



MySchoolAccounting

Technical Manual

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Installation

New Installation – Single User – Installed on local hard drive “C:”

A new installation of MySchoolAccounting consists of 3 components:

- 1- Installation of MySchoolAccounting.
- 2- Installation of Pervasive SQL version 9.1
- 3- Configuration of System and development of Chart of accounts.

Step #1: Installation of MySchoolAccounting

<http://www.tessoftware.com/downloads.html>

TES Software Inc.
Software Tools For Managing Schools

Home Downloads Products Supp

TES Downloads

Download Name	Date
MySchoolAccounting	
MySchoolAccounting 2.63	09.05.20
Remote Receipt Client	09.05.06
TES-CardSwipe Application Instructions	
TES-CardSwipe Application	
MySchoolPayroll	
MSP 6.3 Release	09.05.14
MSP6.3 DC4 Update Only	09.05.14

Update Install Instructions

1. Make sure ALL computers are OUT of TES.
2. Make sure ALL credit card batches are closed.
3. Be sure to update ALL computers that use TES.

Unless instructed differently by TES support you should always install the latest version of MySchoolAccounting

File Download - Security Warning

Do you want to run or save this file?

Name: SetupAW2639056090520.EXE
Type: Application, 50.0MB
From: www.tessoftware.com

Run Save Cancel

While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. [What's the risk?](#)

Normally you should select RUN to install the software.

If you are running Vista with UAC installed you will need to SAVE the file to the desktop and then “Run as Administrator”

Internet Explorer - Security Warning

Do you want to run this software?

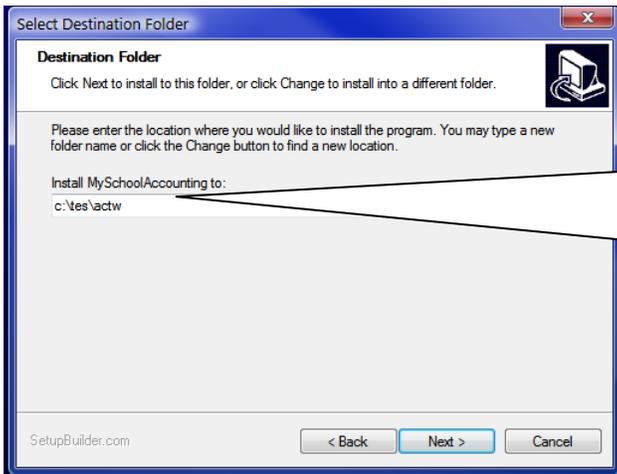
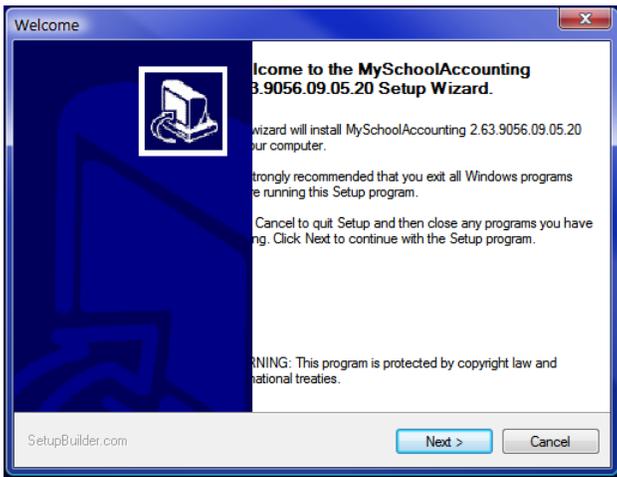
Name: TES-Accounting
Publisher: TES-Software, Inc.

More options

Run

While files from the Internet can be useful, this file type can potentially harm your computer. Only run software from publishers you trust. [What's the risk?](#)

Always answer Run



Enter the location for the PROGRAM PATH of MySchoolAccounting

The PROGRAM PATH is the physical location of the programs. The data files will be in sub folders for each year.

Example:

This example will result in the following installation.

PROGRAM PATH = C:\TES\ACTW

BASE PATH = C:\TES\ACTW

DATA PATH = C:\TES\ACTW\08-09

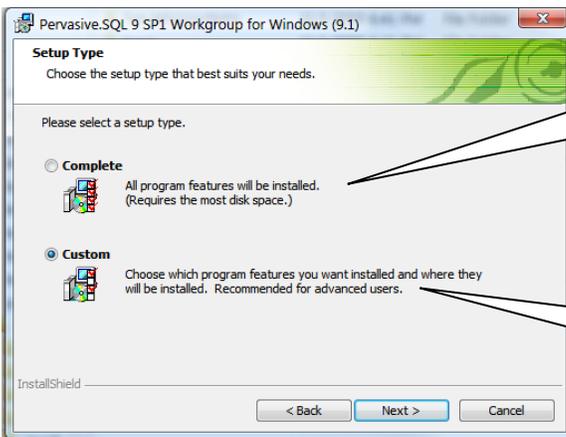
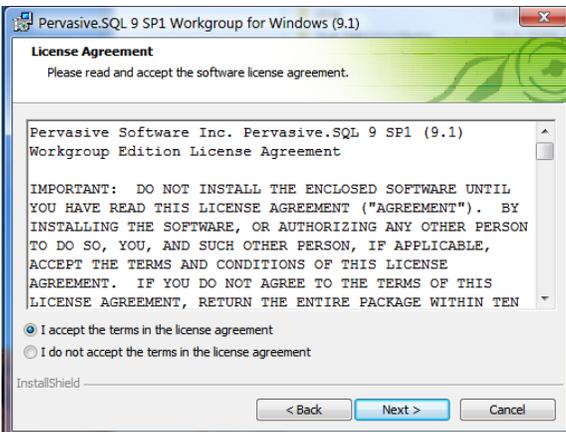
QUICK BACKUP PATH = C:\TES\ACT\08-09\ARC



It is important that the technician understand the meaning and use of these 4 paths. They are used throughout the manual

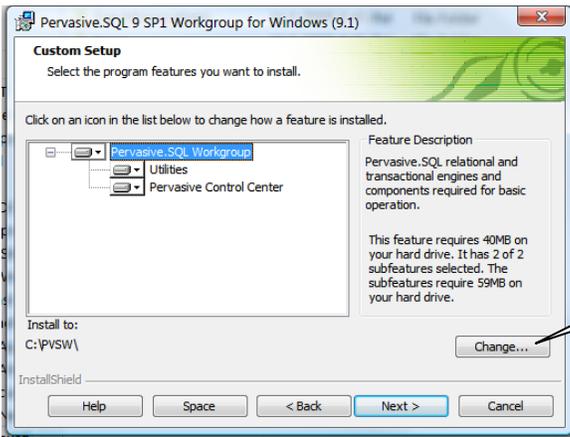
Step #2: Installation of Pervasive SQL version 9.1

<http://www.tessoftware.com/downloads.html>

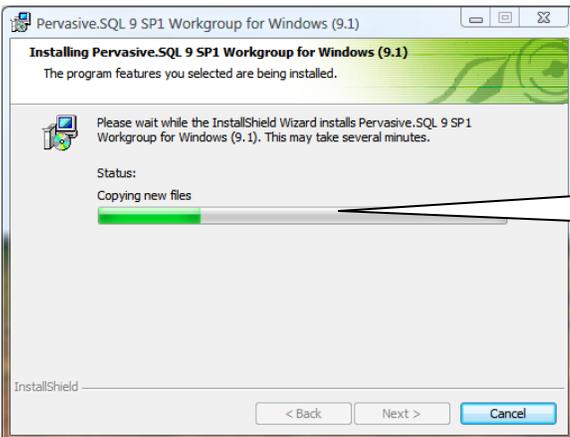
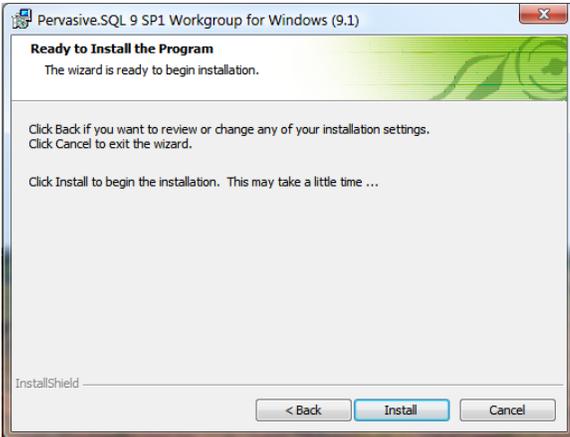


Usually you will select complete. It will install the database engine to C:\PVSW\BIN

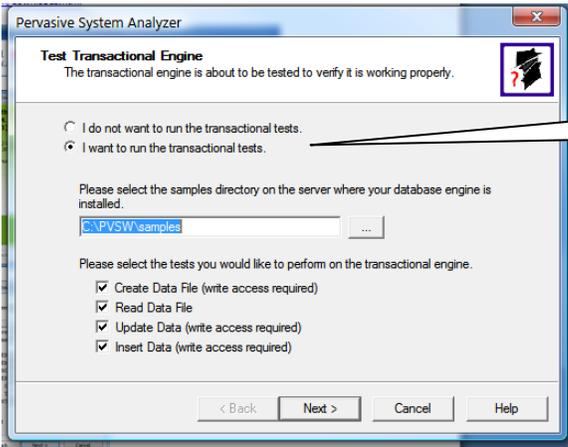
If you select CUSTOM you can install the database engine to any location you choose.



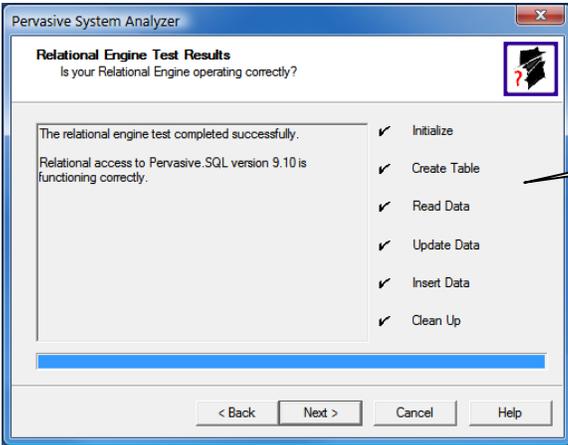
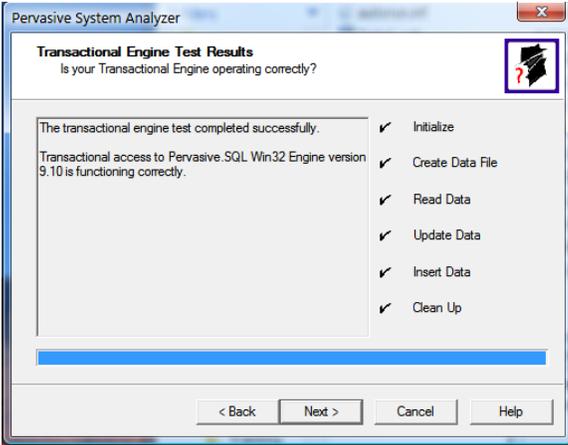
You will only see this screen if you select CUSTOM.



Be patient with this step. Depending on your computer this step can take from a few minutes to an hour or more



You MUST run the transactional test. If it fails then MySchoolAccounting will not function.



Sometimes the RELATIONAL test will fail. THIS IS OK.

Installation – Network

Option #1: Programs and Data are both on the server.

Pro: Easy to Install
Only one place to update

Con: Programs load slowly
Large effect of network

Option #2: Programs are on the Client, Data on the server.

Pro: Programs load quickly
Minimal effect on network

Con: More time to Install
Each client must be updated

Installing Pervasive SQL 9.1 to Novell Netware

Pervasive SQL (Netware Server) Installation Notes

Login to Netware – Full rights to server required for installation

Install Pervasive SQL Server
Installation on SYS volume strongly recommended

Use Pervasive System Analyzer to Remove Pervasive SQL from Server

Install Pervasive SQL Server
Installation on SYS volume Strongly recommended

Modify Host file on Workstation add Server IP and Server Name
\\Windows\System32\Drivers\etc\Hosts

Use Pervasive System Analyzer to remove prior version of Pervasive SQL from Workstation

Install Pervasive SQL Windows Client on Workstation

Step #1: Pre-Planning:

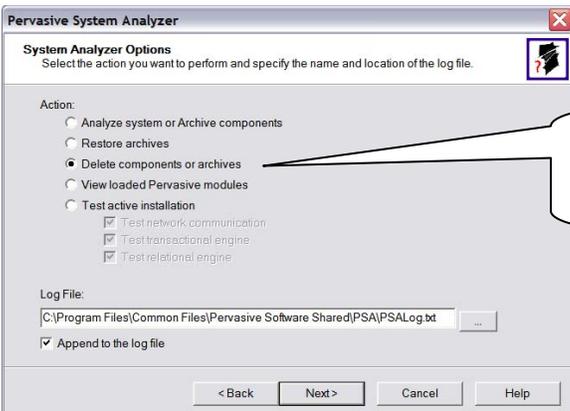
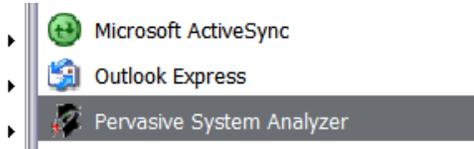
The installation requires:

1. Administrative access to BOTH Netware Server and the Workstation that will be used for the installation.
2. The Server must be rebooted (usually twice) during the installation) so it should be planned after school hours when the server may be down for an hour or so.

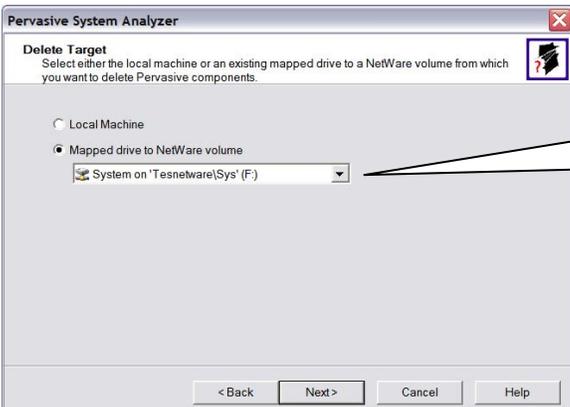
- You must know the IP address of the server. If the server has multiple network card, use the one set the subnet that services the subnet of the secretaries computers.

Step #2: (optional) Remove old Pervasive Installation from the server

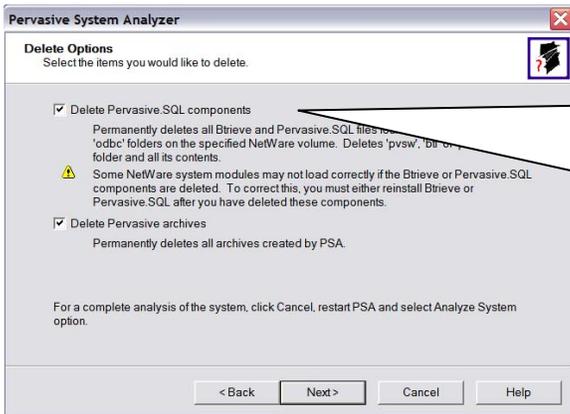
At the workstation – Run Program Pervasive System Analyzer



Select Delete components or archives



Pick the Netware Server



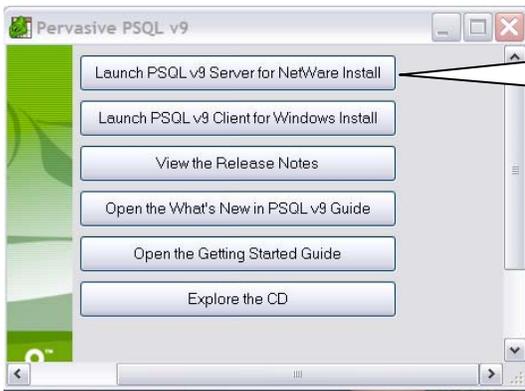
Delete Pervasive SQL components.
(You MUST check his one)

I suggest you also Delete Pervasive archives, but some Sys Administrators want them kept so that is a local choice.

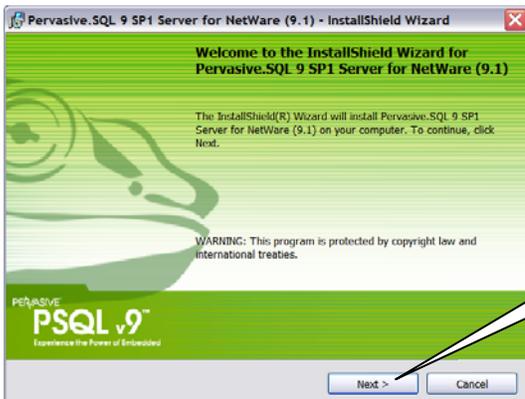
After this is run you must Reboot the

Step #3: Installation:

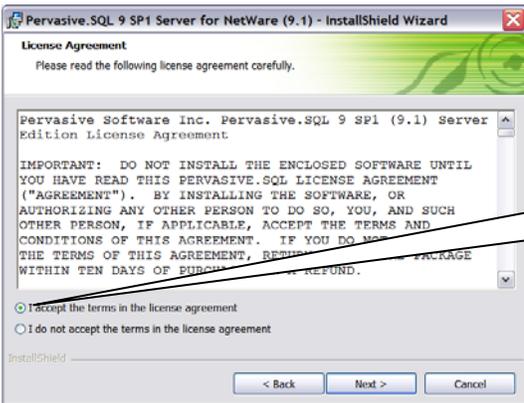
Login as admin
Insert CD in Workstation (NOT Server)



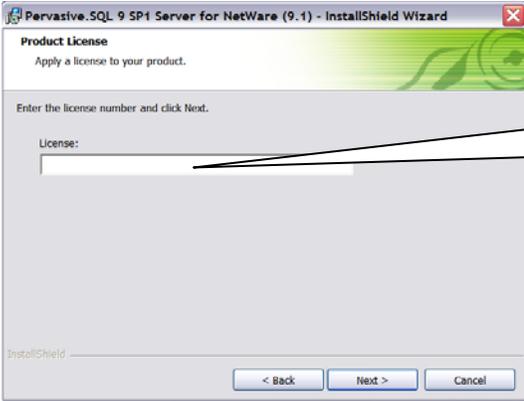
Click Launch PSQL v9 Server for Netware Install



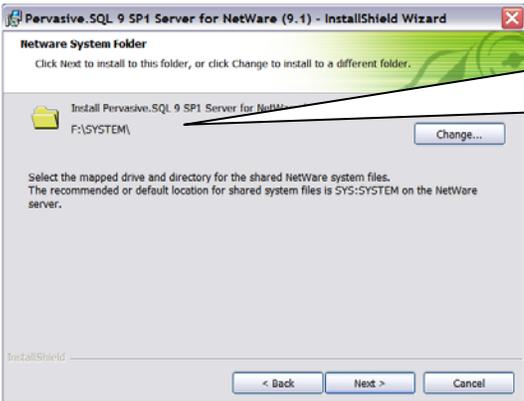
Click Next



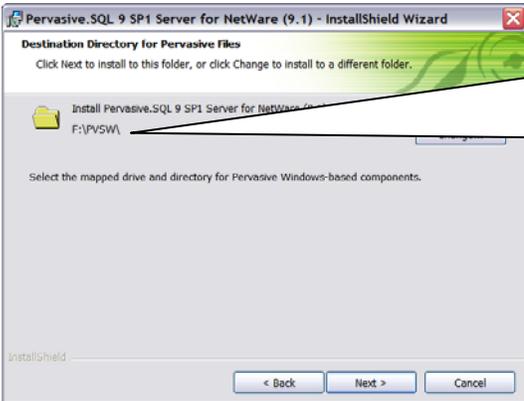
Accept the license agreement and click NEXT



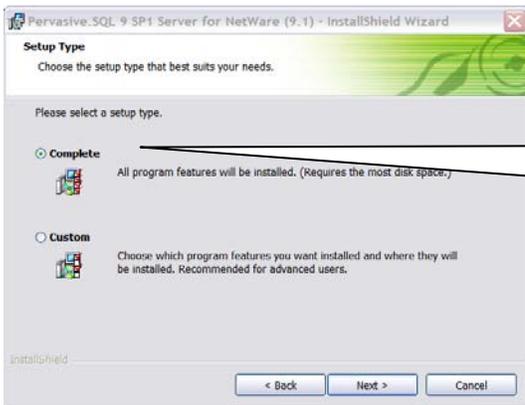
Enter or cut and paste your license key.



The installation defaults to F:\system\ MAKE SURE THIS IS THE SYS VOLUMN



The F:\PVSW is where the pervasive software and the LOG files are kept. The secretary should have access to this folder so TES support can access these log files during support sessions.



Always choose the complete installation.

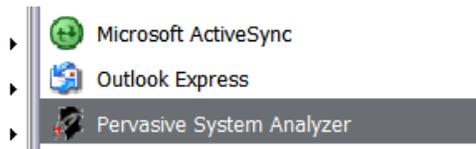


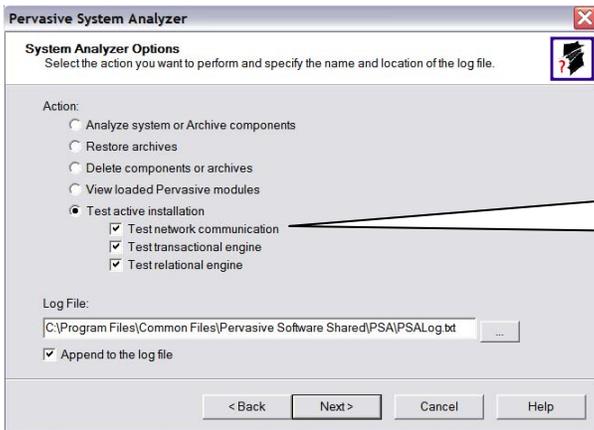
Please reboot the file server and then enter MGRSTART at the file server console.

Check to make sure the installation has added MGRSTART to the end of the AUTOEXEC.NCF file.

