

EPES School Accounting

BASIC ACCOUNTING
and
Purchase Orders

for Windows

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INTRODUCTION

Welcome to School Accounting for Windows.

Basic Accounting Program Module

This program module helps administrators maintain a more effective control of their funds in a school or district. It is used for Activity Accounting and basic Fund Accounting.

The program allows for a 6 digit account code and 4 digit sub-account code. You'll always know what your current balances are for any Account or GL Account code.

You'll print a wide variety of reports to the screen or printer.

You'll use the mouse or keyboard to operate the program. Pull down Menus and Windows make the program extremely easy and quick to use. You don't have to be a CPA to operate the program. Double entry accounting is done automatically for you.

Help is just a keystroke away! Press [**F1**] or click on Help with the mouse at any time... from anywhere in the program.

Security is built into the program to protect your data from unwanted users. It's simple to use, yet very effective.

Additional Program Modules

There are two additional program modules you may purchase and use with the School Accounting Program for Windows. These programs can work together and save you a lot of time... or you can install and use them separately. The choice is yours.

1) Extended Codes (Expense and Revenue)

This program module is used to increase the expense and revenue coding capabilities associated with each transaction for increased tracking and analysis. It allows the school to define up to ten different categories of expense codes (up to 100 additional digits) and ten categories of revenue codes (up to 100 additional digits) for a total of 200 additional digits of codes. You don't have to use all 200 digits. Only use the digits you'll need.

The program automatically configures itself once the school enters their additional account codes. The automatic default option increases the speed and ease of use when the school has a code that consistently needs to be entered. For example: if you have an FY Code that's the same for each transaction, the default option will automatically enter this for you.

This program also includes an Extended Report option. These reports give you a detailed journal printout of your expenses, receipts, and payables by extended codes. The report sorts all your data by extended code. A subtotal is given for all ten groups of extended codes every time codes change.

2) Purchase Orders

This program module is used to enter, print, and keep track of all purchase orders issued by the school. You can receipt an entire purchase order or line item by clicking one button with your mouse. In addition, you can enter partial receipts for a purchase order line item and make changes as needed. Once all items are received, you can automatically post the purchase order to accounts payable, if you're using the basic accounting module.

The **School Accounting** program can be as simple or complex as your needs require. It is modular in design. Use one program or all programs. You can add these additional programs as the need arises in the school.

The complete program prints over 35 standard reports to help you keep track of all your school accounting needs.

I. Basic Accounting Program.

This manual explains the specific details about the Basic Accounting program. Think of it like a recipe. It contains all the details or what you want to do.

The Basic Accounting manual contains:

<u>Chapter</u>	<u>Information</u>
1	Quick Start , Installing the program and Overview.
2	File Menu , Information to Add to the program.
3	Output Menu , Basic Accounting Reports you can print to the screen or printer.
4	Utilities Menu , Special programs to simplify your accounting work.
5	Registering your Software or Updating your support contract.

- 6 **Questions & Answers**, Answers the most commonly asked questions.

II. EPES Software Reference Manual

This manual explains how to:

- Select Menu Options.
- Use the keyboard or mouse.
- Make Backups of your data.
- Add, Edit, and Delete information... and much more.

The EPES Reference manual contains:

<u>Chapter</u>	<u>Information</u>
1	File Menu , How to select program options, Close Files, select Printers, and Exit the program.
2	Edit Menu , How to Edit entries.
3	Commands Menu , How to use the Tool Bar Menu to add, edit, and view information; how to use keyboard or mouse to move around in the program.
4	Output Menu , How to print reports to the screen or printer.
5	Window Menu , How to move a window on the screen, change it's size, and select other windows on the screen.
6	Utilities Menu , Programs which perform special functions like backing up your data, recreating damaged indexes, etc.
7	Help Menu , How to get help using the program.
8	Administrator Menu , How to add users to the program and assign their rights to add, edit, delete or view information.

Think of the reference manual as an oven. You can use the oven every time you bake. Once you're familiar with how the oven works, you know how to use it for all your recipes.

We have one major objective in mind:

Once you know how to use one EPES program for Windows, you'll know how to use all of them.

How is the Manual Written?

The following information will help you understand how the manual is written.

<u>Symbol</u>	<u>Meaning</u>
[]	Information enclosed in brackets means to press a key. For example, [A] means press the letter A.
< >	Information enclosed in braces means to select a command on the screen. For example, < Add > means select the Add command.
' '	Information enclosed in single quotes means to select a Menu option. For example, ' Accounts ' means select the Accounts option from the Menu.
" "	Information enclosed in double quotes refers to a message on the screen or a section in your manual.
_____:	Information followed by a colon refers to information you are to type into the program. For example, Password: means type in the password.

CHAPTER 1

QUICK START

This chapter is an overview of the Basic Accounting program. You'll learn how to install the program and get started.

Installing the EPES Accounting Program

Place the School Accounting CD in your CD Rom drive, select Run. Enter the following:

```
E:Setup (or whatever drive is assigned to your CD Rom Drive)
```

To install the program, follow the instructions displayed on the screen. When the program has been successfully installed, the final message you'll see will be **"Installation is complete"**. Put the original program CD in a safe storage place.

Installing Additional EPES Accounting Programs

The EPES Accounting program actually includes the Purchase Order and the Extended Code programs. You can preview either of these programs in "Demo" mode at any time by going to the "Switch Program" option and selecting the program you want to preview. If you decide to purchase either of these modules you will only receive a "Registration" diskette which will change these programs from a "Demo" to a fully functional program. Chapter 5 of this manual provides detailed instructions.

Each module purchased will be a 'Demo' until registered.

First Time You Run the Program

After first installing the program, the program is running in 'DEMO' mode. In Demo mode you can test every option in the program.

Registering the Program:

To gain unrestricted access to the program you must register it. To register a program, do the following:

1) Purchased from our Sales Office:

If you ordered the program from our office the registration information is on the CD Rom. Put the CD Rom in your CD Rom Drive.

Under the Utilities Section select

'Registration/Support', select

'Register Program'.

If you are registering from an older version on Diskette, the defaults are correctly set. To register from the CD Rom you will need to check

the box marked "Other Drive Path" and enter your CD Rom drive in the box.

Once the appropriate options are entered select 'OK'.

2) Registering a Demo program downloaded from our Web Site.

If you downloaded the demo program and want to purchase it contact our sales office :1-800-424-7512 or email us at:

sales@epessoftware.com. When payment or Purchase Order is received you will be sent a registration file for the program. Put that file on a floppy diskette and follow the same instructions in step 1 above.

Log In Screen

Enter the following information:

ID: **BK** (press enter)

Password: **PASSWORD** <Enter>

This is the ID and Password for the Bookkeeper. There is also another login ID included which is assigned to the System Administrator. If you do not have a System Administrator you can contact our Support Group to obtain this login ID which will give you unlimited access to any of the file security programs.

You can change the password, under the '**Change Password**' option of the **Utilities Menu**.

Daily Start Up

To start the program, select the School Accounting icon within the EPES Software Group of your **Windows Program Manager**.

Enter your ID: **BK** and

Password: **PASSWORD**

(The Password can be changed at any time under the "Utilities Section".)

CHAPTER 2

File Menu

This chapter explains how to set up your Basic Accounting Program and begin adding information under the **File Menu**.

Setting Up the Basic Accounting Program

Use the following steps to set up your program:

STEP 1 - Get to the Master Menu

Select the School Accounting icon from your Windows Program Manager to start the program.

Enter the following information:

ID: **BK (press enter)**

(or the ID that has been set up for you.)

Password: **PASSWORD**

(or the password you have set up for you.)

The **Master Menu** will appear at the top of the screen:

STEP 2 - Enter your Program Preferences

Select '**Program Preferences**' under the **Utilities Menu**. Complete the information on the screen as explained under the heading "**Program Preferences**" in Chapter 4 of this manual.

STEP 3 - Assign Activity (Fund) Accounts

Your Activity Accounts tell you who can spend or receive money. These might include: Football, Band, Student Council, General Fund, Candy Store, and Interest Income.

Note: For basic Fund Accounting, use the Activity Accounts as a Fund Code. It's recommended that you do not mix activity and fund accounting in the same program. If you want to use the program for both activity and fund accounting, install the program twice, in separate subdirectories. One for activity accounting and the other for fund accounting. For example:

C:\ACTW for activity accounting

C:\FUNDW for fund accounting

Take time **NOW** to organize your accounts. The best way to do this is by grouping your accounts according to the activity or use. Please review the following examples:

Group 1 (Accounts 100-199)

- 100 General Fund
For all funds not tied to a specific activity or club.
- 110 Vending Machine
For vending Machine Sales.
- 120 School Supplies
For school supplies sales, expenses, etc.

Group 2 (Accounts 200-299)

- 200 General Athletics
For all general athletic funds.
- 210 B/Basketball
For boys basketball.
- 220 G/Basketball
For girls basketball.

Group 3 (Accounts 300-399)

Might be for student clubs, like student council.

Group 4 (Accounts 400-499)

Might be for band or band related activities.

Group 5 (Accounts 500-599)

Might be for trips or travel.

Group 6 (Accounts 600-899)

- 800 Misc. Income/Expenses
- 810 Interest earned on investments

Leave some blank account numbers between your groups. This allows you to add more accounts to your group later.

Use the chart on the next page to assign the account number, name, beginning balance, and advisor. You can make additional copies of the chart.

Activity/Fund Accounts

<u>Act#/Fund</u>	<u>Name</u>	<u>Beg. Balance</u>	<u>Act.Advisor</u>
------------------	-------------	---------------------	--------------------

General Ledger Accounts.

Acct#	Name	Beginning Balance
990	Petty Cash	
991	Cash On Hand	
992	Checking	
993	Savings	
994	Investments	

STEP 5 - Add Your Activity Accounts

Select '**Accounts**' under the **File Menu**. Then, select '**Activity Accounts**'.

Select < **Add** >.

Account:

Enter a unique account number for this activity (or fund) and press [**Tab**]. For example: **100**.

Account Name:

Enter a complete description of the Account and press [**Tab**]. For example: **General Fund**

Advisor:

Enter the name of the activity advisor, if any, for this account and press [**Tab**].

