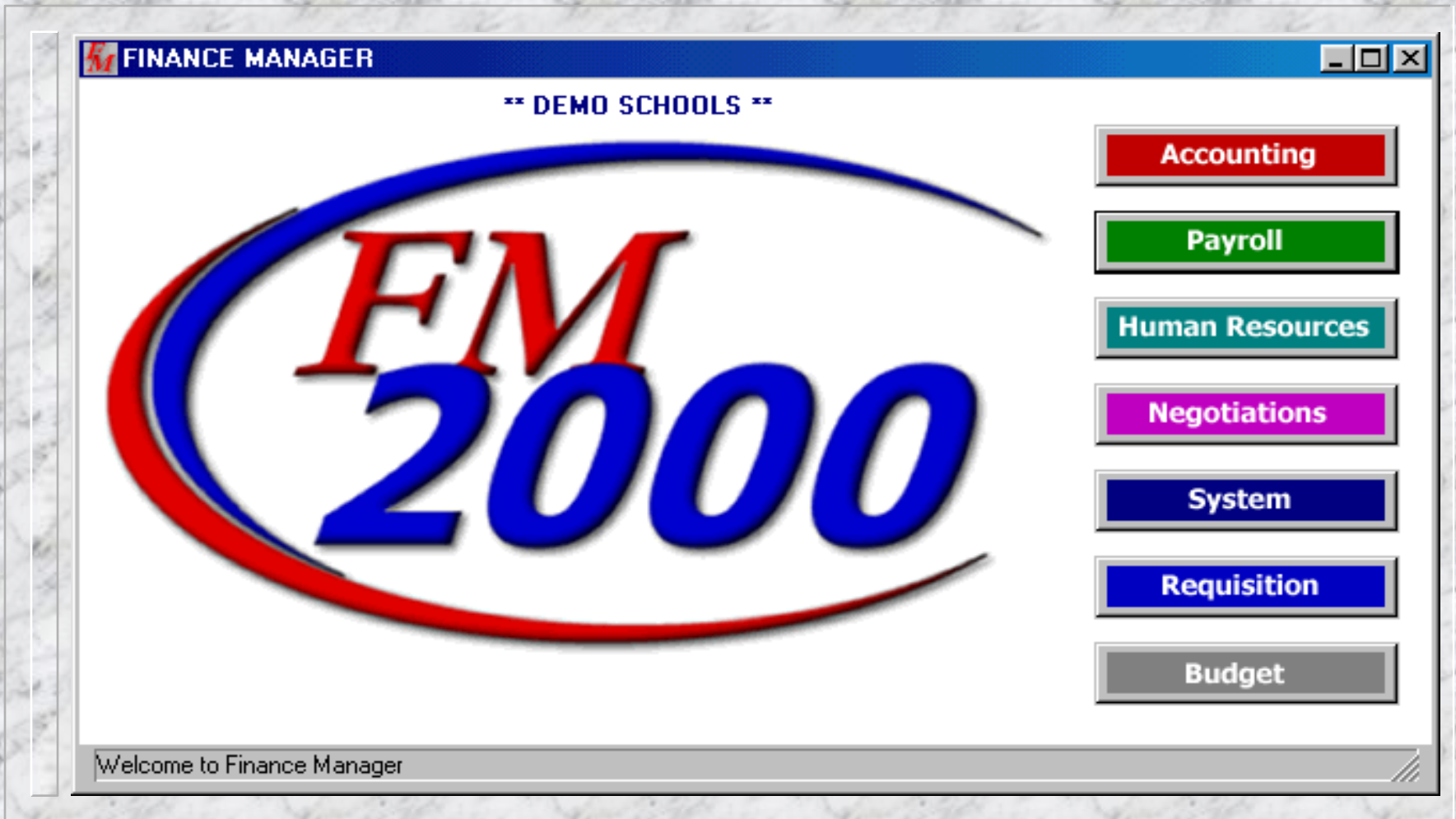# Finance Manager Accounting Training

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

