Logging In

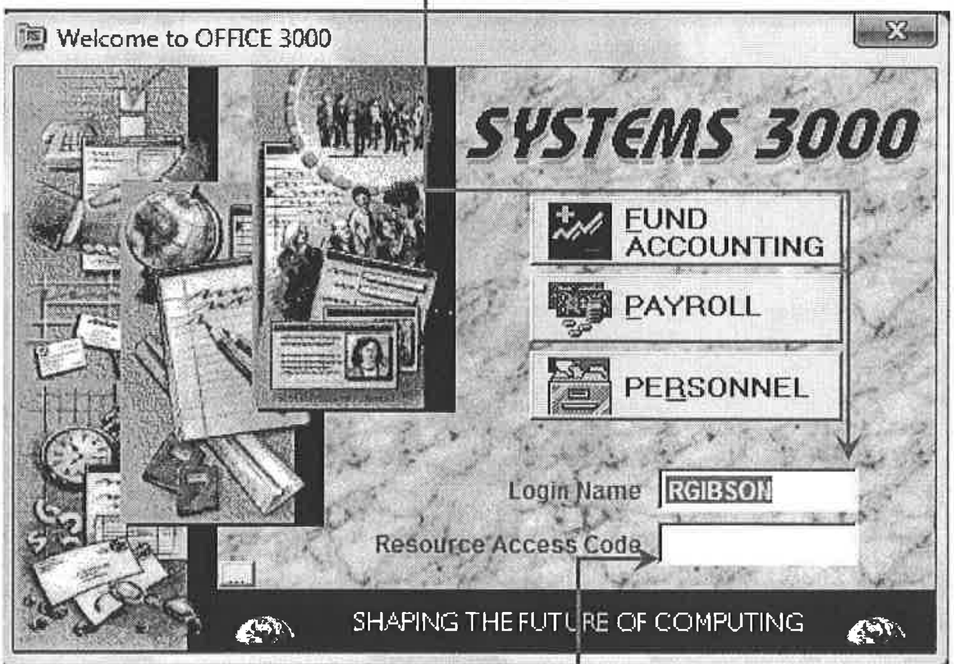
To log into the ***Visual Fund Accounting*** system:

1. Click the ***Office 3000*** icon on your desktop. (If this icon is not available, you can also click the *Start* button on your desktop, click the *Programs* menu, and click ***Office 3000***.)

   This opens the *Login* form.

2. In the "Login Name" field, enter your user ID and press *Enter*. (If you are logging in from your own workstation, your user ID will appear in this field by default.)



3. In the "Resource Access Code" field, enter your password.

   Initially, your ***password*** is the same as your user ID. When you log into the system for the first time, the system prompts you to change your password. From that point on, when you log in, you must enter your password to receive system access.

   We recommend that you ***not*** share your password with any other user.

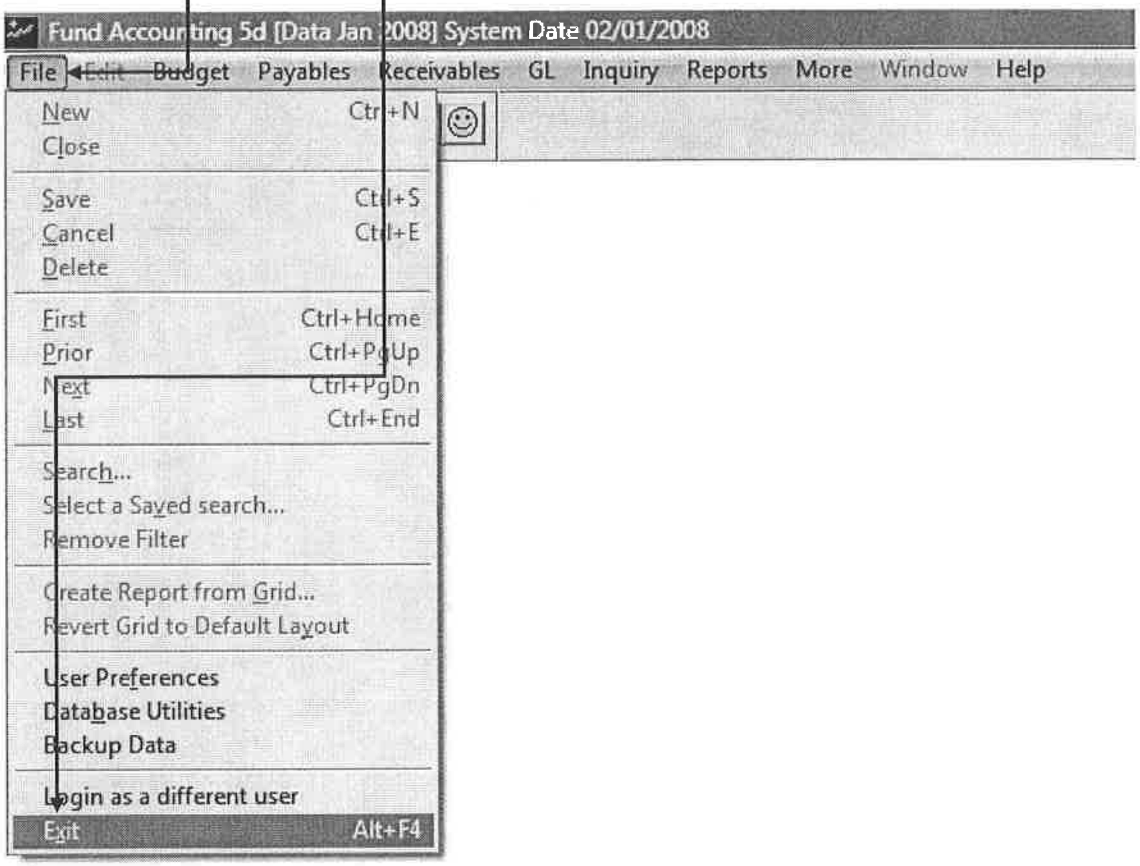
4. Click the *Fund Accounting* button to enter the ***Visual Fund Accounting*** system.

   By default, the system selects the current year – the year in which current accounting activity is being recorded – as the active year.

5. Click *OK*.

This opens the main window in the ***Visual Fund Accounting*** system.

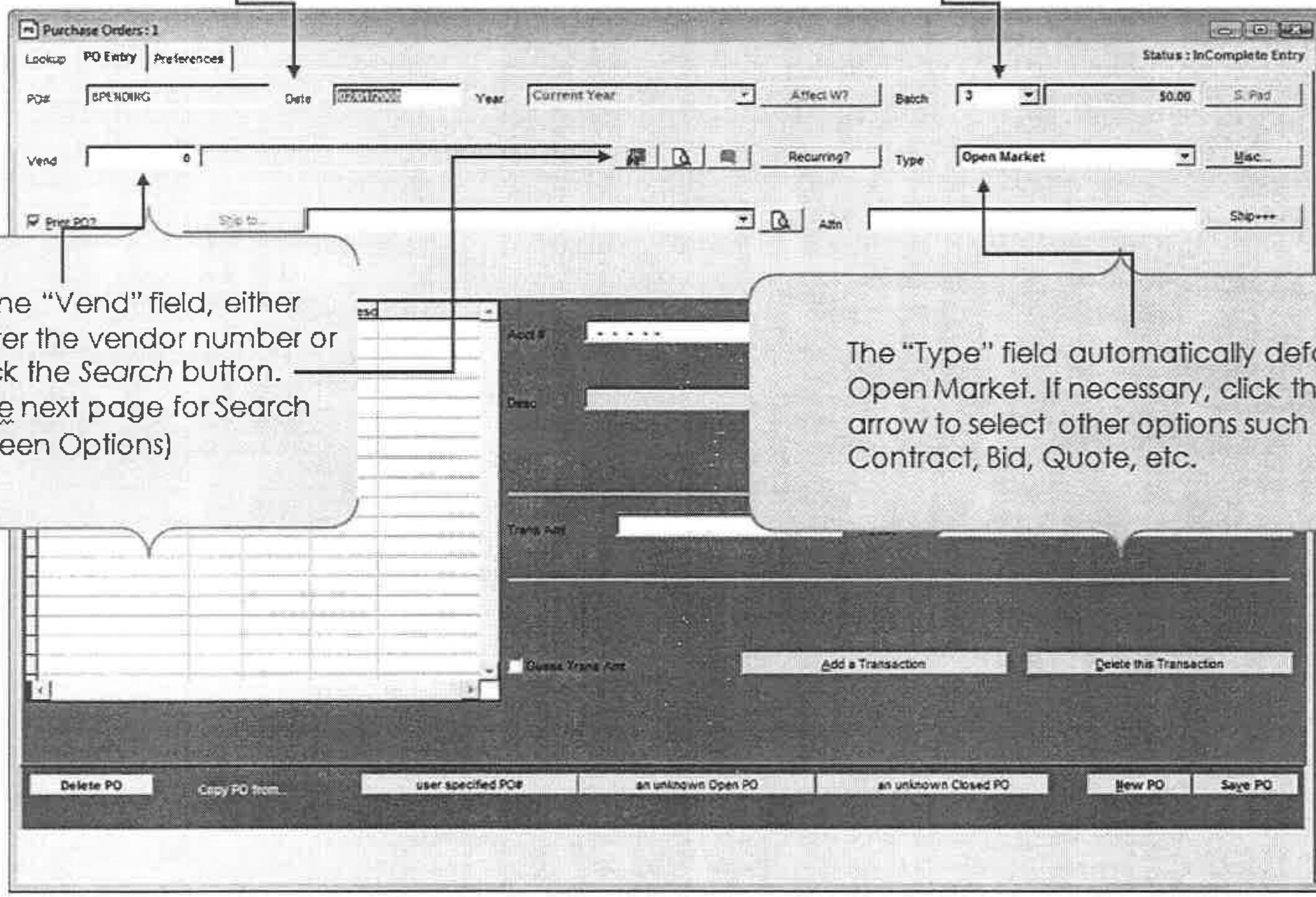
From the main window, all menus that you have permission to use are available. You can also use a variety of shortcut icons to perform some of the more common system functions quickly. Use menus and shortcuts to access forms for entering and viewing data. Whenever you are ready to exit the system, close all open forms by clicking the *Close Door* icon on the toolbar, then click File/Exit to exit the system.



Entering a Requisition

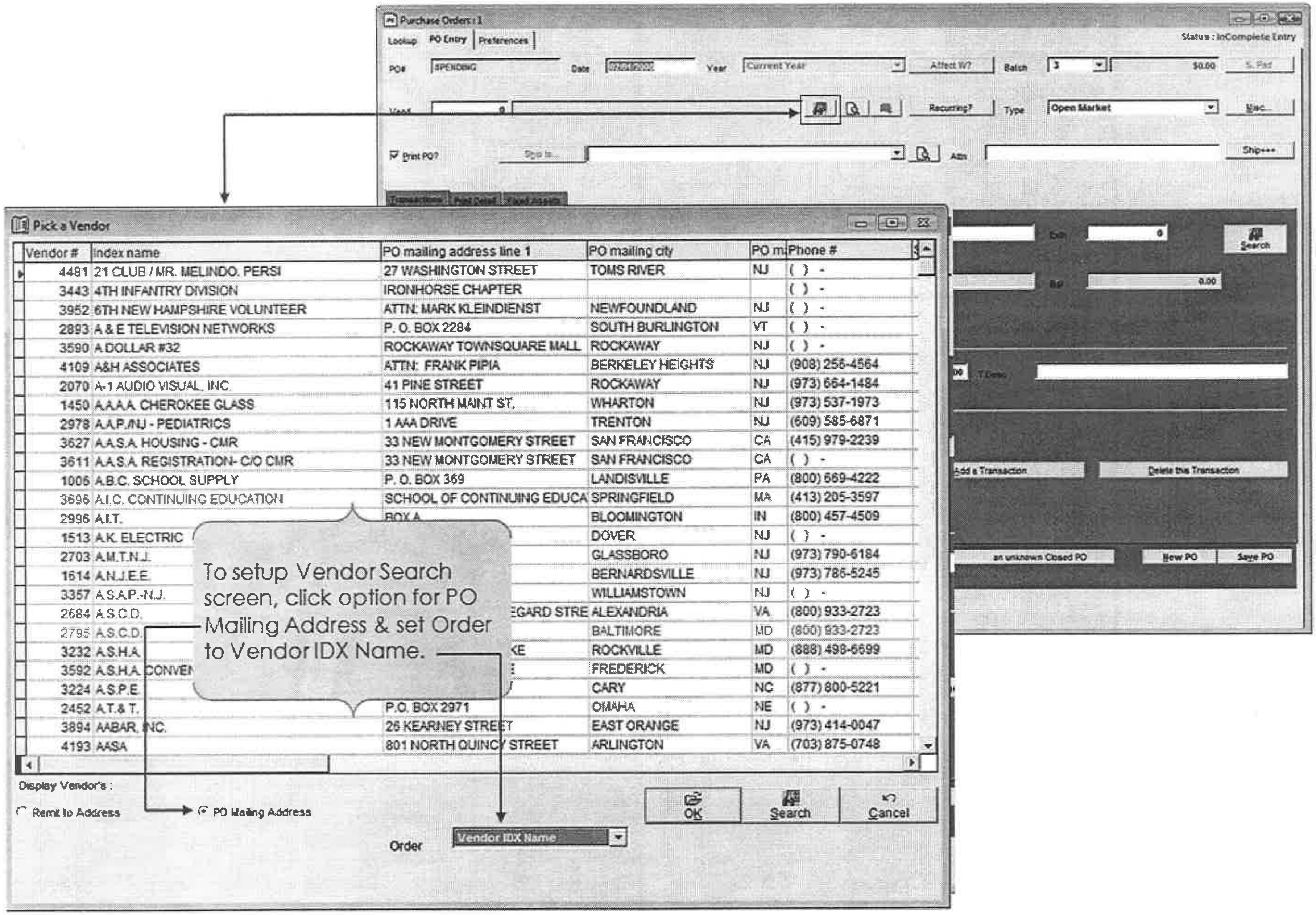
The "Date" field automatically displays the current system date by default. Edit if necessary and tab to the next field.

