

1099 Checklist

Preliminary steps prior to running 1099's

Finance > Reports

- Verify all vendor information is accurate by running the following:
 - Vendor Transaction / Sub-Report: Vendor Transactions for 1099s
 - Select the Tax Year
 - Click

Vendor Transactions Report Parameters

Configure Report: Vendor Transactions

All Vendor Transactions for Date Range.

Sub-Report: Vendor Transactions for 1099s

Report Parameters

Tax Year 2010

Output Options

Format: PDF

- Verify Vendors, Addresses, Tax Numbers, Amounts, etc. from the vendors' W9s

report[1].pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 3 75.3% Find

Vendor Transactions for 1099s 3 Total Page(s)
2/19/2010 10:47:20 AM

Vendor	Tax Number	Vendor Number	Amount
Vendor 1009 1099 Filing: Center for Learning & Development 1909 Overland Pass Somewhere, TX 00000	74-2667080	006562	\$1,050.00
Vendor 1182 1099 Filing: Jerry W Strain 1909 Overland Pass Somewhere, TX 00000	450-70-4614	005047	\$4,939.00
Vendor 1478 1099 Filing: Dance N Ts 1909 Overland Pass Somewhere, TX 00000	20-3097876	070610	\$5,006.25
Vendor 1695 1099 Filing: Kwik Dry Clean Super Center 1909 Overland Pass Somewhere, TX 00000	74-2964144	006813	\$820.91

Checklist

- To help determine which vendors should receive a 1099, run the Vendor Transactions – Detail by Vendor report from Finance > Reports > Vendor Transactions using the parameters as indicated below.
- To enter the 62?? in the Account Mask, click the cursor behind the 2nd ? in the object code and back space to delete the first two ?'s in that field, then type 62 and the Account Mask should look as follows.

Vendor Transactions – Detail by Vendor Report Parameters

Configure Report: Vendor Transactions	
All Vendor Transactions for Date Range.	
Sub-Report:	Vendor Transactions - Detail by Vendor
Report Parameters	
General Ledger	2010-2011 Fiscal Year
Date Range	This Calendar Year
Range Begin	01/01/2011
Range End	12/31/2011
Banking Account	All Banking Account...
Account Mask	???-??-62??-?-???-?-??-?-??
Inclusive	<input checked="" type="checkbox"/>
Include Payroll Detail	<input type="checkbox"/>
Output Options	
Format:	PDF
Submit Report Return To List	

Checklist

- Review this report for appropriate vendors verifying amounts equal to or greater than \$600 for the calendar year. This report lists a total for each vendor.

DEMO ISD
District #999999
0040:6642

Vendor Transactions - Detail by Vendor
01/01/2010 to 12/31/2010
Codes Matching -62- - - - -

35 Total Page(s)
12/30/2010
2:04:44 PM

Reference	Description	Account	PO Number	Date	Amount		
Vendor: A1 SECURITY GROUP							
Transaction Reference:	1822	Transaction Date:	8/12/2010	Bank Account:	Frost General Operating	Transaction Amount	\$3,492.50
Bill #1892 / 700462	Door Intercom and Access Control proposal 9340-1-0, 9313-1-0 1/2 pymnt	420-51-6249.00-999-0-99-0-FW - CONTRACT MAINT AND REPAIR	PO-700462	8/12/2010		\$3,492.50	
Sub-total for 1822						\$3,492.50	
Transaction Reference:	1878	Transaction Date:	9/17/2010	Bank Account:	Frost General Operating	Transaction Amount	\$3,492.50
Bill #2079 / 152493450285 - 700462	BALANCE ACCESS CONTROL - PO 700462	420-51-6249.00-999-1-99-0-FW - CONTRACT MAINT AND REPAIR		9/17/2010		\$3,492.50	
Sub-total for 1878						\$3,492.50	
Total for A1 SECURITY GROUP:						\$6,985.00	

- If a vendor should receive a 1099 but does not appear on this report, go to Finance > Purchasing & AP > Vendors > Vendors and select the to the right of the vendor.
 - Enter the Tax Name and Tax Number from W-9
 - Check the box that indicates Requires 1099 and Save
 - Save

Flag Requires 1099 box in order for the Vendor to receive a 1099

Tax Information

Tax Name:	<input type="text" value="VENDOR TAX NAME"/>
Tax Number:	<input type="text" value="99-9999999"/>
Workman's Comp Proof Expiry:	<input type="text"/>
<input checked="" type="checkbox"/> Requires 1099? <input checked="" type="checkbox"/> Received W-9?	

- Rerun the Vendor Transactions for 1099s report and review for accuracy
-



NOTE:

- If you have doubt on whether or not a vendor should receive a 1099, request W-9's for all vendors.
- Requesting a W-9 from a new vendor prior to releasing a check will reduce the amount of work during 1099 season.
- Verify all information from the vendors' completed W-9 to the information in WebSmart.

Checklist

- You can run a custom query in Finance > Purchasing & AP > Vendors > Vendors by selecting Custom Query and using the parameters below.

Vendors + Add Vendor

Page Size: 10 Query: Custom Query

Class: Vendor EXECUTE QUERY

Class	Field	Expression	Value	Group
Vendor	Requires 1099	Is	TRUE	1

Page 1 of 74

- The custom query produces the following screen. At a glance, you can see any pieces of information that may be missing. For example, on this screen, you would know that the TAX ID is blank. In this case you would click on the to edit the vendor and enter all required information. Be sure to save all your changes.

Vendors + Add Vendor



Page Size: 10 Query: Custom Query

System ID	Vendor Number	Name	Tax Name	Tax ID	Actions
1234	001234	Casanovas Bldg Services			
1294	001294	Edward Velasquez	Edward Velasquez		
1332	001332	Helen Kocurek, Esq	Helen Kocurek, Esq		
1453	001453	Raquel Olivier, CPA	Raquel Olivier, CPA		
1457	001457	Remigio Casanova	Remigio Casanova		
1492	001492	Substitute Switchboard			
1556	001556	JR3	JR3 WebSmart, LLC		
1672	001672	Jacob's CPA	Jacob's CPA		
1673	001673	Your ITeam, LLC	Your ITeam, LLC		
1674	001674	Kristoffer Charles Haines	Kristoffer Charles Haines		

Page 1 of 1

Checklist


Compliance > Federal > IRS 1099

- Select the Tax Year
-  Compile Data
- Use  Create 1099 if you need to manually create a 1099


1099 screen after Compiling Data:

1099 Submissions







...

Extract Details  **Compile Data**





Tax Year: 2009

Records  **Create 1099**

Page Size: 3 Query: All Records

System ID	Name	Vendor Name	Actions
31	B & B Athletic Supply	Vendor 427	 
40	Billy V Maloy	Vendor 3447	 
32	C T W P	Vendor 884	 

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

  Page 1 of 7  

Checklist

Finance > Reports

- Run the report: IRS Forms / Sub-Report: IRS Forms – 1099
 - Select Tax Year
 -

IRS Forms Report Parameters

Configure Report: IRS Forms

Prints all required IRS forms in the appropriate format

Sub-Report: IRS Forms - 1099

Report Parameters

Tax Year: 2010

Output Options

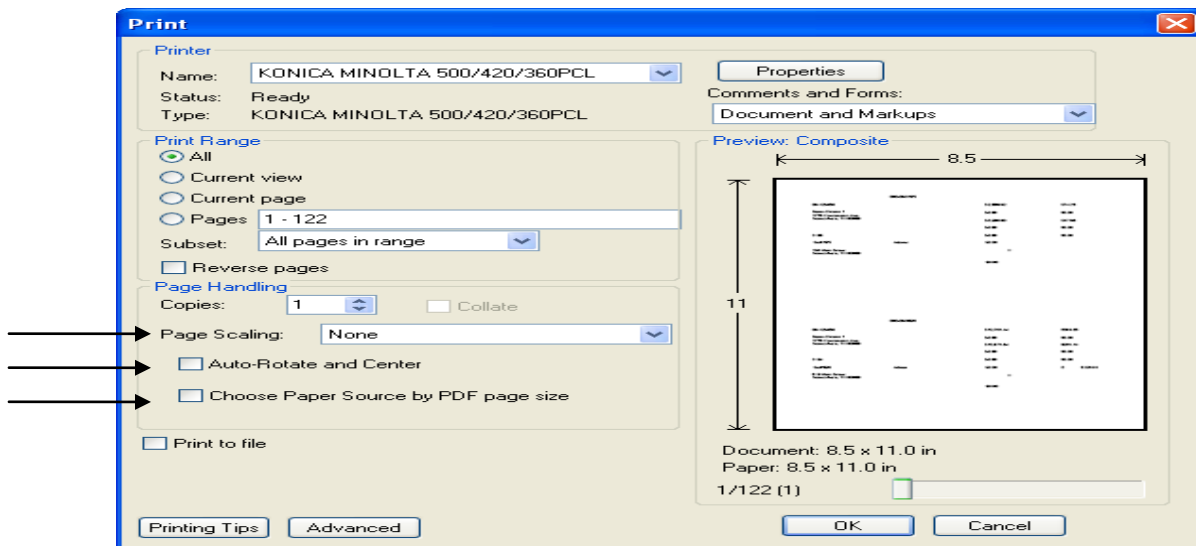
Format: PDF

- Print 3 copies on 1099 forms using the instructions below.
 - Copy A – send to the IRS
 - Copy B – send to the vendor
 - Copy C – file at district

Printer Setup for IRS Forms

When printing IRS forms you must make sure the following setup is used to ensure the forms print correctly:

- Page Scaling should be set to None
- The box for Auto-Rotate and Center MUST be UN-checked
- The box for Choose Paper Source by PDF page size MUST be UN-checked





Checklist



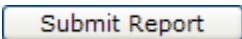
NOTE:

-If you make any changes to a 1099 or Vendor:

- Go to Compliance > Federal > IRS 1099
- Use the  edit button to make changes on a 1099
- Use the  to re-compile a single Vendor
- Go to Finance > Reports
- Run the IRS Forms / IRS Forms – 1099
- Print only the pages you need (3 times) for the Vendor
- Paper Copies of the 1099 Forms must be submitted to your vendors and postmarked no later than January 31st.
- Paper Copies of the 1099 forms and the 1096 forms must be submitted to the IRS and postmarked no later than February 28th.

1096

Finance > Reports

- Run the report: IRS Forms / Sub-Report: IRS Forms – 1096
 - Select Tax Year
 - 

IRS Forms – 1096 Report Parameters

Configure Report: IRS Forms

Prints all required IRS forms in the appropriate format

Sub-Report:

Report Parameters

Tax Year

Output Options

Format:

- Print and verify it matches your totals

Further Information

For further information regarding IRS Regulations on 1099 requirements please refer to www.irs.gov . You can search for Form 1099 or 1099 Instructions to locate applicable IRS publications.

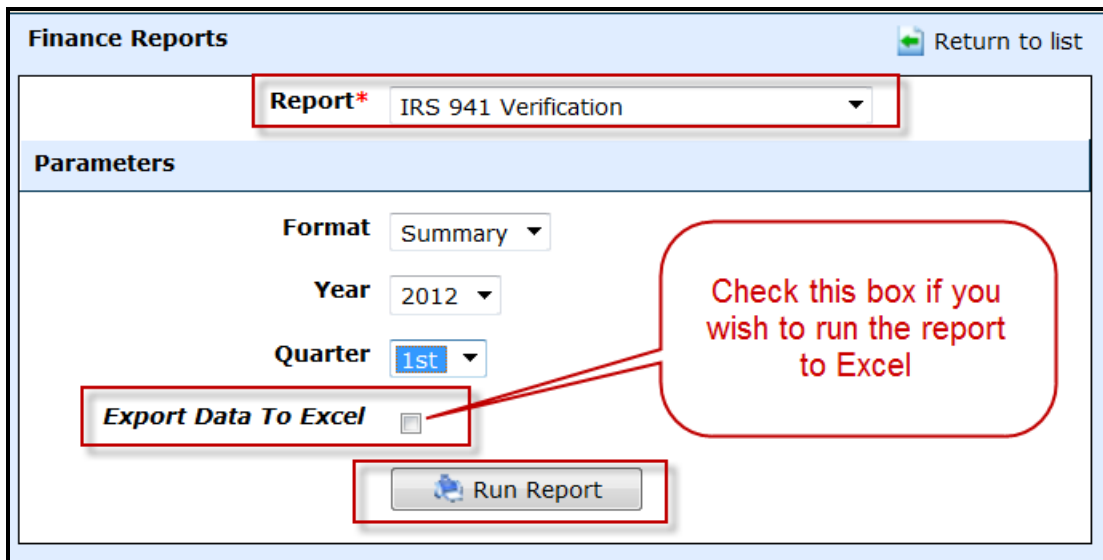
 **Processing W-2's**

Reconcile 941

After processing the last payroll in 2012, reconcile the 941 reports before processing W-2's.

- In WebSmart, go to Finance > Reports > Payroll
- Select IRS 941 Verification and run for each quarter

IRS 941 Verification Parameters



Finance Reports Return to list

Report* IRS 941 Verification

Parameters

Format Summary

Year 2012

Quarter 1st

Export Data To Excel

Check this box if you wish to run the report to Excel

Run Report

- Compare the totals from the IRS 941 Verification reports to balance to the EFTPS payments made during the calendar year and to verify the W-2 totals later in the next step.
- Compare these totals to the payments made to the IRS posted in WebSmart by running the Vendor Transactions – Payments report
- See IRS 941 Verification and sample spreadsheet on the next page

