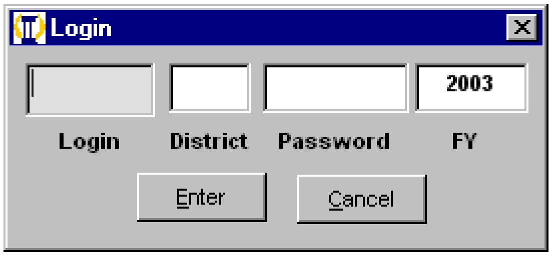
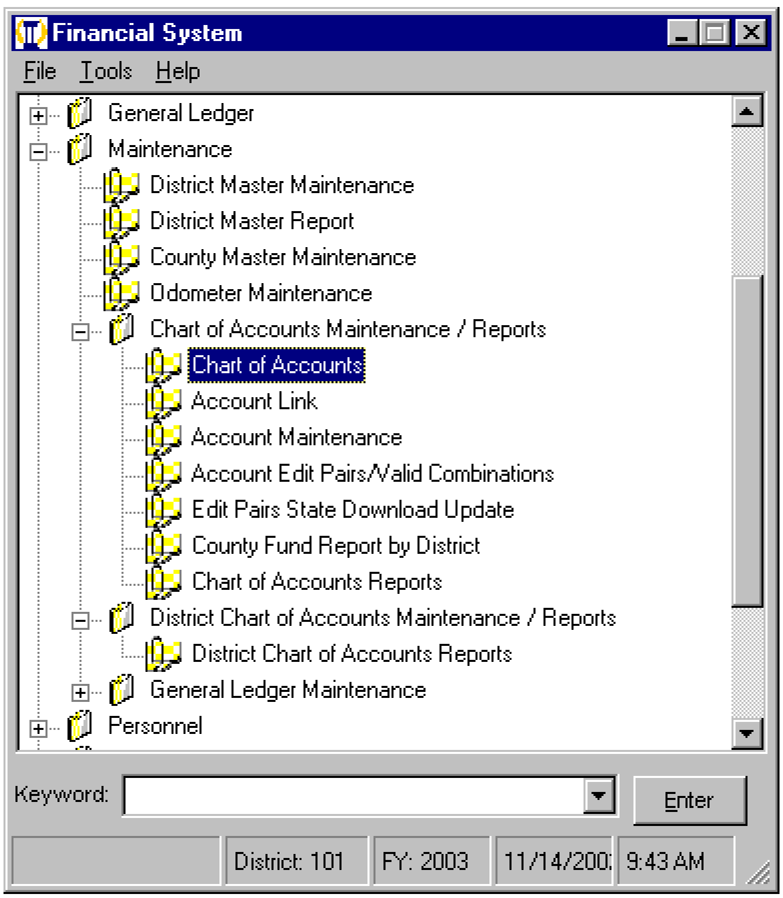
SETTING UP A DISTRICT'S CHART OF ACCOUNTS AND BUDGETS

1.1 Enter your assigned login name, district number, password and fiscal year.

Note: Fiscal year defaults to the current year.

