CHAPTER 1  \hspace{1cm} \textit{General Ledger  \hspace{0.5cm} 1 }

\textbf{G/L Account Maintenance  \hspace{0.5cm} 1}
- Look-up/Edit/Delete \hspace{0.5cm} 1
- View Detail \hspace{0.5cm} 2
- View Monthly Balance/Activity Totals \hspace{0.5cm} 3
- Add \hspace{0.5cm} 3

\textbf{G/L Batch  \hspace{0.5cm} 4}
- Create New Batch \hspace{0.5cm} 5
- Batch Verification \hspace{0.5cm} 6
- Update Batch \hspace{0.5cm} 6
- Edit Standard or Recurring Batch \hspace{0.5cm} 6

\textbf{Create End Period Closing Entries  \hspace{0.5cm} 8}

\textbf{Reports  \hspace{0.5cm} 9}
- Chart of Accounts \hspace{0.5cm} 9
- Account Listing \hspace{0.5cm} 9
- Trial Balance \hspace{0.5cm} 10
- Financials \hspace{0.5cm} 11
- Custom Reporting Options: \hspace{0.5cm} 13
- G/L Control Headings Maintenance \hspace{0.5cm} 13
- G/L Class Maintenance \hspace{0.5cm} 14
- G/L Transaction Inquiry \hspace{0.5cm} 14
- Posting Reference \hspace{0.5cm} 15

\textbf{Bank Reconciliation  \hspace{0.5cm} 16}
- Bank Reconciliation (Step 5) \hspace{0.5cm} 16
  - Batch Entry \hspace{0.5cm} 17
  - Update \hspace{0.5cm} 18
- Bank Reconciliation Report (Step 6) \hspace{0.5cm} 18
- Bank Reconciliation Inquiry \hspace{0.5cm} 20

\textbf{Fund Maintenance/Listing  \hspace{0.5cm} 21}
- Fund Maintenance \hspace{0.5cm} 21
- Fund Listing \hspace{0.5cm} 21

CHAPTER 2  \hspace{1cm} \textit{Budget  \hspace{0.5cm} 1}

\textbf{Budget Account Maintenance  \hspace{0.5cm} 1}
- Look-up/Edit/Delete \hspace{0.5cm} 2
- View Detail \hspace{0.5cm} 3
- Add \hspace{0.5cm} 4
  - NJ Modified Accrual \hspace{0.5cm} 8
  - NJ Modified Accrual - Encumbrance Option \hspace{0.5cm} 9
  - GAAP \hspace{0.5cm} 10
  - Cash Basis \hspace{0.5cm} 11

\textbf{Agency Maintenance  \hspace{0.5cm} 12}

\textbf{Description Maintenances  \hspace{0.5cm} 12}

\textbf{Budget Batch (Budget Journal Entries)  \hspace{0.5cm} 13}
- Create New Batch \hspace{0.5cm} 14
- Batch Verification \hspace{0.5cm} 15
- Update Batch \hspace{0.5cm} 16
Edit Standard or Recurring Batch  16

Reports  17
   Budget Account Status  17
   Abbreviated Budget Account Status  18
   Summary Budget with Account Description  19
   Budget Year Analysis Report (N/A for NJ Municipal)  20
   Capital/Trust Account Status  21
   Capital/Trust Account Status/Transaction Audit Trail  22
   Grant Account Status  24
   Grant Account Status/Transaction Audit Trail  25
   Reserve Budget Account Status (NJ Municipal Only)  26
   Reserve Budget Account Status/Transaction Audit Trail (NJ Only)  27
   Budget Transaction Audit Trail  28
   Budget Account Status/Transaction Audit Trail  28
   Budget Transaction Inquiry  29
   Budget Accounts with a Negative Balance Listing  30
   Budget Cross Reference  31
   Budget Expenditure Summary by Month  31
   Budget Encumbrance/Expenditure Report (GAAP Only)  32
   Custom Budget Report  33
      Creating a New Report 33
      Saving a Customized Report 35
      Retrieving a Saved Report 35
   Monthly Transfer Report (School Boards Only)  36
   Statement of Revenue and Expenditures  36
      Custom Reporting Options: 38

Budget Preparation  39
   1.) Delete Budget/Revenue Prep File  39
   2.) Create Accounts  39
      Create Budget Accounts 39
      Create Revenue Accounts 40
   Editing the Budget/Revenue Preparation Accounts  41
      Budget 41
      Revenue 43
   Budget/Revenue Prep Worksheet  43
   Excel Import/Export Routine  44
      Export 45
      Import 46
   Verify Budget/Revenue Preparation Batches  46
      Budget 46
      Revenue 47
   Budget/Revenue Prep Posting Options  48
      Budget Prep Rollover 48
      Adopt/Amend Batch 49

Adopt/Amend Batch  49
   Create Batch  50
   Modify Batch  51
CHAPTER 3

Revenue 1

Revenue Account Maintenance 1
   Look-up/Edit/Delete 2
   View Detail 3
   Add 4
      NJ Modified Accrual / Cash Basis 6
      GAAP 9

Bank Maintenance 11
   View/Edit 12
   Add 12
   Bank Listing 12

Source Maintenance 12
   View/Edit 13
   Add 13
   Source Listing 13

Cash Receipts Batch 14
   Create New Batch (Standard or Recurring) 15
   Batch Verification 17
   Update Batch 17
   Edit Existing Batch (Standard or Recurring) 17
   Import Payroll Trust Deposits (Payroll Clients ONLY) 18

Revenue Batch 20
   Create New Batch 21
   Batch Verification 22
   Update Batch 22
   Edit Existing or Recurring Batch 23
   Import Tax Revenue - (NJ MCSJ Finance with MCS32 Collections Only) 24

Reports 25
   Revenue Account Status 25
   Abbreviated Revenue Account Status 26
   Revenue Summary by Month 26
   Transaction Audit Trail 27
   Revenue Transaction Inquiry 28
   Grant Account Status 29
   Revenue Cross Reference 30
   Custom Revenue Report 31
      Creating a New Report 31
      Saving a Customized Report 32
      Printing the Report 32
      Retrieving a Saved Report 33
## CHAPTER 4

### Purchase Orders

#### Entering Purchase Orders
- Purchase Order Maintenance
- Blanket Purchase Orders
  - Enter New Blanket P.O.
  - Enter Blanket Payments (Via PO Maintenance)
  - Increase or Reduce Blanket Control Balances
  - Closing Blanket Purchase Orders
- Contract Purchase Orders
  - Enter New Contract P.O.

#### View/Modify/Print Purchase Orders
- Edit General P.O. Information
- Change P.O. Status
  - Manually Change P.O. Status
  - Close Purchase Orders Routine
- Change Line Item Status
  - Change Status of Individual Line Item
  - Receive or Void All Line Items on a Purchase Order
  - Line Item Approval Update
- Edit Line Item Information
- Duplicate (PO Maintenance)
- Print
  - Print P.O. (Purchase Order Maintenance)
  - Print Range of P.O.’s
- Delete Purchase Order Line Items/Purchase Order
  - Delete Purchase Order
  - Delete Purchase Order Line Items
- Exclude Line Items from 1099 Totals
- P.O. File Attachments
- View P.O. Line Item Transaction Detail

#### Create Utility Refund Payments (MCSJ Utility users only)

#### Import Purchase Card Purchase Orders

#### Ship To Addresses
- Ship To Address Maintenance
- Ship To Address Listing

#### Bill To Addresses
- Bill To Address Maintenance
- Bill To Address Listing

#### Tracking Ids
- Tracking Id Maintenance
- Tracking Id Report

#### Purchase Order Reports
- Purchase Order Inquiry
- P.O. Listing
CHAPTER 5

Vendors 1

Vendor Maintenance 1
  Add New Vendor 1
  Commodity Codes 5
    Additional Addresses 5
  Look-up/Edit/Delete Vendors 6
  View Vendor Purchase Order Detail 7
  Vendor Attachments 8

Commodity Codes 9
  Commodity Code Maintenance 9
  Commodity Code Report 10

Vendor Reports 12
  Vendor Activity Report 12
  Vendor Listing 13

Vendor Labels 14

Printing/Generating 1099’s 15
  1099 Report Listing 16
  Vendor 1099 Magnetic Media 17
  Print 1099 Forms 18

Recalculate Vendor Paid YTD 19

CHAPTER 6

Contracts 1

Contract Maintenance 1
  Add New Contract 1
  Amend/Cancel Existing Contract 6
    Edit General Contract Information 6
    Amend/Cancel Contract Amounts 6
    Amend Budget Allocations 7
  View Contract Detail 9
    Contract Maintenance Detail 9
    Contract Allocation Maintenance Detail 10

Reports 10
  Contract Listing 10
  Contract Listing By Budget Account 11
  Contract Status 12

Certification of Funds 13

Supply Contract Maintenance 15
  Add New Contract 15

Supply Contract Activity Report 16
Supply Contract Listing 17
CHAPTER 7  Checks  1

Printing Computer Generated/Direct Deposit Checks  1
  Batch Verification  3
  Print Update/Checks  3

Generate Vendor Electronic Payments  8

Manual Checks  9
  Batch Verification  11
  Update Manual Checks  12

Computer Check Batch Entry  12

Void Check Routine  13

Check Reconciliation  15
  Auto Create Batch Method  16
  Manually Reconcile Checks  17
  “Unreconcile” Checks  17

Positive Pay Export Routine  18

Checking Account Maintenance  19
  Checking Account Listing  22

Check Register  22

Vendor Electronic Payment Report  24

CHAPTER 8  Requisitions  1

Entering Requisitions  1

Look-up/Edit/Delete/Print Requisition  10
  Edit General Information on Requisition  10
  Print Requisition  11
  Delete Requisition  11
  Edit / Delete Requisition Line Items  11

Duplicate Requisition  12

Requisition Attachments  14

Changing the Status of Requisitions  15
  Change Status in Requisition Maintenance  15
  Requisition Auto Approval  17

Create P.O. From Requisition  19

Requisition Reports  20
  Requisition Inquiry  20
  Requisition Listing  21
  Requisition Listing By User Id  23
  Requisition Comments Listing  23

Purge Requisition Routine  24

Import Requisitions from Ed Data Routine (School Board Only)  25

CHAPTER 9  Fixed Assets  1

Department Maintenance  1
Location Maintenance  2  
Fixed Asset Code Maintenance  2  
Fixed Asset Maintenance  3  
  Look-up/View Detail/Edit/Delete  4  
  Add  5  
  *Materials (Aggregate Fixed Assets Only)  6  
  *Labor/Equip (Aggregate Fixed Assets Only)  7  
Fixed Asset Listing  8  
Aggregate Fixed Asset Listing  9  
Fixed Asset Transaction Inquiry  10  
Fixed Asset Class Listing  11  
Fixed Asset Depreciation Routine  12  

**CHAPTER 10**  

*Escrow I*

Category Maintenance  1  
Developer Maintenance  2  
  View/Edit/Delete  2  
  Add  3  
Project Maintenance  4  
  Modify/Create Letter/Attachments  5  
  Add  5  
Project Batch  8  
  Create New Batch  8  
  Batch Verification  10  
  Update Batch  10  
  Edit Existing Batch  10  
Interest Distribution Options  11  
  Interest Distribution (NJ Municipal Clients Only)  12  
  *Interest Distribution Calculation 12  
Project Reports  13  
  Project Statements  13  
  Insufficient Balance Notices  14  
  Project Status  15  
  Project Transaction Audit Trail  15  
  Project Transaction Inquiry  16  
  Project Listing  17  
  Project Cross Reference  17  
Developer Reports and Labels  18  
  Developer Listing  18  
  Developer Labels  18  
1099-INT Processing  19  
  1099 Listing  19  
  1099 Magnetic Media  20  
  1099-INT Forms  22
CHAPTER 1

General Ledger

This chapter will cover the General Ledger module of the MCSJ Finance system. This module contains an organization’s balance sheet accounts and offers a wide range of reporting options. Journal entries can be entered and a Bank Reconciliation routine is available for reconciling G/L cash accounts. The following items will be discussed:

- Inquiry/Edit/Add G/L Accounts
- Journal Entries
- Reports
- Bank Reconciliation
- Fund Maintenance/Listing

Note: Due to the varying G/L account structures of E&A clients, account numbers shown as examples in this manual may differ from your organization’s accounts.

G/L Account Maintenance

Balance sheet accounts are added and modified in this maintenance. Balance and transaction inquiries may also be performed directly from this screen.

Select Finance>G/L>Account Maintenance. See Figure 1-1.

Look-up/Edit/Delete

Accounts may be retrieved using the Account and Desc (description) fields. Type in the full account number or description and press Enter or use the picklist in one of the fields to select an account.

The << and >> buttons on the toolbar may be used to move between accounts.
**G/L Account Maintenance**

**Edit** - To edit an account, click this button on the toolbar. All editable fields will appear in white. If an opening balance is changed, a posting date must be entered for the change. Click **Save** after making any changes.

**Delete** - To delete an account, click this button on the toolbar. Accounts with activity or an opening balance may not be deleted. A “Delete Password” must be entered.

*Note: Accounts with no activity and an opening balance may be deleted by changing the opening balance to zero and then deleting the account.*

![G/L Account Maintenance](image)

*Figure 1-1

*You may Tab, Enter, or Click between fields in this screen.*

**View Detail**

Transaction detail can be viewed for a particular account by clicking the **Detail** button on the toolbar.

A date range may be entered for the transactions. The General Ledger Detail Inquiry report will print to the screen. It may be printed by clicking **Print**.
View Monthly Balance/Activity Totals

Monthly balance or activity totals can be viewed on the screen by clicking the Balance and Activity buttons on the toolbar. The Account Maintenance screen will always default activity totals. Balance totals may be displayed by clicking on the Balance button. Click Activity to toggle back to the activity totals.

Add

Click Add. Enter a new account number. The screen will look similar to Figure 1-2.

**Figure 1-2**

*You may Tab, Enter, or Click between fields in this screen.*

**Desc** - Enter a description for the account.

**Account Type** - Select one of the following: Asset, Liability, Fund Balance, Revenue, Expense.

**Class Id** - This field is optional. Class Ids are used to group general ledger accounts into categories (e.g. Long-term liabilities) when running the Balance Sheet or Income Statement Financial reports. A Class Id filter selection is also available on the Trial Balance report.

*Note: Class Ids must be added in G/L Class Maintenance before they can be assigned to an account.*

**Opening Bal** - A debit or credit opening balance may be manually entered. This field will be calculated automatically for Asset, Liability and Fund Balance type accounts each year when the system is rolled.
Click **Save**. A posting date must be entered when adding an account.

---

**G/L Batch**

Journal entries posted through the G/L module are entered in the G/L Batch. As with most batches in the MCSJ Finance system, the G/L Batch consists of a 3 step process: Entry, Verification, and Update. This section will guide the user through the entire process. In addition to the G/L Batch, the Create End Period Closing Entries (N/A for School Boards) automated routine is available. This routine will automatically create a G/L Batch to close Revenue and Expense type accounts in the G/L to a designated Fund Balance type account.

The G/L Batch is used to enter debit/credit journal entries to G/L, Budget, and Revenue accounts. The batch is flexible in that it allows the user to post to accounts in different funds and use different dates. However, it also contains safe guards that will restrict users from posting unbalanced entries in total and/or by fund. Each batch entered must progress through a 3 step process: Entry, Verification, and Update. Accounts are not posted until the Update process has been completed.

The G/L Batch offers two types of batches: **Standard** and **Recurring**. Standard batches are one-time batches that will be entered as they are needed. Once a standard batch is updated, it will disappear from the Batch Id picklist. A Recurring batch is used when the same entries will be done multiple times in the future. The initial batch will be updated like a standard batch, but will remain on the system to be used again. When the time comes to make the same journal entries, the user will simply select the special recurring Batch Id and will have the option of changing journal entry amounts and dates. If needed, entries may also be added or deleted in the recurring batch.

Select **Finance>G/L>G/L Batch**.
**G/L Batch**

**Create New Batch**

Enter a unique **Batch Id**. Press Enter.

**Batch Date** - Enter a default date for the entries that will be created. Dates may be changed on individual entries within the batch.

**Type** - Select **Standard or Recurring**. The beginning of this section contains an explanation of standard and recurring batches.

With the **Batch Entry** button selected, click **Next**.

Click **Add**. See **Figure 1-4**.

![G/L Batch](image)

**Figure 1-4**

*You may Tab, Enter, or Click between fields in this screen.*

**Type** - The selection made in this field will determine the type of account that can be selected in the **Account No.** field. When the **Budget or Revenue** type is selected, the budget or revenue subsidiary ledgers will be updated at the same time the G/L is updated. The grid below illustrates how the system records transactions when subsidiary accounts are debited or credited using the G/L Batch.

**G/L Batch Entries to Budget/Revenue Accounts**

<table>
<thead>
<tr>
<th>Type</th>
<th>Debit</th>
<th>Credit</th>
<th>G/L Account Posted</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget</strong></td>
<td>Increases Expenditures</td>
<td>Decreases Expenditures</td>
<td>GAAP - Receive Db</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>NJ - Disburse Db or Encumber Db (if applicable)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cash Basis - Disburse Db</td>
</tr>
<tr>
<td><strong>Revenue</strong></td>
<td>Decreases Revenue</td>
<td>Increases Revenue</td>
<td>Accrual Basis Accts (GAAP only) - Accrued Rev Cr</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Accrual Basis Accts (Cash Basis/NJ) - Cash Receipt Cr</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cash Basis Accts (GAAP/Cash Basis/NJ) - Cash Receipt Cr</td>
</tr>
</tbody>
</table>

**Account No.** - Type in an account number or use <F3> to display the account picklist. Only accounts of the **Type** selected will appear.

**Debit / Credit** - Enter an amount in one of these fields.

**Description** - A description for the transaction may be entered. This description will automatically default to the next line in the batch, but may be changed at any time.
**G/L Batch**

**Date** - The date will default to the original batch date entered. It may be changed to any current or prior year date.

Continue to Enter or Tab to the next line in the batch until all entries have been entered. Click **Save** when finished.

The batch may be saved even if the entries do not balance, but the batch cannot be updated until the batch is corrected.

Click **Close** when finished.

**Batch Verification**

The Batch Verification process will print a list of the entries entered under a particular Batch Id. Any warnings or errors will appear at the end of the listing. Errors must be corrected in the Batch Entry and the verification list must be printed again in order to proceed to the Batch Update.

Click on the **Batch Verification Listing** button. Click **Next**.

Select **Printer** or **Screen** to view the listing. The listing MUST be printed to a printer in order to update the batch.

**Update Batch**

This step will post the journal entries to the accounts.

Click on the **Update Batch** button. Click **Next**.

Upon completion of the update, a Batch Update Posting report may be printed. This report contains updated totals and a G/L posting reference number.

**Edit Standard or Recurring Batch**

Select **Finance>G/L>G/L Batch**.

Type in the **Batch Id** to be modified and press Enter or use the picklist to select one.

**Batch Date** - If editing a Recurring type batch, enter the new date for the entries. This will change all of the entries in the batch to the date entered. If editing a Standard type batch, accept the default date.

**Type** - Unless planning to modify the existing batch type, this field does not need to be changed.

With the **Batch Entry** button selected, click **Next**.

The Batch Entry screen for both types of batches will look similar to **Figure 1-5**.
Add - Click to add a new line to the batch. Click **Save** when finished adding lines.

*Note: Lines added to a Recurring Batch will remain in the batch if the batch is updated.*

Edit - Select a line and click this button to change the information on that line. Double clicking on the line will also enable the line to be edited. Click **Save** to finalize the changes.

Delete - Select a line and click this button to remove the line from the batch. A DEL will appear next to each line that will be deleted. Click **Save** to delete the lines.

*Note: Press Ctrl + Del on the keyboard to delete an entire batch. Click Save to delete the lines.*

*Note: Lines deleted from a Recurring Batch will not appear in the batch the next time it is used. In order to leave a line in a Recurring Batch, zero out any debit or credit amounts for that line.*

Go To - This button may be used to move automatically to a particular Sequence number within the batch. Sequence numbers appear to the far right of each line in the Batch Entry screen and on the Batch Verification listing.

After changes are made, the batch MUST be verified and updated.
Create End Period Closing Entries

This routine will create a G/L Batch to close G/L Revenue and Expense type accounts to a G/L Fund Balance type account. The G/L Batch MUST be verified and updated before the entries will post to the accounts. The system generated entries may be edited in Batch Entry before the batch is updated.

Note: The Income Statement is not available after running this routine.

Note: This routine is not available for School Boards.

Select Finance>G/L>Create End Period Closing Entries.

This routine will create a G/L Batch to close G/L Revenue and Expense Accounts to a Fund Balance Account as of the Posting Date.

Warning: Once closing entries are posted to G/L Revenue and Expense Accounts, an Income Statement can no longer be printed for that period because it will reflect zero net activity for the period.

Enter Selections:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch Id</td>
<td>TEST</td>
</tr>
<tr>
<td>G/L Fund Balance Account</td>
<td>[Picklist]</td>
</tr>
<tr>
<td>Posting Date</td>
<td>05/15/09</td>
</tr>
<tr>
<td>Entry Description</td>
<td></td>
</tr>
</tbody>
</table>

Figure 1-6

You may Tab, Enter, or Click between fields in this screen.

Batch Id - Enter a unique G/L Batch Id.

G/L Fund Balance Account - Use the picklist to select the Fund Balance G/L account to which expenses and revenues will be closed. The G/L account chosen must be set to the Fund Balance type.

Posting Date - This date will be used as the default transaction date for each closing entry created in the G/L Batch.

Entry Description - A default description may be entered for each entry created.

Click Next to run the routine. A G/L Batch will be created. It must be verified and updated before any accounts will be posted.
Reports

Chart of Accounts

This report provides General Ledger account balances as of a specific date. The report will also specify the Class Id and type of GL account (e.g. Asset, Liability, Expense). It may be printed to Excel.

Select Finance>G/L>Chart of Accounts.

![G/L Chart of Accounts](image)

Figure 1-7

You may Tab, Enter, or Click between fields in this screen.

Note: Enter the last day of the prior fiscal year when running the report to view opening balances.

Account Listing

This report can provide a standard listing of G/L accounts or can be used to display the subsidiary ledger accounts linked to a G/L account. The latter option helps users verify that subsidiary ledger account activity updates the proper G/L accounts.

Select Finance>G/L>Account Listing.
Reports

Figure 1-8

**Display Where Account is Used** - When an option is selected, the G/L accounts included on the report will display the subsidiary accounts or areas of the system that interface with them. For example, if *Budget Account* is checked, each G/L account on the listing will display the budget accounts linked to it. If *Checking Account* is checked, each G/L account will display the checking accounts linked to it. Check **Select All Account Types** to see all areas of the system in which the G/L account is referenced.

**Trial Balance**

The Trial Balance report prints general ledger account activity between a specified starting and ending date. An opening and ending balance will appear for each account and the activity may be printed in varying degrees of detail and summary. The report is frequently used as a reconciliation and/or auditing tool.

Select **Finance>G/L>Trial Balance**.
Reports

You may Tab, Enter, or Click between fields in this screen.

Report Type -

*Detail* - Shows every transaction that affected the account. Identifies the type of transaction, various transaction information (e.g. check, PO number, Source, etc.), a reference number, date and amount. The *Detail* report type also gives you the option to print this report by *Date* or *Date/PO*.

*Summarized Checks/Deposits* - Still lists transaction detail, but summarizes the transactions that make up a single check or deposit. This makes the report more useful when reconciling to a bank statement or for users who need to see a total check amount or total deposit amount without adding up various transactions.

*Condensed Monthly Totals* - Will summarize transaction types by month. An option to print manual journal entry detail will appear. Check this box to see any manual G/L entries.

*One Line Account Totals* - This version provides an opening and ending balance along with total debit/credit activity for each account. One line prints per account.

Class Id - If a Class Id is selected, only accounts with the selected class will appear on the report.

Financials

Two reports are contained in the Financials menu option, a Balance Sheet and an Income Statement. Both reports can be customized by utilizing the G/L Class Maintenance and G/L Control Headings Maintenance and can be exported to Excel. Report formats can be saved and opened at a later time. A multi-year comparison report can be run for the Balance sheet.

Select **Finance>G/L>Financials.** Select the report to view under **Report Type.**
Comparative Report Type - This option is only available for the Balance sheet. A multi-year comparison can be done. Prior year comparisons reflect balances at the end of each fiscal year. The selected current year will use the reports As of Date to accumulate its balances.

Summarize Control Totals - This box works hand in hand with the G/L Control Headings Maintenance. Checking this box will summarize G/L accounts with the same control segment (specified in system parameters) into a single control number. The control number’s description must be entered in G/L Control Headings Maintenance in order for a control description to appear on the report.

Include Revenue less Expenses - This option is only available on the Balance Sheet. Checking this box will automatically calculate the difference between revenue and expense totals and add it to the Total Fund Balance. If this box is not checked and revenues and expenses have not been closed, the report will always be off by the difference between revenues and expenditures.

Custom Report Title - A title for the report may be specified.

Period Starting and Ending Date - This date range only appears on the Income Statement. This date range is used to accumulate period revenue and expense totals.

As of Date - Account balances will appear as of the date entered.

Suppress Zero Activity Accounts - Check this box to prevent accounts with no activity from appearing on the report.

Suppress Account Numbers - Check to hide account numbers on the report.

Print to Excel - If checked, the report will generate to Excel when Print is selected.
Reports

Custom Reporting Options:

Saving the Report

Although it is optional, customized report parameters can be saved so that the same report can be selected at a later date without having to re-select all of its options. If there is no need to save the report selections, the report may just be printed.

After choosing all of your report parameter options, click Save and a Windows dialog box will appear enabling the report query to be saved. Browse to the location where the file will be saved and type a file name. Click Save. The file will be saved automatically with the (.ser) file extension.

Retrieving a Saved Report

If the parameters for a customized report have been previously saved, click Open on the toolbar and a Windows dialog box will appear. Browse to the saved query file, select it, and click Open. All of the report parameter selections will appear and the report can now be reprinted.

G/L Control Headings Maintenance

This maintenance stores custom descriptions for each unique G/L control number. Control numbers are the segment in the G/L account numbers that represent a category of accounts that may need to be summarized. For example, in account # 8-01-100-001, 100 may represent Cash. If all cash accounts contain 100 in the 3rd segment, then that segment can be summarized on reports into a single total. These descriptions will appear on the Financials when the Summarize Control Totals option is selected.

Select Finance>G/L>G/L Control Headings Maintenance. An example is shown in Figure 1-11.

![G/L Control Headings Maintenance Table](image)

**Figure 1-11**

**Add** - Click to add a new description for a control segment. Enter the fund through control segment in the **Control Id** column. Click Save when finished.

**Edit** - Select the line to change and then click Edit. Only the description may be changed. Click Save.

**Delete** - Select the line to delete and then click Delete. Click Save.

**Print** - Click this button to print a list of G/L control headings.
**Reports**

**G/L Class Maintenance**

The Class Maintenance stores classes that can be assigned to G/L accounts. Subtotals will appear for each class when the Financials are run. For example, a subtotal of long-term assets may be needed within the overall asset totals. This subtotal will appear on the Balance Sheet if a special Class Id for long-term assets is assigned to all of the G/L Asset accounts meeting the criteria.

Select Finance>G/L>G/L Class Maintenance. An example is shown in Figure 1-12.

![G/L Class Maintenance](Figure 1-12)

You may Tab, Enter, or Click between fields in this screen.

Click **Add** to enter a new class. Enter up to 10 alphanumeric characters as a **Class Id**.

**Description** - Enter a description for the class. This description will appear on the Financials.

**Account Type** - Enter the account type (e.g. Asset, Liability) to which this class will be assigned. The class can only be assigned to G/L accounts that have this account type.

**Print Sequence** - Enter a number between 1 and 9 in this field. This number will determine the order in which accounts with this class will print on the Financials. Accounts without a class id will print in account order before all accounts that have a class.

Note: Run the G/L Class Listing to print a list of Class Ids.

**G/L Transaction Inquiry**

This report enables the user to view selected types of transaction detail on G/L accounts. Reference numbers and user ids are shown for each transaction.

Select Finance>G/L>Transaction Inquiry.
You may Tab, Enter, or Click between fields in this screen.

**Transaction Starting/Ending Dates** - Only transactions dated within the range specified will appear on the report.

**Select Transaction Type to Include** - Select all by checking the **Select All Transaction Types** button. Otherwise, select individual transaction types and specify debit (dr) and/or credit (cr) entries.

**Summarize Receipts/Disbursements** - When Disbursements or Receipts is selected, this option will become enabled. Checking the box will summarize Cash Receipt transactions for the same reference number into a single deposit amount or disbursement transactions into a single check amount.

**Posting Reference**

This report is useful for tracking the entries made in the G/L when transactions are updated. The report displays all G/L transactions that resulted from the update of a specified batch(es) or from activity associated with particular purchase orders, contracts or invoices. Each G/L transaction has a **Sequence Number** that can be used to link the G/L transactions to their original subsidiary ledger entry. The subsidiary ledger entries are listed at the bottom of the report.

The report requires a **Reference Number** (i.e. batch reference number), purchase order, contract or invoice number. Reference numbers can be found on batch update posting sheets, detailed transaction reports, and the detailed check register.

Select Finance>G/L>Posting Reference.
Bank Reconciliation

Figure 1-14

You may Tab, Enter, or Click between fields in this screen.

Journal Type - Select the module where the reference number originated. For example, if the reference number is from a Cash Receipts Batch update report, select the Revenue Journal Type. Depending on the journal type selected, enter a Reference Number, purchase order, contract or invoice. A range of reference numbers may be entered to see transactions for multiple batches on the same report.

Bank Reconciliation

The MCSJ Bank Reconciliation menu provides a batch to reconcile cash transactions other than check disbursements, a Bank Reconciliation Report, and a Transaction Inquiry to help with the reconciliation process. In order for the MCSJ bank reconciliation process to work, follow the steps below:

1. Enter all transactions as of the reconciliation date.
2. Enter any bank fees. The Budget Batch or G/L Batch is recommended.
3. Enter any interest earned. The Cash Receipts Batch is recommended.
4. Complete the A/P Check Reconciliation. See the Checks chapter for assistance.
5. Complete the Bank Reconciliation Batch.
6. Print the Bank Reconciliation Report.
7. If necessary, use the Bank Reconciliation Inquiry to assist with reconciliation process.

Bank Reconciliation (Step 5)

This batch is used to reconcile manual entries, Budget Batch expenditures and reimbursements, cash receipts, and Revenue Batch revenue journal entries for a designated G/L cash account.
Bank Reconciliation

Select Finance>G/L>Bank Reconciliation>Bank Reconciliation. See Figure 1-15.

**Figure 1-15**

**G/L Account** - Use the picklist to select the G/L cash account to reconcile.

**Recon. Date** - Enter the bank statement’s ending date. This date will be used as the default reconciliation date within the batch, but may be changed for individual entries.

**Auto Create Batch** - Click on this field and click Next. For the selected G/L account, the routine will create a reconciliation batch for all outstanding manual, cash receipt (includes payment window and escrow deposits), reimbursement (budget batch), revenue journal, and expenditure (budget batch) transactions with a date less than or equal to the reconciliation date (Recon. Date) entered.

*Note: Cash receipt entries will be summarized into one reconciliation batch line if their batch reference number and date are the same.*

**Batch Entry**

The main purpose of the batch entry screen is to enable the user to delete or enter a “0” reconciliation date for any transactions that should not be reconciled. It will also be used to “unreconcile” transactions and to change reconciliation dates for individual transactions. All transactions remaining in the batch with a reconciliation date will be reconciled when the batch is updated.

Click on **Batch Entry** and click Next. The screen will look similar to **Figure 1-16**.
Bank Reconciliation

Figure 1-16

Add - May be used to manually add entries to be reconciled or to manually add reconciled entries that need to be “unreconciled.” If adding a transaction, the transaction type, date and a valid reference ledger, number, and sequence must be specified.

Edit - Click on the line to edit before clicking Edit. Only the reconciliation date may be changed. Enter a 0 in the Recon Date field to prevent it from being reconciled or to “unreconcile” the transaction.

Delete - Click on the line to delete before clicking Delete. Use this button to remove entries that do not show on the bank statement or which should not be reconciled.

Click Save when finished.

Note: To “unreconcile” a transaction that was previously reconciled, use the Add button to enter the transaction. Put a zero in the Recon Date field and then save the batch.

Update

After the Batch Entry screen has been saved and closed, click on Update Batch and select Next. All transactions remaining in the batch with a reconciliation date will be reconciled when the batch is updated.

Bank Reconciliation Report (Step 6)

This report will show a bank reconciliation worksheet which adds or subtracts outstanding transactions from a user entered ending bank statement balance to try and prove the system cash balance to a bank balance.

Note: Before attempting to run this report, steps 1-5 above should have been completed.

Select Finance>G/L>Bank Reconciliation>Bank Reconciliation Report.
Bank Reconciliation

G/L Account - Use the picklist to select the G/L cash account to reconcile.

Bank Statement Ending Balance - Enter the amount.

Reconcile Date - Ending date on bank statement. Non-reconciled transactions equal to or prior to this date will appear on the report.

Note: This report will include any transactions from the prior year’s G/L account that have not been reconciled. Each year’s G/L account must be reconciled separately.

The report is outlined as follows:

Deposits in Transit - Non-reconciled cash receipt transactions. Added to bank balance.

Outstanding Checks - Non-reconciled checks. Subtracted from bank balance.

Other Adjustments - Non-reconciled other transactions (i.e. Manual G/L entries, Budget Batch expenditures, reimbursements, and revenue journal transactions). Added or subtracted from bank balance.

Adjusted Bank Balance - (User entered bank balance + deposits in transit - outstanding checks +/- other adjustments)

Book Balance - System G/L cash account balance.

Difference - (Adjusted bank balance - Book Balance)
Bank Reconciliation Inquiry

This report can be used to assist in reconciling differences between the system balance and bank balance. It allows the user to select specific types of transactions, specify date range criteria, and to filter the report for reconciled or outstanding transactions.

Note: Other recommended reports that may be used to assist in the reconciliation process include: G/L Trial Balance, Posting Reference Report, G/L Transaction Inquiry, Budget Transaction Inquiry, Check Register, Cash Receipts Report, and Revenue Transaction Inquiry.

Select Finance>G/L>Bank Reconciliation>Bank Reconciliation Inquiry.

Report Type - Enables the user to view all transactions, only reconciled transactions, or only outstanding transactions.

G/L Account - Select the G/L account for which to see transactions.

Transaction Dates - Only transactions with dates in the range specified will appear on the report.

Outstanding As of Date - When the Outstanding Transactions report type is selected, the report will display outstanding transactions/checks as of the date entered.

Reconcile Dates - Only enabled for the Reconciled Transactions report type. Only transactions with a reconciliation date within the range will appear on the report.

Select Transaction Type to Include - May select all by checking the Select All Transaction Types button. Otherwise, you may select individual transaction types and specify debit (dr) and/or credit (cr) entries.

You may Tab, Enter, or Click between fields in this screen.
Fund Maintenance/Listing

The Fund Maintenance enables users to add customized descriptions for their funds. If the table is completed, the system will use these descriptions on reports that print fund descriptions. The Fund Listing will provide a list of these funds and their descriptions.

Fund Maintenance

Select Finance>Fund Maintenance.

Click Add and enter the fund designation in your account numbers. (e.g. 01, 04, etc.)

Enter a Description for the fund.

Click Save.

Fund Listing

Select Finance>Fund Listing.
CHAPTER 2

Budget

This chapter will cover the Budget module of the MCSJ Finance system. This module contains expense/budget accounts and a variety of budgetary reports and tools. A Budget journal entry batch and batches used to prepare and post the budget are also contained in this module. The following items will be discussed:

- Inquiry/Edit/Add Budget Accounts
- Budget Journal Entries
- Budget Reports and Statement of Revenue/Expenditures
- Budget Preparation
- Budget Adopt/Amend
- Special Budget Routines

Note: Due to the varying budget account structures of E&A clients, account numbers shown as examples in this manual may differ from your organization’s accounts. In addition, options on some screens and reports may vary depending on the accounting basis (i.e. NJ Modified Accrual, Cash, or GAAP Basis) used by your organization.

Budget Account Maintenance

Budget/expense accounts are added and modified in this maintenance. Balance and transaction inquiries may also be performed directly from this screen.

Select Finance>Budget Account>Account Maintenance.
Look-up/Edit/Delete

Accounts may be retrieved using the **Account** and **Desc** (description) fields. Type in the full account number or description and press Enter or use the picklist in one of these fields to select an account. The user may also enter a partial account number and use the picklist to jump to the closest match.

The << and >> buttons on the toolbar may be used to move between accounts.

**Edit** - To edit an account, click this button on the toolbar. All editable fields will appear in white. Click on the **Misc** and **G/L Accounts** tabs to edit information on these screens. If the budgeted amount is changed, a change reason and posting date must be entered. Click **Save** after making any changes.

