Albuquerque Public Schools Activity Funds Support



EPES ACCOUNTING MANUAL

FOR

ACTIVITY FUND POLICIES & PROCEDURES

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BASICS

HOW TO LOGIN TO EPES:

- 1. OPEN WEB BROWSER
- 2. ENTER: EPESACCOUNTING.EPES.ORG
- 3. ENTER:

DISTRICT ID:8816CUSTOMER ID:EPES ISSUED CUSTOMER IDUSER NAME:BKPASSWORD:PERSON SPECIFIC (IF YOU NEED ASSISTANCE WITH YOUR
PASSWORD CONTACT THE ACTIVITY FUND SUPPORT OFFICE

- 4. SECURITY CODE: *IF REQUESTED* ENTER SECURITY CODE FROM RED BOX IN BOX PROVIDED
- 5. CLICK: LOGIN

HOW TO LOGIN TO WEB EPES:

← → C Secure https://epesaccounting.epes.org/Defuttaspx	
IN THE BROWSER (ENTER): epesaccounting.epes.org FILL IN: DISTRICT ID: 8816 CUSTOMER ID: EPES ISSUED CUSTOMER ID USER NAME: BK PASSWORD: PERSON SPECIFIC (IF YOU NEED ASSISTANCE WITH YOUR PASSWORD PLEASE CONTACT ACTIVITY FUND SUPPORT * YOU MAY ALSO NEED TO ENTER A SECURITY NUMBER IF PROMPTED TO DO SO CLICK: LOGIN	District ID: Customer ID: User Name: District ID: District ID: District ID: User Name: District ID: District ID: District ID: User Name: District ID: District ID: District ID:

7

- -

ALBUQUERQUE PUBLIC SCHOOLS ACTIVITY FUND SUPPORT OFFICE 880-3725

EPES SUPPORT:

NOTE: IF YOU ARE EXPERIENCING DIFFICULTIES WITH EPES, PLEASE CONTACT YOUR SPECIALIST OR THE ACTIVITY FUND SUPPORT OFFICE FOR ASSISTANCE.

YOU MAY BE ADVISED TO CONTACT EPES DIRECTLY FOR ADDITIONAL TECHNICAL SUPPORT. IF THAT IS THE CASE PLEASE FOLLOW THE DIRECTIONS BELOW.



IF DIRECTED TO ONLINE SUPPORT:



VIEWING PRIOR YEARS:

*** IF YOU NEED TO LOOK AT RECORDS FROM THE PREVIOUS YEARS. PRIOR YEARS ARE "VIEW ONLY." YOU CAN VIEW RECORDS & RUN REPORTS FOR DATA ONLY

VIEWING PRIOR YEAR:

- 1. CLICK: UTILITIES
- 2. CLICK: VIEW PRIOR YEAR
- 3. CLICK: SELECT YEAR DROP DOWN MENU SELECT THE SCHOOL YEAR THAT YOU NEED TO VIEW
- 4. CLICK: CHANGE YEAR NOW
- 5. SCREEN WILL REFLECT THE CHANGE BY SHOWING YEAR SELECTED AND (PRIOR YEAR)

Copyrig	ht © 2014:	CAP Group, Inc.
Accounting	Reports	Utilities - System - Help - Exit
		Preferences
		Year End Closing
		View Prior Year
		Data Conversion
		Change User CLICK: VIEW PRIOR YEAR
		Export
		Import
		Update Cash Balances
Accounting	Reports	Utilities – System – Help – Exit
View Prior Year Change Ye Setup a Prior If you are about in the dropdow When you enter Year (Start):	School Sear Now Clo Year (for d at to run a da n above, you ar a new sch	Sect a Year- se this Screen Set this Screen Set this Screen Set this Screen Set this Screen CLICK: SELECT A YEAR CHOOSE YEAR TO REVIEW CLICK: CHANGE YEAR NOW CLICK: CHANGE YEAR NOW Setup a Prior Year Setup a Prior Year
Copyright	© 2014: CAF	District: ALBUQUERQUE PUBLIC SCHOOLS School: ALBUQUERQUE TRAINING SCHOOL 1 Year: 2015 / 2016 (PRIOR YEAR) Change Schools
Accounting R	Reports - Ut	ities - System - Help - Exit ONCE YEAR HAS BEEN
		CHANGED HEADER WILL
		DISPLAY AS SHOWN

RESET TO CURRENT YEAR:

- 1. CLICK: UTILITIES
- 2. CLICK: RESET TO CURRENT YEAR
- 3. ONCE UPDATE HAS OCCURRED CURRENT YEAR DATES WILL SHOW IN THE HEADER



activity accou

&



MANAGING ACCOUNTS

CREATING/ADDING A NEW ACTIVITY FUND ACCOUNT:

- 1. CLICK: ACCOUNTING
- 2. CLICK: ACCOUNTING
- 3. CLICK: ACCOUNTS
- 4. SELECT: ACTIVITY ACCOUNT
- 5. CLICK: ADD
- 6. TAB TO: ACCOUNT/CLUB #
- 7. TAB TO: ACCOUNT/CLUB NAME
- 8. ENTER: NAME OF SPONSOR

9. DO NOT ADD A BEGINNING BALANCE, IT MUST STAY AT ZERO

10.CLICK: SAVE, IF DONE (OR)

SAVE-ADD ANOTHER IF YOU HAVE MORE ACCOUNTS TO ADD

11.CLICK: CLOSE WHEN DONE

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Accounting Reports	Utilities , System, Help, Ex	it	_		
Accounting	Accounts	Activity Accounts			
Purchase Orders	 Vendors 	General Ledger			
	Accounts Payable	Sub Accounts			
	Checks Paid	Activity Groups			
	Receipts				
	Transfers & Deposits	Þ			
	Journal Adjustments				
	Cancel Checks				
	Budget				
	Counties			CLICK: ACCOUNTING	
			ad	CLICK: ACCOUNTS	
			ac	SELECT: ACTIVITY ACCOUNTS	
				05	

purchase orders



Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit

Activity Accounts/Club

FIRST PREV NEXT LAST	ADD EDIT DEL LIST CANCEL SAVE	CLOSE -SAVE - ADD ANOTHER-	
Activity Account/Club #	100 CLICK: ADD		
Account Name	ADMINISTRATION	* Cash Balance	\$0.00
Advisor		Payable	(\$0.00)
Beginning Balance	\$0.00 *	Working Balance	\$0.00
Activity Group	Ŧ	Encumbered	\$0.00



CREATING/ADDING A NEW GL ACCOUNT:

***NOTE: GL ACCOUNTS REQUIRE PRIOR APPROVAL FROM ACTIVITY FUNDS SUPPORT <u>BEFORE OPENING.</u> GL ACCOUNTS WILL ALWAYS START WITH THE NUMBER 9XX.

- 1. CLICK: ACCOUNTING
- 2. CLICK: ACCOUNTING
- 3. CLICK: ACCOUNTS
- 4. SELECT: GENERAL LEDGER
- 5. CLICK: ADD
- 6. TAB TO: GL ACCOUNT #
- 7. TAB TO: ACCOUNT NAME

8. DO NOT ADD A BEGINNING BALANCE, IT MUST STAY AT ZERO

- 9. CLICK: SAVE, IF DONE (OR) SAVE-ADD ANOTHER, IF APPLICABLE
- 10. CLICK: CLOSE WHEN DONE

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Accounting Reports Ut	tilities ↓ System↓ Help↓ Exi	t Autority Accounts	_		
Accounting	Accounts	Activity Accounts			
Purchase Orders	Vendors	General Ledger			
	Accounts Payable	Sub Accounts			
	Checks Paid	Activity Groups			
	Receipts				
	Transfers & Deposits	•			
	Journal Adjustments				
	Cancel Checks			CLICK: ACCOUNTING	
	Budget				
	Counties				
			ad	CLICK: ACCOUNTS	
			uq	SELECT: GENERAL LEDGER	
				č	
				purchase orders	



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Accounting~ Reports~ Utilities~ System~ Help~ Exit **GL** Accounts FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE ADD ANOTHER 990 Beginning Balance \$0.00 * GL Account # Petty Cash Cash Balance \$0.00 Account Name **CLICK: ADD** Checking Payable (\$0.00)Working \$0.00 Encumbered \$0.00



GL Accounts



EDITING AN EXISTING FUND ACCOUNT:

*** YOU SHOULD ONLY BE CHANGING: ACCOUNT (CLUB) NAME AND/OR SPONSOR NAME

- 1. CLICK: ACCOUNTING
- 2. CLICK: ACCOUNTING
- 3. CLICK: ACCOUNTS
- 4. CLICK: ACTIVITY ACCOUNTS
- 5. CLICK: LIST
- 6. CLICK: FUND ACCOUNT TO EDIT
- 7. CLICK: EDIT
- 8. ENTER/CHANGE: CLUB NAME AND/OR SPONSOR

DO NOT EVER CHANGE THE BEGINNING BALANCE, IT MUST ALWAYS STAY AT ZERO

- 9. CLICK: SAVE WHEN DONE
- **10.CLICK: CLOSE TO EXIT**

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Accounting Reports	Utilities – System – Help – Exit		
Accounting	Accounts	Activity Accounts	
Purchase Orders	Vendors	General Ledger	
	Accounts Payable	Sub Accounts	
	Checks Paid	Activity Groups	
	Receipts		
	Transfers & Deposits	Þ	
	Journal Adjustments		
	Cancel Checks		
	Budget	CLICK: ACCOUNTING	4/ 5
	Counties	CLICK: ACCOUNTS	Veb
		CLICK: ACTIVITY ACCOUNTS	



	epes software	District:ALBUQUERQUE PUBLIC SCHOOLS School: ALBUQUERQUE TRAINING SCHOOL Year: 2016 / 2017 Change Schools	SELECT: FUND ACCOUNT TO EDIT
Copyr	ight © 2014: CAP Group, Inc.		YOU CAN SELECT TWO WAYS:
Accounting •	Reports Utilities System Help Exi	t	ENTER: ACCOUNT NUMBER
Activity A	ccounts Search Acct#	• for Searc	CLICK: SEARCH & CLICK ON ACCOUNT
		Click on the field l	SCROLLING TO THE ACCOUNT NUMBER
Acct #	Account Name	Advisor Name Acco	CLICKING ONCE ON THE ACCOUNT LINE
100	ADMINISTRATION		
105	LIBRARY		\$0.00
110	STUDENT ACTIVITIES		\$0.00
115	FIELD TRIP		\$0.00
120	TECHNOLOGY		\$0.00
125	STUDENT COUNCIL		\$0.00
130	YEARBOOK		\$0.00
135	HONOR SOCIETY		\$0.00
140	BAND/CHOIR		\$0.00
145	DECA		\$0.00
150	KINDERGARTEN		\$0.00
155	8TH GRADE		\$0.00



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Activity Accounts/Club



DELETING ACCOUNTS:

NOTE: ACCOUNT MUST BE AT A ZERO BALANCE WITH NO PENDING TRANSACTIONS IN ORDER TO DELETE

- 1. CLICK: ACCOUNTING
- 2. CLICK: ACCOUNTING
- 3. CLICK: ACCOUNTS
- 4. CLICK: ACTIVITY ACCOUNTS
- 5. CLICK: LIST
- 6. CLICK: FUND ACCOUNT TO BE DELETED/CLOSED
- 7. CLICK: DELETE

PROMPT: ARE YOU SURE YOU WANT TO DELETE THIS RECORD?

- 8. CLICK: OK
- 9. CLICK: SAVE AND CLOSE WHEN DONE





District: ALBUQUERQUE PUBLIC SCHOOLS School: ALBUQUERQUE TRAINING SCHOOL 1 Year: 2016 / 2017 Change Schools

Accounting↓ Reports↓ Utilities↓ System↓ Help↓ Exit

ACTIVITY A	Search Act #		
			Click on the field header to sort by that field
Acct #	Account Name	Advisor Name	Account Group
100	ADMINISTRATION	•	
105	LIBRARY		
110	STUDENT ACTIVITIES	ENTER. ACCO	SONT NOWBER IN SEARCH BOX
115	FIELD TRIP	CLICK: SEARC	СН
120	TECHNOLOGY	(OR)	
125	STUDENT COUNCIL	SCROUL TO	
130	YEARBOOK	SCRULL: 10	LUCATE ACCOUNT NUMBER
135	HONOR SOCIETY	CLICK: ON A	CCOUNT NUMBER TO DELETE
140	BAND/CHOIR		
145	DECA		
150	KINDERGARTEN		
155	8TH GRADE		
160	JROTC		
165	LEADERSHIP CLUB		
170	CHEERLEADING		

Copyright © 2014: CAP Group, Inc.	District: ALBUQUERQUE PUBLIC S School: ALBUQUERQUE TRAINING Year: 2016 / 2017 Change Schools	epesaccounting.epes.org says: Are you sure you want to delete this record?	Cancel
Accounting Reports Utilities System Help Exit			
Activity Accounts/Club FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL Activity Account/Club # 300 * Account Account Account Account Account BOWLING CLUB Advisor Beginning Balance \$0.00 * Activity Group ▼	SAVE CLOSE SAVE ADD ANOTHER	TE ILL BE PROMPTED TO VERIFY IF TO DELETE THIS ACCOUNT *** HAS NOW BEEN DELETED * SE TO EXIT	

VENDORS

CREATING/ADDING A NEW VENDOR:

- 1. CLICK: ACCOUNTING
- 2. CLICK: ACCOUNTING
- 3. CLICK: VENDORS
- 4. CLICK: ADD
- 5. ENTER: VENDOR CODE TYPE AS MUCH OF THE VENDOR NAME AS POSSIBLE
- 6. TAB TO: VENDOR NAME, ADDRESS, PHONE NUMBER & ANY OTHER PERTINENT INFORMATION
- 7. CLICK: SAVE (OR) SAVE-ADD ANOTHER, IF APPLICABLE
- 8. CLICK: CLOSE, WHEN DONE

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Accounting	Accounts	Þ		
Purchase Orders	 Vendors Accounts Payable Checks Paid Receipts Transfers & Deposits Journal Adjustments Cancel Checks Budget Counties 	Þ	CLICK: ACCOUNTING CLICK: ACCOUNTING CLICK: VENDORS	
			activit	y accounting & <i>Web</i>

purchase orders



District: ALBUQUERQUE PUBLIC SCHOOLS School: ALBUQUERQUE TRAINING SCHOOL 1 Year: 2016 / 2017 Change Schools

V	0	n	d	0	re
V	C		u	v	13

FIRST PREV NEXT LAST	ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER
Vendor Code	BLANK *
Vendor Name	MISC VENDORS
Address	
Address line 2	
City	
State	ZipCode
Phone	()
Fax	()



District: ALBUQUERQUE PUBLIC SCHOOLS School: ALBUQUERQUE TRAINING SCHOOL 1 Year: 2016 / 2017 Change Schools

Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit

Vendors



EDITING A VENDOR:

*** YOU SHOULD ONLY BE CHANGING VENDOR CONTACT INFORMATION (ADDRESS, PHONE, ETC.)

- 1. CLICK: ACCOUNTING
- 2. CLICK: ACCOUNTING
- 3. CLICK: VENDORS
- 4. CLICK: LIST
- 5. CLICK: VENDOR TO BE EDITED
- 6. CLICK: EDIT
- 7. EDIT: INFORMATION TO BE CHANGED
- 8. CLICK: SAVE AND CLOSE, WHEN DONE





Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit

Vendors	Search Vendor Code 🔻 for		Search) Close			
	Click on the field header to sort by that field					
Pape 1 2 3 4 5 6 7 8 9 10 Next Last 1						
Vendor Code	Vendor Name	ENTER: VENDO	OR CODE IN SEARC	CH BOX		1
2000NM	2000 NMASC AND CENTRAL	CLICK: SEARC	Н			
2006NM	2006 NM PRESS WOMEN					
2006NMSU	NMSU DEPT. OF JOURNALISM					4
2CATS	2 CATS PRODUCTION	SCROLL TO THE	E VENDOR TO EDIT	Г		5
355 CLASS OF 2112		CLICK: VENDOR ONE TIME TO SELECT				
3DGRAFX	3D CAR FX					
44THARMY	44TH ARMY NATIONAL GUARD	600 WYOMING NE	ALBUQUERQUE	NM	87123	
4IMPRINT	4IMPRINT, INC.	P. O. BOX 1641	MILWAUKEE	WI	53201-1641	
4WALL	4WALL LIGHTING	3165 W. SUNSET RD. SUITE 100	LAS VEGAS	NV	89118	(702) 263-3858
50STAR0ST	5 STAR STUDENTS	42095 ZEVO DRIVE, STE. 4	TEMECULA	CA	92590	951-808-3875
5STARFUND	ENTERTAINMENT	6553 SOLUTION CENTER	CHICAGO	IL	60677	



District: ALBUQUERQUE PUBLIC SCHOOLS School: ALBUQUERQUE HIGH SCHOOL Year: 2016 / 2017 Change Schools

Vendors

FIRST PREV NEXT LAST	ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER
Vendor Code	4IMPRINT * CLICK: EDIT
Vendor Name	4IMPRINT, INC. EDIT: INFORMATION THAT NEEDS TO BE CHANGED
Address	CLICK: SAVE AND CLOSE, WHEN DONE
Address line 2	P. O. BOX 1641
City	MILWAUKEE
State	WISCONSIN TipCode 53201-1641
Phone	

DELETING A VENDOR:

*** CAN ONLY BE DONE IF THERE ARE NO PENDING TRANSACTIONS FOR THE VENDOR ***

- 1. CLICK: ACCOUNTING
- 2. CLICK: ACCOUNTING
- 3. CLICK: VENDORS
- 4. CLICK: LIST
- 5. CLICK: VENDOR TO BE DELETED
- 6. CLICK: DELETE
- 7. PROMPT: ARE YOU SURE YOU WANT TO DELETE THIS RECORD? CLICK: OK
- 8. PROMPT: CONFIRMATION REQUIRED

ARE YOU CERTAIN YOU WISH TO DELETE THIS RECORD? CLICK: YES



purchase orders



5STARFUND

ENTERTAINMENT

District: ALBUQUERQUE PUBLIC SCHOOLS School: ALBUQUERQUE TRAINING SCHOOL 1 Year: 2016 / 2017 Change Schools

copyrigi	it @ 2011. CAI Group, Inc.					
Accounting 、	Reports ↓ Utilities ↓ System ↓ H	elp v Exit				_
Maria						
vendors						
FIRST PREV	NEXT LAST ADD EDIT DEL LIST	CANCEL SAVE CL	OSE SAVE - ADD ANOT	HER		
Vendor Code	BLANK *	CLICK:	LIST			
Vendor Name	MISC VENDORS	*	:			
Copyright © 201	4: CAP Group, Inc.	2017				
Accounting Reports	▼ Utilities▼ System▼ Help▼ Exit					
Vendors	Search Vendor Code	for	Search) Close)			
		Click	on the field header to sort b	y that field		
		Page <u>1</u> <u>2</u>	ENTER: VENDO	R CODE II	N SEARCH B	ОХ
<u>Vendor Code</u>	<u>Vendor Name</u>	<u>Address</u>	(OR)			
2000NM	2000 NMASC AND CENTRAL	8217 CONNECTICUT NE	SCROLL TO THE			
2006NM	2006 NM PRESS WOMEN					r -
2006NMSU	NMSU DEPT. OF JOURNALISM	BOX 30001	CEICK. VENDOR			
2CAIS	2 CAIS PRODUCTION	20 WEST 22ND STREET	NEW FORM	INT	10010	212-323-2003
355		0000 MENUN	41 BUOUEBOUE		07/10	
		600 MENAUL NE	ALBUQUERQUE	NM	8/110	
		DUU WYOMING NE	ALBUQUERQUE	NIM	8/123	
		P. U. BUX 1041		WI ND /	00110	(702) 262 2050
50STAR0ST	5 STAR STUDENTS	42095 7EVO DRIVE STE		CA	92590	951-808-3875
300 // 1/00 /	JORNOTODENTO	42000 ZEVO DINVE, OTE.		VA	32330	331-000-3013

6553 SOLUTION CENTER

CHICAGO

IL

60677



Vendors

FIRST PREV NEXT LAST	ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER
Vendor Code	APSBOE * CLICK: DELETE
Vendor Name	APS BOARD OF EDUCATION *
Address	
Address line 2	
City	
State	TipCode





VENDOR HAS NOW BEEN DELETED

RECEIPTS

ENTERING/ADDING PREPRINTED EPES RECEIPTS

- 1. CLICK: ACCOUNTING
- 2. CLICK: ACCOUNTING
- 3. CLICK: RECEIPTS
- 4. CLICK: ADD
- 5. VERIFY THE RECEIPT # YOU ARE ADDING IS CORRECT (CHANGE IF NECESSARY).
- 6. VERIFY/CHANGE DATE AS NEEDED
- 7. GL ACCOUNT SHOULD BE 992 FOR CHECKING
 - *** CHANGE ONLY WHEN ENTERING FUNDS TO DIFFERENT CASH SOURCE
- 8. TAB TO: RCV'D FROM AND ENTER NAME OF VENDOR OR FIRST FEW LETTERS
 - A LIST OF POSSIBLE VENDORS WILL APPEAR, CHOOSE CORRECT NAME & CLICK - IF VENDOR DOES NOT EXIST ADD THEM; REFERENCE PAGE 33

NOTE: USE AS MUCH DETAIL AS POSSIBLE WHEN ADDING THE NEW VENDOR

- 9. CLICK ON: ADD LINE ITEM
- 10. ENTER: ACCOUNT NUMBER OR USE DROP DOWN
- 11. TAB TO: SUB ACCOUNT; ENTER SUB ACCOUNT NUMBER OR USE DROP DOWN
- 12. TAB TO: AMOUNT, ENTER AMOUNT OF FUNDS BEING RECEIPTED
- 13. TAB TO: NOTES, ENTER BRIEF DESCRIPTION (MAXIMUM 50 CHARACTERS)
- 14. IF YOU HAVE MULTIPLE DEPOSITS FROM THE SAME VENDOR

CONTINUE ADDING LINES TO THE SAME RECEIPT (MAX 5 LINES PER RECEIPT)

- 15. VERIFY THE TOTAL AMOUNT OF RECEIPT IS CORRECT
- 16. CLICK: SAVE & PRINT RECEIPT



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Accounting → Reports → Utilities → System → Help → Exit	
Receipts PRST PREV NEXT LAST ADD CLICK Receipt #: Date: Image: CLICK CLICK Rcvd From: Vendor Name: Image: CLICK Individual: Image: CLICK Image: CLICK	: ADD SAVE - ADD ANOTHER Print This Receipt) Void this Receipt
Add Line Item	Receipt Total: \$0.00
There are no line items yet. Click 'Add Line Item'.	
District: School: Year: School: Year: Change S	ALBUQUERQUE PUBLIC SCHOOLS ALBUQUERQUE TRAINING SCHOOL 1 2016 / 2017 <u>Schools</u>
Copyright © 2014: CAP Group, Inc.	
Receipts FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLO Receipt #: 1021 Date: D6/23/2017 Image: GL Account: CLO Rcvd From: D Vendor Name: MISC VENDOR	Changes will not be saved until you click save. SE SAVE - ADD ANOTHER Print This Receipt) 992 - Checking Printed: No Posted From: Closed: No Void Date:
VendorCode VendName CADDRESS CCITY DOE JANE DOE JANE DOE JANE The provide the provided the provid	VERIFY: RECEIPT NUMBER IS CORRECT VERIFY: DATE, CHANGE IF NEEDED **GL ACCOUNT SHOULD BE 992 FOR CHECKING ONLY CHANGE IF ENTERING FUNDS TO DIFFERENT CASH SOURCE TAB TO: RCVD FROM, ENTER FIRST LETTERS OF VENDOR NAME SELECT: VENDOR NAME FROM LIST OF POSSIBLE VENDORS *** IF VENDOR DOES NOT EXIST ADD THEM (REF PG 23 & 24)

Receipts	Changes will not be saved until you click save.
FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER	Print This Receipt) Void this Receipt)
Receipt #: 15723 Date: 09/22/2017 🕮 GL Account: 991 - Cash on	Printed: No Posted From:
Rcvd From: WAGNER Vendor Name: MISC IF VENDOR DOES NOT EX Vendor Not Found	KIST YOU WILL NEED TO ADD THEM
Would you like to add this vendor?	tal: \$0.00

SAVE -	ADD ANOTHER Print This Receipt		
		New Vendor	
91 - C	Vendor Code Vendor Name Address Address line 2 City State Phone	WAGNER *	B TO: VENDOR NAME; ENTER FULL NAME * ADD AS MUCH INFORMATION AS POSSIBLE IF YOU HAVE IT. CK: SAVE
	Attention Tax ID School Vend # County ID Bid Category MEMO Save Cancel	Select an Option	



Preside	Changes will not be saved until you click save.
	OF THE ADD ANOTHER DESITING DESITING DESITING
PIROL PREV NEXT CASE ADD COLL DEL DEL CANCEL SAVE G	
Receipt #: 1021 Date: 06/23/2017 🛄 GL Account:	992 - Checking Printed: No Posted From:
Rcvd From: DOE Vendor Name: JANE DOE	
Individual: JANE DOE CLICK: ADD LINE ITEM	
Add Line Item	Receipt Total: \$0.00
There are no line items yet. Click 'Add Line Item'.	
	C 501001 5
School: ALBUQUERQUE TRAIN Year: 2019 / 2020	LING SCHOOL 2
Change Schools	
Copyright © 2014: CAP Group, Inc.	
	Channes 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
Receipt #: 1021 CLICK: ACCOUNT, ENTER ACCOUNT NUMBER O	R USE THE DROP DOWN LIST
Revel From: DOE TAB TO: SUB ACCOUNT; ENTER SUB ACCOUNT	NUMBER OR USE DROP DOWN
Individual: JANE DI TAB TO: AMOUNT; ENTER AMOUNT TO BE RECE	
TAB TO: NOTES, ENTER A BRIEF DESCRIPTION C	FFONDS BEING RECEIPTED
Options Acct. Sub Acct. Amount	Tax Amt. Notes Pay Type
ADMINISTRATION 47010 \$5.00	\$0.00 C - Cash
STUDENT ACTIVITIES FAES \$80.00	\$0.00 PARKING FEES C - Cash
NOTE: IF YOU HAVE MULTIPLE DEPOSITS FRO	IM THE SAME VENDOR THEY CAN BE
ENTERED ON ONE RECEIPT BY ADDING LINE IT	I <u>EMS</u> FOR EACH DEPOSIT
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	s will not be saved until you click save.
CLICK: SAVE, ON THE LINE TELVI ACE SAVE CLOSE SAVE ADD ANOTHER	Print This Receipt Void this Receipt
CONTINUE ADDING	Printed: No Posted From:
OR CLOSE WHEN DONE	
Add Line Item	Receipt Total: \$5.00
Options Acct. Sub Acct. Amount Tax Amt.	Notes Pay Type
2 100 - ADMINISTRATION 0 - No SubAcc \$5.00 \$0.00	TRAINING C - Cash

PRINTING RECEIPTS:

- 1. WHEN RECEIPT HAS BEEN ENTERED COMPLETELY
- 2. CLICK: SAVE, ON THE LINE
- 3. CLICK: SAVE, AT THE TOP
- 4. CLICK: PRINT THIS RECEIPT
- 5. CLICK: SAVE ADD ANOTHER OR CLOSE TO EXIT

Co	pyright © 2014: CAP Group, Inc.	e d	ear: 2016 / 201 hange Schools	QUE TRAINING 17	SCHUUL I		
Receip	ts				Changes will not be say	ved until you click save.	
Recei Recei	REV I NEXT I LAST ADD I EDIT I DE CLICK: SAVE, ON THE CLICK: SAVE, AT THE T CLICK: PRINT THIS REG CLICK: SAVE ADD ANC CLOSE TO EXIT	LIST CANCEL SAV	unt: 091-Ca	sh on	rint This Receipt) Void this Receipt) Printed: No Posted From: Closed: No Void Date:]	
Add Line Item Receipt Total: \$50.00							
Options	Acct.	Sub Acct.	Amount	Tax Amt.	Notes	Pay Type	
₽ <mark>₩</mark> 0	110 - STUDENT ACTIVI	0 - No SubAc	\$50.00	\$0.00	PROM TICKETS	C - Cash	

REPRINTING RECEIPTS:

- 1. CLICK: REPORTS
- 2. CLICK: ACCOUNTING
- 3. CLICK: PRINT PREV. RECEIPTS
- 4. LOCATE RECEIPT TO REPRINT: USE SEARCH WINDOW OR SCROLL TO LOCATE
- 5. CLICK: PRINT
- 6. PROMPT: ARE YOU SURE YOU WANT TO REPRINT THIS RECEIPT?
- 7. CLICK: OK




EDITING RECEIPTS:

- 1. CLICK: ACCOUNTING
- 2. CLICK: ACCOUNTING
- 3. CLICK: RECEIPTS
- 4. CLICK: LIST
- 5. LOCATE RECEIPT: EITHER USING THE SEARCH WINDOW

```
OR SCROLL TO AND CLICK ON THE RECEIPT TO EDIT
```

- 6. CLICK: EDIT AT THE TOP
- 7. CLICK: EDIT ON THE LINE ITEM (THE GREEN PENCIL)
- 8. ENTER: INFORMATION TO BE CHANGED
- 9. CLICK: SAVE ON THE LINE ITEM

10.CLICK: SAVE AT THE TOP

11.CLOSE WHEN DONE





purchase orders



ACTIVITY FUND PURCHASE **ORDERS**

(aka: A.F.P.O)

ENTERING PURCHASE ORDERS:

EXACT AMOUNT OF THE PURCHASE IDENTIFIED BY QUOTE, ETC:

- 1. CLICK: ACCOUNTING
- 2. CLICK: PURCHASE ORDERS
- 3. CLICK: PO ADD EDIT RECEIVE
- 4. CLICK: ADD

*** REF, PO #, GL ACCT (992) AND DATE WILL AUTOMATICALLY POPULATE *** *** DO NOT CHANGE ***

- 5. TAB TO: VENDOR CODE: ENTER NAME OF VENDOR OR FIRST FEW LETTERS
 - A LIST OF POSSIBLE VENDORS WILL APPEAR
 - IF VENDOR DOES NOT EXIST ADD THEM; REFERENCE PAGE 45 NOTE: USE AS MUCH DETAIL AS POSSIBLE WHEN ADDING THE NEW VENDOR
- 6. CLICK: APPROPRIATE VENDOR
- 7. CLICK: ADD LINE ITEM
- 8. CLICK: ACCOUNT NUMBER; ENTER NUMBER OR USE DROP DOWN
- 9. TAB TO: SUB ACCOUNT; ENTER SUB ACCOUNT NUMBER OR USE DROP DOWN
- 10.TAB TO: QTY ORDERED; ENTER 1 (ALWAYS)
- 11. TAB TO: DESCRIPTION; ENTER BRIEF DESCRIPTION OF ITEMS BEING PURCHASED

** IF MORE SPACE IS NEEDED ENTER INFORMATION IN NOTES SECTION. **

- 12.TAB TO: PER UNIT PRICE; ENTER EXACT AMOUNT OF TOTAL OF THE QUOTE 13.CLICK: SAVE ON THE LINE, SAVE AT THAT TOP
- 14.CLICK: PRINT PO
 - GIVE PO TO ADMINISTRATOR FOR SIGNATURE
 - MAKE A COPY OF PO FOR SPONSOR OR VENDOR
 - PUT ORIGINAL PO IN PENDING PO FILE
- 15. LOG: PO IN PO LOG FOR TRACKING

epes s		2016 / 2017 <u>re Schools</u>	
Accounting Reports U	itilities → System → Help → Exit	CLICK: ACCOUNTING	_
Accounting	•	CLICK: PURCHASE ORDERS	
Purchase Orders	Accounts		
	PO (Add, Edit, Receive)	CEICK. FO ADD, EDIT, RECEIVE	
	Vendors		
	Ship To		

activity accounting

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Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit
Purchase Orders
Ref: PO #: G/L Account: Select an Option Date Ordered: III Vendor ID: Vendor Name: FALSE III
District: ALBUQUERQUE PUBLIC SCHOOLS
School: ALBUQUERQUE TRAINING SCHOOL 1 Year: 2016 / 2017 Change Schools
Purchase Orders First Prev Next Last ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER Receive All Items) Post Recvd) Print PO
Ref: T1- PO # 41 G/L Account: 992 - Checking Date Ordered: 07/03/2017 Vendor ID: DOE Vendor Name: MISC VENDOR
1 - APS TESTING ENVIRONME
VendorCode VendName CADDRESS CCITY CSTATE CTAXIDNO Not Posted: \$0.00 DOE JANE DOE *** PO NUMBER, GL ACCT (992) & DATE WILL PREPOPULATE *** *** DO NOT CHANGE *** ENTER: VENDOR ID, USING FIRST FEW LETTERS. A DROP DOWN LIST WILL APPEAR FOR YOU TO SELECT FROM CLICK: ON THE VENDOR YOU ARE USING

IF VENDOR IS NOT IN SYSTEM:

Purchase Orders	Changes will not be saved until you click save.
FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE ADD ANOTHER	Receive All Items Post Recvd Print PO
Ref: T1- PO #: 155 G/L Account: 992 - Checking	Date Ordered: 09/22/2017
Vendor ID: WAGNER Vendor Name: 1 - APS TESTING ENVIRONMI Vendor Not Found	OU WILL NEED TO ADD THEM
Would you like to add this rendor?	Wot Posted: \$0.00
There are no records matching your criteria.	

SAVE -	ADD ANOTHER Print This Receipt)		
		New Vendor	
91 - C	Vendor Code	WAGNER *	
	Vendor Name	*	
	Address		
	Address line 2		
	City		 TAB TO: VENDOR NAME; ENTER FULL NAME
	State	Select an Option ZipCode	*** ADD AS MUCH INFORMATION AS
	Phone	() Fax ()	
	Attention		CLICK: SAVE
	Tax ID		
	School Vend #		
	County ID	Select an Option	
	Bid Category		
	MEMO		
	Save Cancel		



<u>"NOT TO EXCEED" AFPO IN EPES IF THE EXACT AMOUNT OF THE PURCHASE IS UNKNOWN:</u>

- 1. CLICK: ACCOUNTING
- 2. CLICK: PURCHASE ORDERS
- 3. CLICK: PO ADD EDIT RECEIVE
- 4. CLICK: ADD

*** REF, PO #, GL ACCT (992) AND DATE WILL AUTOMATICALLY POPULATE *** *** DO NOT CHANGE ***

- 5. TAB TO: VENDOR CODE: ENTER NAME OF VENDOR OR FIRST FEW LETTERS
 - A LIST OF POSSIBLE VENDORS WILL APPEAR
 - IF VENDOR DOES NOT EXIST ADD THEM; REFERENCE PAGE 49 NOTE: USE AS MUCH DETAIL AS POSSIBLE WHEN ADDING THE NEW VENDOR
- 6. CLICK: CORRECT VENDOR
- 7. CLICK: ADD LINE ITEM
- 8. CLICK: ACCOUNT NUMBER; ENTER NUMBER OR USE DROP DOWN
- 9. TAB TO: SUB ACCOUNT; ENTER SUB ACCOUNT NUMBER OR USE DROP DOWN
- 10. TAB TO: QTY ORDERED, ENTER "1" (ALWAYS)
- 11.TAB TO: DESCRIPTION, ENTER BRIEF DESCRIPTION OF ITEMS BEING PURCHASED ** IF MORE SPACE IS NEEDED ENTER INFORMATION IN NOTES SECTION **
- 12.TAB TO: PER UNIT PRICE; ENTER ESTIMATED AMOUNT OF PURCHASE (NOT TO EXCEED AMOUNT)
- 13.CLICK: SAVE ON THE LINE, SAVE AT THE TOP
- 14.CLICK: PRINT PO
 - GIVE TO ADMIN FOR SIGNATURE
 - MAKE A COPY OF PO FOR SPONSOR OR VENDOR
- **15.** LOG: PO IN THE PO LOG FOR TRACKING.

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Accounting - Reports - Utilitie	s → System → Help → Exit
Accounting	>
Purchase Orders	Accounts >
	PO (Add, Edit, Receive)
	Vendors
	Ship To



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Convrid	CHC3						2						
Accounting	Poporto-	Utilitios-	Cyctom-	Holp- D	wit	-	-	-	-	_	-	-	_
Accounting	Reports	Uullue5▼	System	neih a c	:XIL								
							CLICK	: ADD					
Purchase C	Orders												
FIRST PREV	NEXT LAS	ADD EDI	T DEL LIST	CANCEL	. SAVE	CLOSE S	AVE - ADD A	NOTHER	Receive A	All Items) Pos	t Recvd	Print PO)	
						Incrocostructure erect		and a second second					
Ref:	PO #:		G/L Ac	count:	Select ar	n Option]	Date Ordere	ed:		
Vendor ID:		Vendo	r Name: FAl	SE									
	<u> </u>			_									
				Di	istrict: AL	BUQUERQUE	E PUBLIC S	CHOOLS					
1		- (L		So	chool: ALE ear: 203	BUQUERQUE 16 / 2017	E TRAINING	G SCHOOL	. 1				
Copyright	epes S : © 2014: CAI	OFTWO P Group, Inc.	re	<u>Cł</u>	hange Scho	ools							
			_	_	_	_	_	_	_	_	_	_	_
Purchase O	rders								Chang	es will not be s	aved until	you click sav	/e.
FIRST PREV	NEXT LAST	ADD EDIT D	DEL LIST CA	NCEL SAVE	E CLOSE	SAVE - ADD	ANOTHER	Receive All	l Items) Po	ost Recvd) Prin	t PO		
Ref: T1-	PO # <mark>41</mark>		G/L Account	: 992 -	Checking)	Date Orde	red: 07/03/201	17		
Vendor ID: DO		Vendor Na	me: MISC VE	NDOR									
	1 - APS TES		ONME						X eceiv	ved:			
VendorCode	<u>Ven</u> JAN	<u>dName</u> E DOE	CADDRES	5 (<u>CSTATE</u>	<u>CTAX</u>	<u>(IDNO</u>	Not	Posted: \$0.00)		
				*** P(BER, GL	ACCT (992) &	DATE	NILL PREP	OPULA	TE ***	
·				ENTER	R: VEND	DOR ID, I	⊑ USING I	FIRST FI	EW LET	TERS. A D	ROP DO		г
				WILL	APPEAF	R FOR YO	о то з	ELECT	FROM				
				CLICK	: ON TH	HE VEND	oor yo	U ARE I	USING				

Purchase Orders	Changes will not be saved until you click save.
FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER	Receive All Items) Post Recvd) Print PO
Ref: T1- PO #: 155 G/L Account: 992 - Checking	Date Ordered: 09/22/2017
Vendor ID: WAGNER Vendor Name: MISC VENDOR IF VENDOR DOES	NOT EXIST YOU WILL NEED TO ADD THEM
Would you like to add this vender?	Not Posted: \$0.00
	umbered Bal:
There are no records matching your criteria.	





