


# District Finance Options 2 - FIN2900

# Table of Contents

**District Finance Options 2 - FIN2900** ..... i
**District Finance Options 2 - FIN2900** ..... 1

# District Finance Options 2 - FIN2900

***Finance > Tables > District Finance Options 2***

This page is used to select the appropriate options for managing LEA's travel reimbursement requests.

## Set up Finance options:

| Field | Description |
|---|---|
| **Next Available Travel Request Number** | Type the next available travel request number. Or, click the **Next Available Travel Request Number** link to automatically populate the field with the last travel request number plus one.<br>The field can be a maximum of six characters and can be alphanumeric. If only numeric values are used, the field is zero-filled to equal six digits when a partial travel request number is entered and you tab out of the field (e.g., you entered 123, the field is zero-filled to 000123). If alphanumeric values are used, the field is not zero-filled to equal six characters (e.g., you entered ABC2, the travel request number remains ABC2). |
| **Location Locking** | Select to |
| **Require Start/End Times** | Select to |
| **Require Map Mileage** | Select to |
| **Mileage Reimbursement Rate** | |
| **New Mileage Reimbursement Rate** | |
| **New Mileage Reimbursement Date** | |
| **Breakfast Amount** | |
| **Breakfast Eligible Depart Time** | |
| **Lunch Amount** | |
| **Dinner Amount** | |

❑ Under **Finance Options**:

| Field | Description |
|---|---|
| **Current Finance Fiscal Year** | Type the last digit of the current fiscal year (e.g., for fiscal year 2019-2020, type 0) |
| **School Year** | Type the starting year and ending year (e.g., 2019-2020 for the current school year). The school year data allows you to enter transactions during the span of the school year. For example, for the 2019-2020 school year, you can enter transactions from January 1, 2019 through December 31, 2020. |

| Field | Description |
|---|---|
| **Previous Year File ID** | Type the previous year file ID, which can either be a numeric or alpha ID depending on how the LEA has stored the prior year's data. The process of creating the 1099 work table uses file ID C and the file ID designation in this field for file ID C to determine which file IDs to use. Once the Create 1099 Work Table process is initiated, if check transactions are detected for a file ID other than C and this field is blank in file ID C, a warning message is displayed asking for confirmation to continue.<br>Click **Yes** to continue (only file ID C is processed) or **No** to stop.<br>The current year is closed and moved to a previous year file ID. Once the previous year file ID has been created, you can access the file ID, run reports, post entries, process checks, extract PEIMS, and so on without affecting the current year file. The 1099 process uses transaction dates across the two file IDs. |
| **District Federal ID Number** | Type the nine-digit Employer Identification Number (EIN) code in the CC-CCCCCCC format. |
| **Starting Accounting Period** | Type the starting accounting period month in the MM format (e.g., 07 for July). |
| **Change PO Created by a Requisition** | Select to allow modifications to purchase orders created in Purchasing. When selected, you can make changes to the purchase order in Finance on the Maintenance > Postings > Purchase Order tab. |
| **Use Asset Management Cross-Reference Table** | Select if using the interface option from Finance to Asset Management. |
| **Use Automatic Vendor Number Assignment** | Select to automatically populate the **Next Available Vendor Number** field with the last vendor number plus one.<br>Click **Next Available Vendor Number** to populate the **Next Available Vendor Number** field with the last number plus one.<br>**Note**: If the vendor number has reached the maximum number (e.g., 999999), the system goes back to 000001 and begins to search for the next available number that was not previously used (e.g., 000995). If all available numbers were previously used, the following message is displayed: “All available vendor numbers are used.” Users must take the actions necessary to clear old or inactive vendor numbers from this file ID. |
| **Use Automatic JV Number Assignment** | Select to automatically populate the **Next Available JV Number** field with the last number plus one.<br>Click **Next Available JV Number** to populate the Next Available JV Number field with the last number plus one.<br>**Note**: If the journal voucher number has reached the maximum number (e.g., 999999), the system goes back to 000001 and begins to search for the next available number that was not previously used (e.g., 000995). If all available numbers were previously used, the following message is displayed: “All available JV numbers are used.” |
| **Use Automatic Cash Receipt Number Assignment** | Select to automatically populate the **Next Available Cash Receipt Number** field with the last number plus one.<br>Click **Next Available Cash Receipt Number** to populate the **Next Available Cash Receipt Number** field with last number plus one.<br>**Note**: If the cash receipt number has reached the maximum number (e.g., 999999), the system goes back to 000001 and begins to search for the next available number that was not previously used (e.g., 000995). If all available numbers were previously used, the following message is displayed: “All available cash receipt numbers are used.” |

