input type="checkbox"/>					
<input type="checkbox"/> CHEMISTRY CLASS FEES	\$0.00		<input type="checkbox"/>					
<input type="checkbox"/> CHEMISTRY CLUB MEMBERSHIP DUE	\$0.00		<input type="checkbox"/>					
<input type="checkbox"/> CHILD CARE CLASS FEES	\$0.00		<input type="checkbox"/>					
<input type="checkbox"/> CHILD DEVELOPMENT CLASS FEES	\$0.00		<input type="checkbox"/>					
<input type="checkbox"/> CHORUS CLASS FEES	\$0.00		<input type="checkbox"/>					
<input type="checkbox"/> CHORUS SCHOOL FEES	\$0.00		<input type="checkbox"/>					
<input type="checkbox"/> CLASS SCHEDULE CHANGE	\$10.00		<input type="checkbox"/>					
<input type="checkbox"/> CLOTHING CLASS FEES	\$0.00		<input type="checkbox"/>					
<input type="checkbox"/> CLOTHING CLASS FINES	\$0.00		<input type="checkbox"/>					

L = Previously Loaded

Print Tie Fees to Classes Dismiss

Save Buckets Delete 1 Fee

Delete all Fees from Selected Classes

Delete All Fees

**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.

**Create Class Fee and Registration Invoices**

Search

**Create Invoices for Class Fees**

Year

Session

☒ NO, Don't Duplicate Invoices

☐ YES, Duplicate Existing Invoices

**Create Invoices for Required Registration Fees**

Year

Grade Level

(leave blank for all grades)

**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”

DF\_FE\_ENTRY - Fee Package

2013 HIGH SCHOOL

**Fee Type**

Product Function Override Status Display On Web

Fee Type OPTIONAL YES ACTIVE YES

\* REQUIRED YES ACTIVE NO

\* Student will make one payment for fee type

Enter Package: Load

**Product**

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 DUE	40141741			DEFAULT			NO		2.50
POLICY FOLDER FEES DUE SCH	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.

29



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

**NEW or IN PROCESS Invoice Lines For Product 40341762 -- LIBRARY ACTIVITY CLASS FINES**

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

\* Student is not currently at this location

Dismiss

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

**Fine and Fee Entry Control**

**Fee and Fine Entry Control Screen**

**Teacher Fee/Fine Control Options**

☐ Open

☐ Closed

☐ Use Date Ranges

Fees	Fines
Begin Date <input type="text"/>	Begin Date <input type="text"/>
End Date <input type="text"/>	End Date <input type="text"/>

**Save** **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

General Ledger Budget Summary

Expense Revenue Period: MAR2012 Year: 2012

Positions

BUDGETS

MAJOR PROGRAMS

FUNDS

30: Capital Outlay

9909: School Capital Program

10: General Fund

15: Instructional Materials

1100: Other District Programs

5601: State Programs

21: Student Activity Fund

4000: Administrative Programs

4100: Class Programs

4800: Grade Level Programs

PROGRAMS

BUCKETS

Description	YTD Budget	YTD Carry-Over	Budget Total	YTD Actuals	Outstanding Encumbrance	Budget Balance	% Spent
2838: CUSTODIAL SUPPLIES/CE	4,529.00	46.36	4,575.36	3,426.17	0.00	1,149.19	74.9%
15: INSTRUCTIONAL SUPPLIES	29,034.00	81.28	29,115.28	26,558.67	0.00	2,556.61	91.2%
246: LIB/MEDIA COLLECTION L	602.00	0.00	602.00	119.45	0.00	482.55	19.8%
247: LIBRARY/MEDIA MATERIAL	4,176.00	0.00	4,176.00	3,446.27	0.00	729.73	82.5%
22: SCHOOL DIRECTOR ALLOT	0.00	0.00	0.00	0.00	0.00	0.00	0%
40: SCHOOL FURNITURE AND EG	7,142.00	1,468.86	8,610.86	5,439.45	0.00	3,171.41	63.2%
30: SCHOOL REPAIR AND MAINT	1,722.00	2,331.07	4,053.07	0.00	0.00	4,053.07	0%
20: TEXTBOOKS LOC-114	11,490.00	506.29	11,996.29	11,815.80	0.00	180.49	98.5%
	58,695.00	4,433.86	63,128.86	59,805.81	0.00	12,323.05	

