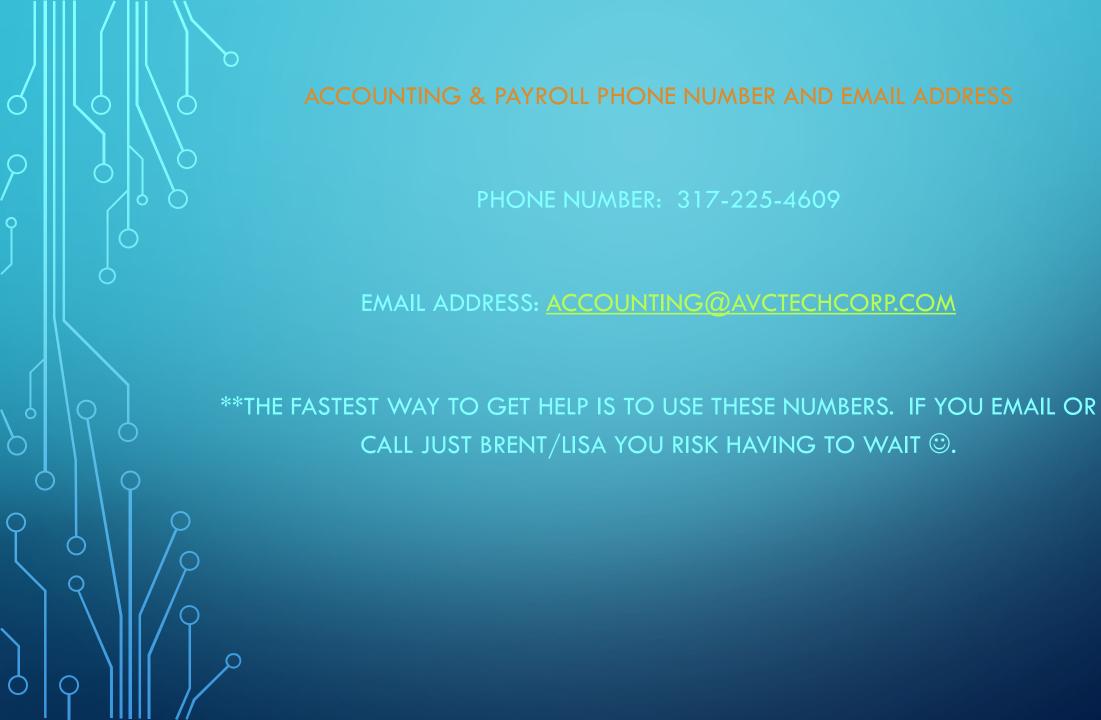# MONEY ON THE MOVE

THIS WEBINAR GOES THROUGH A VARIETY OF REASONS MONEY NEEDS TO MOVE BETWEEN BANKS AND FUNDS, BE PLACED BACK IN FUNDS AND ACCOUNTS AND DOESN'T FOLLOW STANDARD FLOWS.

ACCOUNTING & PAYROLL PHONE NUMBER AND EMAIL ADDRESS

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**THE FASTEST WAY TO GET HELP IS TO USE THESE NUMBERS. IF YOU EMAIL OR CALL JUST BRENT/LISA YOU RISK HAVING TO WAIT ☺.

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IT SECURITY TRAINING FOR YOUR STAFF AND PATRONS

JUNE 30TH, 2 PM

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TRANSFERRING MONEY

- Creating a transfer Vendor

- COVID grants

- Between Bank Accounts

- Between Funds

- Getting complicated and moving funds and banks

- Changing Appropriations

COVID GRANT REIMBURSEMENT

- Create a COVID Grant Fund (Range 276-299)

- Receipt money into new Fund

- Create a $0 correcting voucher to move money back into Operating and out of your COVID grant fund (different for if it is 2020 money or 2021 money)