Purchase Orders	Changes will not be saved unti	il you click save.
FIRST PREV NEXT LAST ADD EDIT DEL LI	ST CANCEL SAVE CLOSE SAVE - ADD ANOTHER Receive All Items Post Receive Print PO	
Ref: T1- PO #: 155 G/L # Vendor ID: DOE Vendor Name: J#	Account: 992 - Checking Date Ordered: 09/18/2017	
Ship To Code: 1 - APS TESTING ENVIRONME.	APS TESTING ENVIRONMENT Date Received:	
Total Ordered: \$0.00 Total Open:	\$0.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00 Working Bal: (\$795.72) Encumbered Bal: \$0	0.00
Options Acct. Number 125 - STUDENT COUN Notes (Maximum of 250 chara	CLICK: SAVE ON THE LINE & SAVE AT THE TOP CLICK: PRINT PO ◀ - GIVE PO TO ADMINISTRATOR FOR SIGNATURE - MAKE A COPY OF PO FOR SPONSOR OR VENDOR - PUT ORIGINAL PO IN PENDING PO FILE ** BE SURE TO LOG PO IN THE PO LOG **	t Discount Percent Unit Desc. Tax

CREATING/POSTING OF AN NTE/DEMAND CHECK:

- 1. CREATE THE CHECK (BE SURE THE FOLLOWING INFORMATION IS ON THE CHECK)
 - A) VENDOR NAME
 - B) DATE
 - C) TWO SIGNATURES
 - D) NTE \$XXX IN THE MEMO LINE
- 2. CLICK: ACCOUNTING
- 3. CLICK: PURCHASE ORDER
- 4. CLICK: PO ADD, EDIT, RECEIVE
- 5. CLICK: LIST, ENTER PO # IN SEARCH WINDOW OR SCROLL TO PO
- 6. CLICK: PO NUMBER TO EDIT
- 7. CLICK: RECEIVE ALL
- 8. CLICK: CONTINUE
- 9. CLICK: POST RCV'D
- 10.CLICK: REPORTS
- 11.CLICK: ACCOUNTING
- 12.CLICK: PRINT CHECKS
- 13. TAB TO: NEXT CHECK; ENTER THE NUMBER OF THE DEMAND CHECK BEING USED
- 14. VERIFY: DATE OF THE CHECK MATCHES "DATE TO PRINT ON CHECK"
- 15.CLICK: POST CHECKS WITHOUT PRINTING (3RD BOX AT BOTTOM LEFT OF SCREEN)
- 16.CLICK: POST ONLY

* WHEN SPONSOR RETURNS WITH RECEIPT EDIT THE AMOUNT ON BOTH THE PO & THE CHECK * REMEMBER: IF THE RECEIPT ISN'T RETURNED UNTIL AFTER CLOSE MONTH HAS BEEN DONE THE OFFSET ADJUSTMENT WILL HAVE TO BE MADE IN THE CURRENT MONTH

FOR SCHOOLS WITH PREPRINTED CHECKS:

DEMAND CHECK SAMPLE

Check #:23167	NAI	NAME OF SCHOOL Date: 9/28/2016		
Account	Account #	Description	PO#	
WOODS	406	SUPPLIES FOR CLASS	XXX-2283	
Pay to: LOWES	Amount: I	NTE \$1,000.00		

Date: 9/28/2016

Pay to the order of: LOWES

NTE: \$1,000.00

Check #:23167		NAME OF SCHOOL	Date: 9/28/2016
Account	Account #	Description	PO#
WOODS	406	SUPPLIES FOR CLASS	XXX-2283
Pay to: LOWES	Amour	nt: NTE \$1,000.00	NOTE: THIS IS ONLY A SAMPLE
Х			PRINTED CHECKS WILL VARY DEPENDENT ON THE SCHOOLS CHECK STOCK



District: ALBUQUERQUE PUBLIC SCHOOLS School: ALBUQUERQUE TRAINING SCHOOL 1 Year: 2016 / 2017 Change Schools

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Accounting Reports Utilities	▼ System				
Accounting >					
Purchase Orders	Accounts >				
	PO (Add, Edit, Receive)				
	Vendors	CLICK: ACCOUNTING			
	Ship To	CLICK: PURCHASE ORDERS			
		CLICK: PO ADD, EDIT, RECEIVE			





FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE ADD ANOTHER Receive All Items
Ref: T1- PO #: 44 G/L Account: 992 - Checking Date Ordered: 07/05/2017
Vendor ID: WALMART Vendor Name: WALMART
Ship To Code: APS TESTING ENVIRONMENT Date Received: CLICK: RECEIVE ALL
Total Ordered: \$250.00 Total Open: \$250.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00
Add Line Item Working Bal: \$0.00 Encumbered Bal: \$25
Acct. Number Sub Acct Number Invoice Number Qty Ord. Rec Qty Open Description Price Per Unit Discount Percent Unit Desc.
100 ADMINISTRATION No SubAccount 1 1 1 FOOD FOR STAFF BREAKFAST \$250.00 0.00% EA.
nate ondered, lov/05/2017
osted: \$0.00 Total Received - Not Posted: \$0.00
Working Balt St. 00 Processing
Date Received
District: ALBUQUERQUE PUBLIC SCHOOLS
School: ALBUQUERQUE TRAINING SCHOOL 1 Year: 2016 / 2017 Change Schools
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Accounting - Reports - Utilities - System - Help - Exit
Purchase Orders
FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE ADD ANOTHER Receive All Items Post Recvd Print PO
Ref: T1- PO #: 44 G/L Account: 992 - Checking Date Ordered: 07/05/2017
Vendor ID: WALMART Vendor Name: WALMART
Ship To Code: APS TESTING ENVIRONMENT Date Received: 07/05/2017 CLICK: POST RCV'D
Total Ordered: \$250.00 Total Open: \$0.00 Total Posted: \$0.00 Total Received - Not Posted: \$250.00
Add Line Item Working Bal: \$0.00 Encumbered Bal: \$250.00
Acct. Number Sub Acct Number Invoice Number Qty Ord. Rec Qty Open Description Price Per Unit Discount Percent Unit Desc. Tax Amount Total Amount 100 0 1 0 EOOD EOP STAFE BREAKEAST \$250.00 0.00% EA \$0.00 \$250.00
ADMINISTRATION No SubAccount



This option prints all Payables marked: [X] Pay This					
Print Checks with Payable Dates Through:	07/05/2017	TAB TO: NEXT CHECK; ENTER THE NUMBER			
Checking Acct:	992 - Checking 🔻	OF THE DEMAND CHECK BEING USED			
Next Check #:	1564	"DATE TO PRINT ON CHECK"			
Date to Print on Checks:	07/05/2017	CLICK: POST CHECKS WITHOUT PRINTING			
 Print check Numbers on checks Combine Checks for Same Vendor Post Checks WITHOUT Printing 		CLICK: POST ONLY			

ENTERING A BLANKET PURCHASE ORDER:

- 1. CLICK: ACCOUNTING
- 2. CLICK: PURCHASE ORDERS
- 3. CLICK: PO ADD EDIT RECEIVE
- 4. CLICK: ADD
- 5. CLICK: IN REF BOX; ADD "B" BEFORE THE REF NUMBER
 - *** PO #, GL ACCT (992) AND DATE WILL AUTOMATICALLY POPULATE *** *** <u>DO NOT CHANGE</u> ***
- 6. TAB TO: VENDOR CODE: ENTER NAME OF VENDOR OR FIRST FEW LETTERS
 - A LIST OF POSSIBLE VENDORS WILL APPEAR
 - IF VENDOR DOES NOT EXIST ADD THEM; REFERENCE PAGE 59 NOTE: USE AS MUCH DETAIL AS POSSIBLE WHEN ADDING THE NEW VENDOR
- 7. CLICK: ON CORRECT VENDOR
- 8. CLICK: ADD LINE ITEM
- 9. CLICK: ACCOUNT NUMBER; ENTER NUMBER OR USE DROP DOWN
- 10. TAB TO: SUB ACCOUNT NUMBER; ENTER SUB NUMBER OR USE DROP DOWN
- 11. TAB TO: QTY ORDERED, ENTER "1" (ALWAYS)
- 12.TAB TO: DESCRIPTION, ENTER BRIEF DESCRIPTION OF ITEMS BEING PURCHASED *** MUST INCLUDE SCHOOL YEAR ***
- 13.TAB TO: PER UNIT PRICE; ENTER ESTIMATED AMOUNT TO BE SPENT/NOT TO EXCEED AMOUNT FOR THE DURATION OF THE SCHOOL YEAR
- 14.CLICK: SAVE ON THE LINE, SAVE AT THE TOP
- 15.CLICK: PRINT PO
 - GIVE TO ADMIN FOR SIGNATURE
 - MAKE A COPY OF PO FOR SPONSOR OR VENDOR
 - PUT ORIGINAL PO IN PENDING PO FILE

16.LOG: PO IN THE PO LOG FOR TRACKING

NOTE: IF THE BLANKET PURCHASE FALLS UNDER STOP ON THE STOP/GO LIST THE PAYMENT FOR SERVICES PROCESS NEEDS TO BE FOLLOWED.

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Accounting - Reports - Utilitie	s▼ System▼ Help▼ Exit			
Accounting	•			
Purchase Orders	Accounts PO (Add, Edit, Receive) Vendors Ship To		CLICK: ACCOUNTING CLICK: ACCOUNTING CLICK: PO ADD, EDIT, RECEIVE	

activity accounting & Web-

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Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit	
FIRST PREV NEXT LAST ADD CELLIST CANCEL SA	AVE CLOSE SAVE - ADD ANOTHER Receive All Items) Post Recvd Print PO
Ref: PO #: G/L Account: Sele	ct an Option Date Ordered:
Vendor ID: Vendor Name: FALSE	
alter all	

Purchase Orders Changes will not be saved unt	til y
FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER Receive All Items Post Recvd Print PO	
Ref: BT1- PO #: 165 G/L Account: 992 - Checking Date Ordered: 01/15/2018	J
Vendor ID: DOE Vendor Name: MISC VENDOR	
A-APS TESTING ENVIRONME	
VendorCode VendName CADDRESS CCITY CSTATE CTAXIDNO DOE JANE DOE JANE DOE Image: State s	
CLICK: IN REF BOX; ADD "B" BEFORE THE REF NUMBER *** PO NUMBER, GL ACCT (992) & DATE WILL PREPOPULATE *** DO NOT CHANGE *** ENTER: VENDOR ID, USING FIRST FEW LETTERS. A DROP DOWN LIST WILL APPEAR FOR YOU TO SELECT FROM CLICK: ON THE VENDOR YOU ARE USING	

IF VENDOR IS NOT IN SYSTEM:

Purchase Orders	Changes will not be saved until you click save.
FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER	Receive All Items Post Recvd Print PO
Ref: T1- PO #: 155 G/L Account: 992 - Checking	Date Ordered: 09/22/2017
Vendor ID: WAGNER Vendor Name: MISC VENDOR	
I - APS TESTING ENVIRONME IF VENDOR DOES NOT EXIST Vendor Not Found Would you like to add this vendor? CLICK: YES	YOU WILL NEED TO ADD THEM
Yes No	umbered Bal:
There are no records matching your criteria.	



Purchase Orders	- · · · ·		
FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL	SAVE CLOSE SAVE - ADD ANOTHER Receive All Items Post Recvel Print Post	CLICK: ADD LINE	
Ref: T1 PO #: 37 G/L Account:	92 - Checking Date Ordered: 06/19/2020		
Vendor ID: PIPER Vendor Name: PIED PIPER			
Ship To Code: 1 - SAME	Date Received:		
Total Ordered: \$0.00 Total Open: \$0.00	Total Posted: \$0.00 Total Received - Not Posted: \$0.00	_	
Add Line Item	Working Bal: Encumbered Bal:	=	
Options Acct. Number Sub Acct Num	ber Invoice Number Qty Ord. Qty Open Description	Price Per Unit Discount Percent Unit De	sc. Tax Amount Total Amount 1099
Select Activity Account	Account 0 0	\$0.00 0.00% EA.	\$0.00 \$0.00
(Maximum of 250 characters)			
↓ ↓	·	•	
CLICK: ACTIVITY ACCOUNT, SELE	CT ACCOUNT TO BE USED		
TAB TO: SUB ACCOUNT; ENTER	THE SUB ACCOUNT NUMBER OR USE DROP D	OWN	
TAB TO: QTY ORDERED, ENTER 1	. (ALWAYS)		
TAB TO: DESCRIPTION, ENTER B	RIEF DESCRIPTION OF PURCHASE		
- IE; QUOTE, REIMBURS	EMENT, IF APPLICABLE		
** IF MORE SPACE IS NEEDED EI	NTER INFORMATION IN NOTES SECTION AT TH	HE BOTTOM LEFT OF	THE SCREEN.
TAB TO: PRICE PER UNIT, ENTER	AMOUNT OF PURCHASE		
Purchase Orders	Chai	nges will not be saved until yo	u click save.
FIRST PREV NEXT LAST ADD EDIT DEL LI	T CANCEL SAVE CLOSE SAVE - ADD ANOTHER Receive All Items	Post Recycle Print PO	
Ref: T1- PO #: 155 G/L 4	Account: 992 - Checking Date Or	dered: 09/18/2017	
Vendor ID: DOE Vendor Name: JA			
Ship To Code: 1 - APS TESTING ENVIRONME.	APS TESTING ENVIRONMENT Date Rec	eived:	
Total Ordered: \$0.00 Total Open: 5	0.00 Total Posted: \$0.00 Total Received - N	ot Posted: \$0.00	
			-
Add Line Item	Working Bai: (\$795.72) Encur	nbered Bal: \$0.00	
Options Acct. Number	CLICK: SAVE ON THE LINE & SAVE AT THE TO	OP it di	scount Percent Unit Desc. Tax
□ + O 125 - STUDENT COUN	CLICK: PRINT PO		0.00% EA. \$0.
	- GIVE PO TO ADMINISTRATOR FOR SIG	GNATURE	
(Maximum of 250 chara	- MAKE A COPY OF PO FOR SPONSOR (OR VENDOR	
	- PUT ORIGINAL PO IN PENDING PO FI	E	
	** BE SURE TO LOG PO IN THE PO LOG *	*	

ACTIVITY FUND PAYMENTS FOR SERVICES:

- A. ADD/EDIT APS APPROVED VENDOR INFORMATION:
 - 1. CLICK: ACCOUNTING
 - 2. CLICK: ACCOUNTING
 - 3. CLICK: VENDORS
 - 4. CLICK: ADD (IF NEW TO EPES)

EDIT (FOR EXISTING VENDORS)

- 5. TAB TO: VENDOR CODE: ENTER NAME OF VENDOR OR FIRST FEW LETTERS
 - A LIST OF POSSIBLE VENDORS WILL APPEAR
 - IF VENDOR DOES NOT EXIST ADD THEM; REFERENCE PAGE 62
 VENDOR NAME; ENTER ACTUAL VENDOR NAME & APS VENDOR NUMBER(V#XXXX)
 ADDRESS; ENTER APS BOARD OF EDUCATION
 ADDRESS LINE 2; ENTER VENDOR'S MAILING ADDRESS
 NOTE: USE AS MUCH DETAIL AS POSSIBLE WHEN ADDING THE NEW VENDOR
- 6. CLICK: SAVE & CLOSE
- B. ENTERING PAYMENT FOR SERVICES PO:
 - 1. CLICK: ACCOUNTING
 - 2. CLICK: PURCHASE ORDERS
 - 3. CLICK: PO ADD, EDIT, RECEIVE
 - 4. CLICK: ADD

*** REF, PO #, GL ACCT (992) AND DATE WILL AUTOMATICALLY POPULATE *** *** DO NOT CHANGE ***

- 5. TAB TO: VENDOR CODE: ENTER NAME OF VENDOR.
 - LIST OF VENDORS WILL APPEAR
 - IF NOT A CURRENT VENDOR, PROMPT WILL APPEAR TO ADD (REF: 19-20)
- 6. CLICK: CORRECT VENDOR
- 7. CLICK: ADD LINE ITEM
- 8. CLICK: ACCOUNT NUMBER; ENTER NUMBER OR USE DROP DOWN
- 9. TAB TO: SUB ACCOUNT; ENTER SUB ACCOUNT NUMBER OR USE DROP DOWN
- 10. TAB TO: QTY ORDERED, ENTER "1" (ALWAYS)
- 11. TAB TO: DESCRIPTION, ENTER BRIEF DESCRIPTION OF ITEMS BEING PURCHASED ** IF MORE SPACE IS NEEDED ENTER INFORMATION IN NOTES SECTION **
- 12. TAB TO: PER UNIT PRICE; ENTER ESTIMATED AMOUNT TO BE SPENT/NOT TO EXCEED THROUGHOUT THE DURATION OF THE BLANKET PURCHASE ORDER FOR THE YEAR
- 13. CLICK: SAVE ON THE LINE, SAVE AT THE TOP
- 14. CLICK: PRINT PO
 - GIVE TO ADMIN FOR SIGNATURE
 - MAKE A COPY OF PO FOR SPONSOR OR VENDOR
 - PUT ORIGINAL PO IN PENDING PO FILE
- 15. LOG: PO IN THE PO LOG FOR TRACKING



Purchase Orders	Changes will not be saved until you click save.
FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER	Receive All Items) Post Recvd) Print PO
Ref: T1- PO #: 155 G/L Account: 992 - Checking	Date Ordered: 09/22/2017
Vendor ID: WAGNER Vendor Name: MISC VENDOR	U WILL NEED TO ADD THEM
	umbered Bal:
There are no records matching your criteria.	

SAVE -		New Vendor		
91 - C	Vendor Code Vendor Name Address	WAGNER *		
-	Address line 2 City		→ <mark>VEI</mark>	NDOR CODE: ENTER AS MUCH OF THE NAME AS
	State	Select an Option ZipCode	PO VE	SSIBLE WITH NO SPACES
	Phone Attention	() Fax ()	AP	S VENDOR NUMBER, V#XXXXX
	Tax ID School Vend #		AD AD	DRESS: APS BOARD OF EDUCATION DRESS LN 2: VENDOR'S PHYSICAL ADDRESS AND
	County ID Bid Category	Select an Option	AS	MUCH INFORMATION AS POSSIBLE
	МЕМО			

District: ALBUQUERQUE PUBLIC SCHOOLS School: ALBUQUERQUE TRAINING SCHOOL 6 Year: 2016 / 2017 Change Schools
Purchase Orders PRETIPREVINENT LAST ADD EDITIOL UST CANCEL SAVE CLOSE BAVE-ADD ANOTHER Receive All Items Post Recvit Fint PO Ref: PO #: 1000 G/L Account: 992 - Checking Date Ordered: 06/06/2017 Vendor ID: HERRERAB Vendor Name: HERRERA BUS COMPANY V#40464 Ship To Code: 1 - SAME SAME Date Ordered: 06/06/2017 Total Ordered: \$0.00 Total Posted: \$0.00 Total Received : Add Line Item Working Bal: Encumbered Bal: Image: Notes Notes (Maximum of 250 characters)
District: ALBUQUERQUE PUBLIC SCHOOLS School: ALBUQUERQUE TRAINING SCHOOL 6 Copyright © 2014: CAP Group, Inc. Purchase Orders Previnct Last add edit del List cancel st Ref: PO #: 1000 G/L Account: 992 Vendor ID: HERRERAB Vendor Name: HERRERA BUS co Ship To Code: 1 - SAME
Total Ordered: §0.00 Total Posted §0.00 Total Received - Not Posted: §0.00 Add Line Item Forking Bal: \$0.00 Encumbered Bal: \$250.00 Options Acct. Number Sub Acct Number Qty Ord. Qty Open Description Price Per Un Discount Percent Unit Desc. Tax Amount Total Amount 1099 Image: Solution of the state of th
District: ALBUQUERQUE PUBLIC SCHOOLS School: ALBUQUERQUE TRAINING SCHOOL 6 Year: 2016 / 2017 Change Schools
Purchase Orders

RECEIVING AND POSTING INVOICES/RECEIPTS:

FULL ORDER INVOICES:

- 1. CLICK: ACCOUNTING
- 2. CLICK: PURCHASE ORDERS
- **3.** CLICK: PO ADD, EDIT, RECEIVE
- 4. CLICK: LIST; SELECT PURCHASE ORDER TO BE EDITED/RECEIVED/POSTED
 - USING EITHER THE SEARCH BOX OR SCROLL TO PO BY PAGE
- 5. CLICK: EDIT; AT THE TOP
 - EDIT; ON THE LINE (GREEN PENCIL ICON)
- 6. CLICK: INVOICE BOX; ENTER VENDOR INVOICE NUMBER
- 7. TAB TO: PRICE PER UNIT; EDIT AMOUNT AS NEEDED
- 8. CLICK: SAVE ON THE LINE & SAVE AT THE TOP
- 9. CLICK: RECEIVE ALL
- 10.ENTER: CORRECT DATE IF DIFFERENT
- **11.**CLICK: CONTINUE
- 12.CLICK: POST RECV'D

File Edit View Favorites Tools Help File Edit View Favorites Tools Help Web Slice Gallery APSintranet AB B Copyright © 2014: CAP Group, Inc.	aking News & Top Sto G Google 🚾 Lawson 💟 MSN 😿 Welcome to Albuquerque 🔊 Sign in to your account 🖤 WinOcular Portal strict: ALBUQUERQUE PUBLIC SCHOOLS hool: ALBUQUERQUE TRAINING SCHOOL 6 tar: 2016 / 2017 ange Schools
Accounting Reports Utilities System Help Exit	CLICK: ACCOUNTING
Purchase Orders Accounts	CLICK: PURCHASE ORDERS
PO (Add, Edit, Receive)	CLICK: PO (ADD, EDIT, RECEIVE)
Ship To	
	activity accounting
	& Web-
	purchase orders

District: ALBUQUERQUE PUBLIC SCHOOLS School: ALBUQUERQUE TRAINING SCHOOL 1 Year: 2016 / 2017 Change Schools
Accounting - Reports - Utilities - System - Help - Exit
Purchase Orders
FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE ADD ANOTHER Receive All Items Post Record Print PO
Ref: T1- PO #: 42 G/L Account: 992 - Checking Date Ordered: 07/03/2017
Vendor ID: PSINK Vendor Name: PS INK
Ship To Code: APS TESTING ENVIRONMENT Date Received:
Total Ordered: \$695.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

Copyright © 2014	S Softwa	re	District: ALBUQUERQUE School: ALBUQUERQUE Year: 2016 / 2017 Change Schools	EPUBLIC SCHOOLS ETRAINING SCHOOL 1		
Accounting Reports	🗸 Utilities 🗸 Syst	emマ Helpマ	Exit			
PO List			Search PO Number • for	Searc	close)	
				Click on the fi	ield header to sort by that field	
PO Number	<u>Ref:</u>	Date	<u>Received</u>	<u>VendorCode</u>	<u>VendorName</u>	
41	T1-	07/03/2017		BSNSPORTS	BSN SPORTS	
42	T1-	07/03/2017		PSINK	PS INK	

Copyright © 2014: CAP Group, Inc.	Distric School Year: Change	: AL 20 Sch	BUQUERO BUQUERO 16 / 2013 ools	QUE PUBLIC SCH QUE TRAINING S 7	SCHOOL 1	ı					
		_									_
Purchase Orders						Changes	; will no	t be saved	d until you clic	k save.	
FIRST PREV NEXT LAST ADD EDIT DEL	LIST CANCEL SAVE CL	OSE	SAVE - AI		ceive All I	tems) Post	t Recvd	Print PO)		
Ref: T1- PO #: 42 G/ Vendor ID: PSINK Vendor Name:	L Account: 992 - Chec	king			D	ate Ordere	d: 07/0	03/2017			
Ship To Code: 1 - APS TESTING ENVIRON Total Ordered: \$695.00 Total Oper Add Line Item	CLICK: EDIT; AT T CLICK: EDIT; ON	HE T	TOP LINE	(GREEN PEI		CON)	osted: red Bal:	\$0.00	\$695.00		
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Total Ordered	1: \$0.00 Total Open: n]	\$0.00 Total	Posted: \$0.00 Working Bal	: ===	Total R	eceived - Not Posted: \$0	.00			
Options	Acct. Number	Sub Acct Number	Invoice Number Q	ty Ord.	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amo
	135 - HONOR SOCIETY	0 - No SubAc	1		1	TSHIRTS FOR HONOR F	<mark>\$695.00</mark>	0.00%	EA.	\$0.00
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Copyright © 2014: CAP Group, Inc.	School: ALBUQUERQUE FOBLIC SCHOOLS School: ALBUQUERQUE TRAINING SCHOOL 1 Year: 2016 / 2017 Change Schools
Accounting → Reports → Utilities → System → Help	p √ Exit
FIRST PREV NEXT LAST ADD EDIT DEL LIST C	CANCEL SAVE CLOSE SAVE - ADD ANOTHER Receive All Items Post Recvd) Print PO
Ref: T1- PO #: 42 G/L Account: Vendor ID: PSINK Vendor Name: PS INK	992 - Checking Date Ordered: 07/03/2017
Ship To Code: APS TESTING ENVIRONMENT	Date Received: CLICK: RECEIVE ALL
Total Ordered: \$684.00 Total Open: \$684.	.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00
Add Line Item	Working Bal: \$0.00 Encumbered Bal: \$6
CLICK: INVOICE NUMBER; ENTER VENDOR TAB TO: PRICE PER UNIT; EDIT AS NEEDED CLICK: SAVE ON THE LINE, SAVE AT THE TO	INVOICE NUMBER R HONOR ROLL STUDENTS \$684.00 0.00%

i:	d - Not Posted: \$0.00	VERIFY: DATE RECEIVED CLICK: CONTINUE	
Bal: \$0.00	Date Received		

Copyright © 2014: CAP Group, Inc.	School: ALBUQUERQUE TRAINING SCHOOL : Year: 2016 / 2017 Change Schools	1			
Accounting → Reports → Utilities → System → Help → Exit	:			_	
Purchase Orders	SAVE CLOSE SAVE - ADD ANOTHER Receive All	ltems) Post Re	ecvd) Print PO)		
Ref: T1- PO #: 42 G/L Account: 992 - C Vendor ID: PSINK Vendor Name: PS INK Ship To Code: APS TESTING ENVIRONMENT	hecking Date Ordered: 07/03/2017 Date Received: 07/03/2017				
Total Ordered: \$684.00 Total Open: \$0.00	Total Posted: \$0.00 Total Receiv	ved - Not Poste	ed: \$684.00		
Add Line Item	Working Bal: \$0.00	Encumbered	Bal: \$	684.00	
Acct. Number Sub Acct Number Invoice Number Qty Ord. Rec C	2ty Open Description	Price Per Unit	Discount Percent	Unit Desc.	Та
HONOR SOCIETY No SubAccount	TSHIRTS FOR HONOR ROLL STUDENTS	\$684.00	0.00%	EA.	\$C

RECEIVING PARTIAL ORDER INVOICES:

- 1. CLICK: ACCOUNTING
- **2.** CLICK: PURCHASE ORDERS
- **3.** CLICK: PO ADD, EDIT, RECEIVE
- **4.** CLICK: LIST; SELECT PURCHASE ORDER TO BE EDITED/RECEIVED/POSTED
 - USING EITHER THE SEARCH BOX OR SCROLL TO PO BY PAGE
- 5. CLICK: EDIT; AT THE TOP
- 6. CLICK: ADD LINE ITEM
- 7. ENTER: ACCOUNT NUMBER
- 8. TAB TO: INVOICE NUMBER; ENTER VENDOR INVOICE NUMBER
- 9. TAB TO: QUANTITY ORDERED; ENTER 1 (ALWAYS)
- 10. TAB TO: PRICE PER UNIT; ENTER AMOUNT OF THE PARTIAL INVOICE
- 11.CLICK: SAVE; ON THE LINE
- 12.CLICK: EDIT; ON FIRST LINE ITEM (GREEN PENCIL ICON)

13. TAB TO: PRICE PER UNIT; EDIT AMOUNT TO REMAINING BALANCE OF ORDER

- 14.CLICK: SAVE ON THE LINE & SAVE AT THE TOP
- 15.CLICK: RECEIVE BUTTON ON THE PARTIAL INVOICE LINE
- 16.ENTER: CORRECT DATE IF DIFFERENT
- **17.**ENTER: QUANTITY RECEIVED, "1"
- 18.CLICK: SAVE
- **19.** CLICK: POST RECV'D



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Accounting Reports Utilities System Help Exit	
Purchase Orders	SAVE CLOSE SAVE - ADD ANOTHER Receive All Items Post Recvd Print PO
Ref: T1- PO #: 42 G/L Account: 992 - Ch	ecking Date Ordered: 07/03/2017
Vendor ID: PSINK Vendor Name: PS INK	
Ship To Code: APS TESTING ENVIRONMENT	Date Received:
Total Ordered: \$695.00 Total Open: \$695.00	Total Posted: \$0.00 Total Received - Not Posted: \$0.00

copyright © 2014: CAP Group, Inc.	District: ALBUQUERQUE PUBLIC SCHOOLS School: ALBUQUERQUE TRAINING SCHOOL 1 Year: 2016 / 2017 Change Schools						
Accounting → Reports → Utilities → System → Help → Exit							
PO List Search PO Number for Search Close							
	Click on the field header to sort by the	at field					
	.						
PO Number Ref: Date 41 T1- 0Z/03/2017 42 T1- 07/03/2017	SEARCH BY PO NUMBER (OR) SCROLL TO PO NUMBER CLICK: ON PO TO BE EDITED/RECEIVED/POSTED	ne S					

Purchase Orders		Changes	will not be saved until you click save.					
FIRST PREV NEXT LAST ADD EDIT DEL LIST	CANCEL SAVE CLOSE SAVE - ADD	NOTHER Receive All Items Post	Recvd) Print PO					
Ref: T1- PO #: 43 GY Ad Vendor ID: BSNSPORTS Vendor Name: BS Ship To Code: 1 - APS TESTING ENVIRONME	Count: 992 - Checking CLICK: EDIT CLICK: ADD LINE ITEM	Date Ordered	:					
Total Ordered: \$5,000.00 Total Open: \$	000.00 Total Posted: \$0.00	Total Received - Not Pos	sted: \$0.00					
Add Line Item	Working Ba	1: \$1,000.00 Encumbere	ed Bal: \$3,950.00					
Options Acct. Number Sub Acct Number Invoice Image:	Number Qty Ord. Qty Open Description 1 1 UNIFORMS	Price Per Unit D AND EQUIPTMENT \$5,000.00 0	Discount PercentUnit Desc.Tax Amount.00%EA.\$0.00					
Notes								
CLICK: ACCOUNT NUMBER; ENTER ACCOUNT NUMBER (OR) SCROLL TO ACCOUNT NUMBER TAB TO: INVOICE NUMBER; ENTER VENDOR INVOICE NUMBER TAB TO: QUANTITY ORDERED; ENTER "1" (ALWAYS) TAB TO: DESCRIPTION; ENTER "PARTIAL ORDER" TAB TO: PRICE PER UNIT; ENTER AMOUNT OF PARTIAL INVOICE Add CLICK: SAVE ON THE LINE								
Options Acct. Number Sub Acct N	Invoice Number Qty Ord. Qty Ope	Description Price Pe	r Unit Discount ercent Unit Desc. Tax Amount					
BASEBALL No SubAcc	ubAc 896531 1 0	PARTIAL UNIF EQUPT \$2,475.	0.00% EA. \$0.00					
Purchase Orders FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER Receive All Items Post Recvol Print PO								
Vendor ID: BSNSPORTS Vendor Name: BS		GREEN PENCIL) ON THE 1	ST LINE					
Ship To Code: 1 - APS TESTING ENVIRONME APS TEST TAB TO: PRICE PER UNIT; LOWER THE ORIGINAL AMOUNT OF THE PURCHASE ORDER TO REFLECT ONLY THE REMAINING								
Add Line Item	Working Ba	l: \$1,000.00 Encumbere	ed Bal: \$5,000.00					
Options Acct. Number Sub Acct Number Invoice	Number Qty Ord. Qty Open Description	Price Per Unit	iscount Percent Unit Desc. Tax Amount					
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2 (185 BASEBALL No SubAccount 89653	1 1 PARTIAL UI	IIF EQUPT \$2,475.00 0	.00% EA. \$0.00					

					Changes will not be sa	ved until you	click save.	
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Ref: T1- PO #: 41 G/L	Account: 992 - Cheo	cking			Date Ordered: 07/03/2017	7 🔳		
Vendor ID: BSNSPORTS Vendor Name: BSN SPORTS								
Ship To Code: 1 - APS TESTING ENVIRONME	APS TESTING	ENVIRONMENT			Date Received:			
Total Ordered: \$1,050 CLICK: SAVE ON THE LINE otal Posted: \$0.00 Total Received - Not Posted: \$0.00								
Options Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Qty Open	Description	Price Per Unit	Discount Percer	
SASEBALL	0 No SubAccount		1	1	UNIFORMS AND EQUIPTMENT	\$1,050.00	0.00%	
185 - BASEBALL	0 - No SubAc	237384	1	1	PARTIAL UNIF EQUPT	\$3,950.C	0.00%	

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Purchase Orders	s
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Ref: T1-	Ref: T1- PO #: 43 G/L Account: 992 - Checking Date Ordered: 07/03/2017										
Vendor ID:	Vendor ID: BSNSPORTS Vendor Name: BSN SPORTS										
Ship To Cod	e: APS TESTING	G ENVIRONMENT	г		Date Re	eceived: <mark>CLI</mark>	CK: RECEI	VE; ON THE			
	-							FR LINE (ON			-
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	(h =)						\$1.000.00	Consumption of De		40 F05 00	
	item					forking Bal:	\$1,000.00	Encumbered Ba	ai:	\$2,525.00	
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185 BASEBALL	0 No SubAccount	896531	1	1	PARTIAL UNI	IF EQUPT	\$2,475.00	0.00%	EA.	\$0.00	\$2,475.00
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		(112.111.211 01 220	characters,	r							

Total Receiv	ved - No	ot Posted: \$0.00			
\$1,000.00	Encur	PO Receipt	_1		
rice Per Unit	Discou	Date Received:) 7/03/2017	I Amount 1099	ENTER: DATE "PARTIAL ORDER" WAS RECEIVED	
2,525.00	0.00%	Qty Received:	525.00	CLICK: SAVE	
2,475.00	0.00%	Save Cancel	175.00		

Accounting→ Reports→ Utilities→ System→ Help→ Exit											
Purchase Orders											
FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER Receive All Items Post Record Print PO											
Ref: T1- PO #: 43 G/L Account: 992 - Checking Date Ordered: 07/03/2017											
Vendor ID: BSNSPORTS Vendor Name: BSN SPORTS CLICK: POST RECV'D											
Ship to code: APS TESTING ENVIRONMENT Date Received: 07/03/2017											
Total Ordered: \$5,000.00 Total Open: \$2,525.00 Total Posted: \$0.00 Total Received - Not Posted: \$2,475.00											
Add Line Item Working Bal: \$1,000.00 Encumbered Bal: \$2,475.00											
Acct. Number Sub Acct Nur	ber Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
185 0 BASEBALL No SubAcco	int	1		1	UNIFORMS AND EQUIPTMENT	\$2,525.00	0.00%	EA.	\$0.00	\$2,525.00	
185 0 BASEBALL No SubAcco	int 896531	1		0	PARTIAL UNIF EQUPT	\$2,475.00	0.00%	EA.	\$0.00	\$2,475.00	
Notes											
(Maximum of 250 characters)											

RECEIVING FOR BLANKET PURCHASE ORDERS:

*** FOLLOW THIS PROCEEDURE EACH TIME YOU GET AN INVOICE.

- **1.** CLICK: ACCOUNTING
- **2.** CLICK: PURCHASE ORDERS
- **3.** CLICK: PO ADD, EDIT, RECEIVE
- **4.** CLICK: LIST; SELECT PURCHASE ORDER TO BE EDITED/RECEIVED/POSTED
 - USING EITHER THE SEARCH BOX OR SCROLL TO PO BY PAGE
- 5. CLICK: EDIT; AT THE TOP
- 6. CLICK: ADD LINE ITEM
- 7. ENTER: ACCOUNT NUMBER
- 8. TAB TO: SUB ACCOUNT; ENTER SUB ACCOUNT NUMBER OR USE DROP DOWN
- 9. TAB TO: INVOICE NUMBER; ENTER VENDOR INVOICE NUMBER
- 10. TAB TO: QUANTITY ORDERED; ENTER 1 (ALWAYS)
- 11. TAB TO: PRICE PER UNIT; ENTER AMOUNT OF THE INVOICE
- 12. CLICK: SAVE; ON THE LINE
- 13. CLICK: EDIT; ON FIRST LINE ITEM (GREEN PENCIL ICON)
- 14. TAB TO: PRICE PER UNIT; EDIT AMOUNT TO REMAINING BALANCE OF ORDER
- 15. CLICK: SAVE ON THE LINE & SAVE AT THE TOP

*** BEFORE RECEIVING ANYTHING ENSURE THE TOTAL ORDERED AMOUNT IS STILL EQUAL TO THE ORIGINAL AMOUNT OF THE PURCHASE ORDER

- 16. CLICK: RECEIVE BUTTON ON THE PARTIAL INVOICE LINE
- 17. ENTER: CORRECT DATE IF DIFFERENT
- 18. ENTER: QUANTITY RECEIVED, "1"
- 19. CLICK: SAVE
- **20.** CLICK: POST RECV'D

File Edit View Favorites Tools Help	
🐅 🕒 Suggested Sites ▾ 🦉 Web Slice Gallery ▾ 🦉 APSintranet и Breakin Distr	ng News & Top Sto G Google 🚾 Lawson 🚺 MSN 裭 Welcome to Albuquerque 🕘 Sign in to your account 🖤 WinOcular Portal - ict: ALBUQUERQUE PUBLIC SCHOOLS
	or ALBUQUERQUE TRAINING SCHOOL 6 : 2016 / 2017 ge Schools
Copyright © 2014: CAP Group, Inc.	
Accounting Reports Utilities System Help Exit	
Purchase Orders Accounts	CLICK: PURCHASE ORDERS
PO (Add, Edit, Receive)	CLICK: PO (ADD, EDIT, RECEIVE)
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	purchase orders
	School: ALBUQUERQUE TRAINING SCHOOL 1
epes software	Year: 2016 / 2017 Change Schools
Copyright © 2014: CAP Group, Inc.	
Accounting - Reports - Utilities - System - Help - Exit	
	CLICK: LIST
Purchase Orders	
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Ref: T1- PO #: 42 G/L Account: 992 - Ch	ecking Date Ordered: 07/03/2017
Vendor ID: PSINK Vendor Name: PS INK	
Ship To Code: APS TESTING ENVIRONMENT	Date Received:
Total Ordered, #505.00	Tatal Postade to 00
a .	District: ALBUQUERQUE PUBLIC SCHOOLS School: ALBUQUERQUE TRAINING SCHOOL 1
enecsoftware	Year: 2016 / 2017
Accounting Reports Utilities System Holn Frit	
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	Click on the field header to sort by that field
PO Number Ref: Date SEAR	CH BY PO NUMBER (OR) SCROLL TO PO NUMBER
41 T1- 07/03/2	CON PO TO BE EDITED/RECEIVED/POSTED

Purchase Orders Changes will not be saved until you click sa											
FIRST PREV NEXT LAST ADD EDIT 2	el list s a	LICK: EDIT		Recei	ive All Items	Post Recvd) Pri	int PO				
Ref: T1- PO #: 46	G/L Account CL	LICK: ADD L	INE ITEM		Date O	rdered: 07/06/20	017 🛄				
Vendor ID: PEPSI Vendor Na	me: PEPSI			9							
Ship To Code: 1 - APS TESTING ENVIRONME APS TESTING ENVIRONMENT Date Received:											
Total Ordered: \$15,000.00 Total Open: \$15,000.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00											
Add Line Item			Working Bal:	\$	0.00 Encu	Imbered Bal:	\$15,000	0.00			
Options Acct. Number Sub Acct Numbe	r Invoice Number Q	ty Ord. Qty Open	Description	1	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount			
2 I45 DECA 0 No SubAccount	1	1	DRINKS FOR	SNACK BAR	\$15,000.00	0.00%	EA.	\$0.00 \$			
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FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCE	L SAVE CLOSE SAVE - A	DD ANOTHER Receive A	II Items Post Recv	d) Print PO							
Ref: T1 PO #: 46 G/L Account: 992 - Checking Date Ordered: 06/19/2020 Image: Control of the control of											
Vendor ID: PEPSI Vendor Name: PEPSI											
Ship To Code: 1 - SAME	AME		Date Received: 💳								
Total Ordered: \$5,000.00 Total Open: \$5,000.00	Total Posted: \$0.00	0 Total Rece	ived - Not Posted:	\$0.00							
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Options Acct. Number Sub Acct Nu	imber I	Invoice Number Qty Ord	. Qty Open Descript	ion	Price Per Unit Dis	count Percent Unit Desc	. Tax Amount T	otal Amount 1099			
Image: Constraint of the second se		1	1 DRINKS	FOR SNACK BAR	\$5,000.00 0.0	00% EA.	\$0.00 \$	5,000.00			
U 0 145 - DECA 561180	SUPPLIES	AUGUST 17 1		S FOR AUG	\$1,500.0	0.00% EA.	\$0.00 \$	0.00			
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			<u> </u>								
	CLICK: ACC	COUNT NUM	BER; ENTE	R ACCOU	NT NUME	BER (OR) USE	E DROP I	DOWN			
	TAB TO: SU	TO: SUB ACCOUNT; ENTER SUB ACCOUNT NUMBER (OR) USE DROP DOWN TO: INVOICE NUMBER; ENTER VENDOR INVOICE NUMBER									
	TAB TO: IN										
	TAB TO: Q		DERED; EN	ITER "1" (ALWAYS)						
TAD TO: DESCRIPTION, ENTER PARTIAL ORDER											
		E ON THE UN	NF	ANUOUNT	OF PART						
Purchase Orders			Cha	anges will not be	saved unti	il you clic					
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Ref: T1- PO #: 46 G/L Account: 99	92 - Checking		Date O	rdered: 07/06/2	017						
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ice Per Unit	Discour	Date Received: <mark>)7/03/</mark> Qty Received:	2017 1 52	Amount 109	► ENTER: D	ATE "PAR TY RECEIV	TIAL ORDER 'ED; AS "1"	x" WAS (ONLY)	RECEIVE	D
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		Notes (Maximum of 250	S characters)							
		-	-							

EDITING AND RECEIVING OF PAYMENT FOR SERVICES:

EDIT PO ONCE VENDOR INVOICE IS RECEIVED:

- 1. CLICK: ACCOUNTING
- 2. CLICK: PURCHASE ORDERS
- 3. CLICK: PO (ADD, EDIT, RECEIVE)
- 4. CLICK: LIST; SELECT PURCHASE ORDER TO BE EDITED/RECEIVED/POSTED
 USING EITHER THE SEARCH BOX OR SCROLL TO PO BY PAGE
- 5. CLICK: EDIT; AT THE TOP
- 6. CLICK: EDIT ON THE LINE (GREEN PENCIL)
- 7. CLICK: INVOICE NUMBER, ENTER VENDOR INVOICE NUMBER
- 8. TAB TO: PRICE PER UNIT; EDIT TO MATCH THE ITEMIZED VENDOR INVOICE
- 9. CLICK: SAVE, ON THE LINE
- 10. CLICK: SAVE, AT THE TOP
- ONCE COMPLETE SEND A COPY OF THE PO AND INVOICE TO THE FINANCE DEPARTMENT AT: <u>ACTIVITYFUNDS.DOCS@APS.EDU</u>
- PUT THE ORIGINAL PO & INVOICE IN PENDING FILE FOR PAYMENT FOR SERVICES WITH THE DATE THAT IT WAS SENT WRITTEN ON IT
- AN INVOICE WILL BE SENT TO THE SCHOOL FROM GENERAL LEDGER IN 4-6 WEEKS TO REIMBURSE APS/BOE FOR THE PENDING INVOICES

Copyright © 2014: CAP Gro Accounting Reports Utilities Accounting	oup, Inc. s→ System→ Help→ Exit	:	CLICK: ACCOUNTING CLICK: PURCHASE ORDERS	
Purchase Orders	Accounts PO (Add, Edit, Receive) Vendors Ship To		CLICK: PO (ADD, EDIT, RECEI	
			activity	y accounting & Web-

District: ALBUQUERQUE PUBLIC SCHOOLS School: ALBUQUERQUE TRAINING SCHOOL 1 Year: 2016 / 2017 Change Schools
Accounting → Reports → Utilities → System → Help → Exit
CLICK: LIST
Purchase Orders
FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER Receive All Items Post Recvd Print PO
Ref: T1- PO #: 42 G/L Account: 992 - Checking Date Ordered: 07/03/2017
Vendor ID: PSINK Vendor Name: PS INK
Ship To Code: APS TESTING ENVIRONMENT Date Received:
Total Ordered: \$695.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00



EDITING ONCE SERVICE IS COMPLETE & INVOICE IS RECEIVED: - (PULL UP THE PURCHASE ORDER TO BE EDITED)

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Accounting → Reports → Utilities → System → Help → Exit	
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Ref: PO #: 1000 G/L Account: 992 - Checking Date Ordered: 06/06/2017	
Vendor ID: HERRERAB Vendor Name: HERRERA BUS COMPANY V#40464	
Ship To Code: SAME Date Received: CLICK: EDIT	
Total Ordered: \$250.00 Total Open: \$250.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00	
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School: ALBUQUERQUE RAINING SCHOOL 6	
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EDIT: INVOICE NUMBER TO REFLECT VENDOR INVOICE	
EDIT: INVOICE NUMBER TO REFLECT VENDOR INVOICE EDIT: PRICE PER UNIT TO MATCH ITEMIZED INVOICE	

*ONCE COMPLETE SCAN A COPY OF THE PO AND INVOICE TO THE FINANCE DEPARTMENT AT: <u>ACTIVITYFUNDS.DOCS@APS.EDU</u>

- PUT ORIGINAL PO & INVOICE IN PENDING FILE FOR PAYMENT FOR SERVICES WITH DATE WRITTEN ON IT
- YOU WILL RECEIVE AN INVOICE FROM GENERAL LEDGER IN APPROX 4-6 WEEKS TO REIMBURSE APS/BOE FOR PENDING INVOICES

District: ALE School: ALE Year: 201 Change School: Copyright © 2014: CAP Group, Inc.	UQUERQUE PUBLIC SCHOOLS SUQUERQUE TRAINING SCHOOL 6 16 / 2017 IOIS
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Purchase Orders	
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Notes	* NOTE
(Maximum of 250 characters)	* NOTE:
	ONCE YOU HAVE COMPLETED ALL THESE
	STEPS SEND A COPY OF THE PO AND INVOICE
	TO THE FINANCE DEPARTMENT AT:
	ACTIVITYFUNDS.DUCS@APS.EDU

RECEIVING OF APSBOE PAYMENT FOR SERVICES:

*** AFTER INVOICE FROM GENERAL LEDGER IS RECEIVED ***

- 1. CLICK: ACCOUNTING
- 2. CLICK: PURCHASE ORDERS
- 3. CLICK: PO (ADD, EDIT, RECEIVE)
- 4. CLICK: LIST; SEARCH BY PO NUMBER (OR) SCROLL TO PO NUMBER
- 5. CLICK: ON PO TO BE RECEIVED
- 6. CLICK: RECEIVE ALL
- 7. CLICK: CONTINUE
- 8. CLICK: POST RECV'D

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Copyright © 2014: CAP Gro	ice Gallery • PAPSintranet The Bre Di So Yi Yi up, Inc.	eaking News & Top Sto istrict: ALBUQUERQU (chool: ALBUQUERQU (car: 2016 / 2017 <u>hange Schools</u>	E Google Clawson M MSN (C Welcome to Albuquerque (2) E PUBLIC SCHOOLS E TRAINING SCHOOL 6	Sign in to your account 🕥 WinOcular Portal
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	Click on the field header to sort by that field
PO Number Ref: Da CLICK: 41 T4 07 07 42 T1- 07 CLICK:	LIST; SELECT PURCHASE ORDER TO BE EDITED/RECEIVED/POSTED - USING EITHER THE SEARCH BOX OR SCROLL TO PO BY PAGE ON PO TO BE EDITED/RECEIVED/POSTED

epes software	District: ALBUQUERQUE PUBLIC SCHO School: ALBUQUERQUE TRAINING SC Year: 2016 / 2017 Change Schools	DOLS CHOOL 6		
Accounting → Reports → Utilities → System → Help → Exit				
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Ship To Code: SAME					Date Received: 0	06/06/2017			CLICK	: POST RI	ECV'D
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	Notes										

*** SEE PAGE 101 FOR CHECK PROCESSING PROCEDURES ***

RECEIVING AND POSTING OF RECEIPTS FOR NOT TO EXCEED PO'S:

*** WHEN SPONSOR RETURNS RECEIPTS FOR DEMAND CHECKS ***

EDITING PO TO THE VENDOR RECEIPT: (STEP 1)

- 1. CLICK: ACCOUNTING
- 2. CLICK: PURCHASE ORDERS
- 3. CLICK: PO (ADD, EDIT, RECEIVE)
- 4. CLICK: LIST; SEARCH BY PO NUMBER (OR) SCROLL TO PO NUMBER
- 5. CLICK: ON PO TO BE EDITED
- 6. CLICK: EDIT AT THE TOP
- 7. CLICK: EDIT ON THE LINE (GREEN PENCIL)
- 8. TAB TO: PRICE PER UNIT; EDIT AMOUNT TO MATCH THE VENDOR RECEIPT
- 9. CLICK: SAVE ON THE LINE
- 10.CLICK: SAVE AT THE TOP

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Vendor ID: COSTCO Vendor Name: COSCTO	
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42 11- 07/03/2017 7/3/2017 (OR) SCROLL TO PO NUMBER	
44 T17/55/2017 → CLICK: ON PO TO BE EDITED	

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				•				
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0 🔒	125 - STUDENT COUN	0 - No SubAc		1	1	DECORATIONS FOR PI	R \$397.86	0.00%
		~ 						
	Notes							
	(Maximum of 250 char	acters)						

EDITING CHECKS PAID TO MATCH VENDOR RECEIPT: (STEP 2)

*** PLEASE NOTE: IF THE DEMAND CHECK AND RECEIPT HAVE CROSSED MONTHS THE CHECK ITSELF WILL NOT BE CHANGED. AN ADJUSTING ENTRY WILL NEED TO BE MADE TO OFFSET THE DIFFERENCE.

