



Alief Independent School District Activity Accounting Software User Manual



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1. File Menu

A. General Information

The general information option allows you to enter in the name of the school and to enable password protection on your activity checking account.

To change the name of the school to your school's name, first click on File then click on General Information. You will then see the current school name and password enabled field.



Figure 1a: General Information Window

To change the school name, just type in the name of your school. To enable the password protection feature, click once in the password enabled box (an 'x' will appear in the box if the password feature is on). If you choose to enable the password protection feature, you will then be prompted to enter in a password. Type in your password (max. 10 characters) and press Enter. You will then be prompted to enter in your password again. Type in your password again and press Enter. When you are done entering your school's name and password if any, click on OK.

If password protection is enabled, every time you run the program you will be prompted to enter your password. Type in your password and press Enter.

B. Organization

The organization option allows the user to enter in the name of the different organizations at the school as well as edit and print the organizations.

When the system is first installed, you will be prompted that there are no organizations, and you need to enter some. To enter organizations, first click on File then on Organization. Your screen should look similar to the following.

Organization:	101		
Name:	general		
Sponsor:	Jo Nell Keller		
Treasurer:			
Beginning Balance:	\$5861.71	Current Balance:	\$8823.96
MTD Expenses:	0.00	YTD Expenses:	1,554.74
MTD Deposits:	0.00	YTD Deposits:	4,516.99

Figure 1b: Organization Screen

Add Button

Click on this button to enter in a new organization.

You will then be prompted to enter in the organization number (note: you will be prompted if you try to use a number that already exists). You will also be asked to enter in the name of the organization, the sponsor's name, the treasurer of the organization, and the beginning balance. The beginning balance should always be entered as zero when the account is initially setup. After you have entered all the information for the new organization, click on the Save button.

Note: If an amount other than zero is entered your beginning balance on the board report will be altered.

Edit Button

Click on this button to modify some of the information for an existing organization.

You are only allowed to modify the organization name, sponsor name, and treasurer name. The beginning balance cannot be changed once the account is setup. Before you click on the Edit button, the organization you want to modify needs to already be on the screen. Make any changes that are necessary. Click on the Save button to keep the changes or Cancel to abort the changes.

[Delete Button](#)

Click on this button to delete an existing organization.

Before you click on the Delete button, the organization to be deleted needs to be on the screen. Also, please note that an organization cannot be deleted if it has any outstanding expenses or deposits. Before an organization can be deleted, any money remaining in the account **MUST BE** transferred to another account.

When you click on Delete, a box will pop up asking you “Delete Record?” Click on OK to delete the organization or Cancel to abort the operation.

[Print Button](#)

Click on this button to print a Board Report (the purpose of this report is explained under the Reports section).

When you click on this button, a box will pop up similar to the one you see below.

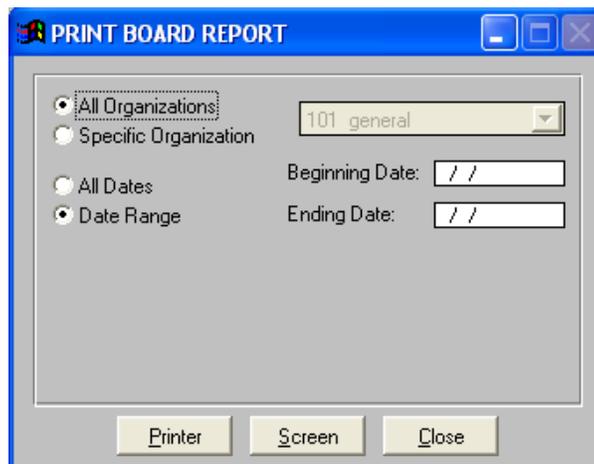


Figure 1c: Board Report Option

[Close Button](#)

Click on this button when you are done adding, editing, deleting, etc. organizations to go back to the main menu.

[Navigation Buttons](#)

Along the bottom of the screen there are five buttons. The functions of the five buttons are as follows: go to the first record, go to the previous record, browse, go to the next record, go to the last record.

The browse button will pop up a browse window that displays the organization number and name. When the window pops up, you can use your arrow keys on your keyboard to move up and down the list. Another way to find a specific organization is to put the cursor in the organization number field (default when you click on browse), and type in the number of the organization and press enter. The cursor will then go to that number. You can do the same if you know the organization name, put the cursor in the name field (press tab once) and then type in the name of the organization. Once the cursor is on the organization you want, press enter, and the organization screen will reappear with the organization’s information.

C. Current School Balance

This option gives the current balance in the checking account for your school.

To find out the current balance, click on File then click on Current School Balance. A window similar to the one below will appear.



Figure 1d: Current School Balance Screen

Click on OK to close the balance window and go back to the main menu.

D. Change Password

This option lets you change your password. Password protection must be enabled for this option to work.

Click on File then click on Change Password. A window will pop up asking you to enter your old password and your new password. Enter in your old password and press Tab, then type in your new password and press Enter. When you press Enter you will then be prompted to enter in your new password again for verification. Enter your new password in again and press Enter. You have now changed your password.



Figure 1e: Change Password Screen

E. Backup Data Files

This option allows you to make a backup copy of the activity program and your data.

Click on the Backup Activity Accounting icon on your desktop. Backup Activity Accounting will now be running on your screen. When the Backup Activity Accounting is finished backing up your data files the screen will disappear.