TRANSFER MONEY BETWEEN BANK ACCOUNTS
SCENARIO 1: YOU NEED TO MOVE MONEY FROM BANK1 TO BANK2

- Create a voucher
  - Vendor: Library
  - Bank: Bank account where the money is coming from.
  - Explanation: Why you are moving money
  - Amount: Amount you are transferring
  - Fund: Transfer Fund
  - Account: Interbank transfer

- Create a receipt
  - Name: Transfer
  - Bank: Bank account where the money is going to
  - Explanation: Why you are moving money
  - Fund: Transfer fund
  - Account: Interbank transfers (numbers will vary)
  - Amount: Same amount you moved out with above voucher

Double check your work:
- Pull a bank balance report (you should see the money moved)
- Pull a financial report and look at the transfer fund. You should see the money move in and out and the balance should be $0....if it isn't call us ☺

TRANSFER MONEY BETWEEN FUNDS
SCENARIO 2: MOVE MONEY FROM THE EXCESS LEVY FUND TO THE OPERATING FUND

- Create a voucher
  - Vendor: Library
  - Bank: Bank account where the money is
  - Explanation: Why you are moving money
  - Amount: Amount you are transferring
  - Fund: Fund you are moving money out of
  - Account: Interfund Transfer (it's in the 5s)

- Create a receipt
  - Name: Transfer
  - Bank: Bank account where the money is
  - Explanation: Why you are moving money
  - Fund: Fund you are moving the money to
  - Account: Interfund transfer (generally 500)
  - Amount: Same amount you moved out with above voucher

Double check your work:
- Pull a financial report(you should see the money moved)
- Pull a financial report and look at both funds. You should see the money move in and out of each fund….if it isn't call us ☺

TRANSFER MONEY BETWEEN FUNDS AND BANKS
SCENARIO 3: MOVING MONEY FROM THE OPERATING FUND AT BANK1 TO THE EXCESS LEVY FUND IN BANK2

- Create a voucher
  - Vendor: Library
  - Bank: Bank account where the money is
  - Explanation: Why you are moving money
  - Amount: Amount you are transferring
  - Fund: Fund you are moving money out of
  - Account: Interfund Transfer (it's in the 5s)

- Create a receipt
  - Name: Transfer
  - Bank: Bank account where the money is going to
  - Explanation: Why you are moving money
  - Fund: Fund you are moving the money to
  - Account: Interfund transfer (generally 500)
  - Amount: Same amount you moved out with above voucher

Double check your work:
- Pull a bank balance report (you should see the money moved)
- Pull a financial report and look at both funds. You should see the money move in and out of each fund….if it isn't call us ☺

ADDING A NEW APPROPRIATION
SCENARIO 4: ADD NEW APPROPRIATION FOR EXCESS LEVY FOR THE YEAR. (THIS MUST BE BOARD APPROVED)

- Go to File Maintenance
  - Determine if the account you want to use is active
    - Choose (1) Edit Disbursement Account Names
    - Check for account you are looking for. These can be shared among funds so if you have one that you use for operating you don't need to add another one.
    - If you need to add another one scroll to the bottom, choose an unused number, name and category. Hit Done.
  - Click (15) Add/Edit Original Appropriations
    - Enter the fund you are using
    - Scroll to the bottom and enter the fund, account, appropriation and the software will select the correct category
  - Check your work by pulling an appropriation report for that fund

ENTERING CHANGES TO APPROPRIATIONS
SCENARIO 5: THE BOARD APPROVED THE MOVE OF $1000
FROM SALARY OF DIRECTORS TO SALARY OF ASSISTANCES

- **Go to File Maintenance**
  - **Determine if the account you want to use is active**
    - **Choose (1) Edit Disbursement Account Names**
    - **Check for account you are looking for. These can be shared among funds so if you have one that you use for operating you don't need to add another one.**
    - **If you need to add another one scroll to the bottom, choose an unused number, name and category. Hit Done.**
  - **Click (15) Add/Edit Original Appropriations**
    - **Enter the fund you are using**
    - **Scroll to the bottom and enter the fund, account, appropriation and the software will select the correct category**
  - **Check your work by pulling an appropriation report for that fund**

VOIDING A CHECK FROM THE CURRENT MONTH REMINDER: YOU MUST HAVE THE CHECK IN HAND

- Pull up the voucher
  - Change the amount in the top to $0
  - Explanation: Update to include void and reason
  - Change the amount in the bottom to $0

- When you balance this month, check off this check so it is no longer in your open checks.

