MySchoolAccounting

TES Software, Inc.

MySchoolReceipts

This document may be referenced for use with MySchoolReceipts; however, the Accounts Payable content is not applicable.

Serving schools with excellence since 1982. Offices in Alabama, Montana, Oregon, and Utah.

www.tessoftware.com   888-756-5333

TES Software products are designed for schools to meet the needs of schools and school districts alone.

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MySchoolAccounting Purchase and Applications

Purchase and Process

- The TES Software End User License Agreement and the purchase order is sent by the school district or business entity administrator to TES Software. The TES Software License, Maintenance, and Support plan purchase details are specified in the contract/order.
- For the on-site credit card processing Application and/or the online Fee Collection (MySchoolFees.com) Application contact admin@tessoftware.net or 888-756-5333 x1 to discuss which type of processing (Traditional or Cash Discount) is right for you.

Download Credit Card Processing Applications at tessoftware.zendesk.com in the *Forms* section or email admin@tessoftware.net.

- The applicant will receive a confirmation of receipt of the application(s) from TES Software within two business days following the application submission. If they do not, they should contact TES to inquire about their status.
- These applications do not need to be completed if a contracted client does not desire to process credit card payments.
- There are a variety of options for card processing through TES Software.

MySchoolAccounting Installation & Setup

Download Installation Software at www.tessoftware.com Downloads page

- Download and Install Pervasive Workgroup Database Engine (PvcdWorkgroup) by using the Installation Wizard found on the Downloads page in the Database Engines section.
- Download and Install MySchoolAccounting or MySchoolReceipts at the top of the page.
    - Choose NEW Installation within the installation wizard the first time.

TIP: You may need to run the program as the administrator:

After install, right-click on the ICON>Properties>Advanced>Run as Administrator

Double click on the desktop icon to open the program.

Set Up Terminal Services for Remote Access (Optional)

A **terminal server** is a server or network device that enables connections to multiple client systems to connect to a LAN (local area network) without using a modem or a network interface. *Terminal Services* is part of the Windows server operating system. For assistance setting up a Terminal Service, contact TES Support Hardware and Network Support at 888-756-5333 x10 or support@tessoftware.net.

- If your school/district decides to use Terminal Services, you will download the MySchoolAccounting or MySchoolReceipts software onto the server rather than the bookkeeper's computer system.

TES Software's Technical Manual LINK for Technology Staff Reference

Getting Started (Software System Setup)

Define System Settings

File>Manager>System Definition

System Definition

General Tab: School Name, Cost Center (School Number), and Backup Path should be entered (minimum). Other contact information is added.

Document Options:

Receipt Form: Attributes are selected in this left section of the Document Options page. The Receipt Form and Printer is defined in the Define Workstation by each user.

Check Form: Check printing options such as alignment are done in this middle section. There is no formula for the check printing alignment. We suggest you use paper in the check printing tray while experimenting with the location of the check number, amount, words, etc. which is printed on the check, so it prints properly for your checks and windowed envelope. A message may be included on the check such as “Pay to the order of.”

PO Form: The PO form is defined in this right section of the Document Options. A message may be included on the Purchase Orders. Some options are available such as previewing the PO before it prints.

Enter/Entry Options: This is primarily used to enter the Sales Tax, NSF Fee, or ACH Fee Account (when applicable).

Data Connections: This is where a district’s SQL database connection and MySchoolFees (MSF) database connection are entered. TES Software acquires this connection information to connect to the district’s student record system (such as NexGen, PowerSchool, etc.) from the district technology department. The MSF database connection information comes from TES Software’s MySchoolFees Support after a school’s online card processing application has been approved by the card processing company and the connection is created.

Credit Card Processor: TES Software is currently partnered with Paywire Inc. (aka Payscout) and TSYS or Commercial Bank of California (CBCal) for credit card processing. Some longtime clients are still using Elavon (Merchant Services) or Payments Gateway. The PayCharge Ingenico Variables are entered by TES Software staff. Credit card readers will not function without this information. These variables are school/location-specific.

District Connections: These settings are used to define a school’s external system for export, district backup FTP server URL, etc.

Print Setup

File>Print Setup

The print setup is used to set the default printer when not selected elsewhere. This menu option is generally not used except when trying to address a printer-related problem.

Define Workstation

File>Define Workstation

Settings set for each user's printer(s), printer trays, and receipt form are done in the Define Workstation. The Define Workstation was changed in 2017 to be used with all users to dictate where documents are sent to be printed. These options are no longer assigned in the system definitions as they had been previously.

The Define Workstation menu may be used to customize the workstation's font type, size, and color. Choosing a font size larger than 12-point may cause contents in reports to not be viewable within specified columns. The workstation may be named whatever the user chooses. The *Gj Export Path* is only defined when data is exported to an external system such as NexGen, Alio, or Innovak. The lookup button […] should be used to assign this path.

Single User or Primary Computer for Peer-to-Peer Systems

Separate printers may be assigned to various documents such as Reports, Checks, Purchase Orders, and Receipts. This allows one dedicated printer to be assigned to print checks, for example.

Data Path and Ini Path should appear as shown:

Data Path: c:\tes\actw\PAYCHARGE\DATA

Ini Path: c:\tes\actw\PAYCHARGE\INI

Peer / Remote Computer

The Data Path will look differently on the remote computer than the path shown above (from the Primary Computer). The Data Path may look something like \\finance1\tes\actw\PAYCHARGE\DATA. The remote Data Path points to the Base Path on the Primary Computer followed by \PAYCHARGE\DATA. (*TES Support assists with this setup. School technical staff generally work with TES Support. Call 888-756-5333 x10 for Hardware and Network assistance.)*

From **FILE** (selection on Main Menu) choose MANAGER> SYSTEM DEFINITION

- GENERAL-- Enter School Information and Cost Center (School Number)
- GENERAL--Create or Edit a Backup Path, select Startup Tasks (Startup Do Backup)
- DOCUMENT OPTIONS--Assign Check and PO Forms, select attributes for receipts, forms, alignment for checks, etc.
- EDIT/ENTRY OPTIONS—Set up Reimbursement Accts, Sales Tax, Nsf Fee Amount, and Ach Fee Amt
- DATA CONNECTIONS--Enter Database Connection Information
- MASTER FILE DEFINITION/PURCHASE CARDS- Create User Defined Tags, Purchase Card Remit
- DISTRICT CONNECTIONS—Assign District Connections
- CREDIT CARD PROCESSOR--Assign Credit Card Processor
- NSF OPTIONS- select to exclude NSF information on all processes except the Student Control Center-for confidentiality purposes
- CREDIT CARD PROCESSOR – Set up Credit Card/Ingenico Processing credentials

Don't forget to SAVE when done with the System Definitions after any changes have been made to a page.

TIP: From FILE>MANAGER>POSTING DEFINITIONS>DEFINE NEXT DOCUMENT NUMBERS - Assign Document Numbers (Checks, Purchase Orders, Receipts, etc.) if you don't choose to use the default settings.

(See more detail under Define System Settings - above)

Define Security Users

File>Manager>Security>Browse Users

- Select INSERT (or Edit for existing Users)
- Enter User Id, Password, User Name, Comment or Title
- Assign User Rights

If applicable, Assign specific activity and accounts
Select INSERT, Select ACTIVITY

Important Notes When Defining Users' Security:

- You must assign at least one user with Manager Rights, or you cannot get back to this screen.
- You can turn security off by just deleting all the entries in this file.
- You can have multiple entries for a role. For instance, you can have more than one person assigned as a secretary.

User Type	**Permission**
Manager	Access to all program functions including assigning users and passwords. Full access to Teacher Web Query.
Secretary	Access to all program functions EXCEPT assigning users and passwords.
Receipts_POs	Access to all program functions that will allow the entry of receipts and Accounts Receivable transactions, plus Purchase Orders.
Receipts	Access to all program functions that will allow the entry of receipts and Accounts Receivable transactions.
POs	Access to all program functions that will allow entry of Purchase Orders and Invoices. Does NOT include the ability to process checks.
Bank Recon	Access to only reconcile the monthly bank statement with the software.
Library Fines	Access to specified Activity and Accounts; generally used by the librarian.
View Only	View-only access to transaction journals, queries, and reports.
Full Web Receipts	Access to receipt all available fees.
Web Query Only	Access to view specified accounts assigned by the Manager (check box available to allow All Activities and Accounts to be viewed)

Teacher Web Receipts	Access to receipt any Activity or Accounts assigned by the Manager.
Web Query All Activities and Accounts	Access to view all activities and accounts assigned by the Manager (check Web Query Only and the box to allow All Activities and Accounts to be viewed)

User ID:	1-10 Characters. User-Id is NOT case Sensitive.
User Name:	0-30 Characters. Reference Only.
User Comment:	0-30 Characters. Reference Only.
User Password:	0-30 Characters. User-Password is NOT case sensitive.
User Rights:	Select from one of these User Rights levels (Manager, Secretary, Receipt/Helper, PO Helper, Full Web Receipts, Teacher Web Receipts, View Only)

The definitions of Activity and Account combinations are used by the system to allow teachers/sponsors to access their account balances and other information through the Teacher WebQuery, WebReceipts, or Teacher Web Receipts.

Users defined as a Manager, Secretary, or one who creates Receipts, Receipt_POs, Bank Recon, or Library Fines have the same security permission to view Activity/Accounts via the Teacher Web Query program as are assigned in the columns below the User Rights selection.

TES-Security is an integrated feature that adds an additional layer of user and password security to the security provided by Windows, Networking, and physical security. Additionally, TES-Security allows for multiple tiers of user permission.

Create Chart of Accounts

File>Chart of Accounts

- Enter/Edit Accounts or Quick Enter Accounts - Add, Delete, or Change an account
- Enter/Edit Activities – Add, Delete, or Change an Activity
- Browse Activities – Sorted by Activities, then accounts within the activity
- Copy\Delete\Rename Activities
    - Insert, Change or Delete an account WITHIN the activity (right side)
    - Copy an Account within an activity to create a new account
    - Shows balance of an activity and summary of transactions in each account of the activity, along with the Budget amount.
    - Copy, Delete, or Rename an Activity (left side)
        - Copy an Activity to make a new activity. The Activity number may be assigned upon creation, or the default may be accepted.
    - Flip Inactive Flag may be used by highlighting an activity and clicking the button. This will make the Activity unusable for receipts and journal entries, etc. (Activities and Accounts may not be deleted after they have been used in a fiscal year's books. This includes a journal entry to move funds at the beginning of a year.)

Assign Public and Non-Public Cash in Bank accounts (AR, AP, Bank Charges, etc.)

File>Manager>Posting Definitions>Browse Posting Definitions

This menu item ONLY applies to ALABAMA schools.

This utility allows accounts to be assigned for Accounts Receivable, Accounts Payable, Bank Charges, Bank Interest, the Cash in Bank, and accounts such as Cash Over/Short, etc.) These accounts are generally setup initially to allow the system to encumber accounts to balance the system. This system allows for both Public and Non-Public accounts.

Add (IMPORT) Students

File>Manager>Import/Export Menu

- Select Import Students
- Select the Student Record System for your district (I.e., PowerSchool, STI iNow, Skyward, etc.)
- Select the appropriate format for your district. (Check with your supervisor, technical staff, or TES Support if you are unsure which one you use.)
- Students will not successfully Import unless the correct Data Connection SQL information has been previously entered into the System Definitions>Data Connections page [File>Manager>System Definitions]

NOTE: There are other ways to get to the Import Student menu (via the Generate Student Fee Sheet, for example.) They are placed for convenience of use.

Add Student/Teachers/Vendors/Other/Department (Manually)

File>Master Files

Teachers are added to the Master Files Manually as described below.

New Students may be added manually in the same way. This is particularly helpful during registration when a student is paying a fee but not yet in the SIS (Student Information System) yet. When they are in the Student Record System, their information (spelling of the name, address, and other information) is adjusted and/or filled in. A student ID is required.

- See the Import/Export Menu section above for directions on Importing Students automatically.

Quick Edit Vendors, Students, Teachers

Select a line and Insert, Change or Delete a file (You may also double click on a file to change it)
Select Type, S, T, V, O, P [Student, Teacher, Vendor, Other, Pci Vendor (Purchase Card Vendor)]

- You may also select Student, Teacher, Vendor, Other or Pci Vendor at the top. When used, it will populate the Type (T) automatically.

Check the I box for an Inactive Student, W for a Waiver-approved student, or 1099 for 1099 vendor reports to be generated at the end of the calendar year.

Enter/Edit Vendors, Students, Teachers

Same as Quick Edit Vendors, Students, Teachers but with a slightly different view. There is no file Type sort radio button or 1099 box option on this screen.
This option includes the Send To feature to export to a file, email, printer, etc.

Enter/Edit Departments

Enter Code and Department Name.

Creating Fees and Fee Sheets

There are training materials and video training on this and other topics at https://tessoftware.zendesk.com. (Sign in using your work email and scroll down to the Training section to view or download materials. Use the Forgot Password utility if necessary. There are some particularly good visual screen shots there on creating fee sheets.)

Generic Fees Defined

Generic Fees are optional fees which are not associated with a student's schedule or grade level. These fees may be purchased by any student and are never required.

Not all schools use a Generic Fee Sheet. The same Generic Fees may also be created in the Optional Fees Fee Sheet.

Defining Generic Fees

Receipts>Define Generic Fee Sheet (Not associated with a specific student or grade level; not required)
Create a generic group called "_Full." The _ (underscore) will push the group to the top of your generic fee group lists.

- Select Insert under the FEE GROUP header to create the generic group name. Enter.

Fill your Generic group with all the generic fees for your school/entity.

- Select +Insert on the right section of the screen and double click in the Description field to start entering the name of the fee, such as "Cheer Shirt," Tab to the next field.
- Type the Teacher/Sponsor, if applicable, Tab
- Click in the box if the item is taxable, Tab
- Type the amount of the Item, Tab
- Select the search button […] in the next box to open the chart of account screen and highlight the account (I.e., Cheer Fundraising) for the fund to credit, and press the Tab key.
- Repeat for all non-student specific fees desired, using income accounts

NOTE: Variation Occasionally Used*
[Some schools choose to only use the Generic Fee Sheet. Student Schedule-based Fee Sheets are not used in these circumstances. A long list of fees (possibly course or required fees) or Generic Fee Groups is listed for bookkeepers or staff to choose from to receipt from the student/payee. MySchoolAccounting and MySchoolReceipts can do much more for the school secretary, but it is the school/district's choice to use the software in this way if they choose.]

Create Generic Fee Sheet Groups

- Select Insert under FEE GROUP and name the new group (i.e., Cheer).
- Select another group such as _Full, displaying all the generic fees you wish to copy
- Click only the boxes by the fee(s) you want in the new Group
- Select Copy Tagged Items and enter the name of the group you wish them to be copied.
- Click OK

(The purpose of these groups is to easily locate fees students might wish to pay, especially during busy times such as registration.)
NOTE: You may have to click off the new group or close the Generic Fee Sheet screen to show the fees copied to the new group.

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Generic Fee Sheets can be used anytime without attaching to a student. You may include the same fees in the Optional Student Fee Sheet, but if a fee changes you will need to remember to change it in both places.

Warning! NEVER put required fees in the Generic Fee Sheet. (See **NOTE** above regarding variations occasionally used*)

Delete Generic Fees

Receipts>Define Generic Fee Sheet
Select Fee Group you wish to edit.
Highlight the fee you want to delete (the right-hand side shows fees within a group)
Click on Delete and Close

Create/Generate Student-Specific Fees

Receipts>Define/Generate Student Fee Sheets
First Import Students from Student Record System>Import Students (If you have not already)
Select the Student Record System for your School/District and process the Import.

Next, use the Generate Compressed BGL and Student File.
NOTE: This internal process makes accounts and the Student File accessible. It only needs to be run once initially each year.

Define Required Courses

Receipts>Define/Generate Student Fee Sheet>Define Required Courses

Click on the Insert button at the bottom right side of the screen.

Insert Course Name>Click to add Tax (if appropriate)>enter in Price>enter in Course Number.
Tab over to the next section to "Account Name" a pop-up screen will appear with the Account Numbers. Type the name of the account, and choose the appropriate account to charge, and click on the SELECT button.

TIP: Be sure and verify with your Registrar that the course numbers are correct, and make any necessary changes to Course sections.

Define Other Required Items

Receipts>Define/Generate Student Fee Sheet>Define Other Required Items

Click on the Insert button at the bottom right side of the screen.

Enter the Start Grade and End Grade to specify the grade who is required to pay for this fee.
Enter the Description, Price, whether it is taxed, and which account the funds will be credited.
These fees are required but not associated with a course. Rather, they are assigned by grade level. If it is for just one grade, enter the same grade in the Start and End field.
They will all show an R in the Required column.

Other Optional Registration Items

Receipts>Define/Generate Student Fee Sheet>Define Optional Registration Items

Click on the Insert button at the bottom right side of this screen.
Enter the Start Grade and End Grade to specify the grade who may pay for this fee.
Example: Start, 11 End, 12 Description, Driver's Ed (If for only one grade, start and end grade would be the same.)
Insert Description>Click in box to add tax, if appropriate>enter amount of item
Tab over to the next section and a new pop-up window will appear with the account numbers. Start typing the name of the account, and highlight the appropriate account to credit, and click on the SELECT button. (You may also double click on the account to select.)

Connect Fees to Students

Receipts>Define/Generate Student Fee Sheet>Generate Student Fee Sheet

After you have Imported Students from your Student Record System, have run
Generate Compressed BGL and Student File,
Defined Required Courses, Other Required Items, and Optional Registration Items (3 fee sheets)
You will Generate the Student Fee Sheet to put all the student information (grade, course fees, optional fees) together to create a student-specific fee sheet just for the student/parent to pay.

When generating the student fee sheet, you may choose the Student Record System at the top, if you have not done so previously. You also have options (boxes) to select at the bottom. Process Import when ready.

During busy times, such as registration, you may want to do Import Students and generate fee sheets daily or even twice a day.

Daily Processes

Test System Balance

File>End of Day>Test System Balance

All columns should show “OK” at the bottom. You can continue working but should find the source of the problem as soon as possible, as it is difficult to remember later what happened on the day of the error. Warnings are simply warnings and not critical. For assistance, call TES Support.

TIP: You can check the View Multiple Days box at the top left of the Test System Balances screen to help you locate when the system went out of balance to aid in locating the error.

Accounts Receivable

Receipt Payments

Student Receipting

There are two options for receipting student fees on-site. The more popular option is via the Fee Sheet.

Receipts> Student Control Center

Student Receipting – Fee Sheet - OPTION #1

Fee Sheet Receipt

- From the Student Control Center, begin typing a student's name or select it from the Master File drop-down menu. Either double click on the file name or highlight and click Select.
  - You can check the Student Only box to show only student names/files.
- Click on the Fee Sheet button (located on the left)
- The next screen will pull up their registration fees as well as other optional registration items.
- On the right side of the screen, you may see some generic fee groups which may have been created/pre-defined by your school.
  - If there are no generic fee groups created, you will only see STUDENT, AR, and COURSES boxes along the right side of the fee sheet, and some boxes without names.
  - If you ONLY have generic fees, the STUDENT, AR, and COURSES boxes will not populate fees for a student. These fees come from the 3 Student-Based fee sheets.
- The Student and AR boxes are checked by default. They can be un-checked to remove the student's required registration and other optional registration fees.
- Generic Fee Groups are listed showing different fee groups/categories that the Secretary has pre-defined such as (example) "Football." If you check the Football category box, for example, you will see all the defined fees that have been included in that group that may be paid.
- The person creating the receipt may check the P box to pay, C to create an AR or W for Waive.
  - Required Fees and ARs are selected as the default. You may use the Clear All button to unselect them if you choose.
- Partial Payments on a fee may be made by clicking the P box and double-clicking in the Amount field for that fee and entering an amount.
- Once the fees to pay have been selected, the amount is entered into the Cash or Check field.
  - If an amount is entered into the Check field, another field will open to enter the check number. This is helpful when trying to find information.
  - Cash is the default tender. If it's a Cash payment, you may simply click Post after checking boxes for fees, when ready.

- Post to process the payment and a receipt will print according to your receipt form/printer settings.

NOTE: If all Required Fees are not paid, the remaining required fees will automatically transition into an AR (Accounts Receivable – money owed to the school) in the Student Control Center (The student's account).

NOTE: You may also click Fee Sheet and then type in a student name INSTEAD of going through the Student Control Center. It will take you to the same place. The advantage is that you get a quick view of what the student has paid first. [Receipts>Fee Sheet]

Student Receipting –New Receipt - OPTION #2

New Receipt

- From the Student Control Center, begin typing a student's name or select it from the Master File drop-down menu. Either double click on the file name or highlight and click Select.
- Click the Receipt button on the left.
- Enter the Comment, Teacher (optional), and select the box below the Teacher field if the receipt is a refund of a prior expenditure.
- Enter in the Amount and Tab.
- A pop-up screen appears with account numbers – choose the account you want the funds to go into (double click or Select) This may be done for multiple amounts and accounts. Enter a Comment (optional, but helpful.)
- When done, enter the amount tendered in the cash or check field. If a check amount is entered, a field will open to enter the check number.
- Post to process the payment and a receipt will print according to your receipt form/printer settings.

NOTE: The same thing may be done via the Receipt Register. Go **to Receipts>Enter/Edit Receipts>New Receipt.**

NOTE: When receipting an AR owed the school, you should use the **AR Receipt** button from within the Student Control or the Fee Sheet. Do NOT use the Receipt Register + New Receipt function.

Credit Card Processing (On-site)

[Your school must first apply and be approved to use Credit Card Readers which integrate with TES Software.]

Directions for the pre-programmed Paywire Ingenico IPP320 Card Reader.

- Create receipts using the same process, but instead of entering Cash or Check click the Credit Card button.
- From your computer screen, select Credit or Debit (according to which type of card the cardholder reports.)

- Wait for the card reader (Ingenico) to say Swipe or Insert the card. At that time, you must swipe (no chip) or Insert (has a chip) into the card reader. Follow the prompts on the card reader to approve the amount, enter PIN (if applicable), etc.
- When the green Approved box shows on the computer screen, click it to print the receipt.
- If the red Abort box presents itself, you may click Credit or Debit on the software screen to try again. You do not need to exit the receipt to run the card again.

NOTE: For manual transactions, you must always choose Credit (even if a debit card is being used). Press the F1 key on the card reader to be prompted to manually enter card numbers and other information. Follow the prompts.

TIP: If your card reader says "Lane Closed" try to Initialize the Reader [Receipts>Credit Card-Ingenico>Initialize Reader (button is top left of screen)]. You may also try unplugging, wait 10 seconds, and plug it in again. This can help after a power surge or other oddity.

Other Receipting and Refunds

(Receipts from a Company, Teacher, or any other patron other than students)

Receipts>Enter/Edit Receipt Register

- Click the +New Receipt button at the bottom of the screen.
- Type the name of the Company, Teacher, or Patron. If the name does not populate, use the lookup button for the Master File List. You can add a file by using the Insert button. Be sure to choose a Type (Vendor, Other, etc.), Tab. Add a Comment, Tab.
- Click in the box “This receipt is a refund of a prior expenditure,” if applicable.
- Enter the amount and press Tab.
- A pop-up screen appears with account numbers – choose the account you want the funds to go to (double click or Select) This may be done for multiple amounts and accounts. Enter a Comment (optional, but helpful.)
- When done enter the amount tendered in the Cash or Check field. If a check amount is entered, a field will open to enter the check number. If paying by Credit Card, click Credit Card in the Receipt Tendered section and follow the directions explained previously in this document.
- Post to process the payment and a receipt will print according to your receipt form/printer settings.

The Student Control Center may also be used to receipt a Teacher, Vendor, or Other by using the Receipt button.

The Receipt Register

You may view or edit a receipt via the Receipt Register.

View the Receipt Register

There are two ways to view the Receipt Register.

View Receipt Register - OPTION #1

Receipts>Enter/Edit Receipt Register

A listing of receipts will populate with receipt document number, date the receipt was created, amount, the name of the payee, comment, teacher, code (usually the student Id) credit card type, and which period a receipt was deposited.

The default order is by Document Number, but by clicking the column header (Amount, Name, etc.), you can easily change the sort order. The lookup field may be used to look up any information in the highlighted field.

For example, I could look up a student name by clicking the Name column header and type the name into the lookup field. The names sort alphabetically when I click on the Name header. The Amount column sorts numerically by amount when clicked, etc. You may exit the Register and re-enter to have it default to its usual view.

Start and End fields may be used for date ranges. There is quite a variety of choices in the Select Dates screen. Simply click the Select Dates button to see your choices.

Receipt Detail:

The receipt name, date amount, etc. Is shown on the summary line and the BGL account(s) and amount(s) are shown in the detail (bottom portion) when a receipt is highlighted/selected.

The Period columns represent which period the receipt was posted (P) and voided (V) in if applicable.

View Receipt Register – OPTION #2

Reports>Registers>Receipt

- Enter EITHER Start and End Document Number PLUS Period and Date OR
- Period Start and End OR
- Period Start or End and Date Start and End and run all receipts for the dates OR
- You may further specify by Name Start and Finish.
- Print Selected.
- There is also an option to Export to Excel. Check the Export to Excel box and name the Excel file.
    - Print Preview is the default. You may Select All Pages and Print or **X** Select No Pages and check one page at a time to Print.

Report Preview:

- Use the Select All Pages (top left) and Print (bottom right) to print all pages.
- Use X Select No Pages and use the check box (top left) to select one page to print. Use the <> buttons to navigate to the page you wish to select to view/print. Print (bottom right) when ready.

Re-print a Receipt

Receipts>Enter/Edit Receipt Register

Locate the receipt you wish to reprint by using the lookup/sort system explained below.

