Budgetary Instruction Manual

File Maintenance

Detail

A chart of accounts may be built using this menu option. The account number is based on the Mississippi Municipal Audit Guide. Therefore it will be a 9-digit number.

Account Number: Enter the desired account number without dashes. The system will enter the dashes automatically.

- First 3 digits will represent the fund.
- Second group of 3 digits will represent the department. This will only be used for expenses.
- Third group of 3 digits will represent the type of account. Such as bank account, property taxes, or supplies.

Description: Enter the name desired for the account.

Account Type: Choose Asset, Liability, Capital, Revenue or Expense from the drop down menu.

Record Type: Choose Account, Header or Total from the drop down menu.

- <u>Account</u> is what will be used on a daily basis to post against.
- <u>Header</u> is used by the system to place breaks where needed on reports.
- <u>Total</u> is used by the system to give totals where needed on reports.

Level: Levels allow the operator to break totals into different groups. Choose from numbers 1 – 5, one being the smallest group and 5 being the largest group. Smaller numbers add into larger numbers. Contact BBI for more information on this feature.

*****Adding more header and total accounts, along with more levels, allows the user to control the way the reports print.**

Avail Bal: Shows the available balance on a balance sheet account through the last month that was closed.

Budget: Displays the current year's total budget for that account.

Rev to Date: Displays the amount that has been posted against the budget for that account through the last month that was closed.

Exp to Date: Displays the amount that has been posted against the budget for that account through the last month that was closed.

Inactive: A check mark in this box can allow the system to leave the account off of selected reports.

Amended Approval Date: User may enter the date of board approval for amendment.

Bank No: User defined number is assigned to each different bank that is used by the city. Ex. 1=Trustmark, 2=Bancorp South

Bank Type: Choose checking or investment.

Summary Account: Budgeted items may be summarized according to the Municipal Audit Guide in order to give the mayor and board a shorter, more concise budget report. A summary account must be set up in the summary chart of accounts and associated with a detail account in order to get a good summary report each month. If the budget is adopted in summary form, using summary accounts will allow a monthly view of budgeted items in the adopted format.

Gasb 34: These options will allow the user to set up parameters by which a year end statement of net assets and activity may be printed.

Summary

A summary chart of accounts would be set up through this option. The standard summary is based on the Municipal Audit Guide; however, more summarization can be done if desired. Each summary account set up would be associated with the appropriate detail account in order to provide the information required for any summary report.

Fund-Dept-Obj: Enter the summary account number 3 digits at a time. Once all 9 digits have been entered, press enter. If the account is not on file a prompt will be displayed to add as a new account. If the number is already on file, it will be displayed.

Description: Enter the description of the summary account.

Acct Type: Choose Revenue or Expenditure.

Record Type: Choose Account, Header, or Total.

Total Level: If record type is Total, enter a level # 1-5.

Line Feed: This option allows the user to control the number of spaces between each line of print. If the report is hard to read because the lines are too close together, simply change the line feed to increase the number of lines between chosen items.

Vendor

In order to add a new vendor, press tab upon entering the screen and a prompt will ask if adding a vendor. Choose 'Yes" and a vendor number will be automatically assigned. Continue filling in the rest of the information requested before saving the screen.

Name: Enter the name of the vendor in the manner in which it needs to print on a check.

Address: 3 lines of address are provided. Line 1 should be used for DBA or other miscellaneous information. Lines 2 and 3 should be street address or P. O. Box and city, state, zip.

Contact: The name of the person to contact when trying to reach this vendor.

E-mail: E-mail address for the vendor.

Telephone: Phone number including area code. There is no need to enter dashes. The system will enter them in the necessary places.

Fax: Vendor's fax number.

Open Date: The date the vendor was first used may be entered if desired.

Bud Acct: One general ledger account number may be entered that will be used every time this vendor number is entered into transaction entry screens. This is an optional field.

Note: Any note needed to keep on file for the vendor.

Receive 1099: Check mark this box if this vendor will receive a 1099 from the city or company. This box may be checked at any time during the year prior to building and printing 1099 forms.

Tax ID: A tax ID number or a social security number must be entered if a 1099 will be issued.

Acct No: The city or company account number with this vendor may be stored in this field.

Last Payment Activity: The software will automatically display this information as checks are written to this vendor.

Fund

Every fund used in the chart of accounts must have a fund table in order for the software to function properly and make appropriate entries. Enter the fund number (first three digits of the account numbers) and press tab. A prompt will display to add the new fund. Choose 'Yes'.

Bank: Enter the main bank account for the fund.

A/P Acct: Enter the accounts payable account for the fund.

A/P Due To: Enter the Due to A/P account for the fund.

P/R Due To: Enter the Due to P/R account for the fund.

Ret Earn: Enter Current Fund Balance account for the fund.

Close Acct: Enter the Fund Balance account for the fund.

A fund table must be set up for every fund. Contact BBI for additional help.

Budgetary Control

Fields in this menu option are generally set by BBI upon installing the software. Rarely will any manual changes be necessary. This is very important information used by the BBI programs and if altered in any way without assistance from a software support technician could result in errors with the accounting system.

Budget Year: The fiscal year end will be listed here. Upon closing out any fiscal year this will be incremented to the next year end date.

City: Name and address of city or company is stored in this field.

Fed ID: The Federal ID # for the city or company is stored here. It will be printed on the 1099 forms.

Begin Month: The calendar month for the beginning of the fiscal year will remain here at all times.

Current Month: As work is done throughout the fiscal year, months will be balanced and closed. When this is done, the current month will increase to the next number. It starts at zero in October and increases from there. It is important not to change this field manually because it could cause problems with the monthly processing.

A/P Acct: Each fund has a designated accounts payable account that ends in the same 3 digits in all funds. This allows the system to make certain entries as daily transactions are being processed.

A/P Due From: The clearing fund will have an account set up to accommodate the transfer of funds to cover accounts payable checks when printed.

Bank Acct: The clearing fund bank account number is listed in this field.

Archive Dir/Report Viewer/Viewer DSN: These fields will be set up by BBI in order to allow the user to have access to print preview and archiving on select reports.

Req No: BBI offers a separate software package called Requisitions. This field allows the software to increment requisition numbers automatically.

Pur Order No: Increments purchase order numbers for PO's assigned through the budgetary system.

Docket No: Increments docket or claim number each time a docket is created.

Vendor No: As vendors are added, the system assigns a number to each one. The next number is stored here and increments as needed.

Deposit No: Each time a deposit is posted through Cash Receipts or through any program that is interfaced with Budgetary, a number is assigned. This allows the user to see and reconcile deposits through the reconciliation program.

Batch No: A batch number is assigned to everything that is posted or interfaces into the budgetary system. The next number is stored in this field.

Debit Tran No: Increments numbers to any debit card transactions as they are entered.

Assorted check boxes: These check box fields are designed to allow the user options of certain features without needing special program changes.

Bank Transaction File Maintenance

The purpose of this maintenance option is to allow the user to add or change items that have been posted to the bank transaction file through normal daily transactions. All checks, deposits and debit card entries are stored in this file until they are reconciled through the monthly reconciliation screen.

