

EPES Software

Student Fees

for Windows

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INTRODUCTION	4
CHAPTER 1: QUICK START	9
Installing the Student Fees Program	9
First Time You Run the Program	10
Registering the Program	10
Daily Start Up	12
CHAPTER 2: FILE MENU	13
Setting Up the Student Fees Program	13
STEP 1 - Get to the Master Menu	13
STEP 2 - Enter your Student Fee Preferences	13
STEP 3 - Add Your Fee Codes	14
Posting to EPES Basic Accounting	14
STEP 4 - Add Student Information	16
STEP 5 - Add / Edit Form Letters	22
STEP 6 - Batch Add Fees (Student)	23
STEP 7 - View Receipts	26
STEP 8 - Global Fees	27
CHAPTER 3: OUTPUT MENU (REPORTS)	29
Outstanding Fees	29
Fees Received	30
List of Fee Codes	30
Form Letters	31
List of Students with Credit	32
Student Information	32

Table of Contents

Bar Code Labels	33
History of Student Fees	34
CHAPTER 4: UTILITIES MENU	35
Current Balances	35
Fee Preferences	35
Post Fees to Accounting	38
Registration/Support	40
Register the Program	40
Update Support	41
Delete One Grade	42
Increment Grade by One	43
End of Year	44
Global Fee Options	44
Index	46

Introduction

Welcome to Student Fees for Windows.

The **Student Fees Program** makes it easy to record and track the various fees a student must pay and the payments made for those fees.

The program will show you:

- 1) a student's current balance of unpaid fees and
- 2) a complete history of all fees charged and payments made by a student.

The **Student Fees Program** will post the totals of your receipts to the your **EPES Basic Accounting** program.

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.

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.

You have two manuals:

I. Student Fees Manual

This manual explains the specific details about the **Student Fees Program**. Think of it like a recipe. It contains all the details or what you want to do.

The **Student Fees** 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 , Student Fee Reports you can print to the screen or printer.
4	Utilities Menu , Special programs to simplify your 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 the 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 or change the size of a window on the screen, 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, '**Fee Codes**' means select the Fee Codes 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 **Student Fees Program**. You'll learn how to install the program and get started.

Installing the Student Fees Program

Start your computer. Go to your windows program. Place the **Student Fees Program Diskette # 1** in your Floppy Drive A (or B).

Windows 3.x

Select the '**File**' Menu of the Windows Program Manager. Then, select '**Run**'.

Windows 95/98

Select '**Start**'. Then, select '**Run**'.

Type in the following:

```
A:install [Enter] or  
B:install [Enter].
```

To install the program, press **[Enter]** for each option appearing on the screen. When the program has been successfully installed, the final message you'll see will be **"Installation is complete"**.

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) Received the Master Diskettes

If you ordered the program from our office, the registration information will be on the last master diskette. Put that diskette in your floppy disk drive (A or B).

Under the Utilities Menu, select '**Registration/Support**', then select '**Register Program**'.

By default, the program is set up to register the program from floppy disk drive A. If this is what you want to do, simply select **< OK >**. Otherwise, select the appropriate options below.

From the Program Registration Screen:
Select (•) Register Program
 () Un-Register the Program

Select the program to register:
(•) Student Fees Program
() All-In-One Registration

Chapter 3: Output Menu (Reports)

Select the drive where the registration information is located:

- (•) Registration File is in Drive A
- () Registration File is in Drive B
- () Other DrivePath (Please specify)

Note: If you select this last option, you must type in the drive and path where the registration information is located. For example: c:\windows\temp (Be sure to enter the location where the registration file is located on your computer.)

2) Registering the 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 the 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

Once the program is registered, you need to "**Log In**" before you can use the program. A Log In screen will appear.

Enter the following information:

ID: **SYS (do not press enter)**

Password: **PASSWORD <Enter>**

Chapter 3: Output Menu (Reports)

This is the ID and Password for the System Administrator. The System Administrator has total access (control) to everything in the program.

Once you've logged into the program, as the System Administrator, you can use the Administrator option from the **Master Menu** to add additional users or change passwords. You can also change the password, under the '**Change Password**' option of the **Utilities Menu**.