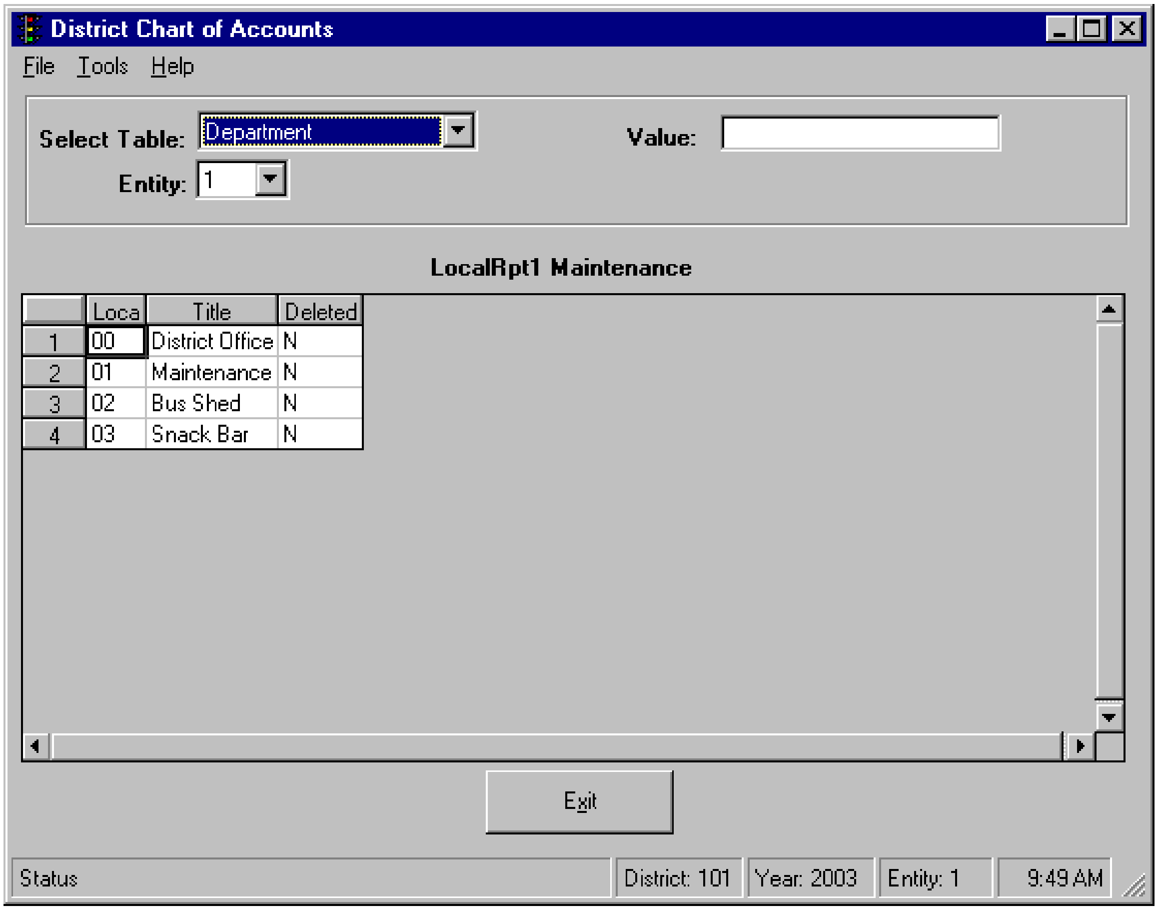


1.2 Select ***Chart of Accounts*** from the ***Maintenance*** menu.



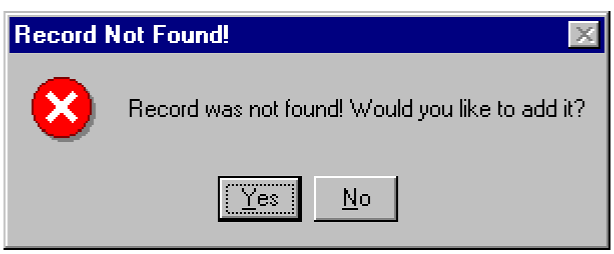
SETTING UP LOCAL FIELDS

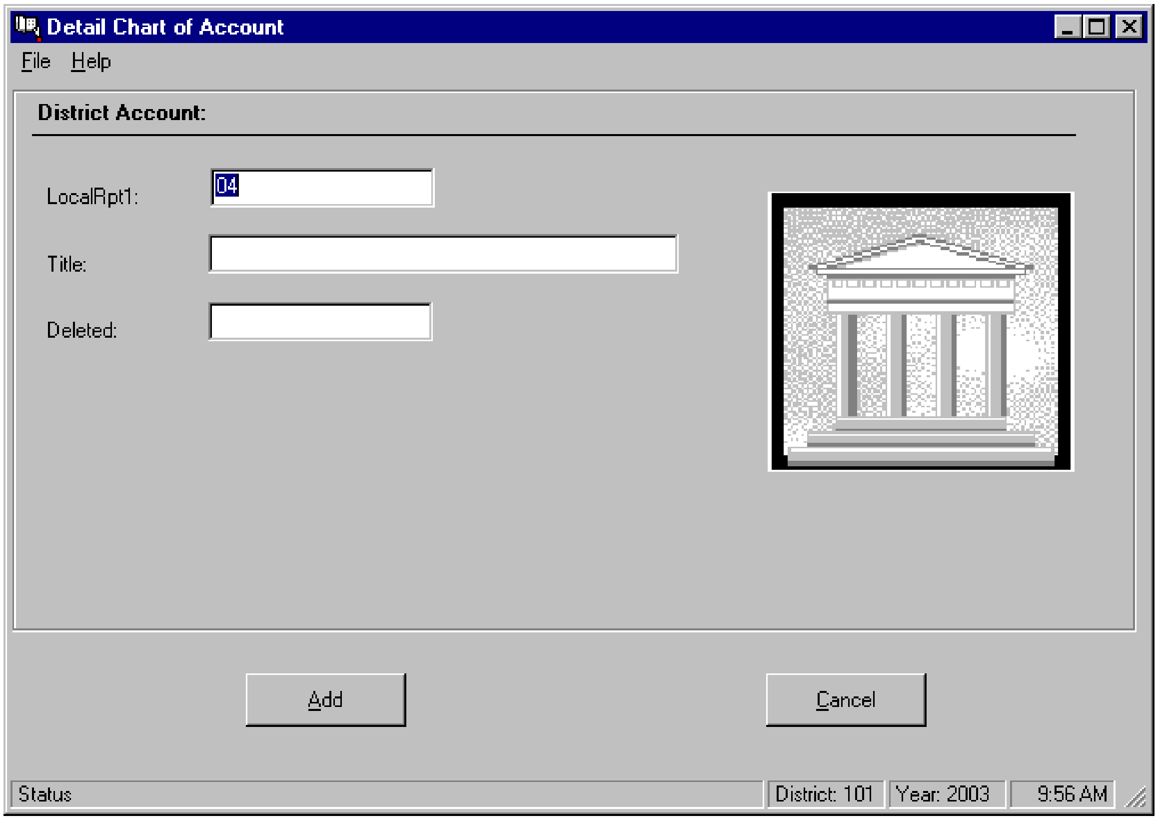
2.1 If your district will be using local fields the procedure to set them up is as follows. (For purposes of example Department will be used)



2.2 Enter a new department number in the Value field (the number must include the same amount of digits as you have determined the field length to be. Ex. If field length is three, the Department number could be 001). If the department does not exist already the application will ask if you want to add it.

