



## Finance: Tables



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# Tables

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# 1099 Object Codes - FIN2500



## Finance > Tables > 1099 Object Codes

This page is used to relate object codes that are appropriate for 1099s to the box numbers on the 1099-MISC forms. When the table is populated, 1099-eligible vendors and transactions that match these object codes are selected when the 1099 work table is created. If this table is blank when the 1099 work table is created, all transactions are selected from 1099-eligible vendors for file ID C and the **Previous File ID** field designated on the Finance Options tab in file ID C.

If the previous school year's finance tables have been moved to a new file ID, the 1099 Object Codes tables for both file IDs are used in the Create 1099 Work Table utility. Transactions are extracted according to the parameters of each file ID's 1099 Object Codes table (e.g., If the object codes table in file ID 3 is blank and the object codes table in file ID C has 6211 only, the work table includes all unique 1099-eligible 6211 transactions for file ID C and all 1099-eligible transactions for file ID 3. If both file IDs have duplicate 1099-eligible 6211 transactions, the one placed in the work table could come from either file ID.).

## Set up an object code:

☐ Click **+Add** to add a row.


Field	Description
<b>Object Code</b>	<p>Enter an object code using either of the following:</p> <p>Type the four-digit object code, if known.</p> <p>Click  to open the Objects directory.</p> <p>For <b>non-charter</b> schools, object codes that begin with 2, 6, or 8 (2XXX, 6XXX, and 8XXX) can be used in the table.</p> <p>For <b>charter</b> schools, object codes that begin with 14 and 15 (14XX and 15XX) can be used in the table.</p> <p>A list of available object codes is displayed. For <b>non-charter</b> schools, object codes that begin with 14 and 15 (14XX and 15XX) are not displayed in the directory.</p> <p>Select an object code from the list. Otherwise, click <b>Cancel</b> to return to the 1099 Object Codes page.</p> <p><b>Note:</b> The object codes must exist on the <a href="#">Finance &gt; Tables &gt; Account Codes &gt; Object</a> tab.</p>
<b>Object Description</b>	The description from the Tables > Account Codes > Object is displayed. The object description cannot be changed from here.
<b>Type Payment</b>	<p>Click  to select a code, or type the first letter of the 1099 box code of the transaction that should be printed in the field (e.g., R = Rent).</p> <p><b>Note:</b> This field determines to which box the dollar amount is added on the 1099-MISC form. Refer to the <a href="#">Instructions for Form 1099-MISC</a> to assist you in selecting the best-suited payment type option.</p>

☐ Click **Refresh Description** to update the **Object Description** field after an existing object code number is entered. The object code and description is populated from the [Finance > Tables > Account Codes > Object](#) tab.

☐ Click **Save**.

**Note:** If 1099 transactions exist for objects you do not want to collect, you can delete the object code from the 1099 Object Codes table, and the associated transactions are not included on the 1099-MISC forms or the 1099 file but are still displayed on the 1099 Report and the 1099 Record Maintenance page. When transactions display on the 1099 Report that is not to be included on the 1099-MISC form, no description is displayed in the **Payment Type** field on the report.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>+Add</b>	Click to add a row to the grid or press ALT+1. <b>Note:</b> When using ALT+1 to add a new row to the grid, you must use the 1 key on the keyboard, not the 1 key on the numeric keypad.
<b>Print</b>	Click to print the report. <a href="#">Review the report.</a>
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.  Click <b>Save</b> .

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# Account Codes

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# Educational Span- FIN2200

## Finance > Tables > Account Codes > Educational Span

This tab is used to establish and manage the educational span code. It is the fourth character in the six-character program code and identifies the educational span code (e.g., grade 3) of the current account code. It is currently a local-use field.

### Set up an educational span code:

☐ Click **+Add** to add a row.

Field	Description
<b>Educational Span Code</b>	Type the one-character alphanumeric educational span code for the account.
<b>Educational Span Description</b>	Type the educational span description. The field can be a maximum of 30 characters.

☐ Click **Save**.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>+Add</b>	Click to add a row to the grid or press ALT+1. <b>Note:</b> When using ALT+1 to add a new row to the grid, you must use the 1 key on the keyboard, not the 1 key on the numeric keypad.
<b>Print</b>	Print account code data.  <b>Current Tab Page</b> - prints only the tab page currently open. <b>Selected Account Code Tables</b> - displays the following Account Code Table Selection options: Fund/Fiscal Yr Function Object Sub-Object Organization\ Program Intent Educational Span Project Detail <b>All Account Code Tables</b> - prints all the Account Codes tab pages. Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.  <a href="#">Review the report.</a>



Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.

Click **Save**.

# Function - FIN2200

## Finance > Tables > Account Codes > Function

This tab is used to establish and manage the two-digit numeric code applied to expenditures to identify the purpose of the transaction.


### Set up a function code:

☐ Click **+Add** to add a row.

Field	Description
<b>Function Code</b>	Type the function code for the account. The field can be a maximum of two digits.
<b>Function Description</b>	Type the function description. The field can be a maximum of 30 characters.

☐ Click **Save**.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>+Add</b>	Click to add a row to the grid or press ALT+1. <b>Note:</b> When using ALT+1 to add a new row to the grid, you must use the 1 key on the keyboard, not the 1 key on the numeric keypad.
<b>Print</b>	Print account code data.  <b>Current Tab Page</b> - prints only the tab page currently open. <b>Selected Account Code Tables</b> - displays the following Account Code Table Selection options: Fund/Fiscal Yr Function Object Sub-Object Organization\ Program Intent Educational Span Project Detail <b>All Account Code Tables</b> - prints all the Account Codes tab pages. Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.  <a href="#">Review the report.</a>
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.  Click <b>Save</b> .


# Fund - FIN2200

## Finance > Tables > Account Codes > Fund

This tab is used to establish the fund code and fiscal year used to track all funds and transactions associated with an account number. You can delete a fund code only if there are no accounts in the chart of accounts that are using the fund/fiscal year code.


### Set up a fund code:

☐ Click **+Add** to add a row.

