

Finance Symposium

Day 2 – Finance/Budget Prep

Introduction/Goals

Welcome and thank you for joining us today.

Introduction of Presenters

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Introduction/Goals

❖ Reminders

- *Help Screens*
- **Generic Finance Forms – available at www.jr3online.com - Select Software Support and the password is jr3**
- *Freshdesk – always email FreshDesk to create a ticket for your questions/concerns:
Support@websmart.freshdesk.com*

Review Chart of Accounts and Clean-Up Unused Accounts

❖ Review current chart of accounts

- Verify account code structure using TEA's matrix (Handout)
- You can also find the Matrix on TEA's website, http://tea.texas.gov/Finance_and_Grants/Financial_Accountability/Financial_Accountability_System_Resource_Guide/ and click on Module 1 – FAR Appendices (p 134 – Ctrl F Matrix)
- Customize chart of accounts by manually naming account codes.
- Be sure to include CFDA # on Funds (see SSA's Federal Matrix)

Finance > General Ledger > Chart of Accounts > Account Codes > Edit Account Code > Edit Identifier

Finance > General Ledger > Chart of Accounts > Account Codes

General Information

Edit: 211-11-6119.00-101-6-24-0-00 - ESEA Title I, Part A, 84.010A - Salaries or Wages - Teachers and Other Professional Personnel

The Account Code... Return to list

Identifier

Description*	ESEA Title I, Part A, 84.010A - Salaries or Wages - Teachers and Other P	<input checked="" type="checkbox"/>
Fund*	211-ESEA Title I, Part A, 84.010A	
Function*	11-Instruction	

Check this box to manually name an account code in the chart of accounts

Review Chart of Accounts and Clean-Up Unused Accounts

- ❖ Review Expenditure Budget reports for accounts not in use (look for 0.00 amounts)
- ❖ Select  to deactivate accounts that you do not want to roll over
- ❖ Keep in mind – if an account is deactivated:
 - It can be reactivated at any time
 - It will not appear on the Budget Worksheet reports

Finance > General Ledger > Chart of Accounts > Account Codes

Account Codes

Page Size: 10 | Ledger: 2015-2016 Fiscal Year | Filter: Custom

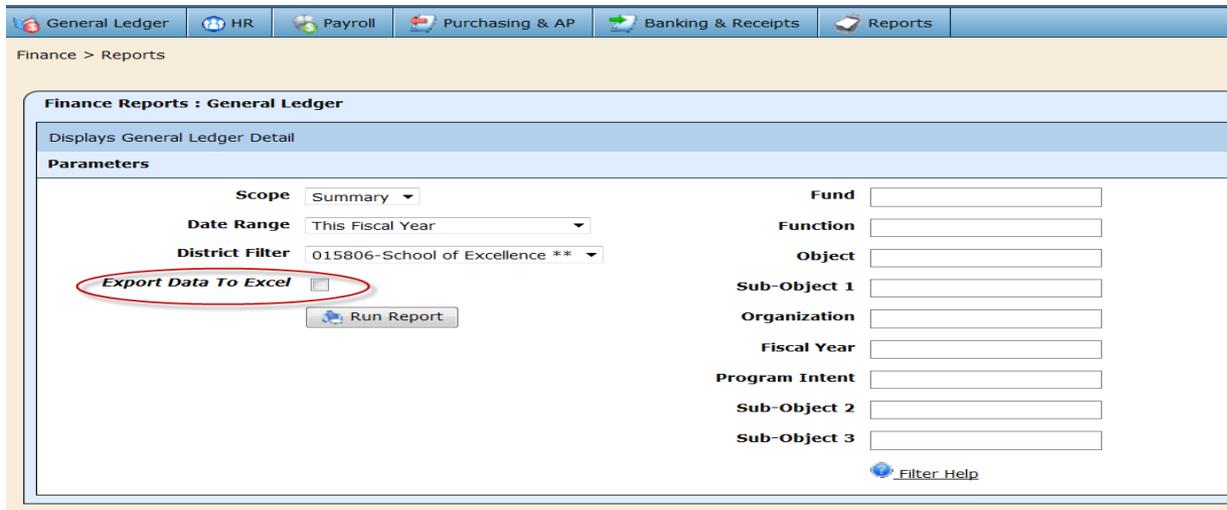
System ID	Code	Description	Actions
18014	211-11-6119.00-101-6-24-0-00	ESEA Title I, Part A, 84.010A - Salaries or Wages - Teachers and Other Professional Personnel	 
18015	211-11-6119.00-999-6-24-0-00	Professional Salaries - All Campuses	 
18016	211-11-6119.98-001-6-24-0-00	ESEA Title I, Part A, 84.010A - Salaries or Wages - Teachers and Other Professional Personnel	 

Select to delete/deactivate account code(s)

Open Next Year General Ledger

Review General Ledger Summary Report

- Go to **Finance > Reports**
- Select “General Ledger” from the Category drop down arrow
- Click  on General Ledger
- Select the parameters (see example below) and Run Report
- Select how you want to receive the report



General Ledger | HR | Payroll | Purchasing & AP | Banking & Receipts | Reports

Finance > Reports

Finance Reports : General Ledger

Displays General Ledger Detail

Parameters

Scope	Summary	Fund	
Date Range	This Fiscal Year	Function	
District Filter	015806-School of Excellence **	Object	
Export Data To Excel	<input type="checkbox"/>	Sub-Object 1	
Run Report	<input type="button" value="Run Report"/>	Organization	
		Fiscal Year	
		Program Intent	
		Sub-Object 2	
		Sub-Object 3	

[Filter Help](#)

Open Next Year General Ledger

- ❖ Review permanent balances on the General Ledger Summary Report (as indicated in the example below)
- ❖ If you are not rolling forward a fund that has closed, at minimum, the account codes containing permanent balances on the GL Summary Report **MUST** be added to the 2016-2017 Fiscal Year to prevent errors when closing

4 Total Page(s)
6/19/2013
11:55:38 AM

**General Ledger
This Fiscal Year**

District Filter:
County/District:

**permanent
balances**

At minimum - add accounts containing permanent balances in the new fiscal year to prevent errors when closing the ledger

Account	Description	08/31/2012	Balance
211-00-1110.00-0000-0-00	Title I, A - Cash-Gen Op	(\$34,780.53)	(\$34,780.53)
211-00-2110.00-0000-0-00	Title I, A - Accounts Payable	\$0.00	\$0.00
211-00-2151.00-0000-0-00	Title I, A - Federal Income Tax	\$0.00	\$0.00
211-00-2152.00-0000-0-00	Title I, A - FICA/Medi	\$0.00	\$0.00
211-00-2153.00-0000-0-00	Title I, A - Group Health&Life	(\$521.83)	(\$521.83)

Open Next Year General Ledger

Parameters in Fund Code Tables

In some cases, you may need to adjust the way the fund code tables are set up to match the auditor's preference

- Go to **General Ledger > Chart of Accounts > Code Tables > Fund**
- Select  to Edit each fund

Funds + Create Fund					
Page Size: 3		Filter: Active Records			
System ID	Local Code	Description	Actual Code	Budget Code	Actions
316	420	General	420	420	 

Open New General Ledger

- Verify the fund balance code is set up appropriately (see below)
- Make any changes by:
 - ✓ Selecting  Edit Identifier and then Save when complete

Edit: 420-General Return to list

The Fund represents a "segment" within the accounting code structure supported by WebSmart.

Identifier	Select to edit	 Edit Identifier
Description*	General	
Reporting		
Actual Code*	420	
Budget Code*	420	
Fund Type*	Standard	
Masks / Patterns		
Fund Balance*	???-00-3600.00-00-00-00-00	Consult with your auditor
Budgetary Fund Balance*	???-00-3700.00-00-00-00-00	
Default Liability*	???-00-2110.00-000-?-0-0-00	
Encumbrance Clearing*	???-00-4310.00-000-?-00-0-00	
Budget Cap Pattern*	***-**-????,??-???-?-??-?-??	

Open New General Ledger

Opening a new ledger while still working in the current ledger allows you to do the following:

- Create the next year's chart of accounts
- Allows access to create Budget Revisions
- Allows maintenance of both current and next year's ledgers
- Control Ledgers by the DATE boundaries when processing transactions

Finance > General Ledger > Ledger Manager

General Ledgers + Open New Ledger

Page Size: 10 Filter: Active/Open Ledgers

System ID	Description	Date Range	Status	Actions
15	2017-2018 Fiscal Year	7/1/2017 - 6/30/2018	OPEN (no locks)	
14	2016-2017 Fiscal Year	7/1/2016 - 6/30/2017	OPEN (no locks)	
13	2015-2016 Fiscal Year	7/1/2015 - 6/30/2016	OPEN (no locks)	

Records: 3 Page 1 of 1

Allows mobility within multiple ledgers

Open New General Ledger

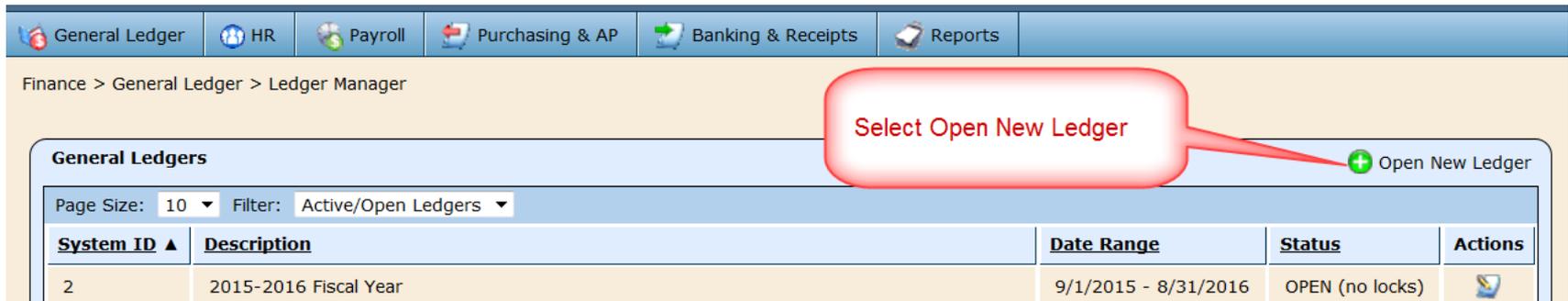
Just as a reminder... WebSmart maintains multiple ledgers in 3 different states:

- Open Ledger – allows all types of transactions.
- Closed Ledger – allows journal entry transactions only and closes the ability to post through budgets, accounts payable, payroll, and banking. This process also rolls forward balance sheet accounts.
- Finalized Ledger – fully reportable and no further transactions can be entered. Should match your audit and PEIMS submission.

Open New General Ledger

Now let's open your 2016-2017 General Ledger

- Go to **Finance > General Ledger > Ledger Manager**
- Select Open New Ledger to begin the process of opening the 2016-2017 General Ledger



The screenshot shows the Ledger Manager interface. At the top, there is a navigation bar with icons for General Ledger, HR, Payroll, Purchasing & AP, Banking & Receipts, and Reports. Below this, the breadcrumb path is 'Finance > General Ledger > Ledger Manager'. The main content area is titled 'General Ledgers' and includes a 'Page Size' dropdown set to 10 and a 'Filter' dropdown set to 'Active/Open Ledgers'. A table lists the existing ledger with the following data:

System ID ▲	Description	Date Range	Status	Actions
2	2015-2016 Fiscal Year	9/1/2015 - 8/31/2016	OPEN (no locks)	

To the right of the table, there is a green plus icon followed by the text 'Open New Ledger'. A red callout bubble points to this icon with the text 'Select Open New Ledger'.

Open 2016-2017 General Ledger

The Open and Close Dates will automatically populate

- Select Fiscal Year Code 7
- Select Annual or Monthly Budget Model (*Annual is recommended*)
- Using Budget Controls is available and it defaults to “No”
- Encumbrance Payroll is available to encumber when each payroll batch is run.
- Consolidate Fund – *defaults to No Consolidated Fund*
- Select Create

General Ledger | HR | Payroll | Purchasing & AP | Banking & Receipts | Reports

Finance > General Ledger > Ledger Manager

New General Ledger

Identifier (These values cannot be changed once the ledger is opened)

Open Date* 9/1/2017

Period Type* Standard Period

Fiscal Year Code* 7-Fiscal Year 2017

Budgeting Model* Annual

Use Budget Controls NO - Do not use budget controls

Encumber Payroll NO - Do not encumber payroll

Consolidated Fund No Consolidated Fund

Open New General Ledger

Import Account Codes

Once the new ledger is created, the following summary screen appears

- If you need to make corrections, select the Edit Identifier
- Otherwise, select the Net Assets tab

The screenshot displays the 'General Ledger Manager' interface. At the top, there is a navigation bar with tabs for 'General Ledger', 'HR', 'Payroll', 'Purchasing & AP', 'Banking & Receipts', and 'Reports'. Below this, the breadcrumb path reads 'Finance > General Ledger > Ledger Manager'. There are three tabs: 'General Information', 'Net Assets', and 'Documents'. The main content area is titled 'Edit: 2016-2017 Fiscal Year' and includes a 'Return to list' link. A descriptive text block states: 'This view allows you to change the description of the ledger for the purposes of report and to see the basic identifying characteristics of the ledger. Also, if you are properly authorized, you may close and finalize the ledger from this view.' Below this is a table with the following data:

Identifier		Edit Identifier
Date Range	9/1/2016 - 8/31/2017	
Description*	2016-2017 Fiscal Year	
Lock Date	None	
Active	True	
Fiscal Year	0-Fiscal Year 2010	
Budgeting Model	Annual	
Encumber Payroll	NO - Do not encumber payroll	

Open New General Ledger

Import Account Codes

- Select Import Account Codes - This process includes importing net assets, which creates the new chart of accounts from last year's account codes and replaces the fiscal year.

The screenshot shows a web application interface for managing Net Assets. At the top, there is a navigation bar with tabs for General Ledger, HR, Payroll, Purchasing & AP, Banking & Receipts, and Reports. Below this, a breadcrumb trail reads "Finance > General Ledger > Ledger Manager".

The main content area has three tabs: "General Information", "Net Assets" (which is selected and circled in red), and "Documents". Below the tabs, there is a header for "Edit: 2016-2017 Fiscal Year" with a "Return to list" link.

A descriptive text block states: "Net Assets are the allowable fund/fiscal year combinations within the selected fiscal year. You may not remove net assets that are currently in use."

Below the text, there are two buttons: "Import Account Codes" (with a globe icon and circled in red) and "Add New Net Asset" (with a plus icon).

At the bottom, there is a table with the following structure:

Fund	FY	Description	Multi-Year Status	Actions
------	----	-------------	-------------------	---------

Open New General Ledger

Import Account Codes

- Select either “All Net Assets” OR individual net assets (fund/fiscal year) to carry forward.
- This process can be run multiple times. It will not duplicate but will simply pull in new accounts added from the previous year.

General Ledger | HR | Payroll | Purchasing & AP | Banking & Receipts | Reports

Finance > General Ledger > Ledger Manager

General Information | Net Assets | Documents

Edit: 2016-2017 Fiscal Year [Return to list](#)

Net Assets are the allowable fund/fiscal year combinations within the selected fiscal year. You may not remove net assets that are currently in use.