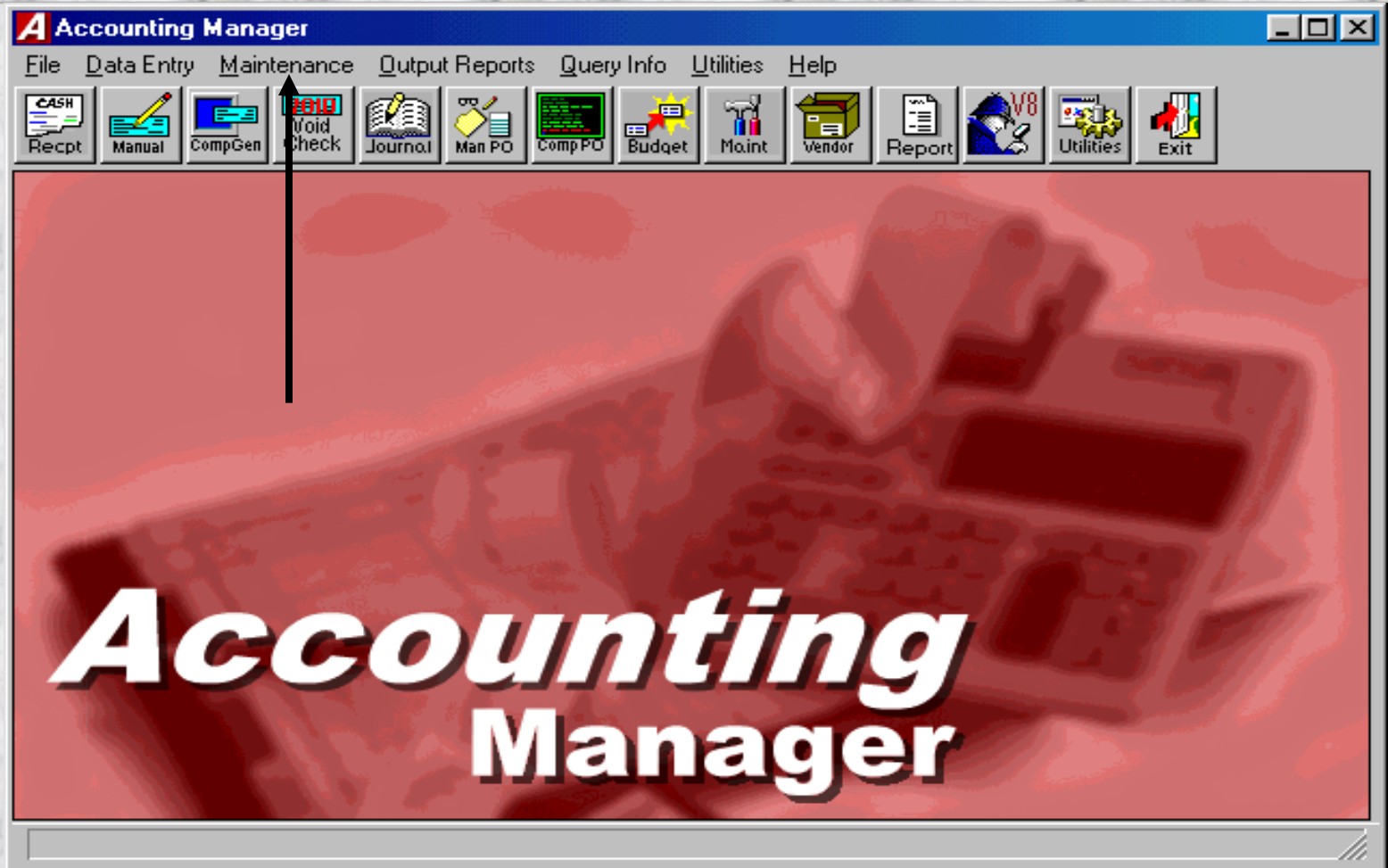# Proceed to the Maintenance Area of Accounting Manager

