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**CALCASIEU PARISH SCHOOL BOARD**

**SCHOOL ACTIVITY FUNDS**

**EPES ACCOUNTING PROCEDURES MANUAL**

**Platinum Version**

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The EPES Platinum program is a web-based program designed especially for school bookkeeping. The Internal Auditing Department (217-4190) serves as your technical support contact for all problems and questions. We welcome your questions and comments about the program.

**It is especially important to remember that the EPES program is “date driven”.** This means that all activity in a month is considered in that month because of the date that was entered for that transaction.

For example, interest received for the month of August would be entered during the monthly balancing procedures, which would be around September 5<sup>th</sup>. When entering the adjustment, the date automatically defaults to the date the date you are entering the journal adjustments, such as September 5<sup>th</sup>. Be sure to enter the date the transaction posted to the bank statement; otherwise, this entry will be considered a September transaction rather than an August transaction. This will affect your balancing procedure because the interest will not be included in your August totals, which will cause you to be out of balance for the month.

## I. START UP

### Log In

Open your internet browser (we recommend Google Chrome), type in the following web address:

<https://epesplatinum.epes.org/>

This will bring you to the EPES log in screen. This page should be bookmarked in your browser for easy access.

At the log in page:

**District Number:** 15646

**Customer Number:** (your individual school ID #)

**User Name:** This will be assigned by EPES. Type the username assigned to you.

**Password:** Type your password

**Security Code:** If prompted, type the image as shown on the screen.

Click [**Login**]

Manage Your Account

District Number:

Customer Number:

User Name:

Password:

1079K

[Generate New Image](#)

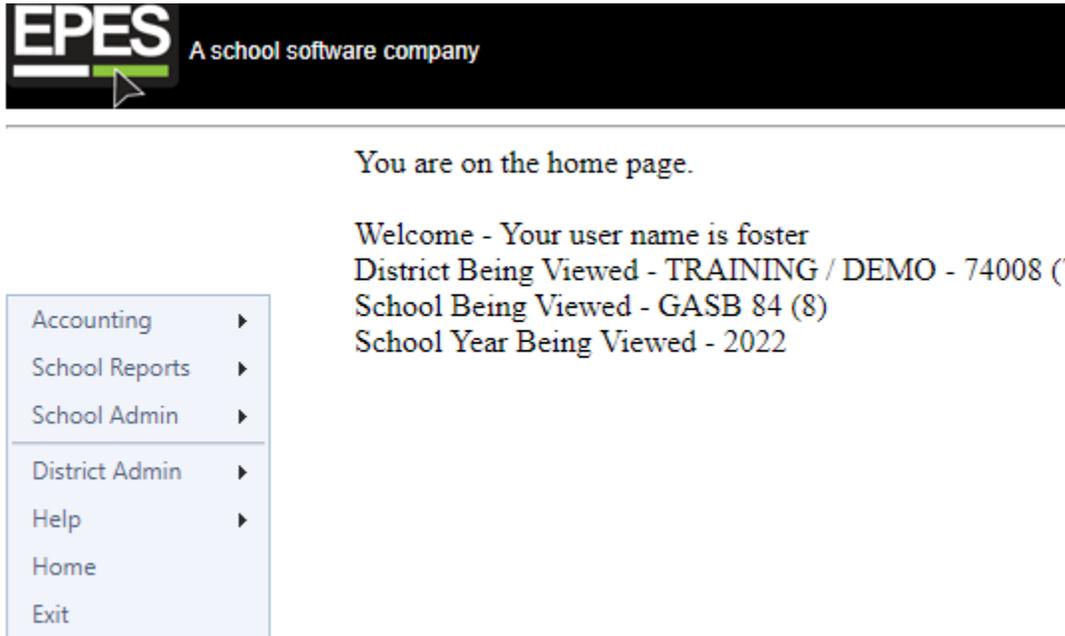
[Forgot your password?](#)

System Messages

### Main Screen

This is the blank screen that appears after you have entered your User Name and Password. The **Main Screen** contains a menu navigation icon, which makes program selections quick and the program easy

to move around in. The navigation icon on the **Main Screen** is as follows: Accounting, School Reports, School Admin, Help, Home, and Exit



### Exit

To exit the School Accounting program, select **Exit** on the drop-down menu located on the **Main Screen**.

## II. SCHOOL ADMIN

The functions that you can perform using the **School Admin** Menu are:

- Audit Reports
- View School Year
- Users
- Security Groups & Permissions
- Change Password
- Preferences
- Utilities

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

### A. View School Year

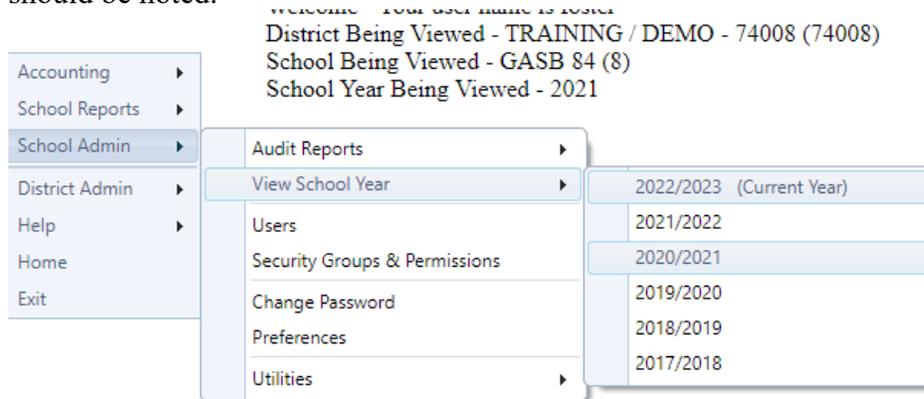
#### View Prior School Year

Use this option to see prior year data. The web-based program maintains up to 12 years of school records. You **cannot** make changes to this data. This information is provided for viewing and generating reports only.

Go to **'School Admin/View School Year'**

- Year – Select a school year from the drop-down menu.

- Click on the school year. This will automatically bring you to the **Main** Screen for the prior year. You can verify the date at the top of the screen. (\*\*\*\*Prior Year – {year}\*\*\*\*) should be noted.



### Reset to Current Year

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

Go to “School Admin/View School Year”.

**You will need to select the {year} (Current Year)**

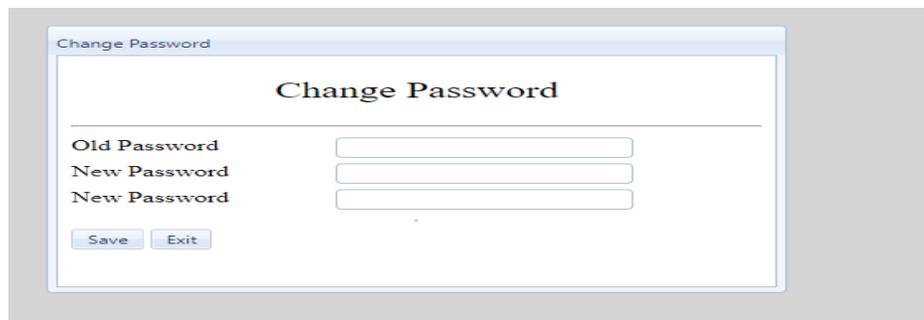
This will automatically reset and return you to the **Main** screen, which will show you the “School Year being Viewed.”

### B. Change Password

Use this option to change your user password.

Go to ‘School Admin/Change Password’.

- **Type your old password**, press <Tab>.
- **Type your new password**, press <Tab>.
- **Re-type your new password**, press <Tab>.
- Click [Save].



### C. Preferences

To edit information in the **Preferences** Menu, you will need to click **[Edit]** to change information:

Go to ‘School Admin/Preferences’

#### General Tab

- **School:** – This is your school location code.
- **Begin and End Fiscal Year** – These dates must correspond to the current school year.

View Preferences

General	Ledger/Reconciliation	Receipts	Checks	Transfers	Extended Codes	PO Preferences	1099 Forms	Prior Year Override	Activity Accounts
School Logo	Sales Tax								
<b>School/District</b>									
District	15646								
School	CALCASIEU PARISH SCHOOLS								
Customer ID	8								
School ID	<input type="text" value="5"/>								
<b>Subscription</b>									
Activity Accounting	12/31/2023								
Purchase Orders	12/31/2021								
<b>Accounting Year</b>									
School Year	2022/2023								
Begin Fiscal	06/01/2022								
End Fiscal	05/31/2023								
Fiscal Year Type	<input type="text" value="School"/>								
<b>Accounting Standard</b>									
Accounting Standard	<input type="text" value="GASB"/>								
<input type="button" value="Edit"/>	<input type="button" value="Exit"/>								

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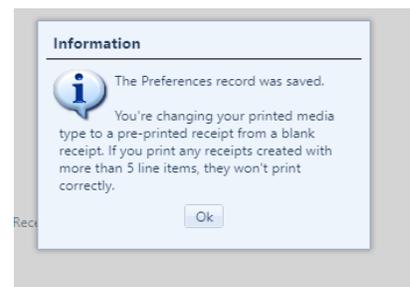
#### Ledger/Reconciliation Tab

- **Print the following footnote(s) at the bottom of Ledger/Reconciliation/Financial report** – With this option marked, the boxed message will print at the bottom of the ledger and reconciliation report. This should be marked “NO”. This statement is included on the financial statement cover sheet.
- **Enable Monthly Close** – This box should be marked “YES” to allow you to close each month during the year.

#### 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.

**Note:** At this time, if you create a receipt with more than 5 lines, the first receipt will automatically print but the remaining will not print. However, you can manually print the remaining receipts from the **Receipts** screen.



- **Last Receipt No:** This should be the last one entered in EPES.
- **Receipt Number Form:** This should be marked as the “Whole Number (Default)”
- **Default GL Acct:** This should be 991 – Cash on Hand.
- **Print Options:** This should be marked either Regular or 1 Line Lower.
- **Printed Media Type:** This should be marked as “Pre-Printed Form”
- **Show Cash Drawer:** This should be marked “NO.” This is not a feature that we deem necessary currently.
- **Void Date:** This should be marked as “Original Receipt Date”

#### Checks Tab

- **Allow Checks to Leave Negative Balance?** This box should be marked “YES”. Remember...we will allow you to overdraw an account; however, all negative balances should be cleared by May 31<sup>st</sup>.
- **Last Check No:** This should be the last check that was entered in EPES.
- **Default Checking Acct:** This should be 992 – Checking.
- **Print Options:** This should be marked either Regular or 1 Line Lower.
- **Check type:** Select “Check-Stub-Stub” to correspond with your preprinted check format.

#### Transfers Tab

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

#### Extended Codes Tab

- **Enable Extended Codes:** This should be marked “Yes”.
- **Extended Codes Required:** This should be marked “Yes”.

#### PO Preferences Tab

Even though we still use the 2-part CPSB PO form, it is suggested that you print a copy of your purchase order on plain paper once entered in EPES. This would be attached to the yellow copy of the PO.

- **PO # Prefix:** Leave blank.
- **Next PO Number:** This should be the last purchase order entered in EPES.
- **Purchase Order Terms:** Leave as set.
- **Print Options:** This should be marked “Regular”.
- **Print PO Number on Purchase Order:** This should be marked “YES”.
- **Print PO’s while Adding:** This should be marked “NO”.
- **Printed Media Type:** This should be marked “Blank Paper”.
- **Print Principal Comment (Bottom of PO):** This should be marked “Show Comment”

## D. Utilities

### Month End Closing

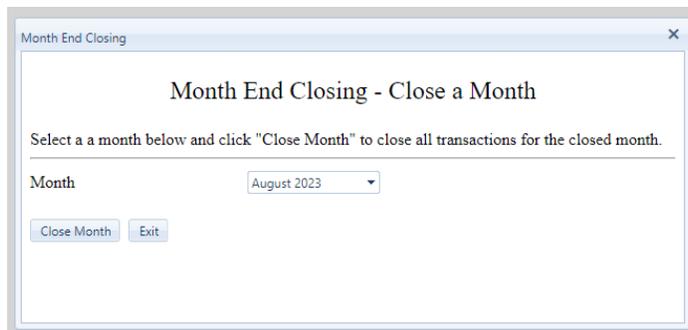
This option will enable you to close a month's data after you have balanced and printed all monthly reports. Once a month has been closed, all data files associated with that month will be closed and further access to "Add" "Edit" or "Delete" will be denied. After a month has been closed, reports can still be generated.

Go to 'School Admin/Utilities/Month End Closing'

Select the month needed to be closed. It should be on the correct month, if not, select the correct month.

Click [**Close Month**]

An information box will appear stating "The month was closed successfully."

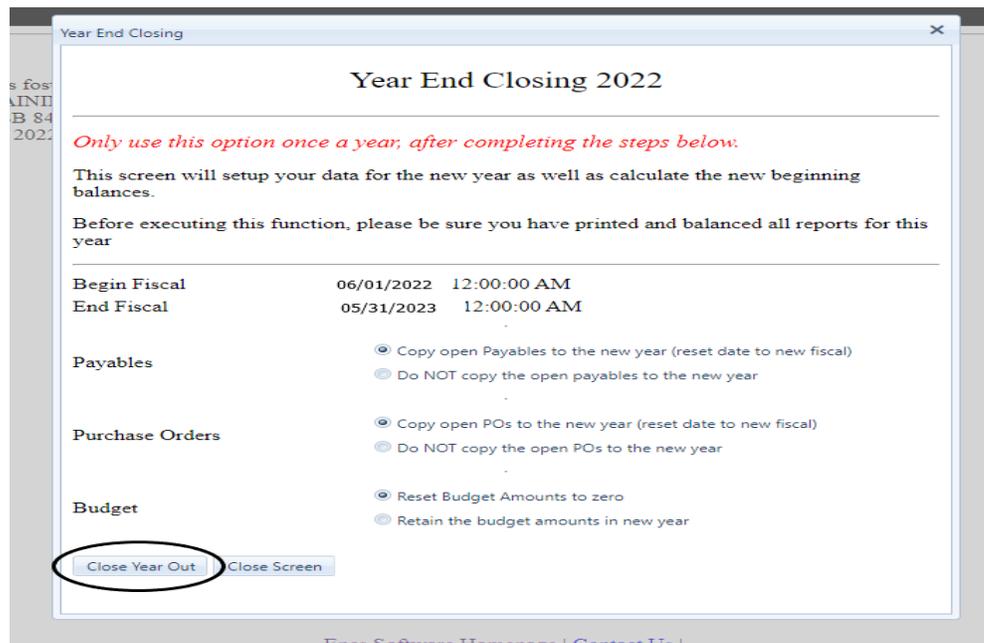


### Year End Closing

After balancing the month of May, it will be necessary to Close Out the current year which will then create the new fiscal year in the EPES program (**ONLY after you have received email verification from our office**).

This option will set up your data for the new year and calculate the new beginning balances.

Go to 'School Admin/Utilities/Year End Closing'



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 Year Out**].
- **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.

### **Update Account Balances**

This will update your balances when you click on it.

### III. 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, journal adjustment, or purchase order is entered. To be valid, all transactions must be charged to an account.

#### A. Add Activity Accounts

Go to ‘Accounting/Accounting/Accounts/Activity Accounts’

Click [Add New Activity Account] from the top left of the screen. Enter the following:

- **Activity Account:** 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>.
- **Advisor Email Address:** Skip this field.
- **Beginning Balance:** The beginning balance will always start as \$0.00. Press <Tab>.
- **Activity 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 **\$0.00** to balance at month-end.

Activity Account

### Create Activity Account

Activity Account

Account Name

Advisor

Advisor Email Address

Beginning Balance

Activity Group

Cash Balance  
Working Balance  
Payable  
Encumbrance

Click [Save] to save activity account added. The program will stay in the ADD mode to continue adding activity accounts.

When you finished adding activity accounts, click [Exit] to return to the **Activity Accounts** Screen.

## B. List Activity Accounts

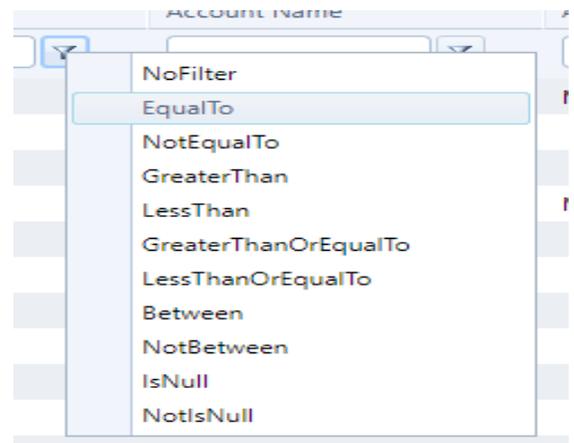
Go to ‘Accounting/Accounting/Accounts/Activity Accounts’

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 under each column heading to find an Activity Account.

To search by account number: Type the desired account number in the search box and click on the filter to select from the drop-down menu.



These are the options available when using the search option. For example, if you want a particular account number, you will select: **Equal To**:



- **Beg Bal:** This is the balance in the account as of the beginning of the fiscal year (June 1<sup>st</sup>).
- **Cash Bal:** This balance will be correct if all checks have been transferred from the Accounts Payable file and all deposits have been posted.

## C. Edit Activity Accounts

Go to ‘Accounting/Accounting/Accounts/Activity Accounts’

Find the account that you want to edit from the list. Once you have found the activity account in the list, click the person/pencil icon (  ) on the line item beneath the “View Activity Account” column to bring up the account record.

Click [**Edit**] from the bottom left of the screen. 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 (May 31<sup>st</sup>) and the opening of a new year.
- **Acct. Name:** May be changed.
- **Advisor:** May be changed.
- **Advisor Email Address:** may be changed.
- **Beginning Balance: DO NOT CHANGE THIS BALANCE.**

If you decide not to edit the account you can click [**Exit**]; otherwise,

Click [**Save**] to save record.

Click [**Exit**] to return to the **Activity Accounts** Screen.

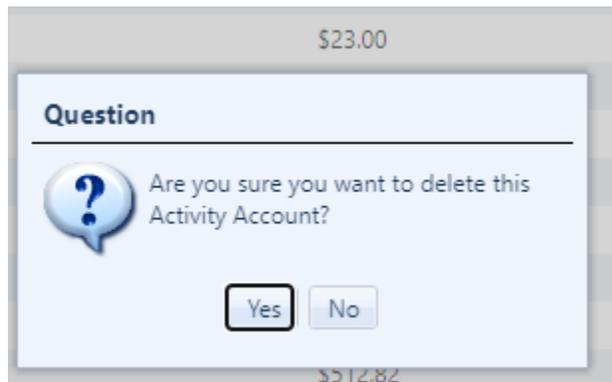
#### D. Delete Activity Accounts

**NOTE:** 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 May 31<sup>st</sup>. Also, the account must not have any outstanding checks as of May 31<sup>st</sup>. Accounts must be deleted after the new fiscal year is created in June, but before the month of June is balanced.

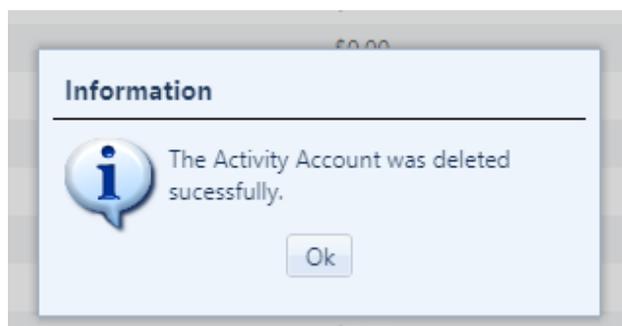
Go to ‘Accounting/Accounting/Accounts/Activity Accounts’

- Find the account that you want to delete from the list.
- Click the red X  on that line item. If it is an account that can be deleted, the following screen will popup:

**Question:** Are you sure you want to delete this Activity Account? Click [Yes].



Once deleted, the following Information screen will popup:



Click [Ok]

#### IV. VENDORS

The EPES program requires that a vendor code be set up for individuals for whom the school will receive money from and/or expend money to. Also, once a vendor code is added, it may not be changed. If an error was made when setting it up, you must delete that vendor and re-enter it.