Import Account Codes

Import Method:

2015-2016 Fiscal Year

- All Net Assets
- 211-6: Title I, Part A Fiscal Year 2016
- 224-6: IDEA - Part B, Formula Fiscal Year 2016
- 240-6: NSLP Fiscal Year 2016

Select either “All Net Assets” OR check the box(es) for only the funds you want to roll forward. You can always come back later and import another fund (or the same fund)

Open New General Ledger

Import Account Codes

If you do not want to carry forward a net asset, leave the box unchecked

➤ Scroll all the way to the end of the net asset list

➤ Select Import

General Ledger | HR | Payroll | Purchasing & AP | Banking & Receipts | Reports

Finance > General Ledger > Ledger Manager

General Information | Net Assets | Documents

Edit: 2015-2016 Fiscal Year Return to list

Net Assets are the allowable fund/fiscal year combinations within the selected fiscal year. You may not remove net assets that are currently in use.

Import Account Codes

Import Method: Prior Ledger

2014-2015 Fiscal Year

- 511-5: Fund 511 Fiscal Year 2015
- 512-5: Fund 512 Fiscal Year 2015
- 864-5: Fund 864 Fiscal Year 2015
- 865-5: Fund 865 Fiscal Year 2015

Import Cancel

➤ Notice the background is shaded lighter, which indicates the import is in process



This may take a few minutes – please wait!



Open New General Ledger

Verify the new chart of accounts to ensure accuracy

➤ **Finance > General Ledger > Chart of Accounts > Account Codes**

At this point, be sure to select the appropriate ledger since you now have 2 ledgers open



Account Codes				+ Add Account Code	
Page Size:	10	Ledger:	2016-2017 Fiscal Year	Filter:	Active Records
System ID	Code	Description	Actions		

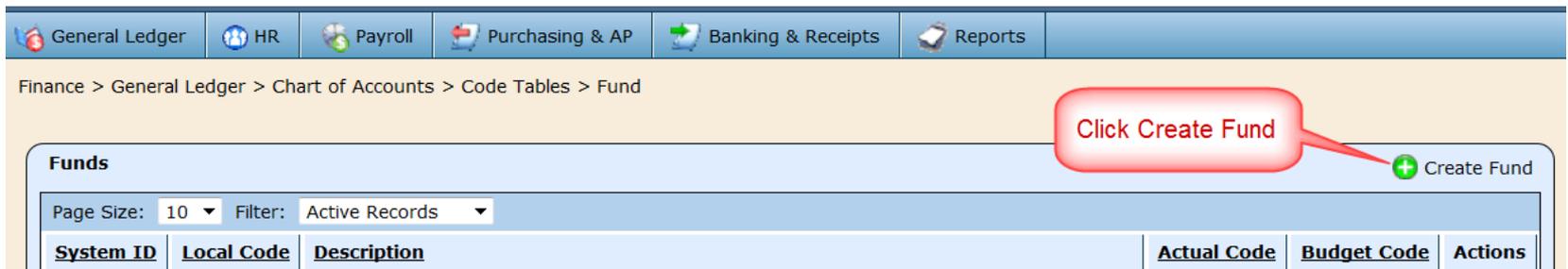
WebSmart is DATE sensitive – depending on the date entered on any transaction will determine which ledger the transaction will be posted within. For example, for a 9/1 – 8/31 fiscal year, the dates will be posted into the following ledgers:

- Before 8/31/2016 – will post to the 2015-2016 ledger
- After 9/1/2016 – will post to the 2016-2017 ledger

Open New General Ledger

Add New Net Asset

- After the ledger is created, there may be times when you need to create a new fund that is currently not being used in the ledgers
- If you need to add a new fund, first look at the fund code tables
- Go to **General Ledger > Chart of Accounts > Code Tables > Fund**
- Select Create Fund



The screenshot shows the General Ledger system interface. The top navigation bar includes icons for General Ledger, HR, Payroll, Purchasing & AP, Banking & Receipts, and Reports. The breadcrumb trail is: Finance > General Ledger > Chart of Accounts > Code Tables > Fund. A red callout bubble points to a green plus icon labeled 'Create Fund' in the top right corner of the 'Funds' table area. The table has columns for System ID, Local Code, Description, Actual Code, Budget Code, and Actions. The table is currently empty.

System ID	Local Code	Description	Actual Code	Budget Code	Actions
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Open New General Ledger

Add New Net Asset

- Enter the Fund Code
- Enter the Description of the fund
- Select Create

General Ledger HR Payroll Purchasing & AP Banking & Receipts Reports

Finance > General Ledger > Chart of Accounts > Code Tables > Fund

New Fund

The Fund represents a "segment" within the accounting code structure supported by WebSmart.

Identifier

Code*

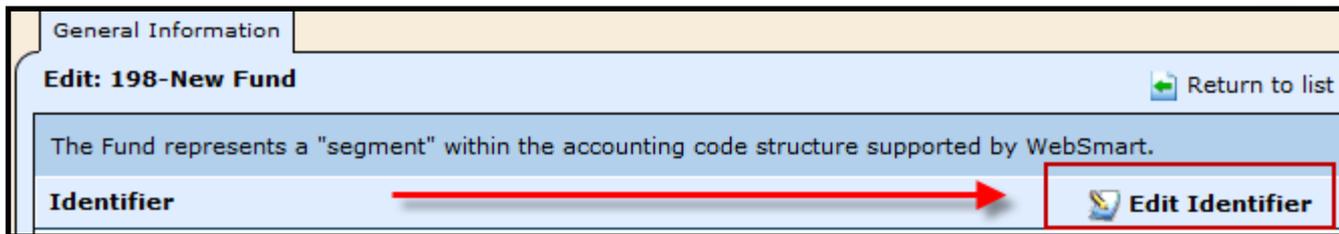
Description*

Click to Create

Open New General Ledger

Add New Net Asset

- Select Edit Identifier



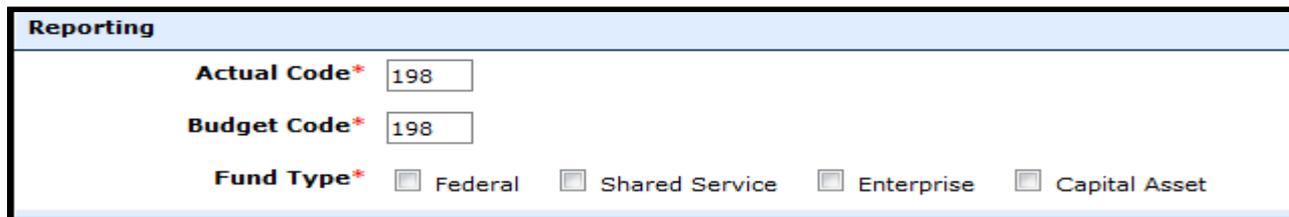
General Information

Edit: 198-New Fund [Return to list](#)

The Fund represents a "segment" within the accounting code structure supported by WebSmart.

Identifier  [Edit Identifier](#)

- In the Reporting section, enter the Actual Code and Budget Code to be used for PEIMS reporting
- Fund Type – check the appropriate box if the fund is federal, shared service, enterprise or capital asset



Reporting

Actual Code*

Budget Code*

Fund Type* Federal Shared Service Enterprise Capital Asset

Open New General Ledger

Add New Net Asset

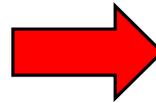
- In the Masks/Patterns section, update the fields as necessary for the default codes – The default codes are similar to the following:

Masks / Patterns	
Fund Balance*	???-00-3590.00-000-?-00-0-00 ...
Budgetary Fund Balance*	???-00-3700.00-000-?-00-0-00 ...
Default Liability*	???-00-2110.00-000-?-00-0-00 ...
Encumbrance Clearing*	???-00-4310.00-000-?-00-0-00 ...

- In the Budget Cap Pattern and Default Budget Threshold Mask, set the cap for use in requisitions

*** defines restrictions

??? allows use of digits



Budget Cap Pattern*	
Fund:	***
Function:	**
Object:	????
Sub-Object 1:	??
Organization:	???
Fiscal Year:	?
Program Intent:	??
Sub-Object 2:	?
Sub-Object 3:	??

Save

- Select Save

Open new General Ledger

Add New Net Asset

- Once the fund code table is set up, go back to the Ledger Manager
- Select  to edit the 2016-2017 Fiscal Year



Finance > General Ledger > Ledger Manager

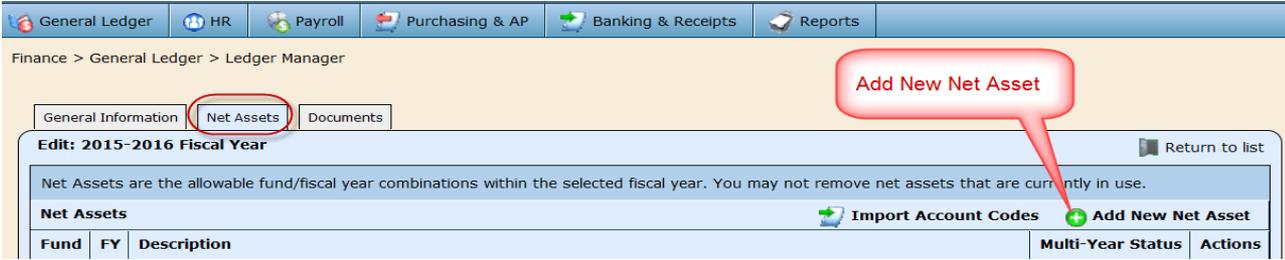
General Ledgers + Open New Ledger

Page Size: 10 Filter: Active/Open Ledgers

System ID ▲	Description	Date Range	Status	Actions
2	2015-2016 Fiscal Year	9/1/2015 - 8/31/2016	OPEN (no locks)	

Select Edit

- Select the Net Assets tab
- Select  Add New Net Asset



Finance > General Ledger > Ledger Manager

General Information **Net Assets** Documents

Edit: 2015-2016 Fiscal Year Return to list

Net Assets are the allowable fund/fiscal year combinations within the selected fiscal year. You may not remove net assets that are currently in use.

Net Assets Import Account Codes + Add New Net Asset

Fund	FY	Description	Multi-Year Status	Actions
------	----	-------------	-------------------	---------

Add New Net Asset

Open New General Ledger

Add New Net Asset

- Description – Leave blank for default name (Fund + Fiscal Year)
- Fund – Select the new fund (*this comes from the fund code table*)
- Fiscal Year – Select 7 for Fiscal Year 2017
- Model – Select whether the fund is a Single Year or Multi-Year Fund
- Select Save

Finance > General Ledger > Ledger Manager

General Information | Net Assets | Documents

Edit: 2015-2016 Fiscal Year Return to list

Net Assets are the allowable fund/fiscal year combinations within the selected fiscal year. You may not remove net assets that are currently in use.

Net Assets

Description
(Leave blank for default name)

Fund*

Fiscal Year*

Model*

Open New General Ledger

Add New Net Asset

- Go to the Chart of Accounts to add the following default account codes – the default codes **MUST** be added prior to any revenue or expense accounts
- **Remember** – *the account code masks were set up in the fund code table parameters earlier*

<input type="checkbox"/> Fund Balance	???-00-3590.00-000-7-00-0-00 -OR-
<input type="checkbox"/> Fund Balance	???-00-3600.00-000-7-00-0-00
<input type="checkbox"/> Budgetary Fund Balance	???-00-3700.00-000-7-00-0-00
<input type="checkbox"/> Encumbrance Code	???-00-4310.00-000-7-00-0-00
<input type="checkbox"/> Accounts Payable	???-00-2110.00-000-7-00-0-00
<input type="checkbox"/> Cash	???-00-1110.00-000-7-00-0-00

Once the default account codes have been added, add revenue and expense accounts.

Note: You can import all account codes from an Excel document instead of manually entering them.

Break

Please take this time for a brief break.
We will be available for questions.



Verify Classification of Expenditures

- Run Vendor Transactions reports to review classification of expenditures
- Verify coding
- Make any reclassifications as needed (see Reclassification Handout)
 - Remember to use post credit memos and bills as AP Statements to adjust any reclassifications. This process allows you to see an audit trail of the reclassification not only on the GL, but on the Vendor Transactions report as well.
 - Remember to make JE's for reclassifying between funds. (JE's need to post to cash and payable accounts.)

Accounts Payable Quarterly Reconciliation

- Run Vendor Aged Payables report for a particular effective date
- Run Trial Balance with the same ending date
- These reports should tie - if not, run the Outstanding Liability Detail report to determine where the issue lies
- Screenshots on following page

Accounts Payable

Compare Vendor Aged Payables to the Trial Balance for Object ~21%

1 Total Page(s)
06/20/2016
04:39:28 PM

Vendor Aged Payables

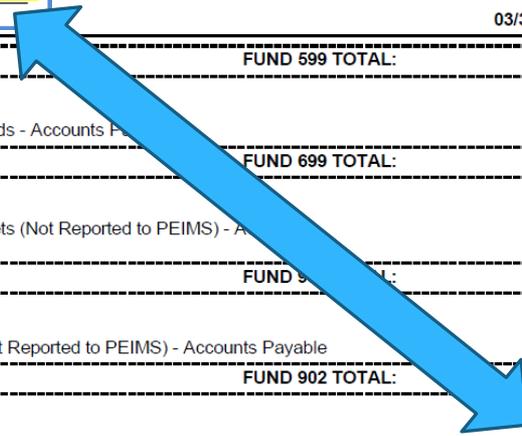
Parameters:
Effective Date: 3/31/2016

Reference Number	Date Paid	0-30 Days	31-60 Days	61-90 Days	> 90 Days	Amount Due
199-00-2110.00-000-6-00-0-00						
EFTPS - 941 Tax payments(1)						
Adjust Tax Payment	04/04/2016	\$ 762.24	\$ 0.00	\$ 0.00	\$ 0.00	\$ 762.24
3/30/16 Addt Pmt						
Total For EFTPS - 941 Tax payments(1)		\$ 762.24	\$ 0.00	\$ 0.00	\$ 0.00	\$ 762.24
Herff Jones Year Book(2569)						
061775 22 credit	unpaid	\$ 0.00	\$ 0.00	\$ 0.00	-\$ 320.00	-\$ 320.00
Total For Herff Jones Year Book(2569)		\$ 0.00	\$ 0.00	\$ 0.00	-\$ 320.00	-\$ 320.00
Internal Revenue Service(005707)						
IRS Notice	04/04/2016	\$ 25.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 25.00
Total For Internal Revenue Service(005707)		\$ 25.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 25.00
MSB(008448)						
53418	04/07/2016	\$ 64.46	\$ 0.00	\$ 0.00	\$ 0.00	\$ 64.46
Total For MSB(008448)		\$ 64.46	\$ 0.00	\$ 0.00	\$ 0.00	\$ 64.46
Total For 199-00-2110.00-000-6-00-0-00		\$ 851.70	\$ 0.00	\$ 0.00	-\$ 320.00	\$ 531.70
Grand Totals		\$ 851.70	\$ 0.00	\$ 0.00	-\$ 320.00	\$ 531.70

Trial Balance
Custom

6/20/2016
4:47:46 PM

	07/01/2015	Balance
	03/31/2016	
FUND 599 TOTAL:	\$ 0.00	\$ 0.00
699-00-2110.00-000-6-00-0-00 Capital Projects Funds - Accounts Payable	\$ 0.00	\$ 0.00
FUND 699 TOTAL:	\$ 0.00	\$ 0.00
901-00-2110.00-000-6-00-0-00 General Capital Assets (Not Reported to PEIMS) - Accounts Payable	\$ 0.00	\$ 0.00
FUND 901 TOTAL:	\$ 0.00	\$ 0.00
902-00-2110.00-000-6-00-0-00 Long-Term Debt (Not Reported to PEIMS) - Accounts Payable	\$ 0.00	\$ 0.00
FUND 902 TOTAL:	\$ 0.00	\$ 0.00
GRAND TOTAL	(\$531.70)	(\$25,804.16)



EOY Closing Outstanding Purchase Orders

Review Outstanding Purchase Orders

- Go to Reports
- Report – Select Outstanding Purchase Orders
- Group By – Select By Requestor
- Requestor – Select All
- Export Data to Excel – check this box if you prefer to review the report in Excel; otherwise, the report defaults to a PDF document

The screenshot displays the 'Finance Reports' interface. At the top, there is a 'Report*' dropdown menu set to 'Outstanding Purchase Orders' and a 'Return to list' link. Below this is a 'Parameters' section with the following fields:

- Group By:** A dropdown menu set to 'By Requestor'.
- Vendor:** A dropdown menu set to 'All...'.
- Requestor:** A dropdown menu set to 'All...'.
- Export Data To Excel:** A checked checkbox.
- Run Report:** A button with a blue arrow icon.
- Fund:** An empty text input field.
- Function:** An empty text input field.
- Object:** An empty text input field.
- Sub-Object 1:** An empty text input field.
- Organization:** An empty text input field.
- Fiscal Year:** An empty text input field.
- Program Intent:** An empty text input field.
- Sub-Object 2:** An empty text input field.
- Sub-Object 3:** An empty text input field.

