

RICHMOND PUBLIC SCHOOLS

SCHOOL ACTIVITY FUNDS

EPES ACCOUNTING PROCEDURES MANUAL



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The EPES program is a web-based program designed especially for school bookkeeping. The Staff Accountant in the Department of Finance serves as your technical support contact for all problems and questions. We welcome your questions and comments about the program.

It is very important to remember that the EPES program is “date driven”. This means that all activity in a particular month is considered in that month because of the date that was entered for that transaction. For example, interest received for the month of August is entered on September 5th. When entering the adjustment, the date automatically defaults to September 5th. Be sure to enter the date the transaction posted or else this entry will be considered a September transaction rather than an August transaction. This will affect your balancing procedure because the interest will not be included in your August totals, which will cause you not to balance for the month.

Due to the nature of this program, it is always best to have the **CAPS Lock** on when using this program.

I. START UP

LOG IN

Open up Google, and proceed to the following web address:

www.epesaccounting.epes.org

At the log in page:

District ID: 8552 **Customer ID:** (your individual school ID #)

User Name: BK

Password: _____

Security Code: If prompted, type in the four-digit number shown on the screen. Click on **[Login]** or press **[Enter]**


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District ID: Customer ID:

User Name:

Password:

 [Forgot Password](#)

Last System Update: Sun Nov 09, 2014

There has recently been a JAVA update. If your system is running slow,
please update JAVA.

If you have any questions or comments, please contact your support
representative or send an email to websupport@epes.org

Main Screen

This is the blank screen that appears after you have entered your User Name and Password. The **Main Screen** contains pull down menus, which make program selections quick and the program easy to move around in. The pull down menus on the **Main Screen** is as follows: Accounting, Reports, Utilities, System, Help and Exit

District: RICHMOND PUBLIC SCHOOLS
School: Not Set
Year: Not Set
[Change Schools](#)

Utilities System Help Exit

Change School

District: RICHMOND PUBLIC SCHOOLS ▼

Fiscal Years: -Select a Year- ▼

Schools

Continue Close

EXIT

To exit the School Accounting program, select “**Exit**” on the Main Screen.

II. UTILITIES MENU

The functions that you can perform using the **Utilities** Menu are highlighted:

- **Preferences**
- Year End Options
- **View Prior Year**
- Audit Reports
- Data Conversion
- **Change Password**
- Change User
- Export
- Import
- Update Cash Balances

These are the only ones that should pertain to you.

A. **Preferences**

To edit information in the **Preferences** Menu: Go to “**Utilities/Preferences**”.

General Tab

- **School Id** – This is your school location code.
- **Beginning and Ending Fiscal Year** – These dates must correspond to the current school year.

District: RICHMOND PUBLIC SCHOOLS
School: A C D C
Year: 2014 / 2015
[Change Schools](#)

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

Preferences For Assistance: Call 800-237-6498 or Email Support@EPES.org

Save & Close Save Close

General Ledger/Reconciliation Receipts Checks Transfers Extended Codes PO Preferences 1099 Forms

District RICHMOND PUBLIC SCHOOLS
School A C D C
Customer ID 16724
School ID 5321
Contact Email kjackson6@richmond.k12.va.us

Subscription
Activity Accounting 12/17/2015
Purchase Orders 12/17/2015
Student Fees No Subscription

Accounting Year
School Year 2014/2015
Begin Fiscal 07/01/2014
End Fiscal 06/30/2015

Indiana Format No Yes
Print Vendor TaxID on checks No Yes
Over-ride Prior Year Lock No Yes

Ledger/Reconciliation Tab

- **Print Footnote at bottom of Ledger/Reconciliation** – With this option marked, the boxed message will print at the bottom of the ledger and reconciliation report. This should be marked “YES”.
- **Enable Monthly Close** – This box should be marked “YES” to allow you to close each month during the year.

Receipts Tab

- **Print Receipts while adding** – Select this box if you want to print your receipts as you enter them. You can click in the box to toggle between YES and NO.
- **Last Receipt No:** This should be the last receipt that was entered in EPES.
- **Print Options:** This should be marked either Regular or 1 Line Lower.

Checks Tab

- **Allow Checks to Leave Negative Balance:** This box should be marked “YES”. Remember...we’ll allow you to overdraw an account; however, all negative balances should be cleared by June 30th.
- **Last Check No:** This should be the last check that was entered in EPES.
- **Print Options:** This should be marked either Regular or 1 Line Lower.
- **Check type:** Select “Stub – Check - Stub” or “Check-Stub-Stub” to correspond with your preprinted check format.

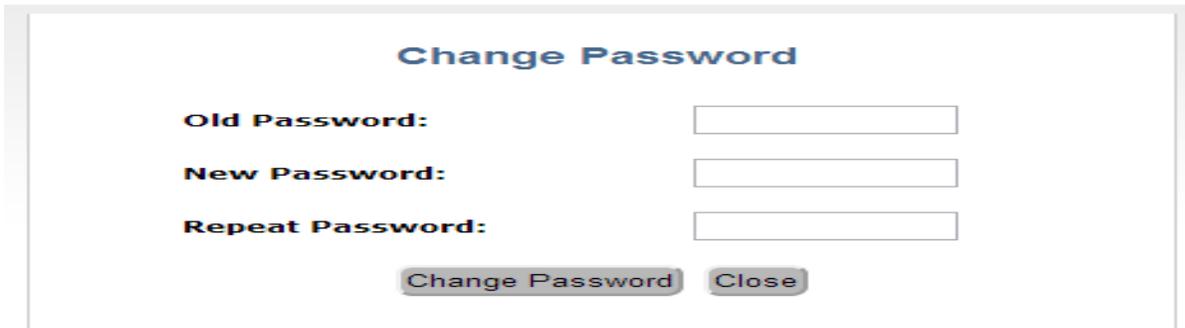
Transfers Tab

- **Allow Transfers to Leave Negative Balance** – This box should be marked “YES”.

B. Change Password

Use this option to change your user password. Go to “**Utilities/Change Password**”.

- **Type your old password**, press [Tab].
- **Type your new password**, press [Tab].
- **Re-type your new password**, press [Tab].
- Click [**Change Password**].



The screenshot shows a web form titled "Change Password". It contains three input fields: "Old Password:", "New Password:", and "Repeat Password:". Below the fields are two buttons: "Change Password" and "Close".

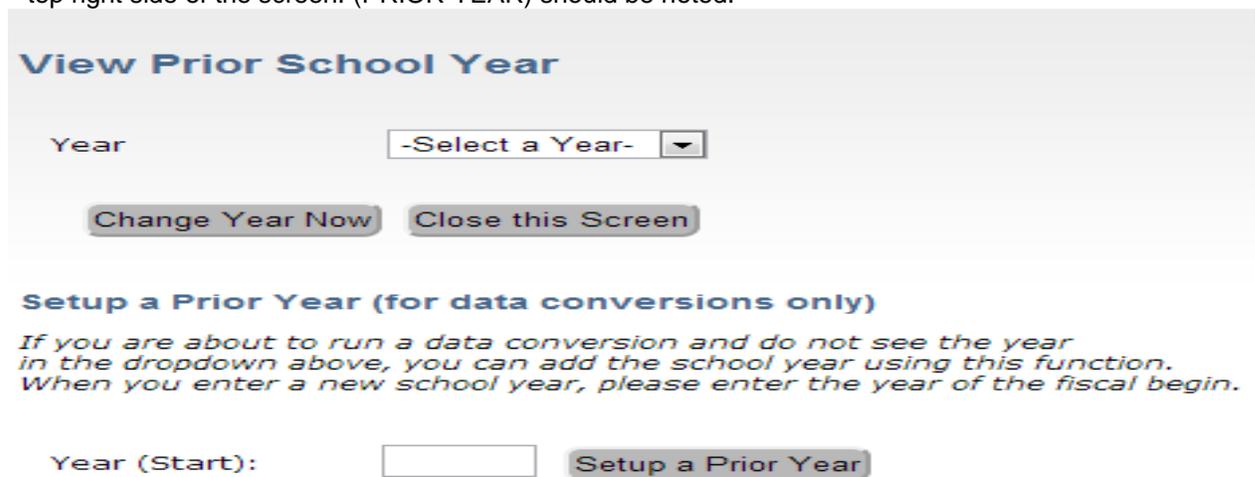
C. View Prior Year

Use this option to see prior year data. The web-based program maintains up to 5 years of school records. You **cannot** make changes to this data. This information is provided for viewing and regenerating reports only.

