AR User Guide

Table of Contents

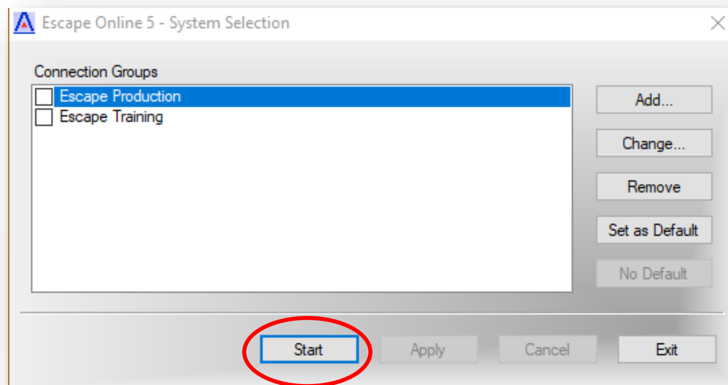
System Introduction

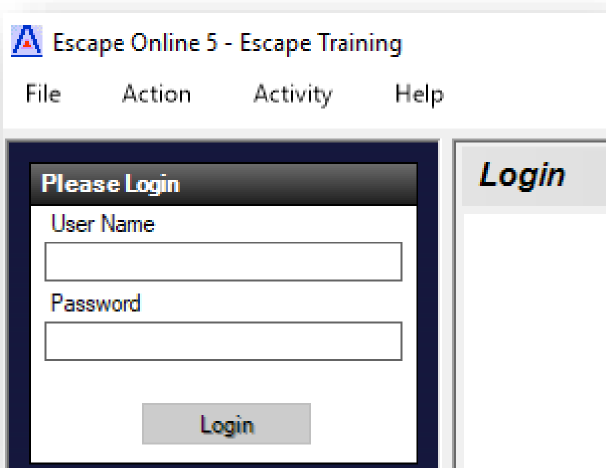
How to Login to the system

- Double Click on the Escape Icon

- Click on the connection group

  There are typically two selections: Escape35 Production, or
  Escape35 Training



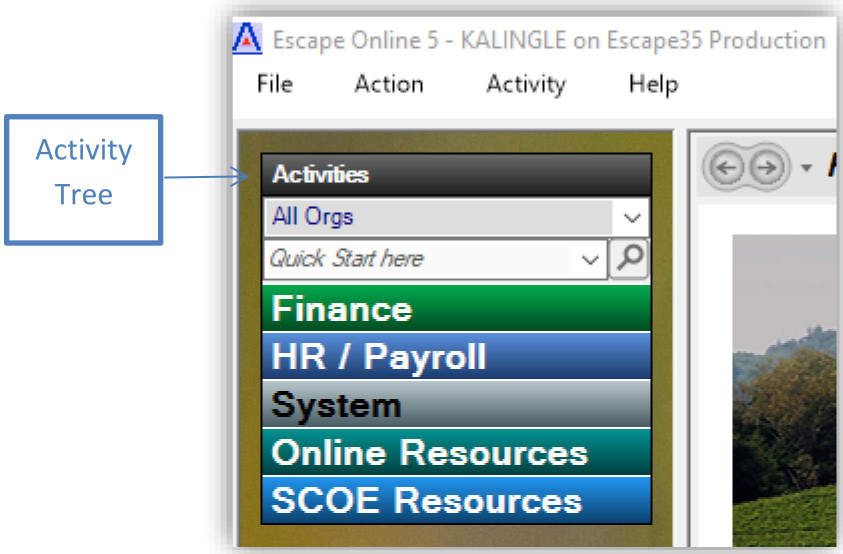


- Select Start
- The login should be located in the upper left hand corner

- Enter in your User Name
- Enter your password
- Click Login or use the Enter Key

What is the Activity Tree?

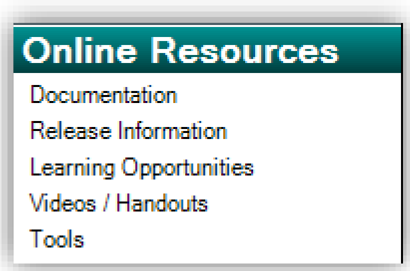
- The Activity Tree is located on the left-hand side of the screen
- Finance Activities = Green
- HR/Payroll = Employee Activities are Blue
    - Payroll Activities are Pink
- System = Grey



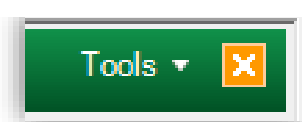
Based upon the User Permissions assigned to each User the Activity Tree will display different activity items.

What information can be found in Online Resources?

Online Resources provides user access to many system features: Documentation, Release Information, Learning Opportunities, Videos/Handouts, Tools.   There is also Tools in each screen for web-based documentation where searches can be done by topics or key words.

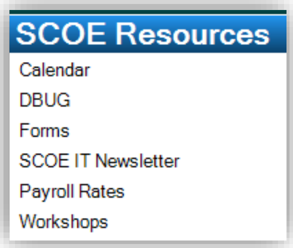


Finance Activities



What information can be found in the SCOE Resources?

SCOE Resources provides users with access to local resources such as SCOE IT News, Calendars, DBUG, Workshops and Forms. Click on the activities to open for more information, documentation and cheat sheets.



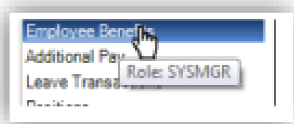
What are the User Roles for the Finance Module?

- The Finance module has the following roles:
    - **Admin** – This is the most basic user. They can submit requisitions, run reports and a handful of other activities.
    - **AP** – This is for accounts payable clerks. This is a custom role that is defined for each user.
    - **DeptUser** – Generally a user in the district office. They have more edit capabilities than an Admin user.
    - **DeptMgr** – Similar to a department member but with more permissions for processes and setup.
    - **Fiscal** – Power user. They have edit access to almost every finance activity and report.

How to find out what your user role is in the system

- Hover over the name of the module to view your role.

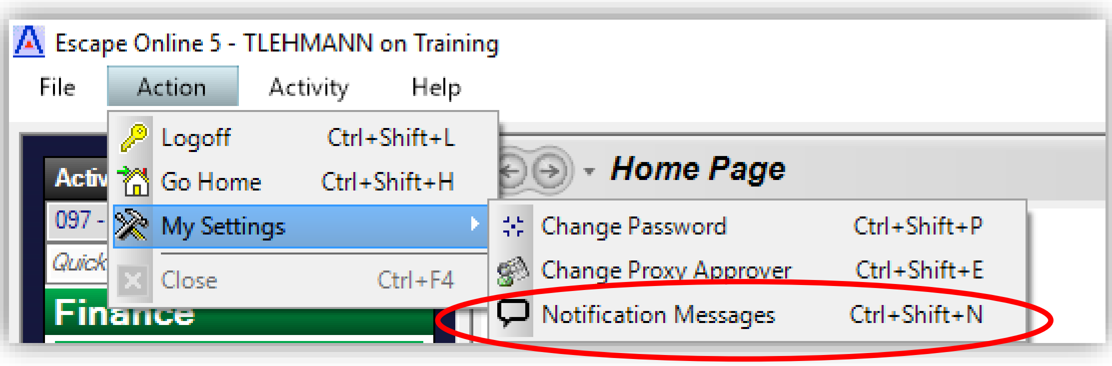
- Roles can also be assigned for a specific activity for an individual user. If a role has been assigned through user-based permissions, the role will be displayed if you hover over the activity.



