

ACTIVITY FUND PROCEDURES

Processing Receipts and Checks
Printing Reports

April 29, 2008

1 Introduction

The purpose of this manual is to provide basic directions to enter Activity Fund transactions in the Finance Plus screens of APSCN and to print reports.

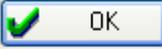
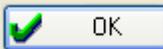
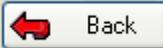
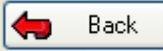
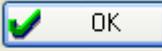
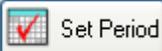
Finance Plus has several features intended to enhance and improve data entry. The primary enhancement is the point-and-click feature. This gives the APSCN environment a “WINDOWS” appearance and allows the user to move around the screen using a mouse.

Finance Plus allows you to set up favorites on your home window. Rather than searching through menus to find the desired screen, the user can designate the screen as a favorite. An icon on your home screen will allow you to click it and quickly access the desired screen. Procedures for setting up a favorite are at the end of this manual in the section ‘Helpful Aids’.

Finance Plus offers many ways to search for unknown values. See the section “Helpful Aids” for an example.

HELPFUL HINTS

The user must remember the following when working in Finance Plus:

1. To save your work or print a report, you must click . If you are in the last field of a window, pressing the ENTER key is the same as clicking OK.
2. Some windows are divided into panes. You can only work in one pane at a time. You change panes by clicking  or pressing the ENTER key in the last field of a pane.
3. The  button will exit you from the window. If you click  before clicking  when entering data, your data will be lost. Pressing CONTROL-P will do the same thing.
4. In the batch windows of Post Batch Receipts and Post Batch Manual Checks, you will see this button: . **Do not use this button to set the period of your batch. Set your period in the entry window only.**

REQUIRED REPORTS

The following reports, printouts and statements will be required to be turned in on a monthly basis by the fifteenth (15th) of the following month.

1. Proof of cash
2. Copy of the bank statement
3. List of outstanding checks
4. Cash Receipts Report
5. Check Register
6. Summary Revenue Status Report (Board Format)
7. Summary Expenditure Status Report (Board Format)
8. Board Report

NOTE: Beginning July 1, 2008, the state is requiring that all entries for a month be completed by the tenth day of the following month. Thus, you will need to have all receipts and checks posted and have you bank account reconciled by the tenth day following the end of the month.

Reports for Clubs

Reports for a Particular Fund

The following are good reports for clubs or to see the status of a particular fund:

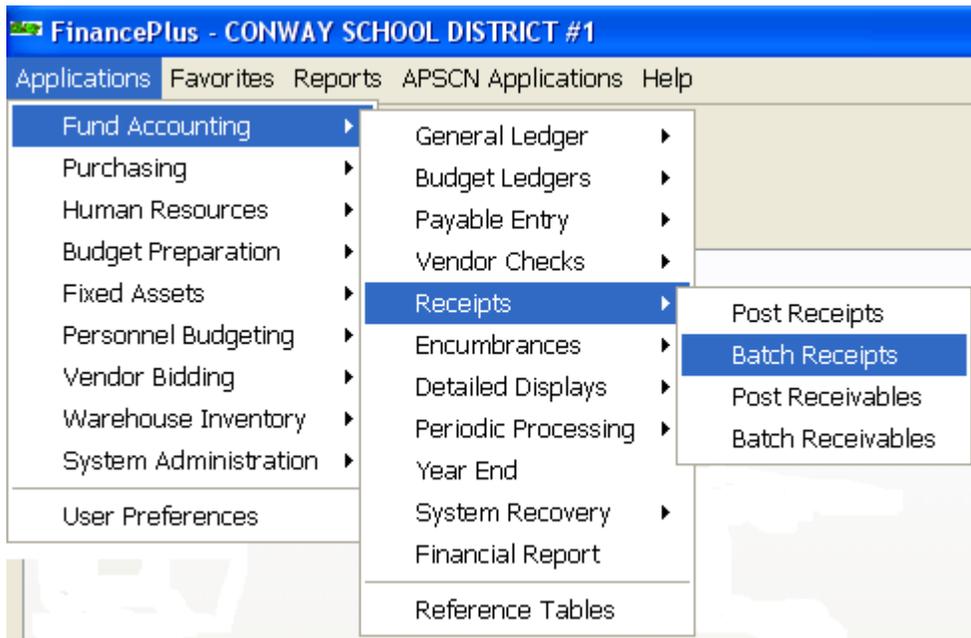
- Check Register
- Cash Receipts Report
- Balance Sheet
- Board Report

2 REVENUE

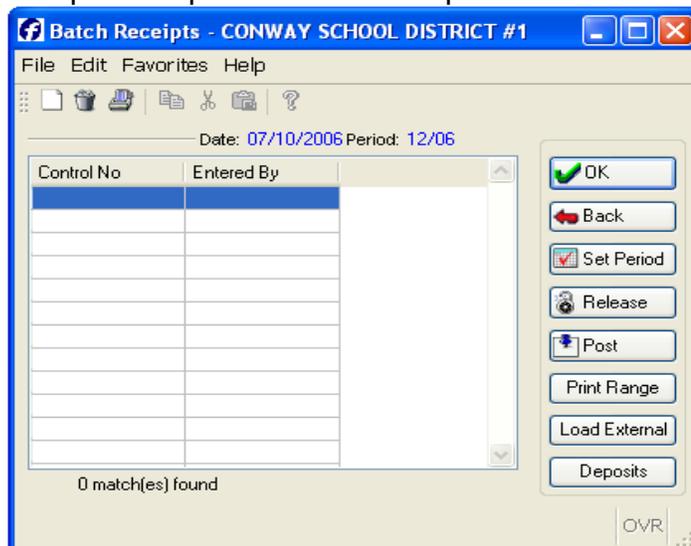
NOTE: Beginning July 1, 2008, the state is requiring that all entries for a month be completed by the tenth day of the following month. Thus, you will need to have all receipts and checks posted and have you bank account reconciled by the tenth day following the end of the month.

Procedures to Enter Receipts

In Finance Plus, go through the following menus:



The Post Receipts Batch Entry window will open. The preview pane will list all unposted batches.



Procedures to Enter Receipts

To start a new batch, click the white paper icon . This will open the entry window.

This is the preview pane.

In this window you can move through the fields by using the TAB key or by pointing and clicking with your mouse. Complete the fields as follows:

Control No: *Enter school initials/month/year (example: IBSEP08)*

Period/Year: *Use the drop-down button  to select the correct period. The current year will show.*

1 = July	7 = January
2 = August	8 = February
3 = September	9 = March
4 = October	10 = April
5 = November	11 = May
6 = December	12 = June

Description: *Briefly explain receipt*

Budget Unit: *Enter appropriate 4-digit fund code (i.e. 7199)*

Hint: Use the magnifying glass button  to get a search screen.

Procedures to Enter Receipts

Account: *Enter the appropriate 5-digit revenue code. Common codes are:*

Bank account interest = 15100
Athletic admissions = 17110
School-sponsored sales = 17210
Student-sponsored sales = 17220
Student organization dues = 17310
Fees charged students (fines, etc.) = 17400

Grant: *Leave blank.*

Account: *Leave blank.*

Payer Number: *Enter appropriate number*

Use the  to search.

Common codes are:

00 Staff
16 Drinks
28 Conway Public Schools
44 Miscellaneous
100 Sales
700 Donations

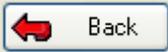
Cash Account: *Enter 01011*

Receipt Number: *Enter school initials/receipt number (example: JS44444)*

Receipt Amount: *Enter receipt amount*

Click  to save the entry.

Repeat the process for the next receipt until all are entered.

When all receipts are entered, click  and return to the Post Receipts Batch Entry window.

Print your batch to check for errors.

To print, click on your batch to highlight it.

Click on the printer icon . This will open up the printer window.

In the destination area, select whether to print to printer, file or screen.

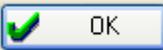
If you print to screen, a new window will open with the report presented.

Review the printout for errors.

Add your receipts on an adding machine and compare the sum to the report total. If the adding machine tape and batch total do not match, this report will help you locate the error.

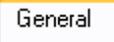
To correct errors:

In the Post Receipts Batch Entry window, highlight your batch and

click .

In the entry window, click  and the receipts you have entered will display in the preview pane. (*Note: The preview pane is in the middle of the entry window.*)

Highlight the receipt needing correction.