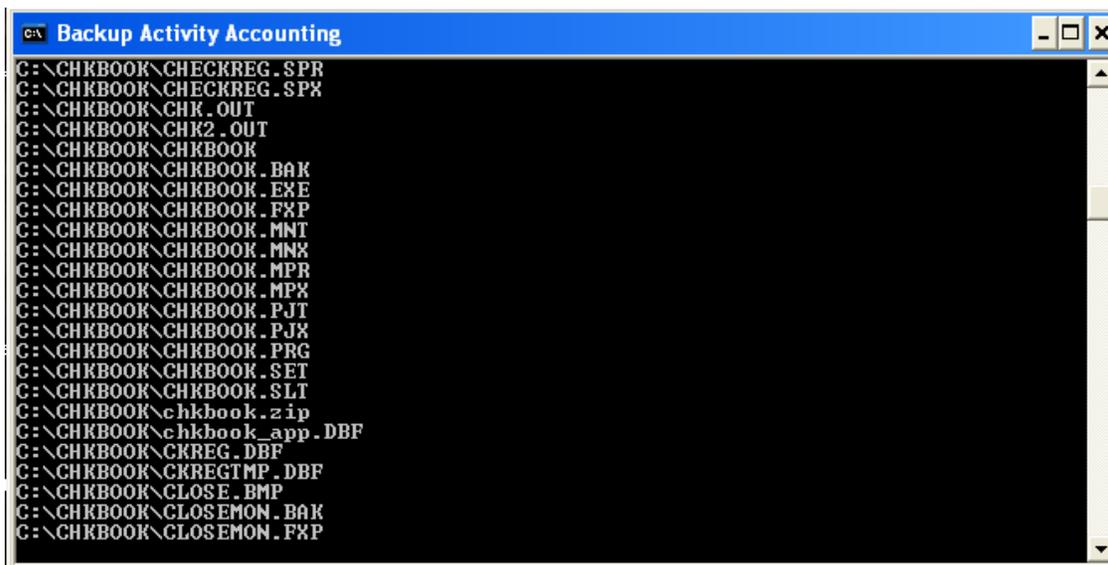


Figure 1f: Backup Activity Accounting Screen

It is a good idea to back up your data files once a month in case you have any problems with your computer or if you need to make changes to any of the existing data. A good time to back up your data files is after you have reconciled a month.

Note: The Activity Accounting Program cannot be running when making a backup.

F. Reindex Files

This option cleans up your data files (note: this feature not generally used).

Click on File then click on Reindex Files. This option is used when you have deleted a lot of transactions from the account. The reindex option deletes the records completely out of the table and reindexes the data files to reflect the new data.

G. Printer Setup

This is where you setup the program to print to a specific printer.

Click on File then click on Printer Setup. When you go into printer setup, you will be asked to select the printer you wish to use. This is the same window you see when you setup your printer in other Microsoft Applications.

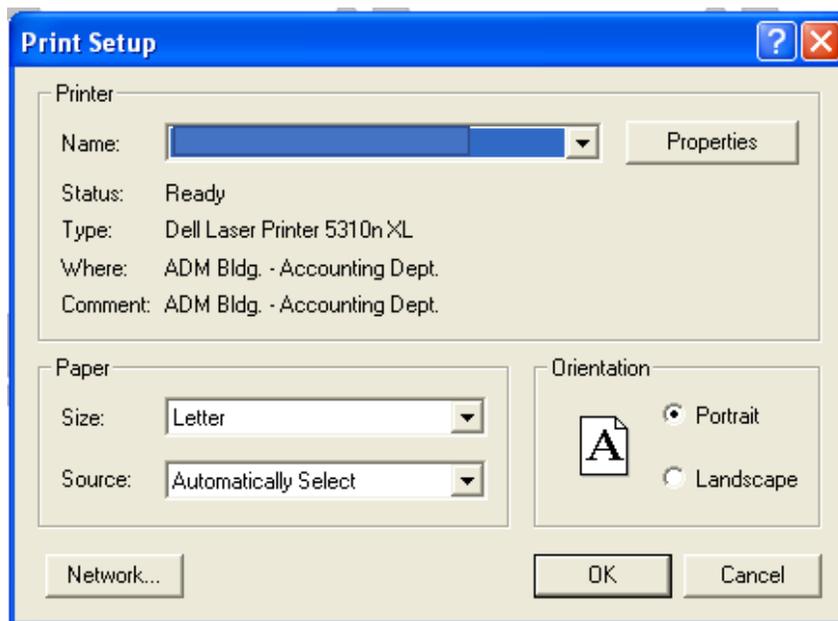


Figure 1g: Printer Setup Screen

The application will automatically print to the default printer that you have setup in Windows. You only need to change this option if you plan on printing to a printer that is different than your Windows default.

H. Fiscal Year

When you first setup the application and install the organizations, you will need to use this option to enter in the fiscal year for example enter 09/01/22 for fiscal year 09/01/22 to 08/31/23.

To enter in the fiscal year, first click on File then click on Fiscal Year. The system automatically enters in what it believes the current fiscal year should be. If the date the system gives is wrong, type in the correct date. When you are done, click on OK to save the new fiscal year date, otherwise, click on Cancel to abort the changes.

Note: The fiscal year is used in calculating the current school balance, month and year-to-date totals, the Board Report, etc. Do not change the fiscal year date after it has been initially setup.

I. About

This option lets the user know which version of the Alief Activity Accounting program he/she is using. Click on File then click on About.



Figure 1h: About Screen

Click on OK when done viewing the information.

J. Exit

Exits the program and brings the user back to the Program Manager in Windows.

Click on File then click on Exit.

2. Transactions Menu

A. Checks

The checks option allows you to add, edit, and delete checks, as well as print a check register. The system only allows you to edit and delete unprinted checks.

To go to the checks window, first click on Transactions then on Checks. Your screen should look similar to the following.

Figure 2a: Checks Screen

[Add Button](#)

Click on this button to enter in new checks.

When entering in a new check, you need to enter in the following information: organization number, payee, amount of the check, check number, and check date. If the check is going to be computer generated, then the check number and check date are not required. After you have entered in all of the information, click on the Save button.

Note: The system looks to see if the check number is already on file. Duplicate check numbers will not be accepted by the system.

[Edit Button](#)

Click on this button to modify the information for an unprinted check.

You can change any of the information on the check except for the check number. Before you click on the Edit button, you need to have the check you wish to modify on the screen. After you have made all of your changes, click on the Save button to keep the changes or Cancel to abort the changes.

Delete Button

Click on this button to delete an unprinted check.

The check to be deleted must be on the screen before clicking the Delete button. When you click on delete, a box will pop up asking you "Delete Expense?" Click on OK to delete the check or Cancel to abort the operation.

Print Button

Click on this button to print a Check Register (the purpose of this report is explained under the Reports section).

When you click on the Print button, a box similar to the one below will appear on your screen.

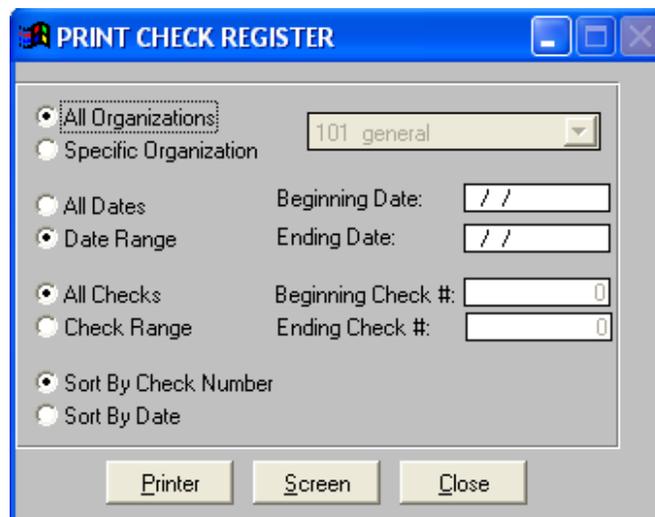


Figure 2b: Check Register Options

Close Button

Click on this button when you are done adding, editing, deleting, etc. checks to go back to the main menu.