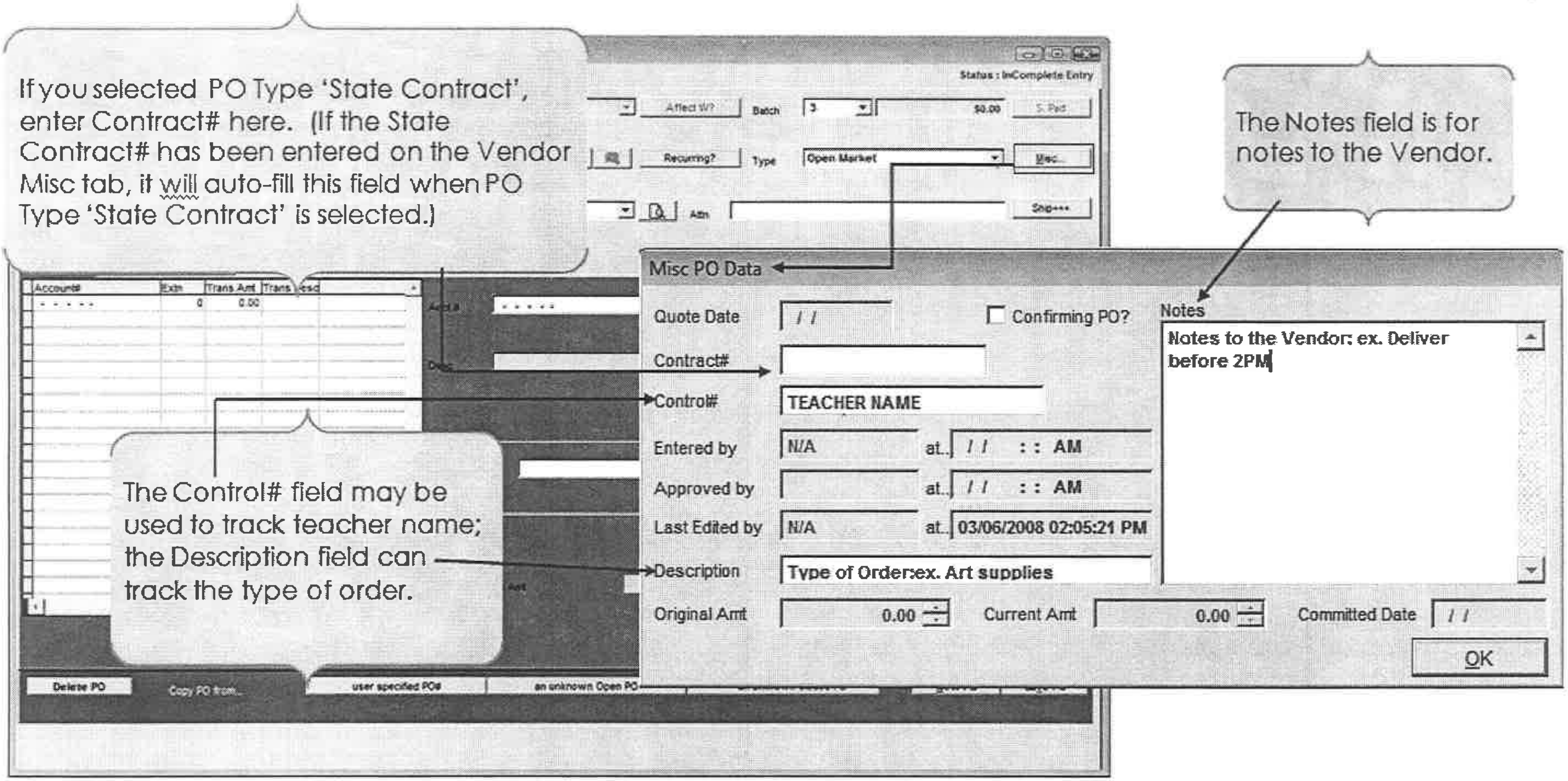
The "Batch" field automatically defaults to the next available empty batch. If necessary, enter the desired batch number or use the down arrow to select a batch number from 0 through 49 and *tab* to the next field.



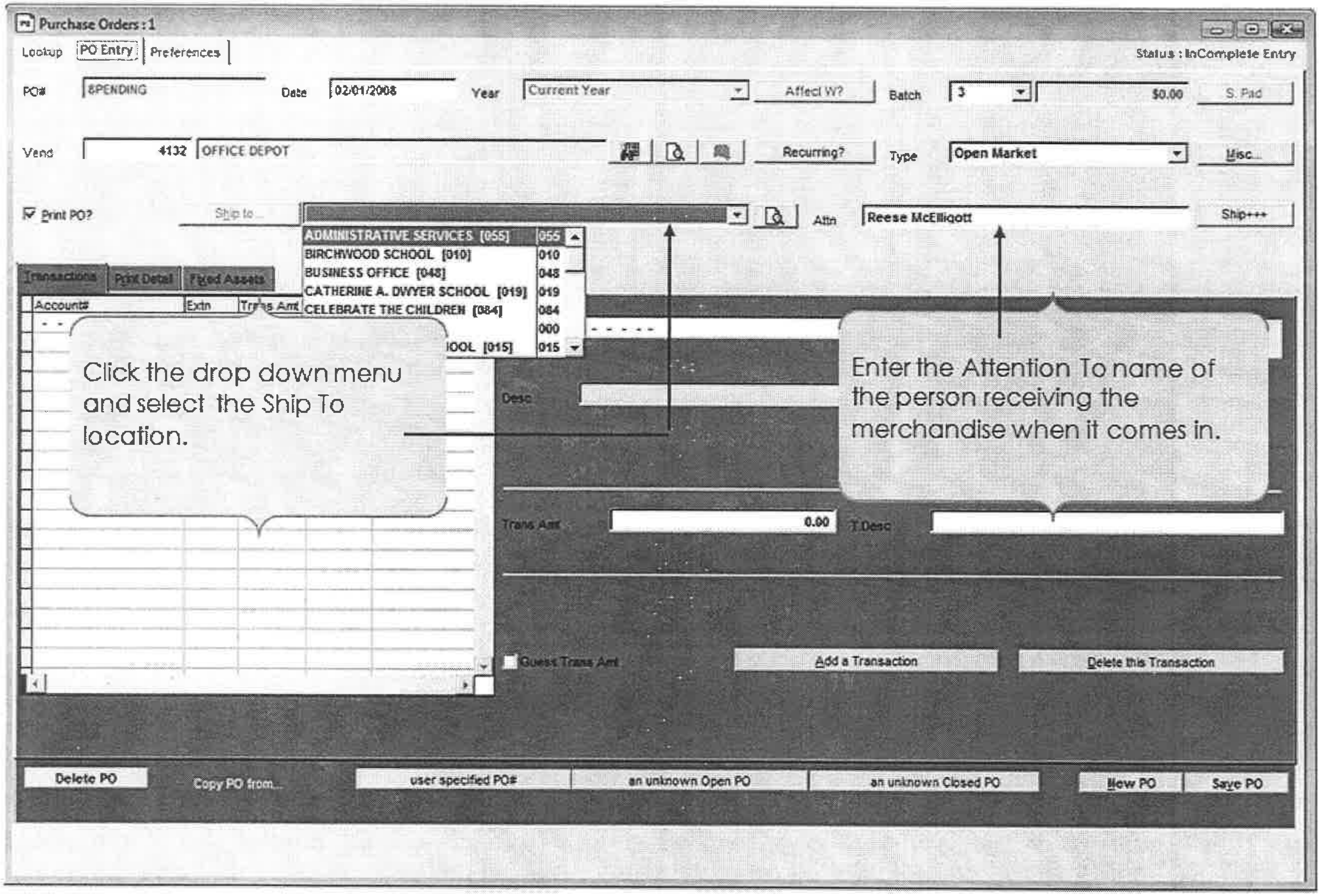
In the "Vend" field, either enter the vendor number or click the *Search* button. (see next page for Search Screen Options)

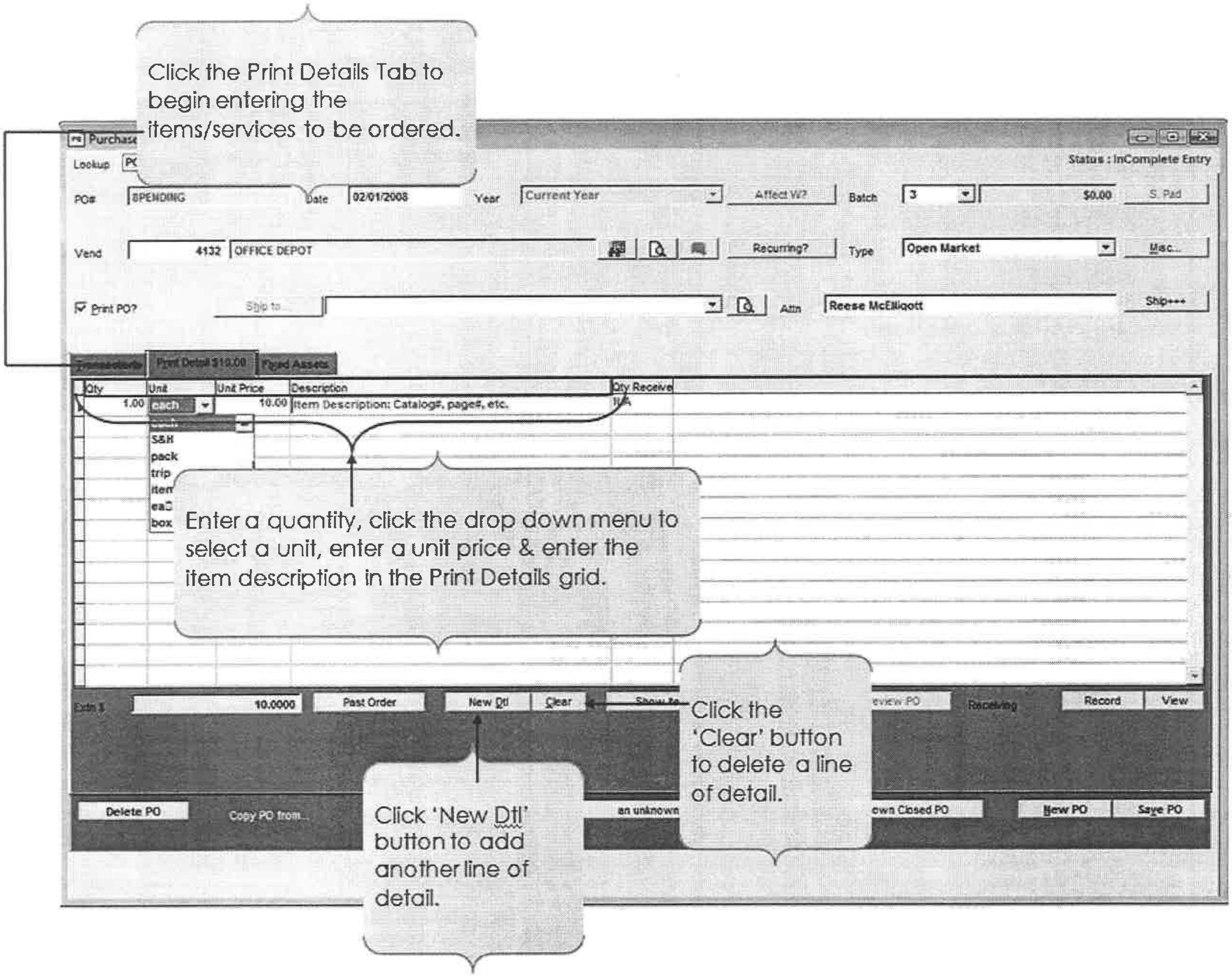
The "Type" field automatically defaults to Open Market. If necessary, click the down arrow to select other options such as State Contract, Bid, Quote, etc.

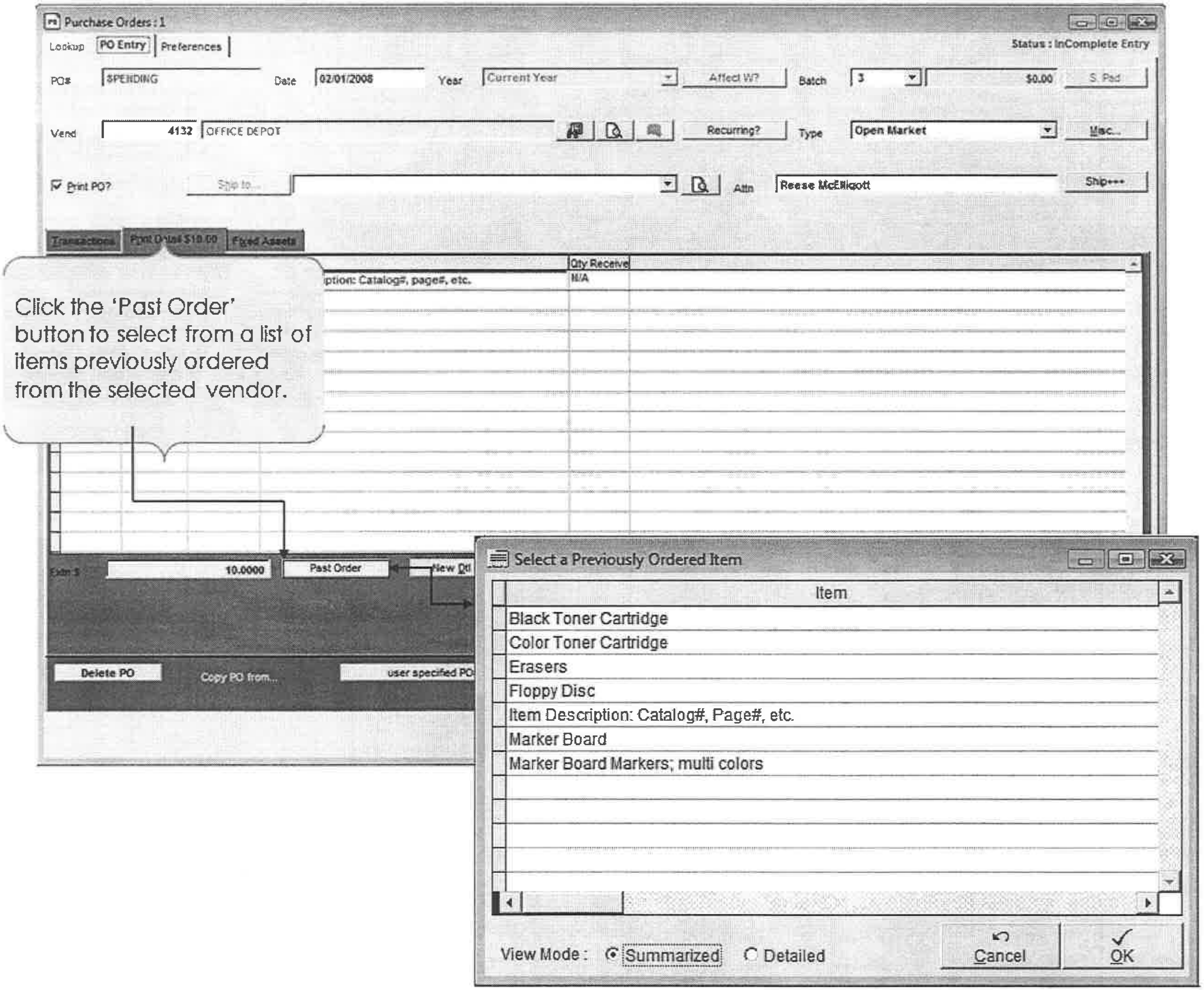

Purchase Orders : 1
Pick a Vendor
To setup Vendor Search screen, click option for PO Mailing Address & set Order to Vendor IDX Name.
Display Vendor's :
Remit to Address
PO Mailing Address
Order
Vendor IDX Name
OK
Search
Cancel