The "type" is to distinguish between A/P check, Office check, Payroll check, Direct Deposit, Refund check, Deposit, or Debit Card entry.

The status only changes if a check is voided. At that time, there would be a "V" in the field.

Department File Maintenance

This menu option is used for the Requisition module but also may be utilized in the purchase order program. This is optional.

Dept No: Enter the header account for the department desired. Ex. 001-040-000 might designate General Admin Dept or 001-100-000 might designate Police Dept. The name of the department will pop up into the second field if the header is correct.

Name and Address/Phone: Enter the information that pertains to that department. Ex. Anywhere City Hall and their address/phone or Anywhere Police Department and their address/phone. This information will print on any purchase order when that select department is chosen when entering the PO.

The rest of the information on this screen deals with requisitions and is not necessary otherwise.

Account Transfer

This option is designed to transfer a general ledger account from one number to another. Always be cautious, however, if changing account types when transferring. This could cause out of balance conditions if done improperly.

Transfer From: Enter the nine digit account number where the account **currently** exists. Press tab.

Transfer To: Enter the nine digit account number where the account **needs** to exist. Press tab.

Use the mouse to click on the "save" option in the top left corner of the screen. This will transfer the account and all transactions that have already been posted against it.

Clear Vendor Docket Numbers

If a docket has been created in error or if a mistake is found before printing checks, the docket can be reset and created again. In order to re-create, get the original docket and find the first docket/claim number that printed on the very first page. This could be the Docket of Paid Claims if there were office checks entered. Enter that first docket number in the field on this screen and press save with the mouse. This will clear the docket numbers off of the claims and allow the user to return to Docket Processing and begin again after making any additions or corrections to the data.

Transaction Entry

Purchase Order

Upon entering the Purchase Order Entry screen, press tab and a P O # will be assigned. This number is computer generated.

The date of the purchase order should be entered and the status will automatically be "Open".

Once on the vendor field, press tab or enter and a vendor search box will be displayed. Begin typing the first letters of the vendor name and the search box will be re-directed to that portion of the file. Choose the desired vendor by a double click with the mouse and the name and address of that vendor will be displayed on the screen.

When the vendor needed is not already in the system it can be added at this time by clicking the Add button on the vendor search screen. The Vendor Maintenance screen will appear for the new vendor to be entered. Follow previous instructions for adding a new vendor. Once the vendor information has been saved, exit the Vendor Maintenance screen to resume searching for the desired vendor. The new vendor added will now be in the search. Choose the vendor as described above and resume P O entry.

If Department Maintenance has been set up, the department may be chosen that will be receiving the items purchased. This will display the address, e-mail information and department head.

There are several check box options that may be utilized if desired, but will not cause a problem if skipped. These are user's choice.

Once in the grid at the bottom of the screen, the system will assign an item number as you process through each line. Enter the following items to complete the P O entry:

- *Quantity* – number of items to be purchased.
- *Unit* – Ea for each, Dz for dozen, etc.
- *Description* – the description of the item being requested.
- *Tag* – Does this item require a fixed asset tag? (Y/N)
- *Unit Price* – the cost of each item individually.
- *Amount* – the amount will be calculated based on quantity and unit price.
- *Account Number* – General Ledger account number budgeted to pay for this item. A list of available account numbers will be displayed by pressing the 'F5' key.
- *Avail Budget* – Available budget for the selected general ledger account number will be displayed.

Upon completion of the first line, press tab or enter and item # 2 will be started on the second line. Complete each line as needed for the requested items on the purchase order.

After entering everything, click "Update" in the bottom right hand corner or click the "Update Symbol" in the top left hand corner.

This completes the process of entering a purchase order.

There is a search purchase orders by PO# and a search purchase orders by vendor option in the top left hand corner as well.

The tool bar button that resembles a monitor allows the user to access general ledger account inquiry.

In order to cancel a PO, simply call the PO # up on this screen and change the status to "Cancelled" and click save.

Print Purchase Orders

Purchase orders may be printed in several different ways. To print all PO's that have not yet been printed, simply click the printer button without entering a PO #. Multiple copies of each can be printed by the system if desired. Entering a select PO # will allow just that PO to be printed.

Invoice Purchase Orders

Enter the correct control date to expense the invoice against the proper month's budget. Typically if the invoice date is December, then the Control Date will be 12/31/2009. As long as the month and year are correct the day can vary. Accuracy is important.

Enter the board date for which these items will be approved for payment. Accuracy is important.

Upon entering the PO #, the information already entered under PO entry will automatically display on the screen. Add the invoice # and date then make any necessary changes to add shipping, etc. If all items on the purchase order were received click "Receive Remaining Items" and the quantity received field will be changed to reflect the information. If only some items were received, use the mouse to manually mark which ones and how many. The invoice amount will calculate based on quantity received. Once all items have been entered, click update. The screen will clear and allow another invoice to be entered.

After a batch of invoices is finished, click the printer button and print a purchase journal. A box will appear on the screen that asks if you received your report and if you want to update Y/N. **First**, check the journal to be sure everything has been entered accurately. If all is correct, click 'Yes' and update batch. Then, exit the screen.

If all is not correct, click 'No' and revert back to the invoice screen. More entries may be done to add to the file and any entries in that batch may be taken out or changed. Click on the magnifying glass tool bar option to view a list of invoices in the batch. Double click on any one of them in order to delete or change. Once the entry is selected, click the red circle with a 'C' on the tool bar and a prompt will ask you to cancel the invoice. When the changes or additions are complete, click and print the purchase journal again. Verify report **before** clicking 'Yes' to update. The Purchase Journal should be kept.

Upon exiting the invoice entry screen, there will be a prompt to "***Close Invoiced PO's***". This step must be done each time a batch is completed in order to properly code the status of each purchase order. Purchase orders that are complete will be sent to a history file and marked as invoiced. Any purchase orders with backorders will be split. The portion of the PO that has been invoiced will be moved to history and marked as "invoiced" and the portion of the PO that has not been invoiced will be moved back to open PO's and left as "open" until all items have been received.

Invoice (No Purchase Orders)

Enter the correct control date to expense the invoice against the proper month's budget. Typically if the invoice date is December, then the Control Date will be 12/31/2009. As long as the month and year are correct the day can vary. Accuracy is important.

Enter the board date for which these items will be approved for payment. Accuracy is important.

Once on the vendor field, press tab or enter and a vendor search box will be displayed. Begin typing the first letters of the vendor name and the search box will be re-directed to that portion of the file. Choose the desired vendor by a double click with the mouse and the name and address of that vendor will be displayed on the screen.

When the vendor needed is not already in the system it can be added at this time by clicking the Add button on the vendor search screen. The Vendor Maintenance screen will appear for the new vendor to be entered. Follow previous instructions for adding a new vendor. Once the vendor information has been saved, exit the Vendor Maintenance screen to resume searching for the desired vendor. The new vendor added will now be in the search. Choose the vendor as described above and resume Invoice entry.

Enter the invoice number. The invoice number can be alphabetical, numerical, symbols, or a mixture of all three.