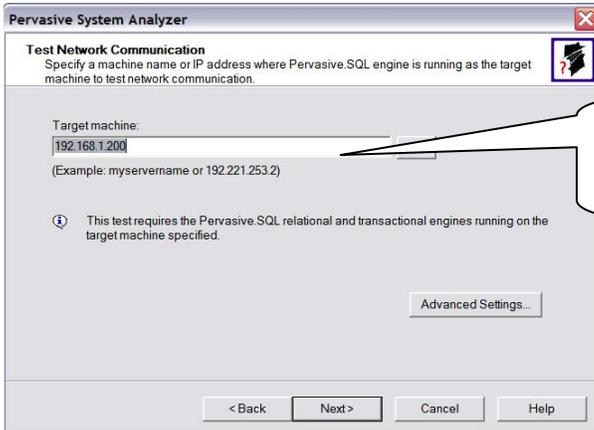
Step #4: Test the Installation

At the workstation – Run Program Pervasive System Analyzer

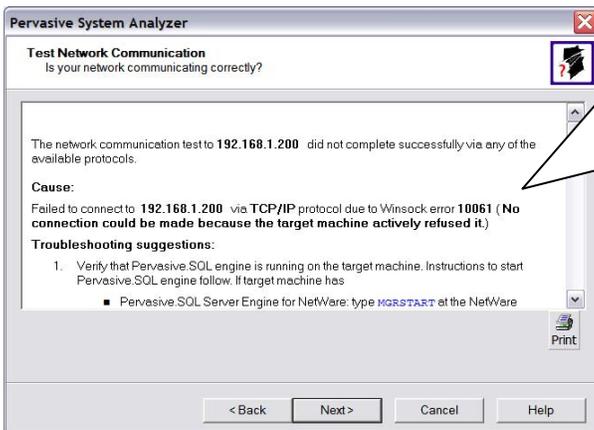




Test Network Communications



Enter IP address of the Server



If this FAILS this installation did not work and you need to UNINSTALL PERVASIVE FROM THE SERVER AND REINSTALL IT FROM SCRATCH.

This is often required to get rid of OLD pervasive components that ship with Novell but are incompatible with the new versions of pervasive.

Step #5: Add the Server IP Address to the HOST file on each Workstation.

Use Notepad to open the HOSTS file found on the workstation.

Location on XP

C:\WINDOWS\System32\drivers\etc\hosts

```
hosts - Notepad
File Edit Format View Help
# Copyright (c) 1993-1999 Microsoft Corp.
#
# This is a sample HOSTS file used by Microsoft TCP/IP for Windows.
#
# This file contains the mappings of IP addresses to host names. Each
# entry should be kept on an individual line. The IP address should
# be placed in the first column followed by the corresponding host name.
# The IP address and the host name should be separated by at least one
# space.
#
# Additionally, comments (such as these) may be inserted on individual
# lines or following the machine name denoted by a '#' symbol.
#
# For example:
#
#       102.54.94.97      rhino.acme.com      # source server
#       38.25.63.10     x.acme.com          # x client host

127.0.0.1       localhost
192.168.1.103  HP001708CF2615
192.168.1.254  TesNetwork
```

Enter the IP Address at least one space and the name of the server then save the HOSTS file.

USE NOTEPAD

DO NOT USE WORDPAD OR WORD
THEY WILL FOUL UP THIS FILE
BEYOD ALL RECOGNITION.

Step #6: Install the Pervasive client on the workstation

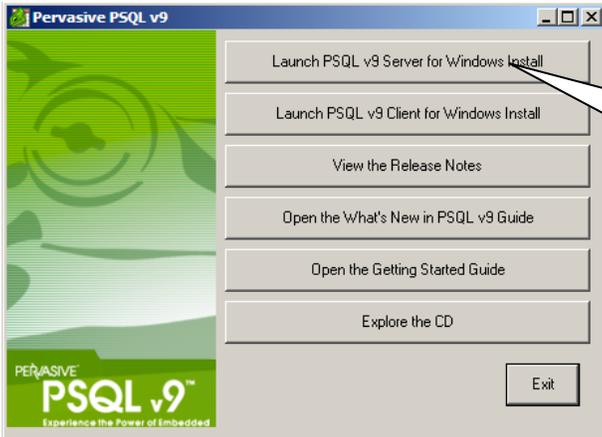
Note: This step is option if you are currently using workgroup engines. They will serve as clients when the data is moved to the server.

However we strongly recommend that you install and use the Pervasive Client.

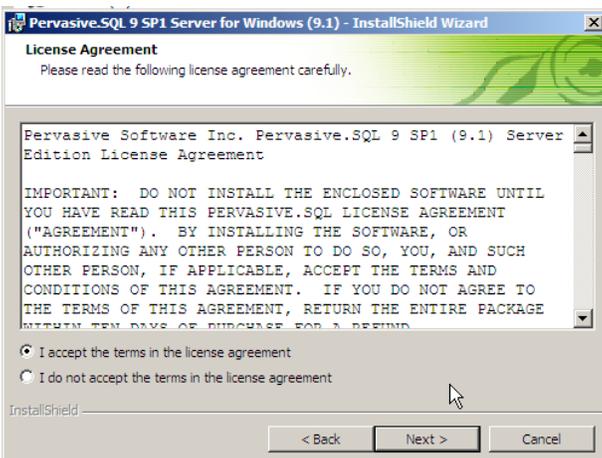
Installing Pervasive SQL 9.1 on Windows Server

Note: The installation must be done at the SERVER CONSOLE. Pervasive will not allow the installation to be made from a remote workstation.

Step #1: Install the server:

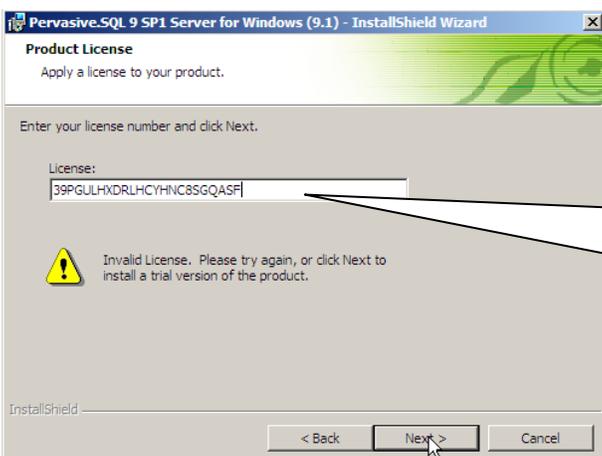


The server installation must be done at the SERVER CONSOLE. The operator must have full administrative rights



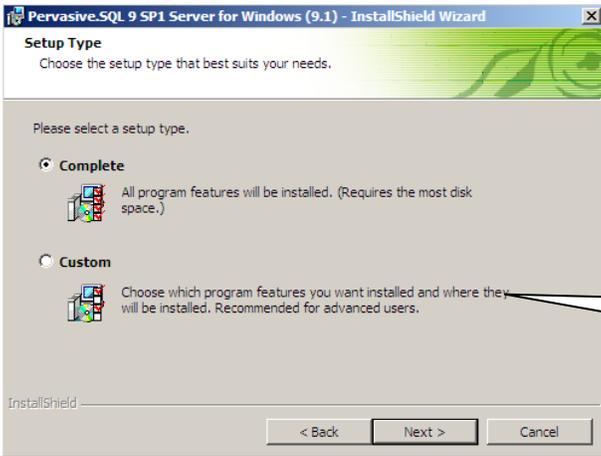
IMPORTANT Note

The windows server must have a user SYSTEM installed. Although we never login to this user, it is used internally by Pervasive SQL and must be present. SYSTEM must have FULL RIGHTEST to the X:\PVSW folder



The license key is found on the list provided.

Any of the install DISKS may be used.



If you want to install to a different drive than C: then use the CUSTOM.

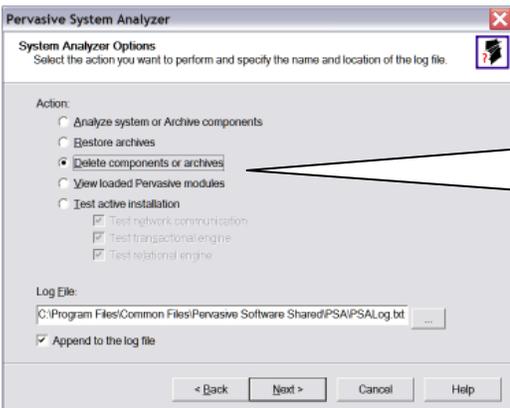
NOTES:

The install will create a folder \PVSW. All secretaries and I need read/ write access to this folder. Without it we do not have access to the server logs for troubleshooting. Remember that the user SYSTEM must have full rights to the \PVSW folder.

Step #2: Uninstall old client or workgroup engine on the workstation

Uninstall the existing client or workgroup engine for each workstation.

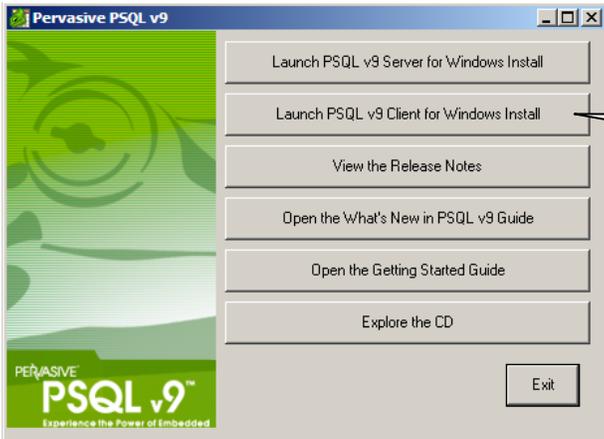
- 1- Stop the workgroup Engine:
 - a. Start Menu >> Pervasive >> Engines >> Stop Workgroup Engine
- 2- Remove the Workgroup Engine:
 - a. Windows Uninstall
 - b. Start Menu >> Pervasive System Analyzer



Use Delete components or archives to delete all old fragments and Registry Entries.

Step #3: Install client at each workstation.

Install the client at EACH workstation. DO NOT install the client on the server.



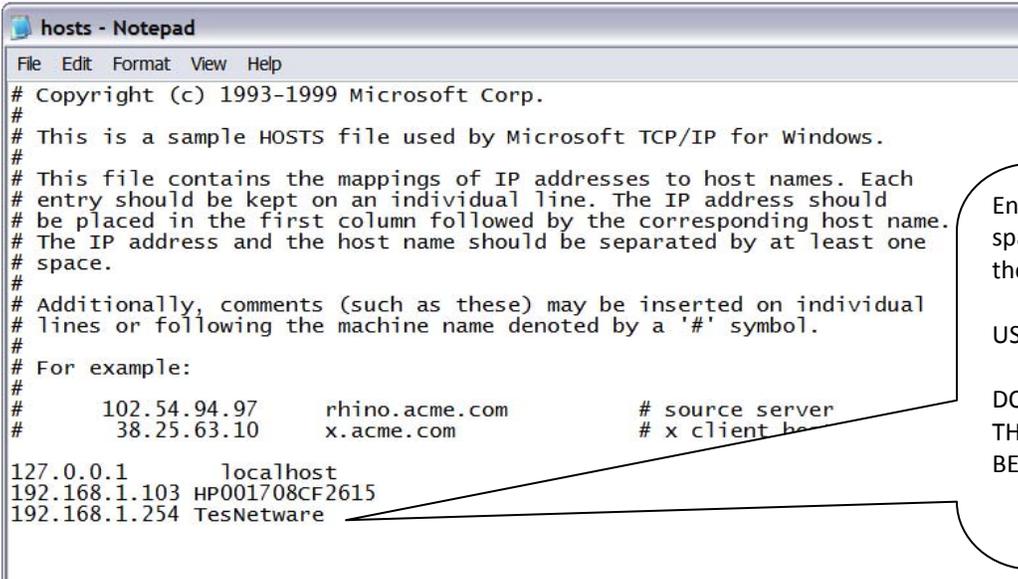
Follow instructions on disk

Step #4: Add the Server IP Address to the HOSTS file on each Workstation.

Use Notepad to open the HOSTS file found on the workstation.

Location on XP

C:\WINDOWS\System32\drivers\etc\hosts



Enter the IP Address at least one space and the name of the server then save the HOSTS file.

USE NOTEPAD

DO NOT USE WORDPAD OR WORD THEY WILL FOUL UP THIS FILE BEYOND ALL RECOGNITION.

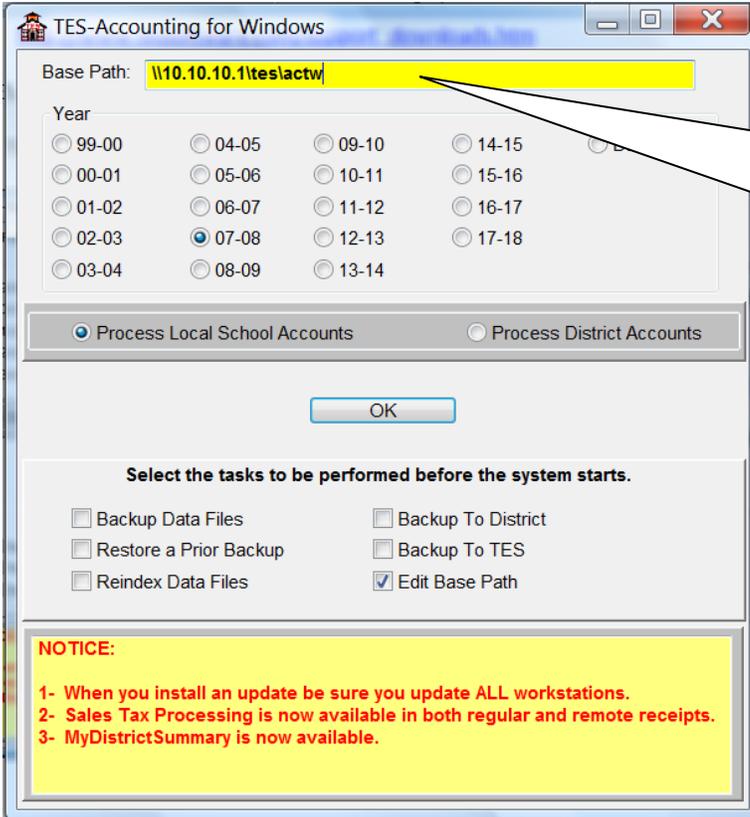
Step #5: Set the Base Data Path to the server.

Install TES-Windows on c:\tes\actw

http://www.tessoftware.com/support_downloads.htm

Start TES

Modify TES to use UNC path for data.



Enter the base data path in the form
[\\hchsdc01\tes\actw](#)
Or
[\\10.10.10.1\tes\actw](#)

(This is assuming the share on the server is tes.)

Moving Current Installation to a New Computer

Single User system on local Drive:

Step #1: Copy old Installation to thumb drive

Copy entire C:\TES folder from OLD Computer to either a network drive or a thumb drive

DO NOT BURN TO A CD. If you do it will set all files and programs to read only and will cause problems when you restore the data.

If you are using the command prompt the command is: (Assuming E: is thumb drive)

```
XCOPY C:\TES\*. * E:\TES\ /s/c/d
```

Step #2: Copy installation from thumb drive to New Computer

Copy the entire C:\TES folder from THUMB DRIVE to new Computer.

If you are using the command prompt the command is: (Assuming E: is thumb drive)

```
XCOPY E:\TES\*. * C:\TES\ /s/c/d
```

Step #3: Download and install Pervasive SQL 9.1 workgroup

Use instructions for new installation

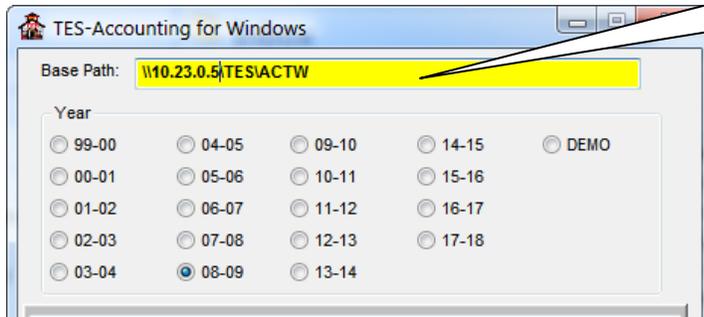
Step #4: Download and install MySchoolAccounting Update

This will create a desktop icon.

Network Installation – Data on Network – Programs on Local System

Step #1: Write down BASE PATH on OLD Computer

Start MySchoolAccounting on OLD computer



Record the Base Path
EXACTLY as it appears

Step #2: Copy old Installation to thumb drive

Copy entire C:\TES folder from OLD Computer to either a network drive or a thumb drive

DO NOT BURN TO A CD. If you do it will set all files and programs to read only and will cause problems when you restore the data.

If you are using the command prompt the command is: (Assuming E: is thumb drive)

```
XCOPY C:\TES\*. * E:\TES\ /s/c/d
```

Step #3: Copy installation from thumb drive to New Computer

Copy the entire C:\TES folder from THUMB DRIVE to new Computer.

If you are using the command prompt the command is: (Assuming E: is thumb drive)

```
XCOPY E:\TES\*. * C:\TES\ /s/c/d
```

Step #4: Download and install Pervasive SQL 9.1 CLIENT

Use instructions for new installation

Step #5: Download and install MySchoolAccounting Update

This will create a desktop icon.

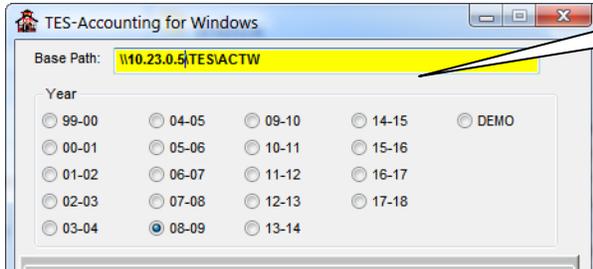
Step #6: Start NEW computer and enter BASE PATH

Network Installation – Data and Programs on Network Drive

Step #1: Write down BASE PATH on OLD Computer

Start MySchoolAccounting on OLD computer

Record the Base Path
EXACTLY as it appears

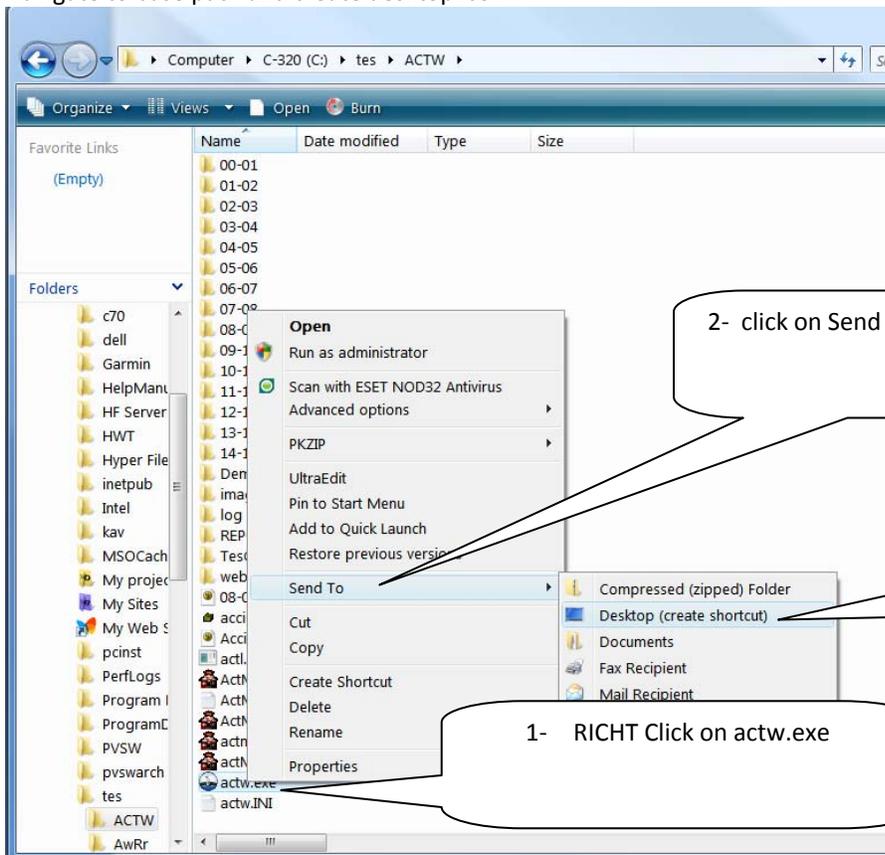


Step #2: Download and install Pervasive SQL 9.1 CLIENT

Use instructions for new installation

Step#3: Create desktop icons for MySchoolAccounting

- Click on My Computer
- Navigate to base path and create desktop icon

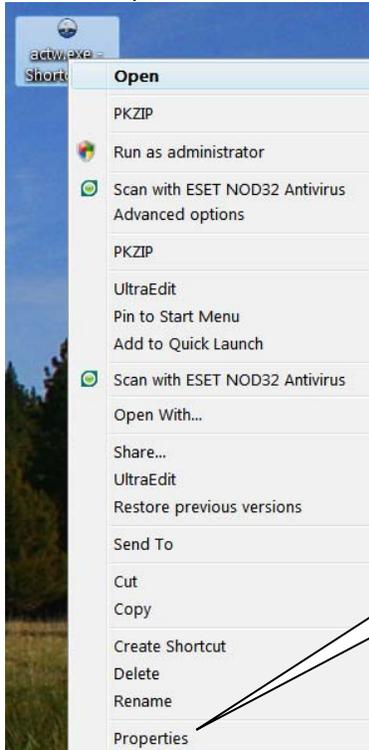


c.