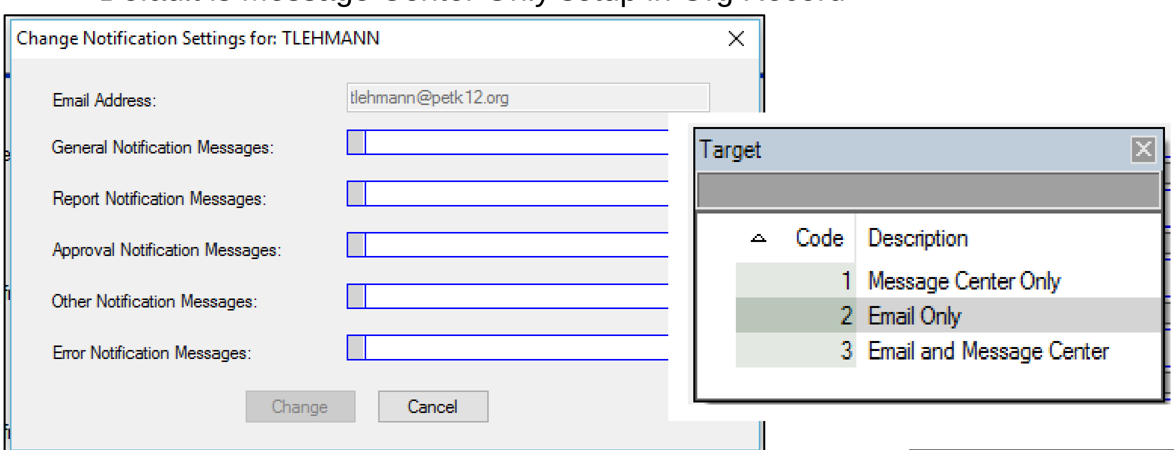
Notifications Preferences and Proxy Setup

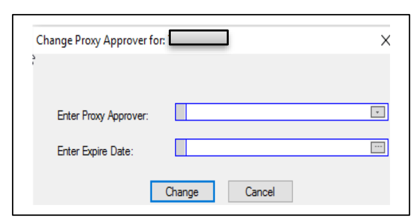
**Must be on system Home Page to setup*

Go to Action – My Settings – Click on Notification Messages



- Verify your email is correct
    - If no email, then contact your District User Manager or helpdesk@scoe.org
- Choose desired Notification Messages for each item
- Use drop down to select Message Center, Email or Both
- Default is Message Center Only setup in Org Record





Go to ***Action – My Settings – Click on Change Proxy Approver***

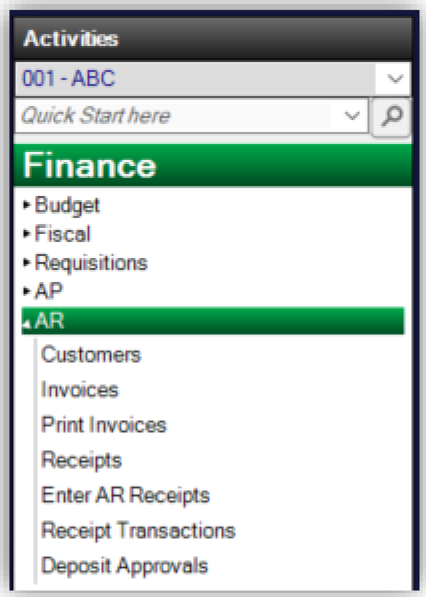
If approver is out of office and Proxy Approver is needed:

- Type the User ID or use the drop down menu to select the Proxy Approver
- Enter Expire Date: Usually date return to office

Account Receivable Activities

Customer Setup

Customer records identify the companies and individuals from whom you receive money. Each customer is assigned a code — alpha or numeric. This is permission based.

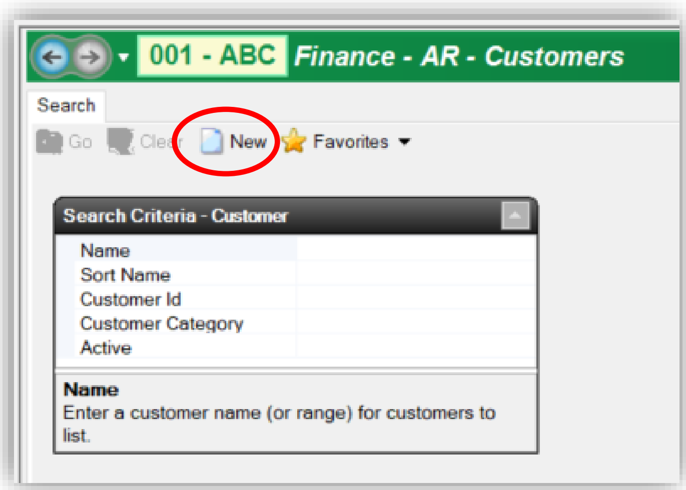


- Customer – This is the basic information about the customer: name, customer ID, contact and account information.
- Notes – This is additional information that you want kept with the record. All users can see this information. It can also be displayed in reports.
- Invoices – This lists the invoices for this customer. Each invoice can be viewed separately.
- Receipts – This lists the receipts associated with this customer. Each receipt can be viewed separately.
- Attachments – This is any pertinent document that you want “attached” to the customer.
- History – This contains historical records of all information that has changed and by whom. All users can see this information. It can also be displayed in reports.

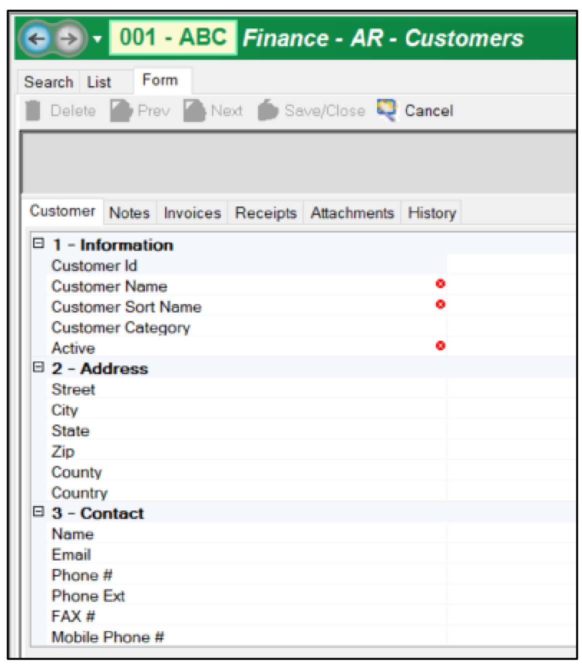
Customer Setup

Go to Finance – AR – Customers

- Click New to create a new customer



- Red x indicates the minimum required fields
- Enter a Customer Id or leave blank for system to create
- Enter Sort Name
- Active: Yes
- Complete Address
- Complete Contact information
- Save/Close



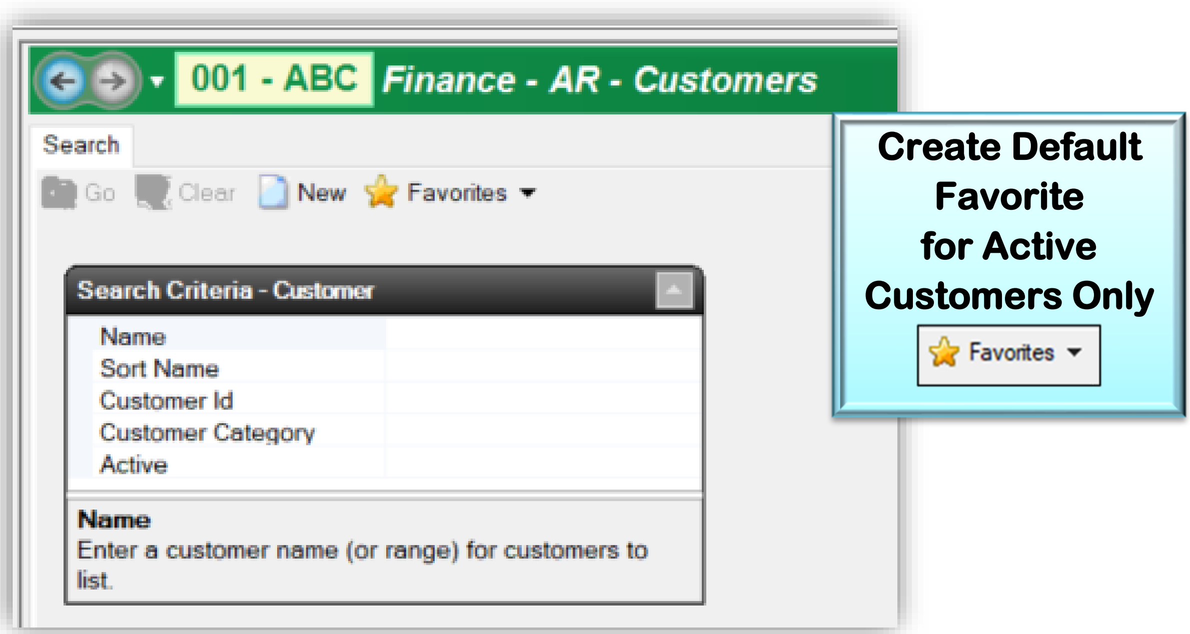
Due to the amount of information that needs to be maintained for a customer, there are several parts:

- **Customer Tab** – This is the basic information about the customer: name, customer ID, contact and account information.
- **Notes Tab** – This is additional information that you want kept with the record. All users can see this information. It can also be displayed in reports.
- **Invoices Tab** – This lists the invoices for this customer. Each invoice can be viewed separately.
- **Receipts Tab** – This lists the receipts associated with this customer. Each receipt can be viewed separately.
- **Attachments Tab** – This is any pertinent document that you want “attached” to the customer.
- **History Tab** – This contains historical records of all information that has changed and by whom. All users can see this information. It can also be displayed in reports.

