



How To Navigate Keystone Client





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Keystone Information Systems, Inc.

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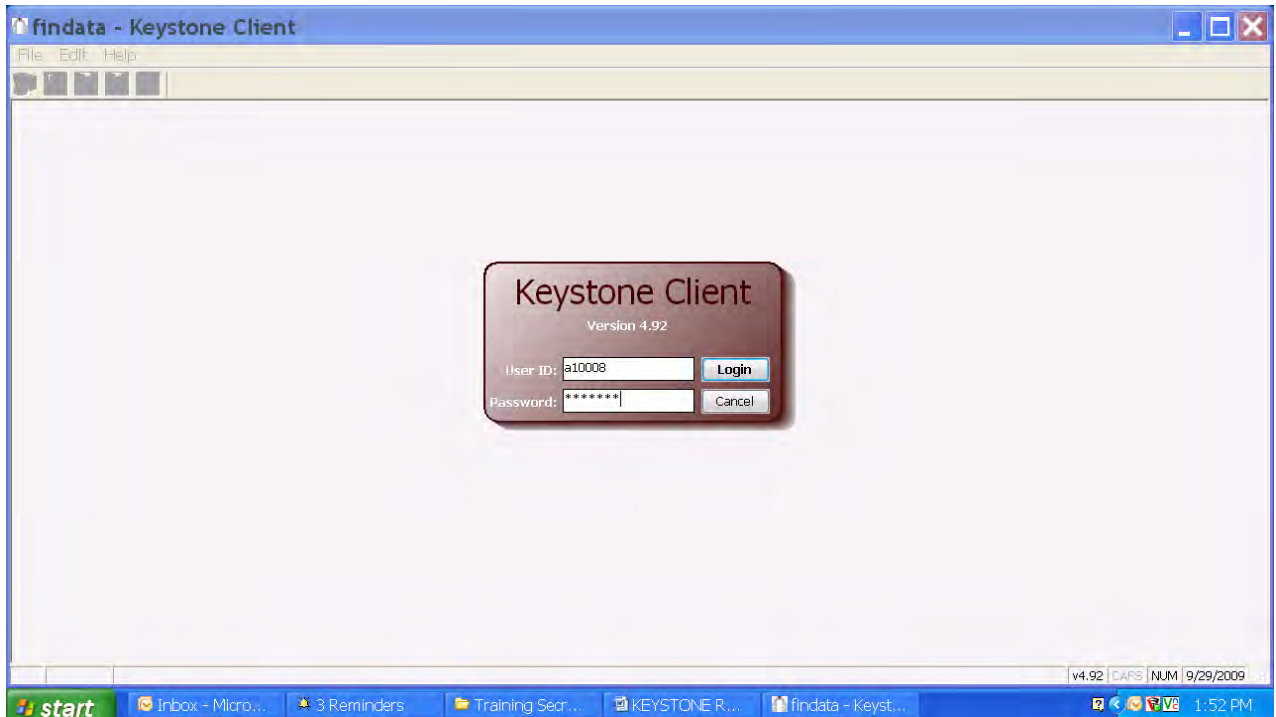


Launching a Session

To launch a session, double Left click on the Connection Icon. You may also single Right click the Mouse and select Connect.

The Login Screen will display.

Print Screen 10.01.09



Enter your Login Name in the User Id field (Case Sensitive).

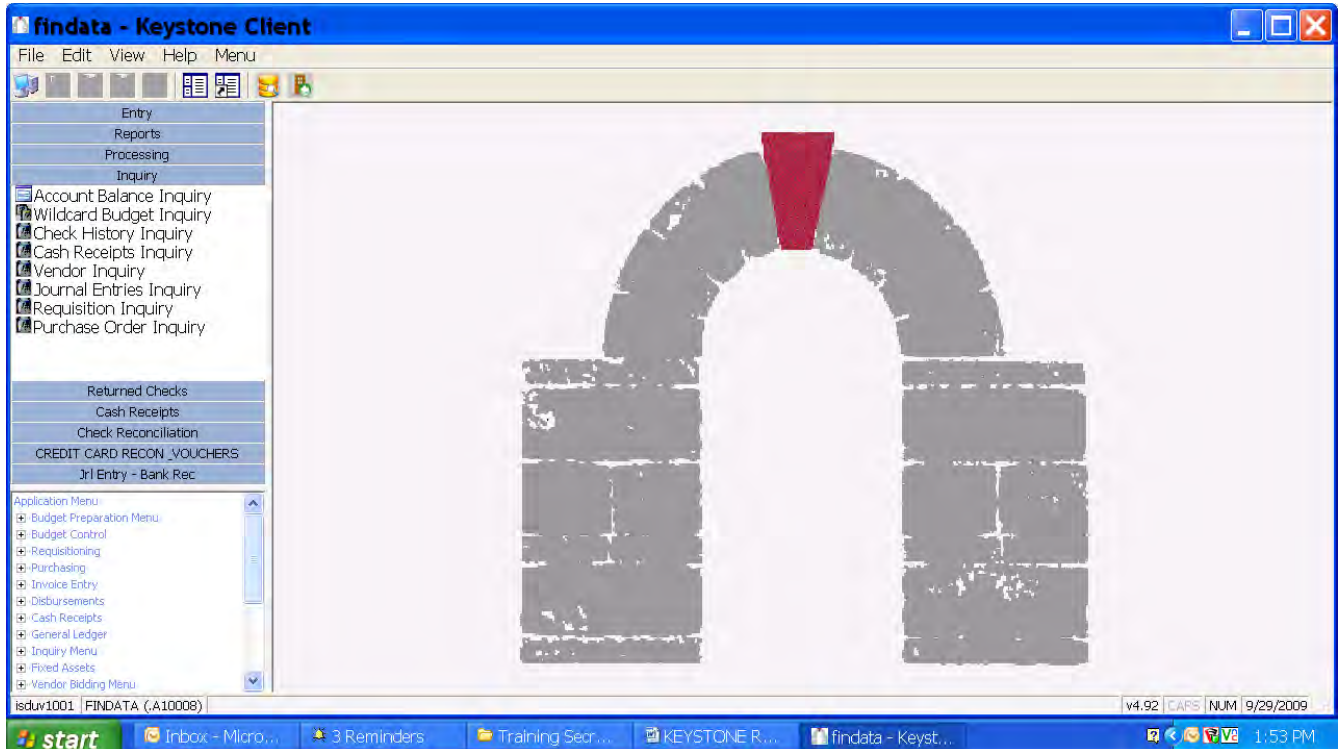
Enter your Password in the Password field (Case Sensitive).

Click the **Login** button or press <Enter> to launch the session.



The Keystone Client session opens.

Print Screen 10.01.09

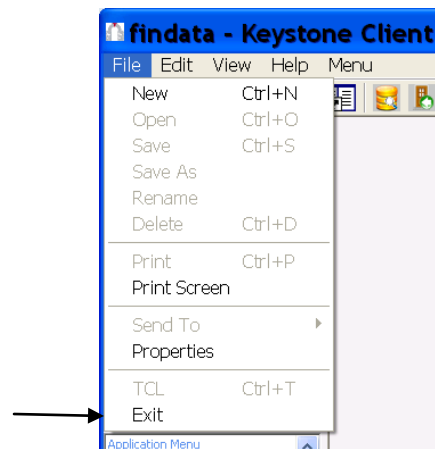


Exiting/Closing a Session

Use **F**ile **E**xit or the



Close Connection Icon to close the active Keystone Client Session

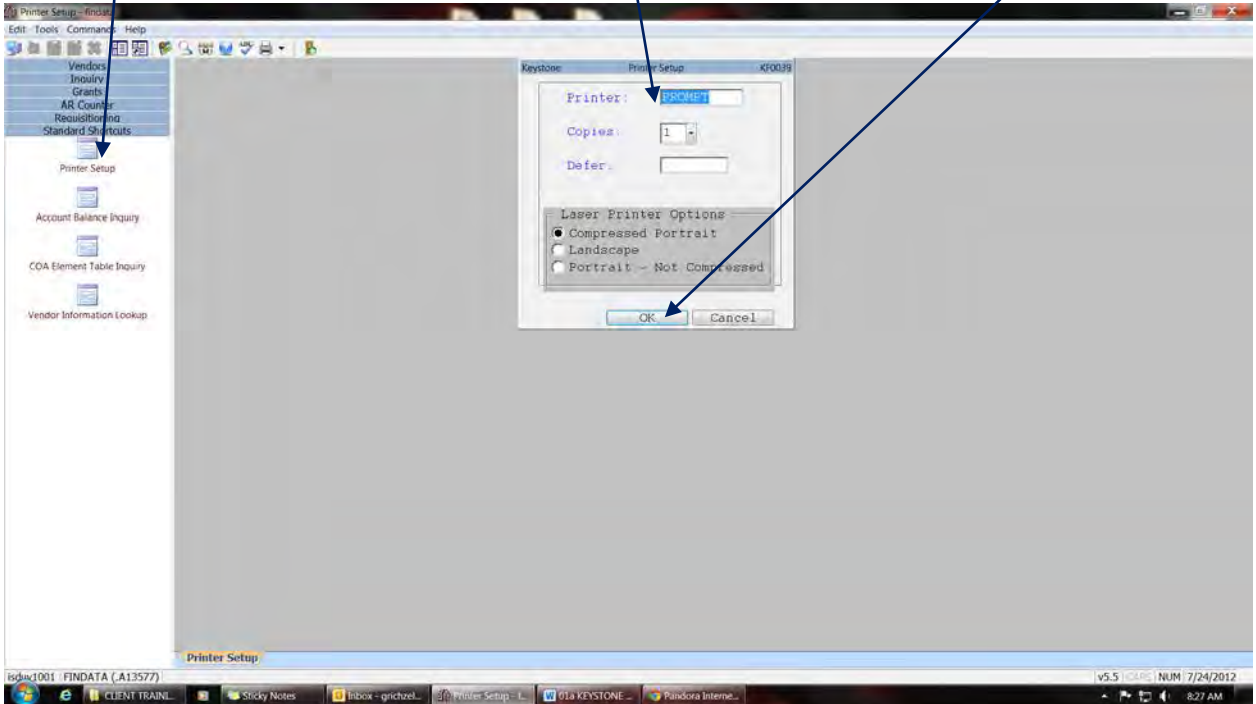


To Change Your Keystone Printer Settings

1. Click on Standard Shortcut Bar – Click Printer Setup

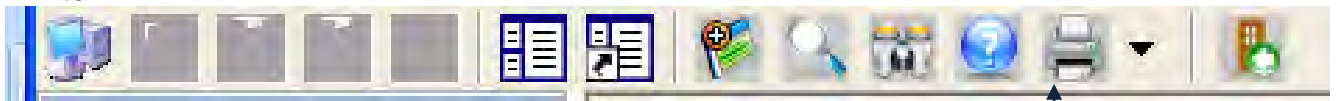
2. Change to PROMPT

3. Click OK.



LOCAL/DEFAULT PRINTER - To find your Local/Default Printer, In the lower left corner of your computer Click on “Start – Printers and Faxes – The marked printer is your Local/Default Printer”.

KEYSTONE PRINTER – This can be a different printer from your Local/Default Printer.

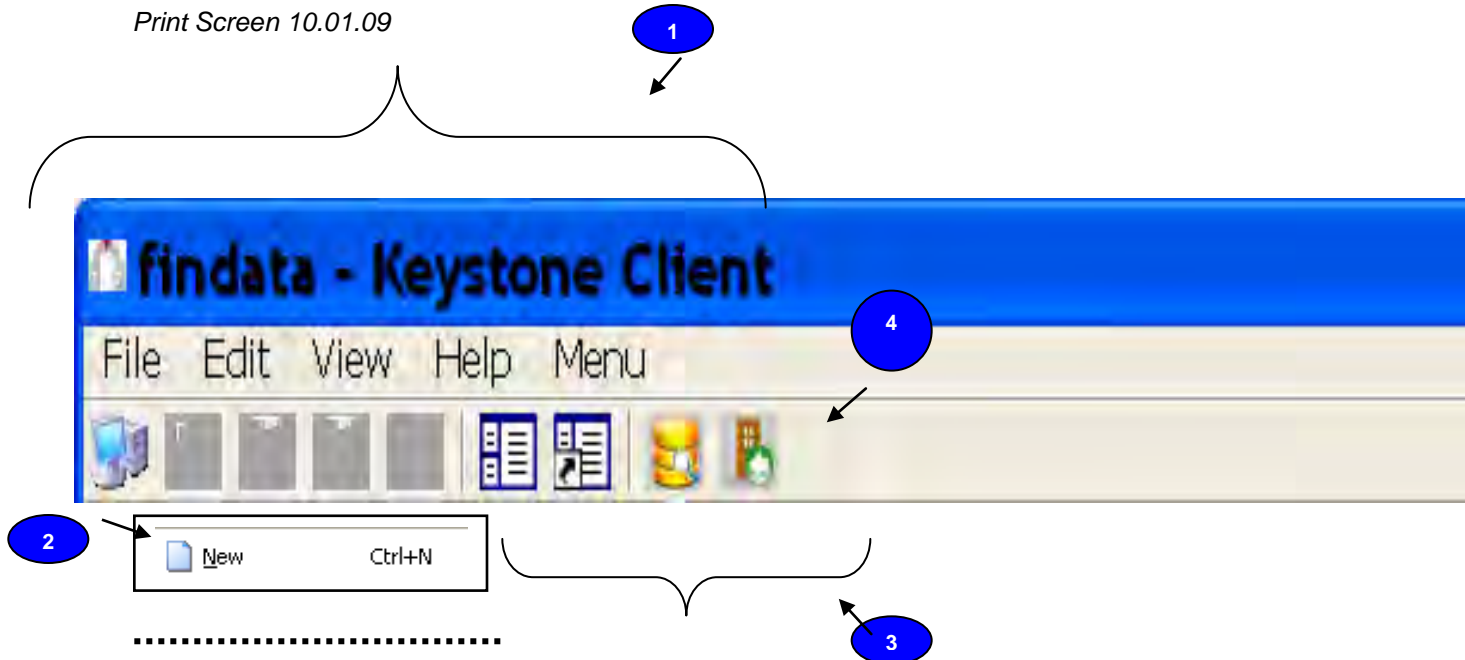


Print screen Use File Print Screen, the  *Print Screen Icon*, or the (PrtSc) button to print the Active Keystone Client Screen. **NOTE:** This prints to your local printer – Not your Keystone printer



Keystone Client Navigation

Print Screen 10.01.09



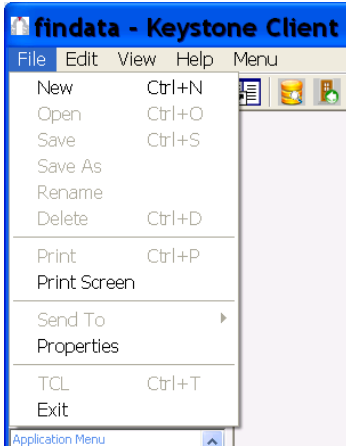
- 1 Menu Bar
- 2 Menu Command
- 3 Tool Bar
- 4 Button



Keystone Client Menu Bar Options

File


The File Menu includes commands that enable you to create a New Connection, Print Screen and Exit. The File Menu Option is only available at the Main Menu. When a Window is open, the File Menu Option is not available.



New

Use File New, the  *New Connection Icon*, or the Hotkey (CTRL) “N” to create a new Keystone Client Session.

Print Screen

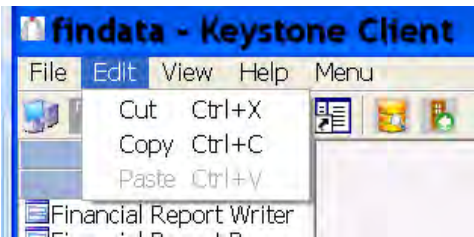
Use File -Print Screen, the  *Print Screen Icon*, or the (PrtSc) button to print the Active Keystone Client Screen. NOTE: This prints to your local printer – Not your Keystone printer.

Exit

Use File Exit or the  *Close Connection Icon* to close the active Keystone Client Session



Edit



The Edit menu includes commands that enable you to move text to and from the clipboard and delete text.

Cut Use Edit Cut or the Hotkey (CTRL) “X” to cut text to the clipboard.
Note: You must highlight a field first.

This option is only available when an Active Window is opened.
Copy Use Edit Copy or the Hotkey (CTRL) “C” to copy text to the clipboard. Note: You must highlight a field first.

This option is only available when an Active Window is opened.

Paste Use Edit Paste or the Hotkey (CTRL) “V” to copy text to the clipboard. Note: You must highlight a field first.

This option is only available when an Active Window is opened.



View

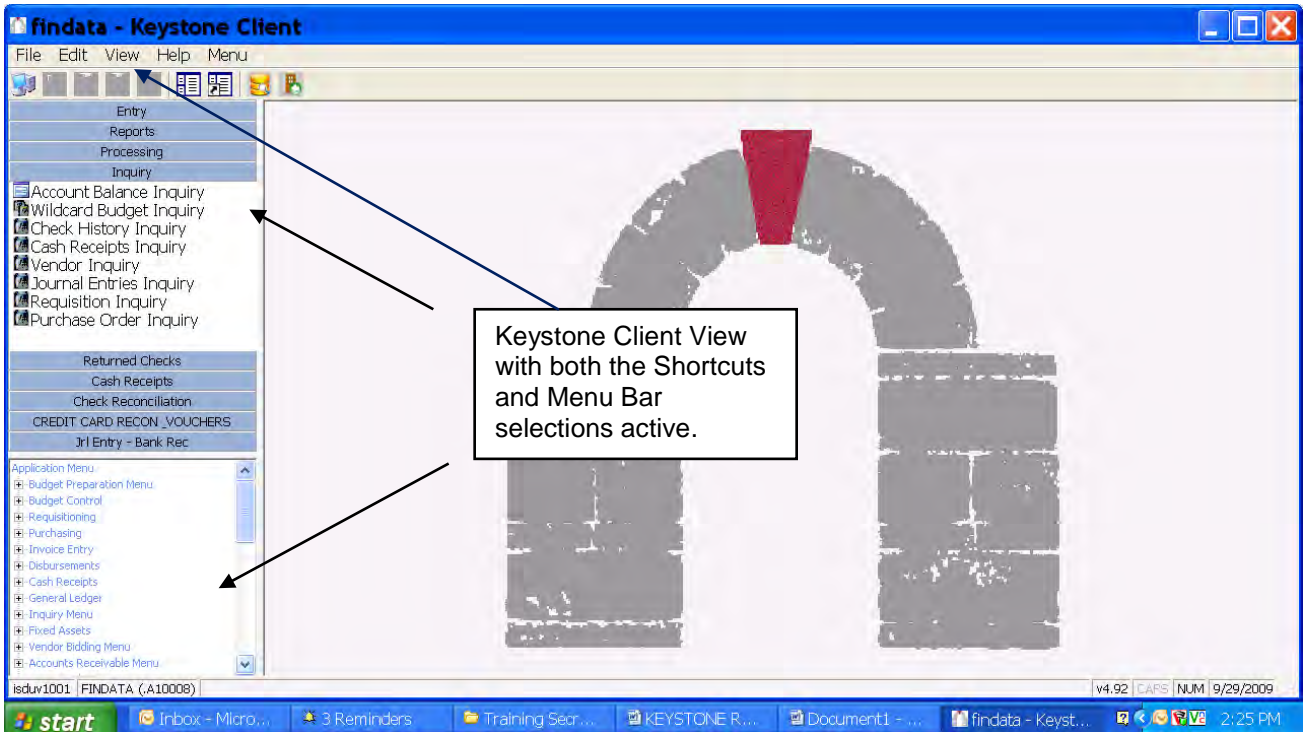


✓ Menu Bar

✓ ShortCuts

Application View with both the Show Menu Bar and Show Shortcuts options selected.

Print Screen 10.01.09

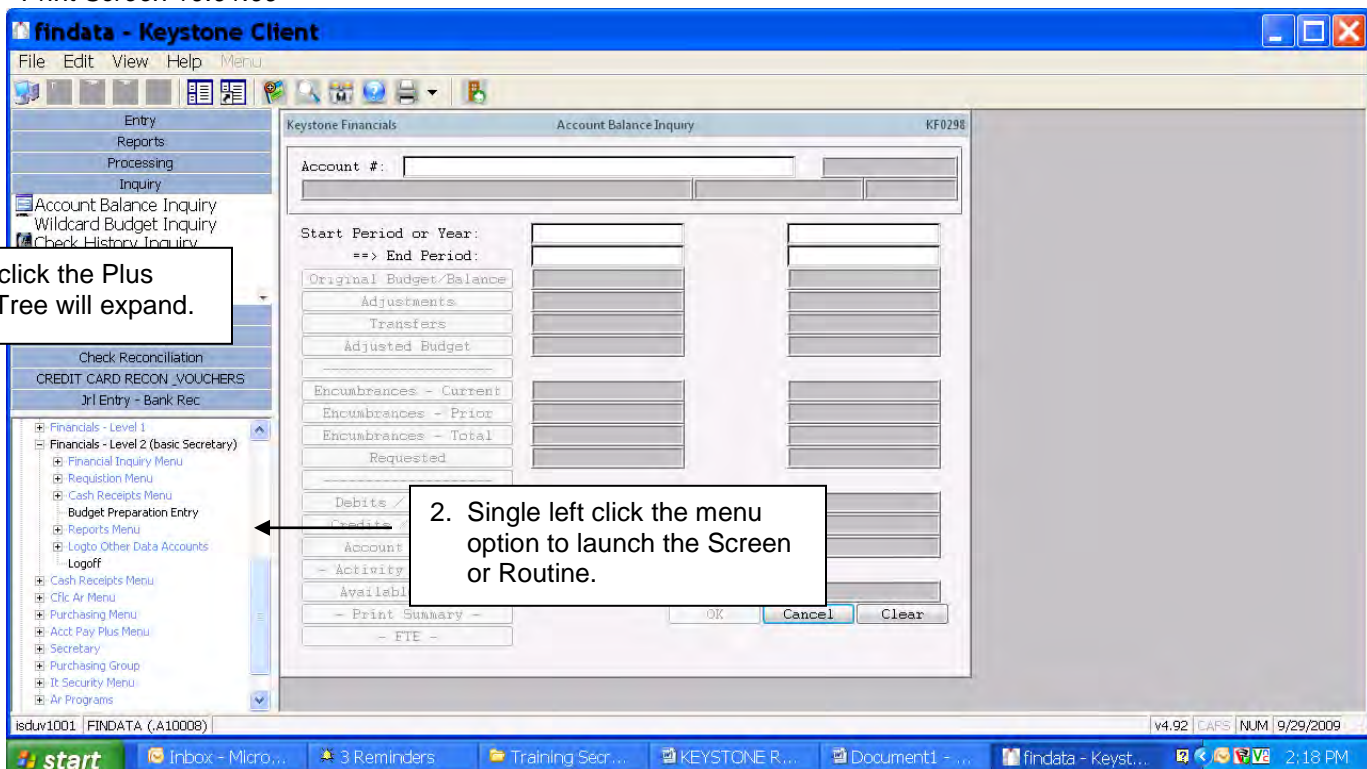


View Menu Bar

✓ Menu Bar

With Show Menu Bar selected, the Menu Bar will display at the left of the screen. Single Left click the + sign to expand the Menu and view the available Sub Menus. To select a Sub Menu option, highlight the selection and single click. The Screen or Utility will open in the Keystone Client window.

Print Screen 10.01.09



The screenshot shows the 'findata - Keystone Client' window. On the left, a menu bar is expanded to show various options under 'Financials - Level 2 (basic Secretary)'. A callout box with an arrow points to the plus sign next to 'Financials - Level 2 (basic Secretary)', containing the text: '1. Single left click the Plus Sign and the Tree will expand.' Another callout box with an arrow points to the 'Account Balance Inquiry' option in the menu bar, containing the text: '2. Single left click the menu option to launch the Screen or Routine.' The main window area displays the 'Account Balance Inquiry' form with fields for 'Account #', 'Start Period or Year', and 'End Period', along with various data tables and buttons like 'OK', 'Cancel', and 'Clear'.

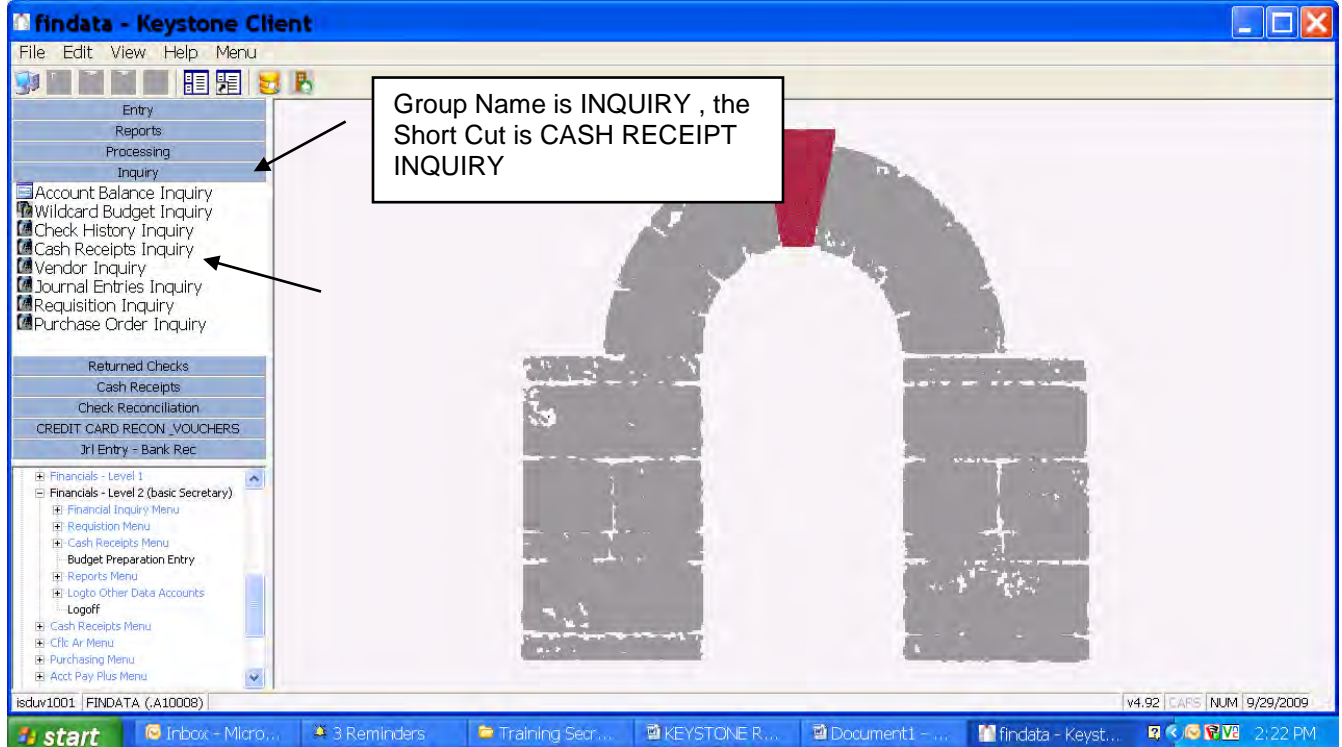


View Shortcuts

- ✓ ShortCuts With Show Shortcuts selected, custom made Shortcuts will display to the left of the screen. Single Left click the Group Name to reveal the available Shortcuts. Shortcuts are created by the User and each setup is unique to a User's Login.

How to Create Shortcuts is covered later in this document.

Print Screen 10.01.09



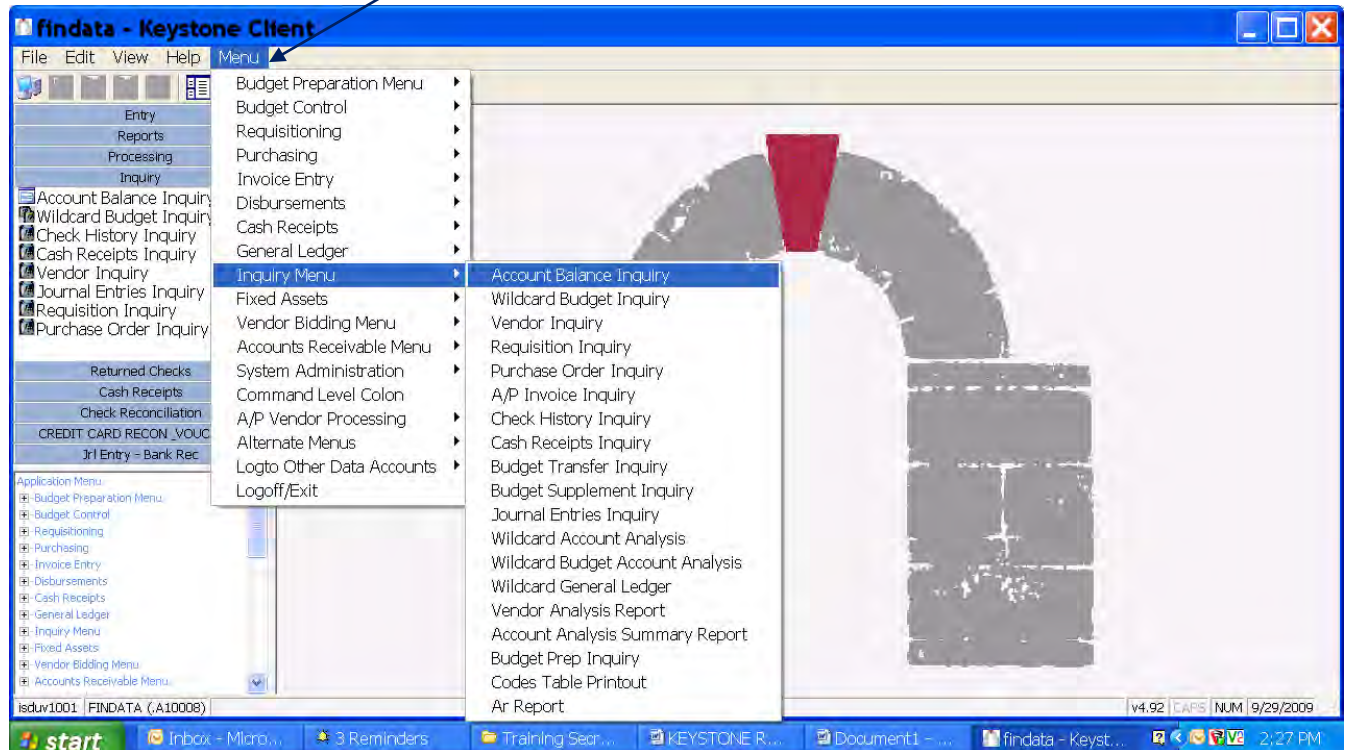


Menu

View available Menus in cascading display. This option is only available from the Main Menu.

When Navigating with this method, only the Window selected will open. When you exit that Window, you will be back to the Main Menu or to the previously opened Window.

