

Finance/GL

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Using Liability Codes for Student Activity

Prior to creating new account codes, multiple steps need to be taken to ensure proper PEIMS reporting. Follow these steps when creating new account codes:

- Create the new fund code
- Add the new net asset to the Ledger Manager
- Create the default codes for fund balance (3600) , budgetary fund balance (3700), accounts payable (2110) and encumbrances (4310)
- Create the new expense and revenue accounts for the new fund

For detailed instructions to each step, see below:

Create the new fund table:


- Go to Finance > General Ledger Chart of Accounts > Code Tables > Fund
- Select Create Fund
- Enter the new fund Code
- Enter the Description for the new fund code
- Select Create



- Review TEA’s FAR Guide to find out how a fund should be reported to PEIMS.
- Review the Reporting section to ensure the fund will report properly to PEIMS.
- If you need to make changes, select Edit Identifier and change the Actual and Budget Codes to the appropriate PEIMS reporting fund. However, for this example, the new fund 287 is to report to PEIMS as fund 287 NOT 289.

- Review the Masks/Patterns to ensure the fund will process appropriately using the accounts payable and budget processes by setting the masks for the default account codes.
- If you need to make changes, select Edit Identifier.

Masks / Patterns	
Fund Balance*	???-00-3600.00-000-?-00-0-00
Budgetary Fund Balance*	???-00-3710.00-000-?-00-0-00
Default Liability*	???-00-2110.00-000-?-00-0-00
Encumbrance Clearing*	???-00-4310.00-000-?-00-0-00
Budget Cap Pattern*	***-**-????,??-???-?-??-?-??



Add the new net asset to the Ledger Manager

- Go to Finance > General Ledger > Ledger Manager
- Select the  (edit icon) in the Actions column on the appropriate General Ledger year
- Select the Net Assets tab

General Ledgers + Open New Ledger				
Page Size: 10		Filter: Active/Open Ledgers		
System ID	Description	Date Range	Status	Actions
9	2011-2012 Fiscal Year	7/1/2011 - 6/30/2012	OPEN / ACTIVE	
8	2010-2011 School Year	7/1/2010 - 6/30/2011	OPEN / ACTIVE	

Records: 2 Page 1 of 1

- Select Net Assets tab

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	

- Select  Add New New Asset



General Information | Net Assets

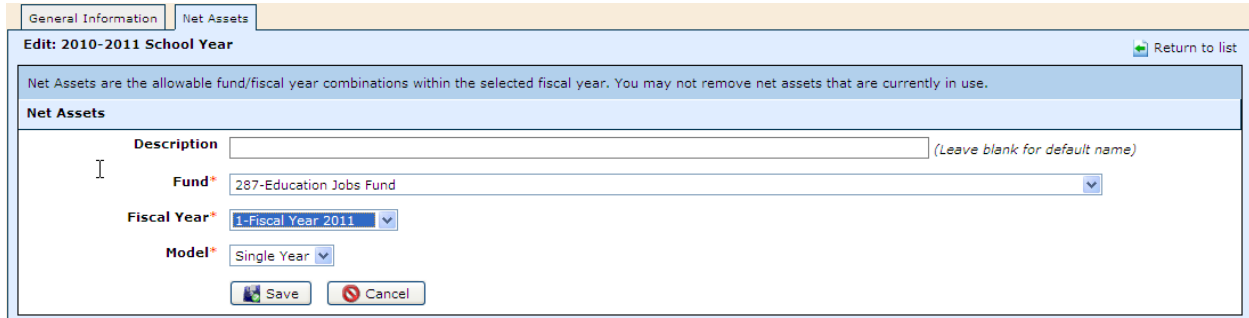
Edit: 2010-2011 School Year Return to list

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 Import Account Codes  Add New Net Asset

196-1: ABE - Learning program Fiscal Year 2011	
197-1: BE/Axtell Shared Special Ed Fiscal Year 2011	

- 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*

Fiscal Year*

Model*

Create the default codes

You must enter the following default codes prior to entering any expense or revenue codes.

- Go to Finance > General Ledger > Chart of Accounts > Account Codes
- Select 
- Select the appropriate pieces of the account codes to create the following default codes using the new fund code. For this example, I'm going to use fund 287.
 - 287-00-3600.00-000-1-00-0-00 Fund Balance
 - 287-00-3700.00-000-1-00-0-00 Budgetary Fund Balance
 - 287-00-1110.00-000-1-00-0-00 Cash (replace 1110 with your cash code)
 - 287-00-2110.00-000-1-00-0-00 Accounts Payable
 - 287-00-4310.00-000-1-00-0-00 Encumbrances
- Select Create
- If you use sub-object codes in the budget cap pattern available in the fund code tables, remember that you must add them to the appropriate default codes as well.
- See example on the following page.

New Account Code

The Account Code

Identifier

Net Asset* (287-1) Education Jobs Fund Fiscal Year 2011

Function* 00--

Object* 3600-Unreserved, Undesignated Fund Balance

Sub-Object 1* 00-No SubObject 1

Organization* 000-No Organization


Program Intent* 00--

Sub-Object 2* 0-No Sub-Object 2

Sub-Object 3* 00-No Sub-Object 3

Create the new expense and revenue accounts for the new fund

Follow the same steps above to enter the expense and revenue codes to your chart of accounts.

- Go to Finance > General Ledger > Chart of Accounts > Account Codes
- Select  Add Account Code
- Select the appropriate pieces of the account codes to create the expense and revenue codes.
- Select Create

Now these codes are available for transactions.





Setting Budget Cap Pattern for Requisition/ Purchase Order Process

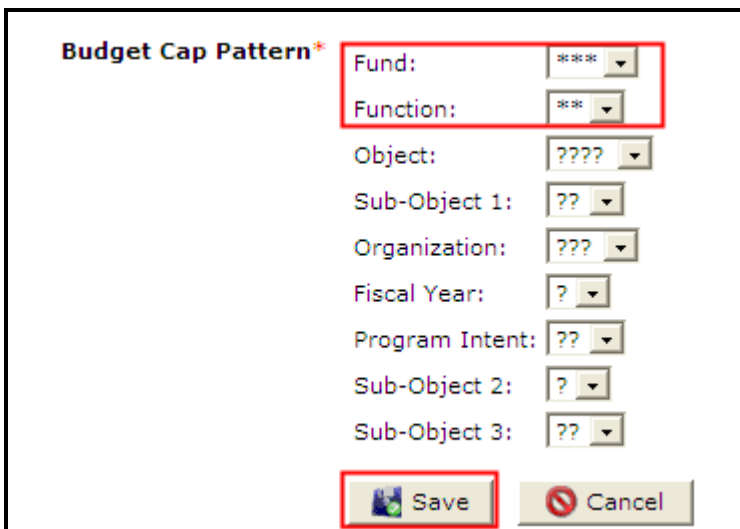
If you are using WebSmart's electronic requisition/purchase order process, the person(s) with the proper security has the ability to monitor district spending at a level further than the TEA required fund/function level.

The parameters for general funds currently restrict overspending at the fund/function level and federal funds to the fund/major object level; however, if you wish for the system to review the budget at a further level, this is set up in Finance > General Ledger > Chart of Accounts > Code Tables > Fund.

To Set Budget Cap Pattern for Requisition/Purchase Order process

- Go to **Finance > General Ledger > Chart of Accounts > Code Tables > Fund**
- Select  to edit each fund you wish to monitor
- When on the fund code table screen, select **Edit Identifier**
- At the bottom of the page, you'll see the **Budget Cap Pattern** field. The example below shows that the requisition/PO process will look at the fund/function level (which is indicated by the *'s). For any level you wish to be considered, you will use the drop down menu to select the pattern. The *'s are the identifier, or restrictions, and the ?'s are flexible. See examples below.
- Select  **Save**

Example 1: Fund/Function (default)



Budget Cap Pattern*

Fund: ****

Function: **

Object: ????

Sub-Object 1: ??



Organization: ???

Fiscal Year: ?

Program Intent: ??

Sub-Object 2: ?


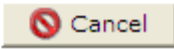
Sub-Object 3: ??

 Save  Cancel

Example 2: Fund/Function/Major Object

Budget Cap Pattern*

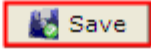

Fund:	***
Function:	**
Object:	**??
Sub-Object 1:	??
Organization:	???
Fiscal Year:	?
Program Intent:	??
Sub-Object 2:	?
Sub-Object 3:	??

 Save  Cancel

Example 3: Fund/Function/Major Object Organization

Budget Cap Pattern*

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

 Save  Cancel

Budget Revisions are used to enter and post the initial budget to the general ledger, as well as any budget amendments thereafter.

To Enter a Budget Revision

- To enter budget adjustments/amendments in the system, go to Finance>General Ledger>Budget Revisions
- Select the appropriate Ledger
- Select Create Revision


Budget Revisions Create Revision				
Page Size:	10	Ledger:	Fiscal Year 10-11	
System ID	Revision	Effective Date	Description	Actions
96	11	7/27/2011	211 payroll adj only	
95	10	7/1/2011	State Special Programs	
94	9	6/28/2011	ARRA SFSF Amendment per TEA	

- Once you select Create Revision, you will see the following Budget Setup screen. First Select the Revenue Allocation on the left side of the screen.

Edit: Budget revision #12 for Fiscal Year 10-11							
Return To List							
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:		8/4/2011					
Description:		Revision #12					
Revenue Forecast							
Fund	Forecast	Edit	Allocated	Appropriated	Grouped	Group	
204	\$0.00		\$0.00	\$0.00	\$0.00		
211	\$0.00		\$66,348.00	\$66,348.00	\$0.00		
240	\$0.00		\$132,188.00	\$132,188.00	\$0.00		

- Use the drop down box to find the appropriate fund to enter revenue allocations. For this example we will Select fund 211.

Revenue Allocation			
Fund:	204-Title IV, Part A - Safe and Drug-Free Schools 204-Title IV, Part A - Safe and Drug-Free Schools 211-ESEA, Title I, Part A - Improving Basic Programs	Forecast:	\$0.00
Revenue	240-National School Breakfast and Lunch Program	Allocated:	\$0.00
Page Size:	255-ESEA, Title II, Part A: 262-Title II, D Enhancing Ed Through Tech 265-Title IV, Part B 21st Century CLC	Balance:	\$0.00
Code	266-Stimulus-STFS 285-ARRA Title I, A Stimulus	Initial	Approved
204-00-59	364-ARRA - IDEA-B 401-OEYP	\$0.00	\$0.00

- To select the appropriate revenue account to enter revenue allocations, select the blue edit icon  to open the line item.

Revenue Allocation			
Fund:	211-ESEA, Title I, Part A - Improving Basic Programs	Forecast:	\$0.00
Revenue Allocations		Allocated:	\$66,348.00
Page Size:	10	Balance:	\$66,348.00
Code		Initial	Approved
211-00-5929.00-000-1-00-0-00 - Federal Revenue Dist by TEA		\$66,348.00	\$66,348.00

- Enter a description in the Comments field and the correct **Annual Amount** for the revenue allocation for this fund, and then click on Update.

Revenue Allocation			
Fund:	211-ESEA, Title I, Part A - Improving Basic Programs	Forecast:	\$0.00
Revenue Allocations		Allocated:	\$66,348.00
Page Size:		Balance:	\$66,348.00
Code		Initial	Approved
211-00-5929.00-000-1-00-0-00 - Federal Revenue Dist by TEA			
Account Code:	211-00-5929.00-000-1-00-0-00 - Federal Revenue Dist by TEA		
Comments:	Budget Allocation		
Annual Budget Allocation			
* Annual Amount:	66,348.00		

- If you need to update the expense allocation for the fund, select Expense Allocation located on the left side of the screen.



- Use the drop down box to find the correct fund for the expense allocation.

Expense Allocation

Fund: 204-Title IV, Part A - Safe and Drug-Free Schools
 Budget Group: 211-ESEA, Title I, Part A - Improving Basic Programs

Revenue: \$0.00
 Appropriation: \$0.00
 Balance: \$0.00

Expense Allocation

Page Size: 10

Code	Initial	Approved	Edit
204-11-6299	\$0.00	\$0.00	
204-11-6399	\$0.00	\$0.00	

- To select the appropriate expense account to enter expense allocations, select the blue edit icon to open the line item.

Expense Allocation

Fund: 211-ESEA, Title I, Part A - Improving Basic Programs
 Budget Group: Default Budget Group

Revenue: \$0.00
 Appropriation: \$66,348.00
 Balance: (\$66,348.00)

Expense Allocations

Page Size: 10

Code	Initial	Approved	Edit
211-11-6112.00-101-1-24-0-00 - Substitutes - Comp Ed	\$3,630.00	\$3,630.00	
211-11-6118.00-101-1-24-0-00 - Summer School/Tutoring	\$5,170.00	\$5,170.00	

- Enter a description in the Comments field and the correct **Annual Amount** for the expense allocation for this fund, and then click on Update.