Put your program diskettes away in a safe place when you've finished.

Daily Start Up

To start the program, select the **Student Fees** icon within the EPES Software Group of your **Windows Program Manager** or **Windows 95 Desktop**.

Enter your ID and password.

Chapter 2: File Menu

This chapter explains how to set up your Student Fees Program and begin adding information under the File Menu.

Setting Up the Student Fees Program

Use the following steps to set up your program:

STEP 1 - Get to the Master Menu

Select the **Student Fees** icon from your EPES Software program group.

Enter the following information:

ID: **SYS**

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

Password: **PASSWORD <Enter>**

(or the password that's been set up for you.)

The **Master Menu** will appear.

STEP 2 - Enter your Student Fee Preferences

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

STEP 3 - Add Your Fee Codes

Select '**Fee Codes**' under the **File Menu**.

Select < **Add** >. Enter the following information.

Feecode: Enter a unique code for this fee. For example: **1**.

Feetitle: Enter a complete description of the Fee. For example: **Band**

Amttopay: Enter the amount normally paid for this Fee. For example: **25.00**

Due Days: Enter the number of days the student has to pay for this Fee. For example: **30**

Posting to EPES Basic Accounting

Enter the following information when you're posting to the **EPES Basic Accounting** program.

Note: To turn this option on, go to '**Fee Preferences**' under the '**Utilities**' menu. Check the '**Post to Accounting**' box. Then, complete the '**Actpath**' and '**GL Account**' information. (See Chapter 4.)

WARNING: If you leave the account or vendor code blank, the program will not post this fee code information to the Basic Accounting Program.

Chapter 2: File Menu

Account: Enter the Account number to use in posting the **EPES Basic Accounting** program. For example: **100**

Sub Account: Enter the Sub Account number to use in posting the **EPES Basic Accounting** program. For example: **0**

Vendorcode: Enter the vendor code to use in posting the **Basic Accounting** program. For example: **SFEE**

NOTE: You should enter one vendor code (for example '**SFEE**') in your Basic Accounting program. Use this vendor code to post from the **Student Fees Program**. The **Student Fees Program** posts the total amounts for a fee code to the accounting program for a given range of dates. It doesn't post individual receipts.

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

More, Save, Cancel (Tool Bar Menu)

Select < **More** > to save this entry and add another one.

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

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

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

**STEP 4 - Add Student Information
and Add Fees for one Student**

Use this option to enter student information and fees for a given student. See **Step 6** below for details on how to add fees for multiple students in a row (like during registration).

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

Note: You can import student information into this program from another program. The other program must have the capability of exporting specific data in ASCII format. See Chapter 6 of the **EPES Reference Manual** for the Import/Export utility program.

Select < **Add** >. Enter the following information.

Student ID: Enter a unique ID number for this Student and. For example: **1**.

Name: Enter the student's last name, comma, space and first name. For example:

DOE, JOHN

The student's name will automatically be entered in upper case letters. This makes it easier when you need to look up a name.

Grade: Enter the student's grade. For example: **11**.

Chapter 2: File Menu

Parents: Enter the name of the student's parent or guardian. For example:

Doe, David.

Address: Enter the student's address.

For example: **814 E. Main.**

City: Enter the student's city. For example: **Magnolia.**

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

Zip: Enter the student's zip code. For example: **71753.**

Homeroom: Enter the student's homeroom number. For example: **110.**

More, Save, Cancel (Tool Bar Menu)

Select < **More** > to save this entry and add another one.

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

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

Print Receipt Button

Use this option while viewing student information. When you click on the **print receipt** button, a receipt will be printed for all unreceipted payments for this student. If all fees have a receipt number, the program will tell you.

Note: Contact Tom Brock Toll FREE at 1-877-325-0189 for questions about receipts

Pay on Balance Button

Click on this button to make a payment.

Note: If the student owes on more than one fee and wants to pay on a specific fee, see the '**Fees Button**' instructions for details.

Enter the following information.

Balance Owed: This tells you how much the student still owes.

Date Received: Press **<Enter>** to accept today's date or enter the correct date.

Amount Received: Enter the amount received from the student.

