



(School Account Management System)

USER MANUAL

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System Overview

The School Account Management (SAM) system is a budget management tool that can be used for a variety of purposes such as:

- Recording allocations and expenses for the budget accounts you want to track.
- Creating Request for Payments.
- Recording Petty Cash transactions and printing petty cash checks.
- Creating Storehouse orders.
- Producing reports on a variety of budget information.

The system is composed of 5 databases as explained below:



Primary database used for entry of all transactions.

Register



A catalog of items available from the Storehouse.

Catalog



Contains Storehouse order records.

GrpOrdrs



Contains vendor information entered by the user.

DstVendr



Contains Request For Payment records.

ReqFrPay

System Configuration

SAM has the capability to track allocations and expenses simply by budget account code, or in a more complex manner by department, teacher, grade level or any other specific grouping. The system starts out as a “blank slate”, so you can choose the configuration that best meets your needs.

Simple Configuration

FIELD	SUGGESTIONS FOR WHAT TO ENTER
Account Name	Any types of allocations or expenses you can't track by budget code. (Your monthly FMS Reports will show budgeted dollars and expenditures by budget code.) <u>Example #1:</u> Printing & duplicating jobs done by Graphic Services may be charged to various budget codes. An Account Name of “Graphic Services” would allow you to track expenditures for all Graphic Services requests. <u>Example #2:</u> Gifts given to a school/program may be charged to multiple budget codes. To track the expenditure of gift funds create an Account Name for each one.
Group	Leave blank.
Category	“Storehouse” (required for Storehouse orders).

Complex Configuration

FIELD	SUGGESTIONS FOR WHAT TO ENTER
Account Name	- Grade level (if money is allocated by grade level). - Program (such as Athletics, Science, Math, English, etc.). - Individual names (if money is allocated to individuals for purchasing classroom or other types of supplies). - Budget Administrator's name, if tracking budgets for multiple programs.
Group	- Program name, if tracking budgets for multiple programs. - Any other specific grouping not already set up as an Account Name.
Category	“Storehouse” (required for Storehouse orders)

Redistributing Funds Within a School/Program

The district allocates funds by budget code. If your school/program redistributes funds to individuals, departments, grade levels, or any other method, you can track the allocation and expense records at that detailed level. Follow the examples below for entry of allocation and expense records to ensure your account balances are correct and detailed reports can be produced.

Example

In this example, Monroe school has a total of \$6,000 budgeted for classroom supplies. Each teacher will be allocated \$500 to purchase supplies for their classroom. Enter the allocation records as follows:

1. The initial allocation record is the total amount for that budget code.

Record Date 06/10/2003	Org # 528	School/Program Name Monroe School
Account Name General Fund	Group	
Category	Petty Cash Record	PC#
		Reconciled to: FMS Activity Report ☐ Bank Statement ☐
Invoice/Receipt Number	Invoice/Receipt Date	Individual Alloc.
		General Alloc.
		\$6,000.00
		Roll Over Alloc.
		Total Alloc.
		\$6,000.00
Description (shows on reports) beginning balance for 2003-04		
Fund 01	Org 528	Program 203
Finance 000	Object 6430	Course 0000
Budget number 01-528-203-000-6430-0000		

2. The individual allocation records are entered with the **Account Name** as the teacher's name, \$500 as an **Individual Allocation**, and zeroes for the budget code.

Record Date 06/10/2003	Org # 528	School/Program Name Monroe School
Account Name Teacher #1	Group	
Category	Petty Cash Record	PC#
		Reconciled to: FMS Activity Report ☐ Bank Statement ☐
Invoice/Receipt Number	Invoice/Receipt Date	Individual Alloc.
		\$500.00
		General Alloc.
		Roll Over Alloc.
		Total Alloc.
		\$500.00
Description (shows on reports) allocation for classroom supplies for 2003-04		
Fund 00	Org 528	Program 000
Finance 000	Object 0000	Course 0000
Budget number 00-528-000-000-0000-0000		

- When the teachers spend the money, record the expense with the teacher's name as the **Account Name** and enter the actual budget code.

Record Date 06/10/2003	Org # 528	School/Program Name Monroe School
Account Name Teacher #1	Group	Reconciled to: FMS Activity Audit ☐ Bank Statement ☐
Category	Petty Cash Record ☐	

Storehouse Order #	Vendor American Office Products
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Description (shows on reports) large wall maps	Est. Cost	Invoiced Cost \$156.00	Final Cost \$156.00
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Fund 01	Org 528	Program 203	Finance 000	Object 6430	Course 0000	Budget number 01-528-203-000-6430-0000
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REP# 123456	Req. #	P.O.#	Petty Cash#	Petty Cash Paid Date	Invoice/Receipt # 7789	Invoice/Receipt Date 5/10/03
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- You can track both the allocation and expenditures using the “Current Balance by Budget Number” report (shown below).

Current Balance by Budget Number

				Total Allocations	-	Total Expenses	=	Balance Record
01-528-203-000-6430-0000				\$6,000.00		\$297.00		\$5,703.00
Account Name:		Total Allocations		-	Total Expenses		=	Balance Record
General Fund		\$6,000.00						\$6,000.00
<u>Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	Roll over		Allocations General	Individual	Expenses Estimated Invoiced
06/10/03			Beginning Balance For 2003-04			\$6,000.00		
Account Name:		Total Allocations		-	Total Expenses		=	Balance Record
Teacher #1		\$0.00			\$156.00			-\$156.00
<u>Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	Roll over		Allocations General	Individual	Expenses Estimated Invoiced
06/10/03	American Office Products		Large Wall Maps					\$156.00
Account Name:		Total Allocations		-	Total Expenses		=	Balance Record
Teacher #2		\$0.00			\$77.00			-\$77.00
<u>Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	Roll over		Allocations General	Individual	Expenses Estimated Invoiced
06/10/03	Lakewood Publishing		Encyclopedias					\$77.00
Account Name:		Total Allocations		-	Total Expenses		=	Balance Record
Teacher #3		\$0.00			\$64.00			-\$64.00
<u>Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	Roll over		Allocations General	Individual	Expenses Estimated Invoiced
06/10/03	Office Depot		Flipchart And Easel					\$64.00

5. You can also track individual teacher expenditures by using the “Current Balance by Account Name” report (shown below).

Current Balance by Account Name

Account Name:	Total Allocations	-	Total Expenses	=	Balance Record
Teacher #1	\$500.00		\$156.00		\$344.00

Date	Vendor	Category	Description	Roll over	Allocations		Expenses	
					General	Individual	Estimated	Invoiced
06/09/03			Allocation For Classroom Supplies For			\$500.00		
06/10/03	American Office Products		Large Wall Maps					\$156.00

Navigating the System

These are the common buttons used to navigate the SAM System:



Starts the process of entering a new allocation or expense transaction.



Copies information from an existing record to a new record. The new record can then be modified as needed.



Brings up a “find” screen that is used for searching for a record or group of records.



Finds ALL records in the system.



Displays a list of records based on the criteria the user entered in the Find screen.

Navigating the System (continued)



Displays a menu of all available reports.



Displays a screen for entry of system default information.



Displays the Petty Cash screen where check information is verified before printing. The petty cash check number must be entered before clicking on this button.



Prompts you to view a list of existing RFPs or enter a new RFP.



This button shows you the number of the record you are viewing within the group of records you have selected, and allows you to display other records by clicking on the arrows.

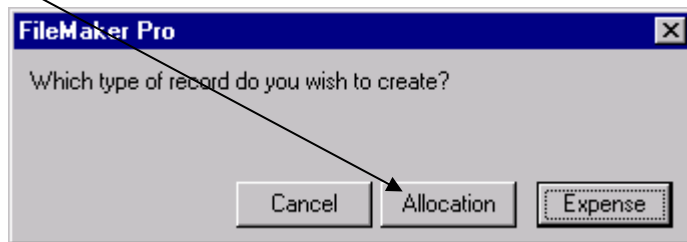
Entering Transactions in the Register

Allocations

At the beginning of each fiscal year, an allocation record needs to be created for each budget account that will be tracked.

Creating an Allocation Record

1. On the Entry screen click on the **New Record** button.
2. A dialog box asks which type of record you want to create. Click on the **Allocation** button.



- The Allocation screen displays. Complete the fields as shown in the example below.

Note: There are three different ways to allocate money:

- Individual Allocation – money allocated directly to an individual, such as a Teacher.
- General Allocation – money allocated to a budget code.
- Roll Over Allocation – money allocated to a budget code that is left over from the previous fiscal year. This field is primarily used for Intrасchool budgets. Intrасchool allocation records are always entered under budget code 19-XXX-000-000-5099-0000 (XXX would be your organization number).

Record Date 05/30/2003		Org # 528	School/Program Name Monroe School		
Account Name Account Name #1		Group Group Name #1		Reconciled to: FMS Activity Report ☐ Bank Statement ☐	
Category Category Name #1	Petty Cash Record ☐	PC# ☐			
Invoice/Receipt Number 	Invoice/Receipt Date 	Individual Alloc. 	General Alloc. \$5,000.00	Roll Over Alloc. 	Total Alloc. \$5,000.00
Description (shows on reports) beginning balance for fiscal year 2003-04					
Fund 01	Org 528	Program 203	Finance 000	Object 6460 Textbooks &	Budget number 01-528-203-000-6460-0000
Comments (does not show on reports) 					
Record # 7	New Record	Find	View List	Reports	
	Duplicate Record	Find All		Settings	

Note: When entering the object code, always select the number from the drop-down list. Typing the number in the field will not enter it in the system correctly.

- When finished entering information, click the **New Record** button to enter another allocation record.