Expense Allocation

Fund: 211-ESEA, Title I, Part A - Improving Basic Programs	Revenue: \$0.00
Budget Group: Default Budget Group	Appropriation: \$66,348.00
	Balance: (\$66,348.00)

Expense Allocations

Account Code: 211-11-6112.00-101-1-24-0-00 - Substitutes - Comp Ed

Comments: Budget Allocation

Annual Budget Allocation

* **Annual Amount:** 3,630.00

Update Cancel

- When you have completed entering the revenue and expense allocations for each fund, select **Return to List** as indicated below.

Finance > General Ledger > Budget

Edit: Budget revision

Return To List

Budget Setup

Approp. Requests

Revenue Allocations

Expense Allocations

Submission

Finance > Reports > Legacy Reports > Budget Worksheet

At this time, go to reports to print the Budget Worksheet report. ****You must print this report at this time prior to submission of the budget revision. This report will not be available to be print once you submit the budget revision.****

- Select Legacy Reports

Finance Reports

Page Size: 10 Filter: Active Records

System ID	Name	Actions
12	Banking	
14	Budget	
7	Financial Statements	
6	General Ledger	
13	Human Resources	
1	Legacy Reports	

- Select the Budget Worksheet

Reports Return to catalog				
Page Size: 10		Query: Standard Reports		
System ID	Name	Description	Version	Actions
5	941 Worksheet	941 Worksheet Report		
17	Bank List	Bank List Report		
18	Bank Statement	Produces a banking account reconciliation statement		
286	Banking Account Reconciliation			
23	Banking Register	The entire banking register given a specific date range.		
30	Bill Series	Given a beginning and ending invoice number, this report prints all invoices within the range specified.		
276	Budget vs. Actual			
93	Budget Worksheet	Given a comparative and working ledger, this report produces a budget worksheet by revenue or expense accounts		

- Select the Budget Worksheet report by mask unless you need to print the entire budget. This parameter allows you to choose specific items in the account code structure.
- Selecting the Working Ledger and the Comparative Ledger – select the same fiscal year for both ledgers to verify the current budget.
- Select Inclusive if you only want to see that particular fund.
- Uncheck the Inclusive box if you want to see all funds except for the one entered in the account mask.

Configure Report: Budget Worksheet

Given a comparative and working ledger, this report produces a budget worksheet by revenue or expense accounts

Sub-Report: Budget Worksheet - By Mask

Report Parameters

Working Ledger	2011-2012 Fiscal Year
Comparative Ledger	2011-2012 Fiscal Year
Account Mask	211-??-????-??-??-?-??-?-??
Inclusive	<input checked="" type="checkbox"/>

Output Options

Format: PDF

Submit Report Return To List

- After you verify the report for accuracy and completeness, go back to Finance > General Ledger > Budget Revisions and select the blue edit button under actions as indicated below.

Budget Revisions Create Revision				
Page Size: 10		Ledger: Fiscal Year 10-11		
System ID	Revision	Effective Date	Description	Actions
97	12	8/4/2011	Revision #12	

- This will open the budget revision you are working on to prepare for submission.
- Select Submission as indicated below

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: 8/4/2011

Description: Revision #12

Revenue Forecast

Fund	Forecast	Edit	Allocated	Appropriated	Grouped	Group
204	\$0.00		\$0.00	\$0.00	\$0.00	
211	\$0.00		\$66,348.00	\$66,348.00	\$0.00	
240	\$0.00		\$132,188.00	\$132,188.00	\$0.00	

- Click on Submit Budget, and the budget revision will post to the budget.

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
204-Title IV, Part A - Safe and Drug-Free Schools	\$0.00	\$0.00	\$0.00
211-ESEA, Title I, Part A - Improving Basic Programs	\$66,348.00	\$66,348.00	\$0.00
240-National School Breakfast and Lunch Program	\$132,188.00	\$132,188.00	\$0.00
255-ESEA, Title II, Part A:	\$15,241.00	\$15,241.00	\$0.00



Appropriation Requests: Uploading changes/amendments to the budget

WebSmart offers the ability to import an appropriation request from an Excel workbook to request changes made to the budget.

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.
- The next column (C) must contain the *difference* between the current budgeted amount and the new requested budgeted amount for each corresponding code
 - For example, if you wish to change a budget code from \$2,000 to \$1,500, the difference is a decrease of \$500.00; therefore, the amount entered onto the spreadsheet would be -500.00
 - The same is true if you wish to increase a budget by \$500. The amount entered onto the spreadsheet would be 500
- No columns are allowed between data columns
- 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 Sheet 1. (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	D	E	F
1	Account Code	Comments	Change Amount			
2	420-11-6319.00-001-2-11-0-11		-500			
3	420-11-6319.00-002-2-11-0-11		500			
4						
5						

- Save the document to your computer
- Go to **Finance>General Ledger>Approp Requests**

- Select the appropriate **Ledger** (Fiscal Year)
- Select **Import Request**

Appropriation Requests + Create Request + Import Request

Page Size: 10 Query: My Outstanding Requests Ledger: 2011-2012 Fiscal Year

No Appropriation Requests Found

Page 1 of 1

- 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**.

Appropriation Request Import Return to List

This utility allows you to create an appropriation request by importing the content from an Excel workbook. The Excel version must be at least Excel 2000 and the formats must meet the import constraints.

- 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

File Details

* Excel Workbook: Browse...

* Sheet Name: Sheet1 Upload

- When the import is successful, you will see the following screen.
- Enter a **Description**.

New Appropriation Request

Request Details

Appropriation Request

General Ledger: 2011-2012 Fiscal Year
 Create Date / Owner: 1/25/2012 - mcampbell

Description
 request to move supplies from 001 to 002

Appropriation Details + Add New Code

Page Size: 10

Account Code	Overall Amount	Actions
420-11-6319.00-001-2-11-0-11 - Maint Supp - HSA Waco	(\$500.00)	[Print] [Delete]
420-11-6319.00-002-2-11-0-11 - Maint Supp - HSA Garland	\$500.00	[Print] [Delete]

Page 1 of 1

- Select **Save**.
- WebSmart will direct the user back to the Appropriation Requests screen, where the user has 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: 2011-2012 Fiscal Year

System ID	Create Date	Description	Actions
6	1/25/2012	request to move supplies from 001 to 002	[Print] [Delete]

Page 1 of 1

- The appropriation request will remain in this section until an administrator pulls the appropriation request into the budget revision for amendment.



Creating Signatures for Requisitions/ Purchase Orders

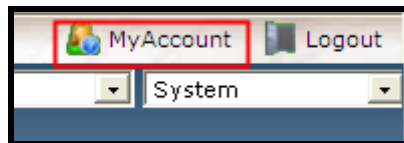
Step 1: Creating Signatures

WebSmart allows a user to create a signature image for signing purchase orders within the system. You may elect to either automatically generate an image or to upload an image. This setup is located in the **MyAccount** tool located in the upper right hand corner of the webpage once you login to WebSmart.

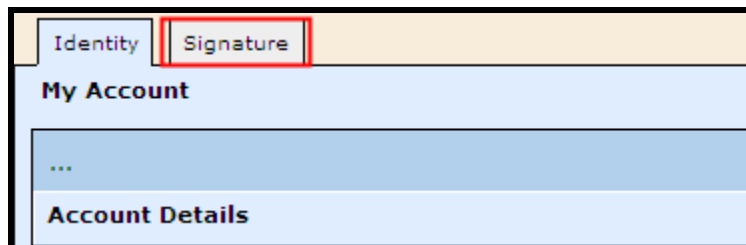
The signature is for electronic communication purposes within the system and **WILL BE PRINTED ON THE PURCHASE ORDER.**

Before approving purchase orders, follow these steps to create your signature:

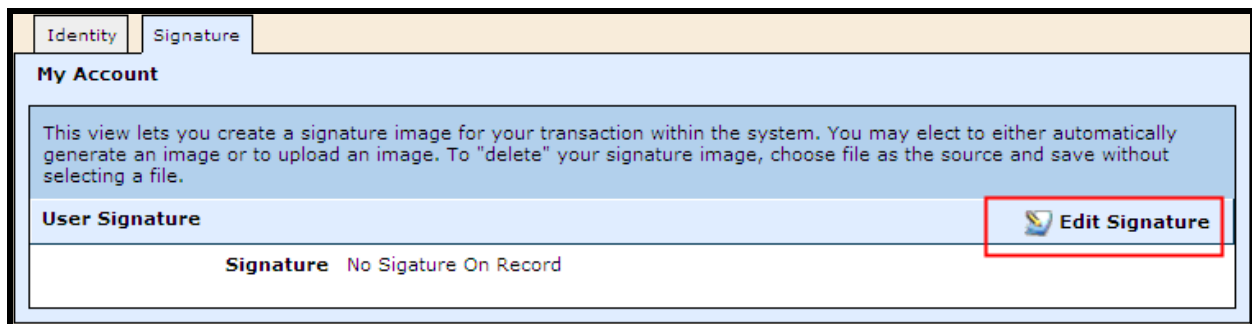
- Go to **MyAccount**



- Select the **Signature** tab



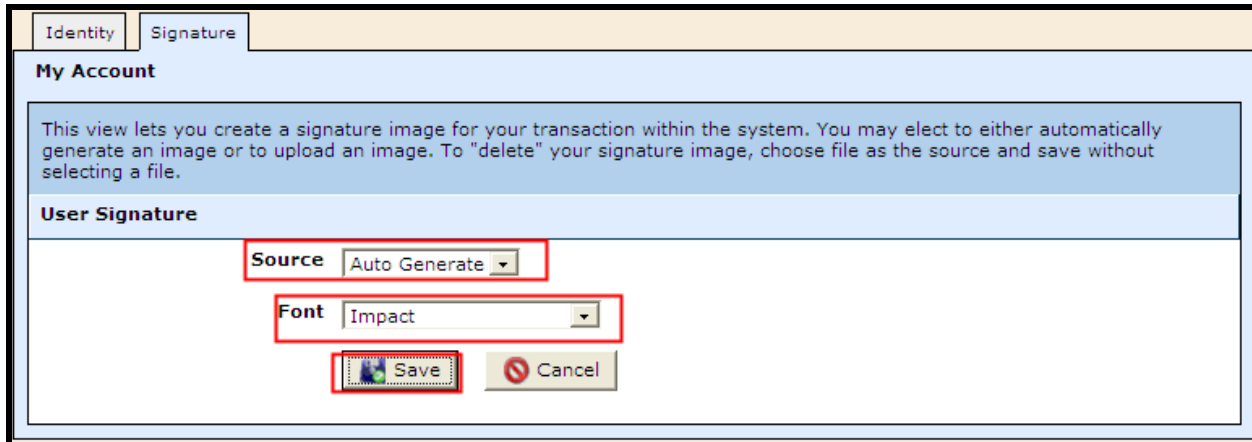
- Select **Edit Signature**



To automatically generate signature:

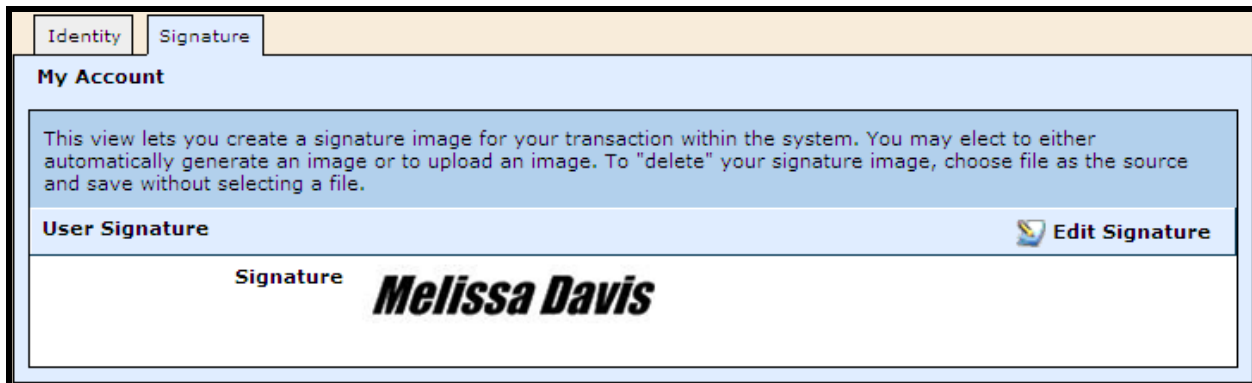
- Select the **Source** as Auto Generate.
- Select the **Font** by clicking the drop down box and selecting the desired font.
- Select **Save**.