Click on  or  tab to find the field in need of correction.

Select the field that need correction and make the correction.

Repeat this process for each receipt or field that needs correction.

When all corrections are complete, reprint the report and review. Make further corrections if necessary. **Do not post the receipts until all errors are corrected.**

Post the receipts.

When your batch receipt report is completely correct, you can post receipts. **Be careful!** When posted, corrections can only be made by journal entry. Contact the business office for journal entries.

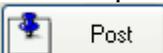
In the Post Receipts Batch Entry window, highlight your batch

and click . *If you cannot see the Release button, click one of the arrow buttons   until you see it.*

A confirmation window will open asking “Do you want to release batch (name)? If the batch name is correct click “Yes.”

You have now reached the point of no return. No corrections can be made by you once you execute the next step.

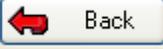
In the Post Receipts Batch Entry window, highlight your batch

and click . *If you cannot see the Post button, click one of the arrow buttons   until you see it.*

A confirmation window will open asking “Do you want to post batch (name)? If the batch name is correct click “Yes.”

The Batch Receipts Post Results window will open showing each receipt posted. When this stops, click  to complete the posting. You will be returned to the Post Receipts Batch Entry window.

Note: If your batch posted, it will no longer be listed in the Post Receipts Batch Entry window.

Click  to exit.

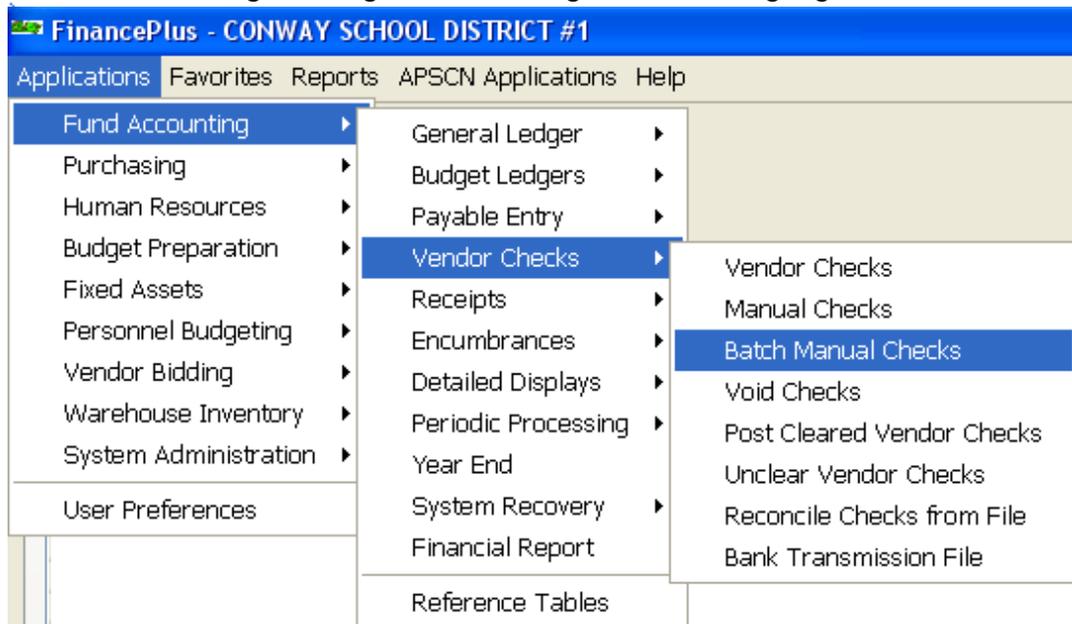
NOTE: Auditors are emphasizing the posting of receipts in a timely manner. This usually means that you should post receipts immediately after each deposit.

3 EXPENDITURES

Procedures to Enter Manual Checks

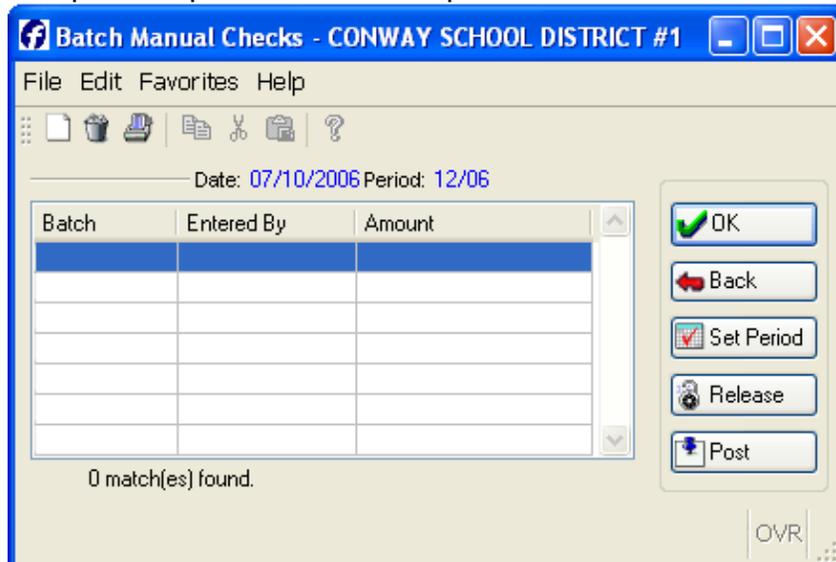
NOTE: Beginning July 1, 2008, the state is requiring that all entries for a month be completed by the tenth day of the following month. Thus, you will need to have all receipts and checks posted and have you bank account reconciled by the tenth day following the end of the month.

In Finance Plus, go through the following menus as highlighted:



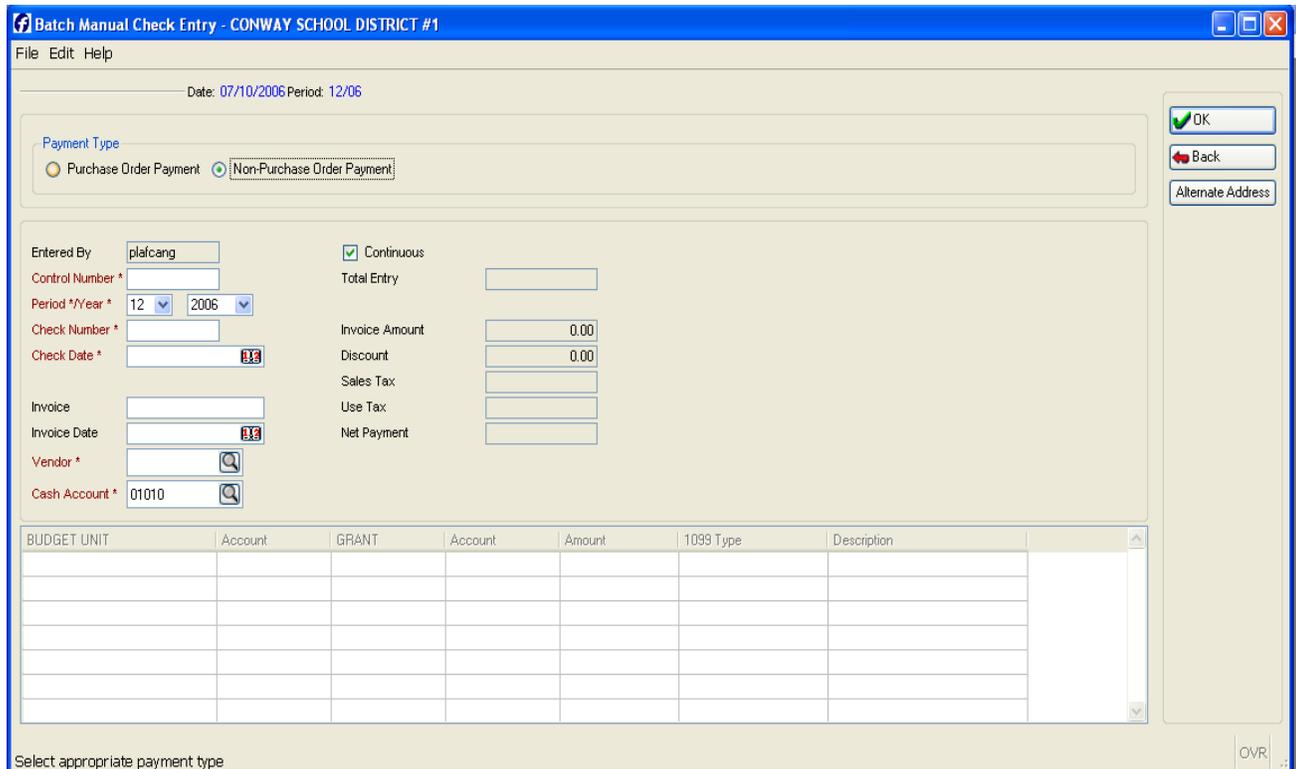
The Batch Manual Check window will open.