Customer Search

Go to Finance – AR – Customers

- Search by any field or multiple fields to narrow the search
- Enter name or partial name
- Active: Yes for active Only
- Click Go to generate a list

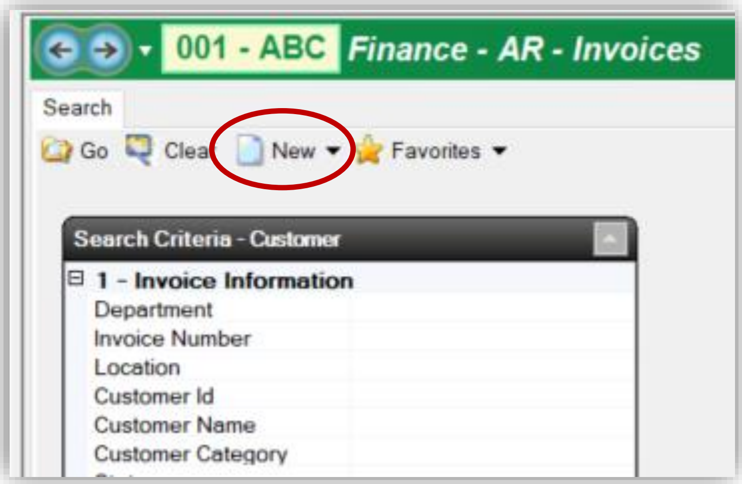


Create Invoices

It's recommended to create invoice for revenue that you are expecting from companies or individuals to help track expected revenue. Cash Receipts can also be used to directly apply revenue to an account.

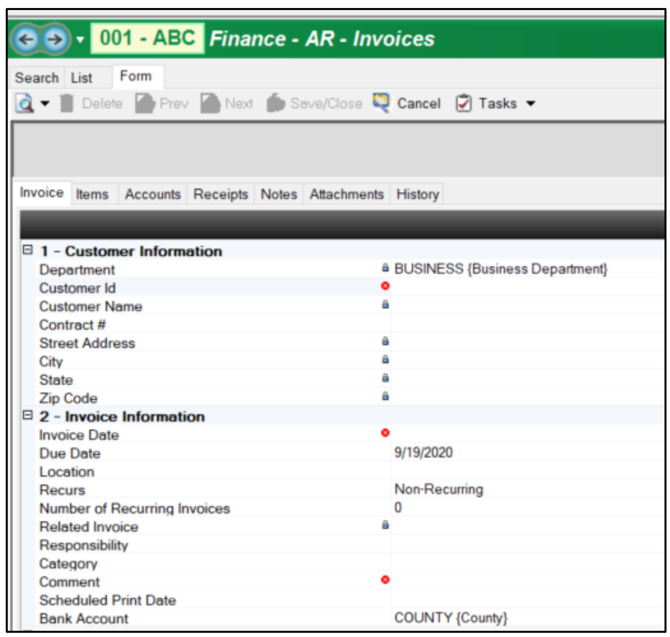
Go to Finance – AR – Invoices

- Click new to create by any field or multiple fields to narrow the search



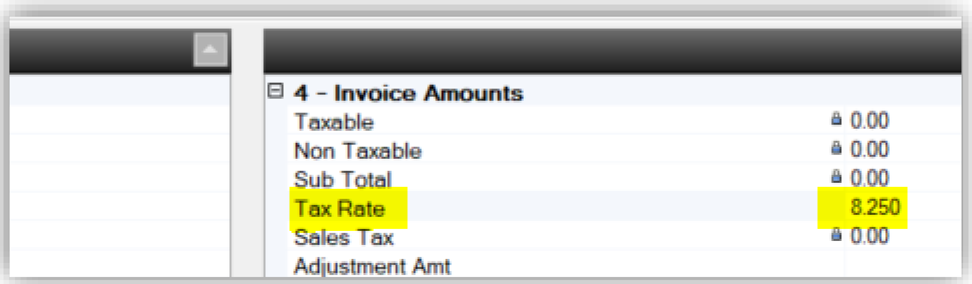
The **red x** indicates the minimum required fields

- Enter to Customer id or type name or partial name to select from drop down menu
- The contact information will populate based on the Customer record
- Enter the Invoice Date
- Enter the Due Date
- Select Recurs option if multiple invoices needed for the same customer
- Enter the Comment, this is a searchable field



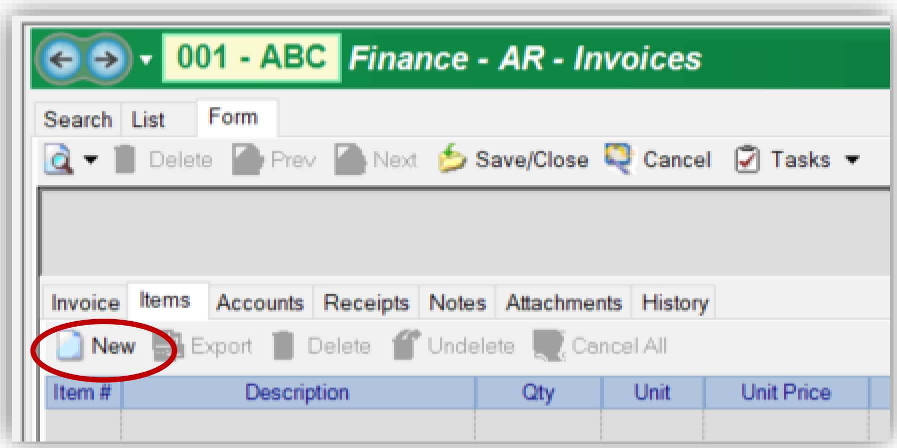
Section 4 – Invoice Amounts

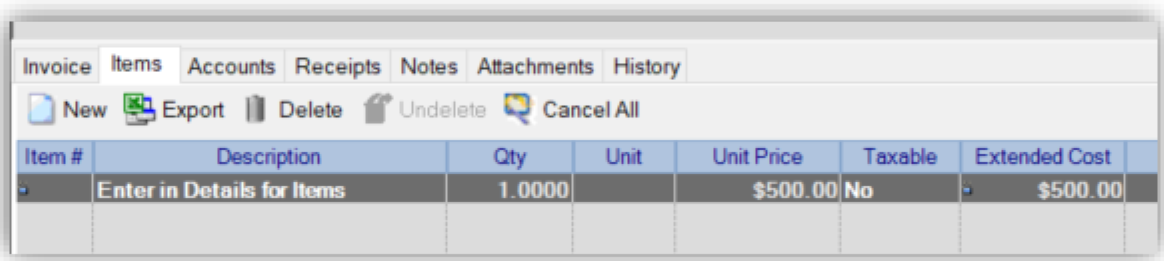
The Tax Rate will default based on the Fiscal setup record and the Location setup in the Organization record if multiple tax rates within your District.



Go to the **Items Tab** to enter detail for the Invoice

- Click New to add items

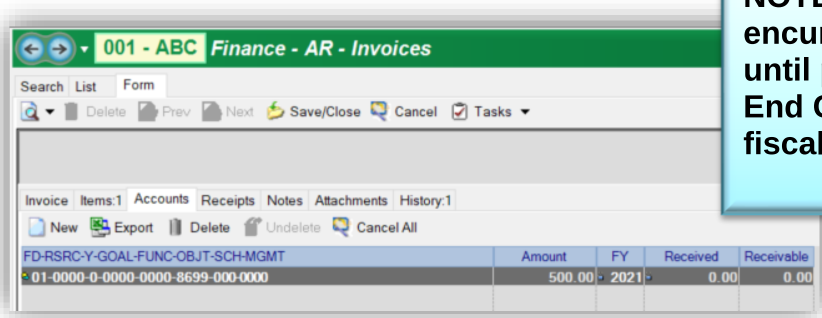




- Enter in the Item Description
- Quantity
- Unit Price
- Taxable Yes or No

Go to the **Accounts Tab** to enter account code detail for the Invoice

- Click New to enter account code
- Review if Notes or Attachments needed for more detail
- Save/Close to create the invoice
    - The Invoice Items and Accounts must balance in order to print the invoice

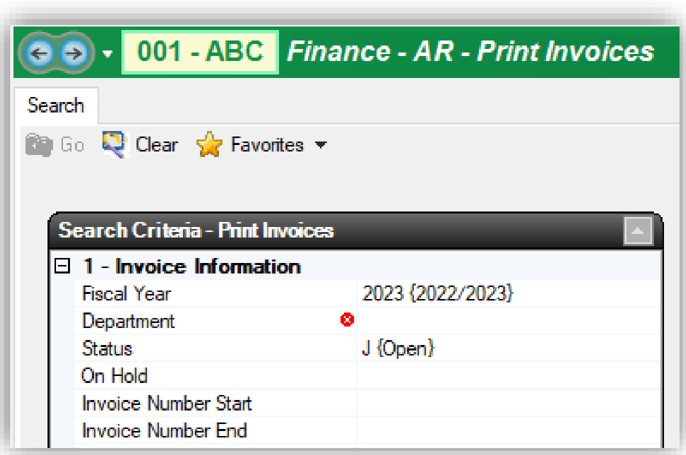


NOTE: Invoices do not create encumbrance journal entries until processed through Year End Closing at end of the fiscal year.