**Delete** - To delete an account, click this button on the toolbar. Accounts with activity and/or a budgeted amount may not be deleted. A “Delete Password” must be entered.

*Note:* Accounts with no activity other than a budgeted amount may be deleted by changing the budget to zero and then deleting the account.

The paperclip icon identified in **Figure 2-2** can be clicked to attach files to an account or view attached files.
Budget Account Maintenance

View Detail

Transaction detail can be viewed for a particular account by clicking the Detail button on the toolbar. See Figure 2-3.

A date range may be entered for the transactions. Select the level of detail to be shown for PO transactions by using the drop down box in the PO Transaction Selection field. Check Include Requisition Items to see requisition activity on the report.

The Budget Detail Inquiry report will print to the screen.
Add

Click **Add**. Enter a new account number. The screen will look similar to **Figure 2-4**.

![Figure 2-4](image)

**Desc** - Enter an account description. A description may default if the Description Maintenances have been set-up.

**Acct Type** - Use the drop down arrow to select an account type. Choose from the following options:

- **Heading** - This type of account is used to label other groups of accounts. Heading accounts will appear on reports to give them a meaningful structure and make them easier to read. Heading accounts would typically be used when labeling a fund (e.g. General Fund) or section of the budget (e.g. Police). These accounts can not be used in financial transactions.

- **Control** - This type of account is used to summarize totals and exert spending control over a group of Sub type accounts. Controls are typically used when a section of the budget requires a detailed breakdown of accounts that will be individually charged and budgeted, but also need to be reported in total. Using Control accounts also enables the option to over expend the individual sub accounts while still preventing the accounts from being collectively over spent. Many reports have an option to summarize control account totals, thereby eliminating the extra detail that would print if the subs were listed. These accounts can not be used in financial transactions.

- **Sub** - These accounts make up the detail of a budget (e.g. Office Supplies, Advertising). They must “belong” to a Control type account. Budgeted amounts and financial transactions are entered against these accounts.

- **Line Item Control** - This type is used for “stand-alone” accounts in a budget. These accounts require no additional detailed breakdown, their budgeted amount is independent of any other accounts and financial transactions are entered directly against these accounts.

- **Non-Budget** - These are accounts used to record transactions that need to affect G/L accounts. The accounts are simply a facilitator between the subsidiary ledgers and the G/L and will not appear in the “Budgeted” totals for a fund. Transactions will be entered against these accounts rather than directly against G/L accounts. These accounts are typically added in a special section at the end of a fund.
Budget Account Maintenance

**Chk Acct** - The checking account tells the system from which account checks will typically be issued when the budget account is entered on a purchase order. Assigning the correct account to a newly created budget account is integral in ensuring that the correct purchase orders are paid when auto-creating a Check Batch.

**Cap Flag** (N/A for School Boards) - Checking this box alerts the system that a particular account is within the NJ Municipal Budget Cap. In most cases, out-of-state clients should leave the box unchecked.

**Fund Type** (N/A for School Boards) - Potential options in this field include *Budget, Grant, and Capital/Trust*. Identify the account accordingly. Selecting the *Grant* or *Capital/Trust* options will enable special field options on the *Misc* tab. See Figures 2-7, 2-8, and 2-9.

**Class Id / Class Id 2** - A Class Id can be selected from the picklist to group accounts together for special reporting purposes. Using the Custom Budget Report, the user can run a budget report for a range of classes and/or export accounts to Excel and sort/subtotal accounts by Class.

*Note: Budget and Revenue Class Id’s are entered under Finance>Budget/Revenue Class Maintenance.*

**Budgeted** - If a *Sub or Line Item Control* account is being added, the budgeted amount for the account can be entered. Figure 2-5 (NJ Municipal Only) or Figure 2-6 will appear when adding a new account regardless of whether the budgeted amount has been changed.

If no budget has been entered, just click Ok. If a budget has been entered, select the **Reason** for the change.

- *Temporary Budget, Adopted Budget* - Appears in *Adopted* column on Account Status.
- *Chapter 159, Emergency Authorize, Chg Title/Text, Amended* - Appears in *Amended* column on Account Status.
- *Prior Budget (GAAP and Cash Basis clients only)* - Appears in *Prior Budgeted* column on Account Status.
Budget Account Maintenance

*Note: Budgeted amounts may also be entered using the Adopt/Amend Batch or the Budget Prep Rollover routine.*

The **Posting Date** entered will determine when the budgeted amounts will appear on budget reports. A **Description** for the budget change may be entered. Click Ok when finished.

Click on the **Misc** tab. If a **Budget** type account is entered, **Figure 2-7** will appear. If a **Capital/Trust** type account is entered, **Figure 2-8** will appear. If a **Grant** type account is entered, **Figure 2-9** will appear.

**Figure 2-7**

**Notes** - Use the available space to enter any additional information.

**Figure 2-8**

Ordinance information may be recorded in the available fields.

**Figure 2-9**

Ordinance information may be recorded in the available fields.
Budget Account Maintenance

**Figure 2-9**

**Resolution No** - A resolution number may be entered.

**Revenue Id** - The corresponding grant revenue account may be selected for this budget account. If the budget is posted using the Adopt/Amend Batch, the grant revenue account will appear next to the grant budget account so that the total grant amount needs to be entered only once.

**Grantor Type** - Enter the source of the grant.

**Grantor / Passthru Agency** - Agencies may be entered or selected using the picklists if they have been entered in Agency Maintenance.

*Note: Agencies are entered in Finance>Budget Account>Agency Maintenance.*

**Federal/State Id, CFDA Number, Grant Accept/Begin/End Date** - Any information known about the grant may be entered in these fields.

*Note: The Federal/State Id, Grant Ending Date, Grant Agency and notes can be made to appear on the Grant Account Status report. In addition, the Grant Account Status report can be run for a range of Agencies or Grant Ending Dates.*

Click on the G/L Accounts tab. The screen that will appear will vary based on your organization’s accounting basis and the type of account being entered. This screen tells the system what accounting entries should be made in the G/L when different types of activities affect the budget account. This screen MUST be completed for all Sub, Line Item Control, and Non-Budget type accounts.
**Budget Account Maintenance**

*Note: An E&A representative should be initially consulted for assistance with the completion of the G/L Accounts tab.*

*Note: To avoid entering G/L accounts on each newly added budget account, it is recommended that an existing account with similar characteristics be selected prior to clicking Add. The G/L accounts on the selected account will automatically default to the new account.*

If this tab needs to be completed, click **Save** after all of the necessary G/L accounts have been entered. For a more detailed explanation of this screen, refer to the section below that identifies the accounting basis used by your organization.

**NJ Modified Accrual**

![Figure 2-10](image)

*You may Tab, Enter, or Click between fields in this screen.*

Type in the G/L accounts or use the picklists to select them. Click **Save** when finished.

**Disburse** - Enter the journal entry to make when a check is issued against the budget account. One or both of the accounts may also be used when other activity affects the account. (e.g. Cash Receipts, Budget Journal Entries)

**Collateral** - These fields are OPTIONAL. Most commonly, these entries will be used when disbursements are made from a cash account in another fund, requiring interfund entries. Collateral entries are made simultaneously with a disbursement entry.

<table>
<thead>
<tr>
<th></th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disburse</td>
<td>Appropriation Control</td>
<td>Cash</td>
</tr>
<tr>
<td>Collateral</td>
<td>Interfund Receivable</td>
<td>Interfund Payable</td>
</tr>
</tbody>
</table>
Budget Account Maintenance

NJ Modified Accrual - Encumbrance Option

Figure 2-11

You may Tab, Enter, or Click between fields in this screen.

Type in the G/L accounts or use the picklists to select them. Click Save when finished.

**Encumber** - These fields are OPTIONAL. If completed, the entries are used to record the entry of a purchase order or a manual encumbrance journal entry. The Encumber line will be disabled for Non-Budget type accounts.

**Disburse** - Enter the journal entry to make when a check is issued against the budget account. One or both of the accounts may also be used when other activity affects the account. (e.g. Cash Receipts, Budget Journal Entries)

**Collateral** - These fields are OPTIONAL. Most commonly, these entries will be used when disbursements are made from a cash account in another fund, requiring interfund entries. Collateral entries are made simultaneously with a disbursement entry.

<table>
<thead>
<tr>
<th></th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Encumber</td>
<td>Appropriation Control</td>
<td>Reserved for Encumbrances</td>
</tr>
<tr>
<td>Disburse</td>
<td>Reserved for Encumbrances</td>
<td>Cash</td>
</tr>
<tr>
<td>Collateral</td>
<td>Interfund Receivable</td>
<td>Interfund Payable</td>
</tr>
</tbody>
</table>
# Budget Account Maintenance

**GAAP**

![Budget Account Maintenance](image)

You may Tab, Enter, or Click between fields in this screen.

Type in the G/L accounts or use the picklists to select them. Click **Save** when finished.

**Encumber** - These fields are OPTIONAL. If completed, the entries are used to record the entry of a purchase order or a manual encumbrance journal entry. The Encumber line will be disabled for Non-Budget type accounts.

**Encumber Prior** - This account is used to handle the encumbrance entries associated with prior year purchase orders.

**Receive** - This entry will occur each time a purchase order line item is marked received. The entry is used to record an expenditure in the G/L. One or both of the accounts may also be used when other activity affects the account.

**Prior Receive** - This account is used to record expenditures against accounts encumbered in prior years.

**Disburse** - Enter the journal entry to make when a check is issued against the budget account. One or both of the accounts may also be used when other activity affects the account. (e.g. Cash Receipts, Budget Journal Entries)

**Collateral** - These fields are OPTIONAL. Most commonly, these entries will be used when disbursements are made from a cash account in another fund, requiring interfund entries. Collateral entries are made simultaneously with a disbursement entry.

**Cancel Prior Received** - This entry is used to record the cancellation of charges on a purchase order that were expended in a prior year.

**Appropriations** - The G/L account is credited when the budget for this account is posted using the Adopt/Amend Batch.
Budget Account Maintenance

<table>
<thead>
<tr>
<th>Activity</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Encumber</td>
<td>Encumbrances</td>
<td>Reserved for Encumbrances</td>
</tr>
<tr>
<td>Encumbrance Prior</td>
<td></td>
<td>Reserved for Enc - Prior</td>
</tr>
<tr>
<td>Receive</td>
<td>Expense Control</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>Prior Receive</td>
<td>Prior Expense Control</td>
<td></td>
</tr>
<tr>
<td>Disburse</td>
<td>Accounts Payable</td>
<td>Cash</td>
</tr>
<tr>
<td>Collateral</td>
<td>Interfund Receivable</td>
<td>Interfund Payable</td>
</tr>
<tr>
<td>Cancel Prior Received</td>
<td>Accounts Payable</td>
<td>Revenue Control</td>
</tr>
<tr>
<td>Appropriations</td>
<td></td>
<td>Appropriation Control</td>
</tr>
</tbody>
</table>

**Cash Basis**

You may Tab, Enter, or Click between fields in this screen.

Type in the G/L accounts or use the picklists to select them. Click **Save** when finished.

**Prior Disburse** - Used when a prior year purchase order is paid in the current year.

**Disburse** - Enter the journal entry to make when a check is issued against the budget account. One or both of the accounts may also be used when other activity affects the account. (e.g. Cash Receipts, Budget Journal Entries)

**Collateral** - These fields are OPTIONAL. Most commonly, these entries will be used when disbursements are made from a cash account in another fund, requiring interfund entries. Collateral entries are made simultaneously with a disbursement entry.

** Appropriations** - The G/L account is credited when the budget for this account is posted using the Adopt/Amend Batch.
Agency Maintenance

This maintenance stores the names of granting agencies which can be assigned to Grant type budget accounts.

Select Finance>Budget Account>Agency Maintenance. See Figure 2-14.

![Agency Maintenance](image)

**Add** - Click to add new agencies. Click **Save** when finished.

**Delete** - Highlight an agency and click **Delete**. Click **Save**. Agencies may not be deleted if they are assigned to budget accounts.

**Print** - Click to print a list of the agencies added to this maintenance.

Description Maintenances

Description Maintenances are used to default account descriptions based on the account segments entered when creating a new account. For example, if the “Item” account segment number 202 represents “Office Supplies”, the description for 202 can be added to “Item Description Maintenance” and will default when a new account is added to the system with “Item” 202. See Figures 2-15 and 2-16.

*Note: The description maintenances that will appear are determined by the account structure specifications in the system parameters.*
Budget Batch (Budget Journal Entries)

The Budget Batch is used to post journal entries to budget accounts. Each batch entered must progress through a 3 step process: Entry, Verification, and Update.

The Budget Batch offers two types of batches: Standard and Recurring. Standard batches are one-time batches that will be entered as they are needed. Once a standard batch is updated, it will disappear from the Batch Id picklist. A Recurring batch is used when the same entries will be done multiple times in the future. The initial batch will be updated like a standard batch, but will remain on the system to be used again. When the time comes to make the same journal entries, the user will simply select the special recurring Batch Id and will have the option of changing journal entry amounts and dates. If needed, entries may also be added or deleted in the recurring batch.

Budget Batch journal entries are made by selecting transaction types. The following transaction types can be selected and are described below.

**Expenditure** - Increases or decreases the expended totals on a budget account. The appropriate entries will be posted to the G/L.
Budget Batch (Budget Journal Entries)

Reimbursement - Increases or decreases the reimbursed totals on a budget account. A setting in the system parameters will determine whether or not the G/L is posted.

Note: Unless special circumstances dictate the use of the Budget Batch Reimbursement type, it is recommended that all Reimbursements are posted through the Cash Receipts Batch.

Transfers In/Out - Used to record the transfer of budgeted amounts between accounts. The system will verify that accounts have sufficient balances to transfer and will verify that any transfers adhere to the transfer rules established in the system parameters. The G/L is unaffected by these type of transactions.

Cancel - Used to record the cancellation of budget balances. No transactions are posted to the G/L when this type is used.

Encumbrance - Adjusts the encumbered balance on an account. Transactions are only posted to the G/L if designated to do so on the budget account.

Select Finance>Budget Account>Budget Batch. See Figure 2-17.

Create New Batch

Enter a unique Batch Id. Press Enter.

Batch Date - All entries entered in the batch will be posted with this date.

Type - Select Standard or Recurring. The beginning of this section contains an explanation of standard and recurring batches.

With the Batch Entry button selected, click Next.

Click Add. See Figure 2-18.
Budget Batch (Budget Journal Entries)

Account No. - Type in a budget account number or use <F3> to display the account picklist.

Type - Click in the field and use the drop down arrow to display the list of transaction types shown in Figure 2-18. The transaction types are explained at the beginning of this section.

Amount - Positive or negative amounts may be entered in this field. Transfer In and Transfer Out transactions only accept positive amounts. Positive amounts will increase expenditures, reimbursements, cancellations or encumbrances on an account. Negative amounts will reduce these totals.

Note: Updated Expenditure, Reimbursement, Cancel, or Encumbrance transactions can be reversed by entering the SAME transaction type with the opposite sign (+-). DO NOT attempt to correct one of these transactions with a different transaction type. Transfer In transactions should be reversed with Transfer Out transactions and vice versa.

Description - A description may be entered for each entry.

Continue to Enter or Tab to the next line in the batch until all entries have been entered. Click Save when finished.

Click Close when finished.

Batch Verification

The Batch Verification process will print a list of the entries entered under a particular Batch Id. G/L postings that will occur are shown under the corresponding budget entry. Transaction type totals will be summarized at the end of the listing. Any warnings or errors will also appear at the end of the listing. Errors must be corrected in the Batch Entry and the verification list must be printed again in order to proceed to the Batch Update.

Click on the Batch Verification Listing button. Click Next.
Budget Batch (Budget Journal Entries)

Select *Printer or Screen* to view the listing. The listing MUST be printed to a printer in order to update the batch.

**Update Batch**

This step will post the entries to the accounts.

Click on the **Update Batch** button. Click **Next**.

Upon completion of the update, a Batch Update/Posting report may be printed. This report contains updated totals and a G/L posting reference number.

**Edit Standard or Recurring Batch**

Select Finance>Budget Account>Budget Batch.

Type in the **Batch Id** to be modified and press Enter or use the picklist to select one.

**Batch Date** - If editing a *Recurring* type batch, enter the new date for the entries. This will change all of the entries in the batch to the date entered. Otherwise, the batch date cannot be changed.

With the **Batch Entry** button selected, click **Next**.

The Batch Entry screen will look similar to **Figure 2-19**.

![Budget Batch Screen](image)

**Figure 2-19**

*You may Tab, Enter, or Click between fields in this screen.*

**Add** - Click to add a new line to the batch. Click **Save** when finished adding lines.

**Edit** - Select a line and click this button to change the information on that line. Double clicking on the line will also enable the line to be edited. Click **Save** to finalize the changes.
Delete - Select a line and click this button to remove the line from the batch. A DEL will appear next to each line that will be deleted. Click Save to delete the lines.

Note: Press Ctrl + Del on the keyboard to delete an entire batch. Click Save to delete the lines.

Go To - This button may be used to move automatically to a particular Sequence number within the batch. Sequence numbers appear to the far right of each line in the Batch Entry screen and on the Batch Verification listing.

After changes are made, the batch MUST be verified and updated.

Reports

Budget Account Status

This report provides budget account totals and balances as of a specified date.

Select Finance>Budget Account>Budget Account Status.

Figure 2-20

You may Tab, Enter, or Click between fields in this screen.
Reports

**Report Sequence** - Determines the order in which the report is run. The report may be run in *Account Range* order or by account *Description*. It may also be run by any account number segment. Selection ranges will appear based on the report sequence chosen.

**Report Type** - Only available for the *Account Range* report sequence. The report type determines whether individual accounts are listed or whether they will be summarized by controls or particular account segments.

- *Detail* - Individual accounts that fall within the selected account range will appear on the report.
- *Summarize Sub Accounts* - Sub accounts will not appear on the report. Sub account totals will be summarized into their control account.
- *Totals Only* - All accounts with a unique segment id within the selected account segment will be summarized into a single total.

**Current Period Start/End Date** - Expended and Reimbursed activity totals during this time period will be appear as a separate total for each account listed on the report. These dates have no effect on the overall balance that appears for each account.

**As of Date for YTD Totals** - All balances and YTD totals appearing on the report will be as of this date. YTD activity on the report encompasses all activity on the account up to and including this date.

**Include Cap Accounts (NJ)** - Accounts may be included or excluded from the report based on their Cap status. Select *Yes* to include all accounts.

**Print Prior Expended Column (GAAP/Cash Basis clients ONLY)** - A separate column will appear on the report that will break total expenditures down into 2 categories: Prior Year Expended and Current Year Expended. Prior Year Expended will include items encumbered against the prior year budget, but expended during the current budget year.

**Print Zero YTD Activity Accounts** - Check the box to include accounts with no budget and no activity during the current year.

**Print PO/Contract/Budget Encm/Expd** - Checking this option will add a line for each account to break out the YTD expended and encumbered totals into 3 categories: amounts encumbered and expended via purchase order, journal entry and contract.

**Print Add’l Description** - Check the box to include the notes on the *Misc* tab of Budget Account Maintenance.

**Include Requisition Items** - If this box is checked, the balance on the report will reflect any outstanding requisitions.

**Print Control Totals/Subtotals/Page Break** - Select any special totals and/or page breaks to appear on the report. Default settings can be established for these report options in *Finance Parameter Maintenance*.

**Abbreviated Budget Account Status**

This is a more condensed version of the Budget Account Status report designed for easier reading. Budgeted totals are summarized into a single column as are expenditures and reimbursements. In addition, no current period date range is available on the abbreviated report.

Select *Finance>Budget Account>Abbreviated Budget Account Status*. 
You may Tab, Enter, or Click between fields in this screen.

See the Budget Account Status for an explanation on any report options.

Summary Budget with Account Description

This report provides budget status information, but contains no account numbers and only prints control totals (summarized sub-accounts). The report prints one line per account description and will not print Non-Budget type accounts.

Select Finance>Budget Account>Summary Budget with Account Description.
Budget Year Analysis Report (N/A for NJ Municipal)

This report prints abbreviated budget status information for a budget year, excluding any prior year activity that may have been rolled into it. The report isolates only the activity that originated against the budget year and excludes any prior year budgeted/encumbered/payable information. Since report activity and balances do not include prior year amounts, the report should NOT be used to determine the availability of budgetary funds.

Select Finance>Budget Account>Budget Year Analysis Report.
See the Budget Account Status for an explanation on any report options.

**Capital/Trust Account Status**

This is a Budget Account Status report designed especially for lettered capital and/or trust accounts. Since Capital/Trust type accounts may span multiple budget years, the report requires the user to enter an **Opening Balance Budget Year**. This enables the user to view an opening balance at the start of the year and to see only current year activity totals. The report also contains additional capital account related features such as an Original Authorization column and the ability to print ordinance numbers.

Select **Finance>Budget Account>Capital/Trust Account Status**.
Opening Balance Budget Year - All activity prior to the start of the year entered will be summarized into an opening balance. Activity totals will only encompass activity from the start of this year through the report as of date.

Print Ordinance Number - Check the box to print any ordinance numbers that have been entered on the Misc tab of Budget Account Maintenance.

See the Budget Account Status for an explanation on any additional report options.

Capital/Trust Account Status/Transaction Audit Trail

This report combines the information on the Capital/Trust Account Status and Transaction Audit Trail reports. For each lettered account in the range entered, the account status totals are shown along with transaction detail.

Select Finance>Budget Account>Capital/Trust Account Status/Transaction Audit Trail.
You may Tab, Enter, or Click between fields in this screen.

**Range of Accounts** - Enter a range of lettered Capital/Trust type accounts only.

**Opening Balance Budget Year** (For Account Status section) - All activity prior to the start of the year entered will be summarized into an opening balance. Activity totals will only encompass activity from the start of this year through the report as of date.

**Current Period and Transaction Starting/End Date** - This date range is used to determine the Current Period totals on the Account Status section of the report as well as what detail will appear in the Transaction section of the report. In the Account Status section, Expended and Reimbursed activity totals during this time period will be appear as a separate total for each account. In the Transaction section, only transactions dated within this range will be printed.

**PO Transaction Selection** - Use the drop down box to select the level of PO transaction detail to appear on the report. The report defaults to *Summarized*, which will just list a single transaction for each PO line item. The status of the PO line item as of the transaction end date will be displayed. The various *Detail* transaction options will print the transaction history for a PO line item during the date range entered. The user can select whether to include receive transactions in the history and/or order the history by date or PO number.

**Print Add/Change Transactions** - Check to include transactions that are written when accounts are added and/or budgeted amounts changed.

See the *Budget Account Status* or *Capital/Trust Account Status* reports for an explanation on any additional report options.
Grant Account Status

This is a Budget Account Status report designed especially for grant accounts. Since Grant type accounts may span multiple budget years, the report requires the user to enter an Opening Balance Budget Year. This enables the user to view an opening balance at the start of the year and to see only current year activity totals. The report also contains additional grant related features such as an Original Grant column and the ability to print miscellaneous grant information from the Misc tab in Budget Account Maintenance.

Select Finance>Budget Account>Grant Account Status.

Enter the Following:

Report Sequence: (Leave Fund thru last segment blank to Print All)

Account Range

Range of Accounts:

Opening Balance Budget Year: 0

Current Period Start Date: 04/01/10
End Date: 04/25/10
As Of Date for YTD Totals: 04/25/10

Print Control Totals for:
- Fund
- CAFR
- Department

Print Subtotals for:
- CAFR
- Department
- Extd

Print Page Break After:
- Department

You may Tab, Enter, or Click between fields in this screen.

Report Sequence - Determines the order in which the report is run. The report may be run in Account Range, Agency Range, Grant Ending Date range or by account Description. It may also be run by any account number segment range. Selection ranges will appear based on the report sequence chosen.

Opening Balance Budget Year - All activity prior to the start of the year entered will be summarized into an opening balance. Activity totals will only encompass activity from the start of this year through the report as of date.

Print Federal/State Id - Check the box to print this number for each grant. The number must have been entered on the Misc tab of Budget Account Maintenance.

See the Budget Account Status for an explanation on any additional report options.
Reports

Grant Account Status/Transaction Audit Trail

This report combines the information on the Grant Account Status and Transaction Audit Trail reports. For each account in the range entered, the account status totals are shown along with transaction detail.

Select Finance>Budget Account>Grant Account Status/Transaction Audit Trail.

![Figure 2-27](image)

You may Tab, Enter, or Click between fields in this screen.

Range of Accounts - Enter a range of Grant type accounts.

Opening Balance Budget Year (For Account Status section) - All activity prior to the start of the year entered will be summarized into an opening balance. Activity totals will only encompass activity from the start of this year through the report as of date.

Current Period and Transaction Starting/End Date - This date range is used to determine the Current Period totals on the Account Status section of the report as well as what detail will appear in the Transaction section of the report. In the Account Status section, Expended and Reimbursed activity totals during this time period will be appear as a separate total for each account. In the Transaction section, only transactions dated within this range will be printed.

PO Transaction Selection - Use the drop down box to select the level of PO transaction detail to appear on the report. The report defaults to Summarized, which will just list a single transaction for each PO line item. The status of the PO line item as of the transaction end date will be displayed. The various Detail transaction options will print the transaction history for a PO line item during the date range entered. The user can select whether to include receive transactions in the history and/or order the history by date or PO number.
Reports

Print Add/Change Transactions - Check to include transactions that are written when accounts are added and/or budgeted amounts changed.

Print Federal/State Id - Check the box to print this number for each grant. The number must have been entered on the Misc tab of Budget Account Maintenance.

See the Budget Account Status or Grant Account Status reports for an explanation on any additional report options.

Reserve Budget Account Status (NJ Municipal Only)

This report is only available for NJ Modified Accrual clients. It serves as the Budget Account Status report for reserve year budget accounts. The report will show a current year opening balance for reserve year accounts and current year activity totals for those accounts.

Select Finance>Budget Account>Reserve Budget Account Status.

Figure 2-28

You may Tab, Enter, or Click between fields in this screen.

See the Budget Account Status for an explanation on report options.
Reserve Budget Account Status/Transaction Audit Trail (NJ Only)

This report is only available for NJ Modified Accrual clients. It serves as the Budget Account Status/Transaction Audit Trail report for reserve year budget accounts. The Account Status section of the report will show a current year opening balance for reserve year accounts and current year activity totals for those accounts. The Transaction Audit Trail section of the report will show the detailed transactions that make up the activity totals.

Select Finance>Budget Account>Reserve Budget Account Status/Transaction Audit Trail.

Figure 2-29

You may Tab, Enter, or Click between fields in this screen.

Range of Accounts - Enter a range of reserve year accounts.

Current Period and Transaction Starting/End Date - This date range is used to determine the Current Period totals on the Account Status section of the report as well as what detail will appear in the Transaction section of the report. In the Account Status section, Expended and Reimbursed activity totals during this time period will be appear as a separate total for each account. In the Transaction section, only transactions dated within this range will be printed.

PO Transaction Selection - Use the drop down box to select the level of PO transaction detail to appear on the report. The report defaults to Summarized, which will just list a single transaction for each PO line item. The status of the PO line item as of the transaction end date will be displayed. The various Detail transaction options will print the transaction history for a PO line item during the date range entered. The user can select whether to include receive transactions in the history and/or order the history by date or PO number.

Print Add/Change Transactions - Check to include transactions that are written when accounts are added and/or budgeted amounts changed.
Budget Transaction Audit Trail

This report will show transaction detail for budget accounts during a specified period of time. A running balance on accounts will be shown for each transaction. Reference numbers and the users who updated the transactions are included in the transaction detail.

Select **Finance>Budget Account>Budget Transaction Audit Trail**.

![Budget Transaction Audit Trail](image)

**Figure 2-30**

*You may Tab, Enter, or Click between fields in this screen.*

**Transaction Starting/Ending Date** - Only transactions dated within this range will be printed.

**PO Transaction Selection** - Use the drop down box to select the level of PO transaction detail to appear on the report. The report defaults to **Summarized**, which will just list a single transaction for each PO line item. The status of the PO line item as of the transaction end date will be displayed. The various **Detail** transaction options will print the transaction history for a PO line item during the date range entered. The user can select whether to include receive transactions in the history and/or order the history by date or PO number.

**Print Add/Change Transactions** - Check to include transactions that are written when accounts are added and/or budgeted amounts changed.

**Print Zero Activity Accounts** - Check to include accounts with no activity during the selected date range.

Budget Account Status/Transaction Audit Trail

This report combines the information on the Account Status and Transaction Audit Trail reports.
Select Finance>Budget Account>Budget Account Status/Transaction Audit Trail.

You may Tab, Enter, or Click between fields in this screen.

**Current Period and Transaction Starting/End Date** - This date range is used to determine the Current Period totals on the Account Status section of the report as well as what detail will appear in the Transaction section of the report. In the Account Status section, Expended and Reimbursed activity totals during this time period will be appear as a separate total for each account. In the Transaction section, only transactions dated within this range will be printed.

See the Budget Account Status and Budget Transaction Audit Trail reports for explanation on additional report options.

**Budget Transaction Inquiry**

This report enables the user to view selected types of transaction detail on budget accounts. Reference numbers and User Ids are shown for each transaction.

Select Finance>Budget Account>Budget Transaction Inquiry.
Range of Accounts - Enter a range of accounts. To include Non-Budget type accounts on the report, the Include Non-Budgeted box must be checked.

Transaction Start/End Dates - Only transactions dated within the range specified will appear on the report.

Include Enc/Expd/Acct Pybl with EOY Reason - This option enables the user to see system generated transactions created during the EOY rollover process.

Select Transaction Type to Include - May select all by checking the Select All Transaction Types button. Otherwise, select individual transaction types to include on the report. When selecting the Change transaction type, a Range of Reason Codes may be selected to narrow the type of budgeted changes displayed on the report.

Note: The Accounts Payable transaction type will only be displayed for GAAP clients.

Budget Accounts with a Negative Balance Listing

This report will show budget accounts that have a negative balance. The report can be run for Control or Sub type accounts.

Select Finance>Budget Account>Budget Accounts with a Negative Balance Listing.
You may Tab, Enter, or Click between fields in this screen.

**Report Type** - To see Sub accounts with a negative balance select Sub Account. To see Control accounts with a negative balance select Control account. Both report types will include Line Item Control type accounts with a negative balance.

**Include Non-Budget Accounts** - Check this box to see Non-Budget type accounts with a negative balance.

**Include Requested Amount** - Check this box to include requisitions in the overall balance of an account.

**Budget Cross Reference**

This report lists selected budget account numbers and their corresponding G/L debits and credits, account type and checking account.

Select Finance>Budget Account>Budget Cross Reference.

**Budget Expenditure Summary by Month**

This report provides net expenditure/reimbursement totals by month.

Select Finance>Budget Account>Budget Expenditure Summary by Month.
Reports

![Budget Expenditure Summary by Month](image)

You may Tab, Enter, or Click between fields in this screen.

**Starting Month** - Specify the first month to appear on the report. The report will provide 12 months of expenditure totals starting with this month.

**Starting Year** - Specify the calendar year of the month.

**Budget Encumbrance/Expenditure Report (GAAP Only)**

This report is only available for GAAP clients. It will list transactions by expended or encumbered date.

Select Finance>Budget Account>Budget Encumbrance/Expenditure Report.
Reports

Figure 2-35

You may Tab, Enter, or Click between fields in this screen.

Report Date Selection - Select whether to view Encumbered or Expended transactions.

Transaction Start/End Date - Only transactions dated within the range specified will appear on the report.

Custom Budget Report

The Custom Budget Report enables the user to create a customized budget report from any of the calculated fields that normally appear on the Budget, Grant, or Capital/Trust status reports. The user selects what columns to display on the report and can print in a portrait, landscape format or can send the report directly to Excel. In addition, the customized report parameters may be saved on commonly used reports and retrieved at any time without the hassle of having to re-create the report.

Creating a New Report

Select Finance>Budget Account>Custom Budget Report.
Reports

You may Tab, Enter, or Click between fields in this screen.

Complete the selections on Page 1.

**Report Format** - Choose from Landscape, Portrait or Excel. The Landscape and Portrait formats will print in normal MCSJ report formats and give the user standard sub-totaling options. However, these report formats have limitations on total columns and combined column lengths. The system will prevent the user from creating a report in one of these formats that exceeds maximum width. The Excel report format can have any number of columns and column widths. Control totals will appear on reports generated to Excel, but no additional subtotal options will be available.

**Status Type** - The type of report selected will determine what column selections the user can choose on Page 2. For example, when selecting the Capital/Grant status report type, the “Original Auth/Grant” field will become available for selection.

**Report Type** - The same report types available on the regular status reports are available on the custom report. Users can print individual accounts, control accounts only (Summarize Sub Accounts) or can choose to only print certain account segment (e.g. Dept) or class totals.

**Range of Class Id’s** - If a range is selected using the picklists, only accounts with the selected Class Id’s will appear on the report. Summarized totals for accounts with a Class Id can be selected under the **Report Type** drop down box.

Click on Page 2. This page enables the user to chose the columns that will appear on the report. Up to 3 horizontal lines or stacked columns for each account can be printed on the report. If only a single line per account is desired, then only columns under **Line 1** should be selected.
### Figures

#### Figure 2-37

*You may Tab, Enter, or Click between fields in this screen.*

#### Note: Columns will automatically be disabled by the system when the Portrait or Landscape format reports would exceed maximum page width.

### Saving a Customized Report

Although it is optional, customized report parameters can be saved so that the same report can be selected at a later date without having to re-create the report. If there is no need to save the report selections, the report may just be printed.

After choosing all of your report parameter options on Page 1 and Page 2, click **Save** and a Windows dialog box will appear enabling the report query to be saved. Browse to the location where the file will be saved and type a file name. Click **Save**. The file will be saved automatically with the (.ser) file extension.

### Printing the Report

The Portrait and Landscape report formats may be printed to the screen or sent directly to the printer. The Excel format will be created in Excel immediately after clicking **Print** (assuming Microsoft Excel is installed). Once the Excel file appears on the screen, it may be saved and modified like a normal Excel file.

### Retrieving a Saved Report

If the parameters for a customized report have been previously saved, the report may be regenerated with refreshed data by returning to the Custom Budget report screen and opening the saved file.
Reports

Select Finance>Budget Account>Custom Budget Report.

Click Open on the toolbar and a Windows dialog box will appear. Browse to the saved query file, select it, and click Open. All of the report parameter selections will appear and the report can now be reprinted.

![Custom Budget Report](image)

**Figure 2-38**

**Monthly Transfer Report (School Boards Only)**

This menu option will create an Excel file containing the statutorily required Monthly Transfer Report for NJ School Boards.

*Note: Microsoft Excel must be installed on the PC being used to generate the report.*

Select Finance>Budget Account>Monthly Transfer Report.

Enter the Budget Year and As of Date for the report and then click Next to generate the file.

When prompted, specify a file name and click Save.

**Statement of Revenue and Expenditures**

This report provides a variety of customized views to analyze revenue and expense activity. Report formats can be saved and retrieved for future use and the information can be generated to Excel. The report has several options to compare current activity to prior years.

Select Finance>Statement of Revenue and Expenditures.

*Page 1*

Use Page 1 to select the report style, prior year comparative options, and date ranges.
Report Type -

Standard - Displays current year budgeted, actual expense/revenue (curr period and ytd), cancel, balance and % realized/expended. A prior year revenue/expense column is also displayed.

Abbreviated - Same as Standard, but no cancellations or revenue balance figures are displayed.

Budgeted Only - Only budgeted figures are displayed for the current year and any selected prior years.

Actual Only - Only current year to date actual expense/revenue figures are displayed. Prior year comparisons are optional.

Budgeted and Actual - Budgeted and year to date actual expense/revenue figures are displayed. Prior year comparisons are optional.

Comparative Report Type - When enabled, use the field to select the number of prior year comparisons to appear on the report.

Prior Year Column Option - Use this field to determine how prior year figures will be calculated on the report. Options include calculating prior year expense/revenue totals through year-end or through the corresponding prior year time period.

Current Period Start/End Date - This date range will be used to accumulate the current period totals for both revenue and expense accounts.

As of Date for YTD Totals - YTD totals for revenue and expense accounts will appear as of this date.
Reports

**Print Account Descript Only** - If selected, no account numbers will appear on the report.

**Print Zero YTD Activity Accounts** - If selected, accounts with no activity will appear on the report.

**Print to Excel** - If selected, the report will generate to Excel.

Page 2

Click on Page 2 to select the accounts to include on the report, subtotal options, and summary level.

![Custom Reporting Options](image)

**Custom Reporting Options:**

**Saving the Report**

Although it is *optional*, customized report parameters can be saved so that the same report can be selected at a later date without having to re-select all of its options. If there is no need to save the report selections, the report may just be printed.

