Oracle Internal Accounts Management System Manual

School Financial Services

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IAMS Website:
https://dev.ocs.cps.k12.il.us/sites/Finance/IAMS/default.aspx

Internal Accounts Website:
http://www.cps.k12.il.us/FinancialResources/Finance/SchoolInternalAccounts.shtml

Contents

1. Accessing IAMS and the Home Page

Scope

This procedure covers how to log into the IAMS system and explains the Home Page.

Prerequisite

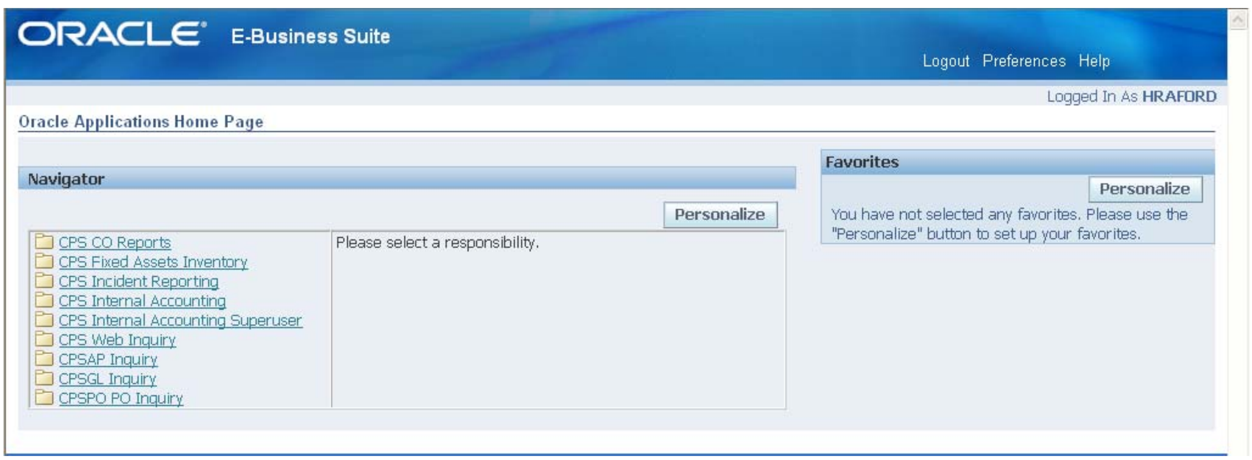
User must have access to Oracle and the IAMS module within Oracle.

Activity Preface

This activity is performed when users need access to the system.

1. Click the Oracle Icon.

   The Oracle Application Home Page opens. This page lists all of the user's Oracle responsibilities. Note the new CPS Internal Accounting link.



2. Click the CPS Internal Accounting link.

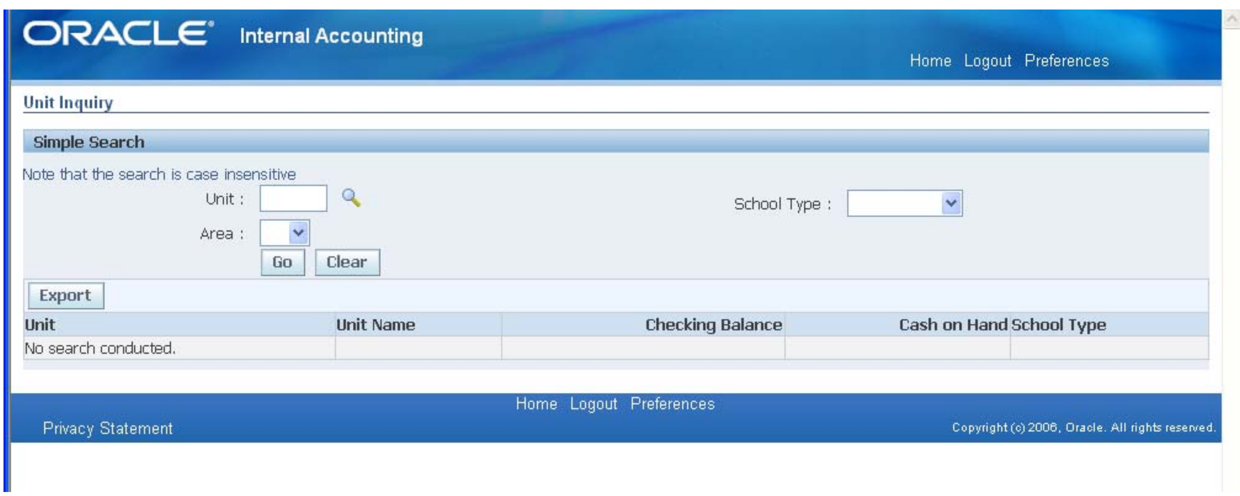
   The system displays the two sub-responsibilities:

   - Account Conversion
   - Internal Account

3. Click the Internal Account link in the right column.

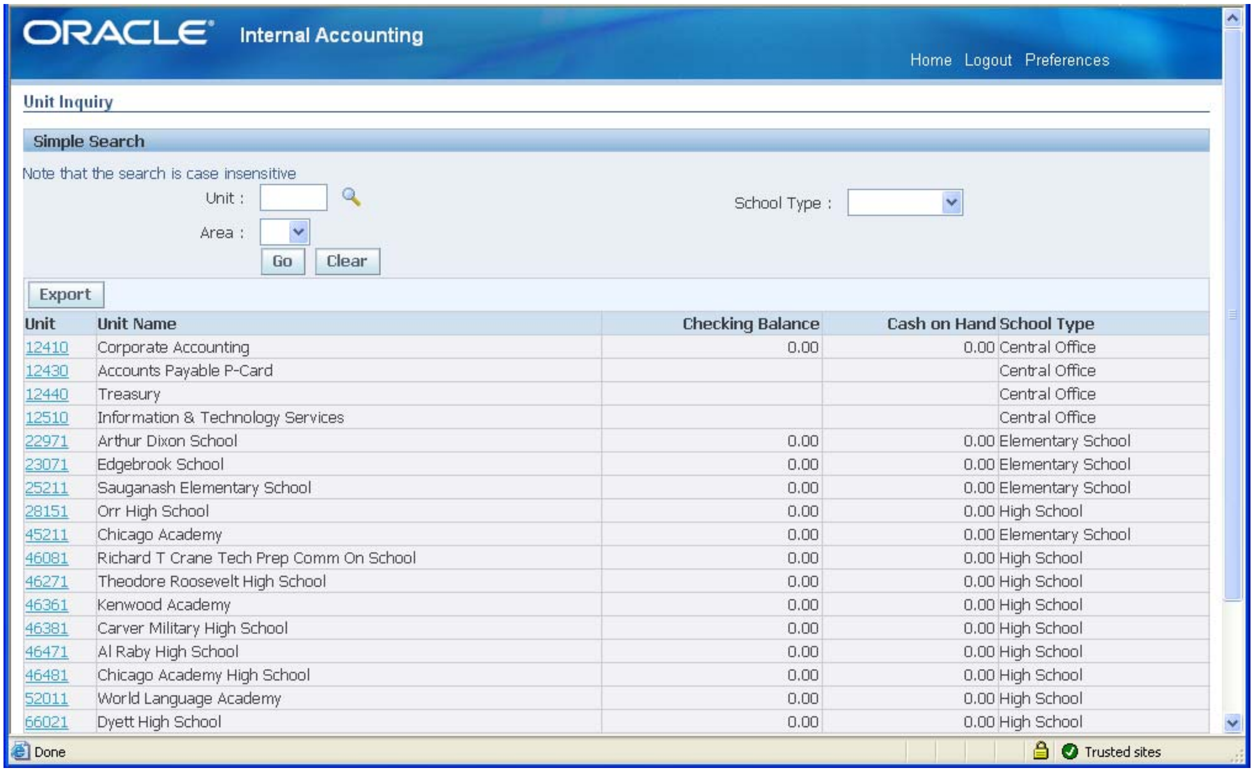
If the user has access to more than one unit, goto task #4. Otherwise, goto task #6.

The Unit Inquiry screen opens.



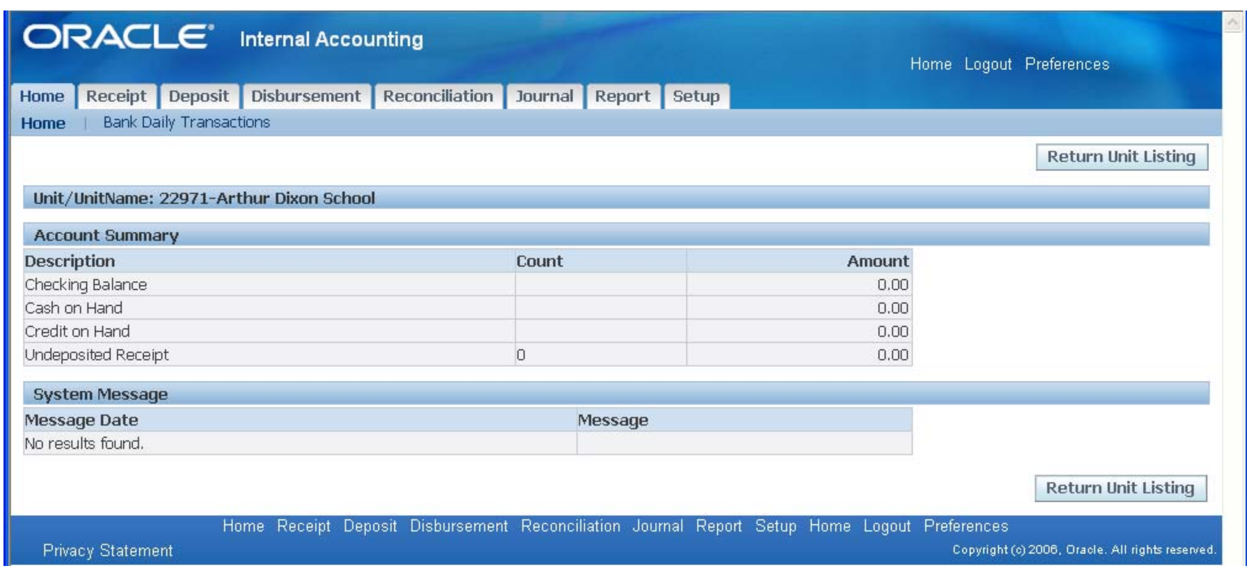
4. Click the Go button.

The system will display all units the user has access to.



5. Click the link to the Unit # to select the unit.

6. The Home Page is displayed.



The Home Page is the primary page used to navigate through the system.

Note: The Home Page displays 8 tabs which represent the main functions of the system:

- Home
- Receipt
- Deposit
- Disbursement
- Reconciliation
- Journal
- Report
- Setup

Note: The system displays a Blue bar when a function has additional pages.

The Home Page has two pages: Home and Bank Daily Transactions.

- The Home Page displays summaries of certain accounts.

- The Bank Daily Transaction page displays all transactions that have cleared the school's U.S. Bank Account. The system will automatically match checks to the U.S. Bank data and mark the check as cleared on the reconciliation.

End of activity.

2. Setting up Chart of Accounts – New Schools Only

Scope

This procedure covers how to customize the basic Chart of Accounts for a new school.

For first-time users, functionality is limited until the **Conversion** table is completed and submitted. Setting up the Chart of Accounts is the first step to completing the conversion table. *Users will not be able to add any data to the system except new Accounts needed to customize the Chart of Accounts and opening balances in the Conversion table.*

Prerequisite

Users will need the following documents to start the new system.

- Chart of Accounts and Chart of Accounts Descriptions
- Collection Types Definitions

Activity Preface

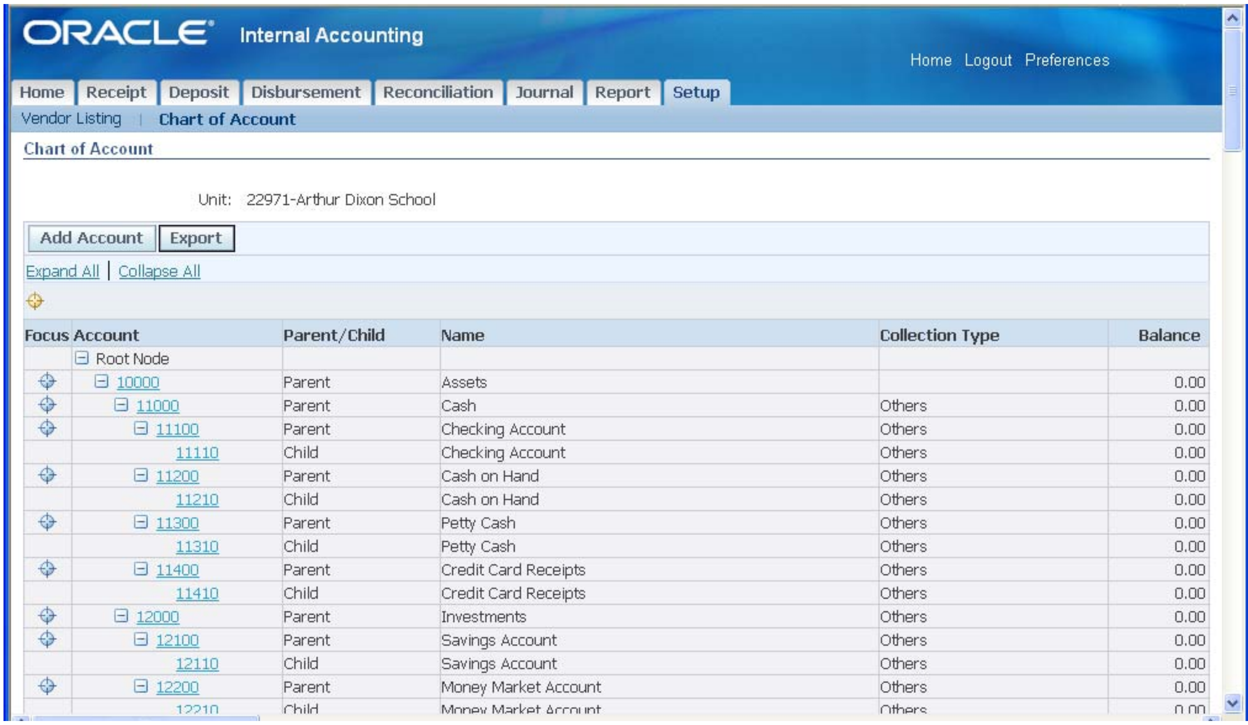
These steps are performed when first-time users need to customize the basic chart of accounts.

1. Navigate to the Chart of Accounts screen.

   >Oracle > Internal Accounts > Setup > Chart of Accounts.

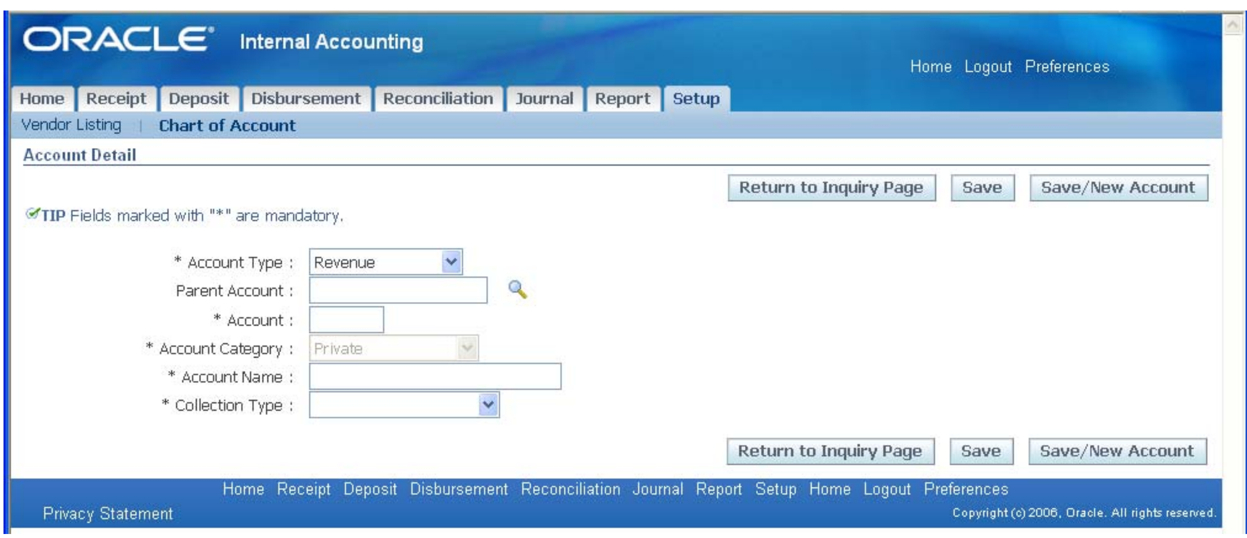
   The Chart of Accounts Screen is displayed.

   Note that the accounts ending in 2, 3, or 4 zeros are Parent accounts for summarizing purposes. You will be entering transactions and balances in Child accounts.



2. Click the Add Account button.

   The following Account Detail screen opens.



3. Select the Account Type from the drop down list:
   – Revenue - Accounts in the 20000 series
   – Asset - Accounts in 10000 series
   – Non-Depreciation - Accounts in 30000 series

Revenue is the default Account Type.

4. Enter Parent Account
   – Enter manually, or
   – Search for Parent account by clicking the Magnifying Glass icon. Search by Name or Description (use % wildcard in search). Click Go and then select the account by clicking the Quick Select icon.

   Note: the Collection type of the Parent Account.

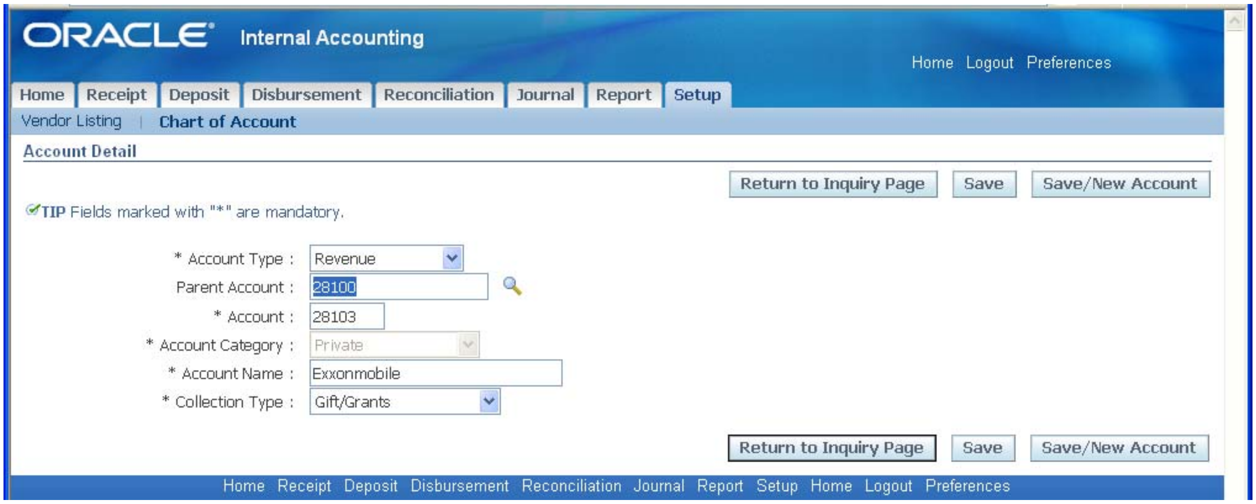
5. Enter new Account # you are assigning to the account.

   Assign a number with the first three-digits same as the Parent account.

6. Enter the Account Name

7. Select the Collection Type from the drop down list.

   Note: the Collection Type of the new account must match the Collection Type of the Parent Account.



If you have additional accounts to add, goto task #10. Otherwise, goto task #12.

8. Click the Save/New Account to save the account

   The system will open a new screen to add another new account.

9. Repeat steps 6 – 10 until all new accounts have been added.

10. Save the entry.
    – Click the Save Button to save the Account. The system will display a confirmation that the account was added successfully.

Note: Users have the option to return to Inquiry Page by clicking Return To Inquiry button without first saving the account information.

End of activity.

3. Bank Daily Transactions – Inquiry Function

Scope

IAMS is integrated with the U.S. Bank's online Singlepoint system. Although schools can continue to use Singlepoint, IAMS will also provide schools with daily bank transactions. IAMS system stores all bank daily transactions as of the previous day and historical data back to July 2009.

This procedure covers how to access bank transactions. Bank transaction data is only available to schools. Area Offices do not have this function in IAMS.

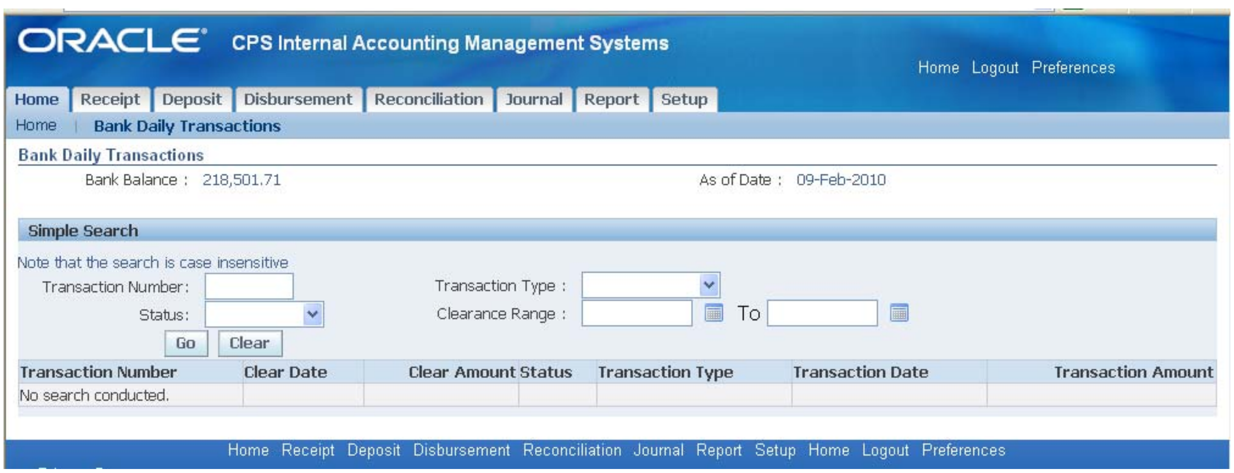
Activity Preface

This activity is performed when users need to find transactions that cleared their bank account.

1. Navigate to the Bank Daily Transactions screen.

   >Oracle > CPS Internal Accounting > Internal Account > Bank Daily Transactions

   The Bank Daily Transactions screen opens.



   The Bank Daily Transaction screen displays the Bank Balance as of the previous bank day. The "as of date" is listed on the top right side of the screen.

If you want to display all transactions, goto task #2. Otherwise, to search for a particular Bank Transaction goto task #3.

2. Click the Go button.

   The system displays all Bank transactions beginning with the most recent transaction first.

ORACLE CPS Internal Accounting Management Systems

Home Logout Preferences

Home | Receipt | Deposit | Disbursement | Reconciliation | Journal | Report | Setup

Home | **Bank Daily Transactions**

Bank Daily Transactions

Bank Balance : 218,501.71 As of Date : 09-Feb-2010

Simple Search

Note that the search is case insensitive

Transaction Number: Transaction Type :

Status: Clearance Range : To

Go Clear

Previous 1-40 Next 40

Transaction Number	Clear Date	Clear Amount	Status	Transaction Type	Transaction Date	Transaction Amount
35863	14-Sep-2009	299.45	NOT MATCHED	CHECK(S) PAID		0.00
35840	17-Sep-2009	5,000.00	NOT MATCHED	CHECK(S) PAID		0.00
35841	17-Sep-2009	2,770.00	NOT MATCHED	CHECK(S) PAID		0.00
35869	17-Sep-2009	97.00	NOT MATCHED	CHECK(S) PAID		0.00
35874	17-Sep-2009	60.00	NOT MATCHED	CHECK(S) PAID		0.00
35759	17-Sep-2009	25.00	NOT MATCHED	CHECK(S) PAID		0.00
	16-Nov-2009	2,990.55		CURRENCY AND COIN DEPOSIT(S)		
35890	30-Sep-2009	180.00	NOT MATCHED	CHECK(S) PAID		0.00
35877	30-Sep-2009	60.00	NOT MATCHED	CHECK(S) PAID		0.00
35915	30-Sep-2009	55.00	NOT MATCHED	CHECK(S) PAID		0.00
36163	04-Feb-2010	60.00	NOT MATCHED	CHECK(S) PAID		0.00
36168	09-Feb-2010	140.00	NOT MATCHED	CHECK(S) PAID		0.00
	25-Jan-2010	8,393.89		CURRENCY AND COIN DEPOSIT(S)		
	25-Jan-2010	1,945.58		CURRENCY AND COIN DEPOSIT(S)		
	26-Oct-2009	2,139.19		CURRENCY AND COIN DEPOSIT(S)		
	14-Dec-2009	1,209.72		CURRENCY AND COIN DEPOSIT(S)		
35830	01-Sep-2009	97.00	NOT MATCHED	CHECK(S) PAID		0.00
	07-Dec-2009	7,500.00	NOT MATCHED	ACH CREDIT(S)		
	07-Dec-2009	1,723.46		CURRENCY AND COIN DEPOSIT(S)		
	07-Dec-2009	1,522.97		CURRENCY AND COIN DEPOSIT(S)		
	25-Sep-2009	0.00		FLOAT ADJUSTMENT(S)		
35886	25-Sep-2009	300.00	NOT MATCHED	CHECK(S) PAID		0.00
35891	25-Sep-2009	110.00	NOT MATCHED	CHECK(S) PAID		0.00
35852	25-Sep-2009	97.00	NOT MATCHED	CHECK(S) PAID		0.00
35889	25-Sep-2009	65.00	NOT MATCHED	CHECK(S) PAID		0.00
	25-Sep-2009	3.00		RETURN ITEM(S)		
35832	04-Sep-2009	130.00	NOT MATCHED	CHECK(S) PAID		0.00
35836	04-Sep-2009	120.00	NOT MATCHED	CHECK(S) PAID		0.00
35816	31-Aug-2009	2,350.72	NOT MATCHED	CHECK(S) PAID		0.00
35815	31-Aug-2009	2,350.72	NOT MATCHED	CHECK(S) PAID		0.00
35824	31-Aug-2009	1,485.00	NOT MATCHED	CHECK(S) PAID		0.00
35827	31-Aug-2009	97.00	NOT MATCHED	CHECK(S) PAID		0.00
35821	31-Aug-2009	95.00	NOT MATCHED	CHECK(S) PAID		0.00
35823	31-Aug-2009	81.00	NOT MATCHED	CHECK(S) PAID		0.00
	08-Dec-2009	655.94		CURRENCY AND COIN DEPOSIT(S)		
	29-Sep-2009	2,500.00	NOT MATCHED	ACH CREDIT(S)		
35896	29-Sep-2009	2,162.00	NOT MATCHED	CHECK(S) PAID		0.00
35902	29-Sep-2009	750.00	NOT MATCHED	CHECK(S) PAID		0.00
35904	29-Sep-2009	350.00	NOT MATCHED	CHECK(S) PAID		0.00
35899	29-Sep-2009	350.00	NOT MATCHED	CHECK(S) PAID		0.00

Previous 1-40 Next 40

Done Trusted sites

Columns Defined:

- Transaction Number
    - The transaction number for a check is the check number.
    - All other transaction numbers refer to the bank's assigned number which can be found on the bank statement.

- Clear Date

    - The cleared date is the date the bank credited or charged the bank account.

- Cleared Amount

    - The cleared amount is the dollar amount credited or charged to the bank account.

- Transaction Type

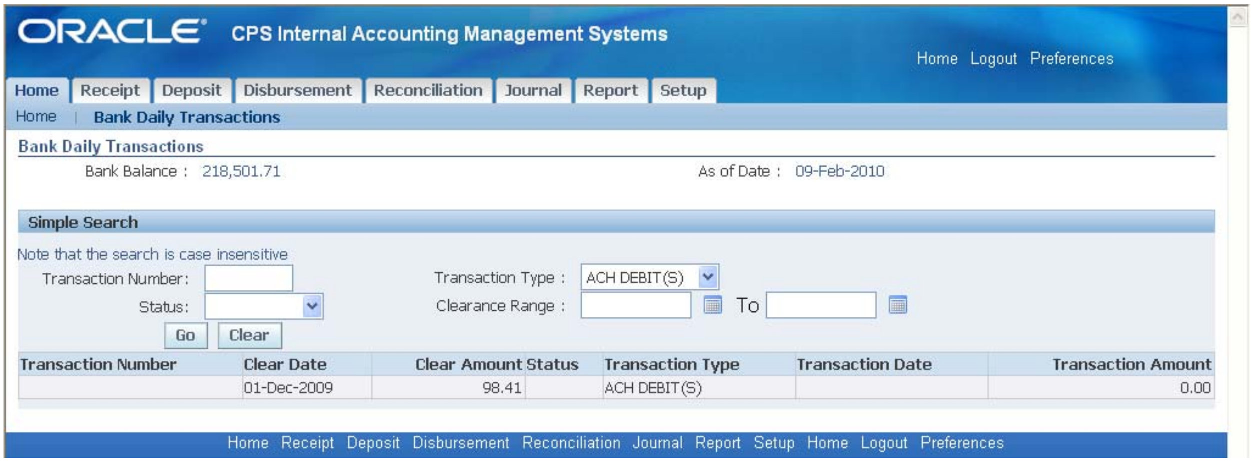
  The types of transactions currently included in IAMS are:
    - Check Paid
    - Customer Deposits
    - Coin and Currency Deposit
    - ACH Debit – A charge (withdrawal) to the account such as payments to Credit Card Merchant or Deluxe Business Checks.
    - ACH Credit – A credit (deposit) to the account such as an EDI, Merchant Card or Paypal deposit.
    - Cash and Coin Adjustment Credit – Cash Vault deposit was more than stated on the deposit slip. The bank credits (adds) additional amount of funds to the deposit.
    - Book Transfer Debit – Book Transfer from school internal acct to Budget Line
    - Overdraft Fee - $35.00 fee
    - Miscellaneous Fees -
    - Miscellaneous Fee Refund
    - Return Items
    - Internal Wire Transfer
    - Internal Credit
    - Internal Adjustment Debit
    - Float Adjustment -
    - Debit Adjustment – withdrawal adjustment
    - Credit Adjustment – deposit adjustment
    - ACH Settlement Debit – ACH withdrawal from account for settlements
    - ACH Settlement Credit – ACH deposit into account for settlements
    - Miscellaneous Debit – Miscellaneous withdrawal from account such as credit card merchant payments, fee for closing interest bearing account, etc.
    - Miscellaneous Credit – Miscellaneous deposit adjustments into the account such as credit card merchants, fraud charge off, etc.

End of activity.

3. Enter Search Criteria:
   - Transaction #
   - Transaction Type
   - Clearance Range

4. Click Go.

   The system displays the search results.



End of activity.

4. Receipts – Inquiry Function

Scope

This procedure covers how to search for Receipts.

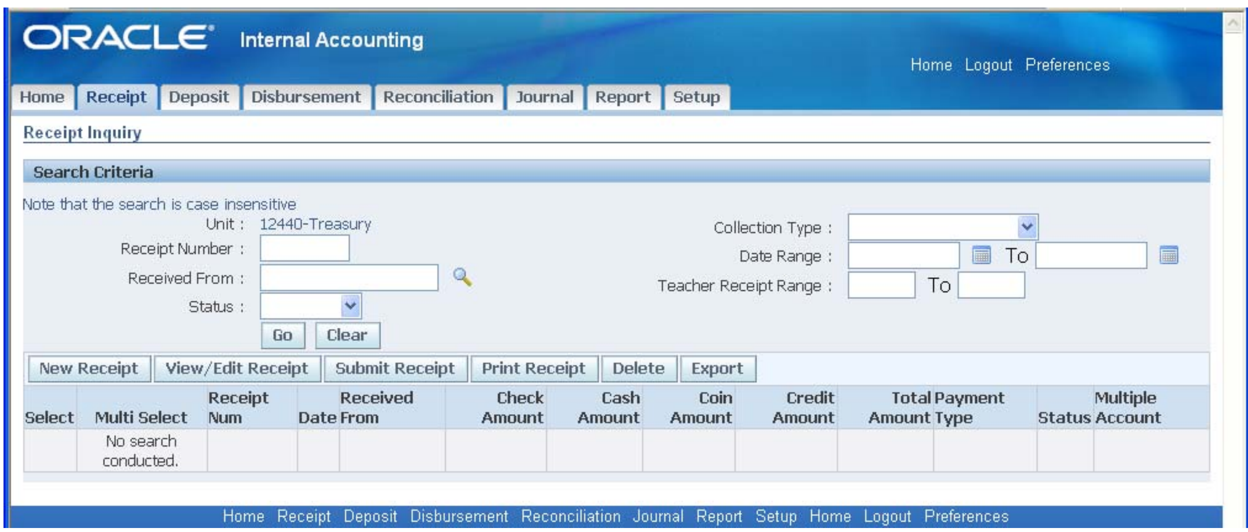
Activity Preface

These steps are performed when users need to find receipts entered in the system.

1. Navigate to the Receipts screen.

   >Oracle > CPS Internal Accounting > Internal Account > Receipt Tab

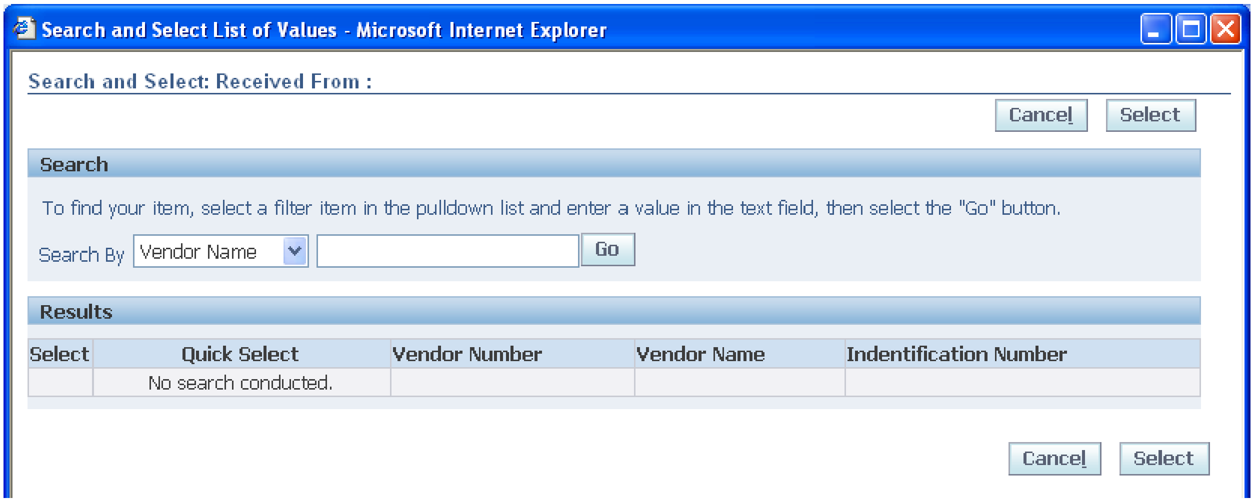
   The Receipt Inquiry screen opens.



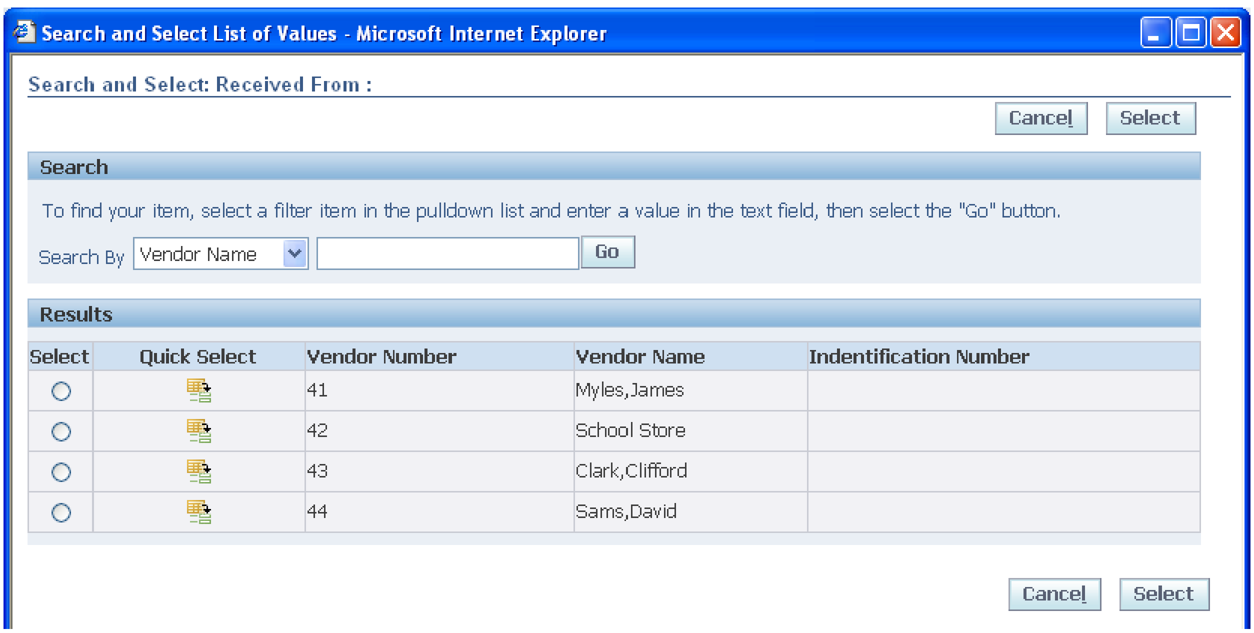
If you want to search for a particular Receipt/s, goto task #2. Otherwise, goto task #3.

2. Enter search criteria.

   - **<u>Receipt #</u>**
   - **<u>Received From</u>**
     - Click Magnifying Glass
     - Enter Search by (Vendor Name or Vendor Number)
     - Enter Search
     - Click Go



– Select the vendor by clicking the Quick Select icon.



– Click Go

- **<u>Status</u>**
  – Cancelled
  – Deposited
  – Pending
  – Received

- **Collection Type**
  - Continuous Fundraiser
  - Fee
  - From CPS
  - General Funds
  - Gifts/Grants
  - Interest
  - Non-Student
  - One-Time Fundraiser
  - Others
  - Rental Income
  - Vending Machine

- **Date Range**
  - Enter manually in the DD-MM-YYYY format or
  - Enter by clicking the calendar icon

- **Teacher Receipt Range**

3. Click Go button.

   The system displays search result.

