

New Features



Finance Manager

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FM2000 Main Menu

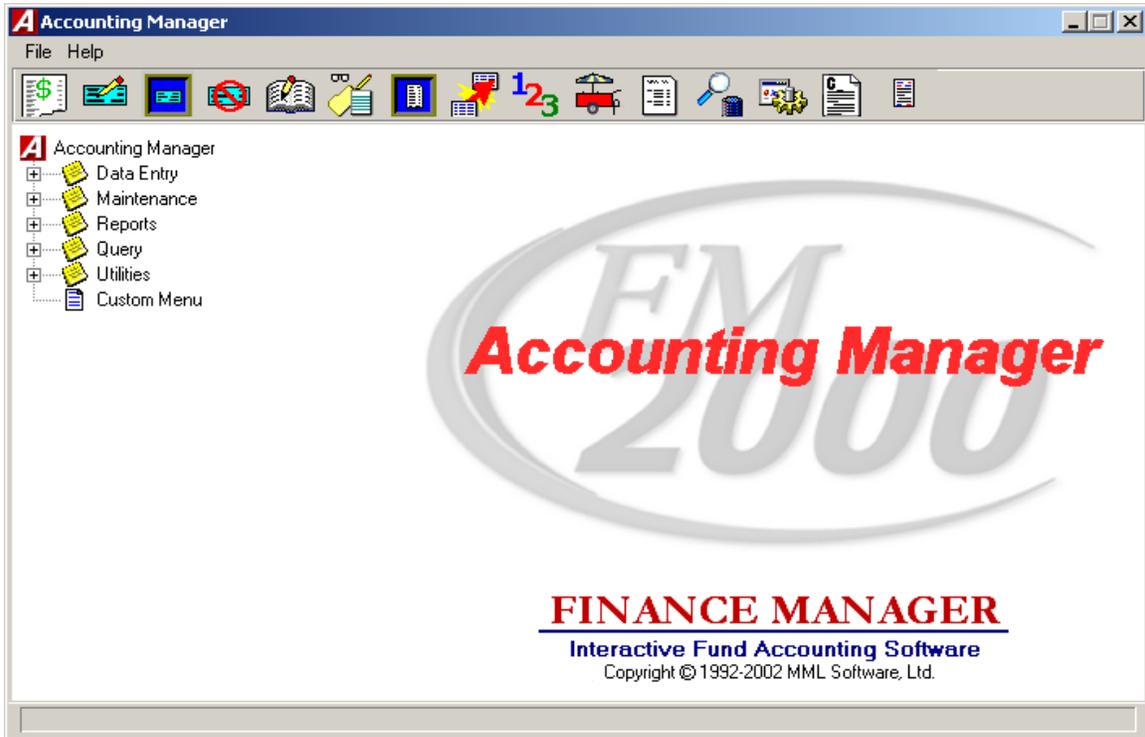


This is the new main window for FM2000. The **GASB 34** button was added in anticipation of our new product. The main window reflects the name of the user who is currently logged into the system. The window will also indicate that the user who is logged in has requisitions that are waiting to be approved.

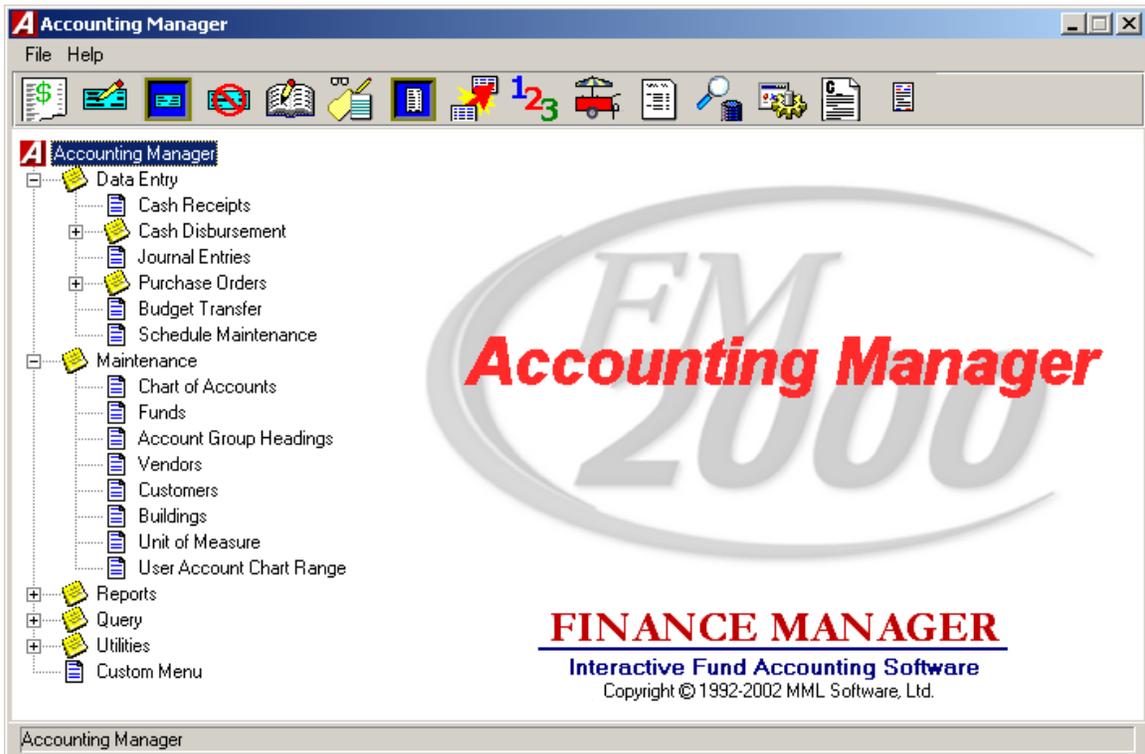
From the FM2000 main window, the user can press Ctrl-L to display the Re-Login window. This enables the user to log into the system with a different user ID and password.



Accounting Manager Main Menu



This is the new **ACCOUNTING MANAGER** main window. All of the Accounting routines are divided into categories on the menu based on the type of action being performed – Data Entry, Maintenance, Reporting, Query, Utilities. To see the options that are under each category, open each tree by pressing the plus sign that precedes the name of the routine that you wish to perform.



New ACCOUNTING MANAGER Icons

The icons at the top of the **ACCOUNTING MANAGER** main window allow you to perform the most commonly used routines. They are as follows:

	Cash Receipts – Accessed through the button or from the Data Entry menu tree.
	Manual Checks – Accessed through the button or from the Data Entry menu tree under Cash Disbursements.
	Computer Checks - Accessed through the button or from the Data Entry menu tree under Cash Disbursements.
	Void Checks - Accessed through the button or from the Data Entry menu tree under Cash Disbursements.
	Journal Entry - Accessed through the button or from the Data Entry menu tree.
	Manual PO - Accessed through the button or from the Data Entry menu tree under Purchase Orders.
	Computer PO - Accessed through the button or from the Data Entry menu tree under Purchase Orders.
	Budget Transfer - Accessed through the button or from the Data Entry menu tree.
	Chart of Accounts Maintenance - Accessed through the button or from the Maintenance menu tree.
	Vendor Maintenance - Accessed through the button or from the Maintenance menu tree.
	Reports – Accessed through the button or from the Reports menu tree.
	Query – Accessed through the button or from the Query menu tree.
	Utilities – Accessed through the button or from the Utilities menu tree.
	Custom Reports - Accessed through the button or from the Reports menu tree.
	Presentation Quality Board Reports – Accessed through the button.