Go to “**Utilities/View Prior Year**”

- **Year** – Select a school year from the drop down menu.
- Click [**Change Year Now**]

This will automatically bring you to the Main Screen for the prior year. You can verify the dates at the top right side of the screen. (PRIOR YEAR) should be noted.



The screenshot shows a web form titled "View Prior School Year". It features a dropdown menu labeled "Year" with the text "-Select a Year-". Below the dropdown are two buttons: "Change Year Now" and "Close this Screen".

Setup a Prior Year (for data conversions only)

If you are about to run a data conversion and do not see the year in the dropdown above, you can add the school year using this function. When you enter a new school year, please enter the year of the fiscal begin.

Year (Start): **Setup a Prior Year**

D. Reset to Current Year

Use this option to return to your current year's data after viewing the previous year.

Go to “**Utilities/Reset to Current Year**”.

This will automatically reset and show the Main Screen for the current year. You can verify the dates at the top right side of the screen.

III. ACTIVITY ACCOUNTS

The Activity Accounts File is used to maintain individual account data in the EPES program. An account is an entity that will be charged whenever an expenditure, revenue, transfer, journal adjustment, or purchase order is entered. To be valid, all transactions must be charged to an account.

A. Add Activity Accounts

Go to “**Accounting/Accounting/Accounts/Activity Accounts**”.

Select <Add> from the Tool Bar Menu. Enter the following:

NOTE: Remember to put the **CAPS LOCK** on when entering information.

- **Activity Account/Club#:** Enter your account number. Consult the School Chart of Accounts – Activity Accounts Section to determine appropriate account numbers to input. **Please note that you cannot use a duplicate account number.** You will get a warning message letting you know that the number input is a duplicate. Press [Tab].
- **Account Name:** Enter a complete description of the Account. Press [Tab].
- **Advisor:** Enter the account sponsor. Press [Tab].
- **Beginning Balance:** The beginning balance is always \$0.00. Press [Enter].
- **Acct Group:** Skip this field. We will not be using account groups in this program.

NOTE: When adding a new account during the school year, the beginning balance of the new account **must** be entered as zero in order to balance at month-end.

Select <Save - Add Another> to continue adding accounts.

Select <Save> to save activity accounts added.

When finished adding accounts, select <Close> to return to the **Main** Screen.

B. **List Activity Accounts**

Go to “**Accounting/Accounting/Accounts/Activity Accounts**”. Select <List> from the Tool Bar Menu.

A list of current accounts will appear. You can click on the column titles to sort by that column, alternating between ascending and descending. You can also use the Search box to find an Activity Account. Click on the drop down area to change the search criteria.

- **Beginning Balance:** This is the balance in the account as of the beginning of the fiscal year (July 1st).
- **Cash Balance:** This balance will be correct as long as all checks have been transferred from the Accounts Payable file and all deposits have been transferred.

C. **Edit Activity Accounts**

Go to “**Accounting/Accounting/Accounts/Activity Accounts**”.

Click on <List> to find the account that you want to edit. Once you've found the activity account in the list, click on it to bring up that account record.

Select <Edit> from the Tool Bar Menu. Make necessary changes.

- **Account:** Important, once an account number has been added, you cannot delete that number until after the close of the school's fiscal year (June 30th).
- **Acct. Name:** May be changed.
- **Advisor:** May be changed.
- **Beginning Balance: DO NOT CHANGE THIS BALANCE.**

If you decide not to edit the account you can click on <Cancel>; otherwise, Click <Save> to save record.

Click <Close> to return to the **Main** Screen.

D. **Delete Activity Accounts**

Inactive account may be deleted after a transfer of funds is completed to clear the account to zero. The account can be deleted in the new fiscal year once the yearend rollover occurs by the finance department.

IV. **VENDORS**

The EPES program requires that a vendor code be set up for individuals for whom the school will receive money from and/or expend money to. Also, once a vendor code is added, it may not be changed. If an error was made when setting it up, you must contact the Department of Finance. (Do we need to be contacted for vendor changes/edits?)

A. Add Vendors

Go to “Accounting/Accounting/Vendors” - ****DO NOT ADD A NEW VENDOR WITHOUT A COMPLETED W-9 FORM****

The screen will automatically open to the first vendor in the list. Before you set up a new vendor, you should ensure that the vendor isn’t already set up. You can run a vendor list or view your vendors. To open the list click on <List> to verify that the vendor is not already set up. To generate the Vendor List Reports **Reports/Accounting/Vendor List** It is very important that a **vendor is only setup once** in EPES.

Select <Add> from the Tool Bar Menu. Enter the following:

NOTE: You may press [Tab] to skip any field for data that is optional.

- **Vendor Code:** (Required) Enter the vendors EIN Number retrieved from the completed W-9. Press [Tab] to move to the next field. We suggest that all 9 characters/digits be used for vendor codes.
- **Vendor Name:** (Required) Enter the full name of the vendor. Press [Tab].
- **Address:** (Required) Enter the address of the vendor. Press [Tab].
- **Address line 2:** (Optional) May enter additional address info. Press [Tab]
- **City:** (Required) Enter the name of the city. Press [Tab].
- **State:** (Required) Enter the two-digit abbreviation for the state. Press [Tab].
- **Zip Code:** (Required) Enter the zip code. Press [Tab].
- **Phone:** (Required) Enter the vendor’s telephone number, area code first. Press [Tab].
- **Fax:** (Optional) Enter the vendor’s fax number. Press [Tab].
- **Attention:** (Optional) May enter a representative of the company. Press [Tab].
- **Tax ID:** (Required) Enter the vendor’s tax ID number. Press [Tab].
- **School Vend #:** (Optional) Enter the Customer ID or account number that the vendor has assigned your school. Press [Tab]. – **This will be your AS400 Vendor Number**
- **County ID:** (Optional) Press [Tab].
- **Bid Category:** (Optional). Press [Tab].
- **Memo:** (Optional) Use this field to enter information about this vendor that will help you in the future.

Select <Save - Add Another> to save this vendor and add another one. Select <Save> to save this vendor and discontinue adding. Select <Cancel> to undo what you have added and exit. Select <Close> to return to the Main Screen.

B. Add Vendor (while writing a receipt)

- On the Receipts screen, enter a Vendor Code in the “Rcvd From” field. If the Vendor Code is not located you will be prompted with an error message.
- **Message:** Would like to add this vendor. Click **<Yes>**.

The screenshot shows the 'Receipts' screen with a navigation bar at the top containing buttons: FIRST, PREV, NEXT, LAST, ADD, EDIT, DEL, LIST, CANCEL, SAVE, CLOSE, and SAVE - ADD ANOTHER. Below the navigation bar, the form fields are: Receipt #: 6316, Date: 09/05/2013, GL Account: 991 - Cash On Hand, Rcvd From: SBURKHALT, and Vendor Name: MISC VENDOR. A red message at the top right says 'Changes will not be saved'. A dialog box is open with the title 'Vendor Not Found' and the text 'Would you like to add this vendor?'. At the bottom of the dialog box are two buttons: 'Yes' (circled in black) and 'No'.

The vendor box will pop up.

- Enter **Vendor code** (Required): Enter the vendors EIN
- Press **[Tab]**.
- Enter **Vendor Name** (Required): Enter full name of vendor. Press **[Tab]**.
- Then continue to enter the following: Full address, phone, and tax ID number (EIN) remaining fields are optional to enter information. Once you’ve completed entering all applicable fields, click **<Save>** to save the record & continue entering receipt information.
- Click **<Cancel>** to return to the receipt you were entering without saving Vendor.

C. Add Vendor (while writing a check)

- In either the Accounts Payable or Checks Paid screen, enter a Vendor Code in the “Vendor ID” field. If the Vendor Code is not located you will be prompted with an error message.
- **Message:** Would like to add this vendor? Click **<Yes>**.

The screenshot shows the 'Accounts Payable' screen with a navigation bar at the top containing buttons: FIRST, PREV, NEXT, LAST, ADD, EDIT, DEL, LIST, CANCEL, SAVE, and CLOSE. Below the navigation bar, the form fields are: G/L Account: 992 - Checking, C/A: \$14,8, Vendor ID: SBURKHALT, and Vendor Name: MISC VENDOR. A dialog box is open with the title 'Vendor Not Found' and the text 'Would you like to add this vendor?'. At the bottom of the dialog box are two buttons: 'Yes' (circled in black) and 'No'.