Funds - Maintenance Menu

Add Fund

- Enter the Fund Indicator (Up to 4 Positions)
- Enter the Fund Name
- Enter (Y)es or (N) for Special Fund indicator (Yes for Funds such as Federal and Capital with durations different than the normal Fiscal Year)
- Enter (Y)es or (N)o to Check Balances when entering transactions for appropriation accounts within this fund
- Enter Cash Acct for fund
- Enter Bank Name for fund bank account (Optional)
- Enter Account # for fund bank account (Optional)
- Enter Function, Object, Location, and Program field lengths for this fund's appropriation accounts

Maintenance

| Accounts | Funds | Acct Groups | Departments | Buildings |

Fund	Description
A	GENERAL FUND
C	SCHOOL LUNCH
F	SPECIAL AID FUND
F101	SPECIAL AID PROJ 1 2001
H	CAPITAL FUND
H101	CAPITAL FUND PROJ 1 2001
TA	TRUST & AGENCY FUND
TE	EXPENDABLE TRUST
V	DEBT SERVICE FUND

Fund: A
Name: GENERAL FUND
Cash Acct: A200
Bank: KEY BANK

Special Fund: no
Check Balances: yes
Acct#: 74333333

** FIELD DESCRIPTION **	** FIELD LENGTH **
FUND	1
FUNCTION	4
OBJECT	3
LOCATION	2
PROGRAM	4

SORT   STARTING
○ Fund
○ Description

Next Prev First Last   Print   Update Reset Add Delete Cancel Exit

Select with Mouse or use Up/Down Keys.

Chart of Accounts - Maintenance Menu (Shared with Payroll)

Add Account

- **Enter a valid Fund**
- **Enter the Account without punctuation and starting with the fund indicator**
- **Enter Account Name**
- **Choose the Account Type:**
  - G/L
  - Revenue
  - Appropriation
- **Choose the Account Status: Active or Inactive**
- **Enter a valid ST3 Consolidation Code (Optional–Must be imported through the Import ST3 Definitions routine first and can be auto assigned)**
- **Display – While in update or view mode, this system defined field shows the way the account number will be displayed for reporting purposes. Punctuation is added based on Fund setup for function, object, location and program lengths.**

