Finance/GL
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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:

<u>Create the new fund table:</u>

- 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
Bugetary 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
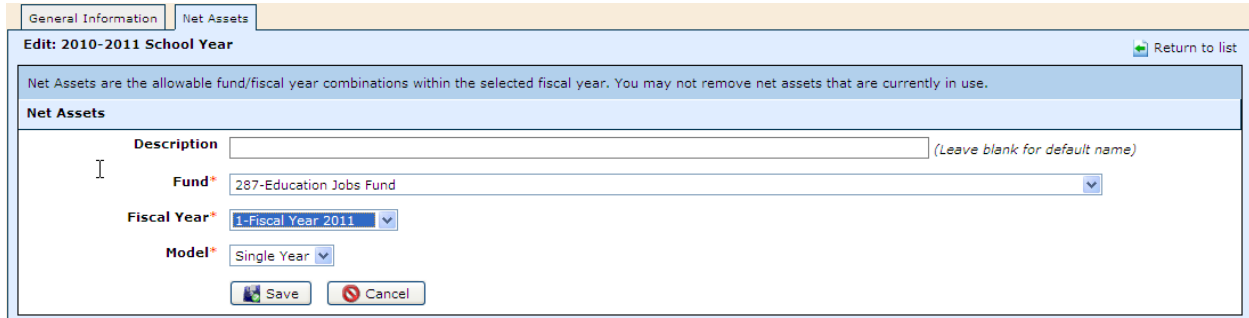
Edit: 2010-2011 School Year   ← Return to list

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

- 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

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 ⊕ Add Account Code
- 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.

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

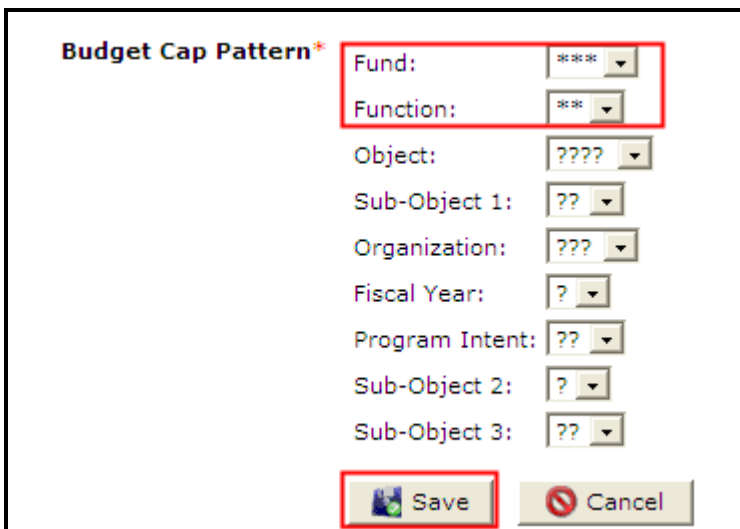Now these codes are available for transactions.

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 Ledge r > 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

Example 3: Fund/Function/Major Object Organization

Budget Revisions

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

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	

Budget Revisions — Create Revision. Page Size: 10. Ledger: Fiscal Year 10-11

- 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
- 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	

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

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

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

- 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.

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

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

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

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

- Select the Budget Worksheet

- 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.

- 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.

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

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

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

<u>**Finance > General Ledger > Approp Requests**</u>

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.)

- Save the document to your computer

- Go to **Finance>General Ledger>Approp Requests**

- Select the appropriate **Ledger** (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**.

- When the import is successful, you will see the following screen.

- Enter a **Description**.

- 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.

