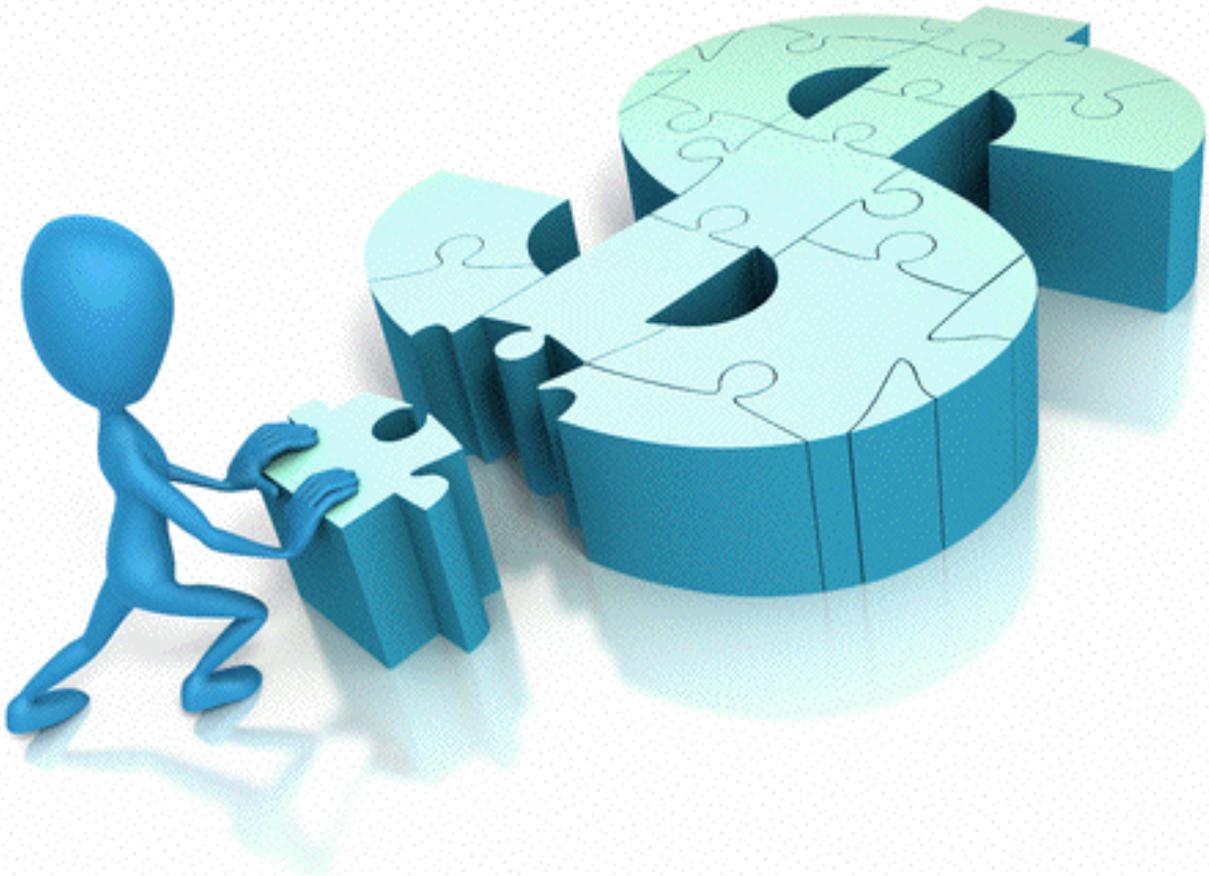


Albuquerque Public Schools Activity Funds Support



EPES ACCOUNTING MANUAL FOR ACTIVITY FUND POLICIES & PROCEDURES

TABLE OF CONTENTS

	PAGE#
A. EPES BASIC	6
- LOGGING ON TO THE EPES SYSTEM.....	7
B. EPES SUPPORT	
- WHO TO CONTACT.....	8
- HOW TO USE ONLINE SUPPORT (IF DIRECTED TO DO SO).....	9-10
C. CHANGING YEARS IN EPES SYSTEM.....	
- VIEWING PRIOR YEARS.....	11
- RESETTING TO CURRENT YEAR.....	12
D. MANAGING ACCOUNTS.....	13
- CREATING/ADDING NEW ACTIVITY ACCOUNTS	14-15
- CREATING/ADDING NEW GL ACCOUNTS	16-17
- EDITING EXISTING ACCOUNTS.....	18-19
- CLOSE/DELETING ACCOUNTS.....	20-21
E. VENDORS.....	22
- CREATING/ADDING NEW VENDORS.....	23-24
- EDITING EXISTING VENDORS.....	25-26
- DELETING VENDORS.....	27-29
F. RECEIPTING.....	30
- ENTERING RECEIPTS.....	31-33
- PRINTING RECEIPTS.....	34
- REPRINTING RECEIPTS.....	35
- EDITING RECEIPTS.....	36-37
G. PURCHASE ORDERS.....	39
- ENTERING PURCHASE ORDERS.....	
1. KNOWN AMOUNT.....	40-43
2. NOT TO EXCEED AMOUNT.....	44-47
A. SAMPLE OF A DEMAND CHECK.....	48-52

3. BLANKET PURCHASE ORDERS	53-56
4. PURCHASE SERVICES.....	57-60
- RECEIVING AND POSTING RECEIPTS.....	
1. FULL ORDER INVOICES.....	61-64
2. PARTIAL ORDER INVOICES.....	65-69
3. BLANKET PURCHASE ORDER INVOICES.....	70-74
4. PURCHASE SERVICE INVOICES.....	75-81
5. NOT TO EXCEED PURCHASE RECEIPTS.....	
A. EDITING PO TO THE VENDOR RECEIPT	82-84
B. EDITING DEMAND CHECK TO VENDOR RECEIPT	85-86
H. DISBURSMENT OF FUNDS.....	87
- PAYMENTS FOR PURCHASES REQUIRING A PURCHASE ORDER.....	
A. TANGIBLE ITEMS, TRAVEL, CAMPS, ETC	
- PRINTED CHECKS.....	88-92
- HANDWRITTEN.....	93-97
B. PAYMENTS FOR SERVICES TO APS/BOE.....	98-103
- PAYMENT OF FUNDS NOT REQUIRING A PURCHASE ORDER.....	
A. CASH ADVANCES.....	104-108
B. PAYMENT TO APS ENTITIES.....	109-112
(IE, ATHLETICS, GL FOR TEXTBOOKS, ETC)	
C. PETTY CASH/CHANGE FUND REPLENISHMENTS	113-116
D. REFUNDS.....	117-120
I. MONTH END BALANCING.....	121
- POSTING OF BANK FEES.....	
1. DIVIDENDS.....	122-123
2. SERVICE CHARGES, FEES.....	124-126
3. NSF CHECKS.....	127-129
- CANCELLING CHECKS.....	130-131
- VOIDING OF STALE DATED CHECKS.....	132-133
- BANK RECONCILIATION.....	134-137
- OUTSTANDING CHECKS.....	138-139
- GASB VERIFICATION FOR EXPENDITURES	140-144
- GASB VERIFICATION FOR RECEIPTS	145-148
- ACTIVITY FUND LEDGER REPORT.....	149-152
- SEQUENTIAL LIST REPORTS.....	
1. LIST OF CHECKS.....	153-155
2. LIST OF RECEIPTS.....	156-157
3. LIST OF ACTIVITY FUND TRANSFERS.....	158-159

J. TRANSFERS.....	160
- ACTIVITY FUND TRANSFERS.....	161-162
- GL TRANSFERS.....	163-164
K. VOIDING.....	165
- RECEIPTS.....	166-168
- CHECKS.....	169-171
- PURCHASE ORDERS.....	172-174
- ACTIVITY TRANSFERS.....	175-176
- GL TRANSFERS.....	177-178
L. CHANGE FUNDS.....	179
- OPENING CHANGE FUND.....	180-183
- INCREASING CHANGE FUND.....	184-187
- CLOSING CHANGE FUND.....	188-189
M. PETTY CASH	190
- OPENING A PETTY CASH FUND	191-194
- INCREASING PETTY CASH FUND.....	195-198
- REPLENISHING PETTY CASH FUND	199-200
- CLOSING PETTY CAS FUND	201-202
N. YEAREND ROLLOVER.....	203
- SEQUENTIAL LIST OF VENDORS WITH NO TRANSACTIONS, STEP 1...	204-205
- ACTIVITY LEDGER	206-208
- ROLLOVER.....	209-211
- SEQUENTIAL LIST OF VENDORS WITH NO TRANSACTIONS, STEP 2...	212-214
O. REPORTS.....	215
- ACTIVITY LEDGER.....	216-218
- OUTSTANDING CHECKS.....	219-220
- RECONCILIATION.....	221-223
- BANK RECONCILIATION.....	224-227
- PRINT CHECKS.....	228-229
- PRINT PREVIOUS RECEIPTS.....	230
- SEQUENTIAL LISTS.....	
1. LIST OF CHECKS.....	231-233
2. LIST OF RECEIPTS.....	234-236

3. VENDORS WITH NO TRANSACTIONS.....	237-238
4. ACTIVITY TRANSFERS.....	239-240
5. DEPOSIT VOUCHER.....	241-242
- GASB REPORTS AND CORRECTIONS	
1. EXPENDITURES.....	243-247
2. RECEIPTS.....	248-251

THIS PAGE INTENTIONALLY LEFT BLANK

EPES

BASICS

HOW TO LOGIN TO EPES:

1. OPEN WEB BROWSER
2. ENTER: EPESACCOUNTING.EPES.ORG
3. ENTER:
DISTRICT ID: 8816
CUSTOMER ID: EPES ISSUED CUSTOMER ID
USER NAME: BK
PASSWORD: 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:

The screenshot shows a web browser window with the address bar displaying <https://epesaccounting.epes.org/Default.aspx>. The page header features the EPES software logo and the text "Copyright © 2014: CAP Group, Inc.". The main content area contains a login form with the following fields: District ID, Customer ID, User Name, and Password. Below the form are buttons for "Login" and "Forgot Password".

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

**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.

The image is a screenshot of the EPES website's 'Customer Support' page. It features a navigation menu at the top with links for 'products', 'downloads', 'support', 'services', 'about us', and 'contact us'. A yellow box with arrows points to the 'support' link, containing the text 'GO TO: EPES.ORG' and 'CLICK: SUPPORT'. On the left side, there is a sidebar with a 'Customer Support' button and a list of links: 'Suggestions', 'Program Bug', 'FAQs', and 'On-line Assistance'. The 'On-line Assistance' link is highlighted in yellow. The main content area is titled 'Customer Support' and contains several paragraphs of text. A yellow box with arrows points to the phone number '1-800-237-6498 option 1.' in the text, containing the text 'CALL: SUPPORT LINE IF YOU MAYBE DIRECTED BY EPES TO USE THEIR ON-LINE ASSISTANCE, (IF THEY ARE UNABLE TO ASSIST YOU OVER THE PHONE)'. On the right side, there are several promotional banners: 'the latest technical bulletins', 'on-line demo', 'monthly newsletter', 'We Want YOUR FEEDBACK on-line survey', 'Follow Us On facebook', and '100% SATISFACTION GUARANTEED order on-line'.

GO TO: EPES.ORG
CLICK: SUPPORT

Customer Support

Are you tired of talking to computers or pushing buttons constantly until you finally get to leave a voice message and then wait hours for someone to return your call when you need help?

With EPES you don't have to do this. Over 90% of our calls are answered by a well trained, friendly technician on the first call. If all lines are busy simply leave your name, school name and phone number and we will return your call. Our current call back time is less than 15 minutes.

Our initial software price includes one year toll-free technical support. After the first year you will be sent a reminder that the support contract is about to expire. You have the option to continue the support agreement or you may choose to pay a per call amount for technical support. Our support agreement includes continued toll free assistance, free downloads of latest versions of software plus discounts on additional software modules.

When you purchase the software you will receive the toll free support telephone number, and the support email address.

The support lines are open 8am to 5pm (central time) Monday thru Friday. The phone number for technical support is **1-800-237-6498 option 1.**

CALL: SUPPORT LINE IF YOU MAYBE DIRECTED BY EPES TO USE THEIR ON-LINE ASSISTANCE, (IF THEY ARE UNABLE TO ASSIST YOU OVER THE PHONE)

IF DIRECTED TO ONLINE SUPPORT:

EPES software technical bulletins

products | downloads | support | services | about us | contact us

on-line demo

monthly newsletter

subscribe

checks | receipts | forms

100% SATISFACTION GUARANTEED

order on-line

Customer Support

- Suggestions
- Program Bug
- FAQs
- On-line Assistance

Live Remote Assistance

Do you need a quick solution to a technical problem? With our live remote-assistance tool, a member of our support team can view your desktop and share control of your mouse and keyboard to get you on your way to a solution.

How to Get Support

Please visit our support page where you'll find our contact information, hours of support, products we support and type of support we provide. You will find answers to security questions and system configuration requirements on our FAQ page. You can also view a demonstration of a screen-sharing session.

How It Works

Step 1: Simply type your question or the nature of your problem in the box below. Then click the yellow Click Here button.
Step 2: You are prompted to download a small virus-free plug-in which will connect you to a member of our support team.
Step 3: Your support representative will chat with you online to obtain the details of the problem.
Step 4: With your permission, your support representative can view your screen and share control of your mouse and keyboard.
Step 5: You are in full control of your computer at all times. You always have overriding control of your mouse and keyboard, and you can end the screen-sharing session at any time.

The School Software Solution

School Name:

Customer ID #:

Email Address:

Please fill out the fields above, type your question in the box below and click the yellow button to proceed.

Click Here!

POWERED BY GoToAssist™

FILL IN:

- SCHOOL NAME
- CUSTOMER ID#
- "YOUR" EMAIL ADDRESS
- ENTER YOUR ISSUE/QUESTION IN THE BOX OR WHATEVER THEY ADVISE YOU TO ENTER FOR HELP

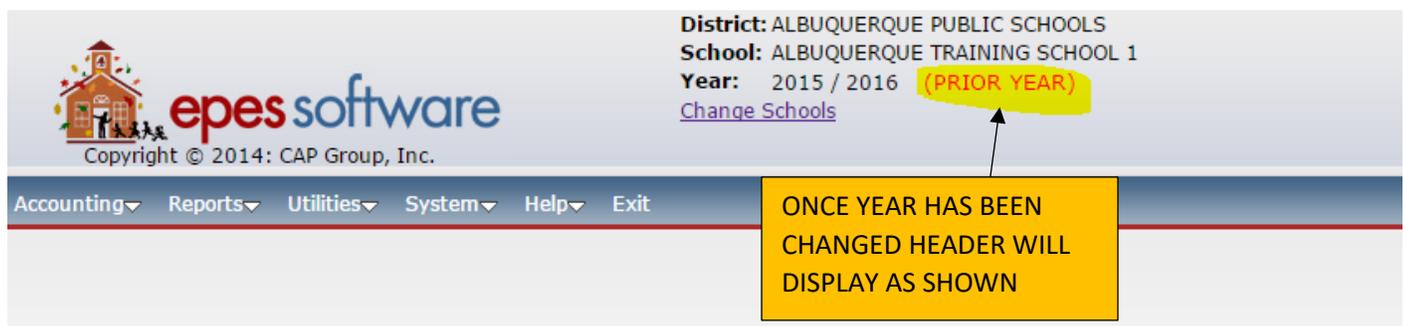
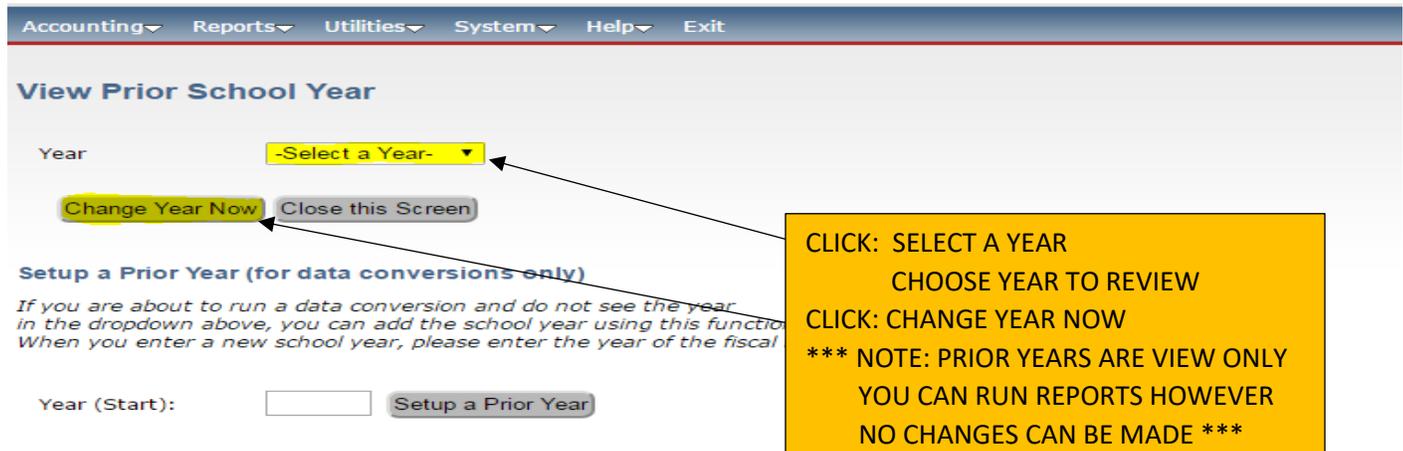
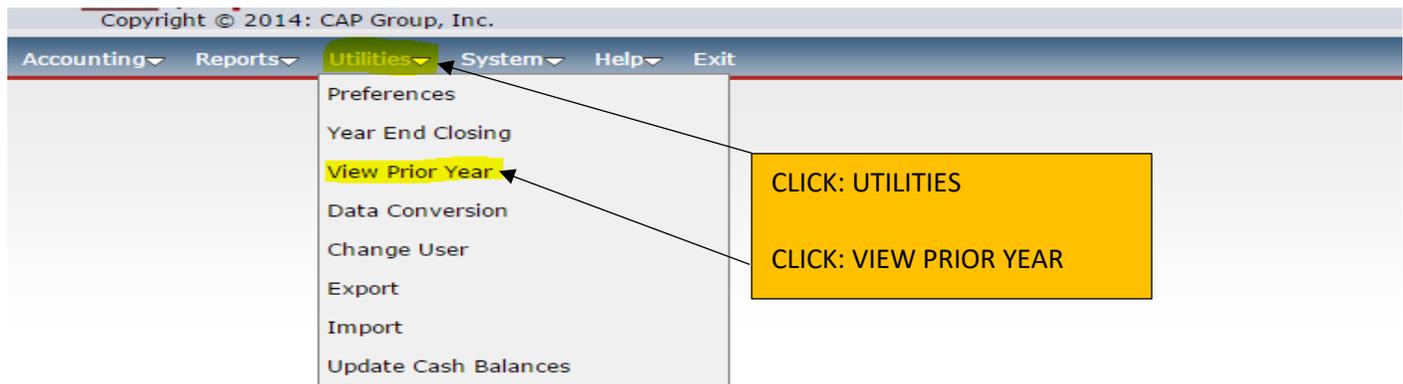
VIEWING PRIOR YEARS:

*** 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)



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

The screenshot shows the top header of the epes software interface. On the left is the epes software logo with the text "Copyright © 2014: CAP Group, Inc.". On the right, the header information reads: "District: ALBUQUERQUE PUBLIC SCHOOLS", "School: ALBUQUERQUE TRAINING SCHOOL 1", and "Year: 2015 / 2016 (PRIOR YEAR)" with a "Change Schools" link below. A navigation bar contains "Accounting", "Reports", "Utilities", "System", "Help", and "Exit". The "Utilities" menu is open, listing options: "Preferences", "Year End Closing", "View Prior Year", "Reset to Current Year" (highlighted in yellow), "Data Conversion", "Change User", "Export", "Import", and "Update Cash Balances". A yellow callout box on the right contains the text "CLICK: UTILITIES" with an arrow pointing to the Utilities menu, and "CLICK: RESET TO CURRENT YEAR" with an arrow pointing to the highlighted menu item.

activity accou

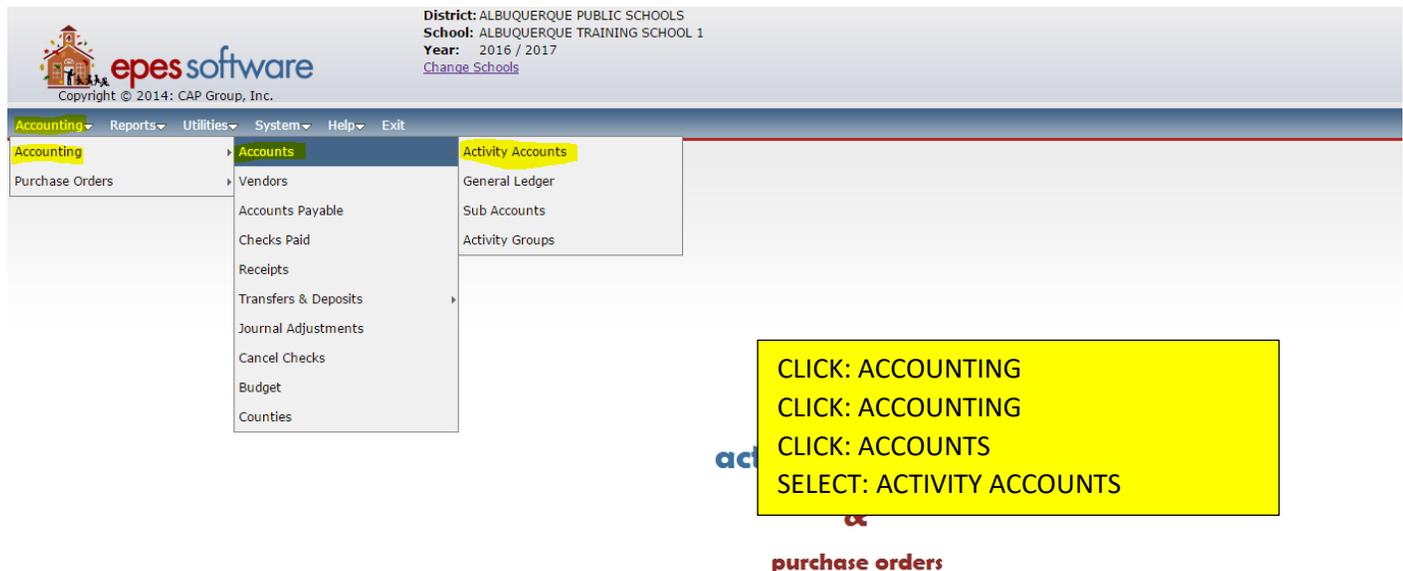
&

This screenshot shows the same epes software interface after the year has been updated. The header information now reads: "District: ALBUQUERQUE PUBLIC SCHOOLS", "School: ALBUQUERQUE TRAINING SCHOOL 1", and "Year: 2016 / 2017" (highlighted in yellow), with the "Change Schools" link still present. The navigation bar remains the same. A yellow callout box at the bottom contains the text "ONCE YEAR HAS BEEN CHANGED HEADER WILL DISPLAY AS SHOWN WITH CURRENT SCHOOL YEAR" with an arrow pointing to the updated year in the header.

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



Activity Accounts/Club

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

Activity Account/Club #	<input type="text" value="100"/>	CLICK: ADD		
Account Name	<input type="text" value="ADMINISTRATION"/>	*	Cash Balance	\$0.00
Advisor	<input type="text"/>		Payable	(\$0.00)
Beginning Balance	<input type="text" value="\$0.00"/>	*	Working Balance	\$0.00
Activity Group	<input type="text"/>		Encumbered	\$0.00

Activity Accounts/Club

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

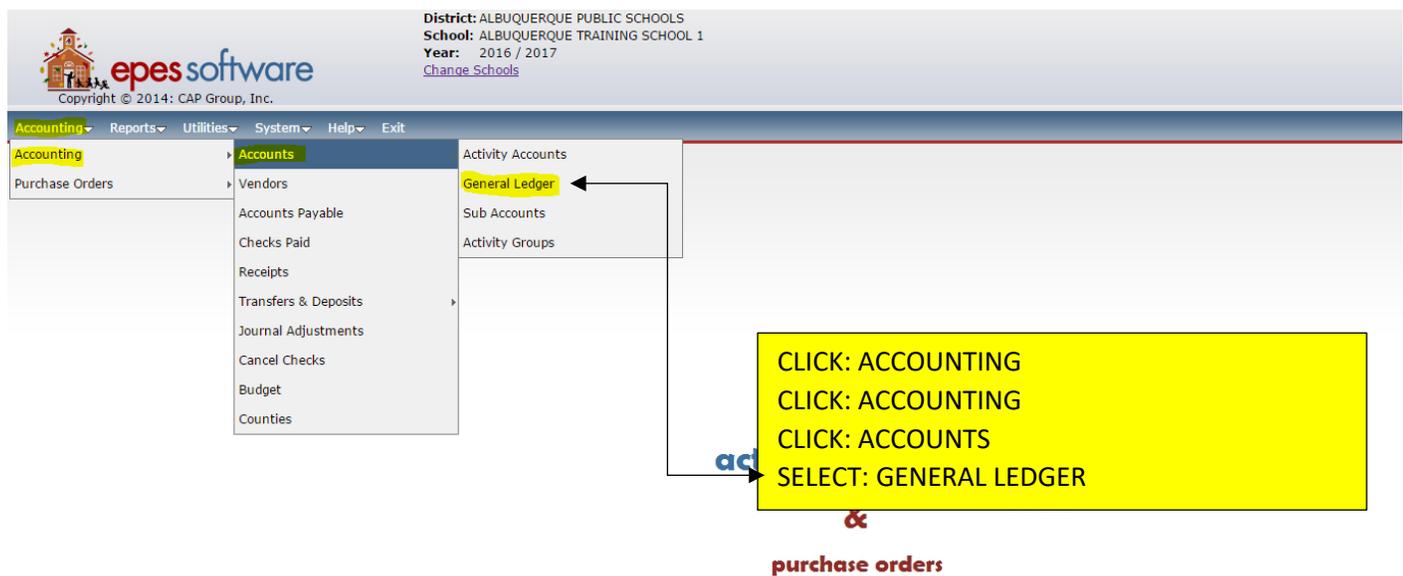
Activity Account/Club #	<input type="text"/>	
Account Name	<input type="text"/>	*
Advisor	<input type="text"/>	
Beginning Balance	<input type="text" value="0.00"/>	*
Activity Group	<input type="text"/>	

ENTER: ACCOUNT NUMBER
TAB TO: ACCOUNT NAME
TAB TO: ADVISOR/SPONSOR
***** DO NOT CHANGE BEGINNING BALANCE**
BEGINNING BALANCE MUST BE ZERO
CLICK: SAVE WHEN DONE
OR SAVE ADD ANOTHER IF ADDING
MULTIPLE ACCOUNTS
CLICK: CLOSE WHEN DONE

CREATING/ADDING A NEW GL ACCOUNT:

*****NOTE: GL ACCOUNTS REQUIRE PRIOR APPROVAL FROM ACTIVITY FUNDS SUPPORT BEFORE OPENING.**
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



GL Accounts

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

GL Account #	<input type="text" value="990"/>	*	Beginning Balance	<input type="text" value="\$0.00"/>	*
Account Name	<input type="text" value="Petty Cash"/>	*	Cash Balance	\$0.00	
Checking	<input type="checkbox"/>		Payable	(\$0.00)	
			Working	\$0.00	
			Encumbered	\$0.00	

CLICK: ADD

GL Accounts

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

GL Account #	<input type="text"/>	*	Beginning Balance	<input type="text" value="0.00"/>	*
Account Name	<input type="text"/>	*	Cash Balance	\$	
Checking	<input type="checkbox"/>				

ENTER: ACCOUNT NUMBER
TAB TO: ACCOUNT NAME
***** DO NOT ENTER AN AMOUNT IN BEGINNING BALANCE IT MUST BE ZERO**
CLICK: SAVE AND CLOSE, WHEN DONE (OR) SAVE ADD ANOTHER IF ADDING MULTIPLE ACCOUNTS
CLICK: CLOSE WHEN DONE

EDITING AN EXISTING FUND ACCOUNT:

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

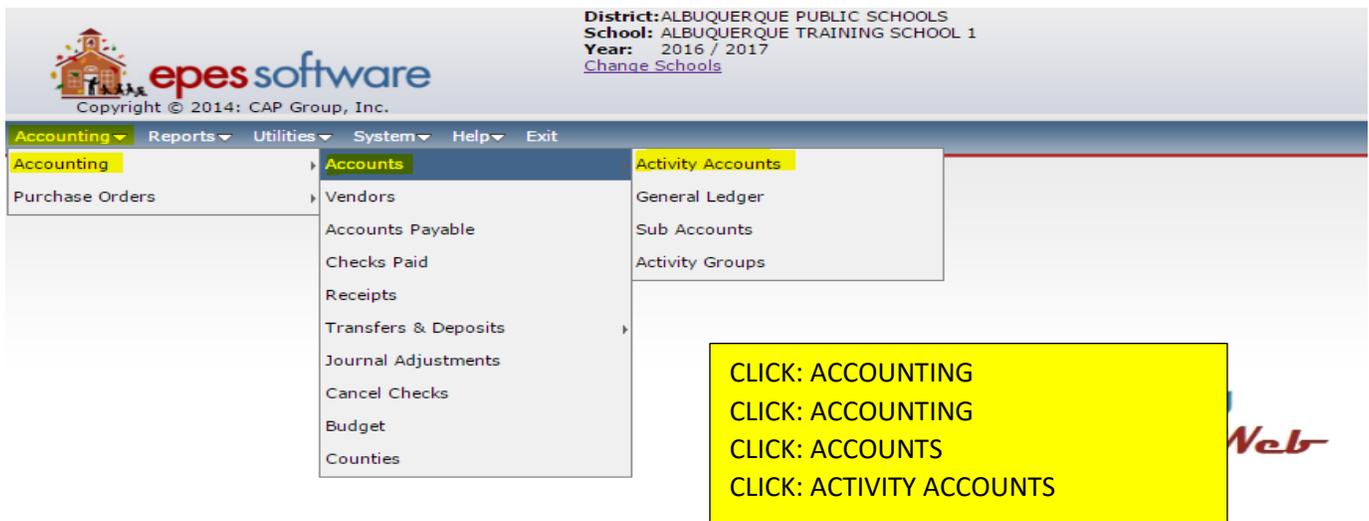
1. CLICK: ACCOUNTING
2. CLICK: ACCOUNTING
3. CLICK: ACCOUNTS
4. CLICK: ACTIVITY ACCOUNTS
5. CLICK: LIST
6. CLICK: FUND ACCOUNT TO EDIT
7. CLICK: EDIT

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



District: ALBUQUERQUE PUBLIC SCHOOLS
 School: ALBUQUERQUE TRAINING SCHOOL 1
 Year: 2016 / 2017
[Change Schools](#)

epes software
 Copyright © 2014: CAP Group, Inc.

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

Activity Accounts Search Acct# ▾ for Search

Click on the field header

Acct #	Account Name	Advisor Name	Account Balance
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

**SELECT: FUND ACCOUNT TO EDIT
 YOU CAN SELECT TWO WAYS:
 → ENTER: ACCOUNT NUMBER
 → CLICK: SEARCH & CLICK ON ACCOUNT (OR)
 → SCROLLING TO THE ACCOUNT NUMBER
 → CLICKING ONCE ON THE ACCOUNT LINE**

District: ALBUQUERQUE PUBLIC SCHOOLS
 School: ALBUQUERQUE TRAINING SCHOOL 1
 Year: 2016 / 2017
[Change Schools](#)

epes software
 Copyright © 2014: CAP Group, Inc.

Activity Accounts/Club

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

Activity Account/Club # *

Account Name *

Advisor

Beginning Balance *

Activity Group

Cash Balance \$0.00
 Payable (\$0.00)

**CLICK: EDIT
 CLICK: ON ACCOUNT NAME TO EDIT
 CLICK: ON ADVISOR NAME TO EDIT
 *** DO NOT EDIT OR CHANGE THE BEGINNING BALANCE AMOUNT
 CLICK: SAVE WHEN COMPLETE
 CLICK: CLOSE TO EXIT**

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

Accounting > Accounts > Activity Accounts

Purchase Orders > Vendors > General Ledger
Accounts Payable > Sub Accounts
Checks Paid > Activity Groups
Receipts
Transfers & Deposits
Journal Adjustments
Cancel Checks
Budget
Counties

CLICK: ACCOUNTING
CLICK: ACCOUNTING
CLICK: ACCOUNTS
CLICK: ACTIVITY ACCOUNTS

District: ALBUQUERQUE PUBLIC SCHOOLS
School: ALBUQUERQUE TRAINING SCHOOL 1
Year: 2016 / 2017
[Change Schools](#)

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 *
Account Name ADMINISTRATION * Cash Balance \$0.00
Advisor Payable (\$0.00)
Beginning Balance \$0.00 * Working Balance \$0.00
Activity Group Encumbered \$0.00

CLICK: LIST

Activity Accounts

Search Acct # ▾ for Search Close

Click on the field header to sort by that field

Acct #	Account Name	Advisor Name	Account Group
100	ADMINISTRATION		
105	LIBRARY		
110	STUDENT ACTIVITIES		
115	FIELD TRIP		
120	TECHNOLOGY		
125	STUDENT COUNCIL		
130	YEARBOOK		
135	HONOR SOCIETY		
140	BAND/CHOIR		
145	DECA		
150	KINDERGARTEN		
155	8TH GRADE		
160	JROTC		
165	LEADERSHIP CLUB		
170	CHEERLEADING		

ENTER: ACCOUNT NUMBER IN SEARCH BOX
 CLICK: SEARCH
 (OR)
 SCROLL: TO LOCATE ACCOUNT NUMBER
 CLICK: ON ACCOUNT NUMBER TO DELETE

epesaccounting.epes.org says:
 Are you sure you want to delete this record?

Activity Accounts/Club

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

Activity Account/Club # *

Account Name *

Advisor

Beginning Balance *

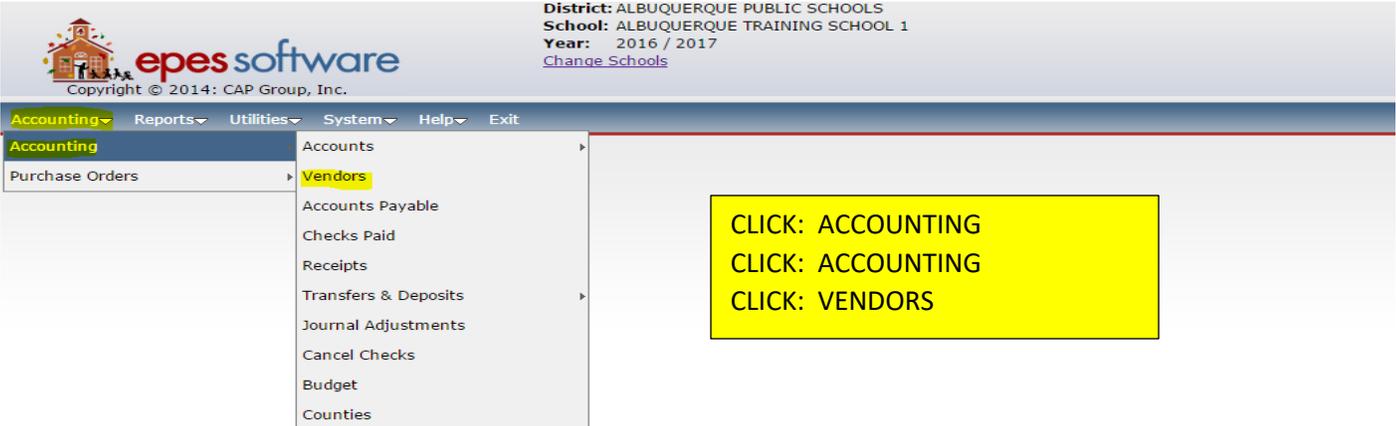
Activity Group

CLICK: DELETE
 *** YOU WILL BE PROMPTED TO VERIFY IF YOU WANT TO DELETE THIS ACCOUNT ***
 CLICK: OK
 * ACCOUNT HAS NOW BEEN DELETED *
 CLICK: CLOSE 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



The screenshot shows the top header of the epes software interface. On the left is the epes software logo with a schoolhouse icon and the text "Copyright © 2014: CAP Group, Inc.". On the right, it displays the user's context: "District: ALBUQUERQUE PUBLIC SCHOOLS", "School: ALBUQUERQUE TRAINING SCHOOL 1", "Year: 2016 / 2017", and a "Change Schools" link. Below the header is a menu bar with "Accounting", "Reports", "Utilities", "System", "Help", and "Exit". The "Accounting" menu is open, showing a list of options: "Accounts", "Accounts Payable", "Checks Paid", "Receipts", "Transfers & Deposits", "Journal Adjustments", "Cancel Checks", "Budget", and "Counties". The "Vendors" option is highlighted in yellow. To the right of the menu, a yellow box contains the text: "CLICK: ACCOUNTING", "CLICK: ACCOUNTING", and "CLICK: VENDORS".

activity accounting
&
Web
purchase orders



epes software

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

Vendors

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

Vendor Code *

Vendor Name *

Address

Address line 2

City

State ZipCode

Phone

Fax

CLICK: ADD



epes software

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

Vendors

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

Vendor Code *

Vendor Name *

Address

Address line 2

City

State ZipCode

Phone

ENTER: VENDOR CODE
THIS WILL BE THE FIRST 9 CHARACTERS OF THE VENDOR NAME OR LAST NAME, FIRST NAME IF THE VENDOR IS AN INDIVIDUAL

ENTER: ENTIRE VENDOR NAME

ENTER: ADDRESS, PHONE NUMBER AND ANY OTHER PERTINENT INFORMATION NEEDED

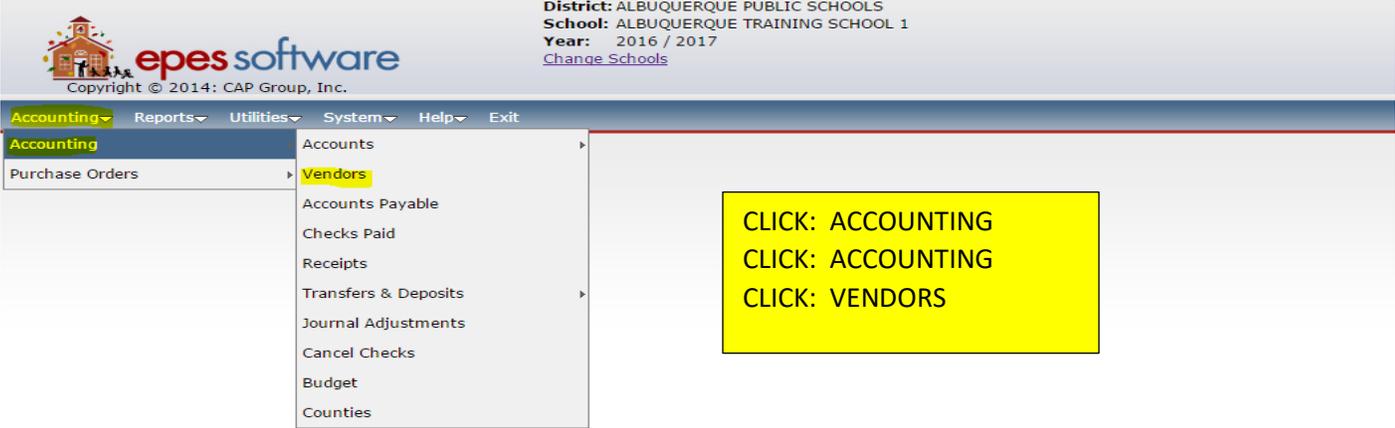
CLICK: SAVE AND CLOSE, WHEN DONE (OR) SAVE-ADD ANOTHER

CLICK: CLOSE TO EXIT

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



District: ALBUQUERQUE PUBLIC SCHOOLS
School: ALBUQUERQUE TRAINING SCHOOL 1
Year: 2016 / 2017
[Change Schools](#)

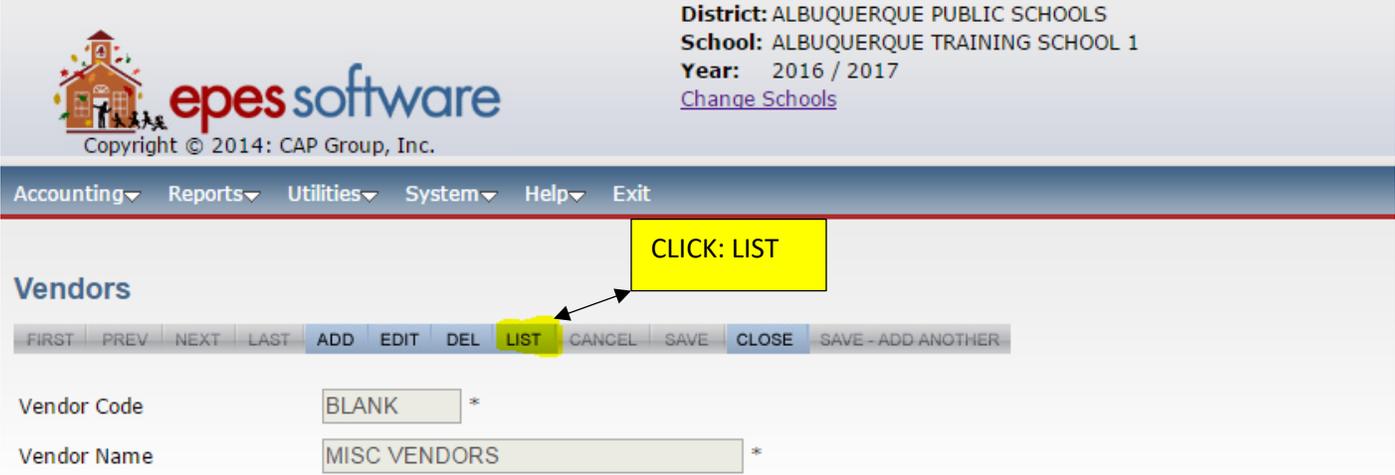
Accounting Reports Utilities System Help Exit

Accounting
Purchase Orders

Vendors
Accounts Payable
Checks Paid
Receipts
Transfers & Deposits
Journal Adjustments
Cancel Checks
Budget
Counties

CLICK: ACCOUNTING
CLICK: ACCOUNTING
CLICK: VENDORS

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

Vendors

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

Vendor Code *

Vendor Name *

CLICK: LIST

Vendors

Search for Search Close

Click on the field header to sort by that field

Page | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 Next Last 1 ▾

Vendor Code	Vendor Name					
2000NM	2000 NMASC AND CENTRAL					
2006NM	2006 NM PRESS WOMEN					
2006NMSU	NMSU DEPT. OF JOURNALISM					
2CATS	2 CATS PRODUCTION					
355	CLASS OF 2112					
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	

ENTER: VENDOR CODE IN SEARCH BOX
CLICK: SEARCH
(OR)
SCROLL TO THE VENDOR TO EDIT
CLICK: VENDOR ONE TIME TO SELECT

Vendors

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

Vendor Code *

Vendor Name

Address

Address line 2

City

State ZipCode

Phone

CLICK: EDIT
EDIT: INFORMATION THAT NEEDS TO BE CHANGED
CLICK: SAVE AND CLOSE, WHEN DONE

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

The screenshot shows the top header of the epes software interface. On the left is the epes software logo with a schoolhouse icon and the text "Copyright © 2014: CAP Group, Inc.". On the right, it displays the user's location: "District: ALBUQUERQUE PUBLIC SCHOOLS", "School: ALBUQUERQUE TRAINING SCHOOL 1", and "Year: 2016 / 2017", with a "Change Schools" link. Below the header is a menu bar with "Accounting", "Reports", "Utilities", "System", "Help", and "Exit". The "Accounting" menu is open, showing a list of options: "Accounts", "Purchase Orders", "Vendors", "Accounts Payable", "Checks Paid", "Receipts", "Transfers & Deposits", "Journal Adjustments", "Cancel Checks", "Budget", and "Counties". The "Vendors" option is highlighted in yellow. To the right of the menu, a yellow box contains the text: "CLICK: ACCOUNTING", "CLICK: ACCOUNTING", and "CLICK: VENDORS". At the bottom right of the page, the text "activity accounting & Web purchase orders" is displayed in a stylized font.