Checklist

IRS 941 Verification

IRS 941 Verification - Summary												12/12/2012 2:27:01 PM
1st Quarter 2012												
Tax ID #	Employee	Gross Earnings	Federal		FICA			Medicare			EIC Credit	Net Earnings
			Taxable	W/H	Taxable	W/H	Contrib	Taxable	W/H	Contrib.		
		\$1,527.50	\$1,527.50	\$40.59	\$1,527.50	\$64.16	\$94.71	\$1,527.50	\$22.16	\$22.16	\$0.00	\$1,400.59
		\$4,100.01	\$3,268.12	\$765.00	\$0.00	\$0.00	\$0.00	\$3,530.53	\$51.20	\$51.20	\$0.00	\$2,425.28
		\$12,174.02	\$10,917.87	\$1,116.43	\$0.00	\$0.00	\$0.00	\$11,697.02	\$169.61	\$169.61	\$0.00	\$9,475.01
		\$102.00	\$102.00	\$5.00	\$102.00	\$4.28	\$6.32	\$102.00	\$1.48	\$1.48	\$0.00	\$91.24
		\$10,666.50	\$9,983.85	\$976.32	\$0.00	\$0.00	\$0.00	\$10,666.50	\$154.65	\$154.65	\$0.00	\$8,783.55
		\$11,931.51	\$7,563.88	\$470.83	\$0.00	\$0.00	\$0.00	\$9,188.50	\$133.23	\$133.23	\$0.00	\$6,582.26
		\$4,767.51	\$3,924.41	\$4.98	\$0.00	\$0.00	\$0.00	\$4,229.53	\$61.33	\$61.33	\$0.00	\$3,827.11
		\$4,062.99	\$3,117.91	\$0.00	\$0.00	\$0.00	\$0.00	\$3,377.95	\$48.97	\$48.97	\$0.00	\$3,042.54
		\$10,984.02	\$9,775.38	\$165.03	\$0.00	\$0.00	\$0.00	\$10,628.37	\$154.11	\$154.11	\$0.00	\$9,308.25
		\$13,534.03	\$12,148.86	\$1,301.08	\$0.00	\$0.00	\$0.00	\$13,015.03	\$188.72	\$188.72	\$0.00	\$10,571.09
		\$3,787.26	\$3,203.49	\$171.60	\$0.00	\$0.00	\$0.00	\$3,445.86	\$49.95	\$49.95	\$0.00	\$2,464.42
		\$9,691.50	\$9,071.25	\$696.93	\$0.00	\$0.00	\$0.00	\$9,691.50	\$140.52	\$140.52	\$0.00	\$8,093.10
		\$12,409.02	\$10,216.83	\$1,011.27	\$0.00	\$0.00	\$0.00	\$11,011.02	\$159.66	\$159.66	\$0.00	\$8,965.23
		\$6,456.33	\$6,043.13	\$679.22	\$0.00	\$0.00	\$0.00	\$6,456.33	\$93.62	\$93.62	\$0.00	\$5,228.32
		\$12,919.02	\$9,646.45	\$2.15	\$0.00	\$0.00	\$0.00	\$10,533.28	\$152.73	\$152.73	\$0.00	\$9,329.90
		\$4,727.85	\$3,971.34	\$194.64	\$0.00	\$0.00	\$0.00	\$4,273.93	\$61.97	\$61.97	\$0.00	\$3,683.99
		\$7,340.20	\$6,870.42	\$841.19	\$0.00	\$0.00	\$0.00	\$7,340.20	\$106.43	\$106.43	\$0.00	\$5,875.09
		\$5,053.74	\$4,505.31	\$486.42	\$0.00	\$0.00	\$0.00	\$5,053.74	\$73.29	\$73.29	\$0.00	\$3,912.75
		\$13,081.51	\$11,787.03	\$1,036.80	\$0.00	\$0.00	\$0.00	\$12,624.25	\$183.04	\$183.04	\$0.00	\$10,204.61
		\$11,469.03	\$10,226.26	\$1,429.69	\$0.00	\$0.00	\$0.00	\$10,960.27	\$158.93	\$158.93	\$0.00	\$8,563.09
Totals:		\$1,482,558.61		\$17,403.76		\$1,379,195.17		\$19,998.27		\$0.00		\$1,106,232.88
195 Employees included in this report.		\$1,278,352.75				\$730.97						
				\$116,791.46		\$1,079.06		\$19,998.27				

Sample spreadsheet of payments made to EFTPS:

2012 W2 Reconciliation									
941 Totals	Taxable Wages	Income Tax	SS Wages	Employee SS Tax	Employer SS Tax	Medicare Wages	Employee Medicare Tax	Employer Medicare Tax	Total Due
1st Quarter	\$1,278,352.75	\$116,791.46	\$17,403.76	\$730.97	\$1,079.06	\$1,379,195.17	\$19,998.27	\$19,998.27	\$158,598.03
2nd Quarter	\$1,306,172.25	\$119,299.14	\$21,069.75	\$884.93	\$1,306.36	\$1,401,668.28	\$20,324.17	\$20,324.17	\$162,138.77
3rd Quarter	\$1,207,346.55	\$109,349.22	\$8,299.37	\$348.56	\$514.55	\$1,312,963.97	\$19,037.85	\$19,037.85	\$148,288.03
4th Quarter	\$1,284,459.97	\$118,615.86	\$15,187.82	\$637.90	\$941.67	\$1,391,243.06	\$20,173.02	\$20,173.02	\$160,541.47
Total all Quarters	\$5,076,331.52	\$464,055.68	\$61,960.70	\$2,602.36	\$3,841.64	\$5,485,070.48	\$79,533.31	\$79,533.31	\$629,566.30
W2 Totals	\$5,076,331.52	\$464,055.68	\$61,960.20	\$2,602.36		\$5,485,070.48	\$79,533.31		
Difference	\$0.00	\$0.00	\$0.50	\$0.00		\$0.00	\$0.00		

Employee SS Tax Please use the "Employee" paid portion of the SS Tax paid
Employee Medicare Tax Please use the "Employee" paid portion of the Medicare Tax paid
 Your W2 totals on your report from JR3 will be pulling the "employee" portion of the tax...

EFTPS Payments	
Jan	\$52,362.96
Feb	\$52,817.43
Mar	\$53,417.64
Apr	\$52,800.43
May	\$52,861.54
June	\$56,476.80
July	\$48,279.52
Aug	\$48,533.58
Sept	\$51,474.93
Oct	\$53,332.18
Nov	\$54,223.57
Dec	\$52,985.72
Total	\$629,566.30

Run Vendor Transactions report for the IRS and select Payments instead of Detail as the format to compare the EFTPS payments posted to WebSmart to the EFTPS payments paid online

Before processing W-2's

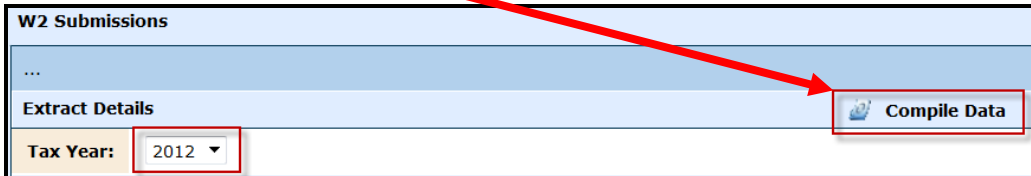
- See What's New in WebSmart 2012
- See Addendum to W-2 Checklist: To Set Up the Employee Deduction for the C125 Employee Health Plan

Checklist

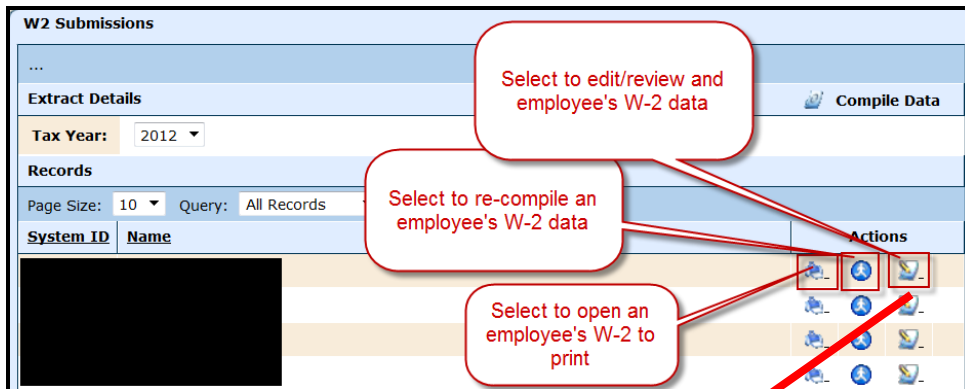
Processing W-2's

Compile the data in order to run reports and print W-2's:

- Go to Compliance > Federal > IRS W2
- Set the Tax Year to 2012
- Select Compile Data



Screen after compiling data:



Edit Screen

Records

Update Cancel

a Employee's social security number

b Employer identification number (EIN)

c Employee's name, address and ZIP code

d Control number

e Employee's first name and initial Last Name Suff.

f Employee's address and ZIP code

1 Wages, tips, other compensation 2,174.40

2 Federal income tax withheld 61.47

3 Nonqualified wages 0.00

4 Social security tax withheld 0.00

5 Wages and tips 616.00

6 Medicare tax withheld 37.92

7 Other wages and tips 0.00

8 Allocated tips 0.00

9 Advance EIC payments 0.00

10 Dependent care benefits 0.00

11 Nonqualified plans 0.00

12a DD 3,283.95

13 Statutory Retirement Third-party sick pay

12b 0.00

14 Other 0.00

12c 0.00

12d 0.00

718 Elesha Lane
Eddy, TX 76524

See What's New for 2012...
This field populates according to the district paid health insurance.

Checklist

After compiling the data:

- Go to Finance > Reports > Legacy Reports
- Go to IRS Forms
- Select the Sub-Report: IRS Forms – W2
- Select the Tax Year 2012
- Select Submit Report

Configure Report: IRS Forms

Prints all required IRS forms in the appropriate format

Sub-Report: IRS Forms - W2

Report Parameters

Tax Year: 2012

Facility: All Facility...

Staff Member: All Staff Member...

Output Options

Format: PDF

Submit Report
Return To List

- Totals are found on the last page

Box 1 Total:	\$5,076,331.52	Box 5 Total:	\$5,485,070.48	Box 9 Total:	\$0.00	Box 12a Total:	\$407,283.12
Box 2 Total:	\$464,055.68	Box 6 Total:	\$79,533.31	Box 10 Total:	\$0.00	Box 12b Total:	\$104,311.90
Box 3 Total:	\$61,960.20	Box 7 Total:	\$0.00	Box 11 Total:	\$0.00	Box 12c Total:	\$0.00
Box 4 Total:	\$2,602.36	Box 8 Total:	\$0.00			Box 12d Total:	\$0.00
						Box 12 Combined Total:	\$511,595.02

- Verify accuracy using the 941/W-2 reconciliation spreadsheet discussed earlier

2012 W2 Reconciliation									
941 Totals	Taxable Wages	Income Tax	SS Wages	Employee SS Tax	Employer SS Tax	Medicare Wages	Employee Medicare Tax	Employer Medicare Tax	Total Due
1st Quarter	\$1,278,352.75	\$116,791.46	\$17,403.76	\$730.97	\$1,079.06	\$1,379,195.17	\$19,998.27	\$19,998.27	\$158,598.03
2nd Quarter	\$1,306,172.25	\$119,299.14	\$21,069.75	\$884.93	\$1,306.36	\$1,401,668.28	\$20,324.17	\$20,324.17	\$162,138.77
3rd Quarter	\$1,207,346.55	\$109,349.22	\$8,299.37	\$348.56	\$514.55	\$1,312,963.97	\$19,037.85	\$19,037.85	\$148,288.03
4th Quarter	\$1,284,459.97	\$118,615.86	\$15,187.82	\$637.90	\$941.67	\$1,391,243.06	\$20,173.02	\$20,173.02	\$160,541.47
Total all Quarters	\$5,076,331.52	\$464,055.68	\$61,960.70	\$2,602.36	\$3,841.64	\$5,485,070.48	\$79,533.31	\$79,533.31	\$629,566.30
W2 Totals	\$5,076,331.52	\$464,055.68	\$61,960.20	\$2,602.36		\$5,485,070.48	\$79,533.31		
Difference	\$0.00	\$0.00	\$0.50	\$0.00		\$0.00	\$0.00		



NOTES:



- Box 1 = Taxable Wages
- Box 2 = Fed W/H
- Box 3 = FICA Gross
- Box 4 = FICA W/H
- Box 5 = Med. Gross
- Box 6 = Med. W/H


For these, run Payroll Plan Participation reports to verify totals. Keep in mind if you used bills and credit memos to make adjustments, these totals will not match. If you need help reconciling, call JR3.

- Box 10 = Dependent Care Benefits
- Box 11 = Nonqualified Plans
- Box 12 = Qualified Plans
- Box 14 = Other

-W-2s should NOT be printed until 4th quarter 941 reports are in balance and totals from yearly 941s balance to the W-2 reports.

If you make any changes to an Employee or need to create any manual entries and/or adjustments, such as third party sick pay or any other categories as listed in Publication 15:

- Go to Compliance > Federal > IRS W2
- Use the  (edit) button to make manual
- Use the  to re-compile a single Employee

Be cautious when using the re-compile icon . If you re-compile after entering manual adjustments, you'll lose that information and will need to reenter it.



- When accuracy is verified, print the W-2s on the preprinted W-2 forms (L3UP) (see the following page for printer setup instructions).
 - Go to Finance > Reports > Legacy Reports
 - Go to IRS Forms
 - Select the Sub-Report: IRS Forms – W2
 - Select the Tax Year 2012
 - Select Submit Report

Checklist

Parameters for printing W2's

Configure Report: IRS Forms
Prints all required IRS forms in the appropriate format

Sub-Report: IRS Forms - W2

Report Parameters

Tax Year: 2012

Facility: All Facility...

Staff Member: All Staff Member...

Output Options

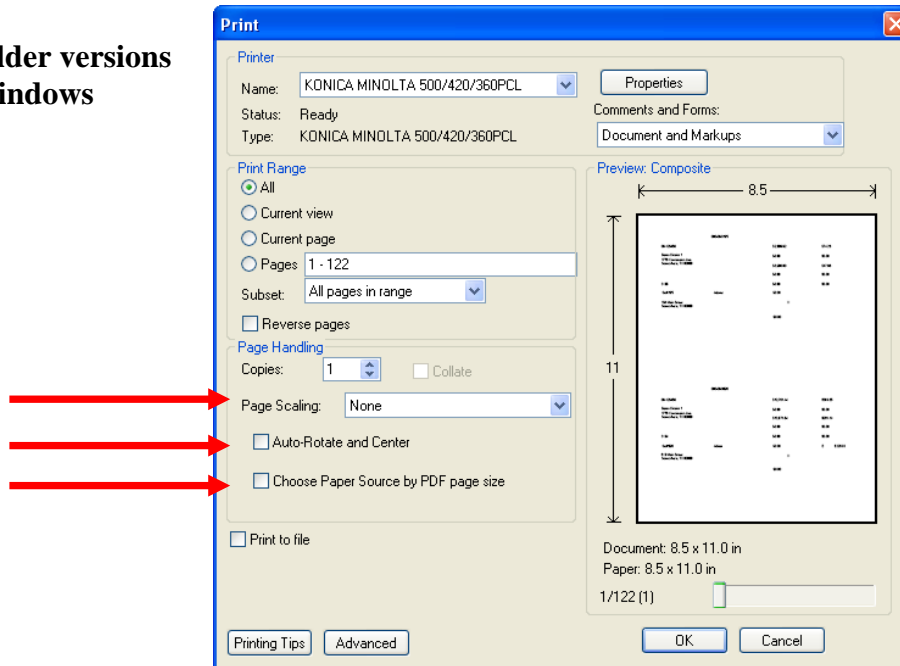
Format: PDF

Submit Report Return To List

Printer Setup for IRS Forms

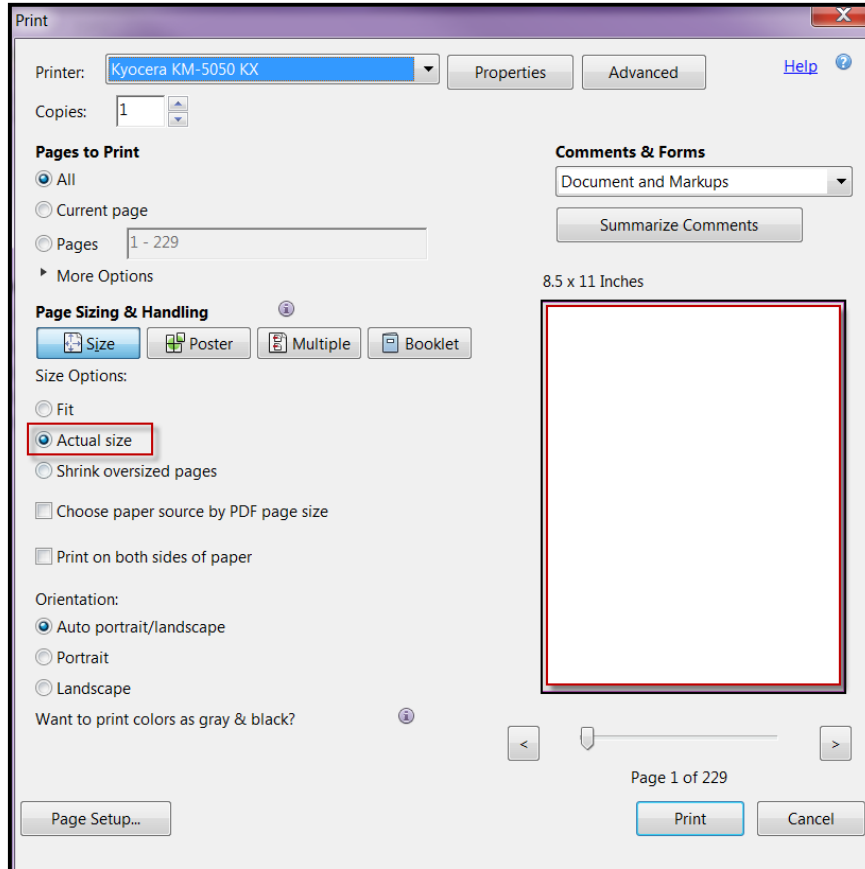
- When printing IRS forms you must make sure the following setup is used to ensure the forms print correctly:
 - Page Scaling should be set to None
 - The box for Auto-Rotate and Center MUST be UN-checked
 - The box for Choose Paper Source by PDF page size MUST be UN-checked