End of activity.

5. Receipts – New Receipt Function

Scope

This procedure covers how to enter New Receipts.

Prerequisite

School staff should count and verify the funds before creating a receipt for funds in the system.

If the receipt is handwritten, the completed handwritten receipt is needed.

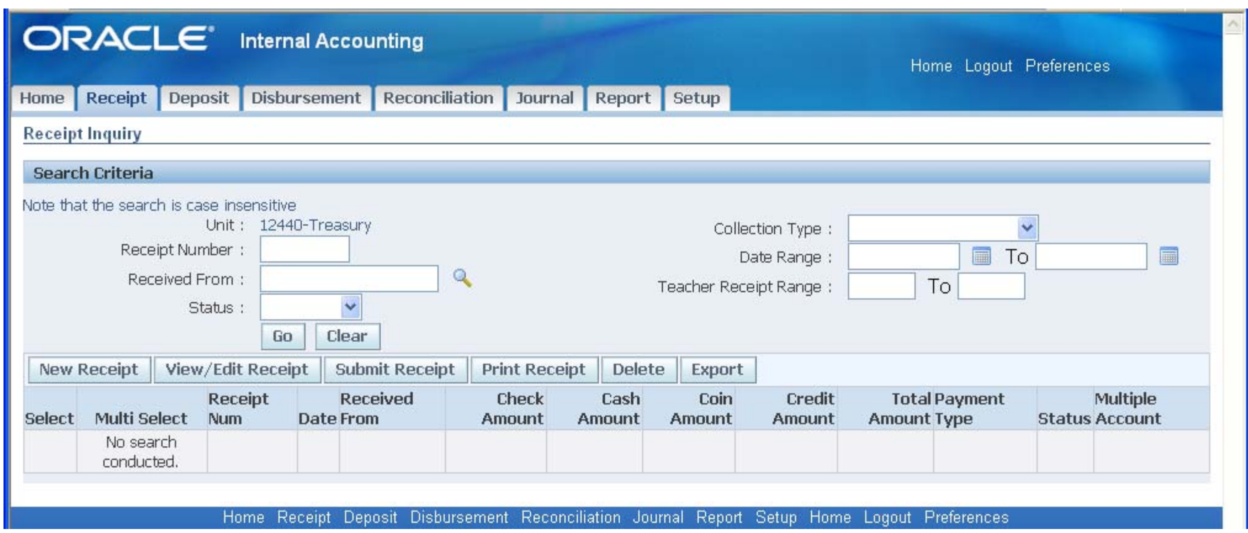
Activity Preface

These steps are performed when users need to add new receipts to the system.

1. Navigate to the Receipts screen.

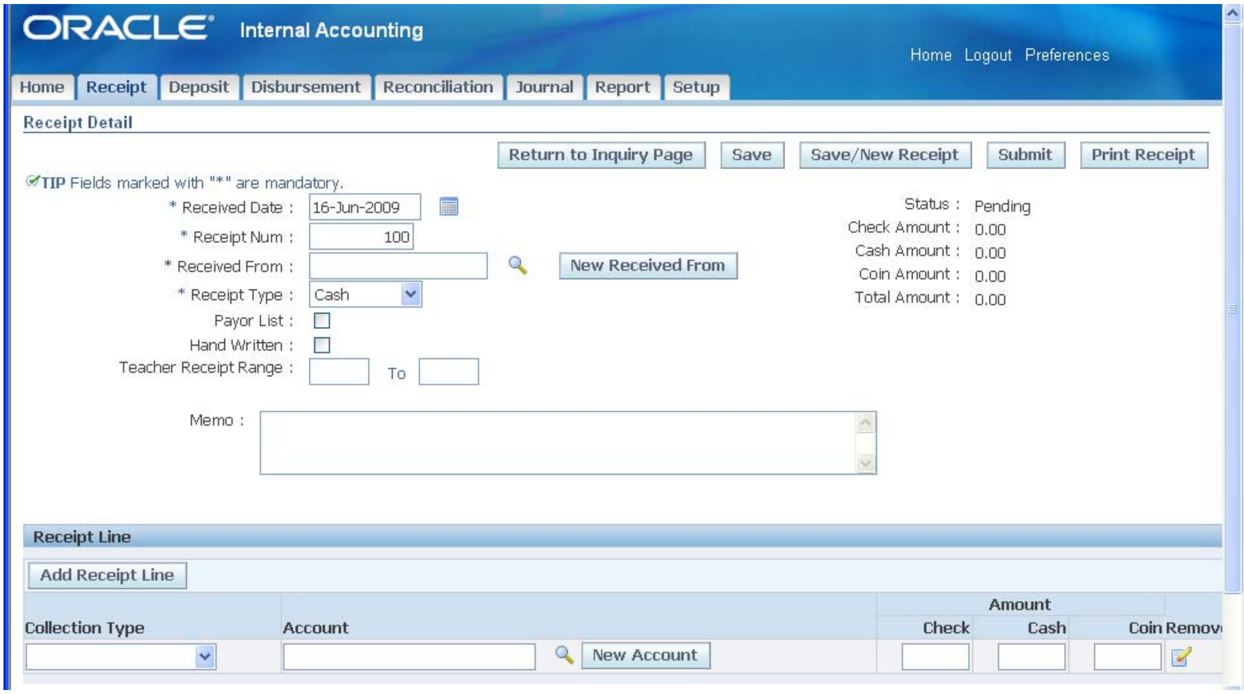
   >Oracle > CPS Internal Accounting > Internal Account > Receipt Tab

   The Receipt Inquiry screen opens.



2. Click the New Receipt button.

   The Receipt Detail screen opens.



3. Enter date.

   The system defaults to the current date.

4. Enter Receipt Number.

   - <u>Using System Generated Receipt:</u>
     The system defaults with next system receipt number.

   - <u>Using Handwritten Receipts:</u>
     Click the Handwritten box.
     Enter Receipt number

5. Enter Received From.

   - If vendor has already been setup on the system, click the Magnifying Glass and search for Vendor.

   - If adding a new vendor, click the <u>New Received From</u> button to setup the vendor file.

6. Select Receipt Type.

   - Enter Cash & Check or Credit Card.

   - System default is Cash & Check.

7. Select Payor List if necessary.

8. Enter Teacher Receipt Range.

9. Enter Memo

10. Enter Receipt Detail

    - **<u>Collection Type</u>**

      Select one of the following (see Chart of accounts with Collection Type):
      - Continuous Fundraiser
      - Fee
      - From CPS
      - General Funds
      - Gifts/Grants
      - Interest
      - Non-Student
      - One-Time Fundraiser
      - Others
      - Rental Income
      - Vending Machine

    - **<u>Account #</u>**

      Enter the Account number and press the Tab key or:

      - Click the Magnifying Glass. Search and Select Account screen opens. Click the dropdown arrow and select Search by value (Full Name, Account number, or Account Description). Use the % wildcard to narrow your search. Click Go button.
      - System will only display Accounts which fall under the selected Collection Type.

11. Enter dollar amount by separating amounts for Checks, Cash and Coins.

12. Save the data.

    - Click Save button to save the data. System will display a confirmation message. No journal entry is recorded. Status of the transaction is Pending.

    - Click Save/New Receipt button to save the data and open a new Receipt detail screen to enter a new receipt. No journal entry is recorded. Status of the transaction is Pending.

    - Click Return to Inquiry Page to delete data and return to Receipt Inquiry screen.

    - Click Submit to save and record the Receipt only after you have verified that the transaction is accurate. The Journal entry is recorded. Status of the transaction is Issued.

If the Receipt is system generated, click the Print button to print the Receipt to be signed and given to the Payor.

Note: Users are strongly advised to save the transaction and review it before clicking the Submit button.

End of activity.

6. Receipts – Submit Function

Scope

This procedure covers how to search for and submit and record Receipts.

Definitions

Receipt Status Terms:

- Pending – Receipt data entered and saved on system. No journal entry recorded.
- Received – Receipt submitted and journal entry is recorded.
- Deposited – Receipt has been Deposited
- Cancelled –
  – Pending Receipt - No journal is created.
  – Received Receipt - The Receipt journal is reversed.

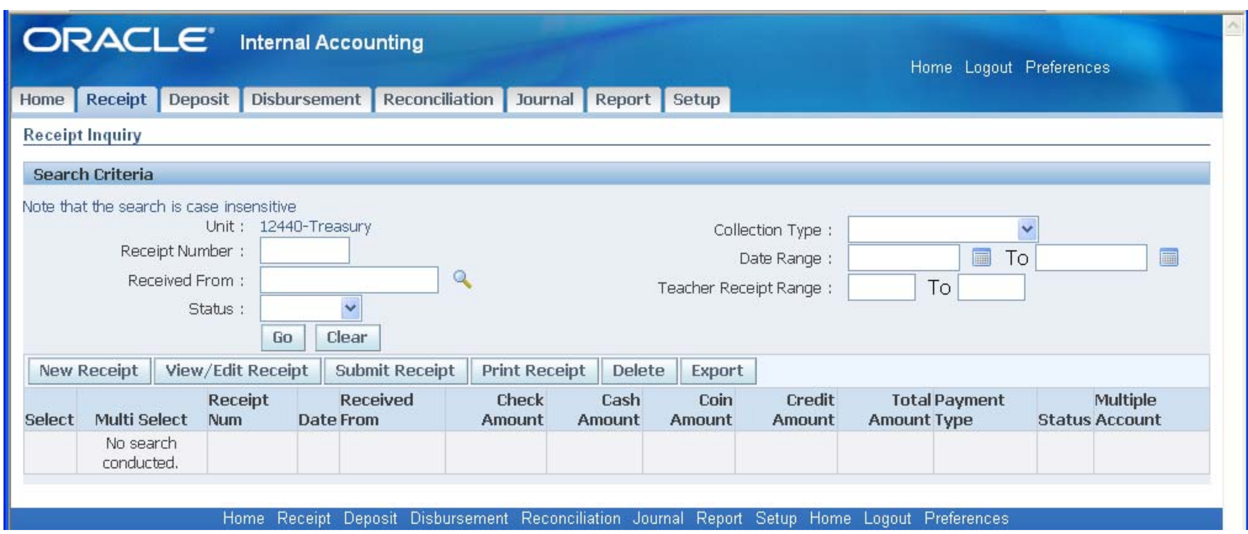
Activity Preface

These steps are performed when users need to submit receipts and record journal entries for the receipts or correct erroneous receipting by cancelling them and creating new receipts.

1. Navigate to the Receipts screen.

   >Oracle > CPS Internal Accounting > Internal Account > Receipt Tab

   The Receipt Inquiry screen opens.



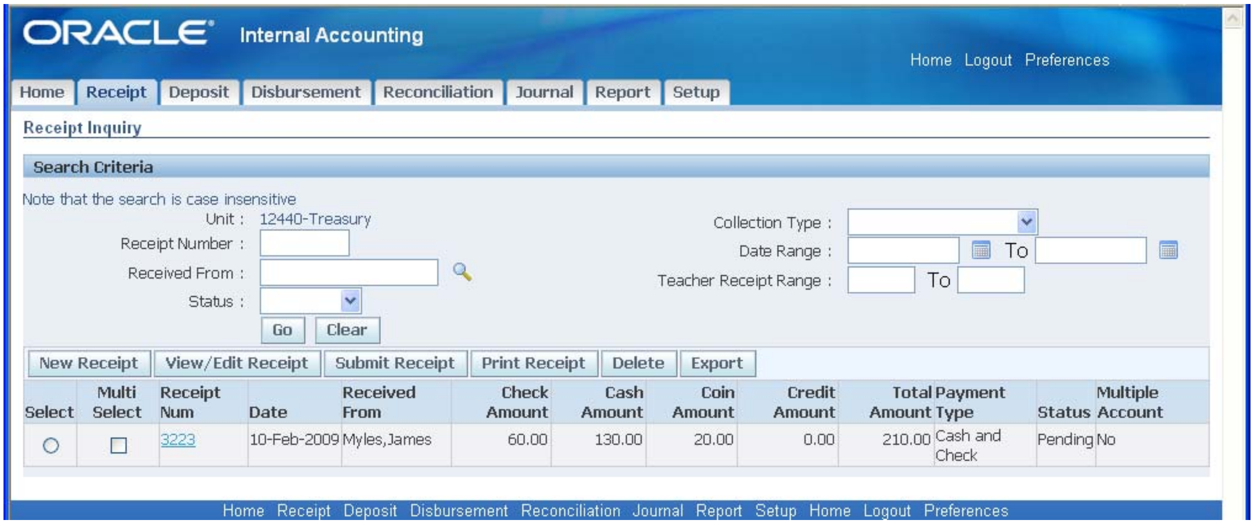
If you want to search for a particular Receipt/s, goto task #2. Otherwise, goto task #3.

2. Search for Receipts in Pending status.

   Enter search criteria.

3. Click Go button.

   The system displays list of Receipts. The receipts are listed in date order with the most current date first.



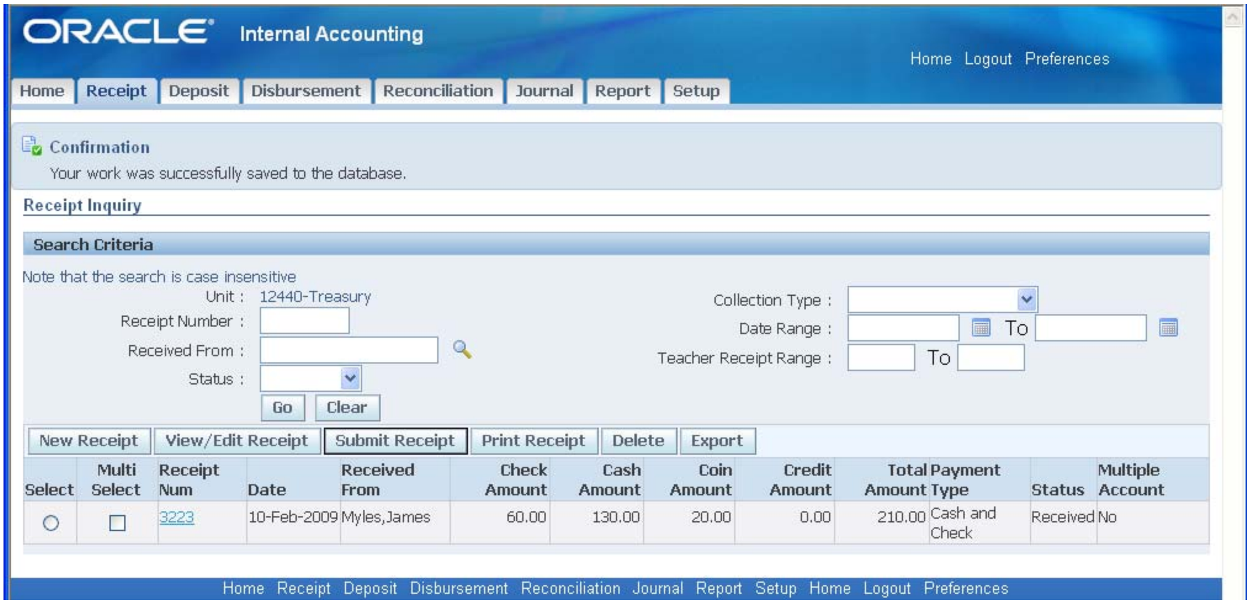
4. Select the Pending Receipt(s).

   Click the Multi-select box of each Receipt to submit.

5. Click the Submit button.

   The system displays the confirmation.

   Receipt status changes to Received.



End of activity.

7. Receipts – Delete, View/Edit and Cancel Functions

Scope

This procedure covers how to search, view and edit Receipts.

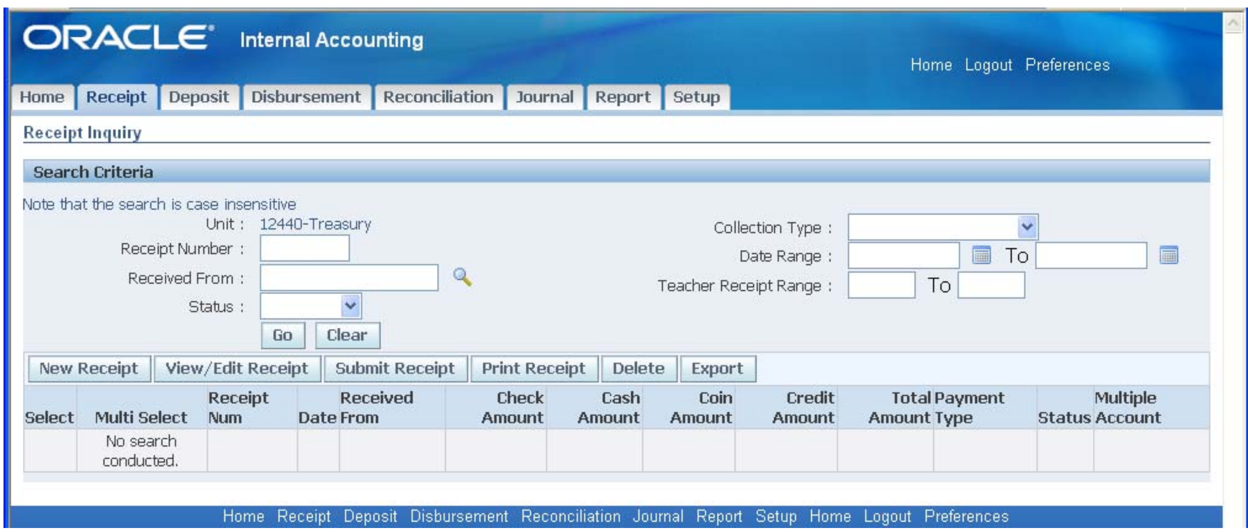
Activity Preface

These steps are performed when users need to find receipts entered in the system.

1. Navigate to the Receipts screen.

   >Oracle > CPS Internal Accounting > Internal Account > Receipt Tab

   The Receipt Inquiry screen opens.

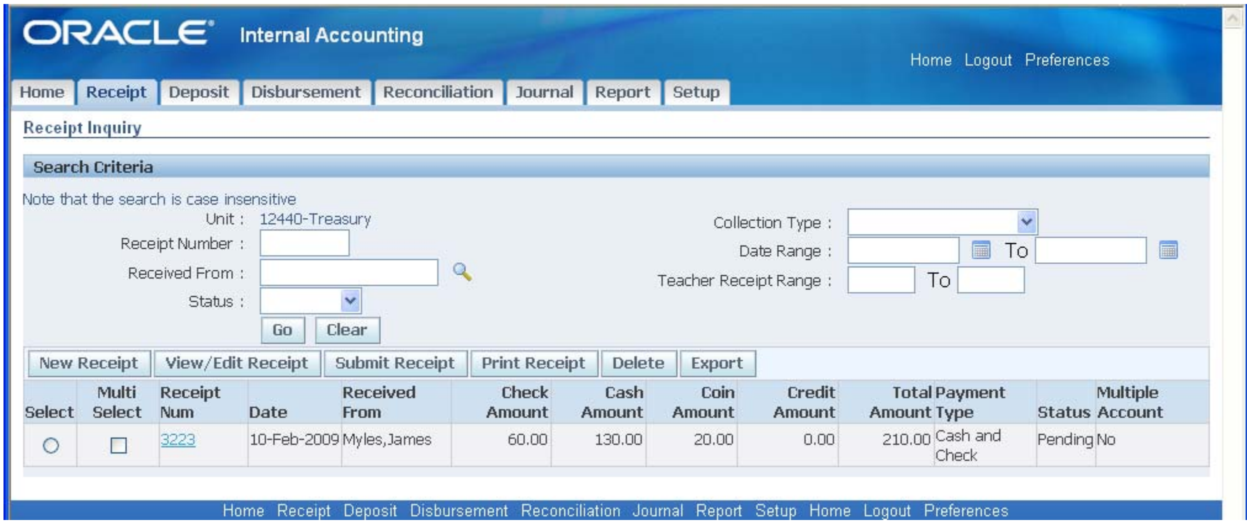


If you want to search for a particular Receipt/s, goto task #2. Otherwise, goto task #3.

2. Enter search criteria.
   - Receipt #
   - Received From
   - Status
   - Collection Type
   - Date Range
   - Teacher Receipt Range

3. Click Go button.

If Receipt needs to be deleted, goto task #4. Otherwise, to View/Edit or Cancel, goto task #6.



4. Select the Receipt.
   Click the Select Radio button.

TO DELETE:

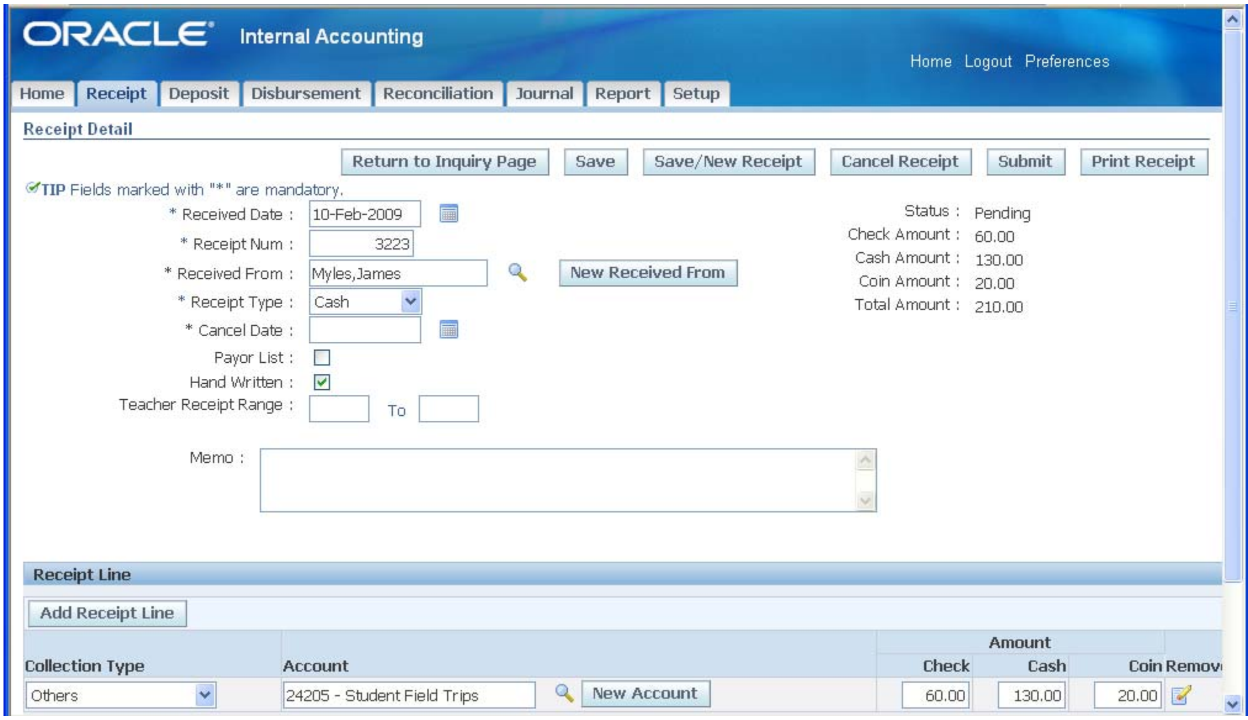
5. Click the Delete button.

Note: Receipts numbers that were deleted can be used again in the system.

TO VIEW/EDIT OR CANCEL:

6. Select the Receipt.
   Click the Select Radio button.

7. Click the View/Edit Receipt button.
   The system opens the Receipt Detail screen.



8. Edit or Cancel a Receipt

- To edit, make changes and click the Save button.
- To cancel, enter the Cancellation date and then click the Cancel button. The Cancellation date must be greater than the last Reconciliation date.
  - Click Yes on the next screen.

9. Click Return to Inquiry button.

   The system returns to the Receipt Inquiry page.

End of activity.

8. Receipts – Print Function

Scope

This procedure covers how to search and print Receipts.

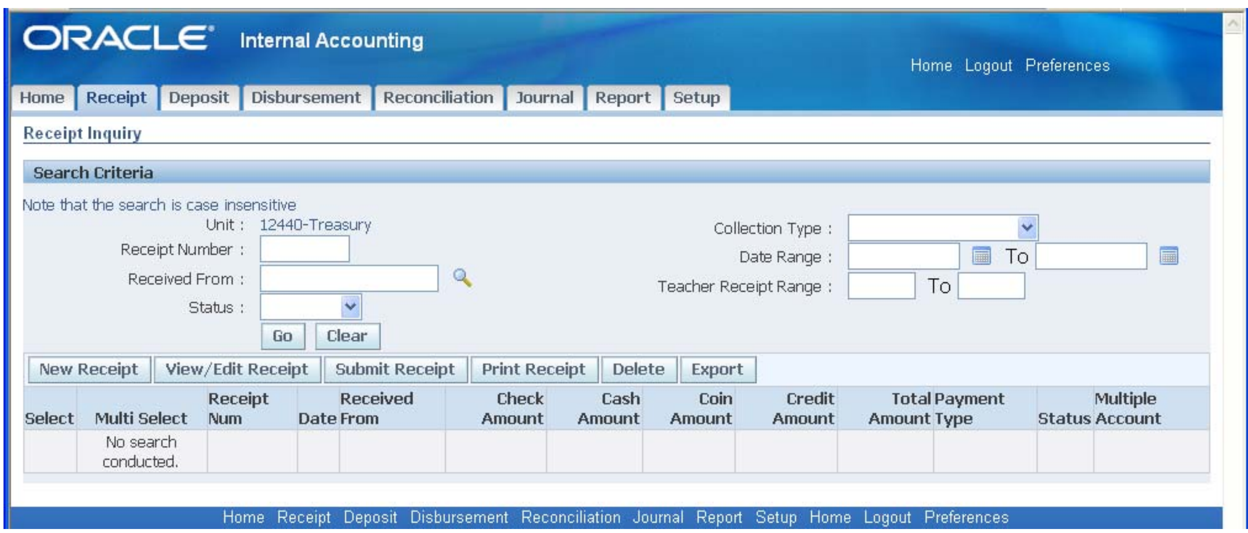
Activity Preface

These steps are performed when users need to print receipts.

1. Navigate to the Receipts screen.

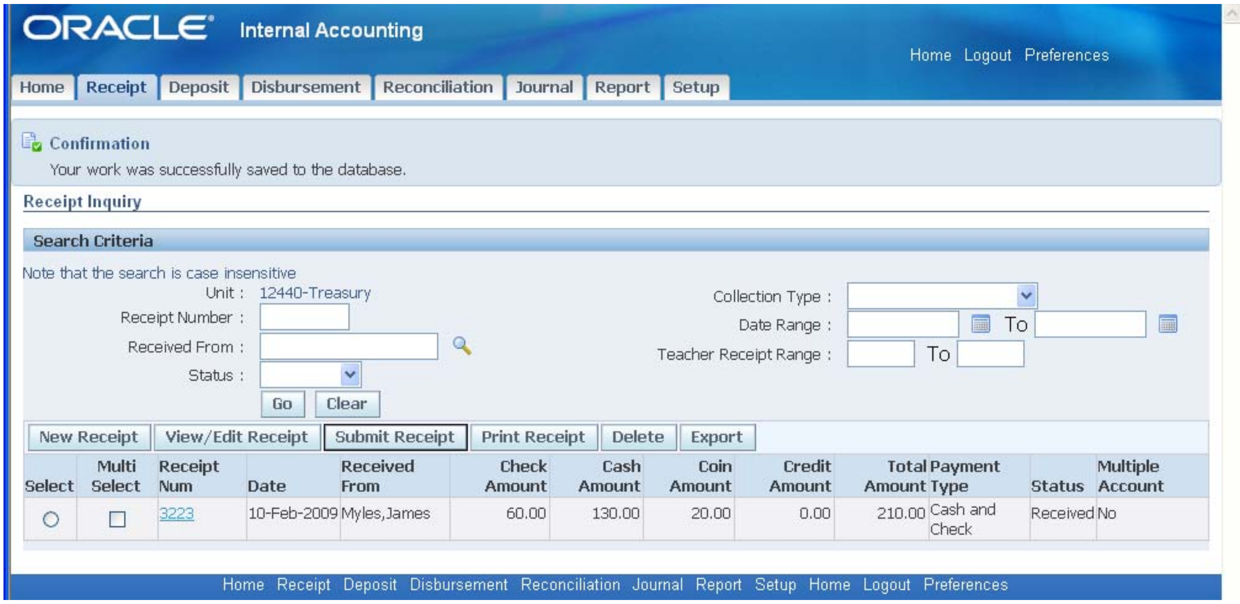
   >Oracle > CPS Internal Accounting > Internal Account > Receipt Tab

   The Receipt Inquiry screen opens.



2. Click Go button.

   The system displays search result. The system will display a list of Receipts. The receipts are listed in date order with the most current date first.

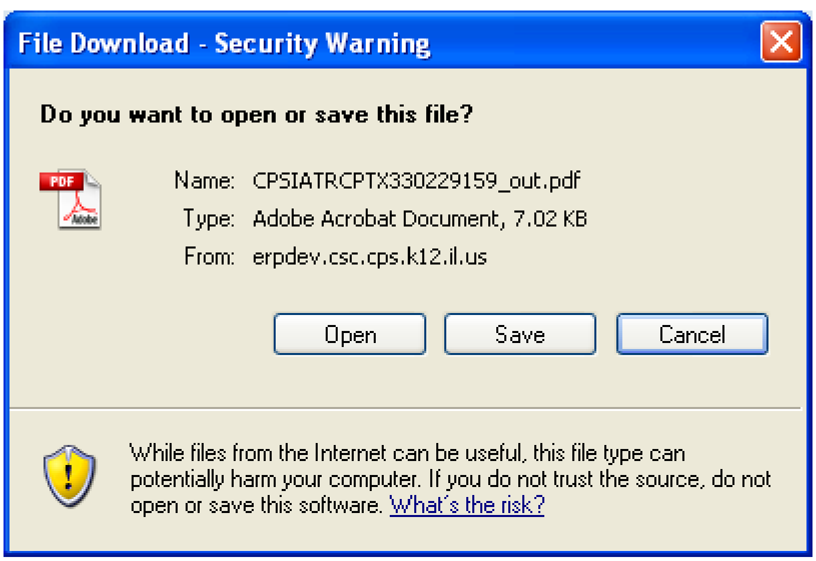


3. Select the Receipt(s).

   Click the Multi-select box of each Receipt to Print.

4. Click the Print Receipt button.

   - The system displays the File Download menu.
   - Click Open.



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   - The system displays the Receipt.

CHICAGO PUBLIC SCHOOLS | CPS

Treasury
125 South Clark Street
Chicago, IL 60603

School Treasurer's Receipt for School Funds

Receipt #	3223
Date:	02/10/2009
Total Receipt Amount	$210.00

RECEIVED FROM: James Myles

THE UNDERSIGNED ACKNOWLEDGES THE RECEIPT OF

Two Hundred Ten and No/100 **DOLLARS**

TO BE CREDITED TO:

Collection Type	Account Name	Account #	Amount	Check	Cash	Coin	Credit Card
Others	Student Field Trips	24205	$210.00	$60.00	$130.00	$20.00	

☐ Teacher Receipt from # ________________ to ________________

☐ Payors List Names are on file

Signature of Treasurer: ____

1 of 2

End of activity.

9. Receipts – Delete Function

Scope

This procedure covers how to delete Receipts.

Activity Preface

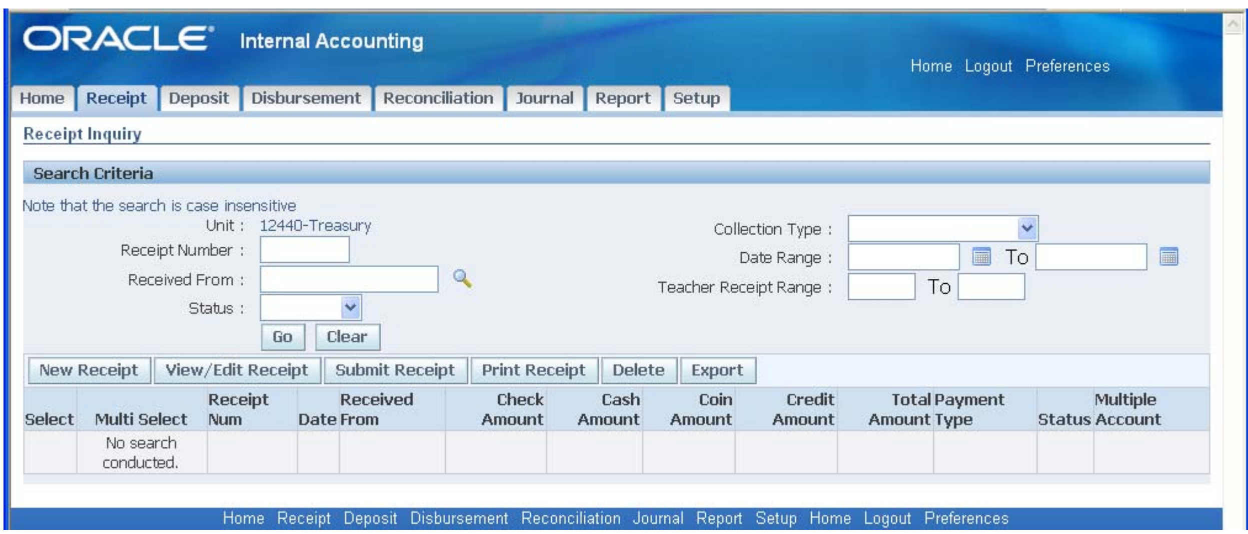
These steps are performed when users need to delete receipts entered in the system.

<u>Only receipts in pending status can be deleted.</u>

1. Navigate to the Receipts screen.

   >Oracle > CPS Internal Accounting > Internal Account > Receipt Tab

   The Receipt Inquiry screen opens.



2. Click the Status dropdown arrow and select Pending.

3. Click the Go button.

   The system will display a list of Pending Receipts. The receipts are listed in date order with the most current date first.

4. Select the Receipt to delete.

   Click the Multi-Select box.

5. Click the Delete button

   The System deletes the pending receipt.

End of activity.

10. Deposits – View/Edit and Cancel

Scope

This procedure covers how to search for, view, edit and/or cancel Deposits.

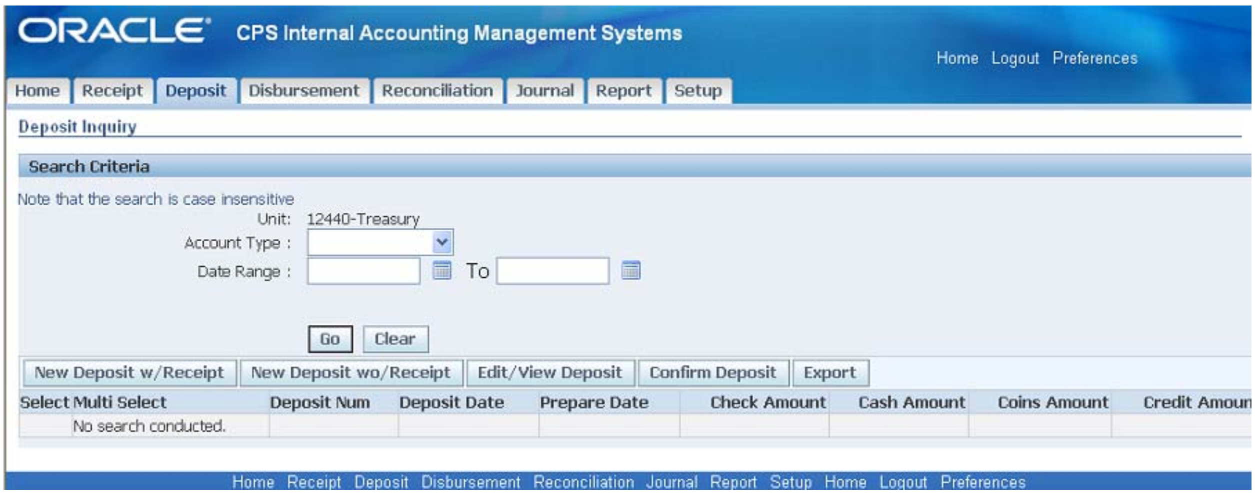
Activity Preface

These steps are performed when users need to find deposits entered in the system.

1. Navigate to the Deposits screen.

   >Oracle > CPS Internal Accounting > Internal Account > Deposit Tab

   The Deposit Inquiry screen opens.



If you want to search for a particular Deposit/s, goto task #2. Otherwise, goto task #3.

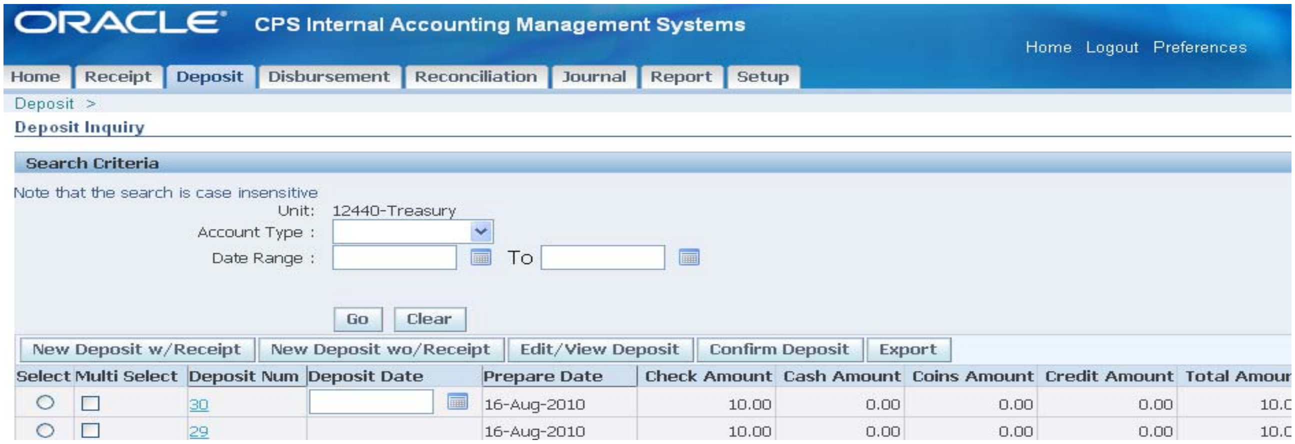
2. Enter search criteria.

   - **<u>Account Type #</u>**
     – Cash and Check
     – Credit Card
     – EDI from CPS

   - **<u>Date Range</u>**
     – Enter manually in the DD-MM-YYYY format or
     – Enter by clicking the calendar icon

3. Click Go button.

The system displays search result.