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

Vendors

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

Vendor Code *

CLICK: LIST

Vendor Name *

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

Vendors

Search for Search Close

Click on the field header to sort by that field

Page | 1 | 2

ENTER: VENDOR CODE IN SEARCH BOX
 CLICK: SEARCH
 (OR)
 SCROLL TO THE VENDOR TO EDIT
 CLICK: VENDOR ONE TIME TO SELECT

Vendor Code	Vendor Name	Address					
2000NM	2000 NIMASC AND CENTRAL	8217 CONNECTICUT NE					
2006NM	2006 NIM PRESS WOMEN						
2006NMSU	NMSU DEPT. OF JOURNALISM	BOX 30001					
2CATS	2 CATS PRODUCTION	20 WEST 22ND STREET	NEW YORK	NY	10010	212-929-2009	
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	
50STAROST	5 STAR STUDENTS	42095 ZEVO DRIVE, STE. 4	TEMECULA	CA	92590	951-808-3875	
5STARFUND	ENTERTAINMENT	6553 SOLUTION CENTER	CHICAGO	IL	60677		



Vendors

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

Vendor Code *

Vendor Name *

Address

Address line 2

City

State ZipCode

CLICK: DELETE

epesaccounting.epes.org says:

Are you sure you want to delete this record?

OK Cancel

CLICK: OK

Confirmation Required

Are you certain you wish to delete this record?

CLICK: YES

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

The screenshot shows the epes software interface. At the top, it displays the district and school information: District: ALBUQUERQUE PUBLIC SCHOOLS, School: ALBUQUERQUE TRAINING SCHOOL 1, Year: 2016 / 2017, and a link to Change Schools. The main menu includes Accounting, Reports, Utilities, System, Help, and Exit. The Accounting menu is expanded, showing options like Accounts, Vendors, Accounts Payable, Checks Paid, Receipts (highlighted), Transfers & Deposits, Journal Adjustments, Cancel Checks, Budget, and Counties. A yellow box with a black border contains the text: CLICK: ACCOUNTING, CLICK: ACCOUNTING, and CLICK: RECEIPTS. The background of the software interface shows the text 'Accounting & Web purchase orders'.

Receipts

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

Receipt #: Date: GL Account: Printed: Posted From:

Rcvd From: Vendor Name: Closed: Void Date:

Individual:

Add Line Item Receipt Total: \$0.00

There are no line items yet. Click 'Add Line Item'.

CLICK: ADD

Changes will not be saved until you click save.

Receipts

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

Receipt #: Date: GL Account: Printed: Posted From:

Rcvd From: Vendor Name: Closed: Void Date:

VendorCode	VendName	CADDRESS	CCITY
DOE	JANE DOE		

There are no line items yet. Click 'Add Line Item'.

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)

Changes will not be saved until you click save.

Receipts

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

Receipt #: 15723 Date: 09/22/2017 GL Account: 991 - Cash on ... Printed: No Posted From:

Rcvd From: WAGNER Vendor Name: MISC

Vendor Not Found

Would you like to add this vendor?

Yes No

Total: \$0.00

**IF VENDOR DOES NOT EXIST YOU WILL NEED TO ADD THEM
CLICK: YES**

SAVE - ADD ANOTHER Print This Receipt Void this Receipt

New Vendor

91 - C

Vendor Code: WAGNER *

Vendor Name: *

Address: }

Address line 2: }

City: }

State: Select an Option

ZipCode: - -

Phone: () - - Fax: () - -

Attention:

Tax ID:

School Vend #:

County ID: Select an Option

Bid Category:

MEMO:

Save Cancel

**TAB TO: VENDOR NAME; ENTER FULL NAME
*** ADD AS MUCH INFORMATION AS
POSSIBLE IF YOU HAVE IT.
CLICK: SAVE**

Changes will not be saved until you click save.

Receipts

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

Receipt #: 1021 Date: 06/23/2017 GL Account: 992 - Checking Printed: No Posted From:
 Rcvd From: DOE Vendor Name: JANE DOE Closed: No Void Date:
 Individual: JANE DOE

CLICK: ADD LINE ITEM

Add Line Item Receipt Total: \$0.00

There are no line items yet. Click 'Add Line Item'.

Changes will not be saved until you click save.

Receipts

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

Receipt #: 1021
 Rcvd From: DOE
 Individual: JANE D

CLICK: ACCOUNT, ENTER ACCOUNT NUMBER OR USE THE DROP DOWN LIST
 TAB TO: SUB ACCOUNT; ENTER SUB ACCOUNT NUMBER OR USE DROP DOWN
 TAB TO: AMOUNT; ENTER AMOUNT TO BE RECEIPTED
 TAB TO: NOTES, ENTER A BRIEF DESCRIPTION OF FUNDS BEING RECEIPTED

Add Line Item Receipt Total: \$160.00

Options	Acct.	Sub Acct.	Amount	Tax Amt.	Notes	Pay Type
<input checked="" type="checkbox"/>	100 ADMINISTRATION	417010 FEES	\$5.00	\$0.00	TRAINING	C - Cash
<input checked="" type="checkbox"/>	110 STUDENT ACTIVITIES	417010 FEES	\$80.00	\$0.00	PARKING FEES	C - Cash
<input checked="" type="checkbox"/>	125 - STUDENT COUN...	417020 - FEES-EDUCATI...	\$75.00	\$0.00	CLASS FEES	C - Cash

NOTE: IF YOU HAVE MULTIPLE DEPOSITS FROM THE SAME VENDOR THEY CAN BE ENTERED ON ONE RECEIPT BY ADDING LINE ITEMS FOR EACH DEPOSIT

Changes will not be saved until you click save.

CANCEL SAVE CLOSE SAVE - ADD ANOTHER Print This Receipt Void this Receipt

GL Account: 992 - Checking Printed: No Posted From:
 Vendor Name: Closed: No Void Date:

Add Line Item Receipt Total: \$5.00

Options	Acct.	Sub Acct.	Amount	Tax Amt.	Notes	Pay Type
<input checked="" type="checkbox"/>	100 - ADMINISTRATION	0 - No SubAcc...	\$5.00	\$0.00	TRAINING	C - Cash

CLICK: SAVE, ON THE LINE ITEM
 CLICK: SAVE, AT THE TOP
 CONTINUE ADDING
 OR CLOSE WHEN DONE

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

SCHOOL: ALBUQUERQUE TRAINING SCHOOL 1
Year: 2016 / 2017
[Change Schools](#)

Copyright © 2014: CAP Group, Inc.

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

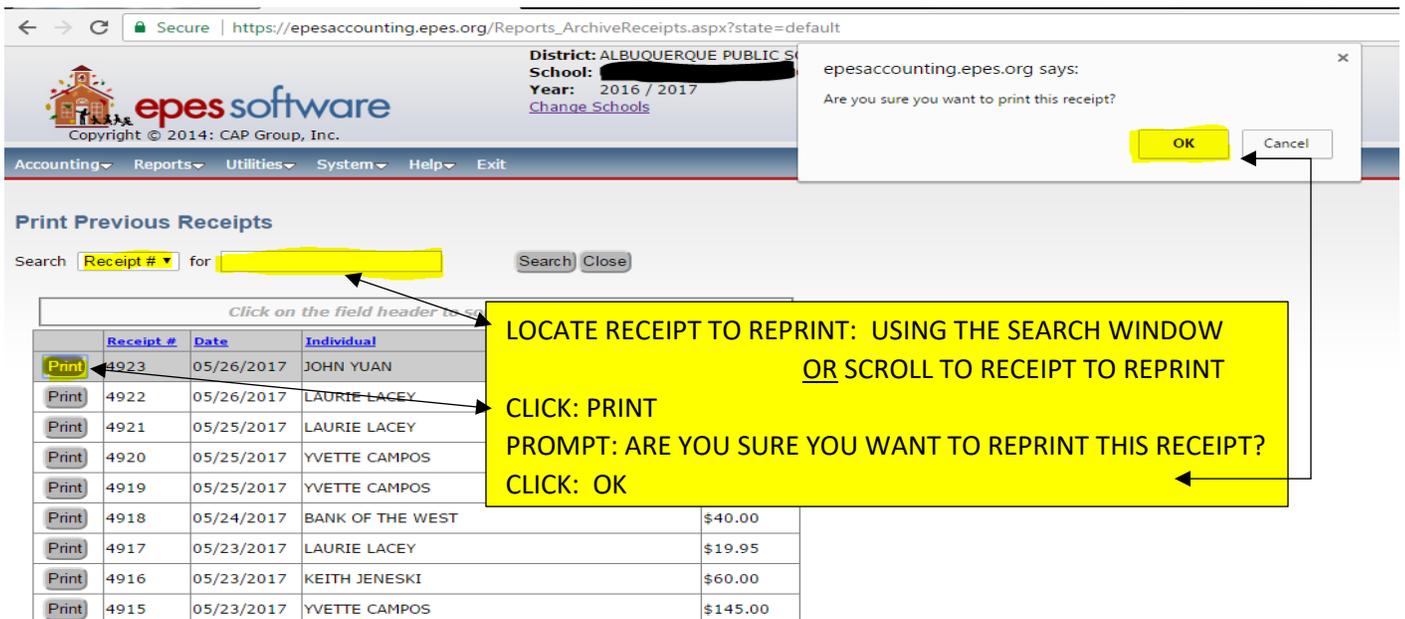
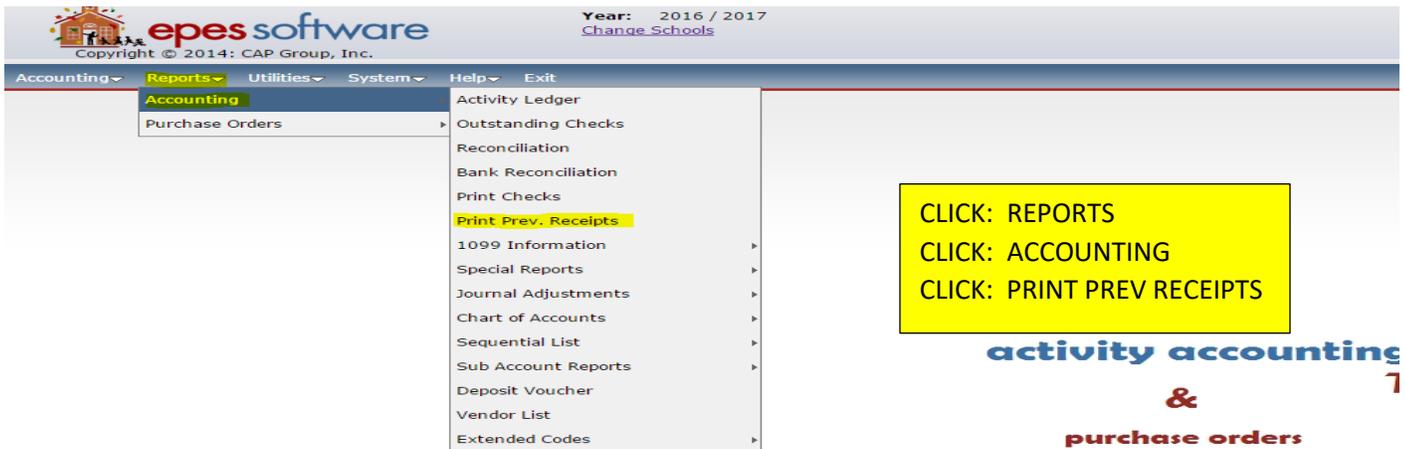
Receipt: Amount: 991 - Cash on... Printed: No Posted From:
Rcvd: Closed: No Void Date:
Indivi:

Add Line Item Receipt Total: \$50.00

Options	Acct.	Sub Acct.	Amount	Tax Amt.	Notes	Pay Type
 	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

District: ALBUQUERQUE PUBLIC SCHOOLS
School: CIBOLA HIGH SCHOOL
Year: 2016 / 2017
[Change Schools](#)

Copyright © 2014: CAP Group, Inc.

Accounting Reports Utilities System Help Exit

Accounting
Purchase Orders

Accounts
Vendors
Accounts Payable
Checks Paid
Receipts
Transfers & Deposits
Journal Adjustments
Cancel Checks
Budget
Counties

CLICK: ACCOUNTING
CLICK: ACCOUNTING
CLICK: RECEIPTS

activity accounting
& Web
purchase orders

epes software Year: 2016 / 2017
 Copyright © 2014: CAP Group, Inc. [Change Schools](#)

Accounting Reports Utilities System Help Exit

Receipts

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

Receipt #: 119 Date: 05/31/2017 GL Account: [] Printed: No Posted From: []
 Rcvd From: NUSENDACR Vendor Name: NUSENDA CREDIT UNION Closed: No Void Date: 05/31/2017
 Individual: NUSENDA CREDIT 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		Cash
301 Activities	0 No Sub-Account	(\$5.00)	\$0.00		Cash

CLICK: LIST

epes software Year: 2016 / 2017
 Copyright © 2014: CAP Group, Inc. [Change Schools](#)

Accounting Reports Utilities System Help Exit

Receipt List

Search Receipt # for [] Search Close

Click on the field header to sort by that field

Page | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 First Previous

Date	Receipt #	Individual	Amount
01/12/2017	37544		
01/12/2017	37545		
01/12/2017	37546		
01/12/2017	37547		
01/12/2017	37548		
01/12/2017	37549		
01/12/2017	37550	SENA, JOSEPH	\$50.00
01/12/2017	37551	MEDINA, STEVE	\$343.00
01/13/2017	37552	KIM GIFFORD	\$5.50
01/13/2017	37553	JUSTINE JUDWAY	\$30.00
01/13/2017	37554	SENA, JOSEPH	\$25.00
01/13/2017	37555	ATENCIO, JESSICA	\$35.00
01/14/2017	37556	MEDINA, STEVE	\$334.75
01/14/2017	37557	MARREY, LORI	\$200.00

LOCATE RECEIPT: EITHER USING THE SEARCH WINDOW OR SCROLL THROUGH PAGES TO FIND IT
 CLICK: RECEIPT NUMBER TO EDIT

epes software Year: 2016 / 2017
 Copyright © 2014: CAP Group, Inc. [Change Schools](#)

Accounting Reports Utilities System Help Exit

Receipts

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

Receipt #: 37549 Date: 01/12/2017 GL Account: 992 - CHS-Checking Printed: Yes Posted From: []
 Rcvd From: MAESTASCI Vendor Name: CINDY MAESTAS Closed: No Void Date: []
 Individual: CINDY MAESTAS

Add Line Item

Options	Acct.	Sub Acct.	Pay Type
<input checked="" type="checkbox"/>	170 Student Parking	0 No Sub-Account	Cash

CLICK: EDIT AT THE TOP
 CLICK: EDIT ON THE LINE (GREEN PENCIL)
 EDIT INFORMATION AS NEEDED
 CLICK: SAVE ON THE LINE
 CLICK: SAVE AT THE TOP

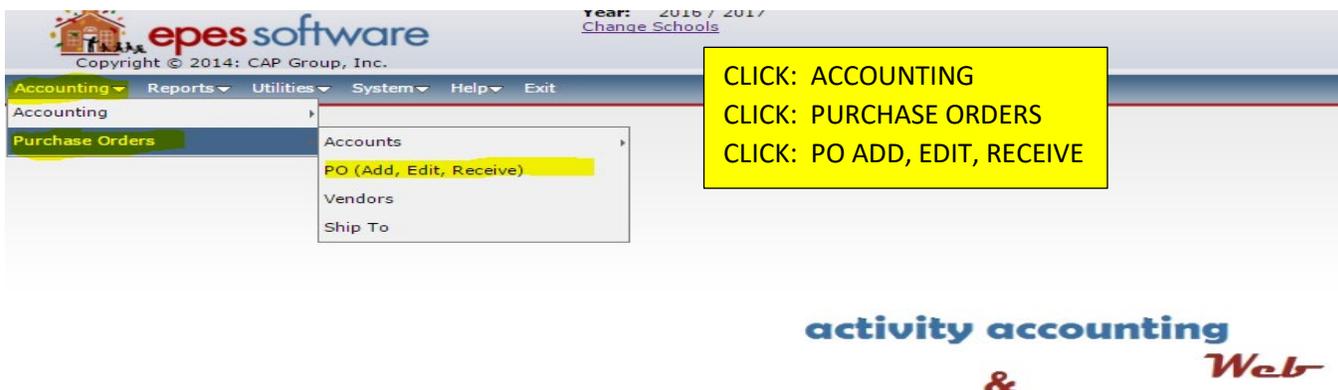
**ACTIVITY
FUND
PURCHASE
ORDERS**

(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



Purchase Orders

FIRST PREV NEXT LAST **ADD** EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER Receive All Items Post Recvd Print PO

Ref: PO #: G/L Account: Date Ordered:

Vendor ID: Vendor Name:

CLICK: ADD

Changes will not be saved until you click save.

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 #: G/L Account: Date Ordered:

Vendor ID: Vendor Name:

VendorCode	VendName	ADDRESS	CCITY	CSTATE	CTAXIDNO
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:

Changes will not be saved until you click save.

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 #: 155 G/L Account: 992 - Checking Date Ordered: 09/22/2017

Vendor ID: WAGNER Vendor Name:

1 - APS TESTING ENVIRONM

Vendor Not Found

Would you like to add this vendor?

Yes No

Not Posted: \$0.00

Numbered Bal: _____

There are no records matching your criteria.

**IF VENDOR DOES NOT EXIST YOU WILL NEED TO ADD THEM
CLICK: YES**

SAVE - ADD ANOTHER Print This Receipt Void this Receipt

91 - C

New Vendor

Vendor Code: WAGNER *

Vendor Name: _____ *

Address: _____

Address line 2: _____

City: _____

State: Select an Option

ZipCode: _____ - _____

Phone: () - - - - Fax: () - - - -

Attention: _____

Tax ID: _____

School Vend #: _____

County ID: Select an Option

Bid Category: _____

MEMO: _____

**TAB TO: VENDOR NAME; ENTER FULL NAME
*** ADD AS MUCH INFORMATION AS
POSSIBLE IF YOU HAVE IT.
CLICK: SAVE**

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 #: 37 G/L Account: 992 - Checking Date Ordered: 06/19/2020
 Vendor ID: PIPER Vendor Name: PIED PIPER
 Ship To Code: 1 - SAME SAME Date Received:

CLICK: ADD LINE ITEM

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 Number	Invoice Number	Qty Ord.	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
	Select Activity Account	0 - No SubAccount		0	0		\$0.00	0.00%	EA	\$0.00	\$0.00	<input type="checkbox"/>

Notes
 (Maximum of 250 characters)

CLICK: ACTIVITY ACCOUNT, SELECT ACCOUNT TO BE USED
 TAB TO: SUB ACCOUNT, ENTER SUB ACCOUNT NUMBER OR USE DROP DOWN
 TAB TO: QTY ORDERED, ENTER 1 (ALWAYS)
 TAB TO: DESCRIPTION, ENTER BRIEF DESCRIPTION OF PURCHASE
 - IE; QUOTE, REIMBURSEMENT, IF APPLICABLE
 ** IF MORE SPACE IS NEEDED ENTER INFORMATION IN NOTES SECTION AT THE BOTTOM LEFT OF THE SCREEN.
 TAB TO: PRICE PER UNIT, ENTER AMOUNT OF PURCHASE

Changes will not be saved until you click save.

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 #: 155 G/L Account: 992 - Checking Date Ordered: 09/18/2017
 Vendor ID: DOE Vendor Name: JANE DOE
 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
 Add Line Item Working Bal: (\$795.72) Encumbered Bal: \$0.00

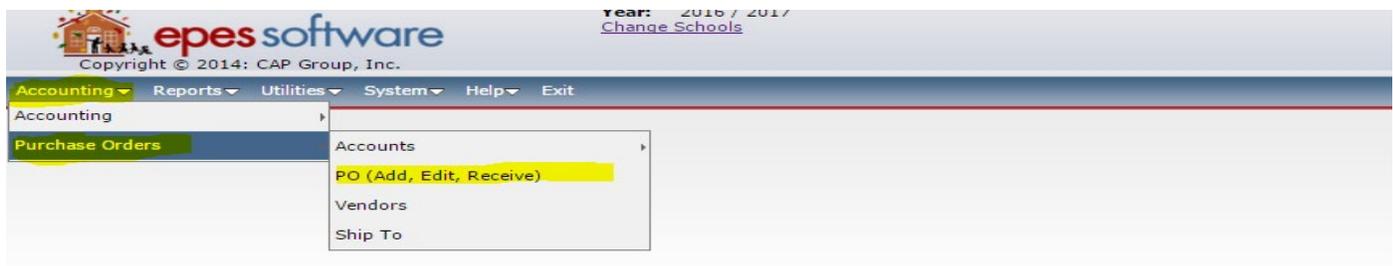
Options	Acct. Number
	125 - STUDENT COUN...

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 **

Notes
 (Maximum of 250 characters)

“NOT TO EXCEED” AFPO IN EPES IF THE EXACT AMOUNT OF THE PURCHASE IS UNKNOWN:

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.



CLICK: ACCOUNTING
CLICK: PURCHASE ORDERS
CLICK: PO ADD, EDIT, RECEIVE

ng
Web

Purchase Orders

CLICK: ADD

FIRST PREV NEXT LAST **ADD** EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER Receive All Items Post Recvd Print PO

Ref: PO #: G/L Account: Date Ordered:

Vendor ID: Vendor Name:

Changes will not be saved until you click save.

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 #: G/L Account: Date Ordered:

Vendor ID: Vendor Name:

VendorCode	VendName	CADDRESS	CCITY	CSTATE	CTAXIDNO
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

Changes will not be saved until you click save.

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 #: 155 G/L Account: 992 - Checking Date Ordered: 09/22/2017

Vendor ID: WAGNER Vendor Name: MISC VENDOR

1 - APS TESTING ENVIRONME...

Vendor Not Found

Would you like to add this vendor?

Yes No

Not Posted: \$0.00

Numbered Bal:

There are no records matching your criteria.

**IF VENDOR DOES NOT EXIST YOU WILL NEED TO ADD THEM
CLICK: YES**

SAVE - ADD ANOTHER Print This Receipt Void this Receipt

New Vendor

91 - C

Vendor Code: WAGNER *

Vendor Name: *

Address:

Address line 2:

City:

State: Select an Option

ZipCode: - -

Phone: () - - - - Fax: () - - - -

Attention:

Tax ID:

School Vend #:

County ID: Select an Option

Bid Category:

MEMO:

Save Cancel

**TAB TO: VENDOR NAME; ENTER FULL NAME
*** ADD AS MUCH INFORMATION AS
POSSIBLE IF YOU HAVE IT.
CLICK: SAVE**

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 #: 37 G/L Account: 992 - Checking Date Ordered: 06/19/2020
 Vendor ID: PIPER Vendor Name: PIED PIPER
 Ship To Code: 1 - SAME SAME Date Received:

CLICK: ADD LINE ITEM

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 Number	Invoice Number	Qty Ord.	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
	Select Activity Account	0 - No SubAccount		0	0		\$0.00	0.00%	EA	\$0.00	\$0.00	<input type="checkbox"/>

Notes
 (Maximum of 250 characters)

CLICK: ACTIVITY ACCOUNT, SELECT ACCOUNT TO BE USED
 TAB TO: SUB ACCOUNT, ENTER SUB ACCOUNT NUMBER OR USE DROP DOWN
 TAB TO: QTY ORDERED, ENTER 1 (ALWAYS)
 TAB TO: DESCRIPTION, ENTER BRIEF DESCRIPTION OF PURCHASE
 - IE; QUOTE, REIMBURSEMENT, IF APPLICABLE
 ** IF MORE SPACE IS NEEDED ENTER INFORMATION IN NOTES SECTION AT THE BOTTOM LEFT OF THE SCREEN.
 TAB TO: PRICE PER UNIT, ENTER AMOUNT OF PURCHASE

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: 09/18/2017
 Vendor ID: DOE Vendor Name: JANE DOE
 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
 Add Line Item Working Bal: (\$795.72) Encumbered Bal: \$0.00

Options	Acct. Number
	125 - STUDENT COUN...

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 **

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

NAME OF SCHOOL

Date: 9/28/2016

Account

Account #

Description

PO#

WOODS

406

SUPPLIES FOR CLASS

XXX-2283

Pay to: LOWES

Amount: 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

Amount: NTE \$1,000.00

NOTE: THIS IS ONLY A SAMPLE

PRINTED CHECKS WILL VARY DEPENDENT ON
THE SCHOOLS CHECK STOCK

X

PRINCIPAL SIGNATURE

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

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 #: 43 G/L Account: 992 - Checking Date Ordered: 07/03/2017
 Vendor ID: BSNSPORTS Vendor Name: BSN SPORTS
 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

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

PO List

Search PO Number ▾ for [] Search Close



Click on the field header to sort by that field

PO Number	Ref:	Date
41	T1-	07/03/2017
42	T1-	07/03/2017
43	T1-	07/03/2017
44	T1-	07/05/2017

LOCATE PO: EITHER USING THE SEARCH WINDOW
 OR SCROLL TO FIND IT
 CLICK: PO NUMBER TO EDIT
 ***SEE PG 83 ONCE RECEIPT HAS BEEN RETURNED FOR EDITING OF PO;
 CHECK SHALL BE USED WITHIN 3 DAYS BUSINESS DAYS

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:

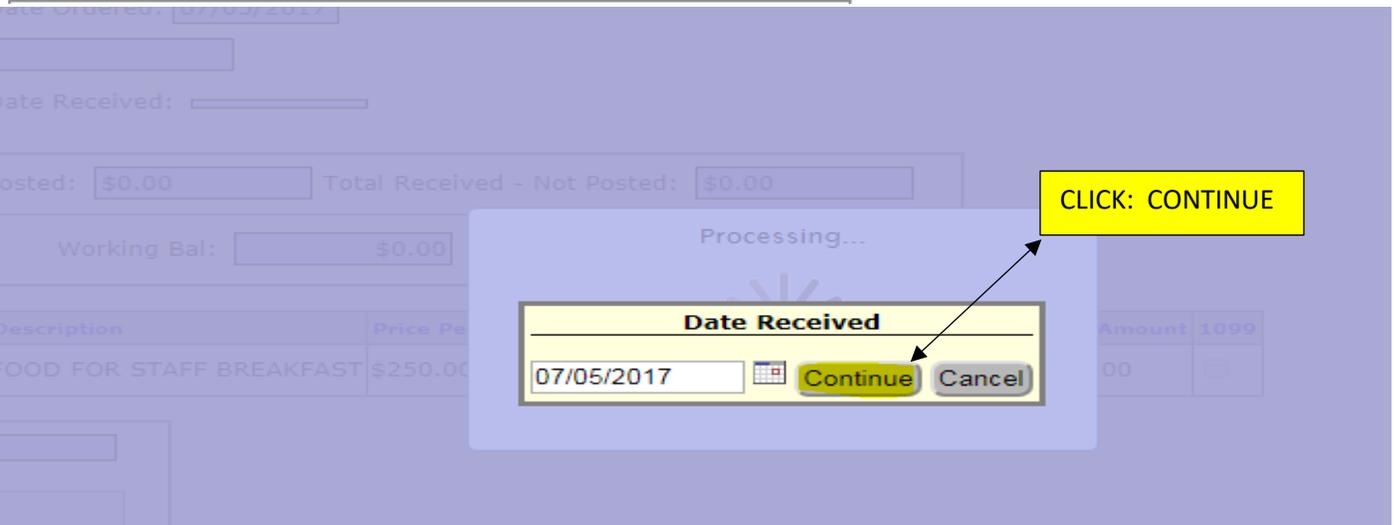
CLICK: RECEIVE ALL

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: \$250.00

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.
100 ADMINISTRATION	0 No SubAccount		1		1	FOOD FOR STAFF BREAKFAST	\$250.00	0.00%	EA.



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 ADMINISTRATION	0 No SubAccount		1		0	FOOD FOR STAFF BREAKFAST	\$250.00	0.00%	EA.	\$0.00	\$250.00

Accounting ▾ **Reports ▾** Utilities ▾ System ▾ Help ▾ Exit

- Accounting**
- Purchase Orders ▾

- Activity Ledger
- 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: PRINT CHECKS

activity accounting

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

Print Checks

Preview **Post Only** Close

NOTE: Please use the "Close" button when leaving this screen

This option prints all Payables marked: [X] Pay This

Print Checks with Payable Dates Through: **07/05/2017** 

Checking Acct: **992 - Checking** ▾

Next Check #: **1564**

Date to Print on Checks: **07/05/2017** 

- Print check Numbers on checks
- Combine Checks for Same Vendor
- Post Checks WITHOUT Printing**

TAB TO: NEXT CHECK; ENTER THE NUMBER OF THE DEMAND CHECK BEING USED
 VERIFY: DATE OF THE CHECK MATCHES "DATE TO PRINT ON CHECK"
 CLICK: POST CHECKS WITHOUT PRINTING (3RD BOX AT BOTTOM LEFT OF SCREEN)
 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 *****
***** DO NOT CHANGE *****
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.



Accounting ▾ Reports ▾ Utilities ▾ 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*



Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

Purchase Orders

CLICK: ADD

FIRST PREV NEXT LAST **ADD** EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER Receive All Items Post Recvd Print PO

Ref: PO #: G/L Account: Date Ordered:

Vendor ID: Vendor Name:

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: **BT1-** PO #: **165** G/L Account: **992 - Checking** Date Ordered: **01/15/2018**

Vendor ID: **DOE** Vendor Name: MISC VENDOR

VendorCode	VendName	ADDRESS	CCITY	CSTATE	CTAXIDNO
DOE	JANE DOE				

Not Posted: \$0.00

There are no records matching your criteria.

Notes
(Maximum of 350 characters)

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

Vendor Not Found

Would you like to add this vendor?

Yes No

Numbered Bal: _____

There are no records matching your criteria.

IF VENDOR DOES NOT EXIST YOU WILL NEED TO ADD THEM

CLICK: YES

SAVE - ADD ANOTHER | Print This Receipt | Void this Receipt

New Vendor

Vendor Code: **WAGNER** *

Vendor Name: _____ *

Address: _____

Address line 2: _____

City: _____

State: **Select an Option**

ZipCode: _____

Phone: (____) ____-____ Fax: (____) ____-____

Attention: _____

Tax ID: _____

School Vend #: _____

County ID: **Select an Option**

Bid Category: _____

MEMO: _____

Save **Cancel**

TAB TO: VENDOR NAME; ENTER FULL NAME
***** ADD MUCH INFORMATION AS POSSIBLE IF YOU HAVE IT.**

CLICK: SAVE

Purchase Orders

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER Receive All Items Post Recv Print PO

Ref: T1 PO #: 37 G/L Account: 992 - Checking Date Ordered: 06/19/2020

Vendor ID: PIPER Vendor Name: PIED PIPER

Ship To Code: 1 - SAME 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:

CLICK: ADD LINE ITEM

Options	Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
	Select Activity Account	.0 - No SubAccount		0	0		\$0.00	0.00%	EA.	\$0.00	\$0.00	<input type="checkbox"/>
<p>Notes</p> <p>(Maximum of 250 characters)</p>												

CLICK: ACTIVITY ACCOUNT, SELECT ACCOUNT TO BE USED
 TAB TO: SUB ACCOUNT; ENTER THE SUB ACCOUNT NUMBER OR USE DROP DOWN
 TAB TO: QTY ORDERED, ENTER 1 (ALWAYS)
 TAB TO: DESCRIPTION, ENTER BRIEF DESCRIPTION OF PURCHASE
 - IE; QUOTE, REIMBURSEMENT, IF APPLICABLE
**** IF MORE SPACE IS NEEDED ENTER INFORMATION IN NOTES SECTION AT THE BOTTOM LEFT OF THE SCREEN.**
 TAB TO: PRICE PER UNIT, ENTER AMOUNT OF PURCHASE

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 Recv Print PO

Ref: T1- PO #: 155 G/L Account: 992 - Checking Date Ordered: 09/18/2017

Vendor ID: DOE Vendor Name: JANE DOE

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

Add Line Item Working Bal: (\$795.72) Encumbered Bal: \$0.00

Options	Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax
	125 - STUDENT COUN...							0.00%	EA.	\$0.
<p>Notes</p> <p>(Maximum of 250 characters)</p>										

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 ****

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 62VENDOR NAME; ENTER ACTUAL VENDOR NAME & APS VENDOR NUMBER(V#XXXXXX)
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

File Edit View Favorites Tools Help
 Suggested Sites Web Slice Gallery APsIntranet Breaking News & Top Sto... Google Lawson MSN Welcome to Albuquerque... Sign in to your account WinOcular Portal -

epes software
 Copyright © 2014: CAP Group, Inc.

District: ALBUQUERQUE PUBLIC SCHOOLS
 School: ALBUQUERQUE TRAINING SCHOOL 6
 Year: 2016 / 2017
[Change Schools](#)

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
 &
Web
 purchase orders

epes software
 Copyright © 2014: CAP Group, Inc.

District: ALBUQUERQUE PUBLIC SCHOOLS
 School: ALBUQUERQUE TRAINING SCHOOL 6
 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 Recvd Print PO

Ref: PO #: G/L Account: Select an Option Date Ordered:
 Vendor ID: Vendor Name: FALSE Date Received:
 Ship To Code: Select an Option

Total Ordered: \$0.00 Total Open: \$0.00 \$0.00 Total Received - Not Posted: \$0.00

Add Line Item Working Bal: Encumbered Bal:

There are no records matching your criteria.

Notes
 (Maximum of 250 characters)

CLICK: ADD

epes software
 Copyright © 2014: CAP Group, Inc.

District: ALBUQUERQUE PUBLIC SCHOOLS
 School: ALBUQUERQUE TRAINING SCHOOL 6
 Year: 2016 / 2017
[Change Schools](#)

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: PO #: 1000 G/L Account: 992 - Checking Date Ordered: 06/06/2017

Vendor ID: H Vendor Name: MISC VENDOR

1 - SAME

VendorCode	VendName	ADDRESS	CCITY	CSTATE	CTAXIDNO	Not Posted:
HERRERAB	HERRERA BUS COMPANY V#40464	APS BOARD OF EDUCATION	ALBUQUERQUE	NM		\$0.00

Add Line Item Working Bal: Encumbered Bal:

There are no records matching your criteria.

Notes
 (Maximum of 250 characters)

PO #, GL ACCT & DATE WILL DEFAULT, VERIFY THEY ARE CORRECT
 TAB TO: THE VENDOR ID BOX
 ENTER: FIRST LETTERS OF VENDOR NAME TO POPULATE LIST
 CLICK: ON CORRECT VENDOR, INFORMATION WILL FILL IN AUTOMATICALLY

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

1 - APS TESTING ENVIRONM

Vendor Not Found

Would you like to add this vendor?

Yes No

Numbered Bal: _____

There are no records matching your criteria.

**IF VENDOR DOES NOT EXIST YOU WILL NEED TO ADD THEM
CLICK: YES**

SAVE - ADD ANOTHER Print This Receipt Void this Receipt

91 - C

New Vendor

Vendor Code: WAGNER *

Vendor Name: _____ *

Address: _____

Address line 2: _____

City: _____

State: Select an Option

ZipCode: _____

Phone: () - - Fax: () - -

Attention: _____

Tax ID: _____

School Vend #: _____

County ID: Select an Option

Bid Category: _____

MEMO: _____

Save Cancel

VENDOR CODE: ENTER AS MUCH OF THE NAME AS POSSIBLE WITH NO SPACES
VENDOR NAME: ENTER ACTUAL VENDOR NAME & APS VENDOR NUMBER, V#XXXXXX
ADDRESS: APS BOARD OF EDUCATION
ADDRESS LN 2: VENDOR'S PHYSICAL ADDRESS AND AS MUCH INFORMATION AS POSSIBLE
CLICK: SAVE

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: 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 Received:

Total Ordered: \$0.00 Total Open: \$0.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00
 Working Bal: Encumbered Bal:

Add Line Item

There are no records matching your criteria.

CLICK: ADD LINE ITEM

Notes
(Maximum of 250 characters)

Purchase Orders

Ref: PO #: 1000 G/L Account: 992 -
 Vendor ID: HERRERAB Vendor Name: HERRERA BUS CO
 Ship To Code: 1 - SAME SAME

Total Ordered: \$0.00 Total Open: \$0.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00
 Working Bal: \$0.00 Encumbered Bal: \$250.00

Add Line Item

Options	Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
<input type="checkbox"/>	100 - ADMINISTRATION	0 - No SubAc...		0	0		\$0.00	0.00%	EA	\$0.00	\$0.00	<input type="checkbox"/>

Notes
(Maximum of 250 characters)

CLICK: ACCT NUMBER BOX AND CHOOSE/ENTER ACCT NUMBER TO USE
 TAB TO: SUB ACCOUNT; ENTER SUB ACCOUNT NUMBER OR USE DROP DOWN
 TAB TO: QTY ORD; ALWAYS ENTER 1 AS THE QUANTITY
 TAB TO: DESCRIPTION; ENTER DESCRIPTION OF WHAT IS BEING PURCHASED
 *** MAKE SURE IF REIMBURSING IT IS STATED IN THE DESCRIPTION ***
 TAB TO: PRICE PER UNIT, ENTER AMOUNT OF PURCHASE OR NTE AMOUNT

Purchase Orders

Changes will not be saved until you click save.

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE SAVE - ADD ANOTHER Receive All Items Post Recvd 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: 1 - SAME SAME Date Received:

Total Ordered: \$0.00 Total Open: \$0.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00
 Encumbered Bal: \$250.00

Add Line Item

Options	Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
<input checked="" type="checkbox"/>	100 - ADMINISTRATION	0 - No SubAc...		1	1	200 5/16/17	\$250.00	0.00%	EA	\$0.00	\$0.00	<input type="checkbox"/>

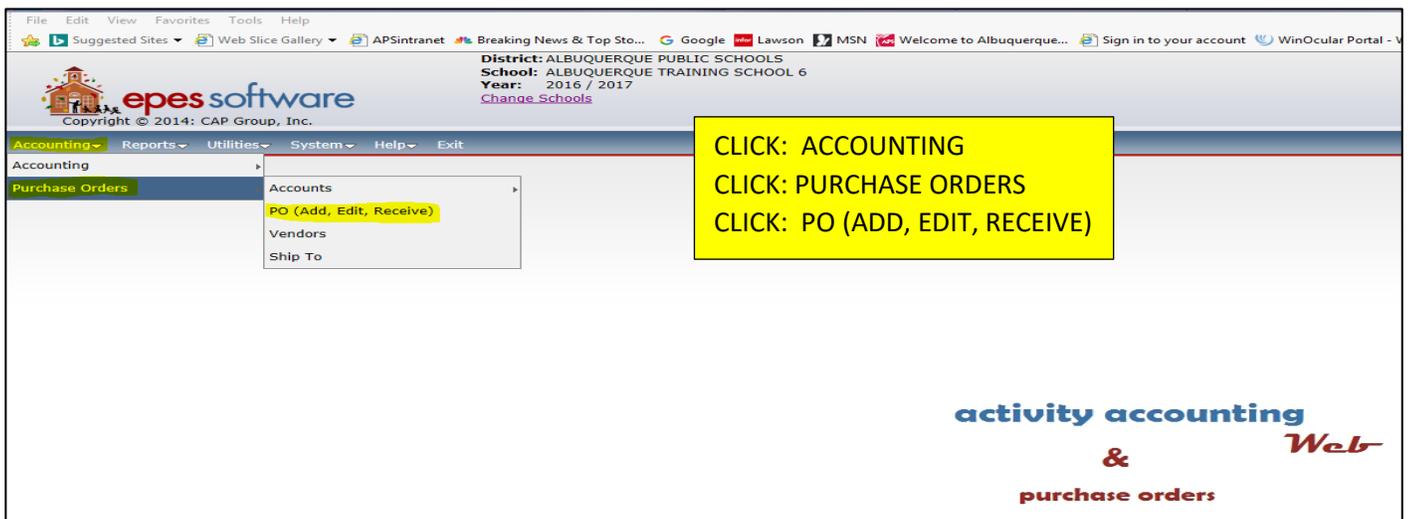
Notes
(Maximum of 250 characters)

CLICK: SAVE ON THE LINE ITEM
 CLICK: SAVE AT THE TOP
 CLICK: PRINT PO

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



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 Open: \$695.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

PO List

Search PO Number ▾ for Search Close

Click on the field header to sort by that field

PO Number	Ref:	Date	Received	VendorCode	VendorName
41	T1-	07/03/2017		BSNSPORTS	BSN SPORTS
42	T1-	07/03/2017		PSINK	PS INK

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 #: 42 G/L Account: 992 - Checking Date Ordered: 07/03/2017

Vendor ID: PSINK Vendor Name: PS INK

Ship To Code: 1 - APS TESTING ENVIRON

Total Ordered: \$695.00 Total Open: \$695.00 Total Posted: \$0.00 Ordered Bal: \$695.00

CLICK: EDIT; AT THE TOP
 CLICK: EDIT; ON THE LINE (GREEN PENCIL ICON)

Options	Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	T
	135	0		1		1	TSHIRTS FOR HONOR ROLL STUDENTS	\$695.00	0.00%	EA.	\$

Notes
 (Maximum of 250 characters)

Changes will not be saved until you click save.