For older versions of Windows



Checklist

For newer versions of Windows



Other Stuff

- Test print one W-2 prior to printing all W-2's
- Wait a couple of weeks before submitting the electronic file to ensure that you don't have any corrections
- You can print individual W-2's from the Compliance tab

Electronic Filing of W-2's

Once you have reconciled the 941's and W-2's, and you are ready to submit the electronic file, do the following:

- Go to Finance > Reports > Third Party Finance Extracts
- Select the **W2 Forms Extract**
- Select the **Preparer Code: L – Self-Prepared**
- Select the **Tax Year: 2012**
- Enter the employer information being reported in the remaining fields
- Select Run Report

The screenshot shows a web form titled "Report*" with a dropdown menu set to "W2 Forms Extract". Below this is a "Parameters" section. The form includes the following fields and options:

- Preparer Code:** A dropdown menu set to "L- Self-Prepared".
- Tax Year:** A dropdown menu set to "2012".
- Resubmit?:** An unchecked checkbox.
- WFID:** A text input field.
- PIN:** A text input field.
- Location:** A text input field.
- Submitter:** A text input field.
- Address:** A text input field.
- City:** A text input field.
- State:** A text input field.
- Postal Code:** A text input field.
- E-mail:** A text input field.
- Phone:** A text input field.
- Extension:** A text input field.
- Fax:** A text input field.
- Export Data To Excel:** An unchecked checkbox.
- Run Report:** A button with a blue icon and the text "Run Report".



- PIN – Assigned by the SSA when a User ID is requested and obtained by the SSA.
-
- WFID – Only used if a resubmission is required by the SSA. This number will be obtained only after the original file is submitted and processed by the SSA. The field should be blank for the initial submission.

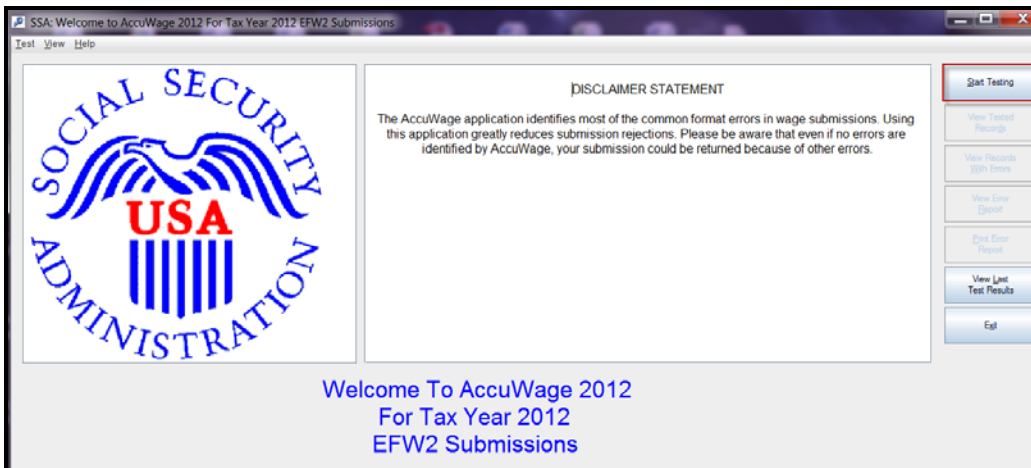
Electronic Filing - Continued

-
- Before submitting the electronic file to the IRS, you need to first run the file through AccuWage 2012. This is a program provided by the Social Security Administration that will allow employers to verify the accuracy of their electronic file format. Please note that the SSA site has tutorials available for users to review for electronic filing processes.
- Go to the following link and download Accuwage 2012 to your computer

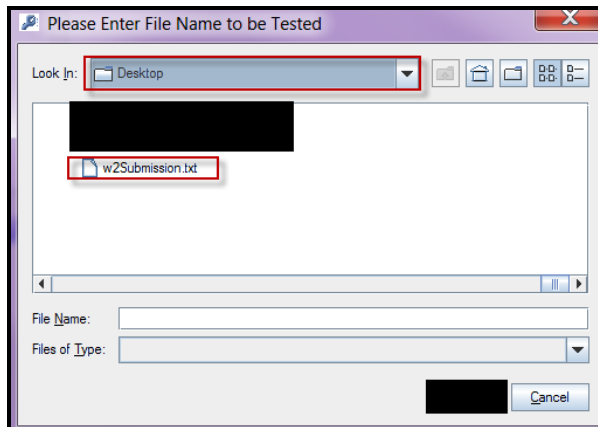
<http://www.socialsecurity.gov/employer/accuwage/>

- Open AccuWage 2012
-
- Select Start Testing

AccuWage2012

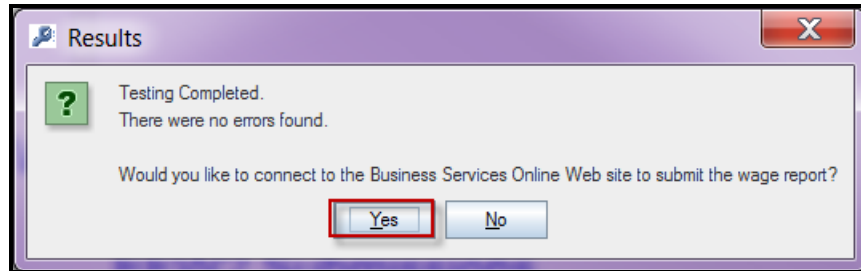


- Browse and find your file



Checklist

- You should receive a message indicating that testing was completed and no errors were found. The program will allow you to open the SSA site and submit your file.
- If errors were found they will be indicated so that the user can update records appropriately before proceeding. If you have questions, please contact JR3.



- Select Log In to log into Business Services Online

Welcome

The [Business Services Online Suite of Services](#) allows organizations, businesses, individuals, employers, attorneys, non-attorneys representing Social Security claimants, and third-parties to exchange information with Social Security securely over the internet. You must register and create your own password to access Business Services Online.

Attention All BSO Users
The Business Services Online web site will be unavailable from 11:00 PM EST on Saturday, December 15, 2012 until 5:00 AM EST on Monday, December 17, 2012 due to system maintenance. We apologize for any inconvenience.

Attention Tax Year 2012 Wage Filers
Wage reports for Tax Year 2012 are now being accepted. These reports will be held for processing until our annual processing starts in late January 2013.

Attention Wage Reporting Employers and Submitters that use Electronic Data Transfer (EDT) Files
The deadline for calendar year 2012 processing of EDT files is 2 PM Eastern Standard Time on Friday, December 7, 2012. Any EDT files transmitted after this deadline will be received, but will not be processed until January 2013. After we begin processing in late January 2013, it could take a few weeks to process the backlog.

Business Services Online (BSO)

Hours of Operation
Monday - Friday: 5 AM - 1 AM ET
Saturday: 5 AM - 11 PM ET
Sunday: 8 AM - 11:30 PM ET

- + For Employers
- + For Attorneys & Appointed Representatives
- + Social Security Number Verification Services (SSNVS)
- + Consent Based Social Security Number Verification Service (CBSV)

Checklist

- Enter your User ID and Password for Business Services Online

Business Services Online
BSO [Welcome](#) | [BSO Information](#) | [Keyboard Navigation](#)

Log In to Online Services

For your security, please log out of the application and close all Internet windows when you are finished.

New User?
You must create an account to use this website. Once you do, you will be provided a User ID to log in to our online services.

To create new account you will need to:

- Provide personal information
- Provide contact information

Existing User?
Please log in below:

User ID:

Password:

[Forgot user ID?](#)
[Forgot your password?](#)

- Select to Report Wages to Social Security

Business Services Online
Social Security Online
www.socialsecurity.gov
BSO Main Menu | [BSO Information](#) | [Contact Us](#) | [Keyboard Navigation](#)

Main Menu

Welcome, [redacted]
Your password expires on **March 07, 2013**

[Report Wages To Social Security](#)
Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions
View errors and error notices for wage files and/or wage reports submitted by or for your company

[Social Security Number Verification Service](#)
Request online SSN verification, or
Submit files for SSN verification

[Form SSA-1694 Request for Business Entity Taxpayer Information](#)
Submit or update a Business Taxpayer Information form to receive form 1099 for work related to claimant representation

Checklist

- Select “I Accept” to certify you have read and understood and agree to Business Services Online

The screenshot shows the 'Wage Reporting Attestation' page. At the top, there is a red header with 'Social Security Online' and 'Business Services Online'. Below the header is a navigation bar with 'www.socialsecurity.gov', 'BSO Main Menu', 'BSO Information', 'Keyboard Navigation', and 'Logout'. The main heading is 'Wage Reporting Attestation'. Below this is a section titled 'User Certification for Electronic Wage Reporting'. The text reads: 'I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that I am the individual authorized to conduct business under this User ID and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.' Below the text is a note: 'By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.' At the bottom, there are two buttons: 'I Accept' (highlighted with a red box) and 'I DO NOT Accept'.

- Select Uploaded Formatted Wage File
- Select Submit/Resubmit a Formated Wage File

The screenshot shows the 'Electronic Wage Reporting (EWR)' page. At the top, there is a red header with 'Social Security Online' and 'Business Services Online'. Below the header is a navigation bar with 'www.socialsecurity.gov', 'BSO Main Menu', 'BSO Information', 'Keyboard Navigation', and 'Logout'. The main heading is 'Electronic Wage Reporting (EWR)'. Below this is a section titled 'Reporting Wages to Social Security'. There are three tabs: 'Forms W-2/W-3 Online', 'Forms W-2c/W-3c Online', and 'Upload Formatted Wage File' (highlighted with a red box). Below the tabs is a warning message: 'Warning This tab is not for submitting Forms W-2(c)/W-3(c) created using the other tabs.' Below the warning is a link 'Submit/Resubmit a Formatted Wage File' (highlighted with a red box). The text below the link reads: 'You may submit an appropriately formatted electronic file containing annual wage data or resubmit a formatted file that was returned to you for correction. The required file format is described in these [Social Security publications](#).' Below this is another link 'Submit a Special Wage Payments File'. The text below the link reads: 'You can submit an electronic file that contains special wage payment data as defined in Internal Revenue Service Publication 957.'

- Read the prompt and select Continue

Checklist

Upload Formatted Wage File

Before You Start

Steps: 1. Before You Start 2. What's in the File? 3. Submit Your File 4. Confirmation

You should already have a file in EFW2 format generated by your payroll system. Before sending it, we recommend that you take the following steps to ensure that the file is error-free and can be sent quickly.

1. Review your file(s) for correct formatting.
We provide AccuWage and AccuW2C error-checking software for both W-2 and W-2c wage report formats. Reviewing your file with one of these software programs can prevent it from being rejected and returned.
What do these programs check?
Which errors are most critical to fix?
[Download AccuWage](#) [Download AccuW2C](#)

2. Zip Your File
If you have over 500 W-2s or a slow connection, the transmission will be faster if the file is zipped (compressed).
WinZip and PKZip are examples of acceptable compression packages.
Do not put more than one wage file (EFW2 format) into a zip file because a unique identifier will be assigned to each one.

Do not repeat the employer record for each W-2/W-2c. If your organization files on behalf of multiple employers, include no more than 1 million RW records or 50,000 RE records per submission. If your organization files on behalf of multiple employers, include no more than 500,000 RCW records or 25,000 RCE records per submission. Following these guidelines will help to ensure that your wage data is processed in a timely manner.

[Quit without sending](#) [Continue](#)

- Answer the prompts and select Continue

What's in the File?

Name: FRANCES E THOMPSON

Steps: 1. Before You Start 2. What's in the File? 3. Submit Your File 4. Confirmation

Which of the following is the best description of the wage report(s) in your file?

- New W-2s/W-3s for Tax Year 2012 or previous tax year (EFW2)
- New W-2cs/W-3cs to correct mistakes on previously processed W-2 forms (EFW2C)
- Resubmission to correct errors that prevented SSA from processing a previously submitted file (Select only if you have received a Resubmission Notice)

Have you received a Reconciliation letter?
 YES, I am uploading this file because I received a letter saying the money amounts reported to the IRS (941) did not match the amounts reported to SSA (W-3).

[Quit without sending](#) [Back to Step 1](#) [Continue](#)

- Select and find your file
- Select Submit

Submit Your File

Name: FRANCES E THOMPSON

Steps: 1. Before You Start 2. What's in the File? 3. Submit Your File 4. Confirmation

Choose your file by using the Browse button. Then, click the Submit button to upload your file.

Choose file: [Browse...](#)

[Submit](#)

[Quit without Sending](#) [Previous Page](#)

- You will receive a Confirmation that the file was submitted successfully. Print that page for your records.



Finance – Checklist for End of Year Process

It's time again to prepare for the end of the year. This checklist will guide you through items necessary for completion for the end of year.

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 your federal grant dollars on allowable expenditures so that you can account for them appropriately and in the specified time frame.
- Create any necessary Due To/Due From journal entries for revenue that was expensed but not yet received until next year by debiting the receivable account and crediting the revenue account. (see example below)

Journal Entry
2010-2011 School Year

Voucher Number
New Journal Entry

<u>Reference</u>	<u>Ledger Date</u>	<u>Post Date</u>
Set up Due from State - Fund 211	6/30/2011	
<u>Description</u>		
Set up Due from State - Fund 211		

Item	Description/Account Code	Debit	Credit	
1	Set up Due from State - Fund 211 211-00-1242.00-000-1-00-0-00	3,511.00	0.00	✖
2	Set up Due from State - Fund 211 211-00-5929.00-000-1-00-0-00	0.00	3,511.00	✖
Balance			0.00	+

Accounts Payable

- Go to **Finance > Reports > Legacy Reports > Purchase Orders Reports** and select the sub-report: Purchase Orders – Outstanding or Purchase Orders – Outstanding by Requestor.
- Select All Vendors.
- Select All Employee (Requestor).
- Select Submit Report.