Print Screen 10.01.09



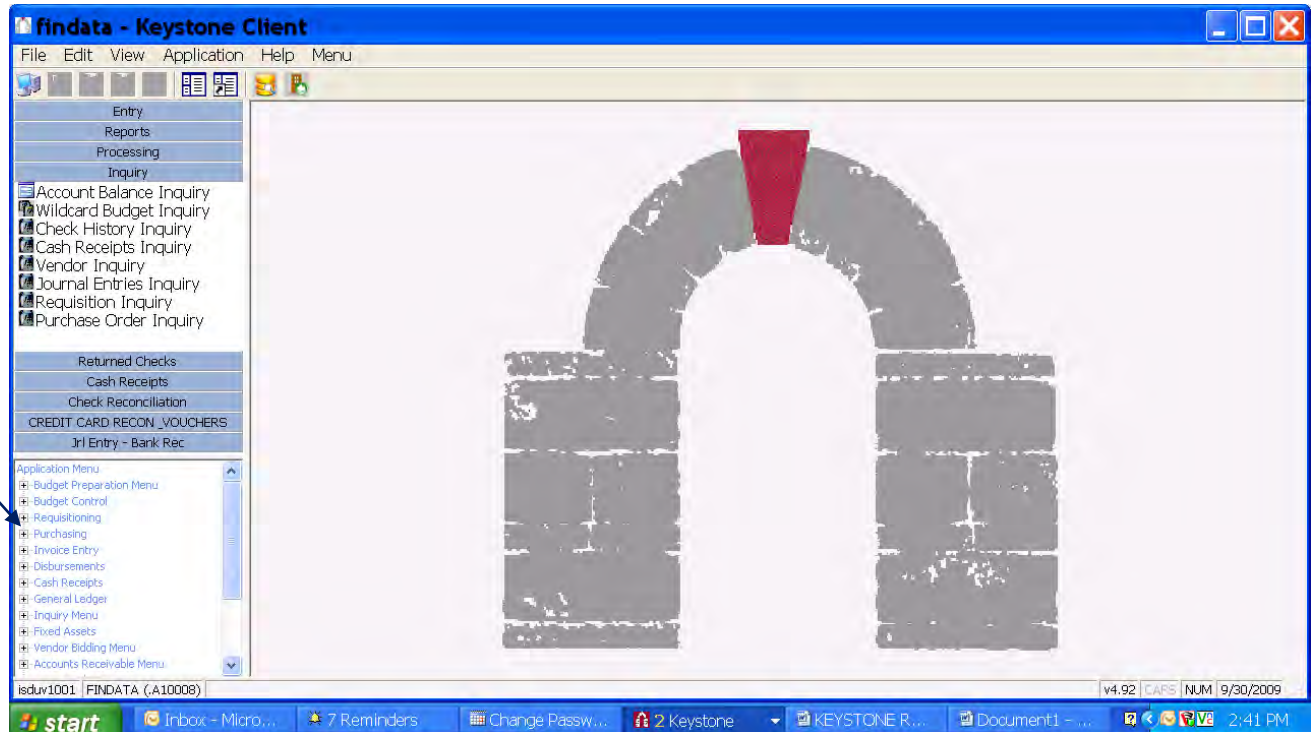
*Note. Pressing ESC will return you to the previous displayed Screen/Utility.



Using the Menu Bar

Single Left click the + sign to expand the Menu and view the available Sub Menus. To select a Sub Menu option, highlight the selection and single click. The Screen or Utility will open in the Keystone Client window.

Print Screen 10.01.09

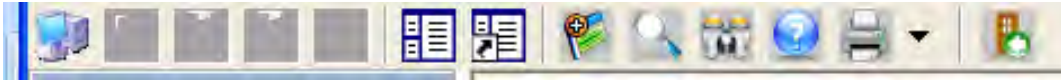


*Note. Pressing ESC will return you to the previous displayed Screen/Utility.



Keystone Client Tool Bar

Print Screen 08.02.06



New Connection Icon. Single Left Click to open a new Connection.



Show/Hide Menu Bar Icon . Single Left Click to toggle between displaying the Menu Bar at the bottom left of the Screen. .



Show/Hide Shortcuts. Single Left Click to toggle between displaying the Shortcuts at the top left of the Screen. Use this Icon to Show or Hide the Shortcuts on the top left side of your screen.



New Record Icon. Single Left Click to create a new record. *Only available when a window is open such as Cash Receipt Entry, Purchase Order Entry, Etc.

Keyboard shortcut: F5



Lookup Icon. Use this Icon to Lookup in Inquiry. **Keyboard shortcut: F8**



Zoom Icon. Not commonly used




Help Icon. This is currently disabled.



Printer Icon. Single Left Click to print current record displayed. *Only available when a window is open. This will print to your Local/Default Printer. (To find your Local/Default Printer, Click on Start-Printers and Faxes. The marked printer is your Local/Default Printer). This icon can be used for screenprints or printing from terminal. This may be different from your Keystone Printer.



Close Session Icon. Use File-Exit_ or the  icon to close the active Keystone Client Session.



Keystone Client Tool Bar with Report Printed to “Preview”

Print Screen 10.01.09



Excel Icon. Once a report is printed to preview, use the Excel Icon to return the data to Excel.



PDF Icon. Once a report is printed to preview, use the PDF Icon to return the data to PDF format.



Printer Icon. Once a report is printed to preview, use the Printer Icon to take the data to your Local/Default Printer. This may be different from your Keystone Printer.



Font Icon. Once a report is printed to preview, use the Font Icon to increase or decrease the font size.

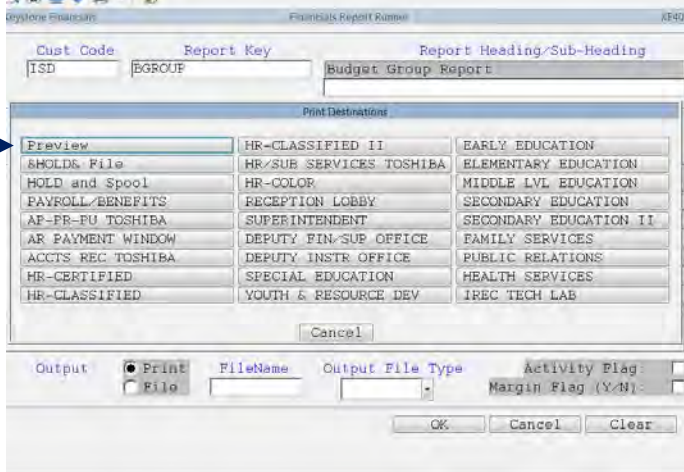
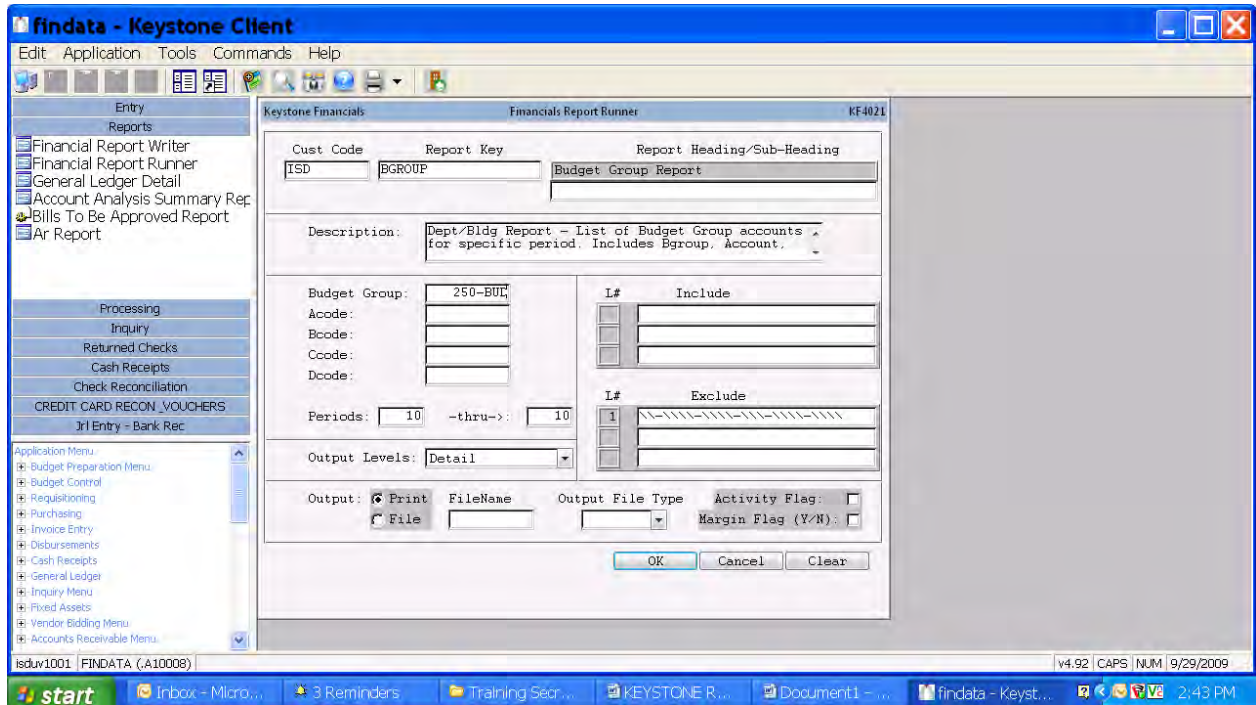


Back Icon. Once a report is printed to preview, use the Back Icon to exit the viewed report and return to the previous screen.

Printing To Preview

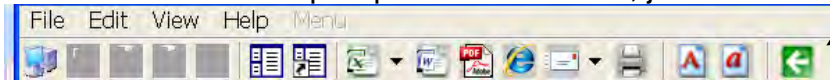
Run a report and select Preview from the Print Destinations Screen.

Print Screen 10.01.09



Select Preview as the printer option.

When you want to close the report printed to Preview, just click on the Back Icon.



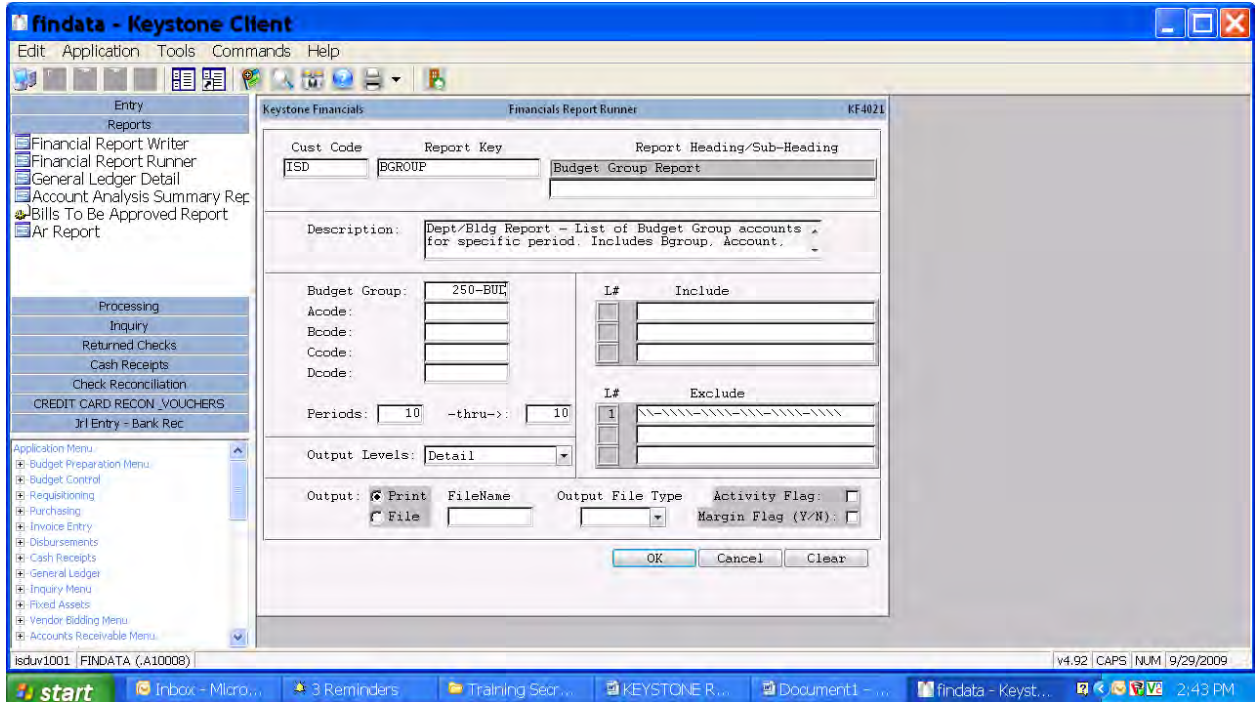


Back Icon. Once a report is run to the Preview, use the Back Icon to exit the viewed report and return to the previous screen

Excel Option

Run a report and select Preview from the Print Destinations Screen.

Print Screen 10.01.09



Keystone Financials Financials Report Runner (KF402)

Cust Code: ISD Report Key: BGROUP Report Heading/Sub-Heading: Budget Group Report

Print Destinations

Preview	HR-CLASSIFIED II	EARLY EDUCATION
EHOLDS File	HR/SUB SERVICES TOSHIBA	ELEMENTARY EDUCATION
HOLD and Spool	HR-COLOR	MIDDLE LVL EDUCATION
PAYROLL/BENEFITS	RECEPTION LOBBY	SECONDARY EDUCATION
AP-PR-PU TOSHIBA	SUPERINTENDENT	SECONDARY EDUCATION II
AR PAYMENT WINDOW	DEPUTY FIN/SUP OFFICE	FAMILY SERVICES
ACCTS REC TOSHIBA	DEPUTY INSTR OFFICE	PUBLIC RELATIONS
HR-CERTIFIED	SPECIAL EDUCATION	HEALTH SERVICES
HR-CLASSIFIED	YOUTH & RESOURCE DEV	IREC TECH LAB

Cancel

Output: Print File FileName: Output File Type: Activity Flag:
 Margin Flag (Y/N):

OK Cancel Clear

Select Terminal as the printer option.





The report prints to Preview. Select the Excel option.

Print Screen 10.01.09



Select the Excel Option.

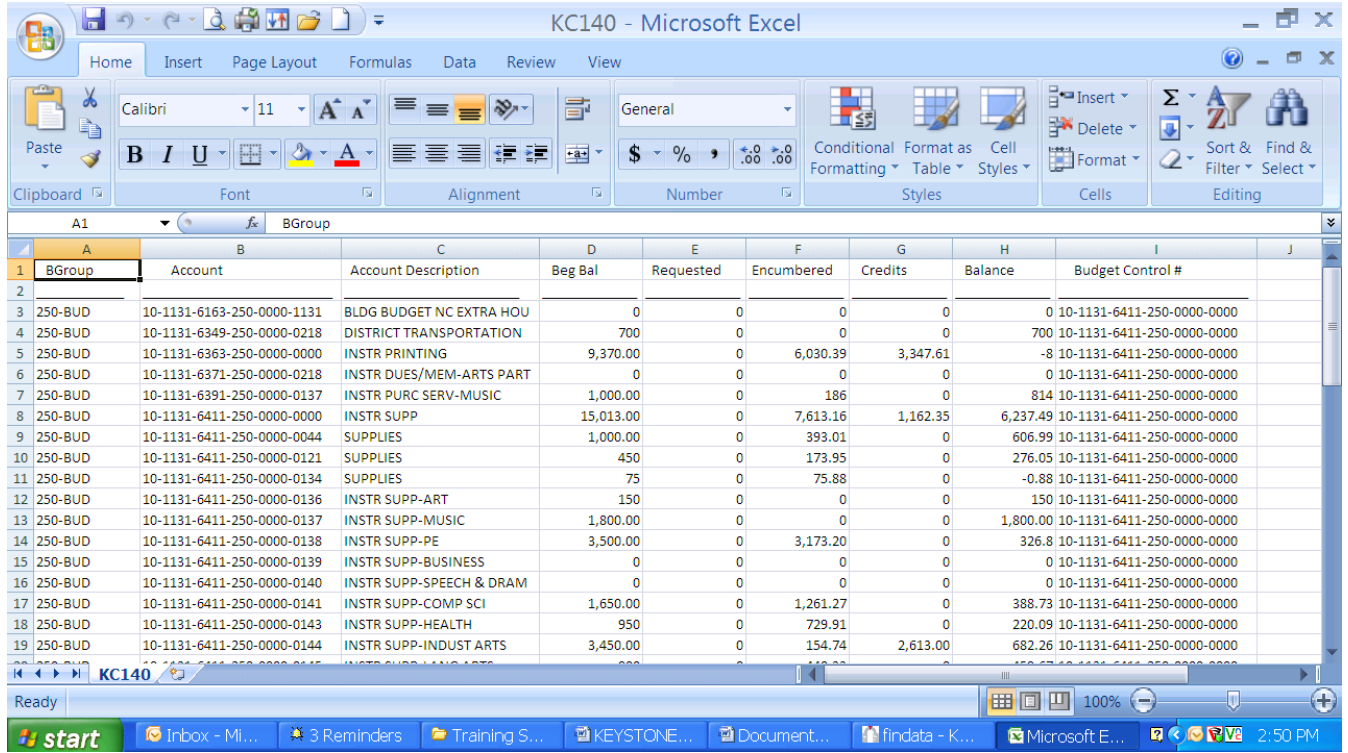
The screenshot shows the 'findata - Keystone Client' application window. The 'Report Preview' window is open, displaying a table of budget data for the 'INDEPENDENCE SCHOOL DISTRICT'. The table includes columns for BGroup, Account, Account Description, Budget/Beg Bal, Requested, Encumbered, and Debits/Credits. The data is organized by BGroup (250-BUD) and lists various accounts such as 'BLDG BUDGET NC EXTRA HOU', 'DISTRICT TRANSPORTATION', 'INSTR PRINTING', and 'INSTR DUES/MEM-ARTS PART'. The status bar at the bottom indicates 'v4.92 | CAPS NUM | 9/29/2009'.

BGroup	Account	Account Description	Budget/ Beg Bal	Requested	Encumbered	Debits/ Credits
250-BUD	10-1131-6163-250-0000-1131	BLDG BUDGET NC EXTRA HOU	0.00	0.00	0.00	0.00
250-BUD	10-1131-6349-250-0000-0218	DISTRICT TRANSPORTATION	700.00	0.00	0.00	0.00
250-BUD	10-1131-6363-250-0000-0000	INSTR PRINTING	9,370.00	0.00	6,030.39	3,347.61
250-BUD	10-1131-6371-250-0000-0218	INSTR DUES/MEM-ARTS PART	0.00	0.00	0.00	0.00
250-BUD	10-1131-6391-250-0000-0137	INSTR PURC SERV-MUSIC	1,000.00	0.00	186.00	0.00
250-BUD	10-1131-6411-250-0000-0000	INSTR SUPP	15,013.00	0.00	7,613.16	1,162.35
250-BUD	10-1131-6411-250-0000-0044	SUPPLIES	1,000.00	0.00	393.01	0.00
250-BUD	10-1131-6411-250-0000-0121	SUPPLIES	450.00	0.00	173.95	0.00
250-BUD	10-1131-6411-250-0000-0134	SUPPLIES	75.00	0.00	75.88	0.00
250-BUD	10-1131-6411-250-0000-0136	INSTR SUPP-ART	150.00	0.00	0.00	0.00
250-BUD	10-1131-6411-250-0000-0137	INSTR SUPP-MUSIC	1,800.00	0.00	0.00	0.00
250-BUD	10-1131-6411-250-0000-0138	INSTR SUPP-PE	3,500.00	0.00	3,173.20	0.00
250-BUD	10-1131-6411-250-0000-0139	INSTR SUPP-BUSINESS	0.00	0.00	0.00	0.00
250-BUD	10-1131-6411-250-0000-0140	INSTR SUPP-SPEECH & DRAM	0.00	0.00	0.00	0.00
250-BUD	10-1131-6411-250-0000-0141	INSTR SUPP-COMP SCI	1,650.00	0.00	1,261.27	0.00
250-BUD	10-1131-6411-250-0000-0143	INSTR SUPP-HEALTH	950.00	0.00	729.91	0.00
250-BUD	10-1131-6411-250-0000-0144	INSTR SUPP-INDUST ARTS	3,450.00	0.00	154.74	2,613.00
250-BUD	10-1131-6411-250-0000-0145	INSTR SUPP-LANG ARTS	900.00	0.00	440.33	0.00
250-BUD	10-1131-6411-250-0000-0148	INSTR SUPP-MATH	900.00	0.00	806.93	0.00
250-BUD	10-1131-6411-250-0000-0149	INSTR SUPP-MATH	1,800.00	20.28	540.31	95.69
250-BUD	10-1131-6411-250-0000-0150	INSTR SUPP-SOC ST	900.00	0.00	580.25	49.00



Data returns to Excel.

Print Screen 10.01.09



If the layout of the above instructions doesn't work correctly, you may use the Excel Wizard and customize your column widths.

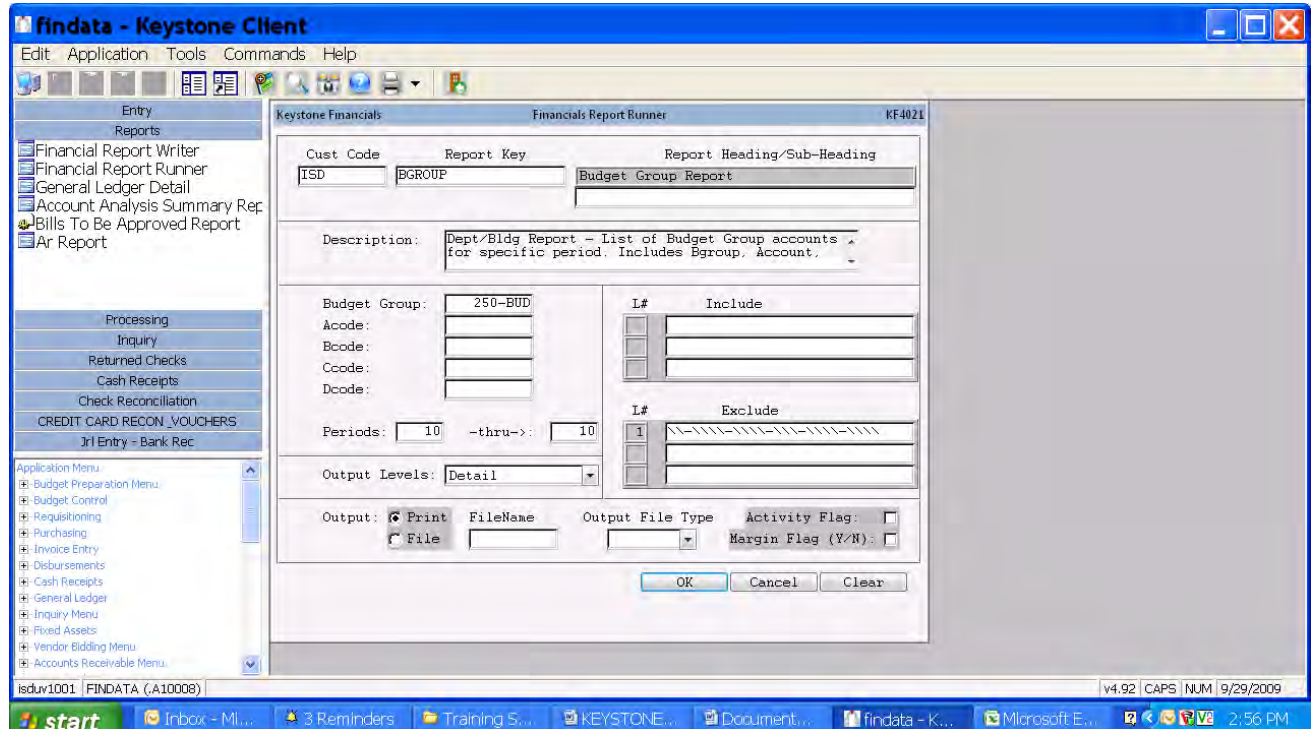




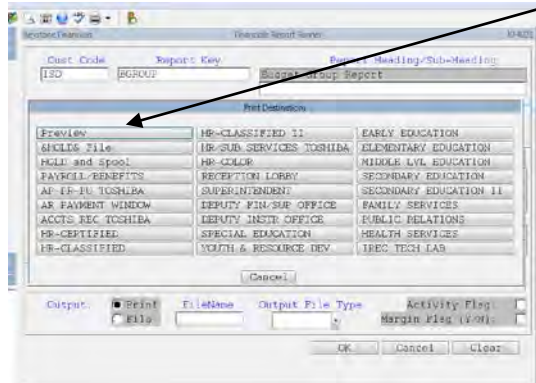
PDF Option (Recommended Way to send thru Email)

Run a report and select Preview from the Print Destinations Screen and then select the PDF option.

Print Screen 10.01.09



Select Preview as the printer option.



Select the PDF Icon.



Data returns to PDF.

Print Screen 10.01.09

The screenshot shows the 'findata - Keystone Client' application window. The main window displays a 'Report Preview' for 'INDEPENDENCE SCHOOL DISTRICT Budget Group Report' covering the period from 07/01/2009 to 06/30/2010. The report is presented as a table with columns for Budget/Req Bal, Requested, Encumbered, Debits/Credits, and Budget Balance. An Adobe Reader window is overlaid on top, showing the PDF version of the report with the same data table. The taskbar at the bottom shows the start button and several open applications, including 'findata - K...', 'Microsoft...', and 'Adobe Re...'. The system clock indicates 3:00 PM on 9/29/2009.

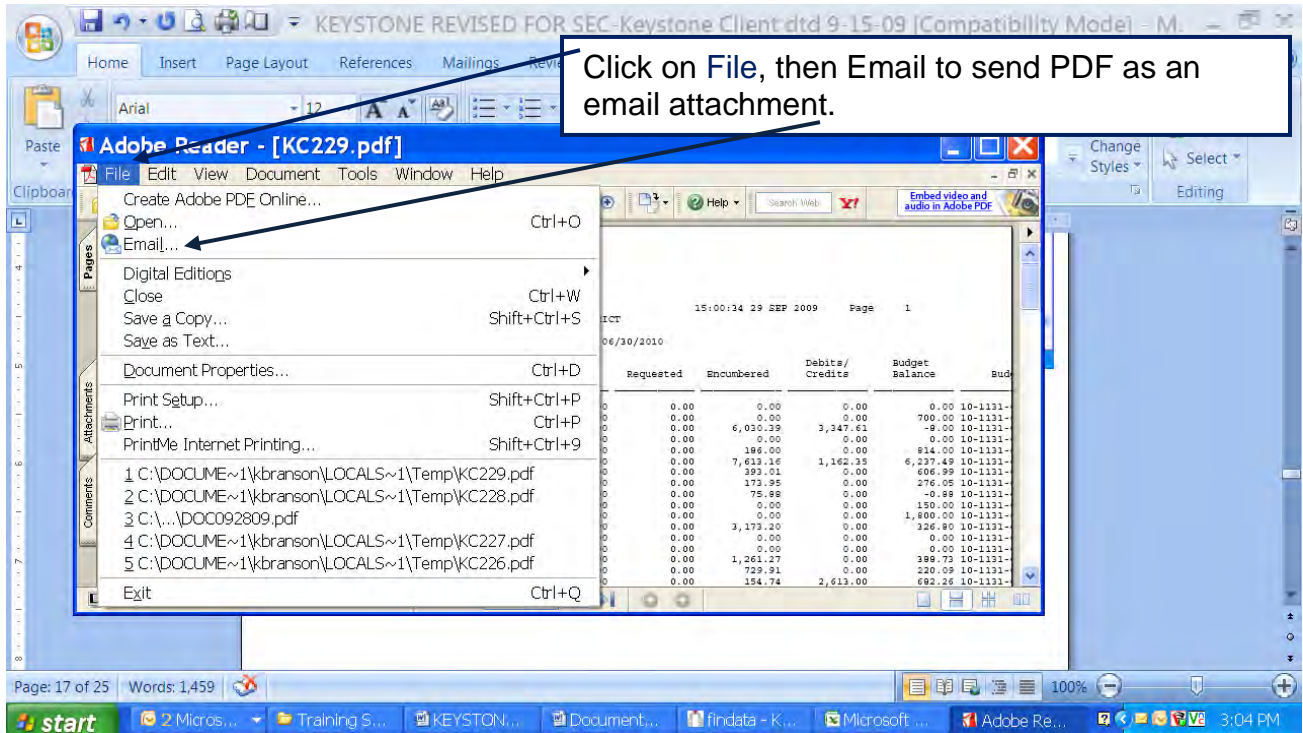
Bgroup	Account	Account Description	Budget/Req Bal	Requested	Encumbered	Debits/Credits	Budget Balance	Bud
250-BUD	10-1131-6163-250-0000-1131	BLDG BUDGET NC EXTRA HOU	0.00	0.00	0.00	0.00	0.00	10-1131-
250-BUD	10-1131-6149-250-0000-0218	DISTRICT TRANSPORTATION	700.00	0.00	0.00	0.00	700.00	10-1131-
250-BUD	10-1131-6363-250-0000-0000	INSTR PRINTING	9,270.00	0.00	6,030.39	3,247.61	-9.00	10-1131-
250-BUD	10-1131-6371-250-0000-0218	INSTR DESK/MEM-ARTS PART	0.00	0.00	0.00	0.00	0.00	10-1131-
250-BUD	10-1131-6391-250-0000-0137	INSTR PURC SERV-MUSIC	1,000.00	0.00	186.00	0.00	814.00	10-1131-
250-BUD	10-1131-6411-250-0000-0000	INSTR SUPP	15,013.00	0.00	7,613.16	1,162.35	6,237.49	10-1131-
250-BUD	10-1131-6411-250-0000-0044	SUPPLIES	1,300.00	0.00	393.01	0.00	606.99	10-1131-
250-BUD	10-1131-6411-250-0000-0121	SUPPLIES	450.00	0.00	173.95	0.00	276.05	10-1131-
250-BUD	10-1131-6411-250-0000-0134	SUPPLIES	75.00	0.00	75.98	0.00	-0.98	10-1131-
250-BUD	10-1131-6411-250-0000-0136	INSTR SUPP-ART	150.00	0.00	0.00	0.00	150.00	10-1131-
250-BUD	10-1131-6411-250-0000-0137	INSTR SUPP-MUSIC	1,800.00	0.00	0.00	0.00	1,800.00	10-1131-
250-BUD	10-1131-6411-250-0000-0138	INSTR SUPP-FE	3,500.00	0.00	3,173.20	0.00	326.80	10-1131-
250-BUD	10-1131-6411-250-0000-0139	INSTR SUPP-BUSINESS	0.00	0.00	0.00	0.00	0.00	10-1131-
250-BUD	10-1131-6411-250-0000-0140	INSTR SUPP-SPEECH & DRAM	0.00	0.00	0.00	0.00	0.00	10-1131-
250-BUD	10-1131-6411-250-0000-0141	INSTR SUPP-COMP SCI	1,650.00	0.00	1,261.27	0.00	388.73	10-1131-
250-BUD	10-1131-6411-250-0000-0143	INSTR SUPP-HEALTH	950.00	0.00	729.91	0.00	220.09	10-1131-
250-BUD	10-1131-6411-250-0000-0144	INSTR SUPP-INDUST ARTS	3,450.00	0.00	154.74	2,613.00	682.26	10-1131-