The vendor box will pop up.

- Enter **Vendor code** (Required): Enter the vendors EIN
- Press **[Tab]**.
- Enter **Vendor Name** (Required): Enter full name of vendor. Press **[Tab]**.
- Then continue to enter the following: Full address, phone, and tax ID number (EIN) remaining fields

are optional to enter information. Once you've completed entering all applicable fields, click <Save> to save the record & continue entering receipt information.

- Click <Cancel> to return to the receipt you were entering without saving Vendor.
- IMPORTANT: NEVER use Blank Vendor for writing checks!

D. Delete Vendors – NO Vendors will be deleted, please contact the Department of Finance

V. RECEIPTS

If you want EPES to generate your receipts before you begin writing receipts, make sure that the box titled **Print Receipts while adding** in the **Accounting/Preferences** (Utilities Menu) screen is checked. This will print your receipts as they are saved. If mistakes are made on receipts, refer to **Voiding Receipts** (see VI. C. below) to determine how to correct the error(s).

A. Issuing Receipts

Go to **Accounting/Accounting/Receipts**. Click on <Add> to enter a new receipt.

The screenshot shows the 'Receipts' form with the following details:

- Receipt #: 6316
- Date: 09/06/2013
- GL Account: 991 - Cash On Hand
- Printed: No
- Posted From: (blank)
- Rcvd From: BLANK
- Vendor Name: MISC VENDOR
- Closed: No
- Void Date: (blank)
- Individual: (blank)
- Add Line Item button
- Receipt Total: \$0.00
- Message: There are no line items yet. Click 'Add Line Item'.

- **Receipt #:** Press [Tab] to accept the next receipt number or type in the next receipt number and press [Tab].
- **Date:** Press [Tab] to accept the current date or enter the correct date and press [Tab].
- **GL Account:** Press [Enter] to select the 991 – Cash on Hand general ledger account.

NOTE: Each receipt posted will be entered into the **991 – Cash on Hand** General Ledger account. At the end of the day, recording the bank deposit (see B. below) will post your receipts to the **992 – Checking** General Ledger account. This will greatly simplify your bank reconciliation at the end of the month and provide a detailed audit trail.

- **Posted From:** Press [Tab]. Leave this blank.
- **Rcvd From:** Enter the vendor code and press [Tab]. If you are unsure of the vendor code, click on the gray box to the right of the Vendor Name field. This will bring up the Vendor list to search for the vendor. When the correct vendor is highlighted, click the vendor name with the left mouse button. This will bring you back to the Receipts screen with the vendor code listed.

IMPORTANT: NEVER use Blank Vendor for issuing receipts!

Once you have entered the vendor information in the “Rcvd From” field, press [Tab] to select <Add Line Item>. This is where you will enter the information for the account(s) receiving funds. Press [Enter].

Changes will not be saved until you click save.

Receipts

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER Print This Receipt Void this Receipt

Receipt #: 6347 Date: 09/10/2013 GL Account: 991 - Cash On Hand Printed: No Posted From:

Rcvd From: CPSB Vendor Name: CALCASIEU PARISH SCH.BOAR Closed: No Void Date:

Individual: CALCASIEU PARISH SCH.BOAR

Add Line Item Receipt Total: \$0.00

Options	Acct.	Sub Acct.	Amount	Tax Amt.	Notes	Pay Type
	Select Activity Account	0 - No Sub-Account	\$0.00	\$0.00		C - Cash

- **Acct:** Enter the Activity Account or click on the down arrow to select from a list of activity accounts. Press **[Tab]**.
- **Sub-Acc:** Press **[Tab]** for no sub account.
- **Amount:** Enter the amount received and press **[Tab]**. **must use decimal point. **
- **Tax Amt:** Press **[Tab]** to skip this field.
- **Notes:** Enter a complete description for the funds received and press **[Tab]**.
- **Pay type:** You **MUST** enter the type payment(s) received. **C** is for cash, **K** is for check, **M** is for money order, etc. You can click on the down arrow to select from the list of payment types. **Receipts must be entered with multiple lines to account for cash and checks collected.**

Press **[Tab]** to continue adding line items for this receipt. You can add as many lines as needed. The program will generate a new receipt for every **5** line items added.

Once you have entered all the data:

Select **<Save - Add Another>** to save this receipt and add another receipt.

Select **<Save>** to save the current receipt.

Select **<Close>** to return to the Main Screen.

B. Print Receipts

The receipt is a 3 part form. You can set the receipt to automatically print by going to the **Utilities/Preferences** screen and selecting Yes to **“Print Receipts While Adding?”** under the receipts tab. If you select this option, the receipt will automatically print each time you save a receipt. **Be sure you have your receipts loaded into the printer.**

To print a receipt that has not been printed yet, you can click on **<Print This Receipt>** from the Receipts screen.

Receipts

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER **Print This Receipt** Void this Receipt

Receipt #: 2919 Date: 09/10/2013 GL Account: 991 - Cash On Hand Printed: No Posted From:

Rcvd From: CPSB Vendor Name: CALCASIEU PARISH SCHOOL BOARD Closed: No Void Date:

Individual: CALCASIEU PARISH SCHOOL BOARD

Add Line Item Receipt Total: \$1,001.00

Acct.	Sub Acct.	Amount	Tax Amt.	Notes	Pay Type
1001 ADMINISTRATIVE	0 No Sub-Account	\$1,001.00	\$0.00	OFFICE ALLOCATION	Cash

If receipt has been printed previously, go to the “**Print Prev. Receipts**” option under “**Reports/Accounting**” to reprint.

C. Void Receipts

If you must void a receipt or receipts, you must write “VOID” across the receipt. Each voided receipt must be entered in the EPES program. All receipt numbers must be accounted for in the EPES program. The originals of the voided receipts must be accounted for. All duplicate copies (file copy) of the receipts must be accounted for and filed properly.

NOTE: Be sure that the “Print Receipts While Adding” option under the Receipts tab in **Utilities/Accounting/Preferences** is turned off prior to voiding receipts, or you have plain paper in your printer. See page 6, section II. A. Preferences.

- i. To void receipts already saved in program.

Go to “**Accounting/Accounting/Receipts**”.

Click on <List> to find the receipt that you want to void. Once you’ve found the receipt in the list, double click on it to bring up that receipt record. You **do not** need to click <Edit> in order to void a receipt.

Select <Void this Receipt>

Acct.	Sub Acct.	Amount	Tax Amt.	Notes
1001	0			

An entry box will pop up at the bottom of the receipt. Enter the following

- Reason: Please enter a complete description for the voided receipt (printer error, wrong amount, wrong vendor, etc.) This is NOT optional. Press [Enter].
- Void Date: Enter the date voided. **This should be the date of the original receipt being voided.** Press [Tab].

Click [Continue]. This will void the receipt. This will create a reversing entry to zero out the receipt. If you decide not to void the receipt, click [Cancel Void].

- ii. To void receipts not entered in the program.

Follow the instructions for issuing receipts in section A. above, except post the receipts directly to the **992 – Checking** general ledger account. Use the **VOID** vendor code and the amount entered for the receipt would be **\$0.00**. The receipt must be coded to an activity account; otherwise, it will not save.

D. Record Bank Deposit (General Ledger Transfer)

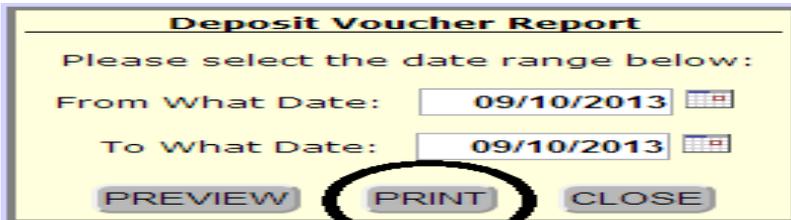
Use this option to record your bank deposit at the end of the day. This process automatically transfers the money that your receipts put into the **991 – Cash on Hand** account to the **992 – Checking** account.

Go to “Accounting/Accounting/Transfers & Deposits/Deposits”

Verify that the amount in the “Deposit Amount” field is the correct amount of the deposit. **If not, an error has been made in the issuing receipts.** Click on [Close] to quit. Go back and review the receipts for errors.