Purchase Orders Reports - Parameters

Configure Report: Purchase Order Reports

Sub-Report: Purchase Orders - Outstanding by Requestor ▼

Report Parameters

Vendor: All Vendor... ▼

Employee (Requestor): All Employee (Requestor)... ▼

Output Options

Format: PDF ▼

Submit Report Return To List

- Print the report. (see example below)

Demo District 1
District #000001
0115:6417


Purchase Orders - Outstanding by Requestor

3 Total Page(s)
5/31/2011
9:38:23 AM

Outstanding Purchase Orders









Purchase Order Number	Encumbrance Date	Vendor	Account Code	Amount
Ash, Staff2212				
9706666	4/26/2011	A - G		\$5.00
			199-41-6399.00-750-1-99-0-00	\$5.00
Astor, Mary T				
9706249	10/19/2010	Vendor 4863		\$71.50
			199-36-6399.30-041-1-99-0-00	\$71.50
9706609	2/21/2011	Vendor 3447		\$1,251.50
			199-34-6299.00-999-1-99-0-00	\$1,251.50

- Review and research all outstanding purchase orders with the requestor to find out if the goods and/or services will be complete and/or received by the end of the year and take appropriate action.

- If you need to delete the purchase order go to **Finance > Purchasing & AP > Purchase Orders** and select the . This process will liquidate (or unencumber) the funds and place the amount back into the budget for spending.

Purchase Orders + Create Purchase Order

Page Size: 10 Query: Submitted

System ID	PO Num	Vendor	Status	Date	Total	Actions
706294	9706294	Vendor 1786	Approved	10/29/2010	\$70.00	   
706309	9706309	Vendor 7385	Approved	11/2/2010	\$345.75	   

- Review all invoices. All purchase orders with goods and/or services that need to be expensed in the 10/11 school year but paid in the 11/12 school year must remain open. These items will roll over to the new year as a payable accordingly once the ledger is completely closed.

Food Service – Commodities

- If you are participating in a food service program, be sure to record Commodities as both revenues (5923) and expenditures (6344) as a journal entry.

Journal Entry
2010-2011 School Year


Voucher Number
New Journal Entry

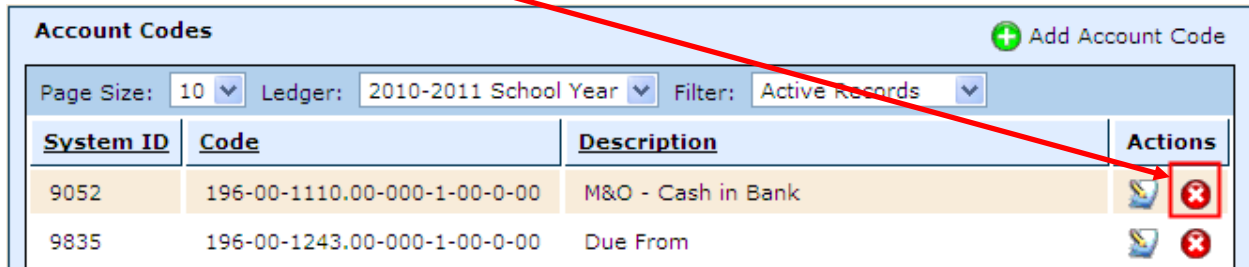
<u>Reference</u>		<u>Ledger Date</u>	<u>Post Date</u>
Record 10/11 Commodities		6/30/2011	
<u>Description</u>			
Record 10/11 Commodities			
Item	Description/Account Code	Debit	Credit
1	Record 10/11 Commodities 240-35-6344.00-999-1-99-0-00	5,000.00	0.00
2	Record 10/11 Commodities 240-00-5923.00-000-1-00-0-00	0.00	5,000.00
		Balance	0.00

Preliminary steps before opening a new ledger and closing the prior year ledger:

Review Chart of Accounts

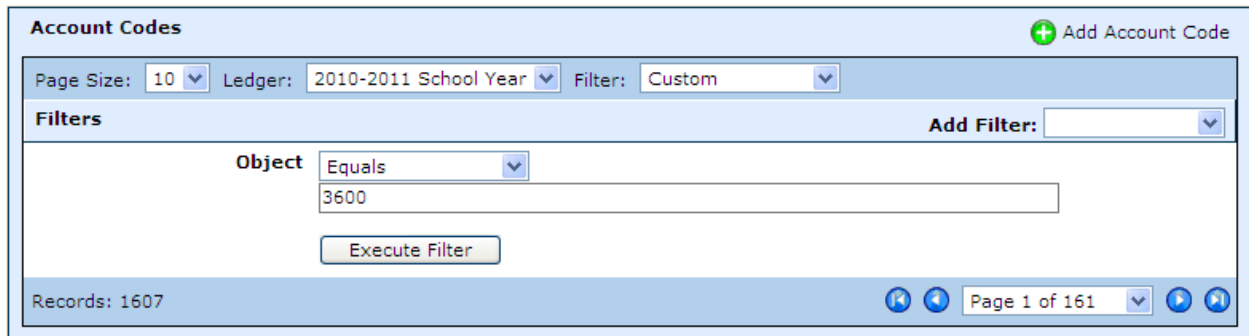
The next step is to review your current chart of accounts before you open the new ledger.

- Delete all account codes that you wish not to use in next year’s chart of accounts by selecting the .



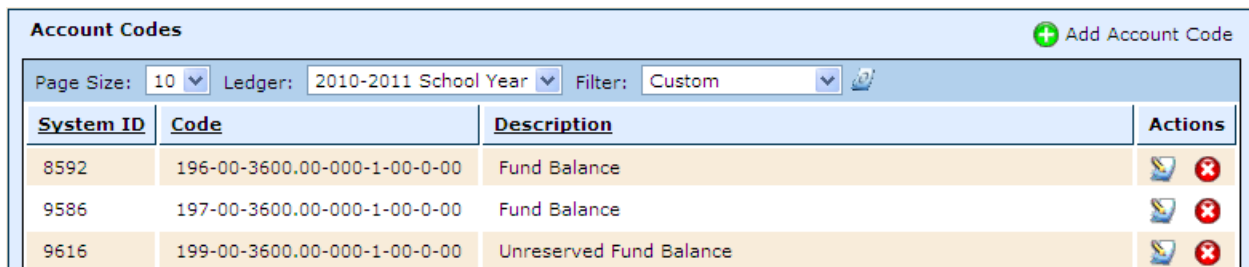
The screenshot shows the 'Account Codes' interface. At the top right is a green plus icon and the text 'Add Account Code'. Below this are dropdown menus for 'Page Size: 10', 'Ledger: 2010-2011 School Year', and 'Filter: Active Records'. A table with columns 'System ID', 'Code', 'Description', and 'Actions' is displayed. The first row has System ID 9052, Code 196-00-1110.00-000-1-00-0-00, and Description 'M&O - Cash in Bank'. The second row has System ID 9835, Code 196-00-1243.00-000-1-00-0-00, and Description 'Due From'. In the 'Actions' column, there are icons for a document and a red 'X' (delete). A red arrow points from the text in the list above to the delete icon for the first row.

- Verify fund balance account codes exist in the chart of accounts for all active funds.
 - Select the appropriate Ledger (school year)
 - Select Custom Query
 - Select Add Filter and select Object
 - Select criteria as indicated in the example below. **For Charters, fund balance is 3590.**
 - Select Execute Filter




The screenshot shows the 'Account Codes' interface with the 'Filter' dropdown set to 'Custom'. Below the filter dropdown is a section titled 'Filters' with an 'Add Filter:' dropdown. Under 'Filters', there is a field for 'Object' with a dropdown menu set to 'Equals' and a text input field containing '3600'. Below this is an 'Execute Filter' button. At the bottom left, it says 'Records: 1607'. At the bottom right, there are navigation icons and 'Page 1 of 161'.


- When you select Execute Query, you will see a list of account codes, which includes all the funds with a fund balance code. If a fund does not have a fund balance code, select Add Account Code and enter the appropriate code.



The screenshot shows the 'Account Codes' interface with the 'Filter' dropdown set to 'Custom'. A table with columns 'System ID', 'Code', 'Description', and 'Actions' is displayed. The first row has System ID 8592, Code 196-00-3600.00-000-1-00-0-00, and Description 'Fund Balance'. The second row has System ID 9586, Code 197-00-3600.00-000-1-00-0-00, and Description 'Fund Balance'. The third row has System ID 9616, Code 199-00-3600.00-000-1-00-0-00, and Description 'Unreserved Fund Balance'. In the 'Actions' column, there are icons for a document and a red 'X' (delete) for each row.

Verify Parameters in Fund Code Tables

- Go to Finance > General Ledger > Chart of Accounts > Code Tables > Fund
- Select the  to edit each fund
- Verify the Fund Balance Code is set up appropriately as indicated below
- Make any changes by selecting Edit Identifier and Save

General Information	
Edit: 204-00-3600.00-000-1-00-0-00 - Fund Balance Return to list	
The Account Code...	
Identifier	 Edit Identifier
Code*	204-00-3600.00-000-1-00-0-00
Description*	Fund Balance
Reporting/Summary Codes	
Actual Code	204003600000100
Budget Code	Not reportable
Related Codes	
Fund Balance Acct	204-00-3600.00-000-1-00-0-00
Other	
Percent Federal	100.00 %
Payroll Restricted	False

Open a New Ledger

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

- Creates the next fiscal year's chart of accounts.
- Allows access to create Budget Revisions in order to begin entering the approved budget for next year.
- Allows you to maintain 2 open ledgers at once.
- Ledgers control the **DATE** boundaries when processing transactions. When entering transactions through Payroll, Accounts Payable, Journal Entries, Receipts, Bank Charges, and Banking Transfers be sure to carefully watch the date of the transaction. *****The DATE determines whether the transaction will post to the current or next year ledger.***** For example, let's use the fiscal year of 9/1/10 – 8/31/11, and you post a transaction as of 8/31/11, the transaction will post to the 2010-2011 ledger; however, if you post a transaction as of 9/5/11, the transaction will post to the 2011-2012 ledger.

WebSmart maintains multiple ledgers in 3 different states.

- **Open Ledger** - allows all types of transactions with the ability to maintain Budgets, Payroll, Accounts Payable, and Banking Transactions.
- **Closed Ledger** – is ready for Audit with Journal Entries as the only transaction able to be posted.
- **Finalized Ledger** – is fully reportable, but cannot have any transactions posted to it.

To Open a New Ledger:

- Go to **Finance > General Ledger > Ledger Manager**
- Select Open New Ledger

System ID	Description	Date Range	Status	Actions
11	2010-2011 Fiscal Year	7/1/2010 - 6/30/2011	OPEN / ACTIVE	

Records: 1 Page 1 of 1


- The Open and Close Date will automatically populate. You cannot change the Open Date; however, you do have the option to change the Close Date if you are changing fiscal years.
- Select the Fiscal Year
- Select the appropriate Fiscal Year Code
- Select the appropriate Budget Model - Budget Model – this defaults to Annual (most common); however, if you are using a monthly budget, select Monthly


- Consolidated Fund – this will default to No Consolidated Fund; however, if your district
- Select Create (see example below)


New General Ledger


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

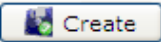
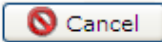
Open Date* 7/1/2011

Close Date* 6/30/2012 

Fiscal Year Code* 2-Fiscal Year 2012 

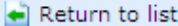
Budget Model* Annual 

Consolidated Fund No Consolidated Fund 

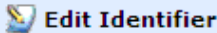
 

- Once the new ledger is created, you will see the following screen.
- Select the Net Assets tab

General Information **Net Assets**

Edit: 2011-2012 Fiscal Year 

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.

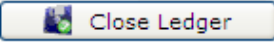
Identifier 

Description* 2011-2012 Fiscal Year

Date Range* 7/1/2011 - 6/30/2012

Fiscal Year* 2-Fiscal Year 2012


Budget Model* Annual



The next process includes importing the net assets, which will in turn create the chart of accounts for the current year taking last year’s account codes and replacing the fiscal year.

- Select Import Account Codes to copy account codes from last year to the current year

Edit: 2011-2012 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

- Select all the net assets, which are the fund/fiscal year combination, that you want to carry forward to the new year
- If you don't want to carry forward a net asset, leave the checkbox unchecked
- Scroll all the way to the end of the list and select Import

General Information | Net Assets

Edit: 2011-2012 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

2010-2011 Fiscal Year

<input checked="" type="checkbox"/>	404-1: Student Success Initiative Fiscal Year 2011
<input checked="" type="checkbox"/>	410-1: State Textbook Fund Fiscal Year 2011
<input checked="" type="checkbox"/>	411-1: Technology Allotment Fiscal Year 2011
<input checked="" type="checkbox"/>	415-1: Kinder and Prekinder Grants Fiscal Year 2011
<input checked="" type="checkbox"/>	420-1: General Fiscal Year 2011
<input checked="" type="checkbox"/>	428-1: High School Allotment Fiscal Year 2011
<input checked="" type="checkbox"/>	429-1: State Funded Spec Rev Funds Fiscal Year 2011

Import Cancel

- Verify the chart of accounts in **Finance > General Ledger > Chart of Accounts > Account Codes** to ensure accuracy

After the ledger has been 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 new account codes to a new fund that is not currently in the ledger, you'll need to add the Net Asset account first.

To Add New Asset:

- Go to Finance > General Ledger > Ledger Manager
- Select the appropriate ledger
- Select Net Assets
- Select Add New Net Asset

General Information | Net Assets

Edit: 2011-2012 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**

178-2: KJ A1 Tabatabaie Memorial Scholarship Fund Fiscal Year 2012	✕
--	----------------

- Leave the Description blank for the default name to appear
- Select the new fund created earlier in the prior step
- Select the appropriate Fiscal Year
- Select the Model, whether it's a single or multi-year fund
- Select Save

General Information | Net Assets

Edit: 2010-2011 School 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* 287-Education Jobs Fund

Fiscal Year* 1-Fiscal Year 2011

Model* Single Year


- Go to the Chart of Accounts and add new account codes

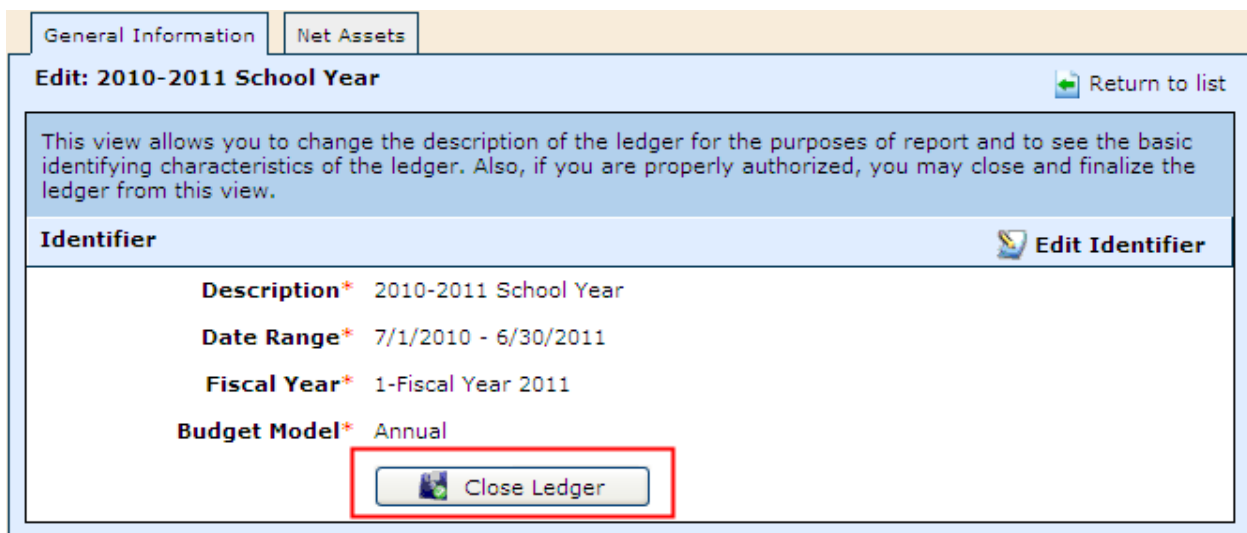
Closing the Prior Year Ledger

Once you have reviewed all invoices and purchase orders, etc, 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.

