School Accounting Made Easy. The how to guide of the Activity Accounting and Purchase Order Programs.

- Walk through of Activity Accounting
- Purchase Orders
- Includes Screen Shots
# Activity Accounting

## Program Setup and Basics

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM BASICS / SETUP</td>
<td>B-1</td>
</tr>
<tr>
<td>STARTUP AND EXIT OF PROGRAM</td>
<td>B-1</td>
</tr>
<tr>
<td>Startup</td>
<td>B-1</td>
</tr>
<tr>
<td>Exit</td>
<td>B-2</td>
</tr>
<tr>
<td>CHANGE PASSWORD</td>
<td>B-2</td>
</tr>
<tr>
<td>BACKUP AND RESTORING</td>
<td>B-3</td>
</tr>
<tr>
<td>Restoring data</td>
<td>B-4</td>
</tr>
</tbody>
</table>

## Accounts and Sub Accounts

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>G.L. ACCOUNTS</td>
<td>C-1</td>
</tr>
<tr>
<td>ACCOUNTS</td>
<td>C-1</td>
</tr>
<tr>
<td>ADD ACCOUNTS</td>
<td>C-1</td>
</tr>
<tr>
<td>EDIT ACCOUNTS</td>
<td>C-3</td>
</tr>
<tr>
<td>SUB ACCOUNTS</td>
<td>D-5</td>
</tr>
<tr>
<td>ADD SUB ACCOUNTS</td>
<td>D-5</td>
</tr>
<tr>
<td>EDIT SUB ACCOUNTS</td>
<td>D-7</td>
</tr>
</tbody>
</table>

## Vendors

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>VENDOR MAINTENANCE</td>
<td>D-9</td>
</tr>
<tr>
<td>ADD VENDORS</td>
<td>D-9</td>
</tr>
<tr>
<td>Add Vendor While Entering a Receipt</td>
<td>D-12</td>
</tr>
</tbody>
</table>
Add Vendor While Entering a Payable……………………………………………………………………..D-12
EDIT VENDOR ..................................................................................................................................D-13
‘BLANK’ VENDOR CODE ..................................................................................................................D-14
1099 INFORMATION ..........................................................................................................................D-15

Receipts

ENTER RECEIPTS ..........................................................................................................................E-1
ENTERING RECEIPTS ......................................................................................................................E-1
EDIT RECEIPTS ..............................................................................................................................E-4
PRINT RECEIPTS ...........................................................................................................................E-6
REPRINT RECEIPTS .......................................................................................................................E-7
VOID RECEIPT ..................................................................................................................................E-8

BANK DEPOSITS ..............................................................................................................................F-9
RECORD BANK DEPOSIT ................................................................................................................F-9
PRINT DEPOSIT SLIP ......................................................................................................................F-3

ACCOUNTS PAYABLE

ENTER DISBURSEMENTS AND PAYABLES ..................................................................................G-1
DISBURSEMENTS FOR MANUAL CHECKS ....................................................................................G-1
Add Disbursements .........................................................................................................................G-1
Edit Disbursements ..........................................................................................................................G-5
Void Disbursement ............................................................................................................................G-6
PAYABLES – CHECKS TO BE PRINTED .......................................................................................G-8
Add Payable .......................................................................................................................................G-8
Edit Payables .......................................................................................................................................G-12
Delete Payable .....................................................................................................................................G-13
Void Payable .........................................................................................................................................G-15

PRINTING CHECKS .........................................................................................................................H-16
PREVIEW CHECKS .............................................................................................................................H-16
HOLDING CHECKS FROM PAYMENT ..............................................................................................H-17
PRINT CHECKS .................................................................................................................................H-20

ADJUSTMENTS

ADJUSTMENTS ...............................................................................................................................I-1

JOURNAL ADJUSTMENTS ...............................................................................................................I-1
NSF Checks ..........................................................................................................................................I-1
Bank Charges .........................................................................................................................................I-2
Correcting a Cancellation Date ...........................................................................................................I-3
TRANSFERS (ACTIVITY/GL) .............................................................................................................I-5

BANK RECONCILIATION

BANK RECONCILIATION ..................................................................................................................J-1

BANK RECONCILIATION PREPARATION ....................................................................................J-1
Cancel Checks .........................................................................................................................................J-1
Month End

MONTH END ...........................................................................................................K-5

Year End

YEAR END ...........................................................................................................L-1

Reports

RUNNING REPORTS / QUERIES .................................................................M-2

REPORT EXAMPLES ...............................................................................ERROR! BOOKMARK NOT DEFINED.

ACCOUNT AND SUB ACCOUNT ..................................................ERROR! BOOKMARK NOT DEFINED.
Chart of Accounts .................................................................................................Error! Bookmark not defined.
VENDORS .................................................................................................ERROR! BOOKMARK NOT DEFINED.
Vendor Listing ..............................................................................................Error! Bookmark not defined.
Vendor Labels ...............................................................................................Error! Bookmark not defined.
Sequential List of All Transactions by Vendor .........................................................Error! Bookmark not defined.
RECEIPTS ......................................................................................ERROR! BOOKMARK NOT DEFINED.
Sequential List of Receipts ...............................................................................Error! Bookmark not defined.
ACCOUNTS PAYABLE ........................................................................ERROR! BOOKMARK NOT DEFINED.
Sequential List of Checks ...............................................................................Error! Bookmark not defined.
Sequential List of Accounts Payables .................................................................Error! Bookmark not defined.
ADJUSTMENTS ..................................................................................ERROR! BOOKMARK NOT DEFINED.
Journal Adjustments ..................................................................................Error! Bookmark not defined.
Sequential List of Activity Transfers .................................................................Error! Bookmark not defined.
Sequential List of GL Transfers ........................................................................Error! Bookmark not defined.
BANK RECONCILIATION .........ERROR! BOOKMARK NOT DEFINED.
Outstanding Checks ...............................................................................Error! Bookmark not defined.
Reconciliation Report ...............................................................................N-1
Bank Reconciliation (monthly) ........................................................................N-2
LEDGER .................................................................................................N-2
Activity Ledger report ...................................................................................N-2

Purchase Orders

ENTER PURCHASE ORDER .................................................................O-1

ADD VENDOR ....................................................................................O-1
ENTER PURCHASE ORDER .......................................................................O-1
EDIT PO ..............................................................................................O-3
Edit PO header .......................................................................................O-3
Edit PO Lines ..........................................................................................O-4
DELETE PURCHASE ORDER .....................................................................O-4
Delete Entire PO ....................................................................................O-4
Delete PO Lines .......................................................................................O-5
RECEIVE ON A PURCHASE ORDER .......................................................... P-1
  RECEIVE ITEMS ON PURCHASE ORDER ........................................... P-1
  Receive Entire Purchase Order (Basic Detail) ..................................... P-1
  Receive Partial Purchase Order (More Detail) ................................... P-3
  VIEW/EDIT HISTORY OF PURCHASE ORDER .................................... P-5

PURCHASE ORDER REPORTS ................................................................. Q-1
  Purchase Orders Open .......................................................................... Q-2
  Purchase Orders Received ................................................................. Q-3
  PO with Encumbrances ...................................................................... Q-4
  PO Deficit Balance ........................................................................... Q-5
  Open by Account ................................................................................ Q-6
  Open by Sub Account .......................................................................... Q-6

Administrators....................................................................................... R-2

ADMINISTRATORS .................................................................................. R-2
  Accounting Preferences ................................................................. R-2
  Po Preferences .................................................................................. R-3
  Close Month ..................................................................................... R-2
  Reopen Closed Month ..................................................................... RR-4
  Close Year ......................................................................................... R-5
  View Previous Year .......................................................................... R-7
  Reset to Current Year ..................................................................... R-7
  Audit Reports ................................................................................... R-8
  Relink Tables .................................................................................... R-9
  Export ................................................................................................ R-10
  Import ................................................................................................ R-11
  Update Cash Balances .................................................................. R-12
  Add and Edit Users and User Passwords ........................................ R-13
  Auto Backup ..................................................................................... R-13
  Security Groups ............................................................................... R-14
  Update Version ................................................................................ R-15
Section B

Program Basics / Setup

Startup and Exit of Program

STARTUP

Navigate to: ‘Start/ All Programs/ EPES Accounting/ School Accounting’

OR

You may also double click on the icon that was created during installation (it should be on your desktop).

