Financial Information System User's Guide

Ascent™

Ed Tech™
Education Technology Labs

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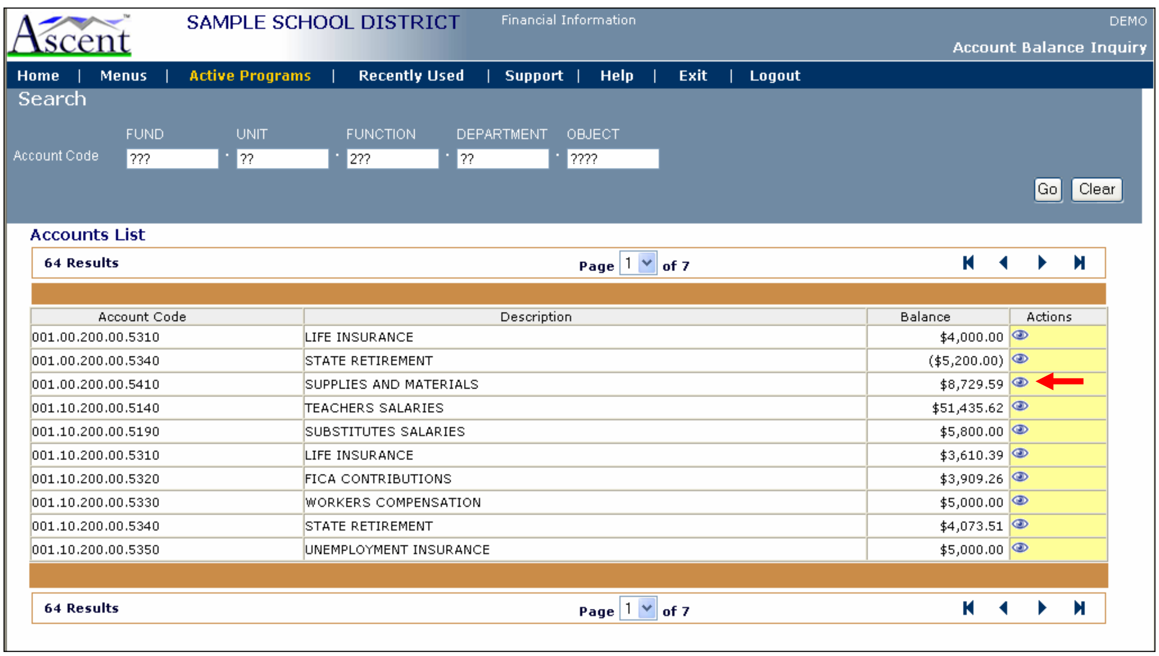
Account Balance Inquiry

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 Go button. Account details can be displayed by selecting the view icon of the desired account.



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	

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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 Go 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.