Before recording the bank deposit, you will need to click on [Deposit Voucher]. This will print a report of the cash, check and other forms of payment. This will serve as additional documentation for your deposit slip.

- **From What Date:** Press [Tab] to accept the current date, or enter the correct date and press [Tab].
- **To What Date:** Press [Tab] to accept the current date, or enter the correct date and press [Tab].



Click on [Print] to print the Deposit Voucher. Attach this report with your deposit slip, receipts and supporting documentation.

Click on [Close] to return to the Deposits screen.

Once you are back to the Deposits screen, enter the following:

- **Deposit Date:** Press [Tab] to select the current date or type in the date of the deposit and press [Tab].
- **Deposit Into Acct.:** **992-Checking.** Press [Tab] to accept. **DO NOT CHANGE.**
- **Deposit Money From:** This option tells the computer where the money is currently located. It should read **991-Cash on Hand**. If not, click on the down arrow on the side of this field and highlight the **991-Cash on Hand** general ledger account. Press [Tab] to accept.
- **Deposit Amount:** This amount should be the total of receipts entered and the total of your deposit slip. If this amount does not agree with your deposit slip, you have made an error in your receipts. **DO NOT CHANGE THIS DEPOSIT AMOUNT.** You must find the error in the receipts and make the necessary corrections. If the amounts are in agreement, press [Tab].
- **Description:** Enter the receipt numbers that make up this deposit.

Click [**Post Deposit**] to record the bank deposit. **DO NOT CLICK MORE THAN ONCE**. Depending on the speed of your internet, it may take a minute for it to post.

Funds have been transferred from **991 – Cash on Hand** to the **992 – Checking** account creating a General Ledger transfer.

IMPORTANT: If you are entering receipts for multiple deposits made on the same day, it is very important that after entering the receipts for the first deposit, that you record the bank deposit and print the deposit voucher before moving on to the next set of receipts for the second deposit. Also, your deposit voucher for the second deposit will be a total of both deposits since the Deposit Voucher is a date specific report.

****EACH DEPOSIT MUST BE RECORDED SEPARATELY SO AS TO CORRESPOND WITH DEPOSITS POSTED TO THE MONTHLY BANK STATEMENT!****

E. **Void Deposit (General Ledger Transfer)**

An occasion may come up when you will need to **VOID** a deposit/general ledger transfer (wrong amount, posted twice in error, etc.). The EPES program allows you to void general ledger transfers.

Go to “**Accounting/Accounting/Transfers and Deposits/Transfer GL**”

Click on <**List**> to find the transfer that you want to void. Find the transfer in the list and click on it to bring up that record.

Click on [**Void this GL Transfer**] to void the deposit.

The screenshot shows the 'GL Transfers' form with the following fields:

Transfer #	539	Transfer Date	09/25/2013
From GL Acct	991 - Cash On Hand	To GL Acct	992 - Checking
Cash Balance	(\$1,730.68)	Cash Balance	\$32,148.30
Transfer Amt	\$1,730.68	Entry Closed	No
Document #	Deposit	Date Voided	
Transfer Note	FOOTBALL GAME/TITLE 1 REIMBURSMENT		

Void this GL Transfer

A box will pop up to allow you to put in a reason why you are voiding the transfer. Type a reason for voiding the transfer, press [**Tab**]. **This is NOT optional.**

Void Date: Enter the date to void the transfer. This should be the deposit date.

Click [**Continue**] to void the transfer. Click [**Cancel Void**] should you decide not to void the transfer.

The dialog box is titled 'Reason for Voiding This GL Transfer (Optional)'. It contains a text input field with the text 'POSTED TWICE IN ERROR', a 'Void Date:' label, and a date input field with '09/25/2013'. At the bottom, there are two buttons: 'Continue' and 'Cancel Void'.

VI. CHECKS PAID (Handwritten checks)

A. Add Checks

Use this option to record disbursements when a vendor is being paid with a manually prepared (handwritten/typed) check.

Go to “Accounting/Accounting/Checks Paid”.

Select <Add> from the Tool Bar Menu. Enter the following:

- **Check #:** Enter the number of the check. Press [Tab].
- **Date:** Enter the date of the check. Press [Tab].
- **GL Acct:** Press [Tab] to select the 992-Checking GL account. **DO NOT CHANGE.**
- **Vendor:** Enter the vendor code and press [Tab] or click on the gray box next to the Vendor Name to select from a list of vendors.

NOTE: Do not use “BLANK” vendor id, vendor must be selected when writing a check.

Once the vendor information is added, click on <Add Line Item> to add a detail (stub) line(s) for this check. This is where you will enter the account(s) the check will be written from. Enter the following:

- **Acct:** Enter the Activity Account or click on the down arrow box to select from a list of accounts. Press [Tab].
- **Sub Acct:** Press [Tab] for no sub account. **NOTE:** We will not be using the sub account field with this program.
- **Amount:** Enter the amount for this check line item and press [Tab]. Remember that you will need to enter the decimal point.
- **PO #:** Enter a purchase order number, if any and press [Tab] or press [Tab] to leave blank.
- **Invoice:** Enter an invoice number and press [Tab] or press [Tab] to leave blank.
- **Notes:** Enter a complete description for this check and press [Tab].
- **Tax Amount:** Press [Tab] to skip this field. We will not be using the tax amount field.
- **[] 1099:** Click with the mouse to mark this check for 1099 reporting. **IF YOU ARE WRITING A CHECK TO AN OFFICIAL OR SECURITY GUARD, YOU MUST MARK THIS BOX!!**

Checks Paid

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER

Check #: 3570 Date: 09/24/2013 GL Acct: 992 - Checking Closed: No

Vendor ID: OFFDE Vendor Name: OFFICE DEPOT CREDIT PLAN Date Cancelled:

Payee: OFFICE DEPOT CREDIT PLAN Date Voided:

Total Amount: \$157.75

Add Line Item Save Total Amount: \$157.75

	Acct.	Sub Acct.	Amount	Tax Amt.	Working Balance	P.O.#	Invoice	Notes	1099
Delete	1001 - ADMINISTRATIVE	0 - No Sub-Account	\$157.75	\$0.00	\$23,881.87			PAPER SHREDDER	<input checked="" type="checkbox"/>
Delete	Select Activity Account	0 - No Sub-Account	\$0.00	\$0.00					<input type="checkbox"/>

Press **[Tab]** to save this line item and enter additional line items. There is a limit of 14 line items per check.

If no other line items are needed, click <Save> to save the line item.

Select **<Save - Add Another>** to save this check and add another check, or Select **<Save>** to save the current check.

Select **<Close>** to return to the Main Screen.

B. Void Checks

For all voided checks, cut out the signature portion of the check and write **"VOID"** across the front of the check with the void explanation. File the voided check in numerical sequence in the expenditure file. Each voided check must be entered in the EPES program. All check numbers must be accounted for in the EPES program.

1. Void Checks – Current Month.

Go to **"Accounting/Accounting/Checks Paid"**.

Click on **<List>** to find the check that you want to void. Find the disbursement in the list and click on it to bring up that record.

Click on **[Void this Check]** to void the disbursement.

Checks Paid

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER

Check #: 11129 Date: 03/13/2015 GL Acct: 992 - CHECK ACCOUNT Closed: No

Vendor ID: 184 Vendor Name: CHICK-FIL A Date Cancelled:

Payee: CHICK-FIL A Date Voided:

Total Amount: \$233.00

Add Line Item Save Total Amount: \$233.00

	Acct.	Sub Acct.	Amount	Tax Amt.	Working Balance	P.O.#	Invoice	Notes	1099
Delete	919 - COMMNS SNACKS SODA	0 - No Sub-Account	\$233.00	\$0.00	\$198.99			PARENT/TEACHER COI	<input type="checkbox"/>

Void this Check

A box will pop up to allow you to put in a reason why you are voiding the check.

- **Void Reason:** Type a reason for voiding the check, press **[Tab]**. This is NOT optional.
- **Void Date:** Enter the date to void the check. When voiding a check you should always use the current date.
- Click **[Continue]** to void the check. Click **[Cancel Void]** should you decide not to void the check.

This creates a reversing entry with the same check number and a negative amount. The system will automatically credit the account that was originally used when the check was issued.

Void this Check

Reason for Voiding This Check (Optional)

Void Reason: PRINTED EMAIL ON CHECK IN ERROR

Void Date: 09/24/2013

Continue Cancel Void

Select <Close> to return to the Main Screen.

