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The EPES program is a web-based program designed especially for school bookkeeping. The Finance Department serves as your first contact for all problems and questions. We welcome your questions and comments about the program.

It is very important to remember that the EPES program is “date driven”. This means that all activity in a particular month is considered in that month because of the date that was entered for that transaction. When entering any adjustments, the date automatically defaults to the current date. Be sure to enter the date the transaction posted or you will not balance when you do your bankreconciliation.

Due to the nature of this program, it is always best to have the CAPS Lock on when using this program.

## I. LOG IN

District ID: 12463      Customer ID:      5-Digit School ID#  
User Name: BK  
Password: Can be changed under Utilities Menu, if needed  
Security Code: If prompted, type in the four-digit number shown on the screen.  
Click on [Login] or press [Enter]



The login screen for epes software. At the top is the epes software logo with a schoolhouse icon and the text "Copyright © 2014: CAP Group, Inc.". Below the logo is a login form with the following fields: District ID (12463), Customer ID (empty), User Name (BK), Password (empty), and Security Code (7167). There is a "Login" button and a "Forgot Password" link.

## Main Screen

This is the blank screen that appears after you have entered your User Name and Password. The Main Screen contains pull down menus, which make program selections quick and the program easy to navigate. The pull down menus on the Main Screen is as follows: Accounting, Reports, Utilities, System, Help and Exit



The main screen of the epes software. At the top is the epes software logo and the text "Copyright © 2014: CAP Group, Inc.". On the right side, there is a "District:" field, a "School:" field with a "GODADDY.COM VERIFIED & SECURED" badge, and a "Year:" field showing "2017 / 2018". Below these fields is a "Change Schools" link. A navigation bar at the top contains the following menu items: Accounting, Reports, Utilities, System, Help, and Exit. The main content area displays the text "activity accounting & Web purchase orders".

## EXIT

To exit the School Accounting program, select "Exit" on the Main Screen.

## II. ACTIVITY ACCOUNTS

The Activity Accounts File is used to maintain individual account data in the EPES program. An account is an entity that will be charged whenever an expenditure, revenue, transfer or journal adjustment is entered. To be valid, all transactions must be charged to an account.

### A. Add Activity Accounts

Go to “Accounting/Accounting/Accounts/Activity Accounts”.

Select <Add> from the Tool Bar Menu. Enter the following:

NOTE: Remember to put the CAPS LOCK on when entering information.

- ❑ Activity Account/Club#: Enter your account number. Consult the School Chart of Accounts – Activity Accounts Section to determine appropriate account numbers to input. Please note that you cannot use a duplicate account number. You will get a warning message letting you know that the number input is a duplicate. Press [Tab].
- ❑ Account Name: Enter a complete description of the Account. Press [Tab].
- ❑ Advisor: Enter the account sponsor. Press [Tab].
- ❑ Beginning Balance: The beginning balance is always \$0.00. Press [Enter].
- ❑ Acct Group: Skip this field. We will not be using account groups in this program.

NOTE: When adding a new account during the school year, the beginning balance of the new account must be entered as zero in order to balance at month-end.

Activity Accounts/Club			
FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER			
Activity Account/Club #	<input type="text"/>	*	
Account Name	<input type="text"/>	*	Cash Balance \$
Advisor	<input type="text"/>		Payable (\$)
Beginning Balance	<input type="text" value="0.00"/>	*	Working Balance \$
Activity Group	<input type="text"/>	▼	Encumbered \$

Select <Save - Add Another> to continue adding accounts.

Select <Save> to save activity accounts added.

When finished adding accounts, select <Close> to return to the Main Screen.

### B. List Activity Accounts

Go to “Accounting/Accounting/Accounts/Activity Accounts”.

Select <List> from the Tool Bar Menu.

A list of current accounts will appear. You can click on the column titles to sort by that column, alternating between ascending and descending. You can also use the Search box to find an Activity Account. Click on the drop down area to change the search criteria.

- ❑ Beginning Balance: This is the balance in the account as of the beginning of the fiscal year (July 1<sup>st</sup>).
- ❑ Cash Balance: This balance will be correct as long as all checks have been transferred from the Accounts Payable file and all deposits have been transferred.

### C. Edit Activity Accounts

Go to “Accounting/Accounting/Accounts/Activity Accounts”.

Click on <List> to find the account that you want to edit. Once you’ve found the activity account in the list, click on it to bring up that account record.

Select <Edit> from the Tool Bar Menu. Make necessary changes.

- ❑ Account: Important, once an account number has been added, you cannot delete that number until after the close of the school’s fiscal year (June 30<sup>th</sup>).
- ❑ Acct. Name: May be changed.
- ❑ Advisor: May be changed.
- ❑ Beginning Balance: **DO NOT CHANGE THIS BALANCE.**

If you decide not to edit the account you can click on <Cancel>; otherwise,

Click <Save> to save record.

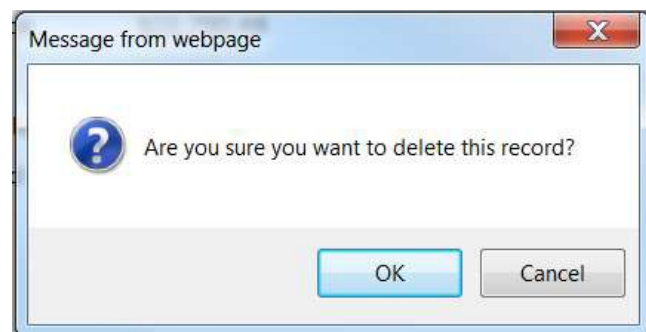
Click <Close> to return to the Main Screen.

### D. Delete Activity Accounts

Do not delete an account once it has been set up and transactions have been entered. If you wish to delete an account number that is no longer needed, the account must have a zero balance as of June 30<sup>th</sup>. Also, the account must not have any outstanding checks as of June 30<sup>th</sup>. Accounts must be deleted after the new fiscal year is created in July, but before the month of July is balanced.

Go to “Accounting/Accounting/Accounts/Activity Accounts”.

- ❑ Click <List> on the Tool Bar Menu. Find the account you want to delete and click on the line item to open that account record.
- ❑ Click <Delete> on the Tool Bar Menu.
- ❑ Message: Are you sure you want to delete this record? Click [OK].



### III. VENDORS

The EPES program requires that a vendor code be set up for individuals for whom the school will receive money from and/or disburse money to.

#### A. Add Vendors **(NOT ALLOWED AT THIS TIME)**

Go to “Accounting/Accounting/Vendors”

The screen will automatically open to the first vendor in the list. Before you set up a new vendor, you should ensure that the vendor isn’t already set up. You can click on <List> to verify that the vendor is not already set up. It is very important that a vendor is only set up once in EPES.

Select <Add> from the Tool Bar Menu. Enter the following:

**Vendors**

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER

Vendor Code  \*

Vendor Name  \*

Address

Address line 2

City

State  ZipCode

Phone

Fax

Attention

Tax ID

School Vend #

County ID

Bid Category

MEMO

**NOTE:** You may press [Tab] to skip any field for data that is optional.

- Vendor Code: (Required) Enter 9 character/digit code to describe the vendor. For Example, OFFICEDEP could be entered for Office Depot. Press [Tab] to move to the next field. We suggest that all 9 characters/digits be used for vendor codes.
- Vendor Name: (Required) Enter the full name of the vendor. Press [Tab].
- Address: Enter the address of the vendor. Press [Tab].
- Address line 2: May enter additional address info. Press [Tab]
- City: Enter the name of the city. Press [Tab].
- State: Enter the two-digit abbreviation for the state. Press [Tab].
- Zip Code: Enter the zip code. Press [Tab].
- Phone: Enter the vendor’s telephone number, area code first. Press [Tab].
- Fax: Enter the vendor’s fax number. Press [Tab].
- Attention: May enter a representative of the company. Press [Tab].
- Tax ID: (Required) Enter the vendor’s tax ID number. Press [Tab].
- School Vend #: Enter the Customer ID or account number that the vendor has assigned your school. Press [Tab].
- County ID: Press [Tab].
- Bid Category: Press [Tab].
- Memo: Use this field to enter information about this vendor that will help you in the future.

Select <Save - Add Another> to save this vendor and add another one.

Select <Save> to save this vendor and discontinue adding.

Select <Cancel> to undo what you have added and exit.

Select <Close> to return to the Main Screen.

**B. Add Vendor (while writing a receipt) NOT ALLOWED AT THIS TIME**

- On the Receipts screen, enter a Vendor Code in the “Rcvd From” field. If the Vendor Code is not located, you will be prompted with an error message.
- Message: Would you like to add this vendor? Click <Yes>.

The screenshot shows the 'Receipts' screen with a red error message box titled 'Vendor Not Found'. The message asks 'Would you like to add this vendor?' with 'Yes' and 'No' buttons. The 'Yes' button is selected. The background shows the 'Receipts' form with fields for Receipt # (14100), Date (10/04/2017), GL Account (992 - Che...), Printed (No), Posted From, Rcvd From (FINANCE), Vendor Name (MISC VENDOR), Closed (No), and Void Date. A total of \$0.00 is shown at the bottom right.

The vendor box will pop up.

- Enter Vendor code (Required): Enter a short abbreviation to describe the vendor. May be up to nine characters. Press [Tab].
- Enter Vendor Name (Required): Enter full name of vendor. Press [Tab].
- The remaining fields are optional and can be completed later. Once you’ve completed entering all applicable fields, click <Save> to save the record & continue entering receipt information.
- Click <Cancel> to return to the receipt you were entering without saving Vendor.

**C. Add Vendor (while writing a check) NOT ALLOWED AT THIS TIME**

- In either the Accounts Payable or Checks Paid screen, enter a Vendor Code in the “Vendor ID” field. If the Vendor Code is not located, you will be prompted with an error message.
- Message: Would you like to add this vendor? Click <Yes>.

The screenshot shows the 'Accounts Payable' screen with a red error message box titled 'Vendor Not Found'. The message asks 'Would you like to add this vendor?' with 'Yes' and 'No' buttons. The 'Yes' button is selected. The background shows the 'Accounts Payable' form with fields for G/L Account (992 - Checking), C/A (\$53,805.10), Date (10/04/2017), Pay This (checked), Vendor ID (FINANCE), and Vendor Name (MISC VENDOR). A total of \$0.00 is shown at the bottom right.

The vendor box will pop up.

- Enter Vendor code (Required): Enter a short abbreviation to describe the vendor. May be up to nine characters. Press [Tab].
- Enter Vendor Name (Required): Enter full name of vendor. Press [Tab].
- The remaining fields are optional and can be completed later. Once you've completed entering all applicable fields, click <Save> to save the record & continue entering check information.
- Click <Cancel> to return to the check you were entering without saving Vendor.