Select the invoice date and then enter the total invoice amount.

A comment may be entered to reference items purchased on the invoice.

Once in the grid at the bottom of the screen, enter the General Ledger account number budgeted to pay for the item(s). A list of available account numbers will be displayed by pressing the 'F5' key. A specific comment can be entered in the description column for each expense account.

After total invoice amount is assigned a General Ledger account number, click Save to complete invoice.

When batch of invoices are finished, click the printer button and print a purchase journal. A box will appear on the screen that asks if you received your report and if you want to update Y/N.

First, check the journal to be sure everything has been entered accurately. If all is correct, click 'Yes' and update batch. Then exit the screen.

If all is not correct, click 'No' and revert back to the invoice screen. More entries may be done to add to the file and any entries in that batch may be taken out or changed.

To correct or remove an invoice, select the vendor and re-key the invoice number to be changed. A box will appear on the screen explaining this invoice is already on file, do you wish to reverse Y/N. Clicking Yes will reverse the invoice and allow you to re-key it correctly. Clicking No will simply revert back to the invoice entry screen for you to continue.

When the changes or additions are complete, click and print the purchase journal again. Verify report **before** clicking 'Yes' to update. The Purchase Journal should be kept.

Cash Receipts

Receipt No: Enter receipt number. This is a required field.

Control Date: Select the correct control date to affect the proper month's budget. Typically if a deposit was made March 7, 2009 the control date will be 03/31/2009. Accuracy is important.

Name: Enter name to explain where the receipt is from. Example: John Doe, General Fund, State Treasurer.

Date: Select the date of receipt.

Desc: A description can be entered to further define what the receipt was for. Example: Payroll Transfer, Baseball Registration, Building Permit.

Bank Acct: Enter the General Ledger account number that represents the bank account into which the receipt was deposited. Once you tab or enter off this field the bank account name will display in the gray box to the right.

Receipt Amt: Enter the total receipt amount.

Once in the grid at the bottom of the screen, enter the General Ledger account number budgeted to receive this receipt. A list of available account numbers will be displayed by pressing the 'F5' key.

After the total receipt amount has been disbursed, click Save in the top left corner. Another receipt can now be entered or if all receipts have been entered click the printer icon to print the receipts journal. A box will appear on the screen that asks if you received your report and if you want to update Y/N.

First, check the journal to be sure everything has been entered accurately. If all is correct, click 'Yes' and update batch. Then exit the screen.

If all is not correct, click 'No' and revert back to the receipt screen. More entries may be done to add to the file and any entries in that batch may be taken out or changed.

To correct or remove a receipt, click Search in the top left corner and then click Entries. A box will appear showing receipts that have not been updated. Select the receipt to be corrected by double-clicking. With the receipt on the screen, click the Delete button. A prompt will appear asking "Are you sure you want to delete? Y/N". Click 'Yes' to delete the receipt. If needed, the receipt can be re-entered correctly and saved.

When the changes or additions are complete, click and print the receipts journal again. Verify report **before** clicking 'Yes' to update. The Cash Receipts Journal should be kept.

Office Checks

Bank: Enter the General Ledger account number that represents from which bank account the check was written from. Once you tab or enter off this field the bank account name will display in the box to the right. Checks are entered one bank account at a time, thus the General Ledger account number will become gray until the Office Checks Journal is updated.

Control Date: Select the correct control date to affect the proper month's budget. Typically if a check was written June 3, 2009 the control date will be 06/30/2009. Accuracy is important.

Board Date: Select the board date for which these items will be listed on the docket. A valid future board date should always be used.

Check No: Enter the check number.

Check Date: Select the check date.

Check Amt: Enter the check amount.

Vendor: When on the vendor field, press tab or enter and a vendor search box will be displayed. Begin typing the first letters of the vendor name and the search box will be re-directed to that portion of the file. Choose the desired vendor by a double click with the mouse and the name of that vendor will be displayed on the screen.

If the vendor needed is not already in the system it can be added at this time by clicking the Add button on the vendor search screen. The Vendor Maintenance screen will appear for the new vendor to be entered. Follow previous instructions for adding a new vendor. Once the vendor information has been saved, exit the Vendor Maintenance screen to resume searching for the desired vendor. The new vendor added will now be in the search. Choose the vendor as described above and resume Office Check entry.

Inv No: Enter the invoice number. The invoice number can be alphabetical, numerical, symbols, or a mixture of all three. If there is no invoice use the check number as the invoice number.

Inv Date: Select the invoice date. If there is no invoice use the check date instead.

Invoice Amt: Enter the total invoice amount. If there is no invoice use the check amount.

Comment: A comment may be entered to reference items purchased with this check.

Once in the grid at the bottom of the screen, enter the General Ledger account number budgeted to pay for the item(s). A list of available account numbers will be displayed by pressing the 'F5' key. A specific comment can be entered in the description column for each expense account.

After total check amount is assigned a General Ledger account number, click Save to complete office check.

If the "Print Office Check" feature is enabled a message will appear asking "Print A/P check? Y/N". Clicking 'Yes' will display a print screen so a printer can be selected. Choosing 'No' will close the message box and return the screen to Office Check entry.

Another office check can now be entered or if all checks for this bank account have been entered, click the printer icon to print an office checks journal. A box will appear on the screen that asks if you received your report and if you want to update Y/N.

First, check the journal to be sure everything has been entered accurately. If all is correct, click 'Yes' and update batch. Then exit the screen.

If all is not correct, click 'No' and revert back to the office checks screen. More entries may be done to add to the file and any entries in that batch may be taken out or changed.

To correct or remove a check, click Search in the top left corner and then click Transaction. A box will appear showing checks that have not been updated. Select the check to be corrected by double-clicking. With the check on the screen, click the Delete button. A prompt will appear asking "Are you sure you want to delete? Y/N". Click 'Yes' to delete the check. If needed, the check can be re-entered correctly and saved.

When the changes or additions are complete, click and print the office checks journal again. Verify report **before** clicking 'Yes' to update. The Office Checks Journal should be kept.

Void Check

Bank: Enter the General Ledger account number that represents the bank account from which the check was written. Once you tab or enter off this field the bank account name will display in the gray box to the right.

Type: Select from the list what type of check is being voided.

Control Date: Select the current control date. Typically this is the last day of the current month. Accuracy is important.

Board Date: Select the upcoming board date.

Check No: Enter the check number to be voided.

Once you tab or enter off the check number the check date, check amount and vendor name will appear automatically. Verify the information and then click Save.

Another check can be entered or if all checks to be voided have been entered, click the printer icon to print a void checks journal. A box will appear on the screen that asks if you received your report and if you want to update Y/N.

First, check the journal to be sure everything has been entered accurately. If all is correct, click 'Yes' and update batch. Then exit the screen.

If all is not correct, click 'No' and revert back to the void checks screen. More entries may be done to add to the file and any entries in that batch may be taken out. Contact BBI to remove a check listed that should not be voided.

When the changes or additions are complete, click and print the void checks journal again. Verify report **before** clicking 'Yes' to update. The Void Office Check Journal should be kept.