At the bottom right of the form, there is a 'Filter Help' link.

EOY Closing Outstanding Purchase Orders

- Unencumbered Purchase Orders – PO's that have not been paid against, and marked as not fulfilled
- Outstanding Purchase Orders – PO that has remaining encumbrance balance

Demo District 2		Outstanding Purchase Orders		2 Total Page(s)	
District #000002				6/14/2012	
				12:17:15 PM	
Unencumbered Purchase Orders					
Purchase Order Number	Encumbrance Date	Vendor			
PO-701368	10/5/2011	ENSICIENT CORPORATION INC			
Outstanding Purchase Orders					
Purchase Order Number	Encumbrance Date	Vendor	Account Code	Amount	
PO-701251	9/6/2011	MARIE FISHER INTERIOR DESIGN		\$50.00	
			420-11-6399.00-001-2-11-0-	\$50.00	
PO-701252	9/7/2011	SMALL BUSINESS EXCHANGE		\$290.80	
			420-11-6399.00-001-2-11-0-	\$290.80	
PO-701291	9/8/2011	INNOVATION ENTERPRISES DBA EARTH ANALYTICS GROUP		\$215.06	

PO's that have been paid fully paid against but NOT marked as fulfilled

PO's that have remaining encumbrance balance

EOY Closing Outstanding Purchase Orders

Review and research all outstanding purchase orders on the Outstanding Purchase Orders report to determine if the goods/services will be complete and/or received by the end of the fiscal year and take appropriate action

To delete a Purchase Order

- Go to **Purchasing & AP > Purchasing > Purchase Orders**
- Select to  delete the Purchase Order
- Are you sure you want to delete this object? – Select OK

Finance > Purchasing & AP > Purchasing > Purchase Orders

Purchase Orders + Create Purchase Order

Page Size: 10 Filter: Approved

System ID	PO No	Date	Vendor	Status	Total	Actions
12539	2712454	6/3/2016	Vendor 1786	Approved	\$625.00	  
12530	2712446	6/2/2016	Vendor 4854		\$95.00	  
12532	2712447	6/2/2016	Vendor 8652		\$44.68	  
12534	2712448	6/2/2016	Vendor 8763		\$3,262.35	  
12533	2712449	6/2/2016	Vendor 8762		\$1,206.32	  
12535	2712450	6/2/2016	Vendor 7489	Approved	\$112.18	  

Message from webpage

Are you sure you want to delete this object?

EOY Closing Outstanding Purchase Orders

Invoices – review all invoices

- Do NOT delete a purchase order if you need to pay against it next year. - All purchase orders with goods and/or services that need to be expensed in the 2015-2016 school year must remain OPEN because they will not be paid until the 2016-2017 school year
- Continue entering bills and watch your dates to ensure they are in the correct fiscal year.
- These items will roll over as a **payable** in 2016-2017 once the ledger is actually closed
- When a bill is paid in the 2016-2017 ledger, the liability is then reduced

EOY Closing Outstanding Purchase Orders

Purchase Order History – run the Purchase Order History report to provide to the auditors to show unfulfilled purchase orders at the end of the 2015-2016 fiscal year.

- **Reports > Purchase Order History**
- See parameters below.

The screenshot shows a web-based interface for running a report. At the top, the breadcrumb 'Finance > Reports' is visible. Below it, the report title 'Purchase Order History' is highlighted with a red circle. The 'Parameters' section contains several input fields: 'Vendor' (dropdown menu), 'Requestor' (dropdown menu), 'Approver' (dropdown menu), 'PO Number' (text input), and 'Invoice Number' (text input). The 'Year' dropdown is set to '2015-2016 Fiscal Year' and is highlighted in yellow. Below the year, the 'Unfulfilled Only' checkbox is checked and highlighted in yellow. The 'Export Data To Excel' checkbox is unchecked. At the bottom, the 'Run Report' button is highlighted with a red circle.

EOY Closing Outstanding Purchase Orders

Purchase Order History – this report includes the remaining encumbrance and the total expensed amount at the end of the year.

The encumbrances will appear in the 2016-2017 fiscal year once the 2015-2016 fiscal year is closed.

School of Excellence **
District #015806

Purchase Order History
2015-2016 Fiscal Year
Unfulfilled Purchase Orders Only

28 Total Page(s)
6/6/2016
11:19:01 AM

No Account Code Filter Applied

District Filter: School of Excellence **

Requestor: All...

County/District: 015806

Approver: All...

PO Number	PO Status	Transaction Date	Vendor Payable / Payment Reference	Account Code	Encumbered	Expensed	Liquidated	Remaining	Ledger
16-0012	Approved	9/8/2015	SAM'S CLUB	420-36-6399.02-999-7-99-0-00	\$425.50	\$0.00	\$0.00	\$425.50	\$425.50
					\$425.50	\$0.00	\$0.00	\$425.50	\$425.50

Reconcile Federal Funds

Prepare for Closing Current General Ledger

Federal Grants

- Review Final NOGA's on TEASE to ensure that correct amounts have been budgeted and expended on federal grants.
- Ensure you are spending federal grant dollars on allowable expenditures so that you can account for them appropriately and in the specified time frame.
- Give employees deadlines in order to get closed out for the year in a timely manner.



Journal Entries

Prepare for Closing Current General Ledger

Journal Entries

- Book Accrued Wages (Object Code 2160), if applicable – all accrued wages and benefits shall be posted to the general ledger for all wages earned in August but scheduled to be paid in September.
- Book Pre-Paid Expenses (Object Code 1410) - any disbursements of funds that will be received or utilized in the next fiscal year
- Book Deferred Revenue (Object Code 2310) – any revenue that will be utilized in the next fiscal year
- Book Depreciation (Object Code 6449)



Book due to/due from??

Federal Grants – Due From

- Create Due From Federal Agencies journal entries for revenue that was expensed in current year, but will not be received until next year by:
 - ✓ debiting the receivable account and crediting the revenue account (see example below)

Finance > General Ledger > Journal Entries

New Journal Entry

[Export Journal Entry Template](#) [Import Journal Entry](#)

Reference	Ledger Date	Post Date
Record Due From 211 (A/R)	06/30/2016	

Description

Record Due From 211 (A/R)

Items

#	Account Code	Description	Debit	Credit	Net Amount	
1	211-00-1242.00-000-6-00-0-00	Record Due From 211 (A/R)	5,658.31	0.00		
2	211-00-5929.00-000-6-00-0-00	Record Due From 211 (A/R)	0.00	5,658.31		

Add Item(s)

Balance:

Save Cancel

Book due to/due from??

Due From State/Local

- Create Due From journal entries for revenue that was expensed in current year, but will not be received until the new year debiting the receivable account and crediting the revenue account for state and local funds, too. (see example below)

Description

Due from State

Due from Federal

Due from Local

Receivable

1241

1242

1243



Book - Student Activity

Reminder: Book student activity (if kept in outside ledgers)



Food Service Commodities

Food Service Commodities – if you are participating in a food service program, be sure to record commodities by debiting expenditures (6344) and crediting revenue (5923) in a journal entry. See example below:

Finance > General Ledger > Journal Entries

New Journal Entry

Export Journal Entry Template Import Journal Entry

Reference
Record 15/16 Food Service Commodities

Ledger Date
06/30/2016

Post Date

Description
Record 15/16 Food Service Commodities

Items

#	Account Code	Description	Debit	Credit	Net Amount	
1	240-35-6344.00-999-6-99-0-00	Record 15/16 Food Service Commodities	5,500.00	0.00		X
2	240-00-5923.00-000-6-00-0-00	Record 15/16 Food Service Commodities	0.00	5,500.00		X

+ Add 1 Item(s)

Balance: 0.00

Save Cancel

Book SSA's

Shared Service Arrangements– if you are participating in a shared service arrangement, be sure to record information from your local ESC or district.

It is your responsibility to get this information from your local ESC or District.

Outstanding Checks – Void & Reissue

Outstanding checks – review all outstanding checks on the register.

- Print Banking Register for Uncleared Items or
- Review directly from Banking & Receipts > Registers
- Research. Why is it outstanding?
- Void & reissue
- Void Completely – if you void completely, do not forget to go back and delete the bill
- If you need to void an OLD check, the best way to clear it is to create a receipt for the same amount and clear both transactions on the following bank statement.

Do NOT Void a payroll check - WHY???

- *Tax implications*
- *Changes W-2 reporting, etc.*

Accounts Payable – Unpaid Bills/Aged Payables & Trial Balance – yes again!!

Compare Vendor Aged Payables to the Trial Balance for Object ~21%

Vendor Aged Payables <i>Effective 06/04/2012</i>					5 Total Page(s) 6/4/2012 12:15:11 PM
Reference Number	0 - 30 Days	31 - 60 Days	61 - 90 Days	> 90 Days	Amount Due
289-00-2151.00-000-2-00-0-16					
INTERNAL REVENUE SERVICE CENTER(V028489)					
PB#3927 - Statutory Adjustment					
Total For INTERNAL REVENUE SERVICE CENTER (V028489)					
	\$422.25	\$0.00	\$0.00	\$0.00	\$422.25
Total For 289-00-2151.00-000-2-00-0-16	\$422.25	\$0.00	\$0.00	\$0.00	\$422.25



Trial Balance <i>This Fiscal Year</i>				2 Total Page(s) 6/4/2012 12:16:50 PM
Object: ~215%	District Filter: Multi-District			
	County/District: Anywhere School			
Account Code	Description	09/01/2011	08/31/2012	Balance
289-00-2151.00-000-2-00-0-16	Federal Withholding	(\$422.25)	(\$422.25)	(\$422.25)

Accounts Payable – Reconcile YES AGAIN!!!!!!

Compare Vendor Aged Payables to the Trial Balance for Object ~21%

1 Total Page(s)
06/20/2016
04:39:28 PM

Vendor Aged Payables

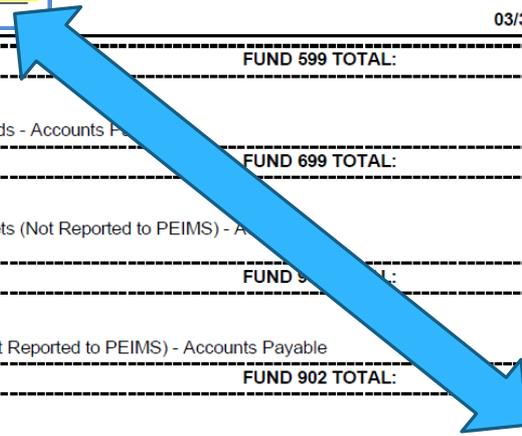
Parameters:
Effective Date: 3/31/2016

Reference Number	Date Paid	0-30 Days	31-60 Days	61-90 Days	> 90 Days	Amount Due
199-00-2110.00-000-6-00-0-00						
EFTPS - 941 Tax payments(1)						
Adjust Tax Payment	04/04/2016	\$ 762.24	\$ 0.00	\$ 0.00	\$ 0.00	\$ 762.24
3/30/16 Addt Pmt						
Total For EFTPS - 941 Tax payments(1)		\$ 762.24	\$ 0.00	\$ 0.00	\$ 0.00	\$ 762.24
Herff Jones Year Book(2569)						
061775 22 credit	unpaid	\$ 0.00	\$ 0.00	\$ 0.00	-\$ 320.00	-\$ 320.00
Total For Herff Jones Year Book(2569)		\$ 0.00	\$ 0.00	\$ 0.00	-\$ 320.00	-\$ 320.00
Internal Revenue Service(005707)						
IRS Notice	04/04/2016	\$ 25.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 25.00
Total For Internal Revenue Service(005707)		\$ 25.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 25.00
MSB(008448)						
53418	04/07/2016	\$ 64.46	\$ 0.00	\$ 0.00	\$ 0.00	\$ 64.46
Total For MSB(008448)		\$ 64.46	\$ 0.00	\$ 0.00	\$ 0.00	\$ 64.46
Total For 199-00-2110.00-000-6-00-0-00		\$ 851.70	\$ 0.00	\$ 0.00	-\$ 320.00	\$ 531.70
Grand Totals		\$ 851.70	\$ 0.00	\$ 0.00	-\$ 320.00	\$ 531.70

Trial Balance
Custom

6/20/2016
4:47:46 PM

	07/01/2015	Balance
	03/31/2016	
FUND 599 TOTAL:	\$0.00	\$0.00
699-00-2110.00-000-6-00-0-00 Capital Projects Funds - Accounts Payable	\$0.00	\$0.00
FUND 699 TOTAL:	\$0.00	\$0.00
901-00-2110.00-000-6-00-0-00 General Capital Assets (Not Reported to PEIMS) - Accounts Payable	\$0.00	\$0.00
FUND 901 TOTAL:	\$0.00	\$0.00
902-00-2110.00-000-6-00-0-00 Long-Term Debt (Not Reported to PEIMS) - Accounts Payable	\$0.00	\$0.00
FUND 902 TOTAL:	\$0.00	\$0.00
GRAND TOTAL	(\$531.70)	(\$25,804.16)



Verify Classification of Expenditures – yes again!!!!

- Run Vendor Transactions reports to review classification of expenditures
- Verify coding
- Make any reclassifications as needed. Remember to use post credit memos and bills as AP Statements to adjust any reclassifications. This process allows you to see an audit trail of the reclassification not only on the GL, but on the Vendor Transactions report as well. Remember to make JE's for reclassifying between funds. (JE's need to post to cash and payable accounts.)

Check Your Budget - Review State Mandated Programs

- Review budget – verify no amendments are needed before closing ledgers. If so, present final budget amendment to the board for approval prior to 6/30 or 8/31 (depending.
- Review your SOF and state mandated programs – PIC 21, 22, 23, 24, 25, 33, 34, 35
- Review budget to FSP state mandated amounts
- Ensure you are meeting the minimum required percentages for mandated programs. This may not meet your MOE.

PIC 21 – 55%

PIC 22 – 58%

PIC 23 – 52%

PIC 24 – 52%

PIC 25 - 52%

Check Your Budget - Review State Mandated Programs

Review your Summary of Finance at the following link

<https://tea4avfawcett.tea.state.tx.us/Fsp/Reports/ReportSelection.aspx>

Program Intent Codes - Allotments			
28.	11-Regular Program Allotment	\$6,885,809	\$6,887,942
29.	23-Special Education Adjusted Allotment (spend 52% of amount)	\$463,609	\$463,753
30.	22-Career and Technology Allotment (spend 58% of amount)	\$369,241	\$369,356
31.	21-Gifted & Talented Adjusted Allotment (spend 55% of amount)	\$33,217	\$33,227
32.	24-Compensatory Education Allotment (spend 52% of amount)	\$1,143,754	\$1,144,109
33.	25-Bilingual Education Allotment (spend 52% of amount)	\$191,863	\$191,923

Do Final Budget Amendment

- Enter your final budget amendment
- Must be approved by 6/30 or 8/31

Budget Preparation

It's budget planning time!