##### A. Add Vendors

Go to ‘Accounting/Accounting/Vendors’

The screen will open to a list of all vendors. Before you set up a new vendor, you should ensure that the vendor is not already set up. It is especially important that a **vendor is only set up once** in EPES.

Click [Add New Vendor] from the top left of the screen.

**Note: If the full screen does not appear, you will need use the scroll bar on the right side to complete the entry.**

Vendor

### Create Vendor

Vendor Code	<input type="text"/>
Vendor Name	<input type="text"/>
Address	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
State	Not Selected
Zip Code	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
Attention	<input type="text"/>
Tax ID	<input type="text"/>
Tax ID IRS Format	EIN
School Vend#	<input type="text"/>
Vendor Email Address	<input type="text"/>
Bid Category	<input type="text"/>
Memo	<input type="text"/>
Free form	<input type="checkbox"/>

This part of the screen may not be readily seen. Therefore, you will need to scroll down using the scroll bar on the right side of this screen to see the Save/Exit buttons.

Inactive	<input type="checkbox"/>
County	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Exit"/>	

Enter the following:

**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 as it would appear on a check and/or a receipt. Press <Tab>.
- **Address:** (Optional) Enter the address of the vendor. Press <Tab>.
- **Address line 2:** (Optional) May enter additional address info. Press <Tab>.
- **City:** (Optional) Enter the name of the city. Press <Tab>.
- **State:** (Optional) Enter the two-digit abbreviation for the state. Press <Tab>.
- **Zip Code:** (Optional) Enter the zip code. Press <Tab>.
- **Phone:** (Optional) Enter the vendor's telephone number, area code first. Press <Tab>.
- **Fax:** (Optional) Enter the vendor's fax number. Press <Tab>.
- **Attention:** (Optional) May enter a representative of the company. Press <Tab>.
- **Tax ID: (Optional) When information is in this screen, it will automatically mark each check for 1099. Therefore, please do not enter a Tax ID number in this field.** Press <Tab>.
- **Tax ID IRS Format:**(Optional) Select EIN (company) or SSN (individual). Press <Tab>.
- **School Vend #:** (Optional) Enter the Customer ID or account number that the vendor has assigned your school. Press <Tab>.
- **Vendor Email Address:** (Optional) Press <Tab>.
- **Bid Category:** (Optional). Press <Tab>.
- **Memo: (Optional)** Use this field to enter information about this vendor that will help you in the future.
- **Free Form:** (Optional) Press <Tab>.
- **Inactive:** (Optional) Press <Tab>.
- **County ID:** (Optional) Press <Tab>.

Click [**Save**] to save this vendor. The program will stay in the ADD mode to continue adding new vendors.

When you are finished adding new vendors, click [**Exit**] to return to the **Manage Vendors** screen.

**Note:** If you do not want to save the entry, before selecting save, click [**Exit**] to undo what you have added and exit.

#### **B. Add Vendor (while writing a receipt)**

- On the **Create Receipt** screen, enter a vendor code in the "Vendor ID" field. If the vendor code is not located, a blank screen will appear below the currently typed vendor id.
- To add a vendor code at this point, you will need to Click on the "+" sign to the right of the Vendor ID line.

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 to enter information. Once you have completed entering all applicable fields, scroll down to bottom of popup screen,
- Click **[Save]** to save the record & continue entering receipt information.
- Click **[Exit]** to return to the **Create Receipt** screen without saving the Vendor.

### C. Add Vendor (while writing a check)

- In either the **Accounts Payable** or **Checks** screen, enter a vendor code in the “Vendor ID” field. If the vendor code is not located, a blank screen will appear below the currently typed Vendor ID.
- To add a vendor code at this point, you will need to Click on the “+” sign to the right of the Vendor ID line.

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 as it would appear on the check. Press <Tab>.
- The remaining fields are optional to enter information. Once you have completed entering all applicable fields, scroll down to bottom of popup screen,
- Click **[Save]** to save the record & continue entering check information.
- Click **[Exit]** to return to the **Create Check or Create Accounts Payable** screen without saving the Vendor.

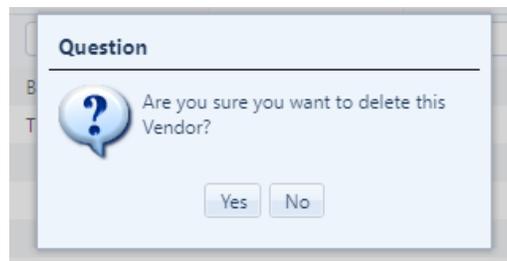
### D. Delete Vendors

Go to ‘**Accounting/Accounting/Vendors**’

The screen will open to the list of Vendors. Once you have found the vendor code in the list, click the red X (✖) to delete the vendor.

**NOTE:** 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 May 31<sup>st</sup>. *It is a good idea to clean out your vendor file every year after you have created your new fiscal year in June.*

- The following screen will popup:  
**Question:** Are you sure you want to delete this Vendor? Click **[Yes]**



If the vendor cannot be deleted an **Error** box will appear to with the reason it cannot be deleted. Otherwise, you will get an **Information** box with a message, “The Vendor was deleted successfully.”

## V. RECEIPTS

All funds collected, from all sources, must be recorded in the EPES program. **To accomplish this, the funds must be entered in the program through a 2-step process.** The first step being to issue an EPES computer-generated receipt (V. Receipts), then secondly to record the deposit (refer to section VI. Deposits)

Before you begin writing receipts, make sure that the box titled **“Print Receipts while adding?”** on the Receipts tab in the **School Admin/Preferences** screen is checked. This will print your receipts as they are saved. If mistakes are made on receipts, refer to **Void Receipts** (see V. C. below) to determine how to correct the error(s).

### A. Issuing Receipts

Go to **‘Accounting/Accounting/Receipts/Receipts’**  
Click **[Add New Receipt]** to enter a new receipt.

Receipts

The screenshot shows a web interface for managing receipts. At the top, the word "Receipts" is displayed. Below it, a horizontal menu bar contains several items, with "Add New Receipt" highlighted and circled in black. Below the menu bar is a table with columns: Date, Void Date, Receipt No., Individual, Amount, and GL Account. Each column has a corresponding input field with a dropdown arrow.

This will bring up the **Create Receipt** Screen for the following information to be entered.

The screenshot shows the "Create Receipt" screen. The title "Create Receipt" is centered at the top. Below it, several fields are pre-filled: Receipt Number (13994), Date (05/31/2023), GL Account (991 - Cash On Hand), Vendor ID (BLANK - MISC VENDORS), Individual (empty), Closed (false), Printed (empty), Date Voided (empty), and Total Amount (\$0.00). At the bottom left are "Save" and "Exit" buttons. At the bottom right are "Print this Receipt" and "Email Receipt" buttons. Below the form is a "Details:" section with an "Add" button and a table with columns: Activity Account, Activity Sub Account, Amount, Tax Amount, Total Amount, CNOTE, Payment Type, GASB, Ext Codes, Edit Receipt Detail, and Delete Receipt Detail. The table currently shows "No records to display."

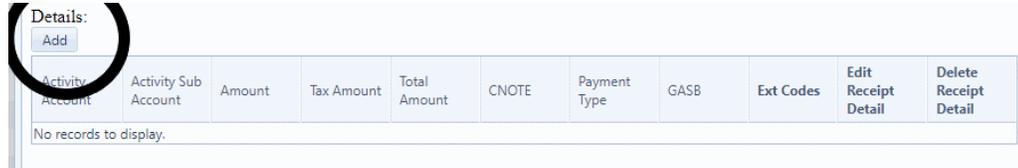
- **Receipt Number:** Verify that the number is correct or type in the next receipt number.
- **Date:** Verify it is the current date or enter the correct date.
- **GL Account:** Verify that the account states “991 – Cash on Hand

**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 simplify your bank reconciliation at the end of the month and provide a detailed audit trail.**

- **Vendor ID:** Enter the vendor code. Press <Tab>.  
**Note:** If you are unsure of the vendor code, click on the down arrow 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's name with the left mouse button. This will bring you back to the **Create Receipts** screen with the vendor code listed.

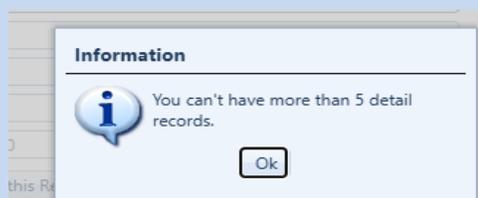
**IMPORTANT: NEVER** use “BLANK - MISC VENDORS” when issuing receipts!

Once you have entered the vendor information in the “Vendor ID” field, click [Add] under the Details section of the screen.



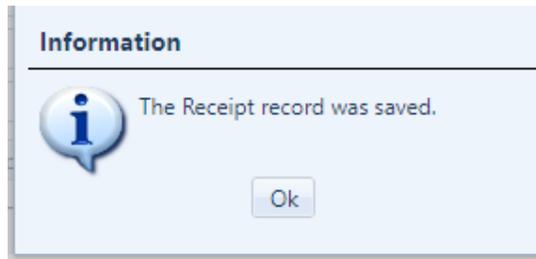
- **Activity Account:** Click on the down arrow to select from a list of activity accounts, click on the Activity Account desired. Press <Tab>.
- **Activity Sub-Account:** Press <Tab> for no sub account.
- **Std Account Codes (GASB):** Preselect to “NONE”. Press <Tab>.
- **Amount:** Enter the amount received and press <Tab>. **\*\*must use decimal point\*\***
- **Notes:** You **MUST** complete description for the funds received and press <Tab>.
- **Pay type:** You **MUST** enter the type of payment(s) received. You can click on the down arrow to select from the list of payment types. **Receipts must be entered with multiple lines to account for cash and checks collected.**
  - ❖ C is for cash,
  - ❖ K is for check,
  - ❖ M is for money order,
- **Extended Codes:** Click on the desired extended code. Then scroll down to view the [Save], [Exit] and [Save and Add] buttons.
- Click on [Save and Add] if additional line items are needed. The program has a limit of 5-line items per receipt.

**Note:** Once you reach the 5-line limit, it will bring you back to the Edit Receipt screen automatically. If you click [Add] at this point, the following pop-up screen will appear.



Click on [Save] if no other line items are needed. This will bring you back to the **Edit Receipt** screen. At this point, click [Save] to save the current receipt.

Once saved, an Information screen will pop up to inform you that it has been successfully saved:



- Click [Ok]

Note: If the “Print Receipts while adding?” function is turned **on** in **School Admin/Preferences/Receipts** tab, the print screen will appear to print the receipt(s). Once printed, you will need to close the Print Receipts screen.

If the “Print Receipts while adding?” function is turned **off**, it will go directly to the Information Screen (shown above) to inform you that it has been successfully saved. Click [Ok] to return to the **Receipts** screen. From this screen, you can click on the person/pencil icon to bring up the receipts to [Print this Receipt].

Select **Home** from the dropdown menu on the left of the screen 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 **School Admin/Preferences** screen (see pages 7-9), click [Edit] at the bottom of the screen, then select 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. **Be sure you have your receipts loaded into the printer.**

- **To print a receipt that was not printed:**

Go to ‘Accounting/Accounting/Receipts/Receipts’

Click on the person/pencil icon on the applicable receipt line to bring up the **View Receipt** screen.

Click on [Print This Receipt]

A screenshot of a web application window titled "View Receipt". The window contains a form with the following fields: Receipt Number (13997), Date (05/31/2023), GL Account (991 - Cash On Hand), Vendor ID (1234 - TARGET), Individual (TARGET), Closed (False), Printed (False), Date Voided (empty), and Total Amount (\$65.00). At the bottom of the form, there are four buttons: "Edit", "Exit", "Void this Receipt", and "Print this Receipt". The "Print this Receipt" button is circled in black.

- **If a receipt has been printed previously:**

Navigate to “Accounting/Accounting/Receipts/Print Previous Receipts’ to re-print.

### C. Void Receipts

If you must void a receipt or receipts, you must write “VOID” across the receipt. Each voided receipt must be entered in the EPES program. All receipt numbers must be accounted for in the EPES program. The originals of the voided receipts must be accounted for. All duplicate copies (file copy) of the receipts must be accounted for and filed properly.

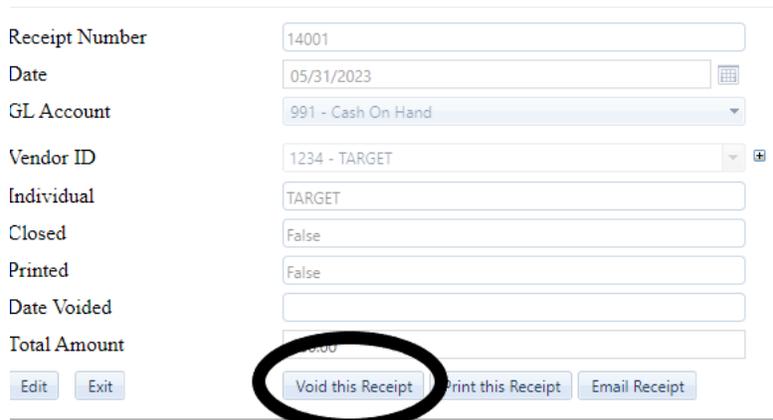
- i. To void receipts already saved in program.

Go to ‘**Accounting/Accounting/Receipts/ Receipts**’

Find the receipt that you want to void from the list. Once you have found the receipt in the list, click on person/pencil icon  under the **View Receipts** column corresponding to the receipt that you want to void. This will bring up the receipt in the **View Receipt** screen.

Click **[Edit]** to enable the **[Void this Receipt]** button.

Click on **[Void this Receipt]**.



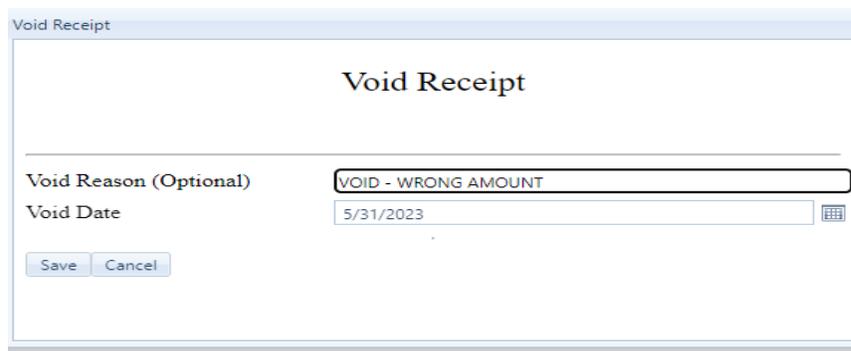
The screenshot shows a form with the following fields and values:

Receipt Number	14001
Date	05/31/2023
GL Account	991 - Cash On Hand
Vendor ID	1234 - TARGET
Individual	TARGET
Closed	False
Printed	False
Date Voided	
Total Amount	1234.00

At the bottom, there are four buttons: **Edit**, **Exit**, **Void this Receipt** (circled in black), **Print this Receipt**, and **Email Receipt**.

A Void Receipt message box will appear:

- **Void Reason (Optional):** Please enter a complete description for the voided receipt (printer error, wrong amount, wrong vendor, etc.) **This is NOT optional.** Press <Tab>
- **Void Date:** This is preset under preferences to be the original receipt date; therefore, it should be correct. If not, click **[Cancel]** and contact our department. Press <Tab>.



The screenshot shows a dialog box titled "Void Receipt" with the following fields and values:

Void Reason (Optional)	VOID - WRONG AMOUNT
Void Date	5/31/2023

At the bottom, there are two buttons: **Save** and **Cancel**.

Click **[Save]**.

A Question box will pop up asking, “Are sure you want to void this Receipt?”



Click [**Yes**] if, you are sure. 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**] on the **Void Receipt** screen.

- ii. To void receipts not entered in the program. An instance would be if you accidentally printed an email on the receipt.

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 **\$1.00**. The program will not let you enter a \$0.00 dollar amount. The receipt must be coded to an activity account; otherwise, it will not save.

Once saved, you will need to find the receipt in the list, click on the person/pencil icon (👤) for this receipt. Follow the instructions to Void a receipt already entered in the system from above.

## VI. DEPOSITS

### A. Print Deposit Voucher

Use this option to print a deposit voucher. This report should be printed prior to recording your deposit to verify that your deposit has been entered correctly into the EPES program. The cash and check amounts on the deposit voucher should agree with the cash and check amounts listed on the deposit slip. This report will be attached with your deposit slip, EPES receipts and supporting documentation.

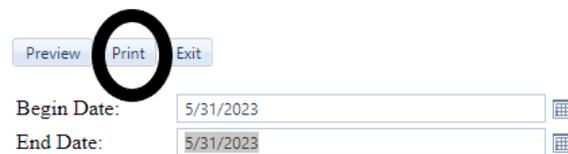
Go to ‘**School Reports/Accounting/Deposit Voucher**’

This will print a report of the cash, checks, and other forms of payment. This will serve as additional documentation for your deposit slip.

- **Begin Date:** Enter the current date or click on the calendar to select the current date. Press <Tab>.
- **End Date:** Enter the current date or click on the calendar to select the current date.

**\*\*NOTE: You will enter the same date in both fields since this is a daily report\*\***

#### Deposit Voucher Report



The screenshot shows a web form titled "Deposit Voucher Report". At the top, there are three buttons: "Preview", "Print", and "Exit". The "Print" button is circled in black. Below the buttons are two date input fields. The first field is labeled "Begin Date:" and contains the text "5/31/2023". The second field is labeled "End Date:" and also contains "5/31/2023". Each date field has a small calendar icon to its right.

Click on [Print] to print the Deposit Voucher. Attach this report with your deposit slip, receipts and supporting documentation.

### B. Record Bank Deposit

Use this option to record your bank deposit at the end of the day. This process automatically transfers the money from your receipts put into the **991 – Cash on Hand** account to the **992 – Checking** account.

Go to ‘**Accounting/Accounting/Deposits/Deposits**’

- Click [Add New Deposit]. This will bring up your current deposit.  
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 or posting of previous deposits.*** Click on [Exit] to exit. Go back and review the receipts and or previous deposits for errors.
- **Deposit Date:** Press <Tab> to select the current date or type in the date of the deposit and press <Tab>.
- **Deposit From Acct.:** 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 Into Acct.:** **992 - Checking**. Press <Tab> to accept. **DO NOT CHANGE**.
- **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 agree, press <Tab>.

- **Description:** Enter the EPES receipt numbers included with this deposit.

The screenshot shows a web-based form titled "Deposit" within a "Deposits" window. The form contains several input fields: "Deposit Date" with a date picker set to 06/05/2023; "Deposit From Acct." with a dropdown menu showing "991 - Cash On Hand"; "Deposit Into Acct." with a dropdown menu showing "992 - Checking"; "Deposit Amount" with a text box containing "\$30"; "Description" with a text box containing "Rec #|4010-14011"; and "Date Cleared" which is currently empty. A black rectangular box highlights the "Description" and "Date Cleared" fields. At the bottom of the form are two buttons: "Save Deposit" and "Exit".

Click [**Save 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. Once the deposit is saved, you will receive the Information screen (shown below) showing the record was successfully saved.

This screenshot shows the same "Deposit" form as above, but with a modal dialog box overlaid in the center. The dialog box is titled "Information" and features a blue information icon on the left. To the right of the icon, it says "The record was saved." Below this text is an "Ok" button. The background form is dimmed, showing the same fields as in the previous screenshot.

Click [**Ok**] on the Information box, which will return you to the **Deposits** screen.

Funds have been transferred from **991 – Cash on Hand** to the **992 – Checking** account...creating a Deposit. This can be verified on the **Deposits** Screen before returning to the **Home** screen.

Select **Home** from the drop-down menu on the left side of the screen to return to the **Main** screen.

**IMPORTANT:** If you are entering receipts for multiple deposits made on the same day, it is especially important that after entering the receipts for the first deposit, that you print the deposit voucher and record the bank deposit before moving on to the next set of receipts for the second deposit. Also, your deposit voucher for the second deposit will be a total of both deposits since the Deposit Voucher is a date specific report.

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

### C. Void Deposit

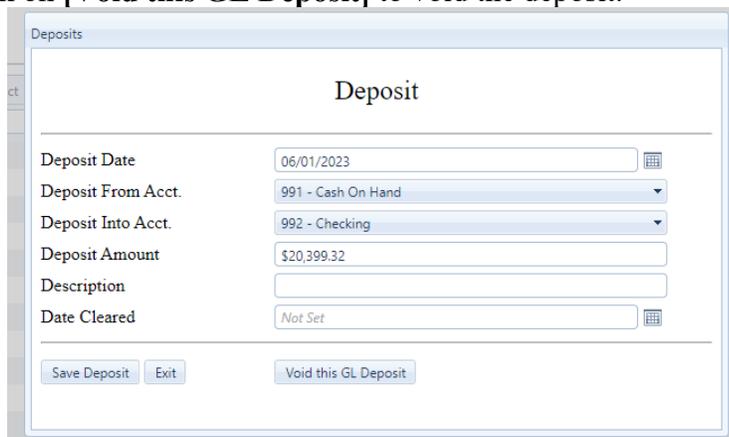
An occasion may come up when you will need to **VOID** a deposit (wrong amount, posted twice in error, etc.). The EPES program allows you to void a deposit.

**\*\*A Void Transfer Request form will need to be completed and approved. This form can be found on the Internal Auditing website. A copy of this form must be attached to your monthly financial statement and filed with your monthly receipts/deposits.\*\***

Go to **'Accounting/Accounting/Deposits/Deposit'**

Find the transfer that you want to void. Find the transfer in the list and click on the person/pencil icon (👤) it to bring up that record.

- Click on **[Edit]** to bring up the Deposit.
- Click on **[Void this GL Deposit]** to void the deposit.

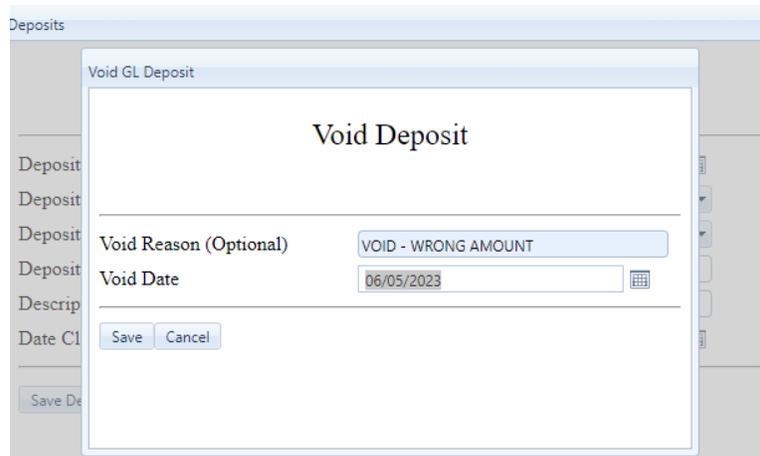


A Void GL Deposit box will pop up to allow you to put in a reason you are voiding the transfer.

**Void Reason (Optional):** Type a reason for voiding the transfer, this is NOT optional, press **<Tab>**.

**Void Date:** Enter the date to void the transfer. This should be the same as the original deposit date.

Click **[Save]** to void the transfer. Click **[Cancel]** should you decide not to void the transfer.



An Information box will popup stating, "The record was saved." Click **[Ok]** to return to the **Deposits** screen. You will be able to view the void from this screen.

## VII. 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 successfully.

### A. Add Payables

Go to ‘Accounting/Accounting/Accounts Payable’

Click on [Add New Payable] from the top left of the screen. Enter the following:

- **GL Account:** Press <Tab> to select the **992-Checking** general ledger account.
- **C/A:** This the current balance in the school accounts. It is informational only.
- **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.
- **Total Amount:** The amount will be populated by the program once you have a line item saved.
- **Vendor ID:** Enter the vendor code and press <Tab> or click the down arrow next to the Vendor Name to select from a list of vendors.
- **Vendor 1099:** Click with the mouse to mark this check for 1099 reporting.

**IF YOU ARE WRITING A CHECK TO AN SECURITY GUARD, YOU MUST MARK THIS BOX!!** The Auditing Department maintains all tax information for security guards.

**NOTE:** When checks are issued to security guards, you **CANNOT** use the “BLANK” vendor code. You must use one of the preset vendor codes **obtained from the Auditing Department.**

- **Payee:** This field will only be available if the Vendor Id is “BLANK – MISC VENDORS”

**NOTE:** If you use the “BLANK – MISC VENDORS” vendor id, which is preset in the program, press <Tab> to add the payee information.

Accounts Payable

Create Accounts Payable

GL Account	992 - Checking
C/A	\$15,032.20
Date	05/31/2023
Pay This:	<input checked="" type="checkbox"/>
Total Amount:	
Vendor ID	BLANK - MISC VENDORS
Vendor 1099	<input type="checkbox"/>
Payee	John Doe

Save Exit

Details:  
Add

Once the vendor information is added, click [Add] under the Details section of the payable to bring up the **Create Accounts Payable Detail** screen 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:

- **Activity Account:** Enter the Activity Account or click on the down arrow box to select from a list of accounts. Press <Tab>.

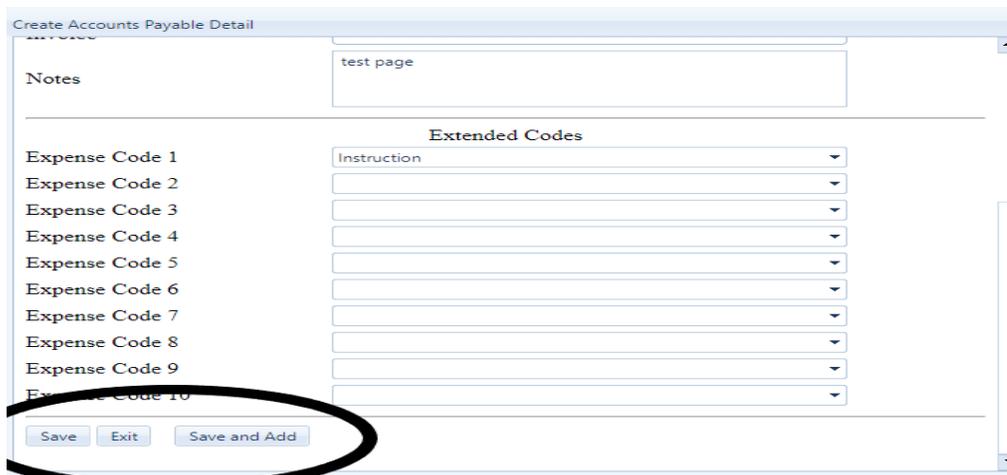
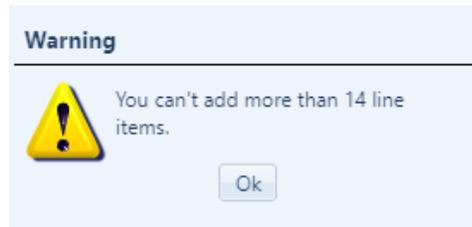
- **Working Balance:** This is the balance of the selected account. It is for informational purposes only.
- **Activity Sub Account:** Press <Tab> for no sub account. NOTE: We will not be using the sub account field with this program.
- **Std Account Codes (GASB):** Click on the down arrow box to select the appropriate GASB code. Press <Tab>.
- **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 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 payable and press <Tab>.
- **Extended Codes:** Click on the down arrow of Expense Code 1 to select the appropriate Extended Code.

\*\*Depending on your screen size, you may have to scroll down to see the [Save], [Exit] and the [Save and Add] buttons\*\*

Click [Save and Add] to save this line item and enter additional line items.

If no other line items are needed, click [Save] to save the line item, and return to the **Edit Accounts Payable** screen.

**Note:** There is a limit of 14-line items per payable. If you attempt to exceed 14-line items, the following warning will appear:



Once you are back at the **Edit Accounts Payable** screen, click [Save] to save the record.

Accounts Payable

### Edit Accounts Payable

---

GL Account: 992 - Checking

C/A: \$14,929.91

Date: 05/31/2023

Pay This:

Total Amount: \$102.29

Vendor ID: BLANK - MISC VENDORS

Vendor 1099:

Payee: John Doe

**Save** **Exit**

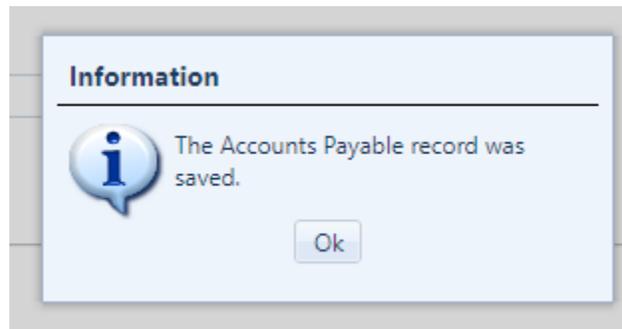
---

Details:

**Add**

Activity Account	ActAcct Working Balance	Activity Sub Account	Amount	Tax Amount	Total Amount	PO	INVOICE	GASB	NOTE	Ext Codes	Edit Payable Detail	Delete Payable Detail
300	(\$6,039.56)	0	\$56.42	\$0.00	\$56.42			0000	supplies			
101	\$248.56	0	\$45.87	\$0.00	\$45.87			0000	1000			

Once saved, the Information box will appear to show that the Accounts Payable record was saved. Click **[Ok]**. This will bring you to the **Create Accounts Payable** screen. The program will stay in the **ADD** mode for you to continue adding payables.



To continue adding payables, enter applicable information in each field.

If you do not have any more payables to add. Click the **[Exit]** button, which will return you to the **Accounts Payable** screen.

Select **Home** from the drop-down menu on the left side of the screen 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 **'Accounting/Accounting/Checks/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:** This 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 Report

Preview Print & Post Exit

**This option prints all Payables**

Print with Payable Dates Through: 6/1/2023 

Checking Account: 992 - Checking ▾

Next Check #: 6508

Date to Print on Checks: 6/1/2023 

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. **\*\*DO NOT PRINT FROM THIS SCREEN. \*\*** Proceed to print 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? It may take a minute to print.”** If so, click [**Yes**]. The remaining check(s) in Accounts Payable will now be printed. When those checks have finished printing, the program will then ask, **“Did all checks print correctly?”** If so, click [**Yes**].

An Information box will appear stating **“Your checks have been posted.”** The program will then post the checks printed from **“Accounts Payable”** to **“Checks Paid”**. All account balances will be updated.

Click [**Ok**] to return to the **Print Checks Report** screen.

Click [**Exit**] to return to the **Main** screen.

**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, follow the two-step process:

### Step One:

- Go to ‘**Accounting/Accounting/Accounts Payable**’
- “Unmark” the payables that printed **INCORRECTLY**.

To “unmark” payables, find the appropriate check on the screen and click on the person/pencil (👤) icon located beneath the “View Payable” column. Once the **View Accounts Payable** screen is on the screen, click [**Edit**] and then click on the “Pay This” box to remove the check mark. Click [**Save**].

An information box will appear stating “The Accounts Payable record was saved. Click [**Ok**] to return to the check.

- Click [**Exit**] to return to the **Accounts Payable** screen.
- Select **Home** from the drop-down menu to return to the **Main** screen.

**Note:** At this point, while viewing the list of payables, only the checks that printed correctly should have “True” on the applicable line item under the ‘Pay This’ column.

Follow the above instructions for printing checks, but on the **Print Checks Report** 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. Click [**Post Only**].

An Information box will appear stating “Your checks have been posted.” Click [**OK**] to return to the **Main** screen. The program will post the first set of checks printed from “**Accounts Payable**” to “**Checks Paid**”.

### Print Checks Report



**This option prints all Payables**

Print with Payable Dates Through: 6/1/2023  
Checking Account: 992 - Checking  
Next Check #: 6510  
Date to Print on Checks: 6/1/2023

Print check Numbers on checks  
 Combine Checks for same ac.  
 Post Checks WITHOUT Printing

### Step Two:

- Go to ‘**Accounting/Accounting/Accounts Payable**’
- “Mark” the remaining payables that have not printed.

To “mark” payables, click on the person/pencil icon(👤) beneath the “View Payable” column. Once the **View Accounts Payable** Screen is on the screen, click [**Edit**] and then click on the “Pay This” box to add the check mark. Click [**Save**].

An information box will appear stating “The Accounts Payable record was saved. Click [**Ok**] to return to the check, then click [**Exit**] to return to the **Accounts Payable** screen. Click **Home** from the drop-down menu to return to the **Main** screen.

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”.

**Contact the Auditing Department if there are additional questions about printing checks and posting to Checks Paid.**

Voided checks will need to be entered manually in “Checks Paid” (see section VIII. B. iii. below).

### C. Edit Payables

Go to ‘Accounting/Accounting/Accounts Payable’

Find the payable that you want to edit from the list, then click on the person/pencil icon (👤) on the appropriate line to bring up the **View Accounts Payable** screen.

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

To edit a detail line, click on the person/pencil icon (👤) beneath the “Edit Payable Detail” column on the line item. Make the necessary changes. Click **[Save]** to save the line item.

Details:  
Add

Activity Account	ActAcct Working Balance	Activity Sub Account	Amount	Tax Amount	Total Amount	PO	INVOICE	GASB	NOTE	Ext Codes	Edit Payable Detail	Delete payable detail
300	\$10,520.44	0	\$300.00	\$0.00	\$300.00			0000	reorder tshirts		👤	✖

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

Click **[Exit]** to return to the **Accounts Payable** Screen.

Select **Home** from the drop-down menu to return to the **Main** screen.

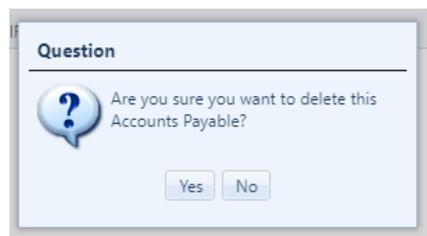
### D. Delete Payables

Go to ‘Accounting/Accounting/Accounts Payable’

Find the payable that you want to delete and click on the red X beneath the “Delete Payable” column.

Date	GL Account	Payee	Check Total	Pay This	View Payable	Delete Payable
06/01/2023	992	TEE SHIRT SHOP	\$300.00	True	👤	✖

A Question box will pop up to verify that you really want to delete the record. Click **[Yes]** to delete. Click **[No]** should you decide not to delete the payable.



Select **Home** from the drop-down menu to return to the **Main** Screen.

### VIII. CHECKS PAID (Checks File)

Once a check is printed from Accounts Payable, it is posted to the Checks Paid file. This file is the permanent checks file for your school (fiscal) year. There may be an occasion to record a check directly to Checks Paid (void check, handwritten check, etc.).

#### A. Add Checks

Use this option to record disbursements when a vendor is being paid with a manually prepared (handwritten/typed) check.

Go to ‘Accounting/Accounting/Checks Paid’

Click [Add New Check] from the top left of the screen. Enter the following:

- **Check Number:** Enter the number of the check. Press <Tab>.
- **Date:** Enter the date of the check. Press <Tab>.
- **GL Account:** Press <Tab> to select the 992-Checking GL account. **DO NOT CHANGE.**
- **Vendor ID:** Enter the vendor code and press <Tab> or click on the down arrow to select from a list of vendors.
- **Vendor 1099:** Click with the mouse to mark this check for 1099 reporting.

**IF YOU ARE WRITING A CHECK TO A SECURITY GUARD, YOU MUST MARK THIS BOX!!** A message should pop up stating, “WARNING: The selected vendor does not have a tax id.” Press [OK]. The Auditing Department maintains all tax information for security guards.

**NOTE:** When checks are issued to security guards, you **CANNOT** use the “BLANK” vendor code. You must use one of the preset vendor codes obtained from the Auditing Department.

- **Payee:** This field will only be available if the Vendor Id is “BLANK – MISC VENDORS”  
 NOTE: If you use the “BLANK – MISC VENDORS” vendor id, which is preset in the program, press <Tab> to add the payee information.

Check

---

**Create Check**

---

Check Number	<input type="text" value="6511"/>
Date	<input type="text" value="06/01/2023"/>
GL Account	<input type="text" value="992 - Checking"/>
Vendor ID	<input type="text" value="BLANK - MISC VENDORS"/>
Vendor 1099	<input type="checkbox"/>
Payee	<input type="text" value="Mary Smith"/>
Closed	<input type="text" value="false"/>
Date Cleared	<input type="text" value="Not Set"/>
Date Voided	<input type="text"/>
Total Amount	<input type="text" value="\$0.00"/>

---

Details:

- **Total Amount:** Will populate when the detail line(s) are added.

Once the vendor information is added, click **[Add]** to bring up the **Create Check Detail** screen 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. There is a 14-line limit when entering detail lines. Enter the following:

- **Activity Account:** Enter the Activity Account or click on the down arrow box to select from a list of accounts. Press **<Tab>**.
- **Working Balance:** Not a working field. Informational only.
- **Activity Sub Account:** Press **<Tab>** for no sub account. **NOTE:** We will not be using the sub account field with this program.
- **Std Account Codes (GASB):** Click on the down arrow to select a GASB code from the drop-down menu.
- **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>**.
- **Extended Codes:** Click on the down arrow of Expense Code 1 to select the appropriate code.  
\*\*Depending on your screen size, you may have to scroll down to see the **[Save]**, **[Exit]** and the **[Save and Add]** buttons\*\*

The screenshot shows a software window titled "Create Check Detail". At the top, there is a "Notes" field with the text "refund for ice cream and toppings". Below the notes is a section titled "Extended Codes" which contains ten rows, each labeled "Expense Code 1" through "Expense Code 10". Each row has a dropdown menu. The dropdown for "Expense Code 1" is currently open, showing the option "NA". At the bottom of the window, there are three buttons: "Save", "Exit", and "Save and Add another Detail".

If additional line items are needed for this check, click **[Save and add another Detail]**. This will keep you in the ADD mode to add additional line items.

If no other line items are needed or on the last line item needed,

- Click **[Save]** to save the line item and return to the **Edit Check** screen.
- From the **Edit Check** Screen, click **[Save]** located right above the Details portion of the check.
- Click **[Exit]** to return to the **Checks** screen.

Select **Home** from the drop-down menu 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 with your check documentation filed for the month. Each voided check must be entered in the EPES program. All check numbers must be accounted for in the EPES program.

### i. Void Checks – Current Month.

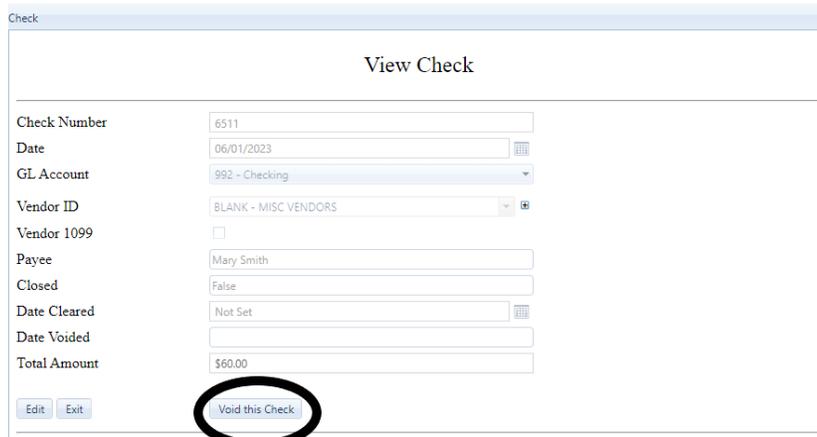
Go to ‘Accounting/Accounting/Checks/Checks Paid’

Find the check that you want to void. The check number can be typed in the search box located under the Check No. column to locate quickly or review the list to find it.

Once it is on the screen, click on the person/pencil icon (👤) beneath the “View Check” column to bring up the **View Check** screen.

Click [**Edit**] to enable the “Void this Check” button.