Single Journal Entry

Journal: Select from the list a journal to post entries into. Every effort should be made to post any journal entries into the proper journal according to the item being entered. Select the 'General Journal' when uncertain which journal should be used or for all journal entries.

Control Date: Select the control date according to which month should be affected. Accuracy is important.

JE No: Enter a journal entry number. This is a required field and user defined.

Date: Select the date for reference to the journal entry.

Desc: Enter a description to define the journal entry. Being specific and using check numbers or deposit dates as reference proves to be helpful.

Acct: Enter the General Ledger account number to be posted against. Once you tab or enter off this field the account name will display in the gray box.

Amount: Enter the amount to be posted. If posting a credit (-) amount, make sure to enter the minus symbol.

Once all information is entered on the screen click Save to finish the journal entry. **The cursor will return to JE No but the screen will not clear.** This allows a balancing entry to be made without having to re-enter the entire screen of information.

After all entries have been saved, click the printer icon to print a journal entry audit report. A box will appear on the screen that asks if you received your report and if you want to update Y/N.

First, check the journal to be sure everything has been entered accurately. If all is correct, click 'Yes' and update batch. Then exit the screen.

If all is not correct, click 'No' and revert back to the journal entry screen. More entries may be done to add to the file and any entries in that batch may be taken out or changed.

To correct or remove an entry, click Search in the top left corner and then click Entries. A box will appear showing all entries that have not been updated. Select the entry to be corrected by double-clicking. With the journal entry on the screen, click the Delete button. A prompt will appear asking "Are you sure you want to delete? Y/N". Click 'Yes' to delete the journal entry. If needed, the journal entry can be re-entered correctly and saved.

When the changes or additions are complete, click and print the journal entry audit report again. Verify report **before** clicking 'Yes' to update. The Journal Entry Audit Report should be kept.

At any time while in this screen the Balance button can be clicked. The system will add up all saved entries and if all entries add up to zero nothing will happen. If all entries do not balance to zero a box will appear stating "Out of balance. List? Y/N". Clicking 'Yes' will open a search screen to view entries. Note: This option only checks for balancing entries. It does <u>not</u> check for entries that cross funds.

Journal Entry

JE No: Enter a journal entry number. This is a required field and user defined.

Control Date: Select the control date according to which month should be affected. Accuracy is important.

Desc: Enter a description to define the journal entry. Being specific and using check numbers or deposit dates as reference proves to be helpful.

Date: Select the date for reference to the journal entry.

Debit Acct: Enter the General Ledger account number that should receive a debit (+) entry. Once you tab or enter off this field the account name will display in the gray box to the right.

Debit Amt: Enter the amount to be posted.

Once in the grid at the bottom of the screen, enter the General Ledger account number(s) that should receive a credit (-) entry. A list of available account numbers will be displayed by pressing the 'F5' key. **It is not necessary to enter the minus symbol in the grid. The system will automatically make these credit (-) entries.**

Once all information is entered on the screen, click Save to finish the journal entry.

After all entries have been saved, click the printer icon to print a journal entry report. A box will appear on the screen that asks if you received your report and if you want to update Y/N.

First, check the journal to be sure everything has been entered accurately. If all is correct, click 'Yes' and update batch. Then exit the screen.

If all is not correct, click 'No' and revert back to the journal entry screen. More entries may be done to add to the file and any entries in that batch may be taken out or changed.

To correct or remove an entry, click Search in the top left corner and then click Entries. A box will appear showing all entries that have not been updated. Select the entry to be corrected by double-clicking. With the journal entry on the screen, click the Delete button. A prompt will appear asking "Are you sure you want to delete? Y/N". Click 'Yes' to delete the journal entry. If needed, the journal entry can be re-entered correctly and saved.

When the changes or additions are complete, click and print the journal entry report again. Verify report **before** clicking 'Yes' to update. The Journal Entry Audit Report should be kept.

Debit Card Entry

Bank: Enter the General Ledger account number that represents the bank account from which the money is coming. Once you tab or enter off this field the bank account name will display in the gray box to the right.

Control Date: Select the control date to affect the proper month's budget. Typically if the transaction happened on November 22, 2010 the control date will be 11/30/2010. Accuracy is important.

Board Date: Select the board date for which these items will be listed on the docket. Accuracy is important.

Tran No: Tab or Enter past this field. The system will automatically assign a transaction number to each entry.

Tran Date: Select the date of the transaction.

Tran Amt: Enter the total amount of the transaction.

Vendor: When on the vendor field, press tab or enter and a vendor search box will be displayed. Begin typing the first letters of the vendor name and the search box will be re-directed to that portion of the file. Choose the desired vendor by a double click with the mouse and the name of that vendor will be displayed on the screen.

When the vendor needed is not already in the system it can be added at this time by clicking the Add button on the vendor search screen. The Vendor Maintenance screen will appear for the new vendor to be entered. Follow previous instructions for adding a new vendor. Once the vendor information has been saved, exit the Vendor Maintenance screen to resume searching for the desired vendor. The new vendor added will now be in the search. Choose the vendor as described above and resume Debit Card entry.

Comment: A comment may be entered to further define the transaction.

Once in the grid at the bottom of the screen, enter the General Ledger account number budgeted to pay for the item(s). A list of available account numbers will be displayed by pressing the 'F5' key.

After total transaction amount is assigned a General Ledger account number, click Save to complete the transaction.

Another transaction can now be entered or if all transactions for this bank account have been entered click the printer icon to print a debit card transaction journal. A box will appear on the screen that asks if you received your report and if you want to update Y/N.

First, check the journal to be sure everything has been entered accurately. If all is correct, click 'Yes' and update batch. Then exit the screen.

If all is not correct, click 'No' and revert back to the debit card entry screen. More entries may be done to add to the file and any entries in that batch may be taken out or changed.

To correct or remove a transaction, click the Search icon in the top left corner. A box will appear showing transactions that have not been updated. Select the transaction to be corrected by double-clicking. With the transaction on the screen, click the Delete button. A prompt will appear asking "Are you sure you want to delete? Y/N". Click 'Yes' to delete the transaction. If needed, the transaction can be re-entered correctly and saved.

When the changes or additions are complete, click and print the debit card transaction journal again. Verify report before clicking 'Yes' to update. The Debit Card Transaction Journal should be kept.

Claims Docket

Cash Requirements

Select an order in which to print the report and then click the printer icon. This report is used to verify items entered prior to creating a docket. Verify that all items for payment are listed and accurate.

- *Cash Requirements* – alphabetical by vendor.
- *Departmental Cash Requirements* – numerical by General Ledger account number.

Create Docket

Select the board date for which to create a docket and then click Save. The docket should be created only once per board date unless Clear Vendor Docket Numbers has been processed to reset the docket number.

Print Claims Docket

Enter the number of copies to be printed and then click the printer icon.

Departmental Claims Docket

This report is optional. Enter the number of copies to be printed and then click the printer icon.

Checkwriting

Pre-Check Audit

Select the board date from which to print accounts payables from and then click the printer icon. If printing for more than one docket, leave date field unchecked and then click the printer icon. Total should be checked against the Docket of Unpaid Claims.