The login page looks like this.

Enter your Id: **BK**
And your Password: ____________

Other user IDs that are available:

- **PRIN** = Principal 
  (Read Only access)
- **AIDE** = Data Entry Aide 
  (Add and Read Only access)
- **SYS** = System admin/ Finance Dept 
  (unrestricted access)

For bookkeepers the User ID will always be **BK**.

EPES Helpline
1(800) 237-6498
Option 1
**Exit**

Navigate to: ‘**Accounting/ Exit**’

**Change Password**

Navigate to: ‘**Utilities/ Change Password**’

Enter your ‘User ID’ and old current password. Then enter a new password twice. To change click on <**Change Password**>. 
Backup and Restoring

**Backup Data**

The system administrator can set your program to automatically back up your data every time you login to the system. Manual backups should also be done daily.

Navigate to: **Utilities/ Backup - Restore**

Choose to ‘Backup All Files’ to the ‘Hard Drive’ or floppy. Your backup file name and location path is pre-assigned but may be changed by admin. Click on **<Backup>**. Then click on **<Close>**.
**RESTORING DATA**

Navigate to **Utilities/ Backup - Restore**

Choose to 'Restore All Files' from the 'Hard Drive'. Click on <Restore>. Then click on <Close>.
Before continuing, be sure:
1. Your floppy diskette is formatted.
2. The floppy diskette is inserted into drive A or B.
3. NO ONE ELSE IS USING THE PROGRAM!

**Backup Options**
- [ ] Backup All Files
- [X] Restore All Files
- [ ] Use Previous Year Data (Floppy Drive Only)

**Drive Options**
- [ ] Floppy Drive A
- [ ] Floppy Drive B
- [X] Hard Drive (Drive and Path)

**Destination Path:**
C:\EPES\Ecpaw\Backup\Accty.zip

**File Spec:**
- [ ] Backup
- [X] Restore

**Other Features:**
- MapStatus
- Minor Status

**Close**
Add Accounts

Navigate to: ‘Accounting/ Accounting/ Accounts/ Activity Accounts’

Verify the Account is Not Set Up

You should first click on <List> to verify that a suitable account is not already set up.
A list of valid accounts will appear. You can click on the column titles to sort by that column, alternating between ascending and descending. You can also click on the column title that you want to search using the quick search box. The criteria on the box will change accordingly.

Clicking on the column headings will sort the column and change the Quick Search box.

Use this field to search either account number or account name. It searches from the beginning of the field. Wildcard of ‘%’ can be used.

To add a new account you must click on **<Add>**.

Enter the new account number, account name, beginning balance and accounting group. Your beginning balance should be zero. Please note that **you can not use**
**duplicate account number.** You will get a message letting you know if the number is a duplicate.

The ‘Acct Group’ is available to provide an additional grouping for Accounts if necessary.

If you decide a new account isn’t needed you can click on <Cancel>. Otherwise click on <Save> to save the new account. Now click on <Close>.

---

### Edit Accounts

If you decide that you need to edit an account that is not on the Universal Account List, you are able to edit everything but the account number.

Navigate to: ‘Accounting/ Accounting/ Accounts/ Activity Accounts’
Click on `<List>` to find the account that you want to edit.

![List button](image)

Find the account in the list and double click on it.

![Account list](image)

Click on `<Edit>` and make the changes needed. If you decide not to edit the account you can click on `<Cancel>` . Otherwise click on `<Save>` . Now click on `<Close>` .

\[
\]

**GENERAL LEDGER ACCOUNTS:**

Five General Ledger accounts are automatically set up:

1) Petty Cash  
2) Cash On Hand  
3) Checking  
4) Savings  
5) Investments  

You may add new G.L. Accounts or edit existing. For adding and editing of G.L. Accounts refer to Activity Accounts documentation.
Sub Accounts

A sub account is a field that allows you a **more detailed break down of your transactions**. A sub account is not an account but rather an additional field that is **available for all accounts that are set up**. You do not have to use a sub account. If you leave it blank it will default to ‘0’. But if you are trying to track transactions across many accounts they can be very useful.

**Add Sub Accounts**

You may add sub accounts that are not already set up such as Field trips, gate receipts, etc..

Navigate to: ‘**Accounting/ Accounting/ Accounts/ Sub Accounts**’

The screen will automatically open to the first sub account in the list. Before you set up a new sub account you should really verify that the sub account isn’t already setup.
Verify Sub Account is Not Set Up

You should first click on <List> to verify that a suitable sub account is not already set up.

A list of valid sub accounts will appear. You can click on the column titles to sort by that column, alternating between ascending and descending. You can also click on the column title that you want to search using the quick search box. The criteria on the box will change accordingly.

To add a new sub account you must click on <Add>.
Enter the new sub account number and description. Please note that you can not use duplicate sub account number. You will get a message letting you know if the number is a duplicate. If you decide a new sub account isn’t needed you can click on <Cancel>. Otherwise, click on <Save>. Click on <Save> again save the new sub account. Now click on <Close>.

Click <Save> twice to save!

**Edit Sub Accounts**

If you decide that you need to edit a sub account, know that you are only able to edit the sub account name, not the number.

Navigate to: 'Accounting/Accounting/Accounts/Sub Accounts'

Click on <List> to find the sub account that you want to edit.
Find the sub account in the list and double click on it.

Click on <Edit> and make the changes needed. If you decide not to edit the sub account you can click on <Cancel>. Otherwise click on <Save>. Now click on <Close>.
Vendor Maintenance

In EPES vendors are people or companies that you either pay money to or receive money from. Essentially, they are both your vendors and customers.

**Add Vendors**

Navigate to: ‘Accounting/ Accounting/ Vendors’

The screen will automatically open to the first vendor in the list. Before you set up a new vendor you should really verify that the vendor isn’t already setup.

**Verify that Vendor is Not Set Up**

You should first click on `<List>` to verify that the vendor is not already set up. It is very important that a vendor is only set up once in EPES.
A list of vendors that are set up will appear. You can click on the column title of Vendor Code or Vendor Name to sort by that column, alternating between ascending and descending. You can also click on the column that you want to search using the quick search box. The criteria on the box will change accordingly.