Select **<OK>** to save the information or **<Cancel>** to exit without saving.

This '**Pay on Balance**' option will post the amount paid to one or more fees, depending on how much is owed and how much is paid.

If the student pays more than the balance owed, the program will post the overpayment amount to the Advanced Fee Payment code and show the student has a credit. (The default fee code for the Advanced Fee Payment is 999.)

Select < **Close** > to return to the student screen.

Balance Owed Button

Click on this button to see how much the student owes. A window will appear in the top right hand corner showing how much the student owes. Press <**Any Key**> to clear the **Balance Due** window.

Fees Button

Use the **Fees** button to:

- 1) Enter new fees for this student.
- 2) Pay on a specific fee for this student.
- 3) Change a previous entry.
- 4) Browse through all fees entered for this student.

Use the **Tool Bar Menu** to view the various fees for this student.

Click on the '**Fees** Button'. Select < **Add** > and enter the following information.

Fee Code: Enter the fee code or press [F5] to select from a popup window.

Notes:

If you asked the program to check duplicate fees (See '**Fees Preferences**' under the **Utilities Menu**) and enter a fee code previously entered for the student, a beep will sound and message will warn you.

If you enter the advanced fee code, a message will appear telling you to select the **< New >** button to add the advanced fee amount. There is no amount due for an advanced fee.

Note: Enter any notes about this fee transaction.

Date: Press [**Enter**] to accept today's date or enter the date of this fee.

Date Due: Enter the date this fee amount is due, if any. If you entered due days when entering this fee code, the program will automatically put the due date in for you.

Amt. Due: If you entered the amount to pay for this fee when entering this fee code, the program will automatically put the amount due in for you. Otherwise, enter the amount to pay for this fee.

Paid Full Amount Button

Select this option when the student pays the full amount for the fee displayed on the screen. Enter the date of payment.

Date Received: Press **<Enter>** to select today's date or enter the correct date. Press **<OK>** to save or **<Cancel>** to exit without saving.

Use Credit Balance Button

Select this option when the student pays the full amount for the fee displayed on the screen from his/her credit balance (shown just below this button).

If the student has a credit balance equal to or greater than the amount owed for the fee on the screen, you may use this option to pay the fee. Click on this option. A window like this will appear:

Date Received: Press **<Enter>** to select today's date or enter the correct date.

Press **<OK>** to save or **<Cancel>** to exit without saving.

New Button

Select this button to enter a partial payment for this fee.

Recpt No: Press **<Enter>** if the computer writes your receipts. Or, enter the correct receipt no.

Date Paid: Press **<Enter>** to accept today's date. Or, enter the correct date.

Amount Paid: Enter the amount paid toward this fee.

Select **<More>** to add additional payments.

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

Select **<Cancel>** to clear this information.

Change Button

Select this button to edit information for the line item that's highlighted.

Remove Button

Select this option when you need to delete the highlighted line item.

When you've finished, select

< Close > to return to the Master Menu.

STEP 5 - Add / Edit Form Letters

Use this option to create form letters to send to the students.

Select **'Form Letters'** under the **File Menu**.

Select **<Edit>** to change the current letter or select **<Add>** to enter additional form letters. Enter the following information.

Form: Enter a unique number for this form letter. For example: **1**.

Message: Enter the information you want to appear in the body of the letter.

<p>NOTE: Use <Tab>, <Shift+Tab> or the mouse to move in and out of the Message field.</p>
--

Postscript: Enter any P.S. you want to appear at the bottom of the letter.

More, Save, Cancel (Tool Bar Menu)

Select **< More >** to save this entry and add another one.

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

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

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

STEP 6 - Batch Add Fees (Student)

Use this option to add fees for multiple students at one time. (In a registration line for students, this method would be faster.) See **Step 4** above for

information on adding fees for one student.

Select '**Batch Add Fees**' under the **File Menu**. Select **< Add >**. Enter the following information.

Student Id: Enter the student's ID number or press **[F5]** to select from a popup window. For example: **101**

Fee Code: Enter the fee code or press **[F5]** to select from a popup window.