For example: **John Wilson**

Beg. Balance:

Enter the beginning balance for this account and press [**Tab**].

For example: **2475.12**

Select < **Save and keep adding** > to continue adding your Accounts.

When you've finished, click '**Close**' to return to the **Master Menu**.

Note: The cash balance will change as you enter receipts and disbursements. The payable balance will change as you add to accounts payable. The Encumbered balance will change as you enter Purchase Orders.

STEP 6 - Add General Ledger Accounts

Note: General Ledger Accounts 990-994 are automatically created when you install the program. To change these accounts, select < **Edit** > instead of < **Add** >.

Be sure you enter the correct beginning balance for you checking account and other General Ledger accounts.

Select '**Accounts**' under the **File Menu**. Then, select '**General Ledger Accounts**'.

Select < **Add** >.

GL Account:

Enter a unique account number for this General Ledger Account and press [**Tab**]. For example: **996**.

Account Name:

Enter a complete description of the General Ledger Account and press [**Tab**].

For example: **NSF Checks**

Beg. Balance:

Enter the beginning balance for this account and press [**Tab**].

For example: **0**

Note: Click on the Check box with the mouse [] to mark a General Ledger Account as a checking account: [**X**] Checking Account

Select < **Save** > or < **Save & keep adding** >.

When you've finished, '**click Close**' to return to the **Master Menu**.

STEP 7 - Record Sub-Accounts

Use sub-accounts only if you need a more detailed break down of your transactions or budget.

A single sub-account will be used by all accounts. For example: 510 could be Uniforms for football, basketball, band, etc.

Select '**Accounts**' under the **File Menu**. Then, select '**Sub Accounts**'.

Select < **Add** >.

Note: Sub-Account 0 (No Sub-Account) is automatically created when you install the program.

Sub Acct:

Enter a unique number for the sub-account. For example: **510**.

Sub Name:

Enter a description of the sub-account. For example: **Uniforms**.

Select < **Save** > or < **Save and Keep Adding** >.

When you've finished, **click 'Close'** to return to the **Master Menu**.

Note: If you're using the Extended Code module, add Expense and Revenue Codes in the same manner, as needed.

STEP 8 - ADDING VENDORS

Use this option to record information about your vendors.

Select '**Vendors**' under the **File Menu**.

Select < **Add** >.

Note: Record the first vendor as blank, so items with no vendors can be entered. Optionally, you can write checks to persons you do not want to set up as Vendors by using the blank Vendor Code and putting their name on the Note line when entering Accounts Payables.

Vendor Code:

Enter a short abbreviation (vendor code) to describe the vendor. For example: **WALM**.

Vendor Name:

Enter the full name of the vendor. For example: **Walmart**.

Attention:

Enter the name of the person at the company whose attention you want.

Address:

Enter the address of the vendor. For example: **2105 Beach Street**.

P.O. Box:

Enter the P.O. Box of the vendor. For example: **P.O. Box 749**

City:

Enter the name of the city where the vendor resides. For example: **Magnolia**.

State:

Enter the two digit abbreviation for the state where the vendor resides. For example: **AR**.

Zipcode:

Enter the vendor's zipcode. For example: **71753**.

Telephone:

Enter the vendor's telephone number, area code first. For example:
501-234-1234.

Fax:

Enter the vendor's fax number, area code first. For example: **501-234-1230**.

Tax Id No:

Enter the vendor's Tax ID number or social security number. For example: **71-1234567**.

Bid Categ:

Optional. Use this item to identify the kinds of items the vendor supplies. To do this:

1. Develop some unique bid codes. Use one digit (letter or number) codes. For example: A= Audiovisual
C= Computer Equipment
E= Electronic Equipment
2. Determine the items this vendor supplies.
3. Enter the codes for the items this vendor supplies. For example: **CE** would mean computers and electronic equipment.

Memo:

Use this field to enter information about this vendor that will help you in the future.

Use the Tool Bar Menu at the top of the screen.

Save and keep adding, Save, Cancel (Tool Bar Menu)

Select < **Save and keep adding** > to save this vendor and add another one.

Select < **Save** > to save this vendor.

Select < **Cancel** > to undo what you've added.

When you've finished adding vendors, select < **Close** > to return to the **Master Menu**.

CHECK YOUR BALANCES AT THIS POINT:

You have now entered all your Master Record data. Verify your balances and add any outstanding checks and/or deposits prior to continuing.

Outstanding Checks

If you have any outstanding checks, enter them under '**Checks Paid**' of the **File Menu**.

Use the same account number you used when these checks were written. The date of these outstanding checks must be prior to the beginning of your fiscal year. When you try to enter these outstanding checks, you will get the message:

Warning! __/__/__ is out of the current Fiscal Year

This is OK. Enter all your outstanding checks. When you've finished, **click 'Close'** to return to the **Master Menu**.

Finally, select '**Current Balances**' under the **Utilities Menu** to make sure all balances are current.

Outstanding Deposits

Normally, you don't have an outstanding deposit. However, if you do select '**Receipts**' under the **File Menu**.

You'll be prompted to "**Select an Account**". You should select your checking account.

Add a receipt for the total of your outstanding deposit. This is necessary for your to be able to reconcile your bank statement. Use a date PRIOR to the beginning of your fiscal year.

Once all outstanding entries are entered, select '**Current Balances**' under the **Utilities Menu**.

Print Ledger Report

Select '**Ledger Report**' under the **Output Menu**.

Press [**Tab**] for Report Title.

Enter the beginning date of your report. For example: **07/01/96**

Enter the ending date of your report. For example: **07/31/96**

Select < **OK** > to print the report to the screen. Check the beginning balances on the report.

Note: The total amount of money under the beginning balance must be the same for both your Activity Accounts and your General Ledger

Accounts. Otherwise, you're out of balance before you even get started.

Remember, the Activity Accounts tells you who can spend the money. For example: band, football, basketball, etc.

The General Ledger Accounts tell you where the money is. For example: checking account, cash on hand, petty cash, etc.

To make any corrections to your beginning balances, return to the **Master Menu**.

Select '**Accounts**' under the **File Menu**.

Select either '**Activity Accounts**' or '**G.L. Accounts**'.

Get the account in question on the screen and edit it. Make any corrections in your beginning balances.

STEP 9 - Extended Code Program Module

Some states require additional expense or revenue codes. If you're using the Extended Code program module, see the "**Extended Code Preference**" section in Chapter 4 of this manual for details on setting up your extended codes.

ADDING INFORMATION

Use the following steps to add information using the **File Menu** of your program:

STEP 1 - Adding Receipts

Select '**Receipts**' under the **File Menu**.

Press [Tab] to select "**Cash on Hand**".

Note: Each receipt posted will be entered into your General Ledger Account called "**Cash on Hand**". At the end of the day, when you make your bank deposit, select '**Transfers & Deposits**' under the **File Menu** then '**Record Bank Deposit**' to automatically post your receipts to your checking account. This will greatly simplify your bank reconciliation at the end of the month and provide a detailed audit trail. (See Chapter 6, Questions and Answers)

Select < **Add** >.

Recpt No: Press enter or enter new number.

Date:

Press **[Tab]** to accept the current date or, enter the correct date and press **[Tab]**.

Vendorcode (Received From):

Enter the vendor's code and press **[Tab]** or press **[F5]** to select from a popup vendor list. For example: **WALM**.

Add new line item:

Press **[Enter]** to add a detail (stub) line to this receipt.

Account: Enter # or **[F5]** to select from popup.

Sub-Acct:

Press **[Tab]** for no sub-account or enter the Sub-Account code. Press **[F5]** to select from a popup list of sub-accounts.

Revenue Codes:

Note: These fields will be skipped unless you're using the Extended Code program module and have marked them for use. See the Extended Code Preference option in Chapter 4.

Enter any revenue code(s). If you don't know the revenue codes, press **[F5]** to select from a popup list.

Note:

(Optional) Enter a brief description for this item. For example: **Car Wash**

Amount:

Enter the amount received. For example: **39.50**

Add another line item, Save, Cancel: (Receipt Detail)

Select **< Add another line item >** to add another line item. Five is the limit for receipt items.

Select **< Save line item & exit >** to save your line item(s).

Select **< Cancel line item >** to undo what you've added and exit.

Note: If you've added more than one receipt line item, you'll be asked whether to cancel the last item entered or all line items.

When you return to the receipt screen, use the Tool Bar Menu at the top of the screen.

Save and keep adding, Save, Cancel: (Tool Bar Menu)

Select **< Save and keep adding >** to save this receipt and add another receipt.

Select < **Save** > to save the current receipt.

Select < **Cancel** > to undo what you've added and exit.

When you've finished adding receipts, select < **Close** > to return to the **Master Menu**.

Print Receipt

If you marked the "**Print Receipts while adding**" box in the Program Preferences screen, the receipt will print when you select < **Save and keep adding** > or < **Save** > from the Tool Bar Menu at the top of the screen. Otherwise, click on the < **Print Receipt** > button with the mouse to print a copy of the receipt currently displayed on the screen.

Receipt Browse Detail

Click on this button to view the detailed line item (stub) information of your receipts.

This option is very helpful in looking up information contained in your receipt detail. For example: if you wanted to find the receipt where you'd paid \$37.75 in activity account 100: Select < **Browse Detail** >, then use the **Find** option (from the Tool Bar) to look up an "**Amount**" equal to 37.75. Browse through the Find window.

When you've found the item, press [**Esc**] to exit and return to the Receipt Screen.

The entire receipt information you selected will be displayed on the screen.

Note: See Chapter 3 of the EPES Reference manual detailed information on the Find option.

STEP 2 - ADDING DISBURSEMENTS

Use this option to record disbursements so the program can print your checks. Select '**Accounts Payable**' under the **File Menu**. Select Add.

Date:

Press [**Tab**] to select the current date or type in the correct date and press [**Tab**].

Vendorcode (PAY TO):

Enter the vendor's code and press [**Tab**].
For example: **WALM**.

Add new line item:

Press [**Enter**] to add a detail (stub) line to this payable.

Account:

Enter the Activity Account or press [**F5**] to select from a popup list of accounts. For example: 100 (for General Fund)

Sub Acct:

Enter the Sub-Account code. Press [**Tab**] for no sub-account.