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: 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

Add Line Item

Working Bal: Encumbered Bal:

Options	Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount
 	135 - HONOR SOCIETY	0 - No SubAc...		1	1	TSHIRTS FOR HONOR F	\$695.00	0.00%	EA.	\$0.00

Notes
 (Maximum of 250 characters)

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 #: 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:

CLICK: RECEIVE ALL

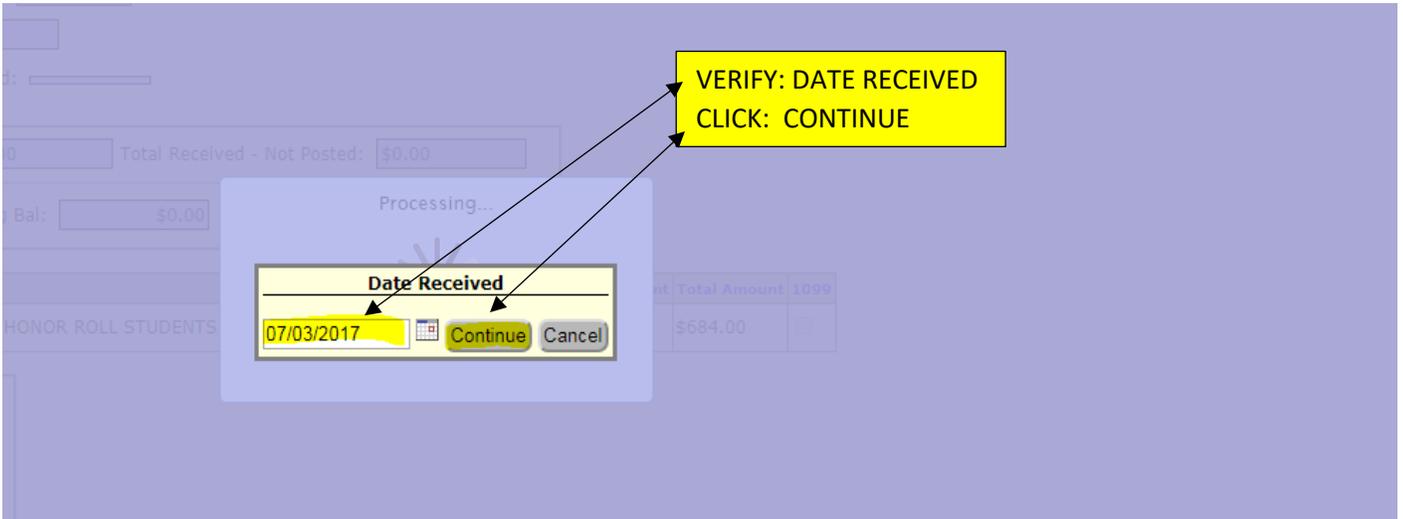
Total Ordered: \$684.00 Total Open: \$684.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

Add Line Item

Working Bal: \$0.00 Encumbered Bal: \$6

Options	Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount
 	135 - HONOR SOCIETY	0 - No SubAc...		1	1	TSHIRTS FOR HONOR ROLL STUDENTS	\$684.00	0.00%	EA.	\$0.00

CLICK: INVOICE NUMBER; ENTER VENDOR INVOICE NUMBER
 TAB TO: PRICE PER UNIT; EDIT AS NEEDED
 CLICK: SAVE ON THE LINE, SAVE AT THE TOP





District: ALBUQUERQUE PUBLIC SCHOOLS
 School: ALBUQUERQUE TRAINING SCHOOL 1
 Year: 2016 / 2017
[Change Schools](#)

Copyright © 2014: CAP Group, Inc.

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 #: 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: 07/03/2017

Total Ordered:	\$684.00	Total Open:	\$0.00	Total Posted:	\$0.00	Total Received - Not Posted:	\$684.00
----------------	----------	-------------	--------	---------------	--------	------------------------------	----------

Add Line Item Working Bal: \$0.00 Encumbered Bal: \$684.00

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Ta
135 HONOR SOCIETY	0 No SubAccount	A152150	1		0	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

File Edit View Favorites Tools Help

Suggested Sites Web Slice Gallery APSintranet Breaking News & Top Sto... Google Lawson MSN Welcome to Albuquerque... Sign in to your account WinOcular Portal - V

epes software
Copyright © 2014: CAP Group, Inc.

District: ALBUQUERQUE PUBLIC SCHOOLS
School: ALBUQUERQUE TRAINING SCHOOL 6
Year: 2016 / 2017
[Change Schools](#)

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
& *Web*
purchase orders

epes software
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

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 Open: \$695.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

CLICK: LIST

epes software
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 that field

PO Number	Ref:	Date	
41	T1-	07/03/2017	
42	T1-	07/03/2017	

SEARCH BY PO NUMBER (OR) SCROLL TO PO NUMBER
CLICK: ON PO TO BE EDITED/RECEIVED/POSTED

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 #: 43 G/L Account: 992 - Checking Date Ordered: 07/03/2017

Vendor ID: BSNSPORTS Vendor Name: BSN

Ship To Code: 1 - APS TESTING ENVIRONME... Date Received:

CLICK: EDIT
CLICK: ADD LINE ITEM

Total Ordered: \$5,000.00 Total Open: \$5,000.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

Add Line Item Working Bal: \$1,000.00 Encumbered Bal: \$3,950.00

Options	Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount
	185 BASEBALL	0 No SubAccount		1	1	UNIFORMS AND EQUIPMENT	\$5,000.00	0.00%	EA.	\$0.00

Notes

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 #: 43 G/L Account: 992 - Checking Date Ordered: 07/03/2017

Vendor ID: BSNSPORTS Vendor Name: BSN

Ship To Code: 1 - APS TESTING ENVIRONME... Date Received:

Total Ordered: \$5,000.00 Total Open: \$5,000.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

Add Line Item Working Bal: \$1,000.00 Encumbered Bal: \$5,000.00

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
CLICK: SAVE ON THE LINE

Options	Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount
	185 BASEBALL	0 No SubAccount		1	1	UNIFORMS AND EQUIPMENT	\$5,000.00	0.00%	EA.	\$0.00
	185 - BASEBALL	0 - No SubAc...	896531	1	0	PARTIAL UNIF EQUPT	\$2,475.00	0.00%	EA.	\$0.00

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 #: 43 G/L Account: 992 - Checking Date Ordered: 07/03/2017

Vendor ID: BSNSPORTS Vendor Name: BSN SPORTS

Ship To Code: 1 - APS TESTING ENVIRONME... APS TEST

Total Ordered: \$7,475.00 Total Open: \$7,475.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

Add Line Item Working Bal: \$1,000.00 Encumbered Bal: \$5,000.00

CLICK: EDIT (GREEN PENCIL) ON THE 1ST LINE
TAB TO: PRICE PER UNIT; LOWER THE ORIGINAL AMOUNT
OF THE PURCHASE ORDER TO REFLECT ONLY THE REMAINING
BALANCE OF THE PURCHASE ORDER

Options	Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount
	185 BASEBALL	0 No SubAccount		1	1	UNIFORMS AND EQUIPMENT	\$5,000.00	0.00%	EA.	\$0.00
	185 BASEBALL	0 No SubAccount	896531	1	1	PARTIAL UNIF EQUPT	\$2,475.00	0.00%	EA.	\$0.00

Notes

Changes will not be saved until you click save.

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: BSNSPORTS Vendor Name: BSN SPORTS

Ship To Code: 1 - APS TESTING ENVIRONME... APS TESTING ENVIRONMENT Date Received:

Total Ordered: \$1,070 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

Add Line Item

Working Bal: Encumbered Bal:

**CLICK: SAVE ON THE LINE
CLICK: SAVE AT THE TOP**

Options	Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Qty Open	Description	Price Per Unit	Discount Percer
	185 BASEBALL	0 No SubAccount		1	1	UNIFORMS AND EQUIPMENT	\$1,050.00	0.00%
	185 - BASEBALL	0 - No SubAc...	237384	1	1	PARTIAL UNIF EQUPT	\$3,950.00	0.00%

Notes
(Maximum of 250 characters)

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 #: 43 G/L Account: 992 - Checking Date Ordered: 07/03/2017

Vendor ID: BSNSPORTS Vendor Name: BSN SPORTS

Ship To Code: APS TESTING ENVIRONMENT Date Received:

Total Ordered: \$5,000.00 Total Open: \$5,000.00 Total Posted: \$0.00

Add Line Item

Working Bal: \$1,000.00 Encumbered Bal: \$2,525.00

**CLICK: RECEIVE; ON THE
PARTIAL ORDER LINE (ONLY)**

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount
185 BASEBALL	0 No SubAccount		1	<input type="checkbox"/>	1	UNIFORMS AND EQUIPMENT	\$2,525.00	0.00%	EA.	\$0.00	\$2,525.00
185 BASEBALL	0 No SubAccount	896531	1	<input checked="" type="checkbox"/>	1	PARTIAL UNIF EQUPT	\$2,475.00	0.00%	EA.	\$0.00	\$2,475.00

Notes
(Maximum of 250 characters)

Total Received - Not Posted: \$0.00

\$1,000.00 Encum

Price Per Unit	Discount	Total Amount	1099
\$2,525.00	0.00%	\$2,525.00	<input type="checkbox"/>
\$2,475.00	0.00%	\$2,475.00	<input type="checkbox"/>

PO Receipt

Date Received: 07/03/2017

Qty Received: 1

Save Cancel

ENTER: DATE "PARTIAL ORDER" WAS RECEIVED
 ENTER: QTY RECEIVED; AS "1" (ONLY)
 CLICK: SAVE

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 #: 43 G/L Account: 992 - Checking Date Ordered: 07/03/2017

Vendor ID: BSNSPORTS Vendor Name: BSN SPORTS

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 Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
185	0		1	<input type="checkbox"/>	1	UNIFORMS AND EQUIPMENT	\$2,525.00	0.00%	EA.	\$0.00	\$2,525.00	<input type="checkbox"/>
185	0	896531	1	<input type="checkbox"/>	0	PARTIAL UNIF EQUPT	\$2,475.00	0.00%	EA.	\$0.00	\$2,475.00	<input type="checkbox"/>

Notes

(Maximum of 250 characters)

RECEIVING FOR BLANKET PURCHASE ORDERS:

***** FOLLOW THIS PROCEDURE 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 Breaking News & Top Sto... Google Lawson MSN Welcome to Albuquerque... Sign in to your account WinOcular Portal - V

epes software
Copyright © 2014: CAP Group, Inc.

District: ALBUQUERQUE PUBLIC SCHOOLS
School: ALBUQUERQUE TRAINING SCHOOL 6
Year: 2016 / 2017
[Change Schools](#)

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
&
Web
purchase orders

epes software
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

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 Open: \$695.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

CLICK: LIST

epes software
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 that field

PO Number	Ref:	Date
41	T1-	07/03/2
42	T1-	07/03/2

SEARCH BY PO NUMBER (OR) SCROLL TO PO NUMBER
CLICK: ON PO TO BE EDITED/RECEIVED/POSTED

Purchase Orders

Changes will not be saved until you click save

FIRST PREV NEXT LAST ADD **EDIT** DEL LIST SA

Receive All Items Post Recvd Print PO

Ref: T1- PO #: 46 G/L Account: Vendor ID: PEPSI Vendor Name: PEPSI Date Ordered: 07/06/2017
 Ship To Code: 1 - APS TESTING ENVIRONME... APS TESTING ENVIRONMENT Date Received:

CLICK: EDIT
CLICK: ADD LINE ITEM

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 Encumbered Bal: \$15,000.00

Options	Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	T
	145 DECA	0 No SubAccount		1	1	DRINKS FOR SNACK BAR	\$15,000.00	0.00%	EA.	\$0.00	\$

Notes
 (Maximum of 250 characters)

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 #: 46 G/L Account: 992 - Checking Date Ordered: 06/19/2020
 Vendor ID: PEPSI Vendor Name: PEPSI
 Ship To Code: 1 - SAME SAME Date Received:

Total Ordered: \$5,000.00 Total Open: \$5,000.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

Add Line Item

Working Bal: (\$5,000.00) Encumbered Bal: \$0.00

Options	Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
	145 DECA	561180 SUPPLIES		1	1	DRINKS FOR SNACK BAR	\$5,000.00	0.00%	EA.	\$0.00	\$5,000.00	<input type="checkbox"/>
	145 - DECA	561180 - SUPPLIES	AUGUST 17	1	0	DRINKS FOR AUG	\$1,500.00	0.00%	EA.	\$0.00	\$0.00	<input type="checkbox"/>

Notes
 (Maximum of 250 characters)

CLICK: ACCOUNT NUMBER; ENTER ACCOUNT NUMBER (OR) USE DROP DOWN
TAB TO: SUB ACCOUNT; ENTER SUB ACCOUNT NUMBER (OR) USE DROP DOWN
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
CLICK: SAVE ON THE LINE

Changes will not be saved until you click

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 #: 46 G/L Account: 992 - Checking Date Ordered: 07/06/2017

Vendor ID: PEPSI Vendor Name: PEPSI

Ship To Code: 1 - APS TESTING ENVIRONME...

**CLICK: EDIT (GREEN PENCIL) ON THE 1ST LINE
TAB TO: PRICE PER UNIT; LOWER THE ORIGINAL AMOUNT
OF THE PURCHASE ORDER TO REFLECT ONLY THE REMAINING
BALANCE OF THE PURCHASE ORDER**

Total Ordered: \$16,500.00 Total Open: \$16,500.00

Add Line Item

Options	Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount
	145 DECA	0 No SubAccount		1	1	DRINKS FOR SNACK BAR	\$15,000.00	0.00%	EA.	\$0.00
	145 DECA	0 No SubAccount	AUGUST 17	1	1	DRINKS FOR AUG	\$1,500.00	0.00%	EA.	\$0.00

Notes

(Maximum of 250 characters)

Copyright © 2014: CAP Group, Inc.

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 #: 46 G/L Account: 992 - Checking Date Ordered: 07/06/2017

Vendor ID: PEPSI Vendor Name: PEPSI

Ship To Code: 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 Encumbered Bal: \$13,500.00

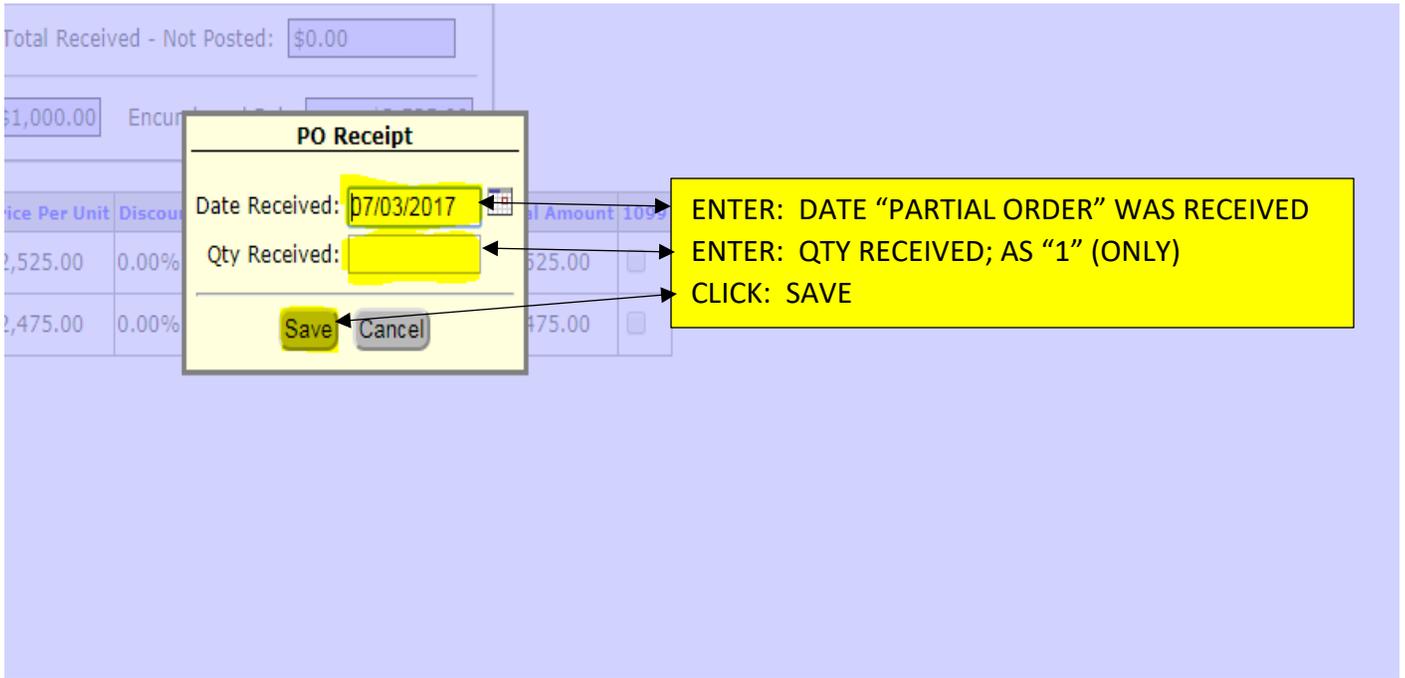
Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount
145 DECA	0 No SubAccount		1		1	DRINKS FOR SNACK BAR			EA.	\$0.00	\$13,500.00
145 DECA	0 No SubAccount	AUGUST 17	1		1	DRINKS FOR AUG	\$1,500.00	0.00%	EA.	\$0.00	\$1,500.00

**CLICK: RECEIVE; ON THE PARTIAL
ORDER LINE (ONLY)**

Notes

(Maximum of 250 characters)

**BEFORE RECEIVING ENSURE THE TOTAL ORDERED AMOUNT
IS STILL EQUAL TO THE ORIGINAL AMOUNT OF THE PO**



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 #: 46 G/L Account: 992 - Checking Date Ordered: 07/06/2017
 Vendor ID: PEPSI Vendor Name: PEPSI
 Ship To Code: APS TESTING ENVIRONMENT Date Received: 07/06/2017

Total Ordered: \$15,000.00 Total Open: \$13,500.00 Total Posted: \$0.00 Total Received - Not Posted: \$1,500.00

Add Line Item Working Bal: \$0.00 Encumbered Bal: \$1,500.00

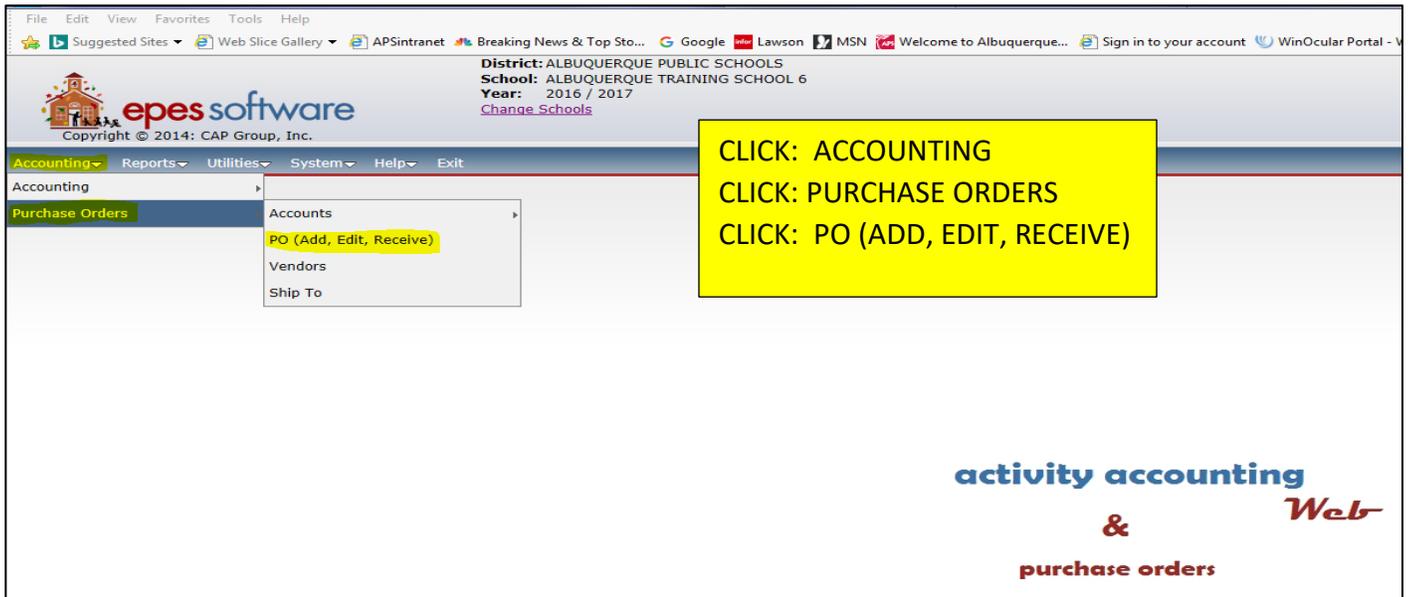
Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount
145 DECA	0 No SubAccount		1	<input type="checkbox"/>	1	DRINKS FOR SNACK BAR	\$13,500.00	0.00%	EA.	\$0.00	\$13,500.00
145 DECA	0 No SubAccount	AUGUST 17	1	<input type="checkbox"/>	0	DRINKS FOR AUG	\$1,500.00	0.00%	EA.	\$0.00	\$1,500.00

Notes
 (Maximum of 250 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: ACTIVITYFUNDS.DOCS@APS.EDU
 - 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



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 #: 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 Open: \$695.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

CLICK: LIST

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

PO List

Search PO Number ▾ for _____ Search Close

Click on the field header to sort by that field

PO Number	Ref:	Date	Received	VendorCode	VendorName
41	T1-	07/03			
42	T1-	07/03			

CLICK: LIST; SELECT PURCHASE ORDER TO BE EDITED/RECEIVED/POSTED
 - USING EITHER THE SEARCH BOX OR SCROLL TO PO BY PAGE
 CLICK: ON PO TO BE EDITED/RECEIVED/POSTED

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

epes software
 Copyright © 2014: CAP Group, Inc.

District: ALBUQUERQUE PUBLIC SCHOOLS
 School: ALBUQUERQUE TRAINING SCHOOL 6
 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 Recvd 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:

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: \$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	1099
100 ADMINISTRATION	0 No SubAccount		1	1	1	F/T ZOO 5/16/17	\$250.00	0.00%	EA.	\$0.00	\$250.00	<input type="checkbox"/>

Notes
 (Maximum of 250 characters)

CLICK: EDIT

epes software
 Copyright © 2014: CAP Group, Inc.

District: ALBUQUERQUE PUBLIC SCHOOLS
 School: ALBUQUERQUE TRAINING SCHOOL 6
 Year: 2016 / 2017
[Change Schools](#)

Changes will not be saved until you click save.

Purchase Orders

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE-ADD ANOTHER Receive All Items Post Recvd 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: 1 - SAME SAME Date Received:

Total Ordered: \$250.00 Total Open: \$250.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

Add Line Item Working Bal: Encumbered Bal:

Options	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 ADMINISTRATION	0 No SubAccount		1	1	1	F/T ZOO 5/16/17	\$250.00	0.00%	EA.	\$0.00	\$250.00	<input type="checkbox"/>

Notes
 (Maximum of 250 characters)

CLICK: THE GREEN PENCIL

Changes will not be saved until you click save.

Purchase Orders

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE-ADD ANOTHER Receive All Items Post Recvd 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: 1 - SAME SAME Date Received: 06/06/2017

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 Number	Invoice Number	Qty Ord.	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
	100 - ADMINISTRATION	0 - No SubAc...	54321	1	0	F/T ZOO 5/16/17	\$215.25	0.00%	EA.	\$0.00	\$215.25	<input type="checkbox"/>

Notes
 (Maximum of 250 characters)

EDIT: INVOICE NUMBER TO REFLECT VENDOR INVOICE
 EDIT: PRICE PER UNIT TO MATCH ITEMIZED INVOICE
 CLICK: SAVE; AT BOTTOM AND TOP

***ONCE COMPLETE SCAN A COPY OF THE PO AND INVOICE TO THE FINANCE DEPARTMENT**

AT: ACTIVITYFUNDS.DOCS@APS.EDU

- 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: ALBUQUERQUE PUBLIC SCHOOLS
School: ALBUQUERQUE TRAINING SCHOOL 6
Year: 2016 / 2017
[Change Schools](#)
Copyright © 2014: CAP Group, Inc.

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: 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:

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		1	F/T ZOO 5/16/17	\$215.25	0.00%	EA.	\$0.00	\$215.25	<input type="checkbox"/>

Notes
(Maximum of 250 characters)

*** NOTE:**

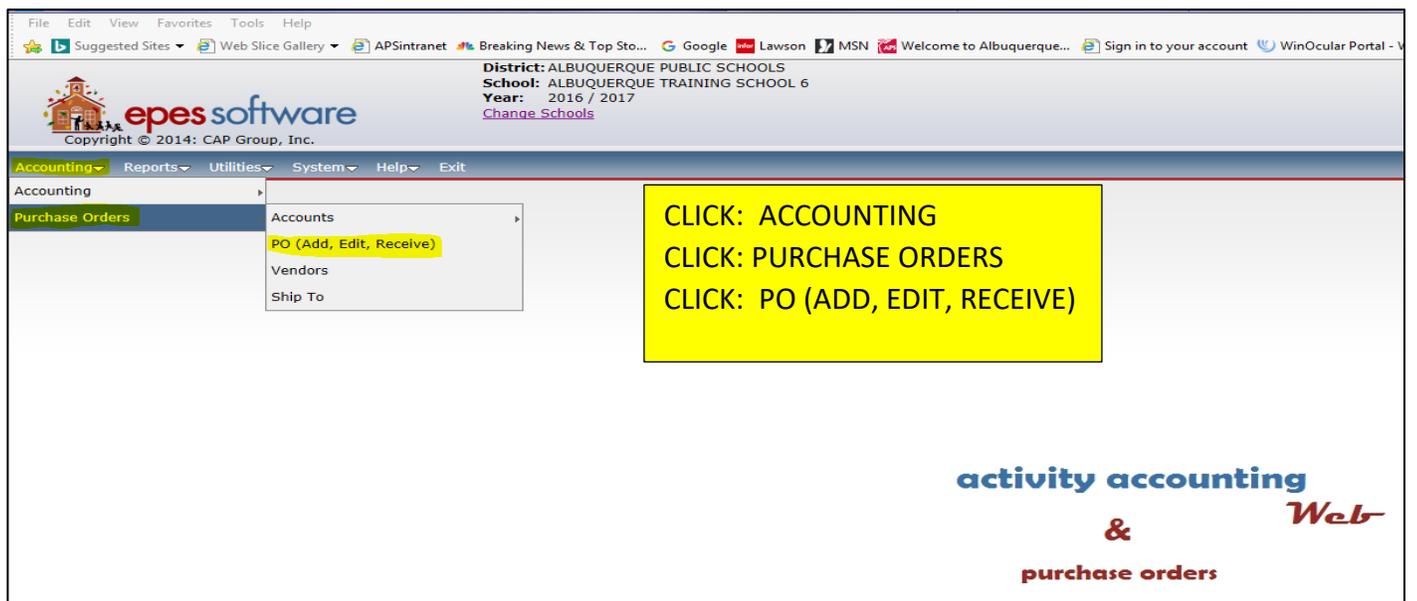
ONCE YOU HAVE COMPLETED ALL THESE STEPS SEND A COPY OF THE PO AND INVOICE TO THE FINANCE DEPARTMENT AT:

ACTIVITYFUNDS.DOCS@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



The screenshot shows a web browser window with the epes software interface. The browser's address bar and tabs are visible at the top. The software header includes the epes logo and copyright information. The main navigation menu is open, showing 'Accounting' and 'Purchase Orders' as primary options. A sub-menu is displayed under 'Purchase Orders', with 'PO (Add, Edit, Receive)' highlighted in yellow. A yellow text box on the right side of the screen contains the following instructions:

CLICK: ACCOUNTING
CLICK: PURCHASE ORDERS
CLICK: PO (ADD, EDIT, RECEIVE)

At the bottom right of the interface, the text 'activity accounting & Web purchase orders' is displayed.

PO List

Search for Search Close

Click on the field header to sort by that field

PO Number	Ref:	Da
41	T1	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
 CLICK: ON PO TO BE EDITED/RECEIVED/POSTED

Purchase Orders

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE-ADD ANOTHER Receive All Items Post Recvd Print PO

Ref: PO #: G/L Account: Date Ordered:

Vendor ID: Vendor Name:

Ship To Code: Date Received:

Total Ordered: Total Open: Total Posted: Total Received - Not Posted:

Add Line Item

Working Bal: Encumbered Bal:

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	<input type="checkbox"/>	1	F/T ZOO 5/16/17	\$215.25	0.00%	EA.	\$0.00	\$215.25	<input type="checkbox"/>

Notes
 (Maximum of 250 characters)

CLICK: RECEIVE ALL

epes software
Copyright © 2014, CAP Group, Inc.

District: ALBUQUERQUE PUBLIC SCHOOLS
School: ALBUQUERQUE TRAINING SCHOOL 6
Year: 2016 / 2017
Change Schools

Accounting > Reports > Purchase Orders > PO# 1000

Purchase Orders

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE-ADD ANOTHER Receive All Items Post Recvd Print PO

Ref: PO #: 1000 G/L Account: 992 - Checking Date Ordered: 05/06/2017
Vendor ID: HERRERAB Vendor Name: HERRERA BUS COMPANY V#40464
Ship To Code: SAME Date Recd: 06/06/2017

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: \$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 ADMINISTRATION	0 No SubAccount	54321	1	0	1	F/T ZOO 5/16/17	\$215.25	0.00%	EA.	\$0.00	\$215.25	<input type="checkbox"/>

Notes
(Maximum of 250 characters)

Processing...
Date Received
06/06/2017 [Continue] [Cancel]

CLICK: CONTINUE

Purchase Orders

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE-ADD ANOTHER Receive All Items Post Recvd 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: 06/06/2017

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 ADMINISTRATION	0 No SubAccount	54321	1	0	0	F/T ZOO 5/16/17	\$215.25	0.00%	EA.	\$0.00	\$215.25	<input type="checkbox"/>

Notes

CLICK: POST RECVD

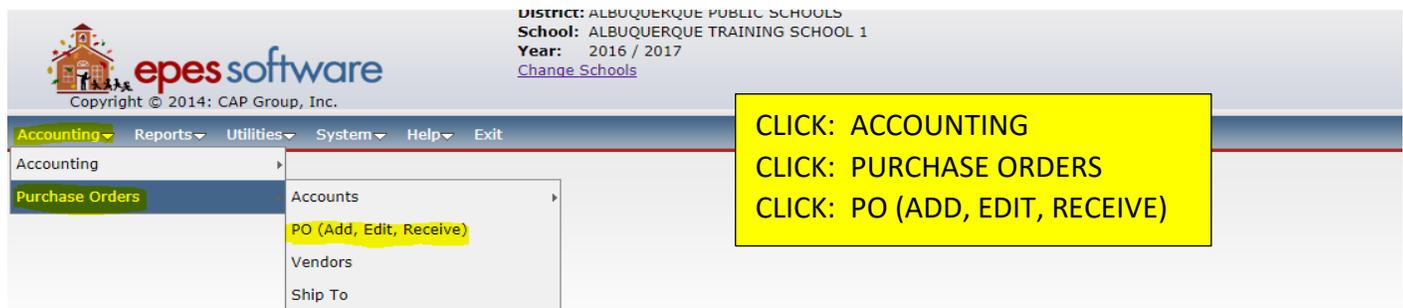
*** SEE PAGE 101 FOR CHECK PROCESSING PROCEDURES ***

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



activity accounting
& *Web*
purchase orders

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

Purchase Orders

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

Ref: T1- PO #: 49 G/L Account: 992 - Checking Date Ordered: 07/07/2017

Vendor ID: COSTCO Vendor Name: COSCTO

Ship To Code: APS TESTING ENVIRONMENT Date Received: _____

CLICK: LIST

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

PO List

Search PO Number ▾ for [] Search Close

Click on the field header to sort by that field

PO Number	Ref:	Date	Received		
41	T1-	07/03/2017			
42	T1-	07/03/2017	7/3/2017		
43	T1-	07/03/2017	7/3/2017		
44	T1-	07/06/2017	7/5/2017		
45	T1-	07/05/2017			PPLY
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

SEARCH BY PO NUMBER
(OR) SCROLL TO PO NUMBER
CLICK: ON PO TO BE EDITED

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

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 #: 49 G/L Account: 992 - Checking Date Ordered: 07/07/2017

Vendor ID: COSTCO Vendor Name: COSCTO

Ship To Code: 1 - APS TESTING ENVIRONME... APS TESTING E

Total Ordered: \$400.00 Total Open: \$400.00 Total

Add Line Item

Options	Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount
	125	0		1	1	DECORATIONS FOR PRO	\$400.00	0.00%	EA.	\$0.00

Notes
(Maximum of 250 characters)

CLICK: EDIT; AT THE TOP
CLICK: EDIT; ON THE LINE (GREEN PENCIL)
CLICK: PRICE PER UNIT; EDIT AMOUNT TO MATCH THE CORRECT TOTAL ON THE VENDOR RECEIPT

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 #: 49 G/L Account: 992 - Checking Date Ordered: 07/07/2017

Vendor ID: COSTCO

Ship To Code: 1 - AP

ONCE AMOUNT HAS BEEN ADJUSTED TO THE CORRECT AMOUNT
CLICK: SAVE; ON THE LINE
CLICK: SAVE; AT THE TOP

Total Ordered: \$0.00

Add Line Item Working Bal: Encumbered Bal:

Options	Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Qty Open	Description	Price Per Unit	Discount Percent
	125 - STUDENT COUN...	0 - No SubAc...		1	1	DECORATIONS FOR PR	\$397.86	0.00%

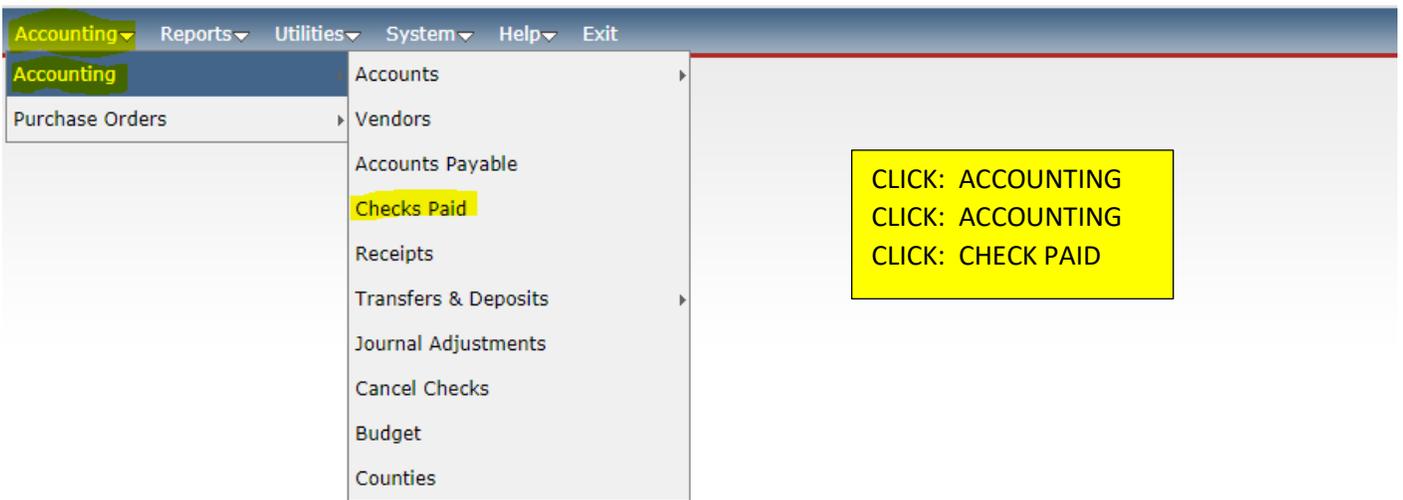
Notes
(Maximum of 250 characters)

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

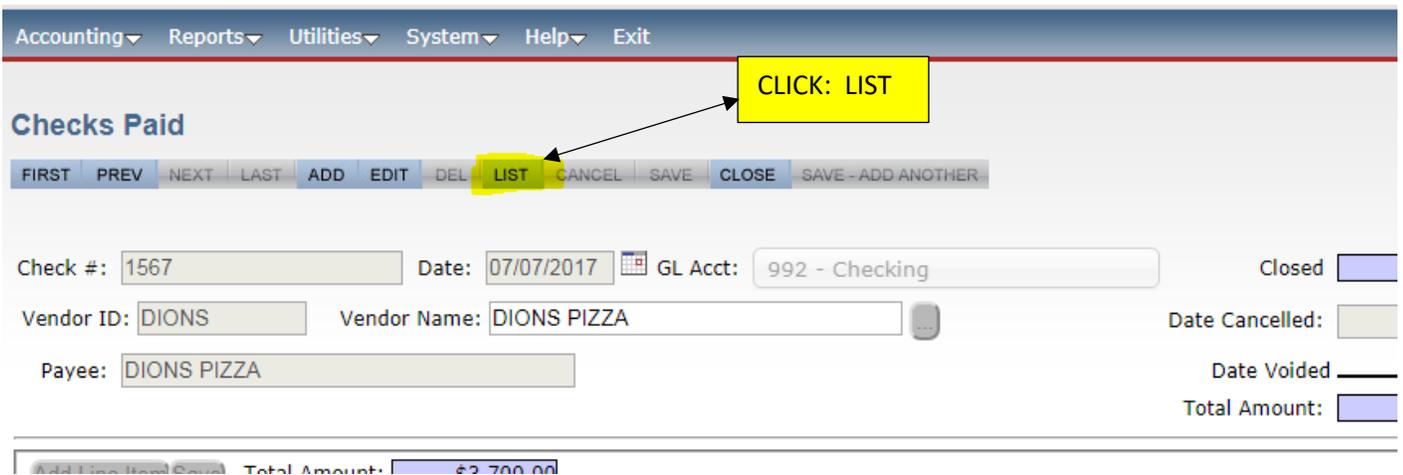
***** PLEASE NOTE: IF THE DEMAND CHECK AND RECEIPT HAVE CROSSED MONTHS THE CHECK ITSELF WILL NOT BE CHANGED. AN ADJUSTING ENTRY WILL NEED TO BE MADE TO OFFSET THE DIFFERENCE.**

***** 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



activity accou



Accounting Reports Utilities System Help Exit

Checks Search: Check # for [redacted] with Status Any Search Close

Click on the field header to sort by that field

Check #	Vendor	Payee	Ck Date
1564	COSTCO	COSCTO	07/07/2017
1565	WALMART	WALMART	07/07/2017
1566	PEPSI	PEPSI	07/07/2017
1567	DIONS	DIONS PIZZA	07/07/2017

**SEARCH BY CHECK NUMBER (OR) SCROLL TO CHECK NUMBER
CLICK: ON PO TO BE EDITED**

Checks Paid

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

Check #: 1564 Date: 07/07/2017 GL Acct: 992 - Checking

Vendor ID: COSTCO Vendor Name: COSCTO

Payee: COSCTO

Add Line Item Save Total Amount: \$400.00

Acct.	Sub Acct.	Amount	Tax Amt.	Working Balance	P.O.#	Invoice	Notes	1099
Delete 125 - STUDENT COUN...	0 - No SubAc...	\$400.00	\$0.00	(\$400.00)	49		DECORATIONS FOR PR	

Void this Check

**CLICK: EDIT
CLICK: ON THE AMOUNT
EDIT: AMOUNT TO MATCH
THE VENDOR RECEIPT**

Checks Paid

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

Check #: 1564 Date: 07/07/2017 GL Acct: 992 - Checking Closed No

Vendor ID: COSTCO Vendor Name: COSCTO

Payee: COSCTO

Add Line Item Save Total Amount: \$397.86

Acct.	Sub Acct.	Amount	Tax Amt.	Working Balance	P.O.#	Invoice	Notes	1099
Delete 125 - STUDENT COUN...	0 - No SubAc...	\$397.86	\$0.00	(\$397.86)	49		DECORATIONS FOR PR	

Void this Check

**CLICK: SAVE; AFTER THE AMOUNT IS
CHANGED TO MATCH THE RECEIPT**

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 (ONLY 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 MULTIPLE PAYMENTS TO THE SAME VENDOR
15. CLICK: PRINT & POST

PRINTED CHECKS:

epes software
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

Accounting
Purchase Orders Accounts
PO (Add, Edit, Receive)
Vendors
Ship To

CLICK: ACCOUNTING
CLICK: PURCHASE ORDERS
CLICK: PO (ADD, EDIT, RECEIVED)

epes software
Copyright © 2014: CAP Group, Inc.