The preview pane will list all unposted batches.



Procedures to Enter Manual Checks

To start a new batch, click the white paper icon . This will open the entry window (See below). In this window you can move through the fields by using the TAB key or by pointing and clicking with your mouse.



Select appropriate payment type

Click  to change to Non-Purchase Order Payment.

If you are entering a payment for anything other than equipment:

Select NON-PURCHASE ORDER PAYMENT

If you are entering a payment for equipment:

Select PURCHASE ORDER PAYMENT

Control Number: *Enter school initials/month/year*
(example: IBSEP06)

Period/Year: *Use the drop-down button  to select the correct period. The correct year will display.*

- | | |
|---------------|--------------|
| 1 = July | 7 = January |
| 2 = August | 8 = February |
| 3 = September | 9 = March |
| 4 = October | 10 = April |
| 5 = November | 11 = May |
| 6 = December | 12 = June |

Check Number: *Enter school initials and check number (example : BC99999)*

Check Date: *Enter as six digits (10/01/2006) or use calendar button *.

Caution: Be sure you enter the correct date. This is critical in producing accurate reports.

Invoice: *Enter when available.*

Invoice Date: **This is required!** *Enter the date on the invoice. If no date on the invoice, use date check was written.*

Caution: Be sure you enter the correct date. This is critical in producing accurate reports.

Vendor: *Enter appropriate number. Click the magnifying glass icon  to open a search window.*

Cash Account: *Enter 01011*

Budget Unit: *Enter the 16-digit number (example: 7000116000100099)*

Account: *Enter the appropriate 5-digit expenditure code. Consult Handbook IIR.*

Amount: *Enter check amount*

Description: *Briefly explain the check*

Click  if all is correct

Repeat the process for the next check until all are entered.

When all checks are entered, add all checks entered on your adding machine and compare the total to this box: . They should match.

Click  when finished. This will return you to the Batch Manual Checks preview screen.

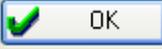
To print, highlight your batch in the preview pane.

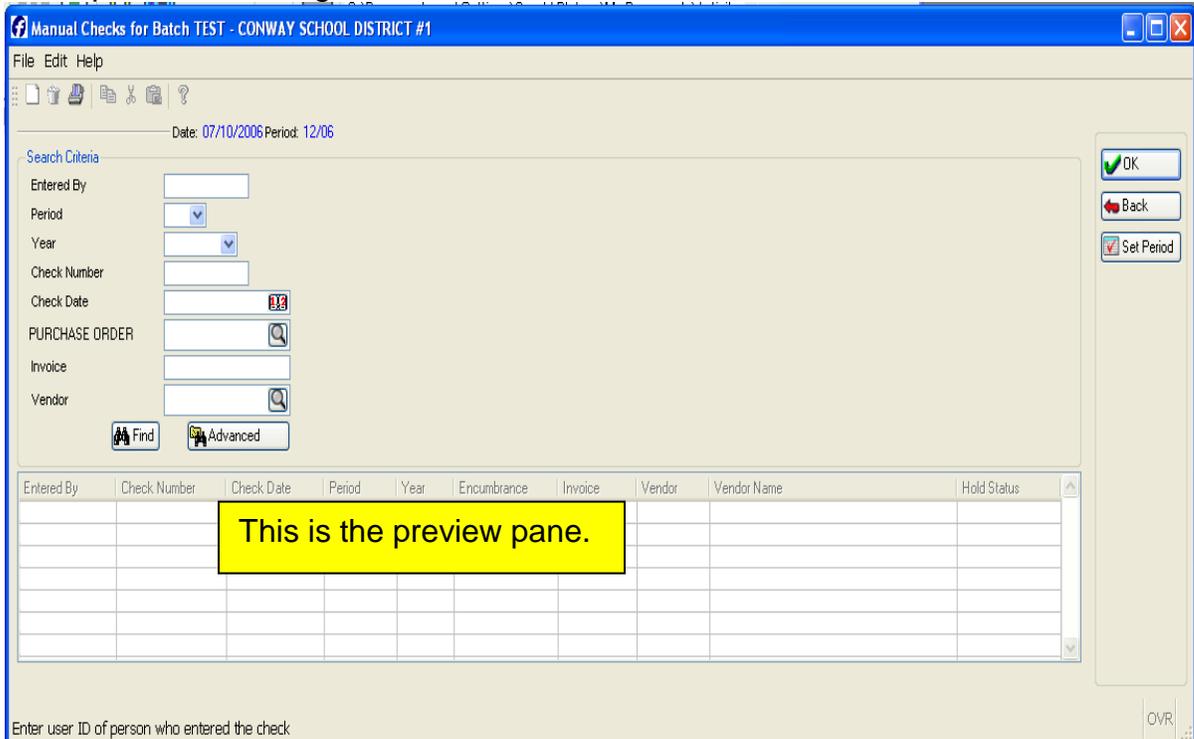
Click the printer icon  and follow your normal printing procedures. This will print the edit report.

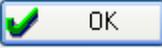
Review the printout for errors. If the adding machine tape and batch total did not match, this report will help you locate the error.

Procedures to Enter Manual Checks

To correct errors in the batch check report:

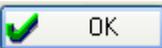
Highlight your batch in the preview pane and click . This will open the following window:



Click  and your entries will be listed in the preview pane.

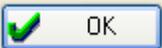
Highlight the entry that needs correction and click . This will open the entry window.

Select the field that needs correction and enter the correction.

Click  when finished.

To delete an entry completely, highlight the entry in the preview pane and click the trash can icon  at the top.

Repeat this process for each record that needs correction.

Once all errors are corrected, click  and you are returned to the preview window.

Reprint the edit report and review to ensure all errors are corrected.

Do not post the checks until all errors are corrected.

When your edit report is completely correct, you can post checks.

NOTE: Auditors are emphasizing the posting of checks in a timely manner. To be timely, you should post checks at least once per week.

Be careful!

When posted, corrections can only be made by journal entry. Contact the business office for journal entries.

To post:

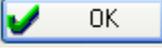
Highlight your batch in the preview window. Click  on the right side. If you cannot see the Release button, click one of the arrow buttons  until you see it.

A screen will appear asking “Do you want to release batch X ? (X will be your batch number.) Click yes and a message appears saying that the batch has been released.

You have now reached the point of no return. No corrections can be made by you once you execute the next step.

Click . If you cannot see the Post button, click one of the arrow buttons  until you see it. A message appears asking you to confirm the posting. Click Yes.

A window will appear showing that the batch being posted.