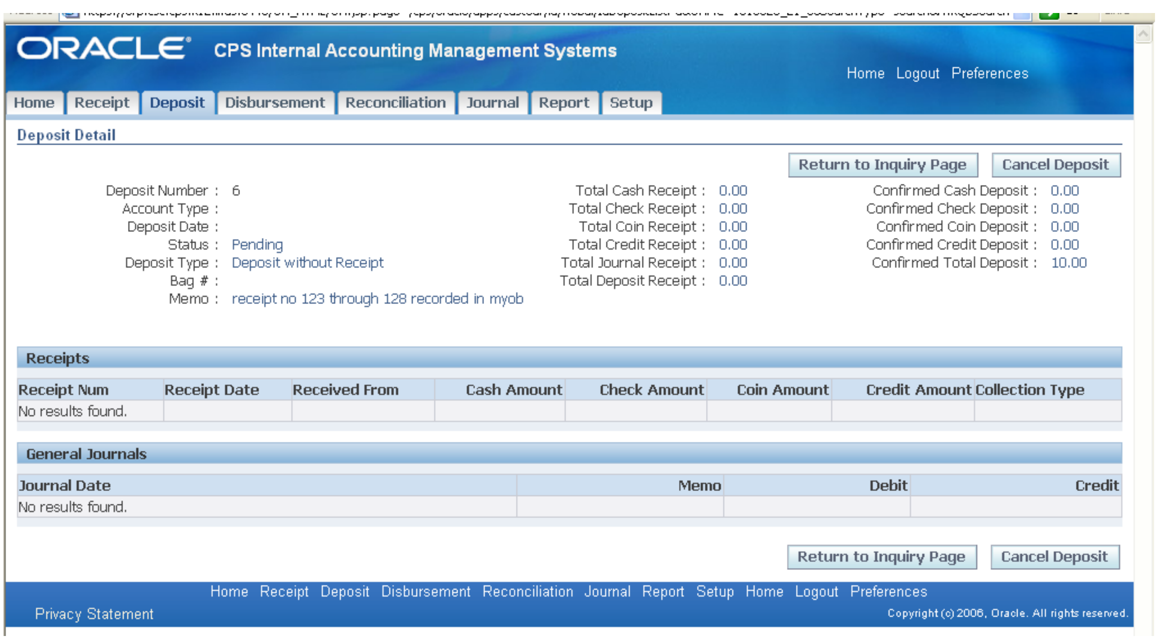


4. Select the Deposit.

Click the Select Radio button.

5. Click the Edit/View Deposit button.

The system opens the Deposit Detail screen.



If the Deposit needs to be edited, goto task #6. Otherwise, goto task #8.

6. Edit the Pending Deposit.

- To edit, make changes and click the Save button.

7. Click Save button.

End of activity.

8. Cancel a pending deposit

   From the edit screen click cancel deposit

   Click OK

   The system returns to the Deposit Inquiry page.

End of activity.

11. Deposits – New Deposit with Receipts Function

Scope

This procedure covers how to prepare and record deposits made with receipts.

Prerequisite

Treasurer Receipt Book, armed car log book, Deposit slip booklet

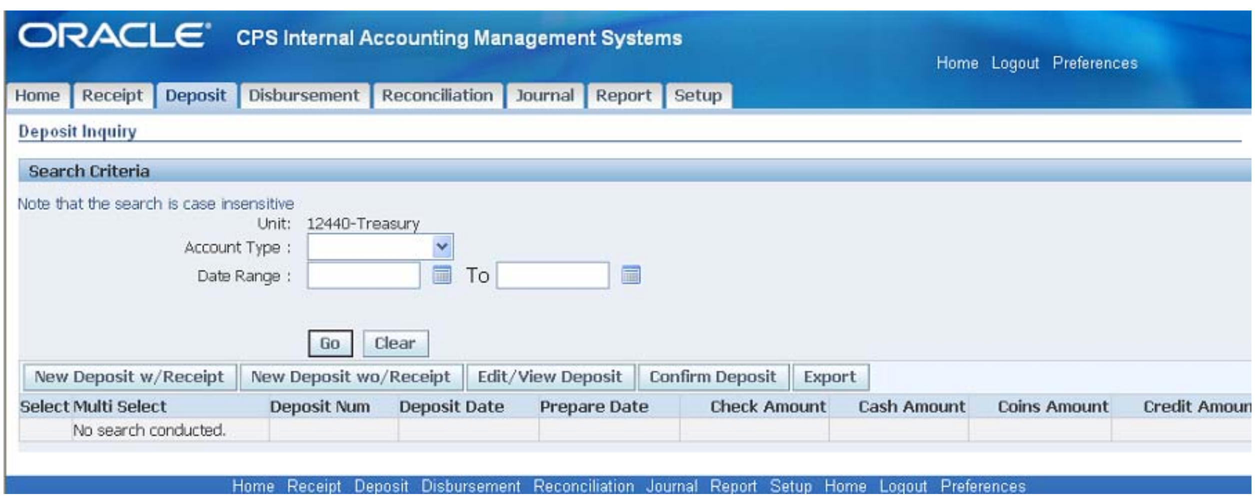
Activity Preface

These steps are performed when users are preparing and recording deposits made to the checking account where receipts were previously entered on the system. This procedure should take place before the money is sent to the bank.

1. Navigate to the Deposit screen.

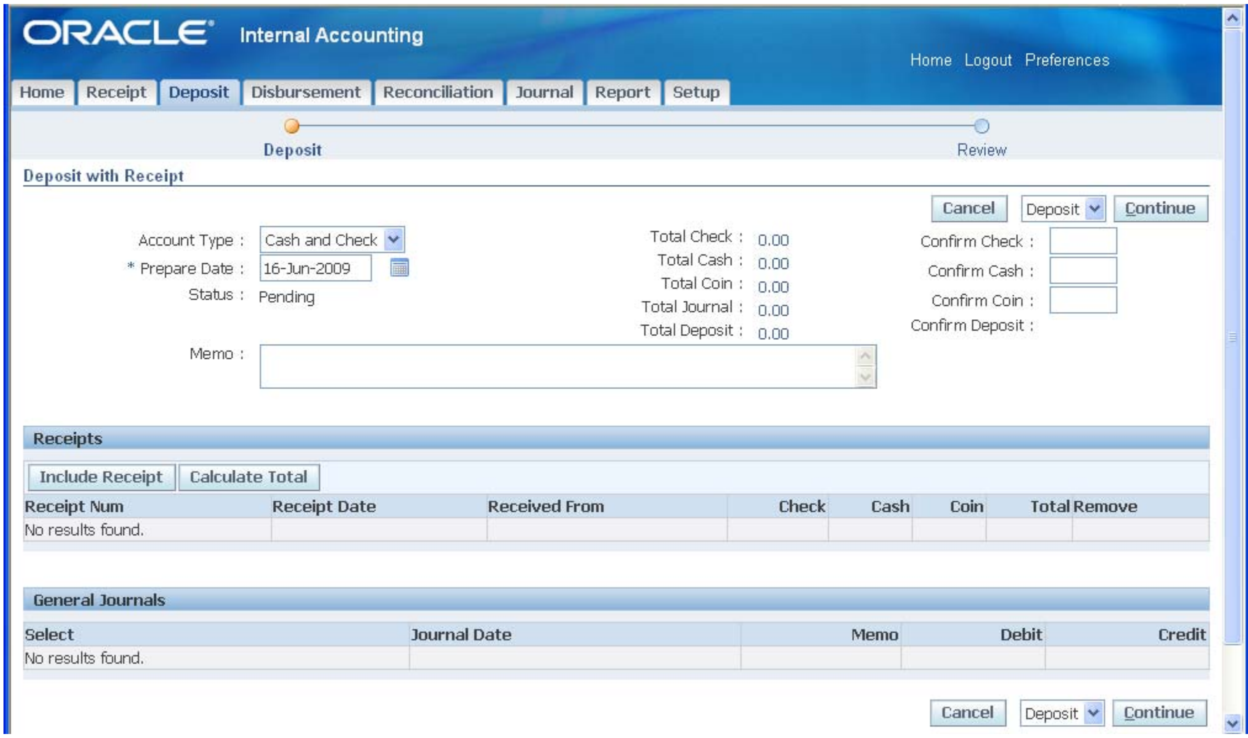
   > Oracle > CPS Internal Accounting > Internal Account > Deposit Tab

   The Deposit Inquiry screen opens.



2. Click the **New Deposit w/Receipt** button.

   The **New Deposit w/Receipt** Detail screen opens.



3. Select Account Type

   Select Cash and Check or Credit Card.   The default is Cash and Check.

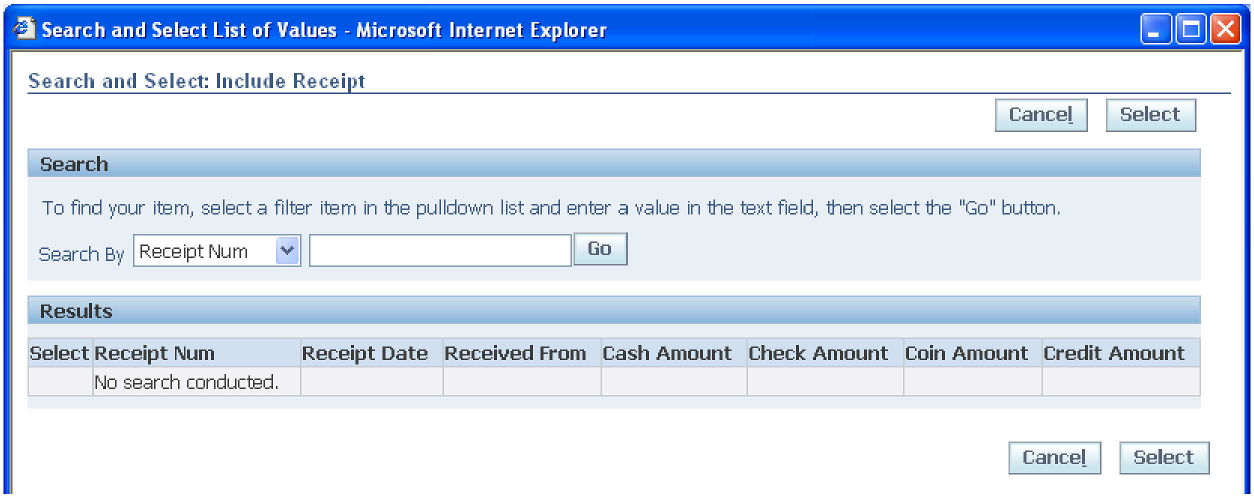
4. Enter the Prepare Date. If the prepare date is entered after the money is delivered to the bank enter the date the money was picked up according to the log book. If the money was taken to the bank by school personnel enter the date shown on the bank acknowledge slip.

   Enter manually in the DD-MMM-YYYY format or use the calendar icon to select the date. The system defaults to current date.

5. Enter Memo

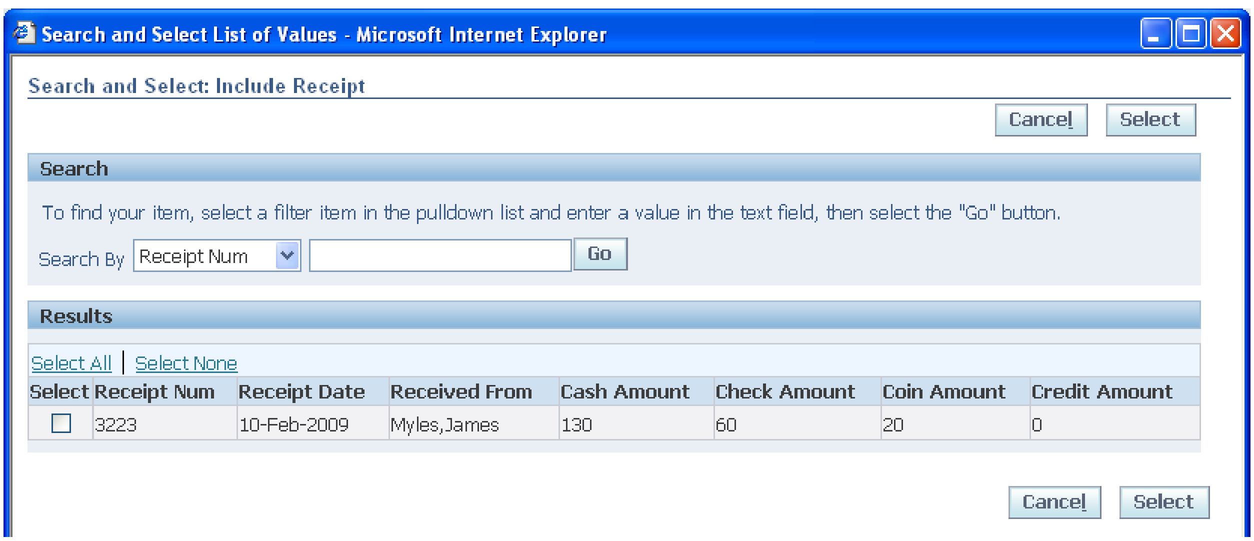
6. Click the Include Receipt button.

   The Search and Select: Include Receipt screen opens.



7. Click the Go button.

   System displays Receipt search results at the top of the screen and journal entries at the bottom of the screen.

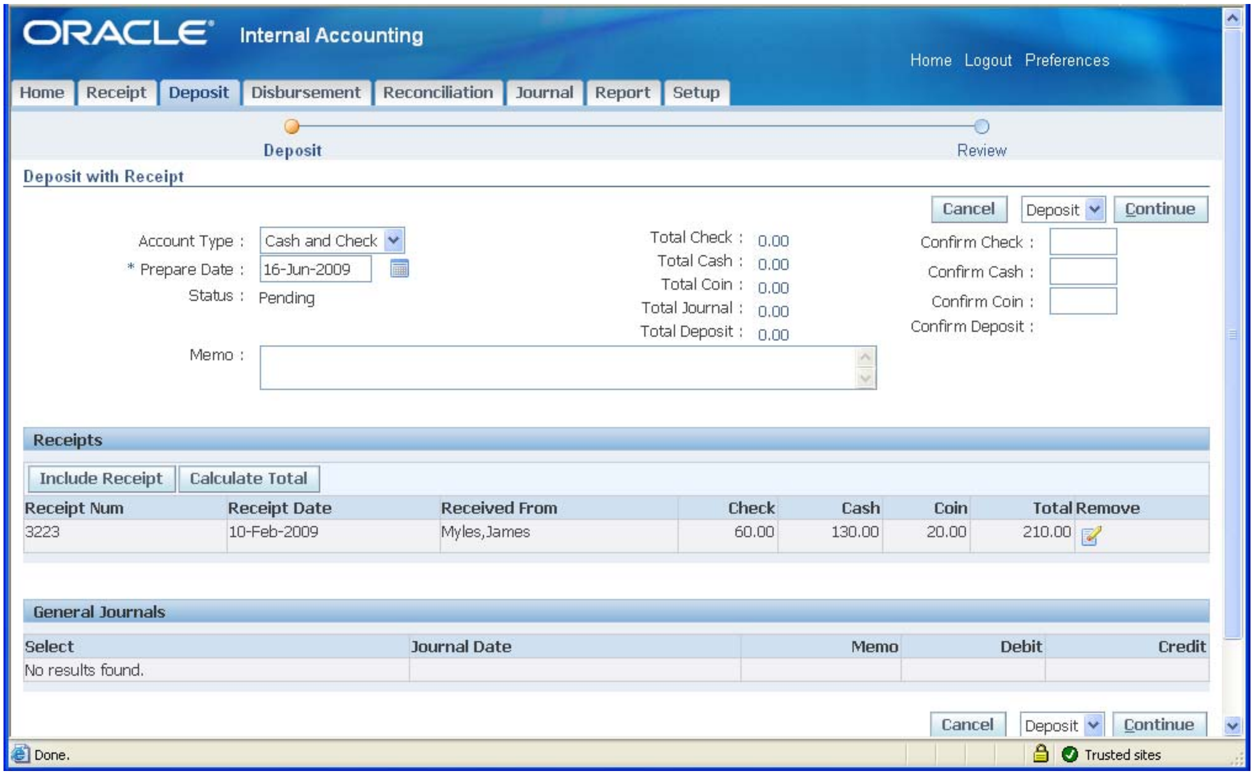


8. Select the Receipt

   Click the Select box of each receipt to be included in the deposit.

9. Click the Select button.

   System returns to the Deposit Detail screen and displays the selected receipt.



Note: The system will automatically display any General Journal adjusting a receipt or adding an omitted receipt. To select the Journal(s) to include in the deposit, click the Select box of each Journal. Click Calculate Total Button. The total deposit amount is displayed; this amount should match the actual amount counted.

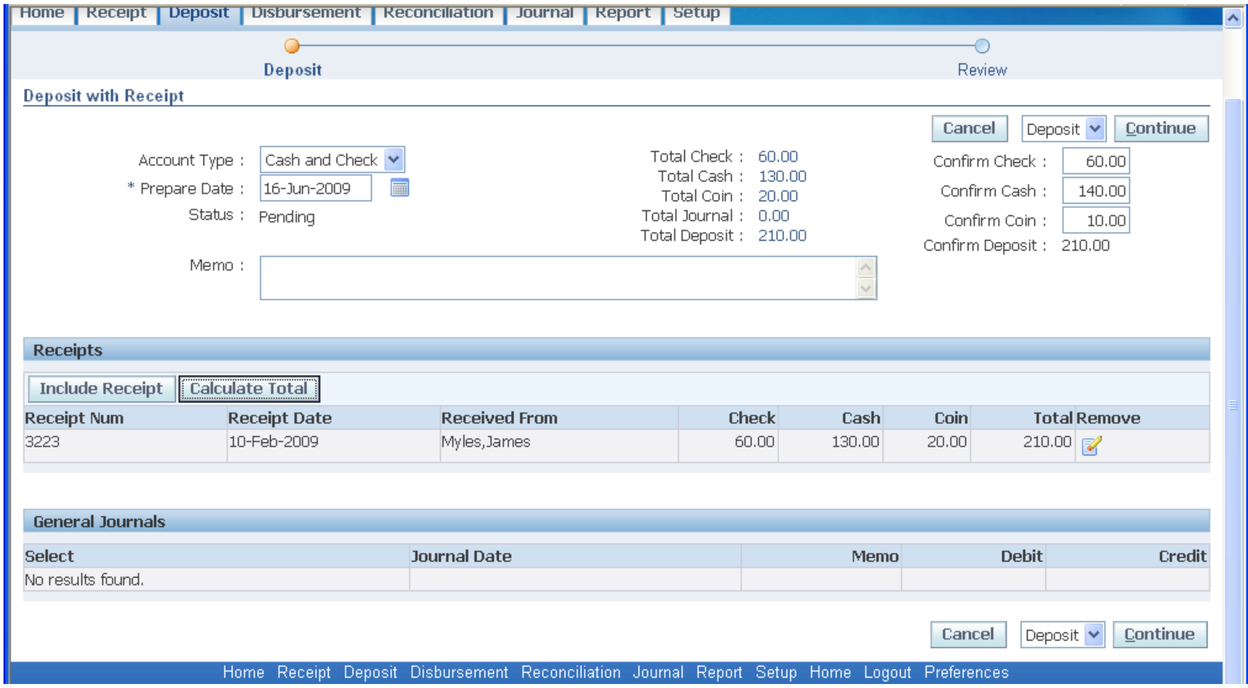
10. Count the funds.

    The Clerk or Treasurer must count the funds included in the Receipt and confirm the deposit amount. Two parties should count the amount to be deposited and place it in the bag(s). The second party should initial the deposit slip.

11. Enter confirmed dollar amount

    - Enter Amount of Check, Cash and/or Coin. Click Calculate Total Button.

    - The confirmed amount must match the Total Deposit amount.

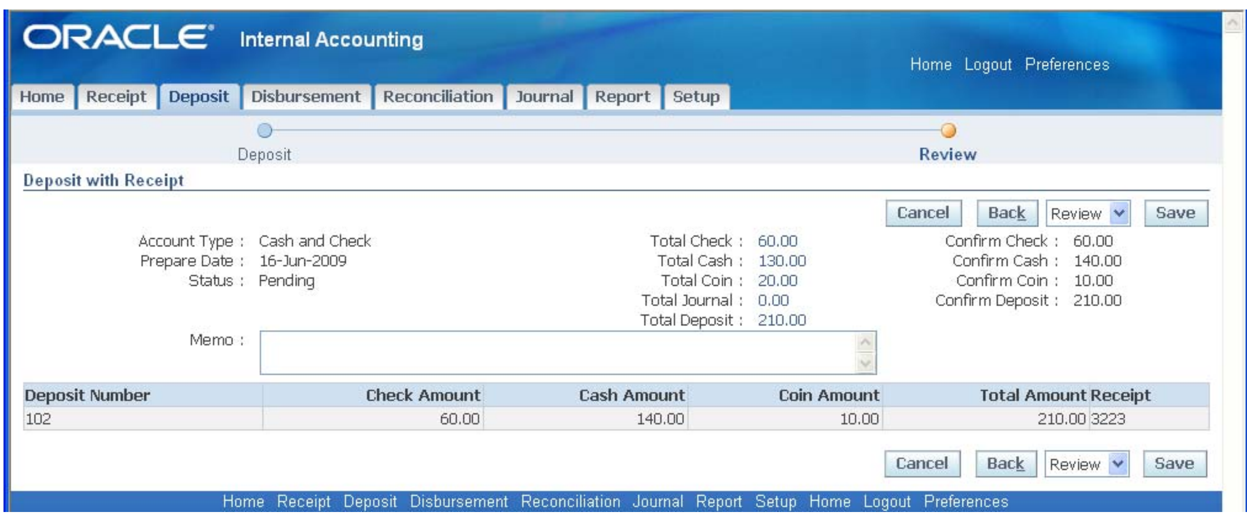


Note: The Confirmed Deposit is the same. However, the Cash and coin amounts have changed.

12. Click the Continue button.

    The system moves to the Review screen. Clerk or Treasurer reviews the data for accuracy.

    The system will not allow users to continue to next page if the confirmed Deposit amount does not equal the Total Deposit.



13. Save the data.

- Click Save button to save the data. System will display a confirmation message. No journal entry is recorded. Status of the transaction is Pending.

- Click Save/New Deposit button to save the data and open a new posit record screen to enter a new deposit. No journal entry is recorded. Status of the transaction is Pending.

End of activity.

12. Deposits – New Deposit without Receipt Function

Scope

This procedure covers how to enter deposits made without receipts.

Prerequisite

Notification from Bank.

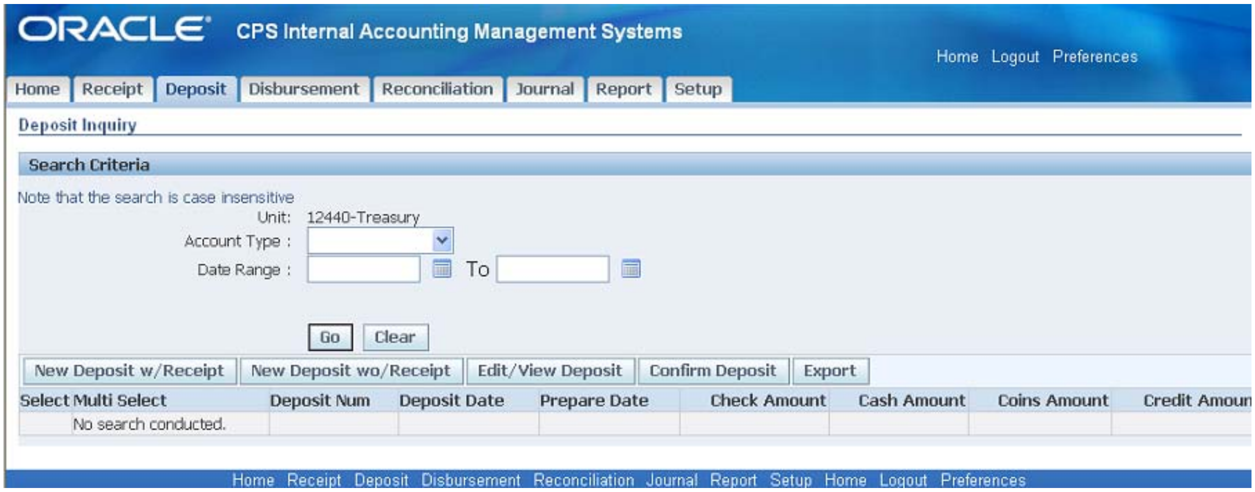
Activity Preface

These steps are performed when users are preparing and recording deposits made to the checking account where no receipt is associated with the deposit. These deposits include EDIs from Central Office departments and other deposits where no receipt was generated.

1. Navigate to the Deposit screen.

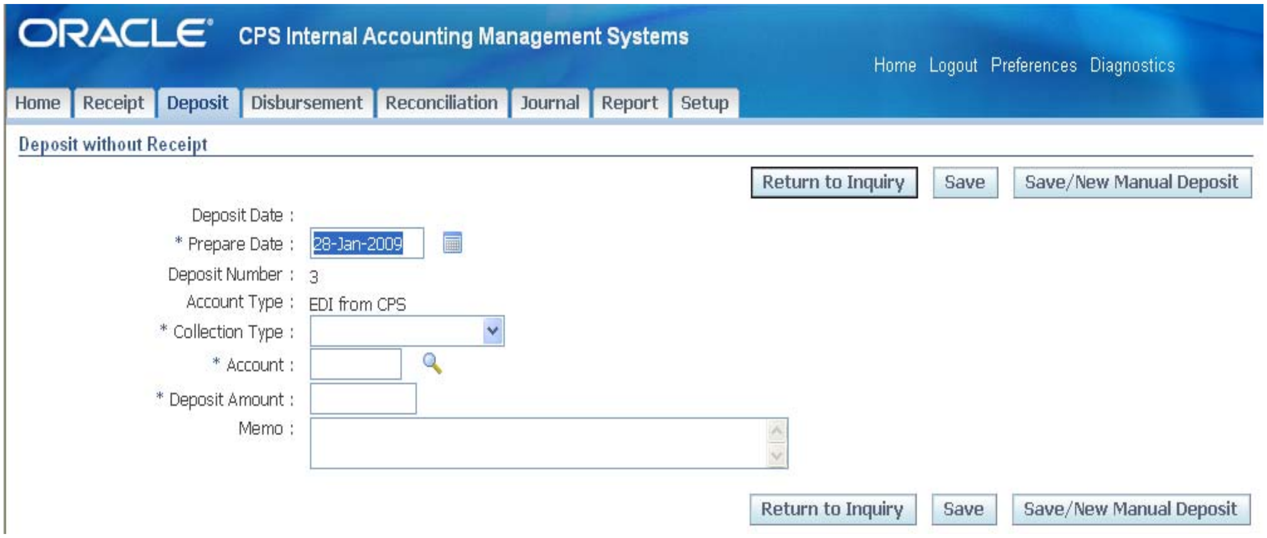
   > Oracle > CPS Internal Accounting > Internal Account > Deposit Tab

   The Deposit Inquiry screen opens.



2. Click the **New Deposit wo/Receipt** button.

   The **New Deposit wo/Receipt** Detail screen opens.



3. Enter Prepared Date. This date is the date the bank gave you credit for the deposit

   Enter manually in the DD-MMM-YYYY format or click the calendar icon to select the date. (Current date is the default).

   Note: The system will assign a Deposit number and add the Account Type.

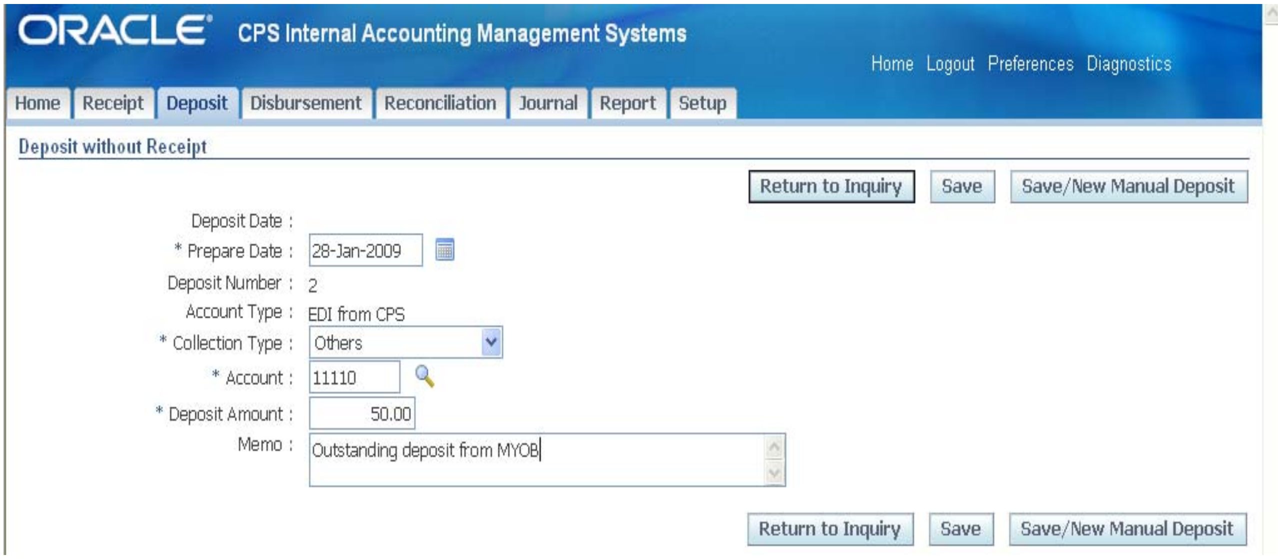
4. Enter Collection Type.

   Click the drop-down arrow to select Collection Type:
   - Continuous Fundraiser
   - Fee
   - From CPS
   - General Funds
   - Gifts/Grants
   - Interest
   - Non-Student
   - One-Time Fundraiser
   - Others
   - Rental Income
   - Vending Machine

5. Enter Account Number

6. Enter the Amount of the Deposit.

7. Enter the Memo.



If you have additional deposits to enter goto task #8. Otherwise, goto task #10.

8. Click **Save/New Manual Deposit.**

   - System displays a confirmation message.
   - The data will be saved and a new Deposit without Receipt screen will open to enter another manual deposit.

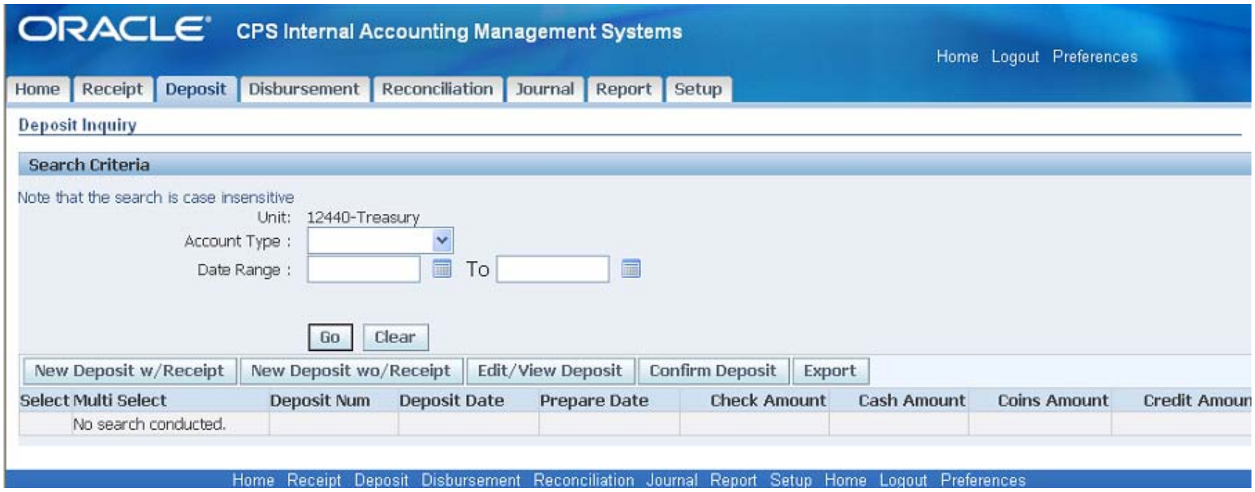
9. Repeat Steps 3 – 8 until all outstanding deposits have been entered.

10. Save the deposit data.

    - Click **Save** button.
    - Do Not Click Submit button.

    *Click **Return to Inquiry Page** to delete the information and return to Check Detail screen.*

    Note – When the **Save** button is clicked, the system will display either a confirmation that the work was successfully saved or an error message detailing issues with the entry.



– Right side of Deposit Inquiry screen

Note – Deposits that were entered are in Pending Status. No journal entry has been made.

End of activity.

13. Deposits – Confirm Function

Scope

This procedure covers how to confirm deposits recorded in the system.

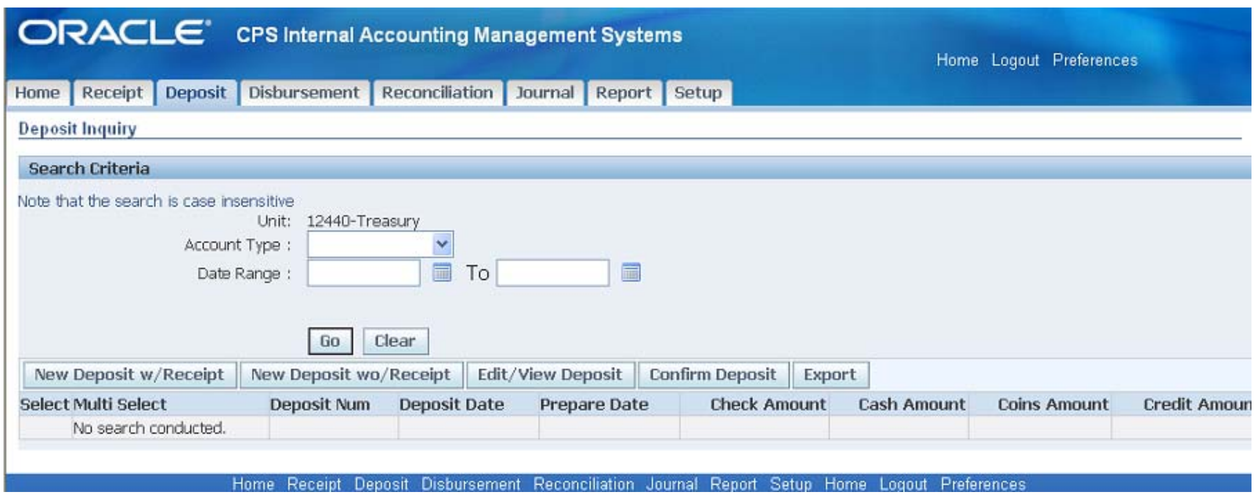
Activity Preface

These steps are performed when users have recorded deposits in the system and now need to record the deposits that have been added to the checking account.

1. Navigate to the Deposits screen.

   >Oracle > CPS Internal Accounting > Internal Account > Deposit Tab

   The Deposit Inquiry screen opens.



If you want to search for a particular Deposit/s, goto task #2. Otherwise, goto task #3.

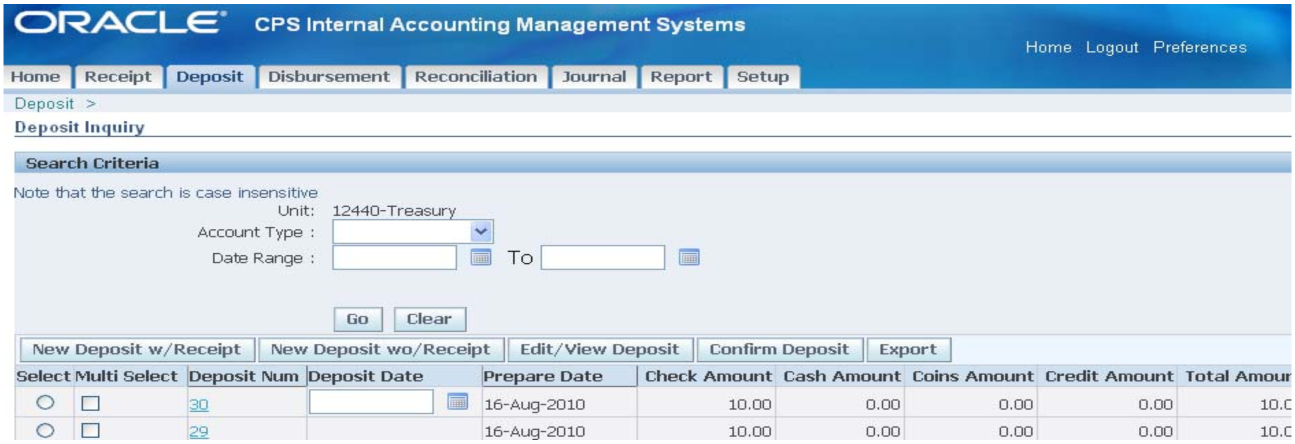
2. Enter search criteria.

   - **Account Type #**
     – Cash and Check
     – Credit Card
     – EDI from CPS

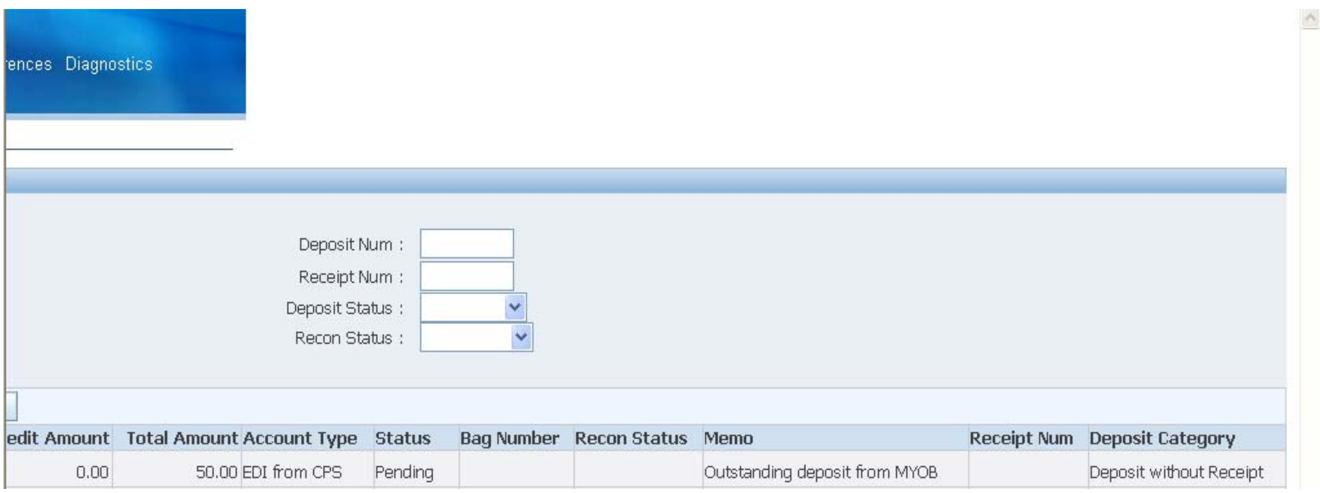
   - **Date Range**
     – Enter manually in the DD-MM-YYYY format or
     – Enter by clicking the calendar icon

3. Click Go button.

The system displays list of deposits. The deposits are listed in date order with the most current deposit first.