D. **Delete Vendors    NOT ALLOWED AT THIS TIME**

Go to "Accounting/Accounting/Vendors".

Click on <List> to find the vendor code that you want to delete. Once you've found the vendor code in the list, double click on it to bring up that vendor record.

Select <Delete> from the Tool Bar Menu.

- Message: Are you certain you wish to delete this record? Click [Yes].



Vendor codes can be deleted any time during the fiscal year. You will not be able to delete a vendor once it has been used for checks and/or receipts. The vendor code must not be linked to any outstanding checks as of June 30th. It is a good idea to clean out your vendor file every year after you have created your new fiscal year in July.

If you try to delete a vendor that is linked to checks and/or receipts:

- Message: This vendor account is currently tied to \_\_\_\_\_ records.
- Click [OK].





#### IV. RECEIPTS

Before you begin writing receipts, make sure that the box titled Print Receipts while adding in the Accounting/Preferences (Utilities Menu) screen is checked. This will print your receipts as they are saved. If mistakes are made on receipts, refer to Voiding Receipts (see Section IV. C. below) to determine how to correct the error(s).

##### A. Issuing Receipts

Go to “Accounting/Accounting/Receipts”.  
Click on <Add> to enter a new receipt.

Receipts

Changes will not be saved until you click save.

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER Print This Receipt Void this Receipt

Receipt #: 14100 Date: 10/05/2017 GL Account: 992 - Che... Printed: No Posted From:   
Rcvd From: BLANK Vendor Name: MISC VENDOR Closed: No Void Date:   
Individual:   
Add Line Item Receipt Total: \$0.00   
There are no line items yet. Click 'Add Line Item'.

- Receipt #: Press [Tab] to accept the next receipt number or type in the next receipt number and press [Tab].
- Date: Press [Tab] to accept the current date or enter the correct date and press [Tab].
- GL Account: Press [Enter] to select the 991 – Cash on Hand general ledger account.

**NOTE:** Each receipt posted will be entered into the 991 – Cash on Hand General Ledger account. At the end of the day, recording the bank deposit (see D. below) will post your receipts to the 992 – Checking General Ledger account. This will greatly simplify your bank reconciliation at the end of the month and provide a detailed audit trail.

- Posted From: Press [Tab]. Leave this blank.
- Rcvd From: Enter the vendor code and press [Tab]. If you are unsure of the vendor code, click on the gray box to the right of the Vendor Name field. This will bring up the Vendor list to search for the vendor. When the correct vendor is highlighted, click the vendor name with the left mouse button. This will bring you back to the Receipts screen with the vendor code listed.

**IMPORTANT: NEVER use Blank Vendor for issuing receipts!**

Once you have entered the vendor information in the “Rcvd From” field, press [Tab] to select <Add Line Item>. This is where you will enter the information for the account(s) receiving funds. Press [Enter].

Receipts

Changes will not be saved until you click save.

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER Print This Receipt Void this Receipt

Receipt #: 14100 Date: 10/05/2017 GL Account: 992 - Che... Printed: No Posted From:   
Rcvd From: FCBOE Vendor Name: FORSYTH COUNTY BOARD OF ED Closed: No Void Date:   
Individual: FORSYTH COUNTY BOARD OF ED   
Add Line Item Receipt Total: \$0.00

Options	Acct.	Sub Acct.	Amount	Tax Amt.	Notes	Pay Type
	Select Activity Account	0 - No Sub-Account	\$0.00	\$0.00		C - Cash

- Acct: Enter the Activity Account or click on the down arrow to select from a list of activity accounts. Press [Tab].
- Sub-Acct: Press [Tab] for no sub account.
- Amount: Enter the amount received and press [Tab]. **\*\*must use decimal point.\*\***
- Tax Amt: Press [Tab] to skip this field.
- Notes: Enter a complete description for the funds received and press [Tab].
- Pay type: Enter the type of payment(s) received. C is for cash, K is for check, R is for credit card, E is for Electronic Transmission etc. You can click on the down arrow to select from the list of payment types. Receipts should be entered with multiple lines to account for cash and checks collected.

Press [Tab] to continue adding line items for this receipt. You can add as many lines as needed. The program will generate a new receipt for every 5 line items added.

Once you have entered all the data:

Select <Save - Add Another> to save this receipt and add another receipt.

Select <Save> to save the current receipt.

Select <Close> to return to the Main Screen.

## B. Print Receipts

The receipt is a 3-part form. You can set the receipt to automatically print by going to the Utilities/Preferences) screen and selecting Yes to “Print Receipts While Adding?” under the receipts tab. If you select this option, the receipt will automatically print each time you save a receipt. \*If you use this option, make sure you have your receipts loaded into the printer.

To print a receipt that has not been printed yet, you can click on <Print This Receipt> from the Receipts screen.

Acct.	Sub Acct.	Amount	Tax Amt.	Notes	Pay Type
328 FB LA	0 No Sub Account	\$1,299.40	\$0.00	REIMBURSE	Check
328 FB LA	0 No Sub Account	\$688.00	\$0.00	REIMBURSE	Check

If receipt has been printed previously, go to the “Print Prev. Receipts” option under “Reports/Accounting” to re-print.

## C. Void Receipts

If you must void a receipt or receipts, you need to write “VOID” across the receipt and keep all of the original & duplicate copies. Each voided receipt must be entered in the EPES program. All receipt numbers must be accounted for in the EPES program and the hard copies in your files filed in numerical sequence.

**NOTE:** Be sure that the “Print Receipts While Adding” option under the Receipts tab in Utilities/Accounting/Preferences is turned off prior to voiding receipts, or you have plain paper in your printer. See Page 46, Section XV. A. Preferences.

i. To void receipts already saved in program.

Go to “Accounting/Accounting/Receipts”.

Click on <List> to find the receipt that you want to void. Once you’ve found the receipt in the list, double click on it to bring up that receipt record. You do not need to click <Edit> in order to void a receipt.

Select <Void this Receipt>

Acct.	Sub Acct.	Amount	Tax Amt.	Notes	Pay Type
328 FBLA	0 No Sub Account	\$1,299.40	\$0.00	REIMBURSE	Check
328 FBLA	0 No Sub Account	\$688.00	\$0.00	REIMBURSE	Check

An entry box will pop up at the bottom of the receipt. Enter the following

- Reason: Please enter a complete description for the voided receipt (printer error, wrong amount, wrong vendor, etc.) This is NOT optional. Press [Enter].
- Void Date: Enter the date voided. **This should be the date of the original receipt being voided.** Press [Tab].

Click [Continue]. This will void the receipt. This will create a reversing entry to zero out the receipt. If you decide not to void the receipt, click [Cancel Void].

ii. To void receipts not entered in the program.

Follow the instructions for issuing receipts in section A. above, except post the receipts directly to the 992 – Checking general ledger account. Use the VOID vendor code and the amount entered for the receipt would be \$0.00. The receipt must be coded to an activity account; otherwise, it will not save.

D. **Record Bank Deposit (General Ledger Transfer)**

Once you have entered all of your receipts you are ready to record your bank deposit. This process automatically transfers the money that your receipts put into the 991 – Cash on Hand account to the 992 – Checking account.

First you will need to print a Sequential List of Receipts to give you a total for your receipts and show the breakdown of cash/checks.

**Sequential List of Receipts**

Go to “Reports/Accounting/Sequential List/List of Receipts/By Receipt #”

This report uses the Report Query format. On the Report Query screen, select the following:

- Date
- Equal to
- Enter the date of the deposit in the “Compare to” box.

Click on [Add Condition]. The query will appear in the Report Conditions box.

Click [Add Condition]. The query will appear in the Report Conditions box.

Fields	Operators	Compare to
Account	Before	10/27/17
<b>Date</b>	After	
GL Account	Year is	
Recpt No	Month is	
Vendor Code	Day is	
Total Amount	<b>Equal to</b>	
Note	Between	
Payment Type	OR	
Individual		

Buttons: Add Condition, Remove, Clear All, Save Rpt

Tabs: Report Conditions, Saved Reports

Click [Print].

Now you are ready to record your bank deposit.

Go to “Accounting/Accounting/Transfers & Deposits/Deposits”

Verify that the amount in the “Deposit Amount” field is the correct amount of the deposit. If not, an error has been made in the issuing receipts. Click on [Close] to quit. Go back and review the receipts for errors.

- Deposit Date: Press [Tab] to select the current date or type in the date of the deposit and press [Tab].
- Deposit Into Acct.: 992-Checking. Press [Tab] to accept. **DO NOT CHANGE.**

- Deposit Money From: This option tells the computer where the money is currently located. It should read 991-Cash on Hand. If not, click on the down arrow on the side of this field and highlight the 991-Cash on Hand general ledger account. Press [Tab] to accept.
- Deposit Amount: This amount should be the total of receipts entered and the total of your deposit slip. If this amount does not agree with your deposit slip, you have made an error in your receipts. DO NOT CHANGE THIS DEPOSIT AMOUNT. You must find the error in the receipts and make the necessary corrections. If the amounts are in agreement, press [Tab].
- Description: Enter the receipt numbers that make up this deposit.

**Deposits**

Deposit Date: 10/27/2017

Deposit Into Acct.: 992 - Checking \*      Deposit From Acct.: 991 - CASH ON HAND \*

Deposit Amount: \$4,000.00 \*

Description: Receipt #s: 1515-1523 x

Post Deposit   Close   Deposit Voucher

Click [Post Deposit] to record the bank deposit. DO NOT CLICK MORE THAN ONCE. Depending on the speed of your internet, it may take a minute for it to post.

Funds have been transferred from 991 – Cash on Hand to the 992 – Checking account...creating a General Ledger transfer.

IMPORTANT: If you are entering receipts for multiple deposits made on the same day, it is very important that after entering the receipts for the first deposit, that you print the sequential list of receipts and record the bank deposit before moving on to the next set of receipts for the second deposit. You can run your sequential list of receipts by receipt number so you can show the separate amount totals.

**\*\*EACH DEPOSIT MUST BE RECORDED SEPARATELY SO AS TO CORRESPOND WITH DEPOSITS POSTED TO THE MONTHLY BANK STATEMENT!\*\***

#### E. Void Deposit (General Ledger Transfer)

An occasion may come up when you will need to VOID a deposit/general ledger transfer (wrong amount, posted twice in error, etc.). The EPES program allows you to void general ledger transfers.

Go to “Accounting/Accounting/Transfers and Deposits/Transfer GL”

Click on <List> to find the transfer that you want to void. Find the transfer in the list and click on it to bring up that record.