Notes:

If you asked the program to check duplicate fees (See '**Fees Preferences**' under the **Utilities Menu**) and enter a fee code previously entered for the student, a beep will sound and message will warn you.

If you enter the advanced fee code, a message will appear telling you to select the **< New >** button to add the advanced fee amount. There is no amount due for an advanced fee.

Note: Enter any notes, if any, about this fee.

Date: Press **<Enter>** to accept today's date or enter the correct date. For example: 09/09/99.

Date Due: If you set up a specific number of days for this fee to be paid when you entered fee codes, it will appear. Press **<Enter>** to accept this date or enter the date due, if any.

Amt Due: If you set up the normal fee for this fee code, it will appear. Press **<Enter>** to accept this amount or enter the correct amount due.

Paid Full Amount Button

If the student paid the full amount, select this button. Confirm the Date Received. The program will enter this fee as paid in full. Select **'Add'** to enter the next fee.

Use Credit Balance Button

Select this option when the student pays the full amount for the fee displayed on the screen from his/her credit balance (shown just below this button).

If the student has a credit balance equal to or greater than the amount owed for the fee on the screen, you may use this option to pay the fee. Enter the date paid.

Date Received: Press **<Enter>** to select today's date or enter the correct date.

Press **<OK>** to save or **<Cancel>** to exit without saving.

New Button

Select this button to make a partial payment. Confirm the Date Paid and enter the amount paid. The program will enter a partial payment for this fee.

Change Button

Select this button to edit information for the line item that is highlighted.

Remove Button

Select this button to delete the line item that is highlighted.

More, Save, Cancel (Tool Bar Menu)

Select < **More** > to save this entry and add another one.

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

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

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

STEP 7 - View Receipts

Use this option to view receipts already printed.

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

Next: Use this option to view the next receipt.

Prev: Use this option to view the previous receipt.

Top: Use this option to view the first receipt.

Bottom: Use this option to view the last receipt.

Find: Use this option to locate and view a specific receipt number. Enter the receipt number and press < **Enter** >.

Exit: Use this option to return to the Master Menu.

Print Duplicate Receipt Button

Use this option to print another copy of the receipt.

Note: The actual receipt number is printed on the stub of the receipt. This will not match the pre-numbered receipt number.

STEP 8 - Global Fees

Often, all students will be charged the same fees. Instead of entering one for each student, use this option to enter fees that should be posted to all students or a range of student by grade. Enter the following information.

Note: See the Global Fee option under the Utilities Menu to actually post these fees.

Chapter 2: File Menu

Fee Code: Enter the Fee Code or press [F5] to choose from a popup list.

Note: Enter any notes about this transaction.

Date: Enter the date for this fee. For example, this could be the first day of school.

Date Due: Enter date this fee amount is due.

Amt Due: Enter the amount due for this fee.

From Grade: Enter the lowest grade to post this fee to.

To Grade: Enter the highest grade to post this fee to.

Chapter 3: Output Menu (Reports)

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

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

Select **Output** from the **Master Menu**, and choose from the following reports.

Outstanding Fees

This report option prints four reports for outstanding fees. It uses the Report by Query format. You may select a Detail (line by line) or Summary report. These reports include outstanding fees:

- by Name
- by Grade
- by Homeroom
- by Feecode

Select '**Outstanding Fees**' under the **Output Menu**. Then, select the appropriate report.

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

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

Chapter 3: Output Menu (Reports)

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

Fees Received

This report option prints a list of Fees received by Fee Code, Name, Receipt Number or Receipt Date. It uses the Report Query Format.

Select '**Fees Received**' under the **Output Menu**. Then, select the appropriate report.

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.

List of Fee Codes

Use this option to print a list of Fee Codes.

Select '**List of Fee Codes**' under the **Output Menu**.

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

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

Chapter 3: Output Menu (Reports)

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

Form Letters

This option prints form letters to students to inform them of fee amounts still due.

Select '**Form Letters**' under the **Output Menu**. Select from the following options.

Print Form Letter for Fees Due: Enter the number of the form letter to print.

Grade: **All Grades** **One Grade**

Use this option to print letters to one grade, if needed. Then, enter the grade to select.