Account Groups - Maintenance Menu

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

Import Default Account Groups

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

Add Account Group

- **Enter the Group number**
- **Enter the Group Name**

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

Add Departments

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

Payroll Maintenance Menu

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

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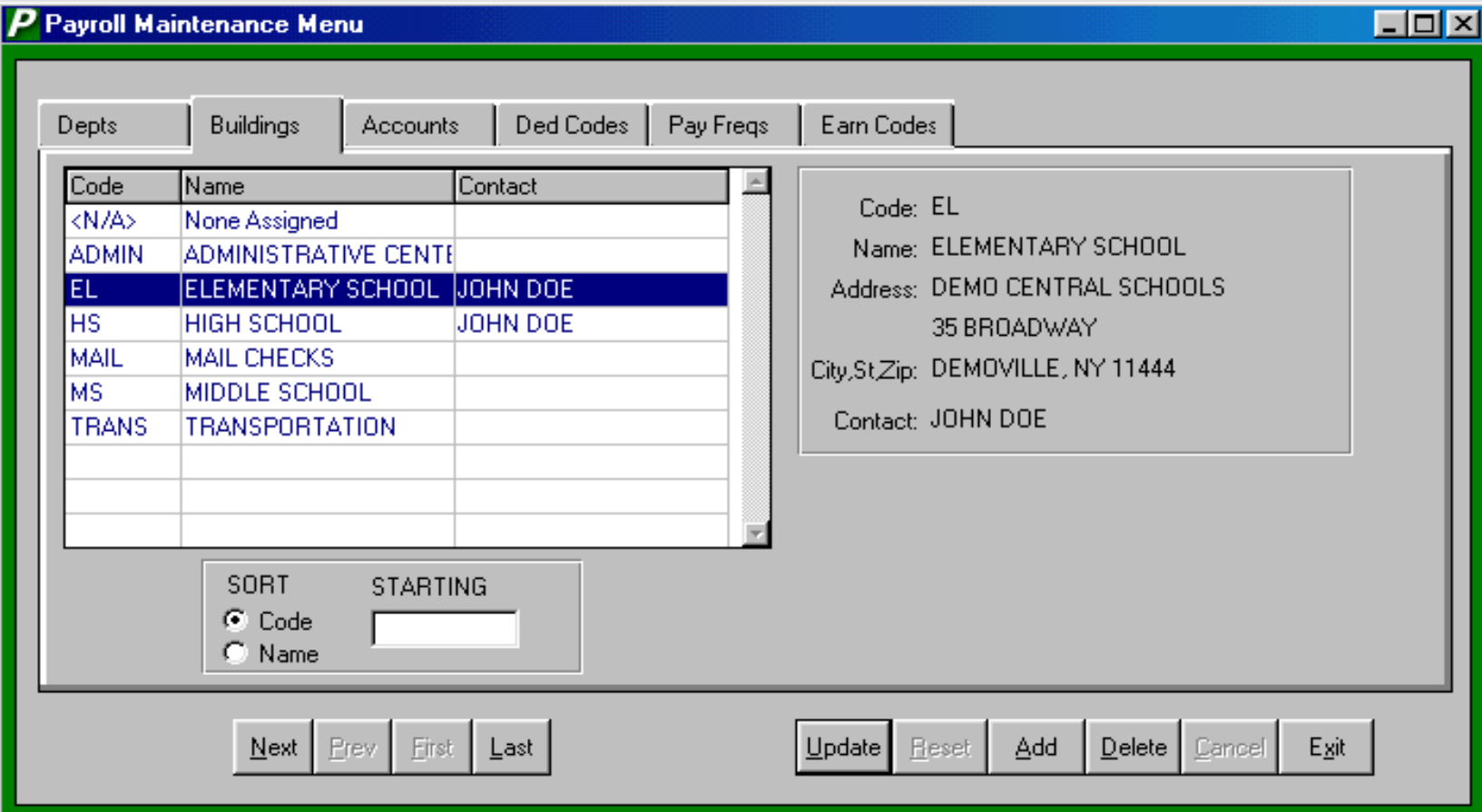
Code: MATH
Name: MATH DEPARTMENT

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)