To add a new vendor you must click <Add>.
Enter the vendor information. Here we used EPES as an example.

| Vendor Code: | EPES | Do not use special characters ("" / ; etc.) |
| Vendor Name: | EPES Software |
| Address: | 206 N Armstrong |
| Address Line 2: | Room 115 |
| City: | Bixby |
| State: | OK |
| Zip: | 74008 |
| Phone: | 918-366-4453 |
| Fax: | 918-366-4455 |
| Attn: | Michael Jones |
| Tax ID: | 55-1234567 |
| School Vend #: | 772233 |
| County ID: |  |
| Bid Category: |  |
| MEMO: | Company offers a 10% discount to school districts if you ask |

If this vendor receives a 1099, you must enter their Tax ID # or Social Security #.
The chart below can help you with filling in the fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>What to Enter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Code</td>
<td>Short Abbreviation of Vendor name</td>
</tr>
<tr>
<td>Vendor Name</td>
<td>Full Vendor Name</td>
</tr>
<tr>
<td>Address</td>
<td>Vendor Street Address</td>
</tr>
<tr>
<td>Address line 2</td>
<td>Additional Street Address Info</td>
</tr>
<tr>
<td>City</td>
<td>Vendor City</td>
</tr>
<tr>
<td>State</td>
<td>Vendor State</td>
</tr>
<tr>
<td>Zip</td>
<td>Vendor Zip Code</td>
</tr>
<tr>
<td>Phone</td>
<td>Vendor Phone Number</td>
</tr>
<tr>
<td>Fax</td>
<td>Vendor Fax Number</td>
</tr>
<tr>
<td>Attn</td>
<td>Your contact at the vendor</td>
</tr>
<tr>
<td>Tax ID</td>
<td>Tax Payer ID or Social Security Number</td>
</tr>
<tr>
<td>School Vend #</td>
<td>Customer ID that the vendor has assigned your school</td>
</tr>
<tr>
<td>County ID</td>
<td>Tennessee only</td>
</tr>
<tr>
<td>Bid Category</td>
<td>User discretionary field</td>
</tr>
<tr>
<td>Memo</td>
<td>Any info that will help you in the future</td>
</tr>
</tbody>
</table>

* Denotes that the field is mandatory. The Tax ID is only required if the vendor receives a 1099.

Click <Save> twice to save the data entered. Then click <Close> to back to the main menu.

### Add Vendor While Entering a Receipt

Please see Section E for entering a vendor while entering a receipt.

### Add Vendor While Entering a Payable

Please see Section G for entering a vendor while entering a payable.
Edit Vendor

Navigate to: 'Accounting/ Accounting/ Vendors'

Click on <List> to find the vendor that you want to edit.

Find the vendor in the list and double click on it.
Click on <Edit> and make the changes needed. If you decide not to edit the vendor you can click on <Cancel>. Otherwise click on <Save>. Now click on <Close>.

‘Blank’ Vendor Code
The vendor code of ‘Blank’ with the vendor name of ‘Misc Vendors’ is to be used when you don’t see the need to set up a vendor. For example if you are writing a check to a parent or a vendor that you don’t think that you will use often. The ‘Blank’ vendor allows you to do this. When using this vendor it is mandatory to put the name of who the check is to be written to in the Payee field. Otherwise, the system doesn’t know who to write the check to.
1099 Information
If your District is required to send a 1099-Misc tax form to any vendor that we *collectively* pay over $600 per calendar year for goods or services. (Employees are not 1099 vendors). The system can track information for the tax form 1099 and allow the district to consolidate the data for all schools. It is important that you put the **Tax ID or Social Security number** in when entering a vendor. If you enter a Tax Id number on the vendor page it will flow to the Accounts Payable and Checks Paid pages.
Enter Receipts

Receipts need to be entered when you receive money from a vendor. You can manually write the person out a receipt from a receipt book or enter it into EPES directly. If you enter it into EPES directly, you can have EPES print out a receipt while the vendor is waiting.

Entering Receipts

Navigate to: ‘Accounting/Accounting/Receipts’

Click on <Add> to enter a new receipt.
If you **manually wrote out a receipt**, enter the receipt number from your **receipt book**. If you are **entering the receipt directly into the EPES and printing the receipt**, the program will automatically **increment the receipt number**. The ‘Recvd From’ should be the vendor code of the vendor that paid you.

A box will pop up asking you if you would like to add the vendor. Click on **<Yes>**.

The vendor box will pop up.
Add the vendor information and click <Save> twice.

Click <Close> to return to the receipt you were entering.
We recommend you receive money into the 991 Cash on Hand G.L. Account; however, you may receipt money into any of the G.L. Accounts (Please see Section F – Bank Deposits for an explanation). Make sure that the date is the day the receipt was written. Click on <Add Line Item> to enter the details of the money received.

Fill in the info for the account that the money is to be deposited to. Use a Sub Account if appropriate. Don’t forget to choose the correct form of payment. Add as many line items as desired. The program will generate a new receipt each time you exceed 5 line items, as that is the maximum that can print on one page. Once you entered all the data, click on <Save>.

It is important to remember to choose the payment type.
C = Cash
K = Check
E = Electronic Transfer
R = Credit Card
M = Money Order
O = Other

**Edit Receipts**
Navigate to: ‘Accounting/Accounting/Receipts’
Click on **<List>** to find the receipt that you want to edit.

Find the receipt in the list and double click on it.

Click on **<Edit>** and make the changes needed. If you decide not to edit the receipt you can click on **<Cancel>**. Otherwise click on **<Save>**. Now click on **<Close>**.
**Print Receipts**

The receipt is a 3 part form. You can set the receipt to automatically print by going to the “Utilities” section, “Program Preferences” and selecting “Print Receipts while Adding”. If you select this option the receipt will be automatically printed each time you save a new entry. **Be sure you have your receipt forms loaded into the printer.**

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

The receipt will print with three copies on one page. Please make sure that you have loaded receipts into your printer before reprinting.

If you need to print a receipt that has been previously printed you must reprint it.

Navigate to: **Reports/ Accounting/ Print Previous Receipts**

Type in the receipt number that you want to reprint or choose it from the list. Then click **<Print>**.
**Void Receipt**

To void a receipt you can click on the `<Void Receipt>` from the receipt screen. Voiding a receipt reverses out the accounting of the original entry.

**NOTE:**
Voiding a receipt will create a negative (reversal) entry of the original receipt. This negative amount must be considered on your daily deposit. If you have already deposited the amount of the original receipt you must decrease your current deposit by the amount of the reversing entry.
Record Bank Deposit

This process automatically transfers the money that your receipts put into “Cash on Hand” account (991) to your “Checking” account (992).

NOTE: You may occasionally be required to maintain multiple checking accounts in the event you change banks for some reason. You may add a new G.L. Account and specify it as a checking account. For all new checking account transactions you will simply need to change the G.L. designation from 992 to whatever new G.L. Checking account you set up for the new account.
This screen will pop up. Do not change either the ‘Deposit Into’ (992) or the ‘Deposit Money From’ (991) fields. Make the ‘Date Deposit’ the correct date if it isn’t already. The deposit amount should match your receipt total, if not you need to close and find the balancing error. Enter a brief description of the deposit such as ‘7/29/07 Deposit’ or the deposit bag number.

If you want to print a Deposit Slip to use as your detail for the bank deposit, click on <Deposit Voucher>. Please see the next section for more information. To record the deposit, click on <OK>.
Print Deposit Slip

Navigate to: ‘Accounting/ Accounting/ Transfers and Deposits/ Deposit’

Click on <Deposit Voucher>.
Click on <Preview>.