EMAIL From PDF Option

We recommend that if you want to email your report to someone, use a PDF file. That way it cannot be changed by the receiver. To do this you would do the following:

After creating your PDF file as stated above, Click on FILE then EMAIL. Up will pop an email with the PDF file as an attachment,

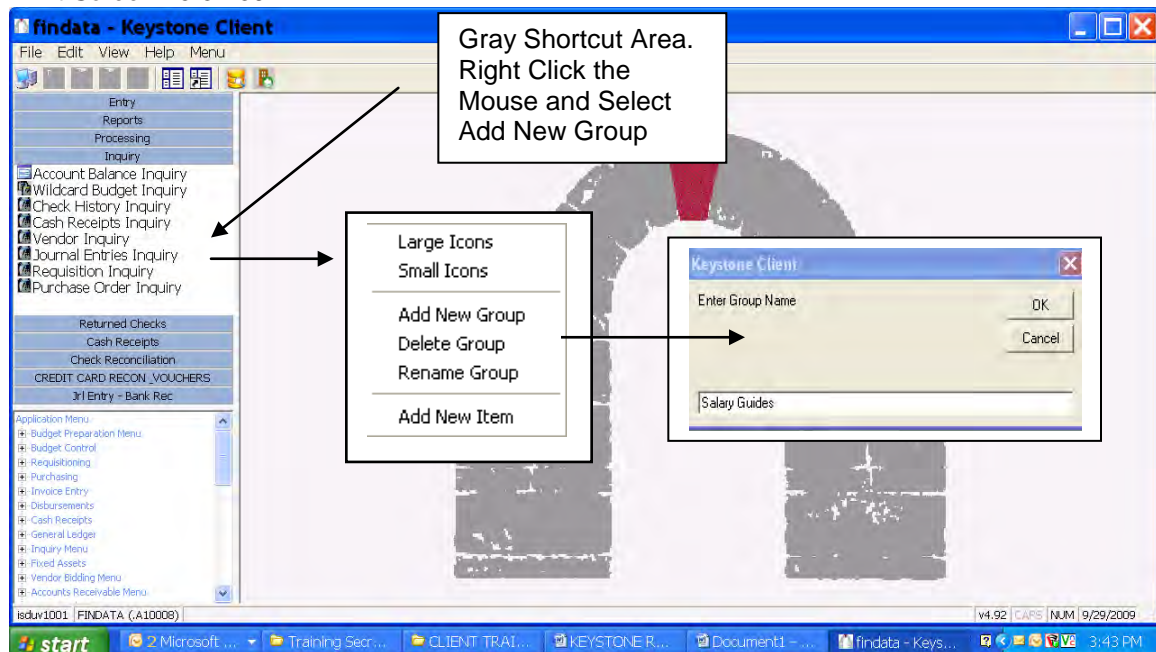




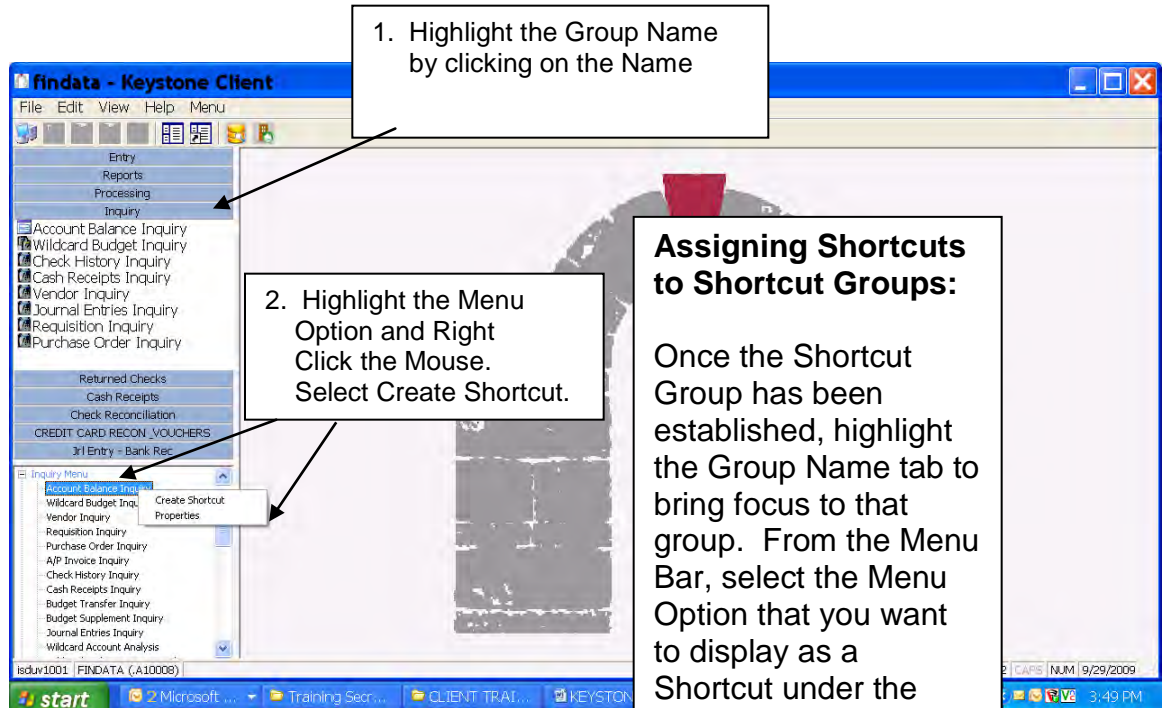
Creating Shortcut Groups

Do not have any screens or applications open (The Keystone Logo displays).
Place your cursor in the gray Shortcut area.
Right click the mouse and select Add New Group.
The Enter Group Name Box will appear.
Enter the title for the New Group and click Ok.

Print Screen 10.01.09



Assigning Shortcuts to Shortcut Groups

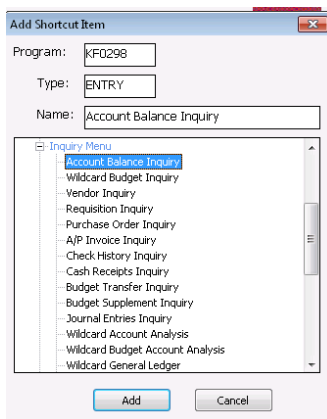
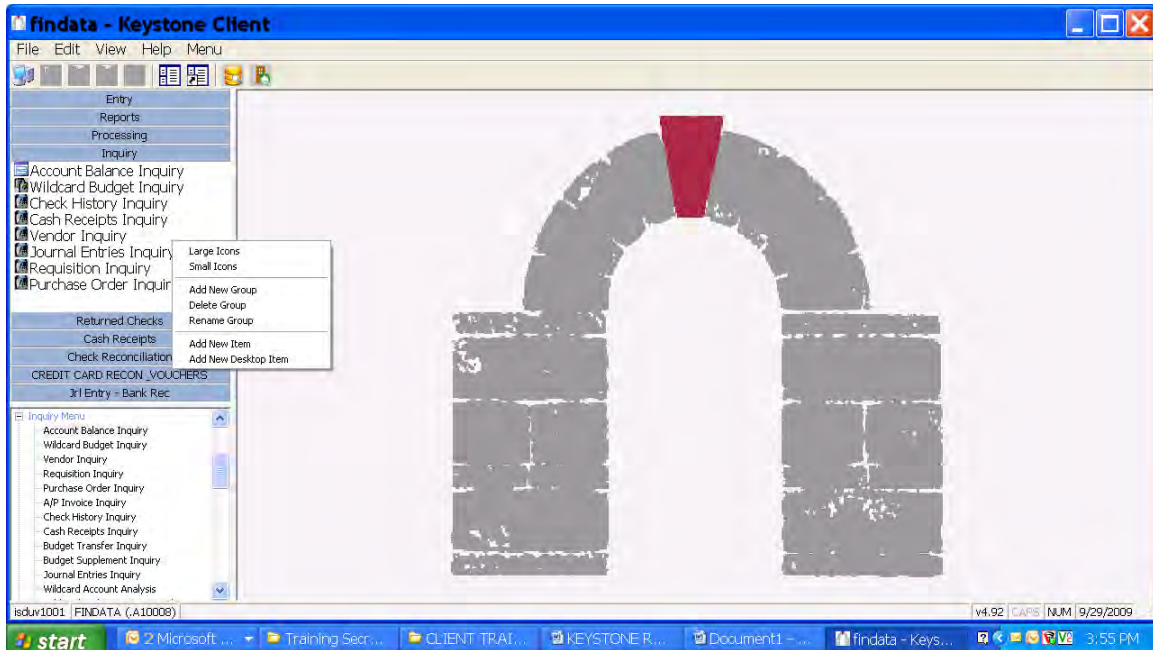




You can also Right Click in the Shortcut Group area and Right Click to select Add New Item.

The Add Shortcut Item box displays. Left click on the + sign to open Sub-screens and select the screen or utility for the Shortcut. The Program, Type, and Name fields will populate.

Print Screen 10.01.09





Using a Shortcut

Shortcuts can be used to launch Screens and Utilities. To select a Shortcut, highlight the Shortcut Group tab and single left click. The Options for this Group will display below the tab. Left single click the Shortcut Icon to launch the Screen or Utility. You may also Right single click and select Open.

The screenshot shows the 'findata - Keystone Client' application window. The menu structure is as follows:

- Entry
- Reports
- Processing
- Inquiry (highlighted)
- Account Balance Inquiry
- Wildcard Budget Inquiry
- Check History Inquiry
- Cash Receipts Inquiry
- Vendor Inquiry
- Journal Entries Inquiry
- Requisition Inquiry
- Purchase Order Inquiry
- Returned Checks
- Cash Receipts
- Check Reconciliation
- CREDIT CARD RECON_VOUCHERS
- JrI Entry - Bank Rec

An 'Inquiry Menu' is also visible at the bottom, listing various inquiry options. Two callout boxes provide instructions:

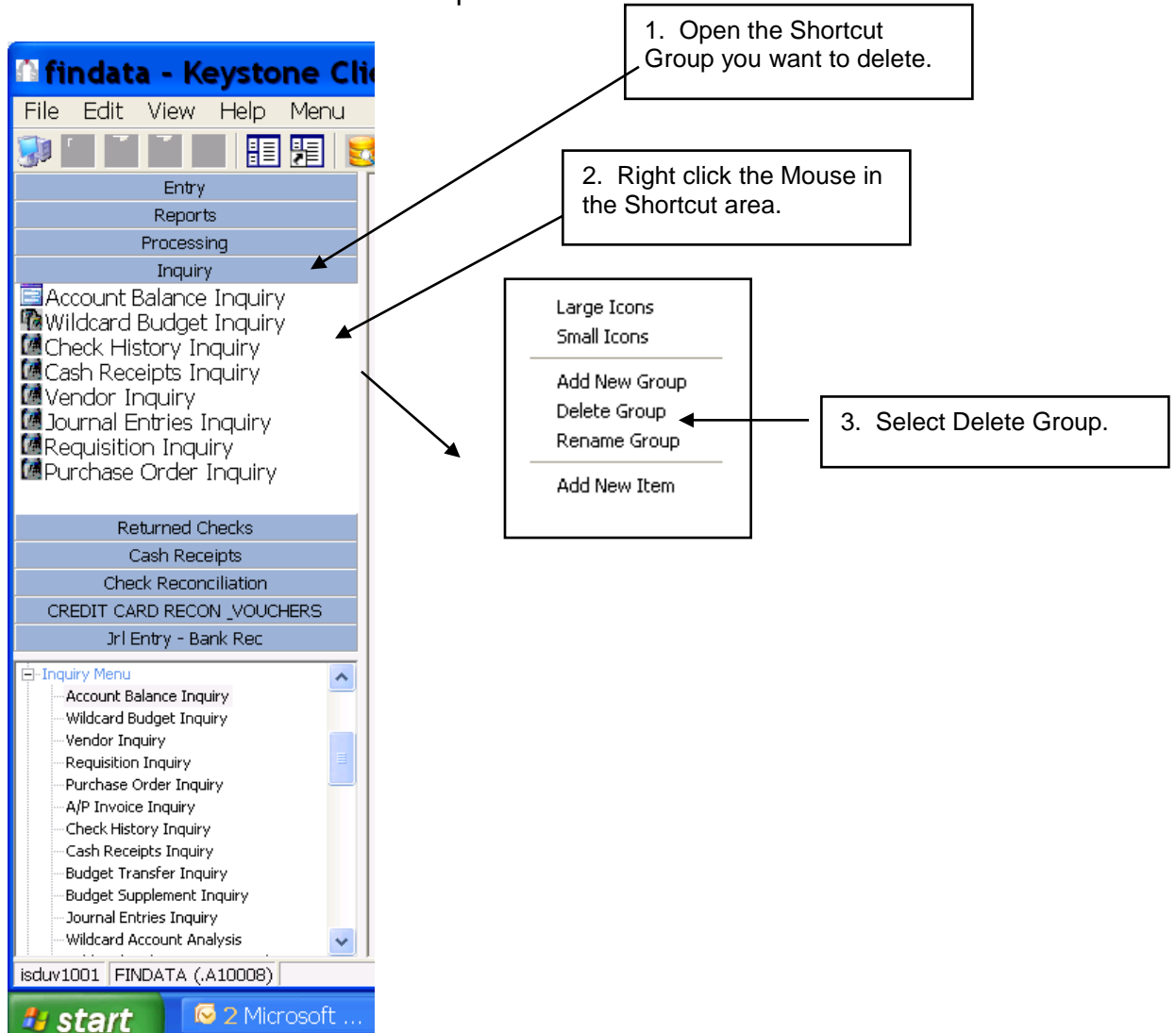
1. Highlight the Shortcut Group Name and single left
- Click to expand the Shortcut Options.

2. Highlight the Shortcut Option and single left click to open.

The selected Screen/Utility will open. *Note. Pressing ESC will return you to the previous displayed Screen/Utility.

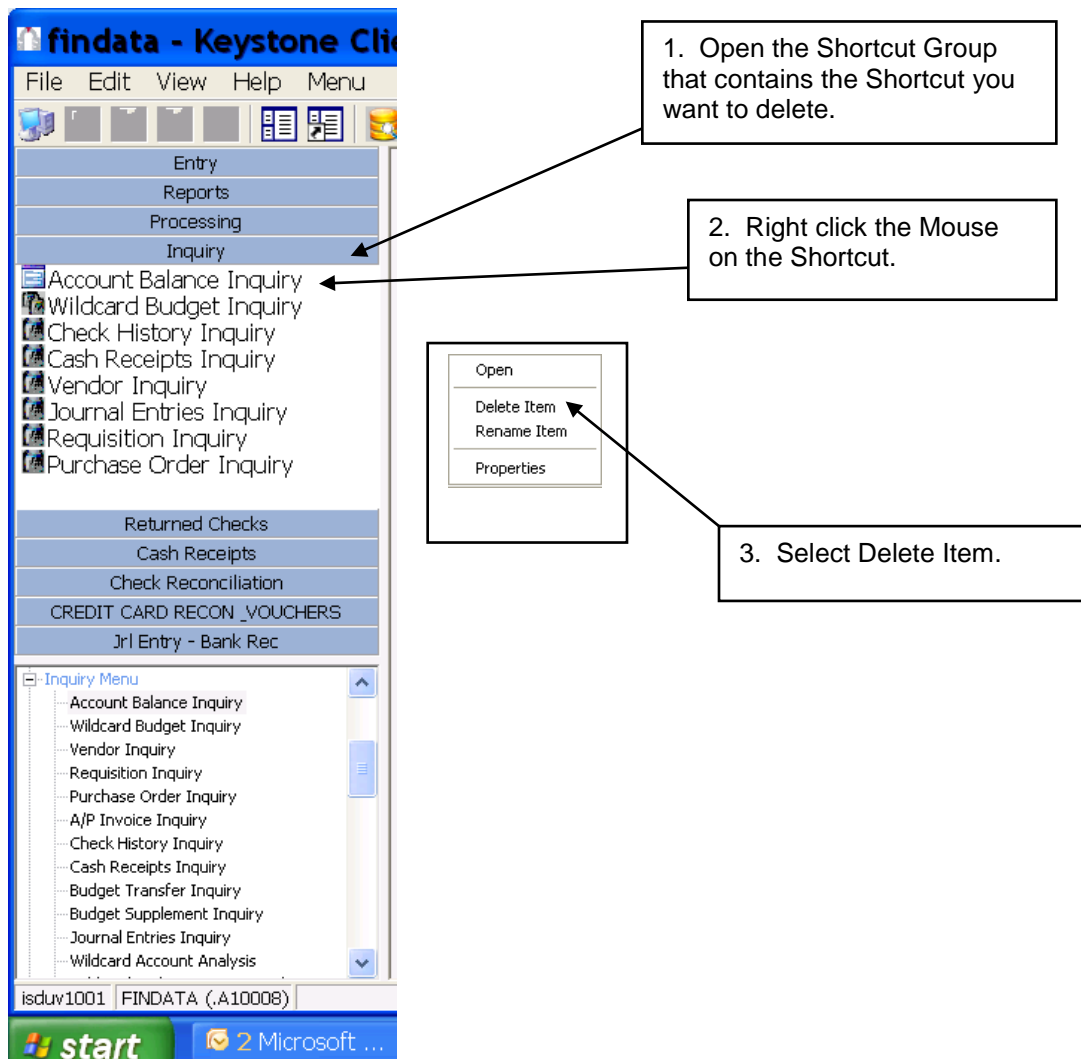
Deleting Shortcut Groups

Open/highlight the Shortcut Group you want to delete. Right Click the Mouse in the Shortcut Area. Select Delete Group.



Deleting Shortcuts

Open the Shortcut Group that contains the Shortcut you want to delete. Right Click the Mouse in the Shortcut Area. Select Delete Item.



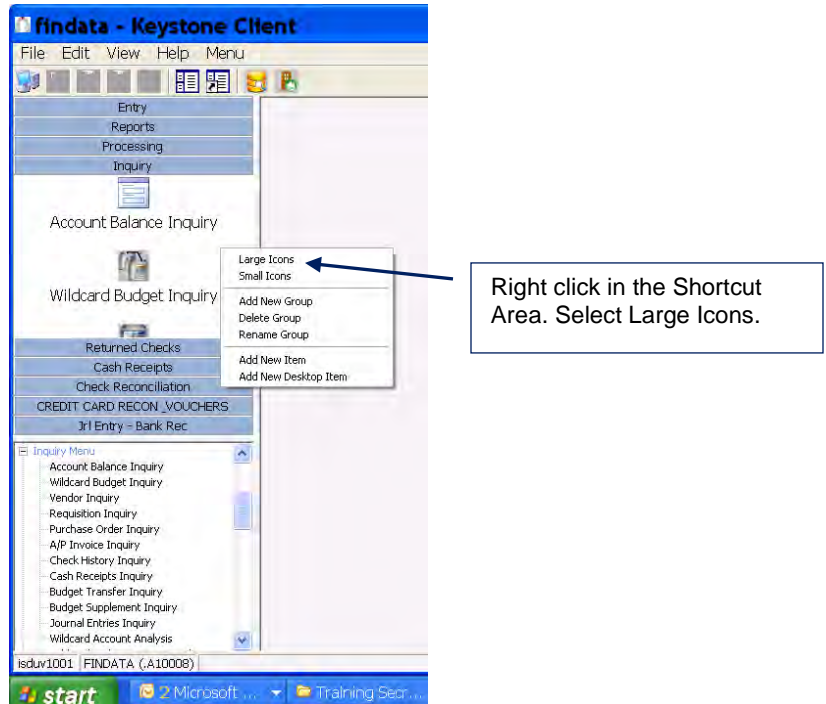
Selecting Icon Size

Open the Shortcut Group that contains the Shortcut you want to resize. Right Click the Mouse in the Shortcut Area. Select either Large Icons or Small Icons.

Example of Small Shortcuts



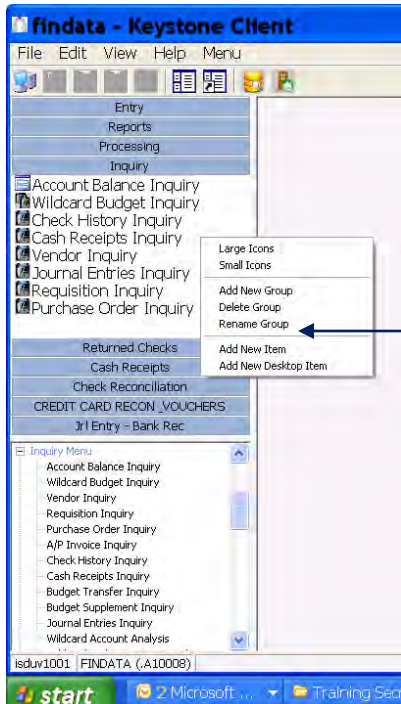
Example of Large Shortcuts





Renaming a Group

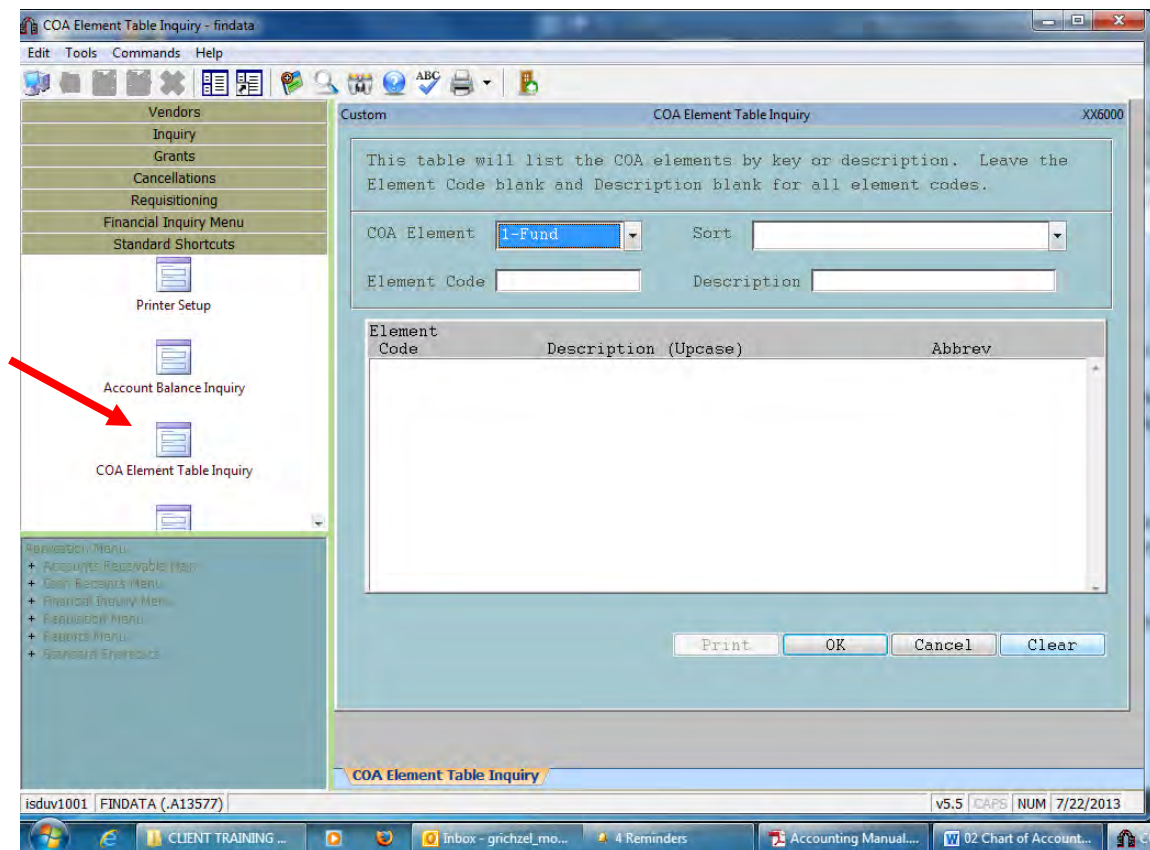
Open the Shortcut Group that contains the Shortcut you want to Rename. Right Click the Mouse in the Shortcut Area. Select Rename. Type the new name and <press> Enter.



Click on the Shortcut you want to Rename. Right Click in the Shortcut Area. Select Rename. Type the new name & press Enter.

APPLICATION - CHART OF ACCOUNT (COA) ELEMENTS

The most updated version of element used for account codes and their description is now available at the click of a button.



Click on: Standard Shortcuts, COA Element Table Inquiry

COA ELEMENT: 2-Function
3-Object
4-Location
5-Project
6-Activity

SORT: Alpha by the Key
Alpha by the Description

ELEMENT CODE: By entering a single number for the element, its description will be displayed. When left blank, all numbers for the element and their description will be displayed.

DESCRIPTION: If you enter a word in the description, every number containing that description will appear for that element section.

QUICK REFERENCE OF ACCOUNT CODES

The account code is composed of 6 sections:

Fund	Function	Object	Location	Grant/Project	Activity
10	2219	6131	420	0120	0000
XX	XXXX	XXXX	XXX	XXXX	XXXX

FUND

- 10 General (Incidental) Fund
- 13 Textbook Fund
- 15 Phil Roberts Scholarship Fund
- 16 Nutrition Services Fund
- 17 Activity Funds
- 20 Teachers' Fund
- 30 Debt Service Fund
- 40 Capital Projects Fund

FUNCTION

1xxx INSTRUCTIONAL PROGRAMS

- 1111 Elementary
- 1131 Middle School
- 1151 High School
- 1191 Summer School
- 1193 Bingham Fine Arts Academy Summer Program

12xx SPECIAL INSTRUCTIONAL PROGRAMS

- 1205 Homebound
- 1206 Special Education - General
- 1211 Gifted/Impact
- 1222 Special Education - Lifeskills
- 1224 Special Education - CBSS/Autism
- 1226 Special Education - BASS
- 1231 Special Education - Speech Language Therapy
- 1241 Special Education - Recovery Room
- 1242 Special Education - Multi-categorical Classrooms
- 1251 Title I
- 1252 Title I - Parent Education
- 1261 Section 504
- 1271 Language Interpreters
- 1291 Special Education - Extended School Year

13xx VOCATIONAL PROGRAMS

13

19xx TUITION PROGRAMS

1910 Local Effort Resident II

1921 Vocational Tuition

1931 State School Tuition

1941 Special Education Full Tuition

2xxx SUPPORT SERVICES

21xx PUPIL SUPPORT SERVICES

2113 Social Work Services

2122 Guidance Services

22xx IMPROVEMENT OF INSTRUCTION SERVICES

2211 General Improvement of Instruction

2212 Curriculum Services

2213 Teacher Assistance Programs (TLCs, MU Mentors, Process Coordinators, TIS, etc.)

2214 State Professional Development

2215 District Professional Development

2219 Grant Professional Development

2222 Library Media

2223 Audio Visual

2410 Building Level Administration

3531 Child & Family Learning Centers/CFLC

3921 Caring Communities/CCLC

OBJECT

61xx SALARIES

6111 Certificated Regular Salaries

6112 Career Ladder Payments

6115 Certificated Sick/Vacation Buybacks

6131 Certificated Substitutes

6133 Certificated Extra Work

6134 Certificated Summer School Pay

6137 Certificated Travel

6151 Classified Office Salary (not directly w/students - adm/office secretary)

6155 Classified Sick/Vacation Buybacks

6161 Classified Program Salaries (w/students - para, bus driver)

6163 Classified Extra Hrs/Extra Work

6164 Classified Summer School Pay

- 6165 Classified Overtime
- 6167 Classified Travel
- 6171 Classified Substitutes

62xx BENEFITS

- 6211 Teacher Retirement (Rate for FY10 is 13.5%)
- 6221 Non-Teacher Retirement (Rate for FY10 is 6.5%)
- 6231 FICA (Rate is 6.2%)
- 6232 Hospital Insurance (Medicare) (Rate is 1.45%)
- 6241 Supplemental Insurance Benefit (Rate for FY07 is \$244.82/mo)
- 6243 Life Insurance Benefit (Rate for FY07 is \$.23 x 1.5 times annual salary)
- 6244 Dental Insurance Benefit (Rate of FY07 is \$25.90/mo)
- 6252 Long Term Disability Insurance Benefit (Rate for FY07 is \$.208 per \$100 of annual salary)
- 6261 Workers' Compensation
- 6281 Unemployment Insurance

63xx SERVICES

- 6311 Instructional Teaching Services/ Tuition
- 6319 Other Professional/Tech Services
- 6342 Contracted Non-Route Transportation (Outside Student Transportation charged to another District, for a taxi, or to a parent)
- 6343 Travel Between Bldgs (Employee Transportation)
- 6344 Professional Development (Any P.D. related expenses transportation, registration, lodging)
- 6349 District Transportation (Student Transportation by our district busses)
- 6391 Purchased Services

64xx SUPPLIES

- 6411 Supplies & Materials
- 6412 Technology Supplies
- 6413 Project Supplies
- 6491 Snacks & Meals

65xx EQUIPMENT/CAPITAL OUTLAY

- 6541 Non-Instructional Equipment (Furniture & Equipment costing over \$1,000 that will last more than a year, and not used in a classroom)
- 6542 Instructional Equipment (Furniture & Equipment costing over \$1,000 that will last more than a year and will be used in a classroom)

LOCATION

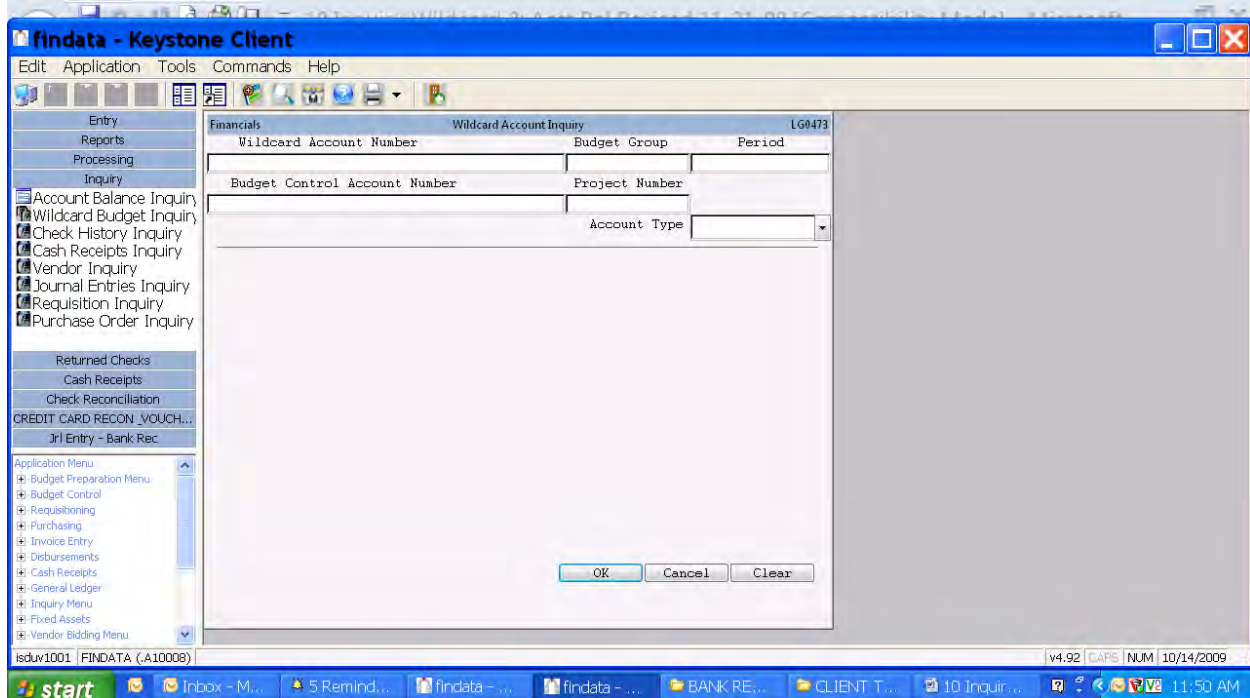
- | | |
|-----------------------------|----------------------------|
| 150 Truman High School | 460 Korte Elementary |
| 160 Wm Chrisman High School | 470 John W Luff Elementary |
| 170 Van Horn | 480 Mill Creek Elementary |
| 210 Bridger Middle School | 500 Ott Elementary |

230 Bingham Middle School	510 Procter Elementary
240 Pioneer Ridge Middle School	520 Randall Elementary
250 Nowlin Middle School	530 Wm Southern Elementary
280 Adult Education	540 Spring Branch Elementary
410 Fairmount Elementary	560 Sugar Creek Elementary
420 Thomas Hart Benton Elementary	550 Sycamore Elementary
430 Blackburn Elementary	570 Santa Fe Elementary
440 Bryant Elementary	580 Three Trails Elementary
450 Glendale Elementary	850 Independence Academy
860 Indep Academy Day Treatment Ctr	400 Little Blue Elementary

PROJECT - Assigned Grant Code

ACTIVITY - District assigned sub-code for grouping purposes.