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.

Again, in a closed ledger, journal entries are the only transaction allowed for posting due to pending adjusting audit entries.

- Complete all transactions for the prior year
- Reconcile all bank statements
- Go to **Finance > General Ledger > Ledger Manager**
- Select the  (edit icon) under the Actions column to open the appropriate fiscal year.
- Select Close Ledger – **be sure you are ready to close the ledgers. This step cannot be undone.**
- Once you've closed the ledgers, the books are ready for audit.



General Information | Net Assets

Edit: 2010-2011 School 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 [Edit Identifier](#)

Description* 2010-2011 School Year

Date Range* 7/1/2010 - 6/30/2011

Fiscal Year* 1-Fiscal Year 2011

Budget Model* Annual

[Close Ledger](#)


Entering Audit Adjusting Entries

- Upon receipt of the adjusting audit entries, enter the journal entries in the appropriate year.
- Verify all balances before finalizing the ledger. Once the ledger is finalized, no more transactions can be posted.

Finalizing Prior Year Ledger

Once you finalize the ledger, the ledger is fully reportable; however, transactions cannot be posted to it.

This process **MUST** be done prior to submitting the Fall PEIMS.

- Go to **Finance > General Ledger > Ledger Manager**.
- Select the  to modify the ledger you need to close (finalize) completely.
- Select Finalize.

******* End of the End of Year Process*******

Opening a New Ledger

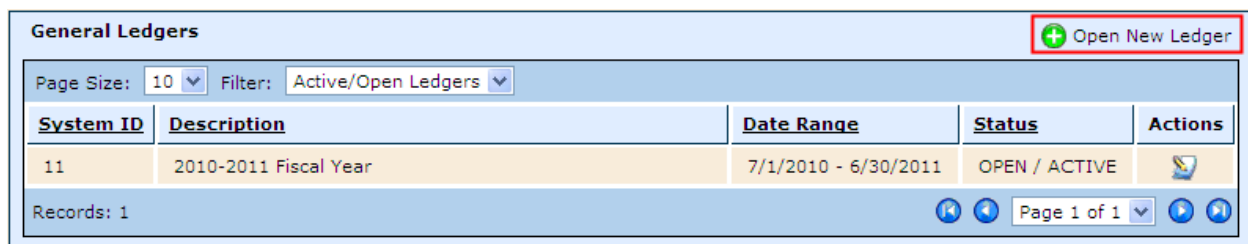
Finance > General Ledger > Ledger Manager

WebSmart can maintain multiple ledgers in 3 different states.

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- **Closed Ledger** – is ready for Audit with Journal Entries as the only transaction able to be posted.
- **Finalized Ledger** – is fully reportable, but cannot have any transactions posted to it.

To Open a New Ledger:

- Select Open New Ledger



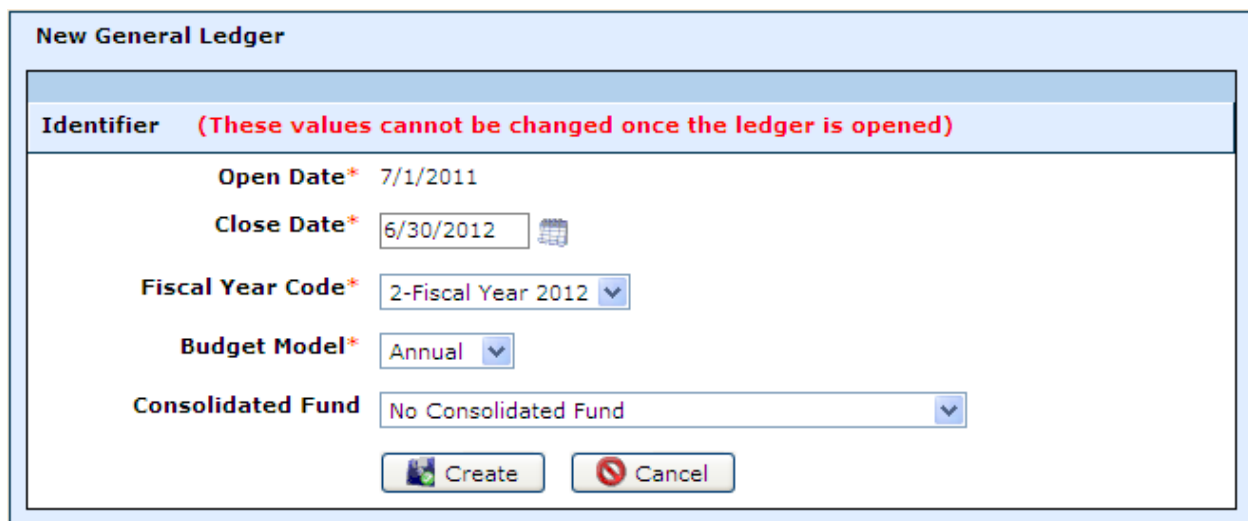
General Ledgers + Open New Ledger

Page Size: 10 Filter: Active/Open Ledgers

System ID	Description	Date Range	Status	Actions
11	2010-2011 Fiscal Year	7/1/2010 - 6/30/2011	OPEN / ACTIVE	

Records: 1 Page 1 of 1

- The Open and Close Date will automatically populate
- Select the Fiscal Year
- Select the appropriate Fiscal Year Code
- Select the appropriate Budget Model - Budget Model – this defaults to Annual (most common); however, if you are using a monthly budget, select Monthly
- Consolidated Fund – this will default to No Consolidated Fund; however, if your district
- Select Create (see example below)



New General Ledger

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

Open Date* 7/1/2011

Close Date* 6/30/2012

Fiscal Year Code* 2-Fiscal Year 2012

Budget Model* Annual

Consolidated Fund No Consolidated Fund

- Once the new ledger is created, you will see the following screen.
- Select the Net Assets tab

General Information **Net Assets**

Edit: 2011-2012 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 [Edit Identifier](#)

Description* 2011-2012 Fiscal Year

Date Range* 7/1/2011 - 6/30/2012

Fiscal Year* 2-Fiscal Year 2012

Budget Model* Annual

[Close Ledger](#)

The next process includes importing the net assets, which will in turn create the chart of accounts for the current year taking last year's account codes and replacing the fiscal year.

- Select Import Account Codes to copy account codes from last year to the current year

General Information **Net Assets**

Edit: 2011-2012 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](#)

No Net Assets Defined

- Select all the net assets, which are the fund/fiscal year combination, that you want to carry forward to the new year
- If you don't want to carry forward a net asset, leave the checkbox unchecked
- Scroll all the way to the end of the list and select Import

General Information

Net Assets

Edit: 2011-2012 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 ▾

2010-2011 Fiscal Year

<input checked="" type="checkbox"/>	404-1: Student Success Initiative Fiscal Year 2011
<input checked="" type="checkbox"/>	410-1: State Textbook Fund Fiscal Year 2011
<input checked="" type="checkbox"/>	411-1: Technology Allotment Fiscal Year 2011
<input checked="" type="checkbox"/>	415-1: Kinder and Prekinder Grants Fiscal Year 2011
<input checked="" type="checkbox"/>	420-1: General Fiscal Year 2011
<input checked="" type="checkbox"/>	428-1: High School Allotment Fiscal Year 2011
<input checked="" type="checkbox"/>	429-1: State Funded Spec Rev Funds Fiscal Year 2011

Import

Cancel

- Verify the chart of accounts in Finance > General Ledger > Chart of Accounts > Account Codes to ensure accuracy

After the ledger has been 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 new account codes to a new fund that is not currently in the ledger, you'll need to add the Net Asset account first.

To Add New Asset:

- Go to Finance > General Ledger > Ledger Manager
- Select the appropriate ledger
- Select Net Assets
- Select Add New Net Asset

The screenshot shows a web application interface for managing Net Assets. At the top, there are two tabs: 'General Information' and 'Net Assets'. Below the tabs, the page title is 'Edit: 2011-2012 Fiscal Year' with a 'Return to list' link. A message 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 this, there are three buttons: 'Import Account Codes', 'Add New Net Asset' (highlighted with a red box), and a red 'X' button. At the bottom, there is a table with one row: '178-2: KJ A1 Tabatabaie Memorial Scholarship Fund Fiscal Year 2012'.

- Leave the Description blank for the default name to appear
- Select the new fund created earlier in the prior step
- Select the appropriate Fiscal Year
- Select the Model, whether it's a single or multi-year fund
- Select Save

The screenshot shows the 'Add New Net Asset' form for the '2010-2011 School Year'. The form has a 'Description' field (blank), a 'Fund*' dropdown menu (selected: 287-Education Jobs Fund), a 'Fiscal Year*' dropdown menu (selected: 1-Fiscal Year 2011), and a 'Model*' dropdown menu (selected: Single Year). There are 'Save' and 'Cancel' buttons at the bottom. A message at the top 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.'

- Go to the Chart of Accounts and add new account codes



Budget: Preparing New Budget

It's nearing the end of the school year, which means it's time to begin planning and preparing next year's budget. WebSmart offers an easy way to begin the budget process by extracting the Expenditure vs Revenue report into Microsoft Excel. Once this report is extracted, the Appropriation column can easily be compared and adjusted for the upcoming school year, and when the final budget has been approved by the board, the Excel spreadsheet can be uploaded to WebSmart into the Budget section.

Let's get started. If you want to include the expenditure codes AND revenue codes all in one sweep, we suggest extracting the Expenditure vs Revenue report into Microsoft Excel.

- Go to **Finance > Reports > Legacy Reports > Expenditure vs Revenue**
- Select the sub-report, **Expenditure vs Revenue – Budget**
- Select the parameters as indicated in the example below
- Select Submit Report

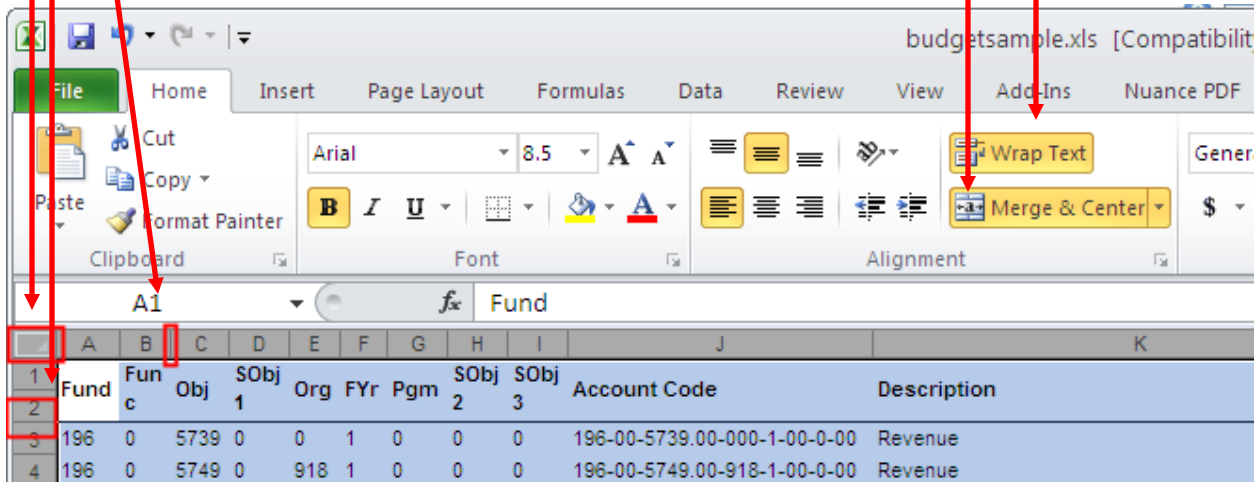
Expenditure vs Revenue – Budget – parameters

Configure Report: Expenditure Vs Revenue	
Sub-Report:	Expenditure Vs Revenue - Budget
Report Parameters	
General Ledger	2010-2011 School Year
Date Range	This Fiscal Year
Range Begin	07/01/2010
Range End	06/30/2011
Account Mask	???-??-????,??-???-?-??-?-??
Inclusive?	<input checked="" type="checkbox"/>
Output Options	
Format:	Microsoft Excel (XLS)
Submit Report Return To List	

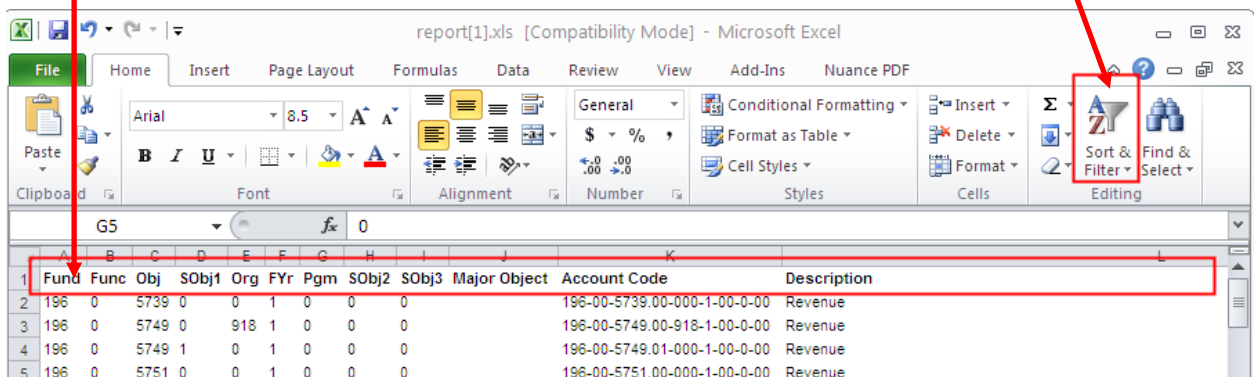
- Once the file is opened in Excel format, save the file to your desktop or a designated place on your computer

- Begin formatting the spreadsheet as you desire; however, we suggest using the following guidelines