Right side of screen.



4. Select the Deposit.

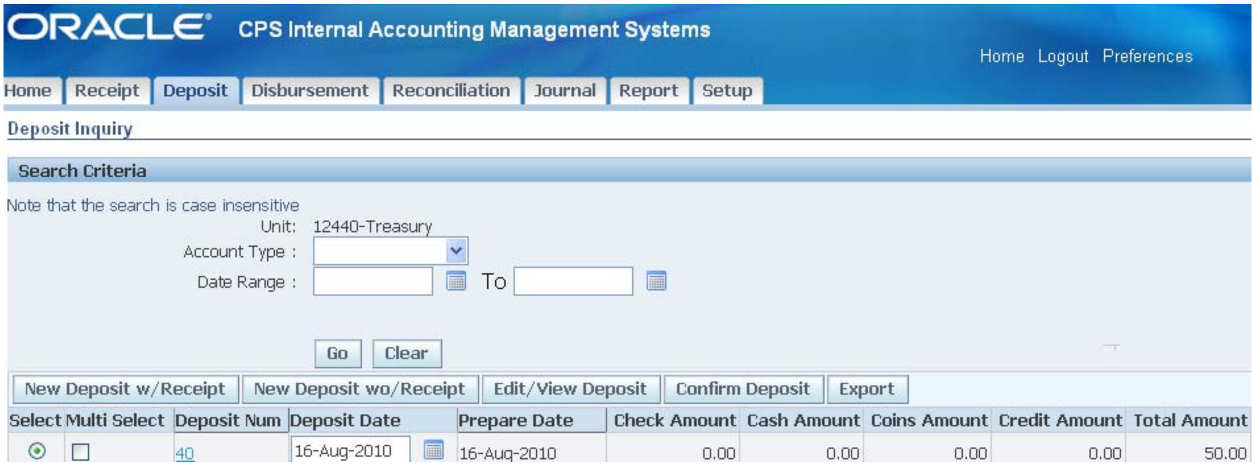
   Click the Multi-Select button.

5. Enter Deposit date.

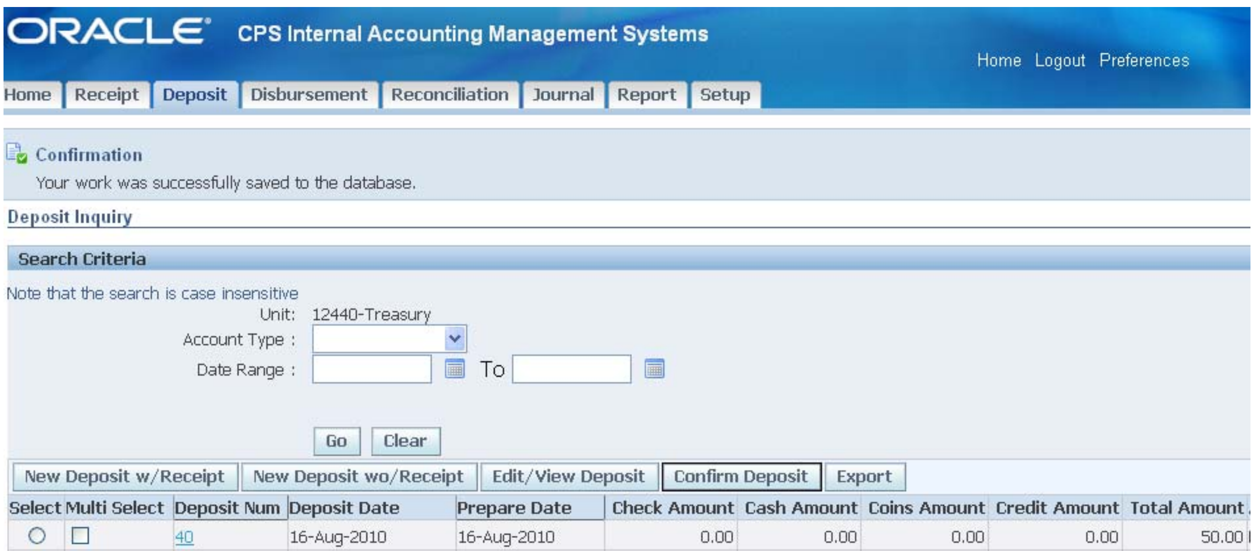
   The Deposit Date should be the date the funds were added to the checking account. Deposits can be checked on the Bank Daily Transaction tab under the Home Page.

6. Enter Bag number.

   Bag Number only required for Deposit w/Receipts where Account Type is Cash & Check. Scroll to the right to see the Bag number column.



7. Click the Confirm Deposit button.



The system displays a confirmation message.

End of activity.

14. Disbursements – Check Inquiry Function

Scope

This procedure covers how to find checks previously entered in the system.

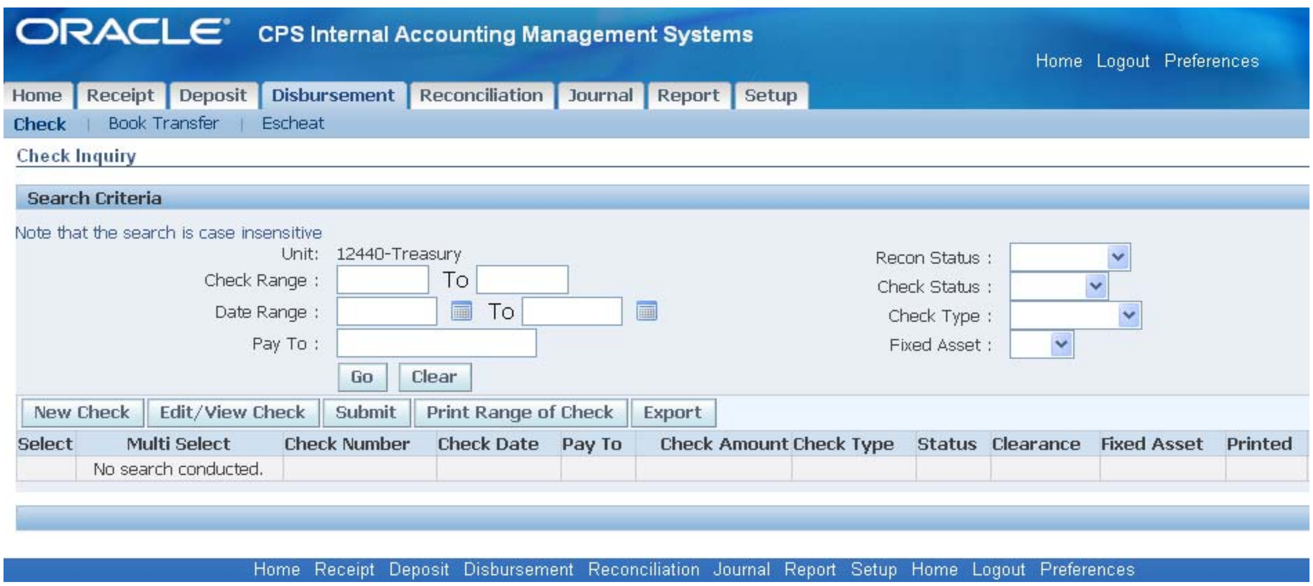
Activity Preface

These steps are performed when schools need to lookup checks entered in the system.

1. Navigate to the Disbursement screen.

   >Oracle > CPS Internal Accounting > Internal Account > Disbursement Tab

   The Check Inquiry screen opens.



If you want to search for a particular check, goto task #2. Otherwise, goto task #3.

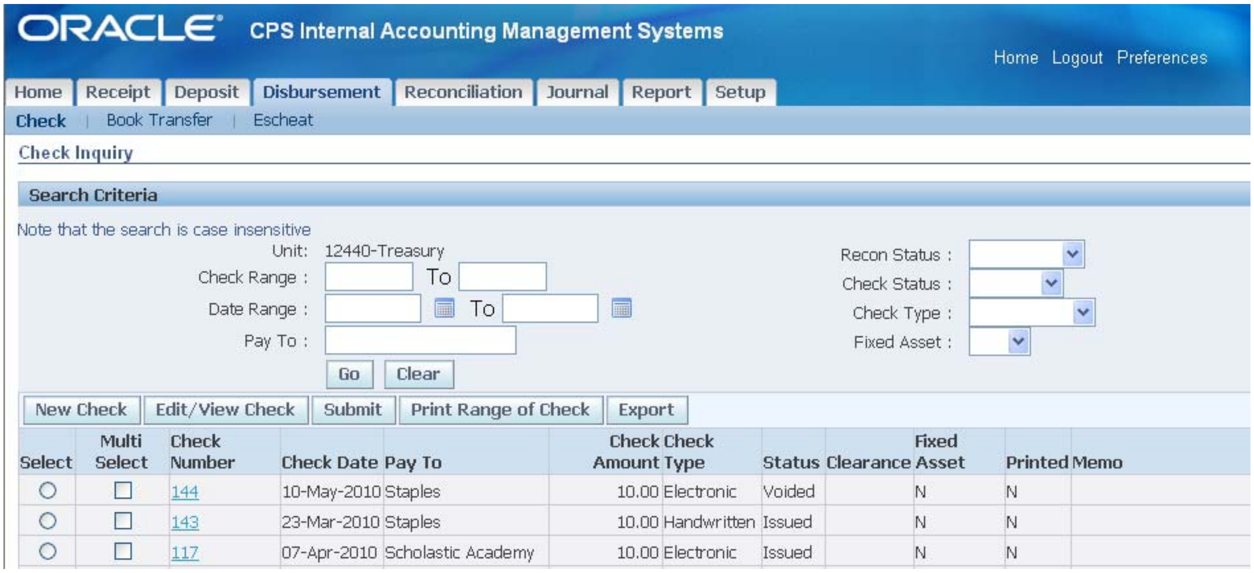
2. Enter search criteria.

   - Check Range – Enter range from and range to
   - Date Range - Enter manually in the DD-MMM-YYYY format or click the Search Icon to search and select the range.
   - Pay to – Enter % and a portion of the name.

3. Click the go button.

   - If search criteria is entered, the system will display search results.

- If no search criteria is entered, the system will display list of all checks. The most recent check added to the system is listed first.



End of activity.

16. Disbursements – New Check Function

Scope

This procedure covers how to enter checks in the system.

Prerequisite

All purchases from the school checking account must be PREAPPROVED by the principal and, if necessary, the LSC and Board of Education. Information needed to write a check is obtained from the completed and approved School Expenditure Requisition Order form. An original invoice or receipt signed by the receiver of the goods or services should be attached to the form.

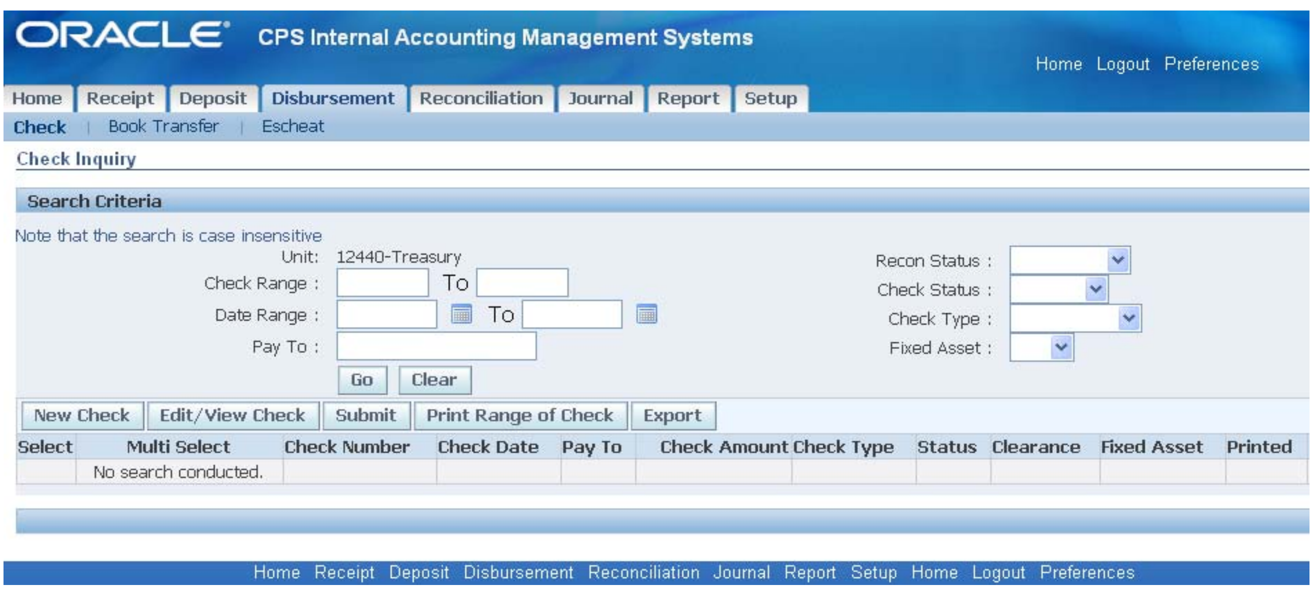
Activity Preface

These steps are performed when a check is written.

1. Navigate to the Disbursement screen.

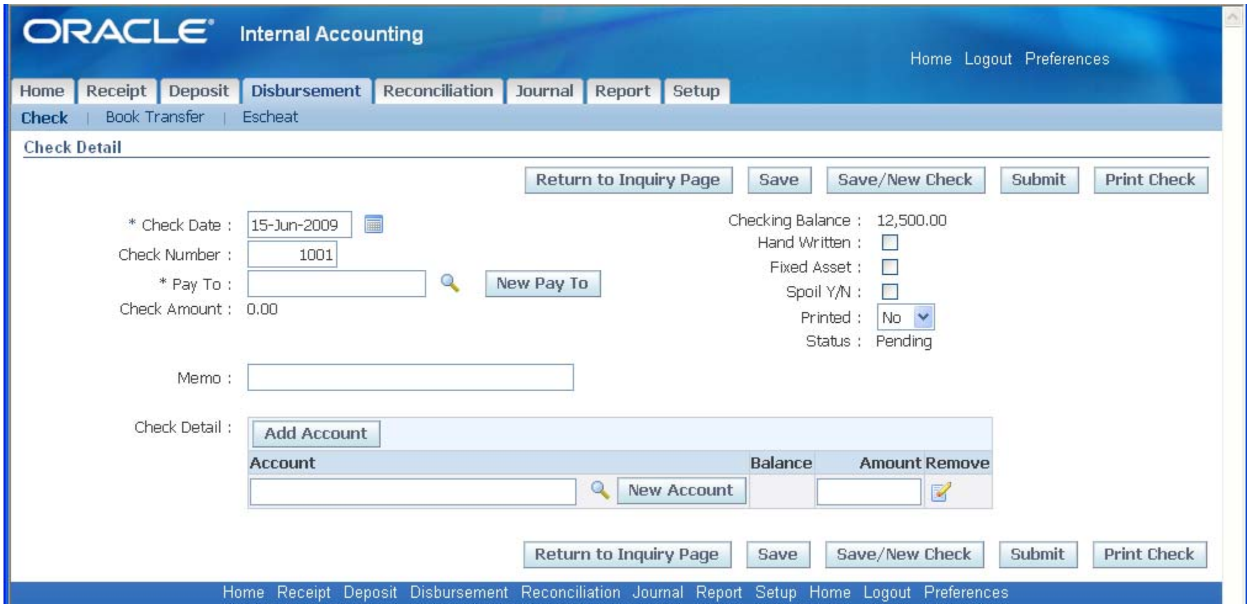
   >Oracle > CPS Internal Accounting > Internal Account > Disbursement Tab

   The Check Inquiry screen opens.



2. Click the New Check button.

   The Check Detail screen opens.



3. Enter Check date.

   Date can be entered manually in the DD-MMM-YYYY format or click the calendar icon to select the date. (Current date is the default).

4. Enter Check Number.

5. Enter Pay To information.

   To enter Vendors already entered on the system, click the Search Icon to find the vendor.

   To enter a new Vendor, click the **New Pay To** button to setup the new vendor. Once completed, the system will return to the Check Detail screen and populate the Vendor information.

   Note the system displays Checking Balance.

6. Select Handwritten box (if necessary)

7. Select Fixed Asset box (if necessary).

   Select only if check is written to purchase an asset $500 or more.

8. Enter Memo.

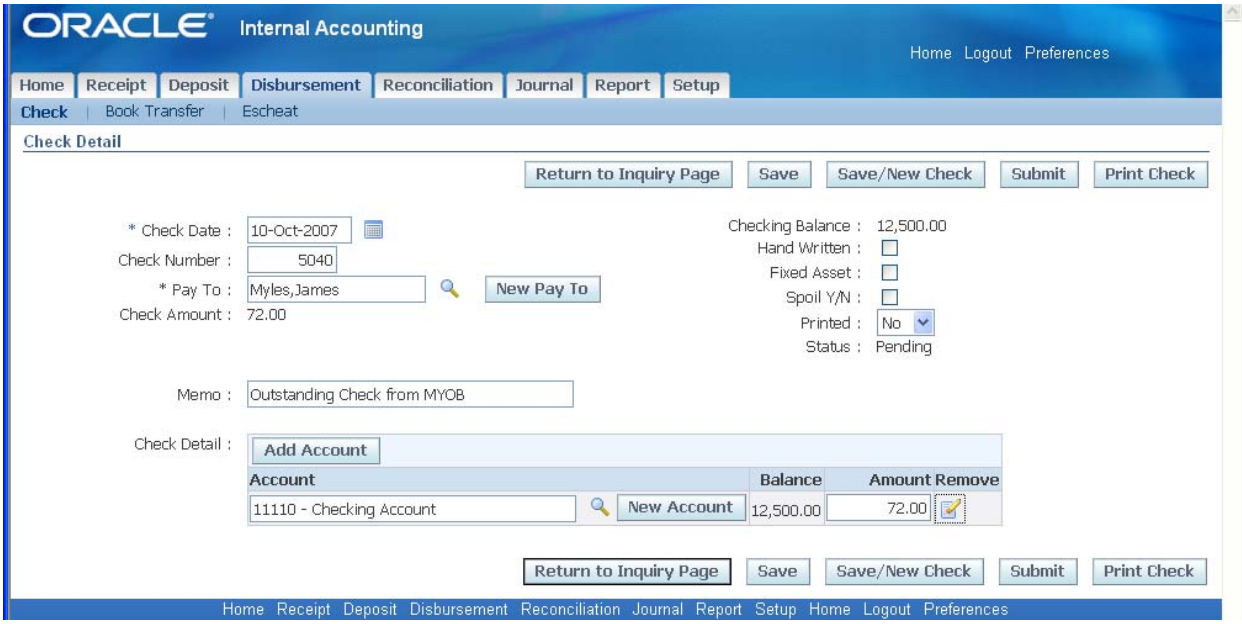
9. Enter Account #.

   Click the Search Icon to search and select the account.

   If using a new account, click the New Account button to setup the account.

Once account is selected, the system displays the balance of the account.

10. Enter amount of check.



If you have additional checks to enter goto task #11. Otherwise, goto task #12.

11. Click **Save/New Check and repeat Tasks 3-11.**

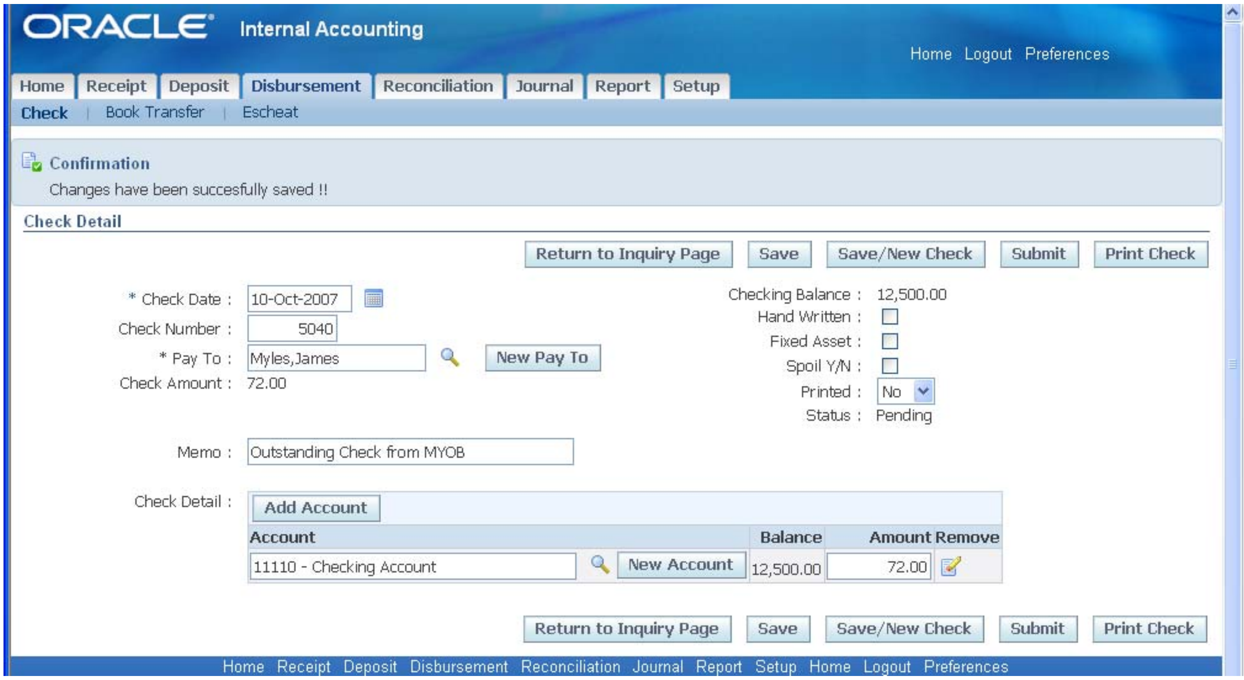
12. Click Save button.

- Clicking Save will Pend the check. The next step would be to submit and record. See Submit Check procedure.

- **Do Not Click Submit button. Submit records the transaction. Schools should Pend the check, review it and then follow Submit Check procedure.**

- *If you decide you do not want to enter the check, click **Return to Inquiry Page** to delete the information and return to Check Inquiry screen.*

- Note – When the **Save** button is clicked, the system will display either a confirmation that the work was successfully saved or an error message detailing issues with the data entered.



End of activity.

17. Disbursements – Edit/View Check Function

Scope

This procedure covers how to find checks previously entered in the system.

Activity Preface

These steps are performed when schools need to lookup written checks or edit checks. This activity includes voiding a check or spoiling a check.

- *These procedures do not apply to checks that were outstanding from MYOB during conversion. To remove these checks, a general journal entry must be made. Debit checking account and Credit the account where funds should be returned to.*

A check should be voided if check is in Issued status and:

- Check is not used and in school's possession. ("VOID" must be written across the check).
- Check has been replaced by another check.
- Check stock is damaged in printer.

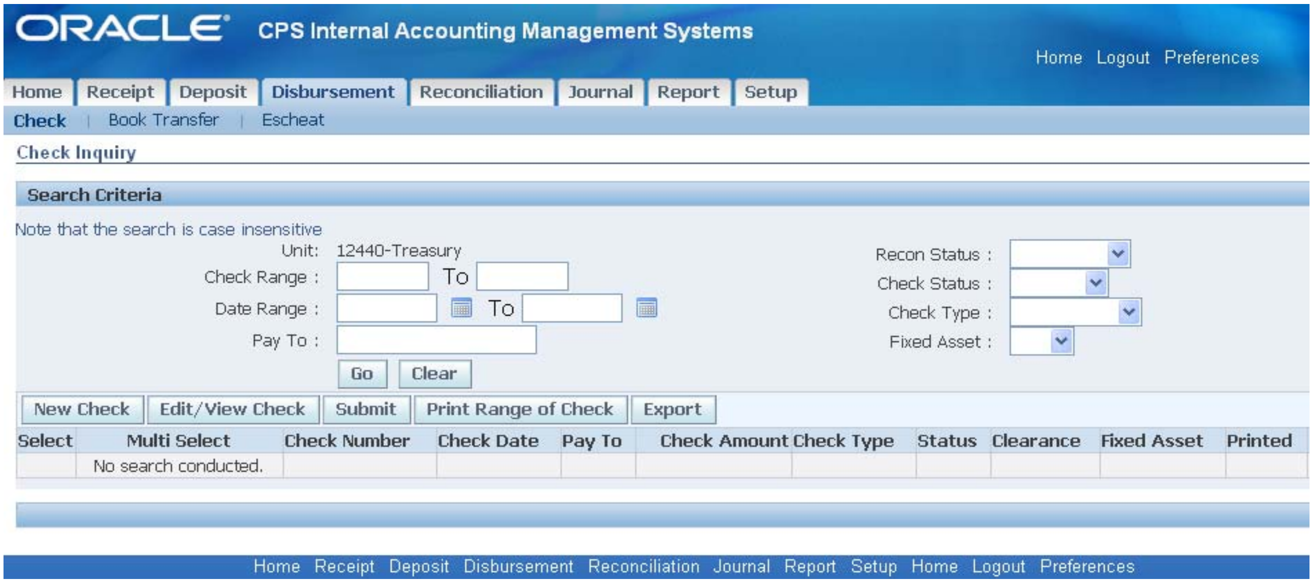
A check should be spoiled if:

- Check is in Pending status and in school's possession. ("VOID" must be written across the check).
- Check has not been used and is in school's possession. ("VOID" must be written across the check).
- Check has not been entered in the system and is in school's possession. ("VOID" must be written across the check).

1. Navigate to the Disbursement screen.

   >Oracle > CPS Internal Accounting > Internal Account > Disbursement Tab

   The Check Inquiry screen opens.



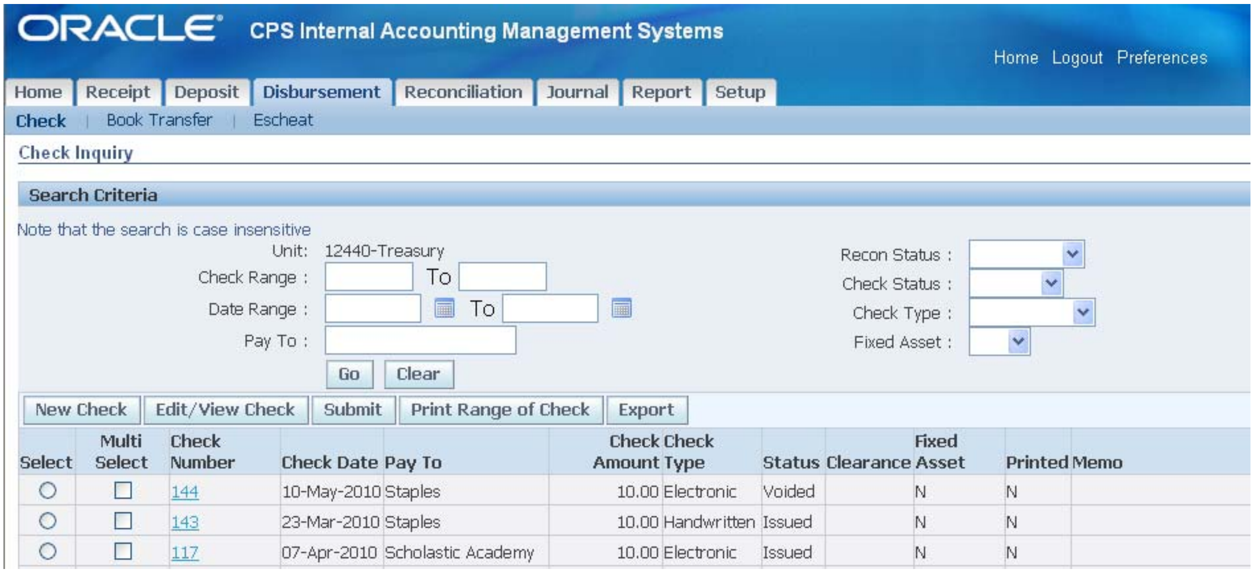
If you want to search for a check, goto task #2. Otherwise, goto task #3.

2. Enter search criteria.

   - Check Range – Enter range from and range to
   - Date Range - Enter manually in the DD-MMM-YYYY format or click the Search Icon to search and select the range.
   - Pay to – Enter % and a portion of the name.

3. Click the go button.

   If search criteria entered, the system will display search results. If no search entered, the system will display list of all checks. The most recent check added to the system is listed first.

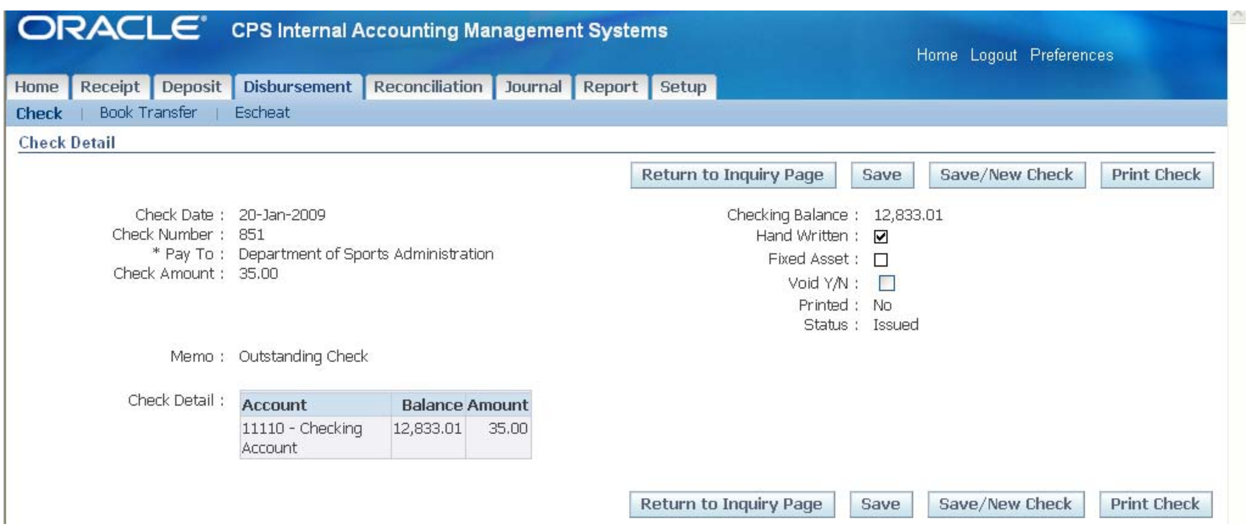


4. Select check.

5. Click the Select Radio button.

6. Click Edit/View Check button.

   System opens Check Detail screen.



If check requires editing, goto task #7. Otherwise, goto task #8.

7. Edit, Void or Spoil Check.

- Checks can only be edited if status is Pending.

- **To void a Hand Written check, click the Void/Y/N box.**

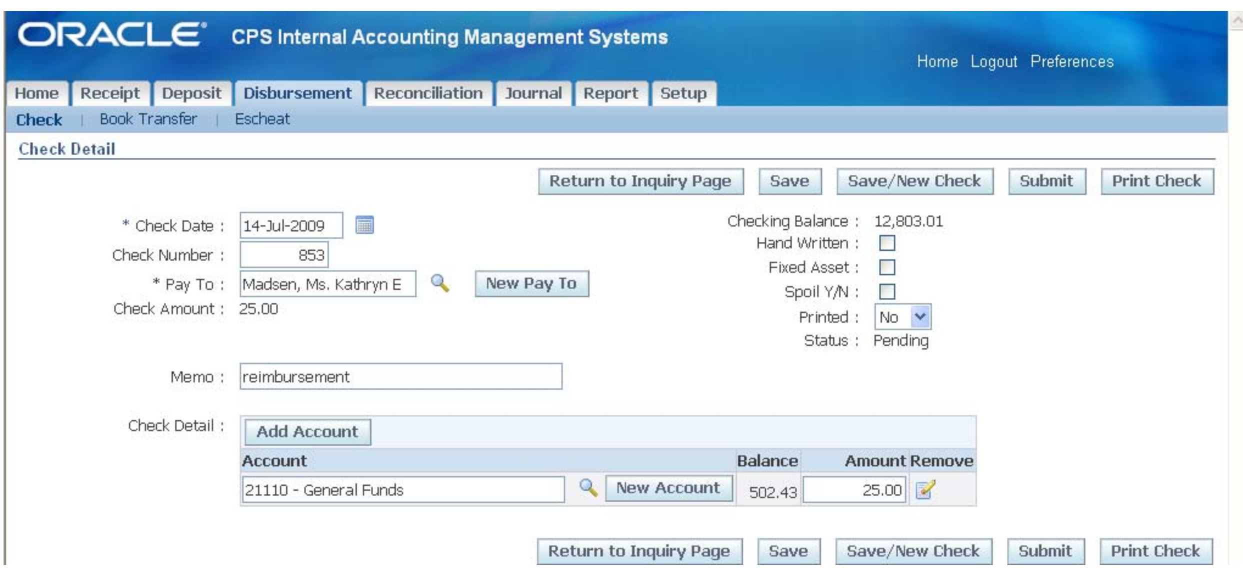
  System opens field to enter Void date. Void date must be greater than last reconciliation date. Enter a reason for voiding the check in the comment box. Then click the save button.

- To void an electronic check:

  From the check detail screen change the printed box to NO.
  Click the save button.
  Click return to inquiry button
  Click go
  Click Radio button to select check
  Click Edit/ View
  Click the Void Y/N Box
  Enter the void date
  Date must be greater than last reconciliation date
  Enter reason for voiding the check in the comment box
  Click save

- **To spoil a Pending check, click the Spoil Y/N box.**

  System opens field to enter Spoil date.



8. Enter spoil date, spoil date must be greater than last reconciliation date

9. Enter reason for spoiling check in the comment box

10. Click the Save button.

    No journal entry is made.

End of activity.

18. Disbursements – Submit Check Function

Scope

This procedure covers how to submit checks entered in the system.

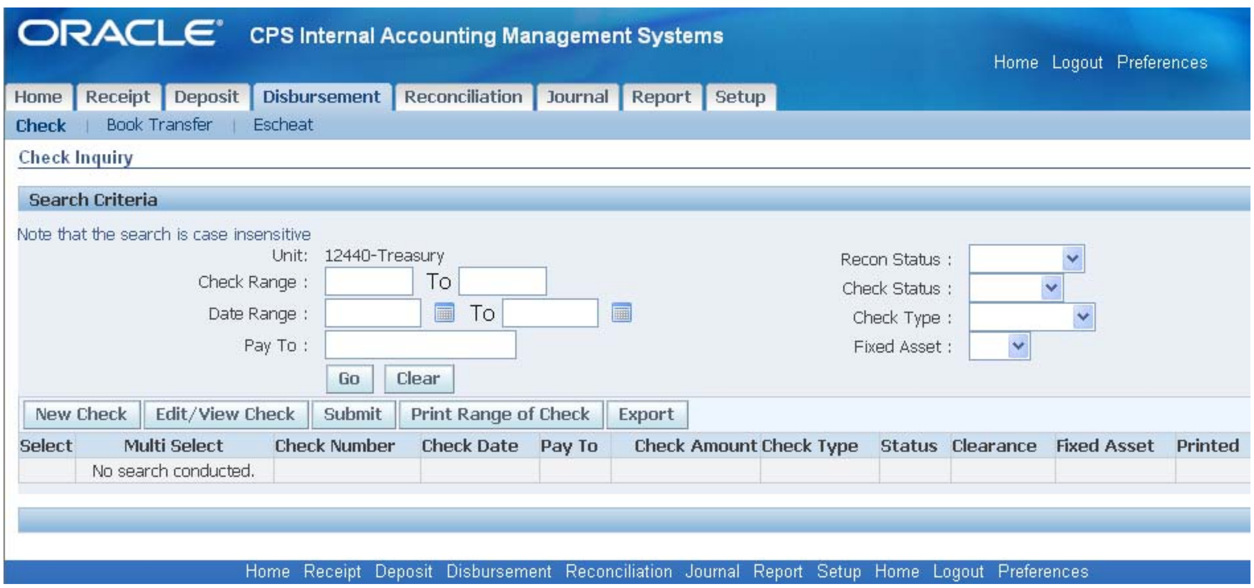
Activity Preface

These steps are performed when a check needs to be submitted and recorded in the system.

1. Navigate to the Disbursement screen.

   >Oracle > CPS Internal Accounting > Internal Account > Disbursement Tab

   The Check Inquiry screen opens.

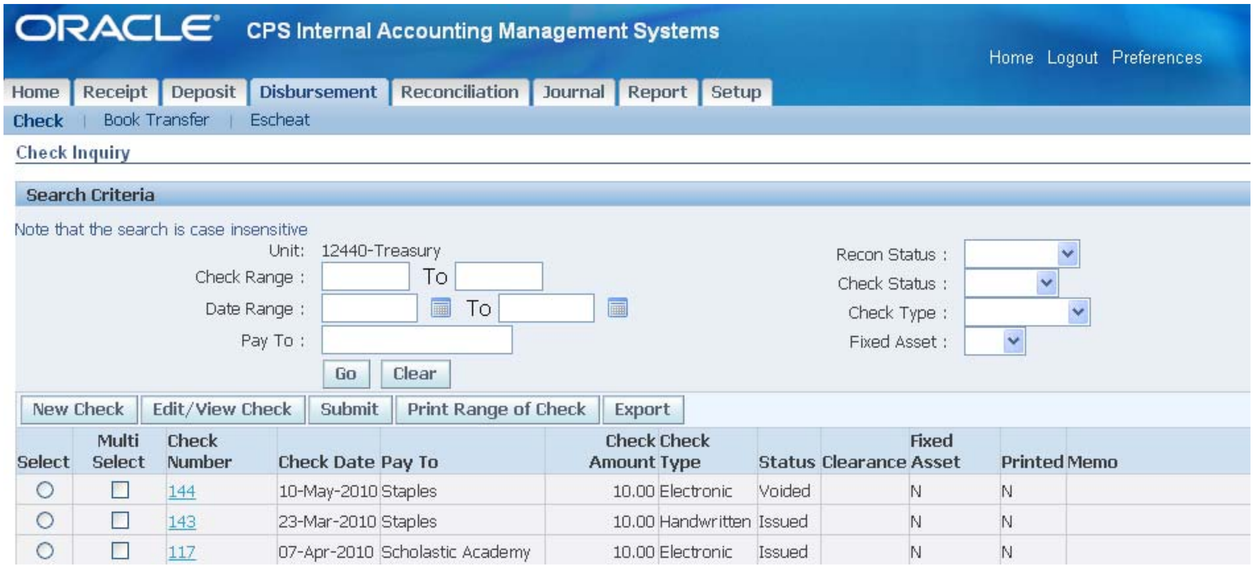


2. Search for Pending Check/s.

   - Click dropdown arrow for Check Status.
   - Click Pending.