Expenses

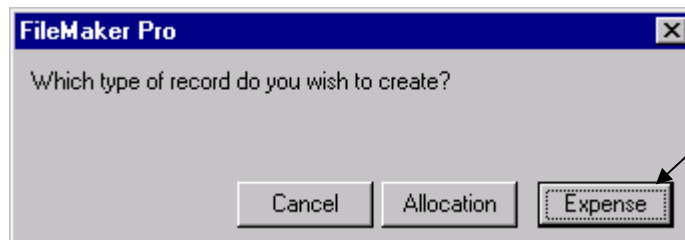
There are five types of expense records. The following sections describe how to enter each type of record.

General Expenses

General expense records are typically used to record expenses for internal district services such as Graphic Services, Food Service, or Transportation. Those expenses are automatically charged to your budget in FMS, so you don't need to pay those departments with a check or RFP. The estimated cost of a Purchase Requisition also should be entered as a general expense.

Creating a General Expense Record

1. On the Entry screen click on the **New Record** button.
2. A dialog box asks which type of record you want to create. Click on the **Expense** button.



- The Expense screen displays. Complete the fields as shown in the example below.

Note: An expense can be entered two different ways:

- Estimated Cost – Use this field if you want to record the expense before the actual cost is known. This is typically used for Purchase Requisitions and Storehouse orders. You could also use this field to estimate for the entire year the cost of copier and fax machine rentals, or other “fixed” expenses that occur each month. When you know the actual cost, you will need to edit this record and add the actual cost to the Invoiced Cost field.
- Invoiced Cost – Use this field if you know the actual cost, such as petty cash checks, Graphic Services, Food Service and Transportation expenses.

Note: When entering the object code, always select the number from the drop-down list. Typing the number in the field will not enter it in the system correctly.

- When finished entering information, click the **New Record** button to enter another expense record.

Request for Payment (RFP)

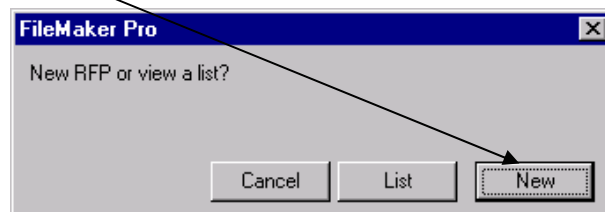
A Request for Payment (RFP) form is required when an invoice meets the criteria to be paid through the district's Business Office.

Entering an RFP

1. Go to any Expense Entry screen and click on the **Request for Payment** button.



2. A dialog box offers you the option to view a list or create a new RFP. Click on the **New** button.



3. The Request for Payment screen displays. The **RFP Date** and **RFP#** are automatically filled in by the system.

Need By Date: When the payment is needed.

Special Payment Instructions: Enter information the Business Office needs to know to process this request appropriately.

Date Goods/Services Received: Date the goods/services were received by your school or department.

Received By: The person who can confirm the goods/services were received.

Vendor: Select the vendor from the drop down box. The **Address** field will automatically fill in. If this is a new vendor, click the **Click here to add a Vendor** button and add the vendor.

4. Click on the **Add a Line** button to display fields for entering budget and invoice information.

Fund/Org/Prog/Fin/Obj/Crs: The budget code to be charged for this line item.

Amnt\$\$: Amount to be charged to this budget code.

Invoice#: Invoice number. If no invoice number, enter the order number, confirmation number or any reference number listed on the vendor's invoice.

Invoice Date: Date of the vendor's invoice. If there is no date, enter the date of service, order date, or current date.

Group, Category, Account Name: Select the appropriate names from the drop down boxes.

Vendor: The vendor is automatically filled in by the system.

Description: This field is optional. It will not print on the RFP form.

RFP Description: A description of the purchase may be entered as well as any information regarding a problem with the goods or receipt of the invoice.

RFP Description	calendars for staff for fiscal year 2003-04 .		
	Verify RFP Total\$\$	Total\$\$: \$1,200.00	Payment Override \$0.00 Final Payment Amount \$1,200.00

5. If the RFP has only one line item, finish the record by clicking the **Verify RFP Total\$\$** button. The system will calculate and display the total of the RFP in the **Total\$\$** and **Final Payment Amount** fields.

If multiple invoices are being paid on one RFP, or one invoice is being charged to multiple budget codes, you can duplicate a line item and modify the information, or add a blank line and fill it in. To simply add another blank line, click on the **Add a Line** button.

To duplicate a line item:

1. Click the orange **Select by Clicking Here** button.
That area of the screen will turn black.
Then click the **Duplicate Selected** button.

Add a Line	Duplicate Selected	Fund# 01 Org# 528 Prog# 203 Fin# 000 Obj# 6401 Crs# 0000 Amnt\$\$ \$1,200.00 Invoice# 98765	Select by Clicking Here
		528 - Monroe School Invoice Date: 05/01/2003 Group: Category: Vendor: American Office Products Account Name: Account Name #3 Description: calendars for staff for fiscal year 2003-04	

2. Another line item will display with all fields duplicated except for the **Amnt\$\$** amount and **Account Name**.

Add a Line	Duplicate Selected	Fund# 01 Org# 528 Prog# 203 Fin# 000 Obj# 6401 Crs# 0000 Amnt\$\$ Invoice# 98765	Select by Clicking Here
		528 - Monroe School Invoice Date: 05/01/2003 Group: Category: Vendor: American Office Products Account Name: Unknown Description: calendars for staff for fiscal year 2003-04	

3. After entering all line items, click on the **Verify RFP Total\$\$** button. The **Total\$\$** field and **Final Payment Amount** field are automatically calculated by the system. They should match the total amount the vendor is being paid. If the total dollar amount is incorrect, verify each line item and make corrections to the **Amnt\$\$** fields as necessary.
4. Click on the **Print RFP** button at the top of your screen. The **Print** dialog box will display. Select the appropriate settings (the RFP sent to the Business Office must be blue paper) and click OK.

Find an RFP

While on the RFP Entry screen, if you need to find a specific RFP follow these steps.

1. Click on the **Find an RFP** button. A screen displays as shown below.

2. Enter your search criteria in any of the fields and then click on the **Continue** button. A list of RFP records matching your search criteria will display.

Request for Payment List

While on the RFP Entry screen, the **View List** button can be used to view all the RFP records in the database (see example below) To return to the RFP entry screen, click the **View Entry** button.



View Entry

Request for Payment List

RFP#	RFP Date:	Vendor	RFP
			Description
52800221	05/30/03	American Office	calendars for staff for fiscal year 2003-04 .
52800231	05/30/03	IKON	copier rental fees for April and May, 2003

Storehouse Orders

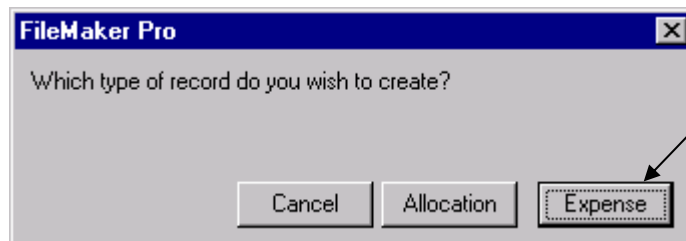
Creating a Storehouse Order accomplishes two functions:

- Records the expense in the budget register.
- Creates a hard copy order form that can be faxed to the Storehouse.

Depending on how you want to manage the ordering process, you can create separate Storehouse orders for each individual, or combine orders for several individuals under one order number. In either case, only one budget code can be entered for the entire Storehouse order.

Creating a Storehouse Order

1. On the Entry screen click on the **New Record** button.
2. A dialog box asks which type of record you want to create. Click on the **Expense** button or press **Enter** on your keyboard.



3. The Expense screen displays. Fill in the fields as shown below:

Record Date 05/30/2003	Org # 528	School/Program Name Monroe School
Account Name Account Name #3	Group Group Name #3	Reconciled to: FMS Activity Audit ☐ Bank Statement ☐
Category Storehouse	Petty Cash Record ☐	

Storehouse Order # 1	Vendor Storehouse
Description (shows on reports)	Est. Cost Invoiced Cost Final Cost
Fund Org Program Finance Object Course Budget number 01 - 528 - 203 - 000 - 6401 - 0000 01-528-203-000-6401-0000	
REF# Req.# P.O.# Petty Cash# Petty Cash Paid Date Invoice/Receipt # Date	

Account Name and **Group**: Select names from the drop-down boxes.

Category: You MUST enter “Storehouse”.

Storehouse Order #: A drop-down box will display listing your USED storehouse order numbers. Add 1 to the last number used (at the bottom of the list) and type the new number in the field

Vendor: Select “Storehouse”.

Budget Codes: enter the budget code the order will be charged to. Remember, only one budget code can be entered for the entire order.

5. Click on the **Switch to Storehouse** button at the bottom of your screen.

Switch to Storehouse!

7. The Storehouse entry screen displays. The information entered on the Expense screen carries over to this screen. In the bottom section, enter specific item numbers and quantities as shown in the example below. To enter items, choose from the list that appears when you click into the **Item#** field.

Item#	Unit	Description	Qty	Price	Item Total
01-0031	Set	Alphabet Cards Wall - Manuscript	22	\$6.33	\$139.26
07-0250		Absence Summary Daily - No 49 Pad of 25			
01-0010		Adhesive - Pressure Sensitive Liquid Magne			
09-0350		Admit Slip - HS87 Pad of 100			
42-0090		Alcohol Lamp Burner 4 oz			
01-0030		Alphabet Cards Wall - Cursive			

Long List? Total of Items?

NOTE: If an Item# is entered that does not exist in the Catalog, a message displays in the Description field.