The report will pop up on your screen.

Click <Print> to print the report.
This report can be used as detail for a deposit slip with most Banks. Check with your Bank to see if they will accept this report in lieu of a deposit slip.
Enter Disbursements and Payables

Disbursements for Manual Checks
You want to manually add disbursements when a vendor is being paid with a manually prepared check.

**ADD DISBURSEMENTS**

Navigate to: **Accounting/ Accounting/ Checks Paid**

![Diagram of EPES Activity Accounting 32 ver 2.26]

Click on `<Add>`.
Enter the check number. Enter the date of the check. Enter the ‘Vendor’ ID of the vendor you wrote a check to.

Adding a Vendor While Entering a Manual Disbursement

Enter a Vendor Code in the ‘Vendor’ box.

A box will pop up asking you if you would like to add the vendor. Click on <Yes>.
The vendor box will pop up.

Add the vendor information and click <Save> twice.

Click <Close> to return to the payable you were entering.
Click on **<Add Line Item>**.

Enter the check information. The ‘Acct’ is the account that you want to pay the money from. Enter a ‘Sub Acct’ if appropriate. Fill in the amount. ‘Invoice’ is the vendor invoice number. Add any notes that may be helpful to you in the future. If this vendor is a 1099 vendor, the ‘1099’ box must be checked. If you put the Tax ID in when you set up the vendor this box should automatically be checked.

Click on **<Save>** to save the record.
**EDIT DISBURSEMENTS**

Navigate to: ‘Accounting/ Accounting/ Checks Paid’

Click on **<List>** to find the disbursement that you want to edit.

Find the disbursement in the list and double click on it.

Use this field to search. It searches from the beginning of the field. Wildcard of ‘%’ can be used.

Clicking on the column headings will sort the column and change the Quick Search box.
Click on <Edit> and make the changes needed. If you decide not to edit the payable you can click on <Cancel>. Otherwise click on <Save>. Now click on <Close>.

**VOID DISBURSEMENT**

Navigate to:  ‘Accounting/ Accounting/ Checks Paid’

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

Click on the field header to sort by that field.
Double-click on the line item to open that record.

<table>
<thead>
<tr>
<th>Check #</th>
<th>Vendor</th>
<th>Payee</th>
<th>Amount</th>
<th>Clk Date</th>
<th>GL</th>
<th>Cancelled</th>
<th>Closed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234</td>
<td>PPS-FIN</td>
<td>PPS FINANCE DEPARTMENT</td>
<td>$30.00</td>
<td>7/29/2007</td>
<td>992</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>1235</td>
<td>Fred Meyer</td>
<td>FRID MEYER</td>
<td>$30.00</td>
<td>8/3/2007</td>
<td>992</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

Use this field to search. It searches from the beginning of the field. Wildcard of ‘%’ can be used.

Clicking on the column headings will sort the column and change the Quick Search box.

Click on **<Void this Check>** to void the disbursement.

A box will pop up to allow you to put in a reason why you are voiding the check. Type in your reason and click **<Continue>** to void. Click **<Cancel Void>** should you decide not to void the disbursement. When voiding a check you should always use current date if you have already reconciled the month of the original check.

The system will automatically credit the account that was originally used when the check was issued.
Payables – Checks to be Printed

ADD PAYABLE

Navigate to: ‘Accounting/ Accounting/ Accounts Payable’

Click on <Add>.

Enter the ‘Vendor ID’ of the vendor you owe money.
Adding a Vendor While Entering a Payable

Enter a Vendor Code in the ‘Vendor ID’ box.

A box will pop up asking you if you would like to add the vendor. Click on <Yes>.

The vendor box will pop up.
Add the vendor information and click `<Save>` twice.

Click `<Close>` to return to the payable you were entering.

Click on `<Add Line Item>`.
Enter the payable information. The ‘Acct’ is the account that you want to pay the money from. Enter a ‘Sub Acct’ if appropriate. Fill in the amount. Fill in ‘PO #’ if there was a non-EPES PO created for this payable. ‘Invoice’ is the vendor invoice number. Add any notes that may be helpful to you in the future. If this vendor is a 1099 vendor, the ‘1099’ box must be checked. If you put the Tax ID in when you set up the vendor this box should automatically be checked.

Repeat to add additional lines. There is a line limit of 14 lines per payable. If your payable is more than 14 lines it will automatically create a new payable with the same vendor, date, etc.
Once you have entered all your information, click on <Save>. Then click on <Close>.

**EDIT PAYABLES**

Navigate to: ‘Accounting/ Accounting/ Accounts Payable’

Click on <List> to find the payable that you want to edit.

Find the payable in the list and double click on it.
Click on <Edit> and make the changes needed. If you decide not to edit the payable you can click on <Cancel>. Otherwise click on <Save>. Now click on <Close>.

DELETE PAYABLE

Navigate to ‘Accounting/ Accounting/ Accounts Payable’

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

Clicking on the column headings will sort the column, alternating between ascending and descending.

Click on <Del> to delete the payable.

A box will pop up to verify that you really want to delete this record. Click <Continue> to delete. Click <Close> should you decide not to delete the payable.
VOID PAYABLE

After a payable has been printed and you need to void the check, go to Void Disbursement in the Manual Checks Section of this manual.
Printing Checks

This section takes the information that has been inputted into the Accounts Payable section and prints checks.

Preview Checks

Navigate to: ‘Reports/Accounting/Print Checks’

This box will appear. Always choose to preview the checks before printing.
A preview of all the checks that are going to print will come up on the screen. You should look through the report to make sure that everything looks right. There will be a page for every check. If everything is correct then proceed to printing the checks.

**Holding Checks from Payment**

There are two ways to hold a check from printing. All payables with the ‘Pay This’ box checked and a payable date equal to or before the current date, will print in the check run. If you want to enter a payable in advance but do not want the check to print, you can uncheck this box or specify a future date for the check.
If you have already entered the Payable you need to go back to the Payable and edit it.

Navigate to: ‘Accounting/ Accounting/ Accounts Payable’

Click on <List> to find the payable that you want to edit.
Double click on the payable that you want to set not to pay.

The Payable will appear. In order to change it you must first click on <Edit>.

Uncheck the ‘Pay This’ box if you don’t want the check to print. You will have to check the box again when you do want it to pay. Click on <Save>.

Now click on <Close>.

OR

Another way to enter a check and but not to have it print is to post date it. You are able to have a payable in the system with a future date. If the ‘print checks with payable dates thru’ does not include the date of the payable, it will not print.
Print Checks

In order to print you must first put your pre-numbered check stock in your printer!

Navigate to: ‘Reports/ Accounting/ Print Checks’

This box will appear. Enter the ‘Next Check #’ which should be the number of the first check you are about to print. Enter the date to print on the checks. If you want payables to the same vendor to print on one check you may check the appropriate box. Please keep in mind that if you used the ‘Blank’ vendor, you can not combine the checks.
The “Print check numbers on checks” should only be checked if you do not use pre numbered checks. Normally all checks will be pre numbered.

The system will print only the first check and then ask you if it printed properly. If you had a problem with the check printing, please click on <No> and then see the blue box below. Otherwise, click on <Yes>.