Example of creating an automatic signature:



The screenshot shows a web interface for creating a signature. At the top, there are two tabs: 'Identity' and 'Signature'. Below the tabs is a section titled 'My Account' with a light blue background. A text box explains: 'This view lets you create a signature image for your transaction within the system. You may elect to either automatically generate an image or to upload an image. To "delete" your signature image, choose file as the source and save without selecting a file.' Below this is a section titled 'User Signature'. It contains two dropdown menus: 'Source' set to 'Auto Generate' and 'Font' set to 'Impact'. At the bottom of this section are two buttons: 'Save' (with a floppy disk icon) and 'Cancel' (with a red 'X' icon). Red boxes highlight the 'Source' and 'Font' dropdowns, and the 'Save' button.

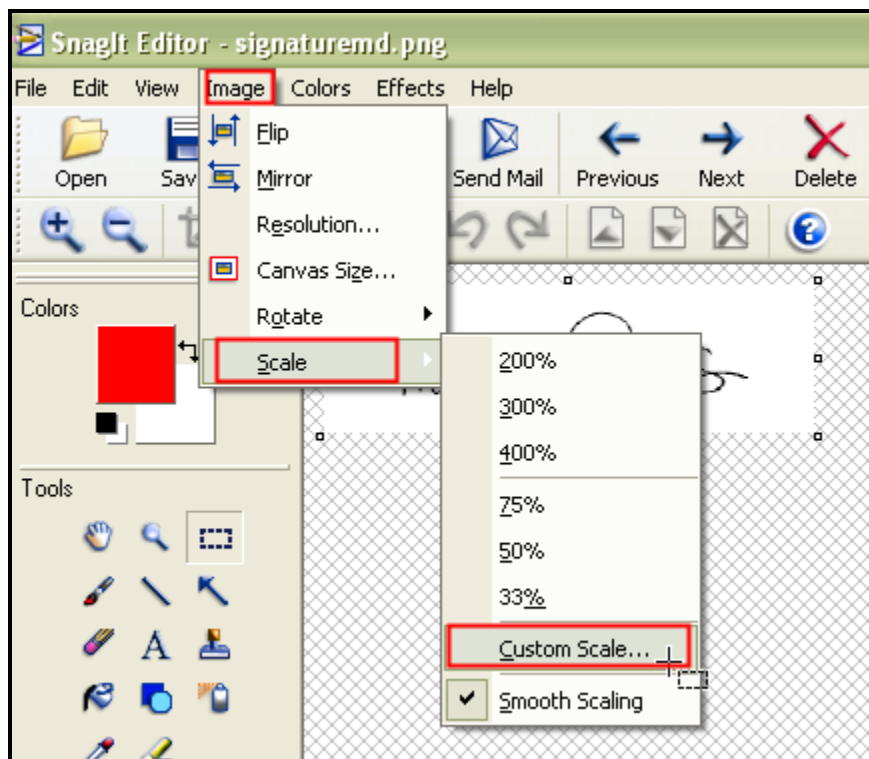
Example of signature once it's saved:



The screenshot shows the same web interface as above, but now the signature has been saved. The 'User Signature' section displays the signature 'Melissa Davis' in a bold, italicized font. To the right of the signature is an 'Edit Signature' button with a pencil icon. The 'Source' and 'Font' dropdowns are no longer visible.

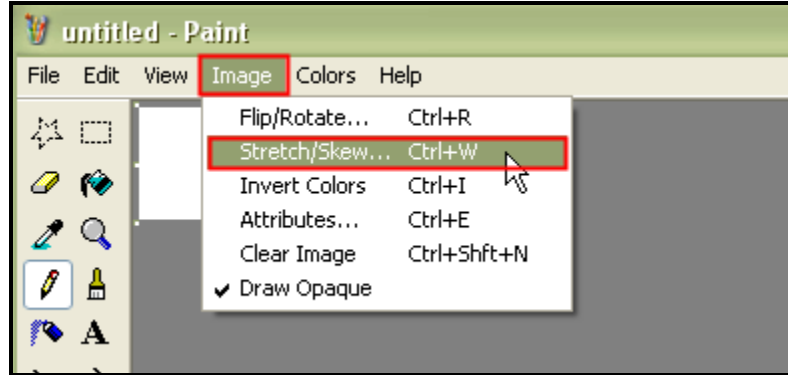
To Upload an Image to use as a Signature:

- Write your signature on a blank piece of paper.
- Scan it to your email, and save it on your desktop.
- Open the document and create/crop a picture of it using SnagIt, SnipIt, Paint, Microsoft Picture Maker, or some other drawing tool software.
- Size the signature to 70 – 80% depending on the size of the signature when you scanned it.
 - **Snag It**
 - Go to Image > Scale > Custom Scale

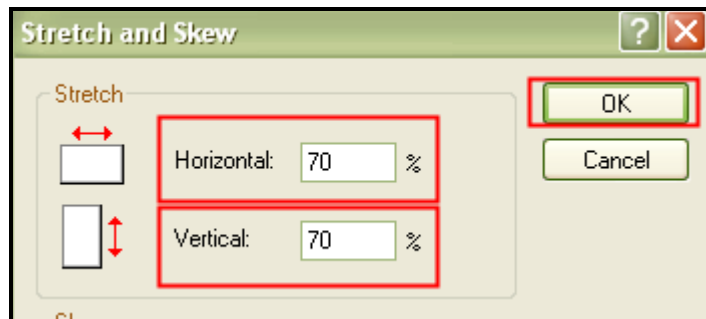


- Change the Scale by percentage of original on Width and Height from 100% to 70% or 80% depending on how large you wish to see the signature on the Purchase Order.
- Select OK.

- **Paint**
 - Go to Image > Stretch and Skew

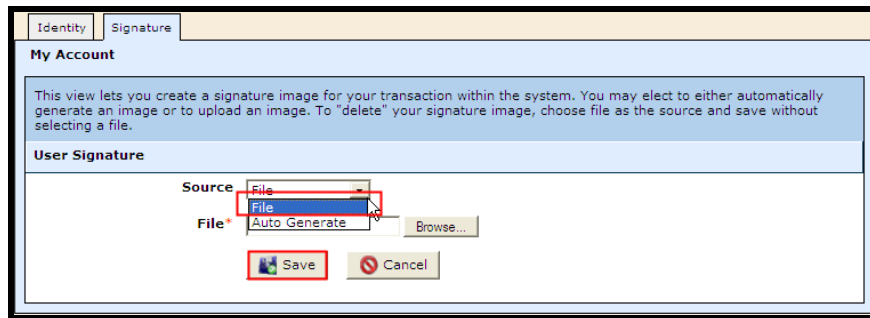


- Change the Horizontal Stretch from 100% to 70% or 80% depending on how large you wish to see the signature on the Purchase Order.
- Change the Vertical Stretch from 100% to 70% or 80% depending on how large you wish to see the signature on the Purchase Order.

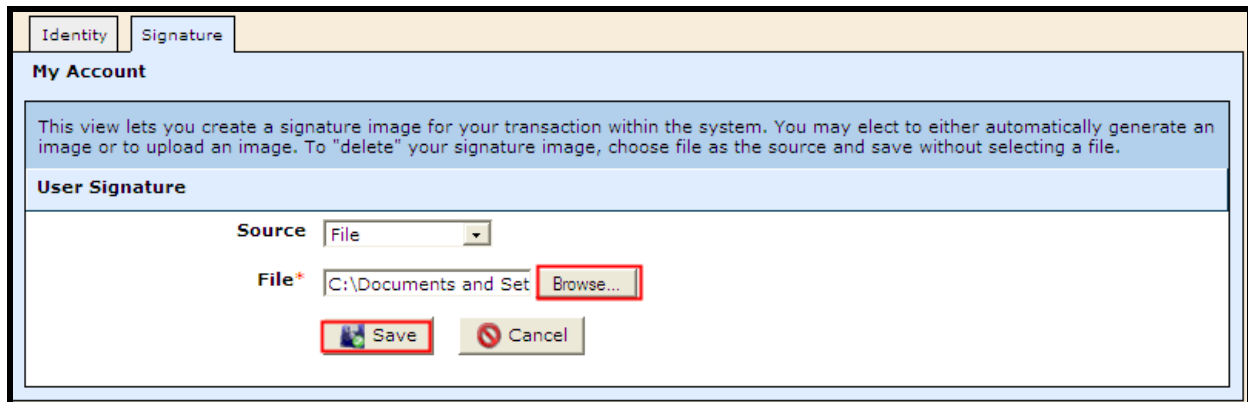


- Save the signature to your desktop as a .jpg or .png file.
- Log in to WebSmart.
- Go to **My Account**.
- Select the **Signature** tab.
- Select **Edit Signature**.

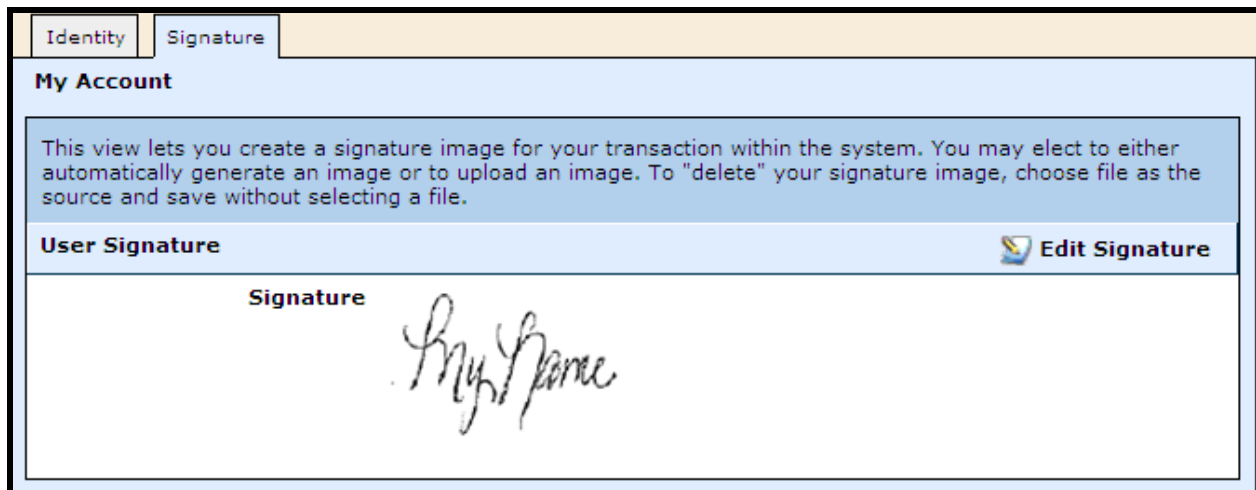
- Select the **Source** as **File**.



- Select **Browse** by clicking the drop down box and selecting the desired font.
- Select **Save**.



Example of uploading an image to use as a signature:

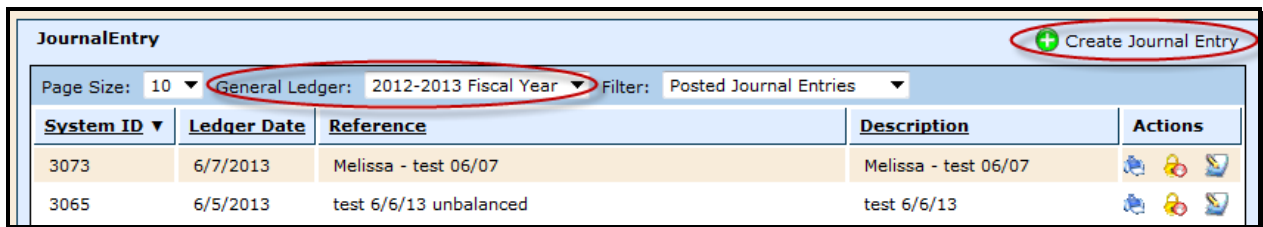




Processing a Journal Entry

To Create a Manual Journal Entry or Import a Journal Entry:

- Go to Finance > General Ledger > Journal Entries
- Select the appropriate General Ledger. For example:
 - If you are making adjusting entries from the auditor for the 11/12 audit then you will select the Fiscal Year 11/12 Ledger year.
 - If you are moving expenses in the current year you will select the current Fiscal Year Ledger.
- Select Create Journal Entry



To Create a Journal Entry

- Enter a unique Reference – a memo to help you identify the journal entry.
- Select/enter the Ledger Date.
- Enter a more detailed Description, if desired.
- Select Add 1 Item(s) and the appropriate number of line items necessary for the journal entry.
- Line Item 1 – enter the Account Code, Description and the debit or credit entry.
- Line Item 2 – enter the Account Code, Description and the offsetting entry for the journal entry to balance to zero.
- If you need to enter more line items, select the Add 1 Item(s).
- Select Save. This saves the journal entry and allows you to print a copy of the voucher and post to the ledger laer. Click on the to post the entry to the general ledger.
 - Cancel – completely cancels the journal entry.