Item#	Unit	Description	Qty	Price	Item Total
01-3345		Please re-enter the item #			

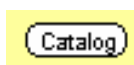
Item#	Unit	Description	Qty	Price	Item Total
01-0031	Set	Alphabet Cards Wall - Manuscript	22	\$6.33	\$139.26
22-0270	Each	Bread Size Loaf Pan - Pyrex	30	\$3.08	\$92.40
42-0610	Each	Barometer Tube 2652	3	\$0.83	\$2.49

Long List? Total of Items? \$244.03

6. When finished entering all items in this order, click on the **Total of Items?** button to view the estimated total for this order. The total amount will also automatically fill in the **Est. Cost** field.



If you combine orders for several different people, you may print the individual's portion at the time it is entered as either a confirmation for the individual or as a distribution slip to be used once the order has arrived from the Storehouse.



To browse the entire Catalog, click on the **Catalog** button.



To print the entire Storehouse order, click on the **Print Storehouse#** button.

Adjusting Storehouse Order Dollar Amounts

Prices in the Catalog are updated only periodically, so they may not be accurate at the time you create the order. The Storehouse also adds an “overhead charge” when the order is processed. When you receive the Storehouse pick slip with your order, edit the original storehouse record and type the sub-total amount that shows on the Storehouse pick slip in the **Invoiced Cost** field.

Vendor Information

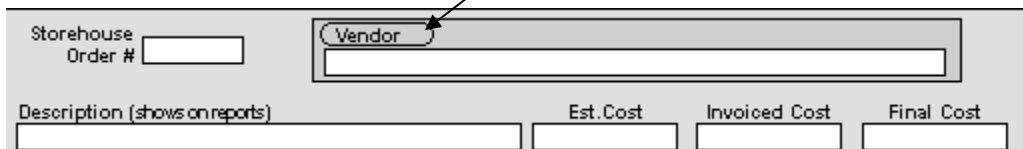
Vendor information can be carried over from year to year by importing records into the new vendor database. The easiest way to add new vendor information is to enter it as you record the expense transactions.

New vendors can be added three ways:

- While entering an Expense record in the Register.
- While entering a Request For Payment record.
- Adding it directly to the Vendor database.

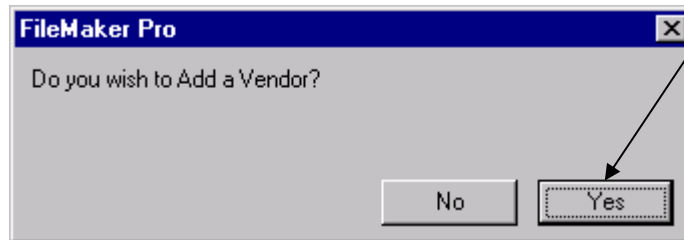
Adding a Vendor While Entering an Expense Record

1. On the Expense screen, click the **Vendor** button.



The screenshot shows the Expense screen with the following fields: Storehouse Order #, Description (shows on reports), Est. Cost, Invoiced Cost, and Final Cost. A button labeled 'Vendor' is highlighted with a red box, and an arrow points to it from the instruction above.

2. A dialog box displays asking if you want to add a vendor. Click the **Yes** button.



3. The Vendor entry screen displays (see next page).

4. Complete the fields on the Vendor entry screen as shown below.

The screenshot shows a Vendor entry screen with a light blue background. At the top, there is a form with the following fields and values:

Pay To Name	Lakewood Publishing		
Pay To Address	1000 Normandale Boulevard Suite #400 Attn: Accounts Receivable		
Pay To City	Minneapolis		
Pay To State	MN	Zip Code	55355
Vendor Phone	612-668-1274		
Vendor Email	www.lakewood.com		

Below the form, there is a text instruction: "Click on the **DONE** button to return to previous screen." Below this instruction, there are three yellow buttons: "New Vendor", "List", and "Delete Vendor". The "List" button is highlighted with a yellow arrow pointing to it.

5. When finished, click the **Done** button. You will be returned to the Expense screen.

Adding a Vendor While Entering an RFP

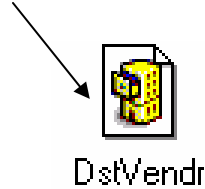
1. In the middle of the Request For Payment screen, click on the **Click here to add a Vendor** button.

The screenshot shows a Request For Payment screen with a light blue background. On the left side, there is a button labeled "Click here to add a Vendor". To the right of this button, there are two empty text input fields labeled "Vendor:" and "Address:". An arrow points from the "Click here to add a Vendor" button to the "Vendor:" field.

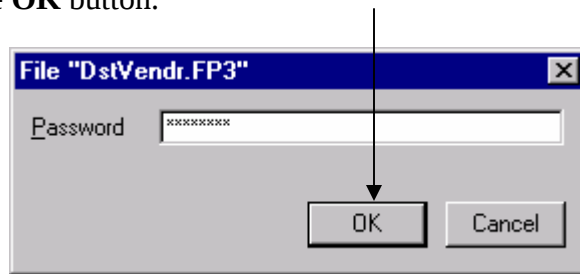
2. The Vendor entry screen displays (as shown in the previous example). Enter the vendor information and click the **Done** button to return to the RFP screen.

Adding a Vendor Directly to the Vendor Database

1. Double click on the **DstVendr** database to open it.



2. A dialog box displays requiring you to enter a password. Enter the password and click the **OK** button.

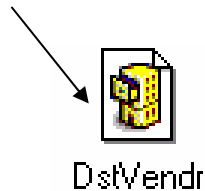


3. The Vendor Entry screen displays. Fill in the fields, and when finished click the **Done** button. The screen will minimize. If you are entering more than one vendor, maximize the screen, click the **New Vendor** button, and continue entry.
4. Close the **DstVendr** database when finished.

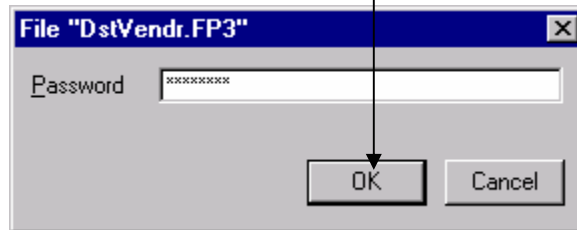
Editing Vendor Information

Once vendor information has been entered in the system, it can be changed at any time. To edit vendor information:

1. Double click on the **DstVendr** database to open it.



2. Enter your password and click the **OK** button.



3. The vendor entry screen displays. Click on the **List** button.

Type in the information below to add a vendor.

Pay To Name			
Pay To Address			
Pay To City			
Pay To State		Zip Code	
Vendor Phone			
Vendor Email			

Click on the **DONE** button to return to previous screen.

- A list of vendors displays in alphabetical order. Use the scroll bar to find the vendor you want to edit, then click on the vendor name.

Click on the vendor to view their address information.

PAY TO NAME	
Abbott Paint & Carpet Company	651/698-5518
Action Plastic Sales, Inc.	612/786-4144
Addison Wesley Longman	800/552-2259
Adrover, Nellie	
AIMS Education Foundation	888-733-2467
American Guidance Service	800/328-2560

- The vendor entry screen displays with the selected vendor's information.

Pay To Name	Lakewood Publishing
Pay To Address	1000 Normandale Boulevard Suite #400 Attn: Accounts Receivable
Pay To City	Minneapolis
Pay To State	MN Zip Code 55355
Vendor Phone	612-668-1274
Vendor Email	www.lakewood.com

Click on the **DONE** button to return to previous screen.

DONE

New Vendor

List

Delete Vendor

- Edit the information in any of the fields, and when finished click the **Done** button.

Reconciliation

Regular comparisons should be done between your SAM data and the monthly FMS Activity Report. The data on the FMS system is the “official” financial record of the district. However, errors can occur in processing and the only way to catch them is to reconcile the two sets of data.

Record Check-off

Both the entry screens and View List screen have fields for **Record Check-off**. This feature allows you to mark the record as having been matched against a bank statement or FMS Activity Report.

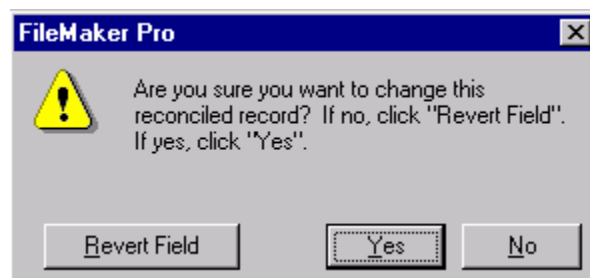
Entry screen check-off boxes

Reconciled to:
 FMS Activity Audit ☐
 Bank Statement ☐

View List screen check-off boxes

Account *	Group *	Vendor *	Alloc.		Roll Over	Expenses		PV Num *	Check Off	
			General	Individual		Estimated	Invoices		AT	Bank
4th grade-MN History	General	Storehouse				\$143.58			☒	☐
5th grade-Oxford Pool	Monroe	Oxford Pool					\$79.00	4932 PC	☐	☒
5th grade-Oxford Pool	Monroe			\$138.00				5000824	☒	☐
5th grade-Oxford Pool	Monroe	Comfort Bus					\$97.15	18602	☒	☐
Adrover, Nellie	General	Adrover, Nellie					\$110.23	4889 PC	☐	☒
AT & T Account	Monroe				\$1,000.00				☒	☐
AT & T Account	Monroe	Nasco Fort					\$79.23	4916 PC	☐	☒
AT & T Account	Monroe	AIMS Education					\$92.29	4920 PC	☐	☒
AT & T Account	Monroe	Nasco Fort					\$226.86	4916 PC	☐	☒

Changes to the dollar amount, budget code, check number or check date on a reconciled record will trigger a warning message (see below). You have the choice to leave the record as is, or go ahead and make the change.



Viewing Records

View List

The View List provides an easy method for viewing all records or groups of records in the Register. Column headings that are asterisked(*) may be clicked on to sort the list.