| Field | Description |
|---|---|
| **Use Automatic PA Number Assignmt** | Select to automatically populate the **Next Available PA Number** field with the last number plus one.<br>Click **Next Available PA Number** to populate the **Next Available PA Number** field with the last number plus one.<br>**Note**: If the PA number has reached the maximum number (e.g., 999999), the system goes back to 000001 and begins to search for the next available number that was not previously used (e.g., 000995). If all available numbers were previously used, the following message is displayed: “All available PA numbers are used.” |
| **Payables Date Used** | Click ⌄ to select from the options below. This is a required field.<br>D - Use due date for payables<br>T - Use transaction date for payables |
| **Display GL Inquiry Warning** | Select to display the following warning message on the Purchasing > Inquiry > General Ledger Inquiry tab and the Finance > Inquiry > General Ledger Inquiry tab if the number of retrieved records is more than 20,000: “Report will take longer to generate due to the number of rows being retrieved for the Account Code selected.” |
| **Use Finance User Profile for GL Inquiry drill-down** | Select to use the Finance user profile settings to determine the accounts to be displayed when using the drill-down feature on the Finance > Inquiry > GL Inquiry tab.<br><br>If not selected, all accounts are displayed regardless of the Finance user profile settings. |
| **Allow for repost option when voiding checks** | Select to provide the option to recreate check transactions during the void check process. This option only applies to computer checks; district checks are excluded.<br><br>If selected, the **Repost Transactions** field is displayed on the Finance > Maintenance > Check Processing > Void Check tab.<br><br>If not selected, the **Repost Transactions** field is not displayed on the Void Check tab.<br><br>For additional information about the **Repost Transactions** field, review the Finance > Maintenance > Check Processing > Void Check Help page. |

❑ Under **Student Activity Fund**:

**Note**: Users should not begin using the Student Activity Fund in the middle of the school year.

| | |
|---|---|
| **Fund/Fiscal Year** | Type a three-digit fund code (e.g., 865 - FAR Guide). The fiscal year code is a one-digit code that is the last digit in the fiscal (school) year.<br><br>The field restricts account codes on the user's profile. The logged-on user must have an additional masked account code with a fund (e.g., 865) that matches the Student Activity Fund. This allows the Student Activity Funds to be posted on the Maintenance > Postings page.<br><br>The **Fiscal Year** field automatically populates with an X when the fund is entered, which indicates that the Student Activity Fund (e.g., 865) is allowed to display and post on the Maintenance > Postings page with multiple fiscal years if they exist in the chart of accounts.<br><br>By changing the fiscal year from an X to a fiscal year (e.g., 0), the student activity fund (e.g., 865) with fiscal year 0account codes displays and posts on the Maintenance > Postings page. All other fiscal year student activity funds are excluded and are not displayed.<br><br>When a fund is typed in the **Fund Year** field, and a fiscal year is typed in the **Fiscal Year** field, object code 6XXX is not available for encumbrances/expenditures for the selected fund.<br>**Note**: When data is entered in the **Student Activity Fund** and **Fund/Fiscal Year** fields, the user has access to the following object codes on the Maintenance > Postings page:<br>• Journal Budget (No Student Activity Funds are displayed.)<br>• Purchase Order - 2XXX<br>• Cash Receipt - 1XXX and 2XXX<br>• Check Processing - PA - 1XXX and 2XXX<br>• Check Processing - PO - Determined by purchase order entry<br>• Journal Actual - 1XXX and 2XXX |
| **Use Sobj/Org for All Offset Accounts** | Select to replace the subobject and organization codes on the offset account codes with the subobject and organization codes from the account codes entered in Maintenance > Postings.<br>When **Use Sobj/Obj for All Offset Accounts** is not selected, the subobject and organization codes on the offset account codes have default values.<br>**Note**: Once requisitions and/or purchase orders have been created, the **Use Sobj/Obj for All Offset Accounts** field should not be changed. If changed, an error occurs when creating a check transaction. The field can be changed after all requisitions and purchase orders with the fund/fiscal year for Student Activity Fund are cleared. |
| **Use Finance Clearing Fund** | Select to use the Finance Clearing Fund for transactions created when printing checks on the Maintenance > Check Processing > Print Checks page.<br>When **Use Finance Clearing Fund** is not selected, the **Fund** and **Fiscal Year** fields in the **Student Activity Fund** section are used for transactions, and the Finance Clearing Fund is not used when printing checks on the Maintenance > Check Processing > Print Checks page. |