2. Void Checks - Previous (**CLOSED**) months.

Go to “**Accounting/Accounting/Checks Paid**”.

Click on <List> to find the check that you want to void. Find the disbursement in the list and click on it to bring up that record.

Click on [**Void this Check**] to void the disbursement.

A box will pop up to allow you to put in a reason why you are voiding the check.

- **Void Reason:** Type a reason for voiding the check, press [**Tab**]. This is **NOT** optional.
- **Void Date:** Enter the date to void the check. When voiding a check you should always use the current date, especially since you have already reconciled and closed the month of the original check.
- Click [**Continue**] to void the check. Click [**Cancel Void**] should you decide not to void the check.

This creates a reversing entry with the same check number and a negative amount. The system will automatically credit the account that was originally used when the check was issued.

Void this Check

Reason for Voiding This Check (Optional)

Void Reason: CHECK DID NOT CLEAR BANK

Void Date: 09/24/2013

Continue Cancel Void

3. Void Checks – Not in EPES program.

Follow the instructions for Checks Paid in section A. above. Use the **VOID** vendor code and the amount entered on the checks detail line would be **\$0.00**. You must code the void check to an activity account; otherwise, it will not save.

In the “Date Cancelled” field, enter the same date that you used for the check.

VII. JOURNAL ADJUSTMENTS

A journal entry records transactions that appear on your bank statement. All journal adjustments will be entered directly to the **992 – Checking** general ledger account. Journal adjustments will be numbered consecutively from June through May of each year. You will only start the numbering over at **1** at the beginning of each fiscal year, July 1st.

IMPORTANT: Remember that the EPES program is “date driven”. All activity in a particular month is considered in that month because of the date that was entered for that transaction. For example,

interest received for the month of August is entered on September 5th. When entering the adjustment, the date automatically defaults to September 5th. Be sure to enter the date the transaction posted or else this entry will be considered a September transaction rather than an August transaction. This will affect your balancing procedure because the interest will not be included in your August totals, which will cause you not to balance for the month.

A. Bank Interest

This entry records the amount of interest credited to the school's checking account.

Go to “**Accounting/Accounting/Journal Adjustments**”.

Click <Add>. Enter the following:

- **Adj. No.:** Click on the adjustment number and press [Tab] to accept number.
- **Date:** Enter the date the transaction posted to the bank statement. Press [Tab] twice.
- **GL Acct:** Press [Tab] to accept the **992 – Checking** account.
- **Type (I/E):** Select **I** for an income adjustment (affects income/deposits).

Select <Add Line Item> to enter account information.

- **Acct:** Enter the activity account number receiving the adjustment or click on the down arrow to select from a list of accounts. For example: **1001 (Administrative)**. Press [Tab].
- **Sub-Acct:** Press [Tab] for no sub account.
- **Amount:** Enter the amount of the interest (as a **positive** amount). Press [Tab].
- **Notes:** Enter a brief description for this adjustment.

Select <Save> on the bottom half of the screen to save the activity account information.

Select <Save - Add Another> on the tool bar to save this Journal Adjustment and add another one.

Select <Save> to save this Journal Adjustment and no other entries are needed. Select <Close> to return to the Main Screen.

B. Service Charges

This entry records the amount of service charge debited to the school's checking account. Go to “**Accounting/Accounting/Journal Adjustments**”.

Click <Add>. Enter the following:

- **Adj. No.:** Click on the adjustment number and press [Tab] to accept number.
- **Date:** Enter the date the transaction posted to the bank statement. Press [Tab] twice.
- **GL Acct:** Press [Tab] to accept the **992 – Checking** account.
- **Type (I/E):** Select **E** for an expense adjustment (affects disbursements).

Select <Add Line Item> to enter account information.

- **Acct:** Enter the activity account number receiving the adjustment or click on the down arrow to select from a list of accounts. For example: **1001** (Administrative). Press **[Tab]**.
- **Sub-Acct:** Press **[Tab]** for no sub account.
- **Amount:** Enter the amount of the service charge (as a **positive** amount). Press **[Tab]**.
- **Notes:** Enter a brief description for this adjustment.

Select **<Save>** on the bottom half of the screen to save the activity account information. Select **<Save - Add Another>** to save this Journal Adjustment and add another one. Select **<Save>** to save this Journal Adjustment and no other entries are needed.

Select **<Close>** to return to the Main Screen.

C. **NSF Checks**

This entry records the amount of a NSF check debited to the school's checking account. Go to **"Accounting/Accounting/Journal Adjustments"**.

Click **<Add>**. Enter the following:

- **Adj. No.:** Click on the adjustment number and press **[Tab]** to accept number.
- **Date:** Enter the date the transaction posted to the bank statement. Press **[Tab]** twice.
- **GL Acct:** Press **[Tab]** to accept the **992 – Checking** account.
- **Type (I/E):** Select **I** for an income adjustment (affects income/deposits).

Select **<Add Line Item>** to enter account information.

- **Acct:** Enter the activity account number receiving the adjustment or click on the down arrow to select from a list of accounts. For example: **1001** (Administrative). Press **[Tab]**.
- **Sub-Acct:** Press **[Tab]** for no sub account.
- **Amount:** Enter the amount of the NSF check (as a **negative** amount). Press **[Tab]**.
- **Notes:** Enter a brief description for this adjustment. Be sure to include individual's name in description (i.e. NSF – J. Doe).

You will need to continue adding activity accounts if the NSF check written was deposited to multiple Activity Accounts (i.e. Admin., Class Account, Art, etc.)

Select **<Save>** on the bottom half of the screen to save the activity account information. Select **<Save - Add Another>** to save this Journal Adjustment and add another one. Select **<Save>** to save this Journal Adjustment and no other entries are needed.

Select **<Close>** to return to the Main Screen.

D. **Bank Adjustments**

This entry records the amount of any adjustments made to deposits or checks posted to the school's checking account.

i. **Deposit Adjustments**

Go to **"Accounting/Accounting/Journal Adjustments"**.

Click **<Add>**. Enter the following:

- **Adj. No.:** Click on the adjustment number and press **[Tab]** to accept number.
- **Date:** Enter the date the transaction posted to the bank statement. Press **[Tab]** twice.
- **GL Acct:** Press **[Tab]** to accept the **992 – Checking** account.
- **Type (I/E):** Select **I** for an income adjustment (affects income/deposits).

Select **<Add Line Item>** to enter account information.

- **Acct:** Enter the activity account number receiving the adjustment or click on the down arrow to select from a list of accounts. For example: **1001** (Administrative). Press **[Tab]**.
- **Sub-Acct:** Press **[Tab]** for no sub account.

- **Amount:** Enter the amount of the deposit adjustment. If the bank **added** money to a deposit, enter the adjustment as a **positive** amount. If the bank **subtracted** money, enter the adjustment as a **negative** amount. Press **[Tab]**.
- **Notes:** Enter a brief description for this adjustment.

Select **<Save>** on the bottom half of the screen to save the activity account information. Select **<Save - Add Another>** to save this Journal Adjustment and add another one. Select **<Save>** to save this Journal Adjustment and no other entries are needed.

Select **<Close>** to return to the Main Screen.

ii. Check Adjustments

Go to “**Accounting/Accounting/Journal Adjustments**”.

Click **<Add>**. Enter the following:

- **Adj. No.:** Click on the adjustment number and press **[Tab]** to accept number.
- **Date:** Enter the date the transaction posted to the bank statement. Press **[Tab]** twice.
- **GL Acct:** Press **[Tab]** to accept the **992 – Checking** account.
- **Type (I/E):** Select **E** for an expense adjustment (affects checks).

Select **<Add Line Item>** to enter account information.

- **Acct:** Enter the activity account number receiving the adjustment or click on the down arrow to select from a list of accounts. For example: **1001** (Administrative). Press **[Tab]**.
- **Sub-Acct:** Press **[Tab]** for no sub account.
- **Amount:** Enter the amount of the check adjustment. If the bank **added** money to the check, enter the adjustment as a **positive** amount. If the bank **subtracted** money, enter the adjustment as a **negative** amount. Press **[Tab]**.
- **Notes:** Enter a brief description for this adjustment.

Select **<Save>** on the bottom half of the screen to save the activity account information. Select **<Save - Add Another>** to save this Journal Adjustment and add another one. Select **<Save>** to save this Journal Adjustment and no other entries are needed.