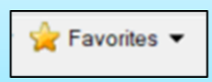
Print Invoice

Go to Finance – AR – Print Invoices

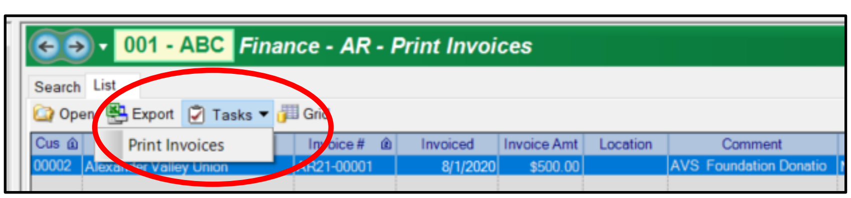
- Enter the Department Record
- Status default is J {Open}
- Click Go to generate list of invoice



Setup Default Favorite



- From the list Go to Tasks to select Print Invoices



Example Invoice Form

ABC

Business Department
8543 Highway 128
Anytown, CA 95555
(707)777-7777 FAX (707)777-7771

Direct any questions to Budget Queen in the Business Department at (707)777-7772

CUSTOMER INVOICE

Sonoma County Office
of Education

Invoice # **AR23-00001**
Invoice Date 08/01/2022
Due Date 09/01/2022
Customer # SCOE
Contract/Reference #

22-23 Nurse Salaries & Benefits

Description	Qty	Unit	Unit Price	Amount
School Nurse 2022-23	1.00		6,000.00	6,000.00

Taxable Total	.00
Non-Taxable Total	6,000.00
Sales Tax (8.50%)	.00
Less Payments Received	.00
BALANCE DUE	**$6,000.00**

---------------------------Detach this portion or make a copy of the invoice and mail it with the payment---------------------------

District Account Number		Account Amount
01- 0000- 0- 0000- 0000- 8677- 900- 6100	2023	6,000.00

Please make checks payable to: **ABC/Business Department**

Mail to:

ABC
Business Department
8543 Highway 128
Anytown, CA 95555

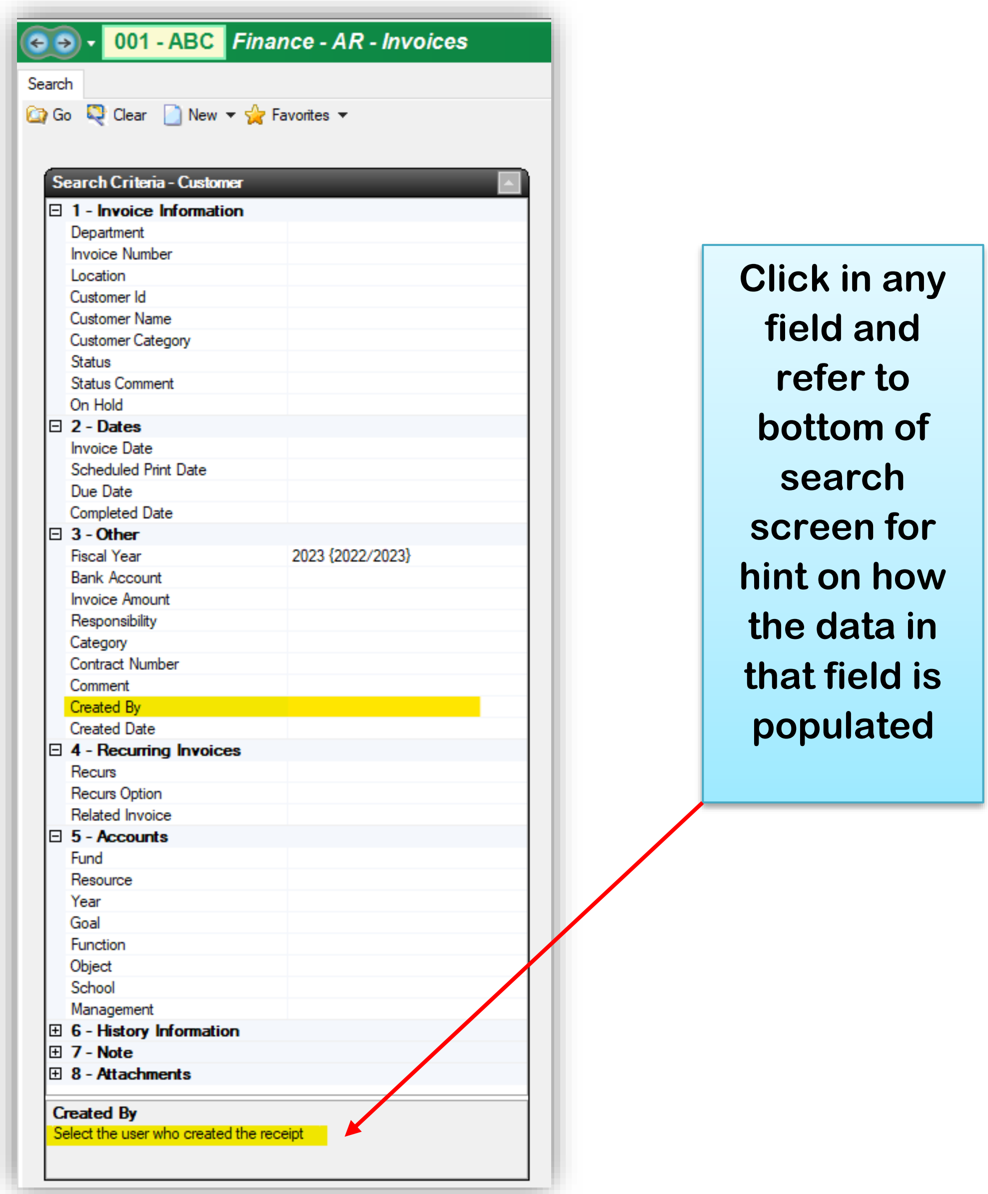
Invoice # **AR23-00001**
Amount Due $6,000.00
Customer # SCOE

Customer Copy

Search Invoices

Go to Finance – AR – Print

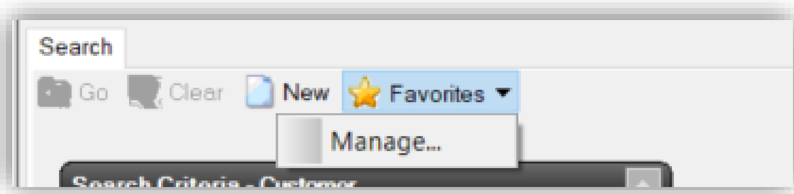
- All fields are searchable
- Enter field options to narrow search
- Comment can contain partial words
- Created By: Enter your user id to locate only invoice created by you or use drop down to select other users