After choosing all of your report parameter options, click **Save** and a Windows dialog box will appear enabling the report query to be saved. Browse to the location where the file will be saved and type a file name. **Click Save**. The file will be saved automatically with the (.ser) file extension.

**Retrieving a Saved Report**
Budget Preparation

If the parameters for a customized report have been previously saved, click **Open** on the toolbar and a Windows dialog box will appear. Browse to the saved query file, select it, and click **Open**. All of the report parameter selections will appear and the report can now be reprinted.

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**Budget Preparation**

The Budget Preparation module allows users to prepare the future year expense and/or revenue budget prior to rolling the system to the new year. Temporary account files can be created that can be used by departments or administration to enter requested and final budgets for the new year and to print Budget/Revenue Preparation worksheets containing the prior 3 years budget history. The module also contains an Excel import/export feature that allows users to easily send budget/revenue preparation information to Excel where it can be modified and imported back into MCSJ. After creation of the new year accounts, the budgeted figures in the Budget/Revenue Prep file can be automatically rolled into the Budget and/or Revenue Account Maintenances or imported into the Adopt/Amend Batch.

In order to begin the Budget Preparation process and to print the Budget/Revenue Preparation Worksheets, the Budget/Revenue Prep file must be created. Creating the new file is a two step process:

1. Delete the prior year’s file if it still exists.
2. Create the temporary account file(s).

**1.) Delete Budget/Revenue Prep File**

Select **Finance>Budget Account>Budget Prep>Delete Budget/Revenue Prep File**.

![Delete Budget/Revenue Prep File](image)

Click **Next** to delete the prior year’s file.

**2.) Create Accounts**

The user may create Budget and Revenue account files or may choose to only create one or the other.

*Create Budget Accounts*

Select **Finance>Budget Account>Budget Prep>Budget Preparation**.

---

Budget  2 - 39
It is recommended that the file be created by an administrative user with the security to see the **Budget Preparation (All)** option above. This will allow the entire file to be created at one time. Users without full account access or with limited Budget Prep security will only see the **Budget Prep by Department** options.

Click on **Budget Preparation (All)** and then click **Next**. Enter the **Range of Accounts** to be created, making sure that the year segment in the account number range corresponds to the future budget year. An option is available within the batch to add additional ranges of accounts, which is helpful if additional funds or new accounts need to be added to the file at a later date.

Once the accounts have been created, the file is ready to be edited and the Budget Preparation Worksheets may be generated.

**Create Revenue Accounts**

Select **Finance>Budget Account>Budget Prep>Revenue Preparation**.

Users with security access to the **Revenue Preparation** option can click **Next**. Enter the **Range of Accounts** to be created, making sure that the year segment in the account number range corresponds to the future budget year. An option is available within the batch to add additional ranges of accounts, which is helpful if additional funds or new accounts need to be added to the file at a later date.

*Note: Revenue accounts must be flagged as Anticipated (Revenue Account Maintenance) in order to be automatically added to the batch.*

Once the accounts have been created, the file is ready to be edited and the Revenue Preparation Worksheets may be generated.
Editing the Budget/Revenue Preparation Accounts

**Budget**

There are two options for accessing the Budget Preparation file to enter recommended or requested budget amounts. Users with full account access will be able to enter the file using the **Budget Preparation (All)** option. Department users will only have the option of entering the file using the **Budget Prep by Department** option.

Select **Finance>Budget Account>Budget Prep>Budget Preparation**.

If the **Budget Preparation (All)** option is available, click on it and then click **Next**.

If this option is not available, click on the **Budget Prep By Department** button. Department users should enter a full account number up to and including the department segment. Click **Next** and the screen will look similar to **Figure 2-44**, but will only contain accounts within the department segment entered.

*Note: The user must have security rights to the accounts in the department they are trying to access.*
Budget Preparation

Adding an Account

Add - Click to add a new account to the batch. The account MUST already exist or be added in the current year or future year (if one exists) before the budget preparation batch can be rolled or imported. Click Save when finished.

Edit - The Go To button may be used to navigate quickly to a specific account number. Otherwise, highlight the line to change and click Edit or double click on a field. Descriptions and the current year appropriated and actual expenditures for each account can be viewed at the top of the screen as shown in Figure 2-44. The user can decide whether to enter Requested, Admin Recmnd (Administration Recommended), and/or Adopted Budget amounts or percentage increases (%) for any Line Item or Sub type accounts. The % change will appear automatically when an amount is entered and vice versa. Account types or notes may be changed for any account within the batch.

Note: Account Types should only be changed if the account type has been changed on the Budget Account Maintenance screen.

Note: Budgeted amounts may not be entered for Header or Control accounts.

Delete - Highlight the line to remove and click Delete. The entire batch may be deleted by pressing CTRL+ALT+DEL on the keyboard. Click Save.

Go To - A specific budget account can be found within the batch by clicking this button and entering the budget account number.

Range - Use this button to add ranges of accounts to the batch.

Dup - This button is used to copy the amount entered in the Requested field to the Admin Recmnd and then to the Adopted Budget column. It can be done for a single account by selecting the account line and clicking Dup. To duplicate amounts for a range of accounts, hold the SHIFT key, select a range of accounts using the keyboard or mouse and then select Dup. Click Save when finished.
Budget Preparation

Remember to click **Save** if any modifications have been made to the batch.

Revenue

Select **Finance>Budget Account>Budget Prep>Revenue Preparation**.

With **Revenue Preparation** selected, click **Next**.

The toolbar options for the Revenue preparation have the same functionality as in Budget Preparation. Account descriptions and current year *Anticipated* and *Actual* Revenue totals will appear at the top of the screen when an account is being edited as shown in Figure 2-45.

The *Admin. Recmd* amount and % fields are intended for recommended revenue budgets. The *Anticipated* fields should be used to enter the final revenue budget to be adopted.

Click **Save** after making any changes.

Budget/Revenue Prep Worksheet

The Budget/Revenue Prep Worksheet can be used as a tool for developing the new budget. It contains the budget and expenditure/revenue history for the prior 3 years and will display any of the information that has already been entered in the Budget and/or Revenue Preparation Batches.

Select **Finance>Budget Account>Budget Prep>Budget/Revenue Prep Worksheet**.
Budget Preparation

![Budget/Revenue Prep Worksheet](image)

**Budget Sequence** - Determines the range of budget accounts that can be selected to appear on the report. Choose from *Account Range*, a single *Department Id*, or a *Department Range*.

**Include Revenue Accounts** - Enables the user to choose whether or not to include revenue accounts on the report.

**Budget/Revenue Options** - The user can select what subtotals to print on the report. A page break option is available for expense accounts.

**Print Budget Control Totals Page** (Budget only) - A page may be printed that omits sub account detail and only displays the budget information for *Control* and *Line Item Control* type accounts (e.g. S&W and Other Expense control accounts).

**Print Account Comments** - Check to include any notes entered for accounts in the Preparation batches.

**Include Transfers in Approp** - If this box is checked, any budget transfers will be included in the accounts’ appropriated totals for prior years. Otherwise, transfer totals will appear separately.

**Excel Import/Export Routine**

Budget and/or Revenue Preparation information can be easily imported or exported from/to Excel. The information may be edited in Excel and then imported back into MCSJ. In order to export to Excel, the Budget and/or Revenue Preparation files must be created in MCSJ. In order to import from Excel, the Budget and/or Revenue Prep information must be in the correct format described.
Budget Preparation

in Figure 2-47 and the existing file(s) in MCSJ must be deleted. It is strongly recommended that the accounts be exported to Excel from MCSJ first in order to avoid any formatting issues that may arise when a user attempts to create their own Excel document.

Select Finance>Budget Account>Budget Prep>Excel Import/Export.

Figure 2-47

Export

After creating the Budget and/or Revenue Preparation files in MCSJ, select the drop down arrow in Figure 2-48 and select Export. As described on the screen, this routine will export the file(s) to one Excel spreadsheet only. The Budget accounts will be exported on the first sheet and the Revenue accounts (if applicable) will be exported to the 2nd sheet.

Click Next and a Windows Save dialog box will appear. Enter a file name and choose a location for the file to be saved. Click Save and the file will automatically be generated (assuming Microsoft Excel is installed).
Budget Preparation

Once the file has been created, it becomes a normal Excel document and can be edited and saved as desired.

**Note:** If planning to re-import the changes made in Excel back into MCSJ, the layout of the Excel file should not be changed. In other words, do not delete, re-arrange, or reformat columns and do not change the order of the sheets.

**Import**

When ready to import the budget changes you’ve made in Excel back into MCSJ, select the *Import* Routine Type and click *Next*.

**Note:** Prior to importing the Budget/Revenue Prep files into MCSJ, make sure that the existing Budget/Revenue Prep files have been deleted in MCSJ. Use the Delete Budget/Revenue Prep File routine to clear the files.

**Note:** Refer to the file format requirements in Figure 2-47 to ensure that your file will be imported. Also, the Excel file to be imported should be closed prior to import.

A Windows Open dialog box will appear. Browse to the file to be imported and click *Open*. The counter will appear and begin counting the records imported. When it is finished, return to the Budget and/or Revenue Preparation screens to view the imported information. The worksheet may be printed to view the account information in report format.

**Verify Budget/Revenue Preparation Batches**

The Budget and/or Revenue Preparation Batch Verification Listing must be printed prior to rolling or importing adopted budget amounts. The listing will show any errors that need to be corrected.

**Note:** A user with security to all budget accounts should verify the Budget Preparation Batch.

**Budget**

Select Finance>Budget Account>Budget Prep>Budget Preparation.
Select **Budget Prep Verification Listing (All)** and click **Next**. The listing may be viewed on the screen, but MUST be printed prior to rolling or importing the batch. If errors exist, the errors MUST be corrected and the verification listing will need to be run again after the corrections are made. **Warnings** may appear, but the user may proceed.

**Note:** *If the budget prep year’s accounts have not been created yet, either via a Future Year or the End of Year Roll-over, errors will appear alerting the user that “Budget Masters do not exist.” These errors will disappear once the budget year’s accounts are created.*

**Revenue**

Select **Finance>Budget Account>Budget Prep>Revenue Preparation.**

Select **Revenue Prep Verification Listing** and click **Next**. The listing may be viewed on the screen, but MUST be printed prior to rolling or importing the batch. If errors exist, the errors MUST be corrected and the verification listing will need to be run again after the corrections are made. **Warnings** may appear, but the user may proceed.

**Note:** *If the revenue prep year’s accounts have not been created yet, either via a Future Year or the End of Year Roll-over, errors will appear alerting the user that “Revenue Masters do not exist.” These errors will disappear once the budget year’s accounts are created.*
There are two methods for posting the Budget/Revenue Preparation Adopted/Anticipated amounts to the accounts. The first method, the Budget/Revenue Prep Rollover, enables the user to simply update the Account Maintenances with the Adopted and/or Anticipated amounts posted in the Preparation batches. Using the 2nd method, the user can import the Budget/Revenue Preparation Adopted/Anticipated amounts into the Adopt/Amend Batch. The user can then utilize the features of the Adopt/Amend Batch, such as automated GL postings, to update the budget.

**Budget Prep Rollover**

This OPTIONAL routine will update the Budget and/or Revenue Account Maintenances with the amounts entered in the Adopted/Anticipated columns of the Preparation batches. The accounts to be posted (Budget year) MUST exist prior to running this routine and the Preparation batches MUST be verified. This routine will overwrite any amounts already posted to the accounts. No journal entries will be posted to the G/L.

*Note:* Do not run this routine if planning to use the Adopt/Amend Routine to post the budget. Budgeted figures may be imported into the Adopt/Amend Batch from the Preparation batches. Read the warnings in Figure 2-51 prior to running this routine.

*Note:* Only the Adopted Budget column of the Budget Prep Batch will be used to update Budget Account Maintenance. Only the Anticipated column of the Revenue Prep Batch will be used to update Revenue Account Maintenance. Make sure that these columns have amounts before running the Budget Prep Rollover.

Select Finance>Budget Account>Budget Prep>Budget/Revenue Prep Rollover.
Adopt/Amend Batch

You should have a current backup of your data file before proceeding.

This procedure will update the Budget Master File based on the 'Adopted Budget' amounts in the Budget/Revenue Preparation File. ANY ACCOUNT WITH A ZERO IN THE 'ADOPTED BUDGET' COLUMN WILL CAUSE THE TEMPORARY BUDGET FOR THAT ACCOUNT TO BE ZEREOED OUT! 'Adopted Budget' change transactions will be written to the Budget Master Transaction File. If Revenue Accounts have been entered, the Revenue Master File will be updated based on the 'Anticipated' amount in the Budget/Revenue Preparation File. ANY ACCOUNT WITH A ZERO IN THE 'ANTICIPATED' COLUMN WILL CAUSE THE ANTICIPATED FOR THAT ACCOUNT TO BE ZEREOED OUT! 'Adopted Revenue' change transactions will be written to the Revenue Master Transaction File. The Budget/Revenue Preparation File will be deleted.

This routine may be run only once!

Figure 2-51

Click Next to run the routine.

Adopt/Amend Batch

See the following section for assistance with importing the Budget/Revenue Preparation files.

Adopt/Amend Batch

The Adopt/Amend Batch is an optional method of posting the budget. It requires that a balanced expenditure and revenue budget be entered. When the batch is updated, the G/L will be posted to reflect the total budget. The Adopt/Amend Batch is capable of importing Adopted/Anticipated amounts from the Preparation files.

Select Finance>Budget Account>Budget Adopt/Amend Batch.
Adopt/Amend Batch

![Budget Adopt/Amend Batch](image)

**Figure 2-52**

*You may Tab, Enter, or Click between fields in this screen.*

### Create Batch

Type in a unique **Batch Id** and press Enter.

**Posting Date** - Enter the budget posting date.

**Budget Year** - Enter a single digit for the budget year.

**Fund** - Enter the fund. Only one fund may exist in a single batch.

**Reason Code** - Select one of the reasons for the budget posting.

---

**Note:** The Amended reasons (NJ Municipal - Chapter 159, Emergency Authorization, Chg Title/Text) only require that an amended/change amount be entered for accounts. For example, if the original budget is 500 and will be amended to a full amount of 1500, then 1000 would be entered. The Adopted reasons (Temporary, Adopted) require that the final budgeted amounts be entered for each account.
Adopt/Amend Batch

Several options are available to create the batch:

**Auto Create Batch** - This option will import budget and revenue (Anticipated only) accounts into the batch. Amounts will then be entered by the user.

**Import From Budget Prep** - Budget/Revenue accounts and their *Adopted/Anticipated* budget figures will be imported from the Budget/Revenue Preparation Batch. If no Revenue Preparation Batch exists, revenue accounts (Anticipated only) will be automatically added to the batch so the user can enter budgeted figures.

**Batch Entry** - Accounts may be individually added to a blank batch.

Select one of the above options and click **Next**. If one of the automated options was chosen, click **Next** with the **Batch Entry** button selected to enter the batch.

Modify Batch

Once in the Batch Entry, the screen will either be blank or will look similar to the figure below.

![Image of Batch Entry Screen]

*Figure 2-53*

*You may Tab, Enter, or Click between fields in this screen.*

**Add** - Click to add an account. Budget accounts are added in the **Budget Acct** field and revenue accounts are added in the **Revenue Acct** field. Budget and revenue accounts are entered on separate lines, unless the expense account is offset directly by a specific revenue account (e.g. Grant Accounts). In the case of grants, a single amount can be entered on one line containing both a budget and revenue account. Both accounts’ budgets will be updated with the amount entered. Click **Save** after adding any accounts.

**Edit** - Highlight the line to change and click **Edit** or double click on the line. Click **Save** after making any changes.

**Delete** - Highlight a line and click **Delete**. Click **Save**.
**Adopt/Amend Batch**

**Go To** - This button may be used to move automatically to a particular *Sequence* number within the batch. Sequence numbers appear to the far right of each line in the Batch Entry screen and on the Batch Verification listing.

Remember to click **Save** after making any changes to the batch. Budget and revenue totals will appear. These amounts MUST match in order for the batch to be successfully verified and updated.

**Batch Verification Listing**

The Batch Verification Listing will list all accounts, budgeted amounts and show a calculated change to each account’s existing budget. A G/L Posting Summary and Totals page will print at the end of the report. The total Revenue and Expense budgeted amounts MUST match. Also, because G/L postings will be made for the amount of the change to the existing budget, the total calculated change to the expense and revenue budgets MUST match. The final line of the report will alert the user if any errors exist in the batch. The errors will usually be identified on the Posting Summary pages at the end of the report, but may also appear on individual accounts (e.g. “Account not on File”). All errors must be corrected in the Batch Entry and the verification list reprinted before the batch may be updated.

Click on the **Batch Verification Listing** button. Click **Next**. Screen and printer options are available, but the batch MUST be printed in order to proceed to the update.

**Batch Update**

This step will post the budgeted figures and update the G/L postings.

Click on the **Update Batch** button. Click **Next**.

Upon completion of the update, a Batch Update/Posting report may be printed. This report contains updated totals and a G/L posting reference number.
Special Budget Routines

Current Period Update

This routine will reset the current period fields on the Budget Account Maintenance screen to reflect activity during a user specified time period.

Note: This routine will down the MCSJ Application Server. All users must exit the system before the routine can be run and the application server must be restarted before logging back into the system.

Select Finance>Budget Account>Current Period Update.

![Current Period Update](image)

This procedure resets the current period fields of the Budget Master Accounts. 
Back up your data files before initiating this process.

Current Period Start Date: 16/01/06
End Date: 16/31/06

Figure 2-54

After entering the activity date range, click Next.

Create Payroll Agency Payments (MCSJ Payroll Clients Only)

This routine will automatically generate agency payments for payroll withholdings. Purchase orders or a Budget Batch can be generated for payments as they come due. In order to use the routines, the Payroll Agency/Trust Set-up tabs must be set-up on all Tax and Deduction Maintenances (See Payroll documentation). An E&A representative should assist in this process, as your unique procedures will determine how the maintenances are set-up.

Before running this routine, the following should be checked to ensure the correct payments and payment amounts will be created:

1. The Payroll Agency/Trust Set-up tab on the applicable Tax and Deduction Maintenance screens is completed.
2. The correct type of payment should be flagged (PO or Budget Batch) on the Payroll Agency/Trust Set-up tab. Purchase orders must be generated if you want to issue a computer check for the payment.
3. Verify that each tax or deduction is flagged with the correct pay frequency.
4. If generating PO’s, ensure that the correct vendor is assigned to the tax or deduction.
5. Verify the check dates of the payroll withholdings to be paid. The payrolls to be included must be updated.

Select Finance>Budget Account>Create Payroll Agency Payments.
Special Budget Routines

You may Tab, Enter, or Click between fields in this screen.

Create - Select the payment method (P.O. or Budget Batch) used in the system for the withholdings to be paid. Screen options will vary based on your selection. Refer to the appropriate payment method below.

Automatically Override Over-Encumbered Controls - If this box is left unchecked, payments that will cause a Control budget account to become over-encumbered will not be created. To ensure all payments are created, check the box.

Note: If this box is not available, the user does not have proper Budget or Purchase Order security levels to over encumber control accounts.

Pay Frequency - Select the appropriate time period for the payment. Payments will only be generated for deductions or taxes with the same frequency specified on the Tax or Deduction Maintenance Payroll Agency/Trust Set-up tab. If Quarterly or Monthly is selected, choose the appropriate Quarter or Month to default a Check Date Range.

Check Date Range - These dates refer to the Payroll check dates. Use the range to specify which payroll withholdings should be processed for payment. The date range is integral in ensuring that the correct payment amount is generated.

Posting Date - Enter either the encumbrance date for the purchase order or the transaction date for the budget batch.

Budget Batch Payments

Batch Id - This id will be used for the Budget Batch created by the routine.

Entry Descript - Enter a transaction description to appear for each line generated in the batch.

Click Next to create Budget Batch payments.
Special Budget Routines

*Note: Budget Batches MUST be updated before accounts will be posted.*

**Purchase Order**

![Image of Create Payroll Agency Payments window]

**Figure 2-56**

**Starting P.O.** - Enter the purchase order number to start at or leave the default purchase order number. The P.O.'s created will start with this number and follow in succession.

**P.O. Descript** - This description will appear on the cover page of each purchase order created.

**Line Item Status** - The line items on each purchase order will be created with the status specified.

**Line Item Descript** - This description will appear on each purchase order line item created.

Click **Next** to run the routine. If creating purchase orders, a Purchase Order Generation Listing may be printed.

*Note: Checks must still be processed if purchase orders were created.*
This chapter will cover the Revenue module of the MCSJ Finance system. The Revenue module contains revenue accounts, reports and batches for posting both cash and non-cash revenue. The following items will be covered:

- Add/Modify/Inquiry Revenue Accounts
- Bank and Source Code Set-up
- Cash Receipts Batch
- Revenue Batch
- Revenue Reports
- Update Utility Receivables to Revenue

Note: Due to the varying Revenue account structures of E&A clients, account numbers shown as examples in this manual may differ from your organization’s accounts.

Revenue Account Maintenance

Revenue accounts are added and modified in this maintenance. Balance and transaction inquiries may also be performed directly from this screen.

Select Finance>Revenue>Account Maintenance.
Look-up/Edit/Delete

Accounts may be retrieved using the **Acct** (Account) and **Description** fields. Type in the full account number or description and press Enter or use the picklist in one of the fields to select an account. See **Figure 3-2**.
Revenue Account Maintenance

![Revenue Account Maintenance](image)

Figure 3-2

The << and >> buttons on the toolbar may be used to move between accounts.

**Edit** - Click this button on the toolbar. All editable fields will appear in white. Click on the *G/L Accounts* tab if changes need to be made on that screen. Click **Save** after making any changes.

**Edit Previous** - This button is located at the bottom of the screen and is only used to edit the “Previous Year” totals on an account. Click **Save Previous** when finished.

Note: Changing Current Year or Prior Year Anticipated amounts requires a Reason for Change and Posting Date to be entered.

**Delete** - To delete an account, click this button on the toolbar. A “Delete Password” must be entered. Some accounts may not be deleted if they have activity, current year budgets and/or are referenced in other areas of the system.

**View Detail**

Transaction detail can be viewed for a particular account by clicking the **Detail** button on the toolbar.

A date range may be entered for the transactions. If applicable, select the level of detail to be shown for any PO transactions by using the drop down box in the **PO Transaction Selection** field.

The Revenue Detail Inquiry report will print to the screen. It may be printed by clicking **Print**.
Revenue Account Maintenance

Add

Click **Add**. Enter a new account number. The screen will look similar to **Figure 3-3**.

![Revenue Account Maintenance](image)

**Figure 3-3**

*You may Tab, Enter, or Click between fields in this screen.*

**Type** -

- **Cash Basis** - Revenue is realized when cash is received. These accounts have no receivable balances.
- **Accrual Basis** -
  - GAAP clients will have the ability to accrue revenue and set up receivable balances. Cash receipts will reduce the receivable balance on an account.
  - NJ and Cash Basis clients will be able to establish receivable balances. However, revenue will only be realized when cash is received.

**Anticipated** - This box should be checked if the revenue is anticipated in the current budget. If the box is checked, revenue account totals will be included in the “Anticipated” section on various revenue reports. In addition, anticipated revenue accounts will be automatically added to the Adopt/Amend Batch during the Auto-Creation or Import from Budget Prep routines.

**Description** - Enter an account description.

**Current Year Anticipated** - If desired, the revenue account’s budgeted amount for the current year may be entered in this field. **Figure 3-4** (NJ Municipal Only) or **Figure 3-5** will appear when adding a new account regardless of whether the budgeted amount has been changed. If no budget has been entered, just click Ok. If a budget has been entered, select the **Reason** for the change.

- **Temporary Revenue, Adopted Revenue**- Appears in **Adopted** column on Account Status.
- **Chapter 159, Emergency Authorize, Chg Title/Text, Amended** - Appears in **Amended** column on Account Status.
Revenue Account Maintenance

The **Posting Date** entered will determine when the budgeted amounts affect reports. A **Description** for the budget change may be entered. Click Ok when finished.

Click on the **G/L Accounts** tab. The screen that will appear will vary based on your organization’s accounting basis and the type of account (i.e. Accrual, Cash Basis) being entered. This screen tells the system what accounting entries should be made in the G/L when different types of transactions affect the revenue account. It also stores a **Class Id** that can be used to group accounts for special reporting and a **Checking Account** that is used when charging revenue accounts on purchase orders.
Revenue Account Maintenance

**Class Id** - A Class Id can be selected from the picklist to group accounts together for special reporting purposes. Using the Custom Revenue Report, the user can run a revenue report for a range of classes and/or export accounts to Excel and sort/subtotal accounts by Class.

*Note: Budget and Revenue Class Id's are entered under Finance>Budget/Revenue Class Maintenance.*

*Note: An E&A representative should be initially consulted for assistance with the completion of the G/L Accounts tab.*

*Note: To avoid entering G/L accounts on each newly added revenue account, it is recommended that an existing account with similar characteristics be selected prior to clicking Add. The G/L accounts on the selected account will automatically default to the new account.*

Click **Save** after all of the necessary G/L accounts have been entered. For a more detailed explanation on the accounting implications of this screen, refer to the section below that identifies the accounting basis used by your organization.

**NJ Modified Accrual / Cash Basis**

**Figure 3-7** displays a **Cash Basis** type account. **Figure 3-8** displays an **Accrual Basis** type account.

![Revenue Account Maintenance](image_url)

*You may Tab, Enter, or Click between fields in this screen.*
## Revenue Account Maintenance

Type in the G/L accounts or use the picklists to select them. Click **Save** when finished.

<table>
<thead>
<tr>
<th></th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue Journal</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Accrued Revenue/Cash Receipts</strong></td>
<td></td>
<td>Revenue Control</td>
</tr>
<tr>
<td><strong>Collateral</strong></td>
<td>Interfund</td>
<td>Interfund</td>
</tr>
<tr>
<td><strong>Anticipated Revenue</strong></td>
<td></td>
<td>Anticipated Revenue</td>
</tr>
</tbody>
</table>

### Revenue Journal

These G/L accounts are OPTIONAL. The journal entry is used when transactions are entered against the account using the Revenue Batch. Typically, the Revenue Batch is used for non-cash entries.

*Note: Escrow users should be aware that Project Batch deposits use the Revenue Journal accounts to post the G/L.*

### Accrued Revenue/Cash Receipts

The G/L credit is used when Cash Receipts are posted to the account. The G/L debit is not required because it is determined by the Bank Code entered on the Cash Receipts Batch or Payment Code.

### Collateral

These G/L accounts are OPTIONAL. Most commonly, these entries will be used when receipts are posted to a cash account in another fund, requiring interfund entries. Collateral entries are made simultaneously with a cash receipt entry.

### Anticipated Revenue

The G/L account is debited when the budget for this account is posted using the Adopt/Amend Batch.

### Checking Account

The checking account tells the system from which account checks will typically be issued when the revenue account is entered on a purchase order. The field only needs to be completed if the revenue account will be used on purchase orders (i.e. refunds of revenue). Any checking account assigned to a revenue account must have a Cash Disbursement G/L account (i.e. Cash account).

*Note: Checking accounts are located in Finance>A/P>Check Processing>Account Maintenance.*
Revenue Account Maintenance

You may Tab, Enter, or Click between fields in this screen.

Type in the G/L accounts or use the picklists to select them. Click Save when finished.

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accrued Revenue</td>
<td>Receivable</td>
</tr>
<tr>
<td>Cash Receipts</td>
<td>Reserve for Receivable</td>
</tr>
<tr>
<td>Collateral</td>
<td>Interfund</td>
</tr>
<tr>
<td>Anticipated Revenue</td>
<td>Anticipated Revenue</td>
</tr>
</tbody>
</table>

Accrued Revenue - These G/L accounts are required on all Accrual Basis type accounts. They are used when increasing the A/R balance on an account (Accrued Revenue) via the Revenue Batch or A/R module. They may also be used if Revenue Journal type entries are entered against the account in the Revenue Batch. These entries are reversed when cash receipts are posted against the account.

Cash Receipts - The G/L credit is used when Cash Receipts are posted to the account. The G/L debit is not required because it is determined by the Bank Code entered on the Cash Receipts Batch or Payment Code.

Collateral - These G/L accounts are OPTIONAL. Most commonly, these entries will be used when receipts are posted to a cash account in another fund, requiring interfund entries. Collateral entries are made simultaneously with a cash receipt entry.

Anticipated Revenue - The G/L account is debited when the budget for this account is posted using the Adopt/Amend Batch.

Checking Account - The checking account tells the system from which account checks will typically be issued when the revenue account is entered on a purchase order. The field only needs to be completed if the revenue account will be used on purchase orders (i.e. refunds of revenue). Any checking account assigned to a revenue account must have a Cash Disbursement G/L account (i.e. Cash account).
Revenue Account Maintenance

Note: Checking accounts are located in Finance>A/P>Check Processing>Account Maintenance.

GAAP

Figure 3-9 displays a Cash Basis type account. Figure 3-10 displays an Accrual Basis type account.

![Revenue Account Maintenance](image)

**Figure 3-9**

You may Tab, Enter, or Click between fields in this screen.

Type in the G/L accounts or use the picklists to select them. Click Save when finished.

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue Journal</td>
<td>Revenue Journal</td>
</tr>
<tr>
<td>Accrued Revenue/Cash Receipts</td>
<td>Revenue Control</td>
</tr>
<tr>
<td>Collateral</td>
<td>Interfund</td>
</tr>
<tr>
<td>Deferred Revenue</td>
<td>Interfund</td>
</tr>
<tr>
<td>Anticipated Revenue</td>
<td>Deferred Revenue</td>
</tr>
</tbody>
</table>

**Revenue Journal** - These G/L accounts are OPTIONAL. The journal entry is used when transactions are entered against the account using the Revenue Batch. Typically, the Revenue Batch is used for non-cash entries.

Note: Escrow users should be aware that Project Batch deposits use the Revenue Journal accounts to post the G/L.
Revenue Account Maintenance

Accrued Revenue/Cash Receipts - The G/L credit is used when Cash Receipts are posted to the account. The G/L debit is not required because it is determined by the Bank Code entered on the Cash Receipts Batch or Payment Code.

Collateral - These G/L accounts are OPTIONAL. Most commonly, these entries will be used when receipts are posted to a cash account in another fund, requiring interfund entries. Collateral entries are made simultaneously with a cash receipt entry.

Deferred Revenue - This account is used when Deferred Revenue transactions are posted to an account in the Revenue Batch.

Anticipated Revenue - The G/L account is debited when the budget for this account is posted using the Adopt/Amend Batch.

Checking Account - The checking account tells the system from which account checks will typically be issued when the revenue account is entered on a purchase order. The field only needs to be completed if the revenue account will be used on purchase orders (i.e. refunds of revenue). Any checking account assigned to a revenue account must have a Cash Disbursement G/L account (i.e. Cash account).

Note: Checking accounts are located in Finance>A/P>Check Processing>Account Maintenance.

![Figure 3-10]

You may Tab, Enter, or Click between fields in this screen.

Type in the G/L accounts or use the picklists to select them. Click Save when finished.

<table>
<thead>
<tr>
<th>G/L Accounts</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accrued Revenue</td>
<td>Receivable</td>
<td>Revenue Control</td>
</tr>
<tr>
<td>Cash Receipts</td>
<td>Receivable</td>
<td></td>
</tr>
<tr>
<td>Collateral</td>
<td>Interfund</td>
<td>Interfund</td>
</tr>
<tr>
<td>Deferred Revenue</td>
<td>Deferred Revenue</td>
<td></td>
</tr>
<tr>
<td>Anticipated Revenue</td>
<td>Estimated Revenues</td>
<td></td>
</tr>
</tbody>
</table>
**Bank Maintenance**

**Accrued Revenue** - These G/L accounts are required on all Accrual Basis type accounts and used when accruing revenue. They may also be used if Revenue Journal type entries are entered against the account in the Revenue Batch.

**Cash Receipts** - The G/L credit is used when Cash Receipts are posted to the account. The G/L debit is not required because it is determined by the Bank Code entered on the Cash Receipts Batch or Payment Code.

**Collateral** - These G/L accounts are OPTIONAL. Most commonly, these entries will be used when receipts are posted to a cash account in another fund, requiring interfund entries. Collateral entries are made simultaneously with a cash receipt entry.

**Deferred Revenue** - This account is used when Deferred Revenue transactions are posted to an account in the Revenue Batch.

**Anticipated Revenue** - The G/L account is debited when the budget for this account is posted using the Adopt/Amend Batch.

**Checking Account** - The checking account tells the system from which account checks will typically be issued when the revenue account is entered on a purchase order. The field only needs to be completed if the revenue account will be used on purchase orders (i.e. refunds of revenue). Any checking account assigned to a revenue account must have a Cash Disbursement G/L account (i.e. Cash account).

> *Note: Checking accounts are located in Finance>A/P>Check Processing>Account Maintenance.*

---

**Bank Maintenance**

Bank Codes are required in order to post cash receipts. The Bank Code tells the system what G/L cash account should be debited when cash is received.

Select **Finance>Revenue>Bank Maintenance**.

![Bank Maintenance Screen](image)

*Figure 3-11*

*You may Tab, Enter, or Click between fields in this screen.*
Source Maintenance

View/Edit

Existing banks may be retrieved using the picklists in the Bank Id and Descript fields. The << and >> buttons may be used to move between banks.

Edit - Click this button to change the information for a bank. All editable fields will appear in white. Click Save when finished.

Add

Click Add. Enter up to 8 alphanumeric characters as a Bank Id.

Descript - Enter a description for the bank.

Account Num - Enter a bank account number.

G/L Acct - Beginning with the fund segment of the account number, enter the G/L account number for this bank account. A pick-list is available.

Click Save.

Bank Listing

The report provides a list of banks and their corresponding information.

Select Finance>Revenue>Bank Listing.

Source Maintenance

Sources are also required to enter cash receipts. They may be used for any revenue tracking purpose that an organization feels may be helpful.

Select Finance>Revenue>Source Maintenance.
Source Maintenance

You may Tab, Enter, or Click between fields in this screen.

View/Edit

Existing sources may be retrieved using the picklists in the Source Id and Name fields. The << and >> buttons may be used to move between banks.

Edit - Click this button to change the information for a source. All editable fields will appear in white. Click Save when finished.

Add

Click Add. Enter up to 8 alphanumeric characters as a Source Id.

If applicable, enter name, address and contact information.

Click Save.

Source Listing

The report provides a list of sources and their corresponding information.

Select Finance>Revenue>Source Listing.
Cash Receipts Batch

The Cash Receipts Batch is used to post cash receipts. Cash Receipt batches are entered by date and require the user to identify deposit banks (Bank Id) and an extra tracking code (Source) to enhance the reporting and reconciliation features available in the system. Each batch entered must progress through a 3 step process: Entry, Verification, and Update. Account balances remain unaffected until the Update process has been completed.

The Cash Receipts Batch offers two types of batches: Standard and Recurring. Standard batches are one-time batches that will be entered as they are needed. Once a standard batch is updated, it will disappear from the Batch Id picklist. A Recurring batch is used when the same transactions will be entered multiple times in the future. The initial batch will be updated like a standard batch, but will remain on the system to be used again. When the time comes to enter the same transactions, the user will simply select the special recurring Batch Id and will have the option of changing the date of the deposit and amounts for the transactions. If needed, entries may also be added, deleted or modified in the recurring batch.

Note: Screens and options will vary slightly for clients with Payroll, A/R and/or Escrow. All options will be discussed in this section.

Cash receipt postings can be entered against revenue, budget and project (Escrow users) accounts. A Transaction type must be entered for each entry in the batch. Transaction types are described below:

Revenue - This type is used when receipting to a revenue account.

Budget Refund - This type should be used when a vendor provides a refund. By selecting Budget Refund, the system will allow the money to be put back into the budget account and will adjust the vendor’s YTD paid totals. It will also reduce the amount expended on that budget account. The Source field will allow the user to select the vendor.

Note: The system will provide a warning if the amount refunded or reimbursed is greater than the amount expended from that budget account or paid to that vendor in the current year. There is an override available.

Budget Reimbursement - This type of receipt is used to receipt funds into a budget account. Unlike Budget Refunds, no vendor totals will be adjusted. Only the reimbursed totals for an account are affected.

Customer Refunds (A/R users only) - Customer refunds can be issued for any customers that have a credit balance. Since the credit balances represent cash receipts made in excess of what has been billed, the refund entry will reverse the Overpay Revenue Acct in the A/R Parameter Maintenance. No accounts need to be entered in the batch. The customer is selected in the Source field.

Trust/Budget - The Trust/Budget type behaves the same as the Budget Reimbursement type except that it will NOT prevent the user from posting receipts exceeding the YTD expended for an account. Because of this reason, it is commonly used to post receipts to Trust type budget accounts, but may be used interchangeably with the Budget Reimbursement type.