Select **<Close>** to return to the Main Screen.

VIII.

ACTIVITY ACCOUNT TRANSFERS

This option transfers money from one activity fund account to another. It also allows you to view a list of activity account transfers. All activity account transfers must be listed on the Activity Account Transfer Form and approved by the person responsible for the account money is being moved from. All Activity Account Transfer forms must be approved by the Principal. Activity account transfers will be numbered consecutively from July through June of each year. You will only start the numbering over at **1** at the beginning of each fiscal year, June 1st.

A. Add Activity Account Transfer

Go to “**Accounting/Accounting/Transfers and Deposits/Transfer Activity**”

Click **<Add>**. Enter the following:

- **Transfer #:** Press **[Tab]** to accept the transfer #.
- **Transfer Date:** Press **[Tab]** to accept the current date or type the correct date of the transfer and press **[Tab]**.
- **From Activity Acct:** Enter the activity account number the funds are to be transferred from or click on the down arrow to select from a list of accounts. Press **[Tab]**.
- **From Sub-Acct:** Press **[Tab]** for no sub account.
- **To Activity Acct:** Enter the activity account number the funds are to be transferred to or click on the down arrow to select from a list of accounts. Press **[Tab]**.

- **To Sub-Acct:** Press [Tab] for no sub account.
- **Transfer Amt:** Enter the amount of money to be transferred. Press [Tab].
- **Document #:** Press [Tab] to leave this field blank. The transfer # will be referenced on all transfer sheets.
- **Transfer Note:** Enter a brief description/reason for this transfer. For example: Fundraiser profit, Closed account, etc. "Transfer" is not an adequate description.

Activity Transfer

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER

Transfer # 1 Transfer Date 09/25/2013

From Activity Acct 4005 - SPIRIT T-SHIRTS To Activity Acct 1001 - ADMINISTRATION

Cash Balance \$4,281.75 Cash Balance \$52,588.97

Working Balance \$4,281.75 Working Balance \$52,588.97

From Sub Acct 0 - No Sub-Account To Sub Acct 0 - No Sub-Account

Transfer Amt \$4,281.75 Entry Closed No

Document # Date Voided

Transfer Note CLOSE OUT SPIRIT SHIRT FR ACCOUNT

Select <Save - Add Another> to save this Activity Transfer and add another one. Select <Save> to save this Activity Transfer and no other entries are needed. Select <Close> to return to the Main Screen.

B. Void Activity Account Transfer

An occasion may come up when you will need to **VOID** an Activity Account Transfer (wrong amount, wrong account, etc.). The EPES program allows you to void activity account transfers.

Go to "Accounting/Accounting/Transfers and Deposits/Transfer Activity".

Click on <List> to find the transfer that you want to void. Find the transfer in the list and click on it to bring up that record.

Click on [Void this Activity Transfer] to void the transfer.

Activity Transfer

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER

Transfer # 28 Transfer Date 09/20/2013

From Activity Acct 4507 - BAND - CONCESSION To Activity Acct 1001 - ADMINISTRATION

Cash Balance \$7,174.85 Cash Balance \$11,397.81

Working Balance \$7,174.85 Working Balance \$11,397.81

From Sub Acct 0 - No Sub-Account To Sub Acct 0 - No Sub-Account

Transfer Amt \$144.20 Entry Closed No

Document # 28 Date Voided

Transfer Note PURCH 10 ROLLS CONC TCKTS

Void this Activity Transfer

A box will pop up to allow you to put in a reason why you are voiding the transfer.

Type a reason for voiding the transfer, press [Tab]. This is NOT optional.

Void Date: Enter the date to void the transfer. This should always be the current date. If you are correcting a transfer from the previous month (closed month), you will still use the current date. **DO NOT BACK DATE** a void entry to a month that has been closed.

Click **[Continue]** to void the transfer. Click **[Cancel Void]** should you decide not to void the transfer.

Void this Activity Transfer

Reason for Voiding This Activity Transfer (Optional)

WRONG AMOUNT Void Date: 09/25/2013

Continue Cancel Void

IX. MONTH END BALANCING PROCEDURES

You may continue to work in the current month prior to balancing the previous month.

A. **Verify Deposits**

General Ledger Transfer Report

This report prints a list of deposits made which are recorded as transfers from the **991 - Cash on Hand** account to the **992 - Checking** account. This report will be included with your monthly financial statement as well as attached to your "Sequential List of Receipts" report each month.

Go to **"Reports/Accounting/Seq. Lists/List of General Ledger Transfers"**.

This report uses the Report Query format. On the Report Query screen, select the following: Date, Month Is

- Enter the month in the "Compare to" box.

Click **[Add Condition]**. The query will appear in the Report Conditions box. Build another

query by selecting the following conditions: Date

- Year Is (must enter 4-digit year)
- Enter the current year in the "Compare to" box.

Click **[Add Condition]**. The query will appear in the Report Conditions box. Click **[Print]**.

Use this report to verify that all deposits posted in EPES for the month have posted to your bank statement. Any differences in deposit amounts will need to be researched, adjusted and documented. Any deposits not posted will need to be accounted for as an outstanding deposit when printing your Bank Reconciliation.

B. **Journal Adjustments**

IMPORTANT: All adjusting entries (i.e. interest, service charges, NSF checks, etc.) must be entered first. **See pages 20-22, Section VII. Journal Adjustments.**

C. **Cancel Checks**

Each month you must "cancel" the checks that clear the bank in order to remove them from the Outstanding Checks report.

Go to **"Accounting/Accounting/Cancel Checks"**.

Enter the last day of the month as the **"Cancellation date"**.

Click **[OK]**.

Cancel Checks

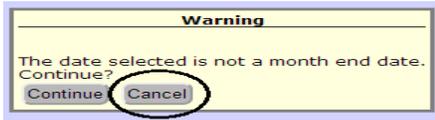
The date entered here is typically a Month End Date.

Checking Acct: 992 - Checking

Enter Cancellation date: 09/30/2013

OK Close

NOTE: If the date is not typed in correctly (i.e. 09/29/2015, instead of 09/30/2015), it will warn you that the date selected is not a month-end date. Click **[Cancel]** to return to enter the correct date.



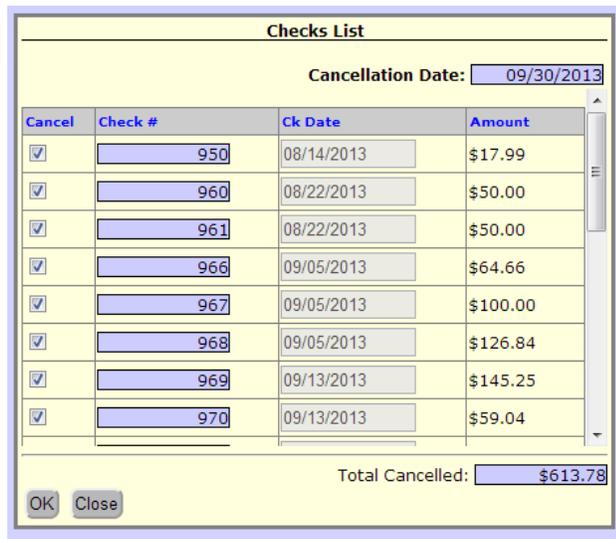
A list of outstanding checks appears in the screen.

To cancel a check, click on the cancel box that corresponds with the check number. A check mark will appear in the "cancel" box. To unmark an entry, click on the cancel box again.

The "Total Cancelled" at the bottom of the screen should match the checks cleared during the month.

Click on **[OK]** when you have marked all checks that have cleared the bank.

NOTE: Clicking on **[OK]** automatically **updates** and **removes** the marked checks from the list of outstanding checks.



Correcting a Canceled Check Date

If you accidentally cancelled a check or used the incorrect date and you have exited the "Cancel Checks" section, you must do the following to correct it:

Go to "**Accounting/Accounting/Checks Paid**"

Click **<List>**. Find the check in the list that you need to edit and click on it to bring up the check record.

Click **<Edit>**. Click in the "Date Cancelled" field and either change the date or erase the date.

Click **<Save>**.

Click **<Close>** to return to the Main Screen.