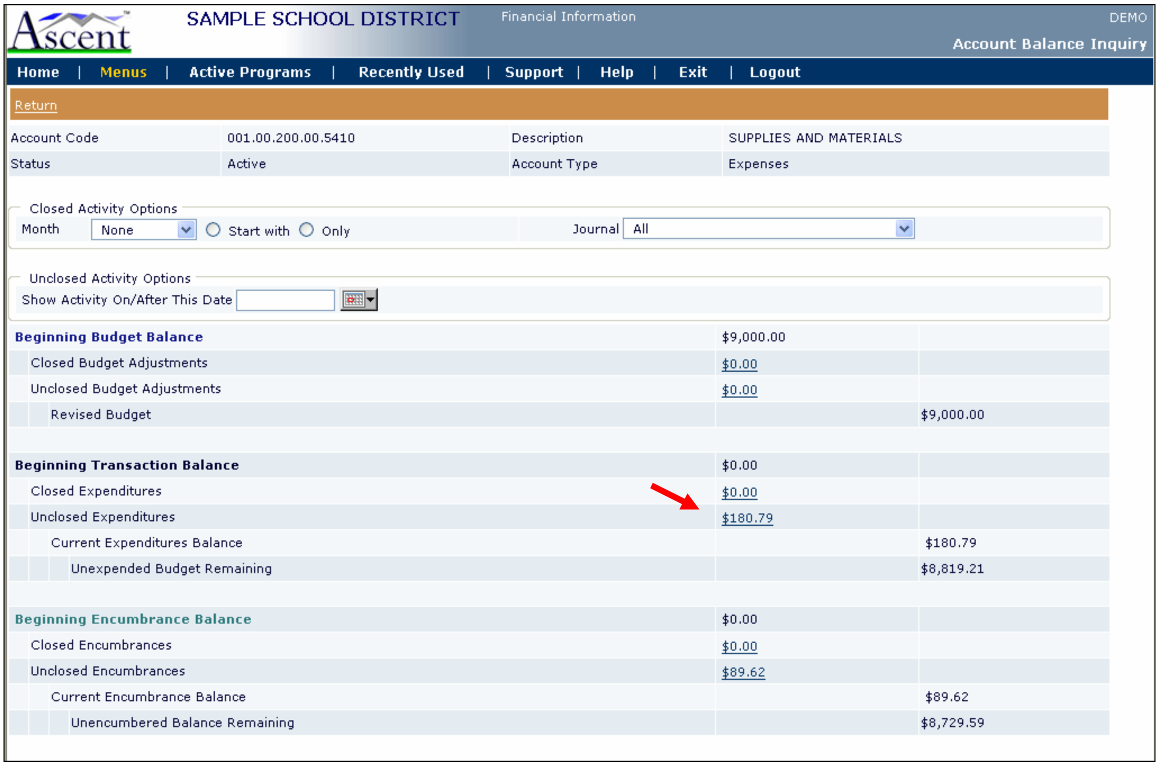
Description: As defined by the district.

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.



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.

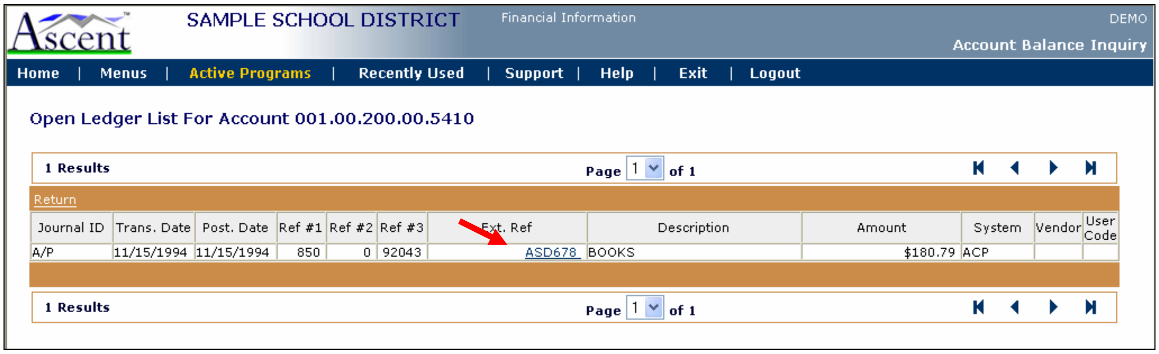
Current Encumbrance Balance: Beginning encumbrance balance plus closed and unclosed encumbrances.

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.