3. Click the go button.

   - The system will display search results.



4. Review check data for accuracy.

5. Select check/s.

   Click the Multi-Select box for each check you want to submit.

6. Click Submit button.

   - Confirmation displayed.
   - Status changes from Pending to Issued.
   - Journal entry is recorded.

End of activity.

20. Disbursements – Print Check Function

Scope

This procedure covers how to print checks entered in the system.

Activity Preface

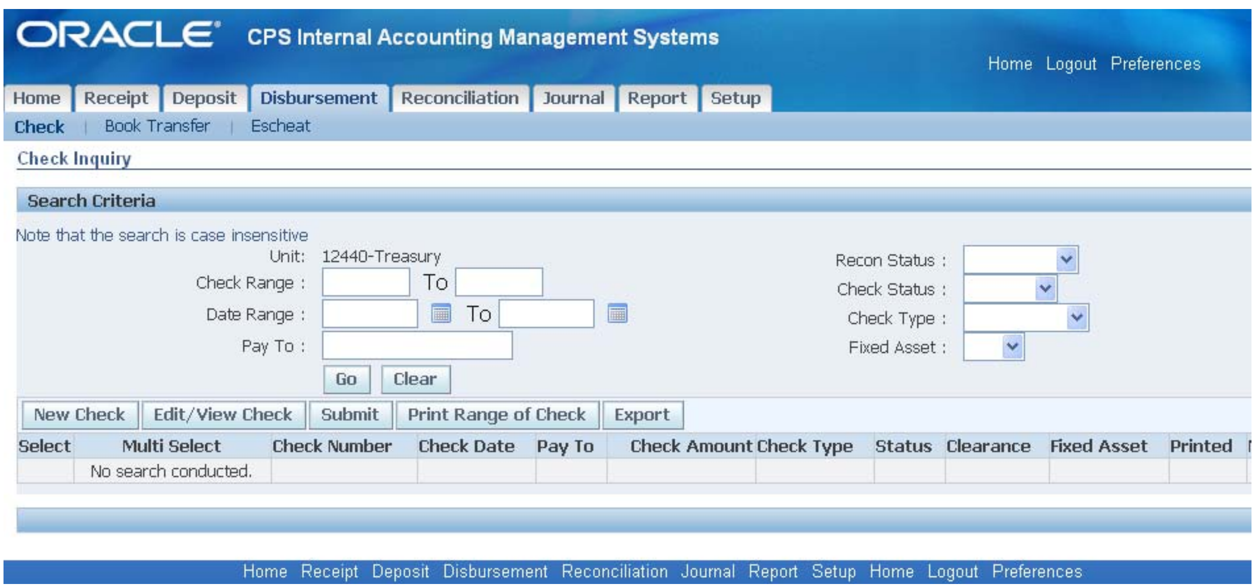
These steps are performed when a check needs to be printed.

Make sure check stock is properly placed in the printer.

1. Navigate to the Disbursement screen.

   >Oracle > CPS Internal Accounting > Internal Account > Disbursement Tab

   The Check Inquiry screen opens.



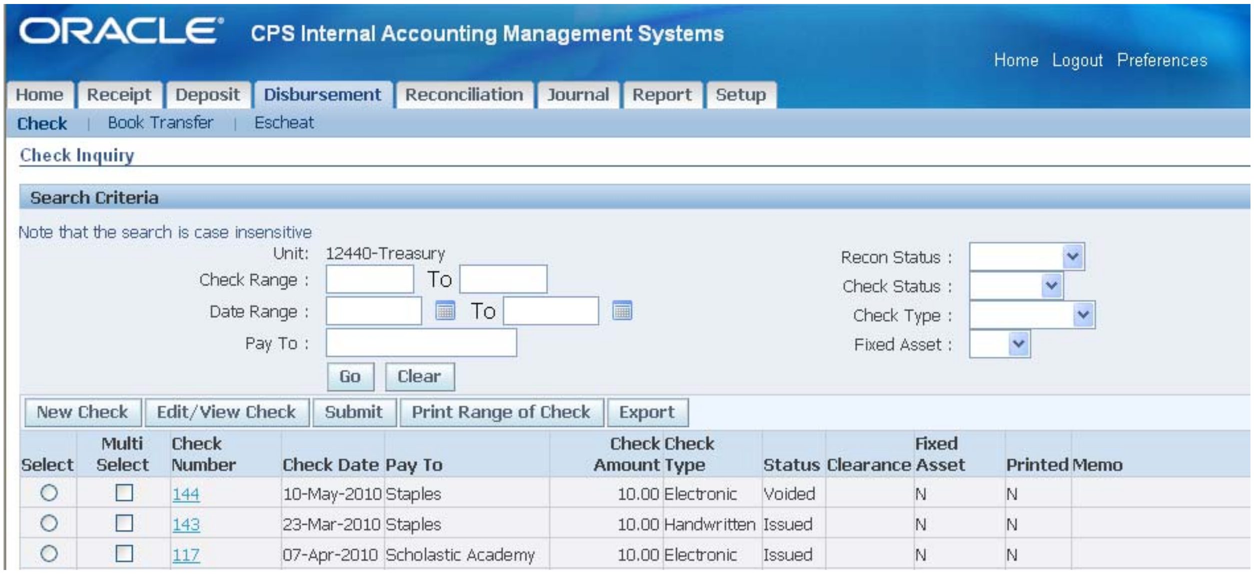
If you want to search for a check, goto task #2. Otherwise, goto task #3.

2. Enter search criteria.

3. Click the go button.

   - If search criteria entered, the system will display search results.

   - If no search entered, the system will display list of all checks. The most recent checks added to the system is listed first.

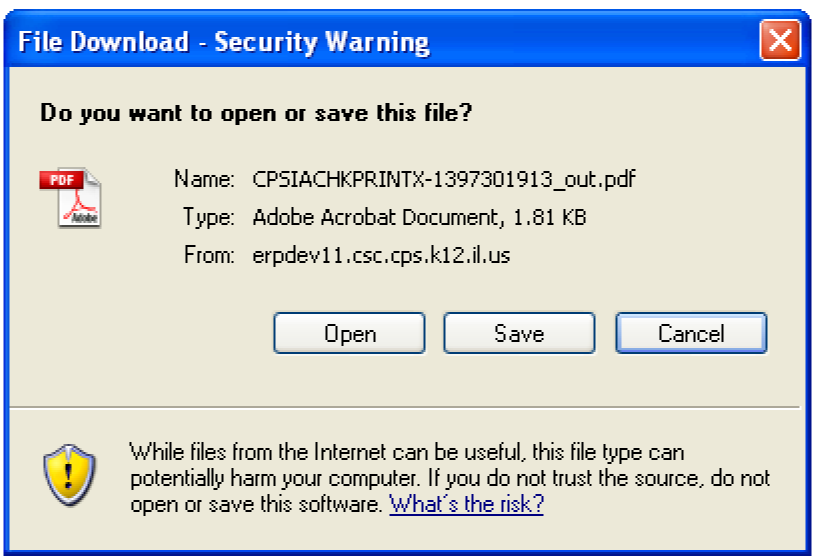


4. Select check/s.

   Click the Multi-Select box for each check you want to print.

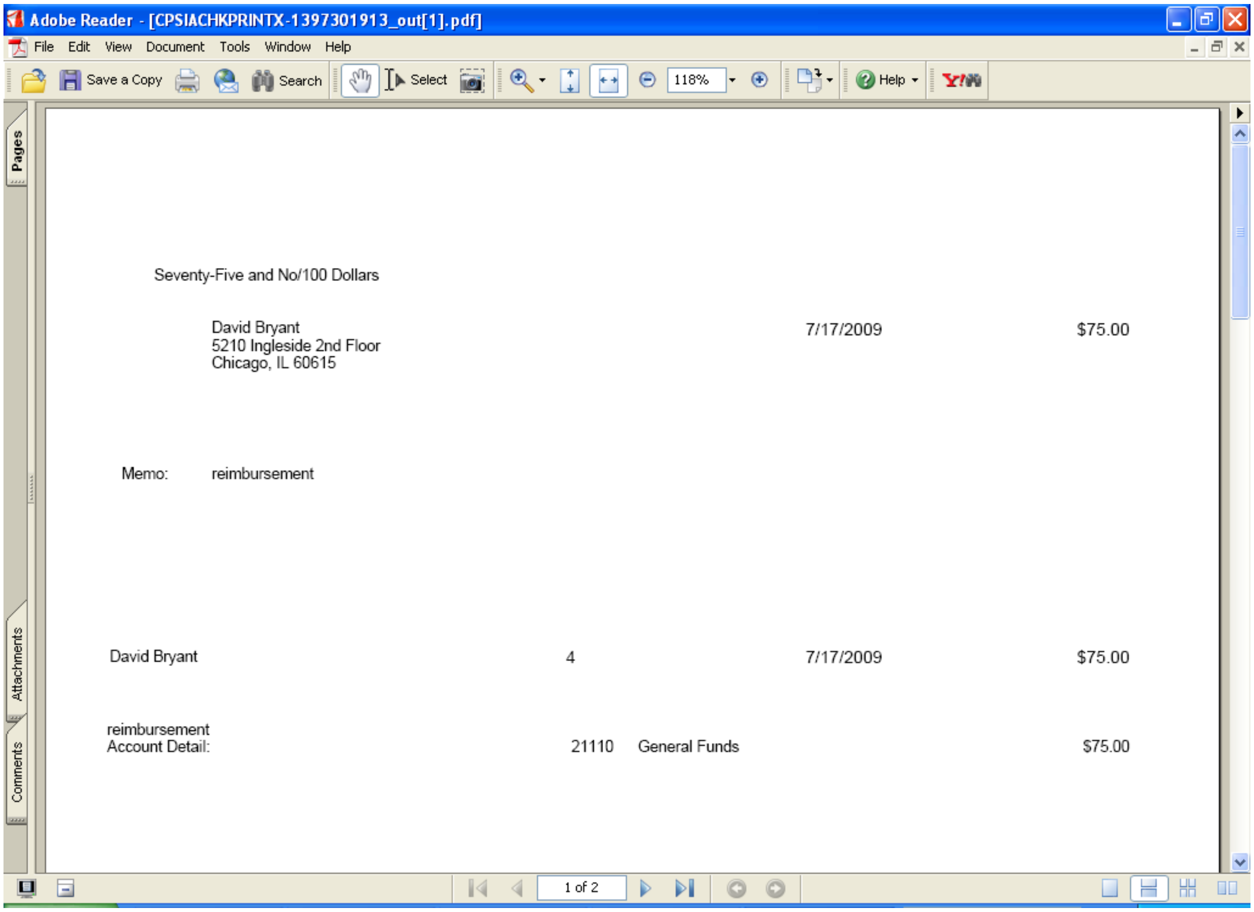
5. Click Print Range of Check button.

   The File Download screen appears.



6. Click Open button.

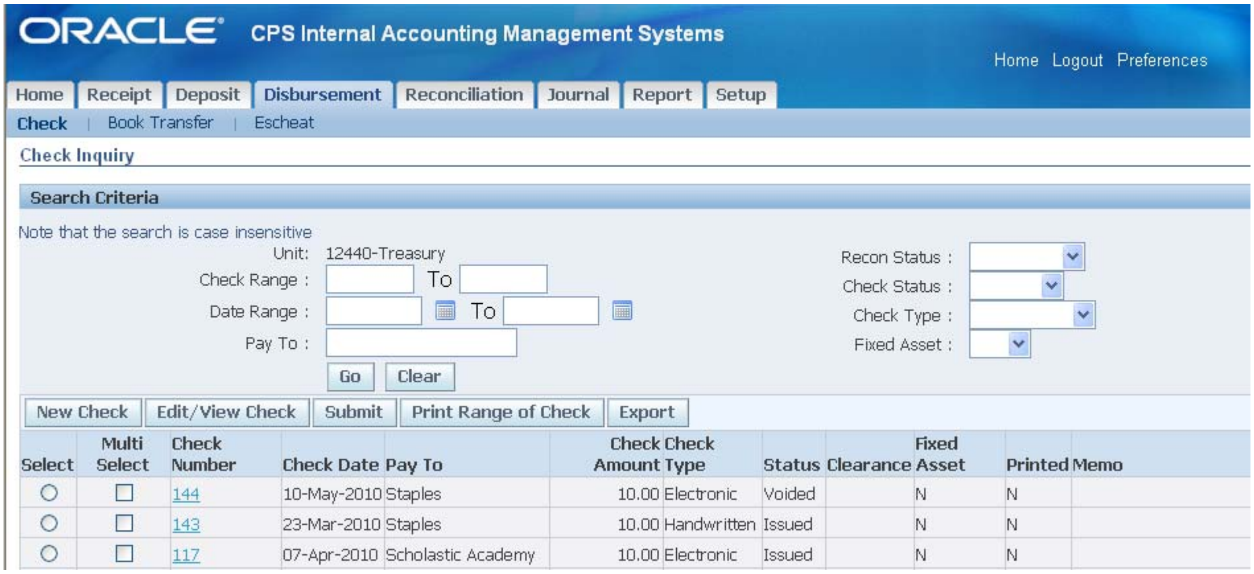
System opens screen with check image.



7. Click Print icon

8. Click OK.

Check/s is printed.



End of activity.

21. Disbursements – Entering Book Transfers

Scope

Book Transfer is the process to move Internal Accounts funds to a budget line to open a purchase order or to staff a position. Through IAMS, funds are transferred directly to a 124 Fund line.

Two types of transfers:

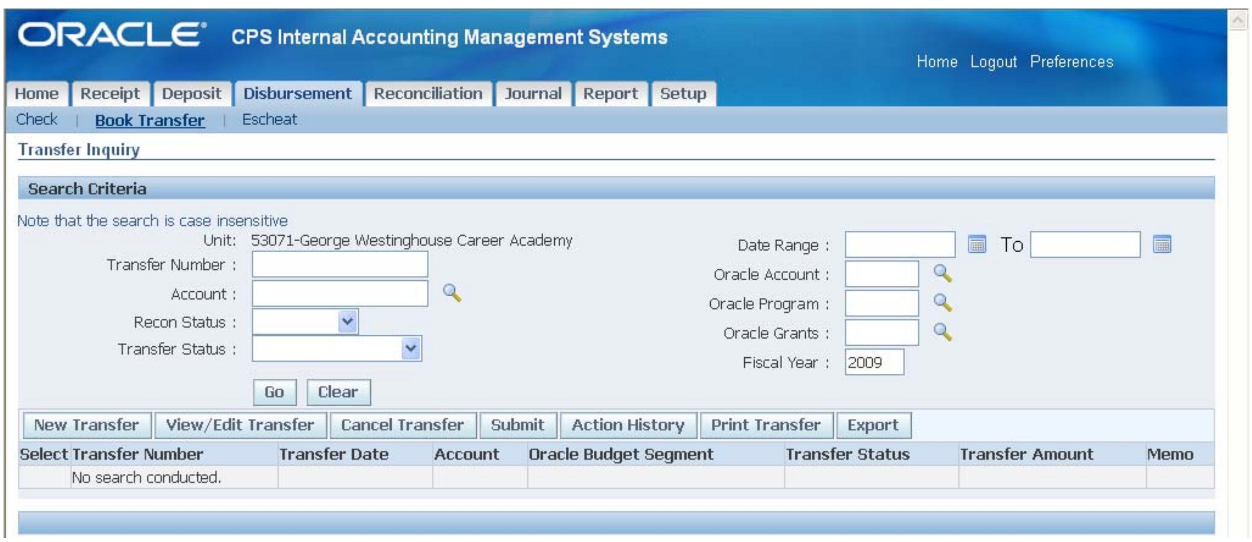
1. For personnel.
   The funds must be entered on two specific Fund 124 budget lines (salary and benefit lines) as explained in step six below.

2. For non-personnel.
   Funds are transferred directly to a Fund 124 spending line.

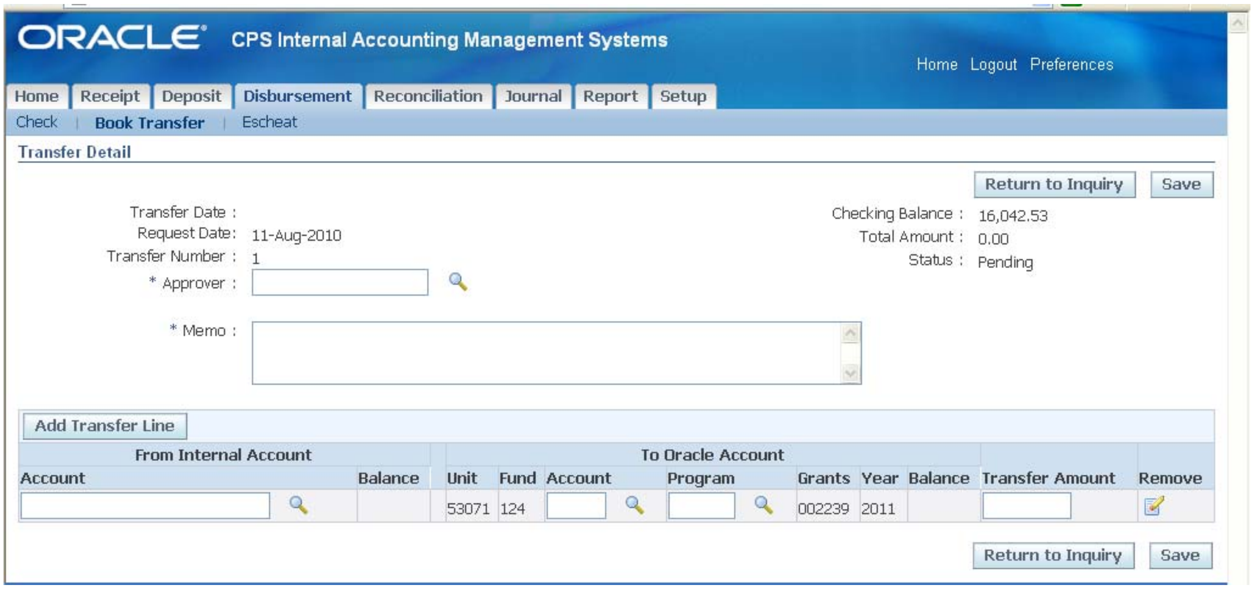
Activity Preface

These steps are performed when a book transfer is needed.

1 From the Disbursement screen, click Book Transfer.



2 Click the New Transfer button. (If the button is not available it means a transfer is pending or in process. No additional transfers can be initiated until the current book transfer status is in Completed or ACH Rejected status).



3 Select an Approver.

4 Enter the reason for the transfer in the Memo Box.

5 Enter the IAMS account number the money should be transferred from.

6 Enter the Budget Line the funds should be transferred to.

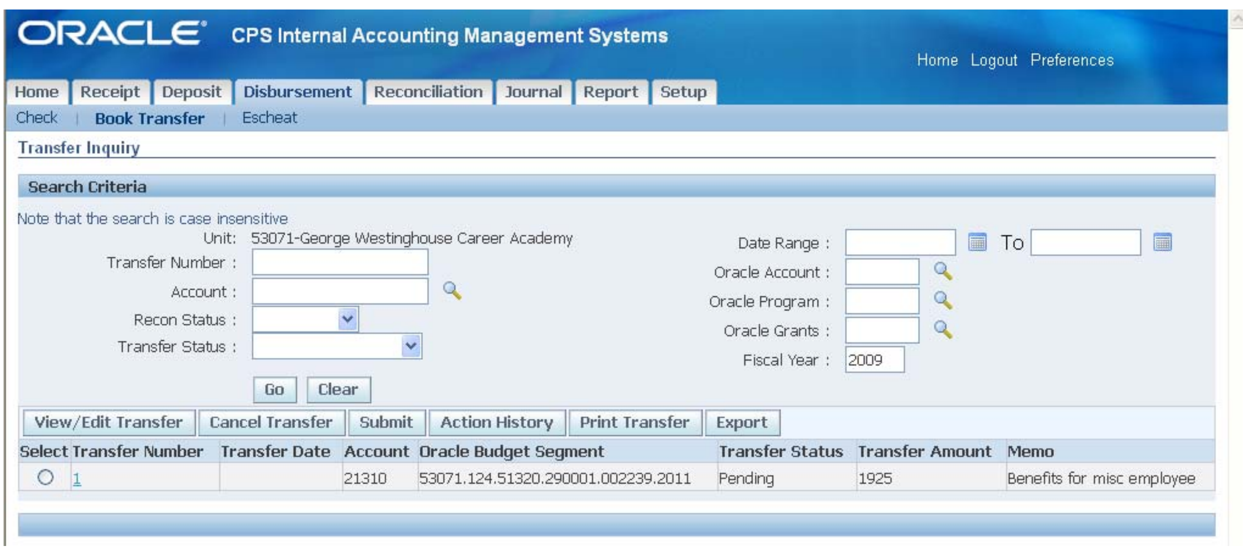
- If using a non-personnel line, enter the Account and Program number.
- If using a salary line:
  a. Enter account 51300 and program 290001 for the salary portion.
  b. Click the Add Transfer line and enter account 51330 program 290001for the benefit portion of the salary.
- If using a bucket line:
  a. Enter account 51320 and program 290001 for the salary portion.
  b. Click the Add Transfer line and enter account 51330 program 290001For the benefit portion of the salary.

7 Enter the transfer amount.

8 Click the save button and wait for confirmation message.

9 Click the Return to Inquiry button

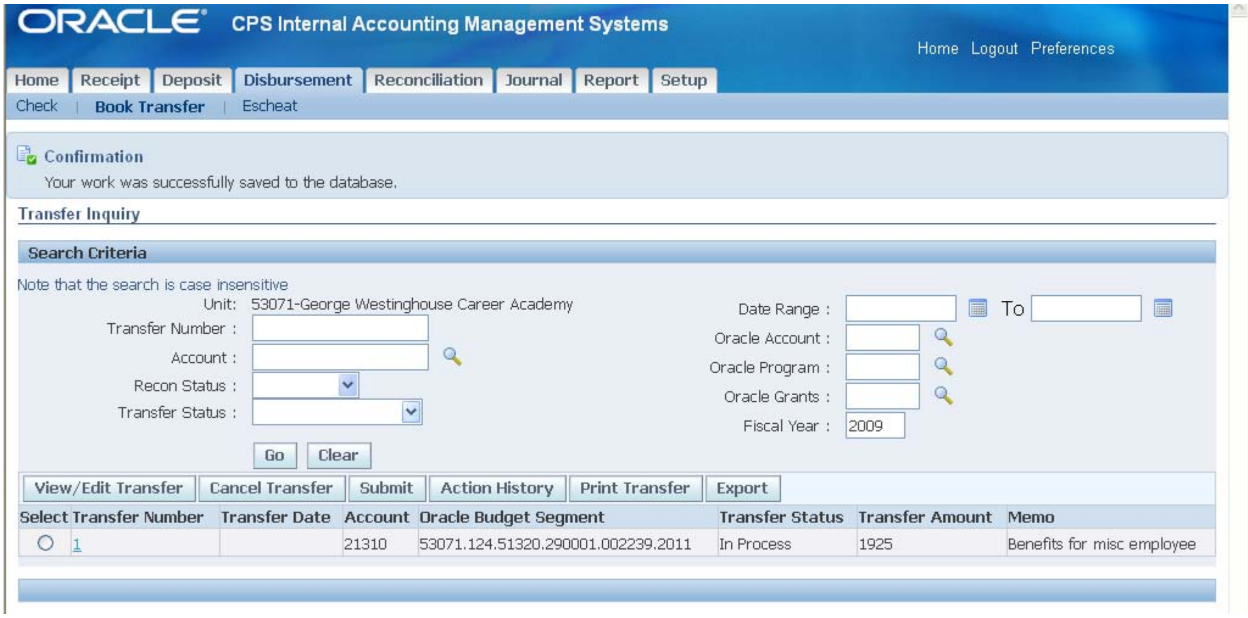
10 Click the Go button.



11 Review the transfer for accuracy.

12 Select the transfer by clicking the Radio button

13 Click the Submit button to send the transfer to the Approver.
The status of the transfer is now In Process.



The book transfer is In Process pending approval. While it is in this status it can be cancelled by the initiator. If the approver rejects the book transfer, the initiator must cancel the transfer before a new transfer can be entered.

- **STATUS**
  - **Pending** – Has been saved, document still editable, available for cancellation/approval submission
  - **In Process** – Has been submitted; Approval workflow routed to Approver. Document can not be edited, but can be cancelled (along with pending workflow) by IAMS User for that Unit.
  - **Cancelled** – Can only cancel document when in "Pending", "In Process", or "Rejected" status.
  - **Approved** – Approver approved the document; documents in this status are to be picked up nightly ACH batch process and included in daily file to transmit to bank, once this happen, document status updated to "In Transfer"
  - **Rejected** – Approver rejected the document. If detail screen is opened it would resemble a new Book Transfer, with ability to edit, save, re-submit (upon re-submission -> status updates to "In Process"), or cancel. Upon re-submit routes again through Approval workflow.
  - **In Transfer** – Limbo status until we receive BAI file, which will either reference the completed document id -> if this occurs status is updated to "Completed", or bank contacts Treasury directly to notify of ACH transfer exception -> Treasury would correct issue if company id/account related and user Treasury responsibility to manually reject the transaction, updating status to "ACH Rejected"
  - **ACH Rejected** – Bank has notified Treasury of failed ACH trx and Treasury has manually rejected this transaction. Document is dead in this status. This document is display only; can not have any actions performed on it (edit,re-submit, etc.).

- **Completed** – Transaction has been identified on BAI file which contains only successful ACH transfers.

  RULES

- New Book trans. Can not be created until all Book Transfers for Unit are in Cancelled, Completed, or ACH Rejected Status.
- Book Transfer in “InTransfer” status will display in reconciliation screen when period >= transfer_date and be calculated as outstanding withdrawal but will not be available for selection (multi-select box disabled for recon).

22. Disbursements – Approving / Rejecting a Book Transfer

Scope

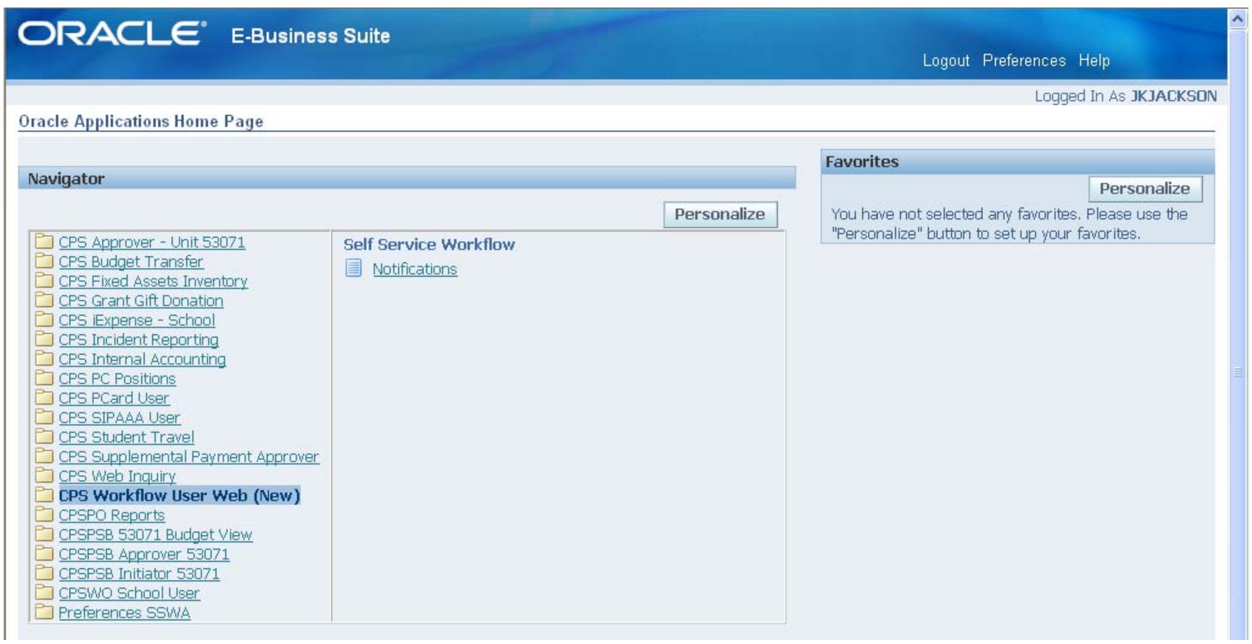
This procedure covers how to approve a pending book transfer.

Activity Preface

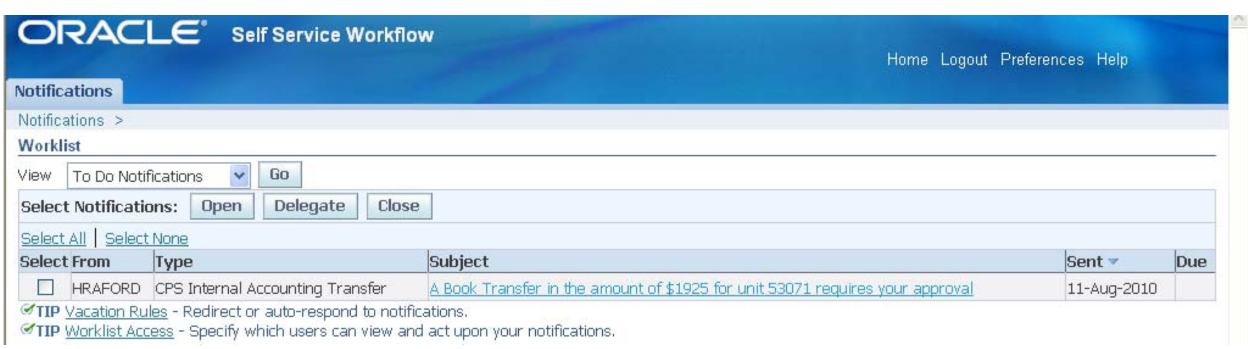
These steps are performed when a book transfer requires approval.

1 From the Oracle responsibility screen, click CPS Workflow User Web (New) link

2 Click the Notifications link.



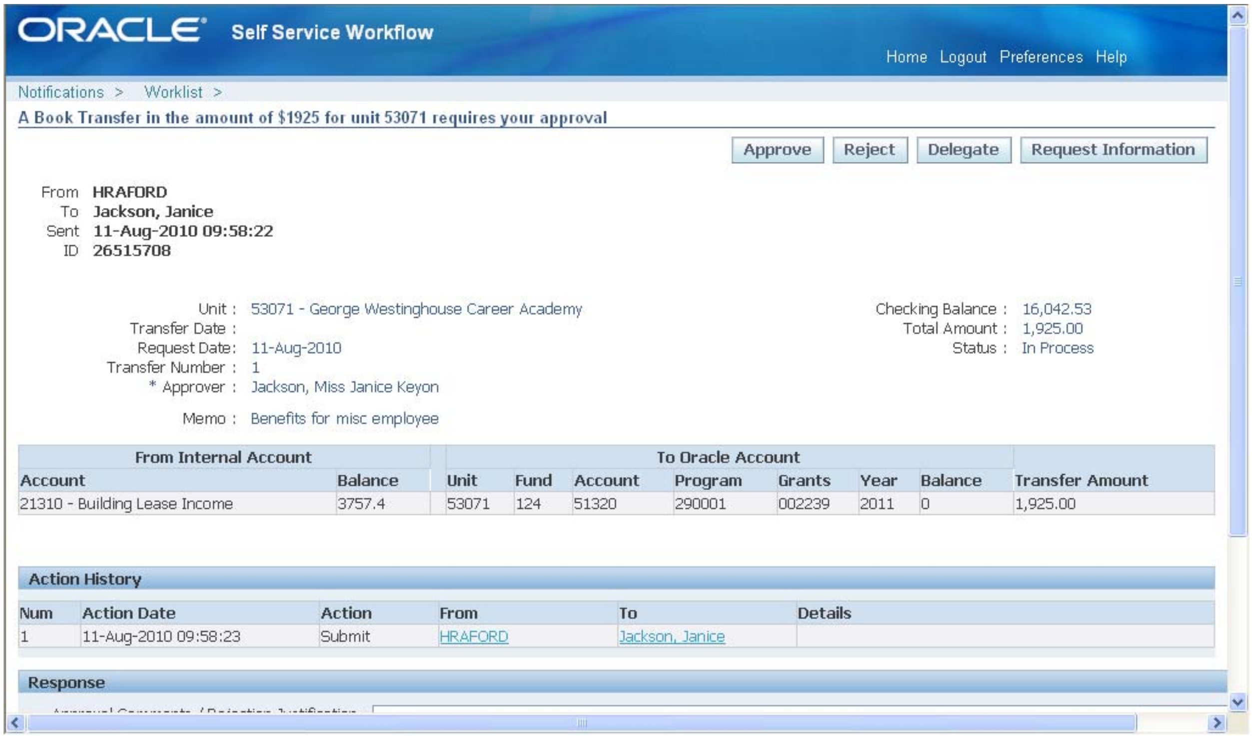
3 In the View box, select To Do Notifications from the dropdown list



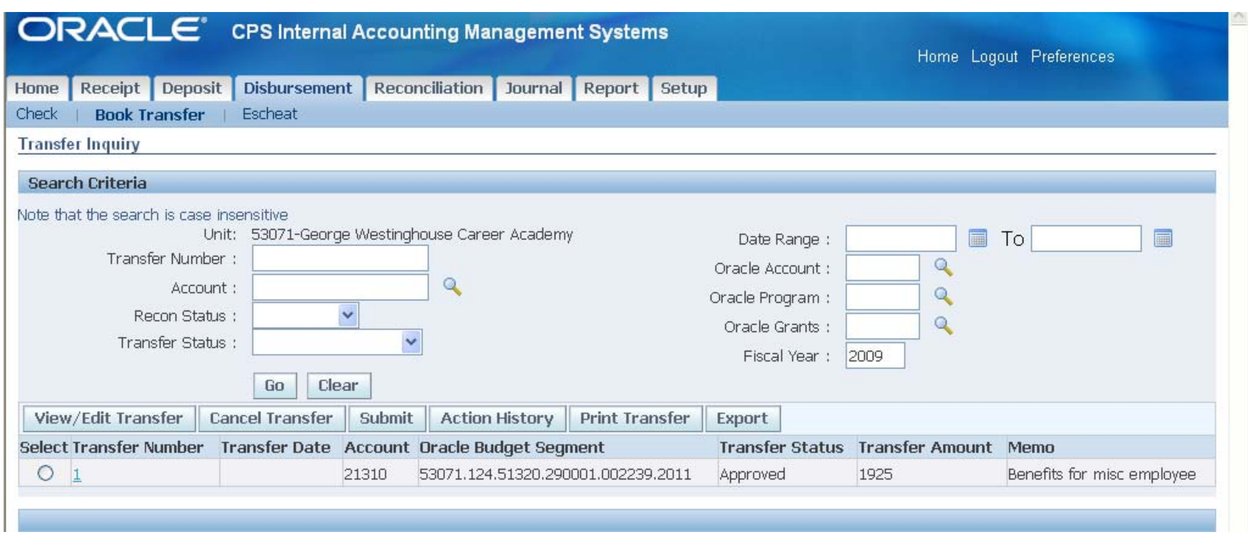
4 Select the request to approve by clicking the Select box

5 Click Open

6 Review request for accuracy



7 Click the Approve button. If you selected only one request to approve, the system will approve the transaction and remove it from the screen. If multiple requests were selected for approval, the system will automatically open the next request for approval.



The book transfer is now in Approved status. After the bank has checked the account for sufficient funds, funds will be added to the budget line the next business day.

To REJECT a book transfer, continue with these steps:

8 Enter a reason for the rejection in the Response – Note field.

9 Click the Reject button and look for the confirmation.

23. Disbursements – Entering an Escheat

Scope

The Board is required by law to escheat all unclaimed checks to the state which includes checks written through Internal Accounts. Schools are required to escheat checks that are outstanding for a year or more. Through the escheat process, funds from escheated checks are transferred from the Internal Accounts to the Board's Escheat line.