ACTUAL DETAILS

Auto Populate Details

Payee

Date Range

Amount Range

Requery

Payee

Date

Amount

WAREHOUSE REQUISITION T

403001

ID 598716

ACCOUNT 10-114-2012-2838-2600-610

Green = Encumbered records

Detail Reports Who's Paid Rpt Substitute Icon Legend Salaries Dismiss

BUDGETS

MAJOR PROGRAMS

FUNDS

30: Capital Outlay

10: General Fund

15: Instructional Materials

2838: Custodial Sup

15: Instructional Sup

246: Lib/Media Colle

247: Library/Media M

22: School Director

40: School Furniture

30: School Repair A

20: Textbooks LOC

1100: Other District Pro

5601: State Programs

21: Student Activity Fund

4000: Administrative Pr

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 that you can either view, save file, or print.

General Ledger Budget Summary

Expense Revenue Period: MAR2012 Year: 2012

Positions

BUDGETS

MAJOR PROGRAMS

FUNDS

30: Capital Outlay

10: General Fund

21: Student Activity Fund

PROGRAMS

BUCKETS

Description	YTD Budget	YTD Carry-Over	Budget Total	YTD Actuals	Outstanding Encumbrance	Budget Balance	% Spent
-------------	------------	----------------	--------------	-------------	-------------------------	----------------	---------

ACTUAL DETAILS

Auto Populate Details

Payee

Date Range

Amount Range

Requery

Payee

Date

Amount

Green = Encumbered records

Detail Reports Who's Paid Rpt Substitute Icon Legend Salaries Dismiss

bottom of  
format  
off as a

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  
GLBSMP\$sm

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		\$3,889.80	\$4,637.70	\$8,527.50	\$7,048.97	\$1,379.50	\$999.03
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	\$108.43	\$145.45	\$0.00
1805: 6TH GRADE SPECTRUM BUCKE		\$1,050.00	\$48.83	\$1,098.83	\$698.32	\$0.00	\$400.51
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	\$708.56	\$0.00	\$41.44
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

**General Ledger Budget Summary** Expense Revenue Period: MAR2012 Year: 2012

Positions

**PROGRAMS**

- 4820: Admin Fundraisers LOC
- 4003: Building Rental Proceed
- 4007: Community Council LOC
- 2838: Custodial Supplies/Cent
- 5712: Earth Day Mini Grants (8
- 4128: Excel LOCATION=114
- 5671: Excel Program LOCATIO
- 9500: Facility Improvement LC
- 4900: Faculty LOCATION=114
- 5316: Field Trips/Activity Trips
- 5700: Foundation School Acco
- 4012: General School Funds L
- 4801: Grade 1 LOCATION=114
- 4802: Grade 2 LOCATION=114
- 4803: Grade 3 LOCATION=114
- 4804: Grade 4 LOCATION=114
- 4805: Grade 5 LOCATION=114

Major Dir: Minor Dir: Program Sort: Alpha Numeric

**YTD Budget YTD Carry-Over Budget Total YTD Actuals Outstanding Encumbrance Budget Balance % Spent**

Description	YTD Budget	YTD Carry-Over	Budget Total	YTD Actuals	Outstanding Encumbrance	Budget Balance	% Spent

**ACTUAL DETAILS**

☒ Auto Populate Details

Payee: Date: Amount:

Payee: Date Range: Amount Range:

Requery

Total

\* Green = Encumbered records

Detail Reports Who's Paid Rpt Substitute Icon Legend Salaries Dismiss

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

**General Ledger Budget Summary** Expense Revenue Period: MAR2012 Year: 2012

Positions

**4015: Nutrition Services Lunch**

- 1100: Principals Conf/Conv LO
- 5376: Qt-Instruction Improv Li
- 22: School Director Allotment
- 5602: School Funded Position
- 40: School Furniture And Equi
- 1190: School Paid Substitutes
- 30: School Repair And Mainte
- 1221: Self Contained - Supplie
- 4830: Spectrum LOCATION=11
- 4816: Student Government LC
- 1511: Summer School LOCATI
- 9909: Tech Advancement Plan
- 20: Textbooks LOCATION=114
- 5290: Trustlands LOCATION=1
- 5685: Ustar - Supply Account L
- 4024: Utah Sales Tax LOCATIO
- 4805: Vending Bus LOCATION

Major Dir: Minor Dir: Program Sort: Alpha Numeric

**YTD Budget YTD Carry-Over Budget Total YTD Actuals Outstanding Encumbrance Budget Balance % Spent**

Description	YTD Budget	YTD Carry-Over	Budget Total	YTD Actuals	Outstanding Encumbrance	Budget Balance	% Spent
SALARIES	0.00	0.00	0.00	11,544.81	5,017.72	<16,562.53>	100+%
EXTRA DUTY PAYROLL	0.00	0.00	0.00	0.00	0.00	0.00	0%
SUBSTITUTE PAYROLL	0.00	0.00	0.00	678.79	0.00	<678.79>	100+%
STATE RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00	0%
SOCIAL SECURITY	0.00	0.00	0.00	933.56	383.90	<1,317.46>	100+%
PROFESSIONAL SERVICES	0.00	0.00	0.00	570.20	0.00	<570.20>	100+%
REPAIR & RENT OF EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0%
PRINTING (550)	0.00	0.00	0.00	857.60	0.00	<857.60>	100+%
IN STATE CONFERENCE & TRAV	0.00	0.00	0.00	0.00	0.00	0.00	0%
	28,536.00	2,991.92	31,527.92	16,627.81	6,461.62	8,438.49	

**ACTUAL DETAILS**

☒ Auto Populate Details

Payee: Date: Amount:

Payee: Date Range: Amount Range:

Requery

Total

\* Green = Encumbered records

Permissions Detail Reports Who's Paid Rpt Substitute Icon Legend Salaries Dismiss

## BUCKETS – Subdivision for Programs

The screenshot shows the 'General Ledger Budget Summary' interface. On the left, a tree view under 'BUDGETS' shows 'MAJOR PROGRAMS' and 'PROGRAMS'. The '8420: Admin Fundraisers Program' is selected, and its 'BUCKET SUMMARY' is expanded. The main table displays budget data for various descriptions. The 'Total' row shows a YTD Budget of 26,916.67, a YTD Carry-Over of 6,476.58, a Budget Total of 27,393.25, YTD Actuals of 19,664.06, and a Budget Balance Spent of 7,729.25.

Description	YTD Budget	YTD Carry-Over	Budget Total	YTD Actuals	Outstanding Encumbrance	Budget Balance	% Spent
EXTRA DUTY PAYROLL	0.00	0.00	0.00	0.00	0.00	0.00	0%
STATE RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00	0%
SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00	0.00	0%
PROFESSIONAL SERVICES	0.00	0.00	0.00	200.00	0.00	<200.00	100%
SUPPLIES & MATERIALS	26,916.67	6,476.58	27,393.25	16,404.00	0.00	10,989.25	59.8%
SCHOOL FUNDS TRANSFERS (S)	0.00	0.00	0.00	3,000.00	0.00	<3,000.00	100%
<b>Total</b>	<b>26,916.67</b>	<b>6,476.58</b>	<b>27,393.25</b>	<b>19,664.06</b>	<b>0.00</b>	<b>7,729.25</b>	

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.

This screenshot shows the 'General Ledger Budget Summary' interface with the 'BUCKET SUMMARY' for the '8420: Admin Fundraisers Program' selected. The table lists various buckets and their budget details. The 'Total' row shows a YTD Budget of 26,916.67, a YTD Carry-Over of 6,476.58, a Budget Total of 27,393.25, YTD Actuals of 19,664.06, and a Budget Balance Spent of 7,729.25.