- Once the 2016-2017 general ledger is open, you can begin working through the budget process at any time by using one of the following methods:
 - Upload the budget by using Microsoft Excel – This requires some spreadsheet formatting, but once it is approved by the board, the budget can easily be uploaded to WebSmart through Budget Revisions (*Recommended*).

OR

- Manually enter the budget – if preferred, the budget can be manually entered in Budget Revisions once the budget is approved by the board.

(Show both processes in training database)

Budget Amendments – Creating & Posting

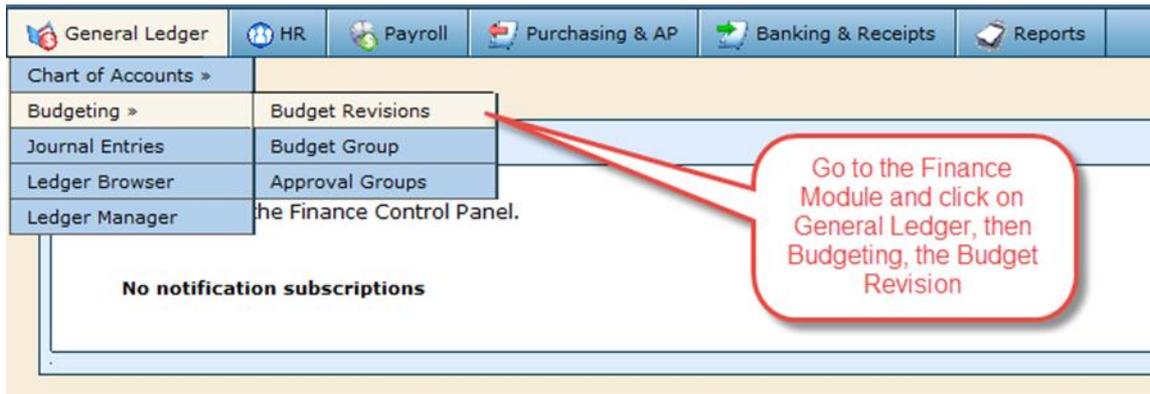
You need to create a budget amendment to get your Budget in the system.

- If you have just opened your new ledger year, the first Budget Amendment you create and post will be your initial budget.
- Any budget amendments created after that will be revisions to the initial Budget.
- Once you know what your Budget is for the year you can do your first Budget Revision, which will become your initial budget.

Before you create an amendment it is assumed that you have all the net assets that you need configured in the Ledger Browser and all your account codes created for all Funds.

Create a Budget Amendment

Go to *the Finance Module* > *General Ledger* > *Budgeting* > *Budget Revision* as shown below:



Create a Budget Amendment

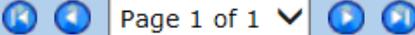
This brings you to the Budget Revision Screen shown below

Finance > General Ledger > Budgeting > Budget Revisions

Budget Revisions + Create Budget Revision

Page Size: 10 ▼ Ledger: 2016-2017 Fiscal Year ▼ Filter: All re

<u>System ID</u>	<u>Revision Number</u>	<u>Effective Date</u>	Description	<u>Owner</u>	<u>State</u>	<u>Actions</u>
243	0	7/1/2016	Initial Budget	mdavis	Posted	

Records: 1 Page 1 of 1 ▼ 

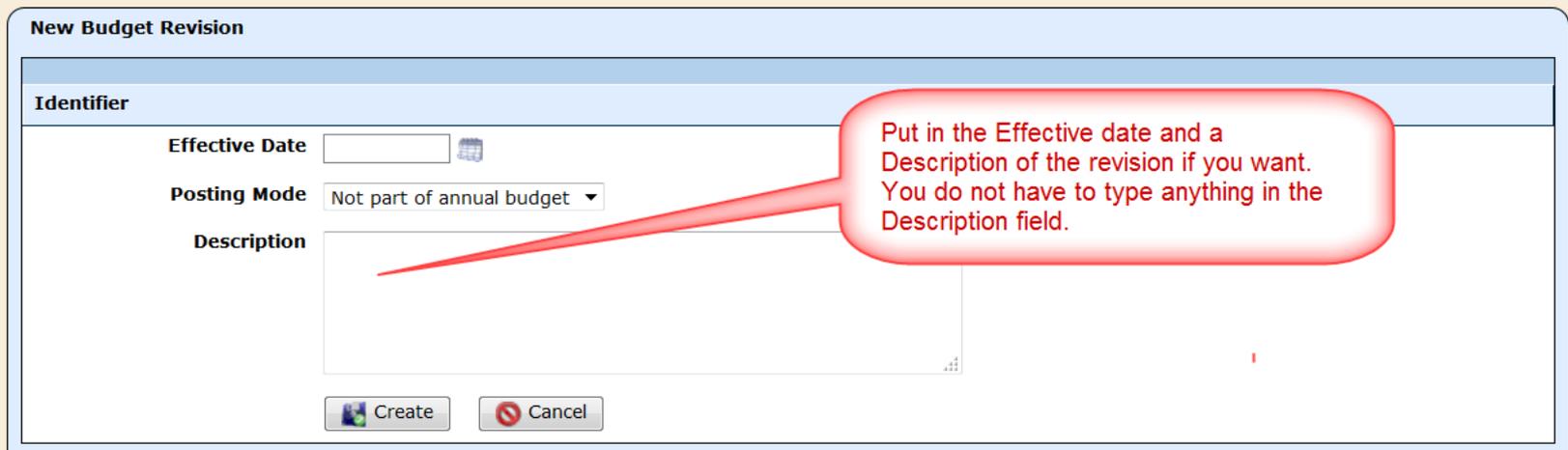
I have posted my first Budget Revision, which became my Initial Budget

Create a Budget Amendment

We now click on the Create Budget Revision to start the process of the first Budget Revision of the Initial Budget. See the screen next screen below.

If you have an Initial Budget in then you will see this screen.

Finance > General Ledger > Budgeting > Budget Revisions



New Budget Revision

Identifier

Effective Date 

Posting Mode Not part of annual budget ▾

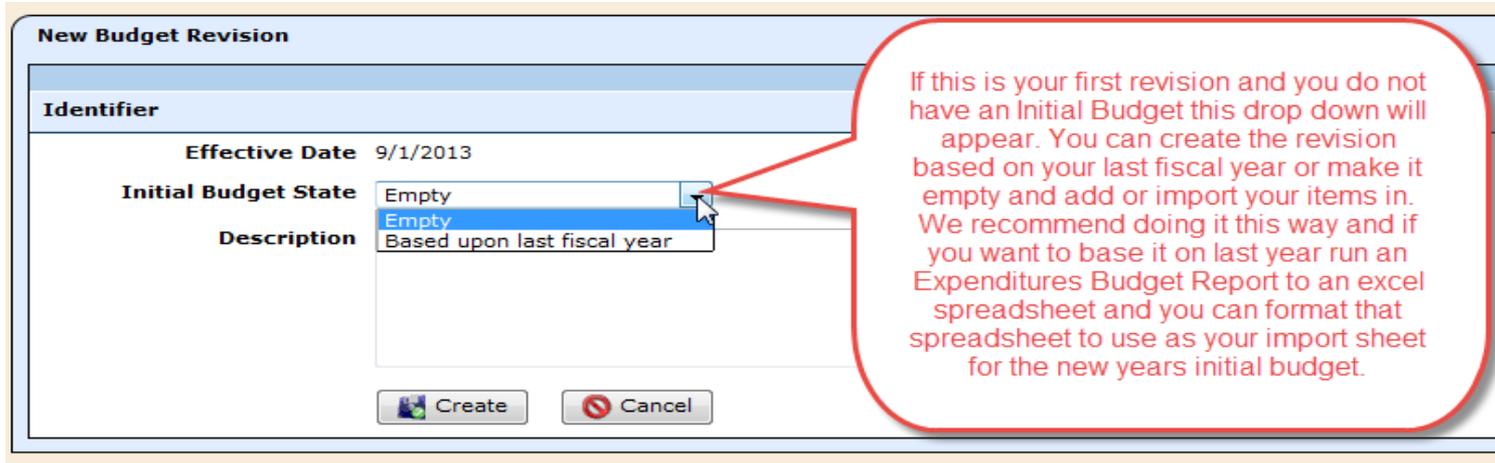
Description

Put in the Effective date and a Description of the revision if you want. You do not have to type anything in the Description field.

Create a Budget Amendment

- If we had no Initial Budget then you will see the screen you see next.
 - Empty – will create an empty budget revision, which allows the user to import or manually input the budget.
 - Based upon last fiscal year – this option pulls in the last budget information from the prior year. Sometimes the board may adopt no changes in the budget. In that case, you would choose this option.



The screenshot shows a web form titled "New Budget Revision". It has several fields: "Identifier" (empty), "Effective Date" (9/1/2013), "Initial Budget State" (a dropdown menu with "Empty" selected), and "Description" (containing the text "Based upon last fiscal year"). At the bottom are "Create" and "Cancel" buttons. A red callout box points to the dropdown menu with the following text:

If this is your first revision and you do not have an Initial Budget this drop down will appear. You can create the revision based on your last fiscal year or make it empty and add or import your items in. We recommend doing it this way and if you want to base it on last year run an Expenditures Budget Report to an excel spreadsheet and you can format that spreadsheet to use as your import sheet for the new years initial budget.

Create a Budget Amendment

- Once you fill in the effective date and any description you like click create.
- You will see this screen next.
- Select Edit Identifier to make any changes to the General Information or to actually post the revision.
- Line Items - Click this tab to import the budget or manually enter the budget.
- Documents – jDox field. If you have this option, use this area to upload your working papers for your Budget.
- Reports – run the Budget Revision Detail report as your back up.
- History – indicates a change each time the budget is changed.

The screenshot shows a web application interface for creating a budget amendment. The top navigation bar includes tabs for General Ledger, HR, Payroll, Purchasing & AP, Banking & Receipts, and Reports. The breadcrumb trail is Finance > General Ledger > Budgeting > Budget Revisions. Below the breadcrumb is a tabbed interface with tabs for General Information, Line Items, Documents, Reports, and History. The 'General Information' tab is active, showing a form for editing a pending revision effective 03/14/2014. The form includes a description field and an 'Identifier' section with the following fields: Effective Date* (3/14/2014), Revision Number (Un-Posted), Posting Mode (Part of Annual Budget), State (Unsubmitted), and Description (None). On the right side of the form, there are two buttons: 'Return to list' and 'Edit Identifier'.

General Ledger HR Payroll Purchasing & AP Banking & Receipts Reports

Finance > General Ledger > Budgeting > Budget Revisions

General Information Line Items Documents Reports History

Edit: Pending revision effective 03/14/2014

Update general information related to the budget revision and change the state.

Identifier

Effective Date* 3/14/2014

Revision Number Un-Posted

Posting Mode Part of Annual Budget

State Unsubmitted

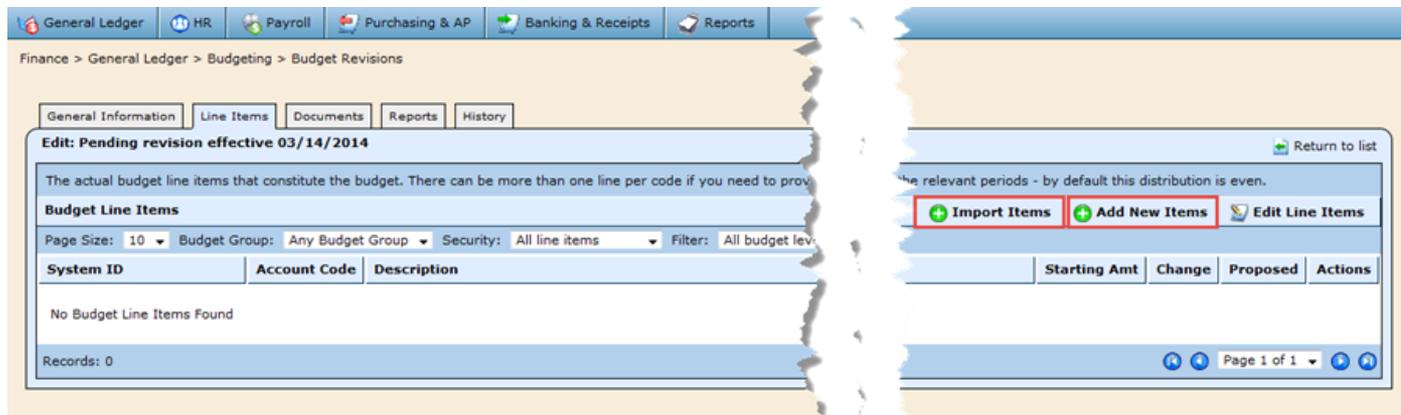
Description None

Return to list

Edit Identifier

Create a Budget Amendment

You can now click on the Line Items Tab to begin the process as shown below.



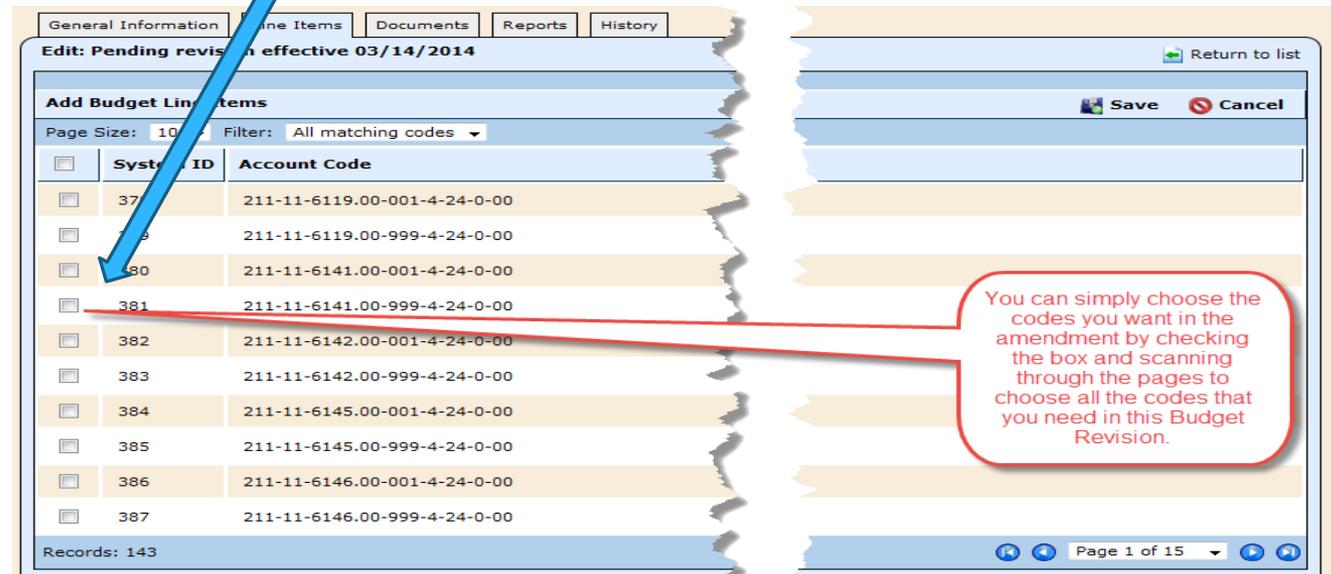
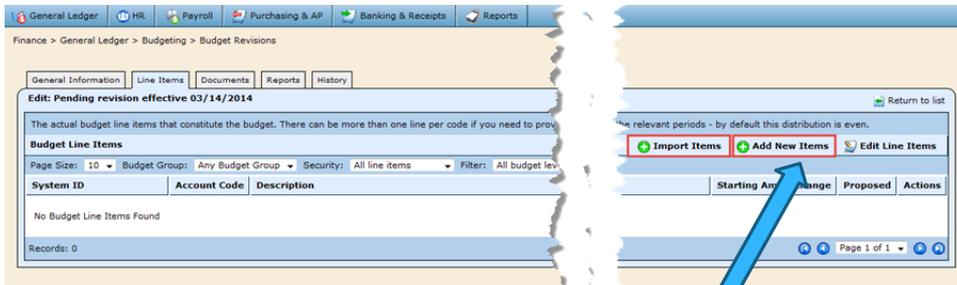
The screenshot displays a web application interface for budget management. At the top, there is a navigation bar with tabs for General Ledger, HR, Payroll, Purchasing & AP, Banking & Receipts, and Reports. Below this, the breadcrumb trail reads 'Finance > General Ledger > Budgeting > Budget Revisions'. The main content area has several tabs: General Information, Line Items (selected), Documents, Reports, and History. The 'Line Items' tab is active, showing a header 'Edit: Pending revision effective 03/14/2014'. Below the header, there is a descriptive paragraph: 'The actual budget line items that constitute the budget. There can be more than one line per code if you need to provide the relevant periods - by default this distribution is even.' Underneath this text are three buttons: 'Import Items', 'Add New Items', and 'Edit Line Items'. The 'Import Items' and 'Add New Items' buttons are highlighted with red boxes. Below the buttons, there is a table with columns for 'System ID', 'Account Code', 'Description', 'Starting Amt', 'Change', 'Proposed', and 'Actions'. The table currently contains no data, with the text 'No Budget Line Items Found' and 'Records: 0' displayed. At the bottom right of the interface, there is a pagination control showing 'Page 1 of 1'.