FIND?

FIND ALL!

Entry Screen

Click on any line to view that record.

Click on any * to sort a column. Records without information will appear listed at the top of a column.

Quick Report

Date *	Account *	Group *	Vendor *	General	Alloc. Individual	Roll Over	Expenses Estimated	Invoices	Ref Num*	Check Off FMS* Bank*
04/01/03	Account Name #1	Group	ABCDEFGHIJK				\$1,234.56		1111PC	☐ ☐
04/28/03	Account Name #1	Group	American					\$5,555.00	11000191PV	☐ ☐
04/29/03	Account Name #1	Group	Storehouse				\$358.00			☐ ☐
05/15/03	Account Name #1	Group	American						11000191PV	☐ ☐
05/30/03	Account Name #1	Group		\$5,000.00						☐ ☐
04/08/03	Account Name #2	Group	Office Depot					\$1,123.00	987654PO	☐ ☐
04/28/03	Account Name #2	Group	IKON					\$555.00	65656RQ	☐ ☐
04/29/03	Account Name #2	Group	Storehouse				\$358.00			☐ ☐
05/30/03	Account Name #2	Group	Graphic					\$75.00		☐ ☐
04/11/03	Account Name #3	Group	Mary Beth					\$3,333.00	11000201PV	☐ ☐
04/28/03	Account Name #3	Group		\$10,000.00					1PC	☐ ☐
04/28/03	Account Name #3	Group		\$99,000.00						☐ ☐
04/28/03	Account Name #3	Group	Office Depot				\$250.00		11000211PV	☐ ☐



The **FIND?** button takes you to a find screen where you can search for a specific record or groups of records.



The **FIND ALL!** button brings **all** Register records into the View List, in date order.



The **Quick Report** button prints the current group of records as shown, and allows you to add a title to the report.

Using the “Find” Screen

It is better to enter as little information as possible to make sure that a request is not overly complicated. Using just the beginning part of a word often eliminates the possibility of misspelling that word. If a match isn't found, a message indicating that "No Records were found" will be displayed.

After the search criteria are entered, click on the **Continue** button. You are returned to the Entry screen if only one record matches the criteria, and to the View List if there are multiple records.

Enter search/report criteria in any single box or multiple boxes below. Press the Enter key or click on the Continue button when you are done.

Record Type 	Record Date 	Year (ex:2003) 	Month
Account Name 	Group 	Category 	
Expense Info:			
Storehouse Order#	Vendor 		
Description 	Est. Cost 	Invoiced Cost 	Final Cost
			Petty Cash?
Allocation Info:			
Inv./JE/Rcpt. # 	Inv./JE/Rcpt. Date 	Individual Alloc. 	General Alloc.
			Roll Over Alloc.
			Total Alloc.
Fund 	Org 	Prog 	Finance
Object 	Course 	Budget number 	
RFP# 	Requisition# 	PO# 	Petty Cash#
	Invoice # 	Invoice Date 	
Check Off: Bank Statement ☐ FMS Activity Audit ☐			

Cancel

Continue

Find ALL

Advanced Finds

Find With More Than One Criterion

This type of “find” is typically used to produce petty cash reports where one or more checks are outside the range of check numbers. Follow this example to include a check that is outside a range of check numbers.

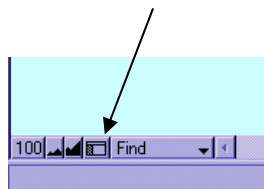
1. While in the find screen, enter the first search criterion. (Example: Petty Cash # 2201...2254)
2. Go to the **Mode** menu and choose **New Request**.
3. Enter the second search criterion. (Example: Petty Cash # 2175)
4. Click the **Continue** button at the bottom of the screen.

The result would be a petty cash report that includes check 2175 and checks 2201-2254.

Find With More Than One Criterion Using Omit

This type of “find” is typically used to produce petty cash reports where one or more checks need to be excluded from the range of check numbers. This type of “find” can also be used to omit petty cash checks that were charged to last year’s budget from standard reports. Follow this example to exclude a check within a range of check numbers.

1. While in the find screen, enter the first search criterion. (Example: Petty Cash # 2201...2254)
2. Go to the **Mode** menu and choose **New Request**.
3. Enter the second search criterion which you want omitted. (Example: Petty Cash # 2250)
4. Click on the status area control button between the Zoom Out button and the word “Find” at the bottom of the screen. This gives you access to the status area.



5. Click the **Omit** check box in the status area.
6. Click the **Continue** button at the bottom of the screen.

The result would be a petty cash report that includes checks 2201-2249 and 2251-2254.

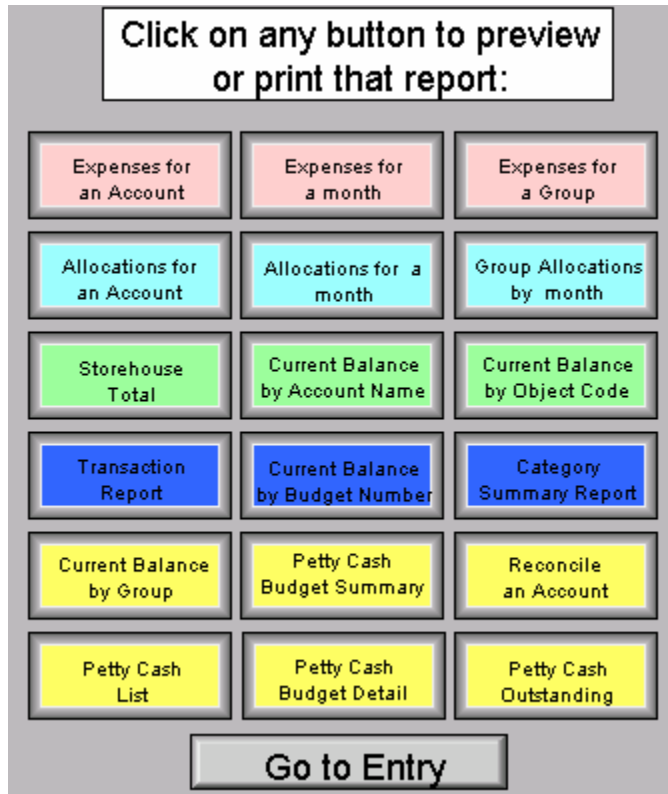
Reports

Creating a Report

1. On the Expense or Allocation entry screen click on the **Reports** button.



2. The Reports Menu displays. Double-click on the report you want to generate.



3. The Find screen displays. Enter the appropriate information for the report you are generating, then click on the **Continue** button.

NOTE: To get accurate expense reports, remember to exclude outstanding petty cash checks that were charged to last year's budget.

4. Enter a title for your report. Your school name and other specific information is especially helpful if the report will be distributed to others. When finished, click the **Continue** button.

Type the name of your report (your school/program name and the data that was selected) and click the Continue button.

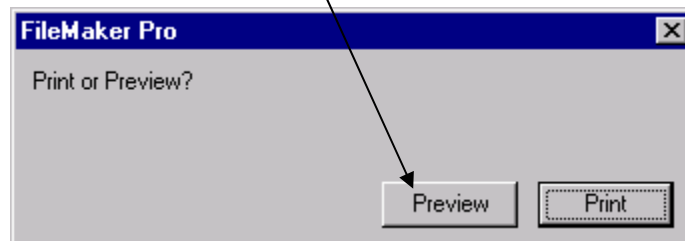
Report Name Example:
Ames Petty Cash List - Checks 2301-2385

Monroe- Expenses for September 2003

Version 1.0

5. A dialog box displays giving you the option to Preview or Print the report.

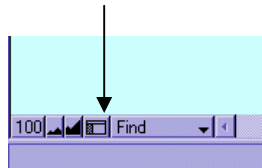
Note: Always Preview the report to make sure it includes the data you expected and it's in the proper format (portrait or landscape).



6. In the Preview mode you can change the format from *Portrait* to *Landscape* by going to **File > Page Setup**. If you don't want to print the report, click the **Cancel** button to return to the Reports screen. If you want to print the report, click the **Continue** button, then the **OK** button. After printing is complete you will be returned to the **Reports** menu.

Excluding Records from a Report

1. Select the report you want to produce, and enter the criteria on the FIND screen.
2. Go to the **Mode** menu and choose **New Request**.
3. Enter the criteria for the records you want to exclude.
4. Click on the status area control button between the Zoom Out button and the word “Find” at the bottom of the screen. This gives you access to the status area.



5. Click the **Omit** check box in the status area.
6. Click the **Continue** button at the bottom of the screen.

Expenses for an Account

On the FIND screen, select **Record Type = Expense** and make a selection from the **Account Name** pop up list. If you want all Account Names to appear, leave that field blank.

Expenses for an Account						
Account Name Account Name #1						
Record Date	Vendor	Invoice Amount	PV Num	Invoice Number	Petty Cash Paid Date	Description
06/17/03	American Office Products	\$854.00				new keyboard trays for computer lab
06/17/03	Lakewood Publishing	\$6,555.00				new textbooks for Math and Science
06/17/03	VENDOR HELLO	\$1,000.00		68768	05/05/2003	2 day workshop on teambuilding for site
06/17/03	Mary Smith	\$77.00	528400351	777		reimbursement for fund raising supplies
Expenses For: Account Name #1 = \$8,286.00						
TOTAL EXPENSES = \$8,286.00						

Expenses for a Month

On the FIND screen, select **Record Type = Expense** and make a selection from the **Month** pop up list.

