



# Financial Information System User's Guide



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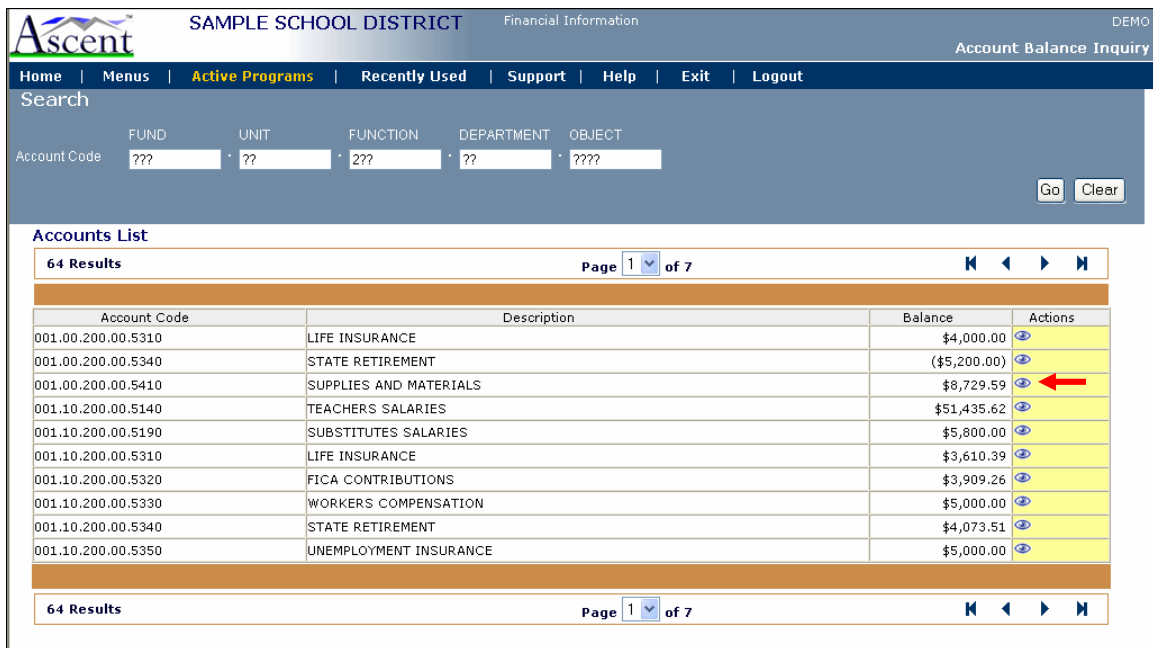
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# Account Balance Inquiry

The Account Balance Inquiry program simplifies the process of looking up and verifying account information. Accounts can be selected and their summary balances displayed. The detailed activity of an account can also be reviewed.

## Search Screen

The search screen lists account codes in numeric order. In our example, each account code consists of five account elements: Fund, Unit, Function, Department, and Object. Account codes and their elements are defined on the district level and will likely differ from our example. Account codes can be selected by replacing question marks with some portion of the account and clicking the  button. Account details can be displayed by selecting the view  icon of the desired account.




The screenshot displays the 'Account Balance Inquiry' interface for 'SAMPLE SCHOOL DISTRICT'. The search form includes fields for FUND (??), UNIT (?), FUNCTION (??), DEPARTMENT (?), and OBJECT (????). The results table shows the following data:

Account Code	Description	Balance	Actions
001.00.200.00.5310	LIFE INSURANCE	\$4,000.00	
001.00.200.00.5340	STATE RETIREMENT	(\$5,200.00)	
001.00.200.00.5410	SUPPLIES AND MATERIALS	\$8,729.59	
001.10.200.00.5140	TEACHERS SALARIES	\$51,435.62	
001.10.200.00.5190	SUBSTITUTES SALARIES	\$5,800.00	
001.10.200.00.5310	LIFE INSURANCE	\$3,610.39	
001.10.200.00.5320	FICA CONTRIBUTIONS	\$3,909.26	
001.10.200.00.5330	WORKERS COMPENSATION	\$5,000.00	
001.10.200.00.5340	STATE RETIREMENT	\$4,073.51	
001.10.200.00.5350	UNEMPLOYMENT INSURANCE	\$5,000.00	

## Search Area

**Account Code:** An account code consist of account elements, which are defined on a district level. Question marks serve as wild cards, and can be replaced by any portion of an account code.

**Go:** After entering part or all of an account code, click the  button and a new list of accounts will be generated.


**Clear:** Resets the elements of the account code to question marks.

## **Account List Area**

**Account Code:** Shown in numeric order. Users are only shown account codes they are authorized to view. Authorities are defined on a district level.