Expense Codes:

Note: These fields will be skipped unless you are using the Extended Code program module and have marked them for use. See Chapter 4 "**Extended Code Preferences**" for details.

Enter any expense codes. If you don't know the expense code, press [**F5**] to select from a popup list.

Note:

(Optional) Enter a brief description for this payable. For example:

Car Wash

Purchase:

Press [**Tab**] or type in a purchase order number.

Invoice:

Press [**Tab**] or type in an invoice number.

Amount:

Enter the amount for this payable line item.

Tax Amount:

Press [**Tab**] unless this item involves a taxable item. Then, enter the amount of sales tax for this item.

Note: The tax amount is included in the amount for this line item.

[] **Mark for 1099:**

Click with the mouse to mark this disbursement for 1099 reporting.

**Add another line item, Save line item & Exit, Cancel Line item:
(Detail)**

Select < **Add another line item** > to add another line item. Fourteen line items is the limit for payables.

Select < **Save line item & exit** > to save your line item(s).

Select < **Cancel line item** > to undo what you've added and exit.

Note: If you've added more than one payable line item, you'll be asked whether to cancel the last item entered or all line items.

When you return to the payable screen, use the Tool Bar Menu at the top of the screen.

Save and Keep adding, Save, Cancel: (Tool Bar Menu)

Select < **Save and keep adding** > to save this payable and add another payable.

Select < **Save** > to save the current payable.

Select < **Cancel** > to undo what you've added and exit.

When you've finished adding payables, select < **Close** > return to the **Master Menu**.

Multiple Items Paid to Same Vendor

If you want multiple entries to be paid to the same vendor, instead of adding a new account payable entry, get the account payable entry on the screen for the vendor you want to pay. Click on the **<Add another line item >** button at the bottom of the screen just above the message '(Payable Detail)'. Add the new item here. Then, when the check is printed, it will appear on the same check. You can add up to 14 items on one check.

Payable Browse Detail:

Click on this button to view the detailed line item (stub) information for your payables.

This option is very helpful in looking up information contained in your payable detail. For example: let's suppose you wanted to find the payable where you'd paid \$37.75 in activity account 100.

Select < **Browse Detail** >, then use the **Find** option (from the Tool Bar) to look up an "**Amount**" equal to 37.75. Browse through the find window. When the line item you're looking for is on the screen, press [**Esc**] to exit and return to the Payable Screen. This payable will be displayed on the screen.

Note: See Chapter 3 of the EPES Reference manual for detailed information on the Find option.

STEP 3 - Adding Disbursements Manually

Use the '**Checks Paid**' option to record disbursements without printing checks. Select '**Checks Paid**' under the **File Menu**. Select < **Add** >.

Check No:

Enter the number of the check.

Date:

Enter the date of the check and press **[Tab]**.

Vendorcode (PAY TO):

Enter the vendor's code and press **[Tab]**.

For example: **WALM**.

Add New Line Item:

Press **[Enter]** to add a detail (stub) line to this check.

Enter the Activity Account or press **[F5]** to select from a popup list of accounts. For example: 100 (for General Fund).

Sub Acct:

Enter the Sub-Account code. Press **[Tab]** for no sub-account.

Expense Codes:

Note: These fields will be skipped unless you're using the Extended Code program module and have marked them for use under Extended Code Preference option. See Chapter 3 for details.

Note:

(Optional) Enter a brief description for this check. For example: **Car Wash**

Purchase:

Press **[Tab]** or type in a purchase order number.

Invoice:

Press **[Tab]** or type in an invoice number.

Amount:

Enter the amount for this line item check.

Tax Amount:

Press **[Tab]** unless this item involves a taxable item. Then, enter the amount of sales tax for this item.

Note: The tax amount is included in the amount for this line item.

[] Mark for 1099

Click with the mouse to mark this disbursement for 1099 reporting.

**Add another line item, Save line item & exit, Cancel line item:
(Detail)**

Select **< Add another line item >** to add another line item. Fourteen is the maximum line items.

Select **< Save line item & exit >** to save your line item(s).

Select < **Cancel line item** > to undo what you've added and exit.

When you return to the check screen, use the Tool Bar Menu at the top of the screen.

Save and keep adding, Save, Cancel: (Tool Bar Menu)

Select < **Save and keep adding** > to save this check and add another check.

Select < **Save** > to save your current check.

Select < **Cancel** > to undo what you've added and exit.

Checks Browse Detail:

Click on this button to view the detailed line item (stub) information of your checks.

This option is very helpful in looking up information contained in your check detail. For example: let's suppose you wanted to find the check where you'd paid \$37.75 in activity account 100.

Select < **Browse Detail** >, then use the Find option (from the Tool Bar) to look up an "**Amount**" equal to 37.75. Browse through the Find window. When the line item you're looking for is on the screen, press [**Esc**] to exit and return to the Check Screen. This check will be displayed on the screen.

Note: See Chapter 3 of the EPES Reference manual for detailed information on the Find option.

ADDING TRANSFERS & DEPOSITS:

Use this option to:

- (1) record your bank deposit at the end of the day,
- (2) transfer funds between different Activity Accounts, and
- (3) transfer funds between different General Ledger Accounts.

Select '**Transfers & Deposits**' under the **File Menu**.

STEP 4 - RECORD BANK DEPOSIT

Select '**Record Bank Deposit**' under Transfers & Deposits. This option automatically transfers money into your checking account.

As money is received daily, it normally is received into the "**Cash on Hand**" General Ledger Account. Then, at the end of the day, the money is deposited into the school checking account.

If you follow the suggestion above and receive your money into Cash on Hand each day, it will greatly simplify your bank reconciliation at the end of the month!

See Chapter 6 Questions & Answers.

Deposit Date:

Enter the date of the deposit.

Deposit Money From:

This option tells the computer where the money is currently located. Generally, this account will be 991 (Cash on Hand).

The default General Ledger Account to receive the money is 992 (Checking Account). If you have multiple Checking Accounts you will be prompted to select which Checking account is to receive the money.

Deposit Amount:

The amount of money presently in the account you selected will appear. To transfer all this money to your checking account press **[Tab]**. If you want to leave some of your money in cash on hand, enter the amount of your deposit.

Description:

Enter a brief description for this transaction. For example: Daily Deposit.

Note: This option posts an entry into your GL Transfer File.

Click on < OK > to record the bank deposit.

STEP 5 - ADDING GENERAL LEDGER TRANSFER

Select '**General Ledger Transfer**' under Transfers & Deposits. This option transfers money from one General Ledger Account to another. It also allows you to view General Ledger transfers.

This allows you to change the place where your money is located. For example: you want to transfer money from your checking account to your savings account.

Select < Add>.

Date:

Press **[Tab]** to accept today's date or type in the correct date of the transfer.

From Acct:

Enter the General Ledger Account number where the money is currently located or press [F5] to select from a popup list of accounts. For example: **992 Checking**.

To Acct:

Enter the General Ledger Account number where the money is being transferred to, or press [F5] to select from a popup list of accounts. For example: **993 Savings**.

Amount:

Enter the amount of money to be transferred. For example: **2500**.

Document:

Optional, enter a reference number for this transfer.

Note:

Enter a brief description of this transfer. For example: **To - CD #1012**.

Use the Tool Bar Menu at the top of the screen.

Save and keep adding, Save, Cancel (Tool Bar Menu)

Select < **Save and keep adding** > to save this G.L. Transfer and add another one.

Select < **Save** > to save this G.L. Transfer.

Select < **Cancel** > to undo what you've added.

When you've finished, select < **Close** > to return to the **Master Menu**.

STEP 6 - ADDING ACTIVITY ACCOUNT TRANSFERS

Select '**Activity Account Transfer**' under Transfers & Deposits. This option transfers money from one activity fund account to another. It also allows you to view activity account transfers.

This lets you change who can spend the money. For example: you want to transfer money from your general Athletic account to your Football account.

Select < **Add** >.

Date:

Press [Tab] to accept today's date or type in the correct date of the transfer.

From Account:

Enter the Activity Account number where the money is currently located or press [F5] to select from a popup list of accounts. For example: **100 General**.

Sub-Account:

Press **[Tab]** to select no sub-account or type in the sub-account for this money.

From Expense Codes:

Note: These fields will be skipped unless you're using the Extended Code program module and have marked them for use. See Chapter 4 "**Extended Code Preference**" for details.

Enter any **From Expense** code. If you don't know the extended code, press **[F5]** to select from a popup list.

To Account:

Enter the Activity Account number where the money is being transferred to or press **[F5]** to select from a popup list of accounts. For example: **20 Athletics**.

Sub-Account:

Press **[Tab]** to select no sub-account or type in the sub-account for this money.

To Expense Codes:

Note: These fields will be skipped unless you're using the Extended Code program module and marked them for use. See Chapter 4 "**Extended Code Preference**" for details.

Enter any **To Expense** code. If you don't know the extended code, press **[F5]** to select from a popup list.

Amount:

Enter the amount of money to be transferred. For example: **100**.

Document #:

Optional, enter a reference number for this transfer.

Note:

Enter a brief description of this transfer. For example: **Transfer to Football**.

Use the Tool Bar Menu at the top of the screen.

Save and keep adding, Save, Cancel (Tool Bar Menu)

Select **< Save and keep adding >** to save this Activity Transfer and add another one.

Select **< Save >** to save this Activity Transfer.

Select **< Cancel >** to undo what you've added.

When you've finished adding transfers, select < **Close** > to return to the **Master Menu**.

STEP 7 - RECORD A BUDGET (Optional)

Use this option to record a budget for each account.

Select '**Budget**' under the **File Menu**.

Select < **Add** >.

Account:

Enter the Activity Account number or press [**F5**] to select from a popup list of accounts.

Sub-account:

Press [**Tab**] if the Activity Account has no sub-account.

Enter the sub-account number or press [**F5**] to select from a popup list.

Budget:

Enter the budget amount for this Activity Account.

Use the Tool Bar Menu at the top of the screen.

Save and keep adding, Save, Cancel (Tool Bar Menu)

Select < **Save and keep adding** > to save this budget entry and add another one.

Select < **Save** > to save this budget entry.

