



ACCOUNTING BASICS



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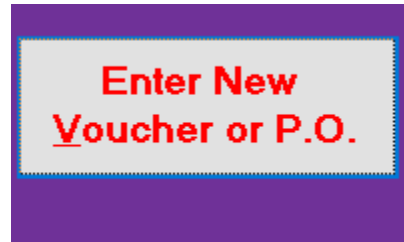
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How to Enter a New Vendor

1. Click on Enter New Voucher or PO.



2. Click on Add a Vendor (in lower left-hand corner).



3. Type in the name, address, and any other information relevant to that vendor.
4. You may select a default fund and account for that vendor that can be used to quickly and easily create vouchers for this vendor in the future. When finished filling in information, click DONE.

How to Make a Vendor Inactive

1. Click on the File Maintenance button.



2. Choose #13 Vendors.



3. Find the vendor that you would like to make inactive and scroll to the box on the far right under "Inactive". Put a check in that box. The vendor will no longer show up on your list of active vendors. Click DONE.

Name	Address	Account	Spent YTD	1099	EIC	E-Verify	Inactive
Amazon			\$100.00	More	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

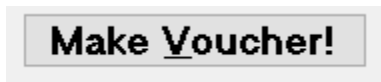
How to Create a Voucher

1. Click on “Enter New Voucher or PO”.

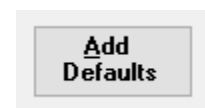


2. In the “Find” box, type the Vendor (or use the drop-down arrow to choose Vendor from alphabetical list of vendors).

3. Click the “Make Voucher!” button at the bottom of the screen.



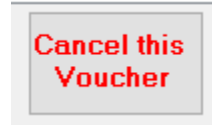
4. Fill out all information - date, bank number, explanation, and amount. Do not fill out check number at this time.
5. On bottom of voucher, you will need to choose the fund number and account number for this voucher. If you have created a default fund and account for this vendor, you may click on the “Add Defaults” button and it will fill in that information.



6. Fill in the amount (or choose “Copy \$” button on the far right of the line), and if you desire, you may put in a department, project, or include memo information.

7. You may print the voucher now or we suggest you print all vouchers after you have printed checks so the check number will be populated. Then Click DONE.

***If you start to type out a voucher and then decide to cancel or delete it, please click the red Cancel This Voucher button.



How to Edit a Voucher

1. If you have a voucher and want to make an edit to it, click on Edit/Print Vouchers.



2. Choose the voucher you want to edit by clicking on “View” next to that voucher.

7	Amazon	14596	<input checked="" type="checkbox"/>	5/26/2020	100.00	View
8	Internal Revenue Service	0	<input type="checkbox"/>	5/31/2020	2,656.99	View
9	Indiana Department of Revenue	0	<input type="checkbox"/>	5/31/2020	458.74	View
10		0	<input type="checkbox"/>	5/31/2020	10,000.00	View

3. Now you can see your voucher. To make any changes/edits to the voucher, you must click the red “Edit” button towards the top right of the voucher (and it will turn green).

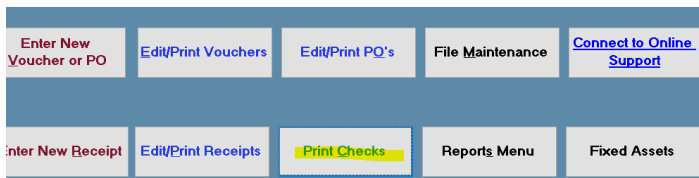


4. If voucher needs to be voided, please put the explanation of the void and change the amount to “0.00”. Print voucher if needed. Click DONE when finished.

****Note:** Only do this if you have not balanced the month that the voucher was written.

How to Print Checks

1. Once you have created vouchers and are ready to print, set the dates on the front screen. These dates will determine the dates of vouchers that are brought to the Print Check screen. You may include only the check dates that you want to print, or you may include a broader range of dates in which checks that have already been printed may show up. Either is fine.
2. Click on "Print Checks".



3. If the dates are set correctly the checks that are ready to be printed will show up in the list with a checkmark next to them, ready to be printed. If you want to only print one check at a time, either uncheck the remaining checks manually or use the "Clear Marks" at the bottom of the page and only check off one check to print at a time.

254	Center Point Large Pri	<input checked="" type="checkbox"/>	0	\$50.00
255	Baker & Taylor	<input checked="" type="checkbox"/>	0	\$200.00
256	Scholastic Inc. Educa	<input checked="" type="checkbox"/>	0	\$49.95
257	Indiana State Library	<input checked="" type="checkbox"/>	0	\$100.00

4. Confirm that the next check number listed is indeed your next check number and that the number of checks you want to print are correct.