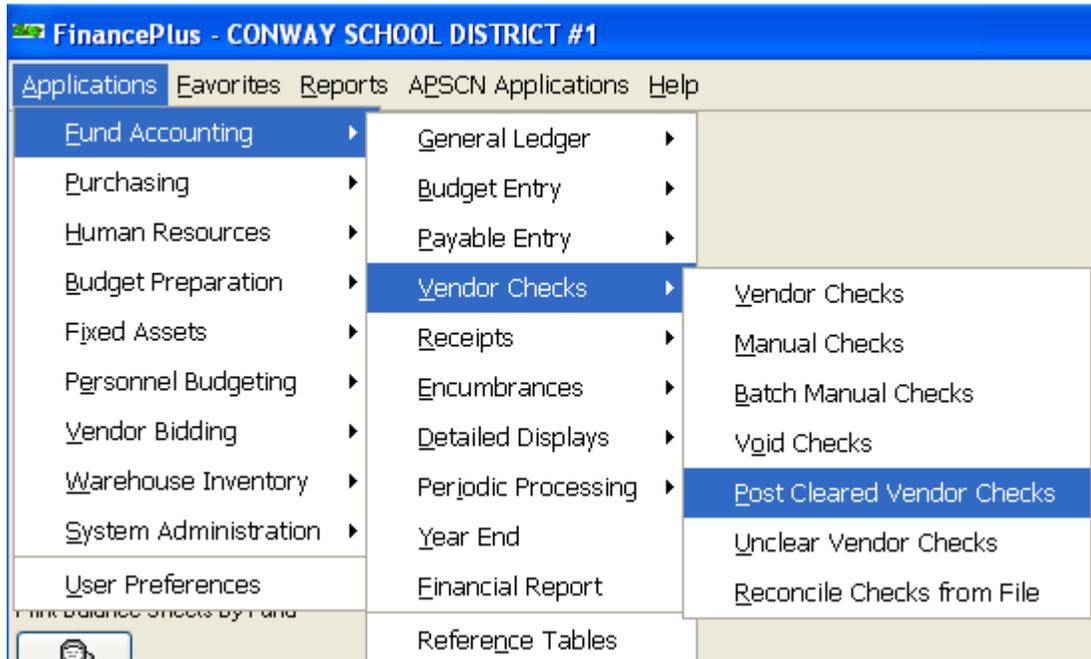
Click  to complete the posting. You will be returned to the Post Receipts Batch Entry window.

Note: If your batch posted, it will no longer appear in the Batch Manual Checks entry window.

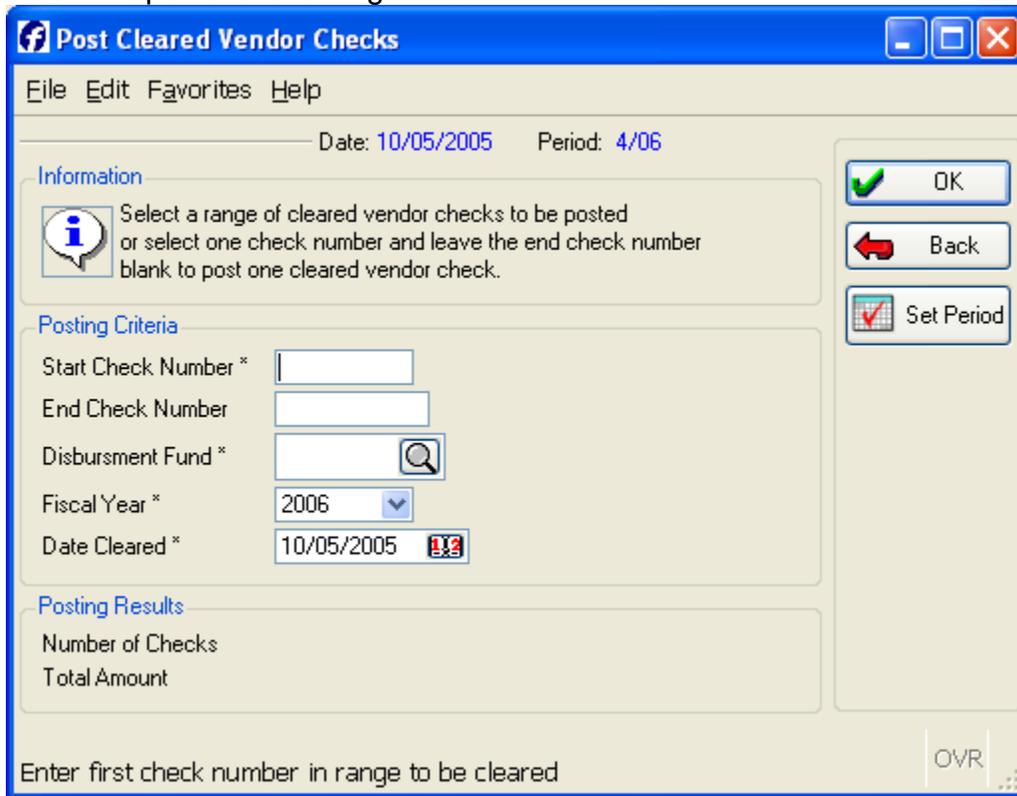
Click  to exit.

4 Procedures to Clear Checks

In Finance Plus, go through the following menus:



This will open the following window:



Complete the fields as follows:

Start Check Number: *Enter the check number to be cleared.*

End Check Number: *Leave blank*

Disbursement Fund: *Enter the 4-digit fund code of the check you are clearing (example: 7999)*

Print a check register and use it to find the fund code. If the check is from a prior period, you can refer to printouts from that period or look up the check through a transaction query.

Fiscal Year: *Enter the year that the check was written. By default, the current fiscal year is displayed. Use the drop-down button  to select a prior year.*

Note: July 2007 to June 2008 = 20087

Date Cleared: *Enter the bank statement date or the last day of the month that the check cleared.*

Caution: Be sure you enter the correct clearing date. An incorrect date can cause your outstanding check report to be incorrect.

Click . The check information will be displayed in the area labeled **Posting Results** and a confirmation screen will appear. Verify that the right check is displayed.

If correct, click YES on the confirmation window and you are returned to the posting screen. The message at the bottom should say "Transaction Completed."

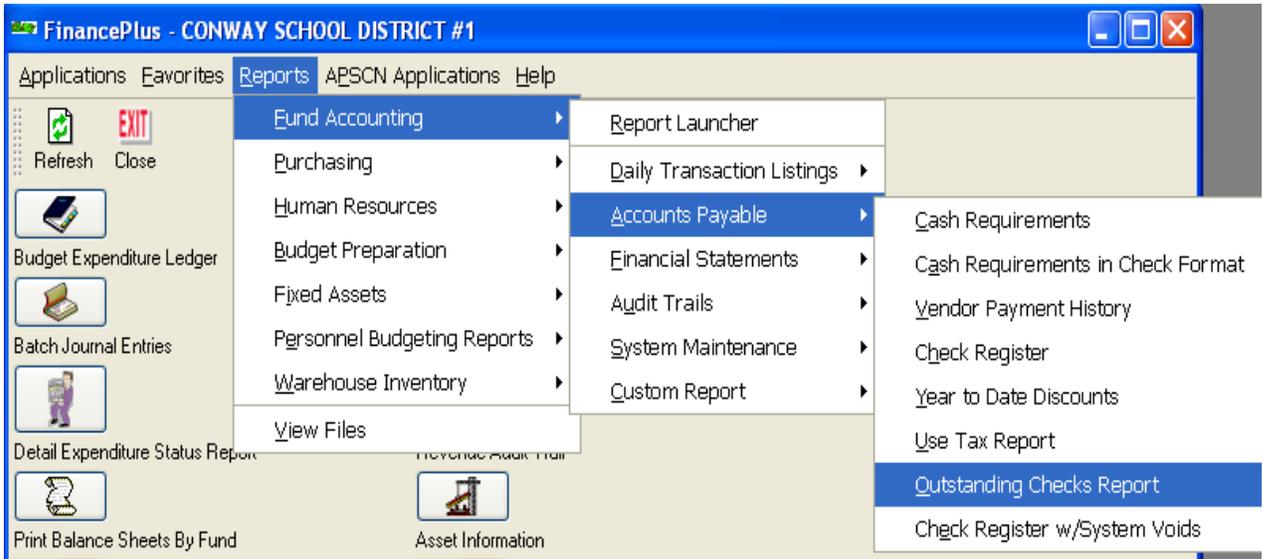
If incorrect, click NO on the confirmation window and you are returned to the posting screen.

If the check cannot be located, the message "Starting check number is invalid" will appear on the bottom of the screen. Check that you typed in your information correctly and re-enter.