Prerequisites to an Escheat

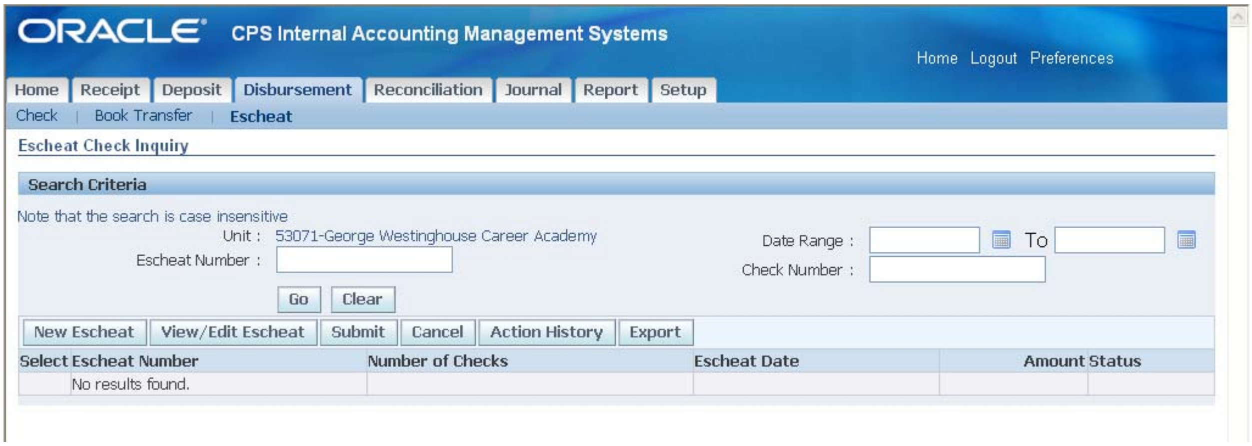
Investigate each check to determine that it is not a check that could be removed by a journal entry because it is:

1. The result of a duplicate entry
2. A duplicate payment
3. Written but not used
4. Replaced by another check or checks
5. To be replaced
6. Any other reason why the payee is not entitled to the check

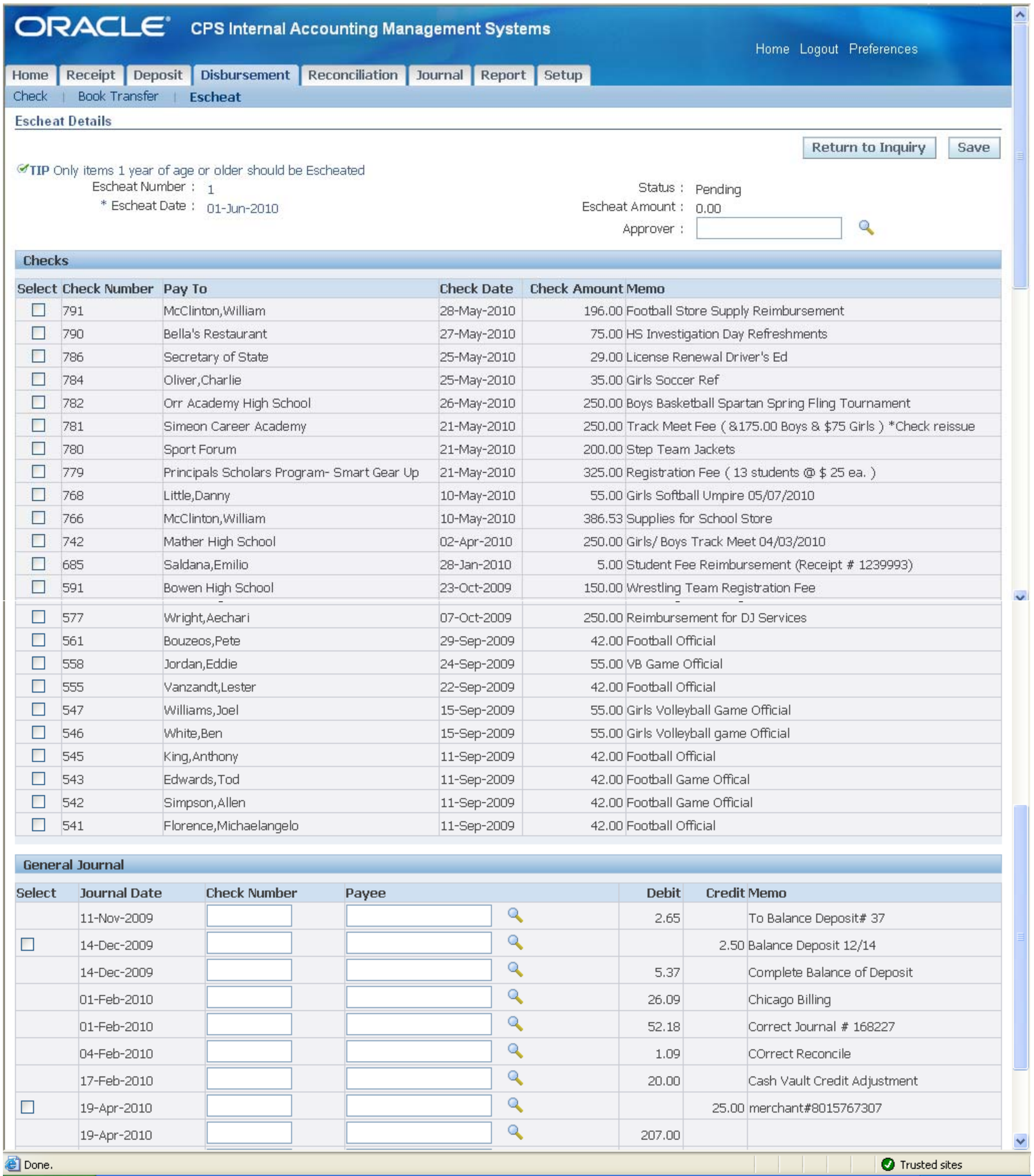
Activity Preface

These steps are performed when a book transfer requires approval.

1 From the Disbursement screen click Escheat



2 Click the New Escheat Tab.
The system displays a list of all outstanding checks.



ORACLE CPS Internal Accounting Management Systems

Home Logout Preferences

Home | Receipt | Deposit | Disbursement | Reconciliation | Journal | Report | Setup

Check | Book Transfer | Escheat

Escheat Details

Return to Inquiry | Save

TIP Only items 1 year of age or older should be Escheated

Escheat Number : 1

* Escheat Date : 01-Jun-2010

Status : Pending

Escheat Amount : 0.00

Approver :

Checks

Select	Check Number	Pay To	Check Date	Check Amount	Memo
☐	791	McClinton,William	28-May-2010	196.00	Football Store Supply Reimbursement
☐	790	Bella's Restaurant	27-May-2010	75.00	HS Investigation Day Refreshments
☐	786	Secretary of State	25-May-2010	29.00	License Renewal Driver's Ed
☐	784	Oliver,Charlie	25-May-2010	35.00	Girls Soccer Ref
☐	782	Orr Academy High School	26-May-2010	250.00	Boys Basketball Spartan Spring Fling Tournament
☐	781	Simeon Career Academy	21-May-2010	250.00	Track Meet Fee (&175.00 Boys & $75 Girls) *Check reissue
☐	780	Sport Forum	21-May-2010	200.00	Step Team Jackets
☐	779	Principals Scholars Program- Smart Gear Up	21-May-2010	325.00	Registration Fee (13 students @ $ 25 ea.)
☐	768	Little,Danny	10-May-2010	55.00	Girls Softball Umpire 05/07/2010
☐	766	McClinton,William	10-May-2010	386.53	Supplies for School Store
☐	742	Mather High School	02-Apr-2010	250.00	Girls/ Boys Track Meet 04/03/2010
☐	685	Saldana,Emilio	28-Jan-2010	5.00	Student Fee Reimbursement (Receipt # 1239993)
☐	591	Bowen High School	23-Oct-2009	150.00	Wrestling Team Registration Fee
☐	577	Wright,Aechari	07-Oct-2009	250.00	Reimbursement for DJ Services
☐	561	Bouzeos,Pete	29-Sep-2009	42.00	Football Official
☐	558	Jordan,Eddie	24-Sep-2009	55.00	VB Game Official
☐	555	Vanzandt,Lester	22-Sep-2009	42.00	Football Official
☐	547	Williams,Joel	15-Sep-2009	55.00	Girls Volleyball Game Official
☐	546	White,Ben	15-Sep-2009	55.00	Girls Volleyball game Official
☐	545	King,Anthony	11-Sep-2009	42.00	Football Official
☐	543	Edwards,Tod	11-Sep-2009	42.00	Football Game Offical
☐	542	Simpson,Allen	11-Sep-2009	42.00	Football Game Official
☐	541	Florence,Michaelangelo	11-Sep-2009	42.00	Football Official

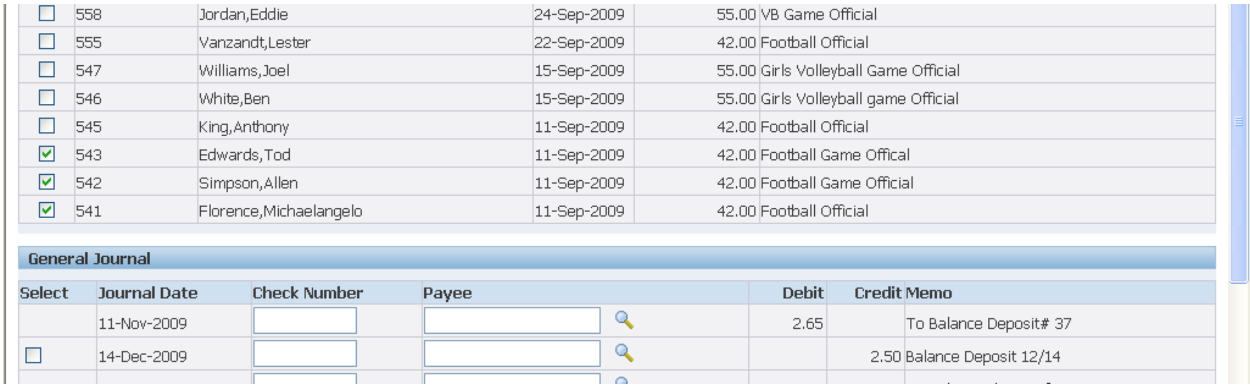
General Journal

Select	Journal Date	Check Number	Payee	Debit	Credit	Memo
	11-Nov-2009			2.65		To Balance Deposit# 37
☐	14-Dec-2009				2.50	Balance Deposit 12/14
	14-Dec-2009			5.37		Complete Balance of Deposit
	01-Feb-2010			26.09		Chicago Billing
	01-Feb-2010			52.18		Correct Journal # 168227
	04-Feb-2010			1.09		COrrect Reconcile
	17-Feb-2010			20.00		Cash Vault Credit Adjustment
☐	19-Apr-2010				25.00	merchant#8015767307
	19-Apr-2010			207.00		

Done. Trusted sites

3 Select an Approver

4 Select the checks to be included in the escheat distribution
Escheated checks should be at least one year old



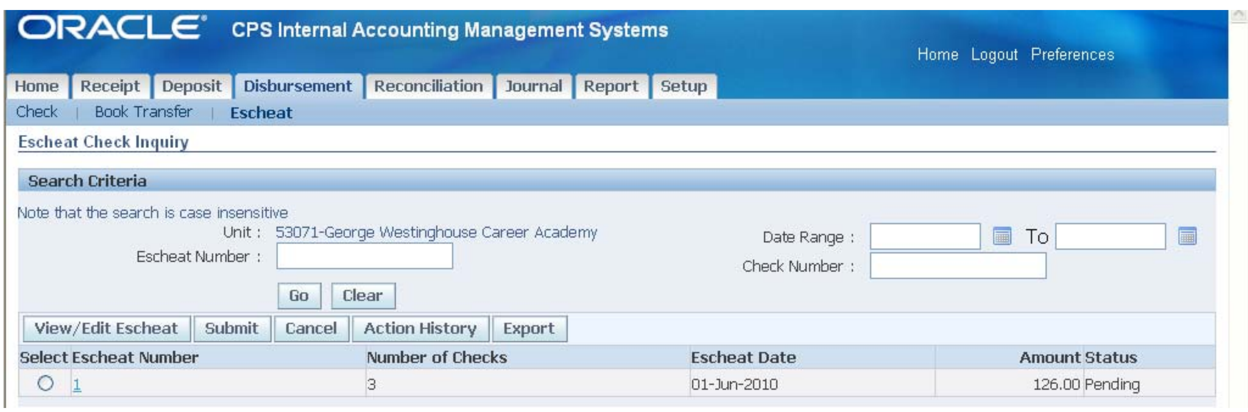
5 Select the journals to be included in the distribution (if any)

6 Enter the check number the journal represents. If the payee box is blank, enter the payee name

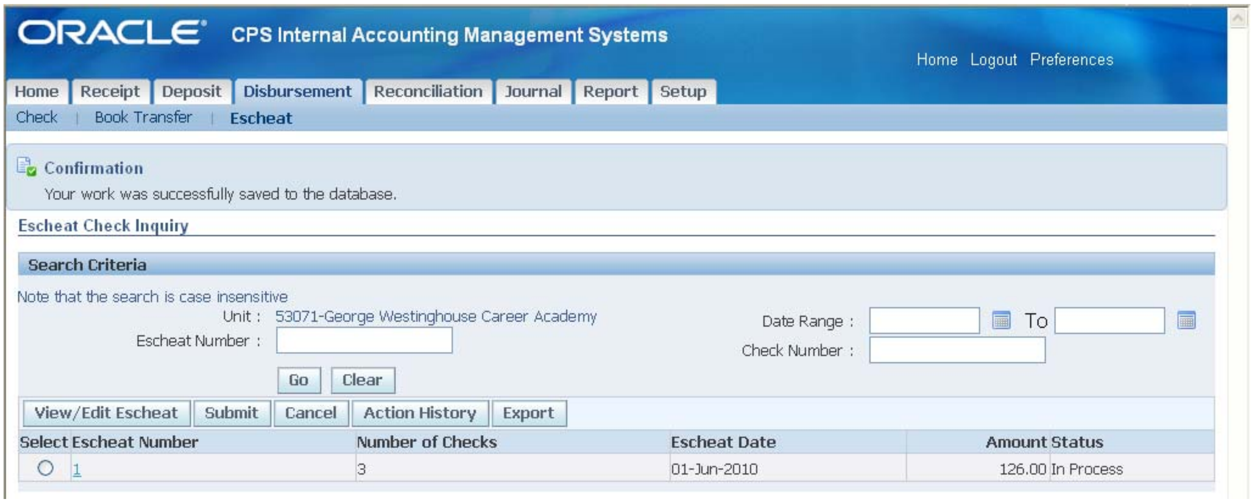
7 Click the save button

8. Click OK button to return to Escheat screen.

9. Click Go button to review Escheat. Note the Escheat transaction is now in Pending status.



10. To submit for approval, select the Radio button and click the Submit button.



The transaction is now in In Process status.

24. Disbursements – Approving / Rejecting an Escheat

Scope

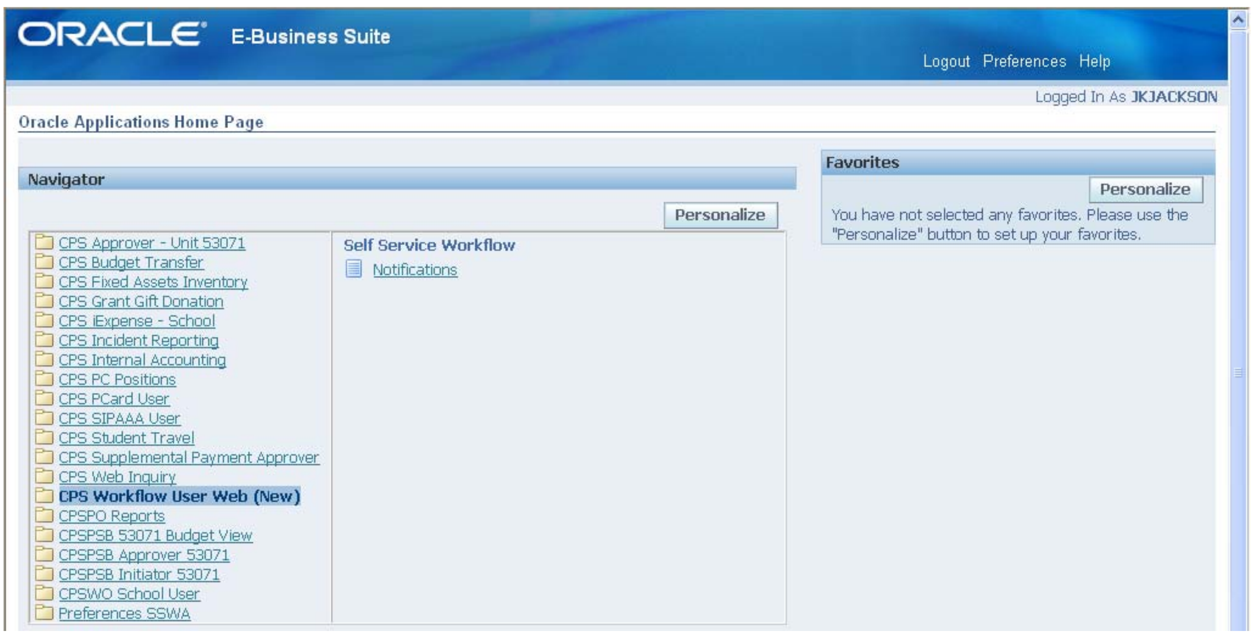
This procedure covers how to approve a pending Escheat.

Activity Preface

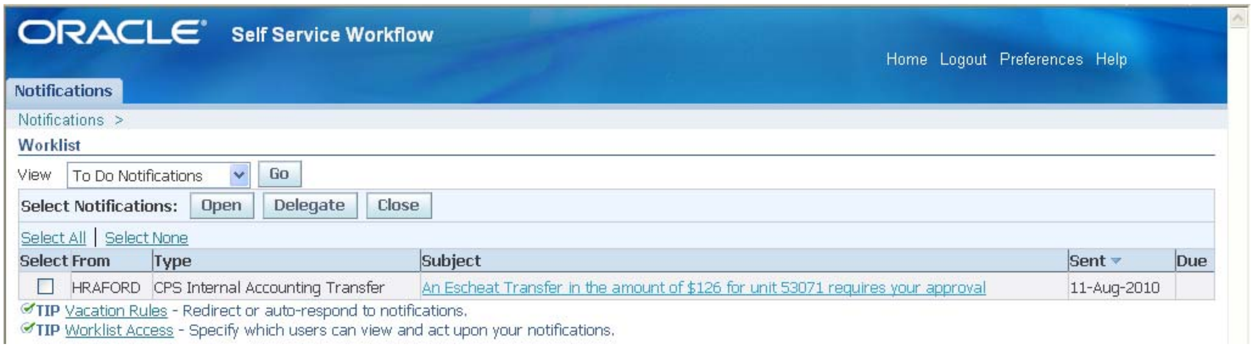
These steps are performed when an Escheat requires approval.

1 From the Oracle responsibility screen, click CPS Workflow User Web (New) link

2 Click the Notifications link.

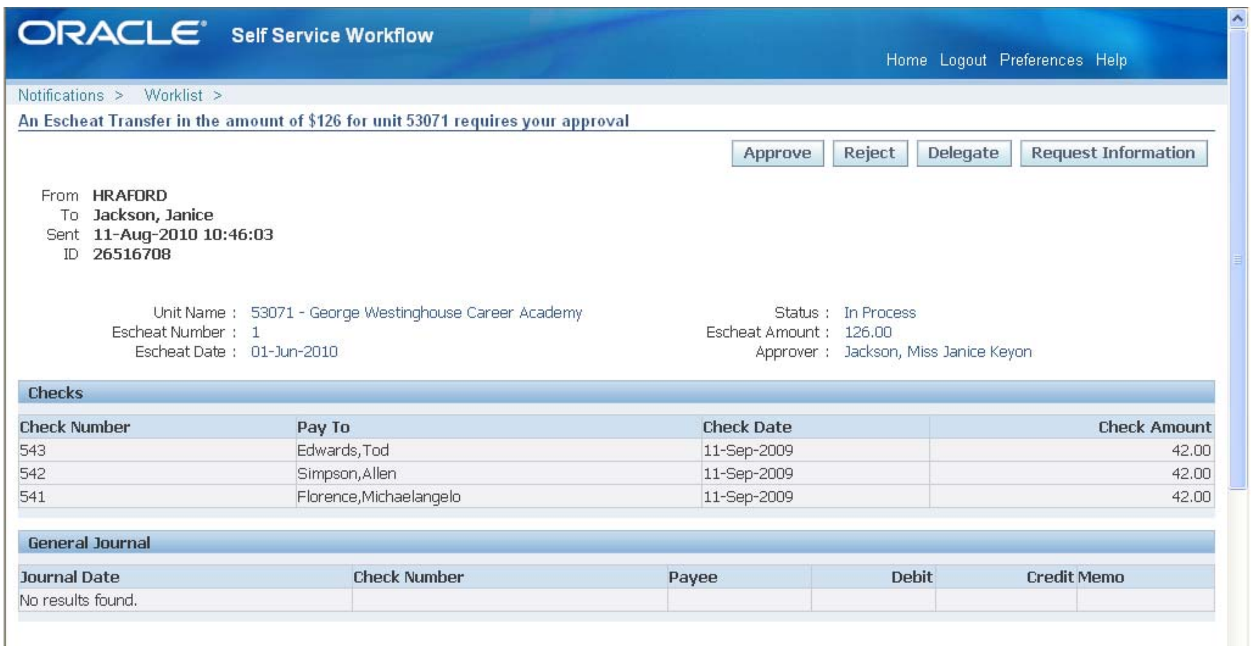


3 In the View box, select To Do Notifications from the dropdown list



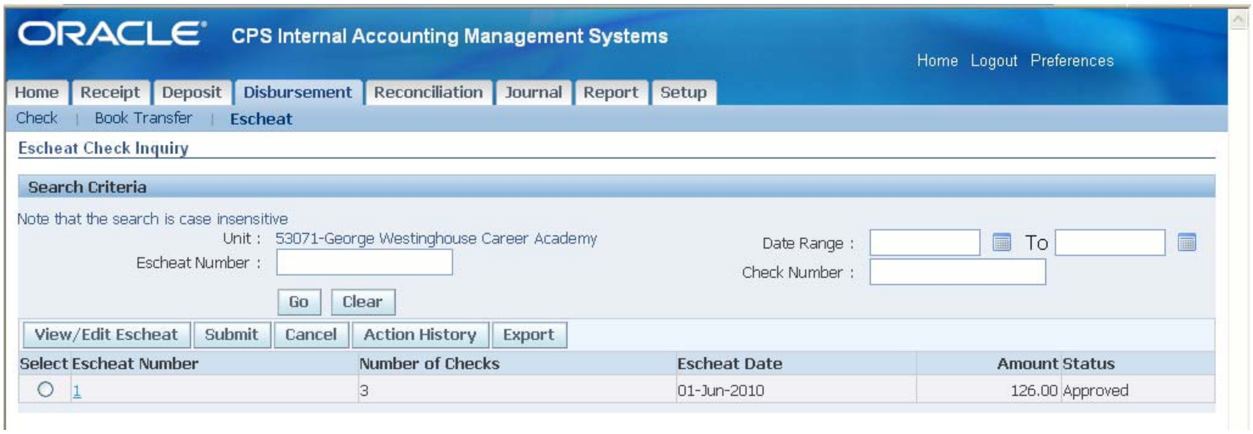
4 Select the request to approve by clicking the Select box

5 Click Open



6 Review request for accuracy

7 Click the Approve button. If you selected only one request to approve, the system will approve the transaction and remove it from the screen. If multiple requests were selected for approval, the system will automatically open the next request for approval.



The book transfer is now in Approved status. After the bank has checked the account for sufficient funds, funds will be added to the budget line the next business day.

To REJECT a book transfer, continue with these steps:

8 To reject the transfer, enter a reason for the rejection in the Response – Note field.

9 Click the Reject button and look for the confirmation.

Note: The system will automatically send appropriate documentation to the Accounting Department.

If the original check is cashed by the individual/vendor after the Escheat transaction is completed, General Accounting will submit a reimbursement check to the school for the amount of the check.

Escheat Status

- **Pending** – Has been saved, document still editable, available for cancellation/approval submission
- **In Process** – Has been submitted; Approval workflow routed to Approver. Document can not be edited, but can be cancelled (along with pending workflow) by IAMS User for that Unit.
- **Cancelled** – Can only cancel document when in "**Pending**", "**In Process**", or "**Rejected**" status; once document has been approved can not ever be cancelled/deleted only "**Completed**" or re-submitted for completion if there is a ACH transaction that catches an exception on the bank side.
- **Approved** – Approver approved the document; documents in this status are to be picked up nightly ACH batch process and included in daily file to transmit to bank, once this happen, document status updated to "**In Transfer**"
- **Rejected** – Approver rejected the document, all items remain marked with clearance type, detail screen is editable. Document can be Cancelled -> Status updates to "Cancelled" or Re-Submitted -> Status updates to "In Process" . Upon Re-submit routes again through Approval workflow.

- **In Transfer –** Limbo status until we receive BAI file, which will either reference the completed document id -> if this occurs status is updated to "**Completed**", or bank contacts Treasury directly to notify of ACH transfer exception -> Treasury would correct issue if company id/account related and user Treasury responsibility to manually reject the transaction, updating status to "**ACH Rejected**"
- **ACH Rejected –** Bank has notified Treasury of failed ACH trx and Treasury has manually rejected this transaction. Only action that can be performed on the document is to re-submit. When re-submitted the status updates to "**ACH Resubmitted**" (already been through approval workflow).
- **Completed –** Transaction has been identified on BAI file which contains only successful ACH transfers.
- **ACH Resubmitted –** Status occurs when Escheat in ACH Rejected Status is submitted; function is same as "**Approved"** status -> will be picked up in nightly batch to submit to bank to transfer funds for Escheated Items.

<u>**RULES**</u>

- New Escheat trans. Can not be created until all Escheats for Unit are in **Cancelled** or **Completed** Status.
- Unit is prevented from submitting a reconciliation if another Escheat exists for that Unit in Status = **Pending, In Process, or Rejected** (Clearance Markings remain intact). User is allowed to cancel the Escheat while in one of these 3 statuses to move forward with recon of current period.
- Escheat in "**InTransfer**" status will display in reconciliation screen when period >= transfer_date and be calculated as outstanding withdrawal but will not be available for selection (multi-select box disabled for recon).

<u>**Escheat Claim form:**</u>

An Escheat Claim Form is required when an individual or vendor contacts the school to request payment after the school has escheated the funds to the Central Office.

a. The school should complete the Escheat Claim form and provide original copy to the individual/vendor.

b. The individual/vendor must bring the signed form to General Accounting to receive a replacement check.

25. Journal – Add Function

Scope

This procedure covers how to enter a general journal entry.

Activity Preface

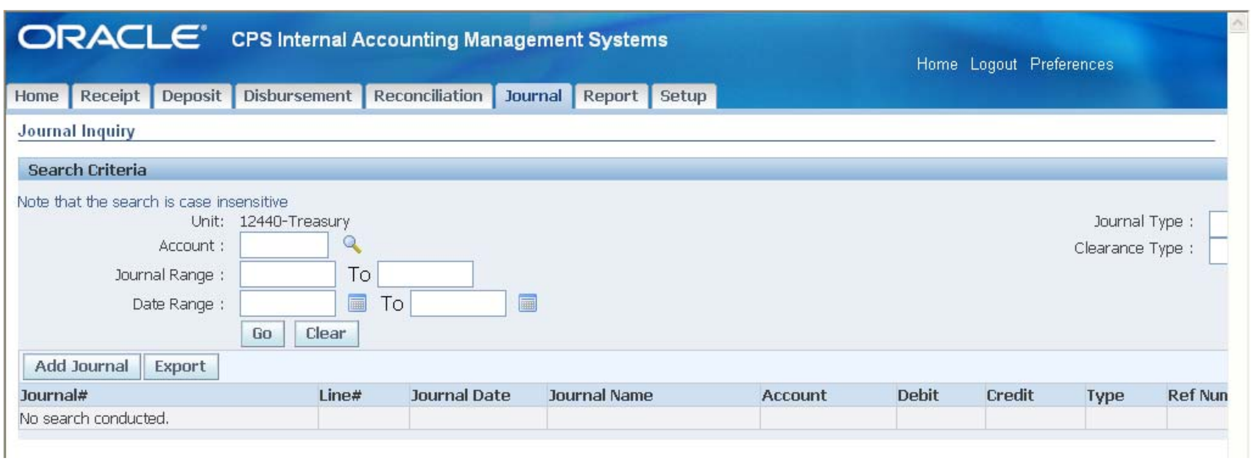
The general journal is where double entry bookkeeping entries are recorded by debiting and crediting accounts with the same amount. The amount debited and the amount credited should always be equal.

Once a journal entry is submitted and recorded, it cannot be edited.

1. Navigate to the Journal screen.

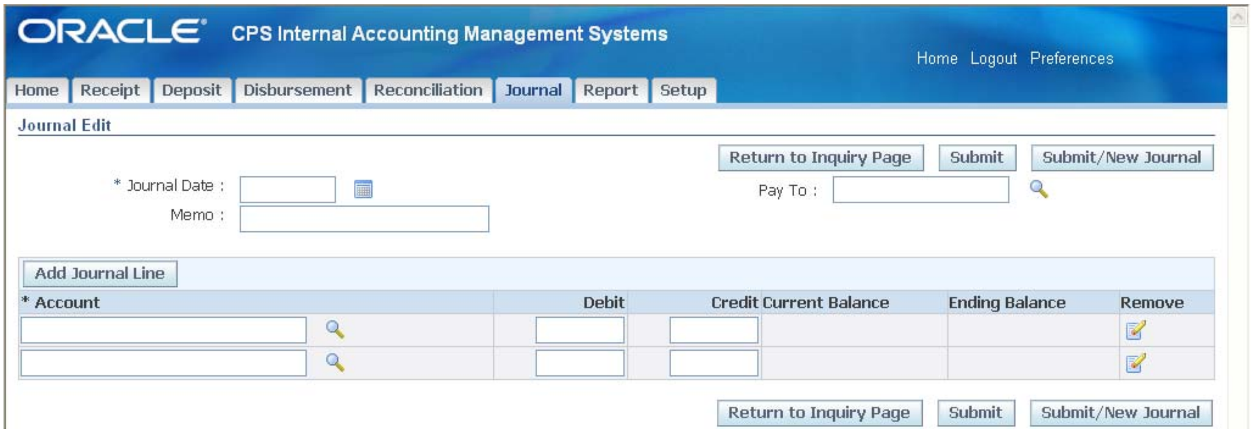
   > Oracle > CPS Internal Accounting > Internal Account > Journal Tab

   The Journal /Inquiry screen opens.



2. Click the Add Journal button.

   The Journal Detail screen opens.



3. Enter the Journal Date.

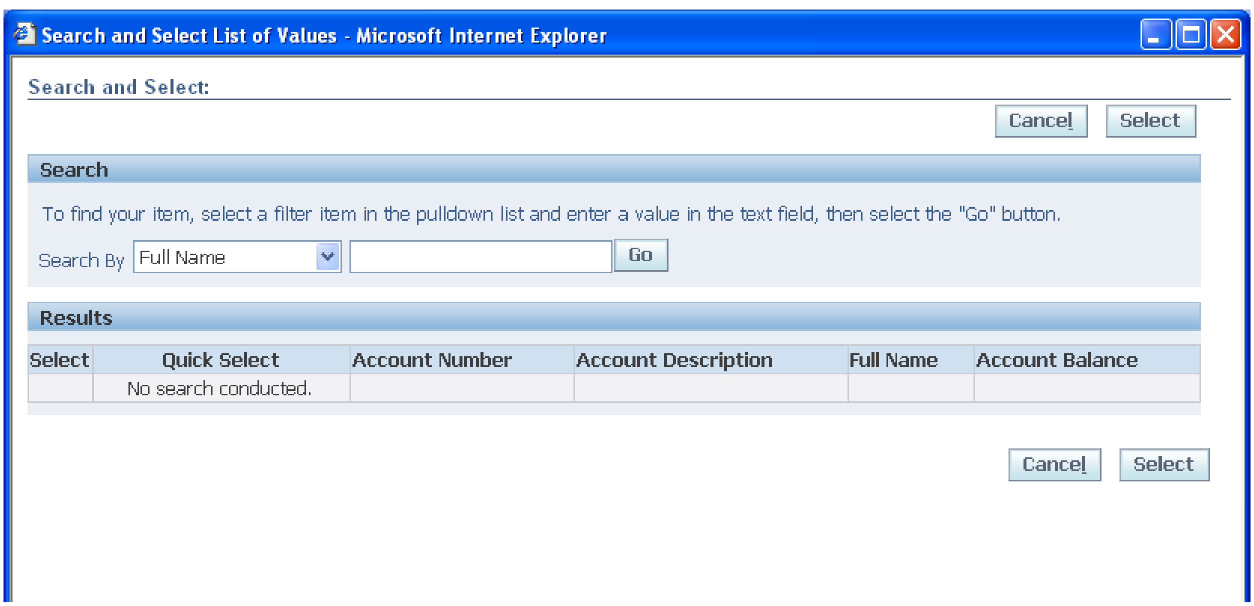
   Enter manually or click the calendar icon to select the date.

4. Enter the Memo information.

   Memo should include why the journal entry is necessary.

5. Select Account to Debit

   - Click the Search Icon. The Search and Select screen opens.

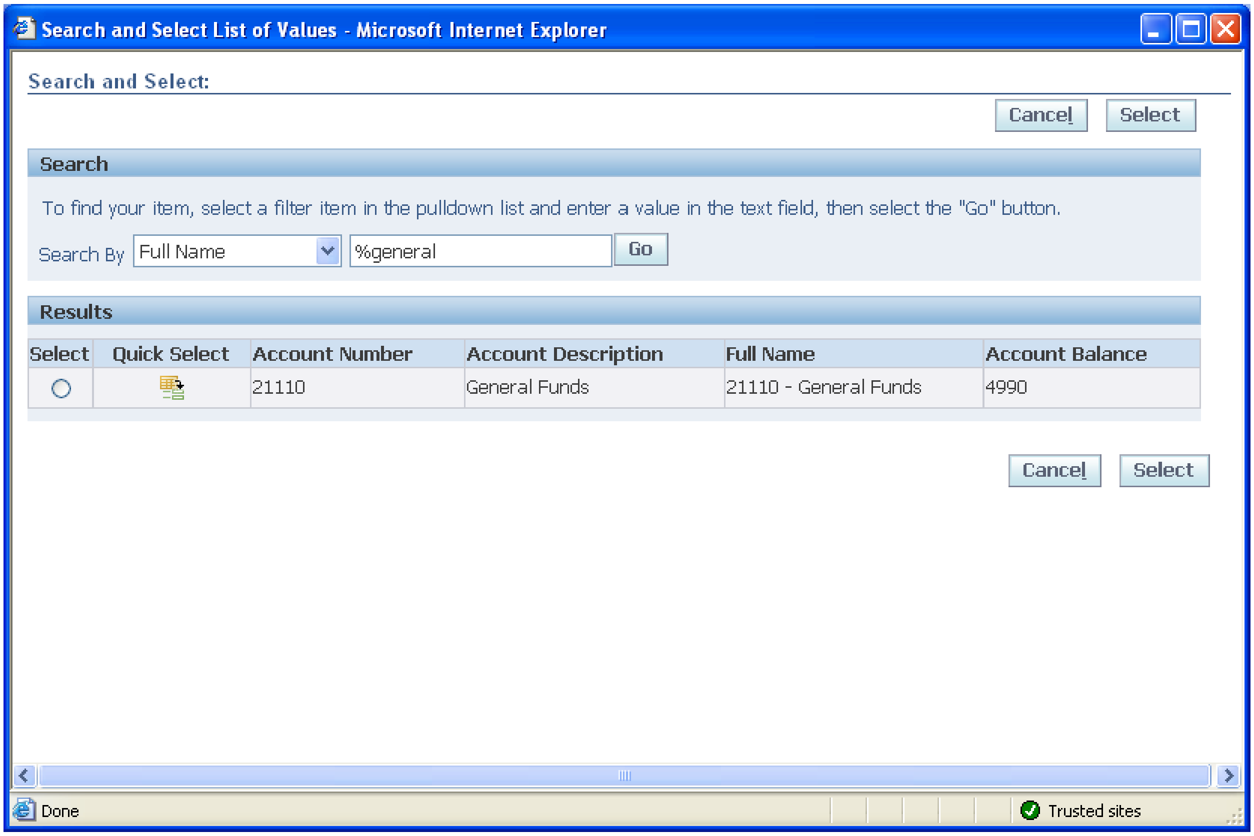


   - Select the Search by criteria. Search by Account Number, Description, or Full Name.

   Tip - Search by Full Name. Enter % and part of the name of the account (i.e. %general).

   - Click the Go button.

- System displays search results.
- Click the Quick Select icon to select the account.

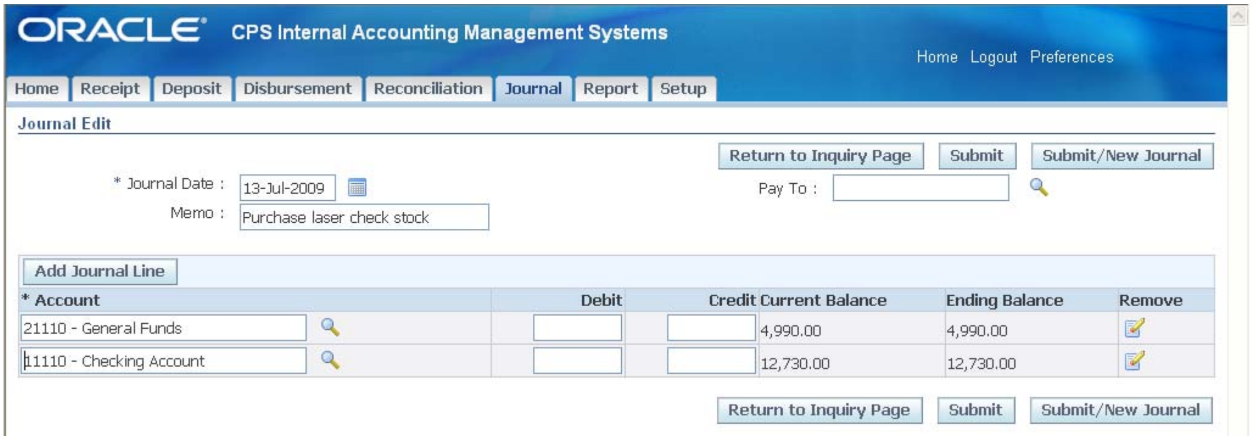


6. Select Account to Credit

- Click the Search Icon. The Search and Select screen opens.
- Select the Search by criteria. Search by Account Number, Description, or Full Name.

Tip - Search by Full Name. Enter % and part of the name of the account (i.e. %fee).

- Click the Go button.
- System displays search results.
- Click the Quick Select icon to select the account.



7. Enter Debit Amount.

   - Current Balance is displayed. This is the balance of the selected account before the transacted amount.

   - Ending Balance is displayed. This is the balance after the transacted amount is entered.

8. Enter Credit Amount

   - Current Balance is displayed. This is the balance of the selected account before the transacted amount.

   - Ending Balance is displayed. This is the balance after the transacted amount is entered.

If more than two accounts are required to complete the transaction, click the Add Journal Line button. Each time this button is clicked, a new line is added. If a line is added and not used, click the Remove icon.

If you have additional journals to enter, goto task #9. Otherwise, goto task #11.

9. Click the Submit/New Journal button.

   - The Journal entry is recorded and a new Journal Detail screen to enter another journal entry.