Click on [Void this GL Transfer] to void the deposit.

**GL Transfers**

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER

Transfer #	26	Transfer Date	10/13/2017
From GL Acct	991 - Cash On Hand	To GL Acct	992 - Checking
Cash Balance	\$0.00	Cash Balance	\$308,923.14
Transfer Amt	\$1,629.90	Entry Closed	No
Document #	Deposit	Date Voided	
Transfer Note	DEPOSIT 10/13/2017 RECEIPT # 13863-13869		

Void this GL Transfer

A box will pop up to allow you to put in a reason why you are voiding the transfer.

Type a reason for voiding the transfer, press [Tab]. This is NOT optional.

Void Date: Enter the date to void the transfer. This should be the deposit date.

Click [Continue] to void the transfer. Click [Cancel Void] should you decide not to void the transfer.

**Reason for Voiding This GL Transfer (Optional)**

POSTED TWICE IN ERROR x Void Date: 10/19/2017

Continue Cancel Void



## V. ACCOUNTS PAYABLE (Checks to be Printed)

Use this option to record disbursements so the program can print your checks. The entries entered here will be moved to Checks Paid when checks are printed. Each time you open Accounts Payable your only two options on the tool bar should be <Add> and <Close>.

### A. Add Payables

Go to “Accounting/Accounting/Accounts Payable.”

Select <Add> from the Tool Bar Menu. Enter the following:

- G/L Account.: Press [Tab] to select the 992-Checking general ledger account.
- Date: Press [Tab] to select the current date or type in the correct date and press [Tab].
- Pay This: This box indicates checks to be paid and is automatically marked. Press [Tab].
- Vendor ID: Enter the vendor code and press [Tab] or click the gray box next to the Vendor Name to select from a list of vendors.

The screenshot shows the 'Accounts Payable' form. At the top right, a red message states: 'Changes will not be saved until you click save.' The toolbar includes buttons: FIRST, PREV, NEXT, LAST, ADD, EDIT, DEL, LIST, CANCEL, SAVE, CLOSE, and SAVE - ADD ANOTHER. The form fields are: G/L Account: 992 - Checking; C/A: \$47,174.28; Date: 10/19/2017; Pay This: ☒; Vendor ID: FCBOE; Vendor Name: FORSYTH COUNTY BOARD OF ED; Payee: FORSYTH COUNTY BOARD OF ED. Below the fields is an 'Add Line Item' button. To the right of the button, it shows 'Working Bal:' followed by a progress bar and 'Total Amount: \$0.00'. At the bottom, a message box says: 'There are no line items yet. Click 'Add Line Item'.'

**NOTE:** If you use the “BLANK” vendor ID, which is preset in the program, press [Tab] to add the Payee information.

The screenshot shows the 'Accounts Payable' form with the Vendor ID set to 'BLANK'. The red message 'Changes will not be saved until you click save.' is at the top right. The toolbar is the same as the previous screenshot. The form fields are: G/L Account: 992 - Checking; C/A: \$47,174.28; Date: 10/19/2017; Pay This: ☒; Vendor ID: BLANK; Vendor Name: MISC VENDOR; Payee: JOHN D. DOE. Below the fields is an 'Add Line Item' button. To the right of the button, it shows 'Working Bal:' followed by a progress bar and 'Total Amount: \$0.00'. At the bottom, a message box says: 'There are no line items yet. Click 'Add Line Item'.'

Once the vendor information is added, click on <AddLineItem> to add a detail (stub) line(s) for this payable. This is where you will enter the account(s) the check will be written from. Enter the following:

- Acct: Enter the Activity Account or click on the down arrow box to select from a list of accounts. Press [Tab].
- Sub Acct: Press [Tab] for no sub account. NOTE: We will not be using the sub account field with this program.
- Amount: Enter the amount for this payable line item and press [Tab]. Remember that you will need to enter the decimal point.
- P.O. #: Enter a purchase order number, if applicable, and press [Tab] or press [Tab] to leave blank.
- Invoice: Enter an invoice number, if applicable, and press [Tab] or press [Tab] to leave blank.
- Notes: Enter a complete description for this payable and press [Tab].
- Tax Amount: Press [Tab] to skip this field. We will not be using the tax amount field.
- [ ] 1099: Click with the mouse to mark this check for 1099 reporting, if applicable.

Press [Tab] to save this line item and enter additional line items. There is a limit of 14 line items per payable.

If no other line items are needed, click the floppy disk icon under Options to save the line item.

Changes will not be saved until you click save.

### Accounts Payable



FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER

G/L Account: 992 - Checking C/A: \$47,174.28 Date: 10/19/2017 Pay This: ☒

Vendor ID: FCBOE Vendor Name: FORSYTH COUNTY BOARD OF ED

Payee: FORSYTH COUNTY BOARD OF ED

Add Line Item Working Bal: \$19,973.27 Total Amount: \$1,000.00

Options	Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
 	100 - General Fund	0 - No Sub-Account	\$1,000.00			COPY OVERAGE FY17	\$0.00	<input type="checkbox"/>

Select <Save - Add Another> to save this payable and add another payable, or  
Select <Save> to save the current payable.

Select <Close> to return to the Main Screen.



## B. Print Checks

This option uses the information posted in Accounts Payable to print the checks from your printer.

Go to “Reports/Accounting/Print Checks”

- **Print Checks with Payable Dates Through:** Press [Tab] to print checks with payable dates through the current date or type in the last date to consider for entries posted in the Accounts Payable file and press [Tab].
- **Checking Acct:** Should read 992-Checking. Do not change. Press [Tab].
- **Next Check #:** Press [Tab] if this is the next check number to use. If not, enter the correct check number and press [Tab]. **\*\*Make sure this is the same number as the next check in the printer.\*\***
- **Date to Print on Checks:** Verify the print date is correct or type in the date to print on checks.

**Print Checks**

PreviewPrint & PostClose

*NOTE: Please use the "Close" button when leaving this screen*

**This option prints all Payables marked: [X] Pay This**

Print Checks with Payable Dates Through:	10/19/2017
Checking Acct:	992 - Checking
Next Check #:	7674
Date to Print on Checks:	10/19/2017

☐ Print check Numbers on checks  
☐ Combine Checks for Same Vendor  
☐ Post Checks WITHOUT Printing

Click [Preview]. A preview of all checks that are going to print will come up on the screen. You should look through the checks to make sure that everything is correct. There will be a page for each check. If everything is correct, click on the black X to close the preview screen and return to the Print Checks screen. Proceed to printing the checks.

Click [Print & Post]. The program will only print the first check. When the first check has finished printing, the program will ask, “Did the first check print correctly?” If so, click [Yes]. The remaining check(s) in Accounts Payable will now print. When those checks have finished printing, the program will then ask, “Did all checks print correctly?” If so, click [Yes]. The program will then post the checks printed from “Accounts Payable” to “Checks Paid”. All account balances will be updated.

If you had a problem printing all checks or a part of the checks, select [No]. All information will remain in Accounts Payable and no changes will occur in balances. If none of your checks printed correctly, you will have to select the Print Checks option again to print the checks.

If only part of your checks printed correctly:

- Go to “Accounting/Accounting/Accts Payable”
- “Unmark” the payables that printed **INCORRECTLY**. To “unmark” payables, find the appropriate check on the screen and press <Edit> and then click on the “Pay This” box to remove the check mark. Press <Save>.

Follow the above instructions for printing checks, but on the Print Checks screen, select the Post Checks WITHOUT Printing box in the bottom left corner. Make sure the Next Check # is the beginning check number for the checks that printed correctly the first time. Select [Post Only]. A message box will appear stating “Posting Complete”. Click [OK]. The program will post the first set of checks printed from “Accounts Payable” to “Checks Paid”. Click [Close] to return to the Main Screen.

- Go to “Accounting/Accounting/Accts Payable”
- “Mark” the remaining payables that have not printed. To “mark” payables, find the appropriate payable(s) on the screen and press <Edit> and then click on the “Pay This” box to remove the check mark. Press <Save>.

Follow the “Print Checks” instructions above to print the remaining payables. If the remaining checks printed correctly, select [Yes]. The program will post the marked checks printed from “Accounts Payable” to “Checks Paid”.

Voided checks will need to be entered manually in “Checks Paid” (see Section VI. B. 3. below).

### C. Edit Payables

Go to “Accounting/Accounting/Accounts Payable”

Click on <List> to find the payable that you want to edit. Find the payable in the list and click on it to bring up the payable record.

Click on <Edit> and make the changes needed. Click [Save].

To edit a detail line, click on the pencil icon under Options on the line item. Make the necessary changes. Click on the floppy disk icon to save.

Add Line Item				Working Bal: <input type="text"/>		Total Amount: <input type="text" value="\$1,000.00"/>		
Options	Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
 	100 General Fund	0 No Sub-Account	<input type="text" value="\$1,000.00"/>			COPY OVERAGE FY17	\$0.00	<input type="checkbox"/>

If you decide not to edit the payable, you can click on [Cancel].

Click [Close] to return to the Main Screen.

#### D. Delete Payables

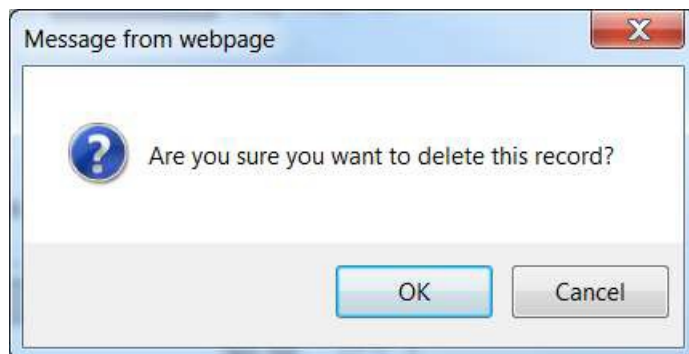
Go to “Accounting/Accounting/Accounts Payable”

Click on <List> to find the payable that you want to delete. Find the payable in the list and double click on it to bring up the payable record.

Click on <Del> to delete the payable.

A box will pop up to verify that you really want to delete the record. Click [OK] to delete.

Click [Cancel] should you decide not to delete the payable.



Click [Close] to return to the Main Screen.

## VI. CHECKS PAID

### A. Add Checks

Use this option to record disbursements when a vendor is being paid with a manually prepared (handwritten) check or you are entering a voided check.

Go to “Accounting/Accounting/Checks Paid”.

Select <Add> from the Tool Bar Menu. Enter the following:

- Check #: Enter the number of the check. Press [Tab].
- Date: Enter the date of the check. Press [Tab].
- GL Acct: Press [Tab] to select the 992-Checking GL account. DO NOT CHANGE.
- Vendor: Enter the vendor code and press [Tab] or click on the gray box next to the Vendor Name to select from a list of vendors.