A screenshot of a 'Print Order' form. It has two radio buttons: 'Name' and 'Voucher' (selected). Below them is a label '# Checks To Print' with a value of '4'. To the right is a 'Next Check #' field with the value '10231'. At the bottom right are two buttons: 'Print' and 'Done'.

5. Once both are confirmed, place your checks in your printer (be sure you know which direction to place them) and then print. Then go back to your "Edit/Print Vouchers" screen and print the vouchers with the check numbers on them.

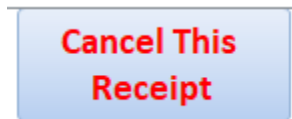
How to Create a Receipt

3. Click on "Enter New Receipt".



4. Fill out the date, bank number, type of receipt (desk receipts, interest, transfer, etc.) and explanation for the receipt.
5. On bottom of receipt, choose the fund number and account number for this receipt and amount. If you desire, you may put in a project or include memo information.
6. We suggest you print all receipts for your records. Then Click DONE.

***If you start to type out a receipt and then decide to cancel or delete it, please click the red Cancel This Receipt button.



How to Edit a Receipt

1. If you have a receipt and want to make an edit to it, click on Edit/Print Receipts.



2. Choose the receipt you want to edit by clicking on "View" next to that receipt.

Receipt #	Date	Name	Amount	Print	
3	5/26/2020	Desk Receipts	118.25	<input checked="" type="checkbox"/>	View
5	5/28/2020	Desk Receipts	4.75	<input checked="" type="checkbox"/>	View

3. Now you can see the receipt. To make any changes/edits to the receipt, you must click the red "Edit" button towards the top right of the screen.



4. If the receipt needs to be voided, please put the explanation of the void and change the amount to "0.00". Print receipt if needed. Click DONE when finished.

****Note:** Only do this if you have not balanced the month that the receipt was written.

How to Set Up a New Bank

Scenario 1 – If Bank changes name during the calendar year.

1. Click on the File Maintenance button.



2. Select #14 Edit/Enter Beginning Bank Balances.



3. Find the original bank and type the new bank name in front of the old bank name with a slash (/) in between. In this scenario First Indiana Bank was bought out by Chase Bank mid-year, so we put the new name bank name in front of the old bank name.

Bank Number	Name	Start Of Year Balance	Inactive
8	Chase/First Indiana	\$140,791.30	<input type="checkbox"/>

Scenario 2 – If you need to add a completely new bank.

1. Click on the File Maintenance button.



2. Select #14 Edit/Enter Beginning Bank Balances.



3. Give the bank the next bank number and type the name of the new bank. The beginning bank balance will always be \$0.00 until funds are transferred in from another account (with a voucher and receipt). Click DONE.

Bank Number	Name	Start Of Year Balance	Inactive
9	Chase Bank	\$0.00	<input type="checkbox"/>

***If this is your main bank and you want it to default on vouchers and receipts, go to File Maintenance button “22 – Enter System Information” and select the new bank for your defaults.

How to Transfer Money Between Banks (from Bank1 to Bank2)

1. 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 (Fund #815)
 - Account: Interbank Transfer (numbers will vary)
2. Create a receipt
 - Name: Transfer
 - Bank: Bank account where the money is going to
 - Explanation: Why you are moving money
 - Fund: Transfer Fund (Fund #815)
 - Account: Interbank Transfer (numbers will vary)
 - Amount: Same amount you moved out with above voucher
3. Doublecheck 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 is not, call us.

How to Transfer Money Between Funds and Banks (Fund at Bank1 to Separate Fund at Bank2)

1. 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: Fund you are moving money out of
 - Account: Interfund Transfer (it's in the 5's)
2. 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
3. Doublecheck 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/bank. If it does not, call us.

How to Transfer Money Between Funds from Same Bank

1. 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: Fund you are moving money out of
 - Account: Interfund Transfer (it's in the 5's)
2. 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
3. Doublecheck 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 does not, call us.

How to Void a Check Written This Month

To do this, you must have the check in hand.

1. Pull up the voucher. Click the “Edit” button.
 - Change the amount at the top to \$0.
 - Update the explanation to include “void” and the reason for the void.
 - Change the amount in the bottom to \$0.
2. When you balance this month, check off this check so it is no longer in your open checks.

How to Void a Check Written Earlier in the Current Year

To do this, you must either have the check in hand or have stopped payment with the bank.

1. Pull up the voucher to be voided and notate the following information:
 - Vendor
 - Bank
 - Amount
 - Fund
 - Account
 - Check Number
 - Voucher Number
2. Create a new voucher
 - Vendor: Same as above-notated voucher
 - Bank: Same as above-notated voucher
 - Amount: -(Amount from above-notated voucher)
 - 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)
3. When you balance this month, check off both the positive and negative vouchers in your check reconciliation.