Step #4: Set the “Start In” value in the icon

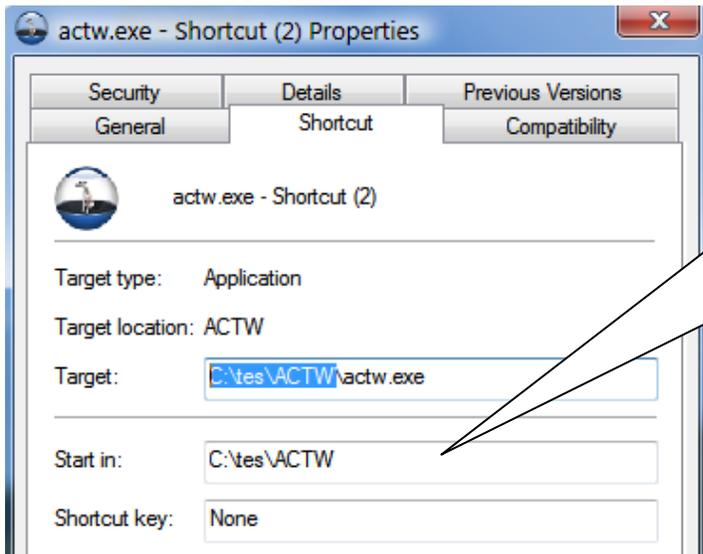
- Right click on the icon

b. Click on Properties



Click Properties

c. Set the Start in to the Base Path



Set the Start In to be the same as the PATH in the TARGET.
If Target says
C:\tes\ACTW\actw.exe
Then start in must be
C:\tes\ACTW

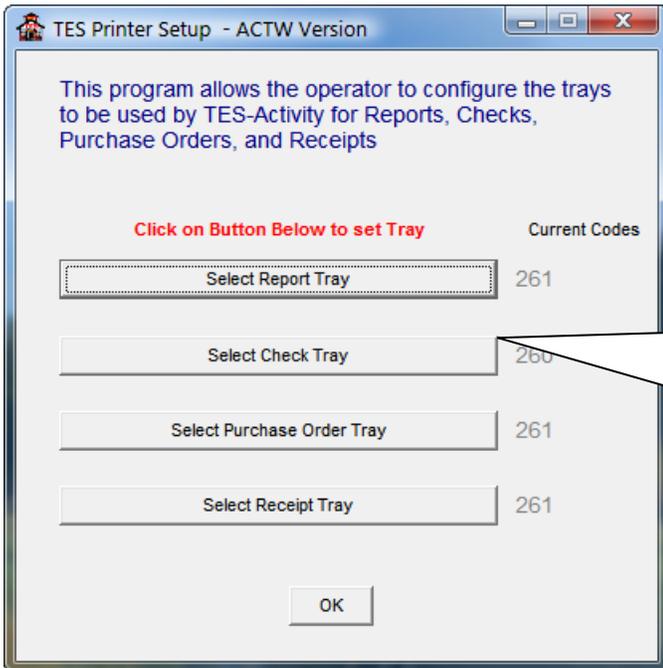
Step 5: Repeat step #3 and #4 for WebTQ.exe

Step #6: Start NEW computer and enter BASE PATH

Printer Configuration:

Basic Concepts

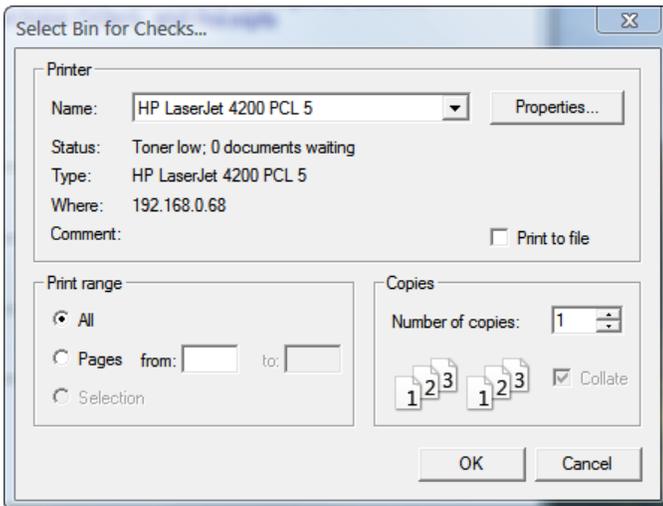
File → Manager → Define Printer Trays

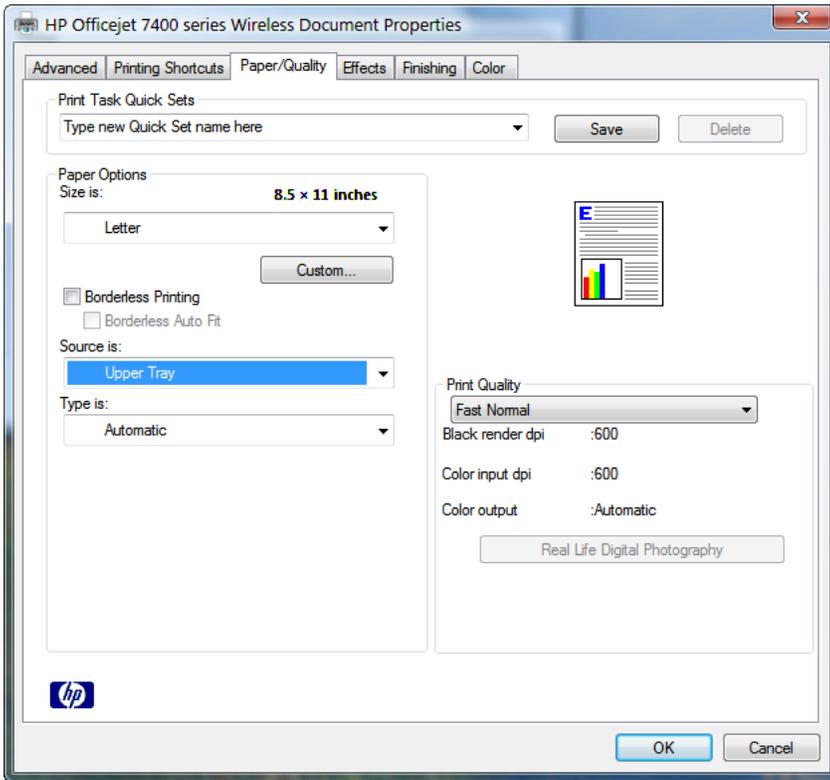


IMPORTANT: The entire purpose of this program is to set these printer codes which are sent to the printer before the document is printed.

The CODE is stored.

The screen which displays when you click on a Select button is NOT STORED.





Hp 4000/4100/4200/4300

Instructions on website

Documentation

TES Download Instructions

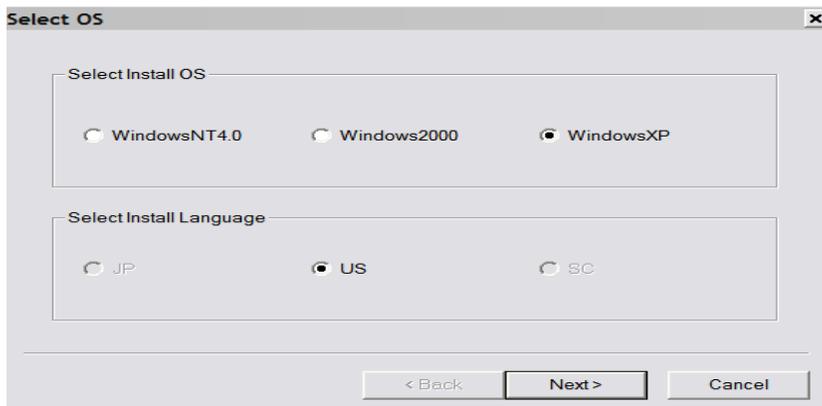
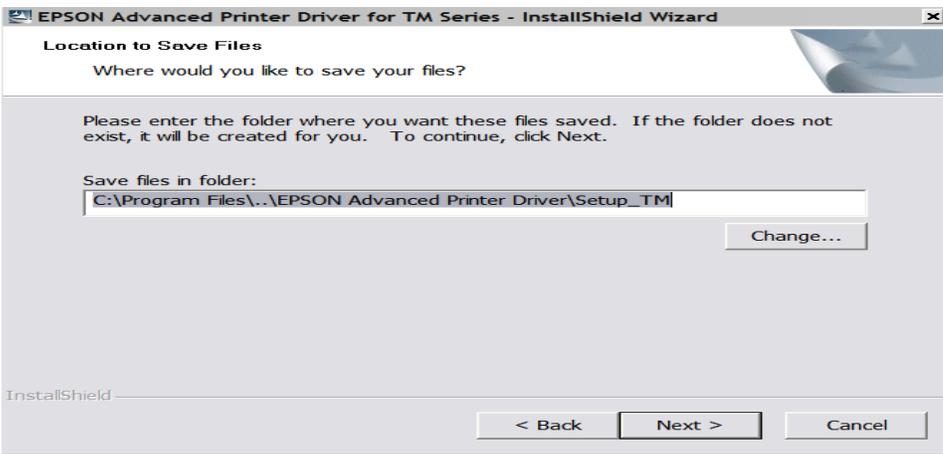
[HP 4000/4150 Printer Configuration](#)

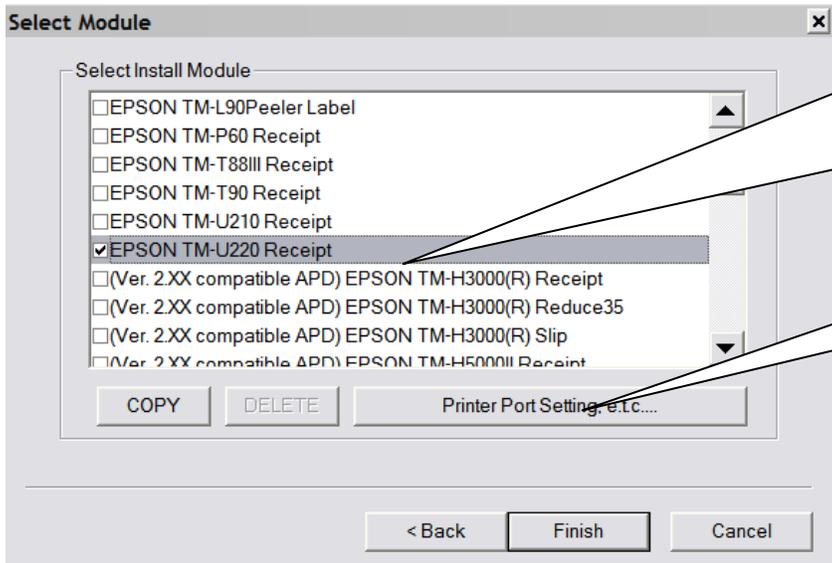
[HP 4200/4300 Printer Configuration](#)

Installation of TM 220 Epson Receipt Printer

Download the latest Epson Printer driver

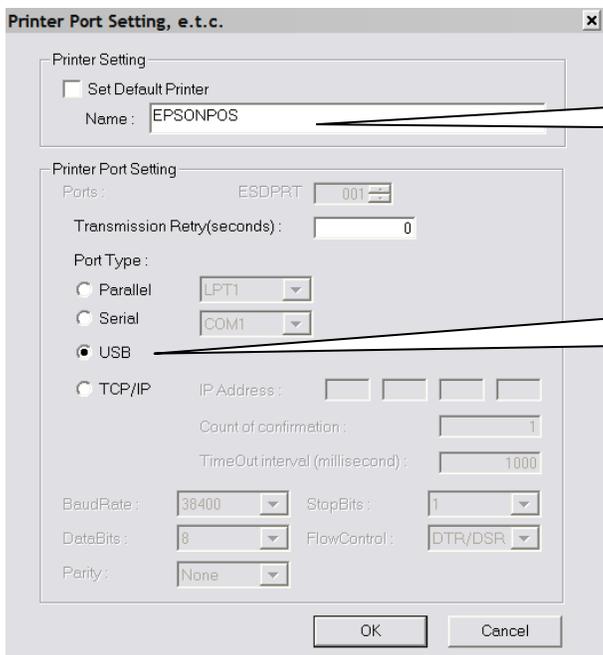
Click on the driver program





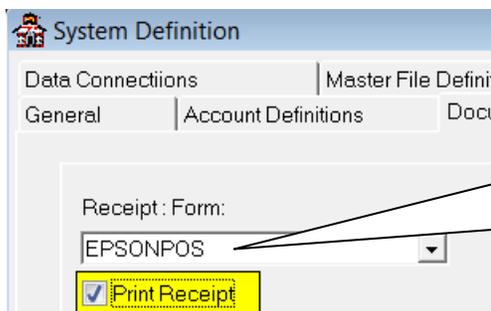
Select EPSON TM-U220
DO NOT select USB at the top of this list.

Click here to change to USB



TES receipts expects the printer name is EPSONPOS

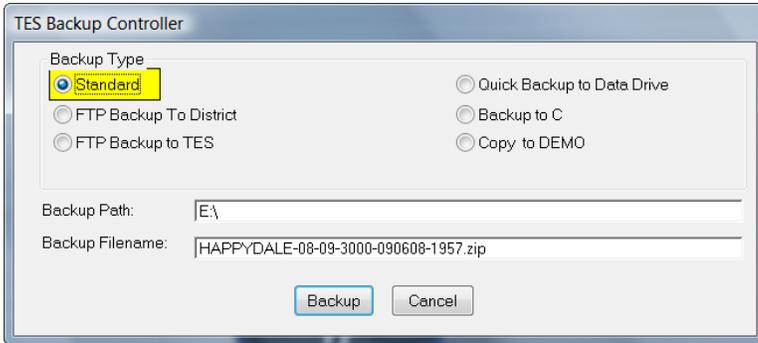
Make sure the printer is plugged in and turned on BEFORE you select USB.



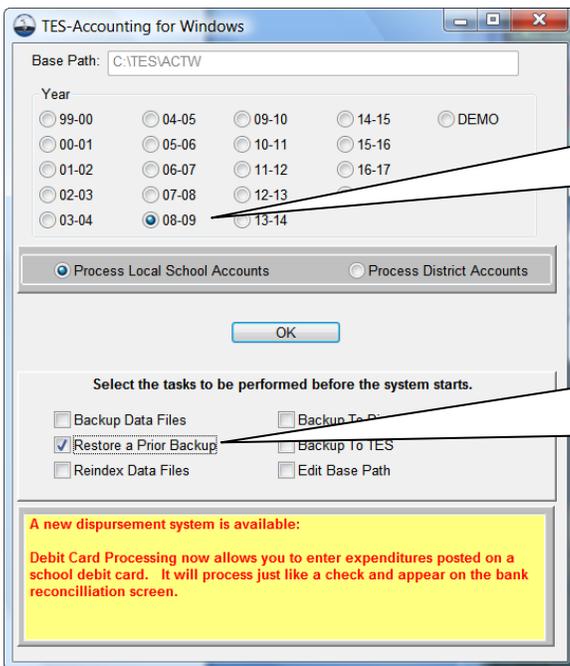
In MySchoolAccountiing:
File → Manager → System Definitions → Document Options
Set the receipt form to EPSONPOS

Backup/Restore

Backup Options:



Restore Options:



Restore will be made to

Base Path \ 08-09

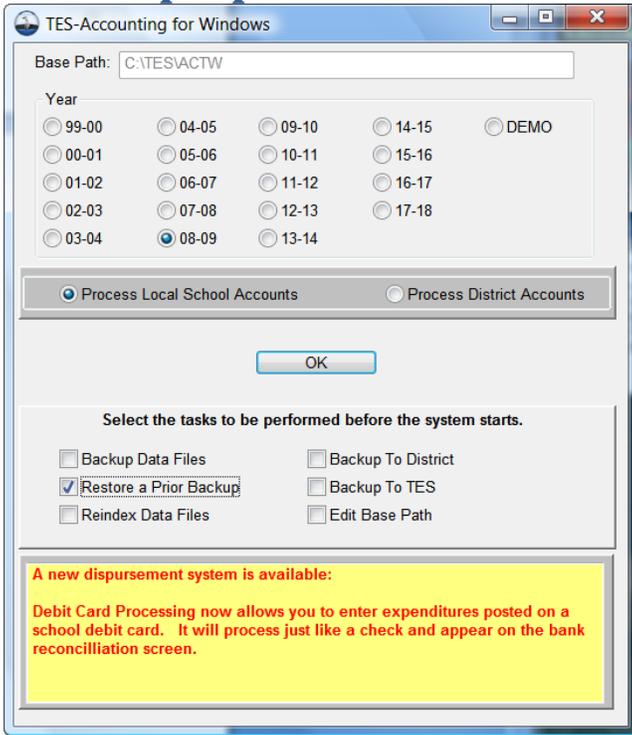
C:\TES\ACTW\08-09

A RESTORE WILL OVERRIDE ALL DATA FOR THE YEAR SELECTED ABOVE.

BE SURE THAT IS WHAT YOU WANT TO DO.

Partial Restore:

Start-Up Options



Backup Data files

Restore a Prior Backup

Reindex Data Files

Backup to District

Backup to TES

Edit Base Path

Components of State Account numbers

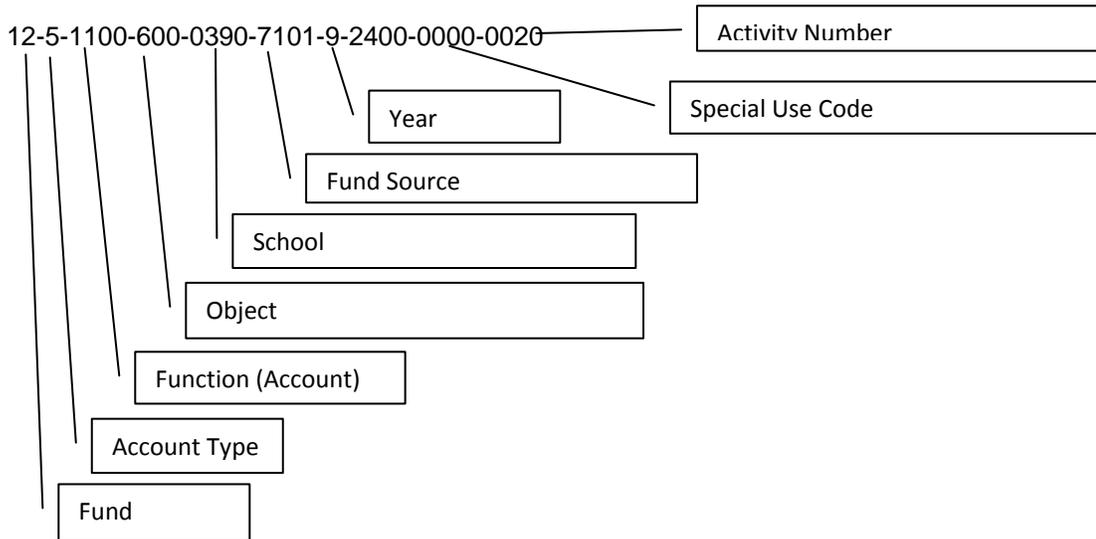
Account Codes: Account components

State Account Code: (Example is Actual Alabama Account Code) NOTE: Each State uses a different combination of these components.

Fund: Similar to Company in Multi-Company corporation. Each fund is a complete, self-balancing set of books.

Notes

Fund	A fund is a fiscal and accounting entity with a self-balancing set of accounts recording financial resources, related liabilities, fund equity, and changes caused the receipt and expenditure of funds
Account Type	1=Asset, 2=Liability, 3=Equity and Fund Balance, 4=Income, 5=Expenditure
Function	Referred to as account.
Object	The detail of the services or commodities purchased
Cost Center (School)	A school code assigned by the state department of education
Fund Source	A fund Source is a fiscal and accounting entity with a self-balancing set of accounts recording financial resources, related liabilities, fund equity, and changes caused the receipt and expenditure of funds
Year	Year the funds were budgeted
Program	Plan of activities
Special Use	School or district defined
Activity	To tie local school accounting to district books



The Break1, Break2, are used to store the account components for use by the report writer.