There are two ways to get items into the budget. You Import Items from an excel spreadsheet (will explain later) and Add New Items manually. This is when you are just doing a few lines and it is easier to just enter than setup a spreadsheet to import.

Create a Budget Amendment

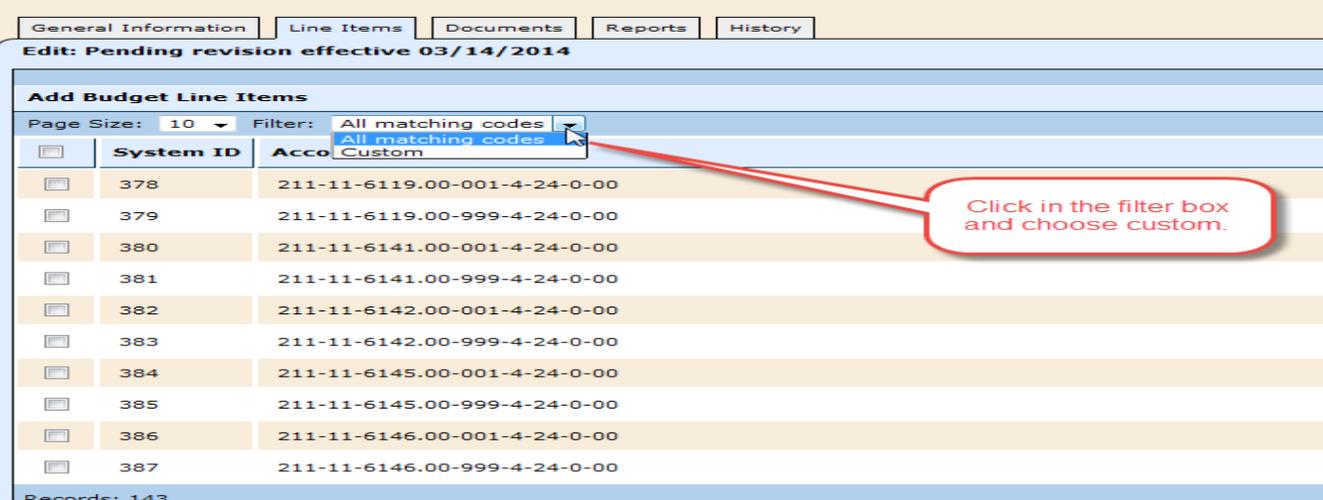
We will explain the process to Add New Items first.

➤ Click on Add New Items . You will then see this screen.



Create a Budget Amendment

- You can simply choose the codes you want in the amendment by checking the box and scanning through the pages to choose all the codes that you need in this Budget Revision.
- You can also use the filters to search for specific codes. In the filter box click on Custom. We will decide what codes we want to see by choosing filters.



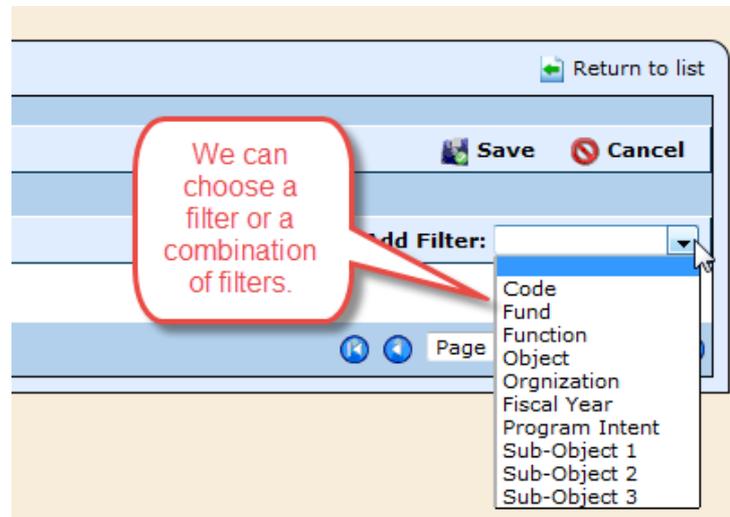
The screenshot shows a web application interface for managing budget amendments. At the top, there are tabs for 'General Information', 'Line Items', 'Documents', 'Reports', and 'History'. Below the tabs, the text 'Edit: Pending revision effective 03/14/2014' is displayed. The main section is titled 'Add Budget Line Items'. It features a 'Page Size' dropdown set to '10' and a 'Filter' dropdown menu. The filter menu is open, showing three options: 'All matching codes', 'All matching codes', and 'Custom'. A red callout box with a pointer indicates that the user should click on the 'Custom' option. Below the filter is a table with columns for 'System ID' and 'Acco'. The table contains 10 rows of data, each with a checkbox in the first column. The 'Records: 143' status is shown at the bottom left.

<input type="checkbox"/>	System ID	Acco
<input type="checkbox"/>	378	211-11-6119.00-001-4-24-0-00
<input type="checkbox"/>	379	211-11-6119.00-999-4-24-0-00
<input type="checkbox"/>	380	211-11-6141.00-001-4-24-0-00
<input type="checkbox"/>	381	211-11-6141.00-999-4-24-0-00
<input type="checkbox"/>	382	211-11-6142.00-001-4-24-0-00
<input type="checkbox"/>	383	211-11-6142.00-999-4-24-0-00
<input type="checkbox"/>	384	211-11-6145.00-001-4-24-0-00
<input type="checkbox"/>	385	211-11-6145.00-999-4-24-0-00
<input type="checkbox"/>	386	211-11-6146.00-001-4-24-0-00
<input type="checkbox"/>	387	211-11-6146.00-999-4-24-0-00

Records: 143

Create a Budget Amendment

Then we choose the filters we want to use.



Create a Budget Amendment

- In this case we are going to choose a fund and an object filter to filter for payroll codes in a couple of funds.
- We click on Execute Filter and see our results.

The image shows two side-by-side screenshots of a web-based budget amendment system interface. The left screenshot shows the filter configuration screen, and the right screenshot shows the results screen.

Left Screenshot (Filter Configuration):

- Navigation tabs: Documents, Reports, History
- Date: 03/14/2014
- Page Size: 10
- Filter: [Dropdown]
- Filters Section:**
 - Fund: Equals 211
 - Object: Starts With 61
- Execute Filter button
- Records: 10

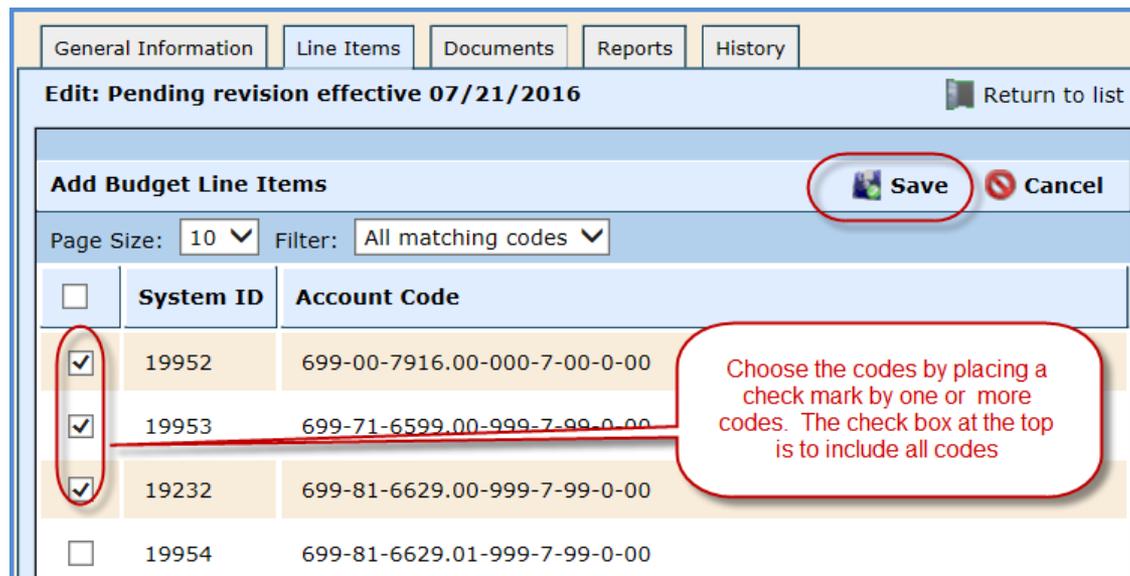
A red callout box with a white background and a red border points to the 'Fund' and 'Object' filter fields. The text inside the callout reads: "We chose Fund filter and set it to 211" and "We chose Object and said it starts with 61".

Right Screenshot (Results):

- Return to list button
- Save and Cancel buttons
- Add Filter: [Dropdown]
- Page 1 of 1

Create a Budget Amendment

- Select Save to see our results.



General Information | Line Items | Documents | Reports | History

Edit: Pending revision effective 07/21/2016 [Return to list](#)

Add Budget Line Items [Save](#) [Cancel](#)

Page Size: 10 Filter: All matching codes

<input type="checkbox"/>	System ID	Account Code
<input checked="" type="checkbox"/>	19952	699-00-7916.00-000-7-00-0-00
<input checked="" type="checkbox"/>	19953	699-71-6599.00-999-7-99-0-00
<input checked="" type="checkbox"/>	19232	699-81-6629.00-999-7-99-0-00
<input type="checkbox"/>	19954	699-81-6629.01-999-7-99-0-00

Choose the codes by placing a check mark by one or more codes. The check box at the top is to include all codes

Create a Budget Amendment

- Click on the top box and choose all filtered codes.
- Once the codes are chosen I can click on Edit Line Items.

General Information | Line Items | Documents | Reports | History

Edit: Pending revision effective 07/21/2016 [Return to list](#)

The actual budget line items that constitute the budget. There can be more than one line per code if you need to provide detail. Also, in the case of multi-period budgets, you may edit the budget line item and specify the distribution of budget across the relevant periods - by default this distribution is even.

Budget Line Items [+ Import Items](#) [+ Add New Items](#) [Edit Line Items](#)

- Edit the Description and the Change, which is the total amount of the Initial Budget, but when entering a Budget Revision, the user will enter the difference only.

General Information | Line Items | Documents | Reports | History

Edit: Pending revision effective 03/14/2014 [Return to list](#)

The actual budget line items that constitute the budget. There can be more than one line per code if you need to provide detail. Also, in the case of multi-period budgets, you may edit the budget line item and specify the distribution of budget across the relevant periods - by default this distribution is even.

Budget Line Items [Save](#) [Cancel](#)

Page Size: 10 | Budget Group: Any Budget Group | Security: All line items | Filter: All budget levels

System ID	Account Code	Description	Starting Amt	Change	Proposed	Actions
375	211-11-6119.00-001-4-24-0-00	New approved Budget	\$0.00	<input type="text" value="35,000.00"/>	\$0.00	✖
376	211-11-6119.00-999-4-24-0-00		\$0.00	<input type="text" value="0.00"/>	\$0.00	✖
377	211-11-6141.00-001-4-24-0-00		\$0.00	<input type="text" value="0.00"/>	\$0.00	✖
378	211-11-6141.00-999-4-24-0-00		\$0.00	<input type="text" value="0.00"/>	\$0.00	✖
379	211-11-6142.00-001-4-24-0-00		\$0.00	<input type="text" value="0.00"/>	\$0.00	✖
380	211-11-6142.00-999-4-24-0-00		\$0.00	<input type="text" value="0.00"/>	\$0.00	✖
381	211-11-6145.00-001-4-24-0-00		\$0.00	<input type="text" value="0.00"/>	\$0.00	✖
382	211-11-6145.00-999-4-24-0-00		\$0.00	<input type="text" value="0.00"/>	\$0.00	✖
383	211-11-6146.00-001-4-24-0-00		\$0.00	<input type="text" value="0.00"/>	\$0.00	✖
384	211-11-6146.00-999-4-24-0-00		\$0.00	<input type="text" value="0.00"/>	\$0.00	✖

Records: 10

Page 1 of 1

Create a Budget Amendment

- After you fill out the Descriptions and change amount for each item you click on Save and your Budget Revision is ready to be approved and posted.

The screenshot shows a web application interface for editing a budget revision. At the top, there are tabs for 'General Information', 'Line Items', 'Documents', 'Reports', and 'History'. Below the tabs, the page title is 'Edit: Pending revision effective 07/21/2016' and there is a 'Return to list' link. A message states: 'Update general information related to the budget revision and change the state.' The form is titled 'Identifier' and contains the following fields:

- Effective Date***: 7/21/2016 (with a calendar icon)
- Revision Number**: Un-Posted
- Posting Mode**: Not part of annual budget (dropdown menu)
- State**: Approved (dropdown menu, highlighted with a red circle)
- Description**: A large text area with scrollbars.
- Comments***: A large text area with scrollbars.

At the bottom of the form, there are two buttons: 'Save' (highlighted with a red circle) and 'Cancel'.

Create a Budget Amendment

Import using Excel Spreadsheet

We are now going to bring in our budget using the import method instead of manually adding the budget. I am going to bring the same items in as I did manually except I am going to do 211 and 224 at the same time. The first thing we need to do is prepare our spreadsheet for the import.