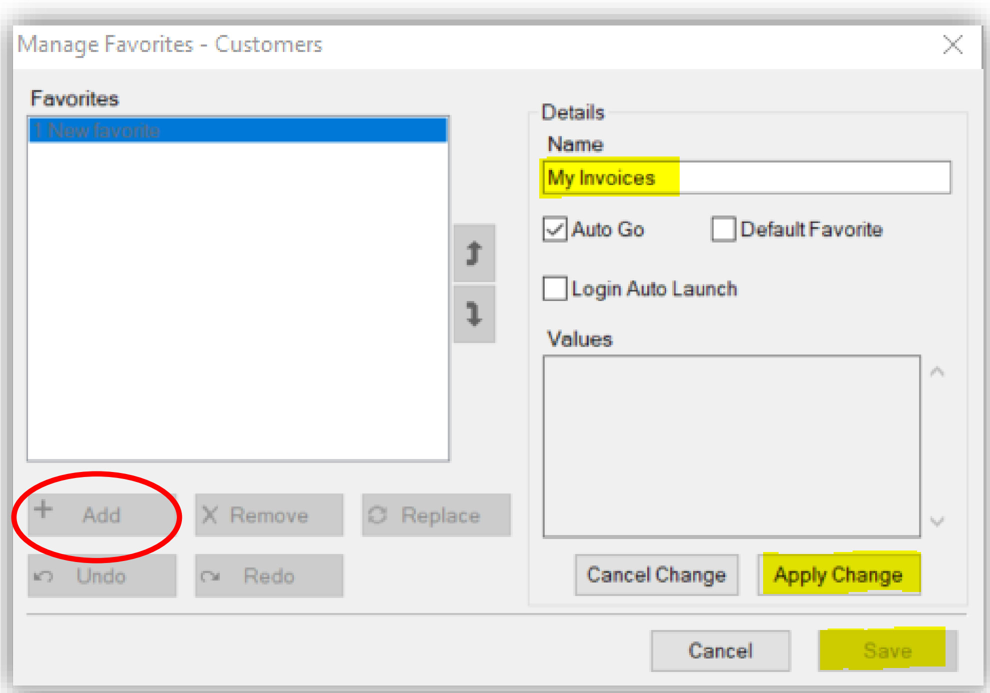
Create Search Favorites

Can have up to 20 Search Favorites in every activity

- Select Search Criteria
- Click on Favorites to select Manage



- Click Add to create
- Enter Name of your favorite
- Auto Go is default which means when you select your favorite, it will automatically launch the search
- Click Apply Change
- Click Save



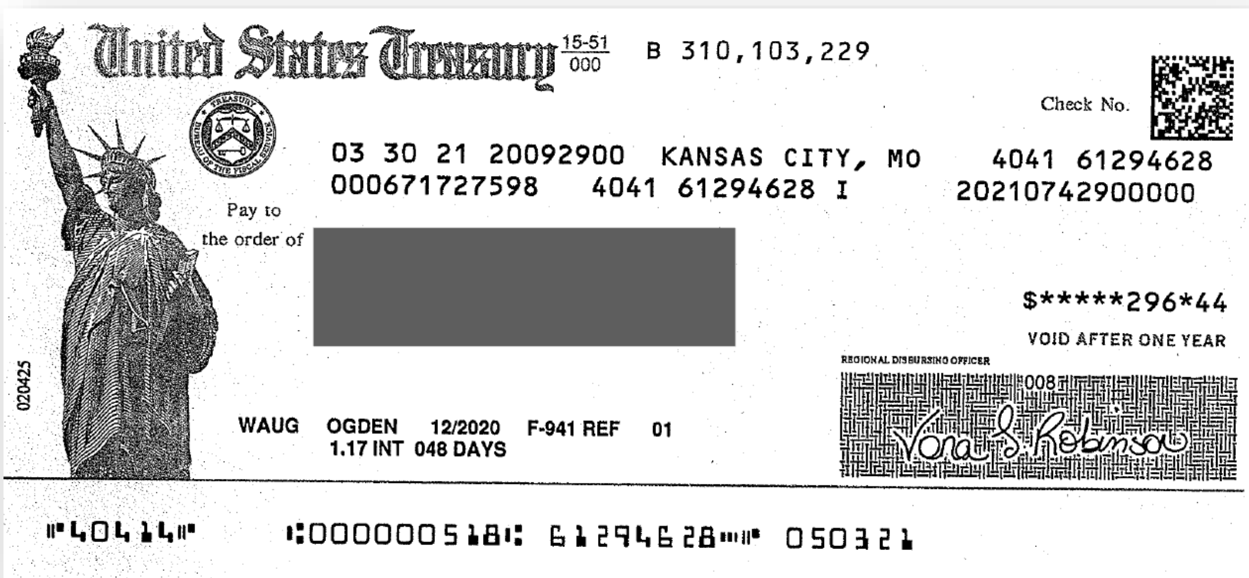
SCOE County Deposit Criteria

There are criteria for determining if a check should be deposited directly into the County Treasury or if it should be deposited to the Clearing bank account at your LEA.

CRITERIA:

- Personal checks must be deposited to the LEA clearing account.
- Cash must be deposited to the LEA clearing account.
- Checks guaranteed to not bounce such as company, other school district, SCOE, State, and Federal checks and any money orders can be sent to SCOE to deposit directly to the County Treasury.

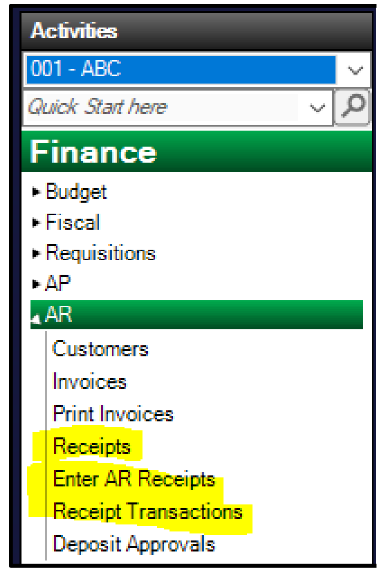
Note: Any checks received from the United States Treasury need to be forwarded to SCOE for processing. Please do not deposit these checks. They need to be reconciled against the Quarterly taxes reported by SCOE on behalf of the district before they are deposited. See example below:



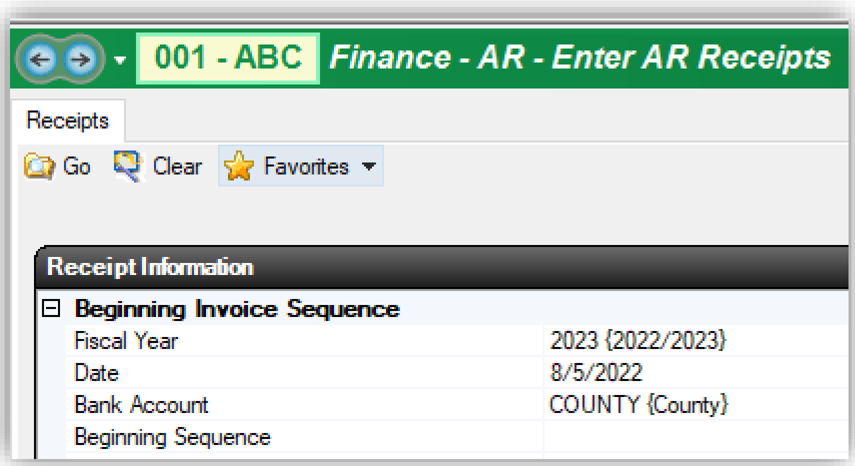
(The United States Treasury checks only apply to School Districts. Charter schools do their own federal tax reporting)

Enter Revenue

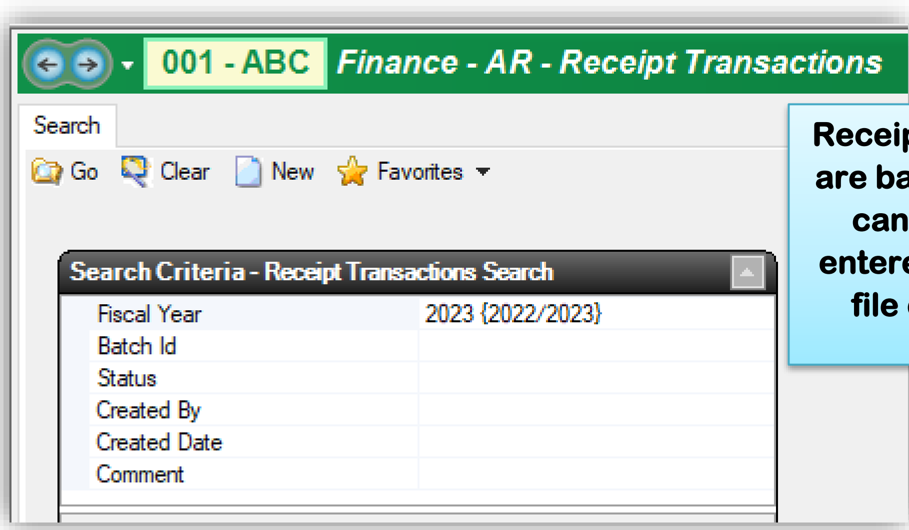
Revenue can be applied to an invoice in Enter Receipts. If there is no invoice, then revenue can be applied to an account in Enter Receipts. Receipt Transaction activity can used for quick data entry of receipts.