*** PLEASE CONTACT YOUR TRAINER FOR ASSISTANCE ***

- 1. CLICK: ACCOUNTING
- 2. CLICK: ACCOUNTING
- 3. CLICK: CHECKS PAID
- 4. CLICK: LIST; SEARCH BY PO NUMBER (OR) SCROLL TO PO NUMBER
- 5. CLICK: ON THE CHECK TO BE EDITED
- 6. CLICK: ON AMOUNT; ADJUST THE AMOUNT TO MATCH THE VENDOR RECEIPT
- 7. CLICK: SAVE; AT THE TOP

Accounting Reports Utilities	▼ System▼ Help▼ Exit	-
Accounting	Accounts •	
Purchase Orders	Vendors	
	Accounts Payable	CLICK: ACCOUNTING
	Checks Paid	CLICK: ACCOUNTING
	Receipts	CLICK: CHECK PAID
	Transfers & Deposits	
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Checks Paid	
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Check #: 1567 Date: 07/07/2017 🖽 GL Acct: 992 - Checking	Closed
Vendor ID: DIONS Vendor Name: DIONS PIZZA	Date Cancelled:
Payee: DIONS PIZZA	Date Voided
· · · · · · · · · · · · · · · · · · ·	Total Amount:

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Void this Check)

DISBURSMENT OF FUNDS

DISBURSMENT OF FUNDS:

- PAYMENTS FOR PURCHASES REQUIRING A PURCHASE ORDER

A. TANGIBLE ITEMS, TRAVEL, CAMPS, ETC...

- 1. CLICK: ACCOUNTING
- 2. CLICK: PURCHASE ORDERS
- 3. CLICK: PO (ADD, EDIT, RECEIVE)
- 4. CLICK: LIST; SEARCH BY PO NUMBER (OR) SCROLL TO PO NUMBER
- 5. CLICK: PO TO BE PAID
- 6. CLICK: RECEIVE ALL (<u>ONLY</u> AFTER INVOICE AND AMOUNT HAVE BEEN VERIFIED AND ARE CORRECT)
- 7. CLICK: CONTINUE
- 8. CLICK: POST RECV'D
- 9. CLICK: REPORTS
- **10.CLICK: ACCOUNTING**
- **11.CLICK: PRINT CHECKS**
- 12. TAB TO: NEXT CHECK; VERIFY THE CHECK NUMBER CHANGE IF NEEDED
- 13. TAB TO: DATE TO PRINT ON CHECKS; THIS SHOULD BE THE CURRENT DATE
- 14.CLICK: COMBINE CHECKS FOR SAME VENDOR

*** IF YOU HAVE MULTILPE PAYMENTS TO THE SAME VENDOR 15.CLICK: PRINT & POST

PRINTED CHECKS:

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Accounting Reports Utilities Systems Accounting Account Purchase Orders Account PO (Account PO)	stem V Help Exit	CLICK: ACCOUNTING CLICK: PURCHASE ORDERS CLICK: PO (ADD, EDIT, RECEIVED)	
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PO Number	<u>Ref:</u>	Date	Received	<u>VendorCode</u>	<u>VendorName</u>					
41	T1	07/03/2017		RENEPORTS	BSN SPORTS					
42	T1-	07/03/2017	7/3/2017	SEARCH BY PO NUI	VIBER					
43	T1-	07/03/2017	7/3/2017							
44	T1-	07/05/2017	7/5/2017	(OR) SCROLL TO PC	NUMBER					
45	T1-	07/05/2017								
46	T1-	07/06/2017	7/6/2017	CLICK. PO TO BE PA						
47	T1-	07/06/2017	7/6/2017	PEPSI	PEPSI					
48	T1-	07/06/2017	7/6/2017	DIONS	DIONS PIZZA					
49	T1-	07/07/2017		COSTCO	COSCTO					

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Accounting Reports Utilities System Help Exit								
Purchase Orders								
FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE ADD ANOTHER Receive All Items Post Record Print PO								
Ref: T1- PO #: 45 G/L Account: 992 - Checking Date Ordered: 07/05/2017								
Vendor ID: SANDIAOFF Vendor Name: SANDIA OFFICE SUPPLY								
Ship To Code: APS TESTING ENVIRONMENT Date Received:								
Total Ordered: \$500.00 Total Open: \$500.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00								
Working Bai: \$0.00 Encumbered Bai: \$500.00								
Acet Number Sub Acet Number Toyoice Number Oty Ord Rec Oty Open Description Duice Per Unit Discount Descent Unit Desc Tax Amount Total Amo	unt							
	int							
ART No SubAccount								

Date Ordered: 07/05/2017			
Date Received:			
Posted: \$0.00 Total Receiv			
Working Bal: \$0.00	Processing	CLICK: CONTIN	UE
iption Price Per Unit Discou	Date Received		
SROOM SUPPLIES \$500.00 0.00%	07/10/2017 Continue	Cancel	

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Accounting → Reports → Utilities → System → Help → Exit	
Purchase Orders FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE-ADD ANOTHER Receive All Items Post Recvd Print PO Ref: T1- PO #: 45 G/L Account: 992 - Checking Date Ordered: 07/05/2017 Vendor ID: SANDIAOFF Vendor Name: SANDIA OFFICE SUPPLY Ship To Code: APS TESTING ENVIRONMENT Date Receive CLICK: POST RECV'D	
Total Ordered: \$500.00 Total Open: \$0.00 Total Posted: \$0.00 Total Received - Not Posted: \$500.00	
Add Line Item Working Bal: \$0.00 Encumbered Bal: \$500.00	
Acct. Number Sub Acct Number Invoice Number Qty Ord. Rec Qty Open Description Price Per Unit Discount Percent Unit Desc. Tax Amount Total Amou	Int
190 0 ART No SubAccount 1 0 CLASSROOM SUPPLIES \$500.00 0.00% EA. \$0.00 \$500.00	
(Maximum of 250 characters) AS YOU ARE RECEIVING & POSTING YOU WILL NOTICE THAT THE DOLLAR AMOUNT OF THE	
PURCHASE WILL MOVE FROM:	
TOTAL OPEN – TOTAL RECEIVED (NOT POSTED) TO TOTAL RECEIVED (NOT POSTED) - TOTAL POSTED ONCE COMPLETE THE AMOUNT IS REFLECTED IN THE TOTAL POSTED YOU ARE READY TO POST THE CHECK	
Ship To Code: APS TESTING ENVIRONMENT Date Received: 07/10/2017	
Total Ordered: \$500.00 Total Open: \$0.00 Total Posted: \$500.00 Total Received - Not Posted: \$0.00	
Add Line Item Working Bal: (\$500.00) Encumbered Bal: \$0.00	
Acct. Number Sub Acct Number Invoice Number Qty Ord. Rec Qty Open Description Price Per Unit Discount Percent Unit Desc. Tax Amount Total Amount	: 10
190 ART 0 CLASSROOM SUPPLIES \$500.00 0.00% EA. \$0.00 \$500.00	



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Accounting - Reports - Utilities - System -	Help v Exit		
Print Checks Preview Print & P	Post Close ton when leaving this sci	reen	
This option prints all Payable Print Checks with Payable Dates Through: Checking Acct:	25 marked: [X] Pay Th 07/10/2017 III 992 - Checking V	is	
Next Check #: Date to Print on Checks:	<u>1565</u> 07/10/2017	TAB TO: NEXT (AND/(TAB TO: DATE 1	CHECK #; VERIFY THE NUMBER OR CHANGE THE NUMBER AS NEEDED TO PRINT ON CHECK: VERIFY THE
 Print check Numbers on checks Combine Checks for Same Vendor Post Checks WITHOUT Printing 		DATE CLICK: COMBIN FOR MU CLICK: PRINT &	IS CORRECT IE CHECKS WITH SAME VENDOR LTIPLE PAYMENTS TO THE SAME VENDOI POST

- 1. CLICK: ACCOUNTING
- 2. CLICK: PURCHASE ORDERS
- 3. CLICK: PO (ADD, EDIT, RECEIVE)
- 4. CLICK: LIST; SEARCH BY PO NUMBER (OR) SCROLL TO PO NUMBER
- 5. CLICK: PO TO BE PAID
- 6. CLICK: RECEIVE ALL (ONLY AFTER INVOICE AND AMOUNT ARE CORRECT)
- 7. CLICK: CONTINUE
- 8. CLICK: POST RECV'D
- 9. CLICK: REPORTS
- 10.CLICK: ACCOUNTING
- 11.CLICK: PRINT CHECKS
- 12.TAB TO: NEXT CHECK; VERIFY THE CHECK NUMBER CHANGE IF NEEDED
- 13. TAB TO: DATE TO PRINT ON CHECKS; THIS SHOULD BE THE CURRENT DATE
- 14.CLICK: COMBINE CHECKS FOR SAME VENDOR
 - *** IF YOU HAVE MULTILPE PAYMENTS TO THE SAME VENDOR
- 15.CLICK: POST CHECKS WITHOUT PRINTING
- 16.CLICK: POST ONLY



School: ALBUQUERQUE POBLIC SCHOOLS School: ALBUQUERQUE TRAINING SCHOOL 1 Year: 2016 / 2017 Change Schools

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Accounting Reports Utilities	▼ System▼ Help▼ Exit					
Accounting >						
Purchase Orders	Accounts PO (Add, Edit, Receive) Vendors Ship To	CLICK: ACCOUNTING CLICK: PURCHASE ORDERS CLICK: PO (ADD, EDIT, RECEIVE)				



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Accounting	Reports - Ui	tilities v Syste	m √ He	lp⊽	Exit		_	_			
Purchase	Orders										
Ref: T1-	PO #: 45	G/L	Account	: 99	2 - Check	king Date Ordered: 07/	/05/2017	Pos		Print PO	
Vendor ID: Ship To Cod	SANDIAOFF e: APS TESTING	Vendor Name:	SANDI	A OF	FICE SUP		VE ALL				
Total Orde	red: \$500.00	Total Ope	en: \$500	0.00		Total Posted: \$0.00	Total	Received - Not F	osted: \$	0.00	
Add Line I	tem)					Working Bal:	\$	0.00 Encumbe	ered Bal:	\$50	0.00
Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount
190 ART	0 No SubAccount		1		1	CLASSROOM SUPPLIES	\$500.00	0.00%	EA.	\$0.00	\$500.00

Date Ordered: 07/05/2017			
Date Received:			
Posted: \$0.00 Total Receive		CLICK: CONTINUE	
Working Bal: \$0.00	Processing		
iption Price Per Unit Discou	Date Received		
SROOM SUPPLIES \$500.00 0.00%	07/10/2017 Continue Cancel		

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Accounting → Reports → Utilities → System → Help → Exit							
Purchase Orders FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE - ADD ANOTHER Receive All Items Post Recvd Print PO Ref: T1- PO #: 45 G/L Account: 992 - Checking Date Ordered: 07/05/2017 Vendor ID: SANDIAOFF Vendor Name: SANDIA OFFICE SUPPLY CLICK: POST RECV'D Ship To Code: APS TESTING ENVIRONMENT Date Date Date							
Total Ordered: \$500.00 Total Open: \$0.00 Total Posted: \$500.00 Add Line Item Working Bal: \$0.00 Encumbered Bal: \$500.00							
Acct. Number Sub Acct Number Invoice Number Qty Ord. Rec Qty Open 190 0 1 0	Description CLASSROOM SUPPLIES	Price Per UnitD\$500.000	Discount Percent	<mark>Unit Desc.</mark> EA.	Tax Amount \$0.00	Total Amount \$500.00	
Notes (Maximum of 250 characters)							

AS YOU ARE RECEIVING & POSTING YOU WILL NOTICE THAT THE DOLLAR AMOUNT OF THE PURCHASE WILL MOVE FROM:							
TOTAL OPEN – TOTAL RECEIVED (NOT POSTED) TO TOTAL RECEIVED (NOT POSTED) - TOTAL POSTED ONCE COMPLETE THE AMOUNT IS REFLECTED IN THE TOTAL POSTED YOU ARE READY TO POST THE CHECK	E SAVE - ADD ANOTHER Receive All Items Post Recvd Print PO te Ordered: 07/05/2017 te Received: 07/10/2017						
Total Ordered: \$500.00 Total Open: \$0.00 Total Posted: \$0.00 Add Line Item Working Bal: (\$500.00) Encumbered Bal: \$0.00							
Acct. Number Sub Acct Number Invoice Number Qty Ord. Rec Qty Open Description 190 0 1 J 0 CLASS ART No SubAccount 1 J 0 CLASS	Price Per UnitDiscount PercentUnit Desc.Tax AmountTotal Amount100ROOM SUPPLIES\$500.000.00%EA.\$0.00\$500.00Image: State S						



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Accounting → Reports → Utilities → System →	Help v Exit	_	
Print Checks			
Preview Post O NOTE: Please use the "Close" butt	nly Close on when leaving this scree	n	
This option prints all Payable	s marked: [X] Pay This		
Print Checks with Payable Dates Through:	07/10/2017		
Checking Acct:	992 - Checking 🔻		
Next Check #:	1565	TAB TO: NE	(T CHECK #; VERIFY THE NUMBER
Date to Print on Checks:	07/10/2017	AN TAB TO: DA	D/OR CHANGE THE NUMBER AS NEEDED
Print check Numbers on checks Combine Checks for Same Vendor Post Checks WITHOUT Printing		DA CLICK: COM FOR N CLICK: POST CLICK: POST	TE IS CORRECT BINE CHECKS WITH SAME VENDOR MULTIPLE PAYMENTS TO THE SAME VENDOR CHECKS WITHOUT PRINTING ONLY

- PAYMENTS FOR PURCHASES REQUIRING A PURCHASE ORDER

B. PAYMENTS FOR SERVICES TO APS/BOE

STEP 1:

- 1. CLICK: ACCOUNTING
- 2. CLICK: PURCHASE ORDERS
- **3.** CLICK: PO (ADD, EDIT, RECEIVE)
- 4. CLICK: LIST, SEARCH BY PO NUMBER (OR) SCROLL TO PO NUMBER
- 5. CLICK: ON PO TO BE EDITED
- 6. CLICK: RECEIVE ALL
- 7. CLICK: CONTINUE
- 8. CLICK: POST RECV'D

STEP 2:

- 9. CLICK: ACCOUNTING
- 10. CLICK: ACCOUNTING
- **11.** CLICK: ACCOUNTS PAYABLE
- 12. CLICK: LIST
- **13.** CLICK: ON LINE TO BE EDITED
- 14. CLICK: EDIT; AT THE TOP
- 15. CLICK: EDIT; ON THE BOTTOM (GREEN PENCIL)
- 16. CLICK: VENDOR ID
- 17. ENTER: APSBOE; CHOOSE APS BOARD OF EDUCATION
- 18. CLICK: SAVE; AT THE TOP

STEP 3:

- **19.** CLICK: REPORTS
- 20. CLICK: ACCOUNTING
- 21. CLICK: PRINT CHECKS
- 22. VERIFY: CHECK NUMBER & DATE TO PRINT ON CHECK; *** FOR PRINTED CHECKS***
- 23. CLICK: COMBINE LIKE VENDORS (2ND BOX IN BOTTOM LEFT CORNER)
- 24. CLICK: PRINT & POST; *** FOR HANDWRITTEN CHECKS ***
- 25. CLICK: COMBINE LIKE VENDORS (2ND BOX ON BOTTOM LEFT)
- 26. CLICK: POST WITHOUT PRINTING (3RD BOX BOTTOM LEFT)
- 27. CLICK: POST ONLY

File Edit View Favorite	es Tools Hel	p lery 🔻 🖨 APSintranet 🤞	🐁 Breaking News & Top Sto	💪 Google 🚧 Lawson 🚺 MSN 😿	Welcome to Albuquerque.	🧃 Sign in to your account 🔍) WinOcular Portal -
Copyright © 2014: 0		are	District: ALBUQUERQ School: ALBUQUERQ Year: 2016 / 2017 Change Schools	UE PUBLIC SCHOOLS UE TRAINING SCHOOL 6			
Accounting Reports	Utilities 、 S	• ystem ↓ Help ↓ Exit					
Accounting	+						
Purchase Orders	Acco	unts	•	ENTERING PO:			
	PO (Add, Edit, Receive)		CLICK: ACCOUN	TING		
	Vend	lors					
	Ship	То					
				CLICK: PO (ADD,	EDIT, RECEIVE)	
					activi pur	ty accountin & chase orders	ng Web-
Accounting Repo	orts v Ut	ilities v System	▼ Help ▼ Exit		_	_	
Purchase Orde	ers						
FIRST PREV NEXT	T LAST	ADD EDIT DEL	LIST CANCEL	SAVE CLOSE SAVE - ADD AN	Receive A	II Items) Post Recvd)	Print PO
Ref: T1- PO Vendor ID: COSTO Ship To Code: APS	#: 49 CO 5 TESTING	G/L A Vendor Name: ENVIRONMENT	Account: 992 - Ch	CLICK: LIST	/2017		
Total Ordered: \$	397.86	Total Open	\$397.86	Total Posted: \$0.00	Total Rec	eived - Not Posted:	\$0.00
Add Line Item				Working Bal:	(\$397.86) Encumbered Bal:	\$39
Accounting - Reports -	Utilities 、	System ↓ Help ↓ E	xit				
PO List		Si	earch PO Number 🔻	for	Search) Close)	the sheet field	
				Click on a	uie fiela néader to so	rt by that field	
PO Number	Pofe	Dato	Possivad	SEARCH BY PO NUI	MBER		
	<u>T1</u>	07/03/2017	Ketelveu	(OR) SCROLL TO PO			
42	T1-	07/03/2017	7/3/2017				
43	T1-	07/03/2017	7/3/2017	CLICK: ON PO TO B	E PAID		
44	T1-	07/05/2017	7/5/2017				
45	T1-	07/05/2017	7/10/2017	SANDIAOFF	SANDIA OFFIC	E SUPPLY	
46	T1-	07/06/2017	7/6/2017	PEPSI	PEPSI		
47	T1-	07/06/2017	7/6/2017	PEPSI	PEPSI		
48	T1-	07/06/2017	7/6/2017	DIONS	DIONS PIZZA		
49	T1-	07/07/2017		COSTCO	COSCTO		

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Accounting→ Reports→ Utilities→ System→ Help→ Exit
Purchase Orders
FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE ADD ANOTHER RECEIVE All Items Post Recvid) Print PO
Ref: PO #: 1000 G/L Account: 992 - Checking Date Ordered: 06/06/2017
Vendor ID: HERRERAB Vendor Name: HERRERA BUS COMPANY V#40464
Ship To Code: SAME Date Received: CLICK: RECEIVE ALL
Total Ordered: \$215.25 Total Open: \$215.25 Total Posted: \$0.00 Total Received - Not Posted: \$0.00
Add Line Item Working Bal: \$0.00 Encumbered Bal: \$215.25
Acct. Number Sub Acct Number Invoice Number Qty Ord. Rec Qty Open Description Price Per Unit Discount Percent Unit Desc. Tax Amount Total Amount 1099
100 0 54321 1 F/T ZOO 5/16/17 \$215.25 0.00% EA. \$0.00 \$215.25
Notes (Maximum of 250 characters)
District: ALBUQUERQUE PUBLIC SCHOOL 5 Schoot: ALBUQUERQUE TRAINING SCHOOL 6 Year: 2016 / 2017 Copyright of 2014: CAP Group. Inc.
Purchase Orders rmst Aou EDI EL Receive All Items Pnst PD Ref: PO #: 1000 G/L Account: 992 - Checking Date Ordered: 06/05/2017 Vendor ID: HERRERAB Vendor Name: HERRERA BUS COMPANY V#40464 Ship To Code: SAME Date Received:
Total Ordered: 5215.25 Total Open: 5215.25 Total Posted: 50.00
Working Bal: \$0.00 Encumbered Bal: Processing
Acceleration of the second sec
D6/06/2017 Continue Cancel
(Maxemum of 250 bhangston)
Purchase Orders
FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE ADD ANOTHER Receive All Items Post Recved Print PO
Ref: PO #: 1000 G/L Account: 992 - Checking Date Ordered: 06/06/2017
Vendor ID: HERRERAB Vendor Name: HERRERA BUS COMPANY V#40464
Shin To Code: SAME
Ship to code. SAME Date Received. 00/00/2017
Total Ordered: \$215.25 Total Open: \$0.00 Total Posted: \$215.25 Total Received - Not Posted: \$0.00
Add Line Item Working Bal: \$0.00 Encumbered Bal: \$0.00
Acct. Number Sub Acct Number Invoice Number Qty Ord. Rec Qty Open Description Price Per Unit Discount Percent Unit Desc. Tax Amount Total Amount 1099
100 0 ADMINISTRATION No SubAccount 54321 1 0 F/T ZOO 5/16/17 \$215.25 0.00% EA. \$0.00 \$215.25
Notes

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Accounting Reports Utilities	s ~ System ~ Help ~ Exit				
Accounting	Accounts	•			
Purchase Orders	▶ Vendors		CLICK: ACCOUNTING		
	Accounts Payable		CLICK: ACCOUNTING		
	Checks Paid		CLICK: ACCOUNTS PAYA	BLE	
	Receipts				
	Transfers & Deposits	•			
	Journal Adjustments				
	Cancel Checks				
	Budget				
	Counties				
	counties			acti	
				acu	vity d
Accounting - Reports - Utilit	ies ↓ System ↓ Help ↓ Exit				
Accounts Payable			LICK. LIST		
FIRST PREV NEXT LAST AD		AVE CLOSE SAV	E - ADD ANOTHER		
G/L Account: 992 - Checking		C/A: (\$4.52	8.74) Date: 09/18/2017	Pay This	
				10, 11.5	
Vendor ID: APSBOE V	endor Name: APS				
Payee: APS					
Add Line Item		Working Bal	: (\$225.00) Total Amo	ount: \$225	.00
Acet Sub Acet	Amount P.O.#	Invoice	Notos	Tax Amt	1000
115 0	Anount P.O.#	Invoice	Notes		1099
FIELD TRIP No SubA	ccount \$225.00		BUS FOR FT	\$0.00	
			·		
Accounting Deports Illilities Custom Us	la – Evit				
	ib≁ Exit				
Accounts Payable Searc	ch Date 🔻 for	Search) Close			
-					
		Click on the field	neader to sort by that field		
CLICK: CHECK TO BE PAID	-				
	Account	Payee		<u>Check Total</u>	
09/18/2017 9	92	DIONS PIZZA		\$50.00	
09/18/2017 9	92	JANE DOE		\$25.00	
09/18/2017 9	92	APS		\$225.00	
09/18/2017 9	92	APS		\$225.00	

Accounts Payable	Changes w	vill not be saved until you cli
FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE ADD ANOTHER		
G/L Account: 992 - Checking C/A: (\$4,528.74) Date: 09/18/2017	Pay This:	
Vendor ID: APS Vendor Name: JANE DOE CLICK: EDIT CLICK: VENDOR ID ENTER: APSBOE; CHOOSE APS BOAR CLICK: SAVE; AT THE TOP APSATHLET APS ATHLETICS APS	D OF EDU	JCATION
	Tax Amt.	1099
I25 STUDENT COUNCIL 0 No SubAccount \$25.00 ACCOMPANIST	\$0.00	

ONCE ALL PAYMENTS FOR SERVICES HAVE BEEN CHANGED TO REFLECT APSBOE AS THE VENDOR, PROCEED TO PRINT CHECKS

Accounting Reports Utilities Systems	Holn- Evit	
	Activity Ledger	CLICK: REPORTS
Purchase Orders	Outstanding Checks	CLICK: ACCOUNTING
	Reconciliation	CLICK: PRINT CHECKS
	Bank Reconciliation	
	Print Checks	
	Print Prev. Receipts	
	1099 Information	
	Special Penerts	
	Journal Adjustments	
	Chart of Accounts	
	Sequential List	activity
	Sub Account Poporte	activity
	Deposit Voucher	ال ا
	Vender List	•
	Extended Codes	purchas
	Extended codes	
Copyright © 2014: CAP Group, Inc. ccounting Reports Utilities System Help Exit rint Checks Preview Print & Post Cose NOTE: Please use the "Close" button when leaving th This option prints all Payables marked: [X] Pa	is screen	FOR PRINTED CHECKS: VERIFY CHECK NUMBER & DATE ARE CORRECT IF NOT ENTER CORRECT INFORMATION CLICK: COMBINE CHECKS FOR SAME VENDOR CLICK: PRINT & POST RIFY CHECK NUMBER & DATE ARE CORRECT
Print Checks with Payable Dates Through: 06/06/2017 Checking Acct: 992 - Checking Next Check #: 2352 Date to Print on Checks: 06/06/2017		CK: COMBINE CHECKS FOR SAME VENDOR
Print Checks with Payable Dates Through: 06/06/2017 Checking Acct: 992 - Checking Next Check #: 2352 Date to Print on Checks: 06/06/2017 Print check Numbers on checks Combine Checks for Same Vendor Det Checks for Same Vendor		CK: COMBINE CHECKS FOR SAME VENDOR CK: POST CHECK WITHOUT PRINTING CK: POST ONLY

- PAYMENTS OF FUNDS NOT REQUIRING A PURCHASE ORDER POSTED THROUGH ACCOUNTS PAYABLE

A. CASH ADVANCES

STEP 1:

- 1. CLICK: ACCOUNTING
- 2. CLICK: ACCOUNTING
- 3. CLICK: ACCOUNTS PAYABLE
- 4. CLICK: ADD
- 5. TAB TO: VENDOR ID; ENTER NAME OF VENDOR OR FIRST FEW LETTERS
 - A LIST OF POSSIBLE VENDORS WILL APPEAR, CHOOSE CORRECT NAME & CLICK
 - IF VENDOR DOES NOT EXIST ADD THEM; REFERENCE PAGE 107 NOTE: USE AS MUCH DETAIL AS POSSIBLE WHEN ADDING THE NEW VENDOR
- 6. CLICK: ADD LINE ITEM
- 7. CLICK: SELECT ACTIVITY ACCOUNT; ENTER ACCOUNT NUMBER TO BE USED
- 8. TAB TO: SUB ACCOUNT; ENTER SUB ACCOUNT NUMBER OR USE DROP DOWN
- 9. TAB TO: AMOUNT; ENTER THE AMOUNT OF THE CASH ADVANCE
- 10. TAB TO: NOTES; ENTER PURPOSE FOR USE OF CASH ADVANCE
- 11. CLICK: SAVE ON THE LINE; SAVE AT THE TOP

STEP 2:

- 12. CLICK: REPORTS
- 13. CLICK: ACCOUNTING
- 14. CLICK: PRINT CHECKS
- 15. VERIFY: CHECK NUMBER & DATE TO PRINT ON CHECK;*** FOR PRINTED CHECKS***
- 16. CLICK: COMBINE LIKE VENDORS (2ND BOX IN BOTTOME LEFT CORNER)
- 17. CLICK: PRINT & POST;*** FOR HANDWRITTEN CHECKS ***
- 18. CLICK: COMBINE LIKE VENDORS (2ND BOX ON BOTTOM LEFT)
- 19. CLICK: POST WITHOUT PRINTING (3RD BOX BOTTOM LEFT)
- 20. CLICK: POST ONLY

STEP 1:		
Copyright © 20	es software	District: ALBUQUERQUE PUBLIC SCHOOLS School: ALBUQUERQUE TRAINING SCHOOL 1 Year: 2017 / 2018 Change Schools
Accounting Reports	🗢 Utilities🗣 System 🗣 Help👻 Exit	
Accounting	Accounts	Þ
Purchase Orders	 Vendors 	
	Accounts Payable	CLICK: ACCOUNTING
	Checks Paid	CLICK: ACCOUNTING
	Receipts	
	Transfers & Deposits	CLICK: ACCOUNTS PATABLE
	Journal Adjustments	
	Cancel Checks	
	Budget	
	Counties	
Copyright © 2	es software	School: ALBUQUERQUE TRAINING SCHOOL 1 Year: 2017 / 2018 Change Schools
Accounting - Repo	rts – Utilities – System – Help – I	Exit
Associate Boys	blo	CLICK: ADD
FIRST PREV NEXT		
PIROT PREV -NEAF	EAST ADD EDIT DEL LIST CANCER	
G/L Account: 992 -	Checking	C/A: (\$2,499.05) Date: 07/10/2017 Pay This: 🖉
Vendor ID: SANDI	AOFF Vendor Name: SANDIA OFFI	ICE SUPPLY
	TOP CURPLY	
Payee: SANDIA OFF	ICE SUPPLY	
Add Line Item		Working Bal: (\$500.00) Total Amount: \$500.00
Acct.	Sub Acct. Amount P.O.	Working Bal: (\$500.00) Total Amount: \$500.00 .# Invoice Notes Tax Amt. 1099



Changes will not be saved until you click save.
CLOSE SAVE - ADD ANOTHER
(\$4,213.74) Date: 09/22/2017 🔲 Pay This: 🕑
IF VENDOR DOES NOT EXIST YOU WILL NEED TO ADD THEM CLICK: YES
unt: \$0.00
(



Accounts Payable			changes will not be	saveu unun you unuk save.		
FIRST PREV NEXT LAST ADD ED	NT DEL LIST CANCEL SAVE CLOSE SA	WE - ADD ANOTHER				
G/L Account: 992 - Checking	C/A: \$4,254.05	Date: 06/19/2	2020 🔳 Pay TI	nis: 🗹		
Vendor ID: PAN Ven Payee: PETER PAN	CLICK: ADD LINE ITEM CLICK: SELECT ACTIVITY A TAB TO: SUB ACCOUNT; E TAB TO: AMOUNT; ENTER	CCOUNT; EN NTER SUB AC	TER ACCOUN CCOUNT NUN F CASH ADVA	T NUMBER TO BE USEE IBER OR USE DROP DO NCE) WN	
Add Line Item	TAB TO: NOTES; ENTER PU	JRPOSE FOR	USE OF CASH			
Options Acct.	Sub Acct.	Amount P.O.#	Invoice	Notes 🔸	Tax Amt.	1099
I 2110 - STUDENT ACTIV.	. 561180 - SUPPLIES	\$0.00		CASH ADV FOR HC SUPPLIES	\$0.00	

_		_	_	_	_		_	_	
Account	ts Payable	L LIST CANGE SAVE	CLOSE SA	VE - ADD A	NOTHER	Changes will not be saved	until you click	save.	
G/L Accou Vendor T Payee: P	nt: 992 - Checking CLICK: SAVE ON TH CLICK: SAVE AT THI	C/A: [E LINE E TOP ◀	(\$2,499.05)	Da	te: 07/21/2017	🖪 Pay This: 🕑			
Add Lin	e Item		Working Ba	al:	\$1,000.00 Tota	al Amount: \$500.00			
Options	Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099	
0 🖯	185 - BASEBALL	0 - No SubAc	\$500.00			FOOD AND GAS FOR CAMP IN	TA \$0.00		



108
B. PAYMENT TO CERTAIN APS ENTITIES (IE... ATHLETICS, GL FOR TEXTBOOKS, ETC.)

STEP 1:

- 1. CLICK: ACCOUNTING
- 2. CLICK: ACCOUNTING
- 3. CLICK: ACCOUNTS PAYABLE
- 4. CLICK: ADD
- 5. TAB TO: VENDOR ID
- 6. ENTER: VENDOR CODE; SELECT FROM LIST AS NEEDED
- 7. CLICK: ADD LINE ITEM
- 8. CLICK: SELECT ACTIVITY ACCOUNT; ENTER ACCOUNT NUMBER TO BE USED
- 9. TAB TO: SUB ACCOUNT; ENTER SUB ACCOUNT NUMBER OR USE DROP DOWN
- 10. TAB TO: AMOUNT; ENTER THE AMOUNT
- 11. TAB TO: NOTES; ENTER PURPOSE FOR CHECK
- 12. CLICK: SAVE ON THE LINE; SAVE AT THE TOP

STEP 2:

- 13. CLICK: REPORTS
- 14. CLICK: ACCOUNTING
- 15. CLICK: PRINT CHECKS
- 16. VERIFY: CHECK NUMBER & DATE TO PRINT ON CHECK;*** FOR PRINTED CHECKS***
- 17. CLICK: COMBINE LIKE VENDORS (2ND BOX IN BOTTOME LEFT CORNER)
- 18. CLICK: PRINT & POST; *** FOR HANDWRITTEN CHECKS ***
- 19. CLICK: COMBINE LIKE VENDORS (2ND BOX ON BOTTOM LEFT)
- 20. CLICK: POST WITHOUT PRINTING (3RD BOX BOTTOM LEFT)
- 21. CLICK: POST ONLY

~	 -		
5	 ν	1	•
		-	•



Accounts Payable FIRST PREV NEXT LAST ADD EDIT DEL UST CANCEL SAVE CLOSE SAVE-ADD ANOTHER G/L Account: 992 - Checking Vendor ID: A Vendor Name: MISC VENDOR TAB TO: VENDOR ID ENTER: VENDOR CODE; SELECT FROM LIST AS NEEDED Vendor ID: A Vendor Name: MISC VENDOR Vendor ID: A Vendor Name:	
G/L Account: 992 - Checking Vendor ID: A Vendor Name: MISC VENDOR Vendor Code Vendor Name: CADDRESS CCITY CSTATE CTAXIDNO APSATHLET APS ATHLETICS APSBOE APS	Accounts Payable
VendorCode VendName CADDRESS CCITY CSTATE CTAXIDNO APSATHLET APS ATHLETICS APS unt: \$0.00	G/L Account: 992 - Checking TAB TO: VENDOR ID Vendor ID: A Vendor Name: MISC VENDOF ENTER: VENDOR CODE; SELECT FROM LIST AS NEEDED
VendorCode VendName CADDRESS CCITY CSTATE CTAXIDNO APSATHLET APS ATHLETICS unt: \$0.00 u	
APSATHLET APS ATHLETICS unt: \$0.00 APSBOE APS	VendorCode VendName CADDRESS CCITY CSTATE CTAXIDNO
APSBOE APS	APSATHLET APS ATHLETICS unit: \$0.00
	APSBOE APS

Accounts Payable		
FIRST PREV NEXT LAST ADD	D EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER	
G/L Account: 992 - Checking	C/A: \$4,254.05 Date: 06/19/2020 🕮 Pay This: 🗹	
Vendor ID: APSBOARDO	Vendor Name: APS BOARD OF EDUCATION	
Payee: APS BOARD OF EDUCA	CLICK: ADD LINE ITEM CLICK: SELECT ACTIVITY ACCOUNT; ENTER ACCOUNT NUMBER TO BE USED	
Add Line Item	TAB TO: SUB ACCOUNT; ENTER SUB ACCOUNT NUMBER OR USE DROP DOWN TAB TO: AMOUNT; ENTER AMOUNT TAB TO: NOTES: ENTER DURDOSE OF CHECK	
Options Acct.	Sub Acct. Amount P.O.# Invoice Notes Tax Amt.	1099
🗐 🥝 🔢 185 - BASEBALL	417010 - FEES-ACTIVITI \$600.00 OCTOBER GATE RECEIPTS \$0.00	_ 0 •

		_		_		_			
Accounts Payable					Changes will not	be saved unti	il you click	save.	
FIRST PREV NEXT LAST ADD EDIT DEL		CLOSE SA	VE - ADD AI	NOTHER					
G/L Account: 992 - Checking	C/A: ((\$2,999.05)	Dat	te: 07/21/2017	📱 🛛 Pay This: 🕑				
Vendos CLICK: SAVE ON THE Payee: CLICK: SAVE AT THE	LINE TOP								
Add Line Item		Working Ba	al:	\$500.00 Tota	al Amount: \$367.00				
Options. Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes		Tax Amt.	1099	
185 - BASEBALL	0 - No SubAc	\$367.00			OCTOBER GATE REC	CEIPTS	\$0.00		



C. PAYMENT TO REPLENISH PETTY CASH/ CHANGE FUNDS

STEP 1:

- 1. CLICK: ACCOUNTING
- 2. CLICK: ACCOUNTING
- 3. CLICK: ACCOUNTS PAYABLE
- 4. CLICK: ADD
- 5. TAB TO: VENDOR ID
- 6. ENTER: VENDOR CODE; SELECT FROM LIST AS NEEDED (THIS WILL BE THE INDIVIDUAL THAT WILL BE CASHING THE CHECK)
- 7. CLICK: ADD LINE ITEM
- 8. CLICK: SELECT ACTIVITY ACCOUNT; ENTER ACCOUNT NUMBER TO BE USED (REPEAT FOR EACH ACCOUNT THAT THE FUNDS WILL BE DRAWN OUT FROM)
- 9. TAB TO: SUB ACCOUNT; ENTER SUB ACCOUNT NUMBER OR USE DROP DOWN
- 10. TAB TO: AMOUNT; ENTER THE AMOUNT OF THE CASH ADVANCE
- 11. TAB TO: NOTES; ENTER PURPOSE FOR USE OF CASH ADVANCE
- 12. CLICK: SAVE ON THE LINE; FOR EACH
- 13. CLICK: SAVE AT THE TOP; ONCE ALL LINES HAVE BEEN ENTERED

STEP 2:

- 14. CLICK: REPORTS
- 15. CLICK: ACCOUNTING
- 16. CLICK: PRINT CHECKS
- 17. VERIFY: CHECK NUMBER & DATE TO PRINT ON CHECK; *** FOR PRINTED CHECKS***
- 18. CLICK: COMBINE LIKE VENDORS (2ND BOX IN BOTTOME LEFT CORNER)
- 19. CLICK: PRINT & POST; *** FOR HANDWRITTEN CHECKS ***
- 20. CLICK: COMBINE LIKE VENDORS (2ND BOX ON BOTTOM LEFT)
- 21. CLICK: POST WITHOUT PRINTING (3RD BOX BOTTOM LEFT)
- 22. CLICK: POST ONLY

STEP 1:					
Copyright © 2014: CAP Gr	Dist Schu Yeau Char oup, Inc.	rict: ALBUQUERQUE PUBLIC S pol: ALBUQUERQUE TRAINING r: 2017 / 2018 nge Schools	CHOOLS 3 SCHOOL 1		
Accounting Reports Utilitie	es √ System√ Help√ Exit				
Accounting	Accounts	•			
Purchase Orders	 Vendors 		CLICK. ACCOUNT		
	Accounts Payable		CLICK: ACCOUNT	ING	
	Checks Paid		CLICK: ACCOUNT	S	
	Receipts				
	Transfers & Deposits	Þ			
	Journal Adjustments				
	Cancel Checks				
	Budget				
	Counties				
		_	activi	itu acco	unting
			activi	ity acco	anting 34/ 4
				&	Web
(1):		District: ALBUQUERQUE School: ALBUQUERQUE	PUBLIC SCHOOLS TRAINING SCHOOL 1		
Copyright © 2014: CAP	offware	Year: 2017/2018 Change Schools			
Accounting - Reports - Uti	lities∓ System∓ Help∓ Exit	CLICK: A		_	_
Accounts Payable					
FIRST PREV NEXT LAST	ADD DIT DEL LIST CANCEL	SAVE CLOSE SAVE - ADD AN	NOTHER		
G/L Account: 992 - Checking		C/A: (\$2,499.05)	Date: 07/10/2017	Pay This: 🖉	
Vendor ID: SANDIAOFE	Vendor Name: SANDIA OFFICE	SUPPLY			