Project Deposit (Escrow user only) - This type is used to post receipts to escrow projects.

Select Finance>Revenue>Cash Receipts Batch.
Create New Batch (Standard or Recurring)

Enter a unique **Batch Id**. Press Enter.

**Batch Date** - All entries entered in the batch will be posted with this date. Dates may not be changed within the batch.

**Bank** - Use the picklist to select the default deposit bank for each transaction within the batch. The deposit bank may be changed for individual transactions within the batch. The bank determines where the system will post the cash in the G/L. The Cash Receipts report may be run by Bank.

*Note: Bank Id’s are set-up in Finance>Revenue>Bank Maintenance.*

**Source** - This field will not be enabled unless Payroll is installed. It is only used when automatically importing payroll deposits.

**Type** - Choose **Standard** or **Recurring**. The beginning of this section contains an explanation of standard and recurring batches.

With the **Batch Entry** button selected, click **Next**.

Click **Add**. See **Figure 3-14**.
### Cash Receipts Batch

**Figure 3-14**

You may Tab, Enter, or Click between fields in this screen.

- **Bank** - The deposit bank will default, but may be changed by using <F3> to access the picklist.

- **Type** - Click on this field or use the spacebar and down arrow key to display the choices shown in **Figure 3-14**. Select the appropriate transaction type. Transaction types are described at the beginning of this section.

- **Account No** - Type in or use <F3> to select an account. The Type selected will determine whether a revenue, budget or project account can be entered. This field is not editable for a Customer Refund transaction.

- **Source** - Revenue, Budget Reimbursement, Trust/Budget, and Project Deposit transactions require that a source be entered in this field. Budget Refund and Customer Refund transactions require a vendor or customer to be selected in this field. Use <F3> to display a picklist.

  *Note: Source Id’s are set-up in Finance>Revenue>Source Maintenance.*

- **Amount** - Positive or negative amounts may be entered in this field. With the exception of Customer Refunds, positive amounts represent an increase in cash received and negative amounts represent a decrease in cash. Customer Refunds are entered with a positive amount.

  *Note: Updated transactions can be reversed by entering the SAME transaction type with the opposite sign (+-). DO NOT attempt to correct misposted transactions with a different transaction type.*

- **Check** - A check number may be recorded in this field.

- **Description** - A description may be entered for each entry.

Continue to Enter or Tab to the next line in the batch until all entries have been entered. Click **Save** when finished.

Click **Close** when finished.

---

**Revenue**
Cash Receipts Batch

Batch Verification

The Batch Verification process will print a list of the entries entered under a particular Batch Id. G/L postings that will occur are shown under the corresponding entry. Any warnings or errors will also appear at the end of the listing. **Errors** must be corrected in the Batch Entry and the verification list must be printed again in order to proceed to the Batch Update.

*Note: If multiple banks have been used in the batch, separate bank totals will appear on the verification listing.*

Click on the **Batch Verification Listing** button. Click Next.

Select *Printer or Screen* to view the listing. The listing MUST be printed to a printer in order to update the batch.

Update Batch

This step will post the entries to the accounts.

Click on the **Update Batch** button. Click Next.

Upon completion of the update, a Batch Update/Posting report may be printed. This report contains an updated totals and a G/L posting reference number.

Edit Existing Batch (Standard or Recurring)

Select **Finance>Revenue>Cash Receipts Batch**.

Type in the **Batch Id** to be modified and press Enter or use the picklist to select one.

If a *Recurring* batch has been selected, change the **Batch Date** to the new deposit date.

With the **Batch Entry** button selected, click Next. See Figure 3-15.
Cash Receipts Batch

**Add** - Click to add a new line to the batch. Click **Save** when finished adding lines.

*Note: Lines added to a Recurring Batch will remain in the batch if the batch is updated.*

**Edit** - Select a line and click this button to change the information on that line. Double clicking on the line will also enable the line to be edited. Click **Save** to finalize the changes.

**Delete** - Select a line and click this button to remove the line from the batch. A DEL will appear next to each line that will be deleted. Click **Save** to delete the lines.

*Note: Press Ctrl + Del on the keyboard to delete an entire batch. Click Save to delete the lines.*

*Note: Lines deleted from a Recurring Batch will not appear in the batch the next time it is used. In order to leave a line in a Recurring Batch, zero out any amounts for that line.*

**Go To** - This button may be used to move automatically to a particular Sequence number within the batch. Sequence numbers appear to the far right of each line in the Batch Entry screen and on the Batch Verification listing.

After changes are made, the batch MUST be verified and can then be updated.

**Import Payroll Trust Deposits (Payroll Clients ONLY)**

The purpose of this routine is to create a Cash Receipts batch to reflect the deposit of gross payroll and employer liabilities into a Payroll Trust/Agency Fund. Because different organizations have different procedures in terms of how net payroll is handled and whether multiple accounting funds are involved, an E&A representative should assist you in the initial set-up. Because of potential
Cash Receipts Batch

procedural differences, this section only provides the steps in running the routine. It does not detail how the initial set-up should be handled.

Before running this routine, the following should be checked to ensure the correct deposit amount is generated.

1. The Payroll Agency/Trust Set-up tab for each deduction and tax is complete.
2. The payroll date. The payroll must be updated.

Select Finance>Revenue>Cash Receipts Batch.

Enter a unique Batch Id. Press Enter.

Batch Date - This MUST be the date of the payroll checks. Change it accordingly.

Note: Using the wrong check date will cause either nothing to be imported or will import the wrong payroll figures.

Bank - Use the picklist to select the deposit bank.

Note: If Net Payroll is deposited into a different bank account, more than one batch will need to be created.

Click on the Import Payroll Trust Deposits - Create Batch button. The Source field is now available. Use the picklist to select the appropriate Source Id. A Source Id called “Payroll” or something similar should be used. The screen should look similar to Figure 3-16.

![Figure 3-16](image-url)
Revenue Batch

Click Next to run the routine. A batch will be created and totals will appear in the window.

You may click Next with the Batch Entry button highlighted if the batch needs to be edited.

The batch MUST be verified and updated.

Revenue Batch

The Revenue Batch is typically used for non-cash journal entries to revenue accounts. Accrual entries, deferred revenue and AR balance adjustments are entered through this batch. Each batch entered must progress through a 3 step process: Entry, Verification, and Update. Account balances remain unaffected until the Update process has been completed.

Note: It is not recommended that cash receipt entries be entered through the Revenue Batch. Entries posted through the Revenue Batch will not appear on the Cash Receipts Report and will not affect Cash collection totals on reports.

The Revenue Batch offers two types of batches: Standard and Recurring. Standard batches are one-time batches that will be entered as they are needed. Once a standard batch is updated, it will disappear from the Batch Id picklist. A Recurring batch is used when the same entries will be done multiple times in the future. The initial batch will be updated like a standard batch, but will remain on the system to be used again. When the time comes to make the same journal entries, the user will simply select the special recurring Batch Id and will have the option of changing journal entry amounts and dates. If needed, entries may also be added or deleted in the recurring batch.

Revenue Batch journal entries are entered using the following transaction types:

- **Accrued Revenue** - Transaction used to accrue revenue (GAAP only) and/or increase the A/R balance on an account. The account entered MUST be Accrual Basis.
- **Revenue Journal** - This transaction will affect the revenue totals for an account. Cash Basis and Accrual Basis accounts may be entered.
- **Deferred Revenue** (GAAP clients only) - This transaction is used to defer revenue or realize revenue that had previously been deferred. Negative amounts are entered to defer revenue (reduce revenue).
- **AR Balance Forward** - Can be used to manually adjust the AR balance on an Accrual Basis revenue account. No journal entries are made in the G/L.
- **Cancel Revenue** - On accounts with an anticipated budget, this transaction can be used to cancel unrealized revenue. No journal entries are made in the G/L.

Select Finance>Revenue>Revenue Batch.
Revenue Batch

Create New Batch

Enter a unique Batch Id. Press Enter.

Batch Date - The date entered will be used as the default date for any entries added to the batch. The date may be changed for individual entries within the batch.

Type - Select Standard or Recurring. The beginning of this section contains an explanation of standard and recurring batches.

With the Batch Entry button selected, click Next.

Click Add. See Figure 3-18.

Account No. - Type in a revenue account number or use <F3> to display the account picklist.

Type - Click in the field and use the drop down arrow to display the list of transaction types shown in Figure 3-18. The transaction types are explained at the beginning of this section.

Amount - Positive or negative amounts may be entered in this field. Positive amounts will increase revenue and negative amounts will decrease revenue when using the Accrued Revenue, Revenue Journal or Deferred Revenue transaction types. The AR Balance Forward type requires a positive amount to increase the AR balance on an account and a negative amount to decrease it. Enter a positive number to Cancel unrealized revenue.

Description - A description may be entered for each journal entry.

Date - The posting date may be changed for each journal entry.
Revenue Batch

You may Tab, Enter, or Click between fields in this screen.

Continue to Enter or Tab to the next line in the batch until all entries have been entered. Click Save when finished.

Click Close when finished.

Batch Verification

The Batch Verification process will print a list of the entries entered under a particular Batch Id. G/L postings that will occur are shown under the corresponding revenue entry. Transaction type totals will be summarized at the end of the listing. Any warnings or errors will also appear at the end of the listing. Errors must be corrected in the Batch Entry and the verification list must be printed again in order to proceed to the Batch Update.

Click on the Batch Verification Listing button. Click Next.

Select Printer or Screen to view the listing. The listing MUST be printed to a printer in order to update the batch.

Note: The bottom of the verification listing explains the effect each transaction type will have on Revenue totals.

Update Batch

This step will post the entries to the accounts.

Click on the Update Batch button. Click Next.

Upon completion of the update, a Batch Update/Posting report may be printed. This report contains updated totals and a G/L posting reference number.
Revenue Batch

Edit Existing or Recurring Batch

Select Finance>Revenue>Revenue Batch.

Type in the **Batch Id** to be modified and press Enter or use the picklist to select one.

**Batch Date** - If editing a *Recurring* type batch, enter the new date for the entries. The system will automatically change all of the entries in the batch to the date entered. If editing a *Standard* type batch, leave the batch date alone.

**Type** - Unless planning to modify the existing batch type, this field does not need to be changed.

With the **Batch Entry** button selected, click **Next**. The Batch Entry screen will look similar to Figure 3-19.

![Figure 3-19](image)

**Add** - Click to add a new line to the batch. Click **Save** when finished adding lines.

*Note: Lines added to a Recurring Batch will remain in the batch if the batch is updated.*

**Edit** - Select a line and click this button to change the information on that line. Double clicking on the line will also enable the line to be edited. Click **Save** to finalize the changes.

**Delete** - Select a line and click this button to remove the line from the batch. A DEL will appear next to each line that will be deleted. Click **Save** to delete the lines.

*Note: Press Ctrl + Del on the keyboard to delete an entire batch. Click Save to delete the lines.*

*Note: Lines deleted from a Recurring Batch will not appear in the batch the next time it is used. In order to leave a line in a Recurring Batch, zero out any amounts for that line.*

**Go To** - This button may be used to move automatically to a particular *Sequence* number within the batch. Sequence numbers appear to the far right of each line in the Batch Entry screen and on the Batch Verification listing.
Revenue Batch

After changes are made, the batch MUST be verified and updated.

Import Tax Revenue - (NJ MCSJ Finance with MCS32 Collections Only)

A special revenue import routine can be enabled in the Revenue Batch for NJ clients using MCSJ Finance and MCS32 Tax Collection, Utility and/or Animal Licensing. The routine will import updated MCS32 payments into the MCSJ Revenue Batch.

Note: This routine must be enabled in the system parameters in both MCSJ and MCS32. MCS32 users must have ‘N’ for the Revenue module and ‘J’ for the Post Rev Sw in MCS32 Parameter Maintenance. MCSJ users must check the Tax Interface option in Module Maintenance. An E&A representative should be contacted before attempting to utilize this routine.

A file called mcsj_rev.asc will be created in the /mcs-rm directory each time an MCS32 payment batch is updated. This file will continue to be amended as MCS32 payments are updated. The payments on this file may be imported into the Revenue Batch when convenient for MCSJ Finance users.

Select Finance>Revenue>Revenue Batch.

![Revenue Batch](image)

Enter a unique Batch Id. Press Enter.

Click on the Tax Revenue - Create Batch button and then click Next.
Reports

Note: If there are revenue accounts in the file that do not exist, they will appear on the Tax Revenue Batch Creation Exception Listing. These entries will not be imported.

The batch MUST be verified and updated in order for the accounts to be posted.

Revenue Account Status

This report provides revenue account balances as of a specified date.

Select Finance>Revenue>Account Status.

![Revenue Account Status](image)

**Report Sequence** - The report may be run in account number order or by any account segment range (e.g. Dept, etc.).

**Report Type** - The Detail version of the report will list each account. Otherwise, the user may choose to only print totals for a selected account segment. (e.g. Fund totals, Dept totals, etc.)

**Current Period Start/End Date** - Revenue and cash activity during the date range will be accumulated into separate totals on the report.
Reports

As of Date for YTD Totals - YTD activity and totals will appear as of the date entered.

Print Subtotals for: - Check the subtotal options to appear on the report.

Print Zero Activity Accounts - Check to print accounts with no revenue/cash activity and no budget posting.

Include Pro-rated - Checking this box will pro-rate the total anticipated amounts as of the date specified for YTD totals. The YTD revenue realized will be compared to the pro-rated anticipated figure to calculate a % Realized of Pro-Rated Anticipated.

Abbreviated Revenue Account Status

This is a more condensed version of the Revenue Account Status report designed for easier reading. Anticipated budget totals are summarized into a single column and each account number and its totals will appear on a single line. The current period date range and pro-rated option are not available on the abbreviated report.

Select Finance>Revenue>Abbreviated Account Status.

Figure 3-22

You may Tab, Enter, or Click between fields in this screen.

Revenue Summary by Month

This report provides summarized revenue or cash activity by month.

Select Finance>Revenue>Revenue Summary by Month.
Reports

You may Tab, Enter, or Click between fields in this screen.

**Type** - Select whether to see Revenue Activity or Cash Activity on the report.

**Starting Month** - Specify the first month to appear on the report. The report will provide 12 months of activity totals starting with this month.

**Starting Year** - Specify the calendar year of the month.

**Transaction Audit Trail**

This report will show transaction detail for revenue accounts during a specified period of time and will also display Revenue Account Status totals for each account. It serves as an Account Status/Transaction Audit Trail. Reference numbers are included in the transaction detail.

Select Finance>Revenue>Transaction Audit Trail.
Current Period Start/End Date - This date range is used to determine which transactions will appear in the detail and to accumulate the period revenue and cash totals displayed in the status section of the report.

As of Date for YTD Totals - YTD totals will appear on the report as of this date.

Print Add/Change Transactions - Check to include transactions that are written when accounts are added and/or anticipated amounts changed.

Print Zero Activity Accounts - Check to include accounts that have no transaction activity during the Current Period Start/End Date.

Revenue Transaction Inquiry

This report enables the user to view selected types of transaction detail on revenue accounts. Reference numbers and user ids are shown for each transaction. The report also contains a Totals Only option.

Select Finance>Revenue>Revenue Transaction Inquiry.
**Reports**

![Revenue Transaction Inquiry](image)

You may Tab, Enter, or Click between fields in this screen.

**Note:** Transaction types will vary based on the modules installed (e.g. A/R) and accounting basis.

**Report Type** - *Detail* will print detailed transactions for each account. *Totals Only* will print the total number of accounts with each selected transaction and the total transaction amount.

**Start/End Date** - Only transaction activity dated within this range will appear on the report.

**Select Transaction Type to Include** - May select all by checking the *Select All Transaction Types* button. Otherwise, select individual transaction types to include on the report. When selecting the *Change* transaction type, a *Range of Reason Codes* may be selected to narrow the type of budgeted changes displayed on the report.

**Grant Account Status**

This is a Revenue Account Status report designed especially for lettered grant revenue accounts. Since these lettered accounts may span multiple budget years, the report requires the user to enter a *Year for YTD Totals*. This enables the report to show separate current and prior year activity totals.

Select **Finance>Revenue>Grant Account Status**.
Report Sequence - The report may be run in account range order or by any account segment range.

Report Type - The Detail version of the report will list each account. Otherwise, the user may choose to only print totals for a selected account segment. (e.g. Fund totals, Dept totals, etc.)

Year for YTD Totals - Enter the single digit fiscal year for the YTD totals to display.

Current Period Start/End Date - Revenue and cash activity during the date range will be accumulated into separate totals on the report.

As of Date for YTD Totals - YTD totals will span from the start of the specified fiscal year to the date entered.

Print Zero YTD Activity Accounts - Check to include accounts that have no overall remaining balance and no activity during the fiscal year specified on the report.

Revenue Cross Reference

This report lists the selected revenue accounts and their corresponding G/L debits and credits. Checking accounts and account types for each revenue account are also displayed on the report.

Select Finance>Revenue>Revenue Cross Reference.
Custom Revenue Report

The Custom Revenue Report enables the user to create a customized revenue report from any of the calculated fields that normally appear on the Revenue or Grant status reports. The user selects what columns to display on the report and can print in a portrait, landscape format or can send the report directly to Excel. In addition, the customized report parameters may be saved on commonly used reports and retrieved at any time without the hassle of having to re-create the report.

Creating a New Report

Select Finance>Revenue>Custom Revenue Report.

![Custom Revenue Report](image)

Enter the Following:

Report Format: Landscape or Portrait or Excel. The Landscape and Portrait formats will print in normal MCSJ report formats and give the user standard sub-totaling options. However, these report formats have limitations on total columns and combined column lengths. The system will prevent the user from creating a report in one of these formats that exceeds maximum width. The Excel report format can have any number of columns and column widths. No subtotal options will be available when the report is generated to Excel.

Status Type - The type of report selected will determine what column selections the user can choose on Page 2. For example, when selecting the Grant status report type, the “Prior Anticipated” field will become available for selection.

Report Type - The same report types available on the regular status reports are available on the custom report. Users can print individual accounts or can choose to only print certain account segment totals (e.g. Fund totals).
Reports

Range of Class Id's - If a range is selected using the picklists, only accounts with the selected Class Id’s will appear on the report.

Click on Page 2. This page enables the user to chose the columns that will appear on the report. Up to 3 horizontal lines or stacked columns for each account can be printed on the report. If only a single line per account is desired, then only columns under Line 1 should be selected.

![Custom Revenue Report](image)

Figure 3-28

You may Tab, Enter, or Click between fields in this screen.

Note: Columns will automatically be disabled by the system when the Portrait or Landscape format reports would exceed maximum page width.

Saving a Customized Report

Although it is optional, customized report parameters can be saved so that the same report can be selected at a later date without having to re-create the report. If there is no need to save the report selections, the report may just be printed.

After choosing all of your report parameter options on Page 1 and Page 2, click Save and a Windows Save dialog box will appear. Browse to the location where the file will be saved and type a file name. Click Save. The file will be saved automatically with the (.ser) file extension.

Printing the Report

The Portrait and Landscape report formats may be printed to the screen or sent directly to the printer. The Excel format will be created in Excel immediately after clicking Print (assuming Microsoft Excel is installed). Once the Excel file appears on the screen, it may be saved and modified like a normal Excel file.
Reports

Retrieving a Saved Report

If the parameters for a customized report have been previously saved, the report may be regenerated with refreshed data by returning to the Custom Revenue report screen and opening the saved file.

Select Finance>Revenue>Custom Revenue Report. Click Open on the toolbar and a Windows Open dialog box will appear.

Browse to the saved file, select it, and click Open. All of the report parameter selections will appear and the report can now be reprinted.

Cash Receipts Report

This report tracks all receipts posted through the Cash Receipts Batch and/or updated from the Billing/Collections module (Payment Window/Batch). Receipts may be tracked by bank, source, reference number and/or date. The report will always provide reference number and daily totals.

Select Finance>Revenue>Cash Receipts Report.
Select Print Sequence - Determines how receipts will be sorted. Select from the following: Reference # (Batch Number), Bank, Source or Date/Reference # (Date order, then by Reference #). Ranges may be specified for banks and sources.

Report Type - Detail will list receipt transaction detail that includes revenue account number, reference number, bank, date, source, check number, transaction description and amount. Condensed will summarize transactions by reference number.

Note: Additional transaction detail for receipts posted through the Billing/Collections module can be obtained from the Cash Receipts report located under the Payments menu.

Update Utility Receivables to Revenue

The Update Utility Receivables to Revenue routine will update the Finance module to reflect billing, adjustment, and penalty transactions posted in the Utility module. This is an optional feature that may be activated in the Utility Billing Parameter Maintenance. Revenue accounts must be attached to billing, balance, and deduction codes before this feature may be utilized. If penalty is applied to delinquent utility balances, revenue accounts must also be attached for penalty.

Note: This routine requires that the Billing module be locked to all users. The Billing module may be locked under the System Utilities menu.

Select Finance>Revenue>Update Utility Receivables to Revenue.
Update Utility Receivables to Revenue

This routine will post Accrued Revenue transactions for all CURRENT YEAR Utility Billing Activity including Billing, Deduction, and Balance Adjustment transactions.

All Bill Codes, Deduction Codes and Balance Adjustment Codes to be posted must have Accrual Basis Revenue Accounts assigned.

Any code without a Revenue Account assigned will not get posted!

As of Date: 05/20/09

Posting Date Option: Utility Transaction Date

Revenue Posting Date: Utility Transaction Date

Figure 3-31

You may Tab, Enter, or Click between fields in this screen.

As of Date - Revenue summary transactions will be created for all current year utility transactions less than or equal to this date that have not been previously posted.

Posting Date Option - Provides an option of posting revenue transactions with the same date as the utility transactions or specifying a single Revenue Posting Date.

The verification listing must be printed before the routine can be run. Click the Verify button. The listing will show the revenue accounts and amounts to be posted. It will also display any errors or warnings. Errors MUST be corrected.

Click Next to run the routine. The G/L Posting Reference report for this reference number will be printed to the screen when the update is complete.
CHAPTER 4

Purchase Orders

This chapter will discuss the Purchase Order menu of the MCSJ Finance system and all purchase order related options under the Accounts Payable menu.

Purchase orders create encumbrances when charged against budget accounts or projects and are required in the MCSJ system in order to issue checks. Purchase orders may move through various stages from the time they are entered through the time they are paid. These stages are used to determine how the purchase orders will affect financial reports and when they are ready for payment. The effect purchase orders have on financial reports will vary based on the accounting basis used by an organization.

- Entering Purchase Orders
- View/Modify/Print Purchase Orders
- Create Utility Refund Payments
- Import Purchase Card P.O.’s
- Ship To/Bill To Addresses
- Tracking Ids
- Purchase Order Reports

Note: Due to the varying budget and revenue account structures of E&A clients, account numbers shown as examples in this manual may differ from your organization’s accounts. In addition, options on some screens and reports may vary depending on the accounting basis (i.e. NJ Modified Accrual, Cash, or GAAP Basis) or program modules used by your organization.

Entering Purchase Orders

There are two ways of manually entering a new purchase order into the system. Purchase orders can be added directly through the Purchase Order Maintenance or by using an “entry-only” screen called Purchase Order/Voucher Quick Entry. Regardless of the method chosen, all purchase orders will be added to the Purchase Order Maintenance where they can be retrieved for inquiry and modification.
Entering Purchase Orders

Purchase Order Maintenance is considered a slightly longer entry process, but enables the user to enter any type of P.O. (i.e. Blanket, Contract) and use all of the information fields available for purchase orders. The user may also quickly pull-up other purchase orders for modification while in this screen.

The Purchase Order/Voucher Quick Entry screen can only be used to add new purchase orders. It is typically used for “voucher” type payments that are ready to be paid. In order to speed up the entry process, a single screen is used to enter a purchase order. However, there are limitations on the types of purchase orders and the information fields that can be accessed when using the Quick Entry method. Some of the more noteworthy restrictions are listed below:

- No Blanket or Contract Purchase Orders
- Line Item Notes are not available
- Catalog Number field is not available
- No Bill To Address (if applicable)
- All line items must have the same status
- No automatic link to add Fixed Assets
- Escrow projects cannot be charged
- No vendor address is shown

After choosing an entry method, proceed to the appropriate section below.

Purchase Order Maintenance

The Purchase Order Maintenance is composed of a front screen that will be used to record general information about the purchase order. The detailed line items will appear as separate screens.

Select Finance>A/P>Purchase Order>Purchase Order Maintenance.
Entering Purchase Orders

You may Tab, Enter, or Click between fields in this screen.

Click Add. If a purchase order number defaults, accept the number and press Ok. Otherwise, a number must be entered. A number lower than the last number used for a prefix (e.g. 09-) cannot be entered. See Figure 4-2.

*Note: At certain times of the year, users may also be prompted to choose a PO Prefix. If prompted, choose the correct year designation.*
Entering Purchase Orders

P.O. Type - Leave this field blank if entering a standard purchase order. If a Blanket or Contract purchase order needs to be entered, make the selection and then refer to the appropriate section below. If entering a payment made with a Debit/Credit card, select Purchase Card.

Note: The entry process for a Purchase Card payment is the same as entering a standard purchase order. If a Purchase Card Vendor is specified in Finance Parameter Maintenance, the check issued for this type of purchase order will be made payable to the Purchase Card Vendor. For reporting purposes, the vendor selected on the PO should be the actual vendor from which the goods/services were purchased.

Vendor / Name - These fields contain picklists <F3> used to select a vendor. Unless the full Vendor Id is known, it is probably best to tab or enter to the Name field. Type in a few characters of the name and then click the picklist. The closest match will be found. Scroll to the correct vendor and select it. If the vendor has multiple addresses, the same Vendor Id may appear in the picklist several times. If this is the case, be sure to select the correct address for the vendor.

Note: Look up by name and Id is not case sensitive. For best results, it is recommended that the picklist be used after typing only a few characters of the Vendor Id or Name.
Entering Purchase Orders

Note: Vendors must be added in Vendor Maintenance before they will appear in the picklist.

Supply Contract - If a supply contract exists for the selected vendor, the picklist can be used to select a contract number. Leave the field blank if the purchase should not be associated with a supply contract.

Order Date - The Order Date will always default to the current date. It may be changed.

Due Date - OPTIONAL. If a due date for the goods or services being purchased is required, enter a date. The due date will appear on the printed purchase order.

Descript - A general description for the goods or services being purchased may be entered. This description will appear on the check stub. Detailed descriptions may be entered on the Line Item screens of the purchase order.

S.C. No. (State Contract Number) - OPTIONAL. The State Contract number for a vendor will appear if one is designated in Vendor Maintenance. A number may also be entered.

F.O.B (Freight on Board) - OPTIONAL. This field may be used to select a shipping method. This information will print on the purchase order if designated to do so in the system parameters.

Req. No - OPTIONAL. A requisition number may be associated with this purchase order. Requisition numbers will appear automatically when purchase orders are generated from electronic requisitions.

Ship To Id - OPTIONAL. Use the picklist to select an address to be used for shipping the items ordered. This address will print on the purchase order.

Bill To Id - OPTIONAL. This field only appears if designated to do so in the system parameters. Use the picklist to select a billing address for your organization. This address will print on the purchase order.

Note: Bill To and Ship To addresses are added in the Bill To Address Maintenance and Ship To Address Maintenance located under the A/P menu

Comments - Comments entered in this field will not appear on the printed purchase order. They are for internal use only.

Click Save. Figure 4-3 provides an example of what a purchase order might look like so far.
Entering Purchase Orders

Click the **Line Item** button on the toolbar. The Purchase Order Line Item Maintenance screen will appear. This screen will be used to enter the first line item on the purchase order.

Click **Add**. See **Figure 4-4** if entering a standard purchase order. If a supply contract was selected, **Figure 4-5** will appear.

ONLY check the **Duplicate previous line item** button if the same description entered on the front of the purchase order should be used as the line item description. Do not check the box if a unique line item description will be entered. Click Ok.
If Figure 4-5 appears, select an item from the contract and click OK. If this purchase order line item is not part of the supply contract, select Non-Contract to continue.

Note: If a supply contract item is selected, the appropriate information will default on the purchase order line item and cannot be edited.
**Entering Purchase Orders**

**Purchase Order Line Item Maintenance**

- **Purchase Order:** 12-20923
- **Vendor:** STAPLO05

**Fields:**
- **Item Seq:** 1
- **Status:** Open
- **Name:** STAPLES ADVANTAGE
- **Inventory Id:** (Blank)
- **Release Num:** 0
- **Due Date:** / /
- **Checking Acct:** (Blank)
- **Description:** (Blank)
- **Supply Contract Id/Seq:** 0
- **Acct Type:** Budget
- **Charge to:** 2-
- **First Enc Date:** / /
- **Control Acct:** (Blank)
- **Sub-Account:** (Blank)
- **Catalog Num:** (Blank)
- **Purch Type:** Other
- **Quantity:** 1.00
- **U. Measure:** (Blank)
- **Rcvd Date:** / /
- **Invoice:** (Blank)
- **Unit Price:** .0000
- **Rcvd Batch Id:** (Blank)
- **Void Date:** / /
- **Item Total:** .00
- **Void Date:** (Blank)
- **Req. No:** (Blank)

**Figure 4-6**

*You may Tab, Enter, or Click between fields in this screen.*

**Note:** Inventory fields will only appear for Inventory module users. Inventory users will have the option of selecting an Inventory Id. Picklists are available.

**Description** - A detailed line item description may be entered in this field. This description will appear on the purchase order but not the check stub. If more space is needed, click the Notes button on the toolbar and continue typing the rest of the description.

**Figure 4-7**

Click **Done** when finished.
Entering Purchase Orders

**Acct Type** - Select the type of account to charge on this purchase order. *Budget, Revenue, or Project* (Escrow module users only) may be selected. User security may also prevent certain users from seeing the *Revenue* or *Project* options.

**Charge to** - Type in the account and press Enter or use the picklist to select one. Budget account balances will be shown in the Control and Sub account fields. If a project account is selected, the project balance will be shown.

**First Enc Date** - The encumbrance date will default to the current date but may be changed. The purchase order line item will appear as an encumbrance on financial reports as of this date.

**Catalog Num** - OPTIONAL. This field may be used to enter a catalog number, part number, etc.

**Purchase Type** - Purchases may be tracked by these categories: *State (Contract), Bid, Other or Exempt.*

**Comm Code** - OPTIONAL. A commodity code and description picklist are available if the purchase needs to be associated with a commodity code.

*Note: Commodity codes are added in Finance>A/P>Commodity Code Maintenance. A commodity code can only be selected if it has been assigned to the selected vendor (Vendor Maintenance).*

**Tracking Id** - OPTIONAL. Tracking Id’s are typically used to “track” purchases related to a specific project or purpose. A Tracking Id picklist and a tracking id description picklist (the long line) may be used to select a Tracking Id.
Enter Purchase Orders

Note: Tracking IDs must be added in Finance>A/P>Tracking ID Maintenance before they can be entered on a purchase order.

**Quantity** - Enter a quantity.

**U. Measure** - OPTIONAL. Box, ea., lbs, etc.

**Unit Price** - Enter the price of the item. (Qty x Unit Price = Item Total)

**Invoice** - The invoice number may be entered if it is known at this time. Otherwise, the invoice number may be entered when the purchase order is changed to a Received, Held, or Approved status.

Click **Save**.

---

**Figure 4-9**

Once the line item is saved, the **Status, Reqstn Info, and 1099** buttons will be enabled.

**Status** - Click to change the status of the line item. Status changes are discussed in detail in the Modify Purchase Orders section.

**Reqstn Info** - Click to view the requested balance (Requisitions) of the Charge to account.

**1099** - If the purchase order line item should be exempt from the 1099-Misc totals for a vendor, click the button.
Entering Purchase Orders

To add more lines to the purchase order, click Add.

Each additional line item will be entered in the same manner as described above. Click Close to return to the front page of the purchase order. See the example below.

![Purchase Order Maintenance](image)

The **P.O. Total** and number of **Line Items** will be displayed on the front of the purchase order.

The purchase order may be printed by clicking the **Print** button.

If necessary, all of the purchase order lines can be marked Received by clicking the **Mark Rcvd** button.

Click Add to add another purchase order. Repeat the steps above.

Blanket Purchase Orders

A blanket purchase order enables the user to encumber funds against one or more budget accounts and then to draw down from these funds over a period of time to make payments. By encumbering the funds up front, the user can ensure that budget funds are always available for anticipated future payments. There are a couple advantages to entering a Blanket type purchase order instead of just partially receiving/paying amounts on a standard purchase order. First, a Blanket purchase order gives the user the ability to specify payment release numbers on each new payment. By specifying payment release numbers, the user can selectively print each release number on a purchase order. Another important reason users may choose to enter Blanket type purchase orders is that
Entering Purchase Orders

the release payments can be updated to the existing purchase order via an electronic requisition. If neither advantage appears applicable to your situation, the Blanket type purchase order is probably not necessary and a standard purchase order can be entered.

Blanket purchase orders may be initially entered through Purchase Order Maintenance or can be created automatically from requisitions that are flagged as new blankets. They may not be entered through the Purchase Order/Voucher Quick Entry.

Funds are encumbered on Blanket Control purchase order line items. Payments are entered by adding a Blanket Sub line item (or updating from a requisition) to the purchase order, which will reduce the balance on the Blanket Control line item. The Blanket Sub line items will move through the same status levels (e.g. Open, Received, Paid, etc.) as a standard purchase order line item. Blanket Controls, however, will remain in a locked Open status and can only be closed by reducing the balance to zero.

Enter New Blanket P.O.

Select Finance>A/P>Purchase Order>Purchase Order Maintenance.

Click Add. If a purchase order number defaults, accept the number and press Ok. Otherwise, a number must be entered. Keep in mind that a number lower than the last number used for a prefix (e.g. 09-) cannot be entered.

Note: At certain times of the year, users may also be prompted to choose a PO Prefix. If prompted, choose the correct year designation.

Figure 4-11

You may Tab, Enter, or Click between fields in this screen.
Entering Purchase Orders

P.O. Type - Select Blanket.

Complete the remaining information on the Purchase Order Maintenance screen as if entering a standard purchase order. If assistance is needed, refer to the Purchase Order Maintenance section of Entering Purchase Orders. Click Save.

Click the Line Item button on the toolbar. The Purchase Order Line Item Maintenance screen will appear. This screen will be used to enter the first Blanket Control line item on the purchase order.

Click Add and complete the information on the first purchase order line item as if entering a standard purchase order. If assistance is needed, refer to the Purchase Order Maintenance section of Entering Purchase Orders. Ignore the blanket Release Num and Due Date fields for now. These fields will be used when entering payments (Blanket Subs).

Note: Inventory fields will only appear for Inventory module users.

Notice that the Quantity field will become grayed out. This is because the Blanket Control purchase order line item is only used to encumber a total dollar amount. Simply enter the amount to encumber in the Unit Price field. Click Save and select ‘Yes’ when prompted by the system to create a “Blanket Control” account.

If the original funds encumbered on the blanket need to be encumbered against multiple budget accounts, continue to add more purchase order lines in the same manner. As long as each budget account entered is unique, the system will continue to create Blanket Control line items. A saved Blanket Control will appear as shown in Figure 4-13.
Enter Blanket Payments (Via PO Maintenance)

Payments against a blanket purchase order are entered by adding a new purchase order line item to the existing blanket purchase order. These payments will be saved as Blanket Sub purchase order line items. The Blanket Subs will be entered as a standard purchase order line item and will reduce the amount outstanding on the Blanket Control line item that is charged to the same budget account. Release numbers (payment #) and due dates for each payment will be entered on the Blanket Sub purchase order line item.

Note: Blanket payments may also be entered via electronic Purchase Requisitions.

Select the appropriate blanket purchase order in Purchase Order Maintenance. Click the Line Item button on the toolbar and scroll to the Blanket Control purchase order line item from which the payment will be drawn against. Verify that the amount remaining on the Blanket Control will cover the amount of the payment.

Click Add.
Release Num - Enter the payment number in this field. For example, if this is the first payment of 12, enter 1. If it is the sixth payment, enter 6 and so on. The release number will enable the user to identify which payments to print if the purchase order needs to be printed. It will also be included after the purchase order number on a printed purchase order.

Due Date - A due date for the goods or services covered by this payment may be entered. The due date will appear as the order date on a printed purchase order.

Complete the rest of the purchase order line item as if entering a standard purchase order line item. Any quantity and unit price may be entered as long as the item total does not exceed the remaining balance on the Blanket Control.

Click Save.
The *Blanket Sub* line item can be treated as if it were a standard purchase order line item. The status may be changed, quantity and amount may be edited, partially received, etc.

**Increase or Reduce Blanket Control Balances**

The remaining balance on a *Blanket Control* purchase order line item may always be increased or decreased. This will, in turn, also increase or reduce the encumbered balance on the budget account.

Select the appropriate blanket purchase order in Purchase Order Maintenance. Click the **Line Item** button on the toolbar and scroll to the *Blanket Control* purchase order line item that needs to be adjusted.