Go to Finance – AR – Enter AR Receipts



Go to Finance – AR – Receipt Transactions



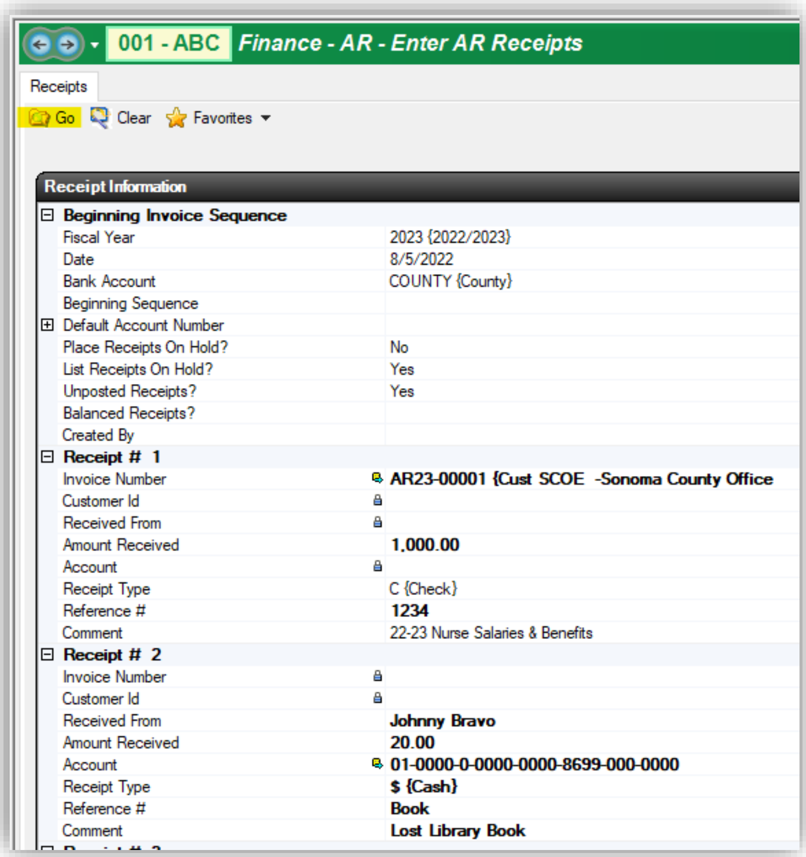
Receipt Transactions are batch format and can be manually entered or an import file can be used.

Enter AR Receipts

Go to Finance – AR – Enter AR Receipts

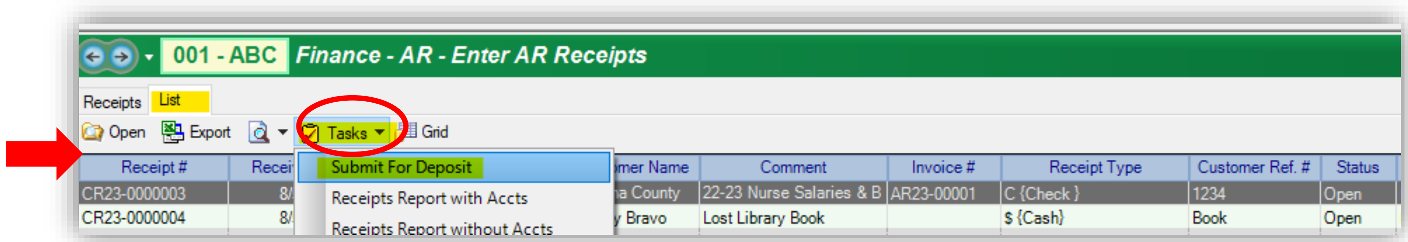
- The Fiscal Year and Date will default to current
- Go to Receipt #1 to enter the invoice or direct revenue
- Enter the Invoice number
  - Customer and Received From will lock
  - Amount Received will default to invoice amount or update to actual amount
  - Comment will populate from Invoice Comment or can edit

- If revenue not applied to invoice, Enter Customer, Invoice will be locked
  - Enter Required fields at minimum
- Go to Receipt #2 and continue to enter receipts

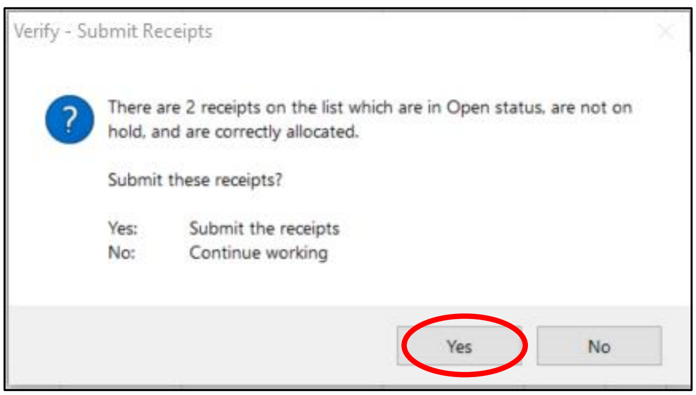


- When all receipts entered click **Go** to create list to submit for Deposit

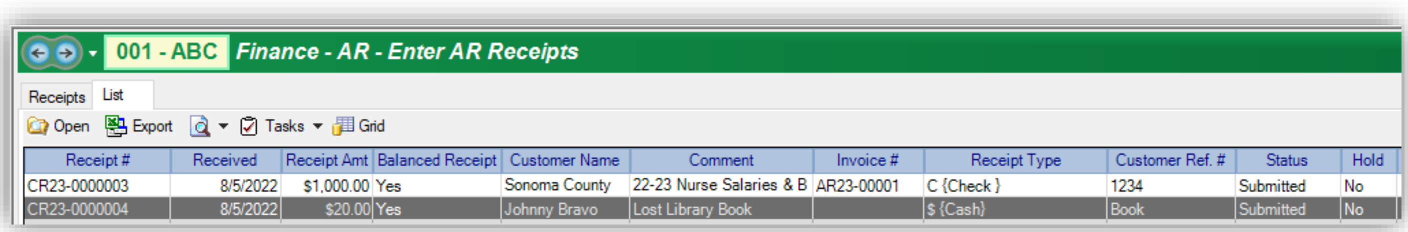
Review receipts on list go to Tasks to select **Submit for Deposit**



- Verify number of Receipts on the list
- Click Yes to Submit



- Verify Status changed to Submitted and Hold Field = No

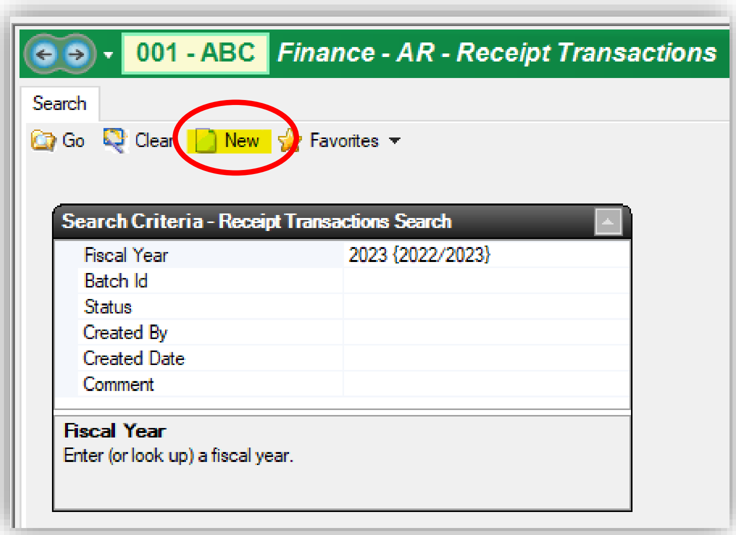


Receipt Transactions

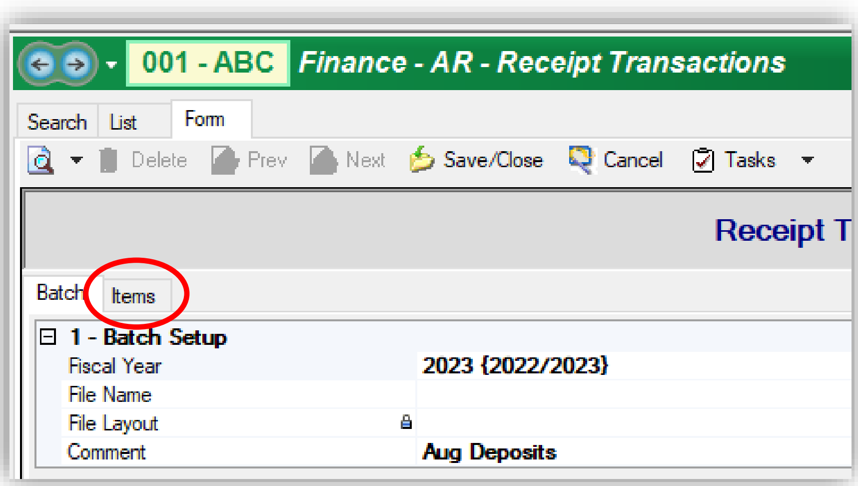
Receipt Transactions batch allows entries to apply to AR invoices or cash receipts.