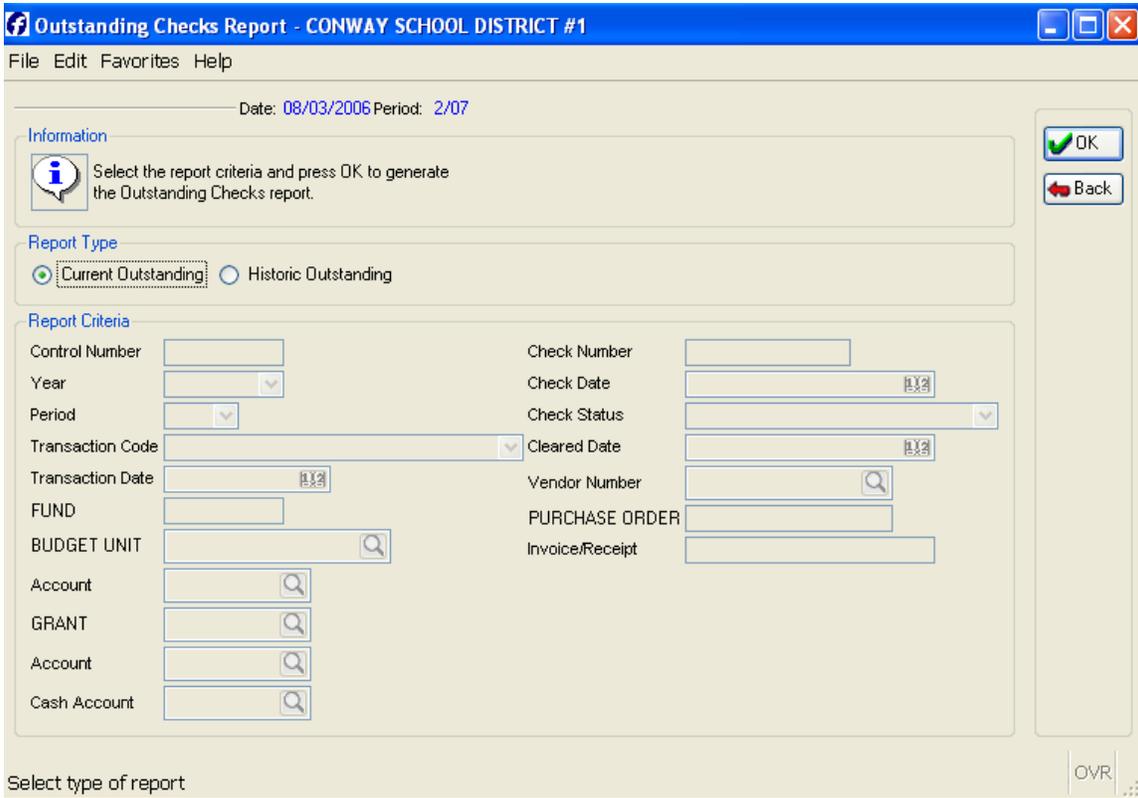
Repeat the process until all checks are cleared that were returned with your bank statement.

Print Outstanding Checks

In Finance Plus, go through the following menus:



The following screen will display:



Enter information in the following fields:

FUND: *Enter your fund range. Example: 7100:7110.*

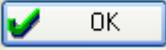
Cash Account: *Enter 01011.*

Check Date: *You want to list all outstanding checks dated through the end of the month you are reconciling. To do this, you must tell the system to retrieve all checks dated before the first day of the month following.*

Example: To retrieve all outstanding checks through September, 2005, in the check date field enter <10/01/2005.

Check Status: *Using the drop-down button , select “**Outstanding Checks Only.**”*

Leave all other fields blank.

Click  and print as usual.

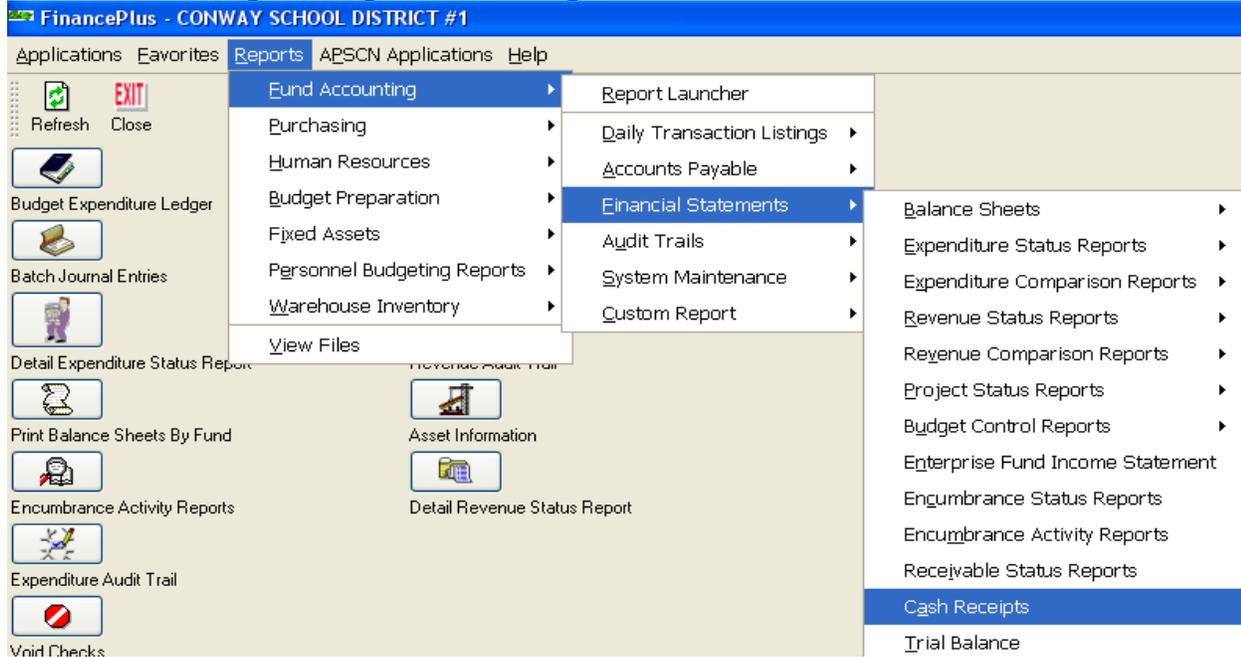
NOTE: If the date of the check or the date cleared is not entered correctly, this report will not be accurate.

5 Monthly Reports

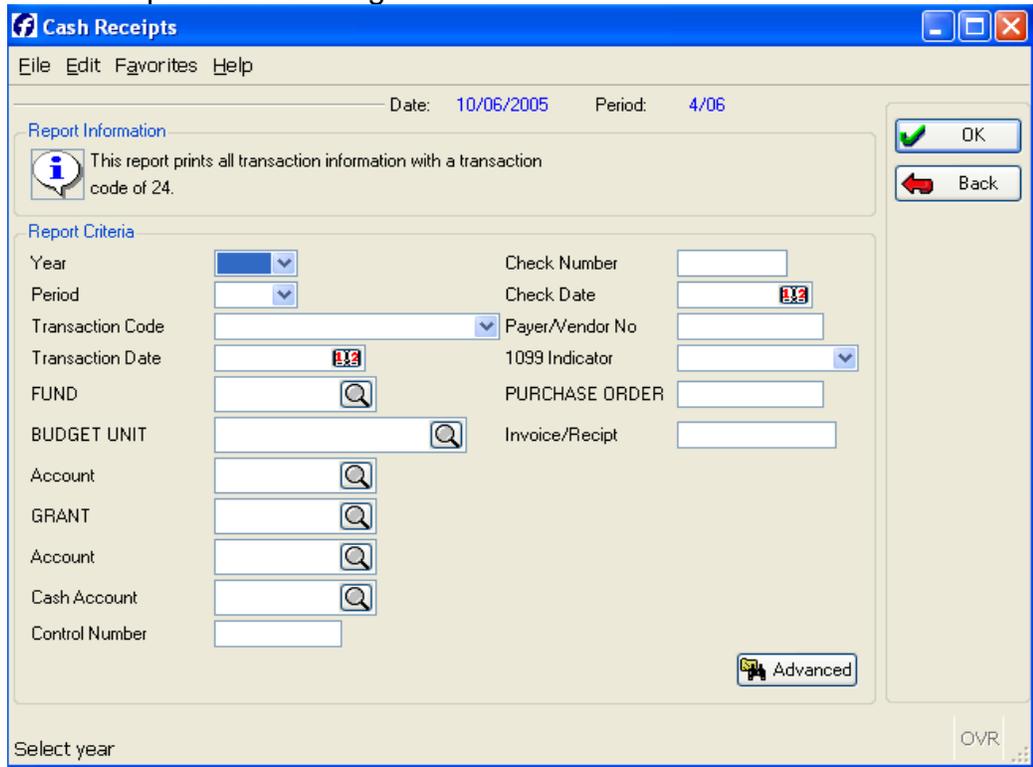
PRINT A CASH RECEIPTS REPORT

This report will list all receipts for a particular fund or fund range within a particular period or range of periods.