Click **Edit** and change the balance in the **Unit Price** field. Click **Save**.

**Closing Blanket Purchase Orders**

When no more payments will be made on a blanket purchase order, any remaining *Blanket Control* balances on the purchase order should be zeroed out and the purchase order should be closed. This will flag the *Blanket Control* line items as paid and prevent them from showing on any open purchase order reports. The **Close Purchase Order Routine** will automatically close any blanket purchase orders where all Blanket Controls have been reduced to zero.
Contract Purchase Orders

Contract purchase orders may be entered to draw down from funds allocated on an existing contract. The user will select the contract number with which to associate the purchase order on the Purchase Order Maintenance screen.

Enter New Contract P.O.

Select Finance>A/P>Purchase Order>Purchase Order Maintenance.

Click Add. If a purchase order number defaults, accept the number and press Ok. Otherwise, a number must be entered. Keep in mind that a number lower than the last number used for a prefix (e.g. 09-) cannot be entered. See Figure 4-16.

Figure 4-16

You may Tab, Enter, or Click between fields in this screen.

P.O. Type - Select Contract.

Contract Id - Type in or use the picklist to select the Contract Id. The vendor on the contract will automatically default.

Complete the remaining information on the Purchase Order Maintenance screen as if entering a standard purchase order. If assistance is needed, refer to the Purchase Order Maintenance section of Entering Purchase Orders. Click Save.

Click the Line Item button on the toolbar. The Purchase Order Line Item Maintenance screen will appear.

Click Add and complete the information on the first purchase order line item as if entering a standard purchase order.
**Entering Purchase Orders**

Notice the **Acct Type** field displays *Contract* and the contract number appears below. The only **Charge to** budget accounts that may be selected are the allocation lines on the contract. See **Figure 4-17**.

![Figure 4-17](image)

The **Allocated** field displays the description of the control account for the budget account selected. The **Line Balance** fields display the budget account selected and the balance remaining for that contract allocation line.

Click **Save** when finished. Continue to add additional purchase order line items in the same manner.

**Purchase Order/Voucher Quick Entry**

Select **Finance>A/P>Purchase Order>Purchase Order/Voucher Quick Entry**.

Click **Add PO**. A new purchase order can be added manually or an existing purchase order may be duplicated.
Entering Purchase Orders

Figure 4-18

New PO: If a purchase order number defaults, accept the number and press Ok. Otherwise, a number must be entered. Keep in mind that a number lower than the last number used for a prefix (e.g. 09-) cannot be entered.

Duplicate PO: If you wish to duplicate an existing purchase order, use the picklist to select the existing purchase order number to duplicate. The system will prompt for a new purchase order number and dates. If the duplicate option is utilized, PO information will default. Use the Edit PO option to change general PO information. Click the Line Items button and then double click a line to edit line item information.

Note: At certain times of the year, users may also be prompted to choose a PO Prefix. If prompted, choose the correct year designation.
Entering Purchase Orders

Figure 4-19

You may Tab, Enter, or Click between fields in this screen.

**Describe** - A general description for the goods or services being purchased may be entered. This description will appear on the check stub. Detailed descriptions may be entered separately for the purchase order line items.

**Purchase Type** - Purchases may be tracked by these categories: *State (Contract), Bid, Other or Exempt*. All line items added to this purchase order will have the purchase type selected.

**Vendor / Name** - These fields contain picklists <F3> used to select a vendor. Unless the full Vendor Id is known, it is probably best to tab or enter to the Name field. Type in a few characters of the name and then click the picklist. The closest match will be found. Scroll to the correct vendor and select it. If the vendor has multiple addresses, the same Vendor Id may appear in the picklist several times. If this is the case, be sure to select the correct address for the vendor.

*Note: Vendors must be added in Vendor Maintenance before they will appear in the picklist.*

**Status** - Select from *Open, Received, Held, and Approved*. Each line item entered will have this status.

**Enc Date** - The encumbrance date will default to the current date but may be changed. The purchase order line item will appear as an encumbrance on financial reports as of this date.

**Rcvd Batch Id** - The Id of the user logged into the system will default in this field. It may be changed if internal procedures dictate that special Id’s are used when receiving purchase orders.

**Rcvd Date** - The received date is required if the *Received, Held, or Approved Status* was selected.
Enter Purchase Orders

**Note:** When entering information for payments, make sure the encumbrance and received dates are prior to or equal to the payment date.

Click **Save PO**. The screen will look similar to **Figure 4-20**.

![Figure 4-20](image)

If desired, click the **Edit Ship To** button on this screen to select a Ship To Address for this purchase order.

Click the **Line Items** button to begin entering detail.
you may tab, enter, or click between fields in this screen.

**Account Type** - Select the type of account to charge on this purchase order. *(i.e. Budget, Revenue)*

**Charge Account** - Type in the account and press Enter or press <F3> for the picklist. Budget account balances will be shown in the Control and Sub account fields.

**Description** - The line item description will default from the general description entered at the top of the screen. It may be changed.

**Quantity** - Enter a quantity.

**Unit Price** - Enter the price of the item. *(Qty x Unit Price = Item Total)*

**Tracking Id** - OPTIONAL. Tracking Id’s are typically used to “track” purchases related to a specific project or purpose. Press <F3> to display the Tracking Id picklist.

**Note:** Tracking Ids must be added in Finance>A/P>Tracking Id Maintenance before they can be entered on a purchase order.

**Commodity Code** - OPTIONAL. A commodity code picklist <F3> is available if the purchase needs to be associated with a commodity code.
Entering Purchase Orders

Note: Commodity codes are added in Finance>A/P>Commodity Code Maintenance. A commodity code can only be selected if it has been assigned to the selected vendor (Vendor Maintenance).

Invoice - The invoice number may be entered if it is known at this time. Otherwise, the invoice number may be entered when the status of the purchase order is changed in PO Maintenance.

Continue to Enter or Tab to add more purchase order line items. When finished, click Finish Lines.

Click Print PO to print the purchase order.

The Edit PO button can be used to edit information at the top of this purchase order. Click Line Items and then double click on a line item to make changes to the line item section of the purchase order.

Note: Once a new purchase order is added or the Quick Entry screen is closed, all changes to the purchase order must be made through Purchase Order Maintenance.

Click Add PO to add a new purchase order or click Close to exit the screen.
View/Modify/Print Purchase Orders

View/Modify/Print Purchase Orders

All purchase order look-up and modifications are done through the PO Maintenance.

Select Finance>A/P>Purchase Order>Purchase Order Maintenance.

Purchase orders may be retrieved using the picklists in the Purchase Order, Vendor, Name, or Contract Id fields. If the information is known, type it in the appropriate field and press Enter.

The << and >> buttons may be used to move between purchase orders.

Once a purchase order has been selected, refer to the appropriate section below for modification instructions.

Edit General P.O. Information

Select a purchase order and click Edit. All editable fields will appear in white.

![Purchase Order Maintenance Screen]

Figure 4-23

You may Tab, Enter, or Click between fields in this screen.

Note: The PO Status must be Open in order to edit PO Maintenance information.
View/Modify/Print Purchase Orders

Note: Vendors may not be changed on purchases orders that have paid line items.

Note: Only PO's which have all line items open, encumbered against different accounts, have a quantity of 1 and have no Revenue accounts are allowed to made into blanket PO's.

Note: No line items can exist when changing a purchase order to a contract PO.

Click Save after making changes.

Change P.O. Status

The purchase order status can either be Open or Closed. It should not be confused with the status of purchase order line items (e.g. Received, Approved, etc.). Modifications may only be made to Open purchase orders. There are two ways to change the status of a purchase order: manually or by using the Close Purchase Orders Routine.

Manually Change P.O. Status

Select a PO. Click the Status button shown in Figure 4-24. Select Open or Closed.
Close Purchase Orders Routine

This routine will close all purchase orders in which all line items have been paid, void or have Blanket Controls with a zero amount.

Select Finance>A/P>Purchase Order>Close Purchase Orders Routine.

Click Next to run the routine.

Note: It is recommended that this routine be run after checks are updated.
View/Modify/Print Purchase Orders

Change Line Item Status

The status of purchase order line items (Open, Received, Held, Approved, Void) can be changed in Purchase Order Line Item Maintenance. Automated options are available for receiving and voiding line items on a purchase order and an automated routine can be used for approving purchase order line items in bulk.

Change Status of Individual Line Item

Select a purchase order and click the Line Item button. If necessary, use the << and >> buttons or the Go To button on the toolbar to move to a particular line item.

![Purchase Order Line Item Maintenance](image)

Note: The Status of Paid line items may not be modified.

Click the Status button shown in the above figure and Figure 4-27 will appear.
Status - Select the appropriate status for the line item. The remaining fields will be enabled based on the status selected.

**Revd Date / Void Date** - If the line item is marked Received, Held, or Approved, a received date must be entered. If the line item is marked Void, a void date must be entered.

*Note: GAAP clients - Marking a purchase order line Received, Held, or Approved will record an expense. Expenses are recorded on financial reports as of the received date entered.*

**Revd Batch Id** - The Received Batch Id will default to the user’s log in Id, but may be changed. Reports may be run based on the Id used to receive the purchase order. In addition, the Line Item Payment Approval Update routine can be run for a selected range of Revd Batch Id’s.

**Amount Rcvd / Quantity Rcvd** - If the line item quantity is 1, the amount received may be changed to a lower amount if only part of the line item is being paid. A new line item will be automatically added to the purchase order for the difference between the original line item amount and the amount received. The new line item will have an Open status. If the line item quantity is greater than 1, a partial quantity may be received. A new Open line item will be added to the purchase order for the remaining quantity.

**Invoice Number** - An invoice number may be entered.

**Fixed Asset** - This box will only be enabled if the amount received exceeds the “Fixed Asset Threshold” amount entered in the system parameters. If the item being received should be recorded as a fixed asset, check the box and enter a Fixed Asset Id. The Fixed Asset Maintenance screen (Figure 4-28) will appear automatically, enabling the user to enter the appropriate fixed asset information.

Click Ok after completing the Change Status screen.
**Note:** Refer to the Fixed Assets chapter for detailed assistance with adding a fixed asset.

**Receive or Void All Line Items on a Purchase Order**

Buttons are available on the Purchase Order Maintenance screen that will enable the user to receive or void *Open* line items on a purchase order with one click.

Select a purchase order. See **Figure 4-29**.
To receive all *Open* line items on a purchase order, click **Mark Rcvd**. **Figure 4-30** will appear.

**Mark Received**

The status of all *Open* items of this Purchase Order will be changed to Received along with the following:

Invoice Number: __________

Received Date: __05/22/09________

Received Batch Id: **ALLEN**

**Figure 4-30**

**Invoice Number** - All line items marked received will be assigned this invoice number.

**Received Date** - Enter the received date for each line item.

*Note: GAAP clients - Marking a purchase order line Received, Held, or Approved will record an expense. Expenses are recorded on financial reports as of the received date entered.*
**View/Modify/Print Purchase Orders**

**Received Batch Id** - The Received Batch Id will default to the user’s log in Id, but may be changed. It will be assigned to each line item marked received. Reports may be run based on the Id used to receive the purchase order. In addition, the *Line Item Payment Approval Update* routine can be run for a range of selected Revd Batch Id’s.

Click Ok. **Figure 4-31** will ONLY appear if there are *Open* line items that exceed the “Fixed Asset Threshold” specified in the system parameters.

![Receive Fixed Asset](image)

**Figure 4-31**

**Skip** - Clicking this button will not receive the line item. The user may manually mark the line item received on the Purchase Order Line Item Maintenance screen, where the option to automatically add the item as a fixed asset will be available.

**Receive** - Click this button to receive only this line item. The message will continue to appear for any additional line items that exceed the “Fixed Asset Threshold.”

**Receive All** - Click this button to ignore the message. All line items on the purchase order will be received.

*Note: Fixed Assets may always be added at a later date.*

To void all line items on the purchase order, click the **Mark Void** button shown in **Figure 4-29**. Enter a **Void Date**.

*Note: The Mark Void button may not be used if any purchase order line items have a status other than Open or Void.*

**Line Item Approval Update**

This routine is typically run prior to printing checks. It will automatically change the status of any *Received* purchase order lines to *Approved*.

Select **Finance>A/P>Purchase Order>Line Item Payment Approval Update**.
Received Batch Id - A range of Received Batch Id’s may be specified. Only purchase order line items with a Received Batch Id that falls within the range will be marked Approved. Leave this range blank to approve all received purchase order line items.

Click Next.

Edit Line Item Information

Purchase order line items are edited in Purchase Order Line Item Maintenance. In order to change the information on a line item, the line item status MUST be Open.

Select a purchase order. Click the Line Item button.

Use the << and >> buttons or the Go To button on the toolbar to move to the line item to edit.

Check the Status of the purchase order line item. It must show Open as seen in Figure 4-33. If the line item is not open, click the Status button and change the status to Open.

Note: With the exception of Tracking Id information, paid line items may not be modified.

Once the line item is open, click Edit. See Figure 4-33. All editable fields will appear in white.
### View/Modify/Print Purchase Orders

**Figure 4-34**

You may Tab, Enter, or Click between fields in this screen.

Make the necessary changes and then click **Save**.

Line item notes may be edited by clicking the **Notes** button on the toolbar while in edit mode. Click **Done** when finished and then click **Save**.

---

**Duplicate (PO Maintenance)**

Individual purchase orders may be duplicated with the click of a button. Instead of re-entering purchases orders, users can simply pull up an existing purchase order and click the **Duplicate** button. A new purchase order will be created with the same information as the existing purchase order. This feature is helpful when the same type of purchase is made on a continuous basis. (e.g. weekly, monthly, yearly)

In order to duplicate a purchase order, it **must contain current, prior year, or alpha accounts**. If the purchase order to be duplicated has prior year accounts, the newly created P.O. will be created with the corresponding current year accounts.
**View/Modify/Print Purchase Orders**

*Note: This section describes duplicating a PO from the PO Maintenance screen, but purchase orders may also be duplicated in the PO/Voucher Quick Entry screen. See the PO/Voucher Quick Entry instructions for assistance.*

Select a purchase order. See the example below.

![Figure 4-35](image)

Click the **Duplicate** button. **Figure 4-36** will appear.

![Figure 4-36](image)
View/Modify/Print Purchase Orders

Enter Purchase Order Id - The next purchase order number will default. It may be changed to any unused purchase order number.

Order/Encumber Date - Will default to the current date. May be changed to any current year date.

Due Date - Will default to the current date. May be changed to any date.

Click Ok to create the new purchase order.

Note: The system will prevent purchase orders from being duplicated if a budget account will be over encumbered. A message will appear to identify the accounts being over encumbered. Only users with proper security may over encumber the accounts to create the duplicate purchase order.

Print

Individual purchase orders may be printed immediately after they are entered in the Purchase Order Quick Entry or at any time in the Purchase Order Maintenance. The Print Range of P.O.’s routine can be used when a consecutive range of purchase orders need to be printed.

Print P.O. (Purchase Order Maintenance)

Select a purchase order. Click the Print button on the toolbar. Figure 4-37 will appear when printing a standard purchase order. Figure 4-38 will appear when printing a Blanket Purchase Order. Figure 4-39 will appear when printing a Contract Purchase Order.

Select Item Status to Include - All line items with a selected status will print on the purchase order. The default status selections will print all line items that haven’t been paid or voided.

Copies - The default number of copies comes from the system parameters. Select the number of purchase order copies to print.

Click OK.
View/Modify/Print Purchase Orders

**Blanket Release Number** - Only purchase order line items with the designated release number will print.

**Print Contract Info** - Check this box to include contract totals information on the purchase order.

**Print Range of P.O.’s**
This menu option will enable a consecutive range of purchase orders to be printed.

Select Finance>A/P>Purchase Order>Print Range of P.O.’s.
View/Modify/Print Purchase Orders

![Print Range of P.O.'s](image)

Figure 4-40

You may Tab, Enter, or Click between fields in this screen.

**Range of P.O.’s** - Type in or use the picklist to specify a range of purchase orders to print.

**Include Blanket Purchase Orders** - Check this box to print blankets that fall within the range of purchase orders specified. If this option is selected, **Print Blanket Controls** may be selected in order to print blanket control balances on the purchase orders. If not selected, only blanket subs (payments) will be printed.

**Print Contract Info** - Check this box to include contract totals information on any Contract purchase orders.

**Select Item Status to Include** - All line items with a selected status will print on the purchase orders. The default status selections will print all line items that haven’t been paid or voided.

**Copies** - The default number of copies comes from the system parameters. Select the number of individual purchase order copies to print.

Click **Print**.

**Delete Purchase Order Line Items/Purchase Order**

**Delete Purchase Order**

A purchase order may only be deleted if no line items have ever been added to the purchase order. Once a line item has been added, even if it is subsequently deleted, the purchase order may not be deleted. A **Delete** button is available on the toolbar of Purchase Order Maintenance. A “Delete Password” must be entered.

**Delete Purchase Order Line Items**

Purchase order line items MUST have an **Open** status to be deleted.

Select a purchase order. Click the **Line Item** button.
View/Modify/Print Purchase Orders

Use the << and >> buttons or the Go To button on the toolbar to move to the line item(s) to delete. See Figure 4-41.

![Purchase Order Line Item Maintenance](image)

<table>
<thead>
<tr>
<th>Add</th>
<th>Edit</th>
<th>Close</th>
<th>Delete</th>
<th>&lt;&lt;</th>
<th>&gt;&gt;</th>
<th>Go To</th>
<th>Detail</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchase Order: 09-00386</td>
<td>Vendor: MBMASON</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item Seq: 1</td>
<td>Status: Open</td>
<td>Status</td>
<td>Name: M.B. Mason</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 4-41

Check the Status of the purchase order line item. It must show Open as seen in the figure. If the line item is not open, click the Status button and change the status to Open.

Note: The status of Paid line items cannot be changed until the check is voided.

Click Delete on the toolbar. A deletion date must be entered.

Exclude Line Items from 1099 Totals

Individual purchase order line items may be excluded from the 1099 YTD totals for a vendor. The purchase order line items may be any status, including paid, when the 1099 exclusion flag is changed.

Select a purchase order. Click the Line Item button. See Figure 4-42.
Click the **1099** button to change the **1099 Exclusion** flag on the purchase order line item.

![Figure 4-42](image)

*Note: The Vendor must be assigned a 1099 type in Vendor Maintenance in order to change the 1099 Exclusion flag.*

### P.O. File Attachments

Electronic files can be attached to a purchase order and stored for record keeping or other informational purposes. The user can attach quotes, invoices, vendor information, images or any other type of information. Any users with access to a purchase order can view its attachments, assuming their PC has the ability to open the selected file type. Only users with the ability to modify purchase order information can attach or remove files.

Files are attached, opened or removed by clicking the paperclip icon on the purchase order master screen as shown in the below figure.
To attach a file, click the paperclip icon and then click the Attach File button in Figure 4-44. A Windows Attach dialog box will appear. Browse to a file, select it and then click Attach. A special description for the file may be entered. Click Ok to attach the file.

Purchase orders with attached files will display a green plus sign on the paperclip icon as seen in Figure 4-44. To open an attached file, click on the paperclip icon and double click on one of the file names listed, or select a file name and click Open. To remove an attached file, click on the paperclip icon; select a file name and click Remove.
View P.O. Line Item Transaction Detail

The MCSJ system records the detail transaction history of each line item entered on a purchase order. The user may see the history of these transactions, directly from the Purchase Order Line Item Maintenance, by clicking on the **Detail** button for any particular line item. A PO Transaction Inquiry report will print to the screen and will show the add, change and encumbrance history for a purchase order line item. The user can see old/new data, who changed the data and when the changes were made.

Select a purchase order and click the **Line Item** button. Use the << >> buttons or click the **Go To** button to move to a purchase order line item. Click the **Detail** button shown in **Figure 4-45**.

![Figure 4-44](image-url)

**Figure 4-44**

**View P.O. Line Item Transaction Detail**

![Figure 4-45](image-url)

**Figure 4-45**
Create Utility Refund Payments (MCSJ Utility users only)

This routine will automatically generate purchase orders to issue refunds of Utility account overpayments/credit balances. It will also simultaneously create a Balance Adjustment Batch in the Utility module to remove overpayments/credit balances from customer accounts.

Select **Finance>A/P>Purchase Order>Create Utility Refund Payments**.

**Figure 4-46**

- **Batch Id** - Specify a unique Utility Balance Adjustment Batch Id for any Refund Overpayment transactions created by the routine.

- **Range of Utility Accts** - To maintain better control over the routine, it is recommended that a single utility account be selected in this range. However, a range of accounts may be selected using the picklists or leave the range blank to include all accounts.

- **Range of Cycles** - A Utility cycle range may be specified. Leave blank to include accounts in all cycles.

- **Bill Year/Prd Range** - A bill year/period range must be entered for any credit balances that need to be refunded.

- **As of Date** - Overpayment balances will be accumulated as of this date. This date will also be used as the balance adjustment date and as the purchase order encumbrance date.

- **Search Adj Code** - If an adjustment code is entered in this field, the system will only process refunds for accounts with an adjustment entered with this code in the year/period range specified.

- **Minimum Refund** - Refunds will only be processed for accounts with total refund amounts greater than or equal to this amount.

- **Select Service Type to Include** - Choose the service type balances to include.

You may Tab, Enter, or Click between fields in this screen.
Import Purchase Card Purchase Orders

**Account Type** - Refund payments can be charged against a *Budget* or *Revenue* account. Select the type and then a valid account number.

**Vendor Id Prefix** - The system will automatically create a Vendor Id for each account receiving a refund unless a Vendor Id has already been assigned in Utility Account Maintenance. Each Vendor Id created by the system will be assigned the next sequential number under the prefix designated in this field.

**Name/Address** - Select the appropriate name and address to which refunds should be issued.

**Starting P.O.** - Purchase orders will be generated sequentially, starting at this number.

**P.O. Desc/Line Item Status/Description** - Specify default PO descriptions, PO line item status, and line item descriptions for each purchase order generated.

**Automatically Override Over-Encumbered Controls** - Unless this box is checked, purchase orders will not be created if they cause the selected refund Budget account to become over-encumbered.

**Refund Credit Balances/Adj. Code** - Select this option and specify a balance adjustment code in order to refund credit balances created by a credit billing and/or adjustment. These credit balances are attached to a billing year/period on an account.

**Refund Overpayments/Adj. Code** - Select this option and specify a balance adjustment code in order to refund credit balances created by a customer overpayment. These credit balances show in the OVERPAID balance field on an account.

Click **Next** to run the routine. A Purchase Order Generation Listing will print. The Utility Balance Adjustment Batch must be verified and updated before any refund adjustments will post to the Utility accounts.

---

**Import Purchase Card Purchase Orders**

This routine will automatically create *Purchase Card* type purchase orders from a file. All purchase order line items created by the routine will default to a *Received* status.

Select **Finance>A/P>Purchase Orders>Import Purchase Card Purchase Orders**.

![Import Purchase Card Purchase Orders](image)

This routine will import Purchase Orders from a file. A Received Purchase Order will be created for each Vendor in the file. These Purchase Orders will be flagged as Purchase Card type.

- Starting P.O.: 09-05954
- Received Batch Id: 5U
- File Name: \importFiles\pcard.imp

*Figure 4-47*
Starting P.O. - P.O. numbers will be generated sequentially starting at this number.

Received Batch Id - Each purchase order line item will be assigned the Received Batch Id entered in this field.

File Name - The file must be copied to the MCSJ\importFiles directory in order to be imported. The file must be named as shown in the above figure.

Click Next to run the routine. A Purchase Order Generation Listing will print to the screen.

Ship To Addresses

Ship To Addresses can be entered and saved in order to be quickly selected when entering purchase orders or requisitions. They are used to instruct vendors where to ship the goods identified on the purchase order. Ship To Addresses should be entered in Ship To Address Maintenance.

Ship To Address Maintenance

Select Finance>A/P>Ship To Address Maintenance.

Add - Click to add a new address. Up to 4 alphanumeric characters may be entered as a Ship Address Id. Enter the name/department and address in the space provided. Click Save.

Edit - Use the picklist to select the address to change and then click Edit. Click Save after making an address change.

Delete - Use the picklist to select the address to delete and then click Delete. The Delete Password must be entered.

Ship To Address Listing

This listing will provide a list of saved Ship To Addresses.

Select Finance>A/P>Ship To Address Listing.
Bill To Addresses

Bill To Addresses

Note: Options for Bill To Addresses will only appear if this option is activated in the system parameters.

Bill To Addresses can be entered and saved in order to be quickly selected when entering purchase orders or requisitions. They are used to instruct the vendor where the bill for goods or services should be sent. Bill To Addresses should be entered in Bill To Address Maintenance.

Bill To Address Maintenance

Select Finance>A/P>Bill To Address Maintenance.

Add - Click to add a new address. Up to 4 alphanumeric characters must be entered as a Bill Address Id. Enter the name/department and address in the space provided. Click Save.

Edit - Use the picklist to select the address to change and then click Edit. Click Save after making an address change.

Delete - Use the picklist to select the address to delete and then click Delete. The Delete Password must be entered.

Bill To Address Listing

This listing will provide a list of saved Bill To Addresses.

Select Finance>A/P>Bill To Address Listing.
Tracking Ids

**Tracking Ids**

Tracking Id’s may be assigned to purchase order line items in order to “track” purchases related to a specific purpose. They are commonly used to accumulate project costs or to track special types of payments. The Tracking Id report is used to obtain purchase order totals by Tracking Id.

**Tracking Id Maintenance**

Tracking Ids must be added to this maintenance before they can be assigned to purchase order line items.

Select **Finance>A/P>Tracking Id Maintenance**.

![Tracking Id Maintenance Table](image)

**Figure 4-50**

**Add** - Click to add a new Tracking Id and Description. Up to 10 alphanumeric characters may be entered as a Tracking Id. Use the Description field to enter additional information. Click **Save**.

**Edit** - Existing Tracking Id descriptions may be changed. Highlight the line to change and then click **Edit**. Click **Save** when finished.

**Delete** - Tracking Id’s that have not been assigned to purchase order line items may be deleted. Highlight a line and click **Delete**. Click **Save**.

**Print** - Click to print a list of Tracking Id’s and descriptions.
Tracking Ids

Tracking Id Report

This report can be used to produce purchase history for items with a Tracking Id. The report contains a variety of formats and sort sequences and can be run for ranges of Tracking Id’s, vendors and/or accounts.

Select Finance>A/P>Tracking Id Report.

![Tracking Id Report](image)

**Figure 4-51**

You may Tab, Enter, or Click between fields in this screen.

**Range of Tracking Ids** - The report will list purchase order line items and totals for each tracking id specified.

**Include Line Item Status** - Purchase order line items may be included or excluded from the report based on their status.

**Account Type** - Ranges of Budget, Revenue or Project (Escrow users only) accounts may be specified. Select the range option to appear. Only purchase order line items charged to the accounts specified will appear on the report.

**Print Alpha Capital/Trust and Grant Accounts/Print Alpha Grant Accounts** - Checking this option will enable purchase order lines charged to lettered accounts to appear on the report.

**Include Line Items Without Tracking Id** - This option is only useful when the Range of Tracking Ids is left blank. If selected, purchase order lines without tracking ids will also be included on the report for the range of accounts and/or vendors selected.

**Range of Vendors** - The user may choose to display only purchase orders for particular vendors.

**Report Format** - Detail will list purchase order line items on the report. Condensed will only print totals for the purchase order line items meeting the specified report criteria.

**Report Sequence** - The report will order by the selection made in this field. Tracking Id or Charge Account ordering is available. Options will vary slightly based on the Report Format selected.
**Purchase Order Reports**

**Date Type/Date Range** - Purchase order line items will only be included on the report if their *First Encumbrance or Paid* date falls within the selected date range.

---

**Purchase Order Inquiry**

The Purchase Order Inquiry enables the user to search for purchase orders in a number of different ways. After specifying search criteria, the inquiry screen will generate a list of purchase orders that fall within the parameters selected. The purchase orders may then be selected individually and viewed/printed in report form.

Select Finance>A/P>Purchase Order>P.O. Inquiry.

![Purchase Order Inquiry](figure)

**Figure 4-52**

Click on one of the search options and enter the search criteria. Click Next. The Purchase Order Inquiry screen will appear.
### Purchase Order Reports

**View P.O.** - Highlight a line and click this button or double click on a purchase order to view the purchase order in report format. The report may be printed.

**Print** - Click this button to print the information contained in the above grid.

Click **Close** exit the inquiry screen.

#### P.O. Listing

The Purchase Order Listing report will provide a list of purchase order line items that meet user selected status criteria. The report can be printed in varying degrees of detail and offers a wide range of other selection criteria and report sequences. Depending on an organization’s A/P procedures, this report is typically used as a Bill List (i.e. schedule of payments). The report can be exported to Excel when the **Budget Account Export Report Sequence** is selected.

Select Finance>A/P>Purchase Order>P.O. Listing.

---

**Figure 4-53**

<table>
<thead>
<tr>
<th>P.O. No</th>
<th>Item</th>
<th>Item Total</th>
<th>Due Date</th>
<th>Status Date</th>
<th>Charge Account</th>
<th>Line Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>09-15555</td>
<td>1</td>
<td>100.00</td>
<td>04/15/09</td>
<td>9-01-20-100-000-127</td>
<td>TEST P.O DESC</td>
<td></td>
</tr>
<tr>
<td>09-16667</td>
<td>1</td>
<td>300.00</td>
<td>05/21/09</td>
<td>9-01-20-100-000-158</td>
<td>Hammer Drill:</td>
<td></td>
</tr>
<tr>
<td>09-16667</td>
<td>3</td>
<td>18.00</td>
<td>05/21/09</td>
<td>9-01-20-100-000-158</td>
<td>Drill bits:</td>
<td></td>
</tr>
<tr>
<td>09-16668</td>
<td>1</td>
<td>200.00</td>
<td>06/01/09</td>
<td>9-01-20-100-000-127</td>
<td>Test line it:</td>
<td></td>
</tr>
<tr>
<td>09-16669</td>
<td>1</td>
<td>0.00</td>
<td>05/21/09</td>
<td>9-01-20-140-000-182</td>
<td>Tool Rental:</td>
<td></td>
</tr>
<tr>
<td>09-16670</td>
<td>1</td>
<td>6,000.00</td>
<td>05/01/09</td>
<td>9-01-20-100-000-144</td>
<td>PURCHASE ORI:</td>
<td></td>
</tr>
<tr>
<td>09-16672</td>
<td>1</td>
<td>300.00</td>
<td>05/22/09</td>
<td>9-01-20-100-000-144</td>
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<td></td>
</tr>
<tr>
<td>09-16674</td>
<td>2</td>
<td>60.00</td>
<td>05/22/09</td>
<td>9-01-25-310-000-188</td>
<td>Office Supp:</td>
<td></td>
</tr>
<tr>
<td><strong>Grand Total:</strong></td>
<td></td>
<td><strong>7,478.00</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Purchase Order Reports**

You may Tab, Enter, or Click between fields in this screen.

**Report Sequence** - Determines the order in which the report will print. Ranges may be specified for each of the different selections. Select from P.O. Number, Vendor Id, Vendor Name, Contract, Budget Account, and Project Id (Escrow users). Select Budget Account Export to export the listing to Excel.

**Report Type** -

*P.O. Listing* - This report type will enable the user to customize the line item status selections for the report.

*Outstanding P.O. Listing* - This report type will automatically default the appropriate line item status selections so that the report will contain all outstanding purchase order line items. It will also disable purchase type and date range selection criteria.

*Bill List* - This report will include only Held and Received purchase order line items. Purchase type and date range selection criteria is also disabled.

*Aged A/P* - This version of the report displays Received, Held, and Approved purchase orders and categorizes them by age (current, 30, 60, 90 days).

**Select Item Status to Include** - When the P.O. Listing report type is selected, the user must select at least one purchase order line item status. Only purchase order line items that meet the status criteria selected will appear on the report.

**Select Purchase Type to Include** - Each purchase order line item contains a purchase type. Purchase order line items may be included or excluded from the report based on their purchase type.

**Range of Rcvd Batch Ids** (Only appears for the Budget Account Report Sequence) - When purchase order line items are marked received, a Received Batch Id may be entered. Purchase order line items may be included or excluded from the report by specifying a range of Received Batch Ids. Only purchase order line items that were received with an Id that falls within this range will appear on the report.
Purchase Order Reports

Print Alpha Capital/Trust, Alpha Grant, and Revenue Accounts (Only appears for the Budget Account Report Sequence) - Check this box to include accounts that begin with letters.

Report Format - Depending on the Report Sequence selected, the report may be run for varying levels of purchase order line item detail.

- **Detail** - This report will list information for each purchase order line item that meets the report’s selection criteria.

- **Condensed** - This report will not reference the individual purchase order line items and instead will summarize the line item totals by purchase order number. Some general purchase order information, including vendor, will appear for each purchase order number listed.

- **Super Condensed** - This option only appears for the Budget Account Report Sequence. All qualifying purchase order line item totals will be summarized into a single total for each budget account. No purchase order information will be displayed.

Include Project (Escrow users only) - This option is only enabled for certain report sequences. If enabled, purchase order line items charged to projects may be included or excluded from the report by selecting *Yes, No, or Only*.

Include Revenue - This option is only enabled for certain report sequences. If enabled, purchase order line items charged to revenue accounts may be included or excluded from the report by selecting *Yes, No, or Only*.

Print Line Item Notes - This option is only enabled for the **Detail** Report Format. Check the box to include notes entered on purchase order line items.

Include Non-Budgeted - If the box is enabled, check it to include purchase order line items charged to Non-Budget type budget accounts. Deselect the box to exclude purchase order line items charged to these accounts.

Select Date Range - Purchase order line items may be included or excluded from the report by specifying a *First Encumbrance, Received or Paid* date range. Purchase order line items that meet the specified status criteria will only appear on the report if their encumbrance, received or paid date falls within the appropriate date range.

P.O. Type Option - Use the combo box to only print certain types of purchase orders (e.g. Blanket, Contract, etc.).

Print Subtotals/Page Break - Budget account subtotal and page break options are only available for the **Budget Account** report sequence. Select the budget account subtotals to appear on the report.

Prior Year Only (Only appears for GAAP Users) - During the Final Year End Close routine, the budget accounts charged on purchase order lines that were outstanding at the end of the year are changed to current year budget accounts. These purchase order lines are then flagged as “Prior Year.” Checking this option will only display these purchase order line items on the report.

P.O. Status Report

The Purchase Order Status report displays the status of purchase order line items as of a specified date in time. Since the report is date sensitive to purchase order transaction history, its information can be accurately re-produced as of past dates. The report can be used to identify the individual purchase order amounts affecting financial account balances and is also ideal for producing lists of year-end encumbrances and/or payable amounts. The report can be exported to Excel when the **Budget Account Export Report Sequence** is selected.

Select Finance>A/P>Purchase Order>P.O. Status Report.
<table>
<thead>
<tr>
<th>Purchase Order Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Figure 4-55</strong></td>
</tr>
</tbody>
</table>

You may Tab, Enter, or Click between fields in this screen.

Select Item As of Status to Include - The report will display purchase order line items that met the selected status criteria at the time of the As of Date.

See the P.O. Listing report for information on any other report options.

**P.O. Listing By User Id**

This report will list purchase orders entered by specified User Id’s during a given date range.

Select Finance>A/P>Purchase Order>P.O. Listing By User Id.
Purchase Order Reports

![P.O. Listing By User Id](image)

**Figure 4-56**

*You may Tab, Enter, or Click between fields in this screen.*

**Report Format** - *Detail* will print purchase order line item detail for each purchase order listed. *Condensed* will only list totals for each purchase order.

**Range of User Ids** - Only purchase orders entered under one of the User Id’s in the range will appear on the listing. Use the pick-lists to select a range.

**First Encumbrance Date Range** - Purchase order line items will only be included on the report if their encumbrance dates fall within the range specified.

**Received P.O. Batch Listing**

This report will list purchase order line items that are currently marked *Received* with specified *Received Batch Id’s*. A received date range may also be specified. Batch Id totals are provided at the end of the report.

*Note: Users are prompted to enter a Received Batch Id when marking purchase orders received.*

Select **Finance>A/P>Purchase Order>Received P.O. Batch Listing**.
Purchase Order Reports

![Received P.O. Batch Listing](image)

You may Tab, Enter, or Click between fields in this screen.

**Report Format** - *Detail* will print purchase order line item detail for each purchase order listed. *Condensed* will only list totals for each purchase order.

**Sequence** - Purchase orders will always be listed by received date and then by Batch Id. The user may then select whether these purchase orders should be listed by P.O. number or by vendor. Select the appropriate option in the combo box.

**Range for Received Batch Ids** - Purchase order line items will only be included on the listing if they are marked received with one of the Batch Id’s in the range. No picklist is available.