Expenses for a Month							
December							
Date	Ordered from	Category	Description	Expenses Estimated	Expenses Invoiced	Date Invoiced	Date Paid
12/01/00	Storehouse	Storehouse		\$90.24			
12/01/00	Storehouse	Storehouse		\$10.89			
12/04/00	Postmaster	Postage	300 - 33 cent stamps		\$99.00		12/4/2000
12/06/00	Nasoo Fort Atkinson	Monroe	Light Pk Tabletop stand		\$103.43	11/22/2000	12/7/2000
TOTAL EXPENSES FOR: December =							Expenses \$303.56
TOTAL EXPENSES TO DATE: = \$303.56							

Expenses for a Group

Not working correctly.

Allocations for an Account

On the FIND screen, select **Record Type = Allocation** and make a selection from the **Account Name** pop up list.

Allocations for an Account						
Account Name Band						
Date	Category	Description	Roll over	Allocations General	Individual	Comments
10/11/00	Deposit				\$86.00	Deposit from Dave Perry
10/18/00	Deposit				\$82.00	from Mr. Perry
11/06/00	Deposit				\$88.00	
11/15/00	Monroe	music				\$20.00 per rtr
11/15/00	Monroe	music				
11/17/00	Deposit				\$89.00	
11/17/00	Deposit				\$50.00	
11/30/00	Transfer	Transfer \$20 for Jalyse Dupay; \$40 for				
ALLOCATIONS For:			Band		= \$395.00	
TOTAL Allocation = \$395.00						

Allocations for a Month

On the FIND screen, select **Record Type = Allocation** and make a selection from the **Month** pop up list.

Allocations for a Month						
ALLOCATION TOTAL FOR: October = Allocation \$263,235.37						
Date	Category	Description	Roll over	Allocations General	Individual	Comments
10/30/00	Field Trip	7 adults, 79 children@ \$3				
10/30/00	Field Trip	10/31/00				
10/09/00	Allocation		\$1,000.00			Revenue for Science, Art
10/09/00	Monroe	Lascaux Revisited VHS, Art				and P24-1000 dated 9/27
10/09/00	Monroe	Aims magazine, two books				Limmerman
10/10/00	Monroe	Lascaux Revisited VHS, Art				Sell

Group Allocations by Month

On the FIND screen, make a selection from the **Group** pop up list. You don't need to select a Month. All months that have allocation records will print

Group Allocations by Month						
General Fund Monthly Allocations						
ALLOCATION TOTAL FOR:			November	=	Allocation	\$16,703.00
Date	Category	Description	Roll over	Allocations General	Individual	Comments
11/22/00	Allocation				\$2,029.00	
11/28/00	Allocation			\$14,674.00	-\$9,000.00	\$22 per pupil, allocated out
11/28/00	Allocation				\$2,000.00	
11/28/00	Allocation				\$5,000.00	
11/28/00	Allocation				\$2,000.00	
ALLOCATION TOTAL TO DATE:				=	\$16,703.00	

Storehouse Total

Not working correctly.

Current Balance by Account Name

On the FIND screen, make a selection from the **Account Name** field.

Current Balance by Account Name								
Ordered by:		Total Allocations		-	Total Expenses		=	Balance Record
Band		\$395.00			\$101.30			\$293.70
Date	Vendor	Category	Description	Roll over	Allocations General	Individual	Expenses Estimated	Invoiced
10/11/00		Deposit				\$86.00		
10/18/00		Deposit				\$82.00		
11/06/00		Deposit				\$88.00		
11/17/00		Deposit				\$89.00		
11/17/00		Deposit				\$50.00		
11/15/00	Groth Music	Monroe	Music					\$20.34
11/15/00	Groth Music	Monroe	Music					\$20.96
11/30/00	World's Finest Chocolate,	Transfer	Transfer \$20 For Jalyse Dupay; \$40 For					\$60.00
Monroe Community Current Totals:								
		Total Allocations		-	Total Expenses		=	Balance Record
		\$395.00			\$101.30			\$293.70

Current Balance by Object Code

On the FIND screen, make a selection from the **Object** field.

Current Balance by Object Code									
Object Code		Total Allocations		- Total Expenses		= Balance Record			
6395 Field trip		\$0.00		\$1,933.50		-\$1,933.50			
Date	Vendor	Category	Description	Roll over	Allocations General	Individual	Expenses Estimated	Invoiced	
09/08/00	Ordway Music Theatre	Field Trip	303 tickets @\$3					\$909.00	X
10/16/00	Fischer's Croix Farm	Field Trip	55 admissions @ \$3.50 each 10/17/00					\$192.50	
10/30/00	Oxford Pool	Field Trip	10/31/00					\$79.00	
10/30/00	MN Historical Society	Field Trip	7 adults, 79 children @\$3					\$258.00	
10/30/00	Schneider, Marjorie	Field Trip	Fischer's Croix Farm Reimburse for					\$21.00	
11/15/00	Minnesota History Center	Field Trip	81 - 4th graders to MN History Center					\$243.00	
11/20/00	Knott's Camp Snoopy	Field Trip	21 students @\$11					\$231.00	
Current Object Totals:									
Total Allocations		- Total Expenses		= Balance Record					
\$0.00		\$1,933.50		-\$1,933.50					

Transaction Report

On the FIND screen, make a selection from one field. The report will list any records that match that criteria.

Transaction Report

Allocation

Date	Account	Category	Vendor	General	Allocations Individual	Roll Over	Expenses Estimated	Invoices	PV Num
06/17/03	Account Name #1			\$555.00					
06/17/03	Unknown			\$1,000.00					1PC
Allocation =				\$1,555.00					

Expense

Date	Account	Category	Vendor	General	Allocations Individual	Roll Over	Expenses Estimated	Invoices	PV Num
06/17/03	Account Name #1		American					\$654.00	44654PO
06/17/03	Account Name #1		Lakewood					\$6,555.00	777777RQ
06/17/03	Account Name #1	Category	Learning					\$1,000.00	1111PC
06/17/03	Account Name #1		Mary Smith					\$77.00	528400351PV
06/17/03	Account Name #2	Category	IKON					\$555.00	528400361PV
06/17/03	Unknown							\$222.00	528400351PV
06/18/03	Account Name #2		Office Depot					\$67.00	2222PC
06/18/03	Account Name #2		Mary Smith					\$43.00	3333PC
06/20/03	Account Name #2	Storehouse	Storehouse				\$836.00		
Expense =				\$0.00		\$10,009.00			

Balance: - \$8,454.00

Current Balance by Budget Number

On the FIND screen, type the budget number. If you want to see all budget numbers leave the fields blank.

Current Balance by Budget Number									
01-528-203-000-6430-0000		Total Allocations		-	Total Expenses		=	Balance Record	
		\$52,773.48			\$21,680.69			\$31,092.79	
Ordered by:		Total Allocations		-	Total Expenses		=	Balance Record	
Adrover, Nellie		\$0.00			\$110.23			- \$110.23	
<u>Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>		<u>Roll over</u>	<u>Allocations</u>	<u>Individual</u>	<u>Expenses</u>	
09/28/00	Adrover, Nellie	Instructional	Supplies			General		Estimated	Invoiced
									\$110.23
Ordered by:		Total Allocations		-	Total Expenses		=	Balance Record	
Broneak, Joe		\$1,091.29			\$8.40			\$1,082.89	
<u>Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>		<u>Roll over</u>	<u>Allocations</u>	<u>Individual</u>	<u>Expenses</u>	
09/01/00		Allocation			\$791.29	General		Estimated	Invoiced
09/13/00		Allocation							
10/11/00	Storehouse	Storehouse							
								\$8.40	
Ordered by:		Total Allocations		-	Total Expenses		=	Balance Record	
Callahan, Carol		\$400.00						\$400.00	

Category Summary Report

On the FIND screen, make a selection from the **Category** field.

Category Summary Report		
Field Trip Admissions		Total= \$1,933.50
<u>Account Name</u>	<u>Amount</u>	
4th grade-Fort Snelling	\$258.00	
4th grade-MN History Center	\$243.00	
5th grade-Oxford Pool	\$79.00	
HOW Intrascchool	\$231.00	
Kindergarten-Apple Orchard	\$213.50	
Monroe Intrascchool	\$809.00	
Grand Total:	\$1,933.50	

Group Balance

On the FIND screen, make a selection from the **Group** field.

Group Balance								
ELL								
Date	Vendor	Category	Description	Roll over	Allocations General	Individual	Expenses Estimated	Invoiced
11/28/00		Allocation				\$603.00		
11/28/00	Cejudo, Mishell	Bilingual	11/20-3 hours; 11/21-2.5 hours.					\$195.50
11/28/00	Hassan, Maryan Sharif	Bilingual	1 hour worked 11/22/00					\$17.00
11/28/00	Xiong, Kang Bao	Bilingual	5 hours X \$17					\$85.00
11/28/00	Hoang, Viet Quoc	Bilingual	1 hour X \$17					\$17.00
11/28/00	Vang, Mai Vang	Bilingual	3 hours X \$17					\$51.00
11/28/00	Norbu, Mr.	Bilingual	1 hour interpretation at conferences					\$17.00

Monroe Community Current Totals:

Total Allocations	- Total Expenses	= Balance Record
\$603.00	\$382.50	\$220.50

Reconcile an Account

On the FIND screen, make a selection from the **Account** field.

Reconcile an Account								
Date	Vendor	Category	Description	Roll over	Allocations General	Individual	Expenses Estimated	Invoiced
10/31/00		Allocation			\$29,480.00			X
11/22/00		Allocation				\$348.00		X
11/20/00	Metrocall	Instructional	Pager Service + \$50 Lost Pager And					\$156.46
11/22/00		Allocation				\$8,571.00		
11/22/00		Allocation				\$8,000.00		

Balance Record	Total Non Cleared	Expenditure Guideline Balance
\$46,242.54	-\$16,414.54	\$29,828.00

Petty Cash List

On the FIND screen, click twice in the **Petty Cash#** field and type the range of check numbers (example: 1111...3333).