Highlight the receipt and click the Print Receipt button at the bottom of the page.

A listing of receipts will populate with receipt document number, date the receipt was created, amount, the name of the payee, comment, teacher, code (usually the student Id) credit card type, and which period a receipt was deposited.

The default order is by Document Number, but by clicking the column header (Amount, Name, etc.), you can easily change the sort order. The lookup field may be used to look up any information in the highlighted field.

For example, I could look up a student name by clicking the Name column header and type the name into the lookup field. The names would also sort alphabetically when I click on the header. The Amount column would sort numerically by amount when clicked, etc. You may exit the Register and re-enter to have it default to its usual view.

Start and End fields may be used for date ranges. There is quite a variety of choices in the Select Dates screen. Simply click the Select Dates button to see your choices.

Edit a Receipt

Receipts>Enter/Edit Receipt Register

Locate the receipt you wish to edit by using the lookup/sort system explained previously to sort by Document, Name, Amount, etc.

To Change Account(s) or Amount(s):

- Highlight the receipt and click the Change button at the bottom of the page to use the Void and Replace function to change which account the funds go to. You may void one or all lines, by choosing Void This Line or Void All Lines. Use the Replace button to insert the correct amount(s) or account(s) and Post.

NOTE: You are required to give a Reason for the Change. Please type a short explanation that will be meaningful later. If there are multiple lines in the detail portion of the receipt, you may want to select the box at the top right to add the same comment to each line. This is simply for your convenience.

To Change Name, Comment or Teacher:

(This is usually used when a wrong student is receipted accidentally.)

- Highlight the receipt and click the Edit Receipt Header button to change a Name, Comment, or Teacher. Type in or look up the correct Name, Comment, and/or Teacher. Add a Reason for the Change and Post Changes.

A receipt will not automatically print; however, you may print a copy of the revised receipt from the Receipt Register as described in the previous section.

NOTE: If the receipt has already been included in a deposit in MySchoolAccounting, you will not be able to change the amount. You MAY change the Account or Student it has been made for.

Void a Credit Card Receipt/Transaction

Receipts>Credit Card-Ingenico

(If Paywire is not the credit card processor for your school, your menu will only say Credit Card, and prompts will be slightly different.)

- From the Paywire Ingenico EMV screen click the Void button (left)
- Highlight the transaction to be voided
- Select Post Void (button at top)
- Wait for Approval (Both the original and void transaction will display in the transaction log)
- The associated Receipt will automatically be voided when the credit card transaction is voided. If you void the receipt first, it does NOT void the cc transaction.

NOTE: Voiding a Credit Card transaction must be performed BEFORE the batch is closed.

Click to View Video HERE

Start the video and use the navigation bar at the bottom of the screen to advance to 9:51 for Voiding a credit card transaction.

Refund a Credit Card Receipt/Transaction

Receipts>Credit Card-Ingenico

- From the Paywire Ingenico EMV screen click the Refund button (left)
- Highlight the transaction to be refunded
- Select Refund Credit Card button on the right
- The associated receipt will NOT be voided. The money will already be headed to your bank in a prior settled batch. A journal entry to cash is created. The receipt must remain to show the funds for the original transaction.

NOTE: Refunding a Credit Card transaction can only be performed AFTER the batch is closed

TIP: We suggest refunds be done in a separate batch when possible. Net amounts for a settled batch which include a refund can be confusing when reconciling with your monthly bank statement. Cutting a refund check leaves a much cleaner audit trail.

Click to View Video HERE

Start the Video and use the navigation bar at the bottom to advance to 12:39 for Refunding a credit card transaction.

View a Student Payment Record (The Student Control Center)

Receipts>Student Control Center

The Student Control Center is a handy way to easily view what a student has paid for an entire fiscal period in one handy location. It also displays refunds made to a student.

- Enter a name in the Name field or click on the down arrow to search in the Master File.

- The Student Only box may be selected to limit the choices to only students.
- Within the Student Control Center: Receipts will be in green, ARs (amount owed) amounts will be highlighted in red under the Balance column.
- Unpaid required items will not show up as an AR until they have been converted from an unpaid item to an AR by the school staff. There is a utility in the AR Manager Menu to do this after students have mostly finished changing classes and registration is over.

TIP: While in the name field, you can arrow down on your keyboard to run through student names.

View a Student's Accounts Receivables (AR)

Receipts>Fee Sheet and choose a student or

Receipts>Student Control Center and choose a student, then use the Fee Sheet button.

Required Fees will show as "Required" below the Course-Ref column in the fee sheet and will be displayed in a turquoise blue color.

If all required fees are not paid in full, the balance will be transformed into ARs owed to the school.

ARs will be highlighted red under the Balance column of the Student Control Center, and in the Class Change screen for a student.

Accounts Receivables will be discussed in a later section.

Deposit Funds

Cash/Check Deposit

After receipts have been collected, they are available for deposit.

There are two ways to get to the Deposit Register to Make a Deposit. Both will get you to the same place.

File>End of Day>Deposit or

Receipts>Make Deposit

You may first want to use the **Print Items to Deposit** (button) to be sure you reconcile before creating your deposit. This optional report will show all receipts to deposit, including credit card receipts.

- Click on the **Cash/Check Deposit** button and view the Cash/Check receipts which have not yet been deposited. A Cash total and Check total are located at the bottom of their respective columns. An Actual Deposit field/total will be displayed. This should match the amount of Cash and Checks you have to take to the bank.
    - This should be done each day. The goal is to replicate what is actually happening. If you take, i.e., $22.00 to the bank, that is what your deposit in the software should be. This is very important when you reconcile at the end of the month.

- The default is for all boxes [X] for receipts to be selected for deposit. You may uncheck a box/receipt if it does not belong to a deposit. (For example, you already have your deposit ready for the bank and receipt a late payment. You could uncheck it and save it for tomorrow.)
- Use the **Print Deposit** (button) when you have verified that your totals agree with your cash/checks. If they do not, you may exit and not Post yet.
- **Post Deposit** when ready (the window will close.)
- Your newly created deposit will now show in the Deposit Register: total on left, receipt detail on the right.

NOTE: You may print your deposit report anytime (Reports>Registers>Deposits)

NOTE: If the month/posting period changes on the weekend and you desire a deposit to be in the recently ended/previous period, you can make receipts or deposits in it. The date posted on the documents will be the last day of the month unless you manually remember to select a date when creating it. (i.e., Creating Receipts/Deposit for P1 in P2.)

For Example It's Monday and the first working day of the month. I have gate receipts from a weekend event which were dropped in a lock bag for my retrieval and count. I keep the TES software in the prior posting period and create the receipts and deposit for the actual date they were received. It remains an outstanding deposit in the software until it is reconciled. I change the posting period to receipt others in the current period.

Credit Card Deposit

After receipts have been collected, they are available for deposit.

There are two ways to get to the Deposit Register to Make a Deposit. Both will get you to the same place.

File>End of Day>Deposit or

Receipts>Make Deposit

You may first want to use the **Print Items to Deposit** (button) to be sure you reconcile before creating your deposit. This optional report will show all receipts to deposit, including Cash/Check receipts.

- Click on the **Credit Card Deposit** button and view the Credit Card receipts which have not yet been made into a deposit. MC/Visa, Discover, Am Ex totals will show under their respective columns. A **Total Receipts to Deposit** will be displayed. This total should match the amount of Credit Card Receipts you have for the day.
- This should be done each day. Unlike MySchoolFees.com deposits, this is generally done at the end of each day. This is very important when you reconcile at the end of the month.
- The default is for all boxes [X] for receipts to be selected for deposit. You may uncheck a box/receipt if it does not belong to a deposit. (Unlike a Cash/Check deposit, you cannot un-select a credit card transaction in the batch when closing a batch.)

- Use the **Print Deposit** (button) when you have verified that your totals agree with your receipts. If they do not, you may exit and not Post yet.
- **Post Deposit** when ready (the window will close.)
- The system will take you to the **Paywire Ingenico EMV** (unless you use a different processor) screen where you will use the **Close Batch** button to settle/close your card swipe batch. These totals should match your credit card deposit you just made. If you ran a Refund transaction, a Net Batch total would be displayed.
    - We strongly recommend you issue checks for refunds, or issue credit card refunds in a separate batch. Net settled batches on bank statements can be confusing come bank reconciliation time.
- If your MySchoolAccounting or MySchoolReceipts software does not automatically take you to the Paywire Ingenico screen to close your batch, go to **Receipts>Credit Card Ingenico** and click the **Current Batch** button to view and then close your batch using the **Close Batch** button.
- Your newly created deposit will now show in the Deposit Register: total on left, receipt detail on the right.

Click to view a Credit Card Ingenico Training video HERE.

Start the Video and use the navigation line at the bottom to advance to 14:35.

Close Credit Card Ingenico Batch

After Posting a Credit Card Deposit as explained in the previous section-

- The system will take you to the **Paywire Ingenico EMV** screen where you will use the **Close Batch** button to settle/close your card swipe batch. These totals should match your credit card deposit you just made. If you ran a Refund transaction, a Net Batch total would be displayed.
    - We strongly recommend you issue checks for refunds, or issue credit card refunds in a separate batch. Net settled batches on bank statements can be confusing come bank reconciliation time.
    - Some clients not using Paywire TSYS for their credit card processing will have a slightly different screen, but the steps are very much the same.
- If your MySchoolAccounting or MySchoolReceipts software does not automatically take you to the Paywire Ingenico screen to close your batch, go to **Receipts>Credit Card Ingenico** and click the **Current Batch** button to view and then close your Net Batch using the **Close Batch** button.

View Closed Batch from MySchoolFees Online Payments

This applies only to schools who have applied and process online payments with MySchoolFees.com.

TES Software/MySchoolFees Staff will provide you with a login and password to view your school's settled batches. Most of our clients are processing with Paywire/TSYS. These batches show which receipts were "settled in batches" and sent to the bank as a total deposit. School staff should always match their TES deposits to this batch for more accurate and efficient end-of-month processing. They are usually "BATCHED" daily.

TIP: Since Batches are closed automatically around midnight, print the batch report and make your MySchoolFees Deposit the NEXT day in your MySchoolAccounting software.

You may access this online location via the Credit Card Ingenico menu by using the Paywire Online button or go to https://dbtranz.paywire.com. Enter the User Name and Password you were provided and click Login. Select **Reports>Transaction Reports> Transaction Details Report By Location.** Enter a Min Date and Max Date, click Merchants to select the account batch you wish to view and click OK. Look for your account, i.e., Pretend High School – MOTO. MOTO is online batches (Retail is card swipe.) The numbers beside your School Name are your MID (Merchant ID number).

NOTE: Keep in mind that the credit card transaction in the batch has the parent/card holders name, while the receipt has the student's name. They are not always the same. Also, a parent/card holder may pay for more than one student with one check-out in MySchoolFees. This results in separate receipts for the student payments, with one credit card transaction. You may be required to add separate student receipts to equal one parent/payee payment.

Import MySchoolFees Online Payments into MySchoolAccounting

MySchoolFees>Import- Receipts-from-MySchoolFees

After viewing your settled batch from the previous 24-hour period as described in the previous section:

- Click on **MySchoolFees** at the top of your MySchoolAccounting home screen.
- Click on **Import-Receipts-from-MySchoolFees**.
- Select **Print Pending MySchoolFees** to print the MySchoolFees Batch report (optional).

Watch this Video on how to view your online settled batch and make a corresponding deposit.

Create MySchoolFees Online Payment Deposits

MySchoolFees>Import- Receipts-from-MySchoolFees

- Click **Post MySchoolFees to TES** to view the receipts to import/post in your MSF Deposit.
- The system will tell you how many receipts are available to deposit from your online account.
- Click **OK** to see the receipts ready for import into the MSA system. You may need to unselect some receipts to match the settled batch you just viewed and printed from Paywire.
  - Any receipts which were unchecked will not show as deposited/imported until included in another deposit.
- When ready, **Post Deposit.** The MSF Deposit will now show in the Deposit Register.

TIP: Always match your receipts to be deposited to the credit card processor's settled batch report. After a weekend, or days away, you may need to make multiple MSF deposits to match the settled batches which occurred while away from the office. One credit card batch = one deposit in MSA

View the Deposit Register

Receipts>Make Deposit or

File>End of Day>Deposit

The deposit summary will be on the left and deposit detail (receipts which make up a deposit) on the right. The deposit summary is listed by Deposit Number, Date of the deposit, Receipts total, total deposit Amount, the Receipt Range (type: CASH, M/V Disc, OR MSF and rec numbers for the deposit.)

TIP: You may print the deposit register by going to **Receipts>Deposit Register>Print Deposit Register**

Void/Edit a Deposit

There are times when you may need to void a deposit. For example, if you discover that a receipt which is part of a deposit has the wrong amount, you will first need to void the deposit it is part of, edit the receipt amount, and then create the deposit again.

- Go to the Deposit Register in one of the ways listed above and highlight the deposit you wish to Void or Edit.
- Select **Void this Deposit** (button near left bottom of screen)
- Select "**Yes**" to continue or "**No**" to cancel to confirm the Void.
- Give a reason for the VOID, then press **Save.**
- The deposit is voided, and the receipt/s are released and available for edit.
    - The deposit will show as "Deposit Void" in the Receipt Range column.
- You may now edit (if applicable) and re-create the deposit, if appropriate.

Waive or Credit Fees

Waive a Fee

NOTE: Waiver eligible is a qualified student status. You should follow district guidelines to determine whether a student is eligible for fees to be waived.

Receipts>Student Control Center

Locate the student records you need to Waive in the usual manner as described previously.

- Enter a name in the Name field or click on the down arrow to search.
- Use either the Fee Sheet or the Waive AR button from within the Student Control Center for the student.
- If using the Fee Sheet, select the W box on the line for the fee you are waiving. Post the receipt when you are finished. For your convenience, there is a Waive All, Waive Req. (required) and Waive AR buttons. Be sure this is what you want to do before Posting.
- A waived fee receipt will not print (by itself), but the Student Control Center detail may be printed by using the Print button on the left.
- If a payment is made and a fee is waived, a receipt will print and show a Waiver payment.

NOTE: If a student qualifies for waivers, they may be marked as Waiver Approved in the Master Files [File> Master Files] by checking the W box on the student's master file account line. This will put a red

Wav note at the top of the student's control center as a reminder to those who are receiving payments at the school.

TIP: Waived payments are displayed in Blue in the Student Control Center
TIP: Individual comments may be entered by double clicking in the comment field on a fee line.

Waiver Menu

AR>AR Reports>Waiver Report

The **Waiver Report** will display according to Account fees waived. The report will list fees waived according to grade, comment, and will display an **Account Total Waiver.**

Credit a Fee

Receipts>Student Control Center

Locate the student in the manner described previously by entering the name in the Name field or by clicking on the down arrow to search the Master Files.

- Use the AR Credit Memo button on the left to credit one or all fees owed by a student.
- When the Credit Memo Comment field has been filled in, the same comment is entered for all fields when the Credit All button is used.
    - Individual comments may be entered by double clicking in the comment field for each fee owed. There may be times when varying comments are appropriate.
    - When Credit All is used, all balances and Credit column amounts should populate.
- If Credit All is NOT used, the staff person may double click to add a Credit amount to one field or a single Credit Memo Comment to one fee or partial payment.
- Select Post Credit Memos when done. A receipt will not print; however, the Student Control Center statement may be printed for the student. The AR balance will reflect this credit in the student control record.

AR Invoice

Receipts>Student Control Center

There are times when you may need to enter a fee which doesn't apply to others, i.e., a new student from another school has an unpaid fee. You decide what miscellaneous fees this might be used for.

- Use the AR Invoice button (left) to create an AR for a student that is not included in the fee sheets.
- The student's name and address is populated for the invoice. Enter a comment (Tab to navigate), amount, account (double click or highlight and Select) the funds will go into. You may add more than one line/item.
- Post when complete. An AR Invoice will not print but will show in the Student Control Center as an AR owed.

Create Journal Entry

Manual Journal Entry

Journal Entries>General Journal

- Use the +New Entry (button) to create a GJ (General Journal) entry to account for an Income, Expense or Transfer.
- The default Post Type is Transfer, but this Type is only used to move funds from one account to another. Most districts use only Transfer-In and Transfer-Out BGL accounts to create a Transfer journal entry.
    - As a general rule, you will not create a Transfer journal entry and use a Cash/Checking account.
    - If you are not sure of the Posting Type you are creating, ask your supervisor or call TES Support. If it is money coming in, it is generally Income; if funds are moving out, Expense.
- Enter a Comment (Tab to navigate). Enter a Student (optional – if applicable).
- Use the Insert button (or click in a field) to enter the amount of debit or credit and the account you wish to use.
- The system will help you. For example, when you enter a Debit amount and tab, a message populates at the bottom of the journal entry window that says, i.e., "A Debit will INCREASE the asset account balance." These statements may help you to decide if you are using Debit or Credit properly.
- You may have multiple lines, but your total Debits must equal your total Credits, or it will not allow you to Post. Post when complete.
- Your new Journal Entry will now be listed in the General Journal register with the summary above and the detail below (in turquoise.)

NOTE: Credits and Debits must equal the same amount before posting a journal entry.

NOTE: Any journal entry using the Cash in Bank or the Checking Account will show up in your bank reconciliation for the period it was posted (or thereafter if not cleared/reconciled.)

NOTE: Never fix an Accounts Payable (AP) or a Reserve for Encumbrance with a journal entry. Journal entries cannot fix a running balance.

Journal Entry via the Bank Reconciliation

File>End of Month>Bank Reconciliation

It is handy to create journal entries via the bank reconciliation window, so they show up in the correct posting period, especially when you are working on reconciling with your bank statement.

- Click on the Reconcile Bank (button)
- GENERAL JOURNAL (button) and choose + New Entry (button)
- Follow the directions described in the previous section.
- This journal entry will affect the period of the bank reconciliation you are working in and thereafter.

Automatic Journal Entries

File>End of Month>Bank Reconciliation>Reconcile Bank (button)

The Bank Reconciliation window has some handy buttons: Bank Interest (Credit) and Bank Charges (Debit). These buttons make it very easy to enter credit card processing charges, bank interest or other charges which can be easily explained with a simple comment.

- Click on one of these buttons, Enter an amount and Comment, Post. Make your Comments meaningful: May Interest, June MSF charges, July CC Processing Charges, etc.

TIP: This journal entry will affect the period of the bank reconciliation and thereafter.

TIP: A journal entry can also be used to record bank recon errors with a meaningful comment included (i.e., deposit 170008 correction.)

Reverse Journal Entries

Journal Entries>General Journal or

File>End of Month>Bank Reconciliation>Reconcile Bank (button)>Gen Journal button

For your convenience, there is a Reverse Entry button.

NOTE: PLEASE use this thoughtfully and carefully. Casual use of this button can cause a mess.

- Highlight the Journal Entry you wish to reverse.
- Select **Reverse Entry** button.
- The system will ask you if you are sure. Select “Yes” to continue or “No” to cancel.
- The new entry will show a comment of Reverse GJ [original GJ document ID by (user name)].
- The Reverse Button does not allow you to make a specialized comment.
- You can add better comments in Manual Reverse Journal Entries. Your auditors may ask why an entry was made and you may not remember.

TIP: If you make a mess, don’t leave it for a rainy day. Call TES Support if you need help. It’s harder to fix later.

View Journal Entry Register

Journal Entries>General Journal

Print Journal Entry Register

Journal Entries>Print General Journal Register or

Reports>Registers>General Journal

- Enter EITHER Start and End Document Number PLUS Period and Date or
- Period Start and End or
- Period Start or End and Date Start and End and run all receipts for the dates or
- You may further specify by Name Start and Finish.
- Print Selected.

- There is also an option to Export to Excel. Check the Export to Excel box and name the Excel file.
    - Print Preview is the default. You may Select All Pages and Print or **X** Select No Pages and check one page at a time to Print.

Accounts Payable

Checks

Create Individual Check

Disbursements>Enter/Edit Check Register

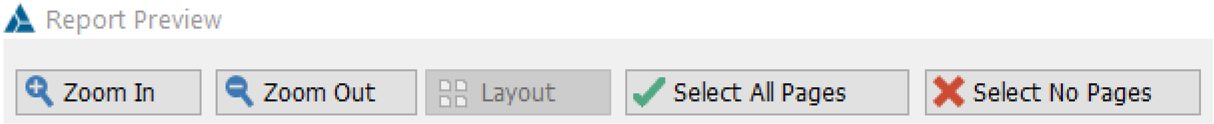
- Select the **+New Check** button
- Enter the **Name** of Payee (Pay To Name) or select from the arrow down Master File list
- The Document number shown is the check number to be printed
- Enter the **Comment** desired and **Teacher**
- Click the box “This check is a refund of a previous receipt,” if applicable
- Enter **Amount,** tab to select the **Account Number-Name** (Comment and teacher will populate from the heading Comment above) Enter Comment, if different from heading
- Load check into printer, select **POST** for the check to print

Preview Checks to Print

Disbursements>Preview Check Run

- You may select a **Check Category** to pay by **Vendors Only, Students Only, Teachers Only, Other Only, or All.** The default is **All.**
    - The Accounts Payable Report will print alphabetically by the Name or the defined “Pay To” Name

Report Preview:



- Use the Select All Pages (top left) and Print (bottom right) to print all pages.
- Use X Select No Pages and use the check box (top left) to select one page to print. Use the <> buttons to navigate to the page you wish to select to view/print. Print (bottom right) when ready.

Print Held Invoices

Disbursements>Print Held Invoices

- Click to generate a preview report of the invoices that are held for payment.
- The default is **All.**

Print Check Run

Disbursements>Print Check Run

- Select Options desired: **Vendor Only, Student Only, Teacher Only, Other Only** or **All.**

- The default is **All.**
- Make sure the **Starting Check** number listed on screen is the same as the first available paper Check.
- Select **OK**
- **Checks** will print alphabetically by the Name or the defined “Pay To"

View the Check Register

Disbursements>Enter/Edit Check Register or

Reports>Registers>Checks (Outstanding Only)

Enter EITHER Start and End Document Number PLUS Period and Date or
Period Start and End or

Period Start or End and Date Start and End and run all receipts for the dates or

Further specify by Name Start and Finish.

Select **Summary Only** if no detail is needed

Select **Print Preview** to view the check register

Select **Export to Excel** to make available in an Excel worksheet

Select **Print Selected** to continue or **Cancel** to cancel process

Create and Invoice Purchase Orders

Create a Purchase order

Disbursements>Purchase Orders/Invoices

- Select **+New PO**
- Enter Name, Comment, Teacher, check “This Purchase is made with State Funds,” if applicable

NOTE: The Document Number will not populate until the PO is posted since others can post POs to the same system.

- Enter PO Information: Quantity, Package, Catalog, Description, Price via the **Items Ordered** tab.
- When complete, select the **Account Information** tab and
- The total of the **Items Ordered** will populate in the **Amount** field.
- Tab and select the Account and Comment (if different than what you already entered.)
- Both **Account Information** and **Items Ordered** allow for Inserting multiple lines. Use the **Insert** button to insert an additional line. Be sure your totals balance.
- **Post** when complete.
- The document/PO Number will populate, and the PO and detail will be listed in the Purchase Order Register.

Print a Purchase Order

Disbursements>Purchase Orders/Invoices

- Highlight the Purchase Order you wish to print
- Select **Print PO**

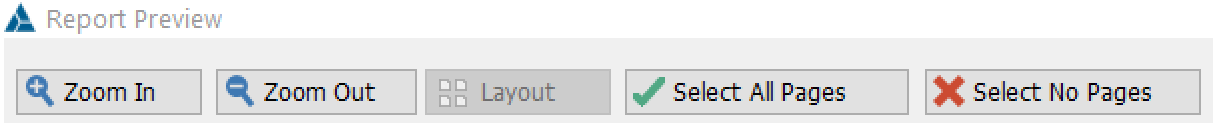
View the PO Register

Disbursements>Purchase Orders/Invoices or

Reports>Registers>Purchase Orders (Open POs Only)

- Enter either Start and End Document number and Period and Date OR
- Period Start and End OR
- Period Start or End and Date Start and End and run all receipts for the dates OR
- Further specify by Name Start and Finish.
- **Print Selected** when ready (Print Preview is the default)

Report Preview:



- Use the Select All Pages (top left) and Print (bottom right) to print all pages.
- Use X Select No Pages and use the check box (top left) to select one page to print. Use the <> buttons to navigate to the page you wish to select to view/print. Print (bottom right) when ready.
- You may also Save as PDF or Email.

Print a Purchase Order

Disbursements>Purchase Orders/Invoices

- Highlight Purchase Order you wish to print and select **Print PO** button.

Invoice a Purchase Order (Make Payment)

Disbursements>Purchase Orders/Invoices or

- Select the Purchase Order you want to invoice.
- Click on the **Invoice this PO** button.
- Click on **Full** or **Partial** Payment from the Payment Type drop down menu.
- Type in the **Invoice Amount**, **Vendor Invoice Number**, and **Date.**
- To print the check immediately: Select the “**Pay this invoice now**” box. (When you check the box, the **Check Number** field will appear.
- Verify the check number is your next available check to print.
- Load check in the printer, if appropriate, verify the amount and select **Post.**

TIP: The invoice will remain in Accounts Payable (Preview Check Run) if not printed right then.

Accounts Payable Invoice (No Purchase Order Used)

Disbursements>AP Invoice – No PO

- Click the **+New Invoice** button and enter a Name, Comment, Teacher

TIP: When entering the Name, simply start typing the name and the closest name will auto-fill from the Master Files. You may also click the down arrow to choose a Vendor name or add a Vendor by using the Insert button inside the Master File screen.