**Received Date Range** - Purchase order line items will only be included on the report if their received dates fall within the range specified.

**P.O. Transaction Inquiry**

This report can be used to analyze the transaction history on a range of purchase order line items. The report identifies transaction amounts, dates, users and line item charge accounts. The user may select from various types of transactions and may narrow the report data by specifying date ranges.

Select **Finance>A/P>Purchase Order>P.O. Transaction Inquiry**.
Purchase Order Reports

Figure 4-58

You may Tab, Enter, or Click between fields in this screen.

Range of PO’s - The picklists may be used to specify a range of purchase order numbers. The numbers next to the picklists are used to specify a purchase order line item number range.

First Enc Date Range - Only line items originally encumbered in this date range will be included on the report.

Transaction Date Range - Only transactions dated within this range will appear on the report.

System Date Range - The system date refers to the date a transaction was actually entered, not the user specified transaction date. For example, a PO could be entered in July, but entered with a June encumbrance date. Make sure this range is adjusted accordingly to avoid unintentionally excluding any purchase orders from the report.

User Id Range - The report will only include transactions recorded under the specified User Id’s. Leave blank to include all.

Select Transaction Type to Include - At least one transaction type must be selected.
This chapter will cover the Vendor menu of the MCSJ Finance system. The following items will be discussed:

- Add/Edit/Inquiry Vendors
- Commodity Code Maintenance
- Vendor Reports
- Vendor Labels
- 1099’s
- Recalculate Vendor Paid YTD

**Vendor Maintenance**

Vendor Maintenance stores vendors and their information. Vendors are added and modified through the Vendor Maintenance. Purchase order history for a vendor may also be viewed directly from the Vendor Maintenance.

Select Finance>A/P>Vendor>Vendor Maintenance.

**Add New Vendor**

Click **Add**. Enter up to 8 alphanumeric characters for a **Vendor Id**.

*Note: It is recommended that a combination of letters and then numbers be used for Vendor Id’s (e.g. AMERI005 for American Auto Repairs). This combination works best when searching for vendors, running reports and printing checks.*
Vendor Maintenance

Figure 5-1

>You may Tab, Enter, or Click between fields in this screen.

**Name** - Enter the company or vendor name. A **Legal Name**, which will appear on a 1099, can be entered further down on the screen.

**Left Address** - The address and contact information on the left side of the screen should be used for vendors that use the same address for purchase orders and payment processing. In a situation where vendors use two addresses, enter the purchase order address on the left side.

**Right Address** - The address and contact information on the right side of screen should only be used when a vendor requires a separate remit address for payments. This address will be used on checks.

> Note: Additional addresses for the vendor can be added on the Additional Addresses tab.

**Status** - Select from **Active**, **Inactive** or **No Certificate**. Vendors who will no longer be used can be flagged as **Inactive**. **No Certificate** can be used by NJ clients to designate that a vendor does not have a business registration certificate. **Inactive** and **No Certificate** vendors cannot be assigned to a new purchase order or requisition. Vendor reports can be filtered by a particular vendor status.

Click on **Page 2**.
You may Tab, Enter, or Click between fields in this screen.

**Threshold** - Up to 2 vendor YTD purchase threshold amounts may be specified in Finance Parameter Maintenance. If the parameter is completed, the drop down box can be used to select an amount. The amount is used to prevent users from creating purchase orders that would cause YTD purchases to exceed the user-defined YTD purchase amount with a particular vendor.

**St. Contract** - A state contract number may be entered for the vendor. The number will default on the purchase order when the vendor is selected.

**Tax Id** - A Tax Id may be entered. This number is required for 1099’s.

**W9 Date** - Enter the date on which the vendor completed their W9 form.

**1099 Type** - If the vendor may need a 1099, select one of the 1099 types: Non-Employee, Medical, Rental, Other or Proceeds to Attrny. A vendor must be assigned one of these types to qualify for a 1099. Otherwise, the field may be left blank.

**Acct Num** - If your organization has been assigned an account number with a vendor, enter it in this field. A setting in Finance Parameter Maintenance can be activated in order to print this account number on purchase orders.

**Cert Num/Date** - NJ Vendor Business Registration number and date (if applicable).

**Owner Race/Female Owner/Small Business** - Optional demographic information.

**Pymt Terms** - Enter any payment terms the vendor may require.

**Notes** - Use this space to record any additional information or comments regarding the vendor.
Vendor Maintenance

Click on Page 3. If applicable, this tab stores vendor ACH information.

![Vendor Maintenance Screen]

**Figure 5-3**

*You may Tab, Enter, or Click between fields in this screen.*

**Direct Deposit**

**Bank DFI** - Routing number for vendor’s bank.

*Note: Routing numbers must exist in System Utilities>Bank DFI Maintenance before they can be assigned to a vendor.*

**Type** - Checking or Savings.

**Account Num** - Vendor bank account number.

**Prenote** - If selected, any vendor payments will be pre-noted on the ACH file when vendor electronic payments are generated. A standard check will print for the vendor until this flag is removed.

**Disable Direct Deposit** - When selected, a standard check will print for the vendor.

*Note: In order to utilize vendor direct deposit, the Direct Deposit tab of Checking Account Maintenance must also be completed with your organization’s bank information.*

If no commodity codes or additional addresses need to be entered, click **Save**.
Vendor Maintenance

Commodity Codes

Click on the optional Commodity Codes tab.

Commodity codes are designed to identify the goods or services provided by a vendor. An unlimited number of codes can be assigned to a vendor. A vendor listing and labels can be run by commodity code.

Note: Commodity codes can only be selected on purchase orders when they are assigned to the purchase vendor.

You may Tab, Enter, or Click between fields in this screen.

Click the Add button shown in the above figure and then press <F3> to access the Commodity Code picklist.

Note: If the Add button is not enabled, click the main toolbar Edit button first.

Click Save when finished adding codes.

Additional Addresses

Click on the Additional Addresses tab. Unlimited addresses can be entered for a vendor. Users can choose from any of the vendor addresses when entering purchase orders.
Vendor Maintenance

You may Tab, Enter, or Click between fields in this screen.

Click the New Address button to add the 1st additional address (Click Edit if not already enabled). Complete the purchase order address information on the left hand side of the screen. If there is a separate remit address to be used on a check, select from the following options:

*Check Address* - Enter a special remit address for the additional address in the right side address fields.

*Main Check Address* - Selecting this option will automatically make the remit address the same as the *Page 1* remit address.

If no special remit address is required, select the *PO Address* option.

Continue to click the New Address button to add more additional addresses. Click Save when finished.

**Look-up/Edit/Delete Vendors**

Select Finance>A/P>Vendor>Vendor Maintenance.

Vendors may be retrieved using the picklists in the Vendor Id or Name fields.
Vendor Maintenance

The << and >> buttons on the toolbar can be used to move between vendors.

**Edit** - Click to change information for a vendor. This will enable any editable fields and the Add/Delete buttons on the Commodity Codes and Additional Addresses tabs. Click **Save** when changes are complete.

**Delete** - Click to delete a vendor. A “Delete Password” must be entered. Vendors with activity may not be deleted.

>Note: MCSJ Special Routines contains a routine that will purge vendors with no activity. Activity can be removed from vendors when Finance years are purged from the system. Contact an E&A support rep. for assistance.

**View Vendor Purchase Order Detail**

Purchase order history can be viewed for a vendor directly from the Vendor Maintenance screen.

Select a vendor as described above and click the **Detail** button on the toolbar. The following figure will appear.
Vendor Maintenance

Use the drop down arrow to select whether to view All Purchase Orders, Open Purchase Orders, Closed Purchase Orders, or All PO's with Void Lines. A Begin and End Date may be entered to filter purchase orders based on their order date. The Vendor Inquiry screen will appear.

Double click on a purchase order or highlight one and click View PO to see the Purchase Order Inquiry report.

The listing displayed in the Vendor Inquiry screen may be printed by clicking Print.

Vendor Attachments

Electronic files can be attached to a vendor account and stored for record keeping or other informational purposes. The user can attach quotes, invoices, vendor paperwork, images or any other type of information. Any users with access to view vendor information can view attachments, assuming their PC has the ability to open the selected file type. Only users with the ability to modify vendor information can attach or remove files.

Files are attached, opened or removed by clicking the paperclip icon on Page 1 of the Vendor Maintenance screen.

To attach a file, click the paperclip icon and then click the Attach File button. A Windows Attach dialog box will appear. Browse to a file, select it and then click Attach. A special description for the file may be entered. Click Ok to attach the file.
Commodity Codes

Vendors with attached files will display a green plus sign on the paperclip icon as seen in the figure below. To open an attached file, click on the paperclip icon and double click on one of the file names listed, or select a file name and click **Open**. To remove an attached file, click on the paperclip icon; select a file name and click **Remove**.

![Figure 5-9](image.png)

**Commodity Codes**

Commodity codes are intended to identify categories of goods and services. Once commodity codes are assigned to a vendor, they can be selected on purchase orders and supply contracts. Using commodity codes gives users the ability to track purchase activity by commodity and also to report on vendors by commodity.

**Commodity Code Maintenance**

Select **Finance>A/P>Commodity Code Maintenance**.
You may Tab, Enter, or Click between fields in this screen.

Add - Commodity codes can be up to 10 alphanumeric characters. Enter a description for the code.

Select an existing code and use the toolbar to edit descriptions or delete a code.

Click the Print button on the toolbar to print a list of commodity codes.

Click Save.

**Commodity Code Report**

The Commodity Code report will display purchase activity by commodity code. Charge account and vendor selections are optional filter criteria for the report.

Select Finance>A/P>Commodity Code Report.
Commodity Codes

You may Tab, Enter, or Click between fields in this screen.

**Report Format** - *Detail* will display purchase order line item detail. *Condensed* will summarize activity by account or commodity code, depending on the **Report Sequence** selected.
Vendor Reports

Vendor Activity Report

This report can display purchase order, contract and budget refund activity for vendors. Report options are described below.

Select Finance>A/P>Vendor>Vendor Activity Report.

![Vendor Activity Report](image)

You may Tab, Enter, or Click between fields in this screen.

**Select Print Sequence**  - The report can print in Vendor Id or Vendor Name order. Ranges may be selected.

**Report Type**  -

- *Open* - Displays all unpaid purchase order lines.
- *Paid* - Displays all paid purchase order lines.
- *All* - Displays paid and unpaid purchase order lines and vendor budget refunds.
- *1099 Excluded (Paid)* - Displays only paid purchase order lines that have been excluded from 1099 totals for a vendor.

**Select Date Range**  - If this field is enabled, it can be used to select the date range criteria that will be used on the report.
Vendor Reports

**First Encumbrance Date Range** - If enabled, purchase order lines will only be included on the report if their original encumbrance dates fall within the specified range.

**Paid Date Range** - If enabled, purchase order lines will only be included on the report if their paid dates fall within the specified range.

**Open As Of Date** - This field is only enabled when the Open report type is selected. Purchase order lines open as of the date entered in this field will appear on the report, regardless of whether or not they were subsequently paid.

**Report Format** - *Detail* will print purchase order and vendor refund detail. *Condensed* will summarize purchase order and vendor refund detail into totals for each vendor.

**Status to Include** - Vendors may be included or excluded from the report based on their current status.

**PO Threshold Amount** - Only vendors with activity totals (excluding contracts) greater than or equal to the amount specified in this field will appear on the report.

**Select Purchase Type to Include** - Purchase order lines may be included or excluded from the report based on the line item’s purchase type.

**Include Contracts** - Checking this box will list any vendor contracts that fall within the **Contract Start/End Date Ranges**. Contracts are not subject to other specified report criteria.

**Include Open, Held & Aprv Reqs** - Checking this option will display outstanding requisitions on the report.

**Include Tax Id** - Vendor tax id’s will print if this box is checked.

**Vendor Listing**

The Vendor Listing can print various user selected vendor information. The report will include Expended YTD totals for each vendor. The report also has an option to print vendors whose YTD totals exceed Purchase Threshold amounts (if entered in system parameters).

Select **Finance>A/P>Vendor>Vendor Listing.**
Vendor Labels

Select Print Sequence - The report can be run by Vendor Id, Name, or Commodity Code. Ranges may be specified.

Enter Status to Include - Vendors may be included or excluded from the report based on their current status.

Over Threshold - This option is available for users who utilize purchase thresholds on vendors. Select the threshold level(s) and year to compare vendor YTD totals against. Only vendors who exceed their threshold will appear on the report.

Select Options - Select the vendor information to appear on the report.

Vendor Labels

Address labels may be printed for vendors. Two label formats are available.

Select Finance>A/P>Vendor>Vendor Labels.
Printing/Generating 1099’s

You may Tab, Enter, or Click between fields in this screen.

Select Print Sequence - Labels may be printed for vendors based on a Vendor Id, Vendor Name, or Commodity Code range.

Enter Status to Include - Vendors may be included or excluded based on their current status.

Select Vendor Address - Select the correct vendor address to use on the labels. (1= Left, 2=Right)

Select Printer Type - Select the appropriate printer and label format. (Laser - Avery 5160 or Dot Matrix - Avery 4603)

Alignment labels may be printed by clicking the Check Alignment of Labels button. The X and Y offsets may be used to adjust the alignment of Laser labels. X adjusts right and left, Y up and down.

Printing/Generating 1099’s

The MCSJ system can print laser 1099-MISC forms and generate a 1099 magnetic media file that can be transmitted electronically. In order to print or generate 1099’s:

- Vendors need to have a 1099 Type assigned in Vendor Maintenance.
- Vendors need to have a Tax Id assigned in Vendor Maintenance.
- Vendor name and address information should be entered properly.
- The YTD paid totals for the vendor must exceed $600 or another specified dollar amount.

E&A recommends the following process when printing or generating 1099’s:
Printing/Generating 1099’s

1. Review the 1099 Report Listing and make any necessary corrections to vendors. This listing will show each vendor who will get a 1099. It will list their Tax Id, 1099 Type, and total dollar amount.

2. Regardless of whether you will be filing electronically or printing forms, generate the 1099 magnetic media file. An error list will print that will show what corrections should be made before you print 1099’s.

3. Once the necessary corrections have been made, you may generate the 1099 file and/or print the 1099 forms.

Note: If certain amounts paid to a 1099 type vendor need to be excluded from the 1099, the 1099 Exclusion button may be selected on any paid purchase order line items for that vendor.

1099 Report Listing

This option will list the vendors scheduled to receive a 1099. The Tax Id, 1099 Type, and dollar amount for each qualifying vendor is provided.

Select Finance>A/P>Vendor>Vendor 1099 Forms/Listing/Labels. Using the Print Type combo box, select Report Listing.

![Figure 5-15](image)

You may Tab, Enter, or Click between fields in this screen.

Range of Vendor Id’s - Enter a range or leave blank for all.

Minimum 1099 Reportable Amount - 1099 type vendors will only receive a 1099 if their YTD paid amount is equal to or exceeds the dollar amount entered in this field.

Payment Year - Specify the year for which the 1099’s are being generated.
Printing/Generating 1099’s

Click Print.

Vendor 1099 Magnetic Media

This menu option will create an electronic file containing 1099 information. It will also generate an error report containing information that should be corrected before printing 1099’s or submitting the 1099 file.

Note: If you are only generating the 1099 Magnetic Media file to view errors, you may type fake information in any required fields. This will enable you to avoid receiving error messages that appear for not completing required fields.

Select Finance>A/P>Vendor>Vendor 1099 Magnetic Media.

![Vendor 1099 Magnetic Media](image)

Payment Year - Specify the year for which the 1099’s are being generated.

Payer Id - Enter your organization’s Tax Id.

Minimum 1099 Reportable Amount - The dollar amount may be changed. All 1099 type vendors with YTD totals greater or equal to this amount will appear on the file.
Printing/Generating 1099’s

Your organization’s name and address information should default from the system parameters. If this information is incorrect, change it. The **Contact Name** and **Contact Phone** fields must be completed. This refers to your organization’s contact person for 1099 information. A **Contact Email** may also be specified.

**File Type** - Using the combo box, select from *Original, Replacement or Test.*

**Transmitter Control Code** - A 5 digit number must be specified in order to generate the file. The IRS provides this number.

*Note: E&A reps cannot provide your Transmitter Control Code. Form 4419, Application for Filing Information Returns Electronically, must be filed with the IRS in order to receive this number.*

**Create Combined Filer** - If your organization participates in the Combined Federal/State Filing Program, check this box. The IRS will then forward original and corrected returns to participating states for approved filers.

Click **Next** to generate the file and produce the error report.

The system will generate a file named IRSTAX to the MCSJ/importFiles directory.

### Print 1099 Forms

Select **Finance>A/P>Vendor>Vendor 1099 Forms/Listing/Labels.**

![Vendor 1099 Forms/Listing/Labels](image)

**Figure 5-17**

*You may Tab, Enter, or Click between fields in this screen.*

**Range of Vendor Ids** - Enter a range if forms need to be printed for select vendors. Otherwise, leave blank to print all 1099 forms.
Recalculate Vendor Paid YTD

Print Type - Leave the default, Laser Printer Forms.

Minimum 1099 Reportable Amount - The dollar amount may be changed. All 1099 type vendors with YTD totals greater or equal to this amount will appear on the file.

Payment Year - Specify the year for which the 1099’s are being generated.

Payer Id - Enter your organization’s Tax Id.

Your organization’s name and address information should default from the system parameters. If this information is incorrect, change it.

An alignment form may be printed by clicking the Print Alignment button. The alignment may be adjusted using the X and Y Offset fields. X adjusts right and left. Y adjusts up and down.

Click Print.

Note: Labels may be printed for 1099 vendors by changing the Print Type to Laser Labels.

Recalculate Vendor Paid YTD

The YTD paid totals displayed on the Vendor Maintenance screen can be recalculated for a particular calendar year. This routine should be run in January by non-calendar year organizations.

Note: This routine has NO effect on 1099 totals.

Select Finance>A/P>Vendor>Recalculate Vendor Paid YTD.

Recalculate YTD to Calendar Year - Enter the calendar year to recalculate.

Click Next to run the routine.
This chapter will cover the Contract and Supply Contract menus in the MCSJ Finance system.

The Contracts menu is used to add and maintain contracts awarded by the governing body to a particular vendor. These contracts are entered to encumber funds and track purchases associated with the contract. The contracts will provide detailed tracking of original resolutions and any amended resolutions or change orders. Special Contract purchase orders will be entered into the system to draw down from the encumbered funds. Contract reports are available and a Certification of Funds document can be printed.

Supply Contracts contain a list of items covered under a negotiated pricing contract (typically state or county). When entering purchases with a vendor who is listed on a contract, users can select the supply contract and will be prompted to choose from a list of the items covered under the contract. When applicable, line item description, commodity code, inventory id, and pricing information will default for the selected contract item. Unlike standard vendor contracts, supply contracts can contain multiple vendors and are not used to encumber any funds. A Supply Contract Activity report is available.

Contract Maintenance

Contracts are added and amended in Contract Maintenance. Contract detail may also be viewed directly from the Contract Maintenance.

Add New Contract

Select Finance>A/P>Contract>Contract Maintenance.

Click Add. If contracts are set to auto-number, the next contract number will default. Otherwise, enter a new contract number.

Vendor/Name - The picklists in the Vendor or Name fields may be used to enter a vendor for the contract.

Description - Enter a description for the contract. Click the Notes button on the toolbar if additional description space is required.
Contract Maintenance

Start/End Date - Enter a start and end date for the contract.

Click Save.

Click the Resolution button shown in the below figure.

![Figure 6-1]

Enter “1” to enter the original resolution number, resolution date and total dollar amount for the contract.

Click Save. The following figure will appear.

![Figure 6-2]

Reason - Enter one of the resolution change reasons shown in the above figure.

Change Date - The detail for this contract will display a change transaction on this date.

The contract should look something like the following figure.
Click the **Allocate** button shown above to encumber the contract funds against budget accounts.

Click **Add**. Enter a **Budget Account** number or use the picklist to select one. Click **Ok**.

**Description** - A description for the contract allocation line may be entered. Use the **Notes** button on the toolbar if additional description space is required.
Contract Maintenance

Allocation Amount - The amount entered in this field will be encumbered against the selected budget account. The Control and Sub account balances for the budget account will be displayed. The allocation amount cannot exceed the Unallocated portion of the total contract.

Click Save and the following figure will appear.

![Reason for Contract Allocated Line Change](image)

**Figure 6-5**

You may Tab, Enter, or Click between fields in this screen.

*Note: Take special care when entering selections in this screen. The Certification of Funds form will not print properly if the wrong resolution information is entered.*

**Reason** - Choose whether the allocation amount entered is part of the Original Contract or Amended Contract.

**Resolution Id** - Use the picklist to select the resolution associated with the budget allocation.

**Resolution Date** - The correct resolution date should default.

**Encumbrance Date** - The budget account will show encumbered on reports as of the date entered. This date must fall within the contract start and end date.

Click Ok. The completed allocation line will look similar to the following figure.
Contract Maintenance

To add a second budget account allocation, click Add and repeat the steps above.

When finished entering budget allocations, click Close to return to the Contract Maintenance screen.

The screen will now display the number of budget allocation lines on the contract as well as contract totals.

Figure 6-6

Figure 6-7
Contract Maintenance

Note: Attachments can be added and viewed on a contract by clicking on the paperclip icon in the bottom right hand corner of Contract Maintenance.

Amend/Cancel Existing Contract

Select Finance->A/P->Contract->Contract Maintenance.

Contracts may be retrieved using the picklists in the Contract Id, Vendor/Name, or Resolution fields.

Move to the appropriate selection field. Type in the information and press Enter or use the picklist make a selection.

Edit General Contract Information

General contract information such as description, start/end date, and vendor may be changed on the Contract Maintenance screen.

Select a contract as described above.

Click Edit on the toolbar. All editable fields will appear in white. Click Save when finished.

Note: Vendors may not be changed if paid PO’s exist for the contract. If only open PO’s exist for the contract, changing the contract vendor will change the vendor on all open purchase orders associated with the contract.

Amend/Cancel Contract Amounts

Select a contract as described above.

Click the Resolution button. To enter a new resolution, enter the next available line number.

Note: Up to 20 resolutions/amendments may be entered.

Enter the resolution number, date and change amount.

Note: The change amount may be positive or negative. However, budget allocations must be reduced first if the new contract total would be less than the amount previously allocated.

Click Save.
**Reason** - Choose *Amended Contract* or *Cancel*.

**Change Date** - The detail for this contract will display a change transaction for the contract amendment on this date.

Click Ok.

**Amend Budget Allocations**

To allocate newly amended contract funds or to reduce allocated funds for the cancelled portion of a contract, click the *Allocate* button.

If a new budget account will be used in the amended allocation of funds, click *Add* and follow the instructions in the *Add New Contract* section. To increase or decrease the amount already allocated to a budget account, use the << and >> buttons on the toolbar to move to the appropriate budget allocation line.

Click the *Edit* button shown in the figure below. All editable fields will appear in white.
### Contract Maintenance

**Figure 6-9**

<table>
<thead>
<tr>
<th>Contract Id:</th>
<th>C9-00005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description:</td>
<td>Rental Contract</td>
</tr>
<tr>
<td>Charge to:</td>
<td>C-04-56-000-000</td>
</tr>
<tr>
<td>Control:</td>
<td>Reserve for Library Improve</td>
</tr>
<tr>
<td>Sub-Account:</td>
<td>Reserve for Library Improve</td>
</tr>
<tr>
<td>Allocation Amount:</td>
<td>50,000.00</td>
</tr>
<tr>
<td>Open P.O.'s:</td>
<td>.00</td>
</tr>
<tr>
<td>Paid P.O.'s:</td>
<td>.00</td>
</tr>
<tr>
<td>Available Balance:</td>
<td>50,000.00</td>
</tr>
<tr>
<td>Balance:</td>
<td>450,000.00</td>
</tr>
<tr>
<td>Contract:</td>
<td>105,000.00</td>
</tr>
<tr>
<td>Unallocated:</td>
<td>50,000.00</td>
</tr>
</tbody>
</table>

**Description** - The description may be changed. Use the **Notes** button on the toolbar if additional description space is required.

**Allocation Amount** - Enter the new allocation total. The original allocation amount may be increased as long as contract funds are available or decreased as long as purchase order activity doesn’t exceed the new allocation amount.

Click **Save**. The system will prompt for a change reason.

**Note**: Contract Allocation lines may only be deleted if the Allocation Amount is zero. All Contract Allocation lines must be deleted in order for a contract to be deleted.

**Figure 6-10**

**Reason for Contract Allocated Line Change**

- **Reason**: Amended Contract
- **Resolution Id**: ...
- **Resolution Date**: / /
- **Encumbrance Date**: / /

**Note**: Take special care when entering selections in this screen. The Certification of Funds form will not print properly if the wrong resolution information is associated with the amendment.
**Contract Maintenance**

**Reason** - Enter the correct reason for the allocation change. The reason selected should correspond with the reason entered when the contract total was amended.

**Resolution Id** - Use the picklist to select the resolution associated with the change to the budget allocation.

**Resolution Date** - The correct resolution date should default.

**Encumbrance Date** - The budget account will show encumbered on reports as of the date entered. This date must fall within the contract start and end date.

Click Ok. Click **Close** to return to the Contract Maintenance screen.

**View Contract Detail**

Transaction detail may be viewed for the entire contract or for individual contract allocation lines. The transaction detail will show modifications to contract amounts and allocation amounts as well as purchase order detail for the contract.

**Contract Maintenance Detail**

The Contract Account Inquiry report may be viewed directly from the Contract Maintenance screen. The report will list all resolution changes, the amount allocated to each budget account on the contract and purchase order detail for the entire contract.

Select a contract as described in the **Amend/Cancel Existing Contract** section.

![Contract Maintenance](image.png)

FIGURE 6-11

Click the **Detail** button shown above.

---

**Contracts**  6 - 9
Reports

Contract Allocation Maintenance Detail

The Contract Allocated Line Detail Inquiry report may be viewed from the Contract Allocation Maintenance screen. This report will show the detailed allocation changes and purchase order detail for a particular budget allocation line on a contract.

Select a contract as described in the Amend/Cancel Existing Contract section and then click the Allocate button.

Use the << and >> buttons on the toolbar to move to the appropriate allocation line.

![Figure 6-12](image_url)

Click the Detail button on the contract line item.

Reports

Contract Listing

This report provides a snapshot of the Contract Maintenance screen for each contract listed on the report. The report will show contract description, start and end date, resolution numbers and amounts, allocation totals and purchase order totals.

Select Finance>A/P>Contract>Contract Listing.
**Reports**

**Figure 6-13**

*You may Tab, Enter, or Click between fields in this screen.*

**Report Sequence** - Determines the order in which contracts are listed. *Contract Id* or *Vendor Id* ranges may be specified.

**Contract Start Date Range / Contract End Date Range** - The report will only include contracts with both start and end dates that fall within the ranges specified.

**Contract Listing By Budget Account**

This report will show contract amounts allocated, expended and encumbered against budget accounts.

Select Finance>A/P>Contract>Contract Listing By Budget Account.
Range of Accounts - Enter a range of budget accounts.

As of Date for YTD Totals - Allocated, expended and encumbered amounts will appear as of the date entered in this field.

Report Format - *Detail* will list allocated, expended and encumbered amounts by budget account/contract number. *Condensed* will summarize all contract totals for a budget account.

Print Subtotals for - Choose the budget subtotal options to appear on the report.

**Contract Status**

The Contract Status report summarizes the budget allocation, purchase order activity and balance information for contracts.

Select Finance>A/P>Contract>Contract Status.
Certification of Funds

A Certification of Funds document can be produced to certify the availability of funds for a particular resolution. The document contains the following:

- Resolution number and date
- Vendor
- Contract number
- Budget accounts and allocated totals
- Signature line

A valid contract number and a corresponding resolution number and date must be entered in order to receive the certification.

Select Finance>A/P>Contract>Certification of Funds.
Certification of Funds

Figure 6-16

You may Tab, Enter, or Click between fields in this screen.

**Contract Id** - Select a contract.

**Resolution No** - Select the appropriate resolution number for which to certify funds.

**Resolution Date** - The correct resolution date should default.

**Certified Budget Year** - Enter the budget year for which funds need to be certified.

**Budget Description** - Choose the type of description to appear next to each budget account listed. An **Account** description may be selected or any of the account segment descriptions.

*Note: Account Segment descriptions will only appear if proper Heading and/or Control type budget accounts are set up to label sections of accounts.*
Supply Contract Maintenance

Supply Contract Maintenance

Select Finance>A/P>Supply Contract>Supply Contract Maintenance.

![Supply Contract Maintenance Interface]

Figure 6-17

You may Tab, Enter, or Click between fields in this screen.

Existing supply contracts can be selected using the picklists in the Supply Contract Id and Description fields. Use the << and >> toolbar buttons to scroll between contracts.

Clicking Edit on the main toolbar will enable all editable fields and give the user access to add, edit, or delete contract items.

A supply contract can only be deleted if it has not been referenced on a requisition or purchase order.

Add New Contract

Click Add on the main toolbar. Enter up to 15 alphanumeric characters for an Id.

Enter a brief description for the contract.

Prch Type - Select from Other, State or Bid.

Contact No: / Resolution Number: - These fields are optional.

Start/End Date - An effective date and expiration date must be entered. The system will validate that any purchases against this contract fall within the contract period.

Anticipated Total Amount - An estimated purchase total for this contract can be entered. The Supply Contract Activity report gives users the option to print only contracts where the total purchase amount has exceeded the estimate.

To add lines to the contract, use the Add button highlighted in the figure below.
Supply Contract Activity Report

You may Tab, Enter, or Click between fields in this screen.

Vendor Id - A vendor is required. Use <F3> to access the picklist.

Inventory Id (Inventory users only) - An inventory id is optional. If entered, it will default on the purchase line item.

Description - An item description is required. This description will default as the purchase line item description.

Catalog Num - Optional.

Commodity Code - Optional. Use <F3> to access the picklist. A commodity code must be assigned to the vendor in Vendor Maintenance in order to be selected. The code will default on any purchase line items.

Unit Msre - Unit of Measure is optional. It will also default on any purchase line items.

Unit Price - If entered, this unit price will default on any new purchase line items.

Click Save when finished entering items.

Supply Contract Activity Report

This report will display purchase activity under selected supply contracts.

Supply Contract Listing

A range of contracts can be selected. Only contracts with start and end dates in the appropriate date ranges will be included on the report.

**Report Type** - The *Detail* report will show purchase order line item detail. The *Condensed* report only shows purchase totals under a contract.

*Supply Contract Listing*

Lists the detail information for user selected supply contracts.

Select **Finance>A/P>Supply Contract>Supply Contract Listing**.
This chapter will guide the user through processing checks. It will also cover other check related functions such as reconciling and voiding checks, creating new checking accounts, generating ACH and Positive Pay files, and the Check Register report.

Printing Computer Generated/Direct Deposit Checks

Note: Before attempting to print checks, all purchase order line items that need to be paid must be marked Approved. Refer to the Purchase Order chapter for assistance with changing the status of purchase order line items. The Purchase Order listing may be run to view a list of Approved purchase order line items.

Select Finance>A/P>Check Processing>Check Batch.

Type in a unique Batch Id and press ENTER. See Figure 7-1.
Printing Computer Generated/Direct Deposit Checks

![Check Batch](image)

**Figure 7-1**

**Batch Date** - Enter the check date. Once the batch is created with this date, the batch will have to be deleted and re-created in order to change the date.

**Checking Account** - Type in or use the picklist to select the checking account from which checks will be processed. The checking account will determine which purchase order line items are pulled into the Check Batch.

*Note: Checking accounts are added/edited in Finance>A/P>Check Processing>Account Maintenance.*

**Generate Direct Deposit** - Only check this box if an ACH file should be created for vendors with direct deposit capabilities. If the box is left unchecked, all vendors will receive a standard printed check.

*Note: In order to create an ACH file, direct deposit information should be completed in Vendor Maintenance and Checking Account Maintenance prior to the check run.*

With the **Create Payment Batch** button selected, click Next. The system will create a batch for all Approved purchase order line items charged to Budget, Project or Revenue accounts with the selected Checking Account.

Click OK to the batch totals message.

*Note: Although the Create Payment Batch option is recommended when printing computer checks, purchase order line items may always be manually added through the Batch Entry screen. See the Computer Check Batch Options section for assistance.*
Printing Computer Generated/Direct Deposit Checks

Batch Verification

Click on the **Batch Verification Listing** button and click **Next**. The listing may be viewed on the *Screen* or sent to the *Printer*. However, it MUST be printed before proceeding to print and update checks. When running direct deposit checks, options are available to separately view direct deposit and standard checks.

The Check Payment Batch Verification Listing will list, in Vendor Id order, the purchase order line items that will be included on each check. The system will automatically print 1 check per vendor. Check/Direct Deposit totals, fund totals and a G/L posting summary will appear at the bottom of the verification listing.

The last line of the verification listing will alert the user if any errors or warnings exist. The message must read, “There are NO errors in this listing.” If any errors exist, they must be corrected and the verification listing must be reprinted before checks may be printed/updated. The actual error messages will appear under the purchase order line items that are causing the error.

Once the Check Payment Batch Verification Listing has been printed and shows no errors, the checks may be printed and updated.

Print Update/Checks

Click **Print/Update Checks** and then click **Next**. See **Figure 7-2**.

![Print Checks](image)

**Figure 7-2**

*You may Tab, Enter, or Click between fields in this screen.*

*Note: Alignment options in the above figure are not available when printing MICR format checks.*

Load the checks into the printer, making sure they are faced in the proper direction and the first check number is correct.

**Starting Check Number** - Enter the check number at which to start printing checks. The number entered CANNOT be lower than the default number displayed on the screen.

*Note: The Starting Check Number will always default to the number after the highest check number used in the Checking Account. If the default Starting Check Number is too high, it may mean that a manual check has been mistakenly placed in the wrong Checking Account or given an incorrect number. The check(s) caus-*
Printing Computer Generated/Direct Deposit Checks

...ing the problem may be moved or re-numbered using the special Change Check Number routine. Contact an E&A representative for assistance with this routine.

Printer Type - Depending on your organization’s check format, an option may be available to select Laser or Dot Matrix.

X and Y Offset - These numbers are used to adjust the alignment of laser checks. X adjusts left and right. Y adjusts up and down.

It is always recommended that an alignment check be printed before beginning the check run. However, this step may be skipped if desired.

Click the Alignment Check button. Select and print to the appropriate printer. See Figure 7-3.

![Figure 7-3](image)

Select Yes if a check was generated, regardless of whether or not the alignment is correct. See Figure 7-4.

Only select No if a physical check does not print (i.e. a check number is not used). If No is selected, the user will have the opportunity to print again starting at the same check number.

![Figure 7-4](image)

Select Yes if the alignment is accurate. See Figure 7-5.

Select No if another alignment needs to be printed. If No is selected, the user will have the opportunity to adjust the X and Y offsets and print another alignment check.

![Figure 7-5](image)
Printing Computer Generated/Direct Deposit Checks

Select Yes to begin printing checks at the specified starting check number. Select and print to the appropriate printer. Figure 7-6 will appear.

Select No if the starting check number is wrong or if you do not want to start printing checks. The user will have the option to end the check printing process at this point.

Figure 7-6

Enter the last check number to print successfully. If the check number entered matches the number the system expects, Figure 7-7 will appear. If the number entered is lower than the number the system expects, see Figure 7-10. If it is higher, see Figure 7-11.

Note: Enter ‘0’ if no checks printed or to completely start over. No checks will be updated and the system will prompt for the original starting check number.

Note: If the last check printed successfully does not match the system, it is recommended that an E&A representative be contacted. If checks are erroneously updated, they must be voided in order to be printed again.

Figure 7-7

Select Yes to update the checks. See Figure 7-8.

Select No to void checks. See Figure 7-9.

Select Cancel to go back and edit the ending check number.
BEFORE making a Check Register format selection, REMOVE ANY REMAINING CHECKS FROM THE PRINTER!!

Check Register Formats

- **Detail** - Prints P.O. Line Item detail for each check.
- **Condensed** - Prints P.O. numbers for each check
- **Super Condensed** - Prints check number, vendor and amount.

The user may bypass the check register by clicking **Cancel**.

Checks will update and financial transactions will be recorded at this point.

*Note: If the check run included direct deposit payments for vendors, proceed to the Generate Vendor Electronic Payments section of this chapter.

*Note: It is recommended that the A/P>Purchase Orders>Close Purchase Orders Routine be run after every check run. This routine will change the status of purchase orders with all lines paid or void to Closed.*

The following figures and instructions will assist the user in handling situations where checks did not print successfully. The instructions below are not necessarily appropriate for every unique situation that may arise. If unsure, please contact an E&A representative before proceeding.
This screen enables the user to void All Checks or selected individual checks. The check numbers will be voided in the system, but the user will be able to automatically reprint the checks using new check numbers.