2.3 Choose "Yes" to add the department.





2.4 Insert the Title of the department in the Title field.

2.5 Enter "N" (omitting the quotes) in the Deleted field.

2.6 Click the Add button to save the new department you've created.

2.7 Repeat steps 2.2 through 2.6 until you have entered all departments.

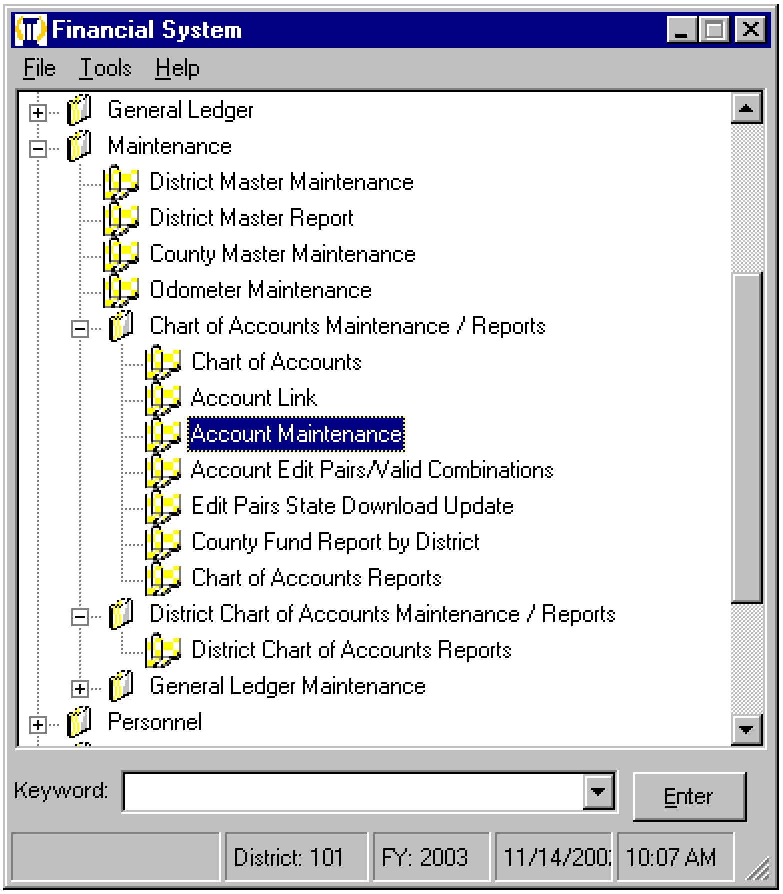
2.8 If you have additional local fields to add, return to 2.1 and select a different field in the Select Table drop down menu.

There are two methods to setting up the Chart of Accounts:

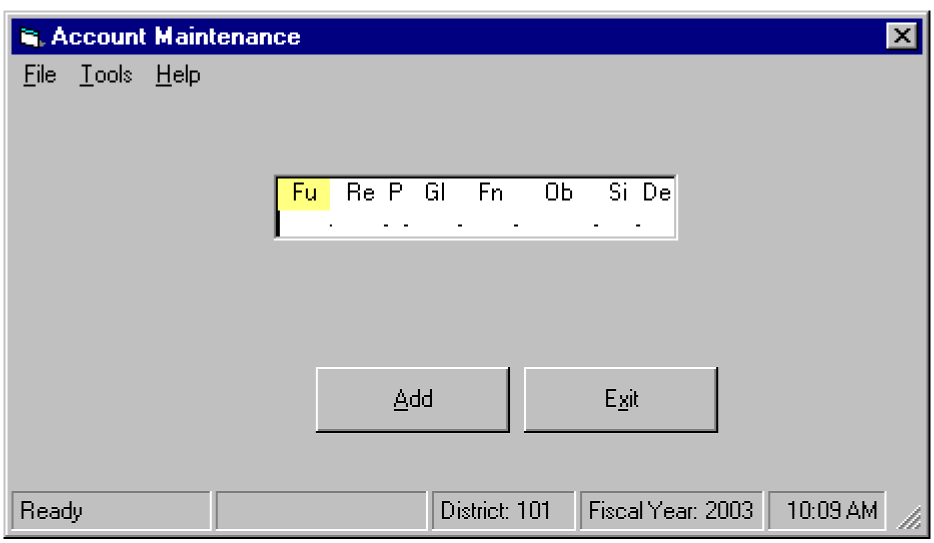
- ***Using Chart of Accounts feature***
- ***Simultaneously while entering budgets***

CHART OF ACCOUNTS FEATURE

3.1 Select Account Maintenance from the menu.



3.2 Enter the full account line containing all required and local fields in this screen.



When you have filled all of the requested fields the application will automatically search for the account. In the event that the application is not searching, click Add or hit the Enter key.