- 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**
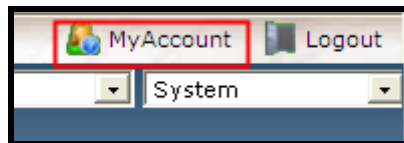
- Select the **Signature** tab
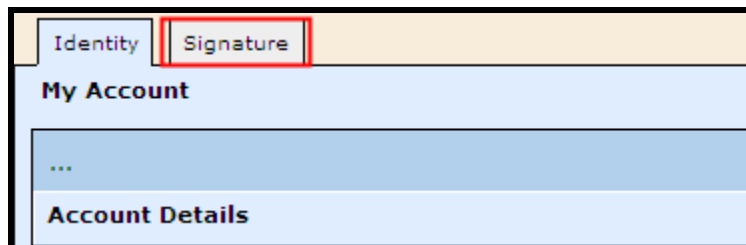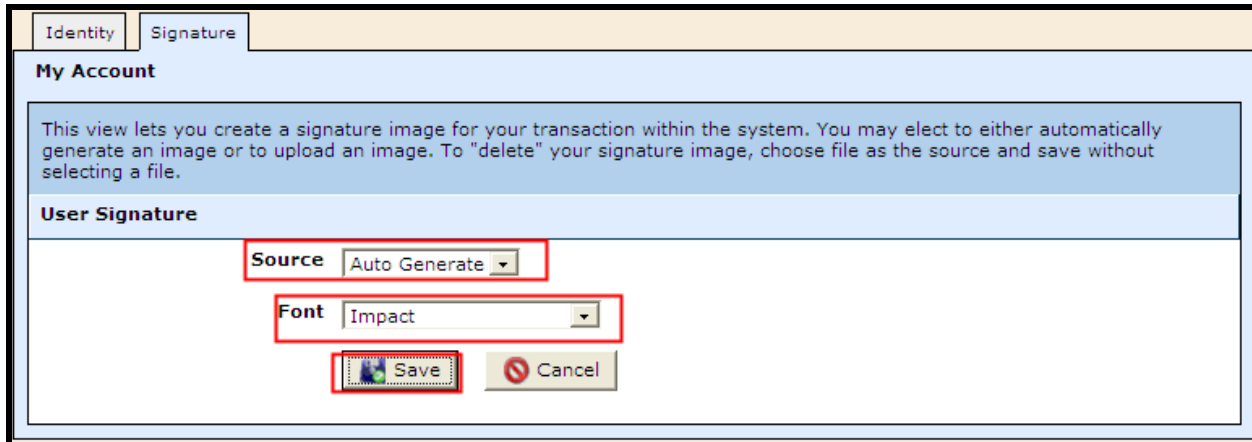
- Select **Edit Signature**
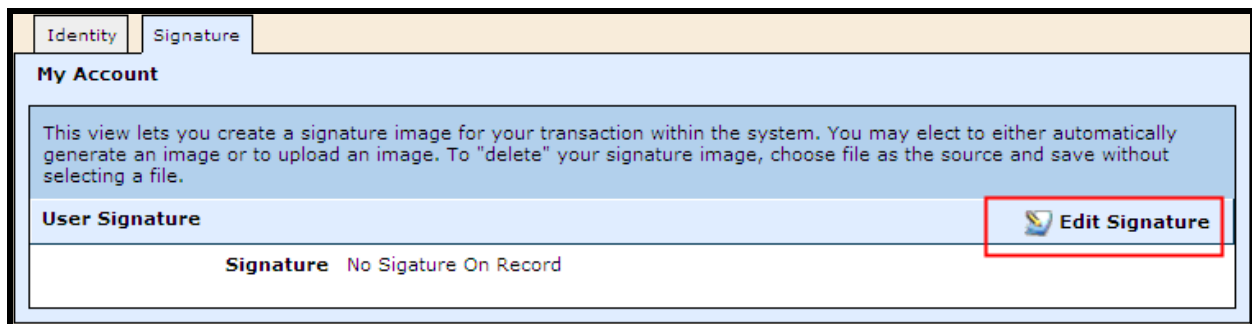
To automatically generate signature:

- 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:

Example of signature once it's saved:

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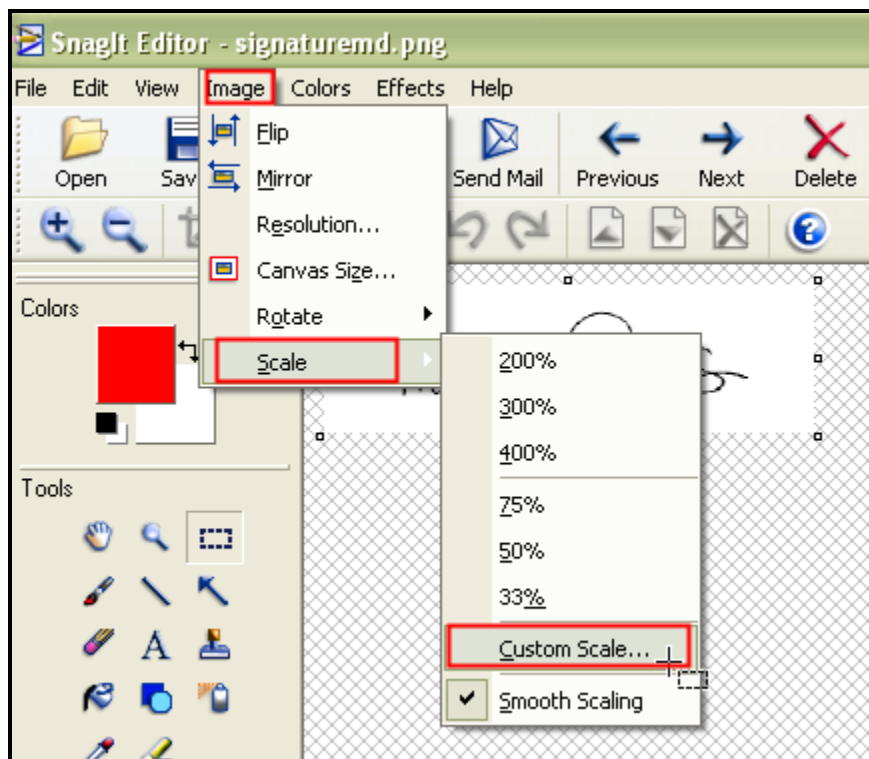
    - Change the Scale by percentage of original on Width and Height from 100% to 70% or 80% depending on how large you wish to see the signature on the Purchase Order.

    - Select OK.

- o **Paint**
  - Go to Image > Stretch and Skew
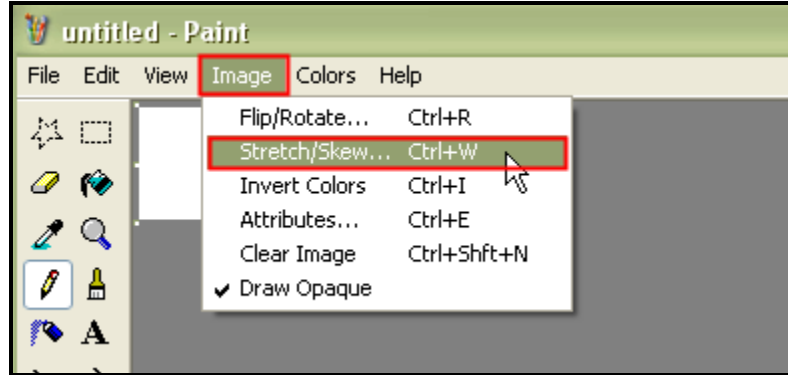
  - Change the Horizontal Stretch from 100% to 70% or 80% depending on how large you wish to see the signature on the Purchase Order.

  - Change the Vertical Stretch from 100% to 70% or 80% depending on how large you wish to see the signature on the Purchase Order.
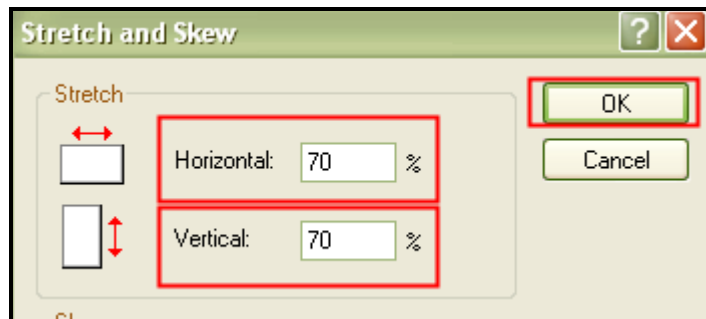
- Save the signature to your desktop as a .jpg or .png file.

- Log in to WebSmart.

- Go to **My Account**.