[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

Ref: T1- PO #: 49 G/L Account: 992 - Checking Date Ordered: 07/07/2017
Vendor ID: COSTCO Vendor Name: COSCTO
Ship To Code: APS TESTING ENVIRONMENT Date Received:

Copyright © 2014: CAP Group, Inc.

Accounting Reports Utilities System Help Exit

PO List Search PO Number for Search Close

Click on the field header to sort by that field

PO Number	Ref:	Date	Received	VendorCode	VendorName
41	T1-	07/03/2017		BSN SPORTS	BSN SPORTS
42	T1-	07/03/2017	7/3/2017		
43	T1-	07/03/2017	7/3/2017		
44	T1-	07/05/2017	7/5/2017		
45	T1-	07/05/2017			
46	T1-	07/06/2017	7/6/2017		
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

SEARCH BY PO NUMBER
(OR) SCROLL TO PO NUMBER
CLICK: PO TO BE PAID

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 Received: _____

CLICK: RECEIVE ALL

Total Ordered: \$500.00 Total Open: \$500.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

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 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 Received - Not Posted: \$0.00

Working Bal: \$0.00

Processing...

Date Received

07/10/2017

CLICK: CONTINUE

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 Received:

CLICK: POST RECVD

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 Amount
190 ART	0 No SubAccount		1	<input type="checkbox"/>	0	CLASSROOM SUPPLIES	\$500.00	0.00%	EA.	\$0.00	\$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

SAVE - ADD ANOTHER Receive All Items **Post Recvd** Print PO

Date Ordered: 07/05/2017

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
190 ART	0 No SubAccount		1	<input checked="" type="checkbox"/>	0	CLASSROOM SUPPLIES	\$500.00	0.00%	EA.	\$0.00	\$500.00

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

- Accounting
- Purchase Orders

- Activity Ledger
- Outstanding Checks
- Reconciliation
- Bank Reconciliation
- Print Checks
- Print Prev. Receipts
- 1099 Information
- Special Reports
- Journal Adjustments
- Chart of Accounts
- Sequential List
- Sub Account Reports
- Deposit Voucher
- Vendor List
- Extended Codes

CLICK: REPORTS
CLICK: ACCOUNTING
CLICK: PRINT CHECKS

activity accounting
&
Web
purchase orders

Print Checks

Preview Print & Post Close

NOTE: Please use the "Close" button when leaving this screen

This option prints all Payables marked: [X] Pay This

Print Checks with Payable Dates Through: 07/10/2017

Checking Acct: 992 - Checking

Next Check #: 1565

Date to Print on Checks: 07/10/2017

- Print check Numbers on checks
- Combine Checks for Same Vendor
- Post Checks WITHOUT Printing

TAB TO: NEXT CHECK #; VERIFY THE NUMBER AND/OR CHANGE THE NUMBER AS NEEDED
TAB TO: 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

HANDWRITTEN CHECKS:

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 MULTIPLE PAYMENTS TO THE SAME VENDOR
15. CLICK: POST CHECKS WITHOUT PRINTING
16. CLICK: POST ONLY



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)



Accounting Reports Utilities System Help Exit

Purchase Orders

CLICK: LIST

FIRST PREV NEXT LAST ADD EDIT DEL **LIST** CANCEL SAVE CLOSE SAVE - ADD ANOTHER Receive All Items

Ref: T1- PO #: 49 G/L Account: 992 - Checking Date Ordered: 07/07/2017

Vendor ID: COSTCO Vendor Name: COSCTO

Ship To Code: APS TESTING ENVIRONMENT Date Received:

Accounting Reports Utilities System Help Exit

PO List

Search PO Number for [] Search Close

Click on the field header to sort by that field

PO Number	Ref:	Date	Received		
41	T1-	07/03/2017			
42	T1-	07/03/2017	7/3/2017		
43	T1-	07/03/2017	7/3/2017		
44	T1-	07/05/2017	7/5/2017		
45	T1-	07/05/2017			DE SUPPLY
46	T1-	07/06/2017	7/6/2017		
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

SEARCH BY PO NUMBER
(OR) SCROLL TO PO NUMBER
CLICK: ON PO TO BE PAID

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 SUPP

Ship To Code: APS TESTING ENVIRONMENT

CLICK: RECEIVE ALL

Total Ordered: \$500.00 Total Open: \$500.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

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 Amount
190 ART	0 No SubAccount		1	<input type="checkbox"/>	1	CLASSROOM SUPPLIES	\$500.00	0.00%	EA.	\$0.00	\$500.00

Date Ordered: 07/05/2017

Date Received:

Posted: \$0.00 Total Received - Not Posted: \$0.00

Working Bal: \$0.00

Description Price Per Unit Discou

CLASSROOM SUPPLIES \$500.00 0.00%

Processing...

Date Received

07/10/2017

Continue **Cancel**

CLICK: CONTINUE

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

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 Amount
190 ART	0 No SubAccount		1		0	CLASSROOM SUPPLIES	\$500.00	0.00%	EA.	\$0.00	\$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

SAVE-ADD ANOTHER Receive All Items **Post Recvd** Print PO

Date Ordered: 07/05/2017

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
190 ART	0 No SubAccount		1		0	CLASSROOM SUPPLIES	\$500.00	0.00%	EA.	\$0.00	\$500.00

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

- Accounting
- Purchase Orders

- Activity Ledger
- Outstanding Checks
- Reconciliation
- Bank Reconciliation
- Print Checks
- Print Prev. Receipts
- 1099 Information
- Special Reports
- Journal Adjustments
- Chart of Accounts
- Sequential List
- Sub Account Reports
- Deposit Voucher
- Vendor List
- Extended Codes

CLICK: REPORTS
CLICK: ACCOUNTING
CLICK: PRINT CHECKS

activity accounting
&
Web
purchase orders

Print Checks

Preview Post Only Close

NOTE: Please use the "Close" button when leaving this screen

This option prints all Payables marked: [X] Pay This

Print Checks with Payable Dates Through: 07/10/2017

Checking Acct: 992 - Checking

Next Check #: 1565

Date to Print on Checks: 07/10/2017

- Print check Numbers on checks
- Combine Checks for Same Vendor
- Post Checks WITHOUT Printing

TAB TO: NEXT CHECK #; VERIFY THE NUMBER AND/OR CHANGE THE NUMBER AS NEEDED
TAB TO: DATE TO PRINT ON CHECK; VERIFY THE DATE IS CORRECT
CLICK: COMBINE CHECKS WITH SAME VENDOR FOR MULTIPLE PAYMENTS TO THE SAME VENDOR
CLICK: POST CHECKS WITHOUT PRINTING
CLICK: POST 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 Favorites Tools Help

Suggested Sites Web Slice Gallery APSintranet Breaking News & Top Sto... Google Lawson MSN Welcome to Albuquerque... Sign in to your account WinOcular Portal - V

epes software
Copyright © 2014: CAP Group, Inc.

District: ALBUQUERQUE PUBLIC SCHOOLS
School: ALBUQUERQUE TRAINING SCHOOL 6
Year: 2016 / 2017
[Change Schools](#)

Accounting Reports Utilities System Help Exit

Accounting

Purchase Orders

- Accounts
- PO (Add, Edit, Receive)**
- Vendors
- Ship To

**ENTERING PO:
CLICK: ACCOUNTING
CLICK: PURCHASE ORDERS
CLICK: PO (ADD, EDIT, RECEIVE)**

activity accounting
&
purchase orders *Web*

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 #: 49 G/L Account: 992 - Checking /2017

Vendor ID: COSTCO Vendor Name: COSCTO

Ship To Code: APS TESTING ENVIRONMENT Date Received: _____

Total Ordered: \$397.86 Total Open: \$397.86 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

Add Line Item Working Bal: (\$397.86) Encumbered Bal: \$39

CLICK: LIST

Accounting Reports Utilities System Help Exit

PO List

Search PO Number for [REDACTED] Search Close

Click on the field header to sort by that field

PO Number	Ref:	Date	Received		
41	T1-	07/03/2017			
42	T1-	07/03/2017	7/3/2017		
43	T1-	07/03/2017	7/3/2017		
44	T1-	07/05/2017	7/5/2017		
45	T1-	07/05/2017	7/10/2017	SANDIAOFF	SANDIA OFFICE 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

**SEARCH BY PO NUMBER
(OR) SCROLL TO PO NUMBER
CLICK: ON PO TO BE PAID**

Purchase Orders

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE-ADD ANOTHER Receive All Items Post Recvd 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	1	1	F/T ZOO 5/16/17	\$215.25	0.00%	EA.	\$0.00	\$215.25	<input type="checkbox"/>

Notes
 (Maximum of 250 characters)

Purchase Orders

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE-ADD ANOTHER Receive All Items Post Recvd 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: CONTINUE

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	1	1	F/T ZOO 5/16/17	\$215.25	0.00%	EA.	\$0.00	\$215.25	<input type="checkbox"/>

Notes
 (Maximum of 250 characters)

Processing...
 Date Received
 06/06/2017 [Calendar Icon] Continue Cancel

Purchase Orders

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE-ADD ANOTHER Receive All Items Post Recvd 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: 06/06/2017

CLICK: POST RECV'D

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	54321	1	0	0	F/T ZOO 5/16/17	\$215.25	0.00%	EA.	\$0.00	\$215.25	<input type="checkbox"/>

Notes

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

Accounting ▾
 Purchase Orders ▾

- Accounts
- Vendors
- Accounts Payable
- Checks Paid
- Receipts
- Transfers & Deposits
- Journal Adjustments
- Cancel Checks
- Budget
- Counties

CLICK: ACCOUNTING
 CLICK: ACCOUNTING
 CLICK: ACCOUNTS PAYABLE

activity a

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

Accounts Payable

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

G/L Account: 992 - Checking C/A: (\$4,528.74) Date: 09/18/2017 Pay This:

Vendor ID: APSBOE Vendor Name: APS

Payee: APS

Add Line Item Working Bal: (\$225.00) Total Amount: \$225.00

Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
115 FIELD TRIP	0 No SubAccount	\$225.00			BUS FOR FT	\$0.00	<input type="checkbox"/>

CLICK: LIST

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

Accounts Payable

Search Date ▾ for Search Close

Click on the field header to sort by that field

	G/Account	Payee	Check Total
09/18/2017	992	DIONS PIZZA	\$50.00
09/18/2017	992	JANE DOE	\$25.00
09/18/2017	992	APS	\$225.00

CLICK: CHECK TO BE PAID

Accounts Payable

Changes will not be saved until you click

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE **LOSE** 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 BOARD OF EDUCATION
CLICK: SAVE; AT THE TOP

VendorCode	VendName	CADDRESS
APSATHLET	APS ATHLETICS	
APSBOE	APS	

						Tax Amt.	1099	
		125 STUDENT COUNCIL	0 No SubAccount	\$25.00		ACCOMPANIST	\$0.00	<input type="checkbox"/>

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

Accounting ▾ **Reports ▾** Utilities ▾ System ▾ Help ▾ Exit

- Accounting**
- Purchase Orders ▸

- Activity Ledger
- Outstanding Checks
- Reconciliation
- Bank Reconciliation
- Print Checks**
- Print Prev. Receipts
- 1099 Information ▸
- Special Reports ▸
- Journal Adjustments ▸
- Chart of Accounts ▸
- Sequential List ▸
- Sub Account Reports ▸
- Deposit Voucher
- Vendor List
- Extended Codes ▸

CLICK: REPORTS
 CLICK: ACCOUNTING
 CLICK: PRINT CHECKS

activity ac
&
purchase o

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

Print Checks

Preview **Print & Post** Close

NOTE: Please use the "Close" button when leaving this screen

This option prints all Payables marked: [X] Pay This

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
 Post Checks WITHOUT Printing

FOR PRINTED CHECKS:
 VERIFY CHECK NUMBER & DATE ARE CORRECT
 IF NOT ENTER CORRECT INFORMATION
 CLICK: COMBINE CHECKS FOR SAME VENDOR
 CLICK: PRINT & POST

FOR HAND WRITTEN CHECKS:
 VERIFY CHECK NUMBER & DATE ARE CORRECT
 IF NOT ENTER CORRECT INFORMATION
 CLICK: COMBINE CHECKS FOR SAME VENDOR
 CLICK: POST CHECK WITHOUT PRINTING
 CLICK: 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 BOTTOM 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:

District: ALBUQUERQUE PUBLIC SCHOOLS
 School: ALBUQUERQUE TRAINING SCHOOL 1
 Year: 2017 / 2018
[Change Schools](#)

epes software
 Copyright © 2014: CAP Group, Inc.

Accounting Reports Utilities System Help Exit

Accounting
 Purchase Orders

Accounts
 Vendors
Accounts Payable
 Checks Paid
 Receipts
 Transfers & Deposits
 Journal Adjustments
 Cancel Checks
 Budget
 Counties

CLICK: ACCOUNTING
 CLICK: ACCOUNTING
 CLICK: ACCOUNTS PAYABLE

activity accounting
 &
Web

District: ALBUQUERQUE PUBLIC SCHOOLS
 School: ALBUQUERQUE TRAINING SCHOOL 1
 Year: 2017 / 2018
[Change Schools](#)

epes software
 Copyright © 2014: CAP Group, Inc.

Accounting Reports Utilities System Help Exit

Accounts Payable

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

G/L Account: 992 - Checking C/A: (\$2,499.05) Date: 07/10/2017 Pay This:

Vendor ID: SANDIAOFF 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	<input type="checkbox"/>

CLICK: ADD

District: ALBUQUERQUE PUBLIC SCHOOLS
 School: ALBUQUERQUE TRAINING SCHOOL 1
 Year: 2017 / 2018
[Change Schools](#)

epes software
 Copyright © 2014: CAP Group, Inc.

Accounts Payable

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

G/L Account: 992 - Checking C/A: (\$2,499.05) Date: 07/21/2017 Pay This:

Vendor ID: Vendor Name: PETER PAN

Changes will not be saved until you click save.

TAB TO: VENDOR ID
 ENTER: VENDOR CODE; SELECT FROM LIST AS NEEDED

VendorCode	VendorName	ADDRESS	CC
APPSBOE	APS		
BLANK	MISC VENDORS		
BSNSPORTS	BSN SPORTS		PHEONIX AZ
COSTCO	COSCTO		
DIONS	DIONS PIZZA		
DOE	JANE DOE		
PAN	PETER PAN		
PEPSI	PEPSI		
PSINK	PS INK	12785 COMANCHE RD NE	ALBUQUERQUE NM
SANDIAOFF	SANDIA OFFICE SUPPLY		

Page | 2 | 2 | Next Last 1

Accounts Payable

Changes will not be saved until you click save.

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

G/L Account: 992 - Checking C/A: (\$4,213.74) Date: 09/22/2017 Pay This:

Vendor ID: WAGNER Vendor Name: MISC VENDOR

**IF VENDOR DOES NOT EXIST YOU WILL NEED TO ADD THEM
CLICK: YES**

Vendor Not Found

Would you like to add this vendor?

SAVE - ADD ANOTHER Print This Receipt Void this Receipt

New Vendor

Vendor Code	WAGNER *
Vendor Name	
Address	
Address line 2	
City	
State	Select an Option
ZipCode	__ - __
Phone	() __ - __
Fax	() __ - __
Attention	
Tax ID	
School Vend #	
County ID	Select an Option
Bid Category	
MEMO	

**TAB TO: VENDOR NAME; ENTER FULL NAME
*** ADD AS MUCH INFORMATION AS
POSSIBLE IF YOU HAVE IT.
CLICK: SAVE**

Accounts Payable

Changes will not be saved until you click save.

FIRST PREV NEXT LAST ADD 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: PAN

Payee: PETER PAN

CLICK: ADD LINE ITEM
CLICK: SELECT ACTIVITY ACCOUNT; ENTER ACCOUNT NUMBER TO BE USED
TAB TO: SUB ACCOUNT; ENTER SUB ACCOUNT NUMBER OR USE DROP DOWN
TAB TO: AMOUNT; ENTER AMOUNT OF CASH ADVANCE
TAB TO: NOTES; ENTER PURPOSE FOR USE OF CASH ADVANCE

Add Line Item

Options	Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
 	110 - STUDENT ACTIV...	561180 - SUPPLIES	\$0.00			CASH ADV FOR HC SUPPLIES	\$0.00	<input type="checkbox"/>

Accounts Payable

Changes will not be saved until you click save.

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

G/L Account: 992 - Checking C/A: (\$2,499.05) Date: 07/21/2017 Pay This:

Vendor:

Payee:

CLICK: SAVE ON THE LINE
CLICK: SAVE AT THE TOP

Add Line Item

Working Bal: \$1,000.00 Total Amount: \$500.00

Options	Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
 	185 - BASEBALL	0 - No SubAc...	\$500.00			FOOD AND GAS FOR CAMP IN TA	\$0.00	<input type="checkbox"/>

STEP 2:

District: ALBUQUERQUE PUBLIC SCHOOLS
 School: ALBUQUERQUE TRAINING SCHOOL 1
 Year: 2017 / 2018
[Change Schools](#)

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

Accounting
 Purchase Orders ▾

- Activity Ledger
- Outstanding Checks
- Reconciliation
- Bank Reconciliation
- Print Checks**
- Print Prev. Receipts
- 1099 Information ▾
- Special Reports ▾
- Journal Adjustments ▾
- Chart of Accounts ▾
- Sequential List ▾
- Sub Account Reports ▾
- Deposit Voucher
- Vendor List
- Extended Codes ▾

CLICK: REPORTS
CLICK: ACCOUNTING
CLICK: PRINT CHECKS

activity accounting
&
purchase orders *Web*

District: ALBUQUERQUE PUBLIC SCHOOLS
 School: ALBUQUERQUE TRAINING SCHOOL 6
 Year: 2016 / 2017
[Change Schools](#)

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

Print Checks

Preview Print & Post Close

NOTE: Please use the "Close" button when leaving this screen

This option prints all Payables marked: [X] Pay This

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
 Post Checks WITHOUT Printing

FOR PRINTED CHECKS:
 VERIFY CHECK NUMBER & DATE ARE CORRECT
 IF NOT ENTER CORRECT INFORMATION
 CLICK: COMBINE CHECKS FOR SAME VENDOR
 CLICK: PRINT & POST

FOR HAND WRITTEN CHECKS:
 VERIFY CHECK NUMBER & DATE ARE CORRECT
 IF NOT ENTER CORRECT INFORMATION
 CLICK: COMBINE CHECKS FOR SAME VENDOR
 CLICK: POST CHECK WITHOUT PRINTING
 CLICK: POST ONLY

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 BOTTOM 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:


 District: ALBUQUERQUE PUBLIC SCHOOLS
 School: ALBUQUERQUE TRAINING SCHOOL 1
 Year: 2017 / 2018
[Change Schools](#)

Accounting Reports Utilities System Help Exit

Accounting

- Accounts
- Vendors
- Accounts Payable**
- Checks Paid
- Receipts
- Transfers & Deposits
- Journal Adjustments
- Cancel Checks
- Budget
- Counties

CLICK: ACCOUNTING
CLICK: ACCOUNTING
CLICK: ACCOUNTS PAYABLE

activity accounting
& *Web*


 District: ALBUQUERQUE PUBLIC SCHOOLS
 School: ALBUQUERQUE TRAINING SCHOOL 1
 Year: 2017 / 2018
[Change Schools](#)

Accounting Reports Utilities System Help Exit

Accounts Payable

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

G/L Account: 992 - Checking C/A: (\$2,499.05) Date: 07/10/2017 Pay This:

Vendor ID: SANDIAOFF 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	<input type="checkbox"/>

CLICK: ADD

Accounts Payable

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

G/L Account: 992 - Checking

Vendor ID: A Vendor Name: MISC VENDOR

Changes will not be saved until you click save.

TAB TO: VENDOR ID
ENTER: VENDOR CODE; SELECT FROM LIST AS NEEDED

VendorCode	VendName	ADDRESS	CCITY	CSTATE	CTAXIDNO
APSATHLET	APS ATHLETICS				
APSBOE	APS				

Amount: \$0.00

Accounts Payable

FIRST PREV NEXT LAST ADD 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: APSBOARD0 Vendor Name: APS BOARD OF EDUCATION

Payee: APS BOARD OF EDUCATION

CLICK: ADD LINE ITEM
 CLICK: SELECT ACTIVITY ACCOUNT; ENTER ACCOUNT NUMBER TO BE USED
 TAB TO: SUB ACCOUNT; ENTER SUB ACCOUNT NUMBER OR USE DROP DOWN
 TAB TO: AMOUNT; ENTER AMOUNT
 TAB TO: NOTES; ENTER PURPOSE OF CHECK

Add Line Item

Options	Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
 	185 - BASEBALL	417010 - FEES-ACTIVITI...	\$600.00			OCTOBER GATE RECEIPTS	\$0.00	<input type="checkbox"/>

Accounts Payable

Changes will not be saved until you click save.

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

G/L Account: 992 - Checking C/A: (\$2,999.05) Date: 07/21/2017 Pay This:

Vendor: ICS

Payee:

CLICK: SAVE ON THE LINE
 CLICK: SAVE AT THE TOP

Add Line Item

Working Bal: \$500.00 Total Amount: \$367.00

Options	Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
 	185 - BASEBALL	0 - No SubAc...	\$367.00			OCTOBER GATE RECEIPTS	\$0.00	<input type="checkbox"/>

STEP 2:

District: ALBUQUERQUE PUBLIC SCHOOLS
 School: ALBUQUERQUE TRAINING SCHOOL 1
 Year: 2017 / 2018
[Change Schools](#)

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

Accounting ▾
 Purchase Orders ▾

- Activity Ledger
- Outstanding Checks
- Reconciliation
- Bank Reconciliation
- Print Checks**
- Print Prev. Receipts
- 1099 Information ▾
- Special Reports ▾
- Journal Adjustments ▾
- Chart of Accounts ▾
- Sequential List ▾
- Sub Account Reports ▾
- Deposit Voucher
- Vendor List
- Extended Codes ▾

CLICK: REPORTS
CLICK: ACCOUNTING
CLICK: PRINT CHECKS

activity accounting
&
purchase orders *Web*

District: ALBUQUERQUE PUBLIC SCHOOLS
 School: ALBUQUERQUE TRAINING SCHOOL 1
 Year: 2017 / 2018
[Change Schools](#)

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

Print Checks

Preview Print & Post Close

NOTE: Please use the "Close" button when leaving this screen

This option prints all Payables marked: [X] Pay This

Print Checks with Payable Dates Through: 07/21/2017

Checking Acct: 992 - Checking ▾

Next Check #: 1565

Date to Print on Checks: 07/21/2017

Print check Numbers on checks
 Combine Checks for Same Vendor
 Post Checks WITHOUT Printing

FOR PRINTED CHECKS:
 VERIFY CHECK NUMBER & DATE ARE CORRECT
 IF NOT ENTER CORRECT INFORMATION
 CLICK: COMBINE CHECKS FOR SAME VENDOR
 CLICK: PRINT & POST

FOR HAND WRITTEN CHECKS:
 VERIFY CHECK NUMBER & DATE ARE CORRECT
 IF NOT ENTER CORRECT INFORMATION
 CLICK: COMBINE CHECKS FOR SAME VENDOR
 CLICK: POST CHECK WITHOUT PRINTING
 CLICK: POST ONLY

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 BOTTOM 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:

District: ALBUQUERQUE PUBLIC SCHOOLS
 School: ALBUQUERQUE TRAINING SCHOOL 1
 Year: 2017 / 2018
[Change Schools](#)

epes software
 Copyright © 2014: CAP Group, Inc.

Accounting Reports Utilities System Help Exit

Accounting
 Purchase Orders
 Accounts
 Vendors
Accounts Payable
 Checks Paid
 Receipts
 Transfers & Deposits
 Journal Adjustments
 Cancel Checks
 Budget
 Counties

CLICK: ACCOUNTING
 CLICK: ACCOUNTING
 CLICK: ACCOUNTS

activity accounting
 &
Web

District: ALBUQUERQUE PUBLIC SCHOOLS
 School: ALBUQUERQUE TRAINING SCHOOL 1
 Year: 2017 / 2018
[Change Schools](#)

epes software
 Copyright © 2014: CAP Group, Inc.

Accounting Reports Utilities System Help Exit

Accounts Payable

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

G/L Account: 992 - Checking C/A: (\$2,499.05) Date: 07/10/2017 Pay This:

Vendor ID: SANDIAOFF 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	<input type="checkbox"/>

CLICK: ADD

Accounts Payable

Changes will not be saved until you click save.

FIRST PREV NEXT LAST ADD EDIT DEL LIST 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

VendorCode	VendorName	ADDRESS	CCITY	CSTATE	CTAXIDNO
APSATHLET	APS ATHLETICS				
APSBOE	APS				

Amount: \$0.00

Accounts Payable

FIRST PREV NEXT LAST ADD 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: DOE

Payee: JANE DOE

CLICK: ADD LINE ITEM
CLICK: SELECT ACTIVITY ACCOUNT; ENTER ACCOUNT NUMBER TO BE USED
TAB TO: SUB ACCOUNT; ENTER SUB ACCOUNT NUMBER OR USE DROP DOWN
TAB TO: AMOUNT; ENTER THE AMOUNT OF THE CASH ADVANCE
TAB TO: NOTES; ENTER PURPOSE FOR USE OF CASH ADVANCE

Add Line Item

Working Bal: \$1,000.00 Total Amount: \$300.00

Options	Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
 	185 - BASEBALL	561160 - FOOD	\$300.00			SNACKS FOR AWAY GAME	\$0.00	<input type="checkbox"/>

Accounts Payable

Changes will not be saved until you click save.

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

G/L Account: 992 - Checking C/A: (\$2,999.05) Date: 07/21/2017 Pay This:

Vendor: ICS

Payee:

CLICK: SAVE ON THE LINE
CLICK: SAVE AT THE TOP

Add Line Item

Working Bal: \$500.00 Total Amount: \$367.00

Options	Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
 	185 - BASEBALL	0 - No SubAc...	\$367.00			OCTOBER GATE RECEIPTS	\$0.00	<input type="checkbox"/>

STEP 2:

District: ALBUQUERQUE PUBLIC SCHOOLS
 School: ALBUQUERQUE TRAINING SCHOOL 1
 Year: 2017 / 2018
[Change Schools](#)

Accounting ▾ **Reports ▾** Utilities ▾ System ▾ Help ▾ Exit

Accounting
 Purchase Orders ▾

- Activity Ledger
- Outstanding Checks
- Reconciliation
- Bank Reconciliation
- Print Checks**
- Print Prev. Receipts
- 1099 Information ▾
- Special Reports ▾
- Journal Adjustments ▾
- Chart of Accounts ▾
- Sequential List ▾
- Sub Account Reports ▾
- Deposit Voucher
- Vendor List
- Extended Codes ▾

CLICK: REPORTS
CLICK: ACCOUNTING
CLICK: PRINT CHECKS

activity accounting
&
purchase orders *Web*

District: ALBUQUERQUE PUBLIC SCHOOLS
 School: ALBUQUERQUE TRAINING SCHOOL 1
 Year: 2017 / 2018
[Change Schools](#)

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

Print Checks

Preview Print & Post Close

NOTE: Please use the "Close" button when leaving this screen

This option prints all Payables marked: [X] Pay This

Print Checks with Payable Dates Through: 07/21/2017

Checking Acct: 992 - Checking ▾

Next Check #: 1565

Date to Print on Checks: 07/21/2017

Print check Numbers on checks
 Combine Checks for Same Vendor
 Post Checks WITHOUT Printing

FOR PRINTED CHECKS:
 VERIFY CHECK NUMBER & DATE ARE CORRECT
 IF NOT ENTER CORRECT INFORMATION
 CLICK: COMBINE CHECKS FOR SAME VENDOR
 CLICK: PRINT & POST

FOR HAND WRITTEN CHECKS:
 VERIFY CHECK NUMBER & DATE ARE CORRECT
 IF NOT ENTER CORRECT INFORMATION
 CLICK: COMBINE CHECKS FOR SAME VENDOR
 CLICK: POST CHECK WITHOUT PRINTING
 CLICK: POST ONLY

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 BOTTOM 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:

District: ALBUQUERQUE PUBLIC SCHOOLS
 School: ALBUQUERQUE TRAINING SCHOOL 1
 Year: 2017 / 2018
[Change Schools](#)

epes software
 Copyright © 2014: CAP Group, Inc.

Accounting Reports Utilities System Help Exit

Accounting
 Purchase Orders
 Accounts
 Vendors
Accounts Payable
 Checks Paid
 Receipts
 Transfers & Deposits
 Journal Adjustments
 Cancel Checks
 Budget
 Counties

CLICK: ACCOUNTING
 CLICK: ACCOUNTING
 CLICK: ACCOUNTS

activity accounting
 &
Web

District: ALBUQUERQUE PUBLIC SCHOOLS
 School: ALBUQUERQUE TRAINING SCHOOL 1
 Year: 2017 / 2018
[Change Schools](#)

epes software
 Copyright © 2014: CAP Group, Inc.

Accounting Reports Utilities System Help Exit

Accounts Payable

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

G/L Account: 992 - Checking C/A: (\$2,499.05) Date: 07/10/2017 Pay This:

Vendor ID: SANDIAOFF 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	<input type="checkbox"/>

CLICK: ADD

Accounts Payable

Changes will not be saved until you click save.

FIRST PREV NEXT LAST ADD EDIT DEL LIST 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
 INDIVIDUAL THAT IS BEING REFUNDED – ADD; NEW VENDOR IF NEEDED)

VendorCode	VendName	ADDRESS	CCITY	CSTATE	CTAXIDNO	Amount
APSATHLET	APS ATHLETICS					\$0.00
APSBOE	APS					

Accounts Payable

Changes will not be saved until you click save.

FIRST PREV NEXT LAST ADD 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: GARCIA Vendor Name: JUDE GARCIA

Payee: JUDE GARCIA

CLICK: ADD LINE ITEM
CLICK: SELECT ACTIVITY ACCOUNT; ENTER ACCOUNT NUMBER TO BE USED
TAB TO: SUB ACCOUNT; ENTER SUB ACCOUNT NUMBER OR USE DROP DOWN
TAB TO: AMOUNT; ENTER THE AMOUNT OF REFUND
TAB TO: NOTES; ENTER PURPOSE FOR REFUND

Add Line Item

Options	Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
	140 - BAND/CHOIR	417010 - FEES-ACTIVITI..	\$250.00			STUDENT WITHDREW, ANN GAR	\$0.00	<input type="checkbox"/>

Accounts Payable

Changes will not be saved until you click save.

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

G/L Account: 992 - Checking C/A: (\$2,999.05) Date: 07/21/2017 Pay This:

Vendor: ICS

Payee:

CLICK: SAVE ON THE LINE
CLICK: SAVE AT THE TOP

Add Line Item

Working Bal: \$500.00 Total Amount: \$367.00

Options	Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
	185 - BASEBALL	0 - No SubAc...	\$367.00			OCTOBER GATE RECEIPTS	\$0.00	<input type="checkbox"/>

STEP 2:

District: ALBUQUERQUE PUBLIC SCHOOLS
 School: ALBUQUERQUE TRAINING SCHOOL 1
 Year: 2017 / 2018
[Change Schools](#)

Accounting ▾ **Reports ▾** Utilities ▾ System ▾ Help ▾ Exit

- Accounting
- Purchase Orders
- Activity Ledger
- Outstanding Checks
- Reconciliation
- Bank Reconciliation
- Print Checks**
- Print Prev. Receipts
- 1099 Information
- Special Reports
- Journal Adjustments
- Chart of Accounts
- Sequential List
- Sub Account Reports
- Deposit Voucher
- Vendor List
- Extended Codes

CLICK: REPORTS
CLICK: ACCOUNTING
CLICK: PRINT CHECKS

activity accounting
 &
purchase orders *Web*

District: ALBUQUERQUE PUBLIC SCHOOLS
 School: ALBUQUERQUE TRAINING SCHOOL 1
 Year: 2017 / 2018
[Change Schools](#)

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

Print Checks

Preview Print & Post Close

NOTE: Please use the "Close" button when leaving this screen

This option prints all Payables marked: [X] Pay This

Print Checks with Payable Dates Through: 07/21/2017

Checking Acct: 992 - Checking

Next Check #: 1565

Date to Print on Checks: 07/21/2017

Print check Numbers on checks
 Combine Checks for Same Vendor
 Post Checks WITHOUT Printing

FOR PRINTED CHECKS:
 VERIFY CHECK NUMBER & DATE ARE CORRECT
 IF NOT ENTER CORRECT INFORMATION
 CLICK: COMBINE CHECKS FOR SAME VENDOR
 CLICK: PRINT & POST

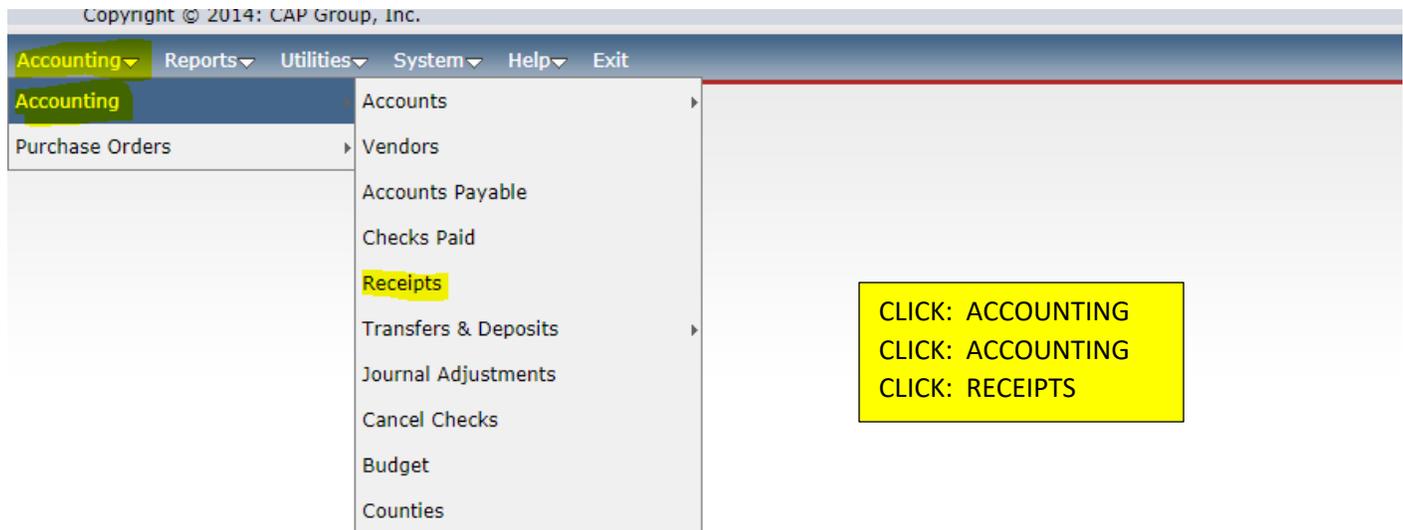
FOR HAND WRITTEN CHECKS:
 VERIFY CHECK NUMBER & DATE ARE CORRECT
 IF NOT ENTER CORRECT INFORMATION
 CLICK: COMBINE CHECKS FOR SAME VENDOR
 CLICK: POST CHECK WITHOUT PRINTING
 CLICK: POST ONLY

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



Accounting Reports Utilities System Help Exit

Receipts

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

Receipt #: 1023 Date: 09/14/2017 GL Account: 992 - Checking Printed: No Posted From:

Rcvd From: Miranda Vendor Name: MIRANDA CANDY SHOP Closed: No Void Date:

Individual: MIRANDA CANDY SHOP

Add Line Item Receipt Total: \$50.00

Acct.	Sub Acct.	Amount	Tax Amt.	Notes	Pay Type
110 STUDENT ACTIVITIES	0 No SubAccount	\$50.00	\$0.00	Candy sales	Cash

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 #: 1 Date: 06/19/2020 GL Account: 9992 - BK OF THE WEST #16... Printed: No Posted From:

Rcvd From: BLANK Vendor Name: MISC VENDOR Closed: No Void Date:

Individual:

Add Line Item \$0.00

CLICK: RECEIPT #; ENTER RECEIPT # "1"
 TAB TO: DATE; ENTER LAST DATE OF THE STATEMENT CYCLE
 TAB TO: GL ACCOUNT; SELECT APPROPRIATE GL ACCOUNT
 TAB TO: RCVD FROM; ENTER NAME OF VENDOR (IE... BANK)
 CLICK: ADD LINE ITEM

There are no line items yet. Click 'Add Line Item'.

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 #: 1 Date: 06/19/2020 GL Account: 999 - CHECK ACCOUNT Printed: No Posted From:

Rcvd From: BANKOF THE Vendor:

Individual: BANK OF THE WEST

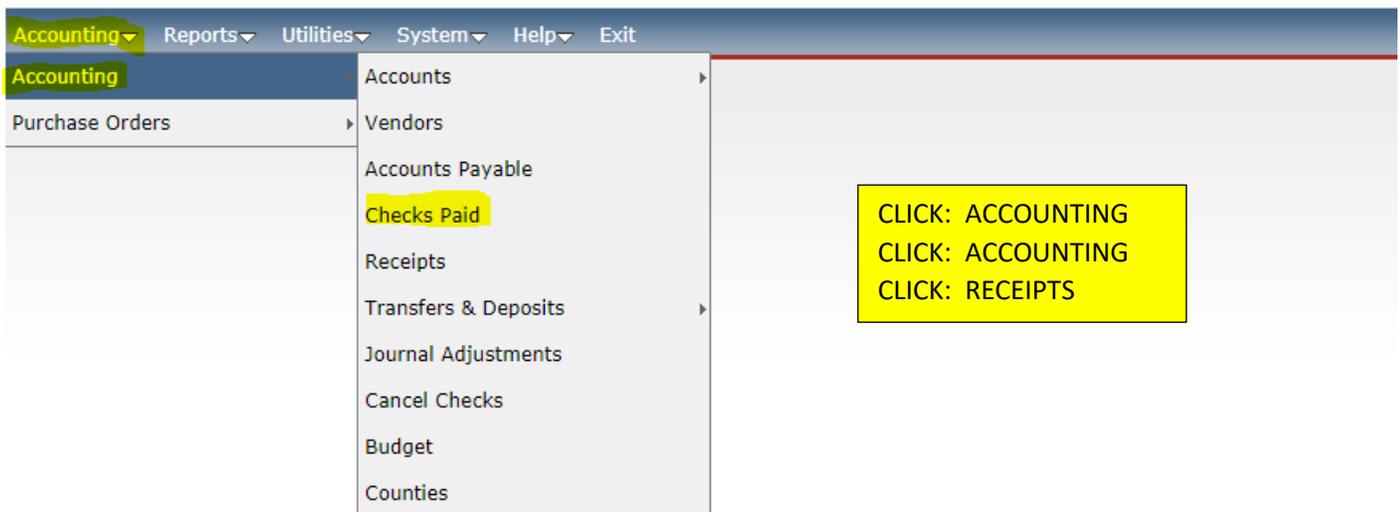
Add Line Item \$0.00

CLICK: ACCT; SELECT APPROPRIATE ACCOUNT
 TAB TO: SUB ACCOUNT; ENTER SUB ACCOUNT NUMBER OR USE DROP DOWN
 TAB TO: AMOUNT; ENTER AMOUNT OF DEPOSIT
 TAB TO: NOTES; ENTER DESCRIPTION OF DEPOSIT
 CLICK: SAVE ON THE LINE AND SAVE AT THE TOP

Options	Acct.	Sub Acct.	GASB Code	Amount	Tax Amt.	Notes	Pay Type
<input type="checkbox"/>	530520 - INTEREST	415000 - INVESTMENT IN...	0 - N...	\$137.24	\$0.00	MONTHLY INTEREST EARNED	C - Cash

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



Checks Paid

FIRST PREV NEXT LAST **ADD** EDIT DEL LIST CANCEL **CLICK: ADD** SAVE - ADD ANOTHER

Check #: 1572 Date: 09/14/2017 GL Acct: 992 - Checking
 Vendor ID: FRIEDCHIC Vendor Name: FRIED CHICKEN
 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: 992 - Checking Closed: No
 Vendor ID: NUS Vendor Name: MISC VENDORS Date Cancelled:
 Date Voided:
 Total Amount: \$0.00

VendorCode	VendName	CADDRESS	CITY	CSTATE	CTAXIDNO
NUSENDA	NUSENDA				

There are no line items yet. Click 'Add Line Item'.

**CLICK: RECEIPT NUMBER; ENTER # START WITH "1" FOR EACH MONTH
 TAB TO: DATE; ENTER LAST DATE OF STATEMENT CYCLE TAB TO:
 VENDOR ID; ENTER VENDOR (IE... 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
 Vendor ID: NUSENDA Vendor Name: NUSENDA
 Payee: NUSENDA

Add Line Item Save Total Amount: \$0.00

There are no line items yet. Click 'Add Line Item'.