Payee: SANDIA OFFICE SUPPLY

Add Line Item Working Bal: (\$500.00) Total Amount: \$500.00								
Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099	
190 ART	0 No SubAccount	\$500.00	45		CLASSROOM SUPPLIES	\$0.00		

CCOUNTS Payable RET PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE-ADD ANOTHER /L Account: 992 - Checking Prevoner MISC VENDOR ID ENTER: VENDOR CODE; SELECT FROM LIST AS NEEDED // Vendor Name: MISC VENDOR // Vendor Name: MISC VENDOR // Vendor Name: MISC VENDOR // Vendor Name: MISC VENDOR // Vendor Name: MISC VENDOR // Vendor Name: MISC VENDOR // Vendor Name: MISC VENDOR // Vendor Name: MISC VENDOR // Vendor Name: MISC VENDOR // Vendor Name: MISC VENDOR // Vendor Name: MISC VENDOR // Vendor Na				
/L Account: 992 - Checking TAB TO: VENDOR ID /endor ID: A Vendor Name: MISC VENDOR Vendor Code Vendor Name: MISC VENDOR CADDRESS VendorCode VendName CADDRESS CCITY CSTATE CTAXIDNO VendSATHLET APS ATHLETICS Unit: \$0.00	SCOUNTS Payable	SAVE CLOSE SAVE - ADD AND	Changes will not be saved until you cl	ick save.
VendorCode VendName CADDRESS CCITY CSTATE CTAXIDNO APSATHLET APS ATHLETICS unt: \$0.00	L Account: 992 - Checking	TAB TO: VENDO ENTER: VENDO	OR ID DR CODE; SELECT FROM LIST AS NEED	ED
VendorCode VendName CADDRESS CCITY CSTATE CTAXIDNO APSATHLET APS ATHLETICS unt: \$0.00 u	•		×	
APSATHLET APS ATHLETICS	VendorCode VendName CADDRESS	CCITY CSTATE	CTAXIDNO	
	PSATHLET APS ATHLETICS		unt: \$0.00	
APSBOE APS	PSBOE APS			

Accounts Payable						
FIRST PREV NEXT LAST ADD EDIT	DEL LIST CANCEL SAVE CLOSE S	AVE - ADD ANOTHER				
G/L Account: 992 - Checking	C/A: \$4,254.05	Date: 06/19	/2020 🔳 Pay Th	is: 🗸		
Vendor ID: DOE	ICK: SELECT ACTIVITY ACC	COUNT; ENTE		IUMBER TO BE USED		
Payee: JANE DOE	B TO: SUB ACCOUNT; EN	TER SUB ACC	OUNT NUMBE	ADVANCE		
Add Line Item	B TO: NOTES; ENTER PUR	RPOSE FOR U	SE OF CASH AI			
Options Acct.	Sub Acct.	Amount P.O.#	Invoice	Notes	Tax Amt. 10	099
185 - BASEBALL	561160 - FOOD	\$300.00		SNACKS FOR AWAY GAME	\$0.00	

Accoun	ts Payable		CLOSE SA		NOTHER	Changes will not	be saved until	l you click	save.	
G/L Accou	unt: 992 - Checking	C/A:	(\$2,999.05)	Da	te: 07/21/2017	📱 Pay This: 🗹				
Vendor Payee: [CLICK: SAVE ON THE CLICK: SAVE AT THE	LINE								
Add Lir	ne Item)		Working Ba	al:	\$500.00 Tota	al Amount: \$367.00				
Options	Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	1	Tax Amt.	1099	
6	185 - BASEBALL	0 - No SubAc	\$367.00			OCTOBER GATE REC	CEIPTS	\$0.00		



D. PAYMENT FOR REFUND TO STUDENT (OR) PARENT

STEP 1:

- 1. CLICK: ACCOUNTING
- 2. CLICK: ACCOUNTING
- 3. CLICK: ACCOUNTS PAYABLE
- 4. CLICK: ADD
- 5. TAB TO: VENDOR ID
- 6. ENTER: VENDOR CODE; SELECT FROM LIST AS NEEDED (INDIVIDUAL THAT IS BEING REFUNDED – ADD, NEW VENDOR IF NEEDED)
- 7. CLICK: ADD LINE ITEM
- 8. CLICK: SELECT ACTIVITY ACCOUNT; ENTER ACCOUNT NUMBER TO BE USED
- 9. TAB TO: SUB ACCOUNT; ENTER SUB ACCOUNT NUMBER OR USE DROP DOWN
- 10. TAB TO: AMOUNT; ENTER THE AMOUNT OF THE REFUND
- 11. TAB TO: NOTES; ENTER PURPOSE FOR THE REFUND
- 12. CLICK: SAVE ON THE LINE; SAVE AT THE TOP

STEP 2:

- 13. CLICK: REPORTS
- 14. CLICK: ACCOUNTING
- 15. CLICK: PRINT CHECKS
- 16. VERIFY: CHECK NUMBER & DATE TO PRINT ON CHECK;*** FOR PRINTED CHECKS***
- 17. CLICK: COMBINE LIKE VENDORS (2ND BOX IN BOTTOME LEFT CORNER)
- 18. CLICK: PRINT & POST;*** FOR HANDWRITTEN CHECKS ***
- 19. CLICK: COMBINE LIKE VENDORS (2ND BOX ON BOTTOM LEFT)
- 20. CLICK: POST WITHOUT PRINTING (3RD BOX BOTTOM LEFT)
- 21. CLICK: POST ONLY

STEP 1:						
Copyright © 201	4: CAP Group, Inc.	Distri Scho Year: <u>Chanc</u>	ict: ALBUQUERQUE ol: ALBUQUERQUE : 2017 / 2018 ge Schools	PUBLIC SCHOOLS TRAINING SCHOOL 1		
Accounting Reports	🗢 Utilities 🖵 System 🖵	Help v Exit				
Accounting	Accounts	Þ			TING	
Purchase Orders	▶ Vendors			CLICK: ACCOUN		
	Accounts Paya	ble		CLICK: ACCOUN		
	Checks Paid			CLICK: ACCOUN	TS	
	Receipts					
	Transfers & De	posits +				
	Journal Adjustr	ments				
	Cancel Checks					
	Budget					
	Counties					
				activ	&	Web-
Copyright © 2	es software	9	District: ALBUQU School: ALBUQU Year: 2017 / Change Schools	JERQUE PUBLIC SCHOOLS JERQUE TRAINING SCHOOL 1 2018		
Accounting - Repor	ts – Utilities – Systen	n⇒ Help √ Exit				
				ICK. ADD		
Accounts Paya						
In second s	ble					
FIRST PREV NEXT	LAST ADD EDIT DEL	LIST CANCEL S	AVE CLOSE SAV	E- ADD ANOTHER		
G/L Account: 992 - 0	LAST ADD EDIT DEL	LIST CANCEL S	C/A: (\$2,499	E - ADD ANOTHER 9.05) Date: 07/10/2017	Pay This: 🕑	
FIRST PREV NEXT G/L Account: 992 - 0 Vendor ID: SANDIA	LAST ADD EDIT DEL Checking OFF Vendor Name:	LIST CANCEL S	C/A: (\$2,499 SUPPLY	E - ADD ANOTHER 0.05) Date: 07/10/2017	Pay This: 🗹	
FIRST PREV NEXT G/L Account: 992 - 0 Vendor ID: SANDIA Payee: SANDIA OFF	LAST ADD EDIT DEL Checking OFF Vendor Name: ICE SUPPLY	SANDIA OFFICE S	CLOSE SAVI	E - ADD ANOTHER 0.05) Date: 07/10/2017	Pay This: 闭	
FIRST PREV NEXT G/L Account: 992 - 0 Vendor ID: SANDIA Payee: SANDIA OFF Add Line Item	LAST ADD EDIT DEL Checking OFF Vendor Name: ICE SUPPLY	SANDIA OFFICE S	C/A: (\$2,499 C/A: (\$2,499 SUPPLY Working Bal:	E- ADD ANOTHER 9.05) Date: 07/10/2017 (\$500.00) Total Amo	Pay This: 🖋 punt: \$500.00	
FIRST PREV NEXT G/L Account: 992 - 0 Vendor ID: SANDIA Payee: SANDIA OFF Add Line Item	LAST ADD EDIT DEL Checking OFF Vendor Name: ICE SUPPLY Sub Acct.	LIST CANCEL S	C/A: (\$2,499 C/A: (\$2,499 SUPPLY Working Bal:	E - ADD ANOTHER 9.05) Date: 07/10/2017 (\$500.00) Total Amo	Pay This: 🕑	

Accounts Paya	ble Last add edit dei	L LIST CANCEL SA	AVE CLOSE	SAVE - ADD ANO	THER	Changes will not be saved until you click save.
G/L Account: 992 Vendor ID: A	- Checking		TAB TO: ENTER: **INDIVI	VENDO VENDO DUAL TH	R ID R CODE; SEI AT IS BEING I	LECT FROM LIST AS NEEDED REFUNDED – ADD; NEW VENDOR IF NEEDED)**
APSATHLET APSBOE	VendName APS ATHLETICS APS	CADDRESS	CCITY	CSTATE	<u>CTAXIDNO</u>	unt: \$0.00

Accounts Payable		Changes will not be	e saved until you click save.		
FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SA	VE - ADD ANOTHER				
G/L Account: 992 - Checking C/A: \$4,254.05	Date: 06/19	/2020 🔲 Pay 1	This: 🗹		
Vendor ID: GARCIA					
Payee: JUDE GARCIA	OUNT; ENTE		NUMBER TO BE USED	N	
TAB TO: SUB ACCOUNT; ENT TAB TO: AMOUNT; ENTER TH	HE AMOUNT	OF REFUND	ER OR USE DROP DOW		
Add Line Item TAB TO: NOTES; ENTER PURI	POSE FOR RE	FUND			
Options Acct. Sub Acct.	Amount P.O.4	Invoice	Notes	Tax Amt.	1099
417010 - FEES-ACTIVITI	\$250.00		STUDENT WITHDREW, ANN G	AR \$0.00	

Accou	Ints PREV	S Payable		CLOSE SA	WE - ADD A	NOTHER	Changes will not	be saved un	til you click	save.	
G/L Acc Vendo Payee:	count	t: 992 - Checking CLICK: SAVE ON THE CLICK: SAVE AT THE	C/A: [LINE TOP ◀	(\$2,999.05)	Da	te: 07/21/2017	🖲 Pay This: 🗹				
Add Line Item Working Bal: \$500.00 Total Amount: \$367.00											
Options	^)	Acct. 185 - BASEBALL	Sub Acct. 0 - No SubAc	Amount \$367.00	P.O.#	Invoice	Notes OCTOBER GATE REC	EIPTS	Tax Amt. \$0.00	1099	



MONTH END BALANCING

POSTING OF BANK DIVIDENDS & FEES: (aka: credits/debits)

A. DIVIDENDS – INTEREST EARNED ON CHECKING, SAVINGS & CD'S, etc.

- **1. CLICK: ACCOUNTING**
- 2. CLICK: ACCOUNTING
- 3. CLICK: RECEIPTS
- 4. CLICK: ADD
- 5. TAB TO: RECEIPT NUMBER; ENTER # START WITH "1" FOR EACH MONTH
- 6. TAB TO: DATE; ENTER LAST DATE OF STATEMENT CYCLE
- 7. TAB TO: GL ACCOUNT; SELECT APPROPRIATE GL ACCOUNT
- 8. TAB TO: RCVD FROM; ENTER VENDOR
- 9. CLICK: ADD LINE ITEM
- **10. CLICK: ACCT; SELECT PROPER ACCOUNT TO DEPOSIT INTO**
- 11.TAB TO: SUB ACCOUNT; SELECT "INVESTMENT INCOME"
- 12. TAB TO: AMOUNT; ENTER AMOUNT OF FUNDS BEING DEPOSITED
- 13. TAB TO: NOTES; ENTER DESCRIPTION OF FUNDS BEING DEPOSITED
- 14. CLICK: SAVE ON THE LINE; SAVE AT THE TOP

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Accounting Reports Utilities	▼ System▼ Help▼ Exit
Accounting	Accounts >
Purchase Orders	Vendors
	Accounts Payable
	Checks Paid
	Receipts
	Transfers & Deposits
	Journal Adjustments CLICK: RECEIPTS
	Cancel Checks
	Budget
	Counties

Accounting Reports U	tilities ↓ System ↓ Help ↓	Exit	_	_	_			
Receipts			LICK: ADD					
FIRST PREV NEXT LAST	ADD EDIT DEL LIST CANC	EL SAVE CLO	OSE -SAVE - ADE	ANOTHER Print	This Receipt	Void this Receipt		
Receipt #: 1023 Date: 09/14/2017 GL Account: 992 - Checking Printed: No Posted From:								
Individual: MIRANDA CAND	Y SHOP							
Add Line Item Receipt Total: \$50.00								
Acct.	Sub Acct.	Amount	Tax Amt.	Notes			Рау Туре	
110 STUDENT ACTIVITIES	0 No SubAccount	\$50.00	\$0.00	Candy sales			Cash	

Receipts	Saveu unur you citck save.
FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER Print This Receipt	oid this Receipt
Receipt #: 1 Date: 06/19/2020 GL Account: 9992 - BK OF THE WEST #16 P	rinted: No Posted From
Rcvd From: BLANK Vendor Name: MISC VENDOR	losed: No Void Date:
Individual: CLICK: RECEIPT #; ENTER RECEIPT # "1" TAB TO: DATE; ENTER LAST DATE OF THE STATEMENT CYCLE	
Add Line Item TAB TO: GL ACCOUNT; SELECT APPROPRIATE GL ACCOUNT TAB TO: RCVD FROM; ENTER NAME OF VENDOR (IE BANK)	\$0.00
CLICK: ADD LINE ITEM	
There are no line items yet. Click 'Add Line Item'.	

Receipts

FIRST PREV NEXT LAST ADD EDIT DEL LIST	CANCEL SAVE CLOCE SAVE ADD ANOTHER	Print This Receipt) (Void this Re	ccipt		
Receipt #: 1 Date: 06(19/2020) CLICK:			Dested From:		
Rcvd From: BANKOFTHE Vend TAB TO	: SUB ACCOUNT; ENTE	R SUB ACCOUNT N	IUMBER OR USE	DROP DOWN	
Individual: BANK OF THE WEST TAB TO): AMOUNT; ENTER AN	IOUNT OF DEPOSI	Г		
	: NOTES; ENTER DESCE	RIPTION OF DEPOS	ІТ		
Add Line Item	SAVE ON THE LINE AND	SAVE AT THE TOP			
	1				
Options Acct.	Sub Acct.	GASB Code Amount	Tax Amt. Notes	Рау Туј)e
530520 - INTEREST	415000 - INVESTMENT IN	0 - N \$137.24	\$0.00 MONTHLY	INTEREST EARNED C - C	ash 🛛

changes will not be saved until you thick save.

- **B. SERVICE CHARGES, FEES**
 - **1. CLICK: ACCOUNTING**
 - 2. CLICK: ACCOUNTING
 - **3. CLICK: CHECKS PAID**
 - 4. CLICK: ADD
 - 5. CLICK: NUMBER; ENTER # START WITH "1" FOR EACH MONTH
 - 6. TAB TO: DATE; ENTER LAST DATE OF STATEMENT CYCLE
 - 7. TAB TO: VENDOR ID; ENTER VENDOR (IE... BANK)
 - 8. CLICK: ADD LINE ITEM
 - 9. CLICK: ACCT; SELECT PROPER ACCOUNT
 - **10. TAB TO: SUB ACCOUNT; ENTER SUB ACCOUNT NUMBER OR USE DROP DOWN**
 - **11. TAB TO: AMOUNT; ENTER AMOUNT OF FEE**
 - **12. TAB TO: NOTES; ENTER DESCRIPTION OF FEE**
 - 13. CLICK: SAVE ON THE LINE; SAVE AT THE TOP

Accounting Reports -	Utilities▼ System▼ Help▼ E	xit	
Accounting	Accounts	Þ	
Purchase Orders	Vendors		
	Accounts Payable		
	Checks Paid		CLICK: ACCOUNTING
	Receipts		CLICK: ACCOUNTING
	Transfers & Deposits	Þ	CLICK: RECEIPTS
	Journal Adjustments		
	Cancel Checks		
	Budget		
	Counties		

Accounting - Reports - Utilities - System -	Help v Exit			
FIRST PREV NEXT LAST ADD EDIT DEL LIST	CLICK: A	ADD we - add and	DTHER	
Check #: 1572 Date: 09/1	4/2017 GL Acct:	992 - Checking		cl
Vendor ID: FRIEDCHIC Vendor Name: FRI	ED CHICKEN		.)	Date Cance
Payee: FRIED CHICKEN				Date V
				Total Amo
Add Line Item Save) Total Amount: \$250	.00			
Acct.	Sub Acct.	Amount	Tax Amt.	Working Balance

	Acct.	Sub Acct.	Amount	Tax Amt.	Working Balance
Delete)	100 - ADMINISTRATION	0 - No SubAc	\$250.00	\$0.00	(\$2,066.02)

Void this Check

Checks Paid	
Check #: 1 Date: 08/31/2017 GL Acct: 992 - Checking	Closed No
Vendor ID: NUS Vendor Name: MISC VENDORS	Date Cancelled:
	Date Voided
VendorCode VendName CADDRESS CITY CSTATE CTAYTONO	Total Amount: \$0.00
VendorCode VendorCode VendorCode NUSENDA NUSENDA CLICK: RECEIPT NUMBER; ENTER # TAB TO: DATE; ENTER LAST DATE (VENDOR ID; ENTER VENDOR (IE B	START WITH "1" FOR EACH MONTH DF STATEMENT CYCLE TAB TO: BANK)

Checks Paid	
FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER	
Check #: 1 Date: 08/31/2017 GL Acct: 992 - Checking 🔻	Clos
Vendor ID: NUSENDA Vendor Name: NUSENDA	Date Cancelle
Payee: NUSENDA	Date Voi
CLICK: ADD LINE ITEM	Total Amou
Add Line Item Save) Total Amount: \$0.00	
There are no line items yet. Click 'Add Line Item'.	

Checks Paid FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER **CLICK: ACCT; SELECT PROPER ACCOUNT** Check #: 1 TAB TO: SUB ACCOUNT; ENTER SUB ACCOUNT NUMBER OR USE DROP DOWN Vendor ID: NUSENDA endo TAB TO: AMOUNT; ENTER AMOUNT OF FEE Payee: NUSENDA TAB TO: NOTES; ENTER DESCRIPTION OF FEE Total Amount: Add Line Item Save Sub Acct. Working Balance P.O.# Invoice Notes Tax Amt. 1099 Acct \$0.00 \$0.00 \$0.00 Delete Select Activity Account 0 - No SubAccount

Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit **Checks Paid** FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCE SAVE CLOSE SAVE ADD ANOTHER Date: 08/31/2017 GL Acct: Check #: 1 Closed No Vendor Name: NUSENDA **CLICK: SAVE ON THE LINE** Vendor ID: NUSENDA -SAVE AT THE TOP Payee: NUSENDA Total Amount: \$10.00 k Add Line Item Save Total Amount: \$10.00 Working Balance P.O.# Sub Acct. Invoice 1099 Acct. Tax Amt. Notes Amount \$10.00 \$0.00 MONTHLY SERVICE CH Delete) 100 - ADMINISTRATION 0 - No SubAc. (\$2,076.02)

Void this Check

- C. NSF CHECKS
 - **1. CLICK: ACCOUNTING**
 - 2. CLICK: ACCOUNTING
 - 3. CLICK: CHECKS PAID
 - 4. CLICK: ADD
 - 5. CLICK: RECEIPT NUMBER; ENTER # START WITH "1" FOR EACH MONTH
 - 6. TAB TO: DATE; ENTER LAST DATE OF STATEMENT CYCLE 7
 - 7. TAB TO: VENDOR ID; ENTER VENDOR (IE... BANK)
 - 8. CLICK: ADD LINE ITEM
 - 9. CLICK: ACCT; SELECT PROPER ACCOUNT
 - **10. TAB TO: SUB ACCOUNT; ENTER SUB ACCOUNT NUMBER OR USE DROP DOWN**
 - **11. TAB TO: AMOUNT; ENTER AMOUNT OF FEE**
 - **12. TAB TO: NOTES; ENTER DESCRIPTION OF FEE**
 - 13. CLICK: SAVE ON THE LINE; SAVE AT THE TOP

Accounting Reports -	Utilities	System v Help v	Exit	_	_	_
Accounting	► A	Accounts	Þ			
Purchase Orders	► V	/endors				
	A	Accounts Payable				
	c	Checks Paid			CLICK: ACCOUN	ITING
	R	Receipts			CLICK: ACCOUN	ITING
	т	Transfers & Deposits	Þ		CLICK: RECEIPTS	S
	J.	ournal Adjustments				
	c	Cancel Checks				
	в	Budget				
	c	Counties				

Accounting → Reports → Utilities → System →	Help v Exit							
Checks Paid								
Check #: 1572 Date: 09/14/2017 III GL Acct: 992 - Checking								
Vendor ID: FRIEDCHIC Vendor Name: FRI	ED CHICKEN		.)	Date Cance				
Payee: FRIED CHICKEN								
Add Line Item Save) Total Amount: \$250.00								
Acct.	Sub Acct.	Amount	Tax Amt.	Working Balance				
Delete 100 - ADMINISTRATION	0 - No SubAc	\$250.00	\$0.00	(\$2,066.02)				

Void this Check

Checks Paid

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

Check #: 1	Date: 08/31/2017 🔲 GL Acct	t: 992 - Checking	Closed No
Vendor ID: NUS Vendo	Name: MISC VENDORS		Date Cancelled:
		×	Date Voided Total Amount: \$0.00
VendorCode VendName	CADDRESS CCIT	TY CSTATE CTAXIDNO	
NUSENDA NUSENDA		CHECK NUMBER; START WI	TH # 1, IF THERE ARE NO FEES
NUSENDA NUSENDA		CHECK NUMBER; START WI	TH # 1, IF THERE ARE NO FEES / WITH THE NEXT NUMBER 2, ETC
NUSENDA NUSENDA		CHECK NUMBER; START WI IF THERE ARE FEES FOLLOW D: DATE; ENTER LAST DATE (TH # 1, IF THERE ARE NO FEES / WITH THE NEXT NUMBER 2, ETC DF STATEMENT CYCLE TAB TO:

	_
Checks Paid	
FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER	
Check #: 1 Date: 08/31/2017 III GL Acct: 992 - Checking 🔻	Clos
Vendor ID: NUSENDA Vendor Name: NUSENDA	Date Cancelle
Payee: NUSENDA	Date Voi Total Amou
Add Line Item Save Total Amount: \$0.00 There are no line items yet. Click 'Add Line Item'.	

	CLICK: ACCT; SELEC	T PROPER ACCO	UNT				
Checks Paid	TAB TO: AMOUNT;		T OF NFS CH	HECK			
FIRST PREV NEXT LAST ADD EDIT	CLICK: ADD LINE ITE	CLICK: ADD LINE ITEM					
Check #: 2	CLICK: ACCT; SELEC	T PROPER ACCO	UNT				
Vendor ID: NUSENDA Vendor N	TAB TO SUB ACCOUNT; ENTER SUB ACCOUNT NUMBER OR USE DROP DOWN					DOWN	
Payee: NUSENDA	TAB TO: AMOUNT;	ENTER AMOUN	T OF NSF FE	E			
	TAB TO: NOTES; EN	ITER DESCRIPTIO	<mark>N, NSF FEE</mark>	v			
Add Line Item Save Total Amount:	\$50.00						
Acct.	Sub Acct. 🔻	Amount	Tax Amt.	Working Balance	P.O.#	Invoice	Notes
Delete 140 - BAND/CHOIR	417010 - FEES-ACTIVITI		\$0.00	\$1,000.00			NSF CK; JANE DOE
Delete 140 - BAND/CHOIR	417010 - FEES-ACTIVITI	<u>\$15.00</u>	\$0.00	\$1,000.00			NSF CK FEE

Checks Paid								
FIRST PREV NEXT LAST ADD EDIT DE		SE SAVE - ADD AN	OTHER					
Check #: 2 Date		SAVE ON T		c	osed		No	
Vendor ID: NUSENDA Vendor Nam	e: NU\$ENDA	SAVE AT T	HE TOP	Date Cance	elled:			
Payee: NUSENDA				Date V	oided	+		
				I otal Am	ount:	\$65	5.00	
Add Line Item Save								
Acct.	Sub Acct.	Amount	Tax Amt.	Working Balance	P.O.# Ir	nvoice	Notes	1099
Delete 140 - BAND/CHOIR	0 - No SubAc	\$50.00	\$0.00	\$1,000.00			NSF CHECK, JANE DOE	
Delete 140 - BAND/CHOIR	0 - No SubAc	\$15.00	\$0.00	\$1,000.00			NSF CHECK FEE	

CANCELLING CHECKS:

- **1. CLICK: ACCOUNTING**
- 2. CLICK: ACCOUNTING
- **3. CLICK: CANCEL CHECKS**
- 4. ENTER: CANCELLATION DATE; LAST DATE OF STATEMENT CYCLE
- 5. CLICK: OK
- 6. CLICK: CANCEL; FOR EACH CHECK THAT HAS CLEARED THE BANK VERIFY THE AMOUNTS AGAINST THE BANK STATEMENT AFTER ALL OF THE CHECKS CLEARED ARE MARKED CANCELLED VERIFY TOTAL CANCELLED AGAINST TOTAL ON STATEMENT
- 7. CLICK: OK

* IF AMOUNTS DO NOT MATCH CLOSE AND MAKE THE NECESSECARY CORRECTIONS AND REPEAT STEPS 1-7 *



purchase orders

&





VOIDING OF STALE DATED CHECKS:

- 1. CLICK: ACCOUNTING
- 2. CLICK: ACCOUNTING
- 3. CLICK: CHECKS PAID
- 4. CLICK: LIST; ENTER NUMBER IN SEARCH FIELD (OR) SCROLL TO FIND & CLICK ONCE ON CHECK TO OPEN
- 5. CLICK: VOID THIS CHECK; BOTTOM LEFT OF SCREEN
- 6. ENTER; STALE DATED CHECK IN VOID REASON FIELD
- 7. TAB TO: DATE; ENTER CURRENT DATE
- 8. CLICK: CONTINUE; VOIDED CHECK WILL OFFSET TO ORIGINAL CHECK

Accounting Reports Utilities	System ↓ Help ↓ Exit			
Accounting Accounting	Accounts	•		
Purchase Orders Va Ad Cl Ra Jo Ca Ba Ca	/endors Accounts Payable Checks Paid Receipts Transfers & Deposits Journal Adjustments Cancel Checks Budget Counties	•	CLICK: ACCOUNTING CLICK: ACCOUNTING CLICK: CHECKS PAID	

Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit								
Checks Paid								
Check #: 107 Date: 09/1	9/2016 🔲 GL Acct:	992 - Checking)	с	losed 📃		No	
Vendor ID: YOUNG Vendor Name: STE	VE YOUNG			Date Cance	elled:			
Payee: STEVE YOUNG				Date V	/oided			
				Total Am	ount:	\$2	25.00	
Add Line Item Save) Total Amount: \$25.00								
Acct.	Sub Acct.	Amount	Tax Amt.	Working Balance	P.O.#	Invoice	Notes	1099
Delete 185 - BASEBALL	0 - No SubAc	\$25.00	\$0.00	\$975.00			REFUND FOR FEES	

Void this Check

Accounting→ Reports→ Utilities→ System→ Help→ Exit						
Checks Search:	Check # • for		with Status Any 🔻	Search Close		
			Click on the	field header to sort b	y that field	
Check #	<u>Vendor</u>	Payee	<u> </u>	<u>Amount</u>	<u>Ck Date</u>	9
1	NUSENDA	NUSENDA		\$10.00	08/31/2017	9
107	YOUNG	STEVE YOU	SEARCH BY CHECK NUMBER	\$25.00	09/19/2016	9
1564	COSTCO	COSCTO		\$397.86	07/07/2017	
1565	WALMART	WALMART	(OR) SCROLE TO CHECK NOMBER	\$250.00	07/07/2017	
1565	APSBOE	APS	CLICK: ON CHECK TO BE EDITED	\$1,251.19	09/14/2017	
1566	SANDIAOFF	SANDIA OFF		\$500.00	09/14/2017	
1566	PEPSI	PEPSI		\$1,500.00	07/07/2017	
1567	DIONS	DIONS PIZZA	N Contraction of the second seco	\$3,700.00	07/07/2017	
1567	PAN	PETER PAN		\$500.00	09/14/2017	
1568	APSATHLET	APS ATHLET	ICS	\$367.00	09/14/2017	
1569	WALMART	WALMART	VALMART		09/14/2017	
1570	APSBOE	APS		\$200.00	09/14/2017	
1571	COSTCO	COSCTO		\$397.86	09/14/2017	
1572	FRIEDCHIC	FRIED CHICH	KEN	\$250.00	09/14/2017	

Accounting → Reports → Utilities → System → Help → Exit **Checks Paid** FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER Date: 09/19/2016 🔲 GL Acct: 992 - Checking Check #: 107 Closed No Date Cancelled: Vendor ID: YOUNG Vendor Name: STEVE YOUNG CLICK: VOID THIS CHECK; BOTTOM LEFT OF SCREEN Payee: STEVE YOUNG ENTER; STALE DATED CHECK IN VOID REASON FIELD TAB TO: DATE; ENTER CURRENT DATE \$25.00 Add Line Item Save) Total Amount: CLICK: CONTINUE; Acct. Delete 185 - BA NOTE: YOU CAN VERIFY IN CHECKS PAID THAT THE VOIDED CHECK OFFSET TO ORIGINAL CHECK Reason for Voiding This Check (Optional) Void this Check Void Reason: STALE DATED CHECK 9/19/2017 Void Date: Cancel Void)

BANK RECONCILIATION REPORT:

- 1. CLICK: REPORTS
- 2. CLICK: ACCOUNTING
- **3. CLICK: BANK RECONCILIATION**
- 4. ENTER: STATEMENT DATE RANGE; 1ST & LAST DATES OF STATEMENT CYCLE
- 5. TAB TO: ENTER; ENDING BALANCE FROM BANK STATEMENT
- 6. TAB TO: ENTER; TOTAL DEPOSITS NOT ON BANK STATEMENT (IE... DEPOSITS IN TRANSIT)
- 7. CLICK: PREVIEW OR PRINT TO GET THE RECONCILIATION REPORT. NOTE: IF YOU ARE OUT OF BALANCE A BOX WILL APPEAR AT THE TOP OF THE SCREEN CLICK: OK TO POPULATE THE REPORT TO SEE WHERE YOUR OUTAGE IS & HOW FAR YOU ARE OFF

Accounting Reports Utilities System	Help -, Exit	_
Accounting	Activity Ledger	
Purchase Orders	 Outstanding Checks 	
	Reconciliation	
	Bank Reconciliation	CLICK: REPORTS
	Print Checks	CLICK: ACCOUNTING
	Print Prev. Receipts	
	1099 Information	, CEICK, BANK RECONCILIATION
	Special Reports	▶
	Journal Adjustments	•
	Chart of Accounts	ctivity accounting
	Sequential List	
	Sub Account Reports	& Web
	Deposit Voucher	~
	Vendor List	purchase orders
	Extended Codes	▶



Accounting → Reports → Utilities → S	ystem√ Help√ Exit
Bank Reconciliation CLICK: Preview Print Close	PREVIEW OR PRINT TO GET THE RECONCILIATION REPORT.
Bank Account	992 - Checking 🔻
Statement Date Range	From: 09/01/2017 To: 09/30/2017
Ending Balance from Bank Statement:	\$34,125.24
Total Deposits not on Bank Statement:	\$0.00

NOTE: IF YOU ARE OUT OF BALANCE THIS BOX WILL APPEAR AT THE TOP OF THE SCREEN CLICK: OK TO POPULATE THE REPORT TO SEE WHERE YOUR OUTAGE IS & HOW FAR YOU ARE OFF



January 24, 2017 Date From 1/1/2017 Date to 01/31/2017	ALBUQUERO Bank R Cł	QUE TRAINING SC econciliation Repo necking Account 992	HOOL 1 ort		Page 1 of 1
WHAT THE BANK SHOW THAT THE SCHOOL HAS THE ACCOUNT.	Ending Balance on S Outstanding S IN Ca	Statement Dated : 01 Deposits (Bank Dep Less Outstandir sh Balance as of : 0	1/31/2017 bosits) -> + ng Checks: 1/31/2017	\$5,042.0 \$0.0 \$1,778.2 <u>\$3,263.7</u>	0 0 3 7
WHAT EPES SHOWS T THE SCHOOL HAS IN T ACCOUNT.	Cash Bala HAT Add: THE Less: Computer Cas	nce for Checking as Total Deposits (Bank Total Checks and Wi sh Balance as of : 0	of 1/1/2017 Deposits): ithdrawals: 1/31/2017	\$31,408.4 \$0.0 \$0.0 \$31,408.4	1 0 0 1 ••••
GI Acct Account Name 990 Petty Cash 991 Cash on Hand	Summa Begin Bal \$0.00 \$5.505.36	ry of Asset Account Recpt/JV \$0.00 \$323.00	ts Disb/JV \$0.00 \$0.00	Transfer \$0.00 \$0.00	End Bal. \$0.00
992 Checking	\$31,408.41	\$0.00	\$0.00	\$0.00	\$31,408.41 ***

\$0.00 \$0.00 Savings \$0.00 \$0.00 994 \$0.00 \$0.00 \$0.00 \$0.00 Investments \$36,913.77 \$323.00 \$0.00 \$0.00 Grand Total

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper:	Date://_
Principal:	Date://

SAMPLE REPORT

\$0.00

\$37,236.77

*** Entries Must Match

OUT OF BALANCE

January 24, 2017

ALBUQUERQUE TRAINING SCHOOL 1

Page 1 of 1

\$31,408.41 +++

Bank Reconciliation Report

Checking Account

992

Date From 1/1/2017 Date to 01/31/2017

ACCOUNT.

WHAT THE BANK SHOWS THAT THE SCHOOL HAS IN THE ACCOUNT.	Ending Balance on Statement Dated : 01/31/2017 Outstanding Deposits (Bank Deposits) -> + Less Outstanding Checks: Cash Balance as of : 01/31/2017	\$33,186.64 \$0.00 \$1,778.23 \$31,408.41 +**
WHAT EPES SHOWS THAT	Cash Balance for Checking as of 1/1/2017	\$31,408.41
THE SCHOOL HAS IN THE	Add: Total Deposits (Bank Deposits):	\$0.00 \$0.00

Summary of Asset Accounts

Computer Cash Balance as of: 01/31/2017

Grand T	otal	\$36,913.77	\$323.00	\$0.00	\$0.00	\$37,236.77
994	Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
993	Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
992	Checking	\$31,408.41	\$0.00	\$0.00	\$0.00	\$31,408.41 ***
991	Cash on Hand	\$5,505.36	\$323.00	\$0.00	\$0.00	\$5,828.36
990	Petty Cash	80.00	\$0.00	Disb/JV \$0.00	\$0.00	End Bal. \$0.00
CI A ant	A securit Manage	Devis Del	0	Distant	T (5-40-1

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: Date: Principal: Date: /

*** Entries Must Match

SAMPLE REPORT

LIST OF OUTSTANDING CHECKS:

- **1. CLICK: REPORTS**
- 2. CLICK: ACCOUNTING
- **3. CLICK: OUTSTANDING CHECKS**
- 4. CLICK IN: THRU WHAT DATE
- 5. ENTER: LAST DATE OF STATEMENT CYCLE
- 6. CLICK: PRINT

PLEASE REMEMBER THAT YOU NEED TO CHECK FOR ANY STALE DATED CHECKS ON THIS REPORT. IF YOU HAVE STALE DATED CHECKS THEY MUST BE VOIDED SO THAT THEY ARE OFF THE BOOKS AND THE ENCUMBERED FUNDS CAN BE RELEASED BACK TO THE ACCOUNT.

Accounting	Reports Utilities System	Help v Exit			
	Accounting	Activity Ledger			
1	Purchase Orders	Outstanding Checks			
		Reconciliation			
		Bank Reconciliation		CLICK: REPORTS	
		Print Checks		CLICK: ACCOUNTING	
		Print Prev. Receipts		CLICK: OUTSTANDING CHECKS	
		1099 Information			
		Special Reports			
		Journal Adjustments			
		Chart of Accounts		•••	
		Sequential List	CEIU	nty accounting	
		Sub Account Reports		, Web	
		Deposit Voucher		Čć.	
		Vendor List	p	urchase orders	
		Extended Codes			

Accounting Reports	Utilities – System – Help – Exit	
Outstanding Chec	k Report	
Preview Print Expor	t to Excel Close ENTER: LAST DATE OF STATEMENT CYCLE	
Report Title:		
Thru what Date:	12/31/2016	
Checking Acct:	992 - Checking 🔻	

January 24, 2017

ALBUQUERQUE TRAINING SCHOOL 1 List of Outstanding Checks Thru - 12/31/2016

Check	Check Date	Amount	Payee	GL Acct.	GL Acct. Name
1	07/31/2016	\$10.00	NSF	992	Checking
1551	08/24/2016	\$500.00	APS/BOE	992	Checking
1552	08/24/2016	\$176.00	GOLDEN PRIDE	992	Checking
1553	08/24/2016	\$95.00	JAN DOE	992	Checking
1561	11/30/2016	\$497.23	LOWE'S HOME IMPROVEMENT	992	Checking
1562	11/30/2016	\$500.00	MICHAEL PHELPS	992	Checking

Total Outstanding Checks

\$1,778.23

SAMPLE REPORT

Page 1 of 1

PLEASE REMEMBER THAT YOU NEED TO CHECK FOR ANY STALE DATED CHECKS ON THIS REPORT.

IF YOU HAVE STALE DATED CHECKS THEY MUST BE VOIDED SO THAT THEY ARE OFF THE BOOKS AND THE ENCUMBERED FUNDS CAN BE RELEASED BACK TO THE ACCOUNT.