VOIDING A CHECK FROM THE CURRENT YEAR REMINDER: YOU MUST HAVE THE CHECK IN HAND

- Pull up the voucher to be voided and notate the following information
  - Vendor
  - Bank
  - Amount
  - Fund
  - Account
  - Check Number
  - Voucher Number

- Create a new voucher
  - Vendor: same as above notated voucher
  - Bank: same as above notated voucher
  - Amount: -(amount from above)
  - Fund: same as above notated voucher
  - Account: same as above notated voucher
  - Check number: same as above notated voucher
  - Description: Voiding (voucher number from above and why)

- When you balance this month check off both the positive and negative vouchers in your check reconciliation.

WHEN THE CHECK WAS WRITTEN MORE THAN 2 YEARS AGO (USE THIS FOR LOST CHECKS THAT YOU DON'T HAVE IN HAND)

- Look at the old check and note
  - Bank
  - Check Number
  - Amount

- Create a receipt
  - Name: Void check
  - Date: date in current month
  - Bank: Same bank as original voucher
  - Explanation: Voiding check# and why
  - Fund: Generally 100
  - Account: Miscellaneous income
  - Amount: Same amount as original voucher

- When you balance this month check off both the original voucher and new receipt (this is done automatically) on your check reconciliation.

WHEN THE DIRECT DEPOSIT DOESN'T GO THROUGH AND YOU NEED TO WRITE A CHECK

- Pull up the payroll voucher that included the amount that did not go through
  - Click Edit
  - Add an additional line at the top with description of the person's name and an amount equal to the negative of their net pay for that payroll
  - Add an additional line at the bottom with a negative amount out of the same account that the pay would have come out originally (for example, salaries of assistances)

- Create a new voucher
  - Vendor: Employees name
  - Bank: same as above notated voucher
  - Amount: Net pay of payroll
  - Fund: 100
  - Account: same as above notated voucher
  - Check #: computer will assign when printed
  - Explanation: Reprint of check due to direct deposit error (or something descriptive)

WHEN AN EMPLOYEE LOSES A PAYROLL CHECK AND THE PAYROLL HAS BEEN POSTED

- Pull up the payroll voucher that included the amount that did not go through
  - Click Edit
  - Add an additional line at the top with description of the person's name and an negative amount equal to their net pay for that payroll
  - Add an additional line at the bottom with a negative amount out of the same account that the pay would have come out originally (for example, salaries of assistances)

- Create a new voucher
  - Vendor: Employees name
  - Bank: same as above notated voucher
  - Amount: Net pay of payroll
  - Fund: 100
  - Account: same as above notated voucher
  - Check number: Reprint of check lost check

WHEN THE DIRECT DEPOSIT DOESN'T GO THROUGH AND YOU NEED TO WRITE A CHECK AND YOU HAVE NOT POSTED THE PAYROLL YET.

- Go into Employee Information
  - Click edit on that employee
  - Go to the Direct Deposit Tab
  - Remove whatever is in Transaction code

- Go into Payroll Calculation Menu
  - Select 3-Print Check
  - You should now see their check to print
  - Print the check
  - Print a new payroll report
  - Print a new direct deposit report
  - Complete payroll as usual

  Remember to go back and put a 1 in the Transaction code after you have fixed the errors.

VOIDING CHECKS/VOUCHERS

- Vouchers written this month

- Vouchers written this year

- Voucher written more than 2 years ago

- Direct Deposit that did not go through

- Replacing a lost payroll check

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