**Description:** As defined by the district.

**Balance:** Current account balance.

**Actions:** This program only allows account information to be viewed, which is done by clicking on the view  icon. Clicking this icon displays the Account Detail screen.

## Account Detail

The Account Detail screen includes the original budget amount, closed and unclosed adjustments and expenditures, and budget remaining.

Ascent		SAMPLE SCHOOL DISTRICT		Financial Information		DEMO	
Home		Menus		Active Programs		Recently Used	
Support		Help		Exit		Logout	
<a href="#">Return</a>							
Account Code	001.00.200.00.5410			Description	SUPPLIES AND MATERIALS		
Status	Active			Account Type	Expenses		
Closed Activity Options							
Month	None	<input type="radio"/>	Start with	<input type="radio"/>	Only	Journal	All
Unclosed Activity Options							
Show Activity On/After This Date							
<b>Beginning Budget Balance</b>				\$9,000.00			
Closed Budget Adjustments				\$0.00			
Unclosed Budget Adjustments				\$0.00			
Revised Budget					\$9,000.00		
<b>Beginning Transaction Balance</b>				\$0.00			
Closed Expenditures				\$0.00			
Unclosed Expenditures				\$180.79			
Current Expenditures Balance					\$180.79		
Unexpended Budget Remaining					\$8,819.21		
<b>Beginning Encumbrance Balance</b>				\$0.00			
Closed Encumbrances				\$0.00			
Unclosed Encumbrances				\$89.62			
Current Encumbrance Balance					\$89.62		
Unencumbered Balance Remaining					\$8,729.59		

**Return:** Return to the previous screen.

**Status:** Values may be: Active, Inactive, Reports, Drop.

**Account Type:** Indicates the financial classification assigned to an account as defined in the **Account Code Numbers** program.

### Closed Activity Options

**Month:** A drop down list allows the selection of a closed month.

**Start with:** Use to select data that starts with a selected month.

**Only:** Use to select data for only a selected month.

**Journal:** A drop down list allows the selection of a journal type.

## **Unclosed Activity Options**

**Show Activity On/After This Date:** Use to establish a beginning date of the data to be displayed.

**Beginning Balances:** The beginning balance of the appropriate journal.

**Closed figures:** Contains items of the appropriate journal for the months that are closed.

**Unclosed figures:** Contains items of the appropriate journal for the open or unclosed period.

**Revised Budget:** Beginning budget balance plus closed and unclosed budget adjustments.

**Current Expenditures Balance:** Beginning transaction balance plus closed and unclosed expenditures.

**Unexpended Budget Remaining:** Revised budget less current expenditures.

**Current Encumbrance Balance:** Beginning encumbrance balance plus closed and unclosed encumbrances.

**Unencumbered Balance Remaining:** Revised budget less current expenditures and current encumbrances.

**All Underlined Numbers:** Clicking on any underlined numeric will display a list of entries from the appropriate journal, allowing further details to be examined.

## Ledger Lists

Ledger Lists can be displayed for either open or closed items. They contain details on specific adjustments or postings to the account, including such items as the transaction date and reference numbers.

Journal ID	Trans. Date	Post. Date	Ref #1	Ref #2	Ref #3	Ext. Ref	Description	Amount	System	Vendor	User Code
A/P	11/15/1994	11/15/1994	850	0	92043	<u>ASD678</u>	BOOKS	\$180.79	ACP		

## Options

**Return:** Return to the previous screen.

**Ext. Ref:** Clicking on an underlined external reference displays the details about the original invoice.

## Details for Invoice Number

The **Details for Invoice Number** screen displays details about the original invoice.

Ascent		SAMPLE SCHOOL DISTRICT		Financial Information		DEMO									
Home		Menus		Active Programs		Recently Used		Support		Help		Exit		Logout	
<a href="#">Return</a>															
<b>Details for Invoice# ASD678</b>															
A. J. LYNDON FOOD COMPANY						Entered By:		MANAGER							
						Batch ID:		EMY							
3245 EAST JACKSON AVENUE						Posted:		11/15/1994							
GREENVILLE AZ 12345-6789						1099 Inv:		N							
Invoice Date:				11/15/1994				Invoice Due Date:							
Voucher Number:				0				Other Reference:							
Invoice Description:				A. J. LYNDON FOOD COMPANY											
Account Number:				001.00.200.00.5410											
Cash Discount:		35.09		Days:		0		Taken:		Y					
<b>Paid Invoice Information:</b>															
Check Number:						10424									
Bank:						FB									
Check Date:						04/01/1963									
Amount Paid:						\$315.79									
Paid To:						A. J. LYNDON FOOD COMPANY									
Line Number	Quantity	U/M	Description	Amount											
1		8 EA	BOOKS	\$180.79											
2		3 EA	TABLES	\$135.00											

## Options

**Return:** Return to the previous screen.

## Vendor Information

The **Maintain Vendor Information** program allows school districts to build a list of vendors and track information regarding demographics, contacts, categories, 1099s, and purchasing volumes. Vendor records have numerous uses. Within the Financial Information System vendor records are utilized in Purchasing, Accounts Payable, and Cash Disbursements. Within the Employee Information System vendor records are accessed as deductions are processed. Historically vendors have been tracked by a unique number assigned to them. The Ascent product offers the ability of sorting and selecting vendors by number, name, city, and state.