GASB VERIFICATION FOR REPORTING: (EXPENDITURES)

- **1. CLICK: REPORTS**
- 2. CLICK: GASB
- **3. CLICK: EXPENDITURES**
- 4. ENTER: DATE RANGE (FROM TO) STARTING DATE TO ENDING DATE OF STATEMENT CYCLE
- 5. CLICK: EXPORT TO EXCEL
- 6. CLICK: EXCEL RPT_GASB....xlsx
- 7. CLICK: OPEN
- 8. REVIEW: COLUMN "E" FOR Sub Accounts

*** IF SUB ACCOUNT READS: 0000; OR IS INCORRECT PER THE MATRIX YOU WILL NEED TO EDIT BOTH THE PURCHASE ORDER AND THE CHECK AS FOLLOWS:

CHECK EDITING:

- a) CLICK: ACCOUNTING
- **b) CLICK: ACCOUNTING**
- c) CLICK: CHECKS PAID
- d) CLICK: LIST
- e) ENTER: CHECK NUMBER IN SEARCH FIELD; CLICK SEARCH
- f) CLICK: CHECK TO BE EDITED
- g) CLICK: EDIT
- h) CLICK: SUB ACCOUNT DROP DOWN
- i) CLICK: ON APPRORIATE SUB ACCOUNT FOR THE EXPENDITURE
- j) CLICK: SAVE; ON THE LINE & SAVE; AT THE TOP

PURCHASE ORDER EDITING:

- a) CLICK: ACCOUNTING
- **b)** CLICK: PURCHASE ORDERS
- c) CLICK: PO; ADD, EDIT, RECEIVE
- d) CLICK: LIST
- e) ENTER: PURCHASE ORDER NUMBER IN SEARCH FIELD; CLICK SEARCH
- f) CLICK: PURCHASE ORDER TO BE EDITED
- g) CLICK: EDIT
- h) CLICK: GREEN PENCIL
- i) CLICK: SUB ACCOUNT DROP DOWN
- j) CLICK: ON APPRORIATE SUB ACCOUNT FOR THE EXPENDITURE
- k) CLICK: SAVE; ON THE LINE & SAVE; AT THE TOP



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Arial 10 Arial 10 Arial 10 Arial THIS COLUMN IS THE LIST OF CORESPONDING Paste Copy Format Painter B I <t< th=""><th>CHECK N HECKS PA</th><th>UMBERS. ID IN EPES</th></t<>	CHECK N HECKS PA	UMBERS. ID IN EPES
A B C D E F G H 1 EXP1 EXP2 EXP3 EXP4 Object Act Group Sub Account Doc# Am 2 0000 417010 561160 5438 000 417010 561160 5439 3 IF SUB ACCOUNT READS: 000 417010 561160 5439 0000 (417010 561160 5439 000 417010 561160 5439 6 0000 (417010 000 417010 569150 5440 000 417010 000 5440 7 YOU WILL NEED TO EDIT BOTH CHECK 000 417020 559150 5440 9 AND THE PURCHASE ORDER 0000 417020 561180 5441 10 0000 417020 561180 5441 11 0000 417020 561180 5441 12 0000 417020 561180 5441 13 0000 417010 559150 5442 14 0000 417010 559150 5442 15	I ount A \$483.75	L
A B C D E Act Group Sub Account Doc# Am 1 EXP3 EXP3 Object Act Group Sub Account Doc# Am 2 IF SUB ACCOUNT READS: 000 417010 561160 5439 5 00000; OR IS INCORRECT PER THE MATRIX 000 417010 569150 5439 6 0000; OR IS INCORRECT PER THE MATRIX 000 417010 000 5440 7 YOU WILL NEED TO EDIT BOTH CHECK 000 417020 559150 5440 9 AND THE PURCHASE ORDER 000 417020 569150 5440 10 0000 417020 561180 5441 11 12 0000 417020 561180 5441 11 11 11 0000 417020 561180 5441 11 0000 417020 561180 5441 11 11 11 11 11 11 11 11 11 11 11 11 11 11 11 11 11 11	ount A \$483.75	J
1 1	\$483.75	Activity Acct#
IF SUB ACCOUNT READS: 000 417010 559150 5439 00000; OR IS INCORRECT PER THE MATRIX 000 417010 561160 5439 0000417010 561160 5439 0000417010 000 417010 561160 5439 0000417010 0000 5440 000 417010 0000 5440 7 YOU WILL NEED TO EDIT BOTH CHECK 000 417020 559150 5440 000417020 559150 5440 000 417020 561180 5441 10 0000 417020 561180 5441 5441 5441 11 0000 417020 561180 5441 5441 5441 12 0000 417020 561180 5441 5441 13 0000 417020 561180 5441 14 0000 417010 559150 5442 15 0000 417010 559150 5442 16 0000 417010 559150 5442		590102
IF SUB ACCOUNT READS: 000 417010 561160 5439 0000; OR IS INCORRECT PER THE MATRIX 000 417010 0000 5440 7 YOU WILL NEED TO EDIT BOTH CHECK 000 417020 559150 5440 000 417020 559150 5440 000 417020 559150 5440 10 000 417020 561180 5441 000 417020 561180 5441 11 0000 417020 561180 5441 5441 5441 5441 12 0000 417020 561180 5441 5441 5441 5441 13 0000 417020 561180 5442 559150 5442 14 0000 417010 559150 5442 559150 5442 16 0000 417010 559150 5442 559150 5442	\$485.19	590367
5 0000; OR IS INCORRECT PER THE MATRIX 000 417010 419200 5439 7 9 YOU WILL NEED TO EDIT BOTH CHECK 000 417020 559150 5440 000 417020 559150 5440 000 417020 559150 5440 000 417020 569150 5440 000 417020 561180 5441 11 0000 417020 561180 5441 12 561180 5441 12 0000 417020 561180 5441 14 14 00000 417020 561180 5441 13 0000 417020 561180 5441 14 14 14 0000 417010 559150 5442 14 0000 417010 559150 5442 15 16 17010 559150 5442	\$1104.87	590194
6 00000; OR IS INCORRECT PER THE MATRIX 000 (417010 0000 5440 7 YOU WILL NEED TO EDIT BOTH CHECK 000 (417020 559150 5440 9 AND THE PURCHASE ORDER 000 (417020 559150 5440 10 000 (417020 561180 5441 11 0000 (417020 561180 5441 12 0000 (417020 561180 5441 13 0000 (417020 561180 5441 14 0000 (417010 559150 5442 15 0000 (417010 559150 5442 16 0000 (417010 559150 5442	\$192.03	590449
7 YOU WILL NEED TO EDIT BOTH CHECK 000 417020 559150 5440 9 AND THE PURCHASE ORDER 000 417020 559150 5440 11 000 417020 561180 5441 12 000 417020 561180 5441 13 0000 417020 561180 5441 14 0000 417010 559150 5442 15 0000 417010 559150 5442 16 0000 417010 559150 5442	\$485.44	590353
8 YOU WILL NEED TO EDIT BOTH CHECK 000 417020 559150 5440 9 AND THE PURCHASE ORDER 000 417020 561180 5441 11 0000 417020 561180 5441 12 0000 417020 561180 5441 13 0000 417020 561180 5441 14 0000 417010 559150 5442 15 0000 417010 559150 5442 16 0000 417010 559150 5442	\$3757.68	590137
9 AND THE PURCHASE ORDER 000 417010 000 417020 559150 561180 5440 5441 11 0000 417020 561180 5441 12 0000 417020 561180 5441 13 0000 0000 561180 5441 14 0000 417020 561180 5441 15 0000 417010 559150 5442 16 0000 417010 559150 5442	\$1650.00	590167
AND THE PORCHASE ORDER 000 417020 561180 5441 11 0000 417020 561180 5441 12 0000 417020 561180 5441 13 0000 561180 5441 14 0000 417010 559150 5442 15 0000 417010 559150 5442 16 0000 417010 559150 5442	\$1762.79	590177
11 0000 417020 561180 5441 12 0000 417020 561180 5441 13 0000 561180 5441 14 0000 417010 559150 5442 15 0000 417010 559150 5442 16 0000 417010 559150 5442	\$163.62	590312
12 0000 417020 561180 5441 13 0000 561180 5441 14 0000 417010 559150 5442 15 0000 417010 559150 5442 16 0000 417010 559150 5442	\$229.94	590130
13 0000 561180 5441 14 0000 417010 559150 5442 15 0000 417010 559150 5442 16 0000 417010 559150 5442	\$146.98	590130
14 0000 417010 559150 5442 15 0000 417010 559150 5442 16 0000 417010 559150 5442	\$99.96	590309
15 0000 417010 559150 5442 16 0000 417010 559150 5442	\$110.24	590102
16 0000 417010 559150 5442	\$25.78	590102
	\$46.12	590102
17 0000 ⁷ 417010 559150 5442	\$14105.40	590367
18 0000 ⁷ 417010 559150 5442	\$6950.00	590449
19 0000 ⁷ 417010 561160 5443	\$233.83	590109
20 0000 ⁴ 17010 533300 5443	\$118.20	590109
21 0000 417010 561160 5444	\$251.05	<u>5901</u> 02
PLEASE NOTE: SCHOOLPAY ITEMS REFLECT *0000* DO NOT CHANGE THIS FOR	THESE IT	FEMS 62

CHECK EDITING:

Accounting Report	s ~ Utilities ~	System v Help v Exit		
Accounting	· · · · ·	Accounts		
Purchase Orders		/endors		
		Accounts Develop		
		Accounts Payable	CLICK: ACCOUNTING	
	<u>(</u>	Checks Paid	CLICK: ACCOUNTING	
	F	Receipts	CLICK: CHECKS PAID	
	1	Fransfers & Deposits		
	1	Iournal Adjustments	activity account	ting
	c	Cancel Checks	activity account	344 -
	E	Budaet	8.	Web
		Counties	CC	
		countes	purchase orders	
A	Deserts		u.l. 5.4	
Accounting	Reports	Utilities System	Help- Exit	
Checks Pai	Ч			
Checks Fai	u			
FIRST PREV	NEXT LAS	T ADD EDIT DEL LIS	T CANCEL SAVE CLOSE SAVE - ADD ANOTHER	
				-
Check #: 5460	6	Date: 0	6/17/2020 🔲 GL Acct: 992 - CHECKING A	CCOUNT
Vendor ID: AC	CU	Vendor Name: A	CCUSTRIPE, INC.	
D		INC #400.44	_	
Payee: ACC	USTRIPE	, INC. #10041		
Accounting - Repor	rts v Utilities	s √ System√ Help√ Exit		
Checks Sea	arch: Check	# 🕶 for 📃	with Status Any 🗸	rch Close
			Click on the field header to sort	t by that field
				ext Last 22 ¥
	Mandan	B		
<u>Check #</u> 5420	<u>vendor</u>			Amount S116.05
5429	SMITHS	SMITH'S FOOD & DRUG CENTE	CEICK. CHECK TO BE EDITED	\$110.00
5432	DIONS	DION'S CORPORATE OFFICE		\$139.70
5434	STAPLESAD	STAPLES ADVANTAGE		\$300.90
5435	CLARKTRU	C CLARK TRUCK EQUIPMENT CO		\$2,490.00
5436	HURRI	HURRICANES RESTAURANT		\$624.00
5437	PAPAJOHNS	WORKING BETTER TOGETHER L	TC	\$1,185.00
5438	DIONS	DION'S CORPORATE OFFICE		\$483.75
5439	APSBO	APS BOARD OF EDUCATION		\$1,782.09
5440	CAROLINA	CAROLINA BIOLOGICAL SUPPLY	COMPANY	\$640.50
5442	APSBO	APS BOARD OF EDUCATION		\$21,237.54
5443	RBANACH	RANDI BANACH		\$352.03
5444	DIONS	DION'S CORPORATE OFFICE		\$251.05
5445	ALLSP	ALL SPORTS TROPHIES		\$249.40
5.440	OT LOUG			0000.00

Checks Paid					
FIRST PREV NEXT LAST ADD EDIT	DEL LIST C	ANCEL SAVE SAVE - ADD AND	THER		
Check #: 5459	Date: CLICK	: EDIT			
Vendor ID: SMITHS Vendor Payee: SMITH'S FOOD & DRUG CEI		 SUB ACCOUNT DROP DOWN SELECT APPROPRIATE SUB A SAVE; ON THE LINE ◄ SAVE; AT THE TOP 	; CCOUNT FOR ⁻	THE EXPENDITU	RE
Add Line Item Save) Total Amount:	\$98.77				
Acct.	1	Sub Acct.	GASB Code	Amount	Tax Am
Delete 590204 - FOOD SERVICE		561180 - SUPPLIES	0 - NONE	\$98.77	\$0.00

PURCHASE ORDER EDITING:

Accounting Reports Utilitie	s √ System √ Help √ Exit	
Accounting Purchase Orders	Accounts PO (Add, Edit, Receive) Vendors Ship To	CLICK: ACCOUNTING CLICK: PURCHASE ORDERS CLICK: PO (ADD, EDIT, RECEIVE)
		activity accounting & Web-
Accounting - Reports -	Utilities v System v Help v Ex	it
Purchase Orders FIRST PREV NEXT LAS Ref: 590- PO #: 58 Vendor ID: DIONS Ship To Code: Albuquered	3 G/L Account: 992 - 0 Vendor Name: DION'S CORPOR	CLICK: LIST SAVE CLOSE SAVE - ADD ANOTHER Receive All Items Post Rec CHECKING ACCOUNT Date Ordered: 05/15/2020 RATE OFFICE Date Received: 05/15/2020
Total Ordered: \$251.0	5 Total Open: \$0.00	Total Posted: \$251.05 Total Received - Not Posted:
Add Line Item		Working Bal: \$6,666.45 Encumbered B

Accounting – Rep						
PO List			Search PO N	umber 🗸 for	Search) Close	
				_	_	
				Cl	ick on the field header to sort by that field	
PO Number	<u>Ref:</u>	<u>Date</u>	Received			FIELD
90-016	BPO	08/05/2019	3/10/2020	NMHSI		
90-017	BPO	08/05/2019	3/10/2020	RIDUR CLICK: I	PURCHASE ORDER TO BE EDITED	
90-018	BPO	08/05/2019		SAMS		
90-019	BPO	08/05/2019	12/6/2019	SHAMFOODS	SHAMROCK FOODS CO.	
90-020	BPO	08/05/2019	2/12/2020	SHAMFOODS	SHAMROCK FOODS CO.	
90-021	BPO	08/05/2019	6/16/2020	SMITHS	SMITH'S FOOD & DRUG CENTE	
90-023	BPO	08/20/2019	6/1/2020	HERRE	HERRERA SCHOOL BUSES #40464	
90-024	BPO	08/22/2019	2/11/2020	HERFF	HERFF-JONES #11163	
90-025	BPO	09/09/2019		HERFF	HERFF-JONES #11163	
90-026	BPO	10/03/2019	3/11/2020	PEPSI	PEPSI-COLA	
90-027	BPO	10/03/2019	4/29/2020	PAPAJOHNS	WORKING BETTER TOGETHER LLC	
90-028	BPO	10/09/2019	3/10/2020	SILVALANE	SILVA LANES	
90-029	BPO	01/15/2020	3/10/2020	NOBEL	NOBEL SYSCO	
ef: BPO F /endor ID: SAM	90 #: 590-01	Vendor Name	6/L Account: 992	CLICK:	EDIT DN GREEN PENCIL	
kef: BPO F Vendor ID: SAN Ship To Code: Total Ordered:	20 #: 590-01 IS 1 - Albuquer \$15,000.00	8 G Vendor Name que High Schoo Total Ope n :	5/L Account: 992 : SAM'S CLUB Albugu : \$15,000.00	CHECK CLICK: C CLICK: C erque High School	EDIT DN GREEN PENCIL Jose Received: Total Received - Not Posted: \$0.00	
tef: BPO F Vendor ID: SAN Ship To Code: Total Ordered: Add Line Item	20 #: 590-01 IS 1 - Albuquer \$15,000.00	Vendor Name Que High Schoo	5/L Account: 992 : SAM'S CLUB Albuqu : \$15,000.00	CHECK CLICK: C CLICK: C erque High School Total Posted: \$0.00 Working	EDIT DN GREEN PENCIL Total Received - Not Posted: \$0.00 Bal: \$2,403.67 Encumbered Bal:	\$0.00
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GASB VERIFICATION FOR REPORTING: (RECEIPTS)

- **1. CLICK: REPORTS**
- 2. CLICK: GASB
- 3. CLICK: RECEIPTS
- 4. ENTER: DATE RANGE (FROM TO) STARTING DATE TO ENDING DATE OF STATEMENT CYCLE
- 5. CLICK: EXPORT TO EXCEL
- 6. CLICK: EXCEL RPT_GASB....xlsx
- 7. CLICK: OPEN
- 8. REVIEW: COLUMN "E" FOR Sub Accounts *** IF SUB ACCOUNT READS: 0000; OR IS INCORRECT PER THE MATRIX YOU WILL NEED TO EDIT THE RECEIPT AS FOLLOWS:

RECEIPT EDITING:

- a) CLICK: ACCOUNTING
- **b) CLICK: ACCOUNTING**
- c) CLICK: RECEIPTS
- d) CLICK: LIST
- e) CLICK: DROP DOWN IN SEARCH WINDOW
- f) CLICK: RECEIPT #
- g) ENTER: RECEIPT NUMBER IN FOR WINDOW
- h) CLICK SEARCH
- i) CLICK: RECEIPT # TO BE EDITED
- j) CLICK: EDIT
- k) CLICK: GREEN PENCIL
- I) CLICK: SUB ACCOUNT DROP DOWN
- m) CLICK: ON APPRORIATE SUB ACCOUNT FOR THE RECEIPT
- n) CLICK: SAVE; ON THE LINE & SAVE; AT THE TOP

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A RevCode SUB / 000; O OU WI	GASE_YearEnxlsx B I RevCode2 ACCOUNT RE/ R IS INCORRE LL NEED TO E	C RevCode3	N D RevCode4 H H H H H H H H H H H H H H H H H H H	THIS COL THE PO N Object Object 0000 0000 0000 0000 0000 0000 0000 0	UMN IS THE IUMBER WIL Act Group	LIST OF CO L BE LOCA Sub Accou 415000 417020 417	DRESPONDI TED ON THI 9167 9168 9169 9170 9171 9172 9172 9173 9174 9175 9176 9177 9176 9177 9178 9179	NG CHECK N E CHECKS PA Amount \$12.93 \$242.25 \$825.00 \$130.00 \$865.00 \$2050.00 \$415.00 \$50.00 \$415.00 \$1500.00 \$1320.00 \$1320.00 \$1320.00 \$990.00 \$78.00	UMBERS. ID IN EPES Activity Act 430605 430116 430110 430107 430107 430107 430110 430147 430147 430148 430107 430146 430147 430335 430110 430116 430375 430375
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RECEIPT EDITING:

П

Accounting Reports	Utilities √ System√ Help√ Exit			
Accounting	Accounts			
Purchase Orders	 Vendors 			
	Accounts Payable		LICK: ACCOUNTING	
	Checks Paid			
	Receipts		LICK: RECEIPTS	
	Transfers & Deposits			
	Journal Adjustments		activity acc	ounting
	Cancel Checks		activity dec	74/ /
	Budget		&	Web
	Counties			
	Countres			
	Countres		purchase or	ders
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Accounting - Repor	ts → Utilities → System → Help	- ∀ Exit	purchase or	ders
Accounting - Repor	ts → Utilities → System → Help	⊽ Exit	purchase or	ders
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Accounting Repor	ts Utilities System Help	▼ Exit HICEL SAVE CLOS	purchase or E► CLICK: LIST	ders This Receipt) (Void this Receipt)
Accounting Report Receipts FIRST PREV NEXT Receipt #: 101	ts - Utilities - System - Help	✓ Exit ••••••••••••••••••••••••••••••••••••	purchase or E→ CLICK: LIST Checking Printed: [This Receipt) (Void this Receipt) Yes Posted From:
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Accounting Repor	ts → Utilities → System → Help LAST ADD EDIT DEL LIST < Date: 05/31/2020 Vendor Name: WELLS FA	✓ Exit ✓ Exit ✓ SAVE CLOS GL Account: 992 -	purchase or CLICK: LIST Checking Printed: [Closed: [This Receipt (Void this Receipt) Yes Posted From: Yes Void Date:
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Receipt List	Search Receipt #	✓ for 9170	Search Close		
			Click on the field he	eader to sort by that field	
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Date	<u>Receipt #</u>	Individual			
12/05/2019	9152	ROXANNE JAECKS	CLICK: DROP DOWN	I IN SEARCH WIND	
12/05/2019	9153	MELISSA JAECKS	CLICK: RECEIPT #		
12/06/2019	9154	ERICA PHOTIADAS	CLICK. NECELI I #		
12/06/2019	9155	ROXANNE JAECKS	ENTER: RECEIPT NU	IMBER IN "FOR" V	VINDOW
12/06/2019	9156	MELISSA JAECKS			
12/09/2019	9156	DONNA SCHMIDT	CLICK: SEARCH		
12/09/2019	9157	LIZ OLSEN			- D
12/09/2019	9158	MELISSA JAECKS	CLICK: RECEIPT NOT	VIBER TO BE EDITE	
12/11/2019	9159	DONNA SCHMIDT			332
12/11/2019	9160	MELISSA JAECKS		\$146.00	992
12/11/2019	9161	LAURA WILLIAMS		\$2,980.00	992
12/16/2019	9162	DOMNA SCHMIDT		\$80.00	992
12/16/2019	9163	ROXANNE JAECKS		\$10.00	992
12/17/2019	9164	DONNA SCHMIDT		\$990.00	992
12/20/2019	9165	MELISSA JAECKS		\$10.00	992
12/20/2019	9166	ERICA PHOTIADAS		\$495.00	992
01/07/2020	9167	ERICA PHOTIADAS		\$242.25	992
01/07/2020	9168	DONNA SCHMIDT		\$825.00	992
01/08/2020	9169	GLENNA OMLOR		\$130.00	992
01/08/2020	9170	DONNA SCHMIDT		\$865.00	992
01/08/2020	9171	STACY POKORSKI		\$2,050.00	992
01/10/2020	9172	GREG BERGER		\$600.00	992
01/10/2020	9173	GLENNA OMLOR		\$415.00	992
01/10/2020	9174	LIZ OLSEN		\$50.00	992
01/10/2020	9175	STACY POKORSKI		\$45.00	992

Receipt	S				Changes will not	be saved until you click
FIRST PI	REV NEXT LAST ADD EDIT	DEL LIST CANCEL SAVE	CLOSE SAVE -	ADD ANOTHER	Print This Receipt Void this	Receipt
Receipt #	: 9170 Date: (05/31/2020 🔲 GL Acco	unt: 991 - C	ash on Hand	Printed: No	Posted From:
Rovd Fro	m: SCHMIDTD Vendo	r Name: DONNA SCHMIDT		CLICK: ED	IT	Void Date:
Individual				CLICK: TH	E GREEN PENCIL	
Add Lir	ne Item)				Receipt Total: \$60.00	
Options	Acct.	Sub Acct.	Amount	Tax Amt.	Notes	
2	130 YEARBOOK	0 No SubAccount	\$60.00	\$0.00	YEARBOOK SALES	

Receipts		C	hanges will not be saved unti	l you click save
FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE	SAVE - ADD ANOTHER	Print This Re	ceipt Void this Receipt	
Receipt #: 9170 Date: 05/31/2020 Image: GL Accord and the second se	CLICK: SUB AU CLICK: ON AP CLICK: SAVE; CLICK: SAVE;	CCOUNT PROPRIATI ON THE LII AT THE TO	E SUB ACCOUNT FOR NE P	RECEIPT
Add Line Item		Receip	pt Total: \$0.00	
Options Acct. Sub Acct.	Amount	Tax Amt.	Notes	Pay
130 - YEARBOOK 417010 - FEES-ACTI	VITI \$60.00	\$0.00	YEARBOOK SALES	С

ACTIVITY LEDGER REPORT:

- **1. CLICK: REPORTS**
- 2. CLICK: ACCOUNTING
- **3. CLICK: ACTIVITY LEDGER**
- 4. ENTER: PERIOD BEGIN (1ST DATE OF STATEMENT CYCLE) PERIOD END (LAST DATE OF STATEMENT CYCLE)
- 5. CLICK: PREVIEW, VERIFY THAT ALL ACCOUNTS HAVE A POSITIVE BALANCE IF ANY ACCOUNTS ARE IN THE NEGATIVE THEY MUST BE BROUGHT TO A ZERO BALANCE VIA ACTIVITY TRANSFER BEFORE YOU CAN PROCEED WITH THE MONTH END BALANCING.
- 6. CLICK: PRINT; IF ALL ACCOUNTS ARE IN GOOD STANDING
- 7. CLICK: CLOSE MONTH BUTTON, VERIFY THE MONTH YOU'RE CLOSING "ARE YOU SURE YOU WANT TO CLOSE (MONTH)?"
- 8. CLICK: OK

Accounting -	Reports→ Utilities→ System→	Help v Exit	
	Accounting	Activity Ledger	
	Purchase Orders	Outstanding Checks	
		Reconciliation	
		Bank Reconciliation	
		Print Checks	
		Print Prev. Receipts	
		1099 Information	
		Special Reports	
		Journal Adjustments	
		Chart of Accounts	
		Sequential List	

Accounting 、	Reports v Utilities v Syste	m √ Help √	Exit			
Activity Acco	unts - Ledger Reports					
Preview Print	Export To Excel Close					
Report Title]		
Period Begin	01/01/2017	Close N	(Ionth)			
Period End	01/31/2017					
From Account	1	▼ Fiscal Be	egin	7/1/2016		
To Account	999999	▼ Fiscal Er	nd	6/30/2017		
Report Opti	ons					
Financial Re	eport			Summarize on Digit	1 (Only 1-6)	
Year to Date	e and Current Month			Account Group Totals		
🔍 Budget Exp	ense Ledger			Exclude Zero Balances		
Principal Mo	onthly Ledger			Sort By Acct Name		
Budget Rec	eipt Ledger					
Principal's M	1onthly Report - Florida					
ENTER: P	ERIOD BEGIN (1 ST DATE	OF STATEN	IENT	CYCLE)		
Р	ERIOD END (LAST DATE	OF STATEN	IENT	CYCLE)		
CLICK: P	REVIEW, VERIFY THAT A	LL ACCOUN	ITS H	AVE A POSITIVE BALANCE		
IF	ANY ACCOUNTS ARE IN	THE NEGA	TIVE	THEY MUST BE BROUGHT TO	A ZERO BALANCE	
V	IA ACTIVITY TRANSFER	BEFORE YO	U CAI	N PROCEED WITH THE MONTH	I END BALANCING.	

CLICK: PRINT; IF ALL ACCOUNTS ARE IN GOOD STANDING

January 24, 2017

ALBUQUERQUE TRAINING SCHOOL 1

Page 1 of 1

			General	Ledger Report				
Fre	om Date: 1/1/2017 To Date: 01/31/2017		Finar	icial Report			From Acct: To Acct:	1 9999999
			Activ	ity Accounts				
Acct	Account Name	Beg. Bal.	Recpt / JV	Disb / JV	Transfers	End. Bal.	YTD Payables	Work Bal
100	General	\$14,097.04	\$323.00	\$0.00	\$0.00	\$14,420.04	\$0.00	\$14,420.04
101	Pepsi	\$125.00	\$0.00	\$0.00	\$0.00	\$125.00	\$0.00	\$125.00
200	Band	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
210	Orchestra	\$2,405.00	\$0.00	\$0.00	\$0.00	\$2,405.00	\$0.00	\$2,405.00
220	Choir	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00
230	Drama	\$4,262.64	\$0.00	\$0.00	\$0.00	\$4,262.64	\$0.00	\$4,262.64
250	AGENDAS	\$1,018.59	\$0.00	\$0.00	\$0.00	\$1,018.59	\$0.00	\$1,018.59
300	Library	\$93.10	\$0.00	\$0.00	\$0.00	\$93.10	\$0.00	\$93.10
310	Yearbook	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	\$0.00	\$700.00
311	SNACK MONEY	\$82.50	\$0.00	\$0.00	\$0.00	\$82.50	\$0.00	\$82.50
400	Athletics-General	\$600.90	\$0.00	\$0.00	\$0.00	\$600.90	\$0.00	\$600.90
401	Football	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
420	Track & Field	\$4,300.00	\$0.00	\$0.00	\$0.00	\$4,300.00	\$0.00	\$4,300.00
430	Soccer	\$3,200.00	\$0.00	\$0.00	\$0.00	\$3,200.00	\$0.00	\$3,200.00
500	Lost/Damaged Textbooks	\$560.00	\$0.00	\$0.00	\$0.00	\$560.00	\$0.00	\$560.00
600	Snack Bar	\$3,219.00	\$0.00	\$0.00	\$0.00	\$3,219.00	\$0.00	\$3,219.00
	Activity Accounts Grand Total	\$36,913.77	\$323.00	\$0.00	\$0.00	\$37,236.77	\$0.00	\$37,236.77

GL Accounts

GL	Acct	Begin Bal	Recpt / JV	Disb / JV	Transfers	End Bal	YTD Payables	Work Bal
990	Petty Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
991	Cash on Hand	\$5,505.36	\$323.00	\$0.00	\$0.00	\$5,828.36	\$0.00	\$5,828.36
992	Checking	\$31,408.41	\$0.00	\$0.00	\$0.00	\$31,408.41	\$0.00	\$31,408.41
993	Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
994	Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	General Ledger Grand Total	\$36,913.77	\$323.00	\$0.00	\$0.00	\$37,236.77	\$0.00	\$37,236.77

- BEGINNING BALANCE + RECEIPTS DISBURSMENTS +/- TRANSFERS = ENDING BALANCE
- YTD PAYABLES: ANY BILLS THAT HAVE BEEN RECEIVED & POSTED BUT NOT PAID YET.
- ACTIVITY ACCTS GRAND TOTAL: COMBINATION OF ALL SCHOOL ACCOUNTS.
- GENERAL LEDGER GRAND TOTAL: COMBINATION OF ALL BANKING ACCOUNTS AND PETTY CASH



I have reviewed the	above ledger report a	Be sure to initial and verify that you		
current month. I find	d them accurate and co	omplete to the best of my		closed the month.
knowledge.	Month Closed	(Bookkeeper Initials)		
Bookkeeper:		Date: / _ /		
Principal:		Date: / /		

- 1. CLICK: REPORTS
- 2. CLICK: ACCOUNTING
- 3. CLICK: SEQUENTIAL LIST
- 4. CLICK: LIST OF CHECKS
- 5. CLICK: BY CHECK NUMBER
- 6. CLICK: DATE IN FIELDS SECTION
- 7. CLICK: MONTH IS; IN OPERATER SECTION
- 8. CLICK: COMPARE TO BOX; ENTER MONTH (BY NUMBER 1-12)
- 9. CLICK: ADD CONDITION
- **10.CLICK: YEAR IS; IN OPERATOR SECTION**
- 11.CLICK: COMPARE TO BOX; ENTER YEAR (IE... 2017, 2018, ETC)
- **12.CLICK: ADD CONDITION**
- **13.CLICK: PRINT**

Accounting Reports Utilities Sy	stemマ	Help - Exit		
Accounting	•	Activity Ledger		
Bank Recc Purchase Orders	•	Outstanding Checks		
		Reconciliation		
Preview Print Close		Bank Reconciliation		
		Print Checks		
Bank Account	992 - Ch	Print Prev. Receipts		
Statement Date Range	From: 0	1099 Information		
Ending Balance from Bank Statement:	\$33,186.	Special Reports		
Total Deposits not on Bank Statement:	\$0.00	Journal Adjustments		
		Chart of Accounts		
	_	Sequential List	List of Checks - Brief	
CLICK: REPORTS		Sub Account Reports	List of Checks	By Account and Check Num
		Deposit Voucher	List of Receipts	By Check Num
		Vendor List	All Transactions by Vendor	By Check with PO
CLICK: SEQUENTIAL LIST		Extended Codes	Vendors with no Transactions	By Note Field
CLICK: LIST OF CHECKS			List of Accounts Payable	By Vendor
CLICK: BY CHECK NUMBER			List of Activity Transfers	
			List of GL Transfers	
			Tax Amounts by County	
			Tax Amounts by Account	

List of Checks by Check

Preview Print Export t	o Excel Close	
Report Title		
Report Saved Name		
Fields	Operators	Compare to
Activity Account Date Check Vendor Code Date Canceled GL Acct P.O. Number Invoice No. Amount Tax Amount Tax 1099	 Before After Year is Month is Day is Equal to Between OR 	Add Condition Remove Clear All Save Rpt
Report Conditions Saved Report Month(Date)=12 AND Year(Date)=2016	rts	CLICK: DATE; IN FIELDS SECTION CLICK: MONTH IS; IN OPERATER SECTION CLICK: COMPARE TO BOX; ENTER MONTH (BY NUMBER 1-12) CLICK: ADD CONDITION CLICK: YEAR IS; IN OPERATOR SECTION

CLICK: COMPARE TO BOX; ENTER YEAR (IE... 2017, 2018, ETC)

CLICK: ADD CONDITION

CLICK: PRINT

	Date	Payee	GL Acct	Date Cancel	led		_
Check No.	Note	Account Name	Account	Purchase	Invoice No. 1099	Amount	Tax Amt.
1171	12/02/2016	VOID	992				
	Staff Appreciation	DONATIONS	300		No	\$0.00	\$0.00
					Total for Check # 1171	\$0.00	\$0.00
1173	12/02/2016	GREAT AMERICAN OPPORTUNI	992	12/31/2016			
	NTE \$3500.00 COOKIE DOUGH FUNDRAISER.	PRINCIPAL	100	183	No	\$3,564.20	\$0,00
					Total for Check # 1173	\$3,564.20	\$0.00
1174	12/12/2016	WAL-MART STORES	992	12/31/2016			
	NTE \$400.00 Items for Staff Appreciation	PRINCIPAL	100	194	No	\$398.19	\$0.00
					Total for Check # 1174	\$398.19	\$0.00
1175	12/12/2016	APS BOARD OF EDUCATION	992				
	NTE\$100.00 KINDER FIELDTRIP IN	KINDERGARTEN	170	188	No	\$95.00	\$0.00
					Total for Check # 1175	\$95.00	\$0.00
1176	12/12/2016	APS BOARD OF EDUCATION	992				
	NTE \$300.00 1st grade Fieldtrip in school.	FIRST GRADE	180	190	No	\$150.00	\$0.00
					Total for Check # 1176	\$150.00	\$0.00
1177	12/15/2016	SILVA SCREEN PLUS	992	12/31/2016			
	NTE \$400.00 T-Shirts	PRE-K	280	193	No	\$298.90	\$0.00
					Total for Check # 1177	\$298.90	\$0.00
					Total of all Checks Selected:	\$4,506.29	\$0.00

*Note: This report does not include the Journal Adjustments

SAMPLE REPORT

SEQUENTIAL LIST OF RECEIPTS:

- **14.CLICK: REPORTS**
- **15.CLICK: ACCOUNTING**
- **16.CLICK: SEQUENTIAL LIST**
- **17.CLICK: LIST OF RECEIPTS**
- **18.CLICK: BY RECEIPT NUMBER**
- **19.CLICK: DATE IN FIELDS SECTION**
- 20.CLICK: MONTH IS; IN OPERATER SECTION
- 21.CLICK: COMPARE TO BOX; ENTER MONTH (BY NUMBER 1-12)
- 22.CLICK: ADD CONDITION
- 23.CLICK: YEAR IS; IN OPERATOR SECTION
- 24.CLICK: COMPARE TO BOX; ENTER YEAR (IE... 2017, 2018, ETC)
- **25.CLICK: ADD CONDITION**
- 26.CLICK: PRINT

SEQUENTIAL LIST OF RECEIPTS:

Accounting Reports Utilities System	Help - Exit				_
Accounting	 Activity Ledger 				
Purchase Orders	 Outstanding Checks 		CLICK: F	REPORTS	
	Reconciliation		CLICK: A	ACCOUNTING	
	Bank Reconciliation		CLICK: S	SEQUENTIAL LIST	
	Print Checks				
	Print Prev. Receipts				
	1099 Information		CLICK. L	ST CHECK NOWIDER	
	Special Reports				
	Journal Adjustments				
	Chart of Accounts				
	Sequential List	List of Checks - Brief		ting	
	Sub Account Reports	List of Checks	Þ	Web	
	Deposit Voucher	List of Receipts	Þ	By Receipt #	
	Vendor List	All Transactions by Ven	dor	By Account and Receipt #	
	Extended Codes	Vendors with no Transa	actions	By Note Field	
		List of Accounts Payabl	e	By Tax Amounts	
		List of Activity Transfer	s	By Vendor	
		List of GL Transfers		By Individual	
		Tax Amounts by Count	у		
		Tax Amounts by Accou	nt		

Accounting - Reports - Utilities - S	ystem Help E	xit	
List of Receipts by Receipt Preview Print Expor Report Title Report Favod Name	t To Excel) Clos	e	
Fields	Operators		Compare to
Account Date GL Account Recpt No Vendor Code Total Amount Note Payment Type Individual	Before After Year is Month is Day is Equal to Between OR	CLICK: DATE; IN FIE	2016 Add Condition Remove Clear All LDS SECTION
· · · · · · · · · · · · · · · · · · ·		CLICK: MONTH IS; I	IN OPERATER SECTION
Report Conditions Saved Reports Month(Date)=12 AND Year(Date)=2016		CLICK: COMPARE T CLICK: ADD CONDI [*] CLICK: YEAR IS; IN C CLICK: COMPARE T CLICK: ADD CONDI [*] CLICK: PRINT	O BOX; ENTER MONTH (BY NUMBER 1-12) TION OPERATOR SECTION O BOX; ENTER YEAR (IE 2017, 2018, ETC) TION

January 25, 2017

Lost Book Gabriel Maestas

Sequential List of Receipts (by Receipt)

Sequential List of Receipts

Page 1 of 1

GL Acct.

992

992

992

992

992

Amount

\$20.51

\$20.51

\$50.00

\$69.00

\$69.00

\$46.98

\$46.98

\$9.52

\$9.52

Receipt No.	Date	Pay	Received From	
Note 1773924	12/09/2016	Type*	Payee LISA GRUSY	Account Name
Pay back sales taxes		С	LISA GRUSY	300 DONATIONS
			-	Total for Receipt Number: 1773924
1773925	12/09/2016		PARENTS	
Grandparent Fundraiser	Donation	С	PARENTS	100 PRINCIPAL
			-	Total for Receipt Number: 1773925
1773926	12/09/2016		TEACHERS	
T-Shirts money		С	TEACHERS	280 PRE-K
			-	Total for Receipt Number: 1773926
1773927	12/09/2016		TEACHERS	-
Book Fair money		С	TEACHERS	120 LIBRARY
			-	Total for Receipt Number: 1773927
1773928	12/09/2016		TEACHERS	-

("""" Receipt Detail		c	ŵ	*	*	ŵ	*	ŵ	*	*	ŵ	ŵ	Receipt	Detail	*	*	*	ŵ	ŵ	*	*	*	ŵ	*)
----------------------	--	---	---	---	---	---	---	---	---	---	---	---	---------	--------	---	---	---	---	---	---	---	---	---	---	---

Report	Grand	Total:	\$196.01

LOST BOOKS

150

Total for Receipt Number: 1773928

Totals By Payment Type:	
Cash=	\$196.01
Check=	\$0.00
Electronic Trans=	\$0.00
Money Order=	\$0.00
Credit Card=	\$0.00
Other=	\$0.00
Total=	\$196.01

С

TEACHERS

SAMPLE REPORT

SEQUENTIAL LIST OF ACTIVITY TRANSFERS:

- **1. CLICK: REPORTS**
- 2. CLICK: ACCOUNTING
- 3. CLICK: SEQUENTIAL LIST
- 4. CLICK: LIST OF ACTIVITY TRANSFERS
- 5. ENTER: PERIOD BEGIN (1ST DATE OF STATEMENT CYCLE) PERIOD END (LAST DATE OD STATEMENT CYCLE)
- 6. CLICK: PRINT; IF THERE ARE NO TRASFERS IT WILL SHOW "NO DATA"

Accounting - Reports - Utilities - System -	Help - Exit			
Accounting	Activity Ledger			
Purchase Orders	Outstanding Checks			
	Reconciliation			
	Bank Reconciliation			
	Print Checks			
	Print Prev. Receipts			
	1099 Information	Þ		
	Special Reports	Þ		
	Journal Adjustments	; +		
	Chart of Accounts	Þ		**
	Sequential List	Þ	List of Checks - Brief	ting
	Sub Account Reports	5 •	List of Checks	Web-
	Deposit Voucher		List of Receipts	•
	Vendor List		All Transactions by Vendor	
	Extended Codes	Þ	Vendors with no Transactions	
			List of Accounts Payable	
			List of Activity Transfers	
			List of GL Transfers	
CLICK: REPORTS			Tax Amounts by County	
			Tax Amounts by Account	
				-
CLICK. SEQUENTIAL LIST				
CLICK: LIST OF ACTIVITY I	KANSFERS			



From To	Date: 1 Date: 12	2/1/2016 2/31/2016		Sequential List of	Activity Transfer		I	From Acct: 1 To Acct: 999999
Document	Transfer#	Date	Account From	Sub-Acct	Account TO	Sub-Acct	Amount	Note
55	55	12/07/2016	107 ATHLETIC	ADMIN 0	610 SCHOOL BASED ENTE	R 0	\$118.65	To cover the coach's meeting food
56	56	12/08/2016	172 PARKING P	ERMITS 0	102 ADMINISTRATION	0	\$535.44	To Cover Misc. Custodial Supplies
57	57	12/12/2016	610 SCHOOL BA	SED ENT 0	102 ADMINISTRATION	0	\$1,836.82	45% of profits from SBE for Oct. & Nov.
58	58	12/12/2016	610 SCHOOL BA	ASED ENT 0	367 DECA	0	\$2,245.01	55% of profits from SBE for Oct. & Nov.
59	59	12/14/2016	614 DECA ENTE	RPRISE 0	367 DECA	0	\$8,000.00	To help cover charges
61	61	12/16/2016	167 ORCHESTR	A 0	102 ADMINISTRATION	0	\$270.00	To pay back for charges covered in 2015-2016

Total:

\$13,005.92

SAMPLE REPORT

TRANSFERS

ACTIVITY FUND TRANSFER ENTRY:

- 1. CLICK: ACCOUNTING
- 2. CLICK: ACCOUNTING
- 3. CLICK: TRANSFERS & DEPOSITS
- 4. CLICK: TRANSFER ACTIVITY
- 5. CLICK: ADD; TRANSFER # SHOULD PRE-POPULATE
- 6. TAB TO: TRANSFER DATE; ENTER EFFECTIVE DATE OF THE TRANSFER
- 7. TAB TO: FROM ACTIVITY ACCT; ENTER ACCT TO TRANSFER FROM
- 8. TAB TO: TO ACTIVITY ACCT; ENTER ACCT TO TRANSFER TO
- 9. TAB TO: TRANSFER AMT; ENTER AMOUNT OF FUNDS BEING TRANSFERRED
- 10.TAB TO: TRANSFER NOTE; ENTER BRIEF DESCRIPTION/PURPOSE FOR TRANSFER 11.CLICK: SAVE; SAVE AT THE TOP

Accounting Reports Utilities	sマ Systemマ Helpマ Exit		
Accounting	Accounts +		
Purchase Orders	Vendors Accounts Payable Checks Paid Receipts Transfers & Deposits Journal Adjustments Cancel Checks Budget Counties	Deposits Transfer Activity Transfer GL	CLICK: ACCOUNTING CLICK: ACCOUNTING CLICK: TRANSFERS & DEPOSITS CLICK: TRANSFER ACTIVITY



purchase orders

Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit	
Activity Transfer	CLICK: ADD
Transfer #1From Activity Acct510 - CD INTEREST	Transfer Date12/20/2017To Activity Acct100 - ADMINISTRATION
Cash Balance\$24.03Working Balance\$24.03From Sub Acct0 - No SubAccount	Cash Balance(\$2,584.02)Working Balance(\$2,584.02)To Sub Acct0 - No SubAccount
Transfer Amt \$0.00 Document # Transfer Note Void this Activity Transfer	Entry Closed No Date Voided

Activity Transfer

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE	SAVE - ADD ANOTHER
Transfer # 2	Transfer Date 12/20/2017
From Activity Acct 510 - CD INTEREST	To Activity Acct
Cash Balance \$24.03	Cash Balance (\$2,584.02)
Working Balance \$24.03	Working Balance (\$2,584.02)
From Sub Acct 0 - No SubAccount	To Sub Acct 0 - No SubAccount
Transfer Amt\$10.00	Entry Closed No
Document #	Date Voided
Transfer Note BRIEF DESCRIPTION/PURPOSE	

GL TRANSFER ENTRY:

- 1. CLICK: ACCOUNTING
- 2. CLICK: ACCOUNTING
- 3. CLICK: TRANSFERS & DEPOSITS
- 4. CLICK: TRANSFER GL
- 5. CLICK: ADD; TRANSFER # SHOULD PRE-POPULATE
- 6. TAB TO: TRANSFER DATE; ENTER EFFECTIVE DATE OF THE TRANSFER
- 7. TAB TO: FROM GL ACCT; ENTER ACCT TO TRANSFER FROM
- 8. TAB TO: TO GL ACCT; ENTER ACCT TO TRANSFER TO
- 9. TAB TO: TRANSFER AMT; ENTER AMOUNT OF FUNDS BEING TRANSFERRED
- 10.TAB TO: TRANSFER NOTE; ENTER BRIEF DESCRIPTION/PURPOSE FOR TRANSFER 11.CLICK: SAVE; SAVE AT THE TOP

Accounting Reports	Utilities→ System→ Help→ Exit		
Accounting	 Accounts 	Þ	
Purchase Orders	Vendors		CLICK: ACCOUNTING
	Accounts Payable		CLICK: ACCOUNTING
	Checks Paid		CLICK: TRANSFERS & DEPOSITS
	Receipts		CLICK: TRANSFER GL
	Transfers & Deposits	Deposits	
	Journal Adjustments	Transfer Activity	
	Cancel Checks	Transfer GL	
	Budget		
	Counties		
			activity accounting

И

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and the second second

Accounting - Reports -	• Utilities ↓ System ↓ Help ↓ Exit			_
GL Transfers		CLICK: ADD		
FIRST PREV NEXT	LAST ADD EDIT DEL LIST CANCEL SAVE	CLOSE SAVE - ADD ANOTHER		
Transfer #	1	Transfer Date	12/20/2017	
From GL Acct	991 - Cash on Hand 🔻	To GL Acct	992 - Checking	▼
Cash Balance	\$0.00	Cash Balance	(\$10,804.48)	
Transfer Amt		Entry Closed	No	
Document #		Date Voided		
Transfer Note				