Screen Style Standards

Browser Sorting Options

Check #	Date	Vendor	Description	Amount
454890	04/04/02	A BANNER YEAR		311.50
454892	04/04/02	ABS COMPUTER TECHNOLOGY, INC		65.00
454893	04/01/02	1092 MADISON AVENUE, LLC		80.00
8569478	04/06/02	A & A INC		26.00

Data in a browser is normally sorted in either numerical ascending order or in alphabetical order. The column title is highlighted in yellow to indicate the selected sort option. To change the manner in which information is displayed in the browser, simply click once on the column title (Check #, Date, Vendor, etc.). To reverse the order, that is to sort in numerical descending order or in reverse alphabetical order, click on the column title a second time.

Search Feature

Each window containing a browser allows you to search for a specific record in that browser based on the sorting method chosen. Immediately above and to the extreme right of the browser is a search feature. The name of the Search field changes based on the column title that is highlighted. For example, if you are sorting by Check Number and you want to find a specific check number, enter that number in the

Check #:  field and press the **Search** button  to begin the search process. The system highlights the appropriate record.

Standard Navigation and Maintenance Panels

The Navigation buttons can be used to scroll through the records in each browser.

Navigation Panel Buttons Function

First		This option is used to highlight the first record in the browser.
Previous		This option is used to highlight the previous record in the browser. For example, if there are five records in the browser and your cursor is highlighting the third record, select the Previous button to highlight the previous (second) record.
Next		This option is used to highlight the next record in the browser. For example, if there are five records in the browser and your cursor is highlighting the third record, select the Next button to highlight the next (fourth) record.

Last  This option is used to highlight the last record in the browser.

The Maintenance buttons can be used to maintain the records in each browser.

<u>Maintenance Panel Buttons</u>	<u>Function</u>
Add 	This option is used to add a new record.
Update 	This option is used to update an existing record.
Delete 	This option is used to delete an existing record.
Save 	This option is used to save information entered while adding or updating records.
Reset 	This option is used to reset the window back to the last saved version.
Cancel 	This option is used to cancel the Add or Update functions.

Cash Receipt Entry

The Cash Receipt Entry window allows you to record miscellaneous monies received by your district. The screen is designed to look like you are filling out an actual cash receipt.

Cash Receipt Entry
SCHEDULE: DF Cash Receipts A-2 (07/01/02 - 07/31/02)

Receipt#: 0

Receipt#	Date	Description	Amount
914	07/15/02		100.00
915	07/15/02		80.35
916	07/15/02	gift	50.00
947	07/31/02		-25.98
951	07/31/02		50.00
9175857	07/15/02	ANTON'S BAKERY	25.00

FM2000Web **CASH RECEIPT**

Customer Tracking: Yes No

Customer #: 0

*Receipt: 914

*Date: 07/15/02

*Amount: \$100.00

Memo: _____

Select search column then type what you are searching for

Required fields are labeled in bold font and flagged with an asterisk.

You can select a different schedule and add or maintain schedules directly from the Cash Receipt Entry window by pressing the Lookup or Add buttons next to the schedule description at the top of the window.

Cash Receipt Detail

The Cash Receipt Detail window allows you to record the account distribution for the cash receipt. The screen is designed to look like you are filling out an actual ledger.

The screenshot shows the 'Cash Receipt Entry' window with the following details:

- SCHEDULE:** DF Cash Receipts A-2 (07/01/02 - 07/31/02)
- Amount:** \$100.00
- Receipt#:** 914

Account	Debits	Credits
a600	0.00	100.00
a200	100.00	0.00

*Account	*Debits Entry	*Credits Entry
a600	0.00	100.00

ACCOUNTS PAYABLE

Liquidate a PO?

PO#	Amt Liq
Vendor#	1099?

Additional Explanation:

G/L 0.00 | REV 0.00 | APP 0.00 | DISTRIBUTION BALANCED

Ready...

The remaining balance in each account displays after you tab off the account code field.

The routine was redesigned so that you no longer are required to enter control account distribution (i.e., 980 and 522). However, you may continue to do so if you wish.

The status of the account distribution displays in the status bar at the bottom of the window.

Manual Check Entry

The Manual Check Entry window provides a mechanism of recording hand-written check documents into the system. The screen is designed to look like you are filling out an actual manual check.

The screenshot shows the 'Manual Check Entry' window. At the top, it displays the schedule: 'SCHEDULE: MANUAL CHECKS A-15 (09/01/02 - 09/30/02)'. Below this is a toolbar with various icons for adding, deleting, and navigating. A table lists three check entries:

Check #	Date	Vendor	Description	Amount
756330	09/17/02	ABACO STEEL PRODUCTS		122.00
756331	09/17/02	ADVANCED BUSINESS AUTOMATION		160.00
756332	09/18/02	ALPHA DRAFTING SUPPLY		176.00

Below the table is a yellow box representing a 'MANUAL CHECK' form. It contains the following information:

FM2000Web

***Vendor:** 68

***Payable To:** ADVANCED BUSINESS AUTOMATION
100 MILBAR BLVD
FARMINGDALE, NY 11735

***Check#:** 756331

***Date:** 09/17/02

***Amount:** \$160.00

Memo:

Required fields are labeled in bold font and flagged with an asterisk.

You can select a different schedule and add or maintain schedules directly from the Manual Check Entry window by pressing the Lookup or Add buttons next to the schedule description at the top of the window.

Manual Check Detail

The Manual Check Detail window allows you to record the account distribution for the manual check. The screen is designed to look like you are filling out an actual ledger.

Manual Check Entry
 SCHEDULE: **MANUAL CHECKS A-15 [09/01/02 - 09/30/02]**

Detail Entry

Vendor: **68 ADVANCED BUSINESS AUTOMATION** Amount: \$160.00 Check#: 756331

PO#:

PO#	Account	Invoice Number	Amount Paid	Amount Liquid
864653	A1240230000000		160.00	160.00

PO#	*Account	Invoice Number	*Amount Paid	Amount Liquid	1099
864653	A1240230000000		160.00	160.00	

SUPT'S OFFICE EQUIPMENT-NEW

Additional Explanation:

DISTRIBUTION IS BALANCED. DETAIL TOTAL 160.00

Ready...

The remaining balance in each account displays after you tab off the account code field.

This window includes a new field labeled “1099?”. This field is only accessible if the 1099 Flag for the vendor is set to YES in the Vendor Master File and will display for each distribution line. Enter Yes in this field if the detail distribution is reportable on the vendor’s 1099.

The status of the account distribution displays in the status bar at the bottom of the window.

Computer Check Entry

The Computer Check Entry window provides a mechanism of recording system-generated check documents into the system. The screen is designed to look like you are generating an actual computer check.

The screenshot shows the 'Computer Check Entry' window. At the top, it displays the schedule: 'Diane's Computer Checks A-17 (09/01/02 - 09/30/02)'. Below this is a toolbar with various icons. A table lists several check entries:

P O #	Temp #	Check Dt	Vendor	Amount
	2061	09/17/02	ACADEMIC SOFTWARE CO	75.00
	2062	09/17/02	ACLD KRAMER LEARNING CENTER	89.00
	2063	09/17/02	AGFA BOOKSTORE	94.00
	2066	09/10/02	BAB NUCLEAR RADIOLOGY	100.00

Below the table is a preview of a computer check. The preview includes the following information:

FM2000Web
***Vendor:** 5986
***Pay To:** ACADEMIC SOFTWARE CO
141 AYERS COURT
TEANECK, NJ 07666

COMPUTER CHECKS
P.O. #: Temp No.: 2061
***Payment Date:** 09/17/02
***Amount:** \$75.00

Memo:

Required fields are labeled in bold font and flagged with an asterisk.

You can select a different schedule and add or maintain schedules directly from the Computer Check Entry window by pressing the Lookup or Add buttons next to the schedule description at the top of the window.

Computer Check Detail

The Computer Check Detail window allows you to record the account distribution for the computer check. The screen is designed to look like you are filling out an actual ledger.