Students: **All Students** **One Student**

Use this option to print a letter to one student, if needed. Then, enter the Student's ID Number.

Fee Codes: **All Fees** **One Fee**

Use this option to print a letter for one Fee Code, if needed. Enter the Fee Code.

Screen: Use this option to preview the letter(s) on the screen before printing them.

Chapter 3: Output Menu (Reports)

Printer: Use this option to print the letters to your printer.

Exit: Use this option to return to the **Master Menu**.

List of Students with Credit

This option prints a report showing any students having a credit balance.

The advanced fee payment option (see '**Fee Preferences**' under the **Utilities Menu**) allows students to pay ahead on fees. This report will show any students with a credit balance.

Select '**List of Students with Credit**' under the **Output Menu**.

Screen: Use this option to preview the report on the screen.

Printer: Use this option to print the report to the printer.

Exit: Use this option to return to the **Master Menu**.

The program will tell you if no students have a credit balance.

Student Information

Use this option to print a report of student information.

Chapter 3: Output Menu (Reports)

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.

Bar Code Labels

This option allows you to print barcode labels for your students.

Note: Contact us for details about purchasing a bar code wand.

Select from the following options.

Select your type of printer: (•) Laser
() Dot Matrix

The Laser bar code option prints print 3 labels across by 10 labels down for a total of 30 labels.

The Dot Matrix bar code option prints 1 label across.

Note: Contact **Tom Brock Toll FREE at 1-877-325-0189** for questions about Laser and Dot Matrix labels.

Select Bar Codes by: (•) Student ID
() Grade
() Student Name

Chapter 3: Output Menu (Reports)

Use this option to select which bar code labels to print.

From What: Enter the lowest ID value to select in printing bar code labels.

To What: Enter the highest ID value to select in printing bar code labels.

History of Student Fees

Use this option to print a history of all student fees for each student.

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.

Chapter 4: Utilities Menu

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

Select the **Utilities Menu** and choose from the following options.

Current Balances

This option re-computes the total paid balances in the fees file from payments made. If you have a power failure or computer hardware problem, the fee balances could be wrong. This will correct them.

Select **<OK>** to calculate and post current balances.

Select **<Cancel>** to exit.

Fee Preferences

Use this screen to enter some basic program information.

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

Begfiscal: Enter the beginning date for your fiscal year. For example, **07/01/1999**.

Chapter 4: Utilities Menu

Endfiscal: Enter the ending date for your fiscal year. For example, 06/30/2000.

Printer: Enter a 1 or a 2:

1 = Laser Checks/Receipts

2 = Dot Matrix Checks/Receipts

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

Note: Contact Tom Brock Toll FREE at 1-877-325-0189 for questions about receipts for your **Student Fees Program**.

Advanced Fee Payment: This program allows the student to pay ahead on fees. However, to pay ahead, a fee code must be designated for advanced fee payment.

Enter the fee code you will be using for advanced fee payment. The default advanced payment fee code is 999.

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

[] Check for Duplicate Student Fee: Click on this option with the mouse or press the **<Spacebar>** to mark this option. If this option is marked, the program will check to see if the fee you're currently entering for a student has previously been entered. If it has

been previously entered, a window will pop up warning you.

Turn Century On

Use this option to turn the century option on. When this box is marked, it will display all dates in a mm/dd/yyyy format.

Note: This must be turned on for Y2K compatibility

Post to Accounting

This program will post total amounts by fee code to the **EPES Basic Accounting** program for windows. In order to use this option:

1) You must have the **EPES Basic Accounting** program for windows installed.

2) You must have your accounts set up in the **Basic Accounting** program.

3) You must know which directory the Accounting program is installed in. The default is C:\ACTW.

Click on this option with the mouse or press the **<Spacebar>** to mark this option. If this option is not marked, the following two fields will be skipped.

Actpath: Enter the drive and directory where the **EPES Accounting** program for

windows is installed. The default is:
C:\ACTW

GL Account: Enter the GL Account to use in posting to the **EPES Accounting** program. The default is: **991**

Post Fees to Accounting

Use this option to post **Student Fees** to the **EPES (Windows) Accounting** program.