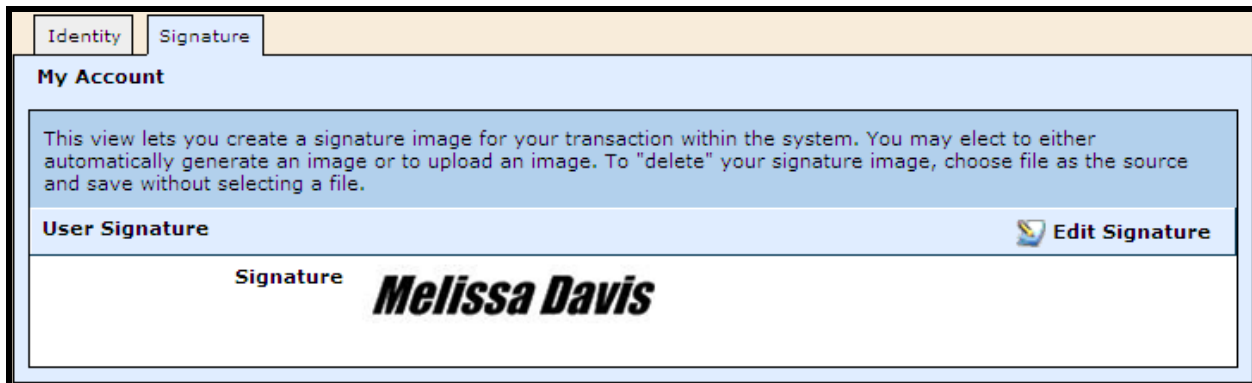- Select the **Signature** tab.

- Select **Edit Signature**.

- Select the **Source** as **File**.
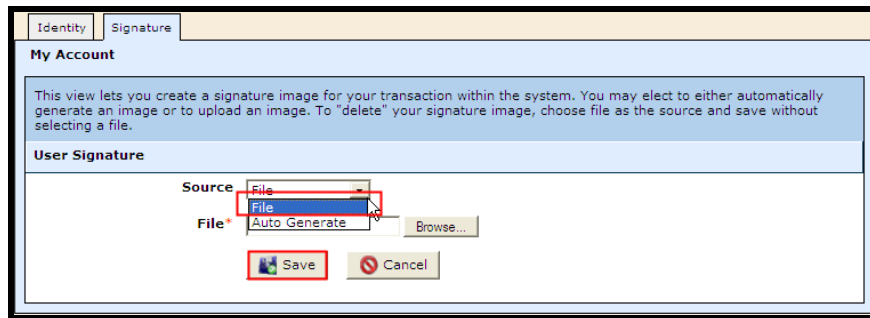
- Select **Browse** by clicking the drop down box and selecting the desired font.

- Select **Save**.
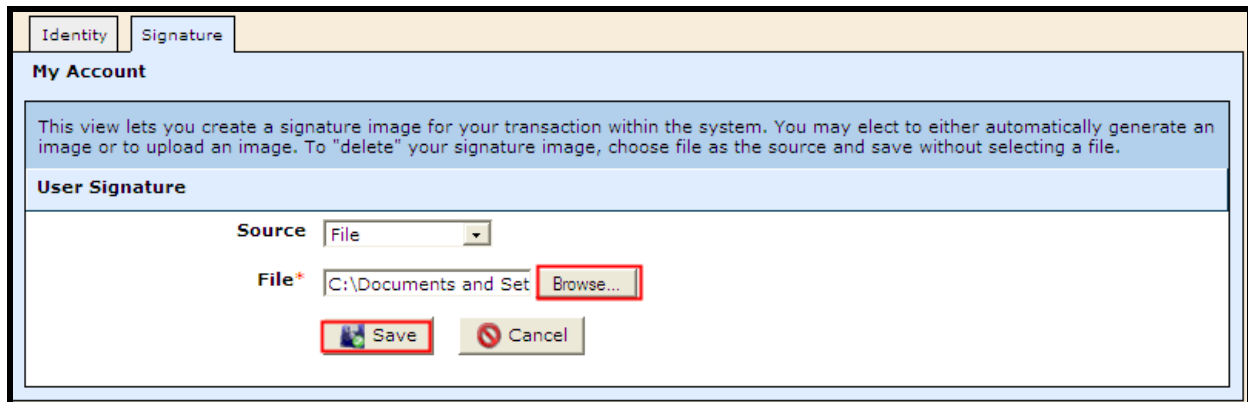
Example of uploading an image to use as a signature:
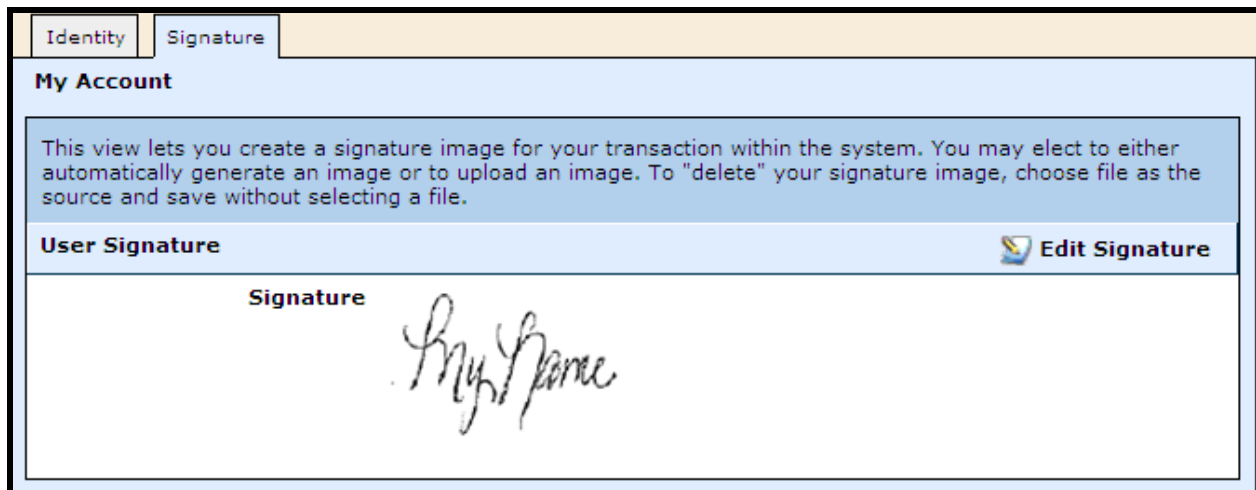
Processing a Journal Entry