Utah Chart of Accounts - Definitions

Program Definitions

20xx General School

- 2001 Administrative
- 2005 Book Store
- 2010 Career Center
- 2015 Counseling
- 2020 Custodial
- 2025 District Allocation
- 2060 Graduation
- 2070 Media Lab
- 2075 Office
- 2080 Scholarships
- 2083 Snackbar Program
- 2085 Swimming Pools
- 2090 Testing
- 2095 Vending

21xx General Student Body

- 2110 Assemblies
- 2120 StudentBody

22xx Instructional Classes

- 2205 ACT
- 221x Advanced

- 2212 Advanced Placement
- 2214 Concurrent Enrollment
- 2216 Gifted and Talented
- 2218 International Baccalaureate

- 2220 Aeronautics
- 2225 Alternative School
- 224x Arts

- 2240 fine Arts
- 2250 Music
- 2285 Photography
- 2290 Speech and Drama

- 2300 Athletics Boys/mixed

- 2305 Athletic Tournaments
- 2310 Athletic Administration
- 2315 Baseball
- 2320 Basketball
- 2325 Cheer Leading
- 2330 Cross Country
- 2335 Drill Team
- 2340 Football
- 2345 Golf
- 2350 Intramurals
- 2355 Soccer
- 2360 Softball
- 2365 Swimming
- 2370 Tennis
- 2375 Track
- 2380 Volleyball

2383 Water Polo
2385 Wrestling

24xx Athletics Girls

2405 Athletic Tournaments
2410 Athletic Administration
2415 Baseball
2420 Basketball
2425 Cheer Leading
2430 Cross Country
2435 Drill Team
2440 Football
2445 Golf
2450 Intramurals
2455 Soccer
2460 Softball
2465 Swimming
2470 Tennis
2475 Track
2480 Volleyball
2483 Water Polo
2485 Wrestling

25xx Career and Technical Education

2510 Agriculture
2515 Business
2530 Family and Consumer Science
2540 Health Occupations
2545 Industrial Arts
2550 Information Tech/Data Processing
2555 Law Enforcement
2560 Placement
2565 School to Careers
2570 Technical Education
2575 Technology Life Careers
2580 Trade, Technical and Industrial
2590 Work Based Learning

2600 Citizenship
2630 Community of Caring
2540 Community Ed
2650 Drivers Education
2700 Health
2750 History
2850 Journalism

2860 School Newspaper
2870 Yearbook
2880 Publications

2900 Language Arts

2910 Debate
2920 English
2930 Foreign Language

3000 Mathematics
3020 Peer Counseling

3030 Physical Education	
3040 Reading	
3045 ROTC	
3047 Self Contained	
3050 Science	
3100 Social Studies	
	3110 Anthropology
	3120 Humanities
	3140 Psychology
3150 Special Education	
	3160 Resource
3200 Summer School	
3260 Student Body Class	
3280 Student Council Class	
33xx Other instructional Programs	
3300 Grade level Funds	
	3300 Grade K
	3301 Grade 01
	3302 Grade 02
	3303 Grade 03
	3304 Grade 04
	3305 Grade 05
	3306 Grade 06
	3307 Grade 07
	3308 Grade 08
	3309 Grade 09
	3310 Grade 10
	3311 Grade 11
	3312 Grade 12
	3313 Leftover Grade Funds
3320 Curricular and Related Clubs	
3560 Special Olympics	
3570 Student Government	
	3580 Student body Officers
	3590 Student Council
3595 Tutoring	
36xx Student Activity Funds	
3605 Alumni Funds	
3610 Faculty Funds	
3615 Memorial Funds	
3620 Non-Curricular clubs	
3685 PTA/PTSO	
3688 Other Organizations	
3690 Welfare Funds	

Object Codes- Misc:

Asset Objects

8111 Cash in Bank
8113 Petty Cash
8120 Investment
8138 Expenses to be reimbursed

Liability Objects

9510 Owed to Districts
9512 Owed to Other Organizations
9515 Sales Tax owed to State

Income Objects

1300 Tuition
1400 Transportation Fees
1500 Interest Earnings
1710 Admissions / Gate Receipts
1720 Bookstore Sales
1730 Student Org Members Dues
1740 Fees/Fines Nonrefundable (Not Participation)
1741 Participation
1745 Fees/Fines-Refundable
1750 Vending Machine Sales & Commissions
1751 Snack bar Sales
1790 Fundraiser Proceeds
1900 Other General Sales
1910 Field and Other Rental
1920 Donations
2200 Local Direct Grants

Interfund Transfers Objects

5200 Transfer In from District
5210 Transfer Out to District

InterActivity Transfers Objects

5220 Transfer In from Other Activity
5221 Transfer Out from Other Activity

Object Codes - Expenditure

0340 Services/Consultants
0341 Officials/Judges/Referees
0440 Repairs/Maintenance
0450 Rentals/Royalties
0505 Travel Student In-State & Field Trips
0530 Telephone
0535 Postage
0550 Printing Services
0580 Staff Travel – Out of State
0585 Staff Workshops Conferences
0590 Bank and Collection Fees
0594 Admission and Registration Charges
0610 School Supplies
0613 Office Supplies
0617 Clothing/Outfits Non inventories
0630 Food
0641 Textbooks
0644 Library & Periodicals
0673 Technology Supplies (Software, Cables, etc)
0680 Maintenance Supplies
0730 Equipment
0739 Uniforms (Band/Football/etc-inventoried)
0810 Membership Dues
0890 Goodwill Gifts (Donations Out)

Example Relation between Account, Activity, Category

Account	Activity	Category
Officials	Football	Athletics
Supplies	Football	Athletics
Textbooks	Mr. Thomas	Science

Files and Keys: Introduction

File	BglFi	ActFi	MstFi
Description	Budget General Ledger File Chart of Accounts YTD Totals Referenced in all Transaction Files	Activity Reference File Activity Title Category	Master File – Data on Vendors, Students, Teachers, Others
Key	BglFiKey Primary Key Link to all transaction files		MF_IdKey Auto incremented SYSID
Key	AccountKey Browse by State Account code Report by State Account code		MstFiKey
Key	ActivityKey Link to Activity File Browse/Report by Activity	ActfiKey Link to BglFi	NameKey Browse/Report Master by Name of Student or Vendor
Key	ActivityNoKey Browse/Report by Activity No		TypeKey Browse Report by Type V=Vendor S=Student T=Teacher O=Other
Key	Category Key Browse/Report by Category	CategoryKey	
Key	Description Key Browse/Report by Account Description		

File	DocHd	Docltm	GITrn
Description	Each Transaction generates a Doc Header.	Each line (account) on the document generates a Docltm Record Account Amount Comment	Two (2) GITrn records are generated for each Docltm. One for the Debit One for the Credit
Key	Doc_IdKey Auto Incremented (sysid)	Doc_IdKey An Item number is added to the Doc_Id	Doc_IdKey Primary Key
Key	DocHdKey Sort by Transaction Type Allows Reports by Check Register, etc		
Key	MF_IdKey Link to master file	MF_IdKey	
Key	NameKey Sort by Name, Type, Document Browse and Report transactions by Vendor or Student Name		
Key	TranNameKey Browse and Report Checks, etc by Vendor, Student Name	TranTypeKey Browse and View by transaction	TranTypeKey
Key		BglNumberKey Link to BGLFI	BglNumberKey Link to BGLFI

Files used in MySchoolAccounting

Actfi Activity Master File

Table Name : ActFi

Driver : Btrieve

Prefix : ACT

Driver Options :

Owner Name :

String constant or variable name for path : !FileName:ActFi

<u>Rows Allocated To Table</u>		<u>Row Properties</u>			
ActFiKey	Unique	Exclude Nulls	Primary Key	Auto Increment	
Id	LONG	@n-14			
ActivityKey	Activity	STRING	@s15		
CategoryKey	Category	STRING	@s15	Exclude Nulls	
	Activity	STRING	@s15		

<u>Column Name</u>	<u>Type</u>	<u>Bytes</u>	<u>Picture</u>	<u>Validity Checks</u>
Id	LONG	(4 .)	@n-14	
Activity	STRING	(15 .)	@s15	
Category	STRING	(15 .)	@s15	
ActivityNo	STRING	(10 .)	@s10	
BegBalance	PDECIML	10 . 2)	@n-14.2	
IncBudget	PDECIML	10 . 2)	@n-14.2	
ExpBudget	PDECIML	10 . 2)	@n-14.2	
Ytd:Inc	PDECIML	10 . 2)	@n-14.2	
Ytd:Exp	PDECIML	10 . 2)	@n-14.2	
Ytd:Trn	PDECIML	10 . 2)	@n-14.2	
Ytd:Enc	PDECIML	10 . 2)	@n-14.2	
Ytd:AP	PDECIML	10 . 2)	@n-14.2	
Ytd:AR	PDECIML	10 . 2)	@n-14.2	
Ytd:Bgt	PDECIML	10 . 2)	@n-14.2	
Balance	PDECIML	10 . 2)	@n-14.2	
IncBgtBalance	PDECIML	10 . 2)	@n-14.2	
ExpBgtBalance	PDECIML	10 . 2)	@n-14.2	
CloseToGenFundBalance	BYTE	(1 .)	@n1	
TeacherActivity	BYTE	(1 .)	@n1	

BglDefBGL Definition File

Table Name : BglDef

Driver : Btrieve

Prefix : BglDef

Driver Options :

Owner Name :

String constant or variable name for path : !FileName:BglDef

<u>Rows Allocated To Table</u>		<u>Row Properties</u>	
IdKey	Unique	Exclude Nulls	Primary Key
Id	LONG	@n-14	Auto Increment
TypeKey		Exclude Nulls	
Type	STRING	@s10	
Number	STRING	@s8	

<u>Column Name</u>	<u>Type</u>	<u>Bytes</u>	<u>Picture</u>	<u>Validity Checks</u>
Id	LONG	(4 .)	@n-14	
Type	STRING	(10 .)	@s10	Must be in list :FUND FUNCTION OBJECT PR
Number	STRING	(8 .)	@s8	
Description	STRING	(50 .)	@s50	
InvalidType [10]	STRING	(10 .)	@s10	Must be in list :FUND FUNCTION OBJECT PR
InvalidOperator [10]	STRING	(1 .)	@s1	Must be in list := << >
InvalidNumber [10]	STRING	(8 .)	@s8	

BglFi Budget General Ledger File – Chart of Accounts

Table Name : BglFi

Driver : Btrieve

Prefix : BGL

String constant or variable name for path : !FileName:Bglfi

<u>Rows Allocated To Table</u>		<u>Row Properties</u>	
BglFiKey	Unique	Exclude Nulls	Primary Key
Bgl_Id	LONG	@n_9	Auto Increment
ActivityKey		Exclude Nulls	
Activity	STRING	@s15	
TeacherDescription	STRING	@s50	
CategoryKey		Exclude Nulls	
Category	STRING	@s15	
Activity	STRING	@s15	
TeacherDescription	STRING	@s50	
DescriptionKey		Exclude Nulls	
Description	STRING	@s40	
Activity	STRING	@s15	
FundKey	Unique	Exclude Nulls	

Fund	STRING	@s8
Account	STRING	@s50
ActivityNo	STRING	@s8
TeacherNo	STRING	@s4
AccountKey		Exclude Nulls
Account	STRING	@s50
ActivityNo	STRING	@s8
TeacherNo	STRING	@s4
ActivityNoKey		Exclude Nulls
ActivityNo	STRING	@s8
Type	STRING	@s1
Description	STRING	@s40
TypeKey		Exclude Nulls
Type	STRING	@s1
Fund	STRING	@s8
Account	STRING	@s50
ActivityNo	STRING	@s8
NumberNameKey		Exclude Nulls
NumberName	STRING	@s80
PostingAccountKey		Exclude Nulls
PostingAccount	STRING	@s10
Fund	STRING	@s8
NameKey		Exclude Nulls
Name	STRING	@s56
TypeNameKey		Exclude Nulls
Type	STRING	@s1
Name	STRING	@s56
TeacherKey		Exclude Nulls
Teacher	STRING	@s10
Description	STRING	@s40

<u>Column Name</u>	<u>Type</u>	<u>Bytes</u>	<u>Picture</u>	<u>Validity Checks</u>
Bgl_Id	LONG	(4 .)	@n_9	
Fund	STRING	(8 .)	@s8	Can not be zero or blank
Account	STRING	(50 .)	@s50	Can not be zero or blank
ActivityNo	STRING	(8 .)	@s8	
TeacherNo	STRING	(4 .)	@s4	
Category	STRING	(15 .)	@s15	
Activity	STRING	(15 .)	@s15	
Teacher	STRING	(10 .)	@s10	
Description	STRING	(40 .)	@s40	
Type	STRING	(1 .)	@s1	Must be in list :Asset Liability Equity
BalType	STRING	(1 .)	@s1	Must be in list :Debit Credit
TaxFlag	STRING	(1 .)	@s1	
BegBalance	PDECIML	10 . 2)	@n-14.2	

BegBudget	PDECIML	10 . 2) @n-14.2
AdjBudget	PDECIML	10 . 2) @n-14.2
Debits	PDECIML	10 . 2) @n-14.2
Credits	PDECIML	10 . 2) @n-14.2
Balance	PDECIML	10 . 2) @n-14.2
EncBalance	PDECIML	10 . 2) @n-14.2
BgtBalance	PDECIML	10 . 2) @n-14.2
NumberName	STRING (80 .)	@s80
Break1	STRING (10 .)	@s10
Break2	STRING (10 .)	@s10
Break3	STRING (10 .)	@s10
Break4	STRING (10 .)	@s10
Break5	STRING (10 .)	@s10
Break6	STRING (10 .)	@s10
Break7	STRING (10 .)	@s10
Break8	STRING (10 .)	@s10
Break9	STRING (10 .)	@s10
Break10	STRING (10 .)	@s10
Bgt:BgtBalance	PDECIML	10 . 2) @n-14.2
Bgt:Approved	PDECIML	10 . 2) @n-14.2
Bgt:Current	PDECIML	10 . 2) @n-14.2
Bgt:NextProjected	PDECIML	10 . 2) @n-14.2
Bgt:NextBudget	PDECIML	10 . 2) @n-14.2
Bgt:Prior1Actual	PDECIML	10 . 2) @n-14.2
Bgt:Prior1Budget	PDECIML	10 . 2) @n-14.2
Bgt:Prior2Actual	PDECIML	10 . 2) @n-14.2
Bgt:Prior2Budget	PDECIML	10 . 2) @n-14.2
Per:Inc [13]	PDECIML	10 . 2) @n-14.2
Per:Exp [13]	PDECIML	10 . 2) @n-14.2
Per:Trn [13]	PDECIML	10 . 2) @n-14.2
Per:Enc [13]	PDECIML	10 . 2) @n-14.2
Per:AP [13]	PDECIML	10 . 2) @n-14.2
Per:AR [13]	PDECIML	10 . 2) @n-14.2
Per:Bgt [13]	PDECIML	10 . 2) @n-14.2
Ytd:Inc	PDECIML	10 . 2) @n-14.2
Ytd:Exp	PDECIML	10 . 2) @n-14.2
Ytd:Trn	PDECIML	10 . 2) @n-14.2
Ytd:Enc	PDECIML	10 . 2) @n-14.2
Ytd:AP	PDECIML	10 . 2) @n-14.2
Ytd:AR	PDECIML	10 . 2) @n-14.2
Ytd:Bgt	PDECIML	10 . 2) @n-14.2
Ptd:Inc	PDECIML	10 . 2) @n-14.2
Ptd:Exp	PDECIML	10 . 2) @n-14.2
Ptd:Trn	PDECIML	10 . 2) @n-14.2
Ptd:Enc	PDECIML	10 . 2) @n-14.2

Ptd:AP	PDECIML	10 . 2)	@n-14.2	
Ptd:AR	PDECIML	10 . 2)	@n-14.2	
Ptd:Bgt	PDECIML	10 . 2)	@n-14.2	
Ptd:Balance	PDECIML	10 . 2)	@n-14.2	
Ptd:EncBalance	PDECIML	10 . 2)	@n-14.2	
Ptd:BgtBalance	PDECIML	10 . 2)	@n-14.2	
EndOfRecord	STRING	(5 .)	@s5	
PostingAccount	STRING	(10 .)	@s10	Must be in list : AP AR AROFFSET BANKCH
Name	STRING	(56 .)	@s56	
FormattedAccount	STRING	(66 .)	@s66	
TeacherDescription	STRING	(50 .)	@s50	
BegTotal	PDECIML	10 . 2)	@n-14.2	
BegEnc	PDECIML	10 . 2)	@n-14.2	
BegAp	PDECIML	10 . 2)	@n-14.2	
Amount1	PDECIML	10 . 2)	@n-14.2	
Amount2	PDECIML	10 . 2)	@n-14.2	
Amount3	PDECIML	10 . 2)	@n-14.2	
Amount4	PDECIML	10 . 2)	@n-14.2	
Amount5	PDECIML	10 . 2)	@n-14.2	
AllowRemoteFines	BYTE	(1 .)	@n3	Must be true or false

BrHd Bank Recon Header File

Table Name : BrHd

Driver : Btrieve

Prefix : BRH

Driver Options :

Owner Name :

String constant or variable name for path : !Filename:BrHd

<u>Rows Allocated To Table</u>		<u>Row Properties</u>		
IdKey	Unique	Exclude Nulls	Primary Key	Auto Increment
Id	LONG	@n-14		
PeriodKey		Exclude Nulls		
Period	BYTE	@n3		

<u>Column Name</u>	<u>Type</u>	<u>Bytes</u>	<u>Picture</u>	<u>Validity Checks</u>
Id	LONG	(4 .)	@n-14	
Period	BYTE	(1 .)	@n3	
BankBegBalance	PDECIML	10 . 2)	@n-14.2	
BankDb	PDECIML	10 . 2)	@n-14.2	
BankCr	PDECIML	10 . 2)	@n-14.2	
BankEndBalance	PDECIML	10 . 2)	@n-14.2	
BankDbCleared	PDECIML	10 . 2)	@n-14.2	
BankCrCleared	PDECIML	10 . 2)	@n-14.2	
BookBegBalance	PDECIML	10 . 2)	@n-14.2	
BookEndBalance	PDECIML	10 . 2)	@n-14.2	

OutstandingChk	PDECIML	10 . 2)	@n-14.2
OutstandingDep	PDECIML	10 . 2)	@n-14.2
OutstandingOther	PDECIML	10 . 2)	@n-14.2
DatePosted	DATE	(4 .)	@d17
OriginalChk	PDECIML	10 . 2)	@n-14.2
OriginalDep	PDECIML	10 . 2)	@n-14.2
OriginalOther	PDECIML	10 . 2)	@n-14.2
ClearedChk	PDECIML	10 . 2)	@n-14.2
ClearedDep	PDECIML	10 . 2)	@n-14.2
ClearedOther	PDECIML	10 . 2)	@n-14.2
Other	PDECIML	10 . 2)	@n-14.2

BrOut Bank Recon – Outstanding items from Prior Year

Table Name : BrOut

Driver : Btrieve

Prefix : BRO

Driver Options :

Owner Name :

String constant or variable name for path : !FileName:BrOut

Rows Allocated To Table

Row Properties

IdKey	Unique		Exclude Nulls	Primary Key	Auto Increment
Id		LONG	@n-14		
DocumentKey	Unique		Exclude Nulls		
TranType		STRING	@s4		
Document		LONG	@N_10B		

Column Name

Type

Bytes

Picture

Validity Checks

Id	LONG	(4 .)	@n-14	
TranType	STRING	(4 .)	@s4	Must be in list :CHK DEP GJ NSF NSP OTH
Document	LONG	(4 .)	@N_10B	
Date	DATE	(4 .)	@d17	
Name	STRING	(30 .)	@s30	
Comment	STRING	(30 .)	@s30	
DbCr	STRING	(1 .)	@s1	Must be in list :D C
Amount	PDECIML	10 . 2)	@n-14.2	
FiscalYear	STRING	(5 .)	@s5	
Cleared	BYTE	(1 .)	@n2	
Reconciled	BYTE	(1 .)	@n2	

DocCtrl Document Control File - Maintains Next Document Number

Table Name : DocCtrl

Driver : Btrieve

Prefix : DC

Driver Options :

Owner Name :

String constant or variable name for path : !FileName:DocCtrl

<u>Rows Allocated To Table</u>		<u>Row Properties</u>		
DocCtrlKey	Unique	Exclude Nulls	Primary Key	Auto Increment
Id	LONG	@n-14		
TranTypeKey		Exclude Nulls		
TranType	STRING	@s3		
NameKey		Exclude Nulls		
DocumentName	STRING	@s20		

<u>Column Name</u>	<u>Type</u>	<u>Bytes</u>	<u>Picture</u>	<u>Validity Checks</u>
Id	LONG	(4 .)	@n-14	
TranType	STRING	(3 .)	@s3	
DocumentName	STRING	(20 .)	@s20	
NextNumber	LONG	(4 .)	@n13	
DbCr	STRING	(1 .)	@s1	
PostType	STRING	(2 .)	@s2	
Contra	STRING	(40 .)	@s40	
ContraActivity	STRING	(10 .)	@s10	
ActivityNo	STRING	(10 .)	@s10	
MainAccount	STRING	(40 .)	@s40	
MainActivity	STRING	(10 .)	@s10	
S:DbCr	STRING	(1 .)	@s1	
S:PostType	STRING	(2 .)	@s2	
S:Contra	STRING	(40 .)	@s40	
S:ContraActivity	STRING	(10 .)	@s10	
S:ActivityNo	STRING	(10 .)	@s10	
S:MainAccount	STRING	(40 .)	@s40	
S:MainActivity	STRING	(10 .)	@s10	
Count	LONG	(4 .)	@n13	
Total	PDECIML	11 . 2	@n-15.2	

DocHd Document Header File

Table Name : DocHd

Driver : Btrieve

Prefix : DOC

Driver Options :

Owner Name :

String constant or variable name for path : !Filename:DocHd

<u>Rows Allocated To Table</u>		<u>Row Properties</u>	
Doc_IdKey	Unique	Exclude Nulls	Primary Key
Doc_Id	LONG	@n13	Auto Increment
DocHdKey		Exclude Nulls	
TranType	STRING	@s4	
Document	LONG	@N_10B	
MF_IdKey		Exclude Nulls	
MF_Id	LONG	@n_9	
TranType	STRING	@s4	
Document	LONG	@N_10B	
NameKey		Exclude Nulls	
Name	STRING	@s30	
ApVendorInvoice	STRING	@s40	
TranType	STRING	@s4	
Document	LONG	@N_10B	
TranNameKey		Exclude Nulls	
TranType	STRING	@s4	
Name	STRING	@s30	
Document	LONG	@N_10B	
Dpt_Code_Key		Exclude Nulls	
Dept	STRING	@s5	
Tch_Code_Key		Exclude Nulls	
Teacher	STRING	@s10	
RefKey		Exclude Nulls	
RefDoc_Id	LONG	@n13	
RefAPKey		Exclude Nulls	
RefApDoc_Id	LONG	@n-14	
RefARKey		Exclude Nulls	
RefArDoc_Id	LONG	@n-14	
RefChkKey		Exclude Nulls	
RefChkDoc_Id	LONG	@n-14	
RefDepKey		Exclude Nulls	
RefDepDoc_Id	LONG	@n-14	
RefPoKey		Exclude Nulls	
RefPoDoc_Id	LONG	@n-14	

DocHd**Document Header File (Continued)**

<u>Column Name</u>	<u>Type</u>	<u>Bytes</u>	<u>Picture</u>	<u>Validity Checks</u>
Doc_Id	LONG	(4 .)	@n13	
TranType	STRING	(4 .)	@s4	
Document	LONG	(4 .)	@N_10B	
Date	DATE	(4 .)	@d17	
Comment	STRING	(30 .)	@s30	
Teacher	STRING	(10 .)	@s10	
Dept	STRING	(5 .)	@s5	
Amount	PDECIML	10 . 2)	@n-14.2	
PostType	STRING	(2 .)	@s2	Must be in list :Transfer Income Expense
DnlDate	DATE	(4 .)	@d17	
TimesPrinted	BYTE	(1 .)	@n3	
Period	BYTE	(1 .)	@n2	
Cleared	BYTE	(1 .)	@n2	
Reconciled	BYTE	(1 .)	@n2	
Paid	BYTE	(1 .)	@n2	
MF_Id	LONG	(4 .)	@n_9	
Code	STRING	(10 .)	@s10	
Name	STRING	(30 .)	@s30	
RefDocument	LONG	(4 .)	@N13	
RefDoc_Id	LONG	(4 .)	@n13	
RefApDoc_Id	LONG	(4 .)	@n-14	
RefArDoc_Id	LONG	(4 .)	@n-14	
RefChkDoc_Id	LONG	(4 .)	@n-14	
RefDepDoc_Id	LONG	(4 .)	@n-14	
RefPoDoc_Id	LONG	(4 .)	@n-14	
RefAPDocument	LONG	(4 .)	@n-14	
RefARDocument	LONG	(4 .)	@n-14	
RefChkDocument	LONG	(4 .)	@n-14	
RefDepDocument	LONG	(4 .)	@n-14	
RefPoDocument	LONG	(4 .)	@n-14	
ApCount	LONG	(4 .)	@n13	
ApDate	DATE	(4 .)	@d17	
ApAmount	PDECIML	7 . 2)	@n-10.2	
ApPayType	STRING	(1 .)	@s1	Must be in list :Full Partial
ApHoldFlag	BYTE	(1 .)	@n3	Must be true or false
ApVendorInvoice	STRING	(20 .)	@s40	
Balance	PDECIML	7 . 2)	@n-10.2	
Tnd:AmtCash	PDECIML	7 . 2)	@n-10.2	
Tnd:AmtCheck	PDECIML	7 . 2)	@n-10.2	
Tnd:AmtCard	PDECIML	7 . 2)	@n-10.2	