Inquiry - Wildcard Account Inquiry - Budget Group



1. Go to Wildcard Account Inquiry
2. Enter Budget Group Number (xxx-BUD)
 - 2.1. Building Budget format (replace "xxx" with building number)
 - 2.1.1. Benton Elementary 420-BUD
 - 2.1.2. Bingham Middle School 230-BUD
 - 2.1.3. Truman High School 150-BUD
 - 2.1.4. I.A. Ozanam 860-BUD
3. Click on "OK" to see all account codes in your building budget.

CLIENT TRAINING MANUAL

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Edit Application Tools Commands Help

Entry: Reports Processing Inquiry

Account Balance Inquiry
 Wildcard Budget Inquiry
 Check History Inquiry
 Cash Receipts Inquiry
 Vendor Inquiry
 Journal Entries Inquiry
 Requisition Inquiry
 Purchase Order Inquiry

Returned Checks
 Cash Receipts
 Check Reconciliation
 CREDIT CARD RECON VOUCH...
 Jrl Entry - Bank Rec

Application Menu:
 Budget Preparation Menu
 Budget Control
 Requisitioning
 Purchasing
 Invoice Entry
 Disbursements
 Cash Receipts
 General Ledger
 Inquiry Menu
 Fixed Assets
 Vendor Bidding Menu

Financials: Wildcard Account Inquiry 160473

Wildcard Account Number Budget Group Period
 250-BUD Fiscal 10

Budget Control Account Number Project Number

Account Type

Account Number	Description	Adjusted Budget	Avail/Balance
10-1131-6163-250-0000-1131	BLDG BUDGET NC EXTRA HOURS	0.00	0.00
10-1131-6349-250-0000-0218	DISTRICT TRANSP ORTATION	700.00	700.00
10-1131-6363-250-0000-0000	INSTR PRINTING	9,370.00	< 8.00>
10-1131-6371-250-0000-0218	INSTR DUES/MEM-ARTS PART	0.00	0.00
10-1131-6391-250-0000-0137	INSTR PURC SERV -MUSIC	1,000.00	814.00
10-1131-6411-250-0000-0000	INSTR SUPP	15,013.00	5,962.69
10-1131-6411-250-0000-0044	SUPPLIES	1,000.00	599.99
10-1131-6411-250-0000-0121	SUPPLIES	450.00	276.05
10-1131-6411-250-0000-0134	SUPPLIES	75.00	< 0.88>

Print Detail OK Cancel Clear

Display Detail Save as OK Cancel Clear

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Inquiry - Wildcard Account Inquiry - Fund 17 Student Activity Budget Control Number

Whether it be in Cash Receipts Entry, Requisition Entry, Voucher Entry, PO Entry, Account Balance Inquiry, or Wildcard Budget Inquiry-- When working with Fund 17-Student Activities and you need a quick & easy way to see what the fund balance is, try this:

Go to **INQUIRY – WILDCARD ACCOUNT INQUIRY**

In the **BUDGET CONTROL ACCOUNT NUMBER**, type **XXX-ACTX**

A list of account codes w/descriptions will pop up.

If you will click on “Refine” and Type “BY DESC” then click OK it will alphabetize the list.

Then Make your selection.

Tab to **PERIOD** – It should be **10**

Tab to **ACCOUNT TYPE** - Change it to **S**

Then click **OK**

The amount in the last section **AVAILABLE BUDGET** is your balance for that activity.

If you click on **DISPLAY DETAIL**, you will get a selection of the three account codes that work together to make your activity balance.

If you click on the revenue code, you can drill down into the detail that create the revenue amount.

If you click on the expense code, you can drill down into the detail that create the expense amount.

Whether it be in Cash Receipts Entry, Requisition Entry, Voucher Entry, PO Entry, Account Balance Inquiry, or Wildcard Budget Inquiry-- Anytime you bring up a listing of account codes using the ASN#, you can “REFINE “ the list:

By Clicking on “REFINE”

Then typing “BY DESC”

Click OK.

The list will then be in alphabetical order by Description.

Examples of ASN# for Fund 17 Activities are: XXX-ACTR, XXX-ACTX

CLIENT TRAINING MANUAL

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Edit Application Tools Commands Help

Entry: Reports Processing Inquiry

Account Balance Inquiry
 Wildcard Budget Inquiry
 Check History Inquiry
 Cash Receipts Inquiry
 Vendor Inquiry
 Journal Entries Inquiry
 Requisition Inquiry
 Purchase Order Inquiry

Returned Checks
 Cash Receipts
 Check Reconciliation
 CREDIT CARD RECON VOUCH...
 Jrl Entry - Bank Rec

Application Menu:
 Budget Preparation Menu
 Budget Control
 Requisitioning
 Purchasing
 Invoice Entry
 Disbursements
 Cash Receipts
 General Ledger
 Inquiry Menu
 Fixed Assets
 Vendor Bidding Menu

Financials: Wildcard Account Inquiry 160473

Wildcard Account Number Budget Group Period

Budget Control Account Number Project Number

150-ACTX

ACCOUNT# Description ALRX Available Budget

17-1 Refine

17-1 Refine criteria BY DESC

OK Cancel

ACCOUNT#	Description	ALRX	Available Budget
17-1421-6411-150-0312-0999	DRAMA/PLAYS	X	<5,194.38
17-1421-6411-150-0322-0157	CH EXP	X	<6,237.28
17-1421-6411-150-0322-0999	DRILL TEAM E	X	<2,605.95
17-1421-6411-150-0332-0012	FRENCH CLUB	X	<84.73
17-1421-6411-150-0332-0014	GERMAN CLUB	X	<100.00
17-1421-6411-150-0332-0027	SPANISH CLUB	X	<150.00
17-1421-6411-150-0342-0302	VENDING MACH	X	<4,561.21
17-1421-6411-150-0342-0999	GENERAL FUND	X	<115.00
17-1421-6411-150-0352-0999	NATL HONOR S	X	<469.00
17-1421-6411-150-0362-0022	QUILL & SCRO	X	<0.00
17-1421-6411-150-0362-0029	NATL ART HON	X	<50.00
17-1421-6411-150-0362-0031	THESPIANS EX	X	<0.00

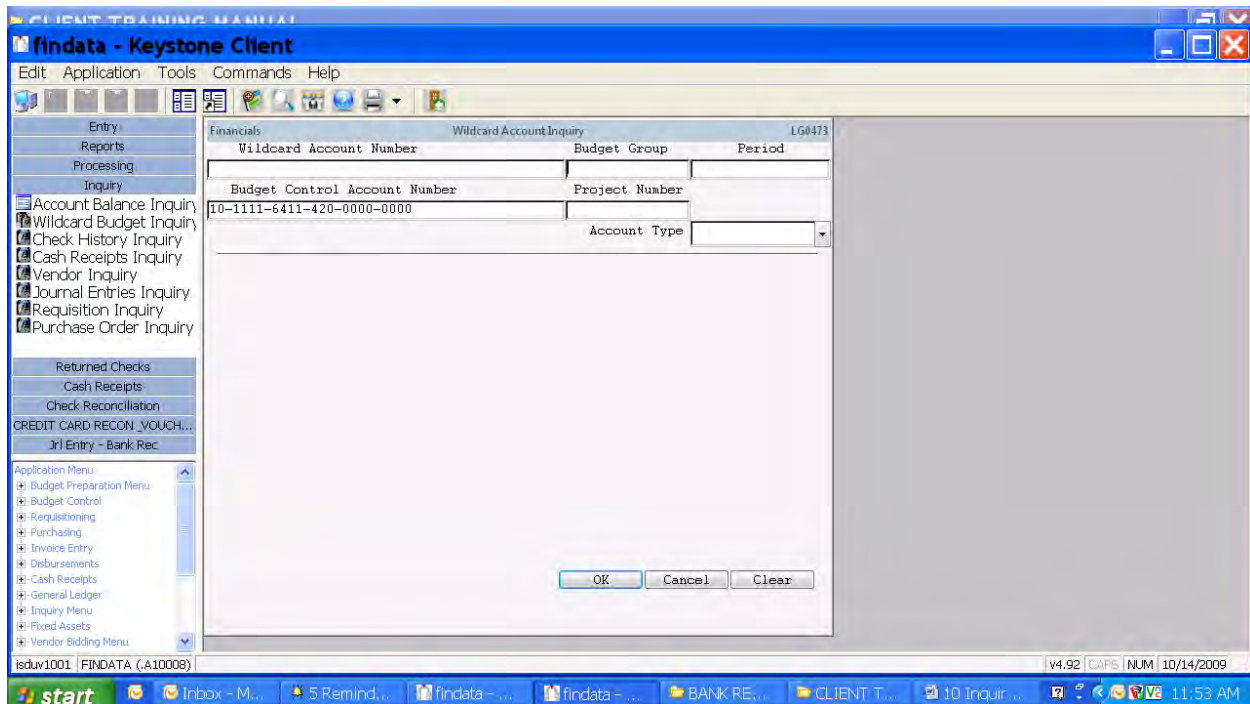
107 records were identified.

OK Cancel All New Refine...

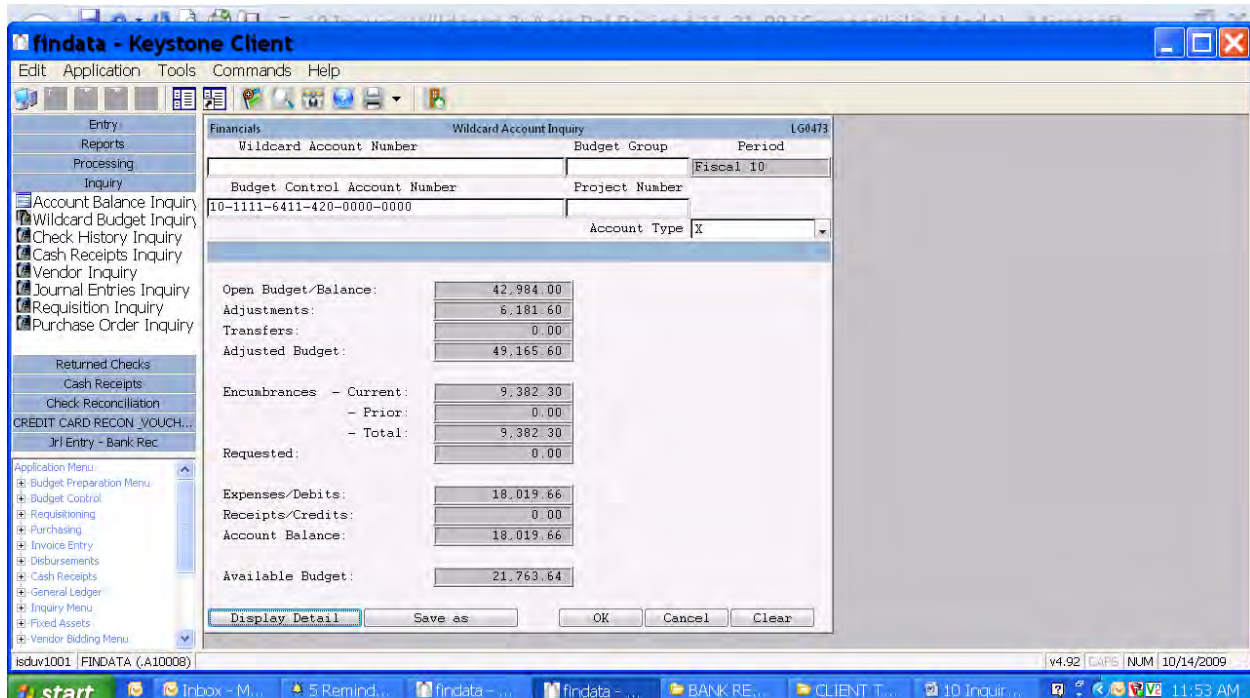
islv1001 FINDATA (A10008) v4.92 CAPS NUM 10/14/2009

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Inquiry - Wildcard Account Inquiry - Budget Control Number



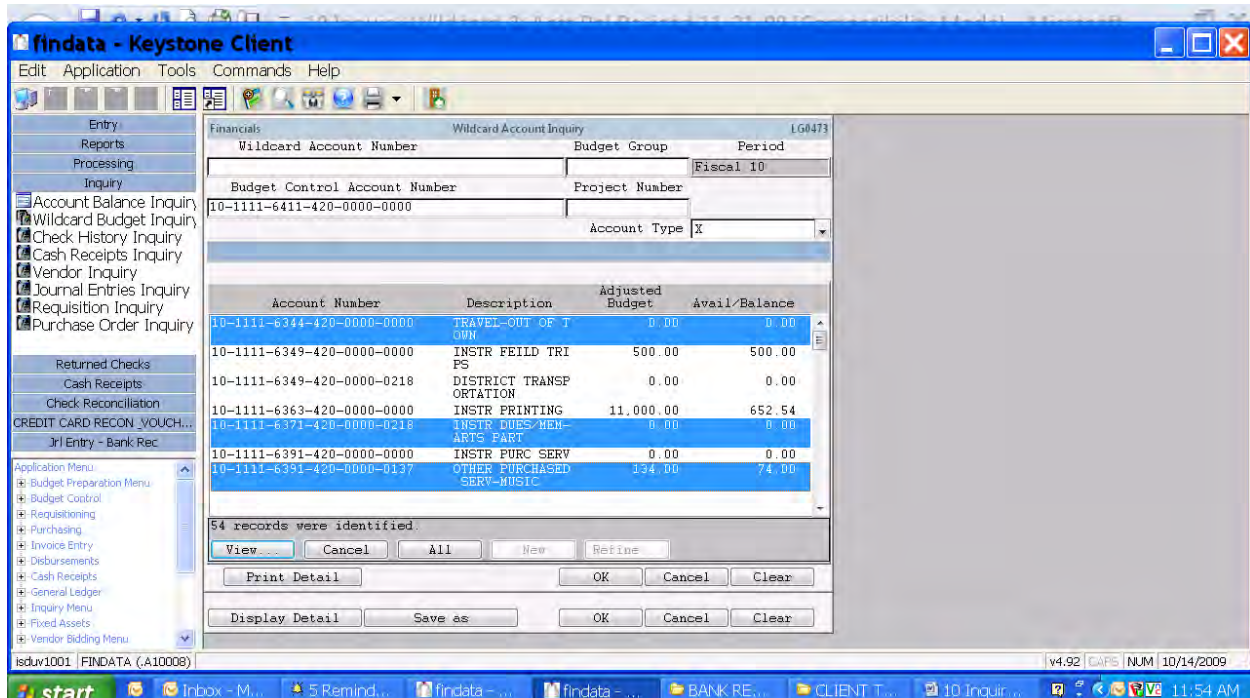
4. Go to Wildcard Account Inquiry
5. Enter Budget Control Account Number
 - 5.1. Building Budget format (replace "xxx" with building number)
 - 5.1.1. Elementary 10-1111-6411-xxx-0000-0000
 - 5.1.2. Middle School 10-1131-6411-xxx-0000-0000
 - 5.1.3. High School 10-1151-6411-xxx-0000-0000
 - 5.1.4. Ozanam 10-1206-6411-860-0000-0000
 - 5.2. Textbook Budget format (replace "xxx" with building number)
 - 5.2.1. Elementary 13-1111-6422-xxx-0000-0000
 - 5.2.2. Middle School 13-1131-6422-xxx-0000-0000
 - 5.2.3. High School 13-1151-6422-xxx-0000-0000
 - 5.2.4. Ozanam 13-1206-6422-860-0000-0000
6. Click on OK to see remaining budget available.



7. A screen will display for the group of accounts showing

- 7.1. Budget,
- 7.2. Encumbrances (open PO's),
- 7.3. Requested (requisitions in approval process),
- 7.4. Debits (payments/transfers),
- 7.5. Credits (cash receipts/transfers), and
- 7.6. Available Budget.

8. To see individual account balances, click on "Display Detail" button.



9. Select one or more account to see transaction within an account as follows and it will scroll through the selected account automatically without having to return to the list and reselect.

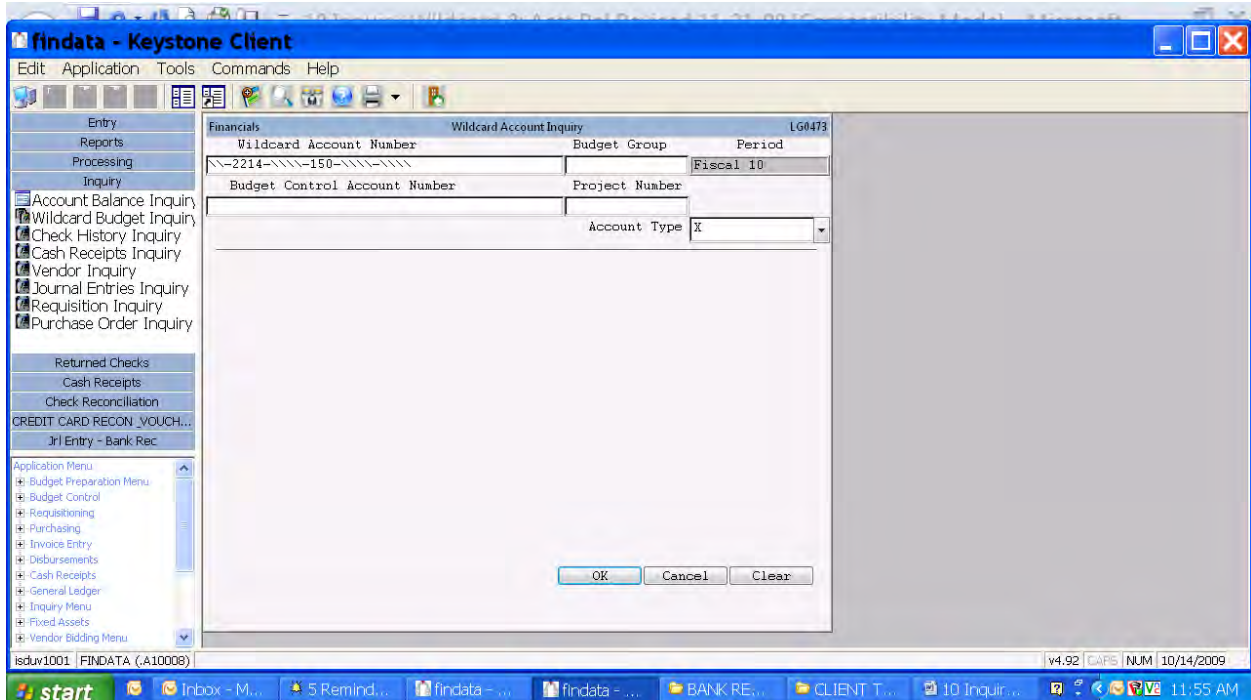
9.1. Individual Account: double-click on account

9.2. Range of Accounts: click on first account, hold down Shift key, arrow down to end of range desired, click on "View" button.

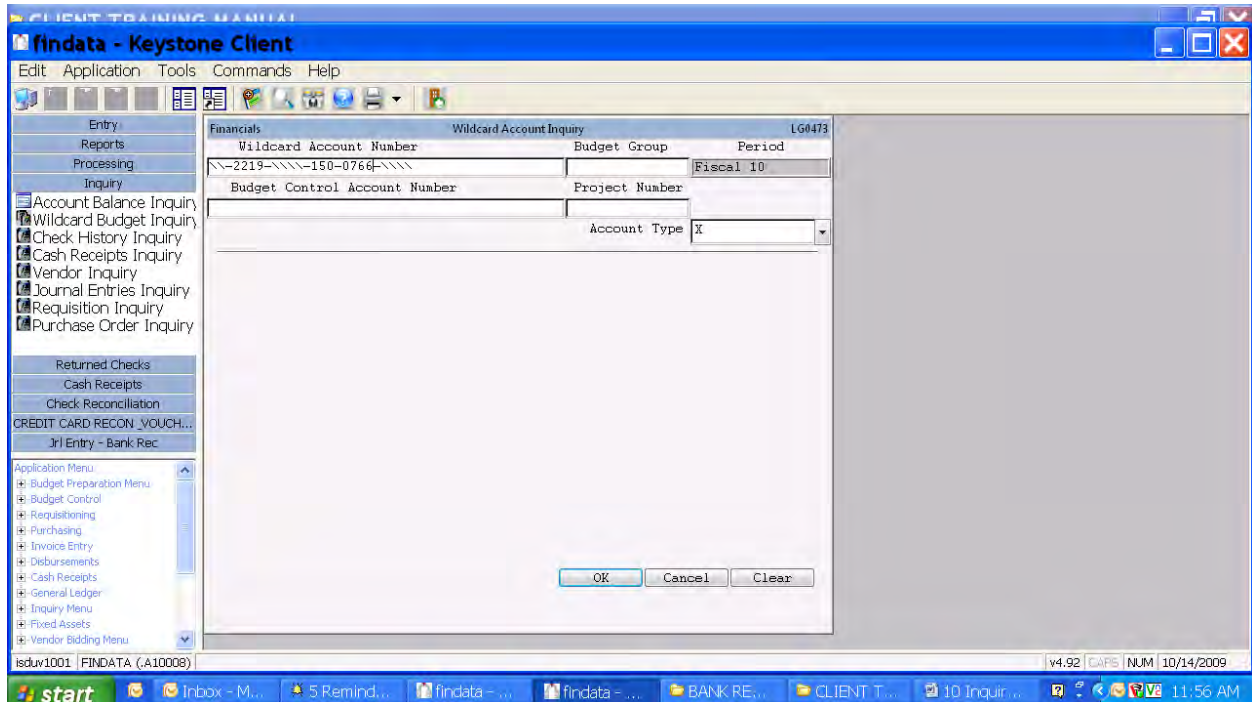
9.3. Multiple Accounts not in a range: Hold down CTRL key, click on accounts desired, click on "View" button.

9.4. All: click the "All" button.

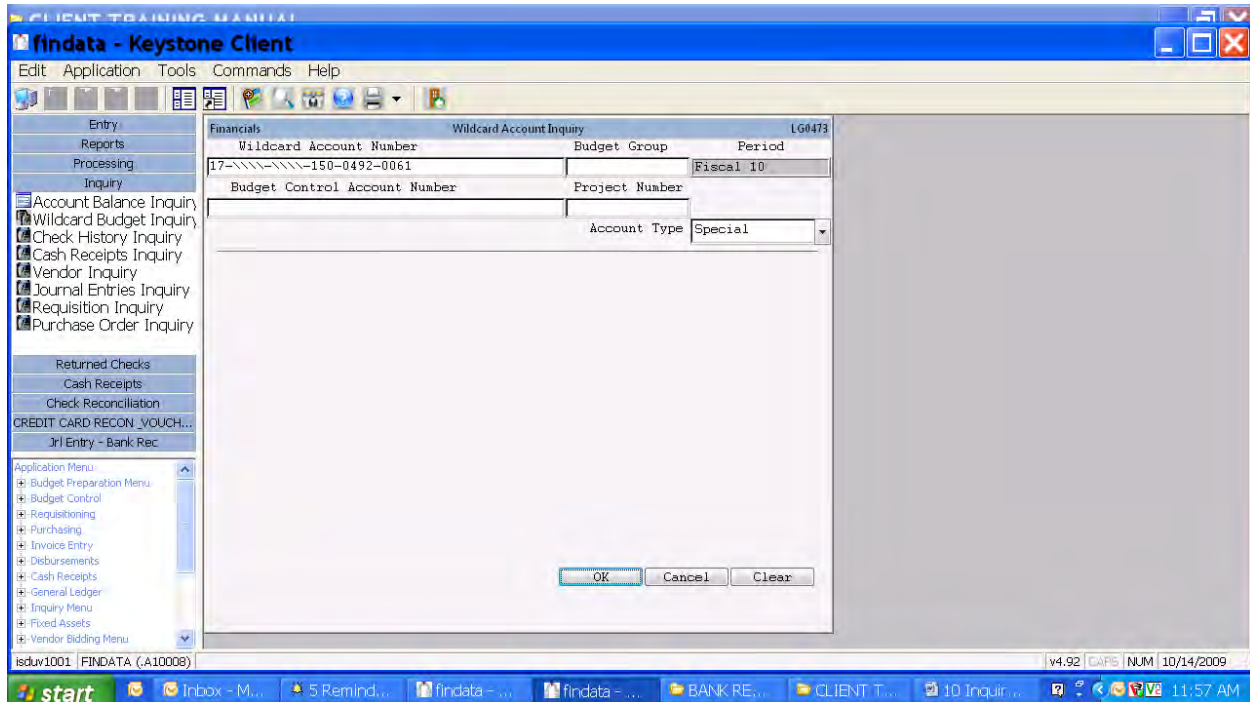
Inquiry - Wildcard Account Inquiry - State PD (enter building number in field 4)



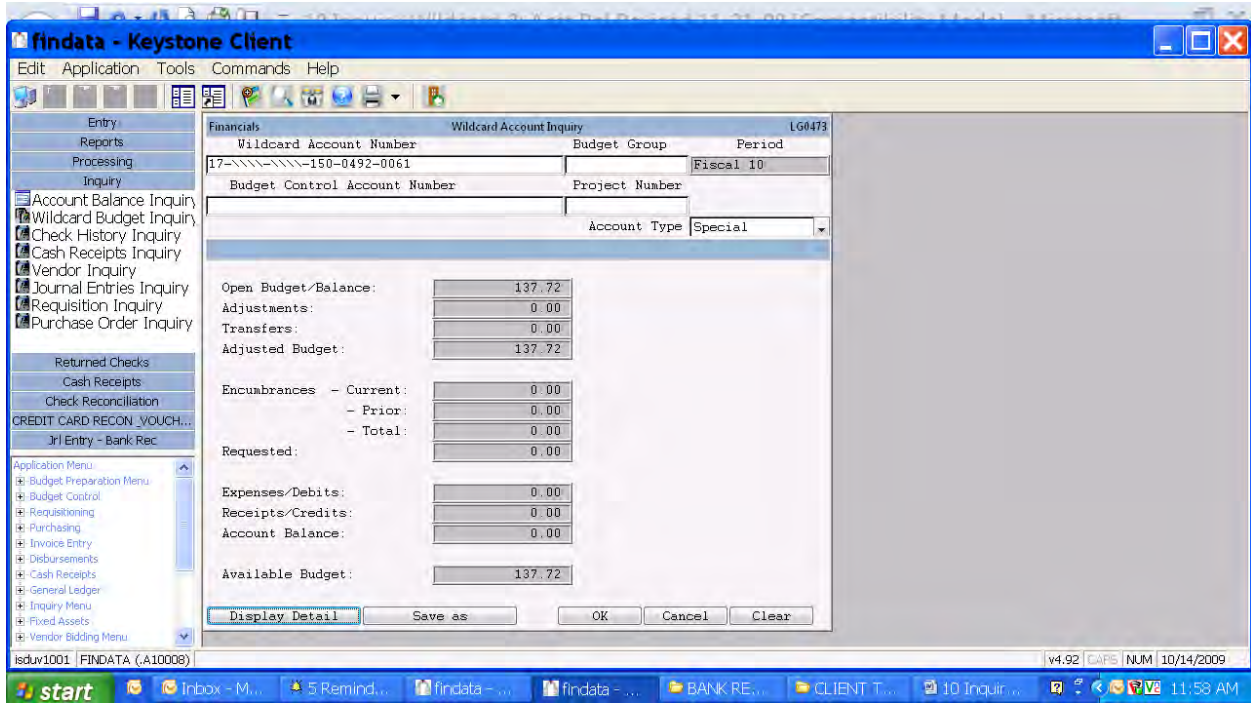
Inquiry - Wildcard Account Inquiry - Grant PD (enter building number in field 4 and grant project number in field 5)