In Finance Plus, go through the following menus:



This will open the following window:



Complete the fields as follows:

Year: Use the drop-down button  to select the current year.

Period: Use the drop-down button  to select the desired period.

1 = July	7 = January
2 = August	8 = February
3 = September	9 = March
4 = October	10 = April
5 = November	11 = May
6 = December	12 = June

If you want a range of periods, type the first period, colon and last period
(example: 1:3)

You can leave the Period field blank if you want a listing that covers the whole year.

Transaction Code: *Leave blank.*

Transaction Date: *Leave blank.*

Fund: *Enter the fund code or range of fund codes
(example: 7490 or 7490:7499)*

All other fields can be left blank.

Click  and print as usual.

NOTE: If the date of the receipt is incorrect, you may not get an accurate report.

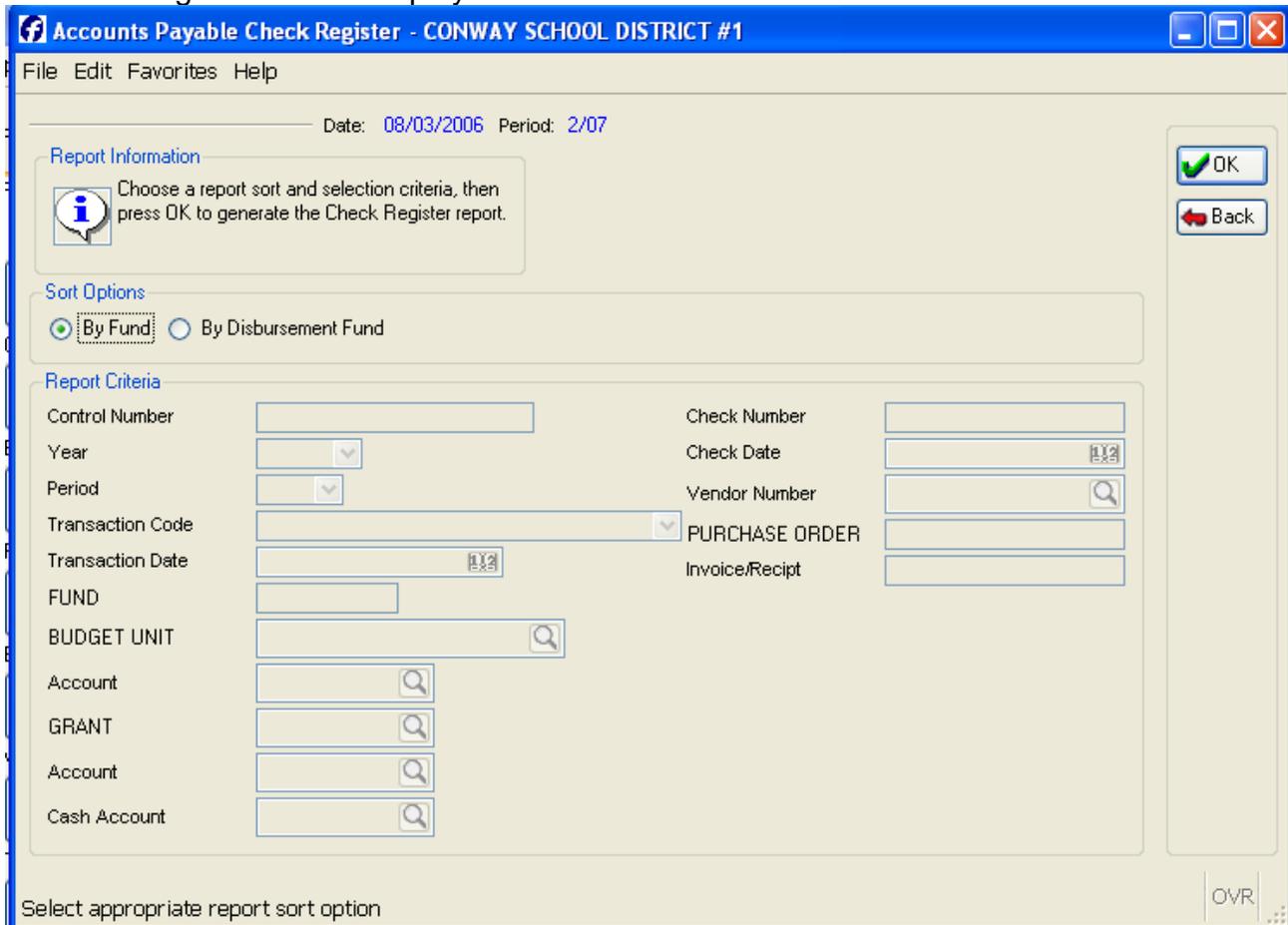
PRINT A CHECK REGISTER

This report will list all checks for a particular fund or fund range within a particular period or range of periods.

In Finance Plus, go through the following menus:



The following window will display:



Complete the fields as follows:

Year: Use the drop-down button  to select the current year.

Period: Use the drop-down button  to select the desired period.

1 = July	7 = January
2 = August	8 = February
3 = September	9 = March
4 = October	10 = April
5 = November	11 = May
6 = December	12 = June

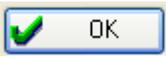
If you want a range of periods, type the first period, colon and last period
(example: 1:3)

You can leave the Period field blank if you want a listing that covers the whole year.

Fund: Enter the fund code or range of fund codes desired
(example: 7490 or 7490:7499).

If you enter a range of funds, it will print one page per fund.

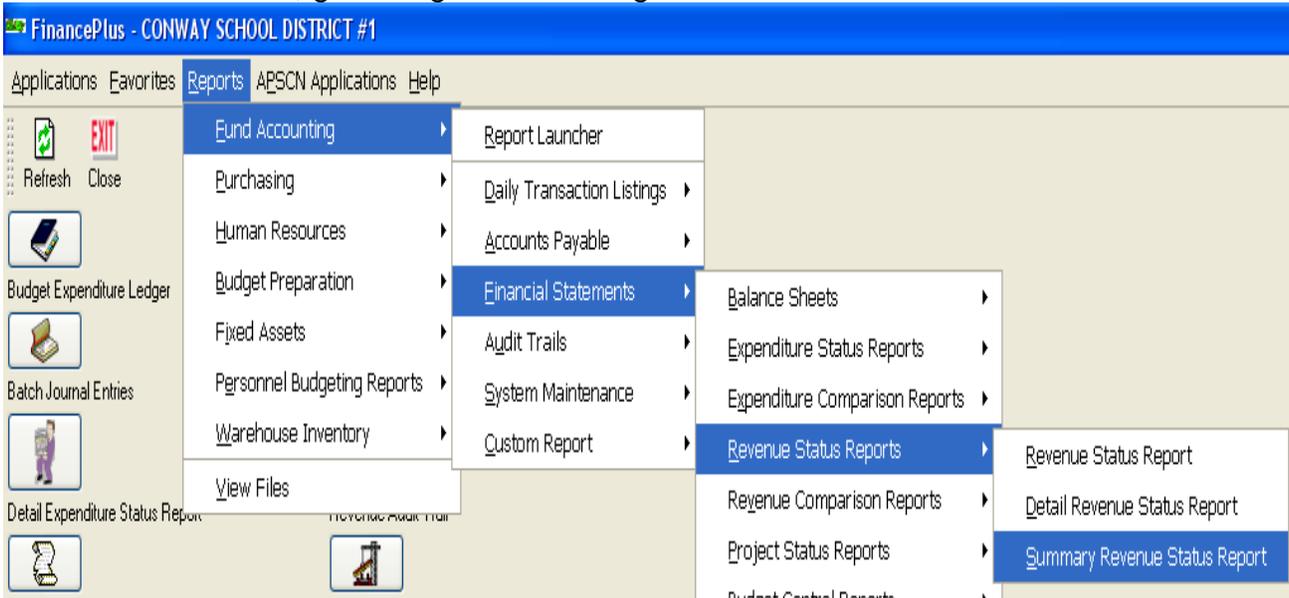
All other fields can be left blank.

Click  and print as usual.