The screenshot shows the 'Checks Paid' form with the following data entered: Check #: 8245, Date: 10/27/2017, GL Acct: 992 - Checking, Closed: No, Vendor ID: FCBOE, Vendor Name: FORSYTH COUNTY, Payee: FORSYTH COUNTY, Date Cancelled: (empty), Date Voided: (empty), Total Amount: \$0.00. The 'Add Line Item' button is highlighted, and a message box states 'There are no line items yet. Click 'Add Line Item'.'

NOTE: If you use the “BLANK” vendor id, which is preset in the program, press [Tab] to add the payee information.

The screenshot shows the 'Checks Paid' form with the following data entered: Check #: 8245, Date: 10/27/2017, GL Acct: 992 - Checking, Closed: No, Vendor ID: BLANK, Vendor Name: MISC VENDORS, Payee: MARY SMITH, Date Cancelled: (empty), Date Voided: (empty), Total Amount: \$0.00. The 'Add Line Item' button is highlighted, and a message box states 'There are no line items yet. Click 'Add Line Item'.'

Once the vendor information is added, click on <AddLineItem> to add a detail (stub) line(s) for this check. This is where you will enter the account(s) the check will be written from. Enter the following:

- Acct: Enter the Activity Account or click on the down arrow box to select from a list of accounts. Press [Tab].
- Sub Acct: Press [Tab] for no sub account. NOTE: We will not be using the sub account field with this program.
- Amount: Enter the amount for this check line item and press [Tab]. Remember that you will need to enter the decimal point.
- PO #: Enter a purchase order number, if any and press [Tab] or press [Tab] to leave blank.

- Invoice: Enter an invoice number and press [Tab] or press [Tab] to leave blank.
- Notes: Enter a complete description for this check and press [Tab].
- Tax Amount: Press [Tab] to skip this field. We will not be using the tax amount field.
- 1099: Click with the mouse to mark this check for 1099 reporting.

**NOTE:** When payments are made for Casual Labor, you CANNOT use the “BLANK” vendor code. You must set them up as a VENDOR.

**Checks Paid**

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE-ADD ANOTHER

Check #: 8245 Date: 10/27/2017 GL Acct: 992 - Checking Closed: No

Vendor ID: WILEY0000 Vendor Name: BRANDON WILEY Date Cancelled:

Payee: BRANDON WILEY Date Voided:

Total Amount: \$100.00

Add Line Item Save Total Amount: \$100.00

	Acct.	Sub Acct.	Amount	Tax Amt.	Working Balance	P.O.#	Invoice	Notes	1099
Delete	100 - General Fund	0 - No Sub-Account	\$100.00	\$0.00	\$929.29			Open House Traffic	<input checked="" type="checkbox"/>
Delete	Select Activity Account	0 - No Sub-Account	\$0.00	\$0.00	\$0.00				<input checked="" type="checkbox"/>

Press [Tab] to save this line item and enter additional line items. There is a limit of 14 line items per check.

If no other line items are needed, click <Save> to save the line item.

Select <Save - Add Another> to save this check and add another check, or  
Select <Save> to save the current check.

Select <Close> to return to the Main Screen.

## B. Void Checks

For all voided checks, cut out the signature portion of the check and write “VOID” across the front of the check. File the voided check in numerical sequence in the expenditure file. Each voided check must be entered in the EPES program. All check numbers must be accounted for in the EPES program.

### 1. Void Checks – Current Month.

Go to “Accounting/Accounting/Checks Paid”.

Click on <List> to find the check that you want to void. Find the disbursement in the list and click on it to bring up that record.

Click on [Void this Check] to void the disbursement.

**Checks Paid**

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE-ADD ANOTHER

Check #: 8196 Date: 10/09/2017 GL Acct: 992 - Checking Closed: No

Vendor ID: FORSYTH00 Vendor Name: FORSYTH COUNTY SCHOOLS Date Cancelled:

Payee: FORSYTH COUNTY SCHOOLS Date Voided:

Total Amount: \$559.71

Add Line Item Save Total Amount: \$559.71

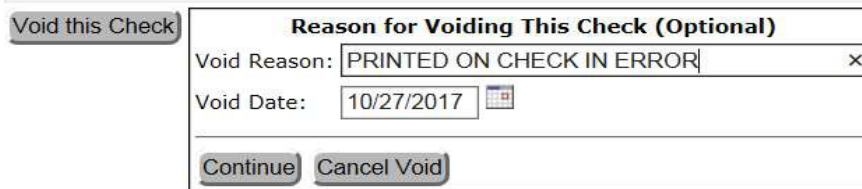
	Acct.	Sub Acct.	Amount	Tax Amt.	Working Balance	P.O.#	Invoice	Notes	1099
Delete	250 - Athletics	0 - No Sub-Account	\$469.67	\$0.00	\$4,023.43		331	ice machine repair	<input type="checkbox"/>
Delete	250 - Athletics	0 - No Sub-Account	\$90.04	\$0.00	\$4,023.43		335	ice machine maintenance	<input type="checkbox"/>

Void this Check

A box will pop up to allow you to put in a reason for voiding the check.

- Void Reason: Type a reason for voiding the check, press [Tab]. This is NOT optional.
- Void Date: Enter the date to void the check. When voiding a check, you should always use the current date.
- Click [Continue] to void the check. Click [Cancel Void] should you decide not to void the check.

This creates a reversing entry with the same check number and a negative amount. The system will automatically credit the account that was originally used when the check was issued.



Void this Check

**Reason for Voiding This Check (Optional)**

Void Reason: PRINTED ON CHECK IN ERROR x

Void Date: 10/27/2017

Continue Cancel Void

Select <Close> to return to the Main Screen.

## 2. Void Checks - Previous months.

Go to “Accounting/Accounting/Checks Paid”.

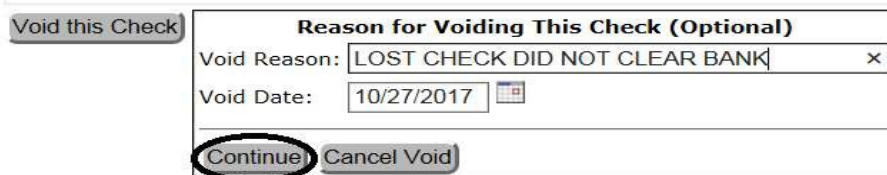
Click on <List> to find the check that you want to void. Find the disbursement in the list and click on it to bring up that record.

Click on [Void this Check] to void the disbursement.

A box will pop up to allow you to put in a reason why you are voiding the check.

- Void Reason: Type a reason for voiding the check, press [Tab]. This is NOT optional.
- Void Date: Enter the date to void the check. When voiding a check, you should always use the current date, especially since you have already reconciled and closed the month of the original check.
- Click [Continue] to void the check. Click [Cancel Void] should you decide not to void the check.

This creates a reversing entry with the same check number and a negative amount. The system will automatically credit the account that was originally used when the check was issued.



Void this Check

**Reason for Voiding This Check (Optional)**

Void Reason: LOST CHECK DID NOT CLEAR BANK x

Void Date: 10/27/2017

Continue Cancel Void

## 3. Void Checks – Not in EPES program.

Follow the instructions for Checks Paid in section A. above. Use the VOID vendor code and the amount entered on the checks detail line would be \$0.00. You must code the void check to an activity account; otherwise, it will not save.

In the “Date Cancelled” field, enter the same date that you used for the check.

## VII. JOURNAL ADJUSTMENTS

A journal entry records transactions that appear on your bank statement. All journal adjustments will be entered directly to the 992–Checking general ledger account. Journal adjustments will be numbered consecutively from July through June of each year. You will only start the numbering over at 1 at the beginning of each fiscal year, July 1<sup>st</sup>.

**IMPORTANT:** Remember that the EPES program is “date driven”. All activity in a particular month is considered in that month because of the date that was entered for that transaction. For example, a bank adjustment received for the month of August is entered on September 5<sup>th</sup>. When entering the adjustment, the date automatically defaults to September 5<sup>th</sup>. Be sure to enter the date the transaction posted or else this entry will be considered a September transaction rather than an August transaction. This will affect your balancing procedure because the adjustment amount will not be included in your August totals, which will cause you not to balance for the month.

### A. Bank Adjustments

This entry records the amount of any adjustments made to deposits or checks posted to the school’s checking account.

#### i. Deposit Adjustments

Go to “Accounting/Accounting/Journal Adjustments”.

Click <Add>. Enter the following:

- Adj. No.: Click on the adjustment number and press [Tab] to accept number.
- Date: Enter the date the transaction posted to the bank statement. Press [Tab] twice.
- GL Acct: Press [Tab] to accept the 992 – Checking account.
- Type (I/E): Select I for an income adjustment (affects income/deposits).

Select <Add Line Item> to enter account information.

- Acct: Enter the activity account number receiving the adjustment or click on the down arrow to select from a list of accounts. For example: 100 (General Fund). Press [Tab].
- Sub-Acct: Press [Tab] for no sub account.
- Amount: Enter the amount of the deposit adjustment. If the bank added money to a deposit, enter the adjustment as a positive amount. If the bank subtracted money, enter the adjustment as a negative amount. Press [Tab].
- Notes: Enter a brief description for this adjustment.

Select <Save> on the bottom half of the screen to save the activity account information.

Select <Save - Add Another> to save this Journal Adjustment and add another one.

Select <Save> to save this Journal Adjustment and no other entries are needed.

Select <Close> to return to the Main Screen.

#### ii. Check Adjustments

Go to “Accounting/Accounting/Journal Adjustments”.

Click <Add>. Enter the following:

- Adj. No.: Click on the adjustment number and press [Tab] to accept number.
- Date: Enter the date the transaction posted to the bank statement. Press [Tab] twice.
- GL Acct: Press [Tab] to accept the 992 – Checking account.
- Type (I/E): Select E for an expense adjustment (affects checks).

Select <Add Line Item> to enter account information.



- Acct: Enter the activity account number receiving the adjustment or click on the down arrow to select from a list of accounts. For example: 100 (General Fund). Press [Tab].
- Sub-Acct: Press [Tab] for no sub account.
- Amount: Enter the amount of the check adjustment. If the bank added money to the check, enter the adjustment as a positive amount. If the bank subtracted money, enter the adjustment as a negative amount. Press [Tab].
- Notes: Enter a brief description for this adjustment.

Select <Save> on the bottom half of the screen to save the activity account information.

Select <Save - Add Another> to save this Journal Adjustment and add another one.

Select <Save> to save this Journal Adjustment and no other entries are needed.