D. **Bank Reconciliation Report**

Go to “**Reports/Accounting/Bank Reconciliation**”

Enter the following:

- **Bank Acct:** Verify that it is pre-selected to the 992-Checking GL account.
- **Statement Date From:** Click in the from date field to enter the first day of the month you are balancing (i.e. 09/01/2021) and press **[Tab]**.
- **Statement Date To:** Enter the last day of the month you are balancing (i.e. 09/30/2021) and press **[Tab]**.
- **Ending Balance from Bank Statement:** Enter the ending balance from your bank statement and press **[Tab]**.
- **Total Deposits not on Bank Statement:** Enter the total amount of deposits that do not appear on the bank statement, if any. Also, any bank adjustments (refunds of service charges, correction of bank errors) that will post on your statement next month will be included here.

Bank Reconciliation

Preview Print Close

Bank Account: 992 - Checking ▼

Statement Date Range: From: 09/01/2013 To: 09/30/2013

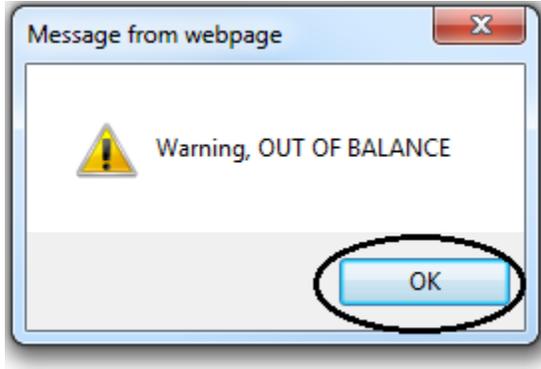
Ending Balance from Bank Statement: \$151,235.76

Total Deposits not on Bank Statement: \$0.00

Click **[Preview]** to view your bank reconciliation.

NOTE: If you are not in balance, the message “**Out of Balance**” will appear. Click **[OK]**. This will bring up the preview screen of your Bank Reconciliation Report. The message “**Out of Balance**” appears in red in the bottom left of the report.

Click on the black **X** at the top right of the preview screen to close and return to the Bank Reconciliation Screen.



The two Cash Balance totals (Cash Balance and Computer Cash Balance) on the Bank Reconciliation Report must be in agreement in order to be "in balance". These totals must also agree to the Ending balance of the 992 Checking Account. All three balances are marked with asterisks (***) on the Bank Reconciliation Report.

If any of these three balances are not in agreement, make the necessary corrections needed to balance.

NOTE: The 991 – Cash on Hand account must have beginning and ending balances of 0.00 for the month. If not, there is a problem with your receipts and/or general ledger transfers for the month.

Once the report is in balance, click [Print].

Bank Reconciliation Report						
Date From 9/1/2013 Date to 9/30/2013		Checking Account 992				
		Ending Balance on Statement Dated 9/30/2013 ->			\$52,938.95	
		Outstanding Deposits (Bank Deposits) -> +			\$0.00	
		Less Outstanding Checks:			\$6,115.70	
		Cash Balance as of 9/30/2013:			\$46,823.25 ***	
		Cash Balance for Checking as of 9/1/2013			\$51,964.21	
		Add: Total Deposits (Bank Deposits):			\$289.10	
		Less: Total Checks and Withdrawals:			(\$5,430.06)	
		Computer Cash Balance as of 9/30/2013 :			\$46,823.25 ***	
Summary of Asset Accounts						
Gl Acct	Account Name	Begin Bal	Recpt/JV	Disb/JV	Transfer	End Bal
990	Petty Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
991	Cash On Hand	\$0.00	\$289.10	\$0.00	(\$289.10)	\$0.00
992	Checking	\$51,964.21	\$0.00	(\$5,430.06)	\$289.10	\$46,823.25 ***
993	Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
994	Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total		\$51,964.21	\$289.10	(\$5,430.06)	\$0.00	\$46,823.25
I have reviewed the above ledger report and attached reports for the						

E. **Outstanding Checks Report**

This report prints a list of all outstanding checks for the month. Go to

“**Reports/Accounting/Outstanding Checks**”.

Enter the following:

- **Report Title:** Enter a title for this report (optional) and press **[Tab]**.
- **Thru What Date:** Enter the last day of the month (i.e. 09/30/2021). Press **[Tab]**.
- **Checking Acct:** Verify that the 992-Checking GL account is selected.

Outstanding Check Report	
Preview Print Export to Excel Close	
Report Title:	September Outstanding Checks
Thru what Date:	09/30/2013
Checking Acct:	992 - Checking

Click **[Preview]** to preview the report on screen. Click **[Print]**.

NOTE: The totals on this report must be in agreement with the Outstanding Check amount on the Bank Reconciliation Report.

F. **Activity Ledger Report**

This report prints the totals for each activity account and each general ledger account. It lists the beginning balances, ending balances, total receipts, disbursements and transfers. Also, this option allows the month to be closed out after balancing.

Go to “**Reports/Accounting/Activity Ledger**”. Enter the following:

- **Report Title:** Enter a title for this report (optional). Press **[Tab]**.
- **Period Begin:** Enter the beginning date for the month balanced (i.e. 09/01/2021). Press **[Tab]**.
- **Period End:** Enter the ending date for the month balanced (i.e. 09/30/2021). Press **[Tab]**.
- **From Account:** Press **[Tab]**. 1 is the lowest account to include on this report.
- **To Account:** 999999 is the highest account to include on this report.
- **Report Options:** Verify that Financial Report is automatically marked.
- **Summarize on digit:** Click to highlight # and enter **3**. This option will print your report by groups of accounts. Always enter the number 3 (third digit moving from left to right) as the digit to summarize on. You will get subtotals for your 1000 account, 2000 accounts, etc. The program will give you a subtotal when the digit you selected changes.

Click **[Print]**.

Activity Accounts - Ledger Reports

Preview Print Export To Excel Close

Report Title:

Period Begin:

Period End:

From Account: Fiscal Begin:

To Account: Fiscal End:

Report Options

Financial Report
 Year to Date and Current Month
 Budget Expense Ledger
 Principal Monthly Ledger
 Budget Receipt Ledger
 Principal's Monthly Report - Florida

Summarize on Digit: (Only 1-6)
 Account Group Totals:
 Exclude Zero Balances:
 Sort By Acct Name:

NOTE: You must verify the totals from the Bank Reconciliation to the Grand Total Ending Balance of the Activity Accounts section of the Activity Ledger Report to ensure that all reports are “in balance”.

G. **Additional Monthly Reports**

The following reports should be printed once the Bank Reconciliation and Activity Ledger Reports are in balance. **THIS REPORT MUST BE ATTACHED TO YOUR MONTHLY FINANCIAL STMT!**

1. **Sequential List of Checks**

This report prints a sequential list of checks for the month.

Go to **“Reports/Accounting/Sequential Lists/List of Checks/By Check Num”**

This report uses the Report Query format. On the Report Query screen, select the following:

- Date Canceled
- Month Is
- Year Is
- Enter the month in the “Compare to” box. The month format is 01, 02, 03, etc. Enter the year in the “Compare to” box. The year format is 2021, 2022, etc.

Click **[Print]**.

Accounting Reports Utilities System Help Exit

List of Checks by Check #

Preview Print Export to Excel Close

Report Title:

Report Saved Name:

Fields	Operators	Compare to
Activity Account	Before	<input type="text" value="6"/>
Date	After	
Check	Year is	
Vendor Code	Month is	
Date Canceled	Day is	
GL Acct	Equal to	
P.O. Number	Between	
Invoice No.	OR	
Amount		
Tax Amount		
Tax 1099		

Report Conditions Saved Reports

Month(Date Canceled)=6

2. Reconciliation Report

This report prints the beginning balance for the date of the report. It then lists each receipt, disbursement and transfer in separate columns.

Go to “**Reports/Accounting/Reconciliation**”.

Enter the following:

- **Report Title:** N/A
- **Account Range From:** Enter account number **1** as the lowest account to include on this report. Press **[Tab]**.
- **Account Range To:** 999999 is the highest account to include on this report.
- **Date Range:** Enter the beginning month date. Press **[Tab]**. Enter the month-end date.

Pres

Reconciliation Report

Preview Print Export to Excel Close

Report Title:

Account Range: From To

Date Range:

Report Options

Separate page for each account/advisor

Exclude Accounts with No Balance or Activity for Period

Sort by Advisor

Click **[Print]**.

Click **[Close]** to exit.

I. Monthly Financial Statement

The monthly financial statement is due to the Department of Finance by the 20th of the month. Once approved, it will be forwarded to Internal Auditing.