Field	Description																		
<b>Fund/Fiscal Year</b>	Type the fund code and the fiscal year. The fund code can be any digit between 101-999, and the fiscal year is a one-digit code that is the last digit in the fiscal (school) year.																		
<b>Fund Type</b>	Click  to select the fund type. If the fund does not have a fund type selection, the fund is not displayed on the FIN3200 - Working Trial Balance or the FIN3220 - Working Trial Balance Using Transactions report.																		
<b>Fund Description</b>	Type the fund description. The field can be a maximum of 30 characters.																		
<b>Budget Fund Balance Obj.Sobj</b>	By default, the field is set to 3700.00 if adding a new budget fund code and the object and subobject codes are left blank.  By default, the subobject is set to 00 if you enter an object but leave the subobject blank.																		
<b>Actual Fund Balance Obj.Sobj</b>	By default, the field is set to 3600.00 if adding a new budget fund code and the object and subobject codes are left blank.  By default, the subobject is set to 00 if you enter an object but leave the subobject blank.																		
<b>Interfund Due From Obj.Sobj</b>	<p>This field is set based on the <b>Fund/Fiscal Year</b> field.</p> <table border="1"> <tr> <td>If the <b>Fund</b> is:</td><td>The <b>Interfund Due From Obj.Sobj</b> field is set to:</td></tr> <tr> <td>100-199</td><td>1261.00 (General Fund)</td></tr> <tr> <td>200-499</td><td>1262.00 (Special Revenue Fund)</td></tr> <tr> <td>500-599</td><td>1263.00 (Debt Service Fund)</td></tr> <tr> <td>600-699</td><td>1264.00 (Capital Projects Fund)</td></tr> <tr> <td>701-749</td><td>1265.00 (Enterprise Fund)</td></tr> <tr> <td>750-799</td><td>1266.00 (Internal Service Fund)</td></tr> <tr> <td>800-899</td><td>1267.00 (Trust and Agency Funds)</td></tr> <tr> <td>900-999</td><td>1260.00 (General Capital Assets and Long-Term Debt)</td></tr> </table> <p>By default, this field is set to 2171.00. If the <b>Fund</b> is 8XX, then this field is set to 2177.00 for the subobject type 00-98.</p>	If the <b>Fund</b> is:	The <b>Interfund Due From Obj.Sobj</b> field is set to:	100-199	1261.00 (General Fund)	200-499	1262.00 (Special Revenue Fund)	500-599	1263.00 (Debt Service Fund)	600-699	1264.00 (Capital Projects Fund)	701-749	1265.00 (Enterprise Fund)	750-799	1266.00 (Internal Service Fund)	800-899	1267.00 (Trust and Agency Funds)	900-999	1260.00 (General Capital Assets and Long-Term Debt)
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800-899	1267.00 (Trust and Agency Funds)																		
900-999	1260.00 (General Capital Assets and Long-Term Debt)																		

☐ Click **Save**.

## Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>+Add</b>	Click to add a row to the grid or press ALT+1. <b>Note:</b> When using ALT+1 to add a new row to the grid, you must use the 1 key on the keyboard, not the 1 key on the numeric keypad.
<b>Print</b>	<p>Print account code data.</p> <p><b>Current Tab Page</b> - prints only the tab page currently open.</p> <p><b>Selected Account Code Tables</b> - displays the following Account Code Table Selection options:</p> <ul style="list-style-type: none"> <li>Fund/Fiscal Yr</li> <li>Function</li> <li>Object</li> <li>Sub-Object</li> <li>Organization\ Program Intent</li> <li>Educational Span</li> <li>Project Detail</li> </ul> <p><b>All Account Code Tables</b> - prints all the Account Codes tab pages.</p> <p>Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.</p> <p><a href="#">Review the report.</a></p>
	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>.</p>

# Object - FIN2200

## Finance > Tables > Account Codes > Object

This tab is used to establish and manage the four-digit numeric code that identifies the nature and object of an account transaction or source.

**Note:** All levels of the object code must exist when adding a new object code. For example, if adding 5749 then you must also add 5700 and 5740. If not, an error message is displayed.

### Set up an object code:

☐ Click **+Add** to add a row.

Field	Description
<b>Object Code</b>	Type the object code for the account. The field can be a maximum of four digits.
<b>Object Description</b>	Type the object code description. The field can be a maximum of 30 characters.

☐ Click **Save**.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>+Add</b>	Click to add a row to the grid or press ALT+1. <b>Note:</b> When using ALT+1 to add a new row to the grid, you must use the 1 key on the keyboard, not the 1 key on the numeric keypad.
<b>Print</b>	Print account code data.  <b>Current Tab Page</b> - prints only the tab page currently open. <b>Selected Account Code Tables</b> - displays the following Account Code Table Selection options: Fund/Fiscal Yr Function Object Sub-Object Organization\ Program Intent Educational Span Project Detail <b>All Account Code Tables</b> - prints all the Account Codes tab pages. Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.  <a href="#">Review the report.</a>





Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.

Click **Save**.

# Organization - FIN2200

## Finance > Tables > Account Codes > Organization

This tab is used to establish and manage the three-digit numeric code that is used to identify each campus and administrative organization (e.g., high school, middle school, elementary school, superintendent's office, tax office, data processing, etc.).

- The organization code portion of an account number must exist in the organization code table before an account number can be entered in the Budget application.
- All three-digit organization codes and description names (up to 30 characters) are entered or maintained on this page.

**Note:** The list of organizations also reflects deduction codes added from the payroll deduction code table. These deduction organizations will apply to fund 863 only. For example, if a district has an organization code of 001, which is a high school campus and has a deduction code in Payroll as 001 for additional federal withholdings, the high school campus name will default in the **Organization Description** field.

### Set up an organization code:


☐ Click **+Add** to add a row.

Field	Description
<b>Organization Code</b>	Type the organization code for the account. The field can be a maximum of three digits.
<b>Organization Description</b>	Type the organization code description. The field can be a maximum of 30 characters.

☐ Click **Save**.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>+Add</b>	Click to add a row to the grid or press ALT+1. <b>Note:</b> When using ALT+1 to add a new row to the grid, you must use the 1 key on the keyboard, not the 1 key on the numeric keypad.

<b>Print</b>	<p>Print account code data.</p> <p><b>Current Tab Page</b> - prints only the tab page currently open.</p> <p><b>Selected Account Code Tables</b> - displays the following Account Code Table Selection options:</p> <p>Fund/Fiscal Yr Function Object Sub-Object Organization\ Program Intent Educational Span Project Detail</p> <p><b>All Account Code Tables</b> - prints all the Account Codes tab pages.</p> <p>Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.</p> <p><a href="#">Review the report.</a></p>
	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>.</p>

# Program - FIN2200

## Finance > Tables > Account Codes > Program

This tab is used to establish and manage the program intent code. This two-digit code is the second and third digits of the six-character program code used to designate the intent of a program provided to students. It is used to account for the cost of instruction and other services that are directed toward a particular need of a specific set of students, not the demographic makeup of the students served.

### Set up a program code:

☐ Click **+Add** to add a row.

Field	Description
<b>Program Intent Code</b>	Type the program intent code for the account. The field can be a maximum of two digits.
<b>Program Intent Description</b>	Type the program intent code description. The field can be a maximum of 30 characters.

☐ Click **Save**.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>+Add</b>	Click to add a row to the grid or press ALT+1. <b>Note:</b> When using ALT+1 to add a new row to the grid, you must use the 1 key on the keyboard, not the 1 key on the numeric keypad.
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Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.

Click **Save**.

# Project Detail- FIN2200

## Finance > Tables > Account Codes > Project Detail

This tab is used to establish and manage the project detail code. This two-character code comprises of the fifth and sixth characters of the program code, and it identifies the program project. Currently, it is a local-use field.