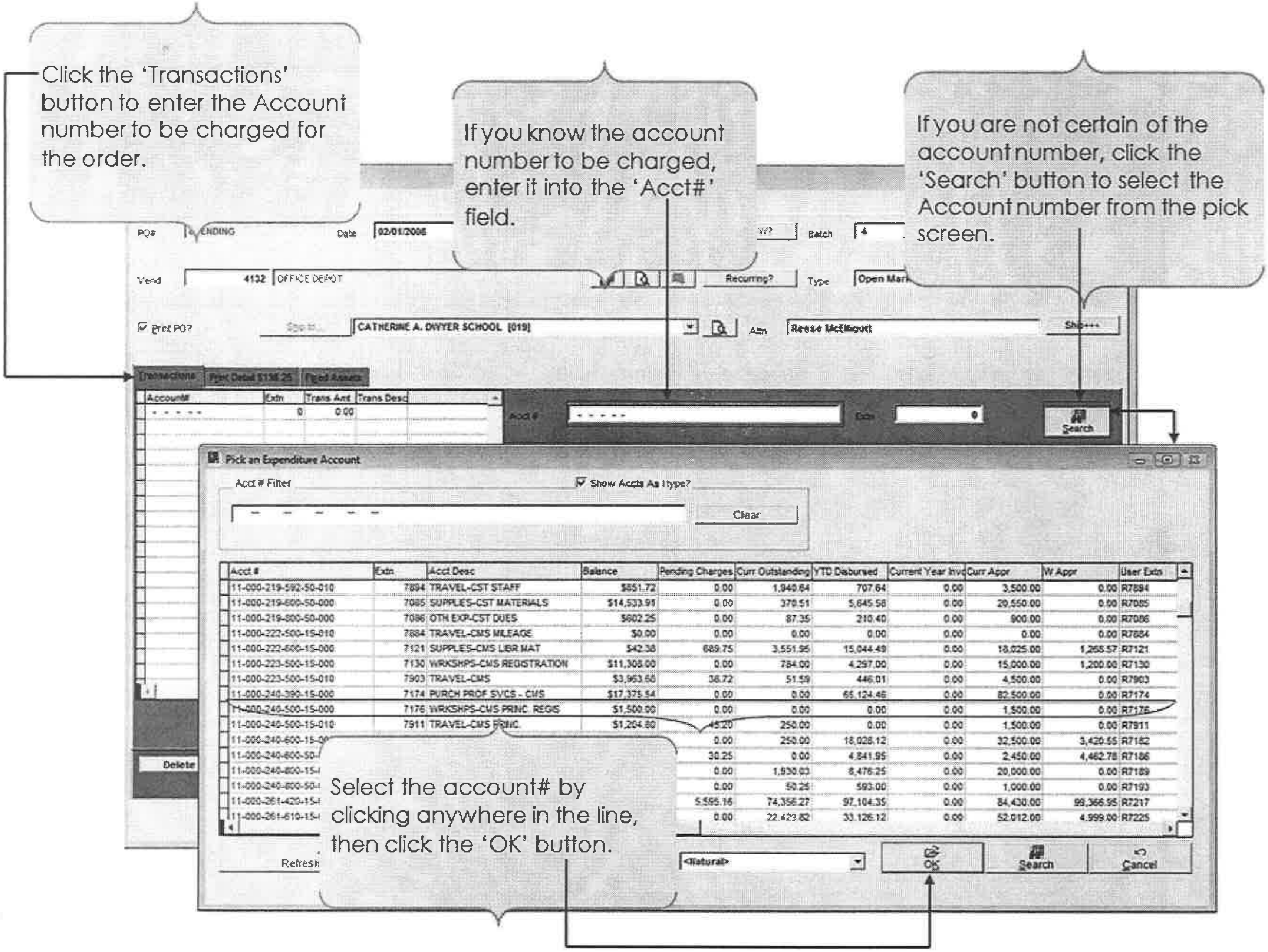


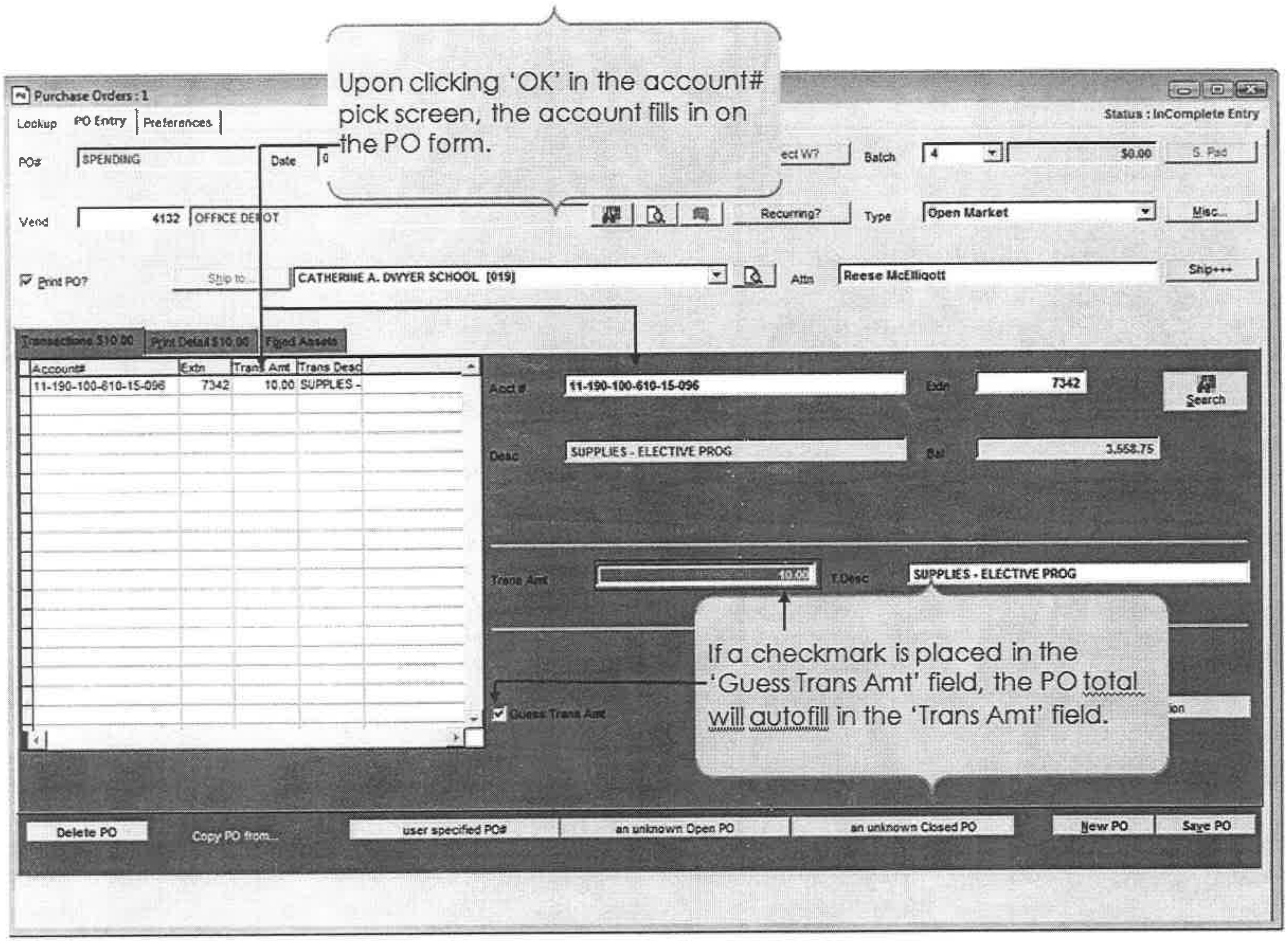
If you selected PO Type 'State Contract', enter Contract# here. (If the State Contract# has been entered on the Vendor Misc tab, it will auto-fill this field when PO Type 'State Contract' is selected.)
The Notes field is for notes to the Vendor.
The Control# field may be used to track teacher name; the Description field can track the type of order.
Status : InComplete Entry
Affect W?
Batch
3
$0.00
Recurring?
Type
Open Market
Misc...
Attn
Ship+++
Account#
Extn
Trans Amt
0.00
Delete PO
Copy PO from...
user specified POs
an unknown Open PO
Misc PO Data
Quote Date
/ /
Confirming PO?
Notes
Notes to the Vendor: ex. Deliver before 2PM
Contract#
Control#
TEACHER NAME
Entered by
N/A
at.. / / : : AM
Approved by
at.. / / : : AM
Last Edited by
N/A
at.. 03/06/2008 02:05:21 PM
Description
Type of Order:ex. Art supplies
Original Amt
0.00
Current Amt
0.00
Committed Date
/ /
OK


Purchase Orders : 1
Lookup
PO Entry
Preferences
Status : InComplete Entry
PO#
SPENDING
Date
02/01/2008
Year
Current Year
Affect W?
Batch
3
$0.00
S. Pad
Vend
4132
OFFICE DEPOT
Recurring?
Type
Open Market
Misc...
Print PO?
Ship to...
Attn
Reese McElligott
Ship+++
ADMINISTRATIVE SERVICES [055]
BIRCHWOOD SCHOOL [010]
BUSINESS OFFICE [048]
CATHERINE A. DWYER SCHOOL [019]
CELEBRATE THE CHILDREN [084]
Transactions
Print Detail
Fixed Assets
Account#
Extn
Trans Amt
Desc
Trans Amt
0.00
T.Desc
Guess Trans Amt
Add a Transaction
Delete this Transaction
Delete PO
Copy PO from...
user specified PO#
an unknown Open PO
an unknown Closed PO
New PO
Save PO
Click the drop down menu and select the Ship To location.
Enter the Attention To name of the person receiving the merchandise when it comes in.

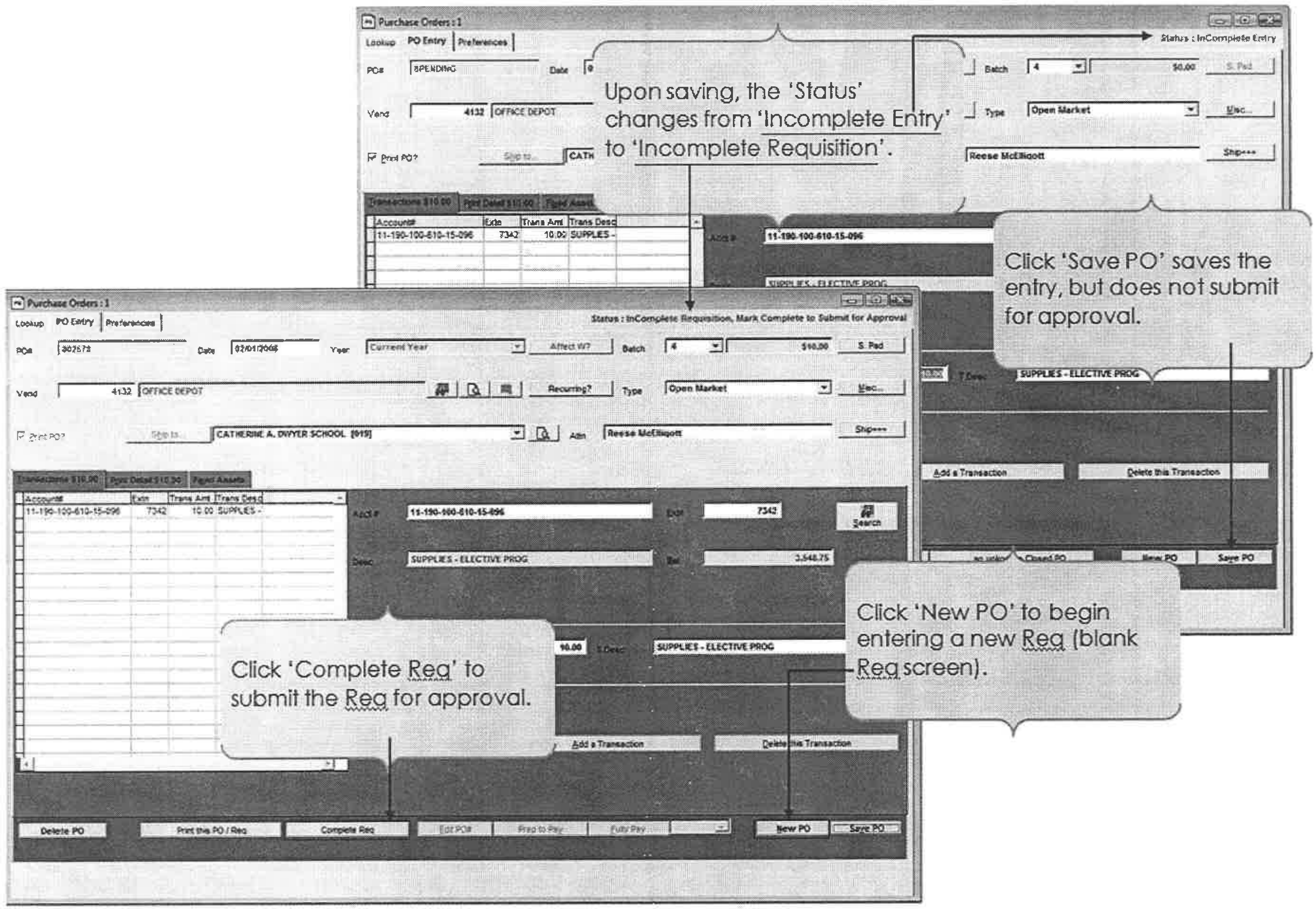

Click the Print Details Tab to begin entering the items/services to be ordered.
Status : InComplete Entry
Lookup
PO#
SPENDING
Date
02/01/2008
Year
Current Year
Affect W?
Batch
3
$0.00
S. Pad
Vend
4132
OFFICE DEPOT
Recurring?
Type
Open Market
Misc...
Print PO?
Ship to...
Attn
Reese McElligott
Ship+++
Print Detail $10.00
Fixed Assets
Qty
Unit
Unit Price
Description
Qty Receive
1.00
each
10.00
Item Description: Catalog#, page#, etc.
S&H
pack
trip
box
Enter a quantity, click the drop down menu to select a unit, enter a unit price & enter the item description in the Print Details grid.
Extn $
10.0000
Past Order
New Dtl
Clear
Receiving
Record
View
Click the 'Clear' button to delete a line of detail.
Delete PO
Copy PO from...
an unknown
New PO
Save PO
Click 'New Dtl' button to add another line of detail.