Click Yes to print the remaining checks.

Click No to update the checks that did print. An option will be available to void any of the checks that did not print. The checks that did not print will remain in the batch and may be reprinted on different check numbers.

Click Cancel to go back and edit the ending check number.
Generate Vendor Electronic Payments

Click OK to void the checks that did not print. Any checks not voided will be updated.

Click Cancel to go back and edit the ending check number.

Generate Vendor Electronic Payments

This routine is only applicable if direct deposit payments were included in a check run. The routine will create an ACH direct deposit file to be transmitted to your organization’s bank. A report of the direct deposit transactions can be printed when the file is created.

Select Finance>A/P>Check Processing>Generate Vendor Electronic Payments.

Note: The Generate Direct Deposit box must have been selected during the check run in order for a file to be created.

![Generate Vendor Electronic Payments](image)

You may Tab, Enter, or Click between fields in this screen.

Checking Account - Select the checking account used to process the check run.

Check Date - Specify the check date used for the check run. The system utilizes this date to “find” the direct deposit checks to include on the file.
Manual Checks

Checks to Include - If multiple direct deposit check runs were completed for this account on the same check date, the user will have the option of creating the file for a particular run or all direct deposit transactions for this date.

Effective Date - This is the check date that will appear on the ACH file.

Output File Name - A file path and name should default from the Checking Account Maintenance parameters, but may be changed. The user will need to browse to this location when transmitting the file to the bank.

Print Account Number - Leave the box check to print vendor bank account numbers on the Vendor Direct Deposit Report.

Click Next to run the routine and create the direct deposit file. The user will have the option to print the Vendor Direct Deposit Report.

*Note: The user must still transmit the file to the bank.*

Manual Checks

Checks or payments that are hand or electronically processed may be entered into the system using the Check Batch. The user will specify the Checking Account from which the checks are processed, the check number and purchase order line items to pay.

*Note: Before attempting to update manual checks, all purchase order line items that need to be paid must be marked Approved. Refer to the Purchase Order chapter for assistance with changing the status of purchase order line items. The Purchase Order listing may be run to view a list of Approved purchase order line items.*

Select Finance>A/P>Check Processing>Check Batch.

Type in a unique Batch Id and press ENTER.

Batch Date - Enter the default check date. This date may be changed for individual checks within the batch.

Checking Account - Type in or use the picklist to select the checking account from which checks will be processed.

*Note: Checking accounts are added/edited in Finance>A/P>Check Processing>Account Maintenance.*

Select the Batch Entry button. Notice that the Batch Type field is now enabled as shown in Figure 7-13.
Change the **Batch Type** to *Manual*.

Click **Next** to enter the Batch Entry screen. This screen will be used to enter the check numbers and purchase order line items to pay.

Click **Add**. See **Figure 7-14**.

**Check** - Enter the check number. The same check number may be entered multiple times if multiple purchase orders or purchase order line items will be paid on the same check.

**Date** - The check date may be changed for each unique check number.

**P.O. # / Item** - Enter the purchase order and line item to include on the check. The purchase order line item must be *Approved*.

**Payment** - The total for the purchase order line item will default automatically.
Manual Checks

Enter to the next line to enter more checks or purchase order line items for the same check. Click **Save** when finished. The Batch Entry screen will look similar to Figure 7-15.

Click **Close** to return to the main Check Batch screen.

**Batch Verification**

Click on the **Batch Verification Listing** button and click **Next**. The listing may be viewed on the **Screen** or sent to the **Printer**. However, it MUST be printed before proceeding to print and update checks.

The Check Payment Batch Verification Listing will list, in check number order, the purchase order line items that will be included on each check. Check totals and a G/L posting summary will appear at the bottom of the verification listing. The last line of the verification listing will alert the user if any errors or warnings exist. The message must read, “There are NO errors in this listing.” If any errors exist, they must be corrected and the verification listing must be reprinted before checks may be updated. The actual error messages will appear under the purchase order line items that are causing the error.

Once the Check Payment Batch Verification Listing is correct and shows no errors, the checks may be updated.

**FAQ:** What needs to be done to correct the error, “Payment Date is before Encumbrance/Received Date!”?

*First, the purchase order line item(s) in question must be deleted from the Batch Entry. The user may delete only these line item(s) and then manually re-add them later, or it may be easier to delete the whole Check Batch using CTRL + Del and then re-create the batch after the error(s) are fixed. After each purchase order line item in question is removed from the batch, they must be re-opened. If the encumbrance date needs to be changed, the purchase order line should be deleted and re-added with the correct encumbrance date. If only the received date needs to be changed, the purchase order line item can be re-opened and then received with the proper date. The line items must be marked Approved again. Finally, manually add the line item(s) back to the batch or re-create the batch. The Check Payment Batch Verification Listing MUST be reprinted.*
Computer Check Batch Entry

Update Manual Checks

Click Print/Update Checks and then click Next.

Click Ok and Figure 7-16 will appear.

![Select an Option](image)

**Figure 7-16**

Check Register Formats

- *Detail* - Prints P.O. Line Item detail for each check.
- *Condensed* - Prints P.O. numbers for each check
- *Super Condensed* - Prints check number, vendor and amount.

The user may bypass the check register by clicking Cancel. Checks and financial transactions will be updated at this point.

**Computer Check Batch Entry**

This section will provide instructions for adding and deleting purchase order line items from a Computer Check Batch.

Select Finance>A/P>Check Processing>Check Batch.

If not already selected, use the picklist in the Batch Id field to select an existing check batch.

With the Batch Entry button selected, click Next. See Figure 7-17.
Void Check Routine

Add - Click to add Approved purchase order line items to the batch. In a Computer type batch, no check number or check date can be entered. The system will assign the check number and the check date will default to the specified batch date. Click Save when finished.

Edit - Highlight a line and click Edit to change the purchase order line item specified. Click Save when finished.

Delete - Highlight a line and click Delete to remove a purchase order line item from the batch. Click Save when finished.

Note: Press Ctrl + Delete on the keyboard to delete the entire batch.

Go To - Click this button to move to a particular sequence number within the batch. Sequence numbers are located to the far right of each line within the batch and may be obtained from the Verification Listing.

Void Check Routine

This routine is used to void checks. In addition to standard voids, it can void unused check numbers and can be used to void and replace checks. Only 1 check may be voided at a time.

Note: Voiding a check will re-open purchase order line items to a Received status.
Void Check Routine

Note: This routine also allows the user to edit the void date on a previously voided check (Current year only).

Select Finance>A/P>Check Processing>Void Check Routine. See Figure 7-18.

![Void Check Routine](image)

**Figure 7-18**

*You may Tab, Enter, or Click between fields in this screen.*

**Checking Account** - Type in or use the picklist to select the checking account containing the check.

**Check No** - Enter the check number to void. The check information will default automatically. If the check number does not exist, the check number may be entered as a manual void. If the check has already been voided, the **Edit Void Date** button will enable for current year checks.

*Note: Reconciled checks may not be voided without “unreconciling” the check. See the Check Reconciliation section for assistance.*

**Void Date** - Enter the date to void the check. Reversing journal entries will be written on this date.

**Void Only** - This option will simply void the check.

**Void and Replace** - A void and replace is used when a hand-processed check (i.e. typed or hand written) is used to replace a check that has been lost or damaged. The system will NOT print a replacement check. A **Replacement Check Account** and **Replacement Check No.** must be specified.
Check Reconciliation

Note: Voiding checks from closed budget years will require the user to enter a current year Non-Budget account (e.g. Accounts Payable) or Revenue account (e.g. Refund of Prior Year Expenses) to re-open P.O. line items or replace the check.

**Void Reason** - A brief note about the void may be entered.

Click **Next** to run the routine.

---

**Check Reconciliation**

The Check Reconciliation Batch is used to reconcile checks that have cleared the bank. The batch offers two ways in which to reconcile checks. The automated reconciliation batch will generate outstanding checks into the batch. The user will then delete any outstanding checks from the batch or zero out their reconciliation date before updating it. A manual entry batch may also be created by the user by simply adding the checks to be reconciled to an empty batch. Upon update of the batch, any checks that exist in the batch will be updated as reconciled.

Select **Finance>A/P>Check Processing>Check Reconciliation.** See **Figure 7-19**.

![Check Reconciliation Screen](image)

**Figure 7-19**

*You may Tab, Enter, or Click between fields in this screen.*

**Checking Account** - Enter the checking for which to reconcile checks.

**Recon. Date** - Enter the reconciliation date for the checks.
Check Reconciliation

Auto Create Batch Method

The system will automatically create a batch for the selected checking account’s outstanding checks dated prior or equal to the reconciliation date. The user will then use the Batch Entry screen to remove any checks that should not be reconciled.

Click Next with the Auto Create Batch option selected. The total number and amount of outstanding checks will display on the screen.

With the Batch Entry button selected, click Next. See Figure 7-20.

**Figure 7-20**

<table>
<thead>
<tr>
<th>CheckNo.</th>
<th>Date</th>
<th>VendorId</th>
<th>Vendor Name</th>
<th>Amount</th>
<th>Paid Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>123</td>
<td>05/27/09</td>
<td>A J BA</td>
<td>A J BAR &amp; JANITORIAL</td>
<td>30.00</td>
<td>05/04/09</td>
</tr>
<tr>
<td>1234</td>
<td>05/27/09</td>
<td>110 KING</td>
<td>110 KINGS HIGHWAY EAST ASSOC.</td>
<td>200.00</td>
<td>05/04/09</td>
</tr>
<tr>
<td>15704</td>
<td>05/27/09</td>
<td>CAMDEN46</td>
<td>CAMDEN CO.TREASURER</td>
<td>3,432.00</td>
<td>02/13/07</td>
</tr>
<tr>
<td>15743</td>
<td>05/27/09</td>
<td>LINDA GU</td>
<td>LINDA GUIDICE</td>
<td>8.00</td>
<td>02/13/07</td>
</tr>
<tr>
<td>15796</td>
<td>05/27/09</td>
<td>VERIZ033</td>
<td>VERIZON</td>
<td>741.16</td>
<td>02/13/07</td>
</tr>
</tbody>
</table>

A reconciliation date will appear next to each outstanding check in the batch. Any check that is updated with a reconciliation date will have its status changed to Reconciled.

**Add** - Click this button to manually add another check to the batch. Enter the check number and press Enter. Click Save.

**Edit** - Highlight a line and click this button or simply double click on a line to change the reconciliation date for a check. A ‘0’ may be entered in the Date field to leave a check as outstanding. Click Save when finished.

**Note**: Entering a ‘0’ in the Date field is an alternative to deleting the check from the batch. By entering a ‘0’, the check will appear in the outstanding check totals when the batch is saved. It will not be reconciled when the batch is updated.

**Delete** - Highlight a line and click this button to remove an outstanding check from the batch. Click Save when finished deleting lines.

**Go To** - Click this button and enter a sequence number to move to a specific line in the batch. Sequence numbers are located to the far right of each line in the batch.

Click Close to exit the Batch Entry.

If desired, click the Verification Listing button and then Next to print a list of the checks in the batch. Unlike most verification listings in MCSJ, the user is not required to print the listing before proceeding to the update.

Click the Update Batch button and then Next to reconcile the checks.
**Check Reconciliation**

**Manually Reconcile Checks**

Users may manually reconcile checks by adding the cleared check numbers through the Batch Entry screen. Once the checks have been entered, the batch can be updated to change the status of the checks to *Reconciled*.

Bypass the *Auto Create Batch* option and click on the *Batch Entry* button. Then click *Next*.

Click **Add**. See *Figure 7-21*.

![Figure 7-21](image)

*You may Tab, Enter, or Click between fields in this screen.*

Enter the **Check No** of each cleared check. The reconciliation date shown in *Figure 7-21* will default to the date entered on the front of the batch screen. It may be changed for each individual check. Continue to Tab or Enter to the next line until all cleared checks have been entered.

Click **Save**.

Click **Close** to exit the Batch Entry.

Click the **Update Batch** button and then click **Next**.

**“Unreconcile” Checks**

Checks that have been mistakenly reconciled may be changed back to an outstanding status.

Click on the **Batch Entry** button and then click **Next**.

Click **Add**.

Enter the **Check No**.

In the **Date** (reconciliation date) field, enter a ‘0’ as shown in *Figure 7-22*. 

---

**Checks** 7 - 17
When finished entering checks, click Save. Outstanding check totals will now display on the screen.

Click Close to exit the Batch Entry.

If desired, click the Verification Listing button and then Next to print a list of the checks in the batch. Unlike most verification listings in MCSJ, the user is not required to print the listing before proceeding to the update.

Click the Update Batch button and then Next to reconcile the checks.

**Positive Pay Export Routine**

This routine will create a file to be used in conjunction with the Positive Pay service offered by an organization’s bank. Positive Pay is an automated fraud detection tool offered by most banks. It simply matches the account number, check number and dollar amount of each check presented for payment against a list of checks previously issued and authorized by an organization. This routine will produce the file the bank needs to perform this service. The file contains a bank account number, check number, date, amount and vendor.

Select Finance>A/P>Check Processing>Positive Pay Export Routine.

**Sort Sequence** - The file can be produced in Check Id (Number) or Check Date order. Enter the appropriate range based on your selection in this field.
Checking Account Maintenance

**Checking Account** - Type in or use the picklist to select a checking account.

**Output File Name** - Specifies the default location and file name of the file that will be created. The file path and name may not be changed.

Click **Next** to run the routine.

---

**Checking Account Maintenance**

This maintenance is used to add and maintain checking accounts. Checking accounts are used to store check number sequences, bank account information, default check printing information, signature font settings, and direct deposit file settings.

Select **Finance>A/P>Check Processing>Account Maintenance**. See **Figure 7-24**.

![Checking Account Maintenance](image)

**Figure 7-24**

Click **Add**. Enter up to 15 alphanumeric characters for a **Checking Account Id**.

**Description** - Enter a description for the checking account.

**G/L Account** - This G/L account will be used as the Cash Disbursement G/L Credit account for every budget account when disbursement journal entries are written during a MANUAL check update.

**Revenue G/L Account** - This G/L account will be used as the Cash Disbursement G/L Credit account for every revenue account when disbursement journal entries are written during any type of check update (Manual or Computer).
Checking Account Maintenance

Bank Name / Address Fields - These informational fields are optional except when using a MICR check format.

Frac Transit Num/Transit Num/Account Number/Days to Void Check - This information is used when printing MICR encoded checks.

Click Save.

If electronic signatures are printed on checks, click on the Signatures tab and then click Edit. See Figure 7-25.

![Checking Account Maintenance](image)

You may Tab, Enter, or Click between fields in this screen.

**Note:** Signature fonts must be installed on the PC from which checks are printed. Contact an E&A representative for assistance.

Up to 3 signatures may be printed on checks. Complete the information below for each signature.

**Title** - Enter the name or title of the person signing the check.

**File** - Enter the file name of the signature font to be used.

**X Position** - Adjusts the horizontal alignment of the signature. See the recommended positions below.

**Y Position** - Adjusts the vertical alignment of the signature. See the recommended positions below.

**Point Size** - Size of signature. (36 = 1/2 in.)
Checking Account Maintenance

14 PO and 35 PO Laser Checks

<table>
<thead>
<tr>
<th></th>
<th>1 Signature</th>
<th>2 Signatures</th>
<th>3 Signatures</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>515</td>
<td>515</td>
<td>515</td>
</tr>
<tr>
<td>Y</td>
<td>975</td>
<td>940, 980</td>
<td>905, 945, 985</td>
</tr>
</tbody>
</table>

Self-Mailer Checks

<table>
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<th></th>
<th>1 Signature</th>
<th>2 Signatures</th>
<th>3 Signatures</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>475</td>
<td>475</td>
<td>475</td>
</tr>
<tr>
<td>Y</td>
<td>985</td>
<td>950, 990</td>
<td>915, 955, 995</td>
</tr>
</tbody>
</table>

MICR Checks

<table>
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<tr>
<th></th>
<th>1 Signature</th>
<th>2 Signatures</th>
<th>3 Signatures</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>488</td>
<td>488</td>
<td>488</td>
</tr>
<tr>
<td>Y</td>
<td>930</td>
<td>915, 965</td>
<td>874, 918, 962</td>
</tr>
</tbody>
</table>

Click **Save** when finished.

If this checking account will be used to issue ACH vendor payments, click on the **Direct Deposit** tab. Click **Edit**.

You may Tab, Enter, or Click between fields in this screen.
Check Register

Note: Routing numbers must be added in System Utilities>Bank DFI Maintenance before they can be entered on this screen.

Immediate Destination - Enter the routing number of your organization’s bank.

Immediate Destination Name - Enter your bank’s name.

Immediate Origin - Enter the IRS identification number (Federal Tax Id) for your organization. (No dashes)

Immediate Origin Prefix - Unless otherwise instructed by the bank, enter a ‘1’.

File Id Modifier - Unless otherwise instructed by the bank, enter a ‘1’. The bank may instruct for an ‘A’ or ‘B’ to be entered.

Originating Bank DFI - Enter the routing number of your organization’s bank.

Company Id Prefix - Unless otherwise instructed by the bank, enter a ‘1’.

Include Debit Entry - Unless otherwise instructed by the bank, check this box.

Zero Amt Prenotes - Unless otherwise instructed by the bank, check this box.

End of File 9 Record Blocking - Leave blank, unless otherwise instructed.

Bank on Check - Options are available regarding whether or not to print vendor bank account information on checks.

File Name - Specify the location to create the file and the file name to be created.

Click Save.

Checking Account Listing

The Checking Account Listing will provide a list of the checking accounts and their corresponding information.

Select Finance>A/P>Check Processing>Checking Account Listing.

Check Register

The Check Register will provide a list of checks, including an outstanding list, in a variety of sort sequences and degrees of detail.

Select Finance>A/P>Check Processing>Check Register.
Check Register

Figure 7-27

You may Tab, Enter, or Click between fields in this screen.

**Report Sequence** - Determines the order in which checks will print. Ranges may be specified based on the selection made. Choose from Check Id (check number), Check Date, Vendor Id, Budget/Revenue Acct or Void Date.

**Checking Account** - The Check Id report sequence requires that a single checking account be selected. The other report sequences enable the user to enter a range of checking accounts. A blank range may be specified to include all checking accounts.

**Report Type** - Determines what type of checks (i.e. void, outstanding, reconciled) will appear on the report. The selections in this field will vary based on the report sequence selected.

**Outstanding As Of:** - This field will enable for the outstanding **Report Type**. Checks that are outstanding as of this date will appear on the report.

**Report Format** - Determines the level of detail that will print for each check.

- **Detail** - Prints P.O. Line Item detail for each check.
- **Condensed** - Prints P.O. numbers for each check
- **Super Condensed** - Prints check number, vendor and amount.

**Check Types** - Select from Manual, Computer and/or Direct Deposit.

**Budget Description** - This field is only enabled for the **Detail** report format. Choose the type of description to appear next to each budget account listed. An **Account** description may be selected or any of the account segment descriptions.
Vendor Electronic Payment Report

Note: Account Segment descriptions will only appear if proper Heading and/or Control type budget accounts are set up to label sections of accounts.

Print Budget Control Totals - If selected, Control budget account check totals will print at the end of the report prior to fund totals. Control totals are the sum of all Sub type accounts underneath a designated Control type account. An Additional Description will appear for each control account based on the account segment selected (e.g. department description).

Note: Additional descriptions will only appear if proper Heading and/or Control type budget accounts are set up to label sections of accounts.

Vendor Electronic Payment Report

This report can be used to produce a list of vendor direct deposit payments. The report will include check numbers, vendor name, payment amount, and vendor bank information.

Select Finance>A/P>Check Processing>Vendor Electronic Payment Report.

![Vendor Electronic Payment Report](image)

Check Date Option:
- Range of Check Dates
- Range of Check Dates: 01/01/09 to 05/27/09

- Print Account Number
- Print to Screen

Figure 7-28

You may Tab, Enter, or Click between fields in this screen.

Checking Account - An account must be specified.
Vendor Electronic Payment Report

Range of Vendor Ids - The report may be run for selected vendors or for all vendors.

Check Date Option - The report may be run for a single check date and a selected check run on that date. Otherwise, a range of check dates may be entered.

Print Account Number - If selected, vendor bank account information will appear on the report.
This chapter will cover the Requisition menu of the MCSJ Finance system. The user will be guided through entering requisitions, approving and modifying requisitions, requisition reports and the routine to create purchase orders from requisitions.

Requisitions are a request for a purchase order and will not create actual encumbrances against the budget until they are converted to purchase orders. However, requisition users will be subject to the requested balance of an account (i.e. outstanding requisitions reduce the balance of the account) when entering requisitions. Organizations have up to 3 approval levels they may utilize during the requisition to P.O. process.

Note: Due to the varying budget account structures of E&A clients, account numbers shown as examples in this manual may differ from your organization's accounts. In addition, options on some screens and reports may vary depending on the accounting basis (i.e. NJ Modified Accrual, Cash, or GAAP Basis) used by your organization.

Entering Requisitions

Select Finance>A/P>Purchase Requisition>Requisition Maintenance. See Figure 8-1.

Click Add. Accept the requisition number that defaults. Although this number may be changed, DO NOT change the requisition number unless instructed to do so by your system administrator.

After clicking OK, Figure 8-2 will appear.

Note: At certain times of the year, users may also be prompted to choose a Requisition Prefix. If prompted, choose the correct year designation.
Vendor / Name - These fields contain picklists <F3> used to select a vendor. Unless the full Vendor Id is known, it is probably best to tab or enter to the Name field. Type in a few characters of the name and then click the picklist. The closest match will be found. Scroll to the correct vendor and select it. If the vendor has multiple addresses, the same Vendor Id may appear in the picklist several times. If this is the case, be sure to select the correct address for the vendor.
Entering Requisitions

**Note:** Look up by name and Id is not case sensitive. For best results, it is recommended that the picklist be used after typing only a few characters of the Vendor Id or Name.

**Note:** Vendors must be added in Vendor Maintenance before they will appear in the picklist. Check with your system administrator regarding procedures for handling new vendors.

**Supply Contract** - If a supply contract exists for the selected vendor, the picklist can be used to select a contract number. Leave the field blank if the purchase should not be associated with a supply contract.

**St. Contract No.** (State Contract Number) - OPTIONAL. The State Contract number for a vendor will appear if one is designated in Vendor Maintenance. A number may also be entered.

**Req Date** - Will always default to the current date. It may be changed.

**Due Date** - OPTIONAL. If a due date for the goods or services being purchased is required, enter a date. The due date will appear on the printed purchase order.

**Descript** - A general description for the goods or services being purchased may be entered. This description will appear on the check stub. Detailed descriptions may be entered on the Line Item screens of the requisition.

**F.O.B** (Freight on Board) - OPTIONAL. This field may be used to select a shipping method. This information will print on the purchase order if designated to do so in the system parameters.

**P.O. Type** - Leave this box blank unless the requisition is intended to become a New Blanket purchase order or is being entered as a payment request on an Existing Blanket purchase order. If you choose Existing Blanket, the purchase order number from which the payment should be made must be specified.

**Ship To Id** - OPTIONAL. Use the picklist to select an address to be used for shipping the items ordered. This address will print on the purchase order.

**Bill To Id** - OPTIONAL. This field only appears if designated to do so in the system parameters. Use the picklist to select a billing address for your organization. This address will print on the purchase order.

**Note:** Contact your system administrator if an address is not available in the picklist.

If quotes or comments need to be entered, click on Page 2. See Figure 8-3. Otherwise, click **Save** to begin entering requisition line items.
You may Tab, Enter, or Click between fields in this screen.

**Vnd 2 / Vnd 3 Id** - If applicable, these fields are used to enter the vendors from which additional quotes have been obtained. If the vendors exist in the system, the Vendor Id picklists may be used to select a vendor. Otherwise, the name of the vendors may be typed in the Vnd 2/Vnd 3 Name fields.

**Vnd 2 / Vnd 3 Quote** - Enter the dollar amount for the quote.

**Vnd 2 / Vnd 3 Comment** - Use this field for any comments regarding the vendor quote.

**Comments** - This box may be used to enter any special notes or instructions related to the requisition. Your system administrator should provide guidance on the type of information that may be entered in this field. The comments will NOT carry over to the purchase order if one is created from this requisition.

Click **Save**. **Figure 8-4** provides an example of what a requisition should look like so far.
Entering Requisitions

![Requisition Maintenance Screen](image)

**Figure 8-4**

Click the **Line Item** button on the toolbar. The Requisition Line Item Maintenance screen will appear. This screen will be used to enter the first line item on the requisition.

Click **Add**. See **Figure 8-5** if entering a standard requisition. If a supply contract was selected, **Figure 8-6** will appear.

![Add Line Item](image)

**Figure 8-5**

ONLY check the **Duplicate previous line item** button if the same description entered on the front of the requisition should be used as the line item description. Do not check the box if a unique line item description will be entered. Click **Ok**.
If Figure 8-6 appears, select an item from the contract and click OK. If this line item is not part of the supply contract, select Non-Contract to continue.

**Note:** If a supply contract item is selected, the appropriate information will default on the requisition line item and cannot be edited.
Requisitions

Entering Requisitions

You may Tab, Enter, or Click between fields in this screen.

Note: Inventory fields will only appear for Inventory module users. Inventory users will have the option of selecting an Inventory Id. Picklists are available.

Description - A detailed line item description may be entered in this field. This description will appear on the purchase order. If more space is needed, click the Notes button on the toolbar and continue typing the rest of the description.

Note: Press Enter to move to the next line on this screen.

If entering notes, click Done to return to the line item screen.
Entering Requisitions

Note: The Release Num and Due Date fields shown in Figure 8-7 are only required if this requisition is a payment request on an existing blanket purchase order. The Release Number would be the next payment number on the blanket (e.g. if 3rd payment then enter 3) and the due date would be the date the payment is due.

Charge to - Type in the account and press Enter or use the picklist to select one. Budget account balances will be shown in the Control and Sub account fields.

Catalog Num - OPTIONAL. This field may be used to enter a catalog number, part number, etc.

Requested Date - The requested date will default to the current date. It may be changed.

Comm Code - OPTIONAL. A commodity code and description picklist are available if the purchase needs to be associated with a commodity code.

Note: Commodity codes are added in Finance>A/P>Commodity Code Maintenance. A commodity code can only be selected if it has been assigned to the selected vendor (Vendor Maintenance).

Tracking Id - OPTIONAL. Tracking Id’s are typically used to “track” purchases related to a specific project or purpose. A Tracking Id picklist and a tracking id description picklist (the long line) may be used to select a Tracking Id.

Note: Tracking Ids must be added in Finance>A/P>Tracking Id Maintenance before they can be entered on a requisition.

Quantity - Enter a quantity. The quantity field is NOT available if the New Blanket option was selected on the front of the requisition. Blanket requisitions only require a total dollar amount.

U. Measure - OPTIONAL. Box, ea., lbs, etc.

Purchase Type - Purchases may be tracked by these categories: State (State Contract), Bid, Exempt or Other.

Unit Price - Enter the price of the item. (Qty x Unit Price = Item Total)

Invoice - If the invoice number is known at this time, enter it. Otherwise, leave the field blank.

Click Save.
To add more lines to the requisition, click Add and repeat the steps described above.

Click Close to return to the front page of the requisition. See below.
Look-up/Edit/Delete/Print Requisition

The requisition Total and number of Line Items will be displayed on the front of the requisition.

The requisition may be printed by clicking the Print button.

Click Add to add another requisition. Repeat the steps above.

Look-up/Edit/Delete/Print Requisition

Select Finance>A/P>Purchase Requisition>Requisition Maintenance.

Requisitions may be retrieved using the picklists in the Requisition No, Vendor and Name fields. If the information is known, type it in the appropriate field and press Enter.

![Requisition Maintenance Screen](image)

Figure 8-11

The << and >> buttons on the toolbar may be used to move between requisitions.

*Note: Press (CTRL + Page Down) in the Requisition No field to move to the last requisition number entered.*

Edit General Information on Requisition

In order to edit the information on the Requisition Maintenance screen (Page 1 and Page 2), the requisition cannot have a PO Generated, Denied, or Canceled status.
Look-up/Edit/Delete/Print Requisition

From the Requisition Maintenance screen, click the **Edit** button on the toolbar. All editable fields will appear in white. Click on **Page 2** to change quotes or comments. After making changes, click **Save**.

**Print Requisition**

A requisition form may be printed by clicking the **Print** button on the toolbar.

**Delete Requisition**

In order to delete a requisition and/or requisition line items, the status of the requisition MUST be **Open**. To delete an entire requisition, the requisition’s line items must first be deleted. The section below describes how to delete requisition line items. Once all line items have been deleted, the requisition may be deleted by clicking the **Delete** button on the toolbar.

Note: Requisitions that are denied or cancelled should not be deleted. Use the Denied and Canceled Status options.

**Edit / Delete Requisition Line Items**

In order to edit or delete requisition line item information, the status of the requisition MUST be **Open** or **Needs Revision**.

Note: Tracking Id and Commodity Code information may be edited regardless of the requisition status.

Click the **Line Item** button on the toolbar to view the Requisition Line Item screen.
Duplicate Requisition

The << and >> or Go To buttons may be used to move between requisition lines.

**Edit** - Click and all editable fields will appear in white. After making changes, click **Save**.

**Delete** - Click this button to remove the requisition line item.

---

**Duplicate Requisition**

Individual requisitions may be duplicated with the click of a button. Instead of re-entering requisitions, users can simply pull up an existing requisition and click the **Duplicate** button. A new requisition will be created with the same information as the existing requisition. This feature is helpful when the same type of purchase request is made on a continuous basis. (e.g. weekly, monthly, yearly)

In order to duplicate a requisition, it **must contain current, prior year, or alpha accounts**. If the requisition to be duplicated has prior year accounts, the newly created requisition will be created with the corresponding current year accounts. All newly duplicated requisitions will default to an **Open** status, regardless of the status of the requisition that was originally duplicated.

Select **Finance>A/P>Purchase Requisition>Requisition Maintenance**.

Select a requisition and then click the **Duplicate** button.
Note: The system will prevent requisitions from being duplicated if a budget account’s balance will be over requested. A message will appear to identify the accounts being over requested. Only users with proper security may over request the accounts to create the duplicate requisition.

**Enter Requisition Id** - Accept the requisition number that defaults. Although this number may be changed, DO NOT change the requisition number unless instructed to do so by your system administrator.

**Requested Date** - Will default to the current date. May be changed to any current year date.

**Due Date** - Will default to the current date. This field is optional and may be blanked out or changed to another date.

Click Ok to create the new requisition.
Requisition Attachments

Electronic files can be attached to a requisition and stored for record keeping or other informational purposes. The user can attach quotes, vendor information, images or any other type of information. Any users with access to a requisition can view its attachments, assuming their PC has the ability to open the selected file type. Only users with the ability to modify requisition information can attach or remove files.

Files are attached, opened or removed by clicking the paperclip icon on the Requisition Maintenance screen as shown in the below figure.

![Figure 8-15](image)

To attach a file, click the paperclip icon and then click the **Attach File** button. A Windows Attach dialog box will appear. Browse to a file, select it and then click **Attach**. A special description for the file may be entered. Click Ok to attach the file.

Requisitions with attached files will display a green plus sign on the paperclip icon. To open an attached file, click on the paperclip icon and double click on one of the file names listed, or select a file name and click **Open**. To remove an attached file, click on the paperclip icon; select a file name and click **Remove**.
Changing the Status of Requisitions

There are 2 methods for changing the approval status of requisitions. Users may change the status of an individual requisition from the Requisition Maintenance screen or can utilize the Auto Approval Routine to change the status of multiple requisitions.

In addition to the 3 approval levels offered by the system, a requisition status may be changed to *Open*, *Needs Revision*, *Canceled*, *Held*, or *Denied*. The *PO Generated* status that is automatically assigned by the system is also available, but should only be used in special circumstances. The status options available to each user will vary depending on that user’s security level.

Change Status in Requisition Maintenance

Select **Finance>A/P>Purchase Requisition>Requisition Maintenance**.

Select a requisition.
Changing the Status of Requisitions

Click the Status button. The choices available will vary based on user security.

Select the appropriate status. If desired, a reason for the status change can be entered for internal communication purposes. Click OK.
Requisitions

8 - 17

Changing the Status of Requisitions

Notice that the **Stat Chg By** field will display the last user to change the requisition status. In addition, the **1st - 3rd Aprv By** fields will change if the user selects one of these status options.

**Requisition Auto Approval**

This routine will enable the user to see a list of all the requisitions to which they have access, and then make changes to their status. Requisitions can be viewed by in detail and comments, attachments, and status reasons can be added right from this screen.

*Note: User security will determine what requisitions appear for the user.*

Select **Finance>A/P>Purchase Requisition>Requisition Auto Approval**.

![Figure 8-19](image)

*You may Tab, Enter, or Click between fields in this screen.*

Click on the **Change All Status From** combo box and select the current status of the requisitions for which the user has approval responsibilities. Only requisitions with the selected status and within the user’s security access will appear.

The **Change All Status To** field can be used to default the **New Status** for each requisition to the new approval status. Otherwise, the **New Status** can be changed on each individual requisition. The **Status Reason** and **Comments** can be edited for each requisition by clicking in the appropriate field.

**Undo** - Clicking this button will change the **New Status** for all requisitions back to the **Curr Status**.

The requisitions may be sorted by the various column headings by clicking on the column headings. Double click a heading for an ascending sort and single click a heading for a descending sort.
Changing the Status of Requisitions

Note: Requisitions with an attachment are designated with an “A” and requisitions with comments are designated with a “C”.

View Req - To view a requisition in report format (Requisition Inquiry), double click on the requisition or highlight the requisition and then click View Req on the toolbar. The following figure will appear.

![Figure 8-20](image)

You may Tab, Enter, or Click between fields in this screen.

The user can change the status, enter a status reason, and add comments from this screen. Attachments can be added or viewed by clicking on the paperclip icon.

When all requisitions have been flagged with the correct New Status, the Update button on the Requisition Auto Approval Routine toolbar may be clicked. A list of updated requisitions may be printed. This list may also be printed to the screen if Print to Screen (Updated Listing) is checked before clicking Update.
Create P.O. From Requisition

This routine is used to convert all 3rd Approval requisitions into purchase orders. The routine contains an option to print the purchase orders as they are being created. If the user chooses not to print the purchase orders, the Purchase Order Generation Listing may be printed and can be used to print the purchase orders at a later time.

Select Finance>A/P>Purchase Requisition>Create P.O. From Requisition.

Figure 8-21

You may Tab, Enter, or Click between fields in this screen.

Range Of Req’s - A range of requisition numbers may be specified. If a range is entered, only qualifying requisitions in this range will be converted.

Range Requested Dates - Requisitions will only be converted to a purchase order if their requested date falls within the range specified. Leave the range alone to include all requisitions.

P.O. Prefix - If enabled in the system parameters, this option will allow the user to specify whether the newly created purchase order numbers will contain a Current or Future year prefix.

Starting P.O. - If auto-numbering purchase orders, the next purchase order number for the designated prefix will default. This number may be changed, but the purchase order number entered must be higher than any other numbers for that prefix.

Encumbrance Date - Purchases order line items created will have the designated encumbrance date. If a Future Year is being utilized, purchase order lines charged to a future year account will use the 1st day of the new fiscal year.

Print P.O.’s - Check to automatically print the newly created purchase orders.

Click Next to run the routine. The Purchase Order Generation Listing will be printed regardless of whether or not purchase orders were printed. This listing will show all purchase orders created and provide totals.

Note: The Purchase Order Generation Listing will also list any 3rd Approval requisitions that were not rolled into purchase orders. Usually these requisitions require an encumbrance override by a user with proper

Requisitions 8 - 19
Requisitions

8 - 20

Requisition Reports

security. This user must re-open the requisition(s) and then override them properly before changing them back to 3rd Approval.

Requisition Reports

Requisition Inquiry

The Requisition Inquiry enables the user to search for requisitions in a number of different ways. After specifying search criteria, the inquiry screen will generate a list of requisitions that fall within the parameters selected. The requisitions may then be selected individually and viewed/printed in report format.

The following inquiries for requisitions may be performed:

• Single Requisition - Retrieves the requisition number entered.
• By Req. Status - Retrieves requisitions with the selected status (Open, 1st Approved, 2nd Approved, etc.). A Requested Date range may also be specified.
• By Req. Requested Date - Retrieves requisitions with a requested date that falls within the range entered.
• By Vendor - Retrieves all requisitions with the selected vendor. A Requested Date range may also be specified.

The following inquiries for requisition line items may be performed:

• Line Items by Charge Account - Retrieves requisition line items charged to the specified budget account(s).
• Line Items by Override - Retrieves requisition line items that required users to override over-requested budget accounts. Users have the option of viewing Control and/or Sub type budget accounts that were over-requested.
• Line Items by Invoice - Retrieves requisition line items containing a specified invoice number.
• Line Items by Inventory Id (Inventory module users only) - Retrieves requisition line items with the specified Inventory Id(s).