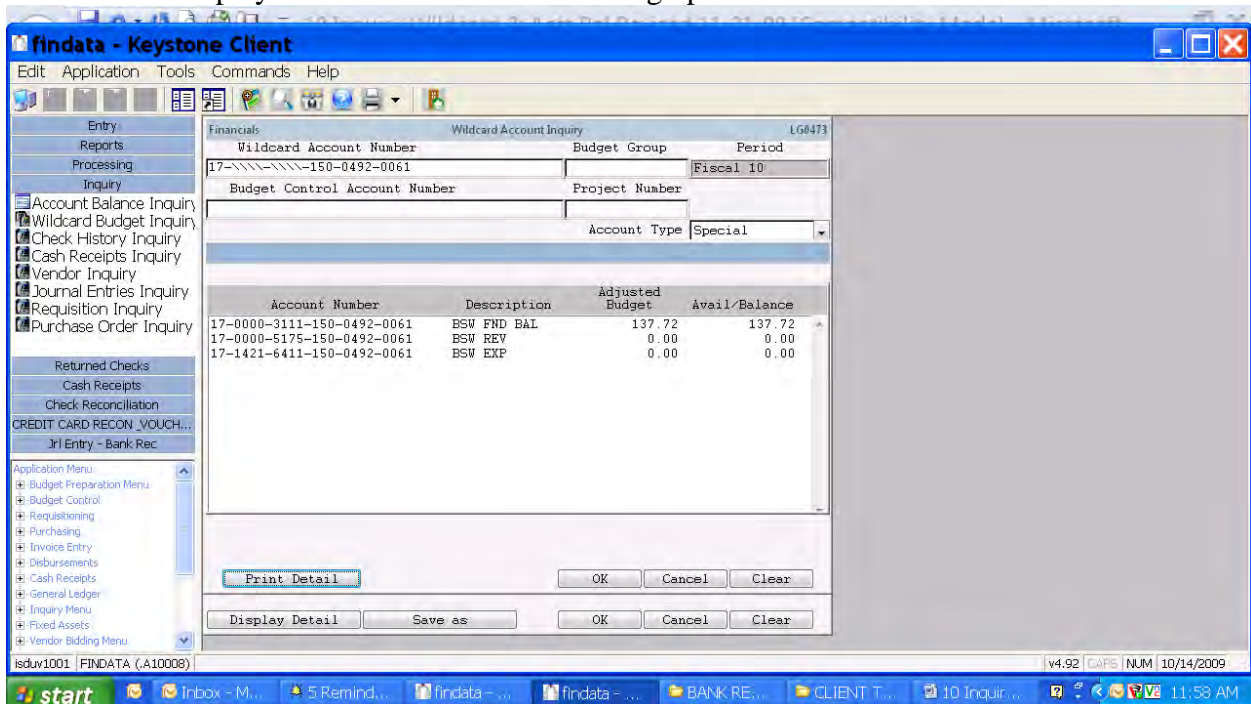
Inquiry - Wildcard Account Inquiry - Activities



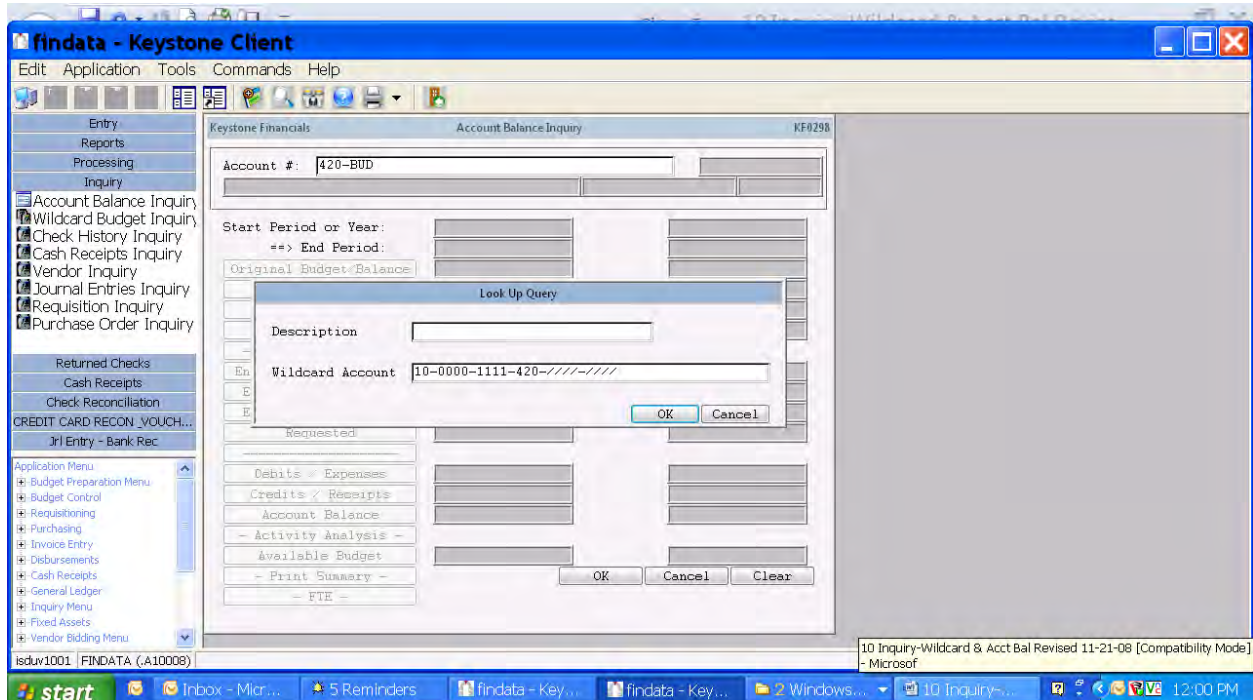
1. Go to Wildcard Account Inquiry
2. Enter Wildcard Account Number as shown substituting specific building (field 4) and individual activity account information (fields 5 and 6).
3. Change Account Type to "S" for Special to include the revenue, fund balance and expense accounts to get the actual balance of the activity account. Activity accounts require all three parts added together to calculate a balance remaining.
4. Click on OK to see remaining budget available.



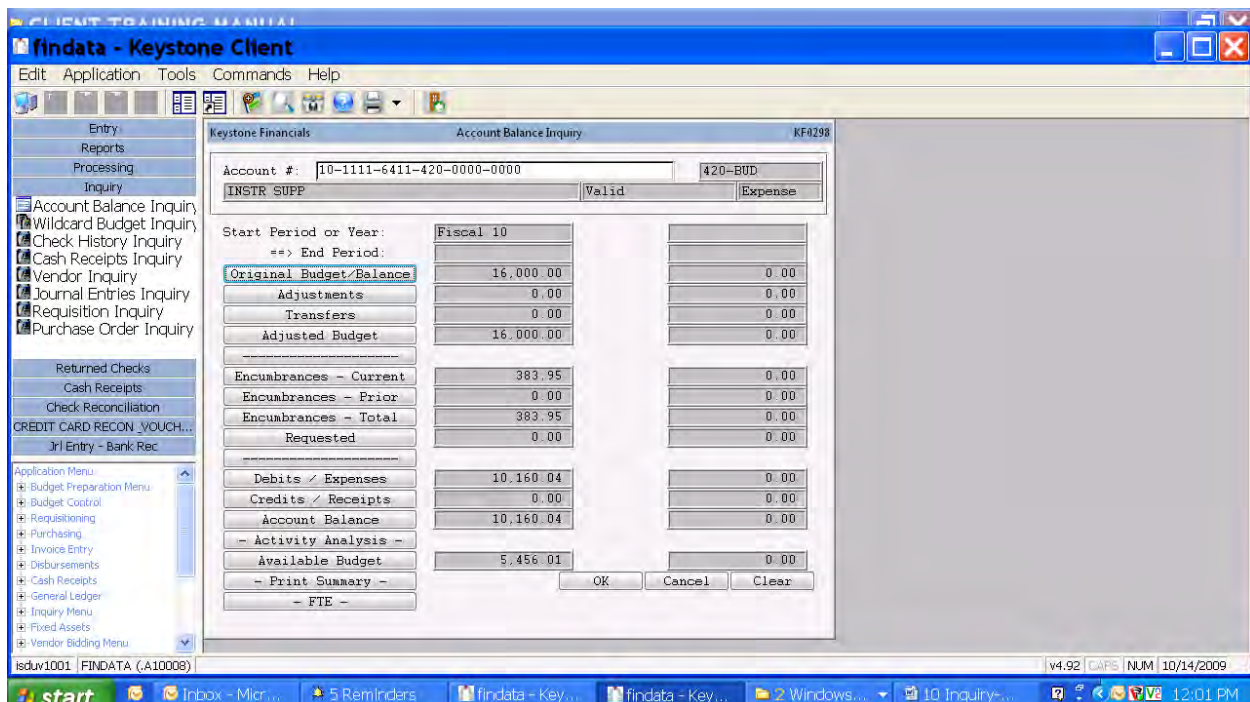
5. Click on Display Detail to see accounts making up the balance.



Inquiry - Account Balance Inquiry



1. There are two ways to get to Account Balance Inquiry
 - a. From Wildcard Account Inquiry by selecting one or more accounts
 - b. Using Account Balance Inquiry directly for an individual account
2. An account can be selected for inquiry using one of the following methods:
 - a. Type the account number in the "Account #" field
 - b. Type the ASN in the "Account #" field and a pop-up list will show of the related accounts. The ASN is similar to the Budget Group but only connects accounts to which requisitions can be entered.
 - c. A known portion of the account can be entered by clicking on the look-up icon (magnifying glass), enter with wildcards the known portion and click on OK. A pop-up list will show of the accounts meeting the wildcard criteria.



3. Current fiscal year totals are shown for Budget, Encumbrances, Requested, Debits, Credits and Available Budget.
4. Other inquiry options include:
 - a. Changing the period displayed by clicking in the period box then clicking the look-up icon (magnifying glass) and selecting the desired period.
 - b. Comparison periods can be displayed by clicking in the blank period box, clicking the look-up icon (magnifying glass) and selecting the desired period.
 - c. Print the detail transactions by clicking on the "Print Summary" button. It will go to the "Account Activity Analysis Report" screen.
5. Explanation of difference between Account Balance and Available Budget
 - a. Account Balance is the difference between the Debits and Credits only
 - b. Available Budget reflects the remaining budget including all amounts shown.
6. To "drill down" to the transactions making up any total, click on any desired button on the left that has an amount next to it in the middle column.

Adjusted Budget - drilldown screens

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 Edit Application Tools Commands Help

Keystone Financials Account Balance Inquiry KF0298

Account #: 10-1111-6411-420-0000-0000 420-BUD
 INSTR SUPP Valid Expense

Keystone Financials:		Adjusted Budget		KF0663	
Typ	Date	Transaction	Transaction Amount	User	Description
BUE	070109	10*P3 0	8,000.00	DSIDWELL	
BUE	070109	10*P3 0	-8,000.00	MJOHNSON	
BUE	070109	10*P9	16,000.00	MJOHNSON	

Print Detail Refine Sort OK Cancel Clear
 - Print Summary - OK Cancel Clear
 - FTE -

islv1001 FINDATA (A10008) v4.92 CAPS NUM 10/14/2009

findata - Keystone Client
 Edit Application Tools Commands Help

Keystone Financials Account Balance Inquiry KF0298

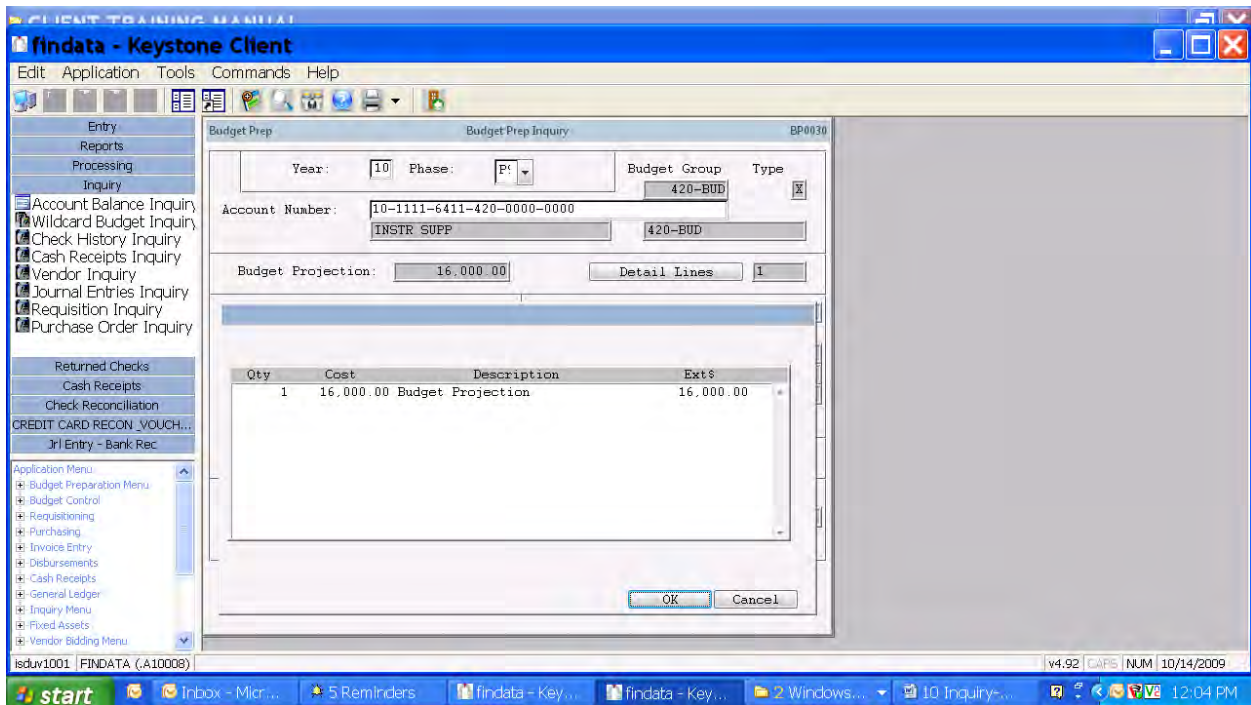
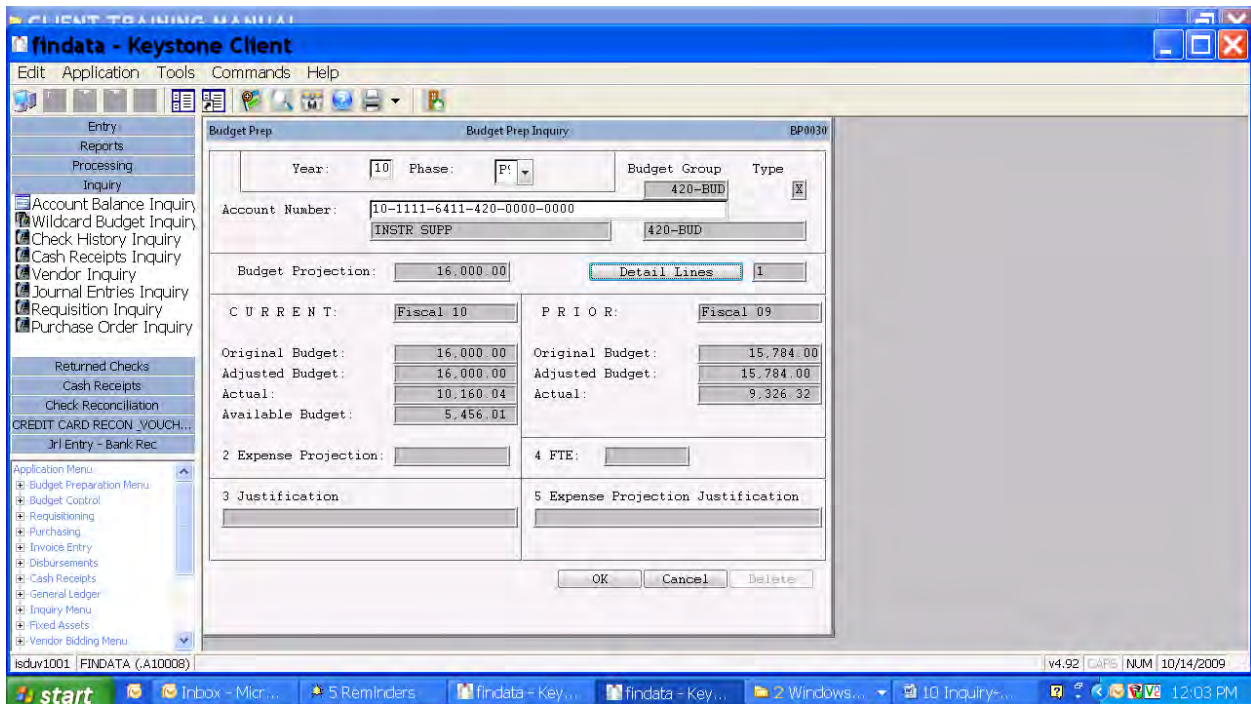
Account #: 10-1111-6411-420-0000-0000 420-BUD
 INSTR SUPP Valid Expense

10-1111-6411-420-0000-0000 Trans Date: 07/01/09
 Open Budget/Balance: 16000.00 Trans Type: BUE
 Transfer Amount: 0.00
 Budget Adjustment: 0.00 Acctg Pd: 10*01
 Source File: BUDPREP
 Encumbrances - Prior: 0.00 Trans Id: 10*P9
 Vendor/Customer:
 Encumbrances - Current: 0.00 Budget Initialization
 Requested Amount: 0.00 Req #:
 PO Number:
 Debit Amount: 0.00 Inv #: 10*P9
 Credit Amount: 0.00 Check no.:
 Expenses - Prior: 0.00 Work Order#:

Updated by MJOHNSON MOLLY JOHNSON on 06/29/09 at 09:29am from BP0028

Vendor/Cust Req Check Detail
 PO Invoice WO OK Cancel

islv1001 FINDATA (A10008) v4.92 CAPS NUM 10/14/2009



Encumbrances Current - drilldown screens

findata - Keystone Client
 Edit Application Tools Commands Help

Account Balance Inquiry KF0298

Account #: 10-1111-6411-420-0000-0000 420-BUD
 INSTR SUPP Valid Expense

Financials CURRENT PO DISPLAY LG0376

PO Number	PO Date	Vendor Name	Open Enc\$	Total\$	Stat
1000030	07/01/09	MUSIC SUPPLY CLOSET	0.00	0.00	X
1000030	07/01/09	MUSIC SUPPLY CLOSET	0.00	0.00	X
1000127	07/01/09	ACTION PUBLISHING INC	0.00	0.00	X
1000127	07/01/09	ACTION PUBLISHING INC	0.00	0.00	X
1000232	07/01/09	SCHOOL SPECIALTY SUPPLY	0.00	11.52	C
1000232	07/01/09	SCHOOL SPECIALTY SUPPLY	0.00	3.99	C
1000232	07/01/09	SCHOOL SPECIALTY SUPPLY	0.00	22.39	C
1000232	07/01/09	SCHOOL SPECIALTY SUPPLY	0.00	17.75	C
1000232	07/01/09	SCHOOL SPECIALTY SUPPLY	0.00	15.20	C
1000232	07/01/09	SCHOOL SPECIALTY SUPPLY	0.00	2.43	C
1000232	07/01/09	SCHOOL SPECIALTY SUPPLY	0.00	1.18	C
1000232	07/01/09	SCHOOL SPECIALTY SUPPLY	0.00	0.58	C
1000232	07/01/09	SCHOOL SPECIALTY SUPPLY	0.00	0.60	C

Print Detail Refine Sort

OK Cancel Clear

islv1001 FINDATA (A10008) v4.92 CARS NUM 10/14/2009

findata - Keystone Client
 Edit Application Tools Commands Help

Purchasing Purchase Order Detail Inquiry PO2207

PO# 1000232 Date 07/01/09

Qty	Uom	Stock#/Comm	Cost	Tot Materials
1	EA	084437030	22.39	22.39

School Smart Vertical Electric Pencil Sh PAGE - 0010

Discount 0.00
 Freight 0.00
 Tax 0.00
 Line Total 22.39

10-1111-6411-420-0000-0000 Posted A/P 22.39
 INSTR SUPP 420-BUD Open A/P 0.00
 Post Date 08/07/09 Period 10*01 Fy C Open Enc\$ 0.00

Vendor 005867 SCHOOL SPECIALTY SUPPLY CO
 Requisition 1000291
 Invoices 8102745359
 Asset N
 Status C
 Bid No.

InvQty 1
 Tot Rec Qty
 Last Dte Rec
 Last Qty Rec

OK Cancel

islv1001 FINDATA (A10008) v4.92 CARS NUM 10/14/2009

Requested - drilldown screens

findata - Keystone Client

Account Balance Inquiry KF0258

Account #: 10-1111-6411-420-0000-0000 420-BUD
 INSTR SUPP Valid Expense

Financials CURRENT PO DISPLAY 1G0376

PO Number	PO Date	Vendor Name	Open Enc\$	Total\$	Stat
1000030	07/01/09	MUSIC SUPPLY CLOSET	0.00	0.00	X
1000030	07/01/09	MUSIC SUPPLY CLOSET	0.00	0.00	X
1000127	07/01/09	ACTION PUBLISHING INC	0.00	0.00	X
1000127	07/01/09	ACTION PUBLISHING INC	0.00	0.00	X
1000232	07/01/09	SCHOOL SPECIALTY SUPPLY	0.00	11.52	C
1000232	07/01/09	SCHOOL SPECIALTY SUPPLY	0.00	3.99	C
1000232	07/01/09	SCHOOL SPECIALTY SUPPLY	0.00	22.39	C
1000232	07/01/09	SCHOOL SPECIALTY SUPPLY	0.00	17.75	C
1000232	07/01/09	SCHOOL SPECIALTY SUPPLY	0.00	15.20	C
1000232	07/01/09	SCHOOL SPECIALTY SUPPLY	0.00	2.43	C
1000232	07/01/09	SCHOOL SPECIALTY SUPPLY	0.00	1.18	C
1000232	07/01/09	SCHOOL SPECIALTY SUPPLY	0.00	0.58	C
1000232	07/01/09	SCHOOL SPECIALTY SUPPLY	0.00	0.60	C
1000232	07/01/09	SCHOOL SPECIALTY SUPPLY	0.00	7.26	C

421 records were identified.

View... Cancel All New Refine

OK Cancel Clear

islv1001 FINDATA (A10008) v4.92 CARS NUM 10/14/2009

findata - Keystone Client

Requisition Inquiry RQ2115

Req# 1000291 Date Needed
 Req Date 07/01/09 Req by KWILSON2 Karen Wi
 Type P Req Dept 420
 Vendor 005867 Benton Elementary School
 SCHOOL SPECIALTY SUPPLY Ship To 420
 Address 5867 429 South Leslie
 ORDER ENTRY DEPARTMENT Independence, MO 64050
 P.O. BOX 1579 Maxwell
 APPLETON CITY IN 4912-15 1099 Flag

Invoice#
 Work Order#
 Tot Mat 187.28
 Disc 0.00
 Tax 0.00
 Frt 0.00
 Total 187.28
 Open Req\$ 0.00

Detail Lines

Qty	Description	Total Amt	Requested\$	Processed
2	School Smart Pink Block Eras	11.52	0.00	PO: 1000232/C
1	Pentel Clic Eraser Grip - La	3.99	0.00	PO: 1000232/C
1	School Smart Vertical Electr	22.39	0.00	PO: 1000232/C
1	Sharpie-Standard Size - 24-C	17.75	0.00	PO: 1000232/C
1	Expo Low Odor Dry Erase Mark	15.20	0.00	PO: 1000232/C
3	Elmer's Glue Stick - Clear	2.43	0.00	PO: 1000232/C
1	School Smart Magnet Assortm	1.18	0.00	PO: 1000232/C

Text Transactions Alt: REQ

OK Cancel

islv1001 FINDATA (A10008) v4.92 CARS NUM 10/14/2009

Payments/Debits - drilldown screens

findata - Keystone Client
 Edit Application Tools Commands Help

Keystone Financials Account Balance Inquiry KF0298

Account #: 10-1111-6411-420-0000-0000 420-BUD
 INSTR SUPP Valid Expense

Date	Type	Trans Id	Vendor Desc	Debits
071409	APE	1001392-10	KANSAS CITY AUDIO VISUAL	599.00
071409	APE	1001392-10	KANSAS CITY AUDIO VISUAL	10.00
071409	APE	314139	JENKINS & ASSOCIATES, INC	1152.00
071409	APE	314119	REGENTS FLOORING CO, INC	1374.00
072709	APE	1000961	MAL/MID AMERICA LAMINATIN	192.00
073109	APE	127000-10	TOSHIBA BUSINESS SOLUTION	74.00
073109	APE	127000-10	TOSHIBA BUSINESS SOLUTION	6.00
073109	JOE	15108	JULY09 PRINTING CHARGES	365.80
080509	APE	1000671	SCHOOL SPECIALTY SUPPLY C	14.66
080509	APE	1000671	SCHOOL SPECIALTY SUPPLY C	19.83
080509	APE	1000671	SCHOOL SPECIALTY SUPPLY C	10.16
080509	APE	1000671	SCHOOL SPECIALTY SUPPLY C	3.89
080509	APE	1000671	SCHOOL SPECIALTY SUPPLY C	16.65
080509	APE	1000671	SCHOOL SPECIALTY SUPPLY C	3.97
080509	APE	1000671	SCHOOL SPECIALTY SUPPLY C	4.90
080509	APE	1000671	SCHOOL SPECIALTY SUPPLY C	7.89
080509	APE	1000671	SCHOOL SPECIALTY SUPPLY C	9.72

Print Detail Refine Sort OK Cancel Clear
 - Print Summary - OK Cancel Clear
 - FTE -

islv1001 FINDATA (A10008) v4.92 CAPS NUM 10/14/2009

findata - Keystone Client
 Edit Application Tools Commands Help

Keystone Financials Account Balance Inquiry KF0298

Account #: 10-1111-6411-420-0000-0000 420-BUD
 INSTR SUPP Valid Expense

10-1111-6411-420-0000-0000 Trans Date: 08/05/09
 Open Budget/Balance: 0.00 Trans Type: APE
 Transfer Amount: 0.00
 Budget Adjustment: 0.00 Acctg Pd: 10*02
 Source File: AP
 Encumbrances - Prior: 0.00 Trans Id: 005867*208102745362
 Encumbrances - Current: 0.00 Vendor/Customer: 005867
 SCHOOL SPECIALTY SUPPLY CO
 Requested Amount: 0.00 Req #:
 PO Number: 1000671
 Debit Amount: 19.83 Inv #: 208102745362
 Credit Amount: 0.00 Check no.: 10*15351
 Expenses - Prior: 0.00 Work Order#:
 Updated by A11182 DEBORAH PERRY on 08/05/09 at 11:30am from AP3122

Vendor/Cust Req Check Detail
 PO Invoice WO OK Cancel

islv1001 FINDATA (A10008) findata - Keystone Client v4.92 CAPS NUM 10/14/2009

Drill down further by selecting any of the bottom buttons showing data.

Example 1: PO

findata - Keystone Client
 Edit Application Tools Commands Help

Entry: Reports Processing Inquiry

Account Balance Inquiry
 Wildcard Budget Inquiry
 Check History Inquiry
 Cash Receipts Inquiry
 Vendor Inquiry
 Journal Entries Inquiry
 Requisition Inquiry
 Purchase Order Inquiry

Returned Checks
 Cash Receipts
 Check Reconciliation
 CREDIT CARD RECON VOUCH...
 JFI Entry - Bank Rec

Application Menu:
 Budget Preparation Menu
 Budget Control
 Requisitioning
 Purchasing
 Invoices Entry
 Disbursements
 Cash Receipts
 General Ledger
 Inquiry Menu
 Fixed Assets
 Vendor Bidding Menu

islv1001 FINDATA (A10008) v4.92 CARB NUM 10/14/2009

Purchasing Purchase Order Inquiry PO2294

PO# 1000671 Type Blanket
 PO Date 07/01/09 Del Date
 Vendor 005867 Buyer KWILSON2 Karen Wil
 SCHOOL SPECIALTY SUPPLY Address 58 Ship To 420
 ORDER ENTRY DEPARTMENT Benton Elementary School
 P.O. BOX 1579 429 South Leslie
 APPLETON CITY WI Independence, MO 64050
 54912-1579 Burdick
 No Id

Print 05/27/09
 Disc % 0.00
 Tax %
 Frt% 0.00
 Tot Mat 185.33
 Disc 0.00
 Tax 0.00
 Frt 0.00
 Total 185.33
 Open Encs 0.00

Detail Lines

Qty	Description	Budget	Totals	Open	Encs	Stat
1	5/8" Giant Valu	10-1111-6411-420-0000-0000	14.66	0.00	C	
1	3/8" Assorted C	10-1111-6411-420-0000-0000	19.83	0.00	C	
1	Poppin' Pattern	10-1111-6411-420-0000-0000	10.16	0.00	C	
1	School Smart Fu	10-1111-6411-420-0000-0000	3.89	0.00	C	
1	Scotch 810 Magi	10-1111-6411-420-0000-0000	16.65	0.00	C	
1	With Fun Smells	10-1111-6411-420-0000-0000	3.97	0.00	C	
1	E-7 Ceader PAIS	10-1111-6411-420-0000-0000	4.20	0.00	C	

OK Cancel

Transactions Text Alt PO Invoices

Example 2: Invoice

findata - Keystone Client
 Edit Application Tools Commands Help

Entry: Reports Processing Inquiry

Account Balance Inquiry
 Wildcard Budget Inquiry
 Check History Inquiry
 Cash Receipts Inquiry
 Vendor Inquiry
 Journal Entries Inquiry
 Requisition Inquiry
 Purchase Order Inquiry

Returned Checks
 Cash Receipts
 Check Reconciliation
 CREDIT CARD RECON VOUCH...
 JFI Entry - Bank Rec

Application Menu:
 Budget Preparation Menu
 Budget Control
 Requisitioning
 Purchasing
 Invoices Entry
 Disbursements
 Cash Receipts
 General Ledger
 Inquiry Menu
 Fixed Assets
 Vendor Bidding Menu

islv1001 FINDATA (A10008) v4.92 CARB NUM 10/14/2009

Accounts Payable INVOICE HISTORY INQUIRY AP9324

Vendor Number: 005867 Invoice Number: 208102745362
 SCHOOL SPECIALTY INC Invoice Amt: 185.33
 Address: 5866 Discount: 0.00
 MB UNIT #67-3106 Tax: 0.00
 MILWAUKEE WI 53268 Freight: 0.00
 Attn: Net Amt: 185.33

Invoice Date: 07/24/09 Single Check: Post Date: 08/05/09
 Due Date: 07/24/09 1099 Type: Check Code: 10

I#	Budget#/Description	ASN	Expamt	PO#	St
1	10-1111-6411-420-0000-0000		14.66	1000671	
	5/8" Giant Value Pack Scratch	420-BUD			
2	10-1111-6411-420-0000-0000		19.83	1000671	
	3/8" Assorted Color Sales Sti	420-BUD			

Entered by: A11182 DEBORAH PERRY On: 08/05/09
 <***>> PAID on 08/06/09 Ck# 10*155351 <***>>

Approval/Check Desc. Detail

OK Cancel

Example 3: Check

The screenshot shows the 'findata - Keystone Client' application window. The main window is titled 'Accounts Payable CHECK HISTORY INQUIRY AP3421'. It contains a form for check details and a table of invoice history.