### Set up a project detail code:

☐ Click **+Add** to add a row.

Field	Description
<b>Project Detail Code</b>	Type the project detail code for the account. The field can be a maximum of two characters.
<b>Project Detail Description</b>	Type the project detail description. The field can be a maximum of 30 characters.

☐ Click **Save**.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>+Add</b>	Click to add a row to the grid or press ALT+1. <b>Note:</b> When using ALT+1 to add a new row to the grid, you must use the 1 key on the keyboard, not the 1 key on the numeric keypad.
<b>Print</b>	Print account code data.  <b>Current Tab Page</b> - prints only the tab page currently open. <b>Selected Account Code Tables</b> - displays the following Account Code Table Selection options: Fund/Fiscal Yr Function Object Sub-Object Organization\ Program Intent Educational Span Project Detail <b>All Account Code Tables</b> - prints all the Account Codes tab pages. Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.  <a href="#">Review the report.</a>



Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.

Click **Save**.

# Sub-Object - FIN2200

## Finance > Tables > Account Codes > Sub-Object

This tab is used to establish and manage the two-character alphanumeric code that identifies the local use subobject codes.


### Set up a sub-object code:

☐ Click **+Add** to add a row.

Field	Description
<b>Sub-Object Code</b>	Type the subobject code for the account. The field can be a maximum of two characters.
<b>Sub-Object Description</b>	Type the subobject description. The field can be a maximum of 30 characters.

☐ Click **Save**.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>+Add</b>	Click to add a row to the grid or press ALT+1. <b>Note:</b> When using ALT+1 to add a new row to the grid, you must use the 1 key on the keyboard, not the 1 key on the numeric keypad.
<b>Print</b>	Print account code data.  <b>Current Tab Page</b> - prints only the tab page currently open. <b>Selected Account Code Tables</b> - displays the following Account Code Table Selection options: Fund/Fiscal Yr Function Object Sub-Object Organization\ Program Intent Educational Span Project Detail <b>All Account Code Tables</b> - prints all the Account Codes tab pages. Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.  <a href="#">Review the report.</a>
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.  Click <b>Save</b> .



# Asset Management Cross-Reference - FIN2400

## **Finance > Tables > Asset Management Cross-Reference > Object/Subobject Codes**

This tab uses the object and subobject codes of the account numbers to identify assets that are considered either capital assets or inventory.

When a purchase order is processed for payment, items that were purchased under matching account codes are identified by the system for inclusion in the Extract to Asset Management utility.


In addition, you can generate the [Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1200 - Capital Outlay Expenditure Report](#) to help identify the object codes that need to be set up.

### **Set up the cross-reference table:**

Field	Description
<b>Object/Subobject</b>	Type the four-digit object and the two-digit subobject codes for each item tracked by the Asset Management application.
<b>Object Description</b>	This field is automatically populated and cannot be changed.
<b>Type</b>	Click ▼ to select the asset type.

☐ Click **Save**.

### **Other functions and features:**

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>+Add</b>	Click to add a row to the grid or press ALT+1. <b>Note:</b> When using ALT+1 to add a new row to the grid, you must use the 1 key on the keyboard, not the 1 key on the numeric keypad.
<b>Print</b>	Click to print the report. <a href="#">Review the report.</a>
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.  Click <b>Save</b> .

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# Bank Codes

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# Bank Codes - FIN2800

## Finance > Tables > Bank Codes > Bank Codes

This tab is used to enter and maintain information about the banks participating in electronic funds transfer (EFT) payments. In order for a vendor to receive an EFT payment, you must indicate a specific bank for the vendor. The bank must be approved by the local education agency (LEA) and entered in the bank table before the bank code can be entered in the vendor information.

You can add or edit information in the bank table at any time. The bank name, address, telephone, and contact person information can be updated by accessing the bank code, changing the data, and saving the changes. If the bank code is incorrect, you must delete the incorrect code and then add the new code.

### Retrieve a bank code:

Field	Description
<b>Starting Bank Code</b>	Type the starting bank code from which you want to retrieve data.

☐ Click **Retrieve**. A list of bank codes equal to and greater than the entered starting bank code is displayed.


### Add a bank code:

☐ Click **+Add** to add a new row.

<b>Bank Code</b>	Type a unique user-defined bank code. If the information has already been entered for this code, it is displayed when the code is entered. The field must be three characters.
<b>Bank Name</b>	Type the bank name.
<b>Route Number</b>	Type the nine-digit routing number to use for the electronic funds transfer.
<b>Street Nbr</b>	Type the street address number if used.
<b>Street Name</b>	Type the street name.
<b>City</b>	Type the name of the city where the bank is located.
<b>State</b>	Click ▼ to select the two-character code of the state where the bank is located.
<b>Zip</b>	Type the five-digit zip code for the bank's location.
<b>Zip 4</b>	Type the four-digit zip code if used.
<b>Contact</b>	Type the name of the contact person at the bank who is responsible for processing electronic funds transfers.

☐ Click **Save**.

## Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>+Add</b>	Click to add a row to the grid or press ALT+1. <b>Note:</b> When using ALT+1 to add a new row to the grid, you must use the 1 key on the keyboard, not the 1 key on the numeric keypad.
<b>Print</b>	Click to print the report. <a href="#">Review the report.</a>
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You cannot delete codes that exist in the payment history or are currently assigned to vendors receiving EFT payments. Click <b>Save</b> . A message is displayed asking if you want to delete the row. Click <b>OK</b> to delete the row. Click <b>Cancel</b> to return to the Bank Codes tab.

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# EFT - FIN2800

## Finance > Tables > Bank Codes > EFT

This tab is used to create the LEA's EFT record to be used when sending vendor EFT payments to their bank. This function is accomplished by creating an EFT file during a payment run. This file is then given to the local education agency's (LEA) bank to be transmitted to an automatic clearinghouse.

Enter the EFT data for the LEA's EFT bank account to be used for Finance checks. Reference the [Payroll > Tables > Bank Codes > EFT](#) tab if using the same EFT bank.

### Set up an EFT code:

Field	Description
<b>Immediate Destination</b>	<p>Type the nine-digit Federal Reserve routing number used to identify the receiving point. This number is provided by the individual bank. The field length is ten digits, since some banks require a leading space before the nine-digit routing number. If you type the nine-digit routing number and later need to add a space before the number, you must do the following:</p> <p>Change the field to a random number (e.g., 123456789).</p> <p>Click <b>Save</b>.</p> <p>Add a leading space with the appropriate nine-digit routing number following the space (e.g., [space]987654321).</p> <p>Click <b>Save</b> again.</p> <p>Only follows these steps when you need to add a space before a number that was previously saved.</p>
<b>Company ID Type 5</b>	Type the ten-digit code used to identify the LEA. This is either the employer identification number with a 0 added on the end of the number or a leading 1, depending on the vendor's bank.
<b>Originating DFI ID Code</b>	Type the eight-digit code used to identify the originating DFI. This is the LEA's bank routing number without the last digit.
<b>Company ID Type 8</b>	Type the ten-digit code used to identify the LEA. This is either the employer identification number with a 0 added on the end of the number or a leading 1, depending on the vendor's bank.
<b>Employer Offset Account</b>	Type the offset account number used to debit the LEA's bank account. This number is the LEA's payroll bank account number and will be included in the EFT file. Leave blank to exclude debits from the EFT file.
<b>Immediate Origin</b>	Type the ten-digit code used to identify the EFT sending point. There is a leading space plus the routing number for the LEA's bank.