Petty Cash List				
<u>Record</u> <u>Date</u>	<u>Check No.</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
06/17/03	1111	Learning International	2 day workshop on teambuilding for site council	\$1,000.00
06/18/03	2222	Office Depot	flipchart easel and paper	\$67.00
06/18/03	3333	Mary Smith	reimbursement for art supplies	\$43.00
Grand Total:				\$1,110.00

Petty Cash Budget Summary

On the FIND screen, click twice in the **Petty Cash#** field and type the range of check numbers (example: 1111...3333). You don't need to enter a report title. The system automatically shows the check range and your school/program name (from the Settings screen).

Petty Cash Budget Number Summary							
Monroe School							
Check Numbers	Amount	Fund	Org	Program	Finance	Object	Course
1111 ... 3333	\$67.00	01	528	203	000	6401	0000
1111 ... 3333	\$1,000.00	01	555	000	654	6185	0000
1111 ... 3333	\$43.00	19	528	203	000	6405	0000
Grand Total:	\$1,110.00						

Petty Cash Budget Detail

On the FIND screen, click twice in the **Petty Cash#** field and type the range of check numbers (example: 1111...3333).

Petty Cash Budget Detail					
01-528-203-000-6401-0000			Total= \$67.00		
<u>Date</u>	<u>Check No.</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	
06/18/03	2222	Office Depot	flipchart easel and paper	\$67.00	
01-555-000-654-6185-0000			Total= \$1,000.00		
<u>Date</u>	<u>Check No.</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	
06/17/03	1111	Leaming Intemational	2 day workshop on teambuilding for site council	\$1,000.00	
19-528-203-000-6405-0000			Total= \$43.00		
<u>Date</u>	<u>Check No.</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	
06/18/03	3333	Mary Smith	reimbursement for art supplies	\$43.00	
Grand Total:				\$1,110.00	

Petty Cash Outstanding

No selections need to be made. The report automatically identifies outstanding petty cash records by the empty "Bank" check box.

Outstanding Petty Cash Items									
<u>Record</u>				<u>General</u>	<u>Invoice</u>		<u>Check Off</u>		
<u>Date</u>	<u>Account Name</u>	<u>Group</u>	<u>Vendor</u>	<u>Allocation</u>	<u>Cost</u>	<u>Ref Num</u>	<u>FMS*</u>		<u>Bank*</u>
06/17/03	Account Name #1	Group A	Leaming		\$1,000.00	1111PC	☒	☐	
06/18/03	Account Name #2		Office Depot		\$67.00	2222PC	☐	☐	
06/18/03	Account Name #2		Mary Smith		\$43.00	3333PC	☐	☐	
Totals Allocations <u> \$0.00 </u> Expenditures <u> \$1,110.00 </u> Balance <u> -\$1,110.00 </u>									

Exporting Records

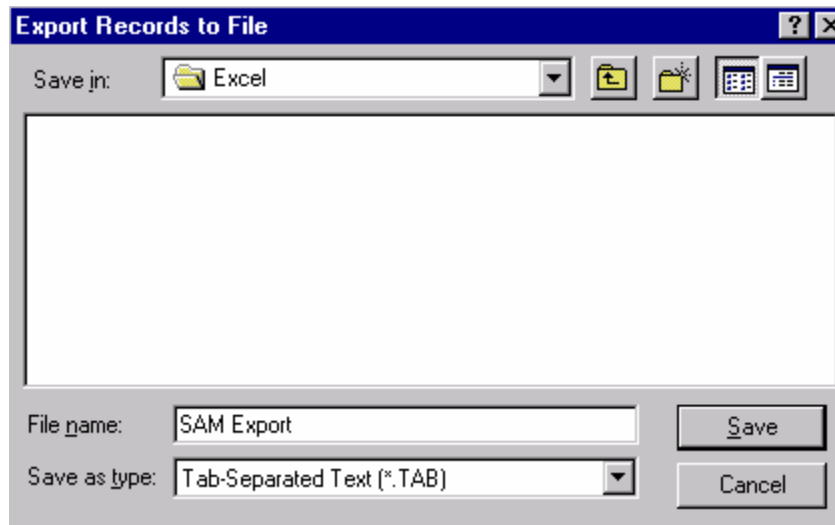
Any information in the Register may be exported to be used in word processing documents, spreadsheets, mail merges or other databases. To export records perform the following steps.

1. Open the Register file.
2. Perform a find to locate the records you wish to export.

!!IMPORTANT!!

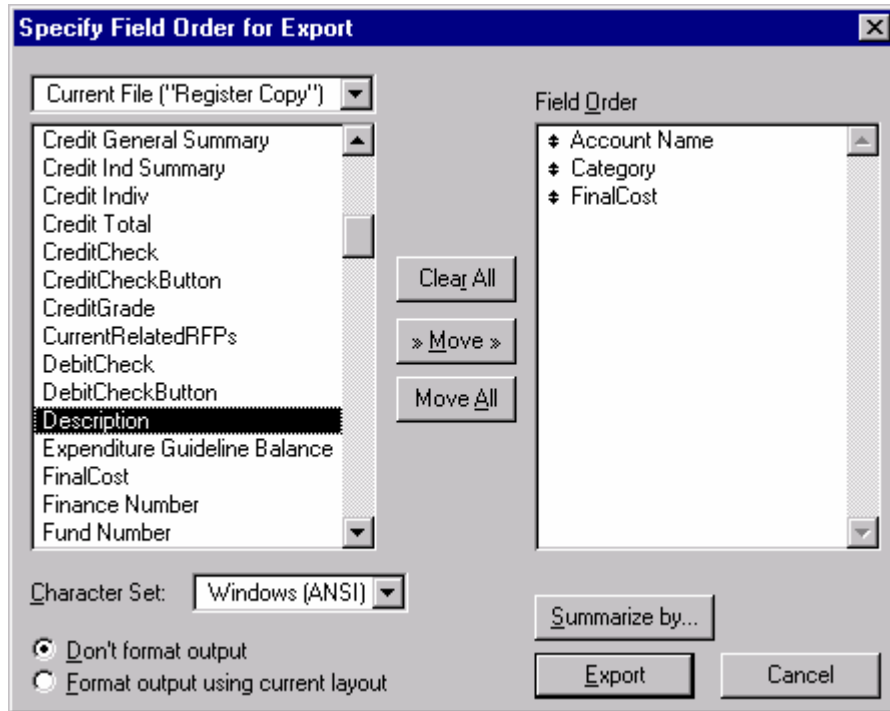
A specific group of records must be found or ALL of the records in the system will be exported.

3. From the File Menu choose **Import/Export**, and then **Export Records**.
4. Name your export file and save it to a location on your hard drive or desktop.



Choose the fields that you wish to export. The left side lists the fields available for export. Select a field then click the >**M**ove> button to add it to the right side.

5.



6. When all fields have been selected, click the **Export** button.

7. After the export file is created you will be able to use any application capable of reading a text file. Microsoft Excel is probably the most common application used to work with exported files. Open the application first, then open the text file.

Petty Cash

You can use SAM to record your petty cash expenditures, create reports for reimbursement requests, and balance your records to the bank statement. You have the option of using pre-printed check forms or a manual checkbook.

Ordering Petty Cash Check Forms

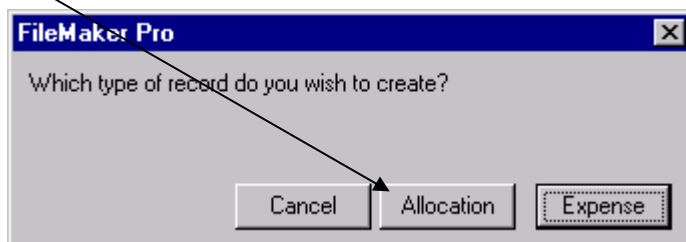
In order to use the petty cash check-printing feature, you will need to order checks from Deluxe Business Forms and Supplies at 1-800-328-0304. The checks you need to order are Form 080931 and the window envelopes that are compatible are 091500. The checks are one to a page with two check stubs. The stub at the top is sent to the vendor with the check, and the school keeps the lower stub. Do not include the lower stub with your backup documentation when you reimburse the account. It's meant to be kept on file in your building.

Starting Petty Cash at the Beginning of the Year

Assuming that your petty cash account was reimbursed at the end of the previous school year and that you reconciled your bank statements for June and July, you will enter a beginning balance for your petty cash bank account and any outstanding checks that have not cleared your bank account.

Entering a Beginning Petty Cash Balance

1. On the Entry screen click on the **New Record** button.
2. A dialog box asks which type of record you want to create. Click on the **Allocation** button.



- The Allocation screen displays. Complete the fields as shown in the example below:

- Account Name** - Petty Cash.
- PC#** - 1. (When you click on the next field the **Petty Cash Record** field will automatically fill in the word “Yes”.)
- General Allocation** - Enter the ending balance from the bank statement.
- Description** – (Optional-see example).
- Budget Code** – Leave as zeroes.

Record Date 06/03/2003	Org # 528	School/Program Name Monroe School
Account Name Petty Cash	Group	Reconciled to: FMS Activity Report ☐ Bank Statement ☐
Category	Petty Cash Record Yes	PC# 1
Invoice/Receipt Number	Invoice/Receipt Date	Individual Alloc.
		General Alloc. + \$10,000.00
		Roll Over Alloc. +
		Total Alloc. = \$10,000.00
Description (shows on reports) beginning balance as of July 2003 bank statement		
Fund 00	Org 528	Program 000
Finance 000	Object 0000	Course 0000
Budget number 00-528-000-000-0000-0000		
Comments (does not show on reports)		

- You are done entering this record. This is one of the few records you will ever create in SAM without a budget code.