	***** TRANSFER # SHOULD PRE-POPULATE *****
	TAB TO: TRANSFER DATE; ENTER EFFECTIVE DATE OF THE TRANSFER
	TAB TO: FROM GL ACCT; ENTER ACCT TO TRANSFER FROM
	TAB TO: TO GL ACCT; ENTER ACCT TO TRANSFER TO
	TAB TO: TRANSFER AMT; ENTER AMOUNT OF FUNDS BEING TRANSFERRED
	TAB TO: TRANSFER NOTE; ENTER BRIEF DESCRIPTION/PURPOSE FOR TRANSFER
	CLICK: SAVE, SAVE AT THE TOP
Accounting▼ Reports▼ Utilities▼ System▼ Help	

GL Transfers

♦

FIRST PREV N	EXT LAST ADD EDIT DEL LIST CANCEL	SAVE CLOSE SAVE - ADD ANOTHER	
Transfer #	1	Transfer Date	12/20/2017
From GL Acct	994 - Investments ▼	To GL Acct	992 - Checking
Cash Balance	\$24.03	Cash Balance	(\$10,804.48)
Transfer Amt	\$24.03	Entry Closed	No
Document #		Date Voided	
Transfer Note	BRIEF DESCRIPTION/PURPOSE		

VOIDING

VOIDING RECEIPTS:

- 1. CLICK: ACCOUNTING
- 2. CLICK: ACCOUNTING
- 3. CLICK: RECEIPTS
- 4. CLICK: LIST
- 5. LOCATE RECEIPT: EITHER USING THE SEARCH WINDOW

OR SCROLL THROUGH PAGES TO FIND IT

- 6. CLICK: RECEIPT NUMBER
- 7. CLICK: VOID THIS RECEIPT
- 8. ENTER: REASON FOR VOID
- 9. ENTER: ENTER DATE RECEIPT WAS VOIDED
- **10.CLICK: CONTINUE**

Copyright © 2014: CAP Grou	IVVAITE	District: ALBUQUERQUE P School: CIBOLA HIGH SC Year: 2016 / 2017 Change Schools	UBLIC SCHOOLS HOOL	_
Accounting Reports Utilities	▼ System ▼ Help ▼ Exit		CLICK: ACCOUNTING	
Accounting	Accounts	Þ	CLICK: ACCOUNTING	
Purchase Orders	Vendors		CLICK: RECEIPTS	
	Accounts Payable			
	Checks Paid			
	Receipts			
	Transfers & Deposits	Þ		
	Journal Adjustments			
	Cancel Checks			
	Budget			
	Counties			
			activity a	iccounting
			•	Web

purchase orders

&

Copyright © 2014: CAN	P Group, Inc.	<u>Change</u>	2010 / 2017 Schools							
Accounting Reports Ut	ilities √ System √ Help √	Exit								
Receipts					n					
FIRST PREV NEXT LAST	ADD EDIT DEL LIST	EL SAVE CLO		K: LIST	s Receipt	eipt				
Receipt #: 119	Date: 05/31/2017 GL	Account: 992	- CHS-Checking) Printed: No	Posted From: 📩					
Rcvd From: NUSENDACR	Vendor Name: NUSENDA C	REDIT UNION		Closed: No	Void Date: 05/31/20	17				
Individual: NUSENDA CREDI	IT UNION									
Add Line Item Receipt Total: (\$85.00)										
Acct.	Sub Acct.	Amount	Tax Amt.	Notes		Pay Type				
301 Activities	0 No Sub-Account	(\$80.00)	\$0.00	C		Cash				
301 Activities	0 No Sub-Account	(\$5.00)	\$0.00	C		Cash				



	District School: Year:	District: ALBUQUERQUE PUBLIC SCHOOLS School: ALBUQUERQUE TRAINING SCHOOL 1 Year: 2016 / 2017					
Copyright © 2014: CAP Gro	CLICK:	VOID THIS					
Accounting Reports Utilities	s , System, Help, E>	kit		v _			
Receipts	EDIT DEL LIST CANCEL	L SAVE CL	OSE SAVE - ADE		This Receipt) Void this Rece	ipt	
Receipt #: 1021 Date	e: 06/23/2017 GL Ad	count: 992	- Checking	Printed: No	Posted From:		
Rcvd From: DOE Ven	dor Name: JANE DOE			Closed: No	Void Date:		
Individual: JANE DOE							
Add Line Item)				Re	ceipt Total: \$2,500.00		
Acct. Sub	Acct. A	mount	Tax Amt.	Notes			
	SubAccount	\$2,500.00	\$0.00	GRANT MONEY			

SAVE C SHOP	2 - Checking	Printed: Closed:	Print Th ENTER: ENTER: CLICK: (REASON FOR VOIDING THE REC DATE RECEIPT WAS VOIDED	
ount	Tax Amt.	Notes		Void Recei	pt
).00	\$0.00	Candy sa	ales	Reason for Voiding This R	eceipt (Optional) d → 06/23/2017

Copyright © 2014: CAP Group,		District: AL School: AL Year: 20 Change Sch	BUQUERQUE PUBLIC SCHOOLS BUQUERQUE TRAINING SCHOO 116 / 2017 1000s	;)L 1				
Accounting ↓ Reports ↓ Utilities ↓	System √ Help √ Exit	_		_				
Receipt List Search Date for Search Close								
				Click o	n the field header to sort by that fie	eld		
Date	Receipt #	1	<u>Individual</u>		Amount	GL Acct #		
06/23/2017	1021		JANE DOE		\$2,500.00	992		
06/23/2017	1021		JANE DOE		(\$2,500.00)	992		

GO BACK TO LIST: IN ORDER TO VERIFY THE RECEIPT WAS VOIDED CORRECTLY

VOIDING CHECKS:

- 1. CLICK: ACCOUNTING
- 2. CLICK: ACCOUNTING
- 3. CLICK: CHECKS PAID
- 4. CLICK: LIST
- 5. LOCATE CHECK: EITHER USING THE SEARCH WINDOW OR SCROLL THROUGH PAGES TO FIND IT
- 6. CLICK: CHECK NUMBER TO BE VOIDED
- 7. CLICK: VOID THIS THIS CHECK
- 8. ENTER: REASON FOR VOID
- 9. ENTER: ENTER DATE CHECK WAS VOIDED
- **10.CLICK: CONTINUE**

Accounting → Reports → Utilities	⊽ System √ Help √ Exit	_		
Accounting	Accounts •			
Purchase Orders	Vendors			
	Accounts Payable		CLICK: ACCOUNTING	
	Checks Paid		CLICK: ACCOUNTING	
	Receipts		CLICK: CHECKS PAID	
	Transfers & Deposits	•		
	Journal Adjustments			
	Cancel Checks			
	Budget			
	Counties		activity	y accounting

Accounting - Reports - Utilities - System - I	Help -, Exit						
Checks Paid			→ (CLICK: LIST			
FIRST PREV NEXT LAST ADD EDIT DEL LIST	CANCEL SAVE CLO	SE SAVE - ADD AND	DTHER				
Check #: 1572 Date: 09/1	4/2017 🔲 GL Acct:	992 - Checking		c	losed	No	
Vendor ID: FRIEDCHIC Vendor Name: FRI	ED CHICKEN			Date Cance	elled:		
Payee: FRIED CHICKEN				Date V	/oided		
				Total Am	ount:	\$250.00	
Add Line Item Save Total Amount: \$250.	00						
Acct.	Sub Acct.	Amount	Tax Amt.	Working Balance	P.O.# 1	Invoice Notes	

	Acct.	Sub Acct.	Amount	Tax Amt.	Working Balance	P.O.#	Invoice	Notes
Delete	100 - ADMINISTRATION	0 - No SubAc	\$250.00	\$0.00	(\$2,026.02)	154		lunch for staff
					1			

Void this Check

Accounting - Reports - Utilities - System - Help - Exit					
Checks Search: Check # •	for with Status Any	• Search	Close		
		Click on the field header to so	ort by that field		
Check # Vendor 1 NUSENDA 107 YOUNG 107 YOUNG 107 YOUNG 1564 COSTCO 1565 WALMART 1566 SANDIAOFF 1566 PEPSI 1566 PEPSI 1567 DIONS	Payee NUSENDA STEVE YOUNG STEVE YOUNG COSCTO WALMART APS SANDIA OFFICE SUPPLY PEPSI DIONS PIZZA	SELECT: CHECK TO ENTER: CHECK NUN CLICK: SEARCH & CL (OR) SCROLI CLICK: ONCE ON TH	EDIT; THIS CAN BE I /IBER LICK ON ACCOUNT LING TO THE CHECK HE CHECK NUMBER	DONE TWO WAYS: NUMBER	
1567 PAN 1568 APSATHLET 1569 WALMART 1570 APSBOE 1571 COSTCO 1572 FRIEDCHIC	PETER PAN APS ATHLETICS WALMART APS COSCTO FRIED CHICKEN	\$500.00 \$367.00 \$64.83 \$200.00 \$397.86 \$250.00	09/14/2017 09/14/2017 09/14/2017 09/14/2017 09/14/2017 09/14/2017 09/14/2017	992 992 992 992 992 992 992 992	

Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit								
Checks Paid								
FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE ADD ANOTHER								
Check #: 1569 Date: 09/14/2017 🖽 GL Acct: 992 - Checking Closed No								
Vendor ID: WALMART Vendor Name: WA	LMART			Date Canc	elled:			
Payee: WALMART				Date \	/oided			
				Total Am	ount:	\$6	i4.83	
Add Line Itern Save) Total Amount: \$64.83 CLICK: VOID THIS CHECK								
Acct.	Sub Acct.	Amount	Tax Amt.	Working Balance	P.O.#	Invoice	Notes	10
Delete 100 - ADMINISTRATION	0 - No SubAc	\$64.83	\$0.00	(\$2,026.02)	152		snacks for inservice day	
Void this Chack								

Accounting→ Reports→ Utilities→ System→	Help -, Exit							
Checks Paid								
Check #: 1569 Date: 09/14/2017 III GL Acct: 992 - Checking Closed No Vendor ID: WALMART Vendor Name: WALMART Date Cancelled: III Payee: WALMART Date Voided Total Amount: \$64.83								
Add Line Item Save Total Amount: \$64	83							
Acct. Delete 100 - ADMINISTRATION	Sub Acct.	Amount \$64.83	Tax Amt. \$0.00	Working Balance (\$2,026.02)	P.O.# 152	Invoice	Notes snacks for inservice day	1099
Void this Check Reason for Voiding Th Void Reason: CHECK NOT USED Void Date: D9/14/2017	s Check (Optional)		CLICK: VO TAB TO: V CLICK: CO	ID REASON OID DATE; NTINUE	; ENTE ENTER	R DES	CRIPTION OF VOID	

VOIDING PURCHASE ORDERS:

- 1. CLICK: ACCOUNTING
- 2. CLICK: PURCHASE ORDERS
- 3. CLICK: PO (ADD, EDIT, RECEIVE)
- 4. CLICK: LIST
- 5. LOCATE PURCHASE ORDER: EITHER USING THE SEARCH WINDOW

OR SCROLL THROUGH PAGES TO FIND IT

- 6. CLICK: PURCHASE ORDER NUMBER TO VOIDED
- 7. CLICK: EDIT; AT THE TOP
- 8. CLICK: EDIT ON THE LINE (GREEN PENCIL)
- 9. CLICK: PRICE PER UNIT; CHANGE AMOUNT TO ZERO

10.CLICK: NOTES SECTION; ADD VOID PO

11.CLICK: SAVE; ON THE LINE

SAVE AT THE TOP

12.CLICK: RECEIVE ALL ITEMS, PURCHASE ORDER IS NOW VOIDED

Accounting Reports Utilities System Help Exit	
Accounting >	
Purchase Orders Accounts	
PO (Add, Edit, Receive)	CLICK: ACCOUNTING
Vendors	CLICK: PURCHASE ORDERS
Ship To	CLICK: PO (ADD, EDIT, RECEIVE)



Accounting ~	Reports -	Utilities v	System v Help	🗢 Exit	_		_			_			
	Orders	ST ADD ED	DIT DEL LIST	ANCEL SAV	E CLOSE	CLICK: LI	ST Receive	All Items) Pos	t Recvd) Print P	0)			
		1.00 10					INCOCONC /	Air itemis) [Us		9			
							_						
Ref: T1- PO #: 154 G/L Account: 992 - Checking Date Ordered: 09/14/2017													
Vendor ID: F	FRIEDCHIC	Vendor	Name: FRIED C	HICKEN									
Ship To Code: APS TESTING ENVIRONMENT Date Received: 09/14/2017													
											_		
Total Ordere	ed: \$250.0	0 To	tal Open: \$0.00		Total Pos	ted: \$250.00	Total Re	ceived - Not F	osted: \$0.00				
											-		
Add Line Ite	em					Working Bal: (§	\$2,026.02	2) Encumbe	ered Bal:	\$0.00	1		
											<u> </u>		
Acct. Number	Sul	o Acct Number	Invoice Number (ty Ord. Rec	Qty Open	Description		Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
00 DMINISTRAT		SubAccount	1		0	lunch for staff		\$250.00	0.00%	EA.	\$0.00	\$250.00	
10	0	SubAccount			-								_
TUDENT ACT	IVITIES No	SubAccount	C		0	SNACK BAR PRODUCT	17.185Y	\$0.00	0.00%	EA.	\$0.00	\$0.00	
		(Maximur	m of 250 characters)										
Accounting - Rep	orts v Utilitie	s ⊽ System ⊽	Help ↓ Exit	_	_		_	_	_	_	_	_	
PO List			Search PO N	umber 🔻 for		Search Clos	e						
						•							
					Cli	ick on the field header to so	rt by that fi	ield					
							ECTIN		FDIT CAN				
<u>O Number</u>	<u>Ref:</u>	Date	Received	VendorCo	ode	NendorNan JLLI	Lenny						
_	11- T1-	07/03/2017	7/3/2017	PSINK	15		ER: PO	O NUMB	ER				
	T1-	07/03/2017	7/3/2017	BSNSPOR	TS	BSN SPORTS							
	T1-	07/05/2017	7/5/2017	WALMART		WALMART	JK: SE	ARCH &		0			
	T1-	07/05/2017	7/10/2017	SANDIAOF	F	SANDIA OFE	10					ED	
	T1-	07/06/2017	7/6/2017	PEPSI		PEPSI	U)	IN SCRU		HE PU	NONB		
	T1-	07/06/2017	7/6/2017	PEPSI									
	T1-	07/06/2017	7/6/2017	DIONS		DIONS PIZZA	. UI			NIDER			
	T1-	07/07/2017	9/14/2017	COSTCO		COSCTO							
51	250-	08/15/2017	0/15/00/7	WALMART		WALMART			1		992	\$80.00	
32 50	11- T4	08/15/2017	8/15/2017	WALMART		WALWART	V 1/#40464		1		992	\$0.00	
54	T1-	09/14/2017	9/14/2017	FRIEDCHI	5	ERIED CHICKEN	*#+0404		1		992	\$0.00	
	1.12	00/14/2017	0114/2011	- ALLOOHIN	*	THE OTIONEN					002	40.00	

Purchase Orders				Changes will r	not be saved u	intil you click sav	e.			
FIRST PREV NEXT LAST ADD EDIT DEL	LIST CANCEL SA	VE CLOSE	SAVE - AD	ANOTHER Receive All Items	Post Recvd	Print PO				
Ref: 250- PO #: 151 Vendor ID: WALMART Vendor Nam		T T ON TI	HEIN	NE (GREEN PENCIL	١					
Ship To Code: 1 - APS TESTING ENVIRON	S TESTING ENVIRON TAB TO: PRCIE PER UNIT; CHANGE AMOUNT TO ZERO									
Total Ordered: \$80.00 Total Op	CLICK: NO	TES; AD	D "V	OID PO"			_			
Add Line Item			Working	Bal: (\$2,026.02) Encu	mbered Bal:	\$0.00				
Optiges Acct. Number Sub Acct Num	ber Invoice Number Q	Qty Ord. Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
ADMINISTRATION No SubAccou	nt 1		1	SNACKS FOR INSERVICE DAY	\$ <mark>80.00</mark>	0.00%	EA.	\$0.00	\$80.00	
Notes (7 of 250 chara	cters)									
VOID PO										

154

Purchase Orders			Changes	will not be saved	until you c	lick save.	
FIRST PREV NEXT LAST ADD EDIT DEL LIS	CANCEL SAVE	ALQSE SAVE - ADD ANOTHE	Receive All It	ems) Post Recvd	Print PO		
Ref: 250- PO #: 151 G/L Ad	ccount: 992 - Ch	ecking		ate Ordered: 08/	15/2017		
Ship To Code: 1 - AP CLICK: SAVE ON TH		G ENVIRONMENT	Da	te Received: 🚃			1
Total Ordered: \$0.0		al Posted: \$0.00	Total Receiv	ed - Not Posted:	\$0.00		
Add Line Item		Working Bal: 💳		Encumbered Bal:			
Options Acct. Number S	Sub Acct Number	Invoice Number Qty Ore	I. Qty Open Desc	ription	Price Pe	r Unit Disc	ount Percent
100 - ADMINISTRATION	0 - No SubAc	1	1 SNA	CKS FOR INSER	VIC \$0.00	0	.00%
Notes (Maximum of 250 charact	ters)						
Accounting Reports Utilities System H	elp- Exit	LOSE SAVE - ADD ANOTHER	Receive All Items) Post Recvd) Pri	nt PO)	-	
Ref: 250- PO #: 151 G/L Accoun Vendor ID: WALMART Vendor Name: WALM Ship To Code: APS TESTING ENVIRONMENT	t: 992 - Checking IART	Date Ordered: 08/15/201 Date Received:		K: RECEIVE /	ALL ITEN	<mark>15</mark>	
Total Ordered: \$0.00 Total Open: \$0.	00 Total	Posted: \$0.00	Total Received -	Not Posted: \$0.0	00		
Add Line Item		Working Bal:	En en	cumberedBal: 💳			
Acct. Number Sub Acct Number Invoice Number Qt	ty Ord. Rec Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc. Ta	ax Amount	Total Amount
ADMINISTRATION No SubAccount	1	SNACKS FOR INSERVICE	DAY \$0.00	0.00% E	EA. \$(0.00	\$0.00
Notes (Maximum of 250 character VOID PO	rs)						

*** PURCHASE ORDER IS NOW VOIDED***

VOIDING ACTIVITY TRANSFERS:

- 1. CLICK: ACCOUNTING
- 2. CLICK: ACCOUNTING
- 3. CLICK: TRANSFERS & DEPOSITS
- 4. CLICK: TRANSFER ACTIVITY
- 5. CLICK: LIST; CLICK ON THE TRANSER TO BE VOIDED (OR) USE SEARCH WINDOW TO LOCATE THE CORRECT TRANSFER & CLICK IT
- 6. TAB TO: REASON FOR VOIDING THIS ACTIVITY TRANSFER ENTER; REASON FOR VOIDING TRANSFER
- 7. TAB TO: DATE; ENTER EFFECTIVE DATE OF THE VOID
- 8. CLICK: CONTINUE; TRANSFER WILL BE VOIDED CANCEL VOID; TO STOP THE VOID IN PROCESS

Accounting Reports Utili	ties √ System√ Help √ Exit		
Accounting	Accounts	•	
Purchase Orders	 Vendors 		CLICK: ACCOUNTING
	Accounts Payable		CLICK: ACCOUNTING
	Checks Paid		CLICK: TRANSFERS & DEPOSITS
	Receipts		CLICK: TRANSFER ACTIVITY
	Transfers & Deposits) Deposits	
	Journal Adjustments	Transfer Activity	
	Cancel Checks	Transfer GL	
	Budget		_
	Counties		
			activity accounting

Web

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purchase orders

Accounting → Reports → Utilities → Sys	stem – Help –	Exit					
				CLICK: LIST			
Activity Transfer							
FIRST PREV NEXT LAST ADD EDI	r del <mark>list</mark> c	ANCEL SAVE	CLOSE S/	AVE - ADD ANOTH	ER-		
Transfer # 2				Transfer Date	12/20	/2017	
					12/20		
FIGHT ACTIVITY ACCE 510 - CD INTERES				TO ACTIVITY AC	100	- ADMINISTRA	ATION
Cash Balance \$14.03				Cash Balance	(\$2,574.02)	
Working Balance \$14.03				Working Balar	nce (\$2,574.02)	
Accounting → Reports → Utilities → System → Help	√ Exit	_	_	_	_	_	-
Transfer Activity List	Search Transfe	r# ▼ for		Se	arch Close		
Tunnefor # Exam Activity Arct Exam Cub Acct	Click on the field he	ader to sort by th	hat field	Data	Decument ID	Clored	
Transfer # From Activity Activity 1 510 0 1 510 0	100	0	\$0.00	12/20/2017	Document ID	No	
$ \begin{array}{cccccccccccccccccccccccccccccccccccc$	100	0	\$0.00 \$10.00	12/20/2017 12/20/2017		No	
CLICK: TRANSFER TO BE VOI	DED (OR) USE S	SEARCH WIN	DOW TO	LOCATE THE	CORRECT T	RANSFER;	
& CLICK ON THE TRAN	ISFER TO BE V	OIDED					
··· - ··							
Accounting	n ⊸ Help √ Exit	t					
Activity Transfor		CLICK:		S ACTIVITY T	RANSFER		
Activity transfer		🛛 🔤 ТАВ ТО	: REASON	N FOR VOIDI	NG THIS ACT	LIVITY TRANSF	ER
PIRST PREV NEXT LAST ADD EDIT	DEL LIST CANADE		ENTER;	REASON FO	R VOIDING ⁻	TRANSFER	
Transfer # 1		TAB TO	: DATE; E	INTER EFFEC	TIVE DATE C	OF THE VOID	
From Activity Acct 510 - CD INTEREST			CONTINUI	E; TRANSFER	WILL BE VO	DIDED	
STO CD INTEREST			CANCEL V	OID; TO STO	P THE VOID	IN PROCESS	
Cash Balance \$24.03		/	Cash E	Balance	(\$2,584.0)2)	
Working Balance \$24.03			Workir	ng Balance	(\$2,584.0)2)	
From Sub Acct 0 - No SubAccount			To Sub	o Acct	0 - No SubA	Account	
Transfer Amt \$0.00			Entry	Closed	No		
Document #			Date V	/oided]	
Transfer Note							
Void this Activity Transfer Reason for	or Voiding This A	ctivity Transfe	er (Optiona	l)			
		Void Date:	12/20/201	7			
Continue) Car	ncel Void						

VOIDING GL TRANSFERS:

- 1. CLICK: ACCOUNTING
- 2. CLICK: ACCOUNTING
- 3. CLICK: TRANSFERS & DEPOSITS
- 4. CLICK: GL ACTIVITY
- CLICK: LIST; CLICK ON THE TRANSER TO BE VOIDED (OR) USE SEARCH WINDOW TO LOCATE THE CORRECT TRANSFER
 TAB TO: REASON FOR VOIDING THIS ACTIVITY TRANSFER
 - ENTER; REASON FOR VOIDING THIS ACTIVITY TRANSFER
- 7. TAB TO: DATE; ENTER EFFECTIVE DATE OF THE VOID
- 8. CLICK: CONTINUE; TRANSFER WILL BE VOIDED CANCEL VOID; TO STOP THE VOID IN PROCESS

Accounting Reports	Utilities▼ System▼ Help▼	Exit		
Accounting	 Accounts 	Þ		
Purchase Orders	Vendors		C	LICK: ACCOUNTING
	Accounts Payable		C	LICK: ACCOUNTING
	Checks Paid		C	LICK: TRANSFERS & DEPOSITS
	Receipts		CI	LICK: TRANSFER GL
	Transfers & Deposits	Deposits		
	Journal Adjustments	Transfer Activity		
	Cancel Checks	Transfer GL		
	Budget			-
	Counties			
				activity accounti
				activity accounti

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Accounting √ Reports √	Utilities – System – Help – Exit		
GL Transfers	LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE	SAVE - ADD ANOTHER	
Transfer #	1	Transfer Date 12/20/2017	
From GL Acct	994 - Investments 🔻	To GL Acct 992 - Checking 🔻	
Cash Balance	\$0.00	Cash Balance (\$10,780.45)	
Transfer Amt	\$24.03	Entry Closed No	
Document #		Date Voided	
Transfer Note	BRIEF DESCRIPTION/PURPOSE		

Void this GL Transfer



Accounting → Reports → Utilities → System → Help → Exit	CLICK: VOID THIS GLTRANSFER
GL Transfers	TAB TO: REASON FOR VOIDING THIS GL TRANSFER
FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL AV	ENTER; REASON FOR VOIDING TRANSFER
	TAB TO: DATE; ENTER EFFECTIVE DATE OF THE VOID
Transfer # 1	CLICK: CONTINUE; TRANSFER WILL BE VOIDED
From GL Acct 994 - Investment	CANCEL VOID: TO STOP THE VOID IN PROCESS
	CANCEL VOID, TO STOT THE VOID IN TROCESS
Cash Balance \$0.00	
Transfer Amt \$24.03	Entry Closed No
Document #	Date Voided
Transfer Note BRIEF DESCRIPTION/PURPOSE	
Reason for Voidi	ng This GL Transfer (Optional)
Void this GL Transfer	Vold Dat 12/20/2017
Continue Cancel Void	

CHANGE FUNDS

OPENING A CHANGE FUND:

NOTE: ALL CHANGE FUNDS MUST HAVE PRIOR APPROVAL FROM THE ACTIVITY FUNDS SUPPORT OFFICE SUPERVISOR.

1. CREATE A GL ACCOUNT FOR THE CHANGE FUND (REF: PAGES 16-17) w/ ZERO balance

Then receipt funds to new GL:

- 2. CLICK: ACCOUNTING
- 3. CLICK: ACCOUNTING
- 4. CLICK: RECEIPTS
- 5. CLICK: ADD; ENTER RECEIPT # 1
- 6. TAB TO: GL ACCOUNT; SELECT CORRECT GL ACCOUNT NUMBER FOR CHANGE FUND
- 7. TAB TO: RCVD FROM; ENTER (BANK)
- 8. CLICK: ADD LINE ITEM
- 9. TAB TO: ACCT; ENTER APPROPRIATE FUND ACCOUNT
- 10. TAB TO: AMOUNT; ENTER AMOUNT OF CHANGE FUND
- 11. TAB TO: NOTES; ENTER DESCRIPTION
- 12.CLICK: SAVE; ON THE LINE & AT THE TOP

CREATE A CHECK FOR CHANGE FUNDS FROM THE SPECIFIED ACTIVITY FUND ACCOUNT

- 13.CLICK: ACCOUNTING
- 14.CLICK: ACCOUNTING
- 15.CLICK: ACCOUNTS PAYABLE
- 16.CLICK: ADD
- 17.TAB TO: VENDOR ID; ENTER VENDOR ID CODE & SELECT VENDOR(SPONSOR)
- 18.CLICK: ADD LINE ITEM

19.CLICK: ACCT; SELECT ACTIVITY FUND ACCOUNT BEING USED FOR CHANGE FUND

- 20. TAB TO: AMOUNT; ENTER; AUTHORIZED AMOUNT OF CHANGE FUND
- 21. TAB TO: NOTES; ENTER; CREATION OF A NEW CHANGE FUND
- 22.CLICK: SAVE ON LINE ITEM
- 23.CLICK: SAVE AT THE TOP
- 24.GIVE: CHECK TO SPONSOR TO CASH AT BANK

POSTING OF CHECK: REFER TO STEP 2 ON PAGE 113 & SCREEN SHOTS ON PAGE 116
Accounting Reports Utilities	√ System√ Help√ Exit	
Accounting	Accounts •	
Purchase Orders	Vendors	
	Accounts Payable	
	Checks Paid	
	Receipts	
	Transfers & Deposits	
	Journal Adjustments	
	Cancel Checks	
	Budget	
	Counties	

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Receipt	s					Char	nges will not be s	aved until you	ı click save.
FIRST PF	REV NEXT LAST A	ADD EDIT DE	LIST CANCEL SAV	VE CLOSE SAVE	- ADD ANOTHER	Print This Receipt	Void this Receipt	J	
Receipt #	: 1	Date: 01/15	5/2018 🛄 GL Ad	ccount: 995 - C	HANGE F	Printed: No	Posted From	:	
Rcvd Fror	m: NUS	Vendor Nan	me: MISC VENDOR			Closed: No	Void Date: d		
						×			
Vendor NUSEND	Code Venc A NUSE	<mark>IName</mark> ENDA	CADDRESS	<u>CCITY</u> <u>CST</u>	ATE <u>CTA</u>	ta	al: \$0.00		
There are r	There are no line items yet. Click 'Add Line Item'.								
Receipt	s					Chang	jes will not be sav	ved until you o	lick save.
FIRST PF	REV NEXT LAST A	DD EDIT DEL	L LIST CANCEL SAV	E CLOSE SAVE -	ADD ANOTHER P	rint This Receipt)	/oid this Receipt		
Receipt #	: 2	Date: 01/15	/2018 🔲 GL Ac	count: 995 - CH	HANGE F	Printed: No	Posted From:		
Rcvd Fro	m: NUSENDA	Vendor Nam	ne: NUSENDA			Closed: No	Void Date: 🗖		
Individual	NUSENDA								
Add Lin	ie Item					Receipt Total: \$1	,000.00		
Options	Acct.		Sub Acct.	Amount	Tax Amt.	Notes		Pay Type	
6	130 - YEARBOOK		0 - No SubAc	\$200.00	\$0.00	CHANGE FUND		C - Cash	

Accounting Reports Utilities	√ System √ Help √ Exit	
Accounting	Accounts +	
Purchase Orders	Vendors	
	Accounts Payable	
	Checks Paid	
	Receipts	
	Transfers & Deposits	
	Journal Adjustments	
	Cancel Checks	
	Budget	
	Counties	

activity acc

Accounting - Reports - Utilities	s √ System√ Help√ Exit		
Assounts Bayable			
Accounts Payable			
FIRST PREV NEXT LAST ADD	EDIT DEL LIST CANCEL SAVE	CLOSE SAVE - ADD ANOTHER	
G/L Account: Select an Option	C/A: \$	0.00 Date:	Pay This:
Vendor ID: V	endor Name:		
Payee:			
Add Line Item		Working Bal:	Total Amount: \$0.00
There are no line items yet. Click 'A	Add Line Item'.		

P	Accounts	Payable						Changes (will not	be saved until you click sa
	FIRST PREV	NEXT LAST	ADD EDIT DEL LIST	CANCEL	AVE	OSE SAVE - ADI	ANOTHER			
	G/L Account	992 - Chec	king	C/A	: (\$10,	,780.45)	Date: 01/15/2018	Pay This	: 💌	
	Vendor ID:	CHAV	Vendor Name: JEA	ANETTE CHA	VEZ					
	-									
ſ	VendorCo	de <u>Ven</u> d		CADDRESS	9	CCITY CST	ATE <u>CTAXIDNO</u>	unt: \$	0.00]
				 			I]
C	Detions	0	0 No Sub Acct.	\$0.00	P.O.#	Invoice	Notes	\$0.00	. 1099	

Account	ts Payable					Changes will not	be saved unti	il you click	save.
FIRST	EV NEXT LAST ADD EDIT DEL	LIST CANCEL SAVE	-CLOSE SA	VE - ADD AM	NOTHER				
G/L Accou	nt: 992 - Checking	C/A: ((\$10,780.45)	Dat	e: 01/15/2018	🖲 🛛 Pay This: 🕑			
Vendor ID	Vendor ID: CHAVEZ Vendor Name: JEANETTE CHAVEZ								
Payee: JE	ANETTE CHAVEZ								
Add Lin	Add Line Item Working Bal: \$200.00 Total Amount: \$200.00								
Options	Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes		Tax Amt.	1099
9 🔒	130 - YEARBOOK	0 - No SubAc	\$200.0 <mark>0</mark>			CREATION OF NEW	CHANGE FUI	\$0.00	

INCREASING A CHANGE FUND:

NOTE: ALL CHANGE FUNDS MUST HAVE PRIOR APPROVAL FROM THE ACTIVITY FUNDS SUPPORT OFFICE SUPERVISOR.

- 1. CLICK: ACCOUNTING
- 2. CLICK: ACCOUNTING
- 3. CLICK: ACCOUNTS PAYABLE
- 4. CLICK: ADD
- 5. TAB TO: VENDOR ID; ENTER VENDOR ID CODE & SELECT VENDOR(SPONSOR)
- 6. CLICK: ADD LINE ITEM
- 7. CLICK: SELECT ACTIVITY FUND ACCOUNT BEING USED FOR CHANGE FUND
- 8. TAB TO: AMOUNT; ENTER; AUTHORIZED AMOUNT OF CHANGE FUND
- 9. TAB TO: NOTES; ENTER DESCRIPTION FOR INCREASE OF CHANGE FUND
- 10.CLICK: SAVE; ON THE LINE
- 11.CLICK: SAVE; AT THE TOP
- 12.GIVE: CHECK TO SPONSOR TO CASH AT BANK

CREATE A CHECK FOR CHANGE FUNDS FROM THE SPECIFIED ACTIVITY FUND ACCOUNT

13.CLICK: ACCOUNTING

- 14.CLICK: ACCOUNTING
- 15.CLICK: RECEIPTS
- 16.CLICK: ADD; ENTER RECEIPT #1

17.TAB TO: GL ACCOUNT; SELECT CORRECT GL ACCOUNT NUMBER FOR CHANGE FUND

- 18.TAB TO: RECD FROM; ENTER SPONSOR
- 19.CLICK: ADD LINE ITEM
- 20.TAB TO: ACCT; ENTER APPROPRIATE FUND ACCOUNT
- 21.TAB TO: AMOUNT; ENTER AMOUNT OF THE INCREASE OF CHANGE FUND
- 22.NOTES; ENTER DESCRIPTIOIN FOR INCREASE OF CHANGE FUND
- 23.CLICK: SAVE ON LINE ITEM
- 24.CLICK: SAVE AT THE TOP

POSTING OF CHECK: REFER TO STEP 2 ON PAGE 113 & SCREEN SHOTS ON PAGE 116

Accounting Reports Utilities	√ System√ Help√ Exit	
Accounting	Accounts •	
Purchase Orders	Vendors	
	Accounts Payable	
	Checks Paid	
	Receipts	
	Transfers & Deposits	
	Journal Adjustments	
	Cancel Checks	
	Budget	
	Counties	

activity a

Receipt	s					Char	nges will not be s	aved until you	ı click save.
FIRST PF	REV NEXT LAST A	ADD EDIT DE	LIST CANCEL SAV	VE CLOSE SAVE	- ADD ANOTHER	Print This Receipt	Void this Receipt	J	
Receipt #	: 1	Date: 01/15	5/2018 🛄 GL Ad	ccount: 995 - C	HANGE F	Printed: No	Posted From	:	
Rcvd Fror	m: NUS	Vendor Nan	me: MISC VENDOR			Closed: No	Void Date: d		
						×			
Vendor NUSEND	Code Venc A NUSE	<mark>iName</mark> ENDA	CADDRESS	<u>CCITY</u> <u>CST</u>	ATE <u>CTA</u>	ta	al: \$0.00		
There are r	There are no line items yet. Click 'Add Line Item'.								
Receipt	s					Chang	jes will not be sav	ved until you o	lick save.
FIRST PF	REV NEXT LAST A	DD EDIT DEL	L LIST CANCEL SAV	E CLOSE SAVE -	ADD ANOTHER P	rint This Receipt)	/oid this Receipt		
Receipt #	: 2	Date: 01/15	/2018 🔲 GL Ac	count: 995 - CH	HANGE F	Printed: No	Posted From:		
Rcvd Fro	m: NUSENDA	Vendor Nam	ne: NUSENDA			Closed: No	Void Date: 🗖		
Individual	NUSENDA								
Add Lin	ie Item					Receipt Total: \$1	,000.00		
Options	Acct.		Sub Acct.	Amount	Tax Amt.	Notes		Pay Type	
6	130 - YEARBOOK		0 - No SubAc	\$200.00	\$0.00	CHANGE FUND		C - Cash	

Accounting Reports Utilities	√ System √ Help √ Exit	
Accounting	Accounts +	
Purchase Orders	Vendors	
	Accounts Payable	
	Checks Paid	
	Receipts	
	Transfers & Deposits	
	Journal Adjustments	
	Cancel Checks	
	Budget	
	Counties	

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Accounting - Reports - Utilities	s √ System√ Help√ Exit		
Assounts Bayable			
Accounts Payable			
FIRST PREV NEXT LAST ADD	EDIT DEL LIST CANCEL SAVE	CLOSE SAVE - ADD ANOTHER	
G/L Account: Select an Option	C/A: \$	0.00 Date:	Pay This:
Vendor ID: V	endor Name:		
Payee:			
Add Line Item		Working Bal:	Total Amount: \$0.00
There are no line items yet. Click 'A	Add Line Item'.		

Accounts	s Payable						Changes w	ill not	be saved until you click sav
FIRST PREV	/ NEXT LAST AD	D EDIT DEL LIST	CANCEL S	AVE	LOSE SAVE - AD	DANOTHER			
G/L Account	t: 992 - Checking	9	C/A	: (\$10),780.45)	Date: 01/15/2018	Pay This:		
Vendor ID:	CHAV	Vendor Name: JEA	NETTE CHA	VEZ					
							×		
VendorCo CHAVEZ	de <u>VendNa</u> JEANETT	me TE CHAVEZ	CADDRESS		<u>CCITY</u> <u>CST</u>	ATE <u>CTAXIDNO</u>	unt: \$0	.00	
Options	Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099	
🛛 🔀	0	0 No SubAccount	\$0.00				\$0.00		

Accounts Payable	counts Payable							
FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL	AVE CLOSE SAV	/E - ADD AN	IOTHER					
G/L Account: 992 - Checking C/A	: (\$10,780.45)	Dat	e: 01/15/2018	🖪 🛛 Pay This: 🕑				
Vendor ID: CHAVEZ Vendor Name: JEANETTE CHA	VEZ)					
Payee: JEANETTE CHAVEZ								
Add Line Item Working Bal: \$200.00 Total Amount: \$200.00								
Options Acct. Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Ar	nt. 1099		
● 130 - YEARBOOK 0 - No SubAc	\$200.0 <mark>0</mark>			CREATION OF NEW	CHANGE FUI \$0.00			

CLOSING A CHANGE FUND:

NOTE: YOU MUST NOTIFY THE ACTIVITY FUNDS SUPPORT OFFICE SUPERVISOR, WHEN YOU ARE CLOSING OUT A CHANGE FUND.

*** DEPOSIT CHANGE FUND INTO CHECKING ACCOUNT WITHOUT RECEIPTING IT. THE FUNDS ALREADY ACCOUNTED FOR IN THE EPES SYSTEM ***

- 1. CLICK: ACCOUNTING
- 2. CLICK: ACCOUNTING
- 3. CLICK: TRANSFERS & DEPOSITS
- 4. CLICK: TRANSFER GL
- 5. CLICK: ADD; TRANSFER NUMBER AND DATE WILL PREPOPULATE
- 6. TAB TO: FROM GL ACCT; SELECT ACCOUNT NUMBER TO BE CLOSED
- 7. TAB TO: TO GL ACCT; SELECT 992 CHECKING
- 8. TAB TO: TRANSFER AMT; ENTER AMOUNT OF CHANGE FUND
- 9. TAB TO: TRANSFER NOTE; ENTER DESCRIPTION; CLOSING OF CHANGE FUND
- 10.CLICK: SAVE; AT THE TOP

Accounting Reports Vilities	▼ System▼ Help▼ Exit		
Accounting	Accounts +		
Purchase Orders	Vendors		
	Accounts Payable		
	Checks Paid		
	Receipts		
	Transfers & Deposits	Deposits	
	Journal Adjustments	Transfer Activity	
	Cancel Checks	Transfer GL	
	Budget		
	Counties		

activity ac

GL Transfers						
FIRST PREV NEXT	LAST ADD EDIT	DEL LIST CAN	CEL SAVE CLOSE	SAVE - ADD ANOTHER		
Transfer #	1			Transfer Date	12/20/2017	
From GL Acct	994 - Investments	Ψ.		To GL Acct	992 - Checking	Ŧ
Cash Balance	\$0.00			Cash Balance	(\$10,780.45)	
Transfer Amt	\$24.03			Entry Closed	No	
Document #				Date Voided		
boodmente #						
Transfer Note	BRIEF DESCRIPTI	DN/PURPOSE				

Void this GL Transfer

GL Transfers	LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE	SAVE - ADD ANOTHER	
Transfer # From GL Acct	2 995 - CHANGE FUND	Transfer Date To GL Acct	01/15/2018 992 - Checking
Cash Balance	\$200.00	Cash Balance	(\$10,780.45)
Transfer Amt	\$200.00	Entry Closed	No
Document #		Date Voided	
Transfer Note	CLOSING OF CHANGE FUND		

PETTY CASH

OPENING A PETTY CASH FUND:

NOTE: ALL PETTY CASH FUNDS MUST HAVE PRIOR APPROVAL FROM THE ACTIVITY FUNDS SUPPORT OFFICE SUPERVISOR.

- 1. CREATE A GL ACCOUNT FOR THE PETTY CASH FUND (REF: PAGES 16-17)
- 2. CLICK: ACCOUNTING
- 3. CLICK: ACCOUNTING
- 4. CLICK: RECEIPTS
- 5. CLICK: ADD; ENTER RECEIPT # 1
- 6. TAB TO: GL ACCOUNT; SELECT CORRECT GL ACCOUNT NUMBER FOR PETTY CASH FUND
- 7. TAB TO: RCVD FROM; ENTER (SPONSOR OR BANK???)
- 8. CLICK: ADD LINE ITEM
- 9. TAB TO: ACCT; ENTER APPROPRIATE FUND ACCOUNT
- 10. TAB TO: AMOUNT; ENTER AMOUNT OF CHANGE FUND
- 11.TAB TO: NOTES; ENTER DESCRIPTION
- 12.CLICK: SAVE; ON THE LINE & AT THE TOP

CREATE A CHECK FOR PETTY CASH FUNDS FROM THE SPECIFIED ACTIVITY FUND ACCOUNT

- 13.CLICK: ACCOUNTING
 - 14.CLICK: ACCOUNTING
 - 15.CLICK: ACCOUNTS PAYABLE
 - 16.CLICK: ADD
 - 17.TAB TO: VENDOR ID; ENTER VENDOR ID CODE & SELECT VENDOR
 - 18.CLICK: ADD LINE ITEM
 - 19.CLICK: ACCT; SELECT ACTIVITY FUND ACCOUNT BEING USED FOR PETTY CASH FUND
 - 20.TAB TO: AMOUNT; ENTER; AUTHORIZED AMOUNT OF PETTY CASH FUND
 - 21.TAB TO: NOTES; ENTER; CREATION OF A NEW PETTY CASHFUND
 - 22.CLICK: SAVE ON LINE ITEM
 - 23.CLICK: SAVE AT THE TOP

POSTING OF CHECK: REFER TO STEP 2 ON PAGE 113 & SCREEN SHOTS ON PAGE 116

Accounting Reports Utilities	▼ System ▼ Help ▼ Exit	
Accounting	Accounts +	
Purchase Orders	Vendors	
	Accounts Payable	
	Checks Paid	
	Receipts	
	Transfers & Deposits	
	Journal Adjustments	
	Cancel Checks	
	Budget	
	Counties	

activity a

Receipts						Char	iges will not be	saved until you	click save.
FIRST PREV NEXT LA	ST ADD EDIT DE	LIST CANCEL	SAVE CLOSE	SAVE - ADD ANOT	HER Print T	This Receipt	Void this Recei	pt	
Receipt #: 1	Date: 01/1	5/2018	GL Account:	995 - CHANGE I	= <mark></mark> P	rinted: No	Posted From	m:	
Rcvd From: NUS	Vendor Na	me: MISC VENDO	R) с	losed: No	Void Date:		
						×			
VendorCode NUSENDA	<mark>VendName</mark> NUSENDA	<u>CADDRESS</u>	<u>CCITY</u>	<u>CSTATE</u>	CTAXIDN	D ta	l: \$0.00		
There are no line items ye	et. Click 'Add Line It	em'.							