Select '**Post Fees to Accounting**' under the **Utilities Menu** and enter the following information.

From What Date: Enter the earliest date to use in posting the Accounting program.

To What Date: Enter the last date to use in posting the Accounting program.

Date to use in Posting: Press **<Enter>** to accept today's date or enter the date to use in posting.

Here's how the posting is done:

- 1) First, the program will total all fees by fee code that have been paid, but not posted, for the dates entered.
- 2) The program will then read each fee code and determine what account, sub account, and vendor code to use in posting.

Chapter 4: Utilities Menu

WARNING: If an account or vendor code is left blank in '**Fee Code**' file under the **File Menu**, the Fee total WILL NOT BE POSTED.

If you have a fee code you don't want to be posted to the Accounting program, leave the account code blank.

3) The program will assign the receipt number **999999** to any fees posted to the Accounting program. This is done for several reasons:

a. Since the posting is a total amount (by fee code) for a given period of time, there will be no specific receipt number. Use the '**Fees Received Report**' (by Fee Code) under the **Output Menu** to print a report of the information posted.

b. This receipt number will appear last in any of the accounting reports sorted by receipt number, making it easy to locate.

c. Finally, this will allow you to easily identify which entries were made from the Fees program.

4) The totals will be posted to the Accounting program.

NOTE: You will have to select the '**Current Balance**' option under the Accounting program's **Utilities Menu** to update the account balances.

5) Finally, the program will mark each payment made as posted. This will appear as a '**Y**' under **Posted** on the screen when viewing fees.

Registration/Support

Register the Program

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

1) Received the Master Diskettes

If you ordered the program from our office, the registration information will be on the last master diskette. Put that diskette in your floppy disk drive (A or B).

Under the Utilities Menu, select '**Registration/Support**', then select '**Register Program**'.

By default, the program is set up to register the program from floppy disk drive A. If this is what you want to do, simply select **< OK >**. Otherwise, select the appropriate options below.

From the Program Registration Screen:

Select (•) Register Program
 () Un-Register the Program

Chapter 4: Utilities Menu

Select the program to register:

- Student Fees Program
- All-In-One Registration

Select the drive where the registration information is located:

- Registration File is in Drive A
- Registration File is in Drive B
- Other DrivePath (Please specify)

Note: If you select this last option, you must type in the drive and path where the registration information is located. For example: c:\windows\temp (Be sure to enter the location where the registration file is located on your computer.)

2) Registering the 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 the 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.

Update Support

Use this option to update your support renewal information for the program. You will receive a support renewal code from our office when you support is renewed.

Chapter 4: Utilities Menu

Note: If you purchased the All-In-One option, you will renew your support each year. If your support is not renewed within 30 days after the completion of the year, the program will return to Demo mode.

Select the program to update:

- Basic Accounting
- Extended Codes
- Purchase Orders
- All-In-One

Support Renewal Code: Enter the support renewal code you received from our office.

Delete One Grade

Use this option at the end of the year to delete the students leaving your building. Use this option before changing the students grade by one. See 'Increment Grade by One' below.

NOTE: If you have students moving to another building, use the '**Export File**' option under the **Utilities Menu** to write these students to the disk. Then, give the disk to the next building. The new building can use the '**Import File**' option of their **Student Fees Program** to enter the new student information into their program without having to re-type it.

Chapter 4: Utilities Menu

Warning: Always make backups of your data before using this option. The information will be permanently erased upon completion.

Enter Grade to Delete: Enter the number of the grade to be deleted. Use two digits. For example: **09**
Select **<Cancel>** to exit without deleting student information.

Select **<OK>** to delete the grade.

Increment Grade by One

Use this option at the end of the year to increment the grade for each student.

NOTE: If you have students moving in from another building (and that building uses the **Student Fees Program**), use the **'Import File'** option under the **Utilities Menu** to enter the new student information without having to re-type it.
See **'Delete One Grade'** above.

Warning: Always make backups of your data before using this option. The information will be permanently changed upon completion.

Select **<Cancel>** to exit without changing the student's grade.

Chapter 4: Utilities Menu

Select **<Increment Grade>** to change the grade level for each student.