### Address Tab

The Address Tab contains demographic information about the vendor that identifies where a purchase order is to be sent and where payments are to be made. In addition to mailing addresses, this tab stores the internet website address of the vendor.

Return to Search

Selected Records

Hints  
Hints go here...

Submit Reset Print Add

Vendor Name \* Vendor Number \* 0

Name (cont.) Related To

Short Name

Address Profile Contacts Categories Comments

Purchase Order Remit To

Attention

Address

City

State/ZIP/EXT \* -or-

Province/Postal Code \*

Telephone/Ext.

Fax

Vendor Website http://

Submit Reset Print Add

### Field Descriptions

**Vendor Name:** Name of vendor to be used in mailings. This is a required field.

**Name (cont.):** Additional space for vendors with names longer than thirty characters.

**Vendor Number:** A number that is associated with the vendor. It is assigned by the user and is required. Duplicates are not allowed—they must be unique.

**Related To:** Must be a valid vendor number. This field allows the posting of an invoice to reference a ‘Related Vendor’ number.

**Short Name:** Used on reports and where space is restricted.

**Purchase Order** – The information under this column heading is accessed as Purchase Orders are generated and printed for a vendor.

**Remit To** – The information under this column heading is accessed as checks are generated and printed to a vendor. Any ‘Remit To’ fields left blank will be defaulted to the values contained under the ‘Purchase Order’ column as checks are being generated.

**Attention:** Use when mail is to be directed to a specific person.

**Address:** Mailing address.

**City:** City of the mailing address.

**State:** A drop down list of state identifiers that are approved by the Post Office. No selection should be made when mailing to Canada or other non-US addresses.

**ZIP/EXT:** Five digit zip code with optional four digit extension. These fields are not edited, and should not to be used for Canadian or non-US addresses.

**Province:** Use for Canadian and non-US addresses. This field should not to be used for addresses in the United States.

**Postal Code:** Used for Canadian and non-US addresses. This field should not be used for addresses in the United States.

**Telephone/Ext.:** Area code and phone number of the vendor. Extension is optional

**Fax:** Area code and phone number to be used when faxing information to the vendor.

**Vendor Website:** The Uniform Record Locator (URL) of the vendor.

## Profile Tab

The Profile Tab has four distinct parts—Policies, Activity, Processing, and 1099 Information.

Return to Search

Selected Records

Submit Reset Print Add

Vendor Name \* Vendor Number \* 0

Name (cont.) Related To

Short Name

Address Profile Contacts Categories Comments

**Policies**

Hold

New Orders  Payments

Discounts

Cash Trade

Terms

Shipping FOB DESTINATION Payment NET 30 DAYS

Minimum Order Max Payable without PO

**Activity**

Open Purchase Orders	\$0.00	Unpaid Invoices	\$0.00
This Year Volume	\$0.00	Last Year Volume	\$0.00

**Processing**

Payment Priority 5 Liability Account Keyword \*

**1099 Information**

1099 Vendor Name

Recipient Number

1099 Box Number

1099 Volume 0

W9

Backup Withholding

Submit Reset Print Add

## Field Descriptions

### Policies

#### Hold

**New Orders:** New purchases orders will not be accepted for this vendor.

**Payments:** Any payments to this vendor are placed on hold. Once the box is unchecked, payments are made to this vendor as a normal part of the invoice process.

#### Discounts

**Cash:** Cash discount offered by the vendor. Entering 12.5000 creates a discount of 12.5%.

**Trade:** Trade discount offered by the vendor. To create a discount of 12.5%, enter 12.5000.

#### Terms

**Shipping:** Description of the shipping terms. This field is fifteen characters in length.

**Payment:** Description of the payment terms.

**Minimum Order:** Minimum dollar amount acceptable to the vendor when ordering.

**Max Payable without PO:** Maximum dollar amount of an invoice that can be processed by Accounts Payable without prior issue of a purchase order.

### Activity

**Open Purchase Orders:** Sum of all open purchase orders to this vendor. Clicking on this link displays a list of individual open purchase orders with their amounts.

**Unpaid Invoices:** Sum of all unpaid invoices accrued to this vendor. Clicking on this link displays a list of individual unpaid invoices with their amounts.

**This Year Volume:** Sum of all payments made to the vendor in the current fiscal year. Clicking on this link displays a list of individual checks with their amounts.