New Journal Entry

Export Journal Entry Import Journal Entry

Reference
 Test JE - mdavis

Ledger Date
 6/7/2013

Post Date

Description
 Test JE - mdavis

Items

#	Account Code	Description	Debit	Credit	Net Amount
1	420-11-6499.01-041-3-11-0-00	Test JE - mdavis	15.99	0.00	
2	420-11-6399.01-041-3-11-0-00	Test JE - mdavis	0.00	15.99	

+ Add 1 Item(s)

Total Amount: 0.00

Save Cancel

To Import a Journal Entry

- Select Export Journal Entry

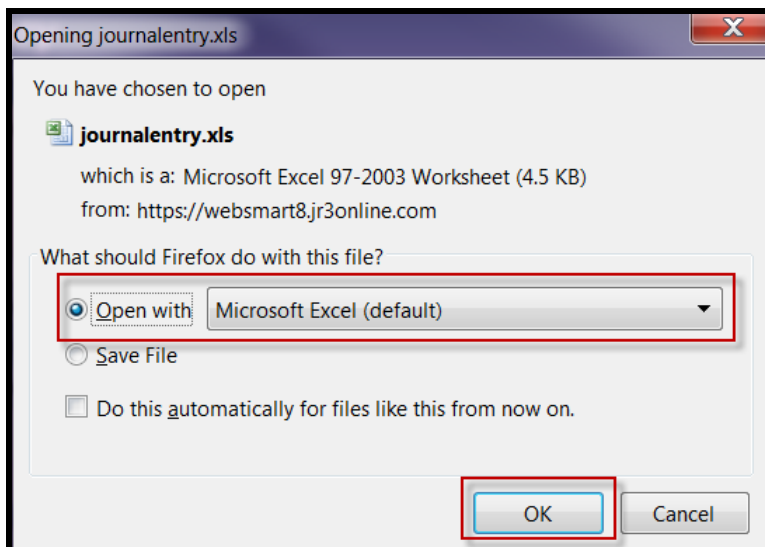
New Journal Entry

Export Journal Entry Import Journal Entry

Reference

Description

- Select to open the file with Microsoft Excel (Depending on the version of Microsoft Excel – the screenshot below will vary.)
- Select OK



- The file will open in Microsoft Excel in the appropriate layout.
- Enter the information in each field for the Journal Entry.

	A	B	C	D	E	F	G
1	Reference	Description	Ledger Date	Item Description	Item Account Code	Debit	Credit
2	Melissa - test 06/07	Melissa - test 06/07	6/7/2013	Melissa - test 06/07	420-41-6499.00-750-3-99-0-00	0	105
3	Melissa - test 06/07	Melissa - test 06/07	6/7/2013	Melissa - test 06/07	420-23-6499.01-103-3-99-0-00	105	
4							

- Save the file to your desktop or other known location
- Go back to WebSmart
- Select Import Journal Entry

New Journal Entry

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

Reference

Description

Ledger Date 6/7/2013

Post Date

- Select Browse – browse, find your file and Select Upload File

New Journal Entry

File* [Browse...](#) [Export Journal Entry](#) [Import Journal Entry](#)

[Upload File](#)

Reference **Ledger Date** **Post Date**

- The journal entry will import and appear in the Unposted Journal Entries filter.
- At this time, you have the ability to do the following
 - Print a copy of the voucher
 - Post the journal entry to the ledger
 - Edit the journal entry and make changes if necessary
 - Delete the journal entry

JournalEntry + Create Journal Entry

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

System ID	Ledger Date	Reference	Description	Actions
3074	6/7/2013	Melissa - test 06/07	Melissa - test 06/07	
3072	6/6/2013	Melissa Davis Test JE	Melissa Davis Test JE	
3071	6/9/2013	test 6/9/13	test	

NOTES:

- Remember you must always have a debit and a credit. The system will not allow you to post an out of balance or one sided entry. If you are moving expenses from one FUND to another you will have to do an adjusting entry to CASH as well.
- Once you have made all the entries, verify the balance is 0.00 and click on Save or Post. You will click on Save if you want to print the journal entry before posting.

Journal Entry Basics

Debit	Credit
Increase in asset accounts	Decrease in asset accounts
Increase in expense accounts	Decrease in expense accounts
Decrease in liability accounts	Increase in liability accounts
Decrease in revenue accounts	Increase in revenue accounts

Journal Entry Examples

Example 1: To correct coding from fund 199 to fund 224.

Description	Debit	Credit
To move expense to Fund 224 from 199 224-11-6219.00-101-7-23-0-00	100.00	0.00
To move expense from Fund 199 to 224 199-11-6219.00-101-7-23-0-00	0.00	100.00
To move cash from Fund 199 to 224 199-00-1110.00-000-7-00-0-00	100.00	0.00
To move cash to Fund 224 from 199 224-00-1110.00-000-7-00-0-00	0.00	100.00

Example 2: To post annual commodities.

Description	Debit	Credit
Debit USDA Commodity expenditure 240-35-6344.00-999-7-99-0-00	3,000.00	0.00
Credit federal revenue 240-00-5923.00-000-7-00-0-00	0.00	3,000.00

Example 3: To post TRS On Behalf.

Description	Debit	Credit
Debit payroll expenditure(s) 199-11-6144.00-999-7-99-0-00	800.00	0.00
Credit TRS On-Behalf revenue 199-00-5831.00-000-7-00-0-00	0.00	800.00

Example 4: To post state receivables.

Description	Debit	Credit
Debit due from state 199-00-1241.00-000-7-00-0-00	5,000.00	0.00
Credit state revenue 199-00-58XX.00-000-7-00-0-00	0.00	5,000.00



Journal Entries – Custom Query

To Perform a Custom Query to find a Journal Entry:

- Go to Finance > General Ledger > Journal Entries
- Select the appropriate General Ledger.

The screenshot shows the JournalEntry interface with the Filter dropdown menu open. The 'Custom' option is highlighted with a red circle. The table below shows two journal entries:

System ID	Ledger Date	Reference	Actions
2575	8/31/2011	Reclassification of Revenue	
2563	7/29/2011	Correct Interest Revenue	





- Select the Filter to search

The screenshot shows the JournalEntry interface with the Add Filter dropdown menu open. The 'SystemId' option is highlighted with a red circle. The 'Execute Filter' button is visible below the filters section.

- Enter the known criteria in the appropriate field. For example, if searching for a specific journal entry number, enter the journal entry number in the SystemID field.
- Select Execute Filter.

The screenshot shows the JournalEntry interface with the SystemId filter field set to 'Equals' and the value '2377' entered. The 'Execute Filter' button is highlighted with a red circle.

- The journal entry will appear on the screen. At this point, the user can select an Action. In this example, the ledger is closed and finalized; therefore, the only Actions that can be taken are to print or view the voucher.

JournalEntry				+ Create Journal Entry
Page Size: 10	General Ledger: 2010-2011 Fiscal Year	Filter: Custom		
System ID	Ledger Date	Reference	Description	Actions
2377	8/31/2011	Reallocation of Object 6600		 
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				
Records: 1				  Page 1 of 1

- View – The user can view the information on the Journal Entry tab and/or the History tab.

Journal Entry		History			
Edit: Voucher #2377 - Reallocation of Object 6600				Return to list	
Journal Entry					
Reference	Ledger Date	Post Date			
Reallocation of Object 6600	8/31/2011	1/23/2013			
Description					
Items					
#	Account Code	Description	Debit	Credit	Net Amount
1	258-00-1539.00-000-1-00-0-00	Setup of Furniture & Equipment	155,576.52	\$0.00	\$155,576.52
2	258-11-6499.00-041-1-11-0-00	Reallocation of Object 6600s	39,362.49	\$0.00	\$39,362.49
3	258-11-6639.03-041-1-11-0-00	Reallocation of Object 6600s	0.00	\$161,232.50	(\$161,232.50)



Reclassify a Transaction Using Bills & Credit Memos

WebSmart offers an alternative method to reclassify an account code in a transaction rather than creating a journal entry. This alternative method utilizes bills and credit memos, which records the appropriate expense account, and also appears in the general ledger detail and vendor transactions reports. **Note: You will have to do a journal entry to reclassify accounts payable (2110) and cash (1110) if the reclassification involves multiple net asset (Fund) codes.**

With this method, you will follow a few easy steps:

Create a credit memo to credit the incorrect account code

- Create a bill to reflect the correct account code
- Process both the bill and credit memo through an AP Check Run
- Create a journal entry to move accounts payable & cash to the proper fund, *only if multiple funds are involved.*

As an example, if you have written a check for office supplies to a local vendor and it was coded to contracted services, but it should have been coded to office supplies, follow these steps to make the reclassification to the account code.

Example 1: Let's say check #5604 payable to Speech Specialties in the amount of \$6,150.00 was originally coded to state special education, account code 420-11-6219.00-101-5-23-0-00; however, it should have been coded to IDEA B, fund 224. Let's take a look at how to correct the coding from 420-11-6219.00-101-5-23-0-00 to 224-11-6219.00-5-23-0-00.

Reference	Description	Account	PO Number	Date	Amount
Vendor: 'Speech Specialties'					
Transaction Reference:	'5604'	Transaction Date:	02/27/2015	Bank Account:	'Horizon Bank'
'12474/Speech services for 41-50 students February'		'420-11-6219.00-101-5-23-0-00'		'Professional Services- Sp Ed'	
				Transaction Amount:	\$6,150.00
				Sub-total for '5604'	\$6,150.00
				Total for Account:	\$6,150.00
				GRAND TOTAL:	\$6,150.00

1. Create a credit memo to 420-11-6219.00-101-5-23-0-00 using the Bill Date on the Vendor Transactions Report of 2/27/15.
 2. Create a bill to 224-11-6219.00-101-5-23-0-00 using the Bill Date on the Vendor Transactions Report of 2/27/15.
 3. Go to Payments > Make Payments and create the Check Run to post as an AP Statement using the Transaction Date on the Vendor Transactions Report of 2/27/15.
 4. Since this is a reclassification from one fund, to another, a journal entry must be done using the Transaction Date.

Journal entry

224-00-2110.00-000-5-00-0-00	Debit 224 Accounts Payable	
224-00-1110.00-000-5-00-0-00	Credit Cash	
420-00-1110.00-000-5-00-0-00	Debit 420 Cash	
420-00-2110.00-000-5-00-0-00	Credit 420 Accounts Payable	

Finance > Purchasing & AP > Payables > Credit Memos > Create Credit Memo

- First, create and save a credit memo to credit the incorrect account code. This step will credit the incorrect account code **Use the date the original transaction was posted.** See example below:

Finance > Payables > Credit Memos

New Credit Memo

Reference
 Reclass ck#5604 from 420 to 224

Transaction Date
 02/27/2015

Vendor
 Speech Specialties

Status
 New

Items

#	Item No.	Description - Debit / Credit	Qty	Price	Ext. Price
1		Reclass ck#5604 from 420 to 224	1.00	-6,150.00	-6,150.00
		420-00-2110.00-000-5-00-0-00			
		420-11-6219.00-101-5-23-0-00			

6. Debit accounts payable. If reclassifying between different funds, part of the JE will be to credit the accounts payable to offset this entry.

8. Select Create.

7. Enter the incorrect coding to credit.

1. Enter a description to help you identify the transaction in the GL at a later date.

2. Use the Bill Date from the Vendor Transaction report.

3. Select your Vendor.

4. Copy your Reference description from above.

5. Enter the Qty and the negative amount.

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

Finance > Purchasing & AP > Payables > Bills > Create Bill

- Second, create and save a bill to the vendor, in this example the vendor is Speech Specialties, and enter the correct account code. This step will expense the appropriate account code. **Use the date the original transaction was posted.** See example below:

Finance > Payables > Bills

New Bill

Reference
 Reclass ck#5604 from 420 to 224.