B. Deposits

This option allows you to add, edit, and delete deposits, as well as print a deposit register. The system will only allow you to edit and delete deposits that have been input during the current month.

To go to the deposits screen, click on Transactions then on Deposits. Your screen should look similar to the one below.

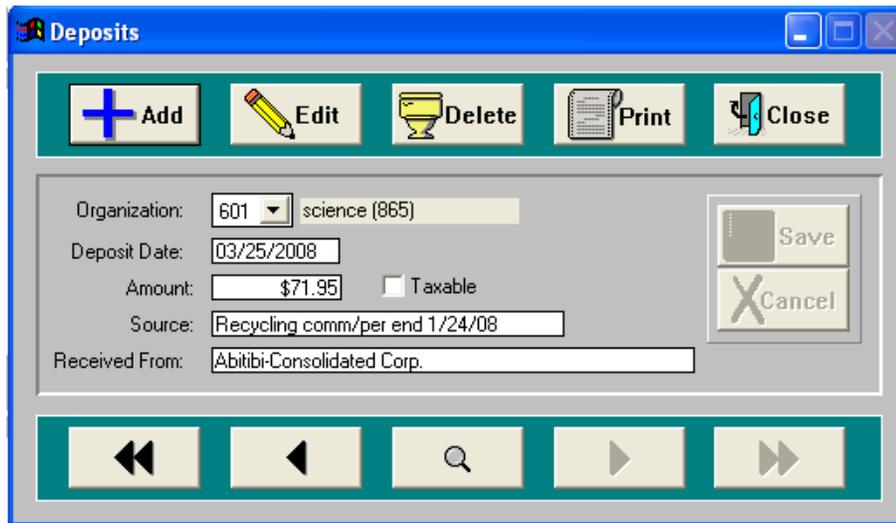


Figure 2c: Deposits Screen

Add Button

Click on this button to enter a deposit.

When entering in a deposit, you are required to enter in the organization number, deposit date, amount, and source of the deposit. After you have entered in the information, click on the Save button.

Edit Button

Click on this button to modify the deposit information for deposits that have been input during the current month.

After you have made your changes, click on the Save button to keep the changes or Cancel to abort the changes.

Note: The deposit to be modified must be on the screen before clicking Edit.

Delete Button

Click on this button to delete a deposit that has been input during the current month.

When you click on Delete, a box will pop up asking "Delete Deposit?" Click on OK to delete the deposit or Cancel to abort the process.

Note: The deposit to be deleted must be on the screen before clicking Delete.

Print Button

Click on this button to print a Deposit Register (the purpose of this report is explained under the Reports section).

When you click on Print, your screen will look similar to the one below.

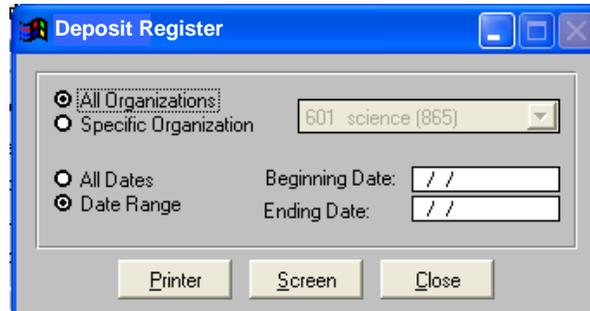


Figure 2d: Deposit Register Options

Close Button

Click on this button when you are done adding, editing, deleting, etc. deposits to go back to the main menu.

C. Transfers

This option allows you to transfer money from one organization to another organization.

First, click on Transactions then on Transfer. Your screen should look similar to the one below.

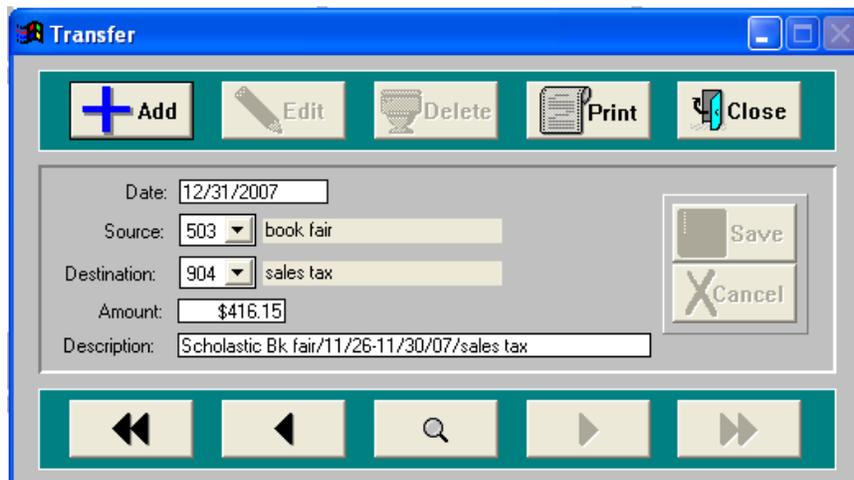


Figure 2e: Transfer Screen

Add Button

Click on this button to enter a new money transfer.

After you have entered in the date, source, destination, amount of the transfer, and description click on Save to keep the transfer entry or Cancel to abort the entry.

Edit Button

Click on this button to modify an existing transfer entry that has been input during the current month.

When you are done making your changes, click on Save to keep the changes or Cancel to abort the changes.

Note: The money transfer to be edited needs to be on the screen before clicking on Edit.

Delete Button

Click on this button to delete an existing money transfer that has been input during the current month.

When you click on Delete, a box will pop up asking “Delete Transfer?” Click on OK to delete the transfer transaction or Cancel to abort the deletion.

Note: The money transfer to be deleted needs to be on the screen before clicking on Delete.

Print Button

Click on this button to print a Transfer Register Report (the purpose of this report will be discussed in the Reports section).