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
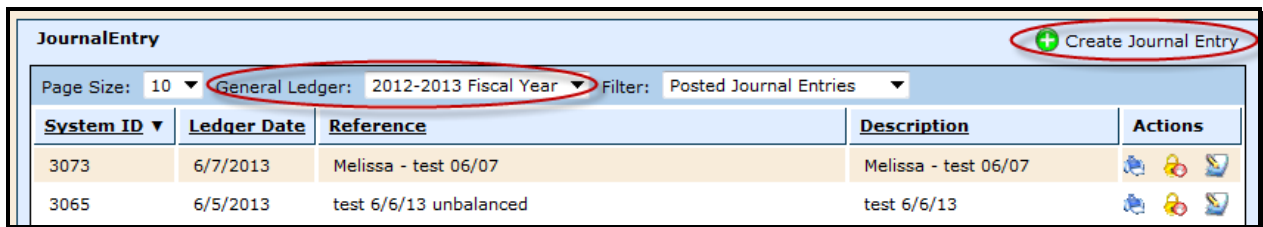
To Create a Journal Entry

- Enter a unique Reference – a memo to help you identify the journal entry.
- Select/enter the Ledger Date.
- Enter a more detailed Descripton, 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.

To Import a Journal Entry

- Select Export Journal Entry

- Select to open the file with Microsoft Excel (Depending on the version of Microsoft Excel – the screenshot below will vary.)
- Select OK
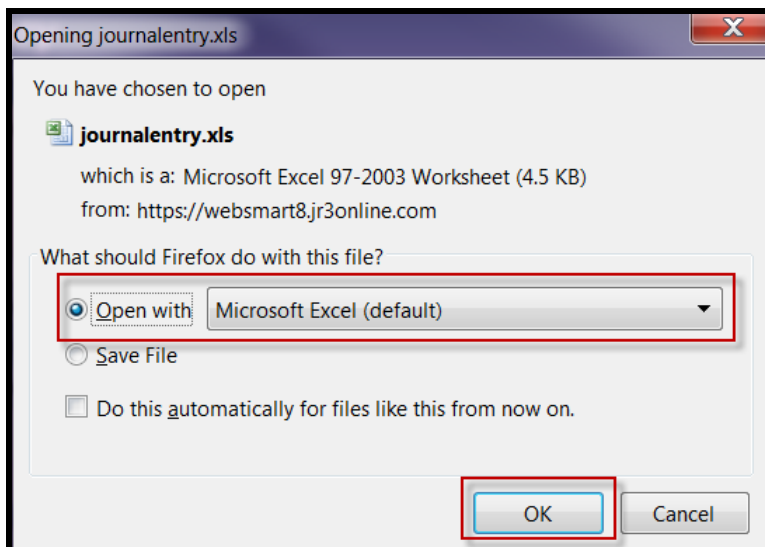
- The file will open in Microsoft Excel in the appropriate layout.
- Enter the information in each field for the Journal Entry.