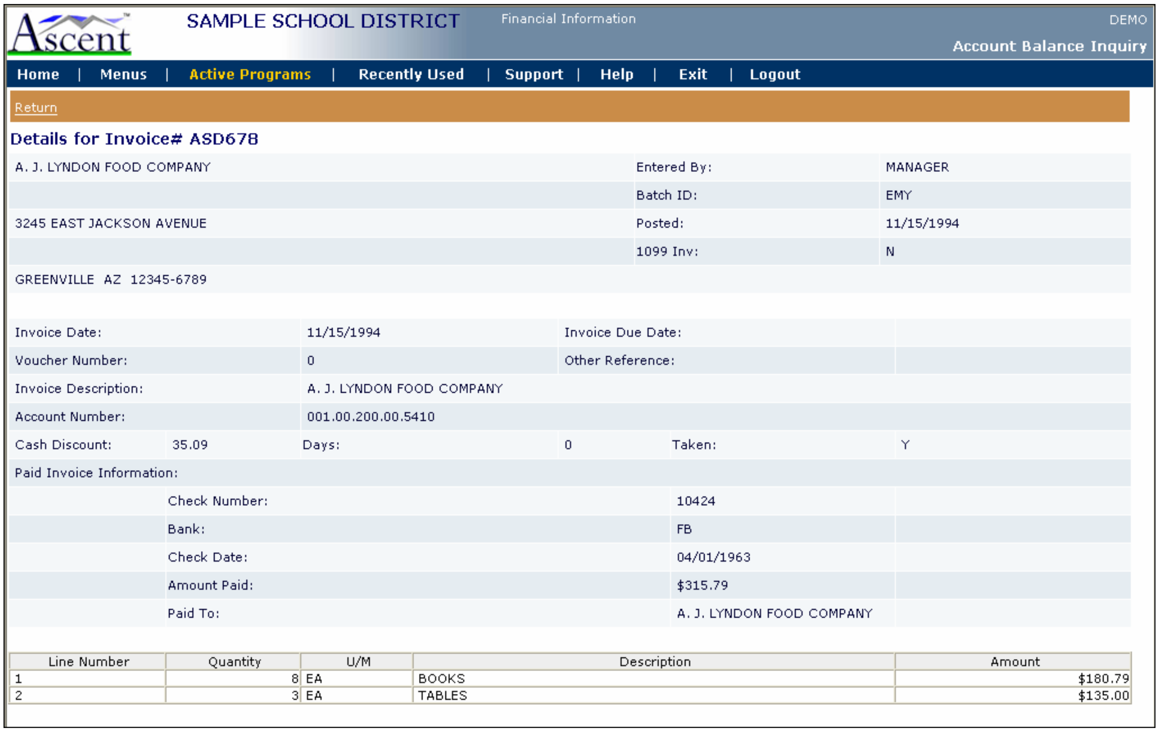
Options

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.



Options

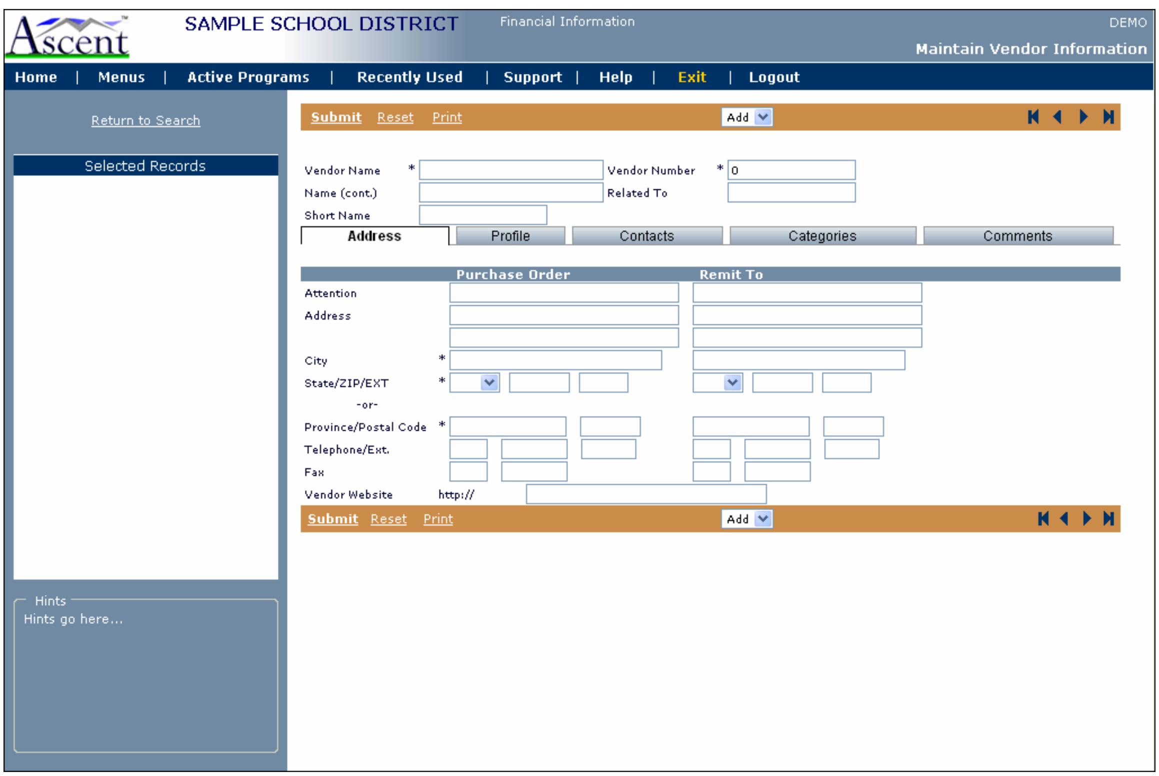
Return: Return to the previous screen.