Go to Finance – AR – Receipt Transactions

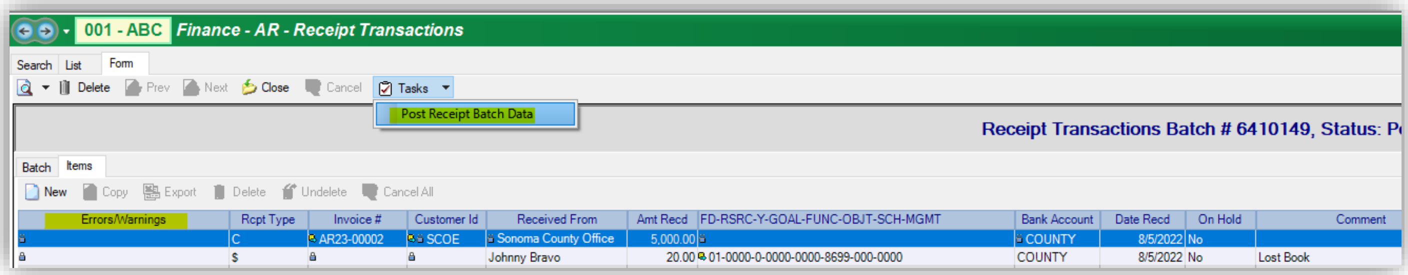
- Click the New to open the form
- Fiscal Year will default to current



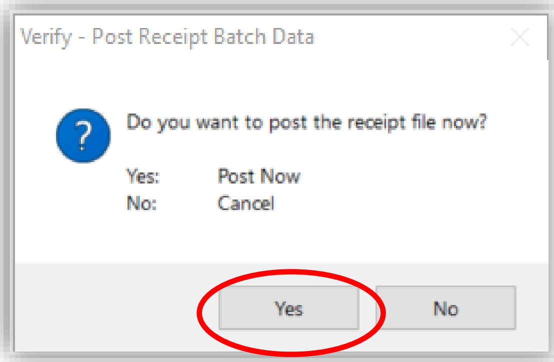
- Enter a comment for the batch, if desired
- File Name is used for importing
- Save/Close to create Batch
- Re-open to enter items



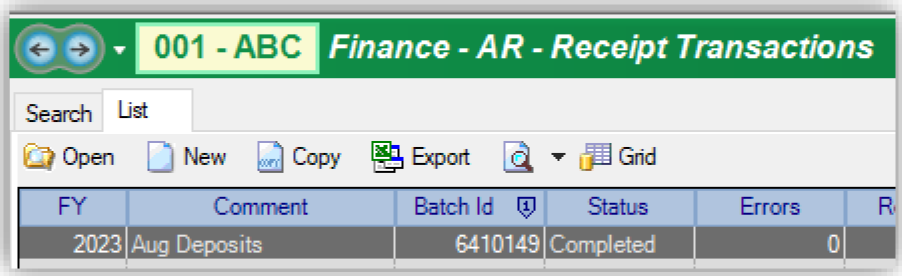
- Go to the Items Tab to enter receipts information and required fields
- Review that there are no Errors/Warnings
- Save/Close to enter more items later
- Or go to Tasks to select Post Receipt Batch Data



- Click Yes to post receipt file



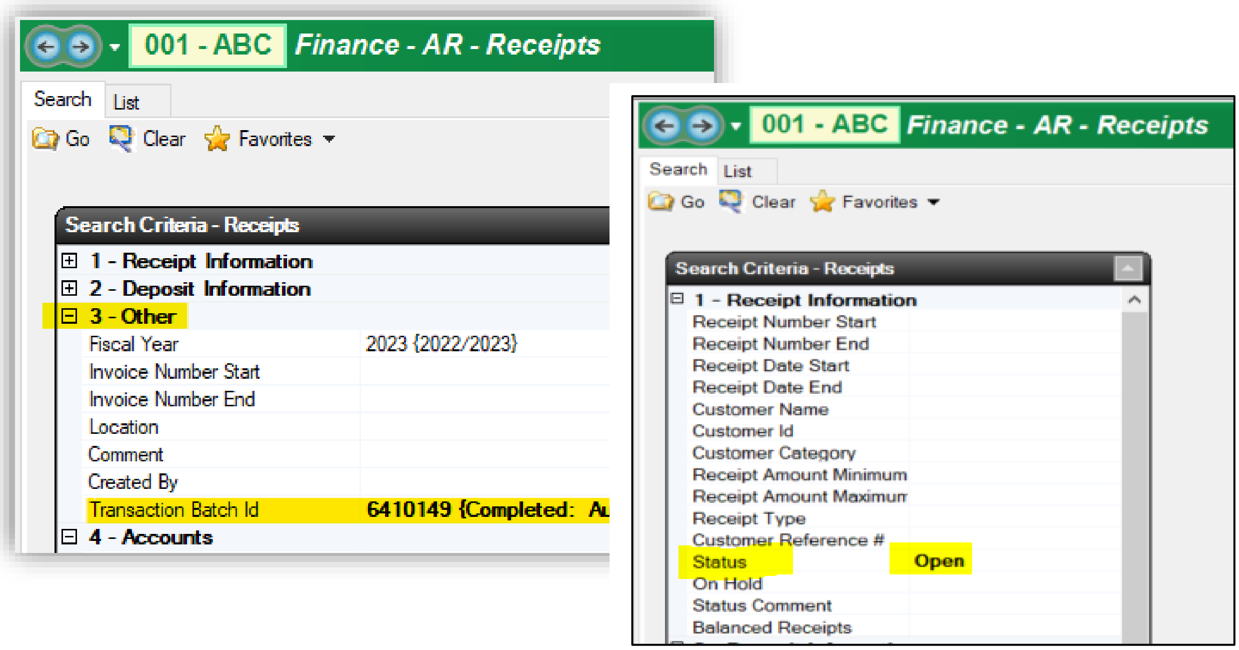
- Batch is Completed Status



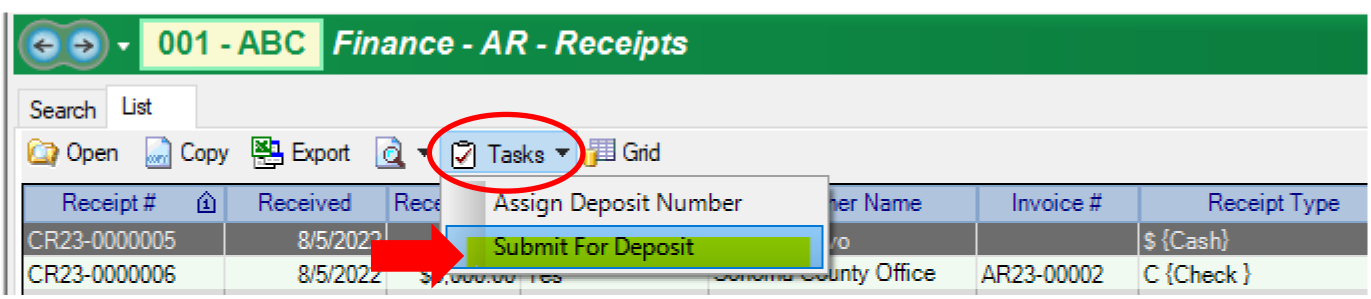
Submit for Deposit in **Receipts Activity**

Go to Finance – AR – Receipts

- Search by Batch ID OR Transaction Batch Id number based on what activity was used to enter receipts
- Or Open Status to get all awaiting Deposits to create one Batch to SCOE
- Click Go to get list of items to submit for Deposit



- Review the list of Open Items
- Go to Tasks to select Submit for Deposit Approval