Now it will print the rest of the checks and then it will ask if all the checks printed properly. If you had a problem any checks printing, please click on <No> and then see the blue box below. Otherwise, click on <Yes>.
If a Check Does Not Print Properly

If you answer ‘No’ the system proceeds as if the check(s) never printed. The payable will not be moved over to ‘Checks Paid’. Since most checks are pre-numbered, if a check did not print properly you will have to account for the check number(s) that were ruined. In order to do this you will have to enter the check(s) as a manual disbursement with a $0 amount under ‘Check Paid’. **In the ‘Date Cancelled’ field enter the same date that you used for the check.** See Section G for more details on how to enter a manual disbursement or Section I for more on how to cancel checks. The disbursement should look something like this:
Adjustments

Journal Adjustments

A journal entry records transactions that appear on your bank statement, such as NSF checks, Bank Charges and interest earned.

NSF Checks

Navigate to: ‘Accounting/Accounting/Journal Adj.’

Click on <Add>.

Enter the journal entry number. Enter the date of the adjustment. Enter the account of the original entry. Leave the sub account blank. Enter the ‘GL Acct’ of 992. Enter the amount of the NSF check. Enter an ‘E’ for
Expense or and ‘I’ for Income. Enter a short description of the journal adjustment. Click on <Save>. Click on <Close>.

**Bank Charges**

Navigate to: ‘**Accounting/ Accounting/ Journal Adj.**’

Click on <Add>.
The adjustment number will be automatically created by the system. Enter the date of the adjustment. Enter the account you want to charge. Leave the sub account blank. Enter the ‘GL Acct’ of 992. Enter the amount of the bank charges. Enter an ‘E’ for Expense. Enter a short description of the journal adjustment. Click on <Save>. Click on <Close>.

**CORRECTING A CANCELLATION DATE**

If you accidentally cancel a check by mistake or use the incorrect date you can correct it.

Navigate to: ‘Accounting/ Accounting/ Checks Paid’
Click on <List>.

Double click on the check need to edit.

Click on <Edit>. Make the changes needed. Click on <Save>. Click on <Close>.
Transfers
This transfers money from one activity account to another. It has no affect on the bank balance.

Navigate to: ‘Accounting/ Transfers and Deposits/ Transfer Activity’

Click on <Add> to enter a new transfer.
‘From Activity Acct’ is the account you want to take money out of. ‘To Activity Acct’ is the account that is receiving the money. Enter sub accounts if appropriate. Enter the amount of money want to move in ‘Transfer Amt’. Fill in the ‘Note’ field with a short description of the transfer. Click on <Save>. Click on <Close>.

**GENERAL LEDGER TRANSFERS:** Enter G.L. transfers the same as the Activity Account transfers. G.L. transfers do not affect your Activity Fund Accounts.
Bank Reconciliation

Bank Reconciliation Preparation

CANCEL CHECKS

Each month you must ‘Cancel’ the checks that clear the bank in order to remove them from the Outstanding Check report.

Navigate to: ‘Accounting/Accounting/Cancel Checks’

Enter the last day of the month as the ‘Cancellation Date’. Click on OK.
To cancel a check, double click on the check number. To uncheck an entry, double click on the check number again. The ‘Total Cancelled’ at the bottom of the screen should match the checks cleared during the month. Click on <OK>.

**Outstanding Checks Report**
You must print the Outstanding Checks report. Please see Section N for details on how to do this.

**Bank Reconciliation**
Navigate to: ‘Reports/ Accounting/ Bank Reconciliation’
Enter the beginning and ending statement dates. Enter the 'Ending Balance' from the bank statement. Enter any deposits not included on the bank statement. Click on <Preview> to view the report. If okay then click on <Print>.

The report will pop up. The starred items must match. The system will tell you if you are out of balance. It will also be indicated on the bottom of the report in red letters. If you are out of balance you must resolve the issue.

Normally the principal would review and sign this report.
If you are balanced *Print* the report and **have your principal review and sign.** Please note that you have the option to export to either Word or Excel.

<table>
<thead>
<tr>
<th>EPES Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Bank Reconciliation" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bank Reconciliation Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bank Acct:</strong></td>
</tr>
<tr>
<td><strong>Beginning Statement Date:</strong></td>
</tr>
<tr>
<td><strong>Ending Statement Date:</strong></td>
</tr>
<tr>
<td><strong>Ending Balance from Bank Statement:</strong></td>
</tr>
<tr>
<td><strong>Total Deposits not on Bank Statement:</strong></td>
</tr>
</tbody>
</table>

- Bank Acct: 992
- Beginning Statement Date: 7/1/2007
- Ending Statement Date: 7/31/2007
- Ending Balance from Bank Statement: $5,101.50
- Total Deposits not on Bank Statement: $0.00
THE BELOW STEPS ARE RECOMMENDED FOR MONTH END AND YEAR END CLOSING. CHECK WITH YOUR DISTRICT FOR REQUIRED MONTH/YEAR END CLOSING PROCEDURES

**Check List**

1) **Record all receipts and checks for the month** (see Section E & G)
2) **Record all journal adjustments** (see Section I)
3) **Complete Bank Reconciliation and balance** (see Section J)
   - Bank Reconciliation report (see Section J)
   - Outstanding Checks report (see Section N)
4) **Run month end reports**
   - Month-to-date Activity Ledger report (see Section N)
   - Month-to-date Sequential List of Receipts reports (see Section N)
   - Month-to-date Sequential List of Checks report (see Section N)
   - Month-to-date Sequential List of Transfers report (see Section N)
5) **Backup your data** (see Section A)
6) **In December and June, run a Year to Date Ledger Report. Have the principal review and sign the report. Submit a copy to Finance along with a copy of the December or June bank statement and bank reconciliation. File a copy for your records.** (see Section N)
Year End

Prior to leaving for the summer please make sure to:

Check List

1) Complete the Fiscal year end Bank Reconciliation and balance

   (see Section J)
   - Bank Reconciliation report (see Section J)
   - Outstanding Checks report (see Section N)

2) Void and write off any old outstanding checks that are over 1 year old

3) Enter all data – checks, receipts, etc.

4) Review any accounts with negative balances.
Section M

Running Reports / Queries

All of the reports in this section can be found under ‘Reports’.

Navigate to: ‘Reports/ Accounting/ sequential lists’

Many of the reports use this ‘data query’. Let’s go over how to use it.

**NOTE:** Reports no longer export to word

![EPES Reporting Diagram]

List of Checks by Account and Check Number

<table>
<thead>
<tr>
<th>Fields</th>
<th>Operators</th>
<th>Compare To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Account</td>
<td>Equal to</td>
<td>Greater Than</td>
</tr>
<tr>
<td>Invoice No.</td>
<td>Greater Than</td>
<td>Less than</td>
</tr>
<tr>
<td>P.O. Number</td>
<td>Greater Than</td>
<td>Between</td>
</tr>
<tr>
<td>Date Canceled</td>
<td>Greater Than</td>
<td></td>
</tr>
<tr>
<td>GL Acct.</td>
<td>Add Condition</td>
<td></td>
</tr>
<tr>
<td>Tax 1099</td>
<td>Remove</td>
<td></td>
</tr>
<tr>
<td>Check</td>
<td>Clear All</td>
<td></td>
</tr>
</tbody>
</table>

The item selected from the Fields list will be sorted accordingly.

 asc desc
To enter parameters for any of the reports utilizing “Data Query”, select the field you wish to use from the left box (ex. Account), then select the option from the middle box (Ex: “is equal to”), enter your selection in the “Condition Box” (Ex: 100) Select “Add Condition”, then select “Print” or “Preview”.