The following reports should be submitted as the Monthly Financial Statement to the SAF Staff Accountant, **in this order**: Please make sure all reports are correct and in agreement with one another.

1. General Ledger Report
2. Bank Reconciliation
3. List of Outstanding Checks
4. **Copy** of bank statement (including cancelled checks)
5. Sequential List Checks
6. Reconciliation Report
7. Activity Ledger Report
8. Supporting documentation for Journal Adjustments (deposits, checks, NSF notices, etc.)
9. Any other necessary documentation.

X. WHAT TO DO WHEN YOU ARE OUT OF BALANCE

Follow the instructions for balancing at the end of the month. Make sure you have made all the necessary adjusting entries for bank credits and charges that appear on your bank statement. If the cash balances on the Bank Reconciliation Report do not equal, then the following suggestions may help in your quest to balance.

- A. Are your journal adjustments dated for the month you are balancing??
- B. Examine all of the hand-written items and compare to the amounts entered in the computer for accuracy.
- C. Compare the beginning balances on the Ledger Report to the previous month's Ledger Report ending balances. If there is a discrepancy, check each individual account to determine which accounts are incorrect. At this point, call the Department of Finance for help.
- D. If the beginning balances agree with the previous month's ending balances, then compare the receipts and disbursements with the credits and debits on the bank statement. This should eliminate any areas that are correct. If either the receipts or disbursements on the Ledger Report do not agree with the credits and debits per the bank statement, then print out the applicable EPES reports for checks and receipts. You will then need to compare each item on the individual reports to the bank statement. For example, if your receipts are off, compare each deposit on the General Ledger Transfer Report with the deposits posted to the bank statement. Look for deposits in transit. If your checks are off, compare each disbursement on the Sequential List of Checks Report to the checks posted to the bank statement.
- E. Compare the Outstanding Checks Report for the current and previous month to ensure that all checks that have cleared the bank were marked as paid and removed from the list of outstanding checks. Also, check to ensure that any checks that are still outstanding were not accidentally marked as paid.
- F. If you determine that a difference exists between the bank statement and your EPES records, you must determine whether the difference is a bank error or a bookkeeping error.
 - 1. If the difference is a bank error (for example, the bank paid a check for an amount other than what was stated on the face of the check), then you need to notify the bank of their error so that the correction will be reflected on the next month's bank statement. To balance your books, call the Finance Department for assistance.
 - 2. If the difference is a bookkeeping error, then adjust the EPES records accordingly. You may have to make an adjusting entry in the Journal Adjustments file as appropriate. If you are unsure how to correct the problem, call the Finance Department for assistance.

XI. END OF YEAR CLOSEOUT

A. Prior to balancing the month of June

If you wish to delete an account number that is no longer needed, the account must have a zero balance as of June 30th. Also, the account must not have any outstanding checks as of

June 30th. Print an Activity Ledger Report and highlight the account number(s) that will be deleted. Save the highlighted Activity Ledger Report to use when you delete accounts.
****Accounts cannot be deleted in the month of June. The only time during the school year an account can be deleted is immediately after you have created the new fiscal year.****

B. Storing Checks and Receipts

It is very important that you store your remaining checks and receipts in a safe place for the summer. Lock them in a vault, if you have one. Do not leave them sitting out in the open or loaded in the printer.

XII. MISCELLANEOUS REPORTS

A. Chart of Accounts

This report will print a list of all activity accounts, beginning balances, cash balances and advisor.

Go to “**Reports/Accounting/Chart of Accounts/List of Accounts**”

This report uses the Report Query format; however, if you want a complete list of your activity accounts you won't need to build any queries.

You will leave the preset marking for Report Type and Sort Order.

- **Report Type:** by Account #
- **Sort Order:** Ascending

Click **[Print]**

If you need a list of accounts for a particular account group (Admin, F/R's, Athletics, etc.) or for a specific individual, you will then build specifications that suite the report you want printed.

B. Chart of Accounts – Accounts Only

This report will print a list of accounts (w/advisor names) only.

Go to “**Reports/Accounting/Chart of Accounts/List of Accounts Only**”

This report uses the Report Query format. If you want a list of all accounts, click **[Print]**. Otherwise, build query specifications that suite the report you want printed.

C. List of Transaction by Vendor Code

This report will enable you to see what checks and receipts have been issued to a specific vendor for a specific time period.

Go to “**Reports/Accounting/Sequential List/All Transactions by Vendor**”

- **Title:** Press [Tab].
- **Date Range From:** Enter the beginning date for your report. Press [Tab].
- **Date Range To:** Enter the ending date for your report. Press [Tab].
- **From What Account:** Press [Tab] if 1 is the first account number.
- **To What Account:** Press [Tab] if 999999 is the last account number.

Press [Tab] twice to skip the Sub

Acct Range. Click on “**Range of**

Vendors”.

- **From What Vendor Code:** Enter the vendor code or click on the down arrow box to search from a list of vendors.
- **To What Vendor Code:** Enter the same vendor code if you are wanting this report for one specific vendor.

Click [Print].

The screenshot shows a web-based form titled "All Transactions by Vendor". At the top left, there are buttons for "Preview", "Print", and "Close". The form is organized into several sections: "Report Title" (empty), "Date Range" (From: 09/01/2013, To: 09/30/2013), "Account Range" (1 to 999999), and "Sub Acct Range" (0 to 999999). Below these are "Vendor Code (From - To)" fields, both containing "ACADEMY - ACADEMY SPORTS & OUTDOORS". The "Sort By" section has radio buttons for "Sort By Attention Field", "Sort By Vendor Name", and "Sort By Vendor Code", with "Sort By Vendor Code" selected. There is also a checkbox for "Separate page each vendor".

D. Sequential List of Checks – By Vendor

This report prints a list of checks for a specific vendor.

Go to “**Reports/Accounting/Sequential Lists/List of Checks/By Vendor**”

This report uses the Report Query format. On the Report Query screen, select the following:

- Vendor Code
- Is Equal To
- Enter the vendor code (as it appears in your vendor listing) in the “Compare to” box.

NOTE: The report query can also be built using the Vendor name instead of the Vendor code. Click on [Accept Condition]. The query will appear in the Report Conditions box.

If you have any date specifications for this report (month, year or range of dates), build another query for those specifications.

Click [Print].

E. Sponsor Reports

These reports can be printed out each month to be given to individuals showing the activity in their account(s). This report prints the beginning balance for the date of the report. It then lists

each receipt, disbursement and transfer in separate columns.

Go to
“**Reports/Accounting/Reconciliation**”.

Enter the
following:

- **Report Title:** Enter a title for this report. Optional. Press **[Tab]**.
- **Account Range From:** Enter account number **1000 as** the lowest account to include on this report. Press **[Tab]**. This will exclude the GL accounts from this report.
- **Account Range To:** 999999 is the highest account to include on this report. Press **[Tab]**.
- **Date Range:** Enter the beginning month date. Press **[Tab]**. Enter the month-end date.

NOTE: If you want this report to print for just one account, then the “Account Range From” number and “Account Range To” number will be the same number.

Click on “**Separate page for each account/advisor**”

Click on “**Sort by Advisor**”

NOTE: This will print each account on each page and will print in advisor order (if there is an advisor assigned to the account.) It will take **a lot** of paper to print the reports this way.

Click **[Print]**.

F. Year-To-Date Activity Ledger Report

At year-end, it may be useful to obtain a report that gives a list of activity accounts with their beginning of the year balance, year-to-date receipts, disbursements and transfers and the end of the year balance.

Go to “**Reports/Accounting/Activity Ledger**”.

Enter the following:

- **Report Title:** Enter a title for this report (optional). Press **[Tab]**.
- **Period Begin:** Enter the beginning date for the fiscal year (i.e. 06/01/2015). Press **[Tab]**.
- **Period End:** Enter the ending date for the fiscal year (i.e. 05/31/2014). Press **[Tab]**.
- **From Account:** Press **[Tab]**. 1 is the lowest account to include on this report.
- **To Account:** 999999 is the highest account to include on this report.
- **Report Options:** Verify that Financial Report is automatically marked.
- **Summarize on digit:** Click to highlight # and enter **3**. This option will print your report by groups of accounts. **Always** enter the number **3** (third digit moving from left to right) as the digit to summarize on. You will get subtotals for your 1000 account, 2000 accounts, etc. The program will give you a subtotal when the digit you selected changes.

Click **[Print]**.