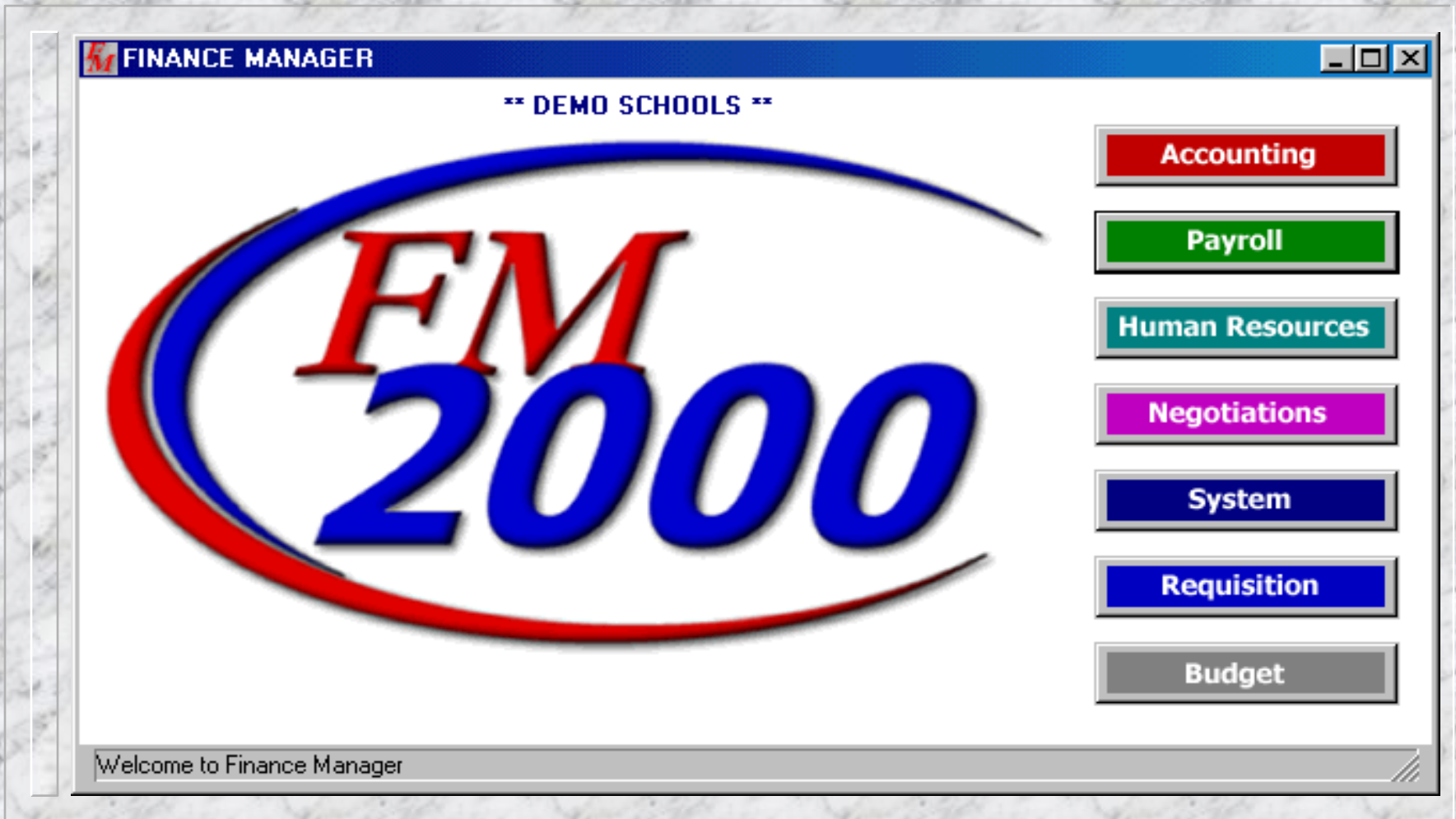


Finance Manager Accounting Training



Accounting Manager Table Implementation

- Funds
- Chart of Accounts (*Shared with Payroll Manager*)
- Departments (*Shared with Payroll Manager – Not Currently Used within Accounting Manager*)
- Buildings (*Shared with Payroll Manager – Used for Purchasing Ship-To Address*)
- Account Group Headings
- Vendors
- Customers (*Optional – For Future Tie into Accounts Receivable*)
- Units of Measure

Proceed to the Maintenance Area of Accounting Manager

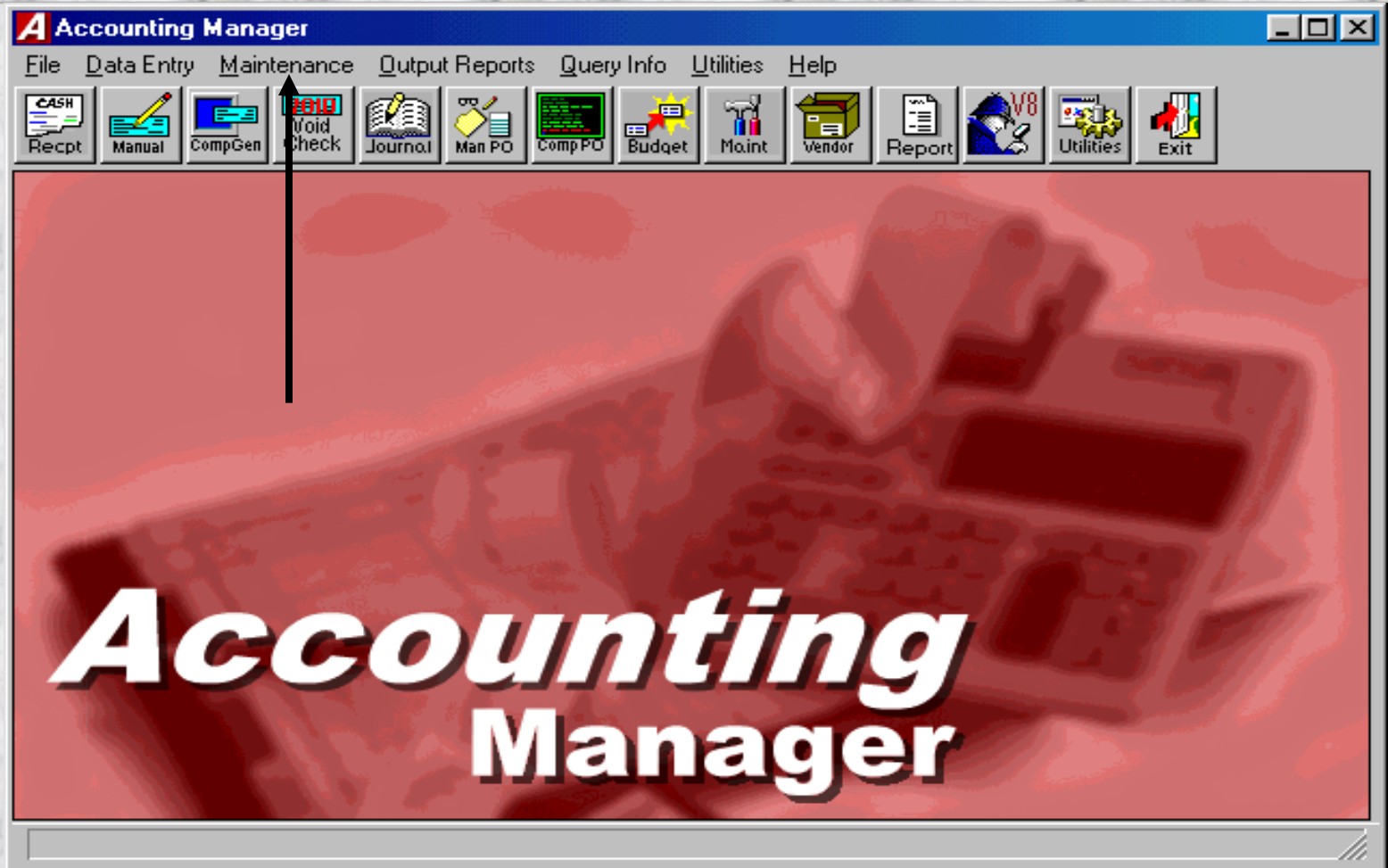


Chart of Accounts - Maintenance Menu (Shared with Payroll)

Payroll Maintenance Menu

Depts | Buildings | **Accounts** | Ded Codes | Pay Freqs | Earn Codes

Account	Name	Type	St
A1001	PROPERTY TAXES	REV	A
A1010402110000	CONFERENCE & TRAVEL	APPR	A
A1010438110000	MEMBERSHIP DUES	APPR	A
A1010479110000	MISC EXPENSES	APPR	I
A1010490110000	BOCES SERVICES	APPR	A
A1010500110000	SUPPLIES-BOARD OF ED	APPR	A
A1040	APPROP OF PLANNED BALANCE	REV	A
A1040160110000	NON-INSTR SAL-DISTR CLERK	APPR	A
A1040402110000	CONF & TRAVEL	APPR	A

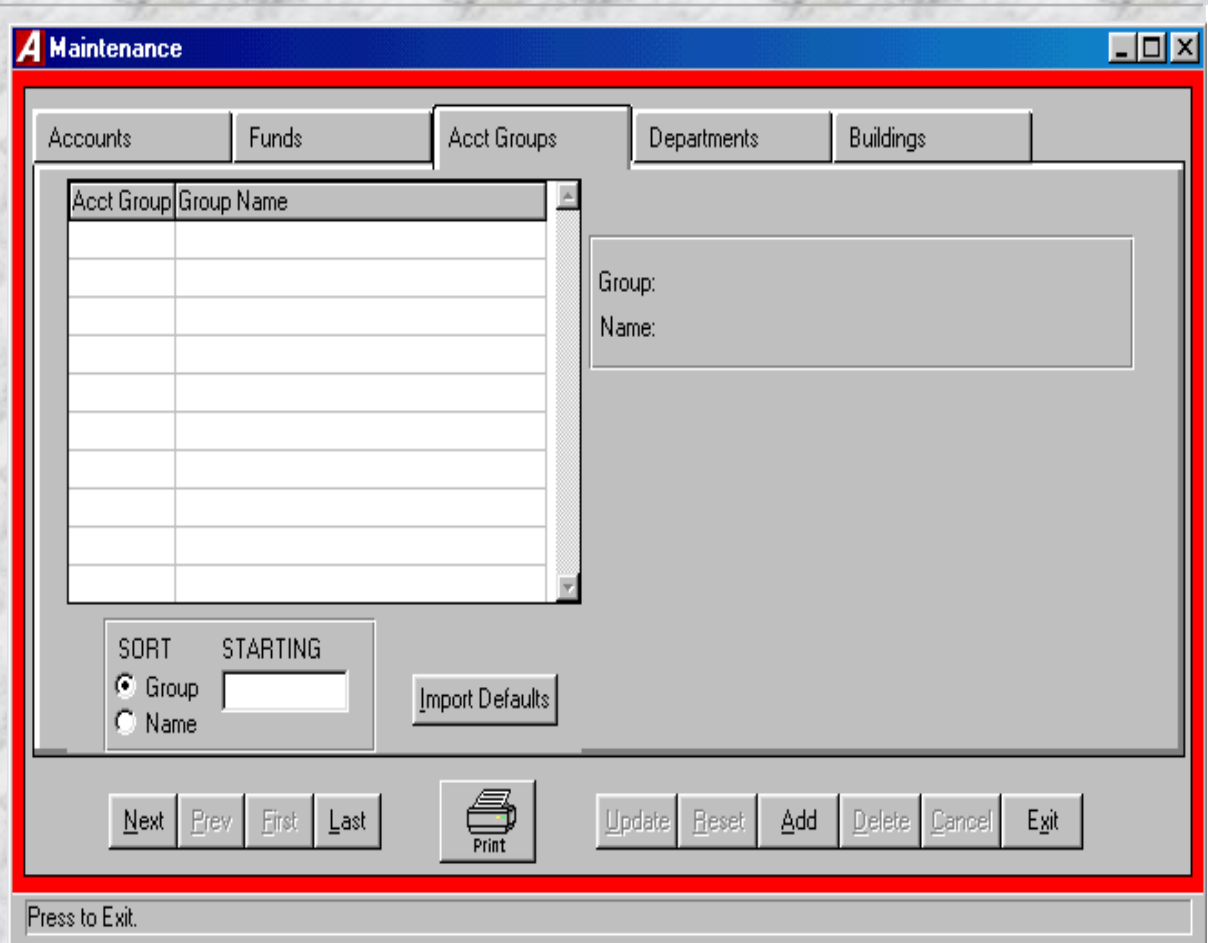
Fund: A
 Account: A1001
 Name: PROPERTY TAXES
 Type:
 Status:
 St Code:
 Display: A 1001

SORT: Account Name
 STARTING:
 TYPE: G/L Rev Appro All
 STATUS: Active Inactive All

Enter Starting Value for Accounts Browser.
Press for Next record.

Account Groups - Maintenance Menu

- Account Groups are used as titles for Appropriation Status Report subtotals based on Function



Maintenance

Accounts Funds **Acct Groups** Departments Buildings

Acct Group	Group Name

Group: _____
Name: _____

SORT STARTING
 Group _____
 Name

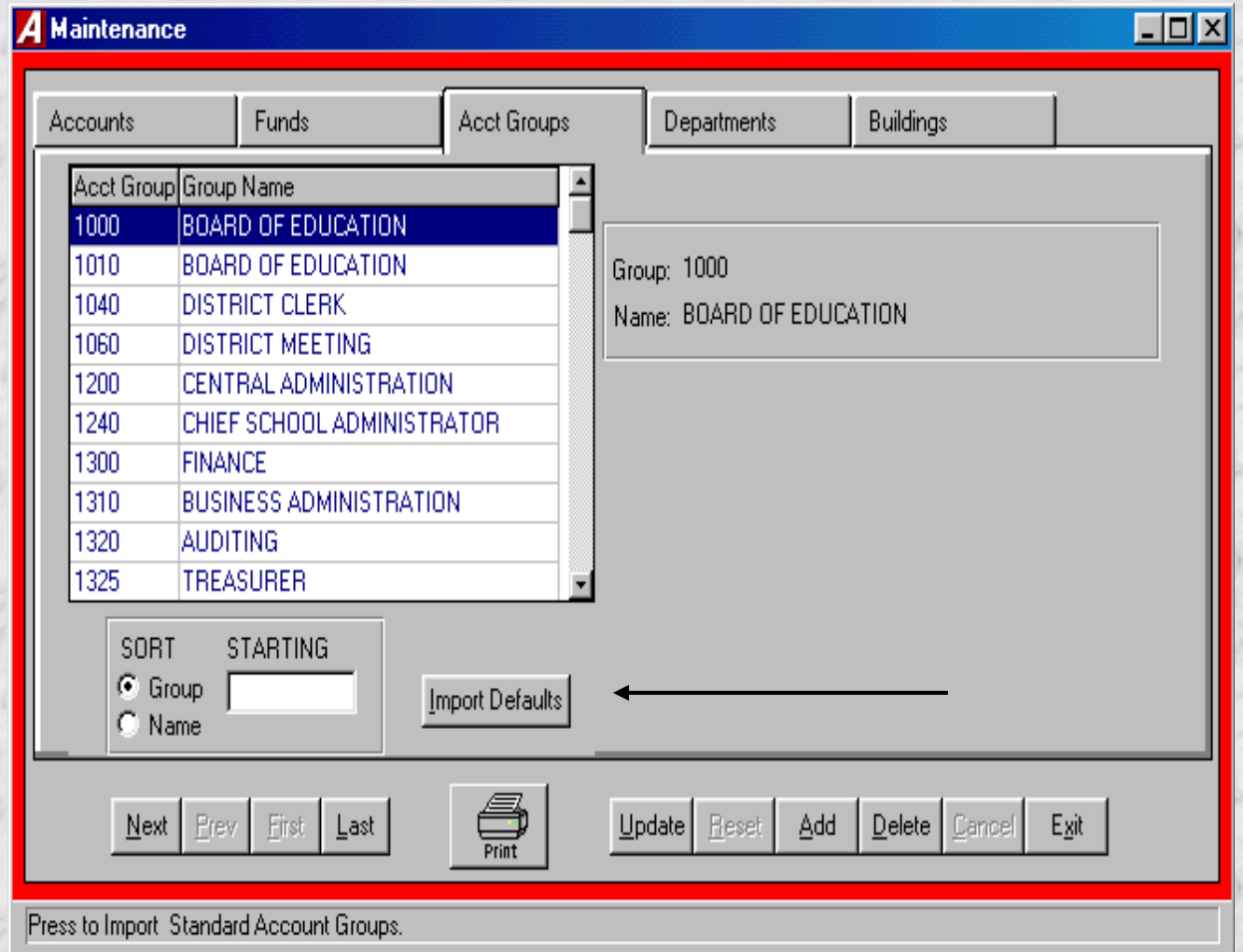
Import Defaults

Next Prev First Last Print Update Reset Add Delete Cancel Exit

Press to Exit.

Import Default Account Groups

- To import the FM2000 default account group headings, click the **Import Defaults** button



A Maintenance

Accounts Funds **Acct Groups** Departments Buildings

Acct Group	Group Name
1000	BOARD OF EDUCATION
1010	BOARD OF EDUCATION
1040	DISTRICT CLERK
1060	DISTRICT MEETING
1200	CENTRAL ADMINISTRATION
1240	CHIEF SCHOOL ADMINISTRATOR
1300	FINANCE
1310	BUSINESS ADMINISTRATION
1320	AUDITING
1325	TREASURER

Group: 1000
Name: BOARD OF EDUCATION

SORT STARTING
 Group
 Name

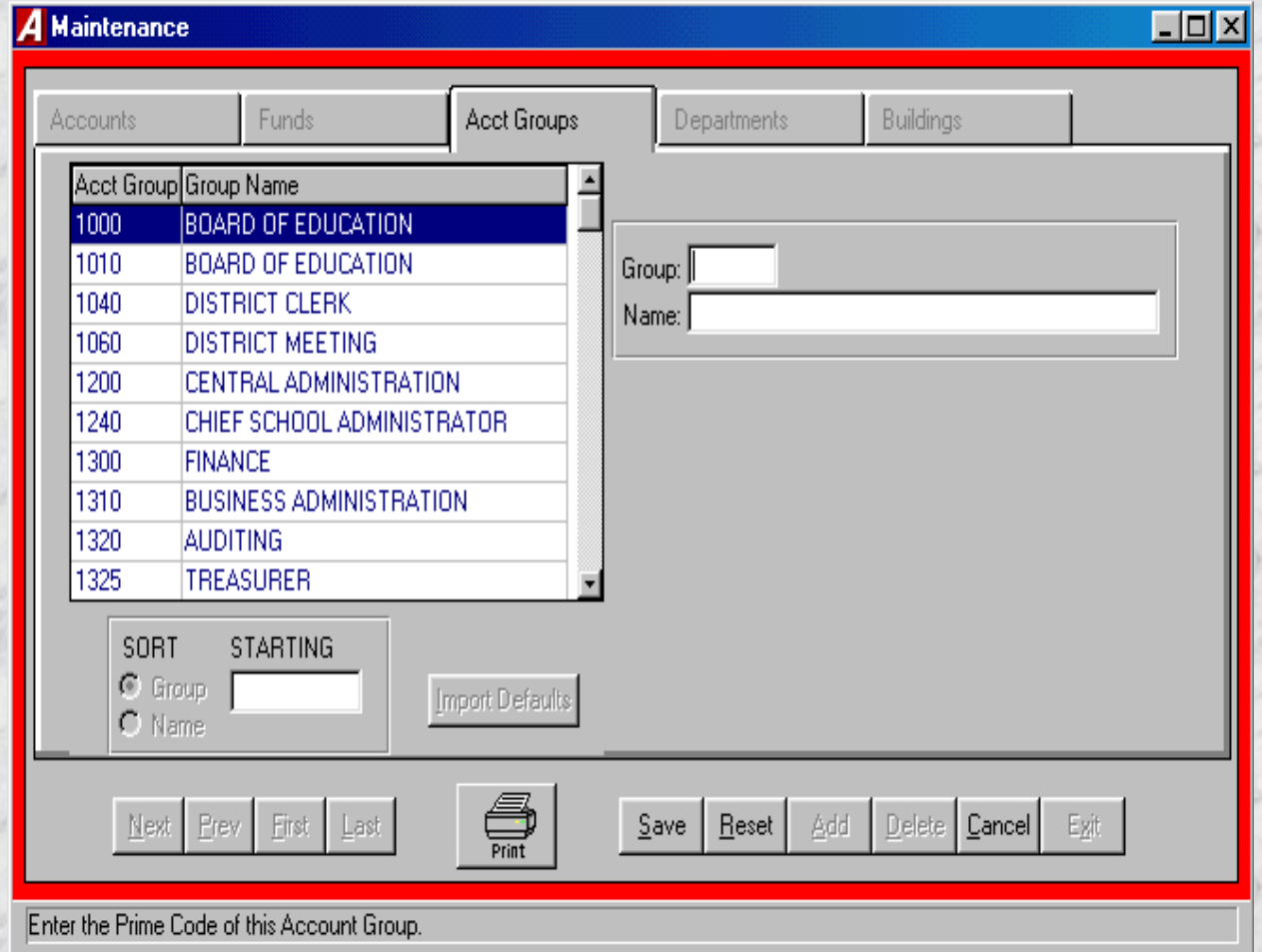
Import Defaults ←

Next Prev First Last Print Update Reset Add Delete Cancel Exit

Press to Import Standard Account Groups.

Add Account Group

- Enter the Group number
- Enter the Group Name



Maintenance

Accounts Funds **Acct Groups** Departments Buildings

Acct Group	Group Name
1000	BOARD OF EDUCATION
1010	BOARD OF EDUCATION
1040	DISTRICT CLERK
1060	DISTRICT MEETING
1200	CENTRAL ADMINISTRATION
1240	CHIEF SCHOOL ADMINISTRATOR
1300	FINANCE
1310	BUSINESS ADMINISTRATION
1320	AUDITING
1325	TREASURER

Group:

Name:

SORT STARTING

Group

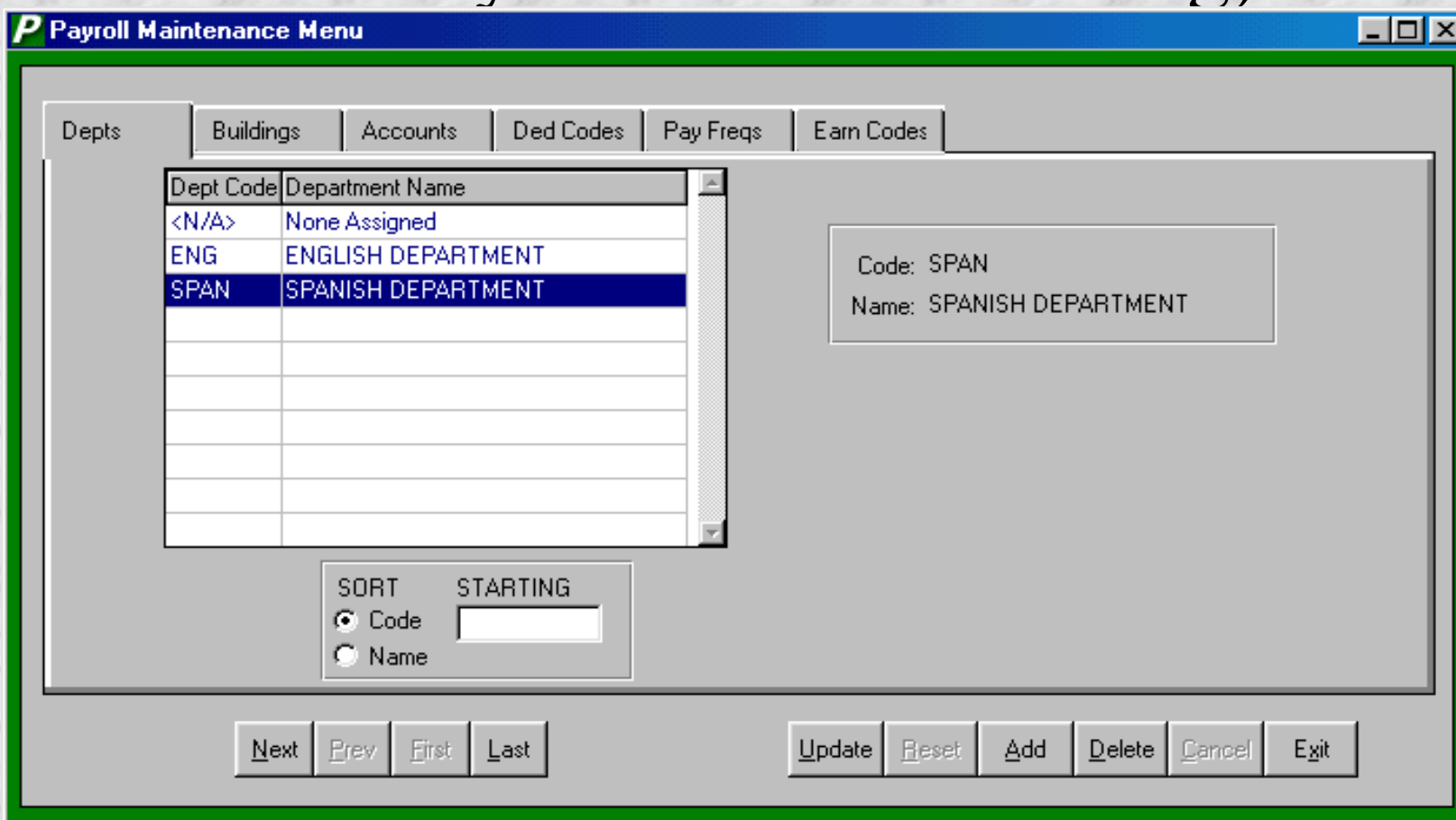
Name

Import Defaults

Next Prev First Last Print Save Reset Add Delete Cancel Exit

Enter the Prime Code of this Account Group.

Departments–Maintenance Menu (Optional-Shared with Payroll, Not Currently Used in Accounting)



P Payroll Maintenance Menu

Depts | Buildings | Accounts | Ded Codes | Pay Freqs | Earn Codes

Dept Code	Department Name
<N/A>	None Assigned
ENG	ENGLISH DEPARTMENT
SPAN	SPANISH DEPARTMENT

Code: SPAN
Name: SPANISH DEPARTMENT

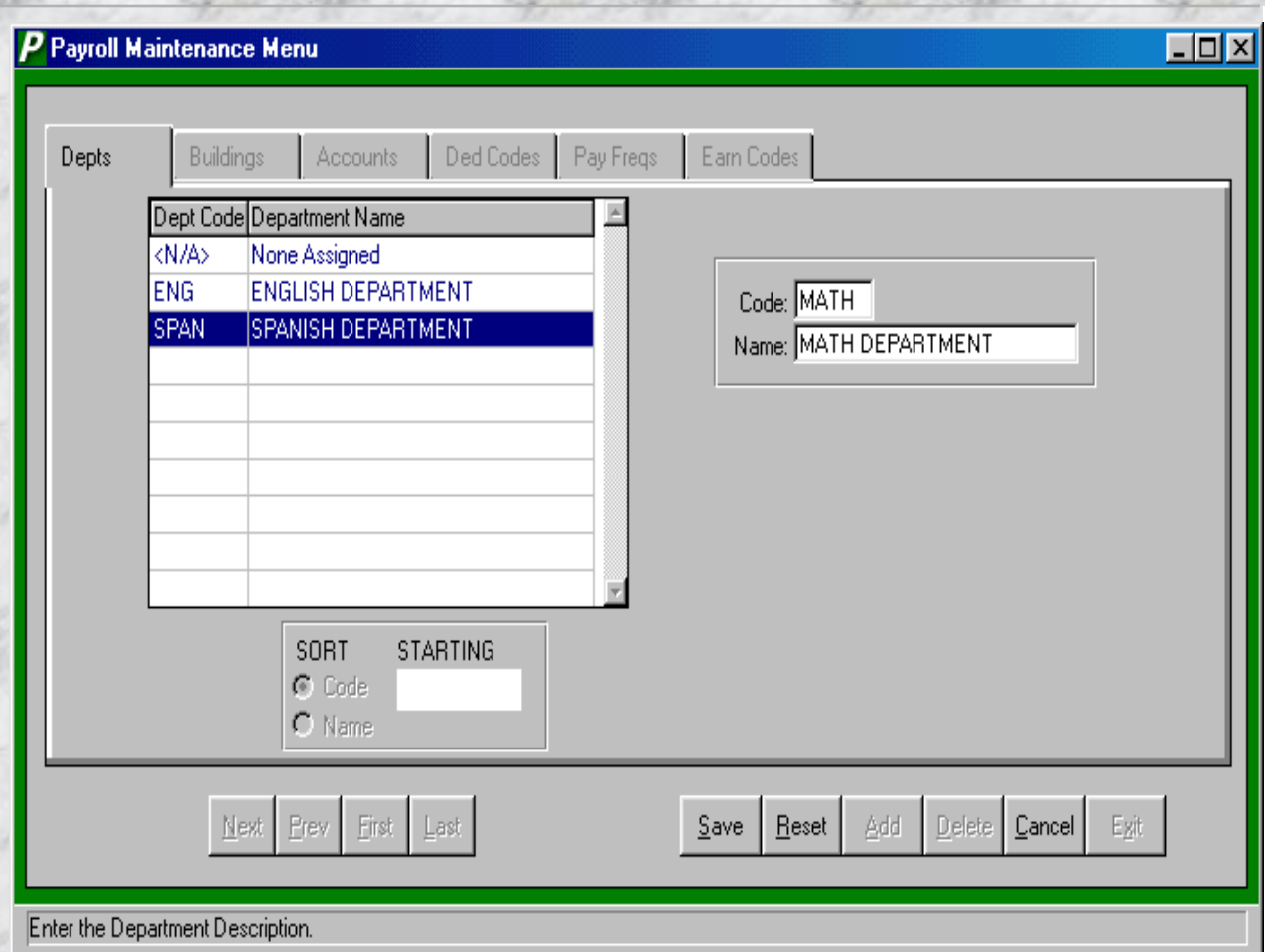
SORT **STARTING**
 Code
 Name

Next Prev First Last Update Reset Add Delete Cancel Exit

Press to Save Record.

Add Departments

- Enter a Code for the Department (Up to 5 characters)
- Enter the Department Name



Payroll Maintenance Menu

Depts Buildings Accounts Ded Codes Pay Freqs Earn Codes

Dept Code	Department Name
<N/A>	None Assigned
ENG	ENGLISH DEPARTMENT
SPAN	SPANISH DEPARTMENT

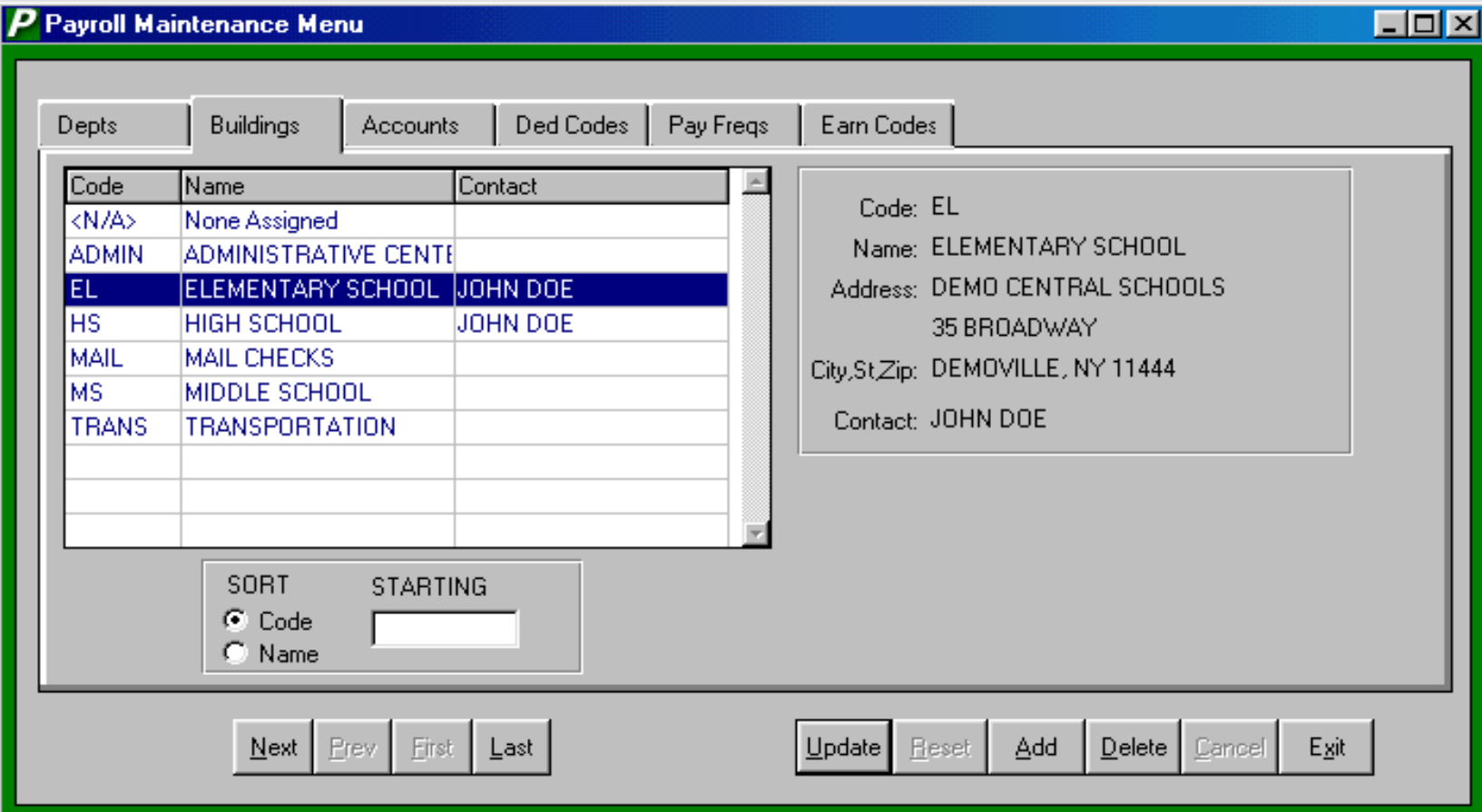
Code: MATH
Name: MATH DEPARTMENT

SORT STARTING
 Code
 Name

Next Prev First Last Save Reset Add Delete Cancel Exit

Enter the Department Description.

Buildings – Maintenance Menu (Shared with Payroll - Used for Purchasing)



P Payroll Maintenance Menu

Depts Buildings Accounts Ded Codes Pay Freqs Earn Codes

Code	Name	Contact
<N/A>	None Assigned	
ADMIN	ADMINISTRATIVE CENTE	
EL	ELEMENTARY SCHOOL	JOHN DOE
HS	HIGH SCHOOL	JOHN DOE
MAIL	MAIL CHECKS	
MS	MIDDLE SCHOOL	
TRANS	TRANSPORTATION	

Code: EL
Name: ELEMENTARY SCHOOL
Address: DEMO CENTRAL SCHOOLS
35 BROADWAY
City,St,Zip: DEMOVILLE, NY 11444
Contact: JOHN DOE

SORT STARTING
 Code
 Name

Next Prev First Last Update Reset Add Delete Cancel Exit

Press to Save Record.

Add Building

- Enter a Code for the building (Up to 5 Characters)
- Enter the Name of the building
- Enter the Address for the building (Required for Computer Generated Purchasing)
- Enter a default contact person or leave blank if there is not a particular contact person for purchasing (Optional)

Payroll Maintenance Menu

Depts Buildings Accounts Ded Codes Pay Freqs Earn Codes

Code	Name	Contact
<N/A>	None Assigned	
ADMIN	ADMINISTRATIVE CENTE	
EL	ELEMENTARY SCHOOL	
HS	HIGH SCHOOL	JOHN DOE
MAIL	MAIL CHECKS	
MS	MIDDLE SCHOOL	
TRANS	TRANSPORTATION	

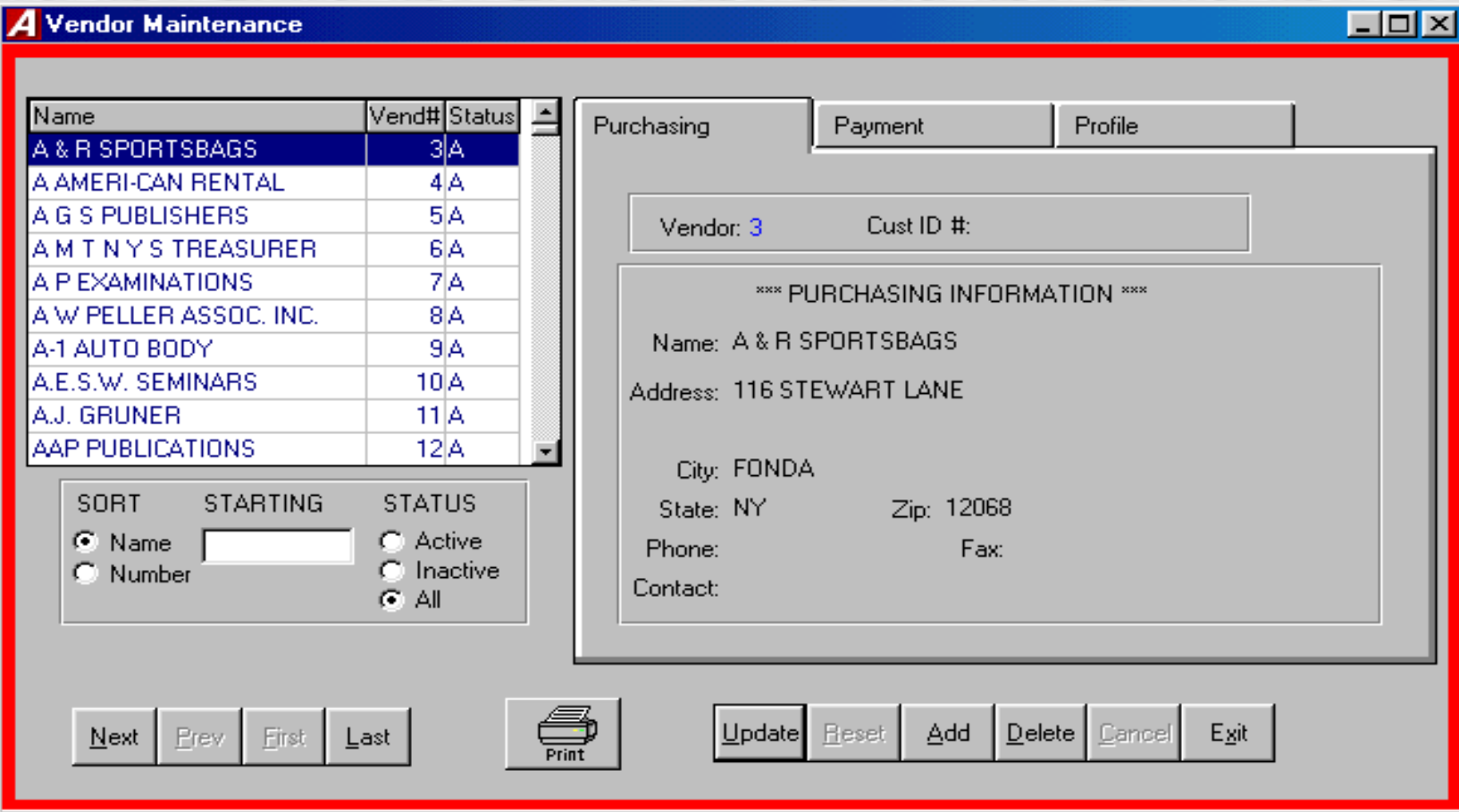
Code: HS
Name: HIGH SCHOOL
Address: DEMO CENTRAL SCHOOLS
14 DEMO STREET
City,St,Zip: ALBANY, NY 12205
Contact: JOHN DOE

Sort STARTING
 Code
 Name

Next Prev First Last Save Reset Add Delete Cancel Exit

Enter the Contact and Phone Number.

Vendors - Maintenance Menu



Name	Vend#	Status
A & R SPORTSBAGS	3A	
A AMERI-CAN RENTAL	4A	
A G S PUBLISHERS	5A	
A M T N Y S TREASURER	6A	
A P EXAMINATIONS	7A	
A W PELLER ASSOC. INC.	8A	
A-1 AUTO BODY	9A	
A.E.S.W. SEMINARS	10A	
A.J. GRUNER	11A	
AAP PUBLICATIONS	12A	

Vendor: 3 Cust ID #:

**** PURCHASING INFORMATION ****

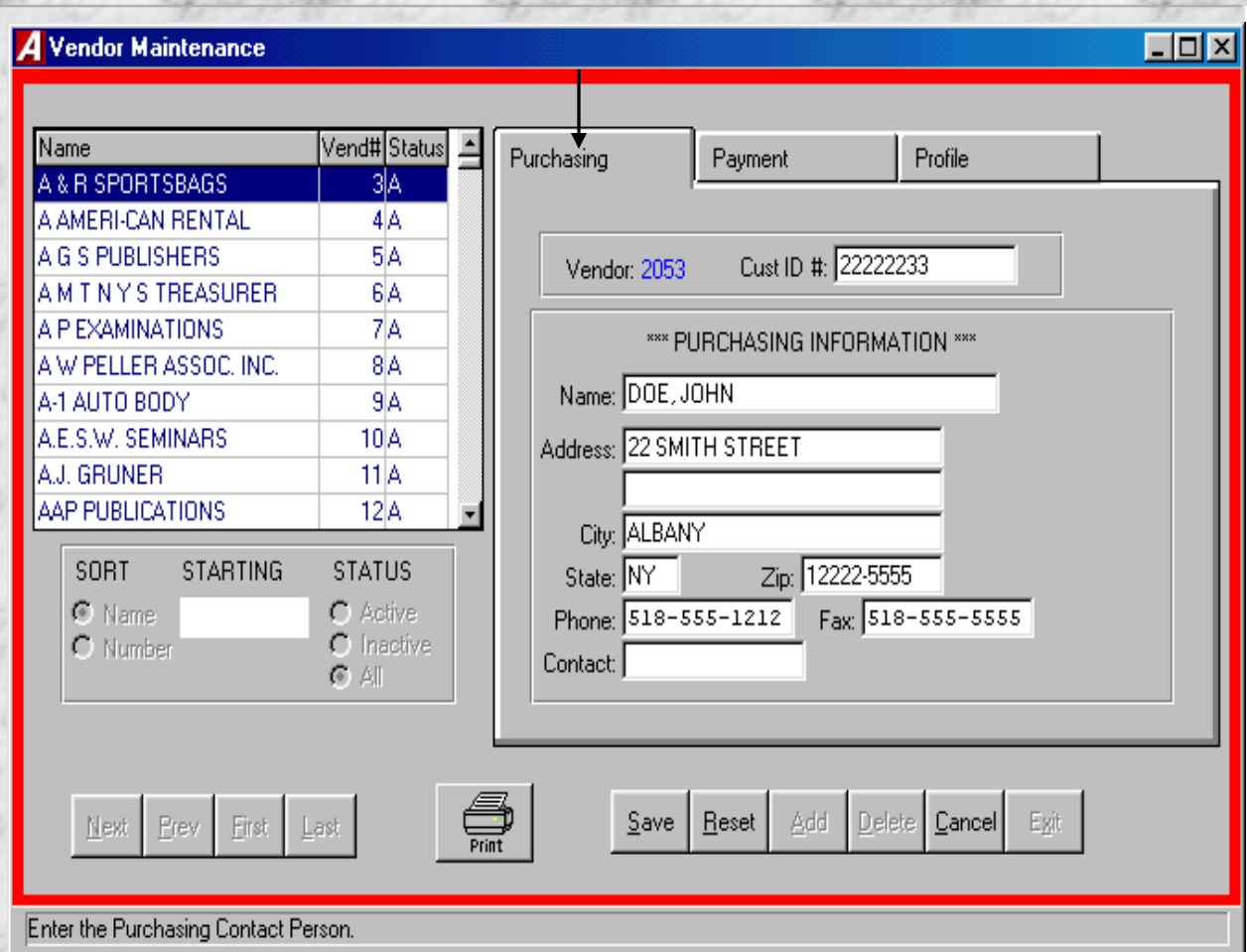
Name: A & R SPORTSBAGS
Address: 116 STEWART LANE
City: FONDA
State: NY Zip: 12068
Phone: Fax:
Contact:

Next Prev First Last Print Update Reset Add Delete Cancel Exit

Press to Run Report.

Add Vendor - Purchasing Tab

- The vendor number is automatically assigned by the system
- Enter your Customer ID# (account number) with this vendor (Optional)
- Enter Name & Address for the vendor
- Enter a Phone # & FAX # (Optional)
- Enter a Contact Person



Vendor Maintenance

Name	Vend#	Status
A & R SPORTSBAGS	3A	
A AMERI-CAN RENTAL	4A	
A G S PUBLISHERS	5A	
A M T N Y S TREASURER	6A	
A P EXAMINATIONS	7A	
A W PELLER ASSOC. INC.	8A	
A-1 AUTO BODY	9A	
A.E.S.W. SEMINARS	10A	
A.J. GRUNER	11A	
AAP PUBLICATIONS	12A	

Vendor: 2053 Cust ID #: 22222233

**** PURCHASING INFORMATION ****

Name: DOE, JOHN
Address: 22 SMITH STREET
City: ALBANY
State: NY Zip: 12222-5555
Phone: 518-555-1212 Fax: 518-555-5555
Contact:

Next Prev First Last Print Save Reset Add Delete Cancel Exit

Enter the Purchasing Contact Person.

Add Vendor - Purchasing Tab

- Update the vendor name and/or address for any differences from the purchasing information which is copied to this tab when adding a new Vendor
- Check the Switch Name box if this vendor is an individual whom you would like the name reversed for when for printing checks
- Click the Copy Purch button when updating an existing vendor on the purchasing tab who has the same payment information

The screenshot shows the 'Vendor Maintenance' window with the 'Purchasing' tab selected. A table on the left lists vendors, with 'DOE, JOHN' (Vend#: 2053, Status: A) highlighted. Below the table are sorting and status options. The main form area shows the 'Payment' sub-tab with fields for Vendor (2053), Cust ID (#: 22222233), and a 'Copy Purch.' button. The '*** PAYMENT INFORMATION ***' section includes fields for Name (DOE, JOHN), Address (PO BOX 15555), City (ALBANY), State (NY), Zip (12222-5555), Phone (518-555-1212), and Fax (518-555-5555). A 'Switch Name' checkbox is checked. Navigation buttons (Next, Prev, First, Last, Print, Save, Reset, Exit) are at the bottom.

Name	Vend#	Status
DICK BLICK EAST	467	A
DICRUCCALLO JR, A.A.	468	A
DIETRICH, ANNE	469	A
DINE SYSTEMS	470	A
DINGMAN, LARRY	471	A
DISCOVER WRITING INC	472	A
DISCOVERY CHANNEL SCHOI	473	A
DISCOVERY TOYS INC.	474	A
DISNEY ADVENTURES	475	A
DOE, JOHN	2053	A

Vendor Maintenance

Purchasing | **Payment** | Profile

Vendor: 2053 Cust ID #: 22222233 Copy Purch.

*** PAYMENT INFORMATION ***

Name: DOE, JOHN Switch Name

Address: PO BOX 15555

City: ALBANY

State: NY Zip: 12222-5555

Phone: 518-555-1212 Fax: 518-555-5555

Contact:

Next Prev First Last Print Save Reset Exit

Add a Vendor - Profile Tab

- Choose a Status (Active or Inactive). Marking a vendor as inactive will prevent them from being used on transactions.
- Enter a Vendor Type (Optional)
- Enter any default discount percentage for this vendor (Optional – Used with entry of Requisitions or PO’s using the Laser Purchase Orders routine)
- Enter any default shipping percentage or amount for this vendor (Optional – Used with entry of Requisitions or PO’s using the Laser Purchase Orders routine)

The screenshot shows the 'Vendor Maintenance' application window. On the left is a list of vendors with columns for Name, Vend#, and Status. The vendor 'DOE, JOHN' with Vend# 2053 and Status A is selected. Below the list are sorting options for Name and Number, and status options for Active, Inactive, and All. The main area has three tabs: Purchasing, Payment, and Profile. The Profile tab is active, showing fields for Vendor (2053), Cust ID # (22222233), and '*** PROFILE INFORMATION ***'. The status is set to Active. Other fields include Vendor Type, Disc % (5.00%), Ship Pct (8.00), Entity Type (i), Prior # (0), 1099 (YES), Federal ID (Social Security selected), and ID # (222-22-2222). At the bottom are buttons for Next, Prev, First, Last, Print, Save, Reset, and Exit. A footer note says 'Enter Tax ID# with Dashes (eg 11-2348888 or 111-22-2222)'.

Name	Vend#	Status
DICK BLICK EAST	467	A
DICRUCCALLO JR, A.A.	468	A
DIETRICH, ANNE	469	A
DINE SYSTEMS	470	A
DINGMAN, LARRY	471	A
DISCOVER WRITING INC	472	A
DISCOVERY CHANNEL SCHOI	473	A
DISCOVERY TOYS INC.	474	A
DISNEY ADVENTURES	475	A
DOE, JOHN	2053	A

Vendor: 2053 Cust ID #: 22222233

*** PROFILE INFORMATION ***

Status: Active Inactive

Vendor Type: Disc %: Ship: Pct

Entity Type: Prior #: 1099:

Federal ID: Employer ID Social Security

ID #:

Next Prev First Last Print Save Reset Exit

Enter Tax ID# with Dashes (eg 11-2348888 or 111-22-2222).

Add a Vendor - Profile Tab (Cont)

- Enter Prior Vendor # from a previous financial system (Optional)
- Enter Entity Type – Corporation, Partnership, Individual or Other (Optional)
- Does this vendor receive a 1099? (Y)es or (N)o
- If 1099 is Yes then choose the proper Federal Id type and enter the ID#

The screenshot shows the 'Vendor Maintenance' software window. On the left is a list of vendors with columns for Name, Vend#, and Status. The vendor 'DOE, JOHN' with Vend# 2053 and Status A is selected. Below the list are sorting options for Name and Number, and status options for Active, Inactive, and All. On the right, the 'Profile' tab is active, showing details for Vendor 2053 and Cust ID # 22222233. The profile information includes status (Active selected), Vendor Type, Disc % (5.00%), Ship Pct (8.00), Entity Type (i), Prior # (0), 1099 (YES), Federal ID type (Social Security selected), and ID # (222-22-2222). At the bottom are buttons for Next, Prev, First, Last, Print, Save, Reset, and Exit. A footer note says 'Enter Tax ID# with Dashes (eg 11-2348888 or 111-22-2222)'.

Name	Vend#	Status
DICK BLICK EAST	467	A
DICRUCCALLO JR, A.A.	468	A
DIETRICH, ANNE	469	A
DINE SYSTEMS	470	A
DINGMAN, LARRY	471	A
DISCOVER WRITING INC	472	A
DISCOVERY CHANNEL SCHOI	473	A
DISCOVERY TOYS INC.	474	A
DISNEY ADVENTURES	475	A
DOE, JOHN	2053	A

Vendor: 2053 Cust ID #: 22222233

*** PROFILE INFORMATION ***

Status: Active Inactive

Vendor Type: Disc %: Ship: Pct

Entity Type: Prior #: 1099:

Federal ID: Employer ID Social Security

ID #:

Next Prev First Last Print Save Reset Exit

Enter Tax ID# with Dashes (eg 11-2348888 or 111-22-2222).

Add a Customer – Maintenance Menu

- Enter the name and address for this customer
- Enter a Phone and Fax# (Optional)
- Enter a Contact (Optional)
- Enter an e-mail address (Optional)
- Choose the appropriate Cycle used for billing this customer (Weekly, Bi-Weekly, Monthly, Bi-Monthly, Quarterly, Semi-Annual, Annual)
- Choose the status for this customer – Active or Inactive

A Customer Maintenance

Name	Cust#	Status
FINANCE MANAGER	1	A
TEST CENTRAL SCHOOLS	2	A

Customer Number: _____

Name: SMITH, DANIEL E

Address: 10 EXCHANGE STREET

City: ALBANY

State: NY Zip: 12208

Phone: 518-555-6666 Fax: 518-666-6777

Contact: DAN SMITH E-Mail: DSMITH@AOL.CC

Cycle: Semi-Annual Status: Active

Sort: Name Number

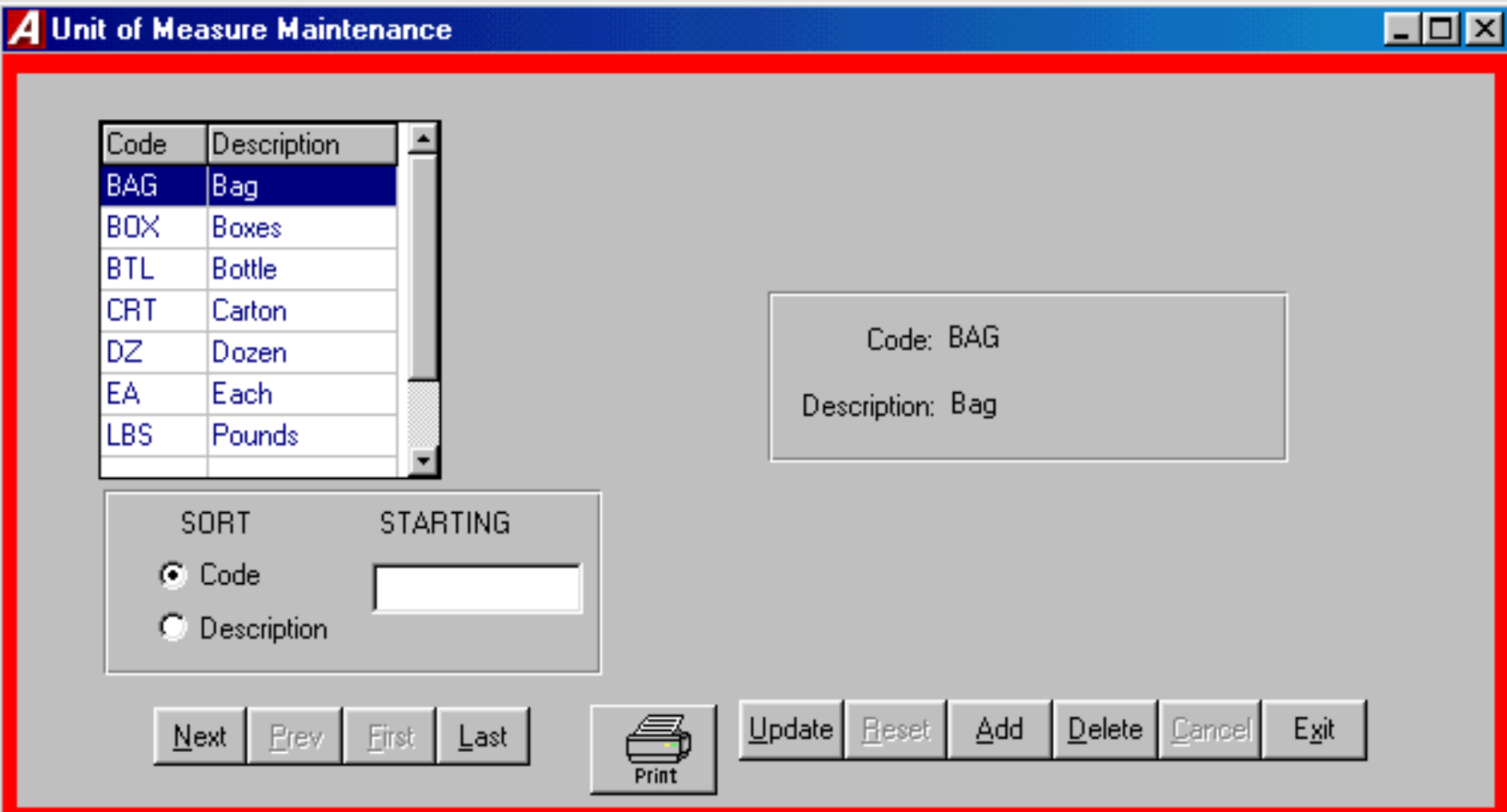
Starting: _____

Status: Active Inactive All

Next Prev First Last Print Save Reset Add Delete Cancel Exit

Enter the Customer status as either Active or Inactive.

Unit of Measure - Maintenance Menu



Code	Description
BAG	Bag
BOX	Boxes
BTL	Bottle
CRT	Carton
DZ	Dozen
EA	Each
LBS	Pounds

Code: BAG
Description: Bag

SORT **STARTING**

Code

Description

Next Prev First Last Print Update Reset Add Delete Cancel Exit

Unit of Measure - Maintenance Menu

- Used to note the quantity type on entry of Requisitions or PO's using the Laser Purchase Orders routine

Code	Description
BAG	Bag
BOX	Boxes
BTL	Bottle
CRT	Carton
DZ	Dozen
EA	Each
GAL	Gallon

Code: BAG
Description: Bag

SORT **STARTING**

Code

Description

Next Prev First Last Print Update Reset Add Delete Cancel Exit

Add a Unit of Measure – Maintenance Menu

- Enter a Code for this Unit of Measure (Up to 5 characters)
- Enter a Description for this Unit of Measure

Code	Description
BAG	Bag
BOX	Boxes
BTL	Bottle
CRT	Carton
DZ	Dozen
EA	Each
LBS	Pounds

Code: GAL

Description: Gallon

SORT STARTING

Code

Description

Next Prev First Last Print Save Reset Add Delete Cancel Exit

Enter the Unit Description (i.e. Dozen)...