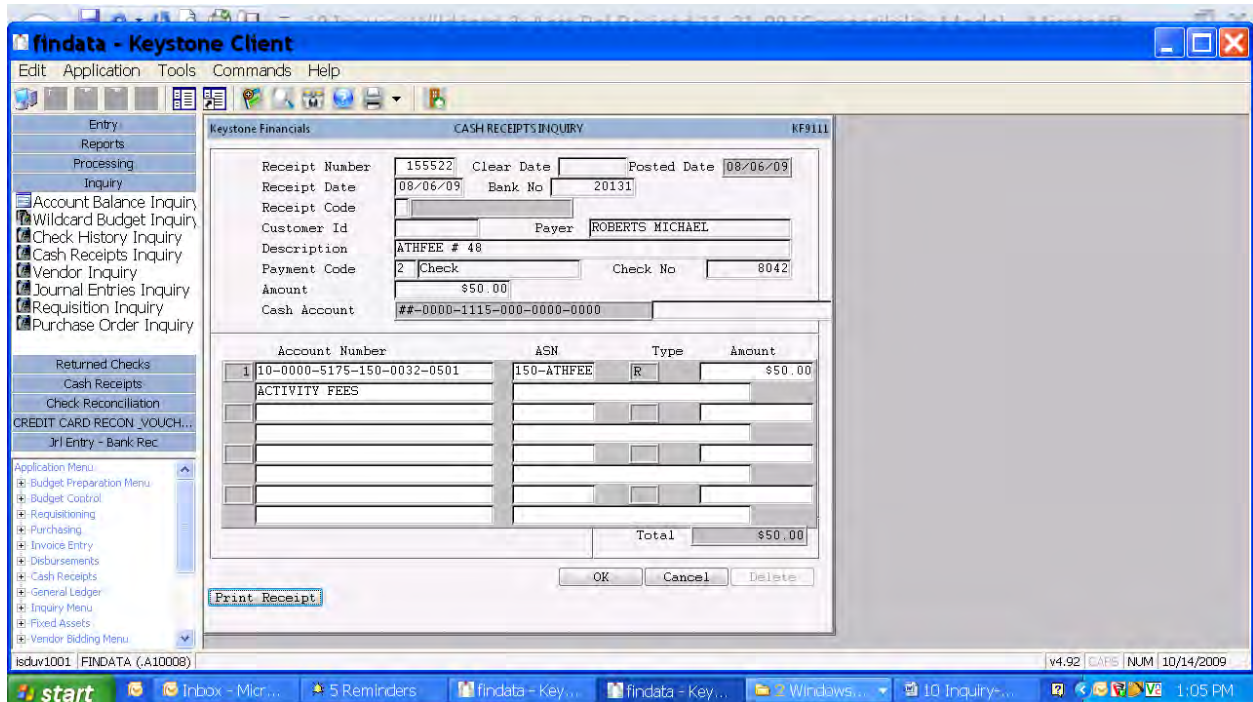
Check Details:

- Check Code: 10
- Check Number: 155351
- Vendor: 005867
- Check Date: 08/06/09
- Check Amount: 7,640.93
- Cleared Date: 08/11/09
- Vendor Name: SCHOOL SPECIALTY INC
- Address: MB UNIT #67-3106, MILWAUKEE, WI 53268-3106

Invoice History Table:

Invoice	Inv Date	Total Inv\$	PO#
208102549906	06/30/09	10.32	1001007
208102544828	06/29/09	65.42	1001007
308100399901	07/23/09	452.29	1001052
308100401149	07/24/09	43.34	1001040
308100399898	07/23/09	65.29	1001033
208102745965	07/24/09	342.03	126991-10
208102745957	07/24/09	130.12	121764-10
208102745964	07/24/09	74.81	126995-10
208102745960	07/24/09	93.42	1001024-10
208102745943	07/24/09	91.21	1000997-10
208102745901	07/24/09	670.87	1000922

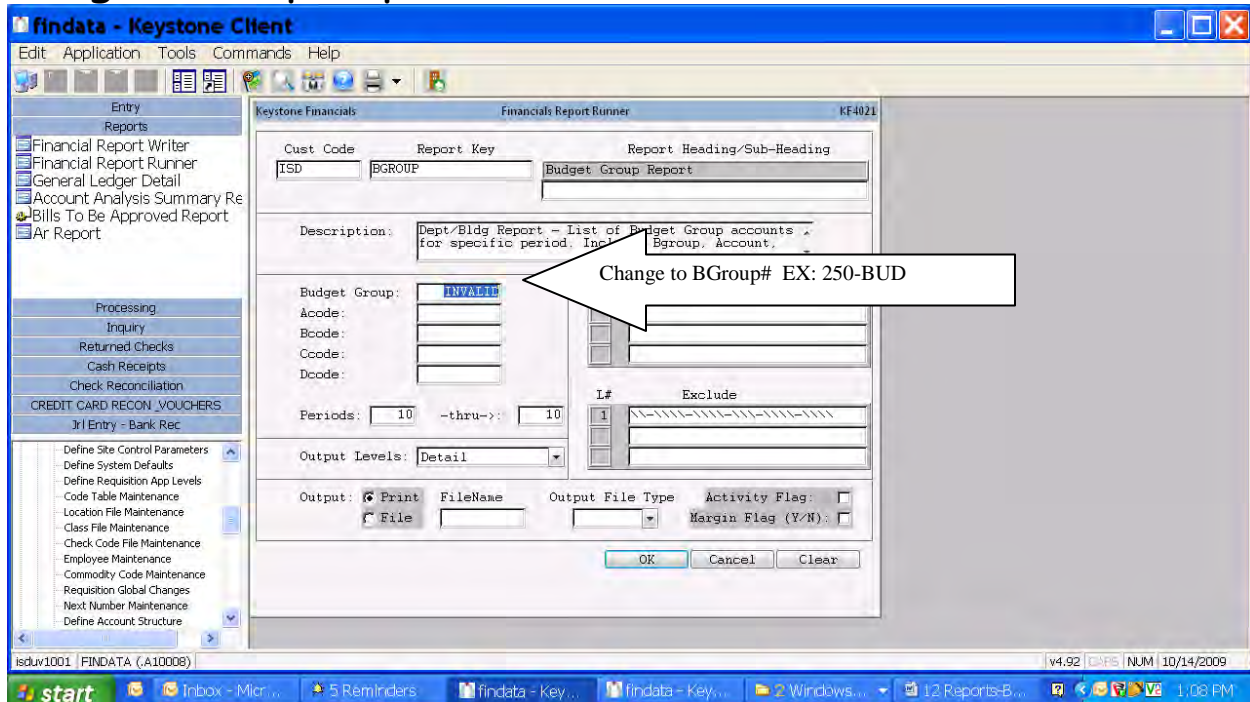
The application window also features a sidebar menu with options like 'Account Balance Inquiry', 'Check History Inquiry', and 'Purchase Order Inquiry'. The taskbar at the bottom shows the system clock as 1:03 PM on 10/14/2009.



Cash receipt can be reprinted at anytime by clicking the Print Receipt button.

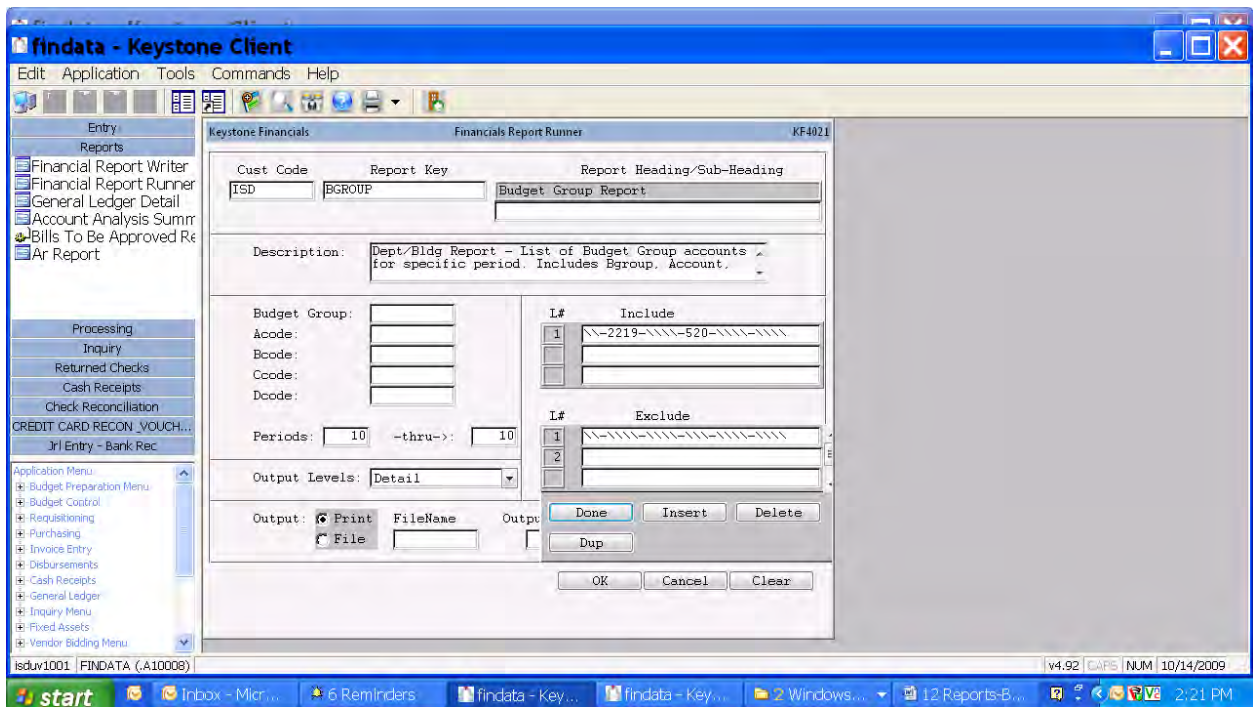
Reports

Budget Group Report - run monthly for administrator



1. Go to Reports menu
2. Select Budget Group Report
3. Click in the Budget Group space highlighting INVALID. Change it to your budget group name. For buildings this is your 3 digit building code followed by a dash and BUD (i.e. 150-BUD). Others check with Accounting for your budget group name.
4. Click on OK.
5. A message will display with the number of records and question to proceed. Answer 'Yes'.
6. Report Information
 - a. Columns: Budget Group, Account Number, Account Description, Budget, Requested, Encumbered, Paid, Balance
 - b. Subtotals by budget control number

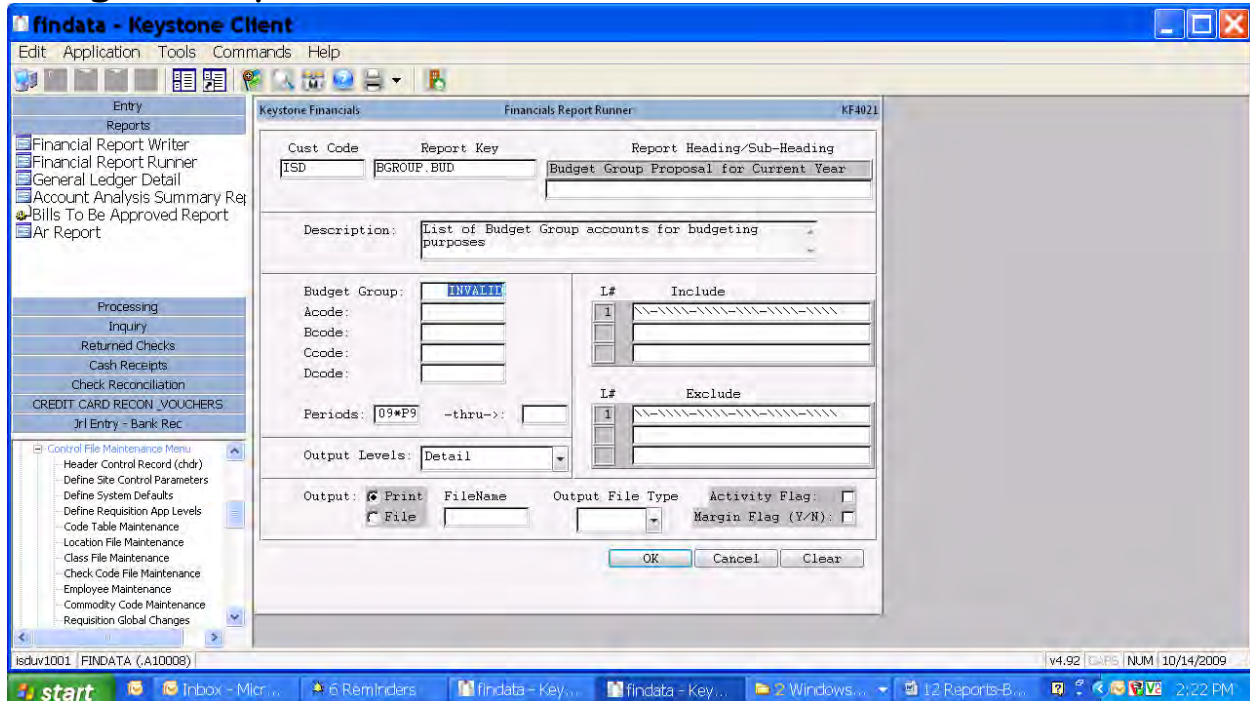
Budget Group Report - Grant PD



1. Go to Reports menu
2. Select Budget Group Report
3. Click in the Budget Group space highlighting INVALID. Delete this word.
4. For grant professional development accounts type in the following in the include box and remember to insert your appropriate building number. We are using building number 520 in our example:

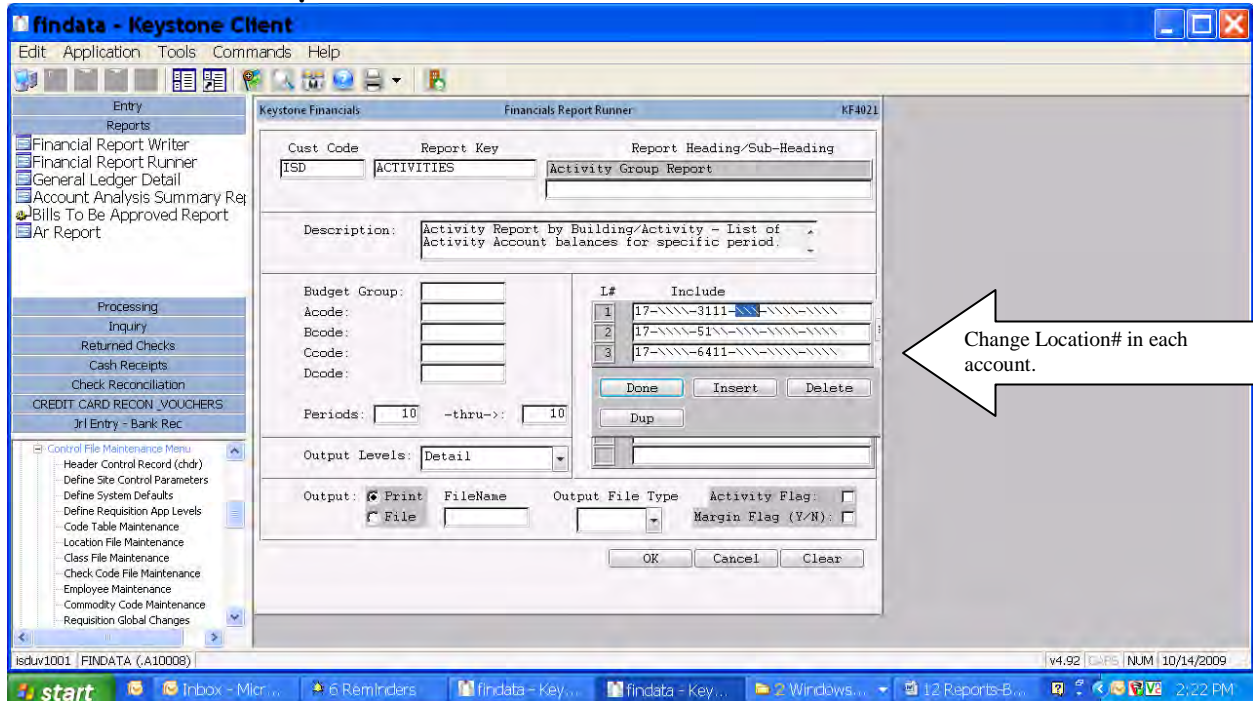
\\-2219-\\\\\\\\-520-\\\\\\\\-\\\\\\\\

Budget Proposal Document



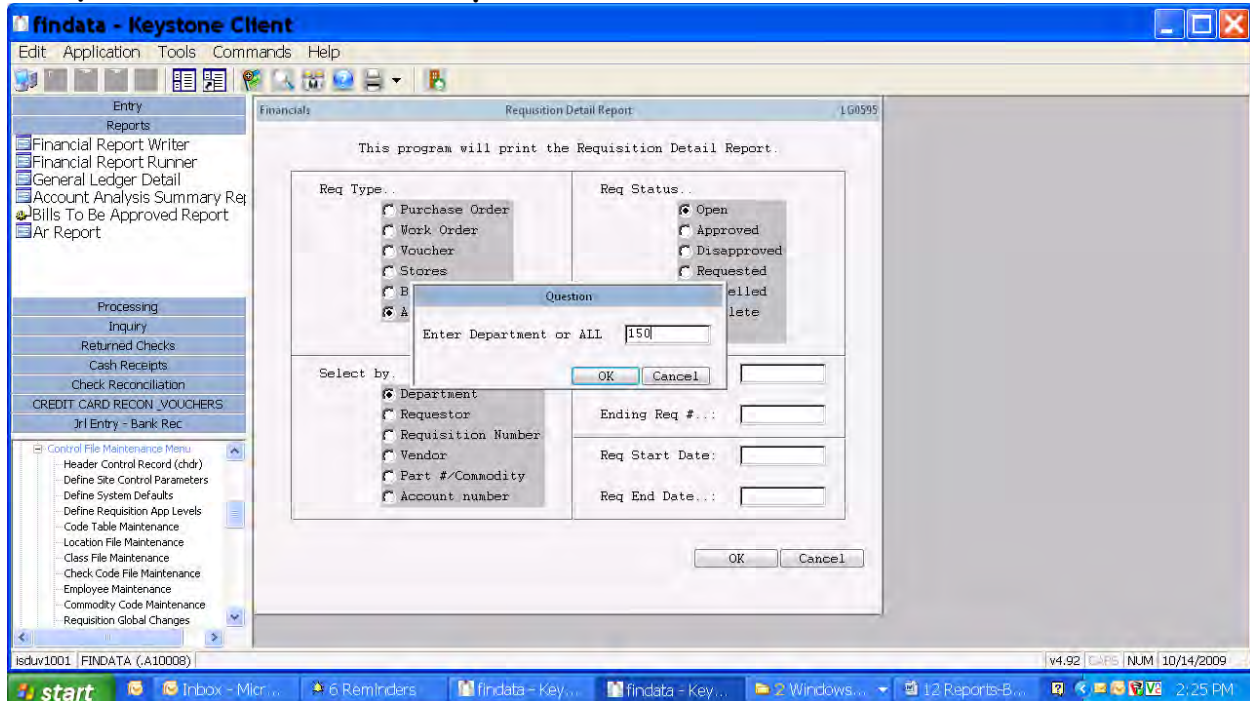
1. Go to Reports menu
2. Select Budget Group Report
3. Select Application from menu across top of Fusion, select Printers, select Landscape and click OK
4. Click in the Budget Group space highlighting INVALID. Change it to your budget group name. For buildings this is your 3 digit building code followed by a dash and BUD (i.e. 150-BUD). Others check with Cinda Chapman or Karen Branson for your budget group name.
5. A message will display with the number of records and question to proceed. Answer 'Yes'.
6. Click on OK.

Activities Report - run monthly for administrator



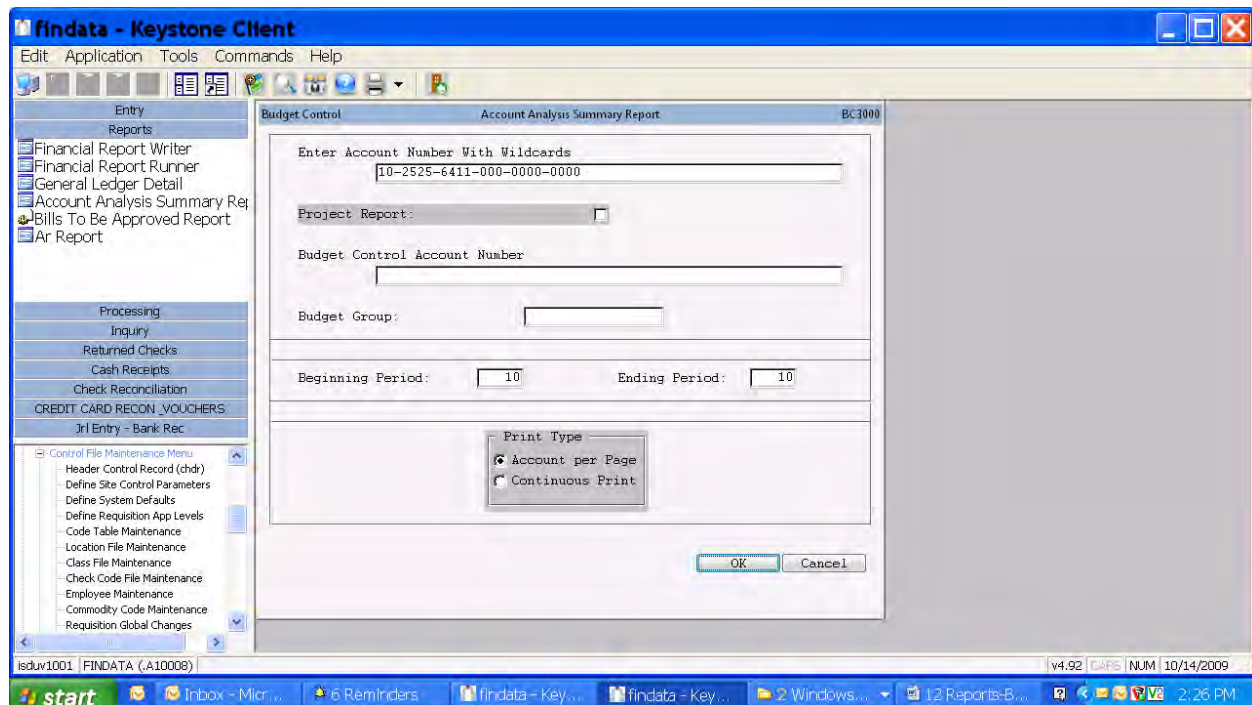
1. Go to Report Menu
2. Select Activity Group Report
3. Click in the Include space highlighting the section with 3 slashes (wildcards). Change it to your 3 digit building code.
4. Click on OK.
5. A message will display with the number of records and question to proceed. Answer 'Yes'.
6. Report Information
 - c. Columns: Account Number, Account Description, Budget, Revenues, Requested, Encumbered, Paid, Balance
 - d. Subtotals by activity account set of accounts to give balance for activity account.

Requisition Detail Report - run weekly to check for 'stuck' requisitions



1. Go to Requisitioning menu or Reports menu
2. Go to Requisition Detail Report
3. At Req Type, click on All, Purchase Order or Voucher for desired information
4. At Select by, click on Department. You will need to enter your 3 digit building code when the question pops up later.
5. At Req Status, click on Open.
6. Click on OK and enter your department (building) number when prompted.
7. Report Information: Shows requisitions that are still in the approval process and their status.

Account Activity Analysis Report



1. Go to Inquiry Menu
2. Select Account Analysis Summary Report
3. Type in the account that you wish to print an analysis. Wildcards can be used to select a group of related accounts.

findata - Keystone Client

File Edit View Application Help

Report Preview 1 of 2

INDEPENDENCE SCHOOL DISTRICT
 ACCOUNT ACTIVITY ANALYSIS SUMMARY
 BEGINNING 07/01/09 ENDING 06/30/10
 14:26:13 14 OCT 2009
 PAGE 1

ACCOUNT NUMBER: 10-2525-6411-000-0000 DESCRIPTION: SUPPLIES & MATERIALS
 ASN: 119-BUS ACCOUNT TYPE: EXPENSE

Opening Budget :	25,000.00	Encumbrance - Current :	0.00	Debits :	9,437.61
Transfers :	0.00	Encumbrance - Prior :	0.00	Credits :	534.91
Suppl/Adjustmt :	0.00	Requested :	152.96	Acct Balance :	8,902.70
Adjusted Budget:	25,000.00	Total Enc/Req :	152.96	Avail Budget :	15,944.34

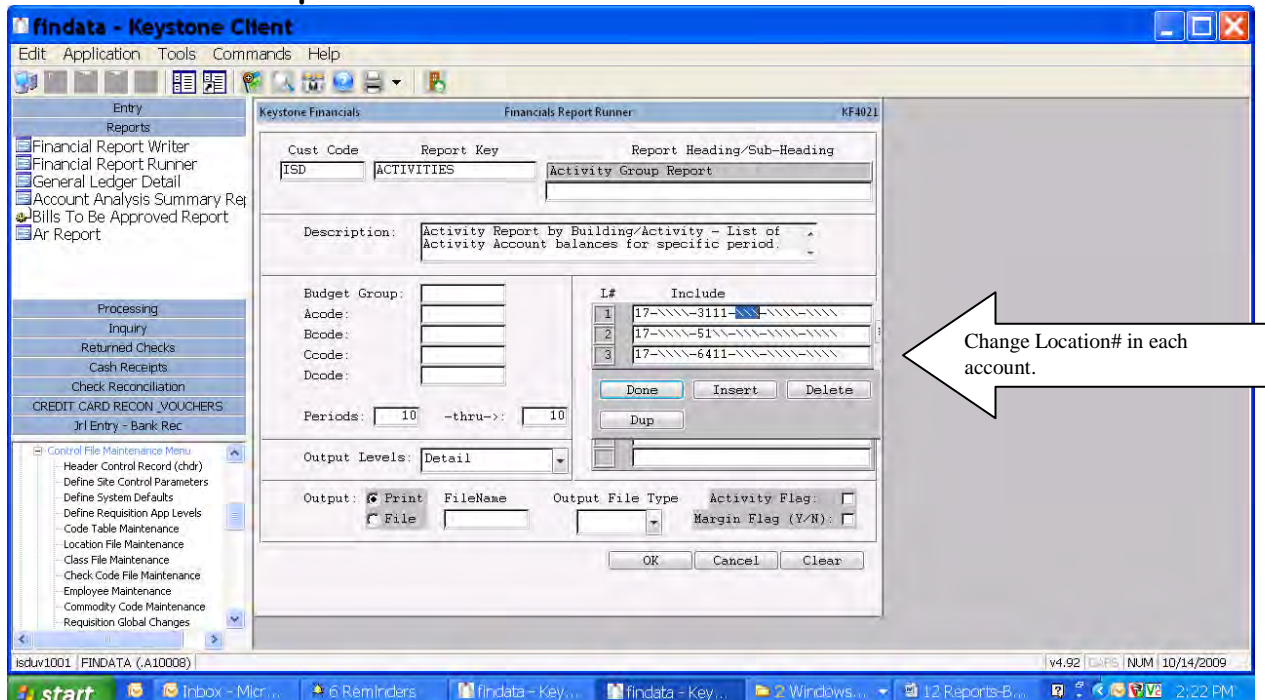
Date	Description	Opening Budget	Entry Date	Entered By	Opening Budget
07/01/09			02/25/09	DAVID SIDWELL	13,000.00
07/01/09			06/29/09	MOLLY JOHNSON	25,000.00
07/01/09			06/29/09	MOLLY JOHNSON	-13,000.00
Total Opening Budget					25,000.00

Date	Req#	Type	Vendor	Requisitions	Invoice#	Requestor	Stat	Lev	Request	Amount
10/12/09	132611	V	008246	PURE WATER DELIVERY	647541	A13577	R	3	58.18	
10/13/09	132637	V	001688	DESK TOP OFFICE PRODUCTS	030613	A01592	R	3	48.94	
10/13/09	132675	V	008246	PURE WATER DELIVERY	649527	A13577	R	3	45.84	

islrv1001 FINDATA (A10008) v4.92 GAPS NUM 10/14/2009

FUND 17-STUDENT ACTIVITIES

Activities Report - run monthly for administrator



1. Go to Report Menu
2. Select Activity Group Report
3. Click in the Include space highlighting the section with 3 slashes (wildcards).
Change it to your 3 digit building code.
4. Click on OK.
5. A message will display with the number of records and question to proceed.
Answer 'Yes'.
6. Report Information
 - a. Columns: Account Number, Account Description, Budget, Revenues, Requested, Encumbered, Paid, Balance
 - b. Subtotals by activity account set of accounts to give balance for activity account.

FUND 17-STUDENT ACTIVITY CODES SHORTCUT

When working with Fund 17-Student Activity Codes and need a quick & easy way to find the correct Fund 17-Student Activity Code, type in either

150-ACTR (Building# Revenue) to select from revenue codes

150-ACTX (Building# Expense) to select from expense codes

Whether you are working in Cash Receipts Entry, Requisition Entry, Voucher Entry, Account Balance Inquiry, Wildcard Budget Inquiry this shortcut will bring up your building's list of Fund 17-Student Activity Revenue or Expenses and you can select the one you want.

You do not have to memorize your Fund 17-Student Activity Codes any longer.

EXAMPLE OF ACTIVITY SHORTCUT USING CASH RECEIPT ENTRY:

The screenshot displays the 'findata - Keystone Client' application window. The main window title is 'Keystone Financials CASH RECEIPTS ENTRY KF3111'. The interface includes a menu bar (Edit, Application, Tools, Commands, Help) and a toolbar. A left-hand navigation pane lists various functions such as 'Daily Cash Flow', 'Cash Receipts Entry - Posting', and 'Cash Receipts Inquiry'. The main area contains a form with the following fields:

Receipt Number	169757	Receipt Date	01/05/10
Receipt Code		Posted Date	
Customer Id		Payer	PROCTOR
Description	UNITED WAY DONATIONS		
Payment Code	1 Cash	Check No	
Amount	\$30.00	Bank No	
Cash Account	#-0000-1115-000-0000-0000		

Below the form is a table for account selection:

Account Number	ASN	Type	Amount
1 510-ACTR			

Buttons at the bottom include 'Done', 'Insert', 'Delete', 'Dup', 'Print Receipt', 'OK', 'Cancel', 'Clear', and 'Delete'.

findata - Keystone Client
 Edit Application Tools Commands Help

Daily Cash Flow
 Cash Receipts Entry_Posting
 Cash Receipts Entry And I
 Cash Receipts Teller Repoi
 Cash Receipts Registers Ar
 Cash Receipts Inquiry

Keystone Financials CASH RECEIPTS ENTRY KF3111

Receipt Number: 169757 Receipt Date: 01/05/10
 Receipt Code: Posted Date:
 Customer Id: Payer: PROCTOR
 Description: UNITED WAY DONATIONS
 Payment Code: 1 Cash Check No:
 Amount: \$30.00 Bank No:
 Cash Account: ##-0000-1115-000-0000-0000

Account Number	ASN	Type	Amount
1 510-ACTR			

ACCOUNT#	Description	ALRX	Available Budget
17-0000-5169-510-0402-0128	PEPSI FUND R R		0.00
17-0000-5169-510-0462-0999	SCHOOL STORE R		<1,347.25
17-0000-5169-510-0502-0999	STUDENT COUN R		0.00
17-0000-5169-510-0000-0226	DONATIONS (P R		850.00
17-0000-5169-510-0000-0236	BENEVOLENCE R		0.00
17-0000-5169-510-0000-0235	EMERG ASST R R		0.00
17-0000-5169-510-0235-0235	TH EMR ASST R		0.00
17-0000-5169-510-0000-0168	CHARACTERPLU R		0.00

10 records were identified.