Print Checks

Enter a starting check number and select the check date to be printed on the checks. Click the printer icon when checks are in the printer and ready to go.

If for any reason the checks are damaged during the print, out of sequence or the date was incorrect, the checks can be reprinted. Simply repeat the step until the checks have been printed properly. Only the last set of check numbers printed will be kept in the software.

Print Check Register

Click the printer icon to print. After the report is printed a message will appear asking "Update Check File? Y/N".

First, compare the register to the checks printed by verifying the first and last check numbers. If the first and last checks numbers are the same, click 'Yes' to update check file. Then exit the screen.

If the check numbers are not the same on the register as on the checks, click 'No' and revert back to print checks. The checks can be reprinted on paper to ensure the correct set of check numbers are captured by the software.

Print Vendor Check Listing

This report is optional but often used as a check stub for city's copy when printing laser checks. Click the printer icon to print.

Distribution/Update

Click the printer icon to print. A box will appear on the screen that asks if you received your report and if you want to update Y/N. Check the journal to be sure everything has been entered accurately and the General Ledger distribution balances to zero. If all is correct and balanced, click 'Yes' to update. Then exit the screen.

This report must be printed and updated to finish the check writing process. No check from the docket can be voided until this step is completed.

Budgeting

-Budget Amendments-

Print Worksheet

This report lists the current budget and provides space for writing the proposed budget amendments. Click the printer icon to print.

Amendment Entry

Enter the General Ledger account number to be amended. Once you tab or enter off this field the account name will display in the gray box and the current budget will appear.

Enter the amount to be amended in the Amendment field. Remember, if lessening the current amount to type the minus symbol.

The amended budget will automatically display after the amendment amount has been entered.

Once amendment amount is correct on the screen, click Save. Another amendment can be entered at this time.

Print Amendments

Click the printer icon to print and verify entries.

Apply Amendments

Click the save icon to complete the amendments. Once this step is done the current year budget has been changed.

Print Summary Budget

Click the printer icon to print. This should only be printed if the Summary Chart of accounts has been set up.

-New Budget-

Print Worksheet

This report lists the current budget and provides space for writing the proposed budget. Click the printer icon to print.

Build New Budget File

Click Save in the top left corner to build the new budget file. **This step must be done before the new budget can be entered.**

If new accounts are added while the proposed budget is being entered, build the budget file again to add the new accounts to the proposed budget. This will not lose any budget figures that have already been entered.

This process creates a file named Budget that can be manipulated through Excel or other spreadsheet software.

New Budget Entry

Enter a General Ledger account number to begin with. Once you tab or enter off this field the account name will display in the gray box and the current budget will appear.

Enter the new budget amount for this account. Do not enter minus symbols on revenue budgets.

After new budget amount is entered, click Save and the next General Ledger account will automatically display on the screen. Exiting the screen before entire budget is entered will not lose any data.

Print Line Item Budget

Enter a specific fund number or leave the field blank to print all funds. Then specify the number of copies to be printed. Select one of three report options before clicking the printer icon to print.

- *Print New Budget* - Lists only the new budget amounts.
- *Print Budget Comparison* - Lists current year budget along with new budget and shows the differences.
- *Projected/Proposed Budget* - By using the prior year's budget and actual amounts, lists a projected current year actual through the end of the fiscal year. Also lists the new budget.

Print Summary Budget

Enter a specific fund number or leave the field blank to print all funds. Then specify the number of copies to be printed.

If the Summary Chart of Accounts is not set up properly an error message will appear showing which account to address.

Inquiry/Reports

Account Inquiry

Enter an account number or use the Search option in the top left corner to select an account. Then, choose one of the three viewing options to display data.

Current: Displays all transactions made in or after the current budget month.

History: Displays all transactions made in prior budget months of the current fiscal year.

Both: Displays both Current and History transactions together.

Clicking the printer icon will print the information displayed on the screen.

Note the column titles with an asterisk (*). By clicking on one of these titles the data is sorted in ascending order. Click the same column title again to sort the data in descending order.

By double-clicking any entry listed a batch inquiry screen will appear. This will display all debit (+) and credit (-) entries from the selected batch. To print the batch, click Print at the bottom of the screen or click Close to return to Account Inquiry.

Vendor Inquiry

Enter a vendor's account number or use the Search option in the top left corner to select a vendor. Then choose one of the three viewing options to display data.

Current: Displays all invoices and office checks waiting to be docketed and moved to history. (Being moved to history occurs during the last update of the check writing process.)

History: Displays all invoices and office checks that have been moved to history through the check writing process.

Both: Displays all invoices and office checks for this vendor.

Note the column titles with an asterisk (*). By clicking on one of these titles the data is sorted in ascending order. Click the same column title again to sort the data in descending order.

By double-clicking any entry listed a batch inquiry screen will appear. This will display all General Ledger account numbers to which the invoice or office check was posted. Click Okay to return to Vendor Inquiry.

Detail Chart of Accounts

This report shows all General Ledger account numbers along with their types and total levels. Check whether to print for a select fund or all funds. When printing for a select fund, enter the fund number and the fund name will be displayed in the gray box. Click the printer icon to print.

Summary Chart of Accounts

This report shows all Summary account numbers along with their types and total levels. Click the printer icon to print.

Batch Inquiry/Report

Every transaction that affects the General Ledger is assigned a batch number. This screen allows you to view all entries within a batch and print a report of those entries.

Enter a batch number and then press tab or enter to display data. A report may be printed by clicking on the printer icon in the top left corner.

Vendor Listing

This is an alphabetical list of vendors within the system. Select a printing option and then click the printer icon to print.

- *Short List* - prints only the vendor account number and vendor name.
- *Master List* - prints the vendor account number, name, address, telephone number, and most all other information entered on the vendor maintenance screen. This can be a lengthy report.

Print Account History

This report prints transactions from months already closed in the current budget year. To print the history of a select fund or account number, enter the desired number and click the printer icon to print. To print all transactions from history leave the screen blank and click the printer icon.

The Month Ending field is used when only one month's history is needed. Select a date and only transactions with that control date will print.

**Before closing the fiscal year an entire account history is usually printed for the auditor or accountant. A second copy can be printed for the city or company's records. Using the preview option, this may be exported into an Excel file and sent to an auditor. This report should be archived for future reference.

Print Vendor History

This report prints office checks and invoices paid to a vendor. Enter a vendor account number or use the search vendor option at the top of the screen. If a vendor name is not selected the report will print for all vendors. Once the vendor is determined, select a date range to print using the "From Date" and "To Date" fields. Click the printer icon to print.

To print more defined information there are two features that can be used on this report. If the "Total Only (No Detail)" check box is marked, only the total amount of office checks and invoices paid to the vendor within the selected date range will print.

To use the "Include only if Total Paid at least" feature, enter an amount in the box provided. Only office checks and invoices, totaling more than the amount entered, will print on the report.

Print Paid Invoices

This report prints office checks and invoices over a specified dollar amount. It is often used to review fixed asset purchases. Enter an "Over Amount" and select a date range using the "From Date" and "To Date" fields. Click the printer icon to print.