Select <Close> to return to the Main Screen.

## B. Bank Charges (i.e. Deposit Tickets)

This entry records the amount of the bank charge debited to the school's checking account.

Go to "Accounting/Accounting/Journal Adjustments".

Click <Add>. Enter the following:

- Adj. No.: Click on the adjustment number and press [Tab] to accept number.
- Date: Enter the date the transaction posted to the bank statement. Press [Tab] twice.
- GL Acct: Press [Tab] to accept the 992 – Checking account.
- Type (I/E): Select E for an expense adjustment (affects disbursements).

Select <Add Line Item> to enter account information.

- Acct: Enter the activity account number receiving the adjustment or click on the down arrow to select from a list of accounts. For example: 100 (General Fund). Press [Tab].
- Sub-Acct: Press [Tab] for no sub account.
- Amount: Enter the amount of the bank charge (as a positive amount). Press [Tab].
- Notes: Enter a brief description for this adjustment.

Select <Save> on the bottom half of the screen to save the activity account information.

Select <Save - Add Another> to save this Journal Adjustment and add another one.

Select <Save> to save this Journal Adjustment and no other entries are needed.

Select <Close> to return to the Main Screen.

### Journal Adjustments

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER

Adj No. 5 Date: 01/19/2018 GL Acct 992 - Checking Type ☐ I ☒ E Auth. By: DISTRICT

Total Amount 50.00 Closed: No GL Cash Balance: \$60,383.65

Add Line Item Save

	Acct.	Sub Acct.	Amount	Notes
Delete	100 - General Fund	0 - No Sub-Account	\$50.00	Charge for Deposit Tickets



### C. NSF Checks

This entry records the amount of a NSF check debited to the school's checking account. NOTE: You will initially include the NSF amount as a Deposit In Transit (DIT) item. If the item is paid, you will remove the amount from your DIT amount and make no entry into EPES. If you are not paid on this item within 6 months, you will follow these steps to make this entry to write the amount off.

Go to "Accounting/Accounting/Journal Adjustments".

Click <Add>. Enter the following:

- Adj. No.: Click on the adjustment number and press [Tab] to accept number.
- Date: If you are writing it off right away, you will enter the date the transaction posted to the bank statement. If you are writing it off because it is over 6 months and deemed uncollectable, then you will enter the last day of the month prior to closing that month. Press [Tab] twice.
- GL Acct: Press [Tab] to accept the 992 – Checking account.
- Type (I/E): Select I for an income adjustment (affects income/deposits).

Select <Add Line Item> to enter account information.

- Acct: Enter the activity account number receiving the adjustment or click on the down arrow to select from a list of accounts. For example: 100 (General Fund). Press [Tab].
- Sub-Acct: Press [Tab] for no sub account.
- Amount: Enter the amount of the NSF check (as a negative amount). Press [Tab].
- Notes: Enter a brief description for this adjustment. Be sure to include individual's name in description (i.e. NSF FYXX CK# 101 – J. Doe).

You will need to continue adding activity accounts if the NSF check written was deposited to multiple Activity Accounts (i.e. Admin., Class Account, Art, etc.)

Select <Save> on the bottom half of the screen to save the activity account information.

Select <Save - Add Another> to save this Journal Adjustment and add another one.

Select <Save> to save this Journal Adjustment and no other entries are needed.

Select <Close> to return to the Main Screen.

## VIII. ACTIVITY ACCOUNT TRANSFERS

This option transfers money from one activity fund account to another. It also allows you to view a list of activity account transfers. All Activity Account Transfers must be approved by the Principal. Activity account transfers will be numbered consecutively from July through June of each year. You will only start the numbering over at 1 at the beginning of each fiscal year, July 1<sup>st</sup>.

### A. Add Activity Account Transfer

Go to “Accounting/Accounting/Transfers and Deposits/Transfer Activity”

Click <Add>. Enter the following:

- ☐ Transfer #: Press [Tab] to accept the transfer #.
- ☐ Transfer Date: Press [Tab] to accept the current date or type the correct date of the transfer and press [Tab].
- ☐ From Activity Acct: Enter the activity account number the funds are to be transferred from or click on the down arrow to select from a list of accounts. Press [Tab].
- ☐ From Sub-Acct: Press [Tab] for no sub account.
- ☐ To Activity Acct: Enter the activity account number the funds are to be transferred to or click on the down arrow to select from a list of accounts. Press [Tab].
- ☐ To Sub-Acct: Press [Tab] for no sub account.
- ☐ Transfer Amt: Enter the amount of money to be transferred. Press [Tab].
- ☐ Document #: Press [Tab] to leave this field blank. The transfer # will be referenced on all transfer sheets.
- ☐ Transfer Note: Enter a brief description/reason for this transfer. For example: Fundraiser profit, Closed account, etc. “Transfer” is not an adequate description.
- ☐

**Activity Transfer**

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER

Transfer #	1	Transfer Date	06/30/2018
From Activity Acct	103 - School Photos	To Activity Acct	100 - General Fund
Cash Balance	\$1,793.41	Cash Balance	\$18,102.11
Working Balance	\$1,793.41	Working Balance	\$18,102.11
From Sub Acct	0 - No Sub-Account	To Sub Acct	0 - No Sub-Account
Transfer Amt	\$1,793.41	Entry Closed	No
Document #		Date Voided	
Transfer Note	YEAR END TRANSFER TO GENERAL FUND		

Select <Save - Add Another> to save this Activity Transfer and add another one.

Select <Save> to save this Activity Transfer and no other entries are needed.

Select <Close> to return to the Main Screen.

## B. Void Activity Account Transfer

An occasion may come up when you will need to VOID an Activity Account Transfer (wrong amount, wrong account, etc.). The EPES program allows you to void activity account transfers.

Go to “Accounting/Accounting/Transfers and Deposits/Transfer Activity”.

Click on <List> to find the transfer that you want to void. Find the transfer in the list and click on it to bring up that record.

Click on [Void this Activity Transfer] to void the transfer.

**Activity Transfer**

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER

Transfer # 51 Transfer Date 12/06/2017

From Activity Acct 165 - PICTURES To Activity Acct 100 - GENERAL

Cash Balance \$0.00 Cash Balance \$5,825.76

Working Balance \$0.00 Working Balance \$5,825.76

From Sub Acct 0 - No Sub-Account To Sub Acct 0 - No Sub-Account

Transfer Amt \$2,053.38 Entry Closed No

Document # Date Voided

Transfer Note TRANSFER TO GENERAL ACCOUNT

**Void this Activity Transfer**

A box will pop up to allow you to put in a reason why you are voiding the transfer.

Type a reason for voiding the transfer, press [Tab]. This is NOT optional.

Void Date: Enter the date to void the transfer. This should always be the current date. If you are correcting a transfer from the previous month, you will still use the current date. DO NOT BACK DATE a void entry to a month that has been closed.

Click [Continue] to void the transfer. Click [Cancel Void] should you decide not to void the transfer.

**Reason for Voiding This Activity Transfer (Optional)**

INCORRECT AMOUNT x Void Date: 12/12/2017

Continue Cancel Void

## IX. MONTH ENDBALANCING PROCEDURES

You may continue to work in the current month prior to balancing the previous month.

### A. Verify Deposits

#### General Ledger Transfer Report

This report prints a list of deposits made which are recorded as transfers from the 991 - Cash on Hand account to the 992 - Checking account.

Go to “Reports/Accounting/Seq. Lists/List of General Ledger Transfers”.

This report uses the Report Query format. On the Report Query screen, select the following:

- ☐ Date
- ☐ Month Is
- ☐ Enter the month in the “Compare to” box.

Click [Add Condition]. The query will appear in the Report Conditions box.

Click [Print].

-OR-

#### Sequential List of Receipts Report

If your receipts are entered directly into the 992 – Checking account, then you will use this report to verify your deposits for the month.

Go to “Reports/Accounting/Seq. Lists/Lists of Receipts/By Receipt #”

This report uses the Report Query format. On the Report Query screen, select the following:

- ☐ Date
- ☐ Between
- ☐ Enter the date range of the month in the “Compare to” box. (i.e. 12/01/17,12/31/17)

Click [Add Condition]. The query will appear in the Report Conditions box.

Click [Print].

Use one of these reports to verify that all deposits posted in EPES for the month have posted to your bank statement. Any differences in deposit amounts will need to be researched, adjusted and documented. Any deposits not posted will need to be accounted for as an outstanding deposit when printing your Bank Reconciliation.

### B. Journal Adjustments

**IMPORTANT:** All adjusting entries (i.e. bank adjustments, bank charges, must be entered first. See pages 24 – 26, Section VII.

Journal Adjustments.

### C. Cancel Checks

Each month you must “cancel” the checks that clear the bank in order to remove them from the Outstanding Checks report.

Go to “Accounting/Accounting/Cancel Checks”.


Enter the last day of the month as the “Cancellation date”.

Click [OK].

### Cancel Checks

**The date entered here is typically a Month End Date.**

Checking Acct: 992 - Checking ▼

Enter Cancellation date: 12/31/2017 

OK Close

**NOTE:** If the date is not typed in correctly (i.e. 12/29/2017, instead of 12/31/2017), it will warn you that the date selected is not a month-end date. Click [Cancel] to return to enter the correct date.

### Warning

The date selected is not a month end date.  
Continue?

Continue Cancel

A list of outstanding checks appears in the screen.

To cancel a check, click on the cancel box that corresponds with the check number. A check mark will appear in the “cancel” box. To unmark an entry, click on the cancel box again.

The “Total Cancelled” at the bottom of the screen should match the checks cleared during the month. If it doesn’t, review your check amounts until you find the error. If it is a bank error, you will need to call the bank and ask for an adjustment.

Click on [OK] when you have marked all checks that have cleared the bank.

**NOTE:** Clicking on [OK] automatically updates and removes the marked checks from the list of outstanding checks.

### Checks List

Cancellation Date: 12/31/2017

Cancel	Check #	Ck Date	Amount
<input type="checkbox"/>	7564	08/01/2017	\$135.65
<input type="checkbox"/>	7697	11/27/2017	\$286.20
<input type="checkbox"/>	7698	11/27/2017	\$68.55
<input type="checkbox"/>	7700	11/27/2017	\$102.10
<input type="checkbox"/>	7701	11/27/2017	\$41.87
<input type="checkbox"/>	7702	11/27/2017	\$236.74
<input type="checkbox"/>	7703	11/27/2017	\$136.45
<input type="checkbox"/>	7704	12/06/2017	\$405.00
<input type="checkbox"/>	7705	12/06/2017	\$16.02
<input type="checkbox"/>	7706	12/06/2017	\$50.00
<input type="checkbox"/>	7707	12/06/2017	\$45.00

Total Cancelled: \$0.00

OK Close

### Correcting a Canceled Check Date

If you accidentally cancelled a check or used the incorrect date and you have exited the “Cancel Checks” section, you must do the following to correct it:

Go to “Accounting/Accounting/Checks Paid”

Click <List>. Find the check in the list that you need to edit and click on it to bring up the check record.