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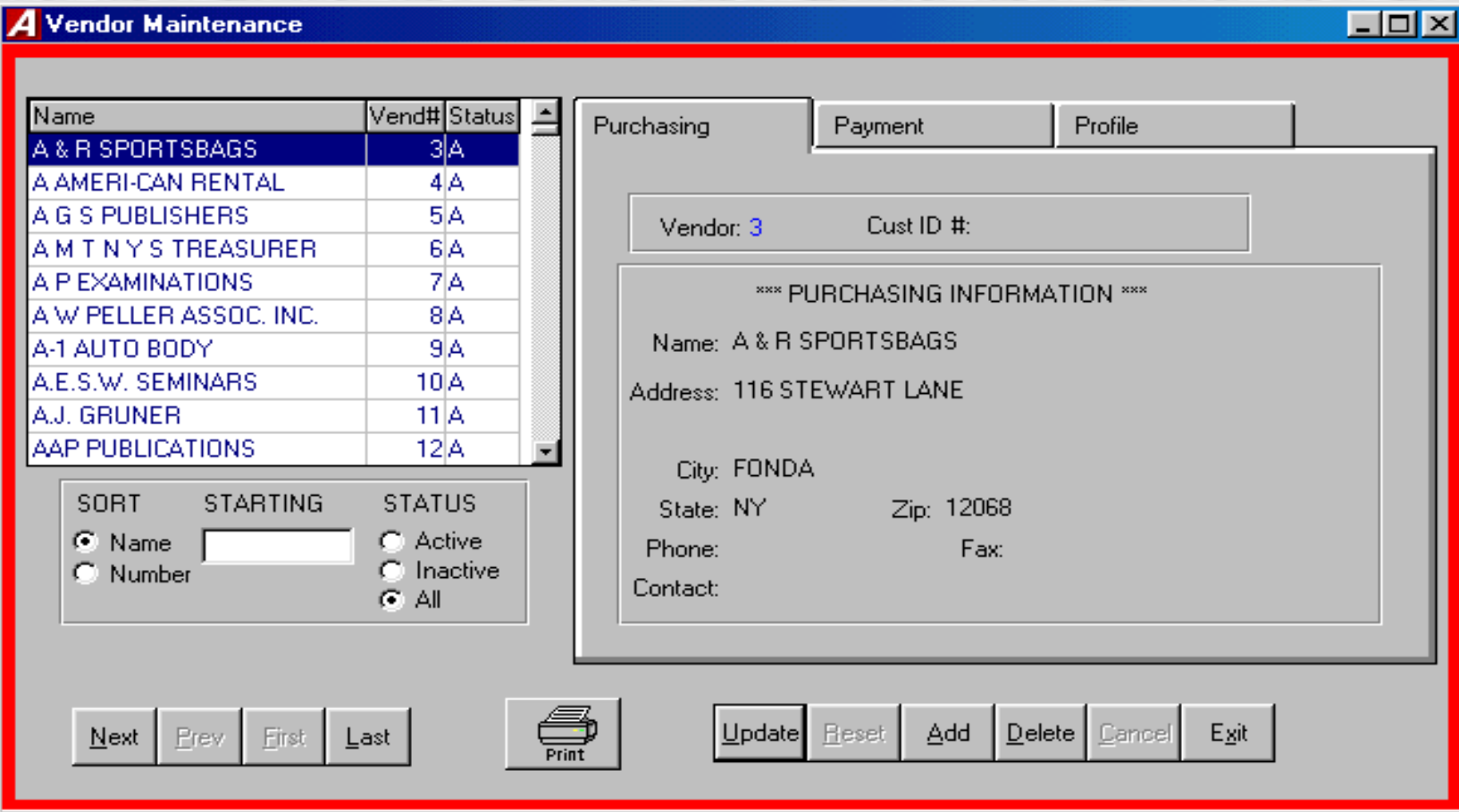
Code: HS
Name: HIGH SCHOOL
Address: DEMO CENTRAL SCHOOLS
14 DEMO STREET
City,St,Zip: ALBANY, NY 12205
Contact: JOHN DOE

SORT   STARTING
○ Code
○ Name

Next Prev First Last   Save Reset Add Delete Cancel Exit

Enter the Contact and Phone Number.

Vendors - Maintenance Menu

Vendor Maintenance

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

Purchasing | Payment | Profile

Vendor: 3   Cust ID #:

*** PURCHASING INFORMATION ***
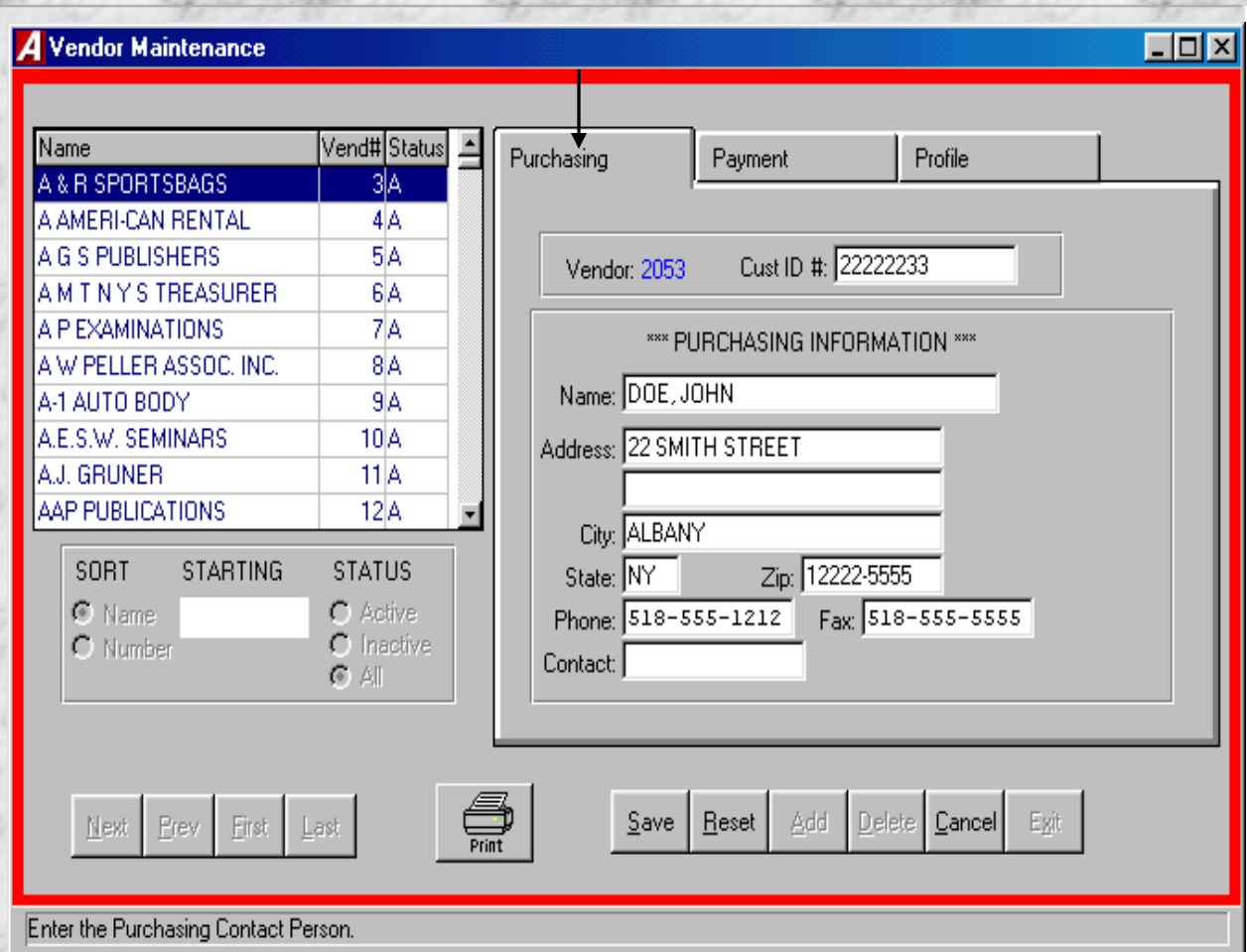
Name: A & R SPORTSBAGS

Address: 116 STEWART LANE

City: FONDA
State: NY   Zip: 12068
Phone: Fax:
Contact:

SORT   STARTING   STATUS
( ) Name   ( ) Active
( ) Number   ( ) Inactive
                                ( ) All

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**

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**

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)**

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#**

Customers - Maintenance Menu (Optional)