CLICK: ADD LINE ITEM

Checks Paid

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

Check #: 1
 Vendor ID: NUSENDA
 Payee: NUSENDA

**CLICK: ACCT; SELECT PROPER ACCOUNT
 TAB TO: SUB ACCOUNT; ENTER SUB ACCOUNT NUMBER OR USE DROP DOWN
 TAB TO: AMOUNT; ENTER AMOUNT OF FEE
 TAB TO: NOTES; ENTER DESCRIPTION OF FEE**

Add Line Item Save Total Amount: \$0.00

Acct.	Sub Acct.	Amount	Tax Amt.	Working Balance	P.O.#	Invoice	Notes	1099
Delete Select Activity Account	0 - No SubAccount	\$0.00	\$0.00	\$0.00				<input type="checkbox"/>

Accounting Reports Utilities System Help Exit

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 Closed: No
 Vendor ID: NUSENDA Vendor Name: NUSENDA
 Payee: NUSENDA Total Amount: \$10.00

**CLICK: SAVE ON THE LINE
 SAVE AT THE TOP**

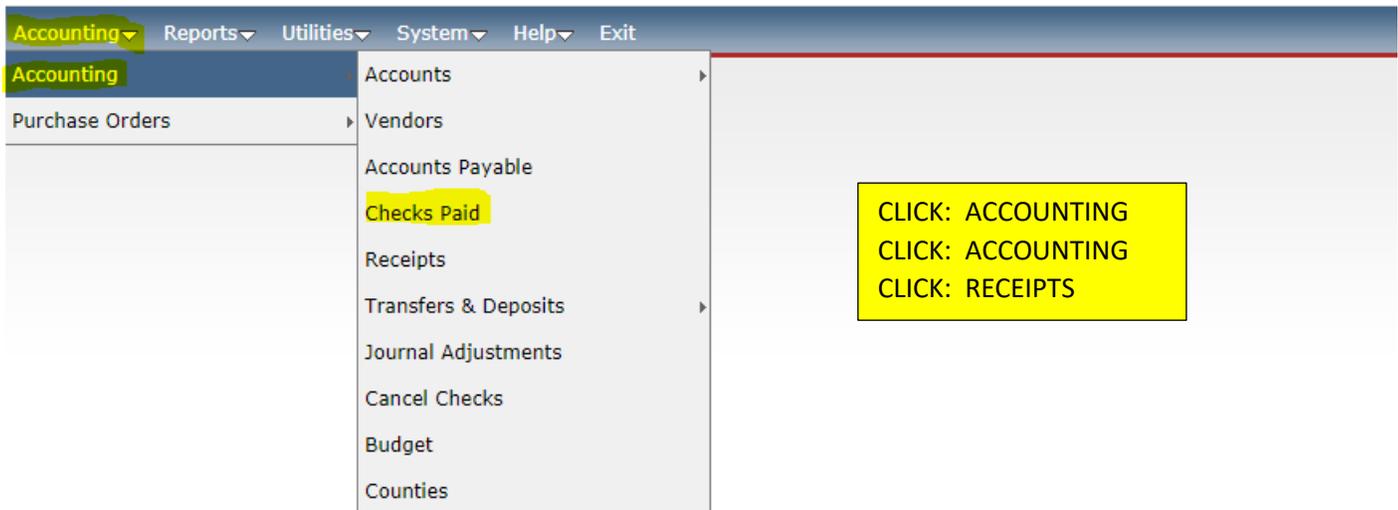
Add Line Item Save Total Amount: \$10.00

Acct.	Sub Acct.	Amount	Tax Amt.	Working Balance	P.O.#	Invoice	Notes	1099
Delete 100 - ADMINISTRATION	0 - No SubAc...	\$10.00	\$0.00	(\$2,076.02)			MONTHLY SERVICE CH	<input type="checkbox"/>

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



Checks Paid

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

CLICK: ADD

Check #: 1572 Date: 09/14/2017 GL Acct: 992 - Checking
 Vendor ID: FRIEDCHIC Vendor Name: FRIED CHICKEN
 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: 992 - Checking
 Vendor ID: NUS Vendor Name: MISC VENDORS
 Total Amount: \$0.00

VendorCode	VendName	ADDRESS	CCITY	CSTATE	CTAXIDNO
NUSENDA	NUSENDA				

CLICK: CHECK NUMBER; START WITH # 1, IF THERE ARE NO FEES IF THERE ARE FEES FOLLOW WITH THE NEXT NUMBER 2, ETC
 TAB TO: DATE; ENTER LAST DATE OF STATEMENT CYCLE TAB TO: VENDOR ID; ENTER VENDOR (IE... 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
 Vendor ID: NUSENDA Vendor Name: NUSENDA
 Payee: NUSENDA

CLICK: ADD LINE ITEM

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

Check #: 2

Vendor ID: NUSENDA Vendor Name: NUSENDA

Payee: NUSENDA

CLICK: ACCT; SELECT PROPER ACCOUNT
TAB TO: AMOUNT; ENTER AMOUNT OF NFS CHECK
TAB TO: NOTES; ENTER DESCRIPTION FOR CHECK
CLICK: ADD LINE ITEM
CLICK: ACCT; SELECT PROPER ACCOUNT
TAB TO SUB ACCOUNT; ENTER SUB ACCOUNT NUMBER OR USE DROP DOWN
TAB TO: AMOUNT; ENTER AMOUNT OF NSF FEE
TAB TO: NOTES; ENTER DESCRIPTION, NSF FEE

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...	\$50.00	\$0.00	\$1,000.00			NSF CK, JANE DOE
Delete	140 - BAND/CHOIR	417010 - FEES-ACTIVITI...	\$15.00	\$0.00	\$1,000.00			NSF CK FEE

Checks Paid

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

Check #: 2 Date: 08/31/2017

Vendor ID: NUSENDA Vendor Name: NUSENDA

Payee: NUSENDA

Closed: No

Date Cancelled:

Date Voided:

Total Amount: \$65.00

CLICK: SAVE ON THE LINE
SAVE AT THE TOP

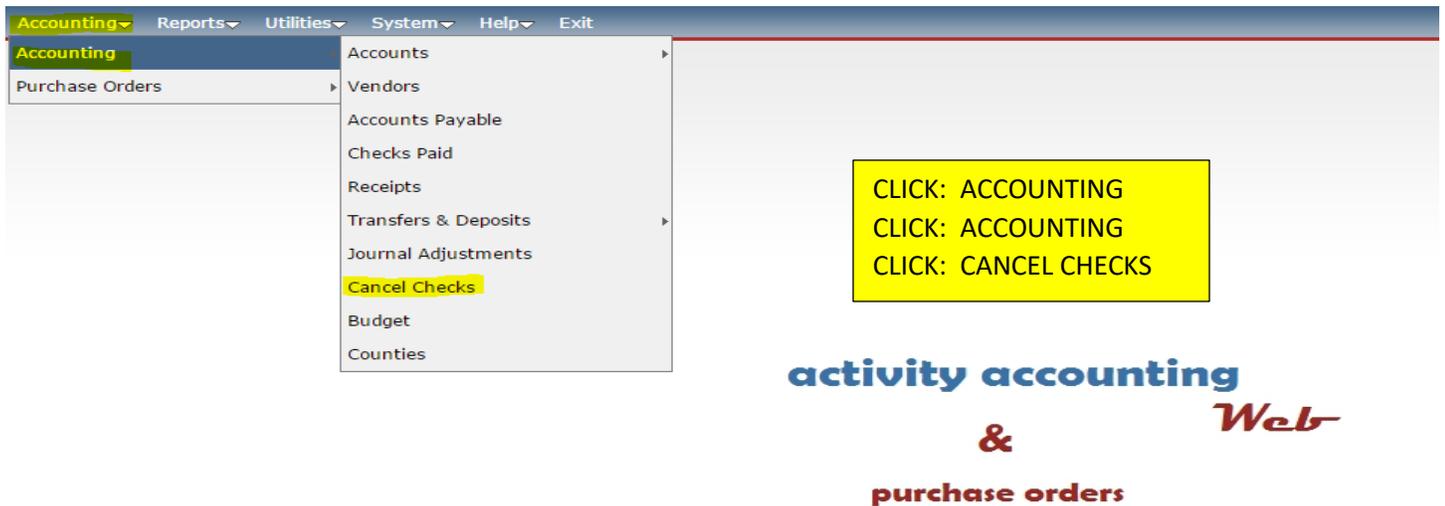
Add Line Item Save Total Amount: \$50.00

	Acct.	Sub Acct.	Amount	Tax Amt.	Working Balance	P.O.#	Invoice	Notes	1099
Delete	140 - BAND/CHOIR	0 - No SubAc...	\$50.00	\$0.00	\$1,000.00			NSF CHECK, JANE DOE	<input type="checkbox"/>
Delete	140 - BAND/CHOIR	0 - No SubAc...	\$15.00	\$0.00	\$1,000.00			NSF CHECK FEE	<input type="checkbox"/>

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 ***



Cancel Checks

The date entered here is typically a Month End Date.

Checking Acct: 992 - Checking

Enter Cancellation date: 12/31/2016

OK Close

ENTER: CANCELLATION DATE
LAST DATE OF STATEMENT CYCLE
CLICK: OK

Cancel Checks

The date entered here is typically a Month End Date.

Checking Acct: 992 - Checking

Enter Cancellation date: 12/31/2016

OK Close

Checks List

Cancellation Date: 12/31/2016

Cancel	Check #	Ck Date	Amount
<input checked="" type="checkbox"/>	1	07/31/2016	\$10.00
<input type="checkbox"/>	1551	08/24/2016	\$500.00
<input type="checkbox"/>	1552	08/24/2016	\$176.00
<input checked="" type="checkbox"/>	1553	08/24/2016	\$95.00
<input type="checkbox"/>	1561	11/30/2016	\$497.23
<input type="checkbox"/>	1562	11/30/2016	\$500.00

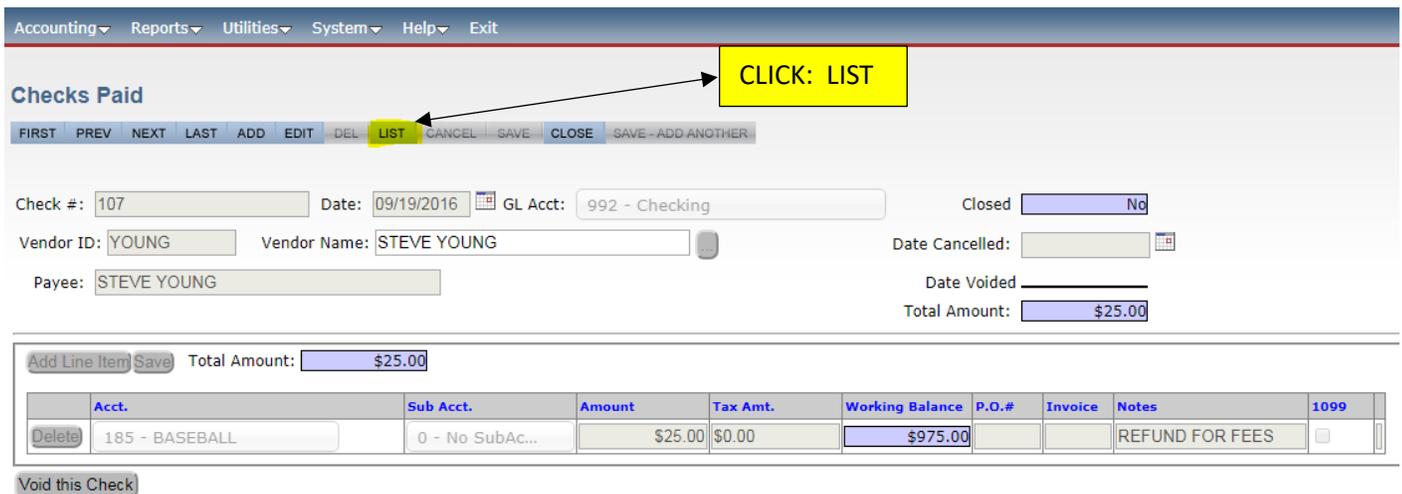
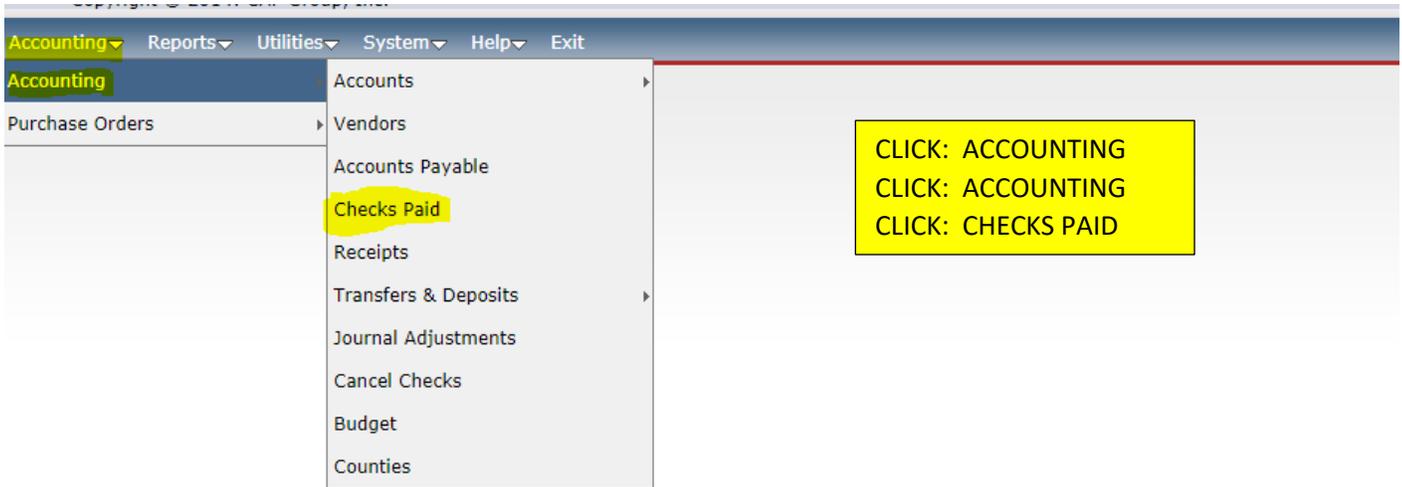
Total Cancelled: \$105.00

OK Close

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
CLICK: OK

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

Checks Search: for with Status

Click on the field header to sort by that field

Check #	Vendor	Payee	Amount	Ck Date
1				
107	NUSENDA	NUSENDA	\$10.00	08/31/2017
107	YOUNG	STEVE YOUNG	\$25.00	09/19/2016
1564	COSTCO	COSCTO	\$397.86	07/07/2017
1565	WALMART	WALMART	\$250.00	07/07/2017
1565	APSBOE	APS	\$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	\$3,700.00	07/07/2017
1567	PAN	PETER PAN	\$500.00	09/14/2017
1568	APSATHLET	APS ATHLETICS	\$367.00	09/14/2017
1569	WALMART	WALMART	\$64.83	09/14/2017
1570	APSBOE	APS	\$200.00	09/14/2017
1571	COSTCO	COSCTO	\$397.86	09/14/2017
1572	FRIEDCHIC	FRIED CHICKEN	\$250.00	09/14/2017

**SEARCH BY CHECK NUMBER
(OR) SCROLL TO CHECK NUMBER
CLICK: ON CHECK TO BE EDITED**

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

Checks Paid

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

Check #: Date: GL Acct: Closed

Vendor ID: Vendor Name: Date Cancelled:

Payee:

Add Line Item Save Total Amount:

Acct.	Sub Acct.
<input type="button" value="Delete"/> 185 - BASEBALL	0 - No SubAcct

Reason for Voiding This Check (Optional)

Void Reason:

Void Date:

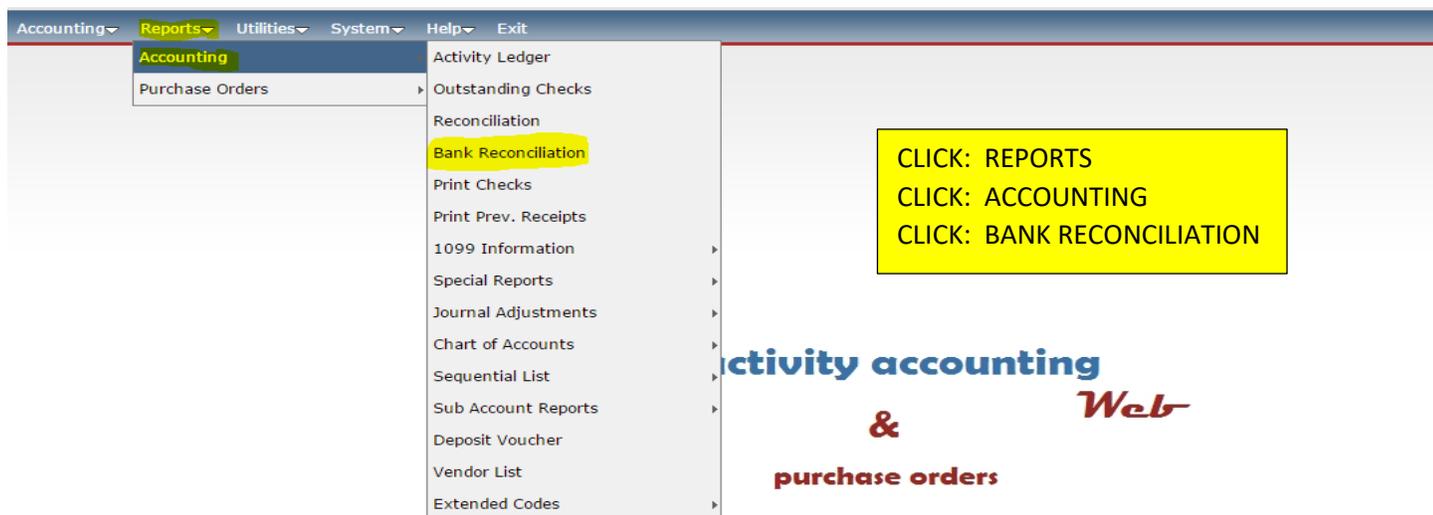
**CLICK: VOID THIS CHECK; BOTTOM LEFT OF SCREEN
ENTER; STALE DATED CHECK IN VOID REASON FIELD
TAB TO: DATE; ENTER CURRENT DATE
CLICK: CONTINUE;
NOTE: YOU CAN VERIFY IN CHECKS PAID THAT THE VOIDED
CHECK OFFSET TO ORIGINAL CHECK**

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

Bank Reconciliation

Preview Print Close

Bank Account: 992 - Checking ▾

Statement Date Range: From: 01/01/2017 To: 01/31/2017

Ending Balance from Bank Statement: \$0.00

Total Deposits not on Bank Statement: \$0.00

CLICK: STATEMENT DATE RANGE; FROM
ENTER 1ST DATE OF THE STATEMENT CYCLE

TAB TO: TO; ENTER THE LAST DATE OF THE STATEMENT CYCLE

TAB TO: ENDING BALANCE FROM BANK STATEMENT
ENTER ENDING BALANCE

TAB TO: TOTAL DEPOSITS NOT ON BANK STATEMENT
ENTER ANY DEPOSITS IN TRANSIT

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

Bank Reconciliation

Preview Print Close

CLICK: 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

epesaccounting.epes.org says:

Warning, OUT OF BALANCE

OK

Bank Reconciliation Report

Checking Account

992

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

WHAT THE BANK SHOWS THAT THE SCHOOL HAS IN THE ACCOUNT.

Ending Balance on Statement Dated : 01/31/2017	\$5,042.00
Outstanding Deposits (Bank Deposits) -> +	\$0.00
Less Outstanding Checks:	\$1,778.23
Cash Balance as of : 01/31/2017	\$3,263.77 ***

WHAT EPES SHOWS THAT THE SCHOOL HAS IN THE ACCOUNT.

Cash Balance for Checking as of 1/1/2017	\$31,408.41
Add: Total Deposits (Bank Deposits):	\$0.00
Less: Total Checks and Withdrawals:	\$0.00
Computer Cash Balance as of : 01/31/2017	\$31,408.41 ***

Summary of Asset Accounts

Gl Acct	Account Name	Begin Bal	Recpt/JV	Disb/JV	Transfer	End Bal.
990	Petty Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
991	Cash on Hand	\$5,505.36	\$323.00	\$0.00	\$0.00	\$5,828.36
992	Checking	\$31,408.41	\$0.00	\$0.00	\$0.00	\$31,408.41 ***
993	Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
994	Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total		\$36,913.77	\$323.00	\$0.00	\$0.00	\$37,236.77

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

***** Entries Must Match
OUT OF BALANCE**

Bank Reconciliation Report

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

Checking Account
992

WHAT THE BANK SHOWS THAT THE SCHOOL HAS IN THE ACCOUNT.

Ending Balance on Statement Dated : 01/31/2017	\$33,186.64
Outstanding Deposits (Bank Deposits) -> +	\$0.00
Less Outstanding Checks:	\$1,778.23
Cash Balance as of : 01/31/2017	\$31,408.41 ***

WHAT EPES SHOWS THAT THE SCHOOL HAS IN THE ACCOUNT.

Cash Balance for Checking as of 1/1/2017	\$31,408.41
Add: Total Deposits (Bank Deposits):	\$0.00
Less: Total Checks and Withdrawals:	\$0.00
Computer Cash Balance as of : 01/31/2017	\$31,408.41 ***

Summary of Asset Accounts

Gl Acct	Account Name	Begin Bal	Recpt/JV	Disb/JV	Transfer	End Bal
990	Petty Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
991	Cash on Hand	\$5,505.36	\$323.00	\$0.00	\$0.00	\$5,828.36
992	Checking	\$31,408.41	\$0.00	\$0.00	\$0.00	\$31,408.41 ***
993	Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
994	Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total		\$36,913.77	\$323.00	\$0.00	\$0.00	\$37,236.77

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: __/__/__

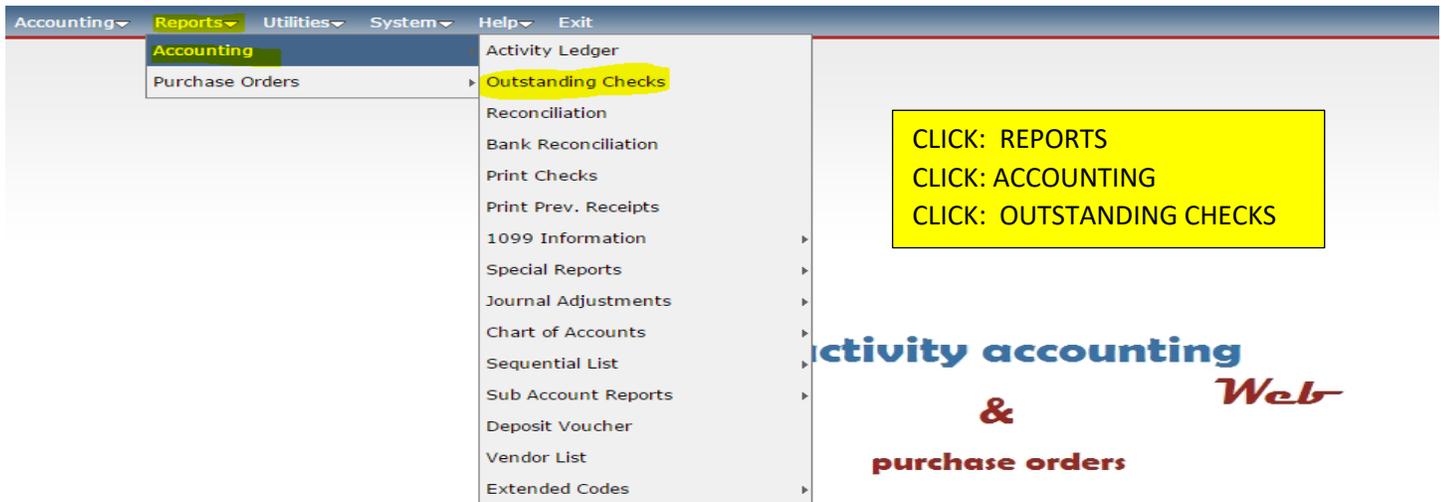
***** Entries Must Match**

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.



Outstanding Check Report

Preview **Print** Export to Excel Close

ENTER: LAST DATE OF STATEMENT CYCLE

Report Title:

Thru what Date: **12/31/2016**

Checking Acct: 992 - Checking

January 24, 2017

Page 1 of 1

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

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 APPROPRIATE 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 APPROPRIATE SUB ACCOUNT FOR THE EXPENDITURE
- k) CLICK: SAVE; ON THE LINE & SAVE; AT THE TOP

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

- Accounting ▾
- Purchase Orders ▾
- GASB** ▾
 - Expenditures**
 - Receipts

CLICK: REPORTS
CLICK: GASB
CLICK: EXPENDITURES

activity accounting
&
Web
purchase orders

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

GASB - List of Expenditures

Export To Excel **Close**

Date Range (From - To) **5/1/2020** **5/31/2020**

ENTER: DATE RANGE (FROM -TO)
STARTING DATE TO ENDING DATE OF STATEMENT CYCLE
CLICK: EXPORT TO EXCEL
CLICK: EXCEL RPT TO OPEN

RPT_GASB_YearEn...xlsx

RPT_GASB_YearEnd_Expenditures_Excel (69) - Excel

File Home Insert Page Layout Formulas Data Review View Acrobat Tell me what you want to do...

THIS COLUMN IS THE LIST OF CORRESPONDING CHECK NUMBERS. THE PO NUMBER WILL BE LOCATED ON THE CHECKS PAID IN EPES

EXP1	EXP2	EXP3	EXP4	Object	Act Group	Sub Account	Doc#	Amount	Activity Acct#
				0000	417010	561160	5438	\$483.75	590102
				0000	417010	559150	5439	\$485.19	590367
				0000	417010	561160	5439	\$1104.87	590194
				0000	417010	419200	5439	\$192.03	590449
				0000	417010	0000	5440	\$485.44	590353
				0000	417020	559150	5440	\$3757.68	590137
				0000	417020	559150	5440	\$1650.00	590167
				0000	417010	559150	5440	\$1762.79	590177
				0000	417020	561180	5441	\$163.62	590312
				0000	417020	561180	5441	\$229.94	590130
				0000	417020	561180	5441	\$146.98	590130
				0000	417010	561180	5441	\$99.96	590309
				0000	417010	559150	5442	\$110.24	590102
				0000	417010	559150	5442	\$25.78	590102
				0000	417010	559150	5442	\$46.12	590102
				0000	417010	559150	5442	\$14105.40	590367
				0000	417010	559150	5442	\$6950.00	590449
				0000	417010	561160	5443	\$233.83	590109
				0000	417010	533300	5443	\$118.20	590109
				0000	417010	561160	5444	\$251.05	590102

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

PLEASE NOTE: SCHOOLPAY ITEMS REFLECT *0000* DO NOT CHANGE THIS FOR THESE ITEMS

CHECK EDITING:

Accounting Reports Utilities System Help Exit

Accounting

- Accounts
- Vendors
- Accounts Payable
- Checks Paid
- Receipts
- Transfers & Deposits
- Journal Adjustments
- Cancel Checks
- Budget
- Counties

CLICK: ACCOUNTING
CLICK: ACCOUNTING
CLICK: CHECKS PAID

activity accounting
& *Web*
purchase orders

Accounting Reports Utilities System Help Exit

Checks Paid

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

Check #: 5466 Date: 06/17/2020 GL Acct: 992 - CHECKING ACCOUNT

Vendor ID: ACCU Vendor Name: ACCUSTRIPE, INC.

Payee: ACCUSTRIPE, INC. #10041

CLICK: LIST

Accounting Reports Utilities System Help Exit

Checks

Search: Check # for [] with Status Any Search Close

Click on the field header to sort by that field

Check #	Vendor	Payee	Amount
5429	SMITHS	SMITH'S FOOD & DRUG CENTE	\$116.06
5430	SMITHS	SMITH'S FOOD & DRUG CENTE	\$55.24
5432	DIONS	DION'S CORPORATE OFFICE	\$139.70
5434	STAPLESAD	STAPLES ADVANTAGE	\$300.90
5435	CLARKTRUC	CLARK TRUCK EQUIPMENT CO	\$2,490.00
5436	HURRI	HURRICANES RESTAURANT	\$624.00
5437	PAPAJOHNS	WORKING BETTER TOGETHER LLC	\$1,185.00
5438	DIONS	DION'S CORPORATE OFFICE	\$483.75
5439	APSBO	APS BOARD OF EDUCATION	\$1,782.09
5440	APSBO	APS BOARD OF EDUCATION	\$7,655.91
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

ENTER: CHECK NUMBER IN SEARCH FIELD
CLICK: SEARCH
CLICK: CHECK TO BE EDITED

Checks Paid

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

Check #: 5459 Date:

Vendor ID: SMITHS Vendor Name:

Payee: SMITH'S FOOD & DRUG CENTE

CLICK: EDIT
CLICK: SUB ACCOUNT DROP DOWN;
SELECT APPROPRIATE SUB ACCOUNT FOR THE EXPENDITURE
CLICK: SAVE; ON THE LINE
CLICK: SAVE; AT THE TOP

Add Line Item Save Total Amount: \$98.77

	Acct.	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
& Web

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 Recv

Ref: 590- PO #: 583 G/L Account: 992 - CHECKING ACCOUNT Date Ordered: 05/15/2020

Vendor ID: DIONS Vendor Name: DION'S CORPORATE OFFICE

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 Ba

CLICK: LIST

PO List

Search for

Click on the field header to sort by that field

PO Number	Ref:	Date	Received	Vendor	
590-016	BPO	08/05/2019	3/10/2020	NMHS	
590-017	BPO	08/05/2019	3/10/2020	RIOGR	
590-018	BPO	08/05/2019		SAMS	
590-019	BPO	08/05/2019	12/6/2019	SHAMFOODS	SHAMROCK FOODS CO.
590-020	BPO	08/05/2019	2/12/2020	SHAMFOODS	SHAMROCK FOODS CO.
590-021	BPO	08/05/2019	3/11/2020	SMITHS	SMITH'S FOOD & DRUG CENTE
590-022	BPO	08/05/2019	6/16/2020	SMITHS	SMITH'S FOOD & DRUG CENTE
590-023	BPO	08/20/2019	6/1/2020	HERRE	HERRERA SCHOOL BUSES #40464
590-024	BPO	08/22/2019	2/11/2020	HERFF	HERFF-JONES #11163
590-025	BPO	09/09/2019		HERFF	HERFF-JONES #11163
590-026	BPO	10/03/2019	3/11/2020	PEPSI	PEPSI-COLA
590-027	BPO	10/03/2019	4/29/2020	PAPAJOHNS	WORKING BETTER TOGETHER LLC
590-028	BPO	10/09/2019	3/10/2020	SILVALANE	SILVA LANES
590-029	BPO	01/15/2020	3/10/2020	NOBEL	NOBEL SYSCO

ENTER: PURCHASE ORDER NUMBER IN SEARCH FIELD
 CLICK: SEARCH
 CLICK: PURCHASE ORDER TO BE EDITED

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: PO #: G/L Account: Ordered:

Vendor ID: Vendor Name:

Ship To Code: Date Received:

Total Ordered: Total Open: Total Posted: Total Received - Not Posted:

Working Bal: Encumbered Bal:

Options	Acct. Number	Sub Acct Number	GASB Code	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit
	590610	561180	0 - NONE		1	<input type="checkbox"/>	1	Food & Supplies need sy19/20	\$15,000.00

CLICK: EDIT
 CLICK: ON GREEN PENCIL

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: PO #: G/L Account:

Vendor ID: Vendor Name:

Ship To Code:

Total Ordered: Total Open: Total Posted: Total Received - Not Posted:

Working Bal: Encumbered Bal:

Options	Acct. Number	Sub Acct Number	GASB Code	Invoice Number	Qty Ord.	Qty Open	Description
	590610 - SCHOOL BASED ENTER	<input type="text" value="561180 - SUPPLIES"/>	0 - NONE		1	1	

CLICK: SUB ACCOUNT
 SELECT: APPROPRIATE SUB ACCOUNT NUMBER
 CLICK: SAVE; ON THE LINE
 CLICK: SAVE; AT THE TOP

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
- l) CLICK: SUB ACCOUNT DROP DOWN
- m) CLICK: ON APPROPRIATE SUB ACCOUNT FOR THE RECEIPT
- n) CLICK: SAVE; ON THE LINE & SAVE; AT THE TOP

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

- Accounting ▾
- Purchase Orders ▾
- GASB** ▾
 - Expenditures
 - Receipts**

CLICK: REPORTS
 CLICK: GASB
 CLICK: RECEIPTS

activity accounting & *Web* purchase orders

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

GASB - List of Receipts

Export To Excel Close

Date Range (From - To) 5/1/2020 5/31/2020

ENTER: DATE RANGE (FROM -TO)
 STARTING DATE TO ENDING DATE OF STATEMENT CYCLE
 CLICK: EXPORT TO EXCEL
 CLICK: EXCEL RPT TO OPEN

RPT_GASB_YearEn...xlsx

THIS COLUMN IS THE LIST OF CORESPONDING CHECK NUMBERS.
 THE PO NUMBER WILL BE LOCATED ON THE CHECKS PAID IN EPES

	A	B	C	D	E	F	G	H	I	J
	RevCode1	RevCode2	RevCode3	RevCode4	Object	Act Group	Sub Account	Doc#	Amount	Activity Acct#
1					0000		415000	101	\$12.93	430605
2					0000		417020	9167	\$242.25	430116
3					0000		417020	9168	\$825.00	430110
4					0000		417020	9169	\$130.00	430107
5					0000		0000	9170	\$865.00	430110
6					0000		417020	9171	\$2050.00	430147
7					0000		417020	9172	\$600.00	430118
8					0000		417020	9173	\$415.00	430107
9					0000		417020	9174	\$50.00	430146
10					0000		417020	9175	\$45.00	430147
11					0000		561180	9176	\$1500.00	430335
12					0000		417020	9177	\$1320.00	430110
13					0000		417020	9178	\$990.00	430116
14					0000		417020	9179	\$78.00	430375
15					0000		417020	9180	\$168.00	430107
16					0000		417020	9181	\$825.00	430110
17					0000		417010	9182	\$78.00	430375
18					0000		417020	9183	\$1320.00	430110
19					0000		417020	9184	\$1050.00	430116
20					0000		417010	9185	\$13.00	430375
21					0000					
22										30110
23										30375
24										30448

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

PLEASE NOTE: SCHOOLPAY ITEMS REFLECT *0000* DO NOT CHANGE THIS FOR THESE ITEMS

RECEIPT EDITING:

Accounting Reports Utilities System Help Exit

Accounting Accounts
Purchase Orders Vendors
Accounts Payable
Checks Paid
Receipts
Transfers & Deposits
Journal Adjustments
Cancel Checks
Budget
Counties

CLICK: ACCOUNTING
CLICK: ACCOUNTING
CLICK: RECEIPTS

activity accounting
& Web
purchase orders

Accounting Reports Utilities System Help Exit

Receipts

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE

CLICK: LIST

This Receipt Void this Receipt

Receipt #: 101 Date: 05/31/2020 GL Account: 992 - Checking Printed: Yes Posted From:
Rcvd From: WELLS Vendor Name: WELLS FARGO Closed: Yes Void Date:
Individual: WELLS FARGO

Add Line Item Receipt Total: \$10.31

Acct.	Sub Acct.	GASB Code	Amount	Tax Amt.	Notes
430605 Interest	415000 INVESTMENT INCOME	0 - N...	\$10.31	\$0.00	interest

Receipt List

Search Receipt # for 9170 Search Close

Click on the field header to sort by that field

Page 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 First Previous Next Last 8

Date	Receipt #	Individual	Amount	Tax Amt.	Notes
12/05/2019	9152	ROXANNE JAECKS			
12/05/2019	9153	MELISSA JAECKS			
12/06/2019	9154	ERICA PHOTIADAS			
12/06/2019	9155	ROXANNE JAECKS			
12/06/2019	9156	MELISSA JAECKS			
12/09/2019	9156	DONNA SCHMIDT			
12/09/2019	9157	LIZ OLSEN			
12/09/2019	9158	MELISSA JAECKS			
12/11/2019	9159	DONNA SCHMIDT			
12/11/2019	9160	MELISSA JAECKS	\$146.00		992
12/11/2019	9161	LAURA WILLIAMS	\$2,980.00		992
12/16/2019	9162	DONNA 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

CLICK: DROP DOWN IN SEARCH WINDOW
CLICK: RECEIPT #
ENTER: RECEIPT NUMBER IN "FOR" WINDOW
CLICK: SEARCH
CLICK: RECEIPT NUMBER TO BE EDITED

Receipts

Changes will not be saved until you click :

FIRST PREV 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 Account: 991 - Cash on Hand Printed: No Posted From:
Rcvd From: SCHMIDTD Vendor Name: DONNA SCHMIDT Void Date:
Individual: DONNA SCHMIDT

CLICK: EDIT
CLICK: THE GREEN PENCIL

Add Line Item

Receipt Total: \$60.00

Options	Acct.	Sub Acct.	Amount	Tax Amt.	Notes
 	130 YEARBOOK	0 No SubAccount	\$60.00	\$0.00	YEARBOOK SALES

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 #: 9170 Date: 05/31/2020 GL Account:
Rcvd From: SCHMIDTD Vendor Name: DONNA SCHMIDT
Individual: DONNA SCHMIDT

CLICK: SUB ACCOUNT
CLICK: ON APPROPRIATE SUB ACCOUNT FOR RECEIPT
CLICK: SAVE; ON THE LINE
CLICK: SAVE; AT THE TOP

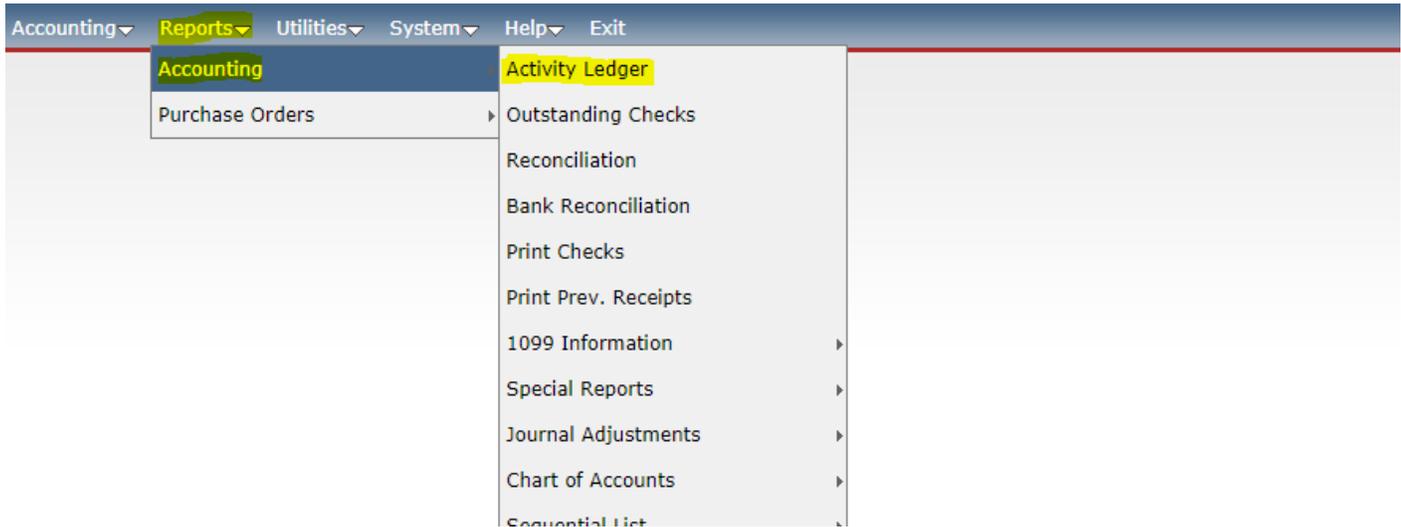
Add Line Item

Receipt Total: \$0.00

Options	Acct.	Sub Acct.	Amount	Tax Amt.	Notes	Pay
 	130 - YEARBOOK	417010 - FEES-ACTIVITI...	\$60.00	\$0.00	YEARBOOK SALES	C

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



Activity Accounts - Ledger Reports

Preview **Print** Export To Excel Close

Report Title

Period Begin **01/01/2017**

Close Month

Period End **01/31/2017**

From Account Fiscal Begin

To Account Fiscal End

Report Options

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

Summarize on Digit (Only 1-6)

Account Group Totals

Exclude Zero Balances

Sort By Acct Name

ENTER: PERIOD BEGIN (1ST DATE OF STATEMENT CYCLE)

PERIOD END (LAST DATE OF STATEMENT CYCLE)

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.**

CLICK: PRINT; IF ALL ACCOUNTS ARE IN GOOD STANDING

SAMPLE REPORT

January 24, 2017

Page 1 of 1

ALBUQUERQUE TRAINING SCHOOL 1

General Ledger Report

Financial Report

From Date:	1/1/2017
To Date:	01/31/2017

From Acct:	1
To Acct:	999999

Activity 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

Activity Accounts - Ledger Reports

Preview Print Export To Excel Close

Report Title

Period Begin 08/01/2017

Period End 08/31/2017

Close Month

VERIFY: PERIOD BEGIN IS THE START OF STATEMENT CYCLE AND PERIOD END IS LAST DATE OF STATEMENT CYCLE
CLICK: CLOSE MONTH BUTTON

From Account 1 Fiscal Begin
To Account 999999 Fiscal End 6/30/2018

Report Options

Financial Report

Summarize on Digit (Only 1-6)

"ARE YOU SURE YOU WANT TO CLOSE (MONTH)?"
CLICK: OK; ONLY IF THE MONTH IS CORRECT

epesaccounting.epes.org says:

Are you sure you want to close August?

OK

Cancel

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. Month Closed _____ (Bookkeeper Initials)

Bookkeeper: _____ Date: __/__/__

Principal: _____ Date: __/__/__

Be sure to initial and verify that you closed the month.