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.



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.

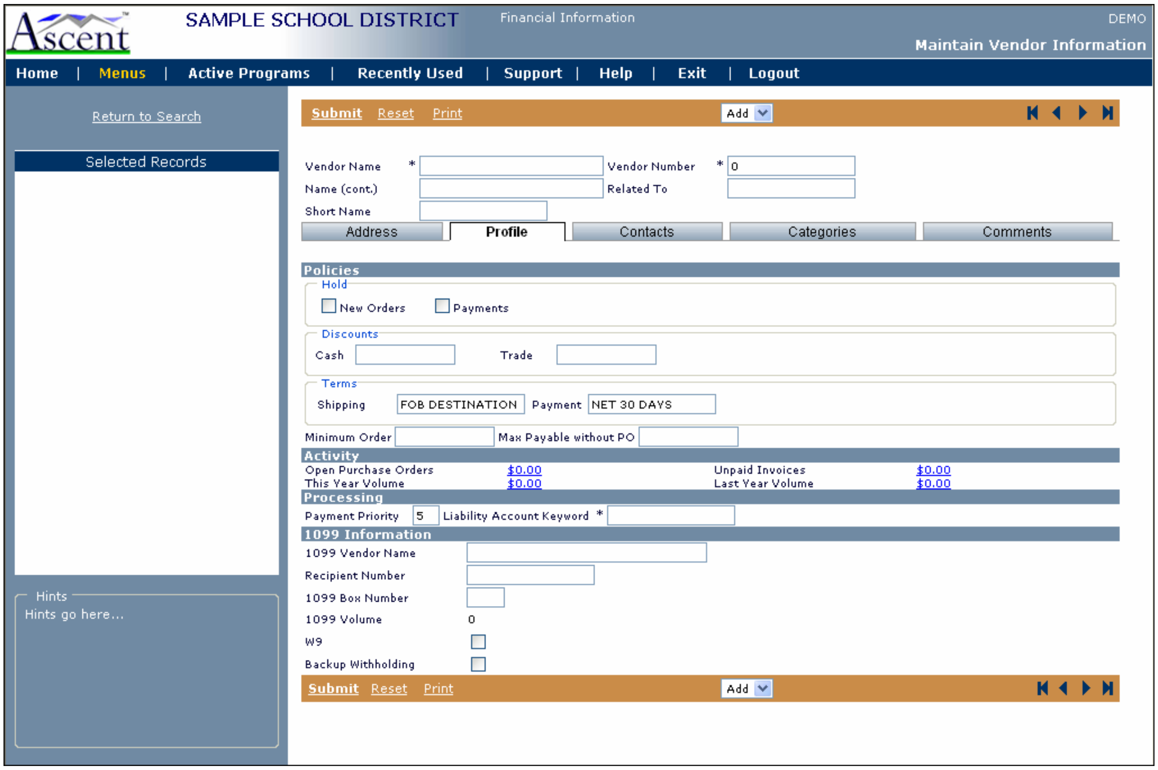
Telephone/Ext.: Area code and phone number of the vendor. Extension is optional

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.



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.