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**

Customer Maintenance

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

SORT STARTING STATUS
- Name
- Number
- Active
- Inactive
- All

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.CO
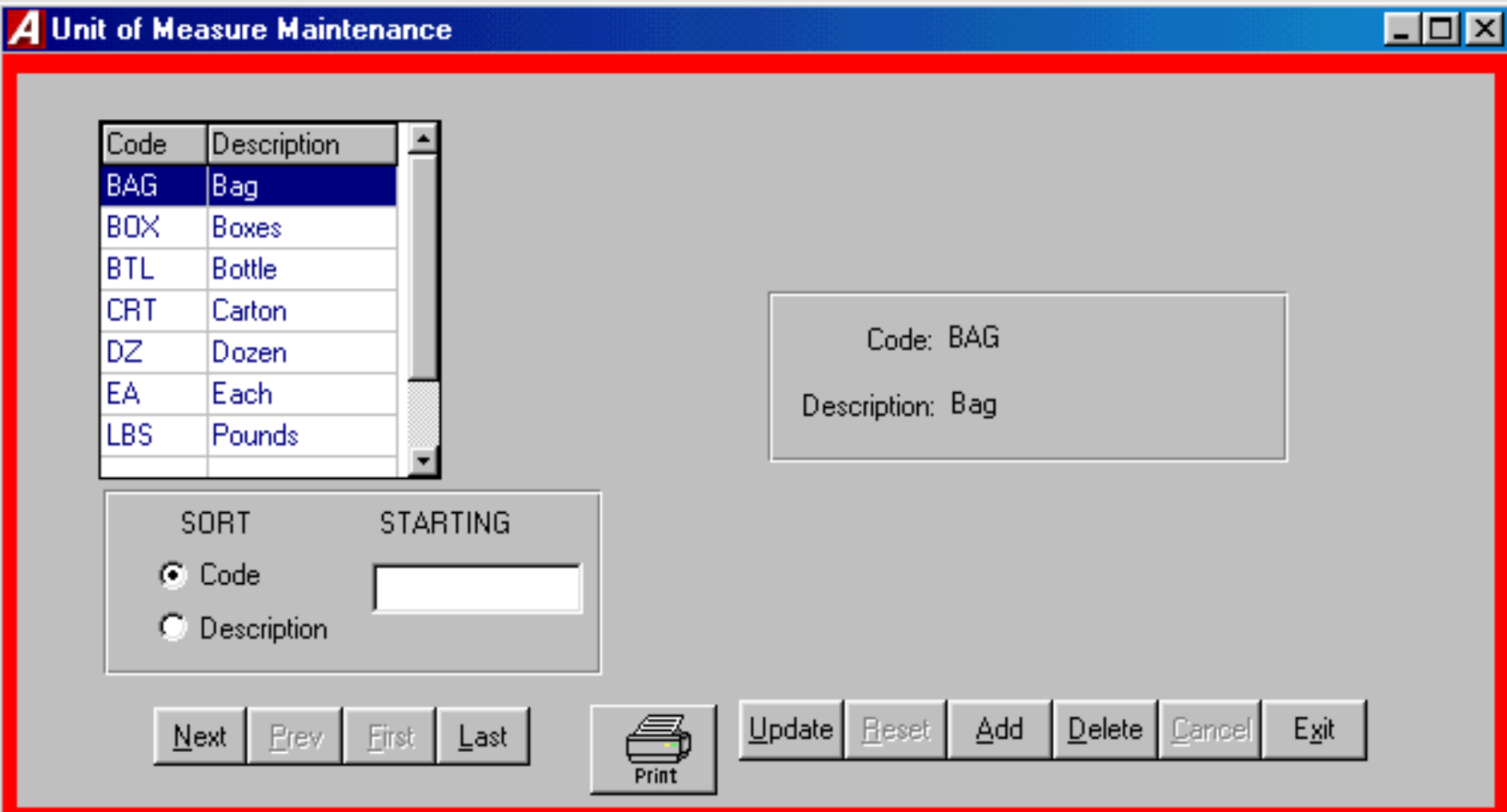Cycle: Semi-Annual   Status: Active

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

Unit of Measure - Maintenance Menu

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

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**