SEQUENTIAL LIST OF CHECKS:

- 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 System Help Exit

Accounting

Bank Reconciliation

Purchase Orders

Preview Print Close

Bank Account: 992 - Ch

Statement Date Range: From: 0

Ending Balance from Bank Statement: \$33,186.4

Total Deposits not on Bank Statement: \$0.00

- Activity Ledger
- Outstanding Checks
- Reconciliation
- Bank Reconciliation
- Print Checks
- Print Prev. Receipts
- 1099 Information
- Special Reports
- Journal Adjustments
- Chart of Accounts
- Sequential List
- Sub Account Reports
- Deposit Voucher
- Vendor List
- Extended Codes

- List of Checks - Brief
 - List of Checks
 - List of Receipts
 - All Transactions by Vendor
 - Vendors with no Transactions
 - List of Accounts Payable
 - List of Activity Transfers
 - List of GL Transfers
 - Tax Amounts by County
 - Tax Amounts by Account

- By Account and Check Num
- By Check Num
- By Check with PO
- By Note Field
- By Vendor

CLICK: REPORTS
 CLICK: ACCOUNTING
 CLICK: SEQUENTIAL LIST
 CLICK: LIST OF CHECKS
 CLICK: BY CHECK NUMBER

Accounting Reports Utilities System Help Exit

List of Checks by Check #

Preview Print Export to Excel Close

Report Title:

Report Saved Name:

Fields	Operators	Compare to
Activity Account	Before	2016
Date	After	
Check	Year is	Add Condition
Vendor Code	Month is	Remove
Date Canceled	Day is	Clear All
GL Acct	Equal to	Save Rpt
P.O. Number	Between	
Invoice No.	OR	
Amount		
Tax Amount		
Tax 1099		