- You may change the Date (if different from current/default date populated).
- Enter the **Invoice Amount**, **Vendor Invoice Number**, and **Date on Invoice.**
- Select **Insert Item** and enter the **Amount**.
- Tab over to **Account Number-Name** and select the Account (double click on the account or highlight and use Select).
- **Comment** and **Teacher** auto-populate from the header if information was entered.
- Enter additional item lines, if appropriate by using the **Insert Item** button.
- If you wish to wait to pay this invoice, check the **Hold Invoice** box near the bottom.
- **Post** when complete.

TIP: The Invoice then appears in Accounts Payable Register after posted.

Edit Accounts Payable Invoice

Disbursements>AP Invoice – No PO

- Highlight the AP Invoice you wish to edit and click the **Edit AP Header button.**
- Enter any applicable changes to Name, Comment, Teacher, and the Invoice number. Click “Same Teacher For All Line Items" and give a Reason for the Change. Select **Post Changes.**

NOTE: You cannot change the Name on a document associated with a check. If an Invoice has already been paid, you should not make changes.

TIP: Click the **Show Open Invoice Only** box to see only unpaid invoices.

- Use the **Change** button on an Accounts Payable Invoice to change an account or hold payment.
- Select **Void This Item** to void a disbursement account line item.
- Use **Item Insert** to add a different account line item.
- Select **Delete** to delete an account line item.
- Click **Hold Invoice** to take the invoice out of the Accounts Payable sequence until you are ready to release it for payment.
- **Post** or **Cancel**

Purchase Card Use and Invoicing

Purchase Card >Purchase Card Invoice

Enter a New Purchase:

- Click on +**New Invoice** and begin entering the appropriate information.

- After all information has been entered, click the **Post** button and this Purchase Card Invoice will be marked as held (default) until you release it for payment.

Void a Purchase Card Invoice:

- Locate the invoice you wish to void and highlight it.
- Uncheck the **Hold Invoice** box for that invoice then click on the **Change** button. Use the Void **This Item** button and **Post**.

Clear Hold (Purchase Card) Invoice Status:

- Locate the invoice you wish to pay and highlight it.
- Click **Change** or double click on it to open.
- You must uncheck the **Hold Invoice** box to release that invoice for payment and **Post** (or the Change will not save.)
- You should release all invoices you wish to pay at this time in the same manner.

Edit a Purchase Card Invoice:

- Locate the invoice you wish to pay and highlight it.
- Click the **Change Purchase Card Header** button to change the PCI Vendor Name, Comment, or Teacher as necessary. Add a **Reason for the Change** and **Post Changes**.

Pay a Purchase Card Invoice:

Purchase-Card>Preview PC Checks

- Click on **Preview PC Checks** to view the invoices you have released for payment.

Purchase-Card>Print PC Checks

- Click **Print PC Checks** to print your Purchase Card Check(s) for the invoices you have released for payment.
- A screen will display a message “This program will print checks for all of the open vendor invoices. Please run the AP report program to view the invoices before printing. If there are invoices that you do not want to pay, use the Edit Invoice program to mark them as held.” The system displays the Posting Date and Starting Check number.
- Click **OK** when ready or **Cancel** to stop the process.
- After the PC Checks have been printed, the system will ask you “Did all of the checks print correctly? **Yes,** will save them to your check register, **No** will not.

TIP: If a portion of the checks printed correctly, only you can decide which will be less work: remaking the good or undoing the incorrect checks if saved (Yes response.) Check before answering **Yes** or **No**.

NOTE: You may need to change your Next Check Number if this happens.

Print Purchase Card Register:

Purchase-Card>Print PC Register

- Check the appropriate boxes for items you wish to be included and click **Print** (button) to generate the Purchase Card Payable Report.

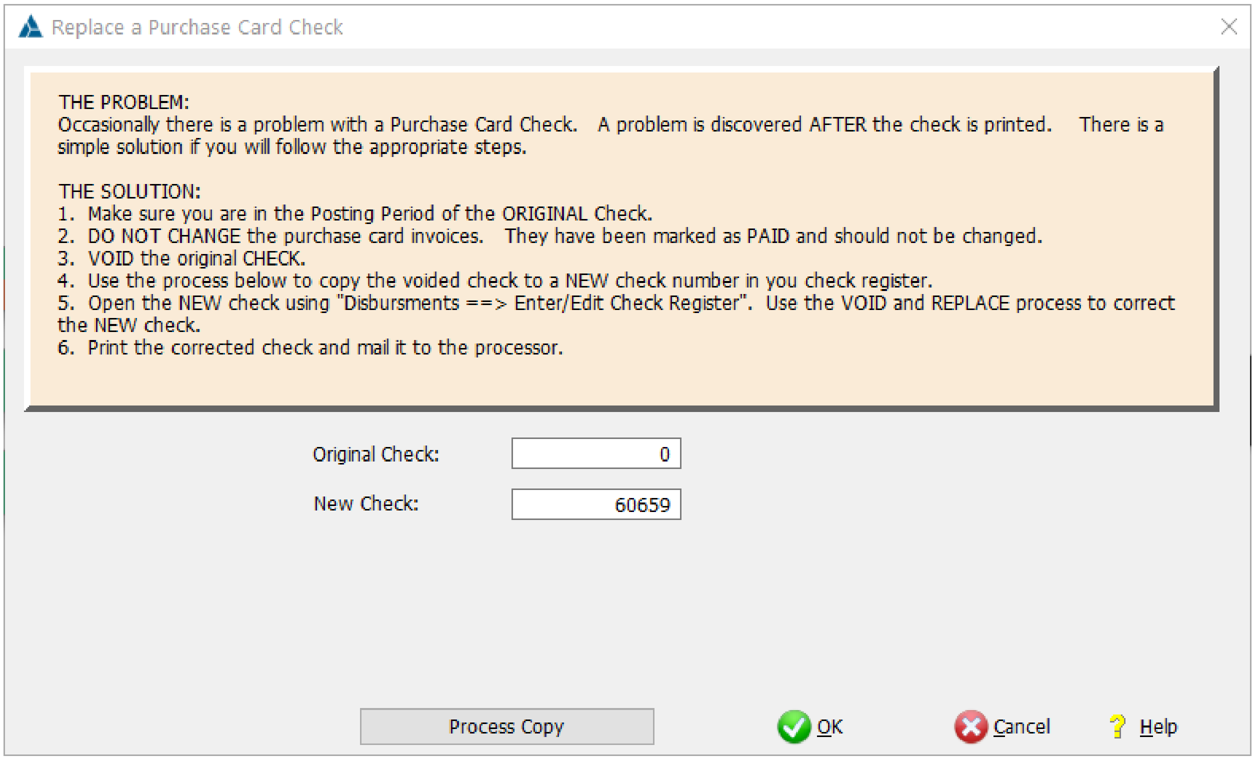
Report Preview:

- Use the Select All Pages (top left) and Print (bottom right) to print all pages.
- Use X Select No Pages and use the check box (top left) to select one page to print. Use the <> buttons to navigate to the page you wish to select to view/print. Print (bottom right) when ready.
- You may also Save as PDF or Email.

Correct and Replace a Purchase Card Check

Purchase-Card>Correct and Replace a Purchase Card Check

A screen will open which explains when and how to repair the problem.



THE PROBLEM:
Occasionally there is a problem with a Purchase Card Check. A problem is discovered AFTER the check is printed. There is a simple solution if you will follow the appropriate steps.

THE SOLUTION:
1. Make sure you are in the Posting Period of the ORIGINAL Check.
2. DO NOT CHANGE the purchase card invoices. They have been marked as PAID and should not be changed.
3. VOID the original CHECK.
4. Use the process below to copy the voided check to a NEW check number in you check register.
5. Open the NEW check using "Disbursments ==> Enter/Edit Check Register". Use the VOID and REPLACE process to correct the NEW check.
6. Print the corrected check and mail it to the processor.

Original Check: 0
New Check: 60659

Warehouse Purchases (To be removed September2017)

This menu was created for a specific district and is now obsolete.

Backup Data

File>End of Day> Backup Data Files or

File>Manager>Backup Data

It is wise and a good practice to back up your data daily. TES suggests backing up to a USB/flash drive. Your district may have specific policy which dictates where you backup your data. Backing up to your computer's C drive is not sufficient. A power outage, computer crash or flood could make your data irretrievable. Running a backup to an external location is wise.

TIP: It is also very prudent to run a backup anytime you are about to do something critical or if during high volume times such as during registration. Taking the time to backup can save you a lot of time if something should go wrong.

Standard Backup

This backup will go to the backup path you have assigned. This may be your flash drive (letter) or district server, etc.

Quick Backup to Data Disk

This creates a backup in your C:\tes\actw\fiscal year/ARC (archive folder). This is often handy when your usual backup is on the server and you need easy access to the backup.

Backup to TES (FTP)

On occasions when you need TES Support's help, they may request a copy of your books to find a solution. This is especially helpful when you need help with your Bank Reconciliation or when your Test System is Out of Balance.

Backup To District (FTP)

This backup is designed to help you backup your data to your district as they have requested/directed.

Monthly Processes

Changing Posting Periods

Change Posting Period

File>End of Month>Change Posting Period

Each new month when the school secretary or bookkeeper comes to work, the system will display a warning message that the posting period needs to be changed. "Computer Date is not in the Current Posting Period." This is done manually so a user may enter data in the previous period if necessary before switching it.

If there are undeposited receipts in a period when it is being changed, the system will send a message asking if you want to deposit the receipts before changing the period. Do not ignore this request. You may change the posting period and come back to deposit the funds, but not depositing them has consequences and ought not be forgotten. You should likely deposit them so you won't forget.

Bank Reconciliation

File>End of Month>Bank Reconciliation

Each month the system should be reconciled to the bank statement for the school or district office, etc. The beginning balance will only need to be entered for the first period each fiscal year. The ending bank balance should be entered and all items on the bank statement should be cleared, or created and cleared to replicate the statement activities.

Bank Charges & Bank Interest

There are **Bank Charges** and **Bank Interest** buttons for automatic journal entry creation. When reconciling your system with the bank statement, simply click the bank charges or interest button to create a journal entry to replicate an item on the statement.

A comment may be entered for the entry. Use a comment which is meaningful such as July interest or Aug credit card fees, for example.

NSF Checks / Mark a Check Payment as NSF

The **NSF Checks** button at the bottom of the bank reconciliation screen may be used to enter NSF (non-sufficient funds) checks and applicable charges to the student when a check is returned from the bank.

- Click the **+NSF** button.
- You may search by **Receipt** (best option) or manually enter the NSF by **Student.**
- To search by Receipt number: Click on the Lookup Receipt button and locate the receipt by document ID, Date, Name, Check, Amount, etc.
    - Click on the column header to sort alphabetically.
    - Click **Select**.
    - By using the Lookup Receipt button to create an NSF the Amounts, Accounts, Check Number, and other information is auto-filled for you.
- **Post** when complete.
- The **NSF** is then listed in the NSF Checks register, and a journal entry is automatically created in your bank reconciliation window at the bottom of your list of items (below checks).
    - Any fees your school charges for NSF checks will display in the student's Student Control Center record. These fees will not show in the Bank Recon Menu. Since the NSF check shows on your bank statement, you should clear the box for the period you are reconciling.
- To create with the Student Name: Start typing the Student name in the **Student** field or use the arrow down button to locate the student in the Master File. Click **Select.**
    - Enter the **Nsf Check Number**, **Name on Check**, and begin entering an **Amount, Account, Comment**, etc. until the items paid with the check have been entered.
    - Any applicable NSF fees will populate in the body of the NSF receipt.
    - Click **Post** when complete.

NOTE: A manual NSF receipt is necessary when (for example) a group receipt is made with multiple checks for a field trip, etc. and one of them is returned for non-sufficient funds.

TIP: If your bank runs checks through a second time when there are non-sufficient funds, wait to mark the check as NSF in the software until you feel it will not clear.

More Bank Reconciliation Scenarios

- Transactions in Future Period – There are times when you may have a transaction clear the bank/show on the bank statement in a future bank recon period. (This can happen when a bank statement shows through the 5th of the month, for example.) For this type of situation, you may want to create a journal entry and reverse it when clearing the original entry during the next period's bank reconciliation.
- Clearing Checks from Prior Fiscal Year – Sometimes, you have checks which are from a prior fiscal year which you would like to clear out of your system. Simply lookup the original check to see why it was written (i.e. which account it was written). Create a journal entry via the bank recon screen to reverse the accounts credited and debited. For example, if the original check credited the checking and debited wood shop, your journal entry would debit checking and credit wood shop. The Type of journal entry should be Expense. After the GJ is created, the original check and the new GJ can both be cleared (to balance each other). The next period to reconcile will no longer show the stale-dated check.
    - Sometimes, an old check will be honored by the bank and cashed after you cleared it. Simply reverse the GJ you created and reference the check number/date. Clear the GJ as you would a normal check. The advantage to creating a journal entry manually is you can add the comment detail you would desire.

Bank Reconciliation Tools

At the top of the bank reconciliation screen is a **Tools** menu.

Amount Search – You may enter the amount you are off in your bank recon and Tab. This tool can assist in searching for leads on what may be causing your bank recon to be out of balance. Record any document items to research. Close when done.

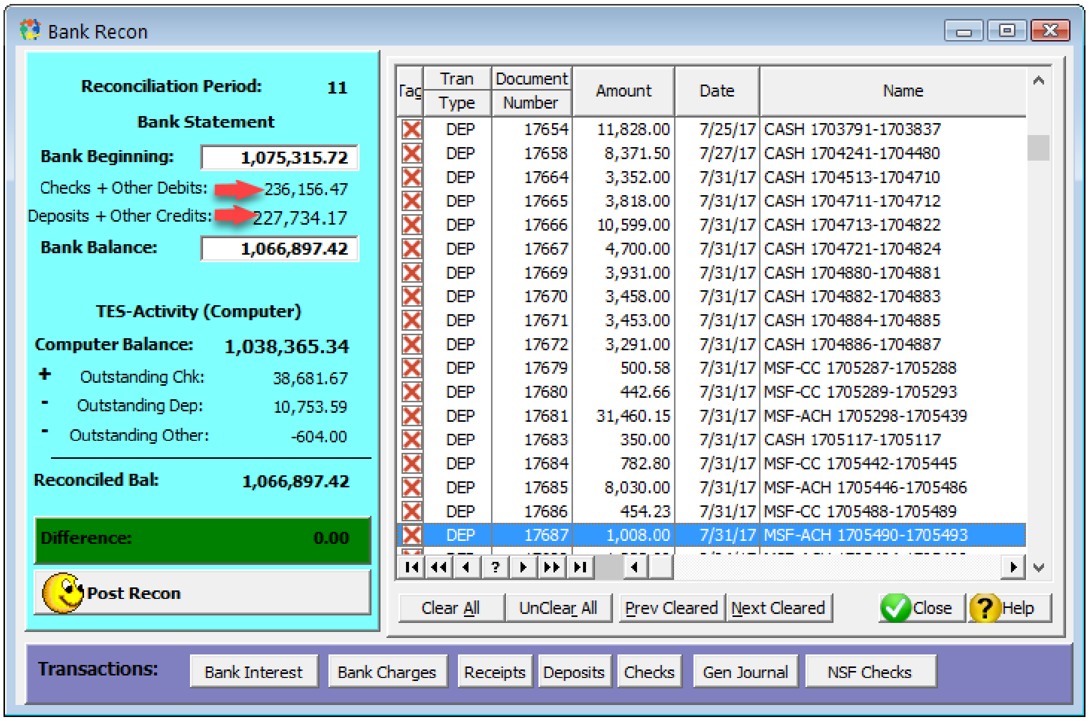
Test Recon Data – This tool is often helpful in searching for leads on what may be causing your bank recon to be out of balance. An item with no BGL Account number or a check voided after the posting date, for example. Sometimes, nothing will populate. The screen will show Test Complete near the bottom when done. Record any receipt or AP Invoice or POs listed…to research. Click **OK.**

Other Bank Reconciliation Solution Strategies

- Double check your beginning bank balance (carried over from the previous period except for P1).
- Double check your ending bank balance (entered and compare it to your bank statement).
- Compare your total Checks and Other Debits to your bank statements total. Sometimes you are required to add two totals.
- Compare your total Deposits and Other Credits with the totals listed on your bank statement.

- All the items you selected in the bank reconciliation is totaled between your beginning and ending balances. See them beside the red arrows below. If one of these totals is off, it may help you identify where a problem may be: a receipt/credit or check/debit.
- Check to see if you have any undeposited receipts in the period you are reconciling.
- Do your credit card deposits match? Check your settled batches from your credit card processor to compare transactions with your deposits in MSA_MSR.
- Do a Standard backup and run a Full Data Recovery.

NOTE: If you have made any journal entries in the bank recon period, they will add to your credit and debit totals.



Reconciliation Period: **11**

Bank Statement

Bank Beginning: **1,075,315.72**
Checks + Other Debits: 236,156.47
Deposits + Other Credits: 227,734.17
Bank Balance: **1,066,897.42**

TES-Activity (Computer)

Computer Balance: **1,038,365.34**
+ Outstanding Chk: 38,681.67
- Outstanding Dep: 10,753.59
- Outstanding Other: -604.00

Reconciled Bal: **1,066,897.42**

Difference: **0.00**

Tag	Tran Type	Document Number	Amount	Date	Name
☒	DEP	17654	11,828.00	7/25/17	CASH 1703791-1703837
☒	DEP	17658	8,371.50	7/27/17	CASH 1704241-1704480
☒	DEP	17664	3,352.00	7/31/17	CASH 1704513-1704710
☒	DEP	17665	3,818.00	7/31/17	CASH 1704711-1704712
☒	DEP	17666	10,599.00	7/31/17	CASH 1704713-1704822
☒	DEP	17667	4,700.00	7/31/17	CASH 1704721-1704824
☒	DEP	17669	3,931.00	7/31/17	CASH 1704880-1704881
☒	DEP	17670	3,458.00	7/31/17	CASH 1704882-1704883
☒	DEP	17671	3,453.00	7/31/17	CASH 1704884-1704885
☒	DEP	17672	3,291.00	7/31/17	CASH 1704886-1704887
☒	DEP	17679	500.58	7/31/17	MSF-CC 1705287-1705288
☒	DEP	17680	442.66	7/31/17	MSF-CC 1705289-1705293
☒	DEP	17681	31,460.15	7/31/17	MSF-ACH 1705298-1705439
☒	DEP	17683	350.00	7/31/17	CASH 1705117-1705117
☒	DEP	17684	782.80	7/31/17	MSF-CC 1705442-1705445
☒	DEP	17685	8,030.00	7/31/17	MSF-ACH 1705446-1705486
☒	DEP	17686	454.23	7/31/17	MSF-CC 1705488-1705489
☒	DEP	17687	1,008.00	7/31/17	MSF-ACH 1705490-1705493

NOTE: If you void a check or receipt in a later posting period than it was made, the edit will not be reflected until the edit period is reconciled. For example, if I am working in period 11 but voided a check in period 12, the check will still show in my period 11 bank recon window until period 12.

That's why it is best to make corrections via the bank reconciliation window. TES Support can help you with this issue.

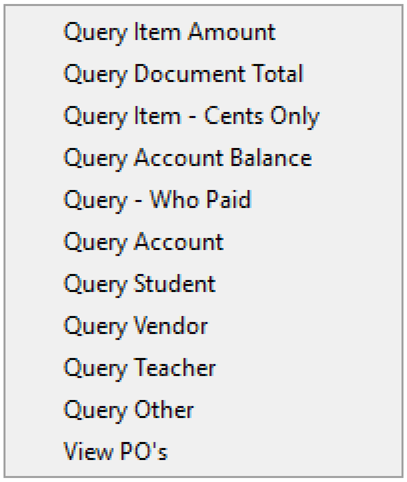
Make Changes via the Bank Recon Screen

Important TIP: When making changes such as Editing Deposits or Receipts, Creating Journal Entries, etc. to reconcile your books with your bank statement, go to your Receipts, Deposits, Checks, or the General Journal via the Bank Recon screen. This will mark the changes in the same period you are working in. That way they will surely show in the records you are working. [It is much easier than changing the posting period and changing it back to make a correction in the correct posting period.]

Query Information

There is a more robust Query search from the home screen.

Query>


Query Item Amount
Query Document Total
Query Item - Cents Only
Query Account Balance
Query - Who Paid
Query Account
Query Student
Query Vendor
Query Teacher
Query Other
View PO's

You may need to query in a variety of ways before you find the source of your error.

Click HERE for some bank recon advice from our Help Center.

Exporting to External Accounting System (MySchoolReceipts Only)

File>End of Month>Export Changes to External System

Some MySchoolReceipts software users export their receivable account changes to an external accounting system. These schools export their deposits but also should export at the end of each month to reflect any changes/edits to receipts.

This routine exports the transactions that were not part of a deposit. This includes Void and Replace (edits) General Journal entries, Class Change, etc. This routine should be run after all the deposits have been processed.

Make Deposits, Export all Deposits as usual, run **File>End of Month>Export Changes to External System**

Process (button) to reflect changes to receipts, deposits, and/or journal entries to the external system.

Like exporting deposits: **Generate Journal Entry (Step #1), Export Journal Entry (Step #2), Export to File**, and **Save**. Export is Complete, **OK**.

Open your external accounting system to Import the exported file and reflect all changes made to receipts, deposits, journal entries.

Click HERE to view a tutorial with screenshots on Exporting Data to an External Accounting System.

Printing Reports

These reports are listed in detail under the Periodic Processes - Reports section.

Click this LINK to view detailed instruction:

- Registers
- Financial Statements
- Administration Reports
- Lists

Teacher Web Query

An alternative to printing reports for Teachers.

This system was created over a decade ago to eliminate the need for the financial secretary or bookkeeper to print reports to teachers, coaches or administrators. Instead, other school staff can access the information they need per the permission settings assigned to each by the financial manager at the school.

"Teacher Web Query" provides a simple and easy-to-manage method of allowing teachers, sponsors, coaches and administrators access to information on the internal web in the school. The process uses a small, secure web service that runs on the secretary's computer or another computer that has access to the accounting database. Teachers, sponsors, coaches and administrators can use their web browser (i.e. Internet Explorer, Chrome, or Firefox) to query their account balances and access other helpful budget information from their classroom laptops. Parameters of what may be viewed by a specific staff member are determined by the MySchoolAccounting defined Manager in the Security settings of the program.

The teachers cannot access other data on the secretary's computer.

Click HERE to view information regarding Teacher Web Query and download the 8 page setup and user document.

MyDistrictSummary

MyDistrictSummary allows districts to automatically summarize data from all their schools into a consolidated data set. The benefits of such a system are: consolidation, rollups, and totaling which are handled by the software system saving many clerical hours.

There is a 1099 Reporting System and a State and District Financial Reporting system.

MyDistrictSummary 1099

The use of a consolidated district database for school payments to 1099 vendors greatly simplifies the 1099 processing. Schools transmit their 1099 data via the district network and then district personnel process the consolidated information.

State and District Financial Reporting

The school transmits a summary of their financial data to the MyDistrictSummary server. The data is consolidated and made available in a variety of formats for reporting to the District, State and Federal authorities.

Periodic Processes

Updating Software

Periodically schools should update their software to the newest version of MySchoolAccounitng (or MySchoolReceipts) by visiting the TES Software website at https://tessoftware.com/downloads page. All TES clients have access to the password required.

Simply click on the Download link to download the latest version and run an update. All computers at the school must exit the MySchoolAccounting or MySchoolReceipts program while the primary computer is begin updated. The software must be closed for the update to install on the computer. Any peer/remote (receipt secretary) computers should also be updated (if applicable). All computers at a school must be using the same version to operate properly. After the update, the primary computer's software must be opened first, followed by the peer/remote computer(s).

We suggest checking the website every month to be up to date on the newest improvements. An email will be sent out to clients for critical updates to the software.

Pre-Registration

What is Pre-Registration?

Pre-Registration is an exciting addition to the tools available to the secretary using either MySchoolAccounting (MSA) or MySchoolReceipts (MSR) to take payments BEFORE the end of the fiscal year and have those payments show in the student control sheet and other documents in the NEXT fiscal year.

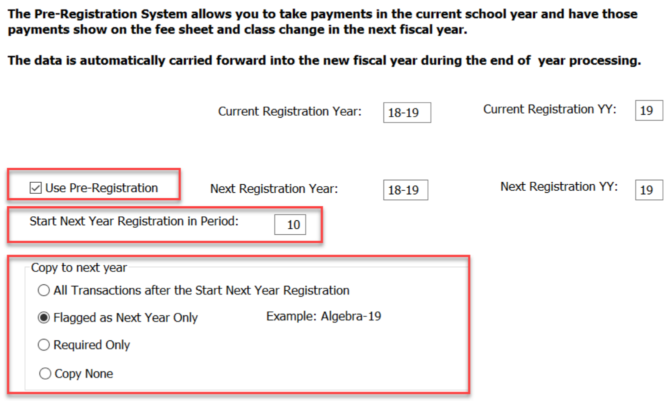
When would this system be used?   Here are a few examples:

- The end of the fiscal year doesn't match the end of the school year.   In Alabama the fiscal year begins on October 1. This system will allow payments accepted in July, Aug, and Sept to reflect in the Next fiscal year, so the secretary is viewing the transactions for the school year.
- Students need to pay for Uniforms, Cheer Outfits, Participation Fees or any other item for the next school year in the current year.
- An Elementary school can collect fees for the next school year during their April Parent nights and those payments will reflect in the next year's records.
- Use your imagination! This feature can save you time and effort.

Click HERE to access the Pre-Registration Process documentation in its entirety.

How to Use the Pre-Registration System

File> Manager> System Definition> Pre-Registration



The Pre-Registration System allows you to take payments in the current school year and have those payments show on the fee sheet and class change in the next fiscal year.

The data is automatically carried forward into the new fiscal year during the end of year processing.

Current Registration Year: 18-19
Current Registration YY: 19

☑ Use Pre-Registration
Next Registration Year: 18-19
Next Registration YY: 19

Start Next Year Registration in Period: 10

Copy to next year
○ All Transactions after the Start Next Year Registration
● Flagged as Next Year Only   Example: Algebra-19
○ Required Only
○ Copy None

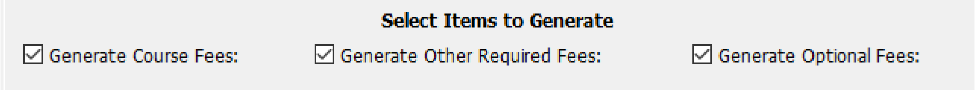
Use Pre-Registration: Check this item (box) if you plan to use the pre-registration system.

Start Next Year PreReg in Period: Enter the period to start pre-registration.

Generate PreRegistration Fee Sheets:

Receipts> Define/Generate Student Fee Sheet> Generate Student Fee Sheet

You can choose to generate only the fees you wish to collect before next year's registration. You decide which to generate by checking the appropriate fee sheet.



Select Items to Generate

☑ Generate Course Fees: ☑ Generate Other Required Fees: ☑ Generate Optional Fees:

NOTE: There is no partial month setting. Once the PreReg Period is set and fees are generated, the fee sheets used to generate for next year will populate. Wait to set this if you plan to begin mid-month, for example. If the fee sheet does not populate what you intended, you can make changes and generate your fee sheets again. Only the last one generated will be used. If you use MySchoolFees.com, don't forget to copy to the fees to the web.

Copy to next year:

We recommend that "Flagged as Next Year Only" is the best option.

Options:

- **All transactions after Start of Next Year Registration:** This will copy all STUDENT transactions in period 10-12 (in our example) to the next year. This will include Spring payments for yearbooks etc. It works but may create some clutter.
- **Flagged as Next Year Only:** This will copy ONLY those STUDENT transactions in period 10-12 to the new year that are flagged with the -19 Suffix.
- **Required Only:** This will copy ONLY those STUDENT transactions in period 10-12 to the new year that are flagged with the -19 Suffix AND are required fees.
- **Copy None:** Better to just turn off pre-registration

Registration

To prepare for Registration and its high volume of receipting, Fee Sheets should be revised to reflect fee changes, course numbers, etc. The process to clean up the students in the system should be run, and a refresher on on-site registration recommendations from TES is also helpful.

To watch the TES **Creating Fee Sheets_Preparing for Registration** webinar click HERE.

To watch the TES **MyWeb_Remote Receipts_Preparing for Registration** webinar click HERE.

Arena/on-site registration recommendations:

- Install your Remote Receipts 2-5 days before registration (or more)
- Setup and test at least 24 hours before registration

- Have the line wait at least 5 feet in from the fee station
- Use laptops if possible (batteries will help if a power cord gets unplugged)
- Tape down cords
- Credit card stations MUST have internet (Paywire Ingenico)
- Configure an extra laptop in case one stops working during registration
- Test everything: run a receipt, run a credit card transaction/receipt, print a receipt
- Have a practice session with volunteers
- The finance secretary should be free to assist at any station when needed

Remote Registration Fee Collection – RemoteReceipts

MyWebReceipts was retired in 2019.

Paywire Ingenico IPP320 Remote Card Reader Use at Registration

With the **Paywire Ingenico card reader** and Remote Receipts, ALL credit card transactions at ALL stations AND the primary computer are mingled into one credit card batch to be settled at the end of the day. This is a different process than has been the case before July 2017. (Before the Ingenico use, laptops had to be hard-wired for credit card processing and batches were settled from the remote station.)

REQUIREMENTS: Windows 7 or 10 must be used. The laptops must have all current Microsoft patches/updates. The primary secretary must have administrative rights on the laptop. The laptop must have an internet connection. To use the Ingenico card reader the card reader software must be installed. The setup wizards for the stations are located at https://tessoftware.com on the Downloads page.

Remote Receipts

Remote>Remote Receipts

Remote Receipts is a process of using laptops as receipting stations by creating an installation USB/flash/thumb drive and installing it on individual laptops. Each laptop workstation must be defined. Watch the video or download the slides for step-by-step directions. At the end of the shift the receipts are exported from the station onto a flash drive via an Excel spreadsheet and imported into the primary computer for deposit. It is recommended that each station/shift be reconciled before import into the primary computer.

If the **Paywire/TSYS Ingenico card reader** is used ALL credit card transactions at ALL stations AND the primary computer are mingled into one credit card batch to be settled at the end of the day. This is a different process than has been the case prior to July 2017. (Prior to the Ingenico use, laptops had to be hard-wired for credit card processing and batches were settled from the remote station.)

Create/Revise Student Fee Sheets

The same directions apply as noted previously in the **Getting Started (System Setup) Creating Fees and Fee Sheets** section. A video recording and slides may be viewed from this LINK.

You will have less new items to create, but may need to make changes to fee amounts, course numbers (as necessary), and perhaps remove some fees.

NOTE: You will NOT, however, remove accounts at this time (unless they have NOT yet been used in a transaction this fiscal year.) Cleaning up your books is addressed in the End of Fiscal Year – Periodic Processes section.

Decide What's Right for Your School Situation:

If you're a new school, talk to our staff to see which is best for you. If your school has no required fees or only public fees, you may decide to use the Generic Fee Sheet with generic sub-groups. If you are a secondary school with lots of course and required fees, you will likely best benefit from using a Student-specific Fee Sheet.

Generic Fees

Receipts>Define Generic Fee Sheet

Insert, Edit (Change), or Delete fees in the generic fee sheet according to the directions above in the System Setup section. Add, edit or delete generic fee sub-groups.

For Example, A group may be made with only optional fees for Band with optional fees for that category. That way if a student wants to purchase optional fees for Band, you can click on the Band box in the Fee Sheet and easily find all the optional fees associated with that class, sport, etc. that a student would like to pay. You decide what groups make your job easier.

NOTE: Whether you use Generic Fees Only or a Student-specific Fee Sheet, you will want to Import Students from your student information system (SIS) in order to receipt them. Receipts require a Master File to receipt a Student, Vendor, Teacher or Other. You have the ability to enter a Master File manually, however, Importing provides the most accurate information (and is much more efficient.) At this time, only Student records may be imported.

REMEMBER: Use the Tab key to navigate through fields. When you're done creating your fees in the fee sheet, simply close the Fee window. Your fees will be saved in the sheet.

Follow the Steps Described Previously in the Setup Portion of this document to:

1. Import Students from your student record system

Student Schedule-Based/Grade-Based Fee Sheets (Steps 2-7 are for Student Fee Sheets Only)

2. Run -Generate Compressed BGL and Student File
3. Create or Edit – Define Required Courses (Fee Sheet)
4. Create or Edit - Other Required Items (Fee Sheet)
5. Create or Edit - Optional Registration Items (Fee Sheet)
6. Run – Generate Student Fee Sheet

NOTE: Be sure and verify with your Registrar that the course numbers are correct, and make any necessary changes to the course section in your Required Courses Fee Sheet.

7. Print Parent Fee Sheets (Optional) The Parent Fee Sheet is a great way to inform the student and parent of their student ID number and what fees (Required and Optional Items) are due.
    a. This sheet may also include a message from the school on how to pay fees. It may exclude optional fees, if you desire, print the school header, and other available options.

b. This letter is configured to be placed in a windowed envelope for mailing. It displays: To the Parent of (student name), address, student ID, Grade, and fees owed.

Define Required Courses

Receipts>Define/Generate Student Fee Sheet>Define Required Courses

Click on the Insert button at the bottom right side of the screen

Insert Course Name>Click to add tax (if appropriate)>enter in price>enter in course number
Tab over to next section to "Account Name"   a pop-up screen will appear with the account numbers. Type the name of the account, and choose the appropriate account to charge, and click on the SELECT button.

TIP: Be sure and verify with your Registrar that the course numbers are correct, and make any necessary changes to Course sections.

Define Other Required Items

Receipts>Define/Generate Student Fee Sheet>Define Other Required Items

Click on the Insert button at the bottom right side of the screen.

Enter the Start Grade and End Grade to specify the grade who is required to pay for this fee.
Enter the Description, Price, whether the fee is taxed, and which account the funds will be credited to. These fees are required but not associated with a course. Rather, they are assigned by grade level. If it is for just one grade, enter the same grade in the Start and End field.
They will all show an "R" in the Required column.

Other Optional Registration Items:

Receipts>Define/Generate Student Fee Sheet>Define Optional Registration Items

Click on the Insert button at the bottom right side of this screen.
Enter the Start Grade and End Grade to specify the grade who may pay for this fee.
Example: Start, 11 End, 12 Description, Driver's Ed (If for only one grade, start and end grade would be the same.)
Insert Description>Click in box to add tax, if appropriate>enter amount of item
Tab over to the next section and a new pop-up window will appear with the account numbers. Start typing the name of the account, and highlight the appropriate account to credit, and click on the SELECT button. (You may also double click on the account to select.)

Connect Fees to Students

Receipts>Define/Generate Student Fee Sheet>Generate Student Fee Sheet

After you have Imported Students from your Student Record System, run
Generate Compressed BGL and Student File,
Defined Required Courses, Other Required Items, and Optional Registration Items (3 fee sheets)

You will Generate the Student Fee Sheet to put all the student information (grade, course fees, optional fees) together to create a student-specific fee sheet just for the student/parent to pay.

When generating the student fee sheet, you may choose the Student Record System at the top, if you have not done so previously. You also have options (boxes) to select at the bottom. Process Import when ready.

During busy times, such as registration, you may want to do Import Students and generate fee sheets daily or even twice a day.

Parent Fee Sheet

Receipts>Define/Generate Student Fee Sheet/Print Parent Fee Sheet
Select the options that apply to your school and desires.
Click the "PRINT SELECTED" button at the bottom
This sheet may also include a message from the school on how to pay fees. It may exclude optional fees, if you desire, print the school header, and other available options.

This letter is configured to be placed in a windowed envelope for mailing. It displays: To the Parent of (student name), address, student ID, Grade, and fees owed.

TIP: Once the Required fees have been associated with the student's schedule, a Parent Letter can be created to mail home to the parents notifying them of their school fees, Student ID, etc.

Student Deposit/Holding Accounts

Explanation

How to setup

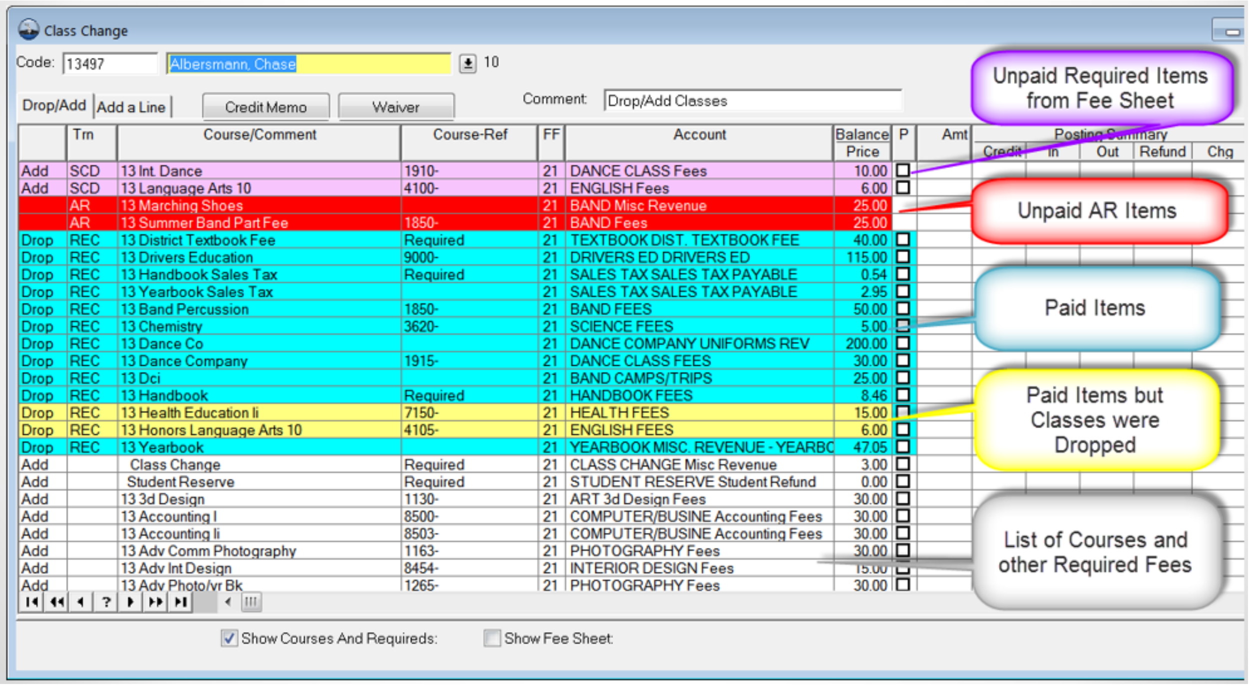
How and Where to use

Class Change

AR>AR Class Change

After registration when the students have mostly stopped switching their schedules, the Class Change module is used to move the funds a student has paid from a dropped class to be applied to another class fee, lunch payment, etc. This system is used for Schedule-based and/or Required fees.

- A Student Import must be done for the most current schedule information to be reflected in the MSA system.
- Scan the Student Control Center for isolated, unpaid fees.
- Begin entering a student name in the field or use the arrow down button to find the student in the master file by highlighting and clicking Select.
- If a class fee has been paid and the class dropped, the fee will be shown in yellow. If a required fee has not been paid (a class was added) it will show as purple. Unpaid AR Items will show red and other paid items will show as blue.


Class Change
Drop/Add
Add a Line
Credit Memo
Waiver
Unpaid Required Items from Fee Sheet
Unpaid AR Items
Paid Items
Paid Items but Classes were Dropped
List of Courses and other Required Fees

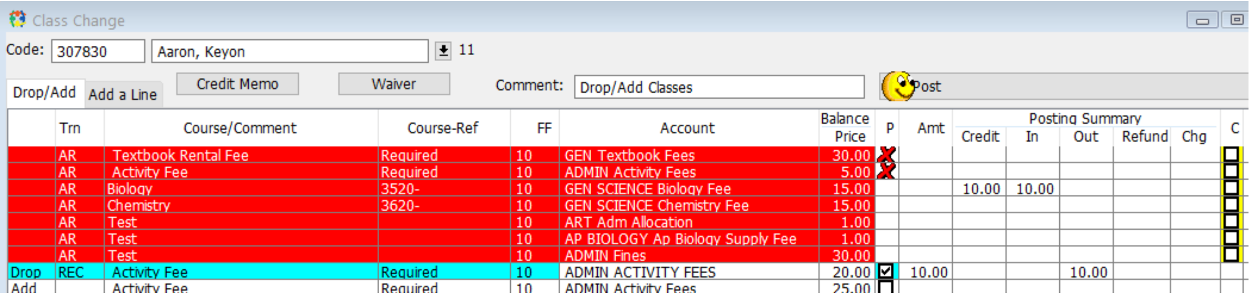
Code: 13497 Albersmann, Chase 10

Comment: Drop/Add Classes

	Trn	Course/Comment	Course-Ref	FF	Account	Balance Price	P	Amt	Posting Summary Credit	In	Out	Refund	Chg
Add	SCD	13 Int. Dance	1910-	21	DANCE CLASS Fees	10.00	☐						
Add	SCD	13 Language Arts 10	4100-	21	ENGLISH Fees	6.00	☐						
	AR	13 Marching Shoes		21	BAND Misc Revenue	25.00							
	AR	13 Summer Band Part Fee	1850-	21	BAND Fees	25.00							
Drop	REC	13 District Textbook Fee	Required	21	TEXTBOOK DIST. TEXTBOOK FEE	40.00	☐						
Drop	REC	13 Drivers Education	9000-	21	DRIVERS ED DRIVERS ED	115.00	☐						
Drop	REC	13 Handbook Sales Tax	Required	21	SALES TAX SALES TAX PAYABLE	0.54	☐						
Drop	REC	13 Yearbook Sales Tax		21	SALES TAX SALES TAX PAYABLE	2.95	☐						
Drop	REC	13 Band Percussion	1850-	21	BAND FEES	50.00	☐						
Drop	REC	13 Chemistry	3620-	21	SCIENCE FEES	5.00	☐						
Drop	REC	13 Dance Co		21	DANCE COMPANY UNIFORMS REV	200.00	☐						
Drop	REC	13 Dance Company	1915-	21	DANCE CLASS FEES	30.00	☐						
Drop	REC	13 Dci		21	BAND CAMPS/TRIPS	25.00	☐						
Drop	REC	13 Handbook	Required	21	HANDBOOK FEES	8.46	☐						
Drop	REC	13 Health Education Ii	7150-	21	HEALTH FEES	15.00	☐						
Drop	REC	13 Honors Language Arts 10	4105-	21	ENGLISH FEES	6.00	☐						
Drop	REC	13 Yearbook		21	YEARBOOK MISC. REVENUE - YEARBC	47.05	☐						
Add		Class Change	Required	21	CLASS CHANGE Misc Revenue	3.00	☐						
Add		Student Reserve	Required	21	STUDENT RESERVE Student Refund	0.00	☐						
Add		13 3d Design	1130-	21	ART 3d Design Fees	30.00	☐						
Add		13 Accounting I	8500-	21	COMPUTER/BUSINE Accounting Fees	30.00	☐						
Add		13 Accounting Ii	8503-	21	COMPUTER/BUSINE Accounting Fees	30.00	☐						
Add		13 Adv Comm Photography	1163-	21	PHOTOGRAPHY Fees	30.00	☐						
Add		13 Adv Int Design	8454-	21	INTERIOR DESIGN Fees	15.00	☐						
Add		13 Adv Photo/yr Bk	1265-	21	PHOTOGRAPHY Fees	30.00	☐						

☑ Show Courses And Requireds: ☐ Show Fee Sheet:

- Click in the **P** column for Dropped (yellow) and Added (purple) fees. **Post**. The fees paid for dropped classes will be applied towards fees due for added class fees. An automatic journal entry is made and reflected in the student's control center records.
- If only added classes are shown, the **P** box checked will create a charge/AR item.
- If only a dropped class is shown and the **P** box is checked, the system will create a Refund amount to be placed in the AP check run, or apply the funds to any accounts receivables (Ars) due.
- If your student records are not up to date but you know a student has dropped a class, you may select a paid (blue) item to move funds.
- To move only partial fund (student moves mid-year and you intend to refund a partial fee) click the **P** box and double click in the Amt column to enter the amount to move.
- When Ars are due you may choose to select which AR you would like fund to be moved. For example, a student dropped a class and would like the money applied to Biology instead of an Activity Fee. Since the Ars are listed alphabetically, you may click the P column for the AR fees before Biology to be skipped. A red ☒ will show on the line for the fee to be exempted temporarily. It will remain an AR but the funds will be applied to the Biology in this example.



Code: 307830 Aaron, Keyon 11

Comment: Drop/Add Classes

	Trn	Course/Comment	Course-Ref	FF	Account	Balance Price	P	Amt	Posting Summary Credit	In	Out	Refund	Chg	C
	AR	Textbook Rental Fee	Required	10	GEN Textbook Fees	30.00	☒							☐
	AR	Activity Fee	Required	10	ADMIN Activity Fees	5.00	☒							☐
	AR	Biology	3520-	10	GEN SCIENCE Biology Fee	15.00			10.00	10.00				☐
	AR	Chemistry	3620-	10	GEN SCIENCE Chemistry Fee	15.00								☐
	AR	Test		10	ART Adm Allocation	1.00								☐
	AR	Test		10	AP BIOLOGY Ap Biology Supply Fee	1.00								☐
	AR	Test		10	ADMIN Fines	30.00								☐
Drop	REC	Activity Fee	Required	10	ADMIN ACTIVITY FEES	20.00	☑	10.00			10.00			
Add		Activity Fee	Required	10	ADMIN Activity Fees	25.00	☐							

NOTE: The **Total Credits** and **Possible Refunds** at the bottom of the Class Change screen help to monitor the student's account. If a refund is done via a new check rather than through the Class Change system, the student could show a Possible Refund, when a refund may have already been paid. The bookkeeper should look at the student's control center before assuming a student has money due, solely from this field.

NOTE for ALABAMA Schools ONLY: Only generate student fees BEFORE October 1st. Once you have moved to the new fiscal year you should NEVER regenerate student fees.)

Export Changes to External Accounting System (For MySchoolReceipts ONLY)

File>End of Month>Export Changes to External System

This routine exports the transactions that were not part of a deposit. This includes Void and Replace (edits) General Journal entries, Class Change, etc. This routine should be run after all the deposits have been processed.

Make Deposits, Export all Deposits as usual, run **File>End of Month>Export Changes to External System**

Process (button) to reflect changes to receipts, deposits, and/or journal entries to the external system.

Like exporting deposits: Generate Journal Entry (Step #1), Export Journal Entry (Step #2), Export to File, and Save. Export is Complete, OK.

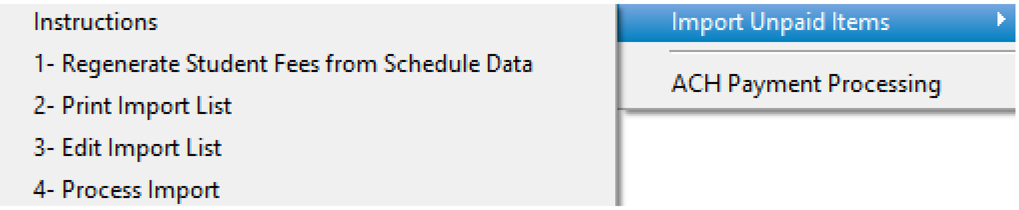
Open your external accounting system to Import the exported file.

Moving Unpaid Fees to Accounts Receivables

A.R.>Import Unpaid Items

After registration when students have finished switching schedules and you have finished using your Class Change system to move funds to their appropriate place, it's time to roll your unpaid required fees into your accounts receivables. This is usually run about a month after school starts.

Always make a backup from your TES System before any critical action is done (such as this) and follow the steps:



Instructions:

This process will move the unpaid schedule-based fees to Accounts Receivables. If you are not using schedule-based fees, you cannot use this process.

Step 1: Update the Schedules - Execute the process to generate your schedule based fee sheets. This will update all unpaid fee sheets.

- Select the Student Information System your district uses (Skyward SQL, Power School SQL, etc.) and choose the appropriate boxes on the bottom left. Most schools will use the default settings.
- **Process Import** to import/update the student schedules.

Step 2: Print the Import List – This list will show the fees that will be imported.

- Review the list of unpaid fees to find fees that need to be edited such as students who are no longer at your school, qualified for fee waivers, etc. After you have identified fees that may need to be removed and made notes, go to step 3.

Step 3: Edit the Import List. – You can delete any questionable fees so it will not import.

- Scroll through the Student list by using the Code (student ID) or Name. The default is by Name alphabetically, but the Code or Gr (grade) header may be clicked to sort numerically. The student's associated fees are listed on the right. A Required Fee may be highlighted and Deleted as deemed appropriate. The VCR buttons ⏮ ⏪ ◀ ? ▶ ⏩ ⏭ below the Student section may also be used to navigate the system to search for a student. Click **OK** when finished.

Step 4: Process the Import – This process will import the fees as AR items.

- This routine will import the unpaid fees into Accounts Receivable. This will import a large amount of data so be sure you know what you are doing before you run this procedure.
- Make a backup. It is vital that you make a backup so you can restore the system if the import has problems. Review the outstanding fee list to make sure the fees you wish to import are listed.
- Press **Go** to process the import. After the process is complete, all the unpaid required items will show as Accounts Receivables in the system and in the student's control center.

AR Statements are now available to print and send to students/parents who have not paid the required fees. **AR>AR Reports> AR Statements**.

Teacher Web Receipts

MyWeb>MyWebReceipts

Teacher Web Receipts is Web Receipts used by teachers or anyone else the finance secretary assigns. The teacher is assigned only the Activity or Accounts you wish them to have the ability to receipt. The finance secretary uses the Security User setting to assign the teacher a user name, password, and level of receipting ability. The teacher uses their computer to accept and receipt payments which are then imported from their primary computer service into their system. The teacher's cash/check is balanced with the receipts they have created. This is just like registration collection stations but can be done from the classroom. Chromebooks may be used for WebReceipts (unlike Remote Receipts) since they are simply a web-based program.

This LINK will take you to the MyWebReceipts instructions.

Collecting Remote Fines

Remote>Remote Fines

Remote Fines is an easy way for a Librarian or any school staff to collect fines from students.

Go to Remote> Remote Fines> Set-up and run the steps: 1, 2, 3, 4 from the Set-up menu.

Step #1 is used to build the Remote Student File used for remote fines.

Step #2 copies the chart of accounts into the remote fines program.

Step #3 is used to set up the users/teachers who will have access to the remote fine program.

Step #4 installs the remote fines program into a shared folder on the server.

Setup Step #1: Network Technician

- Create a folder on a server that is accessible to all teachers and the finance secretary.
- Grant read, write, file-scan, create and execute rights to all teachers and the finance secretary.
- Add a mapping (net use) to this folder to all teacher's startup script. (We can use a UNC path but a mapped drive is easier to troubleshoot.)
- Provide both the drive mapping and the full UNC path to the finance secretary.

Setup Step #2: Finance Secretary Select Accounts

File>Chart of Accounts>Quick Enter Accounts

Check the **Rem Fines** (Remote Fines) box below the Category header for accounts you'd like to be included in the Remote Fines system.

Setup Step #3: Finance Secretary Creates Remote Student File

Remote>Remote Fines>Setup>Create RR Student File

This routine reads the student Master File and creates the files used by Remote Fines. **Update Master RrMst** updates the remote file in your data folder. You can then later copy files to the Remote Fines folder. The **Update Remote Fine RrMst** selection is used to directly update the student file in the Remote Fines folder. This can be used while teachers are entering fines.

Click **Start** after your selection is made.

Setup Step #4: Finance Secretary Creates Remote Account

Remote>Remote Fines>Setup>Create RR BGL File

Library Fines

Remote>Remote Fines>Library-Fines

Setup is the same as for other Remote Fines. Run steps 1, 2, 3, 4. Library Fines is an easy way for a Librarian or any school staff to collect fines from students.

Reports

Your district will dictate which reports they would like you to run each month. This section explains how to run the reports you may need/desire.

From the home screen go to **Reports>**

Registers

Reports>Registers

Registers available: **Check, Receipt, Deposit, General Journal, Purchase Order, Export**, and **Export Detail.**

Other options are **Check Outstanding Only, Debit Card, Revenue Summary, Open AP Invoices** and **Open PO's Only**. **Summary Only** for Checks and Receipts, **Print Preview** (default) and an **Export to Excel** options may be selected.

You may print by Document, Period, Date, and Student Start and End.

Financial Statements

Reports>Financial Statements

Balance Sheets

Balance Sheets are useful for many purposes. They are helpful when wanting to view the current status of all accounts and activities. Year to Date (YTD) is generally used.

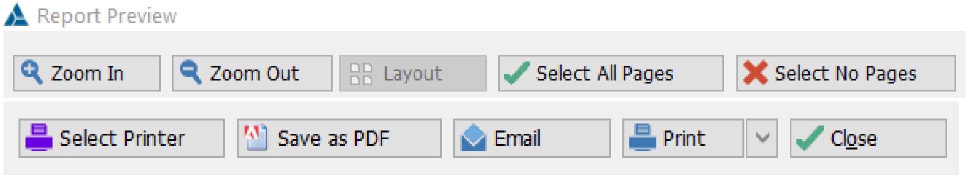
This report is often used by auditors in conjunction with the Income and Expenditure Reports.

It is particularly helpful when your school's system is out of balance [Assets = Liability + Equity]

It is helpful after a year is closed to locate End of Year balances to compare to beginning balances of a new fiscal year.

MTD is sometimes used to see how much has changed in a period, however the Void and Replace function to edit receipts and checks can give the Month to Date odd looking detail.

- Select the Period (current posting period is the default) and choose to sort by Activity, Account, Category by DbCr (Debit/Credit) MTD or YTD. You may also choose Cash Only (No Encumbrance) for End of Month or End of Year.
- Print Preview is the default. Use the Report Preview printing options to print.



- The One Location box in the lower left side of the Financial Balance Sheet Control window is used for states which use a Location instead of a cost center (such as Montana) to differentiate and combine their school data. The Location is defined in the System Definitions, Account Definitions page.

Trial Balance

Auditors often want to see the Trial Balance Report. The Trial Balance shows in Debit and Credit form with the final page demonstrating the Debit and Credit totals (which should be the same to balance.) This report is an accounting tool, not a management tool (such as the Principal or Sponsor’s report).

Income\Expenditure Reports

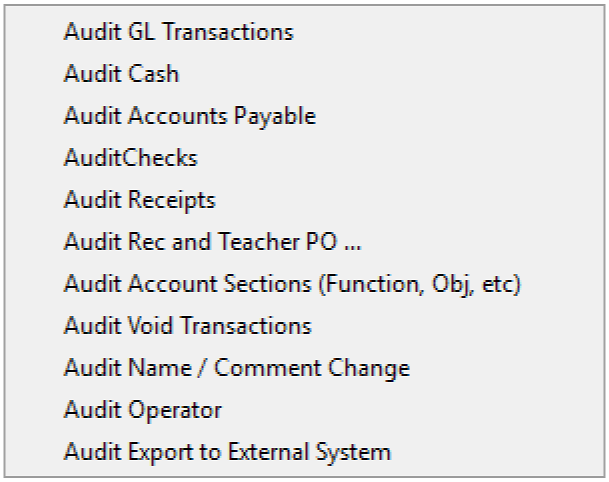
These reports are often used by auditors to look at the accounting system in its true fund-accounting mode. The Income and Expenditures are shown by summary and then by individual Functions. The last page shows totals for Income, Expenditure, Transfer, Encumbrance, and the Budget Balance.

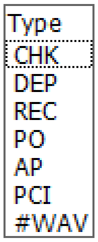
NOTE: The Balance Sheet and Income and Expenditure Reports are needed to have a full financial understanding on a school’s financial health.

Audit Reports

Reports>Audit Reports

A variety of reports created for auditors to review detail in a variety of ways/views.


Audit GL Transactions
Audit Cash
Audit Accounts Payable
AuditChecks
Audit Receipts
Audit Rec and Teacher PO ...
Audit Account Sections (Function, Obj, etc)
Audit Void Transactions
Audit Name / Comment Change
Audit Operator
Audit Export to External System


Type
CHK
DEP
REC
PO
AP
PCI
#WAV

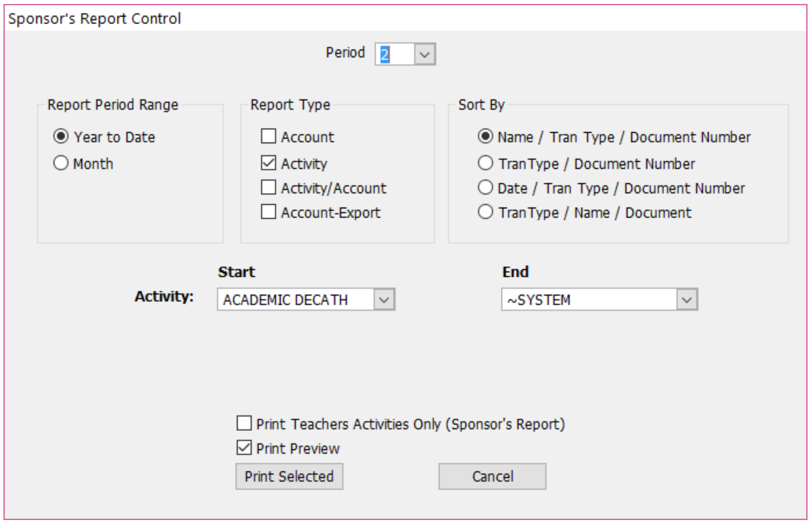
Audit Void Transactions, for example, is helpful to see voided transactions by Type: (shown above)

The Void Transaction Report shows documents’ creation date, void date, operator ID, amount, the IP Address and the reason entered for the change.

Administration Reports (Teacher’s or Principal’s)

Reports>Administration Reports

Sponsor’s Reports, Principal’s Activity Report, and **Approved Fee Reports** are reports created to help managers get the information they need. These are not financial reports.


Sponsor's Report Control

Period: 2

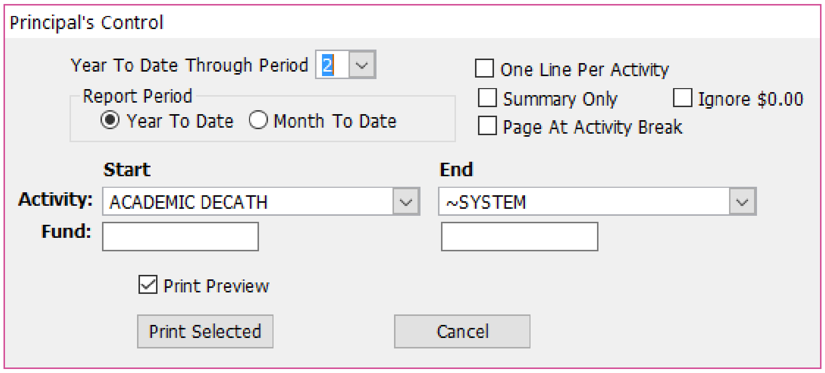
Report Period Range
● Year to Date
○ Month

Report Type
☐ Account
☑ Activity
☐ Activity/Account
☐ Account-Export

Sort By
● Name / Tran Type / Document Number
○ TranType / Document Number
○ Date / Tran Type / Document Number
○ TranType / Name / Document

Activity: Start: ACADEMIC DECATH End: ~SYSTEM

☐ Print Teachers Activities Only (Sponsor's Report)
☑ Print Preview


Principal's Control

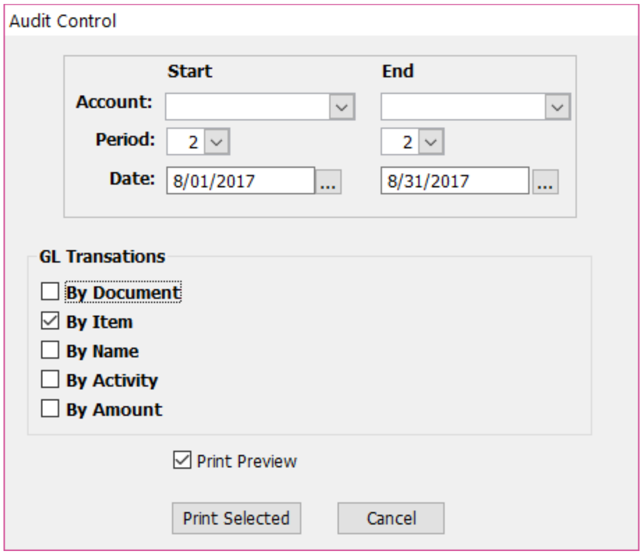
Year To Date Through Period: 2

Report Period
● Year To Date ○ Month To Date

☐ One Line Per Activity
☐ Summary Only ☐ Ignore $0.00
☐ Page At Activity Break

Activity: Start: ACADEMIC DECATH End: ~SYSTEM
Fund:

☑ Print Preview


Audit Control

	Start	End
Account:		
Period:	2	2
Date:	8/01/2017	8/31/2017

GL Transations
☐ By Document
☑ By Item
☐ By Name
☐ By Activity
☐ By Amount

☑ Print Preview

Teacher's Reports

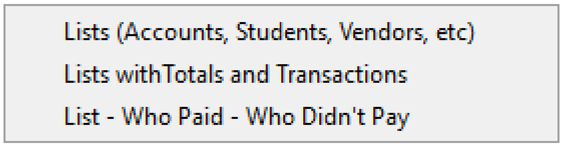
Reports>Teacher's Reports

Teacher's Sponsor's Reports (Same as the Sponsor's Report in Administration Reports shown above.)

Teacher's Activity Report – Very similar to the Principal's Activity Report, with a few variations: Teacher Start and End instead of Activity Fund Start and End. There is also no “One Line Per Activity” and a Subtotal Activity option (box) for the Teacher’s Report.

Lists (Who Paid, Who Didn’t Pay)

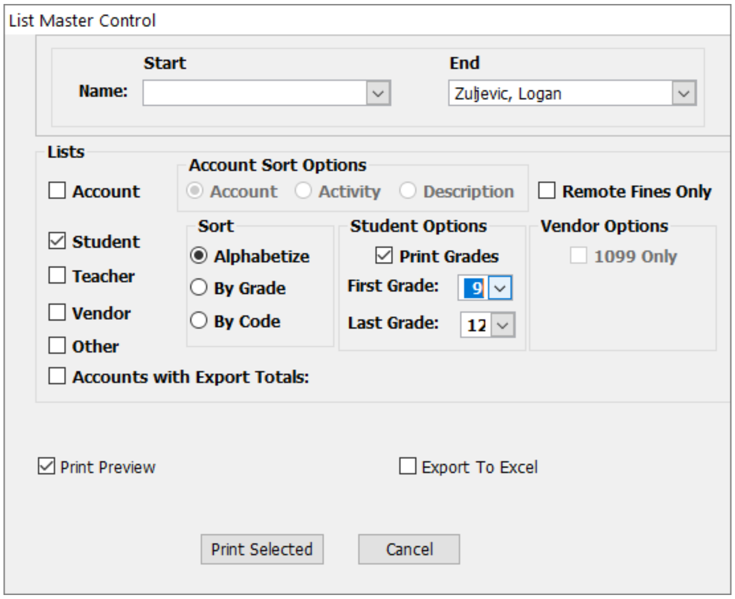
Reports>Lists



Lists (Accounts, Students, Vendors, etc)
Lists withTotals and Transactions
List - Who Paid - Who Didn't Pay

Lists (Accounts, Students, Vendors, etc.)

A helpful way to print lists of Students, Teachers, etc. by grade, name, etc. A variety of options are available including Export to Excel.



List Master Control

Start Name:
End Name: Zuljevic, Logan

Lists
☐ Account
☑ Student
☐ Teacher
☐ Vendor
☐ Other
☐ Accounts with Export Totals:

Account Sort Options
○ Account ○ Activity ○ Description

☐ Remote Fines Only

Sort
● Alphabetize
○ By Grade
○ By Code

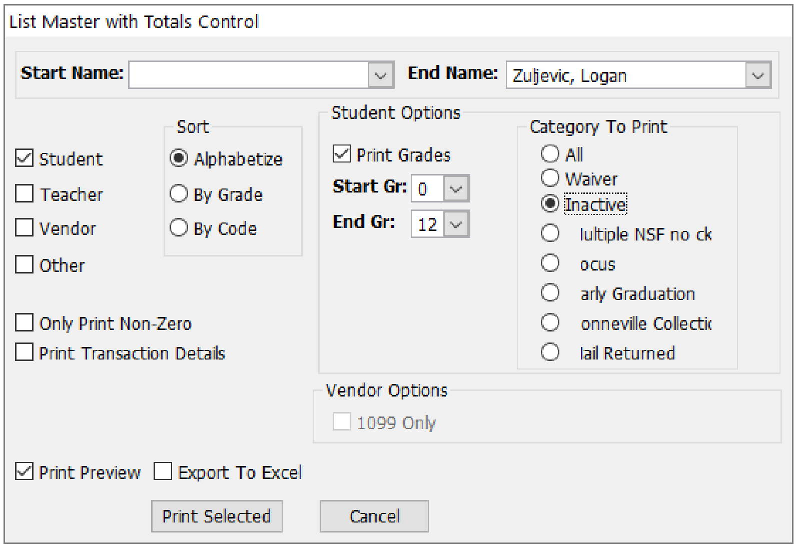
Student Options
☑ Print Grades
First Grade: 9
Last Grade: 12

Vendor Options
☐ 1099 Only

☑ Print Preview
☐ Export To Excel

Lists with Totals and Transactions

There are a variety of uses for this list, for example a list of Inactive Students, Waiver Approved, or Early Graduation.



List Master with Totals Control

Start Name:
End Name: Zuljevic, Logan

☑ Student
☐ Teacher
☐ Vendor
☐ Other

Sort
● Alphabetize
○ By Grade
○ By Code

Student Options
☑ Print Grades
Start Gr: 0
End Gr: 12

Category To Print
○ All
○ Waiver
● Inactive
○ lultiple NSF no ck
○ ocus
○ arly Graduation
○ onneville Collectic
○ lail Returned

☐ Only Print Non-Zero
☐ Print Transaction Details

Vendor Options
☐ 1099 Only

☑ Print Preview ☐ Export To Excel

List – Who Paid - Who Didn't Pay

This report can come in very handy to see who has paid for Yearbook, for example. You may sort by Student Name, Grade/ Student Name, or Homeroom/Student Name. You may select Who Paid or Who Didn't Pay.

NOTE: Keep in mind that this is not tied to a schedule so if you searched by Who Didn't Pay for an Algebra text (for example) anyone (including those not in Algebra) would populate.

Query Reports

Reports>Query Reports

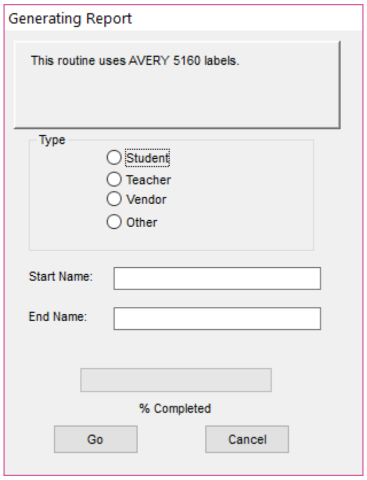
Query Student Control Report

This report will print a batch of Student Statements which shows all financial transactions from the Student Control Center. These may be printed individually from a student's control center also. Be sure to use the Test button or Print Preview before clicking Print Report (one page per student). You may select AR Balance Only.

Labels

Reports>Labels

This is simply an easy way to print your Student, Teacher, Vendor or Others from the Master File onto Avery 5160 (30 per page) mailing labels. The Report Preview displays to print one or all pages. A Start Name, End Name range may be used but it not necessary.


Generating Report

This routine uses AVERY 5160 labels.

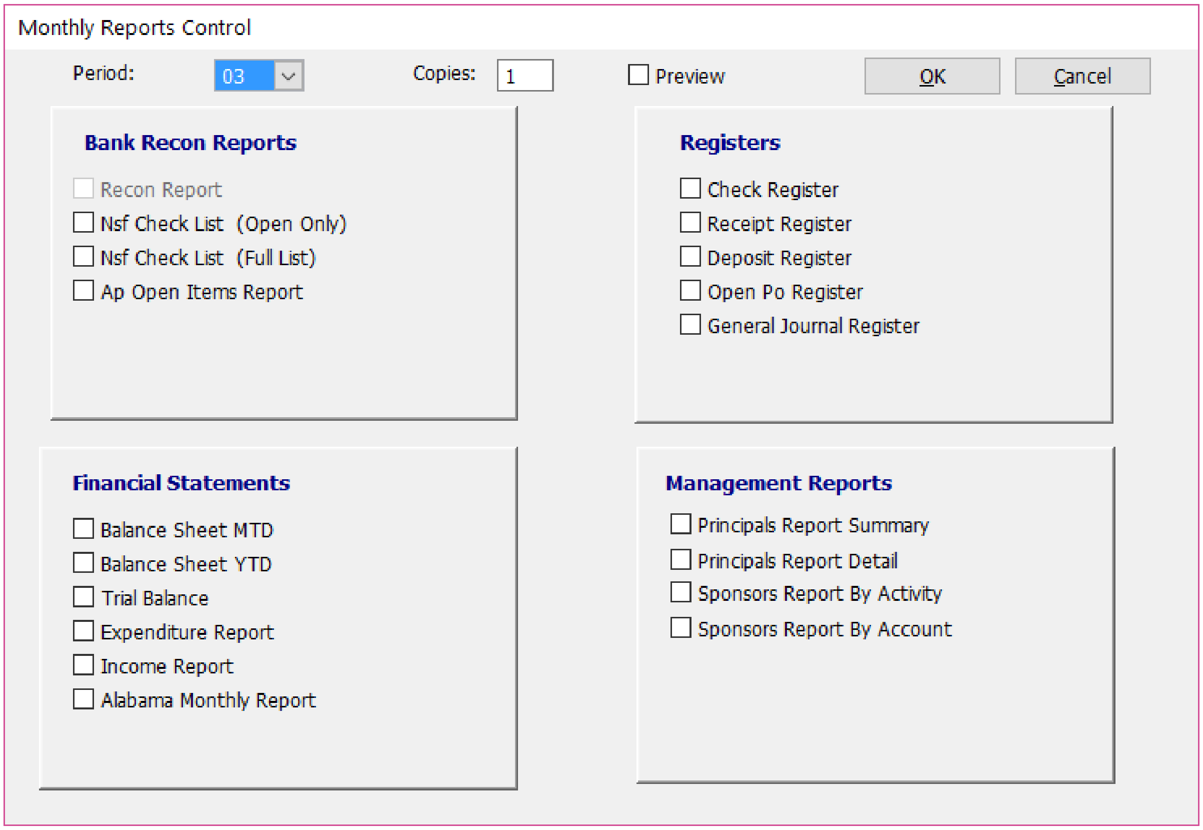
Type
○ Student
○ Teacher
○ Vendor
○ Other
Start Name:
End Name:
% Completed
Go
Cancel

Monthly Reports

Reports>Monthly Reports

There is a wide range of options of Reports to print from this Monthly Reports Control: Bank Reconciliation Reports, Financial Statements, Registers, and Management Reports. Experiment with the reports to find the ones that fulfill your needs. Your district may have a list of reports for you to run each month. This is an easy way to print them all from one location.

NOTE: For your convenience, this Monthly Reports Control also opens when you post your monthly bank reconciliation.


Monthly Reports Control

Period: 03 Copies: 1 ☐ Preview

Bank Recon Reports

☐ Recon Report
☐ Nsf Check List (Open Only)
☐ Nsf Check List (Full List)
☐ Ap Open Items Report

Registers

☐ Check Register
☐ Receipt Register
☐ Deposit Register
☐ Open Po Register
☐ General Journal Register

Financial Statements

☐ Balance Sheet MTD
☐ Balance Sheet YTD
☐ Trial Balance
☐ Expenditure Report
☐ Income Report
☐ Alabama Monthly Report

Management Reports

☐ Principals Report Summary
☐ Principals Report Detail
☐ Sponsors Report By Activity
☐ Sponsors Report By Account

Manager Reports

Reports>Manager Reports

Posting Definitions

A convenient way to print a report of your Posting Definitions by Fund Type, Account Number and Description.

1099 Reports

Reports>1099 Reports

NOTE: For vendors to be included in this report they must meet all three criteria in former fiscal and current fiscal years' books:

1. Must be marked as Vendor in the Master File
2. Must be marked as a 1099 Vendor (box) in the Master File
3. Must have a SSN (Fed ID) in the form (listed in the Master File SSN column)

Corrections must be made in the current year.

Step – 1 Prepare 1099s

Step – 2 Print 1099 / Create Disk

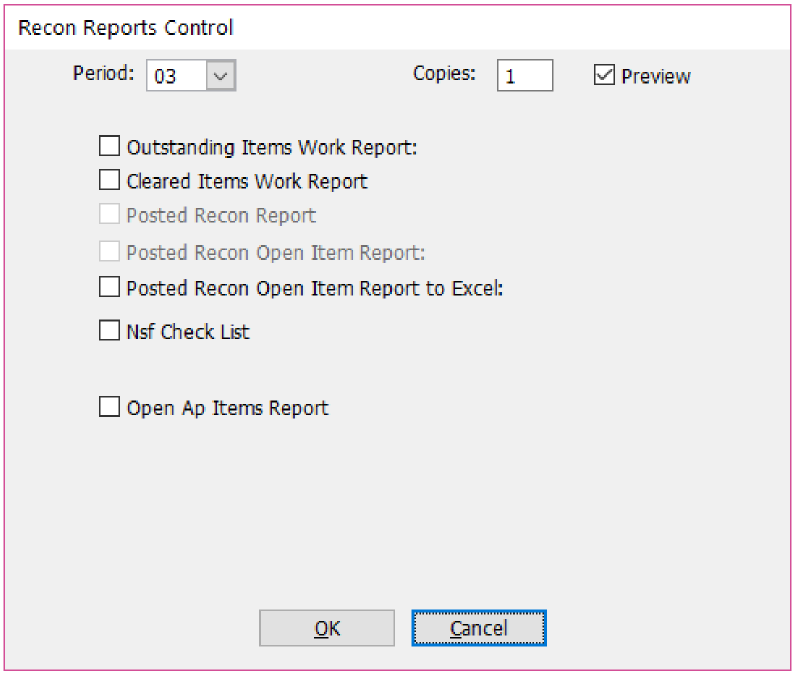
TIP: 1099's may also be created via **File>End of Calendar Year> End of Calendar Year (1099s)>Print/Export 1099 Report.**

NOTE: Since The Calendar Year is spread between two Fiscal Years, a vendor must be in both fiscal year's books with matching federal ID numbers and marked as a 1099 vendor for the entire calendar year totals for a vendor to report.

Recon Reports

Reports>Recon Reports

Recon Reports may be printed by Period.



Recon Reports Control

Period: 03

Copies: 1

☑ Preview

☐ Outstanding Items Work Report:

☐ Cleared Items Work Report

☐ Posted Recon Report

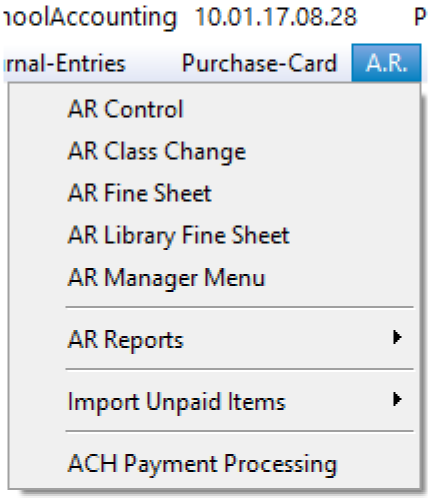
☐ Posted Recon Open Item Report:

☐ Posted Recon Open Item Report to Excel:

☐ Nsf Check List

☐ Open Ap Items Report

AR Reports

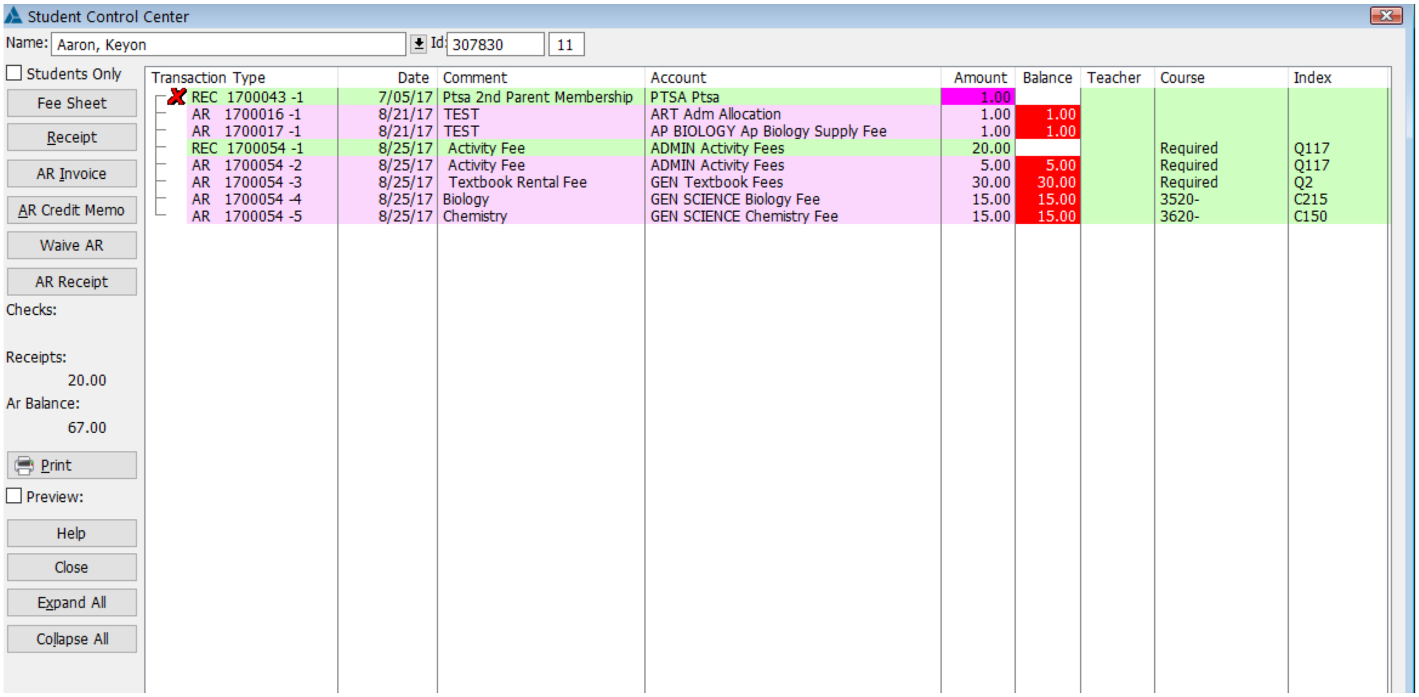


oolAccounting 10.01.17.08.28 P
rnal-Entries
Purchase-Card
A.R.
AR Control
AR Class Change
AR Fine Sheet
AR Library Fine Sheet
AR Manager Menu
AR Reports
Import Unpaid Items
ACH Payment Processing

A.R.>AR Control

This will simply take you to the Student Control Center. The Student Control Center is a one-stop location for a student accounts receivable for an entire fiscal year. Unpaid fees will not show here until they have been changed into an AR amount.

As you can see with the example below, Aaron, Keyon has a receipt from 4/05/17 which was voided, some Ars which total 67.00 and a receipt for 20.00 on 8/25/17.



Name: Aaron, Keyon Id: 307830 11

Checks:

Receipts: 20.00

Ar Balance: 67.00

Transaction Type	Date	Comment	Account	Amount	Balance	Teacher	Course	Index
✗ REC 1700043 -1	7/05/17	Ptsa 2nd Parent Membership	PTSA Ptsa	1.00				
AR 1700016 -1	8/21/17	TEST	ART Adm Allocation	1.00	1.00			
AR 1700017 -1	8/21/17	TEST	AP BIOLOGY Ap Biology Supply Fee	1.00	1.00			
REC 1700054 -1	8/25/17	Activity Fee	ADMIN Activity Fees	20.00			Required	Q117
AR 1700054 -2	8/25/17	Activity Fee	ADMIN Activity Fees	5.00	5.00		Required	Q117
AR 1700054 -3	8/25/17	Textbook Rental Fee	GEN Textbook Fees	30.00	30.00		Required	Q2
AR 1700054 -4	8/25/17	Biology	GEN SCIENCE Biology Fee	15.00	15.00		3520-	C215
AR 1700054 -5	8/25/17	Chemistry	GEN SCIENCE Chemistry Fee	15.00	15.00		3620-	C150

A.R.>AR Fine Sheet

The AR Fine Sheet can be used to add fines for student for a variety of reasons. The Account is selected for the receivable, Comment is entered, a Teacher is selected. The Insert key is used to key in an Amount, tab to populate the comment, tab to select the student from the Master File (add more if necessary) then Post. The AR will now show in the Student Control Center as an AR for that student.

A.R.>Library Fine Sheet

Essentially the same as the AR Fine Sheet except a Librarian would be assigned specific account(s) for the fees which he/she could use to charge fees to students. The login and account(s) are assigned in the Security User Settings. **File>Manager>Security>Browse Users**. Librarian would be selected, and the username and password would be assigned, in addition to the appropriate Activity or Account(s).

See full instruction on assigning security in the section for Setup/Installation.

Using the AR Class Change System

A.R.>AR Class Change

AR Manager Menu

A.R.>AR Manager's Menu

The AR Manager's Menu contains **the Mass-Changes-to-Student-File** options, the **Student -Utilities**, and the **Edit-Transactions** menu.

Mass-Changes-to-Student-File

Delete Inactive Students – This routine will delete ALL students who do not have a transaction in the current fiscal year AND who have an AR balance of 0.00.

- Enter the Start Grade and End Grade or select (box) Ignore Grade Level, then click the **Delete all Students who have NO Transactions** button.

NOTE: This routine is used in the 2-step process to clean up student records. It is often followed by a fresh import of student records. Deleting all students except those who owe money (Ars), then importing active/current students in a school.

Increment Grades – This program will increment the grades of all students in the Master File. It will also delete any student who exceeds the maximum grade and has no balance due.

- Enter the Maximum Grade and click the **Increment Grade Levels** button.

Copy HR Number to HR Teacher – This program will copy the data in the HR (homeroom) Number field to the HR Teacher field. This will allow HR Numbers to be used to generate End of Year Checkout statements. Be sure you have a backup before you run this process.

- Click the **Run Process** button

Clear Student Tags – This routine reads all students in the master file and clears the marked tags for Waiver approved and/or Inactive status. (This is the same routine located in the End of Fiscal Year Utilities.)

- Check **Waiver** and/or **Inactive** and click **Start** to clear the student tags.

Deleted Old AR Items

- Enter a date in the field **Delete AR's Dated Before** and click the **Test** button. A month/day/year must be entered.
- Evaluate, Tag and **Process** (button) old AR Items you wish to Delete.

History of Deleted Items – View the system's history of deleted items by navigating the screen.

Student-Utilities

Merge Two Students – Like the Merge Two Vendors, but for students who have two master file records entered by accident.

This routine will combine all the transactions attached to the "Bad" Student and move them to the "Good" Student file. The "Bad" Student will be deleted from the Master Files.

- Click **Merge Two Students** from within the **AR Manager Menu>Student-Utilities**.
- Use the down arrow menu or begin typing the name of the student in the Name field on the Bad Student (left) side. Choose one of the Master Files for the student with the least correct information.
- Begin typing or use the down arrow to choose the Master File for the student you are merging with the better/more complete information.
- Click **Process Change** to combine the information.

Edit-Transactions

Edit Comment – This utility may be used to edit an AR Comment.

- Highlight a transaction and click the **Change** button. Tab to navigate through fields. Key in the new Comment and tab to another field. **Close** when ready. Your change will be saved.

Clear Required Flag from Prior Year AR Items -This routine will clear the required course and index information from old AR items, and set the course number field to Prior Year. This will keep old items from preventing the generation of required fees in the current year.

- Ener the date by using the browse button […] to **Clear Items Prior to** a specified date.
- **OK** to process. A message will populate "Processing Complete" xx Items Modified. Click **OK** to continue.

End of Year Processes

Print 1099s (Calendar Year's End)

File>End of Calendar Year> End of Calendar Year (1099s)>Print/Export 1099 Report

NOTE: For vendors to be included in this report they must meet all three criteria in former fiscal and current fiscal years' books:

1. Must be marked as Vendor in the Master File
2. Must be marked as a 1099 Vendor (box) in the Master File
3. Must have a SSN (Fed ID) in the form (listed in the Master File SSN column)

Corrections must be made in the current year.

Step – 1 Prepare 1099s

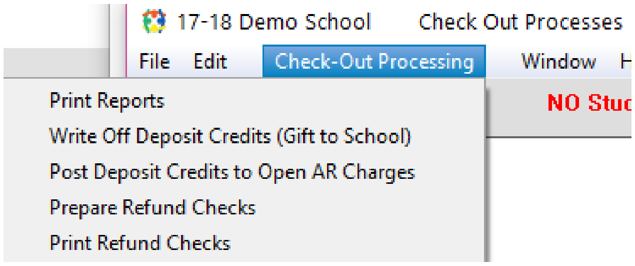
Step – 2 Print 1099 / Create Disk

TIP: 1099's may also be created via **Reports>1099 Reports.**

NOTE: Since The Calendar Year is spread between two Fiscal Years, a vendor must be in both fiscal year's books with matching federal ID numbers and marked as a 1099 vendor for the entire calendar year totals for a vendor to report.

End of School Year Student Checkout

File>End of School Year (Check Out)

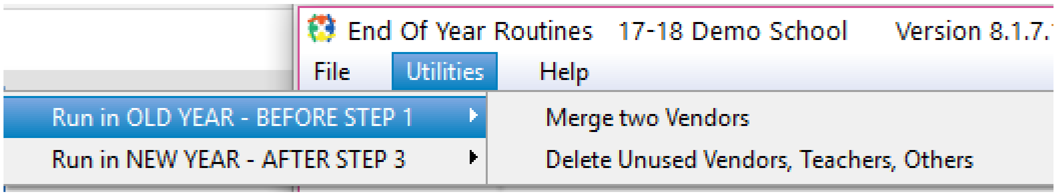

17-18 Demo School
Check Out Processes
File
Edit
Check-Out Processing
Window
H
NO Stuc
Print Reports
Write Off Deposit Credits (Gift to School)
Post Deposit Credits to Open AR Charges
Prepare Refund Checks
Print Refund Checks

This system was originally created for a school district who uses student deposits. The system automatically calculates what/if a student should get a refund from their deposit after any fees/fines have been deducted. This system is also very useful for schools who do not have a student deposit, as well. See webinar trainings on this topic for helpful hints on how to use this utility and how and when to setup a Student Deposit Liability account.

End of Fiscal Year Processes

File>End of Fiscal Year

Utilities


End Of Year Routines
17-18 Demo School
Version 8.1.7.
File
Utilities
Help
Run in OLD YEAR - BEFORE STEP 1
Run in NEW YEAR - AFTER STEP 3
Merge two Vendors
Delete Unused Vendors, Teachers, Others

The Utilities to Merge Two Vendors and Deleted Unused Vendor, Teacher, Others (shown above) are used before the New Year Processing Step 1 is run.

Merge Two Vendors

File>End of Fiscal Year>Utilities>Run in Old Year Before Step 1>Merge Two Vendors

This utility is used to merge vendors from the Master File when you have a vendor listed twice.

This routine will combine all the transactions attached to the “Bad” Vendor and move them to the “Good” Vendor file. The “Bad” Vendor will be deleted from the Master File.

- Click **Merge Two Vendors** from within the End of Year Routines screen.
- Use the down arrow menu or begin typing the name of the vendor in the Name field on the Bad Vendor (left) side. Choose one of the Master Files for the vendor with the least correct information.
- Begin typing or use the down arrow to choose the Master File for the vendor you are merging with the better/more complete information.
- Click **Process Merge**.

NOTE: There are times when you may have two vendors with the same name such as a grocery store chain. The addresses will vary. This may be accurate and should both be kept in the Master File.

Delete Unused Vendors, Teachers, Others

File>End of Fiscal Year>Utilities>Run in Old Year Before Step 1>Delete Unused Vendors, Teachers, Others

This utility is used to clear out vendors, teachers or other master files that have not been used in 2 or more years.

- Click **Delete Unused Vendors, Teachers, Others**. A list will display of those not used for two years or more.
- You may sort/view by Type or All (selection at top of screen)
- Selection options to Tag, Untag, Tag All, or Untag All are available at the bottom left.
- You may highlight and click Tag to select a file. Click **Delete Tagged Items** when ready.

The Utilities to Clear Student Tags (and two district-specific utilities) are run after the New Year Processing Step 3.

Clear Student Tags

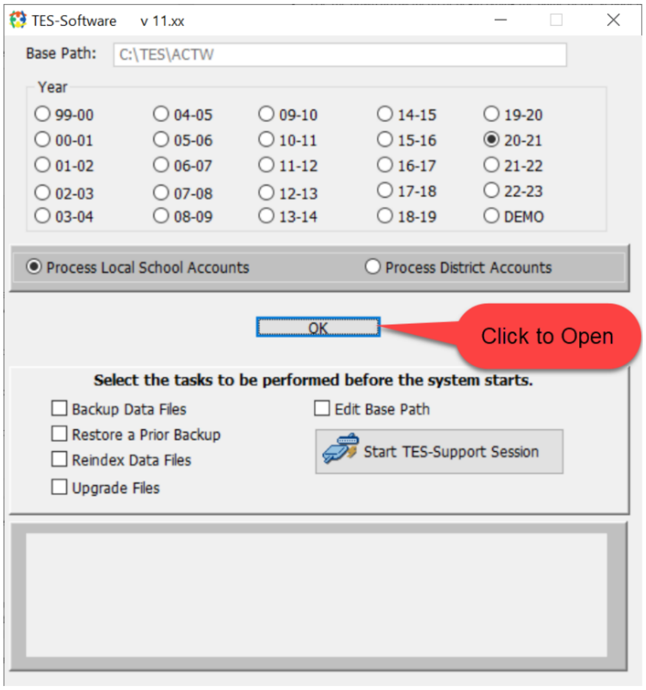
File>End of Fiscal Year>Utilities>Run in New Year After Step 3>Clear Student Tags

Student Tags are used for Waiver approved and Inactive students. Since these are qualifications which are determined each year, they are often cleared and reassigned each year. This routine reads all student files and clears the marked tags. Be sure you have a backup before running this routine.

- Click **Clear Student Tags** from the After Step 3 utility options. Check Waiver and/or Inactive boxes.
- Click **Start.**

How to Navigate the System

Double click on the MySchoolAccounting icon to open a set of books. The system will default to the current fiscal year. Click OK to confirm the year you wish to open. The set of books shown below will open to the 20-21 year’s books when I click OK.


TES-Software v 11.xx
Year
○ 99-00
○ 00-01
○ 01-02
○ 02-03
○ 03-04
○ 04-05
○ 05-06
○ 06-07
○ 07-08
○ 08-09
○ 09-10
○ 10-11
○ 11-12
○ 12-13
○ 13-14
○ 14-15
○ 15-16
○ 16-17
○ 17-18
○ 18-19
○ 19-20
○ 21-22
○ 22-23
○ DEMO
○ Process District Accounts
OK
☐ Backup Data Files
☐ Restore a Prior Backup
☐ Reindex Data Files
☐ Upgrade Files
☐ Edit Base Path
Start TES-Support Session

Base Path: C:\TES\ACTW

● 20-21

● Process Local School Accounts

Select the tasks to be performed before the system starts.

Click to Open

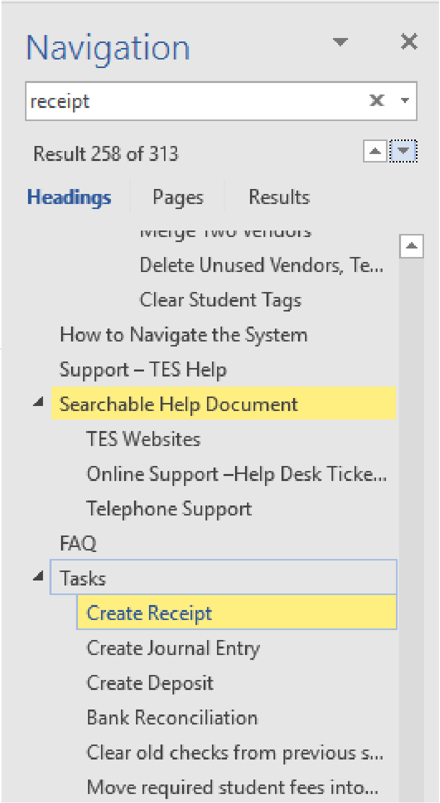
The home screen consists of menus along the top of the screen. Each menu is described in this document. Click a menu to view a list and flyout options to select. Navigation through fields within a window are done by using the **Tab** key. Double-clicking within a field will also allow a document to be opened from a register or allow changes in a field of a document. There are some exceptions. Most windows contain a **X** in the top right corner, or a **Cancel** or **Close** button/option to exit a window. Most documents will require **Post** or **Save** after creation or an edit has been done.

Support – TES Help

For assistance, contact TES Support at 888-756-5333, email support@tessoftware.net or create a support ticket at tessoftware.zendesk.com.

Searchable Help Document

You may search by topic or keyword via this document. Click the View tab in Microsoft Word and check the Navigation Pane to show the topic headings. Type in a topic you wish to look up such as “Receipt” or “Bank Reconciliation” and Enter. The system will highlight all the locations the topic you entered is found in the document.


Navigation

receipt

Result 258 of 313

Headings Pages Results

Merge Two Vendors

Delete Unused Vendors, Te...

Clear Student Tags

How to Navigate the System

Support – TES Help

Searchable Help Document

TES Websites

Online Support –Help Desk Ticke...

Telephone Support

FAQ

Tasks

Create Receipt

Create Journal Entry

Create Deposit

Bank Reconciliation

Clear old checks from previous s...

Move required student fees into...

TES Websites

Visit our website at www.tessoftware.com.to obtain updates to your software, download installation drivers for credit card machines, or find out about our other fine TES Software products.

There are many resources in our Help Center located at tessoftware.zendesk.com. You may read through Frequently Asked Questions, download training videos, sign up for upcoming webinars, or submit a support ticket. You can be proactive and learn how to use your software by viewing training videos and download documents. Both sites have a wealth of information.

Online Support –Help Desk Ticket System

Online support may be achieved by emailing support@tessoftware.com or by visiting the TES Software Help Desk at https://tessoftware.zendesk.com to create a support ticket. You likely will already have a login created by TES Support with your work email address. If you don't know your password, simply use the Forgot Password utility to create a new one. You also may create a new login if you choose.

The TES Help Desk also contains Important TES Software Announcements, Frequently Asked Questions, TIPs and Tricks, and other helpful resources.

Telephone Support

You may contact TES Support at 888-756-5333 for assistance with any of your TES Software accounts. The TES Support fax number is 888-846-5399 or you may email support@tessoftware.net.

FAQ

Click HERE to read Frequently Asked Questions.

Tasks

Create Receipt

This LINK will take you to your options of receipting: students or others, using the Fee Sheet or a New Receipt.

Create Journal Entry

This LINK will take you to instructions on how to create a manual journal entry or an automatic journal entry when reconciling your monthly bank statement. Automatic journal entries are also made when using the NSF and Class Change systems.

Create Deposit

Step by step directions may be viewed HERE from the Daily Processes section.

Create a Check

Step by step directions may be viewed HERE from the Daily Processes section.

Bank Reconciliation

Step by step directions may be viewed HERE from the Monthly Processes section.

Clear old checks from previous school/fiscal year

Step by step directions may be viewed HERE from the Monthly Processes – Bank Reconciliation section.

Move required student fees into Account Receivables and print statements

Step by step directions may be viewed HERE from the Periodic Processes section.

Clean up Student Records

This is a 2-step process to clean up student records.

1- Go to **AR>AR Manager Menu>Mass-Changes-to-Student-File>Delete Inactive Students**

Delete Inactive Students – This routine will delete ALL students who do not have a transaction in the current fiscal year AND who have an AR balance of 0.00.

- a Enter the Start Grade and End Grade or select (box) Ignore Grade Level, then click the **Delete all Students who have NO Transactions** button.

2- Go to **File> Manager> Import/Export Menu> Import Students** (or go to Import Students the way you prefer) and import your students from your student record system for your district.
    a. You will be left with only current students and former students who owe you money.

Import Student Records

Step by step directions may be viewed HERE from the Getting Started section.

Using the AR Class Change System

Step by step directions may be viewed HERE from the Periodic Processes section.

Reference

Login / Connect

School Year

Select the fiscal year to open. MySchoolAccounting manages data by fiscal year.

Log In

Log into the MySchoolAccounting software using username and password (if applicable). See Define Security for details on adding a username and password.

TES Support

Launch the TES Support application, used to allow remote TES support personnel to connect to and manage your computer, by selecting the TES Support button after double clicking the MySchoolAccounting icon or by clicking the TES Support icon on your desktop.

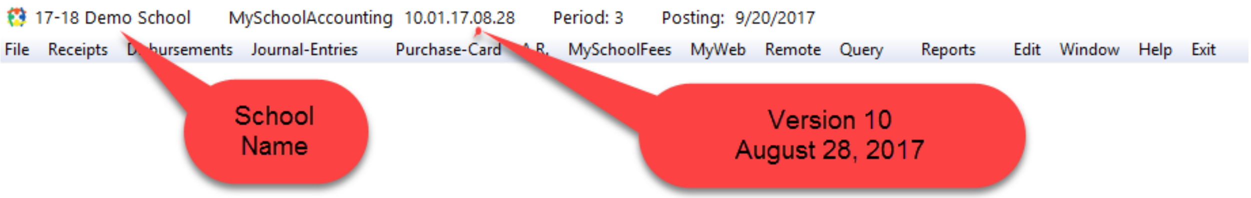
Home Screen

The home screen represents the central workspace for the MySchoolAccounting application.

The main components of this window include:

Title Bar

The Title Bar displays the fiscal year, school name, application title, the running version, posting period and posting date.


17-18 Demo School MySchoolAccounting 10.01.17.08.28 Period: 3 Posting: 9/20/2017
File Receipts Disbursements Journal-Entries Purchase-Card A.R. MySchoolFees MyWeb Remote Query Reports Edit Window Help Exit
School Name
Version 10 August 28, 2017

Menu Bar

The Menu Bar provides access to all MySchoolAccounting functions. Depending on your school's user settings, some menu items may be hidden or disabled for you.

Home Screen Menus

File (Menu)

The file menu consists of some key categories such as the Manager, Chart of Accounts, Master Files; in addition to fundamental tasks for End of Day, End of Month, End of Year, etc. Each of these is used by the primary financial secretary or bookkeeper in charge of the school. See each of these topics for further instruction.

Print Setup (Menu)

File>Print Setup

The print setup is used to set the default printer.

Define Workstation (Menu)

File>Define Workstation

The Define Workstation menu may be used to customize the workstation's font type and size, printer and receipt form. These assigned printers and receipt form is specific to the user login.

Single User or Primary Computer for Peer-to-Peer Systems

Font size, type, and color may be changed in the Define Workstation screen (File> Define Workstation). Choosing a font size larger than 12-point may cause contents in reports to not be viewable within specified columns.

Separate printers may be assigned to various documents such as Reports, Checks, Purchase Orders and Receipts. This allows one dedicated printer to be assigned to print checks, for example.

Data Path and Ini Path should appear as shown:

Data Path: c:\tes\actw\PAYCHARGE\DATA

Ini Path: c:\tes\actw\PAYCHARGE\INI

Peer / Remote Computer

Font size, type, and color may be changed in the Define Workstation screen (File> Define Workstation). Choosing a font size larger than 12-point may cause contents in reports to not be viewable within specified columns. The settings are user specific.

The Data Path will look differently on the remote computer than the path shown above (for the Primary Computer). The Data Path may look something like \\finance1\tes\actw\PAYCHARGE\DATA. The remote Data Path points to the Base Path on the Primary Computer followed by \PAYCHARGE\DATA.

Manager (Menu)

System Definition

File>Manager> System Definition

General

Shipping Address:	The Addresses will be placed in the SHIP TO section of purchase orders.
Billing Address:	The Address will be placed in the BILL TO section of purchase orders.
Fiscal year Starts in:	This is used in connection with the "Fiscal year starts on Month" to compute the starting and ending date of each posting period.
Posting Period:	Current Posting Period. The posting period cannot be changed from this screen.
Statement Period:	Current reconciliation period. The Statement Period cannot be changed from this screen.
Closed Periods:	The period number of the last closed period. The Closed Period cannot be changed from this screen.
Year Closed:	Will be checked after the year is closed. If this is checked no transactions will be allowed this fiscal year.

Startup Options:

Do System Test:	The system will do a test system balance the first time it is started each day. This is set up in the Dealer's Menu.
Do Backup:	The system will do a backup the first time the system is started each day. This set up is in the Dealer's Menu.
Backup Path:	The drive letter that is normally used for backups. D:\ or E:\ = Often a Flash/Thumb Drive F:\TESBACKUP\ = Backup to a folder on a network server C:\tes\actw\ = Backup to computer hard drive

Note: To check which letter is connected to your i.e. Flash/Thumb drive, remove the USB Thumb drive, go to My Computer, and then plug in your Thumb drive. The letter which appears when you plug in your portable drive is the letter which should be used for your backup intended for this device.

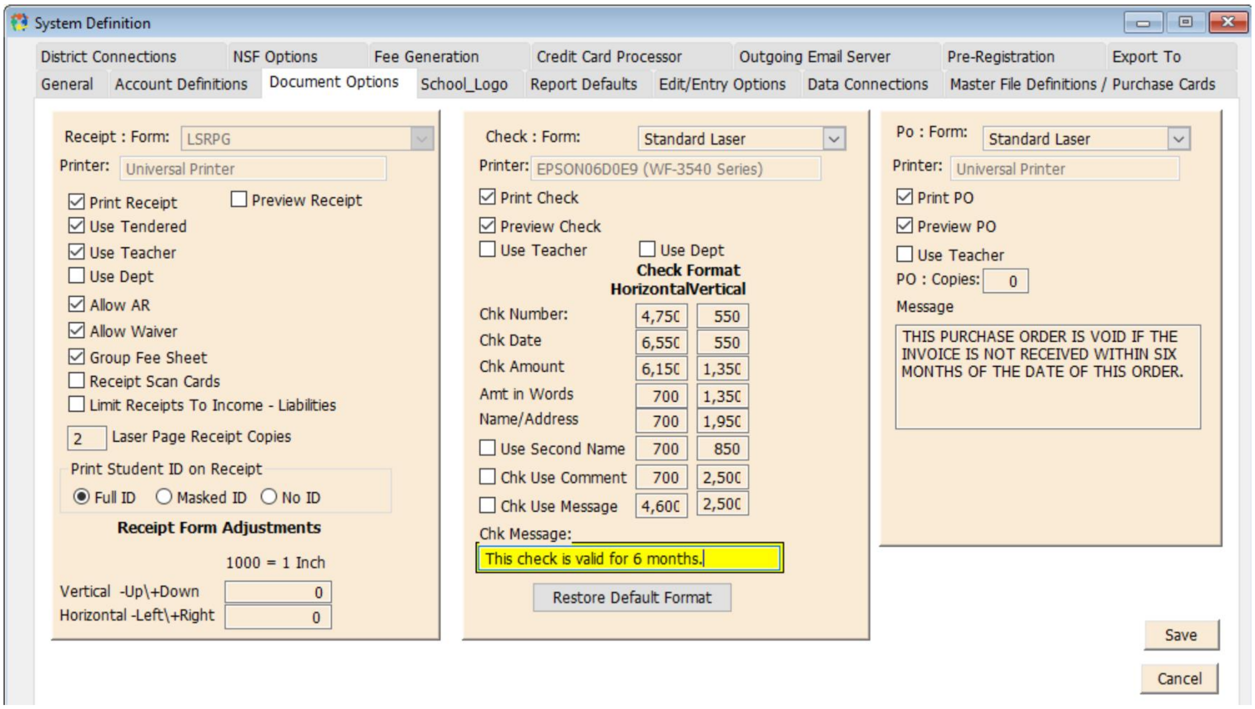
Account Definitions

Account Definitions:	This list provides the primary sort order for Income and Expenditure Reports.
Exclude Activities:	Account lookups are done alphabetically not by activities.
Exclude Income and Expense Accounts:	This system uses only balance sheets accounts. There are no income or expenditure accounts.

Document Options

Receipt, Check, and Purchase Order forms and printers are selected here.

The following checked items in the diagram below are an example of a standard setup.


System Definition
District Connections
NSF Options
Fee Generation
Credit Card Processor
Outgoing Email Server
Pre-Registration
Export To
General
Account Definitions
Document Options
School_Logo
Report Defaults
Edit/Entry Options
Data Connections
Master File Definitions / Purchase Cards
Restore Default Format
Save
Cancel

Receipt : Form: LSRPG
Printer: Universal Printer

☑ Print Receipt ☐ Preview Receipt
☑ Use Tendered
☑ Use Teacher
☐ Use Dept
☑ Allow AR
☑ Allow Waiver
☑ Group Fee Sheet
☐ Receipt Scan Cards
☐ Limit Receipts To Income - Liabilities

2 Laser Page Receipt Copies

Print Student ID on Receipt
● Full ID ○ Masked ID ○ No ID

Receipt Form Adjustments
1000 = 1 Inch
Vertical -Up\+Down 0
Horizontal -Left\+Right 0

Check : Form: Standard Laser
Printer: EPSON06D0E9 (WF-3540 Series)

☑ Print Check
☑ Preview Check
☐ Use Teacher ☐ Use Dept

Check Format

	Horizontal	Vertical
Chk Number:	4,75C	550
Chk Date	6,55C	550
Chk Amount	6,15C	1,35C
Amt in Words	700	1,35C
Name/Address	700	1,95C
☐ Use Second Name	700	850
☐ Chk Use Comment	700	2,50C
☐ Chk Use Message	4,60C	2,50C

Chk Message: This check is valid for 6 months.

Po : Form: Standard Laser
Printer: Universal Printer

☑ Print PO
☑ Preview PO
☐ Use Teacher
PO : Copies: 0
Message
THIS PURCHASE ORDER IS VOID IF THE INVOICE IS NOT RECEIVED WITHIN SIX MONTHS OF THE DATE OF THIS ORDER.

Receipt Form Options

Receipt form options may be viewed from the drop-down list on a user's computer. Options include:

Standard	3-Part Preprinted Laser Receipts (perforated)
LSRPG	8 1/2 X11 Copy Paper (prints 2 pages)
EPSONPOS	Epson Point of Sale Printer (Contact TES for information on this printer)
LSR2PART	8 1/2 X 11 Copy Paper 2-Part (perforated)
LSR3PART	8 1/2 X 11 Copy Paper 3-Part or pre-printed 3-Part form (perforated)

Receipt Printer Options

Receipt printer options may be selected by using the […] lookup button.

Print Receipt:	Receipts print automatically when posted.
Preview Receipt:	Receipts show on screen first when posted and may be printed from there.
Use Tendered:	Allows you to select whether payment is cash, check, or credit card. Also, calculates change that is owed.
Use Teacher:	Activates the teacher window to include teacher's name on receipts.
Use Dept.:	Activates the Dept. window to include department on receipts.

Allow AR: Allows Accounts Receivable (charges) to students.

Allow Waiver: Allows fees to be Waived for students.

Group Fee Sheet: Allows the Fee Sheet from the Student Control Center to be sorted by order number rather than alphabetically.

Receipt Scan Cards: Allows the scanning (or inserting) of credit cards with the approved TSYS Paywire Ingenico- credit card reader attached to your computer.

Receipt Page Copies: Allows you to set the number of receipt copies to be printed on laser paper.

Print Student ID on Receipt: Gives the option of printing Full Student ID, Masked ID (which uses **** before the last 4 digits) or Printing No Student ID on the Receipt.

Receipt Form Adjustments: Allows for adjustments of printing on receipts.

Check Form Options: Standard, LSRCHK08, LSRCHK09, LSRCHK10 (See Options from Dropdown List)

Check Printer: Select the printer that will be used for checks from the […] button.

Print Check: Prints check automatically when posted.

Preview Check: Checks show on screen first when posted and may be printed from there.

Use Teacher: Activates the teacher window to include teacher's name on checks. Teachers must be previously entered into the Master Files and coded as T.

Use Dept.: Activates the Dept. window to include departments on checks. Dept. must be previously entered under Master Files > Enter/Edit Departments.

Check Format: The check format is preset but may be adjusted horizontally or vertically as needed.

Use Second Name: This box will be checked if the checks have a Pay to the Order Of line above the written amount, then has the vendor name and address below-written amount.

Check Use Comment: The comment entered on the new check screen will appear on the check as well as the stub.

Check Use Message: Enter a message you want to appear on all checks.

Restore Default Format: By clicking this box, the preset check format is restored.

PO Format: Standard Laser or leave blank are the only options.

PO Printer: Select the printer that will be used for POs from the […] button.

Print PO: Prints automatically when PO is posted.

Preview PO: POs show on screen first when posted and may be printed from there.

Use Teacher: Activates the teacher window to include teacher's name on POs. Teachers must be previously entered into the Master Files and coded as T.

Use Dept.: Activates the Dept. window to include departments on POs. Dept. must be previously entered under Master Files -> Enter/Edit Departments.

PO Copies: Allows you to choose the number of PO copies to print.

Message: This box may be used to include a message such as No Backorders.

Purchase Card Vendor: The drop-down arrow allows you to access the Master Files and select the vendor that is used for purchase cards.

After information is entered or changed on this screen, you must click the **[Save]** button.

Note: Version 10 allows different printers to be assigned for Receipts, Checks, and Purchase Orders, if desired.

Master File Definitions

User Defined flags under the Master File Definitions tab may be used to define certain flags to apply to the Master Files. For example, you might want to flag certain student files as being approved for waivers or to *take cash only* for i.e., student's whose checks have been returned from the bank as NSF. To define these flags, you will go to File> Manager> System Definitions> Master File Definitions. Here you have 5 fields where you may insert the flags you wish to use. After you have entered your flag definitions you will need to click the save button before exiting the screen. The flags that you have defined will then be saved to your Master Files and can be applied to the appropriate student from there. See Master Files> Enter/Edit Vendors, Students, Teachers. Choose the student you wish to apply a flag by typing their name. Double click on the student file (or highlight and click Change) and select the flag type on the right, then click OK.

Purchase Card Vendor information may be entered on this screen also.

The Student Flags may be removed from your Student Master Files by Clicking on A.R. from the Main Screen> AR Manager Menu> Mass-Changes-To-Student-File> Clear Student Flags. Check flags you wish to clear and Start.

Hint: The best time to Clear Student Tags is at the beginning of the fiscal year after balances from the previous year have been carried over (Step #3 of End of Fiscal Year Process).

School Logo

From this screen, the school logo can be selected as a background on receipts and purchase orders.

Note: The logo must be edited to be opaque so the text on the document will show through.

Edit/Entry Options

Receipts: The Enter Student Id box is checked if you want to look up students from the Student Control Center by their Id number instead of their name.

Refundable Deposit Type:	Option available to select No Refundable Deposit, Refundable Deposit for the current school year, and Long-Range Deposit Refundable when student graduates or withdraws. See more details in the Periodic Processes and AR Class Change sections.
Sales Tax Percent:	Enter Sales Tax Percentage in this field if you charge a Sales Tax on items purchased through the school. Also, enter the Sales Tax Account you will use to accrue tax monies. Use the arrow to see the account lookup screen; then select the appropriate account. Note: You must have a Sales Tax Payable Liability Account already set up in your Chart of Accounts. That same account must also be selected in your Posting Definitions. File -> Manager -> Posting Definitions -> Browse Posting Definitions.
NSF Fee Amount and Account:	Enter the fee amount you are charging for a non-sufficient funds check and the account those fees will be posted to.
Ach Fee Amount and Account:	Enter the fee amount you are charging for an ACH check and the account those fees will be posted.
Posting Funds:	The Fund Type is entered as part of the initial system setup.

Security

File> Manager> Security

TES-Security is an integrated feature that adds an additional layer of user and password security to the security provided by Windows, Networking, and physical security. Additionally, TES-Security allows for multiple tiers of user permission.

Start Using Security - Define Your TES Users

File>Manager>Security>Browse Users

Important Notes When Defining Users' Security:

- You must assign at least one user with Manager Rights or you cannot get back to this screen.
- You can turn security off by just deleting all the entries in this file.
- You can have multiple entries for a role. For instance, you can have more than one person assigned as Secretary.

User Type	**Permission**
Manager	Access to all program function including assigning users and passwords
Secretary	Access to all program functions EXCEPT assigning users and passwords

Receipt Helper/Secretary	Access to all program functions that will allow the entry of receipts and Accounts Receivable transactions
PO Helper	Access to all program functions that will allow entry of Purchase Orders and Invoices. Does NOT included the ability to process checks.
Bank Recon	Access to only reconcile the monthly bank statement with the software
Library Fines	Access to specified Activity and Accounts generally used by the librarian
Full Web Receipts	Access to receipt all available fees (only available in version10)
Teacher Web Receipts	Access to receipt any Activity or Accounts assigned by the Manager (only available in version10)
View Only	View only access to transaction journals, queries, and reports
Web Query Only	Access to view specified accounts assigned by the Manager (check box available to allow All Activities and Accounts to be viewed)

User ID:	1-10 Characters. User-Id is NOT case Sensitive.
User Name:	0-30 Characters. Reference Only.
User Comment:	0-30 Characters. Reference Only.
User Password:	0-30 Characters. User-Password is NOT case Sensitive.
User Rights:	Select from one of these User Rights levels (Manager, Secretary, Receipt Holder, PO Helper, View Only)

The definitions of Activity and Account combinations are used by the system to allow teachers/sponsors to access their account balances and other information through the Teacher Web Query.

Bgl Definitions

File>Manager> Bgl Definitions

This screen is used to define specific code combinations that can be allowed in a state defined chart of accounts. Each fund that is defined in this section must have a set of posting accounts defined in File>Manager> Posting Definitions> Browse Posting Definitions.

1. Enter the fund Here
2. Restart the System
3. Define Posting definitions

Backup Data

File> Manager> Backup Data

1. File Enter the fund Here
2. Restart the System
3. Define Posting definitions

Important: If your TES MySchoolAccounting program is loaded on another computer and is being shared with a co-worker, that program should be shut down before a backup is done.

Standard Backup Data

File>Manager> Backup Data> Standard Backup Data

Back Up to Disk

You should back up your data on a thumb/flash drive each time you use your TES MySchoolAccounting program. Your backup path on this screen shows where the backup is going. The Backup Filename will be your school name, school year, school code, date (yymmdd), time.

You select the path for your standard backup from your System Definition Menu. Here you enter the drive for your thumb/flash drive.

Back Up to the Hard Drive

File> Manager> Back Up Data> Quick Backup to Data Drive or Backup to C

There may be times, such as a stormy day or crazy things happening with the technology in your office, that you will want to backup more often than at the end of the day. From the same Backup Screen: select Quick Backup Data Drive or Backup to C. Then press the *Backup* button.

It is very important that you backup your data every day. The Backup Data Screen provides several options.

Standard: This backup is usually made to a thumb/flash drive. We prefer that you select the drive for this standard backup on your System Definition screen.

Quick Backup to Data Drive: This backup will be stored in the ARC (archive) folder either on your hard drive or on your server depending on where your TES Program is located.

Backup to C: This backup will be stored on your C drive.

Send Backup to District: This allows a backup to be sent to the district office.

Send Backup to TES (FTP): Sometimes TES Support will need a copy of your data to assist you with a problem. Select this option and click the Backup button. You may also send a backup to TES via File, Manager, Send Backup to TES Support.

Backup Path: This is the path or location of your backup file and the name of your backup. The path is determined by the Backup Process Type you have chosen above.

Note: We suggest you save a full year of backups to ensure restoration in the event of an unforeseen issue. Additionally, we suggest you alternate backups between two or more flash/thumb drives, and/or a periodic Quick Backup to Data Drive, for safe-keeping.

Restore Data

File> Manager> Restore Data

There may be times when your computer program is corrupted or having problems and district support instruct you to go to a specified backup and restore the data. The Restore Data process is located on the Startup Screen. From that screen, you will select Restore a Prior Backup and select the backup file you wish to restore.

Check with your district support or TES Support if you are not certain this is what you need to do.

This process will copy the data from a prior backup into your MySchoolAccounting.

⚠ **CAUTION:** This program replaces all of the data for the fiscal year on your hard drive with data from the backup file you select. This means any transactions done since the time your backup file was created will be lost. **Make sure this is what you want to do!**

Important: If your TES MySchoolAccounting is loaded on another computer, that program should be shut down before the Restore process is done. Also, you should not have any other TES programs open on your computer such as MySchoolAccounting or Teacher Web Query while you Restore data.

Posting Definitions

File> Manager>Posting Definitions

Define Next Document Numbers

File> Manager> Posting Definitions> Define next Document Number

Set the Next Document Number - Change the check number

From time-to-time, the check numbering sequence may be wrong. This option allows you to change the Next Check to the correct number, which will automatically move to the next number in the sequence.

In the pop-up box find the (CHK) CHECK line and highlight with the cursor. Click the Change button and tab to where the Next (check) Number is shown. Change the check number to the correct check number to be displayed. Press the close tab.

Changes may also be made by double-clicking in a field and typing in the highlighted area. Changes will automatically be saved when the window is closed.

Browse Posting Definitions

File> Manager> Posting Definitions> Browsing Posting Definitions

The Posting Accounts should be entered during the setup of your TES MySchoolAccounting program. This screen allows you to select the appropriate accounts to be used for automatic postings such as cash, interest, bank charges, deposits, encumbrances, NSF Checks, Sales Tax, etc. Click on the code then click the Change button. Tab to the drop-down or lookup box ... to select the proper account. Click the Insert button to add a new Posting Code.

Recover Data Files

File>Manager>Recover Data Files

Great effort and many hours of testing have been expended to ensure schools that their data will be secure and accessible. TES provides a method of easy recovery from power outages, network problems, static, and all the other plagues of electronic data storage and processing.

Full Data Recovery

File> Manager>Recover Data Files>Full Data Recovery

This process does three types of recovery:

1. Makes a System Backup
2. Restructures the data files
3. Re-indexes the data Files
4. Re-posts the transactions

Why should I run a Full Data Recovery?

Sometimes your software may be acting strangely. A Full Data Recovery can tie transactions together the way they should. It often repairs oddities by re-indexing data files and/or connecting detached documents.

Important: If your TES MySchoolAccounting is loaded on another computer, that program should be shut down before the Restore process is done. Also, you should not have any other TES programs open on your computer, such as MySchoolAccounting or Teacher Web Query while you Restore data.

A Backup Utility screen will pop up initially. Make your backup by selecting [Start Backup] then click NEXT.

Fix Document Numbering Error

File>Manager>Recover Data Files> Fix Document Numbering Error

This utility was created to repair document errors when documents present themselves with a Document ID of zero. Use this utility only when instructed by TES Staff.

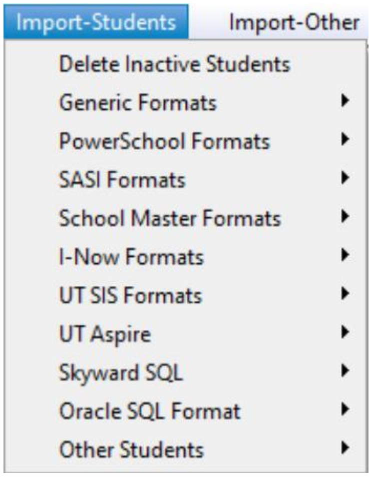
Import/Export Menu

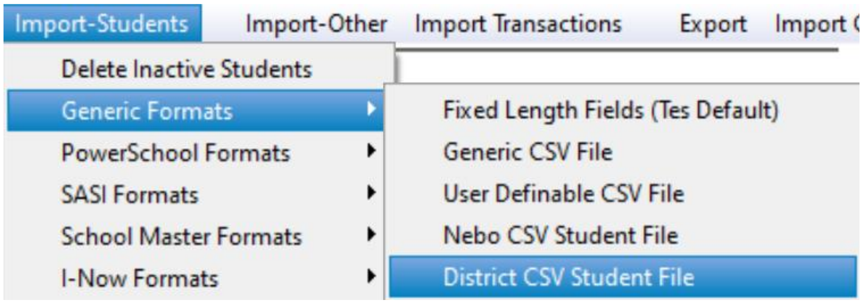
File> Manager> Import/Export Menu

This is a dynamic menu used to import and export a variety of attributes and data such as students, chart of accounts, data to external accounting systems, etc. It will change periodically as additional imports/exports are released.

Import Students

File> Manager> Import/Export> Import Students


Import-Students
Import-Other
Delete Inactive Students
Generic Formats
PowerSchool Formats
SASI Formats
School Master Formats
I-Now Formats
UT SIS Formats
UT Aspire
Skyward SQL
Oracle SQL Format
Other Students


Import-Students
Import-Other
Import Transactions
Export
Import
Delete Inactive Students
Generic Formats
PowerSchool Formats
SASI Formats
School Master Formats
I-Now Formats
Fixed Length Fields (Tes Default)
Generic CSV File
User Definable CSV File
Nebo CSV Student File
District CSV Student File

There are a variety of Student Information Systems and formats available to schools. Ask your supervisor, district IT, or TES Software for assistance if you aren't sure which to use.

In 2020 the Parent data import was released which uses the Generic Format> District CSV Student File. This file contains both student and parent information to be used for writing checks with the parent name and address, when different. There is more on this topic in the Periodic Processes, Importing Students, and Master File sections.

For the Generic CSV File import: Enter the Import File Name or click the [...] lookup button to locate the file. The data will be displayed in the fields (Code, Type, Name, City, State, Zip) as the import file is read.

Import-Other

File> Manager>Import/Export> Import-Other

This is a dynamic menu and will vary as data is needed for import.

Export

File> Manager> Import/Export> Export

The Export menu can be very helpful to export data to an administrator, district, or auditor in a useful format. Here are a few export examples:

1. Export to External Accounting System
2. Export Msf Pin List
3. Export students with open AR balances
4. Export students with Waivers
5. Export Transactions

Import Chart of Accounts

File> Manager> Import/Export> Import Chart of Accounts

A school's Chart of Accounts may be imported in this way from a variety of external systems.

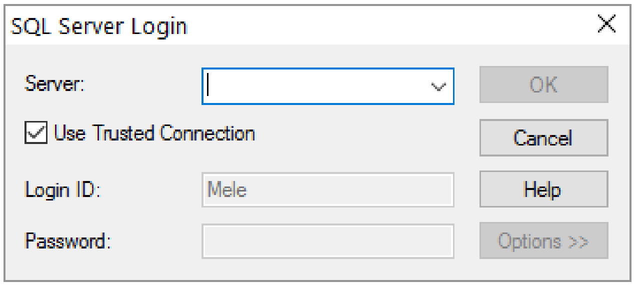
File

File> Manager> Import/Export> File

The File menu may be used for Print Setup or Exiting the Import/Export window.

District Master Files Menu

File>Manager>District Master Files Menu


SQL Server Login
OK
Cancel
Help
Options >>

Server:

☑ Use Trusted Connection

Login ID: Mele

Password:

Browse Web Definitions

File>Manager>Browse Web Definitions

Send Backup to TES Support

File>Manager>Send Backup to TES Support

Periodically TES Support will require a copy of your books to assist you in solving a problem you are having with your bank reconciliation or system out of balance. This is one place where you may backup your books to the TES Support server.

Define Printer Trays

File>Manager>Define Printer Trays

This is used to define printer trays for reports, checks, POs, and Receipts. These may also be assigned via the Define Workstation screen. You do not need to do it in both places.

Mass Change

File>Manager>Mass Change

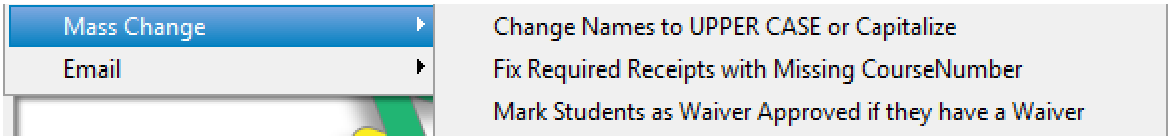

Mass Change
Email
Change Names to UPPER CASE or Capitalize
Fix Required Receipts with Missing CourseNumber
Mark Students as Waiver Approved if they have a Waiver

Chart of Accounts

File>Chart of Accounts

The Chart of Accounts-Section is used to add, delete and modify accounts. Chart of Accounts are necessary to create receivables. An account must be assigned to a fee so the funds know where to be credited. Similarly, a payment/check/distribution needs an account to debit.

Enter/Edit Accounts

File> Chart of Accounts> Enter/Edit Accounts

Note: this is a great place to Amend current Budget Accounts "on the fly".

You may use Activities with a sub-group of accounts or you may use Accounts without Activities.

The Amend Budget feature may be activated from the System Definition Menu in addition to the Amend Budget button within the Enter/Edit Accounts menu. A reason for the amendment must be provided when Amend Budget is selected.

When Insert or Change are selected, you may change the status of an account by clicking one of the options such as Inactive. If you click the Inactive box on this screen, that account number will be highlighted in red in the program as a reminder not to use the account.

Transactions Tab

The *Transactions* tab displays all of the transactions posted to this Account.

Period Totals Tab

The *Period Totals* Tab shows the period by period totals for the selected account.

Quick Enter Accounts

File>Chart of Accounts> Quick Enter Accounts

The Quick Edit Bgl File provides a quick spreadsheet-like interface to add, delete, and change accounts.

If your school district has very specific account structures, you should talk with someone in your district before adding a new account.

Create an Activity

File>Chart of Accounts> Browse Activity File

Highlight the activity that you want to copy. Press the *Copy Activity* button at the bottom left of the screen. A pop-up screen allows you to enter the name of the new Activity and assign that Activity a unique number, Press *OK,* and the new Activity with all associated accounts have been copied.

Quick Enter Accounts

File>Chart of Accounts>Quick Enter Accounts

Quick Enter Accounts is used mainly during setup for a new system. It is a fast way to enter beginning balances. Sort by Type (header T) which will sort all Types (i.e., Fund Balances) together. This screen may be used easily like a spreadsheet.

Enter/Edit Activities

File>Chart of Accounts> Enter/Edit Activities

When you click *Enter/Edit Activities*, the *Browse the Activity File* screen opens.

DATA ITEMS

Activity: The Activity is the title of a group or person who supervises a sub-group of accounts. Good candidates for an Activity are teachers, sports, clubs, etc.

Category: A Category is a group of Activities. Currently, the Category is used only for reporting purposes. Example: Category = Athletics, Activity = Football

Activity No: A unique number that is appended to the end of the account to distinguish activities.

Close to Gen Fund Balance: This Activity will NOT have a carryover balance. The balance is computed by adding the income accounts and subtracting the expenditure accounts in the Activity. If this box is checked the balance will be added to the General Fund Balance.

Teacher's Activity: This Activity is supervised by a teacher or club sponsor. There are reports which use this flag to identify activities to be printed for distribution to the teacher sponsor.

Balance: The cash balance of the activity. This is computed as follows:

BEGINNING FUND BALANCE + INCOME - EXPENDITURE +/- TRANSFERS

Income Budget Balance: The balance of the income budget LEFT TO RECEIVE.

Expenditure Budget Balance: The balance of the expenditure budget LEFT TO SPEND.

~SYSTEM: An Activity used to prevent accidental use of Accounts Receivable, Reserve for Encumbrance, General Fund Balance, etc. by grouping them in a location not easily accessible for use. If the ~SYSTEM accounts are used manually in a transaction, the MySchoolAccounting system will go out of balance (since these accounts are already posted automatically by the software).

To change the information on this screen, click the Change button.

Edit Activity File

File → Chart of Accounts → Browse Activity File

Delete a School Account

File → Chart of Accounts→ Enter/Edit Accounts

Before deleting a school account, you must make sure that there has been no activity in the account for the entire fiscal year, such as receipts or checks. The account must also have a zero balance. *

Find and highlight the account that you want to delete. Press the *Delete* button located at the bottom of the screen. The computer asks if you are sure that you want to delete this account. Click [Yes] (if appropriate). The system will give you another warning explaining that this action will delete both the Activity and all the Accounts associated with the Activity.

TIP: *To check to see if there has been any activity in an account, go to *File, Chart of Accounts, Browse Activity File*, locate the Account (within the Activity) and double click on the Account line to view detail.

Below *Actual*, you can view the beginning balance for this account and see the Income and Expenditure totals. By selecting the *Transactions* tab, you can see the transaction detail.

Note: If the account has any transactions (including voided transactions) it may NOT be deleted until the following fiscal year.

To delete an account, the account must have a zero balance at the end of the fiscal year. The new fiscal year must begin with a zero balance with no transactions. At that point, the account may be deleted.

Copy\Delete\Rename Activities

File → Chart of Accounts → Copy\Delete\Rename Activities

This screen may be used to copy an Account in addition to an Activity. It was created to replace the Browse Activity File: Copy, Delete, Rename menu, but MySchoolAccounting users asked that it be kept. It may be used to enter, change, or edit in place like a spreadsheet.

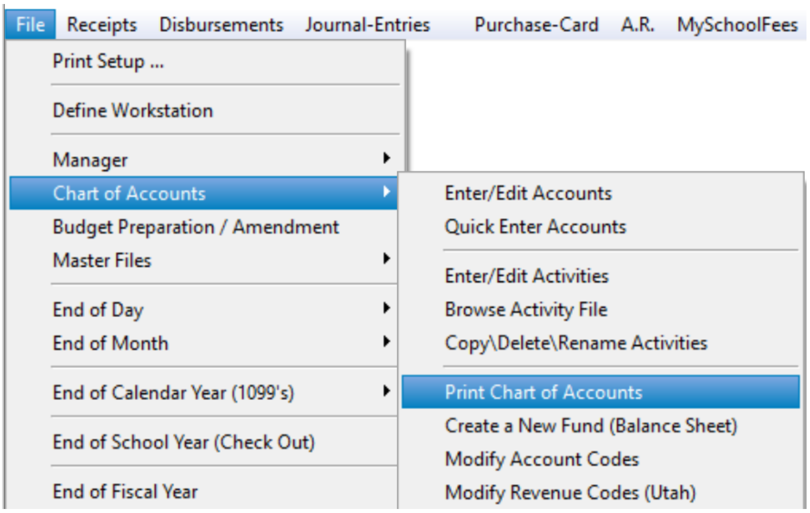
Create a New School Account

File → Chart of Accounts → Copy\Delete\Rename Activities

1. To create a new school account, look for an account in the *Chart of Accounts* which is similar to the one you are creating. Using the mouse, click and highlight that account.
2. Press the *Insert* button to bring up a blank line. Enter the same Fund and Type as the account you have highlighted.
3. Tab and enter the name of the account in the Description line.
4. Tab and enter the remainder (last extension) of the account number. For example: If the DANCE-JUNIOR PROM INC Account has an extension of the -001 series of numbers, and you are going to create a new DANCE-SENIOR PROM INC account, you could assign it a number such as -100. (Initially, I tried to insert -002 but an error message popped up and told me that this record created a duplicate entry, i.e. the number was already taken.)
5. Tab and give the account the general number of that *Activity*. In this example, the general Activity number is 0065. If your program does not use Activities, you will leave this blank. **You will never give a new account a beginning balance!**
6. Tab to Category and enter C or D for debit or credit. If you fail to enter this, the program will automatically enter the C or D according to the type you specified at the beginning of the line.

Print Chart of Accounts

File → Chart of Accounts → Print Chart of Accounts

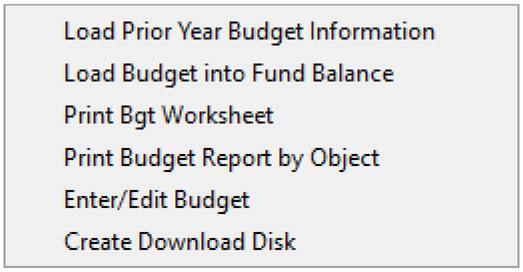

File
Receipts
Disbursements
Journal-Entries
Purchase-Card
A.R.
MySchoolFees
Print Setup ...
Define Workstation
Manager
Chart of Accounts
Budget Preparation / Amendment
Master Files
End of Day
End of Month
End of Calendar Year (1099's)
End of School Year (Check Out)
End of Fiscal Year
Enter/Edit Accounts
Quick Enter Accounts
Enter/Edit Activities
Browse Activity File
Copy\Delete\Rename Activities
Print Chart of Accounts
Create a New Fund (Balance Sheet)
Modify Account Codes
Modify Revenue Codes (Utah)

Account sort options include Account, Activity, Description, or Remote Fines only. They may be sorted Alphabetically, by Grade or by Code (usually Student ID).
This list of accounts may be exported to Excel.

Budget Preparation / Amendment (Menu)

File>Budget Preparation/Amendment

Prepare-Next-Year-Budget


Load Prior Year Budget Information
Load Budget into Fund Balance
Print Bgt Worksheet
Print Budget Report by Object
Enter/Edit Budget
Create Download Disk

Use **Load Prior Year Budget Information** to copy the prior year's budget and actual amount into the budget worksheet. You should run this anytime a change is made in the prior year. Click **GO** when ready.

Use **Load Budget into Fund Balance** for Fund Balance totals to copy into the budget worksheet for those who want to budget their leftover fund balances. Select **OK** and **Go** when ready. An option to **Cancel** is available. This routine project the next year budget into the Fund Balance accounts. The computation is as follows: **Next Year Fund Balance = Current Fund Balance + Income Budget – Expenditure Budget.**

NOTE: This process should be run before you begin to enter budgets into the worksheet. You may change the budgets in the fund balance accounts during the editing process.

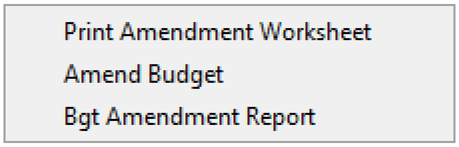
Print Budget Worksheet by single fund or single activity.

Print Budget Report by Object – By changing the sort order, you are able to print a budget report that meets your needs. For example, you may sort by the object code first and then by the program code. This report can be printed straight from this screen or be exported to Excel.

Enter/Edit Budget – Enter a budget amount by clicking on the account and double clicking the Next Budget column field to enter the budget amount. Click on another account or press the Enter key to scroll down to the next account to enter an amount.

Create Download Disk – Choose your School Type, Location/Format, and File Name and Destination, then click **OK.**

Budget-Amendment



Print Amendment Worksheet by single fund or single activity.

Amend Budget - To amend your budget, select the activity and account then click **Change**. Enter the amount and **Enter**.

Print the **Budget Amendment Report** by Detail (optional).

Master Files (Menu)

File>Master Files

The Master Files contain Student, Teacher, Vendor, Others and Pci Vendors. A Master File is necessary to create a receipt, check, purchase order, Invoice, etc.

Teachers are added to the Master Files Manually as described below.

New Students may be added manually in the same way. This is particularly helpful during registration when a student is paying a fee but not yet in the SIS system yet. When they are in the Student Record System, their information (spelling of the name, address, and other information) is adjusted and filled in. A student ID is required.

Click HERE for Student Import directions for the Master Files.

Quick Edit Vendors, Students, Teachers

Select a line and Insert, Change or Delete a file (You may also double-click on a file to change it)
Select Type, S, T, V, O, P [Student, Teacher, Vendor, Other, Pci Vendor (Purchase Card Vendor)]

- You may also select Student, Teacher, Vendor, Other or Pci Vendor at the top. When used, it will populate the Type (T) automatically.

Check the I box for an Inactive Student, W for a Waiver-approved student, or 1099 for 1099 vendor reports to be generated at the end of the calendar year.

Enter/Edit Vendors, Students, Teachers

Same as Quick Edit Vendors, Students, Teachers but with a slightly different view. There is no file Type sort radio button or 1099 box option on this screen.
This option includes the Send To feature to export to a file, email, printer, etc.

Enter/Edit Departments

Enter Code and Department Name

End of Day (Menu)

Deposit

Cash/Check and Credit Card Deposits may be made each day via the Deposit Register.

File>End of Day>Deposit or

Receipts>Make Deposit

- From the Deposit Register screen, a Cash/Check Deposit or Credit Card Deposit may be made via the appropriate button, using current undeposited receipts in the system.
- Items to Deposit may be printed and Deposits may be selected to be Voided and re-created, if necessary from this register.

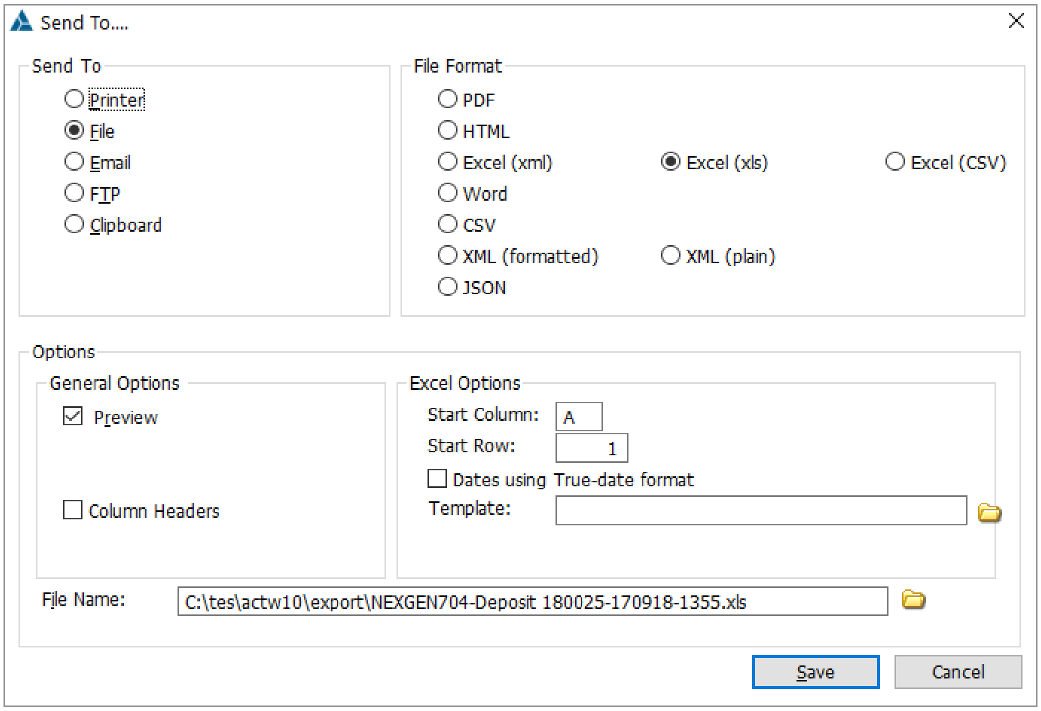
NOTE: See full instructions in the *Daily Processes*, *Deposit Funds* section of this document.

Export Deposits (Option for MySchoolReceipts users)

Deposits may be exported via a general journal entry to an external accounting system via the Deposit Register - Export this Deposit button.

- Highlight the deposit to Export and use the Export this Deposit button at the bottom of the Deposit Register window. A green column should show below the Export ID header to export successfully.
- Use the Generate Journal Entry (Step #1). Debit and Credit Totals matching your total deposit will display.
- Click Export Journal Entry (Step #2) and Export to File (button) to generate the file for Export.

- The Send To window will look something like this:



Send To....

Send To
○ Printer
● File
○ Email
○ FTP
○ Clipboard

File Format
○ PDF
○ HTML
○ Excel (xml) ● Excel (xls) ○ Excel (CSV)
○ Word
○ CSV
○ XML (formatted) ○ XML (plain)
○ JSON

Options

General Options
☑ Preview
☐ Column Headers

Excel Options
Start Column: A
Start Row: 1
☐ Dates using True-date format
Template:

File Name: C:\tes\actw10\export\NEXGEN704-Deposit 180025-170918-1355.xls

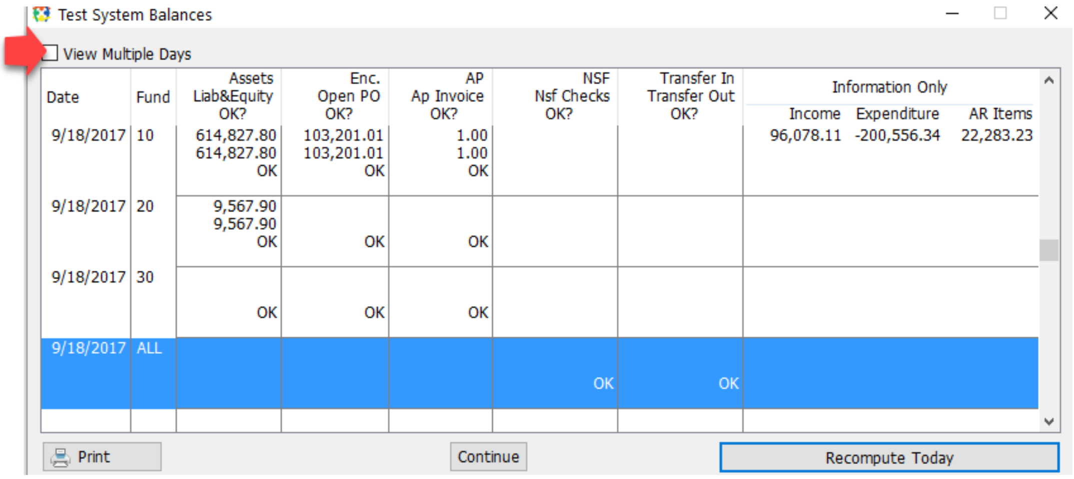
- You will need to select your options the first time you Export a deposit. The system will remember your selections following this first time. Your location may vary depending on your district’s specifications. This should be a location you may retrieve your file from for Import into your external accounting system (such as NexGen or Alio). Click Save.
- A message will state that your Export is Complete, you do however, still need to Import your file into your external system.
- Deposit Export journal entries may be viewed via the Browse Exports button located in the Deposit Register. Deposit Export Journal entries may be printed by highlighting the journal entry and using the Print button.

Test System Balances

File>End of Day>Test System Balances

When a system’s Assets = Liabilities and Equity, the system is in balance. Since MySchoolAccounting is a true fund accounting system, this accounting formula is necessary. Encumbrances = Open Purchase Orders. Accounts Payable (AP) and AP Invoices need to balance. When all is in balance, each column will show “OK” at the bottom. NSF = Nsf Checks. Transfer In = Transfer Out. A Warning is simply a warning. The school supervisor will need to advise the school staff on whether this issue should be corrected or not. It may not be a critical issue depending on how the school records NSFs for example.

NOTE: When the system is out of balance, the bookkeeper may continue to use the system to make receipts, etc. but should find and remedy the issue as soon as possible. The View Multiple Days box may be checked to aid in looking for the day the system went out of balance.



☐ View Multiple Days

Date	Fund	Assets Liab&Equity OK?	Enc. Open PO OK?	AP Ap Invoice OK?	NSF Nsf Checks OK?	Transfer In Transfer Out OK?	Information Only Income	Information Only Expenditure	Information Only AR Items
9/18/2017	10	614,827.80 614,827.80 OK	103,201.01 103,201.01 OK	1.00 1.00 OK			96,078.11	-200,556.34	22,283.23
9/18/2017	20	9,567.90 9,567.90 OK	OK	OK					
9/18/2017	30	OK	OK	OK					
9/18/2017	ALL				OK	OK			

Backup Data Files

End of Month (Menu)

Change Posting Period

File>End of Month>Change Posting Period

Each new month when the school secretary or bookkeeper comes to work, the system will show that the posting period date needs to be changed. This is done manually so a user may enter data in the previous period if necessary before switching it. If there are undeposited receipts in a period when it is being changed, the system will send a message asking if you want to deposit the receipts before changing the period. Do not ignore this request. You may change the posting period and come back to deposit the funds, but not depositing them has consequences and ought not to be forgotten.

Bank Reconciliation

File>End of Month>Bank Reconciliation

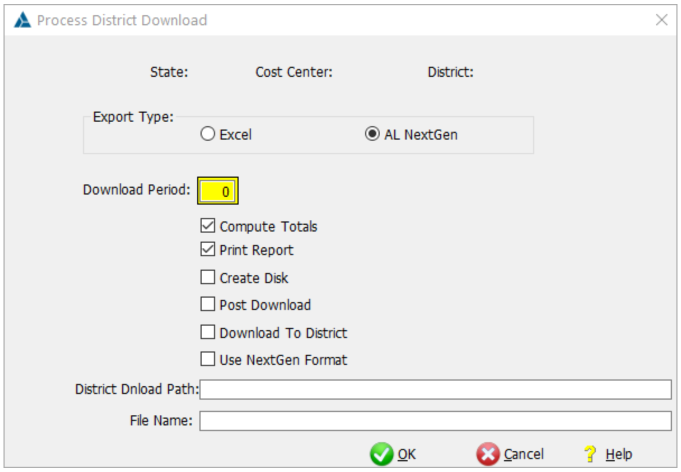
Each month the system should be reconciled to the bank statement for the school or district office, etc. The beginning balance will only need to be entered into the first period of each school year. The ending bank balance should be entered each month according to the bank statement, and all items on the bank statement should be cleared, or created and cleared to replicate the statement activities.

- There are Bank Charges and Bank Interest buttons for ease of creation of monthly entries.
- The NSF button may be used to enter NSF checks/charges.

Click HERE for detailed instructions.

Download to District

This routine is used by select districts to download files to their district office.


Process District Download
State:
Cost Center:
District:
Export Type:
○ Excel
● AL NextGen
Download Period:
0
☑ Compute Totals
☑ Print Report
☐ Create Disk
☐ Post Download
☐ Download To District
☐ Use NextGen Format
District Dnload Path:
File Name:
OK
Cancel
Help

Export Changes to External System

This is for MySchoolReceipts users ONLY.

Step by step directions may be viewed HERE from the End of Month section.

End of Calendar Year (1099's)

File>End of Calendar Year (1099's)>Print/Export 1099 Report

This routine is used to print 1099's to vendors who have provided Federal IDs and have been marked as a 1099 Vendor in the Master Files. Both the current and prior school year (if applicable) must have the vendor marked as a 1099 vendor (1099 box selected) and must include the Federal ID number or Social Security Number included in the proper format.

NOTE: Both the prior and current year must be in the same version of the software. To ensure this, the prior year may be opened to prompt the prior year's software to update.

End of School Year (Check Out)

File>End of School Year (Check Out)

This screen is used to Print Reports, Write Off Deposit Credits (Gift to School), Post Deposit Credits to Open AR Charges, Prepare Refund Checks, and Print Refund Checks in preparation for the end of school year. This is NOT for Student Deposit Processing. Click HERE for more information and screenshots for the End of School Year (Check Out) process.

End of Fiscal Year (Menu)

File>End of Fiscal Year>New Year Processing

The End of Fiscal Year - New Year Processing is a three-step process* which is used to create the New Year's books before the current fiscal year's end, Clean-Up/Prepare and Test the Current Year to ensure the system is balanced, and Close the Current Year when the P12 Bank Statement is Reconciled.

*This is a two-step process for MySchoolReceipts.

This system allows users to prepare and work in the new fiscal year before the previous year's books closing.

For Example, you may begin receipting in the new fiscal year and write checks for open Accounts Payable, while you wait for the July P12 bank statement to arrive for reconciliation.

While still in P12 of the "old year" you may begin revising fee sheets and preparing the "new year's" books for upcoming registration, etc.

Video training on ***Preparing for Registration*** are available on these topics in the TES Help Desk.

NOTE: Other instances of MySchoolAccounting or MySchoolReceipts should be closed when running the End of Fiscal Year steps.

District Custom Programs (Menu)

File>District Custom Programs

These utilities have been created specifically for districts to make district Purchase Orders and track district-specific budgets. It is used when instructed by your district. When using District Custom Programs, you will need to Process District Files at the End of the Fiscal Year.

MyDistrictSummary (Menu)

File>MyDistrictSummary Menu

This system combines district-wide information from schools for district oversite. There is an extra fee for MyDistrictSummary use. This system lists each school as an activity to roll-up and combines data for totals.

Dealer's Menu

The Dealer's Menu is to be used solely by TES Software staff and qualified assigned district personnel. Access to the Dealer's Menu is done via a secure login provided by TES Software administrative staff. Some actions may be irreversible, therefore saving a copy of one's books before a critical change is of utmost importance. All actions in the Dealer's Menu may be audited for future review. For further details, see the MySchoolAccounting Technical Manual from the TES website's Downloads page.

Home Screen Menus

File

The file menu consists of some key categories such as the Manager, Chart of Accounts, Master Files; in addition to fundamental tasks for End of Day, End of Month, End of Year, etc. Each of these is used by the primary financial secretary or bookkeeper in charge of the school. See each of these topics for further instruction.

Receipts

The Receipts menu is used for fee sheet creation, receipt and deposit creation, and viewing student receivables. See Receipting and Deposit details in Daily Processes. See Fee Sheet Creation in Setup, Add Fees. The Student Control Center, Class Change, Credit Cards, and Students utilities have been placed here for the user's convenience. This Receipts menu is the most used menu in the system.

Disbursements

The Disbursements menu is used for Purchase Order and Accounts Payable Invoicing. Essentially all check creation, edits, and review are done through this menu except Purchase Cards.

Journal Entries

General Journals may be manually created here and reviewed via this menu. Many journal entries are created automatically in MySchoolAccounting via the Bank Reconciliation module.

Purchase Card

Purchase Cards may be invoiced, edited, held or paid from this menu.

A.R.

Receivable funds may be tracked, moved, printed as student statements, run as reports (Open Items, NSF Lists, Waiver Report, etc.) from the A.R. Menu. More details are in the Accounts Receivable portion of this document. See Daily Processes.

MySchoolFees

This is a hyperlink to your school-specific MySchoolFees online system from your home screen. Your approved connection will allow for importing online payment receivables into your MySchoolAccounting or MySchoolReceipts desktop module. Utilities, Registration Set-up, and School Options (formerly only in the myschoolfees.com Secretary's Menu) are available here.

MyWeb

MyWebReceipts was introduced in 2016 as a web-based solution for Remote Receipts and other necessities such as gate receipting and concessions. It was retired while awaiting a better solution.

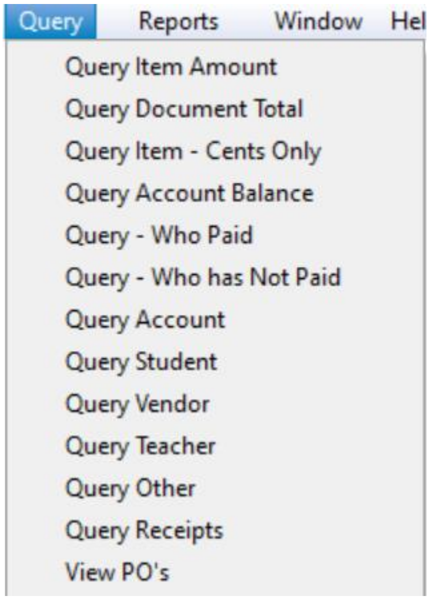
Click HERE to view information regarding Teacher Web Query and download the 8-page setup and user document.

Remote

This allows for Remote Receipts to be collected via multiple computers during registration (or any time of year) for import to the school's primary computer system. MyWebReceipts was introduced in 2016. Remote Fines is used for Remote Fine collection. This is especially useful for librarians' use.

Query

Query may be used to search by Item Amount, Document Total, Item – Cents Only, Account Balance, Who Paid, Who has Not Paid, Account, Student, Vendor, Teacher, Other, Receipts, or View POs. It's a helpful and easily accessible way to search for information.


Query
Reports
Window
Hel
Query Item Amount
Query Document Total
Query Item - Cents Only
Query Account Balance
Query - Who Paid
Query - Who has Not Paid
Query Account
Query Student
Query Vendor
Query Teacher
Query Other
Query Receipts
View PO's

Reports

A wide array of reports may be printed via the Reports Menu.

From the **Home Screen>Reports**

Registers> to choose a wide variety of registers to print.

Financial Statements>Balance Sheets, Trial Balance, Income\Expenditure Reports

Audit Reports> to print a wide range of reports for supervisors or auditors.

Administration Reports> Sponsor's Reports, Principal's Activity Report, Approved Fee Reports

Teachers' Reports> Teacher's Sponsors Reports, Teacher's Activity Report

Lists> List (Accounts, Students, Vendors, etc.), Lists with Totals and Transactions, List – Who Paid- Who Didn't Pay

Monthly Reports> to choose from a variety of **Bank Recon Reports, Financial Statements, Registers, Management Reports** all from one location each month. These are the same options (reports) that are displayed when the bank reconciliation is posted each month.

1099 Reports

Bank Reconciliation Reports

Click HERE to view details on each report.

Window

Cascade or Tile Window (disregard)

Help

The Help menu is used to create a TES Support Ticket, allow remote connection by TES Support Staff, or connect the user to the TES Website to download the latest software update. Before downloading/updating your MySchoolAccounting or MySchoolReceipts software, you must first close all instances of the software at your school.

Exit

Exit the program

MMT 3/8/21