Print Vendor Labels

- **Print Vendor Labels to Dot Matrix Printer**

This option will print continuous labels in numerical order by vendor number. To print for all vendors leave the screen blank and click the printer icon. Print a single label by entering a vendor account number before clicking the printer icon. Printing selectively can also be used to align the labels in the printer.

- **Print Vendor Labels to Laser Printer**

This option will print cut-sheet labels in numerical order by vendor number.

Select from three options to begin printing.

  - *Select Vendor - E*nter a vendor account number and then press tab or enter to display the vendor name. Using the "Label Row/Col" fields, specify which row and which column on the sheet of labels to print.
  - *All Vendors* - This option will print a label for all vendors.
  - *Print Test Page* - This option will print only one sheet of labels and is used to test the alignment of text against the label size.

Department Enc/Exp Report

This report is used to show the encumbered and expensed amounts in relation to the budget through the current date. To print for all departments leave the screen blank and click the printer icon. To print for select departments enter an expense account and press tab or enter. Once the account name is displayed on the screen, click the printer icon to print a report for the entire department.

YTD Check Register

This screen allows the viewing and printing of checks from one bank account at a time. Enter a General Ledger bank account number then press tab or enter to display the bank name. Select a date range using the "From Date" and "To Date" fields.

To print the check information, check mark a print sort order. Choose between Check Number Order or Check Date Order and click the printer icon.

To view the check information on the screen click the Display button. The status is only displayed if a check has been voided through the software; in which case, "Void" would appear in the field.

Note the column titles with an asterisk (*). By clicking on one of these titles the data is sorted in ascending order. Click the same column title again to sort the data in descending order.

Print Current Transactions

This report looks like a Detail Trial Balance but lists all transactions through the current date. It is not limited by the current budget month and should not be used to replace the monthly report.

To print for all accounts, leave the screen blank and click the printer icon. To print for a select fund or account number, enter the desired number and click the printer icon to print.

The Month Ending field is used to print only one month's activity. By selecting a date, only transactions with that control date will print.

Print Rev/Exp To Date Report

This report looks like a Monthly Revenue/Expenditure Report but lists all transactions through the current date. It is not limited by the current budget month and should not be used to replace the monthly report.

To print for all funds, leave the screen blank and click the printer icon. To print for a select fund, enter a fund number and click the printer icon to print.

Purchase Order Inquiry

This screen allows the user to view open purchase orders without the ability to change them. Enter an open purchase order number or use the PO Search icon to display information.

There is a search purchase orders by PO# and a search purchase orders by vendor option in the top left hand corner as well.

The tool bar button that resembles a monitor allows the user to access general ledger account inquiry.

Purchase Order Reports

This report prints a list of purchase orders according to selections made on the screen. Choosing Open PO Report will print purchase orders that are still open and waiting to be invoiced. The PO History Report option only prints purchase orders that have been invoiced or cancelled. Select a date range by using the "From Date" and "To Date" fields and then click the printer icon to print.

Open PO's By Department

This report prints a list of open purchase orders by department. A report of all open purchase orders can be printed by leaving the screen blank and clicking the printer icon. To print selectively, enter the first 6 digits of a department's expense account and click the printer icon to print. Example: 001040 might designate General Admin Department.

PO History Inquiry

This screen allows the user to view invoiced or cancelled PO's without the ability to change them. Enter a PO number or use the PO Search icon to display information.

There is a search purchase orders by PO# and a search purchase orders by vendor option in the top left hand corner as well.

The tool bar button that resembles a monitor allows the user to access general ledger account inquiry.

Monthly

Detail Trial Balance

The trial balance is the general ledger on the computer. It will give a detailed list of all transactions including beginning and ending balances for each account. It should be balanced by fund and reconciled against the bank statements before closing the month.

Report Date: The last day of the month currently open will be displayed in the Report Date field. The system will not allow a trial balance from a previously closed month to be printed, nor will it allow one from a future month to be printed. A trial balance may be printed as many times as needed until that month has been closed.

Fund: To print for a select fund, simply enter the desired fund number, press tab and click the printer button. To print a complete trial balance, leave the fund field empty and click the printer button.

Once the print screen is displayed, the user has the option to print, preview, or archive the report. The preview/archive options are explained further in the 'Things To Know' section at the beginning of this documentation. An Archive of this report should be done each month immediately prior to closing.

A complete trial balance must be printed in order to get correct information on the other monthly reports and also to close the month.

Summary Trial Balance

The summary trial balance only lists beginning and ending balances for each account along with total debits(+) and total credits(-).

Report Date: The last day of the month currently open will be displayed in the Report Date field. The system will not allow a summary trial balance from a previously closed month to be printed, nor will it allow one from a future month to be printed. A summary trial balance may be printed as many times as needed until that month has been closed.

Fund: To print for a select fund, simply enter the desired fund number, press tab and click the printer button. To print a complete summary trial balance, leave the fund field empty and click the printer button.

Monthly Journals

Printing journals will always be helpful in determining from where an out of balance condition is coming. If the trial balance has any balance errors, the monthly journals should be done next. This breaks your entries up into types of things making it easier to determine what is wrong.

Report Date: The last day of the month currently open will be displayed in the Report Date field. The system will not allow monthly journals from a previously closed month to be printed, nor will it allow one from a future month to be printed. Monthly journals may be printed as many times as needed until that month has been closed.

Fund: To print for a select fund, simply enter the desired fund number, press tab and click the printer button. To print complete monthly journals, leave the fund field empty.

Journal: Use the drop down arrow to choose a journal to print or choose "All Journals".

Click on the printer and the monthly journals will be printed. The options to preview or archive are available on this report. Always archive before closing the month.

Revenue/Expenditure Report

This report will be the monthly budget report. It gives a MTD, YTD and annual look at the budget.

Report Date: The last day of the month currently open will be displayed in the Report Date field. A trial balance must be printed prior to printing the revenue/expenditure report. The data will not change from the previous month's data until printing the trial. This report may be printed as many times as needed until that month has been closed.

Fund: To print for a select fund, simply enter the desired fund number, press tab and click the printer button. To print a complete revenue/expenditure, leave the fund field empty.

No. of Copies: Enter the number of copies desired.

Click on the printer and the revenue/expenditure report will be printed. The options to preview or archive are available on this report. Always archive before closing the month.

Summary Rev/Exp Report

In order to print this report, a summary chart of accounts must be built and associated with the proper detail accounts. This allows for a shorter, more concise budget report.

Report Date: The last day of the month currently open will be displayed in the Report Date field. A trial balance must be printed prior to printing the summary revenue/expenditure report. The data will not change from the previous month's data until printing the trial. This report may be printed as many times as needed until that month has been closed.

Fund: To print for a select fund, simply enter the desired fund number, press tab and click the printer button. To print a complete summary revenue/expenditure, leave the fund field empty.

No. of Copies: Enter the number of copies desired.

Click on the printer and the summary revenue/expenditure report will be printed. The options to preview or archive are available on this report. If using the summary option, always archive before closing the month.