Purchase Orders : 1
Lookup
PO Entry
Preferences
Status : InComplete Entry
PO#
SPENDING
Date
02/01/2008
Year
Current Year
Affect W?
Batch
3
$0.00
S. Pad
Vend
4132
OFFICE DEPOT
Recurring?
Type
Open Market
Misc...
Print PO?
Ship to...
Attn
Reese McElligott
Ship+++
Transactions
Fixed Assets
Qty Receive
ption: Catalog#, page#, etc.
N/A
Click the 'Past Order' button to select from a list of items previously ordered from the selected vendor.
Extn $
10.0000
Past Order
Delete PO
Copy PO from...
user specified PO
Select a Previously Ordered Item
Item
Black Toner Cartridge
Color Toner Cartridge
Erasers
Floppy Disc
Item Description: Catalog#, Page#, etc.
Marker Board
Marker Board Markers; multi colors
View Mode :
Summarized
Detailed
Cancel
OK


Click the 'Transactions' button to enter the Account number to be charged for the order.
If you know the account number to be charged, enter it into the 'Acct#' field.
If you are not certain of the account number, click the 'Search' button to select the Account number from the pick screen.
Select the account# by clicking anywhere in the line, then click the 'OK' button.
Pick an Expenditure Account



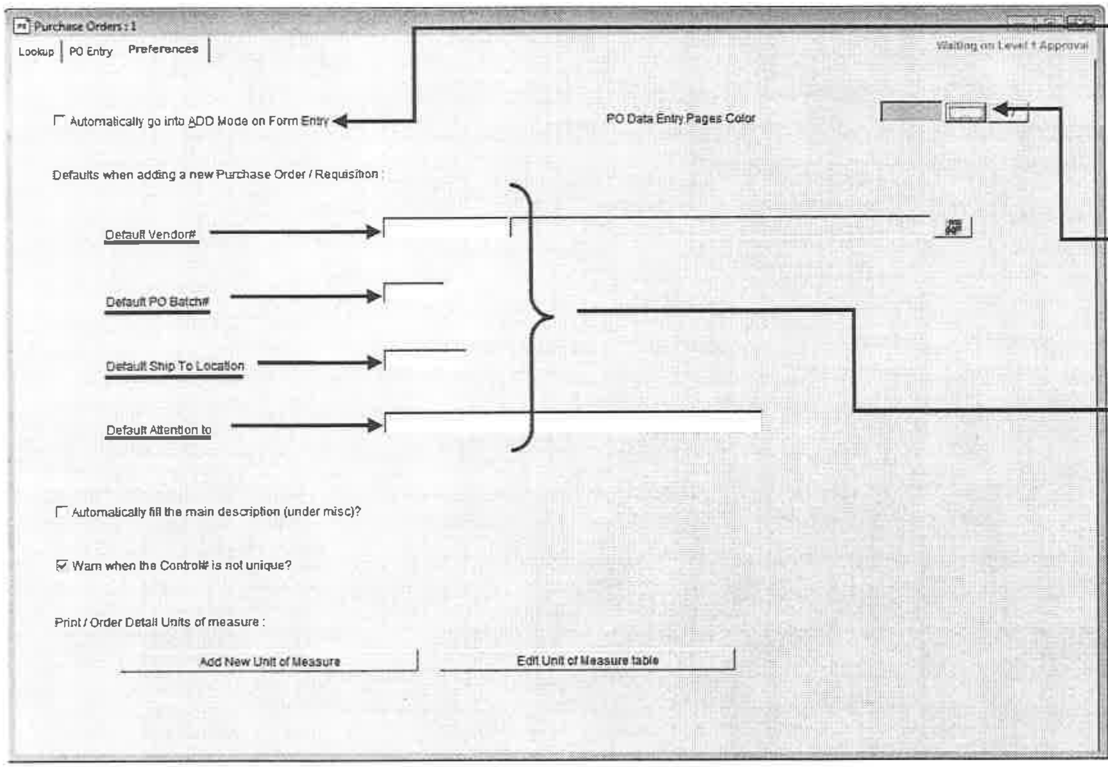
Upon clicking 'OK' in the account# pick screen, the account fills in on the PO form.
If a checkmark is placed in the 'Guess Trans Amt' field, the PO total will autofill in the 'Trans Amt' field.
Purchase Orders : 1
Lookup
PO Entry
Preferences
Status : InComplete Entry
PO#
SPENDING
Date
Batch
4
$0.00
S. Pad
Vend
4132
OFFICE DEPOT
Recurring?
Type
Open Market
Misc...
Print PO?
Ship to...
CATHERINE A. DWYER SCHOOL [019]
Attn
Reese McElligott
Ship+++
Transactions $10.00
Print Detail $10.00
Fixed Assets
Account#
Extn
Trans Amt
Trans Desc
11-190-100-610-15-096
7342
10.00
SUPPLIES -
Acct #
11-190-100-610-15-096
Extn
7342
Search
Desc
SUPPLIES - ELECTIVE PROG
Bal
3,558.75
Trans Amt
10.00
T.Desc
SUPPLIES - ELECTIVE PROG
Guess Trans Amt
Delete PO
Copy PO from...
user specified PO#
an unknown Open PO
an unknown Closed PO
New PO
Save PO


Upon saving, the 'Status' changes from 'Incomplete Entry' to 'Incomplete Requisition'.
Click 'Save PO' saves the entry, but does not submit for approval.
Click 'New PO' to begin entering a new Req (blank Req screen).
Click 'Complete Req' to submit the Req for approval.
Purchase Orders : 1
Status : InComplete Entry
Status : InComplete Requisition, Mark Complete to Submit for Approval
Delete PO
Print this PO / Req
Complete Req
New PO
Save PO

PO/Req Preferences

To access and set PO/Req preferences, Req users must personally enter and save at least 1 Req in the system.

1. Click either the *PO* icon or **Payables/Purchase Orders/Purchase Orders**. The *Purchase Orders* form opens to the *Lookup* tab.
2. Click on the *Preferences* tab to edit the following options (they may be temporarily edited on the *PO/Req Entry* form):



<u>Automatically go into ADD Mode on Form Entry</u>: *Checked*, this prompts the system to automatically open a blank *PO Entry* form when opening the *Purchase Orders* form. *Uncheck* this option to open to the *Lookup* tab.

<u>PO Data Entry Pages Color</u>: Click the "…" button to change the color of the *Transactions* tab on the *PO Entry* form. Click the *back arrow* button to go back to the default system colors.

Defaults when adding a new Purchase Order/Requisition: In this section, you can assign default values for the "<u>Default Vendor#</u>", "<u>Default PO Batch#</u>", "<u>Default Ship To Location</u>" and "<u>Default Attention To</u>" fields on the *PO Entry* form. The system will automatically enter this information on each new PO that you enter until the setting is changed or removed. Default information entered here may be edited on the *PO Entry* form.

THE REMOTE REQUISITION MODULE

PROCESSING A REMOTE REQUISITION

Overview

A requisition (req) is an internal document that serves as a recognized request to order goods and/or services and must go through an approval process.

Requisitions include all of the basic information that is listed on a Purchase Order. Therefore, the form on which a req is entered in the system is the same as that of a PO. The information is then viewed and approved online by the selected approvers. A designated approver converts the req to a PO. Then, the PO is sent to the vendor for fulfillment and processed accordingly.

Entering a requisition is the first step in the requisition process. Reqs are entered on the *PO Entry* tab of the *Purchase Orders* form. On the *Lookup* tab of the *Purchase Orders* form, a req user will see a listing of all the open POs/reqs that they personally entered. When opening a new req form, the status is displayed as "Incomplete Entry" in the upper right corner. After entering and saving the req, the status becomes "Incomplete Requisition". An "Incomplete Requisition" status indicates that the req has not yet been submitted for approval – it does not mean that it is incomplete regarding the information entered. This allows req users the ability to begin entering a req, save it without all the information entered and then return to it at a later time. Finally, an "Incomplete Requisition" creates a pending encumbrance in the system. While this is reflected in the expense account balance, a pending encumbrance does not affect the GL.

Completing a requisition is the second step in the requisition process. Completing a req begins the approval process, immediately allowing the applicable approvers the ability to view and approve the req in the system. In addition, although a "Completed Requisition" may be edited, if it has been approved at one or more levels, it will have to be "re-approved" at those same levels. Req users do not have to complete the req again; it simply remains available to be approved on the *Requisition Approval* form.

Printing a requisition is the third step in the requisition process, assuming that your district is set up to print POs/reqs. Printing reqs creates a physical copy of the req to keep on file, as well as to be attached to a "See Attached List". Reqs may be printed individually, in specific groups or batches, or all at once. In addition, reqs may also be previewed, allowing users and approvers the ability to view and print a simulated version of the requisition as opposed to an actual req.

Approving a requisition is the fourth step in the requisition process. Reqs are approved on the *Requisition Approval* form by approvers at designated levels. Available levels of approval range from 1-10, the number of which is dictated by your district. Typically, districts do not require more than 3 or 4 approval levels. The *Requisition Approval* form displays only those reqs that an approver has been given the applicable permissions to approve. It also includes detailed information regarding the req such as items ordered, expense accounts charged (with balances), req user ID, etc. After a req is approved at a designated level, the next level approver immediately has access to it for approval.

Converting the requisition to a PO is the fifth and final step in the requisition process. When a req is fully approved (approved at all levels) it is converted to a PO. Typically, the highest level approver in the district converts reqs to POs. Reqs can be converted to either "Entered POs" (pending encumbrance) or "Committed POs" (outstanding encumbrance). When the req is converted to a PO, req users no longer have the ability to make edits. Both users and approvers may continue to access information on the PO using the *Purchase Orders Inquiry*, *Expense Account Inquiry*, *Check# Inquiry* and *Vendor Inquiry* functions.

PO/Req Preferences

To access and set PO/req preferences, req users must personally enter and save a req in the system.

1. Click either the *PO* icon or **Payables/Purchase Orders/Purchase Orders**. The *Purchase Orders* form opens to the *Lookup* tab.
2. Click on the *Preferences* tab to edit the following options (they may be edited as needed on the *PO/Req Entry* form):

Automatically go into ADD Mode on Form Entry: *Checked*, this prompts the system to automatically open a blank *PO Entry* form when opening the *Purchase Orders* form. *Uncheck* this option to open to the *Lookup* tab.

PO Data Entry Pages Color: Click the "..." button to change the color of the *Transactions* tab on the *PO Entry* form. Click the *back arrow* button to go back to the default system colors.

Defaults when adding a new Purchase Order/Requisition: In this section, you can assign default values for the "Default Vendor#", "Default PO Batch#", "Default Ship To Location" and "Default Attention To" fields on the *PO Entry* form. The system will automatically enter this information on each new PO that you enter until the setting is changed or removed. Default information entered here may be temporarily edited on the *PO Entry* form.

Automatically fill the main description (under misc)?: Checked, this allows the system to automatically enter the account number description in the "Description" field on the *Misc...* button of the *PO Entry* form.

Warn when the Control # is not unique?: *Checked*, this prompts the system to display a message (upon saving) if the "Control #" entered on the *Misc...* button has been used before.

Print/Order Detail Units of measure: Allows users the ability to add or edit/delete unit descriptions in the "Unit" drop down menu on the *Print Detail* tab. Please note that in order to edit a unit of measure, you must delete it first and then add the corrected one.

> **Add New Unit Of Measure:** Click on this button, enter the new unit description and then click OK to save.
>
> **Edit Unit of Measure table:** Click on this button and locate the unit description to be deleted. Then, click in the box to the left of that unit so it becomes black. This will mark it for deletion. You can then *tab* out of the field and hit the ESC key to exit the grid.

Entering a Requisition

1. Click either the *PO* icon or **Payables/Purchase Orders/Purchase Orders.** The *Purchase Orders* form opens to the *Lookup* tab. (If you are entering the very first req, click *OK* to the system message informing you that you will be placed in "Add" mode and a blank *PO/Req Entry* form will open).
2. To enter a new req, click the *New* icon to open a blank *PO/Req Entry* form.
3. Since the "PO#" is generally system generated, *tab* to the next field (if not, manually enter the PO#). ***Note:*** The system makes no distinction between a req # and a PO#.
4. The "Date" field automatically displays the current system date by default. Edit if necessary and *tab* to the next field.
5. The "Year" field automatically defaults to Current Year.
6. The "Batch" field automatically defaults to the next available empty batch or to the batch number selected for the group of reqs currently being entered. If necessary, enter the desired batch number or use the down arrow to select a batch number from 0 through 49 and *tab* to the next field.
7. In the "Vend" field, either enter the vendor number or click the *Search* button, select the applicable vendor by clicking anywhere in the record, then click the *OK* button.
8. If this is a recurring (blanket) req, click the *Recurring?* button. ***Note:*** This allows a req to be entered with an encumbrance that is "paid down on" regularly, usually in differing amounts, ie: to pay utility bills. It also allows reqs to be entered with a zero encumbrance and to remain open with a zero balance.
9. The "Type" field automatically defaults to Open Market. If necessary, click the down arrow to select other options such as State Contract, Bid, Quote, Co-Op or Other.

10. Click the *Misc…* button to enter additional information such as the (State) "Contract #", "Control #", "Description" and "Notes". ***Note:*** Many districts have specific information they want entered in these fields because it prints directly on the PO and much of it may be used as *Search* criteria when running reports.

11. Verify that the "Print PO?" field is checked. If this PO/req is not going to be printed, remove the check and proceed to step 20. ***Note:*** For security reasons, once a PO/req is saved as non-printable, this status can not be changed and the PO/req can never be printed.

12. In the "Ship to" field, click the down arrow and select the applicable location.

13. In the "Attn" field, enter the name of the person, dept, etc that is requesting the items on the req.

14. Click the *Print Detail* tab.

    Note: Additional functionality is available by first entering the items on the *Print Detail* tab and then entering expense account information on the *Transactions* tab.

15. In the "Qty" field, enter the number of items to be ordered (for See Attached List, Shipping or Discount information, use a "Qty" of 1). *Tab* to the next field.