Transaction Date
 02/27/2015

Vendor
 Speech Specialties

AP Group
 None

Status
 New

Items

#	Item No.	Description - Debit / Credit	Qty	Price	Ext. Price
1		Reclass ck#5604 from 420 to 224.	1.00	6,150.00	6,150.00
		224-11-6219.00-999-3-23-0-00			
		224-00-2110.00-000-3-00-0-00			

6. Debit the correct account code. In this case, it's 224.

8. Select Create.

7. You can leave this field blank and it will default to the appropriate accounts payable; however, for this example, I want you to see it because we need to do a journal entry to Debit the 224 accounts payable account to offset this entry.

1. Enter a description to help you identify the transaction in the GL at a later date.

2. Enter the Bill Date from the Vendor Transaction Report.

3. Select the Vendor.

4. Copy the Reference description from above.

5. Enter the Qty and Amount.

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

Finance > Purchasing & AP > Payments > Make Payments

- Third, process the **credit memo** and the **bill** in the same AP check run. This step will credit the incorrect account and expense the appropriate account in the new bill. The AP Check Run balance will be **zero**, thus there will not be any net change in cash.
 - Go to **Finance > Purchasing & AP > Payments > Make Payments**
 - Select the appropriate **Banking Account**.
 - Select the vendor, again, in this example , we are using Speech Specialties.
 - Verify the net payment amount is **0.00**
 - If there are several transactions listed on the AP Payments screen, select the to see all available transactions and only select the bill and credit memo pertaining to this reclassification.
 - Select **Create Check Run**. This process will create the AP Check Run posting the correct transactions accordingly.

Finance & AP > Payments > Make Payments

Unpaid Liabilities

Update the bank general information below:

* **Banking Account:** Horizon Bank

Total Amount: 0.00

Liabilities

Query: NON-PAYROLL - All Liabilities

Vendor	Amount	Pay
<input type="checkbox"/> Apple Inc.	\$1,109.00	<input type="checkbox"/>
<input type="checkbox"/> Kansas State Bank	\$15,535.52	<input type="checkbox"/>
<input type="checkbox"/> Region XIII	\$360.00	<input type="checkbox"/>
<input type="checkbox"/> School Specialty Inc	(\$13.97)	<input type="checkbox"/>
<input checked="" type="checkbox"/> Speech Specialties	\$0.00	<input checked="" type="checkbox"/>
<input type="checkbox"/> Credit Memo #12475: Reclass ck#5604 from 420 to 224	(\$6,150.00)	<input checked="" type="checkbox"/>
<input type="checkbox"/> Bill #12476: Reclass ck#5604 from 420 to 224.	\$6,150.00	<input checked="" type="checkbox"/>

- That will bring you to a screen where you have the option to **Cancel** or **Save**.
- **Select Save**

Create: New Check Run

Save **Cancel**

Preview

AP Check Run

This check run will NOT be submitted to the banking register or ledger until you click the SAVE button. This run contains **\$0.00** in live checks and **\$0.00** in electronic payments which will be which will be posted to the register of the account selected below and to the ledger effective the date provided.

Banking Account: Horizon Bank

* **Run Date:** 02/27/2015

* **Sort Order:** Increment By Vendor Name

Live Checks

Page Size: 10

No Checks Found

Page 1 of 1

Electronic Files

Page Size: 10

No Files Found

Page 1 of 1

AP Statements

Page Size: 10

Vendor

Speech Specialties

Page 1 of 1

- Since the net effect is **0.00**, an **AP Statement** is created instead of a **live check** or **electronic file**.
- To print the **AP Statement**, select the printer icon . See example below:

AP Statements

Page Size: 10

Reference	Vendor	Actions
STMT018459	Speech Specialties	

Page 1 of 1

Finance > General Ledger > Journal Entries

Now that the AP Statement has been posted to the ledger, a journal entry to the cash and payable accounts must be created to offset the bill and credit memo that was processed. Again, this is only done if the reclassification is between different funds, and in this case, we reclassified expenses from 420 to 224; therefore, the following journal entry must be created.

- Select **Create Journal Entry**

The screenshot shows the 'New Journal Entry' form with the following fields and callouts:

- 1. Enter reference:** Points to the 'Reference' field containing 'Reclass ck#6504 from 420 to 224 cash/payable'.
- 2. Enter original transaction date:** Points to the 'Ledger Date' field containing '02/27/2015'.
- 3. Enter a description. I just copy and paste:** Points to the 'Description' field containing 'Reclass ck#6504 from 420 to 224 cash/payable'.
- 4. Enter your debits and credits:** Points to the 'Items' table.
- 5. Select Save:** Points to the 'Save' button at the bottom left.

#	Account Code	Description	Debit	Credit	Net Am
1	224-00-2110.00-000-5-00-0-00	Reclass ck#6504 from 420 to 224 cash/pay	6,150.00	0.00	
2	224-00-1113.00-000-4-00-0-00	Reclass ck#6504 from 420 to 224 cash/pay	0.00	6,150.00	
3	420-00-1113.00-000-5-00-0-00	Reclass ck#6504 from 420 to 224 cash/pay	6,150.00	0.00	
4	420-00-2110.00-000-5-00-0-00	Reclass ck#6504 from 420 to 224 cash/pay	0.00	6,150.00	

- Select **Return To List**
- The journal entry will be in **Unposted Journal Entries**. Be sure to select the following icon to post it to the general ledger.

The screenshot shows the 'Journal Entry' list with the following callout:

- Select to post the journal entry to the general ledger:** Points to the 'Post' icon (a green circle with a white checkmark) in the 'Actions' column.

System ID	Ledger Date	Reference	Description	Actions
21127	2/27/2015	Reclass ck#6504 from 420 to 224 cash/payable	Reclass ck#6504 from 420 to 224 cash/payable	[Post] [Print] [Delete]

Finance > Reports > Vendor Transactions

- Finally, you can see the reclassification in the following Reports.
- **Finance > Reports > Vendor Transactions**
- **Format:** Select **Detail** from the drop down.
- **Sort:** Select **Vendor** from the drop down.
- **Date Range:** Select the appropriate date range. We are selecting **This Fiscal Year to Date** for this example.
- **Vendor:** Select the vendor that you were reclassifying. In this example we will use **Speech Specialties**.
- Select **Run Report**.

Vendor Transactions Report

Reference	Description	Account	PO Number	Date	Amount
<p style="text-align: center;">Vendor Transactions <i>This Fiscal Year</i> 07/01/2014 - 06/30/2015</p> <p style="text-align: right;">1 Total Page(s) 3/2/2015 11:22:19 AM</p> <p>No Account Code Filter Applied District Filter: [REDACTED] County/District: [REDACTED]</p>					
Vendor: 'Speech Specialties'					
Transaction Reference: '5604' Transaction Date: 02/27/2015 Bank Account: 'Horizon Bank' Transaction Amount: \$6,150.00					
'12474/Speech services for 41-50 students February'	'Speech services for 41-50 students February'	'420-11-6219.00-101-5-23-0-00' - 'Professional Services-Sp Ed'	"	2/27/2015	\$6,150.00
Sub-total for '5604'					\$6,150.00
Transaction Reference: 'STMT018459' Transaction Date: 02/27/2015 Bank Account: 'Horizon Bank' Transaction Amount: \$0.00					
'12475/Reclass ck#5604 from 420 to 224'	'Reclass ck#5604 from 420 to 224'	'420-11-6219.00-101-5-23-0-00' - 'Professional Services-Sp Ed'	"	2/27/2015	(\$6,150.00)
'12476/Reclass ck#5604 from 420 to 224.'	'Reclass ck#5604 from 420 to 224.'	'224-11-6219.00-999-3-23-0-00' - 'Professional Services - Sp Ed'	"	2/27/2015	\$6,150.00
Sub-total for 'STMT018459'					\$0.00
Total for Account:					\$6,150.00
GRAND TOTAL:					\$6,150.00

Finance > Reports > General Ledger

You now need to run the **General Ledger Report** to verify it posted correctly.

- **Scope:** Select **Detail**.
- **Date Range:** Select the appropriate date range. We are selecting **This Fiscal Year to Date** for this example.
- **Voucher Type:** Do not select anything from this drop down.
- On the right side of this screen there are several fields that you can refine your selection. We are going to use **Fund, Function and Object**. See example below:

Finance Reports : General Ledger

Displays General Ledger Detail

Parameters

Scope

Date Range

Range Begin

Range End

Voucher Type

District Filter

Export Data To Excel

Fund

Function

Object

Sub-Object 1

Organization

Fiscal Year

Program Intent

Sub-Object 2

Sub-Object 3

Filter as necessary to review the accounts in the reclassification.

- We selected the **Object** of the incorrect code and used the Transaction Date.
- **Select Run Report**

General Ledger Detail Report

General Ledger Detail						1 Total Page(s)	
Custom						3/2/2015	
02/27/2015 - 02/27/2015						11:28:49 AM	
Object:	~62%					District Filter:	
						County/District:	
Date	Reference	Description	Bud./Open	Exp./Rev./AJE	Encum.	Bud. Bal.	
Fund 224 - IDEA - Part B, Formula							
224-11-6219.00-999-3-23-0-00 - Professional Services - Sp Ed							
2/27/2015	V:21126/T:152840	Payable #12476: Reclass ck#5604 from 420 to 224. for Speech Specialties		\$6,150.00			
Total For 224-11-6219.00-999-3-23-0-00			\$0.00	\$6,150.00	\$0.00	\$6,150.00	
Total For Fund 224			\$0.00	\$6,150.00	\$0.00	\$6,150.00	
Fund 420 - Foundation School Program							
420-11-6219.00-101-5-23-0-00 - Professional Services - Sp Ed							
2/27/2015	V:21123/T:152834	Payable #12474: Speech services for 41-50 students February for Speech Specialties		\$6,150.00			
2/27/2015	V:21125/T:152838	Payable #12475: Reclass ck#5604 from 420 to 224 for Speech Specialties		(\$6,150.00)			
Total For 420-11-6219.00-101-5-23-0-00			\$0.00	\$0.00	\$0.00	\$0.00	
Total For Fund 420			\$0.00	\$0.00	\$0.00	\$0.00	

As you can see below, the transaction is now correctly expensed to 224 and credited to 420.

General Ledger Detail						1 Total Page(s)	
Custom						3/2/2015	
02/27/2015 - 02/27/2015						11:37:51 AM	
Fund:	420					District Filter:	
Object:	2110					County/District:	
Date	Reference	Description	Bud./Open	Exp./Rev./AJE	Encum.	Bud. Bal.	
Fund 420 - Foundation School Program							
420-00-2110.00-000-5-00-0-00 - Accounts Payable - :							
2/27/2015	V:21113/T:152814	Check Run #3469: Recording payment		\$100.00			
2/27/2015	V:21123/T:152833	Payable #12474: Speech services for 41-50 students February for Speech Specialties		(\$6,150.00)			
2/27/2015	V:21124/T:152836	Check Run #3473: Recording payment		\$6,150.00			
2/27/2015	V:21125/T:152837	Payable #12475: Reclass ck#5604 from 420 to 224 for Speech Specialties		\$6,150.00			
2/27/2015	V:21127/T:152844	AJE: Reclass ck#6504 from 420 to 224 cash/payable		(\$6,150.00)			
Total For 420-00-2110.00-000-5-00-0-00			\$100.00	\$0.00	\$0.00	\$100.00	
Total For Fund 420			\$100.00	\$0.00	\$0.00	\$100.00	

Original Check Run.

This shows the bill and JE to reduce the payable from 420.



- ***JE's Must be entered when Reclassifying from Fund to Fund only***

.....

If the process involves reclassifying expense between two funds a **journal entry** will have to be made to correct your liabilities. For example, if you were reclassifying expenditure from fund 420 to 211, after doing the above process, you will have to do a **journal entry** to move the liability and cash.

420-00-1110.00	Debit cash
420-00-2110.00	Credit payable
211-00-2110.00	Debit payable
211-00-1110.00	Credit cash

.....

Un-Post an A/P Statement for Corrections

If you use bills and credit memos to reclassify account codes on paid items or did an AP Statement to clear a bill and credit memo from you unpaid bills then you will find this new capability very handy. If you create a bill and a credit memo to reclassify something and process it and realize you dated it incorrectly or put the wrong code on it, you were stuck because you could not void or delete that AP Statement and edit the bill and or the credit memo.

We now give you the ability to do that. You know that when you create a bill and a credit memo that will clear each other out then that is the AP Statement process. Many times you will find that you have dated one or both the bill or credit memo incorrectly or coded them incorrectly. Now all you have to do is go to the Finance & AP > Payments > AP Check Runs and find the AP Statement that you want to correct and click on edit.

