

E.P.E.S. Software

Accounting & P.O. Manual

School Accounting Made Easy. The how to guide of the Activity Accounting and Purchase Order Programs.



- *Walk through of Activity Accounting*32
- *Purchase Orders*
- *Includes Screen Shots*

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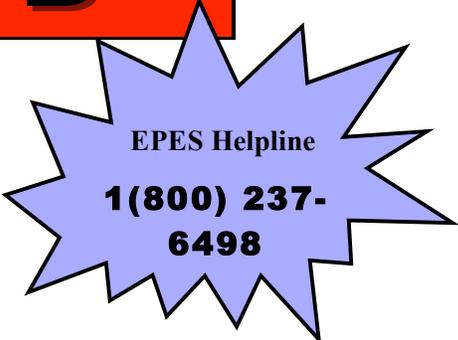
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Section B

Program Basics / Setup



Startup and Exit of Program

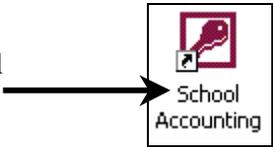
STARTUP



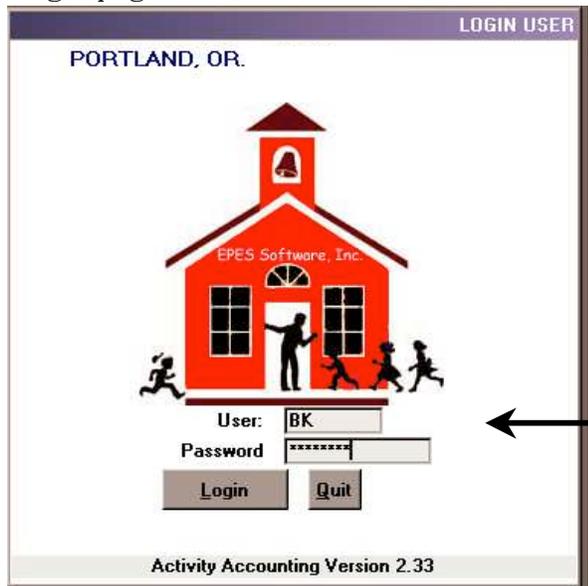
Navigate to: **'Start/ All Programs/ EPES Accounting/ School Accounting'**

OR

You may also double click on the icon that was created during installation (it should be on your desktop).



The login page looks like this.



Other user IDs that are available:

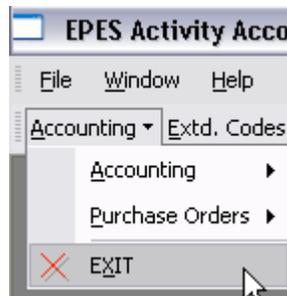
- PRIN** = Principal (Read Only access)
- AIDE** = Data Entry Aide (Add and Read Only access)
- SYS** = System admin/ Finance Dept (unrestricted access)

For bookkeepers the User ID will always be **'BK'**.

Enter your Id: **BK**
 And your Password: _____

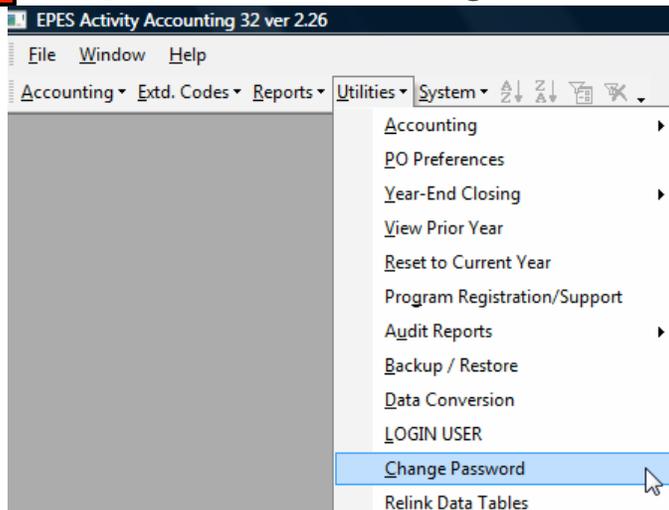
EXIT

 Navigate to: **'Accounting/ Exit'**

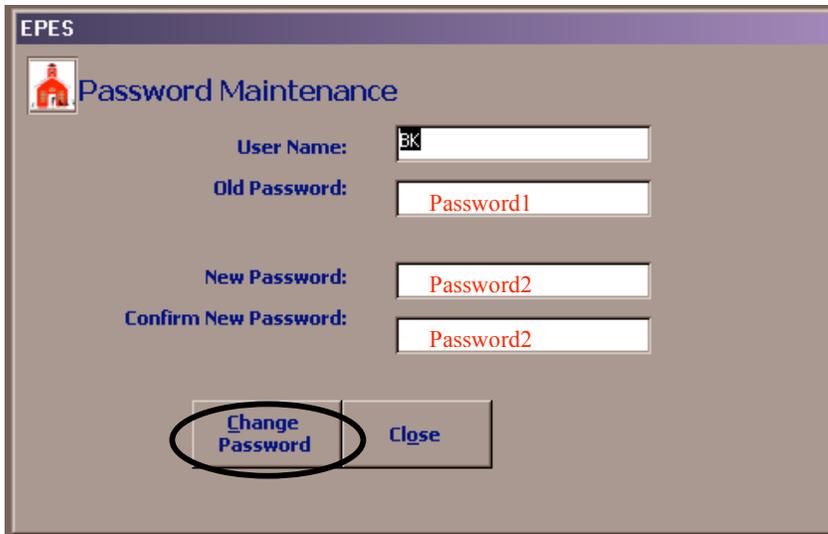


Change Password

 Navigate to: **'Utilities/ Change Password'**



Enter your 'User ID' and old current password. Then enter a new password twice. To change click on **<Change Password>**.



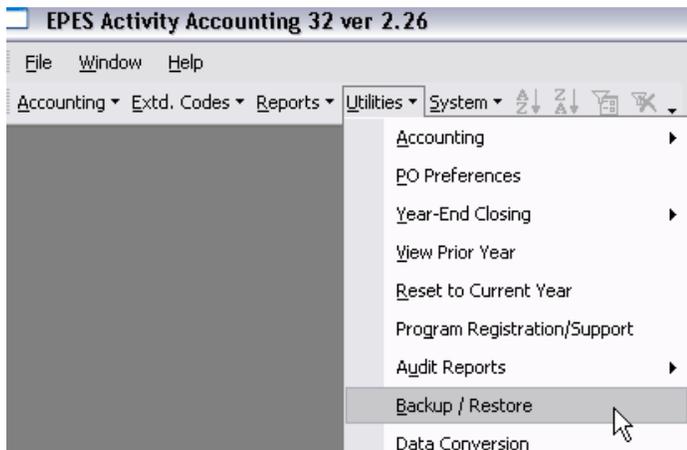
Backup and Restoring

BACKUP DATA

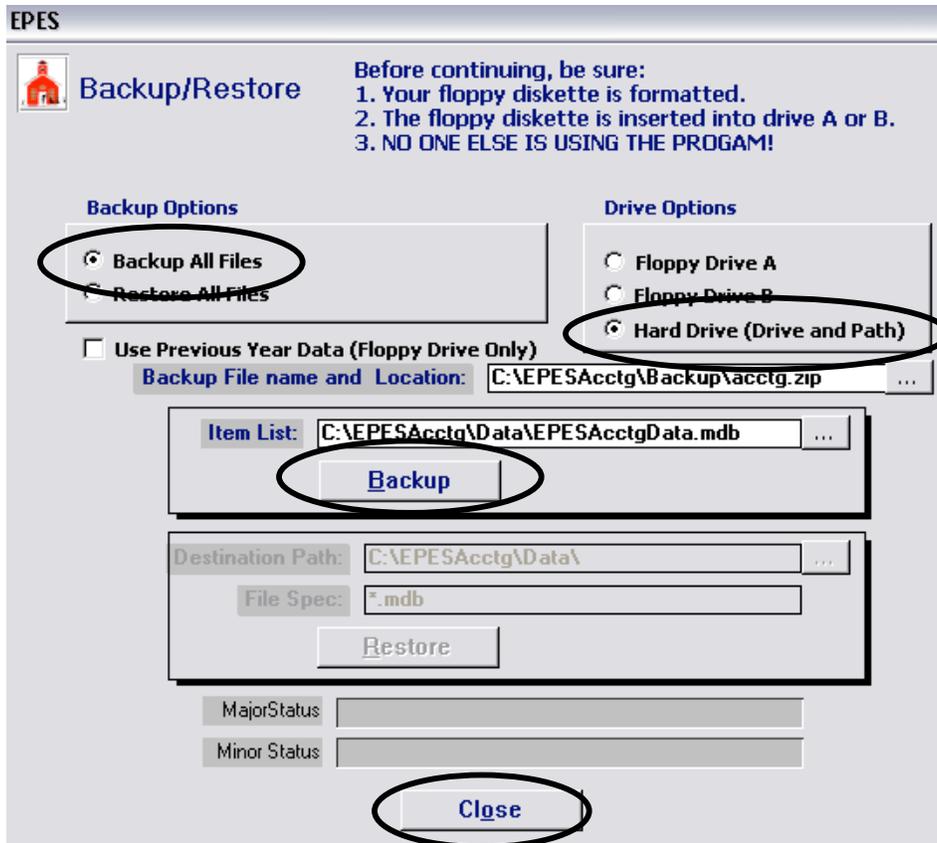
The system administrator can set your program to **automatically back up your data every time you login** to the system. Manual backups should also be done daily.



Navigate to: **'Utilities/ Backup - Restore'**

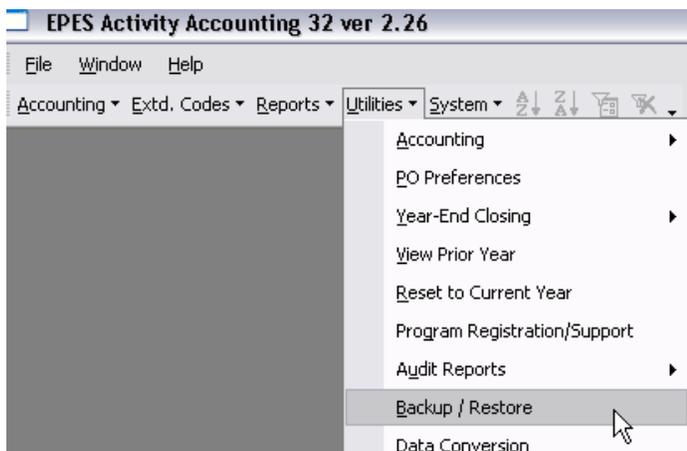


Choose to 'Backup All Files' to the 'Hard Drive' or floppy. Your backup file name and location path is pre-assigned but may be changed by admin. Click on **<Backup>**. Then click on **<Close>**.

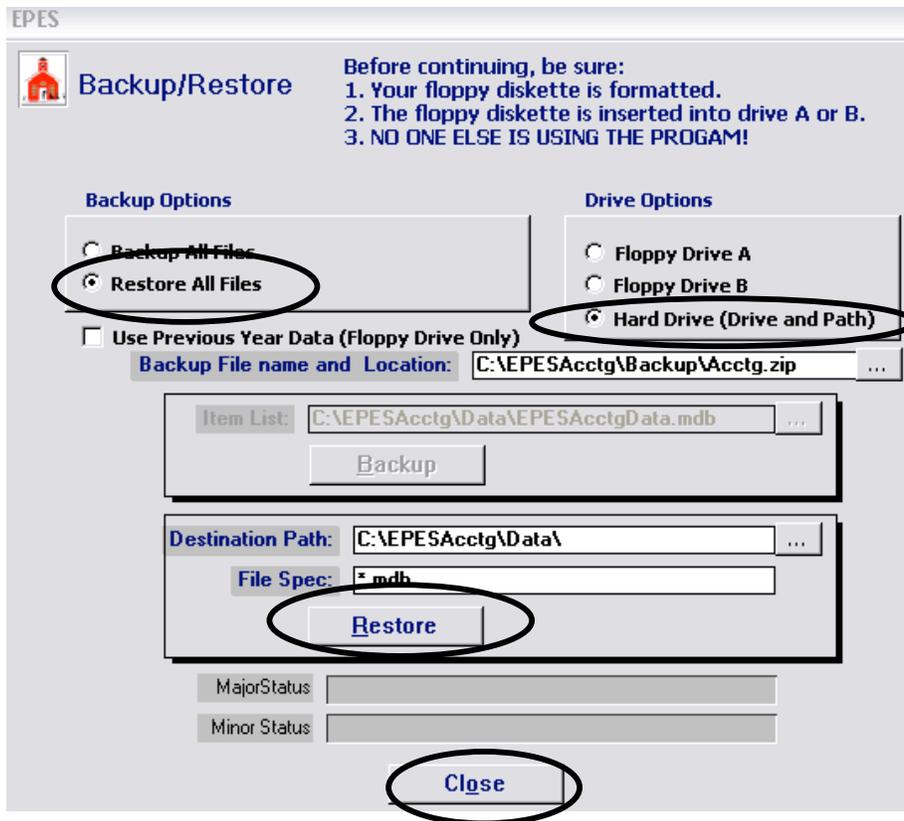


RESTORING DATA

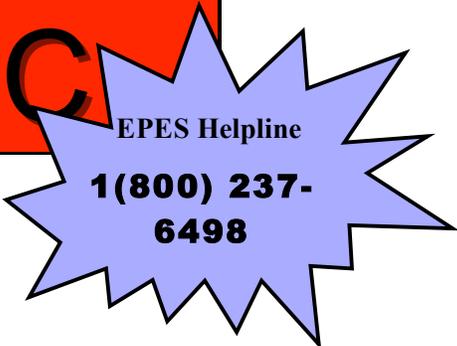
 Navigate to: **'Utilities/ Backup - Restore'**



Choose to 'Restore All Files' from the 'Hard Drive'. Click on **<Restore>**. Then click on **<Close>**.



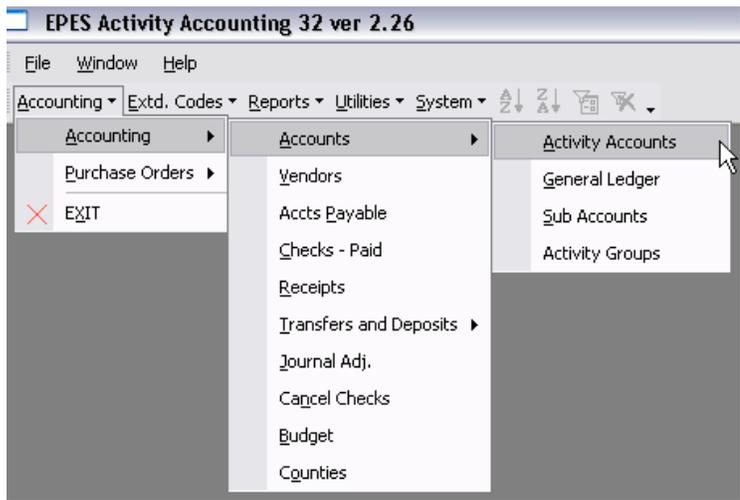
Section C



Accounts

Add Accounts

 Navigate to: **'Accounting/ Accounting/ Accounts/ Activity Accounts'**



Verify the Account is Not Set Up

You should first click on **<List>** to verify that a suitable account is not already set up.

A list of valid accounts will appear. You can click on the column titles to sort by that column, alternating between ascending and descending. You can also click on the column title that you want to search using the quick search box. The criteria on the box will change accordingly.

Clicking on the column headings will sort the column and change the Quick Search box.

Use this field to search either account number or account name. It searches from the beginning of the field. Wildcard of '%' can be used.

Acct #	Account Name	Advisor Name	Account Group	Beginning Bal	Cash Bal
100	Principal's Discretion			\$1,000.00	\$1,000.00
109	NSF Returned Checks			\$0.00	\$0.00
155	TAG			\$50.00	\$50.00
170	School Office			\$1,500.00	\$1,500.00
221	2nd Grade - 1	Jane Smith		\$500.00	\$500.00

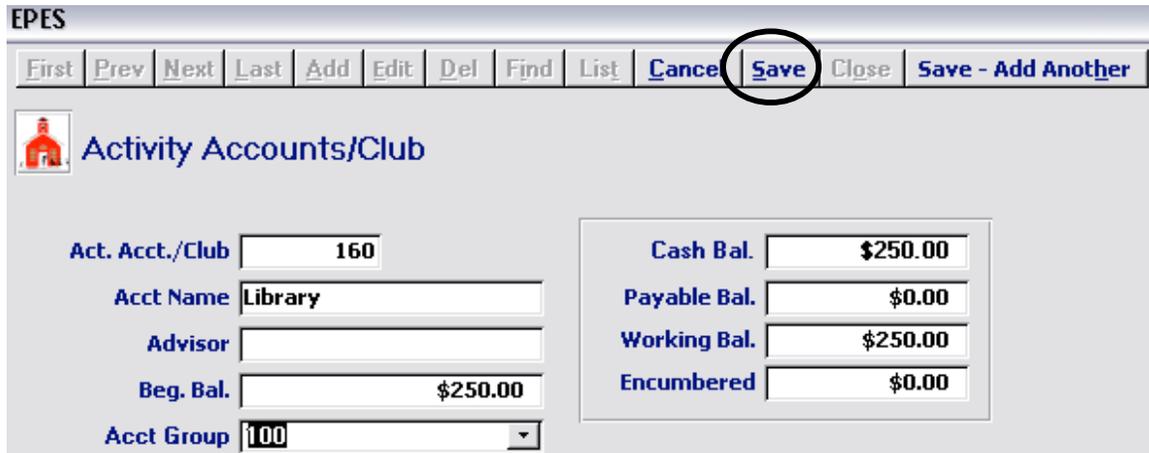
To add a new account you must click on **<Add>**.

Enter the new account number, account name, beginning balance and accounting group. Your beginning balance should be zero. Please note that you can not use

duplicate account number. You will get a message letting you know if the number is a duplicate.

The ‘Acct Group’ is available to provide an additional grouping for Accounts if necessary.

If you decide a new account isn’t needed you can click on **<Cancel>**. Otherwise click on **<Save>** to save the new account. Now click on **<Close>**.



EPES

First Prev Next Last Add Edit Del Find List **Cancel Save** Close Save - Add Another

 **Activity Accounts/Club**

Act. Acct./Club

Acct Name

Advisor

Beg. Bal.

Acct Group

Cash Bal.

Payable Bal.

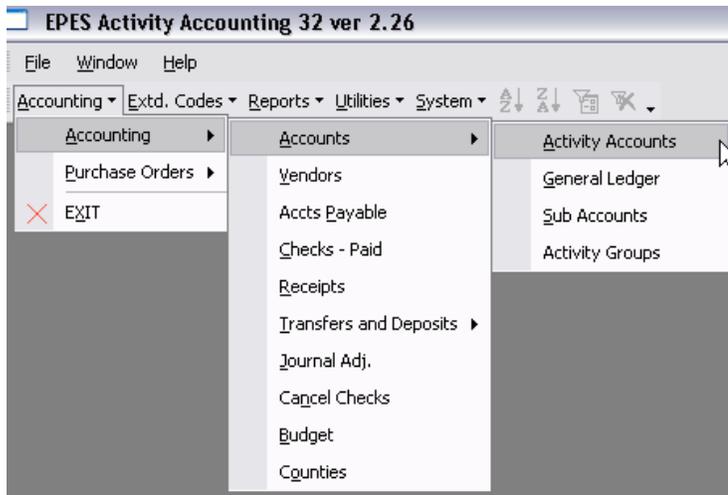
Working Bal.

Encumbered

Edit Accounts

If you decide that you need to edit an account that is **not on the Universal Account List**, you are able to edit everything but the account number.

 Navigate to: **‘Accounting/ Accounting/ Accounts/ Activity Accounts’**



EPES Activity Accounting 32 ver 2.26

File Window Help

Accounting > Extd. Codes > Reports > Utilities > System >

- Accounting >
 - Purchase Orders >
 - EXIT
- Accounts >
 - Vendors
 - Accts Payable
 - Checks - Paid
 - Receipts
 - Transfers and Deposits >
 - Journal Adj.
 - Cancel Checks
 - Budget
 - Counties
- Activity Accounts
 - General Ledger
 - Sub Accounts
 - Activity Groups

Click on **<List>** to find the account that you want to edit.

Activity Accounts/Club

Act. Acct./Club: 100

Acct Name: Principal's Discretion

Advisor:

Beg. Bal.: \$1,000.00

Acct Group:

Cash Bal.: \$1,000.00

Payable Bal.: \$0.00

Working Bal.: \$1,000.00

Encumbered: \$0.00

Find the account in the list and double click on it.

Activity Account List

Account # Quick Search:

Click on the field header to sort by that field.
Double-click on the line item to open that record.

Acct #	Account Name	Advisor Name	Account Group	Beginning Bal	Cash Bal
100	Principal's Discretion			\$1,000.00	\$1,000.00
109	NSF Returned Checks			\$0.00	\$0.00
155	TAG			\$50.00	\$50.00
170	School Office			\$1,500.00	\$1,500.00
221	2nd Grade - 1	Jane Smith		\$500.00	\$500.00

Click on **<Edit>** and make the changes needed. If you decide not to edit the account you can click on **<Cancel>**. Otherwise click on **<Save>**. Now click on **<Close>**.



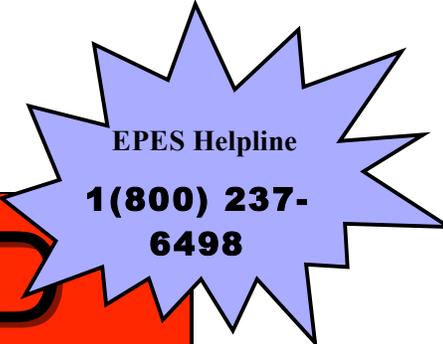
GENERAL LEDGER ACCOUNTS:

Five General Ledger accounts are automatically set up:

- 1) Petty Cash
- 2) Cash On Hand
- 3) Checking
- 4) Savings
- 5) Investments

You may add new G.L. Accounts or edit existing. For adding and editing of G.L. Accounts refer to Activity Accounts documentation.

Section D



Sub Accounts

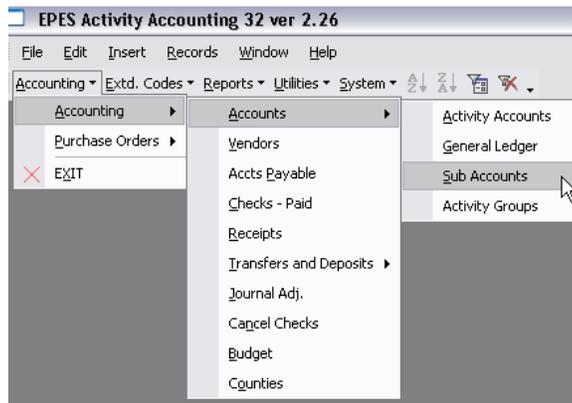
A sub account is a field that allows you a **more detailed break down of your transactions**. A sub account is not an account but rather an additional field that is **available for all accounts that are set up**. You do not have to use a sub account. If you leave it blank it will default to '0'. But if you are trying to track transactions across many accounts they can be very useful.

Add Sub Accounts

You may add sub accounts that are not already set up such as Field trips, gate receipts, etc..



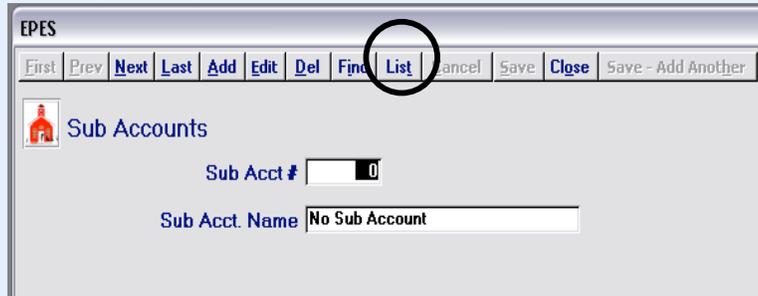
Navigate to: **'Accounting/ Accounting/ Accounts/ Sub Accounts'**



The screen will automatically open to the first sub account in the list. Before you set up a new sub account you should really verify that the sub account isn't already setup.

Verify Sub Account is Not Set Up

You should first click on **<List>** to verify that a suitable sub account is not already set up.



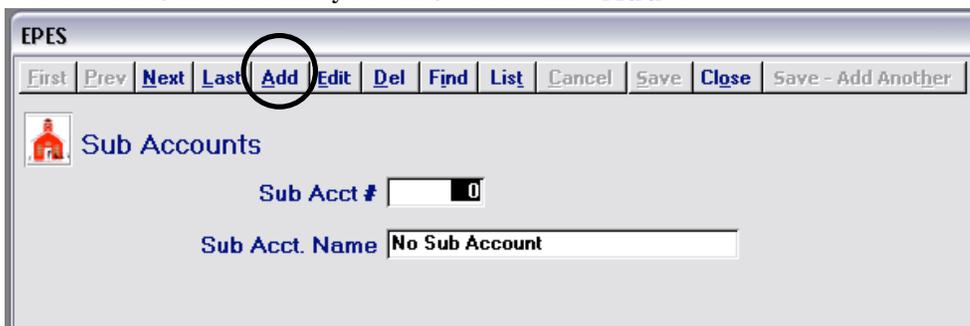
A list of valid sub accounts will appear. You can click on the column titles to sort by that column, alternating between ascending and descending. You can also click on the column title that you want to search using the quick search box. The criteria on the box will change accordingly.