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



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

- **Void Reason (Optional):** This is NOT optional. Type a reason for voiding the check, press <Tab>. The void reason **CANNOT** exceed 70 characters. This will cause your void to be \$0.00.
- **Void Date:** The current date should be preselected. The void date should always be the current date.



Click [**Save**] to void the check. Click [**Cancel**] should you decide not to void the check.

This creates a reversing entry with the same check number and a negative amount. Once saved, it will bring you to the **Checks** screen showing both entries. The system will automatically credit the account originally used when the check was issued.

Select **Home** from the drop-down menu to return to the **Main** Screen.

ii. Void Checks - Previous (**CLOSED**) months.

To void a check in a closed month, the month must be reopened. You will need to contact the Audit Department for the month to be reopened. Once the month has been reopened:

Go to **'Accounting/Accounting/Checks/ Checks Paid'**

Find the check that you want to void. The check number can be typed in the search box located under the Check NO column to locate quickly or review the list to find it.

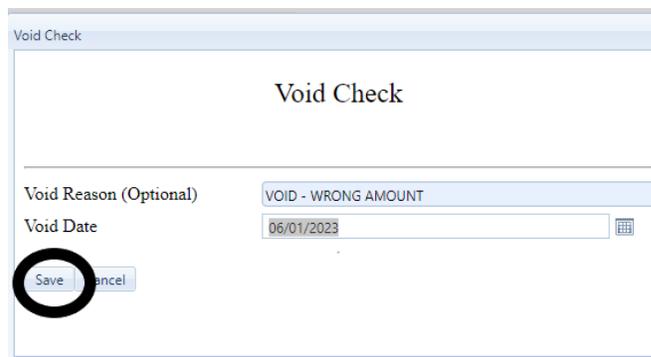
Once it is on the screen, click on the person/pencil icon (👤) beneath the "View Check" column to bring up the **View Check** screen.

Click **[Edit]** to enable the "Void this Check" button.

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

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

- **Void Reason (Optional):** This is NOT optional. Type a reason for voiding the check, press **<Tab>**. The void reason **CANNOT** exceed 70 characters. This will cause your void to be \$0.00.
- **Void Date:** The current date should be preselected. 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 **[Save]** to void the check. Click **[Cancel]** should you decide not to void the check.

This creates a reversing entry with the same check number and a negative amount. Once saved, it will bring you to the **Checks** screen showing both entries. The system will automatically credit the account originally used when the check was issued.

Select **Home** from the drop-down menu to return to the **Main** Screen.

iii. 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 **\$1.00**. The system will not let you add a \$0.00. Also, you must code the void check to an activity account; otherwise, it will not save. You will then need to follow the directions (from above) for voiding a check in the current month to create a reversing entry.

## IX. PURCHASE ORDERS

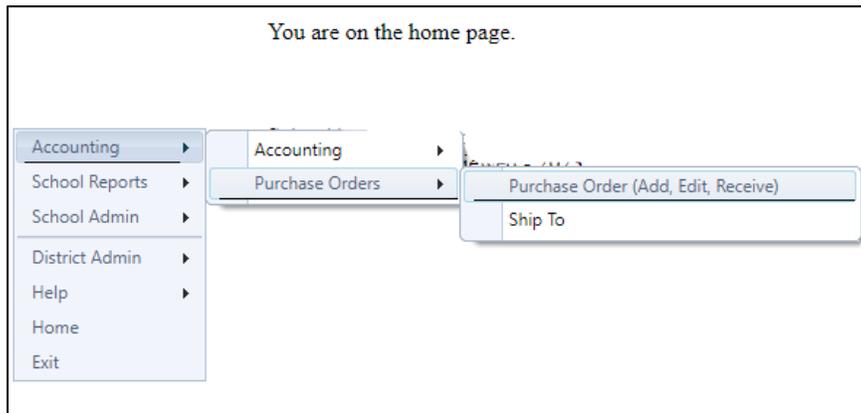
Purchase orders serve the function of being a control mechanism for school purchasing. The use of purchase orders allows the school to plan its expenditures and to realize an obligation for materials ordered but not yet paid for.

All Purchase Orders must be accounted for in the EPES program. The 2-part Calcasieu Parish School Purchase Order form will still be used for all purchases requiring purchase orders. The **completed and approved** forms will be needed to enter the purchase order information in the EPES program. The information entered in the system must be entered as it is listed on the purchase order. Once entered in EPES, the purchase order # will then be assigned and noted on the purchase order form. The white copy should be torn off and given to the teacher/vendor and the yellow copy retained for financial records.

### A. Add Purchase Orders

Use this option to record purchase orders issued.

Go to **'Accounting/Purchase Orders/Purchase Order (Add, Edit, Receive)'**



Once on the **Purchase Order** screen (shown below). Click [**Add New PO**]. Enter the following:

#### Purchase Order

Add New PO

PO Number	Date	Date Received	Vendor Code	Vendor Name	Ship To Code	GL Acct	Amount Open	View PO	Delete PO
<input type="text"/>									

- **PO Number:** Enter the purchase order number using the correct numbering format (Example only - **school id # |school year |purchase order number**) (i.e., **085|2324|001**). Press **<Tab>**.  
**NOTE:** No dashes or special characters.  
**NOTE:** This is the purchase order number you will list on the CPSB PO form.  
**NOTE:** Purchase orders start over with the new school year and 001 each June 1<sup>st</sup>.
- **Date Ordered:** Enter the date of the purchase order. Press **<Tab>**.
- **GL Acct:** Press **<Tab>** to select the 992-Checking GL account. **DO NOT CHANGE**.
- **Ship To:** Defaults to 1- Same. Press **<Tab>**.

- **Vendor ID:** Enter the vendor code and press <Tab> or click on the down arrow box to select from a list of vendors. If not an established vendor, you can add the vendor while entering the purchase order.
- **Vendor 1099:** This should not be marked. This marking is reserved for Security Guards. Press <Tab>.
- **Payee:** This will populate from the Vendor ID field.
- **Notes:** Enter a description for this purchase order.

Click [Add] (located under the Details section) to bring up the **Create PO Detail** screen to add a detail line(s) for this purchase order. This is where you will enter the account the purchase order will be charged to. Enter the following:

- **Activity Account:** Enter the Activity Account to be charged or click on the down arrow box to select from a list of accounts. Press <Tab>.
- **Activity Sub Account:** Press <Tab> for no sub account. NOTE: We will not be using the sub account field with this program.
- **Std Account Codes (GASB):** Click on the down-arrow to select the appropriate GASB code. Press <Tab>.
- **Invoice Number:** Enter the vendor's invoice number, if known. If not, skip this field. Press <Tab>.
- **Quantity Ordered.:** Enter the quantity ordered. If your purchase is order is an open po for an amount not to be exceeded, you will enter a 1 here.
- **Quantity Open:** This will populate once the po is complete. Press <Tab>.
- **Description:** Enter a description of items ordered (class supplies, football uniforms, etc.)
- **Price per Unit:** Enter the amount for this purchase order and press <Tab>. Remember that you will need to enter the decimal point.
- **Discount Percent:** Skip this field. Press <Tab>.
- **Unit Description.:** Skip this field. Press <Tab>.
- **Total Amount:** This will populate once the purchase order detail line is complete.
- **Extended Codes:** Click on the down arrow of Expense Code 1 to select the appropriate Extended Code.

\*\*Depending on your screen size, you may have to scroll down to see the [Save], [Exit] and the [Save and Add] buttons\*\*

**NOTE: If your purchase order is itemized, then you will continue to add line items until all items are input for the purchase order.**

To add additional line items for this purchase order, click [Save and Add]. This will keep you in the ADD mode. You should not enter more than 14 lines due to the checks can only have 14 lines on a check stub.

Once you are finished adding Purchase Order details, click **[Save]** to save the last line item, which will return you to the **Edit PO** screen.

If items are being ordered based on future revenue (i.e., fall billing, fund raisers, etc.), which will overdraw the account. The working balance will be highlighted red (shown below) when the detail line is saved.

Details:

Activity Account	Activity Sub Account	Invoice Number	Qty Ordered	Qty Receive	Descrip:	Price Per Unit	Discour	Unit Descrip:	Tax per Unit	Total Amount	Working Balance	GASB	Ext Codes	Receive PO Detail	Edit PO Detail	Delete PO Detail
200025	0 No Sub Account		1000	0	School Shirts	\$8.00	0.00 %		\$0.0000	\$8000.0	\$15.00	0411				

Remember the SAF Policy states: **DO NOT SPEND MONEY THAT YOU DON'T HAVE.**  
**Please ensure that the principal is aware of any purchase orders issued that exceed account balances.**

Click **[Save]** located under the Summary section (shown below) to save the purchase order.

PO

### Edit PO

PO Number:

Date Ordered:

GL Account:

Ship To:

Vendor ID:

Vendor 1099:

Payee:

Date Received:

Notes:

---

Summary:

Total Ordered:     Total Open:     Total Received - Not Posted:     Total Posted:

---

Details:

Activity Account	Activity Sub Account	Invoice Number	Qty Ordered	Qty Receive	Descrip:	Price Per Unit	Discour	Unit Descrip:	Tax per Unit	Total Amount	Working Balance	GASB	Ext Codes	Receive PO Detail	Edit PO Detail	Delete PO Detail
0																

An Information box will pop up to show that the PO record was saved.



Click **[Ok]**. This will keep you on the **Edit PO** screen.

Click **[Exit]** to return to the **Purchase Order** screen.

Select **Home** from the drop-down menu to return to the **Main** screen.

**NOTE: Once the purchase order has been entered and saved, the purchase order information and/or amount CAN NOT be changed. Changes to amounts paid will be made in the Accounts Payable file once the purchase order is received and posted.**

## B. Edit Purchase Orders

Use this option to Edit purchase orders.

Go to **‘Accounting/Purchase Orders/Purchase Order (Add, Edit, Receive)’**

Find the purchase order that you want to edit. You can use the search option under the headings to search for the purchase. Type the PO number in the search box, click on the filter icon to select from the list of options. Such as “equal to” to bring up the purchase order.

PO Number	Date	Date Received	Vendor Code	Vendor Name	Ship To Code	GL Acct	Amount Open	View PO	Delete PO
0852324001									
3		8/2019	BLANK	MISC VENDORS	1	992	\$590.00		
4			BLANK	MISC VENDORS	1	992	\$180.00		
1426		2/2019	WARREN	WARREN COUNTY	1	992	\$75.00		
1428		9/2019	WARREN	WARREN COUNTY	400	992	\$17.70		
9874		1/2020	FROG	WATER PARK	1	992	\$168.60		

Click the person/pencil icon () beneath the “View PO” column. To make the changes needed, click **[Edit]** under the Summary Section.

To edit a detail line, click on the person/pencil icon () beneath the “Edit PO Detail” column on the line item. Make the necessary changes. Click **[Save]** located at the bottom of the screen. This will return you back to the **Edit PO** screen.

**NOTE:** Any changes to quantity and price prior to ordering must be noted and approved on the original CPSB Purchase Order Form. Any changes in quantity or amounts after items have arrived will be adjusted for in the Receiving process.

Click **[Save]**. An Information box will appear stating “The record was saved.”

Click **[Ok]**. This will return you to the **Purchase Order** screen. To see all purchase orders in the list. Click on the Filter icon and select “No Filter.”

PO Number	Date	Date Received
0852324001		

Select **Home** from the drop-down menu to exit to the **Main** Screen.

**C. Receive Purchase Orders**

Use this option to receive items ordered and pay the outstanding invoice. Receiving and posting the purchase order will issue a Payable to print a check.

**NOTE: Do not receive and post the purchase order until you are ready to pay the bill and issue a check.**

**NOTE: You must receive and post the purchase order in EPES for it to be marked as Paid.**

**i. Complete Purchase Order**

Go to ‘Accounting/Purchase Orders/Purchase Order (Add, Edit, Receive)’

Find the purchase order that you want to pay. You can use the search option under the headings to search for the purchase. Type the PO number in the search box, click on the filter icon to select from the list of options. Such as “equal to” to bring up the purchase order.

PO Number	Date	Date Received	Vendor Code	Vendor Name	Ship To Code	GL Acct	Amount Open	View PO	Delete PO
0852324001									
3		8/2019	BLANK	MISC VENDORS	1	992	\$590.00		
4			BLANK	MISC VENDORS	1	992	\$180.00		
1426		2/2019	WARREN	WARREN COUNTY	1	992	\$75.00		
1428		9/2019	WARREN	WARREN COUNTY	400	992	\$17.70		
9874		1/2020	FROG	WATER PARK	1	992	\$168.60		

Click the person/pencil icon () under the “View PO” column to bring up the **View PO** screen.

Once you have your purchase order record on the screen:

Click **[Edit]** under the Summary Section.

Summary:

Total Ordered: \$50,836.00    Total Open: \$50,836.00    Total Received - Not Posted: \$0.00    Total Posted: \$0.00

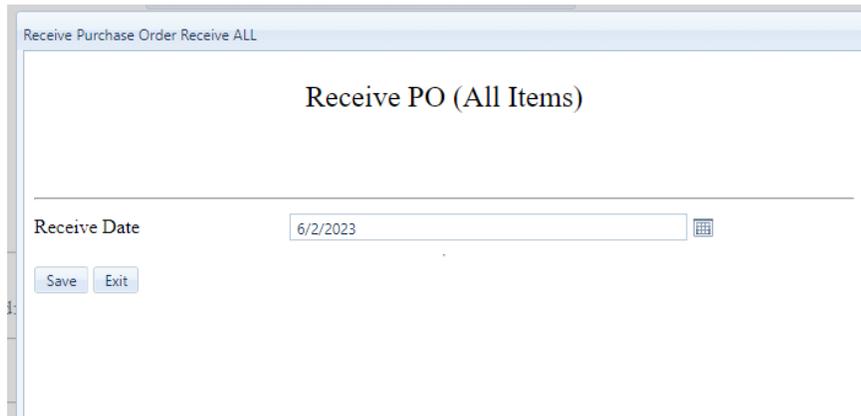
**Edit**   **Exit**    **Receive All Items**   **Post Received Items**   **Print PO**   **Email PO**

To receive the entire purchase order, click **[Receive All Items]**.

Summary:

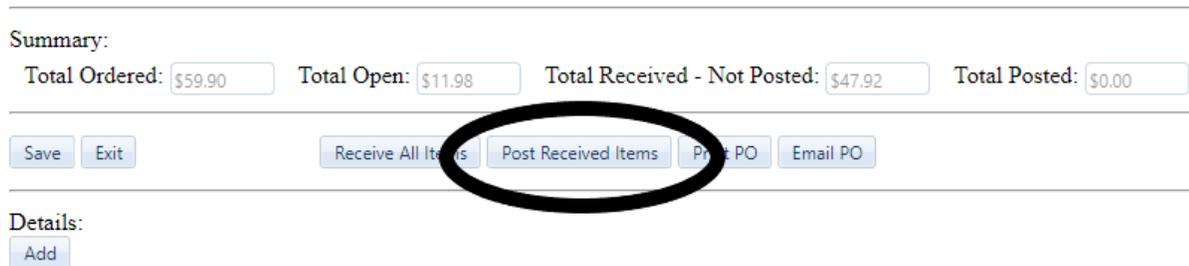
Total Ordered: \$50,836.00    Total Open: \$50,836.00    Total Received - Not Posted: \$0.00    Total Posted: \$0.00

**Save**   **Exit**    **Receive All Items**   **Post Received Items**   **Print PO**   **Email PO**



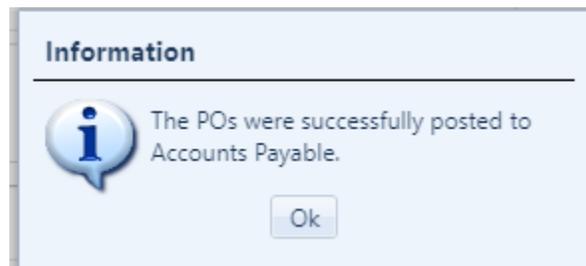
Click **[Save]** to receive with the current date. An Information box will pop up stating “Your PO have been received. Click **[Ok]**, then click **[Exit]** to return to the **Edit PO** screen.

While at the **Edit PO** screen, you must post the items to send them to Accounts Payable.



Click **[Post Received Items]**.

An Information box will pop up stating “The Pos were successfully posted to Accounts Payable”. Click **[Ok]** to return to the View PO screen. Click **[Exit]** to return to the **Purchase Order** screen.



Once you have received and posted all purchase orders, select **Home** from the drop-down menu to exit to the **Main** Screen.

Go to ‘**Accounting/Accounting/Accounts Payable**’ to make any necessary changes and add invoice numbers.

To edit a detail line, click on the person/pencil icon (👤) beneath the “Edit Payable Detail” column on the line item. Make the necessary changes. Click **[Save]** located at the bottom of the screen to return to the **Edit Accounts Payable** screen.

Once all detail lines have been changed, click **[Save]**. An Information box will popup stating “The Accounts Payable record was saved. Click **[Ok]**.”

Click **[Exit]** to return to the **Accounts Payable** screen.

Select **Home** from the drop-down menu to exit to the **Main** Screen.

You will then print checks as usual. (See VII B. Print Checks).

**ii. Partial Purchase Order**

Go to ‘**Accounting/Purchase Orders/Purchase Order (Add, Edit, Receive)**’

Find the purchase order that you want to pay. You can use the search option under the headings to search for the purchase. Type the PO number in the search box, click on the filter icon to select from the list of options. Such as “equal to” to bring up the purchase order.

PO Number	Date	Date Received	Vendor Code	Vendor Name	Ship To Code	GL Acct	Amount Open	View PO	Delete PO
0852324001									
3		8/2019	BLANK	MISC VENDORS	1	992	\$590.00		
4			BLANK	MISC VENDORS	1	992	\$180.00		
1426		2/2019	WARREN	WARREN COUNTY	1	992	\$75.00		
1428		9/2019	WARREN	WARREN COUNTY	400	992	\$17.70		
9874		1/2020	FROG	WATER PARK	1	992	\$168.60		

Click the person/pencil icon () beneath the “View PO” column to bring up the **View PO** screen.

Click **[Edit]** under the Summary Section.

**Summary:**  
 Total Ordered: \$5,836.00    Total Open: \$50,836.00    Total Received - Not Posted: \$0.00    Total Posted: \$0.00

**Edit**   **Exit**   **Receive All Items**   **Post Received Items**   **Print PO**   **Email PO**

Once you have your purchase order record on the screen:

Click on the paper icon () beneath the “Receive PO Detail” of the line item you wish to receive. The following box will appear:

Receive Purchase Order Detail Receipt

Receive PO Detail

---

Receive Date:

Quantity Open:

Quantity to Receive:

**Save**   **Exit**

Click on the box next to the “Quantity to Receive” and enter the quantity received and click [Save].

An information box will appear stating “Your PO details have been received.” Click [Ok] to return to the **View PO** screen.

Click [Edit] under the Summary Section to be able to post the items that you just received.

### View PO

PO Number: 852324006  
Date Ordered: 06/02/2023  
GL Account: 992 - Checking  
Ship To: 1 - Same  
Vendor ID: 5858 - JOHNS PIZZA  
Vendor 1099:   
Payee: JOHNS PIZZA  
Date Received:   
Notes:

Summary:  
Total Ordered: \$59.90    Total Open: \$11.98    Total Received - Not Posted: \$47.92    Total Posted: \$0.00

Buttons: Edit, Exit, Receive All Items, Post Received Items, Print PO, Email PO

To send the purchase order information to Accounts Payable, click [Post Received Items]

Summary:  
Total Ordered: \$59.90    Total Open: \$11.98    Total Received - Not Posted: \$47.92    Total Posted: \$0.00

Buttons: Save, Exit, Receive All Items, Post Received Items, Print PO, Email PO

Details:  
Add

An Information box will popup stating, “The Pos were successfully posted to Accounts Payable.” Click [Ok] to return to the **Edit PO** screen and click [Save] to save the record.

An Information box will popup stating, “The record was saved.” Click [Ok] to return to the **Purchase Order** screen.

Once you have received and posted all purchase orders, select **Home** from the drop-down menu to exit to the **Main** Screen.