Finance & AP > Payments > Make Payments




AP Check Runs + Create Check Run

Page Size: 10 Query: Recent Check Runs

System ID	Run Date	Description	Account	Actions
2772	7/2/2013	1 AP Statement(s)	M&O - American Bank	[Icons]
2773	7/2/2013	1 AP Statement(s)	M&O - American Bank	[Icons]
2774	7/2/2013	1 AP Statement(s)	M&O - American Bank	[Icons]
2775	7/2/2013	1 AP Statement(s)	M&O - American Bank	[Icons]
2776	7/2/2013	1 AP Statement(s)	M&O - American Bank	[Icons]
2777	7/2/2013	1 AP Statement(s)	M&O - American Bank	[Icons]
2778	7/2/2013	1 AP Statement(s)	M&O - American Bank	[Icons]
2779	6/30/2013	1 AP Statement(s)	M&O - American Bank	[Icons]
2780	7/2/2013	1 AP Statement(s)	M&O - American Bank	[Icons]
2739	6/4/2013	1 Live Check(s) (71770-71770)	M&O - American Bank	[Icons]

Page 2 of 4

Checklist

Once you click on the  the AP Statement will open and you will see the statement at the bottom. It will have a red . Click on the red  and then the AP Statement will be unposted and the bills and credit memos put back to unpaid or unprocessed and then you can edit them.

Finance & AP > Payments > Make Payments

Edit: 1 AP Statement(s)

[Return To List](#)

Detail

AP Check Run

This check run has been submitted to the M&O - . \$0.00 in live checks and \$0.00 in electronic payments. Use the controls below to filter

Live Checks

Page Size: 10

Live Checks Found

Page 1 of 1

Electronic Files



Page Size: 10

No Files Found

Page 1 of 1

AP Statements

Page Size: 10

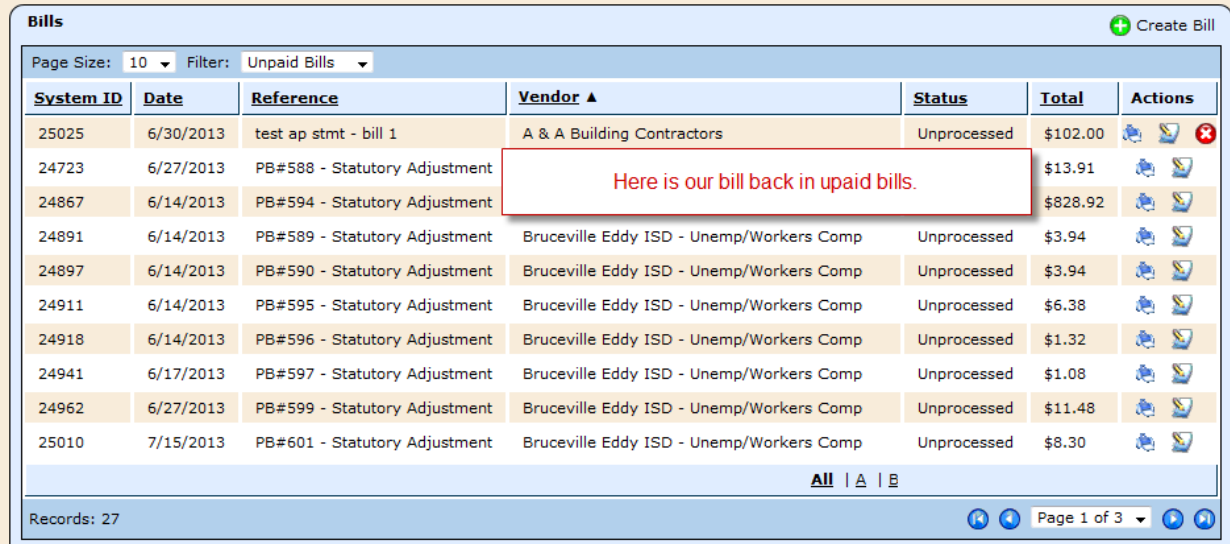
Reference	Vendor	Actions
STMT048676	A & A Building Contractors	 

Page 1 of 1

Click on the Red X to delete the AP Statement. When you delete the AP Statment then it puts the bill or bills and credit memo or credit memos back unprocessed






















Checklist

Once you have clicked the red  you can go to Bills and edit the bill.




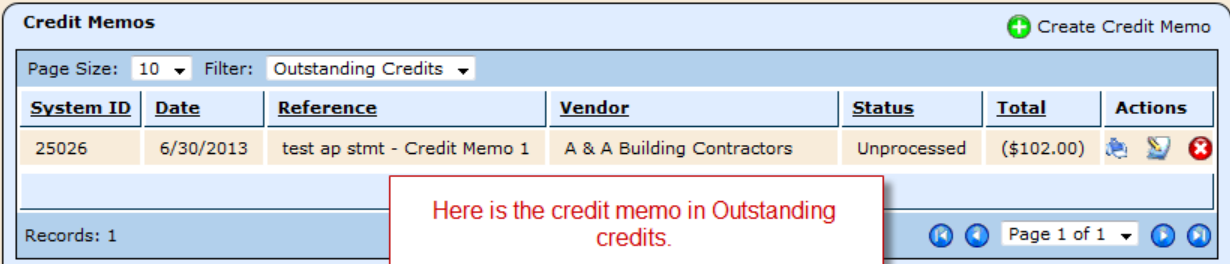
Bills + Create Bill

Page Size: 10 Filter: Unpaid Bills

System ID	Date	Reference	Vendor ▲	Status	Total	Actions
25025	6/30/2013	test ap stmt - bill 1	A & A Building Contractors	Unprocessed	\$102.00	  
24723	6/27/2013	PB#588 - Statutory Adjustment			\$13.91	 
24867	6/14/2013	PB#594 - Statutory Adjustment			\$828.92	 
24891	6/14/2013	PB#589 - Statutory Adjustment	Bruceville Eddy ISD - Unemp/Workers Comp	Unprocessed	\$3.94	 
24897	6/14/2013	PB#590 - Statutory Adjustment	Bruceville Eddy ISD - Unemp/Workers Comp	Unprocessed	\$3.94	 
24911	6/14/2013	PB#595 - Statutory Adjustment	Bruceville Eddy ISD - Unemp/Workers Comp	Unprocessed	\$6.38	 
24918	6/14/2013	PB#596 - Statutory Adjustment	Bruceville Eddy ISD - Unemp/Workers Comp	Unprocessed	\$1.32	 
24941	6/17/2013	PB#597 - Statutory Adjustment	Bruceville Eddy ISD - Unemp/Workers Comp	Unprocessed	\$1.08	 
24962	6/27/2013	PB#599 - Statutory Adjustment	Bruceville Eddy ISD - Unemp/Workers Comp	Unprocessed	\$11.48	 
25010	7/15/2013	PB#601 - Statutory Adjustment	Bruceville Eddy ISD - Unemp/Workers Comp	Unprocessed	\$8.30	 




Records: 27 Page 1 of 3

Once you have clicked the red  you can go to Credit Memo and edit the Credit Memo.



Credit Memos + Create Credit Memo

Page Size: 10 Filter: Outstanding Credits

System ID	Date	Reference	Vendor	Status	Total	Actions
25026	6/30/2013	test ap stmt - Credit Memo 1	A & A Building Contractors	Unprocessed	(\$102.00)	  

Records: 1 Page 1 of 1

Checklist

You can go to Purchasing and AP > Payments > Make Payments and choose the bill and the credit memo and process them to re-post the AP Statement.

Unpaid Liabilities

Update the bank general information below:

* **Banking Account:** M&O - American Bank

Total Amount: 0.00 Create Check Run

Liabilities

Query: NON-PAYROLL - All Liabilities

	Vendor	Amount	Pay <input type="checkbox"/>
<input type="checkbox"/>	A & A Building Contractors	\$0.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Bill #25025: test ap stmt - bill 1	\$102.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Credit Memo #25026: test ap stmt - Credit Memo 1	(\$102.00)	<input checked="" type="checkbox"/>
<input type="checkbox"/>		\$250.00	<input type="checkbox"/>
<input type="checkbox"/>		\$0.00	<input type="checkbox"/>

No we can go and pay the AP Statement and clear from bills and credit memos

That is all there is to unposting an AP Statement, editing the bill and or the credit memo and re-posting.



Charters: Asset/Liability Coding Using 65xx and 66xx Object Codes

An alternative method to expensing and reporting your loan principal and capital outlay items is described below. The method is designed to provide ease of reporting of accurate financial statements to your school boards.

You must ensure that the function and object codes have been set up in WebSmart as non-PEIMS reportable for both the Actuals and the Budget submissions. You must also remember that these items need to be reclassified to their proper asset/liability codes BEFORE giving your data to your auditor at year end or that you communicate with the auditors on the nature of these items.

Example: The following example is a budget showing 65XX and 66XX accounts separated from the regular budget. In this example the inclusion of these amounts creates a balanced budget, and is displayed so that the board can see where these funds are being spent. We suggest that you use function 99 to more easily identify the non-PEIMS reportable items. Although you have provided this information to the board for approval the function 99 expenses will not be part of the Original Adopted Budget. If your auditor used Audit LEA and you are providing the Audit LEA file for them to load you should remove these line items from that file before releasing to your auditor.

Charter School Name				
<i>2009 - 2010 Adopted Budget - Adopted 7/1/2009</i>				
Code	Description	08-09	09-10	
420-53-6146.00-101-1-99-0-00	TRS - Undistributed	\$60	\$65	
420-53-6219.00-101-1-99-0-00	JR3	\$4,000	\$16,170	
420-61-6119.00-101-1-99-0-00	After School Salaries	\$14,986	\$17,000	
420-61-6141.00-101-1-99-0-00	Medicare	\$1,366	\$800	
420-61-6142.00-101-1-99-0-00	Group Health Insurance	\$950	\$1,000	
420-61-6146.00-101-1-99-0-00	T R S	\$40	\$45	
420-61-6399.00-101-1-99-0-00	AfterCare supplies	\$300	\$300	
420-71-6523.08-999-1-99-0-00	Bank Loan Interest - New Bldg	\$91,487	\$85,735	
		<i>Revenue</i>	(\$1,966,934)	(\$2,076,189)
		<i>Expense</i>	\$1,732,368	\$1,906,871
<i>Additional Expenses for R Purposes</i>				
420-99-6519.00-101-1-99-0-00	Extra Principal Payment to Bank - non-budget Move to 2510 EOY	\$24,000	\$19,000	
420-99-6511.00-101-1-99-0-00	Amegy Principal - non-budget move to 2510 EOY	\$90,566	\$96,318	
420-99-6629.00-101-1-99-0-00	New Bldg Completion - non-budget move to 1580 EOY	\$120,000	\$54,000	
		Total Revenue	(\$1,966,934)	(\$2,076,189)
		Total Expense	\$1,966,934	\$2,076,189
			(\$0)	\$0
Balanced Budget				

Another benefit of utilizing the 65XX and 66XX accounts is that it allows you to provide a more complete and accurate Income Statement to the board.

Income Statement
This Fiscal Year
09/01/2010 - 08/31/2011
Without Encumbrances




5/4/2011
12:12:31 PM

		Budget	Actual		Percent
			09/01 - 08/31	FY to 5/4/2011	
6429	Insurance and Bonding Costs	\$15,000.00	\$7,885.00	\$7,885.00	52.57 %
6499	Misc Operating Costs	\$23,469.44	\$11,571.76	\$11,571.76	49.31 %
6511	Bond Principal	\$96,318.00	\$65,017.58	\$65,017.58	67.50 %
6519	Debt Principal	\$19,000.00	\$0.00	\$0.00	0.00 %
6523	Interest on Debt	\$85,735.00	\$56,350.10	\$56,350.10	65.73 %
6629	Building Purchase, Construction or Improvements	\$36,197.00	\$23,203.30	\$23,203.30	64.10 %
6649	Capital Assets - Other - Locally Defined Groupings	\$54,000.00	\$301.12	\$301.12	0.56 %
8911	Net Assets Released From Temporary Restrictions	\$5,234.00	\$0.00	\$0.00	0.00 %
Total Expenditures & Other Uses		\$2,159,275.40	\$1,358,709.90	\$1,358,709.90	62.92 %
Overall Totals		\$1,441.00	(\$74,319.10)	(\$74,319.10)	


Let's go over this in detail to get an idea of this process, but first, let's talk about **setting up the parameters in the code tables.**

Setting up the parameters in the code tables - OBJECT CODES

Setting up the parameters ensures the transactions coded to the specified object codes will not report to PEIMS in either of the Actual or Budget PEIMS submissions.