Field	Description
<b>Originator Status Code</b>	Type the one-digit code used to identify the originator of the EFT tape. Valid codes for this field include the following:  1 - Originator is an ACH association member or originating DFI, subject to ACH rules  2 - Originator is a federal government entity or agency not subject to ACH rules  3 - Originator is not an ACH member or originating DFI, but subject to ACH rules
<b>Bank Code</b>	Click ▼ to select the assigned code for the LEA's bank.
<b>ACH Service Class Code</b>	Click ▼ to select one of the following codes:  200 - Mixed debits and credits - The EFT file includes 5200 and 8200 records indicating that the file could contain debit and credit amounts.  220 - Credits only - The EFT file includes 5220 and 8220 records indicating that the file only contains credit amounts.

☐ Click **Save**.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>Print</b>	Click to print the report. <a href="#">Review the report.</a>

# Credit Card Codes

Use the Table of Contents to access a page.

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# Credit Card Codes - FIN2700

## Finance > Tables > Credit Card Codes

This tab is used to establish a list of credit card codes to be used by the local education agency (LEA). The credit card code table is necessary to complete credit card functions in the Finance, Purchasing, and District Administration applications.

Multiple credit cards can be set up for a credit card company. The account code must be a liability account (2XXX). A different account code can be used for each card to make it easier to verify transactions if the credit card statement does not reconcile to the transactions in ASCENDER. This account should be different from previously used liability accounts.

### Notes:

- Credit card codes can be assigned to individual users on the [District Administration > Maintenance > User Profiles > Purchasing Credit Cards](#) tab.
- All credit card account code components must exist on the **Finance > Tables > Account Codes** page.

## Retrieve a credit card code:



Field	Description
<b>Starting Credit Card Code</b>	Type the starting credit card code from which you want to retrieve data. Click <b>Retrieve</b> . A list of credit card codes equal to and greater than the entered starting credit card code is displayed.

☐ Click **Retrieve**. A list of credit card codes equal to and greater than the entered starting credit card code is displayed.

## Add a credit card code:


☐ Click **+Add** to add a row.

<b>Credit Card Code</b>	Type a unique user-defined credit card code. The field can be a maximum of six alphanumeric characters. It is helpful to use the last 4 digits of the credit card.
<b>Description</b>	Type a user-defined credit card description. The field can be a maximum of 30 alphanumeric characters. It is helpful to use the name of the credit card.

<b>Vendor Nbr</b>	<p>Type an active vendor number, if known. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor number. The vendor number must exist on the Maintenance &gt; Vendor Information page. The <b>Vendor Name</b> field is automatically populated with the vendor name.</p> <p>If the vendor number is not known, click . The <a href="#">Vendors directory</a> is displayed. <b>Note:</b> The vendor number represents the credit card company (e.g., Bank of America).</p>
<b>Vendor Name</b>	<p>Type the vendor name, if known. As you type the data, a drop-down list of corresponding data is displayed. Select a vendor name. Only existing active vendors are displayed in the drop-down list. The <b>Vendor Number</b> field is automatically populated with the vendor number.</p> <p>If the vendor name is not known, click . The <a href="#">Vendors directory</a> is displayed. <b>Note:</b> The vendor name represents the credit card company (e.g., Bank of America).</p>
<b>Account Code</b>	<p>Type the 20-digit account code of the payable account. The object code must be a class 2XXX account. All account code components must exist on the Finance &gt; Tables &gt; Account Code page.</p> <p><b>Note:</b> You can use one account for all credit cards or set up a separate account for each credit card.</p> <p>The account code is divided into the following components:</p> <p><b>Fund</b> <b>Function</b> <b>Object</b> <b>Sub-Object</b> <b>Organization</b> <b>Fiscal Year</b> - This field is display only and defaults to X indicating that the current fiscal year for the account code offset is used when creating credit card transactions. You can verify the fiscal year on the Tables &gt; District Finance Options page. <b>Program Intent</b> <b>Educational Span</b> <b>Project Detail</b></p>
<b>Active</b>	<p>Select to allow the use of the credit card code in Purchasing. The field is selected by default; however, you can clear the field to restrict the use of the credit card code in Purchasing.</p>

☐ Click **Save**.

### Other functions and features:

<b>Print</b>	Click to print data. <a href="#">Review the report</a> .
	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>You cannot delete or modify a credit card code that is in use by a credit card transaction. Click <b>Save</b>.</p>

# Due To Fund - FIN2700

## Finance > Tables > Credit Card Code > Due To Fund

This tab is used to determine the new fiscal year for any new entries that are created using existing credit card transactions.

### Retrieve a starting fund:


Field	Description
<b>Starting Fund</b>	Type the starting fund from which you want to retrieve data. Click <b>Retrieve</b> . A list of fund codes equal to and greater than the entered starting fund is displayed.

### Add a fund:

<b>Fund</b>	Type a fund from which the credit card transaction was created.
<b>To Fiscal Year</b>	Type the fiscal year to which the new transactions created from the <b>Fund</b> field will be posted.
<b>Description</b>	Type a user-defined description for the due to fund. The field can be a maximum of 30 alphanumeric characters.

☐ Click **Save**.

### Other functions and features:

<b>Print</b>	Click to print the report. <a href="#">Review the report.</a>
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.  Click <b>Save</b> .

# District Finance Options

Use the Table of Contents to access a page.

# Accounting Periods - FIN2100

## Finance > Tables > District Finance Options > Accounting Periods

The following accounting periods are displayed: current (open), next, Purchasing, Accounts Receivable, and Travel.

- The **Current (Open) Accounting Period** field is the period not yet closed. After running end-of-month processing, the current period is incremented by one. This feature prevents anyone from posting back to the closed period.
- When you log on to the Finance application, the value in the **Current (Open) Accounting Period** field is used as the default accounting period for posting.
- You cannot switch accounting periods (i.e., current or next) unless you have security access to do so. If the period is set to blank, no one can post any transactions.