16. In the "Unit" field, click the down arrow and select the applicable unit of measure. *Tab* to the next field.

17. In the "Unit Price" field, enter the unit price of the item (for Discount information enter a "-" dollar amount; for See Attached List enter the total dollar amount of the order). *Tab* to the next field.

    Note: You will now see the running total of the order on the *Print Detail* tab header.

18. In the "Description" field, enter a description of the item being ordered and *tab* out of the field.

19. To order additional items, click the *New Detail* button and repeat steps 15-18.

    Note: If your district permits, an extensive list of items to be ordered may be entered with "See Attached List" as the "Description". Then, the "list" is manually attached to the printed req for review. Approval, in this case, is a manual process as opposed to an online process as each approver must view the actual list and approve it before it is converted to a PO.

20. Click the *Transactions* tab and enter a check in the "Guess Trans Amt" field. This allows the system to automatically enter the running total from the *Print Detail* tab into the "Trans Amt" field once an expense account is selected.

21. In the "Acct #" field, either enter the expense account number or click the *Search* button, select the applicable expense account by clicking anywhere in the record, then click the *OK* button. ***Note:*** The "Extn", "Desc" and "Bal" fields will now be populated and the expense account information will be visible in the read-only *Transaction* grid.

22. The "Trans Amt" field automatically displays the running total of your *Print Detail* items. If you unchecked the "Print PO?" field, enter the amount to be charged to this expense account and *tab* to the next field.

23. The "T. Desc" field automatically defaults to the account description. Edit if necessary.

24. To add additional expense accounts, click the *Add a Transaction* button and repeat steps 21-23. Be sure to edit the "Trans Amt" field for the specific amount being charged to each account.

25. ***If you are ordering GAAP or Non-GAAP fixed assets and charging a fixed asset expense account:***

    1. Click on the *Fixed Assets* tab.
    2. Click the *Print Detail Asset* button to copy a detail from the *Print Detail* tab. ***Note:*** If there is only one print detail, it is automatically entered on the first line of the *Fixed Assets* grid.
    3. From the *Select Print Detail for Asset* form, click on the applicable fixed asset detail line and click the *Select This Print Detail* button to enter the detail in the grid. If all of the detail lines are fixed assets, click the *Select All Print Details* button. ***Note:*** Each fixed asset item must be recorded and tracked individually. If the detail line has a quantity greater than one, separate fixed asset lines are required for each item.
    4. To copy a fixed asset line multiple times, click on the row in the grid to be copied and edit the "Qty" to 1.
    5. Edit the "Tot. Price" to the amount of one of the items, ie: If the "Qty" is 3 and the "Tot. Price" is $6,000, edit the "Tot. Price" field to $2,000.
    6. Click the *Copy Asset* button and enter the number of **additional** copies required. Click *OK*. Using the example above, the number of copies to be entered is 2.
    7. *Optionally*, enter the "Make" and/or "Model" information for each item.
    8. If necessary, edit the "Insured" column for each line item. ***Note:*** The "Insured" field defaults to 'F' for a GAAP asset and 'T' for a non-GAAP asset.

26. Click the *Save PO* button or the *Save* icon. ***Note:*** If the PO/req is printable, the dollar amounts on the *Transactions* tab and the *Print Detail* tab must match or the system will not allow the req to save.

    At this point, the following changes will occur:

    - The req status will change to "Incomplete Requisition".
    - The req is assigned a PO#.
    - The req is recorded as a pending transaction which will affect expense account balances.
    - The *S. Pad, Print this PO/Req,* and *Complete Req* buttons become available.

<u>Additional Requisition Options</u>

Copy PO from...: When entering a new req, this feature allows a previously entered PO/req to be copied using one of the following 3 buttons. The information on the *PO Entry* form is then able to be edited if necessary.

User specified PO#: Click the button, enter the applicable PO# and then click the OK button.

An unknown Open PO: Click the button, select the applicable PO/req by clicking anywhere in the record, then click the *OK* button.

An unknown Closed PO: Click the button, select the applicable PO/req by clicking anywhere in the record, then click the *OK* button.

S. Pad: Click this button for a selected req to view internal messages between users and approvers. When "Critical Msg in Pad" is displayed, there is urgent information in the S. Pad that needs review.

Entering/viewing messages using the S. Pad:

1. Click the *Scratch Pad* button and enter any messages pertaining to the selected req in the "Scratch Pad" field.
2. If the information is urgent and needs review, *check* the "Mark Scratch Pad message as a Critical Message?" option. This identifies the req or PO easily as it is displayed in red on the *Lookup* tab of the *Purchase Orders* form and the PO/req status indicates there is a "Critical Msg in Pad".
3. Optionally, click the *Insert Transactions* button to enter the dollar amounts charged to specific expense accounts.
4. Click *OK*. The message is now available for viewing by the additional approvers and the user who entered the req.
5. Additionally, once the urgent information is resolved, uncheck the "Mark Scratch Pad as a Critical Message?" option to return the PO/req to a normal status.

Note: This information ***does not*** print on the PO/req. However, it may be viewed on the *Print Detail* tab of the *PO Entry* form, the *General* tab of the *PO Inquiry* form and the *Entry Review* tab of the *Prepare to Pay PO* form. Once the PO is closed, the information is no longer accessible.

Ship +++: Click this button to enter F.O.B. (freight on board) terms.

Delete this Transaction: To delete a specific expense account used in the req, click on the applicable expense account line in the grid and then click the *Delete this Transaction* button to remove that account.

Delete PO: Click this button to delete the entire req.

Print this PO/Req: Click this button to print the selected PO and to start a timer, which will begin a 5-minute countdown. You may halt the timer at any point during the 5 minutes by clicking the *Pause* button. If the selected PO printed OK, click *"Yes"*, if not, click *"No"* and print the PO again. If you do not answer *"Yes"* or *"No"* before the timer has run out, the PO will automatically be marked as having printed OK.

Complete Req: This button becomes enabled after you save your requisition for the first time. Click this button when you have completed your req and it is ready to move on to the first level of approval.

Mark for Reprinting: This button becomes enabled after you have told the system that the selected PO has printed OK. If you need to reprint the PO, simply click this button and it will return to "Print this PO/Req" status. You can then print the PO again.

New PO: Click this button to open a blank *PO Entry* form.

Additional Print Detail Options

Extn Price: This field shows the total amount for the print detail line selected in the grid.

Past Order: Once a PO/req has already been entered for the selected vendor, click this button to open the *Select a Previously Ordered Item* form. You can then select an item from the grid and click OK to add the "Qty", "Unit", "Unit Price" and "Description" information to the current list of print details. You can repeat this as many times as necessary and you may also edit the print detail line once it has been added to the req.

Clear Detail: Click this button to delete the selected print detail line from the grid.

Preview the PO: Click this button after saving the PO/req to view a simulated version of the printed PO.

Receiving Record/View: For information on recording or viewing received items, please see The Receiving Module.

Additional Fixed Assets Options

Blank Asset: Click to enter a blank detail line in the *Fixed Assets* grid.

Clear Line: Deletes the selected row from the grid.

Clear All: Deletes all rows from the grid.

Completing a Requisition

1. If the req is not already open on the screen, click either the *PO* icon or **Payables/Purchase Orders/Purchase Orders.** The *Purchase Orders* form open to the *Lookup* tab. Select the req to be completed by clicking anywhere in the corresponding row within the grid and then click the *PO Entry* tab.
2. Click the *Complete Req* button.
3. A system message displays indicating "Successfully Marked this Requisition as Completed. Do you want to mark all your other InComplete Requisitions as Completed also?". This allows req users to complete all "Incomplete Requisitions" at one time. If all of the incomplete reqs you have entered are ready to be completed and move on to the first level of approval, click "Yes". If some requisitions are ready to be completed and others are not, click "No" and complete the finished reqs individually.
4. The PO/req status changes to "Completed Requisition".
5. Click the *Close* (door) icon to exit the *PO Entry* form.

Editing a Requisition

Reqs with a status of "Incomplete Requisition" and "Completed Requisition" ***only*** may be edited by req users.

Note: Although a "Completed Requisition" may be edited, if it has been approved at one or more levels, it will have to be "re-approved" at those same levels. Req users do not have to complete the req again; it simply remains available to be approved on the *Requisition Approval* form. Utilize the S. Pad feature to communicate with approvers when a completed req has been edited.

The following options are available to edit reqs:

Edit/Delete an Expense Account

Edit the Dollar Amount Charged to an Expense Account

Edit the Print Details

Edit/Delete an Expense Account:

1. Click either the *PO* icon or **Payables/Purchase Orders/Purchase Orders**. The *Purchase Orders* form opens to the *Lookup* tab.
2. Select the req to be edited by clicking anywhere in the corresponding row within the grid and then click the *PO Entry* tab.
3. In the read-only *Transaction* grid, click on the expense account to be edited or deleted. To delete the expense account, click the *Delete this Transaction* button and proceed to step 5.

   Note: If necessary, after deleting the expense account, click on the *Print Detail* tab and edit/add/delete one or more details.
4. In the "Acct #" field, either enter the expense account number or click the *Search* button, select the applicable expense account by clicking anywhere in the record, then click the *OK* button.
5. Click the *Save PO* button or the *Save* icon.

Edit the Dollar Amount Charged to an Expense Account:

1. Click either the *PO* icon or **Payables/Purchase Orders/Purchase Orders**. The *Purchase Orders* form opens to the *Lookup* tab.
2. Select the req to be edited by clicking anywhere in the corresponding row within the grid and then click the *PO Entry* tab.
3. In the read-only *Transaction* grid, click on the expense account with the dollar amount to be edited.
4. Edit the dollar amount in the "Trans Amt" field on the colored section of the *PO Entry* form.

   Note: If necessary, after editing the "Trans Amt", click on the *Print Detail* tab and edit/add/delete one or more details.
5. Click the *Save PO* button or the *Save* icon.

Edit the Print Details:

1. Click either the *PO* icon or **Payables/Purchase Orders/Purchase Orders**. The *Purchase Orders* form opens to the *Lookup* tab.
2. Select the req to be edited by clicking anywhere in the corresponding row within the grid and then click the *PO Entry* tab.
3. Click on the *Print Detail* tab and then click the detail to be edited or deleted. To delete the detail, click the *Clear Detail* button. To edit the detail, click in the applicable field for that detail and enter the revised information.

   Note: If necessary, after editing/deleting the print details, click on the *Transactions* tab and edit/add/delete one or more of the expense accounts.
4. Click the *Save PO* button or the *Save* icon.

Deleting/Canceling a Requisition

1. Click either the *PO* icon or **Payables/Purchase Orders/Purchase Orders.** The *Purchase Orders* form opens to the *Lookup* tab.
2. Select the req to be deleted by clicking anywhere in the corresponding row within the grid and then click the *PO Entry* tab.
3. Click the *Delete PO* button and then click "Yes" to the system message confirming deletion.

Note: The 'Detailed Analysis' and 'Summary Report with Payments' reports may be printed for the deleted req from the *PO Inquiry* form ***if*** your system is set up accordingly. If deleted reqs are not included on those reports, contact your system administrator.

Previewing a Requisition

The simulated version of a complete, printed PO/req may be previewed in the system if you have the appropriate permissions.

The following options are available to preview reqs:

Preview a Requisition from the *PO Entry* form

Preview a Requisition from the *Purchase Orders Inquiry* form

Preview a Requisition from the *Requisition Approval* form

To Preview a Requisition from the* PO Entry *form:

1. Click either the *PO* icon or **Payables/Purchase Orders/Purchase Orders**. The *Purchase Orders* form opens to the *Lookup* tab.
2. Select the req to be previewed by clicking anywhere in the corresponding row within the grid.
3. Click the *PO Entry* tab and then click on the *Print Detail* tab.
4. Click the *Preview the PO* button. To print a copy of the simulated version for your records, click the *Printer* icon on the *Print Preview* toolbar.
5. Click the *Close* (door) icon on the *Print Preview* toolbar to exit the report.

To Preview a Requisition from the* PO Inquiry *form:

1. Click on **Inquiry/Purchase Order Inquiry.**
2. On the *Purchase Orders Inquiry* form, either enter the PO/req number in the "PO/Control #" field or click the *Open PO* or *Closed PO* button and select the req to be previewed by clicking anywhere in the record and then clicking *OK.*
3. Click the *Preview the PO* button. To print a copy of the simulated version for your records, click the *Printer* icon on the *Print Preview* toolbar.
4. Click the *Close* (door) icon on the *Print Preview* toolbar to exit the report.

To Preview a Requisition from the* Requisition Approval *form (for Req Approvers Only):

1. Click **Payables/Purchase Orders/Approve Requisitions.**
2. Select the req to be previewed by clicking anywhere in the record.
3. Click the *Preview the Requisition* button. To print a copy of the simulated version for your records, click the *Printer* icon on the *Print Preview* toolbar. ***Note:*** The req must be printable in order to view/print the simulated version.
4. Click the *Close* (door) icon on the *Print Preview* toolbar to exit the report.

Printing a Requisition

You can print out reqs in one of the following two ways:

To Print a single Requisition:

1. Click either the *PO* icon or **Payables/Purchase Orders/Purchase Orders**. The *Purchase Orders* form opens to the *Lookup* tab.
2. Select the req to be printed by clicking anywhere in the corresponding row within the grid and then click the *PO Entry* tab.
3. Click the *Print this PO/Req* button to print the selected req. If the req printed OK, click "Yes", if not, click "No" and print the req again.

   Note: This message does not display when printing an "Incomplete Requisition".
4. The *Mark for Reprinting* button becomes enabled after you have told the system that the selected req has printed OK. If you need to reprint the req, simply click this button and it will return to "Print this PO/Req" status. You can then print the req again.
5. Click the *Close* (door) icon to exit.

To Print multiple Requisitions:

1. Click **Reports/P.O. Reports/Requisition Printout**. This opens the *Requisition Printout* form.
2. *Optionally*, enter the names of up to two approvers who will be approving the req(s) you entered. These names print on the req(s) along with a corresponding signature line. Also, selected by default is the option to "Only Print UnPrinted Requisitions". Removing this check mark allows previously printed requisitions to be reprinted as well.
3. Click the *Report* button to view the selected reqs.

4. Click the *Printer* icon on the *Print Preview* toolbar to print the selected req(s). If the req(s) printed OK, click "Yes", if not, click "No" and print the req(s) again.
5. Click the *Exit* button to close the form.

Approving a Requisition

1. Click **Payables/Purchase Orders/Approve Requisitions.** This opens the *Requisition Approval* form.

   Note: The default setting to "Display completed Requisitions that are awaiting your approval" (located in the *Startup* tab under **File/User Preferences)** automatically opens the *Requisition Approval* form when an approver logs in ***if*** there are reqs to be approved by that approver. This default option may be edited.