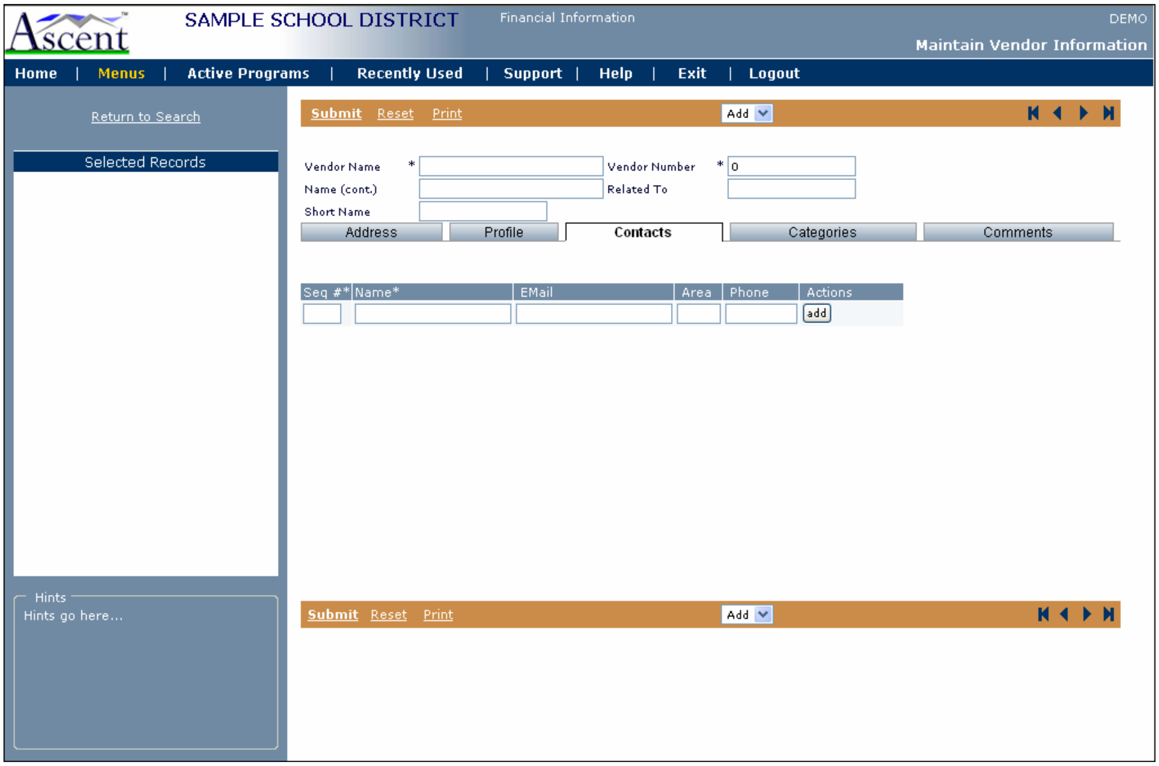
1099 Volume: The calendar year total of invoices for the vendor—the amount that should be included for 1099 reporting.

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.



Field Descriptions

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

Name: The name associated with this contact.

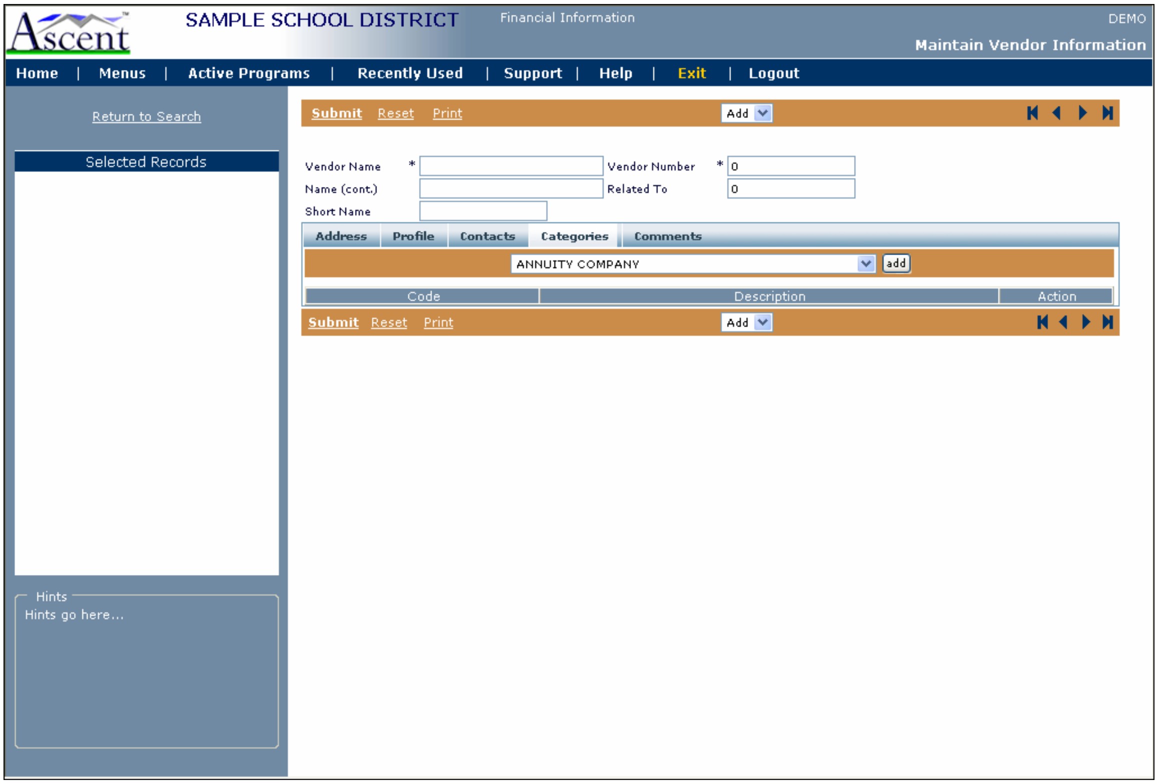
Email: The email address of the contact. Once the contact has been entered, the email address becomes a link. Clicking on this email link initiates an email to the contact.