Click <Edit>. Click in the “Date Cancelled” field and either change the date or erase the date.

Click <Save>.

Click <Close> to return to the Main Screen.

### D. Bank Reconciliation Report

Go to “Reports/Accounting/Bank Reconciliation”

Enter the following:

- Bank Acct: Verify that it is pre-selected to the 992-Checking GL account.
- Statement Date From: Click in the from date field to enter the first day of the month you are balancing (i.e. 12/01/2017) and press [Tab].
- Statement Date To: Enter the last day of the month you are balancing (i.e. 12/31/2017) and press [Tab].
- Ending Balance from Bank Statement: Enter the ending balance from your bank statement and press [Tab].
- Total Deposits not on Bank Statement: Enter the total amount of deposits that do not appear on the bank statement, if any. Any NSF checks that have not been paid or written off will be accounted for here.

**Bank Reconciliation**

Preview Print Close

Bank Account 992 - Checking ▼

Statement Date Range From: 12/01/2017 To: 12/31/2017

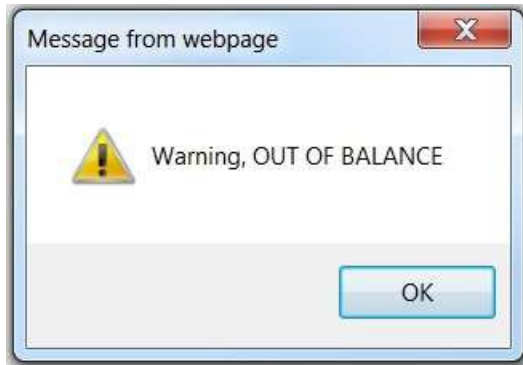
Ending Balance from Bank Statement: \$180,421.83

Total Deposits not on Bank Statement: \$0.00

Click [Preview] to view your bank reconciliation.

**NOTE:** If you are not in balance, the message “Out of Balance” will appear. Click [OK]. This will bring up the preview screen of your Bank Reconciliation Report. The message “Out of Balance” appears in red in the bottom left of the report.

Click on the black X at the top right of the preview screen to close and return to the Bank Reconciliation Screen.



The two Cash Balance totals (Cash Balance and Computer Cash Balance) on the Bank Reconciliation Report must be in agreement in order to be “in balance”. These totals must also agree to the Ending balance of the 992 Checking Account. All three balances are marked with asterisks (\*\*\*) on the Bank Reconciliation Report.

If any of these three balances are not in agreement, make the necessary corrections needed to balance (see Section X, page 37).

**NOTE: The 991 – Cash on Hand account must have beginning and ending balances of 0.00 for the month. If not, there is a problem with your receipts and/or general ledger transfers for the month.**

Once the report is in balance, click [Print].

**Bank Reconciliation Report**  
**Checking Account**  
**992**

Date From 12/1/2017  
 Date to 12/31/2017

Ending Balance on Statement Dated : 12/31/2017	\$180,421.83
Outstanding Deposits (Bank Deposits) -> +	\$0.00
Less Outstanding Checks:	\$3,745.23
Cash Balance as of : 12/31/2017	\$176,676.60 ***

Cash Balance for Checking as of 12/1/2017	\$173,772.33
Add: Total Deposits (Bank Deposits):	\$22,666.28
Less: Total Checks and Withdrawals:	(\$19,762.01)
Computer Cash Balance as of : 12/31/2017	\$176,676.60 ***

**Summary of Asset Accounts**

GL Acct	Account Name	Begin Bal	Recpt/JV	Disb/JV	Transfer	End Bal
990	Petty Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
991	Cash on Hand	\$0.00	\$22,666.28	\$0.00	(\$22,666.28)	\$0.00
992	Checking	\$173,772.33	\$0.00	(\$19,762.01)	\$22,666.28	\$176,676.60 ***
993	Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
994	Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Grand Total</b>		<b>\$173,772.33</b>	<b>\$22,666.28</b>	<b>(\$19,762.01)</b>	<b>\$0.00</b>	<b>\$176,676.60</b>

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*\*\* Entries Must Match

E. **Outstanding Checks Report**

This report prints a list of all outstanding checks for the month.

Go to “Reports/Accounting/Outstanding Checks”.

Enter the following:

- Report Title: Enter a title for this report (optional) and press [Tab].
- Thru What Date: Enter the last day of the month (i.e. 12/31/2017). Press [Tab].
- Checking Acct: Verify that the 992-Checking GL account is selected.

**Outstanding Check Report**

Preview Print Export to Excel Close

Report Title:	December 2017 Outstanding Checks x
Thru what Date:	12/31/2017
Checking Acct:	992 - Checking v

Click [Preview] to preview the report on screen.

Click [Print].

**NOTE:** The totals on this report must be in agreement with the Outstanding Check amount on the Bank Reconciliation Report.

F. **Activity Ledger Report**

This report prints the totals for each activity account and each general ledger account. It lists the beginning balances, ending balances, total receipts, disbursements and transfers. Also, this option allows the month to be closed out after balancing.

Go to “Reports/Accounting/Activity Ledger”.

Enter the following:

- Report Title: Enter a title for this report (optional). Press [Tab].
- Period Begin: Enter the beginning date for the month balanced (i.e. 12/01/2017). Press [Tab].
- Period End: Enter the ending date for the month balanced (i.e. 12/31/2017). Press [Tab].
- From Account: Press [Tab]. 1 is the lowest account to include on this report.
- To Account: 999999 is the highest account to include on this report.
- Report Options: Verify that Financial Report is automatically marked.
- Summarize on digit: Click to highlight # and enter 1.



**Activity Accounts - Ledger Reports**

Report Title

Period Begin

Period End

From Account 
 Fiscal Begin

To Account 
 Fiscal End

**Report Options**

☒ Financial Report
 ☐ Year to Date and Current Month
 ☐ Budget Expense Ledger
 ☐ Principal Monthly Ledger
 ☐ Budget Receipt Ledger
 ☐ Principal's Monthly Report - Florida

Summarize on Digit  (Only 1-6)
 ☐ Account Group Totals
 ☐ Exclude Zero Balances
 ☐ Sort By Acct Name

Click [Print].

**NOTE:** You must verify the totals from the Bank Reconciliation to the Grand Total Ending Balance of the Activity Accounts section of the Activity Ledger Report to ensure that all reports are “in balance”.

#### G. Adjustment Journal Report

This report prints a list of journal adjustments for the month.

Go to “Reports/Accounting/Journal Adjustments/**By Income/Expense**”.

This report uses the Report Query format. On the screen, select the following:

- ☐ Adj. Date
- ☐ Between
- ☐ Enter the range of dates in the “Compare to” box. (12/01/17,12/31/17)

Click on [Add Condition]. The query will appear in the Report Conditions box.

**Journal Adjustments By Income / Expense**

Report Title

Report Saved Name

Fields	Operators	Compare to
Activity Account	Before	<input type="text" value="2017"/>
Income/Expense	After	
Note	<b>Year is</b>	
<b>Adj. Date</b>	Month is	<input type="button" value="Add Condition"/>
GL Acct	Day is	<input type="button" value="Remove"/>
Adj. No	Equal to	<input type="button" value="Clear All"/>
Sub Acct	Between	<input type="button" value="Save Rpt"/>
Amount	OR	

Month(Adj. Date)=12  
AND  
Year(Adj. Date)=2017

Click [Print].

**NOTE:** If there are no adjustments for the month, the message: “No Data Found” will appear. Click [OK], and then click on [Close] to return to the Main Screen.



#### H. Sequential List of Checks

This report prints a sequential list of checks for the month.

Go to “Reports/Accounting/Sequential Lists/List of Checks/By Check Number”

This report uses the Report Query format. On the Report Query screen, select the following:

- ☐ Date
- ☐ Between
- ☐ Enter the beginning date, ending date in the “Compare to” box. (12/01/17,12/31/17)

Click [Add Condition]. The query will appear in the Report Conditions box.

**List of Checks by Check #**

Preview Print Export to Excel Close

Report Title

Report Saved Name

Fields	Operators	Compare to
Activity Account	Before	12/01/17,12/31/17
Date	After	
Check	Year is	
Vendor Code	Month is	
Date Canceled	Day is	
GL Acct	Equal to	
P.O. Number	Between	
Invoice No.	OR	
Amount		
Tax Amount		
Tax 1099		

Add Condition Remove Clear All Save Rpt

Report Conditions Saved Reports

Date Between '12/01/17' TO '12/31/17'

Click [Print].

## I. Sequential List of Receipts

This report prints a sequential list of receipts for the month.

Go to “Reports/Accounting/Sequential List/List of Receipts/By Receipt #”

This report uses the Report Query format. On the Report Query screen, select the following:

- ☐ Date
- ☐ Between
- ☐ Enter the beginning date, ending date in the “Compare to” box. (12/01/17,12/31/17)

Click on [Add Condition]. The query will appear in the Report Conditions box.

**List of Receipts by Receipt**

Preview Print Export To Excel Close

Report Title

Report Saved Name

Fields	Operators	Compare to
Account	Before	12/01/17,12/31/17
<b>Date</b>	After	
GL Account	Year is	
Recpt No	Month is	
Vendor Code	Day is	
Total Amount	Equal to	
Note	<b>Between</b>	
Payment Type	OR	
Individual		

Add Condition Remove Clear All Save Rpt

Report Conditions Saved Reports

Date Between '12/01/17' TO '12/31/17'

Click [Print].

## Monthly Financial Statement

The following reports should be submitted. Please make sure all reports are correct and in agreement with one another.

1. Bank Reconciliation Report
2. List of Outstanding Checks
3. Activity Leger Report
4. Adjustment Journal Report (by Income/Expense)
5. Sequential List of Checks
6. Sequential List of Receipts
7. List of Deposits in Transit (separate spreadsheet that lists items that make up your DITs)
8. Copy of Bank Statement (including check copies)

## X. WHAT TO DO WHEN YOU ARE OUT OF BALANCE

Follow the instructions for balancing at the end of the month. Make sure you have made all the necessary adjusting entries for bank credits and charges that appear on your bank statement. If the cash balances on the Bank Reconciliation Report do not equal, then the following suggestions may help in your quest to balance.