### Modify a record:

Field	Description
<b>Current (Open) Accounting Period</b>	Type the current accounting period. The field is a two-digit number from 01-12.
<b>Next Accounting Posting Period</b>	Type the next accounting period. The field is a two-digit number from 01-12. The period must be the same as or one month greater than the current accounting period.
<b>Purchasing Accounting Period</b>	Type the Purchasing accounting period. The field is a two-digit number from 01-12. The period can be the same as the current accounting period or the next accounting posting period.
<b>Accounts Receivable Period</b>	Type the Accounts Receivable accounting period. The field is a two-digit number from 01-12. The period can be the same as the current accounting period or the next accounting posting period.
<b>Travel Accounting Period</b>	Type the Travel accounting period. The field is a two-digit number from 01-12. The period can be the same as the current accounting period or the next accounting posting period.



Field	Description
<b>Lock Current Accounting Period</b>	<p>Select to close the current accounting period. If selected, users can no longer post to the current accounting period. By default, <b>Lock Current Accounting Period</b> is not selected.</p> <p>When <b>Lock Current Accounting Period</b> is selected, users are restricted from posting in the current accounting period. Posting is allowed in the next accounting period if the next accounting period is opened prior to closing the current accounting period.</p> <p><b>Note:</b> It is recommended that posting in the current accounting period is restricted during the end-of-month closing process to ensure accurate balance updates.</p> <p>If the field is selected and you attempt to change the accounting period on the Change Account Period page, a message is displayed indicating that the current period is flagged as locked and the next accounting period should be used for posting.</p> <p>If you attempt to enter the current accounting period (e.g., check processing or current year amendment posting), a message is displayed indicating that the current period is flagged as locked.</p> <p>You do not have to select <b>Lock Current Accounting Period</b> when performing end-of-month processing.</p> <p>If working on a stand-alone system, select <b>Lock Current Accounting Period</b> to lock the current accounting period.</p> <p>If working on a network, select <b>Lock Current Accounting Period</b> to lock the current accounting period. The Lock Current Accounting Period pop-up window opens with a list of users currently logged on to ASCENDER. Do the following:</p> <p>Click <b>OK</b> to continue closing the current accounting period. If other users are logged on, a message is displayed indicating that more than one user is logged on and asks if you want to continue.</p> <p>Click <b>Yes</b>. Both of the pop-up messages are closed, and <b>Lock Current Accounting Period</b> is selected.</p> <p>Click <b>No</b>. The pop-up message closes.</p> <p>Click <b>Cancel</b> to close the pop-up message without locking the accounting period.</p> <p>To reopen the current accounting period, clear the <b>Lock Current Accounting Period</b> field.</p>
<b>Accounting Period</b>	Type a warehouse accounting period for each warehouse listed. The field is a two-digit number from 01-12. The period can be the same as the current accounting period or the next accounting posting period.

☐ Click **Save**.

## Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
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<b>Print</b>	<p>Click to print the report. The following Account Code Table options are displayed:</p> <p><b>Current Tab Page</b> - prints only the tab page currently open.</p> <p><b>Selected Account Code Tables</b> - displays the following options:</p> <p>Finance Options</p> <p>Accounting Periods</p> <p>Clearing Funds</p> <p><b>All Option Tables</b> - prints all the Finance Options tab pages.</p> <p>Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.</p> <p><a href="#">Review the report.</a></p>
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# Clearing Fund Maintenance - FIN2100

## Finance > Tables > District Finance Options > Clearing Fund Maintenance

This tab displays the default accounts that are used for the posting pages. Both Finance and payroll clearing funds can be set up from this tab.

### Set up clearing funds:

Field	Description
<b>Codes for Fiscal Year</b>	Click ▼ to select a different fiscal year, if necessary. The default is the last digit of the current fiscal year (e.g., for fiscal year 2017-2018, the value should be 8).
<b>All Computer Checks to Finance Clearing Fund in Bank Recon</b>	Select to display all computer checks on the Bank Reconciliation page. Leave blank to filter computer checks by bank account group. Cash receipts and district checks posted to funds other than the clearing fund are not affected by the flag and are always filtered by the bank account group.
<b>Finance Clearing Fund/Fiscal Year</b>	Type the clearing fund code and the fiscal year. The clearing fund code must be a three-digit number with the first digit beginning with 1, 4, or 8, and the fiscal year code is a one-digit code that is the last digit in the fiscal (school) year (e.g., 864/9).
<b>Payroll Clearing Fund/Fiscal Year</b>	Type the payroll clearing fund code and the fiscal year. The payroll clearing fund code must be a three-digit number with the first digit beginning with 1, 4, or 8, and the fiscal year is a one-digit code that is the last digit in the fiscal (school) year (e.g., 863/1). If the original value (before changes) is the same as the Payroll or Personnel > Tables > District HR Options payroll clearing fund/year, a warning message is displayed. The user is responsible for changing the HR options.

### Set up a new clearing fund:

☐ Click **Add**. All fields except the **Finance Clearing Fund/Fiscal Year**, **Payroll Clearing Fund/Fiscal Year**, and **Overpayment Account** fields are automatically populated using clearing fund data from the previous year.

<b>Finance Clearing Fund/Fiscal Year</b>	Type the clearing fund code and the fiscal year. The clearing fund code must be a three-digit number with the first digit beginning with 1, 4, or 8, and the fiscal year code is a one-digit code that is the last digit in the fiscal (school) year (e.g., 864/9).
<b>Payroll Clearing Fund/Fiscal Year</b>	Type the payroll clearing fund code and the fiscal year. The payroll clearing fund code must be a three-digit number with the first digit beginning with 1, 4, or 8, and the fiscal year is a one-digit code that is the last digit in the fiscal (school) year (e.g., 863/1). If the original value (before changes) is the same as the Payroll or Personnel > Tables > District HR Options payroll clearing fund/year, a warning message is displayed. The user is responsible for changing the HR options.

☐ Under **Finance Automatic Posting Defaults:**

<b>Cash Account</b>	The default four-digit object code is 1110, and the default two-digit subobject code is 00.
<b>Payable Account</b>	The default four-digit object code is 2110, and the default two-digit subobject code is 00. <b>Note:</b> Do not make the Payable Account object/subobject code the same as the Due To object/subobject code (2177.99).
<b>Accounts Receivable</b>	Type the object and subobject codes for use when Account Receivable transactions are created.
<b>Overpayment Account</b>	<p>Type the fund, fiscal year, object, and subobject codes to use when Accounts Receivable overpayment transactions are created. The fiscal year is set to the <b>Current Finance Fiscal Year</b> selected on the Finance Options tab.</p> <p>To view a list of account code components, place the cursor in one of the account code component fields, and then click <b>Lookup</b> or press F2.</p> <p>Type data in the applicable account code components or leave blank for all account codes, and then click <b>Search</b>.</p> <p>A list of available account codes is displayed.</p> <p>Select an account code from the list. Otherwise, click <b>Cancel</b> to return to the Clearing Fund Maintenance tab.</p> <p>The system assigns the object and subobject codes for the <b>Due To</b>, <b>Reserve for WH Encumbrance</b>, and <b>Requisition Offset</b> fields, and you cannot edit them.</p>