When you click on Print, your screen should look similar to the one below.

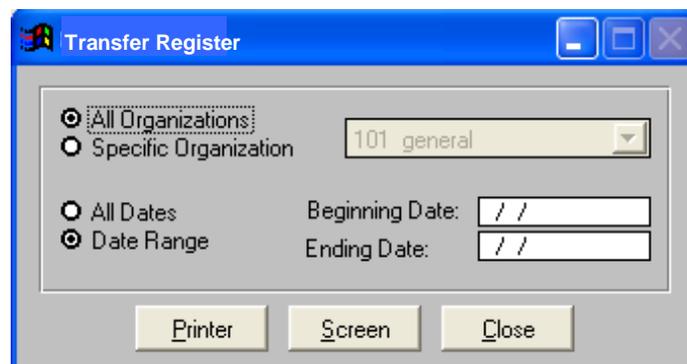


Figure 2f: Transfer Register Options

Close Button

Click on this button when you are done adding, editing, deleting, etc. transfers to go back to the main menu.

D. Adjustments

This option is used to adjust the balance in the account due to errors in check and deposit amounts (used on expenses and deposits that have been cleared).

After clicking on Transactions then Adjustments, your screen should look similar to below.

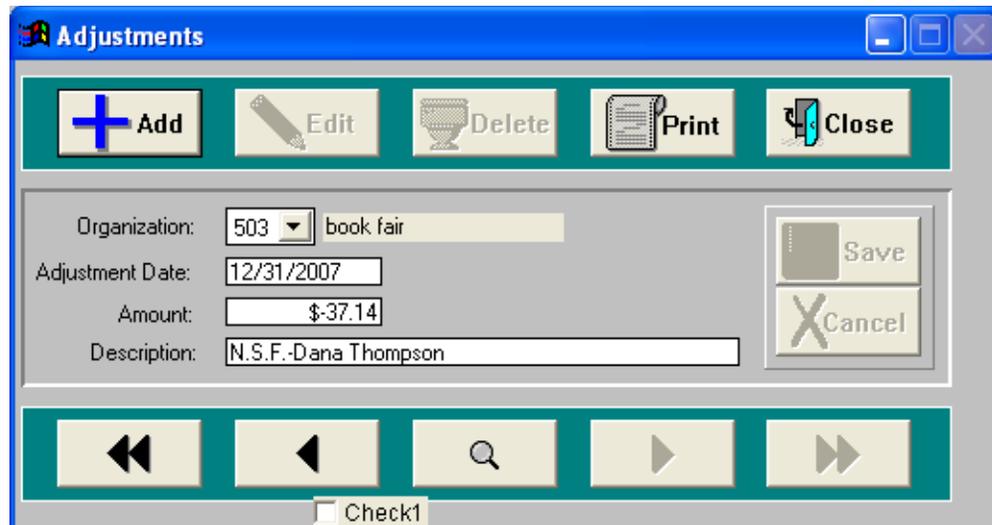


Figure 2g: Adjustments Screen

Add Button

Click on this button to enter a new adjustment.

Edit Button

Click on this button to edit an existing adjustment.

Note: The money adjustment to be modified needs to be on the screen before clicking on Edit.

Delete Button

Click on this button to delete an existing adjustment.

A box will pop up asking "Delete Adjustment?" Click on OK to delete the adjustment or Cancel to abort the deletion.

Note: The money adjustment to be deleted needs to be on the screen before clicking on Delete.

Print Button

Click on this button to print an Adjustment Register (the purpose of this report is explained under the Reports section).

Your screen should look similar to the one below.

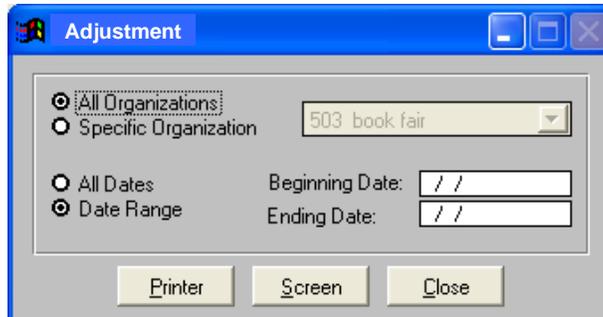


Figure 2h: Adjustments Register Options

Close Button

Click on this button when you are done adding, editing, deleting, etc. adjustments to go back to the main menu.

E. Void Checks

This option is used to void checks. Checks can be voided ONLY within the current month.

Your screen should look similar to below after clicking on Transactions then Void Checks.

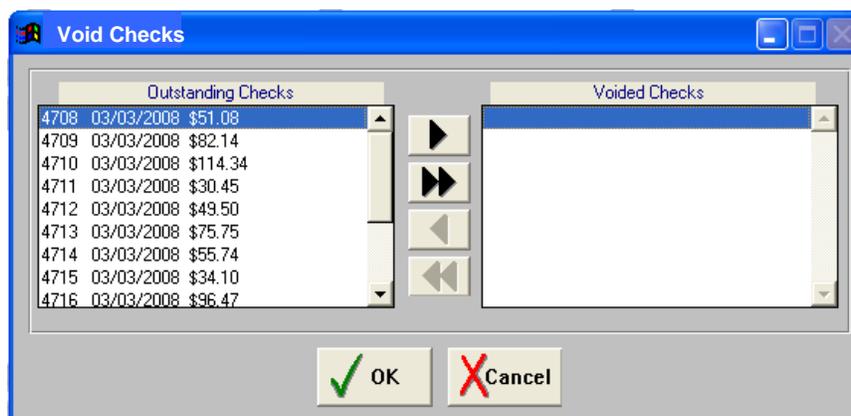


Figure 2i: Void Checks Screen

To void a check(s), you need to move the check(s) from the Outstanding Checks column to the Voided Checks column. The four buttons between the two columns work as follows: ► move the highlighted check to the Voided Checks column, ►► move all checks to the Voided Checks column, ◄ move the highlighted check to the Outstanding Checks column, ◄◄ move all checks to the Outstanding Checks column.

Once you have selected the checks to be voided, click on OK to void the checks or Cancel to abort the process.

How to Void Checks Issued in Prior Month or Year

When voiding a check that was issued in prior month or year, you will need to clear the check first by using the right arrow to move the check over to the cleared checks box. **Note: you could only “Void” checks issued in Current Month in the System.**

Once you’ve moved the desired outstanding checks over to the cleared checks box. Click on Ok.