Select < **Cancel** > to undo what you've added.

When you've finished, select < **Close** > to return to the **Master Menu**.

STEP 8 - ADDING VENDORS

Use this option to record information about your vendors. Initial Vendor information should be added immediately after setting up Accounts.

Select '**Vendors**' under the **File Menu**.

Select < **Add** >.

Note: Record the first vendor as blank, so items with no vendors can be entered. Optionally, you can write checks to persons you do not want to set up as Vendors by using the blank Vendor Code and putting their name on the Note line when entering Accounts Payables.

Vendor Code:

Enter a short abbreviation (vendor code) to describe the vendor. For example: **WALM**.

Vendor Name:

Enter the full name of the vendor. For example: **Walmart**.

Attention:

Enter the name of the person at the company whose attention you want.

Address:

Enter the address of the vendor. For example: **2105 Beach Street**.

P.O. Box:

Enter the P.O. Box of the vendor. For example: **P.O. Box 749**

City:

Enter the name of the city where the vendor resides. For example: **Magnolia**.

State:

Enter the two digit abbreviation for the state where the vendor resides. For example: **AR**.

Zipcode:

Enter the vendor's zipcode. For example: **71753**.

Telephone:

Enter the vendor's telephone number, area code first. For example: **501-234-1234**.

Fax:

Enter the vendor's fax number, area code first. For example: **501-234-1230**.

Tax Id No:

Enter the vendor's Tax ID number or social security number. For example: **71-1234567**.

Bid Categ:

Optional. Use this item to identify the kinds of items the vendor supplies. To do this:

1. Develop some unique bid codes. Use one digit (letter or number) codes. For example: A= Audiovisual
C= Computer Equipment
E= Electronic Equipment
2. Determine the items this vendor supplies.

3. Enter the codes for the items this vendor supplies. For example: **CE** would mean computers and electronic equipment.

Memo:

Use this field to enter information about this vendor that will help you in the future.

Use the Tool Bar Menu at the top of the screen.

Save and keep adding, Save, Cancel (Tool Bar Menu)

Select < **Save and keep adding** > to save this vendor and add another one.

Select < **Save** > to save this vendor.

Select < **Cancel** > to undo what you've added.

When you've finished adding vendors, select < **Close** > to return to the **Master Menu**.

STEP 9 - CANCEL CHECKS

Use this option to cancel checks at the end of the month.

Select '**Cancel Checks**' under the **File Menu**.

Date Cancelled:

Enter the cancellation date to use.

The items to be canceled are in the window to the left of the screen.

To cancel an entry:

- Use the Up and Down arrow keys to highlight the entry and press **[Enter]**.
or
- Double click on the entry with the mouse.

Notice the double arrows **>>** appears in the left hand column. This shows the item has been canceled. Repeat the same options above to unmark the entry.

Note: Notice the total changes as you mark each entry to cancel. (See Chapter 6, Questions and Answers)

- Press **[Tab]** and **[Tab]** or click on **[OK]** with the mouse when done.

Correcting a Canceled Check Date

If you accidentally cancel a check by mistake, do the following to correct it:

- Select '**Checks**' under **File Menu**.
- Get the check on the screen that should not have been canceled.
- Hold down the **Alt** key and press the letter **U** [**Alt+U**]. This will automatically erase the cancellation date for you.

Step 10 - Counties:

Use this option to enter County Id's if required by your state for tax reporting by county.

Select '**Counties**' under the file menu, click '**Add**'.

County Id: Enter the correct County Id.

County Name: Enter the County name.

Save and keep adding, Save, Cancel <tool bar menu.

Select <Save and keep adding> to save this county and add another.

Select <Save> to save this county and quit adding.

Select <Cancel> to undo what you've added (last entry only)

When you've finished adding Counties, select <Close> to return to the Master Menu.

Step 11 - Journal Adjustments:

Use this option to record Journal Voucher type entries, ie. NSF Checks, Interest Earned, Bank Charges, etc..

Select '**Journal Adjustments**' under the File Menu.

Select <Add>

Adj. No: Enter your Adjustment number. The system will automatically increment this number for each subsequent entry.

Date: System will default to current date. You may change if necessary.

Account: Enter the Activity Account to be used.

GL Account: Enter the proper G.L. Account number.

Sub Account: Enter the sub account if applicable

Amount: Enter the transaction amount (Do not use negative amts.)

Type Adjustment: Enter either I (Income) or E (Expenditure).

Note: Type "E" will automatically decrease Account Balances.

Type "I" will automatically increase Account Balances.

Note: Use this field to record additional information.

AUTH By: Enter initials or name of person authorizing this entry. After all information is entered select:

'**Save and keep adding**' (To add another record), '**Save**' (To save current record) or '**Cancel**' (To cancel record just added).

Then '**Close**'.

CHAPTER 3

OUTPUT (Reports)

This chapter explains the Standard Reports to print to the screen or printer.

Note: This option is **Not** highlighted if you are viewing information on the screen. (That means you can't use it.) Quit what you're doing and return to the **Master Menu**.

The standard reports are:

- Ledger Report
- Reconciliation Report
- Outstanding Checks
- Bank Reconciliation
- Vendor Listing
- Chart of Accounts
- Sequential Listing
- 1099 Information
- Sub-Account Reports
- Print Checks
- Trial Balance
- Journal Adjustments
- Special Financials
- Deposit Voucher

Select **Output** from the Master Menu.

Ledger Report

This report prints the totals for each account. It lists the beginning balances, ending balances, total receipts, disbursements, and transfers.

Select '**Ledger Report**' under the **Output Menu**.
Answer the following questions:

From Date:

Enter the beginning date for this report. For example: **07/01/2000**

To Date:

Enter the ending date for this report. For example: **07/31/2000**

From Account:

Press [**Tab**] if 1 is the lowest account to include on this report or

enter the lowest account to include on this report.

To Account:

Press [Tab] if 999999 is the highest account to include on this report or enter the highest account to include on this report.

- (.) Financial Report
- () Year to Date + Current Month
- () Budget Ledger

Select the type ledger report to print

The **Financial Report** is the Standard Ledger Report.

The **Year to Date** report prints the total receipts, disbursements, and transfers for the current month and the year to date totals for each account.

The **Budget Ledger** report prints the total receipts, disbursements, and transfers for the current month and the year to date totals for each account and sub-account. It also includes the total budget and amount spent for each account and sub-account.

Summarize on which digit of the Account #:

Use this option to print a summary report for groups of accounts.

Let's look at an example. Remember all accounts, are 6 digits. Suppose you grouped your accounts like:

- 100 - General Fund
- 110 - Vending Machine

- 200 - Athletics
- 210 - Basketball
- 220 - Football, etc.

The account numbers will print in the following order:

- 000100
- 000110
- 000200
- 000210
- 000220

 Digit # => 123**4**56

If you entered the number 4 (fourth digit moving from left to right) as the digit to summarize on, you would get subtotals for your 100 accounts, 200 accounts, etc. (The program will give you a subtotal when the digit you selected changes.)

- (.) Print to Screen
- () Print to Printer

Select where you want your report to print.

Click on < OK >.

Reconciliation Report

This report prints the beginning balance for the date of the report. It then lists each receipt, disbursement, and transfer in separate columns.

Print this report as required. It is an item-by-item, account-by-account, audit trail.

Select '**Reconciliation Report**' under the **Output Menu**.

Answer the following questions:

From Date:

Enter the beginning date for this report. For example: **07/01/2000**

To Date:

Enter the ending date for this report. For example: **07/31/2000**

From Account:

Press [**Tab**] if 1 is the lowest account to include on this report or enter the lowest account to include on this report.

To Account:

Press [**Tab**] if 999999 is the highest account to include on this report or enter the highest account to include on this report.

[] Separate **p**age for each account.

Press [**P**] to print a separate page for each account. The advisor's name will appear at the bottom of each account. It may take a lot of paper to print this report.

By default, this report will print one account after another. There will be no advisor's name on the report.

- (.) Print to Screen
- () Print to Printer

Select where you want your report to print.

Click on < OK >.

Outstanding Checks

This report prints a list of all outstanding checks for your selected checking account.

Select '**Outstanding Checks**' under the **Output Menu**.

Answer the following questions:

Print Outstanding checks as of __/__/____

All checks, not cancelled on or prior to this date, will print.

(.) Print to Screen

() Print to Printer

Select where you want your report to print.

Click on < OK >.

Bank Reconciliation

This report prints a bank reconciliation for your checking account.

Select '**Bank Reconciliation**' under the **Output Menu**.

Answer the following questions:

Beginning Statement Date:

Enter the beginning date of your bank statement. For example:
07/01/2000

Ending Statement Date:

Enter the ending statement date for your bank statement. For example:
07/31/2000

Ending Balance from Bank Statement:

Enter this balance from your bank statement.

Total Deposits not on Bank Statement:

Enter the amount of deposits made that do not appear on the bank statement, if any.

- (.) Print to Screen
- () Print to Printer

Select where you want your report to print.

Click on < **OK** >.

Vendor Listing

This reports prints a list of vendors. It uses the Report Query format.

Select '**Vendor Listing**' under the **Output Menu**.

Select < **PreView** > to view the report on your screen.

Select < **Print** > to print this report to your printer.

See the EPES Reference manual, Chapter 4, to learn how to limit the information printed and save your work for later use.

Chart of Accounts

This report prints a list of Activity Accounts, General Ledger Accounts, or Sub-Accounts.

Select '**Chart of Accounts**' under the **Output Menu**.

Select your report listing: Accounts, GL Accounts, or Sub-Accounts Codes.

Select **PreView** to print to the screen.

Select **Print** to print to your printer.

See the EPES Reference manual, Chapter 4, to learn how to limit the information printed and save your work for later use.

Sequential Lists

This report prints sequential lists for Checks, Receipts, Transfers, or Accounts Payable.

Select '**Sequential Lists**' under the **Output Menu**.

Select your report: Checks, Receipts, Activity Transfers, General

Ledger Transfers, Accounts Payable, Tax Amounts by County or All Transactions.

All reports use the Report Query format. See the EPES Reference manual, Chapter 4, to learn how to limit the information printed and save your work for later use.

Select **PreView** to print the report to the screen.