If the summary chart of accounts in not set up properly, an error message will appear showing which account to address.

Balance Sheet

All the balance sheet accounts with their balances will print by fund on this report.

Report Date: The last day of the month currently open will be displayed in the Report Date field. A trial balance must be printed prior to printing the balance sheet report. The data will not change from the previous month's data until printing the trial. This report may be printed as many times as needed until that month has been closed.

Fund: To print for a select fund, simply enter the desired fund number, press tab and click the printer button. To print a complete balance sheet, leave the fund field empty.

No. of Copies: Enter the number of copies desired.

Click on the printer and the balance sheet report will be printed. The options to preview or archive are available on this report. Always archive before closing the month.

Bank Balance Report

This report will print a list of all coded bank accounts with beginning balances, total debits(+), total credits(-), and ending balances. See Detail Maintenance to determine how to code bank numbers and bank types. These are the codes that cause the accounts to print on this report.

Report Date: The last day of the month currently open will be displayed in the Report Date field. A trial balance must be printed prior to printing the bank balance report. The data will not change from the previous month's data until printing the trial. The balances on this report will be as of the end of the month for which the trial balance is printed not up to current day. This report may be printed as many times as needed until that month has been closed.

No. of Copies: Enter the number of copies desired.

Click on the printer and the bank balance report will be printed. The option to preview is available on this report.

Close Current Month

Period Ending Date: The last day of the month to be closed will display.

Before proceeding with close step:

1. Print Trial Balance and be sure all funds are in balance.
2. Balance bank statements and check against trial balance bank accounts.
3. Print final copy of Trial Balance and archive report.
4. Print and archive all other monthly reports.
5. Make sure everyone is completely out of Budgetary.
6. Verify month ending date and click 'save'.

The current month is now closed. The screen will return when the process is complete.

Bank Reconciliation

This screen offers many features.

Outstanding(O/S) Transactions List

The first is to print an O/S transaction list for all banks or a select bank. Transactions consist of checks and deposits. By leaving the **Bank:** field empty and clicking the printer button in the top left corner of the screen, all transactions will print in order of the general ledger bank account number. In order to print for only a select bank, simply enter the G/L account number for the desired bank and click print. The **Checks Thru Date:** represents the date through which the information will be printed.

Transaction Reconciliation

Compare the O/S transaction list with the appropriate bank statement to determine which checks or deposits have cleared.

Bank: Enter the general ledger bank account number for the account to be reconciled.

Balance Thru Date: The last day of the current open month will be displayed. This date cannot be altered.

Checks Thru Date: This date may be changed to accommodate checks entered past the last day of the current month.

Load Transactions: Once the dates have been set, click on or tab past the load button. This will load all checks and deposits that fit into the category chosen onto the screen.

Bank Balance: Enter the ending bank balance from the bank statement.

Current Ledger Balance: This amount will automatically be displayed based on the Balance Thru Date. The amount will be the same as the ending balance on that bank account as listed on the trial balance.

Less Fees and Interest, Dividends: These fields are both optional for use. Entering amounts here will **not** change the current ledger balance. This is only for viewing and balancing on the current screen. Entries would still be required to be done through journal entries or other options to actually change the general ledger balance on the bank account.

Items in left grid: These items are checks entered into the system through office checks, a/p checks, p/r checks, etc. The field labeled "Cleared" is blank when the information is first displayed. Any checks that appear on the bank statement need to be cleared from this file. There are two ways in which to clear them.

1. Using the mouse, double click in the field beside any check needing to be cleared. This will put an "X" in that field.
2. Using the "From" and "To" fields below the grid, enter check numbers in ranges to designate groups of checks that have cleared. After entering the check numbers, click on "Clear Range". This will mark all those checks at the same time with an "X".

Total Cleared and Not Cleared: These fields house the total amount of checks that have been marked (X) to clear and those that have not.

Items in right grid: These items are deposits entered into the system through cash receipts, water billing receipt interface, court receipt interface, etc. The field labeled "Cleared" is blank when the information is first displayed. Any deposits that appear on the bank statement need to be cleared from this file. There are two ways in which to clear them.

1. Using the mouse, double click in the field beside any deposit needing to be cleared. This will put an "X" in that field.
2. Using the "From" and "To" fields below the grid, enter deposit numbers from O/S transaction report in ranges to designate groups of deposits that have cleared. After entering the deposit numbers, click on "Clear Range". This will mark all those deposits at the same time with an "X".

Total Cleared and Not Cleared: These fields house the total amount of the deposits that have been marked (X) to clear and those that have not.

Reconciled Bank Balance: This field changes based on the Bank Balance entered and the items cleared by marking them with an "X". When all items have been marked this balance should equal the Current Ledger Balance displayed at the top right of the screen. Remember, this is the balance from the general ledger for that bank account. If these two fields balance, reconciliation of the bank statement has been achieved.

Finish: Click the finish button to be prompted to print a reconciliation report. Store this report with the bank statement.

Ready to Purge Cleared Transactions: This prompt will appear after printing the reconciliation report. Clicking "Yes" will purge the marked (X) items from the O/S file. **Exiting without purging will lose all marks and require the user to mark them again.**

Once purging has been done, click on the printer button in the top left corner of the screen to print updated O/S transaction lists for a select bank or for all banks at once. Store these with the appropriate bank statements.

Encumbrance/Expenditure Report

Choose a date and enter the number of copies desired. This report allows a look at expensed amounts versus open purchase orders or the encumbered amount for budgeted line items. A column for available budget after expenses and purchase orders is also listed.

Departmental Expenditure Report

Choose a date and enter the number of copies desired. If no "dept" is entered the report will include all departments. In order to print a select department, simply enter the header account for that department from the chart of accounts. For example, 001-100-000 might be police department or 400-650-000 might be water department.

Yearly

Year-End Net Assets Report

This optional report may be utilized to comply with GASB34 reporting.

Year-End Net Assets Detail

This optional report may be utilized to comply with GASB34 reporting.

Year-End Activity Statement

This optional report may be utilized to comply with GASB34 reporting.

Close Rev/Exp

This option will allow the user to close the current fiscal year. There are several things that must be done before running this step.

1. Using the New Budget Menu, enter the new budget. This may be done at any time in the process of adopting the budget but **must** be done before closing the year.

2. Complete and close the last month of the fiscal year in the same manner all other months were done. This step must be done before doing step 3 in order for all months to be on the next report.
3. Print and archive the Account History report for all accounts for the entire year. Print as many copies as needed. Check each fund for "Fund Balanced". If not balanced, stop and call BBI for assistance.
4. **Immediately before** closing rev/exp is done, a backup should be performed either by the user or by BBI. At this point, all users should be out of the BBI system.
5. **Immediately after** the backup, check to be sure a printer is available, choose the Close Rev/Exp option and click the printer icon in the top left corner of the screen. A print menu will be displayed. Choose a printer and click print. One page of entries will print and the system will continue to process until it has completed closing the fiscal year. When it is done the system will allow you to exit that screen. Be patient and let the system work. It will only take a few minutes for this step to process.