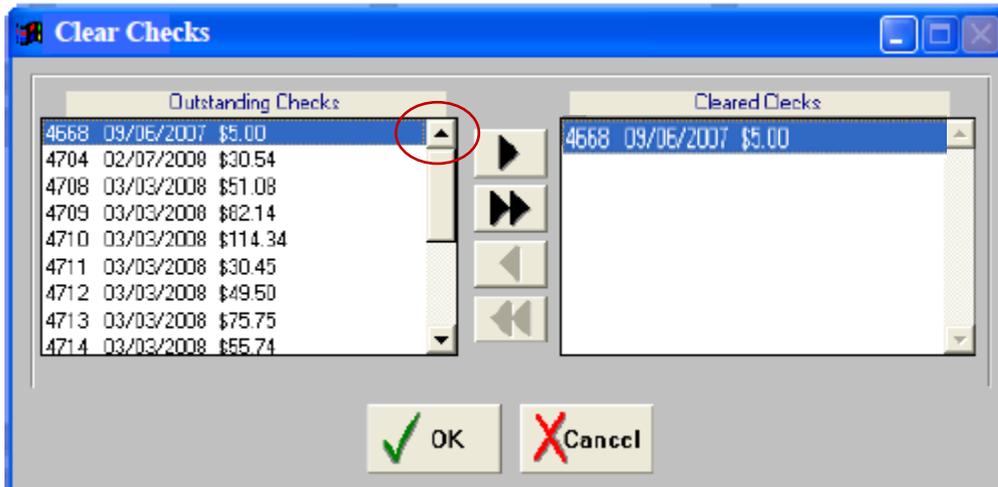


Figure 2j: Clear Checks Screen

Then make an adjustment to put the funds back into the account where the check was issued from.

Select the organization account code: the organization where the check was issued

Adjustment Date: **please use current date**

Amount of the adjustment: the amount of the check that was just cleared

Description: why is the adjustment needed (check was lost, check is over 3 years old)

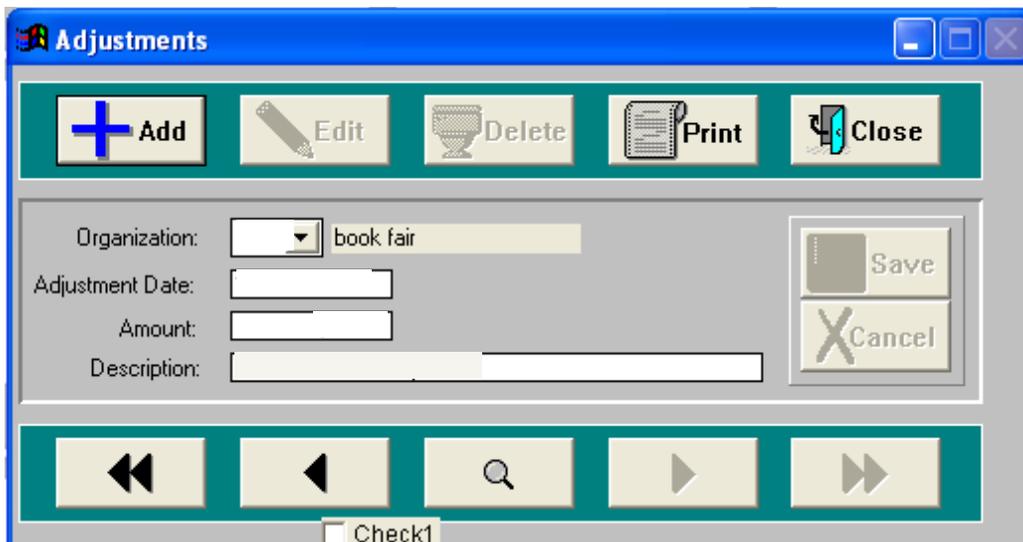


Figure 2k: Adjustments Screen

F. Print Checks

This option is used to print the checks that were entered as batch print under the checks option.

Your screen should look similar to below after clicking on Transactions then Print Checks.

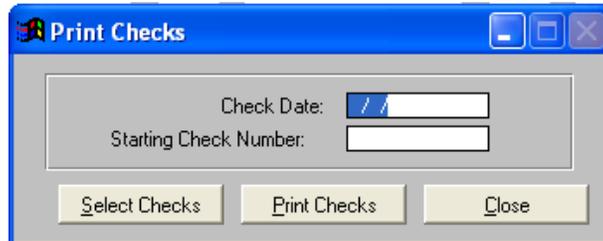


Figure 2l: Print Checks Screen

You will be prompted to enter in a check date and then the starting check number for the checks. After you have entered these two items, click on the Select Checks button. You should now see a screen similar to below.

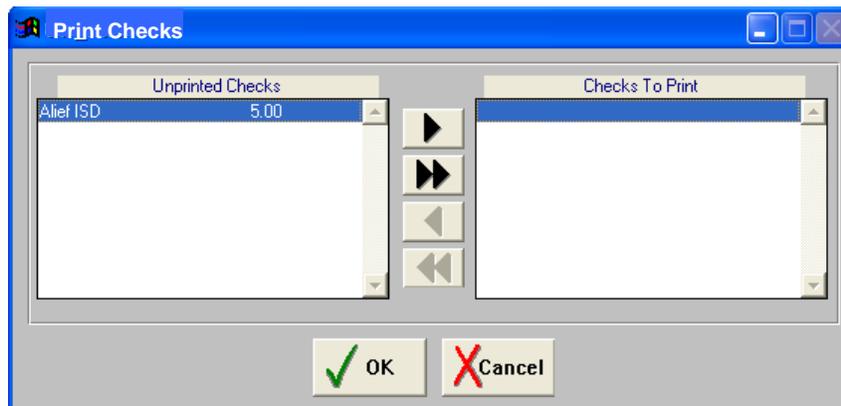


Figure 2m: Print Checks Selection Screen

Before you can print a check(s), you need to select the check(s) to be printed. You need to move the check(s) from the Unprinted Checks column to the Checks to Print column by using the buttons between the two columns.

The buttons work as follows: ► move the highlighted check to Checks to Print, ►► move all checks to Checks to Print, ◀ move the highlighted check to Unprinted Checks, ◀◀ move all checks to Unprinted Checks.