OK Cancel All New Refine...

isdv1001 | FINDATA (A10008) v4.92 | CAPS | NUM | 1/5/2010

findata - Keystone Client
 Edit Application Tools Commands Help

Daily Cash Flow
 Cash Receipts Entry_Posting
 Cash Receipts Entry And I
 Cash Receipts Teller Repoi
 Cash Receipts Registers Ar
 Cash Receipts Inquiry

Keystone Financials CASH RECEIPTS ENTRY KF3111

Receipt Number: 169757 Receipt Date: 01/05/10
 Receipt Code: Posted Date:
 Customer Id: Payer: PROCTOR
 Description: UNITED WAY DONATIONS
 Payment Code: 1 Cash Check No:
 Amount: \$30.00 Bank No:
 Cash Account: ##-0000-1115-000-0000-0000

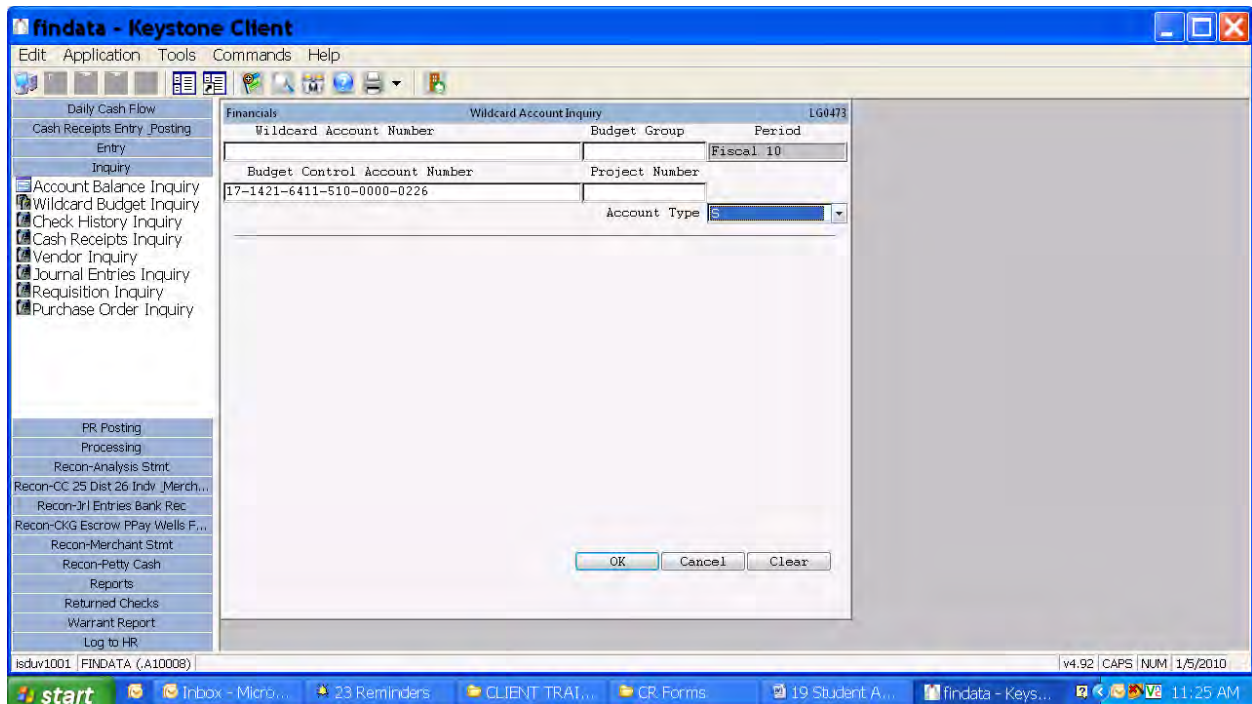
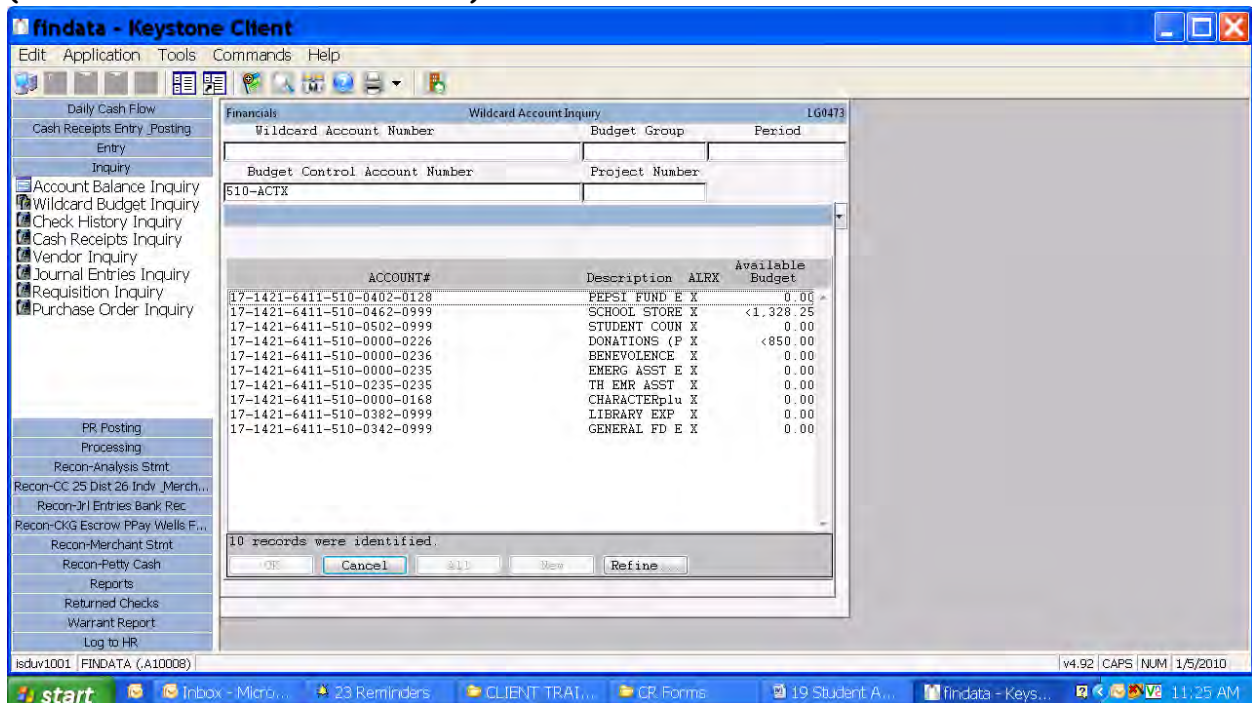
Account Number	ASN	Type	Amount
1 17-0000-5169-510-0000-0226			
DONATIONS (PASS THRU) REV	510-ACTR	R	\$30.00
2			

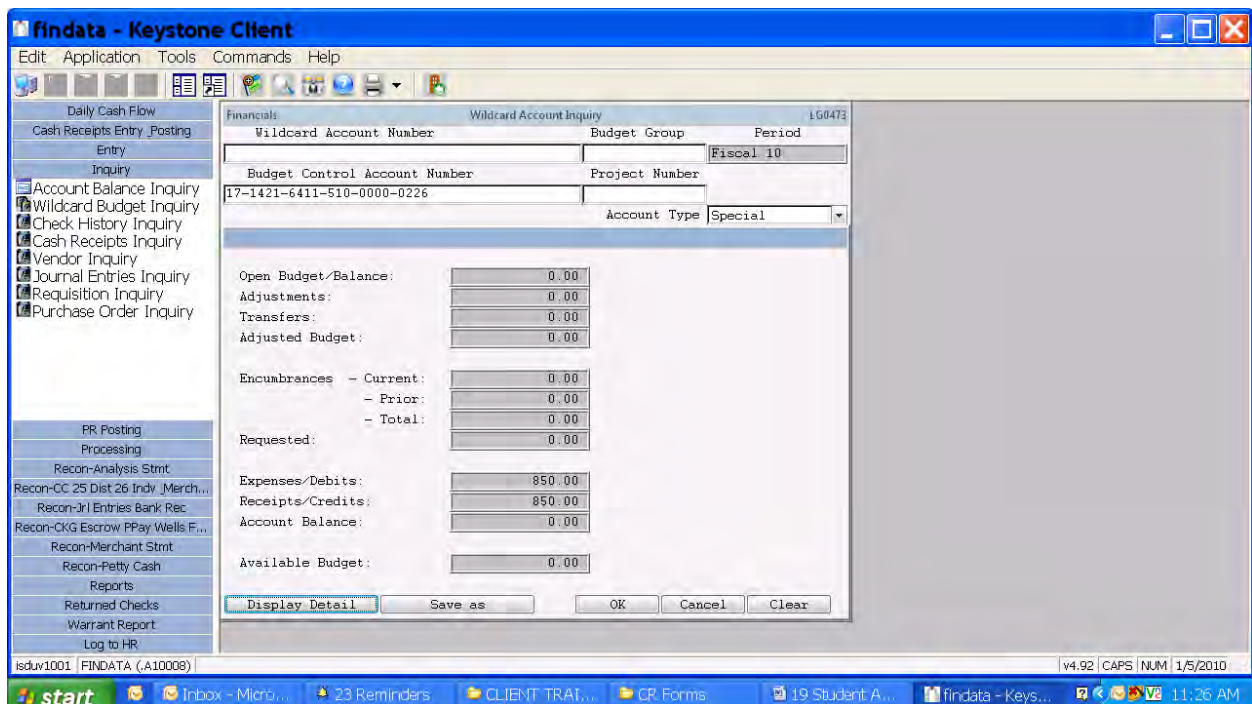
Done Insert Delete Dup

Print Receipt OK Cancel Clear Delete

isdv1001 | FINDATA (A10008) v4.92 | CAPS | NUM | 1/5/2010

EXAMPLE OF ACTIVITY SHORTCUT USING WILDCARD BUDGET INQUIRY (TO SEE ACTIVITY BALANCE):





Daily Cash Receipts and Deposit Procedures

Cash Receipt Entry

At the main menu select Cash Receipts Menu followed by selecting Cash Receipts Entry and Inquiry. Once you are in Cash Receipts Entry you are ready to enter the Cash receipt.

The screenshot shows the 'findata - Keystone Client' application window. The title bar includes 'Edit Application Tools Commands Help'. The main window is titled 'Keystone Financials CASH RECEIPTS ENTRY KF3111'. On the left is a navigation tree with 'Cash Receipts Entry And Inquiry' selected. The main form contains the following fields:

- Receipt Number: []
- Receipt Date: []
- Receipt Code: []
- Posted Date: []
- Customer Id: []
- Payer: []
- Description: []
- Payment Code: []
- Check No: []
- Amount: []
- Bank No: []
- Cash Account: []

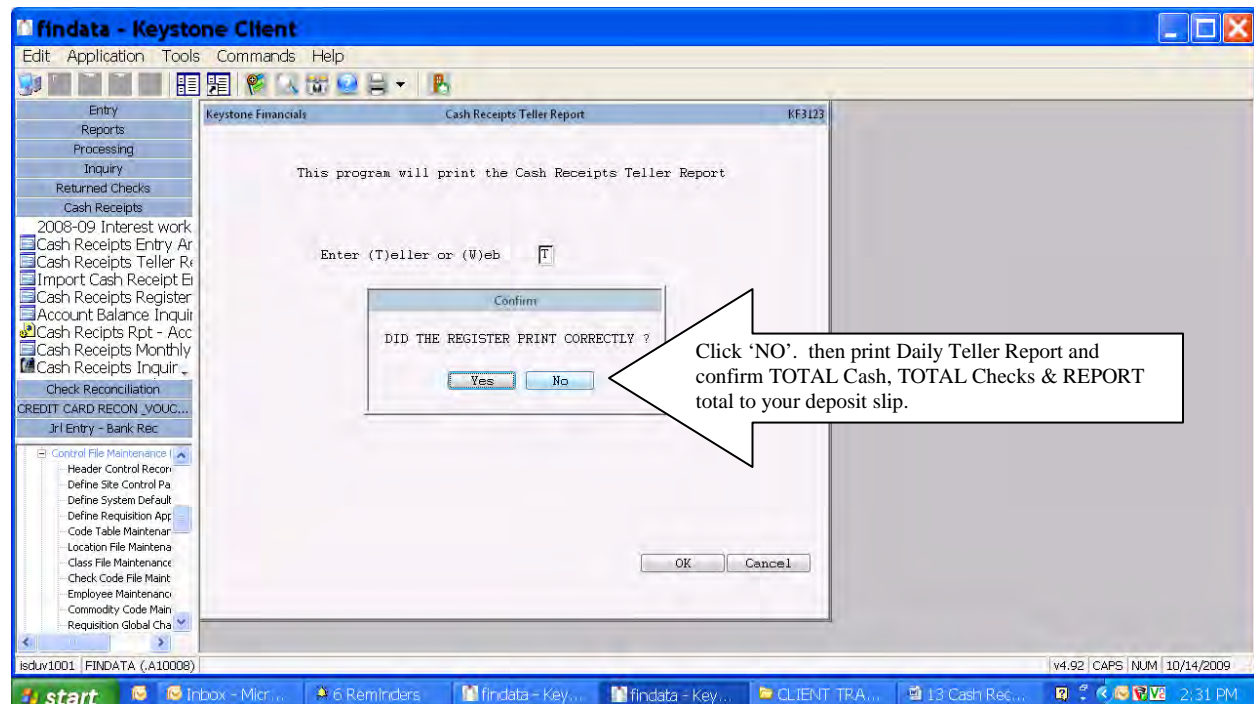
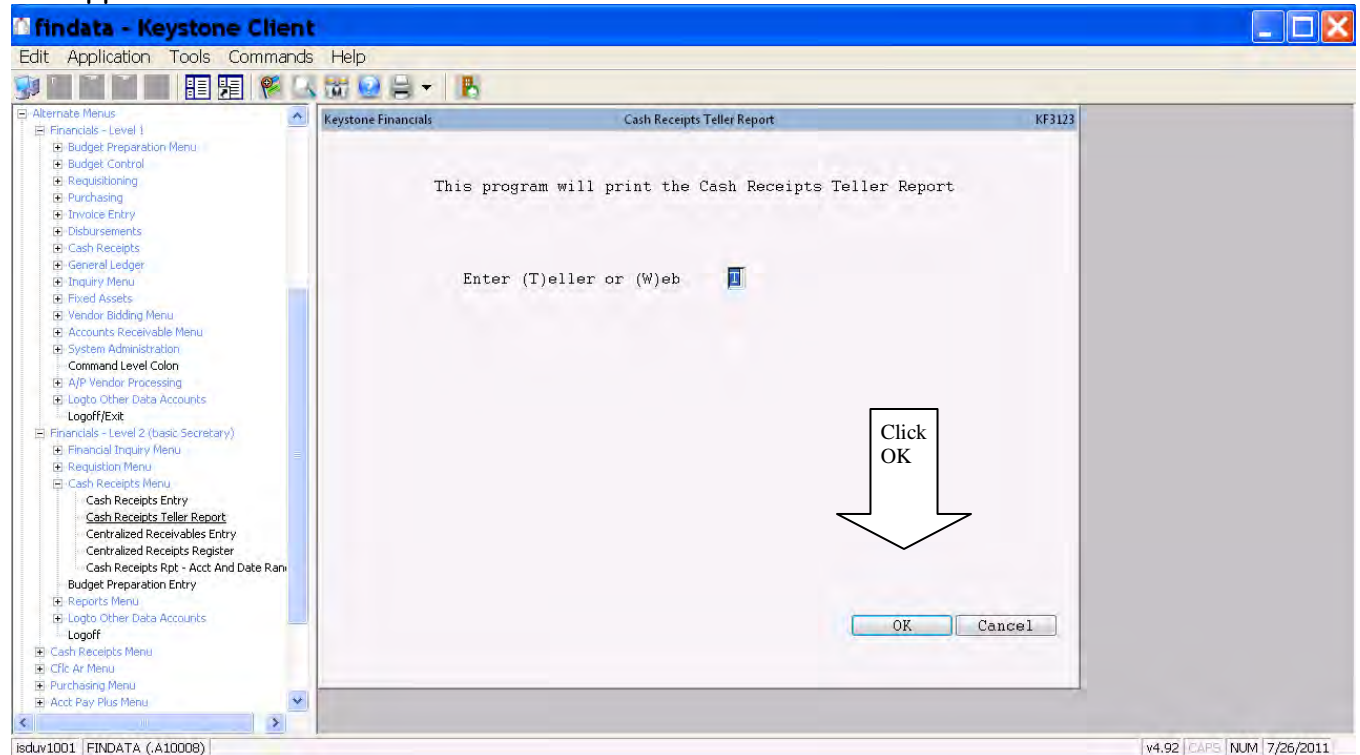
Below the form is a table with the following columns: Account Number, ASN, Type, Amount. The table has several rows for data entry and a 'Total' row. At the bottom of the form are buttons: Print Receipt, OR, Cancel, Clear, Delete.

1. Click new document and system will assign you a receipt number.
2. Tab to receipt date. Date will automatically default to current day's business
3. Tab past receipt code, nothing is required here.
4. Tab to Payer and input payer's last name followed by first name. (Always in CAPS)
Ex: *BROWN, SUSIE* (In most cases we would want student's name)
5. Tab to description and enter any helpful information pertaining to the payment not covered by the account code. Ex: *PARKING PASS #, T-SHIRT, NAME OF LOST BOOK, etc.*
6. Tab to Payment code and enter cash or check. If payment is made by check, make sure to input check number in Check No field. (also write the CR# & student's name on the check)
7. Enter total payment amount in the amount field. If payment is for more than one item and you do not know amount input 0. You will later be able to return and input the amount after all payments are entered.
8. Enter the account number or ASN, tab to amount and enter the amount.
9. If using ASNs, enter your ASN number under account number, tab, and the default amount will automatically show. However you can change amount if needed.

10. Continue entering account numbers (ASNs) and amounts for each payment being made by the same payer. Once cash receipt is completed tab to Done and verify that receipt is correct.
11. The total amount will show under the individual amounts. This amount and the amount entered at the top must be the same before the Cash Receipt can be filed. If the total was not known at the beginning, click in the amount field and update the amount.
12. Click on Print Receipt and give to student or parent.
13. Click OK and that will file the Cash Receipt and you are ready to start your next one.

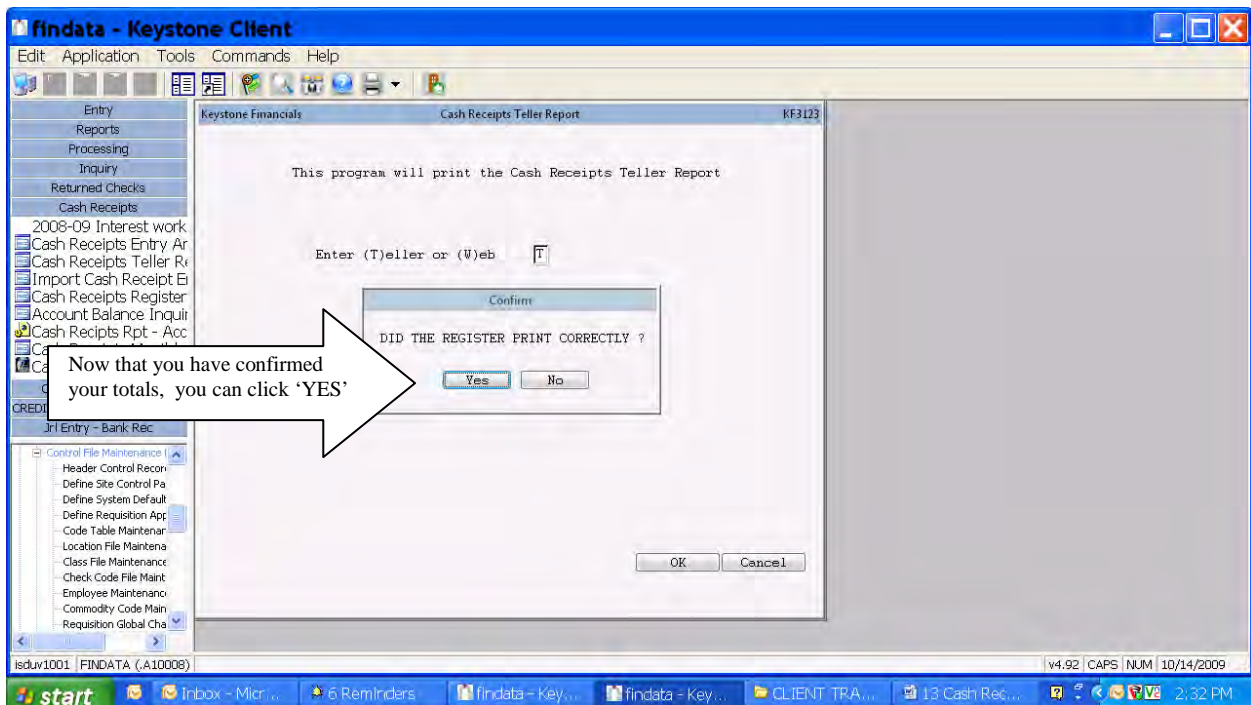
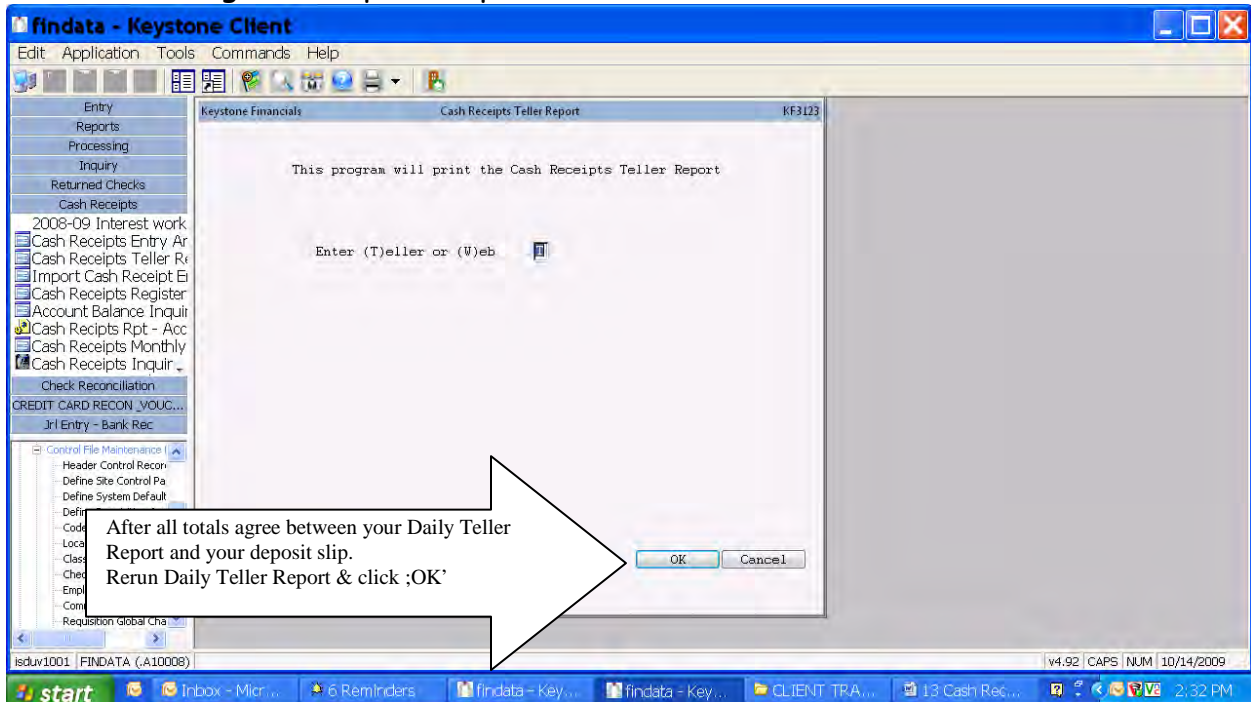
Daily Teller Report and Deposit Preparation

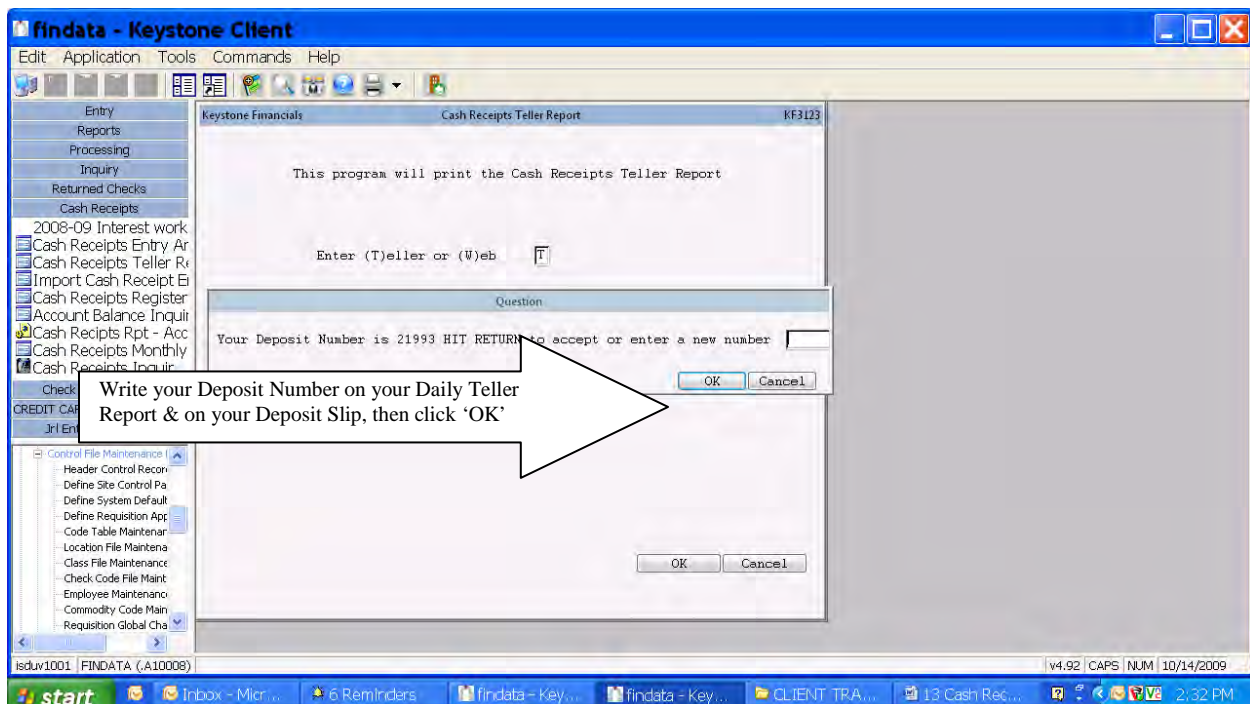
At the end of the day once you are finished with your Cash Receipts entries you are ready to print your Daily Teller Transaction Report. From the main menu select Cash Receipts Menu followed by selecting Cash Receipts Teller Report and the following screen will appear.



1. Print the report first by answering (N) for no.
2. You will then complete your deposit by following instructions in How to Prepare Your Deposit by completing your deposit slip.

3. Once you verify your deposit information to your total of cash and/or checks received on your teller report and the deposit balances you will then print a second teller report and answer (Y) for yes. Keystone will then tell you your deposit number is xxxx. You will write your deposit number on your deposit slip and on your teller report. Keep a copy along with any supporting documents for two years plus current year in your files. Do not send the Daily Teller Report to the Business Office. It will be important that you:
 - a. write the Deposit # on your Deposit Slip
 - b. sign the deposit slip.





4. When preparing your deposit run two calculator tapes. One tape will go inside your bag with your deposit and the second tape will be attached with your copy of the Teller Report.
5. White, yellow and blue deposit slips will go in your bank bag with your deposit. Leave the pink copy attached in your bank deposit book.
6. Place locked deposit bag in bank box on wall for courier pickup. Business Office will receive a validated yellow deposit slip back from the bank and will verify the amount according to totals on the Teller Report also. You will receive a validated blue copy back in your deposit bag. Compare the validated deposit slip to your pink copy, mark it off in your book as deposited and file the blue deposit slip with your Teller Report copy.

If you have any questions please contact the District Bookkeeper.

How to Prepare Your Deposit

1. Keeping Money Safe

- Ask yourself if this were my money would it be safe?
- If it is necessary to leave in the middle of preparing your deposit, make sure the money is secured and out of sight of any potential unauthorized party. At all times you should follow procedures as set out by Central Office. Deposits need to be made on a daily basis and placed in the deposit box for pick-up by the courier.

2. Accepting Money

- Counterfeit Pens - At the time you receive money, make a small mark on tens and higher bills. Replace cap immediately after use. Do not expose to air for more than a few minutes.
 - If a light mark appears, bill passes.
 - If a dark mark appears, bill is suspicious.
 - Try to stall the payer with an excuse "I'm having a computer problem and I need to email someone for help. Can you wait a few minutes?"
 - Immediately email David Lamken. He will respond to you.
 - At your convenience, email Karen Branson in case additional Keystone entries are required.
- At the point of sale the bills should be kept facing the same direction. This will help speed up counting currency and assist the person preparing the deposit. It has been proven with bank tellers that their drawers are counted faster and are less likely to be out of balance if the bills are "faced".
- Do not accept foreign coins.
 - The bank only accepts US coin and has no way to provide credit to the school district for any foreign coin received. The most common foreign coin received is the Canadian quarter.
- Before accepting any check, verify that it is filled out completely and signed.
 - All checks must be made payable to the school.
 - Checks received for anything other than cafeteria and student activity fees must be preprinted and include the check writer's phone and driver's license numbers.
 - Treat money orders, cashier's checks and traveler's checks the same as regular checks.
 - In an effort to comply with guidelines from the Prosecutor, write the check writers driver's license number and birth date on the check
 - If this information is already preprinted on the check, just confirm it and circle it.
 - We realize that this won't always happen since some parents might send a check with a student or mail it in.
 - It is always best to take a preprinted check. However, there are times when this is not possible, In this case, write the following on the check: checkwriter's name, address, phone number, and driver's license number. Also, write check # 999 on the check.

3. Organizing Currency

- Organize your currency by denomination while counting your cash drawer..
 - Rubber band your currency in small bundles as shown below. Occasionally you will have enough currency that it will need to be strapped. Strap bills as shown below and initial the strap.
 - Always double or triple count your currency. When currency counts are off, the difference is usually contained in one of the currency bundles, new bills sticking together, or mixing currencies while counting.