2. Select a req to view by clicking anywhere in the corresponding row within the top grid. Optionally, to limit the information in the grid to reqs entered by a certain user or entered in a certain batch, click the "Req by" or "Batch #" down arrow and make your selection.
3. Click the *Scratch Pad* button for a selected req to view internal messages between users and approvers. When "Critical Msg in Scratch Pad" is displayed, there is urgent information in the Scratch Pad that needs review.

   Entering/viewing messages using the Scratch Pad:

   1. Click the *Scratch Pad* button and enter any messages pertaining to the selected req in the "Scratch Pad" field.
   2. If the information is urgent and needs review, *check* the "Mark Scratch Pad message as a Critical Message?" option. This identifies the req or PO easily as it is displayed in red on the *Lookup* tab of the *Purchase Orders* form and the PO/req status indicates there is a "Critical Msg in Pad".
   3. Optionally, click the *Insert Transactions* button to enter the dollar amounts charged to specific expense accounts.
   4. Click *OK*. The message is now available for viewing by the additional approvers and the user who entered the req.
   5. Additionally, once the urgent information is resolved, uncheck the "Mark Scratch Pad as a Critical Message?" option to return the PO/req to a normal status.

   Note: This information ***does not*** print on the PO/req. However, it may be viewed on the *Print Detail* tab of the *PO Entry* form, the *General* tab of the *PO Inquiry* form and the *Entry Review* tab of the *Prepare to Pay PO* form. Once the PO is closed, the information is no longer accessible.

4. Review the req information by clicking on the following tabs:

   - ***Summary***: Provides quick access to commonly requested req information, including the items ordered, the expense account transactions and the expense account balance.

- ***Trans***: Provides expense account transaction information such as the amount charged and the balance. For a req with multiple accounts, click on the applicable row within the grid to view the information for that account. It also includes an option to *Show Acct Info* which provides a quick look at the expense account details including the current appropriation, encumbrances, expenditures, etc.
- ***Order:*** Provides information on the items ordered. For multiple items, click on the applicable row within the grid to view the "Description" for that item on the right side of the screen.
- ***Assets***: Provides information on the GAAP and **NON**-GAAP fixed asset items ordered on the req such as the description, quantity, price, make and model.

5. ***To approve an individual req:*** Select the row containing the req you want to approve and *check* the box in the column listing your approval level (ie: 1?, 2?, 3?, etc). To "unapprove" the req, click in the box again to remove the check mark.

   To approve multiple reqs: Use the "Req by" and "Batch#" down arrows to select certain reqs to approve. Otherwise, to approve all of the reqs available for approval at your level click the *Check All* button. To uncheck approved reqs, click the *UnChk All* button.
6. Click the Close (door) icon to exit the form.
7. After the req has been approved by all levels, the designated approver (typically the one with the highest approval level) can now convert the req(s) to POs.

Additional Options

Preview the Requisition: Click this button to preview the selected requisition. To print a copy of the simulated version for your records, click the *Printer* icon on the *Print Preview* toolbar. ***Note:*** The req must be printable in order to view/print the simulated version.

Vendor Details (paper with magnifying glass): Click this button to get the address and financial details for the vendor.

Aprv Level: Indicates the approvers designated level of approval. Based on your district set-up, approvers may sometimes approve reqs at *previous* approval levels. To do this, click the "Aprv Level" down arrow, select the previous approval level and approve the reqs as normal at that level. Then click the down arrow, select your current approval level and approve the reqs as normal.

Converting a Requisition to a PO

The conversion function is typically performed by the highest/final level approver after the req has been approved at all levels.

1. Click **Payables/Purchase Orders/Approve Requisitions.** This opens the *Requisition Approval* form.
2. Click on either:
   - *Convert Requisitions to POs*: Converts fully approved requisitions to "Entered POs" (a pending encumbrance which does not affect the GL).

- *Convert & Commit:* Converts fully approved requisitions to "Committed POs" (an outstanding encumbrance which affects the GL).

3. Click *OK* to the system message stating the number of requisitions that have been converted.
4. Click the Close (door) icon to exit.

Viewing Requisition Information

- Generate a 'Purchase Orders Inquiry' to view *read-only* information affecting a selected requisition, even after it has been converted to a PO, paid and closed. Information available includes when the payment was issued to the vendor, who converted the req to a PO and when it was done, etc. as well as access to the 'PO Inquiry Reports'.
- Generate an 'Expense Account Inquiry' to view *read-only* information affecting each expense account to which a user/approver has permissions to view. It also allows access to 'Expense Account Inquiry Reports' such as the 'Requisitions' report which gives information on completed approval levels for specific reqs.
- Generate a 'Vendor Inquiry' to view *read-only* information affecting each vendor. It also allows access to 'Vendor Inquiry Reports' and all of the history for the selected vendor.
- Generate a 'PO Report' such as the 'Entered PO Report'.

INQUIRIES

Overview

An inquiry provides ***read-only*** information about a selected file or record. Each inquiry form has a variety of functions that allow you to:

Access Files or Records

Accessing files or records from inquiry forms is typically done by selecting the record from the applicable *LookUp* tab or by entering specific information, i.e. PO# or GL #. Many of the inquiry forms include *Search* buttons and other functions which allow users to select specific information or limit the information being viewed to a particular group, provided the user has been given the applicable permissions.

View Inquiry Information

A series of tabs on the inquiry forms contain and compartmentalize related types of information. Each tab is further organized into fields and grids. These are all **read-only** but the grids contain options that you may use to personally organize the information on your screen.

Additionally, many of the tabs on the *Purchase Orders Inquiry* and *Expense Account Inquiry* forms, as well as the *POs* tab of the *Vendor Inquiry* form contain added functionality. The fields that are in blue contain links that display other information pertaining to that item (account #, vendor name, etc.). To access this additional information, double-click on the link. Depending on the item double-clicked, the additional information may be an applicable report or an inquiry form. For example, when double-clicking on an account #, the *Expense Account Inquiry* form for the selected account number automatically opens.

Report from an Inquiry Form

Many reports are conveniently available from the inquiry forms. Simply click the button for the desired report and it is displayed to view and/or print. In addition, many of the inquiries also include other report destination options that allow an inquiry report to be previewed, printed, e-mailed or sent (e-mailed) to *SYSTEMS 3000* Customer Support.

Note: Most of the inquiry reports are also available from the Reports menu. Accessing them from the Reports menu allows for very specific information to be retrieved as they may be limited by additional Search criteria.

Purchase Orders Inquiry

The *Purchase Orders Inquiry* form provides ***read-only*** access to detailed information and activity for a selected PO/Requisition.

1. Click **Inquiry/Purchase Orders Inquiry.**

2. Enter a PO# or a Control# in the "PO/Control #" field and *Tab*. If you do not know the PO# or Control#, click either the *Open PO* or *Closed PO* button and select the applicable PO/req by clicking anywhere in the record and click *OK*. Additionally, click the *Search* button or use grid options as well as the "Order" field to limit the information in the grid.

   Note: If entering a Control # that is not unique, the system will display the first sequential PO/req with the specified Control #. In addition, access to POs/reqs for which a user does not have the proper account permissions will be denied.

3. Click on any the following tabs (*Summary, General Info, Order Details, Open Items, Invoices, Prepared for Payment* or *History*) to view the information provided:

   Summary: Provides quick access to commonly requested PO/req information, including a "picture" of the items ordered, the accounts charged and updated PO print information (time, date and user). The PO/req status (Completed Requisition, Entered PO, Committed PO, etc.) is indicated in the upper right corner. If your district uses *The Receiving Module*, the PO receiving status (Order Partially Received, Order Fully Received, etc.) is also indicated. Additionally, the following information is provided:

   - **Prep. for Pymnt:** Indicates the total prepare to pay amount of all unposted PO and invoice payments for the selected PO.
   - **Payments:** Indicates the total amount of all posted and unposted PO and invoice payments for the selected PO.
   - **Payment Grid:** Displays the details of posted and unposted PO and invoice payments for the selected PO, including Check #, Check Date, Payment amount and Status (Prepared for Payment, Posted, etc.)
   - **Original:** Indicates the original amount of the PO/req including any adjustments (positive or negative) made to the original amount.
   - **Balance:** Indicates the current outstanding balance of the PO/req less any amount invoiced.
   - **Invoiced:** Indicates the amount that the selected PO has been invoiced for.
   - **Details:** Click this button (paper with magnifying glass) to get further information on the "Vendor", "Prep for Pymnt" or "Invoiced" fields.

   General Info: Displays PO/req information as entered on the *PO Entry* form. Additionally, the following information is provided:

   - **Control #:** Indicates user defined information as entered on the *Misc* button.
   - **Scratch Pad:** Click this button to view user entered messages pertaining to the PO/req. ***Note:*** These messages are used for internal communication only and do

not appear on the actual PO/req. Once a PO is closed, this button is no longer available.

- **Type:** Indicates the type of PO/req (Open Market, State Contract, etc).
- **Recurring PO?:** *Checked*, it indicates that the PO/req is marked as recurring. These POs are sometimes referred to as "blanket POs", in which an amount is encumbered and "paid down on" regularly, usually in differing amounts – for example, to pay utility bills. It also allows POs/reqs to remain open with a zero balance (unless the PO has been marked as fully paid). Additionally, it allows the PO/req to be entered with a zero encumbrance.
- **Affect W?:** *Checked*, it indicates that the PO/req is charging prior year funds.
- **Notes:** Displays the applicable information as entered on the *Misc* button.
- **Entered by:** Indicates the name of the user who entered the PO including the date and time it was entered.
- **Req Approved by:** Indicates the User ID of the last level approver (after the req was fully approved) including the date and time of the approval.
- **Last Edited by:** Indicates the name of the user who last edited the PO/req along with the date and time of the edit.
- **Quote Date:** Indicates the quote date as entered on the *Misc* button, when "Quote" is selected as the PO type.
- **Contract #:** Indicates user defined information as entered on the *Misc* button.

Order Details: The *Items Purchased* grid displays the information entered on the *Print Detail* tab of the *PO Entry* form. ***Note:*** If the PO/req is not marked as printable, this tab will indicate that there are "No Print Details to Display". Additionally, the following information is provided:

- **Print Date:** Indicates the date that the PO was printed.
- **Re-print?:** Indicates if the PO has been printed more than once. This does not include requisitions.
- **Receiving Information:** Click this button to view the details of items recorded as received.
- **Purchase Order Printing History Report (Displays all PO Printing instances for this Purchase Order):** Displays the vendor, print detail and expense account transaction information for each time the selected PO was printed. Also includes the date, time and user who printed it.

Open Items: Displays all outstanding transactions for the selected PO. Additionally, the following information is provided:

- **Trans Desc:** Indicates the description of the expense account charged.
- **Rem to Liq:** Indicates the amount remaining to liquidate on the PO/req.
- **User:** Indicates the user ID of the person who performed the last transaction (adjustment or partial payment) on the outstanding item.

- **Trx Time:** Indicates the date and time of the last transaction (adjustment or partial payment) on the outstanding item.

Invoices: Displays all open invoices related to the selected PO. The information is similar to that on the *Open Items* tab, with the addition of the "Inv" related fields.

- **Inv Amt:** Indicates the amount remaining to liquidate on the invoice.
- **Due Date:** Indicates the due date that was calculated on the *Invoices* form.

Prepared for Payment: Displays the details of unposted PO and invoice payments for the selected PO including:

- **Full?:** Indicates whether the PO or invoice was partially paid ("F") or paid in full ("T").
- **Hnd Chk?:** Indicates that the PO or invoice was prepared to pay using a hand check (a non-system generated check).

History: Displays all activity for the selected PO. The "Trans" (transaction) column describes the actual activity for each line item. Following are some common types of transactions and their descriptions:

- **PO-Comm:** Committed PO
- **PO-Pay-Prtl:** Partial Payment of a PO
- **PO-Pay-Fnl:** Final Payment of a PO
- **PO-Adj:** Adjustment to a PO
- **PO-Can:** Cancelled PO
- **Inv-Comm:** Committed Invoice
- **Inv-Pay-Prtl:** Partial Payment of an Invoice
- **Inv-Pay-Fnl:** Final Payment of an Invoice
- **Inv-Can:** Cancelled Invoice

Purchase Orders Inquiry Reports

The following report buttons are available from the *Purchase Orders Inquiry* form:

Preview the PO: This report provides a preview of the selected PO/req for all cases where the PO/req is printable. It is NOT an actual PO.

Summary Report with Payments: This report, also know as the 'Purchase Order Report', provides transaction activity and payment information on the selected PO. Payment information also includes payment status, i.e., "Prepared for payment" and "Check in Process", as well as posted payment information.

Detailed Analysis: This report, also known as the 'PO Analysis Report', provides comprehensive information on the selected PO/req.

Purchase Order Printing History Report (Displays all PO Printing instances for this Purchase Order): Located on the *Order Details* tab, this report displays the vendor, print detail, expense account, date, time and user information for each instance that the PO was printed.

Expense Account Inquiry

The *Expense Account Inquiry* form provides ***read-only*** access to detailed information and activity for a selected expense account.

1. Click **Inquiry/Expense Account Inquiry.** This opens to the *LookUp* tab of the *Expense Account Inquiry* form.

2. Select the applicable expense account by clicking anywhere in the record. *Optionally*, enter account number information in the "Acct # Filter" field or click the *Search* icon on the file access toolbar to limit the information in the grid.

3. Click on any of the following tabs (*LookUp, General, Summary, Purchase Orders, Transfers, Refunds, Disb Adj* or *Other Adj)* to view the information provided:

   LookUp: Information about the expense accounts is displayed in a grid. Use grid options, or click the down arrow on the "Order" field in the file access toolbar, to sort and/or limit the information viewed. See the <u>Expense Account Inquiry Reports</u> section for a description of the report buttons available from this tab. Information available includes the following:

   - **Extn:** Indicates the system defined extension number.
   - **Balance:** Indicates the current balance on the expense account.
   - **User Extn:** Indicates the user defined extension number.

   General: Displays basic information about the expense account including the following:

   - **Expenditure % flag:** Indicates the amount of the expense account balance available to be encumbered as a percentage of the current appropriation for that account.
   - **Authorized Locations:** Indicates the one-character code used to limit users' access to certain expense accounts. Multiple codes may be used to make the account available to different departments or locations.
   - **Payroll Acc?**: *Checked,* it indicates that the expense account is flagged as a payroll account.
   - **Fixed Asset Acc?**: *Checked,* it indicates that the expense account is flagged as a fixed asset account.
   - **Remote Loc exceed Expenditure flag?:** *Checked* by default, it allows all or select users to exceed the expenditure flag setting on the account only if they have been given the corresponding permission.