Once you have selected the check(s) to print, click on OK to continue or Cancel to abort. You will then be back at the Print Checks Screen, Figure 2l above. Click on Print Checks to print the selected checks or Close to quit the operation. When you click on Print Checks, you will then be prompted for the printer, click on OK to accept the default printer or choose a specific printer. The system will then inform you to align the checks in the printer and press Enter to start printing the checks. Most printers feed from the top of the paper tray. Therefore if you are printing several checks, be sure that the blank checks are placed in the printer with the beginning check number on top.

After the checks have been printed, you will be asked “Did the Checks Print Correctly?” If the checks printed correctly click on YES, otherwise click on NO and reprint the checks (**note: you might need to change or re-enter the starting check number**). When you are done printing checks, click on Close to go back to the main menu.

G. Reconcile Bank Statement

This option is used to clear checks and deposits in accordance with your monthly bank statement.

When you click on Transactions and then Reconcile Bank Statements, your screen will look similar to below.

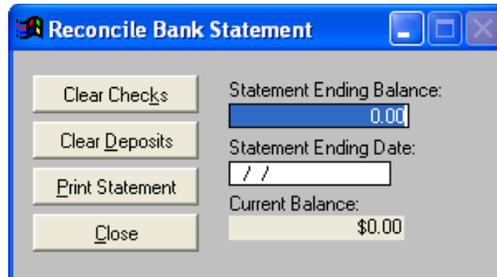


Figure 2n: Reconcile Bank Statement Screen

First, enter in the statement ending balance and the statement ending date. Next, click on Clear Checks.

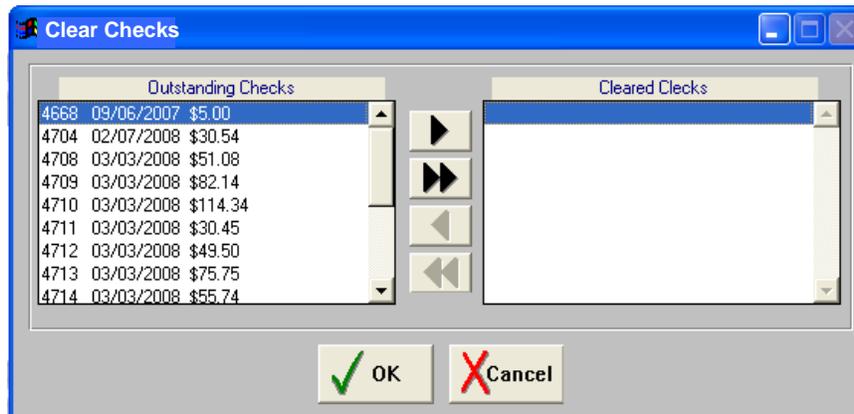


Figure 2o: Clear Checks Screen

Using the buttons between the Outstanding Checks and Cleared Checks columns, move the checks to be cleared from the Outstanding Checks to Cleared Checks and click on OK to accept or Cancel to abort.

After clearing checks, click on the Clear Deposits button.

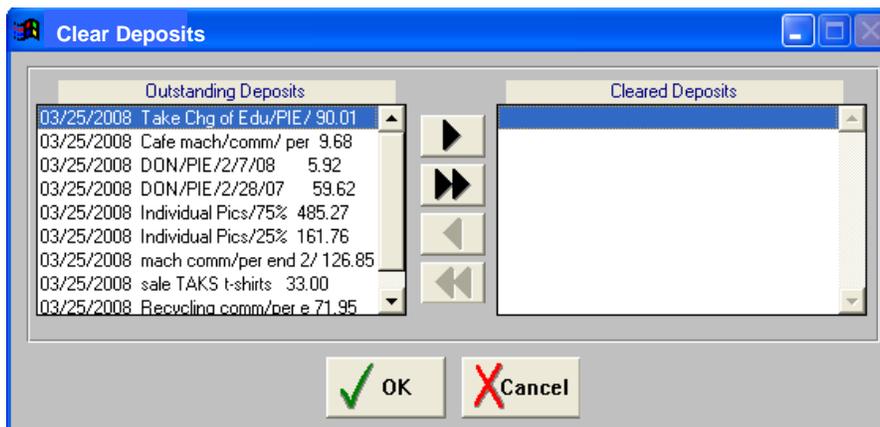


Figure 2p: Clear Deposits Screen

Using the buttons between the Outstanding Deposits and Cleared Deposits columns, move the deposits to be cleared from the Outstanding Deposits to Cleared Deposits and click on OK to accept or Cancel to abort.

The Print Statement button allows you to print to a printer or to the screen all outstanding checks and deposits. This is a good report to use while clearing checks and deposits. The report can also aid in finding out why your current balance did not zero out after clearing checks and deposits.

Click on Close when you are done clearing checks and deposits.

H. Close Month

This option is used to close out a month once you have reconciled the bank statement (note: the campus monthly activity accounting report should be prepared and sent to the Activity Account Specialist by the 10th of each month).

When you click on Transactions then Close Month, the system will prompt you for the month you wish to close. The system calculates the month to be closed. The month must be closed after it has been reconciled; otherwise the beginning balance of the next month will be altered. Click on OK to continue closing the month or Cancel to abort the process.

After clicking on OK, you will then be prompted with several Yes/No questions. The first question is “Has a Board Report Been Printed?” If you answer No, a box will pop up asking “Would You Like To Print A Board Report?”. Answering Yes will then prompt you if you want to print the report to a printer or to the screen. Answering No will continue closing the month. After printing or not printing a Board Report you will then be asked “Continue Closing Month?” Answer OK to continue closing or Cancel to abort closing the month.

When you are done with closing the month, a final box will pop up saying “(Month) Now Closed” click on OK to go back to the main menu.

Note: If you close out a month and forget to print a Board Report you can always choose the Board Report option under Reports and just select the report for those dates.

I. Close Year

This option is used to close out the previous fiscal year and moves the ending balance for the organizations to the beginning balance as well as zero out the month and year-to-date totals.

To close out a year, first click on Transactions then on Close Year. A box will pop up asking “Would You Like To Close Fiscal Year XXXX?” Answer Yes to close the year or No to abort the process. If you answer Yes, a box will pop up saying “Fiscal Year XXXX Has Now Been Closed”, click on OK to go back to the main menu. Answering No will bring you back to the main menu.

Note: The Year MUST be closed after reconciling the month of August.

3. Reports Menu

A. Check Register

This option lets you print to a printer or to the screen a Check Register based on your selections.

To go to the Check Register window, first click on Reports then on Check Register. Your screen should look similar to the following.