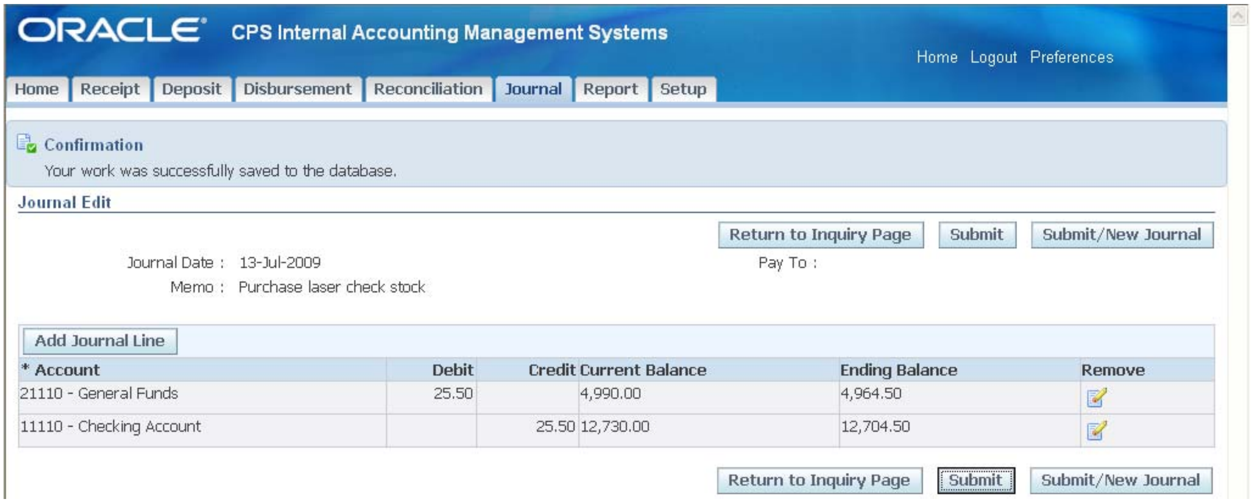
10. Follow tasks 3 - 8.

11. Click the Submit button.

    - Confirmation message is displayed.

    - Journal entry is immediately recorded.

    Clicking the Return to Inquiry Page button will delete data entered and return to the Inquiry Page.



End of activity.

26. Journal – Inquiry Function

Scope

This procedure covers how to search for journal entries.

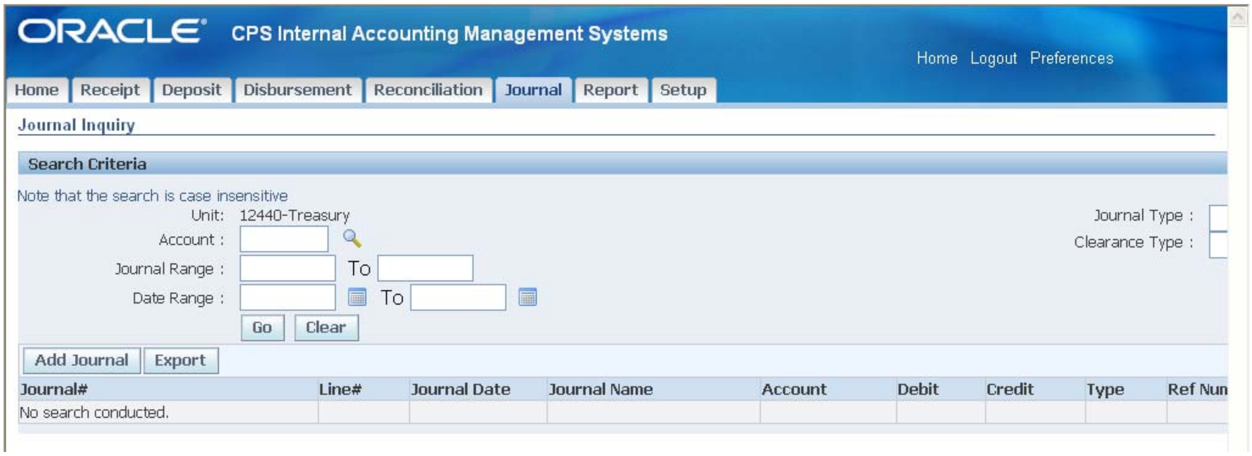
Activity Preface

These steps are performed when users are searching for particular journal entries entered on the system. Journal entries cannot be edited once submitted and recorded.

1. Navigate to the Journal screen.

   > Oracle > CPS Internal Accounting > Internal Account > Journal Tab

   The Journal /Inquiry screen opens.



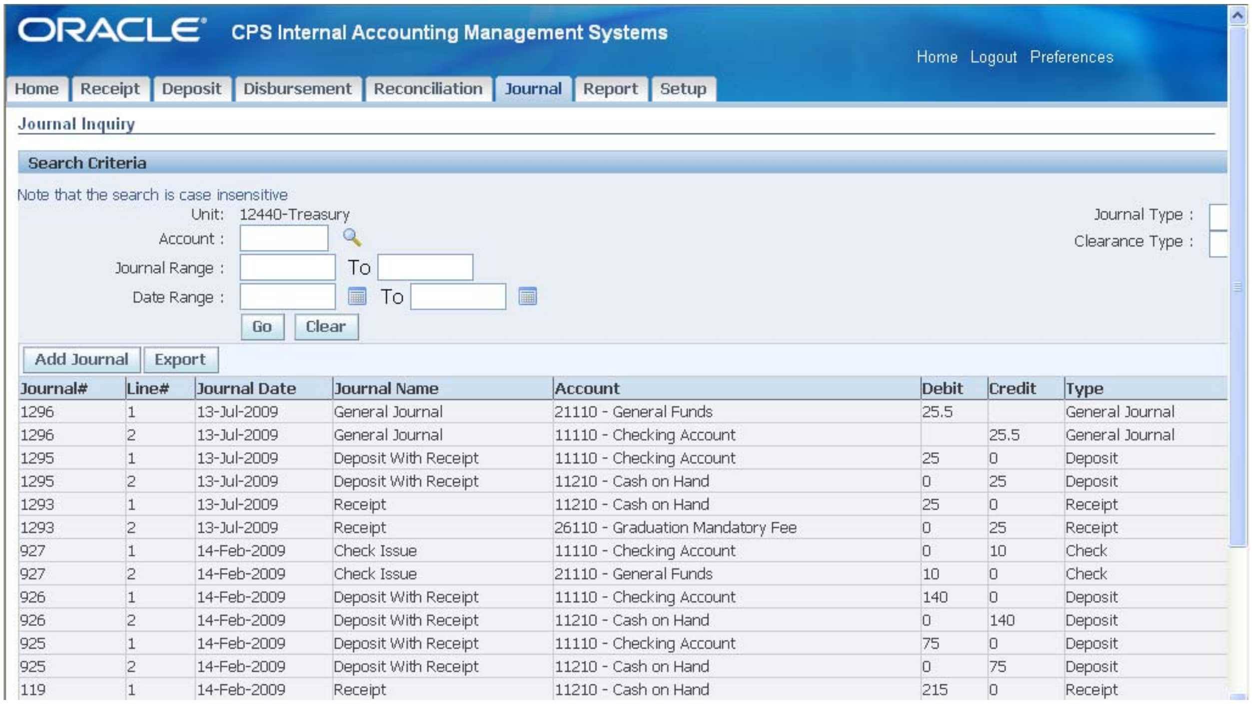
If want to search for particular journals, goto task #2. Otherwise, goto task #3.

2. Enter Search criteria.

   Search by Account, Journal Range, Date Range.

3. Click the Go button.

   The system displays journal entries with most recent entry listed first.



Journal#	Line#	Journal Date	Journal Name	Account	Debit	Credit	Type
1296	1	13-Jul-2009	General Journal	21110 - General Funds	25.5		General Journal
1296	2	13-Jul-2009	General Journal	11110 - Checking Account		25.5	General Journal
1295	1	13-Jul-2009	Deposit With Receipt	11110 - Checking Account	25	0	Deposit
1295	2	13-Jul-2009	Deposit With Receipt	11210 - Cash on Hand	0	25	Deposit
1293	1	13-Jul-2009	Receipt	11210 - Cash on Hand	25	0	Receipt
1293	2	13-Jul-2009	Receipt	26110 - Graduation Mandatory Fee	0	25	Receipt
927	1	14-Feb-2009	Check Issue	11110 - Checking Account	0	10	Check
927	2	14-Feb-2009	Check Issue	21110 - General Funds	10	0	Check
926	1	14-Feb-2009	Deposit With Receipt	11110 - Checking Account	140	0	Deposit
926	2	14-Feb-2009	Deposit With Receipt	11210 - Cash on Hand	0	140	Deposit
925	1	14-Feb-2009	Deposit With Receipt	11110 - Checking Account	75	0	Deposit
925	2	14-Feb-2009	Deposit With Receipt	11210 - Cash on Hand	0	75	Deposit
119	1	14-Feb-2009	Receipt	11210 - Cash on Hand	215	0	Receipt

End of activity.

27. Reconcile Function

Scope

This procedure covers how to reconcile the bank statement to the internal accounts checking account.

Prerequisite

- Users cannot have any transactions in Pending status.
- Users will need current bank statement.
- All transactions for the reconcile month must be recorded.

Activity Preface

These steps are performed once a month upon receipt of bank statements.

1. Navigate to the Reconciliation screen.

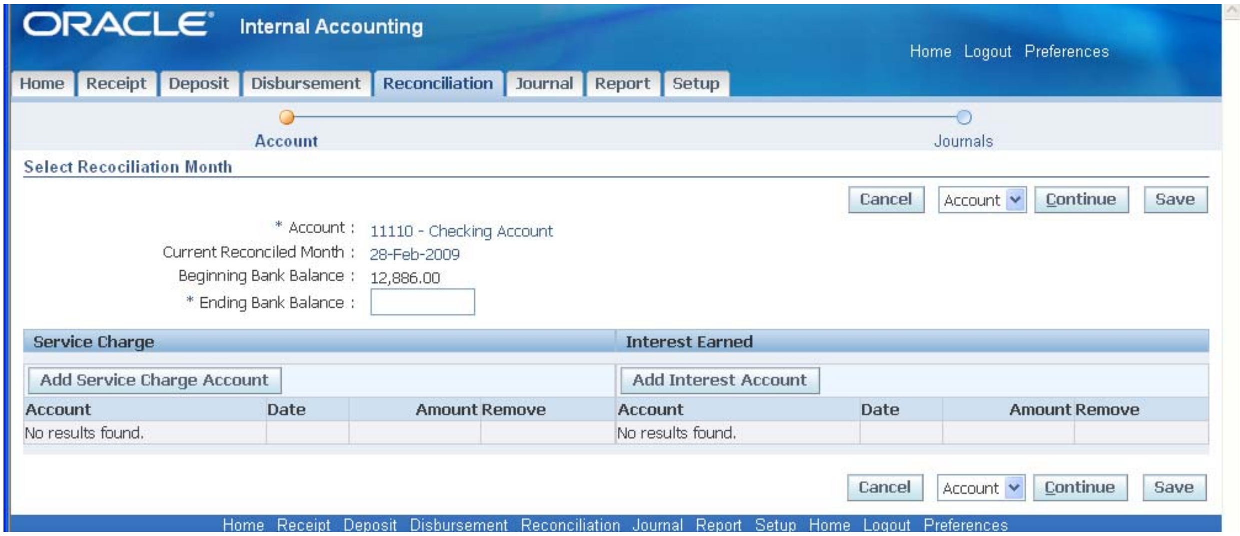
   >Oracle > CPS Internal Accounting > Internal Account > Reconciliation Tab

   The Reconciliation Inquiry screen opens.

2. Click the **New Reconciliation** button.

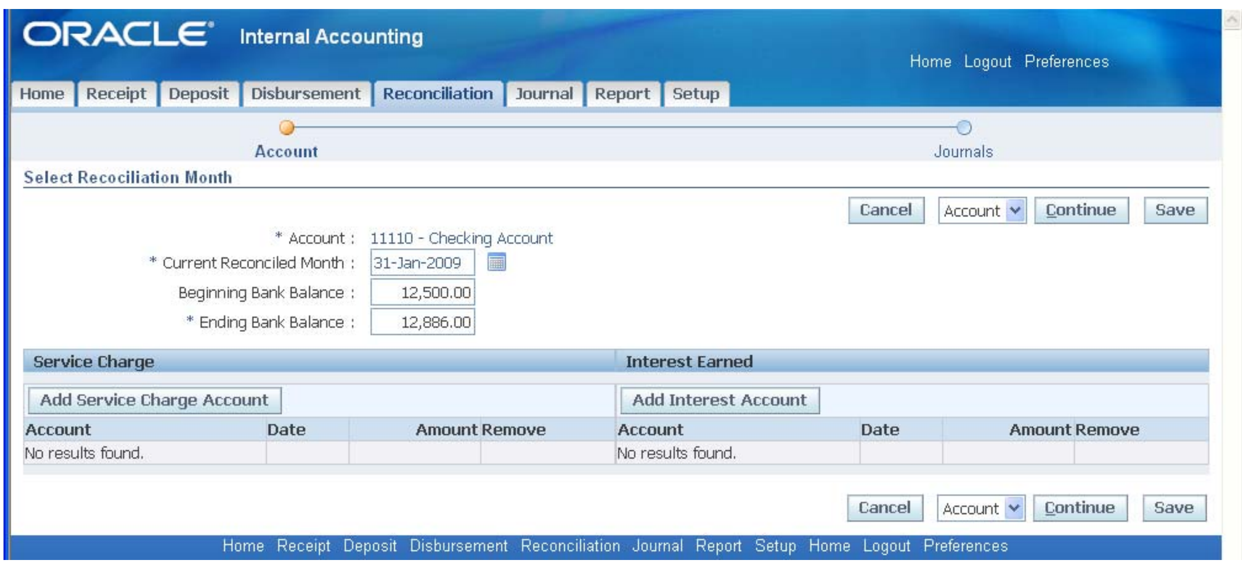
   If you do not see the New Reconciliation button, your Conversion Table was not successfully submitted or the previous Reconciliation is in pending status.

   The **Reconciliation** screen opens.



3. Enter Ending Bank Balance.

The Ending Bank Balance can be found on the school's bank statement.



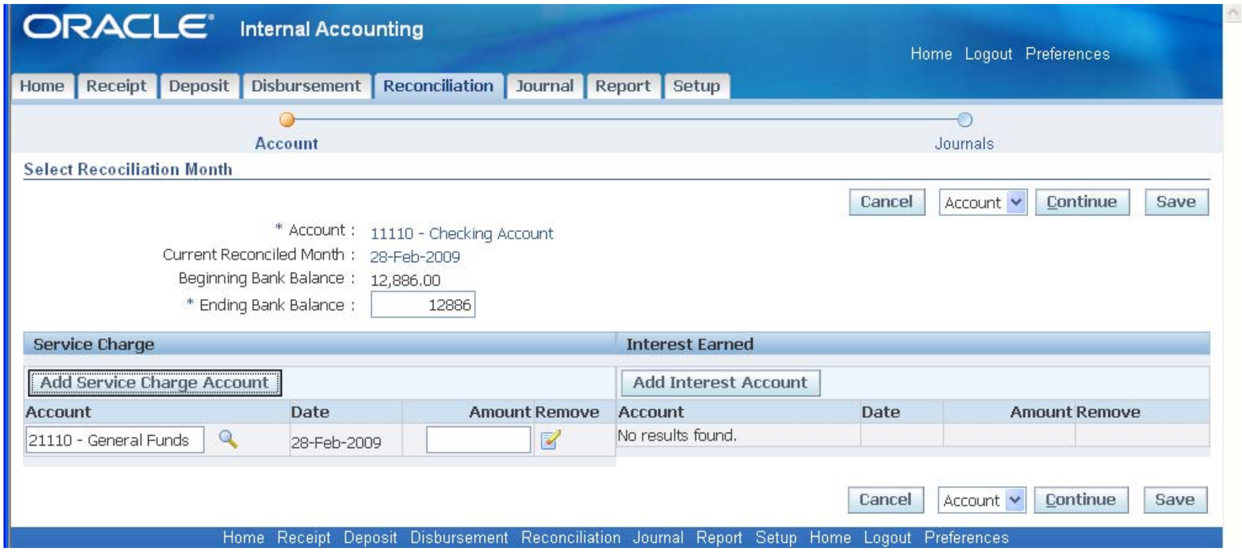
4. Add Service Charge

- Click the Add Service Charge Account button.
- System displays fields to record the Charge
- Enter Amount

If the Add Service Charge Account button is clicked in error, click the Remove icon to remove the line.

Service Charges entered here should only be charges applied to maintain the account.

Do not enter stop payment fees, overdraft fees, fees for check stock or returned check fee. These charges must be entered as a general journal.



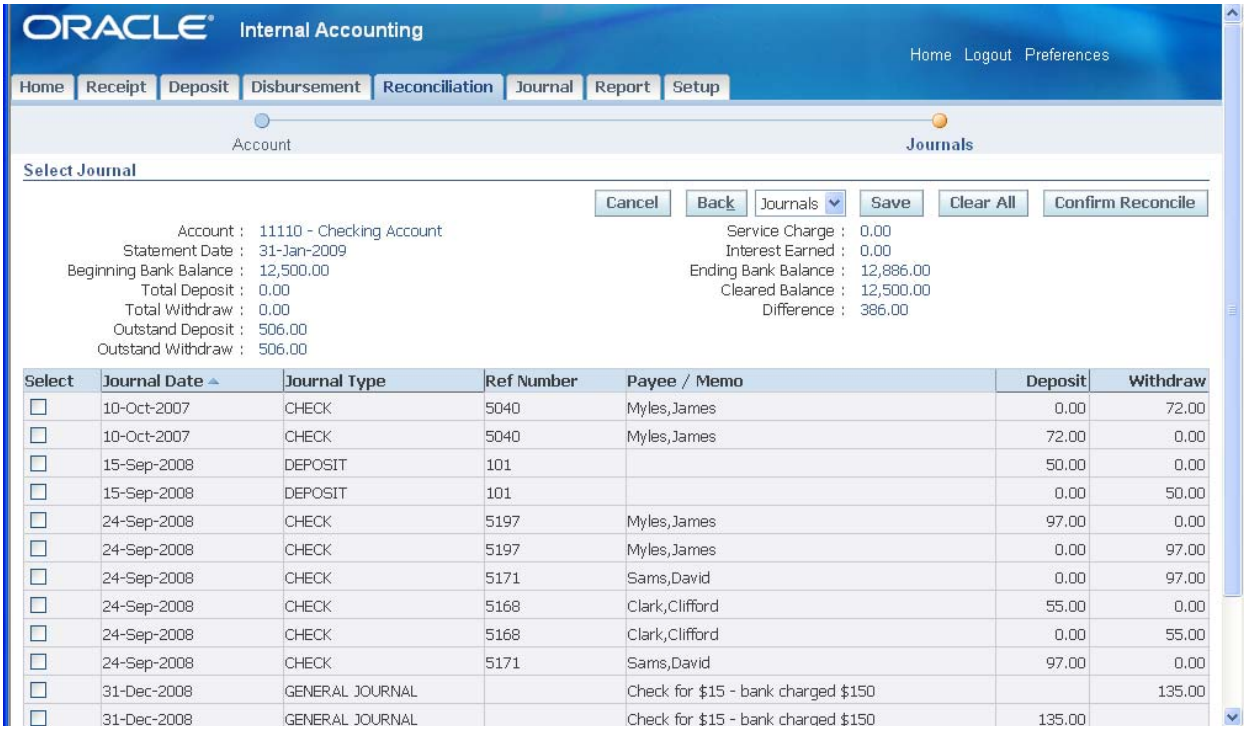
5. Add Interest

- Click the Add Interest Account button.
- System displays fields to record the Checking account interest.
- Enter Amount

Record Checking account interest in this field only. All other interest must be entered by a general journal entry.

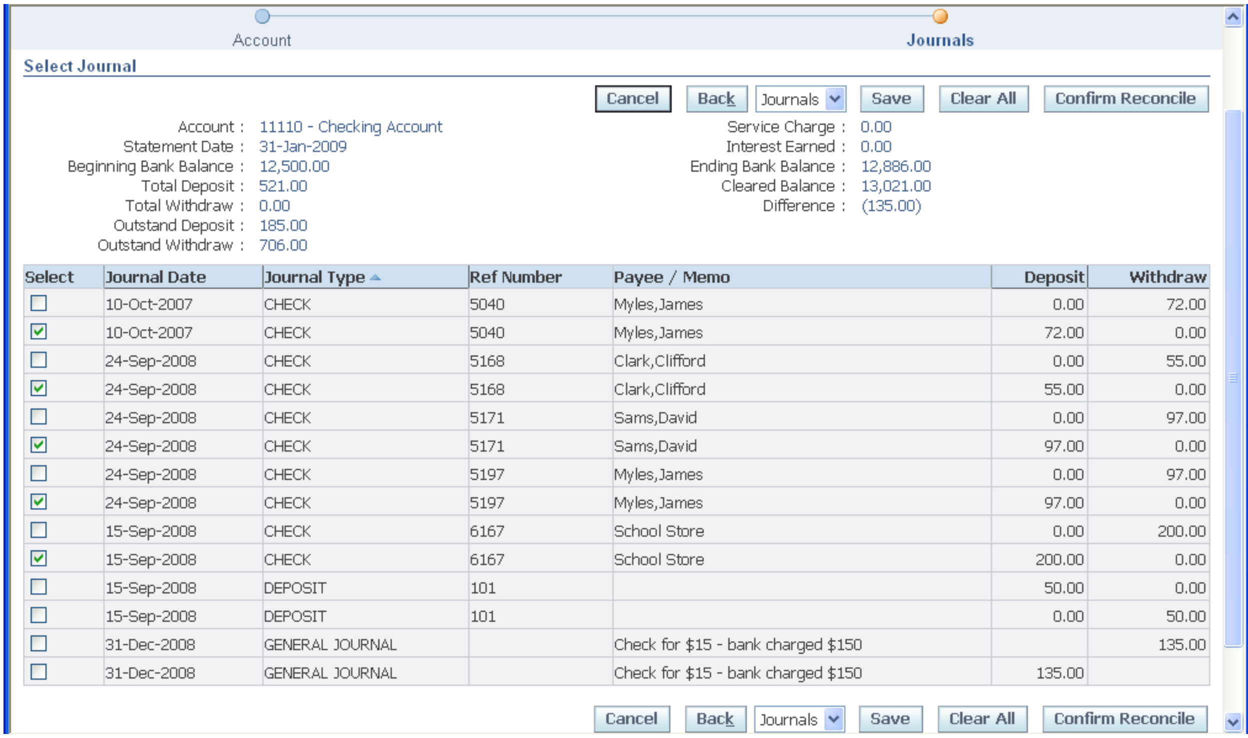
6. Click Continue.

Page two of the Reconciliation tab opens.



The system displays all outstanding checks, deposits and journals that affect the checking account. Bank Daily Transactions are transmitted to the IAMS system for each unit. This information is used to automatically select checks on the reconciliation screen if the check number and check amount in IAMS match the bank record. In most instances the total withdrawal amount shown on the screen will match the amount of checks paid by the bank. This saves time and effort.

7. Select the Deposits and Withdrawals that cleared the bank.



Account Journals

Select Journal

Cancel | Back | Journals | Save | Clear All | Confirm Reconcile

Account : 11110 - Checking Account
Statement Date : 31-Jan-2009
Beginning Bank Balance : 12,500.00
Total Deposit : 521.00
Total Withdraw : 0.00
Outstand Deposit : 185.00
Outstand Withdraw : 706.00

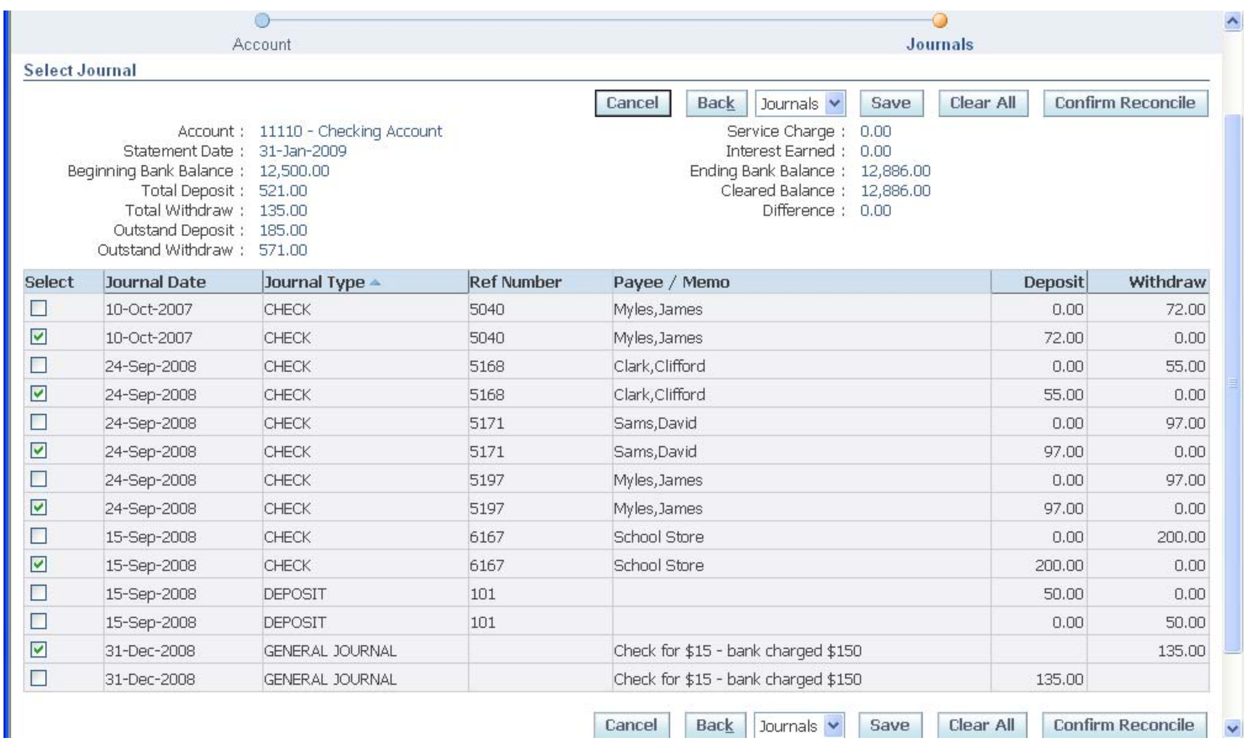
Service Charge : 0.00
Interest Earned : 0.00
Ending Bank Balance : 12,886.00
Cleared Balance : 13,021.00
Difference : (135.00)

Select	Journal Date	Journal Type	Ref Number	Payee / Memo	Deposit	Withdraw
☐	10-Oct-2007	CHECK	5040	Myles,James	0.00	72.00
☑	10-Oct-2007	CHECK	5040	Myles,James	72.00	0.00
☐	24-Sep-2008	CHECK	5168	Clark,Clifford	0.00	55.00
☑	24-Sep-2008	CHECK	5168	Clark,Clifford	55.00	0.00
☐	24-Sep-2008	CHECK	5171	Sams,David	0.00	97.00
☑	24-Sep-2008	CHECK	5171	Sams,David	97.00	0.00
☐	24-Sep-2008	CHECK	5197	Myles,James	0.00	97.00
☑	24-Sep-2008	CHECK	5197	Myles,James	97.00	0.00
☐	15-Sep-2008	CHECK	6167	School Store	0.00	200.00
☑	15-Sep-2008	CHECK	6167	School Store	200.00	0.00
☐	15-Sep-2008	DEPOSIT	101		50.00	0.00
☐	15-Sep-2008	DEPOSIT	101		0.00	50.00
☐	31-Dec-2008	GENERAL JOURNAL		Check for $15 - bank charged $150		135.00
☐	31-Dec-2008	GENERAL JOURNAL		Check for $15 - bank charged $150	135.00	

Cancel | Back | Journals | Save | Clear All | Confirm Reconcile

Note: As you select the cleared items, the Total Deposit and Total Withdrawal calculation increases. After all items have been selected from the bank statement, these fields should equal the total deposits and total withdrawals indicated on the bank statement.

The Difference should equal zero.



Account Journals

Select Journal

Cancel | Back | Journals | Save | Clear All | Confirm Reconcile

Account : 11110 - Checking Account
Statement Date : 31-Jan-2009
Beginning Bank Balance : 12,500.00
Total Deposit : 521.00
Total Withdraw : 135.00
Outstand Deposit : 185.00
Outstand Withdraw : 571.00

Service Charge : 0.00
Interest Earned : 0.00
Ending Bank Balance : 12,886.00
Cleared Balance : 12,886.00
Difference : 0.00

Select	Journal Date	Journal Type	Ref Number	Payee / Memo	Deposit	Withdraw
☐	10-Oct-2007	CHECK	5040	Myles,James	0.00	72.00
☑	10-Oct-2007	CHECK	5040	Myles,James	72.00	0.00
☐	24-Sep-2008	CHECK	5168	Clark,Clifford	0.00	55.00
☑	24-Sep-2008	CHECK	5168	Clark,Clifford	55.00	0.00
☐	24-Sep-2008	CHECK	5171	Sams,David	0.00	97.00
☑	24-Sep-2008	CHECK	5171	Sams,David	97.00	0.00
☐	24-Sep-2008	CHECK	5197	Myles,James	0.00	97.00
☑	24-Sep-2008	CHECK	5197	Myles,James	97.00	0.00
☐	15-Sep-2008	CHECK	6167	School Store	0.00	200.00
☑	15-Sep-2008	CHECK	6167	School Store	200.00	0.00
☐	15-Sep-2008	DEPOSIT	101		50.00	0.00
☐	15-Sep-2008	DEPOSIT	101		0.00	50.00
☑	31-Dec-2008	GENERAL JOURNAL		Check for $15 - bank charged $150		135.00
☐	31-Dec-2008	GENERAL JOURNAL		Check for $15 - bank charged $150	135.00	

Cancel | Back | Journals | Save | Clear All | Confirm Reconcile

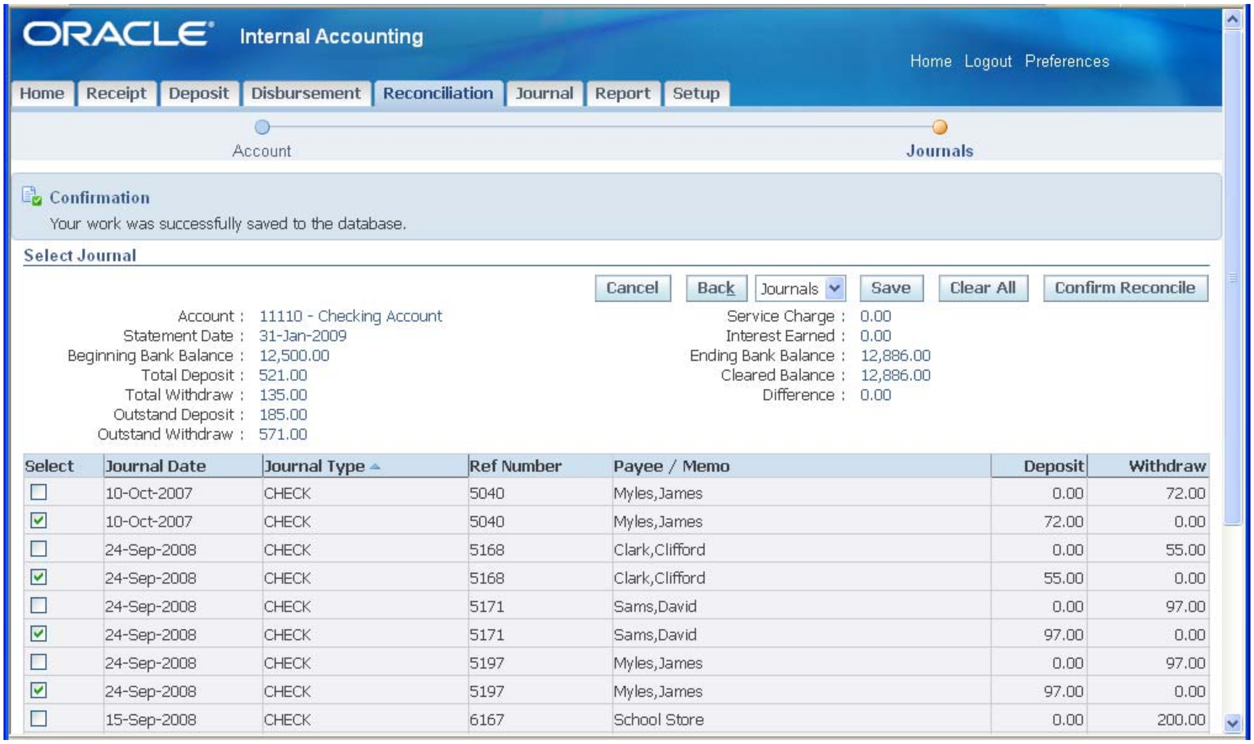
If the Difference is not zero, goto task #8. Otherwise, goto task #10.

8. Review selected items for accuracy (see list below).
   - Make sure you have selected all items listed on the bank statement.
   - Make sure Total Deposits and Total Withdrawals on the IAMS system match the amount on the bank statement.
     - If totals do not agree, check dollar amounts of each item on the system against dollar amounts of each item on the bank statement.
   - Make journal entries to correct the difference.

9. Make necessary changes and corrections.

10. Click the Save button.

    The system displays a confirmation that the work was successfully saved.



11. Click the Confirm Reconcile button.

    The system will display a confirmation that the Reconciliation was successfully completed.

12. Click the OK button.

End of activity.

28. Reconciliation – Edit/View Function

Scope

This procedure covers how to view and edit reconciliations.

Activity Preface

These steps are performed after a user has started a reconciliation that is now in pending status or when user needs to view reconciled items on a recorded reconciliation.

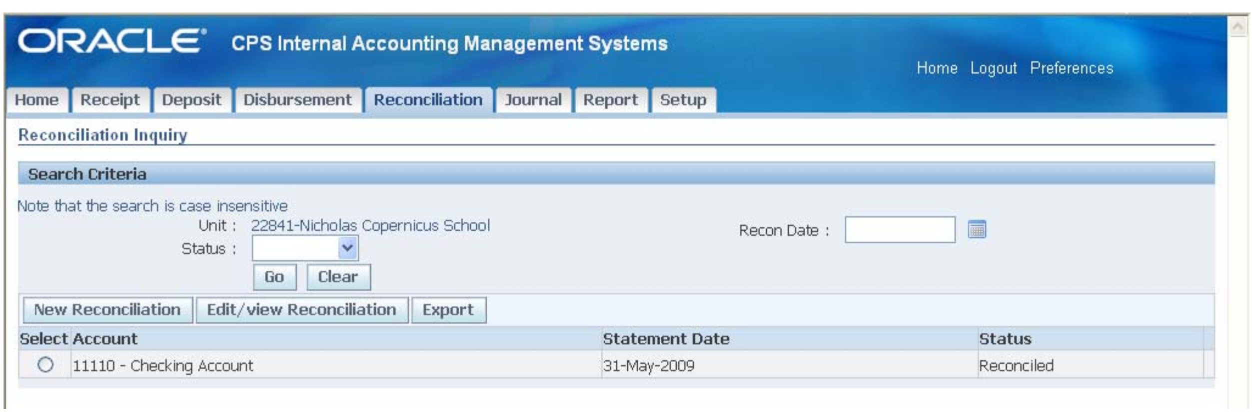
1. Navigate to the Reconciliation screen.

   >Oracle > CPS Internal Accounting > Internal Account > Reconciliation Tab

   The Reconciliation Inquiry screen opens.

2. Click the **Go** button.

   The system displays list of most recent reconciliations.



3. Select the Reconciliation.

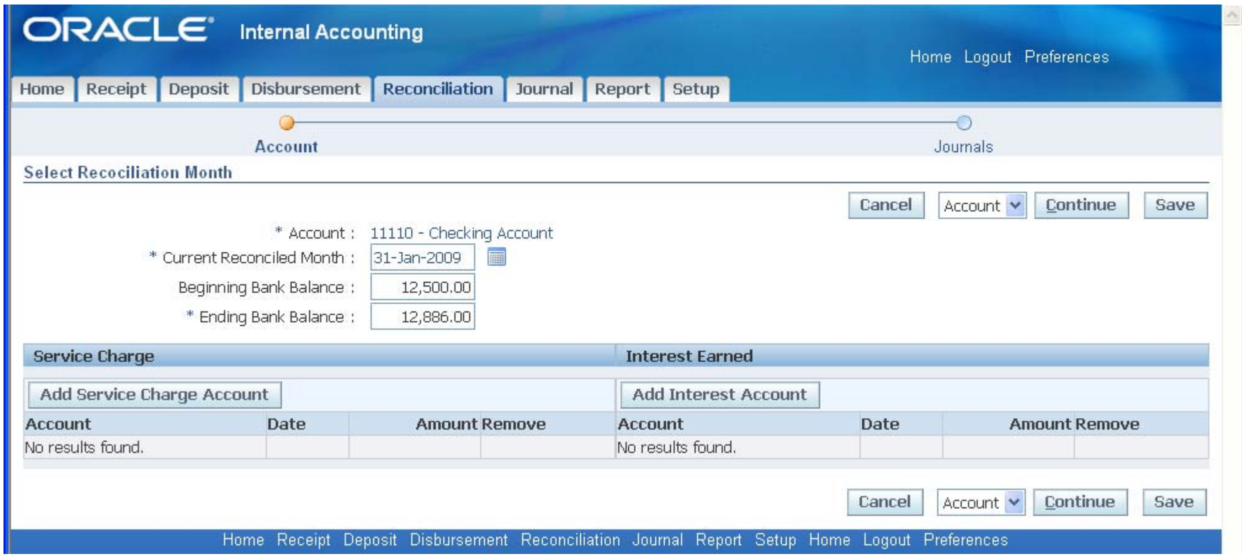
   Click the Select radio button.

4. Click the Edit/view Reconciliation button.

   - Reconciliations in Pending status can be edited.
   - Reconciliations in Reconciled status can only be viewed.

   The system opens the reconciliation.

If Editing a Reconciliation, goto task #5. Otherwise, goto task #7.



5. Edit the reconciliation.

6. Click the Save button.

End of activity.

7. View the Reconciliation.

8. Click the Cancel button.

   System returns to inquiry page.

End of activity.

29. Setup – Add New Vendor Function

Scope

This procedure covers how setup the school’s vendor file.