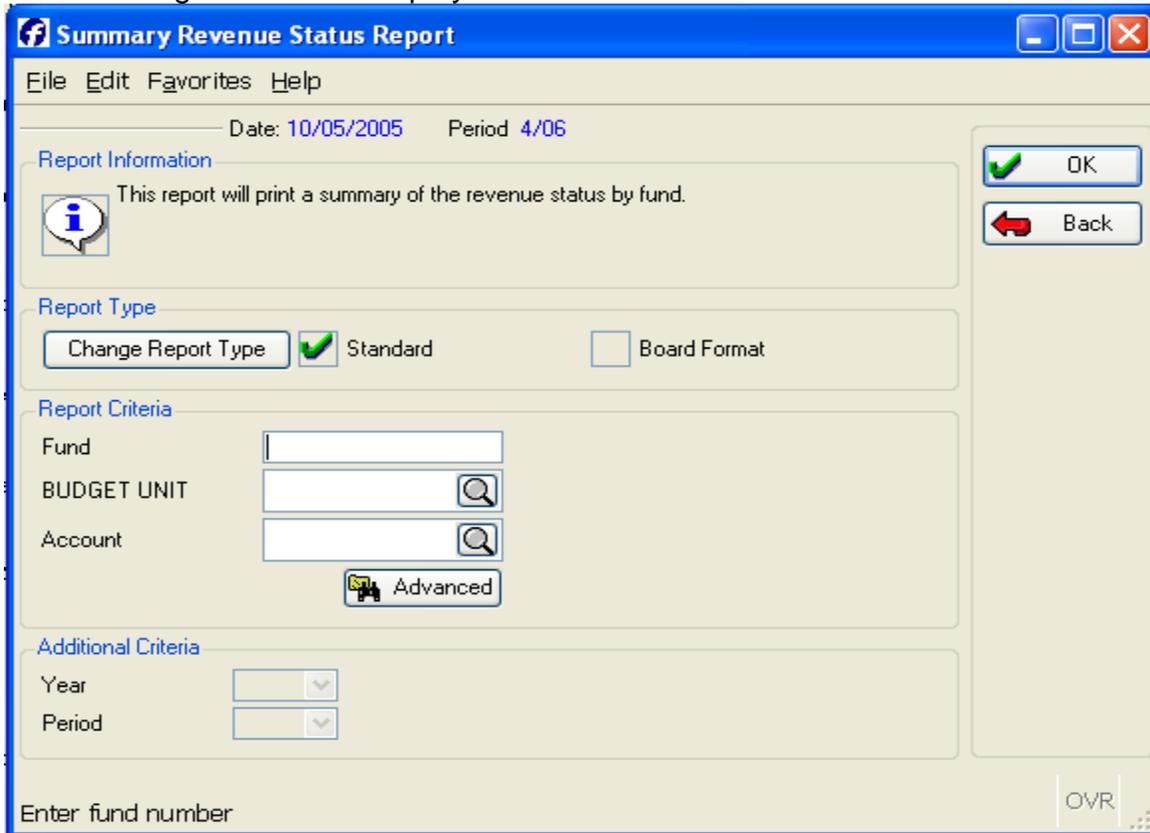
NOTE: If the date of the receipt is incorrect, you may not get an accurate report.

Summary Revenue Status Report

In Finance Plus, go through the following menus:



The following window will display.

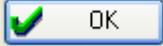


Click the button  so that the box next to **Board Format** has the green checkmark .

Procedures to Print Monthly Reports

Enter the following information:

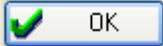
Fund: *Enter your range of fund source codes* (for example 7100:7149). Remember to enter the colon (:) between the first and last fund source code.

Click . This will enter you into the bottom of the window.

Year: *Enter the fiscal year* (The current year is 2008)

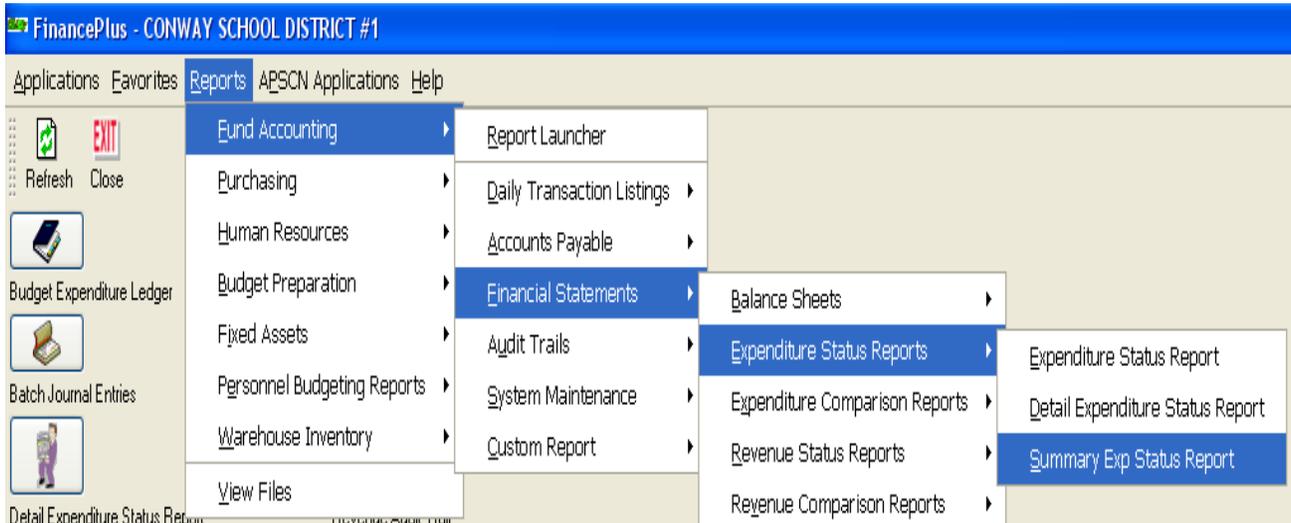
Period: Use the drop-down button  to select the period you are working in:

1 = July	7 = January
2 = August	8 = February
3 = September	9 = March
4 = October	10 = April
5 = November	11 = May
6 = December	12 = June

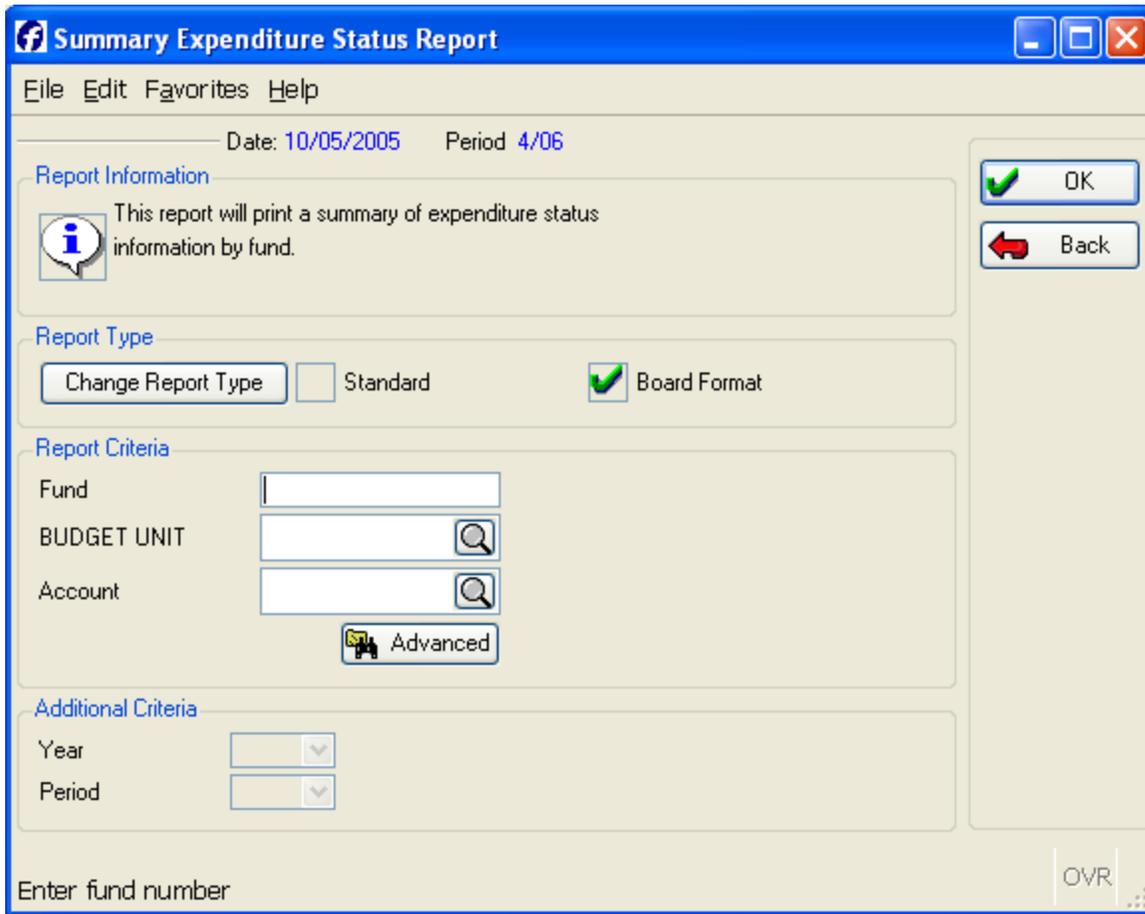
Click  and print as usual.