Tip: Using + and – on the keypad will advance to the next and previous fields respectively within the record. The + key will AutoFill the current field with zeros.

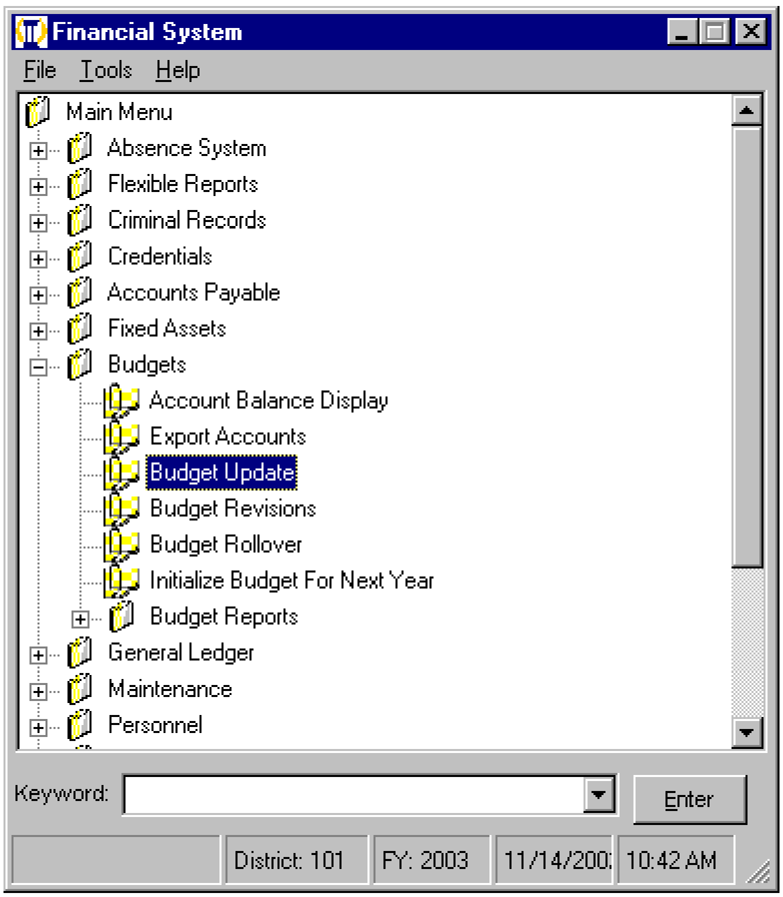
3.3 The message "Account added successfully" will appear. Click "OK".

3.4 Entering a current account code will provide the user with the opportunity to close the account. This simply inactivates it but does not delete it. Click Exit to cancel and return to 3.1 or enter a new account into the record field and continue.

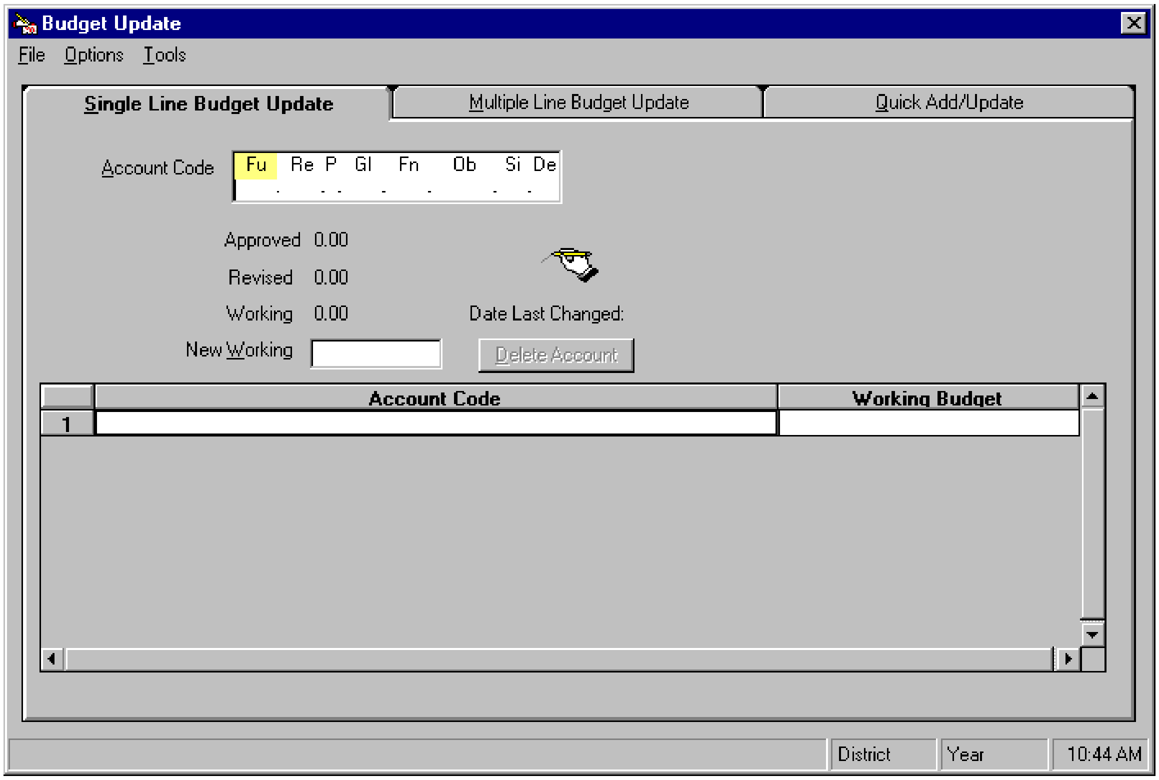
3.5 Repeat steps 3.2 through 3.4 until all accounts have been entered.