To make any necessary changes to purchase order amount and add invoice numbers, go to ‘**Accounting/Accounting/Accounts Payable**’. You will then print checks as usual. (See VII B. Print Checks).

**NOTE: If you are posting/receiving multiple purchase orders to the same vendor, you will post/receive each purchase order individually, but combine like Vendors when you get ready to print the check.**

For Example, to print one check to Sam’s Club (see image below), you would select ‘Combine Checks for Same Vendor’ while in the **Print Checks Report** screen (see image below)

Accounts Payable

Add New Payable

Date	GL Account	Payee	Check Total	Pay This	View Payable	Delete Payable
06/01/2023	992	TEE SHIRT SHOP	\$300.00	False		
06/02/2023	992	SAM'S CLUB	\$48.75	True		
06/02/2023	992	SAM'S CLUB	\$1,336.00	True		
06/02/2023	992	JOHNS PIZZA	\$47.92	True		

### Print Checks Report

**This option prints all Payables**

Print with Payable Dates Through:

Checking Account:

Next Check #:

Date to Print on Checks:

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

**D. Void Purchase Orders**

Use these directions to void a purchase order in EPES from your list of open purchase orders. You will need to write “VOID” across the face of the duplicate (yellow copy) purchase order form and note the date voided. All voided purchase orders should be kept on file with your financial records for the year. All purchase order numbers must be accounted for in the EPES program.

**DO NOT DELETE THE PURCHASE ORDER.**

Go to ‘Accounting/Purchase Orders/Purchase Order (Add, Edit, Receive)’

You are on the home page.

- Accounting ▸
  - Accounting ▸
    - Purchase Order (Add, Edit, Receive)
    - Ship To
- School Reports ▸
- School Admin ▸
- District Admin ▸
- Help ▸
- Home
- Exit

Find the purchase order that you want to void. You can use the search option under the headings to search for the purchase. Type the PO number in the search box, click on the filter icon to select from the list of options. Such as “equal to” to bring up the purchase order.

PO Number	Date	Date Received	Vendor Code	Vendor Name	Ship To Code	GL Acct	Amount Open	View PO	Delete PO
0852324001									
3		8/2019	BLANK	MISC VENDORS	1	992	\$590.00		
4			BLANK	MISC VENDORS	1	992	\$180.00		
1426		2/2019	WARREN	WARREN COUNTY	1	992	\$75.00		
1428		9/2019	WARREN	WARREN COUNTY	400	992	\$17.70		
9874		1/2020	FROG	WATER PARK	1	992	\$168.60		

Click the person/pencil icon () beneath the “View PO” column to bring up the **View PO** screen with the applicable purchase order.

Click **[Edit]** under the Summary Section.

Summary:

Total Ordered: \$50,836.00    Total Open: \$50,836.00    Total Received - Not Posted: \$0.00    Total Posted: \$0.00

**Edit**   **Exit**    **Receive All Items**   **Post Received Items**   **Print PO**   **Email PO**

Once you have your purchase order record on the screen:

Click **[Add]** under the Details section to add a new line item. You will need to add a negative (reversing) detail line(s) for each line of the purchase order to zero out the total ordered and void the purchase order.

Summary:

Total Ordered: \$11.00    Total Open: \$11.00    Total Received - Not Posted: \$0.00    Total Posted: \$0.00

**Save**   **Exit**    **Receive All Items**   **Post Received Items**   **Print PO**   **Email PO**

Details:

**Add**

24	Activity	Invoice	Qty	Qty	Descrpt	Price	Discoun	Unit	Tax	Total	Working	GASB	Ext	Receive	Edit	Delete
40	Account	Number	Ordered	Received		Per		Descrpt	per	Amount	Balance		Codes	PO	PO	PO
						Unit			Unit					Detail	Detail	Detail
102	0															

Once on the **Create PO Detail** screen. Enter the following:

- **Activity Account:** Enter the same Activity Account as the original line item for this purchase order or click on the down arrow box to select from a list of accounts. Press **<Tab>**.
- **Activity Sub Account:** Press **<Tab>** for no sub account. **NOTE:** We will not be using the sub account field with this program.

- **Std Account Codes (GASB):** Enter the GASB code originally used.
- **Invoice Number:** Press <Tab>.
- **Quantity Ordered:** Enter the same quantity ordered as the original quantity ordered. If your purchase is order is an open po for an amount not to be exceeded, you will enter a **1** here.
- **Description:** Enter VOID PO as the description. Press <Tab>.
- **Price per Unit:** Enter the same price per unit as original price for the line item, but as a **NEGATIVE AMOUNT**. Remember that you will need to enter the decimal point.

**\*\*This is new for the EPES Platinum version as of August 2025\*\***

- **Discount Percent:** Press <Tab>.
- **Unit Description:** Press <Tab>.
- **Extended Codes:** Select the same Extended Code from the drop-down menu of Expense Code 1 for the original line item.

You will need to repeat the steps for each line of the original purchase order. All lines must have a reversing (negative) entry. You will need to click [**Save and Add**] for each additional line needed.

Once all lines have been entered, the total ordered should be reduced to zero (\$0.00).

On the last negative detail line needed, click [**Save**] to return to the **Edit PO** screen.

**NOTE: You must note the date voided in the Notes section in the top section of this screen, as well as give a reason for voiding the purchase order (items no longer needed, items not ordered, etc.)**

PO Number: 2526015  
Date Ordered: 08/06/2025  
GL Account: 992 - Checking  
Ship To: 1 - SAME  
Vendor ID: CMSCHSUP - C M SCHOOL SUPPLY  
Vendor 1099: [ ]  
Payee: C M SCHOOL SUPPLY  
Date Received: 08/07/2025  
Notes: Void 8/7/2025 - incorrect price per unit

Summary:  
Total Ordered: \$0.00    Total Open: \$0.00    Total Received - Not Posted: \$0.00    Total Posted: \$0.00

Buttons: Save, Exit, Receive All Items, Post Received Items, Print PO, Email PO

Details:  
Add

Activity Account	Activity Sub Account	Invoice Number	Qty Ordered	Qty Received	Descript	Price Per Unit	Discoun	Unit Descript	Tax per Unit	Total Amount	Working Balance	GASB	Ext Codes	Receive PO Detail	Edit PO Detail	Delete PO Detail
2201 LIBRARY	0 No Sub-Account		4	4	CHAIRS	\$37.50	0.00 %		\$0.0000	\$150.00	\$7,046.5	0610				
2201 LIBRARY	0 No Sub-Account		4	4	VOID PO	(\$37.50)	0.00 %		\$0.0000	\$-150.00	\$7,046.5	0610				

Once the note is entered in the **Notes** field, click [**Save**] under the Summary Section.

An Information box will pop up stating, “The record was saved.”

Click [**Ok**] to return to the **Purchase Order** screen.

Once at the **Purchase Order** screen, find the purchase order that you just voided. These steps will be performed so that the voided purchase order will not show up on your Open PO Report.

Click the person/pencil icon () beneath the “View PO” column to bring up the **View PO** screen with the applicable purchase order.

Click [**Edit**] under the Summary Section.

**For each line item in the Details screen, you will perform these steps:**

Click on the paper icon () beneath the “Receive PO Detail” of the line item you wish to receive.

A “Receive PO Detail” box will appear for you to enter the “Receive Date” and the “Quantity to Receive”. Enter the following:

- The “Receive Date” should be the current date, which is the date that you have voided the purchase order.
- Click on the box next to the “Quantity to Receive” and enter the same quantity as the ‘Quantity Open’ amount.
- Click [**Save**] to accept the information.

Once all line items have been received, click [**Save**] under the Summary Section to return to the **Purchase Order** screen.

Select **Home** from the drop-down menu to exit to the **Main** Screen.

## E. Purchase Order Reports

### i. Open Purchase Orders

This report will be submitted with your monthly financial statement. This report's total is reported on line 11 of the Financial Statement Cover Sheet.

**NOTE: This report will need to be printed on the 1<sup>st</sup> working day of each month to ensure an accurate report of open purchase orders for the prior month.**

**NOTE: If there are no open purchase orders, a NO DATA report will need to be printed. You must attach this report to your monthly financial statement to document that there were no outstanding purchase orders.**

This report should be reviewed each month for accuracy. Any purchase orders open for more than 6 (six) months should be researched for resolution (payment, void, etc.)

Go to ‘**School Reports/Purchase Orders/Purchase Orders (Open)**’

Enter the following:

- **Report Title:** Enter a title for this report (optional).

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

- **PO Date** under the “Fields” column
- **Before** under the “Operators” column
- Type the date in the box under the “Compare to” column which should be the date after the month that just ended (i.e., 07/01/2023 would be for the month of June 2023 that would have just ended).

This will include all open purchase orders through the end of the month to be balanced.

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

**Open Purchase Orders**

Preview Print Exit

Report Title

Report Saved Name

Fields	Operators	Compare to
PO Number Activity Account Sub Account Number PO Date Description	Before After Year is Month is Day is Equal to Between OR	07/01/2023
		Add Condition
		Remove
		Clear All
		Save Report

Report Conditions Saved Reports

PO Date <'07/01/2023'

Click [Print] to print the Open Purchase Orders report. Once printed, close out of the Open Purchase Order screen (see image below) by clicking on the X in the top right corner.

Open Purchase Orders

Epes Accounting - Ope... 1 / 2 93%

June 05, 2023 GASB 84 Open Purchase Orders Page 1 of 2

From Date: 07/01/2022  
To Date: 06/30/2023

PO Number	Date	Vendor	Account	Account Name	Sub Acct	Qty. Order	Qty. Rec	Amount Open
1426	07/01/2022	WARREN COUNTY Description: helmets	100	sports	0	10	7	\$75.00
					<b>PO Total:</b>	<b>10</b>	<b>7</b>	<b>\$75.00</b>
1428	07/01/2022	WARREN COUNTY Description: Track/book Earth Day	400	Track B/G	1	10	4	\$17.70
					<b>PO Total:</b>	<b>10</b>	<b>4</b>	<b>\$17.70</b>
3	07/01/2022	MISC VENDORS	100	sports	0	12	1	\$550.00
3	07/01/2022	MISC VENDORS Description: July	100	sports	0	1	0	\$20.00
3	07/01/2022	MISC VENDORS Description: August	100	sports	0	1	0	\$20.00
					<b>PO Total:</b>	<b>14</b>	<b>1</b>	<b>\$590.00</b>
4	07/01/2022	MISC VENDORS	100	sports	0	1	0	\$180.00

**NOTE: This is the only report to be included with your monthly financial statement. The additional reports listed below are for informational and monitoring purposes only.**

## ii. PO with Encumbrances

This report prints a list of activity accounts with purchase orders issued.

Go to **'School Reports/Purchase Orders/Purchase Orders with Encumbrances'**

Enter the following:

- **Begin Date:** Enter the beginning date for the report (i.e., 06/01/2023). Press <Tab>.
- **End Date:** Enter the ending date for the report (i.e., 06/30/2023). Press <Tab>.
- **Account Range Begin:** Press <Tab> - 1 is the lowest account to include in this report.
- **Account Range End:** 999999 is the highest account to include in this report.

Under the **Report Options:**

- **Report Type:** Verify that "Po with Encumbrances Detail" is automatically marked.
- **Grouping Options:** Verify that "Activity Account" is automatically marked.

Click **[Print]**.

## iii. Open by Account

This report prints a list of all open purchase orders by Activity Account.

Go to **'School Reports/Purchase Orders/Open by Account'**

For a complete list of all open purchase orders, just click on **[Print]**.

Otherwise, if you want a list of open purchase orders for a specific activity account:

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

- **Activity Account** under the **"Fields"** column
- **Equal to** under the **"Operators"** column
- Enter the activity account in the "Compare to" box.

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

Click **[Print]**.

## iv. PO Deficit Balance

This report prints an up-to-date list of activity accounts with negative balances due to purchase orders issued and open.

Go to **'School Reports/Purchase Orders/Purchase Order Deficit Balance'**

For a complete list of accounts with Purchase Order Deficit Balance, click **[Print]**.

## X. 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 listed on the Activity Account Transfer Form and approved by the person responsible for the account which money is being moved from. All Activity Account Transfer forms must be approved by the Principal. Activity account transfers will be numbered consecutively from June through May of each year. You will only start the numbering over at 1 at the beginning of each fiscal year, June 1<sup>st</sup>.

### A. Add Activity Account Transfer

Go to 'Accounting/Accounting/Transfers/Activity Account Transfers'

Click [Add New Activity Account Transfer]. This will bring up the **Create Activity Account Transfer** screen. Enter the following:

- **Activity Acct Transfer #:** Press <Tab> to accept the transfer #.
- **Transfer Date:** Press <Tab> to accept the current date or type the correct date of the transfer.

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- **Activity Account From:** Click in the account box and enter the activity account number the funds are to be transferred from or select from the list of accounts. Press <Tab>.
- **Cash Balance and Working Balance:** The program will populate based on the account number selected.
- **Activity Sub Acct From:** Press <Tab> for no sub account.
- **Extended Codes:** Select from the drop-down menu of Expense Code 1

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- **Activity Account To:** Click in the account box and enter the activity account number the funds are to be transferred to or select from the list of accounts. Press <Tab>.
- **Cash Balance and Working Balance:** The program will populate based on the account number selected.
- **Activity Sub Acct To:** Press <Tab> for no sub account.
- **Extended Codes:** Select from the drop-down menu of Revenue Code 1

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- **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.

Click [Save] to save this Activity Transfer and return to the **Create Activity Account Transfer** screen. The program will stay in the ADD mode to add another one.

Continue to add activity transfers. Once no other entries are needed. Click [Exit] to save the last Activity Transfer entered and return to the **Activity Account Transfers** screen.

Select **Home** from the drop-down menu 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.

**\*\*A Void Transfer Request form will need to be completed and approved. This form can be found on the Internal Auditing website. This form will be attached to your monthly financial statement with the other Activity Account Transfer forms\*\***

Go to “**Accounting/Accounting/Transfers/Activity Account Transfers**”

Find the transfer that you want to void and click on the person/pencil icon (👤) beneath the “View Activity Transfer” column for this transfer. Scroll to the bottom the **View Activity Account Transfer** screen.

Click [**Edit**] to activate the void button. Click on [**Void this Activity Account Transfer**] to void the transfer.

Depending on your screen size, you may have to scroll down to see the remaining screen. At the bottom of the screen, you will find the [Void this Activity Account Transfer] button.

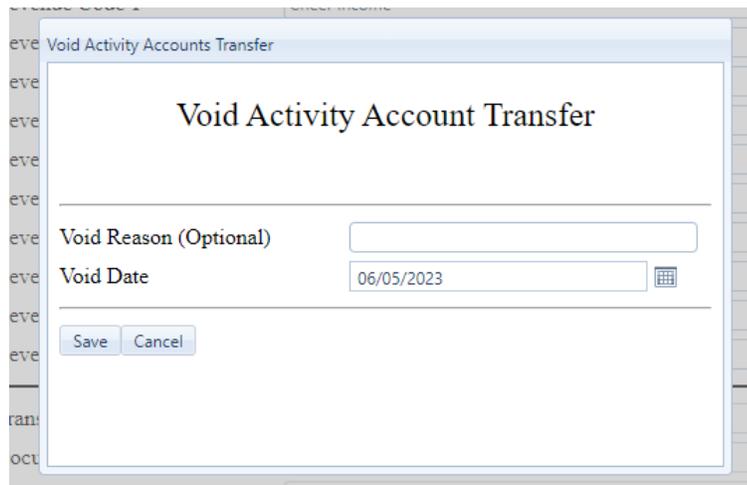
A Void Activity Accounts Transfer box will pop up to allow you to put in a reason you are voiding the transfer.

Type a reason for voiding the transfer. This is NOT optional, press <Tab>.

**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 (closed month), you will still use the current date. **DO NOT BACK DATE** a void entry to a month that has been closed.

Click [**Save**] to void the transfer OR

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



The screenshot shows a dialog box titled "Void Activity Accounts Transfer". Inside the dialog, the main heading is "Void Activity Account Transfer". Below this, there are two input fields. The first is labeled "Void Reason (Optional)" and is currently empty. The second is labeled "Void Date" and contains the date "06/05/2023". To the right of the date field is a small calendar icon. At the bottom of the dialog, there are two buttons: "Save" and "Cancel".

Once saved, an Information box will popup stating, “The record was saved.”.

Click [**Ok**] to return to the **Activity Account Transfers** screen.

Select **Home** from the drop-down menu to return to the **Main** screen.

## XI. JOURNAL ADJUSTMENTS

A journal entry records a transaction that appears 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 June through May of each year. You will only start the numbering over at 1 at the beginning of each fiscal year, June 1<sup>st</sup>.

**IMPORTANT:** Remember that the EPES program is “date driven”. All activity in a month is considered in that month because of the date that was entered for that transaction.

For example, bank interest received for August would not be entered until you are balancing around the 5<sup>th</sup> of the next month. In this case, 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 on the bank statement; otherwise, this entry will be considered a September transaction rather than an August transaction. This will affect your balancing procedure because the interest will not be included in your August totals, which will cause you not to balance for the month.

### A. Bank Interest

This entry records the amount of interest credited to the school’s checking account.

Go to ‘Accounting/Accounting/Journal Adjustments’

Click [Add New Journal Adjustment]. This will open to the **Create Journal Adjustment** screen. Enter the following information:

- **Journal Adj Number:** Click on the adjustment number and press <Tab> to accept the current 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:** Click on “Income” (affects amounts **added** to your bank statement) to accept. Press <Tab>.
- **Total Amount:** The program will populate once the detail line has been added. This is for informational purposes only.
- **Closed and GL Cash Balance:** The program will display information. This is for informational purposes only.

Activity Account	Activity Sub Account	Amount	CNOTE	GASB	Ext Codes	Edit JournalAdj Detail	Delete JournalAdj Detail
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Click on **[Add]** under the Details section to enter account information. This will bring up the **Create Journal Adjustment Detail** screen. Enter the following information:

- **Activity Account:** Click in the account box and enter the activity account number receiving the adjustment or select from the list of accounts. For example: **1001** (Administrative). Press **<Tab>**.
- **Activity Sub Acct:** Press **<Tab>** for no sub account.
- **Std Account Codes (GASB):** Preselected to “None”. Press **<Tab>**.
- **Amount:** Enter the amount of the interest. Press **<Tab>**.
- **Notes:** Enter a brief description for this adjustment.
- **Extended Codes:** Select the code from the drop-down menu for the Revenue Code 1.

Create Journal Adjustment Detail

**Create Journal Adjustment Detail**

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Activity Account: 1001 - ADMINISTRATIVE

Activity Sub Account: 0 - No SubAccount

Std Account Codes (GASB): NONE

Amount: \$10.65

Notes: INTEREST

---

**Extended Codes**

Revenue Code 1: (Local) Revenue District

Revenue Code 2: [Empty]

Revenue Code 3: [Empty]

Revenue Code 4: [Empty]

**\*\*Depending on your screen size, you may have to scroll down to see the [Save], [Exit] and the [Save and Add] buttons\*\***

Create Journal Adjustment Detail

Notes: INTEREST

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**Extended Codes**

Revenue Code 1: (Local) Revenue District

Revenue Code 2: [Empty]

Revenue Code 3: [Empty]

Revenue Code 4: [Empty]

Revenue Code 5: [Empty]

Revenue Code 6: [Empty]

Revenue Code 7: [Empty]

Revenue Code 8: [Empty]

Revenue Code 9: [Empty]

Revenue Code 10: [Empty]

Save Exit Save and Add

Click **[Save]** at the bottom of the screen to save the activity account information. This will return you to the **Edit Journal Adjustment** screen.

Click **[Save]**. An Information box will popup stating, “The Journal Adjustment record was saved.” Click **[Ok]** to return to the **Edit Journal Adjustments** screen. The program will stay in the ADD mode to continue adding another journal adjustment.

If no other entries are needed, click **[Exit]** to save this Journal Adjustment and return to the **Journal Adjustment** screen.

Select **Home** from the drop-down menu to return to the **Main** Screen.