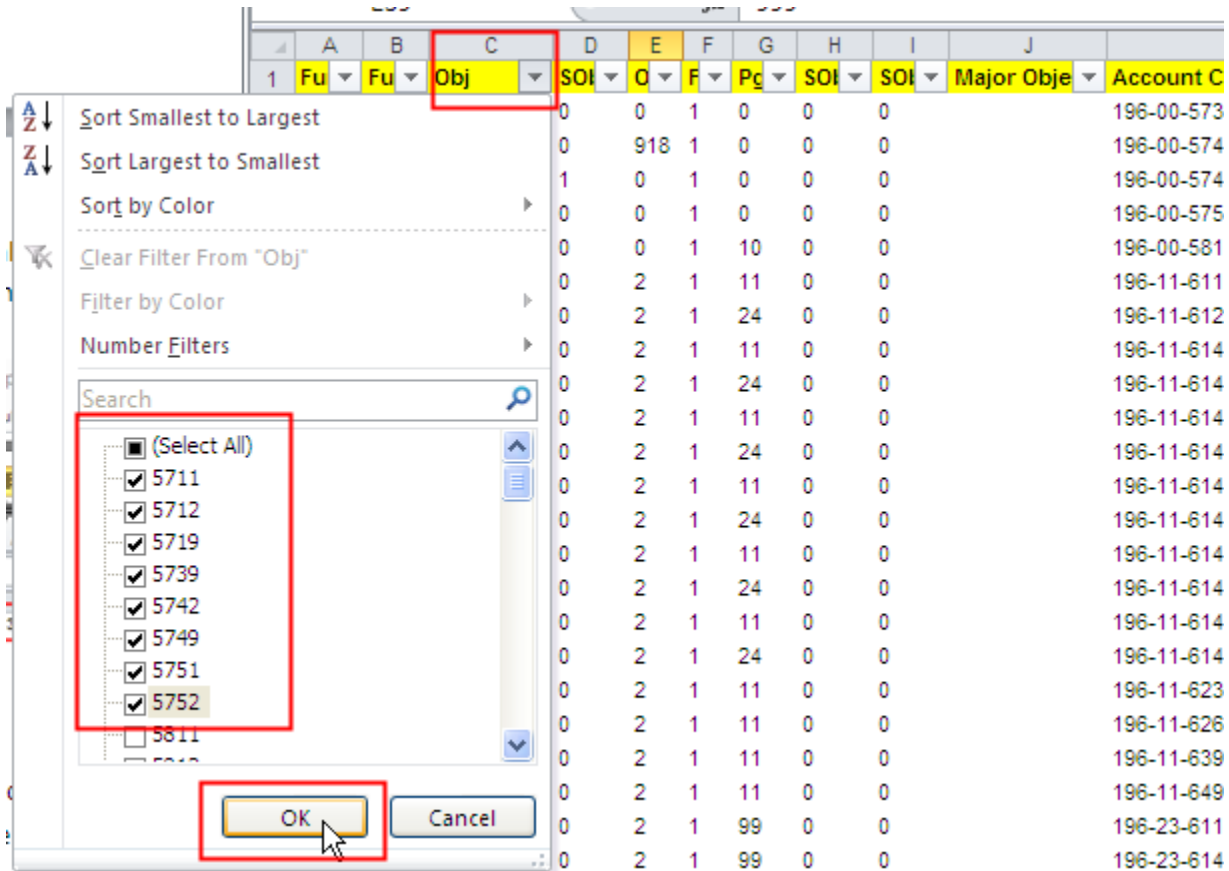
- Select the left corner of the spreadsheet to highlight the entire worksheet
- Select between the rows to equally size the rows
- Select between the columns to equally size the columns
- Select Wrap Text to turn it off
- Select Merge & Center to turn it off



- Insert a column to allow for filtering of Major Object codes
- Highlight the headings then select Sort & Filter and Select Filter to filter the headings



- Select the Obj code filter and uncheck the Select All box
- Then select each major object at a time. For example, let's use the 5700 object codes first



- Enter the Major Object code in the column and copy down

	A	B	C	D	E	F	G	H	I	J	K	
1	Fu	Fu	Obj	SOI	O	F	Pc	SOI	SOI	Major Objc	Account Code	Description
2	196	0	5739	0	0	1	0	0	0	5700	196-00-5739.00-000-1-00-0-00	Revenue
3	196	0	5749	0	918	1	0	0	0	5700	196-00-5749.00-918-1-00-0-00	Revenue
4	196	0	5749	1	0	1	0	0	0	5700	196-00-5749.01-000-1-00-0-00	Revenue
5	196	0	5751	0	0	1	0	0	0	5700	196-00-5751.00-000-1-00-0-00	Revenue
42	197	0	5749	0	918	1	0	0	0	5700	197-00-5749.00-918-1-00-0-00	Revenue
69	199	0	5711	0	0	1	0	0	0	5700	199-00-5711.00-000-1-00-0-00	Revenue
70	199	0	5712	0	0	1	0	0	0	5700	199-00-5712.00-000-1-00-0-00	Revenue

- Do this process for each major object code
- Delete unnecessary columns:
 - Encumbrance
 - YTD
 - Uncumbrance
 - % Used

- Change the heading of Appropriation to Appropriation 10-11 to help identify last year's budget when comparing it to next year's budget amounts
- Add a column for Appropriation 11-12
- Begin entering the Appropriation amounts in the Appropriation 11-12 column

Appropriation Requests: Uploading your Budget

Once you are completely satisfied with your budget, and the board has approved the budget, it's time to upload it to WebSmart

Finance > General Ledger > Approp Requests

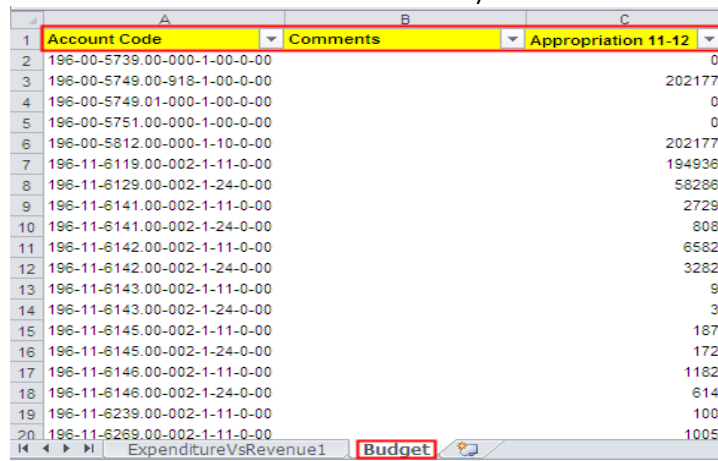
WebSmart offers the ability to import an appropriation request (in this case, your new year budget) from an Excel workbook. The Excel version must be at least Excel 2000 and the formats must meet the following constraints. (The document must be saved as an Excel 97-2003 format.)

- Workbook's first row must be a header row
- Left most column (A) must contain the account code
- Next column (B) must be available for comments. If no comments are required, the column must be blank.
- For annual budgeting, the next column (C) must contain the annual budget amount for the corresponding code
- For monthly budgeting, the next column (C) must contain the first fiscal month's budget amount for the corresponding code with each subsequence column containing the next month
- No columns are allowed between data columns (3 for annual budgeting; 14 for monthly budgeting)
- No empty or sub-total rows are allowed


Finance > General Ledger > Approp Requests

To import an appropriation request:

- Prepare the budget in an Excel spreadsheet using the above criteria and identify the worksheet with a simple description, such as B or Budget. (You can name the worksheet according to your preference; however, just remember the name when selecting the import request. You'll need to manually enter the name of the worksheet to select.)



	A	B	C
1	Account Code	Comments	Appropriation 11-12
2	196-00-5739.00-000-1-00-0-00		0
3	196-00-5749.00-918-1-00-0-00		202177
4	196-00-5749.01-000-1-00-0-00		0
5	196-00-5751.00-000-1-00-0-00		0
6	196-00-5812.00-000-1-10-0-00		202177
7	196-11-6119.00-002-1-11-0-00		194936
8	196-11-6129.00-002-1-24-0-00		58286
9	196-11-6141.00-002-1-11-0-00		2729
10	196-11-6141.00-002-1-24-0-00		808
11	196-11-6142.00-002-1-11-0-00		6582
12	196-11-6142.00-002-1-24-0-00		3282
13	196-11-6143.00-002-1-11-0-00		9
14	196-11-6143.00-002-1-24-0-00		3
15	196-11-6145.00-002-1-11-0-00		187
16	196-11-6145.00-002-1-24-0-00		172
17	196-11-6146.00-002-1-11-0-00		1182
18	196-11-6146.00-002-1-24-0-00		614
19	196-11-6239.00-002-1-11-0-00		100
20	196-11-6269.00-002-1-11-0-00		1005

- Go to Finance>General Ledger>Approp Requests.
- Select the appropriate fiscal year.
- Select  Import Request.

- At the Excel Workbook prompt, select Browse, and locate your file to upload.
- At the Sheet Name prompt, enter the name of the Excel worksheet within your document.
- Select Upload.

- If you receive errors, which indicate Invalid Account Code, such as the example given below. You will need to go to Finance > General Ledger > Chart of Accounts > Account Codes, and enter the missing account codes in the appropriate ledger. At this point, you probably will have multiple ledgers open; therefore, verify you are entering the codes in the correct fiscal year.

New Appropriation Request

- Invalid Account Code 420-11-6119.00-101-1-21-0-00 On Row 38
- Invalid Account Code 420-11-6141.00-101-1-21-0-00 On Row 39
- Invalid Account Code 420-11-6142.00-101-1-21-0-00 On Row 40
- Invalid Account Code 420-11-6143.00-101-1-21-0-00 On Row 41
- Invalid Account Code 420-11-6145.00-101-1-21-0-00 On Row 42
- Invalid Account Code 420-11-6146.00-101-1-21-0-00 On Row 43
- Invalid Account Code 420-11-6219.00-101-1-23-0-00 On Row 63
- Invalid Account Code 420-12-6119.00-101-1-11-0-00 On Row 98
- Invalid Account Code 420-13-6221.00-101-1-11-0-00 On Row 122
- Invalid Account Code 420-21-6129.01-101-1-23-0-00 On Row 130
- Invalid Account Code 420-23-6119.00-101-1-99-0-00 On Row 147
- Invalid Account Code 420-23-6399.04-101-1-99-0-00 On Row 163
- Invalid Account Code 420-23-6499.03-101-1-99-0-00 On Row 168

- After adding the account codes, select Import Request again. When the import is successful, you will see the following screen.
- Enter a Description.

New Appropriation Request

Save Cancel

Request Details

Appropriation Request

General Ledger: 2010-2011 Fiscal Year
 Create Date / Owner: 8/17/2010 - mhughes

Description

Initial Budget, Approved 8/12/10

Appropriation Details + Add New Code

Page Size: 10

Account Code	Overall Amount	Actions
199-00-5743.00-000-1-00-0-00 - LOCAL REVENUE - RENT	\$1,125.00	
199-00-5744.00-000-1-00-0-00 - GIFTS	\$33,518.00	
199-00-5749.00-000-1-00-0-00 - OTHER LOCAL REVENUE	\$100.00	
199-11-6449.00-101-1-11-0-00 - DEPRECIATION	\$564.24	
199-11-6499.01-101-1-11-0-00 - HOSPITALITY	\$1,700.00	
199-12-6329.00-101-1-11-0-00 - READING MATERIAL	\$5,000.00	

- Select Save.
- At this point, you have the option to edit or delete the appropriate request if necessary.

Appropriation Requests + Create Request + Import Request

Page Size: 10 Query: My Outstanding Requests Ledger: 2010-2011 Fiscal Year

System ID	Create Date	Description	Actions
1	8/17/2010	Initial Budget, Approved 8/12/10	

Page 1 of 1

After you've saved the appropriation request, the next step is to create the initial budget revision for the new school year.

To create the initial budget revision:

- Go to Finance > General Ledger > Budget Revisions.
- Select the appropriate fiscal year for the Ledger.
- Select + Create Revision.
- Select Approp. Requests.
- Select Add Outstanding Requests. This process will capture the Appropriate Request (Budget) previously imported and place it into the Budget Revision (Initial Budget)

Edit: Budget revision #0 for 2010-2011 Fiscal Year

- [Return To List](#)
- [Budget Setup](#)
- [Approp. Requests](#)**
- [Revenue Allocations](#)
- [Expense Allocations](#)
- [Submission](#)

Appropriation Requests

Requests + Add Outstanding Requests

No Requests Found

- Select Budget Setup and verify total Allocated and Appropriated balances. If there are discrepancies, correct in Revenue and/or Expense Allocations accordingly.

Edit: Budget revision #0 for 2010-2011 Fiscal Year

- [Return To List](#)
- [Budget Setup](#)**
- [Approp. Requests](#)
- [Revenue Allocations](#)
- [Expense Allocations](#)
- [Submission](#)

Budget Setup

Use this view to update the details related to the budget revision itself and to configure the revenue forecast.

Revision Details Edit Details

Effective Date: 9/1/2010
Description: Initial Revision

Revenue Forecast

Fund	Forecast	Edit	Allocated	Appropriated	Grouped	Group
199	\$0.00		\$34,743.00	\$32,822.48	\$0.00	
211	\$0.00		\$0.00	\$0.00	\$0.00	
224	\$0.00		\$0.00	\$0.00	\$0.00	
225	\$0.00		\$0.00	\$0.00	\$0.00	
240	\$0.00		\$219,205.00	\$215,409.36	\$0.00	
255	\$0.00		\$0.00	\$0.00	\$0.00	

- Select Submission.
- Select Submit Budget.

Edit: Budget revision #0 for 2010-2011 Fiscal Year

- [Return To List](#)
- [Budget Setup](#)
- [Approp. Requests](#)
- [Revenue Allocations](#)
- [Expense Allocations](#)
- [Submission](#)**

Budget Submission Submit Budget

Use this view to update the details related to the budget revision itself and to configure the revenue forecast.

Fund	Revenue	Expense	Balance
199 - General Fund	\$34,743.00	\$32,822.48	\$1,920.52
211 - Title I, Part A	\$0.00	\$0.00	\$0.00
224 - IDEA - Part B, Formula	\$0.00	\$0.00	\$0.00
225 - IDEA - Part B, Preschool	\$0.00	\$0.00	\$0.00
240 - NSLP	\$219,205.00	\$215,409.36	\$3,795.64
255 - Title II, Part A	\$0.00	\$0.00	\$0.00
262 - Title II, Part D, Subpart 1	\$0.00	\$0.00	\$0.00
266 - State Stabilization Fund	\$60,266.00	\$60,266.00	\$0.00

- If you receive errors similar to the following, you need to set up fund balance accounts in your chart of accounts. For example 266-00-3600.00-000-9-00-0-00 and 266-00-3700.00-000-9-00-0-00.

Edit: Budget revision #0 for 2010-2011 Fiscal Year

- [Return To List](#)
- [Budget Setup](#)
- [Approp. Requests](#)
- [Revenue Allocations](#)
- [Expense Allocations](#)
- [Submission](#)**

1	Unable to determine fund balance account for 266-00-5812.00-000-9-00-0-00
2	Unable to determine fund balance account for 266-12-6129.00-101-0-11-0-00
3	Unable to determine fund balance account for 266-12-6141.00-101-0-11-0-00
4	Unable to determine fund balance account for 266-12-6142.00-101-0-11-0-00
5	Unable to determine fund balance account for 266-41-6145.00-750-0-99-0-00
6	Unable to determine fund balance account for 266-41-6146.00-750-0-99-0-00
7	Unable to determine fund balance account for 266-11-6399.02-101-0-11-0-00

Once you've successfully submitted the budget, your initial revision will appear as indicated below in the snapshot.

Budget Revisions + Create Revision

Page Size: 10 | Ledger: 2010-2011 Fiscal Year

System ID	Revision	Effective Date	Description	Actions
1	0	9/1/2010	Initial Revision	

Page 1 of 1



EOY Budget Review and Budget Amendment Preparation

It's nearing the end of the school year, which means it's time to review the budget a little more closely and perform some estimation and "clean-up."