You can have multiple conditions and you can even save the settings. If you would like to name the report you can do so at the top of the page. The report can be exported to Excel.

Note that you can choose to sort the report either in Ascending or Descending order.
Some of the more frequent reports are discussed below:

**Reconciliation Report**
Choose the parameters you want. Choose to `<Preview>` and then `<Print>`. This is a very large report. Make sure that this is what you want before you print.
**Bank Reconciliation (Monthly)**

Please see Section J for details on how to run this report and for an example of what it looks like.

**Ledger**

**Activity Ledger Report**

Choose the parameters you want. Choose to `<Preview>` and then `<Print>`. Please note that you have the option to export to either Word or Excel.
### Report Example

**Weekly Activity Accounts - Ledger Reports**

**Report Title**

<table>
<thead>
<tr>
<th>From What Date</th>
<th>To What Date</th>
<th>Begin Fiscal Year</th>
<th>End Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Account</td>
<td>To Account</td>
<td></td>
<td></td>
</tr>
<tr>
<td>999999</td>
<td>999999</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Report Options**

- **Financial Report**
  - Year to Date and Current Month
  - Budget Expense Ledger
  - Principal Monthly Ledger
  - Budget Receipt Ledger

**Summation on Digital Account Group Totals**

![Image of report example]

**General Ledger Report**

**Financial Report**

- **From Date:** 7/1/2007
- **To Date:** 7/31/2007
- **From Account:** 1
- **To Account:** 999999

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Name</th>
<th>Reg. Bal</th>
<th>Reg. JV</th>
<th>Disc. JV</th>
<th>Transfer</th>
<th>End Bal</th>
<th>YTD Payable</th>
<th>YTD Ware</th>
<th>Work Bal</th>
</tr>
</thead>
<tbody>
<tr>
<td>000000</td>
<td>Principal's Fund</td>
<td>$8,000</td>
<td>$5,000</td>
<td>$3,000</td>
<td>$1,000</td>
<td>$10,000</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>000000</td>
<td>NSF Refused Checks</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>000050</td>
<td>T/A</td>
<td>$2,000</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$2,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>000000</td>
<td>Library</td>
<td>$2,000</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$2,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>000000</td>
<td>School Office</td>
<td>$3,000</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$3,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>000000</td>
<td>2nd Grade A</td>
<td>$4,000</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$4,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>000000</td>
<td>Athletics</td>
<td>$6,000</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$6,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>000000</td>
<td>Food Service</td>
<td>$8,000</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$8,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>000000</td>
<td>Lib. Area</td>
<td>$10,000</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$10,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Group Total**

- $10,000.00
- $9,000.00
- $8,000.00
- $7,000.00
- $6,000.00
- $5,000.00
- $4,000.00
- $3,000.00
- $2,000.00
- $1,000.00

**Activity Accounts Group Total**

- $10,000.00
- $9,000.00
- $8,000.00
- $7,000.00
- $6,000.00
- $5,000.00
- $4,000.00
- $3,000.00
- $2,000.00
- $1,000.00

**Overall General Ledger Total**

- $50,000.00
- $45,000.00
- $40,000.00
- $35,000.00
- $30,000.00
- $25,000.00
- $20,000.00
- $15,000.00
- $10,000.00
- $5,000.00

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

Bookkeeper: __________________ Date: __/__/__

Principal: __________________ Date: __/__/__

11/21/2008
Enter Purchase Order

The purpose of using this module is to get your Purchase Orders entered into the system. This means that you won’t have to rely on remembering what purchase orders you have outstanding. The information entered in as a purchase order gets sent over to payables once it is received. This means that you will only have to enter the information once.

Add Vendor

If you are entering a P.O. and you discover that the Vendor does not exist you can add vendors from the Purchase order menu. There is only one database of vendors. So the vendors that are entered here are available in the Accounting section and vice versa.

Navigate to: 'Accounting/ Purchase Orders/ Vendors'

Please refer to Section D for more on how to set up a vendor.

Enter Purchase Order

Navigate to: 'Accounting/ Purchase Orders/ Po Add Edit Receive'
Click on <Add> to enter a new purchase order.

Enter your PO#. Leave the ‘GL Account’ at 992. Fill in the ‘Date Ordered’. Enter in the ‘Vendor Code’ of who you are ordering from.

Click on <Add Line Item> to enter the details of the order.
Enter the ‘Acct Number’ to be charged. Enter a ‘Sub Acct Number’ if appropriate. Enter the vendor’s ‘Invoice Number’ if you have it. Enter the ‘Qty Ord’. (For open P.O. such as a Teacher taking a P.O. to purchase supplies you can just put in a quantity of one and have the unit price be the total amount). Enter a ‘Description’ of the items being ordered. Enter a ‘Per Unit Price’. Click on <Save>. Click on <Close>.

**Edit PO**

**EDIT PO HEADER**

Navigate to: ‘Accounting/ Purchase Orders/ Po Add Edit Receive’

Click on <Edit> to edit the purchase order header. Make the necessary changes. Click on <Save>. Click on <Close>. 
**EDIT PO LINES**

Navigate to: ‘Accounting/ Purchase Orders/ Po Add Edit Receive’

Click on <Edit> to edit the purchase order header. Make the necessary changes. Click on <Save>. Click on <Close>.

**Delete Purchase Order**

DELETE ENTIRE PO

Navigate to: ‘Accounting/ Purchase Orders/ Po Add Edit Receive’
Click on <Del> to delete the entire purchase order.

The system will check to make sure that you want to delete the entire PO. Click on <Continue>.

DELETE PO LINES

Navigate to: 'Accounting/ Purchase Orders/ Po Add Edit Receive'

Click on <Edit> in order to get to the purchase order line you want to delete.
Click anywhere on the line that you want to delete. Click on <Delete>.

The system will verify that you want to delete the entire quantity on the line. Click on <Yes>.

The system will verify again that you want to delete the line. Click on <Yes>.
Receive Items on Purchase Order

RECEIVE ENTIRE PURCHASE ORDER (BASIC DETAIL)

Navigate to: ‘Accounting/ Purchase Orders/ PO Add Edit Receive’

Click on <List> to find the purchase order that you want to receive items on.

Double click on the purchase order that you want to receive on.

Use this field to search PO # or vendor. It searches from the beginning of the field. Wildcard of ‘%’ can be used.

Clicking on the column headings will sort the column and change the Quick Search box.
The purchase order will appear. To receive all the items on the PO click on the <Receive All> button.

A box will appear asking the date that you would like to receive the items on. Enter the appropriate date. Click on <Continue>.

To send the information to Accounts Payable you must ‘post’ it. You must edit the P.O. to be received, click on edit on both the top and middle tool bars then click on the <Post Recpts> button. This posts all lines for this order that have been received.
**Receive Partial Purchase Order (More Detail)**

Navigate to: ‘Accounting/ Purchase Orders/ Po Add Edit
Receive’

Click on `<List>` to find the purchase order that you want to receive items on.

Double click on the purchase order that you want to receive on.