Receipts				Changes	will not be saved until you o	lick save.
FIRST PREV NEXT LAST ADD EDIT DEL	LIST CANCEL SAVE	CLOSE SAVE -	ADD ANOTHER	Print This Receipt) Void	this Receipt	
Receipt #: 2 Date: 01/15/	/2018 🔲 GL Acc	count: 995 - CH	IANGE F	Printed: No	Posted From:	
Rcvd From: NUSENDA Vendor Nam	e: NUSENDA			Closed: No	Void Date:	
Individual: NUSENDA						
Add Line Item				Receipt Total: \$1,00	00.00	
Options Acct.	Sub Acct.	Amount	Tax Amt.	Notes	Pay Type	
I30 - YEARBOOK	0 - No SubAc	\$200.00	\$0.00	CHANGE FUND	C - Cash	

Accounting Reports Utilities	▼ System▼ Help▼ Exit	
Accounting	Accounts •	
Purchase Orders	Vendors	
	Accounts Payable	
	Checks Paid	
	Receipts	
	Transfers & Deposits	
	Journal Adjustments	
	Cancel Checks	
	Budget	
	Counties	

activity acc

Accounting	Reports ~	Utilities 、	System –	Help⊽	Exit							
Accounts	Pavable											
FIRST PREV	NEXT LAST	ADD ED	NT DEL LI	ST CAN	CEL SA		SAVE -	ADD ANOTH	ER-			
G/L Account:	Select an	Option			C/A:	\$0.00		Date:			Pay This: 🔲	
Vendor ID:		Vend	dor Name:									
Payee:												
Add Line It	tem					Wo	rking Bal	:		Total /	Amount: \$0.00	
There are no l	line items yet.	. Click 'Add	Line Item'.									_

Accounts	Bayable						Changes w	ill not	be saved until you click sav
FIRST PREV	/ NEXT LAST ADI	D EDIT DEL LIST (CANCEL	SAVE CI	LOSE SAVE - AD	DANOTHER			
G/L Account	t: 992 - Checking)	C/A	: (\$10	,780.45)	Date: 01/15/2018	Pay This:		
Vendor ID:	CHAV	Vendor Name: JEAN	ETTE CHA	WEZ					
							×		
VendorCo CHAVEZ	de <u>VendNa</u> JEANETT	me <u>C/</u> E CHAVEZ	ADDRESS	<u> </u>	<u>CCITY</u> <u>CST</u>	ATE <u>CTAXIDNO</u>	unt: \$0	.00	
Options	Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099	
🛛 🔀	0	0 No SubAccount	\$0.00				\$0.00		

Accounts Payable				Changes will not	be saved until you	click save.		
FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL	AVE CLOSE SAV	/E - ADD AN	IOTHER					
G/L Account: 992 - Checking C/A	: (\$10,780.45)	Dat	e: 01/15/2018	🖪 🛛 Pay This: 🕑				
Vendor ID: CHAVEZ Vendor Name: JEANETTE CHA	VEZ)					
Payee: JEANETTE CHAVEZ								
Add Line Item Working Bal: \$200.00 Total Amount: \$200.00								
Options Acct. Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Ar	nt. 1099		
● 130 - YEARBOOK 0 - No SubAc	\$200.0 <mark>0</mark>			CREATION OF NEW	CHANGE FUI \$0.00			

INCREASING A PETTY CASH FUND:

NOTE: ALL PETTY CASH FUNDS MUST HAVE PRIOR APPROVAL FROM THE ACTIVITY FUNDS SUPPORT OFFICE SUPERVISOR.

CREATE A CHECK FOR PETTY CASH FUNDS FROM THE SPECIFIED ACTIVITY FUND ACCOUNT

- 1. CLICK: ACCOUNTING
- 2. CLICK: ACCOUNTING
- 3. CLICK: ACCOUNTS PAYABLE
- 4. CLICK: ADD
- 5. TAB TO: VENDOR ID; ENTER VENDOR ID CODE & SELECT VENDOR THIS IS USUALLY THE BOOKKEEPER
- 6. CLICK: ADD LINE ITEM
- 7. CLICK: ACCT; SELECT ACTIVITY FUND ACCOUNT BEING USED FOR PETTY CASH FUND
- 8. TAB TO: AMOUNT; ENTER; AUTHORIZED AMOUNT OF PETTY CASH FUND
- 9. TAB TO: NOTES; ENTER; INCREASE OF PETTY CASH FUND
- 10.CLICK: SAVE ON LINE ITEM
- 11.CLICK: SAVE AT THE TOP
- 12. TAKE CHECK TO THE BANK TO CASH

POSTING OF CHECK: REFER TO STEP 2 ON PAGE 113 & SCREEN SHOTS ON PAGE 116

- 13.CLICK: ACCOUNTING
- 14.CLICK: ACCOUNTING
- **15.CLICK: RECEIPTS**
- 16.CLICK: ADD; ENTER RECEIPT # 1
- 17. TAB TO: GL ACCOUNT; SELECT CORRECT GL ACCOUNT NUMBER

FOR PETTY CASH FUND

- 18.TAB TO: RCVD FROM; ENTER (SPONSOR OR BANK???)
- 19.CLICK: ADD LINE ITEM
- 20. TAB TO: ACCT; ENTER APPROPRIATE FUND ACCOUNT
- 21. TAB TO: AMOUNT; ENTER AMOUNT OF THE INCREASE TO THE PETTY CASH FUND
- 22.TAB TO: NOTES; ENTER DESCRIPTION FOR INCREASE OF PETTY CASH FUND
- 23.CLICK: SAVE; ON THE LINE & AT THE TOP

Accounting Reports Utilities	▼ System▼ Help▼ Exit	
Accounting	Accounts •	
Purchase Orders	Vendors	
	Accounts Payable	
	Checks Paid	
	Receipts	
	Transfers & Deposits	
	Journal Adjustments	
	Cancel Checks	
	Budget	
	Counties	

activity a

Receipts	3				Cha	inges will not be s	aved until you	click save.	
FIRST PR	EV NEXT LAST ADD EDIT DE	LIST CANCEL SAV	E CLOSE SAVE	ADD ANOTHER	Print This Receipt	Void this Receipt	t)		
Receipt #:	1 Date: 01/1	5/2018 🔲 GL Ac	count: 995 - C	HANGE F	Printed: No	Posted From	:		
Rcvd From	n: NUS Vendor Nar	me: MISC VENDOR			Closed: No	Void Date: r			
-					×				
Vendor(NUSEND/	VendName A NUSENDA	CADDRESS	<u>CCITY</u> <u>CST</u>	ATE CTAX	<u>CIDNO</u> t	tal: \$0.00			
There are r	here are no line items yet. Click 'Add Line Item'.								
Receipts	6				Chan	ges will not be sav	ved until you cli	ck save.	
FIRST PR	EV NEXT LAST ADD EDIT DE	L LIST CANCEL SAVE	CLOSE SAVE - A	ADD ANOTHER Pr	rint This Receipt	Void this Receipt			
Receipt #:	2 Date: 01/15	/2018 🔲 GL Acc	count: 995 - CH	IANGE F	Printed: No	Posted From:			
Rcvd Fror	n: NUSENDA Vendor Nan	ne: NUSENDA			Closed: No	Void Date: 🗖			
Individual	NUSENDA								
Add Lin	Add Line Item Receipt Total: \$1,000.00								
Options	Acct.	Sub Acct.	Amount	Tax Amt.	Notes		Рау Туре		
9 🗉	130 - YEARBOOK	0 - No SubAc	\$200.00	\$0.00	CHANGE FUND		C - Cash		

Accounting Reports V	Utilities	▼ System▼ Help▼ Exit	
Accounting	Þ	Accounts	
Purchase Orders	Þ	Vendors	
		Accounts Payable	
		Checks Paid	
		Receipts	
		Transfers & Deposits	
		Journal Adjustments	
		Cancel Checks	
		Budget	
		Counties	

activity acc

Accounting → Reports → Utilities → System →	Help √ Exit	
Accounts Payable	ST CANCEL SAVE CLOSE SAVE - ADD ANOTHER	
G/L Account: Select an Option	C/A: \$0.00 Date: Pay This:	
Vendor ID: Vendor Name:		
Payee:		
Add Line Item	Working Bal: Total Amount: \$0.00	
There are no line items yet. Click 'Add Line Item'.		

Accounts	s Payable						Changes w	ill not	be saved until you click sav
FIRST PREV	/ NEXT LAST AD	D EDIT DEL LIST	CANCEL S	AVE	LOSE SAVE - AD	DANOTHER			
G/L Account	t: 992 - Checking	9	C/A	: (\$10),780.45)	Date: 01/15/2018	Pay This:		
Vendor ID:	CHAV	Vendor Name: JEA	NETTE CHA	VEZ					
							×		
VendorCo CHAVEZ	de <u>VendNa</u> JEANETT	me TE CHAVEZ	CADDRESS		<u>CCITY</u> <u>CST</u>	ATE <u>CTAXIDNO</u>	unt: \$0	.00	
Options	Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099	
🛛 🔀	0	0 No SubAccount	\$0.00				\$0.00		

Accounts Payable					Changes will no	t be saved unti	il you click	save.
FIRST PREV NEXT LAST ADD EDIT DEL	LIST CANCEL SAVE	CLOSE SA	VE - ADD AM	NOTHER				
G/L Account: 992 - Checking	C/A: ((\$10,780.45)	Dat	e: 01/15/2018	🗉 🛛 Pay This: 🗹			
Vendor ID: CHAVEZ Vendor Nam	e: JEANETTE CHAVE	Z						
Payee: JEANETTE CHAVEZ								
Add Line Item Working Bal: \$200.00 Total Amount: \$200.00								
Options Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes		Tax Amt.	1099
	0 - No SubAc	\$200.00			CREATION OF NEW	CHANGE FUI	\$0.00	

REPLENISHING THE PETTY CASH FUND:

YOU WILL POST CHECK FOR THE REPLENISHMENT OF PETTY CASH FUND AS FOLLOWS

- 1. CLICK: ACCOUNTING
- 2. CLICK: ACCOUNTING
- 3. CLICK: ACCOUNTS PAYABLE
- 4. CLICK: ADD
- 5. TAB TO: VENDOR ID; ENTER VENDOR ID CODE & SELECT VENDOR
- 6. CLICK: ADD LINE ITEM
- 7. CLICK: ACCT; SELECT ACTIVITY FUND ACCOUNT BEING CHARGED FOR PETTY CASH
- 8. TAB TO: AMOUNT; ENTER; AUTHORIZED AMOUNT OF PETTY CASH VOUCHER
- 9. TAB TO: NOTES; ENTER; DESCRIPTION OF VOUCHER PURCHASE
- 10.CLICK: SAVE ON LINE ITEM
- **11.CLICK: SAVE AT THE TOP**

*** REPEAT FOR EACH INDIVIDUAL VOUCHER ***

POSTING OF CHECK: REFER TO STEP 2 ON PAGE 113 & SCREEN SHOTS ON PAGE 116

Accounting - Reports - Utilities	🗢 System√ Help√ Exit	
Accounting	Accounts •	
Purchase Orders	Vendors	
	Accounts Payable	
	Checks Paid	
	Receipts	
	Transfers & Deposits	
	Journal Adjustments	
	Cancel Checks	
	Budget	
	Counties	

Accounting \neg Reports \neg Utilities \neg System \neg Help \neg Exit	
Accounts Payable	
FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL S	SAVE CLOSE SAVE - ADD ANOTHER
G/L Account: 992 - Checking	C/A: (\$10,980.45) Date: 01/15/2018 Pay This: 🖉
Vendor ID: CHAVEZ Vendor Name: JEANETTE CHAVEZ	Z
Payee: JEANETTE CHAVEZ	
Add Line Item	Working Balt
	Touris Notes Touris 4000
Acct. Sub Acct. Amount P.O.#	Invoice Notes Tax Amt. 1099
YEARBOOK No SubAccount \$200.00	CREATION OF NEW CHANGE FUND \$0.00

Accounts Pavable	Changes will not be saved until you click sa
FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER	
G/L Account: 992 - Checking C/A: (\$10,980.45) Date: 01/15/2018	Pay This: 🕑
Vendor ID: CHAVEZ Vendor Name: MISC VENDOR	
VendorCode VendName CADDRESS CCITY CSTATE CTAXIDNO CHAVEZ JEANETTE CHAVEZ I	unt: \$0.00
There are no line items yet. Click 'Add Line Item'.	

Account	s Payable					Changes will not be sav	ved until you click	save.	
FIRST PRE	EV NEXT LAST ADD EDIT DEL	LIST CANCEL SAVE	CLOSE SA	/E - ADD A	NOTHER				
G/L Accoun	nt: 992 - Checking	C/A:	(\$10,980.45)	Da	ate: 01/15/2018	🔲 Pay This: 🗹			
Vendor ID	: CHAVEZ Vendor Nam	e: JEANETTE CHAVE	Z]				
Payee: JEA	ANETTE CHAVEZ								
Add Line Item Working Bal: \$1,000.00 Total Amount: \$11.00									
Options	Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099	
6	140 - BAND/CHOIR	0 - No SubAc	\$11.00			REEDS FOR INSTRUMENTS	<mark>S</mark> \$0.00		a

CLOSING A PETTY CASH FUND:

NOTE: YOU MUST NOTIFY THE ACTIVITY FUNDS SUPPORT OFFICE SUPERVISOR, WHEN YOU ARE CLOSING OUT A PETTY CASH FUND.

*** DEPOSIT PETTY CASH FUND INTO CHECKING ACCOUNT WITHOUT RECEIPTING IT. THESE FUNDS ARE ALREADY ACCOUNTED FOR IN THE EPES SYSTEM ***

- 1. CLICK: ACCOUNTING
- 2. CLICK: ACCOUNTING
- 3. CLICK: TRANSFERS & DEPOSITS
- 4. CLICK: TRANSFER GL
- 5. CLICK: ADD; TRANSFER NUMBER AND DATE WILL PREPOPULATE
- 6. TAB TO: FROM GL ACCT; SELECT ACCOUNT NUMBER TO BE CLOSED
- 7. TAB TO: TO GL ACCT; SELECT 992 CHECKING
- 8. TAB TO: TRANSFER AMT; ENTER AMOUNT OF PETTY CASH FUND
- 9. TAB TO: TRANSFER NOTE; ENTER DESCRIPTION; CLOSING OF PETTY CASH FUND
- 10.CLICK: SAVE; AT THE TOP

Accounting Reports Vilities	▼ System▼ Help▼ Exit		
Accounting •	Accounts +		
Purchase Orders	Vendors		
	Accounts Payable		
	Checks Paid		
	Receipts		
	Transfers & Deposits	Deposits	
	Journal Adjustments	Transfer Activity	
	Cancel Checks	Transfer GL	
	Budget		
	Counties		

activity ac

GL Transfers							
FIRST PREV NEXT	LAST ADD EDIT	DEL LIST	CANCEL SAVE	CLOSE	SAVE - ADD ANOTHER		
Transfer #	1				Transfer Date	12/20/2017	
From GL Acct	994 - Investments		Ŧ		To GL Acct	992 - Checking	Ŧ
Cash Balance	\$0.00				Cash Balance	(\$10,780.45)	
Transfer Amt	\$24.03				Entry Closed	No	
					Date Voided		
Document #					Date Volded		
Transfer Note	BRIEF DESCRIPTI	ON/PURPO	SE				

Void this GL Transfer

GL Transfers									
FIRST PREV NEXT	LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE	SAVE - ADD ANOTHER							
Transfer #	2	Transfer Date	01/15/2018						
From GL Acct	995 - CHANGE FUND	To GL Acct	992 - Checking						
Cash Balance	\$200.00	Cash Balance	(\$10,780.45)						
Transfer Amt	\$200.00	Entry Closed	No						
Document #		Date Voided							
Transfer Note	CLOSING OF CHANGE FUND								

YEAREND ROLLOVER

SEQUENTIAL LIST OF VENDORS WITH NO TRANSACTIONS:

<u>STEP 1:</u>

- 1. CLICK: REPORTS
- 2. CLICK: ACCOUNTING
- 3. CLICK: SEQUENTIAL LIST
- 4. CLICK: VENDORS WITH NO TRANSACTIONS
- 5. CLICK: PREVIEW; THIS WILL POPULATE THE LIST OF ALL VENDORS THAT HAVE HAD NO ACTIVITY FOR THE PAST 12 MONTHS
- 6. PRINT REPORT AS YOU WILL NEED IT FOR STEP 2.
- 7. CONTINUE ROLLOVER PROCESS ON PAGE 198.

Accounting - Re	eports Utilities S	System –	Help v Exit			
Ac	counting	Þ	Activity Ledger			
Pu	irchase Orders	Þ	Outstanding Checks			
			Reconciliation			
			Bank Reconciliation			
			Print Checks			
			Print Prev. Receipts			
			1099 Information	Þ		
			Special Reports	Þ		
			Journal Adjustments	Þ		
			Chart of Accounts	Þ		_
			Sequential List		List of Checks - Brief	••
			Sub Account Reports	Þ	List of Checks	vity acco
			Deposit Voucher		List of Receipts	• •
			Vendor List		All Transactions by Vendor	x
			Extended Codes	Þ	Vendors with no Transactions	burchase ord
					List of Accounts Payable	
					List of Activity Transfers	
					List of GL Transfers	
					Tax Amounts by County	
					Tax Amounts by Account	

List of Vendors with No Transactions

Preview Print	Close	
Report Title		
Report Saved Name		
Fields	Operators	Compare to
Vendor Code Vendor Name	 Equal to Greater Than Less than Begins with Contain Ends with OR 	Add Condition Remove Clear All
	.	Save Rpt

Vendors With No	o Transactions	- e ×
December 21, 2017	ALBUQUERQUE TRAINING SCHOOL 1 Sequential List of Vendors with No Transactions	Page 1 of 1
VendorCode BLANK DOE STUDENT	VedName MISC VENDORS JANE DOE STUDENT	

YEAREND ACTIVITY LEDGER REPORT:

ACTIVITY LEDGER REPORT:

- **1. CLICK: REPORTS**
- 2. CLICK: ACCOUNTING
- **3. CLICK: ACTIVITY LEDGER**
- 4. ENTER: PERIOD BEGIN; (1ST DATE OF THE YEAR; 07/01/XXXX) PERIOD END (LAST DATE OF THE YEAR; 06/30/XXXX)
- 5. CLICK: PREVIEW, VERIFY THAT ALL ACCOUNTS HAVE A POSITIVE BALANCE IF ANY ACCOUNTS ARE IN THE NEGATIVE THEY MUST BE BROUGHT TO A ZERO BALANCE VIA ACTIVITY TRANSFER BEFORE YOU PROCEED WITH THE YEAREND ROLLOVER.
- 6. CLICK: PRINT; IF ALL ACCOUNTS ARE IN GOOD STANDING

Accounting - Reports Utilities System -	Help v Exit	
Accounting	Activity Ledger	
Purchase Orders	Outstanding Checks Reconciliation Bank Reconciliation Print Checks Print Prev. Receipts 1099 Information Special Reports Journal Adjustments Chart of Accounts Sequential List	CLICK: REPORTS CLICK: ACCOUNTING CLICK: ACTIVITY LEDGER

116
Summarize on Digit 1 (Only 1-6)
Account Group Totals
Exclude Zero Balances
Sort By Acct Name
; 07/01/XXXX) ; 06/30/XXXX) . POSITIVE BALANCE MUST BE BROUGHT TO A ZERO BALANCE CEED WITH THE YEAR-END ROLLOVER.

January 24, 2017

ALBUQUERQUE TRAINING SCHOOL 1

Page 1 of 1

			General	Ledger Report				
Fre	om Date: 1/1/2017 To Date: 01/31/2017		Finar	icial Report			From Acct: To Acct:	1 9999999
			Activ	ity Accounts				
Acct	Account Name	Beg. Bal.	Recpt / JV	Disb / JV	Transfers	End. Bal.	YTD Payables	Work Bal
100	General	\$14,097.04	\$323.00	\$0.00	\$0.00	\$14,420.04	\$0.00	\$14,420.04
101	Pepsi	\$125.00	\$0.00	\$0.00	\$0.00	\$125.00	\$0.00	\$125.00
200	Band	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
210	Orchestra	\$2,405.00	\$0.00	\$0.00	\$0.00	\$2,405.00	\$0.00	\$2,405.00
220	Choir	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00
230	Drama	\$4,262.64	\$0.00	\$0.00	\$0.00	\$4,262.64	\$0.00	\$4,262.64
250	AGENDAS	\$1,018.59	\$0.00	\$0.00	\$0.00	\$1,018.59	\$0.00	\$1,018.59
300	Library	\$93.10	\$0.00	\$0.00	\$0.00	\$93.10	\$0.00	\$93.10
310	Yearbook	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	\$0.00	\$700.00
311	SNACK MONEY	\$82.50	\$0.00	\$0.00	\$0.00	\$82.50	\$0.00	\$82.50
400	Athletics-General	\$600.90	\$0.00	\$0.00	\$0.00	\$600.90	\$0.00	\$600.90
401	Football	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
420	Track & Field	\$4,300.00	\$0.00	\$0.00	\$0.00	\$4,300.00	\$0.00	\$4,300.00
430	Soccer	\$3,200.00	\$0.00	\$0.00	\$0.00	\$3,200.00	\$0.00	\$3,200.00
500	Lost/Damaged Textbooks	\$560.00	\$0.00	\$0.00	\$0.00	\$560.00	\$0.00	\$560.00
600	Snack Bar	\$3,219.00	\$0.00	\$0.00	\$0.00	\$3,219.00	\$0.00	\$3,219.00
	Activity Accounts Grand Total	\$36,913.77	\$323.00	\$0.00	\$0.00	\$37,236.77	\$0.00	\$37,236.77

GL Accounts

GL	Acct	Begin Bal	Recpt / JV	Disb / JV	Transfers	End Bal	YTD Payables	Work Bal
990	Petty Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
991	Cash on Hand	\$5,505.36	\$323.00	\$0.00	\$0.00	\$5,828.36	\$0.00	\$5,828.36
992	Checking	\$31,408.41	\$0.00	\$0.00	\$0.00	\$31,408.41	\$0.00	\$31,408.41
993	Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
994	Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	General Ledger Grand Total	\$36,913.77	\$323.00	\$0.00	\$0.00	\$37,236.77	\$0.00	\$37,236.77

- BEGINNING BALANCE + RECEIPTS DISBURSMENTS +/- TRANSFERS = ENDING BALANCE
- YTD PAYABLES: ANY BILLS THAT HAVE BEEN RECEIVED & POSTED BUT NOT PAID YET.
- ACTIVITY ACCTS GRAND TOTAL: COMBINATION OF ALL SCHOOL ACCOUNTS.
- GENERAL LEDGER GRAND TOTAL: COMBINATION OF ALL BANKING ACCOUNTS AND PETTY CASH

YEAREND ROLLOVER:

- 1. CLICK: UTILITIES
- 2. CLICK: YEAREND CLOSING
- 3. VERIFY: BEGIN & END FISCAL DATES;
 - BEGIN FISCAL; (1ST DATE OF THE YEAR; 07/01/XXXX) END FISCAL; (LAST DATE OF THE YEAR; 06/30/XXXX)
- 4. VERIFY: PAYABLES; ARE MARKED:
 - COPY OPEN PAYABLES TO THE NEW YEAR (RESET DATE TO NEW FISCAL)
- 5. VERIFY: PURCHASE ORDERS; ARE MARKED:
 - COPY OPEN PO'S TO THE NEW YEAR (RESET DATE TO NEW FISCAL)
- 6. VERIFY: BUDGET; YOU WILL CHANGE THIS TO BE MARKED:
 - RETAIN THE BUDGET AMOUNTS IN NEW YEAR
- 7. CLICK: CLOSE THIS YEAR
- 8. VERIFY: PROMPT; "ARE YOU SURE YOU WANT TO CLOSE THIS YEAR?"
- 9. CLICK: OK

Accounting	Reports -	Utilities System Help Exit
		Preferences
		Year End Closing
		View Prior Year
		Data Conversion
		Change User
		Export
		Import
		Update Cash Balances

Year End Closing

Only use this option once a year, after completing the steps below.

This screen will setup your data for the new year as well as calculate the new beginning balances.

Before executing this function, please be sure you have printed and balanced all reports for this year

Begin Fiscal End Fiscal	. <mark>7/1/2017</mark> 6/30/2018
Pavables	Copy open Payables to the new year (reset date to new fiscal)
	\bigcirc Do NOT copy the open payables to the new year
Burchasa Ordans	Copy open POs to the new year (reset date to new fiscal)
	$igodoldsymbol{ imes}$ Do NOT copy the open POs to the new year
Budget	Keset Budget Amounts to zero
	Retain the budget amounts in new year



Close This Year



Year End Closing

Only use this option once a year, after completing the steps below.

This screen will setup your data for the new year as well as calculate the new beginning balances.

Before executing this function, please be sure you have printed and balanced all reports for this year

Begin Fiscal	7/1/2017
End Fiscal	6/30/2018

Year End Closing

Only use this option once a year, after completing the steps below.

This screen will setup your data for the new year as well as calculate the new beginning balances. Before executing this function, please be sure you have printed and balanced all reports for this year

Begin Fiscal End Fiscal	7/1/2018 6/30/2019
Payables	Copy open Payables to the new year (reset date to new fiscal) Do NOT copy the open payables to the new year
Purchase Orders	Copy open POs to the new year (reset date to new fiscal)
	Do NOT copy the open POs to the new year
Budget	Reset Budget Amounts to zero
budget	Retain the budget amounts in new year
This Year has been b	acked-up and closed successfully!
Close Screen Clo	se This Year
	ONCE COMPLETED THE DATES WILL REFLECT:
	BEGIN FISCAL: 7/1/XXXX
	END FISCAL: 6/30/XXXX
	THIS YEAR HAS BEEN BACKED-UP AND CLOSED SUCCESSFULLY!

SEQUENTIAL LIST OF VENDORS WITH NO TRANSACTIONS:

STEP 2: USING THE SEQUENTIAL LIST OF VENDORS WITH NO TRANSACTIONS REPORT PROCEED WITH THE FOLLOWING STEPS:

******* NOTE: DO NOT DELETE THE "BLANK" VENDOR CODE, IT IS A PLACE HOLDER.

- 1. CLICK: ACCOUNTING
- 2. CLICK: ACCOUNTING
- 3. CLICK: VENDORS
- 4. CLICK: LIST; ENTER: VENDOR CODE IN SEARCH BOX CLICK: SEARCH (OR) SCROLL TO THE VENDOR TO BE DELETED
- 5. CLICK: VENDOR TO BE DELETED; ONE TIME
- 6. CLICK: DELETE
- 7. PROMPT: ARE YOU SURE YOU WANT TO DELETE THIS RECORD?
 - CLICK: OK
- 8. PROMPT: CONFIRMATION REQUIRED

ARE YOU CERTAIN YOU WISH TO DELETE THIS RECORD? CLICK: YES



purchase orders



District: ALBUQUERQUE PUBLIC SCHOOLS School: ALBUQUERQUE TRAINING SCHOOL 1 Year: 2016 / 2017 Change Schools

Accounting Reports Utilities System Help Exit

Vendors FIRST PREV NEXT LAST ADD EDIT DEL LIST CLICK: LIST Vendor Name MISC VENDORS

Copyright © 2014: CA	P Group, Inc.	2017				
Accounting √ Reports √ U	tilities▼ System▼ Help▼ Exit				_	_
Vendors	Search Vendor Code	for slick on th	earch) Close	iald		
			e nela neader to sort by that i	ieia		
		Page <u>1</u> <mark>2</mark> EN	ITER: VENDOR CC	DE IN S	SEARCH BOX	
Vendor Code	<u>Vendor Name</u>	Address	ICK: SEARCH			
2000NM	2000 NMASC AND CENTRAL		R)			
2006NM	2006 NM PRESS WOMEN	SC	ROLL TO THE VEN	DOR TO	D EDIT	
2006NMSU	NMSU DEPT. OF JOURNALISM	BOX 30001 CL	CLICK: VENDOR ONE TIME TO SELECT			
2CATS	2 CATS PRODUCTION	20 WEST 22ND STREET			10010	212-323-2003
355	CLASS OF 2112					
3DGRAFX	3D CAR FX	6600 MENAUL NE	ALBUQUERQUE	NM	87110	
44THARMY	44TH ARMY NATIONAL GUARD	600 WYOMING NE	ALBUQUERQUE	NM	87123	
4IMPRINT	4IMPRINT, INC.	P. O. BOX 1641	MILWAUKEE	WI	53201-1641	
4WALL	4WALL LIGHTING	3165 W. SUNSET RD. SUITE 100	LAS VEGAS	NV	89118	(702) 263-3858
50STAR0ST	5 STAR STUDENTS	42095 ZEVO DRIVE, STE. 4	TEMECULA	CA	92590	951-808-3875
5STARFUND	ENTERTAINMENT	6553 SOLUTION CENTER	CHICAGO	IL	60677	



District:ALBUQUERQUE PUBLIC SCHOOLS School: ALBUQUERQUE TRAINING SCHOOL 5 Year: 2016 / 2017 Change Schools

Vendors

FIRST PREV NEXT LAST	ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER
Vendor Code	APSBOE * CLICK: DELETE
Vendor Name	APS BOARD OF EDUCATION *
Address	
Address line 2	
City	
State	▼ ZipCode





REPORTS

ACTIVITY LEDGER REPORT:

- **1. CLICK: REPORTS**
- 2. CLICK: ACCOUNTING
- **3. CLICK: ACTIVITY LEDGER**
- 4. ENTER: PERIOD BEGIN (1ST DATE OF STATEMENT CYCLE) PERIOD END (LAST DATE OF STATEMENT CYCLE)
- 5. CLICK: PREVIEW, VERIFY THAT ALL ACCOUNTS HAVE A POSITIVE BALANCE IF ANY ACCOUNTS ARE IN THE NEGATIVE THEY MUST BE BROUGHT TO A ZERO BALANCE VIA ACTIVITY TRANSFER BEFORE YOU CAN PROCEED WITH THE MONTH END BALANCING.
- 6. CLICK: PRINT; IF ALL ACCOUNTS ARE IN GOOD STANDING

Accounting -	Reports - Utilities - System -	Help √ Exit								
	Accounting	Activity Ledger								
	Purchase Orders	Activity Ledger Outstanding Checks Reconciliation Bank Reconciliation Print Checks Print Prev. Receipts 1099 Information Special Reports Journal Adjustments Chart of Accounts	CLICK: REPORTS CLICK: ACCOUNTING CLICK: ACTIVITY LEDGER							
		Sequential List								
Accounting 、	Reports v U	Itilities v	System▼	Help √	Exit	_	_	_	_	
-------------------------	------------------------	------------------------	-----------	-------------------	--------	------------	-----------------	----------	----------------	----
Activity Acco	unts - Ledge	er Report	s							
Preview Print	Export To E	xcel) Clos	se							
Report Title										
Period Begin	01/01/2017			Close N	lonth)					
Period End	01/31/2017									
From Account	1		•	Fiscal Be	egin	7/1/2016				
To Account	999999		۲	Fiscal Er	nd	6/30/2017				
Report Opti	ons									
Financial Re	eport					Su	ımmarize on D	Digit	1 (Only 1-6)	
O Year to Date	e and Current	Month				Ac	count Group 1	Fotals		
Budget Exp	ense Ledger					Ex	clude Zero Ba	lances		
Principal Mo	onthly Ledger					So	ort By Acct Nar	me		
Budget Receiption	eipt Ledger									
Principal's M	Ionthly Report	: - Florida								
ENTER: P	ERIOD BEG	IN (1 st C	DATE OF S	STATEN		CYCLE)				
Р	ERIOD END	(LAST D	DATE OF S	STATEN	IENT	CYCLE)				
CLICK: P	REVIEW, VI	ERIFY TH	IAT ALL A		ITS H	AVE A POSI	TIVE BALAN	NCE		
IF	ANY ACCO	OUNTS A	RE IN TH	E NEGA	TIVE	THEY MUST	F BE BROUG	GHT TO A	A ZERO BALANCE	Ξ
V	IA ACTIVIT	TRANS	FER BEF	ORE YO	J CAN	N PROCEED	WITH THE	MONTH	END BALANCING	G.

CLICK: PRINT; WHEN ALL ACCOUNTS ARE IN GOOD STANDING

January 24, 2017

ALBUQUERQUE TRAINING SCHOOL 1

Page 1 of 1

			General	Ledger Report	t			
Fre	om Date: 1/1/2017 To Date: 01/31/2017		From Acct: To Acct:	1 9999999				
			Activ	ity Accounts				
Acct	Account Name	Beg. Bal.	Recpt / JV	Disb / JV	Transfers	End. Bal.	YTD Payables	Work Bal
100	General	\$14,097.04	\$323.00	\$0.00	\$0.00	\$14,420.04	\$0.00	\$14,420.04
101	Pepsi	\$125.00	\$0.00	\$0.00	\$0.00	\$125.00	\$0.00	\$125.00
200	Band	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
210	Orchestra	\$2,405.00	\$0.00	\$0.00	\$0.00	\$2,405.00	\$0.00	\$2,405.00
220	Choir	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00
230	Drama	\$4,262.64	\$0.00	\$0.00	\$0.00	\$4,262.64	\$0.00	\$4,262.64
250	AGENDAS	\$1,018.59	\$0.00	\$0.00	\$0.00	\$1,018.59	\$0.00	\$1,018.59
300	Library	\$93.10	\$0.00	\$0.00	\$0.00	\$93.10	\$0.00	\$93.10
310	Yearbook	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	\$0.00	\$700.00
311	SNACK MONEY	\$82.50	\$0.00	\$0.00	\$0.00	\$82.50	\$0.00	\$82.50
400	Athletics-General	\$600.90	\$0.00	\$0.00	\$0.00	\$600.90	\$0.00	\$600.90
401	Football	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
420	Track & Field	\$4,300.00	\$0.00	\$0.00	\$0.00	\$4,300.00	\$0.00	\$4,300.00
430	Soccer	\$3,200.00	\$0.00	\$0.00	\$0.00	\$3,200.00	\$0.00	\$3,200.00
500	Lost/Damaged Textbooks	\$560.00	\$0.00	\$0.00	\$0.00	\$560.00	\$0.00	\$560.00
600	Snack Bar	\$3,219.00	\$0.00	\$0.00	\$0.00	\$3,219.00	\$0.00	\$3,219.00
	Activity Accounts Grand Total	\$36,913.77	\$323.00	\$0.00	\$0.00	\$37,236.77	\$0.00	\$37,236.77

GL Accounts

GL	Acct	Begin Bal	Recpt / JV	Disb / JV	Transfers	End Bal	YTD Payables	Work Bal
990	Petty Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
991	Cash on Hand	\$5,505.36	\$323.00	\$0.00	\$0.00	\$5,828.36	\$0.00	\$5,828.36
992	Checking	\$31,408.41	\$0.00	\$0.00	\$0.00	\$31,408.41	\$0.00	\$31,408.41
993	Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
994	Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	General Ledger Grand Total	\$36,913.77	\$323.00	\$0.00	\$0.00	\$37,236.77	\$0.00	\$37,236.77

- BEGINNING BALANCE + RECEIPTS DISBURSMENTS +/- TRANSFERS = ENDING BALANCE
- YTD PAYABLES: ANY BILLS THAT HAVE BEEN RECEIVED & POSTED BUT NOT PAID YET.
- ACTIVITY ACCTS GRAND TOTAL: COMBINATION OF ALL SCHOOL ACCOUNTS.
- GENERAL LEDGER GRAND TOTAL: COMBINATION OF ALL BANKING ACCOUNTS AND PETTY CASH

OUTSTANDING CHECKS:

- **1. CLICK: REPORTS**
- 2. CLICK: ACCOUNTING
- **3. CLICK: OUTSTANDING CHECKS**
- 4. CLICK IN: THRU WHAT DATE
- 5. ENTER: LAST DATE OF STATEMENT CYCLE
- 6. CLICK: PRINT

NOTE: REMEMBER THAT YOU NEED TO CHECK FOR ANY STALE DATED CHECKS (OVER 1 YR). IF YOU HAVE STALE DATED CHECKS THEY MUST BE VOIDED SO THE ENCUMBERED FUNDS WILL BE RELEASED BACK TO THE ACCOUNT.

Accounting	Reports Utilities System	Help - Exit	_		
	Accounting	Activity Ledger			
	Purchase Orders	Outstanding Checks			
		Reconciliation			
		Bank Reconciliation		CLICK: REPORTS	
		Print Checks		CLICK: ACCOUNTING	
		Print Prev. Receipts		CLICK: OUTSTANDING CHECKS	
		1099 Information			
		Special Reports			
		Journal Adjustments			
		Chart of Accounts			
		Sequential List	CUI	ity accounting	
		Sub Account Reports		e Web	
		Deposit Voucher		œ	
		Vendor List	р	urchase orders	
		Extended Codes			

Accounting Reports	Utilities 、	System-	Help v	Exit					_	
Outstanding Chec	k Report									
Preview Print Expor	t to Excel	Close			ENTER: L	AST DATE C	DF STA	ATEMENT (CYCLE	
Report Title:		. /								
Thru what Date:	12/31/2016									
Checking Acct:	992 - Chec	king 🔻								

January 24, 2017

ALBUQUERQUE TRAINING SCHOOL 1 List of Outstanding Checks Thru - 12/31/2016

Check	Check Date	Amount	Payee	GL Acet.	GL Acct. Name
1	07/31/2016	\$10.00	NSF	992	Checking
1551	08/24/2016	\$500.00	APS/BOE	992	Checking
1552	08/24/2016	\$176.00	GOLDEN PRIDE	992	Checking
1553	08/24/2016	\$95.00	JAN DOE	992	Checking
1561	11/30/2016	\$497.23	LOWE'S HOME IMPROVEMENT	992	Checking
1562	11/30/2016	\$500.00	MICHAEL PHELPS	992	Checking

Total Outstanding Checks

\$1,778.23

SAMPLE REPORT

Page 1 of 1

RECONCILIATION REPORT:

- **1. CLICK: REPORTS**
- 2. CLICK: ACCOUNTING
- 3. CLICK: RECONCILIATION
- 4. ENTER: ENTER ACCOUNT RANGE: FROM: ACCOUNT NUMBER

TO: ACCOUNT NUMBER DATE RANGE:

FROM: XX/XX/XXXX TO: XX/XX/XXXX

- 5. CLICK:
 - PREVIEW: TO VIEW ON SCREEN
 - PRINT: TO GENERATE A HARD COPY
 - EXPORT: TO GENERATE A SPREADSHEET

NOTE:

REMEMBER WHEN USING THIS REPORT THAT THE CURRENTLY ENCUMBERED (PO) AMOUNT MUST BE DEDUCTED FROM THE WORKING BALANCE TO GET THE ACTUAL BALANCE IN THE ACCOUNT.

copyright © 2014: CAP Group, Inc.	District: ALBUQUER(School: ALBUQUER(Year: 2017 / 2018 Change Schools	QUE PUBLIC SCHOOLS QUE TRAINING SCHOOL 1 8			
Accounting - Reports - Utilities - System -	Help v Exit		_		_
Accounting	Activity Ledger				
Purchase Orders	 Outstanding Checks 				
	Reconciliation				1
	Bank Reconciliation		CLICK: REP	ORIS	
	Print Checks		CLICK: ACC	OUNTING	
	Print Prev. Receipts		CLICK: REC	ONCILIATION	
	1099 Information				
	Special Reports	L			J
	Journal Adjustments				
	Chart of Accounts				
	Sequential List			tivitu accour	ting
	Sub Account Reports		a	clivity account	ung
	Deposit Voucher			e	Web
	Vendor List			ČČ.	
	Extended Codes			purchase orders	

Copyright © 2014	software : CAP Group, Inc.	District: ALBUQUERQUE PUBLIC SCHOOLS School: ALBUQUERQUE TRAINING SCHOOL 1 Year: 2017 / 2018 Change Schools ENTER ACCOUNT RANGE:							
Accounting Reports	Utilities∓ System∓ Help∓ Exit	FROM: ACCOUNT NUMBER TO: ACCOUNT NUMBER							
Reconciliation Report		FROM: XX/XX/XXXX							
Preview Print Export to	Excel Close	TO: XX/XX/XXXX							
Report Title:	From	To							
Account Range:	1T	999999							
Date Range:	06/01/2018	06/30/2018							
Report Options	Report Options								
 Exclude Accounts with Sort by Advisor 	No Balance or Activity for Period	District: ALBUQUERQUE PUBLIC SCHOOLS							
Copyright © 2014	S Software	School: ALBUQUERQUE TRAINING SCHOOL 1 Year: 2017 / 2018 Change Schools							
Accounting	Utilities▼ System▼ Help▼ Exit		_						
Reconciliation Report		CLICK: - PREVIEW: TO VIEW ON SCREEN - PRINT: TO GENERATE A HARD CORY							
Preview Print Export to	Excel Close	- EXPORT: TO GENERATE A SPREADSHEET							
Report Title:	From	То							
Account Range:	1	9999999 🔻							
Date Range:	06/01/2018	06/30/2018							

Report Options

Separate page for each account/advisor

Exclude Accounts with No Balance or Activity for Period

Sort by Advisor

SAMPLE REPORT

			ALBUQUE	RQUE TRAININ	G SCHOOL	1			
From Date: 1/1/2018 To Date: 06/30/2018		Reconciliation Activity Account Report					From Ad	From Acct: 130 To Acct: 130	
Date	Payee Source Note	Invoice	РО	Doc Ref	Recp/JV	Disb/JV	Transfer	Balance	Offset Acct
Activity A	Acct: 130 - YEARBOOK						Be	ginning Bala	ance: \$0.00
Advisor:									
1/15/18	NUSENDA			2	\$200.00	\$0.00	\$0.00	\$200.00	995
	CHANGE FUND								
3/12/18	DEBRA CUNNINGTON			3	\$100.00	\$0.00	\$0.00	\$300.00	991
	Yearbook Sales								
3/14/18	JEANETTE CHAVEZ			1581	\$0.00	\$200.00	\$0.00	\$100.00	992
	CREATION OF NEW CH/	ANGE FUND							
				Totals	\$300.00	\$200.00	\$0.00	\$100.00	
						Accounts Pa	yable	\$0.00	
						Working B:	lance	\$100.00	-
					Current	ly Encumbered	(PO)	\$0.00	

REMEMBER WHEN USING THIS REPORT THAT THE CURRENTLY ENCUMBERED (PO) AMOUNT MUST BE DEDUCTED FROM THE WORKING BALANCE TO GET THE ACTUAL BALANCE IN THE ACCOUNT.