Activity Preface

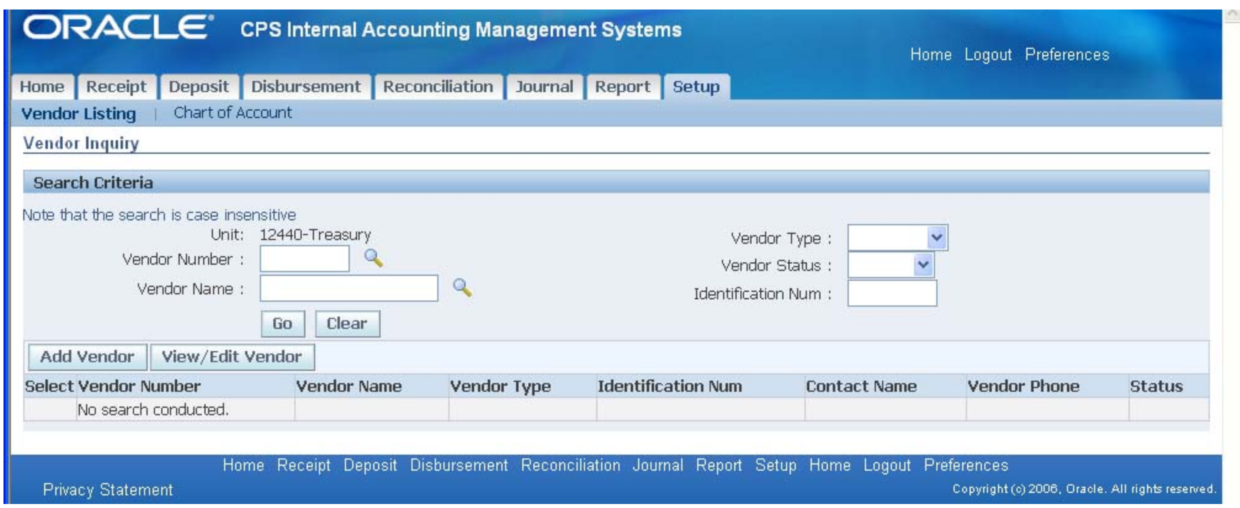
A Vendor is considered anyone who has received funds from the school or who has paid or donated funds to the schools. These steps are performed when schools have a need to add new vendors to the school vendor file.

The Vendor file is integrated with HR Peoplesoft and IMPACT. Schools will only have access to their own vendor file.

1. Navigate to the Setup screen.

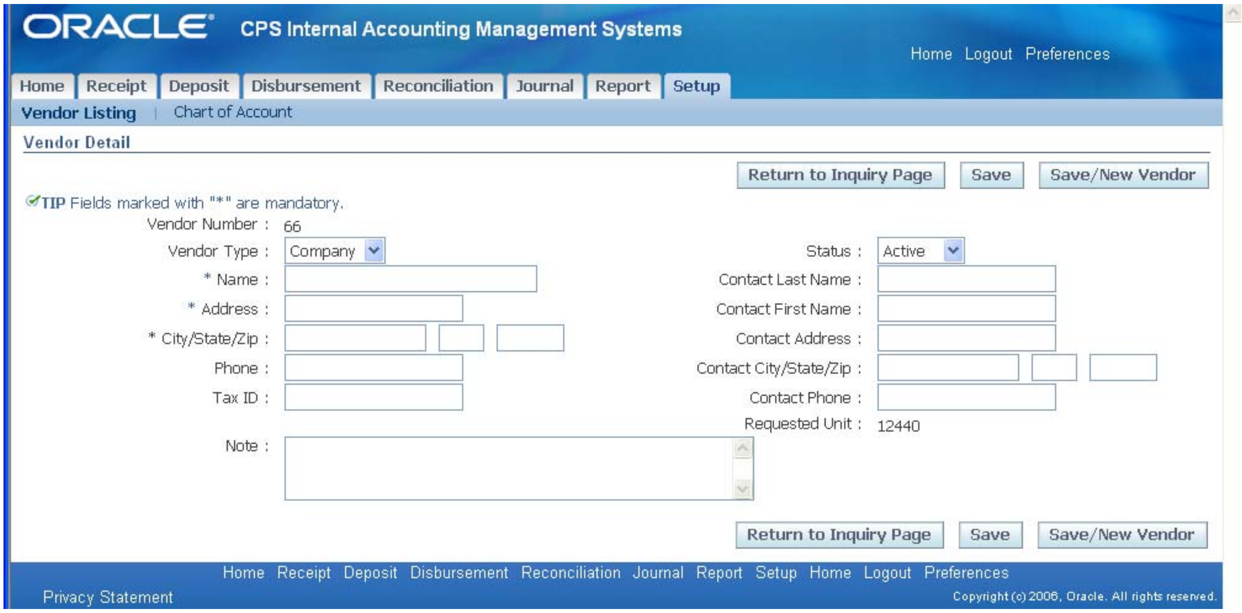
   > Oracle > CPS Internal Accounting > Internal Account > Vendor Tab

   The Vendor Listing/Inquiry screen opens.



2. Click the Add Vendor button.

   The Vendor Detail screen opens.



3. Select Vendor Type.

   Vendor Types are:
   - Company
   - Employee (integrated with HR system)
   - Guardian (integrated with IMPACT)
   - Individual
   - Student (integrated with IMPACT)

   This screen will change according to the Vendor Type selected.

   Note required fields are marked with an asterisk.

4. Enter vendor information.

If you have additional vendors to enter goto task #5. Otherwise, goto task #6.

5. Click **Save/New Check and Repeat Steps 3-4.**

   The vendor information will be saved and a new Vendor Detail screen opens for you to enter another vendor.

End of activity.

6. Click Save button.

   - Do Not Click Submit button.

   - The System will display confirmation.

Click **Return to Inquiry Page** to delete the information and return to Check Detail screen.

End of activity.

30. Setup – Vendor Inquiry Function

Scope

This procedure covers how to search for Vendors previously added to the system.

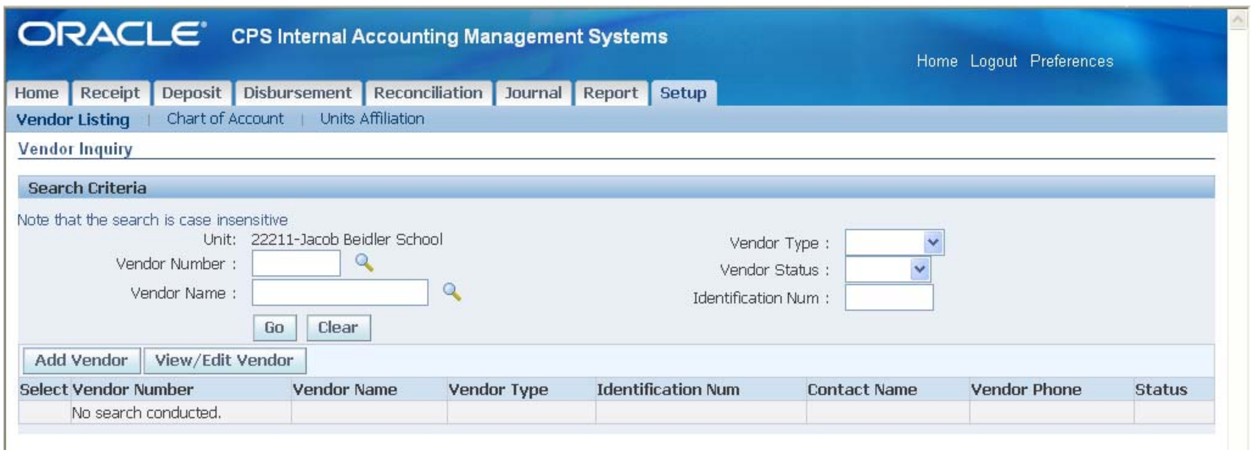
Activity Preface

These steps are performed whenever users need to find vendor information.

1. Navigate to the Vendor screen.

   >Oracle > CPS Internal Accounting > Internal Account > Setup Tab

   The Vendor Inquiry screen opens.



If you want to search for particular Vendors, goto task #2. Otherwise, goto task #3.

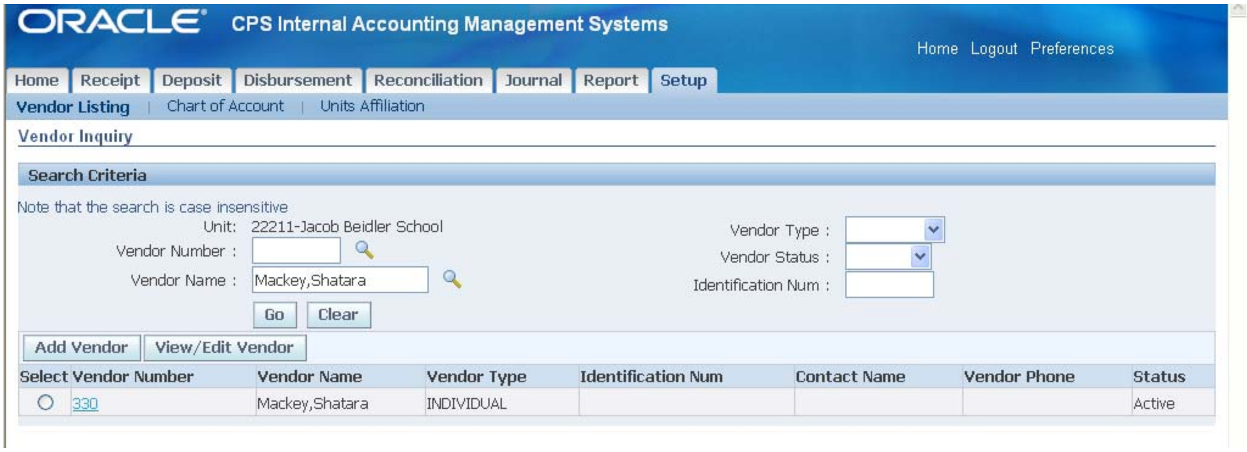
2. Enter search criteria.

   - Vendor Number - Click the Search Icon to search and select
   - Vendor Name - Click the Search Icon to search and select
   - Vendor Type - Click the drop down arrow to select
   - Vendor Status - Click the drop down arrow to select
   - Identification Number - Click the drop down arrow to select

3. Click the go button.

   - If search criteria entered, the system will display search results.

- If no search entered, the system will display list of all vendors. The most recent vendor added to the system is listed first.



4. Click the Return to Inquiry button.

End of activity.

31. Reports Function

Scope

This procedure covers how to access internal accounts reports.

Activity Preface

These steps are performed when schools need to run reports on data entered in the system.

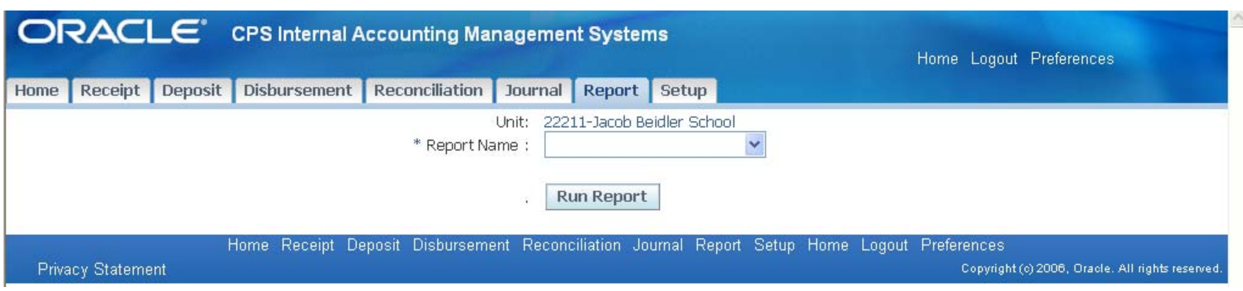
All schools must maintain and submit the following reports, which must be updated on a monthly basis:

- Reconciliation Report
- Cash Receipts Journal
- Cash Disbursements Journal
- General Ledger
- General Journal
- Trial Balance Summary

1. Navigate to the Report screen.

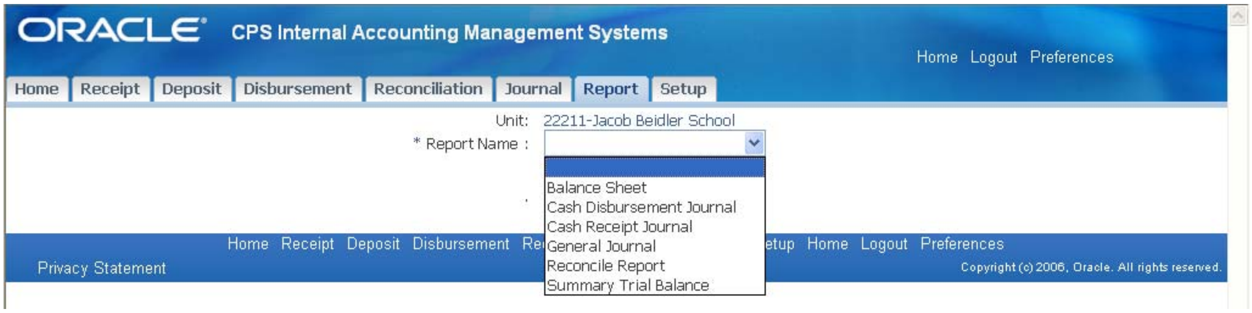
   > Oracle > CPS Internal Accounting > Internal Account > Report Tab

   The Report page opens.



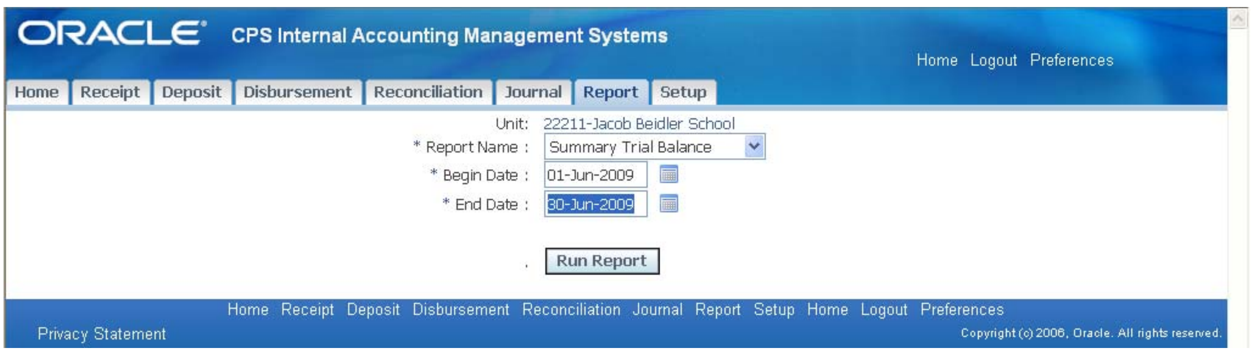
2. Select report.

   Click the drop down arrow to display list of reports.



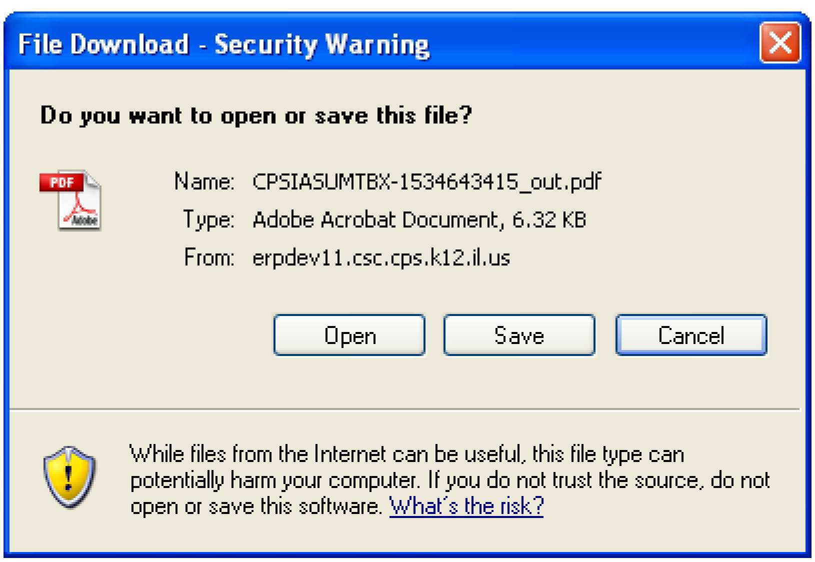
3. Enter required date(s).

   Click the calendar icon to select the date(s) or enter date(s) manually in the DD-MMM-YYYY format.



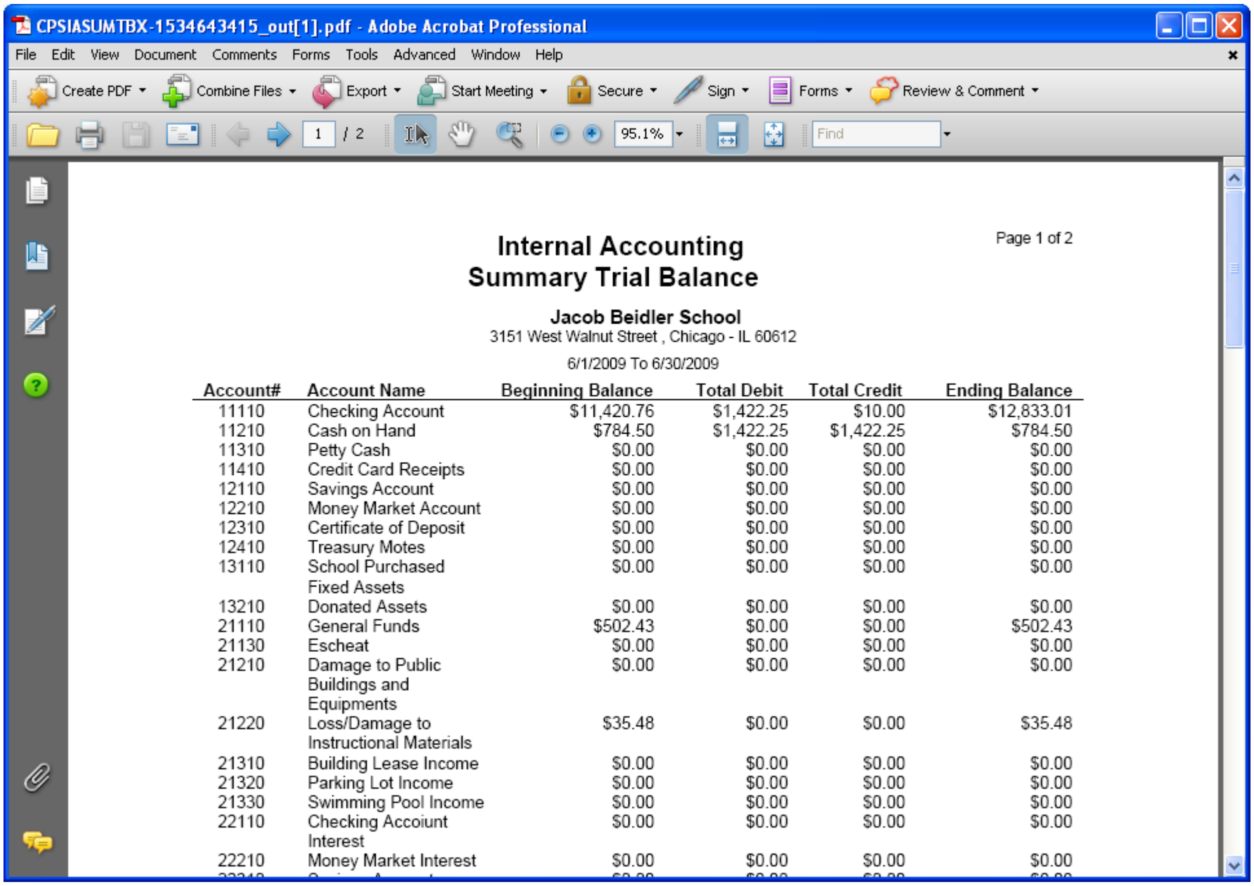
4. Click the Run Report button.

   The system opens the File Download menu.



5. Click the Open button.

   All reports open in PDF format.



Internal Accounting
Summary Trial Balance

Page 1 of 2

Jacob Beidler School
3151 West Walnut Street , Chicago - IL 60612

6/1/2009 To 6/30/2009

Account#	Account Name	Beginning Balance	Total Debit	Total Credit	Ending Balance
11110	Checking Account	$11,420.76	$1,422.25	$10.00	$12,833.01
11210	Cash on Hand	$784.50	$1,422.25	$1,422.25	$784.50
11310	Petty Cash	$0.00	$0.00	$0.00	$0.00
11410	Credit Card Receipts	$0.00	$0.00	$0.00	$0.00
12110	Savings Account	$0.00	$0.00	$0.00	$0.00
12210	Money Market Account	$0.00	$0.00	$0.00	$0.00
12310	Certificate of Deposit	$0.00	$0.00	$0.00	$0.00
12410	Treasury Motes	$0.00	$0.00	$0.00	$0.00
13110	School Purchased Fixed Assets	$0.00	$0.00	$0.00	$0.00
13210	Donated Assets	$0.00	$0.00	$0.00	$0.00
21110	General Funds	$502.43	$0.00	$0.00	$502.43
21130	Escheat	$0.00	$0.00	$0.00	$0.00
21210	Damage to Public Buildings and Equipments	$0.00	$0.00	$0.00	$0.00
21220	Loss/Damage to Instructional Materials	$35.48	$0.00	$0.00	$35.48
21310	Building Lease Income	$0.00	$0.00	$0.00	$0.00
21320	Parking Lot Income	$0.00	$0.00	$0.00	$0.00
21330	Swimming Pool Income	$0.00	$0.00	$0.00	$0.00
22110	Checking Accoiunt Interest	$0.00	$0.00	$0.00	$0.00
22210	Money Market Interest	$0.00	$0.00	$0.00	$0.00

6. View, Print or Save Report.

End of activity.

<u>New Oracle Internal Accounts - Chart of Accounts</u>

Account	Parent/ Child	Name	Collection Type
10000	**Parent**	**ASSETS**	
11000	**Parent**	**Cash**	**Others**
11100	Parent	Checking Account	Others
11110	Child	Checking Account	Others
11200	Parent	Cash on Hand	Others
11210	Child	Cash on Hand	Others
11300	Parent	Petty Cash	Others
11310	Child	Petty Cash	Others
11400	Parent	Credit Card Receipts	Others
11410	Child	Credit Card Receipts	Others
12000	**Parent**	**Investments**	**Others**
12100	Parent	Savings Account	Others
12110	Child	Savings Account	Others
12200	Parent	Money Market Account	Others
12210	Child	Money Market Account	Others
12300	Parent	Certificate of Deposit	Others
12310	Child	Certificate of Deposit	Others
12400	Parent	Treasury Notes	Others
12410	Child	Treasury Motes	Others
13000	**Parent**	**Fixed Assets**	**Others**
13100	Parent	School Purchased Fixed Assets	Others
13110	Child	School Purchased Fixed Assets	Others
13200	Parent	Donated Assets	Others
13210	Child	Donated Assets	Others

Account	Parent/Child	Name	Collection Type
20000	**Parent**	**REVENUE ACCOUNTS**	
21000	**Parent**	**General School Accounts**	
21100	Parent	General Funds	General Funds
21110	Child	General Funds	General Funds
21130	Child	Escheat	General Funds
21200	Parent	Damage to Property and Materials	General Funds
21210	Child	Damage to Public Buildings and Equipments	General Funds
21220	Child	Loss/Damage to Instructional Materials	General Funds
21300	Parent	Lease/Permit income	Rental Income
21310	Child	Building Lease Income	Rental Income
21320	Child	Parking Lot Income	Rental Income
21330	Child	Swimming Pool Income	Rental Income
22000	**Parent**	**Investment Income**	**Interest**
22100	Parent	Checking Accounting Interest	Interest
22110	Child	Checking Account Interest	Interest
22200	Parent	Money Market Interest	Interest
22210	Child	Money Market Interest	Interest
22300	Parent	Savings Account Interest	Interest
22310	Child	Savings Account Interest	Interest
22400	Parent	CD Interest	Interest
22410	Child	CD Interest	Interest
22500	Parent	Treasury Notes Interest	Interest
22510	Child	Treasury Notes Interest	Interest
23000	**Parent**	**Class Accounts**	**Others**
23100	Parent	Class Accounts 1	Others
23101	Child	Social Studies	Others
23151	Child	English	Others
23200	Parent	Class Accounts 2	Others
23201	Child	Computer Education	Others
23251	Child	Mathematics	Others
23300	Parent	Class Accounts 3	Others
23301	Child	Science	Others
23351	Child	Physical Education	Others
23400	Parent	Class Accounts 4	Others
23401	Child	Foreign Language	Others
23431	Child	Music and Art	Others
23461	Child	Vocational	Others

Account	Parent/Child	Name	Collection Type
24000	**Parent**	**Activity Accounts**	**Others**
24100	Parent	Athletics	Others
24110	Child	Athletics	Others
24200	Parent	Extracurricular Activities	Others
24201	Child	Band	Others
24202	Child	ROTC	Others
24203	Child	School Uniforms	Others
24204	Child	Gym Uniforms	Others
24205	Child	Student Field Trips	Others
24300	Parent	Club Accounts	Others
24301	Child	Science Club	Others
25000	**Parent**	**Fund Raising**	
25100	Parent	One Time Fund Raising	One-Time Fundraiser
25110	Child	Student Pictures	One-Time Fundraiser
25120	Child	Ticket Sales	One-Time Fundraiser
25200	Parent	Continuous Fund Raising	Continuous Fundraiser
25210	Child	School Store 1	Continuous Fundraiser
25220	Child	Vending Machine (pencil & Paper)	Continuous Fundraiser
26000	**Parent**	**Student Fees**	**Fee**
26100	Parent	Student Fee Mandatory 1	Fee
26110	Child	Graduation Mandatory Fee	Fee
26120	Child	Science Lab	Fee
26130	Child	Biology Lab	Fee
26140	Child	Mathematics	Fee
26150	Child	English	Fee
26160	Child	Physical Education	Fee
26170	Child	Social Studies	Fee
26180	Child	Art	Fee
26190	Child	Foreign Language	Fee
26200	Parent	Student Fee Mandatory 2	Fee
26210	Child	Music	Fee
26220	Child	Workbook	Fee
26230	Child	Vocational	Fee
26240	Child	Computer Education	Fee
26500	Parent	Student Fee Optional	Fee
26501	Child	Graduation Trip	Fee
26502	Child	Graduation Pictures	Fee
26503	Child	Graduation Luncheon	Fee
26504	Child	Senior Prom	Fee
26505	Child	Yearbook	Fee

Account	Parent/Child	Name	Collection Type
27000	**Parent**	**Board Funded Programs**	**From CPS**
27100	Parent	Sports Officials	From CPS
27110	Child	Sport Officials	From CPS
27200	Parent	CTU Instructional Supplies	From CPS
27210	Child	Instructional Supplies	From CPS
27300	Parent	Supplies	From CPS
27310	Child	Supplies - Parent Training 332	From CPS
27320	Child	Supplies - LSC 115	From CPS
27330	Child	Supplies - Parent Training 225	From CPS
27400	Parent	Transportation	From CPS
27410	Child	Transportation - Parent Training 332	From CPS
27500	Parent	Seminar Fees	From CPS
27501	Child	Seminar Fees - Parent Training 332	From CPS
27502	Child	Seminar Fees - Parent Training 225	From CPS
27600	Parent	Student Admissions	From CPS
27700	Parent	Equipment	From CPS
27701	Child	Equipment	From CPS
27800	Parent	Operations	From CPS
27801	Child	Repair Services Supplies	From CPS
27900	Parent	Other Funded Programs	From CPS
27901	Child	LSC Elections	From CPS
27902	Child	LSC Training	From CPS
28000	**Parent**	**Gifts and Grants**	**Gift/Grants**
28100	Parent	Gifts and Grants 1	Gift/Grants
28101	Child	Target	Gift/Grants
28200	Parent	Gifts and Grants 2	Gift/Grants
29000	**Parent**	**Non-Student Used Money**	**Non Student**
29100	Parent	Non-Student Used Money	Non Student
29101	Child	Staff Social Fund	Non Student
29102	Child	Accommodations	Non Student

Account	Parent/Child	Name	Collection Type
30000	**Parent**	**NON-DEPRECIATED ASSETS & RETAINED EARNINGS**	
31000	**Parent**	**Non-Depreciated Assets**	**Others**
31000	Parent	Non-Depreciated Assets	Others
31001	Child	Non-Depreciated Assets	Others
38000	**Parent**	**Retained Earnings**	**Others**
38100	Parent	Retained Earnings	Others
38101	Child	Retained Earnings	Others
39999	Child	Suspense	Others

Chart of Accounts Definitions

- **11100 - Checking Account**: This account category is used to record all Internal Accounts cash deposits and disbursement transactions made by the school. This category has only one post able-account (11110).

- **11200 – Cash on Hand**: This account category is used to record all cash received directly at the school. Transaction entered in this account must be evidenced by Treasurer's Receipts. This category has only one post-able account (11210).

- **11300 – Petty Cash**: This account category is used to record the single disbursement transaction required to establish an impress fund of no more than $100.00 from which cash may be dispensed rather than school check in payment of an obligation. This category has only one post-able account (11310). See guidelines for petty cash usage in chapter 4 of the "The Insider's Guide to School Business and Internal Accounts".

- **11400 – Credit Card Receipts**: This account category is used to record payments made directly to the school by individual credit or debit cards. Transactions entered in this account must be evidenced by Treasurer's Receipts. This category has only one post-able account (11410).

- **12000 – Investments**: This account category is used to record the following investment transactions: purchases (investment purchases must be made from the school's checking account), interest earned (not received in cash) and withdrawals. This account category has four posts – able accounts (12110 Saving, 12210 Money Market, 12310 Certificate of Deposit and Treasury Notes account). No additional post – able accounts should be added. Detailed information on account category is in chapters 2 and 4 of the" The Insiders Guide to School Business and Internal Accounts".

- **13000 – Fixed Assets:** This account category is used to record the acquisition of all equipment, furniture or other property (other than real property, copyright material and software) valued at $500.00 or more with a useful life of 1 year or greater. The acquisition must be made using school raised money (school raised money is any money in the school's checking account that did not come from the Public Sector Budget) or by donation to the school. This account category has two post-able accounts (13110 School Purchased Fixed Assets and 13210 Donated Assets).

- **21100 – General Funds**: This account category is used for two purposes: 1. to record money received by the school for no specific use or purpose or money determined to be for general use. All expenditures from this account must be for the general benefit of all students. 2. To record outstanding check balances eligible for escheat. This account category has two post-able accounts (21110 General Fund and 21130 Escheat).

- **21200 – Damage to Property and Materials**: This account category is used to record money received to cover damages or loss of school property and instructional material and money derived from the sale of instructional materials under ILCS 5/28- 15 or from the sale of outdated instructional materials and textbooks. Money received for this category should not be transferred to any other accounts. Purchases from this category are restricted to the replacement or repair of items lost or damaged or new property and instructional materials. This account category has two post-able accounts (21210 Damage to Public Buildings and Equipment and 21220 Loss/Damage to Instructional Materials). No other accounts should be added to this category.

- **21300 – Lease/Permit Income:** This account category is used to record money received from the leasing of school property. Disbursements from this category are restricted to checks covering the direct cost of leasing and refund of lease over payments. The net proceeds must be transferred to specific school activity accounts for disbursement. This account category has three post-able accounts (21310 – Building Lease Income, 21320 Parking Lot Income and 21330 Swimming Pool Income).

- **22000 - Investment Income:** This account category is used to record interest received from the school's checking account and interest earned or received on investments. This account category has five post-able accounts as follows: 22110 – Checking Account Interest, 22210 Money Market Interest, 22310 Savings Account Interest, 22410 CD Interest and 22510 Treasury Notes Interest.

- **23000 – Class Accounts:** This account category is used to record money received and disbursed for a specific class activity it does not include class fees or money collected solely for a class trip. This account category's post-able accounts are determined by the need of the school unit. However, post-able accounts have already been established for major class categories. Naming conventions for this group of accounts are: the name of the account should be the subject of the class for example Algebra or History, Algebra would be the account name and number assigned would be a number between 23251 and 23300 in the chart of accounts. The number assigned to the account named History would be between 23101 and 23150.

- **24000 – Activity Accounts**: This account category is used to record money received and disbursed to support extracurricular activities (Academic and Social Enrichment activities and Sports activities). Some post-able accounts are already established for this category account 24111-24199 is available for assignment to the school's specific sports activities and account 24302-24399 is available for assignment of specific student club accounts. Naming conventions for this group of accounts: the name of the account should be the name that describes the activity for example if the sports activity is basketball for boys, the account should be named Boys Basketball.

- **25000 – Fund Raising**: This account category is used to record money received from fund raising activities and expenditures that are direct costs of raising the funds. The activity must be for the benefit of the school or school group and the activity must be offering goods or services. The balance remaining after costs have been recorded must be transferred to the accounts indicated in the fund raising proposal for spending. This account category is separated into two post-able account sections: 25110-25199 - One Time Fund Raising and 25210-25299 - Continuous Fund Raising. An account must be established for each fund raising activity (some of the referenced accounts are already established). The naming convention for this account category is: the name should describe the fund raising activity for example a candy sale involving the whole school in selling should be named "Candy Sale" a candy sale involving sales for and by the 8th grade should be "8th Grade Candy Sale".

- **26000 – Student Fees**: This account category is used to record the receipt of school fees and the disbursement of the fees to support the activities for which the fees were collected. This category of accounts is separated into two post-able account sections: 26110 – 26299 Student Fee Mandatory and 26501-26599 Student Fee Optional. Some post-able accounts have already been established in both sections. Each fee must have its' own post-able account. Therefore there should not be an account called "General Activities "established. However, there can be an account established to post the collection of partial activity fee payments when the payment is a down payment on a sum of fees. A suggested name for such an account is "Unallocated Fees". No disbursements should be made out of this account, instead, each month or more often the balance in the account should be transferred to each fee account based upon each account's percentage of the sum of fees. The naming convention for this account category is: the name of the account should describe the activity the fee supports. For example, if the fee is collected to support student computer technology activities a suggested name is "Computer Technology" if the fee is to assure that funds are available to provide each student with a personal Data Storage Device the suggested account name is Data Storage Device Fee.

- **27000 – Board Funded Programs:** This account category is used to record the following: Receipt of funds transferred from the school's Public Sector Budget funds to the school's checking account. Funds from Sports Administration. Money collected for student and family aide. Disbursements including disbursements for which reimbursements to the school are permitted. Some post-able accounts are already established for this account category. The naming convention for this account category is: The account name should contain the Public Sector Budget "account" description, "fund" number and "program" description or number. For example if the budget line is 332(description: fund number) program 390030 (description: parent training) account 53205(description: food supplies) the suggested name of the account is Food Supplies Parent Training 332. Funds in this account category should not be transferred to any other category.

- **28000 – Gifts and Grants:** This account category is used to record the receipt and disbursement of cash gifts and grants given to the school and deposited in the school's checking account. An account must be established for each donor. The funds should not be transferred to any other account in the system. The name of each account established in this account category must include the donor's name and donor spending preference if any. For example if the donor, ABC Company gave money to the school for student field trips and XYZ Company gave money to the school without stating how it should be spent, the suggested account names are ABC Co Stu. Fld. trips and XYZ Company.

- **29000 – Non Student Use Money:** This account category is used to record and disburse funds collected from staff members only, for non-student purposes. Funds in the accounts are subject to the internal accounts guidelines. However, money collected from and among staff members for non-student purposes do not have to be deposited in the school's checking account. Two post-able accounts are already established in this category, 29101 Staff Social Fund and 29102 Accommodations.

  The suggested use of the accommodations account is to record the receipt and disbursement of cash collected from staff only to support the three authorized solicitations during the year (United Negro College Fund, Hispanic Scholarship Fund and Combined Charities).

Monthly Reports

Schools are required to maintain financial reports that provide an indication of the school's financial status. Schools must complete the following reports on a monthly basis:

- **Bank Reconciliation Report**

  This report describes the difference at a point in time between the checking account balance in the accounting records and the balance on the checking account bank statement. Therefore, the reconciliation lets you know if the bank has done everything you authorized them to do and if you have recorded everything you authorized the bank to do.

  The person performing the reconciliation should:

  1. Review the outstanding withdrawal items to make sure there are no items listed that should be removed for various reasons such as check not used, lost and replaced and check should be escheated.

  2. Review the outstanding deposit items to assure that there are no items older than one month listed without detailed supporting documents.

  3. Compare the Accounting balance on the reconciliation report with the checking account ending balance on the Summary Trial Balance report they should equal. Compare the Expected Balance on Statement on the reconciliation report with the ending balance on the Bank Statement they should equal. If either one of these conditions are not met the reconciliation is not properly balanced and all financial reports may be incorrect.

  The Approver should question:

  - Any withdrawal item over 2 months old.
  - Any deposit item over 30 days old.

  The Approver should make sure:

  - The Accounting Balance on the report matches the checking account balance on the Summary Trial Balance Report.

  - The Expected Balance on Statement on this report matches the Checking Account bank statement ending balance. If one balance does not match, all of the financial statements for the period could be incorrect.

- **Cash Receipts Journal**

  This report list the Treasurers receipts issued and Deposits made during the reporting period. Information listed for each receipt is: Receipt Date, receipt Number, to whom the receipt was issued and the amount credited to each account (all receipts go in the Cash on Hand or Credit Card account). Information listed for each deposit is: Date, Deposit Number, the amount transferred from the Cash on Hand or Credit card account to the bank account and direct deposit amounts credited to revenue accounts.

- **Cash Disbursement Journal**

  This report list the checks issued, voided and spoiled during the reporting period. Information listed for each issued check is: Check date, Check number, Payee, and the amount charged to each account.

- **General Journal**

  This report list all journal transactions made during the reporting period that did not flow through the cash receipts or cash disbursements journal process.

- **Summary Trial Balance**

  This report list the beginning balance, total additions, total subtractions and the ending balance for each account in the system during the reporting period. The listing is in numeric order. The account numbers beginning with 2 are revenue accounts and the ending balances represent money available to spend. If the ending balance is in brackets it indicates the account has been over spent by the amount in brackets. The debit column represents an increase to accounts that begin with one (1). The Credit column represents an increase to the accounts that begin with two (2).

These reports are due by the 10th of each month and are submitted online to the principal for signature and to the Local School Council at its monthly meetings. These reports are also available online to the Business Service Centers, Area Offices, School Financial Services and the Local School Council.

Other helpful IAMS reports:

- **Balance Sheet**

  This report lists all of the accounts by name in asset revenue order and the balance for each account as of a period of time. Balances in brackets means the account is overdrawn by the amount in brackets.

- **Ledger Account Detail**

  This report lists the beginning balance, the transactions recorded in the account during the reporting period in date order and the ending balance after each transaction. Each transaction is identified by type and list the check, receipt and deposit number as applicable. This report can be used to determine if receipts and charges to the account are properly recorded.

- **Vendor Detail**

  The Vendor Detail report lists all of the transaction involving a vendor for any period of time. This report can be used to determine when or if a check or treasurers' receipt was issued for an internal accounts transaction. The report lists the check or receipt number, date and amount.