Entering Outstanding Petty Cash Checks

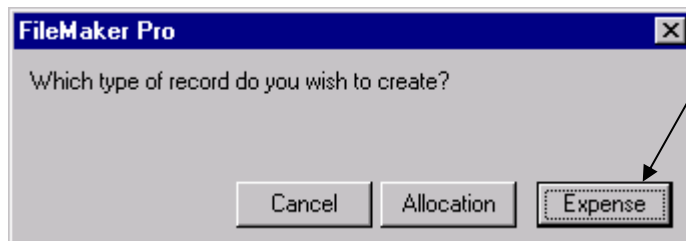
There are two types of outstanding checks:

- ✓ Checks that have already been reimbursed and were charged to last year's budget.
- ✓ Checks that have not been reimbursed and will be charged to the new fiscal year's budget.

Follow the steps below for the type of outstanding checks you need to enter.

Checks Already Reimbursed and Charged to Last Year's Budget

1. On the Entry screen click on the **New Record** button.
2. A dialog box asks which type of record you want to create. Click on the **Expense** button.



3. The Expense screen displays. Complete the fields as shown in the example below:

- **Account Name** – “Outstanding Check XXX-XX”.
- **Vendor** – Select the vendor who was the payee on the check.
- **Invoiced Cost** - Amount of the check.
- **Petty Cash#** - Check number.
- **Petty Cash Paid Date** -Check date.

Record Date 06/03/2003	Org # 528	School/Program Name Monroe School
Account Name Outstanding Check 2002-03		Group
Category	Petty Cash Record Yes	Reconciled to: FMS Activity Audit ☒ Bank Statement ☐
Storehouse Order #	Vendor Lakewood Publishing	
Description (shows on reports)	Est. Cost	Invoiced Cost \$156.00
		Final Cost \$156.00
Fund 00	Org 528	Program 000
Finance 000	Object 0000	Course 0000
Budget number 00-528-000-000-0000-0000		
RFP#	Req.#	PON#
	Petty Cash# 1234	Petty Cash Paid Date 06/02/03
	Invoice/Receipt # 77589	Invoice/Receipt Date 5/15/03

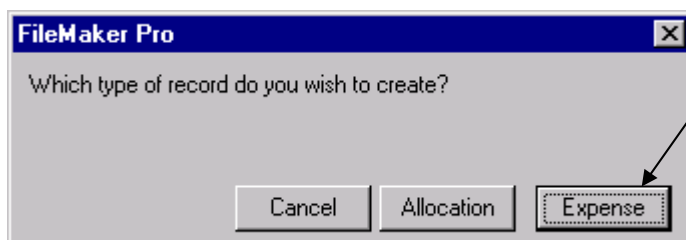
4. You are done entering this record. A budget code is not necessary because this check was already reimbursed and charged to last year's budget, so it should not be included in any reports.

Check Not Reimbursed and Charged to New Fiscal Year's Budget

This type of outstanding check can be entered using the standard procedure on the next page.

Entering Petty Cash Checks

1. On the Entry screen click on the **New Record** button.
2. A dialog box asks which type of record you want to create. Click on the **Expense** button or press the Enter key on your keyboard.



3. The Expense screen displays. Complete the fields as shown in the example below:
 - **Account Name, Group, Category** – Make selections from the pop-up lists or enter new values.
 - **Vendor** - The payee. If the payee is not listed as a vendor, click on the **Vendor** button and enter it in the Vendor database.
 - **Description** - Description of the expense.
 - **Invoiced Cost** - Amount of the check.
 - **Budget Number** - The appropriate budget code for the expense.
 - **Petty Cash#** - Check number.
 - **Petty Cash Paid Date** - Check date.

Record Date 06/03/2003	Org # 528	School/Program Name Monroe School
Account Name Account Name #3	Group Group Name #3	Reconciled to: FMS Activity Audit ☐ Bank Statement ☐
Category Category Name #3	Petty Cash Record Yes	

Storehouse Order #	Vendor Colleen Shields
-----------------------	---------------------------

Description (shows on reports) reimbursement for art supplies purchased at Target	Est. Cost	Invoiced Cost \$65.00	Final Cost \$65.00
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Fund 01	Org 528	Program 203	Finance 000	Object 6430	Course 0000	Budget number 01-528-203-000-6430-0000
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REP#	Req.#	P.O.#	Petty Cash# 1555	Petty Cash Paid Date 06/01/03	Invoice/Receipt # 51503	Invoice/Receipt Date 5/15/03
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If a check is being charged to multiple budget codes, duplicate the original record, make the necessary modifications, and enter an extension on the check number (for example, the second record for check 1555 would be 1555.1, the third would be 1555.2, etc.).

Printing Petty Cash Checks

1. After entering the petty cash check record on the Expense screen, click on the **Petty Cash** button at the bottom of the screen

The image shows a software interface for entering expense records. It includes a 'Record #' field with the value '6' and a 'Request For Payment!' button. A grid of buttons contains 'New Record', 'Find', 'View List', 'Reports', 'Duplicate Record', 'Settings', and 'Petty Cash'. An arrow points from the 'Petty Cash' button to the next step in the process.

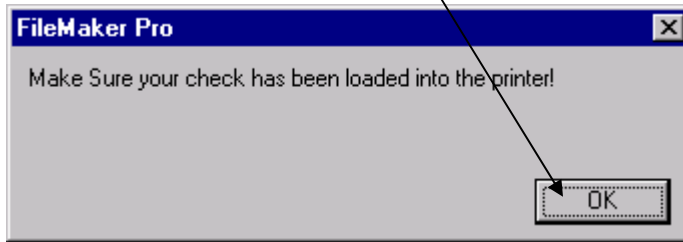
2. The Petty Cash Check screen displays. Enter information as shown in the example below.

You have the option to make the check payable to the **Vendor** or **Account Name**. The default is Vendor. To select Account Name, click on the box and a drop-down list displays where you can select Account Name.

The image shows the 'Petty Cash Check' screen. It has a sidebar with 'Expense Info.' and 'Print Petty Cash Check' buttons. The main area is divided into three sections: 'Vendor or Account or Check?' (with a dropdown set to 'Vendor'), 'Account:' (with fields for Account Name and Address), and 'Vendor:' (with fields for Vendor Name and Address). A red section at the bottom is titled 'Information Printed on Check' and contains fields for Name, Check Address, Petty Cash Date Paid, and Check Amount. Callouts provide instructions: 'Click this button to return to the Register.' points to the sidebar; 'If check is payable to the Account Name, enter the address here.' points to the Account Address field; 'Verify the information in this box before clicking the print button.' points to the 'Information Printed on Check' section.

3. When ready to print the check, click the **Print Petty Cash Check** button.

4. A dialog box displays reminding you to load the check forms in the printer. When ready to print, click the **OK** button.



Entering Bank Charges from your Bank Statement

If you are charged a bank service charge, enter an expense record with the following information:

Account Name - "Petty Cash".

Description - description of the bank service charge.

Invoiced Cost - amount of the service charge.

Budget Code - the budget code this expense is charged to.

Petty Cash # - the number of the last petty cash check listed on that bank statement.

Insert a decimal point and "1" at the end of the check number to make it unique.

(Example: 2457.1) This charge will be included when you prepare your next reimbursement.

Petty Cash Paid Date - date of bank service charge.

Verifying the Petty Cash Account Balance

Verify your petty cash balance each day before you start processing checks so that you know how much money is in your account.

1. Click on the **Find** button at the bottom of the screen.



2. Click in the **Petty Cash?** field and select **YES** from the drop-down list.

Enter search/report criteria in any single box or multiple boxes below. Press the Enter key or click on the Continue button when you are done.

Record Type	Record Date	Year (ex:2003)	Month
Account Name	Group	Category	
Expense Info:			
Storehouse Order#	Vendor		
Description	Est. Cost	Invoiced Cost	Final Cost
			Petty Cash?
Allocation Info:			
Inv./JE/Rcpt. #	Inv./JE/Rcpt. Date	Individual Alloc.	General Alloc.
		Roll Over Alloc.	Total Alloc.
Fund	Org	Prog.	Finance
Object	Course	Budget number	
RFP#	Requisition#	PO#	Petty Cash#
Invoice #	Invoice Date		
Check Off: Bank Statement ☐ FMS Activity Audit ☐			
Cancel Continue Find ALL			

3. Click the **Continue** button at the bottom of the screen.

- The View List screen displays all Petty Cash transactions that have been entered in the Register.

FIND?

FIND ALL!

Entry Screen

Monroe Community School

Click on any line to view that record.

Click on any * to sort a column. Records without information will appear listed at the top of a column.

Accounts

Print

Quick Report

Date *	Account *	Group *	Vendor *	Alloc.		Roll Over	Estimated	Expenses Invoices	PV Num *
				General	Individual				
11/29/00	Office	General	IKON Office					\$167.50	5027PC
11/29/00	Monroe Intraschool	Monroe	DiMartino,					\$42.74	5028PC
11/29/00	Werner, Delmar	General	Werner, Delmar					\$51.48	5029PC
11/29/00	Office	General	Eliertson, Faith					\$31.94	5030PC
11/29/00	HOW Intraschool	HOW	UPS					\$37.40	5031PC
11/30/00	Office	General	IKON Office					\$64.00	5027PC
11/30/00	HOW Intraschool	HOW	UPS					\$16.65	5031PC
11/30/00	HOW Intraschool	HOW	UPS					\$11.51	5031PC
11/30/00	Petty Cash	Petty Cash			\$9,619.28				3PC
11/30/00	Madson-Brown,	Monroe	Madson-Brown,					\$19.04	5032PC
11/30/00	Dooley, Erin	General	Dooley, Erin					\$46.56	5033PC
11/30/00	Dooley, Erin	General	Trans-Mississip					\$44.77	5034PC
11/30/00	Staff Development	General	Madson-Brown,					\$10.00	5032PC
11/30/00	Food	Monroe	Madson-Brown,					\$34.14	5032PC
12/04/00	Postage	General	Postmaster					\$99.00	5035PC
12/06/00	AT & T Account	Monroe	Nasco Fort					\$103.43	5036PC
03/06/01	Petty Cash								100PC

Total Shown

Allocations \$26,418.36 Expenditures \$22,988.11

Balance \$3,430.25

- Scroll down to the bottom of the list to see the balance of your account.