Finance > Reports > Legacy Reports > Expenditures

- The first thing to do is print the sub-report, **Expenditures – Budget**
- Select the parameters as indicated in the example below
- Select Submit Report

Expenditures – Budget parameters

Configure Report: Expenditures

Expenditures grouped by fund, function and the first two positions of the object code, e.g. 199-11-61XX.

Sub-Report: Expenditures - Budget

Report Parameters

General Ledger: 2010-2011 School Year

Date Range: This Fiscal Year

Range Begin: 07/01/2010

Range End: 06/30/2011

Account Mask: ???-??-????-??-???-?-??-?-??

Inclusive?

Output Options

Format: PDF

Submit Report Return To List

- On the **Expenditures – Budget** report,
 - Look for any negative amounts in the Unencumbered column (last column), which indicates overspent line items. Find out why these accounts have been overspent and decide if the expenses should be moved or if the account code budget needs to be amended to compensate for the excess expenses.
 - Look at the last month expenses and make sure there are enough funds in the codes to finish the year.

Demo District 1
 District #000001
 0031:6977

Expenditures - Budget
 07/01/2010 thru 06/30/2011

5/10/2011
 3:13:52 PM

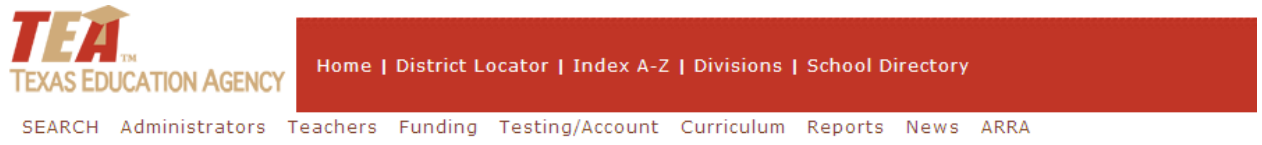
Accounts Matching 199- - - - -							
Account	Description	Appropriation	Encumberance	7/1/2010 6/30/2011	Year-to-Date	Unencumbered	% Used
199-23-6143.00-001-1-99-0-00	Wrks Comp - HS	\$8.00	\$0.00	\$55.33	\$55.33	(\$47.33)	691.63%
199-23-6143.00-041-1-99-0-00	Wrks Comp - MS	\$4.00	\$0.00	\$26.81	\$26.81	(\$22.81)	670.25%

- Create and post journal entries to move any expenses that have been miscoded. Run the report again to verify that you have moved all the items you thought should be corrected.

Now, gather the following documentation:

1. **Current Summary of Finance report from TEA website.**

<http://ritter.tea.state.tx.us/school.finance/funding/sofweb7.html>



School District State Aid Reports

This page is designed to allow users to view/print school districts' Summary of Finances or other state aid-related reports. The following cautions are advised:

- Reports generated through this page are current as of the date that appears within the text of the report. The State Funding Division has discontinued mailing Summaries of Finance to school districts. District administrators are advised to visit this website once each month to print their Summary of Finances and their Payment Ledger. Districts are also advised to check the [correspondence section of the School Finance website](#) at the same time to view information about updates to the Summaries and other state funding related news.
- **Important Printing Information!!** Most of these reports are set up as landscape-oriented documents. Because browsers often print in portrait orientation as the default, you will generally need to change your browser's print options to landscape orientation to print your report.

To view a school district report, enter the [6-digit district number](#) in the appropriate text box below and click the submit button. It will take several seconds for the report to be generated.

2010–2011 Preliminary Summary Of Finances	<input type="text"/>	<input type="button" value="SUBMIT"/>	<input type="button" value="RESET"/>
2009–2010 Final Summary Of Finances	<input type="text"/>	<input type="button" value="SUBMIT"/>	<input type="button" value="RESET"/>
2009-2010 Near Final Summary Of Finances	<input type="text"/>	<input type="button" value="SUBMIT"/>	<input type="button" value="RESET"/>
2008-2009 Current Summary of Finance	<input type="text"/>	<input type="button" value="SUBMIT"/>	<input type="button" value="RESET"/>
2008–2009 Final Summary Of Finances	<input type="text"/>	<input type="button" value="SUBMIT"/>	<input type="button" value="RESET"/>
2008-2009 Near Final Summary Of Finances	<input type="text"/>	<input type="button" value="SUBMIT"/>	<input type="button" value="RESET"/>
2007-2008 Current Summary of Finance	<input type="text"/>	<input type="button" value="SUBMIT"/>	<input type="button" value="RESET"/>

- Enter County District Number and click on Submit and print report.

2. **Program Budget Summary for Federal Grants (NCLB, IDEA-B, etc)**

<https://seguin.tea.state.tx.us/apps/logon.asp>

Log on with TEASE ID and retrieve **pages 1 and 3 of the Program Budget Summary of all Federal Grants**. The pages will indicate how you planned to code your federal expenditures and how much you will receive in each object code.

Welcome! Please Log On.

NOTICE: TEA Web Applications **will not** be available each **Sunday** morning from **5:00AM** to **2:00 PM** due to routine maintenance. Please do not access your application during this time period: **you could lose data**.

IMPORTANT NOTICE: [Keep your email address up-to-date](#)

Username

Password

[Did you forget your password?](#)

3. **Print the Payroll Expenses report in the WebSmart software.**

This report will indicate where each employee that has been paid this year has been coded. Answer the prompts as seen below. You may need to run this report again, answering the prompts differently throughout this process, but you will need this one to begin with.

finance > reports

Configure Report: Payroll Expenses

Payroll expenses detail over a date range

Sub-Report: Payroll Expenses

Report Parameters

General Ledger: 2008-2009 Fiscal Year

Date Range: This Fiscal Year To Date

Range Begin: 09/01/2008

Range End: 05/05/2009

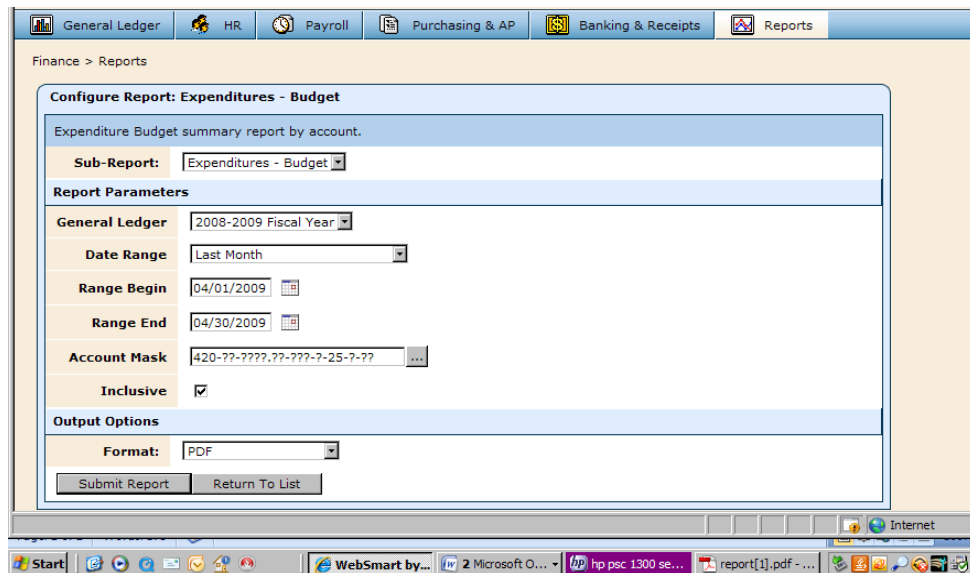
Account Mask: ???-??-????,??-???-?-??-?-??

Output Options

Format: PDF

4. **Print the Expenditures – Budget report.**

Answer the prompts as seen below using **Last Month** as the date range. Run this report for each of the General Fund (**420**) special program intent codes (21, 22, 23, 24, and 25) that are applicable.



The report will look like the one below. *This report was generated for General Fund 420 and Program Intent Code 25.* You will verify the amount of money you have budgeted for each special program intent code.

Account	Description	Appropriation	Encumbrance	4/12/2009	4/30/2009	Year-to-Date	Unencumbered	% Used
Fund: 420 Charter Fund								
*** Function: 11 Instruction								
420-11-6115.00-101-9-25-0-00	Salaries-Professional Personnel - ESL	\$6,450.00	\$0.00	\$406.92	\$3,535.29	\$1,914.71	\$4,620.58	64.87%
420-11-6141.00-101-9-25-0-00	FICA/Medicare	\$79.00	\$0.00	\$5.56	\$60.91	\$28.09	\$50.91	64.44%
420-11-6142.00-101-9-25-0-00	Group Health - ESL	\$357.00	\$0.00	\$26.83	\$231.98	\$125.02	\$131.98	64.96%
420-11-6146.00-101-9-25-0-00	TRS	\$30.00	\$0.00	\$2.23	\$19.37	\$10.63	\$19.37	64.57%
420-11-6399.00-101-9-25-0-00	ESL Supplies - Title III Reimbursable	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
*** Total Function: 11 Instruction		\$6,916.00	\$0.00	\$441.54	\$3,837.55	\$3,076.45	\$3,837.55	55.49%
Total Fund: 420 Charter Fund		\$6,916.00	\$0.00	\$441.54	\$3,837.55	\$3,076.45	\$3,837.55	55.49%
Total:		\$6,916.00	\$0.00	\$441.54	\$3,837.55	\$3,076.45	\$3,837.55	55.49%

5. Print the Expenditure – Budget report for Federal Funds.

Answer the prompts as seen below using Last Month for the Date Range and replacing the first “?” with a “2”. This will generate the report for all Federal Funds. *Repeat this process for Fund 411 for Technology funds and 404 if you have ARI/ARM funds.*

Configure Report: Expenditures - Budget

Expenditure Budget summary report by account.

Sub-Report: Expenditures - Budget

Report Parameters

General Ledger: 2008-2009 Fiscal Year

Date Range: Last Month

Range Begin: 04/01/2009

Range End: 04/30/2009

Account Mask: 2??-??-????-??-??-?-??-?-??

Inclusive:

Output Options

Format: PDF

Submit Report Return To List

Now that you have gathered all the documentation you will start by selecting one fund. As an **example** we will use fund 211 or Title I, Part A. We look at the Program Budget Summary.

Part 1: Available Funding				
	Title I, Part A	Title I, Part C	Title I, Part D Subpart 1	Title Sub
NOGA ID Number	09610101014803			
Current FY Planning Amount	0			
Maximum Entitlement	48,851			
Estimated Roll Forward				
Actual Roll Forward	0			
Reallocation Funds	1,718			
Total Funds Available	50,569			
Prior Year Project	<input checked="" type="checkbox"/> PYP	<input type="checkbox"/> PYP	<input type="checkbox"/> PYP	<input type="checkbox"/>
Consolidated Administrative Funds	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
Part 2: Funding Status				
LEA has joined a SSA = "SSA".	<input checked="" type="radio"/> NP <input type="radio"/> SSA	<input checked="" type="radio"/> NP <input type="radio"/> SSA	<input checked="" type="radio"/> NP <input type="radio"/> SSA	<input checked="" type="radio"/> NP <input type="radio"/> SSA
LEA not eligible or is not applying = "NP"	<input checked="" type="radio"/> NP <input type="radio"/> SSA	<input checked="" type="radio"/> NP <input type="radio"/> SSA	<input checked="" type="radio"/> NP <input type="radio"/> SSA	<input checked="" type="radio"/> NP <input type="radio"/> SSA
Part 3: Budgeted Costs				
Class / Object Code and Description	Title I, Part A	Title I, Part C	Title I, Part D Subpart 1	Title Sub
6100 Payroll Costs	50,569			
6200 Professional and Contracted Services				
6300 Supplies and Materials				
6400 Other Operating Costs				
6500 Debt Service				
6600 Capital Outlay				
8911 Operating Transfers Out				
Indirect Costs				
Total Costs				
Total Budgeted Costs:	50,569	0	0	
Difference between Total Funds Available and Total Costs				
Total Funds Available minus Total Costs:	0	0	0	

It indicates that we should be spending a total of \$50,569 and it should all be spent in 61XX or payroll codes.

So we look at the **Expenditure – Budget** report we ran that included fund 211.

Expenditures - Budget
04/01/2009 thru 04/30/2009

1 Total Page(s)
5/5/2009
10:25:48 PM

Accounts Matching 211-

Account	Description	Appropriation	Encumbrance	4/1/2009 4/30/2009	Year-to-Date	Unencumbered	% Used
Fund: 211 ESEA, Title I, Part A - Improving Basic Programs							
*** Function: 11 Instruction							
211-11-6119.00-101-9-30-0-00	ESEA, Title I, Part A Professional Salaries	\$31,419.00	\$0.00	\$12,114.08	\$37,338.22	(\$5,919.22)	118.84%
211-11-6129.00-101-9-30-0-00	ESEA, Title I, Part A - Improving Basic Programs - Salaries or Wages for Support Personnel	\$5,750.00	\$0.00	\$3,589.30	\$3,589.30	\$2,160.70	62.42%
211-11-6141.00-101-9-30-0-00	ESEA, Title I, Part A Social Security/Medicare	\$700.00	\$0.00	\$227.70	\$503.46	\$196.54	84.78%
211-11-6142.00-101-9-30-0-00	ESEA, Title I, Part A Group Health and Life Insurance	\$7,500.00	\$0.00	\$885.11	\$4,811.89	\$2,688.11	64.16%
211-11-6143.00-101-9-30-0-00	ESEA, Title I, Part A Workers' Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	***
211-11-6145.00-101-9-30-0-00	ESEA, Title I, Part A Unemployment Compensation	\$1,200.00	\$0.00	\$390.34	\$1,040.14	\$159.86	86.68%
211-11-6146.00-101-9-30-0-00	ESEA, Title I, Part A Teacher Retirement/TRS Care	\$4,000.00	\$0.00	\$938.05	\$3,195.99	\$804.01	79.90%
211-11-6399.00-101-9-30-0-00	ESEA, Title I, Part A Compensatory Supplies	\$0.00	\$0.00	(\$1,500.00)	\$0.00	\$0.00	***
*** Total Function: 11 Instruction		\$50,569.00	\$0.00	\$16,644.58	\$50,569.00	\$0.00	100.00%
Total Fund: 211 ESEA, Title I, Part A - Improving Basic Programs		\$50,569.00	\$0.00	\$16,644.58	\$50,569.00	\$0.00	100.00%
Total:		\$50,569.00	\$0.00	\$16,644.58	\$50,569.00	\$0.00	100.00%

We can see that we have a total of \$50,569 budgeted and that it was all budgeted and spent in 61xx or payroll codes. We can also see that it has been 100% spent so there should be no more expenses to this fund.

To make sure that you will not charge any more expenses to this fund through payroll you will need to look at the **Payroll Expenses** report we ran. Look for anyone who has been coded to fund 211.