	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   **Ledger Date**   **Post Date**
                                                 6/7/2013

Description

- 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.

- Select the Filter to search

- 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 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.

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

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.

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 > 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 > Purchasing & AP > Payments > Make Payments

- Third, process the **credit me**mo 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.

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

Create: New Check Run

Save   Cancel

Preview

3. Select Save.

AP Check Run

This check run will NOT been 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

1. Select the Transaction Date from the Vendor Transactions report. This is the original payment date.

Live Checks

Page Size: 10

No Checks Found

Page 1 of 1

Electronic Files

Page Size: 10

No Files Found

2. The information falls in the AP Statements category since it is a reclassification and there is not a change in cash.

Page 1 of 1

AP Statements

Page Size: 10

Vendor

Speech Specialties

Page 1 of 1

- o Since the net effect is **0.00**, an **AP Statement** is created instead of a **live check** or **electronic file**.

- o To print the **AP Statement**, select the printer icon. See example below:

AP Statements

Page Size: 10

Select to print AP Statement for your records.

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**

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

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

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:

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

General Ledger Detail Report

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

If the process involves reclassifiying expense between two funds a **journal entry** will have to be made to correct your liabillities. For example, if you were reclassifing 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.

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 fi

Live Checks

Page Size: 10 ▾

Live Checks Found

Page 1 of 1 ▾

ctronic Files

Size: 10 ▾

No Files Found

Page 1 of 1 ▾

AP Statements

Page Size: 10 ▾
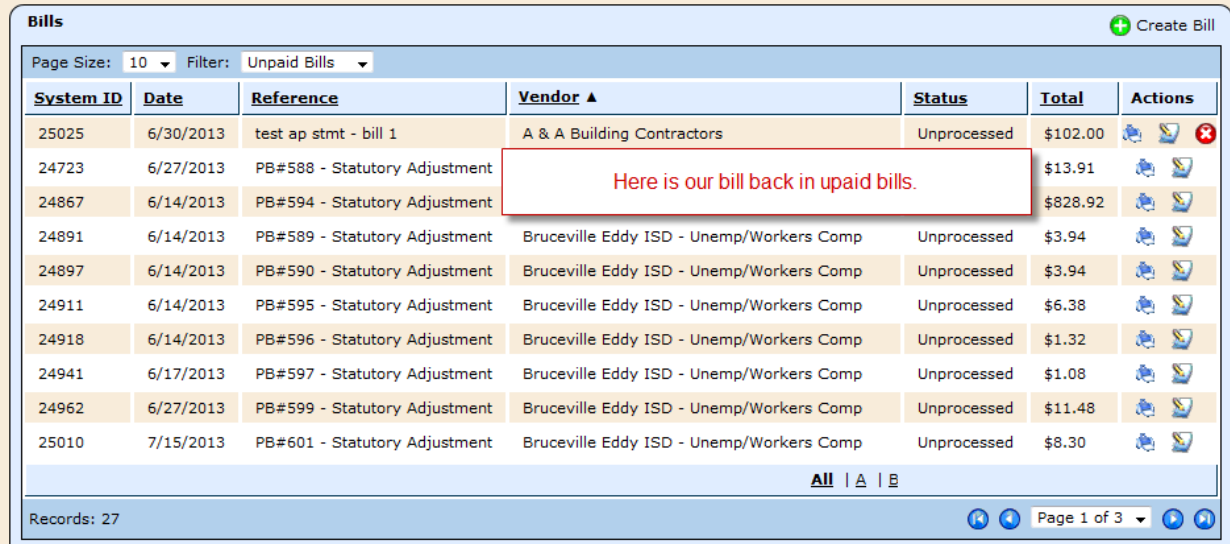
Reference	Vendor	Actions
STMT048676	A & A Building Contractors	🔍 ⊗

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

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

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

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.