☐ Under **Payroll Automatic Posting Defaults:**

<b>Posting Code</b>	<b>Object</b>	<b>Subobject</b>
<b>Cash Account</b>	1141	00
<b>Accrued Wages</b>	2161	00
<b>Accrued Federal Grant Deposit</b>	2211	11
<b>Accrued Federal Grant Care</b>	2211	12
<b>Accrued Employer FICA/Medicare</b>	2211	14
<b>Accrued Employer Unemployment Tax</b>	2211	15
<b>Accrued Health Insurance Contribution</b>	2211	16
<b>Accrued Employer 457 Contribution</b>	2211	17
<b>Accrued Employer Annuity Contribution</b>	2211	18
<b>Accrued Employer TRS Care Contribution</b>	2211	19
<b>Accrued Employer Dependent Care</b>	2211	20
<b>Accrued Employer Miscellaneous Deduction Contribution</b>	2211	xx

See [common/payroll object/subobject codes](#).

☐ Click **Save**.

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**Other functions and features:**

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

# Finance Options - FIN2100

## Finance > Tables > District Finance Options > Finance Options

This tab is used to select the appropriate parameters to set up the LEA's Finance records.

### Set up Finance options:

☐ Under **Finance Options**:

Field	Description
<b>Current Finance Fiscal Year</b>	Type the last digit of the current fiscal year (e.g., for fiscal year 2019-2020, type 0)
<b>School Year</b>	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.
<b>Previous Year File ID</b>	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. Click <b>Yes</b> to continue (only file ID C is processed) or <b>No</b> to stop. 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.
<b>District Federal ID Number</b>	Type the nine-digit Employer Identification Number (EIN) code in the CC-CCCCCCC format.
<b>Starting Accounting Period</b>	Type the starting accounting period month in the MM format (e.g., 07 for July).
<b>Change PO Created by a Requisition</b>	Select to allow the user to modify purchase orders created in Purchasing. When selected, modifications can be made in Finance on the Postings > Purchase Order tab.
<b>Use Asset Management Cross-Reference Table</b>	Select if using the interface option from Finance to Asset Management.

Field	Description
<b>Use Automatic Vendor Number Assignment</b>	<p>Select to automatically populate the <b>Next Available Vendor Number</b> field with the last vendor number plus one.</p> <p>Click <b>Next Available Vendor Number</b> to populate the <b>Next Available Vendor Number</b> field with the last number plus one.</p> <p><b>Note:</b> 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.</p>
<b>Use Automatic JV Number Assignment</b>	<p>Select to automatically populate the <b>Next Available JV Number</b> field with the last number plus one.</p> <p>Click <b>Next Available JV Number</b> to populate the <b>Next Available JV Number</b> field with the last number plus one.</p> <p><b>Note:</b> 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."</p>
<b>Use Automatic Cash Receipt Number Assignment</b>	<p>Select to automatically populate the <b>Next Available Cash Receipt Number</b> field with the last number plus one.</p> <p>Click <b>Next Available Cash Receipt Number</b> to populate the <b>Next Available Cash Receipt Number</b> field with last number plus one.</p> <p><b>Note:</b> 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."</p>
<b>Use Automatic PA Number Assignmt</b>	<p>Select to automatically populate the <b>Next Available PA Number</b> field with the last number plus one.</p> <p>Click <b>Next Available PA Number</b> to populate the <b>Next Available PA Number</b> field with the last number plus one.</p> <p><b>Note:</b> 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."</p>
<b>Payables Date Used</b>	<p>Click ▼ to select from the options below. This is a required field.</p> <p>D - Use due date for payables</p> <p>T - Use transaction date for payables</p>
<b>Display GL Inquiry Warning</b>	<p>Select to display the following warning message on the Purchasing &gt; Inquiry &gt; General Ledger Inquiry tab and the Finance &gt; Inquiry &gt; 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."</p>
<b>Use Finance User Profile for GL Inquiry drill-down</b>	<p>Select to use the Finance user profile settings to determine the accounts to be displayed when using the drill-down feature on the Finance &gt; Inquiry &gt; GL Inquiry tab.</p> <p>If not selected, all accounts are displayed regardless of the Finance user profile settings.</p>



Field	Description
<b>Allow for repost option when voiding checks</b>	<p>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.</p> <p>If selected, the <b>Repost Transactions</b> field is displayed on the Finance &gt; Maintenance &gt; Check Processing &gt; Void Check tab.</p> <p>If not selected, the <b>Repost Transactions</b> field is not displayed on the Void Check tab.</p> <p>For additional information about the <b>Repost Transactions</b> field, review the <a href="#">Finance &gt; Maintenance &gt; Check Processing &gt; Void Check</a> Help page.</p>

☐ Under **Student Activity Fund**:

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

<b>Fund/Fiscal Year</b>	<p>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.</p> <p>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 &gt; Postings page.</p> <p>The <b>Fiscal Year</b> 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 &gt; Postings page with multiple fiscal years if they exist in the chart of accounts.</p> <p>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 0 account codes displays and posts on the Maintenance &gt; Postings page. All other fiscal year student activity funds are excluded and are not displayed.</p> <p>When a fund is typed in the <b>Fund Year</b> field, and a fiscal year is typed in the <b>Fiscal Year</b> field, object code 6XXX is not available for encumbrances/expenditures for the selected fund.</p> <p><b>Note:</b> When data is entered in the <b>Student Activity Fund</b> and <b>Fund/Fiscal Year</b> fields, the user has access to the following object codes on the Maintenance &gt; Postings page:</p> <ul style="list-style-type: none"> <li>• Journal Budget (No Student Activity Funds are displayed.)</li> <li>• Purchase Order - 2XXX</li> <li>• Cash Receipt - 1XXX and 2XXX</li> <li>• Check Processing - PA - 1XXX and 2XXX</li> <li>• Check Processing - PO - Determined by purchase order entry</li> <li>• Journal Actual - 1XXX and 2XXX</li> </ul>
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<b>Use Subj/Org for All Offset Accounts</b>	<p>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 &gt; Postings.</p> <p>When <b>Use Subj/Obj for All Offset Accounts</b> is not selected, the subobject and organization codes on the offset account codes have default values.</p> <p><b>Note:</b> Once requisitions and/or purchase orders have been created, the <b>Use Subj/Obj for All Offset Accounts</b> 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.</p>
<b>Use Finance Clearing Fund</b>	<p>Select to use the Finance Clearing Fund for transactions created when printing checks on the Maintenance &gt; Check Processing &gt; Print Checks page.</p> <p>When <b>Use Finance Clearing Fund</b> is not selected, the <b>Fund</b> and <b>Fiscal Year</b> fields in the <b>Student Activity Fund</b> section are used for transactions, and the Finance Clearing Fund is not used when printing checks on the Maintenance &gt; Check Processing &gt; Print Checks page.</p>