Account Code 211 or 224 import an

	A	B	C	D	E	F	G	H
1	224-11-6399.00-0014-23-0-00	IDEA, B - Gen Supp	1500					
2	224-11-6499.00-0014-23-0-00	IDEA, B - Mis Op Costs	500					
3	224-31-6119.00-9994-23-0-00	IDEA, B - Salaries/Wages Teachers/Professional	83000					
4	224-31-6139.00-9994-23-0-00	IDEA, B - Employee Allowances	3848					
5	224-31-6141.00-9994-23-0-00	IDEA, B - SS/Medi	1500					
6	224-31-6142.00-9994-23-0-00	IDEA, B - Grp Hlth/Life Ins	6200					
7	224-31-6145.00-9994-23-0-00	IDEA, B - Unemployment	2000					
8	224-31-6146.00-9994-23-0-00	IDEA, B - TRS Care	7013					
9	224-31-6219.00-0014-23-0-00	IDEA, B - Professional Services	12500					
10	224-31-6399.00-0014-23-0-00	IDEA, B - Gen Supp	500					
11	224-31-6499.00-9994-23-0-00	IDEA, B - Mis Op Costs	500					
12	211-11-6119.00-0014-24-0-00	Teacher Dallas - Salaries/Wages Teachers/Prof						
13	211-11-6119.00-9994-24-0-00	Title I, A - Salaries/Wages Teachers/Prof						
14	211-11-6141.00-0014-24-0-00	Teacher Dallas - FICA/Medica						
15	211-11-6141.00-9994-24-0-00	Title I, A - SS/Medi						
16	211-11-6142.00-0014-24-0-00	Teacher Dallas - Health Ins						
17	211-11-6142.00-9994-24-0-00	Title I, A - Grp Hlth/Life Ins						
18	211-11-6145.00-0014-24-0-00	Title I, A - Unemployment						
19	211-11-6145.00-9994-24-0-00	Title I, A - Unemployment						
20	211-11-6146.00-0014-24-0-00	Teacher Dallas - TRS						
21	211-11-6146.00-9994-24-0-00	Title I, A - TRS Care						
22	211-11-6291.00-0014-24-0-00	Title I, A - Consulting Services						
23	211-11-6399.00-0014-24-0-00	Supplies Dallas						
24	211-11-6411.00-9994-24-0-00	Title I, A - Travel-Emp						
25	211-11-6499.00-0014-24-0-00	Other Operating Costs Dallas						
26	211-13-6299.00-0014-24-0-00	Contracted Services Dallas (Sankofa)						
27								
28								

We prepare our spreadsheet for Import by creating a sheet and putting in the codes and Descriptions if needed and the amounts of the revision. Numbers can be either positive or negative.

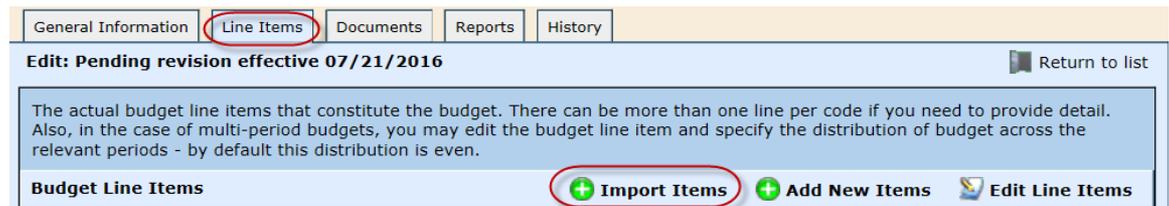
You can partially create this spreadsheet by running a budget report to excel and then choosing the codes you want to use and then entering the amounts.

When you save the spreadsheet be sure and save it in XLS format (97-2003)

Create a Budget Amendment

Import using Excel Spreadsheet

Now I will import my items in rather than manually entering them. I go to the revision and the Line Items tab. I click on the Import Items button.



The screenshot displays a web interface for budget management. At the top, there is a navigation bar with tabs: 'General Information', 'Line Items', 'Documents', 'Reports', and 'History'. The 'Line Items' tab is selected and highlighted with a red circle. Below the navigation bar, the page title is 'Edit: Pending revision effective 07/21/2016', with a 'Return to list' link on the right. A text box contains the following information: 'The actual budget line items that constitute the budget. There can be more than one line per code if you need to provide detail. Also, in the case of multi-period budgets, you may edit the budget line item and specify the distribution of budget across the relevant periods - by default this distribution is even.' At the bottom of the interface, there is a section titled 'Budget Line Items' with three buttons: '+ Import Items' (circled in red), '+ Add New Items', and 'Edit Line Items'.

Create a Budget Amendment

Import using Excel Spreadsheet

- When I clicked on Import Items I come to this screen. The first thing I do is click on the browse Button and go to my import file that I created. I choose column A for the Code Column and I choose Column B for the Description or leave it blank for the default name. I make the Amount Column C. Work Sheet Number does not apply to a name, but the position of the workbook tab. If it is the first from the left it is Worksheet 1. In the Contains Header Row I choose No as mine has no header row but if yours did you would choose yes. I would then click on Upload File.

The screenshot shows a web interface for 'Import Budget Line Items'. At the top, there are tabs for 'General Information', 'Line Items', 'Documents', 'Reports', and 'History'. Below the tabs, the text 'Edit: Pending revision effective 03/14/2014' is displayed. The main form area is titled 'Import Budget Line Items' and contains the following fields:

- Import Method:** A dropdown menu set to 'Excel Spreadsheet'.
- Excel Spreadsheet Details:**
 - File*:** A 'Browse...' button with the text 'No file selected.' below it.
 - Code Column:** A dropdown menu set to 'Column A'.
 - Description Column:** A dropdown menu set to 'No Description'.
 - Amount Column:** A dropdown menu set to 'Column C'.
 - Sheet Number:** A dropdown menu set to 'Worksheet #1'.
 - Contains Header Row?:** A dropdown menu set to 'NO - File does not contain a header row'.
- Buttons:** 'Upload File' and 'Cancel' buttons at the bottom.

A red callout box on the right side of the form contains the following text:

When I clicked on Import Items I come to this screen. The first thing I do is click on the browse Button and go to my import file that I created. I choose column A for the Code Column and I choose Column B for the Description or leave it blank for the default name. I make the Amount Column C. Sheet Number does not apply to a name, but the position of the workbook tab. If it is the first from the left it is Worksheet 1. In the Contains Header Row I choose No as mine has no header row but if yours did you would choose yes. I would then click on Upload File.

Create a Budget Amendment

Import using Excel Spreadsheet

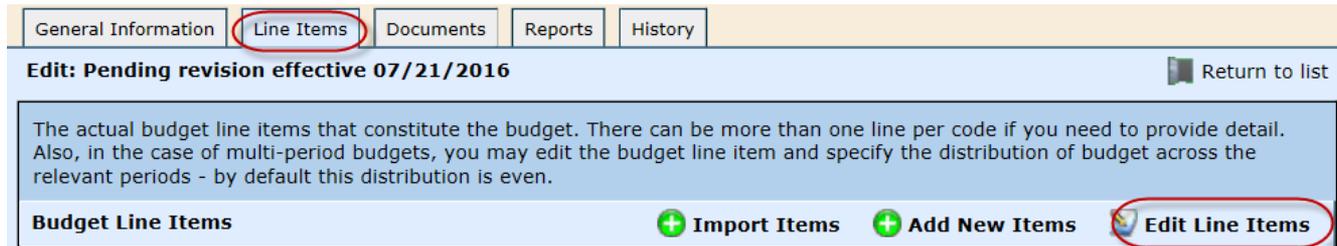
- This is what I see after I click on the Upload File Button. This may take a few moments depending on how big the import is.

The screenshot shows a web application interface for budget management. At the top, there are tabs for 'General Information', 'Line Items', 'Documents', 'Reports', and 'History'. Below the tabs, the status is 'Edit: Pending revision effective 03/14/2014'. A message states: 'The actual budget line items that constitute the budget. There can be more than one line per code if you need to specify the relevant periods - by default this distribution is even.' Below this, there are buttons for '+ Import Items', '+ Add New Items', and 'Edit Line Items'. A table displays the budget line items with columns for System ID, Account Code, Description, Starting Amt, Change, Proposed, and Actions. A red callout box points to the 'Actions' column, containing the text: 'My Budget Revision is now complete. If I need to revise I could click on Edit Line Items and adjust the amounts or descriptions or delete a line from my revision. If I had another code or two that I wanted to add to this I could click on Add New Items and bring in more items. I could then Edit Line Items and find the added lines and add the descriptions and amounts to those and save. I would now have all that I imported as well as the others that I added manually.'

System ID	Account Code	Description	Starting Amt	Change	Proposed	Actions
396	211-11-6119.00-001-4-24-0-00	Teacher Dallas - Salary/Tutorials	\$0.00	\$48,433.00	\$48,433.00	✖
397	211-11-6119.00-999-4-24-0-00	Title I, A - Salaries/Wages Teachers - Professional	\$0.00	\$51,834.00	\$51,834.00	✖
398	211-11-6141.00-001-4-24-0-00	Teacher Dallas - FICA/Medicare	\$0.00	\$631.28	\$631.28	✖
399	211-11-6141.00-999-4-24-0-00	Title I, A - SS/Medi	\$0.00	\$681.60	\$681.60	✖
400	211-11-6142.00-001-4-24-0-00	Teacher Dallas - Health Ins	\$0.00	\$711.45	\$711.45	✖
401	211-11-6142.00-999-4-24-0-00	Title I, A - Grp Hlth/Life Ins	\$0.00	\$597.36	\$597.36	✖
402	211-11-6145.00-001-4-24-0-00	Title I, A - Unemployment	\$0.00	\$136.24	\$136.24	✖
403	211-11-6145.00-999-4-24-0-00	Title I, A - Unemployment	\$0.00	\$143.52	\$143.52	✖
404	211-11-6146.00-001-4-24-0-00	Teacher Dallas - TRS	\$0.00	\$3,700.00	\$3,700.00	✖
405	211-11-6146.00-999-4-24-0-00	Title I, A - TRS Care	\$0.00	\$3,924.00	\$3,924.00	✖
406	211-11-6291.00-001-4-24-0-00	Title I, A - Consulting Services	\$0.00	\$8,000.00	\$8,000.00	✖
407	211-11-6399.00-001-4-24-0-00	Supplies Dallas	\$0.00	\$150.00	\$150.00	✖
408	211-11-6411.00-999-4-24-0-00	Title I, A - Travel-Emp	\$0.00	\$450.00	\$450.00	✖
409	211-11-6499.00-001-4-24-0-00	Other Operating Costs Dallas	\$0.00	\$1,000.00	\$1,000.00	✖

Create a Budget Amendment

- My Budget Revision is now complete. If I need to revise I could click on *Edit Line Items* and adjust the amounts or descriptions or delete a line from my revision.



The screenshot shows a web interface for budget management. At the top, there are five tabs: 'General Information', 'Line Items', 'Documents', 'Reports', and 'History'. The 'Line Items' tab is selected and circled in red. Below the tabs, the text reads 'Edit: Pending revision effective 07/21/2016' with a 'Return to list' link on the right. A descriptive paragraph follows: 'The actual budget line items that constitute the budget. There can be more than one line per code if you need to provide detail. Also, in the case of multi-period budgets, you may edit the budget line item and specify the distribution of budget across the relevant periods - by default this distribution is even.' At the bottom, there are three buttons: 'Budget Line Items', '+ Import Items', and '+ Add New Items'. The 'Edit Line Items' button, which includes a trash icon, is circled in red.

- If I had another code or two that I wanted to add to this I could click on *Add New Items* and bring in more items. I could then *Edit Line Items* and find the added lines and add the descriptions and amounts to those and save.
- I would now have all that I imported as well as the others that I added manually.

Submitting, Approving & Posting Budget Amendment

Click on the General Information Tab of the Budget Amendment to start the Submit, Approve, and Post phase of the Budget Amendment Process.

Click on Edit Identifier to start the process.

The screenshot shows a web application interface for budget management. At the top, there is a navigation bar with icons and labels for 'General Ledger', 'HR', 'Payroll', 'Purchasing & AP', 'Banking & Receipts', and 'Reports'. Below this is a breadcrumb trail: 'Finance > General Ledger > Budgeting > Budget Revisions'. A set of tabs is visible, with 'General Information' selected. The main content area displays 'Edit: Pending revision effective 03/14/2014' and a 'Return to list' link. A table lists the following details:

Effective Date*	3/14/2014
Revision Number	Un-Posted
Posting Mode	Part of Annual Budget
State	Unsubmitted
Description	None

To the right of the table is an 'Edit Identifier' button. A red callout box points to the 'Edit Identifier' button with the text: 'We click on the General Information Tab of the Budget Amendment to start the Submit, Approve, and Post phase of the Budget Amendment Process. We click on edit Identifier to start the process.'

Submitting, Approving & Posting Budget Amendment

- Click on Edit Identifier. The user will have access to make changes to the status of the Budget Amendment.
- Edit the Effective Date.
- The revision number is not editable as it is system Generated.
- The Posting mode is either Part of the Annual Budget or Not part of the Annual Budget. Normally you would post Part of the Annual Budget. But if you would like to see it in General Ledger at the effective date then you could post as Not Part of the Annual Budget. The difference is that in the first option it is posted with the Initial Budget Revision which in this case is 09/1/2015. If you posted not part of the annual budget then it would be posted in the General Ledger with a 03/14/2016 date. Let's say your financial showed you over budget in one of these items at the end of February. If you posted this as not part of the annual budget then you would still be over budget at the end of February and the revision would not be effective till after 03/14/2016. If we posted as Part of the Annual Budget then it would be posted back to 09/01/2015 and then you would not be over budget at the end of February after posting.

Submitting, Approving & Posting Budget Amendment

- The State can be submitted for review, approved, or rejected depending on your access to approve Budget Amendments. If you have administrators access you can approve or reject the budget at this point. If you have access to only submit budget amendments your choice will be un-submitted or submitted for review. If you are not an administrator but have the rights to approve a budget amendment then you will have the options of being un-submitted or submitted for review. Once you submit review with the rights of Budget Approver and save it will be auto approved.

Submitting, Approving & Posting Budget Amendment

- You can use the Description area to make any notes that you want someone to see such as a budget approver if you are just submitting.
- Click on Save.

The screenshot shows a web interface for editing a budget revision. At the top, there are tabs for 'General Information', 'Line Items', 'Documents', 'Reports', and 'History'. Below the tabs, the title reads 'Edit: Pending revision effective 03/14/2014'. A subtitle says 'Update general information related to the budget revision and change the state.' The form is titled 'Identifier' and contains the following fields:

- Effective Date***: A date field with the value '3/14/2014' and a calendar icon.
- Revision Number**: A text field with the value 'Un-Posted'.
- Posting Mode**: A dropdown menu with the value 'Part of Annual Budget'.
- State**: A dropdown menu with the value 'No Change'.
- Description**: A large empty text area.

At the bottom of the form are 'Save' and 'Cancel' buttons. A red callout box points to the 'Effective Date' field with the following text:

We can now edit the Effective Date. The revision number is not editable as it is system Generated. The Posting mode is either Part of the Annual Budget or Not part of the Annual Budget. Normally you would post Part of the Annual Budget. But if you would like to see it in General Ledger at the effective date then you could post as Not Part of the Annual Budget. The difference is that in the first option it is posted with the Initial Budget Revision which in this case is 09/01/2013. If you posted not part of the annual budget then it would be posted in the General Ledger with a 03/14/2014 date. Lets say your financial showed you over budget in one of these items at the end of February. If you posted this as not part of the annual budget then you would still be over budget at the end of February and the revision would not be effective till after 03/14/2014. If we posted as Part of the Annual Budget then it would be posted back to 09./01/2013 and then you would not be over budget at the end of February after posting.

Submitting, Approving & Posting Budget Amendment

This is how it looks after being approved.