   Summary: Displays the following financial information for the selected expense account:

   - **Original Appropriation:** Indicates the amount of the board approved, "passed" current year budget for the expense account. Click on the *Other Adj* tab for detailed information.

- **YTD Transfers**: Indicates the total amount of all appropriation adjustments/transfers - funds moving in and/or out of the expense account. Click on the *Transfers* tab for detailed information.
- **Prior Year (W) Appropriation:** Indicates the total amount of prior year appropriations including all adjustments/transfers. Click on the *Other Adj* tab for detailed information.
- **Current Appropriation**: Indicates the total amount calculated by adding the "Original Appropriation" and "YTD Transfer" fields. This does ***not*** include the prior year appropriation amount.
- **Pending Amount:** Indicates the total amount of all entered POs (***not*** committed) and all open requisitions (incomplete and completed). This amount is included in the calculation of the current account balance, but does ***not*** affect the general ledger.
- **Current Outstanding**: Total of all committed (encumbered), unpaid POs and portions thereof. Click on the *Purchase Orders* tab and view the "Open Amt" column for detailed information.
- **YTD Disbursed**: Indicates the total amount of disbursements including paid POs, paid invoices, and disbursement adjustments/transfers. Click on the *Purchase Orders* tab and the *Disb Adj* tab for detailed information.
- **Payment Variance**: Total of unposted amounts that are currently prepared to pay on committed POs and invoices that are "over"/"under" the actual amount on the PO or invoice. After posting, the "over" amount is included in the disbursed amount and the "under" amount is included in the account balance.
- **Curr Yr Invoices**: Indicates the total of all open, unpaid invoices. Click on the *Purchase Orders* tab for detailed information.
- **YTD Refunds**: Indicates the total amount of all refunds. Click on the *Refunds* tab for detailed information.
- **Account Balance**: Calculated as follows:

  Account Balance = Current Appropriation + Prior Year (W) Appropriation + YTD Refunds -YTD Disbursed – Pending Amount - Current Outstanding – Current Year Invoices
- **Available Balance**: Calculated as follows:

  Available Balance = (Expenditure % flag amount (ex. 80%) x Current Appropriation) + Prior Year (W) Appropriation + YTD Refunds - YTD Disbursed - Pending Amount - Current Outstanding – Current Year Invoices
- **Graph**: The red-yellow-green graph gives a *rough* percentage of the breakdown of funds. It is intended primarily as a visual tool rather than an exact description of expense account activity.

  Red = "Expended" (YTD Disbursed + Current Year Invoices)

  Yellow = "POs" (Pending Amount + Current Outstanding)

Green = "Unexpended" (Reduced by Disbursements, Invoices and Pending/Outstanding Amounts)

Black = Zero Appropriations; no activity

Purchase Orders: Displays detailed information on all POs and open requisitions for the selected expense account. Additionally, it includes the PO related totals beneath the grid.

- **Commit:** Indicates the date that the PO was committed. "Pending" will be displayed if the PO has not yet been committed.
- **Prn Date:** Indicates the last date that the PO was printed.
- **Receiving Status:** Indicates the status of items received on the PO if your district uses *The Receiving Module*.

Transfers: Displays all current appropriation adjustments/transfers - funds moving in and/or out of the expense account. It also includes the total number of adjustments beneath the grid.

- **Ref #:** Indicates the system generated reference number for the transfer.
- **User:** Indicates the user ID of the person who performed the transaction.
- **Trans Time:** Indicates the date and time of the transaction.

Refunds: Displays all refunds to the selected expense account and includes the total number of refunds beneath the grid.

Disb Adj: Displays all disbursement adjustments for the selected expense account and includes the total number of adjustments beneath the grid.

Other Adj: Displays all prior year (W) appropriation adjustments and original appropriation adjustments for the selected account and includes the total number of adjustments beneath the grid.

- **Trans Desc:** Indicates the actual activity that was performed through the adjustment.

Expense Account Inquiry Reports

The following report buttons are available from the *Expense Account Inquiry* form:

Analysis on this Account: This report provides the history on a *selected* expense account.

Adjustments with Accounts: This report, also known as the 'Expense Account Adjustment Journal', indicates the adjustments/transfers to selected expense accounts, as well as the accounts that were transferred to or from. *For transfers only*, this report includes both expense accounts, however, the account being reported on is highlighted (**bolded**) and the "other side" (account) is not.

Check Register: Displays all posted checks as well as voided checks.

Budget: Provides the current year to date balance and corresponding transaction activity on all or selected expense accounts.

Basic Budget: Provides simplified information on all or selected expense accounts, including appropriations, encumbrances, expenditures and account balance in a one-line per account format.

Requisitions: Provides a listing of open requisitions on all or selected expense accounts. In addition, it includes the number of required levels of approval, the approval status and any critical messages entered.

Open POs: Provides a listing of committed, unpaid POs on all or selected accounts.

All POs: This report, also known as the 'Purchase Order Report', provides a complete listing of POs and open requisitions, including the associated transaction activity, on all or selected accounts.

POs & Payments: This report, also known as the 'Purchase Order Report' (with the option to "Show Payment Details on Report?"), provides payment information, including payment status and/or posted and unposted payments, on all or selected accounts. It includes a complete listing of POs and requisitions and their associated transaction activity.

POs & Acct Info: This report, also known as the 'Purchase Order Report' (with the sort option of "Account# w Info"), provides expense account summary information as well as all of the purchase order activity for that account.

POs & Order Details: This report, also known as the 'Purchase Order Report' (with the sort option of "PO# w Details"), provides a listing of all of the POs and open requisitions including the print order details.

Report: *Report* buttons are available on the following tabs – *Purchase Orders, Transfers, Refunds, Disb Adj* and *Other Adj*. Click the *Report* button in the applicable tab for a report containing detailed information related to that tab.

Vendor Inquiry

The *Vendor Inquiry* form provides ***read-only*** access to detailed information and activity for a selected vendor.

1. Click **Inquiry/Vendor Inquiry**. This opens to the *LookUp* tab of the *Vendor Inquiry* form.
2. Select the applicable vendor by clicking anywhere in the record or click the *Search* icon on the file access toolbar to limit the information in the grid.
3. Click on any of the following tabs *(LookUp, Demographics, Misc, Financial, POs* or *History)* to view the information provided:

   LookUp: Information about the vendors is displayed in a grid. Use grid options, or click the down arrow on the "Order" field in the file access toolbar, to sort and/or limit the information viewed. Information available includes the following:

   - **Index name:** Because the vendors are listed in the grid by vendor "Index name", it may be beneficial to set the "Order" field to "Vendor IDX Name". This displays the names in the grid in alphabetical order.

   Demographics: Displays basic address and phone number information for the vendor and also includes the following:

   - **Vendor:** Indicates the vendor name that will print on the check, i.e. "John Smith" or the name of a parent company such as "McGraw Hill School Publishing".
   - **Index name:** Indicates the vendor name to be used for searching purposes, i.e. "Smith, John" or the name of the company from which goods/services are ordered such as "Everyday Learning Corp".
   - **Multiple Remit to Locations:** *Checked,* it enables the *Remit to Locations* button which will indicate the different remit to locations established for the vendor.

   Misc: Displays optional vendor information. Any information entered, or options checked, may be used as *Search* criteria when selecting a vendor, running reports, etc., depending on the user's permissions.

   - **Various?:** *Checked,* it allows users to enter one or more remit to names on multiple prepare to pay PO or prepare to pay Invoice lines. ***Note:*** A check mark is automatically entered here when a vendor is designated as a Multiple Remit to Locations (Vendor).
   - **Auto del June 30th?:** *Checked,* this indicates that the vendor will be automatically deleted on June 30th if there is no history associated with it.
   - **Disable Vendor?:** *Checked,* this option disallows the vendor for use. Disabled vendors are displayed in red.
   - **1099?:** *Checked,* this option designates the vendor as a 1099 vendor and includes it in the vendor 1099 file.

   Financial: Displays current and prior-year encumbrance and expenditure information by PO type ("Open Market", "Bid", "Quoted", etc.) for the selected vendor.

POs: Displays detailed information on all POs and open requisitions for the selected vendor. Additionally, it includes the PO related totals beneath the grid.

- **Commit:** Indicates the date that the PO was committed. "Pending" will be displayed if the PO has not yet been committed.
- **Prn Date:** Indicates the last date that the PO was printed.
- **Receiving Status:** Indicates the status of items received on the PO if your district uses _The Receiving Module_.

History: Displays all activity for the selected vendor. The "Trans Desc" column describes the actual activity for each line item.

Vendor Inquiry Reports

The following report buttons are available from the *Vendor Inquiry* form:

Show POs Issued: This report, also known as the 'Purchase Order Report', provides a complete listing of POs and requisitions, including the associated transaction activity and payment information, for the selected vendor.

Vendor Analysis: This report provides detailed current year history on the selected vendor including outstanding POs and invoices as well as PO related history such as when a PO was committed, cancelled, invoiced, etc.

REPORTS

Overview

Reports provide information about database records and fields at the time that the report is produced. In addition to the many system reports provided, ***Visual Fund Accounting*** also provides an extensive and flexible set of functions for the preparation, formatting and production of these reports. There are a variety of options that allow you to limit the scope of information to be reported on, as well as the ability to designate the report sort order and destination. This section addresses all the different features available when producing reports so that you may maximize your use of the system. Report information may be accessed using Quick Reports, Inquiry Reports, Report Manager Reports, or by selecting a report from the *Reports* menu.

Report Preparation and Formatting Options

All of the reports contain one or more of the standard options while many of them contain additional options that are specific to the selected report or the applicable group of reports.

Standard Options (listed in alphabetical order):

- **Acct # Filter:** Displays the account mask for your district. Enter the account number segment information by which to limit the accounts and press the "Enter" key on your keyboard. If the "Show Accts As I Type?" option is enabled, the accounts will filter automatically as you type. The phrase ***>>Limited Set<<*** in the title bar indicates that a filter is applied.
- **All/All Accounts:** Clears previous filters and includes all the records in the system in the selected grid or report.
- **Available.../Selected...:** Allows users to choose the transaction information (i.e., transactions, payments, disbursements, adjustments, report fields, etc.) to be included on the report by moving it into or out of the "Selected..." field.

    To move the applicable information: Click the appropriate arrow button. ***Note:*** When using the single arrows, click the name of the field to be moved prior to clicking the arrow.

    ">" Moves the ***highlighted*** "Available..." option into the "Selected..." field.

">>" Moves all of the "Available..." options into the "Selected..." field.

"<" Move the ***highlighted*** "Selected..." option into the "Available..."field.

"<<" Moves all of the "Selected..." options into the "Available..."field.

- **Batch #/Batch Number Selector:** Allows users to limit the information in the report to one or more specified batch numbers. ***Note:*** When using the *Multiple* option, enter a comma between each batch number.
- **Clear:** Clears the "Acct # Filter".
- **Cycle Selector:** Allows users to limit the information in the report to one or more selected cycles, i.e., the current cycle, all cycles or a selected range.
- **Dest/Destination (or Report Destination):** Allows users to determine the location of the selected report information when the *Report* button is clicked. The default selection for this option is "Preview". To edit, click the down arrow and select one of the following:

  Preview: Displays a preview of the report on screen with an option to print it.

  Print: Automatically prints the report without previewing it.

  E-Mail: Allows the report data to be e-mailed as an Excel attachment.

  PDF: Allows the report to be saved as a Portable Document Form (.pdf file).

  Export Data: Opens the *Export...* form in order to save the report information in a different format and/or to a different location. It is typically used to export information as an Excel file.

  To export data as an Excel file:

  1. Click ***Export Data.*** This opens the *Export: Export Quick Report* form.
  2. In the "Output File Name" field, enter the location and name the file, i.e. C:\VendorFile.
  3. In the "Output File Type" field, click the down arrow and select 'Microsoft Excel (XLS)'.
  4. Click the *Export* button. The system automatically opens Microsoft Excel and reformats the column names. Minimize Excel.
  5. Click *OK* to the system message confirming the export and the location of the file.

  Browse Data: Opens the read-only database table containing ***all*** of the report information for the selected report. Because many reports contain more background information than is available on the printed report (as the report has limited space), this function is often used to obtain that information in order to use it as *Search* criteria. ***Note:*** When utilizing the "Export Data" option, the "browse" information is what is exported to Excel to create customized reports. To exit the browse function, press the "Esc" key on your keyboard.

  Text File: Saves the file as an ASCII text file (.txt file).

Customer Support: E-mails the report to *SYSTEMS 3000* Customer Support.

- **Grid:** Allows users to view the available or selected records for the report. If necessary, edit the grid using grid options.
- **Limit Accounts:** Restricts account information on the report using fields such as the "Acct # Filter". The phrase ***>>Limited Set<<*** in the title bar indicates that a filter is applied.
- **Search/Search & Report:** Opens the *Search* form to enable a search based on report data. Also, see the Saved Search options.
- **Show Accts As I type?:** Used in conjunction with the "Acct # Filter" option, *checked*, it allows the system to automatically filter the accounts in the grid as the account number segment information is entered.
- **Sorted/Sort (the) Records by:** Allows users to sort the records in the report by the options available for the selected report. Click the applicable sort option, or click the down arrow to select it.
- **Type (or Report Type):** Allows users to select one of the following report types. The default selection for this option is "Detailed".

  Detailed: Selected as the default, it provides comprehensive report information.

  Summary: Provides limited report information.

Additional Options:

The additional options pertaining to each report, within a related group of reports, are listed alphabetically in the applicable report section, i.e., all of the additional options for the various 'Check Reports' are listed in the **Additional Check Report Options** section. Most of the reports in a selected group contain one or more of the additional options listed for that group.

P.O. Reports

1. Click **Reports/P.O. Reports.**
2. Click the applicable report from the menu:

   Purchase Order Report

   Requisition Printout

   Entered Purchase Orders

   Committed Purchase Orders

   Open Purchase Orders

   Cancelled Purchase Orders

   PO Analysis Report

   Pre Fixed Asset Report

   POs Against Vendors With Bid Threshold Limits Exceeded

   Purchasing Activity Report
3. Select the Standard Options, the Additional P.O. Report Options and/or the Additional Search Criteria to prepare and format the information to be included on the report. Commonly used saved searches are preloaded in the system and are available through the *Select a Saved Search* *(Search!)* function or the *Retrieve Saved Search* function.
4. Click the *Report* button. The system previews the report unless the report "Destination" field is edited.
5. ***To print the report:*** Click the *Print Report* (printer) icon on the Print Preview toolbar.

   To close the preview: Click the *Close* (door) icon on the Print Preview toolbar.
6. Click the *Exit* button to close the report form.