End of Year

Use this option to begin a new year.

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

Warning: Always make backups of your data before using this option. The information will be permanently erased upon completion.

Note: If the student still owes a fee or has a credit balance, his/her information will not be erased.

Select **<Cancel>** to exit without erasing any information.

Select **<End Year>** to continue.

Global Fee Options

Use this option to post or erase the fees entered under the File Menu option **"Global Fees"**.

Post Global Fees: Use this option to post the fees entered under the File Menu option **"Global Fees"** to the selected students.

Erase All Global Fees: Use this option to delete all fee information entered

Chapter 4: Utilities Menu

under the File Menu option "**Global Fees**".

Index

—A—

Account, 15
Activity Drive and Directory, 37
Actpath, 37
Add Fees for one Student, 16
Add Student Information, 16
Address, 17
Advanced Fee Payment, 36
All-In-One, 42
Amount Paid, 22
Amount Received, 18
Amt Due, 25, 28
Amt. Due, 20
Ammtopay, 14

—B—

Balance Owed, 18
Balanced Owed Button, 19
Bar Code Labels, 33
Batch Add Fees, 23
Begfiscal, 35
Bottom, 27

—C—

Change Button, 22, 26
Check for Duplicate Student Fee, 36
Checks, purchasing, 18, 36
City, 17
Credit Balance Button, 21, 25
Current Balances, 35

—D—

Daily Start Up, 12
Date, 20, 24, 28
Date Due, 20, 25, 28

Date Paid, 22
Date Received, 18, 21, 25
Delete One Grade, 42
Due Days, 14

—E—

End of Year, 44
Endfiscal, 36
EPES Software Reference Manual, 5
Erase All Global Fees, 44
Exit, 27

—F—

Fee Code, 19, 24, 28
Fee Codes, Adding, 14
Fee Preferences, 35
Fee code, 14
Fees Button, 19
Fees Received, 30
Feetitle, 14
File Menu, 13
Find, 27
Form, 23
Form Letters, 31
Form Letters, Adding, 22
From Grade, 28

—G—

GL Account, 38
Global Fee Options, Utility Menu, 44
Global Fees, 27
Grade, 16

—H—

History of Student Fees, 34
Homeroom, 17

—I—

ID:, 11
Increment Grade by One, 43
Installing Student Fees Program, 9
Introduction, 4

—L—

List of Fee Codes, 30
List Student with Credit, 32
Log In, 11

—M—

Master Menu, 13
Message, 23

—N—

Name, 16
New Button, 21, 25
Next, 26
Note, 20, 24, 28

—O—

Output (Reports), 29
Outstanding Fees, 29

—P—

Paid Full Amount Button, 21, 25
Parents, 17
Password, 11
Pay on Balance Button, 18
Post Fees to Accounting, 38
Post Global Fees, 44
Post to Accounting, 37
Postscript, 23
Prev, 27
Print Duplicate Receipt Button, 27
Print Receipt Button, 17
Printer, 36
Printer, Dot Matrix, 36

Printer, Laser, 36
Printer, Receipts, 36

—R—

Receipt, Print, 17
Recpt No, 22
Remove Button, 22, 26
Report, History of Student Fees, 34
Report, Student Information, 32
Reports, Fees Received, 30
Reports, Form Letters, 31
Reports, List of Fee Codes, 30
Reports, List Student with Credit, 32
Reports, Outstanding Fees, 29

—S—

Setting Up the Program, 13
State, 17
Student Fee Preferences, 13
Student Fees Manual, 5
Student Id, 16, 24
Student Information, 32
Sub Account, 15

—T—

To Grade, 28
Top, 27
Turn Century On, 37

—U—

Update Support, 41
Utilities Menu, 35
Utilities, Current Balances, 35
Utilities, Delete One Grade, 42
Utilities, End of Year, 44
Utilities, Fee Preferences, 35
Utilities, Increment Grade by One, 43
Utilities, Post Fees to Accounting, 38

—V—

Vendorcode, 15
View Receipts, 26

—W—

Warning, 39
Windows 3.x, 9
Windows 95/98, 9

—Z—

Zip, 17