Select Finance>A/P>Purchase Requisition>Requisition Inquiry.

Figure 8-22
Requisition Reports

Click on one of the search options and enter the search criteria. Click **Next**. The Requisition Inquiry screen will appear as shown below.

![Figure 8-23](image)

**View Req.** - Highlight a line and click this button or double click on a line to view the requisition in report format. The report may be printed.

**Print** - Click to print the entire listing.

Click **Close** exit the inquiry screen.

**Requisition Listing**

This report will generate a list of requisitions that meet the user’s status selections (e.g. **Open**, **1st Approved**, **2nd Approved**). The report may be printed in different report sequences and varying degrees of detail. Users with approval responsibilities should use this report when reviewing the requisitions they need to approve.

Select **Finance>A/P>Purchase Requisition>Requisition Listing.**
Requisition Reports

You may Tab, Enter, or Click between fields in this screen.

**Report Sequence** - Determines the order in which the report will print. Ranges may be specified for each of the different selections. Select from Requisition Number, Vendor Id, Vendor Name, and Budget Account.

**Report Format** - *Detail* will provide requisition line item detail on the report. *Condensed* will only list requisition numbers and totals without displaying line item detail. A *Super Condensed* version is only available for the Budget Account Report Sequence. Requisition line item totals will be summarized into a single total for each budget account.

**Select Item Status to Include** - The user must select at least one status from this field. Requisitions with the selected status(es) will appear on the report.

**Requisition Threshold** - A dollar amount may be entered in this field so that only requisitions equal to or exceeding the amount will appear on the report. If the report is run by Budget Account, then the threshold will be used to determine which requisition line items will appear on the report. Leave the field blank to include all requisitions.

**Print Subtotals for** - Sub totaling options will only be available when the report is run by Budget Account. Select the budget subtotals to appear.

**Print Comments** - Check to include the Comments section on Page 2 of requisitions. This option is not available for the Budget Account Report Sequence.

**Print Other Quotes** - Check to include any quotes entered for a requisition. This option is not available for the Budget Account Report Sequence.

**Print Approval Users** - If selected, the listing will display the “approved by” User Id for each requisition approval level.
Requisitions

Requisitions

Print Line Item Notes/Catalog Num/Invoice - When the Detail Report Format is chosen, the user may include this information.

Requested Date Range - Requisitions appearing on the report can be filtered based on their requested date.

Requisition Listing By User Id

This report will list requisitions entered under specified user id’s. A requested date range may be entered.

Select Finance>A/P>Purchase Requisition>Requisition Listing By User Id.

![Requisition Listing By User Id](image)

Figure 8-25

You may Tab, Enter, or Click between fields in this screen.

Report Format - Detail will print requisition line item detail for each requisition listed. Condensed will only list totals for each requisition.

Range of User Ids - Only requisitions entered under one of the user id’s in the range will appear on the listing. Use the picklists to select a range of user id’s.

Requested Date Range - Requisition line items will only be included on the report if their requested dates fall within the range specified.

Requisition Comments Listing

This report will list requisitions that meet the status criteria specified on the report. An option is available to only print requisitions with comments. Totals will appear for each requisition, but line item detail will not.

Select Finance>A/P>Purchase Requisition>Requisition Comments Listing.
Include Requisitions with No Comments - Check to include requisitions without comments.

Select Item Status to Include - Only requisitions that meet the selected status criteria will appear on the report.

**Purge Requisition Routine**

This routine should only be run by qualified users. It will remove all requisitions with a selected status that are dated within a specified range.

Select Finance>A/P>Purchase Requisition>Purge Requisition Routine.
Import Requisitions from Ed Data Routine (School Board Only)

This routine will automatically create requisitions from an electronic file.

Note: The Finance module must be locked in order to run this routine. Lock the module under System Utilities>Lock User’s Access.

Note: The Ed Data file must be copied to the MCSJ\ImportFiles directory prior to running this routine.

Select Finance>A/P>Purchase Requisition>Import Requisitions from Ed Data Routine.
Import Requisitions from Ed Data Routine (School Board Only)

![Import Requisitions from Ed Data Routine](image)

Enter the Following:

**Requested Date:** 07/16/09

**Purchase Type:** Other

**Input File Name:**

- **Override Over-requested Controls**
- **Print to Screen**

Any Requisitions charged to a future year will have a Requested Date on the first day of that Future Year.

**Figure 8-28**

*You may Tab, Enter, or Click between fields in this screen.*

**Requested Date** - All requisitions will be assigned the requested date entered.

**Purchase Type** - All requisition line items will be assigned the purchase type selected.

**Input File Name** - Type the name and file extension of the file to be imported. The file must be placed in the MCSJ/ImportFiles directory.

**Override Over-requested Controls** - If the box is deselected, the system will not create requisitions with budget line items that would become over-requested.

Click **Next** to run the routine. A Requisition Generation Error/Warning Listing will print. The report may be viewed to the screen by checking **Print to Screen**.
CHAPTER 9

The Fixed Asset menu offers the ability to maintain a fixed asset inventory. A depreciation routine is available if fixed assets need to be depreciated and several versatile reports are available for fixed asset reporting. New fixed assets may be added to the system through the Fixed Asset Maintenance, which can be accessed automatically when receiving purchase order line items.

Prior to adding new fixed assets to the system, a few maintenances should be completed so that departments, locations, and tracking codes can be assigned to fixed assets.

**Department Maintenance**

This maintenance stores department categories for fixed assets.

Select Finance>Department Maintenance.

![Department Maintenance](image)

**Figure 9-1**

**Add** - Click to enter a department. Specify up to 15 alphanumeric characters. Click **Save** when finished.

**Delete** - A department may only be deleted if it has not been assigned to a fixed asset. Click on the department and then click **Delete**. Click **Save**.

**Print** - Click to print a list of departments.
Location Maintenance

Location Maintenance

This maintenance stores locations for fixed assets.

Select Finance>Location Maintenance.

Add - Click to enter a location. Specify up to 15 alphanumeric characters. Click Save when finished.

Delete - A location may only be deleted if it has not been assigned to a fixed asset or Inventory Id. Click on the location and then click Delete. Click Save.

Print - Click to print a list of locations.

Fixed Asset Code Maintenance

Fixed Asset codes are user-definable and can be used to categorize fixed assets for reporting purposes.

Select Finance>Fixed Asset>Fixed Asset Code Maintenance.

Add - Click to enter a location. Specify up to 15 alphanumeric characters. Click Save when finished.

Delete - A location may only be deleted if it has not been assigned to a fixed asset or Inventory Id. Click on the location and then click Delete. Click Save.

Print - Click to print a list of locations.
Fixed Asset Maintenance

You may Tab, Enter, or Click between fields in this screen.

Add - Click to enter a new code and description. Specify up to 8 alphanumeric characters for a code. Click Save when finished.

Edit - Only descriptions may be changed. Click Save when finished.

Delete - Codes may be deleted if they are not assigned to a fixed asset. Click on a code and then click Delete. Click Save.

Print - Click to print a list of codes.

Fixed Asset Maintenance

The maintenance screen stores fixed assets. Fixed assets are entered and edited through this screen.

Note: The Fixed Asset Maintenance screen can be accessed automatically when receiving purchase order line items. See the Purchase Orders chapter for assistance on flagging purchase order items as fixed assets.

Select Finance>Fixed Asset>Fixed Asset Maintenance.
Look-up/View Detail/Edit/Delete

Existing fixed assets may be retrieved using the Asset Id, Descript, and Code fields. Type the information in the appropriate field and press Enter or use the picklist to search.

The << and >> buttons on the toolbar can be used to move between fixed assets.

Edit - To edit an existing fixed asset, select the item as described above. Click Edit. Any editable fields will appear in white. Click Save.

Note: Edit the Removal Information fields when a fixed asset is disposed or sold.

Delete - After selecting a fixed asset, click this button and enter the Delete Password. The delete option should only be used if the fixed asset was added to the system in error. Use the Removal Information fields to remove a fixed asset that has been disposed of or sold.

Detail - Click this button to see add, change and/or depreciation transactions for this fixed asset. A transaction date range may be entered.
Add

Select Finance>Fixed Asset>Fixed Asset Maintenance.

To add a new fixed asset, click Add. Enter an id up to 10 alphanumeric characters in length.

**Figure 9-5**

*You may Tab, Enter, or Click between fields in this screen.*

**Descript** - Enter a description for the fixed asset.

**Code** - This field is optional and can be used to group fixed assets into any desired category. Use the picklist to select a code. Codes must be added in Fixed Asset Code Maintenance in order to be selected.

**Asset Type** - *Single* or *Aggregate*. Aggregate fixed assets are items that may have inventory items and/or labor added to increase their value. Tabs for *Materials* and *Labor* will appear for aggregate fixed assets.

**Bar Code** - Enter a barcode number if the item is tagged.

**Dept** - Select the department who utilizes the fixed asset.

*Note: Departments must be set up in Department Maintenance before they will appear in the picklist.*
Fixed Asset Maintenance

**Class** - Select from *Equipment, Infrastructure, Land, Buildings, and Vehicles.*

**Location** - Select the location of the fixed asset.

*Note: Locations must be set up in Location Maintenance before they will appear in the picklist.*

**Floor** - Select from the drop down box if applicable.

**Room** - Specify a more specific location for the asset if applicable.

**Purchase Account** - The budget account used to purchase the item must be specified. This account will default when the user is automatically brought to the Fixed Asset Maintenance screen from a purchase order. Otherwise, type in an account or use the picklist to select one. A **Purchase Date** and **Purchase Amount** must also be specified in order to save the fixed asset.

**Market Value** - If known, enter the market value of the item.

**Insured Value** - If known, enter the insured value of the item.

**Manufacturer/Model/Serial No.** - If known, enter this information for the fixed asset.

**Notes** - Any additional information about the fixed asset may be recorded in the available space.

**Expected Life / Salvage Value** - If the Depreciation Routine will be used to record depreciation, an **Expected Life** and **Salvage Value** must be entered for the fixed asset.

**Removal Information** - These fields should be completed when a fixed asset has been disposed of or sold. Otherwise, leave the fields blank.

Click **Save** when finished.

*Materials (Aggregate Fixed Assets Only)*

Click on the **Materials** tab.
The toolbar identified in the above figure must be enabled to add, edit, or delete inventory items for this fixed asset. If it is not enabled, click Edit on the main toolbar.

**Inventory Id** - Press <F3> to access the picklist.

Click **Save** on the main toolbar after making any changes.

**Labor/Equip (Aggregate Fixed Assets Only)**

Click on the Labor/Equip tab.
The toolbar identified in the above figure must be enabled to add, edit, or delete labor or equipment costs for this fixed asset. If it is not enabled, click **Edit** on the main toolbar.

**Cost Type** - Use the drop down box to select **Labor** or **Equipment**.

Click **Save** on the main toolbar after making any changes.

---

**Fixed Asset Listing**

This report will provide a listing of an organization’s fixed assets. A variety of category and date ranges may be used to customize the report. The report is also capable of printing in several different sort sequences.

Select **Finance>Fixed Asset>Fixed Asset Listing**.
Aggregate Fixed Asset Listing

You may Tab, Enter, or Click between fields in this screen.

Various ranges of information can be entered to filter the fixed assets that will appear on the report. When available, use the picklists to assist in selecting the ranges. Leave the ranges blank to include all fixed assets.

**Range of Account Depts** - No picklist is available. This range refers to the department segment in the purchase account number specified for a fixed asset.

**Select Print Sequence** - The report may be printed in one of the following sort orders: Asset Id, Code, Department, Description, Location, Account Dept, or Class.

**Print Note** - Check the box to include any notes entered for the fixed asset.

**Skip Removed** - Check the box to exclude fixed assets with a removal date.

---

**Aggregate Fixed Asset Listing**

This report will provide a user definable list of aggregate fixed assets.

Select Finance>Fixed Asset>Aggregate Fixed Asset Listing.
Fixed Asset Transaction Inquiry

You may Tab, Enter, or Click between fields in this screen.

Include Labor/Equip Costs - Check to include any additional labor or equipment costs added to the fixed asset. The report will provide a total “value” for the fixed asset.

**Fixed Asset Transaction Inquiry**

This report will display Add, Change, Depreciation, and Removal transactions for fixed assets. Transaction totals will appear at the end of the report. The user may select the type of transaction(s) to view. Category and date ranges may be specified to customize the report.

Select Finance>Fixed Asset>Fixed Asset Transaction Inquiry.
Various ranges of information can be entered to filter the fixed assets that will appear on the report. When available, use the picklists to assist in selecting the ranges. Leave the ranges blank to include all fixed assets.

**Start/End Date** - Transactions will only appear if dated within the range entered.

**Select Transaction Type to Include** - Select the transactions to display on the report. At least one selection must be made.

---

**Fixed Asset Class Listing**

This report will separate fixed asset purchase values into the 5 class totals (i.e. Infrastructure, Land, Building, Vehicles, Equipment). Then, based on a user specified date range, it will calculate an opening depreciated value balance and summarize the additions, dispositions and depreciation during the time period to arrive at a depreciated value for each class.

Select **Finance>Fixed Asset>Fixed Asset Class Listing**.
Fixed Asset Depreciation Routine

Report Sequence - The report may be run for a range of Fixed Asset Ids or Departments. The selection made in this field will determine which range may be entered.

Transaction Date Range - Additions, dispositions and depreciation transactions within this range will be summarized to calculate an ending depreciated value balance as of the last date entered.

Fixed Asset Depreciation Routine

The depreciation routine will calculate a depreciated value for a selected range of fixed assets as of a specified date.

*Note:* Fixed assets must have a purchase date, amount and expected life. A salvage value should also be entered if one exists to ensure an accurate depreciation calculation.

Select Finance>Fixed Asset>Depreciation Routine.
Fixed Asset Depreciation Routine

![Fixed Asset Depreciation Routine](image)

**Figure 9-12**

*You may Tab, Enter, or Click between fields in this screen.*

**Date** - All values will be calculated as of the date entered.

**Range of Asset Ids** - Only fixed assets within the range will be included in the calculation. Leave blank to include all fixed assets.

Click **Next** to run the routine.

The Fixed Asset Depreciation report may be viewed to the screen and printed. Depreciation information will be listed for each fixed asset as well as calculated depreciation and depreciated value totals.
CHAPTER 10  Escrow

The MCSJ Escrow module gives the user the ability to accurately manage and provide detailed reporting for a municipality’s escrow projects. The module is integrated with the MCSJ Finance system and will enable the processing of escrow purchase orders, checks, cash receipts, and will automatically update the general ledger. The Escrow module offers 2 ways to post developer and municipal interest, including an automated interest distribution routine for NJ Municipal clients. Besides providing detailed information and reporting on projects, the module is also capable of printing standard project statements, interest 1099’s, form letters and insufficient balance notices for developers.

Category Maintenance

Each project in the MCSJ Escrow system MUST be assigned a category. Categories are intended to represent a current planning level or construction status of a project. However, they may be used for any other creative purpose. Several reports can be run by category to provide an extra reporting capability.

Select Finance>Escrow>Category Maintenance. Figure 10-1 provides an example of the Category Maintenance screen.
Developer Maintenance

Figure 10-1

Add - To add a category, click Add. Enter the description and click Save.

Delete - To delete a category, click on the category and then click Delete on the toolbar.

Note: Category descriptions cannot be edited once they are entered. The category must be deleted and then re-entered. Categories cannot be deleted if they are currently assigned to a project.

Print - A list of categories may be printed by clicking Print on the toolbar.

Developer Maintenance

This maintenance is stores address and 1099 information for project developers.

Select Finance>Escrow>Developer Menu>Developer Maintenance. See Figure 10-2.

View/Edit/Delete

Developers can be selected using the picklists in the Developer Id or Name fields.
Developer Maintenance

Use the << and >> buttons on the toolbar to move between developers.

Edit - To edit information for a developer, select the developer and click **Edit**. Click **Save**.

Delete - To delete a developer, select the developer and click **Delete**. A Delete Password must be entered.

*Note: Developers cannot be deleted if they are assigned to a project.*

Add

Click **Add**. Enter up to 8 alphanumeric characters for the Developer Id.

*Note: It is recommended that the Developer Id start with letters so they will sort in alphabetical order.*

Complete the **Name and Address** information.

**Status** - New and active developers should be flagged **Active**. Developers without ongoing projects may be flagged **Inactive** so they can be excluded from reports.

**Tax Id** - Enter the developer’s tax id number. This is used for developer 1099’s.

**Use Street 1 as “Name” on 1099** - If checked, the system will use the name in the first address field (company name) when printing the 1099-INT for this developer. The Name (individual’s name) entered in Developer Maintenance will print beneath the first address field (company name) when the 1099-INT form is printed.

**Contact, Phone/Fax** - This information may be entered if desired.

**Notes** - Use this space to enter any additional information for a developer.

Click **Save**.
Projects are added and stored for viewing in Project Maintenance. Projects behave similarly to budget accounts in the Finance module and actually eliminate the need to establish standard trust budget accounts. Projects are linked to general ledger accounts, revenue accounts, and checking accounts. They can be charged on purchase orders and posted in the Cash Receipt and Project batches.

Before adding projects in Project Maintenance, the following steps should be completed:

1. Add project categories in Category Maintenance.
2. Add developers in Developer Maintenance.
3. Ensure the necessary G/L, revenue, and/or checking accounts have been created.

Select Finance>Escrow>Project Menu>Project Maintenance. See Figure 10-3.
Project Maintenance

Modify/Create Letter/Attachments

Projects can be selected using the picklists in the Project Id, project Descript, Developer Id, developer Name or BLQ fields. Otherwise, type the information in the appropriate field and press Enter.

The << and >> buttons on the toolbar may be used to move between projects.

**Edit** - Click this button on the toolbar to modify general project information. All editable fields will appear in white. G/L, revenue and checking account information for the project may be edited by clicking on Page 2.

*Note: The MCSJ Special Routines program contains a routine to change the developer on a project.*

**Delete** - Click to delete a project. Projects with activity may not be deleted.

**Detail** - Click to view the Project Detail Inquiry Report, which will display transaction activity on a project. The user has options to specify an activity date range and choose the level of detail for P.O. transactions.

**Letter** - The letter button is used to browse to a PDF form letter that will be populated with information from the selected project. PDF form letters should be placed in the MCSJ/Forms/Escrow folder.

*Note: Contact an E&A representative for more information on PDF form letters.*

**Attachments** - Click the paperclip icon shown in the bottom right hand corner of the Project Maintenance screen to attach a file to this project or view an existing attachment. Projects with attached files will display a green plus sign on the paperclip.

**FAQ:** What is the difference between the Activity to Date and Year to Date information displayed on the Project Maintenance screen?

The Activity to Date column shows complete activity on the project since it was created. The Year to Date column shows only activity in the current year.

**Add**

Click Add. Enter up to 10 alphanumeric characters for a Project Id.
Project Maintenance

Figure 10-4

You may Tab, Enter, or Click between fields in this screen.

Descript - Enter a description for the project.

Dev Id or Name - Type in and press Enter or use the picklist to select a developer for the project.

Note: Developers must be added in Developer Maintenance before they will appear in the picklist.

Give All Interest to Dev - If all interest should go to the developer for this project, check the box. Checking this box will override the calculation used in the Interest Distribution routine.

Status - The status for ongoing projects should be Active. Select Inactive on completed projects to exclude them from the interest distribution routine and reports.

Min Bal - A minimum deposit balance may be specified for each project. If the balance of the project falls below the amount entered in this field, the system will display a red message on the account and an Insufficient Balance Notice may be printed.

Category - Use the picklist to select a category. Categories are intended to represent a current planning level or construction status of a project. However, they may be used for any other creative purpose. A category is required in order to save the project.

Note: Categories must be added in Category Maintenance before they will appear in the picklist.
Project Maintenance

**Block/Lot/Qual** - If desired, enter a property identification number for the project.

Click on *Page 2*. See Figure 10-5.

![Image of Project Maintenance screen]

**Figure 10-5**

*You may Tab, Enter, or Click between fields in this screen.*

This screen is used to link the project to the G/L and Revenue modules. Checking accounts are also assigned for check processing and interest distribution purposes.

**G/L Disburse** - Type in or use the picklists to select General Ledger accounts in these fields. Enter the journal entry to make when a check is issued against the project.

**G/L Collateral** - These G/L account fields are OPTIONAL. Most commonly, these entries will be used when disbursements are made from a cash account in another fund, requiring interfund entries. Collateral entries are made simultaneously with a disbursement entry.

**Revenue Acct** - Specify a revenue account to record deposits on the project.

**Disburse Chk Acct** - Select a checking account to be used for all cash disbursements against the project.

**Interest Chk Acct** - Although it is a required field, this checking account is only used if the automated Interest Distribution routine is run. Accounts with an Interest Checking Account that matches the account selected when running the routine will be included in the calculation. If the automated routine is not used or if project deposits are recorded against the same account as disbursements, then enter the same account used in the **Disburse Chk Acct** field.

**Notes** - Use this space to enter any additional information for the project.
Project Batch

The Project Batch can be used to record escrow deposits, manual adjustments to project balances and to record developer and municipal interest.

*Note: Since deposits entered through the Project Batch will NOT appear on the Cash Receipts Report, it is STRONGLY recommended that the Cash Receipts Batch be used to enter escrow deposits.*

Select Finance>Escrow>Project Menu>Project Batch. See Figure 10-6.

Create New Batch

Enter a unique Batch Id. Press Enter.

**Batch Date** - This date will be used as the default date for the batch. However, the date may be changed for individual entries within the batch.

With the **Batch Entry** button selected, click **Next**.

Click **Add**.
### Escrow

#### Project Batch

**Project Id** - Type in a project number or use <F3> to display the account picklist.

**Type** - Click in the field and use the drop down arrow to display the list of transaction types shown in *Figure 10-7*.

- **Deposit** - This option can be used for entering deposits on a project. The deposit will hit the revenue account associated with the project and will post to the general ledger when the batch is updated. Deposit transactions are posted as non-cash Revenue Journal transactions and will NOT appear on the Cash Receipts Report. Enter a positive amount to record a deposit and a negative amount to reverse a deposit.

  **Note:** Since deposits entered through the Project Batch will NOT appear on the Cash Receipts Report, it is STRONGLY recommended that the Cash Receipts Batch be used to enter escrow deposits.

- **Adjustment** - Adjustments are used for manually adjusting the balance of a project. They have no affect on the G/L. Enter a positive number to increase the balance and a negative number to decrease the balance.

- **Mun Interest** - The municipal interest type is used for manually posting municipal interest earned from a project. Municipal interest earned will be tracked for the project, but must be manually posted to the Finance system.

- **Dev Interest** - The developer interest type is used for manually posting developer’s interest earned. Developer’s interest will be tracked for the project and will increase the balance, but must be manually posted to the Finance system.

**Amount** - Enter positive amounts to increase the balance of a project and negative amounts to reduce the balance.

  **Note:** *When reversing previously updated transactions, always use the same transaction type with the opposite sign (+/-).

**ADB >= 5000** - This field is only enabled when the *Mun Interest* or *Dev Interest* options are selected. If the project’s average daily balance during the interest earning period was greater than $5000, select Yes. If the project’s average daily balance during the

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### Figure 10-7

You may Tab, Enter, or Click between fields in this screen.
Project Batch

interest earning period was less than $5000, select No. Your selection in this field will default a generic description in the Description field.

Note: If planning to use or if actively using the automated Interest Distribution routine, selections in the ADB >= 5000 field will factor into the interest distribution calculation.

Meth - If entering a deposit, select the method of payment. (i.e. Cs for Cash, Ck for Check)

Description - A transaction description may always be entered or modified.

Date - The transaction date for each entry may be changed.

Continue to Enter or Tab to the next line in the batch until all entries have been entered. Click Save when finished.

Click Close when finished.

Batch Verification

The Batch Verification process will print a list of the entries entered under a particular Batch Id. Any G/L and Revenue postings that will occur are shown under the corresponding deposit entry. Transaction type totals will be summarized at the end of the listing. Any warnings or errors will also appear at the end of the listing. Errors must be corrected in the Batch Entry and the verification list must be printed again in order to proceed to the Batch Update.

Click on the Batch Verification Listing button. Click Next.

Select Printer or Screen to view the listing. The listing MUST be printed to a printer in order to update the batch.

Update Batch

This step will post the entries to the accounts.

Click on the Update Batch button. Click Next.

Upon completion of the update, a Batch Update/Posting report may be printed. This report contains updated totals and a G/L posting reference number.

Edit Existing Batch

Select Finance>Escrow>Project Menu>Project Batch.

Type in the Batch Id to be modified and press Enter or use the picklist to select one.

With the Batch Entry button selected, click Next. See Figure 10-8.
Interest Distribution Options

Add - Click to add a new line to the batch. Click Save when finished adding lines.

Edit - Select a line and click this button to change the information on that line. Double clicking on the line will also enable the line to be edited. Click Save to finalize the changes.

Delete - Select a line and click this button to remove the line from the batch. A DEL will appear next to each line that will be deleted. Click Save to delete the lines.

Note: Press Ctrl + Del on the keyboard to delete an entire batch. Click Save to delete the lines.

Go To - This button may be used to move automatically to a particular Sequence number within the batch. Sequence numbers appear to the far right of each line in the Batch Entry screen and on the Batch Verification listing.

After changes are made, the batch MUST be verified and updated.

Interest Distribution Options

The MCSJ Escrow module offers two ways to record developer and municipal interest.

1. Project Batch - If interest is allocated by the bank or if the municipality manually calculates the interest distribution, the Project Batch must be used to post developer and municipal interest. See the Project Batch section for assistance with this method.
Interest Distribution Options

2. Interest Distribution Routine (NJ Municipal Clients Only) - This routine will automatically distribute interest earnings between projects with the same interest checking account (stored on Project Maintenance) and the municipality. The routine creates a batch that can be reviewed and edited, if necessary, before it is updated.

Interest Distribution (NJ Municipal Clients Only)

This routine prompts the user for a checking account, statement date range, and the total interest earned. The routine will determine each project’s share of the interest earned and then will use the calculation shown below to create a Project Batch with the municipal and developer interest distribution. The batch will be created with the batch id “INT”, and must be verified and updated before it will post the interest earnings distribution. The user may manually edit or delete entries from the batch if desired.

Interest Distribution Calculation

- When the projects Average Daily Balance < $5000: all interest goes to the municipality.
- When the projects Average Daily Balance >= $5000:
  - When total ytd project interest < $100: all interest to municipality
  - When total ytd project interest >= $100: 1/3 interest to municipality, 2/3 interest to developer

Note: The routine may create up to 4 interest transactions per account in the INT batch. These transactions are required by the system in order to net to the correct totals.

Select Finance>Escrow>Project Menu>Interest Distribution. See Figure 10-9.

![Interest Distribution Screen](image)

**Figure 10-9**

You may Tab, Enter, or Click between fields in this screen.

- **Interest Chk Acct** - Use the picklist to select the bank account that earned interest. Only projects that are assigned this Interest Checking Account will be included in the interest distribution calculation.

- **Statement Date Range** - Enter the interest earning period on the bank statement. This date range is used to compute the average daily balance of each project.

- **Statement Total Interest** - Enter the total interest earned for the account. This interest will be distributed among all of the projects.
Project Reports

Click **Next** to run the routine.

Upon completion of the routine, a Project Batch with the batch id “INT” will be created. This batch may be edited and must be verified and updated before the distribution will post to the projects. See the *Project Batch* section of this chapter for assistance with editing, verifying, and updating the batch.

*Note: All interest must be manually posted to the Finance module. The G/L or Cash Receipt Batches are recommended.*

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**Project Reports**

**Project Statements**

Project Statements can be sent to developers to show project activity during a specified time period. The developer’s name and address print so the statements may be mailed using window envelopes.

Select **Finance>Escrow>Project Menu>Project Statements**.

![Project Statement]

**Figure 10-10**

*You may Tab, Enter, or Click between fields in this screen.*
Project Reports

Select Print Sequence - Statements may be printed in Project Id, Developer Id, or Category Id order. Ranges may be specified based on the selection in this field.

Date Range - Only activity dated within this range will appear on the Project Statement. Opening and closing project balances appear as of the first and last date entered.

Charge Threshold - An amount may be entered in this field so that project statements with low expenditure and encumbrance activity will not print. All purchase order line items that are encumbered or paid in the date range will count against the charge threshold. If these cumulative amounts are less than the charge threshold entered, the statement will not print.

Status to Include - Project statements will only print for projects with the selected status option. (Active, Inactive, Both)

Print Vendors - Purchase order transactions shown on the statements will not include the vendor unless this box is selected.

Include Return Address - Check to print a “Please mail deposits to:” address on the notices.

Insufficient Balance Notices

Notices can be printed for any projects that have balances below the minimum balance specified on the Project Maintenance screen. A generic notice letter is printed for each project.

Note: The wording for the body of the letter is not editable within the MCSJ program. The remittance name and address information on the letter may be changed in the system parameters.

Select Finance>Escrow>Project Menu>Insufficient Balance Notices.

Select Print Sequence - Notices may be printed in Project or Developer Id order. A range of projects or developers may be entered.

As of Date - Project balances are calculated as of this date.
Project Reports

Project Status

The Project Status report provides project balance totals as of a specified date. Project activity is summarized into totals.

Select Finance>Escrow>Project Menu>Project Status.

![Project Status](image)

You may Tab, Enter, or Click between fields in this screen.

Select Print Sequence - Projects may be listed in Project Id, Category Id, or Disburse/Interest Checking Account order. Appropriate ranges may be selected based on the selection made.

Current Period Date Range - This date range is used to accumulate the current period activity totals for the report. The previous balance that is displayed on the report will be as of the day prior to the first date in the range. The ending balance will be as of the last date entered.

Status to Include - Only projects with the selected status option will print on the report. (Active, Inactive, Both)

Print Activity to Date Totals - The option to print activity to date (lifetime) totals for the projects will default. Deselect the option if these totals are not required.

Project Transaction Audit Trail

This report will show transaction detail for projects during a specified period of time. A running project balance will be shown for each transaction. Reference numbers and the users who updated the transactions are included in the transaction detail.

Select Finance>Escrow>Project Menu>Project Transaction Audit Trail.
Select Print Sequence - The report may be run in Project Id, Category Id or Developer Id order. Ranges may be specified based on the selection in this field.

Transaction Date Range - Only transactions dated within the range will be listed on the report.

Status to Include - Only projects with the selected status option will print on the report. (Active, Inactive, Both)

PO Transaction Selection - Use the drop down box to select the level of PO transaction detail to appear on the report. The report defaults to Summarized, which will just list a single transaction for each PO line item. The status of the PO line item as of the transaction end date will be displayed. The various Detail transaction options will print the transaction history for a PO line item during the date range entered. The user can select whether to include receive transactions in the history and/or order the history by date or PO number.

Project Transaction Inquiry

This report enables the user to view selected types of transaction detail on projects. Reference numbers and user ids are shown for each transaction.

Select Finance>Escrow>Project Menu>Project Transaction Inquiry.
Project Reports

Figure 10-14

You may Tab, Enter, or Click between fields in this screen.

**Range of Projects or Developers** - The report may be printed by project or by developer. A range of projects or developers may be entered.

**Transaction Start/End Dates** - Only transactions dated within the range specified will appear on the report.

**Select Transaction Type to Include** - May select all by checking the Select All Transaction Types button. Otherwise, select individual transaction types to include on the report.

**Project Listing**

The Project Listing will display general project information from Project Maintenance, including notes, and the current project balance. It may be run in Project Id, Category Id, or BLQ order.

Select Finance>Escrow>Project Menu>Project Listing.

**Project Cross Reference**

This report will display the checking accounts, G/L accounts and revenue account assigned to each project.

Select Finance>Escrow>Project Menu>Project Cross Reference.
Developer Reports and Labels

Developer Listing

This report provides a list of developers and their information.

Select **Finance>Escrow>Developer Menu>Developer Listing.**

Developer Labels

Developer address labels may be printed using Laser or Dot Matrix printers.

Select **Finance>Escrow>Developer Menu>Developer Labels.**

![Developer Labels](Figure 10-15)

You may Tab, Enter, or Click between fields in this screen.

**Select Print Sequence** - Labels may be printed for a range of Developer Id's or Developer Names.

**Status to Include** - Labels will only be printed for developers with the selected status option.  (*Active, Inactive, Both*)

**Select Printer Type** - Choose the type of printer that will be used for printing labels.  The correct label format is listed after the printer type.
1099-INT Processing

X and Y Offset - These fields are used to adjust the alignment of labels printed to a laser printer. X adjusts right and left. Y adjusts up and down.

Check Alignment of Labels - Alignment labels may be printed by clicking this button.

1099-INT Processing

In order to report yearly interest earnings for developers, the MCSJ system can print laser 1099-INT forms and generate a 1099-INT magnetic media file that can be transmitted electronically. In order to print or generate 1099’s:

• Developers need to have a Tax Id assigned in Developer Maintenance.
• Developer address information should be entered properly.
• The YTD interest earning totals for the developer must exceed $10 or another specified dollar amount.

E&A recommends the following process when printing or generating 1099’s:

1. Review the 1099 Report Listing and make any necessary corrections to developers. This listing will show each developer qualified to receive a 1099 and will include their Tax Id and total interest earnings.

2. Regardless of whether your organization will be filing electronically or printing forms, generate the 1099 magnetic media file. An error list will print showing what corrections should be made before printing 1099’s.

3. Once the necessary corrections have been made, generate the 1099 file and/or print the 1099 forms.

Note: Laser printer forms are required.

Note: The Tax Id should be completed on the Developer Maintenance screen for all developers who will receive 1099s. Run the 1099 listing to see a list of developers who will be receiving 1099s.

1099 Listing

This listing provides a list of all developers who will receive 1099’s for the specified tax year. The Tax Id and total interest earned will be shown for each qualifying developer.

Select Finance>Escrow>Developer Menu>Developer 1099 Forms/Listing/Labels.
Select *Report Listing* from the *Print Type* field. Make sure the correct *Payment Year* and *Minimum 1099 Reportable Amount* is specified. The listing may be printed to the screen or to paper.

**1099 Magnetic Media**

This routine will generate an electronic file so that 1099-INT information may be submitted electronically. It will also produce a list of errors, if any, that need to be corrected.

Select *Finance>Escrow>Developer Menu>Developer 1099 Magnetic Media*.

*Note: In order to run, this routine requires certain information to be entered, including a registration number provided by the IRS. If the routine is only being utilized to produce the 1099 error list, just enter fake information to bypass the error messages.*
1099-INT Processing

Figure 10-17

*You may Tab, Enter, or Click between fields in this screen.*

**Payment Year** - Enter the year for which the interest earnings are being reported.

**Payer Id** - Enter your organization’s Tax Id.

**Minimum 1099 Reportable Amount** - The minimum reportable amount for interest earnings will default to 10.00. This amount may be changed. Developers will not receive a 1099-INT form if their interest earnings are less than this amount.

Your organization’s name and address information should default from the system parameters. If this information is incorrect, change it. The **Contact Name** field must be completed. This refers to your organization’s contact person for 1099 information. A **Contact Email** may also be specified.

**File Type** - Using the combo box, select from *Original* or *Test*.

**Transmitter Control Code** - A 5 digit number must be specified in order to generate the file. The IRS provides this number.

*Note: E&A reps cannot provide you with your Transmitter Control Code.*

**Create Combined Filer File** - If your organization participates in the Combined Federal/State Filing Program, check this box. The IRS will then forward original and corrected returns to participating states for approved filers.

Click **Next** to generate the file and produce the error report. The system will generate a file named IRSTAX to the MCSJ/import-Files directory.
1099-INT Processing

1099-INT Forms

Select Finance>Escrow>Developer Menu>Developer 1099 Forms/Listing/Labels.

You may Tab, Enter, or Click between fields in this screen.

**Range of Developer Ids** - The forms may be printed for selected developers if desired. Leave blank to print all 1099s.

**Print Type** - *Laser Printer Forms* will default.

**Minimum 1099 Reportable Amount** - The minimum reportable amount for interest earnings will default to 10.00. This amount may be changed. Developers will not receive a 1099-INT form if their interest earnings are less than this amount.

**Payment Year** - Enter the year for which the interest earnings are being reported.

**Payer Id** - Enter your organization’s Tax Id number.

**Payer Name/Address** - Your organization’s information should default from the system parameters. It may be changed if necessary.

**Print Alignment 1099-INT** - An alignment form may be printed by clicking this button.

**X and Y Offset** - The alignment of the forms may be adjusted using these fields. X adjusts left and right. Y adjusts up and down.

Click **Print** to print the forms. They may be viewed to the screen prior to sending them to the printer by checking **Print To Screen**.

*Note: Mailing labels for 1099-INT forms may be printed by changing the Print Type to Laser Labels - Avery 5160.*