1 Total Page(s)
5/5/2009
10:32:17 PM

Payroll Expenses
09/01/2008 - 05/05/2009

District # 00903
0094:4648

Account Code	Earnings	Overtime	Contributions	Accrual
Capraun, Corinna (6119-6129)				
211-11-6129.00-101-9-30-0-00	\$1,204.00	\$188.76	\$0.00	\$0.00
211-11-6146.00-101-9-30-0-00	\$0.00	\$0.00	\$113.23	\$0.00
Total for Capraun, Corinna	\$1,204.00	\$188.76	\$113.23	\$0.00
Haden, Darrell (6119-6142)				
211-11-6119.00-101-9-30-0-00	\$20,749.19	\$0.00	\$0.00	\$0.00
211-11-6129.00-101-9-30-0-00	\$0.00	\$0.00	\$2,667.07	\$0.00
211-11-6142.00-101-9-30-0-00	\$0.00	\$0.00	\$1,610.76	\$0.00
211-11-6146.00-101-9-30-0-00	\$0.00	\$0.00	\$4,277.83	\$0.00
Total for Haden, Darrell	\$20,749.19	\$0.00	\$4,277.83	\$0.00
White, Kari (6119-6146)				
211-11-6119.00-101-9-30-0-00	\$11,940.72	\$0.00	\$0.00	\$0.00
211-11-6142.00-101-9-30-0-00	\$0.00	\$0.00	\$2,050.90	\$0.00
211-11-6146.00-101-9-30-0-00	\$0.00	\$0.00	\$1,135.07	\$0.00
211-11-6146.00-101-9-30-0-00	\$11,940.72	\$0.00	\$3,185.97	\$0.00
Total for White, Kari	\$11,940.72	\$0.00	\$3,185.97	\$0.00
OVERALL TOTALS	\$33,893.91	\$188.76	\$7,577.03	\$0.00

The report indicates that 3 employees have been coded to fund 211 at some point during the year.

Check each employees **Position History** screen and make sure that they are no longer coded to fund 211.

Select an employment term in order to ...

Employment Details			
Select	Employment Type	Term	Actions
☆	Employee	12/1/2008 - Present	🔒

Capraun, Corinna N employment from 12/1/2008 - Present

General Information
 Withholding Elections
 Payroll Configuration
 Direct Deposit
 Role History
 Position History
 Employee Deductions
 Plan Participation

Background Checks	<input type="button" value="Update"/> <input type="button" value="Cancel"/>	
Security	* Position:	Instructional Aide - Comp Ed
Access Control	* Payroll Activity Code:	80 - Base Salary
	* Allocation:	100.000 <input type="checkbox"/> Use allocation to default payroll entries?
	* Effective:	12/1/2008 <input type="button" value="..."/> Until <input type="button" value="..."/>
	Compensation	
	* Compensation Type:	Hourly
	* Wages:	8.00 <input type="checkbox"/> Prorate Wages By Contract Type?
	* Straight Time Account Mask:	420-11-6129.00-101-?-24-0-00 ...
	* Overtime Account Mask:	420-11-6129.00-101-?-24-0-00 ...

Follow this process through for each federal fund and for the ARI/ARM grant and any other state grants.

Follow this process through for the state special program funds (those ending in program intent codes 21-25), and technology funds (Fund 411) only you will use your current **Summary of Finance** report found on TEA's website.

6. Run the *Expenditure – Budget* report.

Answer the prompts seen below using Last Month for the Date Range and selecting function code 11 and program intent code 11.

Finance > Reports

Configure Report: Expenditures - Budget

Expenditure Budget summary report by account.

Sub-Report: Expenditures - Budget

Report Parameters

General Ledger: 2008-2009 School Year

Date Range: Last Month

Range Begin: 04/01/2009

Range End: 04/30/2009

Account Mask: ???-11-????-??-????-?-11-?-??

Inclusive:

Output Options

Format: PDF

Look to see if any account codes are over spent or under spent. Look to see how much is left and how much last month's expenditures were. Will you have enough in the code to finish the year?

Make notes as to how the budgeted money needs to be amended.

Follow this process through for each of the different function codes.

Now you are ready to do a budget amendment!



Promote Service Records Checklist

The Promote Service Record utility facilitates the promotion of service records as follows:

- For each qualifying service record in the previous instructional period, a new record will be created given the default dates associated with its contract type while incrementing local experience, years of experience, and pay step.
- This step also rolls forward employee leave balances and accrues ANNUAL leave as set up according to the district leave policy in Finance > HR Leave > Leave Groups.

Since the promote service record utility is multi-functional, verify the following data prior to running the Promote Service Record process.


Verify data on current service records:

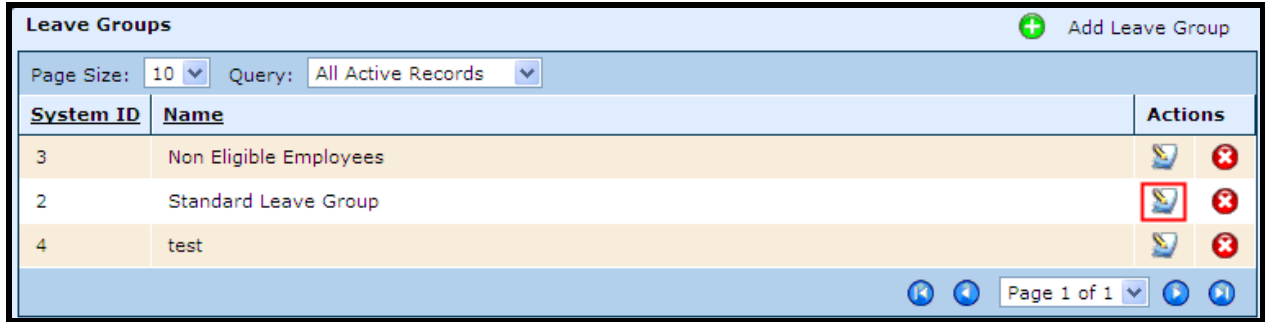
- Go to **Finance > Reports > Legacy Reports > Service Records**
- Select the parameters as follows:







- Select **Submit Report**
- Verify all data for each employee on the Service Record Details report including leave balances (see sample report below)


Demo District 1		<i>Service Record Details</i>				54 Total Page(s)	
District #000001 0087:7033						7/7/2011 9:00:21 AM	
Employee:	Aames, Willie A (**-**-0002)						
Dates of Service	8/13/2010 - 6/4/2011	Institution:	Demo District 1		Years of Exp:	26	
School Year	2010-2011	State/County:	TX/Somecounty		No. Days Emp:	187	
Payroll Begin	9/1/2010	Position:	Teacher - Intermediate		%of Day:	100	
Leave	Carried Forward	Accrued	Earned	Used			
State Sick Leave	0.00	0.00	0.00	0.00			
State Personal Leave	39.50	5.00	0.00	0.00			
Employee:	Abdul, Paula K (**-**-0005)						
Dates of Service	8/13/2010 - 6/4/2011	Institution:	Demo District 1		Years of Exp:	36	
School Year	2010-2011	State/County:	TX/Somecounty		No. Days Emp:	187	
Payroll Begin	5/1/2011	Position:	Teacher - HS		%of Day:	100	
Leave	Carried Forward	Accrued	Earned	Used			
State Sick Leave	24.50	0.00	0.00	0.00			
State Personal Leave	60.50	5.00	0.00	3.50			

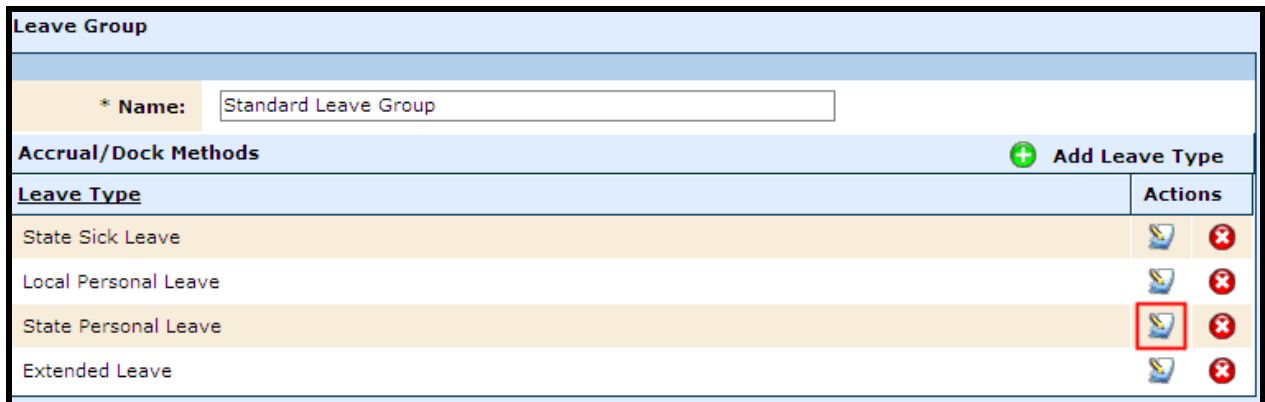
Verify Leave Group Setup:









- Go to **Finance > HR > Leave > Leave Groups**
- Select the  to review the **Standard Leave Group**



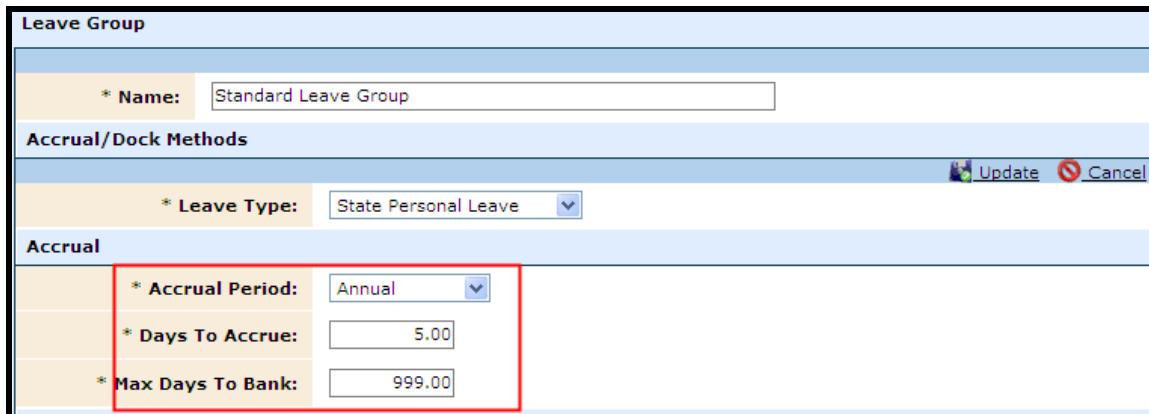
System ID	Name	Actions
3	Non Eligible Employees	 
2	Standard Leave Group	 
4	test	 

- Select the  to review any state and/or local leave



Leave Type	Actions
State Sick Leave	 
Local Personal Leave	 
State Personal Leave	 
Extended Leave	 

- Verify **Days to Accrue** – If the Annual Accrual Period is selected, this amount will be added to the employee’s leave on the Service Record for each employee who’s attached to the leave group once the Promote Service Record utility is run.
- Verify **Max Days to Bank** – If there is not a limit on the maximum days an employee can accrue over time, this field will contain 9’s, which denotes an unlimited amount.
- If you make any changes, be sure to select **Update & Save!**



* Name: Standard Leave Group

Accrual/Dock Methods

* Leave Type: State Personal Leave

Update Cancel

Accrual

* Accrual Period:	Annual
* Days To Accrue:	5.00
* Max Days To Bank:	999.00

Terminate all employees:

Before promoting service records, ensure all employees NOT returning to the new school year are terminated properly in WebSmart. See separate instructions on terminating employees if needed.

To Promote Service Records for Next Year:

- Go to **Finance > HR > Organization > Promote Svc Recs**
- Select the Instructional Period corresponding to the service year into which you wish to promote service records.
- Enter **Contract Begin, Contract End, Payroll Begin, and Stub Days** for each representative contract provided. (Stub Days are the accrual days for August, the number of days the employee is working in August for the next school year.)
- Select **Promote Service Records**.

Employee Service Record Promotion Utility

The following utility facilitates the promotion of service records. Select the instructional period corresponding to the service year into which you wish to promote service records. Next, provide contract dates, a payroll begin and stub days for each representative contract provided. For each qualifying service record in the previous instructional period, a new record will be created given the default dates associated with it's contract type while incrementing local experience, years of experience, and pay step.

Service Records Promote Service Records

Period: 2011-2012 School Year

Contract Type	Contract Begin	Contract End	Payroll Begin	Stub Days
10 1/2 Month - 196 Days - 196 days [accrued]	8/16/2011	6/3/2012	9/1/2011	17
10 1/2 Month - 197 Day - 197 days [accrued]	8/12/2011	6/3/2012	9/1/2011	13
10 Month - 180 Days - 180 days [non-accrued]	8/12/2011	6/3/2012	9/1/2011	10
10 Month - 187 Days - 187 days [accrued]	8/16/2011	6/3/2012	9/1/2011	12
11 Month - 202 Days - 202 days [non-accrued]	8/13/2011	6/20/2012	9/1/2011	13
11 Month - 205 Days - 205 days [non-accrued]	8/09/2011	6/23/2012	9/1/2011	17
11 Month - 206 Days - 206 days [non-accrued]	8/09/2011	6/23/2012	9/1/2011	17
12 Month - 226 Days - 226 days [non-accrued]	8/02/2011	7/29/2012	9/1/2011	22
12 Month - 239 Days - 239 days [non-accrued]	7/1/2011	8/31/2012	9/1/2011	25
Temporary/Part-Time/Substitute - 0 days [non-accrued]	8/16/2011	6/23/2012	9/1/2011	0

- Once the utility has finished processing, you'll see the following message indicating the process has been completed.

Employee Service Record Promotion Utility

Processing Complete
Processing has completed successfully. New services records have been created for all qualifying employees.

- Go back to **Finance > Reports > Legacy Reports > Service Records** and run the report for **Service Record Details** for the new fiscal year and/or verify employee's service records in the Staff Manager for accuracy.

A closed ledger does the following:

- Rolls balance sheet accounts to the subsequent year.
- Locks the ledger to prevent any other transactions to be posted.

Websmart allows a user with the specified security access (usually administrators and/or business managers) with the function to reinstate the closed ledger, which will do the following:

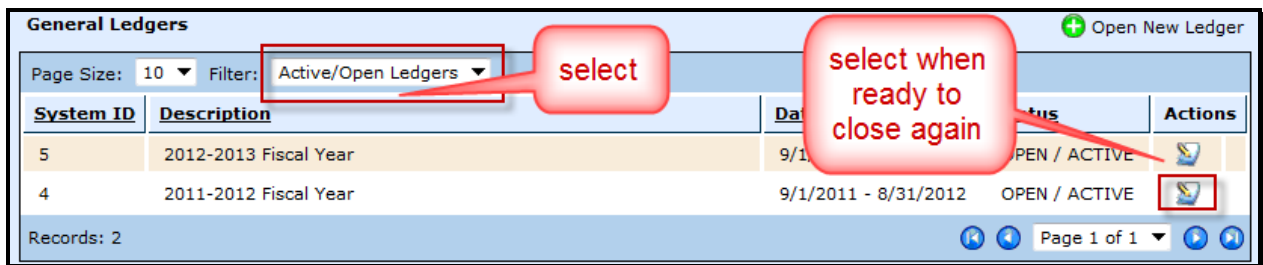
- Re-open the ledger, backing out the beginning balances.
- Allow transactions to be posted within the ledger dates.

To re-instate the closed ledger:

- In WebSmart, go to Finance > General Ledger > Ledger Manager
- **Filter** – Select Closed Ledgers
- **Actions** – Select to re-instate the ledger



- Select Open/Active Ledgers to verify that the ledger has been re-instated
- Make necessary changes to ledger
- Select (edit) when ready to close the ledger again



NOTE: ONCE A LEDGER IS FINALIZED – IT CANNOT BE REINSTATED!