DocHd**Document Header File (Continued)**

<u>Column Name</u>	<u>Type</u>	<u>Byte</u>	<u>Picture</u>	<u>Validity Checks</u>
Tnd:CardType	STRING	(1 .)	@s1	Must be in list :American Express Discov
Tnd:CardNumber	STRING	(20 .)	@s20	
Tnd:CheckNumber	STRING	(10 .)	@s10	
Tnd:Change	PDECIML	(7 . 2)	@n-10.2	
FlagDeposited	BYTE	(1 .)	@n3	
FlagPaid	BYTE	(1 .)	@n3	
FlagWH	BYTE	(1 .)	@n3	Must be true or false
Dummy	STRING	(2 .)	@s2	
DateModified	DATE	(4 .)	@d17	
ModifiedBy	STRING	(10 .)	@s10	
PostAsRefund	BYTE	(1 .)	@n3	Must be true or false
String1	STRING	(20 .)	@s20	
String2	STRING	(20 .)	@s20	
Byte1	BYTE	(1 .)	@n3	
Byte2	BYTE	(1 .)	@n3	
Byte3	BYTE	(1 .)	@n3	
Byte4	BYTE	(1 .)	@n3	
Byte5	BYTE	(1 .)	@n3	
Long1	LONG	(4 .)	@n-14	
Long2	LONG	(4 .)	@n-14	
Long3	LONG	(4 .)	@n-14	
Long4	LONG	(4 .)	@n-14	
Decimal1	PDECIML	(10 . 2)	@n-14.2	
Decimal2	PDECIML	(10 . 2)	@n-14.2	

Docltn Document Item File

Table Name : Docltn

Driver : Btrieve

Prefix : IT

<u>Rows Allocated To Table</u>		<u>Row Properties</u>	
DocltnKey	Unique	Exclude Nulls	Primary Key
Id	LONG	@n-14	Auto Increment
RefDoc_IdKey		Exclude Nulls	
RefDoc_Id	LONG	@n-14	
Doc_IdKey		Exclude Nulls	
Doc_Id	LONG	@n13	
Item	SHORT	@n_4	
TranTypeKey		Exclude Nulls	
TranType	STRING	@s4	
Document	LONG	@N_10B	
Item	SHORT	@n_4	
BglNumberKey		Exclude Nulls	
BGL_Id	LONG	@n_9	
TranType	STRING	@s4	
Document	LONG	@N_10B	
Period	SHORT	@n2	
MF_IdKey		Exclude Nulls	
MF_Id	LONG	@n_9	
TranType	STRING	@s4	
Document	LONG	@N_10B	
Item	SHORT	@n_4	
Date	DATE	@d17	
PeriodKey		Exclude Nulls	
Period	SHORT	@n2	
TranType	STRING	@s4	
Document	LONG	@N_10B	
Item	SHORT	@n_4	
RefApltn_IdKey		Exclude Nulls	
RefApltn_Id	LONG	@n-14	
RefArltn_IdKey		Exclude Nulls	
RefArltn_Id	LONG	@n-14	
RefChkltn_IdKey		Exclude Nulls	
RefChkltn_Id	LONG	@n-14	
RefDepltn_IdKey		Exclude Nulls	
RefDepltn_Id	LONG	@n-14	
RefPoltn_IdKey		Exclude Nulls	
RefPoltn_Id	LONG	@n-14	

Doctm

Document Item File (continued)

<u>Column Name</u>	<u>Type</u>	<u>Bytes</u>	<u>Picture</u>	<u>Validity Checks</u>
Id	LONG	(4 .)	@n-14	
Doc_Id	LONG	(4 .)	@n13	
BGL_Id	LONG	(4 .)	@n_9	
MF_Id	LONG	(4 .)	@n_9	
TranType	STRING	(4 .)	@s4	
Document	LONG	(4 .)	@N_10B	
Item	SHORT	(2 .)	@n_4	
PostType	STRING	(2 .)	@s2	Must be in list :Income Expenditure Tran
Contra	BYTE	(1 .)	@n1	Must be true or false
Date	DATE	(4 .)	@d17	
Amount	PDECIML	10 . 2)	@n-14.2	
Balance	PDECIML	10 . 2)	@n-14.2	
Comment	STRING	(30 .)	@s30	
Teacher	STRING	(10 .)	@s10	
Dept	STRING	(5 .)	@s5	
DbCr	STRING	(1 .)	@s1	
S:Amount	PDECIML	10 . 2)	@n-14.2	
S:PostType	STRING	(2 .)	@s2	
ToVoidFlag	BYTE	(1 .)	@N1B	
Void	STRING	(1 .)	@s1	Must be true or false
VoidDate	DATE	(4 .)	@d17	
Period	SHORT	(2 .)	@n2	
Voided	BYTE	(1 .)	@n2	
Deposited	BYTE	(1 .)	@n2	
Cleared	BYTE	(1 .)	@n2	
Reconciled	BYTE	(1 .)	@n2	
Paid	BYTE	(1 .)	@n2	
Changed	BYTE	(1 .)	@n3	
ApEnc	PDECIML	10 . 2)	@n-14.2	
ApExp	PDECIML	10 . 2)	@n-14.2	
ApVendorInvoice	STRING	(40 .)	@s40	
RefDoc_Id	LONG	(4 .)	@n-14	
RefDocument	LONG	(4 .)	@n-17	
RefItem	SHORT	(2 .)	@n-7	
RefApltm_Id	LONG	(4 .)	@n-14	
RefApDocument	LONG	(4 .)	@n-14	
RefApltem	SHORT	(2 .)	@n-7	
RefArltm_Id	LONG	(4 .)	@n-14	
RefArDocument	LONG	(4 .)	@n-14	
RefArItem	SHORT	(2 .)	@n-7	

RefChkltm_Id	LONG (4 .)@n-14	
RefChkDocument	LONG (4 .)@n-14	
RefChkItem	SHORT (2 .)@n-7	
RefDepltm_Id	LONG (4 .)@n-14	
RefDepDocument	LONG (4 .)@n-14	
RefDepltem	SHORT (2 .)@n-7	
RefPoltm_Id	LONG (4 .)@n-14	
RefPoDocument	LONG (4 .)@n-14	
RefPoltem	SHORT (2 .)@n-7	
Dummy	STRING (1 .)@s1	
Decimal1	PDECIML (10 . 2)@n-14.2	
Decimal2	PDECIML (10 . 2)@n-14.2	
Decimal3	PDECIML (10 . 2)@n-14.2	
String1	STRING (20 .)@s20	
String2	STRING (20 .)@s20	
RefDropAdd_Id	LONG (4 .)@n-14	
Long2	LONG (4 .)@n-14	
Long3	LONG (4 .)@n-14	
Long4	LONG (4 .)@n-14	
Dnloaded	BYTE (1 .)@n3	
DnloadedVoid	BYTE (1 .)@n3	
WhInvoice	BYTE (1 .)@n3	Must be true or false
RefundFlag	BYTE (1 .)@n3	Must be in list :None Refund Dropped Add
Byte5	BYTE (1 .)@n3	

Long Description

GITrn General Ledger Transaction File

Table Name : GITrn

Driver : Btrieve

Prefix : GL

Driver Options :

Owner Name :

String constant or variable name for path : !Filename:GITrn

<u>Rows Allocated To Table</u>		<u>Row Properties</u>	
GITrnKey	Unique	Exclude Nulls	Primary Key Auto Increment
Id	LONG	@n-14	
Doc_IdKey		Exclude Nulls	
Doc_Id	LONG	@n13	
Item	SHORT	@n_4	
Void	STRING	@s1	
PostType	STRING	@s2	
DbCr	STRING	@s1	
SecondaryFlag	BYTE	@n3	
TranTypeKey		Exclude Nulls	
TranType	STRING	@s4	
Document	LONG	@N_10B	
Item	SHORT	@n_4	
Void	STRING	@s1	
DbCr	STRING	@s1	
SecondaryFlag	BYTE	@n3	
Bgl_IdKey		Exclude Nulls	
Bgl_Id	LONG	@n_9	
Period	BYTE	@n2	
TranType	STRING	@s4	
Document	LONG	@N_10B	
PeriodKey		Exclude Nulls	
Period	BYTE	@n2	
TranType	STRING	@s4	
Document	LONG	@N_10B	
Item	SHORT	@n_4	
DbCr	STRING	@s1	

MstFi Master File of Students, Vendors, Teachers, Other (Continued)

<u>Column Name</u>	<u>Type</u>	<u>Bytes</u>	<u>Picture</u>	<u>Validity Checks</u>
MF_Id	LONG	(4 .)	@n_9	
Code	STRING	(10 .)	@s10	
Type	STRING	(1 .)	@s1	Must be in list :Student Teacher Vendor
Name	STRING	(40 .)	@s40	
Last	STRING	(18 .)	@s18	
First	STRING	(12 .)	@s12	
Middle	STRING	(1 .)	@s1	
Address1	STRING	(25 .)	@s25	
Address2	STRING	(25 .)	@s25	
City	STRING	(25 .)	@s25	
State	STRING	(2 .)	@s2	
Zip	STRING	(10 .)	@s10	
Flags	STRING	(5 .)	@s5	Must be true or false
SSN	STRING	(12 .)	@s12	
Phone	STRING	(20 .)	@s20	
Fax	STRING	(20 .)	@s20	
S:Grade	BYTE	(1 .)	@n2	
S:HomeRoomNumber	SHORT	(2 .)	@n5_	
S:HomeRoomTeacher	STRING	(25 .)	@s25	
S:DateOpened	DATE	(4 .)	@D2B	
S:DateClosed	DATE	(4 .)	@D2B	
S:DepositBalance	PDECIML	7 . 2	@n-10.2	
S:LongRangeDepositCarryover	PDECIML	7 . 2	@n-10.2	
S:LongRangeDepositBalance	PDECIML	7 . 2	@n-10.2	
S:BeginningArBalance	PDECIML	7 . 2	@n-10.2	
S:ArBalance	PDECIML	7 . 2	@n-10.2	
T:HomeroomNumber	SHORT	(2 .)	@n5_	
T:Parking	STRING	(10 .)	@s10	
V:1099Flag	BYTE	(1 .)	@n1	Must be true or false
V:FederalId	STRING	(15 .)	@s15	
V:TermsNet	BYTE	(1 .)	@n2	
V:DiscountNet	BYTE	(1 .)	@n3	
V:DiscountPercent	PDECIML	5 . 3	@n-7.3	
Inactive	BYTE	(1 .)	@n3	Must be true or false
WaiverApproved	BYTE	(1 .)	@n3	Must be true or false
Categories	STRING	(30 .)	@s30	

OrdHd Order Header File

Table Name : OrdHd

Driver : Btrieve

Prefix : ORD

Driver Options :

Owner Name :

String constant or variable name for path : !Filename:OrdHd

<u>Rows Allocated To Table</u>		<u>Row Properties</u>			
OrdHdKey	Unique		Exclude Nulls	Primary Key	Auto Increment
Id		LONG	@n-14		
DocIdKey			Exclude Nulls		
Doc_Id		LONG	@n-14		
TranTypeKey			Exclude Nulls		
TranType		STRING	@s4		
Document		LONG	@N_10B		
MF_IdKey			Exclude Nulls		
MF_Id		LONG	@n_9		
TranType		STRING	@s4		
Document		LONG	@N_10B		
CodeKey			Exclude Nulls		
Code		STRING	@s10		
TranType		STRING	@s4		
Document		LONG	@N_10B		

<u>Column Name</u>	<u>Type</u>	<u>Bytes</u>	<u>Picture</u>	<u>Validity Checks</u>
Id	LONG	(4 .)	@n-14	
Doc_Id	LONG	(4 .)	@n-14	
Instructions	STRING	(255 .)	@s255	
TranType	STRING	(4 .)	@s4	
Document	LONG	(4 .)	@N_10B	
Code	STRING	(10 .)	@s10	Must be in Table :MstFi
MF_Id	LONG	(4 .)	@n_9	
Comment	STRING	(30 .)	@s30	

OrdDet Order Detail File

Table Name : OrdDet

Driver : Btrieve

Prefix : OD

Driver Options :

Owner Name :

String constant or variable name for path : !Filename:OrdDet

Rows Allocated To Table

Row Properties

Row Name	Properties	Type	Format
OrdDetKey	Unique	LONG	@n-14
DocIdKey		LONG	@n13
OrdDetTranTypeKey		STRING	@s4
Item		LONG	@n4
Document		LONG	@n10
Item		LONG	@n4

Column Name

Type

BytesPicture

Validity Checks

Column Name	Type	BytesPicture	Validity Checks
Id	LONG	(4 .)@n-14	
Doc_Id	LONG	(4 .)@n13	
TranType	STRING	(4 .)@s4	
Document	LONG	(4 .)@n10	
Item	LONG	(4 .)@n4	
Catalog	STRING	(25 .)@s25	
Quantity	PDECIML	6 . 2)@n8.2	
Package	STRING	(10 .)@s10	Must be in list :Each Box Case Dozen Rea
Description	STRING	(50 .)@s50	
Price	PDECIML	8 . 2)@n10.2	
Total	PDECIML	8 . 2)@n10.2	

RFine Remote Fine File

Table Name : RFine

Driver : TOPSPEED

Prefix : RF

Driver Options :

Owner Name :

String constant or variable name for path : !FileName:RFine

<u>Rows Allocated To Table</u>		<u>Row Properties</u>	
IdKey	Unique	Exclude Nulls	Auto Increment
Id	LONG	@n-14	
BGL_IdKey		Exclude Nulls	
BGL_Id	LONG	@n_9	
StdName	STRING	@s40	
StdMF_IdKey		Exclude Nulls	
StdMF_Id	LONG	@n_9	
TeacherKey		Exclude Nulls	
TchCode	STRING	@s10	
Period	STRING	@s5	
StdName	STRING	@s40	
StudentKey		Exclude Nulls	
StdName	STRING	@s40	
Activity	STRING	@s15	

<u>Column Name</u>	<u>Type</u>	<u>Bytes</u>	<u>Picture</u>	<u>Validity Checks</u>
Id	LONG	(4 .)	@n-14	Can not be zero or blank
TchMF_Id	LONG	(4 .)	@n_9	
TchCode	STRING	(10 .)	@s10	
Period	STRING	(5 .)	@s5	
BGL_Id	LONG	(4 .)	@n_9	
BglName	STRING	(56 .)	@s56	
Activity	STRING	(15 .)	@s15	
StdMF_Id	LONG	(4 .)	@n_9	
StdCode	STRING	(10 .)	@s10	
StdName	STRING	(40 .)	@s40	
Amount	DECIMAL	10 . 2	@n-14.2	
Comment	STRING	(30 .)	@s30	
Posted	BYTE	(1 .)	@n3	Must be true or false
Void	BYTE	(1 .)	@n3	Must be true or false
VoidPosted	BYTE	(1 .)	@n3	Must be true or false

RrBgl Remote BGL File

Table Name : RrBgl

Driver : TOPSPEED

Prefix : RRB

Driver Options :

Owner Name :

String constant or variable name for path : !FileName:RrBgl

<u>Rows Allocated To Table</u>		<u>Row Properties</u>	
Bgl_IdKey	Unique	Exclude Nulls	Primary Key
BGL_Id	LONG	@n_9	
NameKey		Exclude Nulls	
Name	STRING	@s56	
DescriptionKey		Exclude Nulls	
Description	STRING	@s40	
V8FormattedKey		Exclude Nulls	
V8FormattedAccount	STRING	@s30	
V8BglKey		Exclude Nulls	
V8fund	DECIMAL	@n_4	
V8Account	DECIMAL	@n_24	

<u>Column Name</u>	<u>Type</u>	<u>Bytes</u>	<u>Picture</u>	<u>Validity Checks</u>
BGL_Id	LONG	(4 .)	@n_9	
Name	STRING	(56 .)	@s56	
Fund	STRING	(8 .)	@s8	Can not be zero or blank
Comment	STRING	(30 .)	@s30	
V8FormattedAccount	STRING	(30 .)	@s30	
V8fund	DECIMAL	4 .)	@n_4	
V8Account	DECIMAL	24 .)	@n_24	
Activity	STRING	(15 .)	@s15	
Description	STRING	(40 .)	@s40	
Type	STRING	(1 .)	@s1	Must be in list :Asset Liability Equity
FormattedAccount	STRING	(66 .)	@s66	

RrCtrl Remote Doc Control File

Table Name : RrCtrl

Driver : TOPSPEED

Prefix : RrDc

Driver Options :

Owner Name :

String constant or variable name for path : !FileName:RrCtrl

<u>Rows Allocated To Table</u>		<u>Row Properties</u>		
DocCtrlKey	Unique	Exclude Nulls	Primary Key	Auto Increment
Id	LONG	@n-14		
TranTypeKey		Exclude Nulls		
TranType	STRING	@s3		
NameKey		Exclude Nulls		
DocumentName	STRING	@s20		

<u>Column Name</u>	<u>Type</u>	<u>Bytes</u>	<u>Picture</u>	<u>Validity Checks</u>
Id	LONG	(4 .)	@n-14	
TranType	STRING	(3 .)	@s3	
DocumentName	STRING	(20 .)	@s20	
NextNumber	LONG	(4 .)	@n13	
DbCr	STRING	(1 .)	@s1	
PostType	STRING	(2 .)	@s2	
Contra	STRING	(40 .)	@s40	
ContraActivity	STRING	(10 .)	@s10	
ActivityNo	STRING	(10 .)	@s10	
MainAccount	STRING	(40 .)	@s40	
MainActivity	STRING	(10 .)	@s10	
S:DbCr	STRING	(1 .)	@s1	
S:PostType	STRING	(2 .)	@s2	
S:Contra	STRING	(40 .)	@s40	
S:ContraActivity	STRING	(10 .)	@s10	
S:ActivityNo	STRING	(10 .)	@s10	
S:MainAccount	STRING	(40 .)	@s40	
S:MainActivity	STRING	(10 .)	@s10	
Count	LONG	(4 .)	@n13	
Total	DECIMAL	10 . 2	@n-14.2	

RrDef Remote Receipts Definition File

Table Name : RrDef

Driver : TOPSPEED

Prefix : RRD

Driver Options :

Owner Name :

String constant or variable name for path : !FileName:RrDef

Rows Allocated To Table

Row Properties

CommentKey				Exclude Nulls		
	Comment		STRING	@s30		
	Teacher		STRING	@s10		
IdKey		Unique		Exclude Nulls	Primary Key	Auto Increment
	Id		LONG	@N10		
Bgl_IdKey				Exclude Nulls		
	Bgl_Id		LONG	@n_9		
PrintOrderKey				Exclude Nulls		
	PrintOrder		LONG	@n4b		
	Category		STRING	@s25		
	Comment		STRING	@s30		
CategoryKey				Exclude Nulls		
	Category		STRING	@s25		
	MinimumGrade		BYTE	@n3		
	Comment		STRING	@s30		
BglNumberNameKey				Exclude Nulls		
	BglNumberName		STRING	@s50		

Column Name

Type

Bytes

Picture

Validity Checks

Id	LONG	(4 .)	@N10	
PrintOrder	LONG	(4 .)	@n4b	
Category	STRING	(25 .)	@s25	
MinimumGrade	BYTE	(1 .)	@n3	
Comment	STRING	(30 .)	@s30	
Teacher	STRING	(10 .)	@s10	
Price	DECIMAL	10 . 2	@n-14.2	
Bgl_Id	LONG	(4 .)	@n_9	
BglNumberName	STRING	(50 .)	@s50	
RequiredFlag	STRING	(1 .)	@s1	Must be in list :Required Optional
RequiredGradeOperator	STRING	(2 .)	@s2	Must be in list :=> << <<<
RequiredGrade	BYTE	(1 .)	@n3	
AllowCharge	BYTE	(1 .)	@n1	Must be true or false
AllowWaiver	BYTE	(1 .)	@n3	Must be true or false
WkComment	STRING	(30 .)	@s30	
WkTeacher	STRING	(10 .)	@s10	
WkAmount	DECIMAL	7 . 2	@n-10.2	

<u>Column Name</u>	<u>Type</u>	<u>Byte</u>	<u>Picture</u>	<u>Validity Checks</u>
WkCharged	DECIMAL	7 . 2	@n-10.2	
WkPay	BYTE	(1 .)	@n1	Must be true or false
WkCharge	BYTE	(1 .)	@n1	Must be true or false
WkWaive	BYTE	(1 .)	@n1	Must be true or false
WkAction	STRING	(1 .)	@s1	
String1	STRING	(20 .)	@s20	
String2	STRING	(20 .)	@s20	
String3	STRING	(20 .)	@s20	
Long1	LONG	(4 .)	@n-14	
Long2	LONG	(4 .)	@n-14	
Long3	LONG	(4 .)	@n-14	

RrMst Remote Master File

Table Name : RrMst

Driver : TOPSPEED

Prefix : RRM

Driver Options :

Owner Name :

String constant or variable name for path : !FileName:RrMst

<u>Rows Allocated To Table</u>	<u>Row Properties</u>
MF_IdKey	Exclude Nulls
MF_Id	LONG @n_9
NameKey	Exclude Nulls
Name	STRING @s40
GradeKey	Exclude Nulls
Grade	BYTE @n2
Name	STRING @s40
CodeKey	Exclude Nulls
Code	STRING @s10