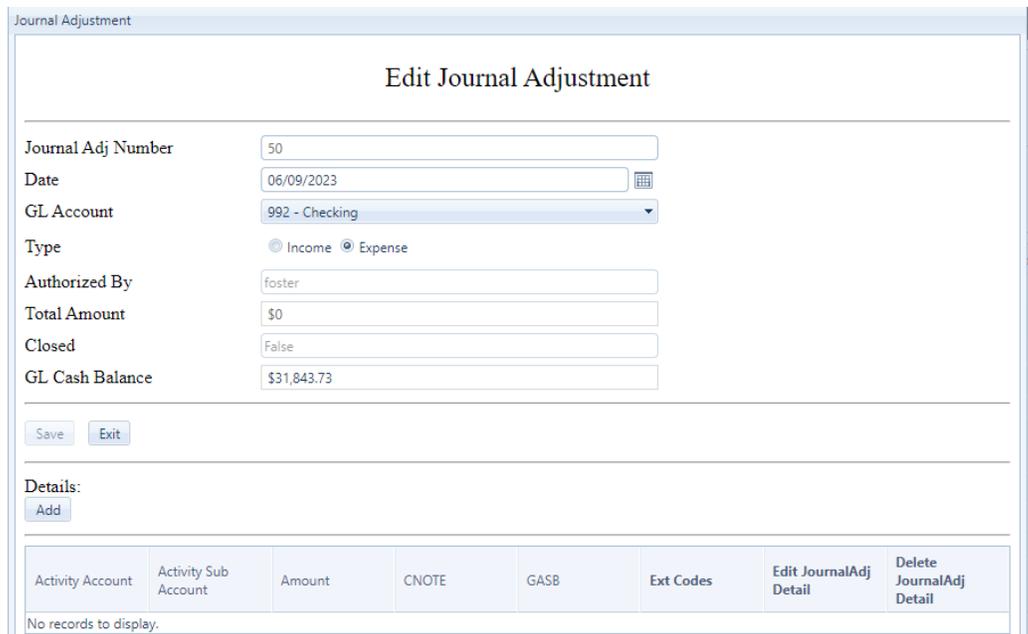
## B. Service Charges

This entry records the amount of service charge debited to the school’s checking account.

Go to ‘**Accounting/Accounting/Journal Adjustments**’

Click **[Add New Journal Adjustment]**. This will open to the **Create Journal Adjustment** screen. Enter the following information:

- **Journal Adj Number:** 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:** Click on “Expense” (affects amounts **subtracted** from your bank account) to accept. Press **<Tab>**.
- **Total Amount:** The program will populate once the detail line has been added. This is for informational purposes only.
- **Closed and GL Cash Balance:** The program will display information. This is for informational purposes only.



Journal Adjustment

### Edit Journal Adjustment

Journal Adj Number: 50

Date: 06/09/2023

GL Account: 992 - Checking

Type:  Income  Expense

Authorized By: foster

Total Amount: \$0

Closed: False

GL Cash Balance: \$31,843.73

Save Exit

Details:  
Add

Activity Account	Activity Sub Account	Amount	CNOTE	GASB	Ext Codes	Edit JournalAdj Detail	Delete JournalAdj Detail
No records to display.							

Click on **[Add]** under the Details section to enter account information. This will bring up the **Create Journal Adjustment Detail** screen. Enter the following information:

- **Activity Account:** Click in the account box and enter the activity account number receiving the adjustment or select from the list of accounts. For example: **1001** (Administrative). Press **<Tab>**.
- **Activity Sub Acct:** Press **<Tab>** for no sub account.

- **Std Account Codes (GASB):** Select the GASB code from the drop-down menu. Press <Tab>.
- **Amount:** Enter the amount of the service charge. Press <Tab>.
- **Notes:** Enter a brief description for this adjustment.
- **Extended Codes:** Select the code from the drop-down menu for the Expense Code 1.

The screenshot shows a window titled "Create Journal Adjustment Detail". The form contains the following fields:

Activity Account	1001 - ADMINISTRATIVE
Activity Sub Account	0 - No Sub-Account
Std Account Codes (GASB)	Other Miscellaneous
Amount	\$42
Notes	SERVICE CHARGE
<b>Extended Codes</b>	
Expense Code 1	School Administration
Expense Code 2	
Expense Code 3	
Expense Code 4	

\*\*Depending on your screen size, you may have to scroll down to see the [Save], [Exit] and the [Save and Add] buttons\*\*

This screenshot shows the bottom portion of the "Create Journal Adjustment Detail" form, including the "Extended Codes" section and the action buttons. The "Notes" field contains "SERVICE CHARGE".

<b>Extended Codes</b>	
Expense Code 1	School Administration
Expense Code 2	
Expense Code 3	
Expense Code 4	
Expense Code 5	
Expense Code 6	
Expense Code 7	
Expense Code 8	
Expense Code 9	
Expense Code 10	

At the bottom of the form, there are three buttons: "Save", "Exit", and "Save and Add".

Click [Save] at the bottom of the screen to save the activity account information. This will return you to the **Edit Journal Adjustment** screen.

Click [Save]. An Information box will popup stating, "The Journal Adjustment record was saved." Click [Ok] to return to the **Edit Journal Adjustments** screen. The program will stay in the ADD mode to continue adding another journal adjustment.

If no other entries are needed, click **[Exit]** to save this Journal Adjustment and return to the **Journal Adjustment** screen.

Select **Home** from the drop-down menu to return to the **Main** Screen.

### C. NSF Checks/NSF Fee

This entry records the amount of an NSF check debited to the school's checking account and any fee associated with the NSF check.

**\*\*NOTE: This is new for the EPES Platinum program\*\***

Go to **'Accounting/Accounting/Journal Adjustments'**

Click **[Add New Journal Adjustment]**. This will open to the **Create Journal Adjustment** screen. Enter the following information:

- **Journal Adj Number:** 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:** Click on **"Expense"** (affects amounts **subtracted** from your bank account) to accept. Press **<Tab>**.
- **Total Amount:** The program will populate once the detail line has been added. This is for informational purposes only.
- **Closed and GL Cash Balance:** The program will display information. This is for informational purposes only.

Click on **[Add]** under the Details section to enter account information. This will bring up the **Create Journal Adjustment Detail** screen. Enter the following information:

- **Activity Account:** Click in the account box and enter the activity account number receiving the adjustment or select from the list of accounts. For example: **1001** (Administrative). Press **<Tab>**.
- **Activity Sub Acct:** Press **<Tab>** for no sub account.
- **Std Account Codes (GASB):** Select the GASB code from the drop-down menu. Press **<Tab>**.
- **Amount:** Enter the amount of the NSF check (as a **positive** amount). Press **<Tab>**. This will subtract it from your activity account.
- **Notes:** Enter a brief description for this adjustment. You must include the individuals name in description (i.e., NSF – J. Doe)
- **Extended Codes:** Select the code from the drop-down menu for the Expense Code 1.

**\*\*Depending on your screen size, you may have to scroll down to see the [Save], [Exit] and the [Save and Add] button\*\***

NOTE: If the bank charged an NSF fee, then you will need to add a new line item to this entry to enter the fee. Click **[Save and Add]** to create a new adjustment detail line. Otherwise, continue with the following:

Click **[Save]** at the bottom of the screen to save the activity account information. This will return you to the **Edit Journal Adjustment** screen.

Click **[Save]**. An Information box will popup stating, “The Journal Adjustment record was saved.” Click **[Ok]** to return to the **Edit Journal Adjustments** screen. The program will stay in the ADD mode to continue adding another journal adjustment.

If no other entries are needed, click **[Exit]** to save this Journal Adjustment and return to the **Journal Adjustment** screen.

Select **Home** from the drop-down menu to return to the **Main** Screen.

#### D. 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 – If the bank **added** money to a deposit

Go to ‘**Accounting/Accounting/Journal Adjustments**’

Click **[Add New Journal Adjustment]**. This will open to the **Create Journal Adjustment** screen. Enter the following information:

- **Journal Adj Number:** 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:** Click on “Income” (affects amounts **added** to your bank account) to accept. Press **<Tab>**.
- **Total Amount:** The program will populate once the detail line has been added. This is for informational purposes only.
- **Closed and GL Cash Balance:** The program will display information. This is for informational purposes only.

Click on **[Add]** under the Details section to enter account information. This will bring up the **Create Journal Adjustment Detail** screen. Enter the following information:

- **Activity Account:** Click in the account box and enter the activity account number receiving the adjustment or select from the list of accounts. For example: **1001** (Administrative). Press **<Tab>**.
- **Activity Sub Acct:** Press **<Tab>** for no sub account.
- **Std Account Codes (GASB):** Preselected to “None”. Press **<Tab>**.
- **Amount:** Enter the amount. Press **<Tab>**.
- **Notes:** Enter a brief description for this adjustment.
- **Extended Codes:** Select the code from the drop-down menu for the Revenue Code 1.

\*\*Depending on your screen size, you may have to scroll down to see the **[Save]**, **[Exit]** and the **[Save and Add]** buttons\*\*

Click **[Save]** at the bottom of the screen to save the activity account information. This will return you to the **Edit Journal Adjustment** screen.

Click [**Save**]. An Information box will popup stating, “The Journal Adjustment record was saved.” Click [**Ok**] to return to the **Edit Journal Adjustments** screen. The program will stay in the ADD mode to continue adding another journal adjustment.

If no other entries are needed, click [**Exit**] to save this Journal Adjustment and return to the **Journal Adjustment** screen.

Select **Home** from the drop-down menu to return to the **Main** Screen.

ii. **Deposit Adjustments** – If the bank **subtracted** money from a deposit

**\*\*NOTE: This is new for the EPES Platinum program\*\***

Go to ‘**Accounting/Accounting/Journal Adjustments**’

Click [**Add New Journal Adjustment**]. This will open to the **Create Journal Adjustment** screen. Enter the following information:

- **Journal Adj Number:** 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:** Click on “**Expense**” (affects amounts **subtracted** from your bank account) to accept. Press <Tab>.
- **Total Amount:** The program will populate once the detail line has been added. This is for informational purposes only.
- **Closed and GL Cash Balance:** The program will display information. This is for informational purposes only.

Click on [**Add**] under the Details section to enter account information. This will bring up the **Create Journal Adjustment Detail** screen. Enter the following information:

- **Activity Account:** Click in the account box and enter the activity account number receiving the adjustment or select from the list of accounts. For example: **1001** (Administrative). Press <Tab>.
- **Activity Sub Acct:** Press <Tab> for no sub account.
- **Std Account Codes (GASB):** Select the GASB code from the drop-down menu. Press <Tab>.
- **Amount:** Enter the amount (as a **positive** amount). Press <Tab>. This will subtract money from your activity account.
- **Notes:** Enter a brief description for this adjustment.
- **Extended Codes:** Select the code from the drop-down menu for the Expense Code 1.  
**\*\*Depending on your screen size, you may have to scroll down to see the [Save], [Exit] and the [Save and Add] buttons\*\***

Click [**Save**] at the bottom of the screen to save the activity account information. This will return you to the **Edit Journal Adjustment** screen.

Click [**Save**]. An Information box will popup stating, “The Journal Adjustment record was saved.” Click [**Ok**] to return to the **Edit Journal Adjustments** screen. The program will stay in the ADD mode to continue adding another journal adjustment.

If no other entries are needed, click [**Exit**] to save this Journal Adjustment and return to the **Journal Adjustment** screen.

Select **Home** from the drop-down menu to return to the **Main** Screen.

- iii. **Check Adjustments** – if the bank **added** money to the check (i.e., a check cleared for more, a check cleared twice, etc.)

Go to ‘**Accounting/Accounting/Journal Adjustments**’

Click [**Add New Journal Adjustment**]. This will open to the **Create Journal Adjustment** screen. Enter the following information:

- **Journal Adj Number:** 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:** Click on “Expense” (affects amounts **subtracted** from your bank account) to accept. Press <Tab>.
- **Total Amount:** The program will populate once the detail line has been added. This is for informational purposes only.
- **Closed and GL Cash Balance:** The program will display information. This is for informational purposes only.

Click on [**Add**] under the Details section to enter account information. This will bring up the **Create Journal Adjustment Detail** screen. Enter the following information:

- **Activity Account:** Click in the account box and enter the activity account number receiving the adjustment or select from the list of accounts. For example: **1001** (Administrative). Press <Tab>.
- **Activity Sub Acct:** Press <Tab> for no sub account.
- **Std Account Codes (GASB):** Select the GASB code from the drop-down menu. Press <Tab>.
- **Amount:** Enter the amount (as a **positive** amount). Press <Tab>.
- **Notes:** Enter a brief description for this adjustment.
- **Extended Codes:** Select the code from the drop-down menu for the Expense Code 1.  
\*\*Depending on your screen size, you may have to scroll down to see the [**Save**], [**Exit**] and the [**Save and Add**] buttons\*\*

Click [**Save**] at the bottom of the screen to save the activity account information. This will return you to the **Edit Journal Adjustment** screen.

Click [**Save**]. An Information box will popup stating, “The Journal Adjustment record was saved.” Click [**Ok**] to return to the **Edit Journal Adjustments** screen. The program will stay in the ADD mode to continue adding another journal adjustment.

If no other entries are needed, click [Exit] to save this Journal Adjustment and return to the **Journal Adjustment** screen.

Select **Home** from the drop-down menu to return to the **Main** Screen

- iv. **Check Adjustments** – If the bank **subtracted** money from the check. (i.e., a check cleared for less, etc.)

**\*\*NOTE: This is new for the EPES Platinum program\*\***

Go to ‘**Accounting/Accounting/Journal Adjustments**’

Click [**Add New Journal Adjustment**]. This will open to the **Create Journal Adjustment** screen. Enter the following information:

- **Journal Adj Number:** 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:** Click on “**Income**” (affects amounts **added** to your bank account) to accept. Press <Tab>.
- **Total Amount:** The program will populate once the detail line has been added. This is for informational purposes only.
- **Closed and GL Cash Balance:** The program will display information. This is for informational purposes only.

Click on [**Add**] under the Details section to enter account information. This will bring up the **Create Journal Adjustment Detail** screen. Enter the following information:

- **Activity Account:** Click in the account box and enter the activity account number receiving the adjustment or select from the list of accounts. For example: **1001** (Administrative). Press <Tab>.
- **Activity Sub Acct:** Press <Tab> for no sub account.
- **Std Account Codes (GASB):** Preselected to “None”. Press <Tab>.
- **Amount:** Enter the amount (as a **positive** amount). Press <Tab>. This will add the funds back to your account.
- **Notes:** Enter a brief description for this adjustment.
- **Extended Codes:** Select the code from the drop-down menu for the Revenue Code 1.

**\*\*Depending on your screen size, you may have to scroll down to see the [Save], [Exit] and the [Save and Add] buttons\*\***

Click [**Save**] at the bottom of the screen to save the activity account information. This will return you to the **Edit Journal Adjustment** screen.

Click [**Save**]. An information box will popup stating, “The Journal Adjustment record was saved.” Click [**Ok**] to return to the **Edit Journal Adjustments** screen. The program will stay in the ADD mode to continue adding another journal adjustment.

If no other entries are needed, click [**Exit**] to save this Journal Adjustment and return to the **Journal Adjustment** screen.

Select **Home** from the drop-down menu to return to the **Main** Screen.

## XII. MONTH END BALANCING PROCEDURES

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

\*\*\* This is new for the EPES Platinum program\*\*\*

### A. Bank Reconciliation Preparation

These reports will be printed to use when clearing deposits (Step 1) of the bank reconciliation process.

#### i. Online School Payments Statement in the OSP Program

In the OSP (OSMS) program, click on the Statements tab, select the statement(s) for the applicable month you are balancing. This report(s) must be printed to attach to your financial statement (we only need the first page or two which shows the Fund Accts (do not include the Order and Return Detail pages). This report(s) will be included with your financial statement.

#### ii. OTR Multi Deposit by Teacher- Summary in the OSP Program

In the OSP (OSMS) program, click on the Reports tab, select “Statement and Deposits”, then “OTR Multi Deposit by Teacher – Summary”. Once selected, you will need to print this report for the applicable month you are balancing. This report will be included with your financial statement.

Once the report is printed,

➤ You will need to total the report since OSP does not total the report.

The total of this report will need to be compared to the **OTR Receipts Recorded in the EPES program**, which will be printed below (iv). The totals should agree. If the totals do not agree, contact the Auditing Department.

#### iii. On-line (OSMS) Deposits recorded in EPES Program

This report will print a list of receipts posted in EPES by OSMS to verify that the ACH deposits have been posted to your bank statement. On-Line (OSMS) deposits should be posted to your account and EPES on the 1<sup>st</sup> and 16<sup>th</sup> of the month. This report will be included with your monthly financial statement.

**NOTE:** This report will need to be printed to use in Deposits (Step 1). The EPES program does not reflect the OSMS deposits on the screen. Therefore, you will need to verify the OSMS deposits from this report to the deposits listed on the bank statement.

Go to ‘School 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** beneath the “Fields” column heading.
- **Month Is** beneath the “Operators” column heading.

- Enter the month in the box beneath the “Compare to” column heading.

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

Build a second query by selecting the following conditions:

- **Date** beneath the “Fields’ Column heading.
- **Year Is** (must enter 4-digit year) beneath the “Operators” column heading.
- Enter the current year in the box beneath the “Compare to” box.

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

Build a third query for this report by selecting the following conditions:

- **Payment Type** beneath the “Fields” column heading.
- **Equal to** beneath the “Operators” column heading.
- Enter **R** in the box beneath the “Compare to” column heading.

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

Click [**Print**]. Once printed, it will return you to the preview screen. Click the X in the top right corner to return to the **List of Receipts by Receipt** screen.

Select **Home** from the drop-down menu to return to the **Main** screen.

#### iv. **OTR Receipts (OSMS) recorded in the EPES Program**

This report will print a list of OTR receipts posted in EPES by OSMS to verify that the funds were deposited and posted to your bank statement. This report will be included with your monthly financial statement.

**NOTE:** This report will need to be printed to compare to the OTR Multi Deposit by Teacher – Summary to ensure that all funds recorded in the OSP (OSMS) program were imported into the EPES program.

The EPES program does not reflect the OTR – OSMS Deposits on the screen. Therefore, you will need to verify that the Grand Total from this report agrees to the to the Grand Total on the OTR Multi Deposit by Teacher- Summary Report.

Go to ‘**School 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** beneath the “Fields’ column heading.
- **Month Is** beneath the “Operators” column heading.
- Enter the month in the box beneath the “Compare to” column heading.

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

Build a second query by selecting the following conditions:

- **Date** beneath the “Fields’ Column heading.
- **Year Is** (must enter 4-digit year) beneath the “Operators” column heading.

- Enter the current year in the box beneath the “Compare to” box.

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

Build a third query for this report by selecting the following conditions:

- **Payment Type** beneath the “Fields” column heading.
- **OR** beneath the “Operators” column heading.
- Enter **C,K** in the box beneath the “Compare to” column heading. It is important that you type the comma between the letters and do not enter any spaces.

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

Build a fourth query for this report by selecting the following conditions:

- **Vendor Code** beneath the “Fields” column heading.
- **Equal to** beneath the “Operators” column heading.
- Enter **OSMS** in the box beneath the “Compare to” column heading.

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

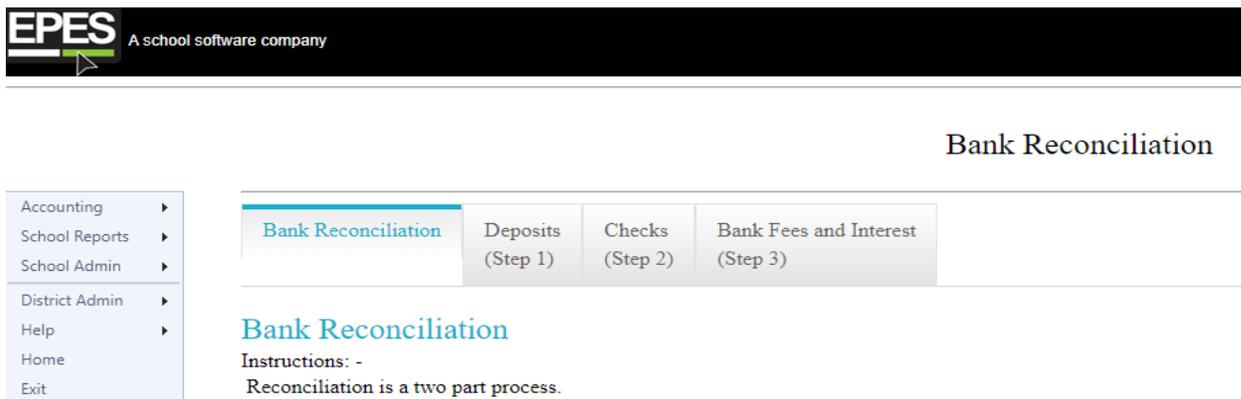
Click [**Print**]. Once printed, it will return you to the preview screen. Click the X in the top right corner to return to the **List of Receipts by Receipt** screen.