1. Check the dates on your bank reconciliation report and make sure they are for the correct month.
2. Make sure you have accounted for EVERYTHING on your bank statement in EPES.
3. Verify that the total amount of the checks that you cancelled matches your cancelled checks total on the bank statement and verify that they were cancelled on the correct date (last day of the month).
4. Print a Sequential List of Receipts for the month and make sure it matches the receipts listed on the bank statement. Check separate totals for cash, check and credit cards.
5. Review the previous month's DITs to make sure you are carrying over any NSF checks or charges that have not been cleared up.
6. If your EPES is set-up to transfer your deposits from 991-Cash on Hand to 992-Checking Account, check your G/L Transfers to make sure there are no duplicates and the deposits are posted on the correct date.
7. Check the dates on anything you may have voided.
8. Check the dates on any journal adjustments.
9. Compare the Outstanding Checks Report for the current and previous month to ensure that all checks that have cleared the bank were marked as paid and removed from the list of outstanding checks. Also, check to ensure that any checks that are still outstanding were not accidentally marked as paid.
10. If you determine that a difference exists between the bank statement and your EPES records, you must determine whether the difference is a bank error or a bookkeeping error.
  - If the difference is a bank error (for example, the bank paid a check for an amount other than what was stated on the face of the check), then you need to notify the bank of their error so that the correction will be reflected on the next month's bank statement. You will record this error in your DIT's until it shows on your bank statement the next month.
  - If the difference is a bookkeeping error, then adjust the EPES records accordingly. You may have to make an adjusting entry in the Journal Adjustments file as appropriate. If you are unsure how to correct the problem, call the Finance Department.

## XI. END OF YEAR CLOSEOUT

### A. Prior to balancing the month of June:

- Run an outstanding checks report and void any checks that are over a year old. You should stop payment on the check and you may want to notify the payee.
- Write off any NSF checks that are over a year old.
- Review any accounts with a negative balance.

### B. Run bank reconciliation for June.

### C. Perform End of Year Rollover.

### D. Storing Checks and Receipts

It is very important that you store your remaining checks and receipts in a safe place for the summer. Lock them in a vault, if you have one. Do not leave them sitting out in the open or loaded in the printer.

## XII. STARTING A NEW FISCAL YEAR IN EPES

### A. End of Year Rollover

Use this option when you are ready to close the current fiscal year and begin the new fiscal year. After balancing the month of June, it will be necessary to open the new fiscal year in the EPES program.

Go to “Utilities/Year-End Closing/Year End Options”

The Fiscal Year should read the current year (i.e. 07/01/2017 – 06/30/2018).

Leave all preset options for Payables, Purchase Orders and Budget with the default.

Click [Close this Year].

Message: “Are you sure you want to close this year?” Click [OK].

Message (in blue): “This year has been backed-up and closed successfully!”

If you receive a **RED** error message, contact the Finance Department.

Verify that the Fiscal Year dates are now the new year (i.e. 07/01/2018-06/30/2019).

Click [Close Screen] to return to the Main screen.

**Year End Closing**

*Only use this option once a year, after completing the steps below.*

This screen will setup your data for the new year as well as calculate the new beginning balances.  
Before executing this function, please be sure you have printed and balanced all reports for this year

<b>Begin Fiscal</b>	7/1/2017
<b>End Fiscal</b>	6/30/2018

---

<b>Payables</b>	<input checked="" type="radio"/> Copy open Payables to the new year (reset date to new fiscal) <input type="radio"/> Do NOT copy the open payables to the new year
-----------------	---

---

<b>Purchase Orders</b>	<input checked="" type="radio"/> Copy open POs to the new year (reset date to new fiscal) <input type="radio"/> Do NOT copy the open POs to the new year
------------------------	---

---

<b>Budget</b>	<input checked="" type="radio"/> Reset Budget Amounts to zero <input type="radio"/> Retain the budget amounts in new year
---------------	--

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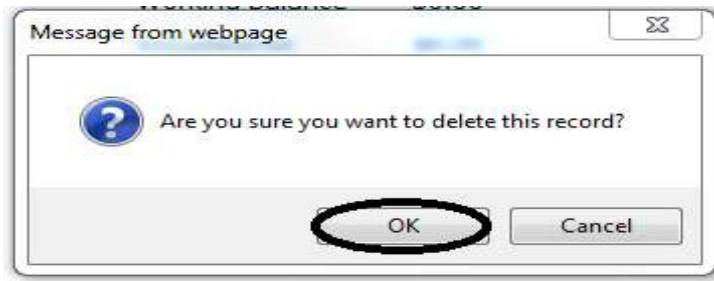
### B. Delete Activity Accounts

The only time during the year an account number can be deleted is immediately after you have opened the new school year (before July is balanced). In order to delete an account number that is no longer needed, the account must have a zero balance as of June 30th and the account must not have any outstanding checks as of June 30th. Review the June Ledger Report and highlight the accounts to be deleted.

Go to “Accounting/Accounting/Accounts/Activity Accounts”.

- ❑ Click <List> on the Tool Bar Menu. Find the account you want to delete and click on the line item to open that account record.
- ❑ Click<Delete> on the Tool Bar Menu.

- Message: Are you sure you want to delete this record? Click [OK].



After you have deleted accounts, print another Activity Ledger Report and compare June's ending balances with July's balances to ensure that all account balances were correctly transferred to the new fiscal year.

For auditing purposes, you will want to document the account/accounts that have been deleted and keep them with you June financial reports. The copy of June's Activity Ledger report with the deleted accounts highlighted will be considered sufficient documentation.

### XIII. FILING SYSTEM FOR EPES RECORDS AND REPORTS

- A. The “copy” stub of the computer-generated receipt (including voided receipts) should be kept for each separate money collection form. Each deposit should have a Sequential List of Receipts showing the total of the deposit, the validated deposit slip showing the matching total and the supporting documentation and class receipt records attached. These should be filed by month in receipt number sequence in a separate folder.
- B. The duplicate copies of the computer-generated checks should be stapled on top of the check documentation (Request for Purchase Form, Receipt or Invoice, Packing Slips (if applicable). Receipts/Invoices need to be stamped PAID and the Packing Slips needs to be signed by the receiver). These checks (including voided checks) should be filed in folders by month in check number sequence.
- C. The originals of the monthly financial statement (copies are submitted to the Finance Office prior to the monthly board meeting) should be filed together by month. These reports include: Bank Reconciliation Report, Outstanding Checks Report, General Ledger Report, Sequential List of Checks, Sequential List of Receipts, Sequential List of Cancelled Checks, Bank Statement. Bank Statement needs to include copies of the cancelled checks.
- D. Any other reports that you print may be filed in whatever manner is useful to you.



## XIV. MISCELLANEOUS REPORTS

### A. Chart of Accounts

This report will print a list of all activity accounts, beginning balances, cash balances and advisor.

Go to “Reports/Accounting/Chart of Accounts/List of Accounts”

This report uses the Report Query format; however, if you want a complete list of your activity accounts you won’t need to build any queries.

You will leave the preset marking for Report Type and Sort Order.

- Report Type: by Account #
- SortOrder: Ascending

Click [Print]

If you need a list of accounts for a particular account group (Admin, Clubs, Athletics, etc.) or for a specific individual, you will then build specifications that suit the report you want printed.

### B. Chart of Accounts – Accounts Only

This report will print a list of accounts (w/advisor names) only.

Go to “Reports/Accounting/Chart of Accounts/List of Accounts Only”

This report uses the Report Query format. If you want a list of all accounts, click [Print]. Otherwise, build query specifications that suit the report you want printed.

### C. Reconciliation Report (Sponsor Report)

These reports should be printed out when requested to be given to individuals showing the activity in their account(s). This report prints the beginning balance for the date of the report. It then lists each receipt, disbursement and transfer in separate columns.

Go to “Reports/Accounting/Reconciliation”.

Enter the following:

- Report Title: Enter a title for this report. Optional. Press [Tab].
- Account Range From: Enter account number **100** as the lowest account to include on this report. Press [Tab].
- Account Range To: 999999 is the highest account to include on this report. Press [Tab].
- Date Range: Enter the beginning month date. Press [Tab]. Enter the month-end date.

**NOTE:** If you want this report to print for just one account, then the “Account Range From” number and “Account Range To” number will be the same number.

Click on “Separate page for each account/advisor”

Click on “Sort by Advisor”

**Reconciliation Report**

Preview Print Export to Excel Close

Report Title:

Account Range: From  To

Date Range:

**Report Options**

☐ Separate page for each account/advisor

☐ Exclude Accounts with No Balance or Activity for Period

☐ Sort by Advisor

### D. List of Transaction by Vendor Code

This report will enable you to see what checks and receipts have been issued to a specific vendor for a specific time period.

Go to “Reports/Accounting/Sequential List/All Transactions by Vendor”

- Title: Press [Tab].
- Date Range From: Enter the beginning date for your report. Press [Tab].
- Date Range To: Enter the ending date for your report. Press [Tab].
- From What Account: Press [Tab] if 1 is the first account number.
- To What Account: Press [Tab] if 999999 is the last account number.

Press [Tab] twice to skip the Sub Acct Range.

Click on “Range of Vendors”.

- From What Vendor Code: Enter the vendor code or click on the down arrow box to search from a list of vendors.
- To What Vendor Code: Enter the same vendor code if you are wanting this report for one specific vendor.

**All Transactions by Vendor**

Preview Print Close

Report Title

Date Range From 01/01/2018 To 01/31/2018

Account Range 1 999999

Sub Acct Range 0 999999

Vendor Code (From - To) BLICK - BLICK ART MATERIALS - BLICK - BLICK ART MATERIALS

Sort By:
 

- ☐ All Vendors
- ☒ Range of Vendors
- ☐ Sort By Attention Field
- ☐ Sort By Vendor Name
- ☒ Sort By Vendor Code
- ☐ Separate page each vendor

Click [Print].

#### E. Sequential List of Checks – By Vendor

This report prints a list of checks for a specific vendor.

Go to “Reports/Accounting/Sequential Lists/List of Checks/By Vendor”

This report uses the Report Query format. On the Report Query screen, select the following:

- ☐ Vendor Code
- ☐ Is Equal To
- ☐ Enter the vendor code (as it appears in your vendor listing) in the “Compare to” box.

**NOTE:** The report query can also be built using the Vendor name instead of the Vendor code.

Click on [Accept Condition]. The query will appear in the Report Conditions box.

If you have any date specifications for this report (month, year or range of dates), build another query for those specifications.