Purchase Order Report Descriptions

Purchase Order Report: Provides a complete listing of POs and requisitions, along with the associated transaction activity, for all or selected expense accounts. It includes subtotals for all accounts with more than one PO issued against it and grand totals for each applicable report field. To include budget summary information for the expense accounts listed, generate the report using the "Account# (w/info)" sort option.

Requisition Printout: Prints requisitions for districts that utilize *The Remote Requisition Module*. To use this function, see To Print Multiple Requisitions.

Entered Purchase Orders: Provides a listing of all or selected entered requisitions and uncommitted POs. It includes individual report totals for entered current year PO/reqs and entered prior year PO/reqs along with the combined total. It also includes a legend outlining the codes for 'Incomplete Requisition', 'Completed Requisition' and 'Entered PO' to use as *Search* criteria to generate specific reports.

Committed Purchase Orders: Provides a listing of all or selected committed POs for the current or selected cycle(s), including the grand total dollar amount.

Open Purchase Orders: Provides a listing of all or selected committed POs with balances, as well as the number of POs charged against each applicable account. It includes subtotals for the applicable funds, individual report totals for current year PO/reqs and prior year PO/reqs along with the combined total. The grids display information on the expense accounts (top) and the POs (bottom) to be included in the report.

Cancelled Purchase Orders: Provides a listing of all or selected cancelled POs, including the grand total dollar amount.

PO Analysis Report: This report, also known as the 'PO Inquiry Report', provides comprehensive information, including invoice and payment information, on the selected PO/req. To generate this report, enter a value in the "PO/Control #" field or click on the *Open PO* button or *Closed PO* button to select it. Click the *Detailed Analysis* button to generate the report.

Pre Fixed Asset Report: Provides a listing of the items entered as fixed assets on POs which have not yet been saved to the Fixed Asset Ledger. They will appear on the Fixed Asset Ledger once the checks are posted.

POs Against Vendors With Bid Threshold Limit Exceeded: Provides a listing of all ***open*** POs for the vendors who are exceeding the Bid Threshold Limit. Refer to this report to determine if any outstanding encumbrances require adjustment. ***Note:*** The only PO types that affect the Bid Threshold Limit are 'Open Market' and 'Quote'.

Purchasing Activity Report: Provides a listing of the open POs printed on all or selected dates. If 'Start' and 'End' dates are not specified in the "Date Range" field, the system generates a report for each date of the current year in which POs were printed. It includes the batch, print date and user ID of the req approver along with their dollar amount totals, if the PO was initially entered as a requisition. The print date on the report is reflected as the actual calendar date and does not include reprinted POs.

Additional P.O. Report Options (listed in alphabetical order)

Date Range: Allows users to enter a date range ("Start" and "End") by which to limit the report information.

Limit POs: Click to limit the POs for the selected accounts in the report.

Limit Vendors: Click to limit the vendors in the report.

Only Print Unprinted Requisitions: *Checked*, only requisitions that have not been printed are included when performing the 'Requisition Printout' function.

Only Show POs with Critical Message in Scratch Pad?: *Checked*, it includes only those POs with scratch pad messages where the "Mark as a Critical Message" field is checked.

Preview the PO: Click to preview a simulated version of the printed PO.

Selected Account Segment (with Page Break): *Checked*, it allows users to select an expense account segment as the sort field and includes sub totals for that segment. Use this option to report on open POs by location, if applicable.

Show Cancelled UnCommitted POs: *Checked*, it includes deleted or cancelled Entered POs and requisitions on the report. The system setting, Show Uncommitted PO Deletion must be *checked* prior to deleting or canceling the uncommitted POs or reqs.

Show Payment Details on Report?: *Checked* by default, it includes posted payment information, i.e., check #, date, description and amount, for the applicable POs on the report.

Show Items Prepared for Payment on Report?: *Checked* by default, it includes unposted payment information and voided information on posted payments, for the applicable POs on the report. This field is available and automatically enabled when the "Show Payment Details on Report?" field is *checked*. The payment status will be shown as follows:

- **Check in Process:** Displays hand check and printed, unposted check information.
- **Prepared for Payment:** Displays unposted check information for POs and invoices that are prepared for payment.
- **Payment Voided:** Displays the void date, as well as the posted payment information, for voided payments.

Signatures 1 and 2: Indicates the titles to be included over the signature lines at the bottom of the requisition. Edit if necessary.

Summary Report with Payments: Click to generate a 'Purchase Order Report', including transaction activity and payment information for the selected PO/req.

Suppress Subtotals on Single Detail Lines? /No Subtotals on Single Detail?: *Checked* by default, the report does not include subtotals for line items with only one detail line. Edit if necessary.

Additional Search Criteria

PO_CLASS (PO Classification): Allows you to select POs by classification.

- '1' for Current Year PO's
- '2' for Prior Year, W PO's
- '3' for Prior Year Fund 20, P2 PO's
- '4' for Prior Year Invoiced PO's
- '5' for Prior Year Invoiced, Fund 20, P2 PO's

Status (PO Status): Allows you to select POs by status.

- '0' for Incomplete Entry
- '1' for Entered PO
- '2' for Committed PO
- '3' for Completed Requisition
- '4' for InComplete Requisition
- '5' for Rolled-Over PO

The Purchase Order Receiving Report

The Purchase Order Receiving Report is available to districts that utilize _The Receiving Module_. It provides information on all of the items recorded as received for a specific date and is sorted by PO#.

1. Click either the *PO* icon or **Payables/Purchase Orders/Purchase Orders**. This opens to the *Lookup* tab of the *Purchase Orders* form.
2. Click the *PO Entry* tab.
3. Click the *Print Detail* tab.
4. Click on the *View* button.
5. Click either the *Detailed* or *Summary* button. This opens the *Report on Date…* form.
6. In the "Receiving Date" field, enter the receipt entry date to be reported on. The report generated includes all entries for this date for all POs.
7. Click *OK*. The report is displayed to preview.
8. Click the *Print Report* (printer) icon on the Print Preview Toolbar.
9. Click the *Exit* button to close the *Receiving Information* form.
10. Click the *Close* (door) icon to exit the *Purchase Orders* form.

Note: 'Quick Reports' are also available from any of the *Receiving Receipt Entries* and *Items Ordered and Quantity Received* grids for a selected PO.

Invoice Reports

1. Click **Reports/Invoice Reports.**
2. Click the applicable report from the menu:

   Invoice or Aging Reports

   Invoice Disbursements

   Cancelled Invoices
3. Select the Standard Options and/or the Additional Invoice Report Options to prepare and format the information to be included on the report.
4. Click the *Report* button. The system previews the report unless the report "Destination" field is edited.
5. ***To print the report:*** Click the *Print Report* (printer) icon on the Print Preview toolbar.

   To close the preview: Click the *Close* (door) icon on the Print Preview toolbar.
6. Click the *Exit* button to close the report form.

Invoice Report Descriptions

Invoice or Aging Reports: Provides a listing of the ***open*** invoices including grand totals, and if applicable, the number of days that the payment is overdue. It also includes a legend outlining the codes for 'Current Year PO', 'Prior Year PO Invoiced in the Current Year' and 'Prior Year PO invoiced in the Prior Year' to use as *Search* criteria to generate specific reports.

Invoice Disbursements: Provides a listing of the payments made on all or selected invoices, including subtotals for the expense accounts listed and a 'Fund Summary' indicating the check type (Computer, Hand or Non A/P) as well as sub totals and grand totals.

Cancelled Invoices: Provides a listing of cancelled invoices for all or selected accounts, including a grand total dollar amount.

Additional Invoice Report Options (listed in alphabetical order)

Customize Report Subtitle?: Allows a user-defined subtitle to be entered on the report.

No Subtotals on Single Detail?: *Checked* by default, the report does not include subtotals for line items with only one detail line. Edit if necessary.

Vendor Reports

1. Click **Reports/Vendor Reports.**
2. Click the applicable report from the menu:

   Vendor List

   Vendor 1099 Reports

   Vendor Remit/PO List

   Vendor Analysis

   Vendors Exceeding Bid Threshold Limit

   Vendor Financial Report
3. Select the Standard Options and/or the Additional Vendor Report Options to prepare and format the information to be included on the report.
4. Click the *Report* button. The system previews the report unless the report "Destination" field is edited.
5. ***To print the report:*** Click the *Print Report* (printer) icon on the Print Preview toolbar.

   To close the preview: Click the *Close* (door) icon on the Print Preview toolbar.
6. Click the *Exit* button to close the report form.

Vendor Report Descriptions

Vendor List: Provides a listing of all or selected vendors, including demographic information and the total number of vendors listed, as well as the dollar amount paid to each vendor for the current fiscal year (July-June) and the current calendar year (Jan-Dec).

Vendor 1099 Reports: Provides a listing of all vendors marked as 1099 vendors including the total number of vendors listed, as well as the dollar amount paid to each vendor for the current calendar year (Jan-Dec).

Vendor Remit/PO List: Provides demographic information for all vendors.

Vendor Analysis: Provides comprehensive information on all or selected vendors including the outstanding total dollar amount and payment information. ***Note:*** When generating the 'Vendor Analysis' for only one vendor, select the vendor by clicking anywhere in the applicable record and click the *Report on this Vendor* button.

Vendors Exceeding Bid Threshold Limit: Provides a listing of all or selected vendors who have exceeded the Bid Threshold Limit, including the amount exceeded.

Vendor Financial Report: Provides financial information for all or selected vendors including grand totals. ***Note:*** In the "Bid Threshold: + Exc, -Remaining Amt" field, a positive amount represents the amount by which the limit has been exceeded; a negative amount represents the remaining amount before the limit is exceeded.

Additional Vendor Report Options (listed in alphabetical order)

Hide Expended Amounts from Report: *Checked*, the system excludes the full (calendar) year-to-date and the fiscal year-to-date amounts paid to the vendors.

History Trans Date Range: Allows users to enter a date range ("Start" and "End") by which to limit the report information.

Limit Vendors: Limits the vendors in the 'Vendors Exceeding the Bid Threshold Limit' report.

"List by..." fields: Sorts the report based on the option selected.

Only Show 1099 Vendors: *Checked*, the system generates the applicable report for those vendor records that are marked as 1099 vendors.

Order: Establishes the sort order of the report.

Page Break on New Vendor: *Checked* by default, it allows the system to begin a new page for each vendor.

"PO/Remit To..." fields: Sorts the report by the selected option.

Show PO Commits: *Checked*, it includes all of the committed POs for the selected vendor.

Show Summary at End of Analysis: *Checked*, it includes all of the transaction totals in a "Transactions Summary" section at the end of the report (as opposed to in each individual section).

"Vendor 1099..." fields: Sorts the report by the selected option.

Expense Reports

1. Click **Reports/Expense Reports**.
2. Click the applicable report from the menu:

   Budget Reports

   Prior Cycle Budget Reports

   Account Analysis

   Expense Account Lists

   Refund Report
3. Select the Standard Options and/or the Additional Expense Report Options to prepare and format the information to be included on the report.
4. Click the *Report* button. The system previews the report unless the report "Destination" field is edited.
5. ***To print the report:*** Click the *Print Report* (printer) icon on the Print Preview toolbar.

   To close the preview: Click the *Close* (door) icon on the Print Preview toolbar.
6. Click the *Exit* button to close the report form.

Expense Report Descriptions

Budget Reports: Provides the current year-to-date balance and corresponding transaction activity on all or selected expense accounts, as well as grand totals for the applicable fields and a 'Fund Summary' which includes fund and sub fund totals.

Prior Cycle Budget Reports: Provides 'Budget Report' information ***for the selected prior cycle***. In the *Prior Cycle Selection Form*, click the down arrow and select the applicable cycle.

Account Analysis: Provides comprehensive information on the transaction activity for all or selected expense accounts, including an 'Account Details' summary. ***Note:*** When generating the 'Account Analysis' for only one account, select the account by clicking anywhere in the applicable record and click the *Report on this Acct* button.

Expense Account Lists: Provides a listing of the expense accounts and current balances with and without the pending encumbrances, as well as the total number of expense accounts listed and grand totals for the applicable fields. Additionally, it indicates if the account is marked as a fixed asset or a payroll account.

Refund Report: Provides refund information on all or selected expense accounts for the current year, including a subtotal per account and a grand total dollar amount.

Additional Expense Report Options (listed in alphabetical order)

Account Segments/Acct Seg Sort Order: Allows users to choose a sort order for the report based on the account number segments. Click the box to the immediate left of the applicable account segment and drag it up or down to the appropriate position. ***Note:*** This changes the order of the account segments for reporting purposes only.

Budget Report: Click to open the *Budget Report* form.

Cancel: Click to close the applicable form.

Delete Setting ("X" icon): Click to delete a selected Saved Setting.

History Trans Date Range: Allows users to enter a date range ("Start" and "End") by which to limit the report information.

Include Payment Variance in Balance Calc: *Checked* by default, it includes the total amount of payment variances, accurately reducing the "Balance" field on the report.

Include Pending Charges in Balance Calc: *Checked* by default, it includes the total amount of pending transactions, from Entered POs and requisitions, accurately reducing the "Balance" field on the report.

Page Break on First Segment in Sort Order: *Checked*, it allows the system to begin a new page for each new first account number segment indicated in the "Acct Seg Sort Order" field.

Page Break on new Account: *Checked* by default, it allows the system to begin with a new page for each account.

Print Subtotal Info?: Allows the system to print subtotal information for the account segments listed in the "Acct Seg Sort Order" field. Click the applicable segment(s) to convert the "No" to "Yes".

Saved Settings: Allows previously saved, user-defined reports to be accessed by clicking the down arrow and selecting the applicable report.

Save Report ("Diskette" icon): Allows users to save specific report parameters or search criteria. Click the *Save Report (diskette)* icon, enter a name for the report and click the *OK* button.

Show Acct Extn?: *Checked* by default, it includes the "Acct Extn" field on the report.

Show Account Info: *Checked*, it includes an "Account Details" summary at the end of the report which includes totals for appropriations, disbursements, outstanding and pending transactions, invoices, payment variances, refunds and balance.

Show PO Commits: *Checked*, it includes all of the committed POs for the selected expense accounts.

Show Segment Headings?: *Checked*, it includes the preloaded and user-defined descriptions for the account number segments enabled in the "Print Subtotal Info?" option.

Show Summary at End: *Checked*, it includes all of the transaction totals in a "Transactions Summary" section at the end of the report (as opposed to in each individual section).

Title Case Acct Description?: *Checked*, it includes both capital and lower case letters in the account description instead of only capitals.

Wrap Acct Desc?: *Checked*, it allows the account descriptions to fully print on a second line if necessary, as opposed to being truncated.