BANK RECONCILIATION REPORT:

- 1. CLICK: REPORTS
- 2. CLICK: ACCOUNTING
- 3. CLICK: BANK RECONCILIATION
- 4. ENTER: STATEMENT DATE RANGE; 1ST & LAST DATES OF STATEMENT CYCLE
- 5. TAB TO: ENTER; ENDING BALANCE FROM BANK STATEMENT
- 6. TAB TO: ENTER; TOTAL DEPOSITS NOT ON BANK STATEMENT (IE... DEPOSITS IN TRANSIT)
- 7. CLICK: PREVIEW OR PRINT TO GET THE RECONCILIATION REPORT. NOTE: IF YOU ARE OUT OF BALANCE A BOX WILL APPEAR AT THE TOP OF THE SCREEN CLICK: OK TO POPULATE THE REPORT TO SEE WHERE YOUR OUTAGE IS & HOW FAR YOU ARE OFF

Accounting Reports Utilities System	Help v Exit	_
Accounting	Activity Ledger	
Purchase Orders	 Outstanding Checks 	
	Reconciliation	
	Bank Reconciliation	CLICK: REPORTS
	Print Checks	
	Print Prev. Receipts	
	1099 Information	CLICK. DAINK RECONCILIATION
	Special Reports	>
	Journal Adjustments	>
	Chart of Accounts	
	Sequential List	ictivity accounting
	Sub Account Reports	e Web
	Deposit Voucher	CX .
	Vendor List	purchase orders
	Extended Codes	•



Accounting▼ Reports▼ Utilities▼	System√ Help√ Exit
Bank Reconciliation	PREVIEW OR PRINT TO GET THE RECONCILIATION REPORT.
Bank Account	992 - Checking ▼ From: 09/01/2017 ■ Te: 09/30/2017 ■
Ending Balance from Bank Statement:	\$34,125.24
Total Deposits not on Bank Statement:	\$0.00

NOTE: IF YOU ARE OUT OF BALANCE THIS BOX WILL APPEAR AT THE TOP OF THE SCREEN CLICK: OK TO POPULATE THE REPORT TO SEE WHERE YOUR OUTAGE IS & HOW FAR YOU ARE OFF



January 24, 2017 Date From Date to	1/1/2017 01/31/2017	ALBUQUERO Bank R Cł	ALBUQUERQUE TRAINING SCHOOL 1 Bank Reconciliation Report Checking Account 992			
WHAT TH THAT THE THE ACCC	E BANK SHOWS SCHOOL HAS IN UNT.	Ending Balance on S Outstanding	Statement Dated : 0° g Deposits (Bank Dep Less Outstandii sh Balance as of : 0	1/31/2017 bosits) -> + ng Checks: 1/31/2017	\$5,042.00 \$0.00 \$1,778.23 \$3,263.71)) 3 / ***
WHAT EF THE SCH ACCOUN	ES SHOWS THAT DOL HAS IN THE T.	Cash Bala Add: Less: Computer Ca	nce for Checking as Total Deposits (Bank Total Checks and W sh Balance as of : 0	of 1/1/2017 Deposits): ithdrawals: 1/31/2017	\$31,408.4 \$0.00 \$0.00 <u>\$31,408.4</u>	I)) • • • •
GI Acct Accoun 990 Petty C	<u>t Name</u> ash	Summa <u>Begin Bal</u> \$0.00	ry of Asset Account	ts <u>Disb/JV</u> \$0.00	Transfer \$0.00	End Bal. \$0.00
991 Cash or 992 Checkir	ig	\$5,505.36 \$31,408.41	\$323.00	\$0.00	\$0.00	\$5,828.36 \$31,408.41 ***

Savings \$0.00 \$0.00 \$0.00 \$0.00 994 Investments \$0.00 \$0.00 \$0.00 \$0.00 \$37,236.77 \$36,913.77 \$323.00 \$0.00 \$0.00 Grand Total

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper:	Date: / /
Principal:	Date://

SAMPLE REPORT

\$0.00

*** Entries Must Match

OUT OF BALANCE

January 24, 2017

ALBUQUERQUE TRAINING SCHOOL 1

Page 1 of 1

\$31,408.41 +++

Bank Reconciliation Report

Checking Account

992

Date From 1/1/2017 Date to 01/31/2017

ACCOUNT.

WHAT THE BANK SHOWS THAT THE SCHOOL HAS IN THE ACCOUNT.	Ending Balance on Statement Dated : 01/31/2017 Outstanding Deposits (Bank Deposits) -> + Less Outstanding Checks: Cash Balance as of : 01/31/2017	\$33,186.64 \$0.00 \$1,778.23 \$31,408.41 +**
WHAT EPES SHOWS THAT	Cash Balance for Checking as of 1/1/2017	\$31,408.41
THE SCHOOL HAS IN THE	Add: Total Deposits (Bank Deposits):	\$0.00 \$0.00

Summary of Asset Accounts

Computer Cash Balance as of: 01/31/2017

Grand T	otal	\$36,913.77	\$323.00	\$0.00	\$0.00	\$37,236.77
994	Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
993	Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
992	Checking	\$31,408.41	\$0.00	\$0.00	\$0.00	\$31,408.41 ***
991	Cash on Hand	\$5,505.36	\$323.00	\$0.00	\$0.00	\$5,828.36
990	Petty Cash	Begin Bal \$0.00	\$0.00	Disb/JV \$0.00	\$0.00	End Bal. \$0.00
CI A ant	A securit Manag	Denie Del	0	Distant	T (5-10-1

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: Date: Principal: Date: /

*** Entries Must Match

SAMPLE REPORT

PRINT CHECKS:

- **1. CLICK: REPORTS**
- 2. CLICK: ACCOUNTING
- 3. CLICK: PRINT CHECKS
- 4. TAB TO: NEXT CHECK; VERIFY THE CHECK NUMBER CHANGE IF NEEDED
- 5. TAB TO: DATE TO PRINT ON CHECKS; THIS SHOULD BE THE CURRENT DATE
- 6. CLICK: COMBINE CHECKS FOR SAME VENDOR
 - *** IF YOU HAVE MULTILPE PAYMENTS TO THE SAME VENDOR
- 7. CLICK: PRINT & POST

Copyright © 2014: CAP Group, Inc.	Year: 2016 / 2017 Change Schools	
Accounting - Reports - Utilities - System -	Help- Exit	
Accounting	Activity Ledger	
Purchase Orders	Outstanding Checks	CLICK: REPORTS
	Reconciliation	CLICK: ACCOUNTING
	Bank Reconciliation	CLICK: PRINT CHECKS
	Print Checks	
	Print Prev. Receipts	
	1099 Information	
	Special Reports	
	Journal Adjustments	
	Chart of Accounts	
	Sequential List	activity accounting
	Sub Account Reports	activity accounting
	Deposit Voucher	e Web
	Vendor List	CC .
	Extended Codes	purchase orders

Copyright © 2014: CAP Group, Inc.	
Accounting▼ Reports▼ Utilities▼ System▼ Help▼ Exit	
Print Checks	
Preview Print & Post Close NOTE: Please use the "Close" button when leaving this scr	reen
This option prints all Payables marked: [X] Pay Th Print Checks with Payable Dates Through: 07/10/2017	is
Checking Acct: 992 - Checking	
Next Check #: 1565 Date to Print on Checks: 07/10/2017	TAB TO: NEXT CHECK #; VERIFY THE NUMBER AND/OR CHANGE THE NUMBER AS NEEDED
 Print check Numbers on checks Combine Checks for Same Vendor Post Checks WITHOUT Printing 	 DATE TO PRINT ON CHECK, VERIFY THE DATE IS CORRECT CLICK: COMBINE CHECKS WITH SAME VENDOR FOR MULTIPLE PAYMENTS TO THE SAME VENDOR CLICK: PRINT & POST

PRINTING PREVIOUS RECEIPTS:

- 1. CLICK: REPORTS
- 2. CLICK: ACCOUNTING
- 3. CLICK: PRINT PREV. RECEIPTS
- 4. LOCATE RECEIPT TO REPRINT: USE SEARCH WINDOW OR SCROLL TO LOCATE
- 5. CLICK: PRINT
- 6. PROMPT: ARE YOU SURE YOU WANT TO REPRINT THIS RECEIPT?
- 7. CLICK: OK





- 1. CLICK: REPORTS
- 2. CLICK: ACCOUNTING
- 3. CLICK: SEQUENTIAL LIST
- 4. CLICK: LIST OF CHECKS
- 5. CLICK: BY CHECK NUMBER (STANDARD REPORT)
 - OTHER OPTIONS FOR THIS REPORT INCLUDE:
 - BY ACCOUNT AND CHECK NUMBER
 - BY CHECK WITH PO
 - BY NOTE FIELD
 - BY VENDOR
- 6. CLICK: DATE; IN FIELDS SECTION (STANDARD REPORT)
 - OTHER OPTIONS FOR THIS REPORT INCLUDE:
 - ACTIVITY ACCOUNT
 - CHECK
 - VENDOR CODE
 - DATE CANCELLED
 - GL ACCT
 - PO NUMBER
 - INVOICE NO
 - AMOUNT
- 7. CLICK: MONTH; IN OPERATER SECTION (STANDARD REPORT)
 - OPTIONS WILL VARY DEPENDING BASED ON REPORT BEING RUN
- 8. CLICK: COMPARE TO BOX; ENTER MONTH (BY# 1-12)(STANDARD REPORT)
- 9. CLICK: ADD CONDITION
- **10. CLICK: YEAR; IN OPERATOR SECTION (STANDARD REPORT)**
- 11. CLICK: COMPARE TO BOX; ENTER YEAR (IE... 2017, 2018, ETC)
- **12. CLICK: ADD CONDITION**
- **13. CLICK: PRINT**

Accounting Reports Utilities Sy	stemマ	Help ~ Exit		
Accounting	•	Activity Ledger		
Bank Recc Purchase Orders	•	Outstanding Checks		
		Reconciliation		
Preview Print Close		Bank Reconciliation		
		Print Checks		
Bank Account	992 - Ch	Print Prev. Receipts		
Statement Date Range	From: 0	1099 Information		
Ending Balance from Bank Statement:	\$33,186.	Special Reports		
Total Deposits not on Bank Statement:	\$0.00	Journal Adjustments		
		Chart of Accounts		
	_	Sequential List	List of Checks - Brief	
CLICK: REPORTS		Sub Account Reports	List of Checks	By Account and Check Num
		Deposit Voucher	List of Receipts	By Check Num
		Vendor List	All Transactions by Vendor	By Check with PO
CLICK: SEQUENTIAL LIST		Extended Codes	Vendors with no Transactions	By Note Field
CLICK: LIST OF CHECKS			List of Accounts Payable	By Vendor
CLICK: BY CHECK NUMBER			List of Activity Transfers	
			List of GL Transfers	
			Tax Amounts by County	
			Tax Amounts by Account	

List of Checks by Check

Preview Print Export	to Excel) Close)	
Report Title		
Report Saved Name		
Fields	Operators	Compare to
Activity Account Date Check Vendor Code Date Canceled GL Acct P.O. Number Invoice No. Amount Tax Amount Tax 1099	▲ Before After Year is Month is Day is Equal to Between OR	Add Condition Remove Clear All Save Rpt
Report Conditions Saved Rep	orts	
Month(Date)=12 AND Year(Date)=2016		CLICK: DATE; IN FIELDS SECTION CLICK: MONTH IS; IN OPERATER SECTION CLICK: COMPARE TO BOX; ENTER MONTH (BY NUMBER 1-12) CLICK: ADD CONDITION CLICK: YEAR IS; IN OPERATOR SECTION

CLICK: ADD CONDITION

CLICK: PRINT

CLICK: COMPARE TO BOX; ENTER YEAR (IE... 2017, 2018, ETC)

	Date	Payee	GL Acct	Date Cancell	ed		
Check No.	Note	Account Name	Account	Purchase	Invoice No. 1099	Amount	Tax Amt.
1171	12/02/2016	VOID	992				
	Staff Appreciation	DONATIONS	300		No	\$0.00	\$0.00
					Total for Check # 1171	\$0.00	\$0.00
1173	12/02/2016	GREAT AMERICAN OPPORTUNI	992	12/31/2016			
	NTE \$3500.00 COOKIE DOUGH FUNDRAISER.	PRINCIPAL	100	183	No	\$3,564,20	\$0,00
					Total for Check # 1173	\$3,564.20	\$0.00
1174	12/12/2016	WAL-MART STORES	992	12/31/2016			
	NTE \$400,00 Items for Staff Appreciation	PRINCIPAL	100	194	No	\$398.19	\$0.00
					Total for Check # 1174	\$398.19	\$0.00
1175	12/12/2016	APS BOARD OF EDUCATION	992				
	NTE\$100.00 KINDER FIELDTRIP IN	KINDERGARTEN	170	188	No	\$95.00	\$0,00
					Total for Check # 1175	\$95.00	\$0.00
1176	12/12/2016	APS BOARD OF EDUCATION	992				
	NTE \$300.00 1st grade Fieldtrip in school.	FIRST GRADE	180	190	No	\$150.00	\$0.00
					Total for Check # 1176	\$150,00	\$0.00
1177	12/15/2016	SILVA SCREEN PLUS	992	12/31/2016			
	NTE \$400.00 T-Shirts	PRE-K	280	193	No	\$298.90	\$0.00
					Total for Check # 1177	\$298.90	\$0.00
					Total of all Checks Selected:	\$4,506.29	\$0.00

*Note: This report does not include the Journal Adjustments

SAMPLE REPORT

SEQUENTIAL LIST OF RECEIPTS:

- **1. CLICK: REPORTS**
- 2. CLICK: ACCOUNTING
- **3. CLICK: SEQUENTIAL LIST**
- 4. CLICK: LIST OF RECEIPTS
- 5. CLICK: BY RECEIPT NUMBER (STANDARD REPORT)
 - OTHER OPTIONS FOR THIS REPORT INCLUDE:
 - BY ACCOUNT AND RECEIPT NUMBER
 - BY NOTE FIELD
 - BY VENDOR
 - BY INDIVIDUAL
- 6. CLICK: DATE; IN FIELDS SECTION (STANDARD REPORT)
 - OTHER OPTIONS FOR THIS REPORT INCLUDE:
 - ACCOUNT
 - GL ACCOUNT
 - RECPT NO
 - VENDOR CODE
 - TOTAL AMOUNT
 - NOTE
 - PAYMENT TYPE
 - INDIVIDUAL
- 7. CLICK: MONTH; IN OPERATER SECTION (STANDARD REPORT)
 - OPTIONS WILL VARY DEPENDING BASED ON REPORT BEING RUN
- 8. CLICK: COMPARE TO BOX; ENTER MONTH (BY# 1-12)(STANDARD REPORT)
- 9. CLICK: ADD CONDITION
- **10. CLICK: YEAR; IN OPERATOR SECTION (STANDARD REPORT)**
- 11. CLICK: COMPARE TO BOX; ENTER YEAR (IE... 2017, 2018, ETC)
- **12. CLICK: ADD CONDITION**
- **13. CLICK: PRINT**

SEQUENTIAL LIST OF RECEIPTS:

Accounting Reports Utilities System	Help - Exit				
Accounting	Activity Ledger				
Purchase Orders	Outstanding Checks				
	Reconciliation				
	Bank Reconciliation		CLICK: A	ACCOUNTING	
	Print Checks		CLICK: S	SEQUENTIAL LIST	
	Print Prev. Receipts		CLICK: L	IST OF CHECKS	
	1099 Information	•	CLICK: F	BY CHECK NUMBER	
	Special Reports				
	Journal Adjustments				
	Chart of Accounts			***	
	Sequential List	List of Checks - Brief		ting	
	Sub Account Reports	List of Checks	•	Web-	
	Deposit Voucher	List of Receipts	•	By Receipt #	
	Vendor List	All Transactions by Ver	dor	By Account and Receipt #	
	Extended Codes	Vendors with no Trans	actions	By Note Field	
		List of Accounts Payabl	e	By Tax Amounts	
		List of Activity Transfer	s	By Vendor	
		List of GL Transfers		By Individual	
		Tax Amounts by Count	:y		
		Tax Amounts by Accou	nt		

Accounting → Reports → Utilities → System → Help → Exit

List of Receipts by Receipt

List of Receipts by Receipt		
Preview Print	Export To Excel	Close
Report Title		
Report Saved Name		
Fields	Operato	rs Compare to
Account Date GL Account	Before After Year is	~ <mark>12016</mark>
Recpt No Vendor Code Total Amount	Month is Day is Equal to	Remove
Note Payment Type Individual	Between OR	Clear All
	-	Save Rpt
Report Conditions Saved Rep	orts	
Month(Date)=12 AND Year(Date)=2016		CLICK: DATE; IN FIELDS SECTION CLICK: MONTH IS; IN OPERATER SECTION CLICK: COMPARE TO BOX; ENTER MONTH (BY NUMBER 1-12) CLICK: ADD CONDITION
		CLICK: YEAR IS; IN OPERATOR SECTION
		CLICK: COMPARE TO BOX; ENTER YEAR (IE 2017, 2018, ETC)
		CLICK: ADD CONDITION
		CLICK: PRINT

SAMPLE REPORT

Sequential List of Receipts (by Receipt)

Page 1 of 1

January 25, 2017

Sequential List of Receipts

				(* * * * * * * * * * * Receipt Det	ail * * * * * * * * *	*)
Receipt No.	Date	Pay	Received From			
Note		Type*	Payee	Account Name	Amount	GL Acet.
1773924	12/09/2016		LISA GRUSY			
Pay back sales taxes		С	LISA GRUSY	300 DONATIONS	\$20.51	992
			-	Total for Receipt Number: 1773924	\$20.51	
1773925	12/09/2016		PARENTS			
Grandparent Fundraise	er Donation	С	PARENTS	100 PRINCIPAL	\$50.00	992
			-	Total for Receipt Number: 1773925	\$50.00	
1773926	12/09/2016		TEACHERS			
T-Shirts money		С	TEACHERS	280 PRE-K	\$69.00	992
			-	Total for Receipt Number: 1773926	\$69.00	
1773927	12/09/2016		TEACHERS			
Book Fair money		С	TEACHERS	120 LIBRARY	\$46.98	992
			-	Total for Receipt Number: 1773927	\$46.98	
1773928	12/09/2016		TEACHERS			
Lost Book Gabriel Ma	estas	С	TEACHERS	150 LOST BOOKS	\$9.52	992
			-	Total for Receipt Number: 1773928	\$9.52	

Report Grand Total:	\$196.01
---------------------	----------

Totals By Payment Ty	pe:
Cash=	\$196.01
Check=	\$0.00
Electronic Trans=	\$0.00
Money Order=	\$0.00
Credit Card=	\$0.00
Other=	\$0.00
Total=	\$196.01

SEQUENTIAL LIST OF VENDORS WITH NO TRANSACTIONS:

- 1. CLICK: REPORTS
- 2. CLICK: ACCOUNTING
- **3. CLICK: SEQUENTIAL LIST**
- 4. CLICK: VENDORS WITH NO TRANSACTIONS
- 5. CLICK: PREVIEW; THIS WILL GENERATE A LIST OF ALL VENDORS NOT USED WITHIN THE CURRENT FISCAL YEAR.

copyright © 2014: CAP Group, Inc.	District: ALBUQUER School: VALLEY HI Year: 2017 / 201 Change Schools	QUE PUE GH SCHC 18	BLIC SCHOOLS DOL	
Accounting Reports Utilities System	Help v Exit			
Accounting	Activity Ledger			
Purchase Orders	Outstanding Checks			
	Reconciliation			
	Bank Reconciliation		CLICK: REPORTS	
	Print Checks		CLICK: ACCOUN	TING
	Print Prev. Receipts		CLICK: SEQUENT	FIAL LIST
	1099 Information	Þ	CLICK: VENDOR	S WITH NO TRANSACTIONS
	Special Reports	Þ		
	Journal Adjustments	Þ		
	Chart of Accounts	Þ		
	Sequential List	List of	Checks - Brief	
	Sub Account Reports	List of	Checks •	activity accounti
	Deposit Voucher	List of	Receipts •	8.
	Vendor List	All Trar	nsactions by Vendor	CC CC
	Extended Codes	• Vendor	s with no Transactions	purchase orders
		List of	Accounts Payable	
		List of	Activity Transfers	
		List of	GL Transfers	
		Tax Am	ounts by County	
		Tax Am	ounts by Account	





endors With N	o Transactions	— e ^z
Epes Account	ting - Report 1 / 11	¢; 🛨 🙃
Lune 20, 2018	VALLEY HIGH SCHOOL	
June 29, 2018	Sequential List of Vendors with No Transactions	Page For H
VendorCode	VendName	
5STAR	5 STAR SPORTS	X
A1	A-1 TROPHY CENTER	
AAA	AAA TROPHIES & SPORTS	CLICK: ON THE PRINTER TO
ABA0ACADE	ACADEMY SPORTS, INC	
ABQLITTLE	ALBUQUERQUE LITTLE THEATRE	GENERATE HARD COPY LIST
ABQREBELS	ALBUQUERQUE REBELS VB CAMP	
ABQTHEATR	ALBUQUERQUE THEATRE GUILD	
ACT	ACT	
ACTPL	ACT PLAN	
ADDS	ADDS CORPORATION	
ADORAMA	ADORAMA CAMERA, INC	
ADVANCEDE	ADVANCED ED-NM	
ADVANCEDF	ADVANCED FITNESS EQUIP	
AERO	AEROSPACE INDUSTRIES ASSOCIATION	
AFFORDABL	AFFORDABLE SCREEN PRINTING	
AHAHS	ATRISCO HERITAGE ACADEMY	
AKASAOS	AKASA'S ALL ABOUT TROPHIE	
ALA	ALA-NM GIRLS STATE	
ALAMEDA	ALAMEDA GREENHOUSE	
ALAMEDASO	ALAMEDA SOCCER CLUB	
ALAMOGHS	ALAMOGORDO HIGH SCHOOL	
ALBACADEM	ALBUQUERQUE ACADEMY	
ALBERT	ALBERT SANCHEZ BUS CO	36
ALBERTSON	ALDERTSONS COMMUNITY PARTNERS	75
ALBELORIS	ALBOQUERQUE FLORISTS	\smile
ALBRITTON	RACHEL ALBRITTON	
ALBTORTIL	ALBUQUERQUE TORTILLA CO.	
ALBUGRILL	ALBUOUEROUE GRILL	
ALLAB	ALL ABOUT TROPHIES & MORE	+
ALLAM	ALL AMERICAN FUND RAISING	
ALLAMERIC	ALL AMERICAN FLAGS AND BANNERS, LLC	
ALTERATIO	ALTERATIONS BY KATHY	
AMAZING0P	AMAZING PRODUCTIONS	_
AMAZINGJU	AMAZING JUMPS	
AMERICAN	AMERICAN PUBLISHING	
AMERICANC	AMERICAN CANCER SOCIETY	I
AMSTERDAM	AMSTERDAM	I
AMY	AMY WILLIAMS	I
ANDERSONS	ANDERSON'S SCHOOL EVENTS	

SEQUENTIAL LIST OF ACTIVITY TRANSFERS:

- **1. CLICK: REPORTS**
- 2. CLICK: ACCOUNTING
- 3. CLICK: SEQUENTIAL LIST
- 4. CLICK: LIST OF ACTIVITY TRANSFERS
- 5. ENTER: PERIOD BEGIN (1ST DATE OF STATEMENT CYCLE) PERIOD END (LAST DATE OF STATEMENT CYCLE)
- 6. CLICK: PRINT; IF THERE ARE NO TRANSFERS IT WILL SHOW "NO DATA"

Accounting - Reports - Utilities - System -	Help -, Exit			
Accounting	Activity Ledger			
Purchase Orders	Outstanding Checks			
	Reconciliation			
	Bank Reconciliation			
	Print Checks			
	Print Prev. Receipts			
	1099 Information	Þ		
	Special Reports	Þ		
	Journal Adjustments	• •		
	Chart of Accounts	Þ		
	Sequential List	•	List of Checks - Brief	ting
	Sub Account Reports	5 •	List of Checks	Web
	Deposit Voucher		List of Receipts	
	Vendor List		All Transactions by Vendor	
	Extended Codes	Þ	Vendors with no Transactions	
			List of Accounts Payable	
			List of Activity Transfers	
			List of GL Transfers	
CLICK: REPORTS			Tax Amounts by County	
CLICK: ACCOUNTING			Tax Amounts by Account	
CLICK. LIST OF ACTIVITY I	RANSFERS			



From D To D	Date: 12 Date: 12/	2/1/2016 /31/2016		Sequen	tial List of .	Activity	Transfer		F	From Acet: 1 To Acet: 999999
Document	Transfer#	Date	Account	From	Sub-Acct	Accour	at TO	Sub-Acct	Amount	Note
55	55	12/07/2016	107 A	ATHLETIC ADMIN	0	610	SCHOOL BASED ENTER	0	\$118.65	To cover the coach's meeting food
56	56	12/08/2016	172 P	PARKING PERMITS	0	102	ADMINISTRATION	0	\$535.44	To Cover Misc. Custodial Supplies
57	57	12/12/2016	610 S	SCHOOL BASED EN1	0	102	ADMINISTRATION	0	\$1,836.82	45% of profits from SBE for Oct. & Nov.
58	58	12/12/2016	610 S	SCHOOL BASED EN1	0	367	DECA	0	\$2,245.01	55% of profits from SBE for Oct. & Nov.
59	59	12/14/2016	614 D	DECA ENTERPRISE	0	367	DECA	0	\$8,000.00	To help cover charges
61	61	12/16/2016	167 C	ORCHESTRA	0	102	ADMINISTRATION	0	\$270.00	To pay back for charges covered in 2015-2016

Total:

\$13,005.92

SAMPLE REPORT

DEPOSIT VOUCHERS:

- 1. CLICK: REPORTS
- 2. CLICK: ACCOUNTING
- 3. CLICK: DEPOSIT VOUCHER
- 4. CLICK: LIST OF ACTIVITY TRANSFERS
- 5. ENTER: FROM WHAT DATE: XX/XX/XXXX TO WHAT DATE: XX/XX/XXXX
- 6. CLICK: PREVIEW; TO VIEW DATA PRINT; TO GENERATE A HARD COPY

THIS REPORT CAN BE USED TO VERIFY THAT THE DEPOSITS FOR ANY GIVEN DATE, TO ENSURE THAT THEY ARE ACCURATE WHEN MATCHING TO THE BANK DEPOSIT.

Accounting	Reports Utilities System	Help v Exit	
	Accounting	Activity Ledger	
	Purchase Orders	Outstanding Checks	
		Reconciliation	
		Bank Reconciliation	CLICK: REPORTS
		Print Checks	CLICK: ACCOUNTING
		Print Prev. Receipts	CLICK: DEPOSIT VOUCHER
		1099 Information	•
		Special Reports	•
		Journal Adjustments	•
		Chart of Accounts	•
		Sequential List	, activity accourt
		Sub Account Reports	, activity accourt
		Deposit Voucher	R.
		Vendor List	X
		Extended Codes	purchase orders



- 9. CLICK: REPORTS
- **10.CLICK: GASB**
- **11.CLICK: EXPENDITURES**
- **12.ENTER: DATE RANGE (FROM TO)**

STARTING DATE TO ENDING DATE OF STATEMENT CYCLE

- **13.CLICK: EXPORT TO EXCEL**
- 14.CLICK: EXCEL RPT_GASB....xlsx
- **15.CLICK: OPEN**
- 16.REVIEW: COLUMN "E" FOR Sub Accounts

*** IF SUB ACCOUNT READS: 0000; OR IS INCORRECT PER THE MATRIX YOU WILL NEED TO EDIT BOTH THE PURCHASE ORDER AND THE CHECK AS FOLLOWS:

CHECK EDITING:

- a) CLICK: ACCOUNTING
- **b) CLICK: ACCOUNTING**
- c) CLICK: CHECKS PAID
- d) CLICK: LIST
- e) ENTER: CHECK NUMBER IN SEARCH FIELD; CLICK SEARCH
- f) CLICK: CHECK TO BE EDITED
- g) CLICK: EDIT
- h) CLICK: SUB ACCOUNT DROP DOWN
- i) CLICK: ON APPRORIATE SUB ACCOUNT FOR THE EXPENDITURE
- j) CLICK: SAVE; ON THE LINE & SAVE; AT THE TOP

PURCHASE ORDER EDITING:

- I) CLICK: ACCOUNTING
- m) CLICK: PURCHASE ORDERS
- n) CLICK: PO; ADD, EDIT, RECEIVE
- o) CLICK: LIST
- p) ENTER: PURCHASE ORDER NUMBER IN SEARCH FIELD; CLICK SEARCH
- q) CLICK: PURCHASE ORDER TO BE EDITED
- r) CLICK: EDIT
- s) CLICK: GREEN PENCIL
- t) CLICK: SUB ACCOUNT DROP DOWN
- u) CLICK: ON APPRORIATE SUB ACCOUNT FOR THE EXPENDITURE
- v) CLICK: SAVE; ON THE LINE & SAVE; AT THE TOP



6	ੀ ਨਾ ੇ ਾ							RPT_GA	SB_YearEnd_Expendi	itures_Excel (69) - I	ixcel	
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		_				_		_	-			
		B EVD2	C EVD2	EVD4	D	E	Act	F	G Sub Account	Dec#	Amount	J Activity Acot#
1			LAFJ	LAF4	C	Jujeci	0000 417	0100p	561160	5/38	\$483.75	590102
2							000 417	010 010	559150	5430	\$485.19	590367
3	IF SUB A	CCOU	NT RFAD	S:			000 417	010	561160	5439	\$1104 87	590194
5				•••			000 417	010	419200	5439	\$192.03	590449
6	0000; OI	R IS IN	CORREC	T PER TH	IE MA	TRIX	000 417	010	0000	5440	\$485.44	590353
7							000 417	020	559150	5440	\$3757.68	590137
8	YOU WI	LL NEE	D TO ED	іт вотн	CHEC	K	000 417	020	559150	5440	\$1650.00	590167
9							000 417	010	559150	5440	\$1762.79	590177
10		E PUK	CHASE U	RDER			000 417	020	561180	5441	\$163.62	590312
11						(0000 417	020	561180	5441	\$229.94	590130
12							0000 417	020	561180	5441	\$146.98	590130
13							0000		561180	5441	\$99.96	590309
14						(0000 417	010	559150	5442	\$110.24	590102
15							0000 417	010	559150	5442	\$25.78	590102
16							0000 417	010	559150	5442	\$46.12	590102
17						(0000 417	010	559150	5442	\$14105.40	590367
18							0000 417	010	559150	5442	\$6950.00	590449
19							0000 417	010	561160	5443	\$233.83	590109
20							0000 417	010	533300	5443	\$118.20	590109
21							0000 417	010	561160	5444	\$251.05	590102
22 23	PLE	ASE NO	DTE: SCHO	OLPAY I	TEMS F	REFLEC	T *000	00* DC	NOT CHAN	IGE THIS F	OR THESE	ITEMS 180

CHECK EDITING:

Accounting Reports	s – Utilities –	Svstem √ Help √ Exit		
Accounting	· · · · ·	Accounts		
Purchase Orders		/endors		
		Accounts Payable	CLICK: ACCOUNTING	
	<u>(</u>	Checks Paid	CLICK: ACCOUNTING	
	F	Receipts	CLICK: CHECKS PAID	
	1	Fransfers & Deposits		
	c	ournal Adjustments	activity account	ting
	c	Cancel Checks	activity account	344 -
	E	Budaet	9.	Web
		Counties	x	
		Soundes	purchase orders	
A	Deserte		u.l. 5.4	
Accounting	Reports	Utilities System	Help- Exit	
Checks Pai	Ч			
Checks Fai	u			
FIRST PREV	NEXT LAS	ADD EDIT DEL LIS	T CANCEL SAVE CLOSE SAVE - ADD ANOTHER	
Check #: 5466	6	Date: 0	6/17/2020 🔲 GL Acct: 992 - CHECKING A	CCOUNT
Vendor ID: AC	CU	Vendor Name: A	CCUSTRIPE, INC.	
D		INIC #400.44		
Payee: ACC	USTRIPE.	, INC. #10041		
Accounting - Repor	ts v Utilities	s √ System√ Help√ Exit		
Checks Sea	rch: Check	# 💙 for	with Status Any 🗸	rch Alose
			Click on the field header to sort	by that field
				ext Last 22 ¥
	Maria da m	B		
<u>Спеск #</u> 5420	SMITHE			S116.05
5429	SMITHS	SMITH'S FOOD & DRUG CENTE	CLICK. CHECK TO BE EDITED	\$110.00
5432	DIONS	DION'S CORPORATE OFFICE		\$139.70
5434	STAPLESAD	STAPLES ADVANTAGE		\$300.90
5435	CLARKTRU	C CLARK TRUCK EQUIPMENT CO		\$2,490.00
5436	HURRI	HURRICANES RESTAURANT		\$624.00
5437	PAPAJOHNS	WORKING BETTER TOGETHER L	TC	\$1,185.00
5438	DIONS	DION'S CORPORATE OFFICE		\$483.75
5439	APSBO	APS BOARD OF EDUCATION		\$1,782.09
5441	CAROLINA	CAROLINA BIOLOGICAL SUPPLY	COMPANY	\$640.50
5442	APSBO	APS BOARD OF EDUCATION		\$21,237.54
5443	RBANACH	RANDI BANACH		\$352.03
5444	DIONS	DION'S CORPORATE OFFICE		\$251.05
5445	ALLSP	ALL SPORTS TROPHIES		\$249.40
C 4 40	OT LOUG			0000.00

Checks Paid					
FIRST PREV NEXT LAST ADD EDIT	DEL LIST C	ANCEL SAVE SAVE - ADD AND	THER		
Check #: 5459	Date: CLICK	: EDIT			
Vendor ID: SMITHS Vendor Payee: SMITH'S FOOD & DRUG CEI		 SUB ACCOUNT DROP DOWN SELECT APPROPRIATE SUB A SAVE; ON THE LINE ◄ SAVE; AT THE TOP 	; CCOUNT FOR ⁻	THE EXPENDITU	RE
Add Line Item Save) Total Amount:	\$98.77				
Acct.	2	Sub Acct.	GASB Code	Amount	Tax Am
Delete 590204 - FOOD SERVICE		561180 - SUPPLIES	0 - NONE	\$98.77	\$0.00

PURCHASE ORDER EDITING:

Accounting Reports Utilities System Help Exit	
Accounting Purchase Orders Accounts PO (Add, Edit, Receive) Vendors Ship To	CLICK: ACCOUNTING CLICK: PURCHASE ORDERS CLICK: PO (ADD, EDIT, RECEIVE)
	activity accounting & &
Accounting → Reports → Utilities → System → Help →	Exit
Purchase Orders	CLICK: LIST
Ship To Code: Albuquerque High School	Date Received: 05/15/2020
Total Ordered: \$251.05 Total Open: \$0.00	Total Posted: \$251.05 Total Received - Not Posted:
Add Line Item	Working Bal: \$6,666.45 Encumbered B

PO List Search PO Number V for Cick as the field fund for to sore by that field ENTER: PURCHASE ORDER NUMBER IN SEARCH FIELD CLCK: SEARCH CLCK: SEARCH	Accounting - Repo	orts - Utilitie	s √ System √ H	elp v Exit								
Cick on the Field Puger to work by that Field ENTER: PURCHASE ORDER NUMBER IN SEARCH FIELD ULCK: SEARCH ULCK:	PO List			Search PC	D Number ➤ f	for		Sear	<mark>ch</mark> Clos	e		
ENTER: PURCHASE ORDER NUMBER IN SEARCH FIELD ENTER: PURCHASE ORDER TO BE EDITED Sector Sector Sector Purchase Orders Purchase						Cli	ck on the fie	eld header t	to sort l	by that field		
Distantian Ref. Date Recked Vanish Vanish CLICK: SEARCH 590-016 IPPO 0005016 J100200 INITIAL ICLCK: PURCHASE ORDER TO BE EDITED 590-016 IPPO 0005016 J100200 INITIAL <						ENTER:	PURCHA	SE ORDE	R NU	MBER IN SE	ARCH I	FIELD
Section PPO Electronic Section PPO Electronic Electronic Electronic Section PPO Electronic Electronic <td><u>O Number</u></td> <td><u>Ref:</u></td> <td>Date</td> <td>Received</td> <td>Vendo</td> <td>CLICK: S</td> <td>EARCH</td> <td></td> <td></td> <td></td> <td></td> <td></td>	<u>O Number</u>	<u>Ref:</u>	Date	Received	Vendo	CLICK: S	EARCH					
Seeders	90-016	BPO	08/05/2019	3/10/2020	NMHS							
See B BPO Description Servate CODE Servate CODE Servate CODE See OB BPO Description Servate CODE <	/90-017	BPO BPO	08/05/2019	3/10/2020	SAMS	CLICK. P	UKCHAS					
See 20 BPO 06692019 1/12020 SMAMPOCK FOODS CO. See 21 BPO 06692019 1/12020 SMITHS SMITHS FOOD & BRUG CENTE See 22 BPO 06692019 1/12020 SMITHS SMITHS FOOD & BRUG CENTE See 23 BPO 06692019 1/12020 HERRE HERREF HERREF <td< td=""><td>50-019</td><td>BPO</td><td>08/05/2019</td><td>12/6/2019</td><td>SHAME</td><td>OODS</td><td>SHAM</td><td>ROCK FOODS</td><td>6 CO.</td><td></td><td></td><td></td></td<>	50-019	BPO	08/05/2019	12/6/2019	SHAME	OODS	SHAM	ROCK FOODS	6 CO.			
580-021 BPO 880-0219 P110209 SMITHS	90-020	BPO	08/05/2019	2/12/2020	SHAMF	OODS	SHAM	ROCK FOODS	6 CO.			
S60-22 BFO 08032219 0112020 MITHS SMITHS SMITHS S60-23 BFO 08220219 2112220 HERFF	90-021	BPO	08/05/2019	3/11/2020	SMITHS	•	SMITH	'S FOOD & DF	RUG CEN	ITE		
990-023 BPO 902.02019 917.0200 HENRE	90-022	BPO	08/05/2019	6/16/2020	SMITHS	3	SMITH	'S FOOD & DF	RUG CEN	ITE		
BPO Diversion Dive	90-023	BPO	08/20/2019	6/1/2020	HERRE		HERRE	ERA SCHOOL	BUSES	#40464		
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GASB VERIFICATION FOR REPORTING: (RECEIPTS)

- 9. CLICK: REPORTS
- **10.CLICK: GASB**
- **11.CLICK: RECEIPTS**
- **12.ENTER: DATE RANGE (FROM TO)**

STARTING DATE TO ENDING DATE OF STATEMENT CYCLE

- **13.CLICK: EXPORT TO EXCEL**
- 14.CLICK: EXCEL RPT_GASB....xlsx
- **15.CLICK: OPEN**
- 16.REVIEW: COLUMN "E" FOR Sub Accounts

*** IF SUB ACCOUNT READS: 0000; OR IS INCORRECT PER THE MATRIX YOU WILL NEED TO EDIT THE RECEIPT AS FOLLOWS:

RECEIPT EDITING:

- a) CLICK: ACCOUNTING
- **b) CLICK: ACCOUNTING**
- c) CLICK: RECEIPTS
- d) CLICK: LIST
- e) CLICK: DROP DOWN IN SEARCH WINDOW
- f) CLICK: RECEIPT #
- g) ENTER: RECEIPT NUMBER IN FOR WINDOW
- h) CLICK SEARCH
- i) CLICK: RECEIPT # TO BE EDITED
- j) CLICK: EDIT
- k) CLICK: GREEN PENCIL
- I) CLICK: SUB ACCOUNT DROP DOWN
- m) CLICK: ON APPRORIATE SUB ACCOUNT FOR THE RECEIPT
- n) CLICK: SAVE; ON THE LINE & SAVE; AT THE TOP

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12/06/2019	9154	ERICA PHOTIADAS	ENTER: RECEIPT NUMBER IN "FOR" WINDOW CLICK: SEARCH				
12/06/2019	9155	ROXANNE JAECKS					
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12/09/2019	9156	DONNA SCHMIDT					
12/09/2019	9157	LIZ OLSEN	CLICK: RECEIPT NUMBER TO BE EDITED				
12/09/2019	9158	MELISSA JAECKS					
12/11/2019	9159	DONNA SCHMIDT		\$100.00	552		
12/11/2019	9160	MELISSA JAECKS		\$146.00	992		
12/11/2019	9161	LAURA WILLIAMS		\$2,980.00	992		
12/16/2019	9162	DOMNA SCHMIDT		\$80.00	992		
12/16/2019	9163	ROXANNE JAECKS		\$10.00	992		
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12/20/2019	9165	MELISSA JAECKS		\$10.00	992		
12/20/2019	9166	ERICA PHOTIADAS		\$495.00	992		
01/07/2020	9167	ERICA PHOTIADAS		\$242.25	992		
01/07/2020	9168	DONNA SCHMIDT		\$825.00	992		
01/08/2020	9169	GLENNA OMLOR		\$130.00	992		
01/08/2020	9170	DONNA SCHMIDT		\$865.00	992		
01/08/2020	9171	STACY POKORSKI		\$2,050.00	992		
01/10/2020	9172	GREG BERGER		\$600.00	992		
01/10/2020	9173	GLENNA OMLOR		\$415.00	992		
01/10/2020	9174	LIZ OLSEN		\$50.00	992		
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