**List of Checks by Vendor**

Preview Print Close

Report Title

Report Saved Name

Fields	Operators	Compare to
Vendor Code	Equal to	FCBOE
Check Date	Greater Than	
Check No.	Less than	
Account	Begins with	
Tax 1099	Contain	
Note	Ends with	
Sub Acct	OR	
Vendor Name		
GL Account		
Payee		
Total Amount		

Add Condition Remove Clear All Save Rpt

Report Conditions Saved Reports

Vendor Code = "FCBOE"

Click [Print].

**NOTE:** This will print each account on each page and will print in advisor order (if there is an advisor assigned to the account.) It will take a lot of paper to print the reports this way. Click [Print].

#### F. Year-To-Date Activity Ledger Report

At year-end, it may be useful to obtain a report that gives a list of activity accounts with their beginning of the year balance, year-to-date receipts, disbursements and transfers and the end of the year balance.

Go to “Reports/Accounting/Activity Ledger”.

Enter the following:

- ☐ Report Title: Enter a title for this report (optional). Press [Tab].
- ☐ Period Begin: Enter the beginning date for the fiscal year (i.e. 07/01/2017). Press [Tab].
- ☐ Period End: Enter the ending date for the fiscal year (i.e. 06/30/2018). Press [Tab].
- ☐ From Account: Press [Tab]. 1 is the lowest account to include on this report.
- ☐ To Account: 999999 is the highest account to include on this report.
- ☐ Report Options: Verify that Financial Report is automatically marked.
- ☐ Summarize on digit: Click to highlight # and enter 1.

**Activity Accounts - Ledger Reports**

Report Title:

Period Begin:

Period End:

From Account:  
 Fiscal Begin:

To Account:  
 Fiscal End:

**Report Options**

<input checked="" type="radio"/> Financial Report	Summarize on Digit: <input style="width: 40px;" type="text" value="1"/> (Only 1-6)
<input type="radio"/> Year to Date and Current Month	Account Group Totals: <input type="checkbox"/>
<input type="radio"/> Budget Expense Ledger	Exclude Zero Balances: <input type="checkbox"/>
<input type="radio"/> Principal Monthly Ledger	Sort By Acct Name: <input type="checkbox"/>
<input type="radio"/> Budget Receipt Ledger	
<input type="radio"/> Principal's Monthly Report - Florida	

Click [Print].

#### G. Deposit Voucher Report

This will print a report of the cash, check and other forms of payment for a selected period of time. This could serve as additional documentation for your deposit slip.

Go to “Reports/Accounting/Deposit Voucher”.

- ☐ From What Date: Press [Tab] to accept the current date, or enter the correct date and press [Tab].
- ☐ To What Date: Press [Tab] to accept the current date, or enter the correct date and press [Tab].

Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit

**Deposit Voucher Report**

Preview Print Close

From what Date: 10/06/2017

To what Date: 10/06/2017

[Print].

#### H. 1099 Report

If the check has been marked correctly, it will print on the Sequential List of Checks report with a “Yes” under the 1099 column. NOTE: All checks for traffic and security officers must be marked for 1099

The following report will be printed at the end of each calendar year. Once the report is printed, review the report for errors. If the check is marked as “No” under the 1099 column, it will need to be corrected. You will need to go to “Checks Paid” and edit the check to mark it for 1099.

Go to “Reports/Accounting/Sequential List/List of Checks/By Vendor”

This report uses the Report Query format. On the Report Query screen, select the following:

- ☐ Tax 1099
- ☐ Equal To
- ☐ Enter Yes in the “Compare To” box.

Click [AddCondition]. The query will appear in the Report Conditions box.

Click [Print].

**List of Checks by Vendor**

Preview Print Close

Report Title

Report Saved Name

Fields	Operators	Compare to
Vendor Code	Equal to	Yes
Check Date	OR	
Check No.		
Account		
<b>Tax 1099</b>		
Note		
Sub Acct		
Vendor Name		
GL Account		
Payee		
Total Amount		

Add Condition Remove Clear All Save Rpt

Report Conditions Saved Reports

Tax 1099=True

## XV. UTILITIES MENU

The functions that you can perform using the Utilities Menu are:

- ☐ Preferences
- ☐ Year End Options
- ☐ View Prior Year
- ☐ Audit Reports
- ☐ Data Conversion
- ☐ Change Password
- ☐ Change User
- ☐ Export
- ☐ Import
- ☐ Update Cash Balances

For simplification purposes, we will address only those functions highlighted above. These are the only ones that should pertain to you.

### A. Preferences

To edit information in the Preferences Menu:

Go to “Utilities/Preferences”.

#### General Tab

- ☐ Contact Email – School Bookkeeper Email
- ☐ Beginning and Ending Fiscal Year – These dates must correspond to the current school year.

#### Ledger/Reconciliation Tab

- ☐ Print Footnote at bottom of Ledger/Reconciliation – With this option marked, the boxed message will print at the bottom of the ledger and reconciliation report. This should be marked “YES”.
- ☐ Enable Monthly Close – This box should be marked “NO”.

#### Receipts Tab

- ☐ Print Receipts while adding – Select this box if you want to print your receipts as you enter them. You can click in the box to toggle between YES and NO.
- ☐ Last Receipt No: This should be the last receipt that was entered in EPES.
- ☐ Default GL Acct: This should be 991 – Cash on Hand
- ☐ Print Options: This should be marked 1 Line Lower.

#### Checks Tab

- ☐ Allow Checks to Leave Negative Balance - This box should be marked “YES”.  
Remember...we'll allow you to overdraw an account; however, all negative balances should be cleared by June 30<sup>th</sup>.
- ☐ Last Check No - This should be the last check that was entered in EPES.
- ☐ Print Options - This should be marked 1 Line Lower.
- ☐ Check type - Select “Stub-Check-Stub” to correspond with your preprinted check format.

#### Transfers Tab

- ☐ Allow Transfers to Leave Negative Balance – This box should be marked “YES”.

B. **Change Password**  
Use this option to change your user password.

Go to “Utilities/Change Password”.

- ❑ Type your old password, press [Tab].
- ❑ Type your new password, press [Tab].
- ❑ Re-type your new password, press [Tab].
- ❑ Click [Change Password].



The image shows a web form titled "Change Password". It contains three input fields labeled "Old Password:", "New Password:", and "Repeat Password:". Below the fields are two buttons: "Change Password" and "Close".

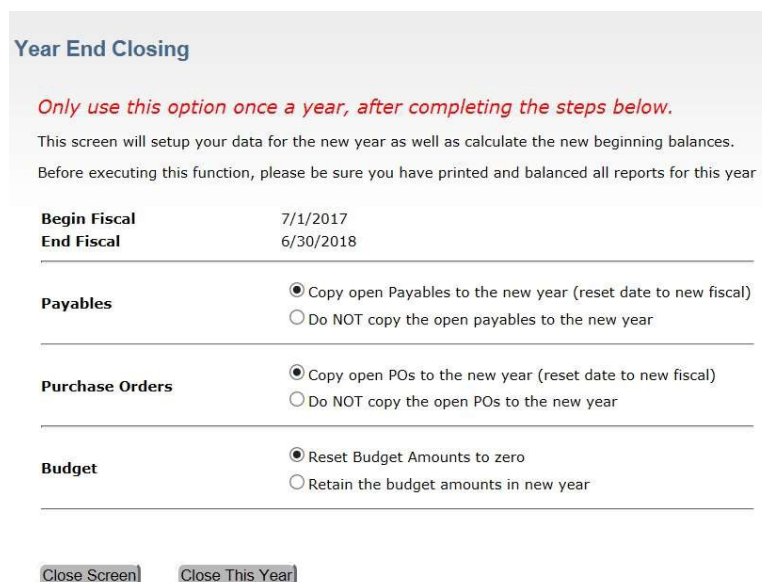
C. **Year End Closing**

After balancing the month of June, it will be necessary to Close Out the current year which will then create the new fiscal year in the EPES program.

This option will setup your data for the new year as well as calculate the new beginning balances.

Go to “Utilities/Year End Options”

- ❑ Verify the Begin and End Fiscal dates. This should be the school year just ended.
- ❑ Leave all the options selected for Payables, Purchase Orders and Budget.
- ❑ Click [Close This Year].
- ❑ Message: “Are you sure you want to close this year?” Click [OK].
- ❑ Message: “This year has been backed-up and closed successfully!”
- ❑ Verify that the Begin and End Fiscal dates are now the new year.
- ❑ Click [Close Screen] to return to the Main Screen.



The image shows a web form titled "Year End Closing". It contains the following sections:

- Only use this option once a year, after completing the steps below.**
- This screen will setup your data for the new year as well as calculate the new beginning balances.
- Before executing this function, please be sure you have printed and balanced all reports for this year
- Begin Fiscal** 7/1/2017
- End Fiscal** 6/30/2018
- Payables**
  - ☒ Copy open Payables to the new year (reset date to new fiscal)
  - ☐ Do NOT copy the open payables to the new year
- Purchase Orders**
  - ☒ Copy open POs to the new year (reset date to new fiscal)
  - ☐ Do NOT copy the open POs to the new year
- Budget**
  - ☒ Reset Budget Amounts to zero
  - ☐ Retain the budget amounts in new year
- Close Screen** **Close This Year**

D. **View Prior Year**

Use this option to see prior year data. The web-based program maintains up to 5 years of school records. You cannot make changes to this data. This information is provided for viewing and regenerating reports only.

Go to “Utilities/View Prior Year”

- Year – Select a school year from the drop down menu.
- Click [Change Year Now]

This will automatically bring you to the Main Screen for the prior year. You can verify the dates at the top right side of the screen. (PRIOR YEAR) should be noted.

The screenshot shows a web interface titled "View Prior School Year". It features a "Year" label next to a dropdown menu currently set to "-Select a Year-". Below this are two buttons: "Change Year Now" and "Close this Screen". Further down, there is a section titled "Setup a Prior Year (for data conversions only)" with a paragraph of instructions: "If you are about to run a data conversion and do not see the year in the dropdown above, you can add the school year using this function. When you enter a new school year, please enter the year of the fiscal begin." At the bottom of this section, there is a "Year (Start):" label next to an empty text input field, followed by a "Setup a Prior Year" button.

E. **Reset to Current Year**

Use this option to return to your current year's data after viewing the previous year.

Go to “Utilities/Reset to Current Year”.

This will automatically reset and show the Main Screen for the current year. You can verify the dates at the top right side of the screen.

**FINANCIAL REPORTS:** The school treasurer shall prepare the Monthly Financial Report at the close of each month. The original shall be signed and reviewed for accuracy by the principal. The report shall also be signed by the school treasurer. A copy shall be retained for the files and the original shall be submitted to the office of the finance director by the 20<sup>th</sup> of each month. A copy of the bank statement (including deposits and checks), a list of outstanding checks and a Journal Adjustment report shall accompany the financial report each month.