❑ Under **HR Options**:

| | |
|---|---|
| **Auto Transfer JV for Payroll** | Select to automatically post journal entries to clear the interfund liabilities (due to/due from) between the funds represented on the general journal for the interface process being performed. These interface processes include the following:<br><br>Deduction checks<br>Payroll checks<br>TRS 3<br>TRS 373<br>TRS 489<br>**Notes**:<br><br>A Fund Transfer Summary report is printed at the end of the Payroll General Journal.<br><br>If **Auto Transfer JV for Payroll** is blank, you are responsible for posting these entries. |
| **Auto Add Benefit Accounts** | Select to automatically create the benefit accounts (e.g., 6143, 6145) for all new salary accounts (e.g., 6119, 6121). |

❑ Under **Purchasing Options**:

| | |
|---|---|
| **PO Object Code Restriction** | Click ⌄ to select the allowed range of object codes to be used on requisitions. Only account codes with object codes in the selected range are allowed.<br>• *R - Class 62XX-64XX and 66XX*<br>• *E - Class 6XXX and 8XXX*<br>• *A - Class 1XXX, 2XXX, 6XXX and 8XXX*<br>• *C - Class 1XXX, 2XXX, 62XXX-64XX and 66XX*<br>If an account code entered on a requisition does not meet the selected criteria, an error message is displayed. |
| **Print Federal ID Number on PO** | Select to print the federal ID number on purchase orders in Purchasing.<br><br>If blank, the federal ID number is not printed on purchase orders. |
| **Use Automatic CYR Requisition Number Assignment** | This field automatically assigns the next available current year (CYR) requisition number.<br><br>Select to automatically populate the **Next Available CYR Requisition Number** field with the last number used plus one.<br><br>Click **Next Available CYR Requisition Number** to populate the **Next Available CYR Requisition Number** field with the last number used plus one.<br>**Note**: If the requisition number has reached the maximum number (e.g., 999999), then the number is reset to 000001 and searches for the next available number that was not previously used (e.g., 000995). If all available numbers were previously used, the following message is displayed: “All available requisition numbers are used.” |