- Go to Finance > General Ledger > Chart of Accounts > Code Tables > Object
- Select  to edit the object code to use (or if the object code is not available, select  Create Object)
- Select  Edit Identifier
- Verify the Actual Code AND the Budget Code is **blank**. *When this field is blank, the transactions to this object code are not reported to PEIMS.*
- Select Save

General Information

Edit: 6511-Bond Principal  Return to list

The Object represents a "segment" within the accounting code structure supported by WebSmart. This code identifies the nature and object of an account, a transaction, or a source.

Identifier

Code* 6511

Description* Bond Principal

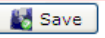
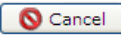
Account Type* 6000 - Expenditure/Expense Control Accounts

Reporting

Actual Code*

Budget Code*

Payroll Restricted NOT Payroll Restricted

The following are examples of the object codes, which are listed in TEA's FAR guide for use in public schools to record Principal and Capital asset expenses. We suggest you use these object codes although they are not listed in the FAR Guide provided for Charter schools but they have been defined by TEA and can be identified if necessary. Since these codes are not provided for Charter Schools the expenses must be moved to the proper asset/liability code at year end.

6500 DEBT SERVICE

R 6511 Bond Principal

This code is used to classify expenditures to retire the principal of bonds.

R 6512 Capital Lease Principal

This code is used to classify expenditures to retire the principal of long-term capital leases.

R 6513 Long-Term Debt Principal

This code is used to classify expenditures to retire the principal of long-term debt (except bond and capital lease principal), using dedicated tax proceeds and other revenue. This includes non-voter approved debt repaid using tax proceeds dedicated to debt repayment. Long-term debt is defined as any debt that will not be paid with current available financial resources.

R 6519 Debt Principal

This code is used to classify expenditures to retire the principal of debt not specified elsewhere.

6600 CAPITAL OUTLAY - LAND, BUILDINGS AND EQUIPMENT

R 6619 Land Purchase and Improvement

This code is used to classify expenditures for the purchase of land, land improvements other than buildings and any associated fees. This includes any other costs necessary to alter the land for its intended purpose.

R 6629 Building Purchase, Construction or Improvements

This code is used to classify expenditures to purchase buildings or for materials, labor, etc., to construct new buildings. This account also includes expenditures for substantial alteration or remodeling of existing buildings that materially increase building life and/or usefulness.

R 6631 Vehicles per unit cost of \$5,000 or more

This code is used to classify expenditures for the purchase of vehicles having a per-unit cost of \$5,000 or more and a useful life of more than one year. If the per-unit cost is less than \$5,000 and the district, by policy, elects to capitalize the expenditure, the 6640 series of accounts, Capital Assets - District Defined, should be used.

R 6639 Furniture, Equipment and Software




This code is used to classify expenditures for all equipment, furniture, technology equipment and capital outlay items having a per-unit cost of \$5,000 or more and a useful life of more than one year not classified elsewhere.

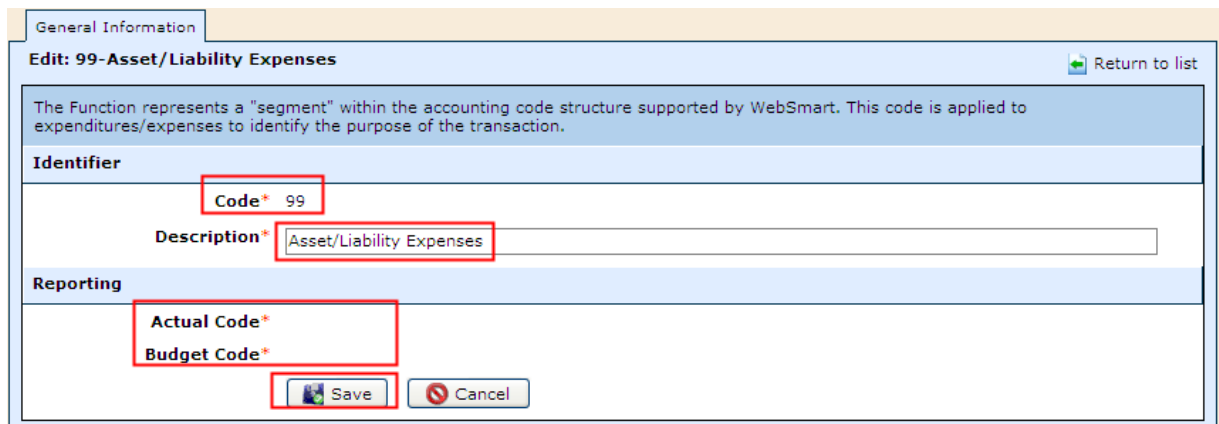
R 6649 Capital Assets - Other - Locally Defined Groupings

This code is used at the discretion of the school district if the school district policy requires the capitalization of items that individually or, as a group, are less than the \$5,000 criterion identified in the 6630 series of accounts. If a school district does not account for these items under object code 6649, then the items are to be classified under object code 6399, General Supplies.

Setting up the parameters in the code tables – FUNCTION 99

In order to keep these items separate from the regular budget, we suggest you use function 99. This will make it easier to identify what needs to be reclassified before giving to auditors and what should NOT be submitted to PEIMS.

- Go to Finance > General Ledger > Chart of Accounts > Code Tables > Function
- Select  to edit the function to use (or if the object code is not available, select  Create Function)
- Select  Edit Identifier
- Change the Description to Asset/Liability Expenses
- Verify the Actual Code AND the Budget Code is blank. When this field is blank, the transactions to this object code are not reported to PEIMS.
- Select Save



General Information

Edit: 99-Asset/Liability Expenses [Return to list](#)

The Function represents a "segment" within the accounting code structure supported by WebSmart. This code is applied to expenditures/expenses to identify the purpose of the transaction.

Identifier


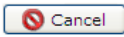
Code* 99

Description* Asset/Liability Expenses

Reporting



Actual Code*

Budget Code*

Creating & Renaming the Account Code in the Chart of Accounts

Now, it's time to create the account codes. To help you remember to make the journal entries at year end, rename the account codes and include the asset or liability code it should be moved to.

- Go to Finance > General Ledger > Chart of Accounts > Account Codes
- Select  Add Account Code
- Select the appropriate pieces to the account code. For example, if you are setting up debt principal at the elementary, select the pieces to create the account code for 420-99-6511.00-101-1-99-0-00
- Select Create
- Select  Edit Identifier
- Change the Description to include the liability account you wish to move the transactions to. For example, if you are setting up debt principal, you may want to name the account code Debt Principal – move to 2510 EOY – non reportable budget.
- Select Save

Example: Account Codes

10220	420-71-6523.00-999-1-99-0-00	Loan Interest on Debt		
10218	420-99-6511.00-101-1-99-0-00	Debt Principal - move to 2510 EOY - non reportable budget		
10219	420-99-6519.00-101-1-99-0-00	Land Purchase - move to 2510 EOY - non reportable budget		

Creating the budget using 65XX and 66XX

When creating the budget for the new year, use these account codes, again, keeping them separate from the regular budget.

- Go to Finance > General Ledger > Budget Revisions
- Select to enter the appropriate budget revision
- Select Expense Allocations
- Select to enter the appropriate account code
- Enter custom Comments to help you identify the budget revision on the account code
- Enter the full amount of the Expensed budget
- Select Update
- Select Return to List to return to the main page of the budget revisions or select Submission then Submit Budget if you are ready to post the budget to WebSmart.

Expense Allocation

Fund:	420-Foundation School Program And Other State Aid (Charter School Only) ▼	Revenue:	\$0.00
Budget Group:	Default Budget Group ▼	Appropriation:	\$326,053.00
		Balance:	(\$326,053.00)

Expense Allocations

Page Size: 10 ▼

Code	Initial	Approved	Edit
420-11-6399.00-101-1-00-0-00 - Foundation School Program And Other State Aid (Charter School Only) - General Supplies	\$0.00	\$0.00	
420-41-6399.00-750-1-99-0-00 - Foundation School Program And Other State Aid (Charter School Only) - General Supplies	\$0.00	\$0.00	
420-51-6399.00-999-1-99-0-00 - Foundation School Program And Other State Aid (Charter School Only) - General Supplies	\$0.00	\$0.00	
420-71-6523.00-999-1-99-0-00 - Loan Interest on Debt	\$0.00	\$91,487.00	
420-99-6511.00-101-1-99-0-00 - Debt Principal - move to 2510 EOY - non reportable budget	\$0.00	\$90,566.00	
420-99-6519.00-101-1-99-0-00 - Land Purchase - move to 2510 EOY - non reportable budget	\$0.00	\$24,000.00	
420-99-6629.00-101-1-99-0-00 - New Bldg Completion - non-budget move to 1580 EOY	\$0.00	\$120,000.00	

Page 1 of 1 ▼

Creating bills, requisitions, and/or purchase orders using the 65XX and 66XX accounts

As expenses occur for debt principal and/or capital outlay, enter the bills in Finance > Purchasing & AP > Bills using the appropriate codes previously set up and following through with Payments > Make Payments.

Payment Authorization - Bill

Bill Number
New Payment Authorization

Vendor American Bank	Reference Number Land Payment	Billing Date 5/9/2011	Due Date 5/9/2011	<input type="button" value="Calculate"/>
				A/P Group None
<input type="checkbox"/> Link Ordered Items				

Item	Description - Item Code/ Expense - Liability	Qty	Unit Price	Ext. Price
1	Land Payment #1 420-99-6519.00-101-1-99-0-00 420-00-2110.00-000-1-00-0-00	1.00	4,995.00	4,995.00
Balance				4,995.00 +

Unpaid Liabilities

Update the bank general information below:

* Banking Account:	General Operating
Total Amount:	4,995.00

Liabilities

Query: All Liabilities

	Vendor	Amount	Pay
<input type="checkbox"/>	A - G	(\$499.18)	<input type="checkbox"/>
<input type="checkbox"/>	American Bank	\$4,995.00	<input checked="" type="checkbox"/>

EOY Budget Revision:


At year end, again before turning over your data to the auditors you will want to do a budget revision and remove the budget from the function 99 codes.

EOY – Make Journal Entries

At the end of the year, run the Trial Balance and Vendor Transaction Detail report to verify the amounts you need to reclassify with journal entries.

- Go to Finance > Reports > General Ledger
- Select Trial Balance
- Select This Fiscal Year for the Date Range
- Enter 99 in the Function field
- Select Run Report

Demo District 1		Trial Balance		1 Total Page(s)	
District #00-0000001		This Fiscal Year		5/9/2011	
				9:33:18 AM	
Function:	99	District Filter:	Demo District 1		
Object:	>=6500	County/District:	000001		
Account Code	Description	07/01/2010	06/30/2011	Balance	
420-99-6511.00-101-1-99-0-00	Debt Principal - move to 2510 EOY - non reportable budget	\$90,566.00		\$90,566.00	
420-99-6519.00-101-1-99-0-00	Land Purchase - move to 2510 EOY - non reportable budget	\$24,000.00		\$24,000.00	
420-99-6629.00-101-1-99-0-00	New Bldg Completion - non-budget move to 1580 EOY	\$120,000.00		\$120,000.00	
FUND 420 TOTAL:		\$234,566.00		\$234,566.00	
GRAND TOTAL		\$234,566.00		\$234,566.00	

- Go to Finance > General Ledger Journal Entries
- Select  Create Journal Entry
- Enter the appropriate information for the journal entries by debiting the liability or asset account and crediting the expense account
 - Example:

Debit 420-00-2510.00-000-1-0-00	90,566.00	
Credit 420-99-6511.00-101-1-99-0-00		90,566.00
- Verify the net effect is zero
- Select Save & Post to post the journal entry to the ledger
- See example Journal Entry on the next page

Example: Journal Entry

Journal Entry

2010-2011 School Year

Voucher Number
 New Journal Entry

<u>Reference</u>	<u>Ledger Date</u>	<u>Post Date</u>
EOY JE to move non-budget entries	6/30/2011	

<u>Description</u>			
EOY JE to move non-budget entries			

Item	Description/Account Code	Debit	Credit
1	EOY JE to move non-budget entries 420-00-2510.00-000-1-00-0-00	90,566.00	0.00
2	EOY JE to move non-budget entries 420-99-6511.00-101-1-99-0-00	0.00	90,566.00
3	EOY JE to move non-budget entries 420-00-2510.00-000-1-00-0-00	24,000.00	0.00
4	EOY JE to move non-budget entries 420-99-6519.00-101-1-99-0-00	0.00	24,000.00
5	EOY JE to move non-budget entries 420-00-1580.00-000-1-00-0-00	120,000.00	0.00
6	EOY JE to move non-budget entries 420-99-6629.00-101-1-99-0-00	0.00	120,000.00
Balance		0.00	

- Go to Finance > Reports > General Ledger
- Run the Trial Balance report for function 99 to verify these balances are now 0.00

Demo District 1
 District #00-0000001

Trial Balance This Fiscal Year

1 Total Page(s)
 5/9/2011
 10:19:35 AM

Function: 99
Object: >=6500

District Filter: Demo District 1
County/District: 000001

Account Code	Description	07/01/2010	06/30/2011	Balance
420-99-6511.00-101-1-99-0-00	Debt Principal - move to 2510 EOY - non reportable budget	\$0.00	\$0.00	\$0.00
420-99-6519.00-101-1-99-0-00	Land Purchase - move to 2510 EOY - non reportable budget	\$0.00	\$0.00	\$0.00
420-99-6629.00-101-1-99-0-00	New Bldg Completion - non-budget move to 1580 EOY	\$0.00	\$0.00	\$0.00
FUND 420 TOTAL:		\$0.00	\$0.00	\$0.00
GRAND TOTAL		\$0.00	\$0.00	\$0.00



Fundraisers: Using Liability Codes For Student Activity Accounts

WebSmart offers an easy way to track cash balances of student activity accounts without using a cash account code. For tracking revenues and expenses for student activity accounts, setup a specific liability account for each student activity group. Then, as you post receipts and bills to the ledger, you will post them to that specific liability group; thus, creating a cash balance of each student activity group when you are ready to run reports.