Description	YTD Budget	YTD Carry-Over	Budget Total	YTD Actuals	Outstanding Encumbrance	Budget Balance	% Spent
1000: INSTRUCTION OF STUDIE	0.00	0.00	0.00	0.00	0.00	0.00	0%
1801: COOKIE DOUGH	11,558.00	0.00	11,558.00	6,874.28	0.00	4,683.72	59.5%
1800: SALLY FOSTER	9,899.67	5,899.33	14,519.00	11,957.56	0.00	2,561.44	81.1%
1806: SCIENCE BOARDS	158.00	867.25	1,025.25	872.24	0.00	<153.01	86.7%
<b>Total</b>	<b>26,916.67</b>	<b>6,476.58</b>	<b>27,393.25</b>	<b>19,664.06</b>	<b>0.00</b>	<b>7,729.25</b>	

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.

This screenshot shows the 'General Ledger Budget Summary' interface with the '1806: Science Boards' bucket selected. The table displays budget data for this specific bucket. The 'Total' row shows a YTD Budget of 158.00, a YTD Carry-Over of 867.25, a Budget Total of 1,025.25, YTD Actuals of 872.24, and a Budget Balance Spent of 153.01.

Description	YTD Budget	YTD Carry-Over	Budget Total	YTD Actuals	Outstanding Encumbrance	Budget Balance	% Spent
SUPPLIES & MATERIALS	158.00	867.25	1,025.25	872.24	0.00	<153.01	86.7%
SCHOOL FUNDS TRANSFERS (S)	0.00	0.00	0.00	0.00	0.00	0.00	0%
<b>Total</b>	<b>158.00</b>	<b>867.25</b>	<b>1,025.25</b>	<b>872.24</b>	<b>0.00</b>	<b>&lt;153.01</b>	

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

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

## Budget Screen Sections

**General Ledger Budget Summary**

1 Expense 2 Period MAR2012 Year 2012

3

Description	YTD Budget	YTD Carry-Over	Budget Total	YTD Actuals	Outstanding Encumbrance	Budget Balance	% Spent
SALARIES	0.00	0.00	0.00	11,544.81	5,017.72	<16,562.53>	100+%
EXTRA DUTY PAYROLL	0.00	0.00	0.00	0.00	0.00	0.00	0%
SUBSTITUTE PAYROLL	0.00	0.00	0.00	678.79	0.00	<678.79>	100+%
STATE RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00	0%
SOCIAL SECURITY	0.00	0.00	0.00	933.56	383.90	<1,317.46>	100+%
PROFESSIONAL SERVICES	0.00	0.00	0.00	570.20	0.00	<570.20>	100+%
REPAIR & RENT OF EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0%
PRINTING (550)	0.00	0.00	0.00	857.60	0.00	<857.60>	100+%
IN STATE CONFERENCE & TRAV	0.00	0.00	0.00	0.00	0.00	0.00	0%
	26,536.00	2,991.92	31,527.92	16,627.81	6,461.62	8,438.49	

4

☒ Auto Populate Details

Payee

Date Range

Amount Range

Requery

5 ACTUAL DETAILS

Payee	Date	Amount
	31-MAR-2012	46.50
	31-MAR-2012	35.04
	31-MAR-2012	36.50
	31-MAR-2012	36.50
	29-FEB-2012	162.75
	29-FEB-2012	36.50
	29-FEB-2012	73.00
	29-FEB-2012	73.00
Total		678.79

6

PAYROLL SYSTEM  
PAYROLL CHECK  
CHECK NUMBER 1611428  
ACCOUNT 10-114-2012-5290-1000-132

7

Permissions Detail Reports Who's Paid Rpt Substitute Icon Legend Salaries Dismiss

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 how 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.

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.

39

[illegible]

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.

[illegible]

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.