*****This is an important step that handles a lot of files internally. Do not use End Task to exit this program and keep all users out of the system until it is finished.**

Vendor 1099's

Year: Enter the year for which 1099's are to be processed.

Build 1099 File: Check mark this box if building the file. This must be done at the beginning of the process each year before 1099's can be printed. If changes are made in the vendor maintenance screen after building this file, please build again in order to pick up those changes. However, building again will lose any changes that have been made in the 1099 file itself from this screen.

Print 1099's: Check mark this box to print the file that has been built. This step should be done on plain paper first and checked for accuracy of information before using 1099 forms.

Acct: The vendor name and address can be displayed as well as the other information below. Any changes needed can be made on this screen. Keep in mind that changes made here do not affect the vendor maintenance. Consequently, if "Build 1099 file" is done again after changes to this screen, those changes will be lost.

Fed ID: The tax number for the vendor should display here before printing 1099 forms.

Paid YTD: This information will display after the build step is done.

Block 1 (Rent): If there is a vendor that needs to get a 1099 because of rent paid to them, simply enter the proper amount in this field.

Block 7 (Nonemp): All amounts paid to the vendor will show in this field unless moved by the operator to rent.

1099 Checklist

1. After printing Accounts Payable checks for the first board meeting in January, the vendor history file will be updated with all the manual checks that were written in December. In order for the 1099 file to be accurate, you must wait until this is done before beginning the process.

2. A good step to utilize before beginning is to print a Vendor History report for January 1 through December 31 of the appropriate year. This will allow you to check for accuracy everyone who fits the category of receiving a 1099. Check vendor maintenance for: a checkmark in the 1099 box, a tax ID# listed in the appropriate field, correct address.

3. When ready to begin simply go to the Yearly Menu in Budgetary and choose Vendor 1099's. Once on this screen enter the year (ex. 2010) then checkmark Build 1099 File. This will process for a couple of minutes and then come back to this screen.

4. At this time you may checkmark Print 1099's, click the printer button and print them to **paper**. Carefully check each 1099 to be sure they are accurate. If so, simply load your forms into the printer and print again. If not maintenance work may be done on this screen.

5. In order to do any maintenance to this file you may call up any vendor by entering their vendor account number in the appropriate field on the 1099 screen. Tabbing off of that field will bring up the rest of the information. Any information may be changed at this time. Use the save button in order to make the change permanent in the 1099 file. Continue to make changes as necessary until all are correct and then print again on paper. Once the paper copy is accurate load the forms and print.

Prior Year

Account Inquiry

Enter an account number or use the Search option in the top left corner to select an account. Then choose one of the three viewing options to display data.

Current: Displays all transactions made to prior year accounts after the fiscal year was closed.

History: Displays all transactions that were closed with the fiscal year.

Both: Displays both Current and History transactions together.

Clicking the printer icon will print the information displayed on the screen.

Note the column titles with an asterisk (*). By clicking on one of these titles the data is sorted in ascending order. Click the same column title again to sort the data in descending order.

By double-clicking any entry listed a batch inquiry screen will appear. This will display all debit (+) and credit (-) entries from the selected batch. To print the batch, click Print at the bottom of the screen or click Close to return to Account Inquiry.

Working Trial Balance

This report shows the ending balances of every account and provides space for adjusting entries and balances to be written. Select a date to be printed as the period ending date on the report. To print for a specific fund, enter the fund number and click the printer icon to print or leave the field blank to print all funds.

Journal Entries

All journal entries made to the prior year <u>do not</u> affect the current fiscal year balances. Separate adjusting entries must be made in the current fiscal year in order for any balances to change.

Journal: Select, from the list, a journal in which to post entries. The software does not post to the General Journal. Entries made to this journal will be journal entries only.

Control Date: Select the control date according to which month should be effected.

JE No: Enter a journal entry number. This is a required field and user defined.

Date: Select the date for reference to the journal entry.

Desc: Enter a description to define the journal entry. Being specific and using check numbers or deposit dates as reference proves to be helpful.

Acct: Enter the General Ledger account number to be posted against. Once you tab or enter off this field the account name will display in the gray box to the right.

Amount: Enter the amount to be posted. If posting a credit (-) amount, make sure to type the minus symbol.

Once all information is entered on the screen click Save to finish the journal entry. **The cursor will return to JE No but the screen will not clear.** This allows a balancing entry to be made without having to re-enter the entire screen of information.

After all entries have been saved, click the printer icon to print a journal entry audit report. A box will appear on the screen that asks if you received your report and if you want to update Y/N.

First, check the journal to be sure everything has been entered accurately. If all is correct, click 'Yes' and update batch. Then exit the screen.

If all is not correct, click 'No' and revert back to the journal entry screen. More entries may be done to add to the file and any entries in that batch may be taken out or changed.

To correct or remove an entry, click Search in the top left corner and then click Entries. A box will appear showing all entries that have not been updated. Select the entry to be corrected by double-clicking. With the journal entry on the screen, click the Delete button. A prompt will appear asking "Are you sure you want to delete? Y/N". Click 'Yes' to delete the journal entry. If needed, the journal entry can be re-entered correctly and saved.

When the changes or additions are complete, click and print the journal entry audit report again. Verify report **before** clicking 'Yes' to update. The Journal Entry Audit Report should be kept.

At any time while in this screen the Balance button can be clicked. The system will add up all saved entries and if all entries add up to zero nothing will happen. If all entries do not balance to zero a box will appear stating "Out of balance. List? Y/N". Clicking 'Yes' will open a search screen to view entries.

Trial Balance

The Trial Balance lists any entries made to the prior year and shows the adjusted ending balances. Select a date to be printed at the top of the report. To print for a specific fund, enter the fund number and click the printer icon to print or leave the field blank to print all funds.

Revenue/Expenditures

This report shows a YTD and MTD look at the budget. MTD totals consist of any entries made since the fiscal year was closed.

Report Date: Select a date to be printed at the top of the report.

Fund: To print for a select fund, simply enter the desired fund number, press tab and click the printer icon. To print a complete revenue/expenditure report, leave the fund field empty.

No. of Copies: Enter the number of copies desired.

Balance Sheet

All the balance sheet accounts with their balances will print by fund on this report.

Report Date: Select a date to be printed at the top of this report.

Fund: To print for a select fund, simply enter the desired fund number, press tab and click the printer button. To print a complete balance sheet, leave the fund field empty.

No. of Copies: Enter the number of copies desired.

Prior Year History

This report prints transactions from closed months of the prior fiscal year. To print the history of a select fund or account number, enter the desired number and click the printer icon to print. To print all transactions from history leave the screen blank and click the printer icon.

Detail Account Maintenance

Any accounts created in prior year <u>do not</u> get created in the current fiscal year. In order to utilize in current year, these accounts must also be created under Detail for the current chart of accounts. Refer to previous instructions under File Maintenance for this screen.

Build Auditor File

This process creates a file containing all account numbers, names and ending balances. The file name is "Auditor" and can be manipulated through Excel or other spreadsheet software. It may also be e-mailed, copied to CD or transferred to a flash drive and given to the auditor. Click the Save icon to create.

The End!!