The purchase order will appear. In order to receive items you must first click on `<Edit>`.
Click on the ‘Rec’ button next to the line that you would like to receive items on.

This box will pop up. Enter the quantity that you received and the date that you received them. Click on <Save>.

To send the information to Accounts Payable you must ‘post’ it over. You do this by clicking on the <Post Recpts> button. This posts all lines for this order that have been received.
View/ Edit History of Purchase Order

To view or print a history of the items received on a purchase order.

Navigate to: ‘Accounting/ Purchase Orders/ Po Add Edit Receive’

Click on <List> to find the purchase order you want to inquire on.

Double click on the purchase order you are interested in.
The purchase order will appear. Click on **Edit**.

Click on the **View/Edit History** button.

This box will appear. You have the option to print the detail if needed.
<table>
<thead>
<tr>
<th>Qty. Ordered</th>
<th>Unit Price</th>
<th>Discount</th>
<th>Date Received</th>
<th>Qty. Received</th>
<th>Total Amount</th>
<th>Posted</th>
<th>Date Posted</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>$10.00</td>
<td>$0.00</td>
<td>3/4/2007</td>
<td>0</td>
<td>$0.00</td>
<td></td>
<td>3/4/2007</td>
</tr>
<tr>
<td>Description</td>
<td>Widgets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>$10.00</td>
<td>$0.00</td>
<td>3/4/2007</td>
<td>8</td>
<td>$80.00</td>
<td></td>
<td>3/4/2007</td>
</tr>
<tr>
<td>Description</td>
<td>Widgets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>$10.00</td>
<td>$0.00</td>
<td>3/5/2007</td>
<td>1</td>
<td>$10.00</td>
<td></td>
<td>3/5/2007</td>
</tr>
<tr>
<td>Description</td>
<td>Widgets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>$15.00</td>
<td>$0.00</td>
<td>3/4/2007</td>
<td>10</td>
<td>$150.00</td>
<td></td>
<td>3/4/2007</td>
</tr>
<tr>
<td>Description</td>
<td>Gadgets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td></td>
<td>3/4/2007</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**PURCHASE ORDERS OPEN**

Choose the parameters you want. Choose to <Preview> and then <Print>.

**Report Example**

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Date</th>
<th>Vendor Name</th>
<th>Description</th>
<th>Account</th>
<th>Account Name</th>
<th>Sub Acct</th>
<th>Qty Order</th>
<th>Qty Req</th>
<th>Amt Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>09-30-2007</td>
<td>SAFAVI INC</td>
<td>Car Work Supplies</td>
<td>100</td>
<td>PRINCIPAL'S DISPOSITIONARY</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>$300.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Description: Field Trip 7-1-07</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>09-24-2007</td>
<td>CMS</td>
<td>Mk4 Account</td>
<td>200</td>
<td>MK4 ACCOUNT</td>
<td>7</td>
<td>1</td>
<td>0</td>
<td>$500.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Description: Field Trip 7-7-07</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>08-29-2007</td>
<td>CMS</td>
<td>Rail Trip, General</td>
<td>301</td>
<td>Rail Trip, General</td>
<td>7</td>
<td>1</td>
<td>0</td>
<td>$200.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Description: Field Trip 7-7-07</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Description: Field Trip 7-1-07</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PO Total: 1 0 $300.00

| Description: Field Trip 7-7-07 |         |         |         |          |

PO Total: 2 0 $500.00

Total: 3 0 $800.00

Q-2 11/21/2008
**Purchase Orders Received**

Choose the parameters you want. Choose to <Preview> and then <Print>.

---

**Report Example**

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Date</th>
<th>Vendor Name</th>
<th>Account</th>
<th>Account Name</th>
<th>Qty Order</th>
<th>Qty Rec</th>
<th>Amt Rec</th>
<th>Date Rec</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>06-30-2007</td>
<td>SAFEWAY, NC</td>
<td>100</td>
<td>PRINCIPALS DISCRETIONARY</td>
<td>1</td>
<td>1</td>
<td>$300.00</td>
<td>06-30-2007</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO SubTotal: 1</td>
<td>1</td>
<td>$300.00</td>
<td>2</td>
<td>GAMES ACCOUNT</td>
<td>1</td>
<td>1</td>
<td>$300.00</td>
<td>06-30-2007</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO SubTotal: 1</td>
<td>1</td>
<td>$300.00</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Grand Total: 2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$600.00</td>
<td></td>
</tr>
</tbody>
</table>
**PO with Encumbrances**

Choose the parameters you want. Choose to <Preview> and then <Print>.

### EPES Reporting

#### Financial Report with Encumbrances

| From Date: | 7/1/2007 |
| To Date:   | 8/31/2007 |
| From Acct: | 1         |
| To Acct:   | 999999    |

### Report Example

**Wednesday, August 8, 2007**

**PO With Encumbrances**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>300</td>
<td>原理部</td>
<td>$3,000.00</td>
<td>$1,200.00</td>
<td>$500.00</td>
<td>$125.00</td>
<td>$2,795.00</td>
</tr>
<tr>
<td>519</td>
<td>HSIP Retained쇠</td>
<td>($100.00)</td>
<td>($100.00)</td>
<td>$100.00</td>
<td>$0.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>521</td>
<td>5.6.</td>
<td>$120.00</td>
<td>$120.00</td>
<td>$20.00</td>
<td>$0.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>560</td>
<td>Library</td>
<td>$250.00</td>
<td>$250.00</td>
<td>$0.00</td>
<td>$1,000.00</td>
<td>($650.00)</td>
</tr>
<tr>
<td>701</td>
<td>School Office</td>
<td>$1,840.00</td>
<td>$1,840.00</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$1,830.00</td>
</tr>
<tr>
<td>221</td>
<td>2nd Shade - 1</td>
<td>$250.00</td>
<td>$250.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>802</td>
<td>Athletic Goods</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>803</td>
<td>Book Deposits</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>831</td>
<td>AHS - FLL Fee</td>
<td>$0.00</td>
<td>$12.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$12.00</td>
</tr>
</tbody>
</table>

$4,142.50 | $5,325.00 | $200.00 | $1,375.00 | $3,657.50

### General Ledger

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>900</td>
<td>Petty Cash</td>
<td>$6.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$6.00</td>
</tr>
<tr>
<td>951</td>
<td>Cash on Hand</td>
<td>($65.00)</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$65.00</td>
</tr>
<tr>
<td>902</td>
<td>Checking</td>
<td>$5,025.00</td>
<td>$5,125.00</td>
<td>$200.00</td>
<td>$1,750.00</td>
<td>$3,375.00</td>
</tr>
<tr>
<td>953</td>
<td>Stores</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>954</td>
<td>Investments</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

$4,412.50 | $5,125.00 | $200.00 | $1,155.00 | $3,375.00
PO DEFICIT BALANCE

Choose the parameters you want. Choose to <**Preview**> and then <**Print**>.

### Report Example

<table>
<thead>
<tr>
<th>Account</th>
<th>Name</th>
<th>Bag Bal</th>
<th>Cash Bal</th>
<th>Payable</th>
<th>Encumber</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>110</td>
<td>LIBRARY</td>
<td>$250.00</td>
<td>$250.00</td>
<td>$0.00</td>
<td>$1,000.00</td>
<td>$(750.00)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$250.00</td>
<td>$250.00</td>
<td>$0.00</td>
<td>$1,000.00</td>
<td>$(750.00)</td>
</tr>
</tbody>
</table>
**OPEN BY ACCOUNT**

Choose the parameters you want. Choose to `<Preview>` and then `<Print>`.