Select **Home** from the drop-down menu to return to the **Main** screen.

## B. Bank Reconciliation

Go to ‘**School Reports/Accounting/Bank Reconciliation**’

This will bring up the **Bank Reconciliation** screen. **DO NOT PRINT THE BANK RECONCILIATION AT THIS POINT.** Each step of the balancing procedure will be completed from this screen. Once all steps have been completed, then you will print the bank reconciliation.



EPES A school software company

### Bank Reconciliation

- Accounting ▶
- School Reports ▶
- School Admin ▶
- District Admin ▶
- Help ▶
- Home
- Exit

<b>Bank Reconciliation</b>	Deposits (Step 1)	Checks (Step 2)	Bank Fees and Interest (Step 3)
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**Bank Reconciliation**  
Instructions: -  
Reconciliation is a two part process.

### i. Deposits (Step 1)

There will be three types of deposits to verify: Regular Bank Deposits, OSMS deposits and OTR deposits.

a. Verify Regular Bank Deposits

Select the Deposits tab to bring up the **Clear Deposits** screen.

At this time, you will compare the deposits listed on your bank statement to the deposits listed on the screen. Enter the following:

**GL Account:** Should be selected to 992- Checking. Do not change.

**Deposit Cleared Date:** This should be the last day of the month you are balancing. Type the date or select the date from the calendar popup.

From the list provided on the screen, select the check box next to any deposits you find that match your bank statement. Only select deposits that are on your bank statement.

**Note:** Do not select a deposit that was made in the current month if it is not on your bank statement. This would be an outstanding deposit.

### Clear Deposits

---

Instructions: -  
Verify Deposits.

Please compare any deposits that have been entered into EPES Platinum to those found on your bank statement. Check the check box next to any deposits you find below that match your bank statement. After you have found all of the deposits, and checked each box, click the "Clear Deposits" button.

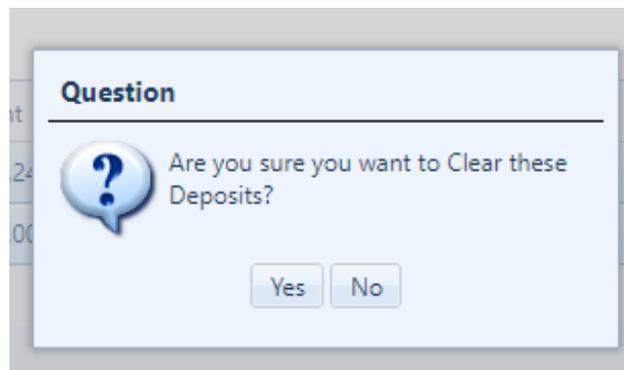
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GL Account 992 - Checking

Deposit Cleared Date 06/30/2023

<input type="checkbox"/> Select All	Amount	Deposit Date
<input type="checkbox"/>	\$30.00	06/05/2023
<input type="checkbox"/>	\$85.00	06/21/2023
	\$0.00	

Click [**Clear Deposits**]. A Question box will popup asking, "Are you sure you want to Clear these Deposits?"



Click [**Yes**] to clear deposits.

An Information box will popup stating, “The deposits were cleared successfully.” Click [**Ok**] to return to the **Bank Reconciliation** screen.

\*\*\* **This is new for the EPES Platinum program**\*\*\*

### **Correcting a Deposit Cleared Date**

If you accidentally cleared a deposit or used the incorrect date and you have exited the “Clear Deposits” section, you must do the following to correct it:

Go to ‘**Accounting/Accounting/Deposits/Deposits**’

Find the deposit in the list that you need to edit and click on the person/pencil icon (👤) beneath the “View Deposit” column to bring up the deposit record.

Click [**Edit**]. Click in the “Date Cleared” field and either change the date or delete the date by pressing <**Delete**> on your keyboard.

Click [**Save Deposit**].

An Information box will popup stating, “The record was saved.” Click [**Ok**] to return to the **Deposits** screen.

Select **Home** from the drop-down menu to return to the **Main** Screen.

#### b. Verify On-line (OSMS) Deposits

You will use the report printed in step A. Bank Reconciliation Preparation, section iii (On-line (OSMS) Deposited recorded in the EPES program) to verify the OSMS deposits listed on the bank statement.

When the OSMS deposits are posted into your EPES program, they post directly to the 992-Checking account. Therefore, these deposits will not show up on the **Clear Deposits** screen for deposits to be reconciled to the bank statement. This is the reason for the EPES printed reported.

#### c. Verify OTR (OSMS) Receipts/Bookkeeper Deposit

You will use the report printed in step A. Bank Reconciliation Preparation, section ii (OTR Multi Deposit by Teacher- Summary in the OSP Program) to verify the OTR deposits listed on the bank statement.

When the OSMS receipts are posted into your EPES program, they post directly to the 992-Checking account. Therefore, the deposits made at the bank will not show up on the **Clear Deposits** screen for deposits to be reconciled to the bank statement. This is the reason for the OSP printed report.

**ii. Checks (Step 2)**

Select the Checks tab to bring up the **Clear Checks** screen.

Each month you must “clear” the checks that clear the bank to remove them from the Outstanding Checks report. Any checks left unchecked will appear on the Outstanding Check report.

To Clear Checks, enter the following:

**GL Account:** Should be selected to 992- Checking. Do not change.

**Check Cleared Date:** This should be the last day of the month you are balancing. Type the date or select the date from the calendar popup.

A list of outstanding checks is listed on the screen.

To clear a check, click on the box that corresponds with the appropriate check number. A check mark will appear in the “clear” box beneath the “Select All’ column heading. To unmark an entry, click on the “clear” box again.

The “Grand Total” at the bottom of the screen should match the checks cleared during the month (See image below).

**Note:** The “Grand Total” may not match the bank statement total if other withdrawals are included with check totals on your bank statement.

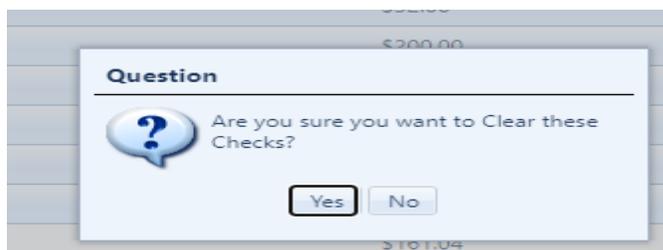
GL Account

Check Cleared Date

<input type="checkbox"/> Select All	Check No.	Amount	Check Date
<input type="checkbox"/>	6508	\$161.04	06/01/2023
<input checked="" type="checkbox"/>	6509	\$3,120.00	06/01/2023
<input type="checkbox"/>	6510	\$20.00	06/01/2023
<input type="checkbox"/>	6512	\$150.00	06/01/2023
<input type="checkbox"/>	6513	\$102.25	06/01/2023
<input type="checkbox"/>	6514	\$128.62	06/01/2023
<input type="checkbox"/>	6515	\$35.00	06/01/2023
<input type="checkbox"/>	6516	\$15.00	06/01/2023
<input type="checkbox"/>	6517	\$25.03	06/05/2023
		<b>Grand Total:</b> \$3,120.00	

Click on **[Clear Checks]** when you have marked all checks that have cleared the bank.

A Question box will popup asking, “Are you sure you want to Clear these Checks?”



Click **[Yes]** to clear the checks.

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

An Information box will popup stating, “The checks were cleared successfully.”  
Click [Ok] to return to the Bank Reconciliation screen.

\*\*\* This is new for the EPES Platinum program\*\*\*

### **Correcting a Check Cleared Date**

**If you accidentally cleared a check or used the incorrect date and you have exited the “Clear Checks” section, please call the Audit Department for assistance.**

### **iii. Bank Fees and Interest (Step 3)**

Select the Bank Fee and Interest tab to bring up the **Journal Adjustments** screen.

All adjusting entries (i.e., interest, service charges, NSF checks, etc) must be entered in the system prior to balancing.

To enter journal adjustments, Click [Add New Journal Adjustment] to bring up the **Create Journal Adjustment** screen.

See **Section XI. Journal Adjustments** for instructions on each adjustment type that may need to be entered.

**Note:** *When adding journal adjustments from the bank statement, you will not be able to mix revenue and expense journal adjustments. If you have both, you will need to save each journal adjustment before changing to the Income or Expense selection.*

An Information box popup stating, “The Journal Adjustment record was saved.”

Click [Ok] to return to the **Edit Journal Adjustment** screen to add a new journal adjustment.

If an error has occurred when entering Journal adjustments while balancing, you will need to go to: ‘**Accounting/Accounting/Journal Adjustments**’ to correct errors.

### **iv. Bank Reconciliation**

Once Deposits and Checks have been cleared and journal adjustments have been entered, then you can select the **Bank Reconciliation** tab to bring up the **Bank Reconciliation** screen.

At the **Bank Reconciliation** screen, enter the following:

**Bank Account:** Verify that is pre-selected to 992 – Checking.

**Begin Date:** Click in the begin date field to enter the first day of the month you are balancing. (i.e.,06/01/2023) and press <Tab> **twice** to get to the end date field.

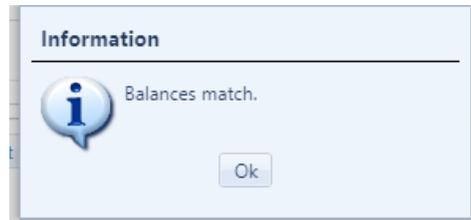
**End Date:** Enter the last day of the month you are balancing (i.e.,06/30/2023) and press <Tab> **twice** to get to the ending balance field.

**Ending Balance From Bank Statement:** Enter the ending balance from your bank statement and press <Enter>.

Click on [**Refresh Balances**] located at the bottom of the screen.

➤ **If you are in balance,**

An Information box will pop up stating, “Balances Match.”



Click [**Ok**] to return to the Bank Reconciliation screen.

Click [**Print**] to print the Bank Reconciliation Report.

Once the report has been printed, review the report to ensure that the two Cash Balance totals (Bank Statement Cash Balance and EPES Checking Balance) agree to the Ending Balance – 992 Checking line under the Summary of Assets Accounts.

**NOTE: The 991 – Cash on Hand line under the Summary of Assets Accounts on this report must have a beginning and ending balance of 0.00 for the month. If not, there is a problem with your receipts and/or general ledger transfers for the month.**

If any of these three balances are not in agreement, the discrepancy must be researched, and the necessary corrections made to truly balance.

Date From	06/01/2023	<b>Checking Account</b>	
Date To	06/30/2023	<b>992</b>	

Bank Statement Ending Balance Dated: 06/30/2023	\$1,500.00
Outstanding Deposits (uncleared deposits) Add	\$2,050.00
Outstanding Checks (uncleared checks) Subtract	\$3,539.00
Bank Statement Cash Balance: 06/30/2023	<b>\$3,539.00</b>

EPES Checking Balance Dated: 06/30/2023	\$3,539.00
Total Bank Deposits (Add)	\$0.00
Total Checks and Withdrawals (Subtract)	\$0.00
EPES Checking Balance Dated: 06/30/2023	<b>\$3,539.00</b>

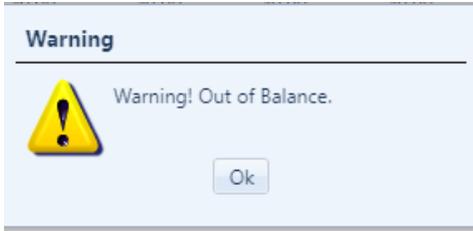
**Summary of Asset Accounts**

Gl Acct	Acct Name	Begin Bal	Receipts / Journal Adj In	Checks Journal Adj Out	GL Transfers	Ending Balance
990	Petty Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
991	Cash on Hand	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
992	Checking	\$3,539.00	\$0.00	\$0.00	\$0.00	<b>\$3,539.00</b>
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>\$3,539.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,539.00</b>

**Ending Balance From Bank Statement: \$1,500.00**  
 Balances Match.

➤ **If you are out of balance,**

A Warning message will pop up stating, “Warning! Out of Balance.”



Click [Ok] to return to the **Bank Reconciliation** screen.

The Out of Balance Amount will be at the bottom left of the screen under the Summary section.

<b>Out of Balance Amount</b> =(\$5,147.35)
<input type="button" value="Refresh Balances"/> <input type="button" value="Preview"/> <input type="button" value="Print"/> <input type="button" value="Email Report"/> <input type="button" value="Exit"/>

Click [Print] to print the Bank Reconciliation to aid you in balancing.

For suggestions on balancing, refer to **Section XIII- What to do when you are out of balance**. If you are having trouble balancing, please contact your school auditor who will be able to help you.

### C. Reports for Financial Statement

#### i. Outstanding Checks Report

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

Go to ‘**School 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., 06/30/2023). Press <Tab>.
- **Checking Acct:** Verify that the 992-Checking account is selected.

**List of Outstanding Checks**

Preview Print Export To Excel Exit

Report Title

Thru what Date

Checking Account

Click [Print].

**NOTE: The totals in this report must agree with the Outstanding Checks amount on the Bank Reconciliation Report.**

#### ii. List of Deposits

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 ‘**School Reports/Accounting/Sequential List/List of Deposits/By Date**’

**Begin Date:** Click in the begin date field to enter the first day of the month you are balancing. (i.e., 06/01/2023) and press <Tab> **twice** to get to the end date field.

**End Date:** Enter the last day of the month you are balancing (i.e., 06/30/2023) and press <Tab>.

**Filter:** Leave pre-set to “All”

Click [Print] to bring up the Print Preview screen.

Click [Print].

### iii. 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.

Go to ‘School Reports/Accounting/Activity Ledger’

Enter the following:

- **Report Title:** Enter a title for this report (optional). Press <Tab>.
- **Account Range Begin:** Click on the down arrow and select **0 – No Activity Account**.

**NOTE: This is for OSMS purposes. Any account errors in the product set up will automatically be posted to the 0 – No Activity Account.**

- **Account Range End:** 999999 is the highest account to be included in this report.
- **GL Range Begin:** Should be set to 991- Cash on Hand. Press <Tab>
- **GL Range End:** Should be set to 994- Investments. Press <Tab>
- **Begin Date:** Enter the beginning date for the month balanced (i.e.,06/01/2023). Press <Tab>.
- **End Date:** Enter the ending date for the month balanced (i.e.,06/30/2023). Press <Tab>.
- **Report Options (See images below):**

Under the **Report Types** tab: Verify that Financial Report is automatically marked.



Under the **Presentation Options** tab:

**Summarize on digit:** Click to highlight # and enter **3**.

**Note:** This option will print your report in groups of accounts. **Always enter the number 3** (third digit moving from left to right) as the digit to summarize on. You will get subtotals for your 1000 account, 2000 accounts, etc. The program will give you a subtotal when the digit you selected changes.

**Report Options**

Report Types    Presentation Options

3 Summarize on Digit (Only 1-6)

Account Group Totals

Exclude Zero Balances

Sort by Account 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”.**

#### iv. Adjustment Journal Report

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

Go to ‘**School Reports/Accounting/Journal Adjustments/ By Income/Expense**’

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

- **Adj. Date** beneath the “Fields” column heading.
- **Month Is** beneath the “Operators” column heading.
- Enter the month in the box beneath the “Compare to” box. The month format is 01, 02, 03, etc.

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

Build another query by selecting the following conditions:

- **Adj. Date** beneath the “Fields” column heading.
- **Year Is** (must enter the 4-digit year) beneath the “Operators” column heading.
- Enter the current year in the box beneath the “Compare to” box.

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

Click **[Print]**.

**v. Sequential List of Activity Transfers**

This report prints a list of activity account transfers for the month.

Go to ‘School Reports/Accounting/Sequential Lists/List of Activity Transfers’

- **Report Title:** (Optional) Enter a title for this report (i.e., June 2023 Transfers). Press <Tab>.
- **Begin Date:** Enter the beginning date for the month balanced (i.e., 06/01/2023). Press <Tab> twice.
- **End Date:** Enter the ending date for the month balanced (i.e., 06/30/2023). Press <Tab> twice.
- **Account Range Begin:** Press <Tab> - 1 is the lowest account to include in this report.
- **Account Range End:** 999999 is the highest account to be included in this report.

Click [Print].

**NOTE:** If there are no transfers for the month, the report will populate in the Preview screen with the message: “No Data”. Click the Printer icon (shown below) to print the report.



vi. **Monthly 1099 Verification Report**

All checks for security guards must be marked as 1099. If the check has been marked correctly, it will print on the Sequential List of Checks by Vendor report with a “Yes” under the 1099 column.

The following report will be printed each month as part of your Month End Balancing Procedures. Once the report is printed, it is your responsibility to review the report for errors. If there is an error, you will need to go to “Checks Paid” and edit the check to mark it for 1099.

Go to ‘**School Reports/Accounting/Sequential List/List of Checks/By Vendor**’

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

- **Vendor Code** beneath the “Fields” column heading.
- **Ends With** beneath the “Operators” column heading.
- Enter the # symbol in the box beneath the “Compare to” box. This will include all vendor codes that end with a number.

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

Build a second query by selecting the following conditions:

- **Check Date** beneath the “Fields” column heading.
- **Month Is** beneath the “Operators” column heading.
- Enter the month in the box beneath the “Compare to” box. The month format is 01, 02, 03, etc.

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

Build a third query by selecting the following conditions:

- **Check Date** beneath the “Fields” column heading.
- **Year Is** (must enter the 4-digit year) beneath the “Operators” column heading.
- Enter the current year in the box beneath the “Compare to” box.

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

**NOTE: THE REPORTS IN SECTIONS A. – C(I-VI). (above) MUST BE INCLUDED WITH YOUR FINANCIAL STATEMENT ALONG WITH THE OPEN PO REPORT GENERATED AT THE BEGINNING OF EACH MONTH.**

#### **D. Additional Monthly Reports**

The following reports should be printed once the Bank Reconciliation and Activity Ledger Reports are in balance. The reports in this section are to be maintained on file at the school with your financial records.

**Note:** Each of the following reports should be filed separately in a file folder for the fiscal year (June – May). For example, the Sequential List of Checks report should be filed in a folder labeled the same and all the check reports for the fiscal year would be placed in this folder. (See Section XVI – Filing System for EPES Records and Reports for recommendations.)

##### **i. Sequential List of Checks**

This report prints a list of checks issued (including void checks) for the month. Once printed, please review to ensure all check numbers issued for the month are included and accounted for (no gaps in check # sequence).

Go to **‘School Reports/Accounting/Sequential Lists/List of Checks/By Check Num’**

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

- **Date** beneath the “Fields” column heading.
- **Month Is** beneath the “Operators” column heading.
- Enter the month in the box beneath the “Compare to” box. The month format is 01, 02, 03, etc.

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

Build another query by selecting the following conditions:

- **Date** beneath the “Fields” column heading.
- **Year Is** (must enter the 4-digit year) beneath the “Operators” column heading.
- Enter the current year in the box beneath the “Compare to” box.

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

Click **[Print]**.

##### **ii. Sequential List of Receipts**

This report prints a list of receipts issued for the month. Once printed, please review to ensure all receipts issued for the month are included and accounted for (no gaps in receipt # sequence).

Go to **‘School 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** beneath the “Fields” column heading.
- **Month Is** beneath the “Operators” column heading.
- Enter the month in the box beneath the “Compare to” box. The month format is 01, 02, 03, etc.