☐ Under **HR Options:**

<b>Auto Transfer JV for Payroll</b>	<p>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:</p> <p>Deduction checks Payroll checks TRS 3 TRS 373 TRS 489</p> <p><b>Notes:</b></p> <p>A Fund Transfer Summary report is printed at the end of the Payroll General Journal.</p> <p>If <b>Auto Transfer JV for Payroll</b> is blank, you are responsible for posting these entries.</p>
<b>Auto Add Benefit Accounts</b>	<p>Select to automatically create the benefit accounts (e.g., 6143, 6145) for all new salary accounts (e.g., 6119, 6121).</p>



☐ Under **Purchasing Options:**

<b>PO Object Code Restriction</b>	<p>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.</p> <ul style="list-style-type: none"> <li>• R - Class 62XX-64XX and 66XX</li> <li>• E - Class 6XXX and 8XXX</li> <li>• A - Class 1XXX, 2XXX, 6XXX and 8XXX</li> <li>• C - Class 1XXX, 2XXX, 62XXX-64XX and 66XX</li> </ul> <p>If an account code entered on a requisition does not meet the selected criteria, an error message is displayed.</p>
<b>Print Federal ID Number on PO</b>	<p>Select to print the federal ID number on purchase orders in Purchasing.</p> <p>If blank, the federal ID number is not printed on purchase orders.</p>

<b>Use Automatic CYR Requisition Number Assignment</b>	<p>This field automatically assigns the next available current year (CYR) requisition number.</p> <p>Select to automatically populate the <b>Next Available CYR Requisition Number</b> field with the last number used plus one.</p> <p>Click <b>Next Available CYR Requisition Number</b> to populate the <b>Next Available CYR Requisition Number</b> field with the last number used plus one.</p> <p><b>Note:</b> 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."</p>
<b>Use Automatic NYR Requisition Number Assignment</b>	<p>This field automatically assigns the next available next year (NYR) requisition number.</p> <p>Select to automatically populate the <b>Next Available NYR Requisition Number</b> field with the last number used plus one.</p> <p>Click <b>Next Available NYR Requisition Number</b> to populate the <b>Next Available NYR Requisition Number</b> field with the last number used plus one.</p> <p><b>Note:</b> 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."</p>
<b>Use Automatic CYR PO Number Assignment</b>	<p>This field automatically assigns the next available current year (CYR) purchase order (PO) number.</p> <p>Select to automatically populate the <b>Next Available CYR PO Number</b> field with the last number used plus one.</p> <p>Click <b>Next Available CYR PO Number</b> to populate the <b>Next Available CYR PO Number</b> field with the last number used plus one.</p> <p><b>Note:</b> 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."</p>
<b>Use Automatic NYR PO Number Assignment</b>	<p>This field automatically assigns the next available next year (NYR) purchase order (PO) number.</p> <p>Select to automatically populate the <b>Next Available NYR PO Number</b> field with the last number used plus one.</p> <p>Click <b>Next Available NYR PO Number</b> to populate the <b>Next Available NYR PO Number</b> field with the last number used plus one.</p> <p><b>Note:</b> 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."</p>

<b>Reset Approval Path Purchasing</b>	<p>Select to reset the approval path of a requisition when the amount or account is changed by an approver during the approval process.</p> <p>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.</p> <p>If not selected, changes are allowed by the approver and the requisition continues through the approval path.</p>
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☐ Under **BAR Options**:

<b>Amendment Cutoff Date</b>	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.
<b>Default Amendment Reason</b>	Type a default amendment reason. The data is used as a default in the <b>Default Amendment Reason</b> field on the Amended Budget Maintenance page.
<b>Use Automatic Amendment Number Assignment</b>	<p>Select to automatically populate the <b>Next Available Amendment Number</b> field with the last number plus one.</p> <p>Click <b>Next Available Amendment Number</b> to populate the <b>Next Available Amendment Number</b> field with the last number plus one.</p> <p><b>Note:</b> 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."</p>
<b>Indirect Cost Object Mask</b>	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.
<b>Indirect Cost Sub Object Mask</b>	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.
<b>Allow for Approval Process</b>	<p>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.</p> <p><b>Note:</b> An amendment cannot be submitted when <b>Allow for Approval Process</b> is not selected, and the amendment's funds are not in balance.</p>
<b>Reset Approval Path</b>	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**.

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**Other functions and features:**

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

# District Finance Options 2 - FIN2900



## Finance > Tables > District Finance Options 2

This page is used to define the appropriate parameters to be used for travel reimbursement requests in ASCENDER EmployeePortal.

**Note:** The **Automatic PA Number Assignment** field must be selected on the [Finance > Tables > District Finance Options > Finance Options](#) tab. If this field is not selected, the final approver in the travel approval path cannot approve the request.

### Set up Finance options:

Field	Description
<b>Next Available Travel Request Number</b>	Type the next available travel request number. Or, click the <b>Next Available Travel Request Number</b> link to automatically populate the field with the last travel request number plus one. 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).
<b>Location Locking</b>	Select to lock (disable) the <b>Mileage</b> (Start, Stop, and Map) fields, <b>Point of Origin</b> , and <b>Destination</b> fields on travel requests and require employees to use the <b>Location</b> link to select an origin and destination location from the predefined list of travel locations and distances set up on the <a href="#">Finance &gt; Tables &gt; Travel &gt; Locations</a> and <a href="#">Finance &gt; Tables &gt; Travel &gt; Distances</a> tab.  The Location Locking feature is not available for extended mileage travel requests.
<b>Require Start/End Times</b>	Select to require the travel start and end times on travel requests. This option is only available for mileage travel requests. The start/end times are always required for extended travel as the times are necessary to determine meal rates and eligibility.
<b>Require Odometer Start/Stop Mileage</b>	Select to require the beginning and ending odometer readings on travel requests.
<b>Mileage Reimbursement Rate</b>	Type the mileage reimbursement rate (cents per mile).
<b>New Mileage Reimbursement Rate</b>	Type the new mileage reimbursement rate. This field is used when the mileage reimbursement rate is set to change on a scheduled date.

Field	Description
<b>New Mileage Reimbursement Date</b>	Type the date on which the <b>New Mileage Reimbursement Rate</b> takes effect. Use the MM-DD-YYYY format. This field is used when the mileage reimbursement rate is set to change on a scheduled date. When travel requests are entered in EmployeePortal, if the date the travel occurred is equal to or greater than this date, the new mileage reimbursement rate is used.
<b>Breakfast Amount</b>	Type the allowable limit for breakfast reimbursement.
<b>Breakfast Eligible Depart Time</b>	Type the time the employee must depart before in order to be reimbursed for breakfast on the first travel day. Use the HH MM format and click  to select AM or PM.  To be reimbursed for breakfast on the first travel day, the <b>Departure Time</b> on the travel request must be earlier than the <b>Breakfast Eligible Depart Time</b> .
<b>Lunch Amount</b>	Type the allowable limit for lunch reimbursement.
<b>Dinner Amount</b>	Type the allowable limit for dinner reimbursement.
<b>Dinner Eligible Return Time</b>	Type the time the employee must return after in order to be reimbursed for dinner on the last travel day. Use the HH MM format and click  to select AM or PM.  To be reimbursed for dinner on the last travel day, the <b>Return Time</b> on the travel request must be later than the <b>Dinner Eligible Return Time</b> .