The screenshot shows the 'Computer Check Entry' window with the following details:

- SCHEDULE:** Diane's Computer Checks A-17 (09/01/02 - 09/30/02)
- Vendor:** 5986 ACADEMIC SOFTWARE CO
- Amount:** \$75.00
- Check#:** 2061

The 'Detail Entry' section contains a table with the following data:

Account	Invoice Number	Amount Paid	Amount Liquid
A1240230000000		75.00	0.00

Below the table, there is a summary section with the following data:

PO #	*Account:	Invoice Number	*Amount Paid	Amount Liquid	1099
	A1240230000000		75.00	0.00	
	SUPT'S OFFICE EQUIPMENT-NEW				

Additional Explanation:

DISTRIBUTION IS BALANCED. DETAIL TOTAL 75.00

Ready...

The remaining balance in each account displays after you tab off the account code field.

This window includes a new field labeled "1099?". This field is only accessible if the 1099 Flag for the vendor is set to YES in the Vendor Master File and will display for each distribution line. Enter Yes in this field if the detail distribution is reportable on the vendor's 1099.

The status of the account distribution displays in the status bar at the bottom of the window.

Budget Transfer Entry

The Budget Transfer Entry window provides a mechanism for recording budget transfers between budgetary appropriation accounts. The screen is designed to look like you are filling out an actual budget transfer document.

Budget Transfer Entry

File

SCHEDULE: **Diane's BUDGET TRANSFER A-1 (07/01/02 - 07/31/02)**

Budget Transfer Entry

Reference#	Date	Entry Description
638	07/24/02	

Reference#:

FM2000Web **BUDGET TRANSFER**

Description:

*Reference#: 638
*Entry Date: 07/24/02

Enter an Explanation for this Transfer, if any.

Required fields are labeled in bold font and flagged with an asterisk.

You can select a different schedule and add or maintain schedules directly from the Budget Transfer Entry window by pressing the Lookup or Add buttons next to the schedule description at the top of the window.

Budget Transfer Detail

The Budget Transfer Detail window is used to create and maintain the transfer records between budgetary appropriation accounts. The screen is designed to look like you are filling out an actual ledger.

The screenshot shows the 'Budget Transfer Entry' window. At the top, it displays 'SCHEDULE: Diane's BUDGET TRANSFER A-1 (07/01/02 - 07/31/02)'. Below this is a 'Detail Entry' section with a toolbar. The main area contains a table with columns 'Account', 'Transfer Out', and 'Transfer In'. The table has two rows of data. Below the table is a summary box with columns '*Account:', '*Transfer OUT', and '*Transfer IN'. At the bottom, there is a status bar with fields for 'OUT 50.00', 'IN 50.00', 'DISTRIBUTION IS BALANCED.', and 'DETAIL TOTAL 0.00'. The status bar also shows 'Ready...'.

Account	Transfer Out	Transfer In
A1240230000000	50.00	0.00
A1010500000000	0.00	50.00

*Account:	*Transfer OUT	*Transfer IN
A1240230000000	50.00	0.00

Additional Explanation:

OUT 50.00 | IN 50.00 | DISTRIBUTION IS BALANCED. | DETAIL TOTAL 0.00

Ready...

The remaining balance in each account displays after you tab off the account code field.

The status of the account distribution displays in the status bar at the bottom of the window.

Journal Entry

The Journal Entry routine provides a mechanism for recording standard journal entries, budgetary adjustments, opening General Ledger entries, and opening subsidiary budget entries. The screen is designed to look like you are completing an actual journal entry.

Journal Entry

SCHEDULE: Diane's Journal Entries A-2 (08/01/02 - 08/31/02)

Journal Entry

REF #	Date	Type	Entry Description
1238	08/16/02	ST	
1239	08/16/02	ST	

REF #: 0

FM2000Web

***Date:** 08/16/02

***Type:** Standard Journal Entry

Memo:

JOURNAL ENTRY

Reference#: 1238

Required fields are labeled in bold font and flagged with an asterisk.

You can select a different schedule and add or maintain schedules directly from the Journal Entry window by pressing the Lookup or Add buttons next to the schedule description at the top of the window.

Journal Entry Detail

The Journal Entry Detail window is used to create and maintain the transfer records between budgetary appropriation accounts. The screen is designed to look like you are filling out an actual ledger.

The screenshot shows the 'Journal Entry' window with the following details:

- Window Title:** Journal Entry
- Menu:** File
- SCHEDULE:** Diane's Journal Entries A-2 (08/01/02 - 08/31/02)
- Reference#:** JE1238
- Table:**

Account	Debits	Credits
A200	124.87	0.00
A1310520000000	0.00	124.87
A522	0.00	124.87
- Summary Box:**

*Account: A200 *Debits Entry: 124.87 *Credits Entry: 0.00

CASH IN CHECKING

Liquidate a PO?

PO# Amt Liq

Vend# 1099?
- Status Bar:**

GL	0.00	REV	0.00	APP	0.00	DISTRIBUTION BALANCED
----	------	-----	------	-----	------	-----------------------

The remaining balance in each account displays after you tab off the account code field.

The status of the account distribution displays in the status bar at the bottom of the window.

Manual Purchase Order Entry Detail

The Manual Purchase Order Entry Detail window is used to create and maintain the account code distribution associated with the manual purchase order. The screen is designed to look like you are filling out an actual ledger.

Manual Purchase Order Entry

File

SCHEDULE: Diane's Manual POs A-11 (08/01/02 - 08/31/02)

Purchase Order Detail Entry

Amount: \$124.87 P O # 826364

Vendor: 4491 TDS DISTRIBUTORS

ACCOUNT NO.:

ACCOUNT NO.	ACCOUNT NAME	AMOUNT PLACED
A1310520000000	Business Office Miscellaneous	124.87

*Account#	*Amount Placed
A1310520000000	124.87
Business Office Miscellaneous	

Additional Explanation:

DISTRIBUTION IS BALANCED. DETAIL TOTAL 124.87

Ready...

The remaining balance in each account displays after you tab off the account code field.

The status of the account distribution displays in the status bar at the bottom of the window.

Void Checks

The Void Checks routine is used to void any checks, either computer generated or manually prepared, that have already been entered into Accounting Manager using the Computer Check or Manual Check Entry routines and have been physically disbursed.

The routine was changed so that you can select the schedule before entering the check number that you wish to void.

VOID CHECK

*Check#: 474849
 *Check Date: 08/14/02 *Entry Date: 08/14/02
 Dollars Amount: \$0.00

Payable To:
 Address1:
 Address2:

Drop Down to Select Schedules

The routine allows you to select a Detail button that displays the detail distribution entries made against the check prior to performing the void.

PO#	Account	Invoice Number	Amount Paid	Amount Liquid
A1010500000000			75.00	0.00

Vendor: 1255 E_T PLASTIC MANUFACTURING CO Amount: \$75.00 Check#: 474849

PO#:
 Account: A1010500000000 BOE OFFICE SUPPLIES
 Invoice Number:
 Amount Paid: 75.00
 Amount Liquid: 0.00 1099?: No

VOID

Select search column then type what you are searching for

Schedule Maintenance

The Schedule Maintenance routine is used to open and edit schedules for the recording and organizing of accounting information including Cash Receipts, Cash Disbursements, Purchase Orders, Journal Entries, and Budget Transfers.

Description	Open Date	Sch#	Mix Funds	Fund
df CRs	08/01/02	6	NO	A
CASH RECEIPTS JULY	07/01/02	3	NO	A
DF Cash Receipts	07/01/02	2	NO	A
JUNE RECEIPTS	05/01/02	9	YES	A
MAY RECEIPTS	05/01/02	8	NO	A
1/02 GF RECEIPTS	01/01/02	7	NO	A

Type: CR 1133
Fund: A GENERAL FUND Sch#: 6
Discription: df CRs
Date Range: 08/01/02 08/31/02 Mix Funds..