![Purchase Orders Open by Account](image)

**Report Example**

<table>
<thead>
<tr>
<th>Account</th>
<th>Name</th>
<th>Sub Acct</th>
<th>PO Number</th>
<th>Date</th>
<th>Vendor Name</th>
<th>Qty Order</th>
<th>Qty Rcv</th>
<th>Amt Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>PRINCIPAL'S DISCRETIONARY</td>
<td>2</td>
<td></td>
<td>05-30-2007</td>
<td>SAFEWAY INC</td>
<td>1</td>
<td>0</td>
<td>$500.00</td>
</tr>
<tr>
<td></td>
<td>Account Total:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>0</td>
<td>$500.00</td>
</tr>
<tr>
<td>200</td>
<td>PK-8 ACCOUNT</td>
<td>7</td>
<td></td>
<td>05-29-2007</td>
<td>OMBI</td>
<td>1</td>
<td>0</td>
<td>$500.00</td>
</tr>
<tr>
<td></td>
<td>Account Total:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>0</td>
<td>$500.00</td>
</tr>
<tr>
<td>201</td>
<td>FIELD TRIPS · GENERAL</td>
<td>7</td>
<td></td>
<td>05-29-2007</td>
<td>OMBI</td>
<td>1</td>
<td>0</td>
<td>$200.00</td>
</tr>
<tr>
<td></td>
<td>Account Total:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>0</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

Grand Total: $800.00

---

**OPEN BY SUB ACCOUNT**

Choose the parameters you want. Choose to `<Preview>` and then `<Print>`.
Report Example

<table>
<thead>
<tr>
<th>Sub Acct</th>
<th>Account</th>
<th>Name</th>
<th>PO Number</th>
<th>Date</th>
<th>Vendor Name</th>
<th>Qty Order</th>
<th>Qty Rec</th>
<th>Amt Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>100</td>
<td>PRINCIPAL DISCRETIONARY</td>
<td>2</td>
<td>00-30-2007</td>
<td>SAFeway NC</td>
<td>1</td>
<td>0</td>
<td>$300.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sub Account Total: 1 0 $300.00

<table>
<thead>
<tr>
<th>Sub Acct</th>
<th>Account</th>
<th>Name</th>
<th>PO Number</th>
<th>Date</th>
<th>Vendor Name</th>
<th>Qty Order</th>
<th>Qty Rec</th>
<th>Amt Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>200</td>
<td>PR &amp; B ACCOUNT</td>
<td>3</td>
<td>00-20-2007</td>
<td>OMB</td>
<td>1</td>
<td>0</td>
<td>$800.00</td>
</tr>
<tr>
<td></td>
<td>201</td>
<td>PBO TRIPS - GENERAL</td>
<td>3</td>
<td>00-20-2007</td>
<td>OMB</td>
<td>1</td>
<td>0</td>
<td>$200.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sub Account Total: 7 0 $300.00

Grand Total: $400.00
Administrators

**Accounting Preferences**

Many important setting are here. These setting are only for the Activity Accounting module.

EPES Helpline
1(800) 237-6498
**PO Preferences**

Normally these settings are not changed.

**Close Month**

To enable months to be closed you set it up under preferences.
NOTE: If you are using the Monthly Close option you should run all reports to ensure you are in balance. After balancing, select the “Close Month Entries” from the Ledger Report screen and click “OK”. This will close the month. All data files associated with that 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 have been completed before closing this month.
Reopen Closed Month

NOTE: ONLY ADMINISTRATOR CAN REOPEN A CLOSED MONTH:
CLOSE YEAR

Make sure that you have printed all year end reports before starting this process. Also make sure that you have backed up your data.

This option will:

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

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

Note: This program maintains two years of data. Be sure you maintain current backups of all your data and label them appropriately.
YOU WILL BE PROMPTED TO COMPLETE STEPS 1 AND 2 OF THE YEAR END ROLLOVER. YOU WILL RECEIVE A MESSAGE THAT “PRIOR YEAR DATA EXISTS” OVERWRITE (Y) OR (N). THIS IS SIMPLY MOVING YOUR LAST YEARS DATA INTO THE PRIOR YEAR FOLDER TO MAKE IT AVAILABLE FOR YOU TO REVIEW AS NEEDED.
**View Previous Year**

Use this option to see prior year data. You **cannot** make changes to this data. Data is provided for viewing and regenerating reports only.

**Reset to Current Year**

Use this option to return to your current year data after viewing previous year.
**Audit Reports**

This option produces reports normally used for Auditing Purposes. The reports are:

1) Printout of Missing Check Numbers.
2) Printout of Missing Receipt Numbers.
3) Check for Duplicate checks or receipts.
4) Sample of Checks (Random or specified dollar value)
5) Sample of Receipts (Random or specified dollar value)
6) Sample of Activity Transfers (Random or specified dollar value)
7) Sample of G.L. Transfers (Random or specified dollar value)
8) Ledger report comparison between prior and current year.
Relink Tables

This option is used primarily by the District Office. If your District utilizes the “auto backup” option the District Office can gain immediate access to all Schools data by simply “relinking” to the correct location of the data stored on the District Server. If you backup a .ZIP file you will need to point to the location of that data and restore into your computer. If you backup the .MDB files all you will need to do is to relink to the correct location.
Relink Data Tables

This Option will create a link to your Supplemental Data Tables

WARNING: You must specify a valid database folder location:

Current Data Location:

Source database folder:

Update  Close
**Update Cash Balances**

This option will automatically recalculate all Account Cash Balances. Normally this option will not be necessary, since Cash Balances are updated when quitting any option that affects balances.
ADD AND EDIT USERS AND USER PASSWORDS
Use this option to add additional users and assign passwords.

User Administration

<table>
<thead>
<tr>
<th>User Id</th>
<th>Name</th>
<th>Password</th>
<th>User Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>SYS</td>
<td></td>
<td></td>
<td>SYS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Auto Backup
AUTO BACKUP PROCEDURES:

1. ONCE LOGGED INTO THE SOFTWARE SELECT SYSTEM→AUTO BACKUP.

2. ENTER THE LOCATION OF THE DATA IF DIFFERENT THAN WHAT IS DEFAULTED.

3. SELECT THE BACKUP FORMAT. SELECT ZIP IF YOU WANT A COMPRESSED ZIP FILE OR SELECT MDB IF YOU WANT THE DATABASE UNCOMPRESSED.

4. SELECT WHICH DAYS OF THE WEEK YOU WANT THE PROGRAM TO BACKUP AUTOMATICALLY.


6. SELECT SAVE THEN CLOSE.
**Security Groups**

This option will allow you to add additional groups and rights for each group. Once a group is established you can add a user to that group and he/she will automatically be assigned that group's rights.

![EPES Activity Accounting 32 ver 2.26](image)

Current security groups.

![EPES Security Groups](image)

**Update Version**

This option will automatically access our web site and download the latest program version containing all the latest program enhancements.
Contacts

EPES provides Technical support if you have a current support contract. Your initial purchase includes one year toll free technical support, please use it. Support personnel are very well versed in the software and are able to answer your questions accurately and promptly. You will be notified annually as your support agreement expires.