The screenshot shows a web interface for editing a budget amendment. At the top, there are five tabs: 'General Information', 'Line Items', 'Documents', 'Reports', and 'History'. Below the tabs is a blue header bar with the text 'Edit: Pending revision effective 03/14/2014'. Underneath this is a light blue box containing the instruction 'Update general information related to the budget revision and change the state.' Below that is a section titled 'Identifier' with a white background. This section contains several fields: 'Effective Date*' with the value '3/14/2014', 'Revision Number' with the value '1', 'Posting Mode' with the value 'Part of Annual Budget', 'State' with the value 'Posted', 'Description' with the value 'None', and 'Comments*' with the value 'None'.

General Information	
Edit: Pending revision effective 03/14/2014	
Update general information related to the budget revision and change the state.	
Identifier	
Effective Date*	3/14/2014
Revision Number	1
Posting Mode	Part of Annual Budget
State	Posted
Description	None
Comments*	None

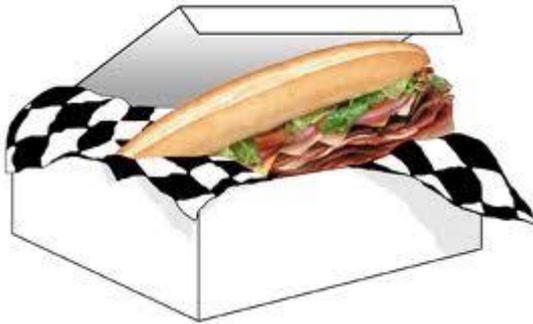
Submitting, Approving & Posting Budget Amendment

- The amendment is now effective and will show in Budget Reports. Since I posted this as a part of the Annual Budget it will be effective back to 09/01/2016.
- This is the Budget Revision Process.
- If you need more in depth budget help, like approval groups, refer to the document below.



Adobe Acrobat
Document

Lunch



Please take this time to take a lunch break.

WebSmart support staff will be available for questions.

Reconcile August

Reconcile June (or) August bank statement

Verify ledgers – quick check before closing

EOY Closing

Importance of Closing and Finalizing Ledgers

Closing the 2015-2016 Ledger

- Closes the ability to post through budgets, accounts payable, payroll, and banking.
- Allows postings of journal entry transactions ONLY.
- Closing a ledger rolls the permanent balances of the Assets and Liabilities (Balance Sheet accounts), to the subsequent new ledger, and allows the ability to run a Trial Balance in the new year to verify cash balances.

EOY Closing – Close Ledger

Prepare for Closing Current General Ledger

Closing the 2015-2016 Ledger –

- Before running reports to give to your auditor, be sure to close your books to ensure no other entries have been made to the ledgers; other than the adjusting audit entries, which we will discuss later.
- WebSmart offers the ability to reopen the ledger, make necessary entries and reclose. If at any point when you are verifying balances, and the ending balances do not match the opening balances of the new year, you will need to reopen and reclose the ledger.

EOY Closing – Close Ledger

Before Closing the 2015-2016 Ledger

- Complete all transactions for 2015-2016
- Reconcile all bank statements
- Once all invoices and purchase orders are reviewed, and you are certain that no more transactions need to be processed through the finance module (other than journal entries), you are ready to close the ledger.

EOY Closing – Close Ledger

Closing the 2015-2016 Ledger

- Go to **General Ledger > Ledger Manager**
- Select to edit the 2015-2016 Fiscal Year
- Select Edit Identifier
- Select the Lock Date (Last day of your Fiscal Year, 6/30 or 8/31)
- Select Save
- Once the ledger is closed, the books are ready for audit
- Any adjustments that you find after this point should be given to your auditor to include in the adjusting entries.

General Information | Net Assets | Documents

Edit: 2015-2016 Fiscal Year [Return to list](#)

This view allows you to change the description of the ledger for the purposes of report and to see the basic identifying characteristics of the ledger. Also, if you are properly authorized, you may close and finalize the ledger from this view.

Identifier

Date Range 7/1/2015 - 6/30/2016

Description* 2015-2016 Fiscal Year

Lock Date 6/30/2016

Select the Lock Date (last day of your fiscal year)

EOY Closing – Close Ledger

Reopen a Closed Ledger –

- Go to **General Ledger > Ledger Manager**
- Select the 2015-2016 Fiscal Year
- Select the Active Ledgers filter
- Select Edit Identifier to reopen the ledger
- Select “None” for the lock date to reopen the ledger.
- Select Save to complete.
- Once you have made the adjustments, go back and reclose the ledger as previously described.

Finance > General Ledger > Ledger Manager

General Information | Net Assets | Documents

Edit: 2015-2016 Fiscal Year [Return to list](#)

This view allows you to change the description of the ledger for the purposes of report and to see the basic identifying characteristics of the ledger. Also, if you are properly authorized, you may close and finalize the ledger from this view.

Identifier

Date Range	7/1/2015 - 6/30/2016
Description*	2015-2016 Fiscal Year
Lock Date	None <input checked="" type="checkbox"/>

Selecting "None" for the Lock Date reopens the ledger

EOY Finalizing – Audit Adjusting Entries

Before finalizing the 2015-2016 ledger –

- Enter the audit adjusting journal entries in the 2015-2016 fiscal year.
- Save journal entry.
- On the main journal entry screen, select  to post the journal entry to the general ledger.

Journal Entry | History

Edit: Voucher #17043 - Set up due from feds - fund 211 [Return to list](#)

Journal Entry

Reference AJE #1 **Ledger Date** 6/30/2013 **Post Date**

Description AJE #1

Items

#	Account Code	Description	Debit	Credit	Net Amount
1	420-11-6399.00-041-3-11-0-00	AJE #1	625.12	0.00	625.12
2	420-13-6219.00-041-3-11-0-00	AJE #1	0.00	625.12	625.12

+ Add 1 Item(s)
Balance: 0.00

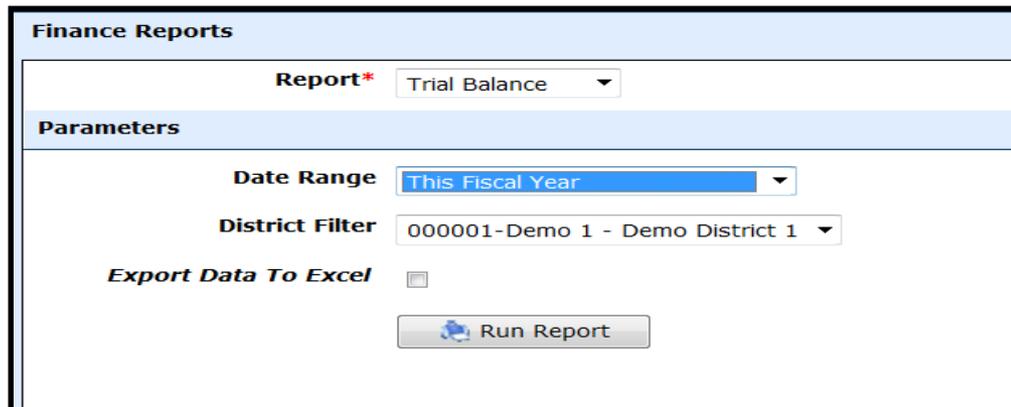
Save Cancel

EOY Finalizing

Verify all balances before finalizing the ledger.

- Go to **Reports**
- Report – Select the Trial Balance
- Date Range – Select the dates for the 2015-2016 fiscal year
- Select Run Report

Verify the ending balances match the audit



The screenshot displays the 'Finance Reports' interface. At the top, the title 'Finance Reports' is shown. Below it, the 'Report*' dropdown menu is set to 'Trial Balance'. Under the 'Parameters' section, the 'Date Range' dropdown is set to 'This Fiscal Year', and the 'District Filter' dropdown is set to '000001-Demo 1 - Demo District 1'. There is an unchecked checkbox for 'Export Data To Excel' and a 'Run Report' button at the bottom.

Finance Reports	
Report*	Trial Balance
Parameters	
Date Range	This Fiscal Year
District Filter	000001-Demo 1 - Demo District 1
Export Data To Excel	<input type="checkbox"/>
<input type="button" value="Run Report"/>	

EOY Finalizing

Finalizing the 2015-2016 Ledger

Once the ledger is finalized,

- it is fully reportable for PEIMS submission, which should match your audit
- no further transactions can be posted

The 2015-2016 Ledger MUST be finalized prior to submitting the final Mid-Year Submission!!!!

EOY Finalizing

To Finalize the 2015-2016 Ledger –

- Go to **General Ledger > Ledger Manager**
- Select 2015-2016 Fiscal Year
- Select Edit Identifier
- The lock date should already be set to the last date of the Fiscal Year – therefore, just click Save
- Click OK when it asks you if you are sure you want to Finalize

******* END OF THE EOY PROCESS *******

Finance > General Ledger > Ledger Manager

General Information | Net Assets | Documents

Edit: 2015-2016 Fiscal Year Return to list

This view allows you to change the description of the ledger for the purposes of report and to see the basic identifying characteristics of the ledger. Also, if you are properly authorized, you may close and finalize the ledger from this view.

Identifier

Date Range 7/1/2015 - 6/30/2016

Description* 2015-2016 Fiscal Year

Lock Date 6/30/2016

Message from webpage

Are you sure you want to FINALIZE this ledger?

Verify Schedules in Audit against WebSmart

- *Verify schedules in audit against WebSmart (See audit handout)*
- *Submit PEIMS – Check Schedules in PEIMS against Audit*
- *Finalize Ledgers before submitting final PEIMS*
- *Post Final Budget on Website*

Training Refreshers

The next few slides are just training refreshers on some miscellaneous items.



Purchasing & AP

Entering requisitions in the new Fiscal Year –

- **DATE DETERMINES LEDGER POSTING**
- Once the new Fiscal Year has been opened, requisitions can be entered at any time using at least the beginning date of the new fiscal year. This will populate the FY 7 account codes in the drop down list.
 - 7/1 Fiscal Year schools – enter 7/1/2016
 - 9/1 Fiscal Year schools – enter 9/1/2016
- Once both ledgers are active, be very careful when entering dates to ensure the transaction is posted to the appropriate ledger.



Purchasing & AP

Example of requisition –

New Requisition

Title 2013-2014 office supplies		Delivery Date []	Transaction Date 09/01/2013
Tracking Number []	Quote Number []	Bid Number []	Status Submit for review
Vendor Abbacus		Requestor []	
Purchasing []		Ship To []	Bill To Facility 5

Items

#	Item No.	Description	Qty	Price	Ext. Price
1	1	office supplies	10.00	50.00	500.00
		420-11-6399.00-0-1-4-11-0-00		500.00	

Buttons: Create, Cancel, Add Coding, Add 1 Item(s)

Annotations:

- Transaction Date: 09/01/2013 (circled in red)
- Transaction Date callout: enter 1st date of fiscal year or later
- Description callout: depending on the Transaction Date entered determines the appropriate FY account codes
- Account Code callout: 420-11-6399.00-0-1-4-11-0-00 (circled in red)

Purchasing & AP

Merging Vendors –

- Go to **Purchasing & AP > Vendors > Vendors**
- Select to  edit the vendor you would like to keep active

Vendors + Add Vendor					
Page Size: 10		Filter: Custom			
System ID	Vendor Number	Name	Tax Name	Tax ID	Actions
4055	003539	Office Depot			 
4056	002508	Office Depot **			 
8068	008065	OFFICE DEPOT ACCY			 
8067	008064	OFFICE DEPOT INC			 

keeping this vendor active

Merging these vendors

All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Purchasing & AP

Merging Vendors –

- Select the Merge tab – this action is irreversible. Ensure Vendors are true duplicates before continuing.
- The system will generate a list of possible duplicate vendors
- Select the duplicate vendors by checking the box

General Contact Info Purchasing Security **Merge**

Edit: OFFICE DEPOT INC., [Return to list](#)

This view allows you to merge other vendor records into this account. To do so, simply select the records you want to merge or provide your own candidate and click the merge button.

WARNING: this action is irreversible - all history will be merged into this vendor account for the selected entries

Duplicate Candidates

Identifier	Name	Address	City	State
This Vendor	OFFICE DEPOT INC.,	P.O. BOX 9020	DES MOINES	IA
<input type="checkbox"/> 19157	OFFICE DEPOT ACCT -31A	P.O. BOX 70025	LOS ANGELES	CA
<input type="checkbox"/> 25907	OFFICE DEPOT CREDIT SERVICES	Dept. 56 - 4205905671	Des Moines	IA
<input checked="" type="checkbox"/> 17869	OFFICE DEPOT INC		LOS ANGELES	CA
<input checked="" type="checkbox"/> 26168	OFFICE DEPOT, INC.	PO BOX 630813	CINCINNATI	OH

Purchasing & AP

Merging Vendors –

- Be *cautious* when merging vendors
 - If the duplicate vendor does not appear in the list, locate the Other Candidate field
 - Begin typing the name of the duplicate vendor in this field

Other Candidate office dep| **Enter vendor here**

Vendor list will generate here

- OFFICE DEPOT ACCT -31A § P.O. BOX 70025 LOS ANGELES , CA
- OFFICE DEPOT CREDIT PLAN § P.O.BOX 689020 DES MOINES , IA
- OFFICE DEPOT CREDIT SERVICES § Dept. 56 - 4205905671 Des Moines, IA
- OFFICE DEPOT INC § CHICAGO, IL

- Select **Merge Selected** – once this option is selected, the vendors will merge, rolling all transactional history up into the active vendor only. ***Again, this action cannot be reversed.***



Purchasing & AP

Prep for 1099's

- Run Vendor Transactions reports for your contracted services accounts (~62%) to ensure coding is correct (Vendor Reports category)

The screenshot displays the 'Finance Reports' interface. The 'Report*' dropdown is set to 'Vendor Transactions'. Under the 'Parameters' section, the 'Date Range' is set to 'This Calendar Year' and the 'Object' field contains '~62%'. The 'Run Report' button is highlighted. Other parameters include 'Format: Detail', 'Sort: Vendor', 'Vendor: All...', 'Banking Account: All...', 'Include Payroll Detail' (unchecked), 'District Filter: 000001-Demo 1 - Demo District 1', and 'Export Data To Excel' (unchecked). On the right side, there are input fields for 'Fund', 'Function', 'Sub-Object 1', 'Organization', 'Fiscal Year', 'Program Intent', 'Sub-Object 2', and 'Sub-Object 3'. A 'Filter Help' link is located at the bottom right.

Finance Reports	
Report*	Vendor Transactions
Parameters	
Format	Detail
Sort	Vendor
Date Range	This Calendar Year
Vendor	All...
Banking Account	All...
Include Payroll Detail	<input type="checkbox"/>
District Filter	000001-Demo 1 - Demo District 1
Export Data To Excel	<input type="checkbox"/>
Run Report	
Fund	
Function	
Object	~62%
Sub-Object 1	
Organization	
Fiscal Year	
Program Intent	
Sub-Object 2	
Sub-Object 3	
Filter Help	

Purchasing & AP

Prep for 1099's

- Run Vendor Transactions for 1099s

Finance Reports [Return to list](#)

Report* Vendor Transactions for 1099s ▼

Parameters

Payment Cap

Tax Year

Export Data To Excel

Purchasing & AP

Prep for 1099's

- Go To **Purchasing & AP > Vendors > Vendors – General tab**
- Begin reviewing W-9's
- Call vendors and request W-9's for those you do not have
- For vendors that need to receive a 1099, select the Requires 1099 box

General Contact Info Purchasing Security Merge

Edit: Abbott Consulting [Return to list](#)

Vendors represent entities or individuals with whom your organizations conducts business. This view allows you to track critical, required information for tracking, reporting, and tax purposes.

Identifier [Edit Identifier](#)

Vendor Number* V001077
Name* Abbott Consulting
Payment Terms* NET 30
Customer Number 3440

Tax Information

Tax Name Abbott Consulting
Tax Number 62-123456
Requires 1099 Required
Received W9 Received

[Save](#) [Cancel](#)

Break

Please take this time for a brief break.
We will be available for questions.