Report Conditions Saved Reports

```

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

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

The screenshot shows a software interface with a menu bar at the top containing 'Accounting', 'Reports', 'Utilities', 'System', 'Help', and 'Exit'. The 'Reports' menu is open, showing a list of options including 'Accounting', 'Purchase Orders', 'Activity Ledger', 'Outstanding Checks', 'Reconciliation', 'Bank Reconciliation', 'Print Checks', 'Print Prev. Receipts', '1099 Information', 'Special Reports', 'Journal Adjustments', 'Chart of Accounts', 'Sequential List', 'Sub Account Reports', 'Deposit Voucher', 'Vendor List', and 'Extended Codes'. The 'Sequential List' option is highlighted. A secondary menu is open for 'Sequential List', listing options like 'List of Checks - Brief', 'List of Checks', 'List of Receipts', 'All Transactions by Vendor', 'Vendors with no Transactions', 'List of Accounts Payable', 'List of Activity Transfers', 'List of GL Transfers', 'Tax Amounts by County', and 'Tax Amounts by Account'. The 'List of Receipts' option is highlighted. A third menu is open for 'List of Receipts', listing options like 'By Receipt #', 'By Account and Receipt #', 'By Note Field', 'By Tax Amounts', 'By Vendor', and 'By Individual'. The 'By Receipt #' option is highlighted. A yellow box on the right side of the screenshot contains the following text: 'CLICK: REPORTS', 'CLICK: ACCOUNTING', 'CLICK: SEQUENTIAL LIST', 'CLICK: LIST OF CHECKS', and 'CLICK: BY CHECK NUMBER'. The 'Accounting Web' logo is visible in the bottom right corner of the interface.

List of Receipts by Receipt

Report Title

Report Saved Name

Fields	Operators	Compare to
Account	Before	2016
Date	After	
GL Account	Year is	<input type="button" value="Add Condition"/>
Recept No	Month is	<input type="button" value="Remove"/>
Vendor Code	Day is	<input type="button" value="Clear All"/>
Total Amount	Equal to	
Note	Between	
Payment Type	OR	
Individual		

Report Conditions

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

Sequential List of Receipts

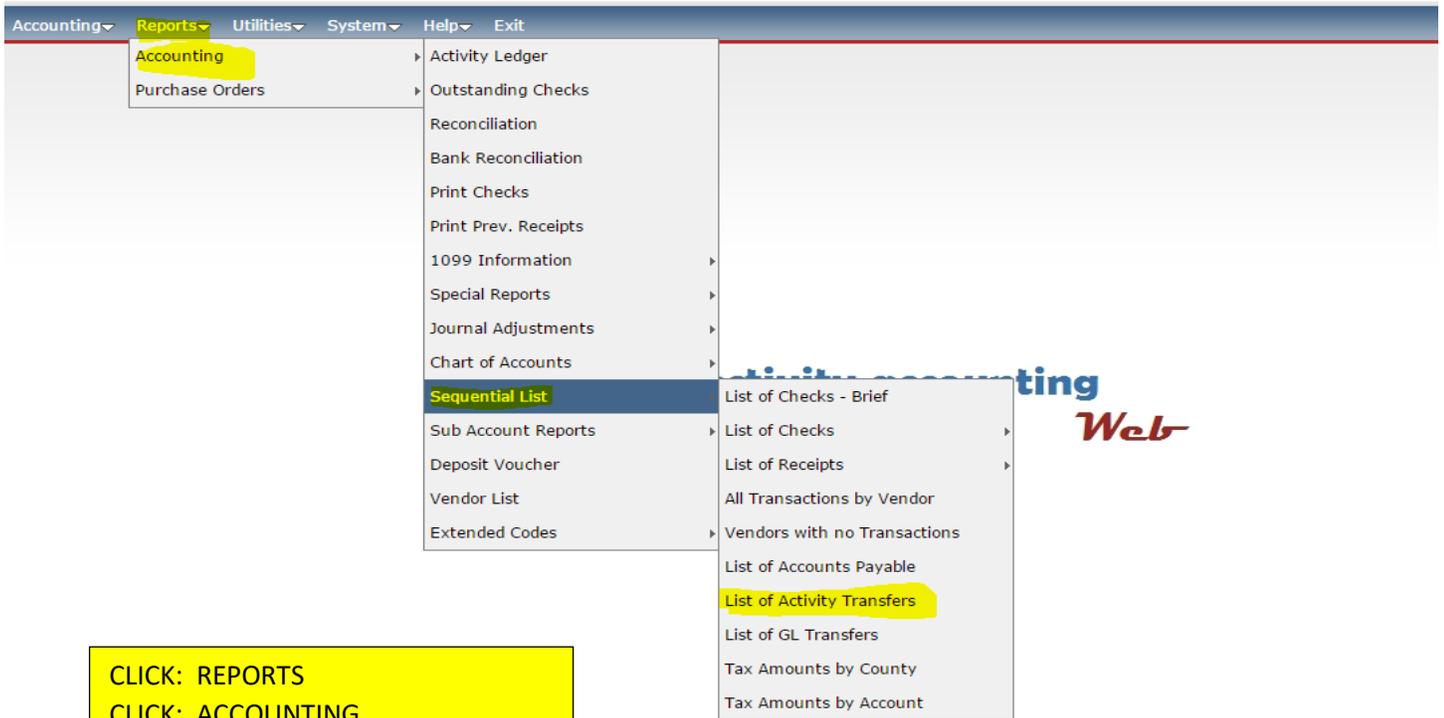
Receipt No.	Date	Pay Type*	Received From	Account	Name	Amount	GL Acct.
(***** Receipt Detail *****)							
1773924	12/09/2016	C	LISA GRUSY				
Pay back sales taxes			LISA GRUSY	300	DONATIONS	\$20.51	992
						Total for Receipt Number: 1773924	\$20.51
1773925	12/09/2016	C	PARENTS				
Grandparent Fundraiser Donation			PARENTS	100	PRINCIPAL	\$50.00	992
						Total for Receipt Number: 1773925	\$50.00
1773926	12/09/2016	C	TEACHERS				
T-Shirts money			TEACHERS	280	PRE-K	\$69.00	992
						Total for Receipt Number: 1773926	\$69.00
1773927	12/09/2016	C	TEACHERS				
Book Fair money			TEACHERS	120	LIBRARY	\$46.98	992
						Total for Receipt Number: 1773927	\$46.98
1773928	12/09/2016	C	TEACHERS				
Lost Book Gabriel Maestas			TEACHERS	150	LOST BOOKS	\$9.52	992
						Total for Receipt Number: 1773928	\$9.52
						Report Grand Total:	\$196.01

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

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”**



CLICK: REPORTS
CLICK: ACCOUNTING
CLICK: SEQUENTIAL LIST
CLICK: LIST OF ACTIVITY TRANSFERS

List of Activity Transfers

Preview **Print** Export To Excel Close

Report Title

Date Range (From)

Date Range (TO)

Account Range (From - To) -

ENTER: PERIOD BEGIN (1ST DATE OF STATEMENT CYCLE)
 PERIOD END (LAST DATE OF STATEMENT CYCLE)
 CLICK: PRINT; IF THERE ARE NO TRASFERS
 IT WILL SHOW "NO DATA"

From Date: 12/1/2016
To Date: 12/31/2016

Sequential List of Activity Transfer

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 ENTER	0	\$118.65	To cover the coach's meeting food
56	56	12/08/2016	172 PARKING PERMITS	0	102 ADMINISTRATION	0	\$535.44	To Cover Misc. Custodial Supplies
57	57	12/12/2016	610 SCHOOL BASED EN1	0	102 ADMINISTRATION	0	\$1,836.82	45% of profits from SBE for Oct. & Nov.
58	58	12/12/2016	610 SCHOOL BASED EN1	0	367 DECA	0	\$2,245.01	55% of profits from SBE for Oct. & Nov.
59	59	12/14/2016	614 DECA ENTERPRISE	0	367 DECA	0	\$8,000.00	To help cover charges
61	61	12/16/2016	167 ORCHESTRA	0	102 ADMINISTRATION	0	\$270.00	To pay back for charges covered in 2015-2016

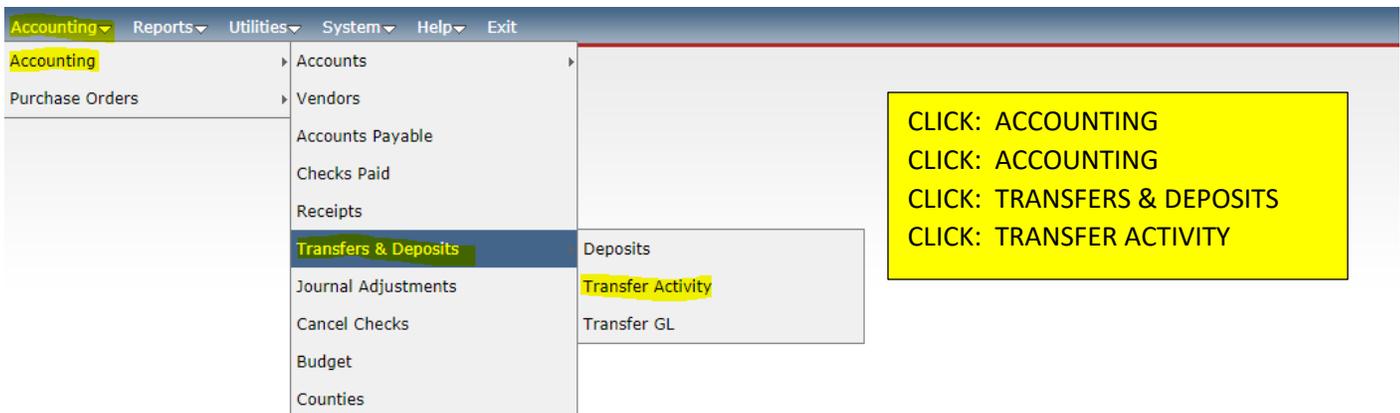
Total: \$13,005.92

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



activity accounting
& *Web*
purchase orders

Activity Transfer

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

CLICK: ADD

Transfer #	<input type="text" value="1"/>	Transfer Date	<input type="text" value="12/20/2017"/>
From Activity Acct	<input type="text" value="510 - CD INTEREST"/>	To Activity Acct	<input type="text" value="100 - ADMINISTRATION"/>
Cash Balance	<input type="text" value="\$24.03"/>	Cash Balance	<input type="text" value="(\$2,584.02)"/>
Working Balance	<input type="text" value="\$24.03"/>	Working Balance	<input type="text" value="(\$2,584.02)"/>
From Sub Acct	<input type="text" value="0 - No SubAccount"/>	To Sub Acct	<input type="text" value="0 - No SubAccount"/>
Transfer Amt	<input type="text" value="\$0.00"/>	Entry Closed	<input type="text" value="No"/>
Document #	<input type="text"/>	Date Voided	<input type="text"/>
Transfer Note	<input type="text"/>		

Void this Activity Transfer

***** TRANSFER # SHOULD PRE-POPULATE *****
 TAB TO: TRANSFER DATE; ENTER EFFECTIVE DATE OF THE TRANSFER
 TAB TO: FROM ACTIVITY ACCT; ENTER ACCT TO TRANSFER FROM
 TAB TO: TO ACTIVITY 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

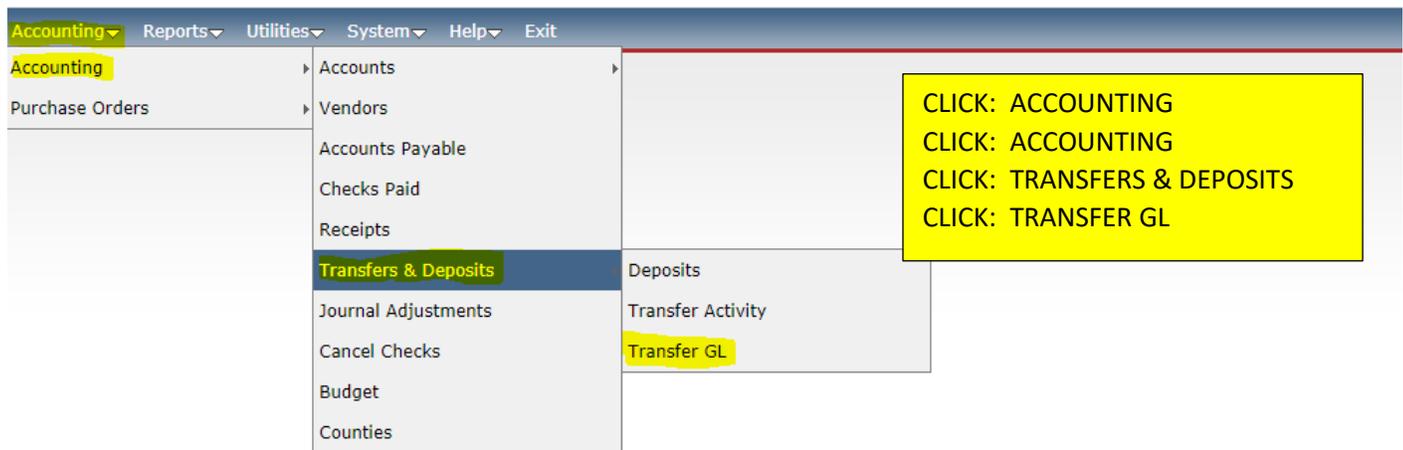
Activity Transfer

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

Transfer #	<input type="text" value="2"/>	Transfer Date	<input type="text" value="12/20/2017"/>
From Activity Acct	<input type="text" value="510 - CD INTEREST"/>	To Activity Acct	<input type="text" value="100 - ADMINISTRATION"/>
Cash Balance	<input type="text" value="\$24.03"/>	Cash Balance	<input type="text" value="(\$2,584.02)"/>
Working Balance	<input type="text" value="\$24.03"/>	Working Balance	<input type="text" value="(\$2,584.02)"/>
From Sub Acct	<input type="text" value="0 - No SubAccount"/>	To Sub Acct	<input type="text" value="0 - No SubAccount"/>
Transfer Amt	<input type="text" value="\$10.00"/>	Entry Closed	<input type="text" value="No"/>
Document #	<input type="text"/>	Date Voided	<input type="text"/>
Transfer Note	<input type="text" value="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



activity accounting
&
UNIVERSITY

GL Transfers

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

CLICK: ADD

Transfer #	<input type="text" value="1"/>	Transfer Date	<input type="text" value="12/20/2017"/>
From GL Acct	<input type="text" value="991 - Cash on Hand"/>	To GL Acct	<input type="text" value="992 - Checking"/>
Cash Balance	<input type="text" value="\$0.00"/>	Cash Balance	<input type="text" value="(\$10,804.48)"/>
Transfer Amt	<input type="text"/>	Entry Closed	<input type="text" value="No"/>
Document #	<input type="text"/>	Date Voided	<input type="text"/>
Transfer Note	<input type="text"/>		

***** 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

GL Transfers

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

Transfer #	<input type="text" value="1"/>	Transfer Date	<input type="text" value="12/20/2017"/>
From GL Acct	<input type="text" value="994 - Investments"/>	To GL Acct	<input type="text" value="992 - Checking"/>
Cash Balance	<input type="text" value="\$24.03"/>	Cash Balance	<input type="text" value="(\$10,804.48)"/>
Transfer Amt	<input type="text" value="\$24.03"/>	Entry Closed	<input type="text" value="No"/>
Document #	<input type="text"/>	Date Voided	<input type="text"/>
Transfer Note	<input type="text" value="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

District: ALBUQUERQUE PUBLIC SCHOOLS
School: CIBOLA HIGH SCHOOL
Year: 2016 / 2017
[Change Schools](#)

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

CLICK: ACCOUNTING
CLICK: ACCOUNTING
CLICK: RECEIPTS

activity accounting
& *Web*
purchase orders

Receipts

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

CLICK: LIST

Receipt #: 119 Date: 05/31/2017 GL Account: 992 - CHS-Checking Printed: No Posted From:
Rcvd From: NUSENDACR Vendor Name: NUSENDA CREDIT UNION Closed: No Void Date: 05/31/2017
Individual: NUSENDA CREDIT 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		Cash
301 Activities	0 No Sub-Account	(\$5.00)	\$0.00		Cash

LOCATE RECEIPT: EITHER USING THE SEARCH WINDOW
OR SCROLL THROUGH PAGES TO FIND IT
CLICK: RECEIPT NUMBER

Receipt List

Search Receipt # for Search Close

Click on the field header to sort by that field

Date	Receipt #	Individual	Amount	GL Acct #
06/23/2017	1021	JANE DOE	\$2,500.00	992

CLICK: VOID THIS RECEIPT

Receipts

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

Receipt #: 1021 Date: 06/23/2017 GL Account: 992 - Checking Printed: No Posted From:
Rcvd From: DOE Vendor Name: JANE DOE Closed: No Void Date:
Individual: JANE DOE

Add Line Item Receipt Total: \$2,500.00

Acct.	Sub Acct.	Amount	Tax Amt.	Notes
105 LIBRARY	0 No SubAccount	\$2,500.00	\$0.00	GRANT MONEY

SAVE CLOSE SAVE-ADD ANOTHER Print This Receipt Void this Receipt

Account: 992 - Checking Printed: No Posted From: SHOP

Closed: Receipt Total: \$50.00

VOID DUPLICATE ENTRY Void Date: 06/23/2017

Continue Cancel Void

ENTER: REASON FOR VOIDING THE RECEIPT
 ENTER: DATE RECEIPT WAS VOIDED
 CLICK: CONTINUE

Amount	Tax Amt.	Notes
0.00	\$0.00	Candy sales

 District: ALBUQUERQUE PUBLIC SCHOOLS
 School: ALBUQUERQUE TRAINING SCHOOL 1
 Year: 2016 / 2017
[Change Schools](#)

Accounting Reports Utilities System Help Exit

Receipt List Search Date for Search Close

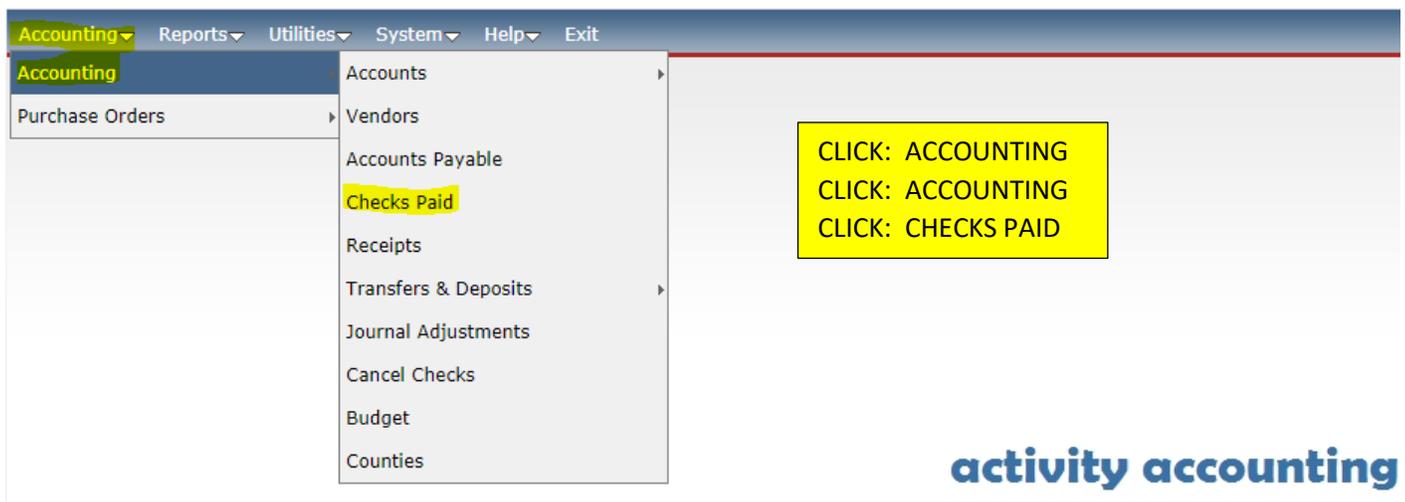
Click on the field header to sort by that field

Date	Receipt #	Individual	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

Checks Paid

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

Check #: 1572 Date: 09/14/2017 GL Acct: 992 - Checking Closed: No

Vendor ID: FRIEDCHIC Vendor Name: FRIED CHICKEN Date Cancelled:

Payee: FRIED CHICKEN Date Voided: Total Amount: \$250.00

Add Line Item Save Total Amount: \$250.00

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

Void this Check

CLICK: LIST

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

Checks

Search: Check # for with Status Any Search Close

Click on the field header to sort by that field

Check #	Vendor	Payee	Amount	Date	GL Acct	Status
1	NUSENDA	NUSENDA				
107	YOUNG	STEVE YOUNG				
107	YOUNG	STEVE YOUNG				
1564	COSTCO	COSCTO				
1565	WALMART	WALMART				
1565	APSBEOE	APS				
1566	SANDIAOFF	SANDIA OFFICE SUPPLY				
1566	PEPSI	PEPSI				
1567	DIONS	DIONS PIZZA				
1567	PAN	PETER PAN	\$500.00	09/14/2017	992	
1568	APSATHLET	APS ATHLETICS	\$367.00	09/14/2017	992	
1569	WALMART	WALMART	\$64.83	09/14/2017	992	
1570	APSBEOE	APS	\$200.00	09/14/2017	992	
1571	COSTCO	COSCTO	\$397.86	09/14/2017	992	
1572	FRIEDCHIC	FRIED CHICKEN	\$250.00	09/14/2017	992	

SELECT: CHECK TO EDIT; THIS CAN BE DONE TWO WAYS:
 ENTER: CHECK NUMBER
 CLICK: SEARCH & CLICK ON ACCOUNT
 (OR) SCROLLING TO THE CHECK NUMBER
 CLICK: ONCE ON THE CHECK NUMBER

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: WALMART Date Cancelled:

Payee: WALMART Date Voided: Total Amount: \$64.83

Add Line Item Save Total Amount: \$64.83 **CLICK: VOID THIS CHECK**

	Acct.	Sub Acct.	Amount	Tax Amt.	Working Balance	P.O.#	Invoice	Notes	
Delete	100 - ADMINISTRATION	0 - No SubAc...	\$64.83	\$0.00	(\$2,026.02)	152		snacks for inservice day	10

Void this Check

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: WALMART Date Cancelled:

Payee: WALMART Date Voided: Total Amount: \$64.83

Add Line Item Save Total Amount: \$64.83

	Acct.	Sub Acct.	Amount	Tax Amt.	Working Balance	P.O.#	Invoice	Notes	
Delete	100 - ADMINISTRATION	0 - No SubAc...	\$64.83	\$0.00	(\$2,026.02)	152		snacks for inservice day	1099

Void this Check

Reason for Voiding This Check (Optional)

Void Reason: CHECK NOT USED

Void Date: 09/14/2017

Continue Cancel Void

**CLICK: VOID REASON; ENTER DESCRIPTION
TAB TO: VOID DATE; ENTER DATE OF VOID
CLICK: CONTINUE**

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



activity accounting

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 #: 154 G/L Account: 992 - Checking Date Ordered: 09/14/2017
 Vendor ID: FRIEDCHIC Vendor Name: FRIED CHICKEN
 Ship To Code: APS TESTING ENVIRONMENT Date Received: 09/14/2017

Total Ordered: \$250.00 Total Open: \$0.00 Total Posted: \$250.00 Total Received - Not Posted: \$0.00

Add Line Item Working Bal: (\$2,026.02) 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 ADMINISTRATION	0 No SubAccount		1		0	lunch for staff	\$250.00	0.00%	EA.	\$0.00	\$250.00	<input type="checkbox"/>
110 STUDENT ACTIVITIES	0 No SubAccount		0		0	SNACK BAR PRODUCT 17.18SY	\$0.00	0.00%	EA.	\$0.00	\$0.00	<input type="checkbox"/>

Notes
(Maximum of 250 characters)

Accounting Reports Utilities System Help Exit

PO List

Search PO Number for [] Search Close

Click on the field header to sort by that field

PO Number	Ref:	Date	Received	VendorCode	VendorName	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
41	T1-	07/03/2017		BSNSPORTS	BSN SPORTS						
42	T1-	07/03/2017	7/3/2017	PSINK	PS INK						
43	T1-	07/03/2017	7/3/2017	BSNSPORTS	BSN SPORTS						
44	T1-	07/05/2017	7/5/2017	WALMART	WALMART						
45	T1-	07/05/2017	7/10/2017	SANDIAOFF	SANDIA OFF						
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	9/14/2017	COSTCO	COSCTO						
151	250-	08/15/2017		WALMART	WALMART						
152	T1-	08/15/2017	8/15/2017	WALMART	WALMART						
153	T1-	08/15/2017	8/15/2017	HERRERAB	HERRERA BUS COMPANY V#40464						
154	T1-	09/14/2017	9/14/2017	FRIEDCHIC	FRIED CHICKEN						

SELECTION PO TO EDIT CAN BE DONE TWO WAYS:
 ENTER: PO NUMBER
 CLICK: SEARCH & CLICK ON PO
 (OR) SCROLLING TO THE PO NUMBER
 CLICK: ONCE ON THE PO NUMBER

Accounting Reports Utilities System Help Exit

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: 250- PO #: 151
 Vendor ID: WALMART Vendor Name: WALMART
 Ship To Code: 1 - APS TESTING ENVIRONMENT

Total Ordered: \$80.00 Total Open: \$0.00

Add Line Item Working Bal: (\$2,026.02) Encumbered Bal: \$0.00

Options	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 ADMINISTRATION	0 No SubAccount		1		1	SNACKS FOR INSERVICE DAY	\$80.00	0.00%	EA.	\$0.00	\$80.00	<input type="checkbox"/>

Notes
(7 of 250 characters)

VOID PO

Changes will not be saved until you click save.

Purchase Orders

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL **SAVE** CLOSE SAVE - ADD ANOTHER Receive All Items Post Recvd Print PO

Ref: 250- PO #: 151 G/L Account: 992 - Checking Date Ordered: 08/15/2017

Vendor ID: WALMART Vendor Name: WALMART

Ship To Code: 1 - APS TESTING ENVIRONMENT 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: _____

Option	Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Qty Open	Description	Price Per Unit	Discount Percent
 	100 - ADMINISTRATION	0 - No SubAc...		1	1	SNACKS FOR INSERVIC	\$0.00	0.00%

Notes
(Maximum of 250 characters)

VOID PO

CLICK: SAVE ON THE LINE
CLICK: SAVE AT THE TOP

CLICK: RECEIVE ALL ITEMS

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: 250- PO #: 151 G/L Account: 992 - Checking Date Ordered: 08/15/2017

Vendor ID: WALMART Vendor Name: WALMART

Ship To Code: APS TESTING ENVIRONMENT 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: _____

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 ADMINISTRATION	0 No SubAccount		1		1	SNACKS FOR INSERVICE DAY	\$0.00	0.00%	EA.	\$0.00	\$0.00

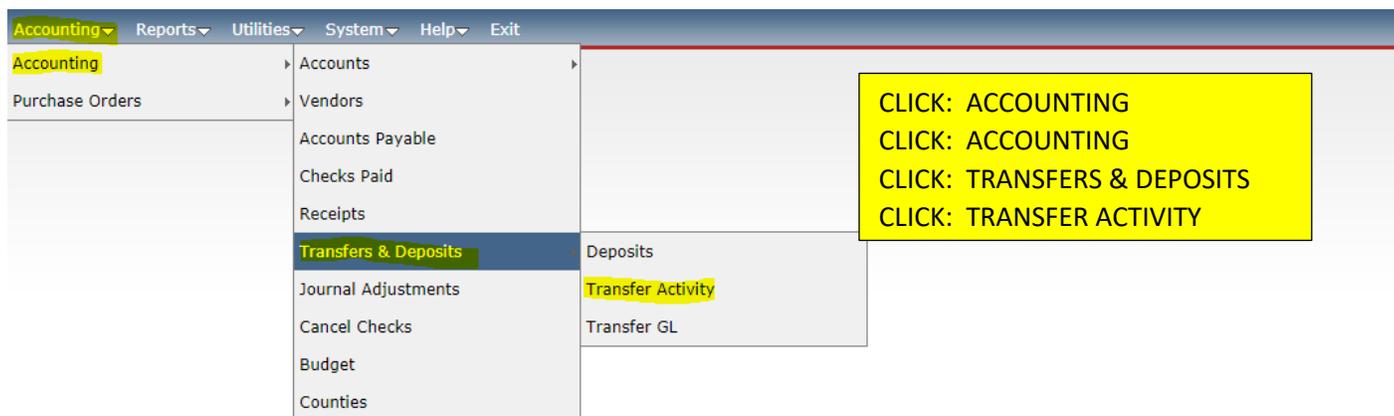
Notes
(Maximum of 250 characters)

VOID PO

***** 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



activity accounting
& *Web*
purchase orders

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

Activity Transfer

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

Transfer # Transfer Date

From Activity Acct To Activity Acct

Cash Balance Cash Balance

Working Balance Working Balance

CLICK: LIST

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

Transfer Activity List

Search for Search Close

Click on the field header to sort by that field

Transfer #	From Activity Acct	From Sub Acct	To Activity Acct	To Sub Acct	Amount	Date	Document ID	Closed
1	510	0	100	0	\$0.00	12/20/2017		No
1	510	0	100	0	\$0.00	12/20/2017		No
2	510	0	100	0	\$10.00	12/20/2017		No

CLICK: TRANSFER TO BE VOIDED (OR) USE SEARCH WINDOW TO LOCATE THE CORRECT TRANSFER; & CLICK ON THE TRANSFER TO BE VOIDED

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

Activity Transfer

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL

Transfer # From Activity Acct

Cash Balance Cash Balance

Working Balance Working Balance

From Sub Acct To Sub Acct

Transfer Amt Entry Closed

Document # Date Voided

Transfer Note

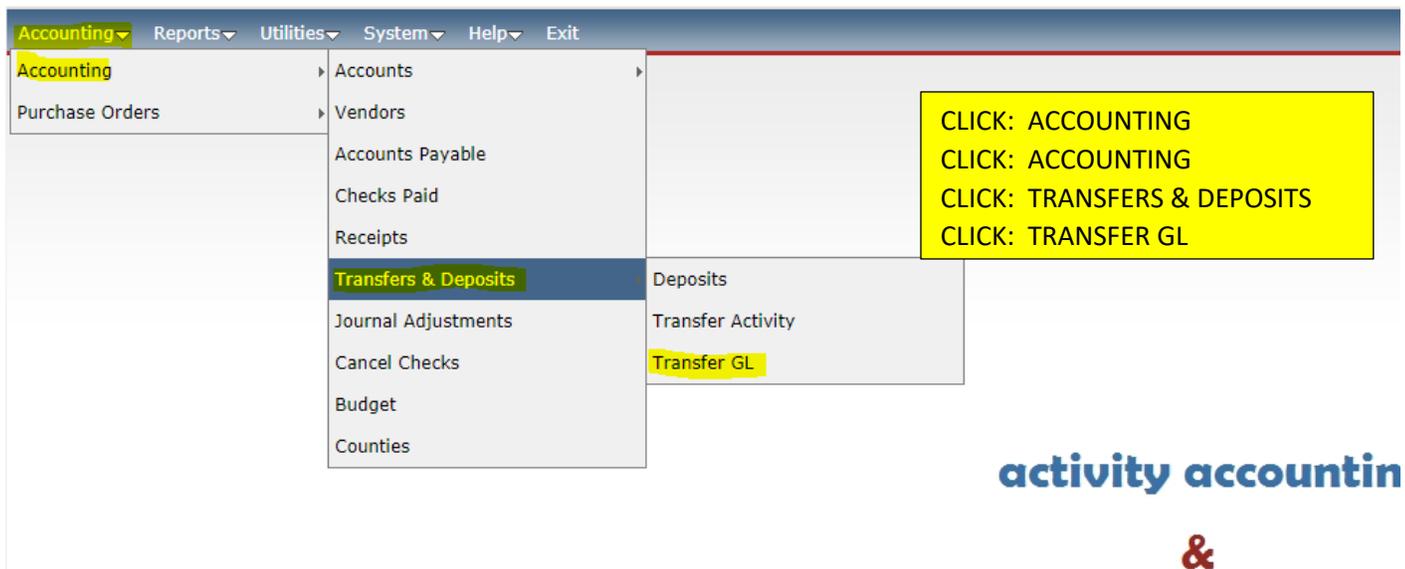
Reason for Voiding This Activity Transfer (Optional)

Void Date:

CLICK: VOID THIS ACTIVITY TRANSFER
 TAB TO: REASON FOR VOIDING THIS ACTIVITY TRANSFER
 ENTER; REASON FOR VOIDING TRANSFER
 TAB TO: DATE; ENTER EFFECTIVE DATE OF THE VOID
 CLICK: CONTINUE; TRANSFER WILL BE VOIDED
 CANCEL VOID; TO STOP THE VOID IN PROCESS

VOIDING GL TRANSFERS:

1. CLICK: ACCOUNTING
2. CLICK: ACCOUNTING
3. CLICK: TRANSFERS & DEPOSITS
4. CLICK: GL ACTIVITY
5. CLICK: LIST; CLICK ON THE TRANSER TO BE VOIDED (OR)
USE SEARCH WINDOW TO LOCATE THE CORRECT TRANSFER
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 ▾ Utilities ▾ System ▾ Help ▾ Exit

GL Transfers

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

Transfer # Transfer Date

From GL Acct To GL Acct

Cash Balance Cash Balance

Transfer Amt Entry Closed

Document # Date Voided

Transfer Note

CLICK: LIST

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

GL Transfer List

Search for Search Close

Click on the field header to sort by that field

Transfer #	From GL Acct	To GL Acct	Amount	Date
1	994	992	\$24.03	12/20/2017

CLICK: TRANSFER TO BE VOIDED (OR) USE SEARCH WINDOW TO LOCATE THE CORRECT TRANSFER; & CLICK ON THE TRANSFER TO BE VOIDED

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

GL Transfers

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE

Transfer # From GL Acct

Cash Balance Transfer Amt

Document # Entry Closed

Transfer Note Date Voided

Reason for Voiding This GL Transfer (Optional)

Void Date

CLICK: VOID THIS GL TRANSFER
TAB TO: REASON FOR VOIDING THIS GL TRANSFER
ENTER; REASON FOR VOIDING TRANSFER
TAB TO: DATE; ENTER EFFECTIVE DATE OF THE VOID
CLICK: CONTINUE; TRANSFER WILL BE VOIDED
CANCEL VOID; TO STOP THE VOID IN PROCESS

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
 - Vendors
 - Accounts Payable
 - Checks Paid
 - Receipts
 - Transfers & Deposits
 - Journal Adjustments
 - Cancel Checks
 - Budget
 - Counties
- Purchase Orders

activity a

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 #: 1 Date: 01/15/2018 GL Account: 995 - CHANGE F... Printed: No Posted From:
 Rcvd From: NUS Vendor Name: MISC VENDOR Closed: No Void Date:

VendorCode	VendName	CADDRESS	CCITY	CSTATE	CTAXIDNO	Total
NUSENDA	NUSENDA					\$0.00

There are no line items yet. Click 'Add Line Item'.

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 #: 2 Date: 01/15/2018 GL Account: 995 - CHANGE F... Printed: No Posted From:
 Rcvd From: NUSENDA Vendor Name: NUSENDA Closed: No Void Date:
 Individual: NUSENDA

Add Line Item Receipt Total: \$1,000.00

Options	Acct.	Sub Acct.	Amount	Tax Amt.	Notes	Pay Type
	130 - YEARBOOK	0 - No SubAc...	\$200.00	\$0.00	CHANGE FUND	C - Cash

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

- Accounting ▾
 - Accounts ▾
 - Vendors ▾
 - Accounts Payable
 - Checks Paid
 - Receipts
 - Transfers & Deposits ▾
 - Journal Adjustments
 - Cancel Checks
 - Budget
 - Counties

activity acc

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

Accounts Payable

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

G/L Account: C/A: Date: Pay This:

Vendor ID: Vendor Name:

Payee:

Working Bal: Total Amount:

There are no line items yet. Click 'Add Line Item'.

Accounts Payable

Changes will not be saved until you click save.

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

G/L Account: 992 - Checking C/A: (\$10,780.45) Date: 01/15/2018 Pay This:

Vendor ID: CHAV Vendor Name: JEANETTE CHAVEZ

VendorCode	VendName	CADDRESS	CCITY	CSTATE	CTAXIDNO
CHAVEZ	JEANETTE CHAVEZ				

Amount: \$0.00

Options	Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
	0	No SubAccount	\$0.00				\$0.00	<input type="checkbox"/>

Accounts Payable

Changes will not be saved until you click save.

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

G/L Account: 992 - Checking C/A: (\$10,780.45) Date: 01/15/2018 Pay This:

Vendor ID: CHAVEZ Vendor Name: JEANETTE CHAVEZ

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
	130 - YEARBOOK	0 - No SubAc...	\$200.00			CREATION OF NEW CHANGE FU	\$0.00	<input type="checkbox"/>

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 DESCRIPTION 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
 - Vendors
 - Accounts Payable
 - Checks Paid
 - Receipts
 - Transfers & Deposits
 - Journal Adjustments
 - Cancel Checks
 - Budget
 - Counties
- Purchase Orders
 - Vendors

activity a

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 #: 1 Date: 01/15/2018 GL Account: 995 - CHANGE F... Printed: No Posted From:

Rcvd From: NUS Vendor Name: MISC VENDOR Closed: No Void Date:

VendorCode	VendName	CADDRESS	CCITY	CSTATE	CTAXIDNO	Total
NUSENDA	NUSENDA					\$0.00

There are no line items yet. Click 'Add Line Item'.

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 #: 2 Date: 01/15/2018 GL Account: 995 - CHANGE F... Printed: No Posted From:

Rcvd From: NUSENDA Vendor Name: NUSENDA Closed: No Void Date:

Individual: NUSENDA

Add Line Item Receipt Total: \$1,000.00

Options	Acct.	Sub Acct.	Amount	Tax Amt.	Notes	Pay Type
	130 - YEARBOOK	0 - No SubAc...	\$200.00	\$0.00	CHANGE FUND	C - Cash

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

Accounting ▾
Purchase Orders ▾

- Accounts ▾
- Vendors ▾
- Accounts Payable
- Checks Paid
- Receipts
- Transfers & Deposits ▾
- Journal Adjustments
- Cancel Checks
- Budget
- Counties

activity acc

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

Accounts Payable

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

G/L Account: C/A: Date: Pay This:

Vendor ID: Vendor Name:

Payee:

Working Bal: Total Amount:

There are no line items yet. Click 'Add Line Item'.

Accounts Payable

Changes will not be saved until you click save.

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

G/L Account: 992 - Checking C/A: (\$10,780.45) Date: 01/15/2018 Pay This:

Vendor ID: CHAV Vendor Name: JEANETTE CHAVEZ

VendorCode	VendName	CADDRESS	CCITY	CSTATE	CTAXIDNO
CHAVEZ	JEANETTE CHAVEZ				

Amount: \$0.00

Options	Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
	0	0 No SubAccount	\$0.00				\$0.00	<input type="checkbox"/>

Accounts Payable

Changes will not be saved until you click save.

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

G/L Account: 992 - Checking C/A: (\$10,780.45) Date: 01/15/2018 Pay This:

Vendor ID: CHAVEZ Vendor Name: JEANETTE CHAVEZ

Payee: JEANETTE CHAVEZ

Add Line Item Working Bal: \$200.00 Total Amount: \$200.00

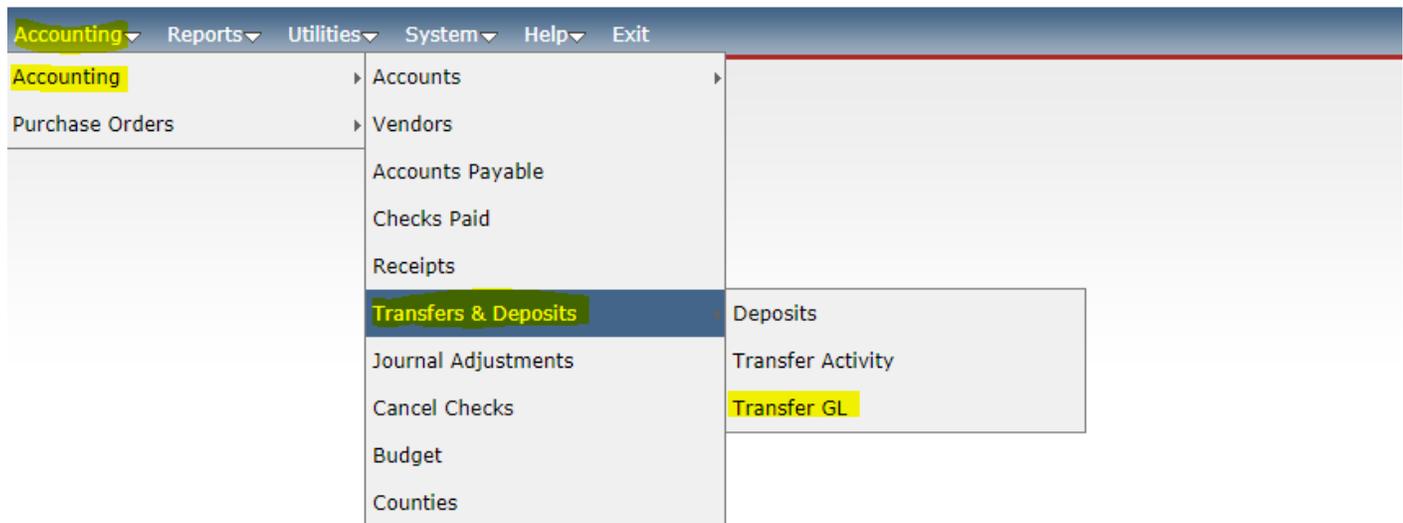
Options	Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
	130 - YEARBOOK	0 - No SubAc...	\$200.00			CREATION OF NEW CHANGE FU	\$0.00	<input type="checkbox"/>

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



activity ac

GL Transfers

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

Transfer #	<input type="text" value="1"/>	Transfer Date	<input type="text" value="12/20/2017"/>
From GL Acct	<input type="text" value="994 - Investments"/>	To GL Acct	<input type="text" value="992 - Checking"/>
Cash Balance	<input type="text" value="\$0.00"/>	Cash Balance	<input type="text" value="(\$10,780.45)"/>
Transfer Amt	<input type="text" value="\$24.03"/>	Entry Closed	<input type="text" value="No"/>
Document #	<input type="text"/>	Date Voided	<input type="text"/>
Transfer Note	<input type="text" value="BRIEF DESCRIPTION/PURPOSE"/>		

Void this GL Transfer

GL Transfers

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

Transfer #	<input type="text" value="2"/>	Transfer Date	<input type="text" value="01/15/2018"/>
From GL Acct	<input type="text" value="995 - CHANGE FUND"/>	To GL Acct	<input type="text" value="992 - Checking"/>
Cash Balance	<input type="text" value="\$200.00"/>	Cash Balance	<input type="text" value="(\$10,780.45)"/>
Transfer Amt	<input type="text" value="\$200.00"/>	Entry Closed	<input type="text" value="No"/>
Document #	<input type="text"/>	Date Voided	<input type="text"/>
Transfer Note	<input type="text" value="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 CASH FUND
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
- Purchase Orders
- Accounts
- Vendors
- Accounts Payable
- Checks Paid
- Receipts
- Transfers & Deposits
- Journal Adjustments
- Cancel Checks
- Budget
- Counties

activity a

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 #: 1 Date: 01/15/2018 GL Account: 995 - CHANGE F... Printed: No Posted From:

Rcvd From: NUS Vendor Name: MISC VENDOR Closed: No Void Date:

VendorCode	VendName	CADDRESS	CCITY	CSTATE	CTAXIDNO	Total
NUSENDA	NUSENDA					\$0.00

There are no line items yet. Click 'Add Line Item'.

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 #: 2 Date: 01/15/2018 GL Account: 995 - CHANGE F... Printed: No Posted From:

Rcvd From: NUSENDA Vendor Name: NUSENDA Closed: No Void Date:

Individual: NUSENDA

Add Line Item Receipt Total: \$1,000.00

Options	Acct.	Sub Acct.	Amount	Tax Amt.	Notes	Pay Type
	130 - YEARBOOK	0 - No SubAc...	\$200.00	\$0.00	CHANGE FUND	C - Cash

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

- Accounting
- Purchase Orders ▸
- Accounts ▸
- Vendors
- Accounts Payable
- Checks Paid
- Receipts
- Transfers & Deposits ▸
- Journal Adjustments
- Cancel Checks
- Budget
- Counties

activity acc

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

Accounts Payable

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

G/L Account: C/A: Date: Pay This:

Vendor ID: Vendor Name:

Payee:

Working Bal: Total Amount:

There are no line items yet. Click 'Add Line Item'.

Accounts Payable

Changes will not be saved until you click save.

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

G/L Account: 992 - Checking C/A: (\$10,780.45) Date: 01/15/2018 Pay This:

Vendor ID: CHAV Vendor Name: JEANETTE CHAVEZ

VendorCode	VendName	CADDRESS	CCITY	CSTATE	CTAXIDNO
CHAVEZ	JEANETTE CHAVEZ				

Amount: \$0.00

Options	Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
	0	0 No SubAccount	\$0.00				\$0.00	<input type="checkbox"/>

Accounts Payable

Changes will not be saved until you click save.

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

G/L Account: 992 - Checking C/A: (\$10,780.45) Date: 01/15/2018 Pay This:

Vendor ID: CHAVEZ Vendor Name: JEANETTE CHAVEZ

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
	130 - YEARBOOK	0 - No SubAc...	\$200.00			CREATION OF NEW CHANGE FU	\$0.00	<input type="checkbox"/>

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

Purchase Orders

- Accounts
- Vendors
- Accounts Payable
- Checks Paid
- Receipts
- Transfers & Deposits
- Journal Adjustments
- Cancel Checks
- Budget
- Counties

activity a

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 #: 1 Date: 01/15/2018 GL Account: 995 - CHANGE F... Printed: No Posted From:

Rcvd From: NUS Vendor Name: MISC VENDOR Closed: No Void Date:

VendorCode	VendName	CADDRESS	CCITY	CSTATE	CTAXIDNO
NUSENDA	NUSENDA				

Total: \$0.00

There are no line items yet. Click 'Add Line Item'.

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

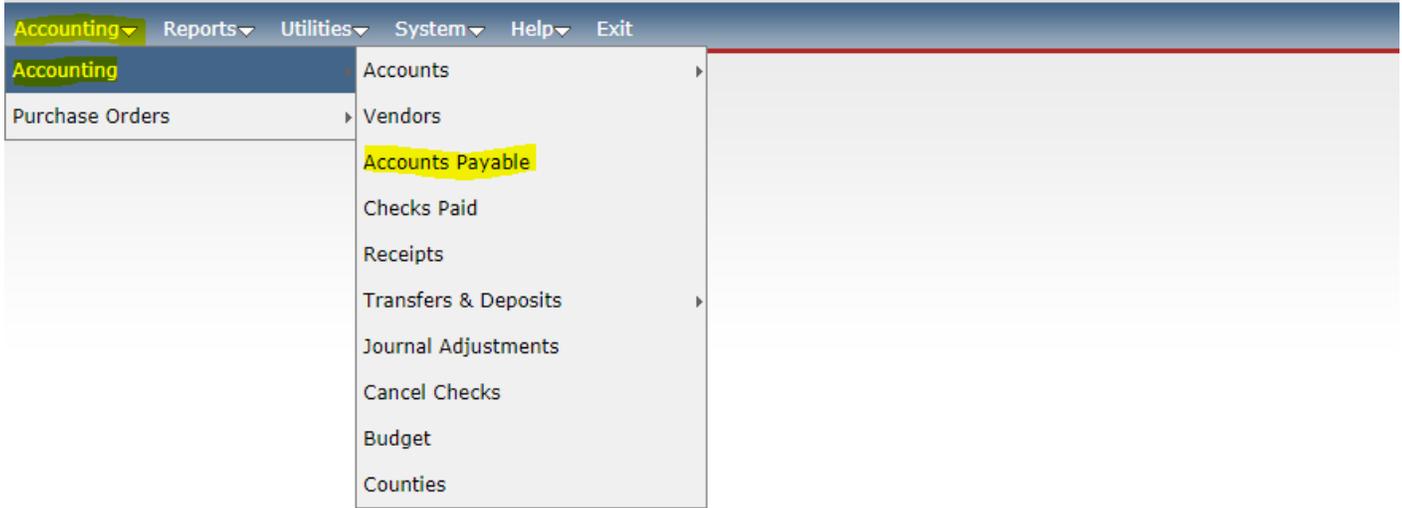
Receipt #: 2 Date: 01/15/2018 GL Account: 995 - CHANGE F... Printed: No Posted From:

Rcvd From: NUSENDA Vendor Name: NUSENDA Closed: No Void Date:

Individual: NUSENDA

Add Line Item Receipt Total: \$1,000.00

Options	Acct.	Sub Acct.	Amount	Tax Amt.	Notes	Pay Type
<input type="checkbox"/>	130 - YEARBOOK	0 - No SubAc...	\$200.00	\$0.00	CHANGE FUND	C - Cash



activity acc

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

Accounts Payable

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

G/L Account: C/A: Date: Pay This:

Vendor ID: Vendor Name:

Payee:

Working Bal: Total Amount:

There are no line items yet. Click 'Add Line Item'.

Accounts Payable

Changes will not be saved until you click save.

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

G/L Account: 992 - Checking C/A: (\$10,780.45) Date: 01/15/2018 Pay This:

Vendor ID: CHAV Vendor Name: JEANETTE CHAVEZ

VendorCode	VendName	CADDRESS	CCITY	CSTATE	CTAXIDNO
CHAVEZ	JEANETTE CHAVEZ				

Amount: \$0.00

Options	Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
	0	0 No SubAccount	\$0.00				\$0.00	<input type="checkbox"/>

Accounts Payable

Changes will not be saved until you click save.

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

G/L Account: 992 - Checking C/A: (\$10,780.45) Date: 01/15/2018 Pay This:

Vendor ID: CHAVEZ Vendor Name: JEANETTE CHAVEZ

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
	130 - YEARBOOK	0 - No SubAc...	\$200.00			CREATION OF NEW CHANGE FU	\$0.00	<input type="checkbox"/>

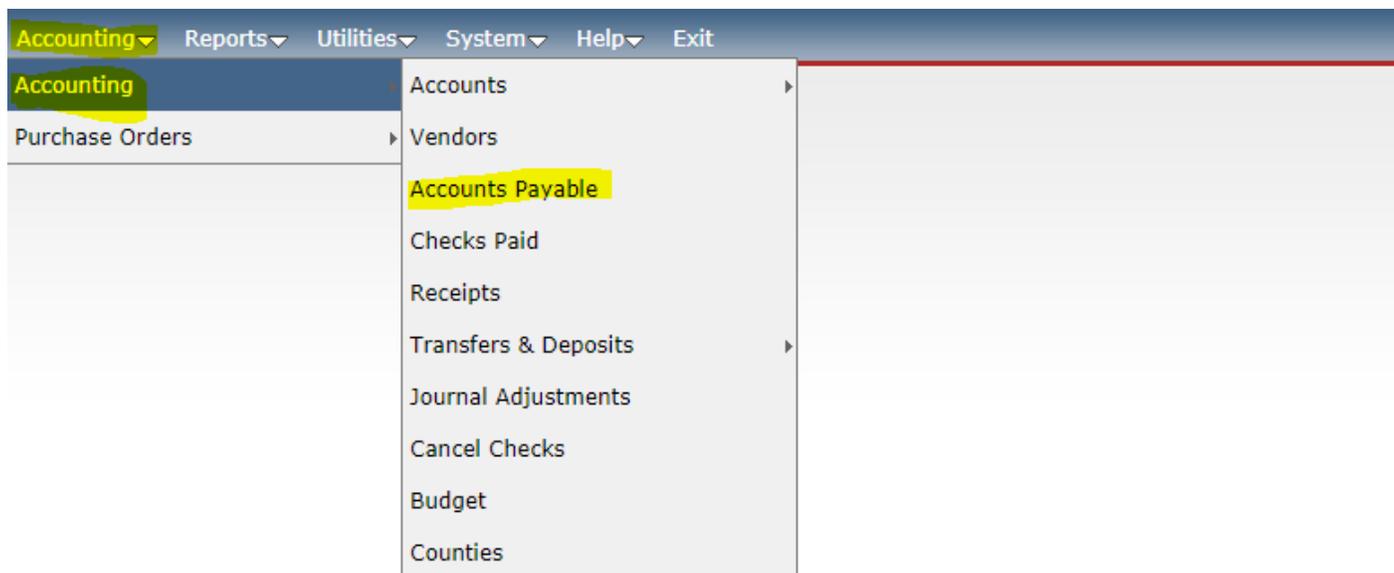
REPLENISHING THE PETTY CASH FUND:

****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



Accounts Payable

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: JEANETTE CHAVEZ
 Payee: JEANETTE CHAVEZ

Add Line Item Working Bal: Total Amount: \$200.00

Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
130 YEARBOOK	0 No SubAccount	\$200.00			CREATION OF NEW CHANGE FUND	\$0.00	<input type="checkbox"/>

Changes will not be saved until you click sa

Accounts Payable

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	ADDRESS	CCITY	CSTATE	CTAXIDNO
CHAVEZ	JEANETTE CHAVEZ				

There are no line items yet. Click 'Add Line Item'.

Changes will not be saved until you click save.

Accounts Payable

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: JEANETTE CHAVEZ
 Payee: JEANETTE CHAVEZ

Add Line Item Working Bal: \$1,000.00 Total Amount: \$11.00

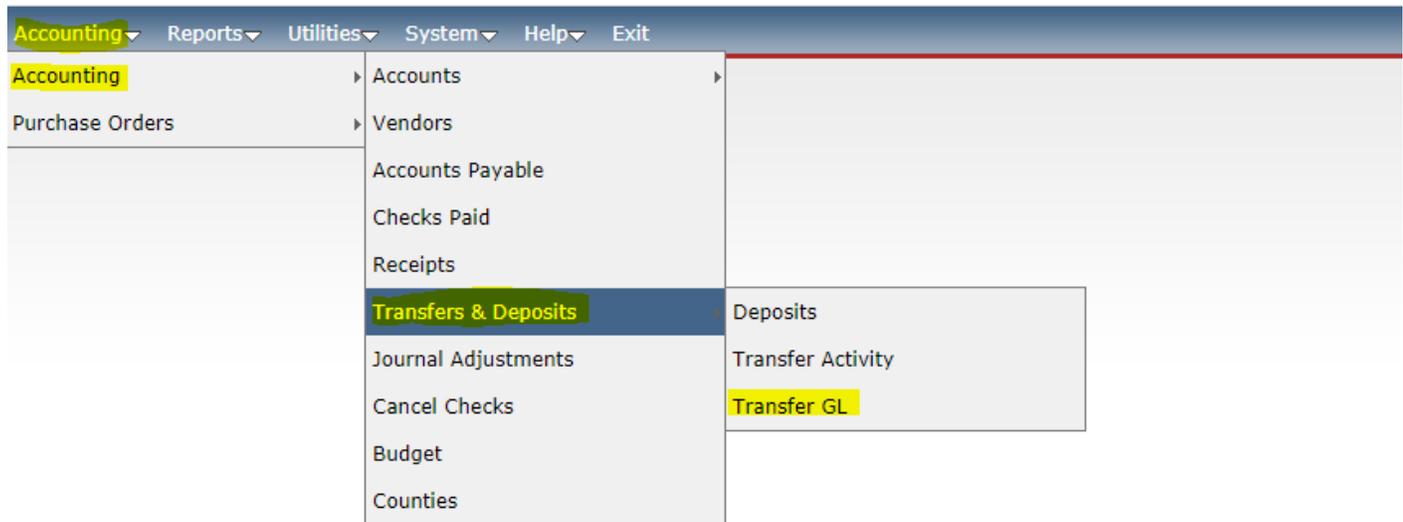
Options	Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
<input checked="" type="checkbox"/>	140 - BAND/CHOIR	0 - No SubAc...	\$11.00			REEDS FOR INSTRUMENTS	\$0.00	<input type="checkbox"/>

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



activity ac

GL Transfers

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

Transfer #	<input type="text" value="1"/>	Transfer Date	<input type="text" value="12/20/2017"/>
From GL Acct	<input type="text" value="994 - Investments"/>	To GL Acct	<input type="text" value="992 - Checking"/>
Cash Balance	<input type="text" value="\$0.00"/>	Cash Balance	<input type="text" value="(\$10,780.45)"/>
Transfer Amt	<input type="text" value="\$24.03"/>	Entry Closed	<input type="text" value="No"/>
Document #	<input type="text"/>	Date Voided	<input type="text"/>
Transfer Note	<input type="text" value="BRIEF DESCRIPTION/PURPOSE"/>		

Void this GL Transfer

GL Transfers

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

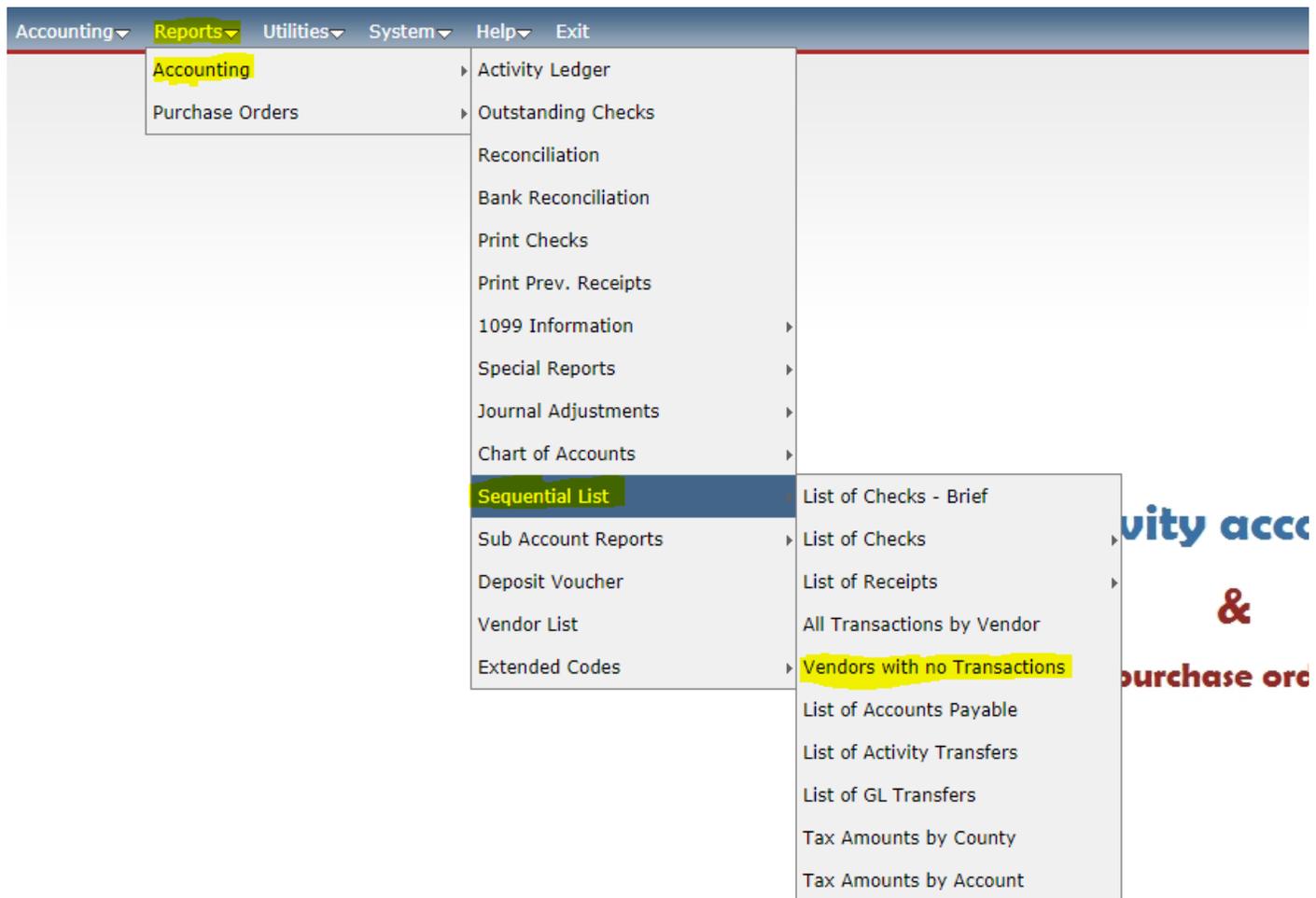
Transfer #	<input type="text" value="2"/>	Transfer Date	<input type="text" value="01/15/2018"/>
From GL Acct	<input type="text" value="995 - CHANGE FUND"/>	To GL Acct	<input type="text" value="992 - Checking"/>
Cash Balance	<input type="text" value="\$200.00"/>	Cash Balance	<input type="text" value="(\$10,780.45)"/>
Transfer Amt	<input type="text" value="\$200.00"/>	Entry Closed	<input type="text" value="No"/>
Document #	<input type="text"/>	Date Voided	<input type="text"/>
Transfer Note	<input type="text" value="CLOSING OF CHANGE FUND"/>		

YEAREND ROLLOVER

SEQUENTIAL LIST OF VENDORS WITH NO TRANSACTIONS:

STEP 1:

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.



List of Vendors with No Transactions

Preview

Print

Close

Report Title

Report Saved Name

Fields

- Vendor Code
- Vendor Name

Operators

- Equal to
- Greater Than
- Less than
- Begins with
- Contain
- Ends with
- OR

Compare to

Add Condition

Remove

Clear All

Save Rpt

Vendors With No Transactions

December 21, 2017

ALBUQUERQUE TRAINING SCHOOL 1
Sequential List of Vendors with No Transactions

Page 1 of 1

VendorCode

BLANK
DOE
STUDENT

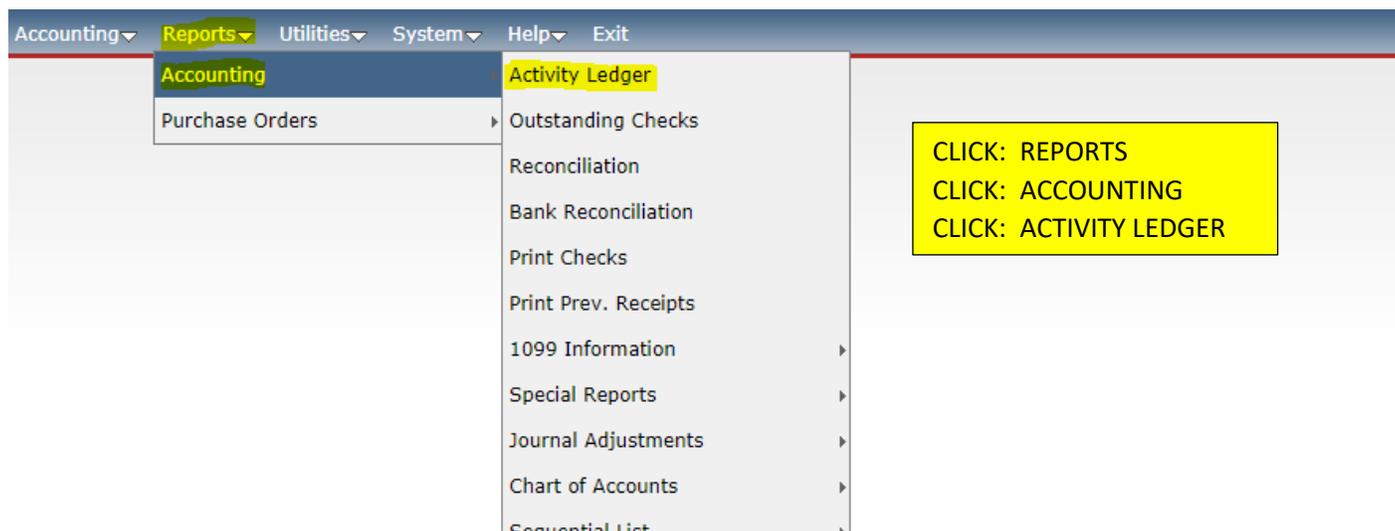
VendName

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



Activity Accounts - Ledger Reports

Preview **Print** Export To Excel Close