<u>Column Name</u>	<u>Type</u>	<u>Bytes</u>	<u>Picture</u>	<u>Validity Checks</u>
MF_Id	LONG	(4 .)	@n_9	
Name	STRING	(40 .)	@s40	
Code	STRING	(10 .)	@s10	
WaiverApproved	BYTE	(1 .)	@n3	Must be true or false
Inactive	BYTE	(1 .)	@n3	Must be true or false
Grade	BYTE	(1 .)	@n2	
HomeroomTeacher	STRING	(25 .)	@s25	
S:ArBalance	DECIMAL	7 . 2	@n-10.2	

Field / File Table

Field Name	Description / Use		BglFi BGL	BglPer BP	DocHd DOC	Docitm IT	GITrn GL	ActFi ACT	MstFi MF	ApHd AP	ApHd AP	ApHd AP
Account	State Defined Account Code		X									
Description	Title of the Account		X									
Activity	The Title of the Activity		X					X				
ActivityNo	The portion of the Account that defines the activity		X					X				
Address1	Line #1 of the Address								X			
Address2	Line #2 of the Address											
Amount	The Amount of the Transaction				X	X	X			X	X	
AmtOriginal	The Original Amount of the Transaction (Not currently Used)					X						
AmtPosted	The Amount that has been Posted (Not currently Used)					X						
ApEnc	The amount of an AP Transactions that is posted to Encumbrance					X						
ApExp	The amount of an AP Transaction that is posted to Expenditures					X						
Balance	PO = The amount of Encumbrance remaining on the item AR = The amount yet to be paid on an Invoice In BGL File = The current balance of the account		X			X						
BalType	D=Debit Balance, C=Credit Balance		X									
BGL	Link to the BglFile – Identifies the Account		X	X		X	X			X	X	
BgtBalance	Budget Balance		X									
Break#	See notes on BGL File		X									
Budget	Original Budget (Income and Expense Accounts Only)		X									
BudgetAdj	YTD adjustments to the Budget		X									
Catalog	Catalog Number (Order Detail)											
Category	A group of activities		X					X				
CHK_Date	Date of check used to pay invoice											X
CHK_Document	Check Number used to pay invoice											X
CHK_Period	Posting period of check used to pay invoice											X
City	City								X			
Cleared	Period this item was cleared (Part of Recon)				X	X						
Code	AR or Vendor Code				X	X	X		X	X	X	
Comment	Description of the transaction				X	X				X	X	
Contra	Offsetting account Links to BGL :BGL Used on all transactions except General Journal Entries		X			X						X
Credits	Total Credits posted to the account		X									
Date	Transaction Date				X	X	X			X	X	
DbCr	The posting to the primary BGL account					X						
Debits	Total Debits posted to the account		X									
Deposited	Period Deposited					X						
Dept	Department Code (We will want to generate a dept master file)				X	X				X	X	
Description	Description of the account OR Item ordered		X									
Doc_Id	Sysid for Document File (See notes on DocHd – Docitm – GITrn)				X	X	X					
Document	Printable Document Number				X	X	X			X	X	
EncBalance	Balance of the outstanding Encumbrance charged to the account		X									
Encumbered	Encumbrance this Period			X								

Field Name	Description / Use		BglFi BGL	BglPer BP	DocHd DOC	Docitm IT	GITrn GL	ActFi ACT	MstFi MF	ApHd AP	ApHd API
Extension	Telephone Extension										
Flags	Misc T/F flags for future use							X			
Fname	First Name							X			
FormattedAccount	Account in form of Fund-Account-Activity		X								
Fund	A section of the account number that defines a self balancing set of books, Similar to a company in a multi-company corporation.	X				X					
HoldFlag	When True – Hold the invoice								X		
Homeroom	The homeroom of a student							X			
Income	The total income for this period		X								
Instructions											
Inv_Id	SysID								X		
Invoice Item	A third level of the document number – Used for AP and AR Transactions Document : The document (sysid for DocHd) Item : Auto-Incremented to allow multiple accounts on a single document Invoice : Auto-Incremented to allow multiple invoices split across			X	X	X			X		
					X				X		
					X				X		
Inv Type	I=Invoice, C=Credit Memo, P=Payment										
Lname	Last Name							X			
MF_Id	Sysid link to MstFi			X	X	X		X	X		
Mname	Middle Name								X		
Name	Vendor, Student or Other Name			X				X	X		
NumberName	A combination of Fund Account, Activity, and BGL Description	X									
Period	Posting Period			X	X	X			X		
Phone											
PO_Doc_Id	Link to the Sysid of the original PO								X		
PO_Document	Original PO Number								X		
PO_Invoice	Auto Incremented								X		
PO_Item	Original PO Item										
PO_Void	The original PO has been voided V=Void										
Posted	True if the item is posted										
Post Type	Posting Type IN = Income EX = Expenditure EN = Encumbrance AR = Accounts Receivable TR = Transfer Expenditure Accounts may not have IN type Income Accounts may not have EX type			X	X	X					
Price	Price of an item in the Order File										
Quantity	Number ordered										

Field Name	Description / Use		BglFi	BGL	BglPer	BP	DocHd	DOC	DocItm	IT	GITrn	GL	ActFi	ACT	MstFi	MF	ApHd	AP	ApHd	API	
Reconciled	True if item has been reconciled				X		X														
RefDocument	Reference Document – Example a check refernces the original PO it pays						X														
RefTranType	Transaction Type of Reference						X														
SSN	Social Security Number or Federal ID												X								
State	State Code												X								
StatementPeriod	Period for Bank Reciliation																				
TaxFlag	The tax code applied to purchases from this account	X																			
Teacher	The teacher reference to this transaction				X		X								X		X				
Terms	The Net terms of Payment 10=Net 10														X						
Total	Used as Total																				
Transfer	Total Transfers this period		X																		
TranType	CHK = Check Item REC = Receipt Item PO = PO Item REQ = Requisition Item GJ = General Journal Item API = AP Invoice APC = AP Credit Memo APP = AP Payment ARI = AR Invoice ARC = AP Credit Memo ARP = AP Payment WAV = Waiver NSF = Non Sufficient Fund Checks prior to 06/01/08 NSF1 = Non Sufficient Fund Checks DEP = Deposit				X		X		X						X		X				X
Type	IT:Type: AP:Type I=Invoice, C=Credit Memo BGL:Type A=Asset, L=Liability, S=Equity, I=Income, E=Expend MF:Type S=Student, T=Teacher, V=Vendor, O=Other PH:Type Phone Type CT:Type Contact Type	X					X							X		X					
VendorInvoice	The vendor Invoice Number						X								X		X				
Void	V=This item is voided						X		X												
VoidDate	Date Voided						X								X		X				
Voided	Period Voided						X								X		X				
Zip	Zip Code												X								

Posting Notes:

Posting Definition Table

	TR	IN	EX	AP	EN	AR
Receipt REC		C – Acct D – Cash				
Check CHK			C – Cash D - Acct			
PO PO					C – Enc D – Acct	
AP Inv AP				C – AP D - Acct	C – Acct D - Enc	
AP Cr APC				C – Acct D - AP		
AP Chk CHK			C – Cash D - Acct	D – AP C – Acct		
AR Inv AR						D – AR C – AR Offset
AR Cr Memo ARI						C – AR D – AR Offset
AR Receipt REC		D – Cash C – Acct				C – AR D – AR Offset
NSF Check GJ		C – Cash D – NSF				

NOTE: **Bold** is secondary posting

Code	Fund	Name	BGL File	Formatted Account	Account	PostFi	Activity N	Tch
AP	10	~SYSTEM Accounts-payable	10-2000-002-000-0005		2000-002-000		0005	
AP	30	~SYSTEM Accounts-payable	30-2000-002-000-0005		2000-002-000		0005	
AR	10	~SYSTEM Accounts Receivable	10-1030-001-000-0005		1030-001-000		0005	
AR	30				1150-001-000		005	
AROFFSET	10	~SYSTEM Ar Offset	10-3350-003-000-0005		3350-003-000		0005	
AROFFSET	30				3350-003-000		005	
BANKCHG	10	ADM Misc Expense ADM EXP	10-4100-333-000-0065		4100-333-000		0065	
BANKCHG	30						060	
BANKINT	10	ADM Interest ADM REV	10-4100-020-002-0065		4100-020-002		0065	
BANKINT	30						060	
CASH	10	ASSET Cash In Bank	10-1000-001-000-0001		1000-001-000		0001	
CASH	30	ASSET Cash In Bank-district	30-1000-001-000-0001		1000-001-000		0001	
CASHADJ	10	GEN PAY Over/short	10-2041-002-000-0025		2041-002-000		0025	
CASHADJ	30						060	
DEPOSIT	10	~SYSTEM Receipts To Deposit	10-1005-001-000-0005		1005-001-000		0005	
DEPOSIT	30	~SYSTEM Receipts To Deposit	30-1005-001-000-0005		1005-001-000		0005	
ENC	10	~SYSTEM Encumbrance Reserve	10-3310-003-000-0005		3310-003-000		0005	
ENC	30	~SYSTEM Encumbrance Reserve	30-3310-003-000-0005		3310-003-000		0005	
FNDBAL	10	ADM Fund Balance ADM REV	10-3000-003-000-0065		3000-003-000		0065	
FNDBAL	30				3000-003-000		060	
FNDBALCHG	10							
FNDBALCHG	30							
LRDEP	10							
LRDEP	30							
NSF	10	ASSET Nsf Activity	10-1025-001-000-0001		1025-001-000		0001	
NSF	30				1145-001-000		001	
SALESTAX	10							
SALESTAX	30							
STDDEP	10	DEPOSIT Deposit Refund	10-2005-002-000-0220		2005-002-000		0220	
STDDEP	30						035	
TRIN	10							
TRIN	30							
TROUT	10							
TROUT	30							
WH	10						005	
WH	30	DIST REIMB 30 Accrued District Expense	30-0000.0777.1950.30.002-0690		0000.0777.1950.30.002		0690	

Transaction Types: Identifies the type of document processed:

- CHK Check
- REC Receipt
- GJ General Journal Entry

- PO Purchase Order
- API Accounts Payable Invoice
- APC Accounts Payable Credit Memo
- APP Accounts Payable Payment

- PEN Payroll Encumbrance (Future Versions)

- ARI Accounts Receivable Invoice (Expenditure Amount)
- ARE Accounts Receivable Invoice (Encumbrance Amount)
- ARC Accounts Receivable Credit Memo
- ARP Accounts Receivable Payment

Posting Type: The classification of the posting.

- BG Budget Adjustment
- IN Income
- EX Expenditure
- TR Transfer
- EN Encumbrance
- AR Accounts Receivable
- AP Accounts Payable

DbCr: Identifying if the transaction is a Debit or Credit

- D Debit
- C Credit

Posting Detail Table

Transaction Type	DocHd		Docltm			GITrn			Contra Transaction
	Tran Type	Post Type	Tran Type	Post Type	DbCr	Tran Type	Post Type	DbCr	
Check	CHK	EX	CHK	EX	D	CHK	EX	D	C – CASH IN BANK
Check (Refund)	CHK	IN	CHK	IN	D	CHK	IN	D	C – CASH IN BANK
Receipt	REC	IN	REC	IN	C	REC	IN	C	D – UNDEPOSITED CASH
Receipt (Refund)	REC	EX	REC	EX	C	REC	EX	C	D – UNDEPOSITED CASH
Deposit	DEP	IN	DEP	IN	C	DEP	IN	C	C – UNDEPOSITED CASH D – CASH IN BANK
General Journal (Post Type is user choice)	GJ	TR IN EX	GJ	TR IN EX	D/C	GJ	TR IN EX	C	C – Credit Account D – Debit Account
Purchase Order	PO	EN	PO	EN	D	PO	EN	D	C – RESERVE FOR ENCUMBRANCE
AP Invoice (Amount of Encumbrance)	APE	EN	APE	EN	C	APE	EN	C	D – RESERVE FOR ENCUMBRANCE
AP Invoice (Amount of Invoice)	API	AP	API	AP	D	API	AP	D	C – ACCOUNTS PAYABLE
AP Credit Memo	APC	AP	APC	AP	C	APC	AP	C	D – ACCOUNTS PAYABLE
Pay Accounts Payable (Both APP and CHK are generated)	APP	AP	APP	AP	C	APP	AP	C	D - ACCOUNTS PAYABLE
	CHK	EX	CHK	EX	D	CHK	EX	D	C-CASH IN BANK
AR Invoice	ARI	AR	ARI	AR	C	ARI	AR	C	D - ACCOUNTS RECEIVABLE C – DUE TO ACCOUNTS RECEIVABLE
AR Credit Memo	ARC	AR	ARC	AR	D	ARC	AR	D	C – ACCOUNTS RECEIVABLE D – DUE TO ACCOUNTS RECEIVABLE
AR Payment (Both ARP and REC are generated)	ARP	AR	ARP	AR	D	ARP	AR	D	C – ACCOUNTS RECEIVABLE D – DUE TO ACCOUNTS RECEIVABLE
	REC	IN	REC	IN	C	REC	IN	C	D – UNDEPOSITED CASH

Business Rules

Checks

Check Options			
Hand Written Check	Computer Produced Check	AP Single Check	AP Batch Checks
The operator enters the data from a Check written or typed on a check blank. No Check is produced by the system.	The operator enters the Check data and the system prints a Check.	The operator: <ol style="list-style-type: none"> 1. Enters a PO 2. Enters an Invoice 3. Computer prints a check 	The Operator: <ol style="list-style-type: none"> 1. Enters several checks 2. Enters several invoices 3. Run Prepare AP 4. Print a Batch of Checks

New Check:

File	Action
On Screen	All fields are available
DocHd	File Action: Insert Doc_Id is created as unique auto-incremented key TranType = 'CHK' Document = Auto-numbered from DocCtrlNumb File DOC:Amount = Total of all IT:Amount Records computed automatically All data is entered by operator
Docltn	File Action: Insert One Record is created for each line on the Check Item = Queue Record number
GITrn	File Action: Insert Two Records are created for each Docltn Record (one Debit and one Credit) Entry
BglFi	File Action: Update A posting entry is made for each GITrn File Action: Update Totaling: (example Period 1) BGL:P1_Expenditure = BGL:P1_Expenditure + GL:Amount Note: If DOC:PostType = 'IN' BGL:P1_Income = BGL:P1_Income – GL:Amount

Change Check – Before it is printed or cleared

File	Action
Limits	Changes are only allowed when the current posting period is equal to the original posting period of the document.
On Screen	All fields are available
DocHd	File Action: Update Allow Update of all fields DOC:Amount = Total of all IT:Amount Records
Doctm	File Action: Update of Existing Lines Allow Edit of all fields File Action: Insert Allow additional Items Treat new items as NEW
GITrn	File Action: Update on existing lines File Action: Insert for new lines.
BglFi	Two Step process: 1. Reverse the original amounts 2. Repost the new amounts and accounts

Change Check – After it is printed but Before it is cleared.

Void and Replace

File	Action
Limits	Do not allow VOIDS if period is less and original posting period.
DocHd	File Action: Update Edit Fields <ul style="list-style-type: none"> • DOC:Teacher • DOC:Dept • DOC:Comment
Doctm	Void Do not allow Void Period less than original period. <ul style="list-style-type: none"> • File Action:Update • IT:Voided = Period • IT:Void = "V" Replace: <ul style="list-style-type: none"> • File Action: Insert • One Record is created for each line on the Check • Item = Queue Record number
GITrn	Void: <ul style="list-style-type: none"> • File Action: Insert • Two Records are created for each Doctm Voided (one Debit and one Credit) Entry Replace: <ul style="list-style-type: none"> • File Action: Insert • Two Records are created for each Doctm Voided (one Debit and one Credit) Entry
BglFi	Void: <ul style="list-style-type: none"> • File Action: Update • A posting entry is made for each GITrn • File Action: Update • Totaling: (example Period 1)

	<ul style="list-style-type: none"> • $BGL:P1_Expenditure = BGL:P1_Expenditure - GL:Amount$ • Note: If $DOC:PostType = 'IN'$ $BGL:P1_Income = BGL:P1_Income + GL:Amount$ <p style="text-align: center;">Replace:</p> <ul style="list-style-type: none"> • File Action: Update • A posting entry is made for each GITrn • File Action: Update • Totaling: (example Period 1) • $BGL:P1_Expenditure = BGL:P1_Expenditure + GL:Amount$ • Note: If $DOC:PostType = 'IN'$ $BGL:P1_Income = BGL:P1_Income - GL:Amount$
--	---

Change Check – After it is printed and after it is cleared.

File	Action
Limits	Do not allow VOIDS if period is less and original posting period. The total on the original Check must equal the total on the changed Check.
DocHd	File Action: Update Edit Fields <ul style="list-style-type: none"> • DOC:Teacher • DOC:Dept • DOC:Comment
Doctm	Void Do not allow Void Period less than original period. <ul style="list-style-type: none"> • File Action:Update • $IT:Voided = Period$ • $IT:Void = "V"$ <p style="text-align: center;">Replace:</p> <ul style="list-style-type: none"> • File Action: Insert • One Record is created for each line on the Check • Item = Queue Record number
GITrn	Void: <ul style="list-style-type: none"> • File Action: Insert • Two Records are created for each Doctm Voided (one Debit and one Credit) Entry <p style="text-align: center;">Replace:</p> <ul style="list-style-type: none"> • File Action: Insert • Two Records are created for each Doctm Voided (one Debit and one Credit) Entry
BglFi	Void: <ul style="list-style-type: none"> • File Action: Update • A posting entry is made for each GITrn • File Action: Update • Totaling: (example Period 1) • $BGL:P1_Expenditure = BGL:P1_Expenditure - GL:Amount$ • Note: If $DOC:PostType = 'IN'$ $BGL:P1_Income = BGL:P1_Income + GL:Amount$ <p style="text-align: center;">Replace:</p> <ul style="list-style-type: none"> • File Action: Update • A posting entry is made for each GITrn • File Action: Update • Totaling: (example Period 1) • $BGL:P1_Expenditure = BGL:P1_Expenditure + GL:Amount$ • Note: If $DOC:PostType = 'IN'$ $BGL:P1_Income = BGL:P1_Income - GL:Amount$

Receipts

New Receipt:

Hand Written Receipt	Computer Produced Receipt
The operator enters the data from a receipt written in a receipt book. No receipt is produced by the system.	The operator enters the receipt data and the system prints a receipt.

File	Action
On Screen	All fields are available
DocHd	File Action: Insert Doc_Id is created as unique auto-incremented key TranType = 'REC' Document = Auto-numbered from DocCtrlNumb File DOC:Amount = Total of all IT:Amount records computed automatically All data is entered by operator
Docltm	File Action: Insert One record is created for each line on the receipt Item = Queue record number
GITrn	File Action: Insert Two records are created for each Docltm Record (one Debit and one Credit) Entry
BglFi	File Action: Update A posting entry is made for each GITrn File Action: Update Totaling: (example Period 1) BGL:P1_Income = BGL:P1_Income + GL:Amount Note: If DOC:PostType = 'EX' BGL:P1_Expenditure = BGL:P1_Expenditure – GL:Amount

Change Receipt - Before it is printed or deposited.

File	Action
Limits	Changes are only allowed when the current posting period is equal to the original posting period of the document.
On Screen	All fields are available
DocHd	File Action: Update Allow Update of all fields DOC:Amount = Total of all IT:Amount records
Docltm	File Action: Update of Existing Lines Allow Edit of all fields File Action: Insert Allow additional Items Treat new items as NEW
GITrn	File Action: Update on existing lines File Action: Insert for new lines.
BglFi	Two Step process: 3. Reverse the original amounts 4. Repost the new amounts and accounts

Change Receipt – After it is printed but Before it is deposited.

Void and Replace

File	Action
Limits	Do not allow VOIDS if period is less and original posting period.
DocHd	<p>File Action: Update Edit Fields</p> <ul style="list-style-type: none"> • DOC:Teacher • DOC:Dept • DOC:Comment
Docltm	<p>Void Do not allow Void Period less than original period.</p> <ul style="list-style-type: none"> • File Action:Update • IT:Voided = Period • IT:Void = "V" <p>Replace:</p> <ul style="list-style-type: none"> • File Action: Insert • One record is created for each line on the receipt • Item = Queue record number
GITrn	<p>Void:</p> <ul style="list-style-type: none"> • File Action: Insert • Two records are created for each Docltm Voided (one Debit and one Credit) Entry <p>Replace:</p> <ul style="list-style-type: none"> • File Action: Insert • Two records are created for each Docltm Voided (one Debit and one Credit) Entry
BglFi	<p>Void:</p> <ul style="list-style-type: none"> • File Action: Update • A posting entry is made for each GITrn • File Action: Update • Totaling: (example Period 1) • $BGL:P1_Income = BGL:P1_Income - GL:Amount$ • Note: If DOC:PostType = 'EX' • $BGL:P1_Expenditure = BGL:P1_Expenditure + GL:Amount$ <p>Replace:</p> <ul style="list-style-type: none"> • File Action: Update • A posting entry is made for each GITrn • File Action: Update • Totaling: (example Period 1) • $BGL:P1_Income = BGL:P1_Income + GL:Amount$ • Note: If DOC:PostType = 'EX' • $BGL:P1_Expenditure = BGL:P1_Expenditure - GL:Amount$

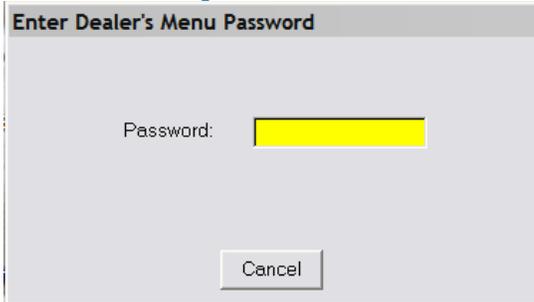
Change Receipt – After it is printed and after it is deposited.