Banking

Banking Accounts - district banking accounts

- **Banking & Receipts > Banking Setup > Banking Accounts**
- Creates the proper cash entries to the ledger as defined in the Account Mask setup when linking the banking account during transactions processing.

Banking Accounts + Add Banking Account					
Page Size: 10		Filter: Active Records			
System ID	Type	Name	Bank / Vendor	Account Mask	Actions
10	CK	Construction - Checking	American Bank - 111900604	???-00-1107.00-000-?-00-0-00	 
11	CK	Construction - Savings	American Bank - 111900604	???-00-1108.00-000-?-00-0-00	 
2	CK	I&S Account - American Bank	American Bank - 111900604	???-00-1103.00-000-?-00-0-00	 
12	CK	I&S Cash Management	American Bank - 111900604	???-00-1109.00-000-?-00-0-00	 
1	CK	M&O - American Bank	American Bank - 111900604	???-00-1110.00-000-?-00-0-00	 

Banking

Banking Accounts - district banking accounts

- Go to **Admin > Security > Users – Access Control > Banking Accounts**
- If you create a new banking account, be sure to assign proper security access to users

General Authorization Group Membership **Access Control** Notification

Edit: admin1

The access control information defines "which data" are available to the user in question within the different

Access Control Categories

Group Level ACL's	Object Level ACL's	Delegate ACL's
Report Categories	Districts	Gradebook Access
Account Code Access Patterns	Campuses	Delegate Lists
Account Code Usage Patterns	Banking Accounts	

Banking

Banking Accounts - district banking accounts

- Select Edit Banking Account Security
- Go to **Admin > Security > Users – Access Control > Banking Accounts**

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	Account 1
<input checked="" type="checkbox"/>	Account 10
<input checked="" type="checkbox"/>	Account 11

- Select Save

Account 4

Records: 14

Account 4

Banking

Review banking registers to ensure accuracy throughout the year

Daily – review registers to ensure accuracy

- Banking & Receipts > Registers
- Select the banking account

Balanced Registers – appear in black font

Unbalanced Registers – appear in red font, which indicates further action needs to be taken

Banking Register + Add Voided Check

Page Size: 10 Query: Current Transactions Account: M&O - American Bank

Date	Ref	Memo / Description	Debit (-)	CLR	Credit (+)
			Ledger Balance: \$31,408.37 Available Balance: \$31,408.37		

Both Ledger Balance and Available balance should equal and appear in black.

If the Ledger Balance is in red font, research will be needed in order to balance back to the Available Balance.

Banking

#1 Reason for Unbalanced Registers –

- **Journal Entries!** - We encourage using the banking transactions in the finance module; however, there are instances that occur, which a journal entry would need to be created to adjust the ledger. If a journal entry needs to be created, remember if you are hitting a cash account in one fund, you must adjust the offsetting entry with the cash account of a different fund.

Banking Register						+ Add Voided Check	
Page Size:	10	Query:	Current Transactions	Account:	M&O - American Bank	Ledger Balance: \$31,683.37	
						Available Balance: \$31,408.37	
Date	Ref	Memo / Description	Debit (-)	CLR	Credit (+)		
Unbalanced register							

Banking

How do I fix an Unbalanced Register?

- **Run Cash Reconciliation Report** – this report shows a comparative listing of daily balances between the banking register and ledger
 - Go to *Reports > Cash Reconciliation*
 - Enter a date range to search and review

Configure Report: Cash Reconciliation	
Comparative listing of daily balances between the banking register and the ledger.	
Sub-Report:	Cash Reconciliation ▼
Report Parameters	
Banking Account	M&O - American Bank ▼
Range Begin	7/1/2011 
Range End	5/31/2012 
Output Options	
Format:	PDF ▼
<input type="button" value="Submit Report"/>	<input type="button" value="Return To List"/>

Banking

Review Cash Reconciliation Report –

- Review items in the Difference column
- When the out of balance item is found, look at the Date the transaction occurred

<i>Cash Reconciliation</i>								1 Total Page(s)
<i>M&O - American Bank</i>								5/31/2012
								9:29:22 AM
Date	Banking Register				Cash Ledger		Difference	
	Withdrawals	Deposits	VOIDS	Running Balance	Daily Balance	Running Balance		
Starting Balance				\$31,408.37		\$1,572,984.94		
5/29/2012	\$0.00	\$0.00	\$0.00	\$31,408.37	\$0.00	\$1,572,984.94		
5/30/2012	\$0.00	\$0.00	\$0.00	\$31,408.37	\$0.00	\$1,572,984.94		
5/31/2012	\$0.00	\$0.00	\$0.00	\$31,408.37	\$275.00	\$1,573,259.94	(\$275.00)	

Review report for amounts in red in the Difference column - this is the amount out of balance

Banking

Run General Ledger Detail –

➤ Go to Reports > General Ledger

Finance Reports

Report* General Ledger

Parameters

Scope Detail

Date Range Custom

Range Begin 5/31/2012

Range End 5/31/2012

Voucher Type
Opening Entries
Budget Entries
Encumbrances
Void Payments
Receipts
Cash Transfers

District Filter Demo Charter

Export Data To Excel

Fund

Function

Object 1110

Run Report

Filter Help

enter the date from the Cash Reconciliation report

Enter the Object of the cash account out of balance

Banking

Review General Ledger Detail –

- Review the General Ledger Detail report for the amount out of balance
- When verified, remember the voucher number as indicated below – in this case the Voucher number is 53594
- Print Ledger Voucher

General Ledger Detail				1 Total Page(s)		
Custom				5/31/2012		
05/31/2012 - 05/31/2012				9:46:06 AM		
Object:	1110	District Filter:				
		County/District:				
Date	Reference	Description	Bud./Open	Exp./Rev./AJE	Encum.	Bud. Bal.
Fund 199 - General Fund						
199-00-1110.00-000-2-00-0-00 - M&O - Cash in Bank						
5/31/2012	V:53594 T:372476	AJE: Journal Entry		\$275.00		
Total For 199-00-1110.00-000-2-00-0-00			\$0.00	\$275.00	\$0.00	\$275.00
Total For Fund 199			\$0.00	\$275.00	\$0.00	\$275.00

Amount out of balance

Remember the voucher # to review the journal entry in General Ledger > Journal Entries

Banking

Review Journal Entry –

- Go to **General Ledger > Journal Entries**
- Query – Select Custom Query
- Ledger – select the current ledger
- Field – select System Assigned ID
- Expression – select Equals
- Value – enter the voucher # from the General Ledger Detail report
- Select Execute Query

Journal Entries + Create Journal Entry

Page Size: 10 Query: Custom Query Ledger: 2011-2012 Fiscal Year

Class: GLAJEVoucher EXECUTE QUERY

Class	Field	Expression	Value	Group
GLAJEVoucher	System Assigned ID	Equals	53594	1

Banking

Unpost Journal Entry

JournalEntry + Create Journal Entry

Page Size: 10 ▾ General Ledger: 2012-2013 Fiscal Year ▾ Filter: All Journal Entries ▾

System ID ▾	Ledger Date	Reference	Description	Actions
17043	6/30/2013	AJE #1	AJE #1	   
17006	5/31/2013	Recl registration refund -L.Saldana	Recl registration refund -L.Saldana	   

Note: A red callout bubble points to the unpost icon in the first row, labeled "select to unpost JE".

Select to Edit or Delete Journal Entry

JournalEntry + Create Journal Entry

Page Size: 10 ▾ General Ledger: 2012-2013 Fiscal Year ▾ Filter: Unposted Journal Entries ▾

System ID	Ledger Date	Reference	Description	Actions
17043	6/30/2013	AJE #1	AJE #1	   

Note: Two red callout bubbles point to the edit and delete icons in the first row. The first bubble is labeled "select to edit JE" and the second is labeled "select to delete JE".

Banking

Review Banking Register

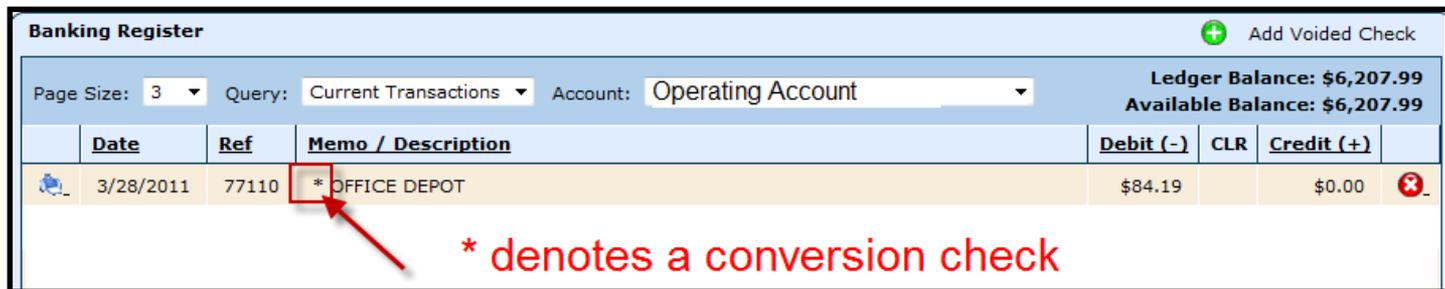
- Go back to **Banking & Receipts > Registers**
- Select the banking account
- Verify the Ledger Balance and Available Balance are back in balance

Banking Register				+ Add Voided Check			
Page Size:	10	Query:	Current Transactions	Account:	M&O - American Bank	Ledger Balance: \$31,408.37	
						Available Balance: \$31,408.37	
Date	Ref	Memo / Description	Debit (-)	CLR	Credit (+)		

Banking

Another reason for unbalanced registers–

- **Voiding a Conversion Check** – a conversion check is denoted in the banking register with an asterisk (*) in the Memo/Description field



The screenshot shows a 'Banking Register' window. At the top right, there is a green plus icon and the text 'Add Voided Check'. Below this, the 'Page Size' is set to 3, the 'Query' is 'Current Transactions', and the 'Account' is 'Operating Account'. On the right side, the 'Ledger Balance' and 'Available Balance' are both \$6,207.99. The main table has columns for Date, Ref, Memo / Description, Debit (-), CLR, and Credit (+). A single transaction is listed with the date 3/28/2011, reference 77110, and memo '* OFFICE DEPOT'. The debit amount is \$84.19 and the credit is \$0.00. A red box highlights the asterisk in the memo field, with a red arrow pointing to it. Below the table, a red text annotation states '* denotes a conversion check'.

	Date	Ref	Memo / Description	Debit (-)	CLR	Credit (+)	
	3/28/2011	77110	* OFFICE DEPOT	\$84.19		\$0.00	✖

* denotes a conversion check

- If a conversion check is voided – a message will appear indicating a journal entry MUST be entered to offset cash

Banking

Voiding a check in the register –

- Select  to VOID the check

Banking Register							+ Add Voided Check	
Page Size: 3	Query: Current Transactions	Account: M&O - American Bank		Ledger Balance: \$31,408.37			Available Balance: \$31,408.37	
Date	Ref	Memo / Description			Debit (-)	CLR	Credit (+)	
6/23/2011	66526	Chick Fil A Core Essentials			\$185.00		\$0.00	

Select to VOID check

- Select one of the void options:
 - Void the transaction completely
 - Void the selected APCheck and re-issue as a check

Void Banking Transaction	
Select the void transaction that is applicable to the banking transaction you have chosen.	
Return to Register Execute Void	
<input checked="" type="radio"/>	Void the transaction completely
<input type="radio"/>	Void the selected APCheck and re-issue as a check

Banking

Void the transaction completely -

- voids the check and places the bill back in **Purchasing & AP > Payables > Bills**. The bill will then need to be deleted.

Void Banking Transaction

Select the void transaction that is applicable to the banking transaction you have chosen.

[Return to Register](#) [Execute Void](#)

Void the transaction completely

Void the selected APCheck and re-issue as a check

Void the selected AP Check and re-issue as a check -

- voids the check and assigns a new check number to be printed from the Register

Void Banking Transaction

Select the void transaction that is applicable to the banking transaction you have chosen.

[Return to Register](#) [Execute Void](#)

Void the transaction completely

Void the selected APCheck and re-issue as a check

* **New Check Number:**

Banking

Create Journal Entry to offset voided conversion check –

- Go to **General Ledger > Journal Entries**
- Select Create Journal Entry
- Debit the cash account and credit an expense account

New Journal Entry

Export Journal Entry Template Import Journal Entry

Reference
To offset voided conversion check

Ledger Date
05/31/2013

Post Date

Description
To offset voided conversion check

Items

#	Account Code	Description	Debit	Credit	Net Amount	
1	420-00-1110.00-000-3-00-0-00	To offset voided conversion check	275.00	0.00		✖
2	420-11-6399.00-041-3-11-0-00	To offset voided conversion check	0.00	275.00		✖

+ Add 1 Item(s)

Balance: 0.00

Save Cancel

Banking

Voiding checks and the impact on the general ledger depending on if a ledger is in the open or closed status –

- Open ledger – if a check is voided in the register and the ledger is open, the check will void and reissue using the original date of issue
- Closed ledger – if a check is voided in the register and the ledger is closed, the check will void and reissue using the 1st date of the new fiscal year, 7/1 or 9/1
- **Do NOT void a payroll check once your ledgers are closed for 2016 unless you have NOT submitted W2's!!!**

Reports for Auditor

Most common preliminary reports to provide to your auditors electronically :
Finance > Reports

- **Audit LEA Download** - (Budget > Audit LEA Download)
- **Bank Reconciliations** – usually last month of the fiscal year and first month of the next fiscal year (i.e. – June 2012 and July 2012) to verify balances (Banking > Banking Account Reconciliations)
- **Check Registers** – (Vendor Reports > Vendor Transactions > Detail) – run to Excel
- **General Ledger – Detail** – Excel & PDF (General Ledger > Detail)
- **General Ledger – Summary** – to verify permanent balances (General Ledger > Summary)
- **Top Vendors** – (Vendor Reports > Top Vendors)
- **Vendor Payments** – (Vendor Reports > Vendor Transactions > Payments) – run to Excel

Reports for Auditor

- **Bank Register** - (Legacy Reports > Banking Register) – run as of 1st day of fiscal year
- **Bank Register – Outstanding items** –(Legacy Reports > Banking Register –
Uncleared Items) – run as of 1st day of fiscal year
- **All TRS Submissions**
- **NOGAS for grants**
- **MOE Calculations/Spreadsheet**
- **Employee Handbook**
- **Vendor Aged Payables** – (Legacy Reports > Vendor Aged Payables)
- **Payroll Audit Spreadsheet** – (Payroll > Payroll Audit Spreadsheet)

Reports for Auditor

- **EBR** - (Budget > Expenditures vs Budget) – run for fiscal year
- **Other Reports**– other reports will be more specific once the auditor asks for information on their random sampling.
- *When asked for other specific reports, if you cannot locate what you are looking for, contact us @ (254) 759-1902*

Request Login for Auditor

Request login for auditor

- Upon request and approval from your school, the auditors could have secured login access to WebSmart to view specific audit reports **ONLY**.
- Saves time and effort for both the auditor and the school.
- Login ID's can be disabled at the end of the audit, and reactivated at a later time for the next audit, if using the same auditing firm.
- If interested, contact JR3 to discuss security rights and access.



End of Day 2



- Thank you for joining us today.
- Presenters Information
 - Sherry Walker – swalker@jr3online.com
CTSBS Certification in Accounting
 - Melissa Davis – mdavis@jr3online.com
CTSBS Certification in Accounting
 - Katrina Carmean – kcarmean@jr3online.com