| | |
|---|---|
| **Use Automatic NYR Requisition Number Assignment** | This field automatically assigns the next available next year (NYR) requisition number.<br><br>Select to automatically populate the **Next Available NYR Requisition Number** field with the last number used plus one.<br><br>Click **Next Available NYR Requisition Number** to populate the **Next Available NYR Requisition Number** field with the last number used plus one.<br>**Note**: If the requisition number has reached the maximum number (e.g., 999999), then the number is reset to 000001 and searches for the next available number that was not previously used (e.g., 000995). If all available numbers were previously used, the following message is displayed: “All available requisition numbers are used.” |
| **Use Automatic CYR PO Number Assignment** | This field automatically assigns the next available current year (CYR) purchase order (PO) number.<br><br>Select to automatically populate the **Next Available CYR PO Number** field with the last number used plus one.<br><br>Click **Next Available CYR PO Number** to populate the **Next Available CYR PO Number** field with the last number used plus one.<br>**Note**: If the purchase order number has reached the maximum number (e.g., 999999), then the number is reset to 000001 and searches for the next available number that was not previously used (e.g., 000995). If all available numbers were previously used, the following message is displayed: “All available purchase order numbers are used.” |
| **Use Automatic NYR PO Number Assignment** | This field automatically assigns the next available next year (NYR) purchase order (PO) number.<br><br>Select to automatically populate the **Next Available NYR PO Number** field with the last number used plus one.<br><br>Click **Next Available NYR PO Number** to populate the **Next Available NYR PO Number** field with the last number used plus one.<br>**Note**: If the purchase order number has reached the maximum number (e.g., 999999), then the number is reset to 000001 and searches for the next available number that was not previously used (e.g., 000995). If all available numbers were previously used, the following message is displayed: “All available purchase order numbers are used.” |
| **Reset Approval Path Purchasing** | Select to reset the approval path of a requisition when the amount or account is changed by an approver during the approval process.<br><br>If selected and changes are made to a requisition, the requisition is automatically returned to the originator and must be resubmitted by the originator. After the requisition is resubmitted, it must go through the approval path again. When a change is made, an email message is sent to the originator.<br><br>If not selected, changes are allowed by the approver and the requisition continues through the approval path. |

❑ Under **BAR Options**:

| | |
|---|---|
| **Amendment Cutoff Date** | Type the final date that the budget amendment request amendments can be created in the MMDDYYYY format. When this date is less than the current date, then new, current year amendments can no longer be created. If no date is entered, then new, current year amendments can be entered at any time. |
| **Default Amendment Reason** | Type a default amendment reason. The data is used as a default in the **Default Amendment Reason** field on the Amended Budget Maintenance page. |
| **Use Automatic Amendment Number Assignment** | Select to automatically populate the **Next Available Amendment Number** field with the last number plus one.<br>Click **Next Available Amendment Number** to populate the **Next Available Amendment Number** field with the last number plus one.<br>**Note**: If the amendment number has reached the maximum number (e.g., 999999), the system goes back to 000001 and begins to search for the next available number that was not previously used (e.g., 000995). If all available numbers were previously used, the system displays the message “All available amendment numbers are used.” |
| **Indirect Cost Object Mask** | Click ⌄ to select a 5XXX object code, which is used to designate which revenue accounts are indirect costs when transferring funds from one account to another on revenue and expenditure accounts. The revenue accounts carry a negative sign as the normal balance for estimated revenue. |
| **Indirect Cost Sub Object Mask** | Click ⌄ to select a subobject code, which is used to designate which revenue accounts are indirect costs when transferring funds from one account to another on revenue and expenditure accounts. The revenue accounts carry a negative sign as the normal balance for estimated revenue. |
| **Allow for Approval Process** | Select to allow the budget amendment to travel through an approval path of approvers prior to becoming finalized. The workflow approval path must be set up in the District Administration application.<br>**Note**: An amendment cannot be submitted when **Allow for Approval Process** is not selected, and the amendment's funds are not in balance. |
| **Reset Approval Path** | Select to reset the approval path of an amendment when a new amendment transaction is added or when the amount or the account number of an existing amendment is changed by an approver. When the reset process occurs, an e-mail message is sent to the originator indicating that the amendment has been changed; the originator can resubmit the revised amendment. |

❑ Click **Save**.

## Other functions and features:

| | |
|---|---|
| **Retrieve** | The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost. |
| **Print** | Click to print the report. The following Account Code Table options are displayed:<br>**Current Tab Page** - prints only the tab page currently open.<br>**Selected Account Code Tables** - displays the following options:<br>Finance Options<br>Accounting Periods<br>Clearing Funds<br>**All Option Tables** - prints all the Finance Options tab pages.<br>Select an option, and then click **OK** to view a copy of the report. Otherwise, click **Cancel** to return to the tab.<br>Review the report. |