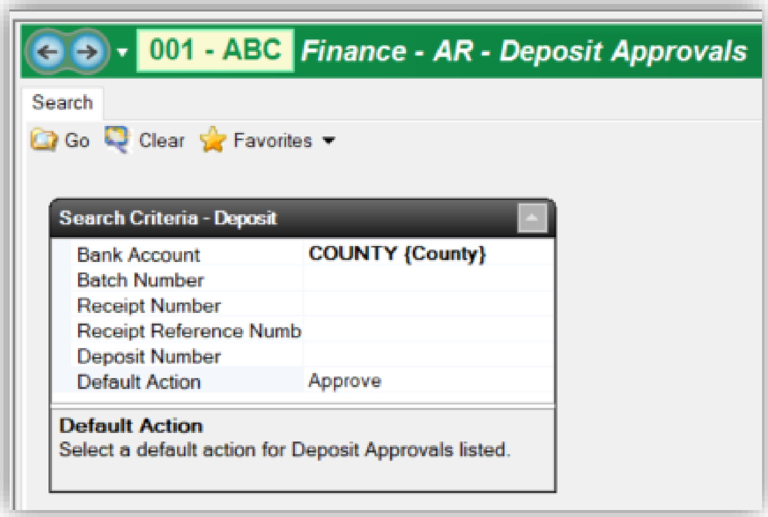


- Verify the number of items
- Click Yes to Submit

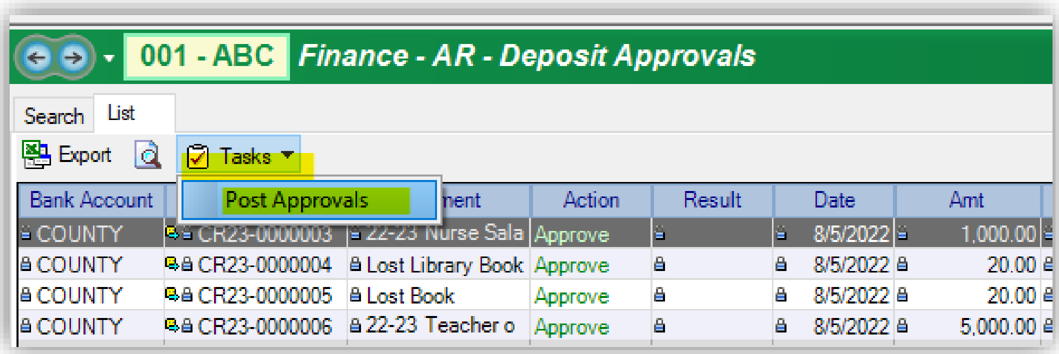
Approve Deposit

Go to Finance – AR – Deposit Approvals

- Enter Bank Account
- Click Go to get list of submitted items



- Review the list
- Go to Tasks to select Post Approvals



- Verify the number of items
- Click Yes to Approve
- Status changes to Audit awaiting SCOE process
- Submit AR06 and Tape

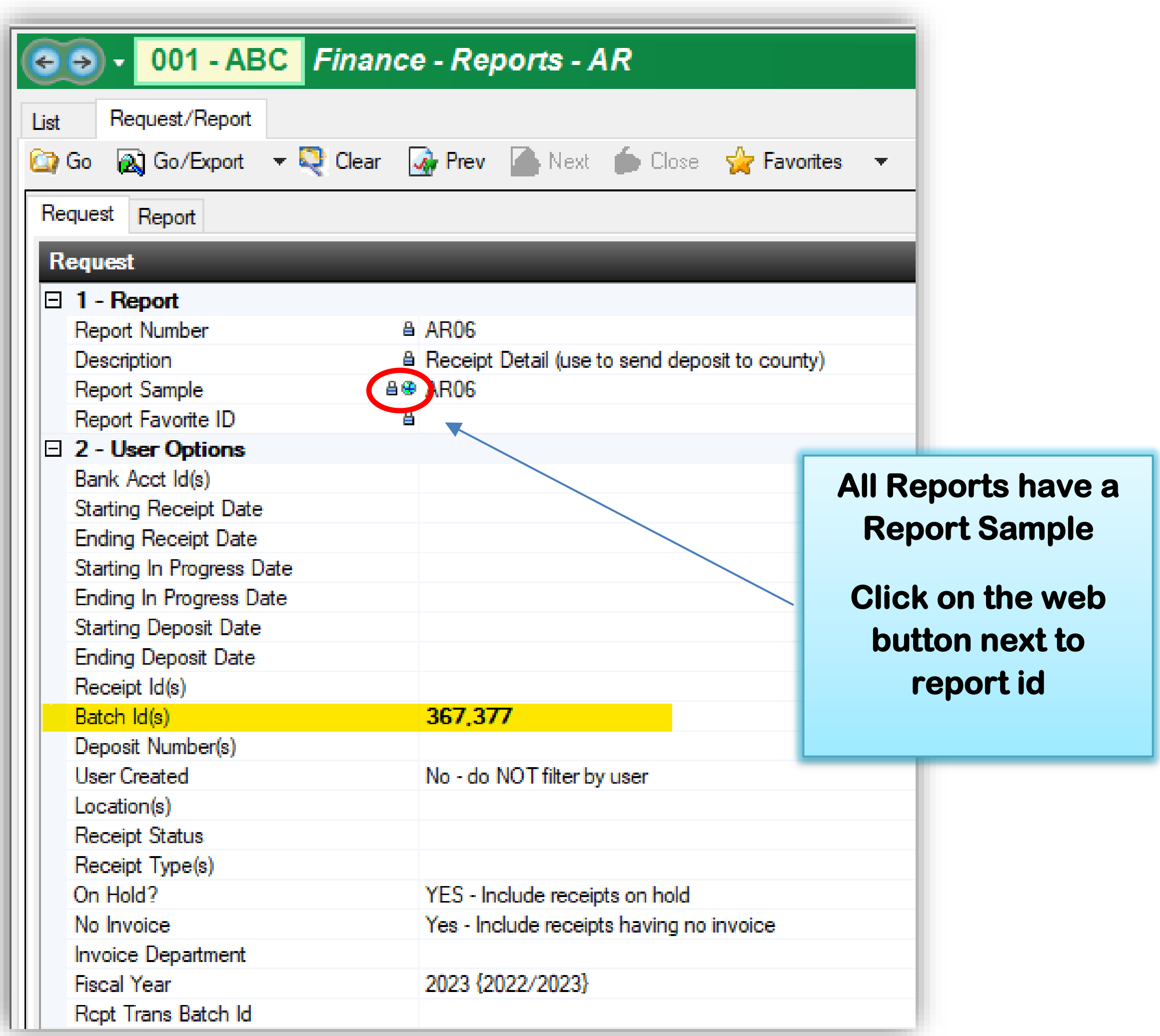
<u>Deposit Submission to SCOE - AR06 Receipt Detail</u>

The AR06 Receipt Detail is used to verify items and send deposit to the county with the CBO signature or authorized signature, along with an adding machine tape to verify the checks balance to report.

Districts have a "Clearing Bank Account" where all checks received are deposited and then one check is submitted to SCOE for the total amount.

Go to Finance – Reports – AR06

- Enter in the Batch Id(s), separate multiples batches by comma
- Or use other search criteria to get report needed
- Click **Go** to generate the report



Example AR06 Report to submit to SCOE Business Services

- Report must be signed by CBO or authorized signature
- Send with adding machine tape to very total checks balance with report

AR06a **Receipt Detail**

COUNTY - County

Receipt Id	Receipt Status	Customer	Batch Id	Receipt Type	Receipt Date	Customer Reference #	Invoice #	Loc	Deposit Id	Comment	Receipt Amount
CR23-0000005	Submitted	Johnny Bravo	377	Cash	08/05/22					Lost Book	20.00
		Receipt Transactions	6410149								
01-0000-0-0000-0000-8699-000-0000						20.00					
CR23-0000006	Submitted	(SCOE) Sonoma County Office	377	Check	08/05/22		AR23-00002			22-23 Teacher on Loan	5,000.00
		Receipt Transactions	6410149								
01-0000-0-0000-0000-8677-900-6100						5,000.00					
										Total for ABC	**5,020.00**

Fund-Object Recap

01-8677	Interagency Svcs Between Lea's	5,000.00
01-8699	All Other Local Revenues	20.00
	Fund 01 - General Fund	**5,020.00**
	Total for ABC	**5,020.00**

Org Recap

ABC

$ - Cash	20.00
C - Check	5,000.00
Total Receipts	**5,020.00**
Report Total	**5,020.00**

Elle Woods, Budget Queen