☐ Click **Save**.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
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# District Finance Options 2 - FIN2900

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# Travel

Use the Table of Contents to access a page.

# Distances - FIN2855

## Finance > Tables > Travel > Distances

This tab is used to maintain a list of distance records between predefined to/from travel locations. These locations are set up on the [Finance > Tables > Travel > Locations](#) tab.

If the Location Locking feature is enabled on the [Finance > Tables > District Finance Options 2](#) page, the **Mileage** (Start, Stop, and Map) fields, **Point of Origin**, and **Destination** fields are disabled on EmployeePortal travel requests and employees will need to use the Locations link to select from the predefined list of locations/distance records. The Location Locking feature is not available for extended mileage travel requests.

This is an optional method for maintaining a list of distance records.



### Retrieve a record:

Field	Description
<b>Start At Origination</b>	Type the starting location from which you want to retrieve. Or, in the <b>Destination</b> field, type the starting destination location from which you want to retrieve.

☐ Click **Retrieve**. A list of origination/destination locations equal to and greater than the entered data is displayed.


### Add a record:

☐ Click **+Add** to add row.

<b>Origination</b>	Click  to open the <a href="#">Location lookup</a> and select a starting location.
<b>Destination</b>	Click  to open the <a href="#">Location lookup</a> and select an ending location.
<b>Distance</b>	Type the number of miles from the <b>Origination</b> (starting) location to the <b>Destination</b> (ending) location.

☐ Click **Save**.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
<b>Print</b>	Click to print the list of travel locations. <a href="#">Review the report.</a>

# Locations - FIN2855

## Finance > Tables > Travel > Locations

This tab is used to maintain a list of predefined travel locations to be used for employee travel reimbursement requests. These locations can be used on the [Finance > Tables > Travel > Distances](#) tab to define distance records for potential to/from travel locations.

If the Location Locking feature is enabled on the [Finance > Tables > District Finance Options 2](#) page, the **Mileage** (Start, Stop, and Map) fields, **Point of Origin**, and **Destination** fields are disabled on EmployeePortal travel requests and employees will need to use the Locations link to select from the predefined list of locations/distance records. The Location Locking feature is not available for extended mileage travel requests.

This is an optional method for maintaining a list of locations.


### Retrieve a record:

Field	Description
<b>Start Location ID</b>	Type the starting location ID from which you want to retrieve.
<b>Location Name</b>	Type the starting location name from which you want to retrieve.

☐ Click **Retrieve**. A list of location IDs or names equal to and greater than the entered data is displayed.

### Add a record:


☐ Click **+Add** to add a row.

<b>Location ID</b>	Type a unique user-defined location ID. This field can be a maximum of twenty alphanumeric characters. This is a required field.
<b>Location Name</b>	Type a user-defined location name. This field can be a maximum of thirty-five alphanumeric characters. This is a required field.
<b>Address</b>	Type the street number and name for the location. This field can be a maximum of 35 characters.
<b>City</b>	Type the city name for the location. This field can be a maximum of 30 characters.
<b>St</b>	Click  to select the state for the location.
<b>Zip</b>	Type the five-digit zip code for the location.
<b>Zip 4</b>	Type the additional four digits of the zip code.

☐ Click **Save**.

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**Other functions and features:**

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
<b>Print</b>	Click to print the list of travel locations. <a href="#">Review the report.</a>

# TSDS Crosswalks


## Finance > Tables > TSDS Crosswalks

This page allows you to map financial data (actual and budget) from your LEA's set of accounts to TEA's Chart of Accounts. These crosswalks only affect the data in the State Reporting tables and allow you to continue maintaining your data as-is in the Business system.

The TSDS Business crosswalks are associated with the logged-on file ID; therefore, LEAs can have different crosswalks per file ID.

[Finance TSDS Crosswalk Tables](#)

### Modify a record:

Field	Description
<b>Crosswalk Type</b>	Click  to select the crosswalk table type for which you want to crosswalk data.


A list of existing from and to account code elements is displayed for the selected crosswalk type. Review the list of [Finance TSDS Crosswalk Tables](#).

☐ Click **+Add** to add a row.

<b>From</b>	Based on the selected crosswalk, type the from account code element(s) to crosswalk.  Duplicate values are not allowed in the <b>From</b> column.
<b>To</b>	Based on the selected crosswalk, type the to account code element to crosswalk.

☐ Click **Save**.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>Print</b>	Click to print the report. <a href="#">Review the report</a> .
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.  Click <b>Save</b> .

# Vendor Categories - FIN2750

## Finance > Tables > Vendor Categories

This page is used to establish a list of vendor category codes to be used by the local education agency (LEA). You can use the category codes to group and sort vendors in a manner that meets your LEA's needs. The Maintenance > Vendor Information > Vendor Miscellaneous tab allows you to assign category codes to specific vendors.

### Retrieve a vendor category:

Field	Description
<b>Starting Category Code</b>	Type the beginning category code from which you want to retrieve. Click <b>Retrieve</b> . A list of category codes equal to and greater than the entered starting category code is displayed.

### Add a category code:

☐ Click **+Add** to add a row.

Field	Description
<b>Category Code</b>	Type a three-digit user-defined category code.
<b>Description</b>	Type a user-defined category code description. The field can be a maximum of 30 alphanumeric characters.
<b>Bid Category</b>	Select to identify the category code as an active bid category.
<b>Begin Date</b>	Type the beginning effective date for the bid. The field is optional.
<b>End Date</b>	Type the ending effective date for the bid. The field is optional.
<b>HUB</b>	Select to identify the category as a Historically Underutilized Business (e.g., minority, women, etc.). If selected, the category code is available for use in the <b>HUB Code</b> field on the Maintenance > Vendor Information > Vendor Miscellaneous tab.

☐ Click **Save**.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>+Add</b>	Click to add a row to the grid or press ALT+1. <b>Note:</b> When using ALT+1 to add a new row to the grid, you must use the 1 key on the keyboard, not the 1 key on the numeric keypad.
<b>Print</b>	Click to print data. <a href="#">Review the report.</a>



Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.

You cannot delete a category code that is assigned to a vendor on the Maintenance > Vendor Information > Vendor Miscellaneous tab.

Click **Save**. A message is displayed asking if you want to delete the row.

Click **OK** to delete the row.

Click **Cancel** to return to the Vendor Categories page.

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