How to Void a Check Written More than 2 Years Ago

Use this for lost checks that you don't have in hand.

1. Look at the old check and make note of:
 - Bank
 - Check Number
 - Amount

2. Create a receipt
 - Name: Void check
 - Date: Today's date
 - Bank: Same bank as original voucher
 - Explanation: Voiding check # and why
 - Fund: Generally 100
 - Account: Miscellaneous income
 - Amount: Same amount as original voucher

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

How to Enter New Appropriations

1. Click the File Maintenance button.



2. Click button #1 Edit Disbursement Account Names.



3. Check for the 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 account. If you need to add a new account, scroll to the bottom, choose an unused number, name, and choose the category. Click DONE.
4. Then in File Maintenance, click on #15 – Add/Edit Original Appropriations.
 - Enter the fund you are using
 - Scroll to the bottom and enter the fund, account, and amount of appropriation; the software will select the correct category
5. Check your work by pulling an appropriation report for that fund.

How to Correct Check Numbers

Scenario 1 – Need to change check number on one (or small number of) voucher(s).

1. Click on Edit/Print Vouchers.



2. Click “View” next to the appropriate voucher.

25	Vectren	0	<input checked="" type="checkbox"/>	6/4/2020	27.55	View
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3. Click the red “Edit” button and add/change the check number on the voucher.

15	Vectren	Check #		4225
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4. At the bottom of the screen, click on the print button to print new voucher. Then click DONE.

Voucher File	Add to Fixed Assets	Done	Email Voucher to Vendor	 View	Total:	\$27.55
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Scenario 2 – You have several checks that you need to renumber because the number on the check does not match the number in the system.


1. Click on Print Checks.



2. Select the checks that you would like to renumber by putting a checkmark in the print box next to the ones you want to reprint.

Voucher	Name	Print	Warrant Number	Voucher Total
36	Indianapolis Power & Light	<input checked="" type="checkbox"/>	0	\$288.94
25	Vectren	<input checked="" type="checkbox"/>	0	\$27.55
37	Internet Provider	<input checked="" type="checkbox"/>	0	\$148.86

3. At bottom of screen, put the correct starting check number and confirm that the number of checks you want to reprint/renumber is correct. Then click PRINT.

	Done	Print Order	Next Check #	Print
<input type="radio"/>	Name	<input checked="" type="radio"/> Voucher	4225	
# Checks To Print	3			

****Note:** You can just print these on regular printer paper or you can manually renumber.

How to Create or Edit a Project or Department and What Reports to Use

Projects: The ability to track expenses and receipts for a specific happening in the library (summer reading, retirement party, story time, etc.)

Departments: The ability to break down expenses into smaller categories for reporting and tracking purposes (branches, departments, etc.)

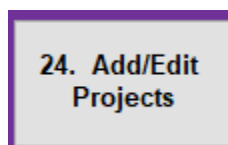
- Ability to report on a smaller group of receipts and expenses
- Ability to track things for end-of-year reporting without adding additional accounts
- Ability to track by location/team in library or between branches
- Ability to keep track of restricted gifts
- Ability to track grant money

PROJECT

1. Click the File Maintenance button.



2. Click on #24 Add/Edit Project.



3. Create a project code, project name, and the start of year balance of \$0.00 (until funds are transferred into that account). Click DONE.

Project Code	ProjectName	SOY Balance	Completed
<input type="text" value="Art"/>	<input type="text" value="Art Projects"/>	<input type="text" value="\$0.00"/>	<input type="checkbox"/>

DEPARTMENT

1. Click the File Maintenance button.

File Maintenance

- Click on #2 Edit Departments and add a new department if necessary.

2. Edit Departments

- Click on #3 Enter/Edit Department Appropriations and add the department, fund, account, and appropriation amount.

3. Enter/Edit Department Appropriations

You may apply a project or a department to your vouchers and receipts as below:

Voucher # 32	Date: 7/11/2019	Bank 4	Horizon Direct Depos	Cancel this Voucher	Add Details
10 Baker & Taylor	Check #: 0				
Explanation: Summer Reading prizes					
Inv. Date	Invoice #	Description	Amount	Account	PO #
			\$86.00		
			\$0.00		
<input type="checkbox"/> Do Not Print Check			Total:	\$86.00	
Fund #	Account #	Description	Amount	Dept.	Project
100 OPERATING	4.5 BOOKS		\$50.00		SR
300 Gift Fund	4.5 BOOKS		\$36.00		SR
100					

Name Desk Receipts	4	Horizon Direct Deposit	
Explanation: Donation from Mrs. Smith		Cash	\$0.00
		Checks	\$0.00
		Total	\$0.00
Fund	Account #	Amount	Project
100 OPERATING	326 DONATIONS	\$100.00	SR
100			