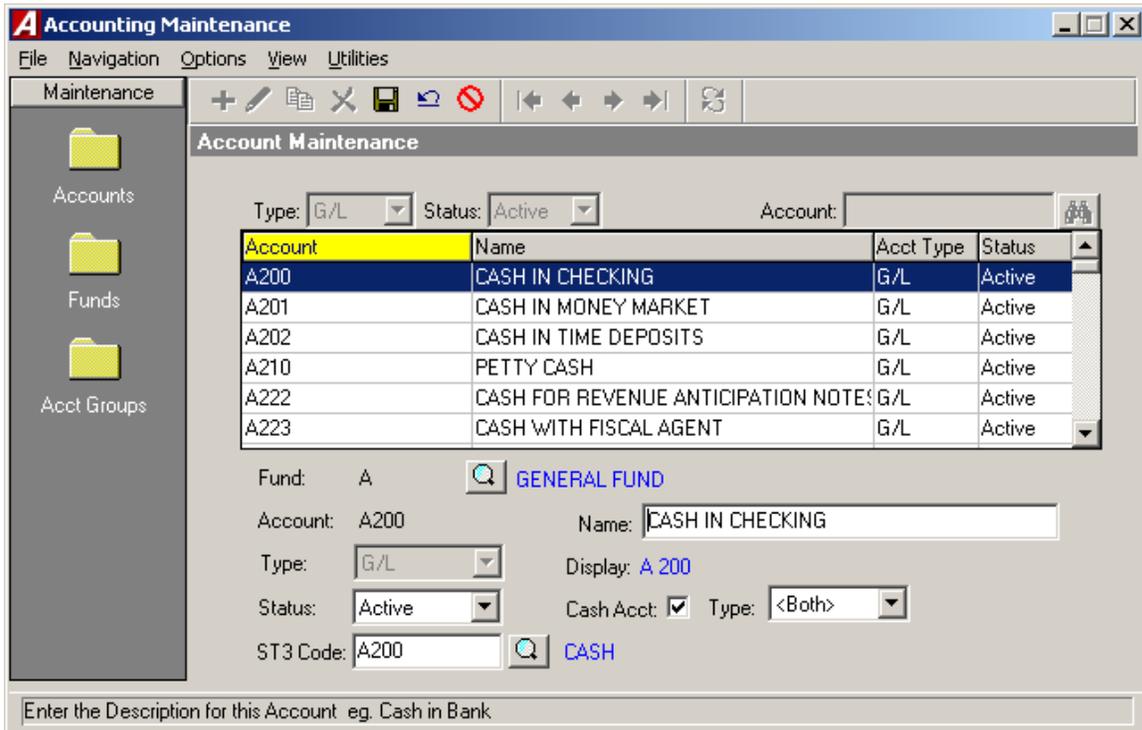
Starting Date: 08/01/02 Closing Date: 08/31/02 Close

Select search column then type what you are searching for

This routine allows you to add and edit schedule information for all the different schedule types, rather than have to go into each individual Data Entry area to create or update a schedule. It is also used to close and post schedules to the appropriate ledger accounts.

Chart of Account Maintenance

The Chart of Account Maintenance window is used to create and maintain the account codes in your General Ledger Chart of Accounts.



The screenshot shows the Accounting Maintenance window with a menu bar (File, Navigation, Options, View, Utilities) and a toolbar. A left sidebar contains folders for Maintenance, Accounts, Funds, and Acct Groups. The main area is titled "Account Maintenance" and features a table of accounts. Above the table are dropdowns for Type (G/L) and Status (Active), and a text field for Account. Below the table are fields for Fund (A), Account (A200), Name (CASH IN CHECKING), Type (G/L), Status (Active), Cash Acct (checked), Type (<Both>), and ST3 Code (A200). A search icon and "GENERAL FUND" are also visible. At the bottom, a text box prompts for a description: "Enter the Description for this Account eg. Cash in Bank".

Account	Name	Acct Type	Status
A200	CASH IN CHECKING	G/L	Active
A201	CASH IN MONEY MARKET	G/L	Active
A202	CASH IN TIME DEPOSITS	G/L	Active
A210	PETTY CASH	G/L	Active
A222	CASH FOR REVENUE ANTICIPATION NOTES	G/L	Active
A223	CASH WITH FISCAL AGENT	G/L	Active

There are two new features that have been added to this screen.

The first is the Status field, where you now have the ability to designate an account as Active, Inactive, or Hidden.

Active – Active codes are able to be used in all data entry areas, as well as the reporting areas.

Inactive – Inactive codes are not available for use in the data entry areas, but they will show in the reporting areas.

Hidden – Hidden codes are codes that at one time may have been used, but are no longer being used and have no detail from the current fiscal year. These codes are not available in the data entry areas or in the Appropriation Status Report.

The second is the ability to designate any account that you wish as a Cash Account by checking the Cash Acct check box. Once an account is flagged as a Cash Account, you can indicate the Type of cash account – Receipts, Disburse, or Both.

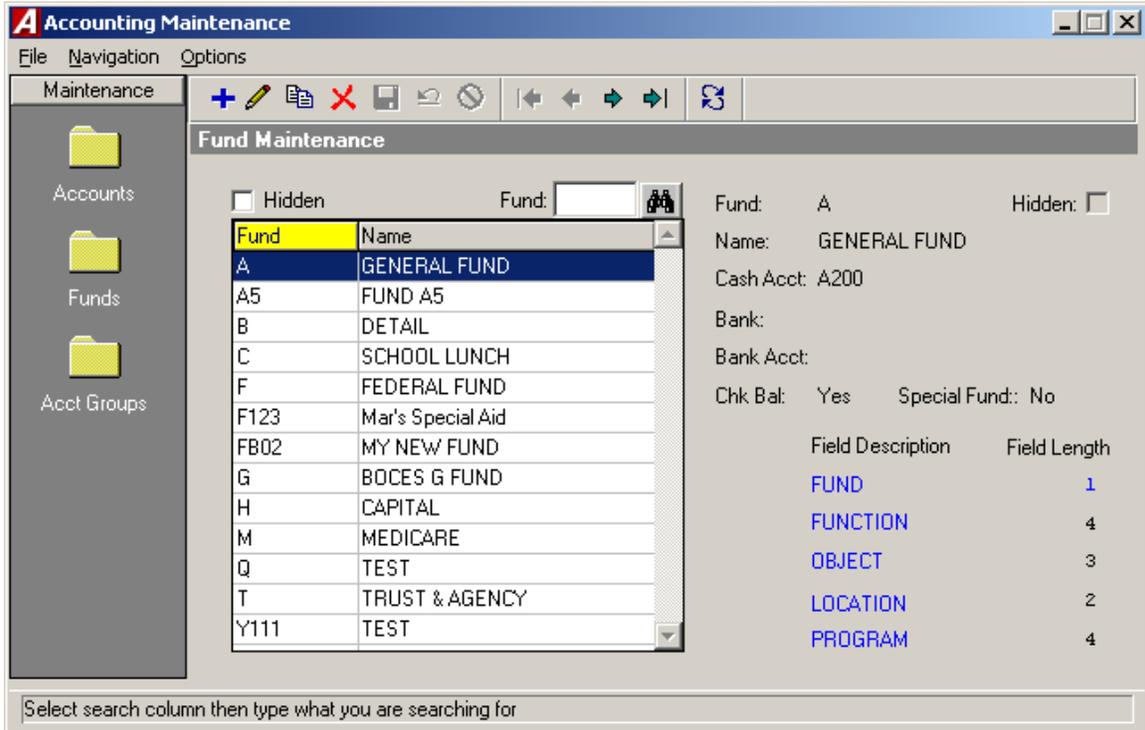
Receipts – This indicates that you are only receiving money to this cash account. An example of this would be a Money Market Account.