**Last Year Volume:** Sum of all payments made to the vendor in the prior fiscal year. Clicking on this link displays a list of individual checks with their amounts.

### Processing

**Payment Priority:** Use to prioritize payments to vendors. Nine is the highest priority and will be paid first.

**Liability Account Keyword:** Account keywords are set up in the General Ledger System. The account keyword determines which liability account is used as invoices are posted for the vendor. This is a required field.

### 1099 Information

**1099 Vendor Name:** The vendor name that should be on 1099 filings.

**Recipient Number:** Identifies the Employer Identification Number or Social Security Number of the vendor to receive the 1099 form. In View mode the Recipient Number will be displayed as asterisks.

**1099 Box Number:** Indicates which box on the 1099 form should hold the dollar amount being reported for the vendor.

**1099 Volume:** The calendar year total of invoices for the vendor—the amount that should be included for 1099 reporting.

**W9:** Checking this box indicates that the vendor has supplied a W9 form to the district.

**Backup Withholding:** Checking this box indicates that the vendor has an amount withheld from 1099 eligible invoices to offset potential tax liability.

## Contacts Tab

The Contacts Tab contains a list of persons that can be called or emailed when communication is needed with a vendor. Email correspondence can be initiated directly from this screen.

Return to Search

Submit Reset Print Add

Vendor Name \* Vendor Number \* 0

Name (cont.) Related To

Short Name

Address Profile **Contacts** Categories Comments

Seq #*	Name*	Email	Area	Phone	Actions
					add

Hints  
Hints go here...

Submit Reset Print Add

### Field Descriptions

**Seq #:** A unique sequence number used to prioritize the contact list of a vendor.

**Name:** The name associated with this contact.

**Email:** The email address of the contact. Once the contact has been entered, the email address becomes a link. Clicking on this email link initiates an email to the contact.

**Area:** The three digit area code of the contact's phone number.

**Phone:** The seven digit phone number for the contact.

## Categories Tab

After categories have been defined in the Category Maintenance program, the Categories Tab makes it possible to assign one or more categories to a vendor. This allows vendors to be grouped, searched, and selected by one or more categories. This enables school districts to find and select the best vendor to fill a purchase order.

The screenshot displays the 'Maintain Vendor Information' web application. The header includes the 'Ascent' logo, 'SAMPLE SCHOOL DISTRICT', 'Financial Information', and 'DEMO'. A navigation bar contains links for 'Home', 'Menus', 'Active Programs', 'Recently Used', 'Support', 'Help', 'Exit', and 'Logout'. The main content area is titled 'Maintain Vendor Information' and features a 'Return to Search' link. The 'Selected Records' section is currently empty. A 'Hints' box contains the text 'Hints go here...'. The 'Categories' tab is active, showing a form with fields for 'Vendor Name \*', 'Vendor Number \*', 'Name (cont.)', 'Related To', and 'Short Name'. Below the form is a table with columns for 'Code', 'Description', and 'Action'. The table contains one entry: 'ANNUITY COMPANY'. The table is flanked by 'Submit', 'Reset', and 'Print' buttons and an 'Add' dropdown menu.

## Field Descriptions

**Code:** This field is defined in the Define Vendor Category Codes program (PUR.204). As categories are selected by description, their codes are also displayed.

**Description:** Categories are listed and chosen by their descriptions. Descriptions are only displayed on this screen. Categories are maintained in program PUR.204.

## Comments Tab

The Comments Tab allows school districts to create and maintain internal notes about a vendor. These comments are only seen by school district personnel, and are not included in any communications (PO, checks, etc) to the vendor.

The screenshot displays the 'Ascent' system interface for 'SAMPLE SCHOOL DISTRICT'. The page title is 'Maintain Vendor Information'. The navigation bar includes 'Home', 'Menus', 'Active Programs', 'Recently Used', 'Support', 'Help', 'Exit', and 'Logout'. The main content area is divided into a left sidebar and a main form area. The sidebar contains a 'Return to Search' link, a 'Selected Records' section, and a 'Hints' section with the text 'Hints go here...'. The main form area has a top bar with 'Submit', 'Reset', 'Print', and 'Add' buttons. Below this are input fields for 'Vendor Name \*', 'Vendor Number \*', 'Name (cont.)', 'Related To', and 'Short Name'. A tabbed interface below the form shows 'Address', 'Profile', 'Contacts', 'Categories', and 'Comments' tabs, with 'Comments' currently selected. The 'Comments' tab contains a large text area for entering notes. A second bar at the bottom of the form area also contains 'Submit', 'Reset', 'Print', and 'Add' buttons.

## Field Descriptions

**Comment box:** Comments can be made to provide specific information about a vendor. A comment can be up to 360 characters.