Select **Print** to print the report to your printer.

Select **Done** to return to the **Master Menu**.

1099 Information

This report prints 1099 tax information. The information for the first six months of the year (assuming your fiscal year begins on July 1) is taken from the sub directory **PREVYEAR**. This directory contains the previous year's information. The last six months of the year is taken from your current directory.

Select '**1099 Information**' under the **Output Menu**.

Answer the following questions:

- (.) 1099 Report (prints on plain paper)
- () 1099 Forms (prints on 1099 Misc. Form)
- () 1099 Export File

Select the report you want.

Note: 1099 Export File prints information to a disk file. This file may be sent to a central office for processing.

A prompt to the right of the Export File will appear. Enter the disk drive and path name for the 1099 disk file. For example:

A:TAX_1099.TXT

Be sure you have a formatted diskette ready in the drive you specify. (See Chapter 6, Questions and answers)

Answer the following questions, as prompted. The questions you're asked will depend on the report you request.

Employer Name, Address...

Enter the school's address. For example:

Magnolia School District
1000 School Drive
Magnolia, AR 71753

Employer's Federal Identification #:

Enter the schools federal identification number. For example: 71-1234567

Minimum Dollar Amount:

Enter the minimum amount of money required for a vendor to receive a 1099 report form. For example, 600.

Note: If you're using the Export File option to send your 1099 information to a central office, leave the minimum amount as zero. This allows the central office to accumulate totals for vendors who worked at more than one site.

- (.) Print to Screen
- () Print to Printer

Select where you want your report to print.
Click on < OK >.

Sub-Account Reports

This report prints check, receipt, JV and Transfer information by sub-account. It uses the *Report Query format*. See the EPES Reference manual, Chapter 4, to learn how to limit the information printed and save your work for later use.

Select '**Sub-Account**' under the **Output Menu**.

Select your report:

Select **PreView** to print the report to the screen.

Select **Print** to print the report to your printer.

Select **Done** to return to the **Master Menu**.

Print Checks

This option uses the information posted in Accounts Payable to print the checks on your computer.

Note: Contact TBF, Inc. @ 877-325-0189 for questions about checks or receipts.

Select '**Print Checks**' under the **Output Menu**.

More than One Checking Account:

If you have more than one checking account, you'll be prompted to select the checking account to print checks from.

Holding Accounts Payables from Payment

The check writer prints all checks marked [X] in the Accounts Payable file. If you do not want an Accounts Payable entry to be paid, do the following:

- Select '**Accounts Payable**' under the **File Menu**.
- Get the Payable entry on the screen that you do not want to pay.
- Hold down the **Alt** key and press the letter **M** [**Alt+M**]. This will unmark the [] **Pay this** box. Press [**Alt+M**] again to mark this item for payment.

(.) 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.

Next Check#:

Press [**Tab**] if this is the next check number to use. If not, enter the correct check number.

Date to Print on Checks:

Press [**Tab**] to accept today's date or type in the date to be printed on the checks.

[] Print check Numbers on check:

Press [**N**] (or press the spacebar while this is highlighted) to tell the program to print the check number on your check. Press [**Tab**] if your checks are pre-numbered.

[] Combine Checks to same Vendor:

Select this option to combine all checks to same Vendors

[] Post Checks without printing:

This option will post checks from A/P to Checks Paid. Checks will be removed from Payable.

[] Use Note line for Payee (Blank Vendors)

If you have used Blank Vendor Codes in Payables, this option will print the information on the Note Line as the Payee.

PreView Checks:

Click on this option to see the checks on the screen before printing

them.

Print Checks:

Press [P] or click on this option to print checks to your printer.

The program will ask you if the first check printed correctly. This will give you an opportunity to verify printer alignment.

When the checks have finished printing, the program will ask you:

<p>Did the Checks print correctly? < Yes > < No ></p>
--

Click with the mouse to select your option. The program will then post the checks printed from accounts payable to checks. All account balances will be updated.

If you had a problem printing, select < No >. All information will remain in accounts payable and no changes will occur in balances. You'll have to select the Print Check option again to print the checks.

<p>Note: If you use pre-numbered checks and had problems printing, enter any bad or voided checks manually in 'Checks Paid' under the File Menu. Enter the amount of the check as zero.</p>

Use the same date for cancellation as you used for the check. This will provide an audit trail.

Cancel:

Press [C] or click on this option to cancel all check writing and return to the **Master Menu**.

Trial Balance:

This option prints a Trial Balance Report displaying all Debits and Credits entered for each Account.

Journal Adjustments:

This option prints a listing of all Journal Adjusting entries. Select either Activity or G.L. Adjustments.

Report includes:

Date, Account, Sub Acct., Adjustment number, Auth. By, Income or Expense and Amount.

A total line is printed for both Income and Expense entries.

Special Financial Report:

This report combines the information from the Bank Reconciliation Report and the Summary Ledger Report. Each Account is shown with all transactions for a specific time period; plus, the Bank Reconciliation

information is included. Typically, this report is used for special meetings such as School Board meetings.

Deposit Voucher:

This report is provided as documentation for the daily deposits. A listing of all receipts within a specific time period is produced. This report should be used as supporting documentation for the deposit slip.

Chapter 4

Utilities Menu

This chapter explains the **Utilities Menu** programs that are unique to the Basic Accounting Program. All other Utility Menu programs are explained in detail in Chapter 6 of the EPES Reference Manual.

Select the **Utilities Menu**

CURRENT BALANCES TO DISK

Use this option to correct your balances when you've had a computer problem or power failure.

Select '**Current Balances**' under the **Utilities Menu**.

Select < **OK** > and the program will automatically re-compute your account balances.

PROGRAM PREFERENCES

Use this screen to enter some basic program information.

Select '**Program Preferences**' under the **Utilities Menu**.

Beginning Fiscal Year:

Type in the beginning date for your fiscal year. For example, **07/01/2000**.

Ending Fiscal Year:

Type in the ending date for your fiscal year. For example, **06/30/2001**.

[X] Print Footer on Ledger Report

With this option marked [X], the message on the next five lines will appear at the bottom of your ledger report.

Press [**Tab**] to unmark this box if you don't want the message to appear on your ledger report.

You may change or modify the message as needed. It will print on the report in exactly the same way it appears in this box.

Format:

Enter a 1 or a 2:

1 = Laser Checks/Receipts

Chapter 4:

2 = Dot Matrix Checks/Receipts

Use this option to tell your program what type of printer you're using.

If you have a Dot Matrix printer, checks and receipts will use a carbonless copy.

If you have a Laser printer, copies of the check/receipt and stubs will be printed on each page.

Enable Monthly Close:

Mark this box **[X]** if you want to use the Monthly Close Option. (see page 4-5).

Print Receipts while Adding:

Mark this box **[X]** if you want to print receipts while adding.

Printer Port:

Normally your printer uses printer port LPT1. Select LPT2 or LPT3 if you're using a different printer port.

CHANGE PASSWORD:

Use this option to change your password. You will be asked to enter your current password then to enter your new password twice. Be sure to remember your new password

BACKUP/RESTORE:

This option will make a backup copy of all your existing data. This option should be run at least 3 times per week. Optionally; you have the option to send a copy of your backup data across the network by checking the "Hard Drive" option and specifying the location you want the data sent.

EXTENDED CODE PREFERENCES

<p>Note: This option is only available if you purchased the Extended Code program module.</p>
--

Some states require additional expense or revenue codes over and above an account code and sub account code. For example, the state might require some of the following codes:

- 1) FY Code
- 2) Fund Code
- 3) Function
- 4) Object
- 5) Program Code

Chapter 4:

- 6) Subject Code
- 7) Job Code
- 8) Site Number

Use the Extended Code module to define these additional codes. The following information explains how to set them up and use them.

Select '**Extended Code Preferences**' under the **Utilities Menu**.

You can use up to ten categories of expense codes and ten categories of revenue codes. Think through your coding needs very carefully. Each category of codes may use up to 10 digits. Therefore, you may use more than one code per category in some cases.

First, determine the codes you'll need and their logical sequence. Think of five levels of codes. Put those that do not change or change less frequently first. For example: FY, Program+Site, Source+Project, Subject, and Function+Object.

Second, determine which codes will be constant (the same for each transaction) and which codes will change. For example:

- an FY Code will only change once each year.
- a Program, Site, Source, and Project, code may rarely change.
- a Subject, Function and Object Code may change frequently, etc.

Third, if you have more than ten codes, decide which codes may logically be combined together. For example:

FY Code may be extended code 1. It only changes once each year and it's the first code required in your logical sequence.

Program and Site may be extended code 2 because they do not change and they are next in logical sequence.

Source and Project may be extended code 3 because they are constant.

Subject, may be extended code 4 because it occasionally changes.

Function and Object may be extended code 5 because they change frequently.

Once you've determined your expense and revenue codes and their logical sequence, use the Extended Code Preference screen to enter your codes. This screen consists of four columns.

The top portion of the screen is for expense codes. These codes are used for accounts payable and checks.

The bottom portion of the screen is for revenue codes. These codes are used for receipts.

Column 1: Mark the box to use the code

If you want to use this extended code group, click on this box with your mouse. If the box is marked "[X] Use Exp1", you can change

Chapter 4:

the information in the remaining three columns. If the box is not marked, you cannot.

Column 2: Enter a name to use on the screen

Enter the name you want to appear on your screen for this extended code group. For example: FY Code

Column 3: Enter the number of digits 1-10

Enter the number of digits, 1-10, to use for this extended category. For example: FY Code would be 1 digit.

Column 4: Enter the default code to use

If this code is constant or does not change very often, enter the code to use as a default when adding. The program will automatically type in this code for you when adding.

If there is no consistent code to use, press [Tab].

Note: The number of digits you enter as a default must be equal to the number of digits defined in column 3. For example, if you entered 3 digits under column 3, you must enter a 3 digit code.

Once you're satisfied with the Extended Codes you've entered, select **<Update Entire Program>** at the bottom of the screen. This will update your entire program with the codes you've defined.

CAUTION: If you've already entered transactions with extended codes and change the number of digits defined in column 3 above to a smaller number, you will lose part of the coding information for all entries previously entered! **Be sure you have a backup of your data first!!!**

EXTENDED REPORTS

The Extended Reports option is available when you use the Extended Code program module. It comes with approximately 13 reports already set up for expenses, revenues, and Payables codes. With this program, you can:

- Print Journal Reports for Expenses, Receipts, and Payables. This report prints information in order by extended code groups. When the codes for any group change, subtotals are printed for each extended code group.

Note: If you've set up your extended code groups in a logical, sequential order with those codes which do not change, or change very little, first and those codes that frequently change last, this report will give you a detailed summary of exactly where you've spent or received money for each extended code group.

Chapter 4:

- This option also prints a list of all extended expense and revenue codes.

Registration/Support (See Chapter 5)

END OF YEAR

Use this option when you're ready to close one year and begin a new year. **Be sure you've made current backups.**

This option will:

- 1) Copy all current data files to the PREVYEAR sub directory.

Note: This program maintains two years of data. Be sure you maintain current backups of all your data and label them appropriately.

- 2) Post ending balances for the current year as new beginning balances.

Select '**End of Year**' under the **Utilities Menu**.

Begfiscal:

Enter the beginning date for your next fiscal year. For example, **07/01/2001.**

Endfiscal:

Enter the ending date for your next fiscal year. For example, **06/30/2002.**

Select < **OK** > to end your current year and begin the next year.

Select < **Cancel** > to exit without making any changes.

Enable Monthly Close:

If you choose to use the Monthly Close Option you will be asked each time you print a General Ledger Report if you want to "Close Month" Y/N. If you respond "Y" all data files associated with this month will be closed and further access to "Add", "Edit" or "Delete" will be denied. You should be sure that all Accounts balance, Checking Account is balanced and any changes you need to make to this month has been completed before responding "Yes" to this question. Once you have chosen to close a month it can only be re-opened with the assistance from your System Administrator or your Technical Support Group.

Remember: Once a month is closed you cannot make any entry or change any entry with that months date on it, including Cancel Checks.

Chapter 4:

Chapter 5

Registration/Support Menu

This chapter explains the Registration/Support option. Use this menu to:

- 1) Register your program after installation
- 2) Update the support date of your program.

Registering the Program:

To gain unrestricted access to the program you must register it. To register a program, do the following:

1.) Purchased from our Sales Office:

Under the Utilities Section select:

'Registration/Support', select
'Register Program'.

If you ordered the program from our office the registration information is on the CD Rom. Put the CD Rom in your CD drive. To register from the CD Rom you will need to check the box marked "Other Drive Path" and enter your CD Rom drive designation in the box. Once the appropriate options are entered select **'OK'**.

2) Registering a Demo program downloaded from our Web Site:

If you downloaded the demo from our web site and subsequently purchased it you will be sent a registration file for the program. Put that file on a floppy diskette and follow the same instructions in step 1 above.

3) Resetting your Support Date:

If you have renewed your support contract and need to change the support expiration date you will do the following:

Under the Utilities Section select

'Registration/Support', select
'Update Support'

You will receive a code from the support group that you will enter on the data line. Once you have entered this code, select **'OK'**. This will increase your support contract expiration date by 1 year.

Switch Program Module

When you have more than one program module registered, use this option to quickly and easily switch from one program to another. You may also use the F11/F12 keys.

Select **'Switch Program Module'** Under

"Switch" - Select the program module to switch to and then select

'OK'.

Chapter 6

Questions & Answers

This chapter answers commonly asked questions.

How do I delete an Activity Account?

Wait until the end of your fiscal year, if possible.

If you can't wait, determine which account will be deleted and what account(s) will receive any receipts or checks from the account you're deleting.

Print a sequential list of all receipts and checks for the account you're going to delete. Use the beginning date of your fiscal year to today's date.

This will give you the check or receipt number for each transaction containing an item for the account you're going to delete.

Use the Find option (while viewing checks or receipts) and search on Check or Receipt number to get each transaction on the screen. Update the account number in each line entry (on the screen) to the new account number to replace the account you're deleting.

Next, select '**Accounts**' under the **File Menu**. Then select '**Activity Accounts**'. Use the Find option to get the account you want to delete on the screen.

The Cash Balance and Payable Balance must be zero.

If the balance isn't zero, select "**Current Balances**" under the **Utilities Menu**.

Again, get the account you're going to delete on the screen. If the cash balance is not zero, you still have a check or receipt recorded with the account number. You **cannot** delete Accounts that are active (contains any transaction).

If the payable balance isn't zero, you have an accounts payable entry with the account number you're going to delete. Change it. If you have an encumbered amount, you have a purchase order recorded. Change it.

Once the balance is zero, and the Account contains no transactions, press [**Delete**] to delete the account shown on the screen.

What if my beginning balances don't print on my report?

If they don't print, go back to Chapter 2 and record them with the account name.

What if my reports won't print correctly?

Review your Windows documentation and make sure you've selected the correct printer. In your '**Program Preference**' screen you marked 1 for Laser printer or 2 for Dot Matrix printer.

My printer won't work?

There could be several reasons. Check these:

- 1) Is the printer power cable plugged into an electrical outlet?
- 2) Is your printer power switch in the ON position. Check to make sure your printer is ON-LINE.
- 3) Is the printer cable connected to the printer and the computer? If the cable is loose, the printer won't print.
- 4) If your printer worked earlier, but won't print now, the printer buffer could be full or have some wrong codes entered. Turn the printer OFF. Wait three seconds and then turn it back ON. Try printing the report again.
- 5) Make sure the correct printer driver is installed.

How do I change my Password?

See Chapter 6 (Utilities) of the EPES Reference manual to learn how to change your password. When you received the program, the password was '**PASSWORD**'.

What if an account balance isn't correct?

Select the "Current Balances" option under the **Utilities Menu** to correct it. If it's still wrong, check your check, receipt, and transfer entries.

What if my computer prints an error message?

The program is attempting to tell you what problem it encountered. For example, it may tell you your printer isn't ready. To correct it, turn on your printer.

If an error does occur and you have an option to 'Log the error and continue', select this option. The error can be viewed under '**Error Log Table**' of the Administrators Menu.

If I use the 1099 Export File option to write my 1099 information to a diskette, what does the file on the diskette contain?

The file is an ASCII delimited file, separated by commas, and contains the following information:

- 1) Vendor Name
- 2) Vendor Address
- 3) Vendor City
- 4) Vendor State
- 5) Vendor Zipcode
- 6) Vendor Tax ID number
- 7) Total amount of money paid to the vendor.

Can I have multiple Checking Accounts?

Yes. By default, account 992 is the checking account. You may add additional (General Ledger) checking accounts. Be sure you mark the Checking Account box [**X**] for each checking account. (Highlight the

Checking Account box and press [**Tab**] or click on it with the mouse.)

When you ask to print checks, reconcile your bank statement or print various reports, the program will ask you which checking account to use.

Why select the General Ledger Account "Cash on Hand" when entering Receipts?

Two Reasons:

- 1) When you receive money each day, technically, it is cash on hand until you deposit it in the bank.
- 2) At the end of the day, select the '**Record Bank Deposit**' option under Transfer & Deposits of the **File Menu**. This will ask you how much money there is to transfer to your checking account from Cash On Hand.

When the money is transferred, one deposit entry is recorded in Receipts. This makes reconciling your bank statement at the end of the month much easier. Instead of having many deposit entries for each day, you'll have only one entry.

When would you select a General Ledger account other than "Cash on Hand", when entering receipts?

When you are recording interest received on an account or an outstanding deposit balance (when beginning the program), you'd select the general ledger account to post the interest to.

What did I do wrong if my bank statement doesn't reconcile to zero?

Check the following:

- 1) Did you enter a wrong cancellation date on a check?
- 2) Has any entry been updated from a prior month, after the bank statement was reconciled?
- 3) Did you record a transaction manually and forget to put it in the computer?
- 4) Did you accidentally put in a duplicate transaction?
- 5) Did you void a check or receipt manually and forget to put it in the computer?
- 6) Did you enter an outstanding check or deposit and forget to select the Current Balance option under the **Utilities Menu**?

Adjusting Entry

If you've checked everything and you're still out of balance, you'll have to enter an adjusting entry before you can reconcile your bank statement.

If the balance for your statement is positive, you'll have to manually enter an adjusting check entry.

For example, if you had a statement balance of \$1.53, you'd enter a check for \$1.53. (Add a vendor named Adjusting Entry.) You'll have to decide which account number to use in making this adjusting entry.

If the balance for your statement is negative, you'll have to enter an adjusting receipt entry.

For example, if you had a statement balance of \$-1.21, you'd enter a receipt for \$1.21. (Add a vendor named Adjusting Entry.) You'll have to decide which account number to use in making this adjusting entry.

How do I Void a Check?

To void a check that has been written in the current month:

Select '**Checks Paid**' under the **File Menu**.

Use the Find option. Search on Check # to get the check on the screen to void.

Edit each line item entry on the screen and enter 0 (zero) as the amount of the check. Under the Memo field, type VOID (and enter the amount of the check). The total amount of the check should be zero when done. Record a cancellation date on the check entry.

Reversing Entry

If voiding a check from a previous year or month, add a duplicate of the original entry except the amount will be negative and the date will be the date of the Bank Statement being balanced. Cancel both the original and the new reversal entry using the Bank Statement date.

How do I handle NSF (Bad) Checks?

An NSF check is a check returned by the bank for non-sufficient funds.

There are two ways to handle these checks without altering any previous reports.

Suppose the **original receipt entry** was:

Activity Account:000102
General Ledger Account:000992 (Checking)
Received From: John Doe
Receipt #: 1234
Amount: 15.00

Method 1

When the check is returned, record a reversing entry. It will be identical to the original entry, except the amount will be for negative -15.00 and the date will be the Bank Statement date. When the check is re-deposited or cashed, record another receipt for the original amount.

Method 2

This method provides a way to keep track of the total of all NSF checks.

First, select '**Accounts**' under the **File Menu**. Then select '**General Ledger Accounts**'.

Add another General Ledger Account.

For example:

General Ledger Account #: 996
Account Name: NSF CHECKS
Beginning Balance: 0

Select '**Transfers & Deposits**' under the **File Menu**. Select '**General Ledger Transfer**'.

Add an entry:

Date:

Press [**Tab**] to select today's date or enter the correct date.

From Acct:

Enter your checking account number. In our example, it's **992**.

To Acct:

Enter your NSF General Ledger Account. In our example, it's **996**.

Amount:

In our example, it's **15.00**.

Document:

(Optional) Enter a reference number for this transfer.

Note:

Enter a brief description. For example: **John Doe, NSF Check**

When the Check is cashed or re-deposited, enter the following information:

Select '**Transfers & Deposits**' under the **File Menu**. Select '**General Ledger Transfer**'.

Add an entry:

Date:

Press [**Tab**] to select today's date or enter the correct date.

From Acct:

Enter your NSF account number. In our example, it's **996**.

To Acct:

Enter your checking account number . In our example, it's **992**.

Amount:

In our example, it's **15.00**.

Document:

(Optional) Enter a reference number for this transfer.

Note:

Enter a brief description. For example: **John Doe**

To write off a bad check:

Select '**Receipts**' under the **File Menu**.

When prompted "**Select an Account**", select **996**. Our example assumes you have set up a GL Account 996 for NSF Checks.

Click '**Add**' to Add a new entry.

Receipt #:

Enter the receipt number. In our example, it's 1234.

Date:

Enter the correct date for this receipt.

Vendorcode (Received From):

Enter who the check was received from. In our example, it's **John Doe**.

On the detail line, enter:**Account:**

Enter the Account Number. In our example, it's **102**.

Sub Acct:

Enter the Sub-Account number. In our example, its **0**. (Press **[Tab]**.)

Note:

Enter a brief description. For example:

John Doe, NSF written off.

Amount:

Enter the reversing amount. In our example, it's **-15.00**.

My receipt won't print?

Check your Program Preferences. You probably have not told the program to print receipts.

To do this, select '**Program Preferences**' under the **Utilities Menu**.

In the bottom left of the screen, you should see **[X] Print Receipts**. If the box is not marked **[X]** click on it with the mouse or use the Tab key to highlight it and press **[Tab]**.

If the box is marked, check your printer and printer cables to make sure the printer is ON-LINE and properly connected.

Note: You can also use the **<Print Receipt>** Button on the screen.

My Checks or Receipts aren't printing correctly?

Check your Program Preferences. You may have selected the incorrect printer.

To do this:

Select '**Program Preferences**' under the **Utilities Menu**.

Under '**Format**' check which printer is selected. Enter a 1 for a laser printer or 2 for a dot matrix printer.

Check to make sure you have the proper printer driver installed.

I just can't get everything to balance:

These procedures have been written to provide suggestions to assist you in locating "out of balance" problems with the data entered in the EPES SOFTWARE. We receive several copies of School data daily. Most balancing problems are - voided entries, incorrect dates, amounts and cancel dates. We have found that by following these steps, most out of balance conditions can be located and corrected:

1. Check Fiscal Year dates (UTILITIES SECTION - Program Preferences) and Bank Reconciliation dates. Be sure they are correct.
2. Run "Current Balances to Disk" under the UTILITIES SECTION.
3. Ending Balance from Bank Statement must be correctly entered.
4. Outstanding Deposit - Deposit made, not reflecting on Bank Statement.
5. Run "List of Outstanding Checks" (thru date must be same as ending Bank Statement). If this amount is not the same as the Bank Reconciliation:
 - A. Search for the dollar amount difference between cash balances on lines 4 and 8.
 - a. Check date, amount, vendor code and name, cancel date and account number
 - b. Check for duplicate entries.
 - c. Check Journal Adjustments.
6. Run a "Sequential List of checks and receipts" and compare with Bank Reconciliation checks and receipts.
7. Run a "General Ledger" for the month (using same dates as Bank Statement). Your total receipts and transfers to checking account must be same amount unless your school carries an ending balance in the Cash on Hand account.
8. Go to "Checks Paid" and look for zero amounts. You cannot zero out a check from a previous month or year. You must use reversal entries to void a previous period check.
9. Go to "Receipts" and look for zero amounts. Same rule applies as checks.
10. Go to "Transfer and Deposits", look for a date prior to fiscal year date.
11. Go to "GL Transfer", your deposits for that month should match the bank statement amount.
12. Run a "Sequential list of Checks - By Check #"
On the query box click on "Cancelled" then click on "is equal to" and in the compare box put in the date you cancelled the checks, (example 10/31/2001). The total amount of these checks should equal the amount of checks that has cleared the bank for that month with the exception of any NSF or Bank Fees that appears on the Bank Statement.

If you are unable to find your "out of balance" problem with the above procedures, you may mail a copy of your backup data to our support

staff to assist. There will be a \$37.50 per hour charge for finding balancing problems. If we discover that the software created the problem there will be no charge. If you mail your data you must provide enough information to assist us in locating the problem.

INTRODUCTION

Purchase Order Program Module

This program module is used to enter, print, and keep track of all purchase orders issued by the school. You can receipt an entire purchase order or line item by clicking one button with your mouse. In addition, you can enter partial receipts for a purchase order line item and make changes as needed. Once all items are received, you can automatically post the purchase order to accounts payable, if your using the basic accounting module .

You'll print a wide variety of reports to the screen or printer.

You'll use the mouse or keyboard to operate the program. Pull down Menus and Windows make the program extremely easy and quick to use. You don't have to be a CPA to operate the program. Double entry accounting is done automatically for you.

Help is just a keystroke away! Press **[F1]** or click on Help with the mouse at any time... from anywhere in the program.

Security is built into the program to protect your data from unwanted users.

It's simply to use, yet very effective.

I. Purchase Order Program.

This manual explains the specific details about the Purchase Order program. Think of it like a recipe. It contains all the details or what you want to do.

The Purchase Order manual contains:

<u>Chapter</u>	<u>Information</u>
1	Quick Start , Installing the program and Overview.
2	File Menu , Information to Add to the program.
3	Output Menu , Purchase Order Reports you can print to the screen or printer.

- 4 **Utilities Menu**, Special programs to simplify your accounting work.

II. EPES Software Reference Manual

This manual explains how to:

- Select Menu Options.
- Use the keyboard or mouse.

- Make Backups of your data.
- Add, Edit, and Delete information... and much more.

The EPES Reference manual contains:

<u>Chapter</u>	<u>Information</u>
1	File Menu , How to select program options, Close Files, select Printers, and Exit the program.
2	Edit Menu , How to Edit entries.
3	Commands Menu , How to use the Tool Bar Menu to add, edit, and view information; how to use keyboard or mouse to move around in the program.
4	Output Menu , How to print reports to the screen or printer.
5	Window Menu , How to move a window on the screen, change it's size, and select other windows on the screen.
6	Utilities Menu , Programs which perform special functions like backing up your data, recreating damaged indexes, etc.
7	Help Menu , How to get help using the program.
8	Administrator Menu , How to add users to the program and assign their rights to add, edit, delete or view information.

Think of the reference manual as an oven. You can use the oven every time you bake. Once you're familiar with how the oven works, you know how to use it for all your recipes.

We have one major objective in mind:

Once you know how to use one EPES program for Windows, you'll know how to use all of them.

How is the Manual Written?

The following information will help you understand how the manual is written.

<u>Symbol</u>	<u>Meaning</u>
[]	Information enclosed in brackets means to press a key. For example, [A] means press the letter A.
< >	Information enclosed in braces means to select a command on the screen. For example, < Add > means select the Add command.
' '	Information enclosed in single quotes means to select a Menu option. For example, ' Accounts ' means select the Accounts option from the Menu.
" "	Information enclosed in double quotes refers to a message on the screen or a section in your manual.
_____:	Information followed by a colon refers to information you are to type into the program. For example, Password: means type in the password.

QUICK START

This chapter is an overview of the Purchase Order program. You'll learn how to install/Register the program and get started.

Installing the EPES Purchase Order Program

If you have already installed the Accounting Program you can proceed directly to the "First Time you Run the Program" option below. The Purchase Order Module is included with the Accounting Software

Place the School Accounting CD in your CD Rom drive, select Run. Enter the following:

E:\Setup (or whatever drive is assigned to your CD Rom Drive)

To install the program, follow the instructions displayed on the screen. When the program has been successfully installed, the final message you'll see will be "**Installation is complete**". Put the original program CD in a safe storage place.

Installing Additional EPES Accounting Programs

The EPES Accounting program includes the Purchase Order and the Extended Code programs. You can preview either of these programs in "Demo" mode at any time by going to the "Switch Program" option and selecting the program you want to preview. If you decide to purchase either of these modules you will only receive a "Registration" diskette which will change these programs from a "Demo" to a fully functional program. Chapter 5 of this manual provides detailed instructions.

Each module purchased will be a 'Demo' until registered.

First Time You Run the Program

After first installing the program, the program is running in 'DEMO' mode. In Demo mode you can test every option in the program.

Registering the Program:

To gain unrestricted access to the program you must register it. To register a program, do the following:

1) Purchased from our Sales Office:

If you ordered the program from our office the registration information is on the CD Rom. Put the CD Rom in your CD Rom Drive.

Under the Utilities Section select
'Registration/Support', select
'Register Program'.

Purchase Order Quick Start

If you are registering from an older version on Diskette, the defaults are set to register the Accounting Program, you will need to check the box marked "Purchase Order" then select **{OK}**. To register from the CD Rom you will need to check the box marked "Other Drive Path" and enter your CD Rom drive path in the box.

Once the appropriate options are entered select **'OK'**.

2) Registering a Demo program downloaded from our Web Site.

If you downloaded the demo program and want to purchase it contact our sales office :**1-800-424-7512** or email us at:

sales@epesssoftware.com. When payment or Purchase Order is received you will be sent a registration file for the program. Put that file on a floppy diskette and follow the same instructions in step 1 above.

Log In Screen

Enter the following information:

ID: **BK** (press enter)

Password: **PASSWORD** <Enter>

This is the ID and Password for the Bookkeeper. There is also another login ID included which is assigned to the System Administrator. If you do not have a System Administrator you can contact our Support Group to obtain this login ID which will give you unlimited access to any of the file security programs.

You can change the password, under the '**Change Password**' option of the **Utilities Menu**.

Daily Start Up

To start the program, select the Purchase Order icon within the EPES Software Group of your **Windows Program Manager**.

Enter your ID: **BK** and

Password: **PASSWORD**

(The Password can be changed at any time under the "Utilities Section".)

File Menu

This chapter explains how to set up your Purchase Order Program and begin adding information under the **File Menu**.

Setting Up the Purchase Order Program

STEP 1 - Get to the Master Menu

Select the Purchase Orders icon from your Windows Program Manager to start the program.

Enter the following information:

ID: **BK**

(or the ID that has been set up for you.)

Password: **PASSWORD**

(or the password you have set up for you.)

The **Master Menu** will appear at the top of the screen:

STEP 2 - Enter your Program Preferences

Select '**Purchase Order Preferences**' under the **Utilities Menu**. Complete your desired options then select **[OK]**.

STEP 3 - Assign Accounts

If you have not already set up your Activity, G.L. and Sub Accounts from the Accounting program see **Step 3, pg 2.1**

ADDING INFORMATION:

Use the following steps to add information using the **File Menu** of your program:

ADDING VENDORS

If you have not already setup your Vendors using the Accounting Program see **STEP 8 - ADDING VENDORS (pg 2.6)**

Adding Ship To

Use this option to record the information on where your purchase orders are to be shipped.

Select '**Purchase Order**' under the **File Menu**.

Select '**Ship To**' under '**Purchase Order**'.

Select < **Add** >.

Shiptocode:

Enter a unique ship to code to describe this school. For example: **CES**

Shipname:

Enter the school's name. For example: **Central Elementary.**

Shipattn:

Enter the name of the person to ship this purchase order to. For example: **John Q. Principal.**

Shipadd:

Enter school's address. For example: **121 E. North**

Shippobox:

Enter a P.O. box if applicable. For example: **P.O. Box 433**

Shipcity:

Enter the school's city. For example: **Magnolia**

Shipstate:

Enter the school's two digit state abbreviation. For example: **AR**

Shipzip:

Enter the school's zipcode. For example: **CENT**

Telephone:

Enter the school's telephone number, area code first. For example: **501-234-1234**

Use the Tool Bar Menu at the top of the screen.

Save and keep adding, Save, Cancel (Tool Bar Menu) (Tool Bar Menu)

Select < **Save and keep adding** > to save this ship to record and add another one.

Select < **Save** > to save this ship to record.

Select < **Cancel** > to undo what you've added and exit.

Adding Purchase Orders

Use this option to record your purchase orders.

Select '**Purchase Order**' under the **File Menu**.

Select '**Purchase Orders Add/Edit**' under '**Purchase Order**'.

Select < Add >.

PO Number:

Press [Enter] to accept the current P.O. Number or type in the new P.O. number.

Date Ordered:

Press [Enter] to accept today's date or type in the correct date for this purchase order.

Vendorcode:

Enter the vendor code or press [F5] to select from a popup list.

Shipto:

Enter the ship to code or press [F5] to select from a popup list.

Add new line item:

Press [Enter] to add a P.O. detail line to this Purchase Order.

Account:

Enter the Activity Account or press [F5] to select from a popup list of accounts. For example: 100 (for General Fund)

Sub-Acct:

Press [Enter] for no sub-account or enter the Sub-Account code. Press [F5] to select from a popup list of sub-accounts.

Expense Codes:

Note: These fields will be skipped unless you're using the Extended Code program module and have marked them for use. See the Extended Code Preference option in Chapter 4.

Enter any expense code(s). If you don't know the expense codes, press [F5] to select from a popup list.

Qty Order:

Enter the quantity ordered for this line item.

Unit Desc:

Enter the unit description. For example: **each, boxes, or dozen.**

Unit Price:

Enter the unit price for this line item.

Description:

Enter a brief description for this line item.

Tax Amount:

Press [**Enter**] unless this item involves a taxable item. Then, enter the amount of sales tax for this item.

Note: The tax amount is included in the amount for this line item.

[] **Mark for 1099:**

Click with the mouse to mark this disbursement for 1099 reporting.

Save line item and exit, Add another line item, Cancel line item (P.O. Detail)

Select < **Save line item & exit** > to save this line item and return to master PO Screen.

Select < **Add another line item** > to save your line item and add another.

Select < **Cancel line item** > to undo what you've added and exit.

Note: If you've added more than one line item, you'll be asked whether to cancel the last item entered or all line items.

When you return to the purchase order screen, use the Tool Bar Menu at the top of the screen.

Save & keep adding, Save, Close or Cancel from the main tool bar.

Select < **Save & keep adding** > to save this Purchase Order and add another

Select < **Save** > to save this Purchase Order.

Select < **Close** > to exit the PO Screen.

Select < **Cancel** > to cancel this Purchase Order and exit.

< Print Purchase Order >

Select this option to print your purchase order to your printer.

Receive Purchase Orders

Use this option when you receive your purchase orders.

Select '**Purchase Order**' under the **File Menu**.

Select '**Purchase Orders Received**' under '**Purchase Order**'.

< Receive entire Purchase Order >

Use this option to receive the entire purchase order or the remaining items on this purchase order.

Press **[R]** or Click on **< Receive entire Purchase Order >**

Date P.O. Received:

Press **[Enter]** to accept today's date or type in the correct date these purchase order items were received.

< Receive Partial P.O.or change PO line item >

Use this option to:

- 1) receive an entire line of a Purchase Order,
- 2) receive a partial line of a Purchase Order
- 3) make changes in what you received,

Press **[P]** or Click on **< Receive Partial P.O.or change PO line item >**

Use the Tool Bar options to get the line item of the purchase order on the screen that you want to receive.

< Receive Line Item >

Use this option to receive an entire line of a purchase order.

Press **[L]** or

Click on **< Receive Line Item >**

Date P.O. Received:

Press **[Enter]** to accept today's date or type in the correct date this purchase order line item was received.

Qty Rec:

Enter the quantity received for this line item.

Date Rec:

Enter the date this line item quantity was received.

Select **< Save >** to record your receipt information.

Select **< Save & Exit >** to add another received quantity and received date for this line item.

Select **< Cancel >** to quit without saving your information.

< Change Line item > Not available under this option.

Qty Rec:

Update the quantity received for this line item.

Date Rec:

Update the date this line item quantity was received.

Select < **Save** > to record your changes to this receipt item.

Select < **Cancel** > to quit without saving your information.

< **Erase** > Not available under this option

OUTPUT (Reports)

This chapter explains the Standard Reports to print to the screen or printer.

Note: This Menu is **Not** highlighted if you are viewing information on the screen. Quit what you're doing and return to the **Master Menu**.

The standard reports are:

- Vendor Listing
- Chart of Accounts
- P.O. Reports
- Other reports listed refer to Activity Accounting only

Select **Output** from the Master Menu, and a window similar to the following will appear:

Vendor Listing

This report prints a list of vendors.

Select '**Vendor Listing**' under the **Output Menu**. A Report Query box will appear:

Select < **PreView** > to view the report on your screen.

Select < **Print** > to print this report to your printer.

See the EPES Reference manual, Chapter 4, to learn how to limit the information printed and save your work for later use.

Chart of Accounts

This report prints a list of Activity Accounts, General Ledger Accounts, or Sub-Accounts.

Select '**Chart of Accounts**' under the **Output Menu**.

Select your report listing: Accounts, GL Accounts, Sub-Accounts, Accounts Only, or GL Accounts only. The Accounts only reports **do not display balances.**

Select **PreView** to print to the screen.

Select **Print** to print to your printer.

See the EPES Reference manual, Chapter 4, to learn how to limit the information printed and save your work for later use.

P.O. Reports

Use this option to select which purchase order report to print.

Select '**P.O. Reports**' under the **Output Menu**.

Select your report:

Open Purchase Orders

This report prints a list of all purchase orders / partial purchase orders not yet received.

Purchase Orders Received

This report prints a list of all purchase orders / partial purchase orders received.

Ship To Information

This prints a list of schools where purchase orders are shipped to.

Purchase Order Budget Report

This prints a budget report for your purchase orders. It shows the Total Purchase order amounts, Total amount still opened, the budgeted amount, and percentage used.

PO Deficit Balance Report

This report prints a listing of all Accounts with a deficit balance created by the PO Entries.

Financial with Encumbered

This reports prints all Accounts with the current encumbered amounts.

Open PO By Account

Provides a listing of all Open PO's by Account.

Open PO By Sub Account

Provides a listing of all open PO's by Sub Account.

All reports use the Report Query format. See the EPES Reference manual, Chapter 4, to learn how to limit the information printed and save your work for later use.

Select **PreView** to print the report to the screen.

Select **Print** to print the report to your printer.

Select **Done** to return to the **Master Menu**.

Utilities Menu

This chapter explains the **Utilities Menu** programs that are unique to the Purchase Order Program. All other Utility Menu programs are explained in detail in the Accounting Manual and Chapter 6 of the EPES Reference Manual.

Select the "Utilities" Menu

Purchase Order Preferences

Use this screen to enter some basic purchase order information.

Select '**Purchase Order Preferences**' under the **Utilities Menu**.

[✓] Print PO Number on Purchase Orders:

Check this box if you want the program to print purchase order numbers. Unmark the box if your purchase orders are pre-numbered.

Purchase Order Terms:

You have five line items for purchase order terms. This information will be printed at the top of each purchase order as it appears on the screen.

Current PO Update

Use this option when you have a computer problem or power failure. It recomputes all Purchase Order quantities received and open amounts. Then, it reconstructs your data files.

Post PO's to Accounts Payable

If you're using the basic accounting program module, use this option to post purchase orders received to accounts payable.

<p>Note: This option will <u>not</u> post partial purchase orders received to accounts payable.</p>
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Chapter 5

Switch Option

This chapter explains the **Switch Menu**. Use this menu to:

1) Switch between program modules of the School Accounting program.

Select the **Switch Option**

Switch Program Module

When you have more than one program module installed, use this option to quickly and easily switch from one Accounting program module to another.

Select '**Switch Program Module**' under the **Switch Option**.

Select the program module to switch to and then select **< OK >**.

Note: This option will also allow you to switch to programs not yet purchased to preview those modules in "Demo" mode only.