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

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

2009 - 2010 Adopted Budget - Adopted 7/1/2009

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-_-6142.00-101-1-99-0-00	Group Health Insurance	$950	$1,000
420-_-6146.00-101-1-99-0-00	T R S	$40	$45
420-_-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
	Revenue	($1,966,934)	($2,076,189)
	Expense	$1,732,368	$1,906,871
	Additional Expenses for R____ Purposes		
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

			Actual		
		Budget	09/01 - 08/31	FY to 5/4/2011	Percent
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
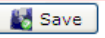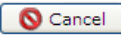
Account Type* 6000 - Expenditure/Expense Control Accounts

Reporting

Actual Code*

Budget Code*

Payroll Restricted   NOT Payroll Restricted ▾

💾 Save   🚫 Cancel

The following are examples of the object codes,which are listed in TEA's FAR guide for use in public schools to record Prinicpal and Capital asset expenses. We suggest you use theses object codes although they are not listed in the FAR Guide provided for Charter schools but they have been defned 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.
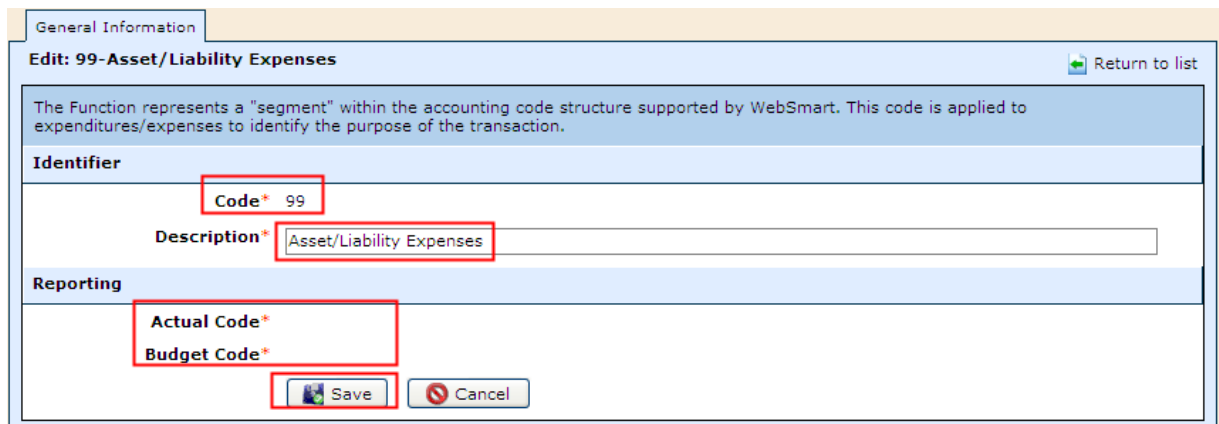
R 6649 Capital Assets - Other - Locally Defined Groupings
This code is used at the discretion of the school district if the school district policy requires the capitalization of items that individually or, as a group, are less than the $5,000 criterion identified in the 6630 series of accounts. If a 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 ![edit icon] to edit the function to use (or if the object code is not available, select ![add icon] Create Function)
- Select ![edit icon] 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

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 icon] 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 icon] 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
		Appropriation:	$326,053.00
Budget Group:	Default Budget Group ▾	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.

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				1 Total Page(s)
District #00-0000001		*Trial Balance*		5/9/2011
		This Fiscal Year		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

- 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 | | 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	$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
420-99-6629.00-101-1-99-0-00	New Bldg Completion - non-budget move to 1580 EOY	$0.00	$0.00
	FUND 420 TOTAL:	$0.00	$0.00
	GRAND TOTAL	$0.00	$0.00

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* [829]

Description* [Student Activity Funds]

[Create] [Cancel]

- o In the Reporting section, the **Actual Code** and **Budget Code** default to PEIMS reporting with the fund account code.
- o 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	