Void and Replace

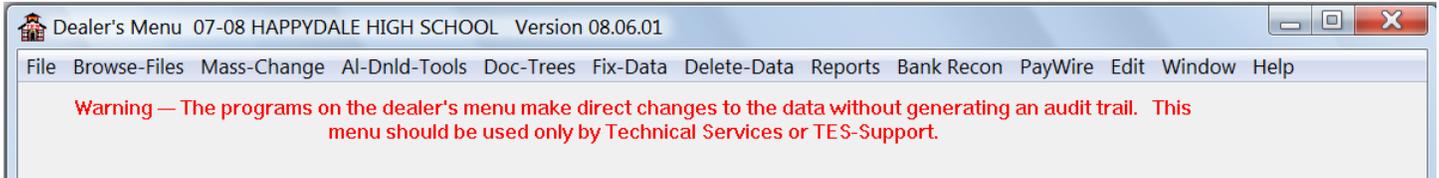
File	Action
Limits	Do not allow VOIDS if period is less and original posting period. The total on the original receipt must equal the total on the changed receipt.
DocHd	File Action: Update Edit Fields <ul style="list-style-type: none"> • DOC:Teacher • DOC:Dept • DOC:Comment
Docltm	Void Do not allow Void Period less than original period. <ul style="list-style-type: none"> • File Action:Update • IT:Voided = Period • IT:Void = "V" Replace: <ul style="list-style-type: none"> • File Action: Insert • One record is created for each line on the receipt • Item = Queue record number
GITrn	Void: <ul style="list-style-type: none"> • File Action: Insert • Two records are created for each Docltm Voided (one Debit and one Credit) Entry Replace: <ul style="list-style-type: none"> • File Action: Insert • Two records are created for each Docltm Voided (one Debit and one Credit) Entry
BglFi	Void: <ul style="list-style-type: none"> • File Action: Update • A posting entry is made for each GITrn • File Action: Update • Totaling: (example Period 1) • $BGL:P1_Income = BGL:P1_Income - GL:Amount$ • Note: If DOC:PostType = 'EX' • $BGL:P1_Expenditure = BGL:P1_Expenditure + GL:Amount$ Replace: <ul style="list-style-type: none"> • File Action: Update • A posting entry is made for each GITrn • File Action: Update • Totaling: (example Period 1) • $BGL:P1_Income = BGL:P1_Income + GL:Amount$ • Note: If DOC:PostType = 'EX' • $BGL:P1_Expenditure = BGL:P1_Expenditure - GL:Amount$

Dealer's Menu (Screens)

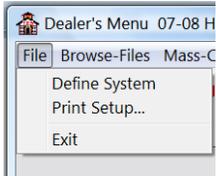
Password Required



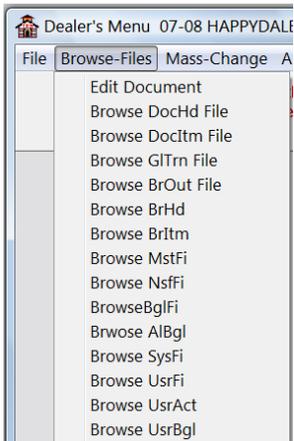
Main Menu



File Menu - Define System



Browse-Files Menu



Mass-Change Menu

Mass-Change | AL-Dnld-Tools | Doc-T

- Add Account to Activities
- Change Location (SLC)
- ChangeAccountSegment

AL-Dnld-Tools Menu

AL-Dnld-Tools | Doc-Trees | Fix-Da

- Browse Disk File
- Edit District Download

Doc-Trees Menu

Doc-Trees | Fix-Data | D

- DocHd Tree

Fix Data Menu

Fix-Data

- Create Demo
- Fix PCI End of Year (Alpine)
- Edit NSF File
- Fix NSF
- Relink PO-AP-CHK
- Fix PO Balance
- Fix GJ from V8 error (02/04/04)
- Fix Period Error from Void-Replace
- Change BGL_Id = 0
- Fix Hoover End of Year
- Fix ActivityNo
- Fix Receipts
- Change Rec Acct based on Comment
- Fix Hoover - Import Sti - Change MF:Code
- Relink DocHd by Name
- Fix Alpine Fee Sheet
- Fix Duplicate Students
- Fix Moab Records
- Fix Moab Receipt MF_Id
- Fix Hoover Accounts 05-06
- Fix Alpine PCI Credit Posting
- Fix Period Based on Date
- Fix Create NoSanpete Chart of Accounts
- Fix Import Lehi Jr Budget
- FixClearBudget
- FixOremHs Relink ARC to AR
- Test Duplicate AR Lehi HS
- Test Duplicate Document No
- Fix PCI Data - VHS Central
- Fix AR dates - Highland High
- Fix Merge two Database AF-Jr
- Fix Move to New Period
- Fix SLC delete LLR Transactions

Direct char
by Technic

TES
Software T

1900 Cr
Bl

Document

Delete Data Menu

Delete-Data | Reports | Bank Recon | P

- Delete Bad Deposit
- Delete Range of Documents
- Clear Balances from Bgl File

Reports Menu

Reports Bank Recon PayWire Edit

- Deposits Vrs Receipt
- Prior Year Encumbrance
- Audit AL Download
- Consolidated AI Download
- Test AI Download

Bank Recon Menu

Bank Recon PayWire Edit

Clear Recon Data

PayWire Menu

PayWire Edit Window Help

Force Batch Close

Dealer's Menu 07-08 HAPPYDALE HIGH SCHOOL Version 08.06.01

File Browse-Files Mass-Change AI-Dnld-Tools Doc-Trees Fix-Data Delete-Data Reports Bank Recon PayWire Edit Window Help

Warning — The programs on the dealer's menu make direct changes to the data without generating an audit trail. This menu should be used only by Technical Services or TES-Support.

Document Register

Tran Type: CHK

Document	Date	Amount	Balance	Name	Mf Id	Comment	Teacher	Code	Reference			Ir
									Dep	Chk	Po	
27223	7/27/2007	168.00		PARKS SPORTSMAN	970	DIAMOND BASEBALLS	GLEAVES, E		0	0	73571604	9
27224	7/27/2007	429.30		PEACHTREE	6932	FACULTY & STAFF ONLY	WEBB, DOU		0	0	73571579	F
27225	7/27/2007	9.60		PIONEER PARTY & ODP	2832	MISC. ITEMS	ROMNEY, G		0	0	73571597	N
27226	7/27/2007	30.37		ROBERTS CRAFT	2934	MISC. ITEMS	ROMNEY, G		0	0	73571596	N
27227	7/27/2007	264.73		SUNRISE ENVIRONMENT	3404	WIFES	TURNER, N		0	0	73571558	E
27228	7/27/2007	20.85		THE HOME DEPOT	2976	SUPPLIES	TOPHAM, L		0	0	73580028	N

Account Distribution

Amount	Balance	Account	Comment	Teacher	P	Period
9.60	9.60	10-5615-610-000-0770 CHEER Supplies CHEER	MISC. ITEMS	ROMNEY	1	V

New Check Change Delete Close Help

Example - Edit Document

Changing (PIONEER PARTY & COPY)

General | Tendered | **CHK** MF Id: 2932 Doc Id:

Name: PIONEER PARTY & COPY Document: 27225 Date: 7/27/2007
 Address: _____ Comment: MISC. ITEMS
 City: _____
 Type: _____ Code: _____ Refund

Flag Deposited
 Post Type: Expense
 Dnl Date: _____
 Times Printed: 0
 Cleared: 1
 Reconciled: 0
 Ref Doc Id: 0
 Ref Ap Doc Id: 8,001.876
 Ref Ar Doc Id: 0
 Ref Chk Doc Id: 0
 Ref Dep Doc Id: 0
 Ref Po Doc Id: 8,001.797
 Balance: 0.00
 Ref AP Doc: 8,000.016
 Ref AR Doc: 0
 Ref Chk Doc: 0
 Ref Dep Doc: 0
 Ref Po Doc: 73,571.597
 Tnd : Card Type: _____

Amount	lgj	Account Number-Name	Tch	P	C	AP	Reference	Reference
Balance	d/c	Comment	Dept	V	R	Enc	Doc Id	Chk Itm Id
S: Amount		Ap Vendor Invoice				Exp	Ap Itm Id	Dep Itm Id
						Tax	Ar Itm Id	Po Itm Id
9.60	19	10-5615-610-000-0770 CHEER Supplies CHEER ROMN 1				15.00		
9.60	D	MISC. ITEMS				9.60	8,001.917	
9.60		NO INVOICE NUMBER						8,001

9.60 Balance: 0.00

Browse the DocHd File

Type[*]	DocId	Name	Tch	Amount	Post	Cleared	MF Id	Invoice	AP	Pay	Modified	Ref Dep Doc Id	Ref Ap Doc Id
Doc	Date	Comment	Dept	Balance	Per	Recon	Code	Amount	Pay	Hold	Ref Doc Id	Ref Po Doc Id	Ref Chk Doc Id
					Dep	WH:			Type		Crd Type	Ref Po Doc	Ref Chk Doc
PO	8001787	WOODWIND BRASS	ROMNE	259.98		15	6928	9266071		F	0		
73571561	6/12/07	BEHRINGER EUROL						259.98					
PO	8001788	HAPPYDALE SD	BERGH	15,000.00		15		1			0		
73571568	6/12/07	FIREWORKS STANC											
PO	8001789	HAPPYDALE SD	BRAITH	589.25		15	2852				0		
73571578	6/14/07	PRACTICAL MATH F											
PO	8001790	PEACHTREE	WEBB,	479.00		15	6932	F1073830000		F	0		
73571579	6/14/07	FACULTY & STAFF C						429.30					
PO	8001791	US WELDING	ROBER	500.00		15	2861				0		
73571584	6/14/07	MISC. ITEMS											
PO	8001792	COSTCO WAREHOU	ROWLE	100.00		15	3119	NO INVOICE		F	0		
73571585	6/14/07	BASEBALL BANQUE						96.79					
PO	8001793	ATHLETIC EDGE	GLADM	210.00		15	3545	5053		F	0		
73571592	6/19/07	T-SHIRTS						216.00					

Example: Edit Docltn

Browse the Docltn File

Sort by Transaction Type | Tran Type: **CHK** Display All Types

Id DocId	Id's BGL MF	Tran Type Document Item	Account Name Comment	Date S:Amount Balance	Contr Post S:P T D/C	Period P V D C R P Ch Whl	Ref Doc Id Ref Po Item Id Ref Po Doc Ref Po Item	Ref Ap Itm Id Ref Ap Doc Ref Chk Itm Id Ref Chk Doc	Ref Ar Itm Id Ref Ar Doc Ref Dep Itm Id Ref Dep Doc	Ref Rec Itm Id Vendor Invoice
001.931 001.890	1263 2876	CHK 27228 1	10-6600-610-000-0865 TV/VIDEO SUPPLIES	7/27/07 20.65 20.65	EX AP D	1	8001909 73580028 1	8001910 8000009		0 NO INVOICE NUMBER
001.932 001.891	1794 4529	CHK 27229 1	30-8100.0007.0600.10.735-0935 TEX UTAH RESTAURANT ASSOCIATION STUDENT TEXTBOOK LEVEL 1	7/27/07 1,073.00 1,073.00	EX AP D	1	8001807 73571526 1	8001911 8000010		0 297722
001.933 001.892	1050 4831	CHK 27230 1	10-4540-502-000-0745 SOCCER GIR UTAH TRAILWAYS FUEL SUR-CHARGE	7/27/07 92.16 92.16	EX AP D	1	8001899 73580025 1	8001900 8000002		0 11409
001.934 001.893	1119 1011	CHK 27231 1	10-5615-610-000-0770 CHEER Supp WAL*MART MISC. ITEMS	7/27/07 190.84 190.84	EX AP D	1	8001822 73571595 1	8001916 8000015		0 NO INVOICE NUMBER
001.935 001.894	2480 6928	CHK 27232 1	10-5615-700-000-0770 CHEER Equip WOODWIND BRASSWIND BEHRINGER EUROLIVE S1530 PA	7/27/07 259.98 259.98	EX AP D	1	8001814 73571561 1	8001912 8000011		0 9266071

Insert Change Delete Close Help

Example: Browse GLTrn File

Browse the GLTrn File

Sort by Transaction | Search:

Id(+)	Doc Id	Tran Type V	Document Item	Db Cr	S	Period Per Rec	BGL Number Name	Amount	Post	Date	MF Id
67	8001802	PO	73571605	1 D	1	0	10-5195-610-000-1040 ST. COUNCIL Supplie	100.00	EN	7/01/2007	2876
68	8001802	PO	73571605	1 C	1	0	10-3310-003-000-0005 ~SYSTEM Encumbrar	100.00	EN	7/01/2007	2876
69	8001803	PO	73571606	1 D	1	0	10-5195-610-000-1040 ST. COUNCIL Supplie	50.00	EN	7/01/2007	1011
70	8001803	PO	73571606	1 C	1	0	10-3310-003-000-0005 ~SYSTEM Encumbrar	50.00	EN	7/01/2007	1011
71	8001804	PO	73571607	1 D	1	0	10-5195-606-000-1040 ST. COUNCIL Uniform	1,724.40	EN	7/01/2007	6949
72	8001804	PO	73571607	1 C	1	0	10-3310-003-000-0005 ~SYSTEM Encumbrar	1,724.40	EN	7/01/2007	6949
73	8001805	PO	73571609	1 D	1	0	10-6100-610-001-1090 GREENHOUSE Supp	182.90	EN	7/01/2007	2865
74	8001805	PO	73571609	1 C	1	0	10-3310-003-000-0005 ~SYSTEM Encumbrar	182.90	EN	7/01/2007	2865
75	8001806	PO	73571610	1 D	1	0	30-8100.0007.0600.10.735-0935 TEXTBOOKS	692.91	EN	7/01/2007	1015
76	8001806	PO	73571610	1 C	1	0	10-3310-003-000-0005 ~SYSTEM Encumbrar	692.91	EN	7/01/2007	1015
77	8001807	PO	73571611	1 D	1	0	10-5195-610-001-1040 ST. COUNCIL Back To	175.00	EN	7/01/2007	4131
78	8001807	PO	73571611	1 C	1	0	10-3310-003-000-0005 ~SYSTEM Encumbrar	175.00	EN	7/01/2007	4131
79	8001823	DEP	8000001	1 D	1	0	10-1000-001-000-0001 ASSET Cash In Bank	185.00	IN	7/23/2007	0
80	8001823	DEP	8000001	1 C	1	0	10-1000-001-000-0001 ASSET Cash In Bank	185.00	IN	7/23/2007	0
81	8001824	REC	8000001	1 C	1	0	10-4520-045-000-0710 CROSS COUNTRY St	185.00	IN	7/17/2007	9015
82	8001824	REC	8000001	1 D	1	0	10-1000-001-000-0001 ASSET Cash In Bank	185.00	IN	7/17/2007	9015
83	8001825	DEP	8000002	1 D	1	0	10-1000-001-000-0001 ASSET Cash In Bank	50.00	IN	7/23/2007	0
84	8001825	DEP	8000002	1 C	1	0	10-1000-001-000-0001 ASSET Cash In Bank	50.00	IN	7/23/2007	0
85	8001826	REC	8000002	1 D	1	1	10-3350-003-000-0005 ~SYSTEM Ar Offset	50.00	AR	7/22/2007	8537
86	8001826	REC	8000002	1 C	1	0	10-1030-001-000-0005 ~SYSTEM Accounts F	50.00	AR	7/22/2007	8537
87	8001826	REC	8000002	1 C	1	0	10-4570-040-000-0730 VOLLEYBALL Uniform	50.00	IN	7/22/2007	8537
88	8001826	REC	8000002	1 D	1	0	10-1000-001-000-0001 ASSET Cash In Bank	50.00	IN	7/22/2007	8537
89	8001827	REC	8000003	1 C	1	0	10-5605-015-002-0265 BAND Misc. Marching	150.00	IN	7/26/2007	7787

Insert Change Delete Close Help

Browse BrHd File

Browse the BrHd File

BRH:PeriodKey

Id Period	Bank Beg Balance Bank Db Bank Cr Bank End Balance	Bank Db Cleared Bank Cr Cleared	Book Beg Balance Book End Balance	Outstanding Chk Outstanding Dep Outstanding Other	Cleared Chk Cleared Dep Cleared Other	Date Posted
1	852,669.02	177,850.91	0.00	125,411.48	176,614.40	/ /
1	0.00	75,023.90	672,582.62	9,886.60	73,149.79	
	0.00			-169.00	637.60	
	788,276.50					
2	788,276.50	202,783.39	0.00	22,518.17	202,538.59	/ /
2	0.00	62,795.12	651,550.26	25,949.20	62,382.71	
	0.00			-169.00	167.61	
	648,288.23					

Insert Change Delete Close Help

Tree View - DocHd File

UltraTree With Primary Table: DocHd

Display

Ap
 Ar
 Check
 Deposit
 Gen Journal
 NSF
 NSP
 NSW
 PO
 Receipt

				Per	Void	Amount	S:Amount	Balance
+	AR 5000090	11/18/04	PATTERSON, MONICAL			5.00		
+	AR 5000091	11/18/04	PETERSON, LEANNE MARIE			5.00		
+	AR 5000092	11/18/04	JACKSON, ARIANA S			25.00		
+	AR 5000093	11/18/04	THOMPkins, KATHRYN E			25.00		
+	AR 5000094	11/18/04	PAGE, COURTNEY NICHOLE			10.00		
+	AR 5000094-1	11/18/04	BAL OF CLASS FEE	2		10.00		
+	AR 5000095	11/18/04	BLALOCK, ASHLEY E			25.00		
+	AR 5000096	11/18/04	BROWN, KEMONIA			25.00		
+	AR 5000097	11/18/04	PAULS, KAYTE ALLYSON			25.00		
+	AR 5000098	11/18/04	USHER, THOMAS S			25.00		
+	AR 5000099	11/18/04	GLASS, LINDSEY RACHEL			25.00		
+	AR 5000100	11/18/04	HOLLINGER, KATHERINE FLYNN			25.00		
+	AR 5000101	11/18/04	WEAVER, CLAIRE			25.00		
+	AR 5000102	11/18/04	DAVIS, DESI MARK			50.00		
+	AR 5000103	11/18/04	CLARK, JUSTIN ALEXANDER			50.00		
+	AR 5000104	11/18/04	BEASLEY, BLAIR ELLEN			25.00		
+	AR 5000105	11/18/04	OLIVE, JESSICA D			25.00		
+	AR 5000106	11/18/04	POLK, MOLLY E			25.00		
+	AR 5000107	11/18/04	WINTERHALTER, ANDREW M			25.00		

Explode All Collapse All View Insert Change Delete Help Close

TES – Simple Peer to Peer Networking

Introduction:

TES-Accounting for Windows is designed as a complete multi-user system which allows multiple secretaries to enter, edit and view data simultaneously. TES supports both server based and peer to peer installations. We recommend Peer to Peer for up to 3 user systems, as there is no additional cost for server database licenses.

Min Requirements (Master)

Windows XP (Preferred)
 Windows 2000
 Windows Vista
 Pentium IV (turn off hyper-threading)
 512 MB Ram (1024 is much better)

Min Requirements (Slave)

Windows XP
 Windows 2000
 Windows Vista
 Pentium III (turn off hyper-threading)
 256 MB Ram

Step #1: Configure Master

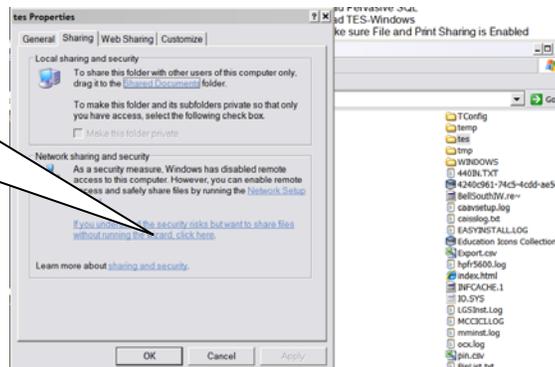
- #1. Load Pervasive SQL
- #2. Load TES-Windows
- #3. Make sure File and Print Sharing is Enabled
 Control Panel → Network Connections → Connection → Properties

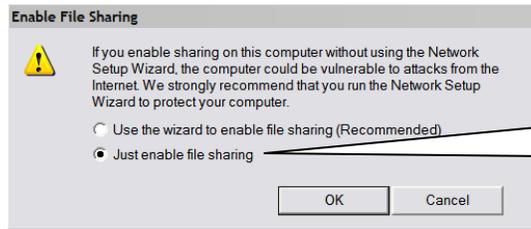


“File and Print Sharing must be added to Master”

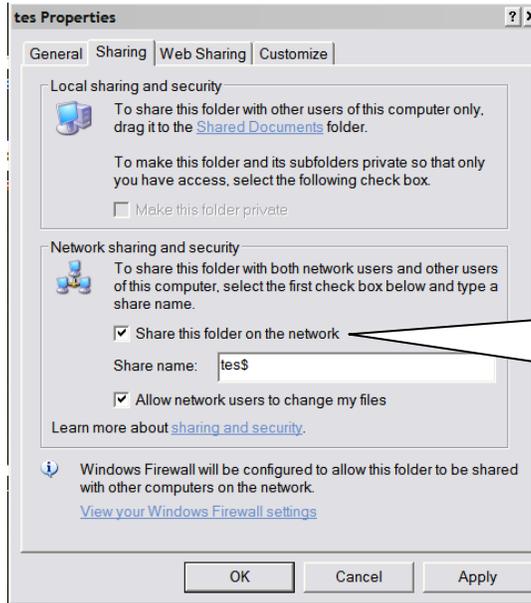
- #4. Share the C:\TES folder as TES\$ (The \$ hides the folder from search paths)
 Right click on the C:\TES folder and select SHARING and SECURITY

Click Here to choose simple sharing





Simple file sharing is less secure but much easier to configure.



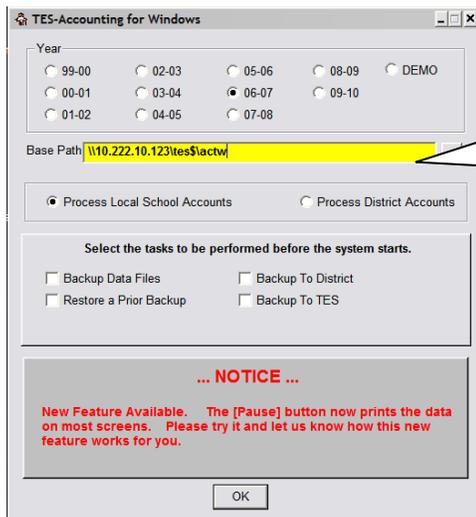
Check both boxes, and make sure share name is tes\$

#5: Set Master to FIXED IP Address. This is not required but greatly simplifies the network connection between the master and the slave.