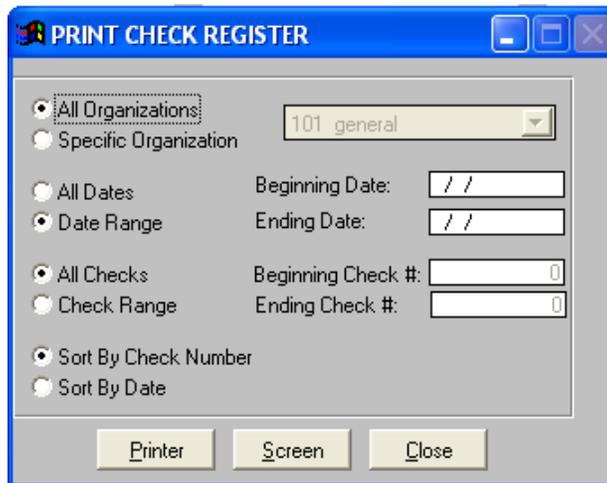


Figure 3a: Check Register Report Options

First, you can choose between all organizations or just a specific organization. Second, you can choose all dates or a date range. Next, you can choose to have all checks or just a range of checks. And finally, you are asked how you would like the check register sorted, either by check number or by check date.

After making your selections, click on Printer to send the report to the printer or Screen to view the information on your screen.

Note: This report shows all checks cleared, outstanding, and voided.

B. Deposit Register

This option lets you print to a printer or to the screen a Deposit Register based on your selections.

To go to the Deposit Register window, first click on Reports then on Deposit Register. Your screen should look similar to the following.



Figure 3b: Deposit Register Report Options

The first option lets you choose between all organizations or just a specific organization. The other option lets you choose either all dates or a range of dates.

Once you have made your selections, click on Printer to send the report to the printer or Screen to view the report on the screen.

Note: This report shows all deposits cleared and outstanding.

C. Transfer Register

This option lets you print to a printer or to the screen a Transfer Register based on a set of criteria that you choose.

To go to the Transfer Register window, first click on Reports then on Transfer Register. Your screen should look similar to the following.



Figure 3c: Transfer Register Report Options

The first option lets you choose between all organizations or just a specific organization. The other option lets you choose either all dates or a range of dates.

Once you have made your selections, click on Printer to send the report to the printer or Screen to view the report on the screen.

D. Adjustment Register

This option lets you print to a printer or to the screen an Adjustment Register based on the criteria that you selected.

To go to the Adjustment Register window, first click on Reports then on Adjustment Register. Your screen should look similar to the following.

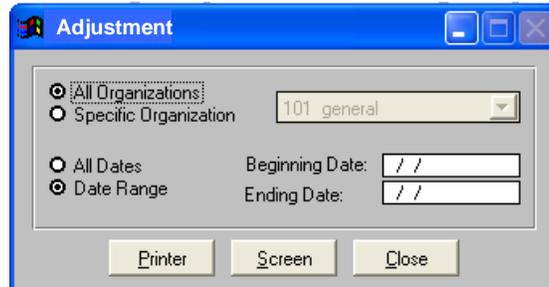


Figure 3d: Adjustment Register Report Options

The first option lets you choose between all organizations or just a specific organization. The other option lets you choose either all dates or a range of dates.

Once you have made your selections, click on Printer to send the report to the printer or Screen to view the report on the screen.

E. Transaction Summary

This option lets you print to a printer or to the screen a Transaction Summary Report based on the criteria you have selected.

To go to the Transaction Summary Report window, first click on Reports then on Transaction Summary. Your screen should look similar to the following.

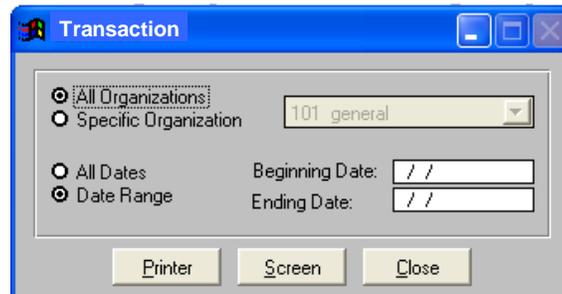


Figure 3e: Transaction Summary Report Options

The first option lets you choose between all organizations or just a specific organization. The other option lets you choose either all dates or a range of dates.

Once you have made your selections, click on Printer to send the report to the printer or Screen to view the report on the screen.

This report shows all transactions: checks, deposits, transfers, adjustments, etc. This is a good report to run to make sure all transactions are entered and being applied to the correct organization.

F. Outstanding Checks

This option lets you print to the printer or to the screen outstanding checks only.

To go to the Outstanding Checks Report window, first click on Reports then on Outstanding Checks. Your screen should look similar to the following.



Figure 3f: Outstanding Checks Report

This report is good to run before you start reconciling your bank statement. It allows you to see all checks that are still outstanding. This report also lets you know the date of the check, which is helpful in writing off checks that are outstanding for more than three years.

G. Unprinted Check Report

This option lets you print to the printer or to the screen a list of all batch print checks that have yet to be printed.

To go to the Unprinted Check Report window, first click on Reports then on Unprinted Check Report. Your screen should look similar to the following.



Figure 3g: Unprinted Check Report

This is a good report to run before and after printing checks. You can proof the checks that are about to be printed as well as make sure all checks were printed.

H. Void Check Report

This option lets you print to the printer or to the screen a Void Checks Report based on the criteria you have selected.

To go to the Void Checks Report window, first click on Reports then on Void Checks Report. Your screen should look similar to the following.

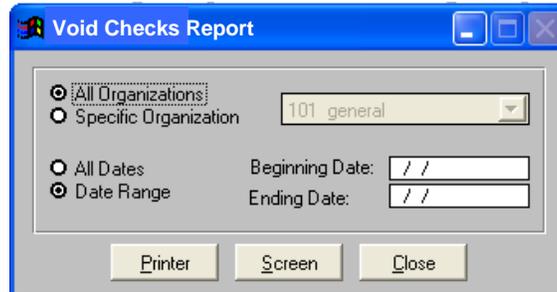


Figure 3h: Void Checks Report Options

The first option lets you choose between all organizations or just a specific organization. The other option lets you choose either all dates or a range of dates.

Once you have made your selections, click on Printer to send the report to the printer or Screen to view the report on the screen.

I. Board Report

This option lets you print to the printer or to the screen a Board Report based on the criteria you have selected.

To go to the Board Report window, first click on Reports then on Board Report. Your screen should look similar to the following.