Disburse – This indicates that you are only expending money from this cash account.

Both – This indicates that you are receiving and expending money from this cash account. An example of this would be the general cash account (A200).

Fund Maintenance

The Fund Maintenance window is used to create and maintain the various funds used in **ACCOUNTING MANAGER**.

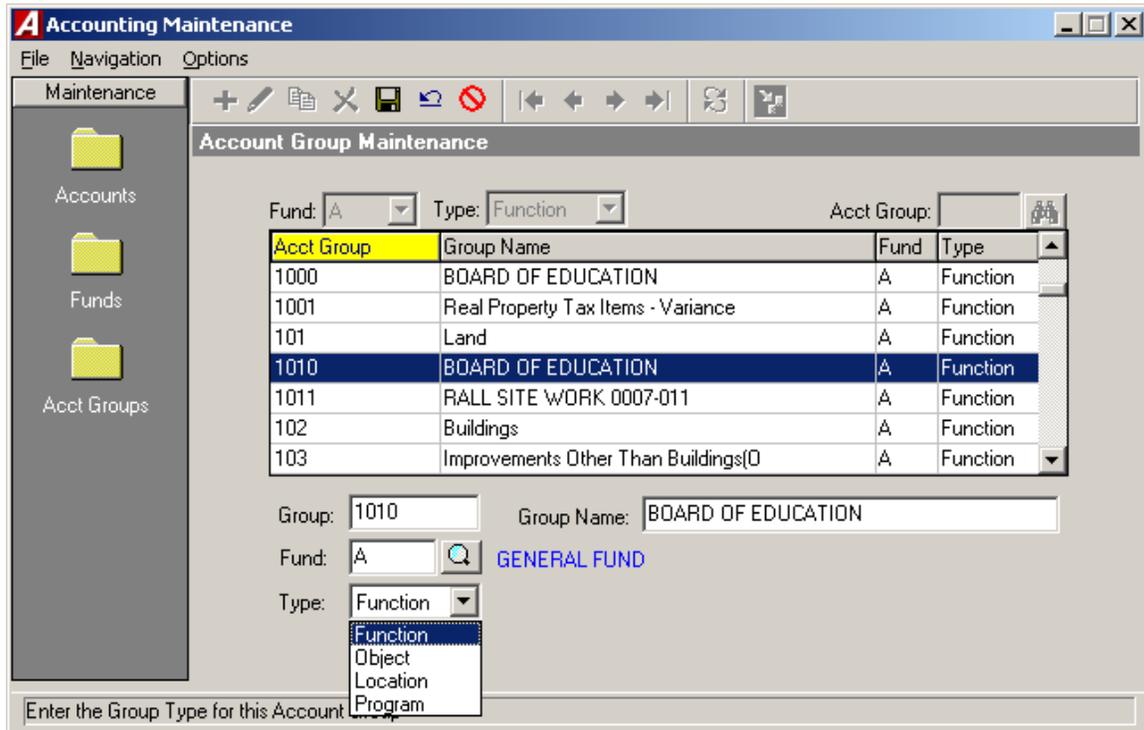


The system provides the ability to designate a fund as “hidden”. If you hide a fund, the system will hide all accounts associated with that fund. If you unhide the fund, the accounts will not automatically be unhidden. You must manually unhide the accounts.

Hidden funds are those that at one time may have been used, but are no longer being used and have no detail for the current fiscal year. These fund codes are not available in the data entry areas or in the Appropriation Status Report.

Account Group Maintenance

The Account Group Maintenance window is used to create and maintain the various account groups used in **ACCOUNTING MANAGER**.



You have the ability to designate group codes by types – function, object, location, and program. For example, you may have account group 1010 as a function type and account group 1010 as a location type.

Vendor Maintenance

The Vendor Maintenance window is used to create and maintain the various vendor numbers used in **ACCOUNTING MANAGER**.

The screenshot shows the 'Accounting Maintenance' window with the 'Vendor Maintenance' tab selected. The window contains a list of vendors and a detailed form for the selected vendor, 'ABC SCHOOL SUPPLY'.

Name	Vend#	Status
AAA CAMERA	5177	Active
AAHPERD	6235	Active
ABACO STEEL PRODUCTS	18	Active
ABATELLI MAGUERITE	2782	Active
ABC & DRAGO NEWTON	6321	Active
ABC CLIO	20	Active
ABC SCHOOL SUPPLY	19	Active
ABC SCHOOL SUPPLY, INC.	5671	Active
ABF FREIGHT SYSTEM INC	22	Active
ABILITATIONS	23	Active
ABILO, CAROL	657	Active
ABL OFFICE PRODUCTS	24	Active
ABLENET	5134	Active
ABN AMRO INC	25	Active
ABRAMS & CO PUBLISHERS	26	Active
ABRAMS & CO. PUBLISHERS	3327	Active
ABRAMSON, CYNTHIA	6149	Active

The detailed form for 'ABC SCHOOL SUPPLY' includes the following fields:

- Vendor: 19
- Cust ID Num: []
- Status: Active
- Entity Type: []
- Disc%: 0.00%
- Ship: Amt 0.00
- Email: []
- Web: []
- 1099... []
- Prior#: 0
- Fed ID: []
- ID#: []
- Address: Purchasing
- Name: ABC SCHOOL SUPPLY
- Address: PO BOX 100019
- 3312 NO BERKELEY LAKE RD
- City: DULUTH
- State/Prov: GA
- Zip: 30136
- Phone: - -
- Fax: - -
- Contact: []

Enter the customer ID number the vendor has assigned to you

There are two new features that have been added to this screen.

You now have the ability to designate the vendor status as hidden. Hidden vendors may have been used at one time, but are no longer being used and do not have detail for the current fiscal year. These vendor codes are not available for use in the data entry areas or on some reports.

This window provides the ability to enter the vendor's email address, as well as the URL to the vendor's website.

The routine allows you to add and maintain miscellaneous, free-form notes for each vendor.

Vendor Maintenance (cont'd)

You can switch from the vendor's purchasing and payment address information by clicking on the Address drop-down.

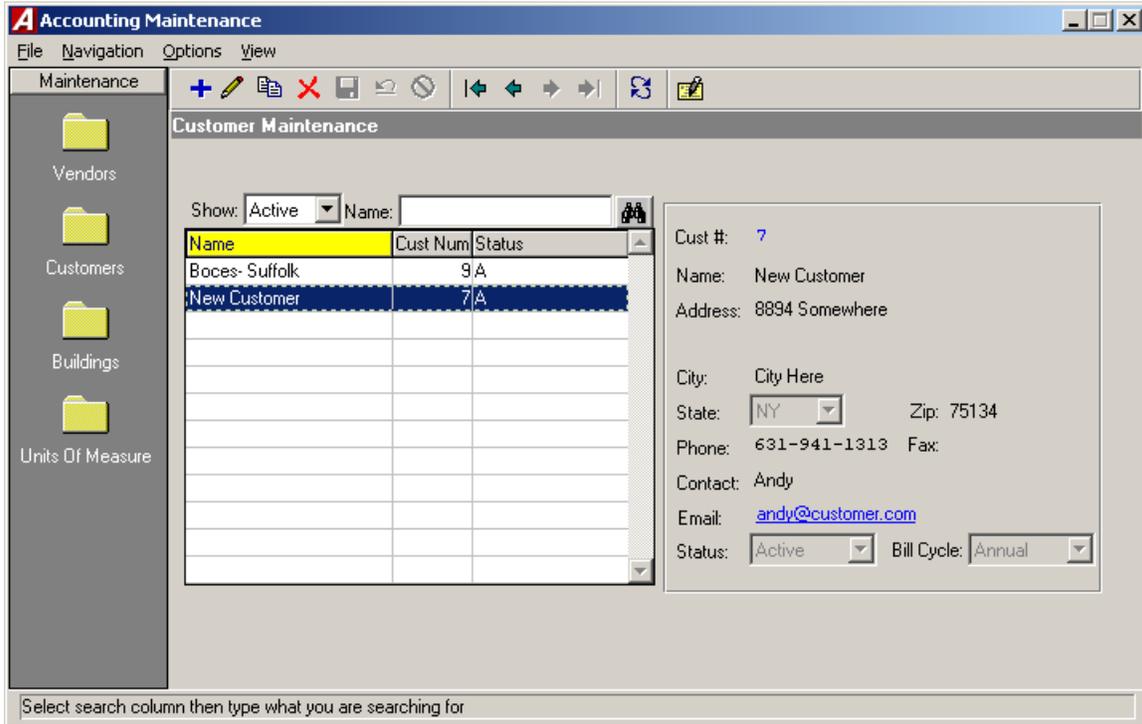
The screenshot shows the 'Accounting Maintenance' window with the 'Vendor Maintenance' tab selected. On the left, a navigation pane shows folders for 'Vendors', 'Customers', 'Buildings', and 'Units Of Measure'. The main area displays a table of vendors with columns for Name, Vend#, and Status. Vendor 19, 'ABC SCHOOL SUPPLY', is selected. To the right, a form displays details for Vendor 19, including Status (Active), Disc% (0.00%), and various address fields. The 'Address' dropdown is currently set to 'Purchasing', and a dropdown menu is open showing 'Purchasing' and 'Payment' options. The 'Payment' address is currently displayed in the form fields.