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.



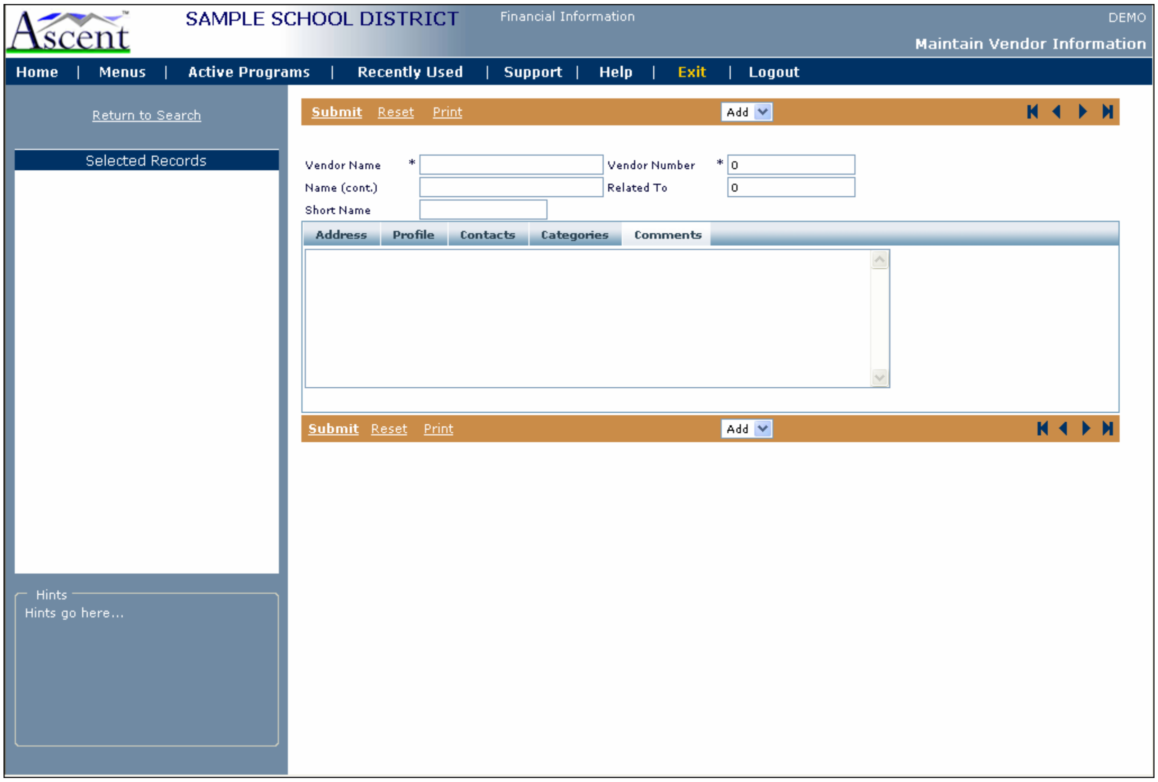
Field Descriptions

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.



Field Descriptions

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