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

Build another query by selecting the following conditions:

- **Date** beneath the “Fields” column heading.
- **Year Is** (must enter the 4-digit year) beneath the “Operators” column heading.
- **Enter** the current year in the box beneath the “Compare to” box.

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

Click [**Print**].

### iii. Sequential List of General Ledger Transfers

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**. This report includes a note field which includes the receipt number that are tied to each deposit. This report will be attached to the Sequential List of Receipts for your files.

Go to ‘**School Reports/Accounting/Sequential Lists/List of GL Transfers**

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

- **Date** beneath the “Fields” column heading.
- **Month Is** beneath the “Operators” column heading.
- Enter the month in the box beneath the “Compare to” box. The month format is 01, 02, 03, etc.

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

Build another query by selecting the following conditions:

- **Date** beneath the “Fields” column heading.
- **Year Is** (must enter the 4-digit year) beneath the “Operators” column heading.
- **Enter** the current year in the box beneath the “Compare to” box.

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

Click [**Print**].

### iv. Reconciliation Report – Activity Accounts

This report prints a detailed summary of all activity accounts in EPES. The beginning balance for the first of the month is shown, along with all receipts, disbursements, and activity account transfers in separate columns. The ending balance for the month is also shown.

Go to ‘**School Reports/Accounting/Reconciliation**’

Enter the following:

- **Report Title:** Enter a title for this report (i.e., June 2023 Reconciliation Report). Optional. Press <Tab>.
- **Account Range Begin:** Click on the down arrow and select **0 – No Activity Account**. Press <Tab>.

**NOTE: This is for OSMS purposes. Any account errors in the product set up will automatically be posted to the 0 – No Activity Account.**

- **Account Range End:** 999999 is the highest account to be included in this report. Press <Tab>.

- **GL Range Begin:** Press <Tab>.
- **GL Range End:** Press <Tab>.
- **Begin Date:** Enter the beginning month date. Press <Tab> **twice**.
- **End Date:** Enter the month-end date.

Under the **Report Options** (see below):

Click on the box to the left of the “**Include GL Accounts**” to de-select this option (This will remove the check mark and will not print the GL Accounts.) The GL Accounts are not necessary to print.

**Reconciliation Report**

Preview Print Export Excel Email Advisor Exit

Report Title:

Account Range Begin: 0 - No Activity Account

Account Range End: 999999

GL Range Begin: 990 - Petty Cash

GL Range End: 994 - Investments

Begin Date: 6/1/2023

End Date: 6/30/2023

**Report Options**

Separate page for each account/advisor

Exclude Accounts with No Balance or Activity for Period

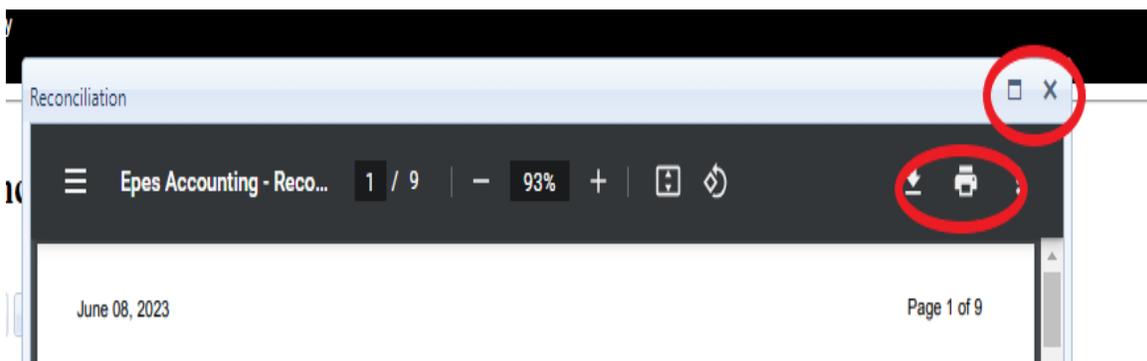
Sort by Advisor

Include GL Accounts

Click [**Print**] to bring up the Print Preview screen.

Click on the Printer  icon to print the report.

Click the **X** in the top right corner of the Print Preview screen to return to the **Reconciliation Report** screen.



Click [**Exit**] to return to the **Main** screen.

### E. Monthly Financial Statement

**The monthly financial statement is due to your respective Administrative Director by the 10<sup>th</sup> of the month. Once approved, it will be forwarded to Internal Auditing.**

The following reports should be submitted as the Monthly Financial Statement to the Administrative Director of schools, **in this order**: Please make sure all reports are correct and in agreement with one another.

1. Financial Statement Cover Sheet – The cover sheet is completed with information from the EPES reports, after you have balanced. It is for summary purposes only and is not used in balancing for the month. **Please make sure everything is complete with appropriate initials and signatures where needed.**

**Note:** The Financial Statement Cover Sheet can be found on the Internal Auditing website under the “Bookkeeping Forms” tab. Please be sure you are using the most up-to-date version (August 2023).

2. General Ledger Report/Financial Report (including GL accounts)
3. Bank Reconciliation Report
4. List of Outstanding Checks
5. Copy of bank statement (do not include pages which contain copies of the cancelled checks)
6. Sequential List of Deposits
7. Sequential List of Receipts (R) – OSMS receipts only
8. OSMS statement(s) (if applicable)
9. Sequential List of Receipts (C,K) – OTR receipts only
10. OSP – Multi OTR Deposit Report Summary by Date with Payment Type
11. Journal Adjustments by Income/Expense
12. Any additional journal adjustment support (copy of NSF's, check adjustments, etc.)
13. Arbiter Authorization/JA Approval Form (if applicable) – **Middle and High Schools only**
14. Open Purchase Order Report. If No Data, include printout stating as such.
15. Sequential List of Activity Transfers
16. Completed and approved Activity Account Transfer forms
17. Investment Log (if applicable)
18. Investment interest notices (if applicable)
19. Completed and approved Void Transfer Request form (for GL Deposits and Activity Account Transfers)
20. List of Checks by Vendor/1099 Review (If applicable). If none, please initial cover sheet – **Middle and High Schools only**

## F. Close Month

This option will enable you to close a month's data after you have balanced and printed all monthly reports. Once a month has been closed, all data files associated with that month will be closed and further access to "Add" "Edit" or "Delete" will be denied. After a month has been closed, reports can still be generated.

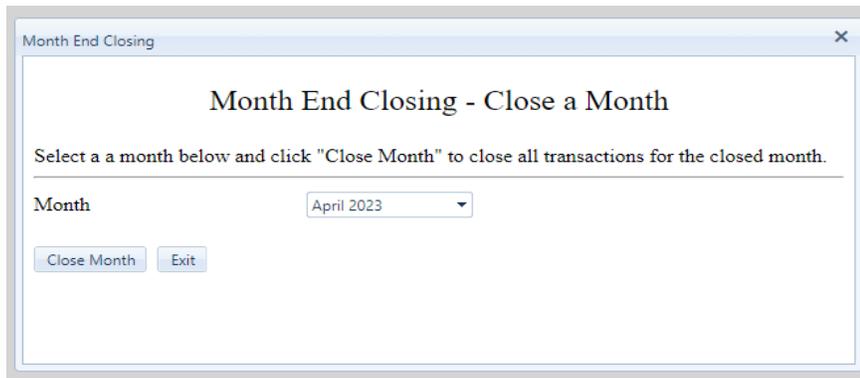
**\*\*You MUST close out each month in the EPES program.\*\***

**NOTE: Be sure to run all reports, clear all checks and double check everything before closing out the month.**

Go to 'School Admin/Utilities/Month End Closing'

Enter the following:

Select the month from the drop-down menu that you need to close. Verify that it is the correct month.



Click [**Close Month**]

An Information box will pop up stating, "The month was closed successfully."

Click [**OK**] to return to the **Main** screen.

### **XIII. 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 in the Bank Reconciliation Report are not equal, then the following suggestions may help in your quest to balance.

- A. Are your journal adjustments dated for the month you are balancing??
- B. Examine all the handwritten items and compare the amounts entered in the computer for accuracy.
- C. Compare the beginning balances on the Ledger Report to the previous month's Ledger Report ending balances. If there is a discrepancy, check each account to see which ones are incorrect. At this point, call the Auditing Department for help.
- D. If the beginning balances agree with the previous month's ending balances, then compare the receipts and disbursements with the credits and debits on the bank statement. This should eliminate any areas that are correct. If either the receipts or disbursements on the Ledger Report do not agree with the credits and debits per the bank statement, then print out the applicable EPES reports for checks and receipts. You will then need to compare each item from the individual reports to the bank statement. For example, if your receipts are off, compare each deposit on the List of Deposits Report with the deposits posted to the bank statement. Look for deposits in transit. If your checks are off, compare each disbursement on the Sequential List of Checks Report to the checks posted to the bank statement.
- E. 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.
- F. 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.
  1. 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. To balance your books, call the Internal Auditing Department for assistance.
  2. 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 Internal Auditing Department for assistance.

## **XIV. END OF YEAR CLOSEOUT**

### **A. Prior to balancing the month of May**

If you wish to delete an account number that is no longer needed, the account must have a zero balance as of May 31<sup>st</sup>. Also, the account must not have any outstanding checks as of May 31<sup>st</sup>. Print an Activity Ledger Report and highlight the account number(s) that will be deleted. Save the highlighted Activity Ledger Report to use when you delete accounts.

**\*\*Accounts cannot be deleted in the month of May. The only time during the school year an account can be deleted is immediately after you have created the new fiscal year. \*\***

### **B. Storing Checks and Receipts**

It is especially 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.

## XV. STARTING A NEW FISCAL YEAR IN EPES

### A. Year-End Closing

Use this option when you are ready to close the current fiscal year and begin the new fiscal year.

After balancing (and closing) the month of May, it will be necessary to open the new fiscal year in the EPES program (but only after you have received verification from our office).

**NOTE:** Please make sure that the month of May is **CLOSED** before you proceed with closing the year.

Go to ‘**School Admin/Utilities/Year-End Closing**’

The Fiscal Year should read the current year (i.e., 06/01/2022 – 05/31/2023).

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

Click [**Close Year Out**].

Year End Closing 2022

*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	06/01/2022	12:00:00 AM
End Fiscal	05/31/2023	12:00:00 AM

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 Year Out** | Close Screen

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A Question box will pop up stating, “**Are you sure you want to close this year?**” Click [**Yes**].

An Information box will pop up stating, “**The year was closed successfully.**” Click [**Ok**] to return to the **Main** screen.

At the **Main** screen, verify that it states, “School Year Being Viewed – 2023”.

You are on the home page.

Welcome - Your user name is  
District Being Viewed - (74008)  
~~School Being Viewed - Demo test (15)~~  
**School Year Being Viewed - 2023**

**\*\*If you receive an error message, contact the Internal Auditing Department\*\***

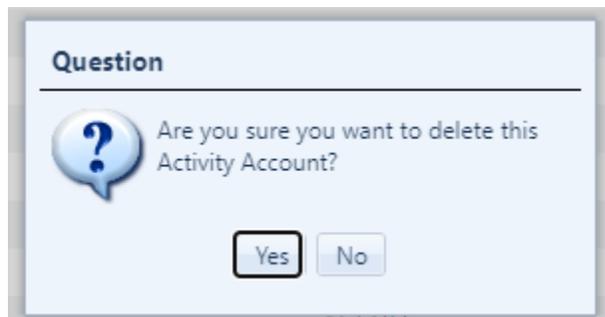
## B. Delete Activity Accounts

The only time during the year an account number can be deleted is immediately after you have opened the new school year (before June is balanced). To delete an account number that is no longer needed, the account must have a zero balance as of May 31<sup>st</sup> and the account must not have any outstanding checks as of May 31<sup>st</sup>. Review the May Ledger Report and highlight the accounts to be deleted.

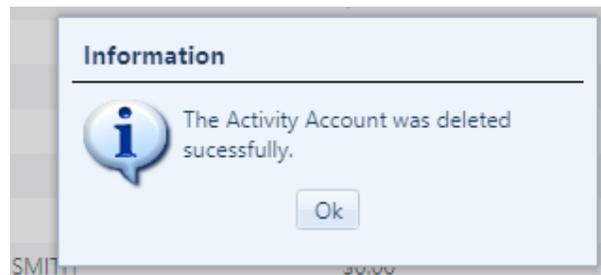
Go to ‘Accounting/Accounting/Accounts/Activity Accounts’

- Find the account you want to delete and click on the red X (✖) to delete the activity account.

A Question box will pop up asking, “Are you sure you want to delete this Activity Account?” Click [Yes] if, you are sure.



An Information box will pop up stating, Activity Account was deleted successfully. Click [Ok].



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

You must document the account/accounts that have been deleted when you send in your June financial report. A written explanation on the financial statement or a copy of May’s Activity Ledger report with the deleted accounts highlighted will be considered sufficient documentation.

## XVI. FILING SYSTEM FOR EPES RECORDS AND REPORTS

The school's fiscal year is from June 1<sup>st</sup> through May 31<sup>st</sup> and all reports should be filed with this in mind.

- A. The “copy” stub of the computer-generated receipts (including voided receipts) should be kept for each separate deposit. The receipts for each deposit should be stapled to a copy of the validated deposit slip and then attached with the supporting documentation and class receipt records. 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 (invoices, purchase order, check request, travel voucher, etc.). These checks (including voided checks) should be filed in folders by month in check number sequence.
- C. Copies of the monthly financial statement submitted to the Administrative Directors should be filed together by the fiscal year. These reports include Financial Statement Cover sheet, General Ledger Report, Bank Reconciliation, copy of the Bank Statement, Outstanding Checks Report, Sequential List of Deposits, Sequential List of Receipts (R), OSMS Statement(s), Sequential List of Receipts (C,K), OSP – Multi OTR Deposit Report, Journal Adjustment Report, Additional Journal Adjustment Support (if applicable), Arbiter Authorization/JA Approval Form – Middle and High School only, Open Purchase Reports, Sequential List of Activity Transfers, Activity Account Transfer forms, Investment Log and Investment interest notices(if applicable), Void Transfer Request Form (if applicable), List of Checks by Vendor/1099 Review – Middle and High Schools only, and any other documentation that is attached to the monthly financial statement.
- D. Monthly bank statements provided by the bank, complete with canceled checks, NSF notices, original deposit slips (everything from the bank), shall be filed in the envelopes in which they come. The month and year should be written on the envelope and filed **in month sequence by fiscal year**. If your bank has image statements, the statements may be filed in binders in month sequence for each fiscal year. Each monthly statement should be separated by post-it flags for quick reference.
- E. The complete Reconciliation Report should be filed in a separate binder/folder in month **sequence for each fiscal year**. Each monthly report should be separated by post-it flags for quick reference.
- F. The other required monthly reports (Checks and Receipts) should be filed in separate binders/folders **in month sequence for each fiscal year**. Each monthly report should be separated by post-it flags for quick reference.
- G. Any other reports that you print may be filed in whatever manner is useful to you.

## XVII. MISCELLANEOUS REPORTS

### A. Chart of Accounts

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

Go to **‘School 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 will not need to build any queries.

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

- **Report Type:** by Account #
- **Sort Order:** Ascending

#### List of Accounts

Preview Print Exit

Report Title

Report Saved Name

Fields	Operators	Compare to
Activity Account Account Name Account Advisor		<input type="text"/>

Add Condition  
Remove  
Clear All  
Save Report

Report Conditions Saved Reports

Report Type Sort Order

by Account #  Ascending

by Account Name  Descending

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Click **[Print]**

If you need a list of accounts for a particular account group (Admin, F/R’s, 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 **‘School 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. 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 period.

Go to ‘School Reports/Accounting/Sequential List/All Transactions by Vendor’

- **Report Title:** Press <Tab>.
- **Account Range Begin:** Press <Tab> - if 1 is the first account number.
- **Account Range End:** Press <Tab> - if 999999 is the last account number.
- **Sub Account Range Begin:** Press <Tab>. **We do not use sub accounts.**
- **Sub Account Range End:** Press <Tab>. **We do not use sub accounts.**
- **Vendor Code Begin:** Enter the vendor code or click on the down arrow box to search from a list of vendors.
- **Vendor Code End:** Enter the same vendor code if you want this report for one specific vendor.
- **Begin Date:** Enter the beginning date for your report. Press <Tab> twice.
- **End Date:** Enter the ending date for your report. Press <Tab>.

Click [Print].

### All Transactions by Vendor - Report

Preview Print Exit

Report Title:	<input type="text"/>
Account Range Begin:	<input type="text" value="1"/>
Account Range End:	<input type="text" value="999999"/>
Sub Account Range Begin:	<input type="text" value="0"/>
Sub Account Range End:	<input type="text" value="999999"/>
Vendor Code Begin:	<input type="text" value="1234 - TARGET"/>
Vendor Code End:	<input type="text" value="1234 - TARGET"/>
Begin Date:	<input type="text" value="6/1/2023"/>
End Date:	<input type="text" value="6/30/2023"/>

### Report Options

Report Types Presentation Options

Sort by Attention Field  
 Sort by Vendor Name  
 Sort by Vendor Code

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

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

Go to ‘School 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** beneath the “Fields” column heading.

- **Is Equal To** beneath the “Operators” column heading.
- Enter the vendor code (as it appears in your vendor listing) in the box beneath 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.

Click [**Print**].

### E. Sponsor Reports

These reports should be printed out each month 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 ‘**School Reports/Accounting/Reconciliation**’

Enter the following:

- **Report Title:** Enter a title for this report. Optional. Press <**Tab**>.
- **Account Range Begin:** 1 is the lowest account to include on this report. Press <**Tab**>
- **Account Range End:** 999999 is the highest account to include in this report. Press <**Tab**>.
- **GL Range Begin:** Press <**Tab**>.
- **GL Range End:** Press <**Tab**>.
- **Begin Date:** Enter the beginning month date. Press <**Tab**> **twice**.
- **End Date:** Enter the month-end date.

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

Under the **Report Options:**

Click on “**Separate page for each account/advisor**” to select. (A check mark will be in the box, if selected).

Click on “**Sort by Advisor**” to select. (A check mark will be in the box, if selected.)

Click on the box to the left of the “**Include GL Accounts**” to de-select this option (This will remove the check mark and will not print the GL Accounts.) The GL Accounts are not necessary to 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 ‘School Reports/Accounting/Activity Ledger’

Enter the following:

- **Report Title:** Enter a title for this report (optional). Press <Tab>.
- **Account Range Begin:** Press <Tab> - 1 is the lowest account to include on this report.
- **Account Range End:** Press <Tab> - 999999 is the highest account to include on this report.
- **GL Range Begin:** Click on the down arrow to select **992 – Checking**. Press <Tab>.
- **GL Range End:** Click on the down arrow to select **992 – Checking**. Press <Tab>.
- **Begin Date:** Enter the beginning date for the fiscal year (i.e., 06/01/2022). Press <Tab>.
- **End Date:** Enter the ending date for the fiscal year (i.e., 05/31/2023). Press <Tab>.
- **Report Options:**  
Under the **Report Types** tab: Verify that Financial Report is automatically marked.

The screenshot shows the 'Report Options' dialog box with the 'Report Types' tab selected. The 'Financial Report' radio button is selected. Other options include 'Year to Date and Current Month', 'Budget Expense Ledger', 'Budget Receipt Ledger', 'Principal Monthly Ledger', and 'Principal's Monthly Report - Florida'.

Under the **Presentation Options** tab:

The screenshot shows the 'Report Options' dialog box with the 'Presentation Options' tab selected. The 'Summarize on Digit (Only 1-6)' field contains the number '3'. Other options include 'Account Group Totals', 'Exclude Zero Balances', and 'Sort by Account Name'.

**Summarize on digit:** Click to highlight # and enter **3**. This option will print your report in groups of accounts. **Always enter the number 3** (third digit moving from left to right) as the digit to summarize on. You will get subtotals for your 1000 account, 2000 accounts, etc. The program will give you a subtotal when the digit you selected changes.

Click [**Print**]. After you print, it will return you to the Print Preview option. Click on the **X** in the top right corner to return to the **Activity Accounts – Ledger Report**.