Name	Vend#	Status
AAA CAMERA	5177	Active
AAHPERD	6235	Active
ABACO STEEL PRODUCTS	18	Active
ABATELLI MAGUERITE	2782	Active
ABC & DRAGO NEWTON	6321	Active
ABC CLIQ	20	Active
ABC SCHOOL SUPPLY	19	Active
ABC SCHOOL SUPPLY, INC.	5671	Active
ABF FREIGHT SYSTEM INC	22	Active
ABILITATIONS	23	Active
ABILO, CAROL	657	Active
ABL OFFICE PRODUCTS	24	Active
ABLENET	5134	Active
ABN AMRO INC	25	Active
ABRAMS & CO PUBLISHERS	26	Active
ABRAMS & CO. PUBLISHERS	3327	Active
ABRAMSON, CYNTHIA	6149	Active

Vendor: 19
 Status: Active
 Disc%: 0.00%
 Email:
 Fed ID:
 Address: Purchasing
 Name: ABC SCHOOL SUPPLY
 Address: PO BOX 100019
 3312 NO BERKELEY LAKE RD
 City: DULUTH
 State/Prov: GA Zip: 30136
 Phone: - - Fax: - -
 Contact:
 Enter data or press ESC to end.

Customer Maintenance

The Customer Maintenance window is used to create and maintain the various customer codes used in **ACCOUNTING MANAGER**.

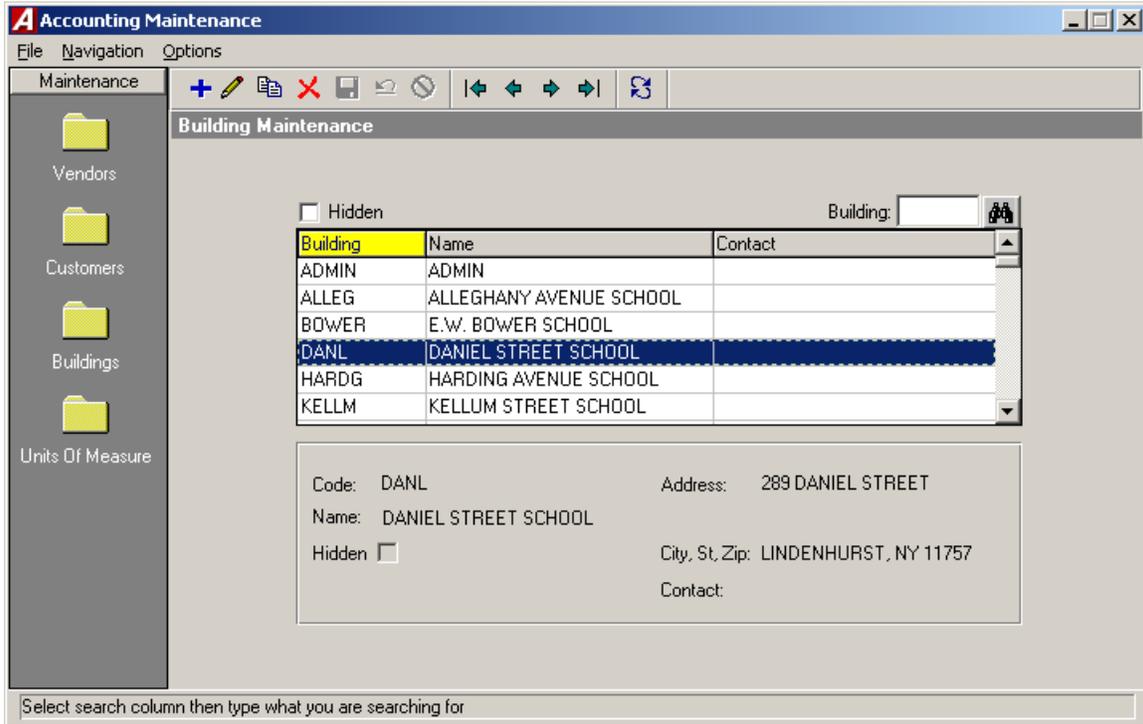


You now have the ability to designate the customer status as hidden. Hidden customers may have been used at one time, but are no longer being used and have no detail for the current fiscal year. These customer codes are not available for use in the data entry areas or on some reports.

The routine provides the ability to enter the customer's email address and allows you to add and maintain miscellaneous, free-form notes for each customer.

Building Maintenance

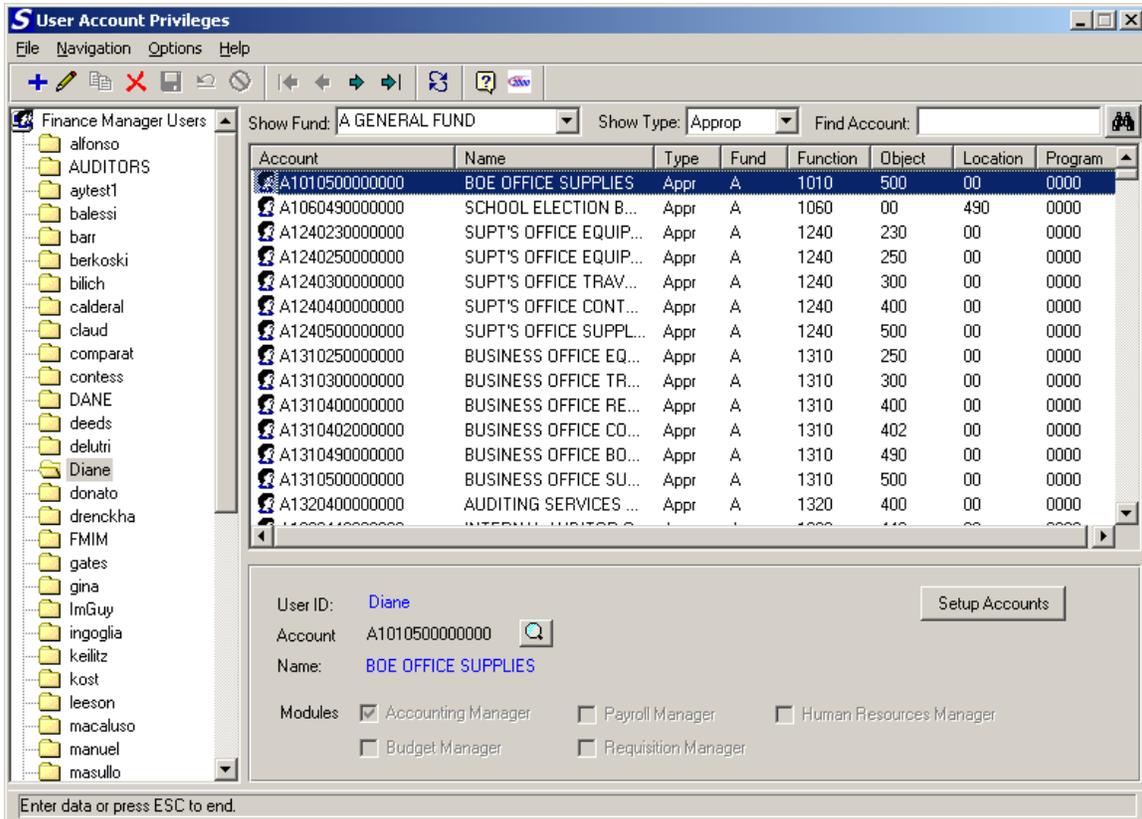
The Building Maintenance window is used to create and maintain the various building codes used in **ACCOUNTING MANAGER**.



You now have the ability to designate the building status as hidden. Hidden buildings may have been used at one time, but are no longer being used and have no detail for the current fiscal year. These building codes are not available for use in the data entry areas or on some reports.

User Account Chart Range

The User Account Chart Range routine is used to associate users with specific account codes that they are authorized to use. For example, certain users may have access to all account codes, while others only have access to specific account codes within specific funds.



The User List and Account Edit/View windows were consolidated so that as you highlight a selected user name, a listing of the accounts to which they have access is displayed.

The routine allows you to restrict accounts by user in Accounting Manager.

Checks Waiting to Print Report

The screenshot shows a software window titled "Checks Waiting to Print". It features a menu bar with "File", "Navigation", "Help", and "Report". Below the menu is a toolbar with navigation icons. The main area is divided into two sections. On the left is a table with columns: Fund, Sch#, Description, Open Date, and Post Date. On the right is a "Check Report Selection Criteria" panel with fields for Starting Date, Ending Date, Report Method, Report Order, and a "Switch Name" checkbox. The "Switch Name" checkbox is circled in red.

Fund	Sch#	Description	Open Date	Post Date
A	16	VOID CHECKS	10/01/02	
A	17	Diane's Computer Checks	09/01/02	
A	15	MANUAL CHECKS	09/01/02	
A	14	Diane's Manual Checks	08/01/02	
A	13	Diane's Manual Checks	08/01/02	
A	12	Diane's Comp Checks	08/01/02	
A	11	Diane's Computer Checks	08/01/02	
A	5	COMPUTER CHECKS -AY2	08/01/02	
A	4	COMPUTER CHECKS -AY	08/01/02	

Check Report Selection Criteria

Starting Date: 10/01/02

Ending Date: 10/31/02

Report Method: Summary

Report Order: Vendor Name

Switch Name

The Report Criteria Selection window allows you to switch the display of the vendor payment name.

Purchase Order Contact Listing

A List Purchase Orders By Contact

File Help Report

Report Criteria

Date Range: 07/01/02 06/30/03 Prior Year

Starting Contact Name:

Ending Contact Name:

Purchase Order Range: 1 - 9999999

Sort By: PO #

Separate Pages: Yes No

The Report Criteria selection window allows you to automatically switch to the prior year.

Purchase Order Outstanding by PO Number

Purchase Orders Outstanding by PO Number

File Help Report

Report Criteria

Date Range: 07/01/02 06/30/03 Prior Year

Purchase Order: 0

Vendor Name:

The Report Criteria selection window allows you to automatically switch to the prior year.

The window no longer provides a purchase order number lookup.

Purchase Order Outstanding by Vendor

Purchase Orders Outstanding by Vendor

File Help Report

Report Criteria

Date Range: 07/01/02 06/30/03 Prior Year

Vendor Number: 0

Vendor Name:

List Open Purchases Only Yes No

The Report Criteria selection window allows you to automatically switch to the prior year.

The window no longer provides a vendor number lookup.

Vendor History

The screenshot shows a software window titled "Query - View Vendor History". The window has a menu bar with "File", "Help", and "Report". Below the menu bar is a toolbar with icons for help, a logo, and a search function. The main area is titled "Report Criteria" and contains several sections:

- Vendor Range:**
 - Arrange Vendors by: Number Name
 - Number: 0 [Q] - 0 [Q]
 - Name: [] [Q] - [] [Q]
- Fund Range: A [Q] - Y111 [Q]
- Purchase Order Range: 1 [Q] - 9999999 [Q]
- Date Range: 07/01/02 [Q] - 06/30/03 [Q] Prior Year
- Include Vendors With No Detail: Yes No
- Separate Pages: Yes No

The "Prior Year" checkbox is circled in red.

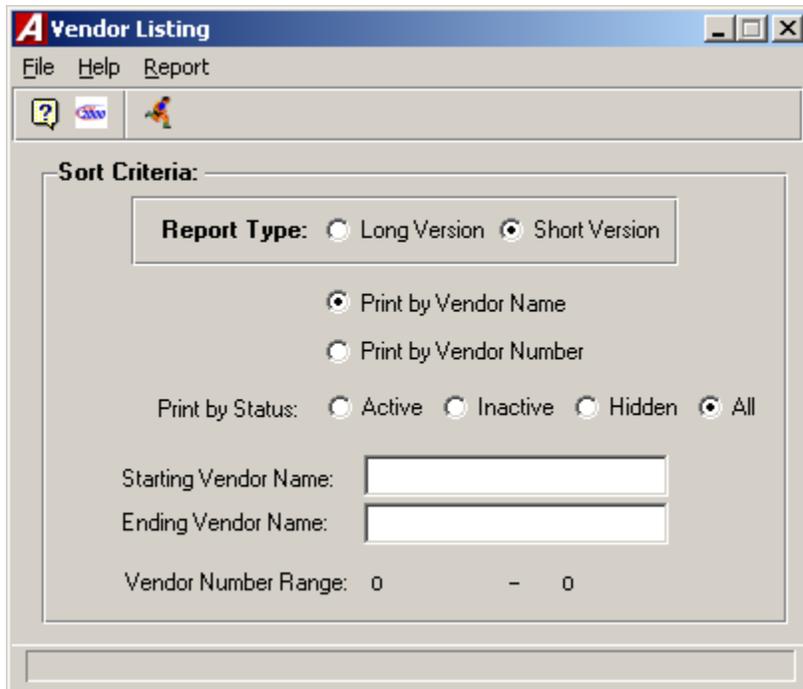
The Report Criteria selection window allows you to specify a fund range.

The Report Criteria selection window allows you to automatically switch to the prior year.

The window no longer provides a purchase order number lookup.

The window allows you to include vendors with no detail.

Vendor Listing



The screenshot shows a window titled "Vendor Listing" with a menu bar containing "File", "Help", and "Report". Below the menu bar is a toolbar with icons for help, a logo, and a printer. The main area is titled "Sort Criteria:" and contains several options:

- Report Type:** Long Version Short Version
- Print by Vendor Name
- Print by Vendor Number
- Print by Status: Active Inactive Hidden All
- Starting Vendor Name:
- Ending Vendor Name:
- Vendor Number Range: 0 - 0

The Report Criteria Selection window allows you to specify a “Long Version” or “Short Version” report.

The Long Version of the Vendor Listing provides the vendor number, vendor purchasing name and address, vendor payment name and address, purchasing telephone and fax numbers, 1099 indicator, federal ID #, and status.

The Short Version of the Vendor Listing provides the vendor number, vendor purchasing name, vendor purchasing address, purchasing telephone number, and status.

Appropriation Status Report

The Appropriation Status Report includes a detail of the individual appropriation accounts with respect to the current adjusted budget, fiscal year-to-date expenses, current encumbrances, and current unencumbered balance.

Appropriation Status Report

File Navigation Help Report

← ← → → ?

Select All Fund:

Fund	Fund Description
A	GENERAL FUND
A5	FUND A5
B	DETAIL
C	SCHOOL LUNCH
F	FEDERAL FUND
F123	Mar's Special Aid
FB02	MY NEW FUND
G	BOCES G FUND
H	CAPITAL
M	MEDICARE
Q	TEST

Report Criteria

Date Range: 07/01/02 06/30/03 Prior Year

Report By: By Function

Report Type: Detail

Report Method:

Category:	Beginning Value:	Ending Value:
Function	<input type="text"/>	<input type="text"/>
Object	<input type="text"/>	<input type="text"/>
Location	<input type="text"/>	<input type="text"/>
Program	<input type="text"/>	<input type="text"/>

Include Null (Zero) Accounts
 Break by Totals
 Screen Version

Ex: Account Display: 1010.160-12-3345

Report Preferences	Report Include	
	Breaks	U_Line
First Function Break * 1010	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Second Function Break *** 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Third Function Break **** 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Title: APPROPRIATION STATUS REPORT - BY FUNCTION:

The Report Criteria selection window allows you to automatically switch to the prior year.

The Report By field now includes an option to print the report by ST-3 format.

The Break by Totals option allows you to specifically define the formatting of any report breaks that you wish to include. When the Break by Totals option is checked, the following section displays in the bottom of the window.

Ex: Account Display: 1010.160-12-3345

Report Preferences			Report Include	
			Breaks	U_Line
First Function Break	*	1010	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Second Function Break	**	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Third Function Break	***	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>

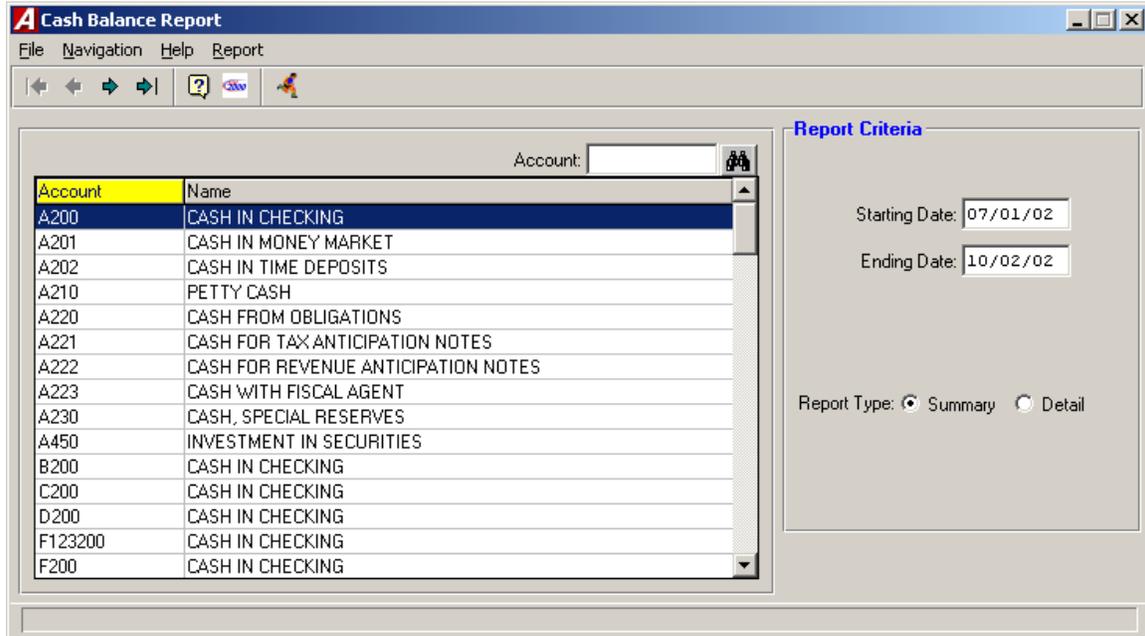
You can specify whether you wish to include all, some, or none of the report breaks and whether the subtotals for each break should include an underline by checking the appropriate boxes.

Appropriation Status Report (cont'd)

The Screen Version selection generates a report that displays the Account Code, Account Description, Adjusted Budget, Expensed Amount, Encumbered Amount, and Available Amount. If Screen Version is not selected, the report includes the Account Code, Account Description, Original Budget, Adjustments, Adjusted Budget, Expensed Amount, Encumbered Amount, and Available Amount.

Cash Balance Report

The Cash Balance Report routine is used to generate a report containing receipts, disbursements, daily activity, and balance for a specified cash account and date range.



Account:

Account	Name
A200	CASH IN CHECKING
A201	CASH IN MONEY MARKET
A202	CASH IN TIME DEPOSITS
A210	PETTY CASH
A220	CASH FROM OBLIGATIONS
A221	CASH FOR TAX ANTICIPATION NOTES
A222	CASH FOR REVENUE ANTICIPATION NOTES
A223	CASH WITH FISCAL AGENT
A230	CASH, SPECIAL RESERVES
A450	INVESTMENT IN SECURITIES
B200	CASH IN CHECKING
C200	CASH IN CHECKING
D200	CASH IN CHECKING
F123200	CASH IN CHECKING
F200	CASH IN CHECKING

Report Criteria

Starting Date:

Ending Date:

Report Type: Summary Detail

Bank Reconciliation

The Bank Reconciliation routine is used to reconcile the checks that were cleared by the bank and to post the reconciliation to the glbank file.

A Bank Reconciliation

File Navigation Custom Actions

Statement Date:
 Statement Ending Balance:

Account:

Account	Name
A1090	Interest and Penalties on
A200	CASH IN CHECKING
C200	CASH IN CHECKING
C909200	CASH IN CHECKING
F101200	CASH IN CHECKING
F102200	CASH IN CHECKING
F109200	CASH IN CHECKING

A200

Select All Check Number:

Check Number	Issue Date	Payee	Amount	Clear
18	05/01/02		15.00	Y
19	04/04/02		26.00	Y
13	04/05/02		85.00	Y
121314	03/31/02		65.00	Y
11028	07/24/98		41.25	Y
565472	03/31/02		79.00	Y
565473	03/31/02		13.00	Y
565474	03/31/02		110.00	Y
565480	03/31/02		110.00	Y
5654450	03/31/02		110.00	Y
121313	03/31/02		400.00	Y
228202	07/02/98	CASH ADVANC3	74,000.00	N
228206	07/02/98	SUPPLEMENTAL 7/2 PA	11,621.96	N
28205	11/15/00		292.42	N
228203	07/06/98	FICA & MEDICARE	31,522.86	N
228204	07/06/98	FICA & MEDICARE 6/30 F	29,503.60	N
228205	07/06/98	WORKMANS'S COMP.	1,577.41	N
228207	07/13/98	7/4-7/10/98	1,879.46	N
201	09/18/98	TAX REFUND LINE 60 PA	1,488.48	N
202	09/18/98	TAX REFUND LINE 48 PA	198.46	N

Begin Balance:	15,000.00
+ Deposit/Credits:	0.00
- Checks Cleared:	1,054.25
- Other Debits/Svc Charges	0.00
Balance as of: 04/11/02	13,945.75

Enter data or press ESC to end.

Year End Routines

The Carry Forward Purchase Orders, Carry Forward Special Fund Budget, and Carry Forward General Ledger Balances routines can all be accessed from the same window.

Year End Routines include an automated closing of General Ledger control accounts.