Figure 3i: Board Report Options

The first option lets you choose between all organizations or just a specific organization. The other option lets you choose either all dates or a range of dates.

Once you have made your selections, click on Printer to send the report to the printer or Screen to view the report on the screen.

This is a good report to run to check the totals on the different organizations. This report shows the month beginning balance, month and year to date expenses and deposits as well as the current balance for the different organizations.

J. Audit Report

This option lets you print to the printer or to the screen an Audit Report based on the criteria you have selected.

To go to the Audit Report window, first click on Reports then on Audit Report. Your screen should look similar to the following.

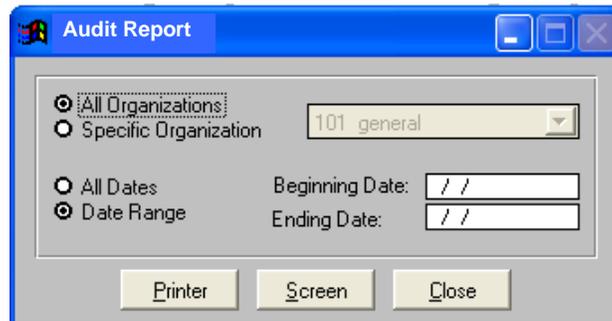


Figure 3j: Audit Report Options

The first option lets you choose between all organizations or just a specific organization. The other option lets you choose either all dates or a range of dates.

Once you have made your selections, click on Printer to send the report to the printer or Screen to view the report on the screen.

This is a good report to run to get the total for the transactions applied to the different organizations. The report is first grouped by organization and then by expenses and deposits.

Note: Each month every sponsor must be provided with their account's monthly report.

4. Instructions on How to Send Activity Records Via E-mail

Select: New Message

To: add email address

Subject:(school name)'s Activity Records

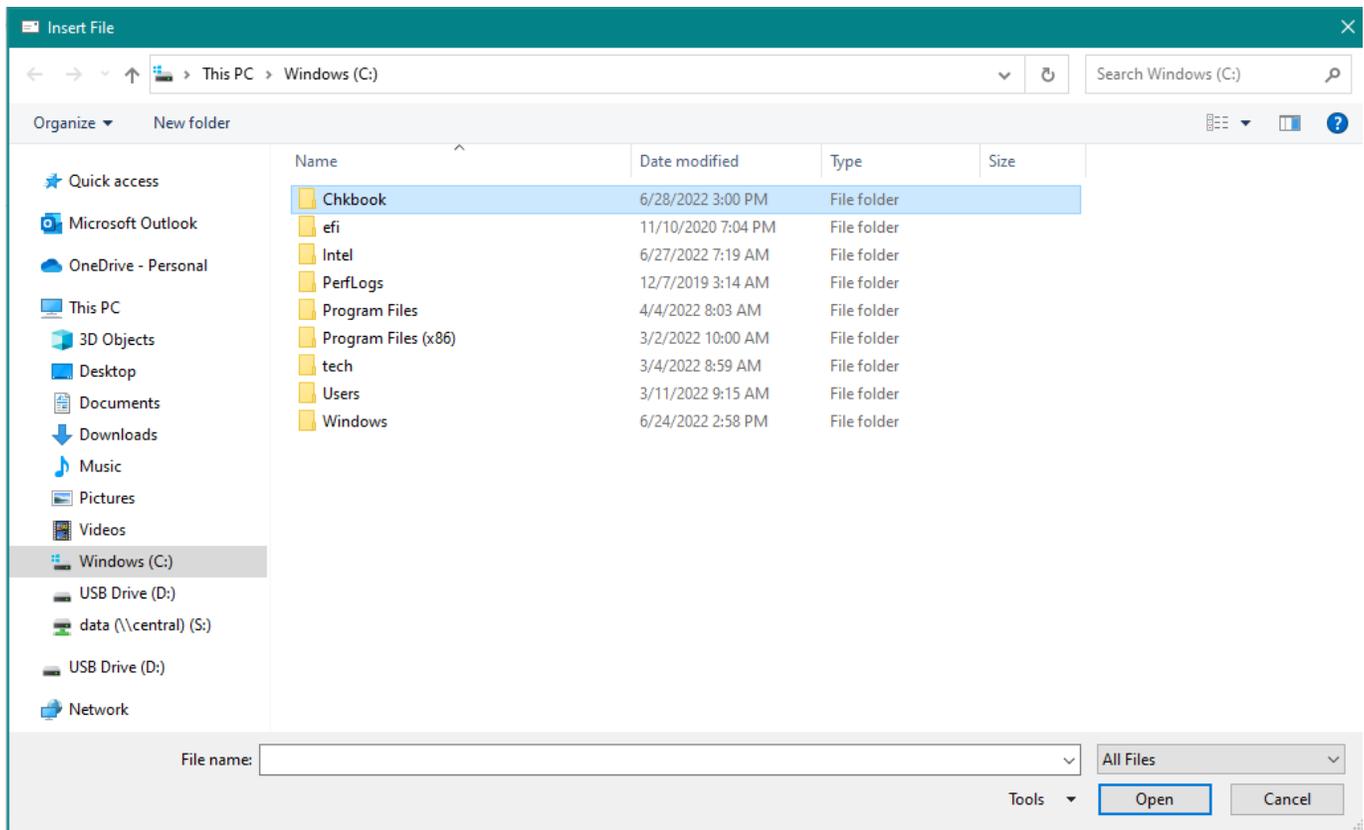
Click on body part of message

Click on paper clip to attach file

Select Browse This PC...

The screenshot shows the Microsoft Word interface with the 'Message' ribbon selected. The ribbon includes options like 'File', 'Message', 'Insert', 'Draw', 'Options', 'Format Text', 'Review', and 'Help'. The 'Attach File' button is highlighted, and its dropdown menu is open, displaying a list of 'Recent Items' and options to 'Attach Item', 'Browse Web Locations', 'Browse This PC...', and 'Reuse Files'. The 'Browse This PC...' option is circled in red. The background shows the 'To' field with 'Sonia Lumberas' and the 'Subject' field with '(school name)'s activity records.

Highlight and click on Windows (C:)



Highlight and double click on Chkbook

You will need to "Insert" 9 files:

address.cdx
address.dbf
general.dbf
org.cdx
org.dbf
temporg.cdx
temporg.dbf
trans.cdx
trans.dbf

On some computers, the file extension « cdx » is not seen when you click insert file, but it is seen when it appears on the e-mail message.