The screenshot shows the EPES Sub-Account List window. It features a 'Sub Acct # Quick Search:' field. Below this is a table with columns 'Sub Acct. #' and 'Sub Acct. Name'. The table contains the following data:

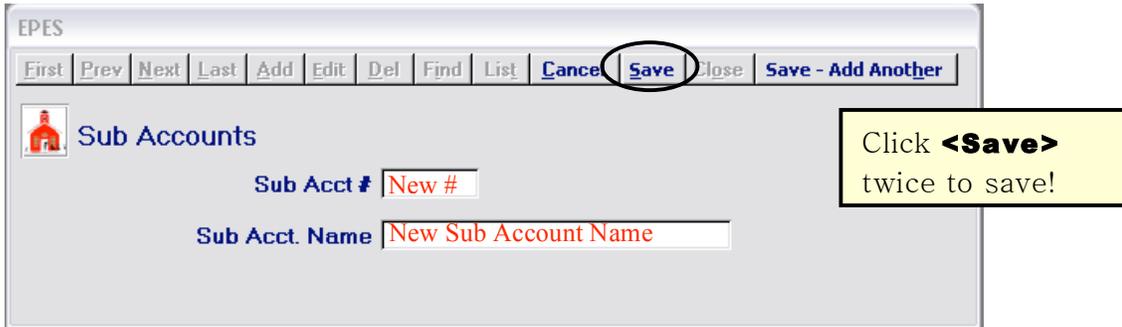
Sub Acct. #	Sub Acct. Name
0	NO SUB ACCOUNT
17	LIBRARY FEES
50	FIELD TRIPS
51	POSTAGE
52	PRINTING
53	SUPPLIES

Two callout boxes provide additional information: one points to the 'Sub Acct # Quick Search:' field with the text 'Use this field to search either sub account number or sub account name. It searches from the beginning of the field. Wildcard of '%' can be used.'; the other points to the 'Sub Acct. #' column header with the text 'Clicking on the column headings will sort the column and change the Quick Search box.'

To add a new sub account you must click on **<Add>**.



Enter the new sub account number and description. Please note that **you can not use duplicate sub account number**. You will get a message letting you know if the number is a duplicate. If you decide a new sub account isn't needed you can click on **<Cancel>**. Otherwise, click on **<Save>**. Click on **<Save>** again save the new sub account. Now click on **<Close>**.

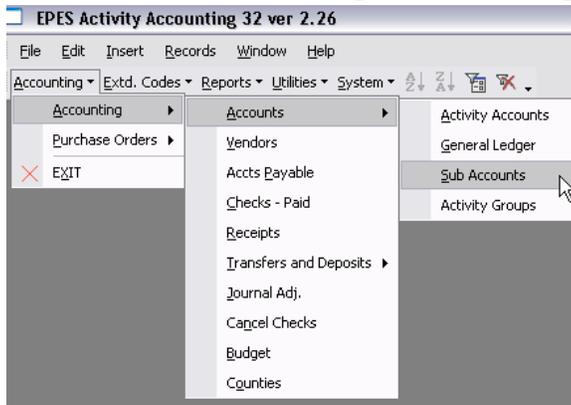


Edit Sub Accounts

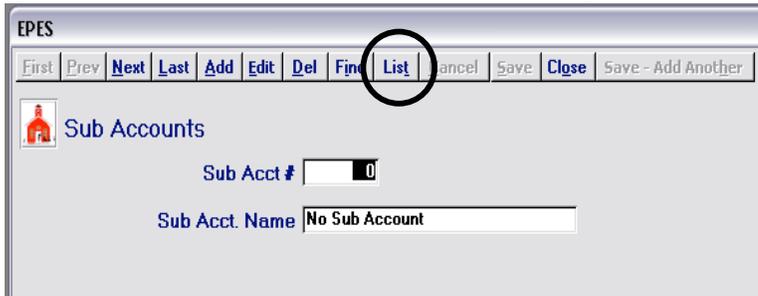
If you decide that you need to edit a sub account, know that you are **only able to edit the sub account name, not the number**.



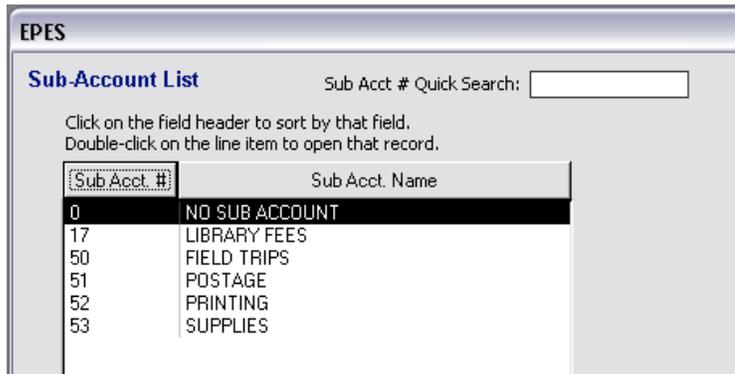
Navigate to: **'Accounting/ Accounting/ Accounts/ Sub Accounts'**



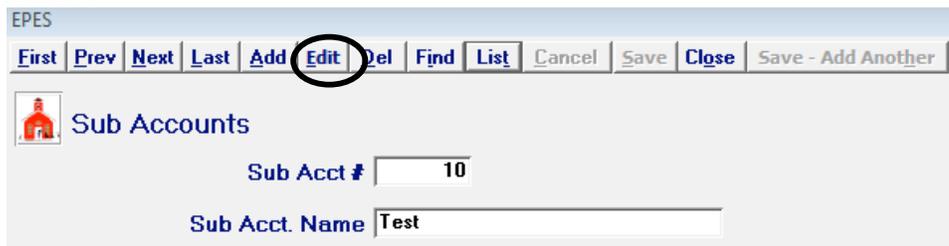
Click on **<List>** to find the sub account that you want to edit.



Find the sub account in the list and double click on it.



Click on **<Edit>** and make the changes needed. If you decide not to edit the sub account you can click on **<Cancel>**. Otherwise click on **<Save>**. Now click on **<Close>**.



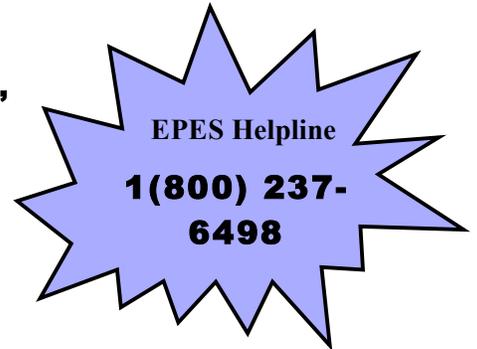
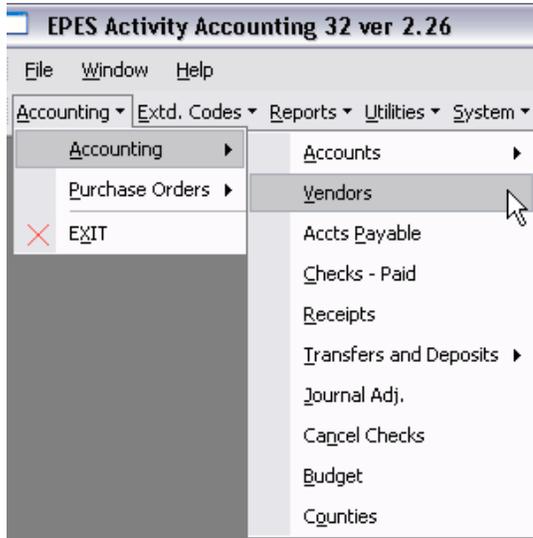
Vendor Maintenance

In EPES vendors are people or companies that you either **pay money to** or **receive money from**. Essentially, they are both your vendors and customers.

Add Vendors



Navigate to: **'Accounting/ Accounting/ Vendors'**



The screen will automatically open to the first vendor in the list. Before you set up a new vendor you should really verify that the vendor isn't already setup.

Verify that Vendor is Not Set Up

You should first click on **<List>** to verify that the vendor is not already set up. It is very important that a vendor is only set up once in EPES.

A list of vendors that are set up will appear. You can click on the column title of Vendor Code or Vendor Name to sort by that column, alternating between ascending and descending. You can also click on the column that you want to search using the quick search box. The criteria on the box will change accordingly.

Clicking on the column heading will sort the column and change the Quick Search box.

Use this field to search either vendor code or vendor name. It searches from the beginning of the field. Wildcard of '%' can be used.

Vendor Code	Vendor Name	Address	City	State	Tax ID
BLANK	MISC VENDORS				
PPS-ATHL	PPS ATHLETICS DEPARTME	2231 N FLINT	PORTLAND	OR	
PPS-FIN	PPS FINANCE DEPARTMEN	501 N DIXON ST	PORTLAND	OR	

To add a new vendor you must click **<Add>**.

The screenshot shows the 'Vendors' form in the EPES application. The 'Add' button in the top navigation bar is circled in red. The form fields are as follows:

Vendor Code:	BLANK	Do not use special characters ("" / ; etc.)
Vendor Name:	MISC VENDORS	
Address:		
Address line 2:		
City:	State:	Zip:
Phone:	Fax:	
Attn.:		
Tax ID:		
School Vend #:		
County ID:		
Bid Category:		
MEMO:		

Enter the vendor information. Here we used EPES as an example.

The screenshot shows the 'Vendors' form with the following data entered:

Vendor Code:	EPES	Do not use special characters ("" / ; etc.)
Vendor Name:	EPES Software	
Address:	206 N Armstrong	
Address line 2:	Room 115	
City:	State:	Zip:
Phone:	Fax:	
Attn.:		
Tax ID:		
School Vend #:		
County ID:		
Bid Category:		
MEMO:	Company offers a 10% discount to school districts if you ask	

A callout box with a yellow background and black border points to the Tax ID field. The text inside the callout box reads: "If this vendor receives a 1099, you must enter their Tax Id # or Social Security #."

The chart below can help you with filling in the fields.

	Field	What to Enter
◆	Vendor Code	Short Abbreviation of Vendor name
◆	Vendor Name	Full Vendor Name
	Address	Vendor Street Address
	Address line 2	Additional Street Address Info
	City	Vendor City
	State	Vendor State
	Zip	Vendor Zip Code
	Phone	Vendor Phone Number
	Fax	Vendor Fax Number
	Attn	Your contact at the vendor
	Tax ID	Tax Payer ID or Social Security Number
	School Vend #	Customer ID that the vendor has assigned your school
	County ID	Tennessee only
	Bid Category	User discretionary field
	Memo	Any info that will help you in the future

◆ Denotes that the field is mandatory. The Tax ID is only required if the vendor receives a 1099.

Click **<Save>** twice to save the data entered. Then click **<Close>** to back to the main menu.

The screenshot shows the 'Vendors' form in the EPES system. At the top, there is a navigation bar with buttons: First, Prev, Next, Last, Add, Edit, Del, Find, List, Cancel, Save (circled), Close, and Save - Add Another. Below the navigation bar, the form fields are populated with the following information:

- Vendor Code: EPES (with a warning: Do not use special characters ("" / ; etc.))
- Vendor Name: EPES Software
- Address: 206 N Armstrong
- Address line 2: Room 115
- City: Bixby, State: OK, Zip: 74008
- Phone: 918-366-4453, Fax: 918-366-4455
- Attn: Michael Jones
- Tax ID: 55-1234567 (with a callout box pointing to it: "If this vendor receives a 1099, you must enter their Tax Id # or Social Security #.")
- School Vend #: 772233
- County ID: (dropdown menu)
- Bid Category: (empty)
- MEMO: Company offers a 10% discount to school districts if you ask

ADD VENDOR WHILE ENTERING A RECEIPT

Please see Section E for entering a vendor while entering a receipt.

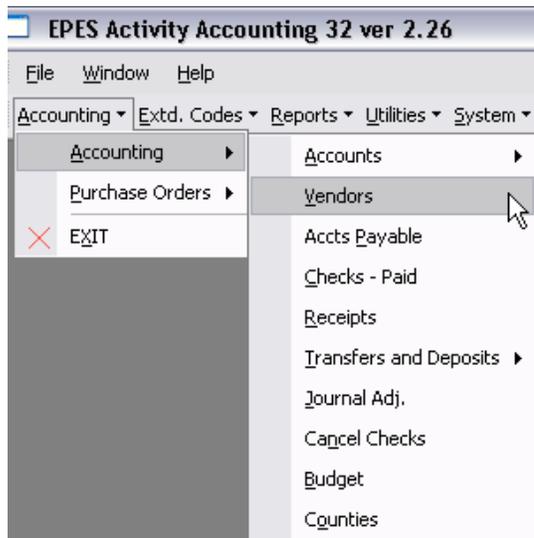
ADD VENDOR WHILE ENTERING A PAYABLE

Please see Section G for entering a vendor while entering a payable.

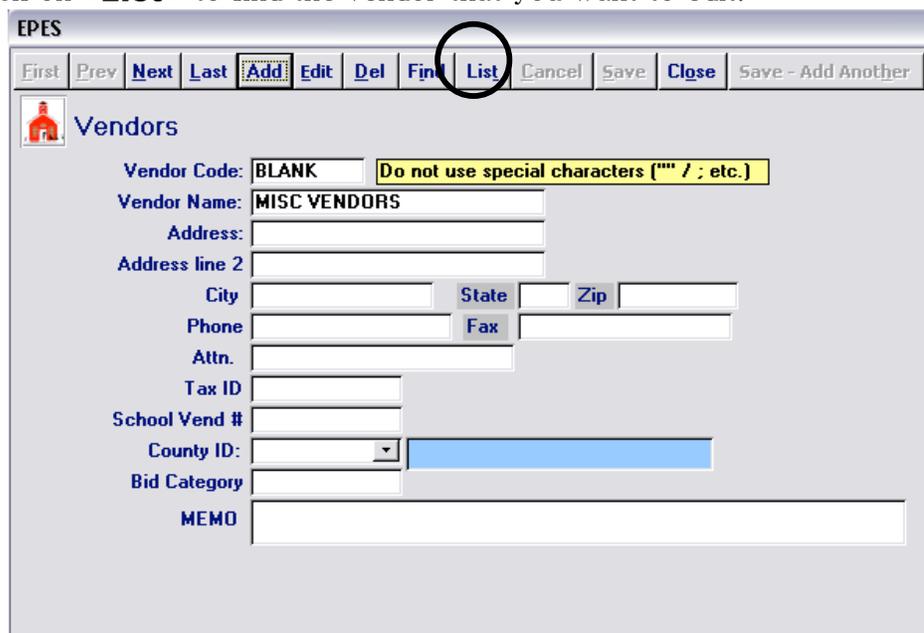
Edit Vendor



Navigate to: **'Accounting/ Accounting/ Vendors'**



Click on **<List>** to find the vendor that you want to edit.



Find the vendor in the list and double click on it.

Vendor Code Quick Search:

Click on the field header to sort by that field.
Double-click on the line item to open that record.

Vendor Code	Vendor Name	Address	City	State	Tax ID
BLANK	MISC VENDORS				
PPS-ATHL	PPS ATHLETICS DEPARTME	2231 N FLINT	PORTLAND	OR	
PPS-FIN	PPS FINANCE DEPARTMEN	501 N DIXON ST	PORTLAND	OR	

Click on **<Edit>** and make the changes needed. If you decide not to edit the vendor you can click on **<Cancel>**. Otherwise click on **<Save>**. Now click on **<Close>**.

EPES

First Prev Next Last Add **Edit** Del Find List Cancel Save Close Save - Add Another

Vendors

Vendor Code: CITYPDX **Do not use special characters ("" / ; etc.)**

Vendor Name: CITY OF PORTLAND

Address: 4567 CITY LANE

Address line 2

City: PORTLAND State: OR Zip: 97225

Phone Fax

Attn.

Tax ID: 99-88877665

School Vend #

County ID:

Bid Category

MEMO

'Blank' Vendor Code

The vendor code of 'Blank' with the vendor name of 'Misc Vendors' is to be used when you don't see the need to set up a vendor. For example if you are writing a check to a parent or a vendor that you don't think that you will use often. The 'Blank' vendor allows you to do this. When using this vendor it is mandatory to put the name of who the check is to be written to in the Payee field. Otherwise, the system doesn't know who to write the check to.

Vendor Code Quick Search:

Click on the field header to sort by that field.
Double-click on the line item to open that record.

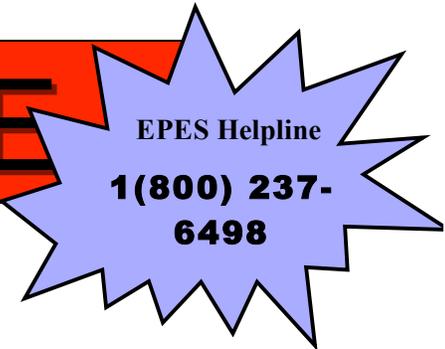
Vendor Code	Vendor Name	Address	City	State	Tax ID
BLANK	MISC VENDORS				
PPS-ATHL	PPS ATHLETICS DEPARTME	2231 N FLINT	PORTLAND	OR	
PPS-FIN	PPS FINANCE DEPARTMEN	501 N DIXON ST	PORTLAND	OR	

1099 Information

If your District is required to send a 1099-Misc tax form to any vendor that we **collectively** pay over \$600 per calendar year for goods or services. (Employees are not 1099 vendors). The system can track information for the tax form 1099 and allow the district to consolidate the data for all schools. It is important that you put the **Tax ID or Social Security number** in when entering a vendor. If you enter a Tax Id number on the vendor page it will flow to the Accounts Payable and Checks Paid pages.

The screenshot shows the 'Vendors' form in the EPES system. At the top, there is a navigation bar with buttons: First, Prev, Next, Last, Add, Edit, Del, Find, List, Cancel, Save, Close, and Save - Add Another. Below the navigation bar is a red house icon and the title 'Vendors'. The form contains several input fields: Vendor Code (with a yellow warning box: 'Do not use special characters ("" / ; etc.)'), Vendor Name, Address, Address line 2, City, State, Zip, Phone, Fax, Attn., Tax ID (circled in black), School Vend #, County ID (a dropdown menu), Bid Category, and a MEMO field at the bottom.

Section E



Enter Receipts

Receipts need to be entered when you receive money from a vendor. You can manually write the person out a receipt from a receipt book or enter it into EPES directly. If you enter it into EPES directly, you can have EPES print out a receipt while the vendor is waiting.

Entering Receipts



Navigate to: **'Accounting/ Accounting/ Receipts'**



Click on **<Add>** to enter a new receipt.



If you manually wrote out a receipt, enter the receipt number from your receipt book. If you are entering the receipt directly into the EPES and printing the receipt, the program will automatically increment the receipt number. The 'Rcvd From' should be the vendor code of the vendor that paid you.

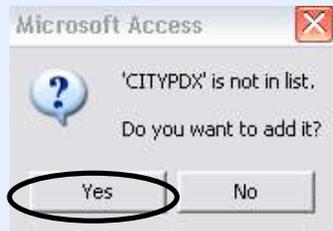
EPES
Receipts
Rcpt #: 0 Date: 7/29/2007 GL Acct: 991 Printed
Rcvd From: BLANK MISC VENDORS Closed No Void Date
Individual: Receipt Total: \$0.00
Add Line Item Edit Delete Cancel Save
Acct. Sub Acc Amount Tax Amt. Note Pmt Type: Extd Codes

Adding a Vendor While Entering a Receipt

Enter a Vendor Code in the 'Rcvd From' box.

EPES
Receipts
Rcpt #: 5 Date: 7/29/2007 GL Acct: 991 Printed
Rcvd From: CITYPDX MISC VENDORS Closed No Void Date
Individual: Receipt Total: \$0.00
Add Line Item Edit Delete Cancel Save
Acct. Sub Acc Amount Tax Amt. Note Pmt Type: Extd Codes

A box will pop up asking you if you would like to add the vendor. Click on **<Yes>**.



The vendor box will pop up.

The screenshot shows the 'Vendors' form in the EPES system. The form is mostly empty, with the 'Vendor Code' field containing 'CITYPDX'. A yellow warning box next to it says 'Do not use special characters ("" / ; etc.)'. Other fields like 'Vendor Name', 'Address', 'City', 'State', 'Zip', 'Phone', 'Fax', 'Attn.', 'Tax ID', 'School Vend #', 'County ID', 'Bid Category', and 'MEMO' are all blank. The navigation bar at the top includes buttons for 'First', 'Prev', 'Next', 'Last', 'Add', 'Edit', 'Del', 'Find', 'List', 'Cancel', 'Save', 'Close', and 'Save - Add Another'.

Add the vendor information and click **<Save>** twice.

This screenshot shows the 'Vendors' form with the following information entered: 'Vendor Code' is 'CITYPDX' with the same warning box; 'Vendor Name' is 'CITY OF PORTLAND'; 'Address' is '4567 CITY LANE'; 'City' is 'PORTLAND', 'State' is 'OR', and 'Zip' is '97225'; 'Tax ID' is '99-88877665'. The 'Save' button in the navigation bar is circled in black.

Click **<Close>** to return to the receipt you were entering.

This screenshot shows the 'Vendors' form with the same information as the previous one. The 'Close' button in the navigation bar is circled in black.

We recommend you receive money into the 991 Cash on Hand G.L. Account; however, you may receipt money into any of the G.L. Accounts (Please see Section F – Bank Deposits for an explanation). Make sure that the date is the day the receipt was written. Click on **<Add Line Item>** to enter the details of the money received.

The screenshot shows the 'EPES Receipts' form. At the top, there are navigation buttons: First, Prev, Next, Last, Add, Edit, Del, Find, List, Cancel, Save, Close. Below these, the form fields include:

- Receipt #: 3
- Date: 7/29/2007
- GL Acct: 991
- Printed: []
- Received From: BLANK
- Individual: MISC VENDORS
- Receipt Total: \$0.00
- Buttons: Add Line Item, Edit, Delete, Cancel, Save

 A yellow callout box on the right points to the 'GL Acct: 991' field with the text 'Cash on Hand account.' The 'Add Line Item' button is circled in red.

Fill in the info for the account that the money is to be deposited to. Use a Sub Account if appropriate. **Don't forget to choose the correct form of payment.** Add as many line items as desired. The program will generate a new receipt each time you exceed 5 line items, as that is the maximum that can print on one page. Once you entered all the data, click on **<Save>**.

This screenshot shows the 'EPES Receipts' form with a line item added. The 'Save' button at the top right is circled in red. A yellow callout box on the right contains the text: 'It is important to remember to choose the payment type. C = Cash, K = Check, E = Electronic Transfer, R = Credit Card, M = Money Order, O = Other'. The form fields include:

- Receipt #: 2
- Date: 7/29/2007
- GL Acct: 991
- Printed: []
- Received From: SJONES
- Individual: SAM JONES
- Receipt Total: []
- Buttons: Add Line Item, Edit, Delete, Cancel, Save

 The table below has the following data:

Acct.	Sub Acc	Amount	Tax Amt.	Note	Pmt Type:	Extd Codes
221	50	\$5.00	\$0.00	QMSI Ftrip	C	No

 The 'Acct.', 'Sub Acc', 'Amount', 'Note', and 'Pmt Type' fields in the table are circled in red.

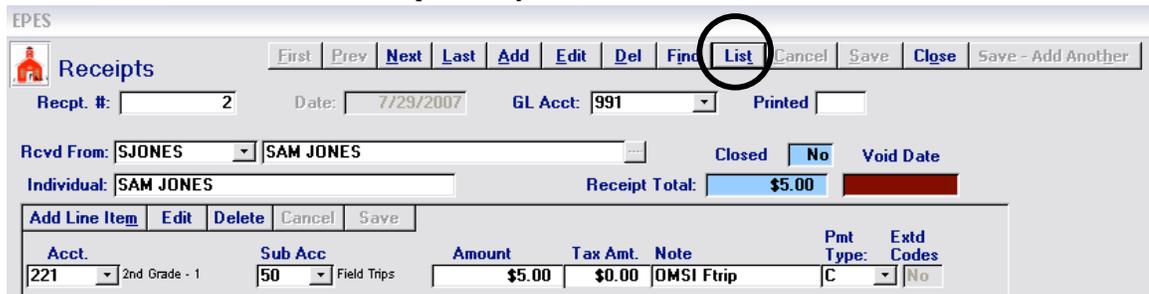
Edit Receipts



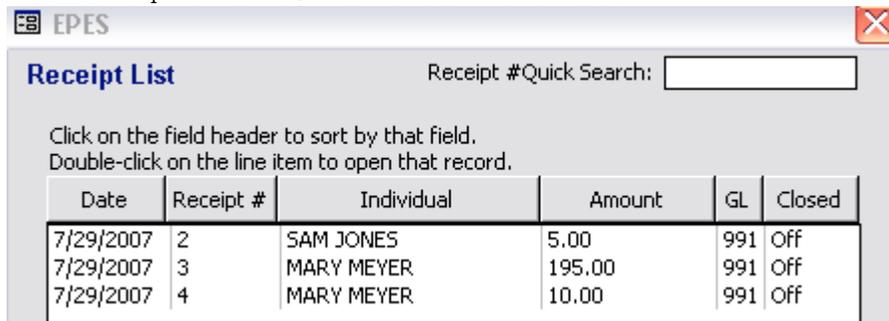
Navigate to: **'Accounting/ Accounting/ Receipts'**



Click on **<List>** to find the receipt that you want to edit.



Find the receipt in the list and double click on it.



Click on **<Edit>** and make the changes needed. If you decide not to edit the receipt you can click on **<Cancel>**. Otherwise click on **<Save>**. Now click on **<Close>**.

EPES

Receipts

First Prev **Next** Last Add **Edit** Del Find List Cancel Save Close Save - Add Another

Recpt #: 2 Date: 7/29/2007 GL Acct: 991 Printed

Rcvd From: SJONES SAM JONES Closed No Void Date

Individual: SAM JONES Receipt Total: \$5.00

Add Line Item Edit Delete Cancel Save

Acct.	Sub Acc	Amount	Tax Amt.	Note	Pmt Type:	Ext Codes
221 2nd Grade - 1	50 Field Trips	\$5.00	\$0.00	OMSI Ftrip	C	No

Print Receipts

The receipt is a 3 part form. You can set the receipt to automatically print by going to the “Utilities” section, “Program Preferences” and selecting “Print Receipts while Adding”. If you select this option the receipt will be automatically printed each time you save a new entry. **Be sure you have your receipt forms loaded into the printer.**

To print a receipt that has not been printed yet you can click on the **<Print New Receipt>** from the receipt screen.

Acct.	Sub Acc	Amount	Tax Amt.	Note	Pmt Type:	Ext Codes	
100	Principal's Discretion	10	School Donations	\$100.00	\$0.00	K	No
100	Principal's Discretion	10	School Donations	\$5.00	\$0.00	K	No
221	2nd Grade - 1	10	School Donations	\$25.00	\$0.00	K	No
170	School Office	10	School Donations	\$15.00	\$0.00	K	No
155	TAG	10	School Donations	\$50.00	\$0.00	K	No

Reprint Receipts

The receipt will print with three copies on one page. Please make sure that you have loaded receipts into your printer before reprinting.

If you need to print a receipt that has been previously printed you must reprint it.



Navigate to: **'Reports/ Accounting/ Print Previous Receipts'**

EPES Activity Accounting 32 ver 2.26

File Window Help

Accounting ▾ Extd. Codes ▾ Reports ▾ Utilities ▾ System ▾

- Accounting ▸
- PO Reports ▸
- Activity Ledger Report
- Outstanding Checks
- Reconciliation Report
- Bank Reconciliation
- Print Checks
- Print Previous Receipts
- 1099 Information

Type in the receipt number that you want to reprint or choose it from the list. Then click **<Print>**.

Use this field to search receipt number. It searches from the beginning of the field. Wildcard of '%' can be used.

Clicking on the column headings will sort the column.

Receipt #	Date	Payee	Receipt Amt
2	7/29/2007	SAM JONES	5.00
3	7/29/2007	MARY MEYER	195.00
4	7/29/2007	MARY MEYER	10.00

Void Receipt

To void a receipt you can click on the **<Void Receipt>** from the receipt screen. Voiding a receipt reverses out the accounting of the original entry.

Void Receipt **Print New Receipt**

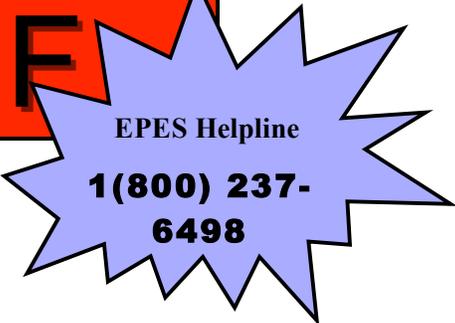
If receipt has been printed previously go to the Print Previous Receipts option under reports to re-print

Acct.	Sub Acc	Amount	Tax Amt.	Note	Pmt Type	Extd Codes
100	10	\$100.00	\$0.00		K	No
100	10	\$5.00	\$0.00		K	No
221	10	\$25.00	\$0.00		K	No
170	10	\$15.00	\$0.00		K	No
155	10	\$50.00	\$0.00		K	No

NOTE:

Voiding a receipt will create a negative (reversal) entry of the original receipt. This negative amount must be considered on your daily deposit. If you have already deposited the amount of the original receipt you must decrease your current deposit by the amount of the reversing entry.

Section F



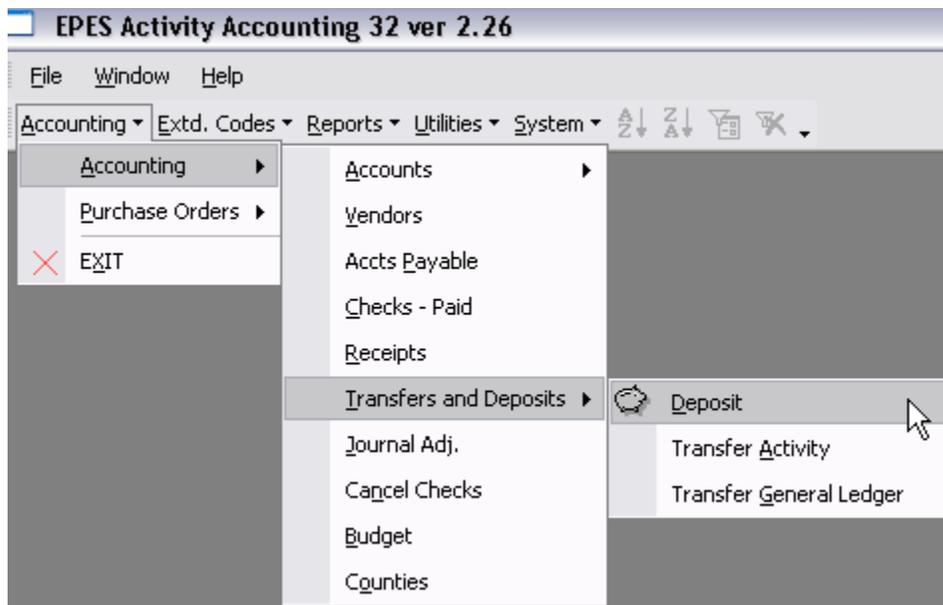
Bank Deposits

Record Bank Deposit

This process automatically transfers the money that your receipts put into “Cash on Hand” account (991) to your “Checking” account (992).



Navigate to: **'Accounting/ Accounting/ Transfers and Deposits/ Deposit'**



NOTE: You may occasionally be required to maintain multiple checking accounts in the event you change banks for some reason. You may add a new G.L. Account and specify it as a checking account. For all new checking account transactions you will simply need to change the G.L. designation from 992 to whatever new G.L. Checking account you set up for the new account.

This screen will pop up. Do not change either the 'Deposit Into' (992) or the 'Deposit Money From' (991) fields. Make the 'Date Deposit' the correct date if it isn't already. The deposit amount should match your receipt total, if not you need to close and find the balancing error. Enter a brief description of the deposit such as '7/29/07 Deposit' or the deposit bag number.

The screenshot shows the 'EPES Deposits' form. It has a header with the EPES logo and the title 'Deposits'. Below the header are five input fields: 'Deposit Into' with a dropdown menu showing '992', 'Date Deposit' with a date field showing '7/29/2007', 'Deposit Money From' with a dropdown menu showing '991', 'Deposit Amount' with a text field showing '0.00', and 'Description' with a large empty text area. At the bottom of the form are three buttons: 'OK', 'Close', and 'Deposit Voucher'. The 'Date Deposit' and 'Deposit Amount' fields are circled in black.

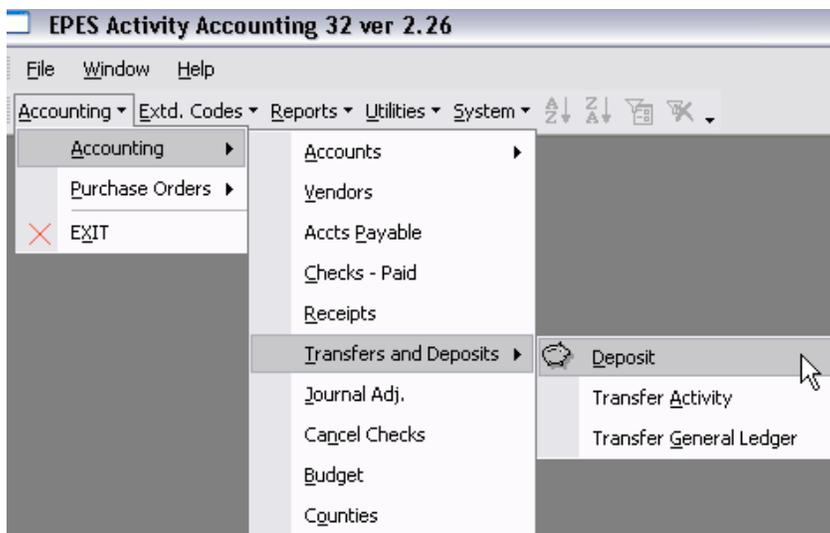
If you want to print a Deposit Slip to use as your detail for the bank deposit, click on **<Deposit Voucher>**. Please see the next section for more information. To record the deposit, Click on **<OK>**.

The screenshot shows the 'EPES Deposits' form after data entry. The 'Deposit Into' field is '992', 'Date Deposit' is '7/29/2007', 'Deposit Money From' is '991', and 'Deposit Amount' is '210.00'. The 'Description' field now contains the text '7/29/07 Deposit'. The 'OK' button is circled in black.

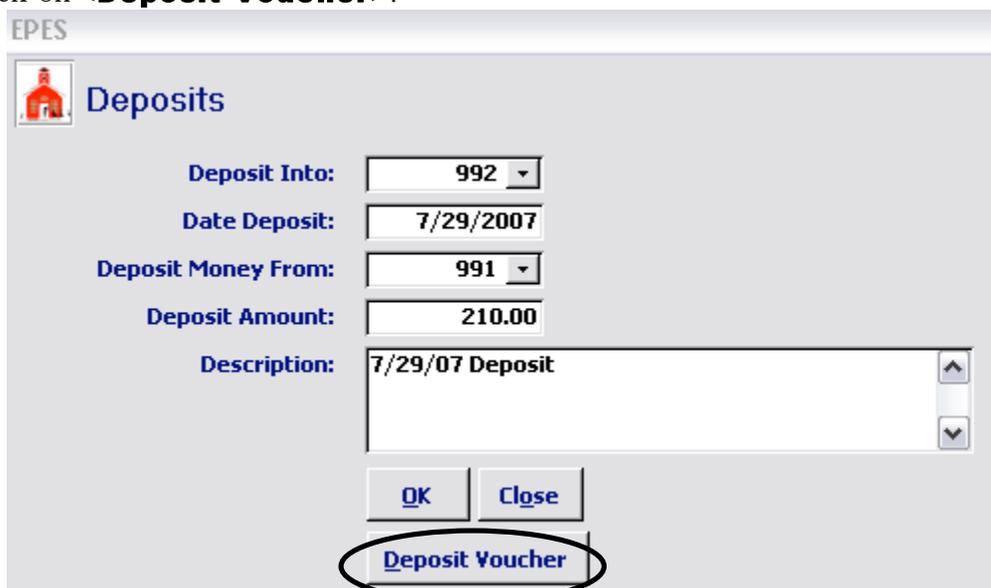
Print Deposit Slip



Navigate to: **'Accounting/ Accounting/ Transfers and Deposits/ Deposit'**



Click on **<Deposit Voucher>**.



Click on **<Preview>**.

EPES

Deposit Voucher Report

From what Date:

To what Date:

Preview **Print** **Close**

The report will pop up on your screen.

29-JV107 Page 1 of 1

DEMO
Deposit Voucher
FY = 7/1/2006

From Receipt No: 2 From: 7/29/2007
To Receipt No: 4 To: 7/29/2007
Deposit Voucher # _____

Pay Type	Activity Acct	Acct Name	Received From	Total
Cash (C)				
	221	2nd Grade - 1	SAM JONES	\$5.00
Total For Cash (C)				\$6.00
Check (K)				
	100	Principals Discretion	Mary Meyer	\$5.00
	100	Principals Discretion	Mary Meyer	\$100.00
	155	TAG	Mary Meyer	\$10.00
	155	TAG	Mary Meyer	\$50.00
	170	School Office	Mary Meyer	\$15.00
	221	2nd Grade - 1	Mary Meyer	\$25.00
Total For Check (K)				\$206.00
Grand Totals Received for Deposit				\$210.00

Totals by Payment Type:

Cash (C)	=	\$6.00
Check (K)	=	\$206.00
Total:		\$210.00

Page:

Click **<Print>** to print the report.

EPES

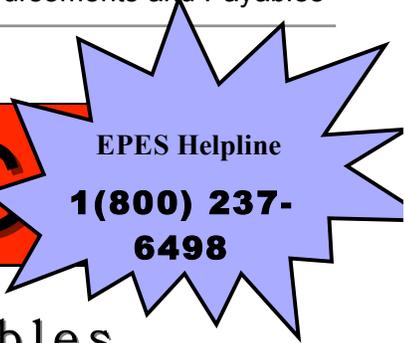
 **Deposit Voucher Report**

From what Date:

To what Date:

This report can be used as detail for a deposit slip with most Banks. Check with your Bank to see if they will accept this report in lieu of a deposit slip.

Section G



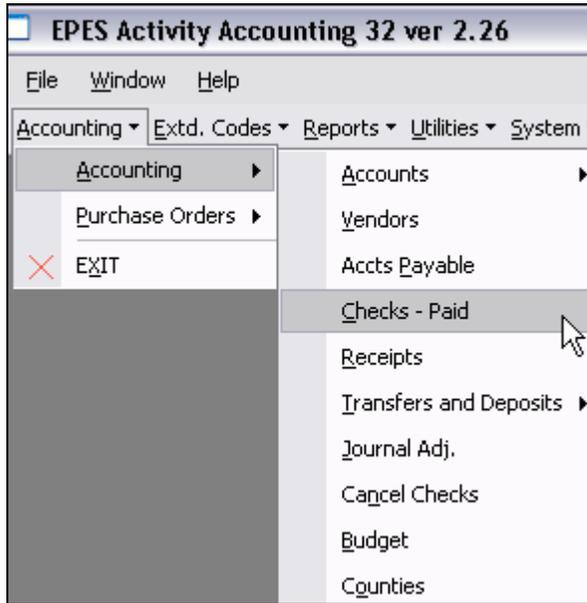
Enter Disbursements and Payables

Disbursements for Manual Checks

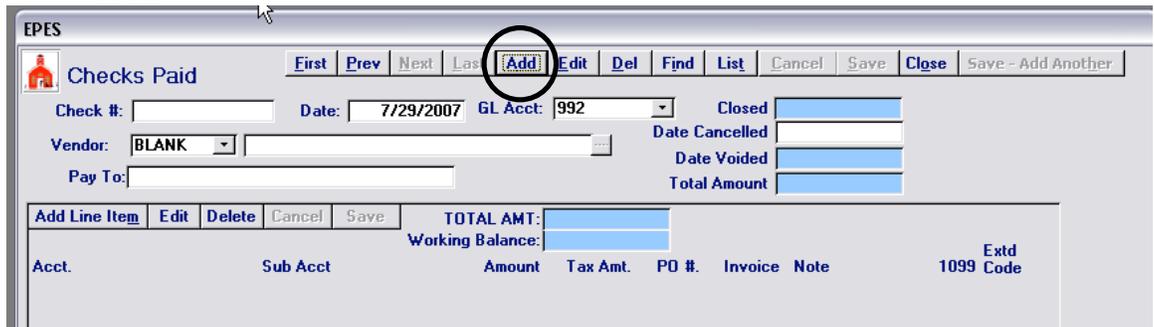
You want to manually add disbursements when a vendor is being paid with a manually prepared check.

ADD DISBURSEMENTS

 Navigate to: **'Accounting/ Accounting/ Checks Paid'**



Click on **<Add>**.



Enter the check number. Enter the date of the check. Enter the 'Vendor' ID of the vendor you wrote a check to.

The screenshot shows the 'Checks Paid' form in the EPES system. The 'Check #' field contains '1234', the 'Date' field contains '7/29/2007', and the 'Vendor' dropdown is set to 'PPS-FIN'. The 'GL Acct' is '992'. A yellow callout box on the right contains the text: 'Do not change the Bank Acct number (992)'. The 'Total Amount' is '\$0.00'. Below the form is a table with columns: Acct., Sub Acct, Amount, Tax Amt., PO #., Invoice Note, and Extd 1099 Code. The 'TOTAL AMT:' and 'Working Balance:' fields are empty.

Adding a Vendor While Entering a Manual Disbursement

Enter a Vendor Code in the 'Vendor' box.

The screenshot shows the 'Checks Paid' form with 'STARBUCC' entered in the 'Vendor' dropdown. The 'Check #' is '1235' and the 'Date' is '8/3/2007'. The 'GL Acct' is '992'. The 'Total Amount' is '\$0.00'. The table below the form is the same as in the previous screenshot.

A box will pop up asking you if you would like to add the vendor. Click on **<Yes>**.



The vendor box will pop up.

EPES

First Prev Next Last Add Edit Del Find List Cancel Save Close Save - Add Another

Vendors

Vendor Code: STARBUCK' Do not use special characters ("" / ; etc.)

Vendor Name:

Address:

Address line 2:

City: State: Zip:

Phone: Fax:

Attn:

Tax ID:

School Vend #:

County ID:

Bid Category:

MEMO:

Add the vendor information and click **<Save>** twice.

EPES

First Prev Next Last Add Edit Del Find List Cancel **Save** Close Save - Add Another

Vendors

Vendor Code: STARBUCK' Do not use special characters ("" / ; etc.)

Vendor Name: STARBUCKS COFFEE

Address: 777 COFFEE LATTE LANE

Address line 2:

City: PORTLAND State: OR Zip: 97205

Phone: (503) 212-1449 Fax:

Attn:

Tax ID: 98-76678990

School Vend #: 2121

County ID:

Bid Category:

MEMO:

Click **<Close>** to return to the payable you were entering.

EPES

First Prev Next Last Add Edit Del Find List Cancel Save **Close** Save - Add Another

Vendors

Vendor Code: STARBUCK' Do not use special characters ("" / ; etc.)

Vendor Name: STARBUCKS COFFEE

Address: 777 COFFEE LATTE LANE

Address line 2:

City: PORTLAND State: OR Zip: 97205

Phone: (503) 212-1449 Fax:

Attn:

Tax ID: 98-76678990

School Vend #: 2121

County ID:

Bid Category:

MEMO:

Click on **<Add Line Item>**.

The screenshot shows the 'Checks Paid' form in the EPES system. The 'Add Line Item' button is circled in black. The form contains the following fields:

- Check #: 1234
- Date: 7/29/2007
- GL Acct: 992
- Closed: No
- Vendor: PPS-FIN | PPS FINANCE DEPARTMENT
- Pay To: PPS FINANCE DEPARTMENT
- Total Amount: \$0.00

Buttons: First, Prev, Next, Last, Add, Edit, Del, Find, List, Cancel, Save, Close, Save - Add Another.

Enter the check information. The 'Acct' is the account that you want to pay the money from. Enter a 'Sub Acct' if appropriate. Fill in the amount. 'Invoice' is the vendor invoice number. Add any notes that may be helpful to you in the future. If this vendor is a 1099 vendor, the '1099' box must be checked. If you put the Tax ID in when you set up the vendor this box should automatically be checked.

The screenshot shows the 'Checks Paid' form with the 'Acct' and 'Sub Acct' dropdowns and the line item table circled in black. The 'TOTAL AMT' is now \$39.00 and 'Working Balance' is \$0.00.

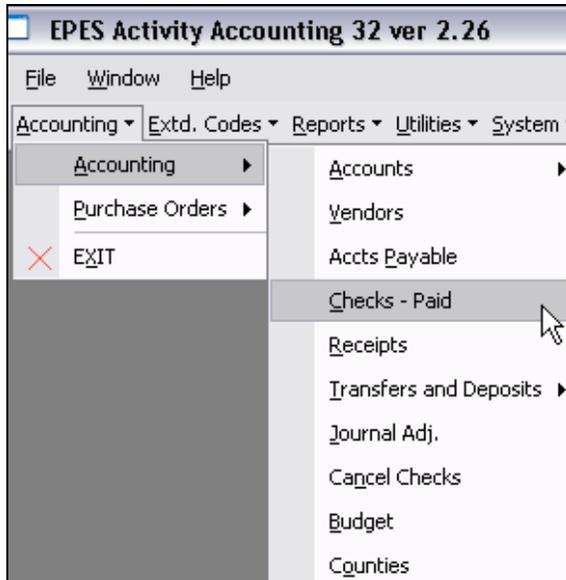
Acct.	Sub Acct	Amount	Tax Amt.	PO #.	Invoice	Note	1099	Code
100	Principal's Discretion	\$39.00	\$0.00			Postage for Parent Ng	<input type="checkbox"/>	No

Click on **<Save>** to save the record.

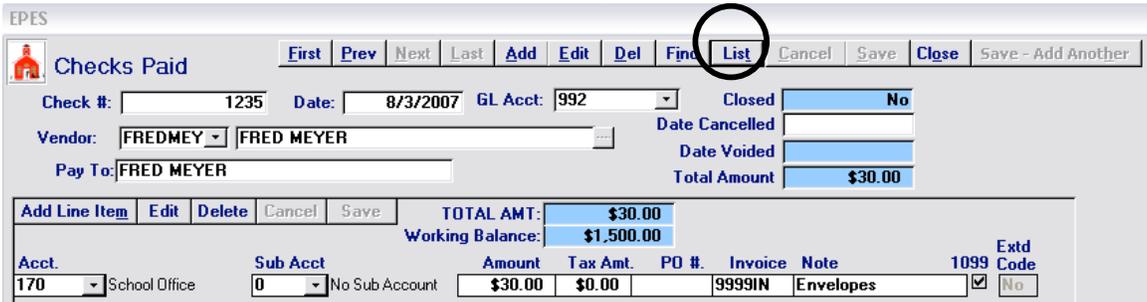
The screenshot shows the 'Checks Paid' form with the 'Save' button circled in black. The form is identical to the previous screenshot, showing the completed line item and the updated totals.

EDIT DISBURSEMENTS

 Navigate to: **'Accounting/ Accounting/ Checks Paid'**



Click on **<List>** to find the disbursement that you want to edit.



Find the disbursement in the list and double click on it.

The screenshot shows the 'Checks List' table. A callout box points to the 'Check # Quick Search' field, stating: 'Use this field to search. It searches from the beginning of the field. Wildcard of '%' can be used.' Another callout box points to the column headers, stating: 'Clicking on the column headings will sort the column and change the Quick Search box.'

Check #	Vendor	Payee	Amount	Ck Date	GL	Cancelled	Closed
1234	PPS-FIN	PPS FINANCE DEPARTMENT	\$39.00	7/29/2007	992	No	No
1235	fredmeyer	FRED MEYER	\$30.00	8/3/2007	992	No	No

Click on **<Edit>** and make the changes needed. If you decide not to edit the payable you can click on **<Cancel>**. Otherwise click on **<Save>**. Now click on **<Close>**.

EPES

Checks Paid

Check #: 1235 Date: 8/3/2007 GL Acct: 992 Closed: No

Vendor: FREDMEY FRED MEYER Date Cancelled:

Pay To: FRED MEYER Date Voided:

Total Amount: \$30.00

TOTAL AMT: \$30.00 Working Balance: \$1,500.00

Acct.	Sub Acct	Amount	Tax Amt.	PO #.	Invoice	Note	1099	Extd Code
170	School Office	0	No Sub Account	\$30.00	\$0.00		9999IN	Envelopes

VOID DISBURSEMENT



Navigate to: **'Accounting/ Accounting/ Checks Paid'**

EPES Activity Accounting 32 ver 2.26

File Window Help

Accounting ▾ Extd. Codes ▾ Reports ▾ Utilities ▾ System ▾

- Accounting ▸
 - Accounts ▸
 - Vendors
 - Accts Payable
 - Checks - Paid**
 - Receipts
 - Transfers and Deposits ▸
 - Journal Adj.
 - Cancel Checks
 - Budget
 - Counties
- Purchase Orders ▸
- EXIT

Click on **<List>** to find the disbursement that you want to void.

EPES

Checks Paid

Check #: 6235 Date: 10/24/2007 GL Acct: 992 Closed: No

Vendor: BLANK MISC VENDOR Date Cancelled:

Pay To: Tester Date Voided:

Total Amount: \$10.00

TOTAL AMT: \$10.00 Working Balance: \$6,831.98

Acct.	Sub Acct	Amount	Tax Amt.	PO #.	Invoice	Note	1099	Extd Code
100	GENERAL FUND	0	No Sub-Account	\$10.00	\$0.00			EXPENSE 1 EXPENSE 2

Find the disbursement in the list and double click on it.

Use this field to search. It searches from the beginning of the field. Wildcard of '%' can be used.

Clicking on the column headings will sort the column and change the Quick Search box.

Check #	Vendor	Payee	Amount	Ck Date	GL	Cancelled	Closed
1234	PPS-FIN	PPS FINANCE DEPARTMENT	\$39.00	7/29/2007	992		No
1235	fredmeyer	FRED MEYER	\$30.00	8/3/2007	992		No

Click on **<Void this Check>** to void the disbursement.

EPES Checks Paid

Check #: 10006 Date: 06-30-2007 GL Acct: 992 Closed: No

Vendor: BLANK MISC VENDORS Date Cancelled:

Pay To: Jane Smith Date Voided:

Total Amount: \$2.50

TOTAL AMT: \$2.50 Working Balance: \$272.50

Acct.	Sub Acct	Amount	Tax Amt.	PO #.	Invoice	Note	Ext'd Code	EXPENSE 1	EXPENSE 2
110 FACULTY FUND	0 No Sub Account	\$2.50	\$0.00			Candy Reimbursement	1099	No	

Void this Check

A box will pop up to allow you to put in a reason why you are voiding the check. Type in your reason and click **<Continue>** to void. Click **<Cancel Void>** should you decide not to void the disbursement. When voiding a check you should always use current date if you have already reconciled the month of the original check.

Reason for Voiding This Check (Optional)

STALE DATED Void Date: 08-09-2007

Continue Cancel Void

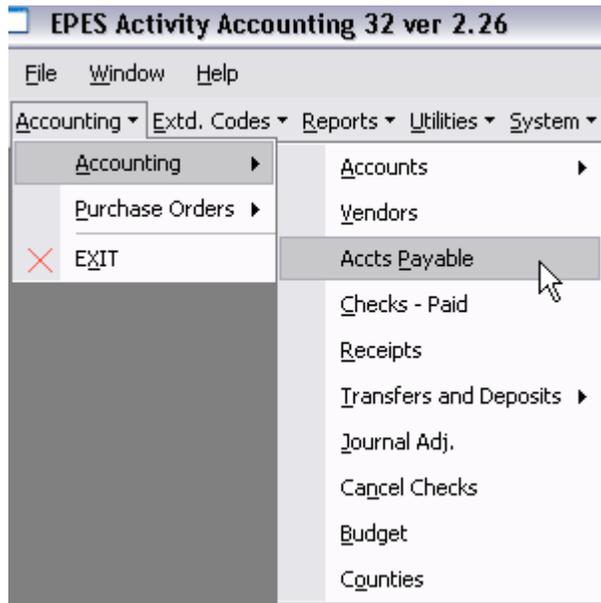
The system will automatically credit the account that was originally used when the check was issued.

Payables – Checks to be Printed

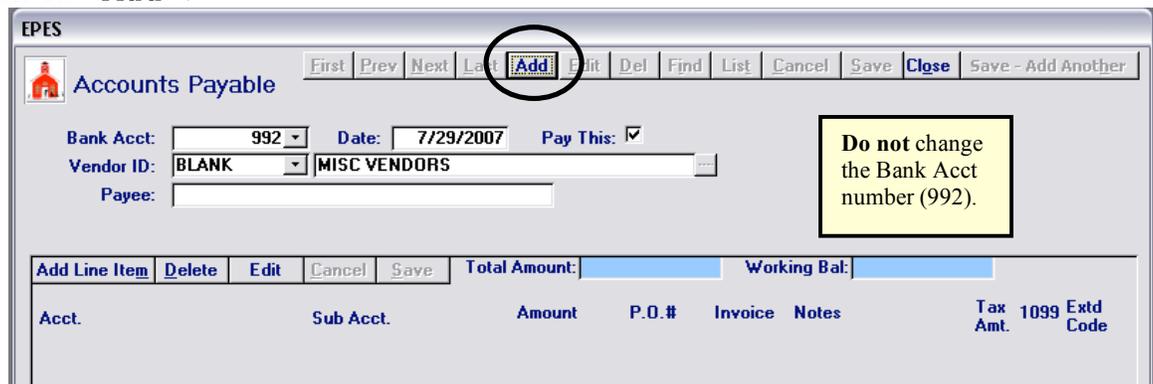
ADD PAYABLE



Navigate to: **'Accounting/ Accounting/ Accounts Payable'**



Click on **<Add>**.



Enter the 'Vendor ID' of the vendor you owe money.

The screenshot shows the 'Accounts Payable' form in the EPES system. At the top, there are navigation buttons: First, Prev, Next, Last, Add, Edit, Del, Find, List, Cancel, Save, Close, and Save - Add Another. Below these, the form fields include: Bank Acct: 992, Date: 7/29/2007, Pay This: . The Vendor ID field contains 'fredmeyer' and is circled in red. The Vendor Name field contains 'FRED MEYER'. The Payee field contains 'FRED MEYER'. Below the form fields, there is a table header with columns: Acct., Sub Acct., Amount, P.O.#, Invoice, Notes, Tax Amt., 1099, and Extd Code. The table body is currently empty.

Adding a Vendor While Entering a Payable

Enter a Vendor Code in the 'Vendor ID' box.

This screenshot shows the 'Accounts Payable' form with the Vendor ID field containing 'POWELLS' and circled in red. The Vendor Name field contains 'MISC VENDORS'. Other fields are the same as in the previous screenshot: Bank Acct: 992, Date: 7/29/2007, Pay This: .

A box will pop up asking you if you would like to add the vendor. Click on **<Yes>**.

The screenshot shows a 'Microsoft Access' dialog box with a question mark icon. The text inside reads: "'POWELLS' is not in the list. Do you want to add it?'. There are two buttons at the bottom: 'Yes' and 'No'. The 'Yes' button is circled in red.

The vendor box will pop up.

The screenshot shows the 'Vendors' form in the EPES system. At the top, there are navigation buttons: First, Prev, Next, Last, Add, Edit, Del, Find, List, Cancel, Save, Close, and Save - Add Another. The form fields include: Vendor Code: POWELLS (with a note: 'Do not use special characters ("" / ; etc.)'), Vendor Name, Address, Address line 2, City, State, Zip, Phone, Fax, Attn., Tax ID, School Vend #, County ID (with a dropdown menu), Bid Category, and MEMO.

Add the vendor information and click **<Save>** twice.

The screenshot shows the 'Vendors' form in the EPES system. The form contains the following fields and values:

- Vendor Code: POWELLS (with a warning: Do not use special characters (" " / ; etc.))
- Vendor Name: POWELL'S BOOK STORE
- Address: 6789 READING STREET
- Address line 2: (empty)
- City: PORTLAND, State: OR, Zip: 97205
- Phone: (503) 333-1212, Fax: (empty)
- Attn: (empty)
- Tax ID: 99-98765432
- School Vend #: 454566
- County ID: (dropdown menu)
- Bid Category: (empty)
- MEMO: (empty)

The navigation bar at the top includes buttons for First, Prev, Next, Last, Add, Edit, Del, Find, List, Cancel, Save (circled), Close, and Save - Add Another.

Click **<Close>** to return to the payable you were entering.

This screenshot is identical to the one above, showing the 'Vendors' form with the same data. The only difference is that the 'Close' button in the navigation bar is circled, indicating the next step in the process.

Click on **<Add Line Item>**.

EPES Accounts Payable

Bank Acct: 992 Date: 7/29/2007 Pay This:

Vendor ID: fredmeyer FRED MEYER

Payee: FRED MEYER

Buttons: Add Line Item, Delete, Edit, Cancel, Save

Total Amount: Working Bal:

Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099	Extd Code
-------	-----------	--------	-------	---------	-------	----------	------	-----------

Uncheck this box if you don't want the check to print in the next check run. You will have to check it when you finally want it to print. See Section H.

Enter the payable information. The 'Acct' is the account that you want to pay the money from. Enter a 'Sub Acct' if appropriate. Fill in the amount. Fill in 'PO #' if there was a non-EPES PO created for this payable. 'Invoice' is the vendor invoice number. Add any notes that may be helpful to you in the future. If this vendor is a 1099 vendor, the '1099' box must be checked. If you put the Tax ID in when you set up the vendor this box should automatically be checked.

EPES Accounts Payable

Bank Acct: 992 Date: 7/29/2007 Pay This:

Vendor ID: fredmeyer FRED MEYER

Payee: FRED MEYER

Buttons: Add Line Item, Delete, Edit, Cancel, Save

Total Amount: 0.00 Working Bal: 1,500.00

Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099	Extd Code
170	School Office	\$10.00		INV1234	Pencils and Pens		<input checked="" type="checkbox"/>	No

Repeat to add additional lines. There is a line limit of 14 lines per payable. If your payable is more than 14 lines it will automatically create a new payable with the same vendor, date, etc.

EPES Accounts Payable

Bank Acct: 992 Date: 7/29/2007 Pay This:

Vendor ID: fredmeyer FRED MEYER

Payee: FRED MEYER

Buttons: Add Line Item, Delete, Edit, Cancel, Save

Total Amount: 15.00 Working Bal: 1,500.00

Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099	Extd Code
221	2nd Grade - 1	\$5.00		INV1234	Stickers		<input checked="" type="checkbox"/>	No
170	School Office	\$10.00		INV1234	Pencils and Pens		<input checked="" type="checkbox"/>	No

Once you have entered all your information, click on **<Save>**. Then click on **<Close>**.

EDIT PAYABLES



Navigate to: **'Accounting/ Accounting/ Accounts Payable'**

Click on **<List>** to find the payable that you want to edit.

Find the payable in the list and double click on it.

Clicking on the column headings will sort the column, alternating between ascending and descending.

EPES

Accounts Payable List

Click on the field header to sort by that field.
Double-click on the line item to open that record.

Date	GL Acct.	Payee	Check Total	Pay
7/29/2007	992	POWELL'S BOOK STORE	\$25.00	On
7/29/2007	992	FRED MEYER	\$15.00	On

Click on **<Edit>** and make the changes needed. If you decide not to edit the payable you can click on **<Cancel>**. Otherwise click on **<Save>**. Now click on **<Close>**.

EPES

Accounts Payable First Prev Next Last **Add Edit Del Find List** Cancel Save Close Save - Add Another

Bank Acct: Date: Pay This:

Vendor ID:

Payee:

Add Line Item Delete Edit Cancel Save **Total Amount: 25.00 Working Bal: 50.00**

Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099	Extd Code
155 TAG	0 No Sub Account	\$25.00		45683A	Test Books			<input checked="" type="checkbox"/> No

DELETE PAYABLE



Navigate to: **'Accounting/ Accounting/ Accounts Payable'**

EPES Activity Accounting 32 ver 2.26

File Window Help

Accounting ▾ Extd. Codes ▾ Reports ▾ Utilities ▾ System ▾

- Accounting ▾
 - Accounts ▾
 - Purchase Orders ▾
 - Accts Payable**
 - Checks - Paid
 - Receipts
 - Transfers and Deposits ▾
 - Journal Adj.
 - Cancel Checks
 - Budget
 - Counties
- EXIT

Click on **<List>** to find the payable that you want to delete.

EPES

Accounts Payable

Bank Acct: 992 Date: 7/29/2007 Pay This:

Vendor ID: POWELLS POWELL'S BOOK STORE

Payee: POWELL'S BOOK STORE

Total Amount: 25.00 Working Bal: 50.00

Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099	Extd Code
155 TAG	0 No Sub Account	\$25.00		45683A	Test Books		<input checked="" type="checkbox"/>	No

Find the payable in the list and double click on it.

EPES

Accounts Payable List

Click on the field header to sort by that field.
Double-click on the line item to open that record.

Clicking on the column headings will sort the column, alternating between ascending and descending.

Date	GL Acct.	Payee	Check Total	Pay
7/29/2007	992	POWELL'S BOOK STORE	\$25.00	On
7/29/2007	992	FRED MEYER	\$15.00	On

Click on **** to delete the payable.

EPES

Accounts Payable

Bank Acct: 992 Date: 7/29/2007 Pay This:

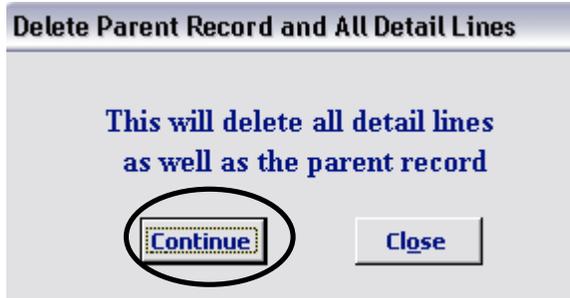
Vendor ID: POWELLS POWELL'S BOOK STORE

Payee: POWELL'S BOOK STORE

Total Amount: 25.00 Working Bal: 50.00

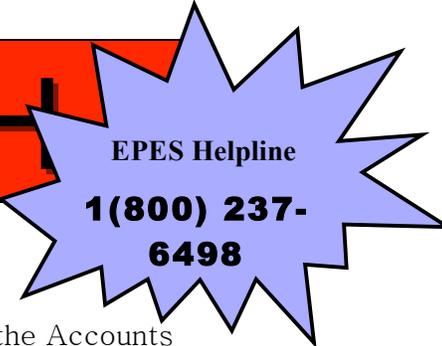
Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099	Extd Code
155 TAG	0 No Sub Account	\$25.00		45683A	Test Books		<input checked="" type="checkbox"/>	No

A box will pop up to verify that you really want to delete this record. Click **<Continue>** to delete. Click **<Close>** should you decide not to delete the payable.

**VOID PAYABLE**

After a payable has been printed and you need to void the check, go to Void Disbursement in the Manual Checks Section of this manual.

Section H



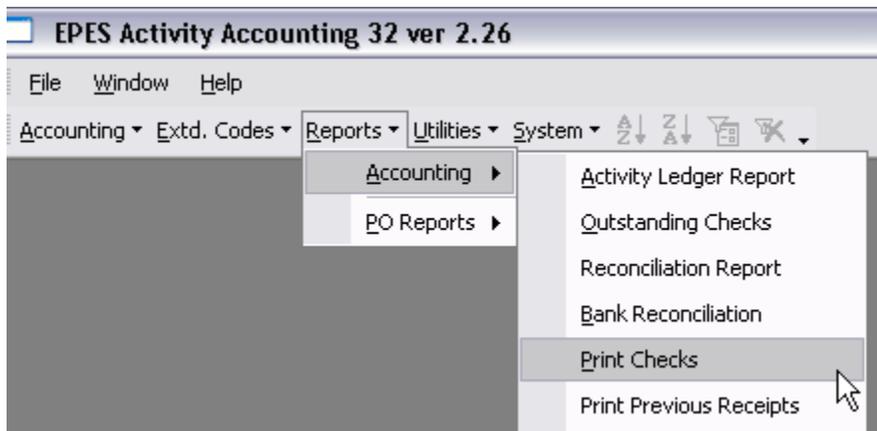
Printing Checks

This section takes the information that has been inputted into the Accounts Payable section and prints checks.

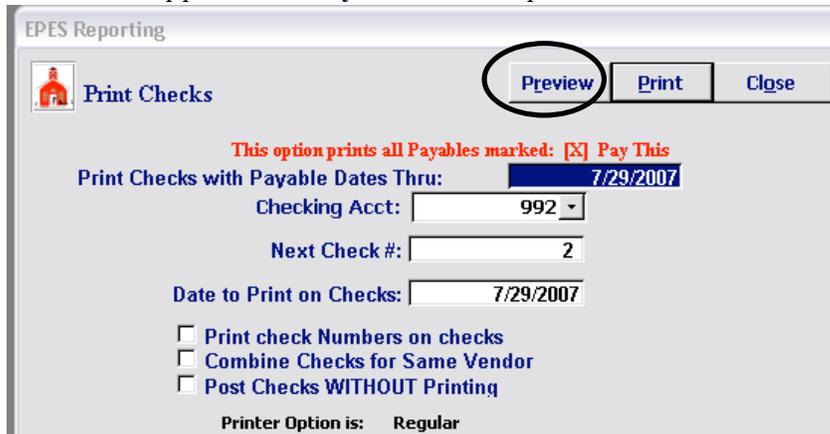
Preview Checks

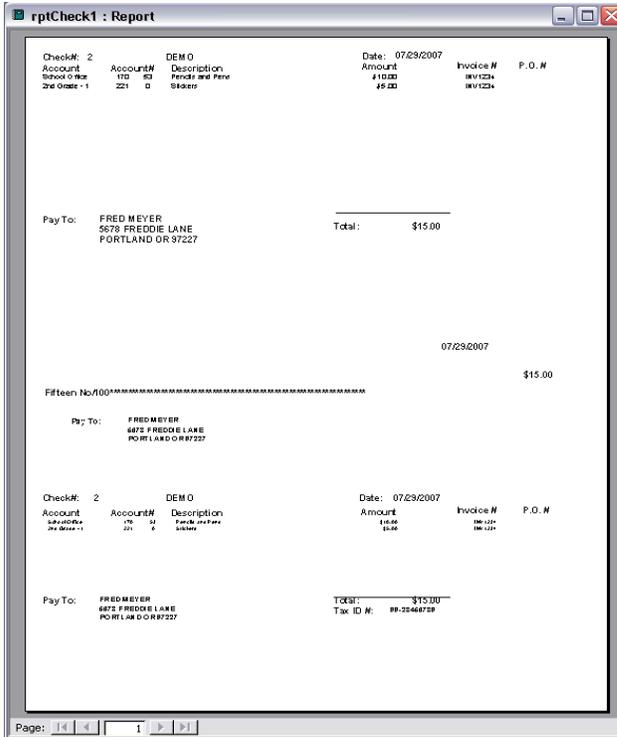


Navigate to: **'Reports/ Accounting/ Print Checks'**



This box will appear. Always choose to preview the checks before printing.

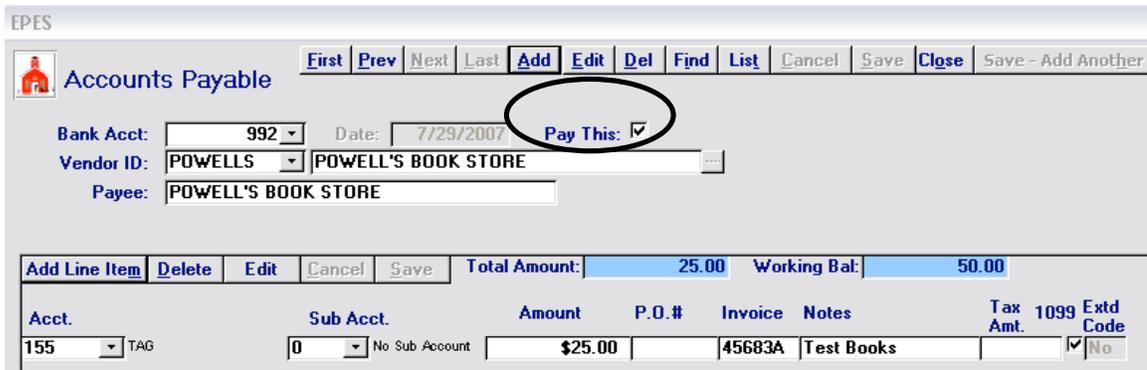




A preview of all the checks that are going to print will come up on the screen. You should look through the report to make sure that everything looks right. There will be a page for every check. If everything is correct then proceed to printing the checks.

Holding Checks from Payment

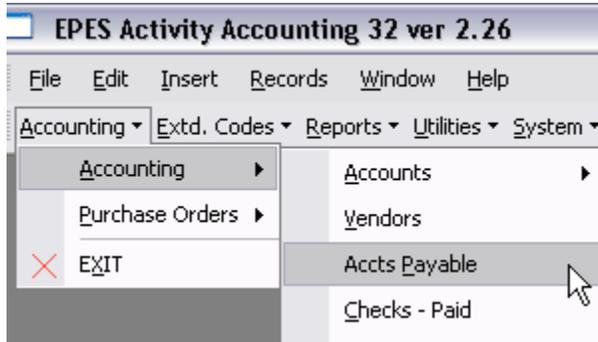
There are two ways to hold a check from printing. All payables with the 'Pay This' box checked and a payable date equal to or before the current date, will print in the check run. If you want to enter a payable in advance but do not want the check to print, you can uncheck this box or specify a future date for the check.



If you have already entered the Payable you need to go back to the Payable and edit it.



Navigate to: **'Accounting/ Accounting/ Accounts Payable'**



Click on **<List>** to find the payable that you want to edit.



Double click on the payable that you want to set not to pay.

EPES
Accounts Payable List

Click on the field header to sort by that field.
 Double-click on the line item to open that record.

Date	GL Acct.	Payee	Check Total	Pay
7/29/2007	992	POWELL'S BOOK STORE	\$25.00	On
7/29/2007	992	FRED MEYER	\$15.00	On

Clicking on the column headings will sort the column, alternating between ascending and descending.

The Payable will appear. In order to change it you must first click on **<Edit>**.

EPES
Accounts Payable

Bank Acct: 992 Date: 7/29/2007 Pay This:

Vendor ID: POWELLS POWELL'S BOOK STORE

Payee: POWELL'S BOOK STORE

Add Line Item Delete Edit Cancel Save Total Amount: 25.00 Working Bal: 50.00

Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099	Extd Code
155 TAG	0 No Sub Account	\$25.00		45683A	Test Books			<input checked="" type="checkbox"/> No

Uncheck the 'Pay This' box if you don't want the check to print. You will have to check the box again when you do want it to pay. Click on **<Save>**.

Now click on **<Close>**.

EPES
Accounts Payable

Bank Acct: 992 Date: 7/29/2007 Pay This:

Vendor ID: POWELLS POWELL'S BOOK STORE

Payee: POWELL'S BOOK STORE

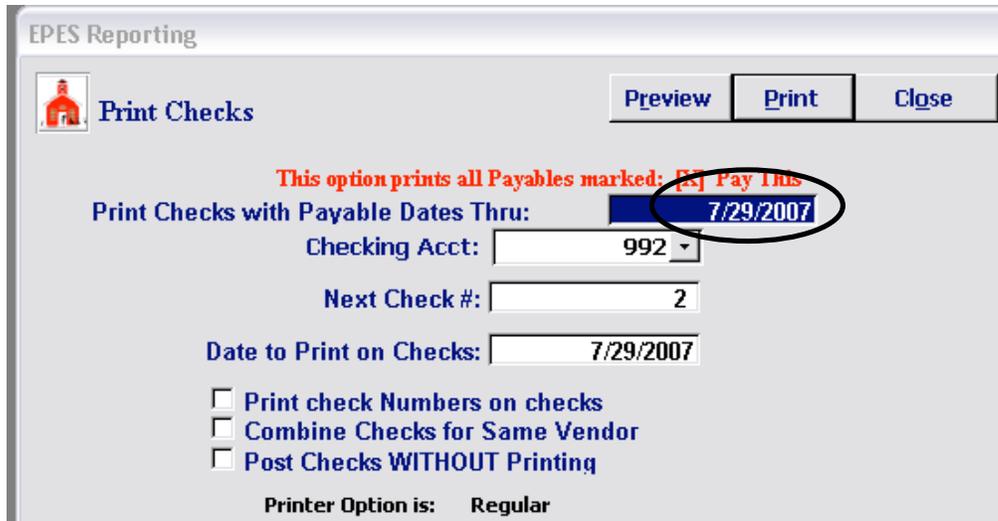
Add Line Item Delete Edit Cancel Save Total Amount: 25.00 Working Bal: 50.00

Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099	Extd Code
155 TAG	0 No Sub Account	\$25.00		45683A	Test Books			<input checked="" type="checkbox"/> No

OR

Another way to enter a check and but not to have it print is to post date it. You are able to have a payable in the system with a future date. If the 'print checks with payable dates thru' does not include the date of the payable, it will not print.

Clicking on the column headings will sort the column, alternating between ascending and descending.

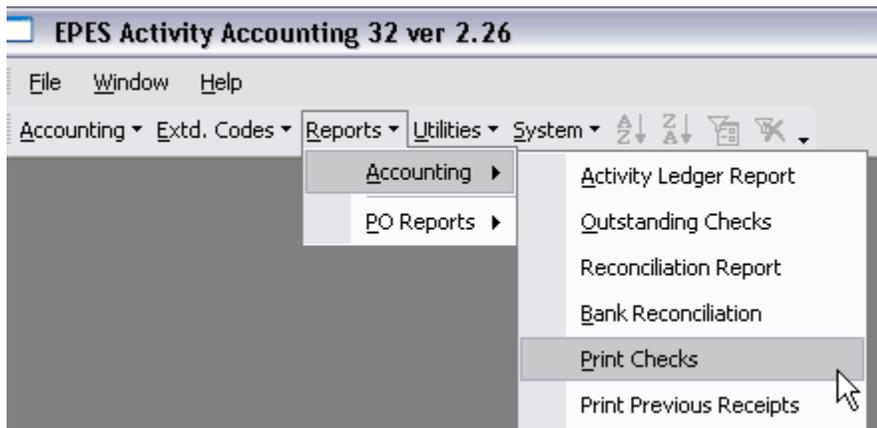


Print Checks

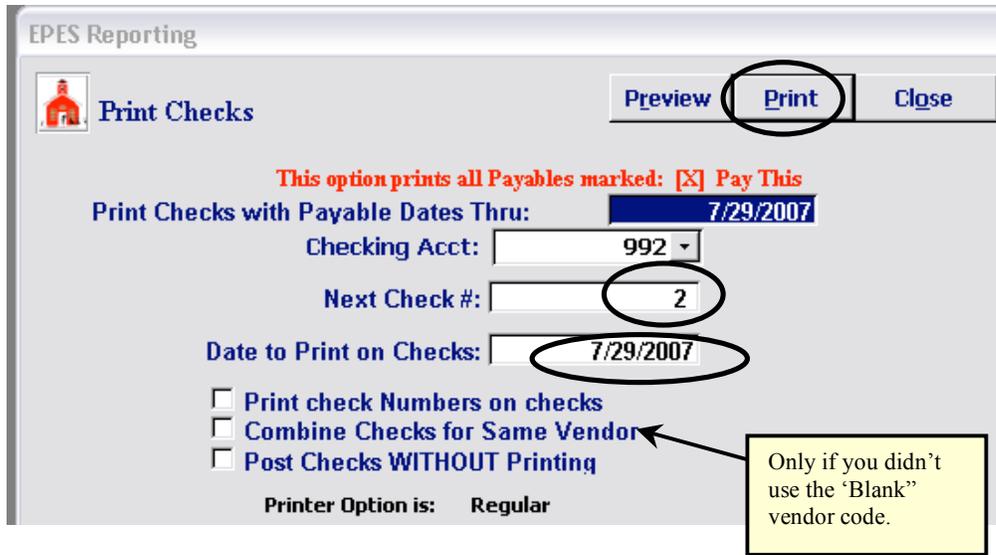
In order to print you must first put your pre-numbered check stock in your printer!



Navigate to: **'Reports/ Accounting/ Print Checks'**



This box will appear. Enter the 'Next Check #' which should be the number of the first check you are about to print. Enter the date to print on the checks. If you want payables to the same vendor to print on one check you may check the appropriate box. **Please keep in mind that if you used the 'Blank' vendor, you can not combine the checks.**

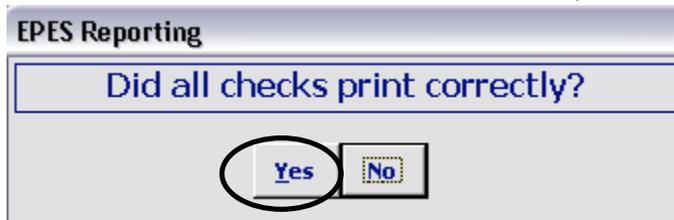


The “Print check numbers on checks” should only be checked if you do not use pre numbered checks. Normally all checks will be pre numbered.

The system will print only the first check and then ask you if it printed properly. If you had a problem with the check printing, please click on **<No>** and then see the blue box below. Otherwise, click on **<Yes>**.



Now it will print the rest of the checks and then it will ask if all the checks printed properly. If you had a problem any checks printing, please click on **<No>** and then see the blue box below. Otherwise, click on **<Yes>**.



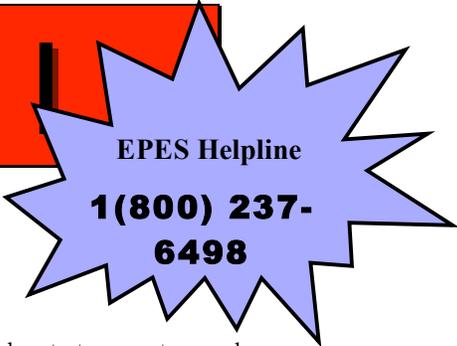
If a Check Does Not Print Properly

If you answer 'No' the system proceeds as if the check(s) never printed. The payable will not be moved over to 'Checks Paid'. Since most checks are pre-numbered, if a check did not print properly you will have to account for the check number(s) that were ruined. In order to do this you will have to enter the check(s) as a manual disbursement with a \$0 amount under 'Check Paid'. **In the 'Date Cancelled' field enter the same date that you used for the check.** See Section G for more details on how to enter a manual disbursement or Section I for more on how to cancel checks. The disbursement should look something like this:

The screenshot shows the 'Checks Paid' window with the following details:

- Check #: 1236
- Date: 7/31/2007
- GL Acct: 992
- Closed: No
- Vendor: STARBUCKS COFFEE
- Pay To: STARBUCKS COFFEE
- Date Cancelled: 07/31/2007
- Date Voided: (empty)
- Total Amount: \$0.00
- TOTAL AMT: \$0.00
- Working Balance: \$1,000.00
- Acct. 100 - Principal's Discretion
- Sub Acct. 0 - No Sub Account
- Amount: \$0.00
- Tax Amt: \$0.00
- PO #: (empty)
- Invoice: (empty)
- Note: (empty)
- 1099 Code: No

Section I



Adjustments

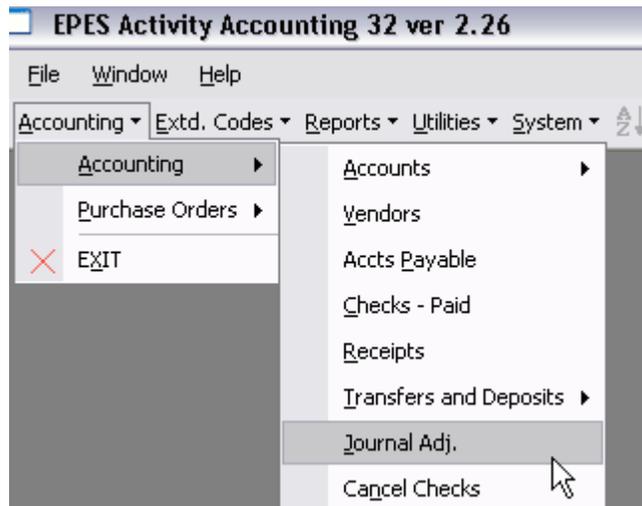
Journal Adjustments

A journal entry records transactions that appear on your bank statement, such as NSF checks, Bank Charges and interest earned.

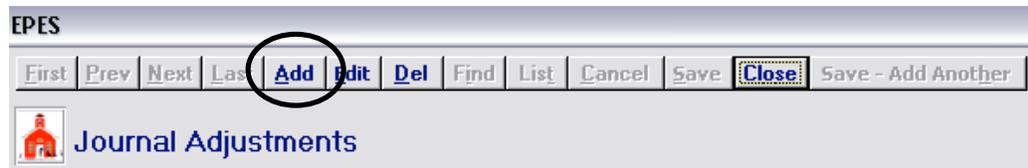
NSF CHECKS



Navigate to: **'Accounting/ Accounting/ Journal Adj.'**



Click on **<Add>**.



Enter the journal entry number. Enter the date of the adjustment. Enter the account of the original entry. Leave the sub account blank. Enter the 'GL Acct' of 992. Enter the amount of the NSF check. Enter an 'E' for

Expense or and 'I' for Income. Enter a short description of the journal adjustment. Click on **<Save>**. Click on **<Close>**.

EPES

First Prev Next Last Add Edit Del Find List Cancel Save Close Save - Add Another

Journal Adjustments

Adjustment No.: 1 Closed: No

Date: 7/29/2007

Activity Acct.: 109 NSF Returned Checks

Sub. Acct.: 0 No Sub Account

GL Acct.: 992 Checking

Amount: 8.00

Income(I)/Expense(E): E Ext. Code

Note: NSF Check - Jones

Auth. By: SYS

BANK CHARGES



Navigate to: **'Accounting/ Accounting/ Journal Adj.'**

EPES Activity Accounting 32 ver 2.26

File Window Help

Accounting ▾ Extd. Codes ▾ Reports ▾ Utilities ▾ System ▾

- Accounting ▾
- Purchase Orders ▾
- EXIT

- Accounts ▾
- Vendors
- Accts Payable
- Checks - Paid
- Receipts
- Transfers and Deposits ▾
- Journal Adj.**
- Cancel Checks

Click on **<Add>**.

EPES

First Prev Next Last Add Edit Del Find List Cancel Save Close Save - Add Another

Journal Adjustments

The adjustment number will be automatically created by the system. Enter the date of the adjustment. Enter the account you want to charge. Leave the sub account blank. Enter the 'GL Acct' of 992. Enter the amount of the bank charges. Enter an 'E' for Expense. Enter a short description of the journal adjustment. Click on **<Save>**. Click on **<Close>**.

The screenshot shows the 'Journal Adjustments' form in the EPES system. The form includes a navigation bar at the top with buttons for 'First', 'Prev', 'Next', 'Last', 'Add', 'Edit', 'Del', 'Find', 'List', 'Cancel', 'Save', 'Close', and 'Save - Add Another'. The 'Save' button is circled in red. Below the navigation bar is a red icon of a building and the title 'Journal Adjustments'. The form fields are as follows:

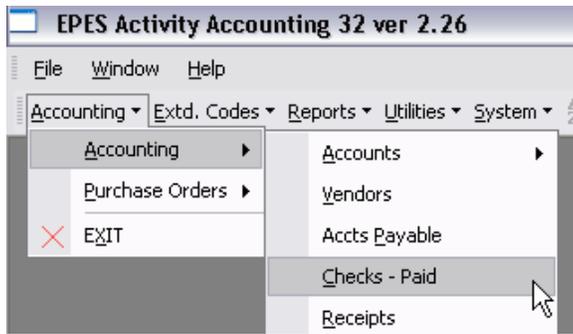
- Adjustment No.: 2
- Closed: No
- Date: 7/31/2007 (circled in red)
- Activity Acct.: 100 (circled in red) | Principal's Discretion
- Sub. Acct.: 0 (circled in red) | No Sub Account
- GL Acct.: 992 (circled in red) | Checking
- Amount: 15.50 (circled in red)
- Income(I)/Expense(E): E (circled in red) | Ext. Code
- Note: Bank Charges - July 2007 (circled in red)
- Auth. By: SYS

CORRECTING A CANCELLATION DATE

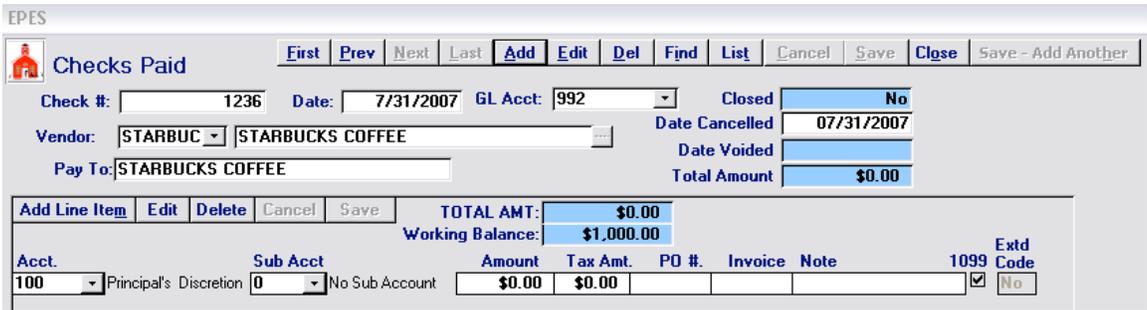
If you accidentally cancel a check by mistake or use the incorrect date you can correct it.



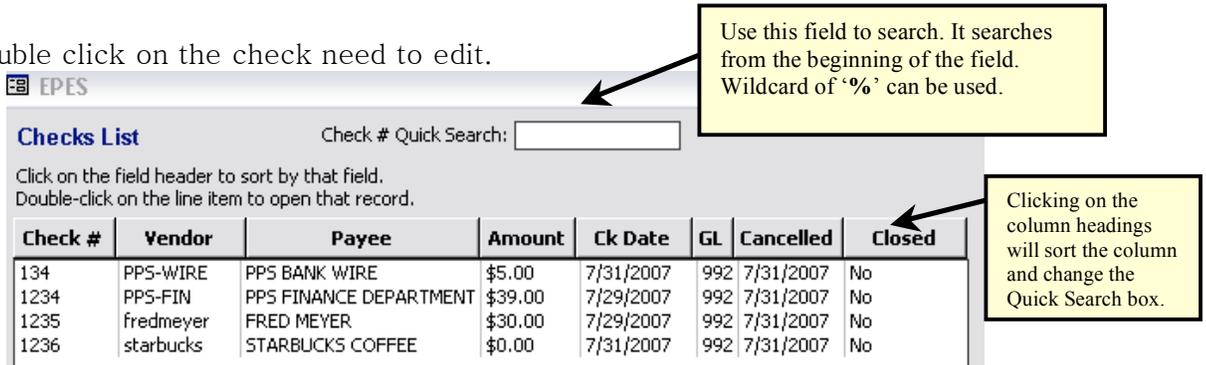
Navigate to: **'Accounting/ Accounting/ Checks Paid'**



Click on **<List>**.



Double click on the check need to edit.



Click on **<Edit>**. Make the changes needed. Click on **<Save>**. Click on **<Close>**.

EPES

Checks Paid **First** **Prev** **Next** **Last** **Add** **Edit** **Del** **Find** **List** **Cancel** **Save** **Close** **Save - Add Another**

Check #: 1236 Date: 7/31/2007 GL Acct: 992 Closed: **No**
 Vendor: STARBUCC STARBUCCS COFFEE Date Cancelled: 07/31/2007
 Pay To: STARBUCCS COFFEE Date Voided: Total Amount: \$0.00

Add Line Item **Edit** **Delete** **Cancel** **Save** **TOTAL AMT:** \$0.00
Working Balance: \$1,000.00

Acct.	Sub Acct	Amount	Tax Amt.	PO #.	Invoice	Note	1099	Extd Code
100	Principal's Discretion	0	No Sub Account	\$0.00	\$0.00			No

Transfers

This transfers money from one activity account to another. It has no affect on the bank balance.

 Navigate to: **'Accounting/ Transfers and Deposits/ Transfer Activity'**

EPES Activity Accounting 32 ver 2.26

File Window Help

Accounting > Extd. Codes > Reports > Utilities > System >

- Accounting >
 - Accounts >
 - Vendors
 - Accts Payable
 - Checks - Paid
 - Receipts
 - Transfers and Deposits >
 - Deposit
 - Transfer Activity
 - Journal Adj.
- Purchase Orders >
- EXIT

Click on **<Add>** to enter a new transfer.

EPES

First **Prev** **Next** **Last** **Add** **Edit** **Del** **Find** **List** **Cancel** **Save** **Close** **Save - Add Another**

Activity Transfer From Account: To Account:

Transfer #: Transfer Date: 8/4/2007

From Activity Acct.: Ext. Code To Activity Acct.: Ext. Code

Cash Balance: Cash Balance:

Working Balance: 0.00 Working Balance: 0.00

From Sub Acct.: To Sub Acct.:

Transfer Amt.: Entry Closed

Document #: Note:

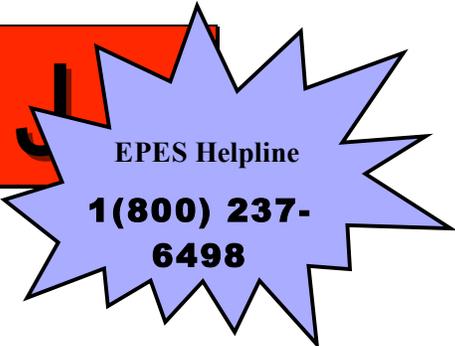
'From Activity Acct' is the account you want to take money out of. 'To Activity Acct' is the account that is receiving the money. Enter sub accounts if appropriate. Enter the amount of money want to move in 'Transfer Amt'. Fill in the 'Note' field with a short description of the transfer. Click on **<Save>**. Click on **<Close>**.

The screenshot shows the 'Activity Transfer' form in the EPES system. The title bar includes buttons for 'First', 'Prev', 'Next', 'Last', 'Add', 'Edit', 'Del', 'Find', 'List', 'Cancel', 'Save', 'Close', and 'Save - Add Another'. The 'Save' button is circled. The form content includes:

- From Account: Principal's Discretic To Account: 2nd Grade - 1
- Transfer #: 1
- Transfer Date: 8/4/2007
- From Activity Acct: 100 (circled) Ext. Code
- To Activity Acct: 221 (circled) Ext. Code
- Cash Balance: 1000.00
- Cash Balance: 500.00
- Working Balance: 1000.00
- Working Balance: 500.00
- From Sub Acct: 0 (circled)
- To Sub Acct: 50 (circled)
- Transfer Amt: 20.00 (circled)
- Document #: 5 (circled)
- Entry Closed: No
- Note: Cover the cost of field trip (circled)

GENERAL LEDGER TRANSFERS: Enter G.L. transfers the same as the Activity Account transfers. G.L. transfers do not affect your Activity Fund Accounts.

Section J



Bank Reconciliation

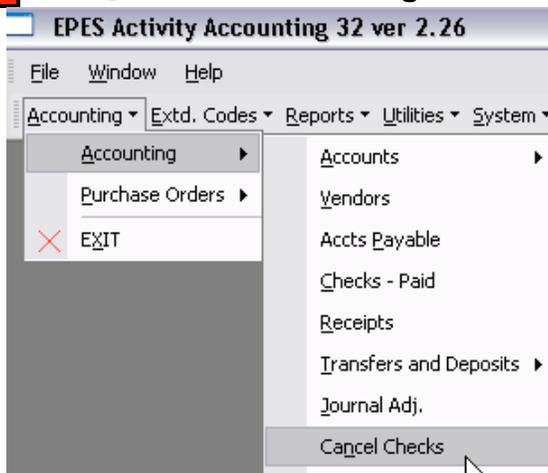
Bank Reconciliation Preparation

CANCEL CHECKS

Each month you must 'Cancel' the checks that clear the bank in order to remove them from the Outstanding Check report.



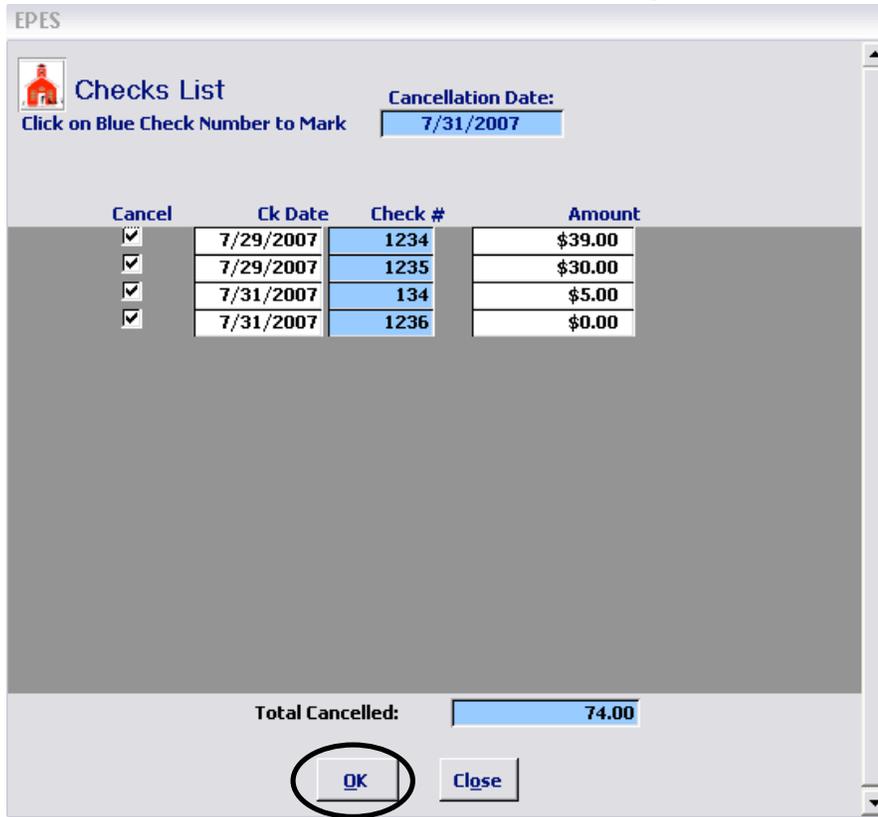
Navigate to: **'Accounting/ Accounting/ Cancel Checks'**



Enter the last day of the month as the 'Cancellation Date'. Click on **<OK>**.



To cancel a check, double click on the check number. To uncheck an entry, double click on the check number again. The 'Total Cancelled' at the bottom of the screen should match the checks cleared during the month. Click on **<OK>**.



OUTSTANDING CHECKS REPORT

You must print the Outstanding Checks report. Please see Section N for details on how to do this.

Bank Reconciliation



Navigate to: **'Reports/ Accounting/ Bank Reconciliation'**



Enter the beginning and ending statement dates. Enter the 'Ending Balance' from the bank statement. Enter any deposits not included on the bank statement. Click on **<Preview>** to view the report. If okay then click on **<Print>**.

EPES Reporting

 **Bank Reconciliation**

Preview **Print** **Close**

Export to Word **Export to Excel**

Bank Acct: 992

Beginning Statement Date: 7/1/2007

Ending Statement Date: 7/31/2007

Ending Balance from Bank Statement: \$5,101.50

Total Deposits not on Bank Statement: \$0.00

The report will pop up. The starred items must match. The system will tell you if you are out of balance. It will also be indicated on the bottom of the report in red letters. If you are out of balance you must resolve the issue.

Monday, August 06, 2007 Page 1 of 1

DEMO
Bank Reconciliation Report

Checking Account
992

From Date: 7/1/2007
To Date: 7/31/2007

Ending Balance on Statement dated 7/31/2007 ->	\$5,101.50
Add: Outstanding Deposits (Bank Deposits) -> +	\$0.00
Less Outstanding Checks:	\$74.00
Checking Cash Balance as of 7/31/2007	\$5,027.50 ***
Cash Balance for Checking as of 7/1/2007	\$3,300.00
Add: Total Deposits (Bank Deposits)	\$1,825.00
Less: Total Checks and Withdrawals	(\$97.50)
Computer Cash Balance as of 7/31/2007	\$5,027.50 ***

Summary of Asset Accounts

GL Acct	Account Name	Beg. Bal.	Receipt/JV	Disb./JV	Transfer	End. Bal.
990	Petty Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
991	Cash On Hand	\$0.00	\$210.00	\$0.00	(\$825.00)	(\$615.00)
992	Checking	\$3,300.00	\$1,000.00	(\$97.50)	\$825.00	\$5,027.50 ***
993	Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
994	Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total		\$3,300.00	\$1,210.00	(\$97.50)	\$0.00	\$4,412.50

I have reviewed the above ledger report and attached reports for the current month. If find them accurate and complete to the best of my knowledge:

Bookkeeper: _____ Date: ___/___/___
Principal: _____ Date: ___/___/___

*** Entries Must match

Normally the principal would review and sign this report.

If you are balanced **<Print>** the report and **have your principal review and sign**. Please note that you have the option to export to either Word or Excel.

EPES Reporting


Bank Reconciliation

Preview	Print	Close
Export to Word	Export to Excel	

Bank Acct:	992 ▾
Beginning Statement Date:	7/1/2007
Ending Statement Date:	7/31/2007
Ending Balance from Bank Statement:	\$5,101.50
Total Deposits not on Bank Statement:	\$0.00

Section K

Month End

THE BELOW STEPS ARE RECOMMENDED FOR MONTH END AND YEAR END CLOSING. CHECK WITH YOUR DISTRICT FOR REQUIRED MONTH/YEAR END CLOSING PROCEDURES

Check List

- 1) Record all receipts and checks for the month (see Section E & G)
- 2) Record all journal adjustments (see Section I)
- 3) Complete Bank Reconciliation and balance (see Section J)
 - Bank Reconciliation report (see Section J)
 - Outstanding Checks report (see Section N)
- 4) Run month end reports
 - Month-to-date Activity Ledger report (see Section N)
 - Month-to-date Sequential List of Receipts reports (see Section N)
 - Month-to-date Sequential List of Checks report (see Section N)
 - Month-to-date Sequential List of Transfers report (see Section N)
- 5) Backup your data (see Section A)
- 6) In December and June, run a Year to Date Ledger Report. Have the principal review and sign the report. Submit a copy to Finance along with a copy of the December or June bank statement and bank reconciliation. File a copy for your records. (see Section N)

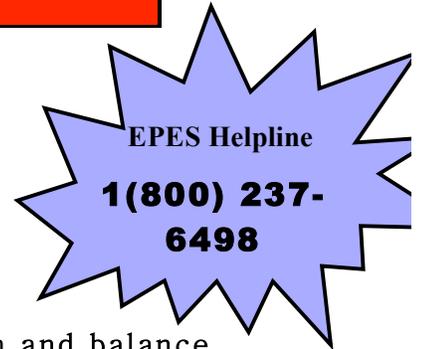
Section L

Year End

Prior to leaving for the summer please make sure to:

Check List

- 1) Complete the Fiscal year end Bank Reconciliation and balance
(see Section J)
 - Bank Reconciliation report (see Section J)
 - Outstanding Checks report (see Section N)
- 2) Void and write off any old outstanding checks that are over 1 year old
- 3) Enter all data – checks, receipts, etc.
- 4) Review any accounts with negative balances.



Section M

Running Reports / Queries



All of the reports in this section can be found under 'Reports'

 Navigate to: **'Reports/ Accounting/ sequential lists'**

Many of the reports use this 'data query'. Let's go over how to use it. **NOTE:**
Reports no longer export to word

The screenshot shows the 'EPES Reporting' interface for the report 'List Of Checks by Account and Check Number'. At the top right are buttons for 'Preview', 'Print', 'Close', 'Export to Word', and 'Export to Excel'. Below these are input fields for 'Report Title:' and 'Report Saved Name:'. The main area is divided into three sections: 'Fields', 'Operators', and 'Compare To'. The 'Fields' list includes 'Activity Account', 'Invoice No.', 'P.O. Number', 'Date Canceled', 'Date', 'Gl Acct', 'Tax 1099', and 'Check'. The 'Operators' list includes 'Equal to', 'Greater Than', 'Less than', and 'Between'. The 'Compare To' section has an empty input field and buttons for 'Add Condition', 'Remove', and 'Clear All'. Below these sections are buttons for 'Save', 'Saved List', and 'Clear'. A 'Report Conditions' area is shown as an empty box. At the bottom, there is a note: 'The item selected from the Fields list will be sorted accordingly.' and a sorting control with radio buttons for 'Asc' (selected) and 'Desc'.

To enter parameters for any of the reports utilizing “Data Query”, select the field you wish to use from the left box (ex. Account), then select the option from the middle box (Ex: “is equal to”), enter your selection in the “Condition Box” (Ex: 100) Select “Add Condition”, then select “Print” or “Preview”.

You can have multiple conditions and you can even save the settings. If you would like to name the report you can do so at the top of the page. The report can be exported to Excel.

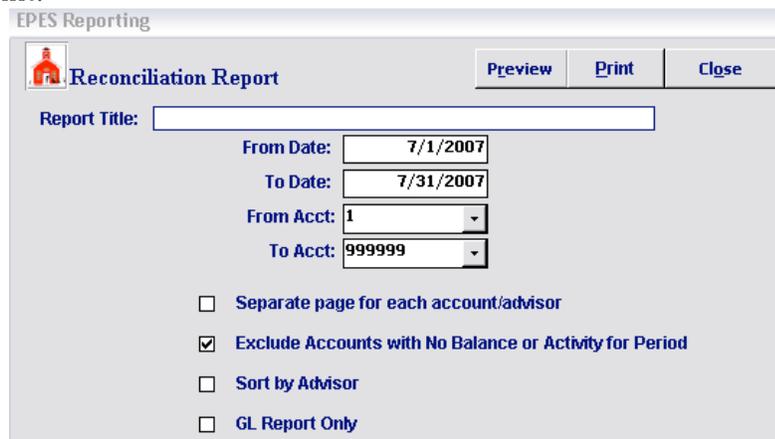
Note that you can choose to sort the report either in Ascending or Descending order.

Section N

SOME OF THE MORE FREQUENT REPORTS ARE DISCUSSED BELOW:

RECONCILIATION REPORT

Choose the parameters you want. Choose to **<Preview>** and then **<Print>**. This is a **very large report**. Make sure that this is what you want before you print.



The screenshot shows a web-based form titled "EPES Reporting" with a sub-header "Reconciliation Report". The form includes a "Report Title:" text box, "From Date:" (7/1/2007), "To Date:" (7/31/2007), "From Acct:" (1), and "To Acct:" (999999) fields. Below these are four checkboxes: "Separate page for each account/advisor" (unchecked), "Exclude Accounts with No Balance or Activity for Period" (checked), "Sort by Advisor" (unchecked), and "GL Report Only" (unchecked). Buttons for "Preview", "Print", and "Close" are located at the top right of the form area.

Report Example

Tuesday, August 07, 2007							Page 1 of 2		
From Date: 7/1/2007		DEMO			From Acct: 1				
To Date: 7/31/2007		Reconciliation Report			To Account: 9999999				
Date:	PayeSource	Invoice:	PO:	Doc Ref	Recpt/JV	Disb/JV	Transfer	Balance.	Act. Acct.
990	Petty Cash	Beginning Balance:						\$0.00	
					0.00	0.00	0.00	\$0.00	990
Totals					\$0.00	\$0.00	\$0.00	\$0.00	
991	Cash On Hand	Beginning Balance:						\$0.00	
7/29/2007	SAM JONES			2	5.00	0.00	0.00	\$5.00	221
	OMSI Ptrip								
7/29/2007	Mary Meyer			3	15.00	0.00	0.00	\$20.00	170
7/29/2007	Mary Meyer			3	50.00	0.00	0.00	\$70.00	155
7/29/2007	Mary Meyer			3	105.00	0.00	0.00	\$175.00	100
7/29/2007	Mary Meyer			3	25.00	0.00	0.00	\$200.00	221
7/29/2007	Mary Meyer			4	10.00	0.00	0.00	\$210.00	155
7/29/2007				Deposit:	0.00	0.00	-210.00	\$0.00	992
	7/29/07 Daily Deposit			Deposit:	0.00	0.00	-210.00	(\$210.00)	992
7/29/2007				Deposit:	0.00	0.00	-200.00	(\$410.00)	992
	7/29/07 Daily Deposit			Deposit:	0.00	0.00	-205.00	(\$615.00)	992
7/29/2007				Deposit:	0.00	0.00	-205.00	(\$615.00)	992
	7/29 Deposit								
Totals					\$210.00	\$0.00	(\$625.00)	(\$615.00)	

BANK RECONCILIATION (MONTHLY)

Please see Section J for details on how to run this report and for an example of what it looks like.

Ledger

ACTIVITY LEDGER REPORT

Choose the parameters you want. Choose to **<Preview>** and then **<Print>**. Please note that you have the option to export to either Word or Excel.

EPES Reporting

Activity Accounts - Ledger Reports

Preview Print Close

Export To Word Export To Excel

Report Title: _____

From What Date: **8/1/2007** Begin Fiscal Year: **7/1/2006**

Thru What Date: **8/31/2007** End Fiscal Year: **6/30/2007**

From Account: **1**

Thru Account: **999999**

Report Options:

Financial Report Summarize on Digit: **1**

Year to Date and Current Month Account Group Totals

Budget Expense Ledger

Principal Monthly Ledger

Budget Receipt Ledger

Principal's Monthly Report - Florida

Report Example

Tuesday, August 07, 2007 Page 1 of 1

DEMO
General Ledger Report
Financial Report

From Date: 7/1/2007

To Date: 7/31/2007

From Acct: 1

To Account: 999999

Acct.	Account Name	Beg. Bal	Recpt/JV	Disb./JV	Transfer	End. Bal	YTD	
							Payable	WorkBal
000100	Principals Discretion	\$1,000.00	\$1,105.00	(\$64.50)	(\$20.00)	\$2,030.50	\$0.00	\$2,030.50
000109	NSF Returned Checks	\$0.00	\$0.00	(\$8.00)	\$0.00	(\$8.00)	\$0.00	(\$8.00)
000155	TAG	\$50.00	\$60.00	\$10.00	\$0.00	\$120.00	\$25.00	\$95.00
000160	Library	\$250.00	\$0.00	(\$20.00)	\$0.00	\$230.00	\$0.00	\$230.00
000170	School Office	\$1,500.00	\$15.00	(\$25.00)	\$0.00	\$1,490.00	\$10.00	\$1,480.00
000221	2nd Grade - 1	\$500.00	\$30.00	\$0.00	\$20.00	\$550.00	\$5.00	\$545.00
000602	Athletic Locks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000802	Book Deposi	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000831	Ath -PIL Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Group Total		\$3,300.00	\$1,210.00	(\$97.50)	\$0.00	\$4,412.50	\$40.00	\$4,372.50
Activity Accounts Grand Total		\$3,300.00	\$1,210.00	(\$97.50)	\$0.00	\$4,412.50	\$40.00	\$4,372.50

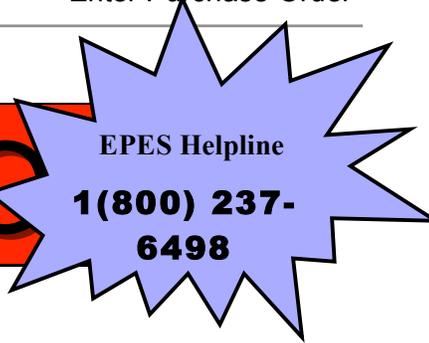
990	Petty Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
991	Cash On Hand	\$0.00	\$210.00	\$0.00	(\$25.00)	(\$615.00)	\$0.00	(\$615.00)
992	Checking	\$3,300.00	\$1,000.00	(\$97.50)	\$25.00	\$5,027.50	(\$40.00)	\$4,987.50
993	Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
994	Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
General Ledger Grand Total		\$3,300.00	\$1,210.00	(\$97.50)	\$0.00	\$4,412.50	(\$40.00)	\$4,372.50

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: _____ Date: ___/___/___

Principal: _____ Date: ___/___/___

Section C



Enter Purchase Order

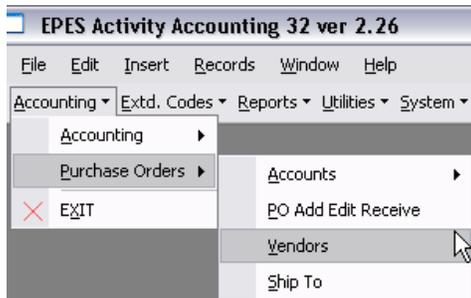
The purpose of using this module is to get your Purchase Orders **entered into the system**. This means that you won't have to rely on remembering what purchase orders you have outstanding. The information entered in as a purchase order gets sent over to payables once it is received. This means that you will only have to enter the information once.

Add Vendor

If you are entering a P.O. and you discover that the Vendor does not exist you can add vendors from the Purchase order menu. There is only one database of vendors. So the vendors that are entered here are available in the Accounting section and vice versa.



Navigate to: **'Accounting/ Purchase Orders/ Vendors'**

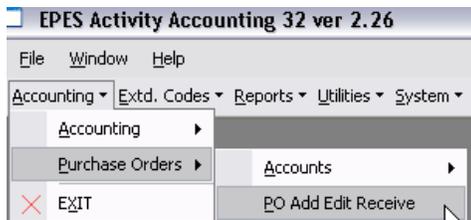


Please refer to Section D for more on how to set up a vendor.

Enter Purchase Order



Navigate to: **'Accounting/ Purchase Orders/ Po Add Edit Receive'**



Click on **<Add>** to enter a new purchase order.

The screenshot shows the 'Purchase Orders' form in the EPES system. The 'Add' button in the top navigation bar is circled in red. The form fields include: Ref: (empty), PO #: (empty), GL Account: 992, Date Ordered: 8/4/2007, Vendor Code: (empty), Ship To Code: SAME, and Date Received: (empty). The bottom navigation bar contains buttons for Add Line Item, Edit, Delete, Cancel, Save, View/Edit History, Post Recpts, Working Bal, and Encumbered Bal.

Enter your PO#. Leave the 'GL Account' at 992. Fill in the 'Date Ordered'. Enter in the 'Vendor Code' of who you are ordering from.

The screenshot shows the 'Purchase Orders' form with the PO # field (2), Vendor Code (BLANK), and Date Ordered (8/4/2007) circled in red. The Vendor Code dropdown is set to 'BLANK' and the text 'MISC VENDORS' is visible. The Ship To Code is 'SAME'. The bottom navigation bar includes buttons for Add Line Item, Edit, Delete, Cancel, Save, View/Edit History, Post Recpts, Working Bal, and Encumbered Bal.

Click on **<Add Line Item>** to enter the details of the order.

The screenshot shows the 'Purchase Orders' form with the 'Add Line Item' button circled in red. The form fields are: Ref: (empty), PO #: 2, GL Account: 992, Date Ordered: 7/4/2007, Vendor Code: FREDMEYER, Ship To Code: SAME, and Date Received: (empty). The bottom navigation bar includes buttons for Add Line Item, Edit, Delete, Cancel, Save, View/Edit History, Post Recpts, Working Bal, and Encumbered Bal. Below the navigation bar is a table header with columns: Acct. Number, Sub Acct Number, Invoice Number, Qty Ord., Rec, Qty Open, Description, Per Unit Price, Discount Percent, Unit Desc., Tax Amount, Total Amount, 1099, and Extended Codes.

Enter the 'Acct Number' to be charged. Enter a 'Sub Acct Number' if appropriate. Enter the vendor's 'Invoice Number' if you have it. Enter the 'Qty Ord'. (For open P.O. such as a Teacher taking a P.O. to purchase supplies you can just put in a quantity of one and have the unit price be the total amount). Enter a 'Description' of the items being ordered. Enter a 'Per Unit Price'. Click on **<Save>**. Click on **<Close>**.

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Qty Rec	Qty Open	Description	Per Unit Price	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099	Extended Codes
100	51	FD4545	1		1	Stamps	\$150.00	0.00%	EA.		\$150.00	Yes	No

Edit PO

EDIT PO HEADER



Navigate to: **'Accounting/ Purchase Orders/ Po Add Edit Receive'**

Click on **<Edit>** to edit the purchase order header. Make the necessary changes. Click on **<Save>**. Click on **<Close>**.

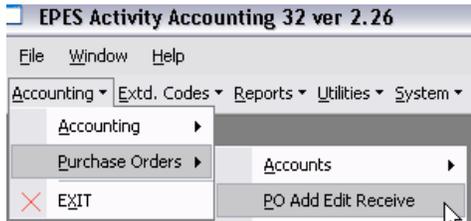
Total Ordered	\$150.00	Total Open	\$150.00	Total Posted	\$0.00	Total Received - Not Posted	\$0.00
---------------	----------	------------	----------	--------------	--------	-----------------------------	--------

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Qty Rec	Qty Open	Description	Per Unit Price	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099	Extended Codes
100	51	FD4545	1		1	Stamps	\$150.00	0.00%	EA.		\$150.00	Yes	No

EDIT PO LINES



Navigate to: **'Accounting/ Purchase Orders/ Po Add Edit Receive'**



Click on **<Edit>** to edit the purchase order header.



Click on **<Edit>** to edit the purchase order lines. Make the necessary changes. Click on **<Save>**. Click on **<Close>**.

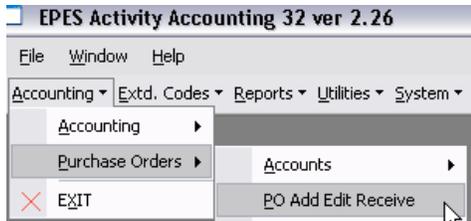


Delete Purchase Order

DELETE ENTIRE PO



Navigate to: **'Accounting/ Purchase Orders/ Po Add Edit Receive'**

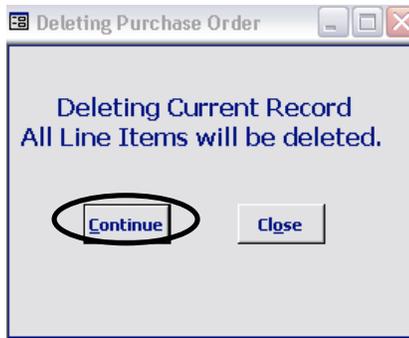


Click on **** to delete the entire purchase order.



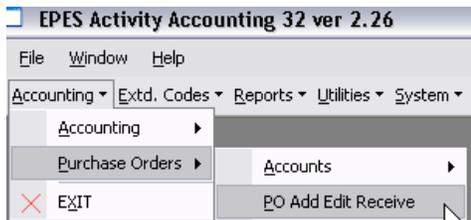
The system will check to make sure that you want to delete the entire PO.

Click on **<Continue>**.



DELETE PO LINES

 Navigate to: **'Accounting/ Purchase Orders/ Po Add Edit Receive'**



Click on **<Edit>** in order to get to the purchase order line you want to delete.

EPES

Purchase Orders First Prev Next Last Add **Edit** Del Find List Cancel Save **Close** Save - Add Another

Ref: PO #: 2 GL Account: 992 Date Ordered: 7/4/2007 Receive All Print PO

Vendor Code: FREDMEYER FRED MEYER

Ship To Code: SAME SAME Date Received:

Total Ordered: \$150.00 Total Open: \$150.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

Add Line Item Edit **Delete** Cancel Save View/Edit History Post Recpts Working Bal: \$1,000.00

Encumbered Bal: \$850.00

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Per Unit Price	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099	Extended Codes
100	51	FD4545	1		1	Stamps	\$150.00	0.00%	EA.		\$150.00	Yes	No

Click anywhere on the line that you want to delete. Click on **<Delete>**.

EPES

Purchase Orders First Prev Next Last Add Edit Del Find List **Cancel** Save Close Save - Add Another

Ref: PO #: 2 GL Account: 992 Date Ordered: 7/4/2007 Receive All Print PO

Vendor Code: FREDMEYER FRED MEYER

Ship To Code: SAME SAME Date Received:

Total Ordered: \$270.00 Total Open: \$270.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

Add Line Item Edit **Delete** Cancel Save View/Edit History Post Recpts Working Bal: \$1,500.00

Encumbered Bal: \$1,380.00

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Per Unit Price	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099	Extended Codes
100	51	FD4545	1		1	Stamps	\$150.00	0.00%	EA.		\$150.00	Yes	No
170	0	FD6565	1		1	Paper	\$120.00	0.00%	EA.		\$120.00	Yes	No

The system will verify that you want to delete the entire quantity on the line. Click on **<Yes>**.

Microsoft Access

You are deleting 1. Are you sure?

Yes No

The system will verify again that you want to delete the line. Click on **<Yes>**.

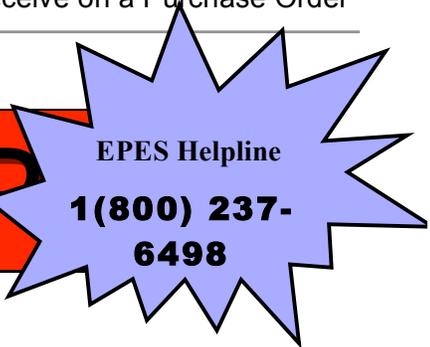
EPES Activity Accounting 32 ver 2.26

You are about to delete 1 record(s).

If you click Yes, you won't be able to undo this Delete operation. Are you sure you want to delete these records?

Yes No

Section P

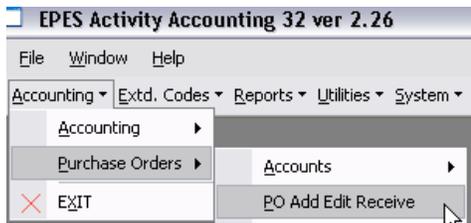


Receive on a Purchase Order

Receive Items on Purchase Order

RECEIVE ENTIRE PURCHASE ORDER (BASIC DETAIL)

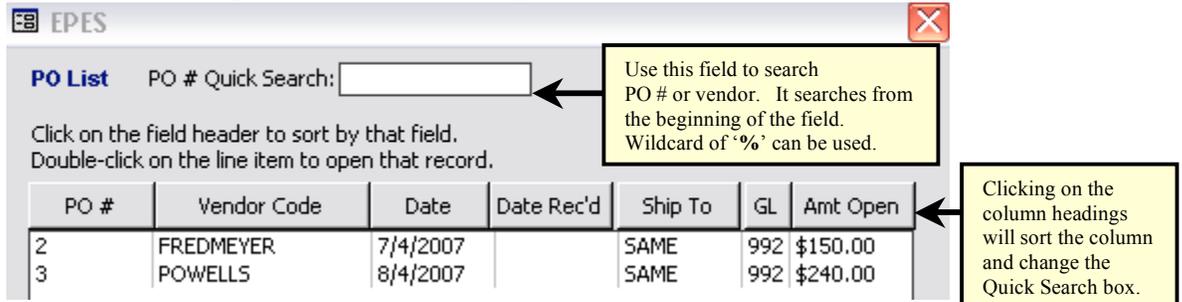
Navigate to: **'Accounting/ Purchase Orders/ PO Add Edit Receive'**



Click on **<List>** to find the purchase order that you want to receive items on.



Double click on the purchase order that you want to receive on.



The purchase order will appear. To receive all the items on the PO click on the **<Receive All>** button.

EPES
Purchase Orders

Ref: PO #: 3 GL Account: 992 Date Ordered: 8/4/2007 **Receive All** Print PO

Vendor Code: POWELLS POWELL'S BOOK STORE

Ship To Code: SAME SAME Date Received:

Total Ordered: \$240.00 Total Open: \$240.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

Add Line Item Edit Delete Cancel Save View/Edit History Post Recpts Working Bal: \$1,000.00
Encumbered Bal: \$910.00

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Qty Rec	Qty Open	Description	Per Unit Price	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099	Extended Codes
100	0	INV234	9		9	Widgets	\$10.00	0.00%	EA.		\$90.00	No	No
100	0	INV345	10		10	Gadgets	\$15.00	0.00%	EA.		\$150.00	Yes	No

A box will appear asking the date that you would like to receive the items on. Enter the appropriate date. Click on **<Continue>**.

Received

Date Received

08/04/2007

Continue Cancel

To send the information to Accounts Payable you must 'post' it. You must edit the P.O. to be received, click on edit on both the top and middle tool bars then click on the **<Post Recpts>** button. This posts all lines for this order that have been received.

EPES
Purchase Orders

Ref: PO #: 3 GL Account: 992 Date Ordered: 8/4/2007 **Receive All** Print PO

Vendor Code: POWELLS POWELL'S BOOK STORE

Ship To Code: SAME SAME Date Received:

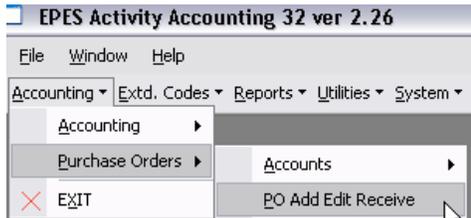
Total Ordered: \$240.00 Total Open: \$240.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

Add Line Item Edit Delete Cancel Save View/Edit History **Post Recpts** Working Bal: \$1,000.00
Encumbered Bal: \$910.00

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Qty Rec	Qty Open	Description	Per Unit Price	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099	Extended Codes
100	0	INV234	9		9	Widgets	\$10.00	0.00%	EA.		\$90.00	No	No
100	0	INV345	10		10	Gadgets	\$15.00	0.00%	EA.		\$150.00	Yes	No

RECEIVE PARTIAL PURCHASE ORDER (MORE DETAIL)

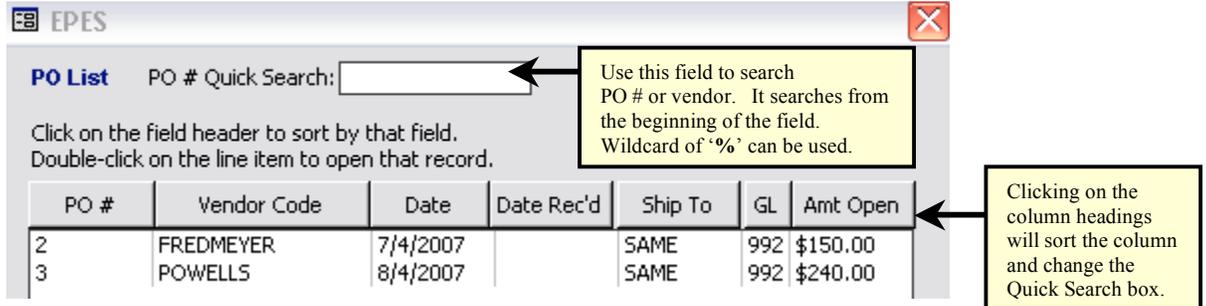
 Navigate to: **'Accounting/ Purchase Orders/ Po Add Edit Receive'**



Click on **<List>** to find the purchase order that you want to receive items on.



Double click on the purchase order that you want to receive on.



The purchase order will appear. In order to receive items you must first click on **<Edit>**.

EPES

Purchase Orders [First](#) [Prev](#) [Next](#) [Last](#) [Add](#) [Edit](#) [Del](#) [Find](#) [List](#) [Cancel](#) [Save](#) [Close](#) [Save - Add Another](#)

Ref: PO #: 3 GL Account: 992 Date Ordered: 8/4/2007 [Receive All](#) [Print PO](#)

Vendor Code: POWELLS POWELL'S BOOK STORE

Ship To Code: SAME SAME Date Received:

Total Ordered: \$240.00 Total Open: \$240.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

[Add Line Item](#) [Edit](#) [Delete](#) [Cancel](#) [Save](#) [View/Edit History](#) [Post Recpts](#) Working Bal: \$1,000.00

Encumbered Bal: \$910.00

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Per Unit Price	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099	Extended Codes
100	0	INV234	9		9	Widgets	\$10.00	0.00%	EA.		\$90.00	No	No
100	0	INV345	10		10	Gadgets	\$15.00	0.00%	EA.		\$150.00	Yes	No

Click on the 'Rec' button next to the line that you would like to receive items on.

EPES

Purchase Orders [First](#) [Prev](#) [Next](#) [Last](#) [Add](#) [Edit](#) [Del](#) [Find](#) [List](#) [Cancel](#) [Save](#) [Close](#) [Save - Add Another](#)

Ref: PO #: 3 GL Account: 992 Date Ordered: 8/4/2007 [Receive All](#) [Print PO](#)

Vendor Code: POWELLS POWELL'S BOOK STORE

Ship To Code: SAME SAME Date Received:

Total Ordered: \$240.00 Total Open: \$240.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

[Add Line Item](#) [Edit](#) [Delete](#) [Cancel](#) [Save](#) [View/Edit History](#) [Post Recpts](#) Working Bal: \$1,000.00

Encumbered Bal: \$910.00

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Per Unit Price	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099	Extended Codes
100	0	INV234	9		9	Widgets	\$10.00	0.00%	EA.		\$90.00	No	No
100	0	INV345	10		10	Gadgets	\$15.00	0.00%	EA.		\$150.00	Yes	No

This box will pop up. Enter the quantity that you received and the date that you received them. Click on **<Save>**.

POReceipt

Date Recvd.	Qty Recvd.	Close no Save
8/4/2007	0	Save

To send the information to Accounts Payable you must 'post' it over. You do this by clicking on the **<Post Recpts>** button. This posts all lines for this order that have been received.

EPES

Purchase Orders First Prev Next Last Add Edit Del Find List Cancel Save Close Save - Add Another

Ref: PO #: GL Account: Date Ordered: Receive All Print PO

Vendor Code:

Ship To Code: Date Received:

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

Add Line Item Edit Delete Cancel Save View/Edit History **Post Recpts** Working Bal:

Encumbered Bal:

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Per Unit Price	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099	Extended Codes
100	0	INV234	9		9	Widgets	\$10.00	0.00%	EA.		\$90.00	No	No
100	0	INV345	10		10	Gadgets	\$15.00	0.00%	EA.		\$150.00	Yes	No

View/ Edit History of Purchase Order

To view or print a history of the items received on a purchase order.



Navigate to: **'Accounting/ Purchase Orders/ Po Add Edit Receive'**

EPES Activity Accounting 32 ver 2.26

File Window Help

Accounting ▾ Extd. Codes ▾ Reports ▾ Utilities ▾ System ▾

Accounting ▾

Purchase Orders ▾ Accounts ▾

EXIT PO Add Edit Receive

Click on **<List>** to find the purchase order you want to inquire on.

EPES

Purchase Orders First Prev Next Last Add Edit Del Find **List** Cancel Save Close Save - Add Another

Ref: PO #: GL Account: Date Ordered: Receive All Print PO

Vendor Code:

Ship To Code: Date Received:

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

Add Line Item Edit Delete Cancel Save View/Edit History **Post Recpts** Working Bal:

Encumbered Bal:

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Per Unit Price	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099	Extended Codes
100	0	INV234	9		9	Widgets	\$10.00	0.00%	EA.		\$90.00	No	No
100	0	INV345	10		10	Gadgets	\$15.00	0.00%	EA.		\$150.00	Yes	No

Double click on the purchase order you are interested in.

PO List PO # Quick Search:

Click on the field header to sort by that field.
Double-click on the line item to open that record.

Use this field to search PO # or vendor. It searches from the beginning of the field. Wildcard of '%' can be used.

Clicking on the column headings will sort the column and change the Quick Search box.

PO #	Vendor Code	Date	Date Rec'd	Ship To	GL	Amt Open
2	FREDMEYER	7/4/2007		SAME	992	\$150.00
3	POWELLS	8/4/2007		SAME	992	\$240.00

The purchase order will appear. Click on **<Edit>**.

Purchase Orders First Prev Next Last Add **Edit** Del Find List Cancel Save Close Save - Add Another

Ref: PO #: 3 GL Account: 992 Date Ordered: 8/4/2007

Vendor Code: POWELLS POWELL'S BOOK STORE

Ship To Code: SAME SAME Date Received: 8/4/2007

Total Ordered: \$240.00 Total Open: \$0.00 Total Posted: \$240.00 Total Received - Not Posted: \$0.00

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

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Per Unit Price	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099	Extended Codes
100	0	INV234	9		0	Widgets	\$10.00	0.00%	EA.		\$90.00	No	No
100	0	INV345	10		0	Gadgets	\$15.00	0.00%	EA.		\$150.00	Yes	No

Click on the **<View/ Edit History>** button.

Purchase Orders First Prev Next Last Add Edit Del Find List Cancel Save Close Save - Add Another

Ref: PO #: 3 GL Account: 992 Date Ordered: 8/4/2007

Vendor Code: POWELLS POWELL'S BOOK STORE

Ship To Code: SAME SAME Date Received:

Total Ordered: \$240.00 Total Open: \$240.00 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

Working Bal: \$1,000.00
Encumbered Bal: \$910.00

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Per Unit Price	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099	Extended Codes
100	0	INV234	9		9	Widgets	\$10.00	0.00%	EA.		\$90.00	No	No
100	0	INV345	10		10	Gadgets	\$15.00	0.00%	EA.		\$150.00	Yes	No

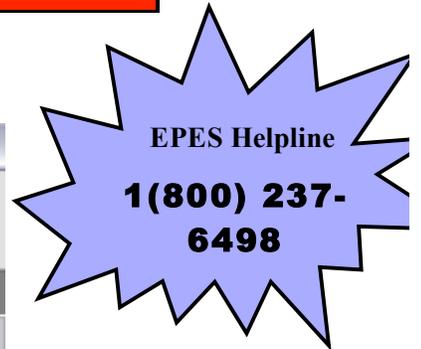
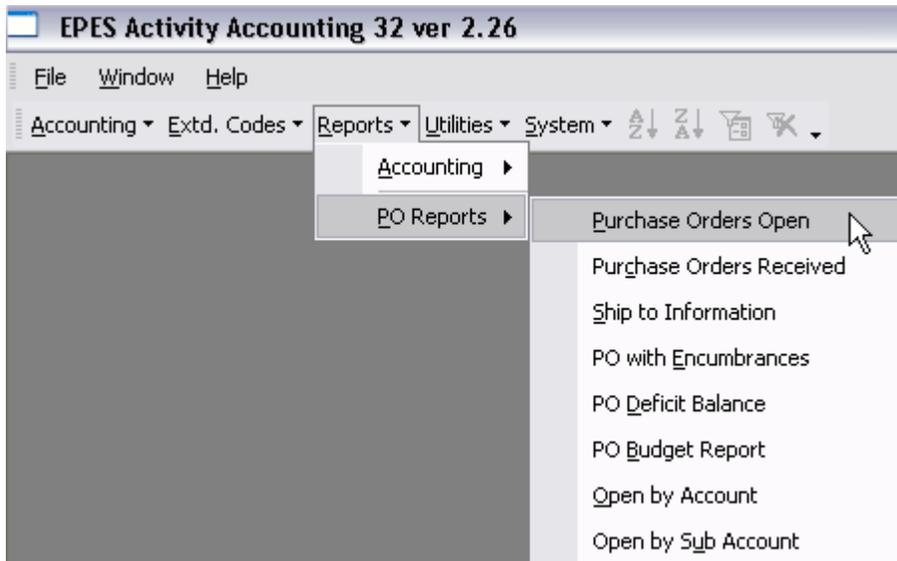
This box will appear. You have the option to print the detail if needed.



View/Edit Received Dates							
Qty. Ordered	Unit Price	Discount	Date Received	Qty. Received	Total Amount	Posted	Date Posted
9	\$10.00	\$0.00	8/4/2007	0	\$0.00	<input checked="" type="checkbox"/>	8/4/2007
Description		Widgets					
9	\$10.00	\$0.00	8/4/2007	8	\$80.00	<input checked="" type="checkbox"/>	8/4/2007
Description		Widgets					
9	\$10.00	\$0.00	8/5/2007	1	\$10.00	<input checked="" type="checkbox"/>	8/4/2007
Description		Widgets					
10	\$15.00	\$0.00	8/4/2007	10	\$150.00	<input checked="" type="checkbox"/>	8/4/2007
Description		Gadgets					
		\$0.00	8/4/2007	0		<input type="checkbox"/>	
Description							

Section Q

Purchase Order Reports



PURCHASE ORDERS OPEN

Choose the parameters you want. Choose to **<Preview>** and then **<Print>**.

EPES Reporting

Open Purchase Orders

Report Title:

Report Saved Name:

Fields

- Activity Account
- Description
- PO Number
- PO Date
- Sub Account Number

Operators

- Equal to
- Greater Than
- Less than
- Between

Compare To

Report Conditions

The item selected from the Fields list will be sorted accordingly.

Asc Desc

Report Example

Open Purchase Orders									
PO Number	Date	Vendor Name	Account	Account Name	Sub Acct	Qty Order	Qty Rec	Amt Open	
Description: Car Wash Supplies									
2	08-30-2007	SAFEWAY INC	100	PRINCIPAL'S DISCRETIONARY	2	1	0	\$300.00	
						PO Total:	1	0	\$300.00
Description: Field trip 7-1-07									
3	08-29-2007	OMSI	200	PK-8 ACCOUNT	7	1	0	\$300.00	
Description: Field Trip 7-7-07									
3	08-29-2007	OMSI	201	Field Trips - General	7	1	0	\$200.00	
						PO Total:	2	0	\$500.00
						Total:	3	0	\$800.00

PURCHASE ORDERS RECEIVED

Choose the parameters you want. Choose to **<Preview>** and then **<Print>**.

Report Example

Purchase Order Receipts								
PO Number	Date	Vendor Name	Account	Account Name	Qty Order	Qty Rec	Amt Rec	Date Rec
2	06-30-2007	SAFEWAY INC	100	PRINCIPAL'S DISCRETIONARY	1	1	\$300.00	08-09-2007
					PO SubTotal:	1	1	\$300.00
3	06-29-2007	OMSI	200	PK-8 ACCOUNT	1	1	\$300.00	08-09-2007
					PO SubTotal:	1	1	\$300.00
					Grand Total:	2	\$600.00	

PO WITH ENCUMBRANCES

Choose the parameters you want. Choose to **<Preview>** and then **<Print>**.

EPES Reporting


Financial Report with Encumbrances

Preview
Print
Close Form

From Date:
To Date:
From Acct:
To Acct:

Report Example

Wednesday, August 08, 2007		DEMO			Page 1 of 1	
From Date: 8/1/2007 To Date: 8/31/2007		PO With Encumbrances			From Acct: 1 To Account: 999999	
Account	Name	Beg. Bal.	End. Bal.	Payables	Encumbered	Working
100	Principals Discretion	\$2,080.50	\$2,130.50	\$240.00	\$175.00	\$1,715.50
109	NSF Returned Checks	(\$8.00)	(\$8.00)	\$0.00	\$0.00	(\$8.00)
155	TAG	\$120.00	\$120.00	\$25.00	\$0.00	\$95.00
160	Library	\$280.00	\$353.00	\$0.00	\$1,000.00	(\$647.00)
170	School Office	\$1,490.00	\$1,490.00	\$10.00	\$0.00	\$1,480.00
221	2nd Grade - 1	\$550.00	\$1,000.00	\$5.00	\$0.00	\$995.00
602	Athletic Locks	\$0.00	\$5.00	\$0.00	\$0.00	\$5.00
802	Book Deposit	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00
831	Ath - PFL Fees	\$0.00	\$12.00	\$0.00	\$0.00	\$12.00
		\$4,412.50	\$5,112.50	\$280.00	\$1,175.00	\$3,657.50
General Ledger						
Account Name	Beg. Bal.	End. Bal.	Payables	Encumbered	Working	
990	Petty Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
991	Cash On Hand	(\$615.00)	\$0.00	\$0.00	\$0.00	\$0.00
992	Checking	\$5,027.50	\$5,112.50	\$280.00	\$1,175.00	\$3,657.50
993	Savings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
994	Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$4,412.50	\$5,112.50	\$280.00	\$1,175.00	\$3,657.50

PO DEFICIT BALANCE

Choose the parameters you want. Choose to **<Preview>** and then **<Print>**.

EPES Reporting

 **Purchase Order Deficit Balance**

Report Title:

Report Saved Name:

Fields	Operators	Compare To
Activity Account Activity Account Name	Equal to Greater Than Less than Between	<input type="text"/>
<input type="button" value="Add Condition"/>		
<input type="button" value="Remove"/>		
<input type="button" value="Clear All"/>		

Report Conditions

The item selected from the Fields list will be sorted accordingly.

Asc Desc

Report Example

		Purchase Order Deficit Balance				
Account	Name	Beg Bal	Cash Bal	Payable	Encumber	Balance
160	LIBRARY	\$250.00	\$250.00	\$0.00	\$1,000.00	(\$750.00)
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		\$250.00	\$250.00	\$0.00	\$1,000.00	(\$750.00)

OPEN BY ACCOUNT

Choose the parameters you want. Choose to **<Preview>** and then **<Print>**.

Report Example

Purchase Orders Open by Account									
Account	Name	Sub Acct	PO Number	Date	Vendor Name	Qty Order	Qty Rec	Amt Open	
100	PRINCIPAL'S DISCRETIONARY	2	2	08-30-2007	SAFeway INC	1	0		\$300.00
Account Total:						1	0		\$300.00
200	PK-8 ACCOUNT	7	3	08-29-2007	OMSI	1	0		\$300.00
Account Total:						1	0		\$300.00
201	FIELD TRIPS - GENERAL	7	3	08-29-2007	OMSI	1	0		\$200.00
Account Total:						1	0		\$200.00
Grand Total:									\$800.00

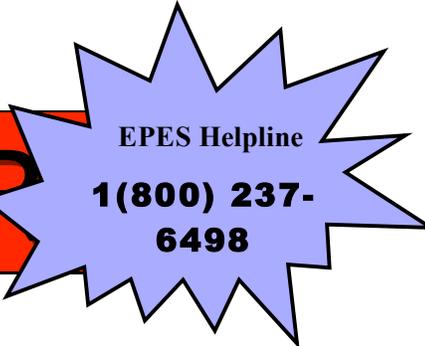
OPEN BY SUB ACCOUNT

Choose the parameters you want. Choose to **<Preview>** and then **<Print>**.

Report Example

Purchase Orders Open by Sub Account								
Sub Acct	Account	Name	PO Number	Date	Vendor Name	Qty Order	Qty Rec	Amt Open
2	100	PRINCIPAL'S DISCRETIONARY	2	06-30-2007	SAFEWAY INC	1	0	\$300.00
	Sub Account Total:						1	0
7	200	PK-8 ACCOUNT	3	06-29-2007	OMSI	1	0	\$300.00
	201	FIELD TRIPS - GENERAL	3	06-29-2007	OMSI	1	0	\$200.00
	Sub Account Total:						2	0
Grand Total:								\$800.00

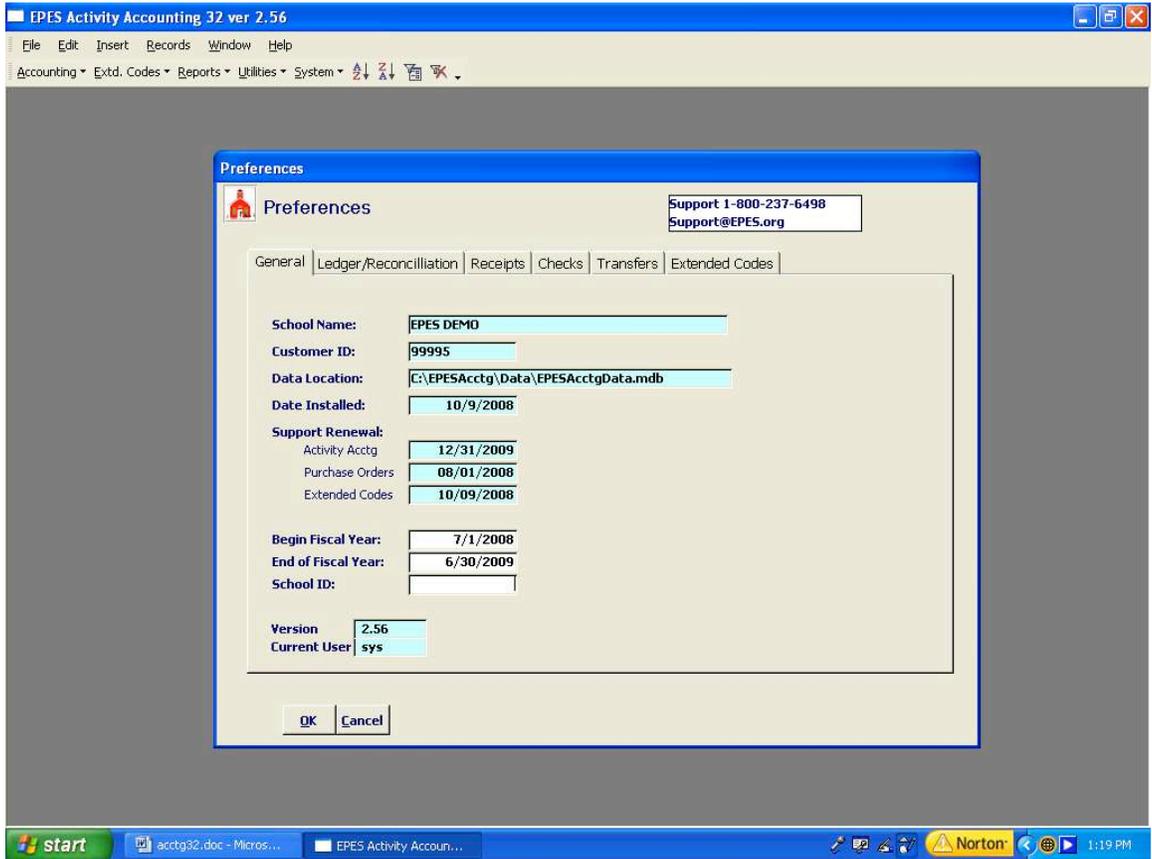
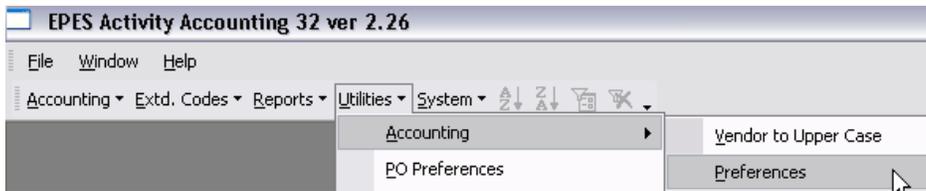
Section R



Administrators

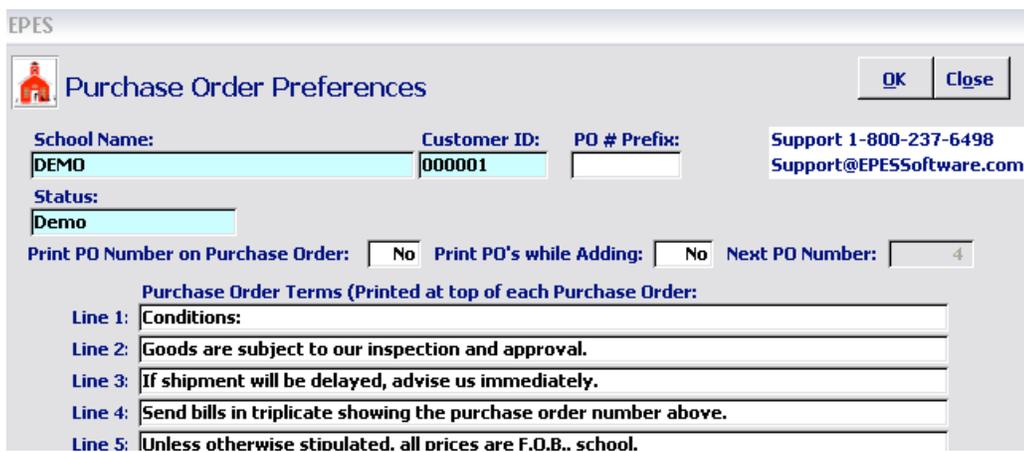
ACCOUNTING PREFERENCES

Many important settings are here. These settings are only for the Activity Accounting module.



PO PREFERENCES

Normally these settings are not changed.



CLOSE MONTH

To enable months to be closed you set it up under preferences.

EPES Preferences

School Name: DEMO Customer ID: 000001

Data Location: C:\EPESAcctg\Data\EPESAcctgData.mdb

Begin Fiscal Year: 7/1/2006 End of Fiscal Year: 6/30/2007

Activity Acctg: 8/28/2003 Date Installed: 8/28/2003 Support Renewal: 06/30/2004

School ID: Extended Codes: 06/30/2004

Print Footnote at the bottom of the Ledger/Reconciliation

Line 1: I have reviewed the above ledger report and attached reports for the
Line 2: current month. I find them accurate and complete to the best of my
Line 3: knowledge.
Line 4: Bookkeeper: Date: / /
Line 5: Principal: Date: / /

Print Out Options

Option 1 (Regular) Option 2 (1 Line Lower) Option 3 (2 Lines Lower) Option 4 (1 Line Higher)

Print Receipts while adding? Indiana Format

Extended Codes Extended Codes Required?

Enable Monthly close (Click to Toggle) Allow Transfers to Leave a Negative Balance?

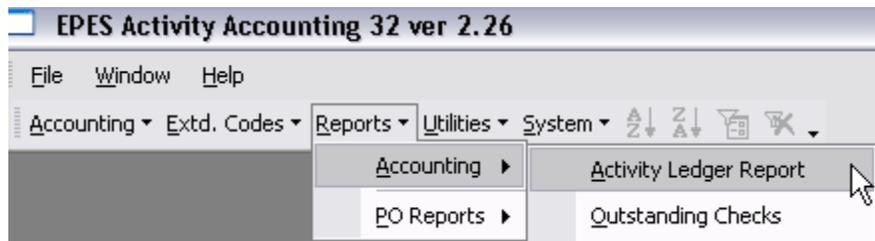
Maximum Check Amt: \$99,000.00 Allow Checks to Leave a Negative Balance?

Last Check No. 1236 Last Receipt No. 9

Version 2.26 Current User sys

OK Cancel

NOTE: If you are using the Monthly Close option you should run all reports to ensure you are in balance. After balancing, select the “Close Month Entries” from the Ledger Report screen and click “OK”. This will close the month. All data files associated with that month will be closed and further access to “Add”, “Edit” or “Delete” will be denied. You should be sure that all Accounts balance, Checking Account is balanced and any changes you need to make to this month have been completed before closing this month.



EPES Reporting

 **Activity Accounts - Ledger Reports**

[Preview](#) [Print](#) [Close](#)

[Export To Word](#) [Export To Excel](#)

Report Title: _____

From What Date: Begin Fiscal Year:

Thru What Date: End Fiscal Year:

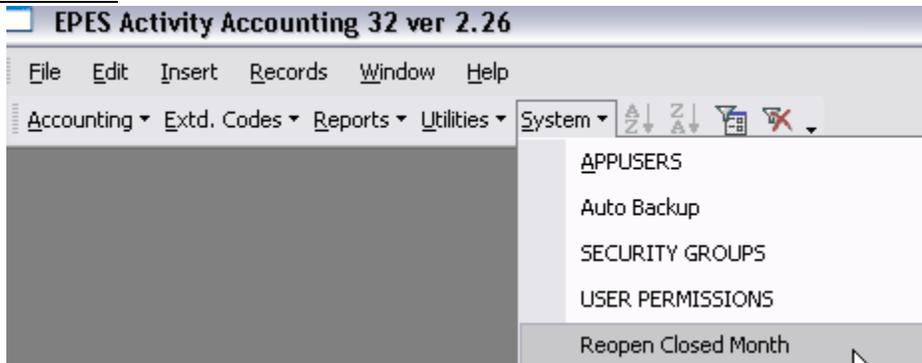
From Account: Thru Account:

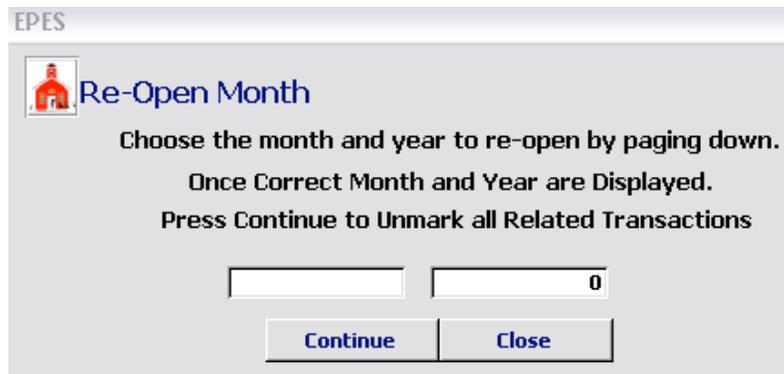
ReportOptions:

<input checked="" type="checkbox"/> Financial Report	Summarize on Digit <input type="text" value="1"/>
<input type="checkbox"/> Year to Date and Current Month	Account Group Totals <input type="checkbox"/>
<input type="checkbox"/> Budget Expense Ledger	
<input type="checkbox"/> Principal Monthly Ledger	
<input type="checkbox"/> Budget Receipt Ledger	
<input type="checkbox"/> Principal's Monthly Report - Florida	
<input type="checkbox"/> Close Month Entries	

REOPEN CLOSED MONTH

NOTE: ONLY ADMINISTRATOR CAN REOPEN A CLOSED MONTH:





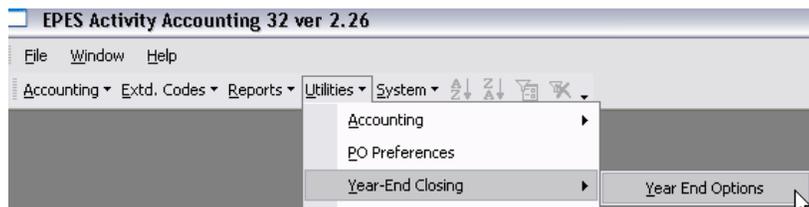
CLOSE YEAR

Make sure that you have printed all year end reports before starting this process. Also make sure that you have backed up your data.

This option will:

- 1) Copy all current data files to the PREVYEAR sub directory.
- 2) Post ending balances for the current year as new beginning balances

Note: This program maintains two years of data. Be sure you maintain current backups of all your data and label them appropriately.



EPES

 Year End Closing

WARNING!!! No one else should be using this program.
 Only use this option once a year, after completing the steps below.

This program copies the data in your Current Directory to the PriorYear Directory and calculates your beginning balances for the New Year.

Before using this program, you should have:

Printed and balanced all reports for the year just completed.
 Any transactions in the new fiscal year will remain unchanged.
 Note: Be sure to label your backup diskettes properly, so you know what year's data is contained on them.

Data Backup is automatically performed during Year-End-Closing.

Enter (confirm) the Dates for Your Next Fiscal Year:

Begfiscal:

Endfiscal:

Location of Data Tables: ...

EPES

 Backup/Restore

Before continuing, be sure:
 1. Your floppy diskette is formatted.
 2. The floppy diskette is inserted into drive A or B.
 3. NO ONE ELSE IS USING THE PROGRAM!

Backup Options

Backup All Files
 Restore All Files

Drive Options

Floppy Drive A
 Floppy Drive B
 Hard Drive (Drive and Path)

Use Previous Year Data (Floppy Drive Only)

Backup File name and Location: ...

Item List: ...

Destination Path: ...

File Spec:

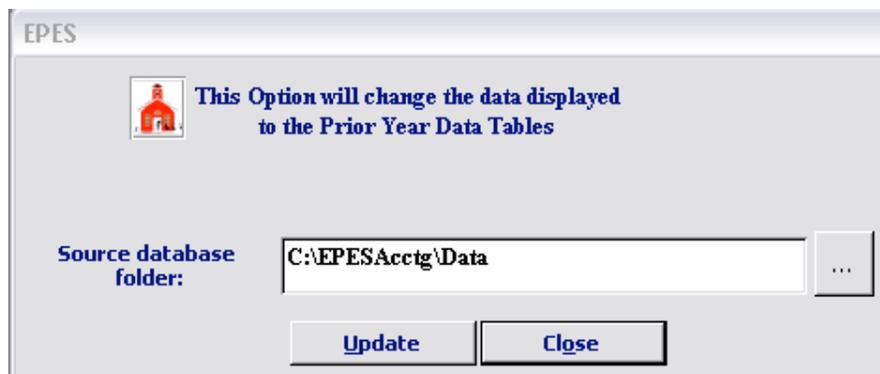
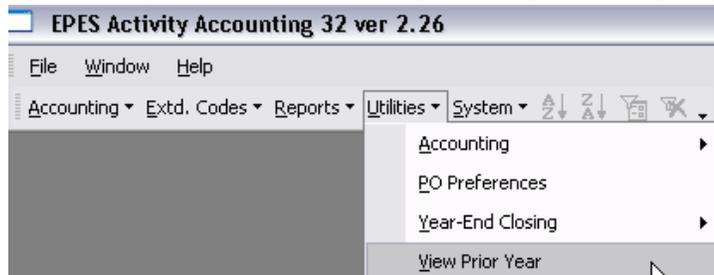
Major Status:

Minor Status:

YOU WILL BE PROMPTED TO COMPLETE STEPS 1 AND 2 OF THE YEAR END ROLLOVER. YOU WILL RECEIVE A MESSAGE THAT ‘PRIOR YEAR DATA EXISTS’ OVERWRITE (Y) OR (N). THIS IS SIMPLY MOVING YOUR LAST YEARS DATA INTO THE PRIOR YEAR FOLDER TO MAKE IT AVAILABLE FOR YOU TO REVIEW AS NEEDED.

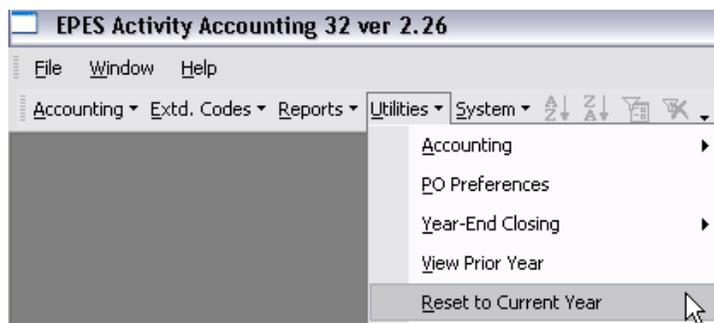
VIEW PREVIOUS YEAR

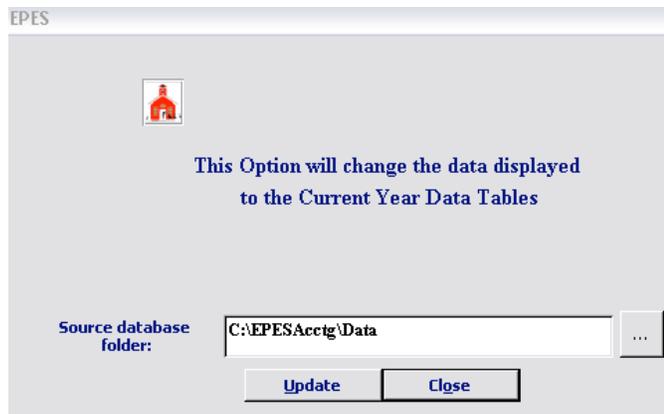
Use this option to see prior year data. You **cannot** make changes to this data. Data is provided for viewing and regenerating reports only.



RESET TO CURRENT YEAR

Use this option to return to your current year data after viewing previous year.

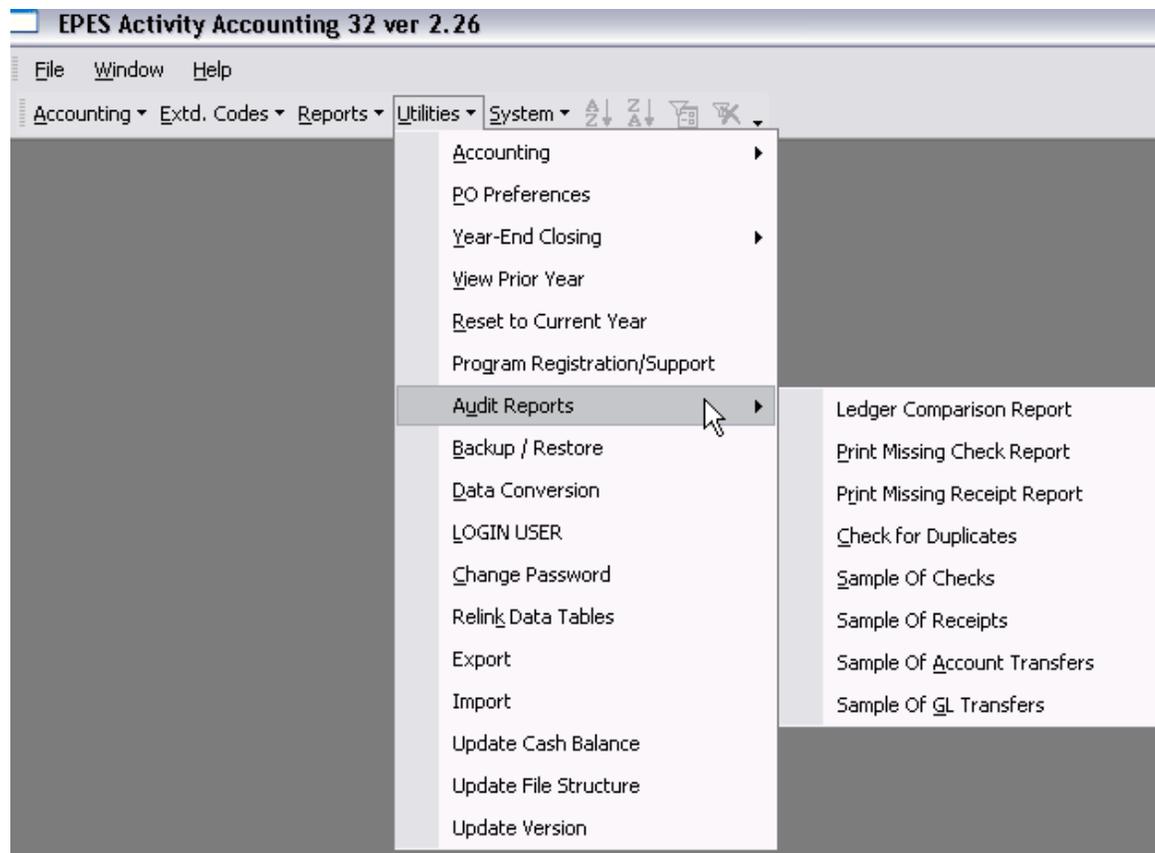




AUDIT REPORTS

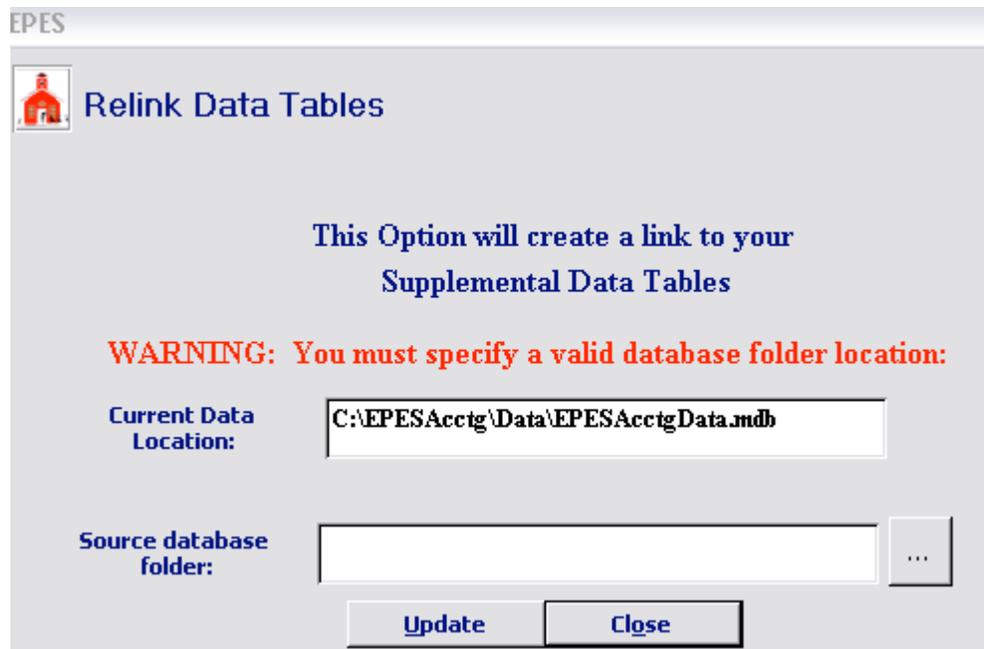
This option produces reports normally used for Auditing Purposes. The reports are:

- 1) Printout of Missing Check Numbers.
- 2) Printout of Missing Receipt Numbers.
- 3) Check for Duplicate checks or receipts.
- 4) Sample of Checks (Random or specified dollar value)
- 5) Sample of Receipts (Random or specified dollar value)
- 6) Sample of Activity Transfers (Random or specified dollar value)
- 7) Sample of G.L. Transfers (Random or specified dollar value)
- 8) Ledger report comparison between prior and current year.

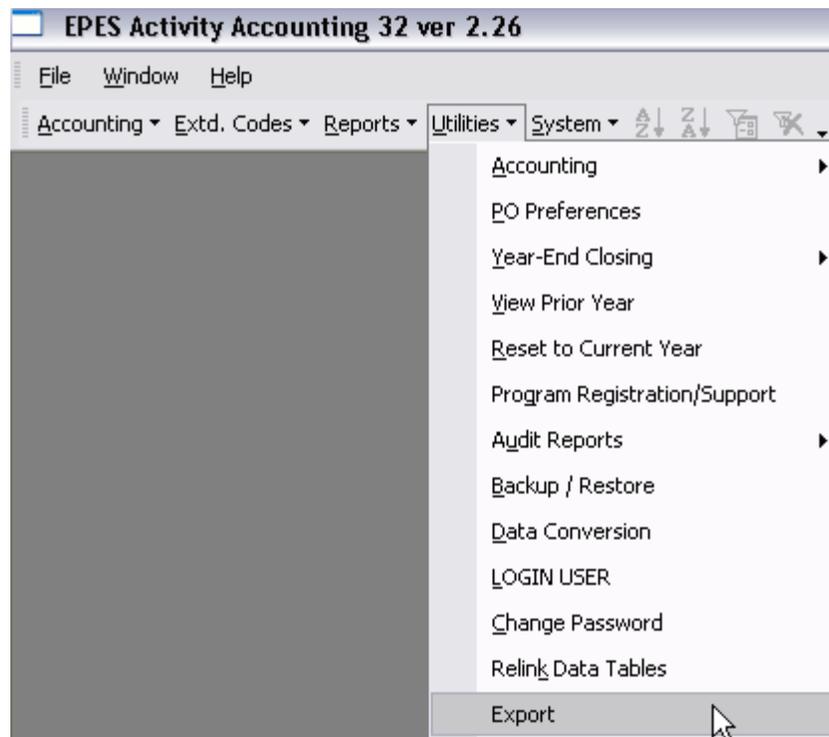


RELINK TABLES

This option is used primarily by the District Office. If your District utilizes the “auto backup” option the District Office can gain immediate access to all Schools data by simply “relinking” to the correct location of the data stored on the District Server. If you backup a .ZIP file you will need to point to the location of that data and restore into your computer. If you backup the .MDB files all you will need to do is to relink to the correct location.

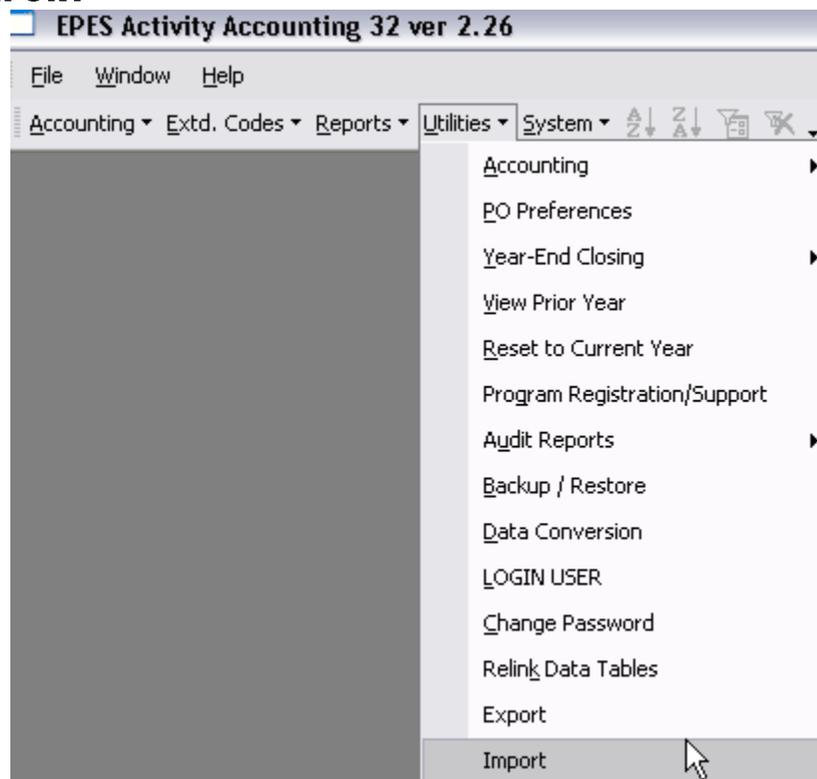


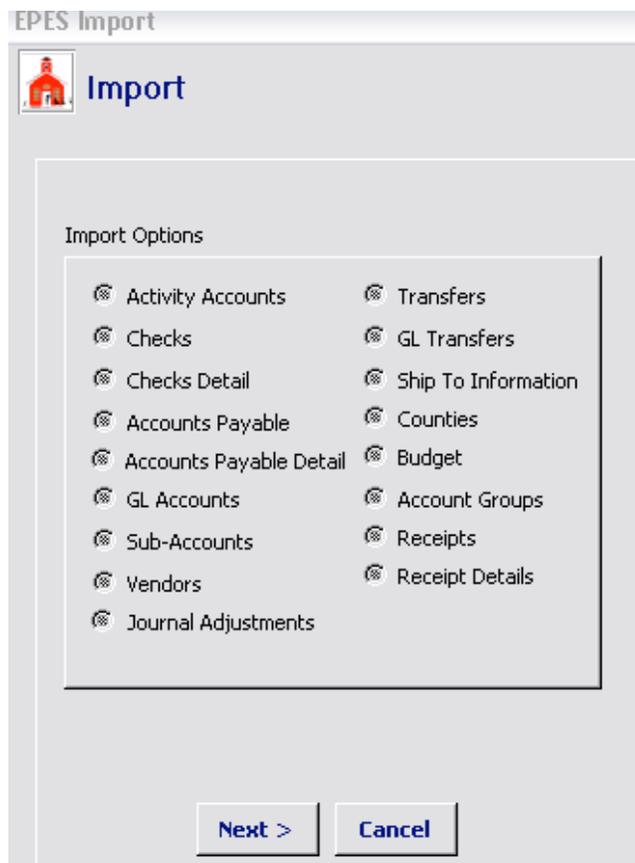
EXPORT





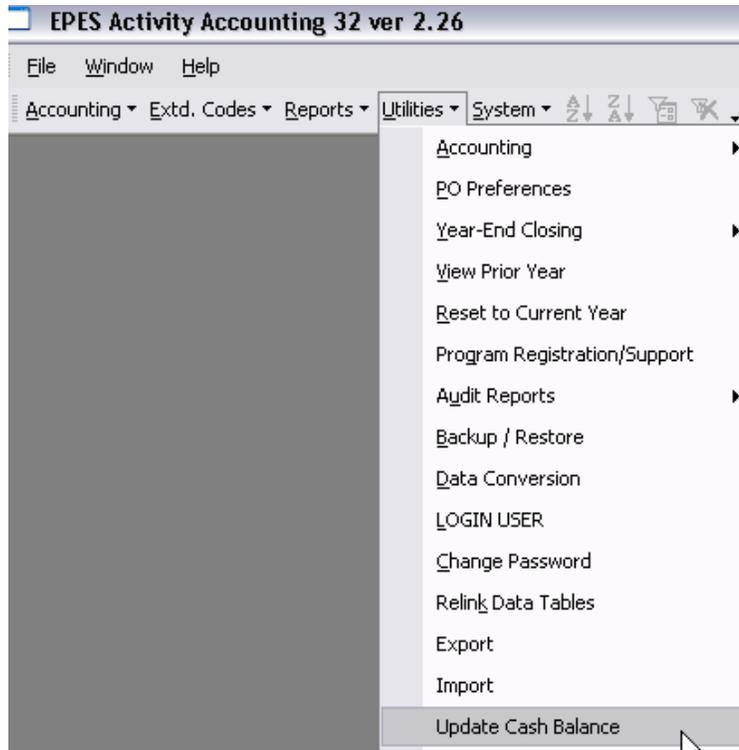
IMPORT





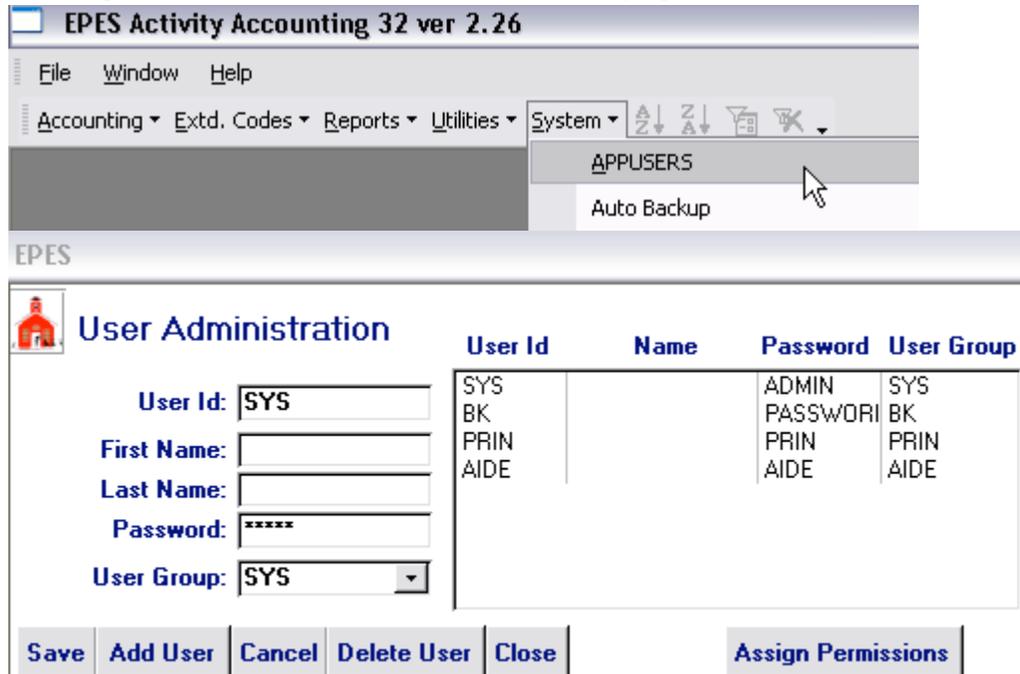
UPDATE CASH BALANCES

This option will automatically recalculate all Account Cash Balances. Normally this option will not be necessary, since Cash Balances are updated when quitting any option that affects balances.

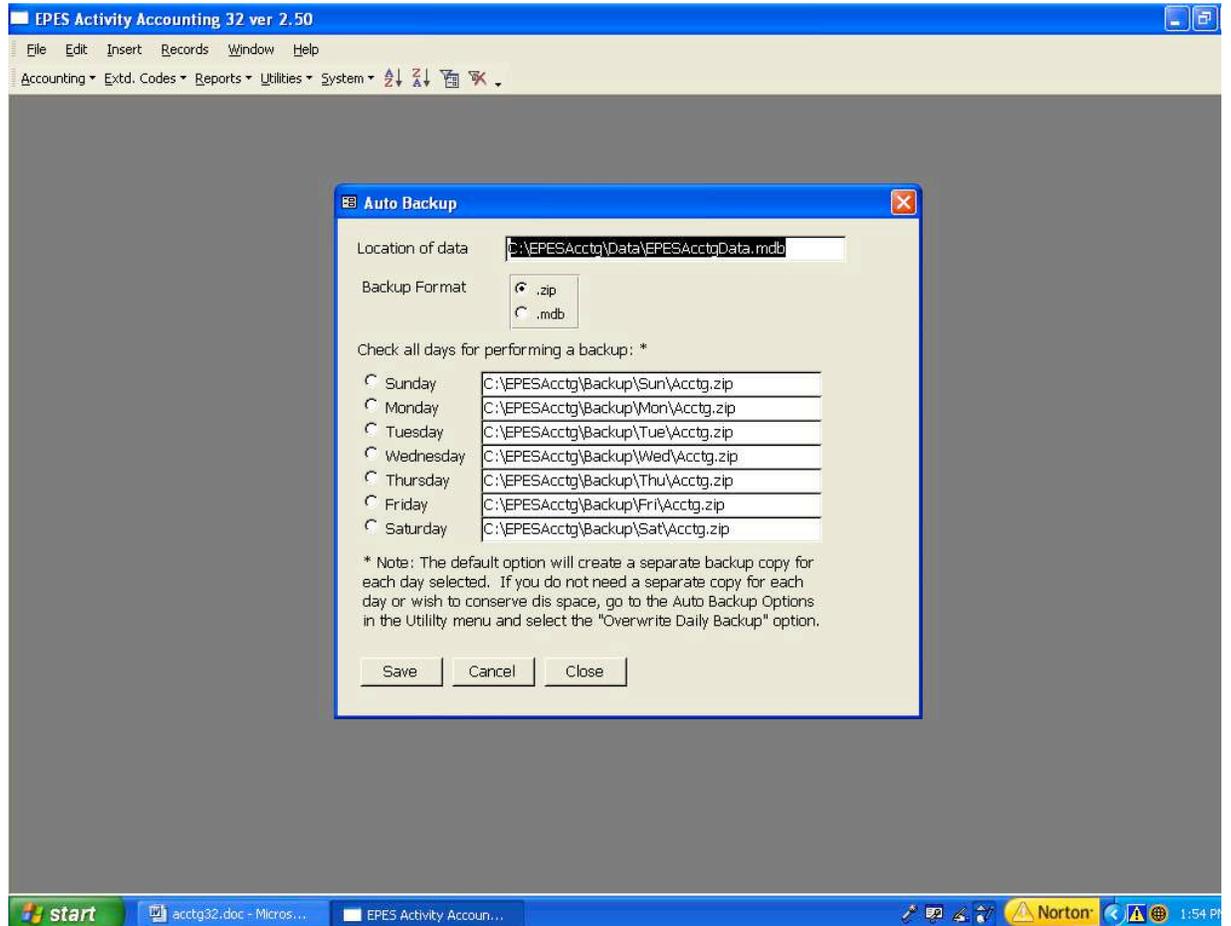


ADD AND EDIT USERS AND USER PASSWORDS

Use this option to add additional users and assign passwords.



AUTO BACKUP

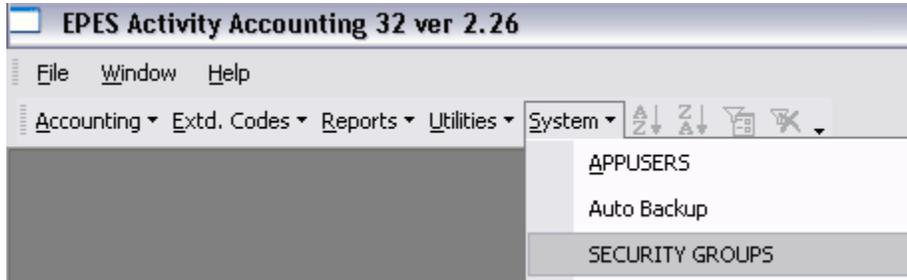


AUTO BACKUP PROCEDURES:

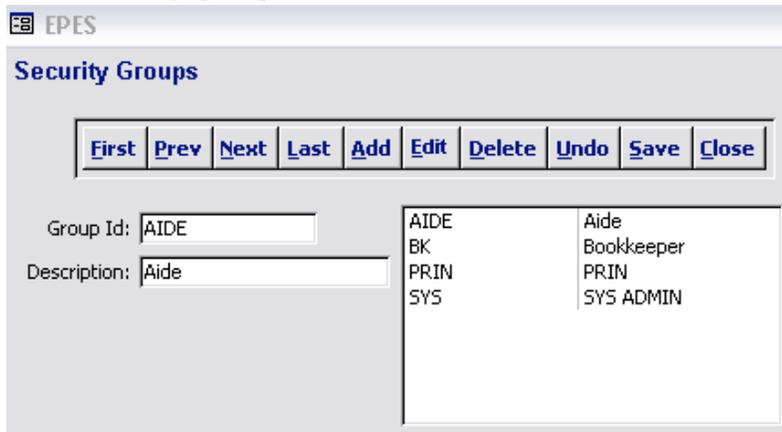
1. ONCE LOGGED INTO THE SOFTWARE SELECT SYSTEM→AUTO BACKUP.
2. ENTER THE LOCATION OF THE DATA IF DIFFERENT THAN WHAT IS DEFAULTED.
3. SELECT THE BACKUP FORMAT. SELECT ZIP IF YOU WANT A COMPRESSED ZIP FILE OR SELECT MDB IF YOU WANT THE DATABASE UNCOMPRESSED.
4. SELECT WHICH DAYS OF THE WEEK YOU WANT THE PROGRAM TO BACKUP AUTOMATICALLY.
5. ON EACH DAY OF THE WEEK YOU WILL ENTER THE LOCATION OF WHERE YOU WANT THE DATA STORED. YOU CAN ENTER THE SAME PATH FOR EACH DAY AND IT WILL OVERWRITE THE BACKUP EACH TIME YOU OPEN OR CLOSE THE PROGRAM, OR YOU CAN ENTER THE DAY OF THE WEEK IN THE PATH AND IT WILL BACKUP INTO THE 5 INDIVIDUAL FOLDERS FOR THE DAYS OF THE WEEK.
6. SELECT SAVE THEN CLOSE.

SECURITY GROUPS

This option will allow you to add additional groups and rights for each group. Once a group is established you can add a user to that group and he/she will automatically be assigned that groups rights.

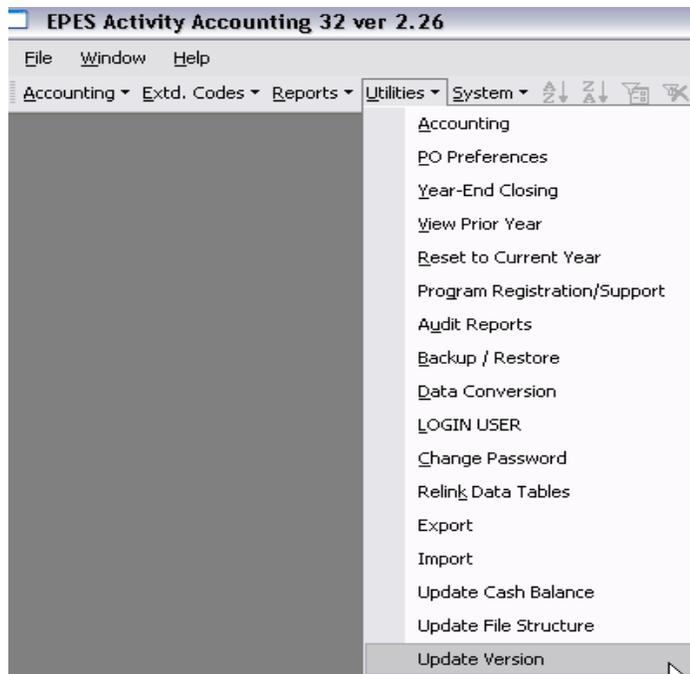


Current security groups.

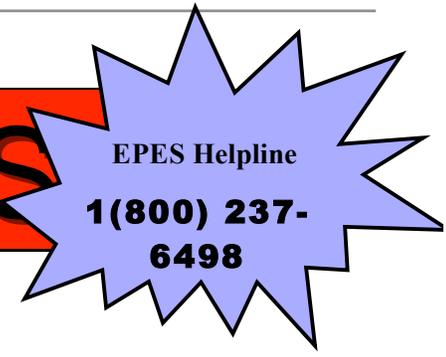


UPDATE VERSION

This option will automatically access our web site and download the latest program version containing all the latest program enhancements.



Section S



EPES Helpline

**1(800) 237-
6498**

Contacts

EPES provides Technical support if you have a current support contract. Your initial purchase includes one year toll free technical support, please use it. Support personnel are very well versed in the software and are able to answer your questions accurately and promptly. You will be notified annually as your support agreement expires.