Example fixed ip 10.222.10.123

Step #3: Configure Slave

- #1. Load Pervasive SQL
- #2. Load TES-Accounting for Windows install to C:\TES\Actw)
- #3. Start TES-Accounting and Set Base Path in TES to point to Master.



If you use a fixed IP address the base path will be in this format.

Without the fixed IP you will use the name of the Master computer in the place of the IP address. There will be additional issues to insure reliable connections.

Securing Peer to Peer Networks

Introduction

Peer-to-peer networking can increase productivity by making it easy to share information and resources on your network. However, the ability of computer users to control access to their computers can leave them vulnerable to information theft, loss, or inadvertent sharing of files. Therefore, in addition to enforcing a company computing policy you should make sure you and your employees understand the basics of Windows peer-to-peer networking and security.

With the threat of malicious code—such as worms, viruses, Trojan horses, and spyware—and hackers, it is critical to take immediate action to lock down desktop and portable computers. This document explains how to implement security measures for a small or medium-sized business environment where peer-to-peer networking is used. These recommendations help ensure that your computers running Microsoft® Windows® XP Professional with Service Pack 2 (SP2) are more secure, while ensuring that users can continue to be efficient and productive on their computers.

Objective of This Document

After you familiarize yourself with the information in this document, you should be able to increase the security of a peer-to-peer workgroup.

Before You Begin

As with any security recommendations, this guidance strives to find the right balance between enhanced security and usability. The recommendations provided in this document will work successfully for Windows XP Professional SP2 deployments in a wide variety of environments. However, before implementing these recommendations you should note that this document does not address the wide variety of needs and configurations that may be required in a large organization. In addition, the guidance may not fully address the specific security needs of some organizations.

Meeting the Service Pack Requirement

The recommendations in this document apply only to computers running Windows XP Professional with SP2 that are members of a workgroup, not a domain. If SP2 is not installed on a particular computer or if you do not know whether it is installed, you can go to the [Microsoft Update](http://windowsupdate.microsoft.com) page on the Microsoft Web site at <http://windowsupdate.microsoft.com>, and have your computer scanned for available updates. If SP2 shows up as an available update, install it before starting the procedures in this document.

Note Installing SP2 requires a computer restart.

Administrative Requirements

You must be logged on as an administrator or a member of the Administrators group to complete the following procedures. If your computer is connected to a network, network policy settings might also prevent you from completing these procedures.

Securing the File System

A file system determines the way that directories and files are organized on a computer. There are ways to protect your file system from unauthorized access, alteration or deletion. This section provides step-by-step instructions for completing the following tasks, which will help you secure the file system:

- Converting file systems to NTFS
- Using antivirus software
- Using Windows Defender (Beta 2)
- Protecting file shares
- Securing shared folders
- Disabling unnecessary services
- Disabling or deleting unnecessary accounts

Converting Your File Systems to NTFS

During the Windows XP setup process, computers can be configured to use either the FAT32 or NTFS file system.

FAT32 is an older technology that previous versions of Windows use. The NTFS file system is faster and more secure than FAT32 and many other, older file systems. For optimal performance of the operating system, use NTFS to protect all of the file system partitions on your computer. Use the following two procedures to first verify the type of file system on your computer, and then, if needed, convert the file system to NTFS.

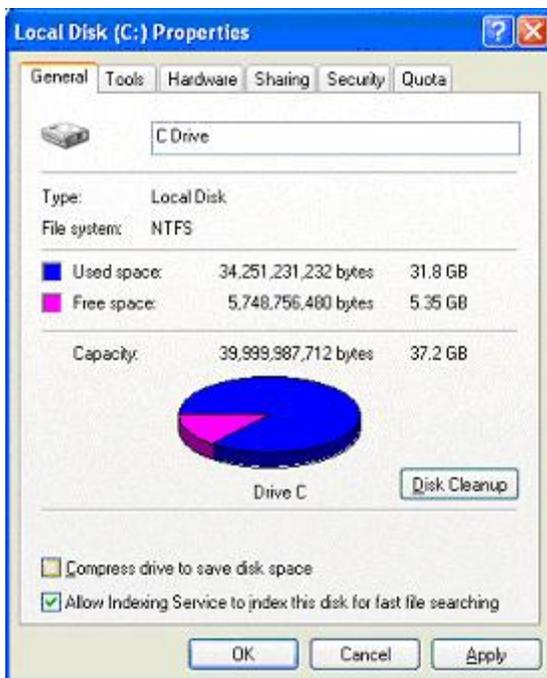
Important You should consider the following limitations before you convert a FAT partition to NTFS:

- The conversion is a one-way process. After you convert a partition to NTFS, you cannot convert the partition back to FAT. To restore the partition as a FAT partition, the partition would have to be reformatted as FAT, which erases all data from the partition. Data would then have to be restored from backup.
- Removing Windows XP to revert to Windows 98 or to Windows Millennium Edition (Me) is not an option after you convert any drive on the computer to NTFS.
- Convert.exe requires that a certain amount of free space be present on the drive to convert the file system. For additional information about the amount of free space that is required for a conversion, see the Microsoft Knowledge Base article

[Free Space Required to Convert FAT to NTFS](http://support.microsoft.com/kb/156560) at <http://support.microsoft.com/kb/156560>.

To check the file system type on your computer

1. Click **Start**, and then click **My Computer**.
2. Right-click the drive letter you want to check, and then click **Properties**.
3. The file system type should be NTFS as shown in the following screen shot. If it is not, you can use the Convert.exe utility to convert from FAT16 or FAT32 to NTFS.



Repeat this procedure for all partitions located on hard disks on the computer. Even if the file system was configured as FAT32 when the operating system was installed, you can easily convert it to NTFS to provide additional security.

To convert the file system to NTFS, take note of the name of the disk, otherwise known as the volume label (Drive C in the preceding figure). Then complete the following procedure, which will convert your file system to NTFS. Converting your file system to NTFS provides your computer with a higher level of security.

To convert the file system to NTFS

1. Click **Start**, **Run**, type **cmd**, and then click **OK**.
2. At the command prompt, type the following, where *<drive_letter>* is the drive you want to convert, and then press ENTER:

```
convert <drive_letter>: /fs:ntfs
```

3. You will be prompted to enter the current volume label for the drive. Enter the volume label that was identified earlier, and then press ENTER.
4. When the conversion is complete, type **exit** and then press ENTER to close the command prompt.

Note If you are attempting to convert the drive where the operating system is installed, you may be prompted to schedule the conversion to occur the next time the computer is restarted. If this occurs, type **y** and then press ENTER to restart the computer.

Using Antivirus Software

Computer viruses are programs that are loaded on to your computer without your knowledge or approval. Viruses and other forms of malicious software have been around for years. Today's viruses can replicate themselves and use the Internet and e-mail applications to spread across the world in less than an hour.

An antivirus software program will help protect your computer against many known viruses, worms, Trojan horses, and other malicious code. Antivirus software continually scans your computer for viruses and helps detect and remove them. Installing antivirus software only solves part of the problem—keeping the antivirus signature files up-to-date is critical to maintaining a secure desktop or portable computer.

Many new computers come with antivirus software already installed. However, antivirus software requires a subscription to stay up-to-date. If you don't have a current subscription for these updates, your computer is likely to be vulnerable to new threats.

User education regarding safe e-mail practices is another critical step in preventing virus attacks. Users should not open e-mail messages or take action on e-mail attachments unless they are expecting the file. Ensure that all e-mail attachments are scanned with antivirus software before they are executed.

Microsoft offers Windows Live OneCare, an automatically self-updating PC care service that runs quietly in the background. It helps provide persistent protection against viruses, hackers, and other threats, and helps keep your PC tuned up and your important documents backed up. For more details, see [Windows Live OneCare](http://www.windowsonecare.com/) at www.windowsonecare.com/.

For more information about software vendors that provide antivirus software that is compatible with Windows XP, see the [List of antivirus software vendors](http://support.microsoft.com/kb/49500) page on the Microsoft Web site at <http://support.microsoft.com/kb/49500>.

Using Microsoft Defender

Windows Defender (Beta2) is a security technology that helps protect Windows users from spyware and other potentially unwanted software. Known spyware on your PC can be detected and removed, which helps reduce negative effects caused by spyware, including slow PC performance, annoying pop-up ads, unwanted changes to Internet settings, and unauthorized use of your private information. Continuous protection improves Internet browsing safety by guarding more than 50 ways spyware can enter your PC. Participants in the worldwide SpyNet™ community play a key role in determining which suspicious programs are classified as spyware. Microsoft researchers quickly develop methods to counteract these threats, and updates are automatically downloaded to your PC so you stay up-to-date.

You can download [Windows Defender](http://www.microsoft.com/athome/security/spyware/software/default.mspx) from www.microsoft.com/athome/security/spyware/software/default.mspx. The current version is a Beta 2 version. The file name is WindowsDefender.msi and is about 5.5MB in size. (The file name and size may change after the full release.)

Protecting File Shares

Windows XP Professional file shares are a way of sharing files on a local hard drive with users on other Windows-based systems. An entire directory or folder can be given a share name and permissions to that file share can be assigned to users or groups of users. These file shares function the same whether a workstation is a member of a domain or a workgroup. In both configurations a share can be created to allow other users from other workstations to access a directory on a local hard drive. A Windows XP Professional workstation user can assign permission to these shares to local accounts and groups in both configurations, but can only assign access to Active Directory® directory service accounts and groups if the workstation is a member of Active Directory.

By default, shares are created with Everyone having full control. These permissions must be modified to allow only those who need access to the share. In addition, user accounts and groups of user accounts can be limited to what they can do on a file share. They can be limited to read-only access or they can be assigned permissions to create, change, and even delete files.

File sharing is intended for use on a home or business network behind a firewall, such as Windows Firewall (provided with Windows XP SP2). If you are connected to the Internet, and are not operating behind a firewall, remember that any file shares you create might be accessible to any user on the Internet.

Securing Shared Folders

Windows peer-to-peer networking allows you to share the contents of your file system with other computers on your network. The following procedure assumes that you have already shared one or more folders in your file system. By changing some of the default file system settings, you can restrict unauthorized access to your shares.

- Every user that requires access to the share from their computer also needs a user account on the workstation with the share. This requirement is a limitation of a peer-to-peer workgroup network configuration. It is wise to keep the number of computers that have shared directories to a minimum. If you have shares on all workstations, you have to have user accounts on all workstations, which can quickly become a complex configuration to support.
- You can set permissions only on drives that are formatted to use the NTFS file system.
- In the following steps you will remove the **Everyone** special group that provides anonymous access. Then you will assign each local user account **Read** or **Change** permissions to the shared folder.
 - **Read** gives a user account enough permissions to list the files, open the files, and copy the files from the share to another location.
 - **Change** gives a user account the ability to list, add, modify, and delete files.

You have to select both **Change** and **Read** to assign **Change** permissions. Limit the number of users to whom you assign **Change** permissions. It is not advisable to assign other user accounts **Full Control** to the share. **Full Control** gives users the same permissions as **Change**, but also the ability to take ownership of files/directories and change permissions.

To secure a shared folder

1. Right-click a folder that has been previously shared, and then select **Sharing and Security**.
2. On the **Sharing** tab, click **Permissions**. A screen similar to the following will display.
3. Select the **Everyone** group, and then click **Remove**.
4. Click **Add** to select which users can access the folder.
5. In the **Select Users, or Groups** dialog box, click **Object Types**.
6. Clear the **Built-in security principals** and **Groups** check boxes, and then click **OK**.
7. Click **Advanced**.
8. Click **Find Now**.
9. Click to highlight the users you want to be allowed to access the folder. After the users are selected, click **OK**.
10. Now each user in the permissions list needs to be given the correct type of access. Double-click a user, and then clear the **Allow** check box next to **Full Control**. Then choose whether you want the user to have **Change and Read** or just **Read** access.
11. Click **OK**.
12. Click **OK** again to close the **Folder Permissions** dialog box.

Note If the check boxes on the Permissions dialog box are not available, the permissions are inherited from the parent folder.

Disabling Unnecessary Services

By disabling unnecessary services you can reduce the chances of a known or unknown vulnerability being exploited. Use Add or Remove Programs in Control Panel to disable services.

For a list of services and their settings, see the Default settings for services page on the [Microsoft Windows XP Professional Documentation](http://www.microsoft.com/resources/documentation/windows/xp/all/proddocs/en-us/sys_srv_default_settings.msp?mfr=true) Web site at www.microsoft.com/resources/documentation/windows/xp/all/proddocs/en-us/sys_srv_default_settings.msp?mfr=true.

Disabling or Deleting Unnecessary User Accounts

Disable or delete any user accounts that you do not require. By disabling or deleting unnecessary accounts you can reduce the chances of unauthorized access to your computer.

To disable an account

1. Click **Start**, and then click **Control Panel**.
2. Double-click **User Accounts**.
3. Click the **Advanced** tab and then click the **Advanced** button.
4. Click the **Users** branch.

5. Double-click a user account to display the properties dialog box.
6. Select the **Account is disabled** checkbox.

Note A disabled account will still exist, but the user is not permitted to log on. It appears in the **Users** details pane, but the icon has an X in it.

To delete an account

1. Perform steps 1 through 4 in the previous procedure.
2. Instead of double-clicking the account, right-click it and select **Delete**.
 - Before you delete user accounts, disable them first. After you are certain that disabling the account has not caused a problem, you can safely delete it.
 - A deleted user account cannot be restored.
 - The built-in Administrator and Guest accounts cannot be deleted.
 -

Securing User Accounts

By using passwords and configuring account lockout, you can reduce the chances of unauthorized access to your computer.

Using Passwords

It is important that all user accounts on every workstation have a password. Leaving passwords blank allows people to access computers as if they were someone else.

- Do not use the Guest account on workstations. It should be disabled.
- Every user should have their own user account. User accounts and passwords should not be shared.

Two concepts are commonly confused with regard to passwords. A user account can become locked out, which is typically caused by trying to log on with an incorrect password too many times. The account just needs to be unlocked—the password does need to be reset unless the user has forgotten what the password was. A good example, and probably the most common, is when someone gets locked out because they had the CAPS LOCK key on when they were typing their password.

A password reset provides the user account with a new password, usually a temporary password. The temporary password can then be provided to the user so they can log on. It is best to set such passwords to expire the first time they are used, in case the user forgets to change it after logging on. Forcing the user to log on and immediately create a new password ensures that only the user knows their password.

To unlock a locked user account

1. Click **Start**, and then click **Control Panel**.
2. Double-click **User Accounts**.
3. Click the **Advanced** tab and then click the **Advanced** button.
4. Click the **Users** branch.
5. Find the affected user account and double-click it.
6. Clear the **Account is locked out** checkbox and then click **OK**.

To set or reset a password for an existing user account

1. Perform steps 1 through 5 from the previous procedure.
2. Place a checkmark in the **User must change password at next logon** option. Then click **OK**.
3. Right-click the account in question and click **Set Password**. You will be prompted with a warning message. Make note of the possible impact before proceeding.
4. If you clicked the **Proceed** button, enter the temporary password in both password fields.
5. Click **OK** and communicate the temporary password to the user.

Windows Firewall

Windows Firewall is a host-based firewall solution that is included as part of Windows XP Professional SP2 and is highly configurable. It is enabled by default and helps protect against network attacks. Windows Live OneCare also monitors Windows Firewall, giving you a single console to check the overall security status of your PC.

Windows Firewall is not intended to replace the functionality of a network firewall. Windows Firewall enables Windows networking ports so that peer-to-peer workgroups can communicate and share resources. A network firewall needs to be in place to protect the network while Windows Firewall protects each workstation for which it is installed and enabled. A number of manufacturers have affordable network firewalls designed for small to medium-sized networks.

To verify that Windows Firewall has not been disabled

1. Click **Start**, and then click **Control Panel**.
2. Double-click the **Windows Firewall** icon.
3. Ensure that **On (recommended)** is selected.
- 4.

Updating Security Patches

A good way to keep up-to-date on security patches is to subscribe to Microsoft Security bulletins which are sent via e-mail. You can sign up to receive the security bulletins on the [Microsoft Security](http://www.microsoft.com/security/default.msp) Web site at www.microsoft.com/security/default.msp. In addition to staying informed through bulletins, there are a number of technologies that can help automate security patching.

Automatic Update

The Automatic Update feature in Windows XP can automatically detect and download the latest security patches from Microsoft. It can be configured to automatically download fixes in the background and then prompt the user to install them after the download is complete.

To configure your computer for automatic updates

1. Click **Start**, and then click **Control Panel**.
2. Double-click the **Automatic Updates** icon.
3. Configure all your Windows XP workstations to **Automatic**. Note that you can configure how often and what time of day these updates will occur.
4. Click **OK**.

Note Microsoft also issues security bulletins through its Security Notification Service. These bulletins are issued for any Microsoft product that is found to have a security issue.

Related Information

For more information about securing Windows XP, see the following:

- The [Windows XP Security Guide](http://www.microsoft.com/technet/security/prodtech/windowsxp/secwinxp/default.msp), which is available for viewing and download on the Microsoft TechNet Web site at www.microsoft.com/technet/security/prodtech/windowsxp/secwinxp/default.msp.

For more information about related topics on securing Windows XP, see the following:

- The [Threats and Countermeasures](http://www.microsoft.com/technet/security/topics/serversecurity/tcg/tcgch00.msp) guide, which is available for viewing and download on the Microsoft TechNet Web site at www.microsoft.com/technet/security/topics/serversecurity/tcg/tcgch00.msp.

File Import Formats

Student Fee Import

Remote Receipts Module (Alpine Format)
Remote >> Remote Files >> Library Fines

File Type ASCII TEXT, Fixed Length
Record Delimiter (CR,LF)
Field Delimiter None

FIELDS:	POSITION	NOTES
Student ID	Position 1-8	Up to 8 characters
Formatted BGL Account	Position 9-28	Same format at your Balance sheet Must Include FUND
Amount	Position 30-34	Implied Decimal Point 001000 = 10.00
Required Flag	Position 35	R = Required

Library Fine Import

Remote Fines Module
Remote >> Remote Files >> Library Fines

File Type CSV (Comma Separated Values)
Record Delimiter (CR,LF)
Field Delimiter Comma

FIELDS:	NOTES:
1 Student ID	Up to 10 characters
2 Amount of Fine	Example 4.00

Student Import Text File (Standard TES Format)

File >> Manager >> Import/Export Menu >> Import Students >> Import TES style Text

File Type ASCII TEXT, Fixed Length
Record Delimiter (CR,LF)
Field Delimiter None

FIELDS:	POSITION	NOTES
Student ID	1-10	Up to 8 characters
Name	11-35	Name Formatted in LAST, FIRST
Grade	36-37	Two digits 01 = Grade 1
Address1	38-62	
Address2	63-87	
City	88-112	
State	113-114	
Zip	115-123	5 digit zip in form ##### 9 digit zip in form #####
Phone	124-133	10 digits in form aaa#####
Homerom	134-144	

Student Import Students from Power School

File >> Manager >> Import/Export Menu >> Import Students >> Import from Power School

File Type	CSV (Comma Separated Values)	
Record Delimiter	(CR,LF)	
Field Delimiter	Comma	
FIELDS:		NOTES:
1	Student ID	Up to 10 characters
2	Last Name	
3	First Name	
4	Grade	Two Digits 01-12
5	Address1	
6	Address2	
7	City	
8	State	TWO letters
9	Zip	
10	Phone	Include punctuation

Student Import Text File Utah SIS

File >> Manager >> Import/Export Menu >> Import Students >> Import from Utah SIS

File Type	ASCII TEXT, Fixed Length		
Record Delimiter	(CR,LF)		
Field Delimiter	None		
FIELDS:	POSITION	NOTES	
Student ID	1-10	Up to 10 characters	
Last Name	11-26		
First Name	27-42		
Middle Initial	43-43		
Filler	44-60	Unread by TES	
Grade	61-62	2 digits in form ##	
Filler	63-125	Unread by TES	
Phone	126-134	10 digits in form aaa#####	
Address1	135-167		
Address2	168-199		
City	200-223		
State	224-225		
Filler	226-227	Unread by TES	
Zip	228-236		

Student Import Students from Utah SIS (CSV Export)

File >> Manager >> Import/Export Menu >> Import Students >> Import Utah SIS (CSV Export)

File Type	CSV (Comma Separated Values)	
Record Delimiter	(CR,LF)	
Field Delimiter	Comma	
FIELDS:		NOTES:
1	Student ID	Up to 10 characters If the ID is longer than 10 characters the RIGHT most characters are used
2	Last Name	
3	First Name	
4		Not Used
5		Not Used
6		Not Used
7	Grade	Two Digits
8		Not Used
9		Not Used
10		Not Used
11		Not Used
12	Homeroom	
13	Phone	
14	Address1	
15	Address2	
16	City	
17	State	
18	Zip	

Student Import Students from SC Sasi

File >> Manager >> Import/Export Menu >> Import Students >> Import from SC Sasi

File Type	CSV (Comma Separated Values)	
Record Delimiter	(CR,LF)	
Field Delimiter	Comma	
FIELDS:		NOTES:
1	Student ID	Up to 10 characters If the ID is longer than 10 characters the RIGHT most characters are used
2	Last Name	
3	First Name	
4	Middle Name	
5	Grade	
6	Address1	
7	City	
8	State	
9	Zip	
10	Phone	

Student Import Students from STI Parent Link

File >> Manager >> Import/Export Menu >> Import Students >> Import from STI Parent Link

File Type	CSV (Comma Separated Values)
Record Delimiter	(CR,LF)
Field Delimiter	Comma

FIELDS:		NOTES:
1	Student ID	Up to 10 characters
2	Name	
3	Phone	
4	Grade	
5	Homeroom	

Setup -- MySchoolFees

Notes:

Setup - Teacher Web Query

Notes:

Setup – Remote Fines

Notes: