E.P.E.S.

Web Accounting & P.O. Manual

School Accounting Made Easy

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Section A

Access and Startup

EPES Helplines
1 (800) 237 - 6498
1 (866) 729 - 6316

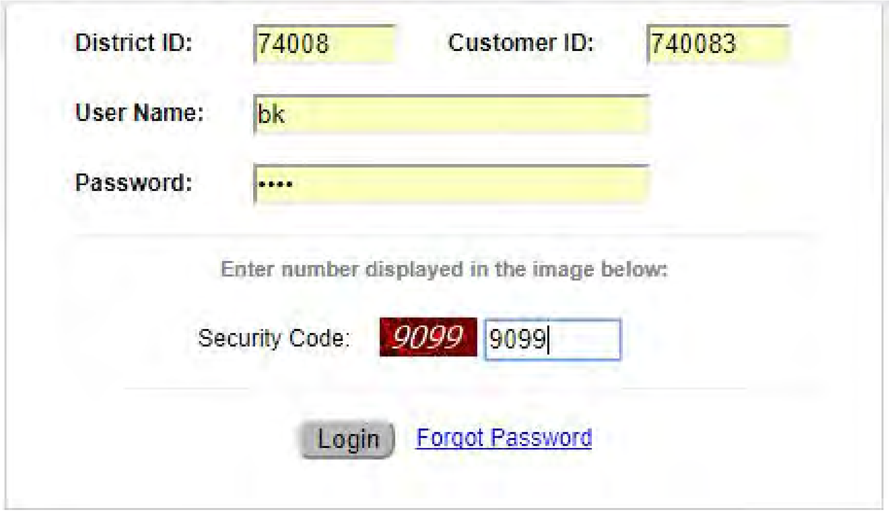
Access

Navigate to: **https://epesaccounting.epes.org**

Adding Program Icon to the Desktop

1. Click on "Help" on the program menu bar.
2. Click on "Downloads" then click on "Desktop Shortcut."
3. Save the file to the desktop.

(Icons may appear different on different computers. This is due to the Internet browser and the version of Windows that is being used.)



District ID: 74008
Customer ID: 740083
User Name: bk
Password: ••••

Enter number displayed in the image below:

Security Code: 9099 9099

Other default user IDs that are available:

PRIN = Principal
(Read Only Access)
AIDE = Data Entry Aid
(Add and Read Only Access)

For bookkeepers the User ID will be **"BK"** unless otherwise set by the district.

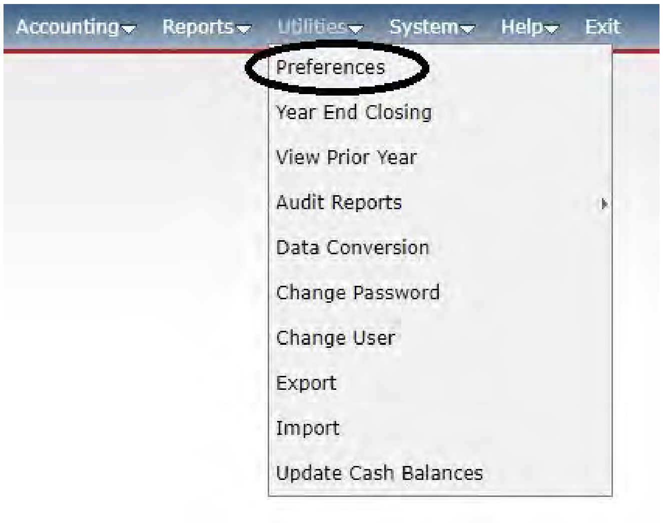
You must enter the District ID and Customer ID numbers to access the program

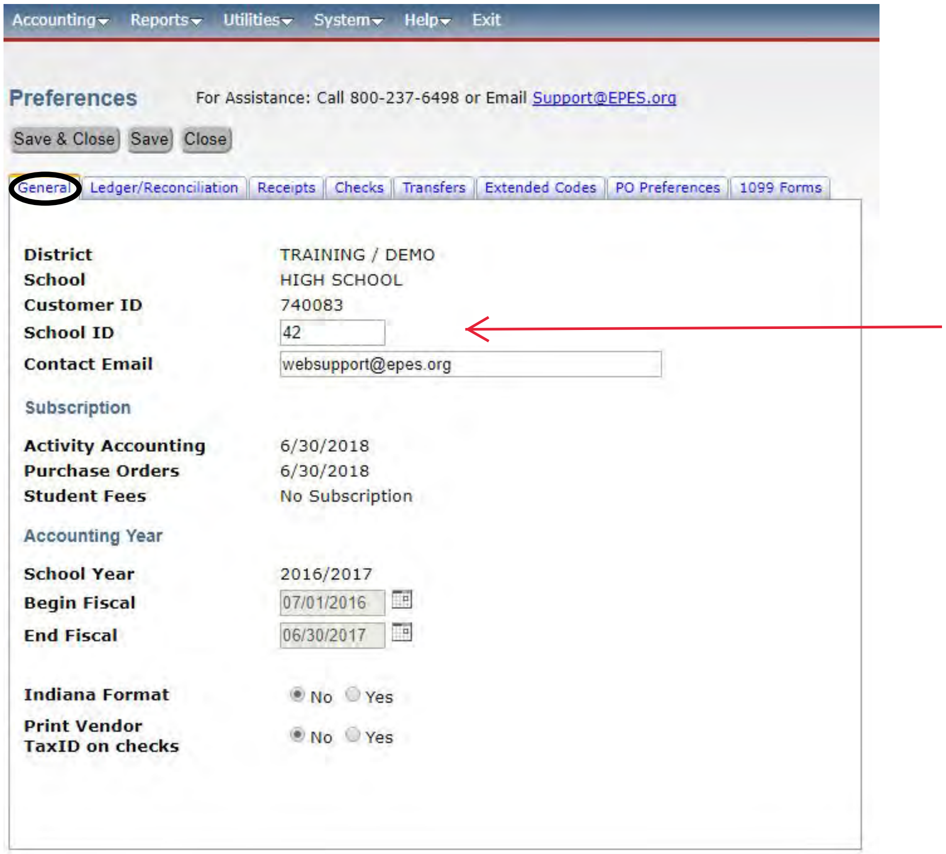
Preferences

EPES Helplines
1 (800) 237 - 6498
1 (866) 729 - 6316

Accounting Preferences

Many important settings are here.


Accounting
Reports
Utilities
System
Help
Exit
Preferences
Year End Closing
View Prior Year
Audit Reports
Data Conversion
Change Password
Change User
Export
Import
Update Cash Balances


Accounting
Reports
Utilities
System
Help
Exit
Save & Close
Save
Close
General
Ledger/Reconciliation
Receipts
Checks
Transfers
Extended Codes
PO Preferences
1099 Forms

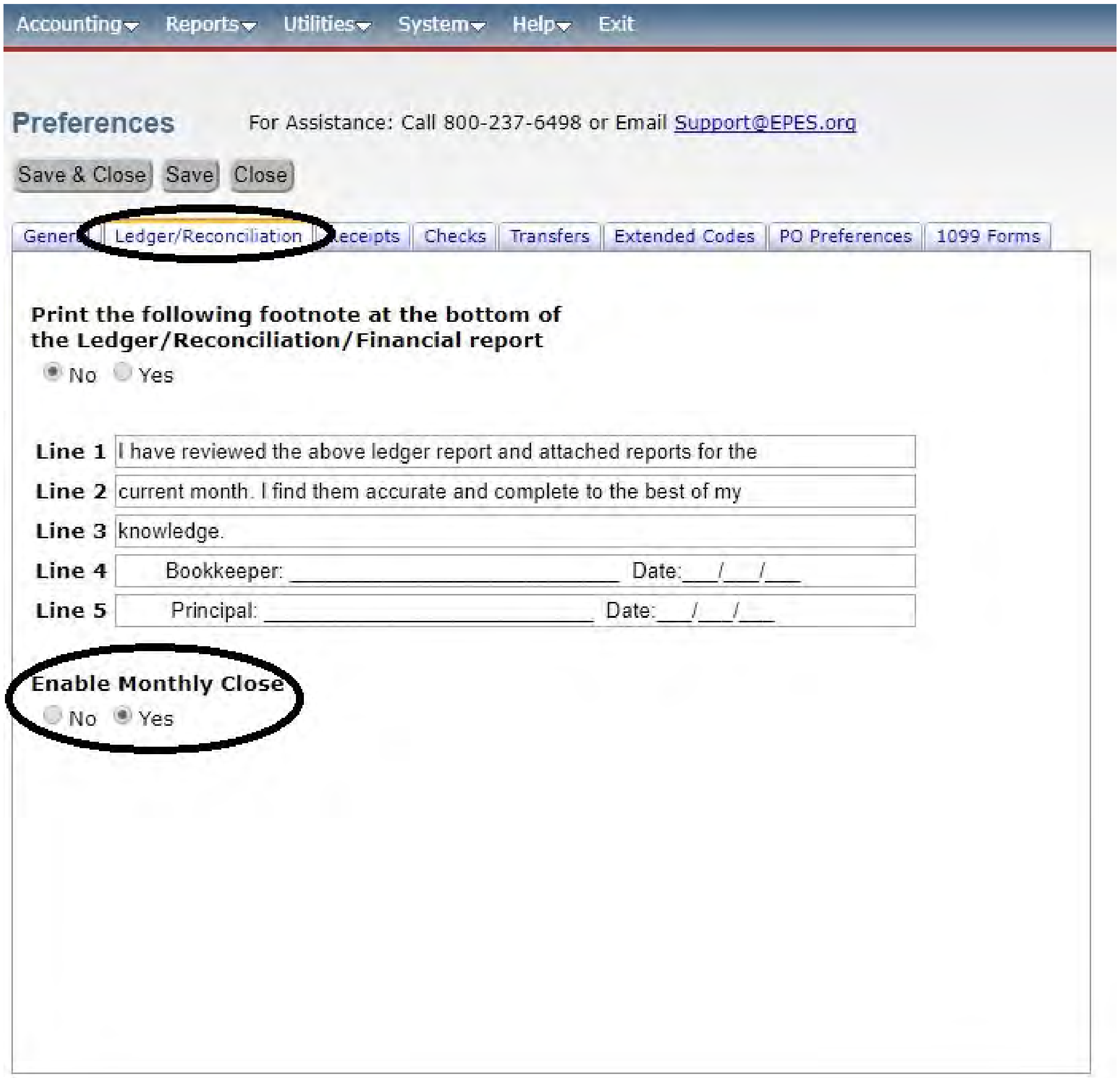
Preferences For Assistance: Call 800-237-6498 or Email Support@EPES.org

District	TRAINING / DEMO
School	HIGH SCHOOL
Customer ID	740083
School ID	42
Contact Email	websupport@epes.org
Subscription	
Activity Accounting	6/30/2018
Purchase Orders	6/30/2018
Student Fees	No Subscription
Accounting Year	
School Year	2016/2017
Begin Fiscal	07/01/2016
End Fiscal	06/30/2017
Indiana Format	● No ○ Yes
Print Vendor TaxID on checks	● No ○ Yes

School ID is set by the district

Close Month

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


Accounting
Reports
Utilities
System
Help
Exit
Save & Close
Save
Close
General
Ledger/Reconciliation
Receipts
Checks
Transfers
Extended Codes
PO Preferences
1099 Forms

Preferences For Assistance: Call 800-237-6498 or Email Support@EPES.org

Print the following footnote at the bottom of the Ledger/Reconciliation/Financial report

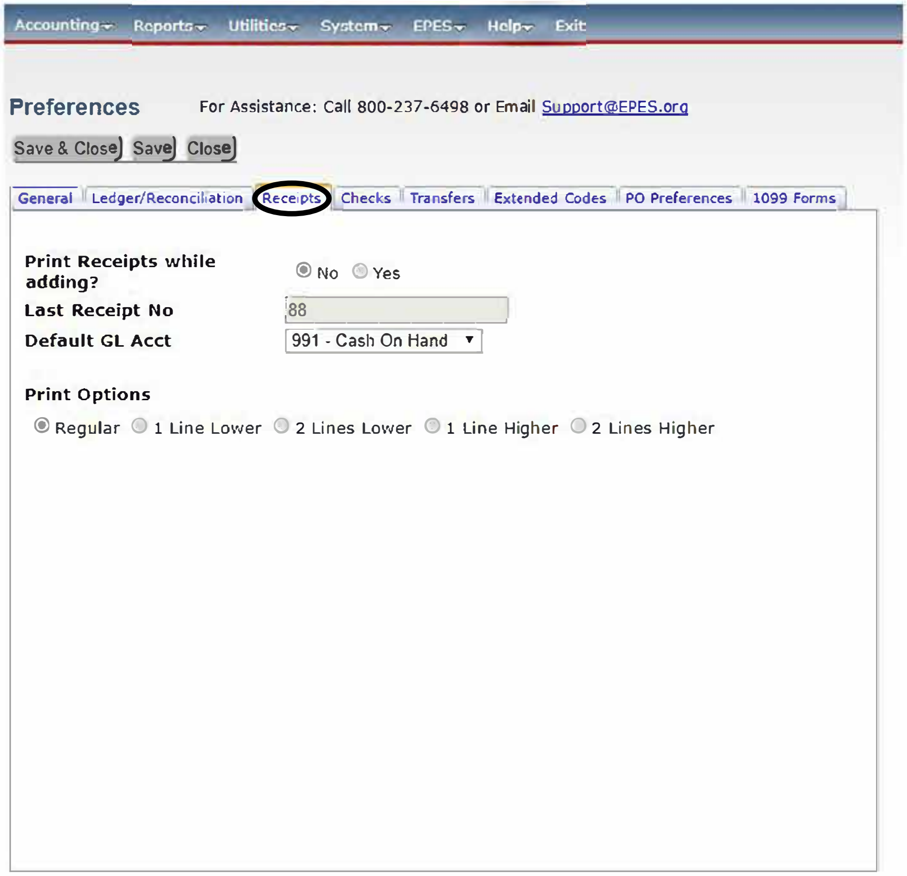
● No ○ Yes

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:___/___/___

Enable Monthly Close

○ No ● Yes

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 Monthly 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, and that your Checking Account is balanced, and any changes you need to make up to this month have been completed before closing this month.


Accounting
Reports
Utilities
System
EPES
Help
Exit
Save & Close
Save
Close
General
Ledger/Reconciliation
Receipts
Checks
Transfers
Extended Codes
PO Preferences
1099 Forms

Preferences For Assistance: Call 800-237-6498 or Email Support@EPES.org

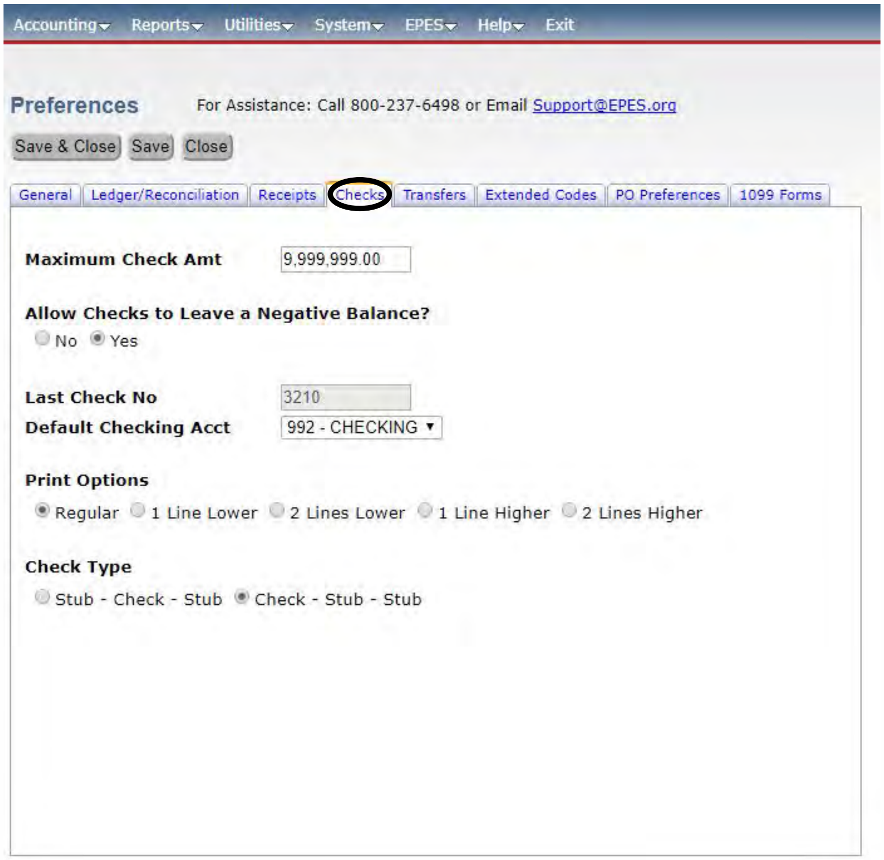
Print Receipts while adding? ● No ○ Yes

Last Receipt No 88

Default GL Acct 991 - Cash On Hand

Print Options

● Regular ○ 1 Line Lower ○ 2 Lines Lower ○ 1 Line Higher ○ 2 Lines Higher


Accounting
Reports
Utilities
System
EPES
Help
Exit
Save & Close
Save
Close
General
Ledger/Reconciliation
Receipts
Checks
Transfers
Extended Codes
PO Preferences
1099 Forms

Preferences For Assistance: Call 800-237-6498 or Email Support@EPES.org

Maximum Check Amt 9,999,999.00

Allow Checks to Leave a Negative Balance?

○ No ● Yes

Last Check No 3210

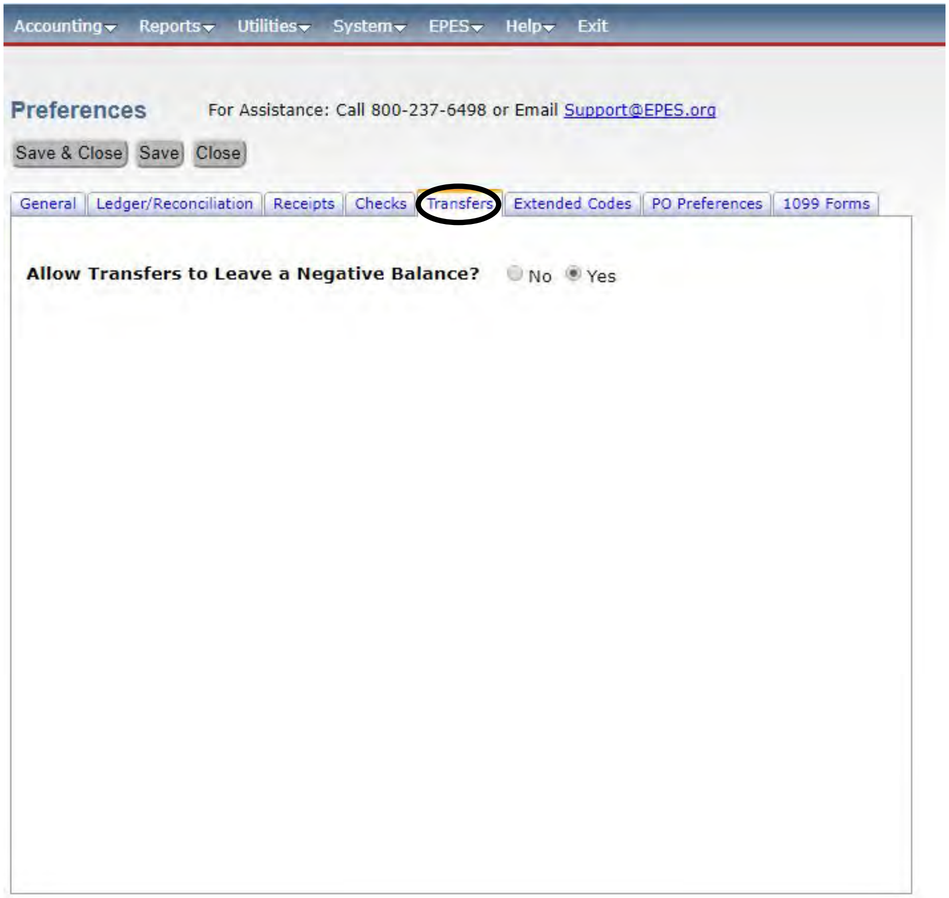
Default Checking Acct 992 - CHECKING

Print Options

● Regular ○ 1 Line Lower ○ 2 Lines Lower ○ 1 Line Higher ○ 2 Lines Higher

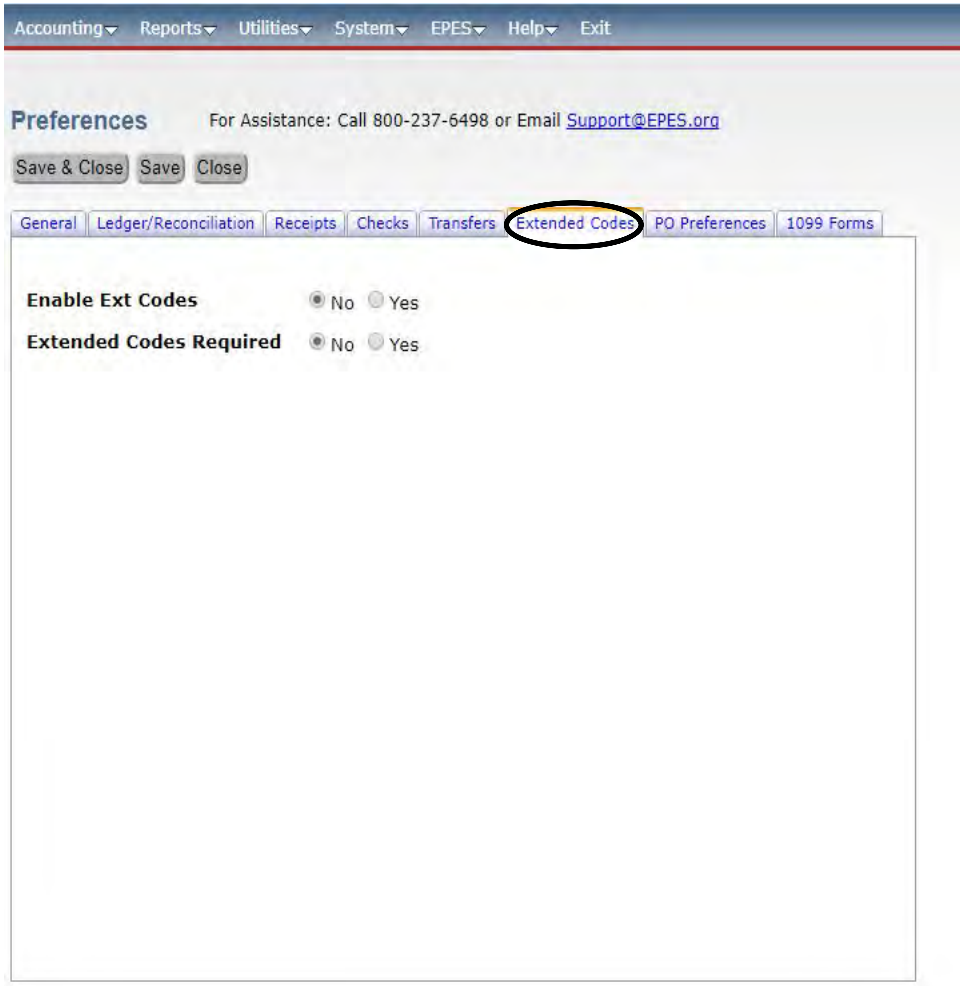
Check Type

○ Stub - Check - Stub ● Check - Stub - Stub


Accounting
Reports
Utilities
System
EPES
Help
Exit
Save & Close
Save
Close
General
Ledger/Reconciliation
Receipts
Checks
Transfers
Extended Codes
PO Preferences
1099 Forms

Preferences For Assistance: Call 800-237-6498 or Email Support@EPES.org

Allow Transfers to Leave a Negative Balance? ○ No ● Yes


Accounting
Reports
Utilities
System
EPES
Help
Exit
Save & Close
Save
Close
General
Ledger/Reconciliation
Receipts
Checks
Transfers
Extended Codes
PO Preferences
1099 Forms

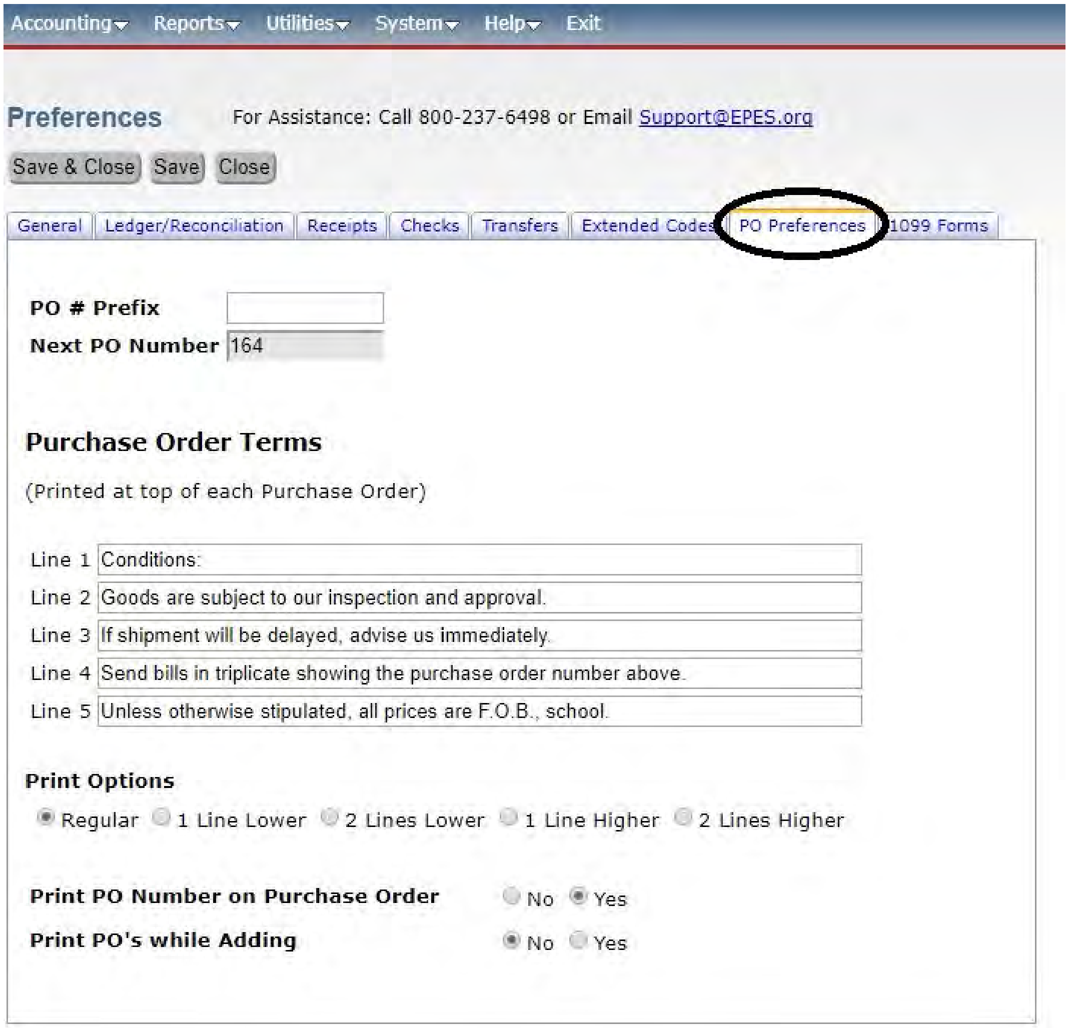
Preferences For Assistance: Call 800-237-6498 or Email Support@EPES.org

Enable Ext Codes ● No ○ Yes

Extended Codes Required ● No ○ Yes

PO Preferences

Normally, these settings are not changed.


Accounting
Reports
Utilities
System
Help
Exit
Save & Close
Save
Close
General
Ledger/Reconciliation
Receipts
Checks
Transfers
Extended Codes
PO Preferences
1099 Forms

Preferences

For Assistance: Call 800-237-6498 or Email Support@EPES.org

PO # Prefix

Next PO Number 164

Purchase Order Terms

(Printed at top of each Purchase Order)

Line 1 Conditions:

Line 2 Goods are subject to our inspection and approval.

Line 3 If shipment will be delayed, advise us immediately.

Line 4 Send bills in triplicate showing the purchase order number above.

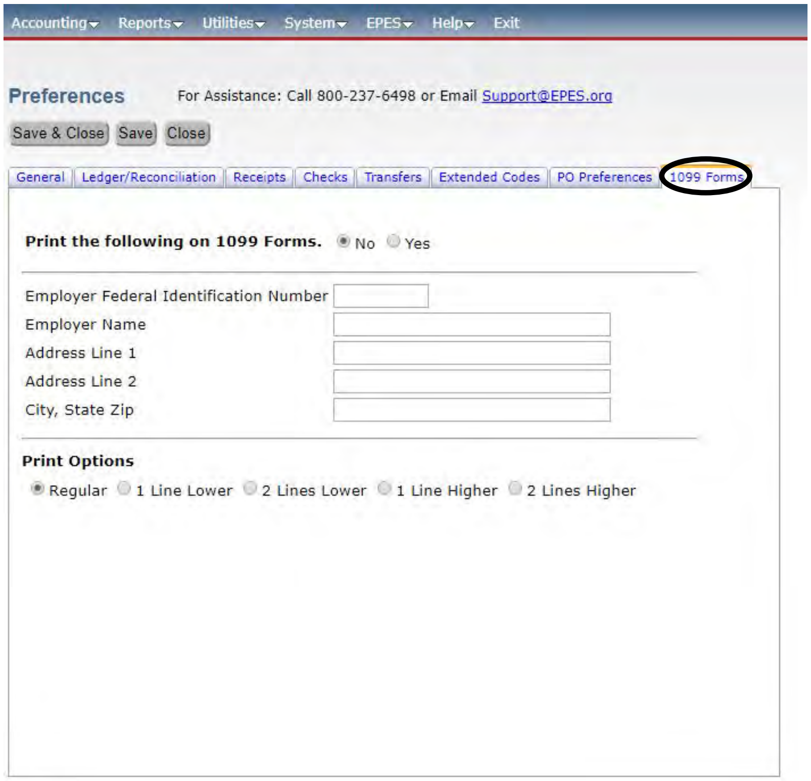
Line 5 Unless otherwise stipulated, all prices are F.O.B., school.

Print Options

● Regular ○ 1 Line Lower ○ 2 Lines Lower ○ 1 Line Higher ○ 2 Lines Higher

Print PO Number on Purchase Order ○ No ● Yes

Print PO's while Adding ● No ○ Yes


Accounting
Reports
Utilities
System
EPES
Help
Exit
Save & Close
Save
Close
General
Ledger/Reconciliation
Receipts
Checks
Transfers
Extended Codes
PO Preferences
1099 Forms

Preferences

For Assistance: Call 800-237-6498 or Email Support@EPES.org

Print the following on 1099 Forms. ● No ○ Yes

Employer Federal Identification Number
Employer Name
Address Line 1
Address Line 2
City, State Zip

Print Options

● Regular ○ 1 Line Lower ○ 2 Lines Lower ○ 1 Line Higher ○ 2 Lines Higher

For New EPES Users Transitioning from Another Software

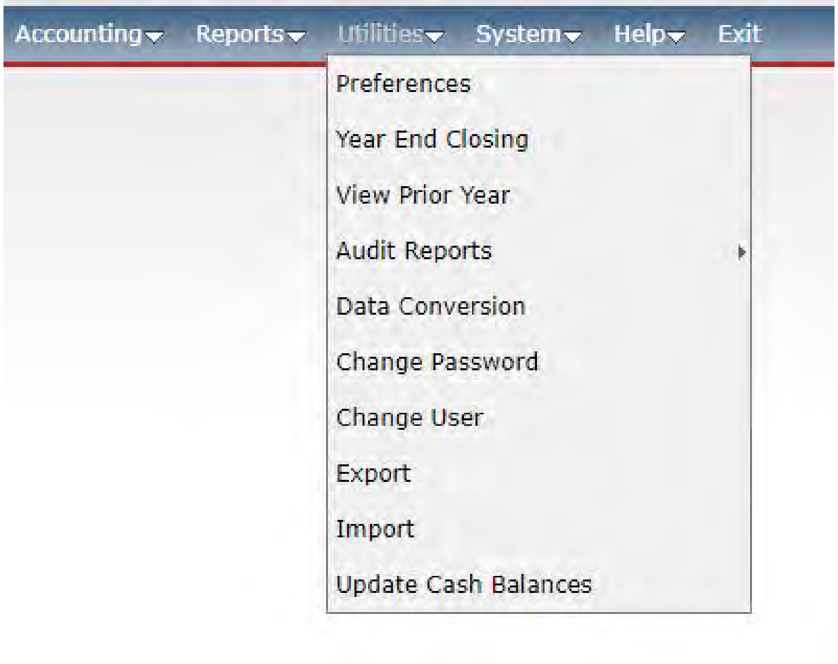
When coming from a different software, the beginning balance should be the ending balance from your fiscal year end or last month bank statement.

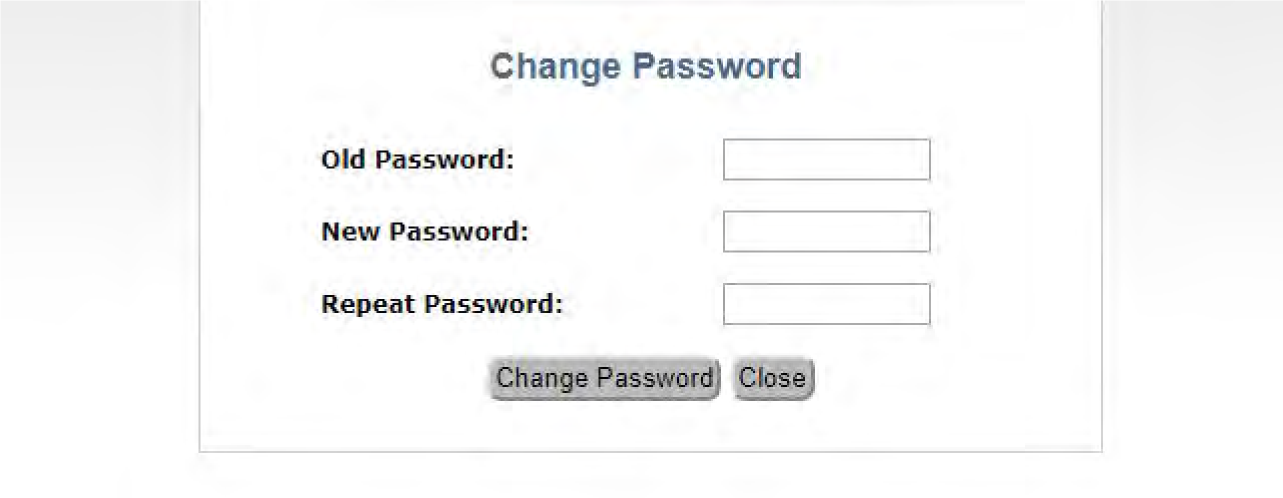
If your ending balance already contains outstanding checks deducted you can proceed to adding Activity Accounts, GL Accounts, and Vendors. See Section B and E.

If your ending balance does not contain your outstanding checks, you will want to adjust your beginning balance accordingly.

Change Password

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

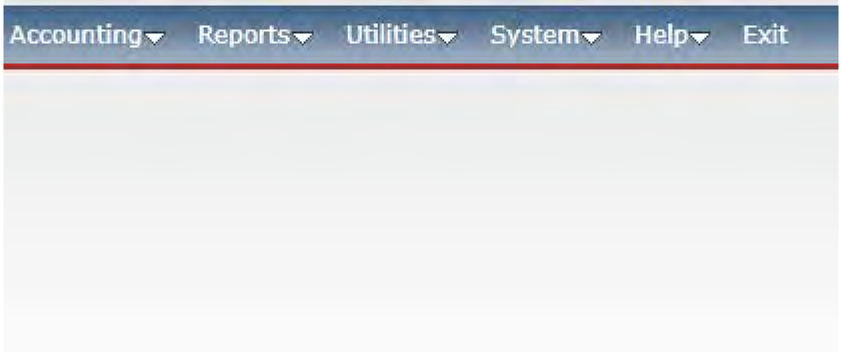

Accounting
Reports
Utilities
System
Help
Exit
Preferences
Year End Closing
View Prior Year
Audit Reports
Data Conversion
Change Password
Change User
Export
Import
Update Cash Balances


Change Password
Old Password:
New Password:
Repeat Password:
Change Password
Close

Enter your current password. Then enter a new password twice. To change click on **<Change Password>**. For security purposes, you will be prompted periodically to change your password in the web accounting.

Exit

Navigate to: '**Exit**'


Accounting
Reports
Utilities
System
Help
Exit

EPES Helplines
1 (800) 237 - 6498
1 (866) 729 - 6316

Contacts

EPES provides Technical support to all EPES web accounting customers with a current lease. Your initial purchase includes a one year lease of the program plus technical support. The 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 lease/support agreement expires.

You can also receive technical support by contacting support@epes.org. Please include your customer ID number and your name.

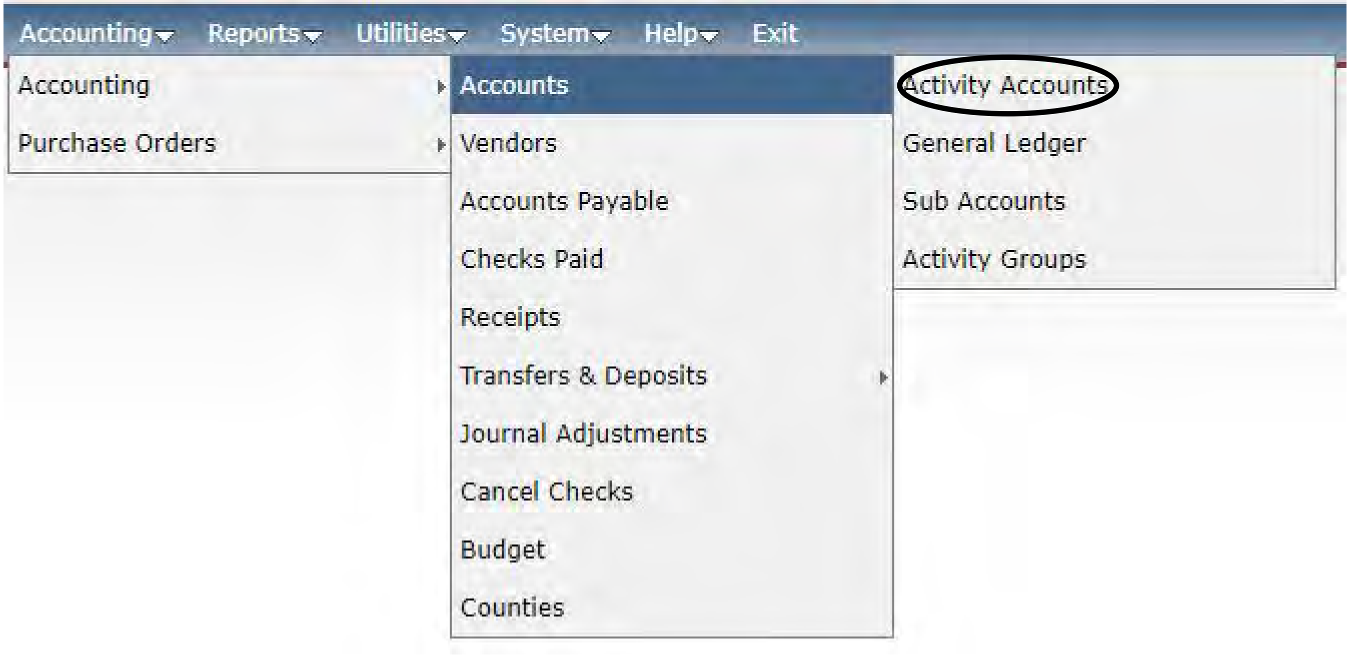
Section B

Accounts

EPES Helplines
1 (800) 237 - 6498
1 (866) 729 - 6316

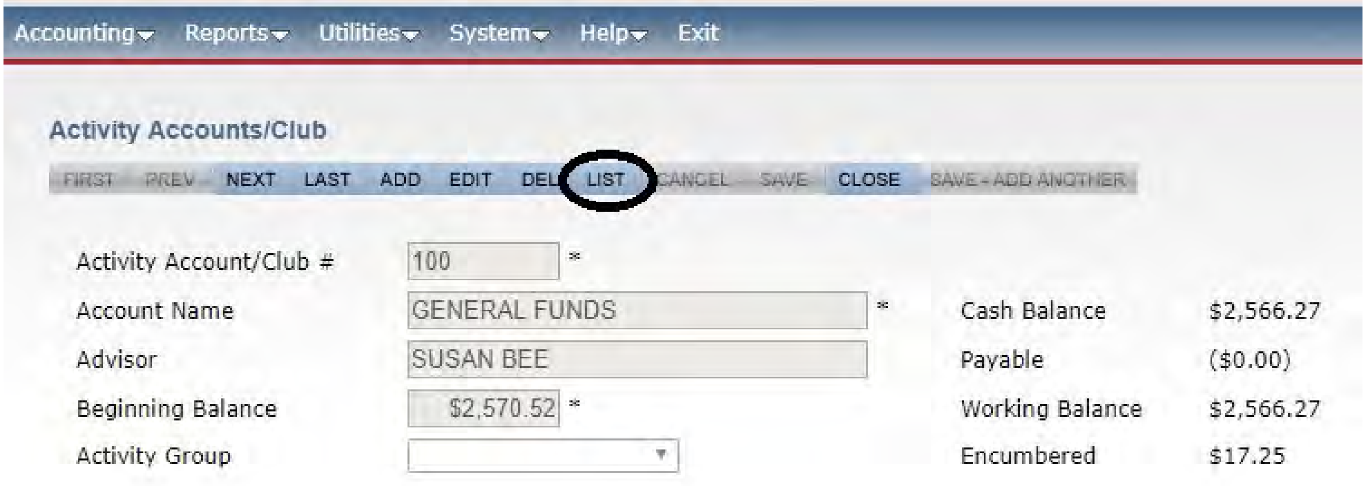
Add Accounts

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


Accounting
Reports
Utilities
System
Help
Exit
Accounting
Purchase Orders
Accounts
Vendors
Accounts Payable
Checks Paid
Receipts
Transfers & Deposits
Journal Adjustments
Cancel Checks
Budget
Counties
Activity Accounts
General Ledger
Sub Accounts
Activity Groups

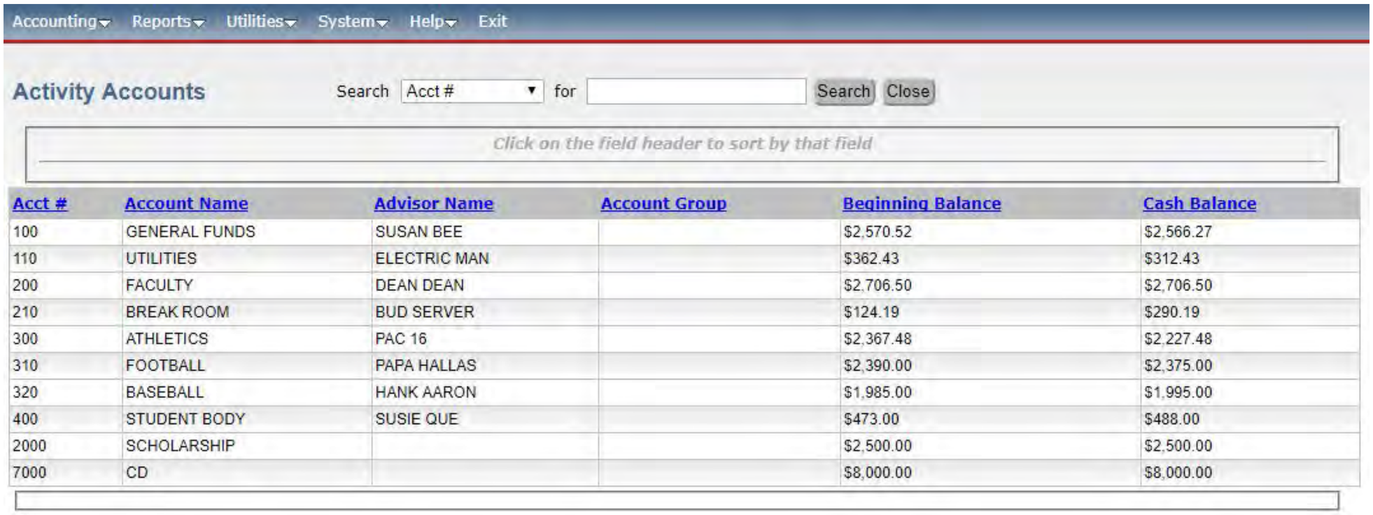
Verify the Account is Not Set Up

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


Accounting
Reports
Utilities
System
Help
Exit
Activity Accounts/Club
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER

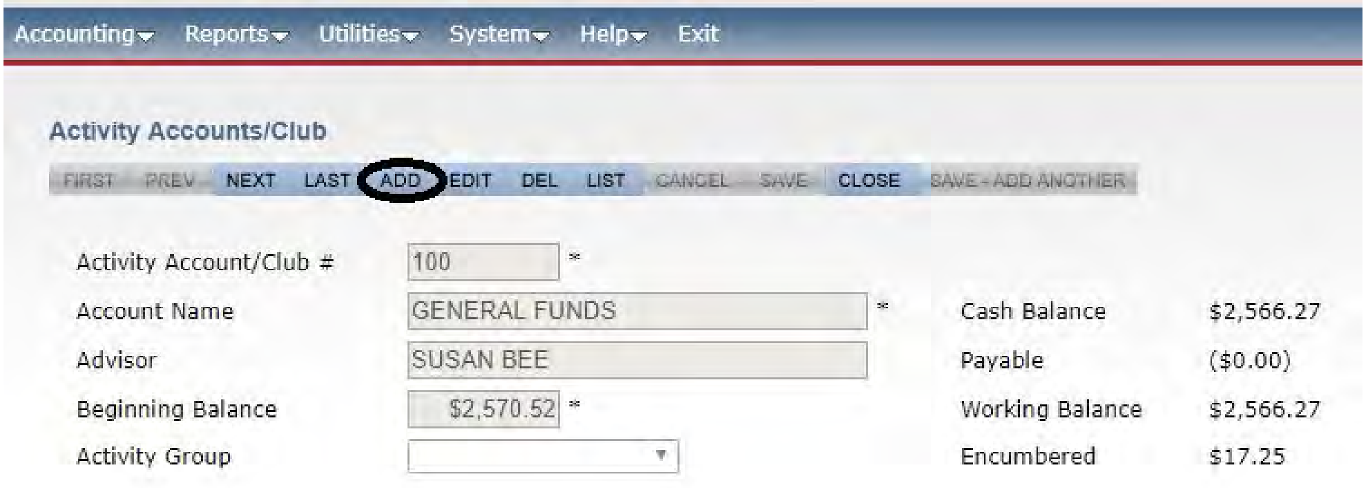
Activity Account/Club #	100 *		
Account Name	GENERAL FUNDS *	Cash Balance	$2,566.27
Advisor	SUSAN BEE	Payable	($0.00)
Beginning Balance	$2,570.52 *	Working Balance	$2,566.27
Activity Group		Encumbered	$17.25

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


Accounting
Reports
Utilities
System
Help
Exit
Activity Accounts
Search
Acct #
for
Search
Close
Click on the field header to sort by that field

Acct #	Account Name	Advisor Name	Account Group	Beginning Balance	Cash Balance
100	GENERAL FUNDS	SUSAN BEE		$2,570.52	$2,566.27
110	UTILITIES	ELECTRIC MAN		$362.43	$312.43
200	FACULTY	DEAN DEAN		$2,706.50	$2,706.50
210	BREAK ROOM	BUD SERVER		$124.19	$290.19
300	ATHLETICS	PAC 16		$2,367.48	$2,227.48
310	FOOTBALL	PAPA HALLAS		$2,390.00	$2,375.00
320	BASEBALL	HANK AARON		$1,985.00	$1,995.00
400	STUDENT BODY	SUSIE QUE		$473.00	$488.00
2000	SCHOLARSHIP			$2,500.00	$2,500.00
7000	CD			$8,000.00	$8,000.00

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

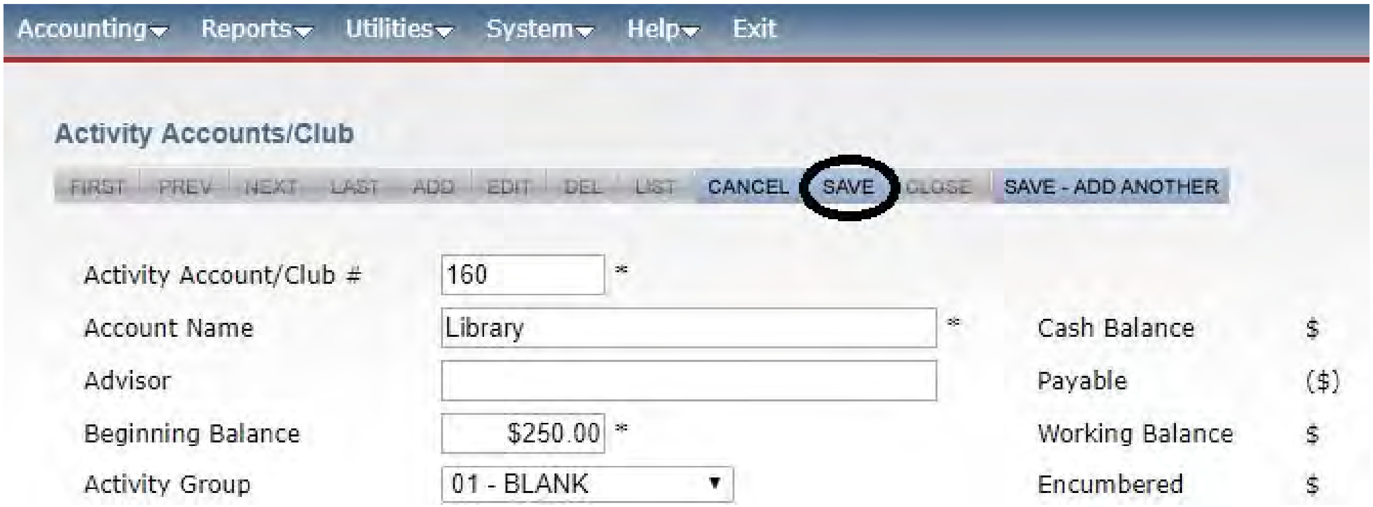

Accounting
Reports
Utilities
System
Help
Exit
Activity Accounts/Club
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER

Activity Account/Club #	100 *		
Account Name	GENERAL FUNDS *	Cash Balance	$2,566.27
Advisor	SUSAN BEE	Payable	($0.00)
Beginning Balance	$2,570.52 *	Working Balance	$2,566.27
Activity Group		Encumbered	$17.25

Enter the new account number, account name, beginning balance, and accounting group. Your beginning balance should be zero. Please note that you cannot duplicate an 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>.**


Accounting
Reports
Utilities
System
Help
Exit
Activity Accounts/Club
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER

Activity Account/Club # 160 *

Account Name Library *

Advisor

Beginning Balance $250.00 *

Activity Group 01 - BLANK

Cash Balance $

Payable ($)

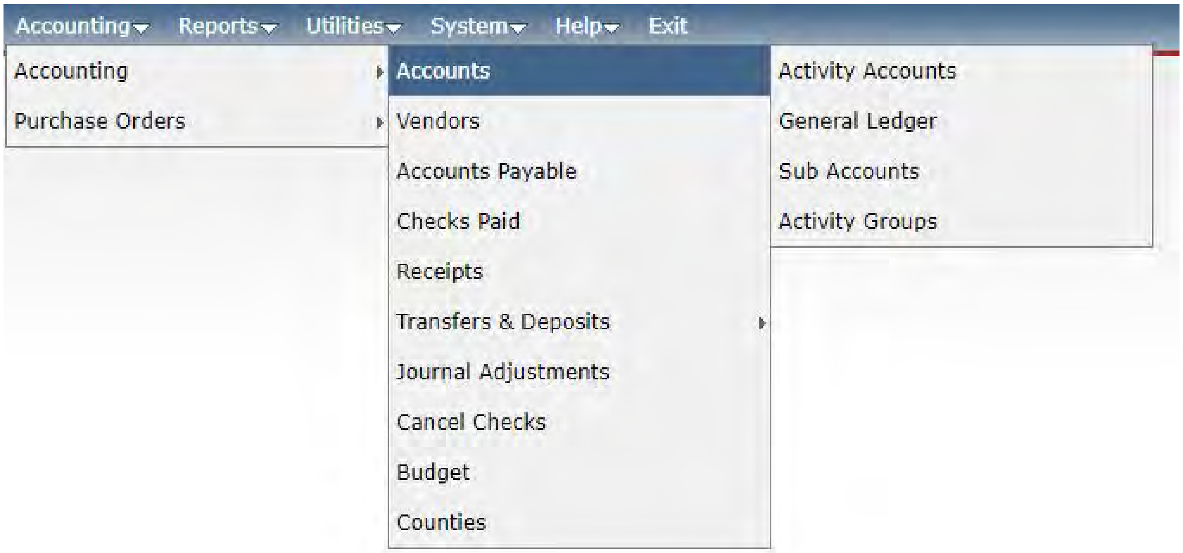
Working Balance $

Encumbered $

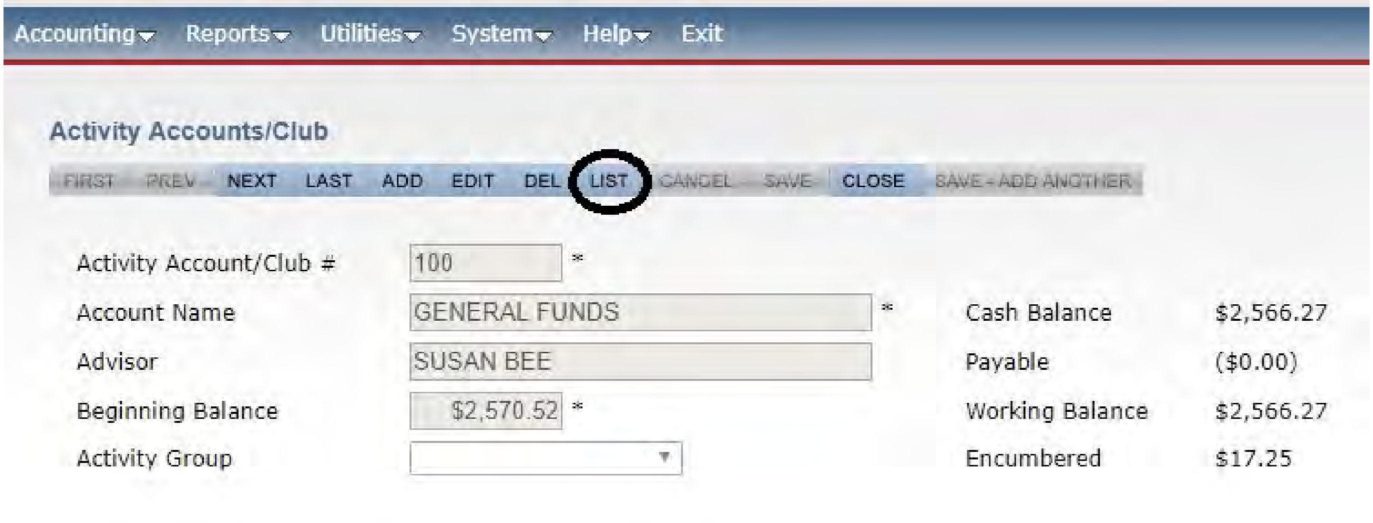
Edit Accounts

If you decide that you need to edit an account, you are able to edit all data except the account number. The account number can not be changed if it has been used for a transaction. The account number can be changed if it has not been used for a transaction.

Navigate to: **"Accounting/ Accounting/ Accounts/ Activity Accounts".**

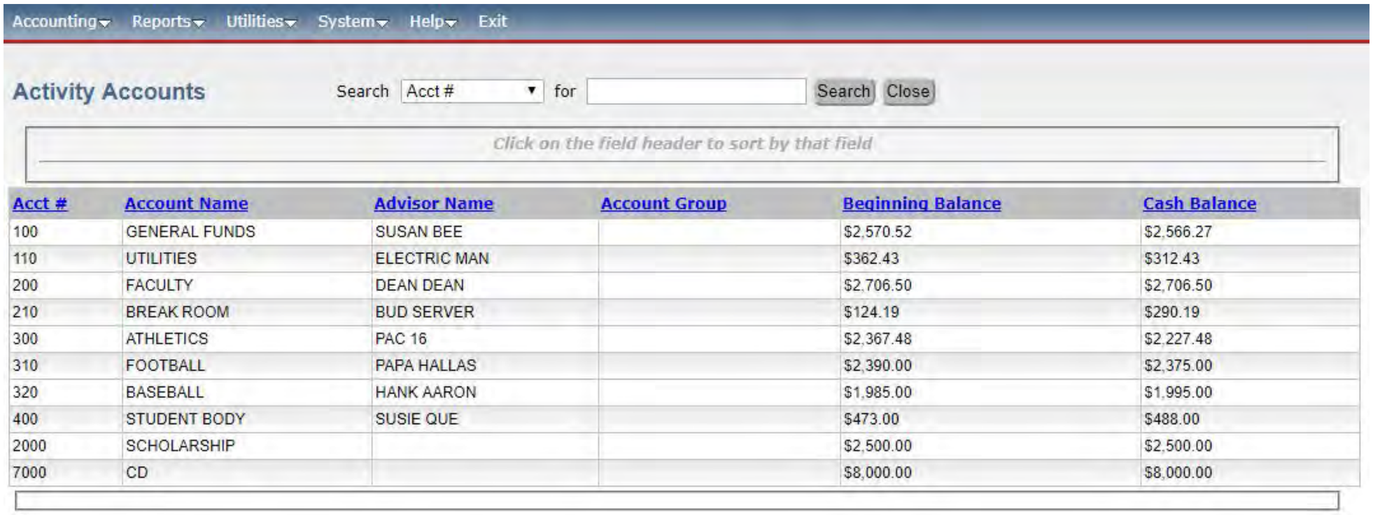

Accounting
Reports
Utilities
System
Help
Exit
Accounting
Purchase Orders
Accounts
Vendors
Accounts Payable
Checks Paid
Receipts
Transfers & Deposits
Journal Adjustments
Cancel Checks
Budget
Counties
Activity Accounts
General Ledger
Sub Accounts
Activity Groups

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


Accounting
Reports
Utilities
System
Help
Exit
Activity Accounts/Club
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE + ADD ANOTHER

Activity Account/Club # 100 *
Account Name GENERAL FUNDS *
Advisor SUSAN BEE
Beginning Balance $2,570.52 *
Activity Group
Cash Balance $2,566.27
Payable ($0.00)
Working Balance $2,566.27
Encumbered $17.25

Find the account in the list and click on it.


Accounting
Reports
Utilities
System
Help
Exit
Activity Accounts
Search
Acct #
for
Search
Close
Click on the field header to sort by that field

Acct #	Account Name	Advisor Name	Account Group	Beginning Balance	Cash Balance
100	GENERAL FUNDS	SUSAN BEE		$2,570.52	$2,566.27
110	UTILITIES	ELECTRIC MAN		$362.43	$312.43
200	FACULTY	DEAN DEAN		$2,706.50	$2,706.50
210	BREAK ROOM	BUD SERVER		$124.19	$290.19
300	ATHLETICS	PAC 16		$2,367.48	$2,227.48
310	FOOTBALL	PAPA HALLAS		$2,390.00	$2,375.00
320	BASEBALL	HANK AARON		$1,985.00	$1,995.00
400	STUDENT BODY	SUSIE QUE		$473.00	$488.00
2000	SCHOLARSHIP			$2,500.00	$2,500.00
7000	CD			$8,000.00	$8,000.00

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) 991 Petty Cash
2) 992 Cash on Hand
3) 993 Checking
4) 994 Savings
5) 995 Investments

You may add new General Ledger Accounts or edit existing ones.

Section C

Sub Accounts

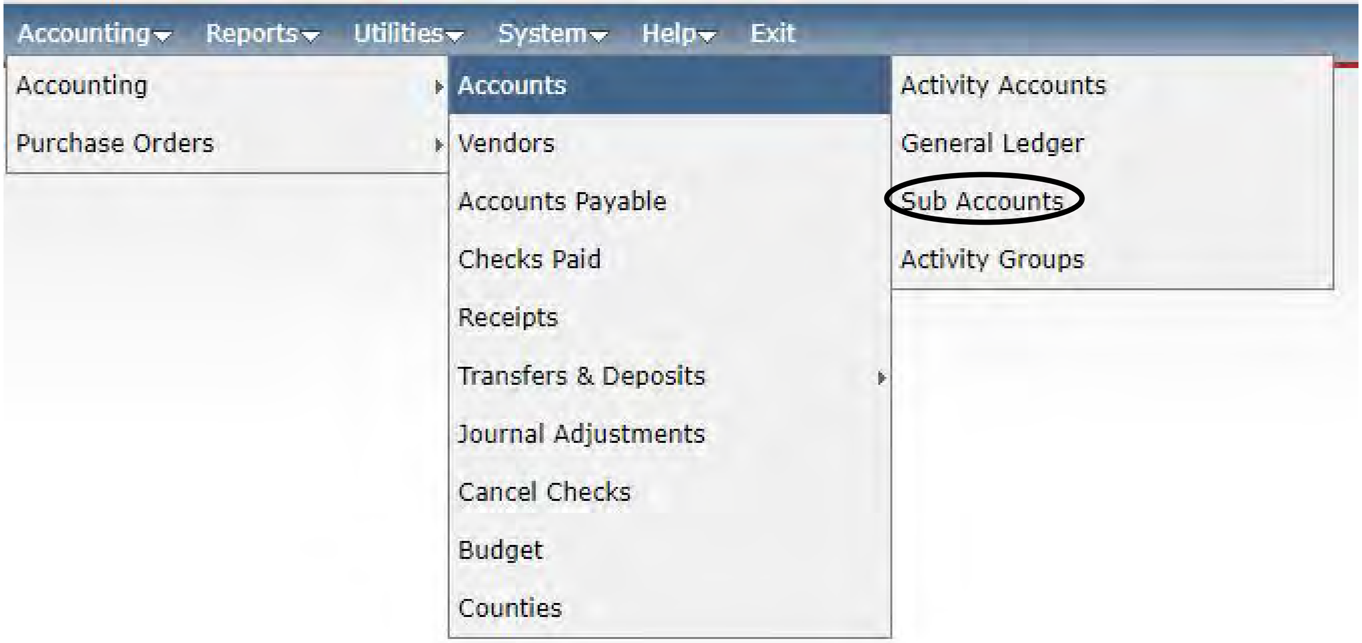
EPES Helplines
1 (800) 237 - 6498
1 (866) 729 - 6316

A Sub Account is a field that allows you to have 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'. However, if you are trying to track transactions across many accounts, they can be very useful. Sub Accounts do not hold money. They are simply a way of tracking funds.

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'.**

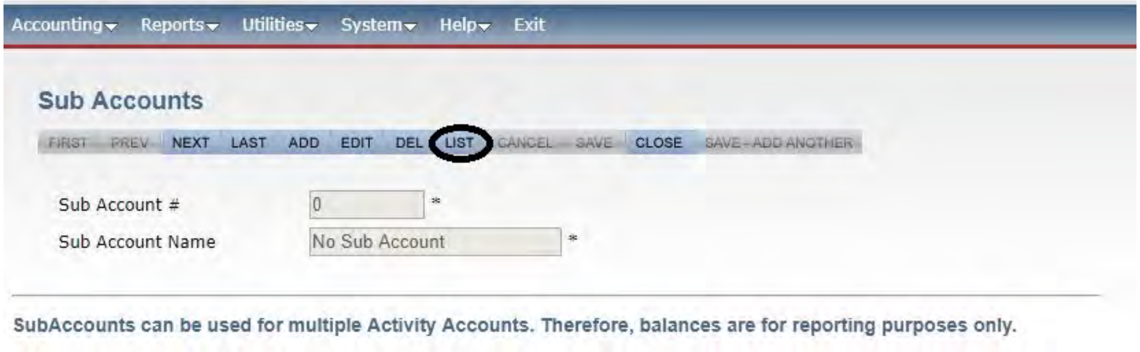


Accounting
Reports
Utilities
System
Help
Exit
Accounting
Purchase Orders
Accounts
Vendors
Accounts Payable
Checks Paid
Receipts
Transfers & Deposits
Journal Adjustments
Cancel Checks
Budget
Counties
Activity Accounts
General Ledger
Sub Accounts
Activity Groups

The screen will automatically open to the first Sub Account in the list.

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.


Accounting
Reports
Utilities
System
Help
Exit
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER

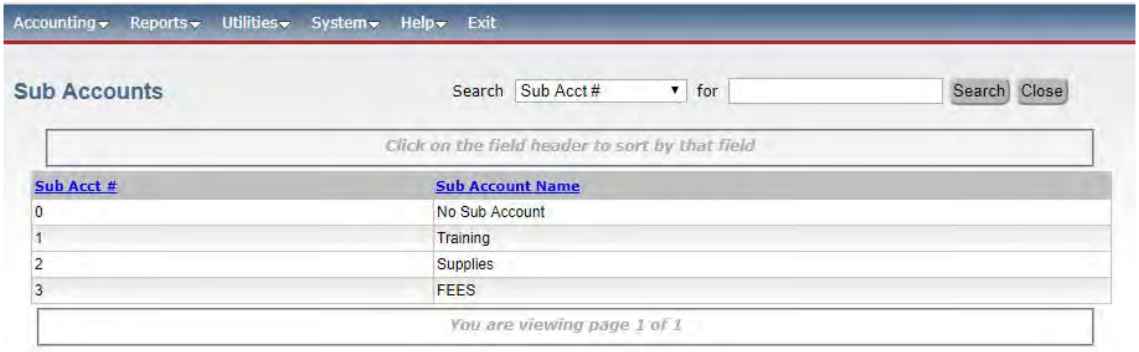
Sub Accounts

Sub Account # 0 *

Sub Account Name No Sub Account *

SubAccounts can be used for multiple Activity Accounts. Therefore, balances are for reporting purposes only.

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 order. You can also click on the column title you want to search using the quick search box. The criteria in the box will change accordingly.


Accounting
Reports
Utilities
System
Help
Exit
Search
Sub Acct #
for
Search
Close

Sub Accounts

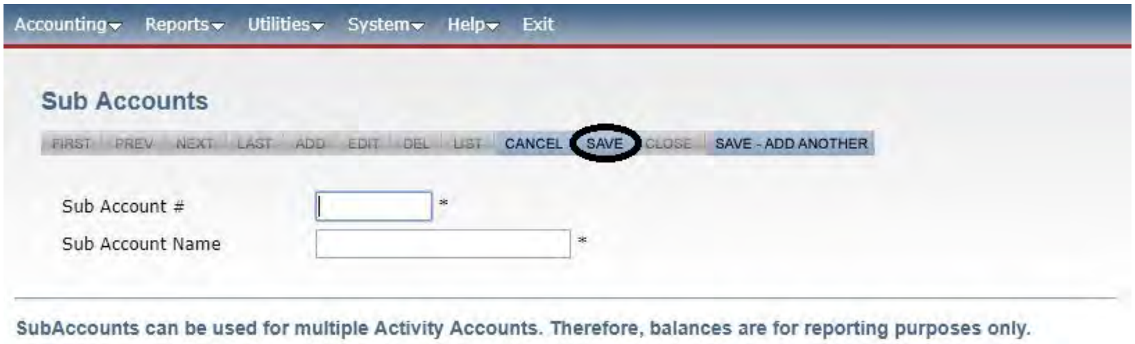
Click on the field header to sort by that field

Sub Acct #	Sub Account Name
0	No Sub Account
1	Training
2	Supplies
3	FEES

You are viewing page 1 of 1

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

Enter the new Sub Account number and description. Please note, you can not use duplicate Sub Account numbers. You will get a message letting you know if the number is a duplicate. If you decide a new Sub Account is not needed, you can click on **<Cancel>**. Otherwise, click on **<Save>**. Now click on **<Close>**.


Accounting
Reports
Utilities
System
Help
Exit
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER

Sub Accounts

Sub Account # *

Sub Account Name *

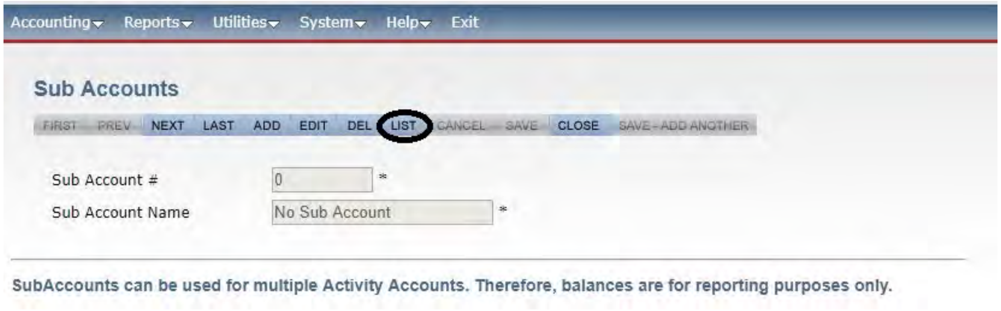
SubAccounts can be used for multiple Activity Accounts. Therefore, balances are for reporting purposes only.

Edit Sub Accounts

If you decide you need to edit a Sub Account, know that you are only able to edit the Sub Account name, not the number if it has been used on a transaction.

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

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


Accounting
Reports
Utilities
System
Help
Exit
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER

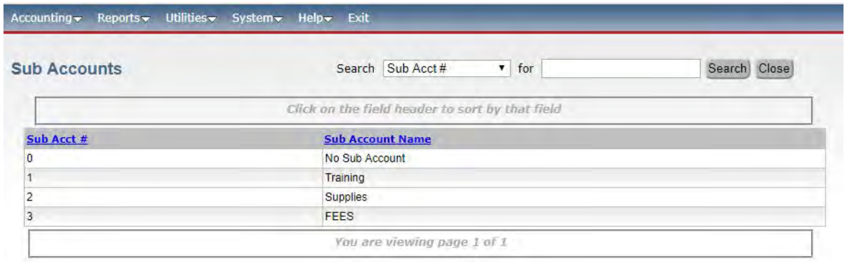
Sub Accounts

Sub Account # 0 *

Sub Account Name No Sub Account *

SubAccounts can be used for multiple Activity Accounts. Therefore, balances are for reporting purposes only.

Find the Sub Account in the list and click on it.

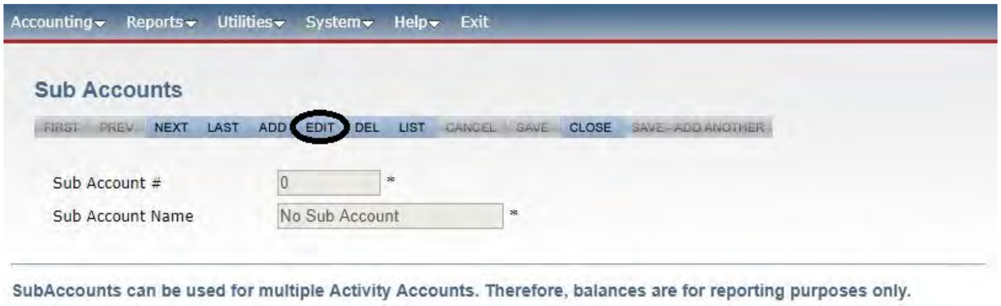

Accounting
Reports
Utilities
System
Help
Exit
Search
Sub Acct #
for
Search
Close

Sub Accounts

Click on the field header to sort by that field

Sub Acct #	Sub Account Name
0	No Sub Account
1	Training
2	Supplies
3	FEES

You are viewing page 1 of 1


Accounting
Reports
Utilities
System
Help
Exit
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER

Sub Accounts

Sub Account # 0 *

Sub Account Name No Sub Account *

SubAccounts can be used for multiple Activity Accounts. Therefore, balances are for reporting purposes only.

Section D

Extended Codes

Some states require additional expense or revenue codes over and above an account code and sub account code. The extended code option is used to increase the expense and revenue coding capabilities associated with each transaction for increased tracking and analysis.

The program contains default extended codes. These can be edited and changed to meet your particular needs. You can use up to ten categories of expense codes and ten categories of revenue codes. When determining how to use extended codes, you should use codes that do not change or change less frequently first. Then you should determine which codes will be constant (the same for each transaction) and which codes will change.

Examples:

FY Code - Changes once each year and is the first code required in logical sequence
Program and Site - Codes do not change and they are next in logical sequence
Source and Project - Code 3 is constant
Subject - Code occasionally changes
Function and Object - Code changes frequently

To edit extended codes, simply click on List and then Click on the Extended Code you would like to edit.

Extended Code Reports

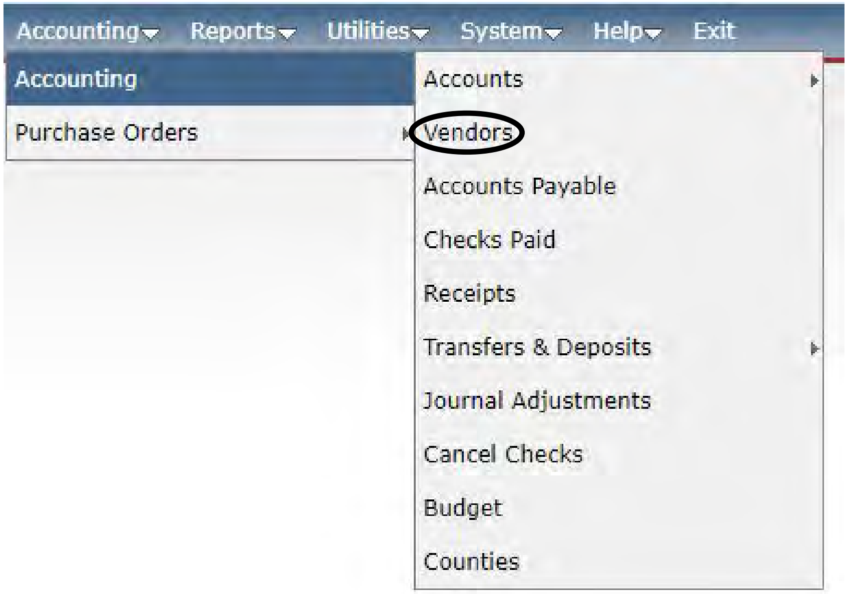
If you have set up your extended code groups in a logical, sequential order with those codes which do not change or change very little first and those codes that frequently change last, the Extended Code report will give you a detail summary of exactly where you've spent or received money for each extended code group.

For full report options - see Section O

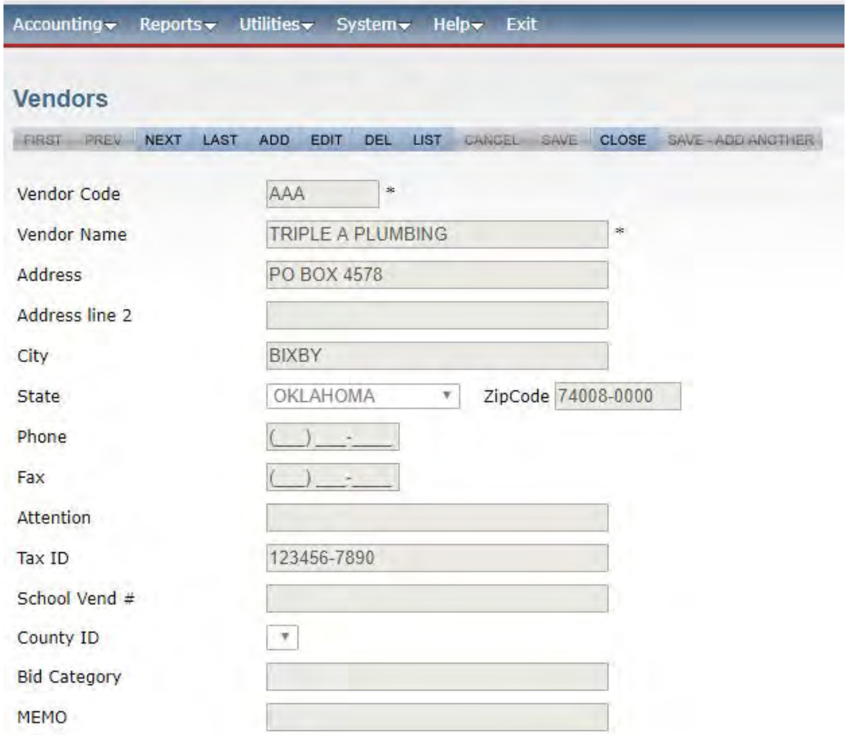
Section E

Add Vendors

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


Accounting
Reports
Utilities
System
Help
Exit
Accounting
Purchase Orders
Accounts
Vendors
Accounts Payable
Checks Paid
Receipts
Transfers & Deposits
Journal Adjustments
Cancel Checks
Budget
Counties

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

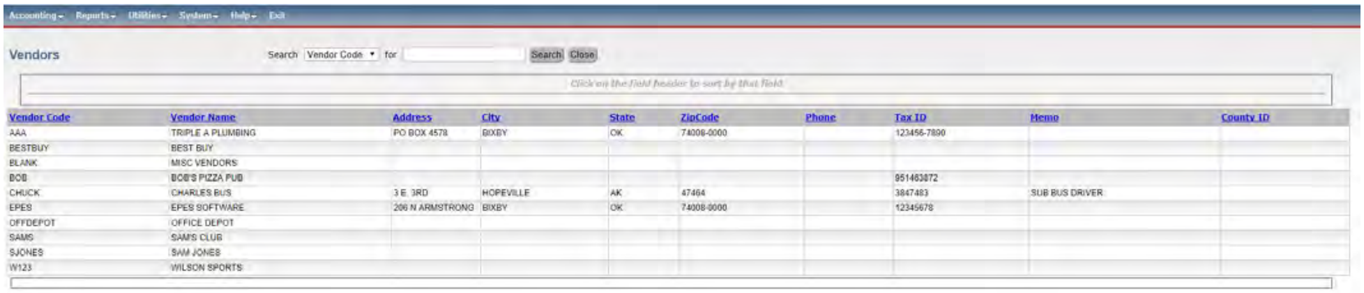

Accounting
Reports
Utilities
System
Help
Exit
Vendors
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER

Vendor Code	AAA *
Vendor Name	TRIPLE A PLUMBING *
Address	PO BOX 4578
Address line 2	
City	BIXBY
State	OKLAHOMA ZipCode 74008-0000
Phone	(___) ___-____
Fax	(___) ___-____
Attention	
Tax ID	123456-7890
School Vend #	
County ID	
Bid Category	
MEMO	

Verify that a Vendor is Not Set Up

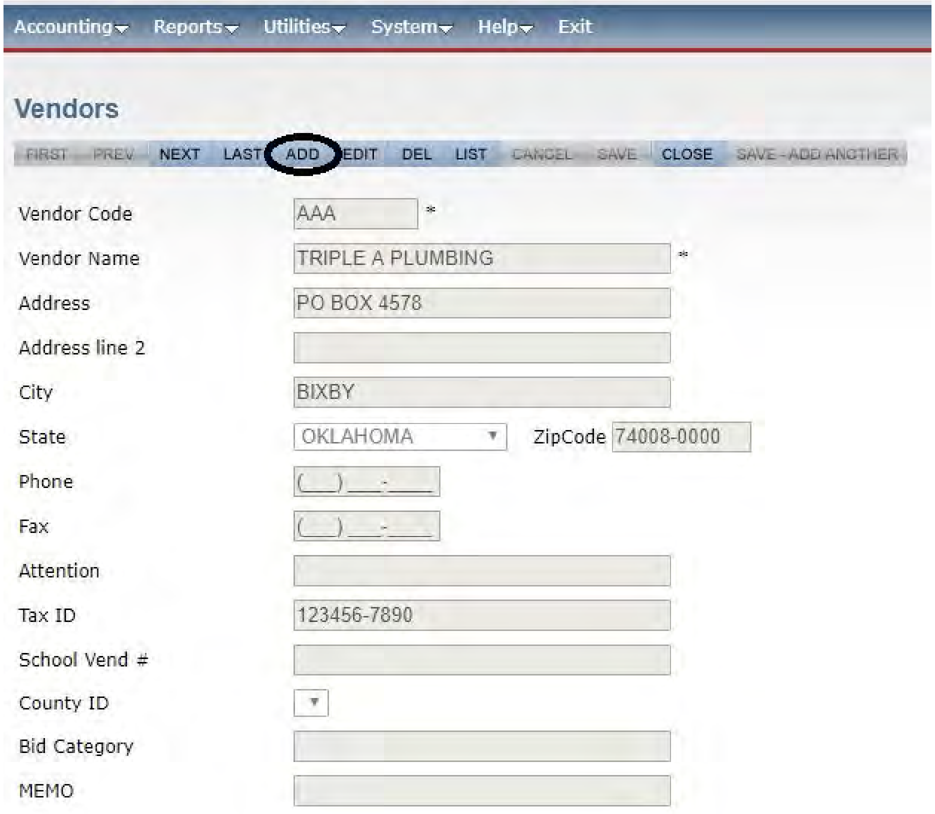
The screen will automatically open to the first vendor in the list.You should first click on <List> to verify that the vendor is not already set up. It is very important that a vendor is only set up once in EPES.

A list of vendors that are set up will appear. You can click on the column title to sort by that column, alternating between ascending and descending order. You can also click on the column title that you want to search using the Quick Search Box. The criteria in the box will change accordingly.


Accounting
Reports
Utilities
System
Help
Exit
Vendors
Search
Vendor Code
for
Search
Close
Click on the field header to sort by that field

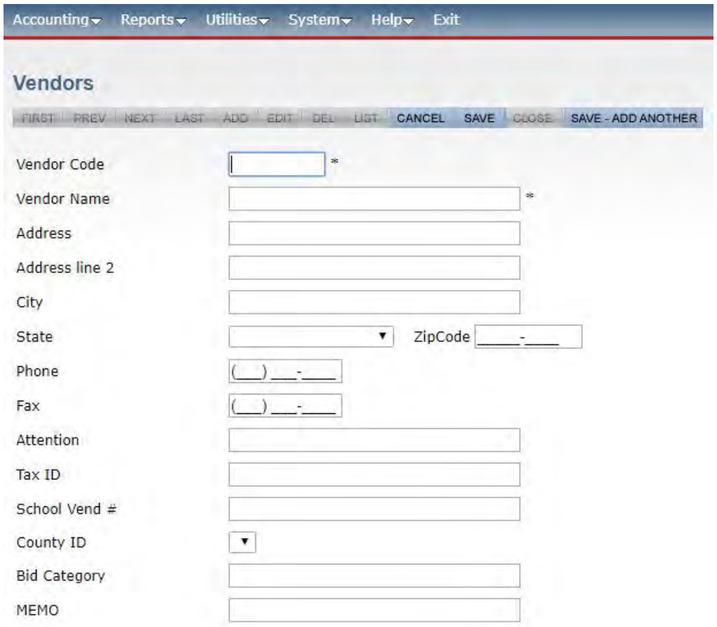
Vendor Code	Vendor Name	Address	City	State	ZipCode	Phone	Tax ID	Memo	County ID
AAA	TRIPLE A PLUMBING	PO BOX 4578	BIXBY	OK	74008-0000		123456-7890		
BESTBUY	BEST BUY								
BLANK	MISC VENDORS								
BOB	BOB'S PIZZA PUB						951463872		
CHUCK	CHARLES BUS	3 E. 3RD	HOPEVILLE	AK	47464		3847483	SUB BUS DRIVER	
EPES	EPES SOFTWARE	206 N ARMSTRONG	BIXBY	OK	74008-0000		12345678		
OFFDEPOT	OFFICE DEPOT								
SAMS	SAM'S CLUB								
SJONES	SAM JONES								
W123	WILSON SPORTS								

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


Accounting
Reports
Utilities
System
Help
Exit
Vendors
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER

Vendor Code	AAA *
Vendor Name	TRIPLE A PLUMBING *
Address	PO BOX 4578
Address line 2	
City	BIXBY
State	OKLAHOMA ▼ ZipCode 74008-0000
Phone	(___) ___-____
Fax	(___) ___-____
Attention	
Tax ID	123456-7890
School Vend #	
County ID	▼
Bid Category	
MEMO	

Enter the Vendor information.


Accounting
Reports
Utilities
System
Help
Exit
Vendors
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Vendor Code *
Vendor Name *
Address
Address line 2
City
State
ZipCode
Phone
Fax
Attention
Tax ID
School Vend #
County ID
Bid Category
MEMO

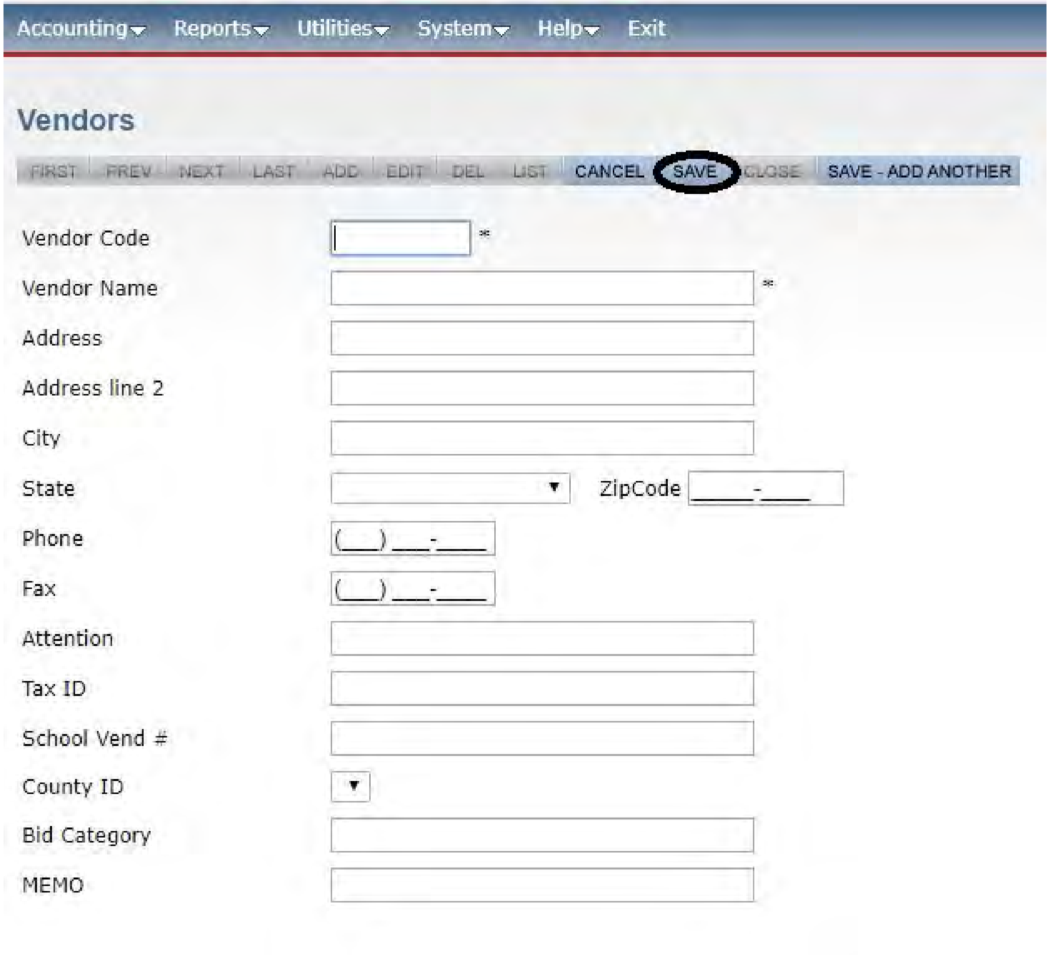
If this vendor receives a 1099, you must enter their Tax ID # or Social Security #.

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 Code	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 that is mandatory. The Tax ID is only required if the Vendor receives a 1099.

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


Accounting
Reports
Utilities
System
Help
Exit
Vendors
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Vendor Code *
Vendor Name *
Address
Address line 2
City
State
ZipCode
Phone
Fax
Attention
Tax ID
School Vend #
County ID
Bid Category
MEMO

If this Vendor receives a 1099, you must enter their Tax ID # or Social Security #

Add Vendor While Entering A Payable or Check

Please see Section F for adding a Vendor while entering a payable

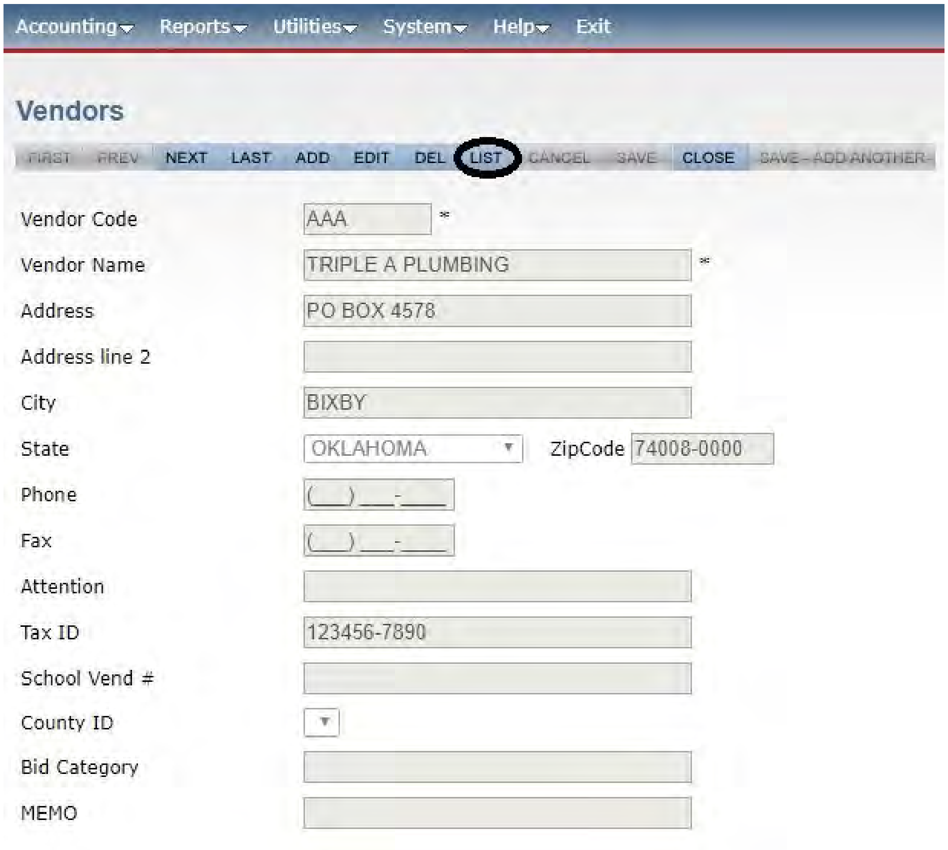
Add Vendor While Entering a Receipt

Please see Section H for adding a Vendor while entering a receipt.

Edit Vendor

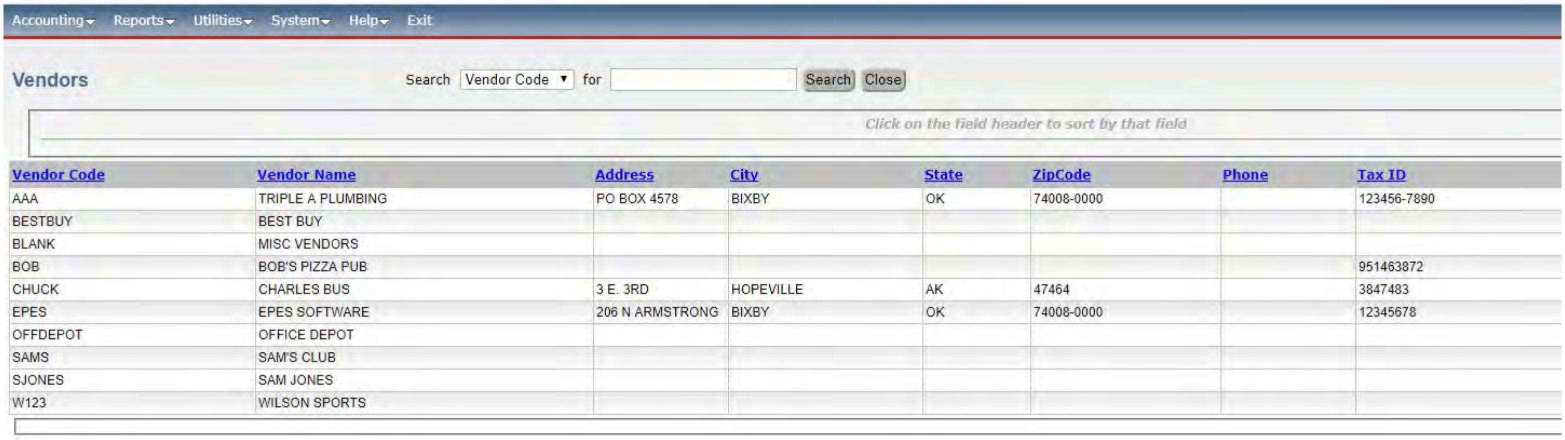
Navigate to: **'Accounting/ Accounting/ Vendors'**

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


Accounting
Reports
Utilities
System
Help
Exit
Vendors
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER

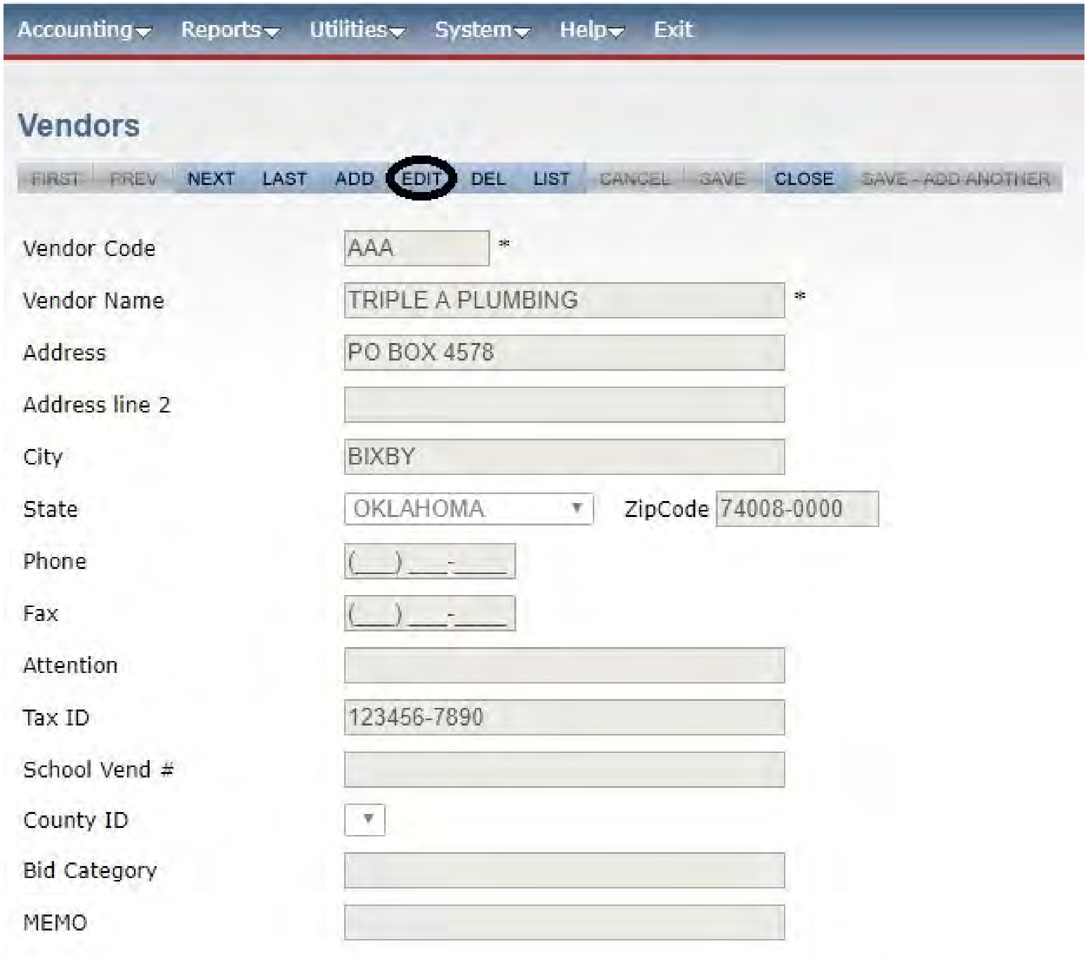
Vendor Code	AAA *
Vendor Name	TRIPLE A PLUMBING *
Address	PO BOX 4578
Address line 2	
City	BIXBY
State	OKLAHOMA ZipCode 74008-0000
Phone	(___) ___-____
Fax	(___) ___-____
Attention	
Tax ID	123456-7890
School Vend #	
County ID	
Bid Category	
MEMO	

Find the Vendor in the list and click on it.


Accounting
Reports
Utilities
System
Help
Exit
Vendors
Search
Vendor Code
for
Search
Close
Click on the field header to sort by that field

Vendor Code	Vendor Name	Address	City	State	ZipCode	Phone	Tax ID
AAA	TRIPLE A PLUMBING	PO BOX 4578	BIXBY	OK	74008-0000		123456-7890
BESTBUY	BEST BUY						
BLANK	MISC VENDORS						
BOB	BOB'S PIZZA PUB						951463872
CHUCK	CHARLES BUS	3 E. 3RD	HOPEVILLE	AK	47464		3847483
EPES	EPES SOFTWARE	206 N ARMSTRONG	BIXBY	OK	74008-0000		12345678
OFFDEPOT	OFFICE DEPOT						
SAMS	SAM'S CLUB						
SJONES	SAM JONES						
W123	WILSON SPORTS						

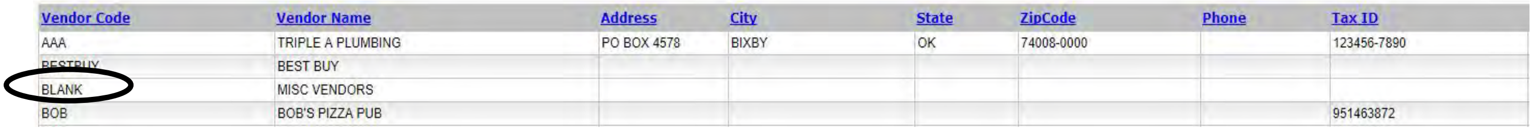
Click on **<Edit>** and make the changes needed. If you decide not to edit the Vendor, you can click on **<Cancel>**. Otherwise, click on **<Save>**. Now click on **<Close>**.


Accounting
Reports
Utilities
System
Help
Exit
Vendors
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER

Vendor Code	AAA *
Vendor Name	TRIPLE A PLUMBING *
Address	PO BOX 4578
Address line 2	
City	BIXBY
State	OKLAHOMA ZipCode 74008-0000
Phone	(___) ___-____
Fax	(___) ___-____
Attention	
Tax ID	123456-7890
School Vend #	
County ID	
Bid Category	
MEMO	

'Blank' Vendor Code

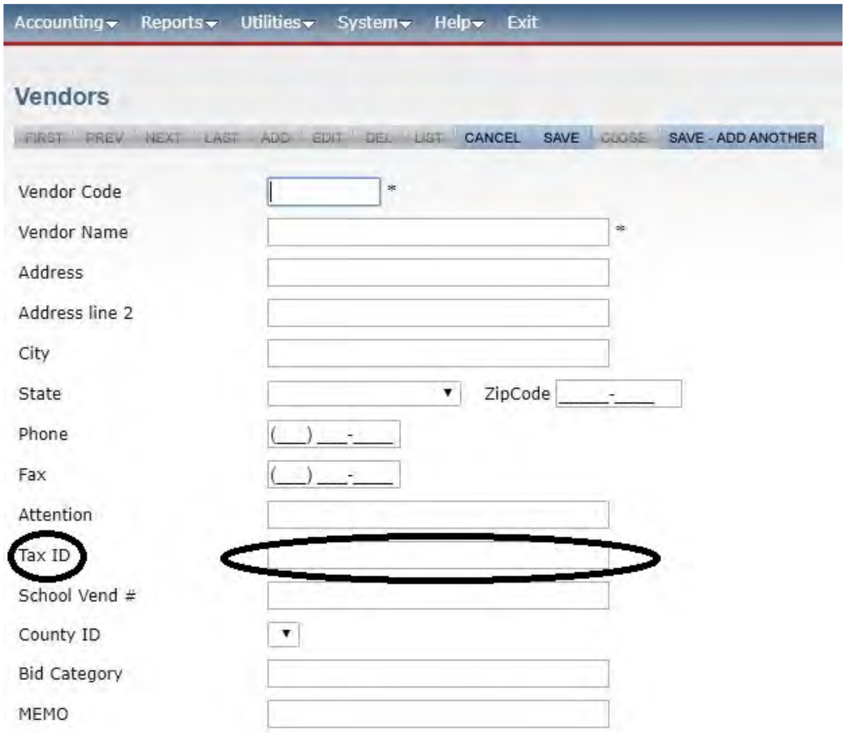
The Vendor Code of 'Blank' with the Vendor Name of 'Misc Vendors' is to be used when you do not see the need to set up a vendor. For example, if you are writing a check to a parent or a Vendor, that you don't think you will use often, the 'Blank' Vendor allows you to do this. When using this Vendor it is mandatory that you put the name of who the check is to be written to, in the Payee field. Otherwise, the system does not know whom to write the check to. The 'Blank Vendor Code' is hard coded into the program and cannot be deleted.



Vendor Code	Vendor Name	Address	City	State	ZipCode	Phone	Tax ID
AAA	TRIPLE A PLUMBING	PO BOX 4578	BIXBY	OK	74008-0000		123456-7890
BESTBUY	BEST BUY						
BLANK	MISC VENDORS						
BOB	BOB'S PIZZA PUB						951463872

1099 Information

Most Districts are required to send a 1099-Misc tax form to any Vendor that is collectively paid over $600 per calendar year for goods or services. (Employees are not 1099 Vendors unless contracted for other services). The system can track information for the tax form, 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.


Accounting
Reports
Utilities
System
Help
Exit
Vendors
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Vendor Code *
Vendor Name *
Address
Address line 2
City
State
ZipCode
Phone
Fax
Attention
Tax ID
School Vend #
County ID
Bid Category
MEMO

Section F

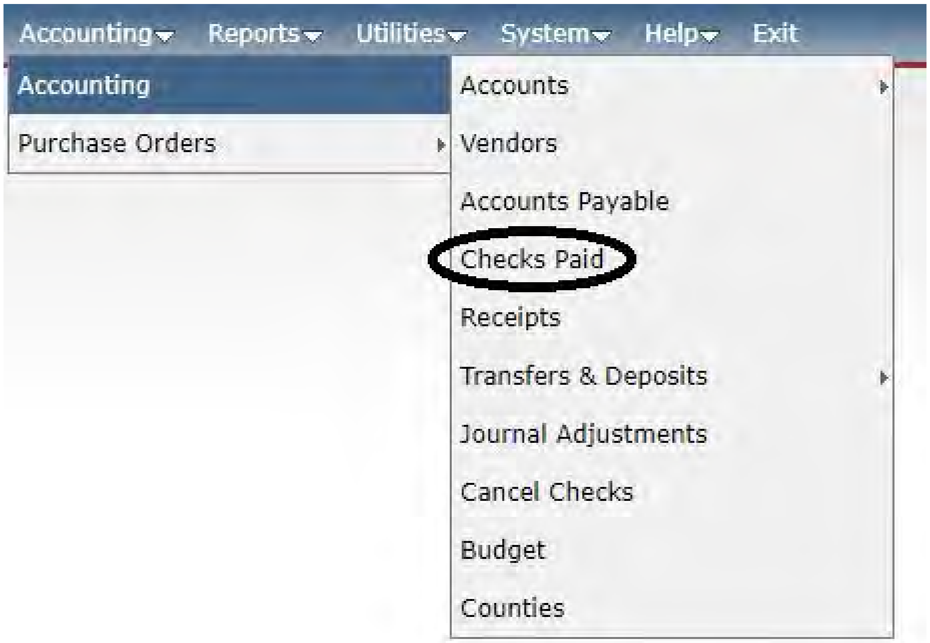
Enter Disbursements and Payables

Disbursements for Manual Checks

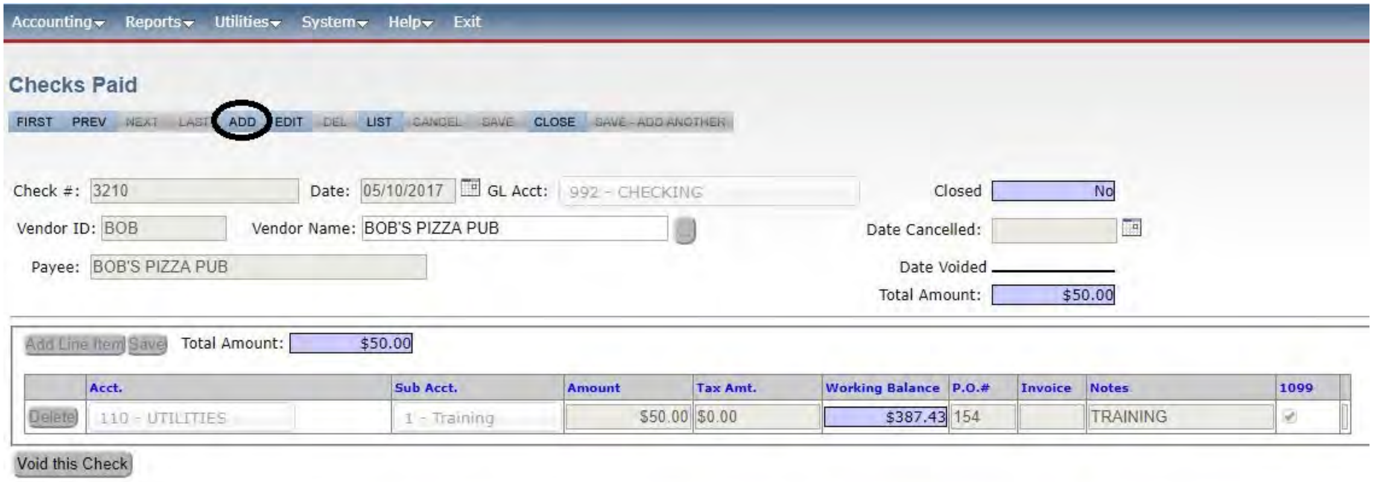
You want to manually add disbursements when a vendor is being paid with a manually prepared check.

Add Disbursements

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


Accounting
Reports
Utilities
System
Help
Exit
Accounting
Purchase Orders
Accounts
Vendors
Accounts Payable
Checks Paid
Receipts
Transfers & Deposits
Journal Adjustments
Cancel Checks
Budget
Counties

Click on **<Add>.**

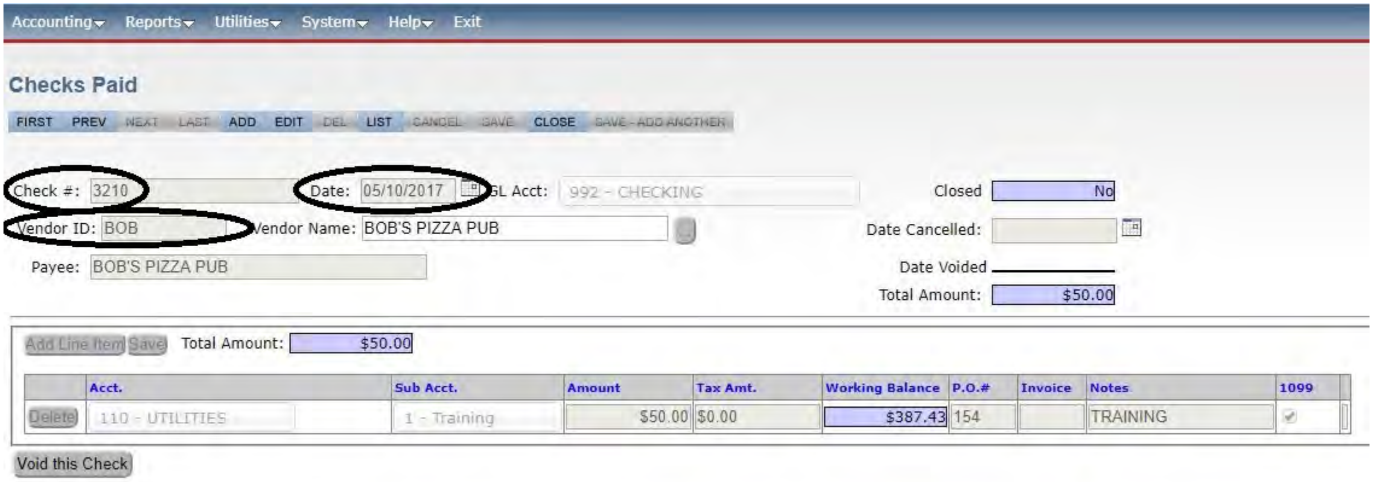

Accounting
Reports
Utilities
System
Help
Exit
Checks Paid
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Add Line Item
Save
Delete
Void this Check

Check #: 3210
Date: 05/10/2017
GL Acct: 992 - CHECKING
Closed: No
Vendor ID: BOB
Vendor Name: BOB'S PIZZA PUB
Date Cancelled:
Payee: BOB'S PIZZA PUB
Date Voided
Total Amount: $50.00

Total Amount: $50.00

	Acct.	Sub Acct.	Amount	Tax Amt.	Working Balance	P.O.#	Invoice	Notes	1099
Delete	110 - UTILITIES	1 - Training	$50.00	$0.00	$387.43	154		TRAINING	✓

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


Accounting
Reports
Utilities
System
Help
Exit
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Add Line Item
Save
Delete
Void this Check

Checks Paid

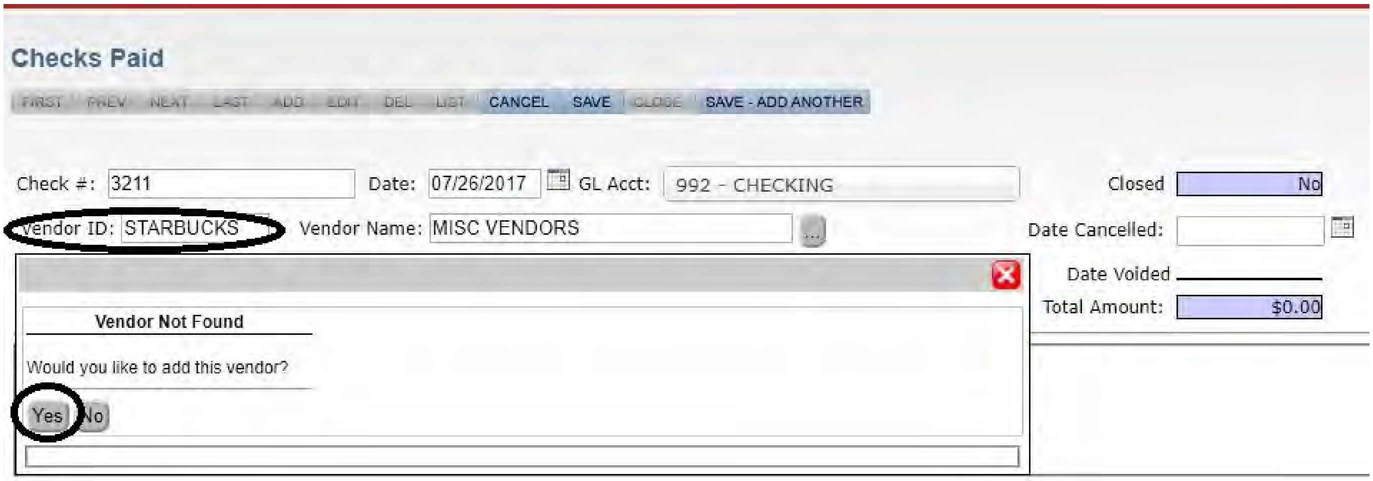
Check #: 3210
Date: 05/10/2017
GL Acct: 992 - CHECKING
Closed: No
Vendor ID: BOB
Vendor Name: BOB'S PIZZA PUB
Date Cancelled:
Payee: BOB'S PIZZA PUB
Date Voided
Total Amount: $50.00

Total Amount: $50.00

	Acct.	Sub Acct.	Amount	Tax Amt.	Working Balance	P.O.#	Invoice	Notes	1099
Delete	110 - UTILITIES	1 - Training	$50.00	$0.00	$387.43	154		TRAINING	✓

Adding a Vendor While Entering a Manual Disbursement

Enter a Vendor Code in the 'Vendor' box.


FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Yes
No

Checks Paid

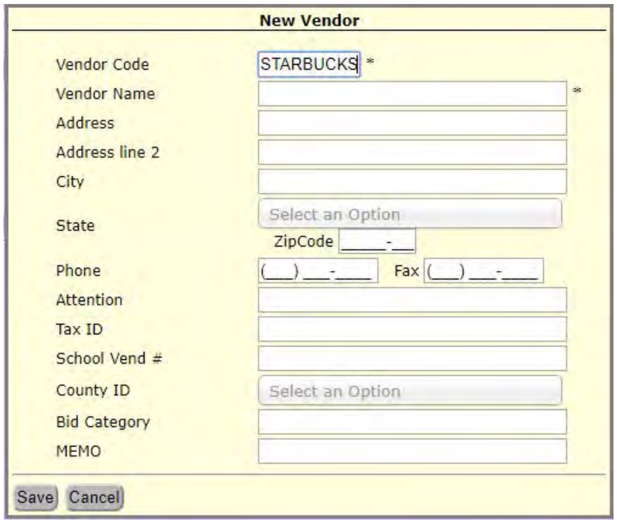
Check #: 3211
Date: 07/26/2017
GL Acct: 992 - CHECKING
Closed: No
Vendor ID: STARBUCKS
Vendor Name: MISC VENDORS
Date Cancelled:
Date Voided
Total Amount: $0.00

Vendor Not Found

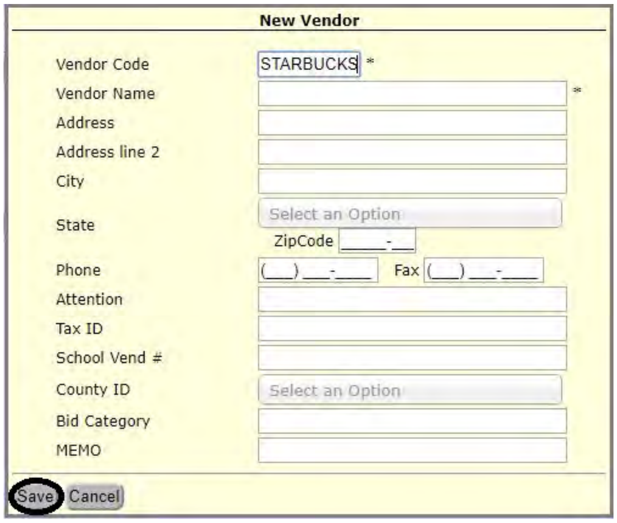
Would you like to add this vendor?

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

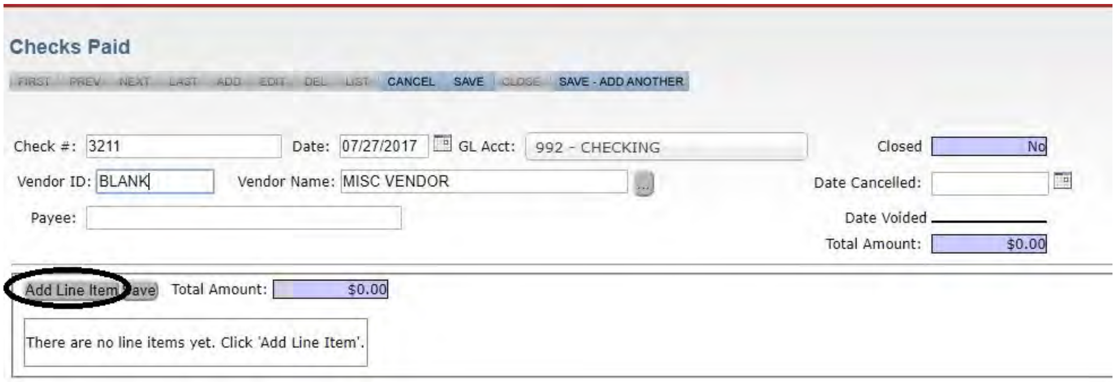
The vendor box will pop up.


Vendor Code: STARBUCKS
New Vendor
Vendor Code
Vendor Name
Address
Address line 2
City
State
Select an Option
ZipCode
Phone
Fax
Attention
Tax ID
School Vend #
County ID
Select an Option
Bid Category
MEMO
Save
Cancel

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


Vendor Code: STARBUCKS
New Vendor
Vendor Code
Vendor Name
Address
Address line 2
City
State
Select an Option
ZipCode
Phone
Fax
Attention
Tax ID
School Vend #
County ID
Select an Option
Bid Category
MEMO
Save
Cancel

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


FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Add Line Item
Save

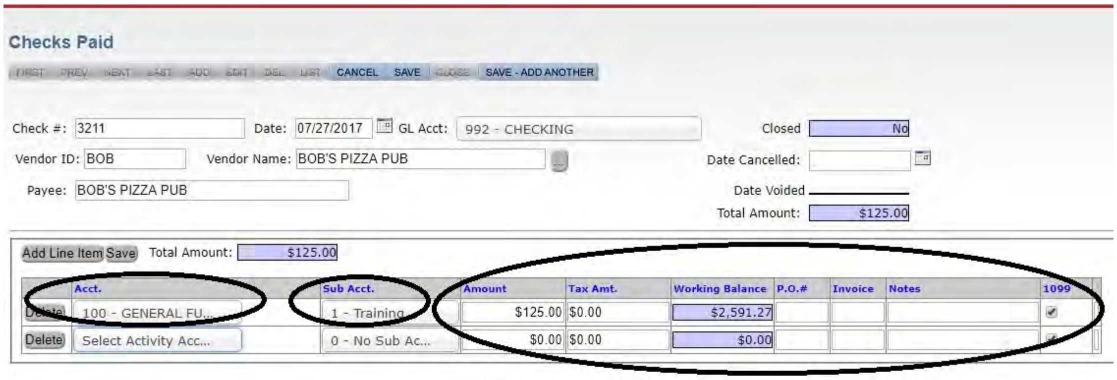
Checks Paid

Check #: 3211
Date: 07/27/2017
GL Acct: 992 - CHECKING
Closed: No
Vendor ID: BLANK
Vendor Name: MISC VENDOR
Date Cancelled:
Payee:
Date Voided
Total Amount: $0.00

Total Amount: $0.00

There are no line items yet. Click 'Add Line Item'.

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' vendor box must be checked. If you put the Tax ID in when you set up the vendor, this box should automatically be checked.


FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Add Line Item
Save

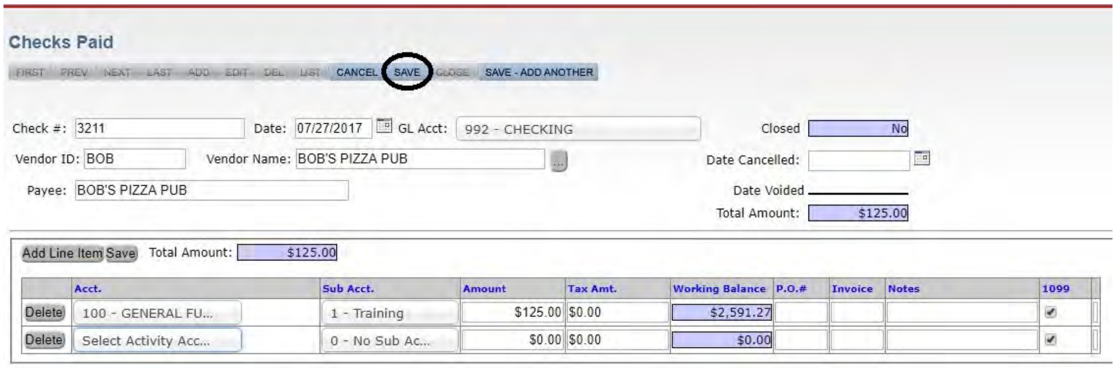
Checks Paid

Check #: 3211
Date: 07/27/2017
GL Acct: 992 - CHECKING
Closed: No
Vendor ID: BOB
Vendor Name: BOB'S PIZZA PUB
Date Cancelled:
Payee: BOB'S PIZZA PUB
Date Voided
Total Amount: $125.00

Total Amount: $125.00

	Acct.	Sub Acct.	Amount	Tax Amt.	Working Balance	P.O.#	Invoice	Notes	1099
Delete	100 - GENERAL FU...	1 - Training	$125.00	$0.00	$2,591.27				☑
Delete	Select Activity Acc...	0 - No Sub Ac...	$0.00	$0.00	$0.00				☑

Click on <Save>


FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Add Line Item
Save

Checks Paid

Check #: 3211
Date: 07/27/2017
GL Acct: 992 - CHECKING
Closed: No
Vendor ID: BOB
Vendor Name: BOB'S PIZZA PUB
Date Cancelled:
Payee: BOB'S PIZZA PUB
Date Voided
Total Amount: $125.00

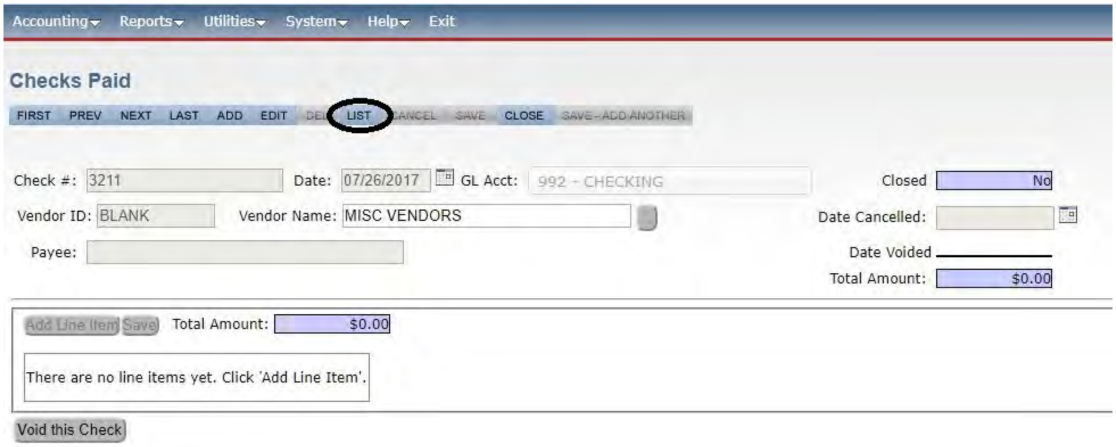
Total Amount: $125.00

	Acct.	Sub Acct.	Amount	Tax Amt.	Working Balance	P.O.#	Invoice	Notes	1099
Delete	100 - GENERAL FU...	1 - Training	$125.00	$0.00	$2,591.27				☑
Delete	Select Activity Acc...	0 - No Sub Ac...	$0.00	$0.00	$0.00				☑

Edit Disbursements

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

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

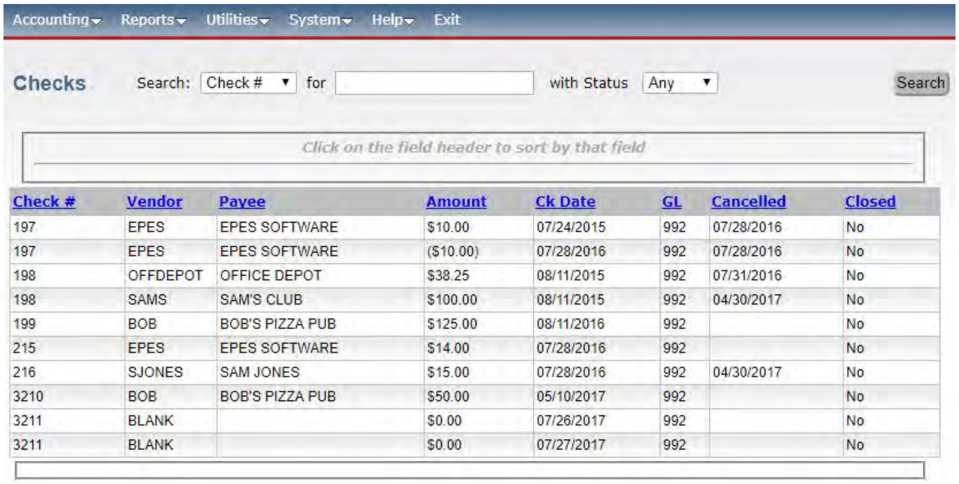

Accounting
Reports
Utilities
System
Help
Exit
Checks Paid
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Add Line Item
Save
Void this Check

Check #: 3211
Date: 07/26/2017
GL Acct: 992 - CHECKING
Closed: No
Vendor ID: BLANK
Vendor Name: MISC VENDORS
Date Cancelled:
Payee:
Date Voided
Total Amount: $0.00

Total Amount: $0.00

There are no line items yet. Click 'Add Line Item'.

Find the disbursement in the list and click on it.


Accounting
Reports
Utilities
System
Help
Exit
Checks
Search
Click on the field header to sort by that field

Search: Check # for with Status Any

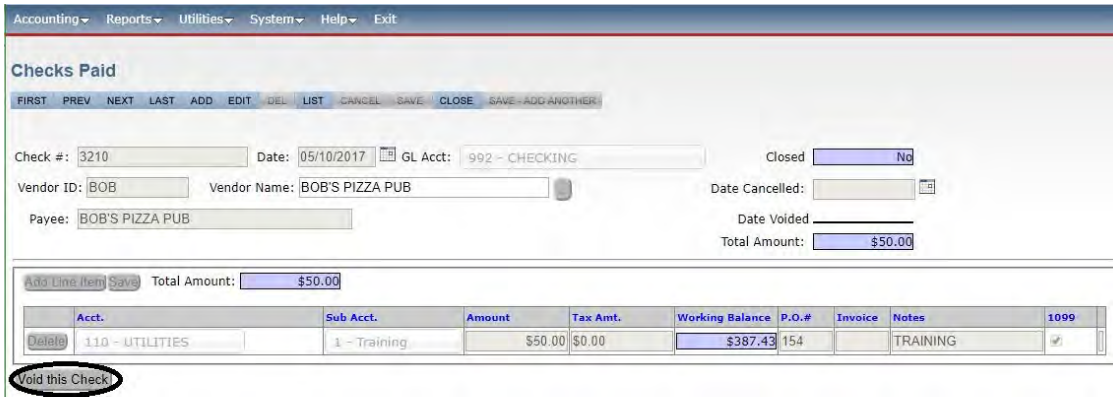
Check #	Vendor	Payee	Amount	Ck Date	GL	Cancelled	Closed
197	EPES	EPES SOFTWARE	$10.00	07/24/2015	992	07/28/2016	No
197	EPES	EPES SOFTWARE	($10.00)	07/28/2016	992	07/28/2016	No
198	OFFDEPOT	OFFICE DEPOT	$38.25	08/11/2015	992	07/31/2016	No
198	SAMS	SAM'S CLUB	$100.00	08/11/2015	992	04/30/2017	No
199	BOB	BOB'S PIZZA PUB	$125.00	08/11/2016	992		No
215	EPES	EPES SOFTWARE	$14.00	07/28/2016	992		No
216	SJONES	SAM JONES	$15.00	07/28/2016	992	04/30/2017	No
3210	BOB	BOB'S PIZZA PUB	$50.00	05/10/2017	992		No
3211	BLANK		$0.00	07/26/2017	992		No
3211	BLANK		$0.00	07/27/2017	992		No

Clicking on the column headings will sort the column.

Click <Edit> and make the necessary changes and click <Save> when done.

Voiding Checks

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


Accounting
Reports
Utilities
System
Help
Exit
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Add Line Item
Save
Delete
Void this Check

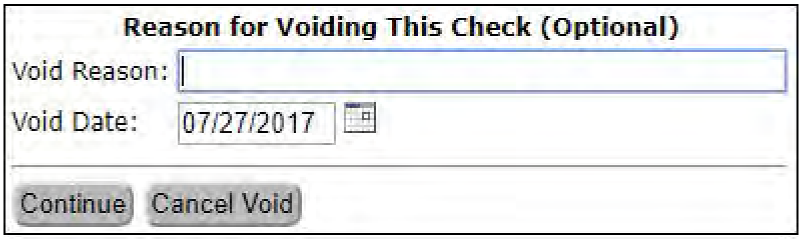
Checks Paid

Check #: 3210
Date: 05/10/2017
GL Acct: 992 - CHECKING
Closed: No
Vendor ID: BOB
Vendor Name: BOB'S PIZZA PUB
Date Cancelled:
Payee: BOB'S PIZZA PUB
Date Voided
Total Amount: $50.00

Total Amount: $50.00

Acct.	Sub Acct.	Amount	Tax Amt.	Working Balance	P.O.#	Invoice	Notes	1099
110 - UTILITIES	1 - Training	$50.00	$0.00	$387.43	154		TRAINING	☑

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


Continue
Cancel Void

Reason for Voiding This Check (Optional)

Void Reason:
Void Date: 07/27/2017

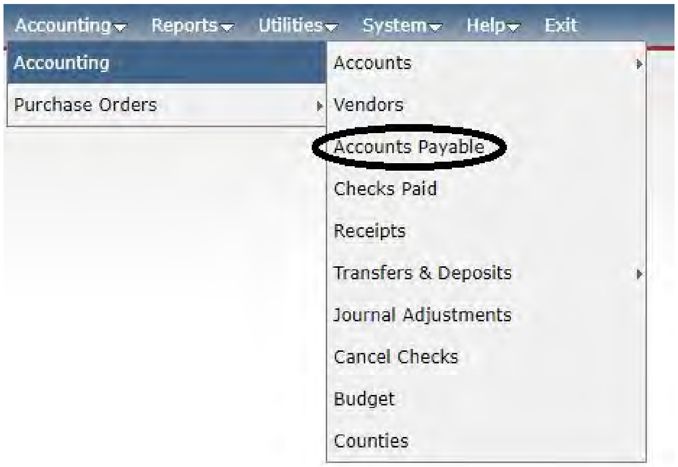
The system will automatically credit the account that was originally used when the check was issued. Voiding a check will create a negative (reversal) entry of the original check.

We do not recommend voids for customers in Indiana. Gateway regulations make this feature not an available option.

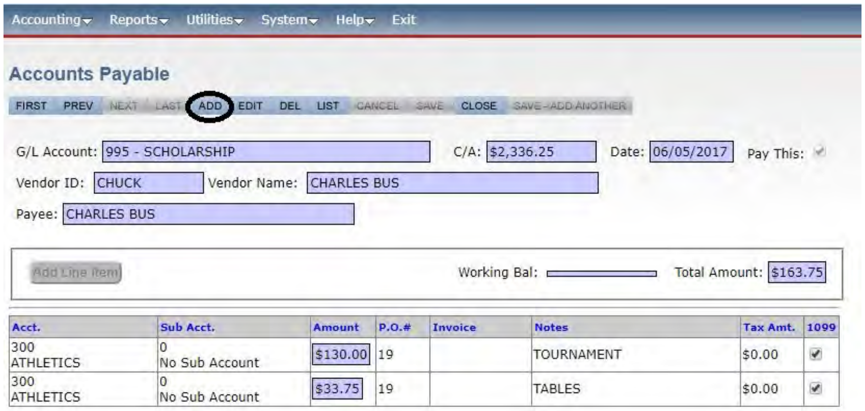
Payables - Checks to be Printed

Add Payable

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


Accounting
Reports
Utilities
System
Help
Exit
Accounting
Purchase Orders
Accounts
Vendors
Accounts Payable
Checks Paid
Receipts
Transfers & Deposits
Journal Adjustments
Cancel Checks
Budget
Counties

Click on **<Add>**.


Accounting
Reports
Utilities
System
Help
Exit
Accounts Payable
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Add Line Item

G/L Account: 995 - SCHOLARSHIP C/A: $2,336.25 Date: 06/05/2017 Pay This: ✓

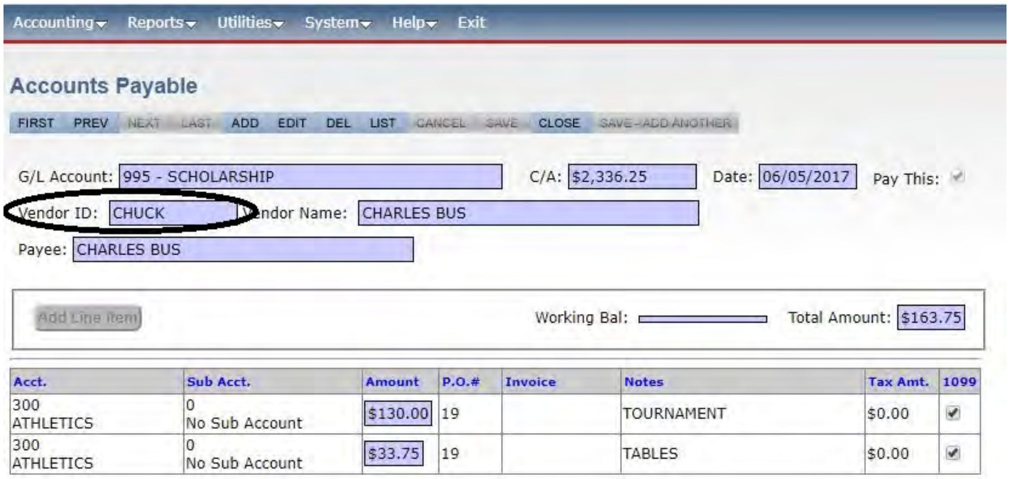
Vendor ID: CHUCK Vendor Name: CHARLES BUS

Payee: CHARLES BUS

Working Bal: Total Amount: $163.75

Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
300 ATHLETICS	0 No Sub Account	$130.00	19		TOURNAMENT	$0.00	☑
300 ATHLETICS	0 No Sub Account	$33.75	19		TABLES	$0.00	☑

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


Accounting
Reports
Utilities
System
Help
Exit
Accounts Payable
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Add Line Item

G/L Account: 995 - SCHOLARSHIP C/A: $2,336.25 Date: 06/05/2017 Pay This: ✓

Vendor ID: CHUCK Vendor Name: CHARLES BUS

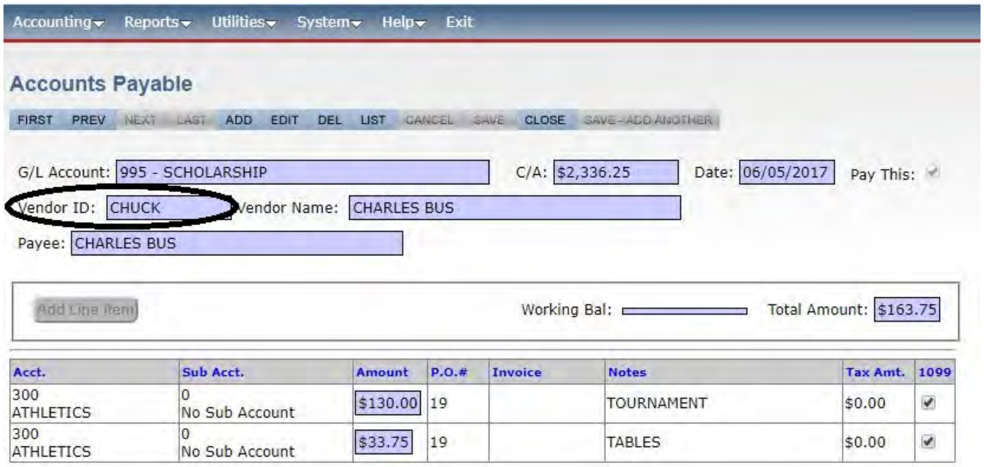
Payee: CHARLES BUS

Working Bal: Total Amount: $163.75

Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
300 ATHLETICS	0 No Sub Account	$130.00	19		TOURNAMENT	$0.00	☑
300 ATHLETICS	0 No Sub Account	$33.75	19		TABLES	$0.00	☑

Adding a Vendor While Entering a Payable

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

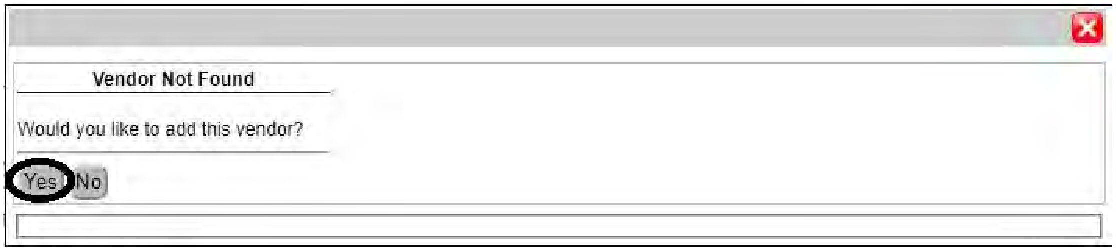

Accounting
Reports
Utilities
System
Help
Exit
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Add Line Item

Accounts Payable

G/L Account: 995 - SCHOLARSHIP
C/A: $2,336.25
Date: 06/05/2017
Pay This: ☑
Vendor ID: CHUCK
Vendor Name: CHARLES BUS
Payee: CHARLES BUS
Working Bal:
Total Amount: $163.75

Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
300 ATHLETICS	0 No Sub Account	$130.00	19		TOURNAMENT	$0.00	☑
300 ATHLETICS	0 No Sub Account	$33.75	19		TABLES	$0.00	☑

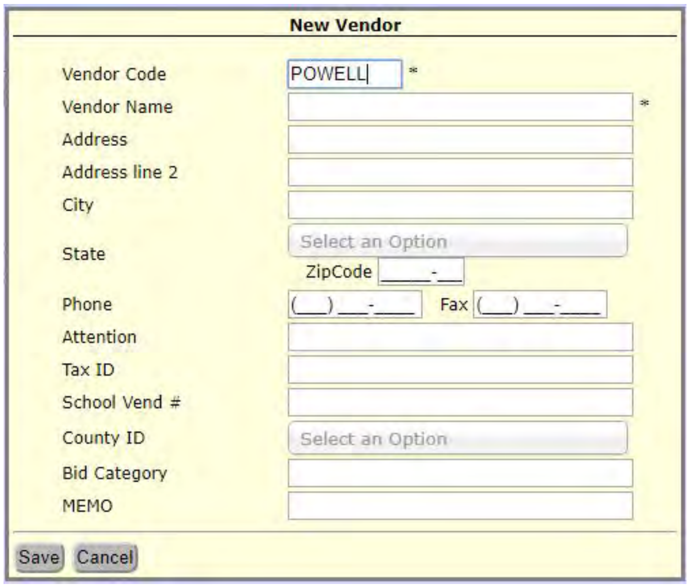
A box will pop up asking you if you would like to add the vendor. Click on **<Yes>**.



Vendor Not Found

Would you like to add this vendor?

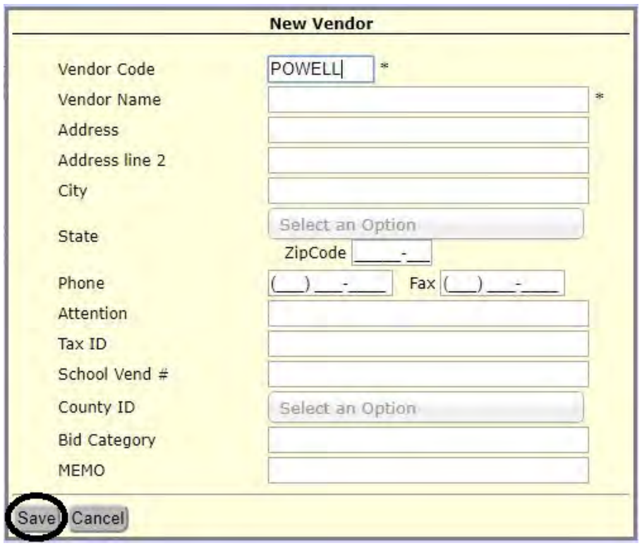
The vendor box will pop up.


Save
Cancel

New Vendor

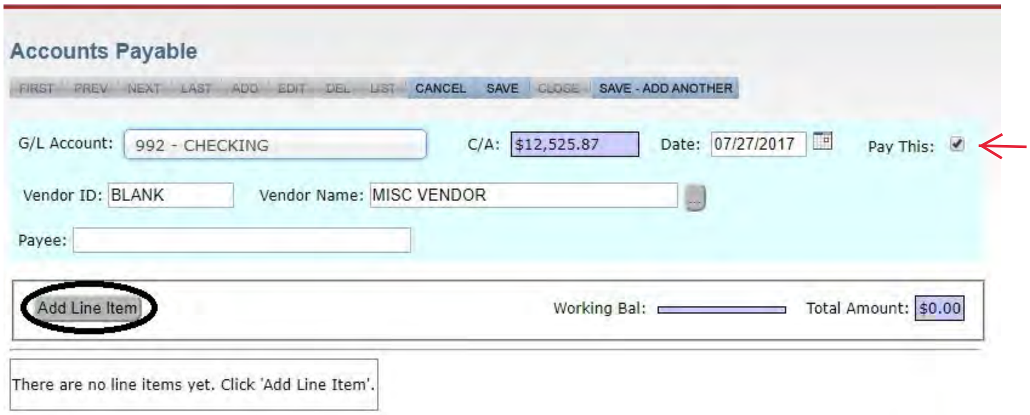
Vendor Code: POWELL *
Vendor Name: *
Address:
Address line 2:
City:
State: Select an Option
ZipCode: _____-____
Phone: (___) ___-____
Fax: (___) ___-____
Attention:
Tax ID:
School Vend #:
County ID: Select an Option
Bid Category:
MEMO:

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


New Vendor
Vendor Name
Address
Address line 2
City
State
Select an Option
ZipCode
Phone
Fax
Attention
Tax ID
School Vend #
County ID
Select an Option
Bid Category
MEMO
Save
Cancel

Vendor Code: POWELL

Click on <Add Line Item>.


Accounts Payable
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Payee:
Add Line Item
Working Bal:

G/L Account: 992 - CHECKING

C/A: $12,525.87

Date: 07/27/2017

Pay This: ☑

Vendor ID: BLANK

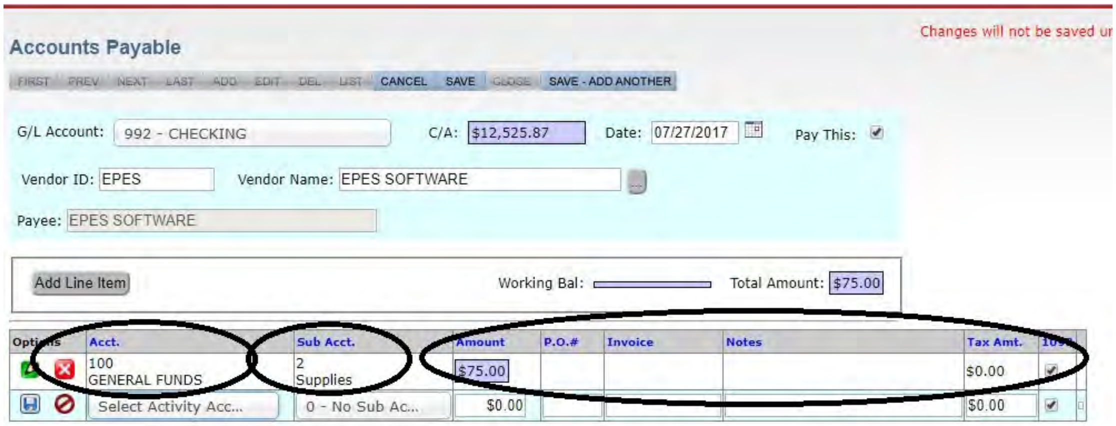
Vendor Name: MISC VENDOR

Total Amount: $0.00

There are no line items yet. Click 'Add Line Item'.

Uncheck this box if you do not want the check to print in the next check run. You will have to check it when you finally want to print. See Section G.

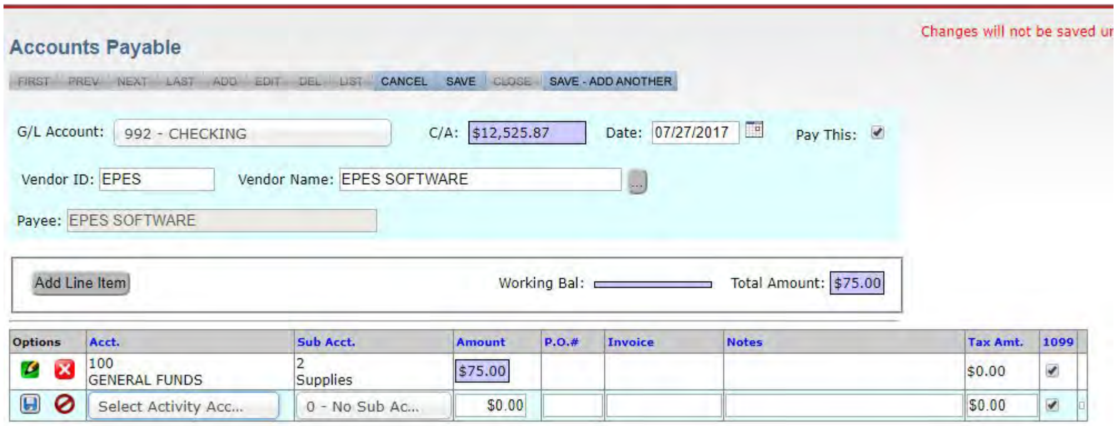
Enter the payable information. The 'Acct' is the account that you want to pay the money from. Enter a 'Sub Acct' if appropriate. Fill in the amount. Fill in the 'PO #' if there was a PO created for this payable. 'Invoice' is the vendor invoice number. Add any notes that may be helpful to you in the future.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


Accounts Payable
Changes will not be saved ur
FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER
Add Line Item

G/L Account: 992 - CHECKING
C/A: $12,525.87
Date: 07/27/2017
Pay This: ☑
Vendor ID: EPES
Vendor Name: EPES SOFTWARE
Payee: EPES SOFTWARE
Working Bal:
Total Amount: $75.00

Options	Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	109
	100 GENERAL FUNDS	2 Supplies	$75.00				$0.00	☑
	Select Activity Acc...	0 - No Sub Ac...	$0.00				$0.00	☑

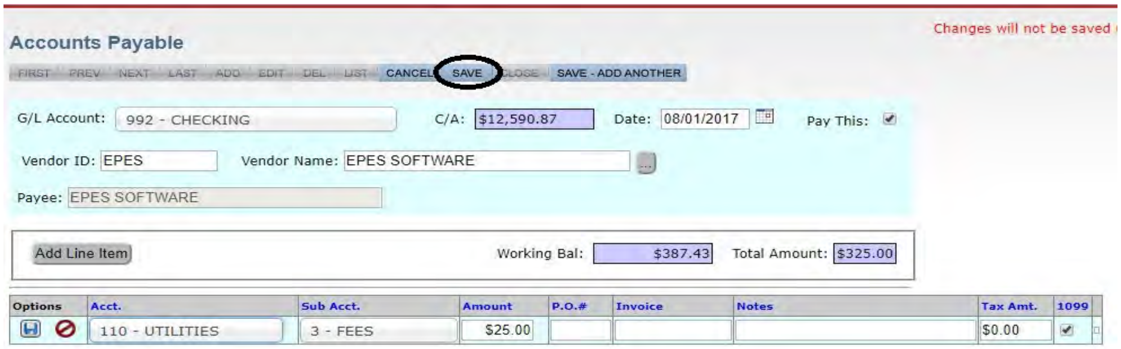
Repeat to add additional lines. There is a line limit of 14 lines per payable. **If your payable is more than 14 lines, it will automatically create a new payable with the same vendor, date, etc.**


Accounts Payable
Changes will not be saved ur
FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER
Add Line Item

G/L Account: 992 - CHECKING
C/A: $12,525.87
Date: 07/27/2017
Pay This: ☑
Vendor ID: EPES
Vendor Name: EPES SOFTWARE
Payee: EPES SOFTWARE
Working Bal:
Total Amount: $75.00

Options	Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
	100 GENERAL FUNDS	2 Supplies	$75.00				$0.00	☑
	Select Activity Acc...	0 - No Sub Ac...	$0.00				$0.00	☑

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


Accounts Payable
Changes will not be saved
FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER
Add Line Item

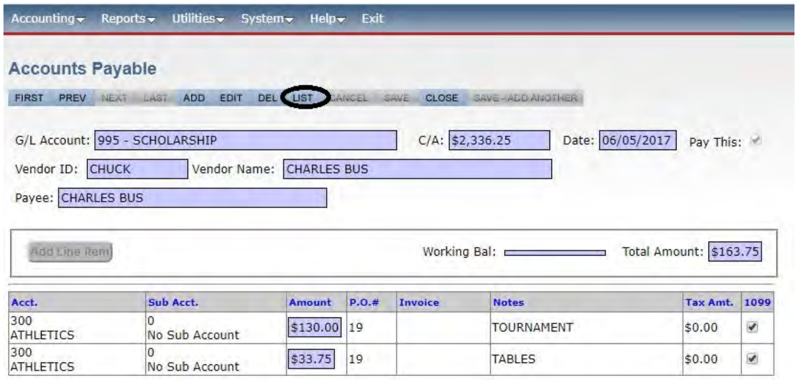
G/L Account: 992 - CHECKING
C/A: $12,590.87
Date: 08/01/2017
Pay This: ☑
Vendor ID: EPES
Vendor Name: EPES SOFTWARE
Payee: EPES SOFTWARE
Working Bal: $387.43
Total Amount: $325.00

Options	Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
	110 - UTILITIES	3 - FEES	$25.00				$0.00	☑

Edit Payables

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

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


Accounting Reports Utilities System Help Exit
Accounts Payable
FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER
Add Line Item

G/L Account: 995 - SCHOLARSHIP C/A: $2,336.25 Date: 06/05/2017 Pay This: ☑

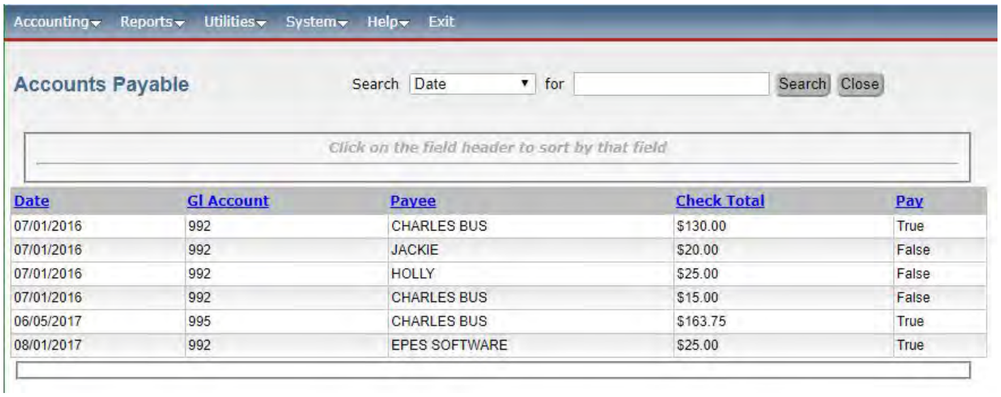
Vendor ID: CHUCK Vendor Name: CHARLES BUS

Payee: CHARLES BUS

Working Bal: Total Amount: $163.75

Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
300 ATHLETICS	0 No Sub Account	$130.00	19		TOURNAMENT	$0.00	☑
300 ATHLETICS	0 No Sub Account	$33.75	19		TABLES	$0.00	☑

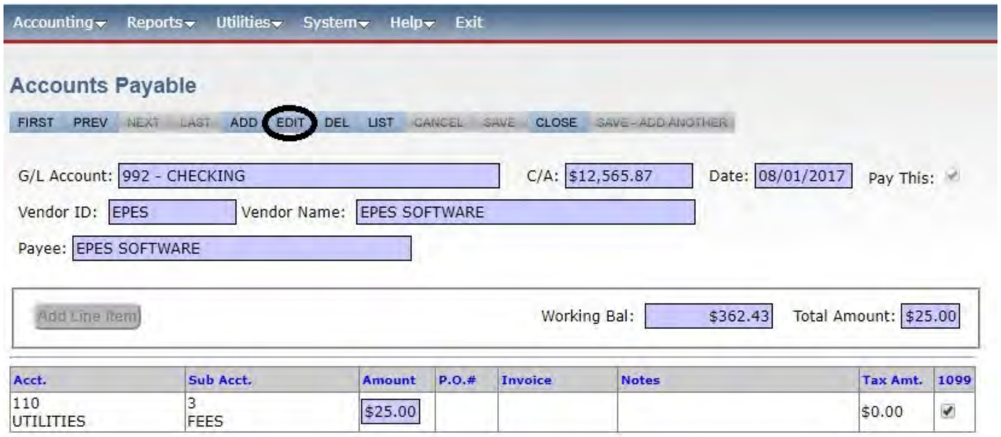
Find the payable in the list and click on it.


Accounting Reports Utilities System Help Exit
Accounts Payable
Search Date for
Search Close

Click on the field header to sort by that field

Date	Gl Account	Payee	Check Total	Pay
07/01/2016	992	CHARLES BUS	$130.00	True
07/01/2016	992	JACKIE	$20.00	False
07/01/2016	992	HOLLY	$25.00	False
07/01/2016	992	CHARLES BUS	$15.00	False
06/05/2017	995	CHARLES BUS	$163.75	True
08/01/2017	992	EPES SOFTWARE	$25.00	True

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>**.


Accounting Reports Utilities System Help Exit
Accounts Payable
FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER
Add Line Item

G/L Account: 992 - CHECKING C/A: $12,565.87 Date: 08/01/2017 Pay This: ☑

Vendor ID: EPES Vendor Name: EPES SOFTWARE

Payee: EPES SOFTWARE

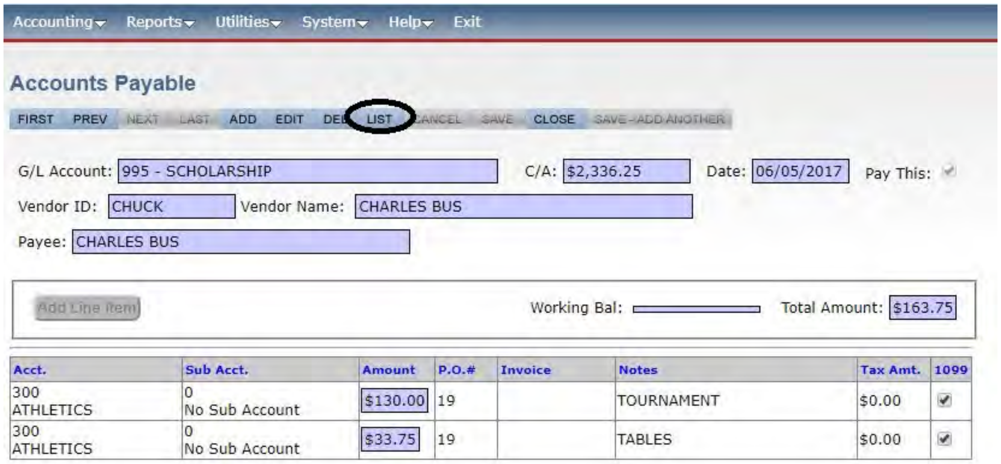
Working Bal: $362.43 Total Amount: $25.00

Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
110 UTILITIES	3 FEES	$25.00				$0.00	☑

Delete Payable

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

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


Accounting
Reports
Utilities
System
Help
Exit
Accounts Payable
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Add Line Item

G/L Account: 995 - SCHOLARSHIP C/A: $2,336.25 Date: 06/05/2017 Pay This: ☑

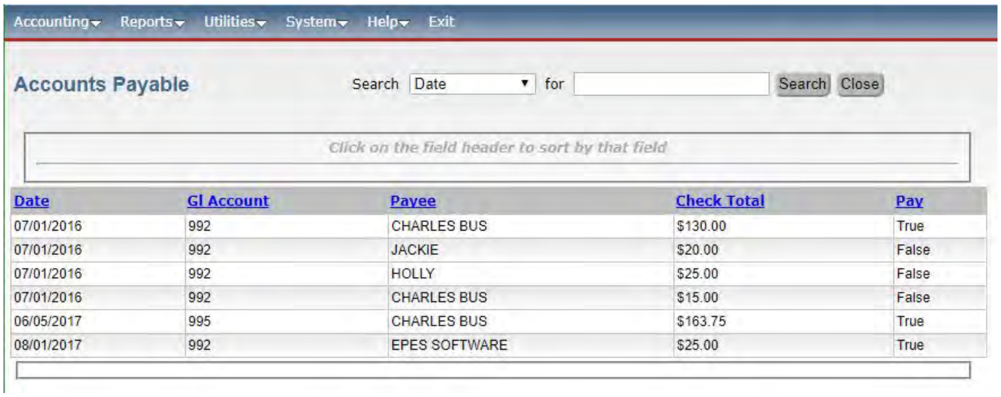
Vendor ID: CHUCK Vendor Name: CHARLES BUS

Payee: CHARLES BUS

Working Bal: Total Amount: $163.75

Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
300 ATHLETICS	0 No Sub Account	$130.00	19		TOURNAMENT	$0.00	☑
300 ATHLETICS	0 No Sub Account	$33.75	19		TABLES	$0.00	☑

Find the payable in the list and click on it.

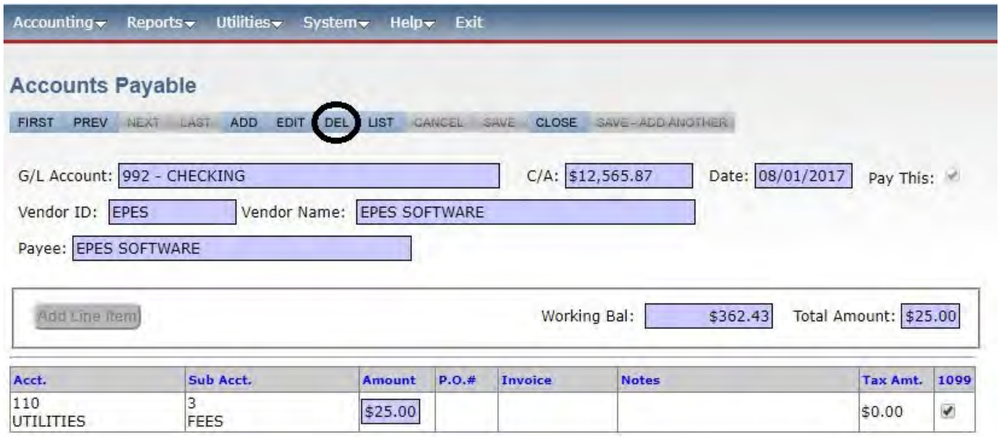

Accounting
Reports
Utilities
System
Help
Exit
Accounts Payable
Search
Close

Search Date for

Click on the field header to sort by that field

Date	Gl Account	Payee	Check Total	Pay
07/01/2016	992	CHARLES BUS	$130.00	True
07/01/2016	992	JACKIE	$20.00	False
07/01/2016	992	HOLLY	$25.00	False
07/01/2016	992	CHARLES BUS	$15.00	False
06/05/2017	995	CHARLES BUS	$163.75	True
08/01/2017	992	EPES SOFTWARE	$25.00	True

Click on **<Del>** to delete the payable.


Accounting
Reports
Utilities
System
Help
Exit
Accounts Payable
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Add Line Item

G/L Account: 992 - CHECKING C/A: $12,565.87 Date: 08/01/2017 Pay This: ☑

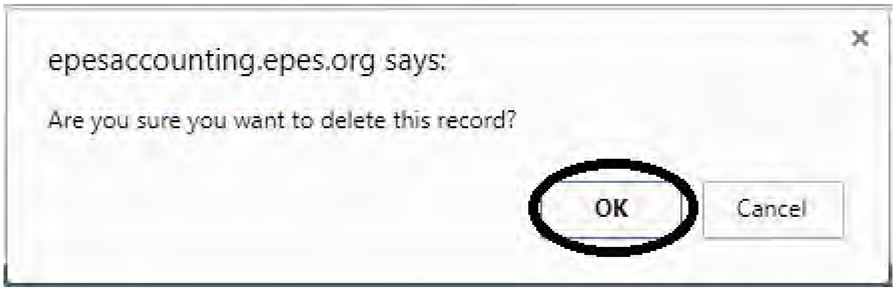
Vendor ID: EPES Vendor Name: EPES SOFTWARE

Payee: EPES SOFTWARE

Working Bal: $362.43 Total Amount: $25.00

Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
110 UTILITIES	3 FEES	$25.00				$0.00	☑

A box will pop up to verify that you really want to delete this record. Click **<OK>** to delete. Click **<Cancel>**.



epesaccounting.epes.org says:

Are you sure you want to delete this record?

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 F).

Section G

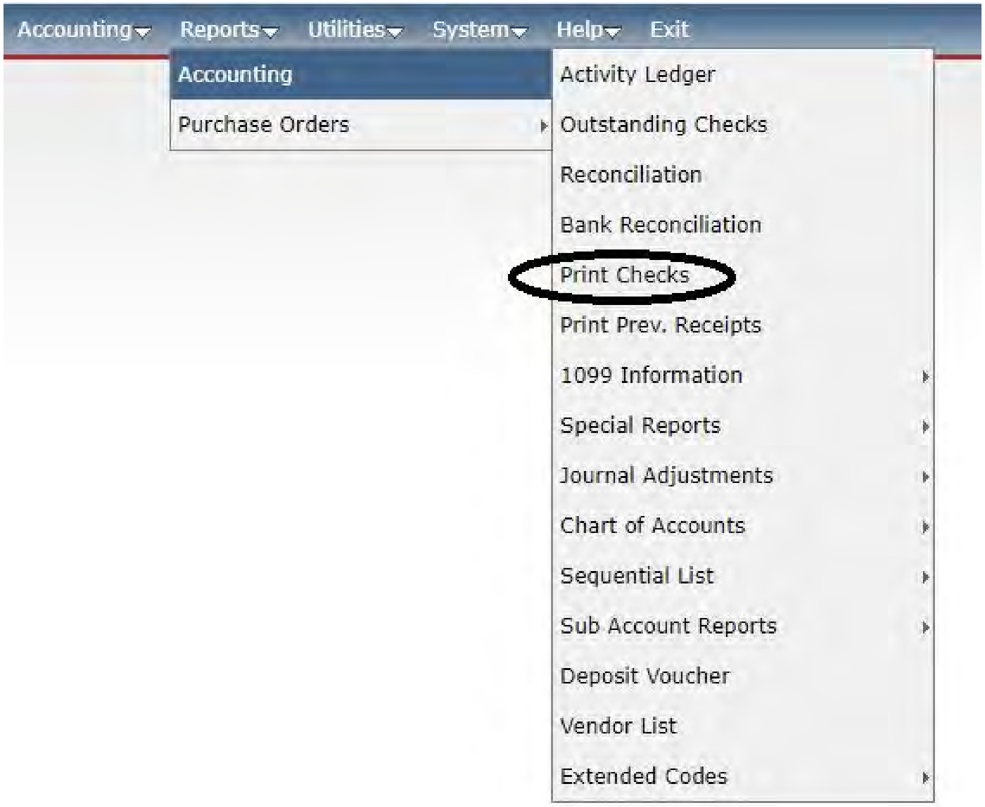
EPES Helplines
1 (800) 237 - 6498
1 (866) 729 - 6316

Printing Checks

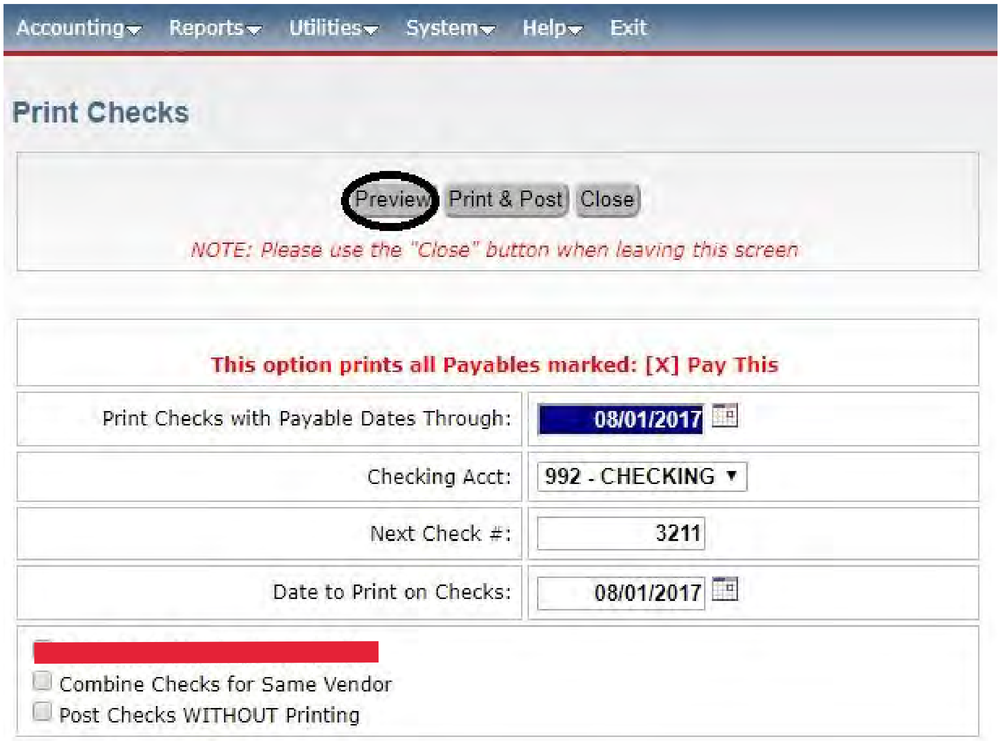
This section takes the information that has been input into the Accounts Payable section and prints checks.

Preview Checks

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


Accounting
Reports
Utilities
System
Help
Exit
Accounting
Purchase Orders
Activity Ledger
Outstanding Checks
Reconciliation
Bank Reconciliation
Print Checks
Print Prev. Receipts
1099 Information
Special Reports
Journal Adjustments
Chart of Accounts
Sequential List
Sub Account Reports
Deposit Voucher
Vendor List
Extended Codes

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


Accounting
Reports
Utilities
System
Help
Exit
Preview
Print & Post
Close

Print Checks

NOTE: Please use the "Close" button when leaving this screen

This option prints all Payables marked: [X] Pay This

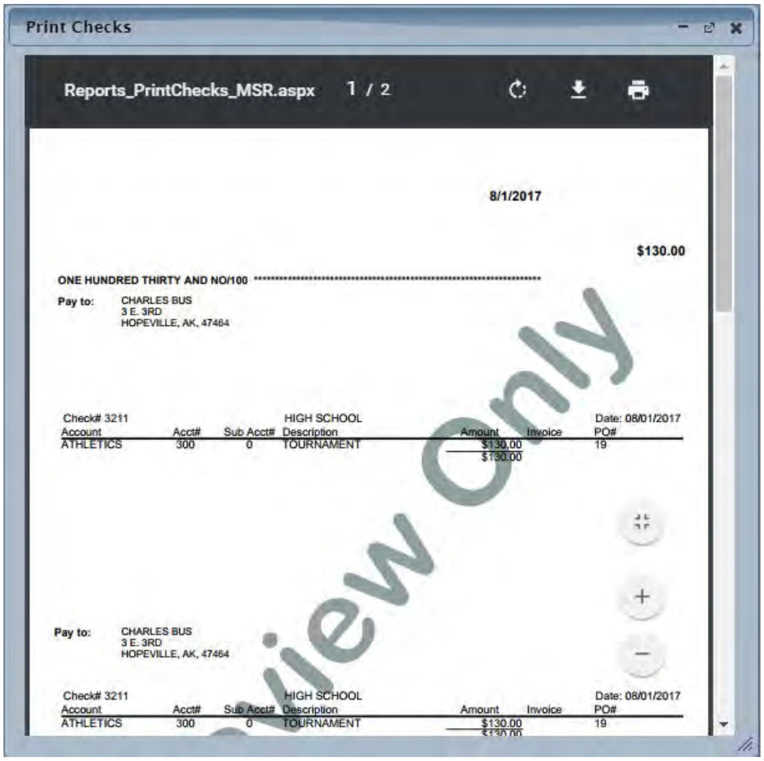
Print Checks with Payable Dates Through: 08/01/2017

Checking Acct: 992 - CHECKING

Next Check #: 3211

Date to Print on Checks: 08/01/2017

☐ [redacted]
☐ Combine Checks for Same Vendor
☐ Post Checks WITHOUT Printing


Print Checks
Reports_PrintChecks_MSR.aspx
1 / 2
Preview Only

8/1/2017

$130.00

ONE HUNDRED THIRTY AND NO/100 **

Pay to: CHARLES BUS
3 E. 3RD
HOPEVILLE, AK, 47464

Check# 3211 HIGH SCHOOL Date: 08/01/2017

Account	Acct#	Sub Acct#	Description	Amount	Invoice	PO#
ATHLETICS	300	0	TOURNAMENT	$130.00		19
				$130.00		

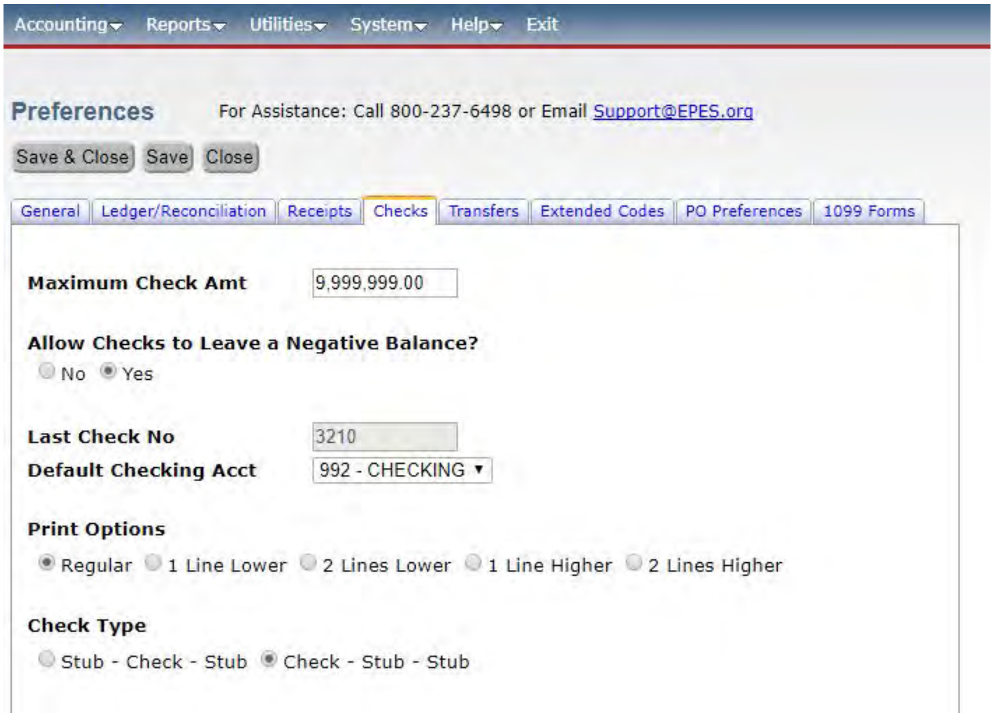
Pay to: CHARLES BUS
3 E. 3RD
HOPEVILLE, AK, 47464

Check# 3211 HIGH SCHOOL Date: 08/01/2017

Account	Acct#	Sub Acct#	Description	Amount	Invoice	PO#
ATHLETICS	300	0	TOURNAMENT	$130.00		19
				$130.00		

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. Do not print checks from this page as preview only will print on check.

To change your printing preferences for checks, click on <Utilities> then click on <Preferences>, then click on <Checks>. After making your changes click <Save & Close>.


Accounting
Reports
Utilities
System
Help
Exit
Save & Close
Save
Close
General
Ledger/Reconciliation
Receipts
Checks
Transfers
Extended Codes
PO Preferences
1099 Forms

Preferences For Assistance: Call 800-237-6498 or Email Support@EPES.org

Maximum Check Amt 9,999,999.00

Allow Checks to Leave a Negative Balance?
○ No ● Yes

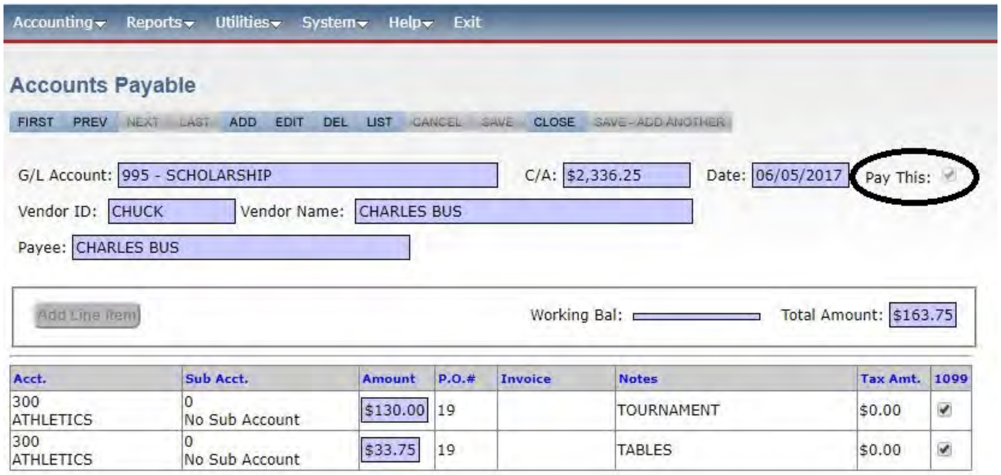
Last Check No 3210
Default Checking Acct 992 - CHECKING

Print Options
● Regular ○ 1 Line Lower ○ 2 Lines Lower ○ 1 Line Higher ○ 2 Lines Higher

Check Type
○ Stub - Check - Stub ● Check - Stub - Stub

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 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.


Accounting
Reports
Utilities
System
Help
Exit
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Add Line Item

Accounts Payable

G/L Account: 995 - SCHOLARSHIP C/A: $2,336.25 Date: 06/05/2017 Pay This: ☑
Vendor ID: CHUCK Vendor Name: CHARLES BUS
Payee: CHARLES BUS

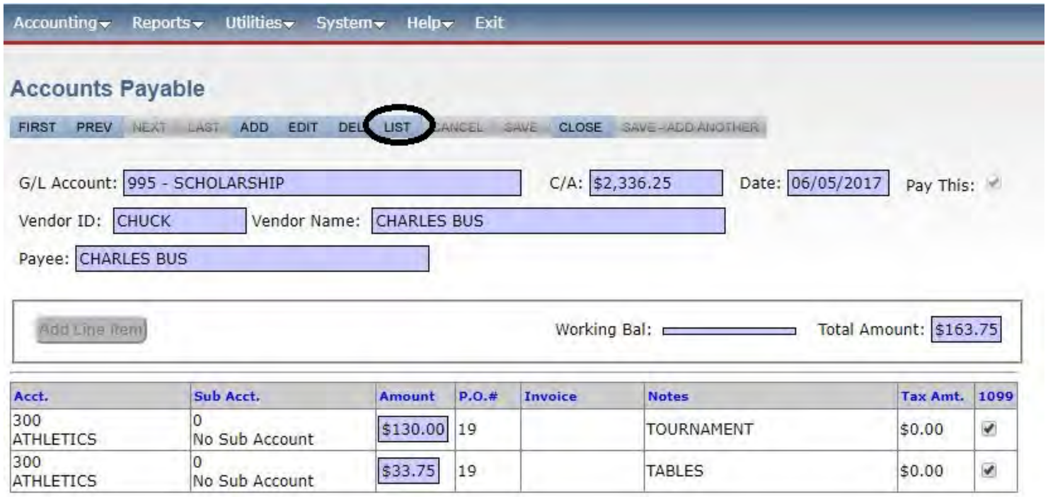
Working Bal: Total Amount: $163.75

Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
300 ATHLETICS	0 No Sub Account	$130.00	19		TOURNAMENT	$0.00	☑
300 ATHLETICS	0 No Sub Account	$33.75	19		TABLES	$0.00	☑

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.


Accounting
Reports
Utilities
System
Help
Exit
Accounts Payable
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Add Line Item

G/L Account: 995 - SCHOLARSHIP C/A: $2,336.25 Date: 06/05/2017 Pay This: ☑

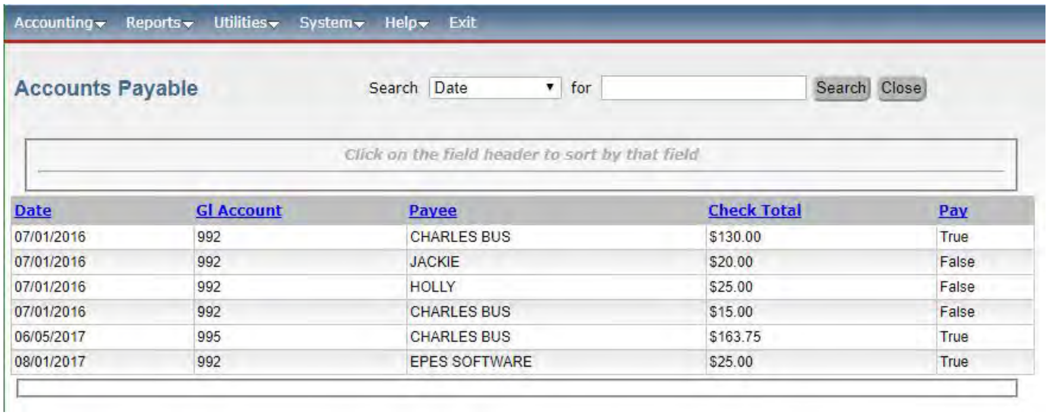
Vendor ID: CHUCK Vendor Name: CHARLES BUS

Payee: CHARLES BUS

Working Bal: Total Amount: $163.75

Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
300 ATHLETICS	0 No Sub Account	$130.00	19		TOURNAMENT	$0.00	☑
300 ATHLETICS	0 No Sub Account	$33.75	19		TABLES	$0.00	☑

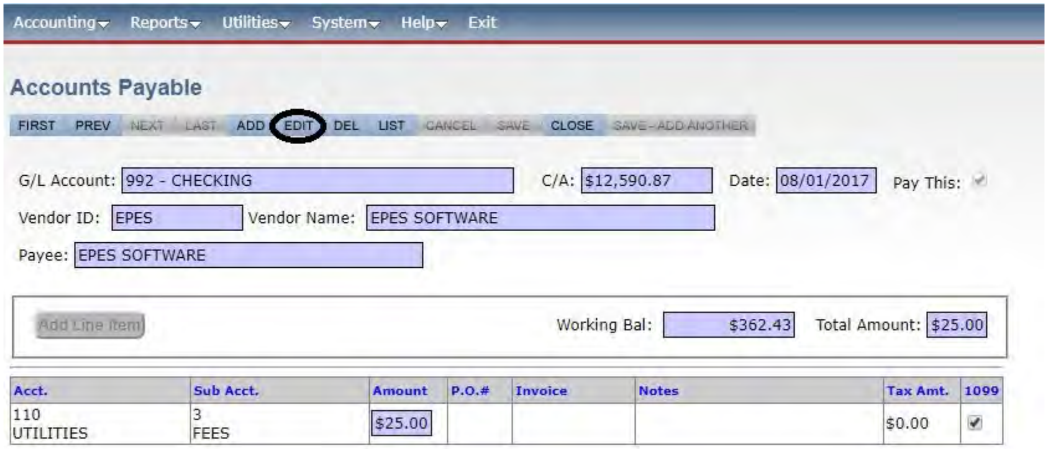
Click on the payable that you want to set not to pay.


Accounting
Reports
Utilities
System
Help
Exit
Accounts Payable
Search
for
Search
Close
Click on the field header to sort by that field

Search Date for

Date	Gl Account	Payee	Check Total	Pay
07/01/2016	992	CHARLES BUS	$130.00	True
07/01/2016	992	JACKIE	$20.00	False
07/01/2016	992	HOLLY	$25.00	False
07/01/2016	992	CHARLES BUS	$15.00	False
06/05/2017	995	CHARLES BUS	$163.75	True
08/01/2017	992	EPES SOFTWARE	$25.00	True

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


Accounting
Reports
Utilities
System
Help
Exit
Accounts Payable
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Add Line Item

G/L Account: 992 - CHECKING C/A: $12,590.87 Date: 08/01/2017 Pay This: ☑

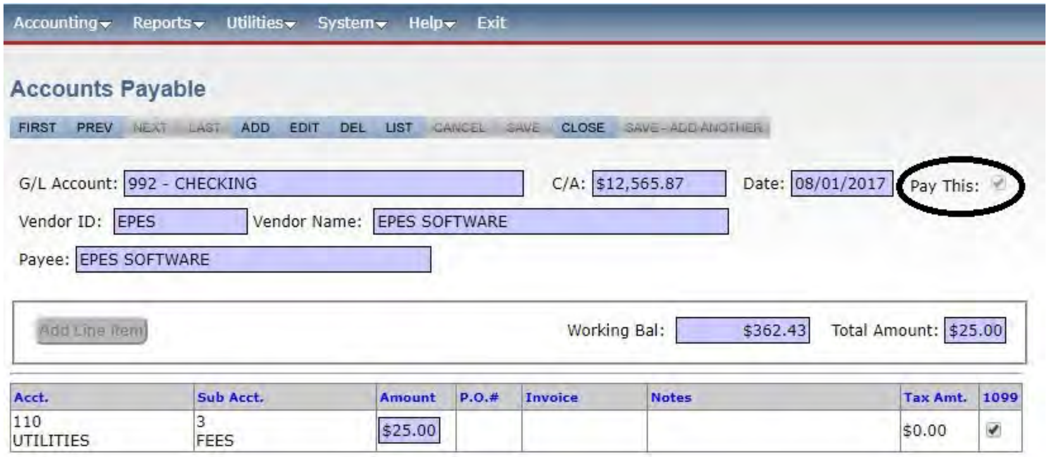
Vendor ID: EPES Vendor Name: EPES SOFTWARE

Payee: EPES SOFTWARE

Working Bal: $362.43 Total Amount: $25.00

Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
110 UTILITIES	3 FEES	$25.00				$0.00	☑

Uncheck the 'Pay This' box if you do not want the check to print. You will have to check the box again when you do want it to pay. Click on **<Save>**. Then, click on **<Close>**.

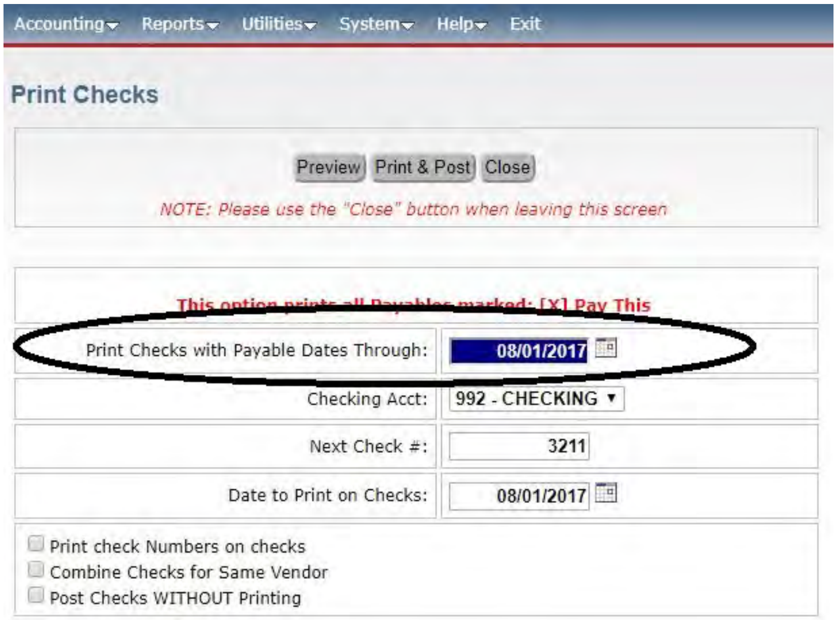

Accounting
Reports
Utilities
System
Help
Exit
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Add Line Item

Accounts Payable

G/L Account: 992 - CHECKING
C/A: $12,565.87
Date: 08/01/2017
Pay This: ☑
Vendor ID: EPES
Vendor Name: EPES SOFTWARE
Payee: EPES SOFTWARE
Working Bal: $362.43
Total Amount: $25.00

Acct.	Sub Acct.	Amount	P.O.#	Invoice	Notes	Tax Amt.	1099
110 UTILITIES	3 FEES	$25.00				$0.00	☑

Another way to enter a check, and not 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.


Accounting
Reports
Utilities
System
Help
Exit
Preview
Print & Post
Close

Print Checks

NOTE: Please use the "Close" button when leaving this screen

This option prints all Payables marked: [X] Pay This

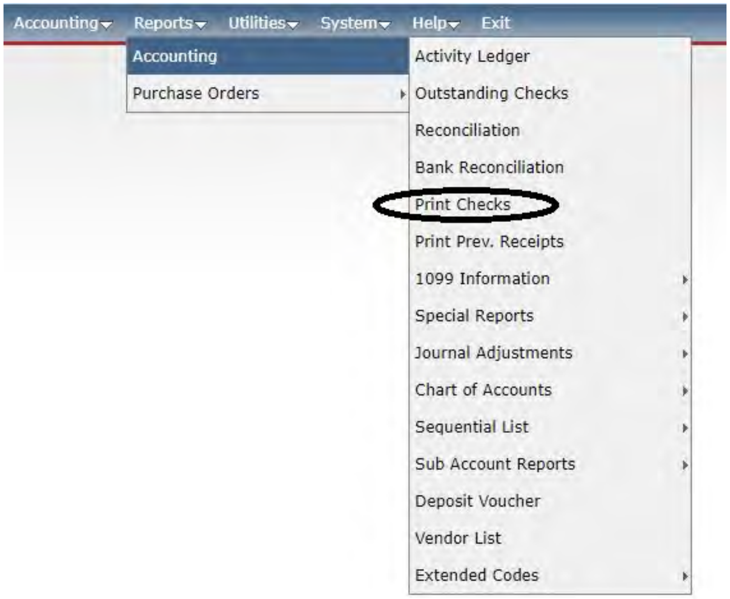
Print Checks with Payable Dates Through: 08/01/2017
Checking Acct: 992 - CHECKING
Next Check #: 3211
Date to Print on Checks: 08/01/2017

☐ Print check Numbers on checks
☐ Combine Checks for Same Vendor
☐ Post Checks WITHOUT Printing

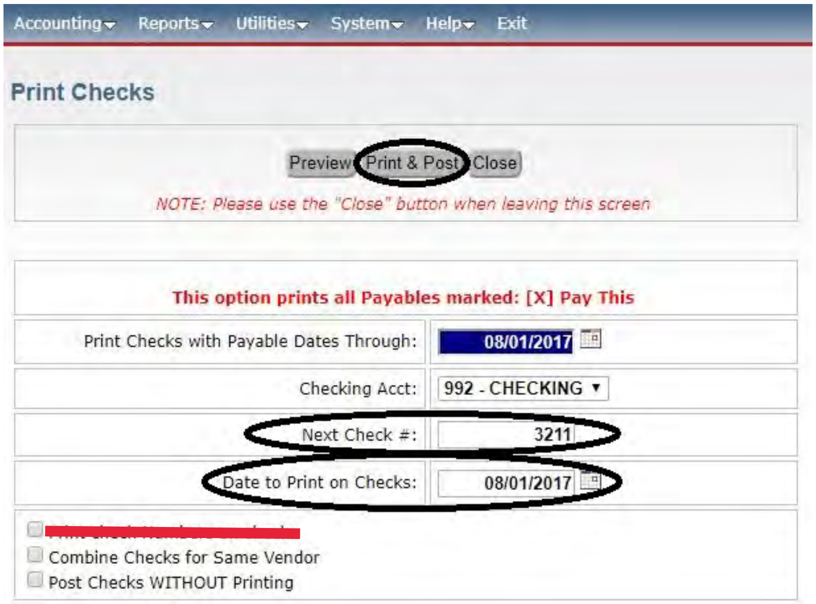
Print Checks

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

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


Accounting
Reports
Utilities
System
Help
Exit
Accounting
Purchase Orders
Activity Ledger
Outstanding Checks
Reconciliation
Bank Reconciliation
Print Checks
Print Prev. Receipts
1099 Information
Special Reports
Journal Adjustments
Chart of Accounts
Sequential List
Sub Account Reports
Deposit Voucher
Vendor List
Extended Codes

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 must check the appropriate box. Please, keep in mind, that if you used the 'Blank; vendor, you cannot combine the checks.


Accounting
Reports
Utilities
System
Help
Exit
Print Checks
Preview
Print & Post
Close

NOTE: Please use the "Close" button when leaving this screen

This option prints all Payables marked: [X] Pay This

Print Checks with Payable Dates Through: 08/01/2017

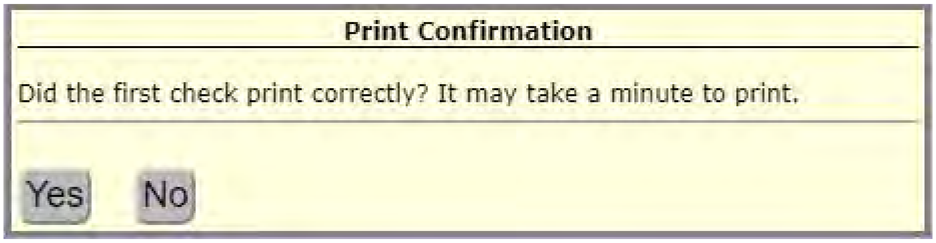
Checking Acct: 992 - CHECKING

Next Check #: 3211

Date to Print on Checks: 08/01/2017

☐ [redacted]
☐ Combine Checks for Same Vendor
☐ Post Checks WITHOUT Printing

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 box below. Otherwise, click on **<Yes>**.



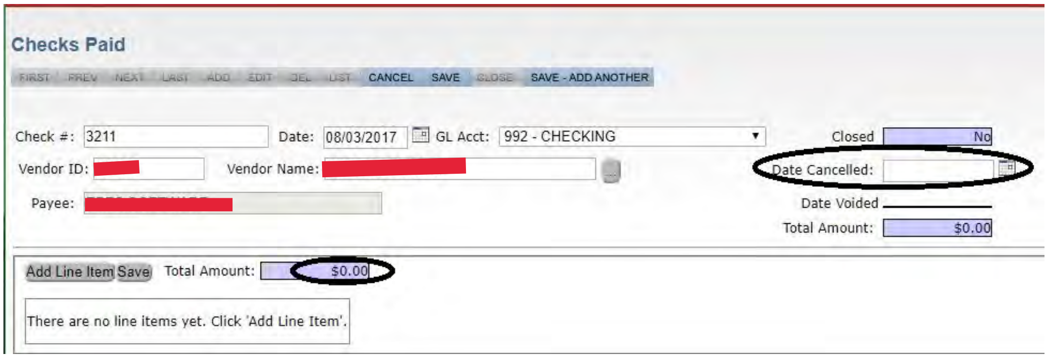
Print Confirmation

Did the first check print correctly? It may take a minute to print.

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 with any checks printing, please click on **<No>** and then see the 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'. If a check does 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 'Checks Paid'. In the 'Date Canceled' field enter the same date that you used for the check. See Section F for more details on how to enter a manual disbursement or Section L for more information on how to cancel checks. The disbursement should look something like this:



Checks Paid

Check #: 3211
Date: 08/03/2017
GL Acct: 992 - CHECKING
Closed: No
Vendor ID: [redacted]
Vendor Name: [redacted]
Date Cancelled:
Payee: [redacted]
Date Voided
Total Amount: $0.00

Total Amount: $0.00

There are no line items yet. Click 'Add Line Item'.

Section H

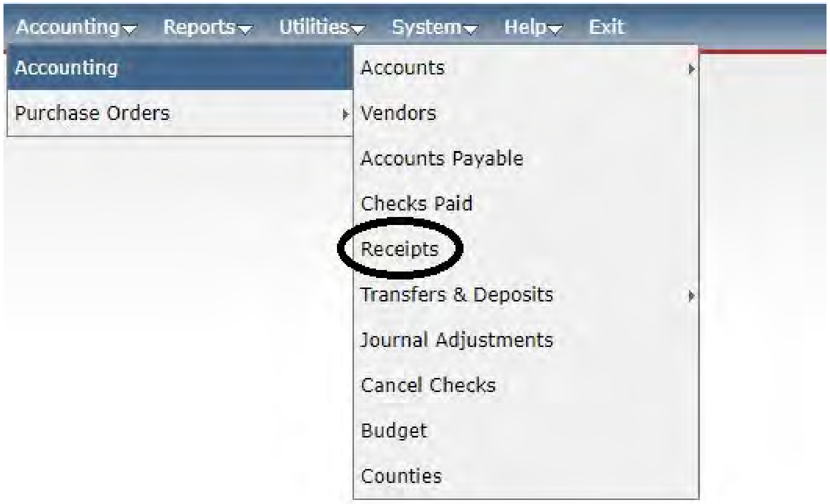
EPES Helplines
1 (800) 237 - 6498
1 (866) 729 - 6316

Enter Receipts

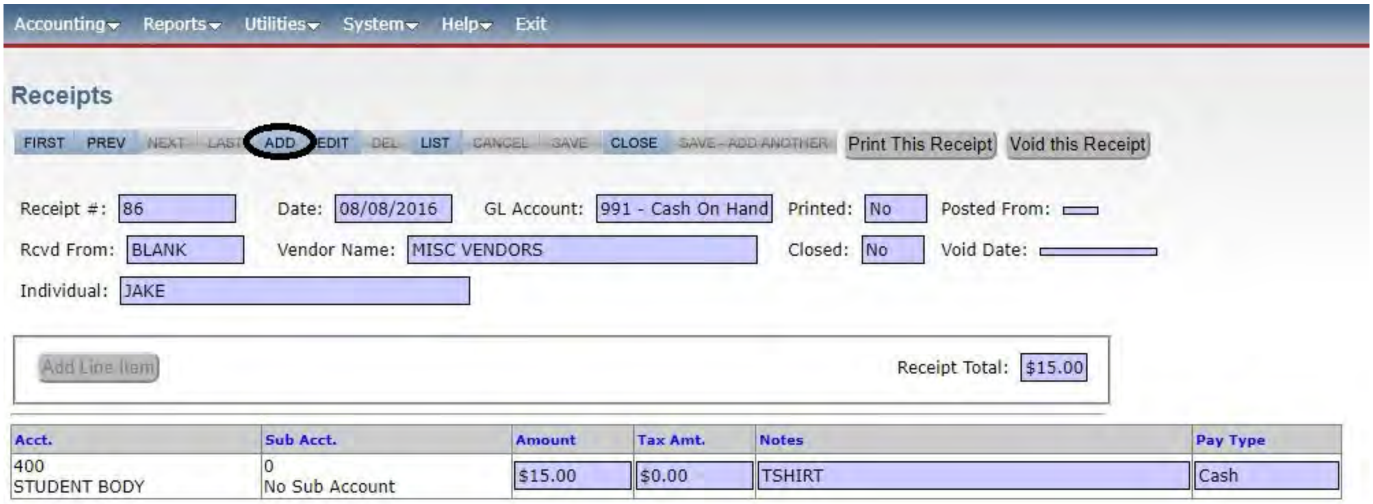
Receipts need to be entered when you receive money from a vendor. You can manually write the person out a receipt from a receipt book or enter it into EPES directly. If you enter it into EPES directly, you can have EPES print out a receipt while the vendor is waiting.

Entering Receipts

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


Accounting
Reports
Utilities
System
Help
Exit
Accounting
Purchase Orders
Accounts
Vendors
Accounts Payable
Checks Paid
Receipts
Transfers & Deposits
Journal Adjustments
Cancel Checks
Budget
Counties

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


Accounting
Reports
Utilities
System
Help
Exit
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Print This Receipt
Void this Receipt
Add Line Item

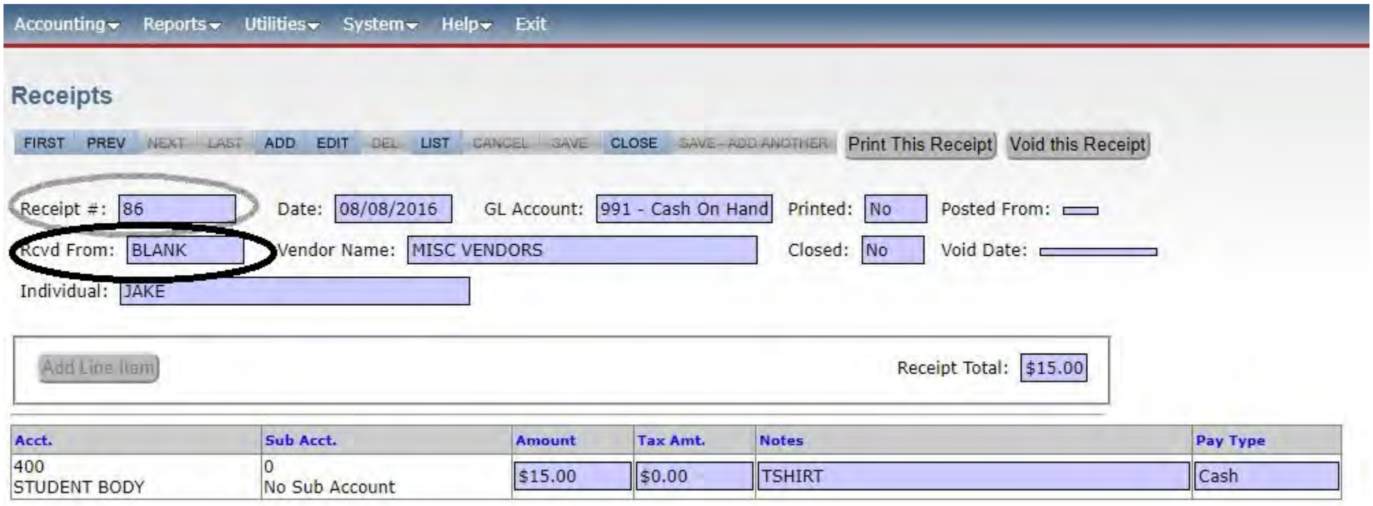
Receipts

Receipt #: 86
Date: 08/08/2016
GL Account: 991 - Cash On Hand
Printed: No
Posted From:
Rcvd From: BLANK
Vendor Name: MISC VENDORS
Closed: No
Void Date:
Individual: JAKE

Receipt Total: $15.00

Acct.	Sub Acct.	Amount	Tax Amt.	Notes	Pay Type
400 STUDENT BODY	0 No Sub Account	$15.00	$0.00	TSHIRT	Cash

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


Accounting
Reports
Utilities
System
Help
Exit
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Print This Receipt
Void this Receipt
Add Line Item

Receipts

Receipt #: 86 Date: 08/08/2016 GL Account: 991 - Cash On Hand Printed: No Posted From:

Rcvd From: BLANK Vendor Name: MISC VENDORS Closed: No Void Date:

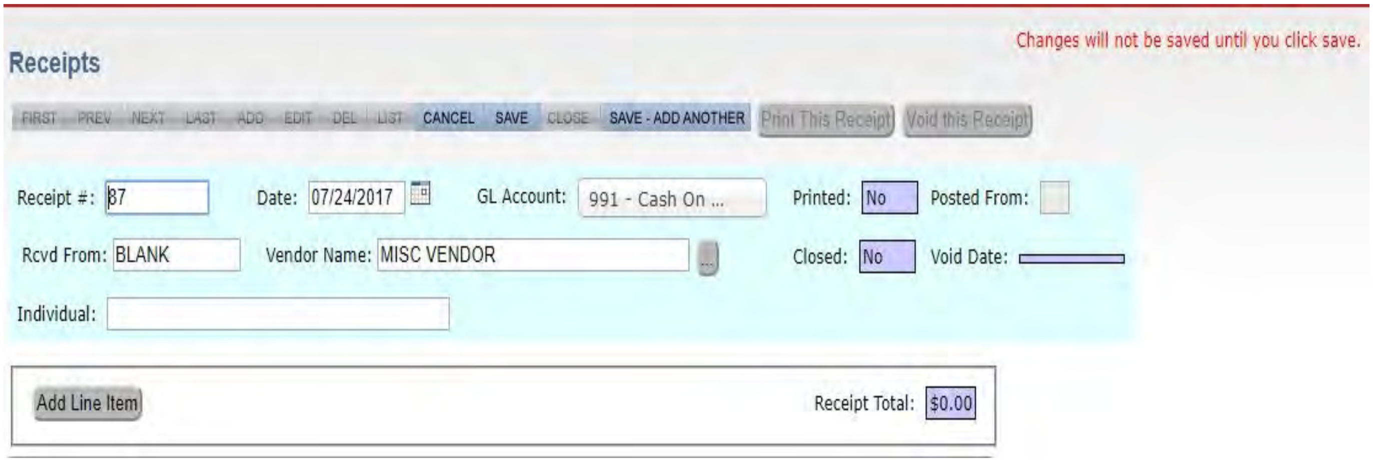
Individual: JAKE

Receipt Total: $15.00

Acct.	Sub Acct.	Amount	Tax Amt.	Notes	Pay Type
400 STUDENT BODY	0 No Sub Account	$15.00	$0.00	TSHIRT	Cash

Adding a Vendor While Entering a Receipt

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


FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Print This Receipt
Void this Receipt
Add Line Item

Changes will not be saved until you click save.

Receipts

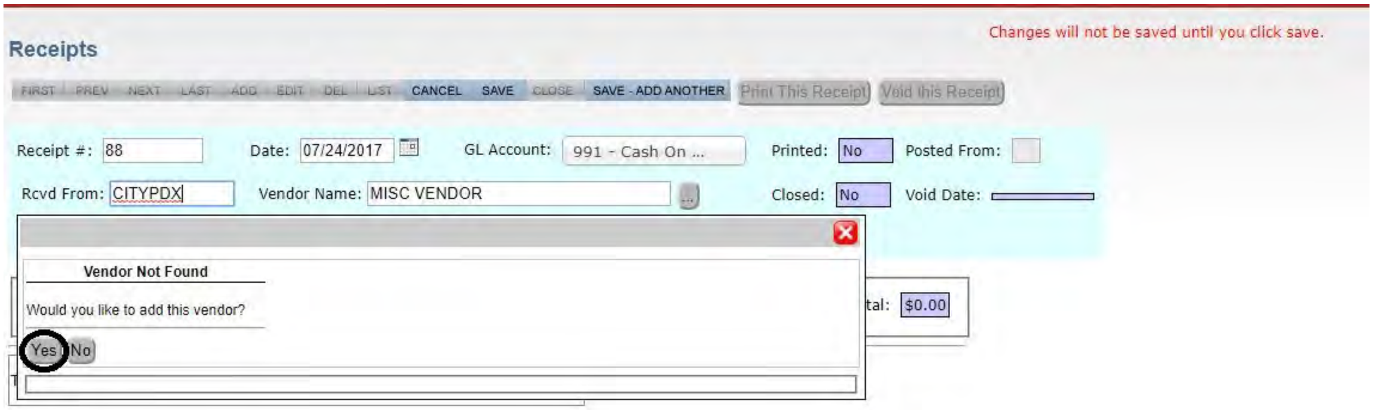
Receipt #: 87 Date: 07/24/2017 GL Account: 991 - Cash On ... Printed: No Posted From:

Rcvd From: BLANK Vendor Name: MISC VENDOR Closed: No Void Date:

Individual:

Receipt Total: $0.00

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


FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Print This Receipt
Void this Receipt
Yes
No

Changes will not be saved until you click save.

Receipts

Receipt #: 88 Date: 07/24/2017 GL Account: 991 - Cash On ... Printed: No Posted From:

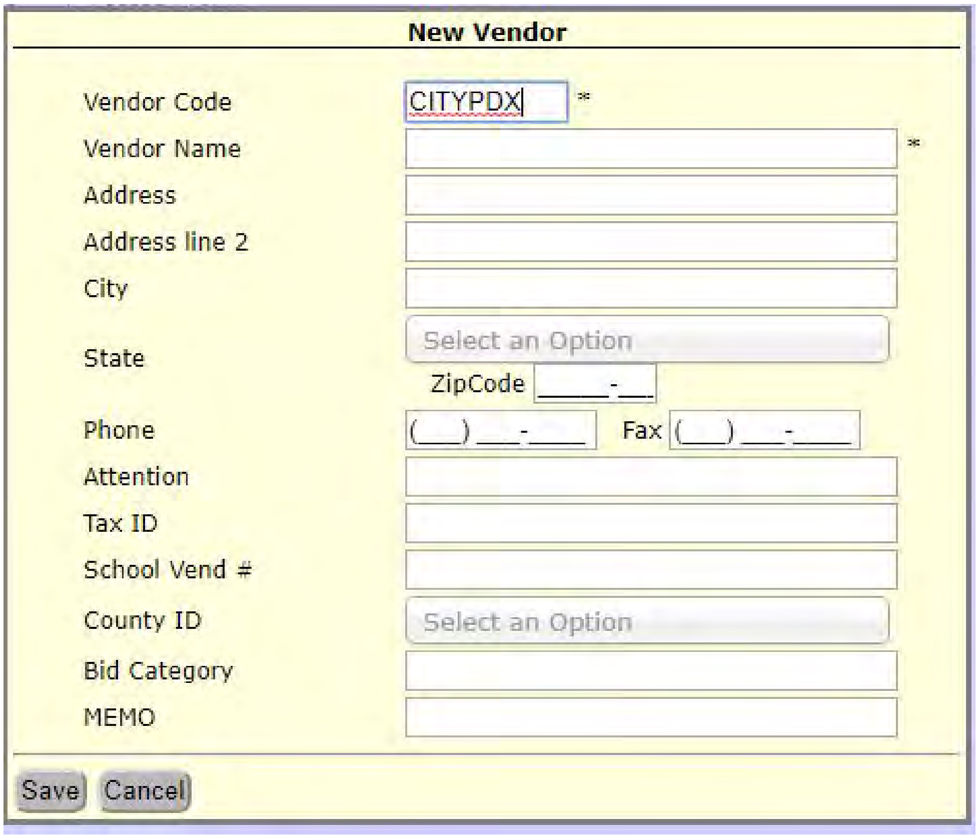
Rcvd From: CITYPDX Vendor Name: MISC VENDOR Closed: No Void Date:

Vendor Not Found

Would you like to add this vendor?

tal: $0.00

The Vendor box will pop up.

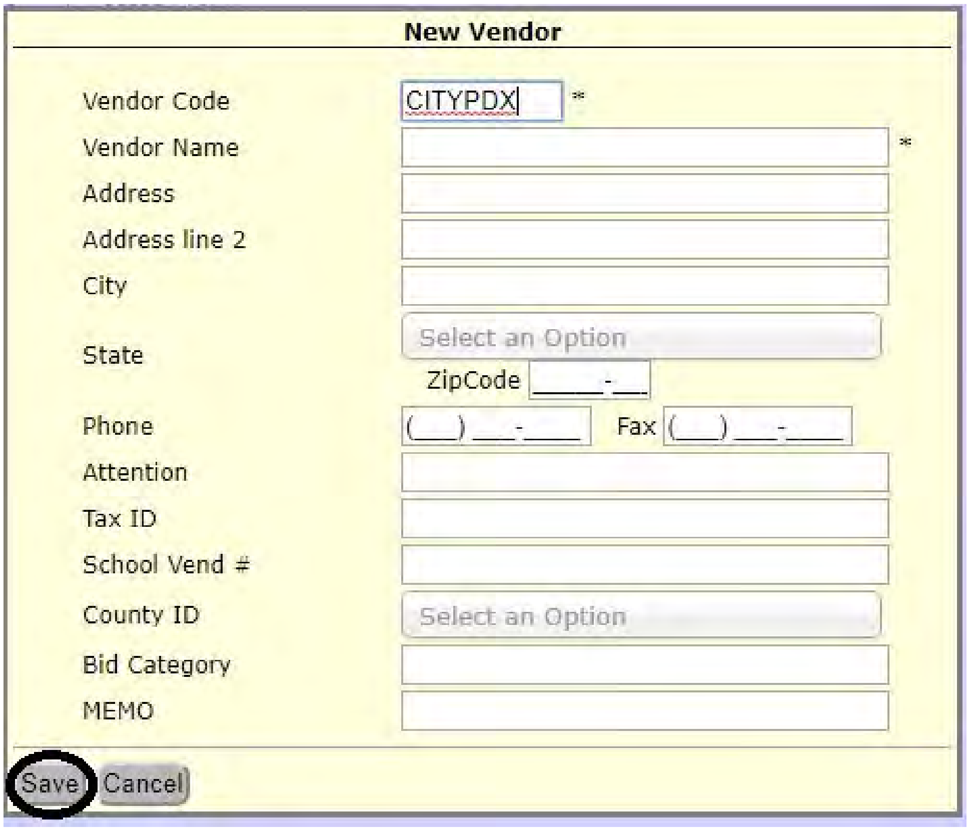


New Vendor

Vendor Code: CITYPDX *

Vendor Name *
Address
Address line 2
City
State
Select an Option
ZipCode
Phone
Fax
Attention
Tax ID
School Vend #
County ID
Select an Option
Bid Category
MEMO
Save
Cancel

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

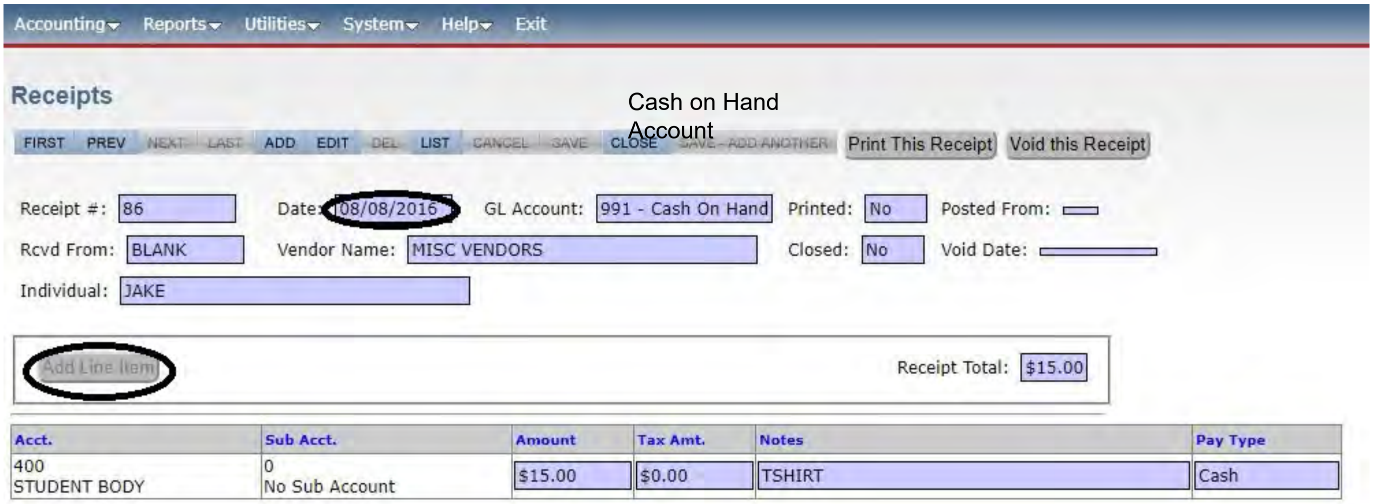


New Vendor

Vendor Code: CITYPDX *

Vendor Name *
Address
Address line 2
City
State
Select an Option
ZipCode
Phone
Fax
Attention
Tax ID
School Vend #
County ID
Select an Option
Bid Category
MEMO
Save
Cancel

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 I - 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.

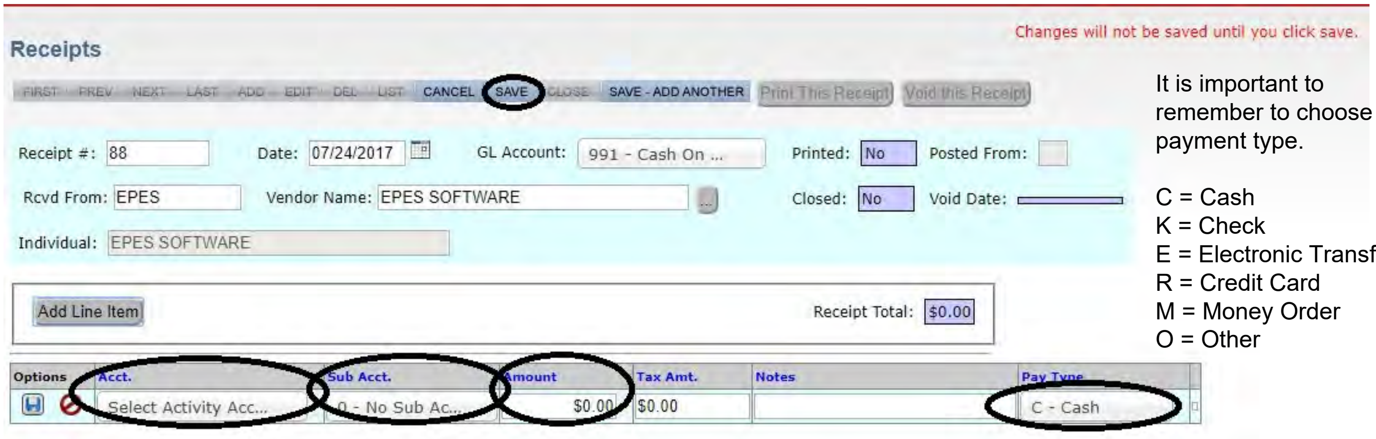

Accounting
Reports
Utilities
System
Help
Exit
Receipts
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Print This Receipt
Void this Receipt
Add Line Item

Cash on Hand Account

Receipt #: 86
Date: 08/08/2016
GL Account: 991 - Cash On Hand
Printed: No
Posted From:
Rcvd From: BLANK
Vendor Name: MISC VENDORS
Closed: No
Void Date:
Individual: JAKE
Receipt Total: $15.00

Acct.	Sub Acct.	Amount	Tax Amt.	Notes	Pay Type
400 STUDENT BODY	0 No Sub Account	$15.00	$0.00	TSHIRT	Cash

Fill in the info for the account that the money is to be deposited to. Use a Sub Account if appropriate. Do not 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>.**


Receipts
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Print This Receipt
Void this Receipt
Add Line Item

Changes will not be saved until you click save.

Receipt #: 88
Date: 07/24/2017
GL Account: 991 - Cash On ...
Printed: No
Posted From:
Rcvd From: EPES
Vendor Name: EPES SOFTWARE
Closed: No
Void Date:
Individual: EPES SOFTWARE
Receipt Total: $0.00

Options	Acct.	Sub Acct.	Amount	Tax Amt.	Notes	Pay Type
	Select Activity Acc...	0 - No Sub Ac...	$0.00	$0.00		C - Cash

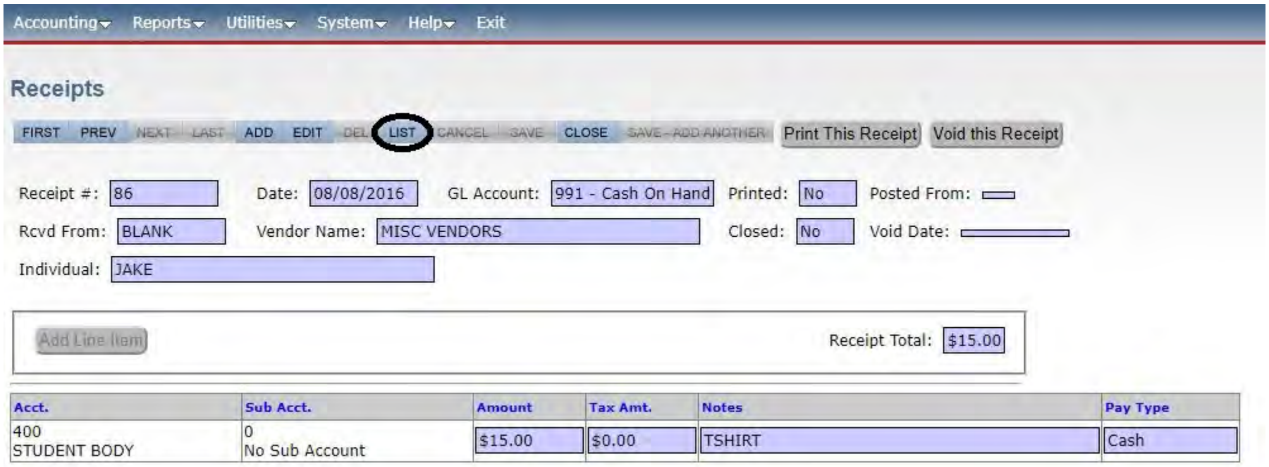
It is important to remember to choose the payment type.

C = Cash
K = Check
E = Electronic Transfer
R = Credit Card
M = Money Order
O = Other

Edit Receipts

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

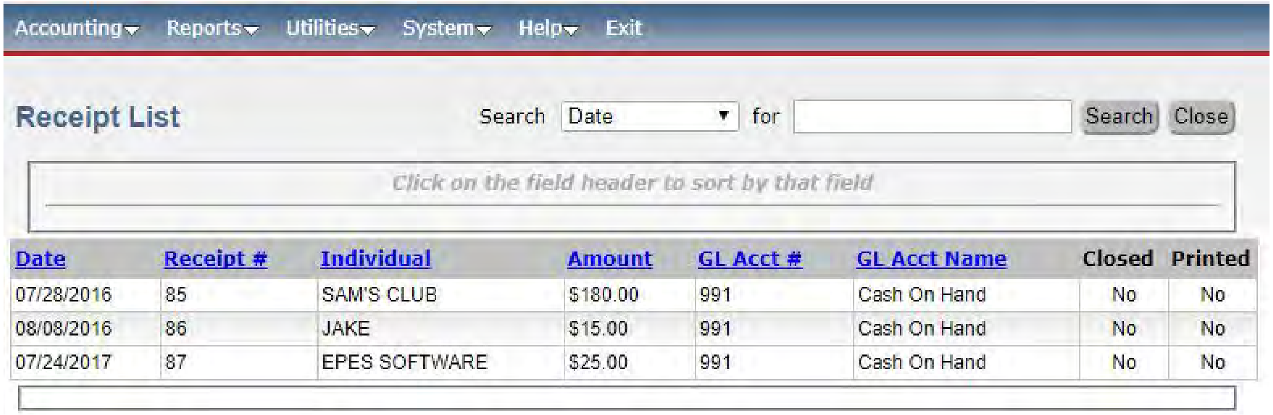
Click on **<List>** to find the receipt that you want to edit.


Accounting
Reports
Utilities
System
Help
Exit
Receipts
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Print This Receipt
Void this Receipt
Add Line Item

Receipt #: 86 Date: 08/08/2016 GL Account: 991 - Cash On Hand Printed: No Posted From:
Rcvd From: BLANK Vendor Name: MISC VENDORS Closed: No Void Date:
Individual: JAKE
Receipt Total: $15.00

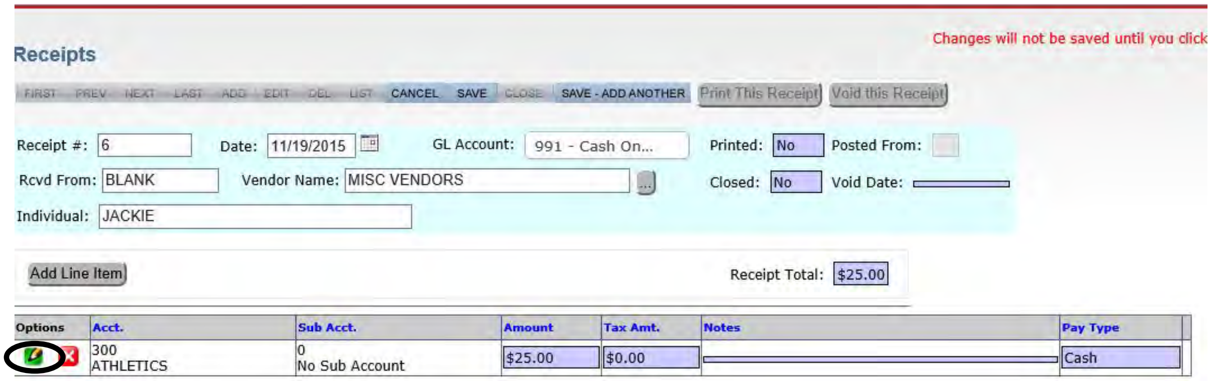
Acct.	Sub Acct.	Amount	Tax Amt.	Notes	Pay Type
400 STUDENT BODY	0 No Sub Account	$15.00	$0.00	TSHIRT	Cash

Find the receipt in the list and click on it.


Accounting
Reports
Utilities
System
Help
Exit
Receipt List
Search
Date
for
Search
Close
Click on the field header to sort by that field

Date	Receipt #	Individual	Amount	GL Acct #	GL Acct Name	Closed	Printed
07/28/2016	85	SAM'S CLUB	$180.00	991	Cash On Hand	No	No
08/08/2016	86	JAKE	$15.00	991	Cash On Hand	No	No
07/24/2017	87	EPES SOFTWARE	$25.00	991	Cash On Hand	No	No

Click on **<Edit>** and make the changes needed. To edit the line item information you must click on the pencil. Once changes are made you can click on <**Save>.** If you decide not to edit the receipt you can click on <**Cancel>.** Then click on <**Close**>


Receipts
Changes will not be saved until you click
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Print This Receipt
Void this Receipt
Add Line Item

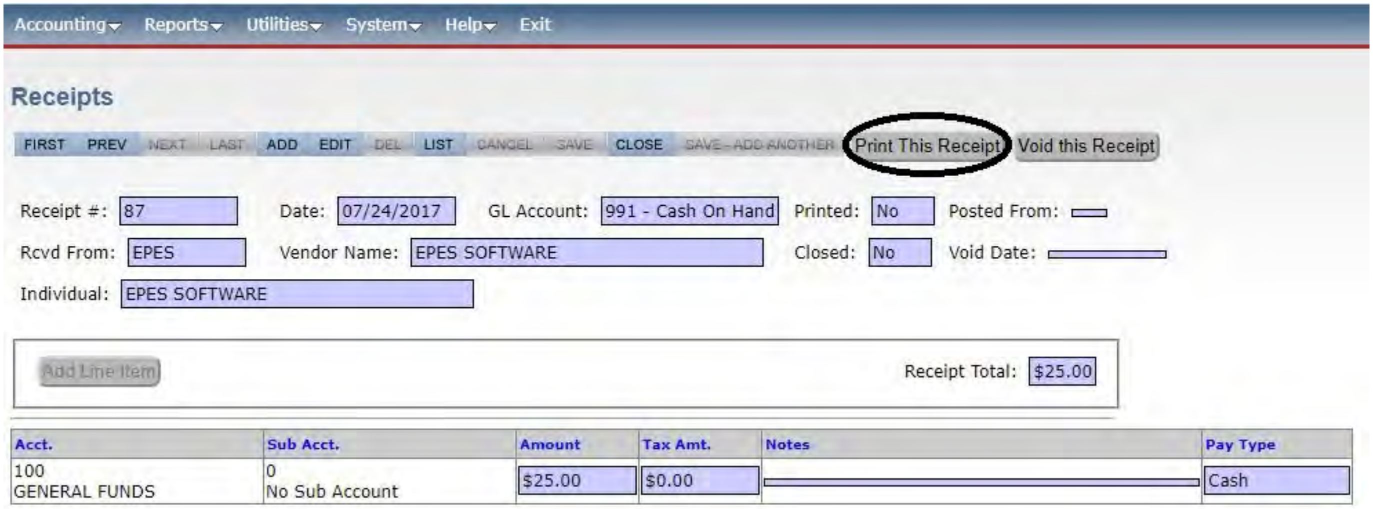
Receipt #: 6 Date: 11/19/2015 GL Account: 991 - Cash On... Printed: No Posted From:
Rcvd From: BLANK Vendor Name: MISC VENDORS Closed: No Void Date:
Individual: JACKIE
Receipt Total: $25.00

Options	Acct.	Sub Acct.	Amount	Tax Amt.	Notes	Pay Type
	300 ATHLETICS	0 No Sub Account	$25.00	$0.00		Cash

Print Receipts

The receipt is a 3 part form. You can set the receipt to automatically print by going to the "Utilities" section, "Preferences," select receipts tab, and selecting "Print Receipts while Adding." If you select this option the receipt will automatically print 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.



Accounting
Reports
Utilities
System
Help
Exit
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Print This Receipt
Void this Receipt
Add Line Item

Receipts

Receipt #: 87 Date: 07/24/2017 GL Account: 991 - Cash On Hand Printed: No Posted From:

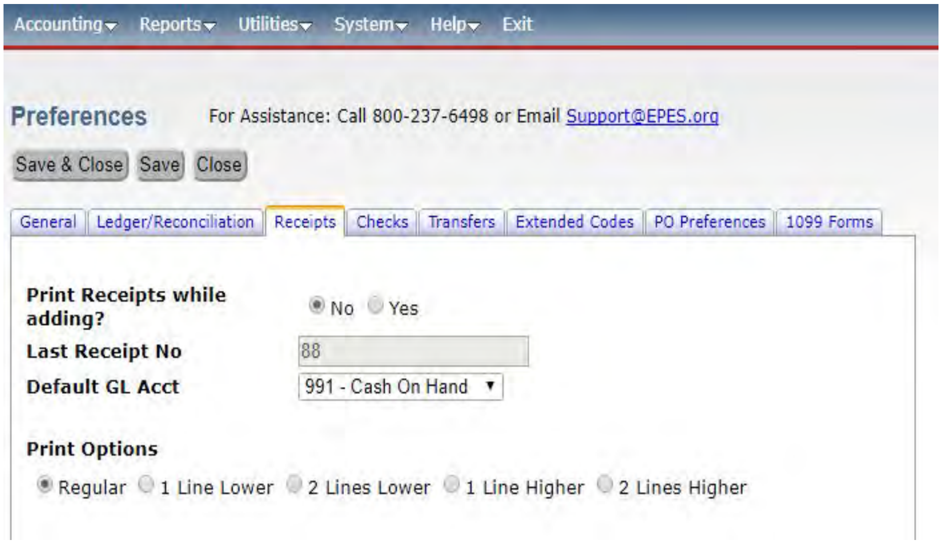
Rcvd From: EPES Vendor Name: EPES SOFTWARE Closed: No Void Date:

Individual: EPES SOFTWARE

Receipt Total: $25.00

Acct.	Sub Acct.	Amount	Tax Amt.	Notes	Pay Type
100 GENERAL FUNDS	0 No Sub Account	$25.00	$0.00		Cash

To change your printing preferences for receipts, click on <Utilities> then click on <Preferences>then click on < Receipts>. After you make your changes click <Save & Close>.



Accounting
Reports
Utilities
System
Help
Exit
Save & Close
Save
Close
General
Ledger/Reconciliation
Receipts
Checks
Transfers
Extended Codes
PO Preferences
1099 Forms

Preferences For Assistance: Call 800-237-6498 or Email Support@EPES.org

Print Receipts while adding? ● No ○ Yes

Last Receipt No 88

Default GL Acct 991 - Cash On Hand

Print Options

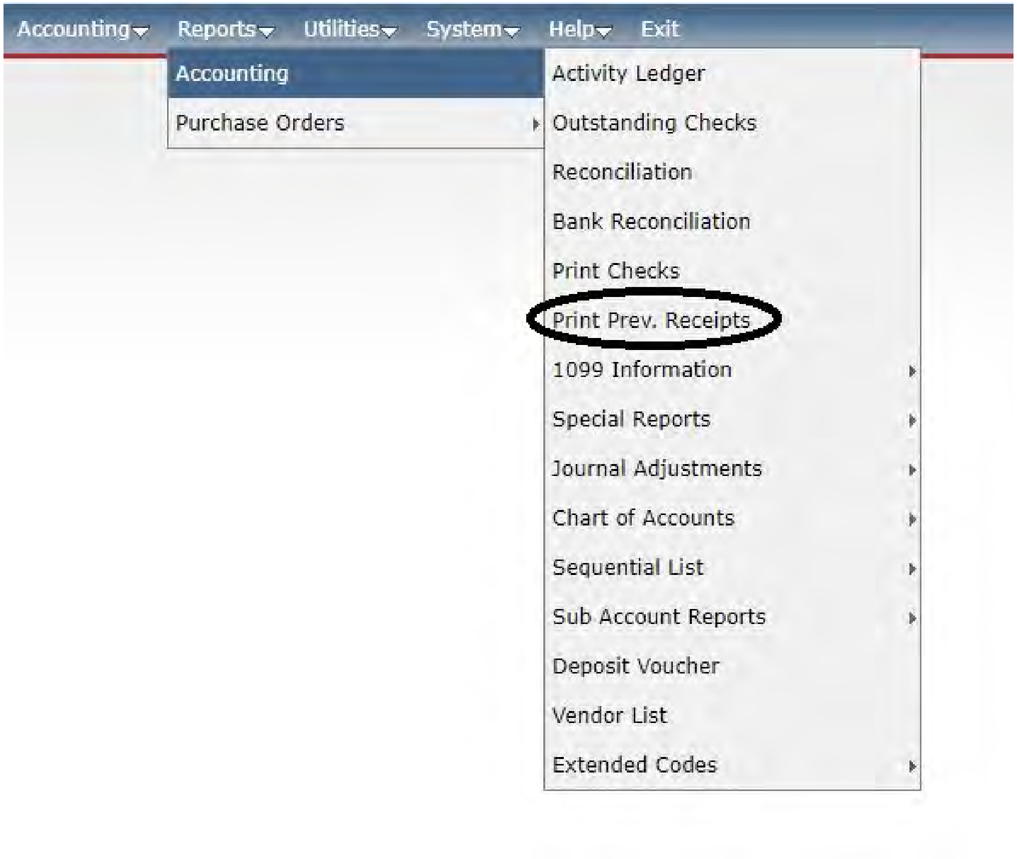
● Regular ○ 1 Line Lower ○ 2 Lines Lower ○ 1 Line Higher ○ 2 Lines Higher

Reprint Receipts

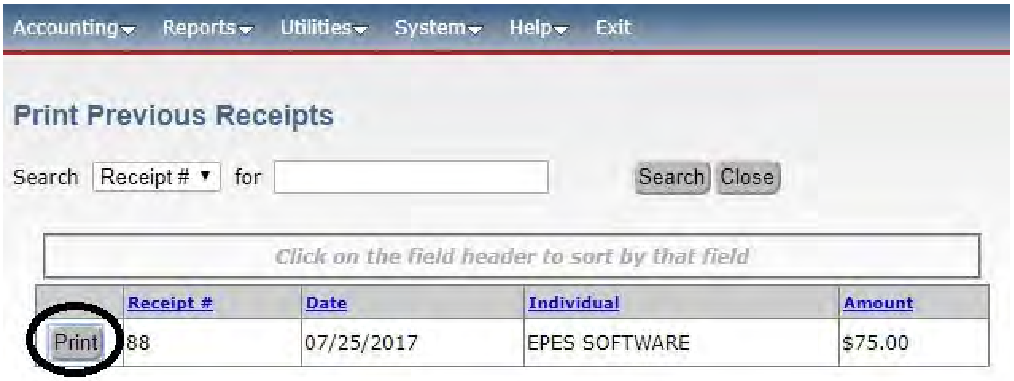
The receipt will print with three copies on one page. Please make sure that you have loaded receipts into your printer before reprinting. If you are using pre-numbered receipts you will want to place a blank piece of paper so as not to interfere with number sequence of receipts.

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

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


Accounting
Reports
Utilities
System
Help
Exit
Accounting
Purchase Orders
Activity Ledger
Outstanding Checks
Reconciliation
Bank Reconciliation
Print Checks
Print Prev. Receipts
1099 Information
Special Reports
Journal Adjustments
Chart of Accounts
Sequential List
Sub Account Reports
Deposit Voucher
Vendor List
Extended Codes

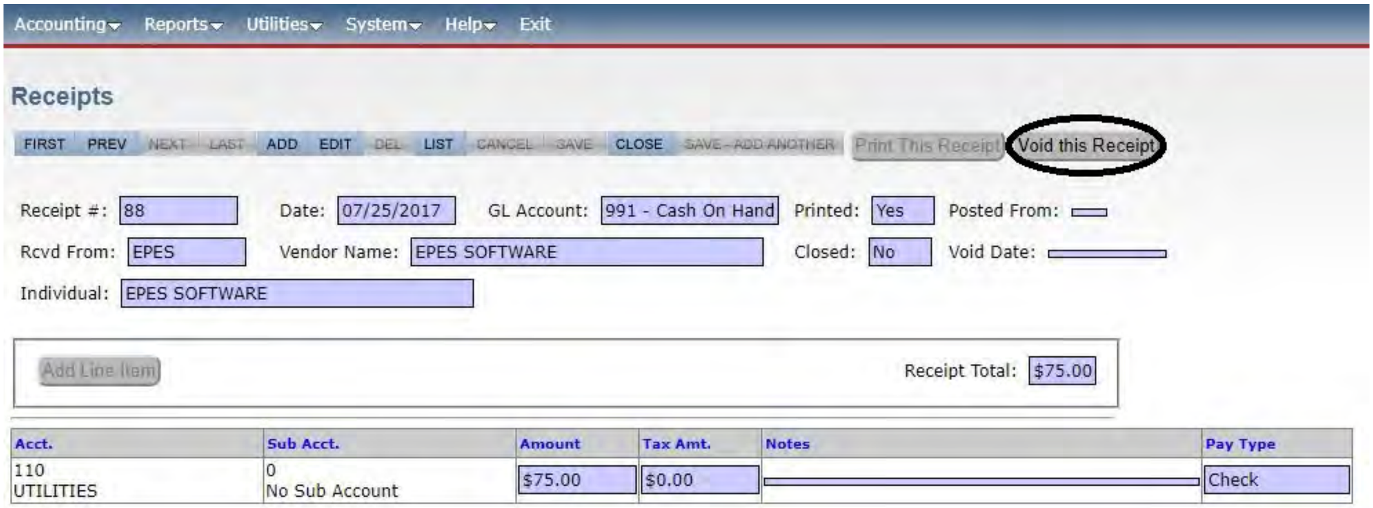
Type in the receipt number that you want to reprint or choose it from the list. Then, click **<Print>.**


Accounting
Reports
Utilities
System
Help
Exit
Print Previous Receipts
Search
Receipt #
for
Search
Close
Click on the field header to sort by that field

	Receipt #	Date	Individual	Amount
Print	88	07/25/2017	EPES SOFTWARE	$75.00

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.


Accounting
Reports
Utilities
System
Help
Exit
Receipts
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Print This Receipt
Void this Receipt
Add Line Item

Receipt #: 88
Date: 07/25/2017
GL Account: 991 - Cash On Hand
Printed: Yes
Posted From:
Rcvd From: EPES
Vendor Name: EPES SOFTWARE
Closed: No
Void Date:
Individual: EPES SOFTWARE

Receipt Total: $75.00

Acct.	Sub Acct.	Amount	Tax Amt.	Notes	Pay Type
110 UTILITIES	0 No Sub Account	$75.00	$0.00		Check

NOTE:

Voiding a receipt will create a negative (reversal) entry of the original receipt. Use the current date for the void date.

We do not recommend voids for customers in Indiana. Gateway regulations make this feature not an available option.

Section I

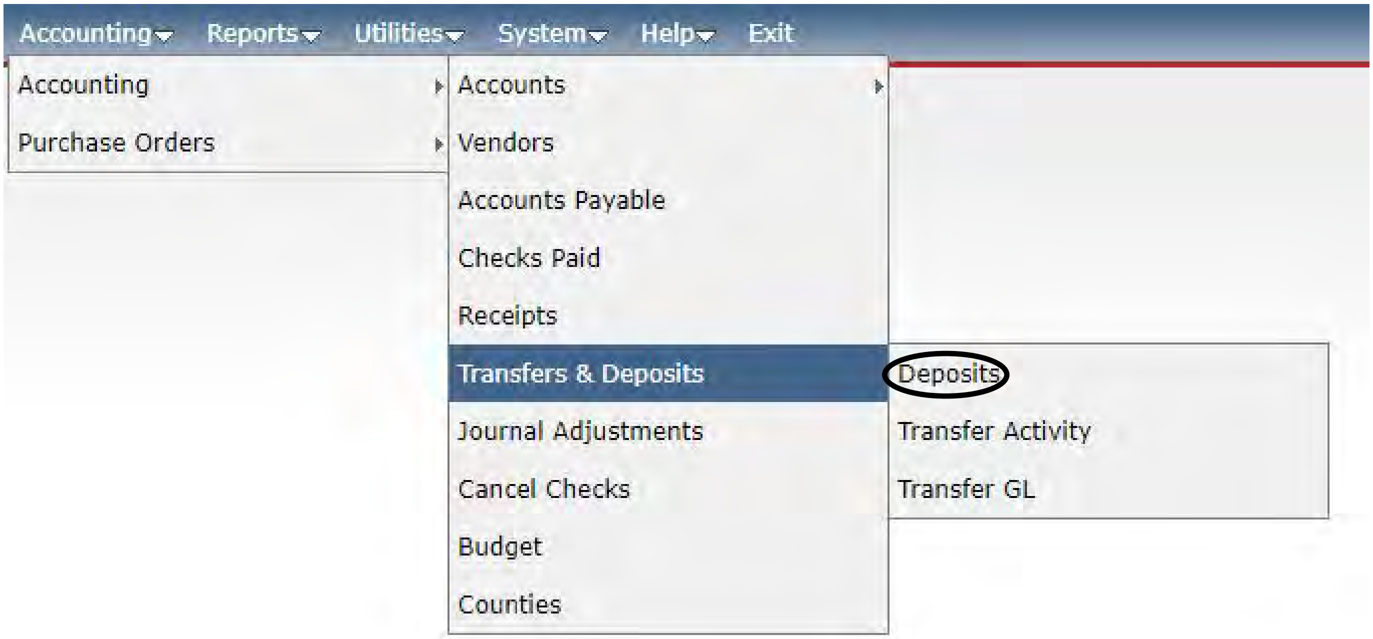
Bank Deposits

EPES Helplines
1 (800) 237 - 6498
1 (866) 729 - 6316

Record Bank Deposit

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

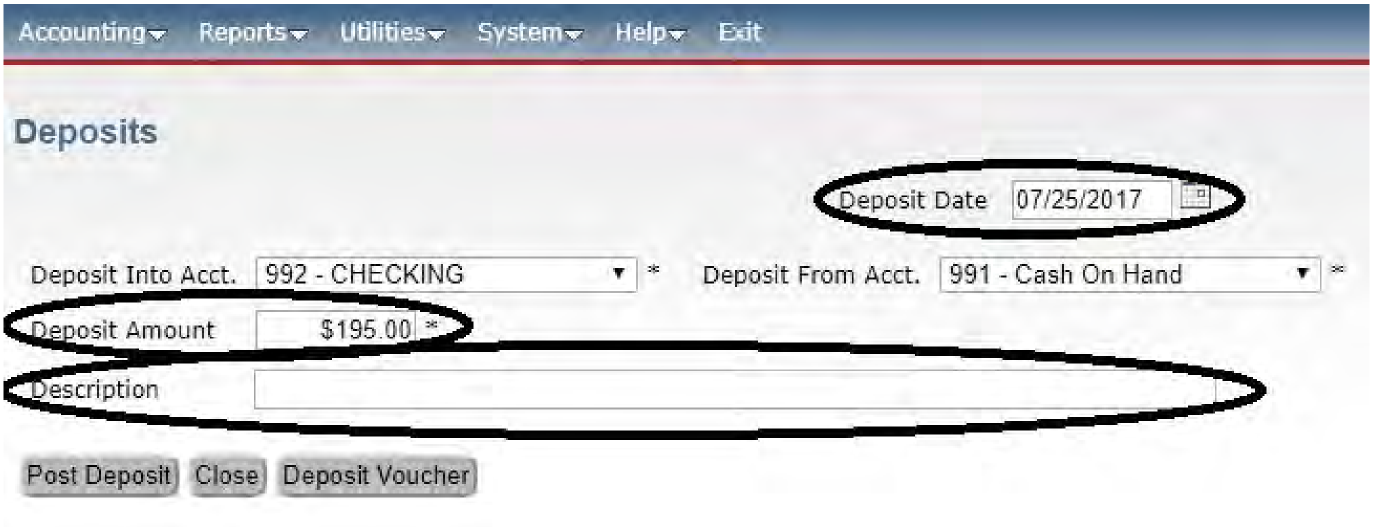
Navigate to: **'Accounting/ Accounting/ Transfers and Deposits/ Deposit'**


Accounting
Reports
Utilities
System
Help
Exit
Accounting
Purchase Orders
Accounts
Vendors
Accounts Payable
Checks Paid
Receipts
Transfers & Deposits
Journal Adjustments
Cancel Checks
Budget
Counties
Deposits
Transfer Activity
Transfer GL

NOTE:

You may, occasionally, be required to maintain multiple checking accounts in the event you change banks. 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. Verify the "Deposit Into" (992), and the "Deposit Money From" (991) fields. Make the "Date Deposit" the correct date, if it is not already. The deposit amount should match your receipt total. Enter a brief description of the deposit such as the receipt numbers that create this deposit


Accounting
Reports
Utilities
System
Help
Exit
Post Deposit
Close
Deposit Voucher

Deposits

Deposit Date 07/25/2017

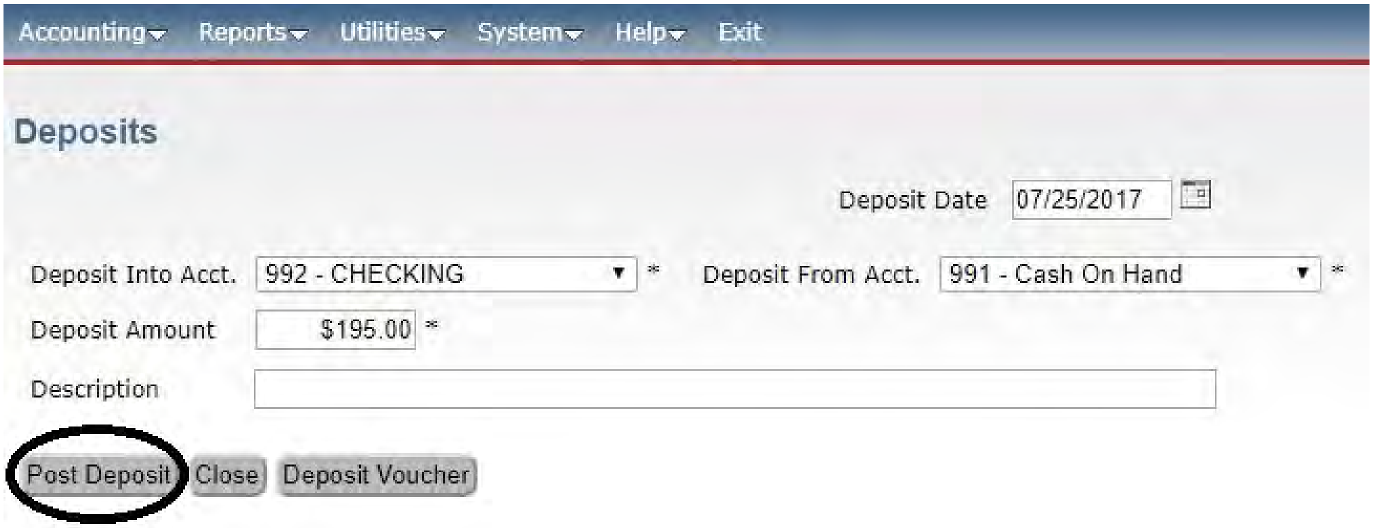
Deposit Into Acct. 992 - CHECKING *

Deposit From Acct. 991 - Cash On Hand *

Deposit Amount $195.00 *

Description

To record the deposit, click on **<Post Deposit>.**


Accounting
Reports
Utilities
System
Help
Exit
Post Deposit
Close
Deposit Voucher

Deposits

Deposit Date 07/25/2017

Deposit Into Acct. 992 - CHECKING *

Deposit From Acct. 991 - Cash On Hand *

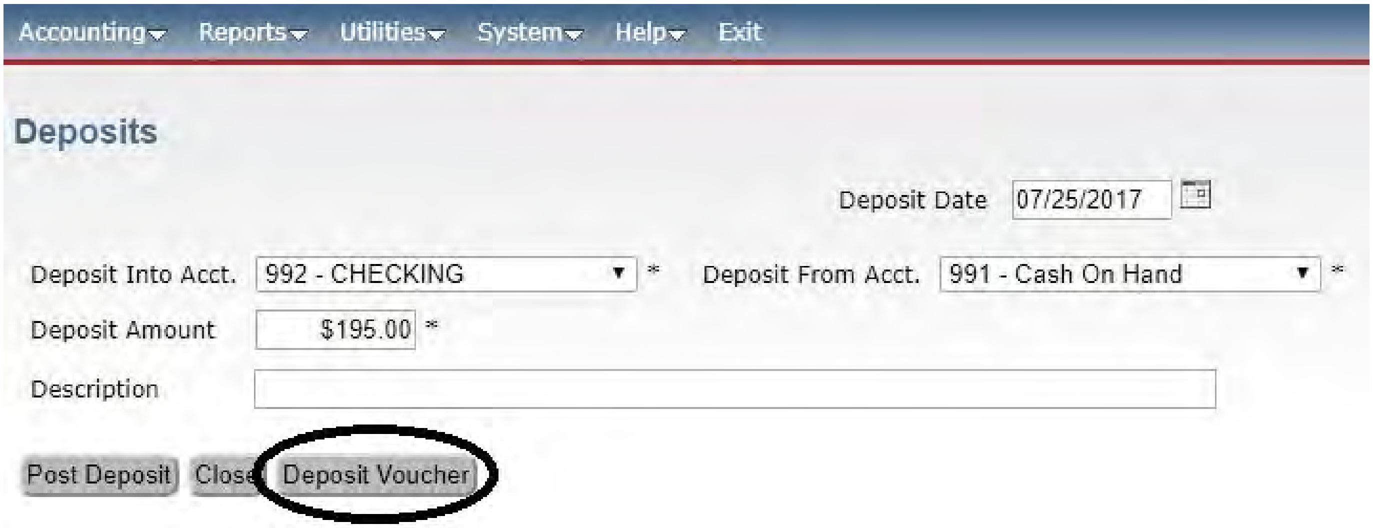
Deposit Amount $195.00 *

Description

Print Deposit Voucher

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

If you want to print a Deposit Voucher/Slip to use as your detail for the bank deposit, click on **<Deposit Voucher>.**


Accounting
Reports
Utilities
System
Help
Exit
Post Deposit
Close
Deposit Voucher

Deposits

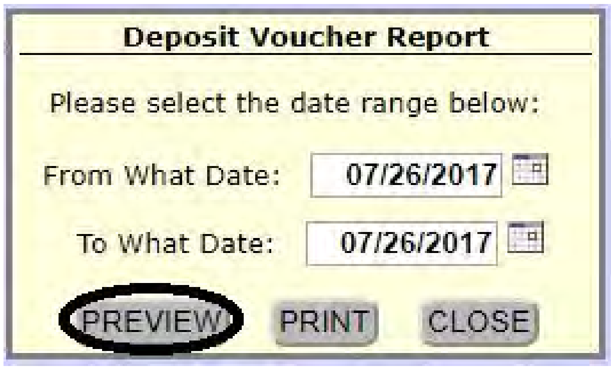
Deposit Date 07/25/2017

Deposit Into Acct. 992 - CHECKING *

Deposit From Acct. 991 - Cash On Hand *

Deposit Amount $195.00 *

Description

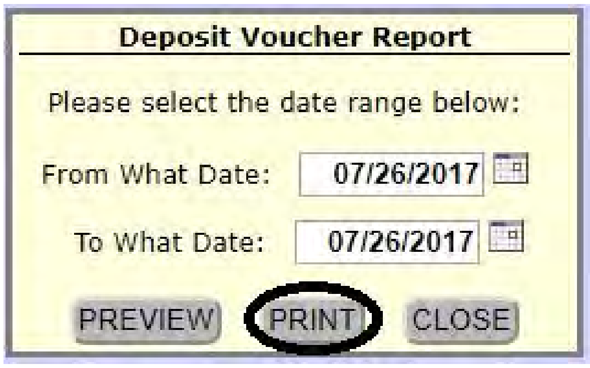

PREVIEW
PRINT
CLOSE

Deposit Voucher Report

Please select the date range below:

From What Date: 07/26/2017

To What Date: 07/26/2017


PREVIEW
PRINT
CLOSE

Deposit Voucher Report

Please select the date range below:

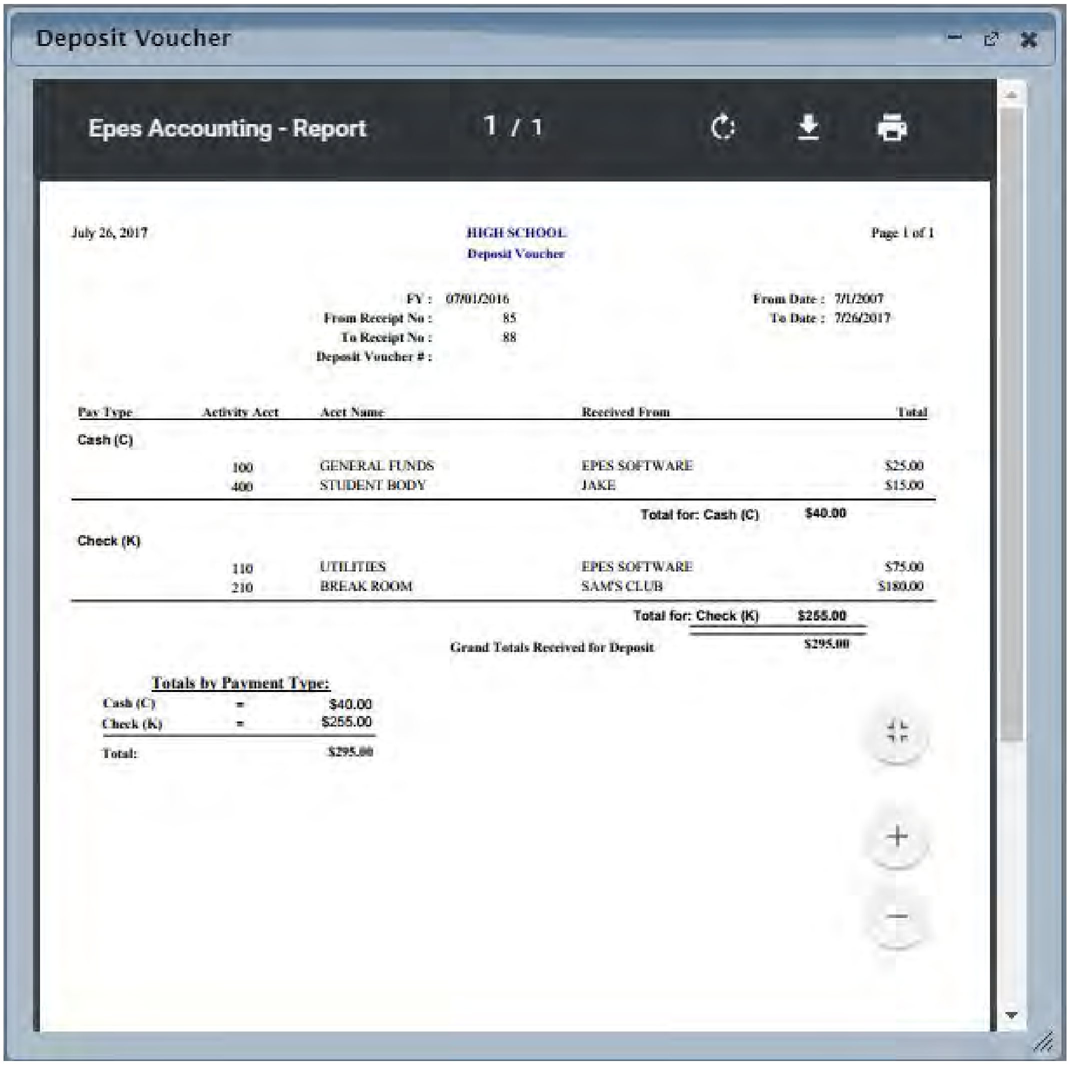
From What Date: 07/26/2017

To What Date: 07/26/2017

The report will pop up on your screen.

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

Note: This will show all receipts for the selected date range.



July 26, 2017

HIGH SCHOOL
Deposit Voucher

Page 1 of 1

FY : 07/01/2016
From Receipt No : 85
To Receipt No : 88
Deposit Voucher # :

From Date : 7/1/2007
To Date : 7/26/2017

Pay Type	Activity Acct	Acct Name	Received From	Total
Cash (C)				
	100	GENERAL FUNDS	EPES SOFTWARE	$25.00
	400	STUDENT BODY	JAKE	$15.00
			Total for: Cash (C)	**$40.00**
Check (K)				
	110	UTILITIES	EPES SOFTWARE	$75.00
	210	BREAK ROOM	SAM'S CLUB	$180.00
			Total for: Check (K)	**$255.00**
			Grand Totals Received for Deposit	**$295.00**

Totals by Payment Type:

Cash (C)	=	$40.00
Check (K)	=	$255.00
Total:		$295.00

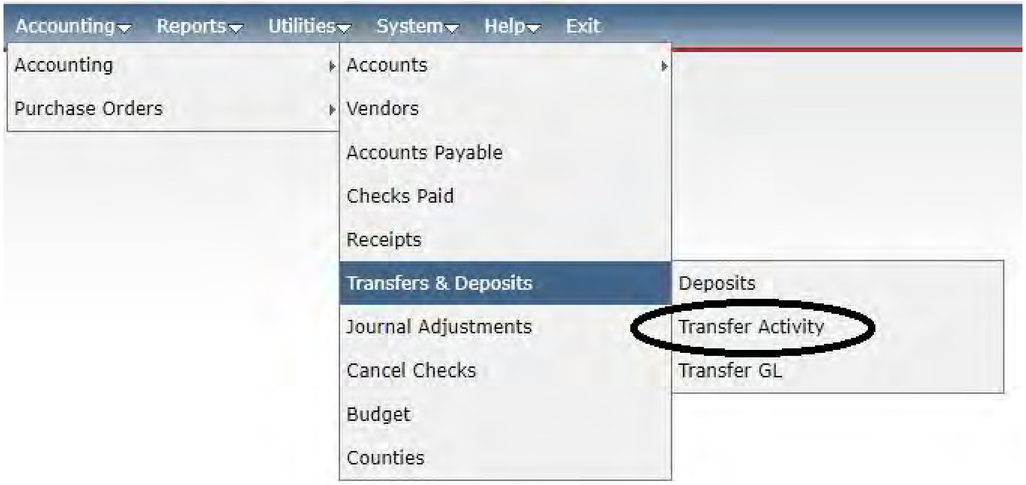
This report can be used as detail for a deposit slip with most banks. Check with your bank to see if they will accept this report in lieu of a deposit slip.

Section J

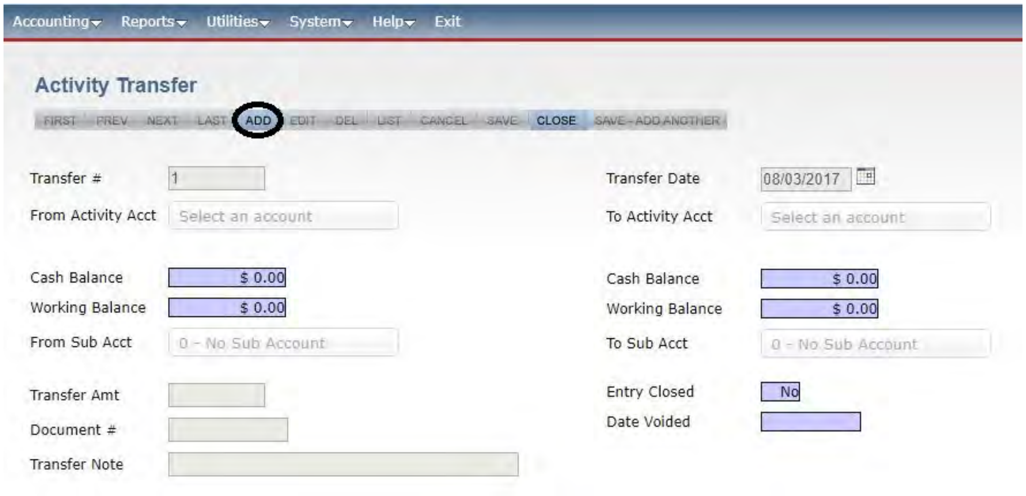
Transfers

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'**.

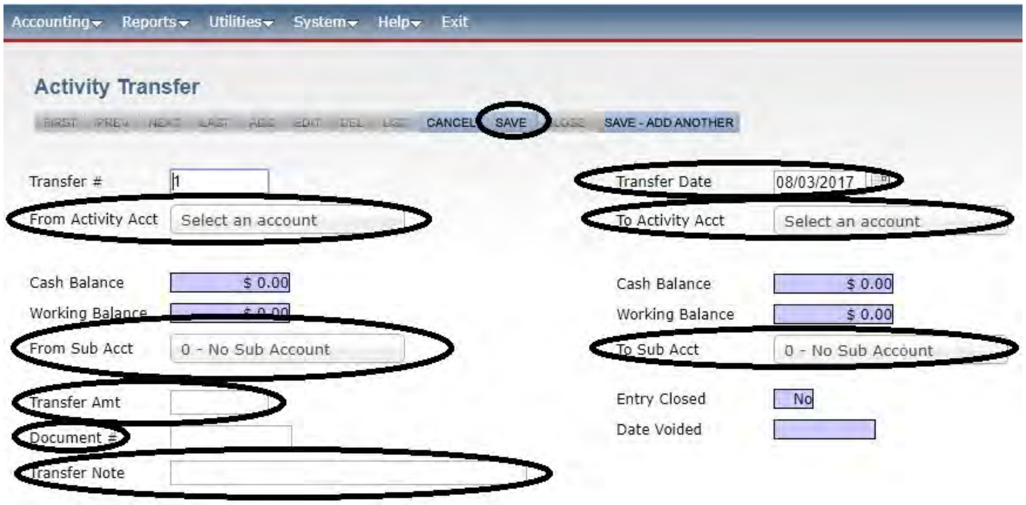

Accounting
Reports
Utilities
System
Help
Exit
Accounting
Purchase Orders
Accounts
Vendors
Accounts Payable
Checks Paid
Receipts
Transfers & Deposits
Journal Adjustments
Cancel Checks
Budget
Counties
Deposits
Transfer Activity
Transfer GL

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


Accounting
Reports
Utilities
System
Help
Exit
Activity Transfer
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER

Transfer # 1
From Activity Acct Select an account
Cash Balance $ 0.00
Working Balance $ 0.00
From Sub Acct 0 - No Sub Account
Transfer Amt
Document #
Transfer Note
Transfer Date 08/03/2017
To Activity Acct Select an account
Cash Balance $ 0.00
Working Balance $ 0.00
To Sub Acct 0 - No Sub Account
Entry Closed No
Date Voided

'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 you want to move in 'Transfer Amt'. Fill in the 'Note' field with a short description of the transfer. Click on **<Save>**. Click on **<Close>**.


Accounting
Reports
Utilities
System
Help
Exit
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER

Activity Transfer

Transfer #	1	Transfer Date	08/03/2017
From Activity Acct	Select an account	To Activity Acct	Select an account
Cash Balance	$ 0.00	Cash Balance	$ 0.00
Working Balance	$ 0.00	Working Balance	$ 0.00
From Sub Acct	0 - No Sub Account	To Sub Acct	0 - No Sub Account
Transfer Amt		Entry Closed	No
Document #		Date Voided	
Transfer Note			

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 K

EPES Helplines
1 (800) 237 - 6498
1 (866) 729 - 6316

Adjustments

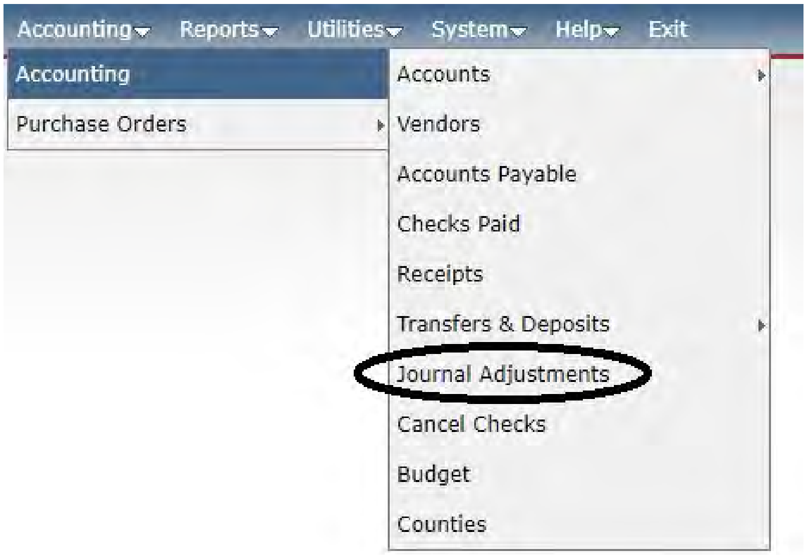
Journal Adjustments

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

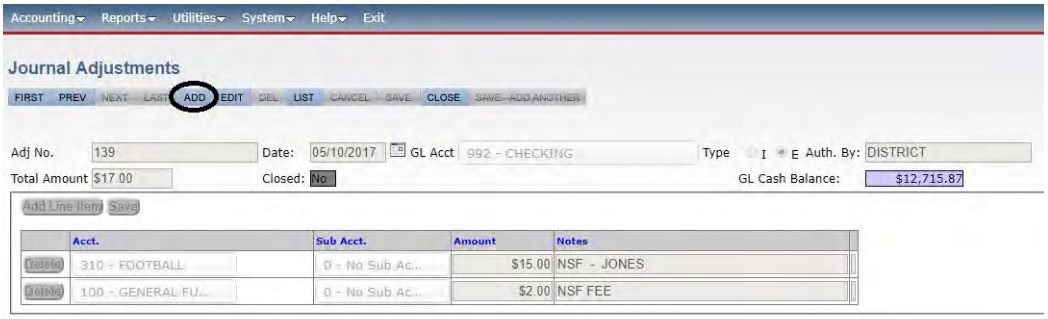
We do not recommend Journal Adjustments for customers in Indiana. Gateway regulations make this feature not an available option.

NSF Checks

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


Accounting
Reports
Utilities
System
Help
Exit
Accounting
Purchase Orders
Accounts
Vendors
Accounts Payable
Checks Paid
Receipts
Transfers & Deposits
Journal Adjustments
Cancel Checks
Budget
Counties

Click on **<Add>**.


Accounting
Reports
Utilities
System
Help
Exit
Journal Adjustments
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Add Line Item
Save
Delete
Delete

Adj No. 139
Date: 05/10/2017
GL Acct 992 - CHECKING
Type ○ I ● E
Auth. By: DISTRICT
Total Amount $17.00
Closed: No
GL Cash Balance: $12,715.87

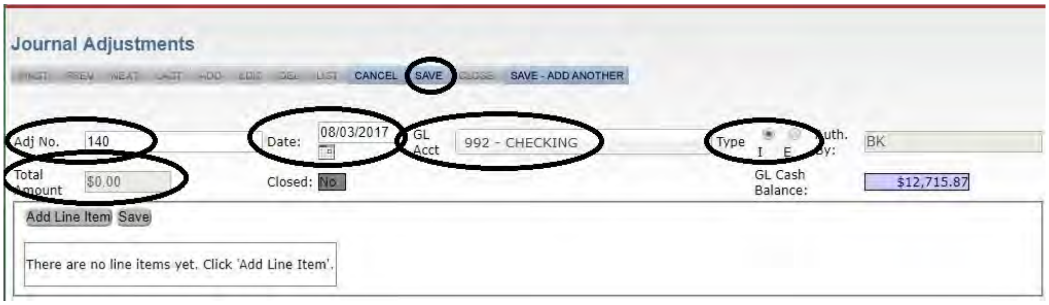
Acct.	Sub Acct.	Amount	Notes
310 - FOOTBALL	0 - No Sub Ac...	$15.00	NSF - JONES
100 - GENERAL FU...	0 - No Sub Ac...	$2.00	NSF FEE

The adjustment number will be automatically created by the system. Enter the date of the adjustment. Enter the 'GL Acct'. Enter an 'E' for Expense or an 'I' for Income. Click on add Line Item and enter Activity Account, Sub-Account and Amount. Enter a short description of the journal adjustment. Click on **<Save>**. Click on **<Close>**.

For bank charges you will enter an E for Expense.

For NSF Checks you can enter as E for Expense
of -I for negative income.

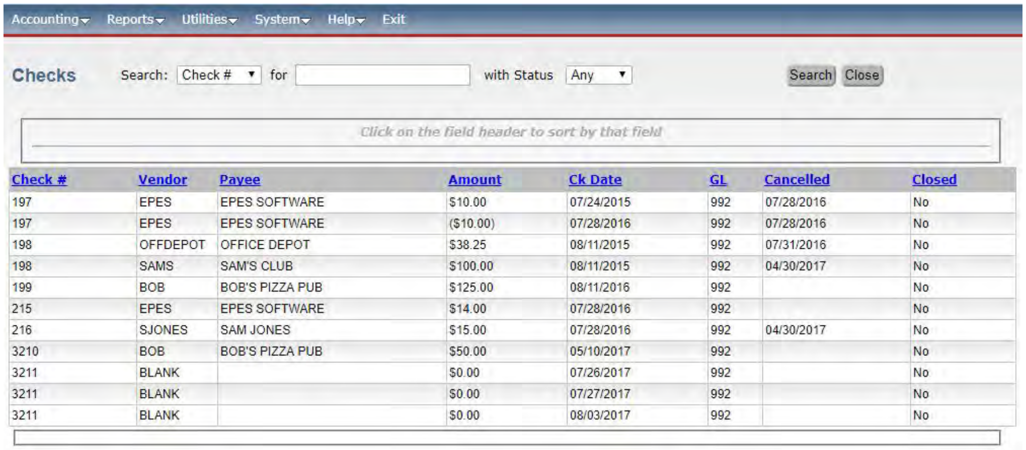
For interest you will enter an I for Income



Journal Adjustments

Adj No. 140
Date: 08/03/2017
GL Acct 992 - CHECKING
Type ● I ○ E
Auth. By: BK
Total Amount $0.00
Closed: No
GL Cash Balance: $12,715.87

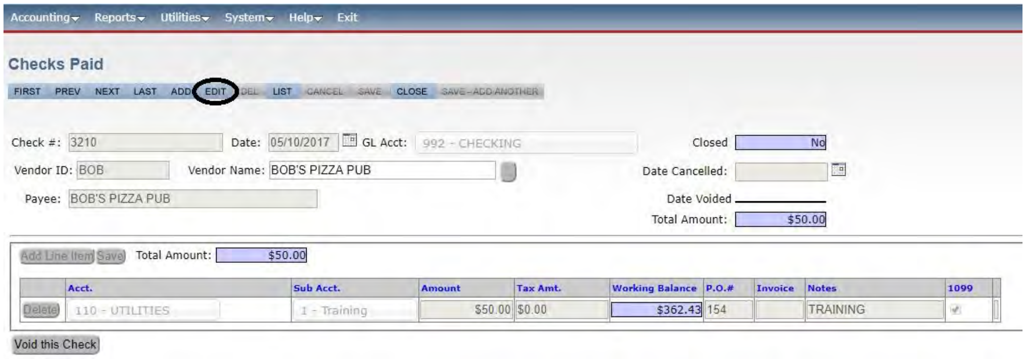
There are no line items yet. Click 'Add Line Item'.


Accounting
Reports
Utilities
System
Help
Exit
Checks
Search
Close
Click on the field header to sort by that field

Search: Check # for with Status Any

Check #	Vendor	Payee	Amount	Ck Date	GL	Cancelled	Closed
197	EPES	EPES SOFTWARE	$10.00	07/24/2015	992	07/28/2016	No
197	EPES	EPES SOFTWARE	($10.00)	07/28/2016	992	07/28/2016	No
198	OFFDEPOT	OFFICE DEPOT	$38.25	08/11/2015	992	07/31/2016	No
198	SAMS	SAM'S CLUB	$100.00	08/11/2015	992	04/30/2017	No
199	BOB	BOB'S PIZZA PUB	$125.00	08/11/2016	992		No
215	EPES	EPES SOFTWARE	$14.00	07/28/2016	992		No
216	SJONES	SAM JONES	$15.00	07/28/2016	992	04/30/2017	No
3210	BOB	BOB'S PIZZA PUB	$50.00	05/10/2017	992		No
3211	BLANK		$0.00	07/26/2017	992		No
3211	BLANK		$0.00	07/27/2017	992		No
3211	BLANK		$0.00	08/03/2017	992		No

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


Accounting
Reports
Utilities
System
Help
Exit
Checks Paid
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Add Line Item
Save
Delete
Void this Check

Check #: 3210
Date: 05/10/2017
GL Acct: 992 - CHECKING
Closed: No
Vendor ID: BOB
Vendor Name: BOB'S PIZZA PUB
Date Cancelled:
Payee: BOB'S PIZZA PUB
Date Voided
Total Amount: $50.00

Total Amount: $50.00

Acct.	Sub Acct.	Amount	Tax Amt.	Working Balance	P.O.#	Invoice	Notes	1099
110 - UTILITIES	1 - Training	$50.00	$0.00	$362.43	154		TRAINING	☑

To uncancel a check - Highlight the cancellation date and press the space bar once.

Section L

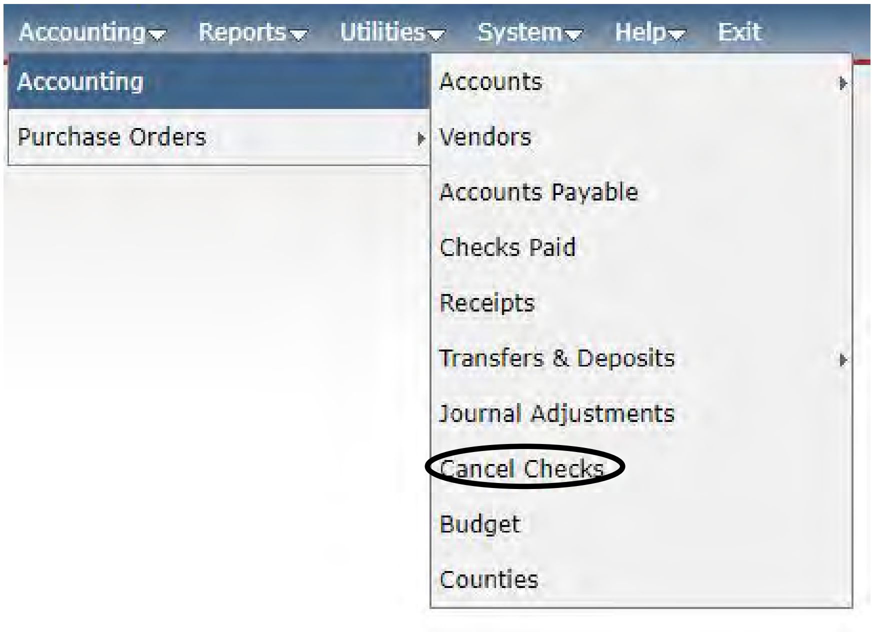
Bank Reconciliation

Bank Reconciliation Preparation

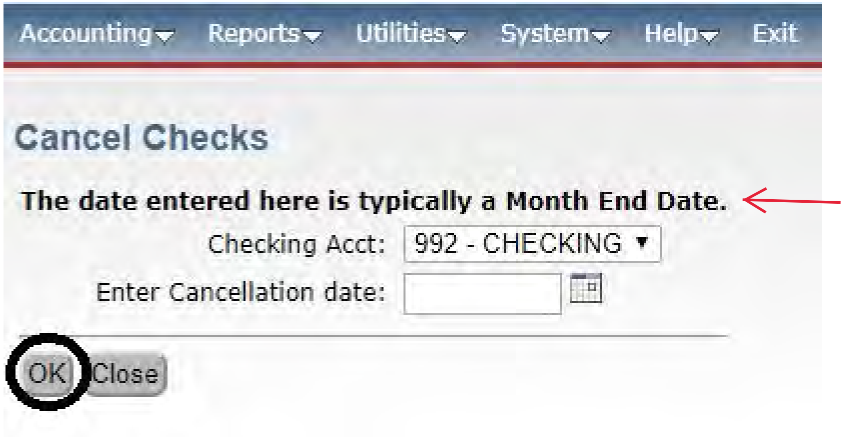
Cancel Checks

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** -


Accounting
Reports
Utilities
System
Help
Exit
Accounting
Purchase Orders
Accounts
Vendors
Accounts Payable
Checks Paid
Receipts
Transfers & Deposits
Journal Adjustments
Cancel Checks
Budget
Counties

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


Accounting
Reports
Utilities
System
Help
Exit
OK
Close

Cancel Checks

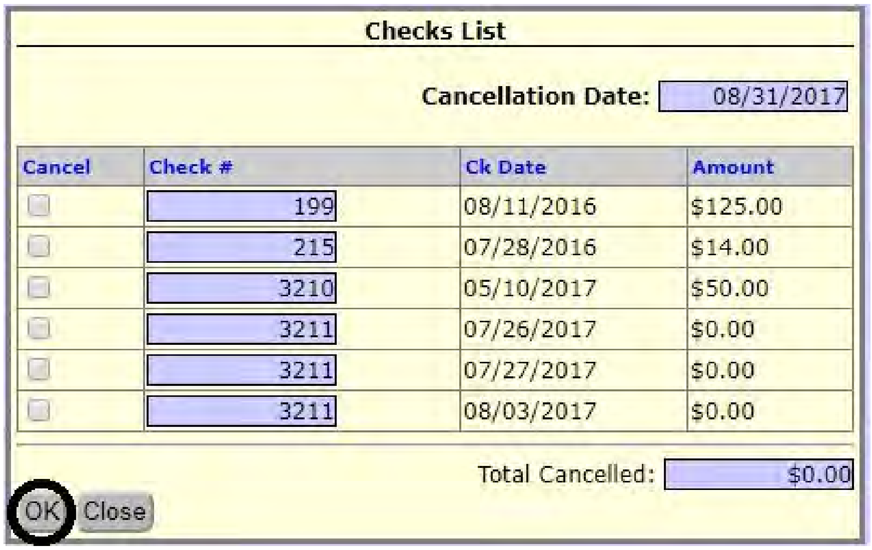
The date entered here is typically a Month End Date.

Checking Acct: 992 - CHECKING

Enter Cancellation date:

Or statement End Date

To cancel a check, click on the box in the Cancel column next to the appropriate check number. To uncheck an entry, click on the box in the cancel column again. The 'Total Canceled' at the bottom of the screen should match the checks cleared during the month. Click on **<OK>**.



Checks List

Cancellation Date: 08/31/2017

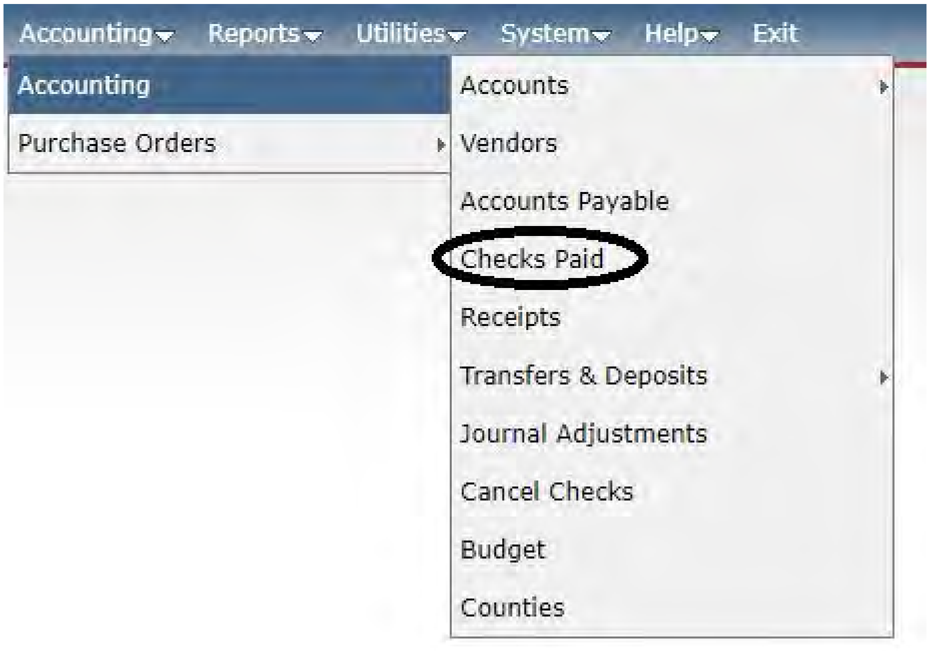
Cancel	Check #	Ck Date	Amount
☐	199	08/11/2016	$125.00
☐	215	07/28/2016	$14.00
☐	3210	05/10/2017	$50.00
☐	3211	07/26/2017	$0.00
☐	3211	07/27/2017	$0.00
☐	3211	08/03/2017	$0.00

Total Cancelled: $0.00

Correcting A Cancellation Date

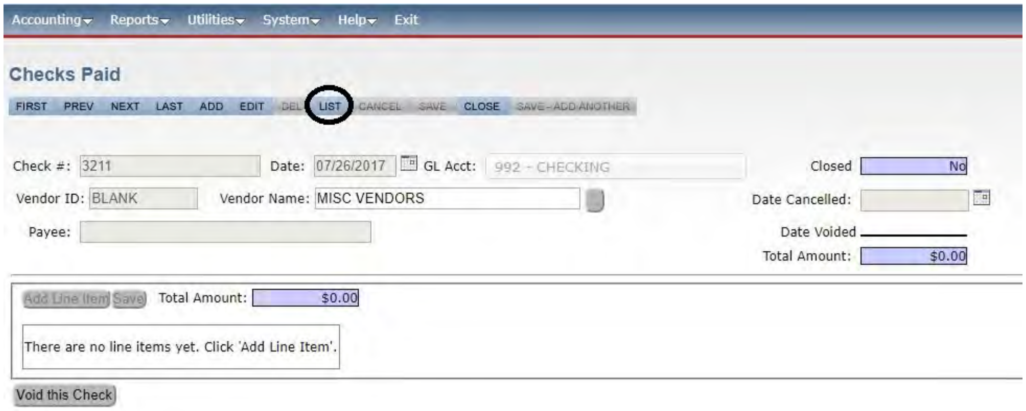
If you accidentally cancel a check by mistake or use the incorrect date, you can correct it.

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



Accounting
Reports
Utilities
System
Help
Exit
Accounting
Purchase Orders
Accounts
Vendors
Accounts Payable
Checks Paid
Receipts
Transfers & Deposits
Journal Adjustments
Cancel Checks
Budget
Counties

Click on **<List>.**


Accounting
Reports
Utilities
System
Help
Exit
Checks Paid
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Add Line Item
Save
Void this Check

Check #: 3211
Date: 07/26/2017
GL Acct: 992 - CHECKING
Closed No
Vendor ID: BLANK
Vendor Name: MISC VENDORS
Payee:
Date Cancelled:
Date Voided
Total Amount: $0.00

Total Amount: $0.00

There are no line items yet. Click 'Add Line Item'.

Click on the check you need to edit.

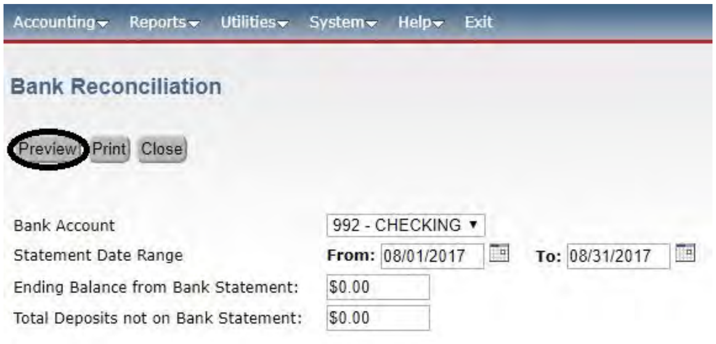
Outstanding Checks Report

You must print the Outstanding Checks report. Please see Section L-72 for details on how to do this.

Bank Reconciliation

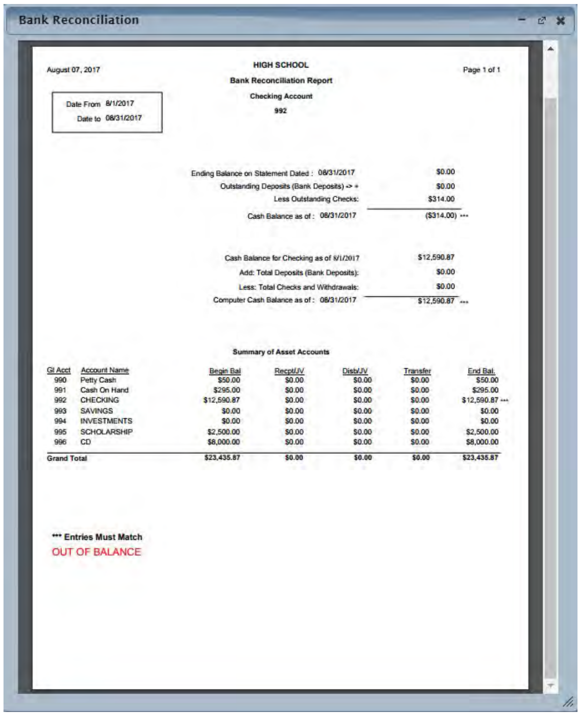
Navigate to: **'Reports/ Accounting/ Bank Reconciliation**.

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>**.


Accounting
Reports
Utilities
System
Help
Exit
Bank Reconciliation
Preview
Print
Close

Bank Account: 992 - CHECKING
Statement Date Range: From: 08/01/2017 To: 08/31/2017
Ending Balance from Bank Statement: $0.00
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 issue report in red letters. If you are out of balance, you must resolve the issue.


Bank Reconciliation

August 07, 2017

HIGH SCHOOL
Bank Reconciliation Report
Checking Account
992

Page 1 of 1

Date From 8/1/2017
Date to 08/31/2017

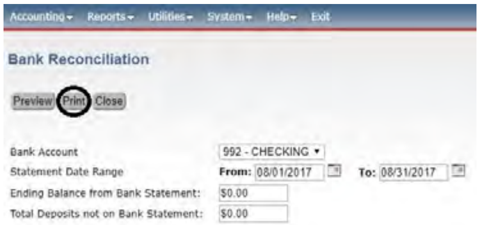
Ending Balance on Statement Dated : 08/31/2017	$0.00
Outstanding Deposits (Bank Deposits) -> +	$0.00
Less Outstanding Checks:	$314.00
Cash Balance as of : 08/31/2017	($314.00) ***
Cash Balance for Checking as of 8/1/2017	$12,590.87
Add: Total Deposits (Bank Deposits):	$0.00
Less: Total Checks and Withdrawals:	$0.00
Computer Cash Balance as of : 08/31/2017	$12,590.87 ***

Summary of Asset Accounts

Gl Acct	Account Name	Begin Bal	Recpt/JV	Disb/JV	Transfer	End Bal.
990	Petty Cash	$50.00	$0.00	$0.00	$0.00	$50.00
991	Cash On Hand	$295.00	$0.00	$0.00	$0.00	$295.00
992	CHECKING	$12,590.87	$0.00	$0.00	$0.00	$12,590.87 ***
993	SAVINGS	$0.00	$0.00	$0.00	$0.00	$0.00
994	INVESTMENTS	$0.00	$0.00	$0.00	$0.00	$0.00
995	SCHOLARSHIP	$2,500.00	$0.00	$0.00	$0.00	$2,500.00
996	CD	$8,000.00	$0.00	$0.00	$0.00	$8,000.00
Grand Total		$23,435.87	$0.00	$0.00	$0.00	$23,435.87

*** Entries Must Match
OUT OF BALANCE

If you are balanced, **<Print>** the report and have your principal review and sign.


Accounting
Reports
Utilities
System
Help
Exit
Bank Reconciliation
Preview
Print
Close

Bank Account: 992 - CHECKING
Statement Date Range: From: 08/01/2017 To: 08/31/2017
Ending Balance from Bank Statement: $0.00
Total Deposits not on Bank Statement: $0.00

EPES ACCOUNTING BALANCING PROCEDURES

These procedures were written to provide suggestions to assist you in locating "out of balance" problems with the data entered in the EPES SOFTWARE. Most balancing problems stem from – Voided entries, incorrect dates, Amounts, and Canceled Dates. The following steps are the steps we use to locate issues. We ask you follow these steps prior to calling for help.

1. Recheck the ending balance on the statement; make sure no numbers were transposed.
2. The canceled date on the checks should be the ending date on the reconciliation/bank statement.
3. Were there any deposits generated in the month but deposited in the following month that should be listed as outstanding. (*)
4. Dates ARE ONE OF THE MAIN items that throw programs out of balance. If you use journal adjustments for interest or NSF fees make sure the dates listed are in the month that you are balancing.
5. Recheck the prior month make sure it is still in balance. (Items could have been deleted or dates changed that would affect the prior month).
6. Do the deposits in the EPES program match the bank statement? Run the Sequential List of GL Transfers, and then compare that total to the bank statement for deposits. If journal adjustments for income have been entered they will need to be figured in the balances (ie bank interest). If they don't match get your receipts from the bank, locate difference. (*)
7. Does the 991 have an ending balance? If Yes, Run a Sequential List of Receipts and GL Transfer, match the receipts with the deposits. There will be something that does not match. (*)
8. Run a Sequential List of Canceled checks (reports, sequential list, checks, check number, date canceled, month is, enter the month). This report of canceled checks should match the debits on the statement less any journal adjustment expenses. If they don't; first recheck the bank statements by going check by check to reaffirm all checks are canceled. Next look for partial voided checks (they will have a negative entry or positive but not both as required. Also check the dates, the check date must be prior to or equal to the cancellation date.
9. Receipt and checks cannot be zeroed out if the receipt or check is from a prior month this will also throw the reconciliation off. Entries must be voided creating a negative entry.
10. Look over the statement for additional deposits, NFS Charges, and service charges.

(*) These steps assume that receipts are recorded into GL account 991 and "record bank deposit" is run to generate a GL transfer record from 991 to 992.

IF AFTER FOLLOWING ALL STEPS ABOVE, YOU REMAIN OUT OF BALANCE, PLEASE CALL US AT 800-237-6498. FOR ADDITIONAL ASSISTANCE IF WE IDENTIFY THE OUT OF BALANCE ISSUE FOLLOWING THESE PROCEDURES, THERE WILL BE A CHARGE OF $37.50 PER HOUR FOR OUR ASSISTANCE IN RECONCILING YOUR BOOKS MORE THAN 2 CONSECUTIVE MONTHS.

Section M

EPES Helplines
1 (800) 237 - 6498
1 (866) 729 - 6316

Month End

Check with your district for required Month/Year End Closing procedures.

Check List to Close Out Month:

1) Record all checks and receipts for the month (see Section F & H).
2) Record all journal adjustments (see Section K).
3) Complete Bank Reconciliation and balance (see Section L).
    Bank Reconciliation report (see Section L).
    Outstanding Checks report (see Section L & O).
4) Run month end reports
    Month-to-date Activity Ledger report (see Section O)
    Month-to-date Sequential List of Checks report (see Section O)
    Month-to-date Sequential List of Receipts report (Section O)
    Month-to-date Sequential List of Transfers report (see Section O)

5) In December and June, run a Year to Date Ledger Report(see Section O). 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 .

Section N

EPES Helplines
1 (800) 237 - 6498
1 (866) 729 - 6316

Year End

Check List to Close Out Year:

1) Complete the Fiscal year end Bank Reconciliation and balance (see Section J).
    Bank Reconciliation report (see Section L).
    Outstanding Checks report (see Section L).
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.

YEAR END CLOSING INSTRUCTIONS
FOR WEB ACCOUNTING

Please follow these steps if you will be completing your current year in the Web Accounting.

1. Please be sure you have balanced for the year and run all of your reports. Please be sure to cancel any checks in the system that have cleared the bank whether you reconcile in the program or not. **Once you roll over no data in your prior year can be changed.**
2. In the program under Utilities, click on "Year End Closing".
3. Select your preferred option for Payables, Purchase Orders, and Budget.

   * Budgets are the projected Income and Expenses for your Activity Accounts. These will not reset your account balances.
4. Click the "Close This Year" button.
5. You will receive a pop up that will ask you if you want to close the year. Click on OK.
6. The year end closing is complete when you see the message at the bottom of the screen that states, **"This Year has been backed-up and closed successfully!"**
7. Click on the "Close Screen" button.
8. You are now in your new school year and are ready to move forward. You will not be creating a backup of the data from your end. The backups are done automatically throughout the day on our server.

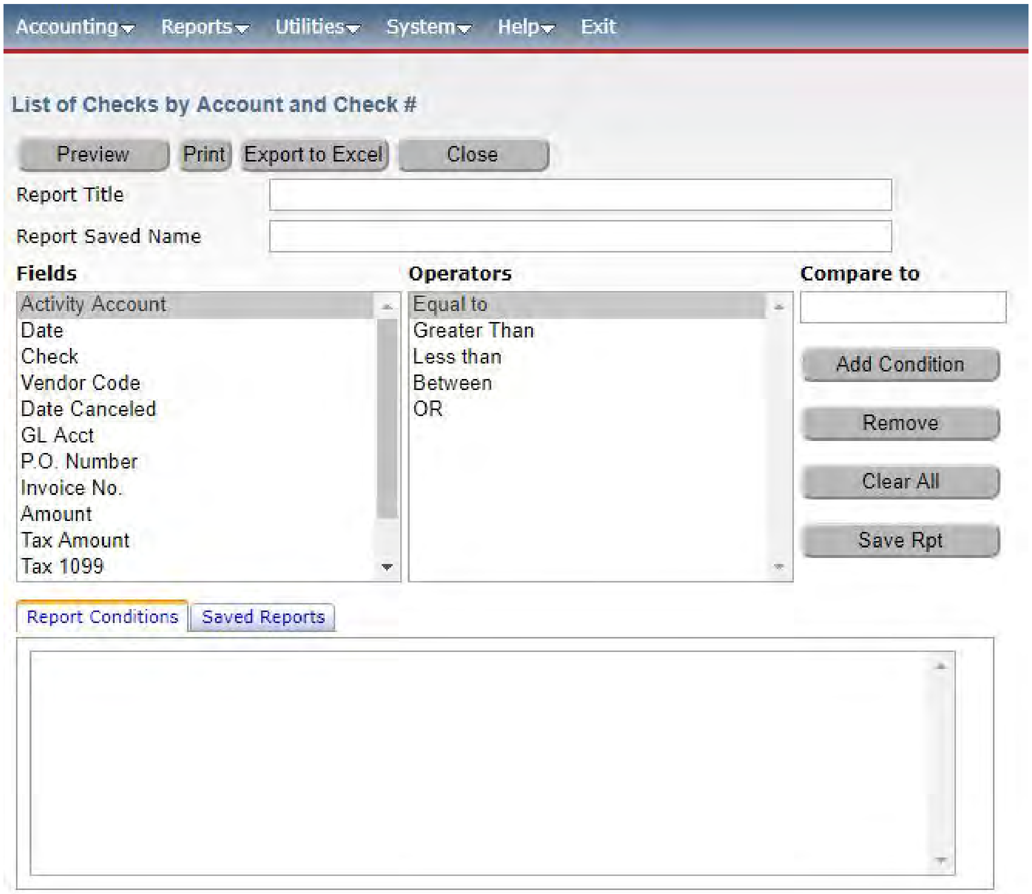
Please feel free to contact your EPES support representative if you have any questions.

Section O

Report / Query Options

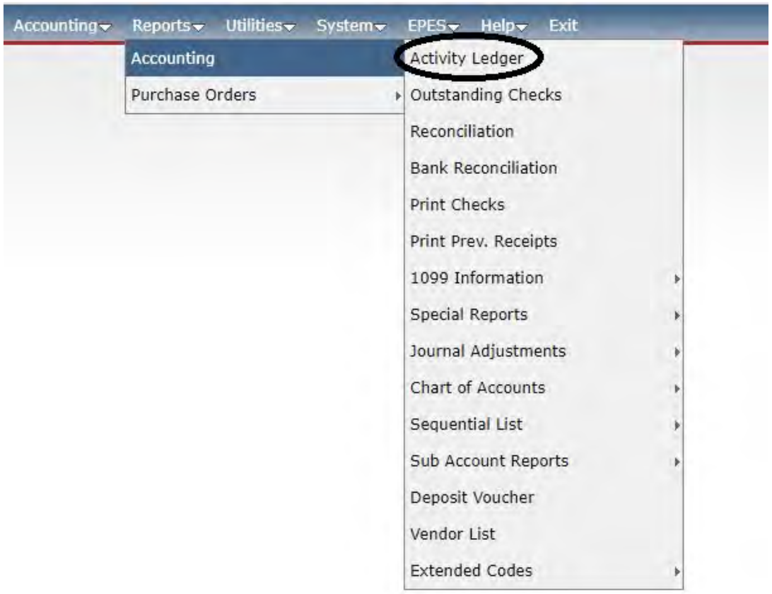
All of the reports in this section can be found under 'Reports.'

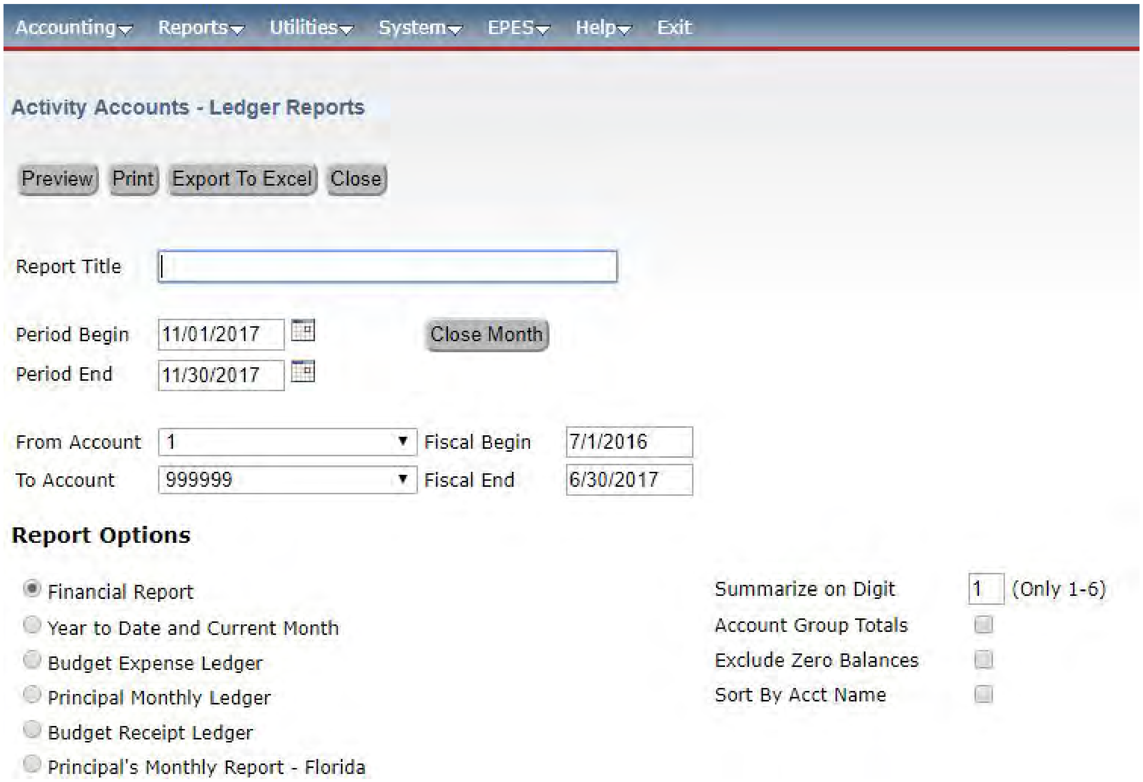
Navigate to: **'Reports/ Accounting/ Choose Report**.


Accounting
Reports
Utilities
System
Help
Exit
List of Checks by Account and Check #
Preview
Print
Export to Excel
Close
Report Title
Report Saved Name
Fields
Activity Account
Date
Check
Vendor Code
Date Canceled
GL Acct
P.O. Number
Invoice No.
Amount
Tax Amount
Tax 1099
Operators
Equal to
Greater Than
Less than
Between
OR
Compare to
Add Condition
Remove
Clear All
Save Rpt
Report Conditions
Saved Reports

To enter parameters for any of the reports utilizing "Data Query," select the field you wish to use from the list (ex. Account); then, select the option from the operators (ex. "is equal to"). Enter your selection in the "Compare To 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. Some reports can be exported to Excel.


Accounting
Reports
Utilities
System
EPES
Help
Exit
Accounting
Purchase Orders
Activity Ledger
Outstanding Checks
Reconciliation
Bank Reconciliation
Print Checks
Print Prev. Receipts
1099 Information
Special Reports
Journal Adjustments
Chart of Accounts
Sequential List
Sub Account Reports
Deposit Voucher
Vendor List
Extended Codes


Accounting
Reports
Utilities
System
EPES
Help
Exit
Preview
Print
Export To Excel
Close
Close Month

Activity Accounts - Ledger Reports

Report Title

Period Begin: 11/01/2017

Period End: 11/30/2017

From Account: 1

To Account: 999999

Fiscal Begin: 7/1/2016

Fiscal End: 6/30/2017

Report Options

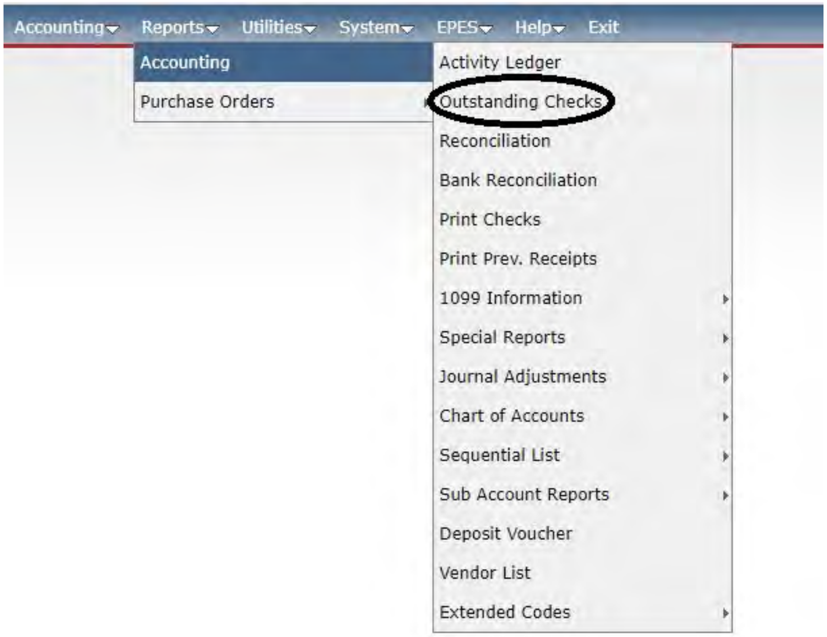
- ● Financial Report
- ○ Year to Date and Current Month
- ○ Budget Expense Ledger
- ○ Principal Monthly Ledger
- ○ Budget Receipt Ledger
- ○ Principal's Monthly Report - Florida

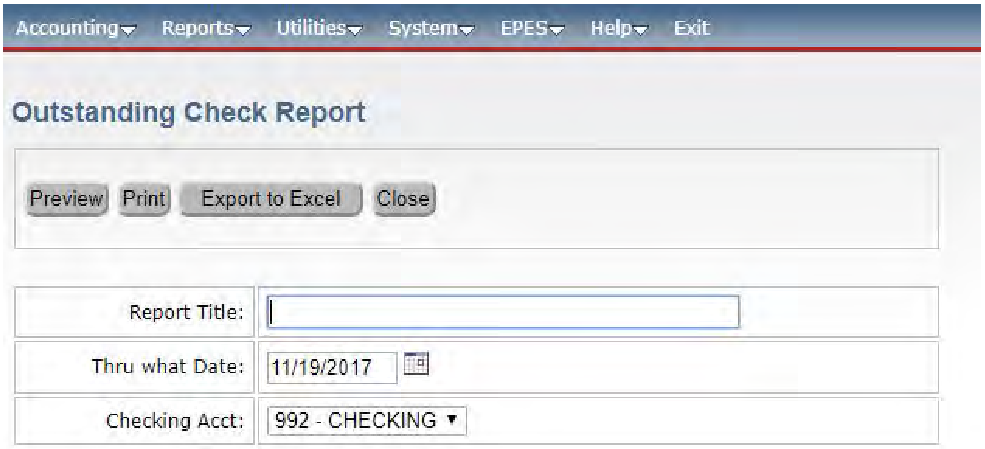
Summarize on Digit: 1 (Only 1-6)

☐ Account Group Totals

☐ Exclude Zero Balances

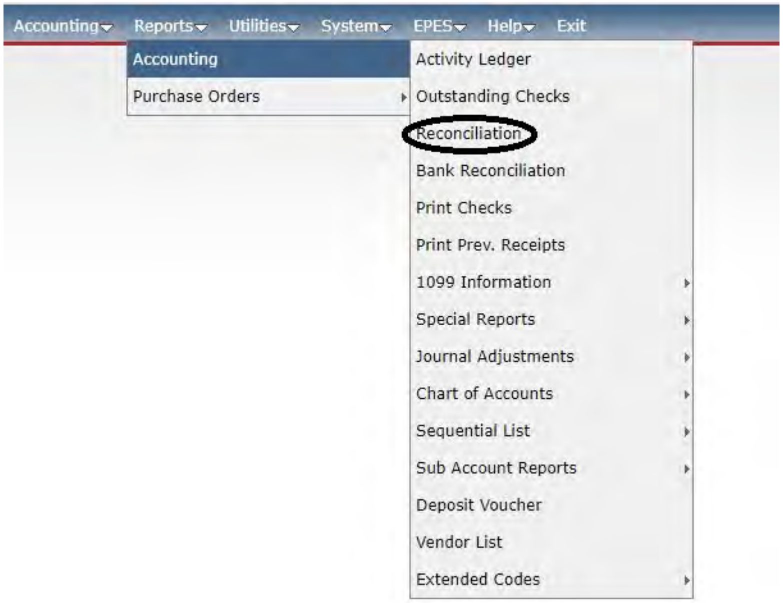
☐ Sort By Acct Name

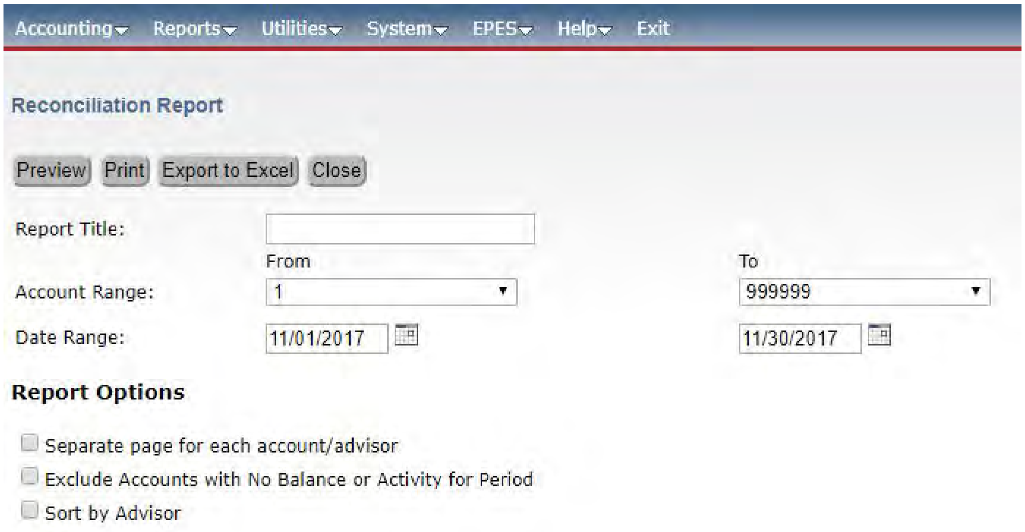

Accounting
Reports
Utilities
System
EPES
Help
Exit
Accounting
Purchase Orders
Activity Ledger
Outstanding Checks
Reconciliation
Bank Reconciliation
Print Checks
Print Prev. Receipts
1099 Information
Special Reports
Journal Adjustments
Chart of Accounts
Sequential List
Sub Account Reports
Deposit Voucher
Vendor List
Extended Codes


Accounting
Reports
Utilities
System
EPES
Help
Exit
Preview
Print
Export to Excel
Close

Outstanding Check Report

Report Title:	
Thru what Date:	11/19/2017
Checking Acct:	992 - CHECKING


Accounting
Reports
Utilities
System
EPES
Help
Exit
Accounting
Purchase Orders
Activity Ledger
Outstanding Checks
Reconciliation
Bank Reconciliation
Print Checks
Print Prev. Receipts
1099 Information
Special Reports
Journal Adjustments
Chart of Accounts
Sequential List
Sub Account Reports
Deposit Voucher
Vendor List
Extended Codes


Accounting
Reports
Utilities
System
EPES
Help
Exit
Preview
Print
Export to Excel
Close

Reconciliation Report

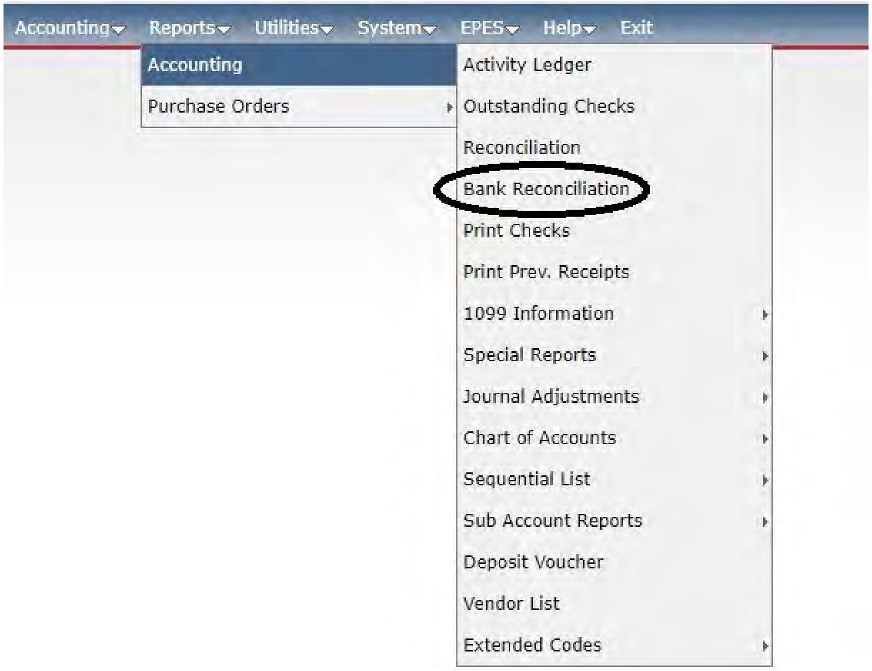
Report Title:

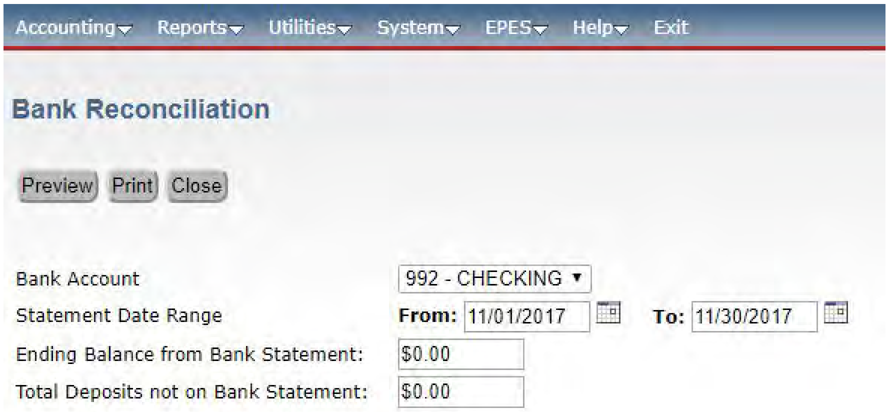
	From	To
Account Range:	1	999999
Date Range:	11/01/2017	11/30/2017

Report Options

☐ Separate page for each account/advisor
☐ Exclude Accounts with No Balance or Activity for Period
☐ Sort by Advisor

This is a very large report. Make sure that this is what you want before you print.


Accounting
Reports
Utilities
System
EPES
Help
Exit
Accounting
Purchase Orders
Activity Ledger
Outstanding Checks
Reconciliation
Bank Reconciliation
Print Checks
Print Prev. Receipts
1099 Information
Special Reports
Journal Adjustments
Chart of Accounts
Sequential List
Sub Account Reports
Deposit Voucher
Vendor List
Extended Codes


Accounting
Reports
Utilities
System
EPES
Help
Exit
Preview
Print
Close

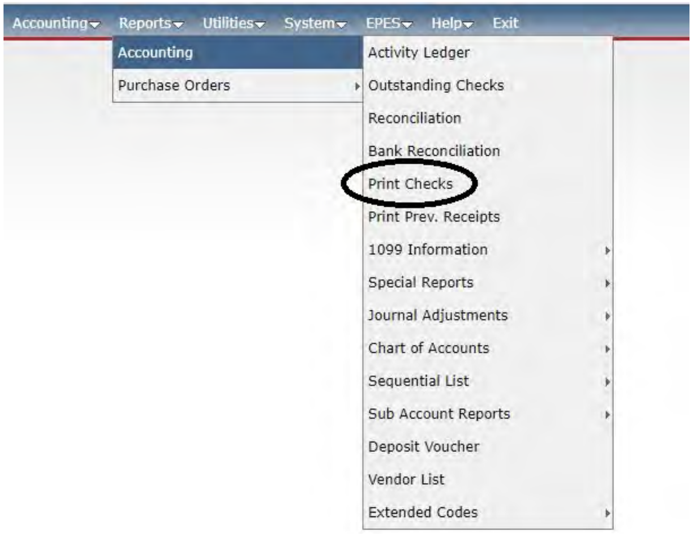
Bank Reconciliation

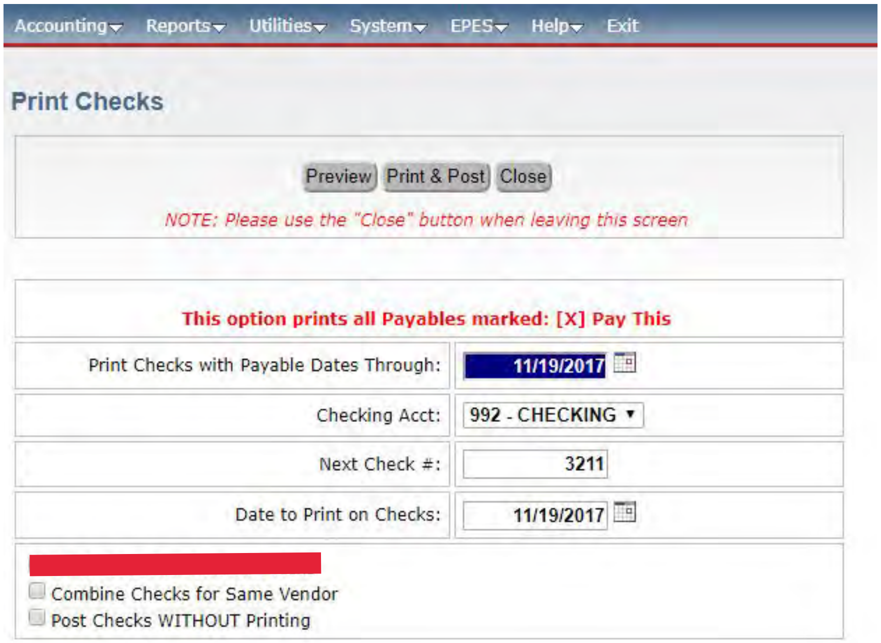
Bank Account: 992 - CHECKING

Statement Date Range: **From:** 11/01/2017 **To:** 11/30/2017

Ending Balance from Bank Statement: $0.00

Total Deposits not on Bank Statement: $0.00


Accounting
Reports
Utilities
System
EPES
Help
Exit
Accounting
Purchase Orders
Activity Ledger
Outstanding Checks
Reconciliation
Bank Reconciliation
Print Checks
Print Prev. Receipts
1099 Information
Special Reports
Journal Adjustments
Chart of Accounts
Sequential List
Sub Account Reports
Deposit Voucher
Vendor List
Extended Codes


Accounting
Reports
Utilities
System
EPES
Help
Exit
Preview
Print & Post
Close

Print Checks

NOTE: Please use the "Close" button when leaving this screen

This option prints all Payables marked: [X] Pay This

Print Checks with Payable Dates Through: 11/19/2017

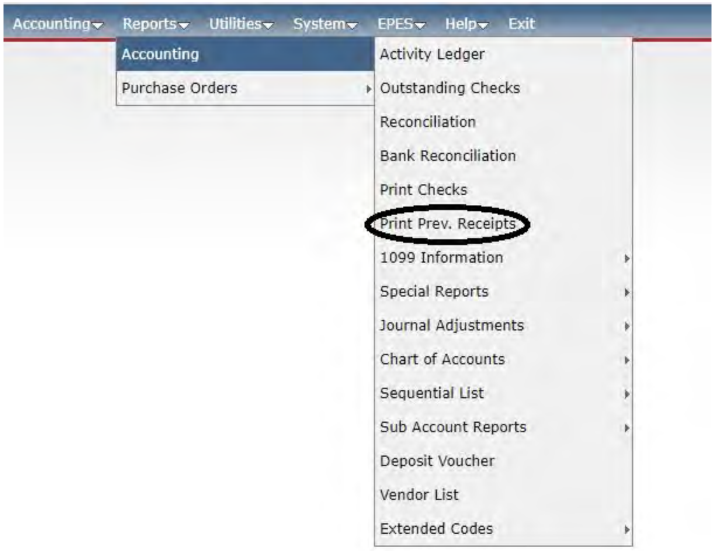
Checking Acct: 992 - CHECKING

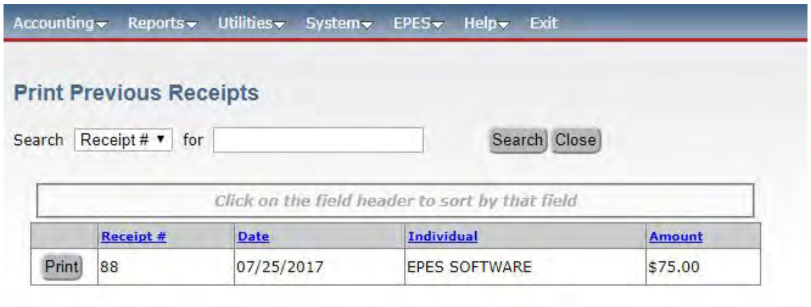
Next Check #: 3211

Date to Print on Checks: 11/19/2017

[redacted]

☐ Combine Checks for Same Vendor
☐ Post Checks WITHOUT Printing

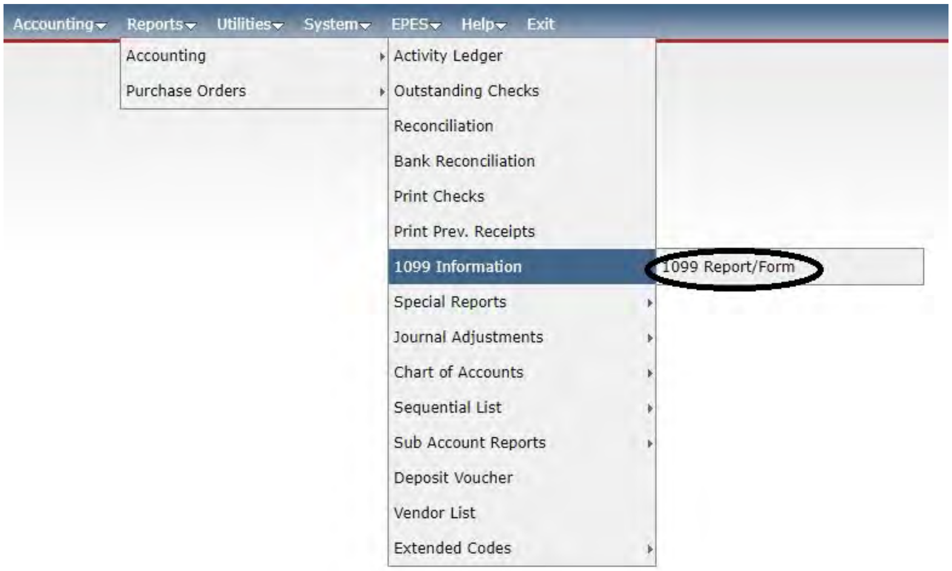

Accounting
Reports
Utilities
System
EPES
Help
Exit
Accounting
Purchase Orders
Activity Ledger
Outstanding Checks
Reconciliation
Bank Reconciliation
Print Checks
Print Prev. Receipts
1099 Information
Special Reports
Journal Adjustments
Chart of Accounts
Sequential List
Sub Account Reports
Deposit Voucher
Vendor List
Extended Codes

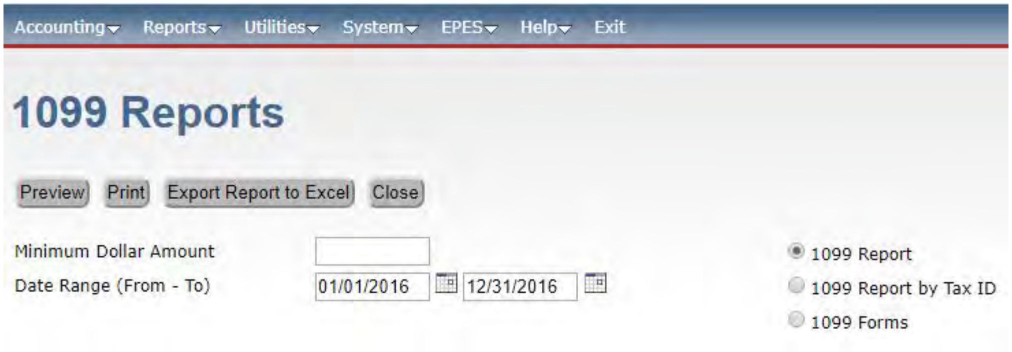

Accounting
Reports
Utilities
System
EPES
Help
Exit
Search
Receipt #
for
Search
Close
Print

Print Previous Receipts

Click on the field header to sort by that field

	Receipt #	Date	Individual	Amount
Print	88	07/25/2017	EPES SOFTWARE	$75.00


Accounting
Reports
Utilities
System
EPES
Help
Exit
Accounting
Purchase Orders
Activity Ledger
Outstanding Checks
Reconciliation
Bank Reconciliation
Print Checks
Print Prev. Receipts
1099 Information
1099 Report/Form
Special Reports
Journal Adjustments
Chart of Accounts
Sequential List
Sub Account Reports
Deposit Voucher
Vendor List
Extended Codes


Accounting
Reports
Utilities
System
EPES
Help
Exit
Preview
Print
Export Report to Excel
Close

1099 Reports

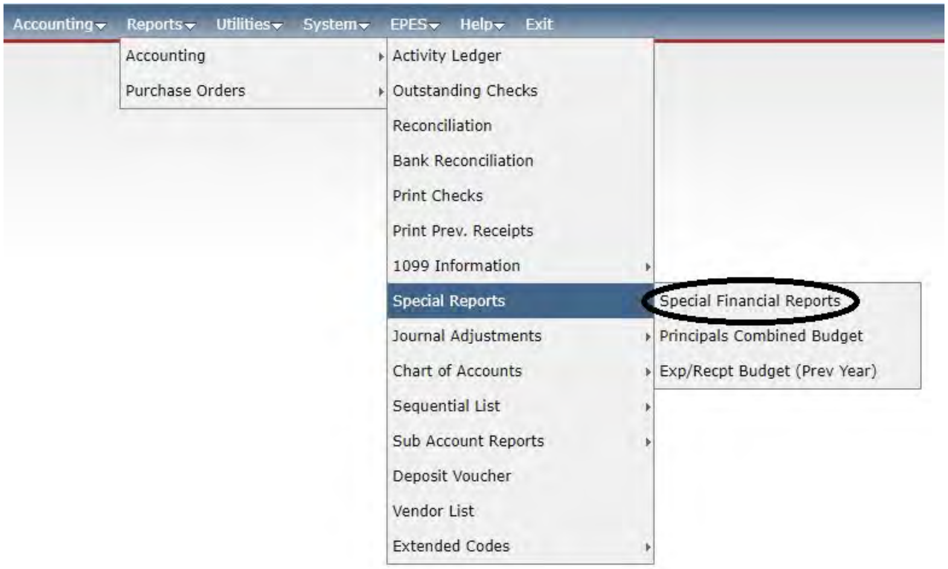
Minimum Dollar Amount

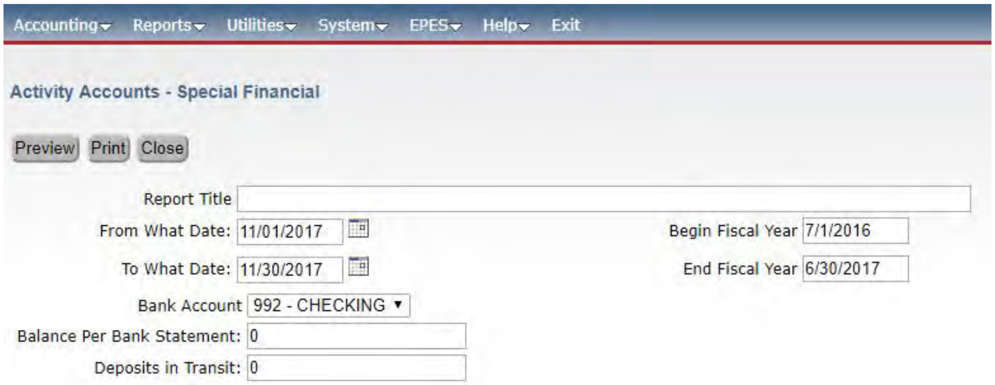
Date Range (From - To) 01/01/2016 12/31/2016

● 1099 Report

○ 1099 Report by Tax ID

○ 1099 Forms


Accounting
Reports
Utilities
System
EPES
Help
Exit
Accounting
Purchase Orders
Activity Ledger
Outstanding Checks
Reconciliation
Bank Reconciliation
Print Checks
Print Prev. Receipts
1099 Information
Special Reports
Journal Adjustments
Chart of Accounts
Sequential List
Sub Account Reports
Deposit Voucher
Vendor List
Extended Codes
Special Financial Reports
Principals Combined Budget
Exp/Recpt Budget (Prev Year)


Accounting
Reports
Utilities
System
EPES
Help
Exit
Preview
Print
Close

Activity Accounts - Special Financial

Report Title

From What Date: 11/01/2017

To What Date: 11/30/2017

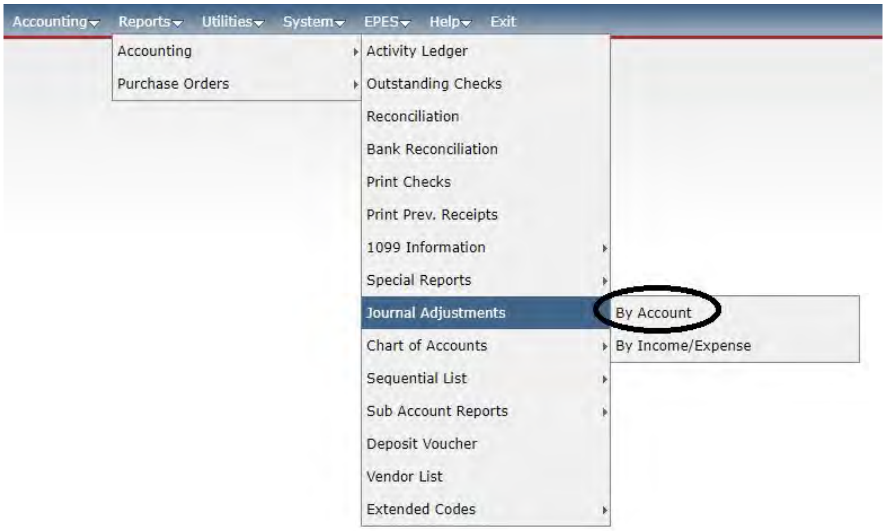
Begin Fiscal Year 7/1/2016

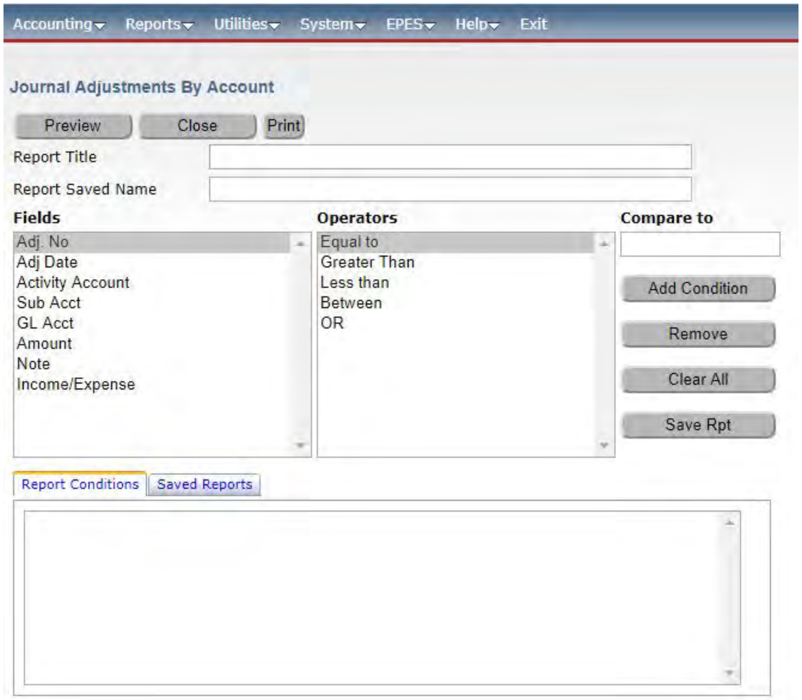
End Fiscal Year 6/30/2017

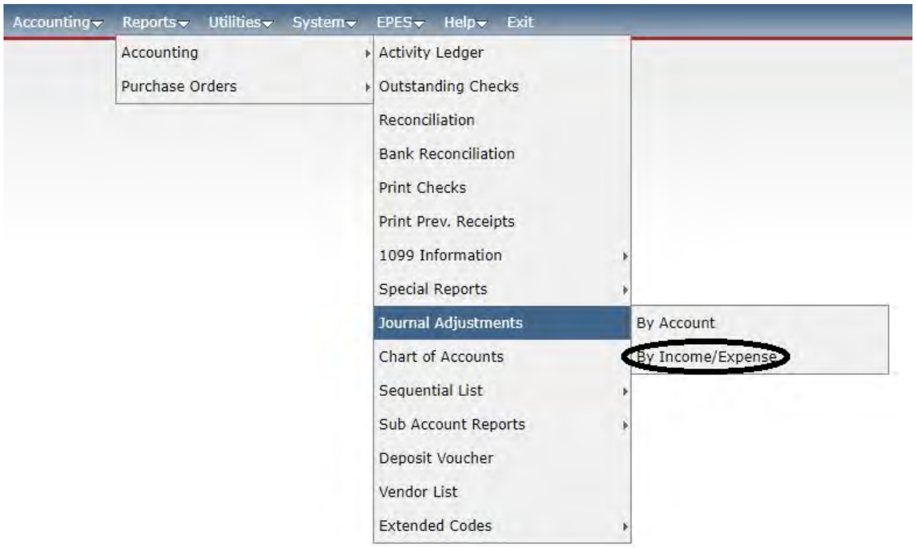
Bank Account 992 - CHECKING

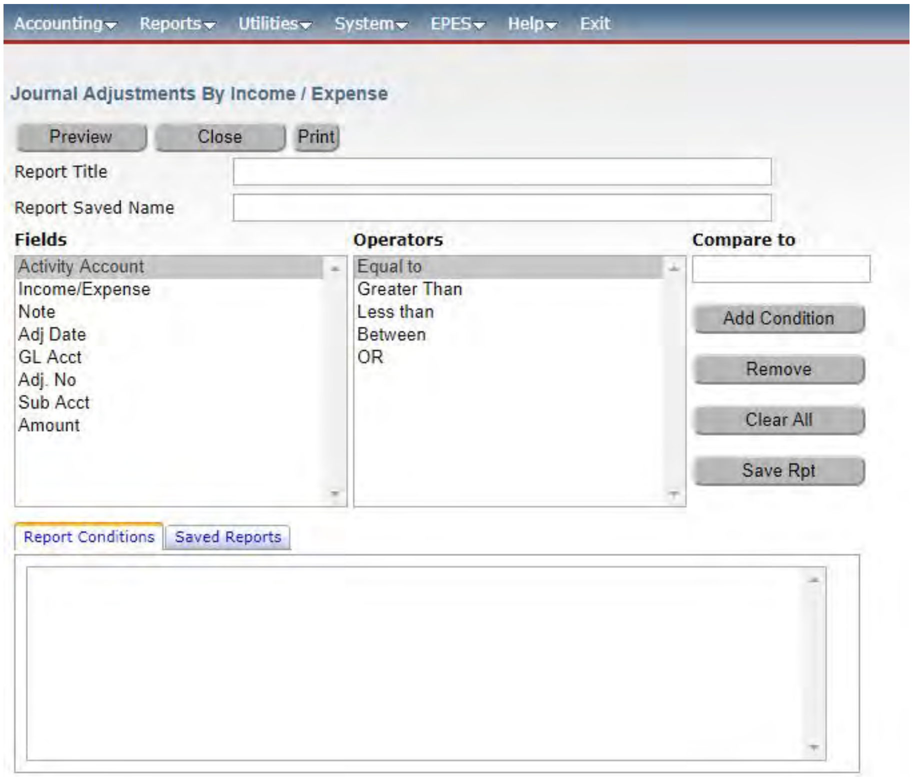
Balance Per Bank Statement: 0

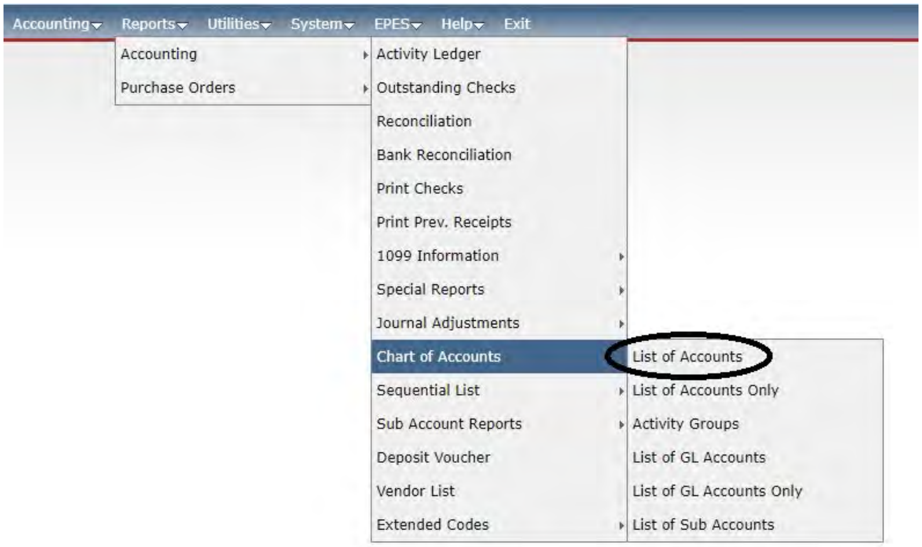
Deposits in Transit: 0


Accounting
Reports
Utilities
System
EPES
Help
Exit
Accounting
Purchase Orders
Activity Ledger
Outstanding Checks
Reconciliation
Bank Reconciliation
Print Checks
Print Prev. Receipts
1099 Information
Special Reports
Journal Adjustments
Chart of Accounts
Sequential List
Sub Account Reports
Deposit Voucher
Vendor List
Extended Codes
By Account
By Income/Expense


Accounting
Reports
Utilities
System
EPES
Help
Exit
Journal Adjustments By Account
Preview
Close
Print
Report Title
Report Saved Name
Fields
Adj. No
Adj Date
Activity Account
Sub Acct
GL Acct
Amount
Note
Income/Expense
Operators
Equal to
Greater Than
Less than
Between
OR
Compare to
Add Condition
Remove
Clear All
Save Rpt
Report Conditions
Saved Reports


Accounting
Reports
Utilities
System
EPES
Help
Exit
Accounting
Purchase Orders
Activity Ledger
Outstanding Checks
Reconciliation
Bank Reconciliation
Print Checks
Print Prev. Receipts
1099 Information
Special Reports
Journal Adjustments
Chart of Accounts
Sequential List
Sub Account Reports
Deposit Voucher
Vendor List
Extended Codes
By Account
By Income/Expense


Accounting
Reports
Utilities
System
EPES
Help
Exit
Journal Adjustments By Income / Expense
Preview
Close
Print
Report Title
Report Saved Name
Fields
Activity Account
Income/Expense
Note
Adj Date
GL Acct
Adj. No
Sub Acct
Amount
Operators
Equal to
Greater Than
Less than
Between
OR
Compare to
Add Condition
Remove
Clear All
Save Rpt
Report Conditions
Saved Reports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Utilities
System
EPES
Help
Exit
Accounting
Purchase Orders
Activity Ledger
Outstanding Checks
Reconciliation
Bank Reconciliation
Print Checks
Print Prev. Receipts
1099 Information
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Chart of Accounts
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Deposit Voucher
Vendor List
Extended Codes
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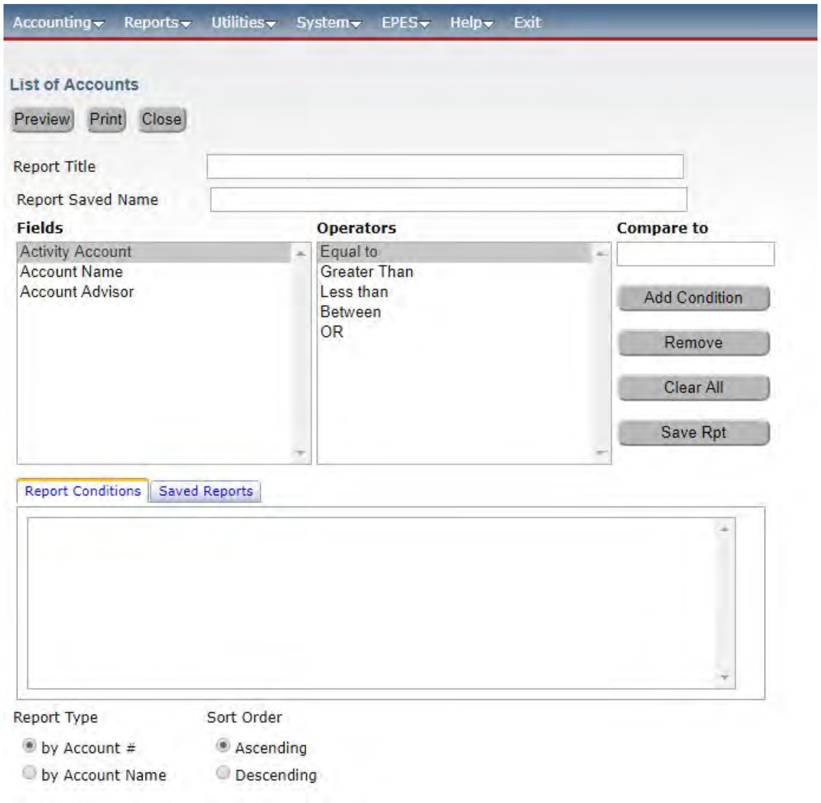
Activity Groups
List of GL Accounts
List of GL Accounts Only
List of Sub Accounts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Report Saved Name
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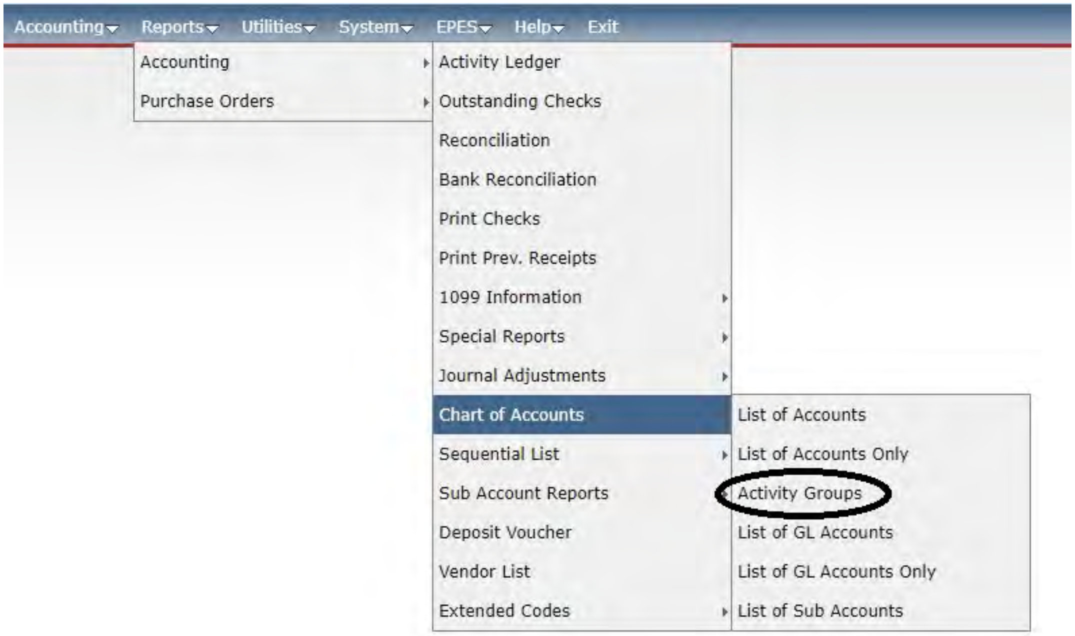
Account Name
Account Advisor
Operators
Equal to
Greater Than
Less than
Between
OR
Compare to
Add Condition
Remove
Clear All
Save Rpt
Report Conditions
Saved Reports
Report Type
Sort Order

Report Type
● by Account #
○ by Account Name

Sort Order
● Ascending
○ Descending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Utilities
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Exit
Accounting
Purchase Orders
Activity Ledger
Outstanding Checks
Reconciliation
Bank Reconciliation
Print Checks
Print Prev. Receipts
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Vendor List
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List of GL Accounts
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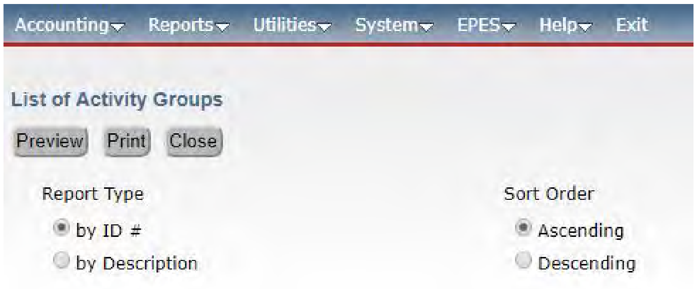
List of Sub Accounts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Preview
Print
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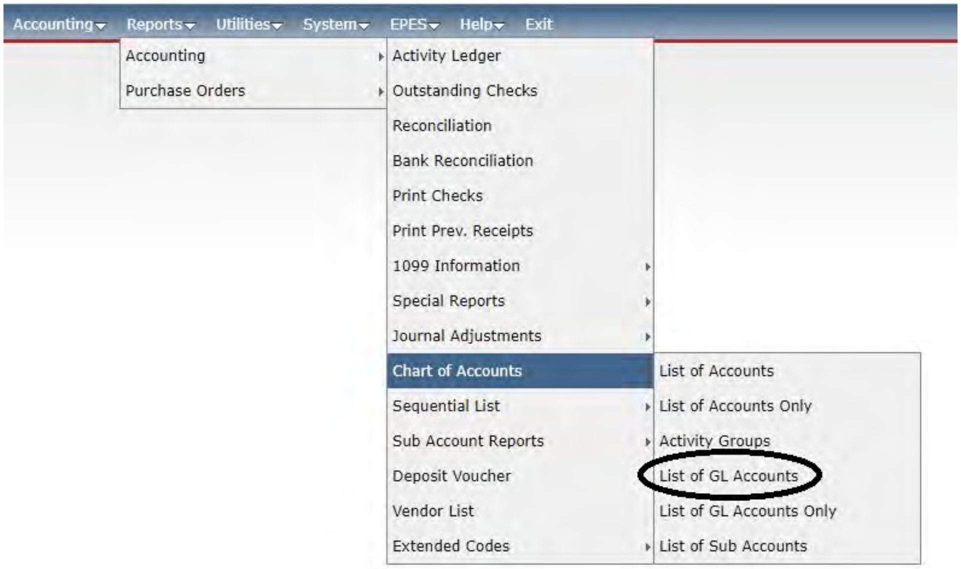
List of Activity Groups

Report Type

● by ID #
○ by Description

Sort Order

● Ascending
○ Descending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Exit
Accounting
Purchase Orders
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Reconciliation
Bank Reconciliation
Print Checks
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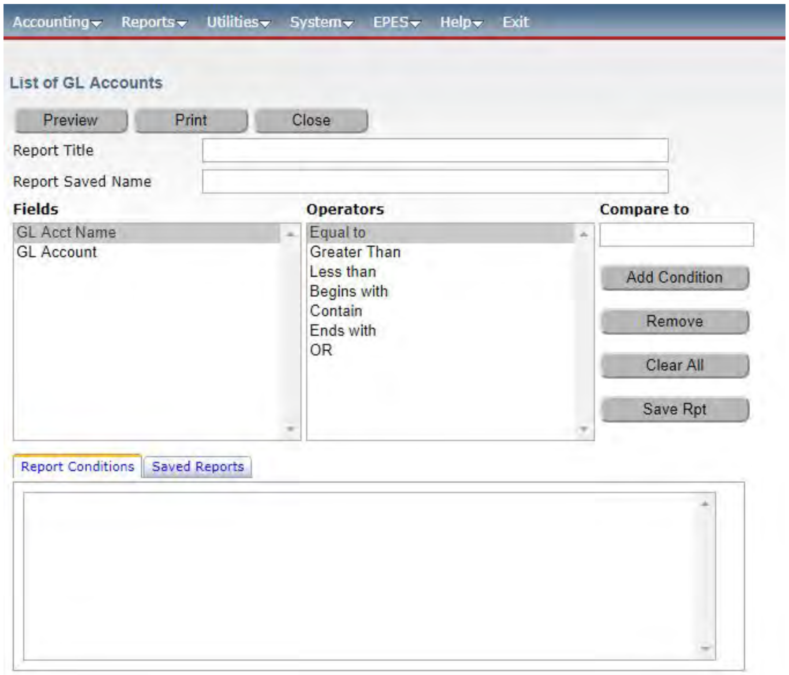
List of Sub Accounts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List of GL Accounts
Preview
Print
Close
Report Title
Report Saved Name
Fields
GL Acct Name
GL Account
Operators
Equal to
Greater Than
Less than
Begins with
Contain
Ends with
OR
Compare to
Add Condition
Remove
Clear All
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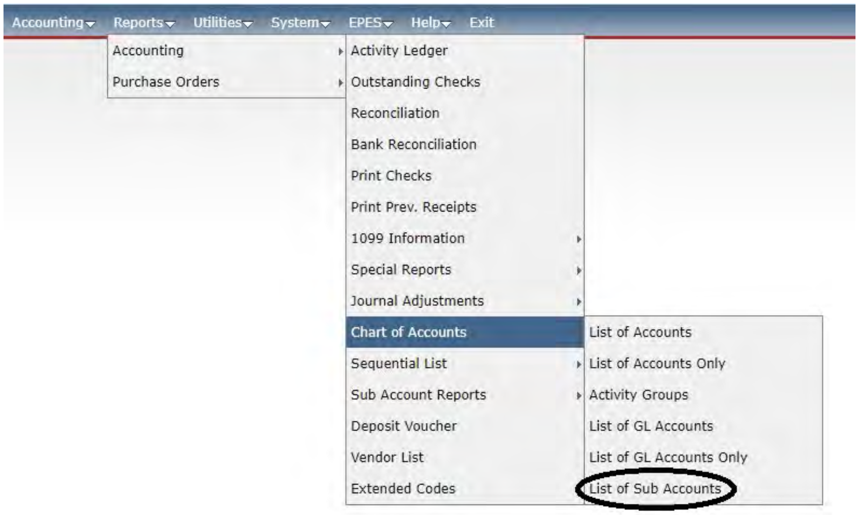
Report Conditions
Saved Reports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Bank Reconciliation
Print Checks
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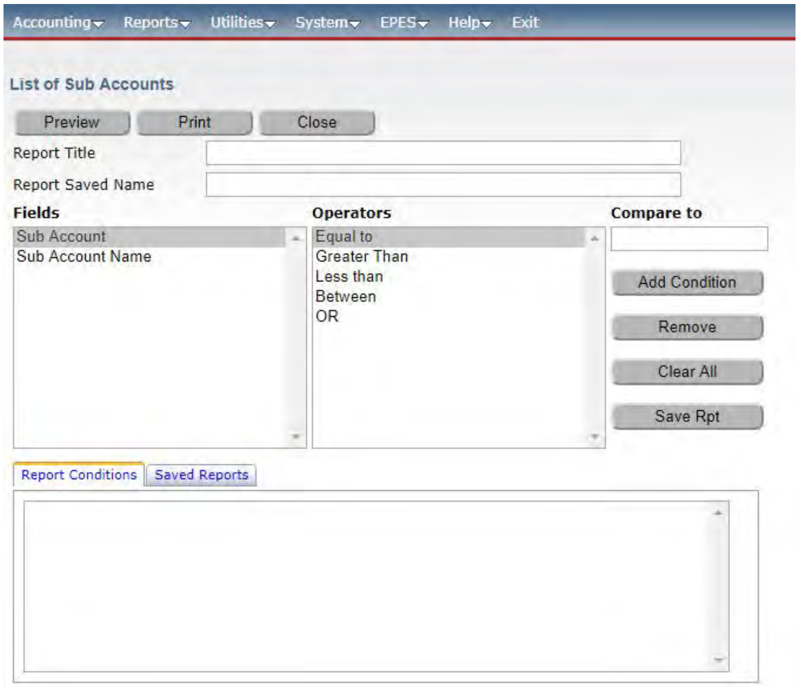
List of GL Accounts
List of GL Accounts Only
List of Sub Accounts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Preview
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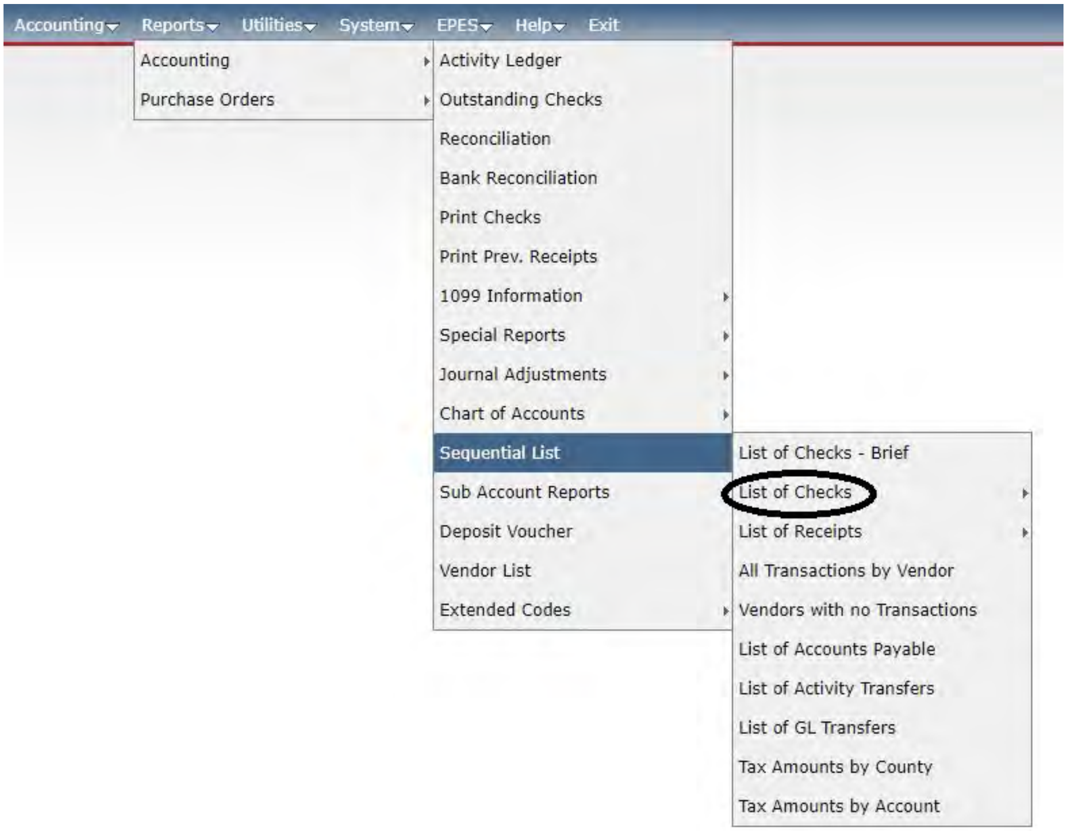
Operators
Equal to
Greater Than
Less than
Between
OR
Compare to
Add Condition
Remove
Clear All
Save Rpt
Report Conditions
Saved Reports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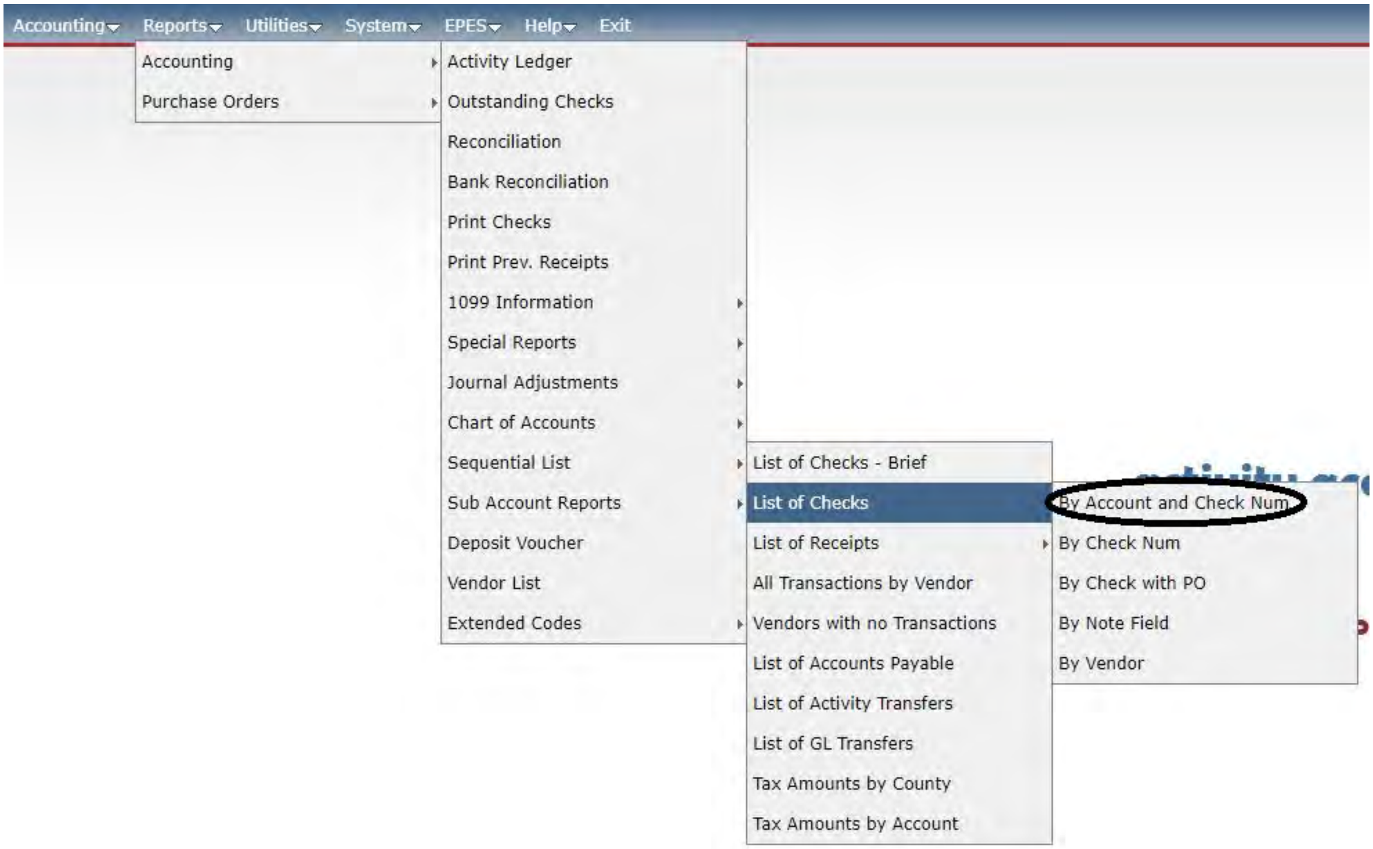
All Transactions by Vendor
Vendors with no Transactions
List of Accounts Payable
List of Activity Transfers
List of GL Transfers
Tax Amounts by County
Tax Amounts by Account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EPES
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Exit
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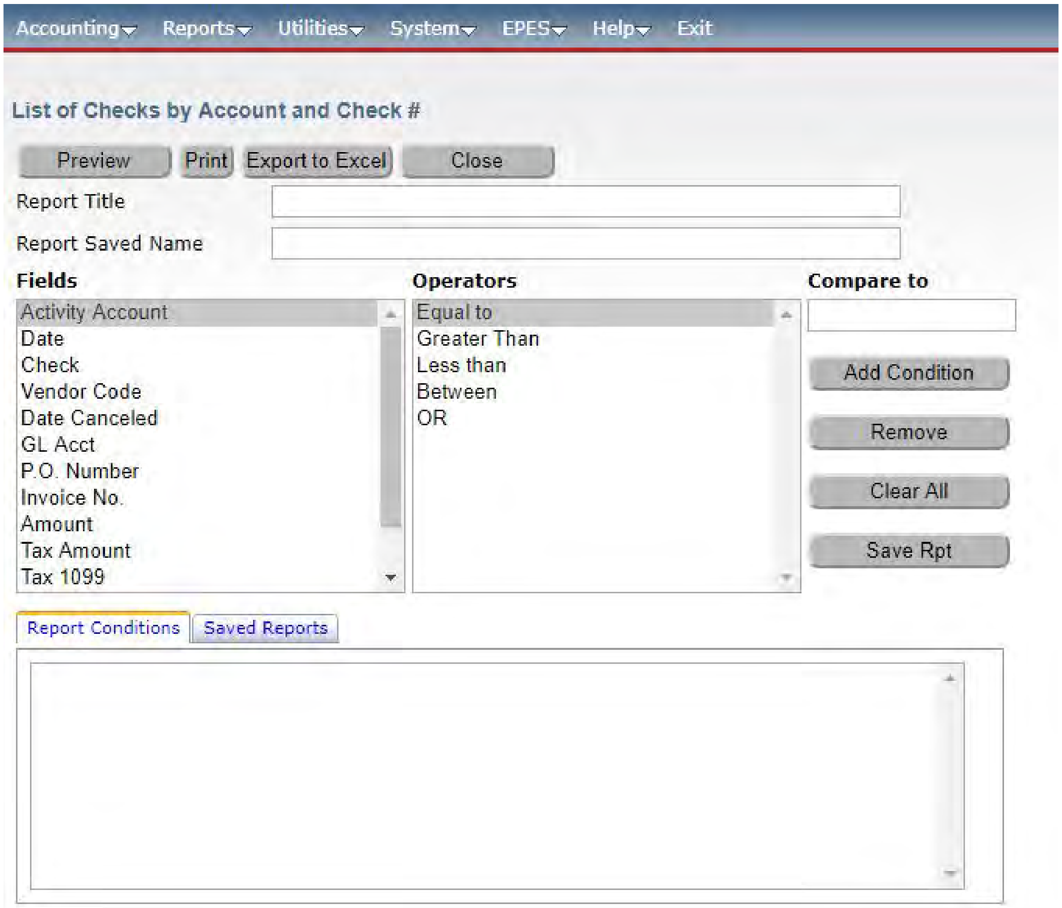
List of GL Transfers
Tax Amounts by County
Tax Amounts by Account
By Account and Check Num
By Check Num
By Check with PO
By Note Field
By Vendor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System
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Help
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Print
Export to Excel
Close
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Report Saved Name
Fields
Activity Account
Date
Check
Vendor Code
Date Canceled
GL Acct
P.O. Number
Invoice No.
Amount
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Tax 1099
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Greater Than
Less than
Between
OR
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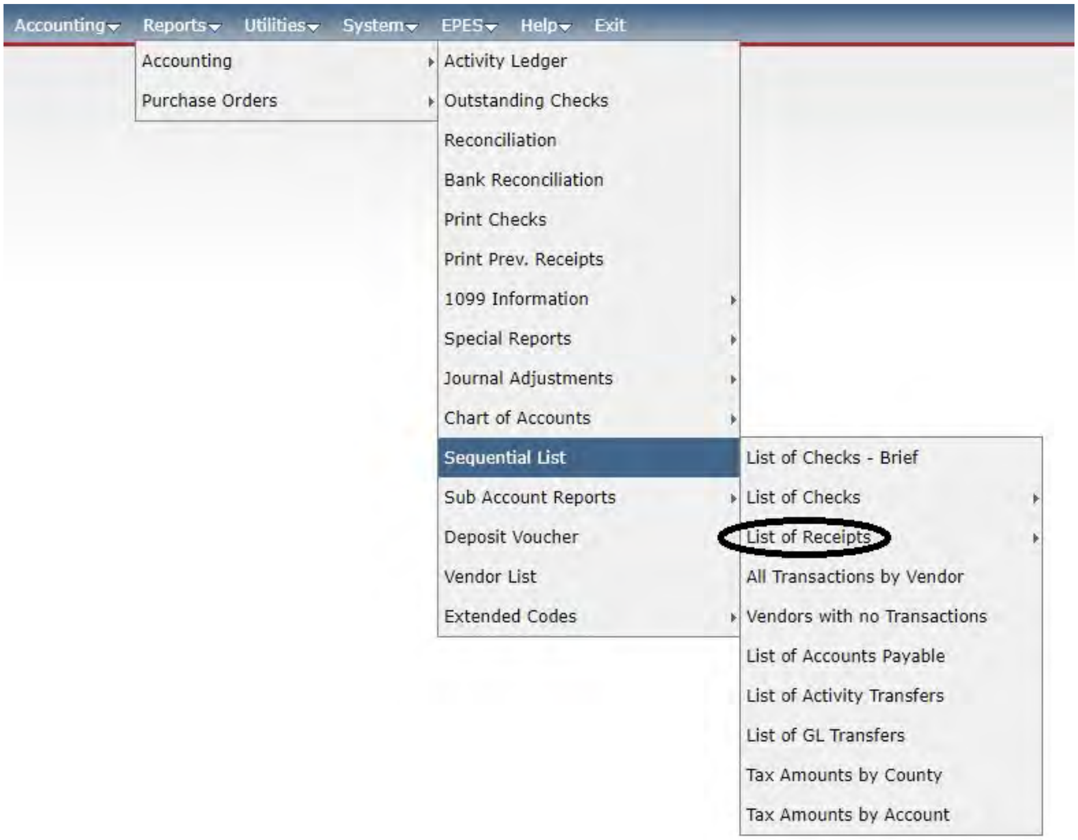
Report Conditions
Saved Reports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Activity Ledger
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Bank Reconciliation
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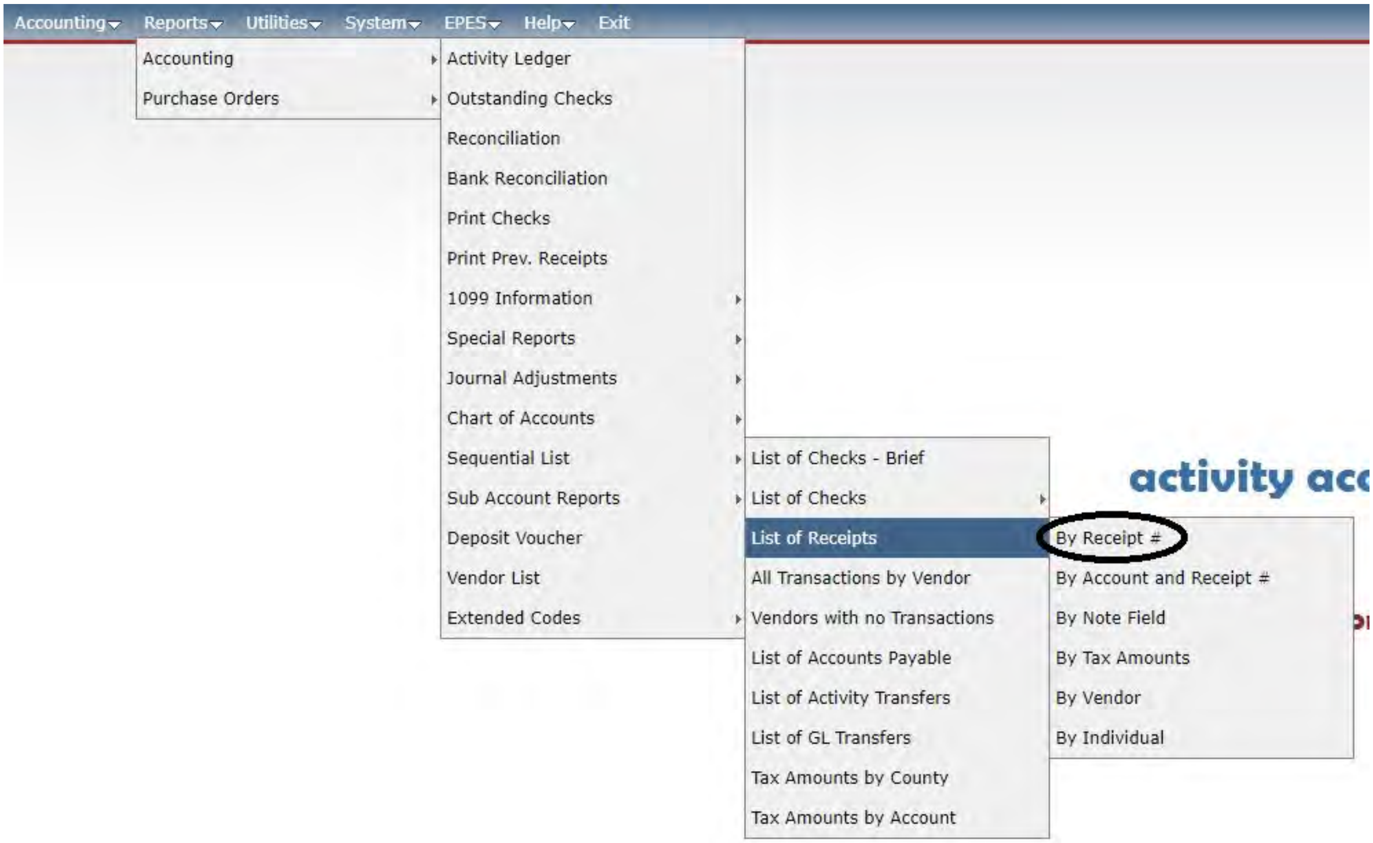
List of GL Transfers
Tax Amounts by County
Tax Amounts by Account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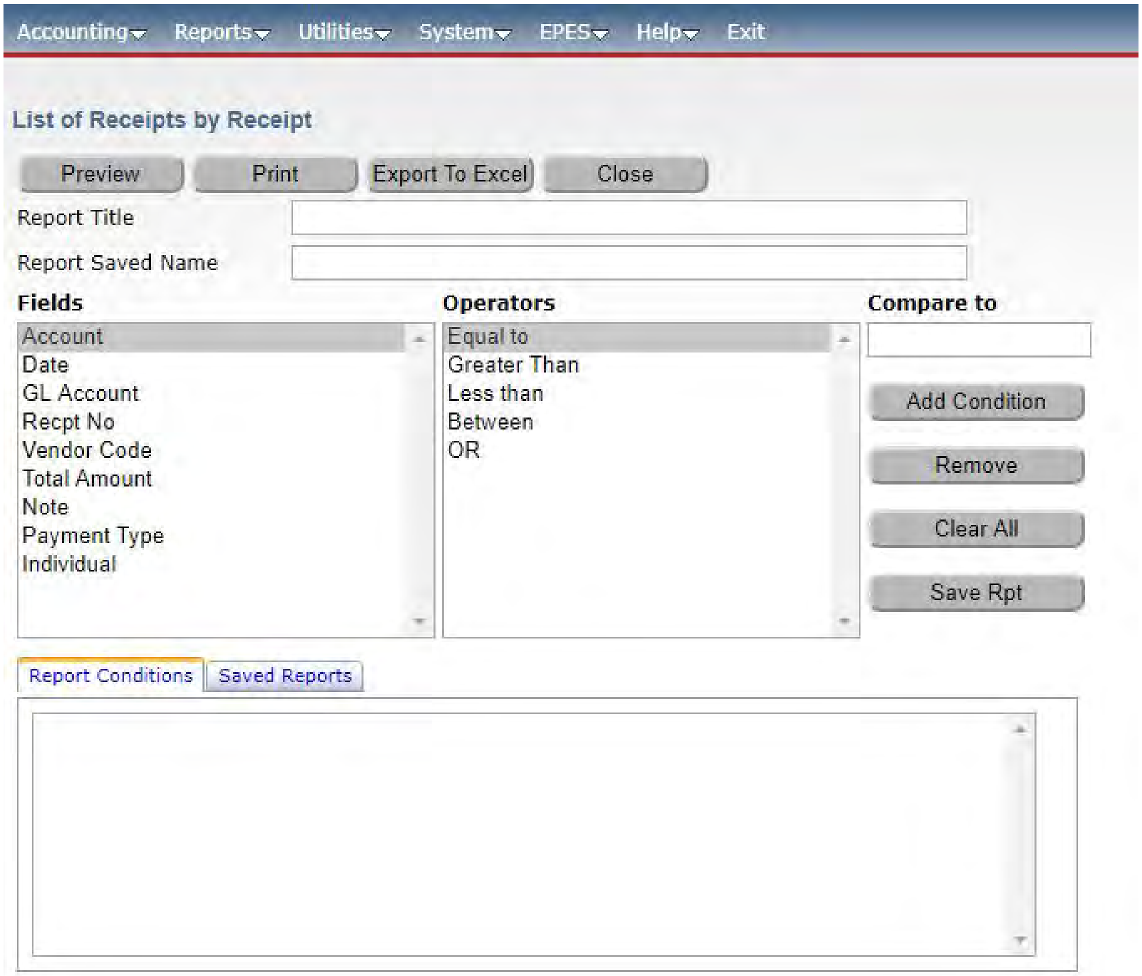
Tax Amounts by County
Tax Amounts by Account
activity acc
By Receipt #
By Account and Receipt #
By Note Field
By Tax Amounts
By Vendor
By Individual


Accounting
Reports
Utilities
System
EPES
Help
Exit

List of Receipts by Receipt

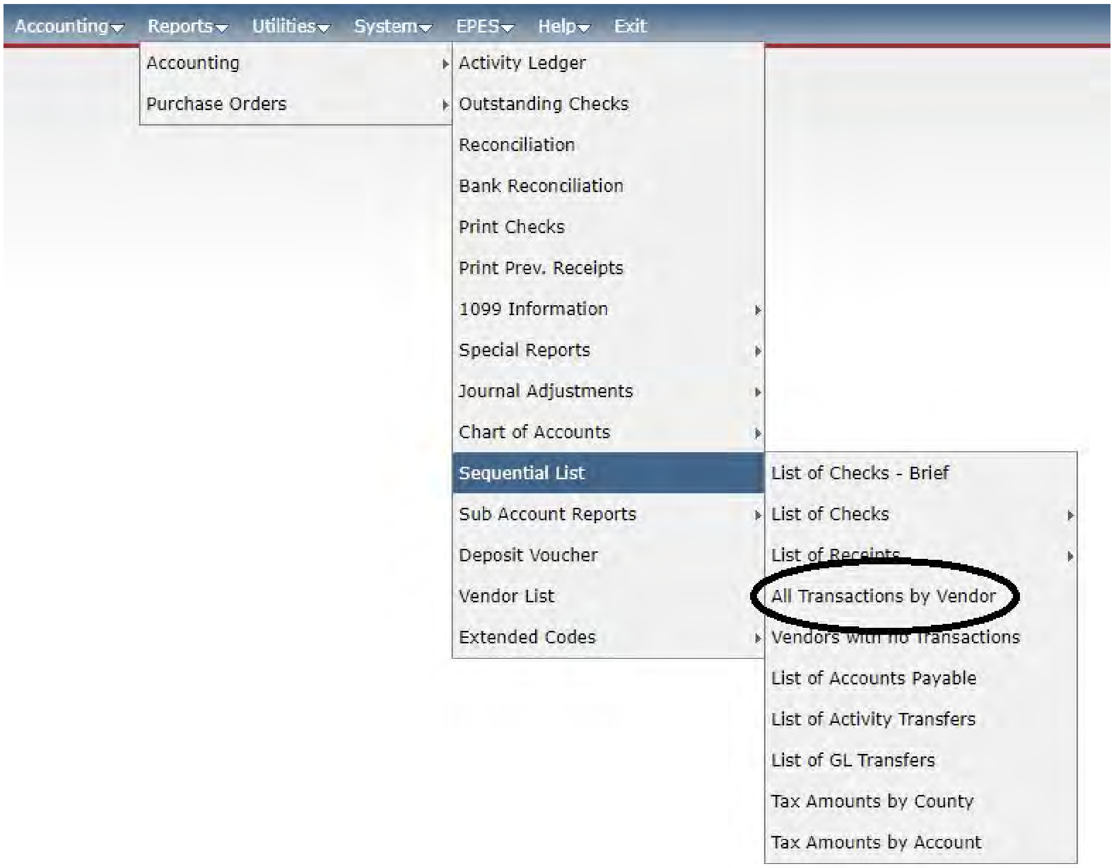
Preview
Print
Export To Excel
Close

Report Title

Report Saved Name

Fields	Operators	Compare to
Account	Equal to	
Date	Greater Than	
GL Account	Less than	
Recpt No	Between	
Vendor Code	OR	
Total Amount		
Note		
Payment Type		
Individual		

Add Condition
Remove
Clear All
Save Rpt
Report Conditions
Saved Reports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Utilities
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Reconciliation
Bank Reconciliation
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Print Prev. Receipts
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Vendors with no Transactions
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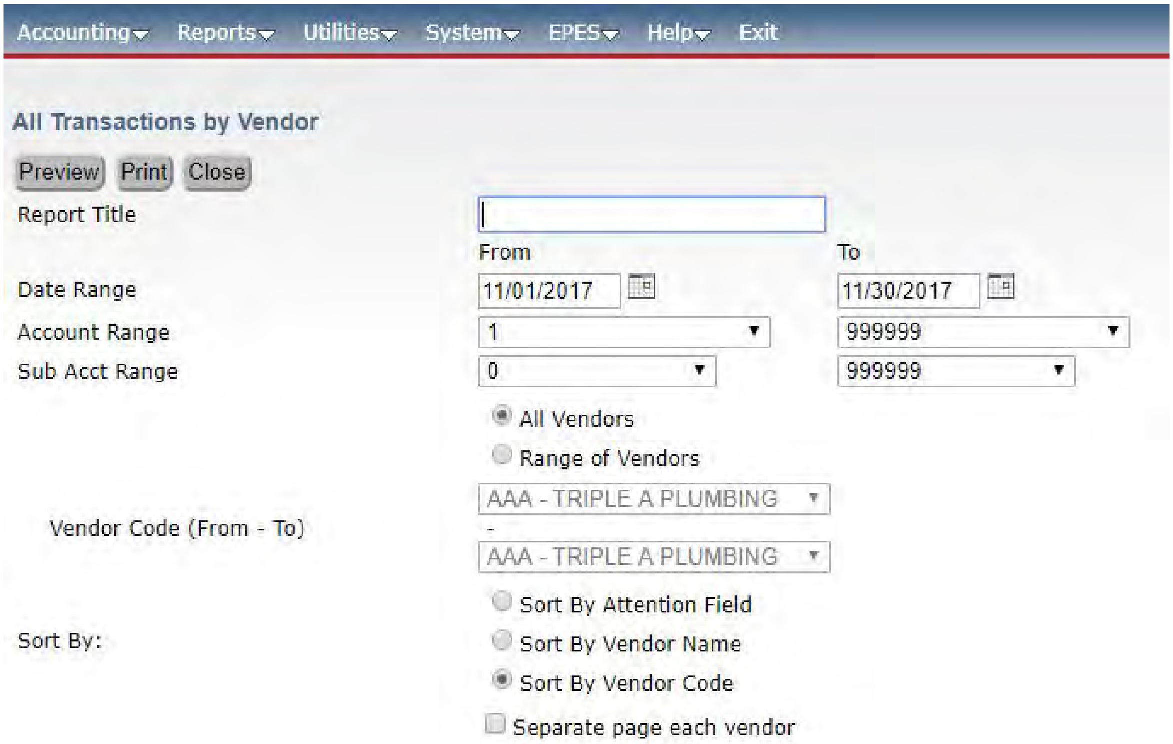
Tax Amounts by Account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Reports
Utilities
System
EPES
Help
Exit
Preview
Print
Close

All Transactions by Vendor

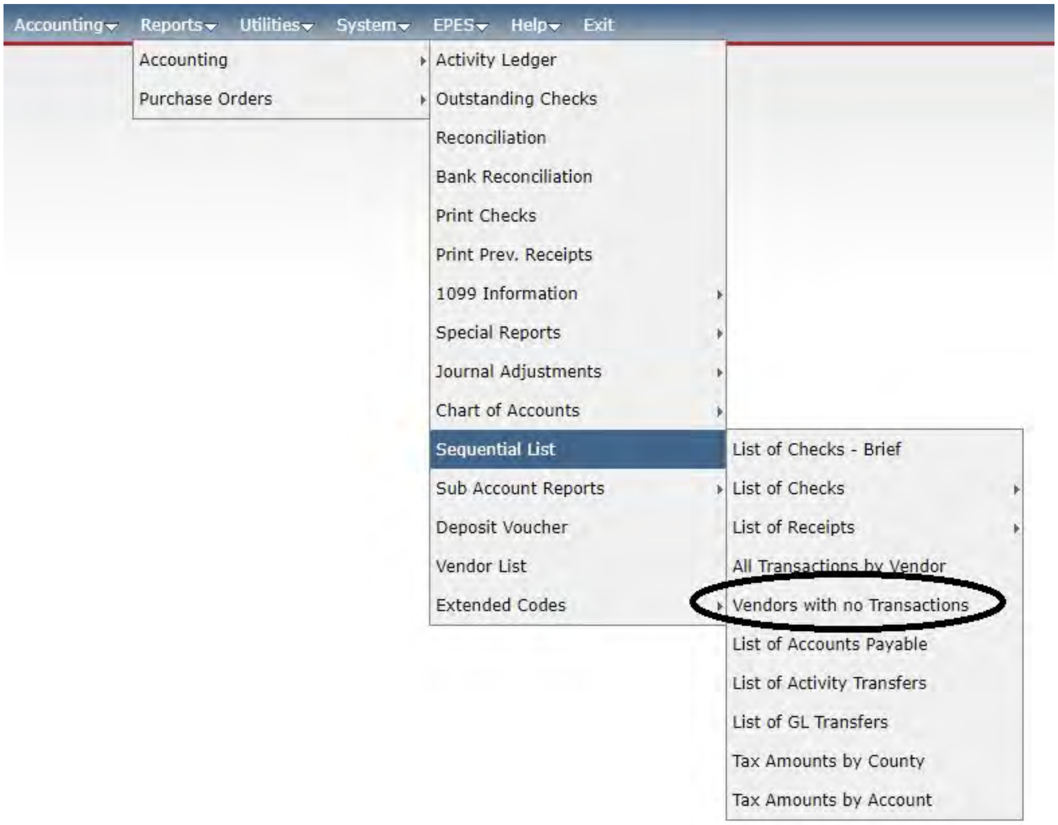
	From	To
Report Title		
Date Range	11/01/2017	11/30/2017
Account Range	1	999999
Sub Acct Range	0	999999

● All Vendors
○ Range of Vendors

Vendor Code (From - To): AAA - TRIPLE A PLUMBING - AAA - TRIPLE A PLUMBING

Sort By:
○ Sort By Attention Field
○ Sort By Vendor Name
● Sort By Vendor Code

☐ Separate page each vendor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Bank Reconciliation
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List of Accounts Payable
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List of GL Transfers
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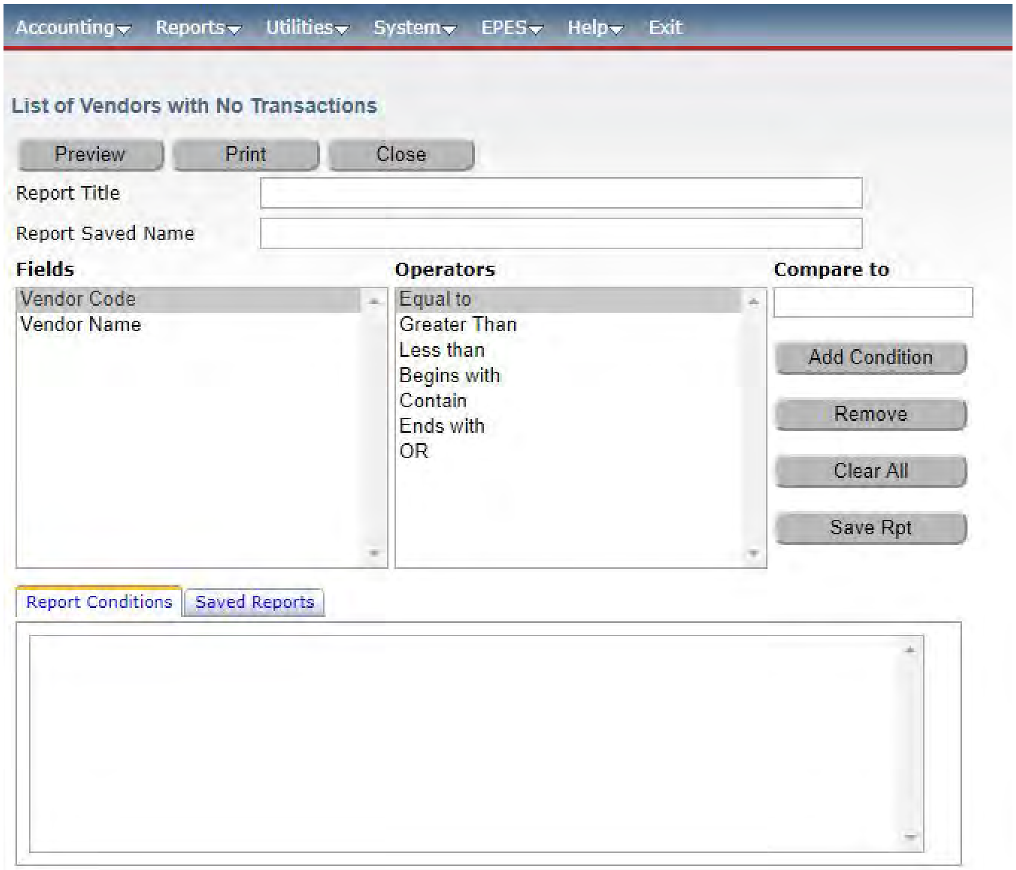
Tax Amounts by Account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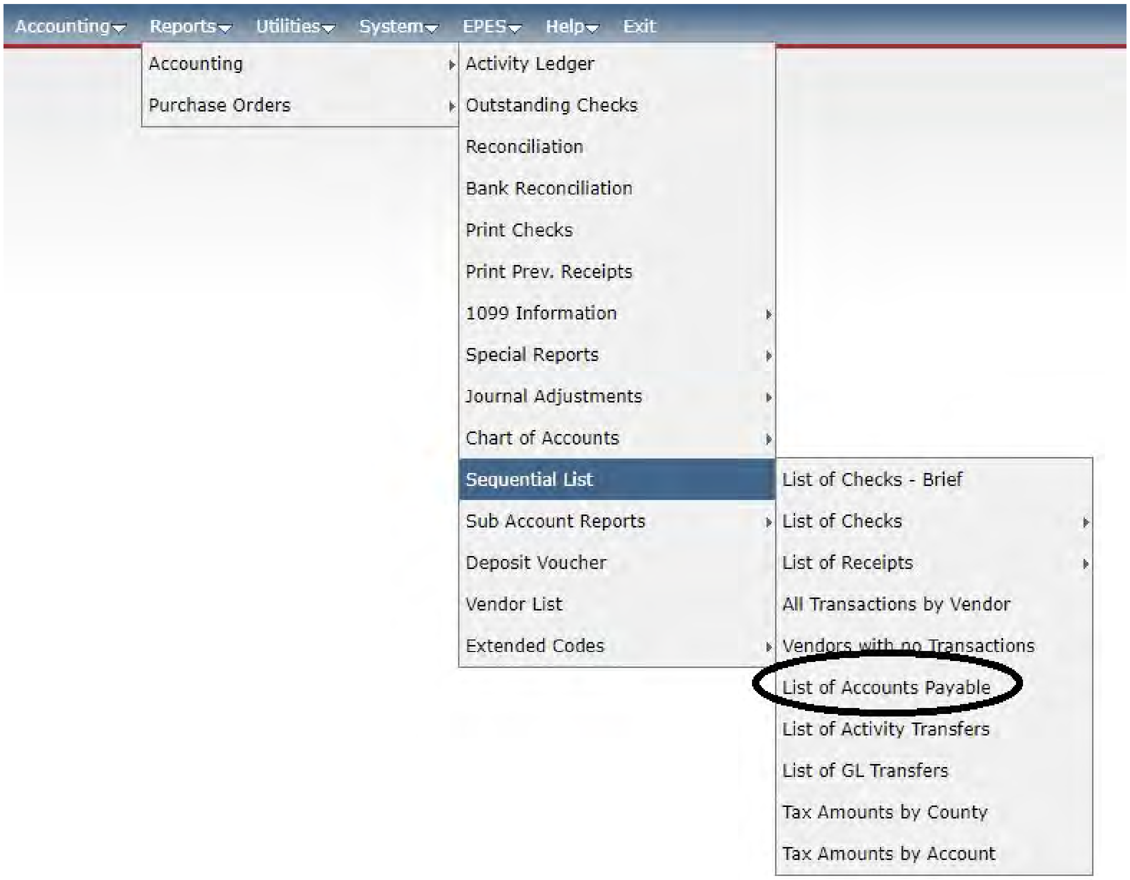
Report Saved Name
Fields
Operators
Compare to
Vendor Code
Vendor Name
Equal to
Greater Than
Less than
Begins with
Contain
Ends with
OR
Add Condition
Remove
Clear All
Save Rpt
Report Conditions
Saved Reports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List of Activity Transfers
List of GL Transfers
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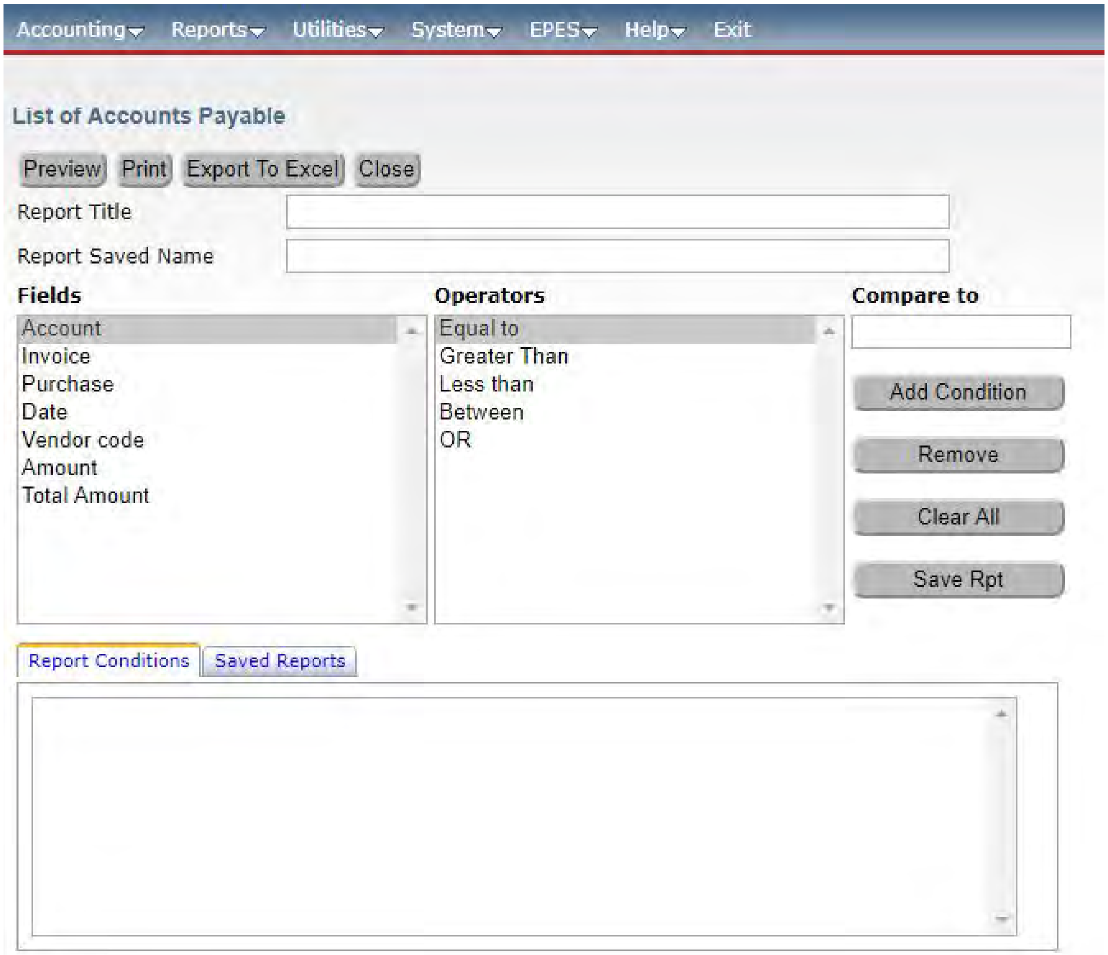
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Print
Export To Excel
Close
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Report Saved Name
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Account
Invoice
Purchase
Date
Vendor code
Amount
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Greater Than
Less than
Between
OR
Compare to
Add Condition
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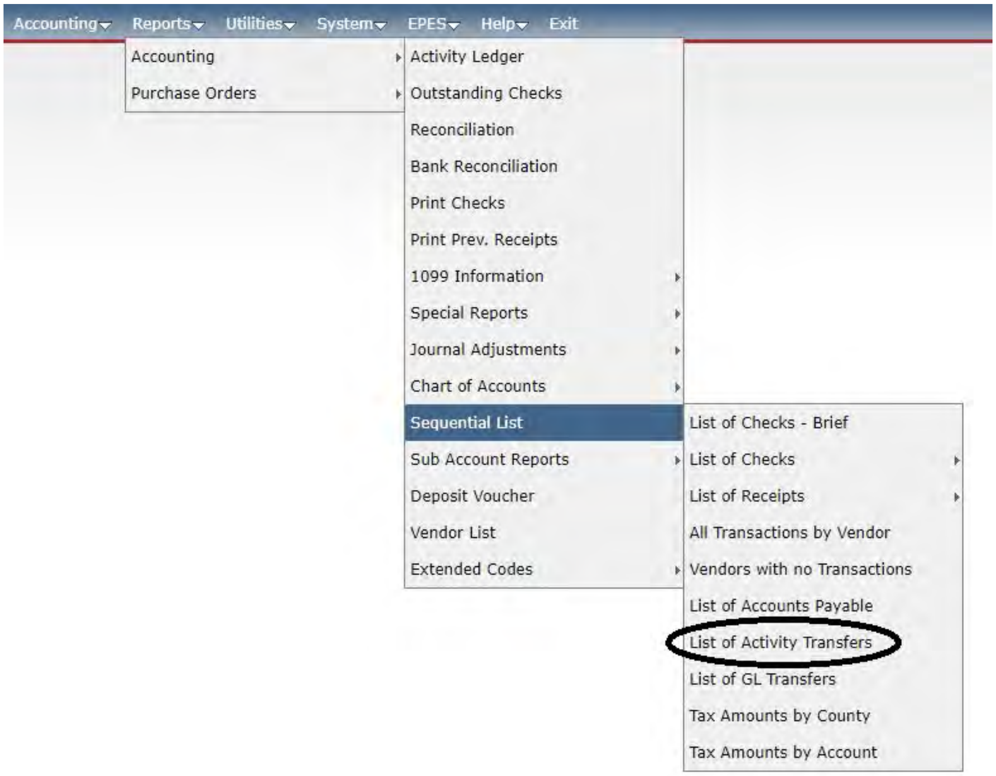
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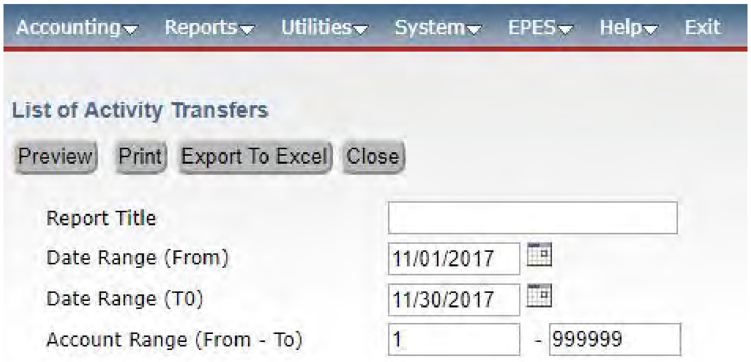
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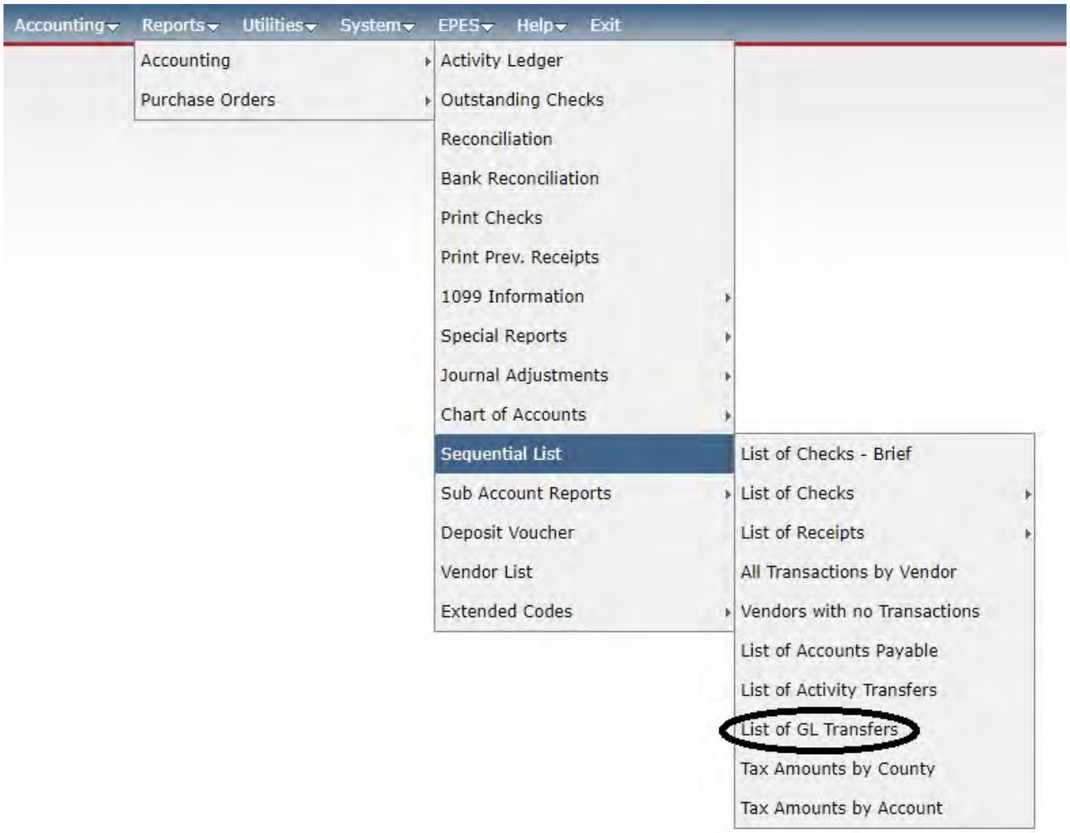
List of Activity Transfers
Preview
Print
Export To Excel
Close

Report Title

Date Range (From) 11/01/2017

Date Range (TO) 11/30/2017

Account Range (From - To) 1 - 999999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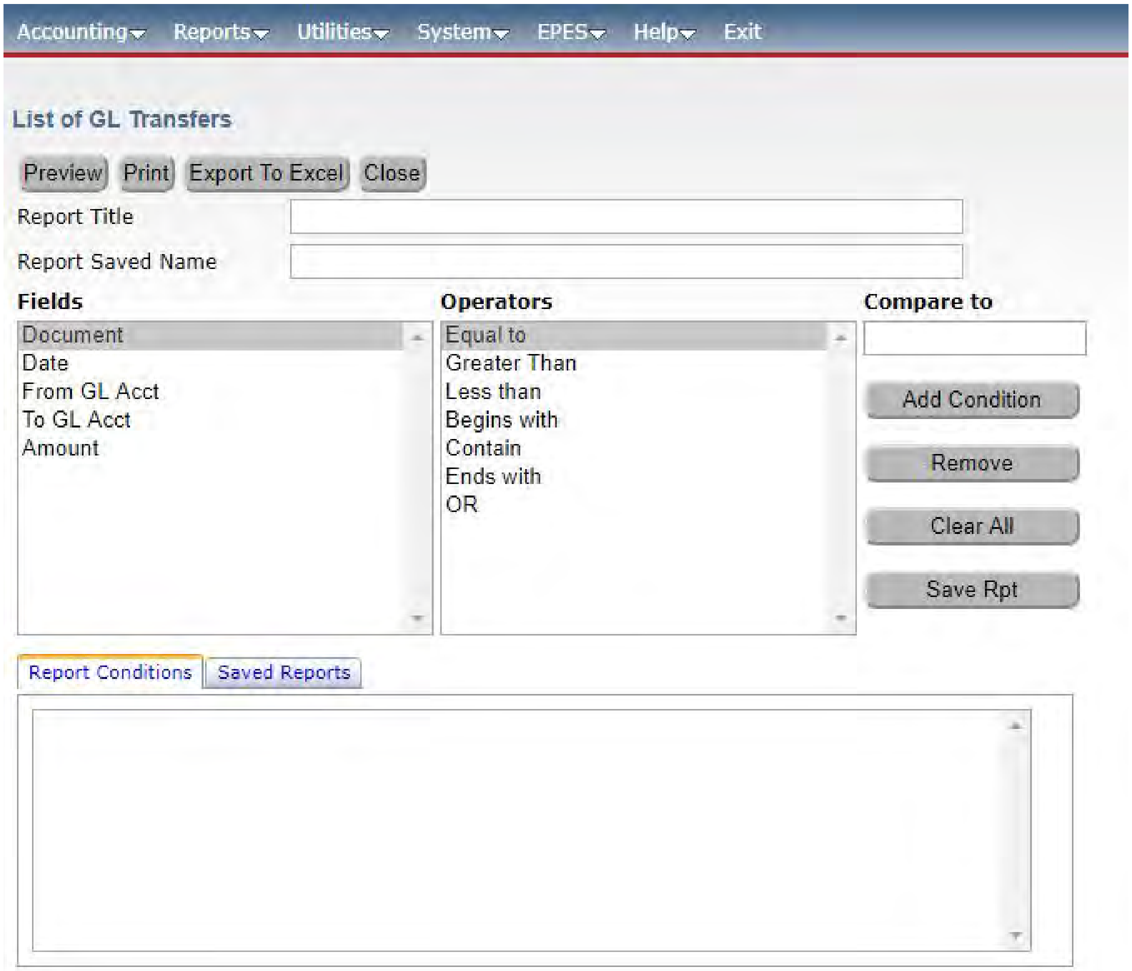
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EPES
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Exit
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Print
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Report Title
Report Saved Name
Fields
Document
Date
From GL Acct
To GL Acct
Amount
Operators
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Contain
Ends with
OR
Compare to
Add Condition
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Save Rpt
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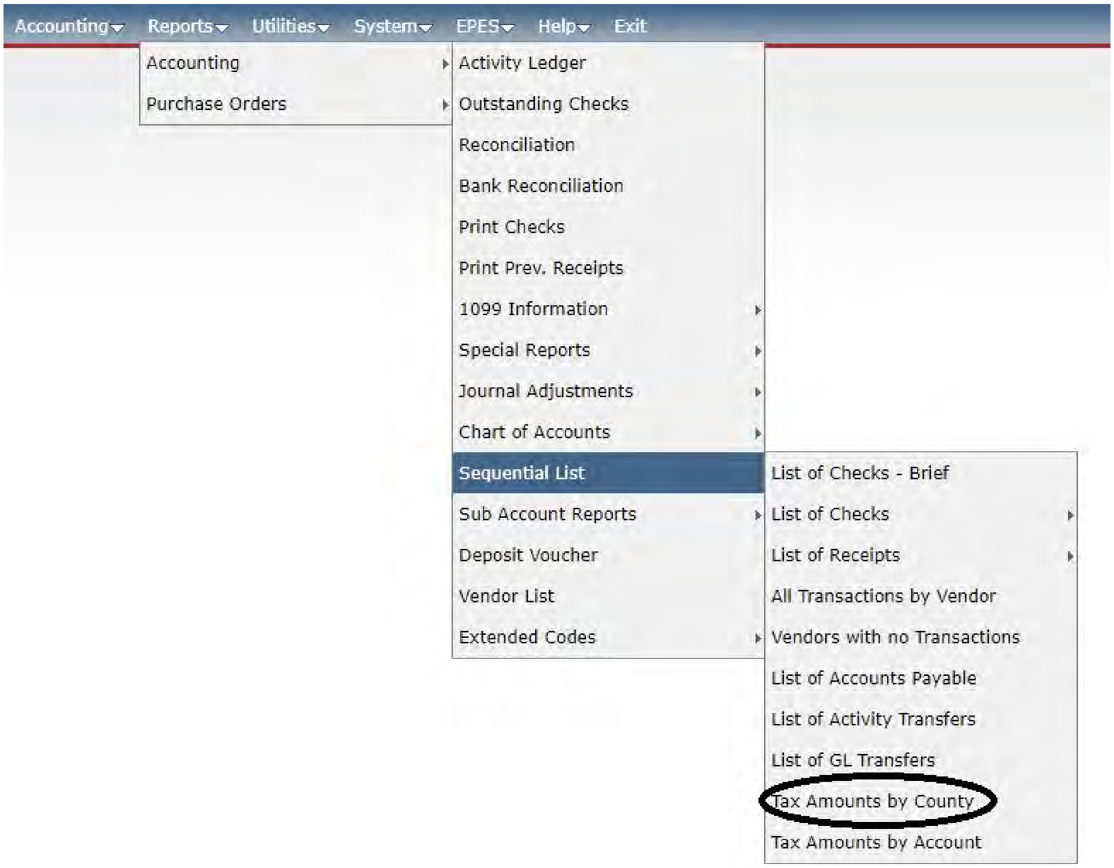
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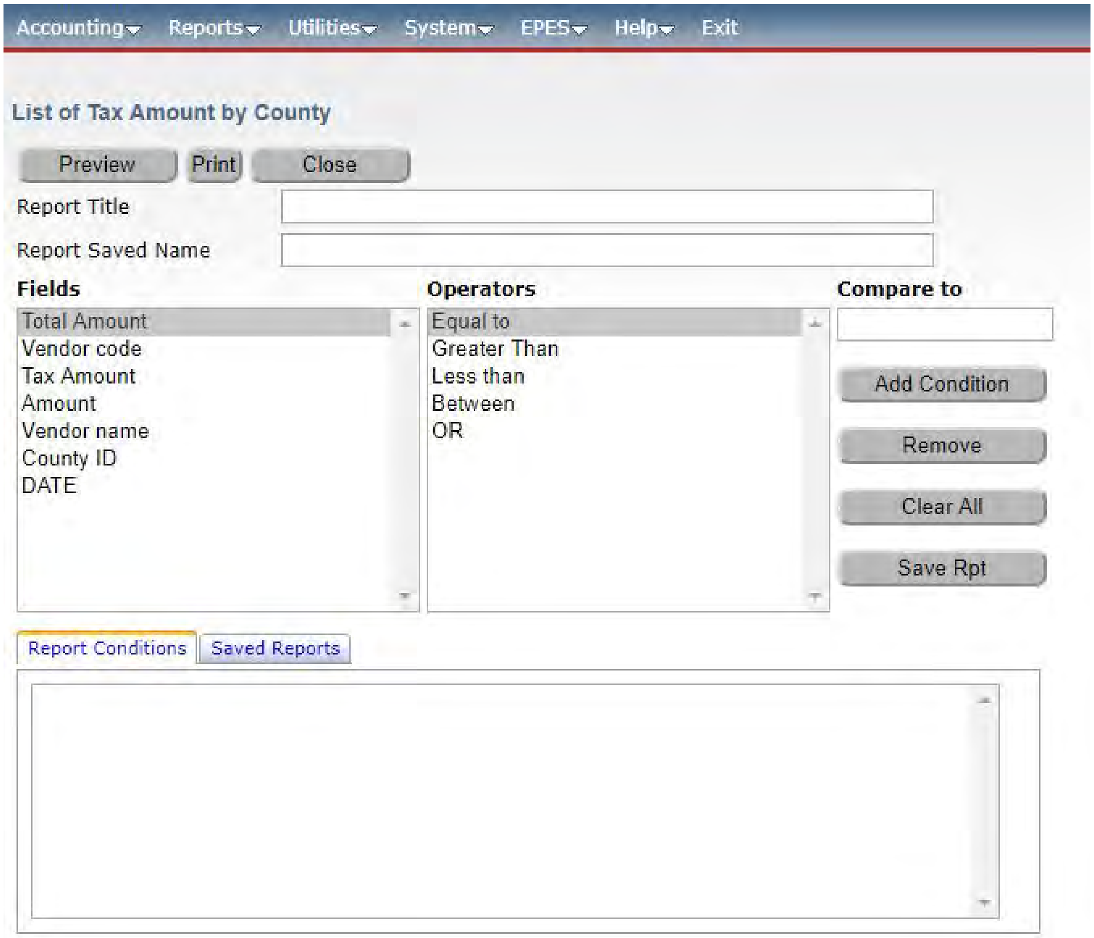
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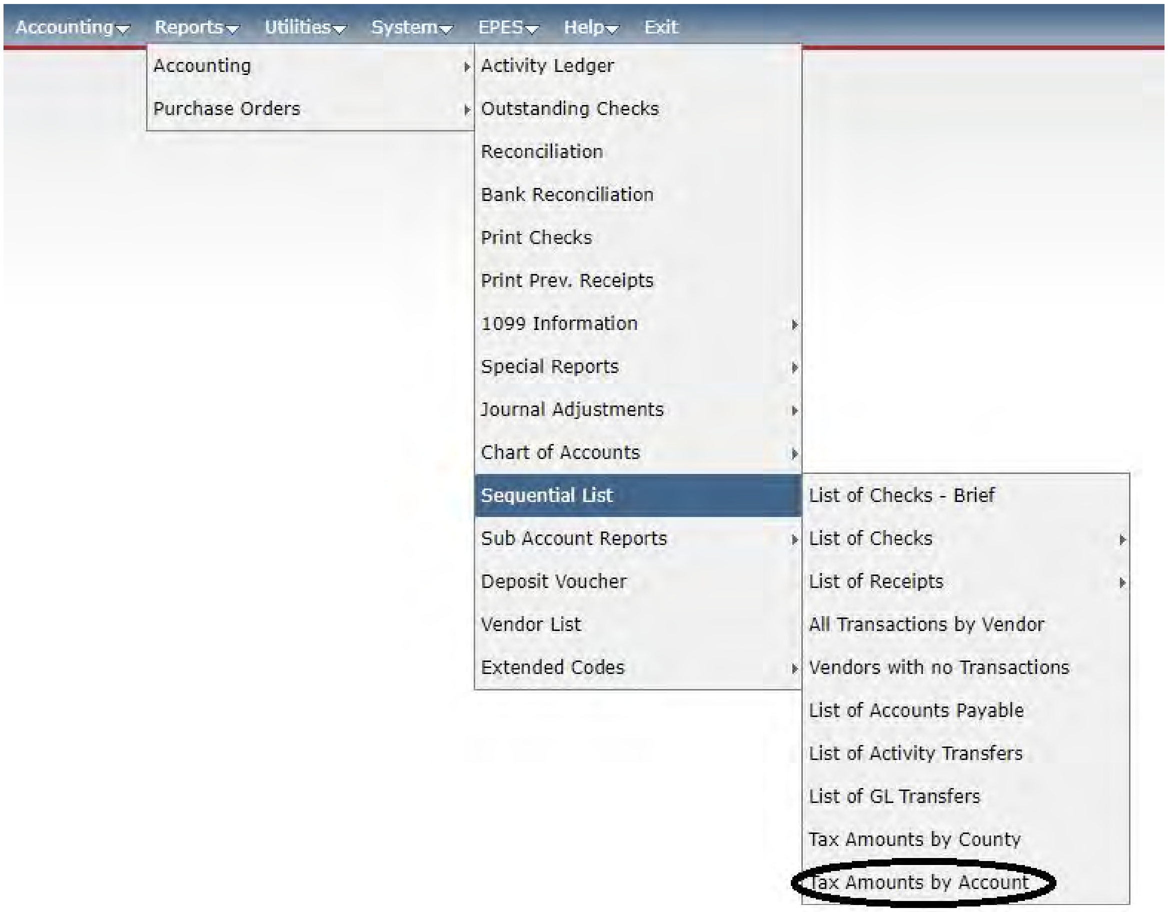
Help
Exit
List of Tax Amount by County
Preview
Print
Close
Report Title
Report Saved Name
Fields
Total Amount
Vendor code
Tax Amount
Amount
Vendor name
County ID
DATE
Operators
Equal to
Greater Than
Less than
Between
OR
Compare to
Add Condition
Remove
Clear All
Save Rpt
Report Conditions
Saved Reports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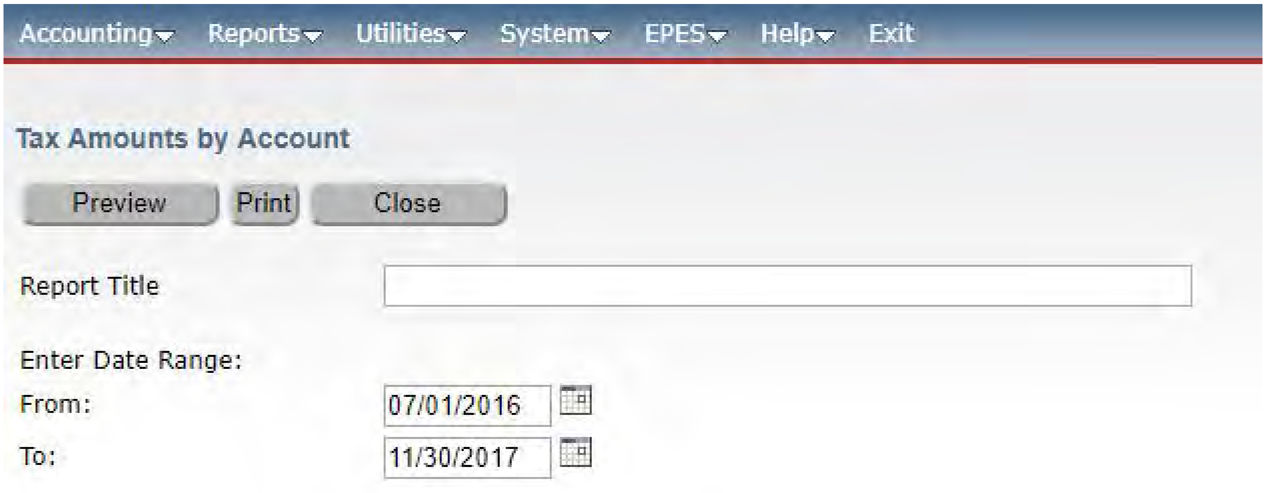
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Tax Amounts by Account

Report Title

Enter Date Range:
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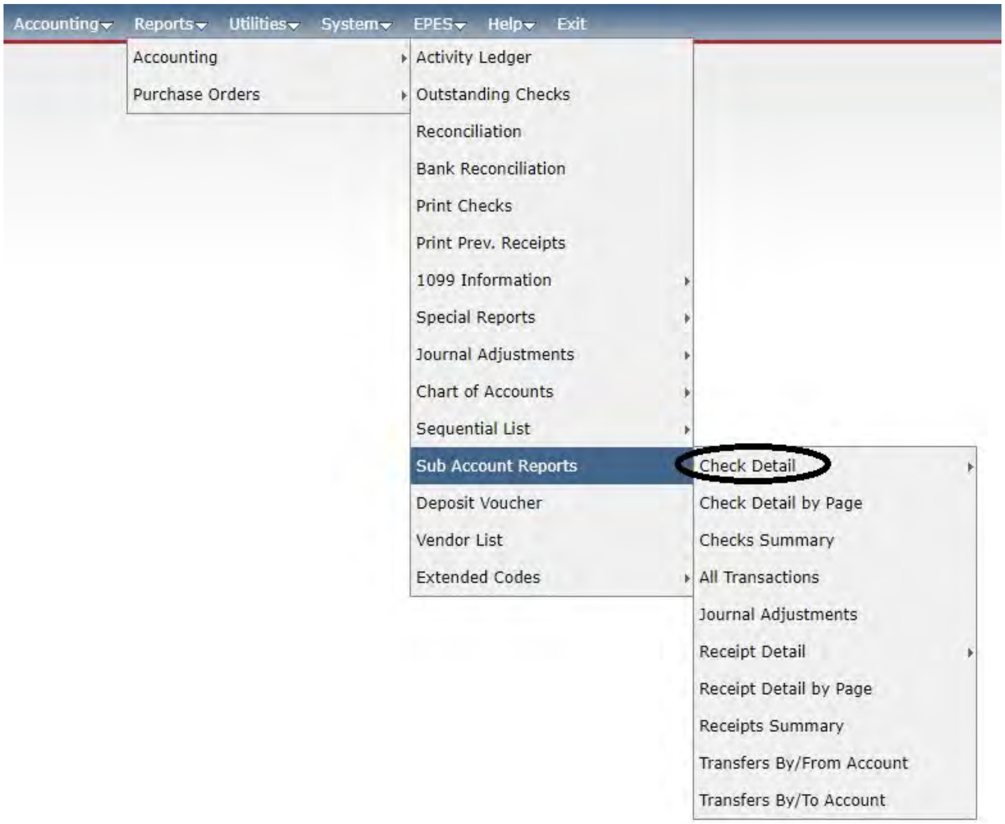
To: 11/30/2017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Check Detail by Page
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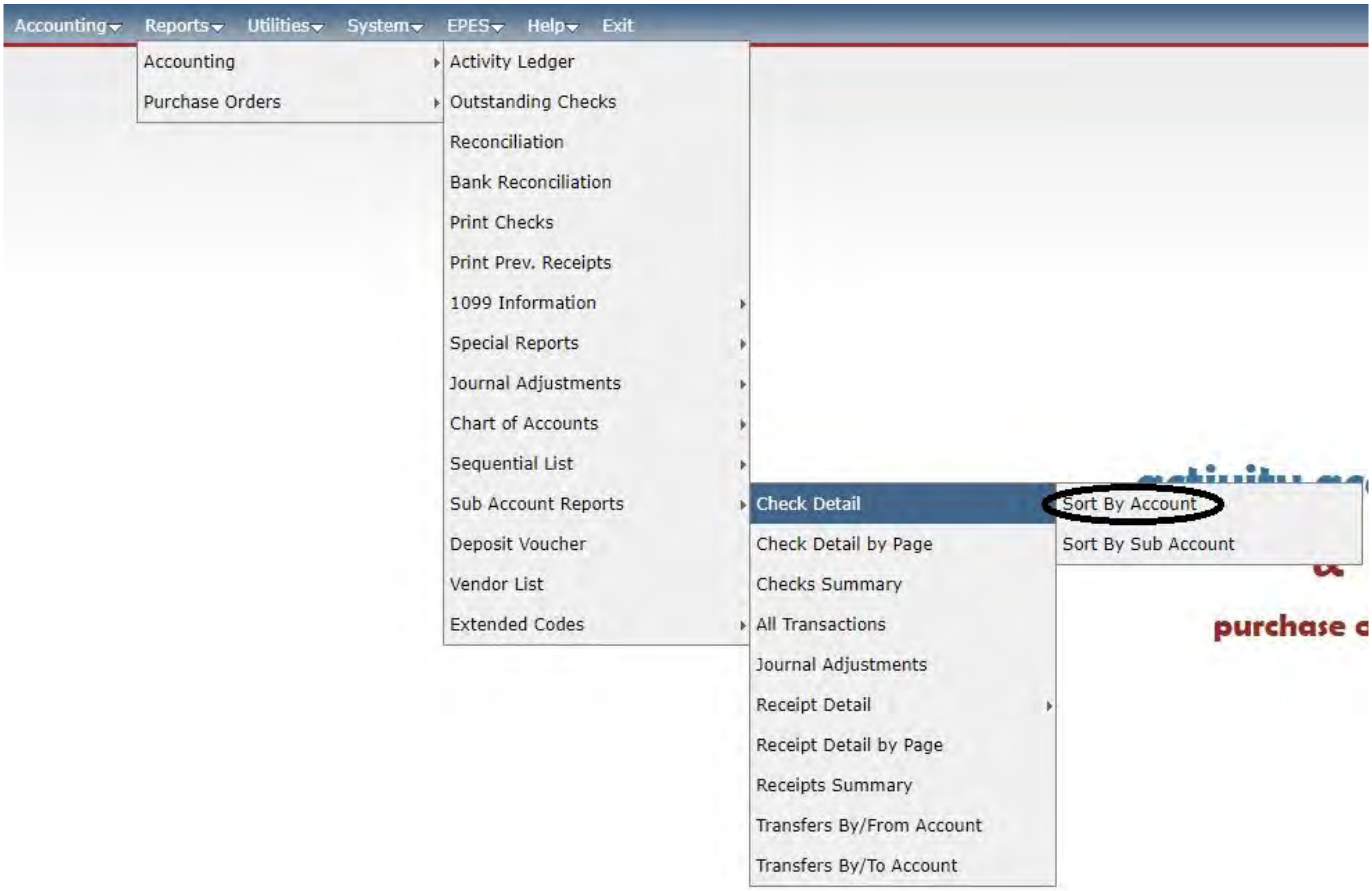
All Transactions
Journal Adjustments
Receipt Detail
Receipt Detail by Page
Receipts Summary
Transfers By/From Account
Transfers By/To Account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Checks Summary
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Receipt Detail by Page
Receipts Summary
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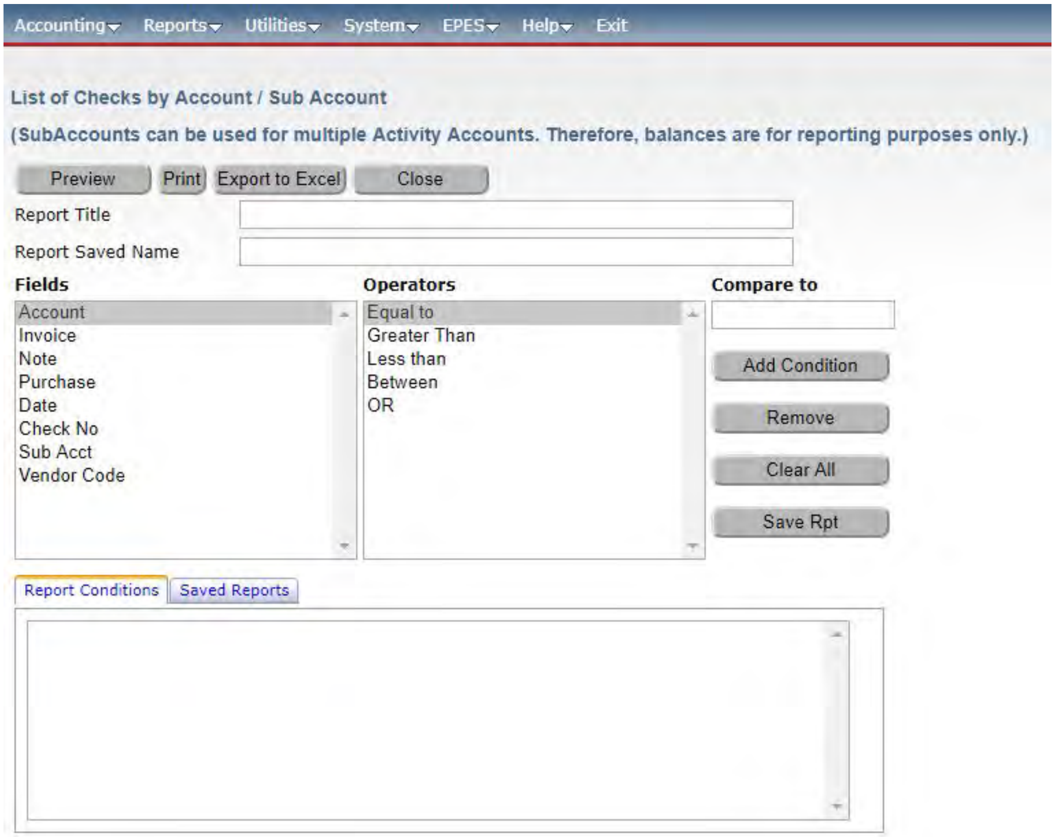
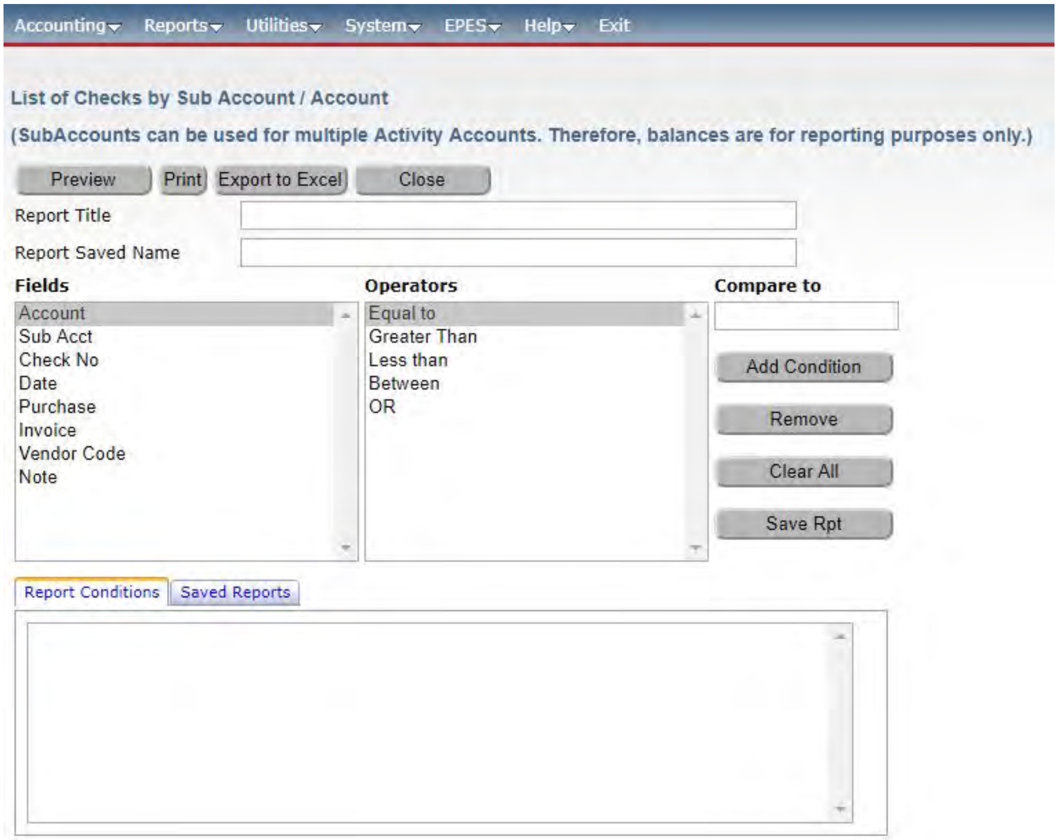
Transfers By/To Account
Sort By Account
Sort By Sub Account


List of Checks by Account / Sub Account

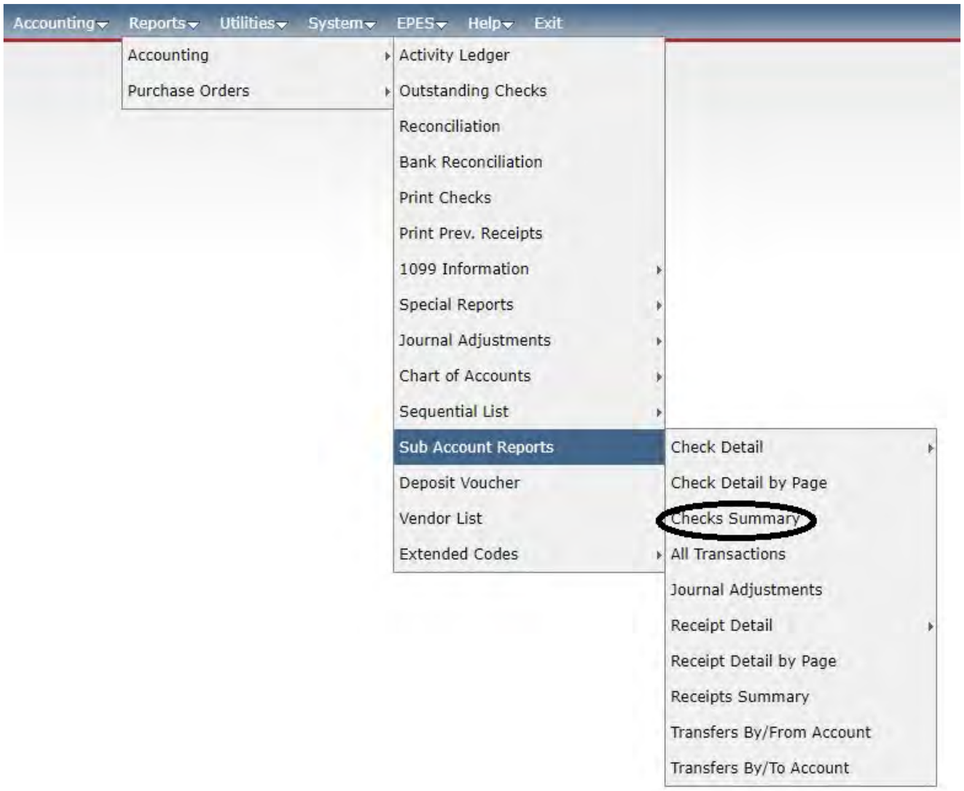
(SubAccounts can be used for multiple Activity Accounts. Therefore, balances are for reporting purposes only.)

Accounting
Reports
Utilities
System
EPES
Help
Exit
Preview
Print
Export to Excel
Close
Report Title
Report Saved Name
Fields
Account
Invoice
Note
Purchase
Date
Check No
Sub Acct
Vendor Code
Operators
Equal to
Greater Than
Less than
Between
OR
Compare to
Add Condition
Remove
Clear All
Save Rpt
Report Conditions
Saved Reports


List of Checks by Sub Account / Account

(SubAccounts can be used for multiple Activity Accounts. Therefore, balances are for reporting purposes only.)

Accounting
Reports
Utilities
System
EPES
Help
Exit
Preview
Print
Export to Excel
Close
Report Title
Report Saved Name
Fields
Account
Sub Acct
Check No
Date
Purchase
Invoice
Vendor Code
Note
Operators
Equal to
Greater Than
Less than
Between
OR
Compare to
Add Condition
Remove
Clear All
Save Rpt
Report Conditions
Saved Reports


Accounting
Reports
Utilities
System
EPES
Help
Exit
Accounting
Purchase Orders
Activity Ledger
Outstanding Checks
Reconciliation
Bank Reconciliation
Print Checks
Print Prev. Receipts
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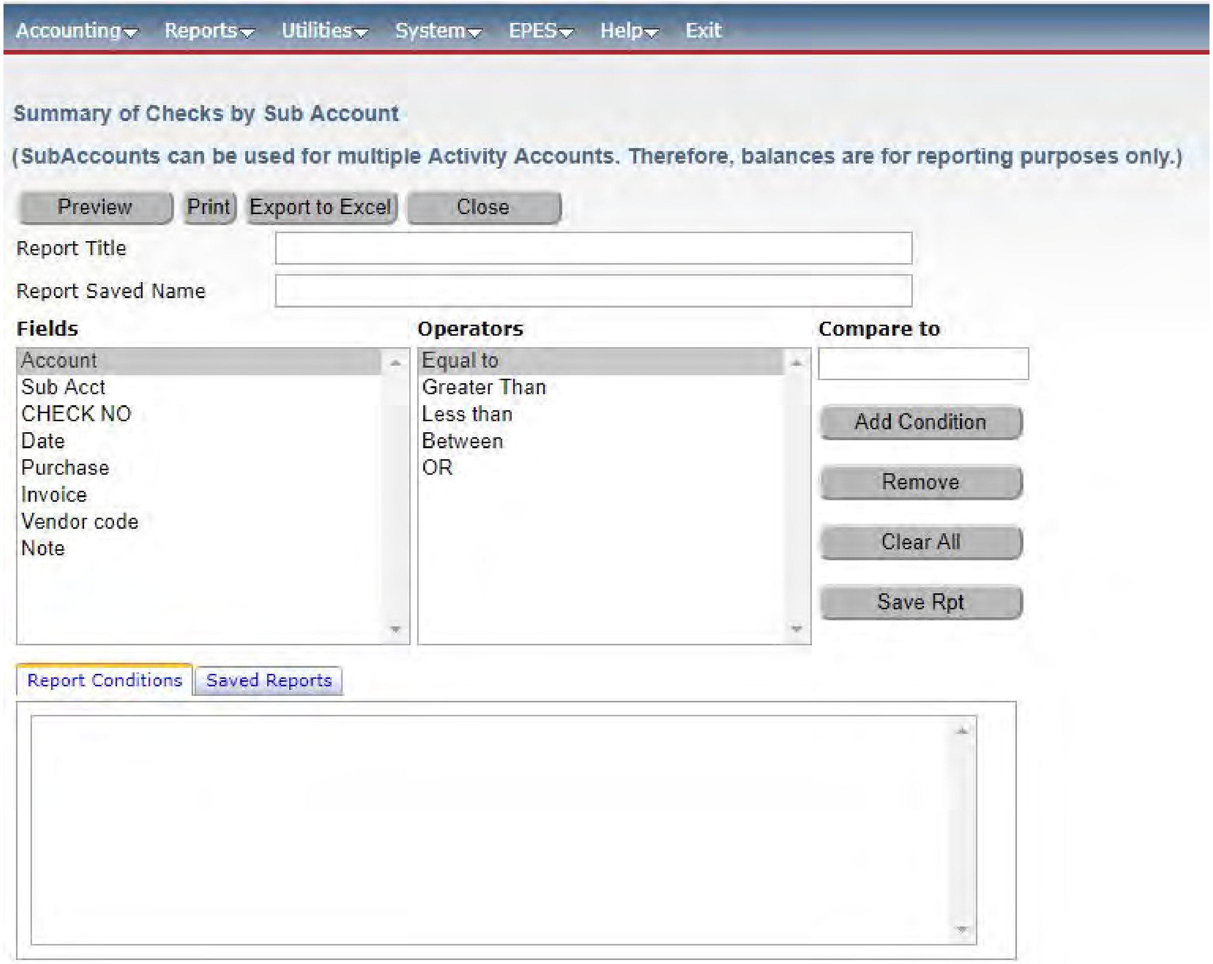
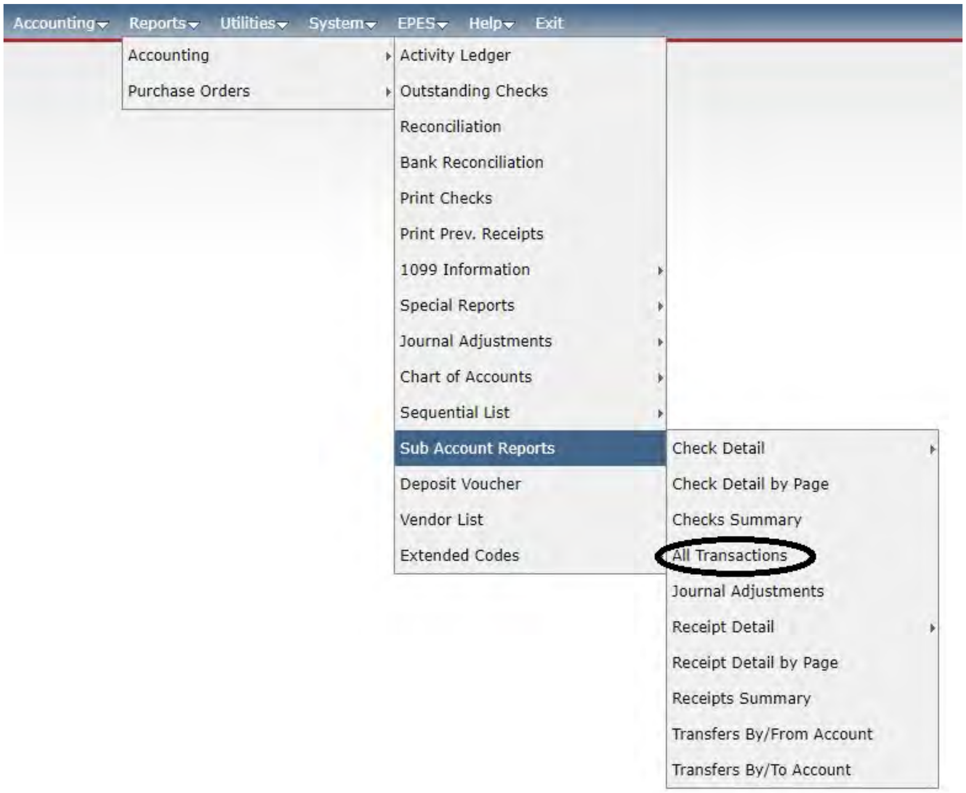
Extended Codes
Check Detail
Check Detail by Page
Checks Summary
All Transactions
Journal Adjustments
Receipt Detail
Receipt Detail by Page
Receipts Summary
Transfers By/From Account
Transfers By/To Account


Accounting
Reports
Utilities
System
EPES
Help
Exit

Summary of Checks by Sub Account

(SubAccounts can be used for multiple Activity Accounts. Therefore, balances are for reporting purposes only.)

Preview
Print
Export to Excel
Close
Report Title
Report Saved Name
Fields
Account
Sub Acct
CHECK NO
Date
Purchase
Invoice
Vendor code
Note
Operators
Equal to
Greater Than
Less than
Between
OR
Compare to
Add Condition
Remove
Clear All
Save Rpt
Report Conditions
Saved Reports


Accounting
Reports
Utilities
System
EPES
Help
Exit
Accounting
Purchase Orders
Activity Ledger
Outstanding Checks
Reconciliation
Bank Reconciliation
Print Checks
Print Prev. Receipts
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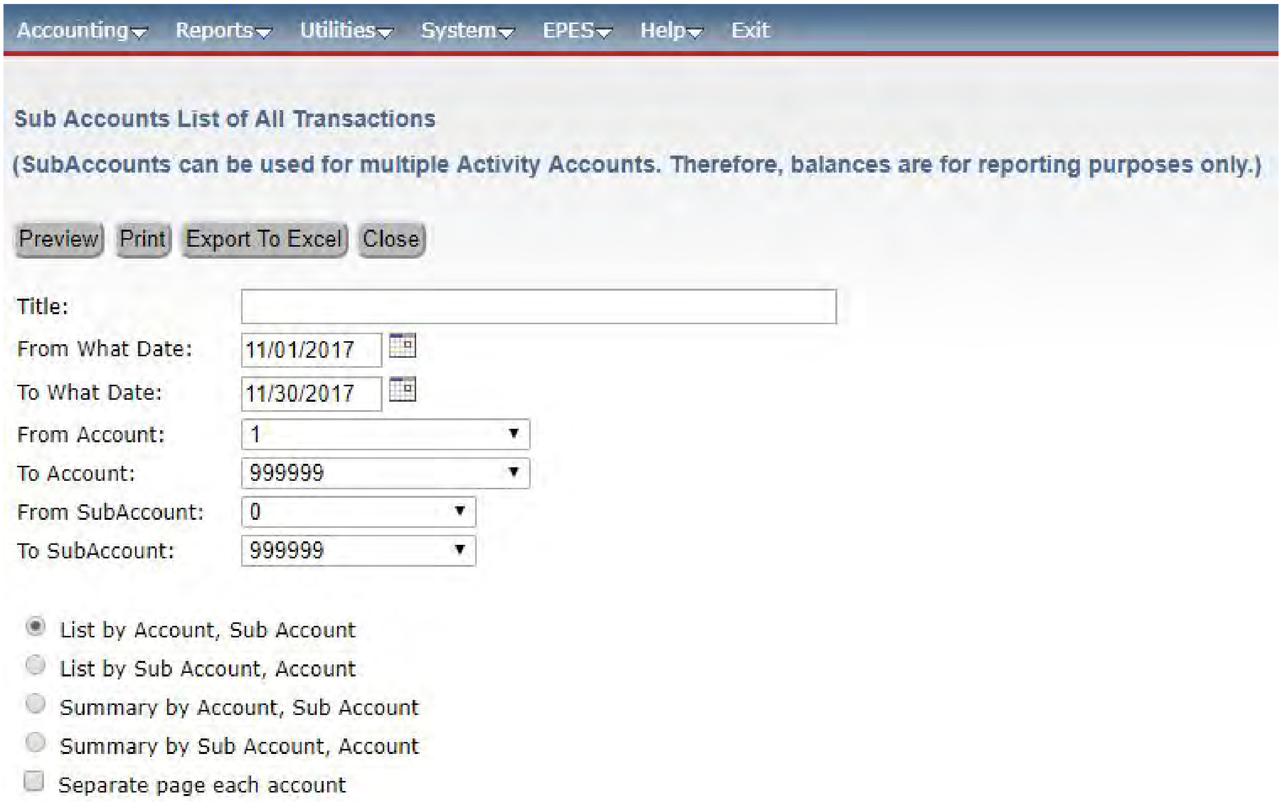
Check Detail by Page
Checks Summary
All Transactions
Journal Adjustments
Receipt Detail
Receipt Detail by Page
Receipts Summary
Transfers By/From Account
Transfers By/To Account

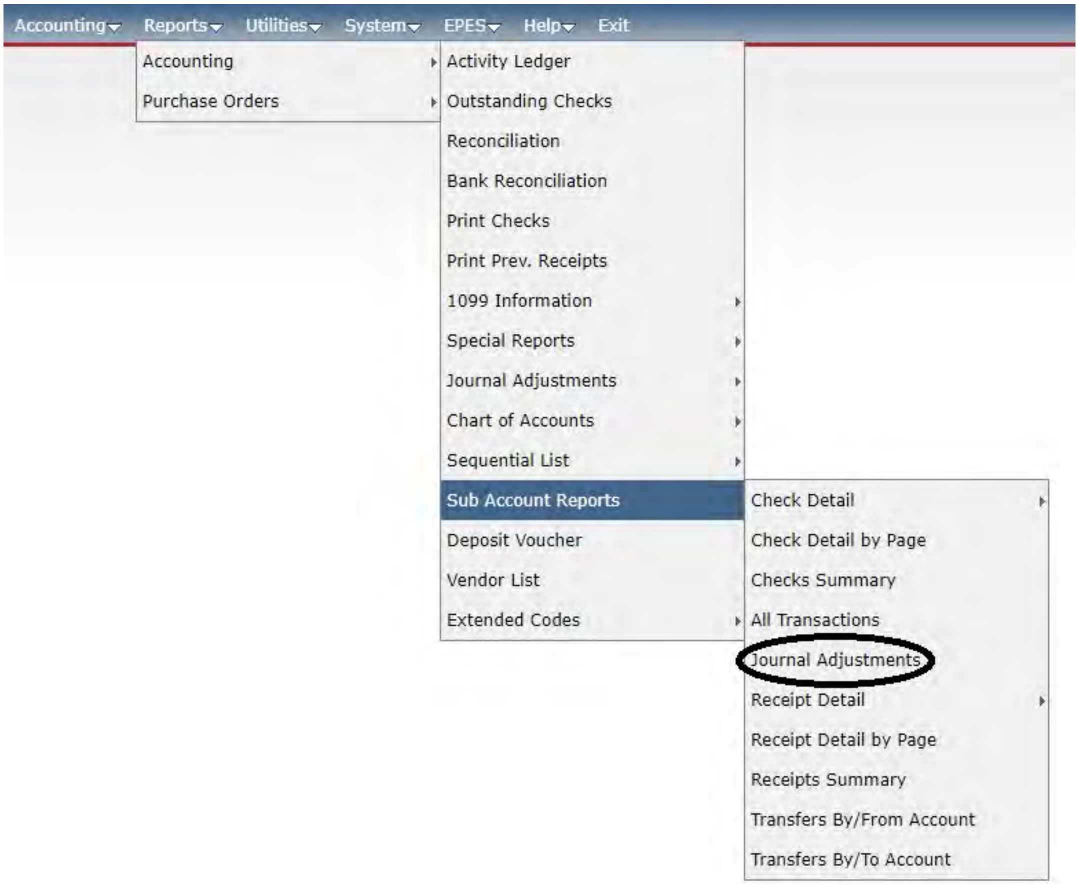

Accounting
Reports
Utilities
System
EPES
Help
Exit
Preview
Print
Export To Excel
Close

Sub Accounts List of All Transactions

(SubAccounts can be used for multiple Activity Accounts. Therefore, balances are for reporting purposes only.)

Title:
From What Date: 11/01/2017
To What Date: 11/30/2017
From Account: 1
To Account: 999999
From SubAccount: 0
To SubAccount: 999999

● List by Account, Sub Account
○ List by Sub Account, Account
○ Summary by Account, Sub Account
○ Summary by Sub Account, Account
☐ Separate page each account


Accounting
Reports
Utilities
System
EPES
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Exit
Accounting
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Outstanding Checks
Reconciliation
Bank Reconciliation
Print Checks
Print Prev. Receipts
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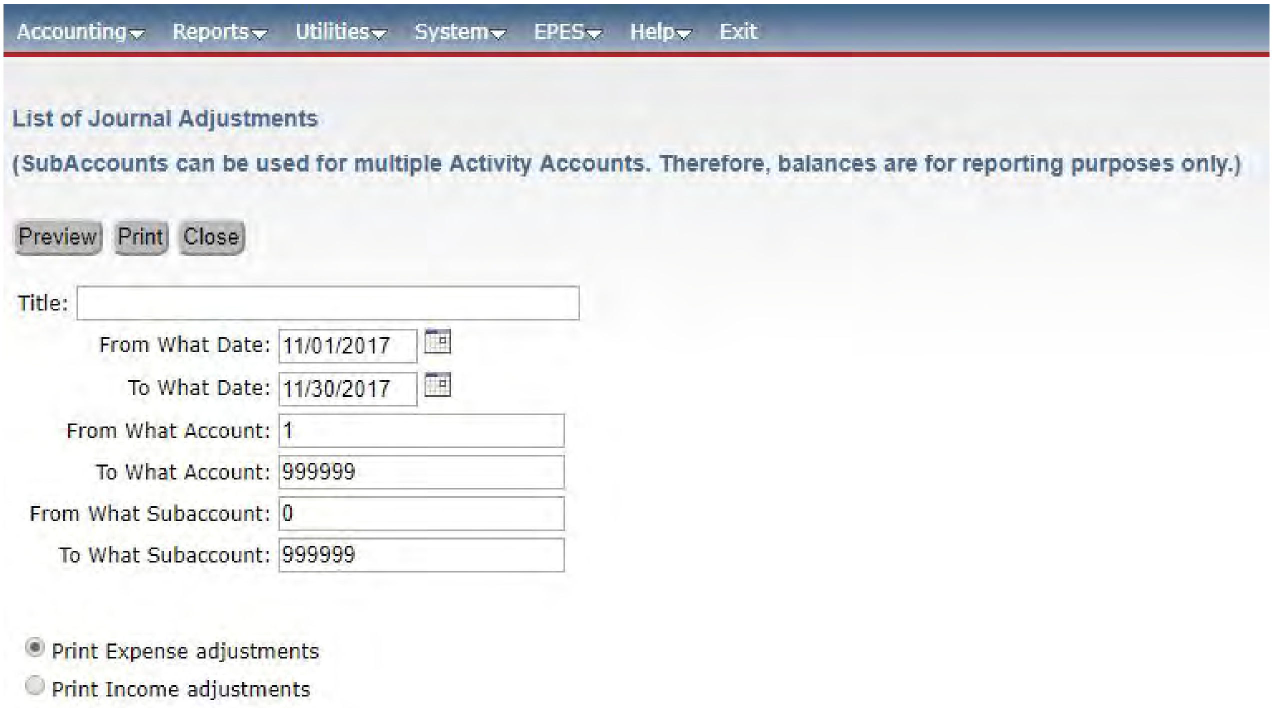
Check Detail
Check Detail by Page
Checks Summary
All Transactions
Journal Adjustments
Receipt Detail
Receipt Detail by Page
Receipts Summary
Transfers By/From Account
Transfers By/To Account


Accounting
Reports
Utilities
System
EPES
Help
Exit
Preview
Print
Close

List of Journal Adjustments

(SubAccounts can be used for multiple Activity Accounts. Therefore, balances are for reporting purposes only.)

Title:

From What Date: 11/01/2017

To What Date: 11/30/2017

From What Account: 1

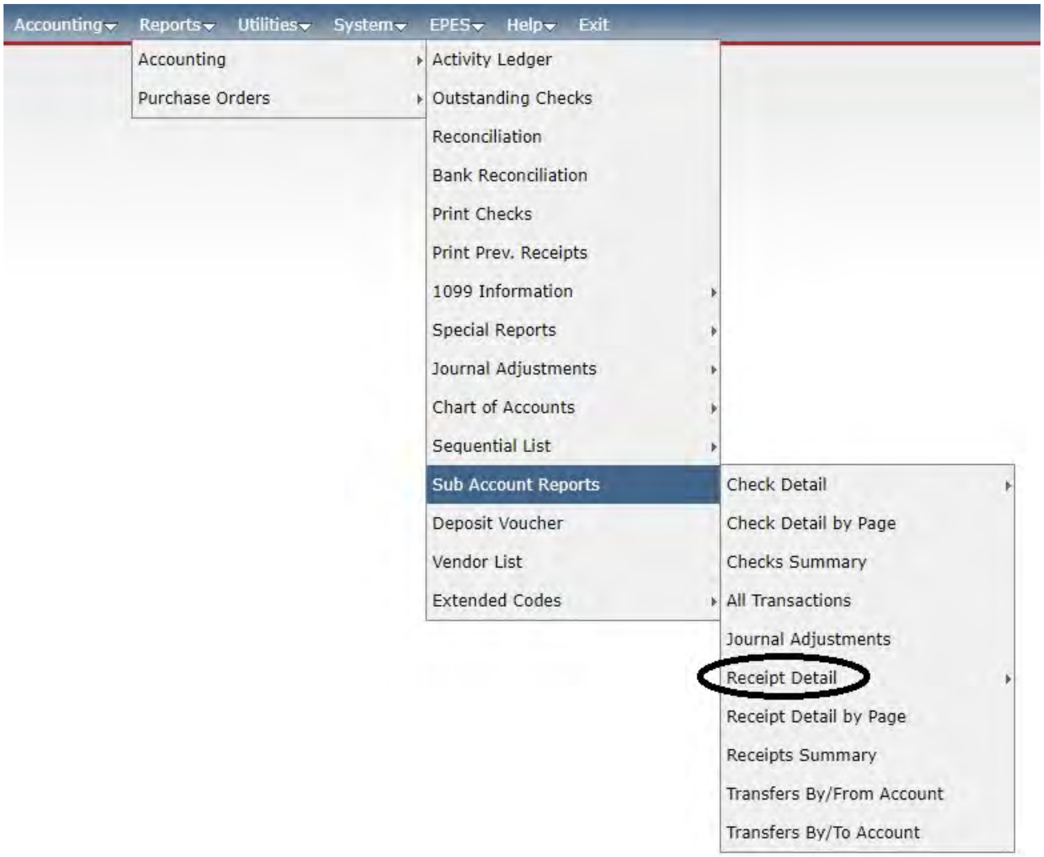
To What Account: 999999

From What Subaccount: 0

To What Subaccount: 999999

● Print Expense adjustments

○ Print Income adjustments


Accounting
Reports
Utilities
System
EPES
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Bank Reconciliation
Print Checks
Print Prev. Receipts
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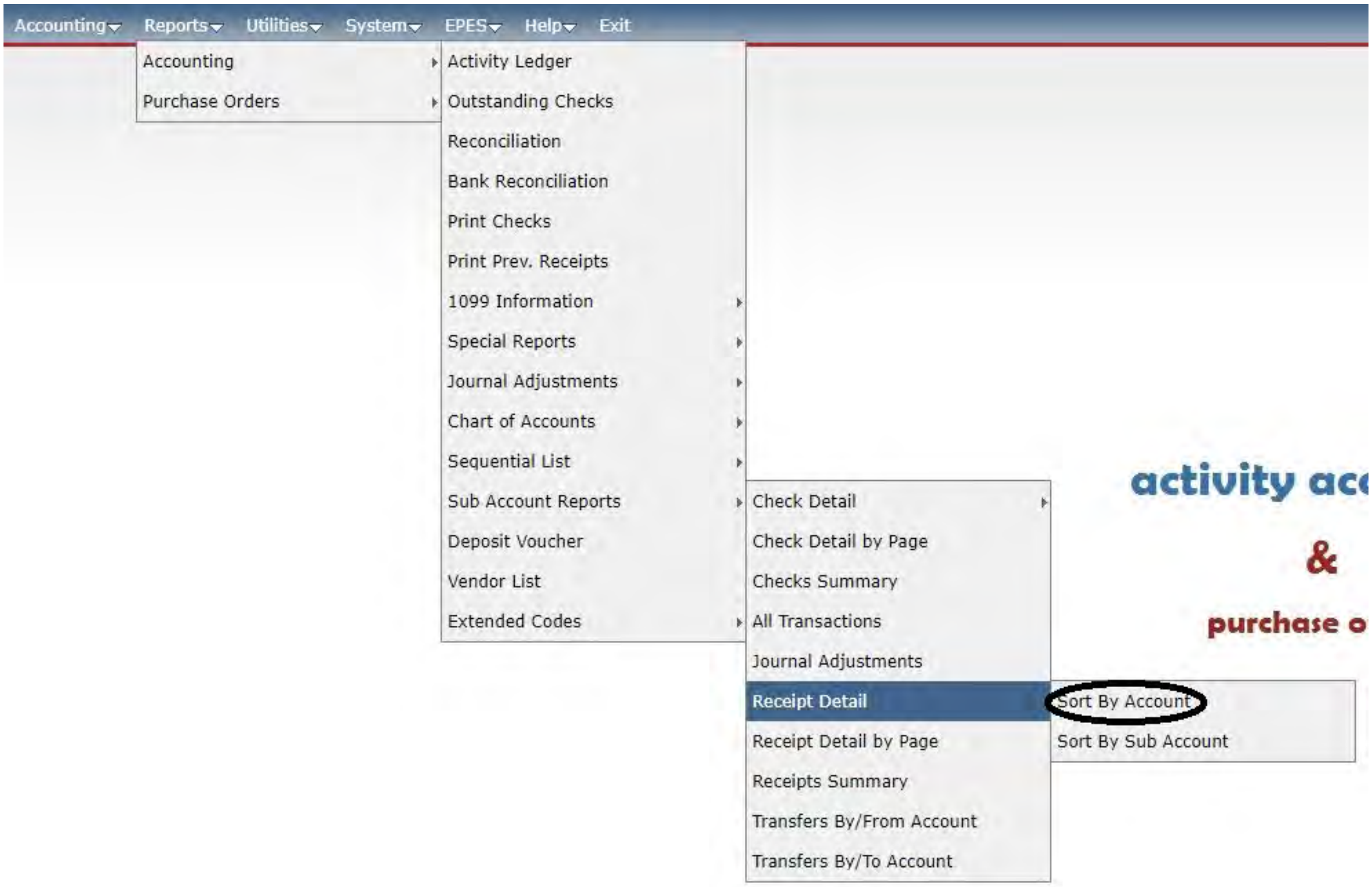
Check Detail
Check Detail by Page
Checks Summary
All Transactions
Journal Adjustments
Receipt Detail
Receipt Detail by Page
Receipts Summary
Transfers By/From Account
Transfers By/To Account


Accounting
Reports
Utilities
System
EPES
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Bank Reconciliation
Print Checks
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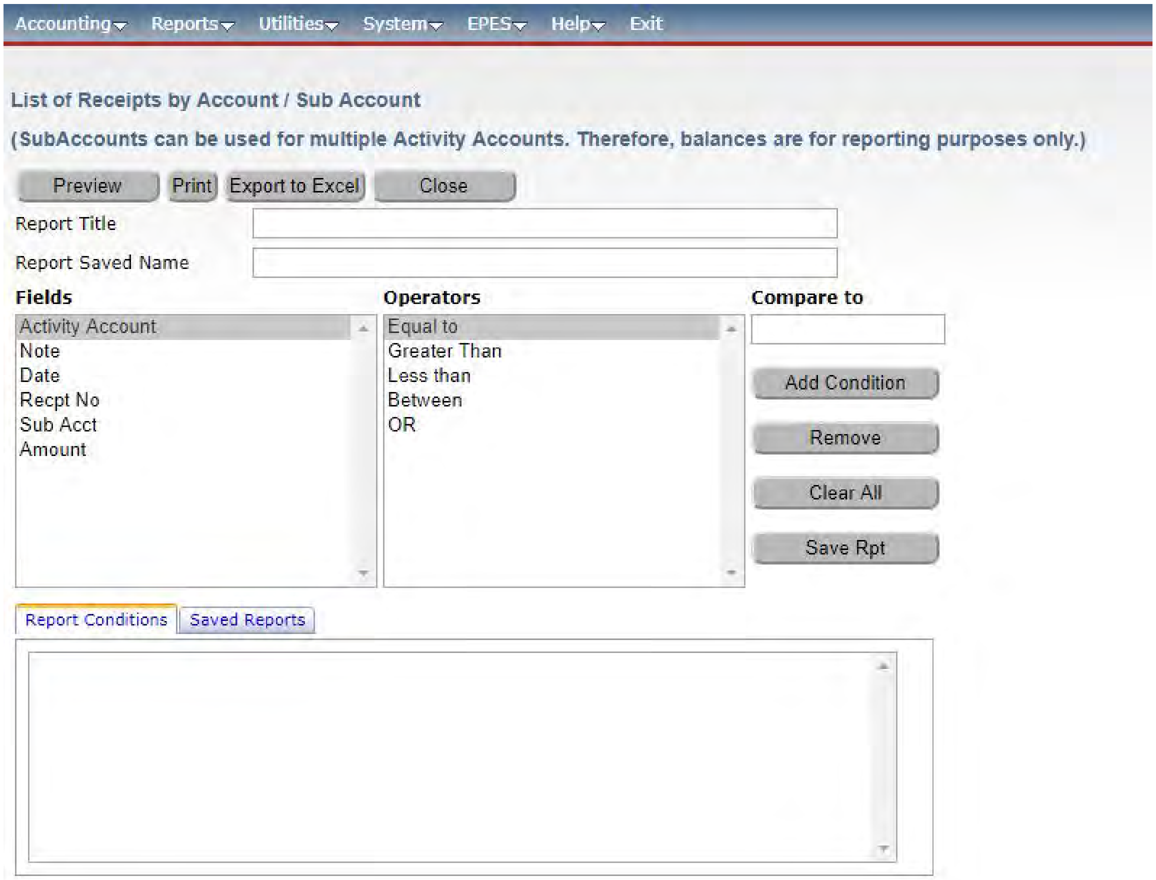
Check Detail by Page
Checks Summary
All Transactions
Journal Adjustments
Receipt Detail
Receipt Detail by Page
Receipts Summary
Transfers By/From Account
Transfers By/To Account
Sort By Account
Sort By Sub Account
activity ac
&
purchase o


Accounting
Reports
Utilities
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EPES
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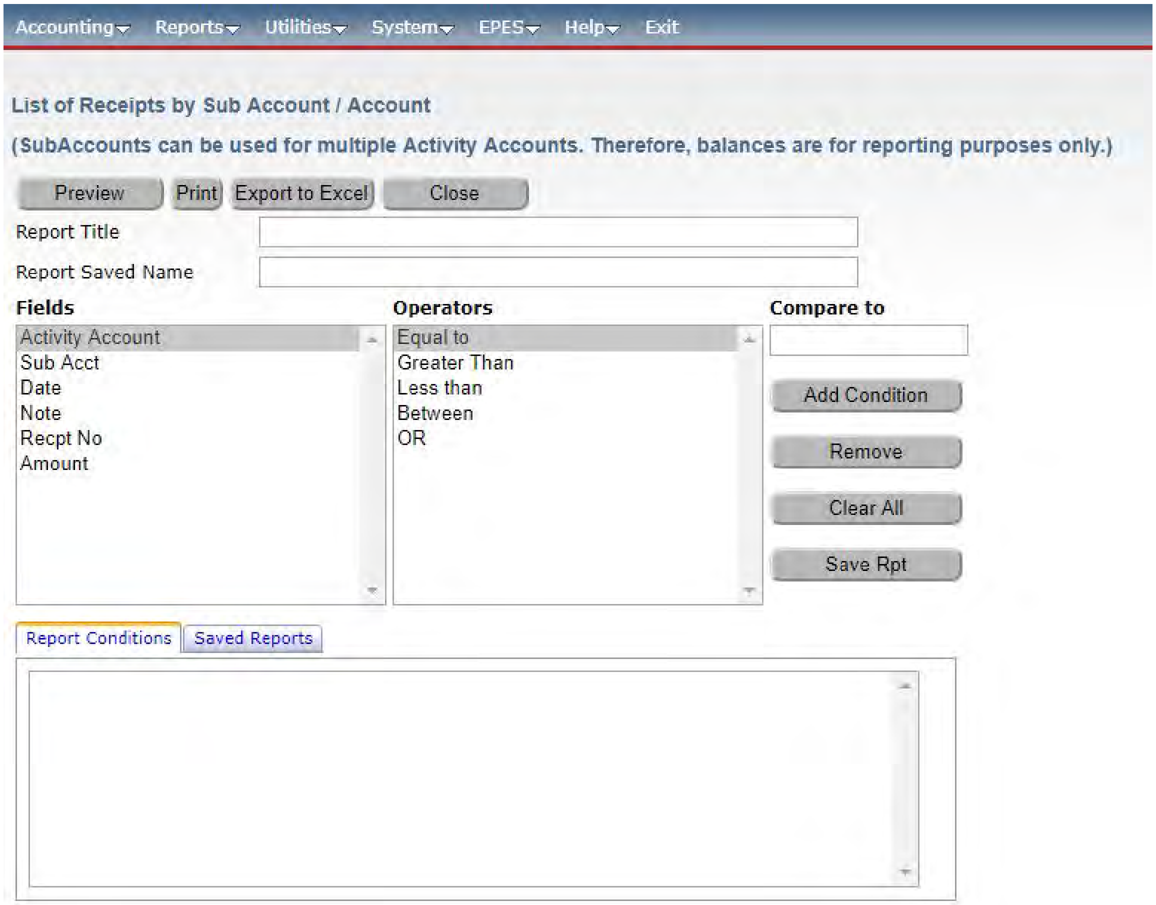
Exit
Preview
Print
Export to Excel
Close
Report Title
Report Saved Name
Fields
Activity Account
Note
Date
Recpt No
Sub Acct
Amount
Operators
Equal to
Greater Than
Less than
Between
OR
Compare to
Add Condition
Remove
Clear All
Save Rpt
Report Conditions
Saved Reports

List of Receipts by Account / Sub Account

(SubAccounts can be used for multiple Activity Accounts. Therefore, balances are for reporting purposes only.)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Reports
Utilities
System
EPES
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Exit
Preview
Print
Export to Excel
Close
Report Title
Report Saved Name
Fields
Activity Account
Sub Acct
Date
Note
Recpt No
Amount
Operators
Equal to
Greater Than
Less than
Between
OR
Compare to
Add Condition
Remove
Clear All
Save Rpt
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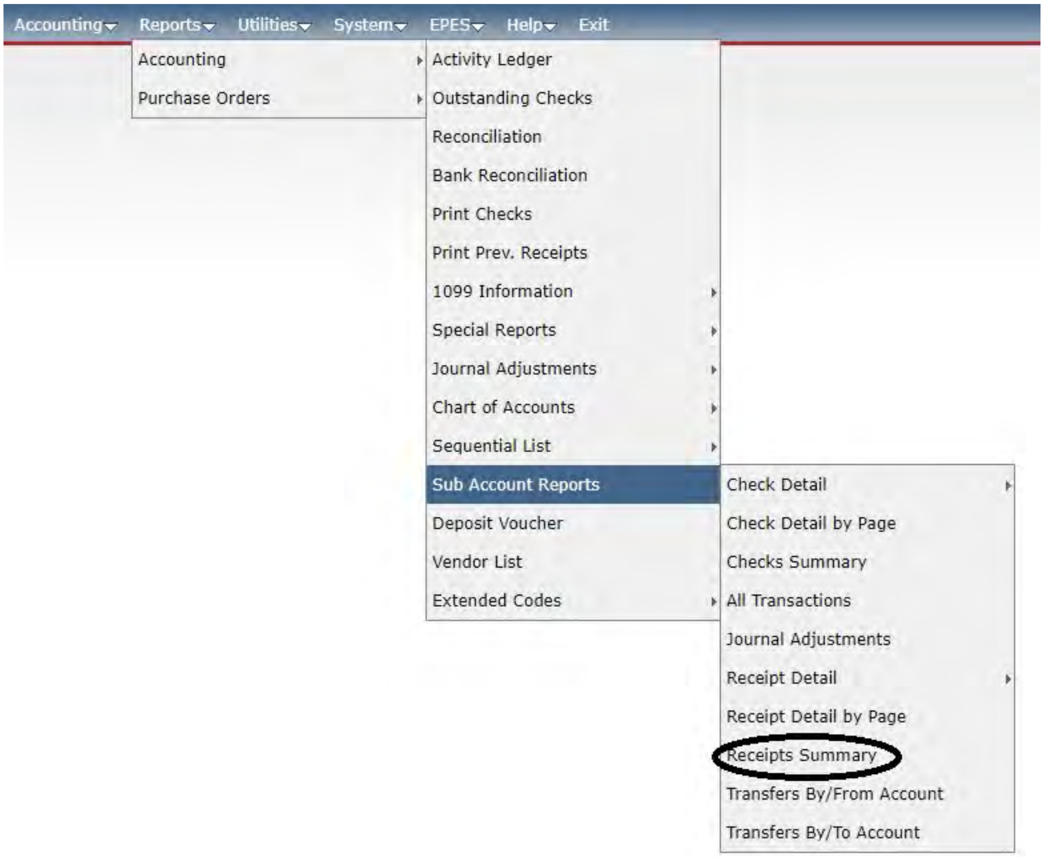
Saved Reports

List of Receipts by Sub Account / Account

(SubAccounts can be used for multiple Activity Accounts. Therefore, balances are for reporting purposes only.)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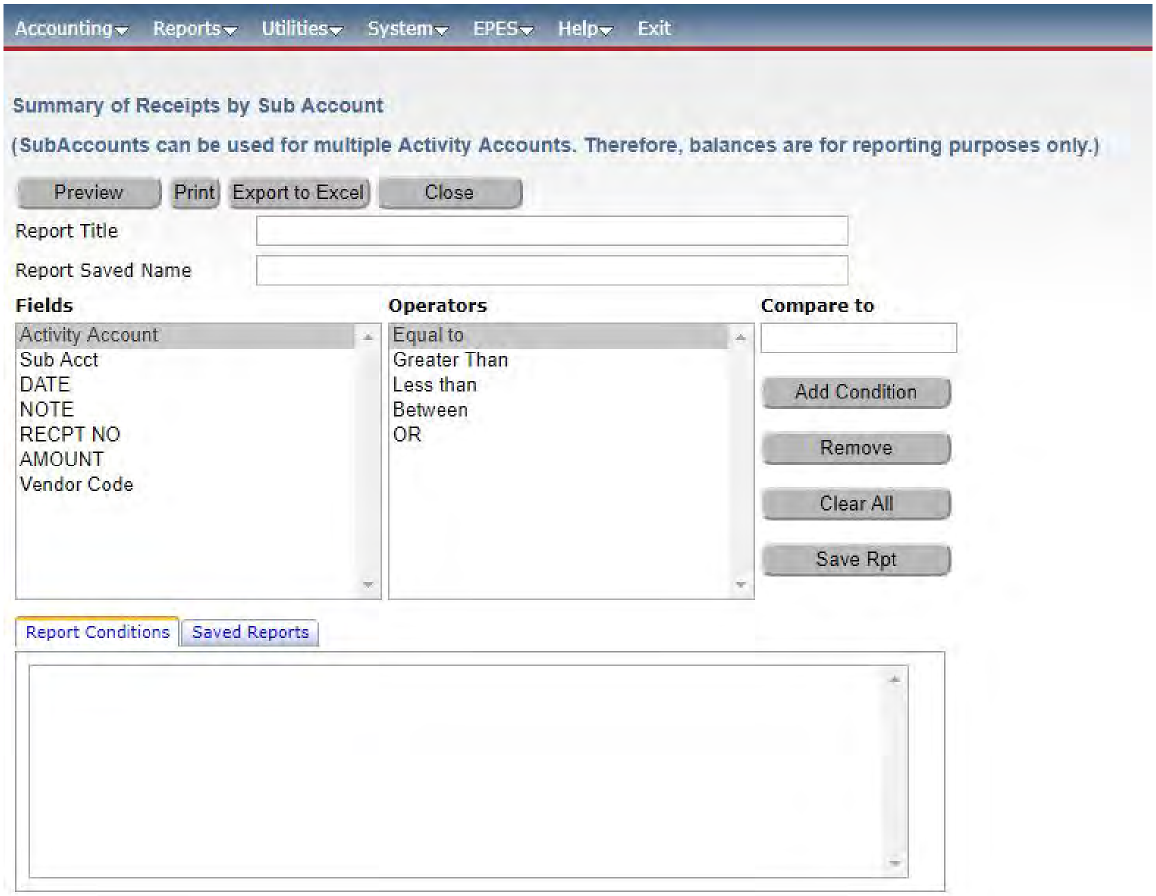
Receipt Detail by Page
Receipts Summary
Transfers By/From Account
Transfers By/To Account


Accounting
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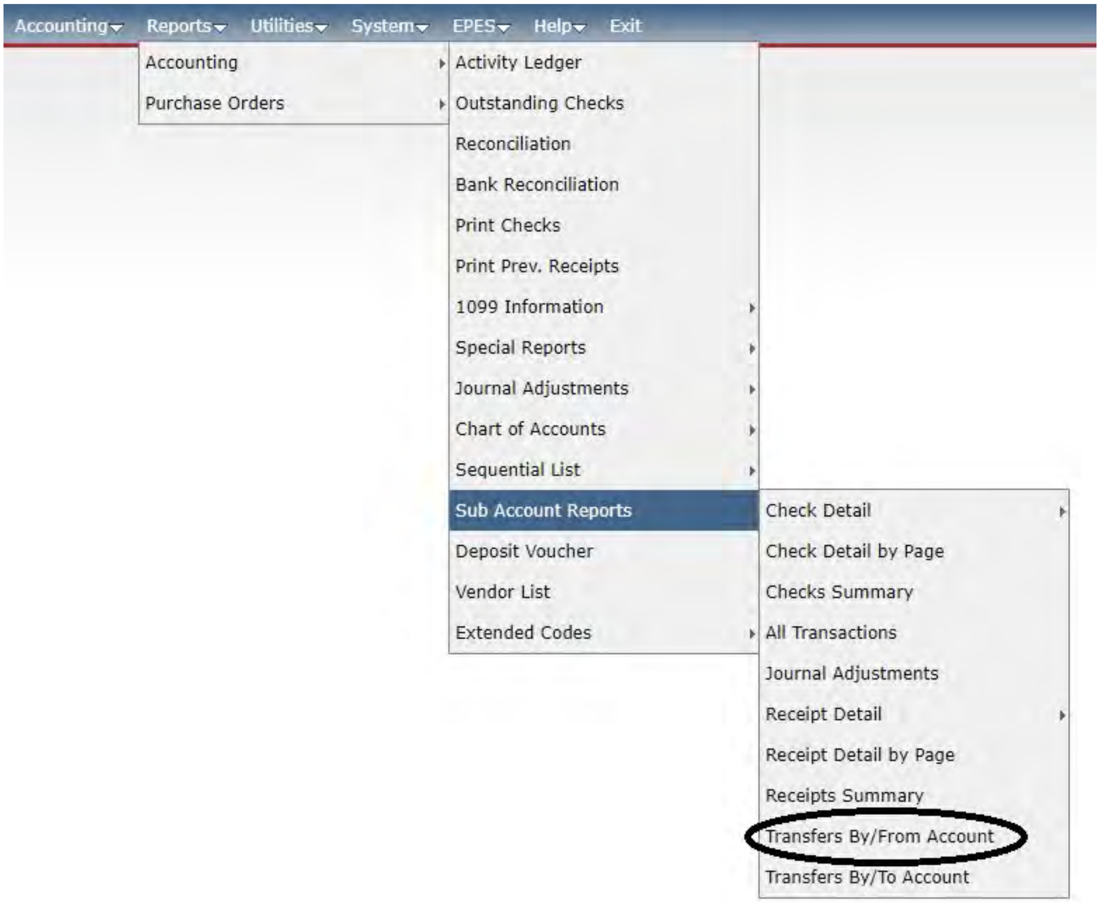
Summary of Receipts by Sub Account

(SubAccounts can be used for multiple Activity Accounts. Therefore, balances are for reporting purposes only.)

Preview
Print
Export to Excel
Close
Report Title
Report Saved Name
Fields
Activity Account
Sub Acct
DATE
NOTE
RECPT NO
AMOUNT
Vendor Code
Operators
Equal to
Greater Than
Less than
Between
OR
Compare to
Add Condition
Remove
Clear All
Save Rpt
Report Conditions
Saved Reports


Accounting
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Check Detail by Page
Checks Summary
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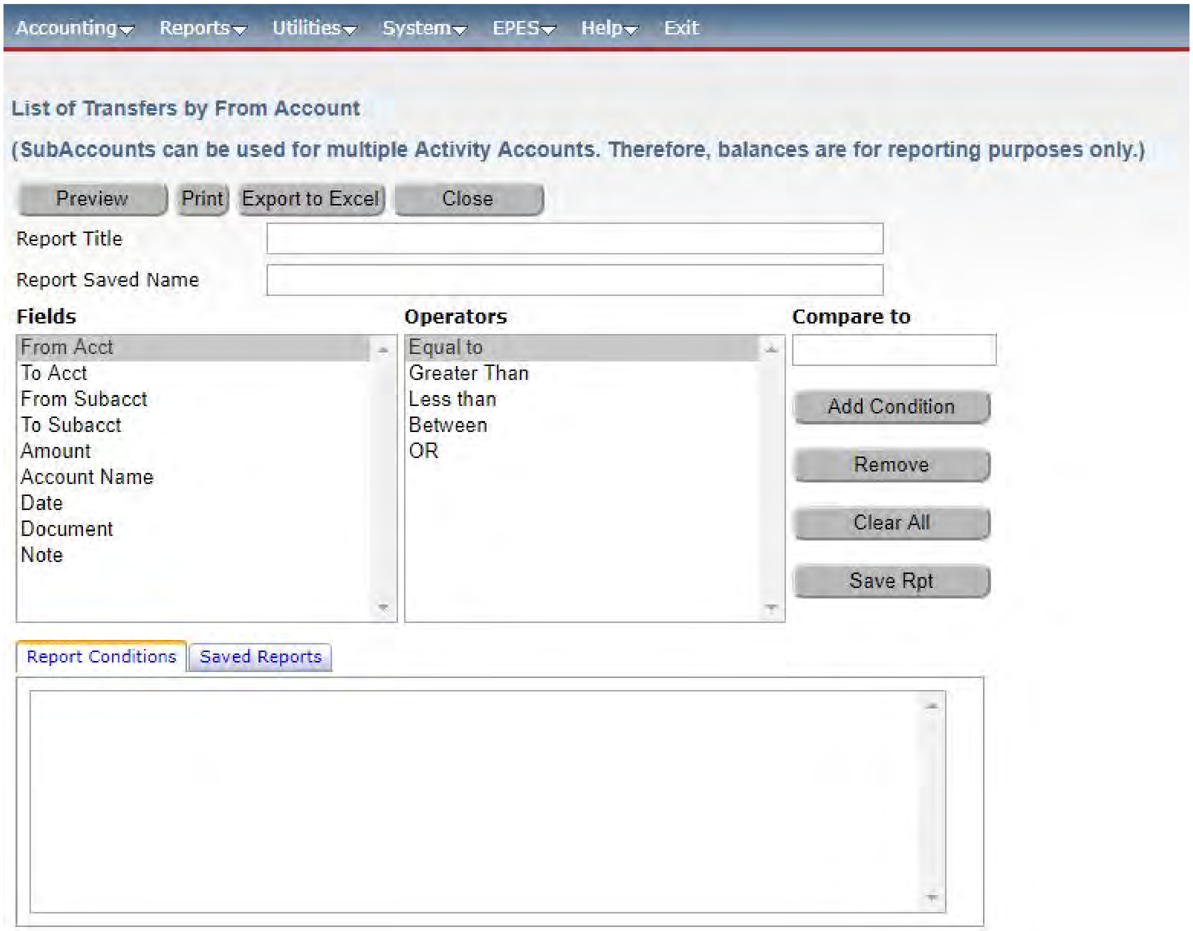
Journal Adjustments
Receipt Detail
Receipt Detail by Page
Receipts Summary
Transfers By/From Account
Transfers By/To Account


Accounting
Reports
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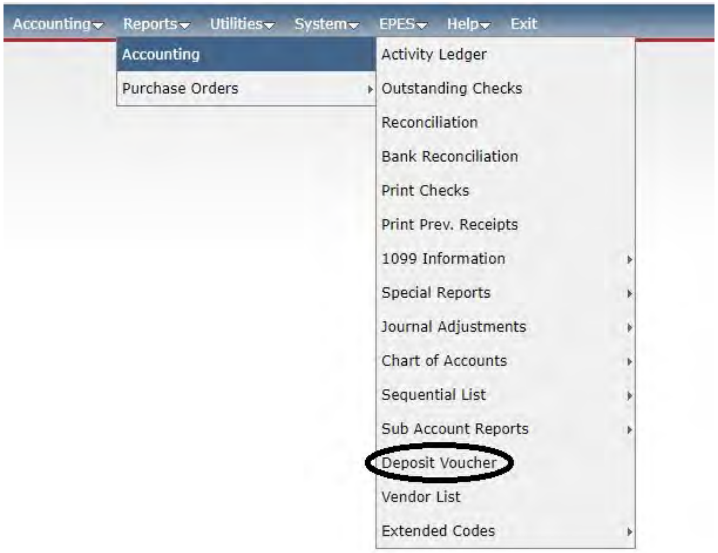
Exit

List of Transfers by From Account

(SubAccounts can be used for multiple Activity Accounts. Therefore, balances are for reporting purposes only.)

Preview
Print
Export to Excel
Close
Report Title
Report Saved Name
Fields
From Acct
To Acct
From Subacct
To Subacct
Amount
Account Name
Date
Document
Note
Operators
Equal to
Greater Than
Less than
Between
OR
Compare to
Add Condition
Remove
Clear All
Save Rpt
Report Conditions
Saved Reports


Accounting
Reports
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System
EPES
Help
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Accounting
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Bank Reconciliation
Print Checks
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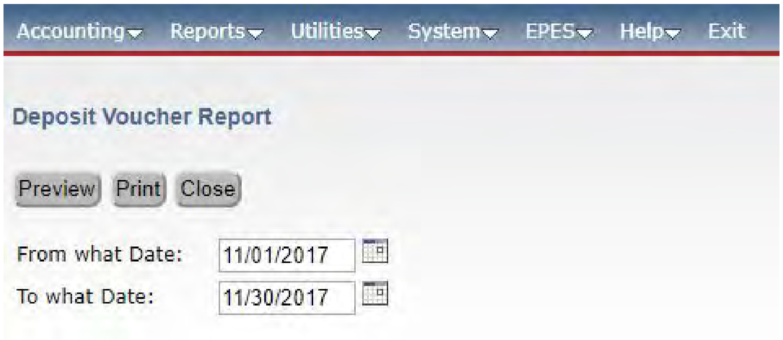
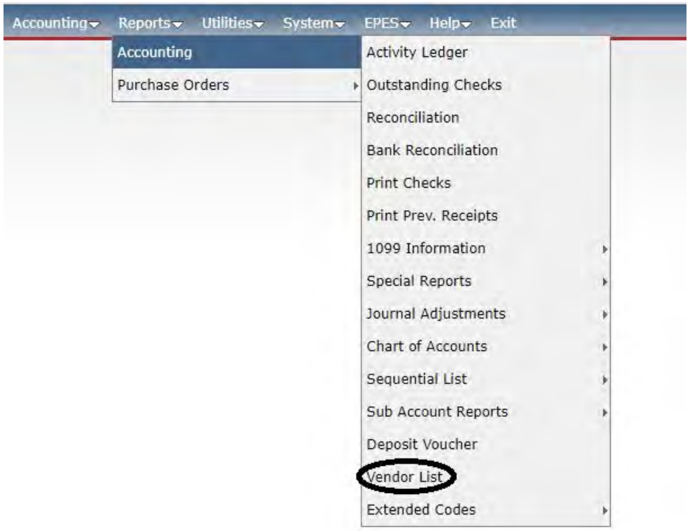

Accounting
Reports
Utilities
System
EPES
Help
Exit
Preview
Print
Close

Deposit Voucher Report

From what Date: 11/01/2017
To what Date: 11/30/2017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Reports
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Bank Reconciliation
Print Checks
Print Prev. Receipts
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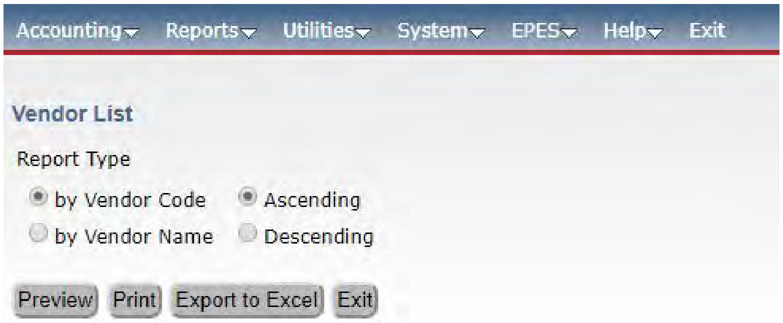
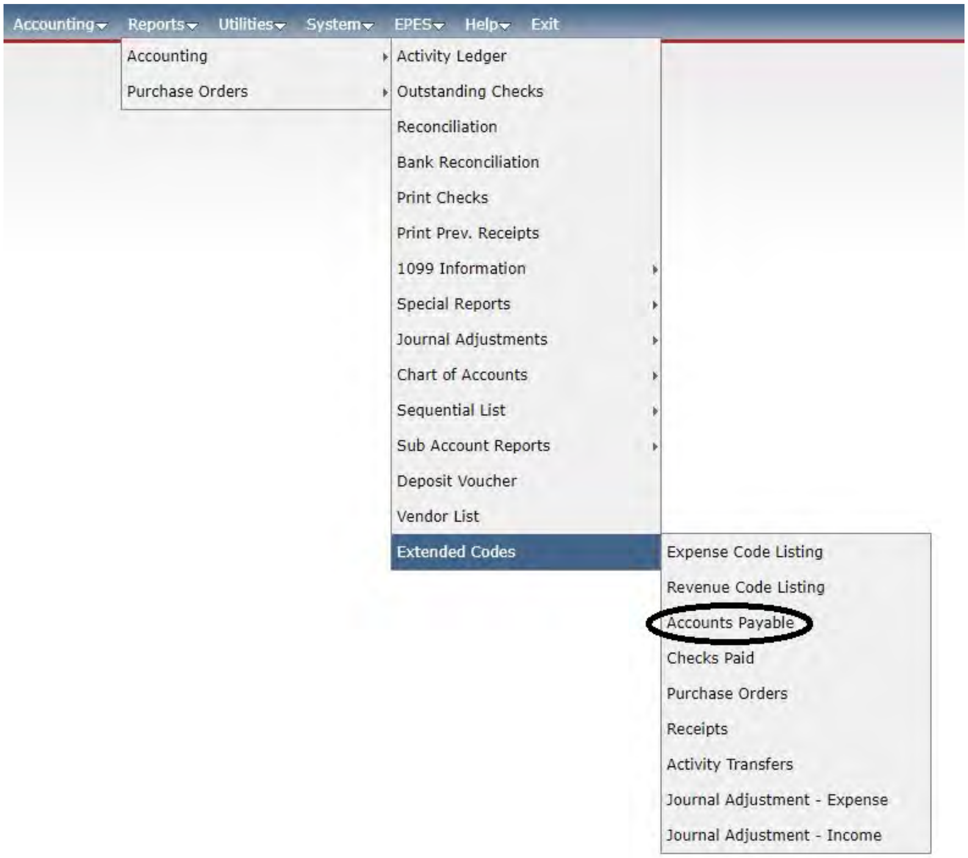

Accounting
Reports
Utilities
System
EPES
Help
Exit
Preview
Print
Export to Excel
Exit

Vendor List

Report Type
● by Vendor Code ● Ascending
○ by Vendor Name ○ Descending


Accounting
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EPES
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Activity Ledger
Outstanding Checks
Reconciliation
Bank Reconciliation
Print Checks
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Expense Code Listing
Revenue Code Listing
Accounts Payable
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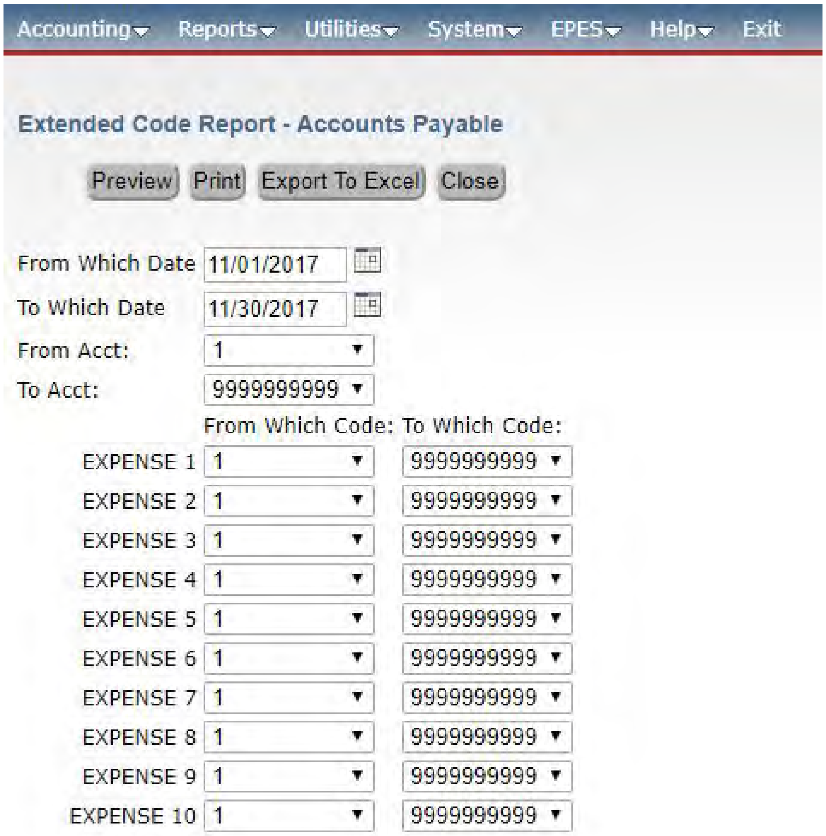
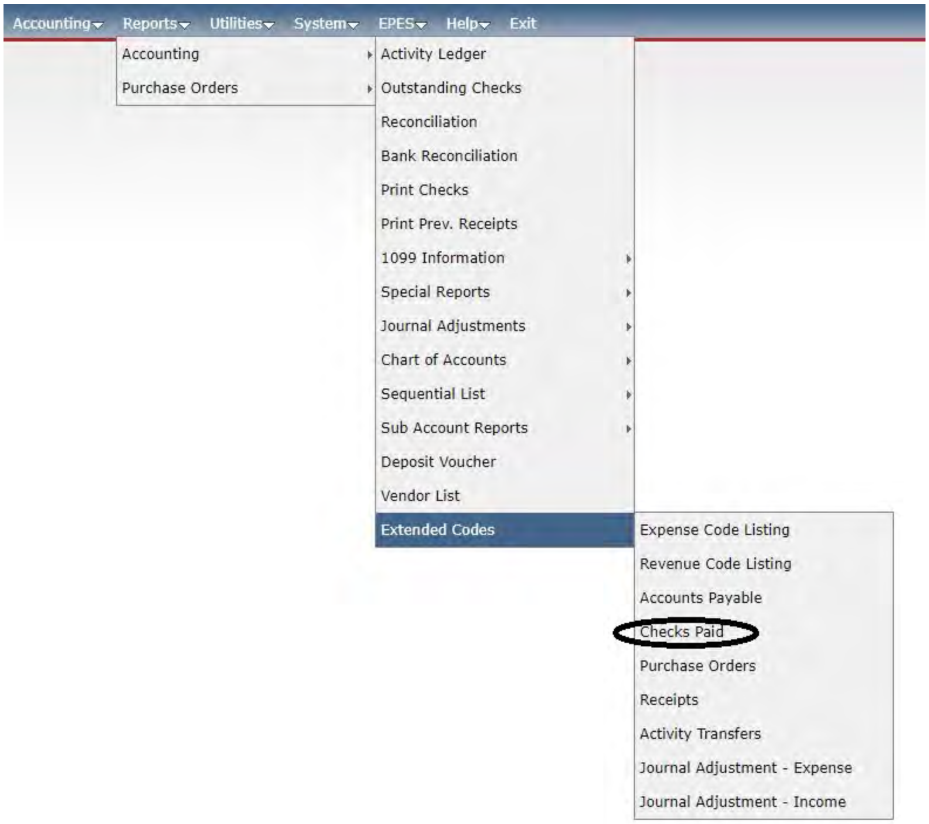
Journal Adjustment - Income


Accounting
Reports
Utilities
System
EPES
Help
Exit
Preview
Print
Export To Excel
Close

Extended Code Report - Accounts Payable

From Which Date 11/01/2017
To Which Date 11/30/2017
From Acct: 1
To Acct: 9999999999

	From Which Code:	To Which Code:
EXPENSE 1	1	9999999999
EXPENSE 2	1	9999999999
EXPENSE 3	1	9999999999
EXPENSE 4	1	9999999999
EXPENSE 5	1	9999999999
EXPENSE 6	1	9999999999
EXPENSE 7	1	9999999999
EXPENSE 8	1	9999999999
EXPENSE 9	1	9999999999
EXPENSE 10	1	9999999999


Accounting
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Accounting
Purchase Orders
Activity Ledger
Outstanding Checks
Reconciliation
Bank Reconciliation
Print Checks
Print Prev. Receipts
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Revenue Code Listing
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Checks Paid
Purchase Orders
Receipts
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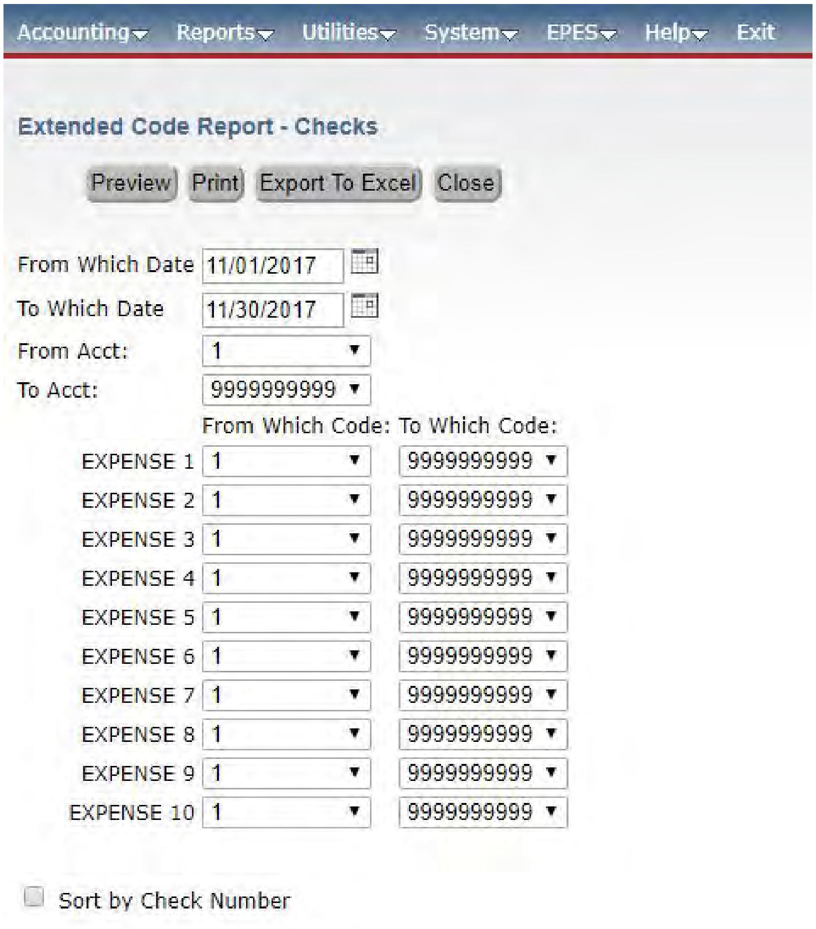
Journal Adjustment - Expense
Journal Adjustment - Income

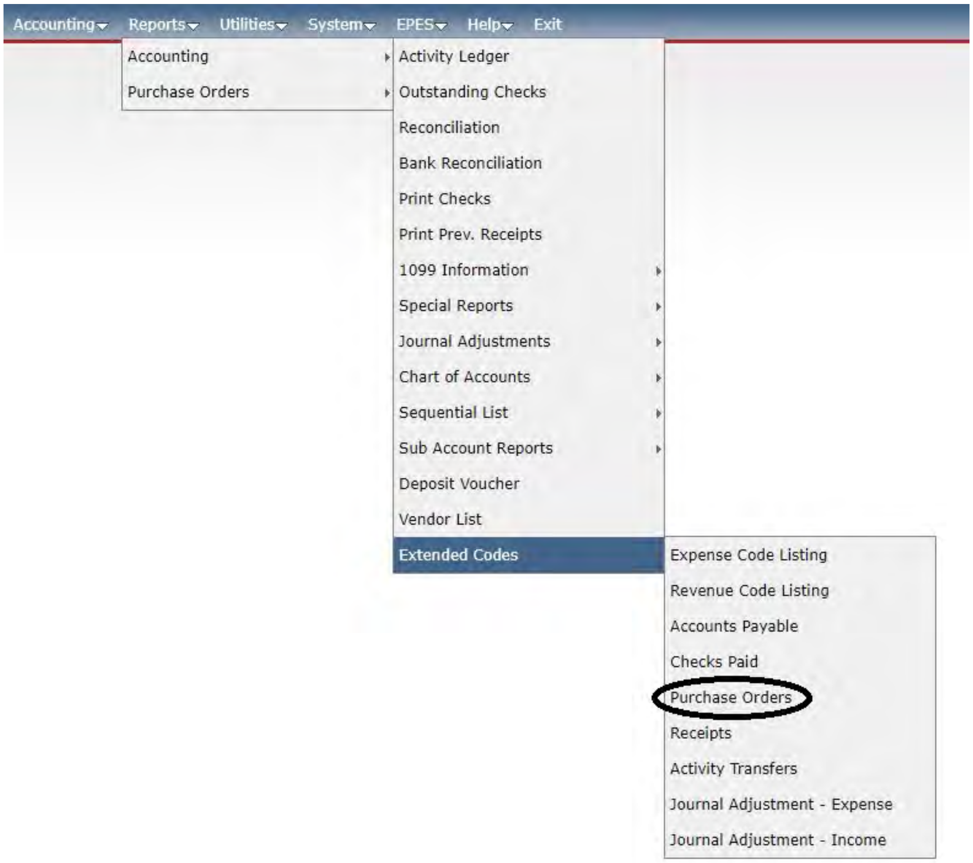

Accounting
Reports
Utilities
System
EPES
Help
Exit
Preview
Print
Export To Excel
Close

Extended Code Report - Checks

From Which Date 11/01/2017
To Which Date 11/30/2017
From Acct: 1
To Acct: 9999999999

	From Which Code:	To Which Code:
EXPENSE 1	1	9999999999
EXPENSE 2	1	9999999999
EXPENSE 3	1	9999999999
EXPENSE 4	1	9999999999
EXPENSE 5	1	9999999999
EXPENSE 6	1	9999999999
EXPENSE 7	1	9999999999
EXPENSE 8	1	9999999999
EXPENSE 9	1	9999999999
EXPENSE 10	1	9999999999

☐ Sort by Check Number


Accounting
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Bank Reconciliation
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Revenue Code Listing
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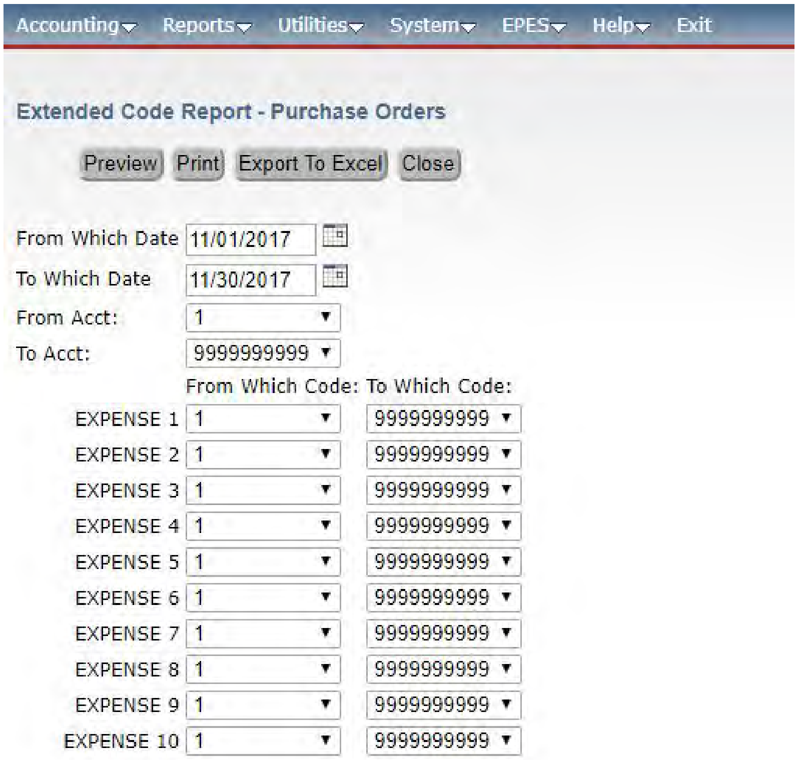
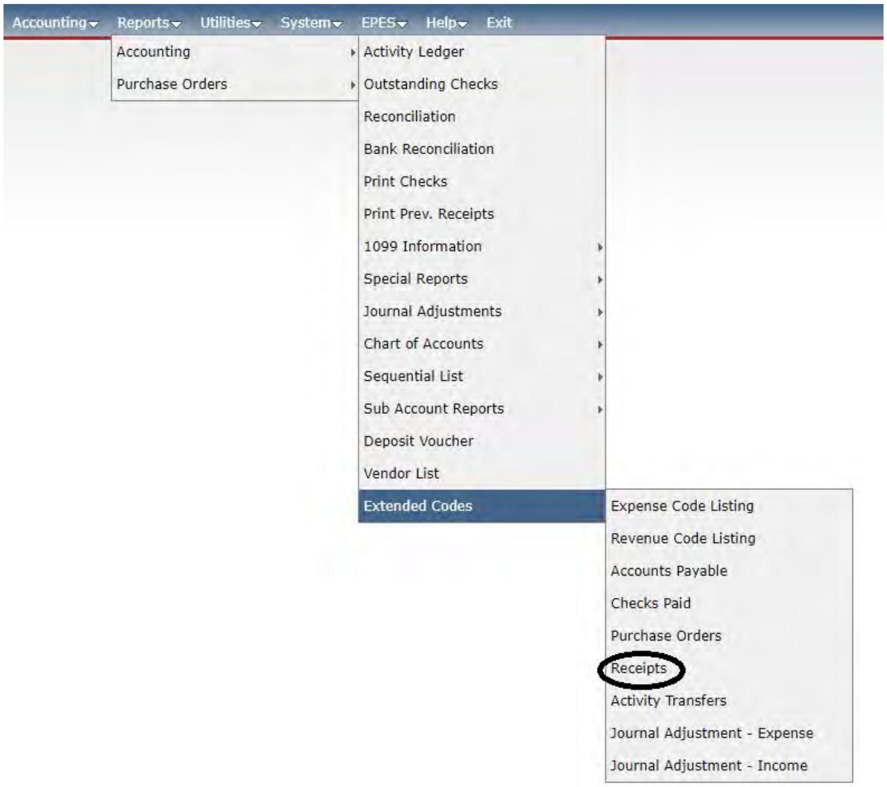
Journal Adjustment - Income


Accounting
Reports
Utilities
System
EPES
Help
Exit
Preview
Print
Export To Excel
Close

Extended Code Report - Purchase Orders

From Which Date 11/01/2017
To Which Date 11/30/2017
From Acct: 1
To Acct: 9999999999

	From Which Code:	To Which Code:
EXPENSE 1	1	9999999999
EXPENSE 2	1	9999999999
EXPENSE 3	1	9999999999
EXPENSE 4	1	9999999999
EXPENSE 5	1	9999999999
EXPENSE 6	1	9999999999
EXPENSE 7	1	9999999999
EXPENSE 8	1	9999999999
EXPENSE 9	1	9999999999
EXPENSE 10	1	9999999999


Accounting
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Reconciliation
Bank Reconciliation
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Print Prev. Receipts
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Revenue Code Listing
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Checks Paid
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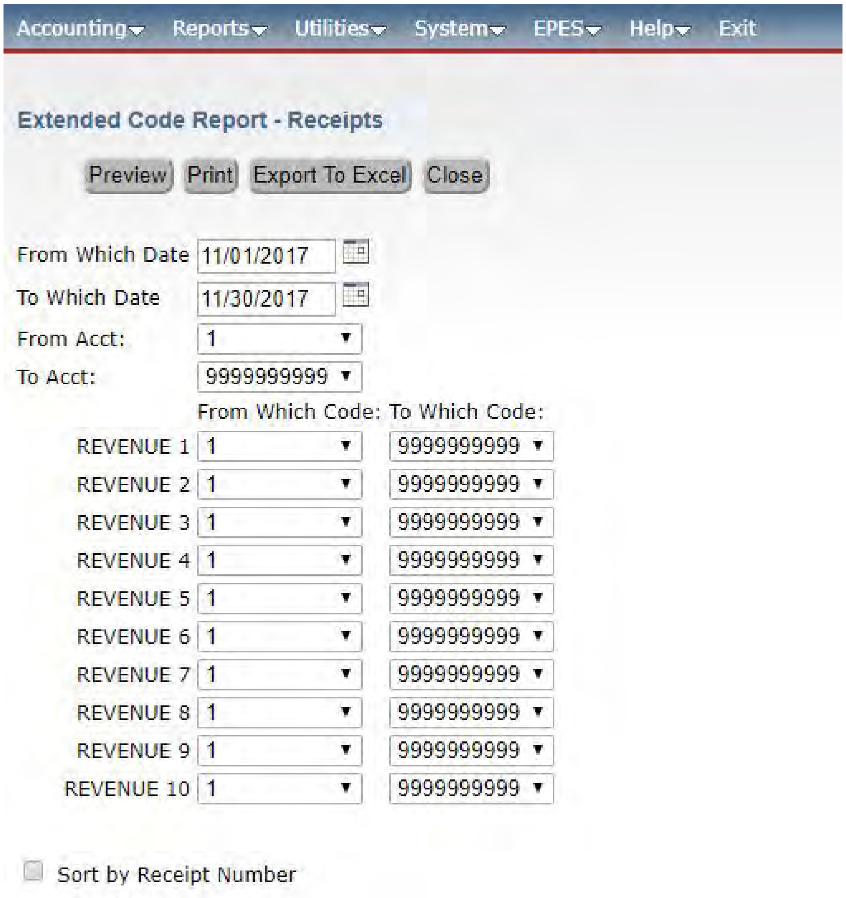
Journal Adjustment - Income

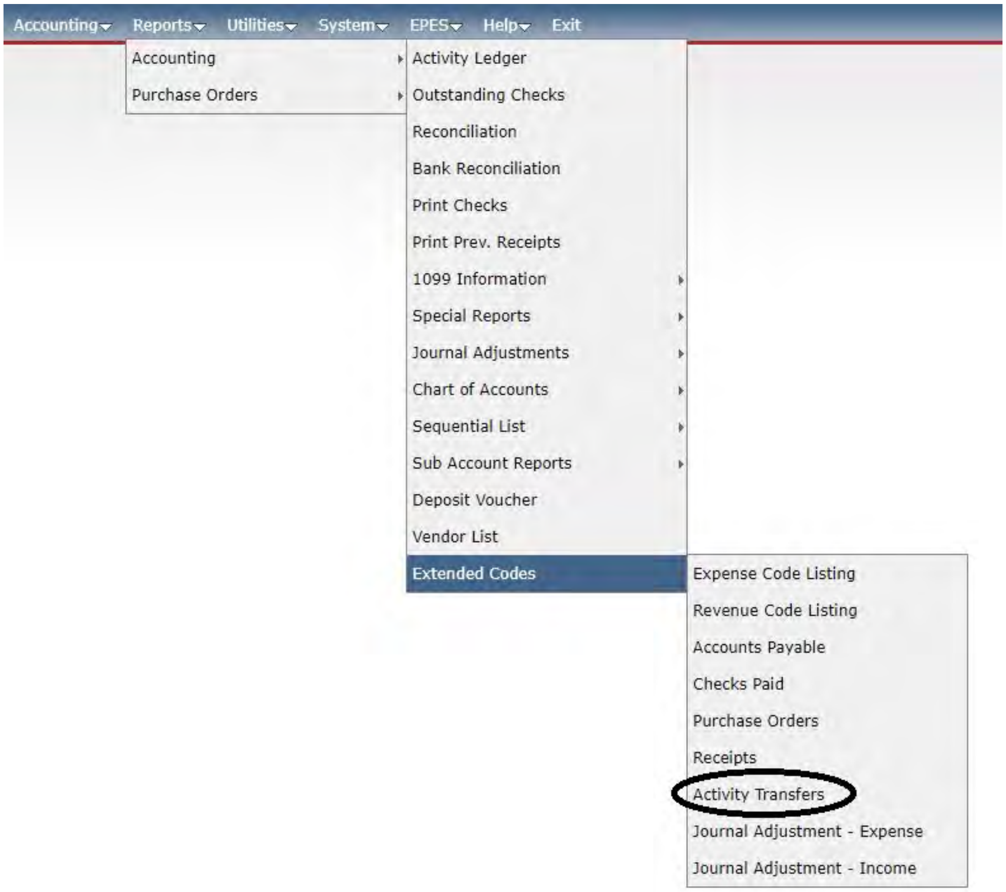

Accounting
Reports
Utilities
System
EPES
Help
Exit
Preview
Print
Export To Excel
Close

Extended Code Report - Receipts

From Which Date 11/01/2017
To Which Date 11/30/2017
From Acct: 1
To Acct: 9999999999

	From Which Code:	To Which Code:
REVENUE 1	1	9999999999
REVENUE 2	1	9999999999
REVENUE 3	1	9999999999
REVENUE 4	1	9999999999
REVENUE 5	1	9999999999
REVENUE 6	1	9999999999
REVENUE 7	1	9999999999
REVENUE 8	1	9999999999
REVENUE 9	1	9999999999
REVENUE 10	1	9999999999

☐ Sort by Receipt Number


Accounting
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Revenue Code Listing
Accounts Payable
Checks Paid
Purchase Orders
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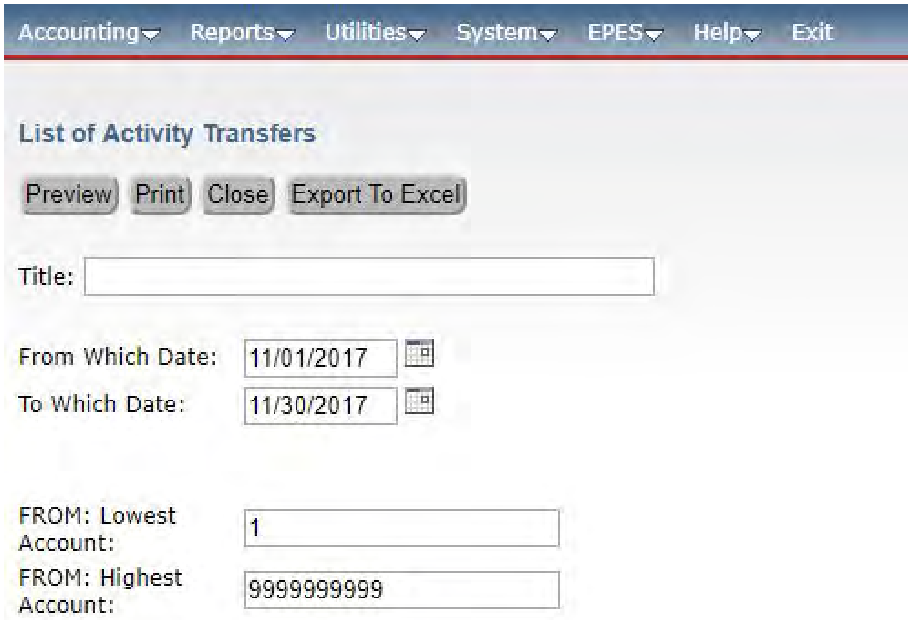
Journal Adjustment - Expense
Journal Adjustment - Income


Accounting
Reports
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Exit
Preview
Print
Close
Export To Excel

List of Activity Transfers

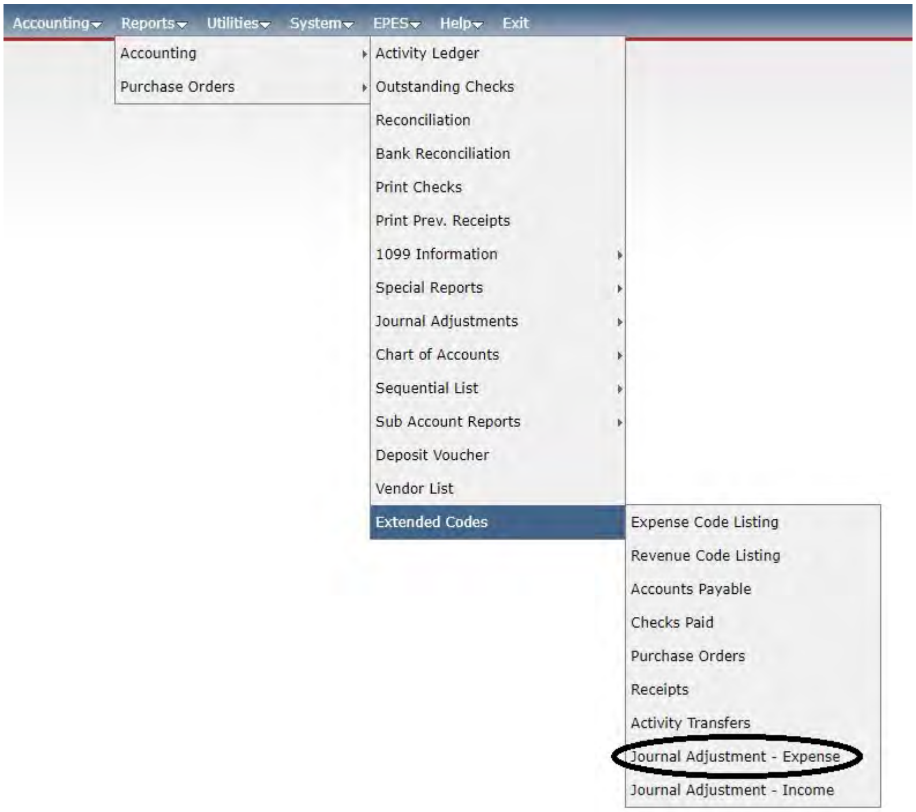
Title:

From Which Date: 11/01/2017

To Which Date: 11/30/2017

FROM: Lowest Account: 1

FROM: Highest Account: 9999999999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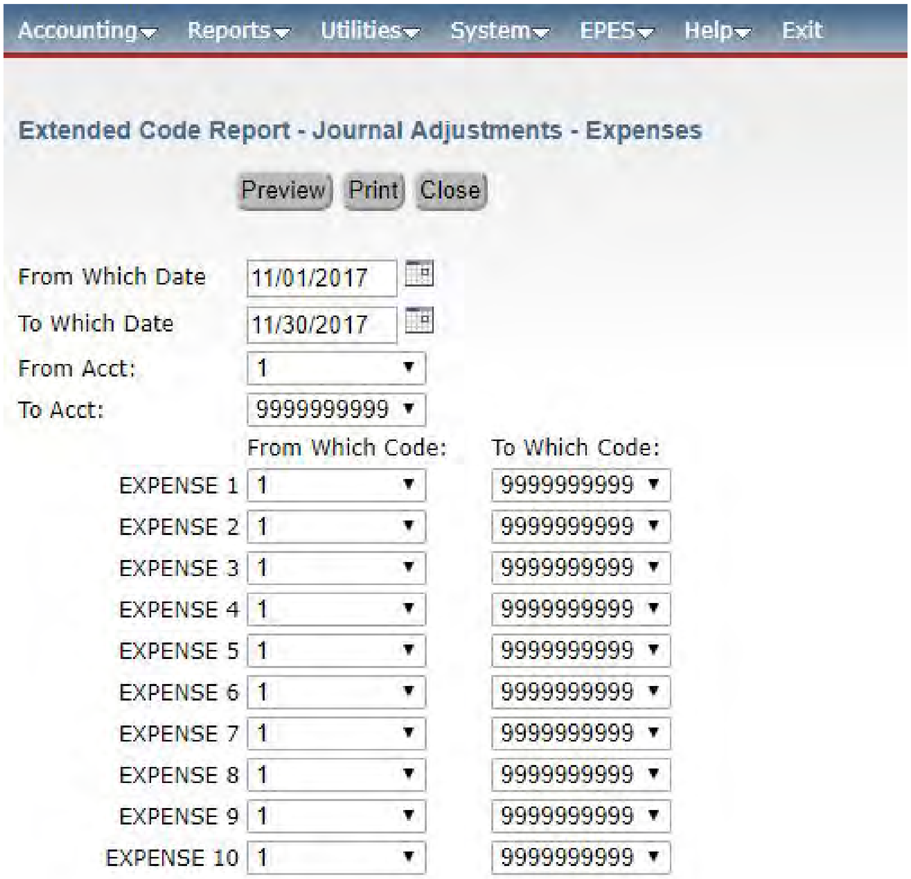
Vendor List
Extended Codes
Expense Code Listing
Revenue Code Listing
Accounts Payable
Checks Paid
Purchase Orders
Receipts
Activity Transfers
Journal Adjustment - Expense
Journal Adjustment - Income


Accounting
Reports
Utilities
System
EPES
Help
Exit
Preview
Print
Close

Extended Code Report - Journal Adjustments - Expenses

From Which Date 11/01/2017
To Which Date 11/30/2017
From Acct: 1
To Acct: 9999999999

	From Which Code:	To Which Code:
EXPENSE 1	1	9999999999
EXPENSE 2	1	9999999999
EXPENSE 3	1	9999999999
EXPENSE 4	1	9999999999
EXPENSE 5	1	9999999999
EXPENSE 6	1	9999999999
EXPENSE 7	1	9999999999
EXPENSE 8	1	9999999999
EXPENSE 9	1	9999999999
EXPENSE 10	1	9999999999

Section P

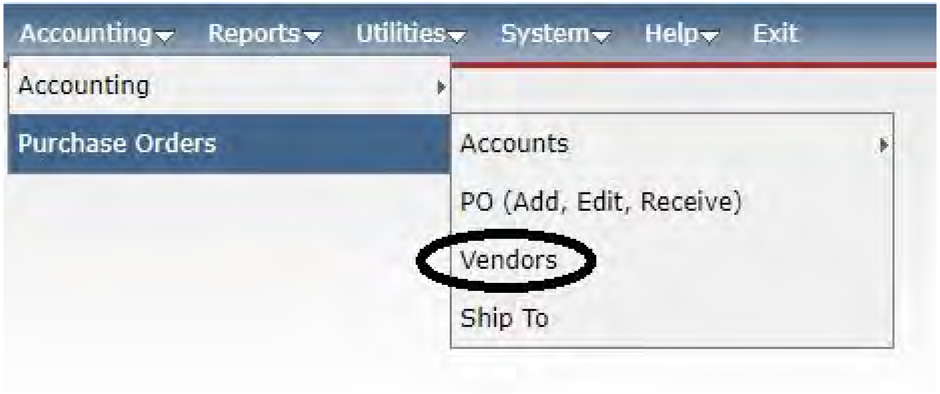
Enter Purchase Order

The purpose of this option is to get your Purchase Orders entered into the system. This means that you will not 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 and posted. 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.

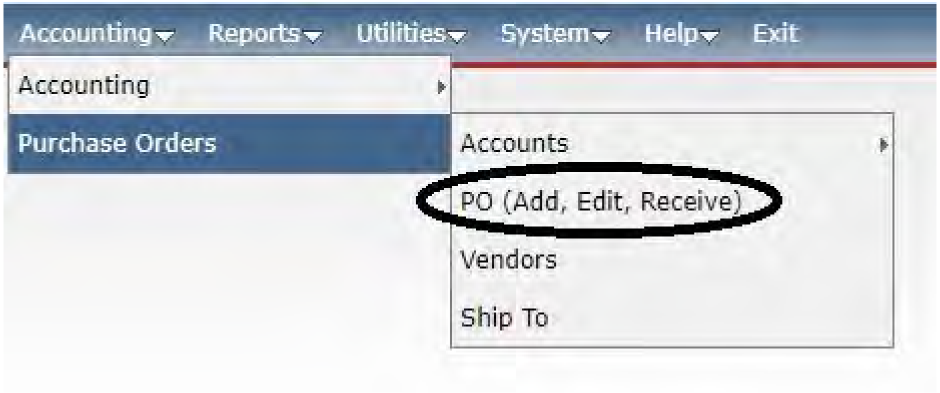
Navigate to: **'Accounting/ Purchase Orders/ Vendors'**.


Accounting
Reports
Utilities
System
Help
Exit
Accounting
Purchase Orders
Accounts
PO (Add, Edit, Receive)
Vendors
Ship To

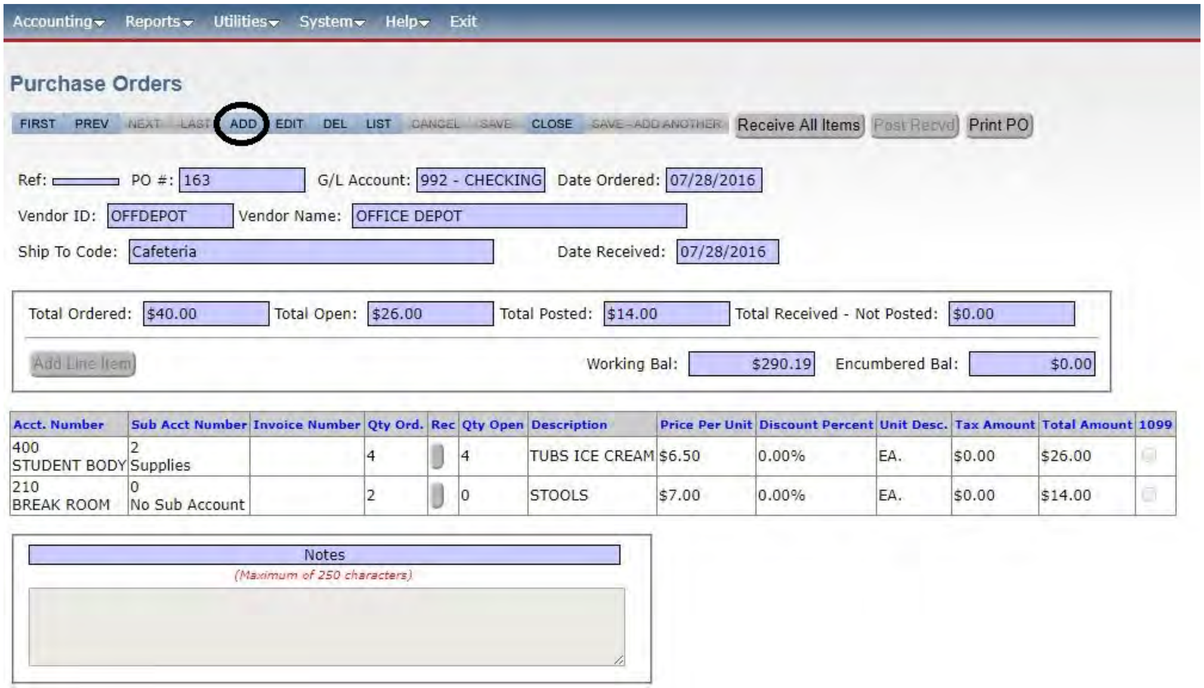
Please refer to Section D for more on how to set up a Vendor.

Enter Purchase Order

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


Accounting
Reports
Utilities
System
Help
Exit
Accounting
Purchase Orders
Accounts
PO (Add, Edit, Receive)
Vendors
Ship To

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


Accounting
Reports
Utilities
System
Help
Exit
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Receive All Items
Post Recvd
Print PO
Add Line Item

Purchase Orders

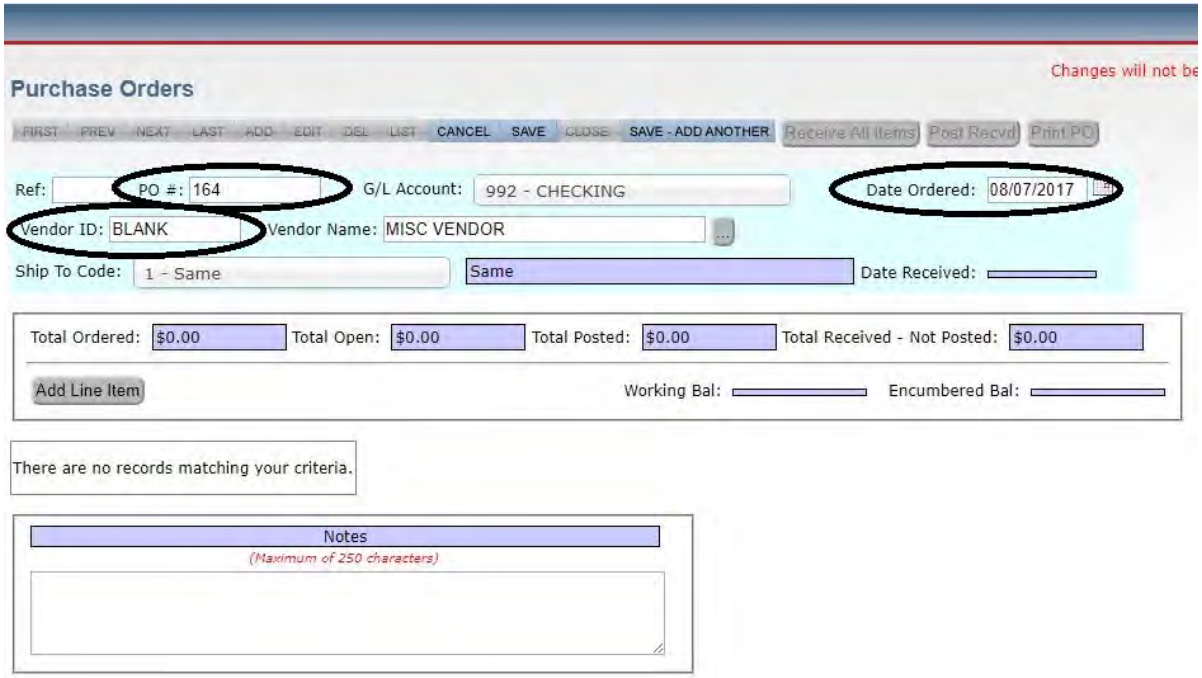
Ref: PO #: 163 G/L Account: 992 - CHECKING Date Ordered: 07/28/2016
Vendor ID: OFFDEPOT Vendor Name: OFFICE DEPOT
Ship To Code: Cafeteria Date Received: 07/28/2016

Total Ordered: $40.00 Total Open: $26.00 Total Posted: $14.00 Total Received - Not Posted: $0.00
Working Bal: $290.19 Encumbered Bal: $0.00

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
400 STUDENT BODY	2 Supplies		4		4	TUBS ICE CREAM	$6.50	0.00%	EA.	$0.00	$26.00	☐
210 BREAK ROOM	0 No Sub Account		2		0	STOOLS	$7.00	0.00%	EA.	$0.00	$14.00	☐

Notes
(Maximum of 250 characters)

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


FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Receive All Items
Post Recvd
Print PO
Add Line Item

Changes will not be

Purchase Orders

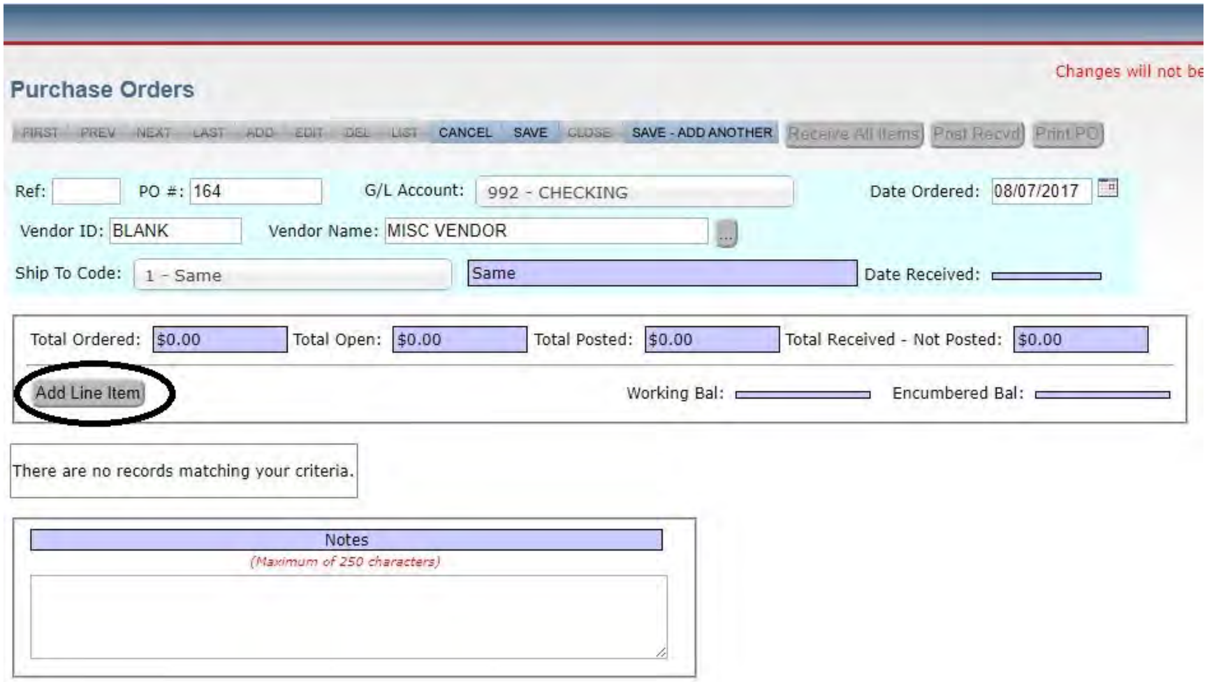
Ref: PO #: 164 G/L Account: 992 - CHECKING Date Ordered: 08/07/2017
Vendor ID: BLANK Vendor Name: MISC VENDOR
Ship To Code: 1 - Same Same Date Received:

Total Ordered: $0.00 Total Open: $0.00 Total Posted: $0.00 Total Received - Not Posted: $0.00
Working Bal: Encumbered Bal:

There are no records matching your criteria.

Notes
(Maximum of 250 characters)

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


FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Receive All Items
Post Recvd
Print PO
Add Line Item

Changes will not be

Purchase Orders

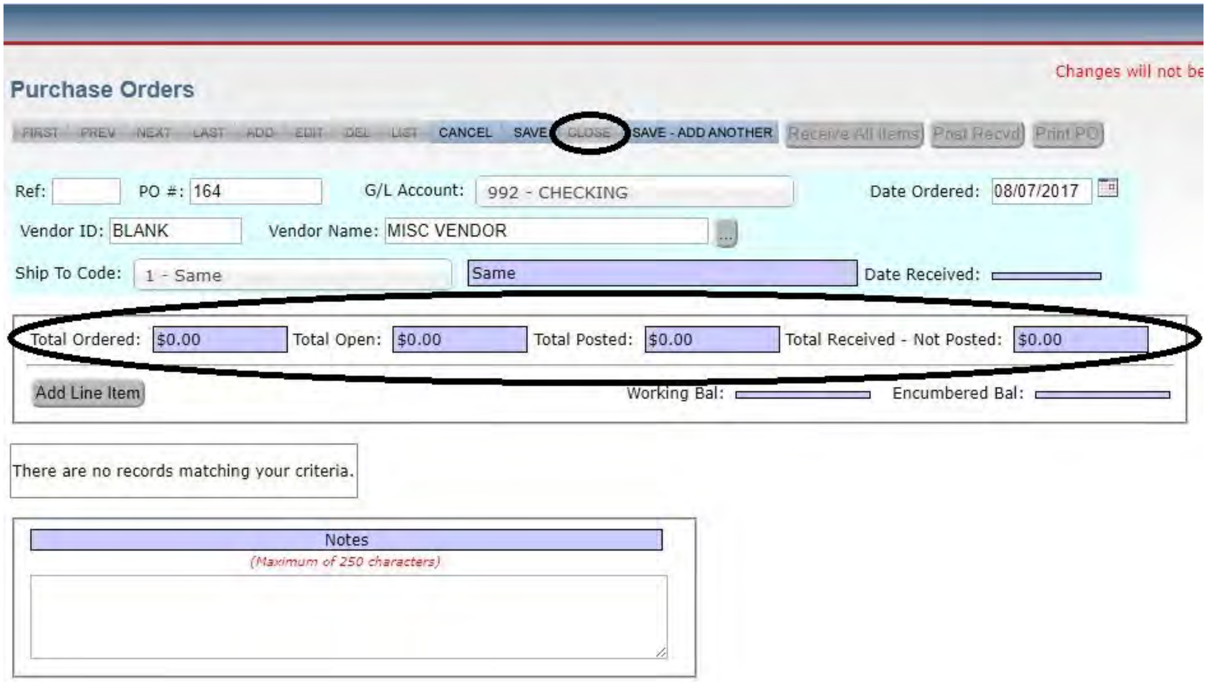
Ref: PO #: 164 G/L Account: 992 - CHECKING Date Ordered: 08/07/2017
Vendor ID: BLANK Vendor Name: MISC VENDOR
Ship To Code: 1 - Same Same Date Received:

Total Ordered: $0.00 Total Open: $0.00 Total Posted: $0.00 Total Received - Not Posted: $0.00
Working Bal: Encumbered Bal:

There are no records matching your criteria.

Notes
(Maximum of 250 characters)

Enter the 'Acct Number to be charged. Enter a 'Sub Account Number' if appropriate. Enter the vendor's 'Invoice Number,' if you have it. Enter the 'Qty Ord.' (For an 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>**.


FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Receive All Items
Post Recvd
Print PO
Add Line Item

Changes will not be

Purchase Orders

Ref: PO #: 164 G/L Account: 992 - CHECKING Date Ordered: 08/07/2017
Vendor ID: BLANK Vendor Name: MISC VENDOR
Ship To Code: 1 - Same Same Date Received:

Total Ordered: $0.00 Total Open: $0.00 Total Posted: $0.00 Total Received - Not Posted: $0.00
Working Bal: Encumbered Bal:

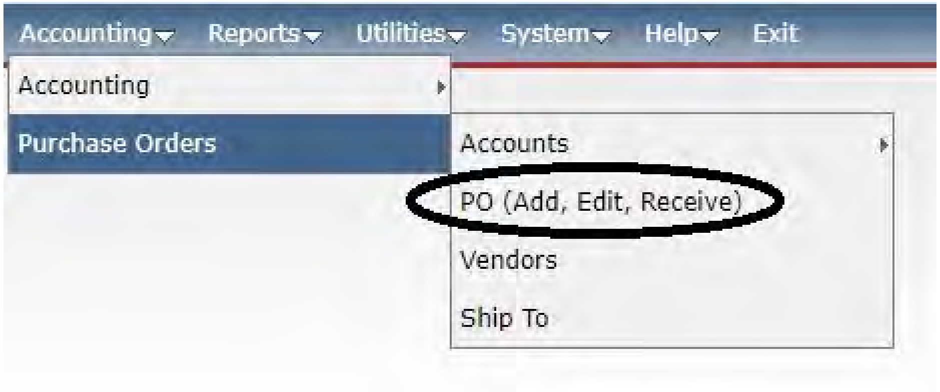
There are no records matching your criteria.

Notes
(Maximum of 250 characters)

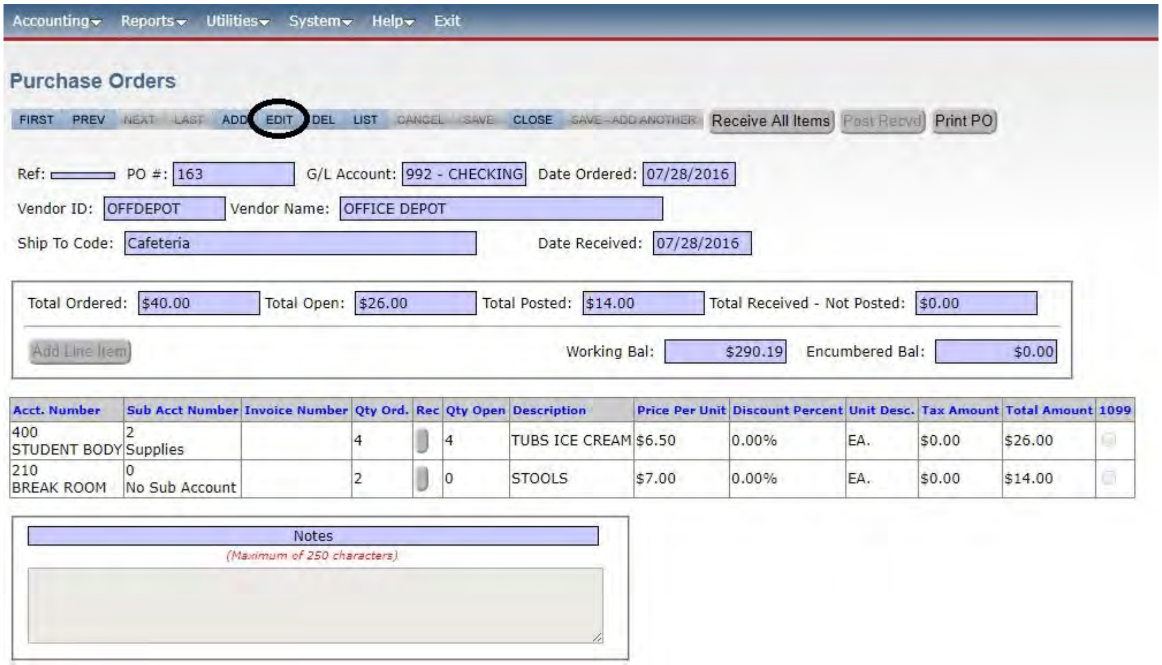
Edit PO

Edit PO Header

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


Accounting
Reports
Utilities
System
Help
Exit
Accounting
Purchase Orders
Accounts
PO (Add, Edit, Receive)
Vendors
Ship To

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


Accounting
Reports
Utilities
System
Help
Exit
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Receive All Items
Post Recvd
Print PO
Add Line Item
Notes
(Maximum of 250 characters)

Purchase Orders

Ref:
PO #: 163
G/L Account: 992 - CHECKING
Date Ordered: 07/28/2016
Vendor ID: OFFDEPOT
Vendor Name: OFFICE DEPOT
Ship To Code: Cafeteria
Date Received: 07/28/2016

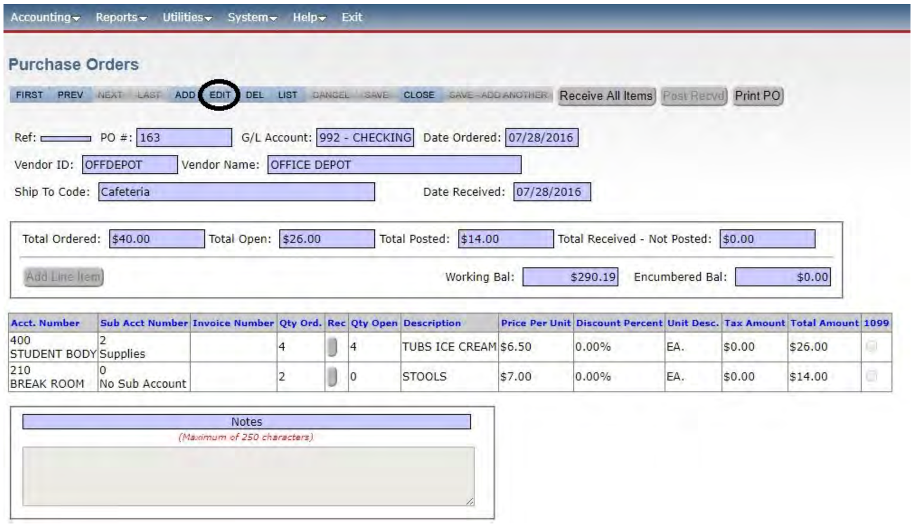
Total Ordered: $40.00
Total Open: $26.00
Total Posted: $14.00
Total Received - Not Posted: $0.00
Working Bal: $290.19
Encumbered Bal: $0.00

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
400 STUDENT BODY	2 Supplies		4		4	TUBS ICE CREAM	$6.50	0.00%	EA.	$0.00	$26.00	☐
210 BREAK ROOM	0 No Sub Account		2		0	STOOLS	$7.00	0.00%	EA.	$0.00	$14.00	☐

Edit PO Lines

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

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


Accounting
Reports
Utilities
System
Help
Exit
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Receive All Items
Post Recvd
Print PO
Add Line Item

Purchase Orders

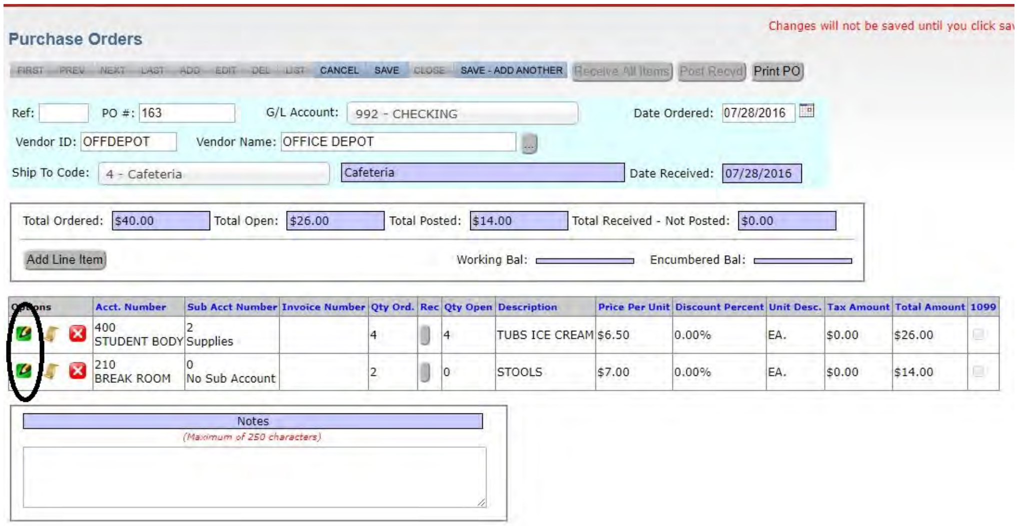
Ref: PO #: 163 G/L Account: 992 - CHECKING Date Ordered: 07/28/2016
Vendor ID: OFFDEPOT Vendor Name: OFFICE DEPOT
Ship To Code: Cafeteria Date Received: 07/28/2016

Total Ordered: $40.00 Total Open: $26.00 Total Posted: $14.00 Total Received - Not Posted: $0.00
Working Bal: $290.19 Encumbered Bal: $0.00

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
400 STUDENT BODY	2 Supplies		4		4	TUBS ICE CREAM	$6.50	0.00%	EA.	$0.00	$26.00	☐
210 BREAK ROOM	0 No Sub Account		2		0	STOOLS	$7.00	0.00%	EA.	$0.00	$14.00	☐

Notes
(Maximum of 250 characters)

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


FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Receive All Items
Post Recvd
Print PO
Add Line Item

Purchase Orders

Changes will not be saved until you click sa

Ref: PO #: 163 G/L Account: 992 - CHECKING Date Ordered: 07/28/2016
Vendor ID: OFFDEPOT Vendor Name: OFFICE DEPOT
Ship To Code: 4 - Cafeteria Cafeteria Date Received: 07/28/2016

Total Ordered: $40.00 Total Open: $26.00 Total Posted: $14.00 Total Received - Not Posted: $0.00
Working Bal: Encumbered Bal:

Options	Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
	400 STUDENT BODY	2 Supplies		4		4	TUBS ICE CREAM	$6.50	0.00%	EA.	$0.00	$26.00	☐
	210 BREAK ROOM	0 No Sub Account		2		0	STOOLS	$7.00	0.00%	EA.	$0.00	$14.00	☐

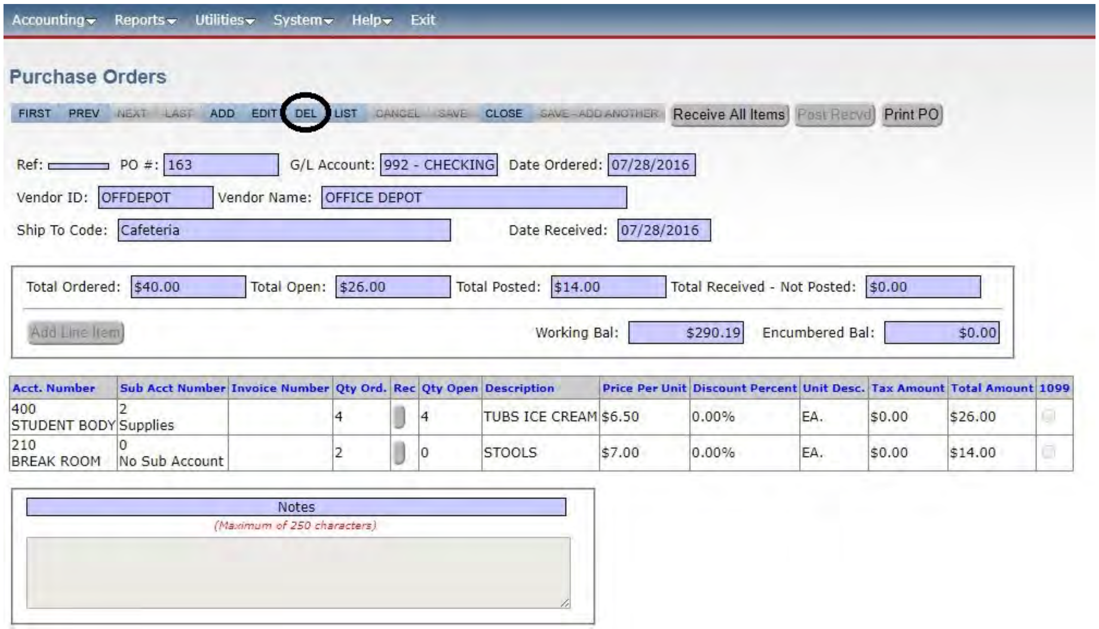
Notes
(Maximum of 250 characters)

Delete Purchase Order

Delete Entire PO

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

Click on **<Del>** to delete the entire purchase order.


Accounting
Reports
Utilities
System
Help
Exit
Purchase Orders
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Receive All Items
Post Recvd
Print PO
Add Line Item
Notes
(Maximum of 250 characters)

Ref: PO #: 163 G/L Account: 992 - CHECKING Date Ordered: 07/28/2016

Vendor ID: OFFDEPOT Vendor Name: OFFICE DEPOT

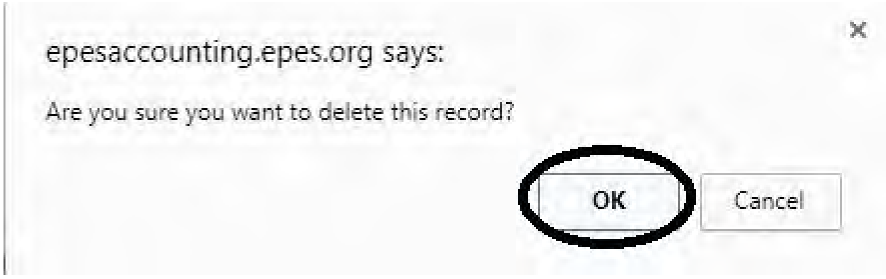
Ship To Code: Cafeteria Date Received: 07/28/2016

Total Ordered: $40.00 Total Open: $26.00 Total Posted: $14.00 Total Received - Not Posted: $0.00

Working Bal: $290.19 Encumbered Bal: $0.00

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
400 STUDENT BODY	2 Supplies		4		4	TUBS ICE CREAM	$6.50	0.00%	EA.	$0.00	$26.00	☐
210 BREAK ROOM	0 No Sub Account		2		0	STOOLS	$7.00	0.00%	EA.	$0.00	$14.00	☐

The system will check to make sure that you want to delete the entire PO. Click on **<OK>**.



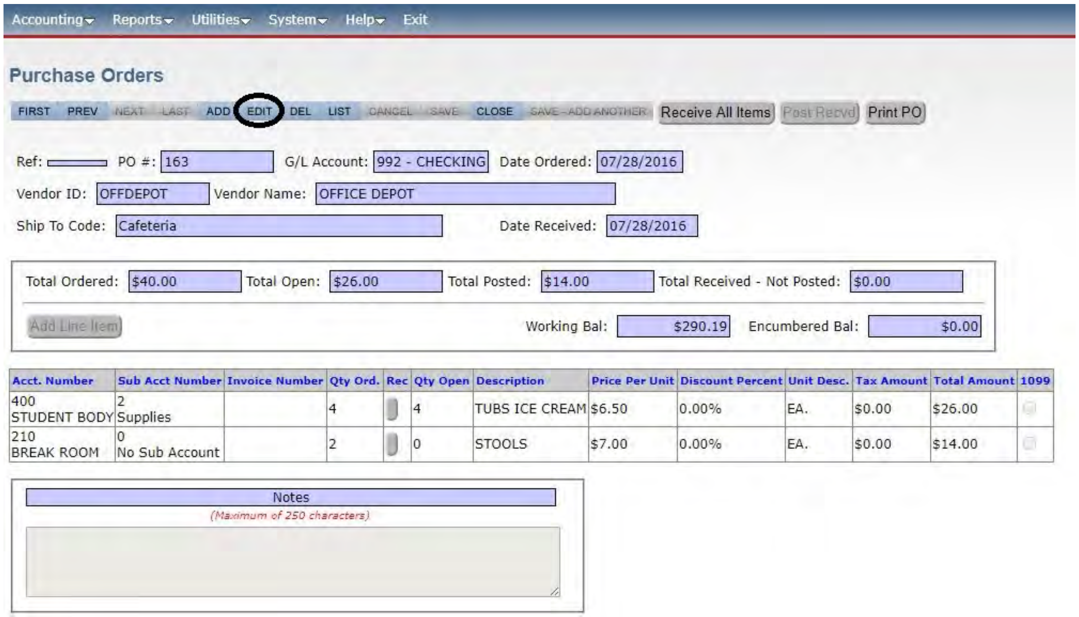
epesaccounting.epes.org says:

Are you sure you want to delete this record?

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.


Accounting
Reports
Utilities
System
Help
Exit
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Receive All Items
Post Recvd
Print PO
Add Line Item

Purchase Orders

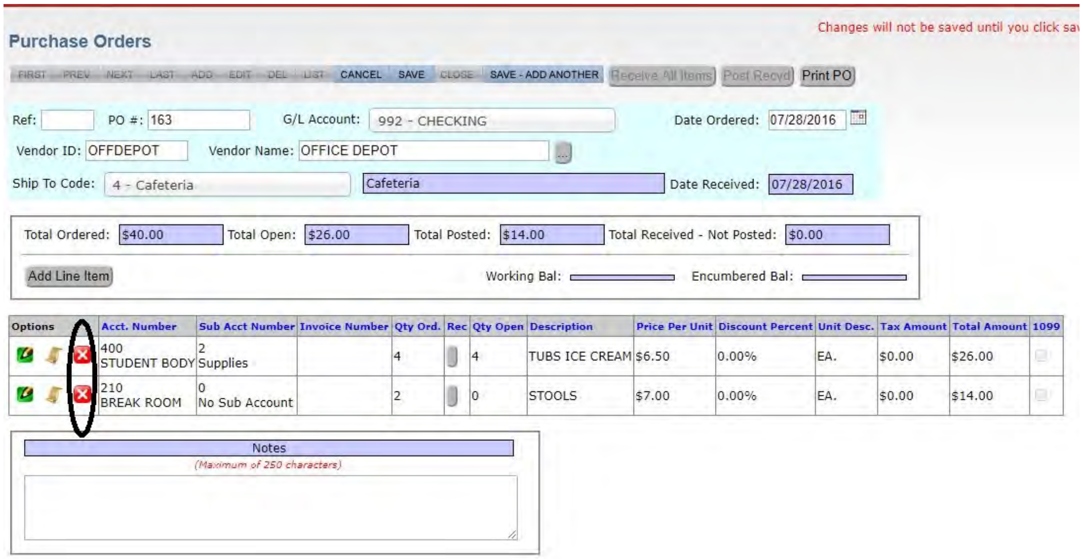
Ref: PO #: 163 G/L Account: 992 - CHECKING Date Ordered: 07/28/2016
Vendor ID: OFFDEPOT Vendor Name: OFFICE DEPOT
Ship To Code: Cafeteria Date Received: 07/28/2016

Total Ordered: $40.00 Total Open: $26.00 Total Posted: $14.00 Total Received - Not Posted: $0.00
Working Bal: $290.19 Encumbered Bal: $0.00

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
400 STUDENT BODY	2 Supplies		4		4	TUBS ICE CREAM	$6.50	0.00%	EA.	$0.00	$26.00	☐
210 BREAK ROOM	0 No Sub Account		2		0	STOOLS	$7.00	0.00%	EA.	$0.00	$14.00	☐

Notes
(Maximum of 250 characters)

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


FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Receive All Items
Post Recvd
Print PO
Add Line Item

Changes will not be saved until you click sa

Purchase Orders

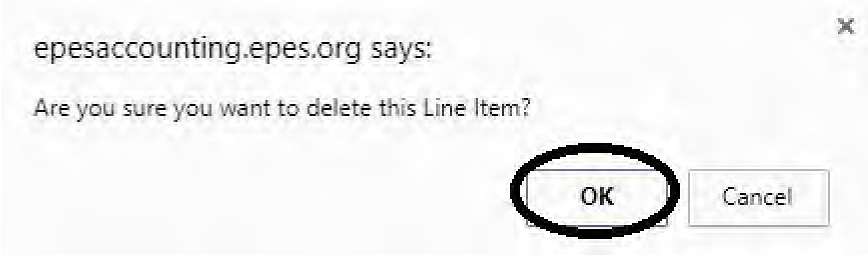
Ref: PO #: 163 G/L Account: 992 - CHECKING Date Ordered: 07/28/2016
Vendor ID: OFFDEPOT Vendor Name: OFFICE DEPOT
Ship To Code: 4 - Cafeteria Cafeteria Date Received: 07/28/2016

Total Ordered: $40.00 Total Open: $26.00 Total Posted: $14.00 Total Received - Not Posted: $0.00
Working Bal: Encumbered Bal:

Options	Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
	400 STUDENT BODY	2 Supplies		4		4	TUBS ICE CREAM	$6.50	0.00%	EA.	$0.00	$26.00	☐
	210 BREAK ROOM	0 No Sub Account		2		0	STOOLS	$7.00	0.00%	EA.	$0.00	$14.00	☐

Notes
(Maximum of 250 characters)

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



epesaccounting.epes.org says:

Are you sure you want to delete this Line Item?

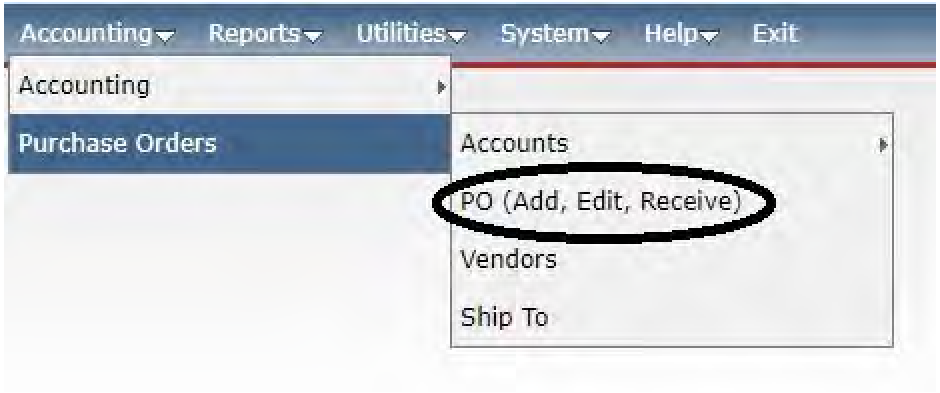
Section Q

Receive on a Purchase Order

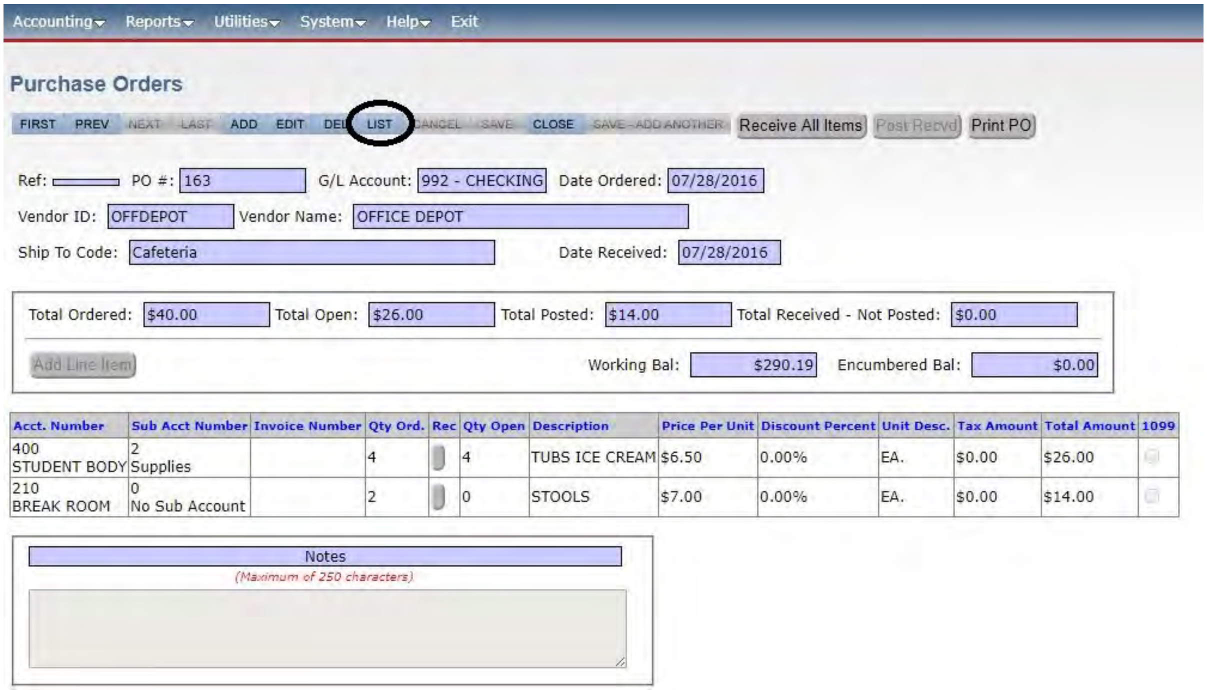
Receive Items on Purchase Order

Receive Entire Purchase Order (Basic Detail)

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


Accounting
Reports
Utilities
System
Help
Exit
Accounting
Purchase Orders
Accounts
PO (Add, Edit, Receive)
Vendors
Ship To

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


Accounting
Reports
Utilities
System
Help
Exit
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Receive All Items
Post Recvd
Print PO
Add Line Item

Purchase Orders

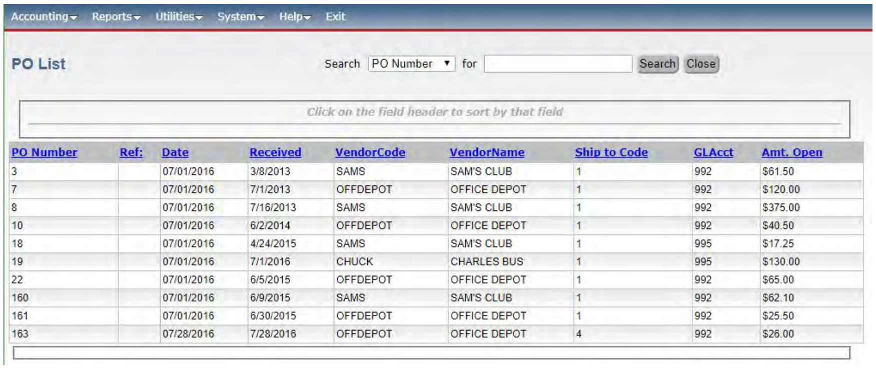
Ref: PO #: 163 G/L Account: 992 - CHECKING Date Ordered: 07/28/2016
Vendor ID: OFFDEPOT Vendor Name: OFFICE DEPOT
Ship To Code: Cafeteria Date Received: 07/28/2016

Total Ordered: $40.00 Total Open: $26.00 Total Posted: $14.00 Total Received - Not Posted: $0.00
Working Bal: $290.19 Encumbered Bal: $0.00

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
400 STUDENT BODY	2 Supplies		4		4	TUBS ICE CREAM	$6.50	0.00%	EA.	$0.00	$26.00	☐
210 BREAK ROOM	0 No Sub Account		2		0	STOOLS	$7.00	0.00%	EA.	$0.00	$14.00	☐

Notes
(Maximum of 250 characters)

Click on the purchase order that you want to receive on.


Accounting
Reports
Utilities
System
Help
Exit
Search
Close

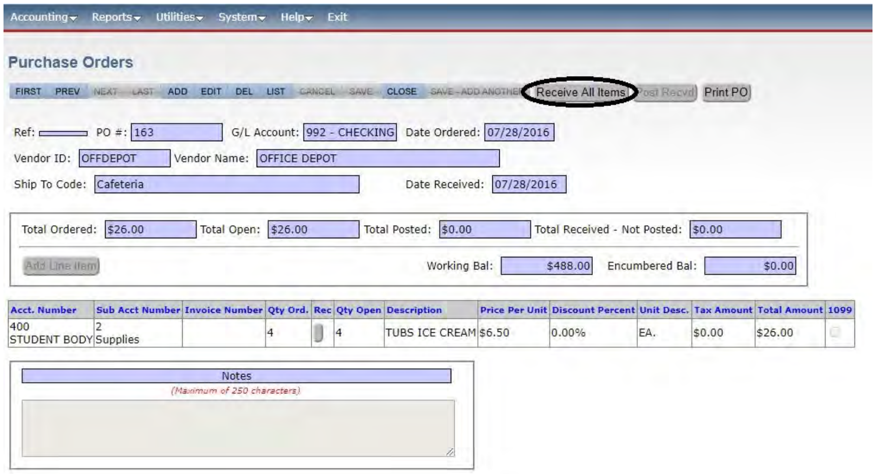
PO List

Search PO Number for

Click on the field header to sort by that field

PO Number	Ref:	Date	Received	VendorCode	VendorName	Ship to Code	GLAcct	Amt. Open
3		07/01/2016	3/8/2013	SAMS	SAM'S CLUB	1	992	$61.50
7		07/01/2016	7/1/2013	OFFDEPOT	OFFICE DEPOT	1	992	$120.00
8		07/01/2016	7/16/2013	SAMS	SAM'S CLUB	1	992	$375.00
10		07/01/2016	6/2/2014	OFFDEPOT	OFFICE DEPOT	1	992	$40.50
18		07/01/2016	4/24/2015	SAMS	SAM'S CLUB	1	995	$17.25
19		07/01/2016	7/1/2016	CHUCK	CHARLES BUS	1	995	$130.00
22		07/01/2016	6/5/2015	OFFDEPOT	OFFICE DEPOT	1	992	$65.00
160		07/01/2016	6/9/2015	SAMS	SAM'S CLUB	1	992	$62.10
161		07/01/2016	6/30/2015	OFFDEPOT	OFFICE DEPOT	1	992	$25.50
163		07/28/2016	7/28/2016	OFFDEPOT	OFFICE DEPOT	4	992	$26.00

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


Accounting
Reports
Utilities
System
Help
Exit
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Receive All Items
Post Recvd
Print PO
Add Line Item

Purchase Orders

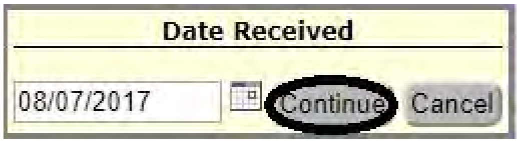
Ref: PO #: 163 G/L Account: 992 - CHECKING Date Ordered: 07/28/2016
Vendor ID: OFFDEPOT Vendor Name: OFFICE DEPOT
Ship To Code: Cafeteria Date Received: 07/28/2016

Total Ordered: $26.00 Total Open: $26.00 Total Posted: $0.00 Total Received - Not Posted: $0.00
Working Bal: $488.00 Encumbered Bal: $0.00

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
400 STUDENT BODY	2 Supplies		4		4	TUBS ICE CREAM	$6.50	0.00%	EA.	$0.00	$26.00	☐

Notes
(Maximum of 250 characters)

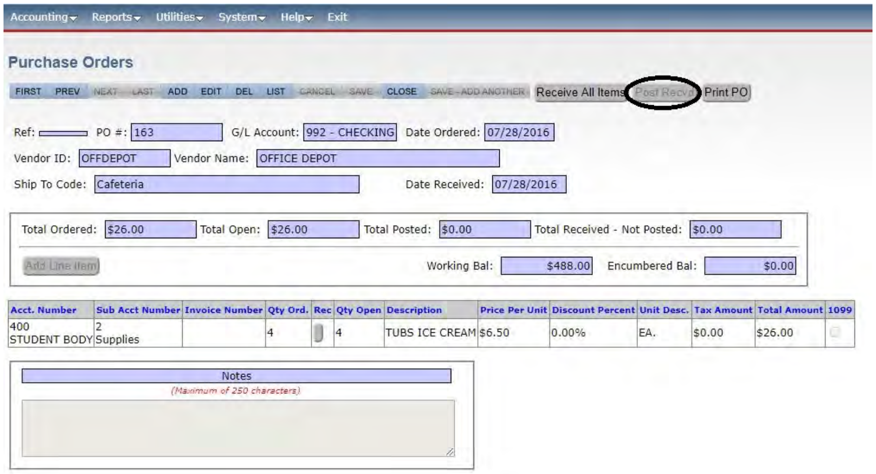
A box will appear asking the date that you would like to receive the items on. Enter the appropriate date. Click on **<Continue>.**


Continue
Cancel

Date Received

08/07/2017

To send information to Accounts Payable you must 'Post' it. Click on **<Post Recvd>**. This posts all lines for this order that have been received.


Accounting
Reports
Utilities
System
Help
Exit
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Receive All Items
Post Recvd
Print PO
Add Line Item

Purchase Orders

Ref: PO #: 163 G/L Account: 992 - CHECKING Date Ordered: 07/28/2016
Vendor ID: OFFDEPOT Vendor Name: OFFICE DEPOT
Ship To Code: Cafeteria Date Received: 07/28/2016

Total Ordered: $26.00 Total Open: $26.00 Total Posted: $0.00 Total Received - Not Posted: $0.00
Working Bal: $488.00 Encumbered Bal: $0.00

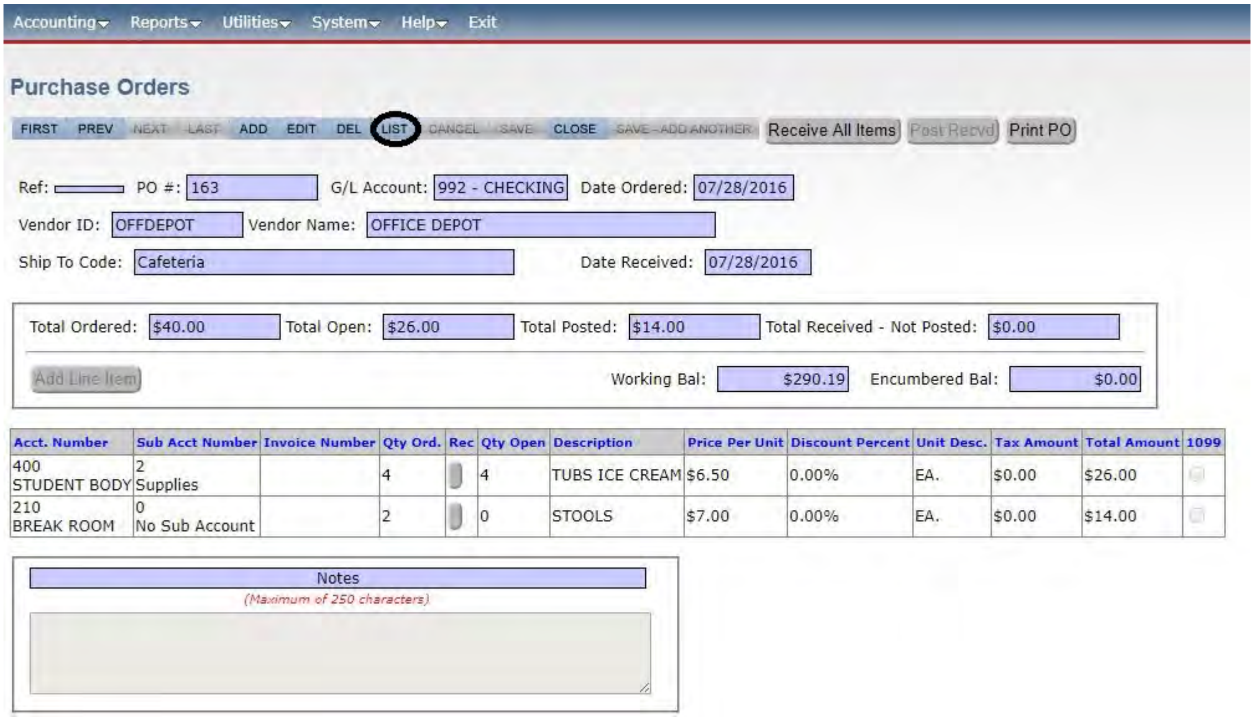
Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
400 STUDENT BODY	2 Supplies		4		4	TUBS ICE CREAM	$6.50	0.00%	EA.	$0.00	$26.00	☐

Notes
(Maximum of 250 characters)

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.


Accounting
Reports
Utilities
System
Help
Exit
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Receive All Items
Post Recvd
Print PO
Add Line Item

Purchase Orders

Ref: PO #: 163 G/L Account: 992 - CHECKING Date Ordered: 07/28/2016

Vendor ID: OFFDEPOT Vendor Name: OFFICE DEPOT

Ship To Code: Cafeteria Date Received: 07/28/2016

Total Ordered: $40.00 Total Open: $26.00 Total Posted: $14.00 Total Received - Not Posted: $0.00

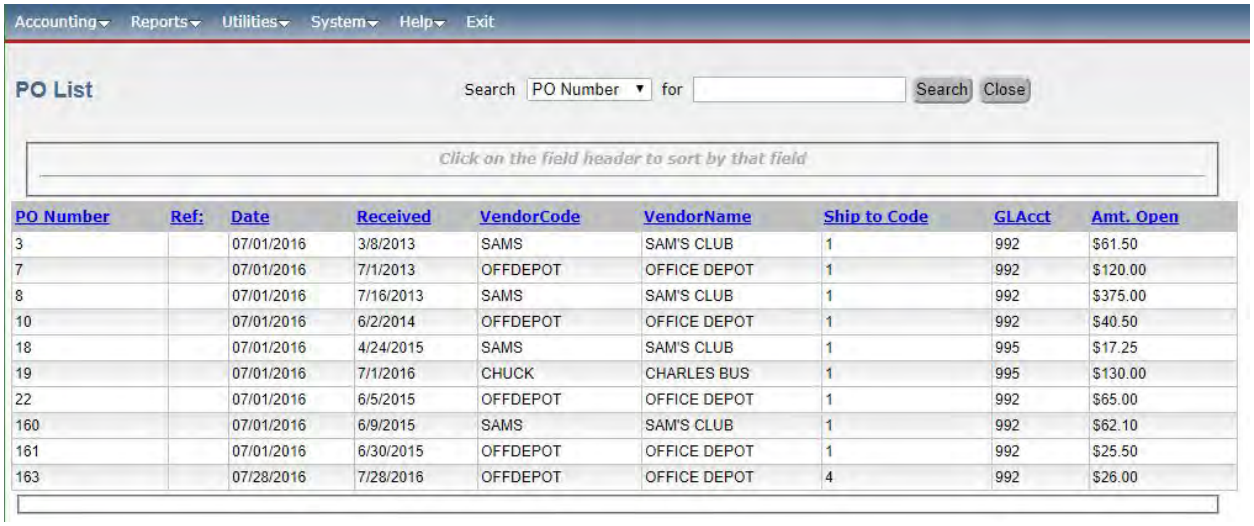
Working Bal: $290.19 Encumbered Bal: $0.00

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
400 STUDENT BODY	2 Supplies		4		4	TUBS ICE CREAM	$6.50	0.00%	EA.	$0.00	$26.00	☐
210 BREAK ROOM	0 No Sub Account		2		0	STOOLS	$7.00	0.00%	EA.	$0.00	$14.00	☐

Notes

(Maximum of 250 characters)

Click on the purchase order that you want to receive on.


Accounting
Reports
Utilities
System
Help
Exit
Search
Close

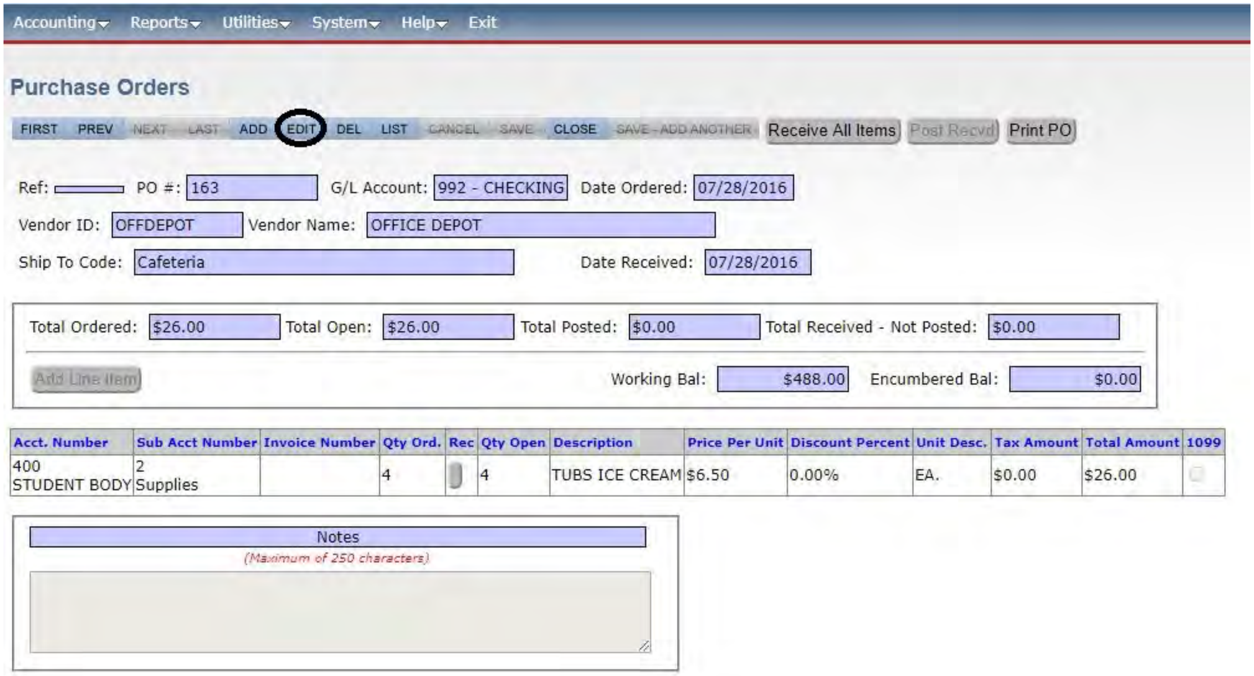
PO List

Search PO Number for

Click on the field header to sort by that field

PO Number	Ref:	Date	Received	VendorCode	VendorName	Ship to Code	GLAcct	Amt. Open
3		07/01/2016	3/8/2013	SAMS	SAM'S CLUB	1	992	$61.50
7		07/01/2016	7/1/2013	OFFDEPOT	OFFICE DEPOT	1	992	$120.00
8		07/01/2016	7/16/2013	SAMS	SAM'S CLUB	1	992	$375.00
10		07/01/2016	6/2/2014	OFFDEPOT	OFFICE DEPOT	1	992	$40.50
18		07/01/2016	4/24/2015	SAMS	SAM'S CLUB	1	995	$17.25
19		07/01/2016	7/1/2016	CHUCK	CHARLES BUS	1	995	$130.00
22		07/01/2016	6/5/2015	OFFDEPOT	OFFICE DEPOT	1	992	$65.00
160		07/01/2016	6/9/2015	SAMS	SAM'S CLUB	1	992	$62.10
161		07/01/2016	6/30/2015	OFFDEPOT	OFFICE DEPOT	1	992	$25.50
163		07/28/2016	7/28/2016	OFFDEPOT	OFFICE DEPOT	4	992	$26.00

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

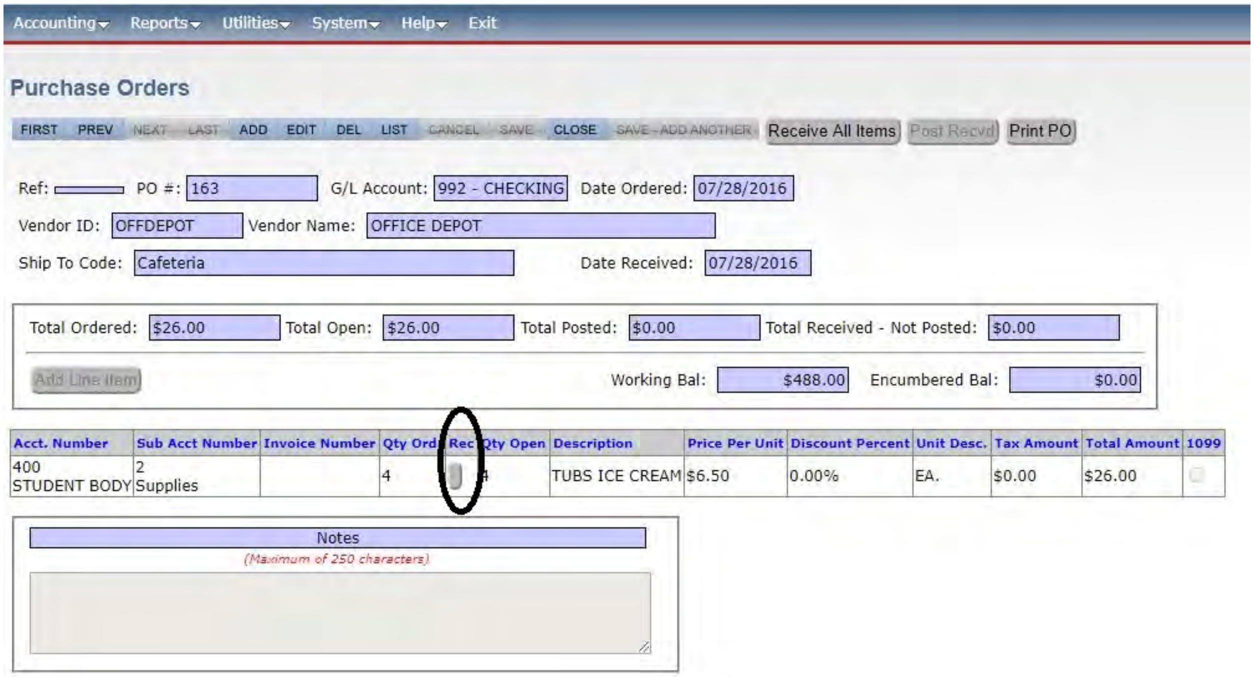

Accounting
Reports
Utilities
System
Help
Exit
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Receive All Items
Post Recvd
Print PO
Add Line Item
Notes
(Maximum of 250 characters)

Purchase Orders

Ref: PO #: 163 G/L Account: 992 - CHECKING Date Ordered: 07/28/2016
Vendor ID: OFFDEPOT Vendor Name: OFFICE DEPOT
Ship To Code: Cafeteria Date Received: 07/28/2016
Total Ordered: $26.00 Total Open: $26.00 Total Posted: $0.00 Total Received - Not Posted: $0.00
Working Bal: $488.00 Encumbered Bal: $0.00

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
400 STUDENT BODY	2 Supplies		4		4	TUBS ICE CREAM	$6.50	0.00%	EA.	$0.00	$26.00	☐

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

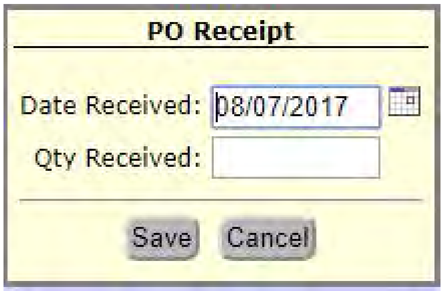

Accounting
Reports
Utilities
System
Help
Exit
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Receive All Items
Post Recvd
Print PO
Add Line Item
Notes
(Maximum of 250 characters)

Purchase Orders

Ref: PO #: 163 G/L Account: 992 - CHECKING Date Ordered: 07/28/2016
Vendor ID: OFFDEPOT Vendor Name: OFFICE DEPOT
Ship To Code: Cafeteria Date Received: 07/28/2016
Total Ordered: $26.00 Total Open: $26.00 Total Posted: $0.00 Total Received - Not Posted: $0.00
Working Bal: $488.00 Encumbered Bal: $0.00

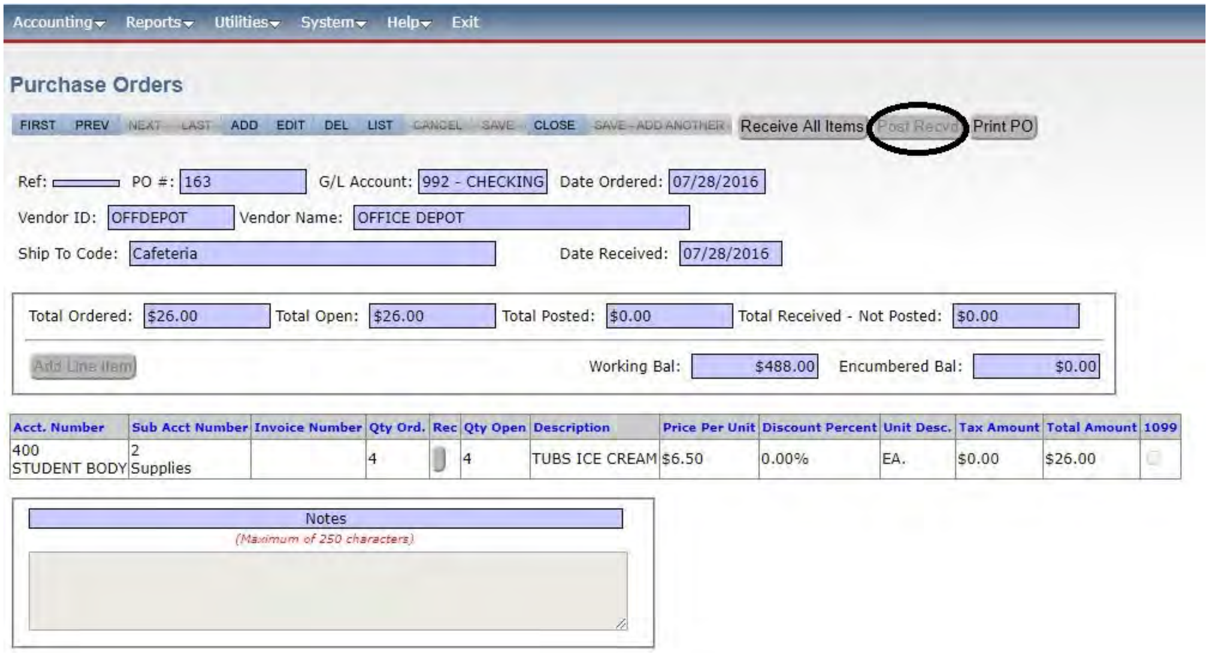
Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
400 STUDENT BODY	2 Supplies		4		4	TUBS ICE CREAM	$6.50	0.00%	EA.	$0.00	$26.00	☐

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


PO Receipt
Save
Cancel

Date Received: 08/07/2017
Qty Received:

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


Accounting
Reports
Utilities
System
Help
Exit
Purchase Orders
FIRST PREV NEXT LAST ADD EDIT DEL LIST CANCEL SAVE CLOSE SAVE - ADD ANOTHER
Receive All Items
Post Recvd
Print PO
Add Line Item
Notes
(Maximum of 250 characters)

Ref: PO #: 163 G/L Account: 992 - CHECKING Date Ordered: 07/28/2016

Vendor ID: OFFDEPOT Vendor Name: OFFICE DEPOT

Ship To Code: Cafeteria Date Received: 07/28/2016

Total Ordered: $26.00 Total Open: $26.00 Total Posted: $0.00 Total Received - Not Posted: $0.00

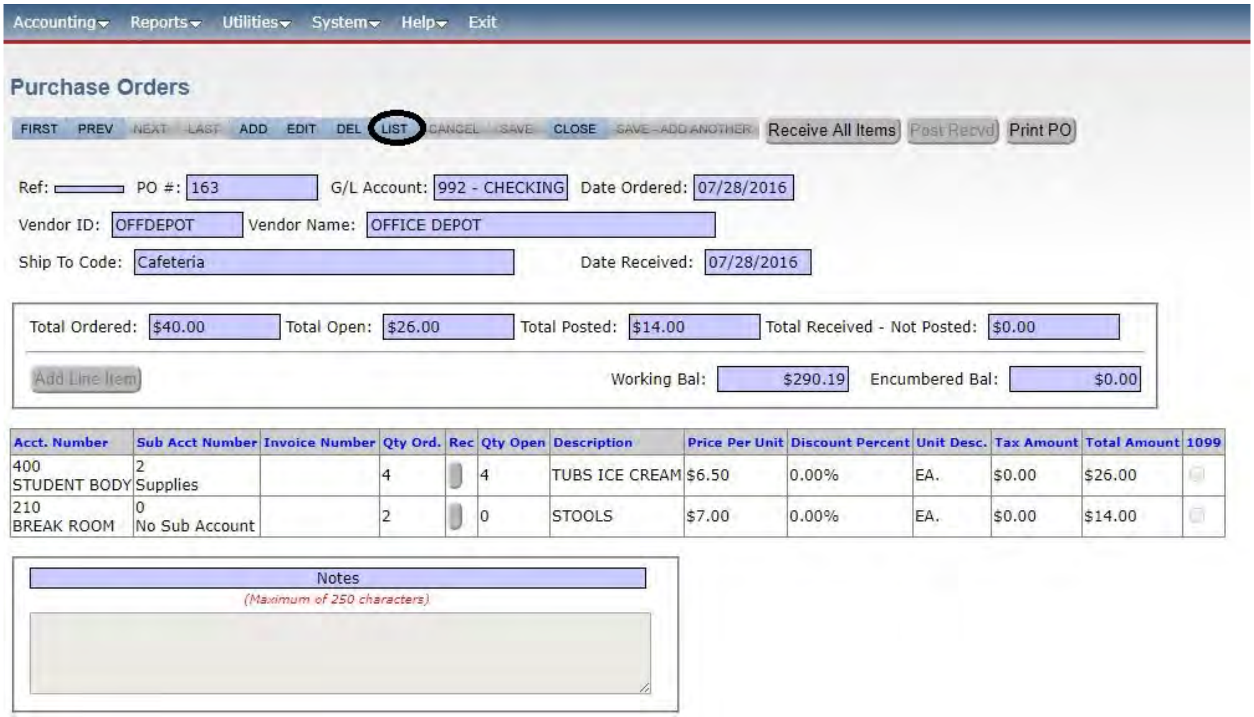
Working Bal: $488.00 Encumbered Bal: $0.00

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
400 STUDENT BODY	2 Supplies		4		4	TUBS ICE CREAM	$6.50	0.00%	EA.	$0.00	$26.00	☐

Edit A PO/View History of Purchase Order

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

Click on **<List>** to find the purchase order you are interested in


Accounting
Reports
Utilities
System
Help
Exit
Purchase Orders
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Receive All Items
Post Recvd
Print PO
Add Line Item
Notes
(Maximum of 250 characters)

Ref: PO #: 163 G/L Account: 992 - CHECKING Date Ordered: 07/28/2016

Vendor ID: OFFDEPOT Vendor Name: OFFICE DEPOT

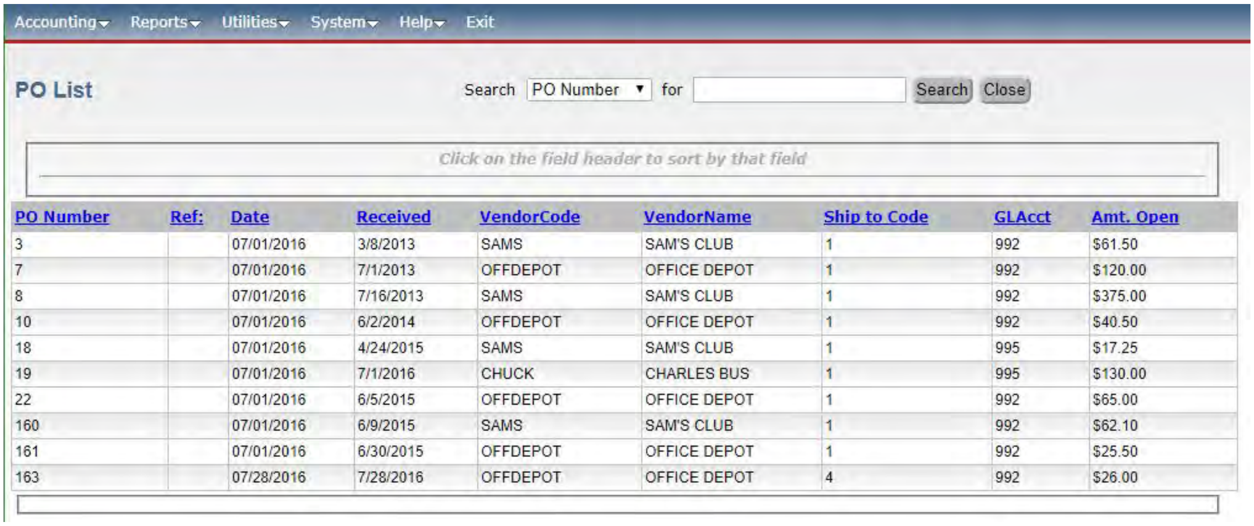
Ship To Code: Cafeteria Date Received: 07/28/2016

Total Ordered: $40.00 Total Open: $26.00 Total Posted: $14.00 Total Received - Not Posted: $0.00

Working Bal: $290.19 Encumbered Bal: $0.00

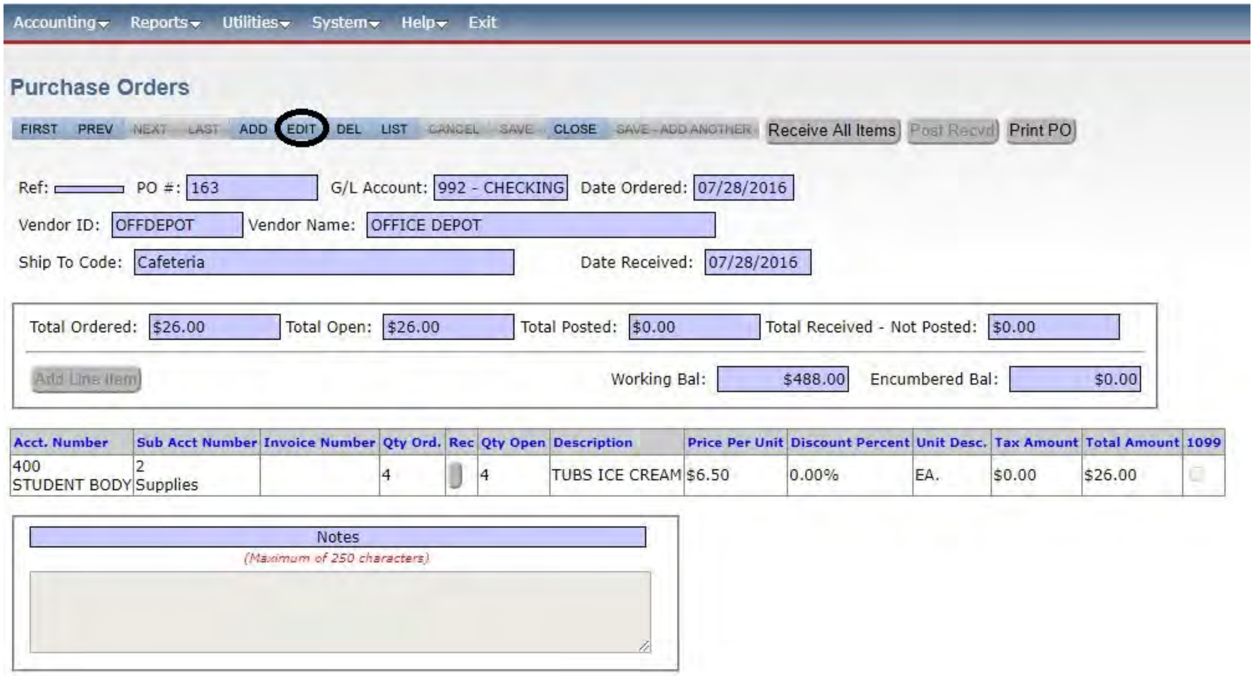
Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
400 STUDENT BODY	2 Supplies		4		4	TUBS ICE CREAM	$6.50	0.00%	EA.	$0.00	$26.00	☐
210 BREAK ROOM	0 No Sub Account		2		0	STOOLS	$7.00	0.00%	EA.	$0.00	$14.00	☐

Click on the purchase order you are wanting.


Accounting
Reports
Utilities
System
Help
Exit
PO List
Search
PO Number
for
Search
Close
Click on the field header to sort by that field

PO Number	Ref:	Date	Received	VendorCode	VendorName	Ship to Code	GLAcct	Amt. Open
3		07/01/2016	3/8/2013	SAMS	SAM'S CLUB	1	992	$61.50
7		07/01/2016	7/1/2013	OFFDEPOT	OFFICE DEPOT	1	992	$120.00
8		07/01/2016	7/16/2013	SAMS	SAM'S CLUB	1	992	$375.00
10		07/01/2016	6/2/2014	OFFDEPOT	OFFICE DEPOT	1	992	$40.50
18		07/01/2016	4/24/2015	SAMS	SAM'S CLUB	1	995	$17.25
19		07/01/2016	7/1/2016	CHUCK	CHARLES BUS	1	995	$130.00
22		07/01/2016	6/5/2015	OFFDEPOT	OFFICE DEPOT	1	992	$65.00
160		07/01/2016	6/9/2015	SAMS	SAM'S CLUB	1	992	$62.10
161		07/01/2016	6/30/2015	OFFDEPOT	OFFICE DEPOT	1	992	$25.50
163		07/28/2016	7/28/2016	OFFDEPOT	OFFICE DEPOT	4	992	$26.00

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


Accounting
Reports
Utilities
System
Help
Exit
FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Receive All Items
Post Recvd
Print PO
Add Line Item

Purchase Orders

Ref: PO #: 163 G/L Account: 992 - CHECKING Date Ordered: 07/28/2016

Vendor ID: OFFDEPOT Vendor Name: OFFICE DEPOT

Ship To Code: Cafeteria Date Received: 07/28/2016

Total Ordered: $26.00 Total Open: $26.00 Total Posted: $0.00 Total Received - Not Posted: $0.00

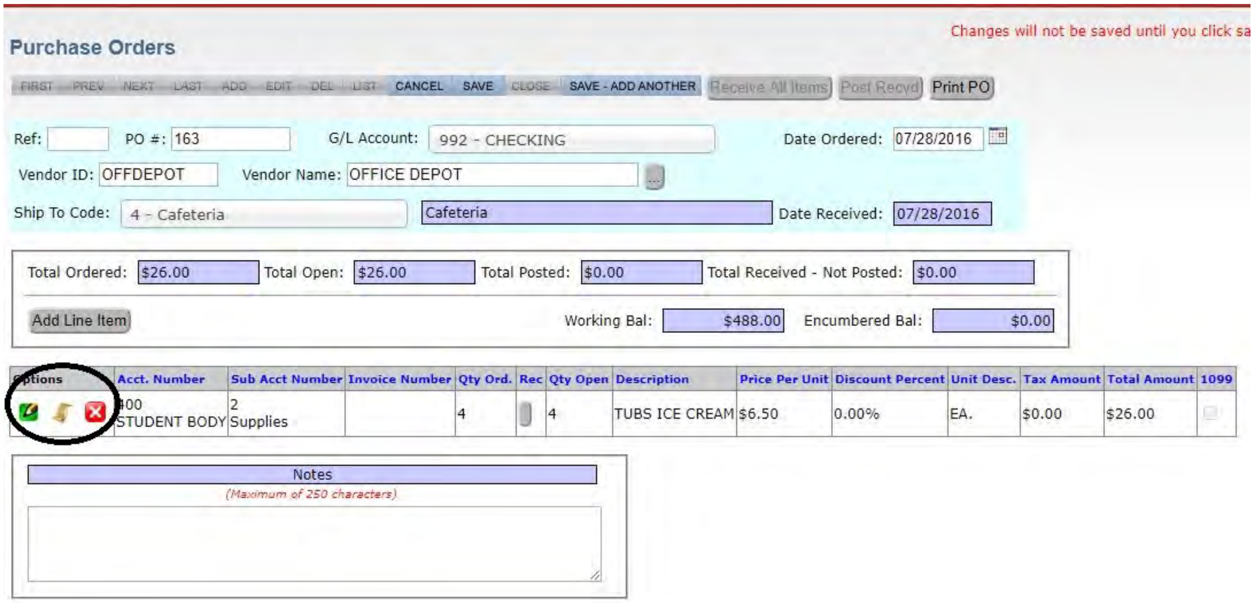
Working Bal: $488.00 Encumbered Bal: $0.00

Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
400 STUDENT BODY	2 Supplies		4		4	TUBS ICE CREAM	$6.50	0.00%	EA.	$0.00	$26.00	☐

Notes

(Maximum of 250 characters)

Click on either the **Pencil** to edit or **Paper** icon to view history


FIRST
PREV
NEXT
LAST
ADD
EDIT
DEL
LIST
CANCEL
SAVE
CLOSE
SAVE - ADD ANOTHER
Receive All Items
Post Recvd
Print PO
Add Line Item

Changes will not be saved until you click sa

Purchase Orders

Ref: PO #: 163 G/L Account: 992 - CHECKING Date Ordered: 07/28/2016

Vendor ID: OFFDEPOT Vendor Name: OFFICE DEPOT

Ship To Code: 4 - Cafeteria Cafeteria Date Received: 07/28/2016

Total Ordered: $26.00 Total Open: $26.00 Total Posted: $0.00 Total Received - Not Posted: $0.00

Working Bal: $488.00 Encumbered Bal: $0.00

Options	Acct. Number	Sub Acct Number	Invoice Number	Qty Ord.	Rec	Qty Open	Description	Price Per Unit	Discount Percent	Unit Desc.	Tax Amount	Total Amount	1099
✎ 📄 ✖	400 STUDENT BODY	2 Supplies		4		4	TUBS ICE CREAM	$6.50	0.00%	EA.	$0.00	$26.00	☐

Notes

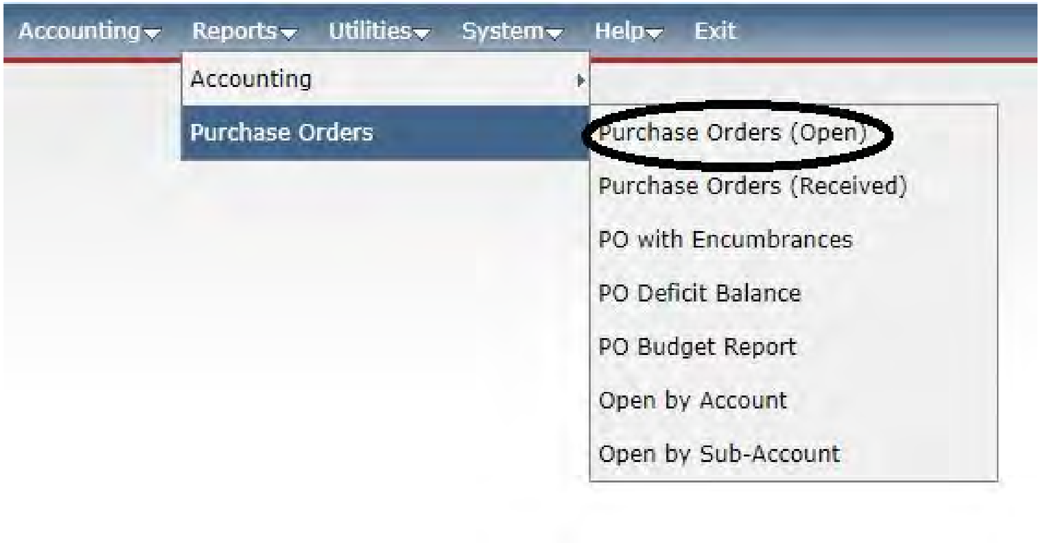
(Maximum of 250 characters)

You have the option to print the detail if needed.

Section R

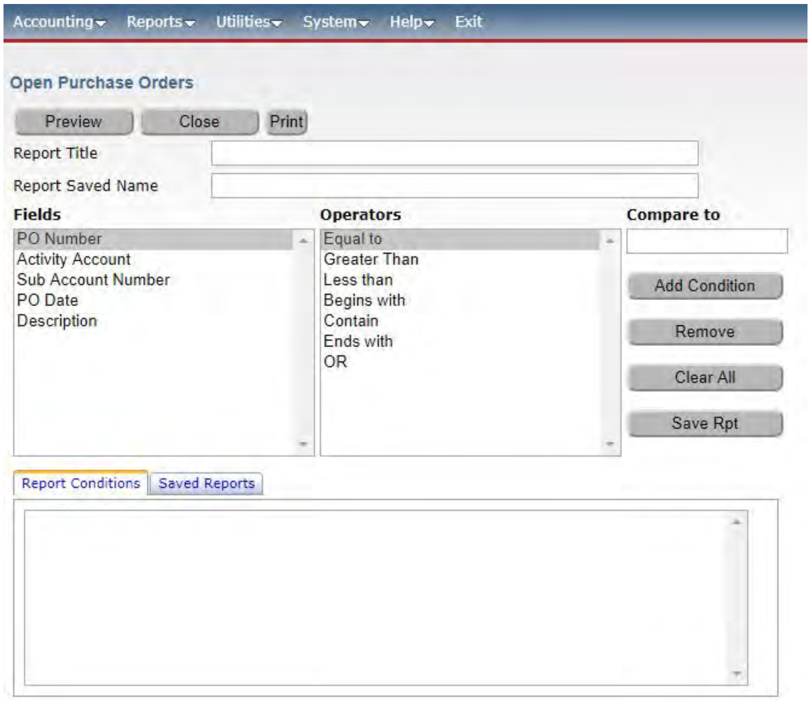
Purchase Order Reports

Navigate to: **'Reports/ Purchase Orders/ Purchase Orders (Open)'**.


Accounting
Reports
Utilities
System
Help
Exit
Accounting
Purchase Orders
Purchase Orders (Open)
Purchase Orders (Received)
PO with Encumbrances
PO Deficit Balance
PO Budget Report
Open by Account
Open by Sub-Account

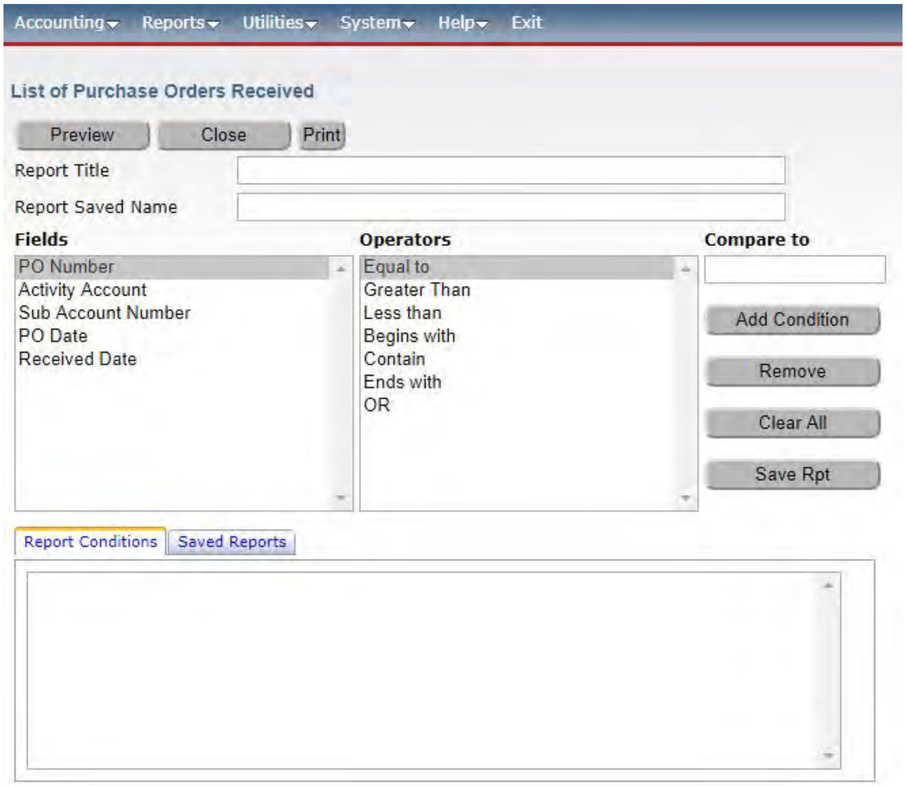
Purchase Orders Open

Choose the parameters you want. Choose **<Preview>** or **<Print>**.


Accounting
Reports
Utilities
System
Help
Exit
Open Purchase Orders
Preview
Close
Print
Report Title
Report Saved Name
Fields
PO Number
Activity Account
Sub Account Number
PO Date
Description
Operators
Equal to
Greater Than
Less than
Begins with
Contain
Ends with
OR
Compare to
Add Condition
Remove
Clear All
Save Rpt
Report Conditions
Saved Reports

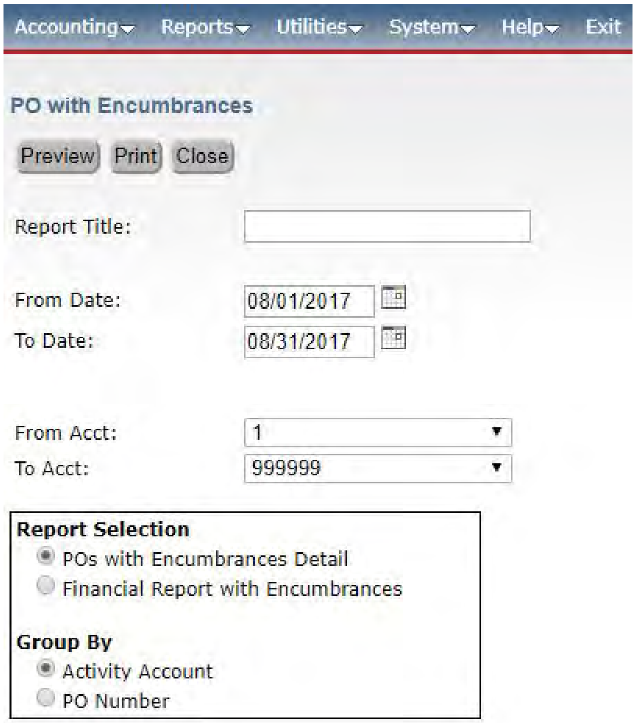
Purchase Orders Received

Choose the parameters you want. Choose **<Preview>** or **<Print>**.


Accounting
Reports
Utilities
System
Help
Exit
List of Purchase Orders Received
Preview
Close
Print
Report Title
Report Saved Name
Fields
PO Number
Activity Account
Sub Account Number
PO Date
Received Date
Operators
Equal to
Greater Than
Less than
Begins with
Contain
Ends with
OR
Compare to
Add Condition
Remove
Clear All
Save Rpt
Report Conditions
Saved Reports

PO with Encumbrances

Choose the parameters you want. Choose **Preview>** or **<Print>**.


Accounting
Reports
Utilities
System
Help
Exit
PO with Encumbrances
Preview
Print
Close

Report Title:

From Date: 08/01/2017

To Date: 08/31/2017

From Acct: 1

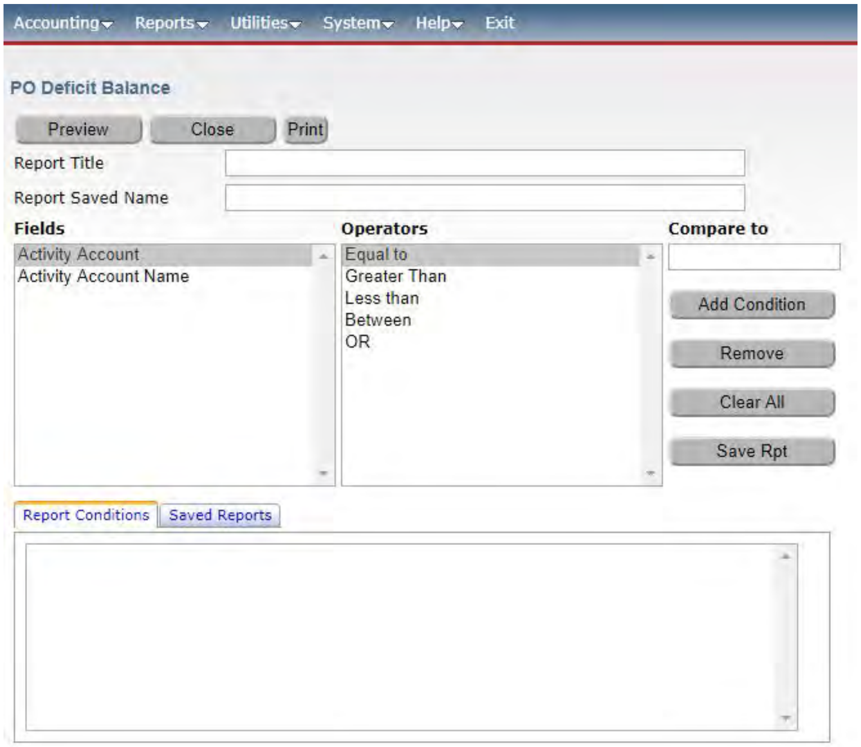
To Acct: 999999

Report Selection
- ● POs with Encumbrances Detail
- ○ Financial Report with Encumbrances

Group By
- ● Activity Account
- ○ PO Number

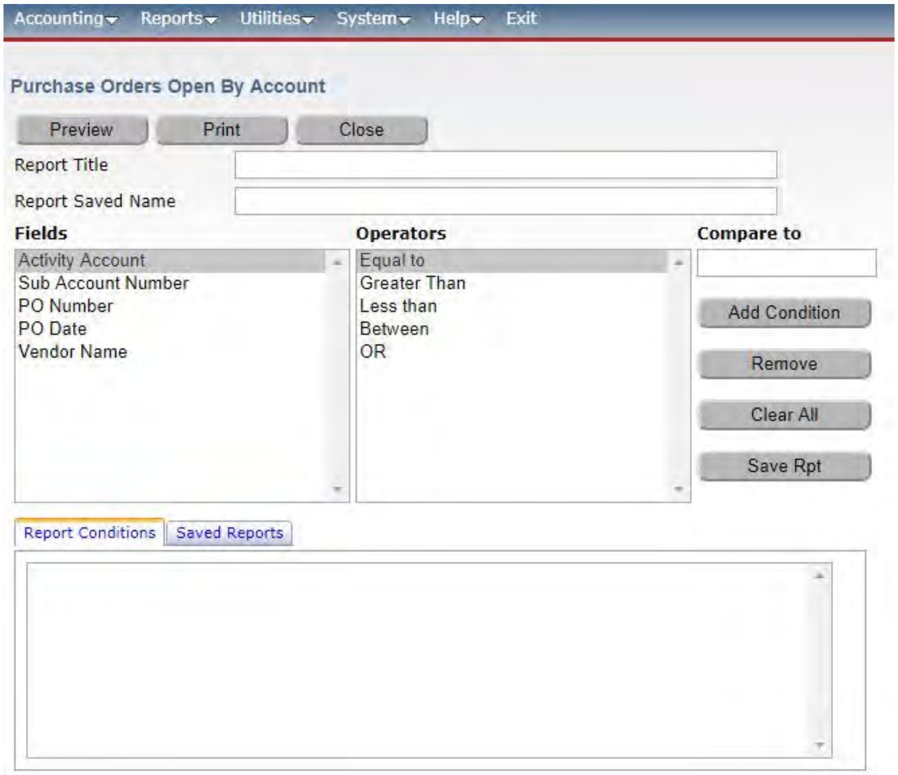
PO Deficit Balance

Choose the parameters you want. Choose **<Preview>** or **<Print>**.


Accounting
Reports
Utilities
System
Help
Exit
PO Deficit Balance
Preview
Close
Print
Report Title
Report Saved Name
Fields
Activity Account
Activity Account Name
Operators
Equal to
Greater Than
Less than
Between
OR
Compare to
Add Condition
Remove
Clear All
Save Rpt
Report Conditions
Saved Reports

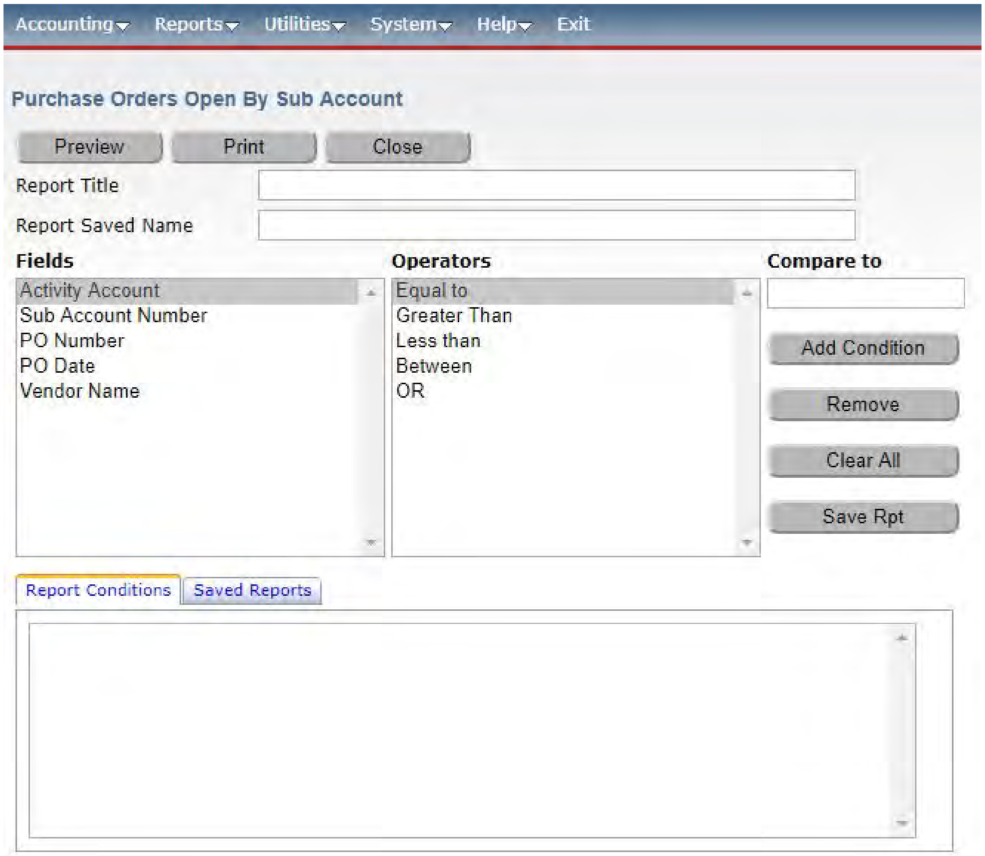
Open By Account

Choose the parameters you want. Choose **<Preview>** or **<Print>**.


Accounting
Reports
Utilities
System
Help
Exit
Purchase Orders Open By Account
Preview
Print
Close
Report Title
Report Saved Name
Fields
Activity Account
Sub Account Number
PO Number
PO Date
Vendor Name
Operators
Equal to
Greater Than
Less than
Between
OR
Compare to
Add Condition
Remove
Clear All
Save Rpt
Report Conditions
Saved Reports

Open By Sub Account

Choose the parameters you want. Choose**<Preview>** or **<Print>**.


Accounting
Reports
Utilities
System
Help
Exit
Purchase Orders Open By Sub Account
Preview
Print
Close
Report Title
Report Saved Name
Fields
Activity Account
Sub Account Number
PO Number
PO Date
Vendor Name
Operators
Equal to
Greater Than
Less than
Between
OR
Compare to
Add Condition
Remove
Clear All
Save Rpt
Report Conditions
Saved Reports

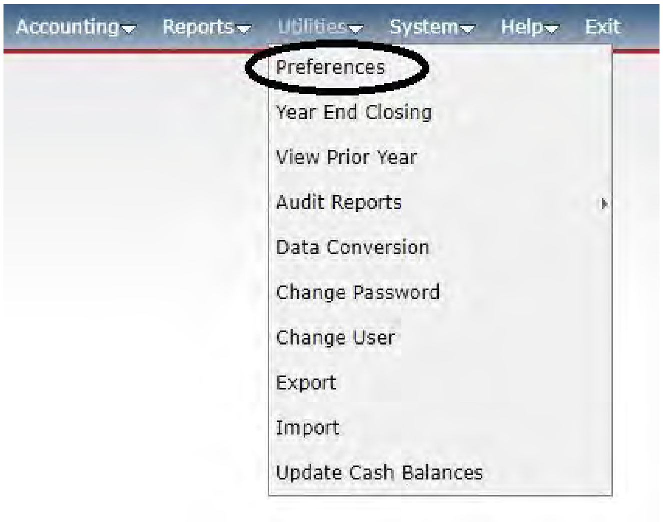
Section S

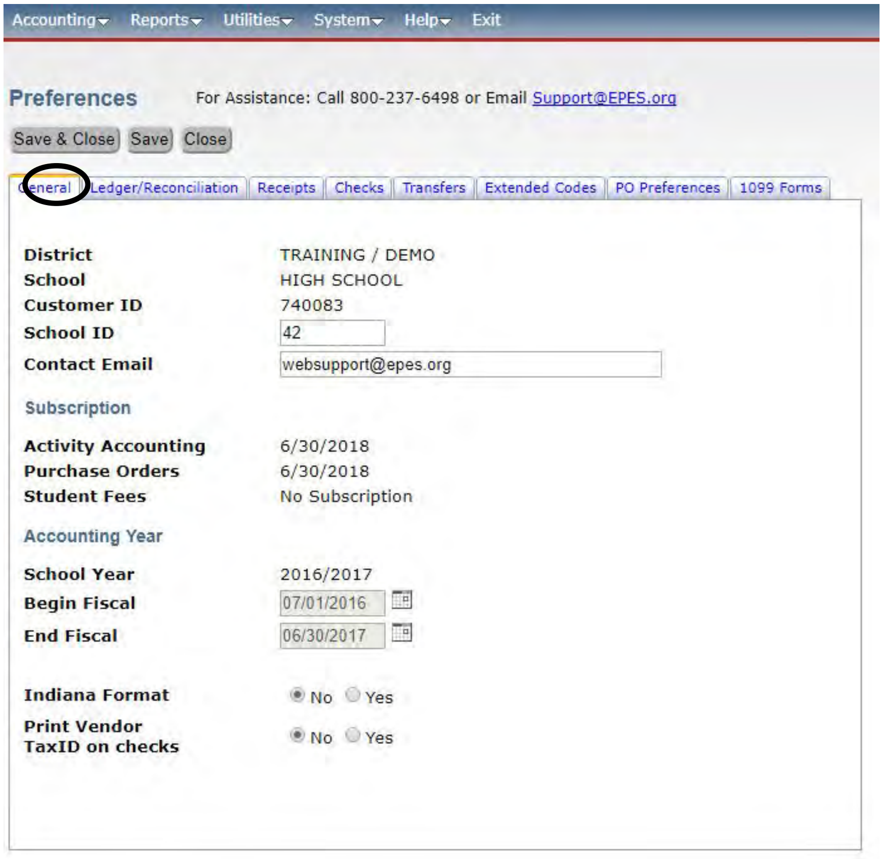
Administrators

EPES Helplines
1 (800) 237 - 6498
1 (866) 729 - 6316

Accounting Preferences

Many important settings are here.


Accounting
Reports
Utilities
System
Help
Exit
Preferences
Year End Closing
View Prior Year
Audit Reports
Data Conversion
Change Password
Change User
Export
Import
Update Cash Balances


Accounting
Reports
Utilities
System
Help
Exit
Save & Close
Save
Close
General
Ledger/Reconciliation
Receipts
Checks
Transfers
Extended Codes
PO Preferences
1099 Forms

Preferences

For Assistance: Call 800-237-6498 or Email Support@EPES.org

District	TRAINING / DEMO
School	HIGH SCHOOL
Customer ID	740083
School ID	42
Contact Email	websupport@epes.org

Subscription

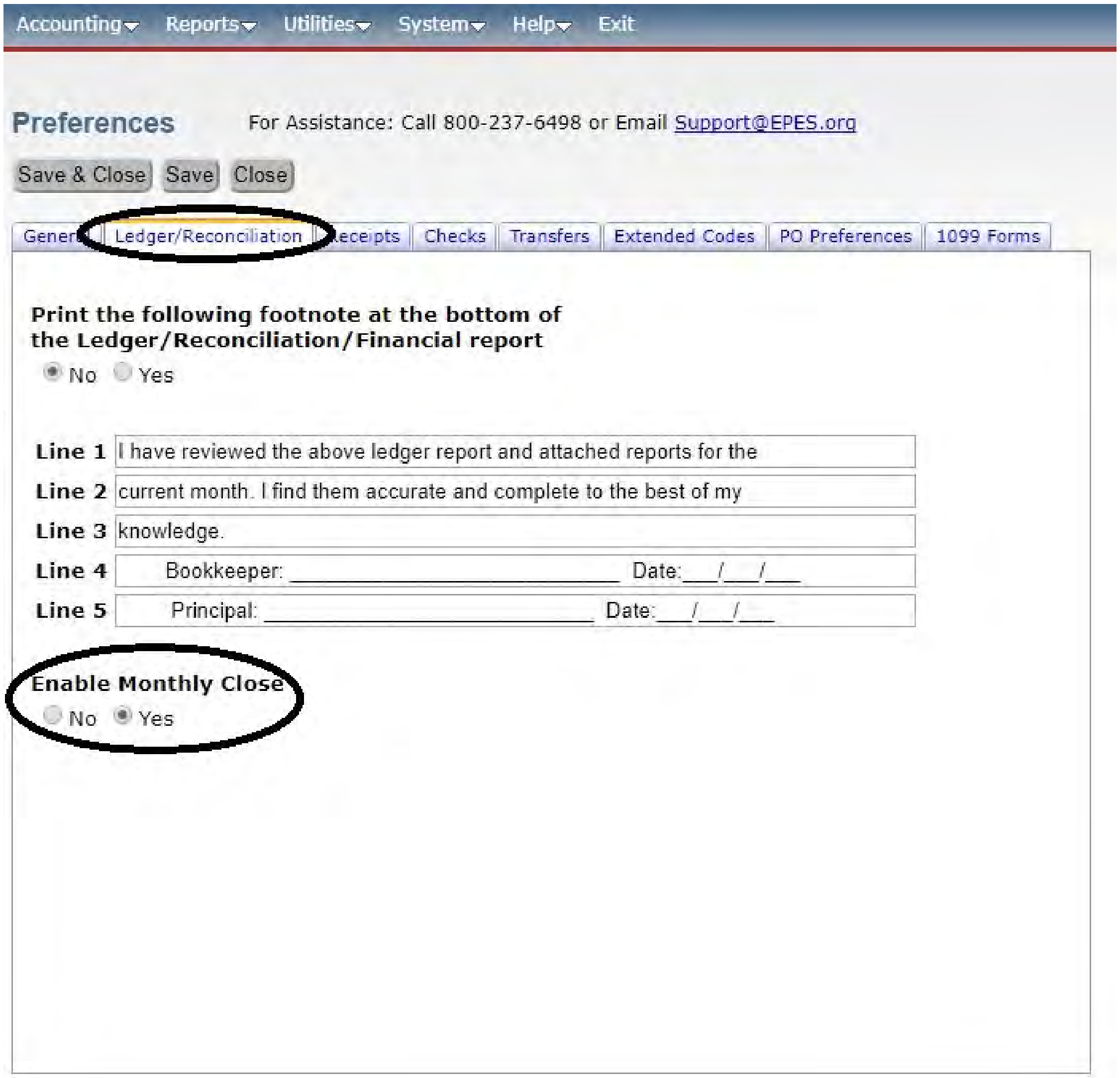
Activity Accounting	6/30/2018
Purchase Orders	6/30/2018
Student Fees	No Subscription

Accounting Year

School Year	2016/2017
Begin Fiscal	07/01/2016
End Fiscal	06/30/2017
Indiana Format	● No ○ Yes
Print Vendor TaxID on checks	● No ○ Yes

Close Month

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


Accounting
Reports
Utilities
System
Help
Exit
Save & Close
Save
Close
General
Ledger/Reconciliation
Receipts
Checks
Transfers
Extended Codes
PO Preferences
1099 Forms

Preferences For Assistance: Call 800-237-6498 or Email Support@EPES.org

Print the following footnote at the bottom of the Ledger/Reconciliation/Financial report

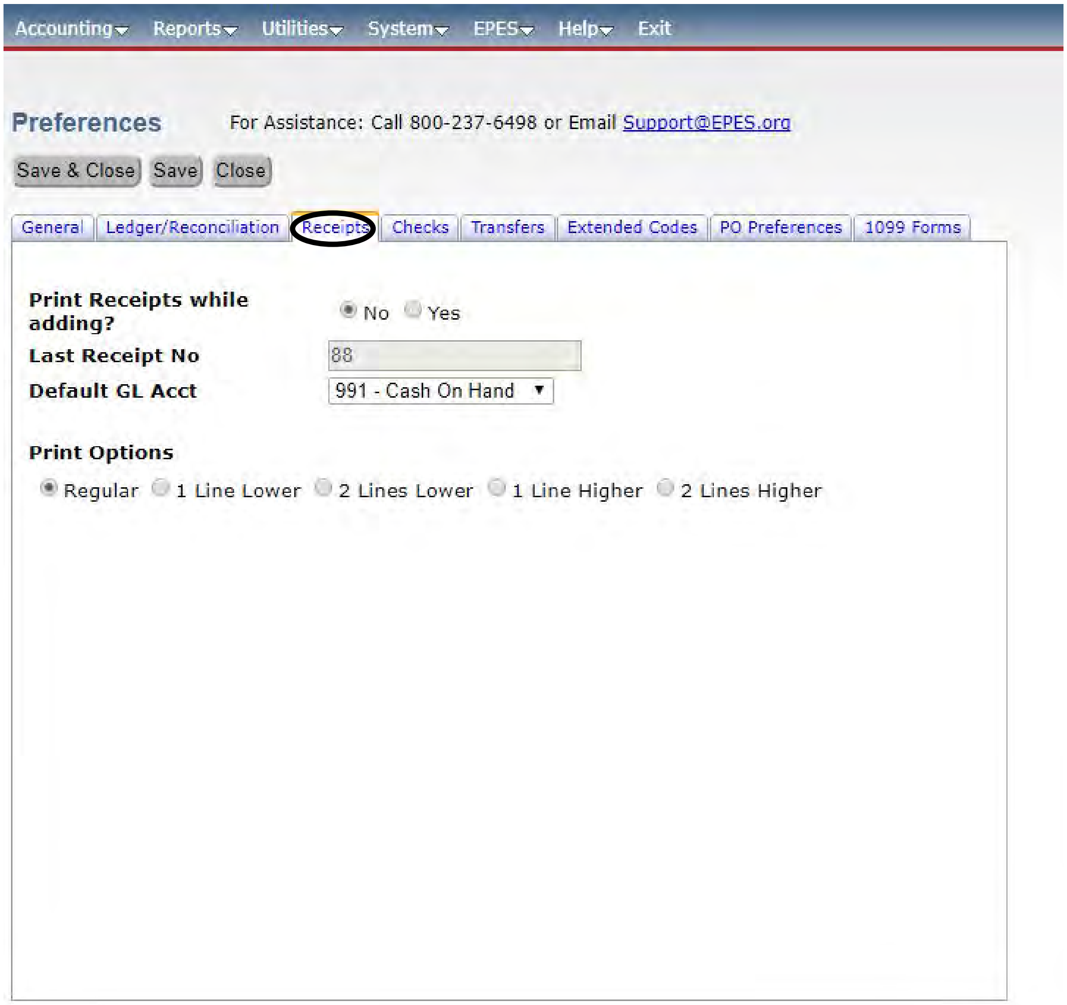
● No ○ Yes

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:___/___/___

Enable Monthly Close

○ No ● Yes

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 Monthly 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, and that your Checking Account is balanced, and any changes you need to make up to this month have been completed before closing this month.


Accounting Reports Utilities System EPES Help Exit
Save & Close
Save
Close
General
Ledger/Reconciliation
Receipts
Checks
Transfers
Extended Codes
PO Preferences
1099 Forms

Preferences For Assistance: Call 800-237-6498 or Email Support@EPES.org

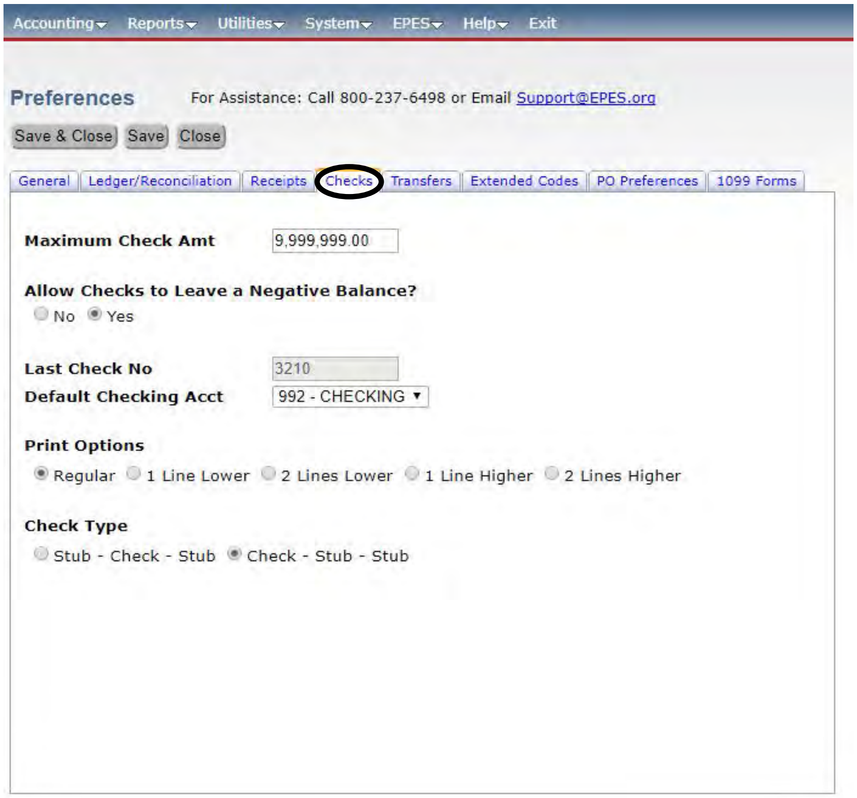
Print Receipts while adding? ● No ○ Yes

Last Receipt No 88

Default GL Acct 991 - Cash On Hand

Print Options

● Regular ○ 1 Line Lower ○ 2 Lines Lower ○ 1 Line Higher ○ 2 Lines Higher


Accounting Reports Utilities System EPES Help Exit
Save & Close
Save
Close
General
Ledger/Reconciliation
Receipts
Checks
Transfers
Extended Codes
PO Preferences
1099 Forms

Preferences For Assistance: Call 800-237-6498 or Email Support@EPES.org

Maximum Check Amt 9,999,999.00

Allow Checks to Leave a Negative Balance?
○ No ● Yes

Last Check No 3210

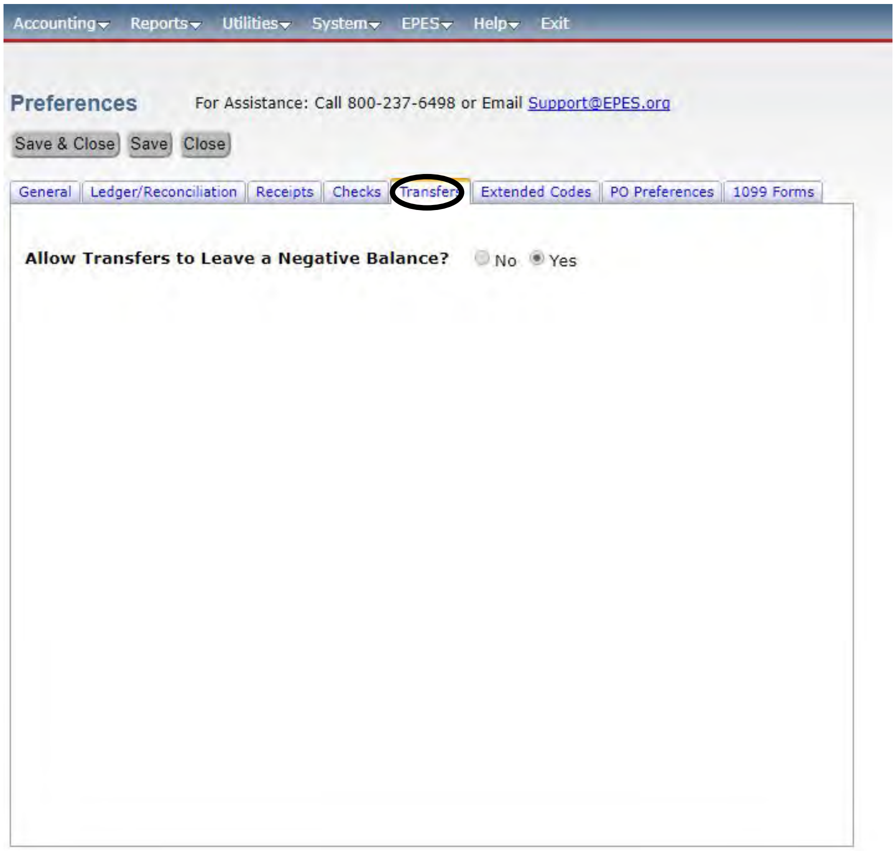
Default Checking Acct 992 - CHECKING

Print Options

● Regular ○ 1 Line Lower ○ 2 Lines Lower ○ 1 Line Higher ○ 2 Lines Higher

Check Type

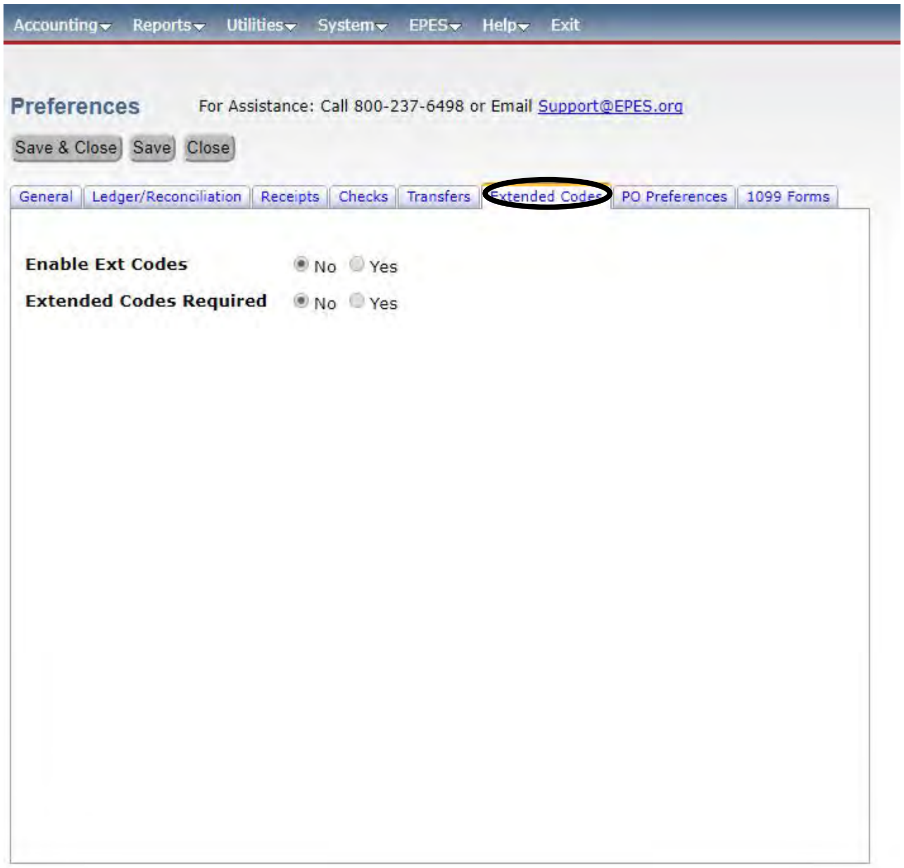
○ Stub - Check - Stub ● Check - Stub - Stub


Accounting
Reports
Utilities
System
EPES
Help
Exit
Save & Close
Save
Close
General
Ledger/Reconciliation
Receipts
Checks
Transfers
Extended Codes
PO Preferences
1099 Forms

Preferences

For Assistance: Call 800-237-6498 or Email Support@EPES.org

Allow Transfers to Leave a Negative Balance? ○ No ● Yes


Accounting
Reports
Utilities
System
EPES
Help
Exit
Save & Close
Save
Close
General
Ledger/Reconciliation
Receipts
Checks
Transfers
Extended Codes
PO Preferences
1099 Forms

Preferences

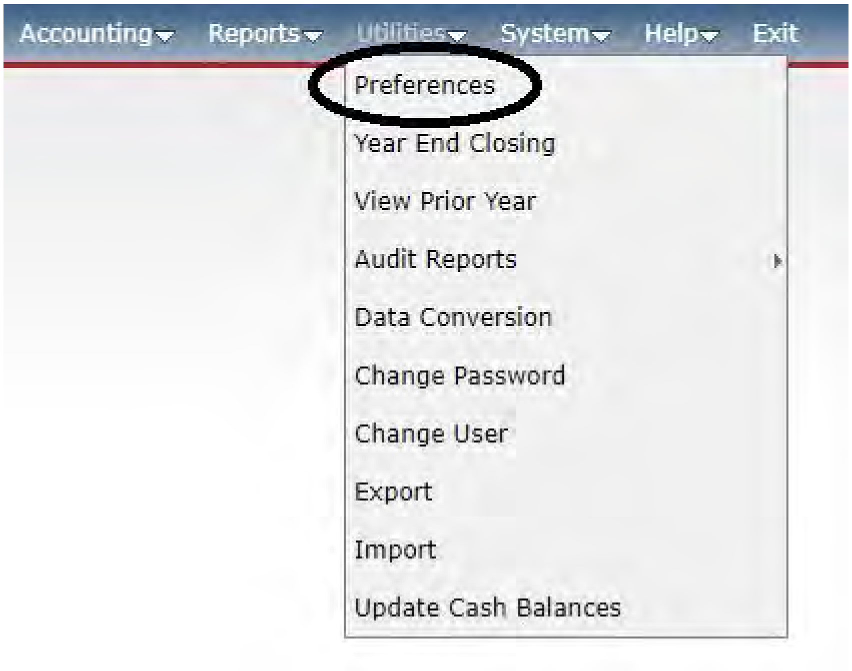
For Assistance: Call 800-237-6498 or Email Support@EPES.org

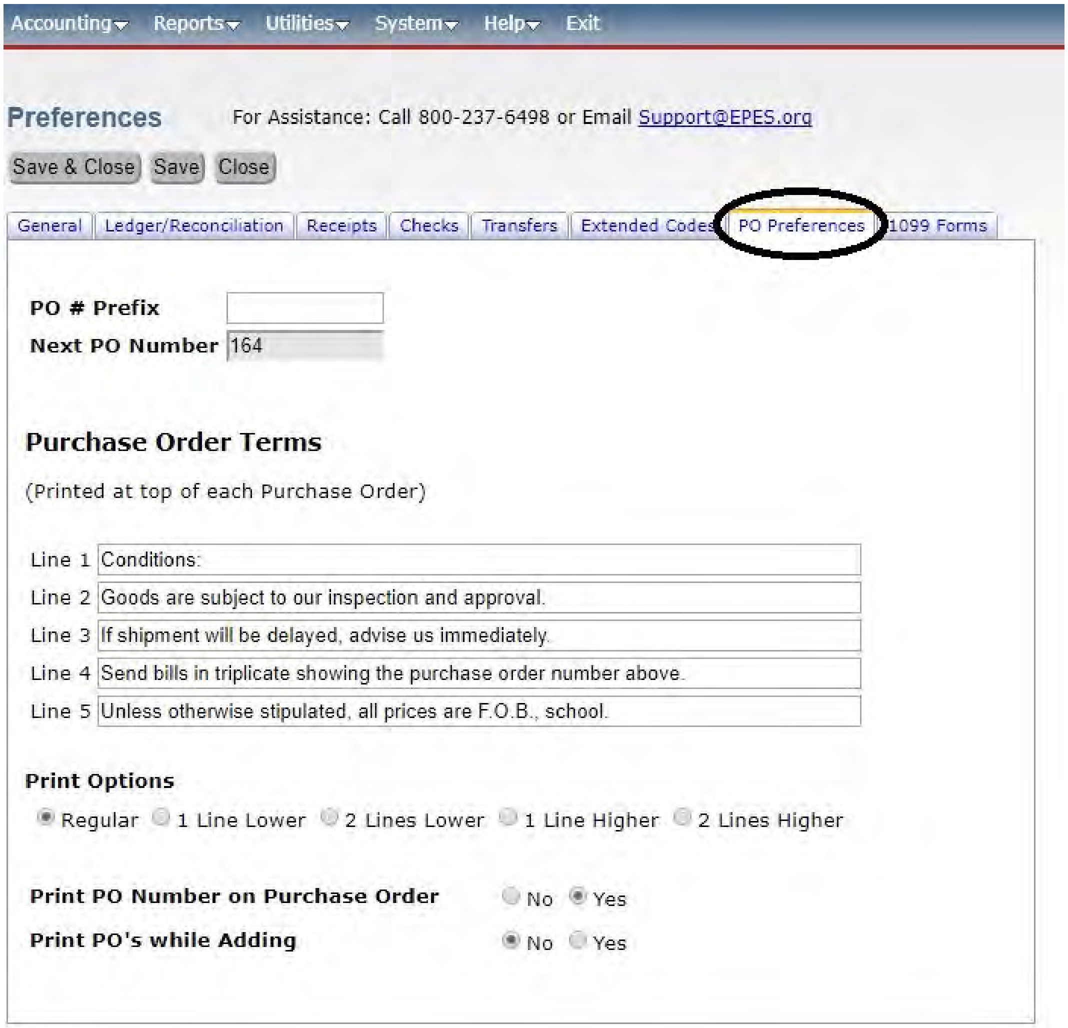
Enable Ext Codes ● No ○ Yes

Extended Codes Required ● No ○ Yes

PO Preferences

Normally, these settings are not changed.


Accounting
Reports
Utilities
System
Help
Exit
Preferences
Year End Closing
View Prior Year
Audit Reports
Data Conversion
Change Password
Change User
Export
Import
Update Cash Balances


Accounting
Reports
Utilities
System
Help
Exit
Save & Close
Save
Close
General
Ledger/Reconciliation
Receipts
Checks
Transfers
Extended Codes
PO Preferences
1099 Forms

Preferences For Assistance: Call 800-237-6498 or Email Support@EPES.org

PO # Prefix

Next PO Number 164

Purchase Order Terms

(Printed at top of each Purchase Order)

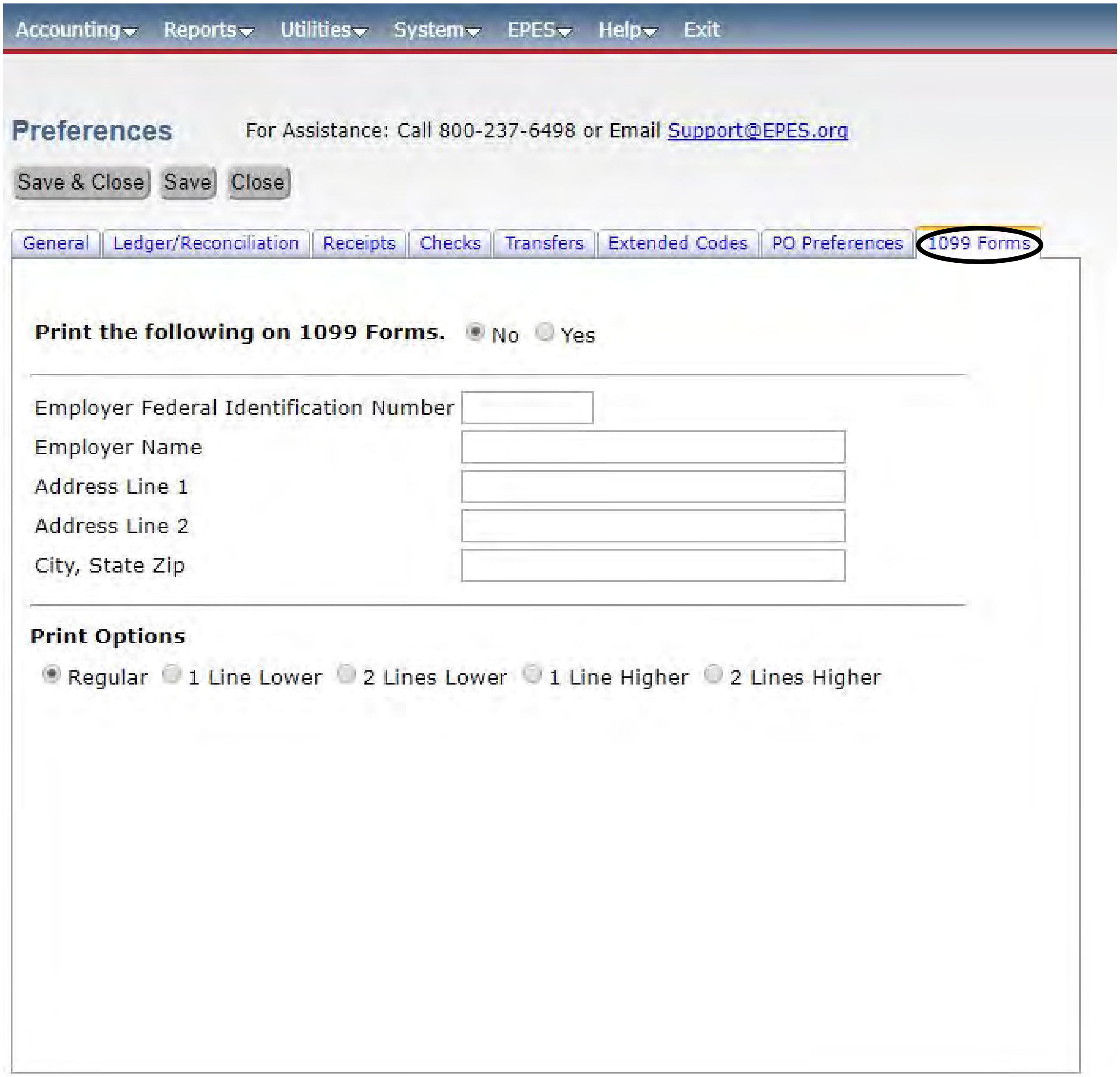
Line 1 Conditions:
Line 2 Goods are subject to our inspection and approval.
Line 3 If shipment will be delayed, advise us immediately.
Line 4 Send bills in triplicate showing the purchase order number above.
Line 5 Unless otherwise stipulated, all prices are F.O.B., school.

Print Options

● Regular ○ 1 Line Lower ○ 2 Lines Lower ○ 1 Line Higher ○ 2 Lines Higher

Print PO Number on Purchase Order ○ No ● Yes

Print PO's while Adding ● No ○ Yes


Accounting
Reports
Utilities
System
EPES
Help
Exit
Save & Close
Save
Close
General
Ledger/Reconciliation
Receipts
Checks
Transfers
Extended Codes
PO Preferences
1099 Forms

Preferences

For Assistance: Call 800-237-6498 or Email Support@EPES.org

Print the following on 1099 Forms. ● No ○ Yes

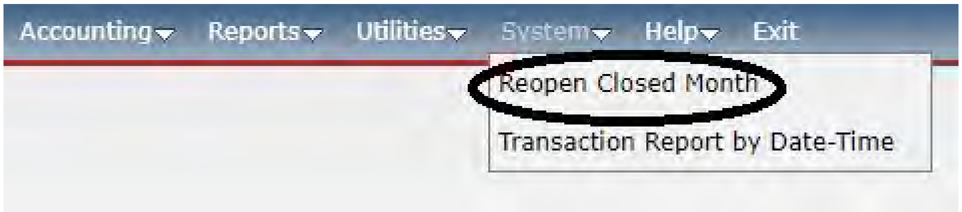
Employer Federal Identification Number
Employer Name
Address Line 1
Address Line 2
City, State Zip

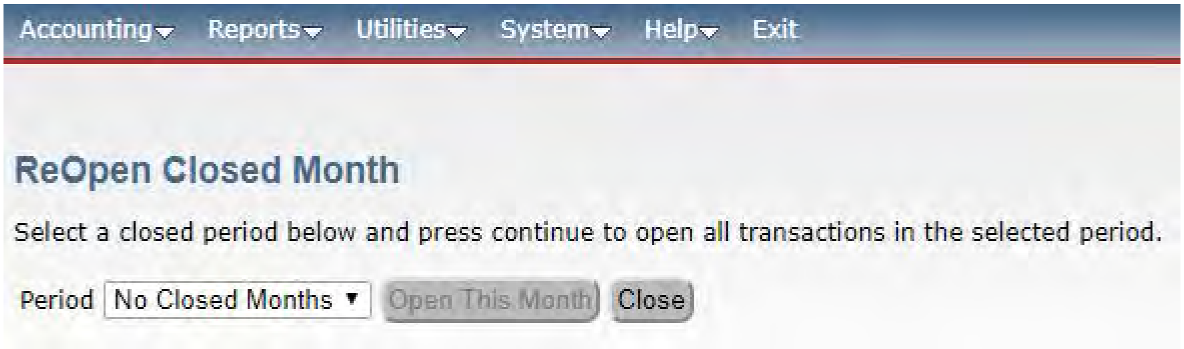
Print Options

● Regular ○ 1 Line Lower ○ 2 Lines Lower ○ 1 Line Higher ○ 2 Lines Higher

Reopen Closed Month

Note: Only an Administrator can reopen a closed month.


Accounting
Reports
Utilities
System
Help
Exit
Reopen Closed Month
Transaction Report by Date-Time


Accounting
Reports
Utilities
System
Help
Exit

ReOpen Closed Month

Select a closed period below and press continue to open all transactions in the selected period.

Period: No Closed Months

Open This Month
Close

Close Year

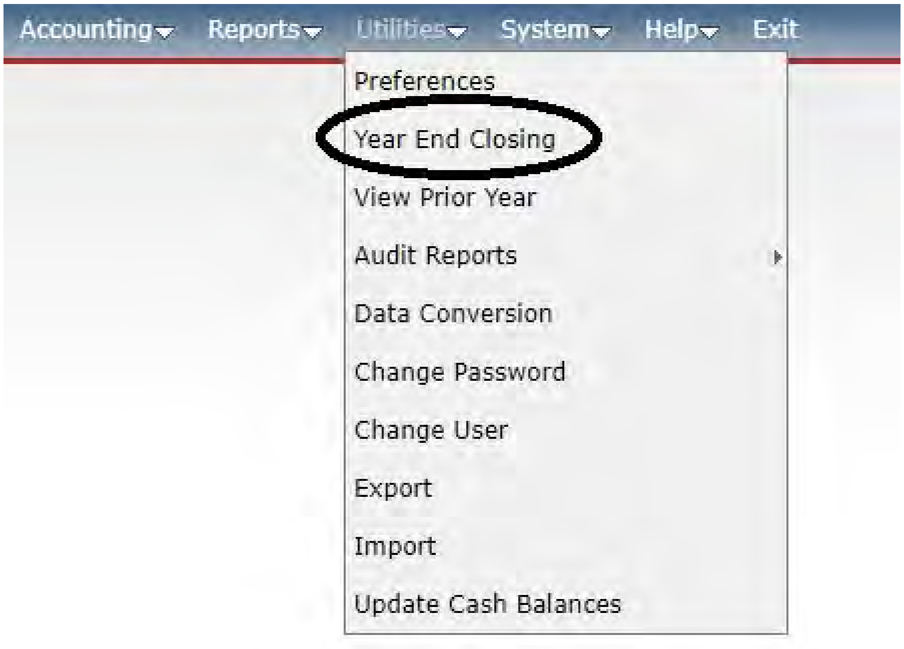
Make sure that you have printed all year end reports and canceled all checks from the bank statements for the year before starting this process.

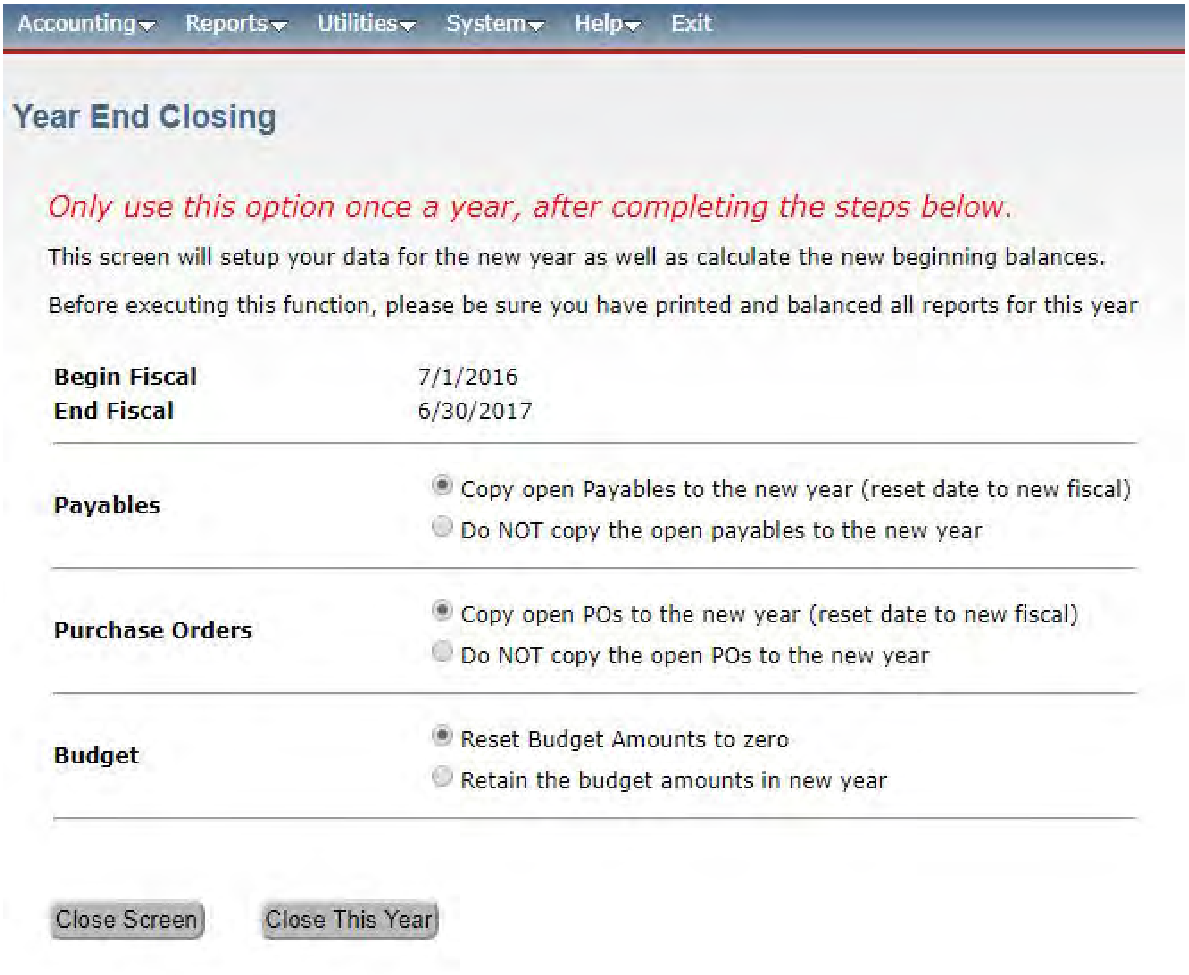
This option will:

1) Move all current data files to the Prior Year.

2) Post ending balances for the current year as new beginning balances.

Note: This program maintains three years of data.


Accounting
Reports
Utilities
System
Help
Exit
Preferences
Year End Closing
View Prior Year
Audit Reports
Data Conversion
Change Password
Change User
Export
Import
Update Cash Balances



Year End Closing

Only use this option once a year, after completing the steps below.

This screen will setup your data for the new year as well as calculate the new beginning balances.

Before executing this function, please be sure you have printed and balanced all reports for this year

Begin Fiscal 7/1/2016
End Fiscal 6/30/2017

Payables
● Copy open Payables to the new year (reset date to new fiscal)
○ Do NOT copy the open payables to the new year

Purchase Orders
● Copy open POs to the new year (reset date to new fiscal)
○ Do NOT copy the open POs to the new year

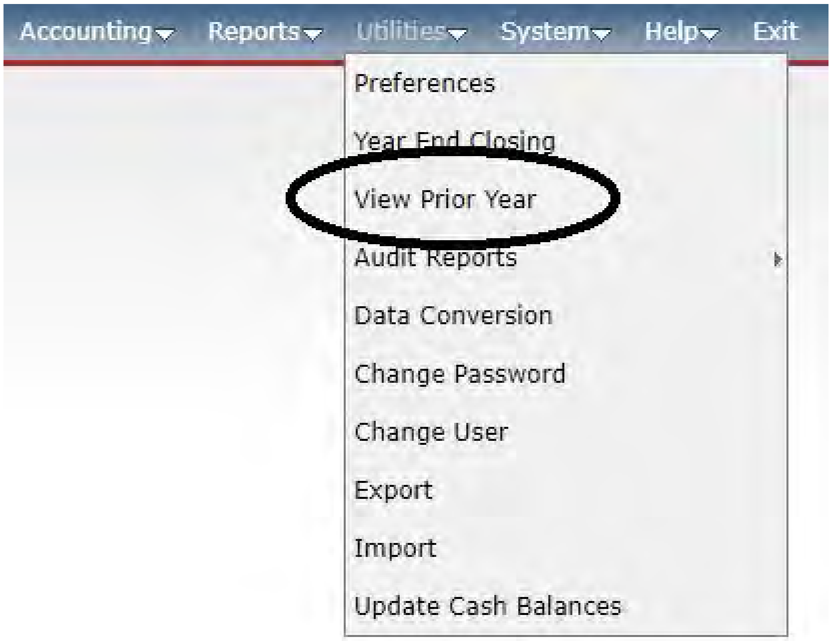
Budget
● Reset Budget Amounts to zero
○ Retain the budget amounts in new year

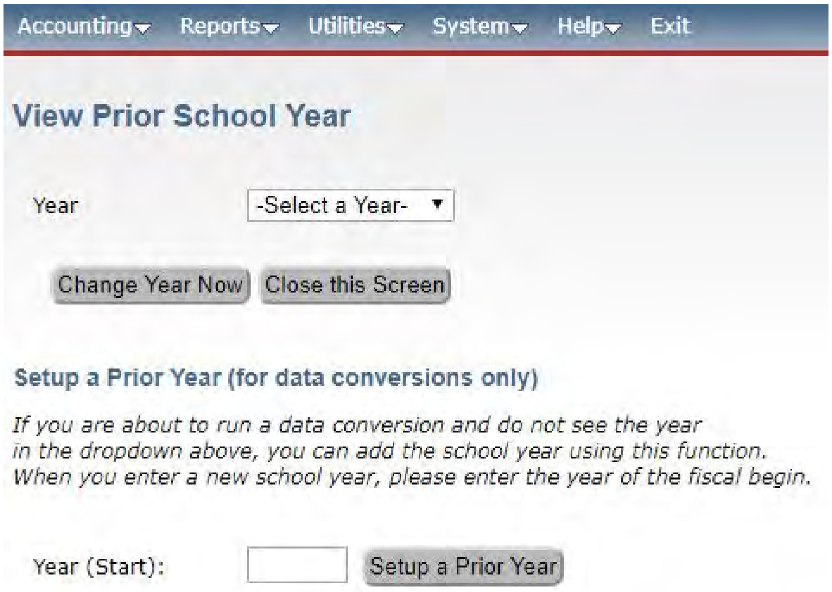
If you do not use the Purchase Order or Budget portions of the program, no changes will be necessary.

Budget is not the same as the account balances. It is simply a budget within the Activity Accounts. This is a current year budget only. It can't be used as a projected budget.

View Prior Year

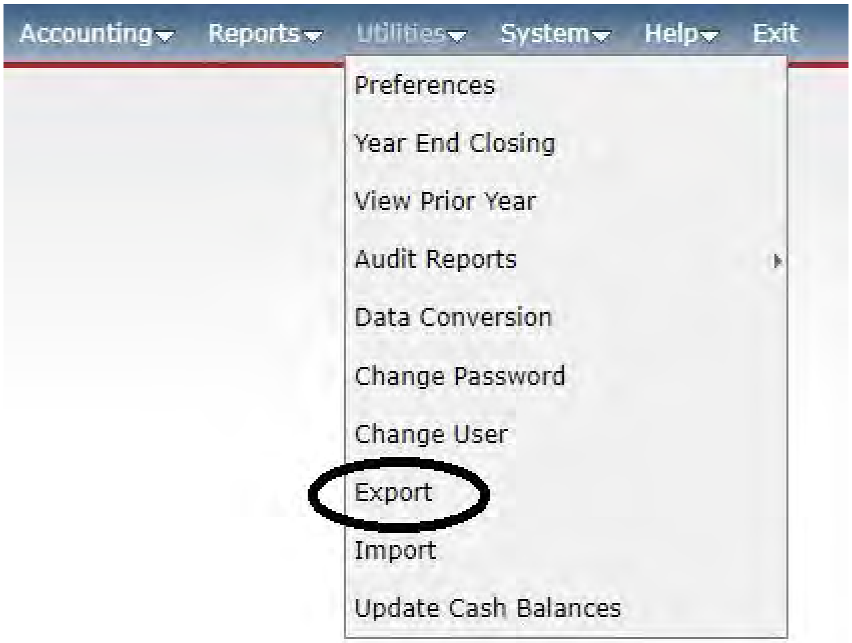
Use this option to see prior year data. You cannot make changes to this data. Data is provided for viewing and regenerating reports only.

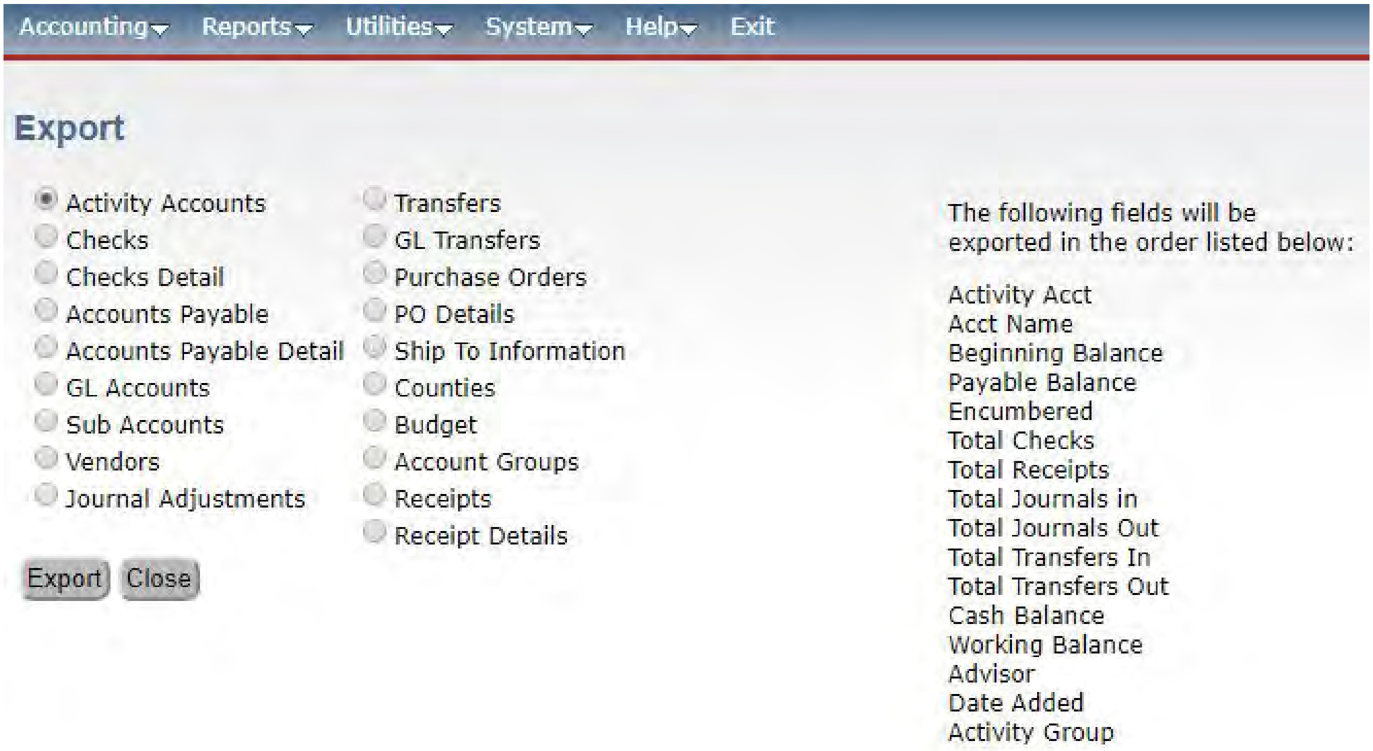

Accounting
Reports
Utilities
System
Help
Exit
Preferences
Year End Closing
View Prior Year
Audit Reports
Data Conversion
Change Password
Change User
Export
Import
Update Cash Balances


Accounting
Reports
Utilities
System
Help
Exit
View Prior School Year
Year
-Select a Year-
Change Year Now
Close this Screen
Setup a Prior Year (for data conversions only)
Year (Start):
Setup a Prior Year

If you are about to run a data conversion and do not see the year in the dropdown above, you can add the school year using this function. When you enter a new school year, please enter the year of the fiscal begin.

Export


Accounting
Reports
Utilities
System
Help
Exit
Preferences
Year End Closing
View Prior Year
Audit Reports
Data Conversion
Change Password
Change User
Export
Import
Update Cash Balances


Accounting
Reports
Utilities
System
Help
Exit

Export

● Activity Accounts
○ Checks
○ Checks Detail
○ Accounts Payable
○ Accounts Payable Detail
○ GL Accounts
○ Sub Accounts
○ Vendors
○ Journal Adjustments
○ Transfers
○ GL Transfers
○ Purchase Orders
○ PO Details
○ Ship To Information
○ Counties
○ Budget
○ Account Groups
○ Receipts
○ Receipt Details

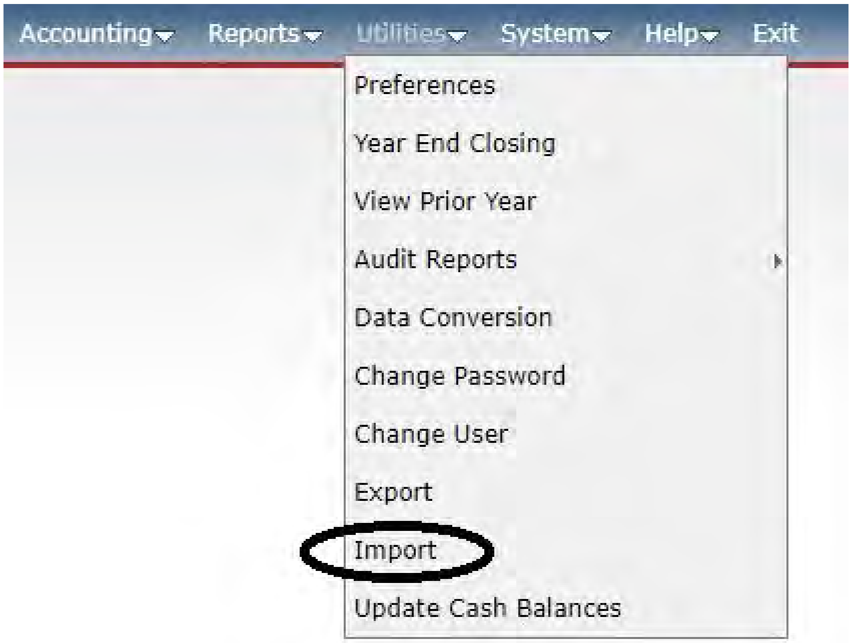
Export
Close

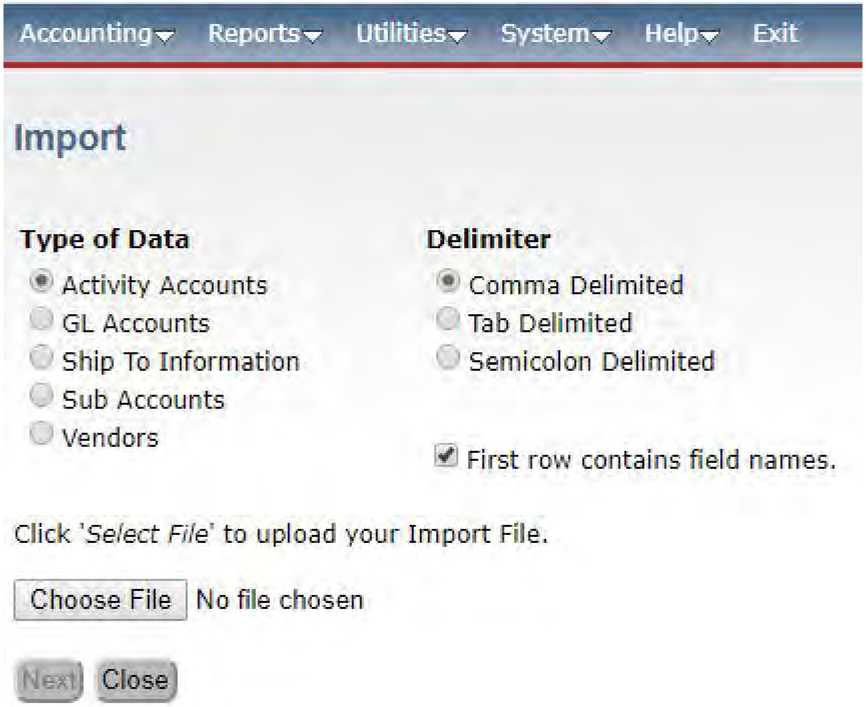
The following fields will be exported in the order listed below:

Activity Acct
Acct Name
Beginning Balance
Payable Balance
Encumbered
Total Checks
Total Receipts
Total Journals in
Total Journals Out
Total Transfers In
Total Transfers Out
Cash Balance
Working Balance
Advisor
Date Added
Activity Group

This feature is used if data needs to be exported for another program. It will not export transactions.

Import


Accounting
Reports
Utilities
System
Help
Exit
Preferences
Year End Closing
View Prior Year
Audit Reports
Data Conversion
Change Password
Change User
Export
Import
Update Cash Balances


Accounting
Reports
Utilities
System
Help
Exit

Import

Type of Data

- ● Activity Accounts
- ○ GL Accounts
- ○ Ship To Information
- ○ Sub Accounts
- ○ Vendors

Delimiter

- ● Comma Delimited
- ○ Tab Delimited
- ○ Semicolon Delimited

☑ First row contains field names.

Click '*Select File*' to upload your Import File.

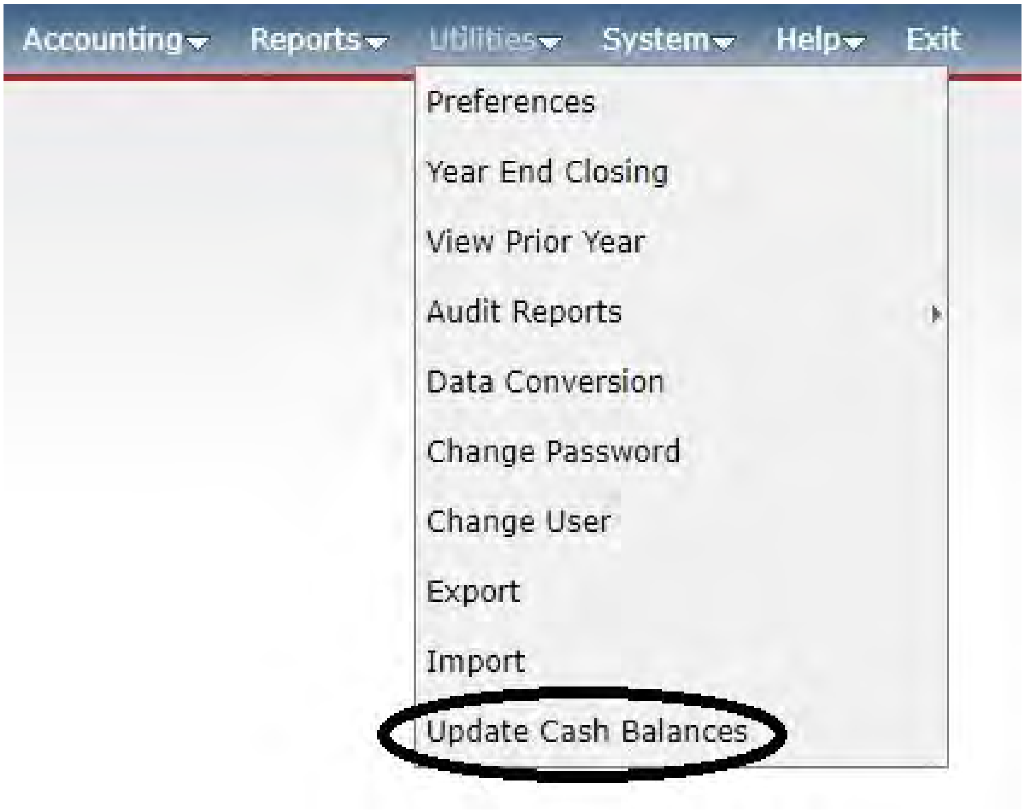
Choose File No file chosen

Next
Close

This feature is used to import information from another program into EPES. It will not import transactions.

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.


Accounting
Reports
Utilities
System
Help
Exit
Preferences
Year End Closing
View Prior Year
Audit Reports
Data Conversion
Change Password
Change User
Export
Import
Update Cash Balances

Converting Data from Accounting32

Before you begin the conversion process, please know that any vendor codes that contain special characters or spaces are not allowed. These codes will be changed during the conversion process. A “0” will replace all special characters and spaces. If you prefer to change these codes, you will need to add new vendors and all of the transactions that are associated with the previous codes will need to be edited. If you choose not to change these at this time, a listing of all changes made during data conversion will be produced for you.

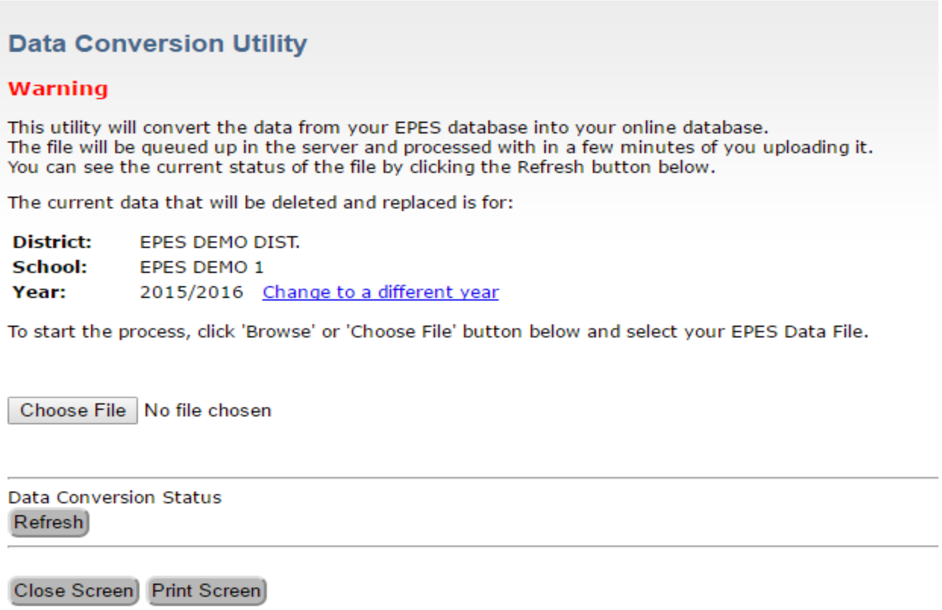
The following steps will need to be taken in order to do the data conversion.

1. Run a current ledger report in the **32-bit program**.

2. Note the location of your current and prior year accounting data for the 32 bit program. If you are unsure of this location, go to Utilities, Accounting, and Preferences. There you will find a data path location. This is where your data is located.

3. Once in the Web Accounting program, you will need to go to Utilities and then to Data Conversion.

4. Verify that the year is the fiscal year of the data that you are getting ready to convert. The first conversion needs to be Current Year.



Data Conversion Utility

Warning

This utility will convert the data from your EPES database into your online database.
The file will be queued up in the server and processed with in a few minutes of you uploading it.
You can see the current status of the file by clicking the Refresh button below.

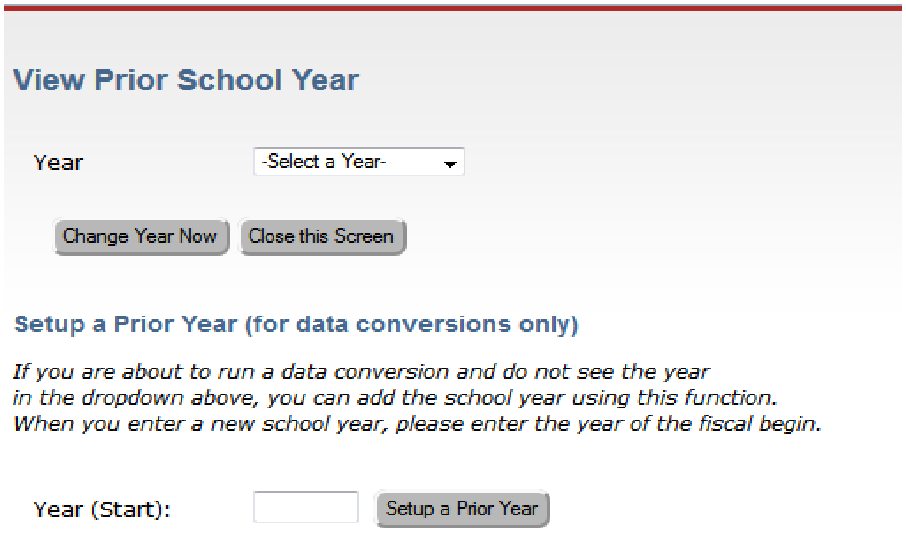
The current data that will be deleted and replaced is for:

District: EPES DEMO DIST.
School: EPES DEMO 1
Year: 2015/2016 Change to a different year

To start the process, click 'Browse' or 'Choose File' button below and select your EPES Data File.

Data Conversion Status

To convert a Prior Year, click on “Change To A Different Year”. Either select the year that you will be converting or choose to Setup A Prior Year.



If you are about to run a data conversion and do not see the year in the dropdown above, you can add the school year using this function. When you enter a new school year, please enter the year of the fiscal begin.

You will need to enter the begin year of the prior fiscal year. **(Ex: For 2014/2015 – Enter 2014)** Click on “Setup a Prior Year”. Click on “Change Year Now”.

5. Click on Browse. A file upload window will pop up. You will browse to the data location from **step 2.** You will need to select the EPESAcctgData.mdb or EPESPriorYear.mdb. Click open or double click on the .mdb file. **(Please do not select the .mdb.bak file. This file will not convert.)**

6. Click OK to upload this file.

7. You will need to click on the Refresh button to see the status of the conversion. (You may have to click on it a few times before the process is complete.)

8. Once the data is successfully uploaded, verify that all imported files show “Done”. If any say “Failed”, please call our office. You will see a message at the bottom of the screen that says `*** ALL DATA IMPORTED SUCCESSFULLY! ***`. The conversion process for this year is completed. If any vendor codes were modified, you can click on “Print Screen” or click on “Close Screen”.

9. Go to Reports and run a current ledger report. Compare these beginning and ending balances to the balances on the ledger report that was created from the 32-bit program.

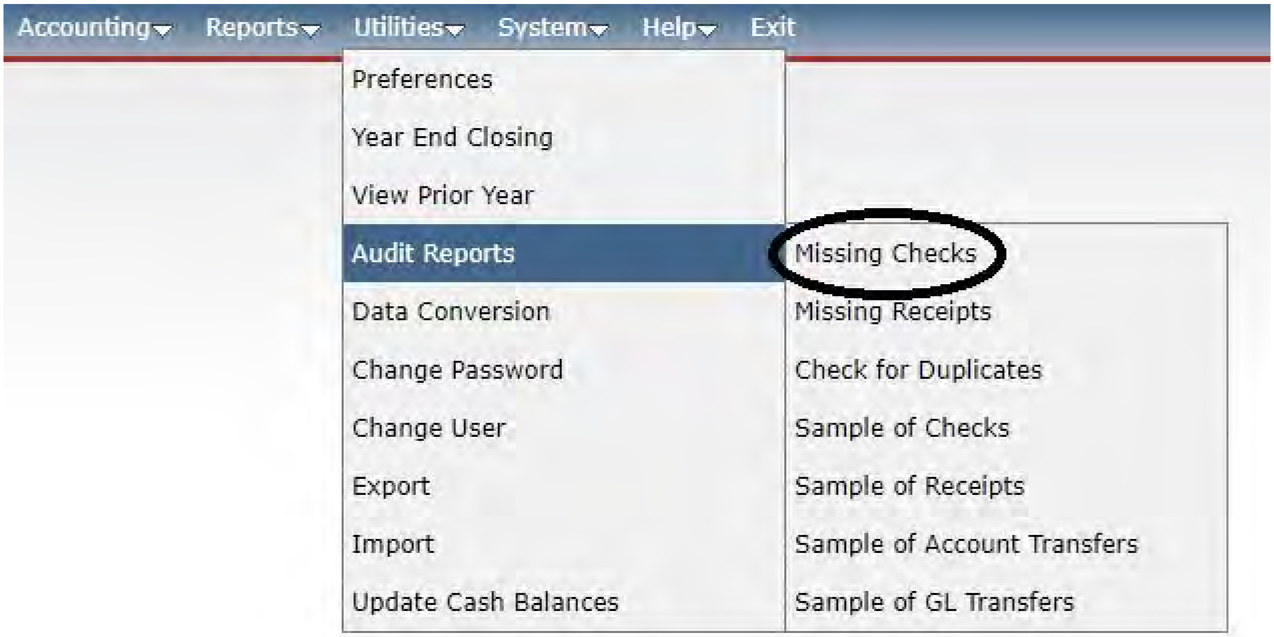
10. Go to Utilities and Preferences. Check all areas to verify that these preferences match what you used in the 32-bit program.

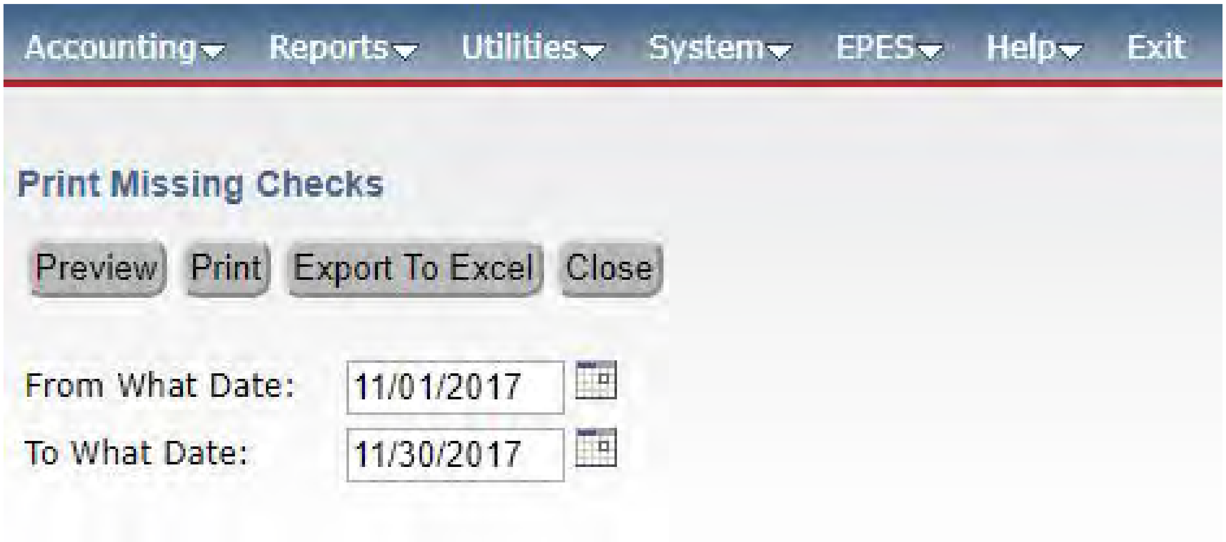
Section T

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. This will show voided checks and voided receipt numbers.
4) Sample of Checks/Receipts (Random or specified dollar value).
5) Sample of Activity/GL Transfers (Random or specified dollar value).

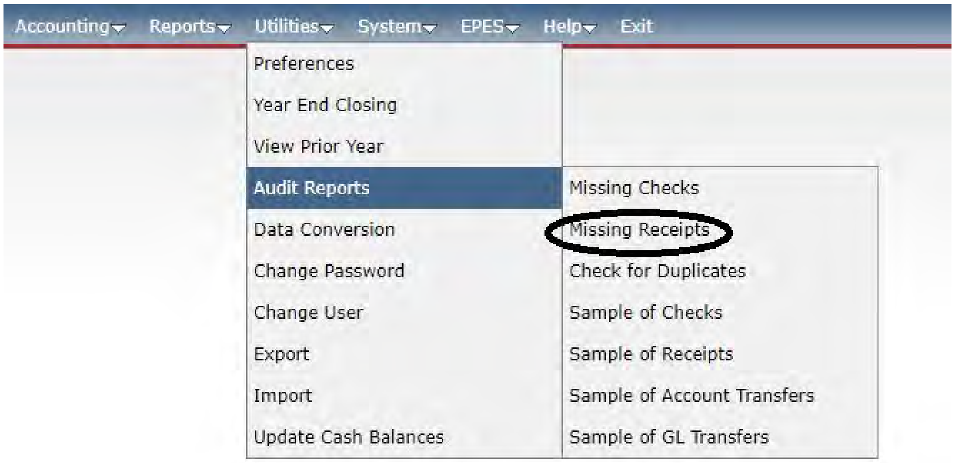

Accounting
Reports
Utilities
System
Help
Exit
Preferences
Year End Closing
View Prior Year
Audit Reports
Data Conversion
Change Password
Change User
Export
Import
Update Cash Balances
Missing Checks
Missing Receipts
Check for Duplicates
Sample of Checks
Sample of Receipts
Sample of Account Transfers
Sample of GL Transfers

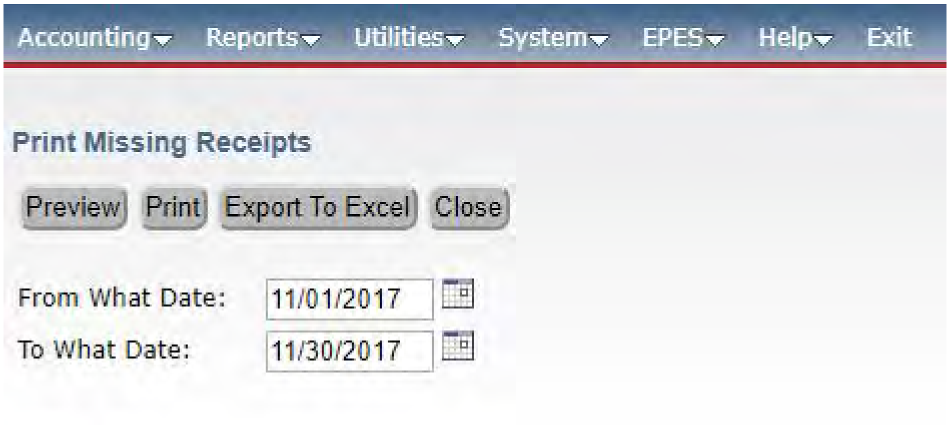

Accounting
Reports
Utilities
System
EPES
Help
Exit
Preview
Print
Export To Excel
Close

Print Missing Checks

From What Date: 11/01/2017

To What Date: 11/30/2017

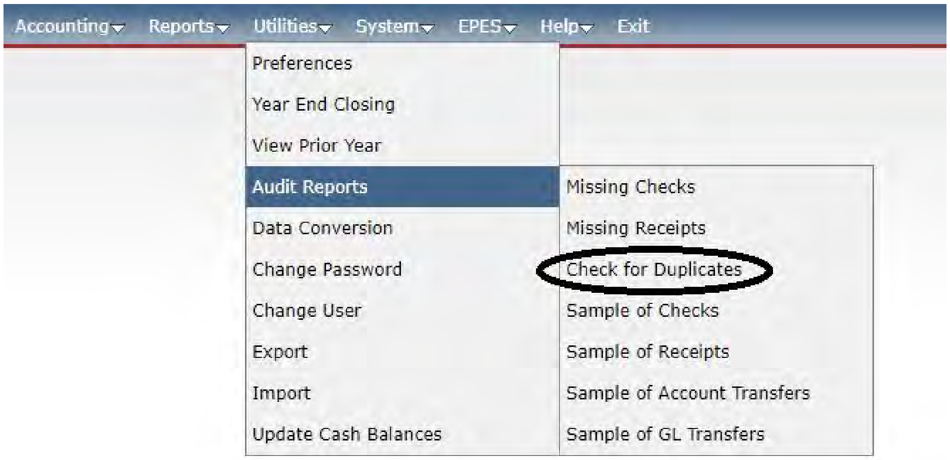

Accounting
Reports
Utilities
System
EPES
Help
Exit
Preferences
Year End Closing
View Prior Year
Audit Reports
Data Conversion
Change Password
Change User
Export
Import
Update Cash Balances
Missing Checks
Missing Receipts
Check for Duplicates
Sample of Checks
Sample of Receipts
Sample of Account Transfers
Sample of GL Transfers

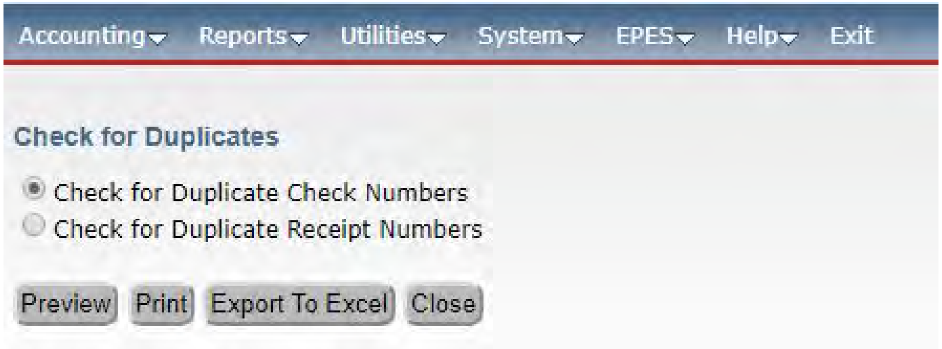

Accounting
Reports
Utilities
System
EPES
Help
Exit
Preview
Print
Export To Excel
Close

Print Missing Receipts

From What Date: 11/01/2017

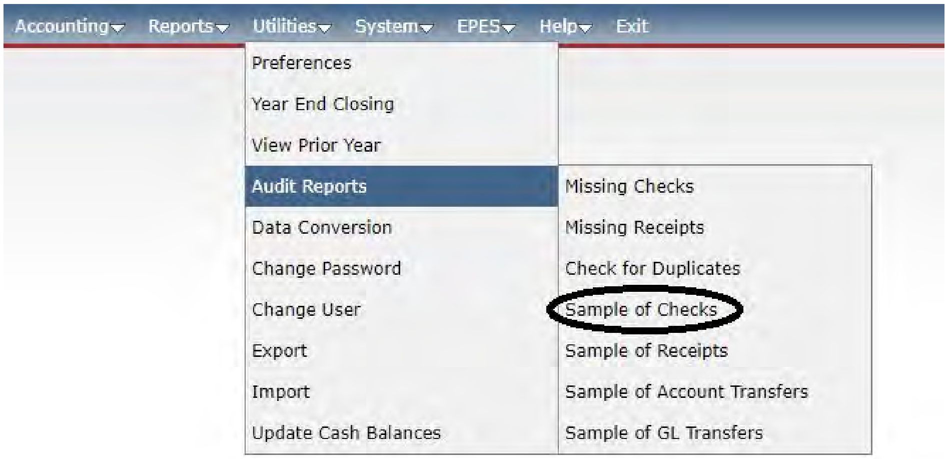
To What Date: 11/30/2017

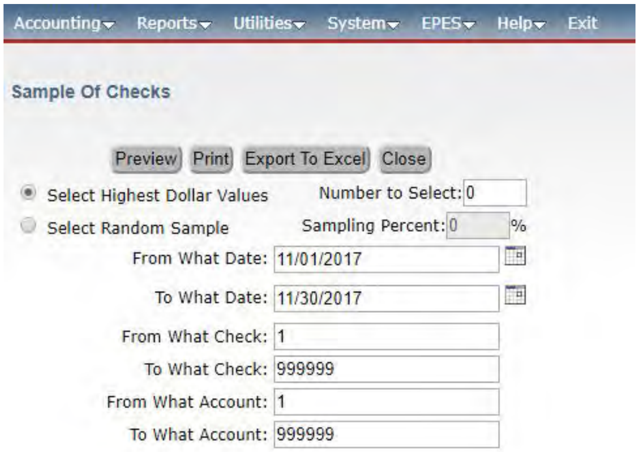

Accounting
Reports
Utilities
System
EPES
Help
Exit
Preferences
Year End Closing
View Prior Year
Audit Reports
Data Conversion
Change Password
Change User
Export
Import
Update Cash Balances
Missing Checks
Missing Receipts
Check for Duplicates
Sample of Checks
Sample of Receipts
Sample of Account Transfers
Sample of GL Transfers


Accounting
Reports
Utilities
System
EPES
Help
Exit
Preview
Print
Export To Excel
Close

Check for Duplicates

● Check for Duplicate Check Numbers
○ Check for Duplicate Receipt Numbers

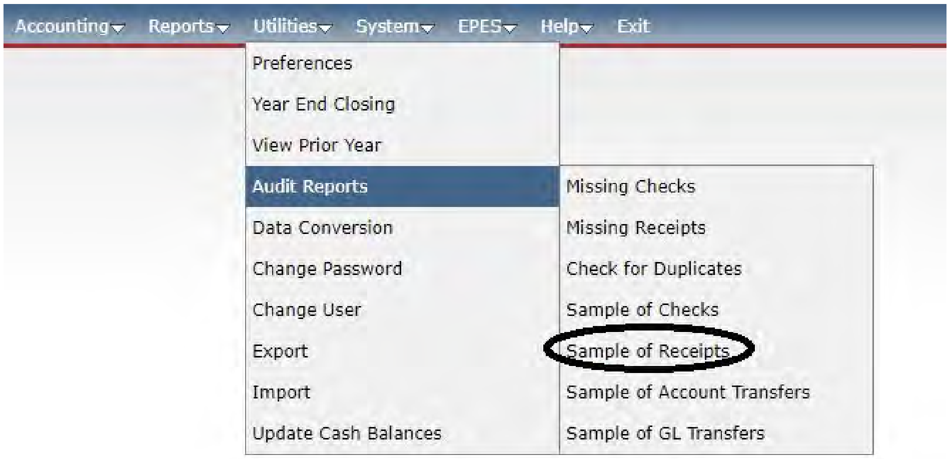

Accounting
Reports
Utilities
System
EPES
Help
Exit
Preferences
Year End Closing
View Prior Year
Audit Reports
Data Conversion
Change Password
Change User
Export
Import
Update Cash Balances
Missing Checks
Missing Receipts
Check for Duplicates
Sample of Checks
Sample of Receipts
Sample of Account Transfers
Sample of GL Transfers

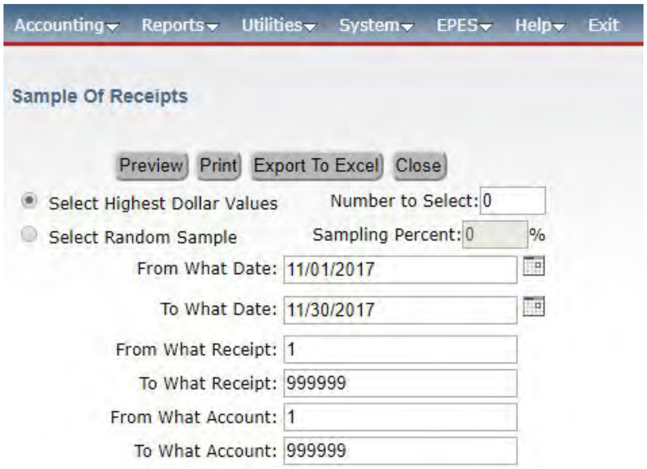

Accounting
Reports
Utilities
System
EPES
Help
Exit
Preview
Print
Export To Excel
Close

Sample Of Checks

● Select Highest Dollar Values
○ Select Random Sample

Number to Select: 0
Sampling Percent: 0 %
From What Date: 11/01/2017
To What Date: 11/30/2017
From What Check: 1
To What Check: 999999
From What Account: 1
To What Account: 999999

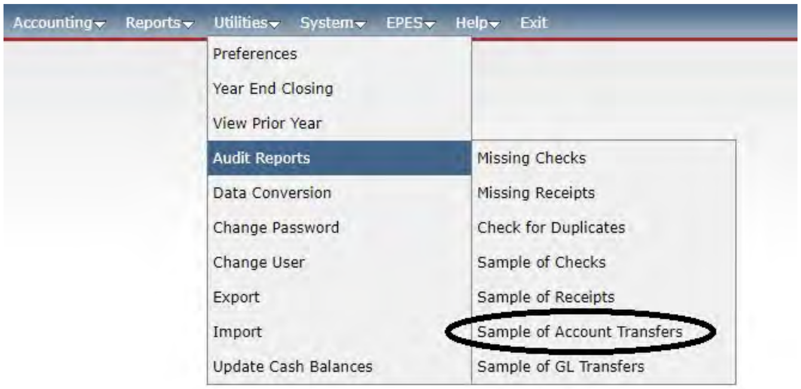

Accounting
Reports
Utilities
System
EPES
Help
Exit
Preferences
Year End Closing
View Prior Year
Audit Reports
Data Conversion
Change Password
Change User
Export
Import
Update Cash Balances
Missing Checks
Missing Receipts
Check for Duplicates
Sample of Checks
Sample of Receipts
Sample of Account Transfers
Sample of GL Transfers

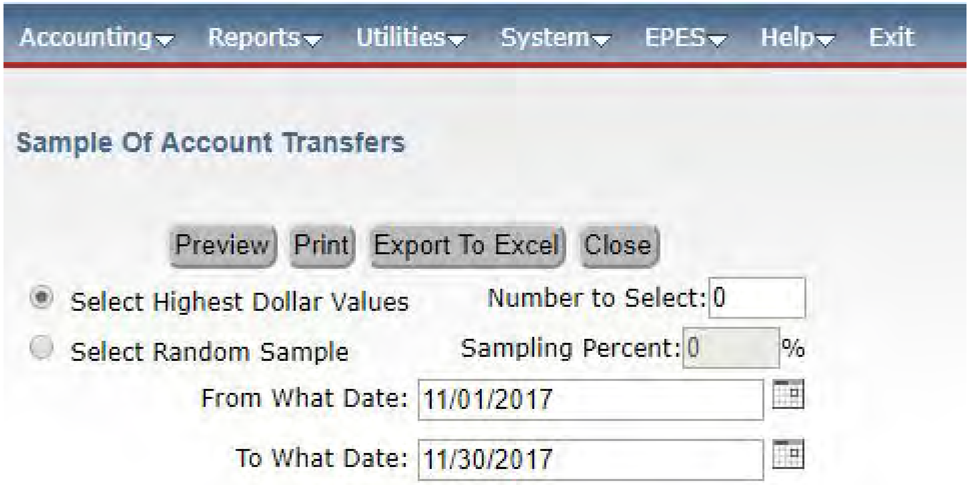

Accounting
Reports
Utilities
System
EPES
Help
Exit
Preview
Print
Export To Excel
Close

Sample Of Receipts

● Select Highest Dollar Values
○ Select Random Sample

Number to Select: 0
Sampling Percent: 0 %
From What Date: 11/01/2017
To What Date: 11/30/2017
From What Receipt: 1
To What Receipt: 999999
From What Account: 1
To What Account: 999999


Accounting
Reports
Utilities
System
EPES
Help
Exit
Preferences
Year End Closing
View Prior Year
Audit Reports
Data Conversion
Change Password
Change User
Export
Import
Update Cash Balances
Missing Checks
Missing Receipts
Check for Duplicates
Sample of Checks
Sample of Receipts
Sample of Account Transfers
Sample of GL Transfers


Accounting
Reports
Utilities
System
EPES
Help
Exit
Preview
Print
Export To Excel
Close

Sample Of Account Transfers

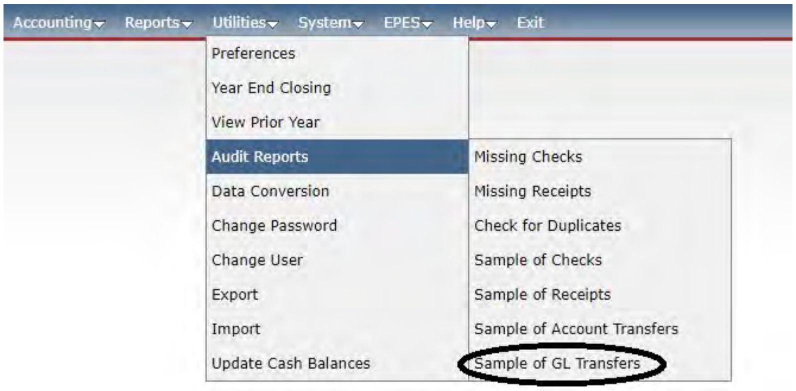
● Select Highest Dollar Values
○ Select Random Sample

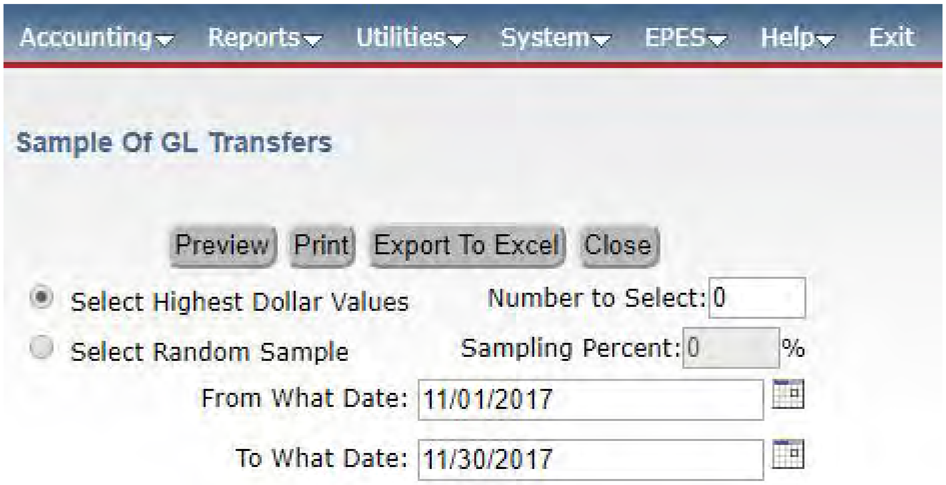
Number to Select: 0

Sampling Percent: 0 %

From What Date: 11/01/2017

To What Date: 11/30/2017


Accounting
Reports
Utilities
System
EPES
Help
Exit
Preferences
Year End Closing
View Prior Year
Audit Reports
Data Conversion
Change Password
Change User
Export
Import
Update Cash Balances
Missing Checks
Missing Receipts
Check for Duplicates
Sample of Checks
Sample of Receipts
Sample of Account Transfers
Sample of GL Transfers


Accounting
Reports
Utilities
System
EPES
Help
Exit
Preview
Print
Export To Excel
Close

Sample Of GL Transfers

● Select Highest Dollar Values
○ Select Random Sample

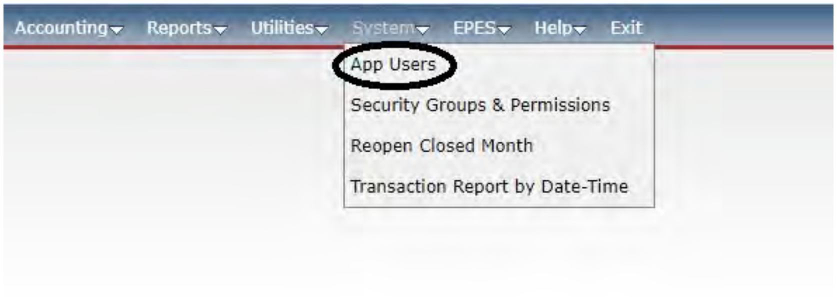
Number to Select: 0

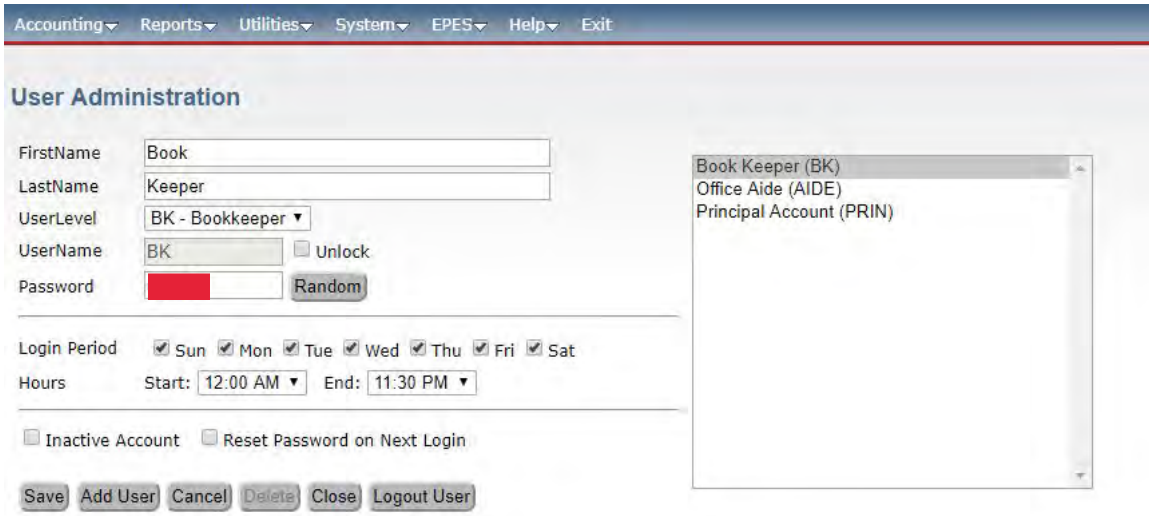
Sampling Percent: 0 %

From What Date: 11/01/2017

To What Date: 11/30/2017

Section U


Accounting
Reports
Utilities
System
EPES
Help
Exit
App Users
Security Groups & Permissions
Reopen Closed Month
Transaction Report by Date-Time


Accounting
Reports
Utilities
System
EPES
Help
Exit

User Administration

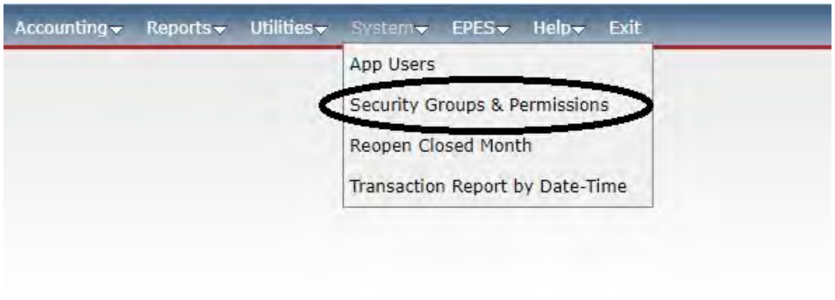
FirstName Book
LastName Keeper
UserLevel BK - Bookkeeper
UserName BK ☐ Unlock
Password [redacted]

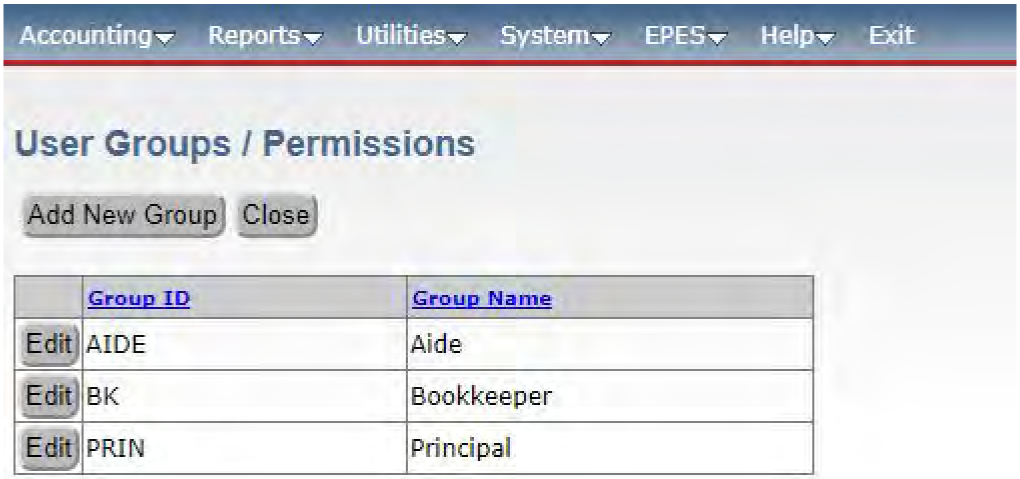
Login Period ☑ Sun ☑ Mon ☑ Tue ☑ Wed ☑ Thu ☑ Fri ☑ Sat
Hours Start: 12:00 AM End: 11:30 PM

☐ Inactive Account ☐ Reset Password on Next Login

Book Keeper (BK)
Office Aide (AIDE)
Principal Account (PRIN)

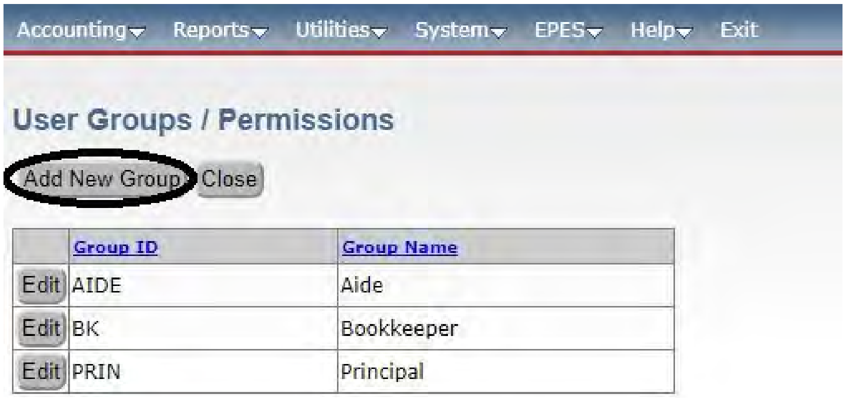
Random
Save
Add User
Cancel
Delete
Close
Logout User


Accounting
Reports
Utilities
System
EPES
Help
Exit
App Users
Security Groups & Permissions
Reopen Closed Month
Transaction Report by Date-Time


Accounting
Reports
Utilities
System
EPES
Help
Exit
Add New Group
Close

User Groups / Permissions

	Group ID	Group Name
Edit	AIDE	Aide
Edit	BK	Bookkeeper
Edit	PRIN	Principal


Accounting
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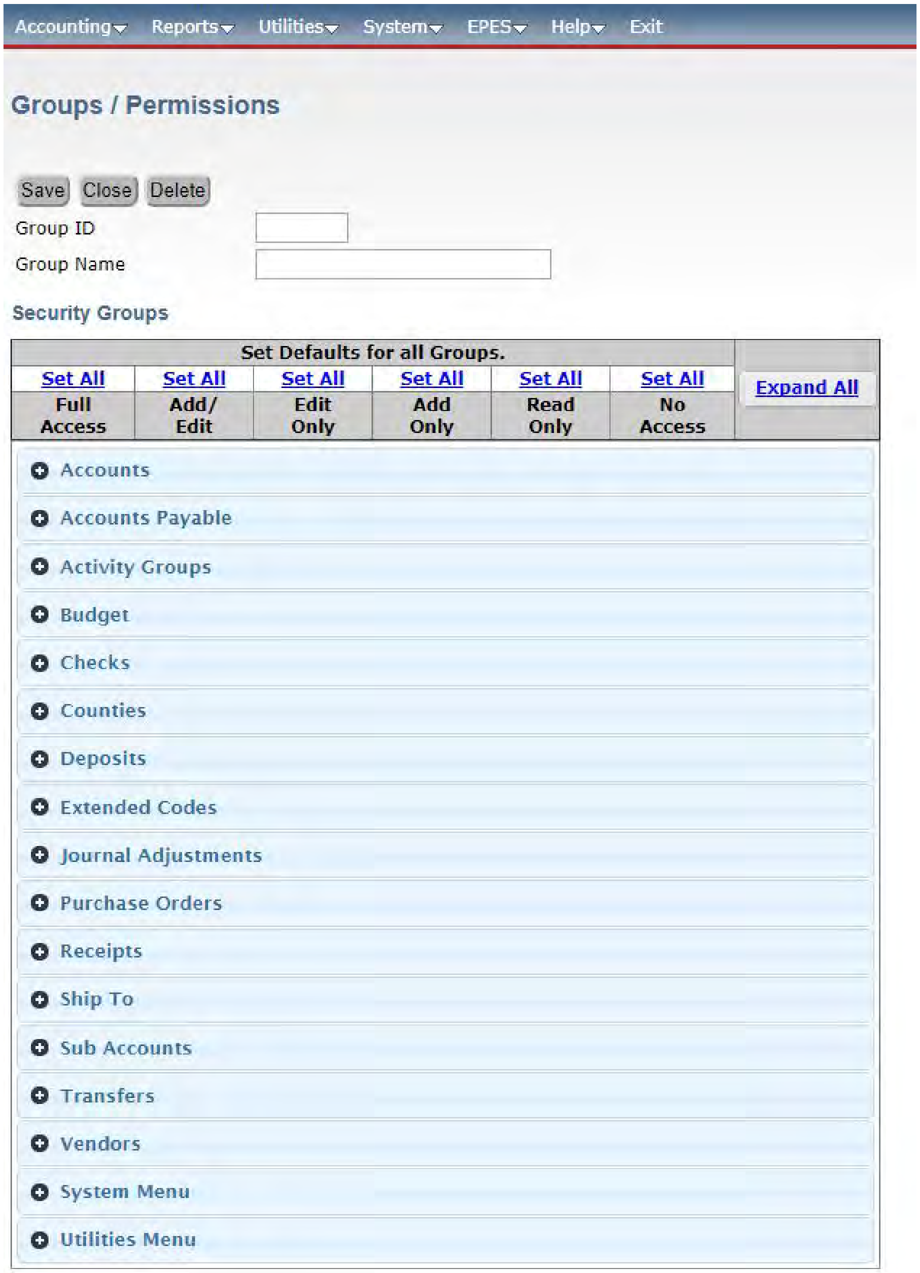
Utilities
System
EPES
Help
Exit
Add New Group
Close

User Groups / Permissions

	Group ID	Group Name
Edit	AIDE	Aide
Edit	BK	Bookkeeper
Edit	PRIN	Principal


Accounting
Reports
Utilities
System
EPES
Help
Exit
Save
Close
Delete

Groups / Permissions

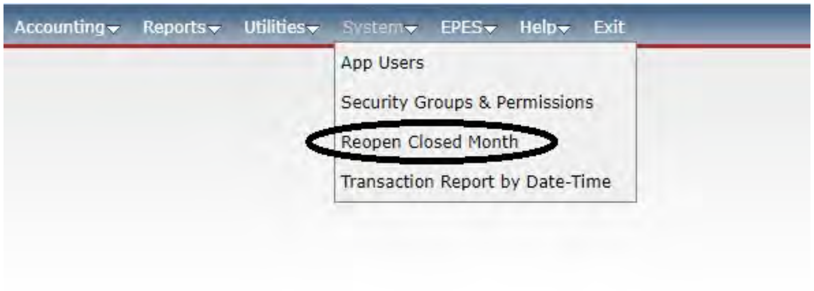
Group ID

Group Name

Security Groups

Set Defaults for all Groups.						
Set All	Set All	Set All	Set All	Set All	Set All	Expand All
Full Access	Add/ Edit	Edit Only	Add Only	Read Only	No Access	

- Accounts
- Accounts Payable
- Activity Groups
- Budget
- Checks
- Counties
- Deposits
- Extended Codes
- Journal Adjustments
- Purchase Orders
- Receipts
- Ship To
- Sub Accounts
- Transfers
- Vendors
- System Menu
- Utilities Menu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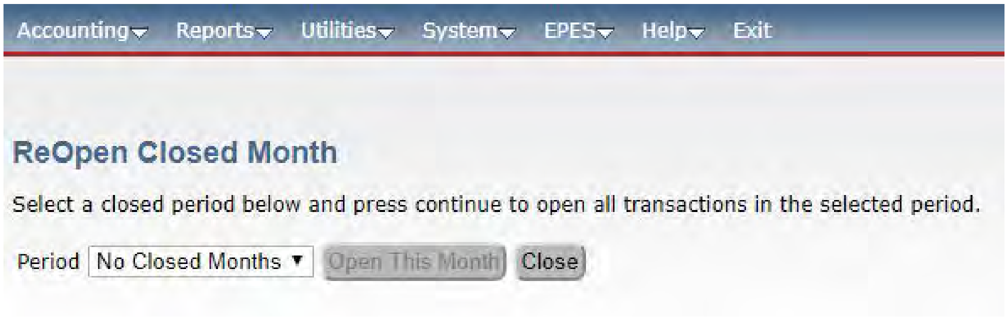
Reopen Closed Month
Transaction Report by Date-Time


Accounting
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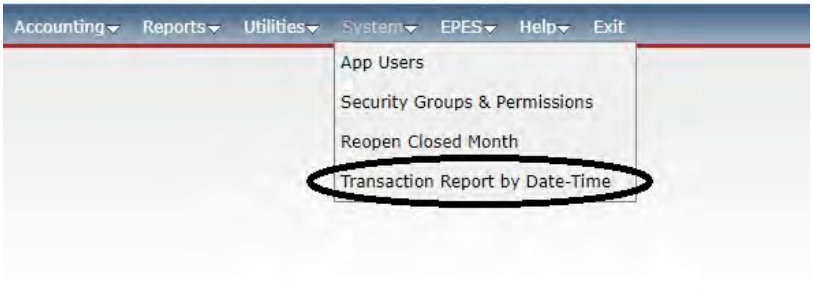
Utilities
System
EPES
Help
Exit

ReOpen Closed Month

Select a closed period below and press continue to open all transactions in the selected period.

Period: No Closed Months

Open This Month
Close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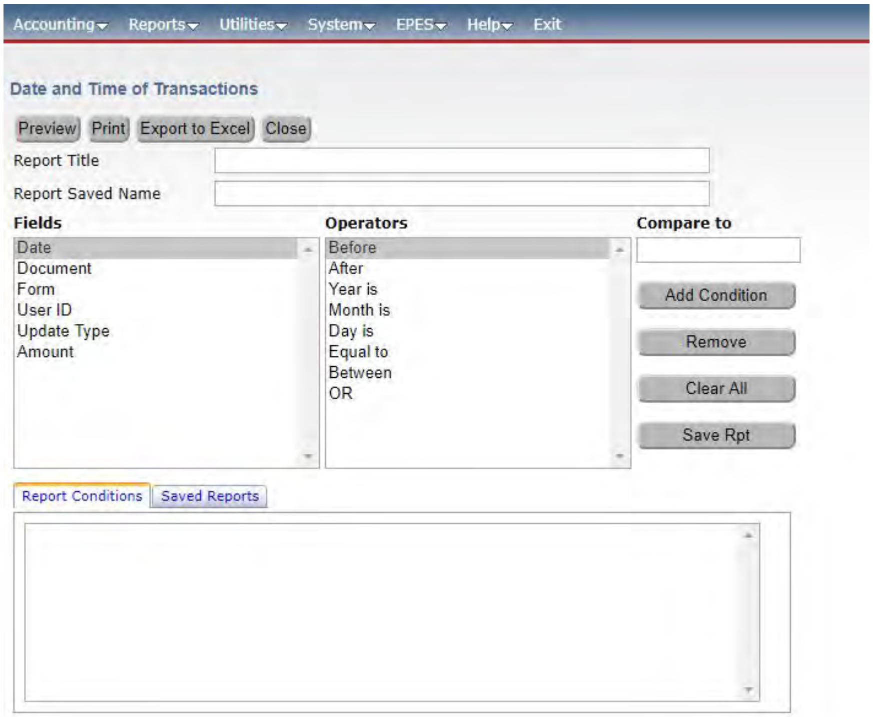
Security Groups & Permissions
Reopen Closed Month
Transaction Report by Date-Time


Accounting
Reports
Utilities
System
EPES
Help
Exit

Date and Time of Transactions

Preview
Print
Export to Excel
Close
Report Title
Report Saved Name
Fields
Date
Document
Form
User ID
Update Type
Amount
Operators
Before
After
Year is
Month is
Day is
Equal to
Between
OR
Compare to
Add Condition
Remove
Clear All
Save Rpt
Report Conditions
Saved Reports