Summary Expenditure Status Report

In Finance Plus, go through the following menus:



The following window will display.

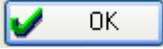


Procedures to Print Monthly Reports

Click the button  so that the box next to **Board Format** has the green checkmark .

Enter the following information:

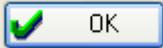
Fund: *Enter your range of fund source codes* (for example 7100:7149). Remember to enter the colon (:) between the first and last fund source code.

Click . This will enter you into the bottom of the window.

Year: *Enter the fiscal year* (The current year is 2008)

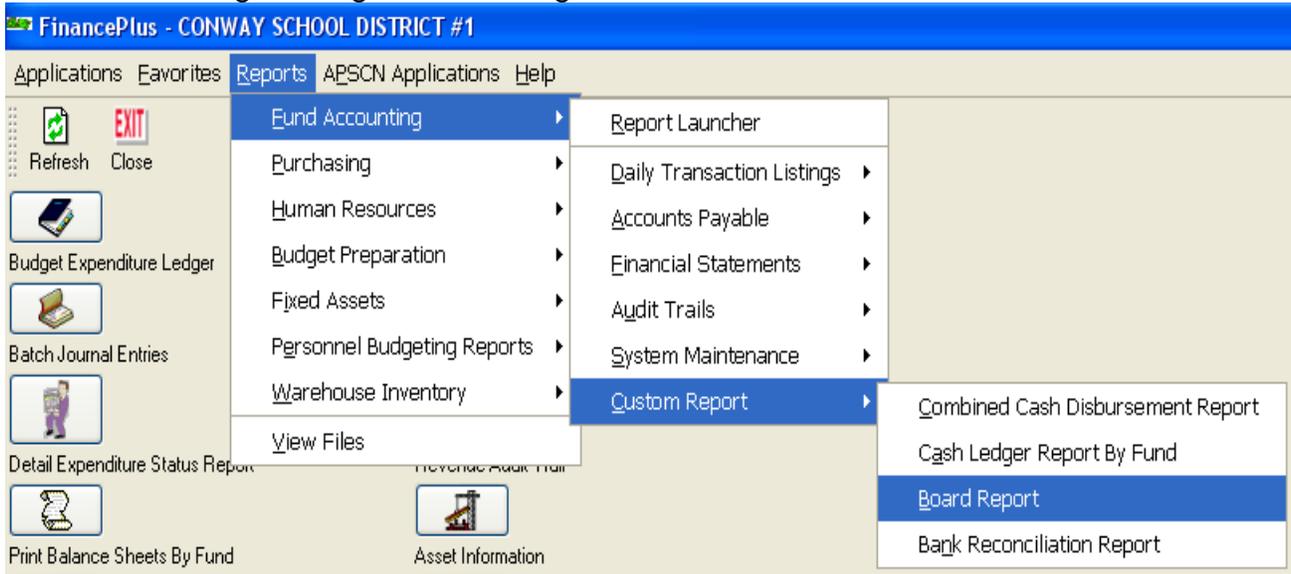
Period: *Use the drop-down button*  *to select the period you are working in:*

1 = July	7 = January
2 = August	8 = February
3 = September	9 = March
4 = October	10 = April
5 = November	11 = May
6 = December	12 = June

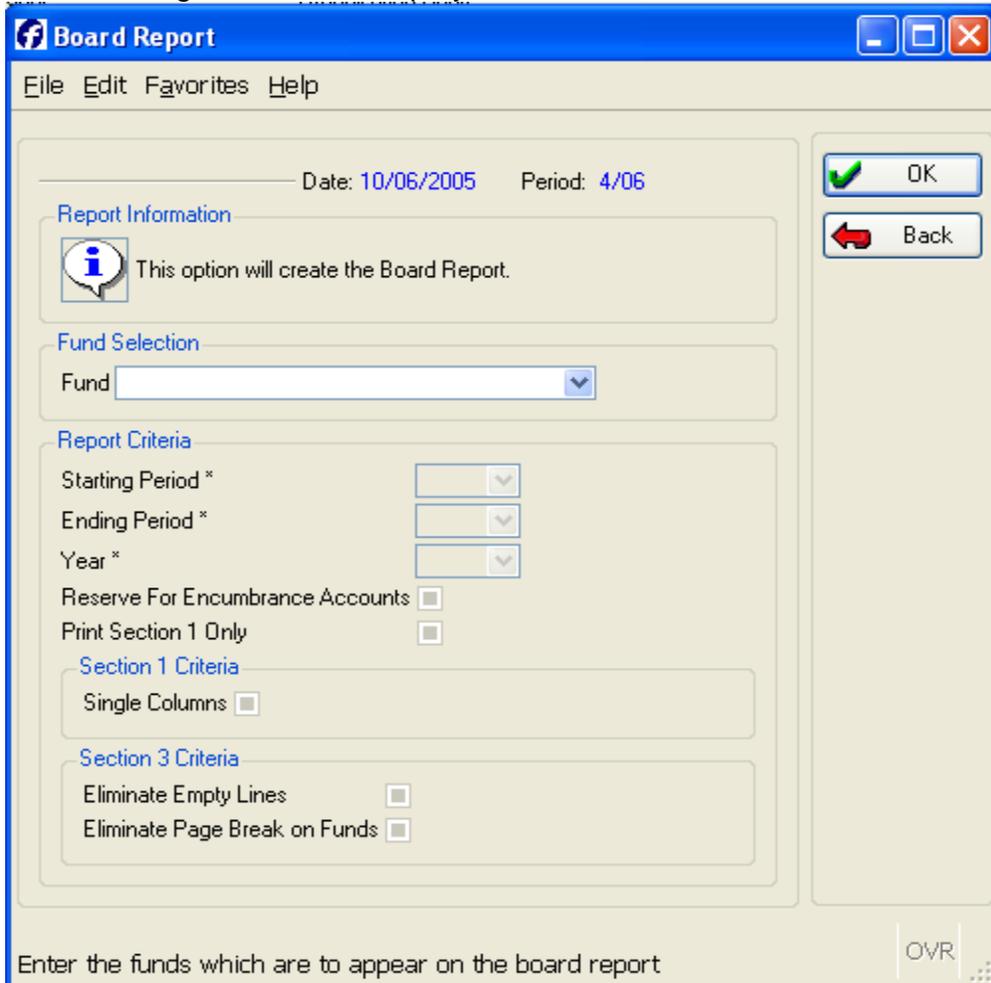
Click  and print as usual.

PRINT BOARD REPORT

In Finance Plus go through the following menus:



The following window will display:



Complete fields as follows:

Fund: *Enter your fund range (for example, 7000:7049)*

Starting Period: *Using the drop-down button , enter the period you are working in*

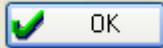
- | | |
|---------------|--------------|
| 1 = July | 7 = January |
| 2 = August | 8 = February |
| 3 = September | 9 = March |
| 4 = October | 10 = April |
| 5 = November | 11 = May |
| 6 = December | 12 = June |

Ending Period: Will default to the Starting Period

Year: Will default to the current fiscal year. When you are working in June you will need to enter the correct year.

Print Section 1 Only: *Click box to select*

Section 1 Criteria: Single Columns: *Click box to select*

Click  and print as usual.