SIMULTANEOUSLY ENTERING CHART WITH BUDGETS

4.1 Select the Budget Update option from the Budgets menu.



4.2 There are three options found on tabs at the top of the screen, with each performing a specific function.



SINGLE LINE BUDGET UPDATE

4.3 There are three menu items at the top of the screen. In the Options menu, ensure that the check mark is by the "Enter new working budget". This replaces any budget amounts for this line that have already been entered. Use this to re-write the budget amount.

4.4 The second line under the option menu is "Enter change to working budget". This is used to adjust the working budget up or down by the amount that is entered in the *Change to working* field. Note: Enter the difference to the budgeted amount – for example to increase the budget by $10, you would enter 10 in this field. To decrease the amount, input negative numbers using the "-" (omitting quotes).

4.5 Having selected the "Enter new working budget" under Options, enter the account line into the *Account Code* field. The application will perform edit checks to ensure that the account combinations are valid. If you receive a message telling you that a combination is invalid and you feel that you have received this in error, please contact your District representative at the County Office.

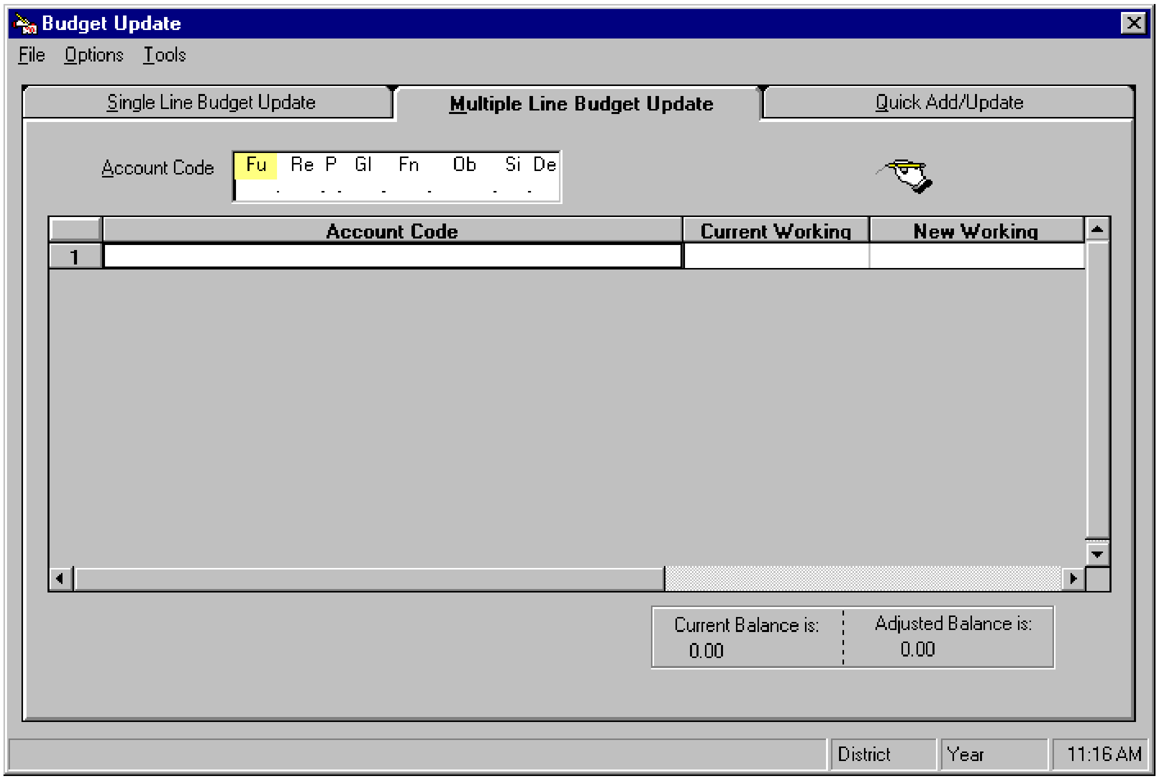
4.6 New accounts or ones for which there is no budget entered should all have zeros in the Approved, Revised and Working areas.

4.7 Enter the budget amount as a positive number in the *New Working* field and hit Enter. This will populate the grid that is shown below on the above illustration. This grid is for information only.

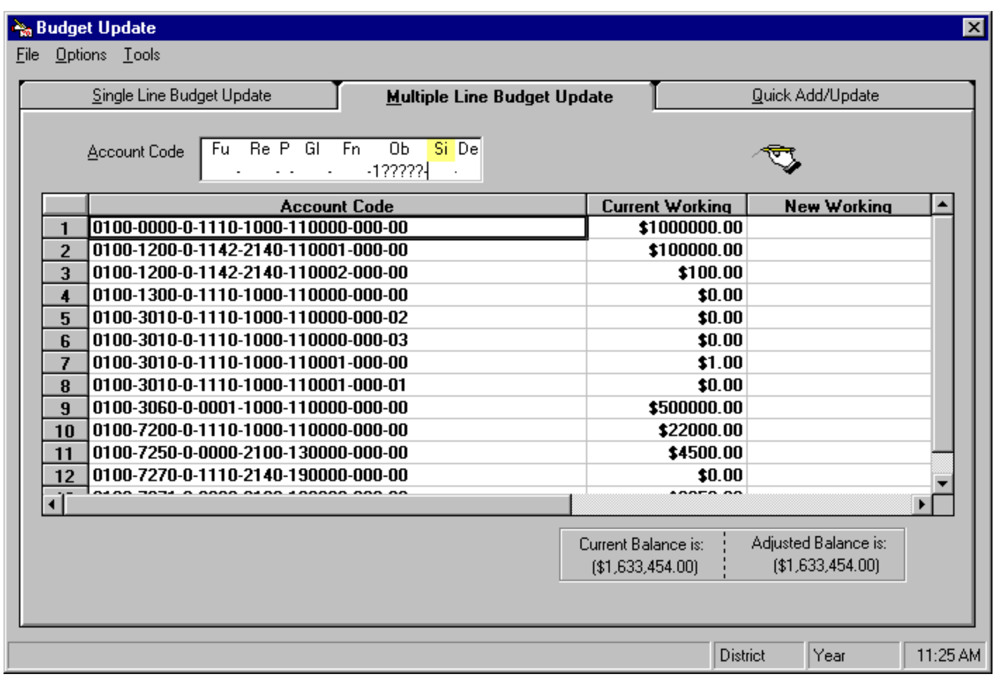
4.8 If you wish to correct or revise the currently entered amount, re-enter the account code into the *Account Code* field and enter the corrected positive value in the New Working field.

4.9 Repeat steps 4.5 through 4.8 until completed.

MULTIPLE LINE BUDGET UPDATE



4.10 Using this tab allows for multiple line entry, but requires that the Chart of Accounts has been previously entered. Wild-cards are allowed in the *Account Code* field to filter the accounts that the user wishes to update. For example, in order to only select certificated salaries in the District, the Object field (Ob) can be filled with "1?????" (omitting the quotes) and leaving all other fields blank, the grid will fill with all 1000 series objects.



4.11 The Option menu is active here as well and functions in the same manner as explained above in 4.3 and 4.4. The heading of the column to the right of the *Current Working* column will change according to the selection that has been made in the Options.

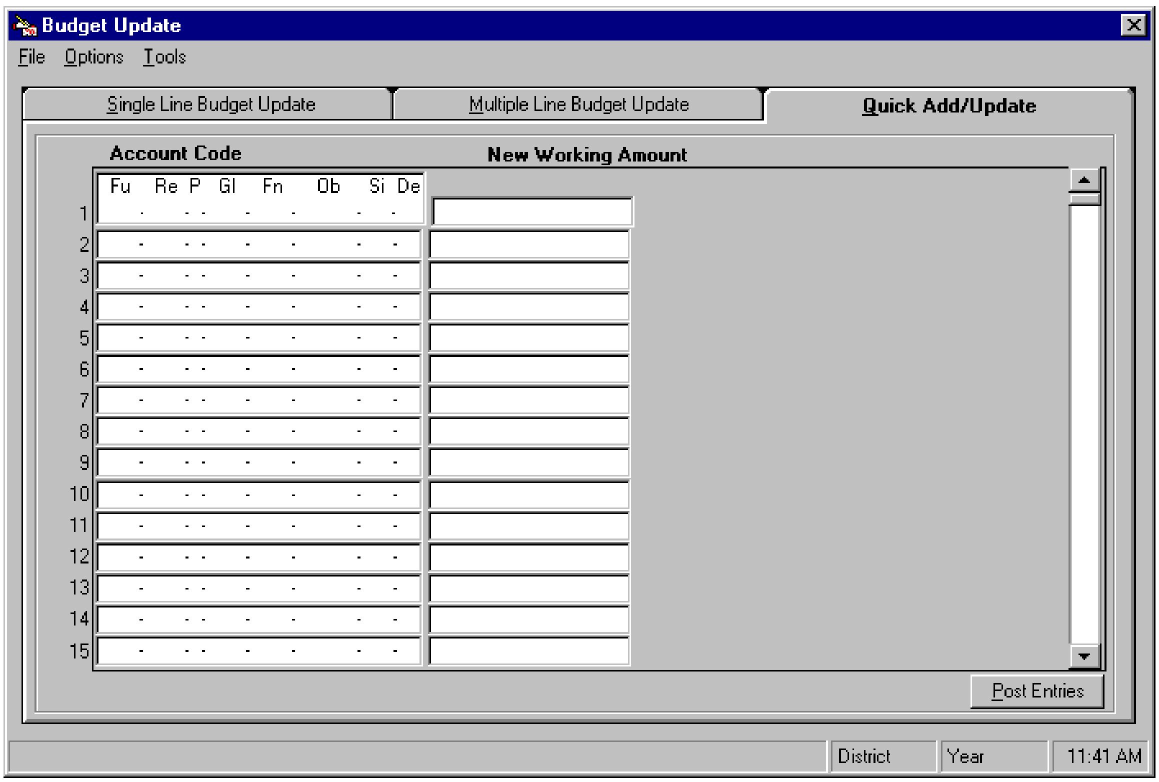
Note: A selection of *Change to Working* column header will require the user to input the difference between the current budget and the desired budget using positive or negative values. (See 4.4 above for explanation.)

4.12 Ensure that the column header reads *New Working* and begin entering positive values next to the account code in the *New Working* column.

Note: The *New Working* column does not need to be filled in for each line. Enter amounts only on those lines that you wish to change, the remaining lines will keep the information that had already been input. Leave lines you do not wish to alter blank – DO NOT fill with zeros.

4.13 Repeat 4.12 until completed.

QUICK ADD/UPDATE



4.14 The Option menu is active here as well and functions in the same manner as explained above in 4.3 and 4.4. The heading of the column to the right of the *Account Code* column will change according to the selection that has been made in the Options.

Note: A selection of *Change to Working* column header will require the user to input the difference between the current budget and the desired budget using positive or negative values. (See 4.4 above for explanation.)

4.15 This feature works in the same manner as the Single Line Budget Update with the exception that the user can enter multiple lines at a time before posting.

4.16 Enter an account in the *Account Code* column, and a budget amount in the *New Working Amount* column.

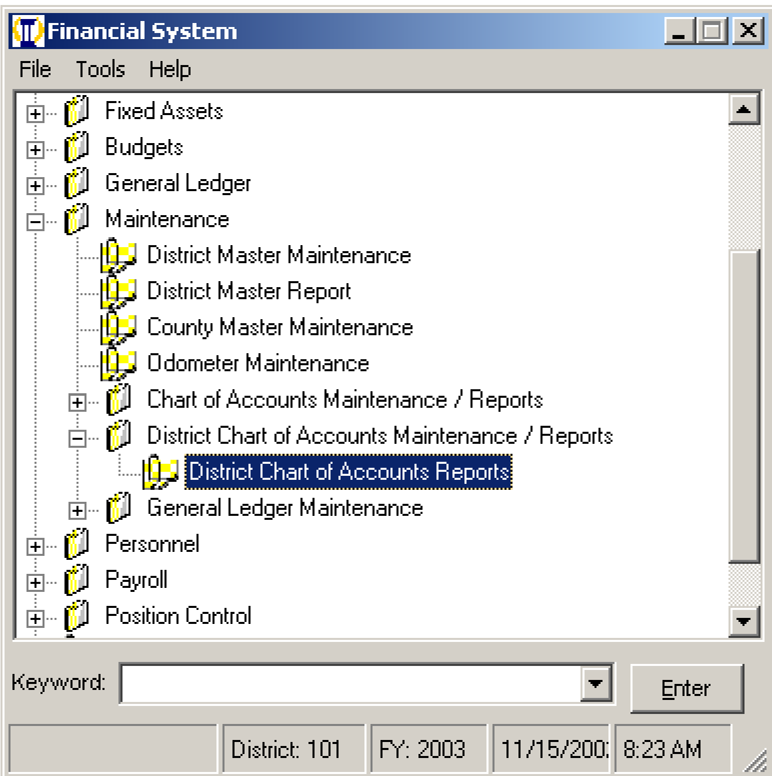
4.17 Repeat step 4.16 until all of the accounts and budgets have been entered.

4.18 To post the entries, click the **Post Entries** button at the bottom right hand side of the screen.

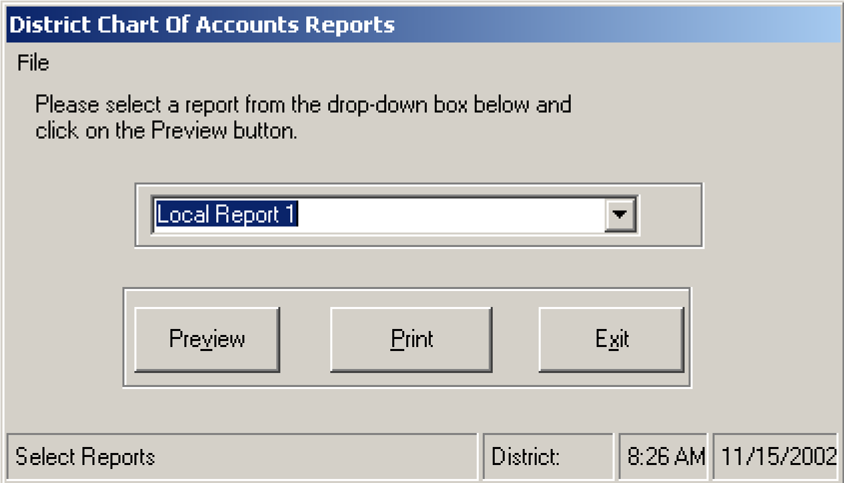
PRINTING CHART OF ACCOUNTS

Once you have entered the Local and other discretionary fields, you may want to view them for accuracy.

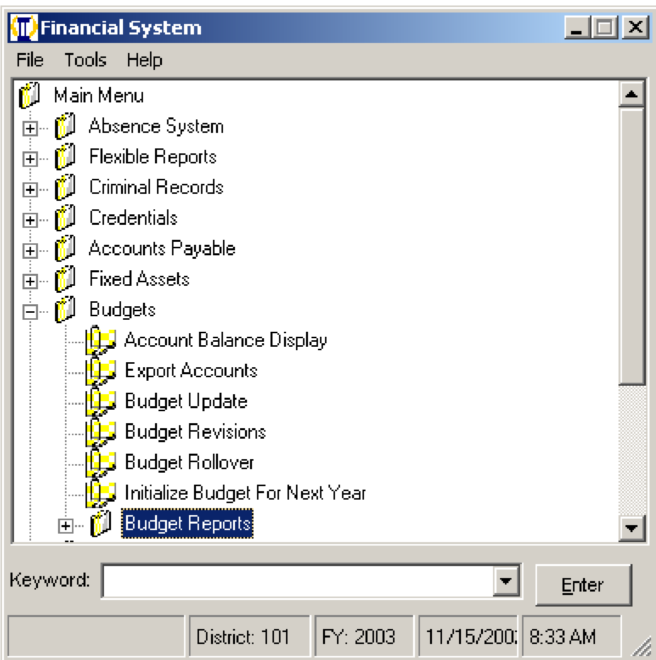
5.1 Select the ***District Chart of Accounts Reports*** from the ***District Chart of Accounts Maintenance/Reports*** header under the ***Maintenance*** menu.

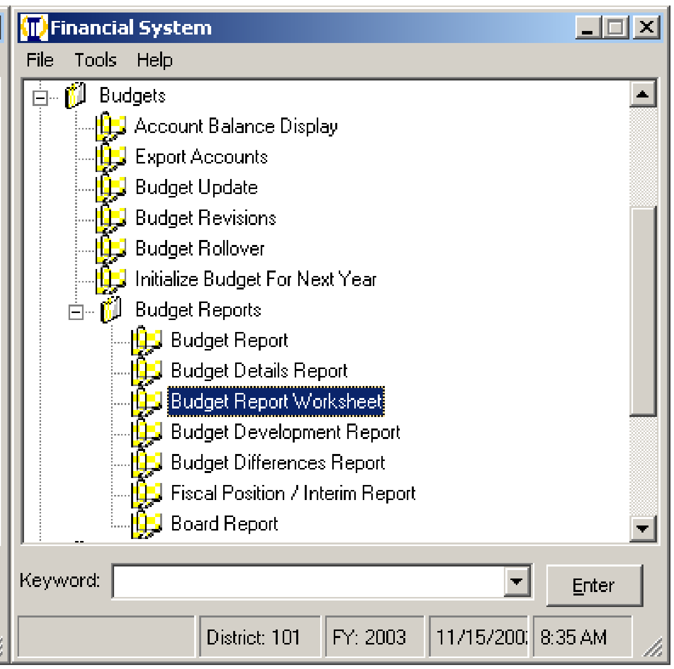


5.2 There is a drop-down menu on the screen that appears that allows you to select the various discretionary fields for viewing. Select a field from the drop-down menu and either **Preview** or **Print**. If you determine that additional entries in the Chart of Accounts are needed, return to the **Setting Up Local Fields** section above (Section 2) and continue to enter items as necessary.



5.3 There are various tools for budget development that can be found under ***Budgets***, ***Budget Reports***.





Two helpful reports are the Budget Report Worksheet and the Budget Development Report. Both of these are dependent on prior or current year budget data.