To use this process, remember student activity funds are non-peims reportable, we suggest using a locally defined fund, such as Fund 829 and make sure the parameters are set in the tables as non-PEIMS reportable for actual and budget.

Initial Setup

- **Defining the fund**

- First, let's define the fund. In this example, we are using fund 829
- Go to **Finance > General Ledger > Chart of Accounts > Code Tables > Fund**
- Select **+ Create Fund**
- Enter 829, or another locally defined code, in the **Code** field
- Enter Student Activity Funds, or any other customized name, in the **Description** field
- Select **Create**

Defining the fund: Example 1

New Fund

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

Identifier

Code*

Description*

- In the Reporting section, the **Actual Code** and **Budget Code** default to PEIMS reporting with the fund account code.
- Select **Edit Identifier** to delete the **Actual & Budget Codes**

Defining the Fund: Example 2

General Information

Edit: 829-Student Activity Funds Return to list

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

Identifier Edit Identifier

Code* 829

Description* Student Activity Funds

Reporting

Actual Code* 829

Budget Code* 829

Fund Type* Standard

- Highlight and delete the fund from the **Actual Code** and the **Budget Code** fields so that this fund does not report to PEIMS

Defining the Fund: Example 3

Reporting

Actual Code*

Budget Code*

Fund Type* Federal Shared Service Enterprise Capital Asset

- Select **Save**



- **Defining the Liability Code**

- Now, let's define the liability code. In this example, we are using liability object code 2190 since it's defined in TEA's FAR guide as indicated below

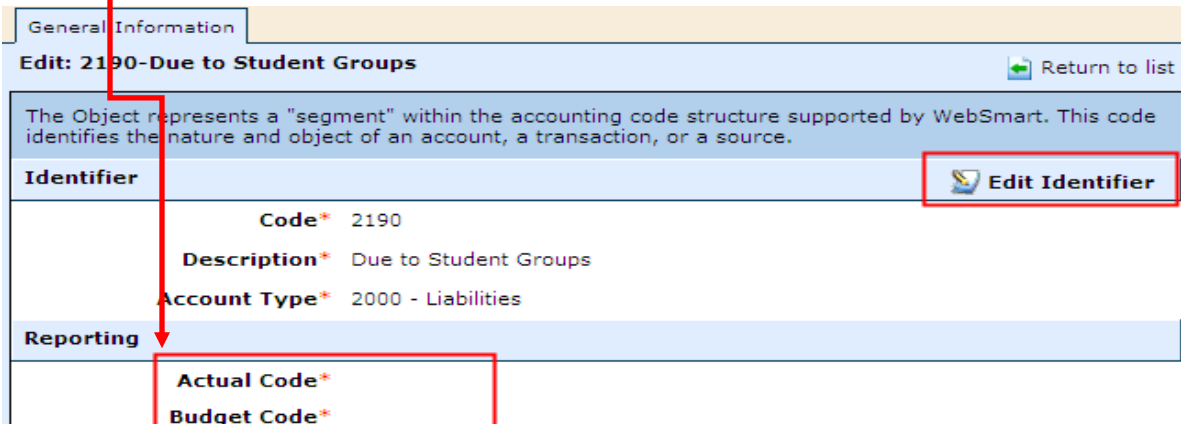
Excerpt from TEA FAR Update 14

⌘ 2190 Due to Student Groups

These accounts are used to record amounts owed to student groups within the agency funds. Amounts recorded as Due to Student Groups equal the difference between amounts recorded as assets and any recorded liabilities of student groups, such as accounts payable (there is not to be an amount reported as fund balance pertaining to student groups under agency funds).

- Go to Finance > General Ledger > Chart of Accounts > Code Tables > Object
- Select  to edit the 2190 Due to Student Groups. (If there is not a current 2190, select  Create Object.)
- Verify there is not an entry in the Actual Code and the Budget Code. If there is, go to Edit Identifier and delete and save.

Defining the Liability Code: Example 1



General Information

Edit: 2190-Due to Student Groups [Return to list](#)



The Object represents a "segment" within the accounting code structure supported by WebSmart. This code identifies the nature and object of an account, a transaction, or a source.

Identifier	
Code*	2190
Description*	Due to Student Groups
Account Type*	2000 - Liabilities

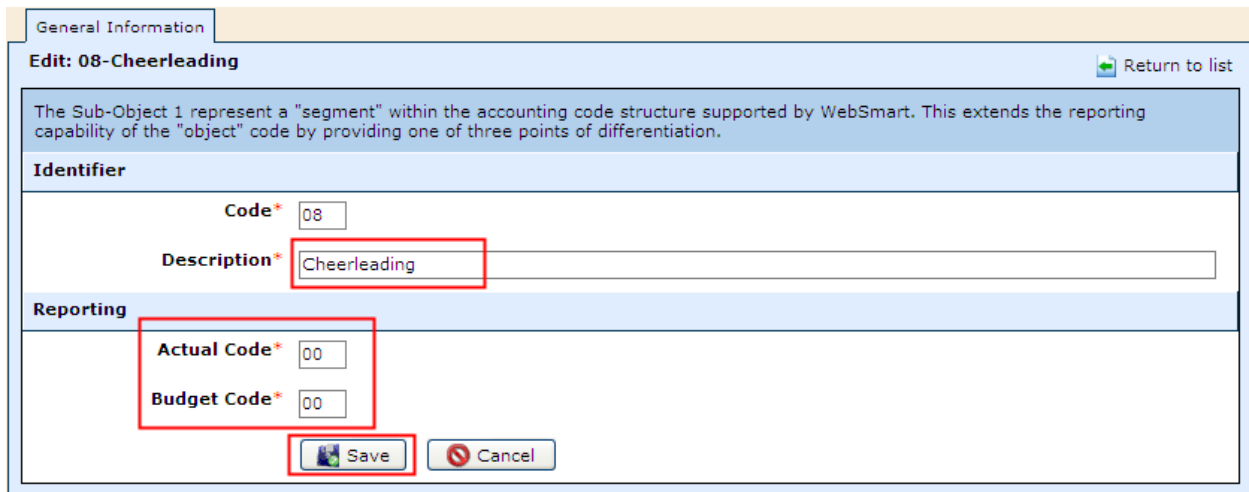
Reporting

Actual Code*	
Budget Code*	

- **Defining the Sub-Objects**

- Now, let's define the sub-object codes for specific fundraisers
- Go to **Finance > General Ledger > Chart of Accounts > Code Tables > Sub-Object 1**
- Select  to edit the sub-objects of your choice. (If there is not a current local sub-object code in WebSmart, select  Create Sub-Object 1)
- Select **Edit Identifier**
- Change the **Description** to meet your needs of the fundraiser
- Verify the **Actual Code** and **Budget Code** is 00
- Select **Save**

Defining the Sub-Objects: Example 1



General Information

Edit: 08-Cheerleading [Return to list](#)

The Sub-Object 1 represent a "segment" within the accounting code structure supported by WebSmart. This extends the reporting capability of the "object" code by providing one of three points of differentiation.

Identifier

Code* 08

Description* Cheerleading

Reporting

Actual Code* 00

Budget Code* 00

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

Adding Account Codes

Now that the code tables have been defined, it's time to add the account codes to your chart of accounts.

- Go to **Finance > General Ledger > Chart of Account > Account Codes**
- If you have multiple ledgers open, verify the correct ledger
- Select **+ Add Account Code**
- Select the appropriate codes tables for each fundraising account code. See Example below.
- Select **Create**

Adding Account Codes: Example 1

New Account Code

The Account Code ...

Identifier

Net Asset* (829-1) Student Activity Funds Fiscal Year 2011

Function* 00--

Object* 2190-Due to Student Groups

Sub-Object 1* 07-Yearbook

Organization* 000-No Organization

Program Intent* 00--

Sub-Object 2* 0-No Sub-Object 2

Sub-Object 3* 00-No Sub-Object 3

Recording Transactions

Receipts

Record the revenue to the appropriate fundraising accounts.

- Go to **Finance > Banking & Receipts > Receipts**
- Select **+ Create Receipt**
- Select the **Banking Account**
- Enter the **Deposit Date**
- Enter a **Memo**
- Enter the **Description** of the receipt
- Enter the appropriate fundraising **Account** code
- Enter the **Amount**
- Select **Save**

Example: Receipt

Receipt

Transaction Reference
New Receipt

Banking Account

Account 1 ▼

Deposit Date

5/2/2011 📅

Memo

Fundraising/Yearbook Sales

Item	Description	Account	Amount
1	Fundraising/Yearbook Sales	829-00-2190.07-000-1-00-0-00	50.00
Balance			50.00 +

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Bills

Record the expenses to the appropriate fundraising accounts.

- Go to **Finance Purchasing & AP > Bills**
- Select **+ Create Bill**
- Enter the appropriate information on the bill and use the appropriate fundraising **Account** code
- Select **Save**

Example: Bill

Payment Authorization - Bill

Bill Number
New Payment Authorization

<u>Vendor</u> Vendor 3548	<u>Reference Number</u> 12345	<u>Billing Date</u> 5/2/2011	<u>Due Date</u> 5/2/2011	<input type="button" value="Calculate"/>
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A/P Group
None

Link Ordered Items

Item	Description - Item Code/ Expense - Liability	Qty	Unit Price	Ext. Price
1	Yearbook Expenses 829-00-2190.07-000-1-00-0-00 829-00-2110.00-000-1-00-0-00	1.00	300.00	300.00
Balance				300.00 +

- Process the payment as usual through **Finance > Purchasing & AP > Payments > Make Payments**

- To check the balances of the accounts, run the **Trial Balance** in Finance > Reports. See example below:

Example: Trial Balance

Demo District 1
District #00-0000001

Trial Balance
This Fiscal Year

1 Total Page(s)
5/2/2011
1:31:37 PM

Fund: 829
Object: 2190
Sub-Object 1: >=01 and <=08

District Filter: Demo District 1
County/District: 000001

Account Code	Description	07/01/2010 06/30/2011	Balance
829-00-2190.01-000-1-00-0-00	Student Activity Funds - Class of 2011	(\$1,129.00)	(\$1,129.00)
829-00-2190.02-000-1-00-0-00	Student Activity Funds - Class of 2012	(\$1,569.00)	(\$1,569.00)
829-00-2190.03-000-1-00-0-00	Student Activity Funds - Class of 2013	(\$1,699.00)	(\$1,699.00)
829-00-2190.04-000-1-00-0-00	Student Activity Funds - Class of 2014	(\$1,342.00)	(\$1,342.00)
829-00-2190.05-000-1-00-0-00	Student Activity Funds - Class of 2015	(\$2,100.00)	(\$2,100.00)
829-00-2190.06-000-1-00-0-00	Student Activity Funds - Class of 2016	(\$2,100.00)	(\$2,100.00)
829-00-2190.07-000-1-00-0-00	Student Activity Funds - Yearbook	(\$450.00)	(\$450.00)
829-00-2190.08-000-1-00-0-00	Student Activity Funds - Cheerleading	\$150.00	\$150.00
FUND 829 TOTAL:		(\$10,239.00)	(\$10,239.00)
GRAND TOTAL		(\$10,239.00)	(\$10,239.00)

The credits (or receipts) will appear in parenthesis. If the balance is in parenthesis, there are funds available to use.

If the balance is not in parenthesis, the fundraiser account has been overspent.