- o 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

- o 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
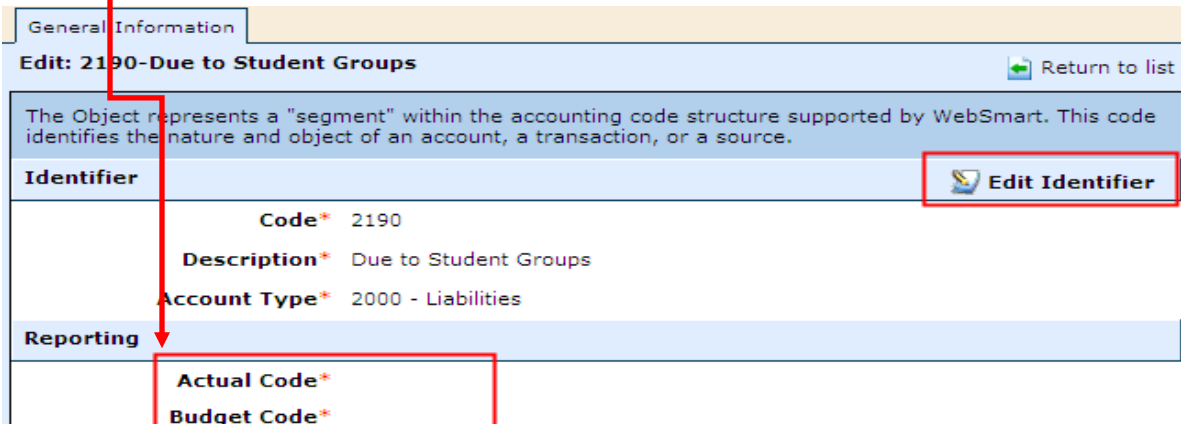
Excerpt from TEA FAR Update 14

ℛ 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	✎ **Edit Identifier**
Code* 2190	
Description* Due to Student Groups	
Account Type* 2000 - Liabilities	
Reporting	
Actual Code*	
Budget Code*	
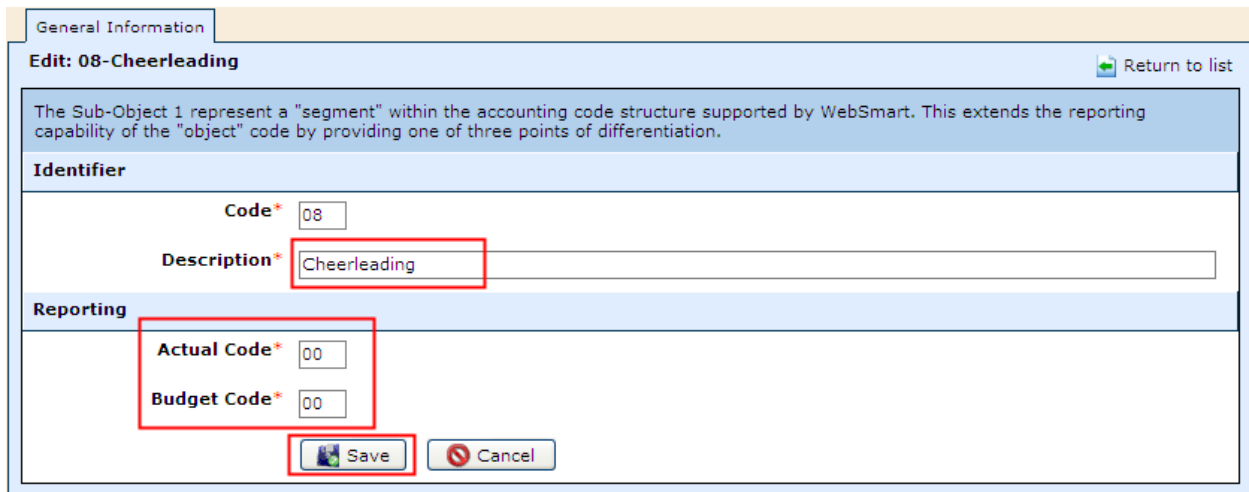
- **Defining the Sub-Objects**
  - o Now, let's define the sub-object codes for specific fundraisers
  - o Go to **Finance > General Ledger > Chart of Accounts > Code Tables > Sub-Object 1**
  - o Select 📝 to edit the sub-objects of your choice. (If there is not a current local sub-object code in WebSmart, select ➕ Create Sub-Object 1)
  - o Select **Edit Identifier**
  - o Change the **Description** to meet your needs of the fundraiser
  - o Verify the **Actual Code** and **Budget Code** is 00
  - o 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

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			Deposit Date
Account 1			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	⊕

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

- 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

Trial Balance
This Fiscal Year

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

Fund:	829		District Filter:	Demo District 1
Object:	2190		County/District:	000001
Sub-Object 1:	>=01 and <=08			

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.