Reimbursing Your Petty Cash Account

Reimburse your petty cash account when you have spent approximately 50% of your balance. The steps included in this process are:

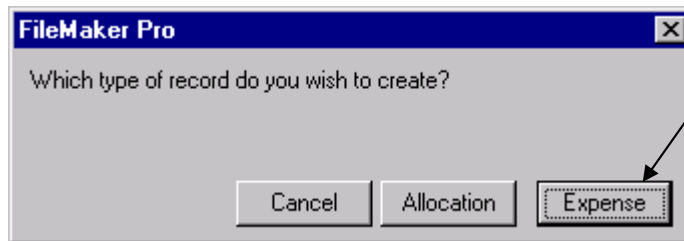
1. Reconcile all bank statements.
2. Determine the range of checks that you want to have reimbursed.
3. Print the following reports:
 - Petty Cash List
 - Petty Cash Budget Summary
 - Petty Cash Budget Detail
4. Create a Request for Payment and have it signed by the Principal/Budget Administrator.
5. Make copies of the backup documentation, most recent bank statement, reports and RFP before they are sent to the Business Office. Keep the photocopies for yourself, and send the originals to the Business Office.
6. Assemble the paperwork in the following order:
 - Signed Request for Payment (on blue paper).
 - “Petty Cash Budget Summary” report.
 - “Petty Cash List” report.
 - “Petty Cash Budget Detail” report.
 - Petty Cash backup (original invoices and receipts).
 - ❖ Each invoice/receipt should have the check number written on it.
 - ❖ Small slips should be taped to an 8 ½” x 11” piece of paper. Try and fit as many slips on one page as you can. Don’t tape slips to both sides of the paper.
 - ❖ Include adding machine tapes if there are multiple receipts for one check, or only part of the items on the receipt were reimbursed. This helps the Business Office determine how you arrived at the check amount and saves time re-adding the items.
 - Copy of Current Reconciled Bank Statement (the back of the statement should be filled in to show that you reconciled the account).

Creating the Request for Payment to Reimburse Petty Cash

1. On the Entry screen click on the **New Record** button.



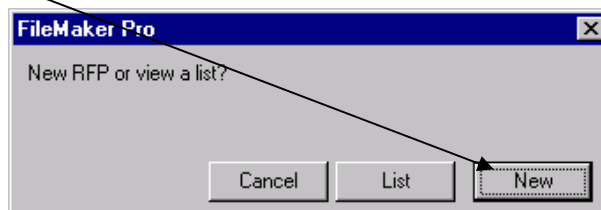
2. A dialog box asks which type of record you want to create. Click on the **Expense** button.



1. On the bottom right corner of the Entry screen, click on the **Request for Payment** button



2. A dialog box offers you the option to view a list or create a new RFP. Click on the **New** button.



- The Request for Payment screen displays. Fill in the fields as shown in the example below.

Need By Date – The date you want the money deposited in your account.

Received by – The person to contact if the Business Office has questions while processing the reimbursement request.

Vendor – Your school/program petty cash account. If you have not already created your petty cash account as a “vendor”, click the **Click here to add a Vendor** button. Enter the vendor record as shown below with your own checking account number.

RFP Description – Indicate the check range on this reimbursement request.

Payment Override - the total of the reimbursement request.

New RFP	View List	Find an RFP	Print RFP	Return to Register	RFP Date: 06/03/03	RFP# 52800261
Need By Date: 06/10/03		Date Goods/Services Received:		Received by: COLLEEN SHIELDS		
Special Payment Instructions:						
Click here to add a Vendor	Vendor: Monroe Petty Cash					
	Address: Western Bank					
	Account #123456789					
Add a Line						
Duplicate Selected						
RFP Description		See attached reports for budget codes. Checks 1111-1555.				
Verify RFP Total\$\$		Total\$\$:		Payment Override		Final Payment Amount
				\$6,621.00		\$6,621.00

- Click the **Print RFP** button.

- Click the **OK** button.

Receipt of Petty Cash Reimbursement

After you receive confirmation from the Business Office that the reimbursement amount has been wired to your checking account, enter the amount into the Register.

1. Click on the **New Record** button at the bottom of the Entry screen.
2. Click on the **Allocation** button when asked, "Which type of record do you wish to create?"
3. Fill in the fields as shown in the example below:

Account Name – "Petty Cash"

PC# - The next number in the series of petty cash allocation records.

General Alloc. – amount wired to the bank.

Description – range of check numbers reimbursed.

Record Date 06/03/2003	Org # 528	School/Program Name Monroe School
Account Name Petty Cash	Group	
Category	Petty Cash Record ☒ Yes	PC# 2
		Reconciled to: FMS Activity Report ☐ Bank Statement ☐

Invoice/Receipt Number	Invoice/Receipt Date	Individual Alloc.	General Alloc.	Roll Over Alloc.	Total Alloc.
			\$6,621.00		\$6,621.00
Description (shows on reports) reimbursement of checks 1111-1555					

Reconciling to Bank Statement

When you receive your monthly bank statement, follow these steps to reconcile your petty cash records in SAM to the statement.

1. In the View List mode, do a FIND to bring up a list of all your petty cash records (see “Verifying Balance of Petty Cash Account” section for detailed instructions).
2. For every deposit or check that has cleared on the bank statement, click in the **Bank** check off box on the far right of the View List screen. If there are bank service charges, enter them in the register and mark them as cleared (see the “Entering Bank Charges from your Bank Statement” section).
3. When everything has been checked off, scroll to the bottom of the list and write down the balance of your petty cash account.
4. Print a Petty Cash Outstanding report (see “Reports” for detailed instructions).
5. Turn the bank statement over and fill in the fields as shown below:

<i>CLOSING BALANCE</i> Amount from other side		\$		The ending balance on this statement.
ADD: Deposits made since ending date on statement		_____	—	
		_____	—	If account was reimbursed after the statement ending date, enter amount here.
<i>SUBTOTAL</i>				
Checks not listed on this or prior statements				
NO.	AMOUNT			
	\$			
TOTAL CHECKS NOT LISTED ==>		\$		Enter the total amount from the “Petty Cash Outstanding” report.
<i>BALANCE</i>		\$		
				This amount should match the balance on SAM.

Out of Balance Troubleshooting

If you are unable to reconcile, ask yourself these questions:

- Did you forget to enter expense records for bank fees, such as overdraft fees or stop payments?
- Are there items on the Petty Cash Outstanding report that should have been marked as cleared?
- Are there voided checks that have a dollar amount other than \$0.0?
- Did you forget to enter an allocation record for a reimbursement?
- Is there an allocation record for the initial balance of the checking account at the beginning of the fiscal year?

Voiding Petty Cash Checks

Voiding a Check Immediately

If you made an error while printing a petty cash check or manually writing a check, follow these steps:

1. Select **New Record**, click the **Expense** button, and enter the fields as follows:
Account Name – “Voided Check”.
Description – “Void”, and the reason for the void.
Invoiced Cost – “0”.
Petty Cash # - check number.
Petty Cash Paid Date – the date you voided the check.

Voiding a Check That Has Not Been Reimbursed

The most common reason a check that has been sent to a vendor or given to a staff member is voided is because it's been lost. If all efforts to find the check have failed and it's been determined that the check should be voided, and the check has not been included in a reimbursement request, follow these steps:

1. Do a FIND for the check number to be voided.
2. Click on the record to display the entry screen.
3. On the entry screen, go to the **Comments** field first and enter the check amount so you have a record of it in case the check is found later and returned to you or cashed.
4. Then change the remaining fields as follows:
Account Name – “Voided Check”.
Description – “Void”, and the reason for the void.
Invoiced Cost – “0”.

Voiding a Check That Has Been Reimbursed In the Current Fiscal Year

If a check that has already been reimbursed needs to be voided, follow these steps:

1. Do a FIND for the check number to be voided.
2. Click on the record to display the entry screen. In the COMMENTS field record the Invoiced Cost amount.
3. Click the Duplicate Record button.
4. On the duplicate record, change the fields as follows:
Account Name - "Voided Check".
Invoiced Cost - enter a minus sign and the dollar amount that you recorded in the COMMENTS field.
Description - "Void" and the reason for the void.
Petty Cash# - enter a period and a "1" after the check number.
5. Make a hard copy of this record by choosing **Print** from the **File** menu. Keep this hard copy with the rest of your pending petty cash backup until the next time you reimburse.
6. When you prepare your next reimbursement request, include the voided check on the reports by following the "Advanced Finds" instructions in the SAM User Manual.

Voiding a Check That Was Reimbursed In the Previous Fiscal Year

1. Create a new expense record, and enter the fields as follows:
Account Name - "Voided Check".
Invoiced Cost - enter a minus sign and the check amount.
Description - "Void" and the reason for the void.
Budget Number - enter the budget code the check was originally charged to.
Petty Cash# - enter the check number that is being voided.
Petty Cash Paid Date - enter the date the check was written.
2. Make a hard copy of this record by choosing **Print** from the **File** menu. Keep this hard copy with the rest of your pending petty cash backup until the next time you reimburse.
3. When you prepare your next reimbursement request, include the voided check on the reports by following the "Advanced Finds" instructions in the SAM User Manual.