Project Reports

- Project Balance Report – This shows a YTD summary of money you have spent and received for all of your projects along with net gain/loss
- Project Audit Report – This report is pulled per project (or for all projects) and shows all vouchers and receipts for that project along with total gain/loss for that project

Department Reports

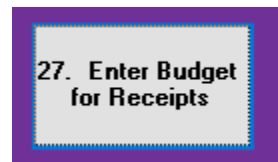
- Department Appropriation Report – This report shows the year's appropriation, what you have spent, the total budgeted appropriation, and the balance
- Department Expense Report – This shows all voucher numbers, amounts, and totals for the period

How to Set Receipt Budgets

1. Click the File Maintenance button.



2. Click on #27 Enter Budget for Receipts.



3. Choose the Fund number and the account number in the drop-down menu boxes. Enter the amount of the budget. Click DONE.

Year-End Tasks -

- Encumbering Funds
- Transferring Money to LIRF
- Changes to Appropriations

Encumbering Funds

1. Create a new account
 - a. File Maintenance #1
 - b. Pick the number you would like to create. This needs to be an unused number with the first digit 1-4 (i.e., 1.4, 4.5, etc.)
 - c. Scroll to the bottom of the list and add the account number, name (20XX Encumbered Funds), and the Category (matches the number you chose)
 - d. Click “Done”.
2. Set Appropriations for the New Account
 - a. File Maintenance #15
 - b. Enter the fund
 - c. Scroll to the bottom and add the account number you created above, the amount you are encumbering, and the category you would like it to show up in.
 - d. Click “Done”.

Spending this Money

1. Create a new voucher
 - a. Use fund 100 and the account you created in Step 1
 - b. Pull an appropriation report and see vouchers for the month to doublecheck.

Transferring Money to LIRF – When LIRF money is in the same bank account as your Operating money

1. Create a voucher
 - a. Vendor: Library
 - b. Bank: Checking account (remember we aren't moving "real" money, just funds)
 - c. Explanation: Transfer to LIRF
 - d. Amount: Amount you are transferring
 - e. Fund: 100 (or Operating Fund)
 - f. Account: Transfer to LIRF, which is in your appropriations. If you don't know, pull an appropriation report and see which one it is. If you don't have one, call us and we can help set one up.

2. Create a receipt
 - a. Name: Transfer
 - b. Bank: Checking account (remember we aren't moving "real" money, just funds)
 - c. Explanation: Transfer to LIRF
 - d. Fund: LIRF (numbers will vary)
 - e. Account: Interfund transfer (numbers will vary)
 - f. Amount: Same amount you moved out with above voucher

Transferring Money to LIRF – When LIRF money is in a different bank account than your Operating money

1. Create a voucher
 - a. Vendor: Library
 - b. Bank: Bank account where the money is coming from
 - c. Explanation: Transfer to LIRF
 - d. Amount: Amount you are transferring
 - e. Fund: 100 (or Operating Fund)
 - f. Account: Transfer to LIRF, which is in your appropriations. If you don't know, pull an appropriation report and see which one it is. If you don't have one, call us and we can help set one up.

2. Create a receipt
 - a. Name: Transfer
 - b. Bank: Bank account where the money is going to
 - c. Explanation: Transfer to LIRF
 - d. Fund: LIRF (numbers will vary)
 - e. Account: Interfund transfer (numbers will vary)
 - f. Amount: Same amount you moved out with above voucher

Changes to Appropriations

1. Click the File Maintenance button.



2. Click button #10 Enter Changes to Appropriations.



3. First line is where you move the money FROM

- Date: This is generally the date the Board approved changes or the end of the year
- Fund: Generally this is the Operating fund (100)
- Account: Enter the account you are moving the money FROM
- Amount: This will be a **negative** amount of what you are moving
- Reason: There is a default for "Board Approved", but you can type in anything you want

4. Second line is where you move the money TO

- Date: This is generally the date the Board approved changes or the end of the year
- Fund: Generally this is the Operating fund (100)
- Account: Enter the account you are moving the money TO
- Amount: This will be a positive amount of what you are moving
- Reason: There is a default for "Board Approved", but you can type in anything you want

Date	Fund	Account	Amount	Reason		
5/5/2020	00	Gift Fund	1.11	SALARY OF LIBRA	(\$50.00)	Giving additional pay to assistants
6/5/2020	200	Gift Fund	1.12	SALARY OF ASSIS	\$50.00	From Librarian salary to assistants

5. Repeat for all approved changes
6. Check your work
 - Pull an appropriations report and ensure you see all the changes and the totals are correct