Report Title

Period Begin **01/01/2017**

Close Month

Period End **01/31/2017**

From Account Fiscal Begin

To Account Fiscal End

Report Options

- | | | |
|--|-----------------------|---|
| <input checked="" type="radio"/> Financial Report | Summarize on Digit | <input type="text" value="1"/> (Only 1-6) |
| <input type="radio"/> Year to Date and Current Month | Account Group Totals | <input type="checkbox"/> |
| <input type="radio"/> Budget Expense Ledger | Exclude Zero Balances | <input type="checkbox"/> |
| <input type="radio"/> Principal Monthly Ledger | Sort By Acct Name | <input type="checkbox"/> |
| <input type="radio"/> Budget Receipt Ledger | | |
| <input type="radio"/> Principal's Monthly Report - Florida | | |

ENTER: PERIOD BEGIN (1ST DATE OF THE SCHOOL YEAR; 07/01/XXXX)

PERIOD END (LAST DATE OF THE SCHOOL YEAR; 06/30/XXXX)

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 YEAR-END ROLLOVER.**

(Ref Pages 167-168)

CLICK: PRINT; ONCE ALL ACCOUNTS ARE IN GOOD STANDING

SAMPLE REPORT

January 24, 2017

Page 1 of 1

ALBUQUERQUE TRAINING SCHOOL 1

General Ledger Report

Financial Report

From Date:	1/1/2017
To Date:	01/31/2017

From Acct:	1
To Acct:	999999

Activity 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

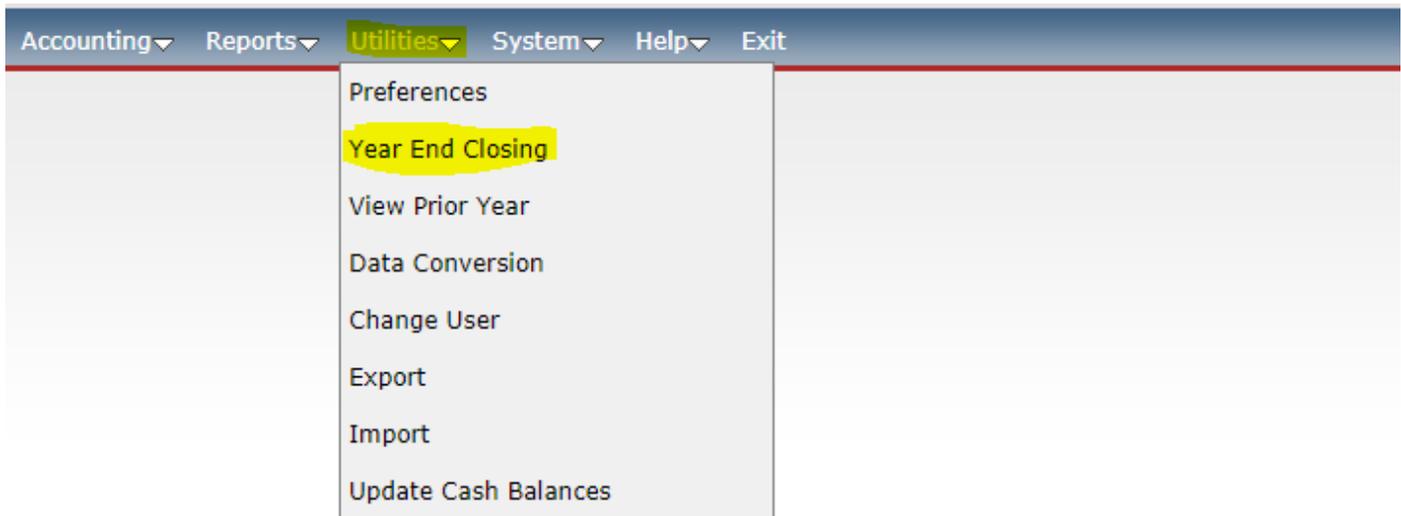
GL Accounts

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



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

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~~
 Retain the budget amounts in new year

Close Screen

Close This Year

Apps EPES Software O365 Mail Migration King, Cassandra - Out Welcome to SchoolP



District: ALBUQUERQUE PUBLIC SC
School: ALBUQUERQUE TRAINING
Year: 2017 / 2018
[Change Schools](#)

epesaccounting.epes.org says:
Are you sure you want to close the year?

OK Cancel

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
- Retain the budget amounts in new year

This Year has been backed-up and closed successfully!

Close Screen

Close 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

District: ALBUQUERQUE PUBLIC SCHOOLS
School: ALBUQUERQUE TRAINING SCHOOL 1
Year: 2016 / 2017
[Change Schools](#)

Accounting Reports Utilities System Help Exit

Accounting
Purchase Orders

- Vendors
- Accounts Payable
- Checks Paid
- Receipts
- Transfers & Deposits
- Journal Adjustments
- Cancel Checks
- Budget
- Counties

CLICK: ACCOUNTING
CLICK: ACCOUNTING
CLICK: VENDORS

activity accounting
&
Web
purchase orders

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

Vendors

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

Vendor Code *

CLICK: LIST

Vendor Name *

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

Vendors

Search for Search Close

Click on the field header to sort by that field

Page | 1 | 2

ENTER: VENDOR CODE IN SEARCH BOX
 CLICK: SEARCH
 (OR)
 SCROLL TO THE VENDOR TO EDIT
 CLICK: VENDOR ONE TIME TO SELECT

Vendor Code	Vendor Name	Address				
2000NM	2000 NMASC AND CENTRAL	8217 CONNECTICUT NE				
2006NM	2006 NM PRESS WOMEN					
2006NMSU	NMSU DEPT. OF JOURNALISM	BOX 30001				
2CATS	2 CATS PRODUCTION	20 WEST 22ND STREET	NEW YORK	NY	10010	212-929-2889
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
50STAROST	5 STAR STUDENTS	42095 ZEVO DRIVE, STE. 4	TEMECULA	CA	92590	951-808-3875
5STARFUND	ENTERTAINMENT	6553 SOLUTION CENTER	CHICAGO	IL	60677	



epes software

Copyright © 2014: CAP Group, Inc.

District: ALBUQUERQUE PUBLIC SCHOOLS
School: ALBUQUERQUE TRAINING SCHOOL 5
Year: 2016 / 2017
[Change Schools](#)

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

Vendors

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

Vendor Code: *

Vendor Name: *

Address:

Address line 2:

City:

State: ZipCode:

CLICK: DELETE

epesaccounting.epes.org says:

Are you sure you want to delete this record?

OK Cancel

CLICK: OK

OK

Cancel

Confirmation Required

Are you certain you wish to delete this record?

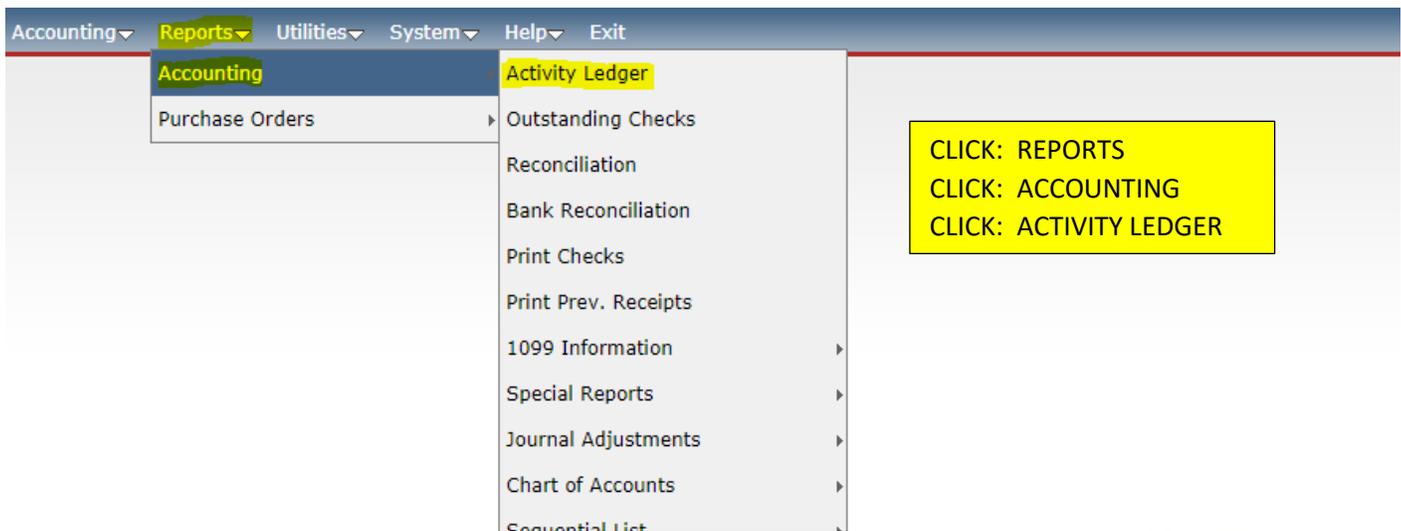
CLICK: YES

VENDOR HAS NOW BEEN DELETED

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



Activity Accounts - Ledger Reports

Preview **Print** Export To Excel Close

Report Title

Period Begin **01/01/2017**

Close Month

Period End **01/31/2017**

From Account Fiscal Begin

To Account Fiscal End

Report Options

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

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

ENTER: PERIOD BEGIN (1ST DATE OF STATEMENT CYCLE)
 PERIOD END (LAST DATE OF STATEMENT CYCLE)
 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.**
 CLICK: PRINT; WHEN ALL ACCOUNTS ARE IN GOOD STANDING

SAMPLE REPORT

January 24, 2017

Page 1 of 1

ALBUQUERQUE TRAINING SCHOOL 1

General Ledger Report

Financial Report

From Date:	1/1/2017
To Date:	01/31/2017

From Acct:	1
To Acct:	999999

Activity 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

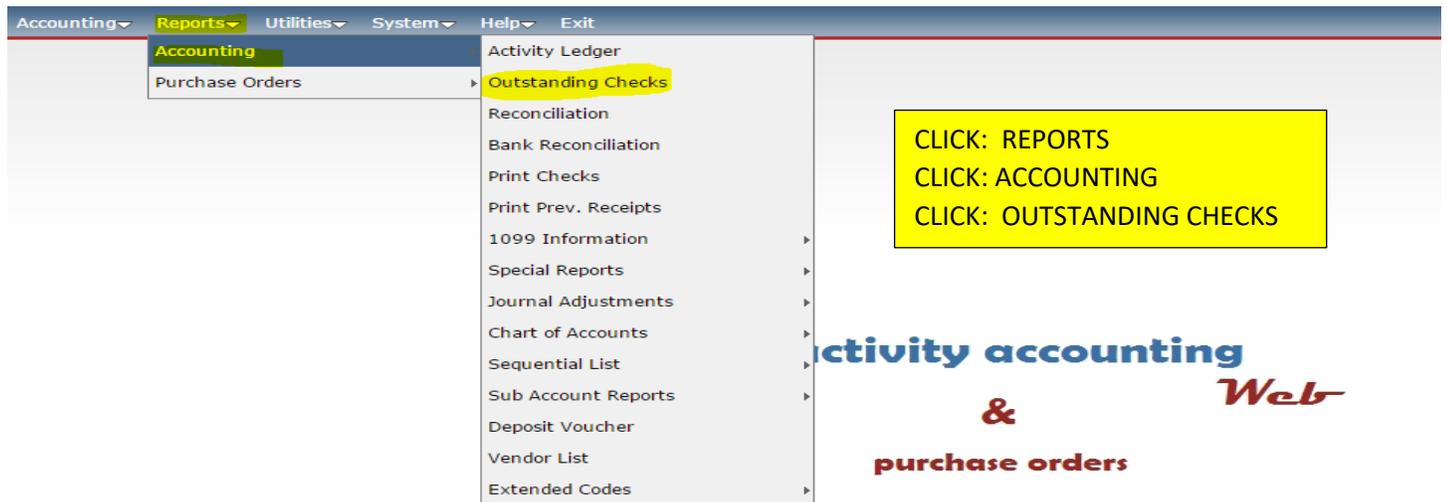
GL Acct		Begin Bal	Recpt / JV	Disb / JV	Transfers	End Bal	YTD Payables	Work Bal
990	Petty Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
991	Cash on Hand	\$5,505.36	\$323.00	\$0.00	\$0.00	\$5,828.36	\$0.00	\$5,828.36
992	Checking	\$31,408.41	\$0.00	\$0.00	\$0.00	\$31,408.41	\$0.00	\$31,408.41
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.



Outstanding Check Report

Preview **Print** Export to Excel Close

ENTER: LAST DATE OF STATEMENT CYCLE

Report Title:	<input type="text"/>
Thru what Date:	12/31/2016 <input type="text"/>
Checking Acct:	992 - Checking <input type="text"/>

January 24, 2017

Page 1 of 1

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			

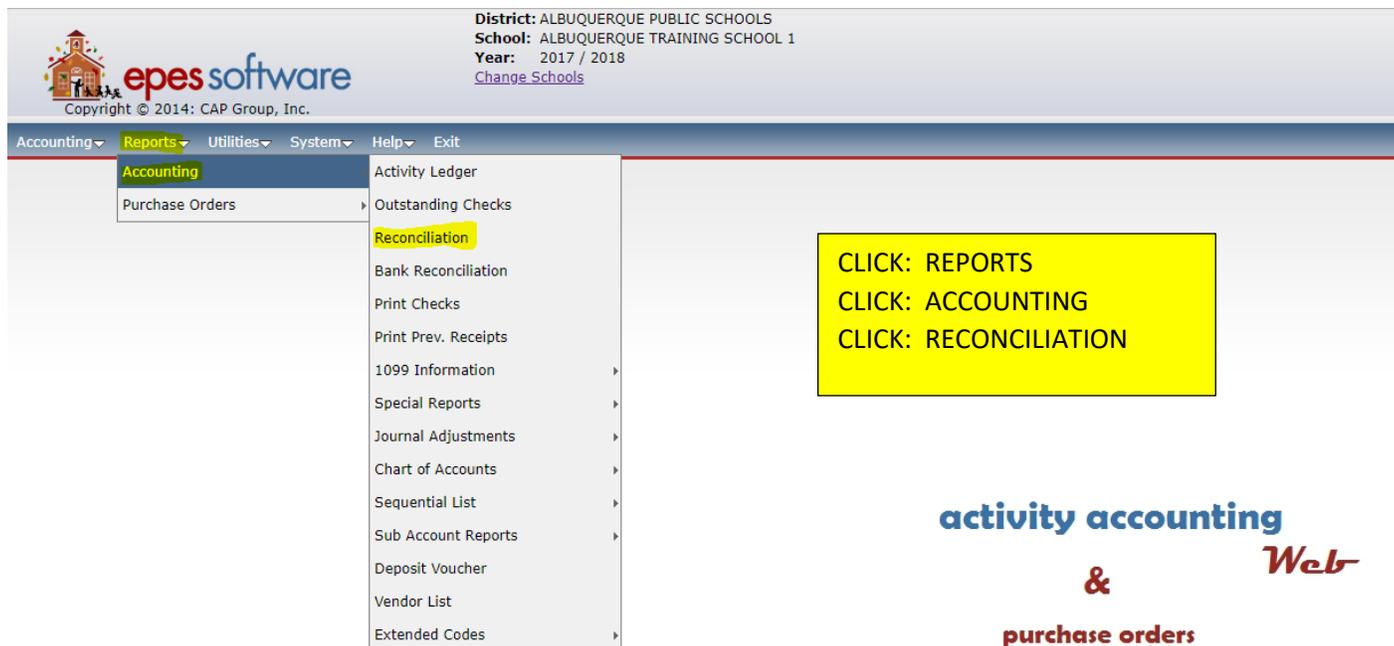
SAMPLE REPORT

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.



The screenshot shows the epes software interface. At the top right, it displays: District: ALBUQUERQUE PUBLIC SCHOOLS, School: ALBUQUERQUE TRAINING SCHOOL 1, Year: 2017 / 2018, and a link for Change Schools. The main menu includes Accounting, Reports, Utilities, System, Help, and Exit. The Reports menu is expanded, showing Accounting, Purchase Orders, and Reconciliation. The Reconciliation menu is further expanded, listing options like Activity Ledger, Outstanding Checks, Bank Reconciliation, Print Checks, Print Prev. Receipts, 1099 Information, Special Reports, Journal Adjustments, Chart of Accounts, Sequential List, Sub Account Reports, Deposit Voucher, Vendor List, and Extended Codes. A yellow box on the right contains the text: CLICK: REPORTS, CLICK: ACCOUNTING, CLICK: RECONCILIATION. At the bottom right, the logo for activity accounting & Web purchase orders is visible.

ENTER ACCOUNT RANGE:
FROM: ACCOUNT NUMBER
TO: ACCOUNT NUMBER
DATE RANGE:
FROM: XX/XX/XXXX
TO: XX/XX/XXXX

Reconciliation Report

Preview Print Export to Excel Close

Report Title:

Account Range: From To

Date Range:

Report Options

- Separate page for each account/advisor
- Exclude Accounts with No Balance or Activity for Period
- Sort by Advisor

Reconciliation Report

Preview Print Export to Excel Close

Report Title:

Account Range: From To

Date Range:

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

Report Options

- Separate page for each account/advisor
- Exclude Accounts with No Balance or Activity for Period
- Sort by Advisor

SAMPLE REPORT

From Date: 1/1/2018
To Date: 06/30/2018

ALBUQUERQUE TRAINING SCHOOL 1
Reconciliation Activity Account Report

From Acct: 130
To Acct: 130

Date	Payee Source Note	Invoice	PO	Doc Ref	Recp/JV	Disb/JV	Transfer	Balance	Offset Acct
Activity Acct: 130 - YEARBOOK								Beginning Balance: \$0.00	
<u>Advisor:</u>									
1/15/18	NUSENDA CHANGE FUND			2	\$200.00	\$0.00	\$0.00	\$200.00	995
3/12/18	DEBRA CUNNINGTON Yearbook Sales			3	\$100.00	\$0.00	\$0.00	\$300.00	991
3/14/18	JEANETTE CHAVEZ CREATION OF NEW CHANGE FUND			1581	\$0.00	\$200.00	\$0.00	\$100.00	992
Totals					\$300.00	\$200.00	\$0.00	\$100.00	
								Accounts Payable	\$0.00
								Working Balance	\$100.00
								Currently Encumbered (PO)	\$0.00

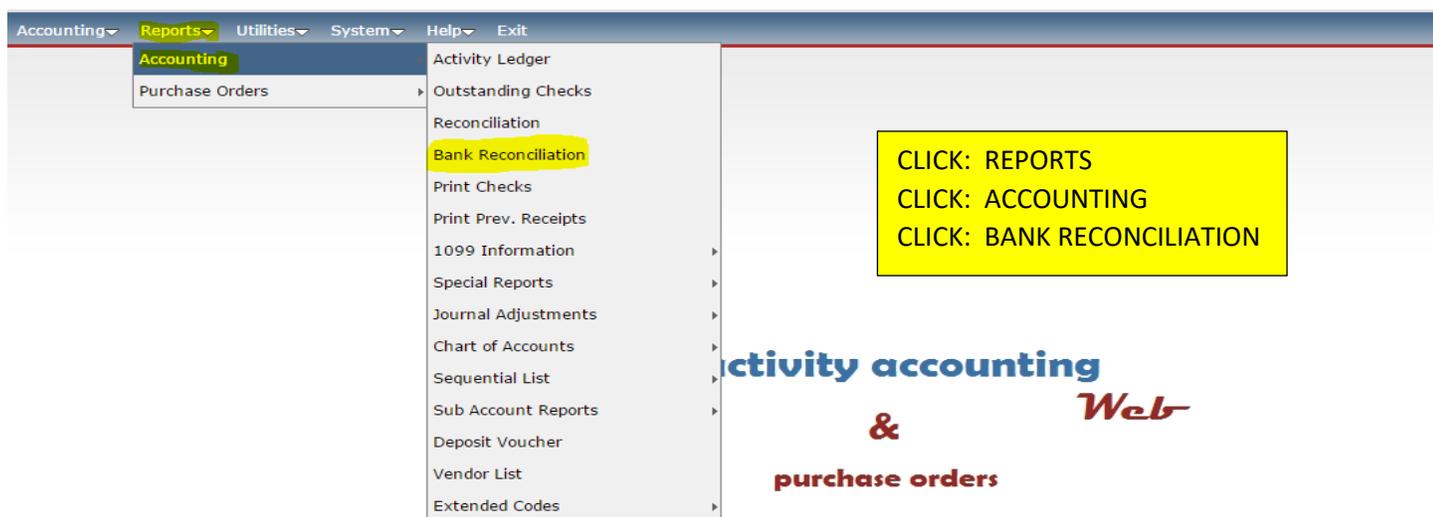
REMEMBER WHEN USING THIS REPORT THAT THE CURRENTLY ENCUMBERED (PO) AMOUNT MUST BE DEDUCTED FROM THE WORKING BALANCE TO GET THE ACTUAL BALANCE IN THE ACCOUNT.

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 ▾ Exit

Bank Reconciliation

Preview Print Close

Bank Account: 992 - Checking ▾

Statement Date Range: From: 01/01/2017 To: 01/31/2017

Ending Balance from Bank Statement: \$0.00

Total Deposits not on Bank Statement: \$0.00

CLICK: STATEMENT DATE RANGE; FROM
ENTER 1ST DATE OF THE STATEMENT CYCLE

TAB TO: TO; ENTER THE LAST DATE OF THE STATEMENT CYCLE

TAB TO: ENDING BALANCE FROM BANK STATEMENT
ENTER ENDING BALANCE

TAB TO: TOTAL DEPOSITS NOT ON BANK STATEMENT
ENTER ANY DEPOSITS IN TRANSIT

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

Bank Reconciliation

Preview Print Close

CLICK: 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

epesaccounting.epes.org says:

Warning, OUT OF BALANCE

OK

Bank Reconciliation Report

Checking Account

992

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

WHAT THE BANK SHOWS THAT THE SCHOOL HAS IN THE ACCOUNT.

Ending Balance on Statement Dated : 01/31/2017	\$5,042.00
Outstanding Deposits (Bank Deposits) -> +	\$0.00
Less Outstanding Checks:	\$1,778.23
Cash Balance as of : 01/31/2017	\$3,263.77 ***

WHAT EPES SHOWS THAT THE SCHOOL HAS IN THE ACCOUNT.

Cash Balance for Checking as of 1/1/2017	\$31,408.41
Add: Total Deposits (Bank Deposits):	\$0.00
Less: Total Checks and Withdrawals:	\$0.00
Computer Cash Balance as of : 01/31/2017	\$31,408.41 ***

Summary of Asset Accounts

Gl Acct	Account Name	Begin Bal	Recpt/JV	Disb/JV	Transfer	End Bal.
990	Petty Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
991	Cash on Hand	\$5,505.36	\$323.00	\$0.00	\$0.00	\$5,828.36
992	Checking	\$31,408.41	\$0.00	\$0.00	\$0.00	\$31,408.41 ***
993	Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
994	Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total		\$36,913.77	\$323.00	\$0.00	\$0.00	\$37,236.77

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

***** Entries Must Match
OUT OF BALANCE**

Bank Reconciliation Report

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

Checking Account
992

WHAT THE BANK SHOWS THAT THE SCHOOL HAS IN THE ACCOUNT.

Ending Balance on Statement Dated : 01/31/2017	\$33,186.64
Outstanding Deposits (Bank Deposits) -> +	\$0.00
Less Outstanding Checks:	\$1,778.23
Cash Balance as of : 01/31/2017	\$31,408.41 ***

WHAT EPES SHOWS THAT THE SCHOOL HAS IN THE ACCOUNT.

Cash Balance for Checking as of 1/1/2017	\$31,408.41
Add: Total Deposits (Bank Deposits):	\$0.00
Less: Total Checks and Withdrawals:	\$0.00
Computer Cash Balance as of : 01/31/2017	\$31,408.41 ***

Summary of Asset Accounts

<u>Gl Acct</u>	<u>Account Name</u>	<u>Begin Bal</u>	<u>Recpt/JV</u>	<u>Disb/JV</u>	<u>Transfer</u>	<u>End Bal</u>
990	Petty Cash	\$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
992	Checking	\$31,408.41	\$0.00	\$0.00	\$0.00	\$31,408.41 ***
993	Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
994	Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total		\$36,913.77	\$323.00	\$0.00	\$0.00	\$37,236.77

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 MULTIPLE PAYMENTS TO THE SAME VENDOR**
7. **CLICK: PRINT & POST**

The screenshot shows the epe software interface. At the top left is the epe software logo with the text 'Copyright © 2014: CAP Group, Inc.'. At the top right, it says 'Year: 2016 / 2017' and has a link for 'Change Schools'. The main menu includes 'Accounting', 'Reports', 'Utilities', 'System', 'Help', and 'Exit'. The 'Reports' menu is open, showing options like 'Accounting', 'Purchase Orders', 'Activity Ledger', 'Outstanding Checks', 'Reconciliation', 'Bank Reconciliation', 'Print Checks', 'Print Prev. Receipts', '1099 Information', 'Special Reports', 'Journal Adjustments', 'Chart of Accounts', 'Sequential List', 'Sub Account Reports', 'Deposit Voucher', 'Vendor List', and 'Extended Codes'. The 'Print Checks' option is highlighted. A yellow box on the right contains the text: 'CLICK: REPORTS', 'CLICK: ACCOUNTING', and 'CLICK: PRINT CHECKS'. Below the menu is the logo for 'activity accounting & Web purchase orders'.

Print Checks

Preview Print & Post Close

NOTE: Please use the "Close" button when leaving this screen

This option prints all Payables marked: [X] Pay This

Print Checks with Payable Dates Through: 07/10/2017

Checking Acct: 992 - Checking ▾

Next Check #: 1565

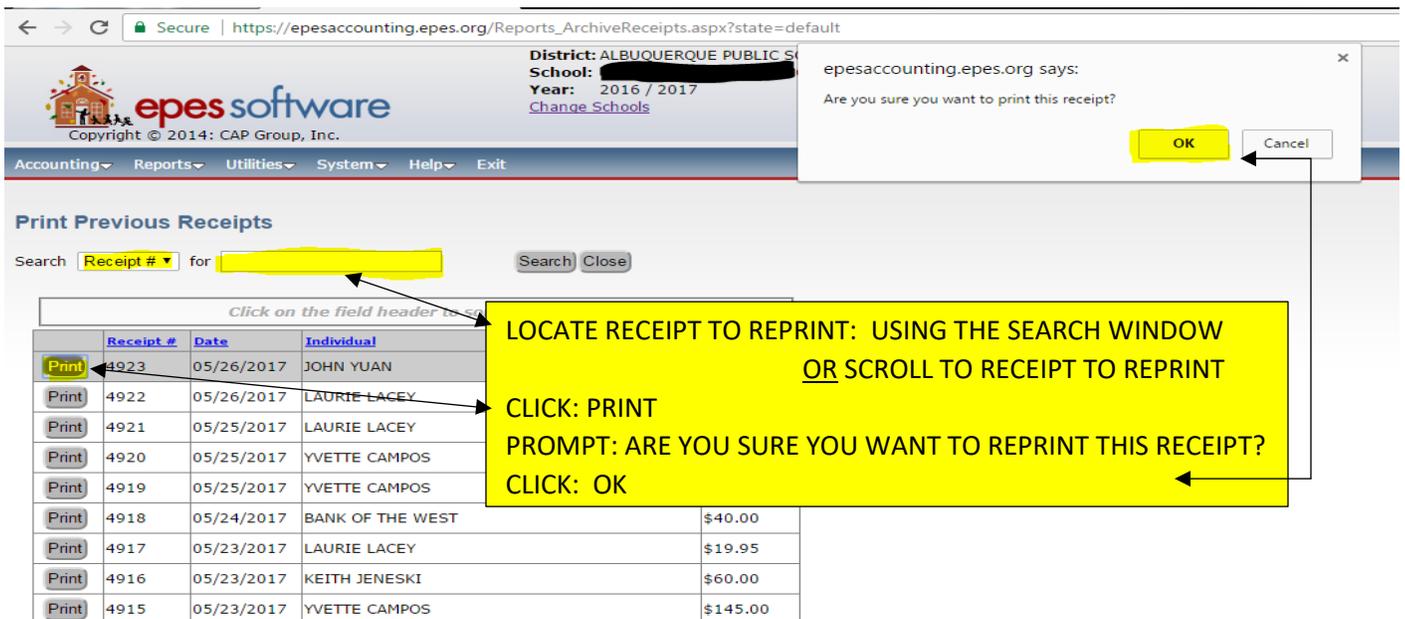
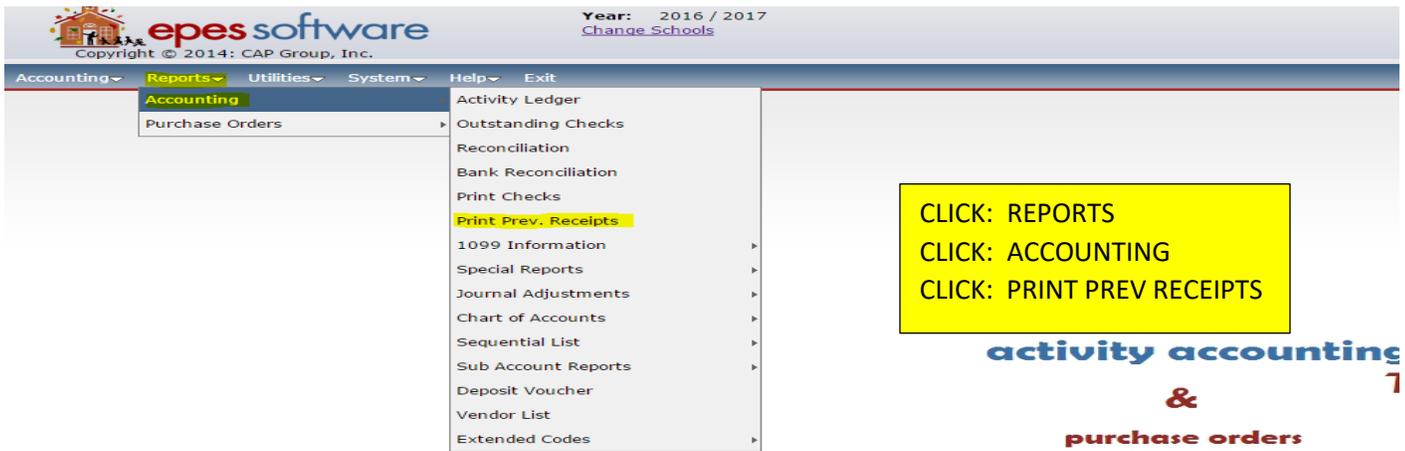
Date to Print on Checks: 07/10/2017

- Print check Numbers on checks
- Combine Checks for Same Vendor
- Post Checks WITHOUT Printing

TAB TO: NEXT CHECK #; VERIFY THE NUMBER AND/OR CHANGE THE NUMBER AS NEEDED
TAB TO: 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



SEQUENTIAL LIST OF CHECKS:

- 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 System Help Exit

Accounting

Bank Reconciliation

Purchase Orders

Preview Print Close

Bank Account: 992 - Ch

Statement Date Range: From: 0

Ending Balance from Bank Statement: \$33,186.4

Total Deposits not on Bank Statement: \$0.00

- Activity Ledger
- Outstanding Checks
- Reconciliation
- Bank Reconciliation
- Print Checks
- Print Prev. Receipts
- 1099 Information
- Special Reports
- Journal Adjustments
- Chart of Accounts
- Sequential List
- Sub Account Reports
- Deposit Voucher
- Vendor List
- Extended Codes

- List of Checks - Brief
 - List of Checks
 - List of Receipts
 - All Transactions by Vendor
 - Vendors with no Transactions
 - List of Accounts Payable
 - List of Activity Transfers
 - List of GL Transfers
 - Tax Amounts by County
 - Tax Amounts by Account

- By Account and Check Num
- By Check Num
- By Check with PO
- By Note Field
- By Vendor

CLICK: REPORTS
 CLICK: ACCOUNTING
 CLICK: SEQUENTIAL LIST
 CLICK: LIST OF CHECKS
 CLICK: BY CHECK NUMBER

Accounting Reports Utilities System Help Exit

List of Checks by Check #

Preview Print Export to Excel Close

Report Title:

Report Saved Name:

Fields	Operators	Compare to
Activity Account	Before	2016
Date	After	
Check	Year is	Add Condition
Vendor Code	Month is	Remove
Date Canceled	Day is	Clear All
GL Acct	Equal to	Save Rpt
P.O. Number	Between	
Invoice No.	OR	
Amount		
Tax Amount		
Tax 1099		

Report Conditions: Saved Reports

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

Check No.	Date Note	Payee Account Name	GL Acct Account	Date Cancelled 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	PRINCIPAL	100	183		No	\$3,564.20	\$0.00
	COOKIE DOUGH							
	FUNDRAISER.							
Total for Check # 1173							\$3,564.20	\$0.00
1174	12/12/2016	WAL-MART STORES	992	12/31/2016				
	NTE \$400.00 Items	PRINCIPAL	100	194		No	\$398.19	\$0.00
	for Staff							
	Appreciation							
Total for Check # 1174							\$398.19	\$0.00
1175	12/12/2016	APS BOARD OF EDUCATION	992					
	NTE\$100.00	KINDERGARTEN	170	188		No	\$95.00	\$0.00
	KINDER							
	FIELDTRIP IN							
Total for Check # 1175							\$95.00	\$0.00
1176	12/12/2016	APS BOARD OF EDUCATION	992					
	NTE \$300.00 1st	FIRST GRADE	180	190		No	\$150.00	\$0.00
	grade Fieldtrip in							
	school.							
Total for Check # 1176							\$150.00	\$0.00
1177	12/15/2016	SILVA SCREEN PLUS	992	12/31/2016				
	NTE \$400.00	PRE-K	280	193		No	\$298.90	\$0.00
	T-Shirts							
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
 - Purchase Orders
 - Activity Ledger
 - Outstanding Checks
 - Reconciliation
 - Bank Reconciliation
 - Print Checks
 - Print Prev. Receipts
 - 1099 Information
 - Special Reports
 - Journal Adjustments
 - Chart of Accounts
 - Sequential List**
 - List of Checks - Brief
 - List of Checks
 - List of Receipts**
 - By Receipt #
 - By Account and Receipt #
 - By Note Field
 - By Tax Amounts
 - By Vendor
 - By Individual
 - All Transactions by Vendor
 - Vendors with no Transactions
 - List of Accounts Payable
 - List of Activity Transfers
 - List of GL Transfers
 - Tax Amounts by County
 - Tax Amounts by Account
 - Sub Account Reports
 - Deposit Voucher
 - Vendor List
 - Extended Codes

CLICK: REPORTS
 CLICK: ACCOUNTING
 CLICK: SEQUENTIAL LIST
 CLICK: LIST OF CHECKS
 CLICK: BY CHECK NUMBER

Accounting Reports Utilities System Help Exit

List of Receipts by Receipt

Preview **Print** Export To Excel Close

Report Title: _____
 Report Saved Name: _____

Fields	Operators	Compare to
Account	Before	2016
Date	After	Add Condition
GL Account	Year is	Remove
Recpt No	Month is	Clear All
Vendor Code	Day is	Save Rpt
Total Amount	Equal to	
Note	Between	
Payment Type	OR	
Individual		

Report Conditions: **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

January 25, 2017

Sequential List of Receipts (by Receipt)

Page 1 of 1

Sequential List of Receipts

(***** Receipt Detail *****)

Receipt No.	Date	Pay	Received From	Account	Name	Amount	GL Acct.
1773924	12/09/2016		LISA GRUSY				
Pay back sales taxes		C	LISA GRUSY	300	DONATIONS	\$20.51	992
Total for Receipt Number: 1773924						\$20.51	
1773925	12/09/2016		PARENTS				
Grandparent Fundraiser Donation		C	PARENTS	100	PRINCIPAL	\$50.00	992
Total for Receipt Number: 1773925						\$50.00	
1773926	12/09/2016		TEACHERS				
T-Shirts money		C	TEACHERS	280	PRE-K	\$69.00	992
Total for Receipt Number: 1773926						\$69.00	
1773927	12/09/2016		TEACHERS				
Book Fair money		C	TEACHERS	120	LIBRARY	\$46.98	992
Total for Receipt Number: 1773927						\$46.98	
1773928	12/09/2016		TEACHERS				
Lost Book Gabriel Maestas		C	TEACHERS	150	LOST BOOKS	\$9.52	992
Total for Receipt Number: 1773928						\$9.52	
Report Grand Total:						\$196.01	

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

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.**

The screenshot shows the top header of the epe software interface. On the left is the epe software logo with the text 'Copyright © 2014: CAP Group, Inc.'. On the right, it displays the user information: 'District: ALBUQUERQUE PUBLIC SCHOOLS', 'School: VALLEY HIGH SCHOOL', 'Year: 2017 / 2018', and a link for 'Change Schools'. Below the header is a navigation bar with 'Accounting', 'Reports', 'Utilities', 'System', 'Help', and 'Exit'. The 'Reports' menu is open, showing 'Accounting' and 'Purchase Orders'. The 'Sequential List' option is highlighted, and its sub-menu is open, with 'Vendors with no Transactions' highlighted. A yellow callout box contains the instructions: 'CLICK: REPORTS', 'CLICK: ACCOUNTING', 'CLICK: SEQUENTIAL LIST', and 'CLICK: VENDORS WITH NO TRANSACTIONS'. To the right of the screenshot, the text 'activity accounti & purchase orders' is displayed.

List of Vendors with No Transactions

CLICK: PREVIEW; TO GENERATE LIST

Preview Print Close

Report Title

Report Saved Name

Fields

- Vendor Code
- Vendor Name

Operators

- Equal to
- Greater Than
- Less than
- Begins with
- Contain
- Ends with
- OR

Compare to

Add Condition

Remove

Clear All

Save Rpt

Vendors With No Transactions

Epes Accounting - Report 1 / 11

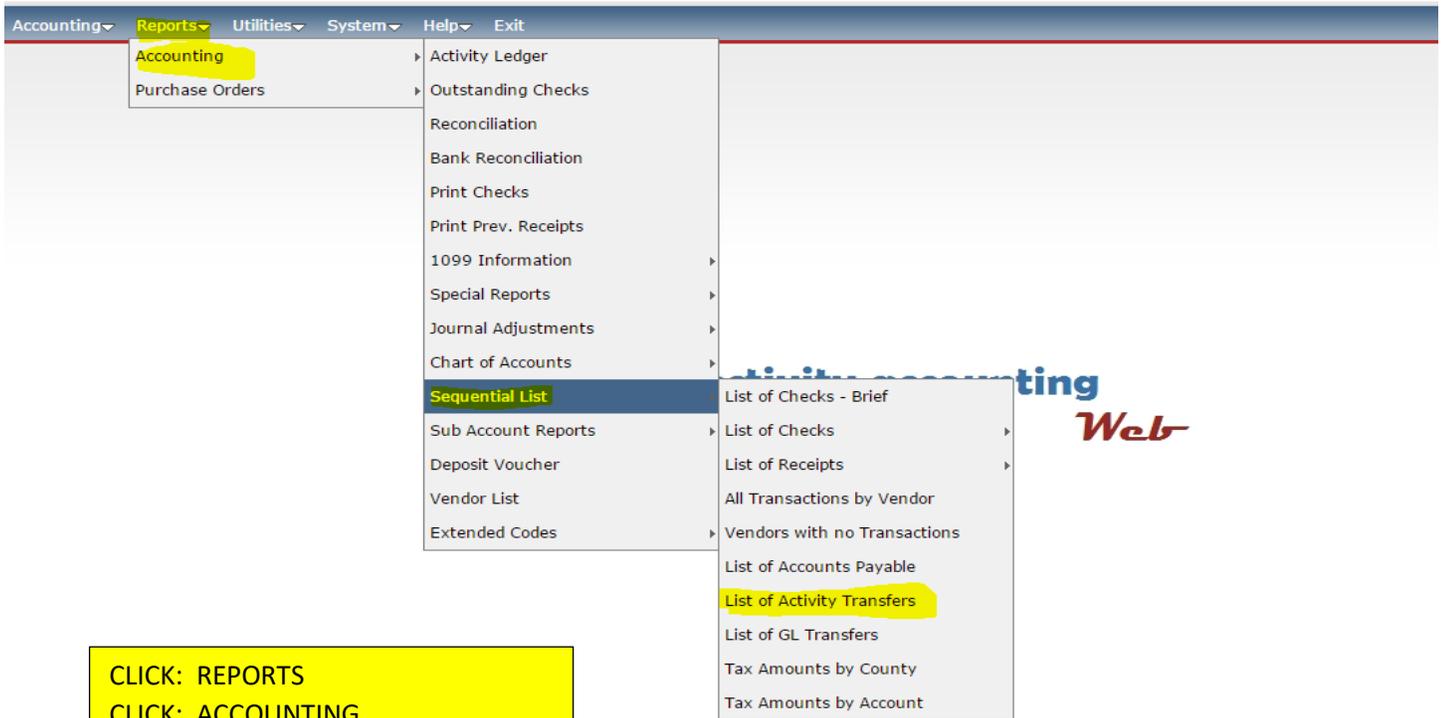
June 29, 2018 VALLEY HIGH SCHOOL
 Sequential List of Vendors with No Transactions Page 1 of 11

VendorCode	VendName
5STAR	5 STAR SPORTS
A1	A-1 TROPHY CENTER
AAA	AAA TROPHIES & SPORTS
ABA0ACADE	ACADEMY SPORTS, INC
AB0LITTLE	ALBUQUERQUE LITTLE THEATRE
AB0REBELS	ALBUQUERQUE REBELS VB CAMP
AB0THEATR	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
AKASA0S	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
ALBERTSON	ALBERTSONS COMMUNITY PARTNERS
ALBFLORIS	ALBUQUERQUE FLORISTS
ALBHA	ALBUQ. HARDWOOD LUMBER CO
ALBRITTON	RACHEL ALBRITTON
ALBTORTIL	ALBUQUERQUE TORTILLA CO.
ALBUGRILL	ALBUQUERQUE GRILL
ALLAB	ALL ABOUT TROPHIES & MORE
ALLAM	ALL AMERICAN FUND RAISING
ALLAMERIC	ALL AMERICAN FLAGS AND BANNERS, LLC
ALTERATIO	ALTERATIONS BY KATHY
AMAZINGOP	AMAZING PRODUCTIONS
AMAZINGJU	AMAZING JUMPS
AMERICAN	AMERICAN PUBLISHING
AMERICANC	AMERICAN CANCER SOCIETY
AMSTERDAM	AMSTERDAM
AMY	AMY WILLIAMS
ANDERSONS	ANDERSONS SCHOOL EVENTS

CLICK: ON THE PRINTER TO GENERATE HARD COPY LIST

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”**



CLICK: REPORTS
CLICK: ACCOUNTING
CLICK: SEQUENTIAL LIST
CLICK: LIST OF ACTIVITY TRANSFERS

List of Activity Transfers

Preview **Print** Export To Excel Close

Report Title

Date Range (From)

Date Range (TO)

Account Range (From - To) -

ENTER: PERIOD BEGIN (1ST DATE OF STATEMENT CYCLE)
 PERIOD END (LAST DATE OF STATEMENT CYCLE)
 CLICK: PRINT; IF THERE ARE NO TRASFERS
 IT WILL SHOW "NO DATA"

From Date: 12/1/2016
 To Date: 12/31/2016

Sequential List of Activity Transfer

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 ENTER	0	\$118.65	To cover the coach's meeting food
56	56	12/08/2016	172 PARKING PERMITS	0	102 ADMINISTRATION	0	\$535.44	To Cover Misc. Custodial Supplies
57	57	12/12/2016	610 SCHOOL BASED EN1	0	102 ADMINISTRATION	0	\$1,836.82	45% of profits from SBE for Oct. & Nov.
58	58	12/12/2016	610 SCHOOL BASED EN1	0	367 DECA	0	\$2,245.01	55% of profits from SBE for Oct. & Nov.
59	59	12/14/2016	614 DECA ENTERPRISE	0	367 DECA	0	\$8,000.00	To help cover charges
61	61	12/16/2016	167 ORCHESTRA	0	102 ADMINISTRATION	0	\$270.00	To pay back for charges covered in 2015-2016

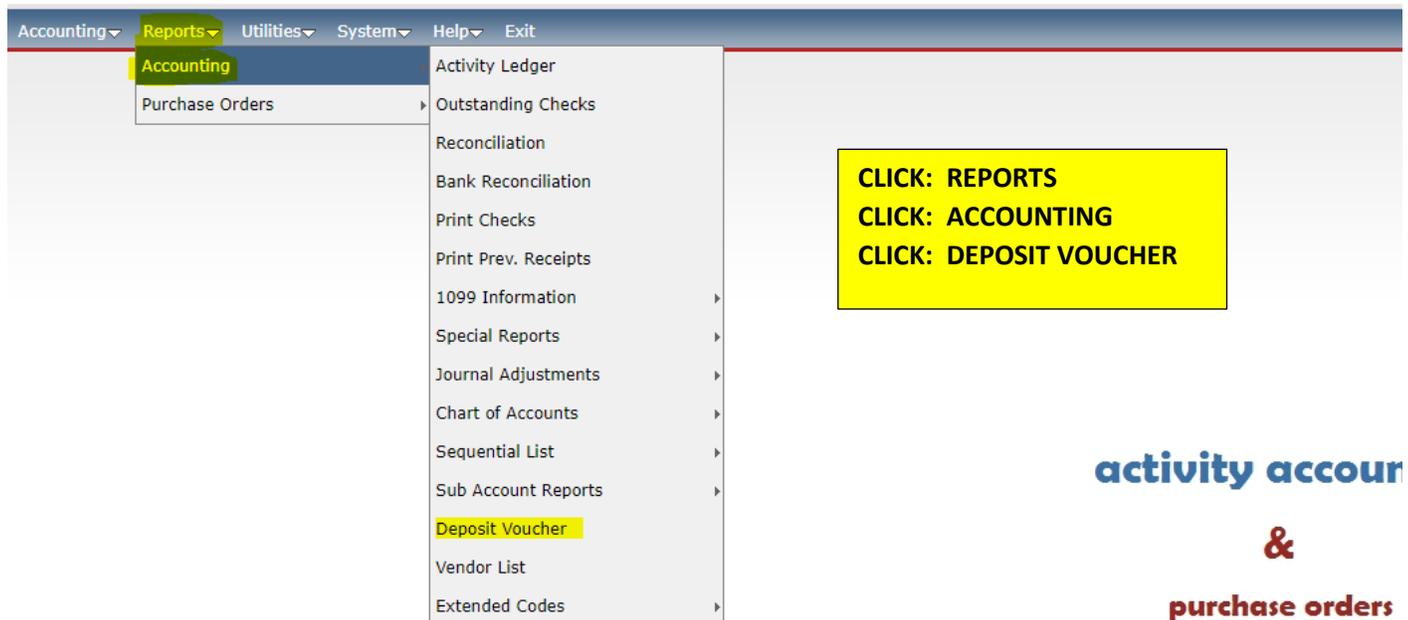
Total: \$13,005.92

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 ▾ Exit

Deposit Voucher Report

Preview Print Close

From what Date: 05/15/2018 

To what Date: 05/15/2018 

ENTER: FROM WHAT DATE: XX/XX/XXXX
TO WHAT DATE: XX/XX/XXXX

THIS IS THE DATE THE DEPOSIT WAS PROCESSED

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

Deposit Voucher Report

Preview Print Close

From what Date: 05/15/2018 

To what Date: 05/15/2018 

CLICK: PREVIEW; TO VIEW DATA
PRINT; TO GENERATE A HARD COPY

GASB VERIFICATION FOR REPORTING: (EXPENDITURES)

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 APPROPRIATE SUB ACCOUNT FOR THE EXPENDITURE

j) CLICK: SAVE; ON THE LINE & SAVE; AT THE TOP

PURCHASE ORDER EDITING:

l) 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 APPROPRIATE SUB ACCOUNT FOR THE EXPENDITURE

v) CLICK: SAVE; ON THE LINE & SAVE; AT THE TOP

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

- Accounting ▾
- Purchase Orders ▾
- GASB** ▾
 - Expenditures
 - Receipts

CLICK: REPORTS
CLICK: GASB
CLICK: EXPENDITURES

activity accounting
&
Web
purchase orders

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

GASB - List of Expenditures

Export To Excel Close

Date Range (From - To) 5/1/2020 5/31/2020

ENTER: DATE RANGE (FROM -TO)
STARTING DATE TO ENDING DATE OF STATEMENT CYCLE

CLICK: EXPORT TO EXCEL
CLICK: EXCEL RPT TO OPEN

RPT_GASB_YearEn...xlsx

RPT_GASB_YearEnd_Expenditures_Excel (69) - Excel

File Home Insert Page Layout Formulas Data Review View Acrobat Tell me what you want to do...

THIS COLUMN IS THE LIST OF CORRESPONDING CHECK NUMBERS.
THE PO NUMBER WILL BE LOCATED ON THE CHECKS PAID IN EPES

	A	B	C	D	E	F	G	H	I	J
	EXP1	EXP2	EXP3	EXP4	Object	Act Group	Sub Account	Doc#	Amount	Activity Acct#
1										
2					0000	417010	561160	5438	\$483.75	590102
3					0000	417010	559150	5439	\$485.19	590367
4					0000	417010	561160	5439	\$1104.87	590194
5					0000	417010	419200	5439	\$192.03	590449
6					0000	417010	0000	5440	\$485.44	590353
7					0000	417020	559150	5440	\$3757.68	590137
8					0000	417020	559150	5440	\$1650.00	590167
9					0000	417010	559150	5440	\$1762.79	590177
10					0000	417020	561180	5441	\$163.62	590312
11					0000	417020	561180	5441	\$229.94	590130
12					0000	417020	561180	5441	\$146.98	590130
13					0000		561180	5441	\$99.96	590309
14					0000	417010	559150	5442	\$110.24	590102
15					0000	417010	559150	5442	\$25.78	590102
16					0000	417010	559150	5442	\$46.12	590102
17					0000	417010	559150	5442	\$14105.40	590367
18					0000	417010	559150	5442	\$6950.00	590449
19					0000	417010	561160	5443	\$233.83	590109
20					0000	417010	533300	5443	\$118.20	590109
21					0000	417010	561160	5444	\$251.05	590102
22										80
23										62

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

PLEASE NOTE: SCHOOLPAY ITEMS REFLECT *0000* DO NOT CHANGE THIS FOR THESE ITEMS

CHECK EDITING:

Accounting Reports Utilities System Help Exit

Accounting
Purchase Orders

- Accounts
- Vendors
- Accounts Payable
- Checks Paid
- Receipts
- Transfers & Deposits
- Journal Adjustments
- Cancel Checks
- Budget
- Counties

CLICK: ACCOUNTING
CLICK: ACCOUNTING
CLICK: CHECKS PAID

activity accounting
& *Web*
purchase orders

Accounting Reports Utilities System Help Exit

Checks Paid

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

CLICK: LIST

Check #: 5466 Date: 06/17/2020 GL Acct: 992 - CHECKING ACCOUNT

Vendor ID: ACCU Vendor Name: ACCUSTRIPE, INC.

Payee: ACCUSTRIPE, INC. #10041

Accounting Reports Utilities System Help Exit

Checks

Search: Check # for [] with Status Any Search Close

Click on the field header to sort by that field

ENTER: CHECK NUMBER IN SEARCH FIELD
CLICK: SEARCH
CLICK: CHECK TO BE EDITED

Check #	Vendor	Payee	Amount
5429	SMITHS	SMITH'S FOOD & DRUG CENTE	\$116.06
5430	SMITHS	SMITH'S FOOD & DRUG CENTE	\$55.24
5432	DIONS	DION'S CORPORATE OFFICE	\$139.70
5434	STAPLESAD	STAPLES ADVANTAGE	\$300.90
5435	CLARKTRUC	CLARK TRUCK EQUIPMENT CO	\$2,490.00
5436	HURRI	HURRICANES RESTAURANT	\$624.00
5437	PAPAJOHNS	WORKING BETTER TOGETHER LLC	\$1,185.00
5438	DIONS	DION'S CORPORATE OFFICE	\$483.75
5439	APSBO	APS BOARD OF EDUCATION	\$1,782.09
5440	APSBO	APS BOARD OF EDUCATION	\$7,655.91
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

Checks Paid

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

Check #: 5459 Date: **CLICK: EDIT**

Vendor ID: SMITHS Vendor Name: **CLICK: SUB ACCOUNT DROP DOWN; SELECT APPROPRIATE SUB ACCOUNT FOR THE EXPENDITURE**

Payee: SMITH'S FOOD & DRUG CENTE **CLICK: SAVE; ON THE LINE**

CLICK: SAVE; AT THE TOP

Add Line Item **Save** Total Amount: \$98.77

	Acct.	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
& *Web*

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 Recv

Ref: 590- PO #: 583 G/L Account: 992 - CHECKING ACCOUNT Date Ordered: 05/15/2020

Vendor ID: DIONS Vendor Name: DION'S CORPORATE OFFICE

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 Ba

CLICK: LIST

PO List

Search PO Number for Search Close

Click on the field header to sort by that field

PO Number	Ref:	Date	Received	Vendor	
590-016	BPO	08/05/2019	3/10/2020	NMHS	
590-017	BPO	08/05/2019	3/10/2020	RIOGR	
590-018	BPO	08/05/2019		SAMS	
590-019	BPO	08/05/2019	12/6/2019	SHAMFOODS	SHAMROCK FOODS CO.
590-020	BPO	08/05/2019	2/12/2020	SHAMFOODS	SHAMROCK FOODS CO.
590-021	BPO	08/05/2019	3/11/2020	SMITHS	SMITH'S FOOD & DRUG CENTE
590-022	BPO	08/05/2019	6/16/2020	SMITHS	SMITH'S FOOD & DRUG CENTE
590-023	BPO	08/20/2019	6/1/2020	HERRE	HERRERA SCHOOL BUSES #40464
590-024	BPO	08/22/2019	2/11/2020	HERFF	HERFF-JONES #11163
590-025	BPO	09/09/2019		HERFF	HERFF-JONES #11163
590-026	BPO	10/03/2019	3/11/2020	PEPSI	PEPSI-COLA
590-027	BPO	10/03/2019	4/29/2020	PAPAJOHNS	WORKING BETTER TOGETHER LLC
590-028	BPO	10/09/2019	3/10/2020	SILVALANE	SILVA LANES
590-029	BPO	01/15/2020	3/10/2020	NOBEL	NOBEL SYSCO

ENTER: PURCHASE ORDER NUMBER IN SEARCH FIELD
 CLICK: SEARCH
 CLICK: PURCHASE ORDER TO BE EDITED

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: BPO PO #: 590-018 G/L Account: 992 - CHECK Ordered: 08/05/2019

Vendor ID: SAMS Vendor Name: SAM'S CLUB

Ship To Code: 1 - Albuquerque High School Albuquerque High School 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: \$2,403.67 Encumbered Bal: \$0.00

Options	Acct. Number	Sub Acct Number	GASB Code	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit
	590610	561180	0 - NONE		1		1	Food & Supplies need sy19/20	\$15,000.00

CLICK: EDIT
 CLICK: ON GREEN PENCIL

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: BPO PO #: 590-018 G/L Account: 992 - CHECK

Vendor ID: SAMS Vendor Name: SAM'S CLUB

Ship To Code: 1 - Albuquerque High School Albuquerque High School

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 Number	GASB Code	Invoice Number	Qty Ord.	Qty Open	Description
	590610 - SCHOOL BASED ENTER	561180 - SUPPLIES	0 - NONE		1	1	

CLICK: SUB ACCOUNT
 SELECT: APPROPRIATE SUB ACCOUNT NUMBER
 CLICK: SAVE; ON THE LINE
 CLICK: SAVE; AT THE TOP

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

l) CLICK: SUB ACCOUNT DROP DOWN

m) CLICK: ON APPROPRIATE SUB ACCOUNT FOR THE RECEIPT

n) CLICK: SAVE; ON THE LINE & SAVE; AT THE TOP

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

- Accounting ▾
- Purchase Orders ▾
- GASB** ▾
 - Expenditures
 - Receipts**

CLICK: REPORTS
 CLICK: GASB
 CLICK: RECEIPTS

activity accounting & *Web* purchase orders

Accounting ▾ Reports ▾ Utilities ▾ System ▾ Help ▾ Exit

GASB - List of Receipts

Export To Excel Close

Date Range (From - To) 5/1/2020 5/31/2020

ENTER: DATE RANGE (FROM -TO)
 STARTING DATE TO ENDING DATE OF STATEMENT CYCLE
 CLICK: EXPORT TO EXCEL
 CLICK: EXCEL RPT TO OPEN

RPT_GASB_YearEn...xlsx

THIS COLUMN IS THE LIST OF CORESPONDING CHECK NUMBERS.
 THE PO NUMBER WILL BE LOCATED ON THE CHECKS PAID IN EPES

	A	B	C	D	E	F	G	H	I	J
	RevCode1	RevCode2	RevCode3	RevCode4	Object	Act Group	Sub Account	Doc#	Amount	Activity Acct#
1					0000		415000	101	\$12.93	430605
2					0000		417020	9167	\$242.25	430116
3					0000		417020	9168	\$825.00	430110
4					0000		417020	9169	\$130.00	430107
5					0000		0000	9170	\$865.00	430110
6					0000		417020	9171	\$2050.00	430147
7					0000		417020	9172	\$600.00	430118
8					0000		417020	9173	\$415.00	430107
9					0000		417020	9174	\$50.00	430146
10					0000		417020	9175	\$45.00	430147
11					0000		561180	9176	\$1500.00	430335
12					0000		417020	9177	\$1320.00	430110
13					0000		417020	9178	\$990.00	430116
14					0000		417020	9179	\$78.00	430375
15					0000		417020	9180	\$168.00	430107
16					0000		417020	9181	\$825.00	430110
17					0000		417010	9182	\$78.00	430375
18					0000		417020	9183	\$1320.00	430110
19					0000		417020	9184	\$1050.00	430116
20					0000		417010	9185	\$13.00	430375
21					0000					
22										30110
23										30375

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

PLEASE NOTE: SCHOOLPAY ITEMS REFLECT *0000* DO NOT CHANGE THIS FOR THESE ITEMS

RECEIPT EDITING:

Accounting Reports Utilities System Help Exit

Accounting Accounts
Purchase Orders Vendors
Accounts Payable
Checks Paid
Receipts
Transfers & Deposits
Journal Adjustments
Cancel Checks
Budget
Counties

CLICK: ACCOUNTING
CLICK: ACCOUNTING
CLICK: RECEIPTS

activity accounting
& Web
purchase orders

Accounting Reports Utilities System Help Exit

Receipts

FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE

CLICK: LIST

Receipt #: 101 Date: 05/31/2020 GL Account: 992 - Checking Printed: Yes Posted From:
Rcvd From: WELLS Vendor Name: WELLS FARGO Closed: Yes Void Date:
Individual: WELLS FARGO

Add Line Item Receipt Total: \$10.31

Acct.	Sub Acct.	GASB Code	Amount	Tax Amt.	Notes
430605 Interest	415000 INVESTMENT INCOME	0 - N...	\$10.31	\$0.00	interest

Receipt List

Search Receipt # for 9170 Search Close

Click on the field header to sort by that field

Page | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 First Previous Next Last 8

Date	Receipt #	Individual	Amount	Tax Amt.	Notes
12/05/2019	9152	ROXANNE JAECKS			
12/05/2019	9153	MELISSA JAECKS			
12/06/2019	9154	ERICA PHOTIADAS			
12/06/2019	9155	ROXANNE JAECKS			
12/06/2019	9156	MELISSA JAECKS			
12/09/2019	9156	DONNA SCHMIDT			
12/09/2019	9157	LIZ OLSEN			
12/09/2019	9158	MELISSA JAECKS			
12/11/2019	9159	DONNA SCHMIDT			
12/11/2019	9160	MELISSA JAECKS	\$146.00		992
12/11/2019	9161	LAURA WILLIAMS	\$2,980.00		992
12/16/2019	9162	DONNA 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

CLICK: DROP DOWN IN SEARCH WINDOW
CLICK: RECEIPT #
ENTER: RECEIPT NUMBER IN "FOR" WINDOW
CLICK: SEARCH
CLICK: RECEIPT NUMBER TO BE EDITED

Receipts

Changes will not be saved until you click:

FIRST PREV 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 Account: 991 - Cash on Hand Printed: No Posted From:
Rcvd From: SCHMIDTD Vendor Name: DONNA SCHMIDT Void Date:
Individual: DONNA SCHMIDT

CLICK: EDIT
CLICK: THE GREEN PENCIL

Add Line Item Receipt Total: \$60.00

Options	Acct.	Sub Acct.	Amount	Tax Amt.	Notes
 	130 YEARBOOK	0 No SubAccount	\$60.00	\$0.00	YEARBOOK SALES

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 #: 9170 Date: 05/31/2020 GL Account:
Rcvd From: SCHMIDTD Vendor Name: DONNA SCHMIDT
Individual: DONNA SCHMIDT

CLICK: SUB ACCOUNT
CLICK: ON APPROPRIATE SUB ACCOUNT FOR RECEIPT
CLICK: SAVE; ON THE LINE
CLICK: SAVE; AT THE TOP

Add Line Item Receipt Total: \$0.00

Options	Acct.	Sub Acct.	Amount	Tax Amt.	Notes	Pay
 	130 - YEARBOOK	417010 - FEES-ACTIVITI...	\$60.00	\$0.00	YEARBOOK SALES	C