Rubber banding:

1's should be rubber banded in \$25 increments
5's should be rubber banded in \$100 increments
10's should be rubber banded in \$250 increments

Strapping:

100's should be strapped at \$1000 increments,
50's should be strapped at \$1000 increments
20's should be strapped at either \$500 or \$2000 increments
10's should be strapped at \$1000 increments
5's should be strapped at \$500 increments
1's should be strapped at \$100 increments

4. Preparing Coin

- Organize your coins by denomination.
 - Remove any foreign coin.
 - If there is sufficient coin to complete a roll, the coin must be rolled.
 - Unrolled coin should be placed in a separate envelope or ziplock bag with the deposit so the coin does not get lost when the deposit bag is opened. The envelopes, bags, currency straps, and coin rollers can be obtained by contacting the District Bookkeeper or Nutrition Service Office.
- Large amounts of coin collected through fundraisers may be taken to Commerce Bank at the 39th Street location across from the Independence Center. Two people need to travel in the same vehicle and place the coins in the coin counter. A receipt will be generated to create a deposit.

Rolling:

1's Susan B & Gold Dollars rolled separate or together \$25.00
1's Silver Dollars rolled \$20.00
 $\frac{1}{2}$ \$ Half Dollars rolled in \$10.00
.25 Rolled in \$10.00
.10 Rolled in \$5.00
.05 Rolled in \$2.00
.01 Rolled in .50

5. Preparing Checks

- Organize your checks by physical size placing larger checks at the back. This will prevent accidentally overlooking a standard size check between two oversized checks.
- Stamp all checks with your endorsement stamp in the designated spot on the back of the check.
- Run two tapes while adding your checks. This double-checks the list and provides something for the bank to verify against if they have a difference.
 - Attach one of the tapes to the bundle of checks with a rubber band. If there are not many checks, a paper clip may be used. Keep the second tape for your records.
- Do not make photocopies of any checks. This is for your protection against identity theft accusations.

6. Balancing The Money Collected

- First count each individual cash drawer to determine if the cashier was in balance, long or short. This is generally determined by setting aside the change fund if any and comparing remaining funds to a cash register or daily teller report. If the cashier is out of balance (long or short), follow procedures set by Central Office and/or Nutrition Service Office. Once you have determined that each drawer balances, organize the currency, coin, and checks for your deposit.

7. Preparing the Deposit Slip

- Place change funds in a separate envelope with a separate deposit slip in your bank bag.
- Deposit slips are in quadruplicate.
 - Office & Event Deposit Slips - The white, yellow, and blue copies go to the bank. The pink copy is to be kept by the school for follow-up purposes in case a deposit is not verified as received.
 - Nutrition Services Deposit Slips - All four copies of the deposit slip go to the bank.
- Once a deposit has been processed by the bank, a blue validated deposit slip will be returned to the originator and Central Office.
- When preparing a deposit slip the following steps should be done:
 1. Use a pen with Black or Blue Ink. Do not use gel pens.
 2. Write the date the deposit is being prepared.
 3. List the amount of currency being deposited.
 4. List the amount of coin being deposited.
 5. List the total amount of checks being deposited
 - a. Or list checks individually if there are fewer than five or no tape is included.
 6. No alterations should be present with regards to currency, coin or checks.
 - a. This is for your protection. Since you do not physically deliver the deposit, any alterations to the deposit are possible signs of fraud.

7. Include the deposit total in the vertical and horizontal total boxes.
8. Sign the deposit slip in the numbered line area.
9. Write the Deposit # on the deposit slip.
10. The deposit slip should be completely filled out and be legible.
 - a. This is important if there is a problem with a deposit. It makes it easier for the Central Office and the Bank to resolve the problem themselves or contact the appropriate person.
11. Do not write in the long mostly blank section of the deposit slip. This portion of the deposit slip is reserved by the bank for MICR encoding & teller validation.
12. The deposit slip must agree with point of sale report:
 - a. Office - Daily Teller Report write the Bank No. on the deposit slip by the signature.
 - b. Nutrition Services - Till Count Report
 - c. Events - Event Reconciliation Report
13. Use only one deposit slip per deposit.

6. Getting the deposit to the bank

- Special Event Deposits - The prepared deposit should be placed in a bank bag and locked.
 - Onsite Events - Deliver the locked bank bag to the event administrator to put in the vault overnight.
 - Outside or offsite Events - Locked bank bag must be taken to the bank and dropped in the night depository. Two people need to deliver the deposit to the bank.
- Courier Deposits - The prepared deposit should be locked in a vault until the courier can pick it up.

Example with checks listed

DEPOSIT TICKET

DATE 2-26-08
 DEPOSITED BY JEFF SMITH
 DEPOSITED FOR INDEPENDENCE SCHOOL DISTRICT

CURRENCY TO DATE: CENTS

CHECK #	AMOUNT	CHECK TYPE
1	19.00	DEPOSIT
2		
3		
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TOTAL 25.00

INDEPENDENCE SCHOOL DISTRICT
 BENTONVILLE, ARKANSAS
 OFFICE 17001

COMMERCIAL BANK
 10-17-010

022008 0100 101 \$25.00
 000348 4801 000 000 37900670

⑆4200⑆ ⑆101000019⑆ 037900570⑆ 54

deposit # 10208
 Jeff Smith

Example of checks totaled with tape.

DEPOSIT TICKET

DATE 7-16-08
 DEPOSITED BY BOB SMITH
 DEPOSITED FOR INDEPENDENCE SCHOOL DISTRICT

CURRENCY TO DATE: CENTS

CHECK #	AMOUNT	CHECK TYPE
1	32718.14	DEPOSIT
2		
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TOTAL 32718.14

INDEPENDENCE SCHOOL DISTRICT
 TRANSPORTATION
 OFFICE 17001

DOWN STATE BANK
 15 17010

071608 1000 11 \$32,718.14
 000348 4801 000 000 37900670

⑆2100⑆ ⑆101000019⑆ 037900570⑆ 54

Deposit # 11627
 Bob Smith

EXAMPLE OF OFFICE DEPOSIT

Dep 11429

KT3121
Report Date 06/16/08

INDEPENDENCE SC-SD DISTRICT
DAILY TELLER TRANSACTION REPORT

10:41:42 16 JUN 2008 Page 1

RECEIPT # DATE PAYER DESCRIPTION PAYMENT CHECK NO. TELLER AMOUNT
120331 06/16/08 MONTGOMERY, GABBY DRILL TEAM CAMP Check 4558 NREJNHA 285.00
CASH ACCOUNT: #0-0000-1115-000-0000-0000 Default Cash Account for each DEPOSIT NUMBER

ACCOUNT # / SUBREQ DESCRIPTION TYPE AMOUNT
17-0000-5175-153-0322-0999 TRUMAN ACTIVITIES R 285.00
RECEIPT TOTALS 285.00 285.00

RECEIPT # DATE PAYER DESCRIPTION PAYMENT CHECK NO. TELLER AMOUNT
120334 06/16/08 RAMEY, TERESA DRILL TEAM CAMP Check 5152 NREJNHA 150.00
CASH ACCOUNT: #0-0000-1115-000-0000-0000 Default Cash Account for each DEPOSIT NUMBER

ACCOUNT # / SUBREQ DESCRIPTION TYPE AMOUNT
17-0000-5175-153-0322-0999 TRUMAN ACTIVITIES R 150.00
RECEIPT TOTALS 150.00 150.00

TOTAL Check 435.00
TOTAL 435.00

DEPOSIT TICKET

DATE: 6/16/08

CLEARING: TEL: 4558

COIN: 150.00

CHECKS: 285.00

TOTAL: 435.00

INDEPENDENCE SCHOOL DISTRICT
TRUMAN HIGH SCHOOL
RVER. 3 - 15209

Commerce Bank
INDEPENDENCE, MO - 64601
www.commercebank.com

061708 0025 17 8435.00
00346 4807 000 000 3901670

54

435.00

16-171010 74E

TOTAL ITEMS: 2

PLEASE BE CAREFUL - VERIFY THE TOTALS

LIST OF ASN SHORTCUTS

REVENUE SHORTCUTS (Use with Deposits & Inquiry):

XXX-ACTR = Fund 17 activity revenue account list.

XXX-ATHREV = A list of Gate Receipt Revenue Codes

XXX-ATHFEE = MSHSAA activity participation fee \$50

Cash Receipt Desc Example: "ATHFEE"

XXX-ID = Student ID, Agenda & Registr

XXX-LIB = Library Revenue

XXX-PARK = Parking \$xx set by each high school

Cash Receipt Desc Example: "P10-123" (YR-Pass#)

XXX-PASS = activity pass for student \$20 and adult \$40

Cash Receipt Desc Example: "ADULT", "STUDENT", "PASS TYPE"

XXX-PE = PE clothes \$xx set by each middle school

Cash Receipt Desc Example: "SHORTS SZ MED", "SHIRTS SZ MED",
" BOTH SZ MED",

XXX-SHIRT = T-shirt/spirit wear \$xx set by each middle school

Cash Receipt Desc Example: "SZ MED"

XXX-TEXT - Lost Textbook – reminder use XXX-TEXT 13-0000-5199-xxx-0000-0000

Cash Receipt Desc Example: "ROMEO & JULIET" or reference #

XXX-YRBK = Yearbook \$xx set by each secondary

Cash Receipt Desc Example: "YEARBOOK"

Code Obligations based on that obligation

EXPENSE SHORTCUT (Use with Requisitions, Vouchers & Inquiry):

XXX-BUD – List of building budget expense codes.

XXX-ACTX – List of Fund 17 activity expense codes.

Printed:
May 1, 2008

Independence Public Schools
William Southern Elementary School
TILL COUNT REPORT

05/01/2008

Breakfast																		
Line: 1	Time	Emp #	Pennies	Nickels	Dimes	Qtrs	Coin Total	Ones	Fives	Tens	Twenties	Bill Total	Total Cash	Checks	Other	Over/Under	TOTAL	
10:46:19 AM	3,180	18	9	14	8	\$4.03	13	3	2	0		\$48.00	\$52.03	\$255.00	\$0.00	\$0.00	\$307.03	
Meal Total:		18	9	14	8	\$4.03	13	3	2	0		\$48.00	\$52.03	\$255.00	\$0.00		\$307.03	
Lunch																		
Line: 1	Time	Emp #	Pennies	Nickels	Dimes	Qtrs	Coin Total	Ones	Fives	Tens	Twenties	Bill Total	Total Cash	Checks	Other	Over/Under	TOTAL	
12:43:40 PM	3,180	0	8	4	0	\$0.80	5	0	0	0		\$5.00	\$5.80	\$0.00	\$0.00	\$0.00	\$5.80	
1:54:05 PM	3,180	0	0	0	0	\$0.00	0	0	0	0		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Meal Total:		0	8	4	0	\$0.80	5	0	0	0		\$5.00	\$5.80	\$0.00	\$0.00		\$5.80	
Daily Totals:		18	17	18	8	\$4.83	18	3	2	0		\$53.00	\$57.83	\$255.00	\$0.00		\$312.83	
							B.1						C.1				D.1	A.1

DEPOSIT TICKET

DATE: 5-1-08

CURRENCY: 53.00
COINS: 4.83
CHECKS: 255.00

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TOTAL DOLLARS: 312.83

TOTAL CENTS: 83

16-1/1010 348

TOTAL ITEMS

CHECKS AND OTHER ITEMS ARE ACCEPTED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTIVE AGREEMENT. DEPOSITORS MAY NOT BE HELD LIABLE FOR IMMEDIATE WITHDRAWAL.

INDEPENDENCE SCHOOL DISTRICT
WM SOUTHERN ELEMENTARY
NUTRITION SERVICES / 53002

Commerce Bank
Independence, MO 64050
www.commercebank.com

\$ 312.83

53002 10000019 037900570

TILL COUNT REPORT

Page: 1 of 1

Independence School District

Event Deposit Reconciliation

Event: _____

Date: _____

Opponent: _____

Place: _____

Change Fund:

Change Fund Amount to be returned in this bank bag to the school	\$	
or		
	Tens	\$
	Fives	\$
	Ones	\$

Change Fund Amount to be a separate bank deposit in envelope	\$
--	----

Collections to be deposited:

Currency		Coin		Checks	Total
Hundreds	\$	Ones	\$	\$	\$
Fifties	\$	Fifty Cents	\$		
Twenties	\$	Quarters	\$	Total Deposit	\$
Tens	\$	Dimes	\$		
Fives	\$	Nickels	\$	Office Use Only	
Ones	\$	Pennies	\$	Bag # Teller Report#	
Total	\$	Total	\$		

_____ Collections Supervisor Signature

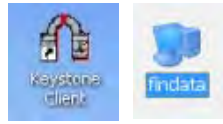
Sales Reconciliation:

Ticket Type	Starting #	Ending #	Total Tickets	Ticket Rate	Sales
				\$	\$
				\$	\$
				\$	\$
Totals				\$	\$

Other Sales (describe):

Total Sales	\$
-------------	----

HOW TO LOGIN TO KEYSTONE:



Click on the "KEYSTONE CLIENT" icon. Then double click on the "findata" icon. Enter your User ID & Password (this is the same as your computer login). Then click "Login"

ENTRY PROCESS:

- Always use the "Tab Key" between fields.
- Enter One Cash Receipt per Student even if several are paid by the same payer or check.
- Checks should be made payable to your school

Go to: MAIN MENU – CASH RECEIPTS MENU – CASH RECEIPTS ENTRY & INQUIRY

Receipt Number: Click on the Icon  at the top of the screen.

Payer: Enter the Student's LastName, FirstName

Description: Lost Library Book Name

Payment Code: 1 is for Cash and 2 is for Check

Check No. Enter Check Number here

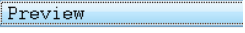
Amount: Enter total amount of Cash Receipt

Line 1: Enter Shortcut "Bldg #-LIB" example "150-LIB"

Line 1 Amount: Enter Amount

Then Click "DONE"

To give a receipt to the Payer: Click on "Print Receipt" at the bottom of the screen.

On the next screen select PREVIEW,  then click the printer icon at the top of the screen.

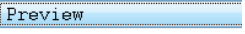


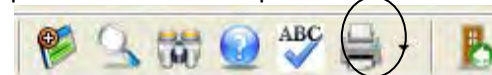
To get close the report, Click on the Green Arrow at the top of your screen 


To close your Cash Receipt, Click "OK" & begin another

At the end of the day when you are finished taking money, Go to : MAIN MENU – CASH RECEIPTS MENU – CASH RECEIPT TELLER REPORT

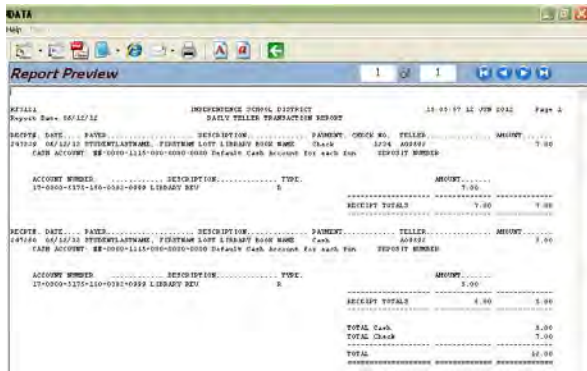
Enter Teller or Web : "T"

Print your Daily Teller Report by clicking "OK" at the bottom of the screen. Select PREVIEW,  then click the printer icon at the top of the screen.



To close the report, Click on the Green Arrow at the top of your screen 

END OF DAY PROCESS:



Your Daily Teller Report will look like this.

Confirm the information and amounts for Checks & Cash.

Print the Daily Teller Report: If everything is correct, click on the Printer Icon at the top of the screen to print the report.



To close the report, Click on the Green Arrow at the top of your screen



Sign the Daily Teller Report.

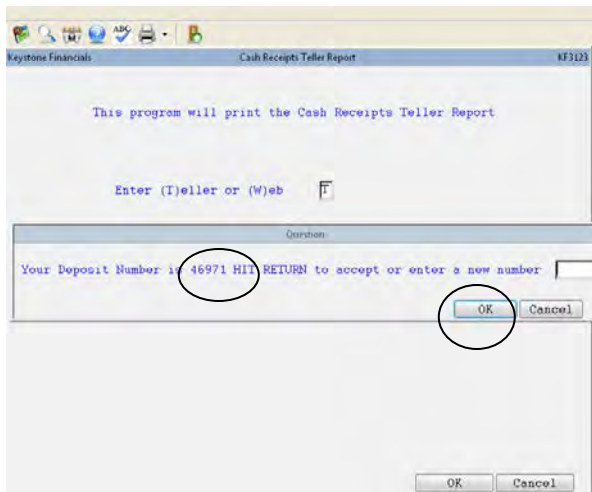
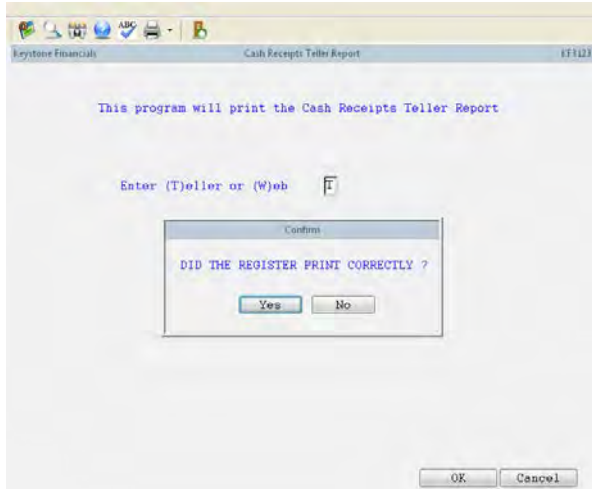
The next screen will ask you: DID THE REGISTER PRINT CORRECTLY? Answer accordingly.

If the answer is No, Click “NO” & go back into CASH RECEIPT ENTRY & INQUIRY, enter the Cash Receipt # and make your corrections. Then reprint your Daily Teller Report.

If the answer is Yes, Click “YES, then Click OK at the bottom of the screen.

DEPOSIT NUMBER: Write this on the Daily Teller Report. Then click “OK” (also write Dep# on your Deposit Slip)

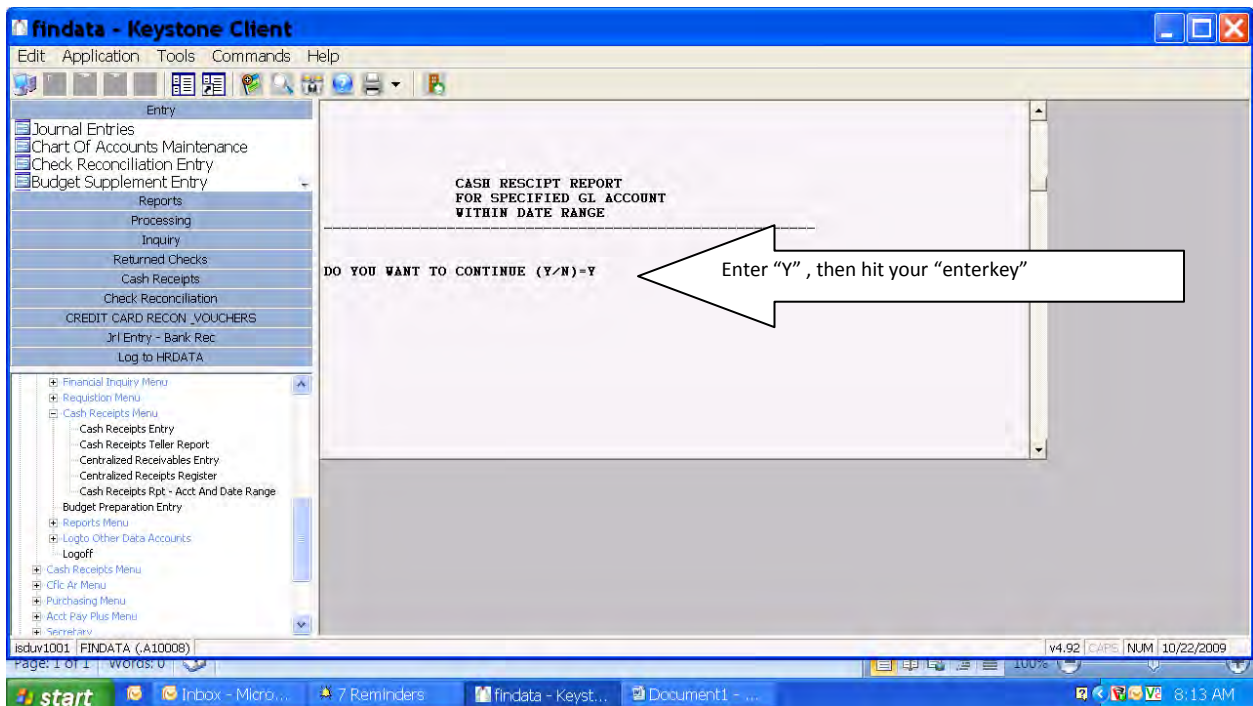
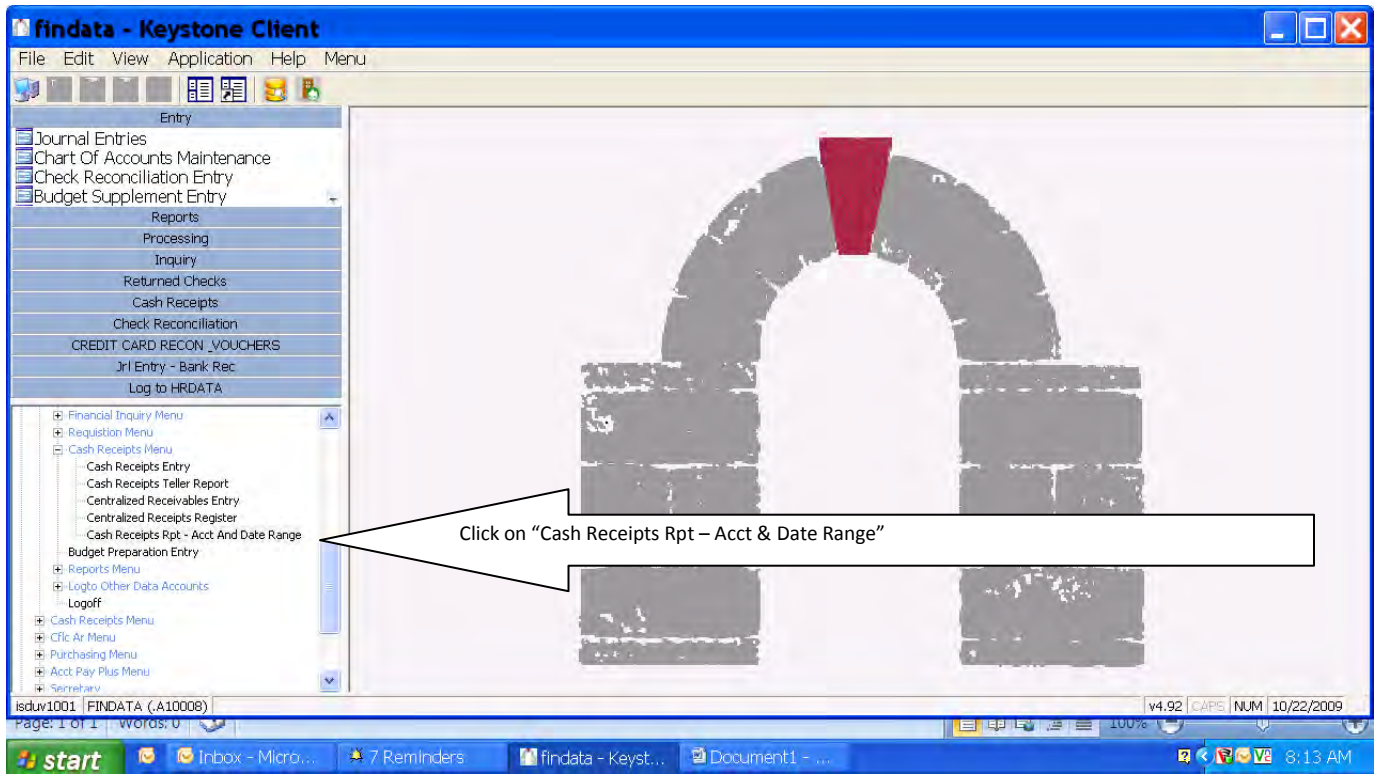
Make a copy of the Daily Teller Report for your records. Do not photocopy checks.

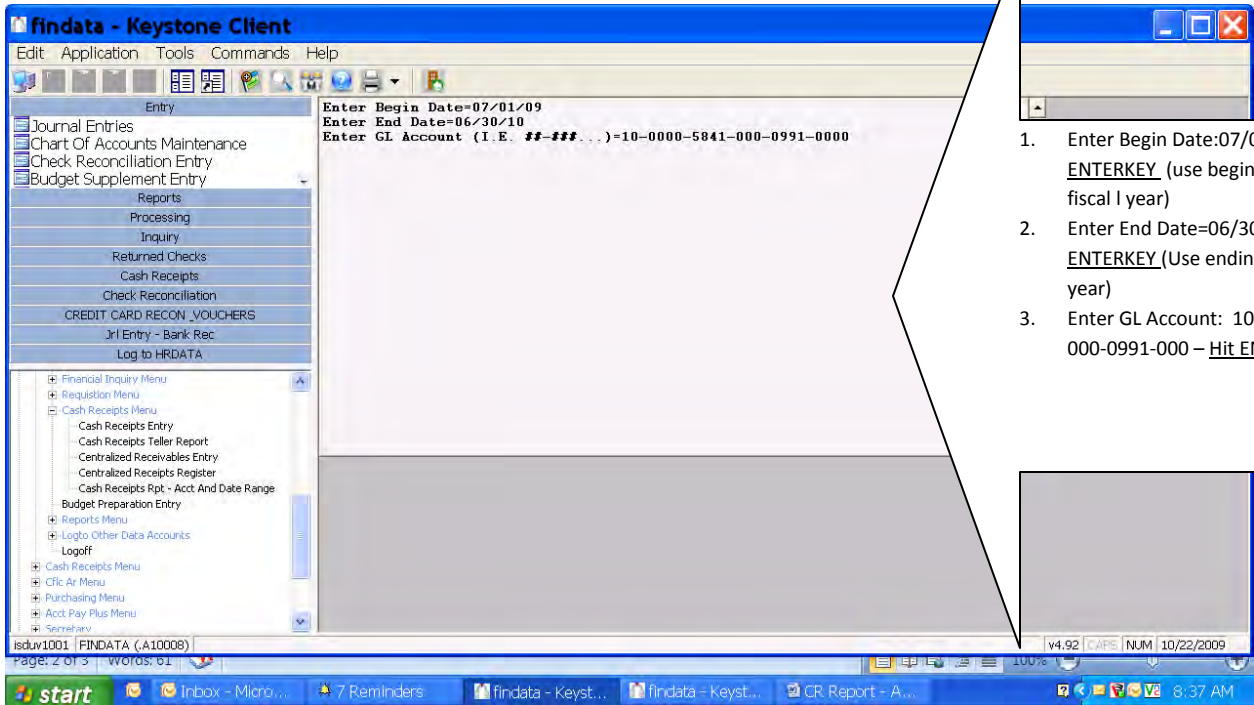
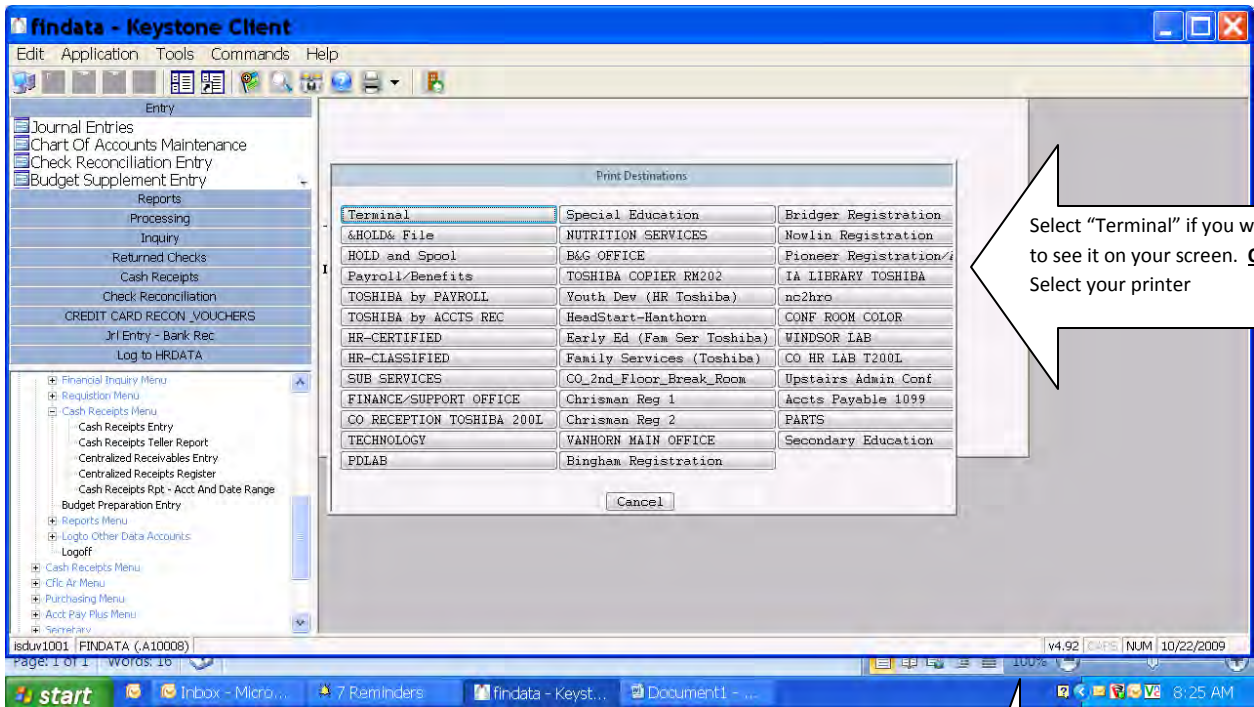


HOW TO LOGOFF KEYSTONE When you are ready to log Off Keystone, Click on the “Close Connection Icon” at the top of



CASH RECEIPTS REPORT - ACCOUNT & DATE RANGE





findata - Keystone Client

File Edit View Application Help

Journal Entries
 Chart Of Accounts Maintenance
 Check Reconciliation Entry
 Budget Supplement Entry

Reports
 Processing
 Inquiry
 Returned Checks
 Cash Receipts
 Check Reconciliation
 CREDIT CARD RECON _VOUCHERS
 Jtl Entry - Bank Rec
 Log to HRDATA

Financial Inquiry Menu
 Request Menu
 Cash Receipts Menu
 Cash Receipts Entry
 Cash Receipts Teller Report
 Centralized Receivables Entry
 Centralized Receipts Register
 Cash Receipts Rpt - Acct And Date Range
 Budget Preparation Entry
 Reports Menu
 Logto Other Data Accounts
 Logoff
 Cash Receipts Menu
 Ctlc Ar Menu
 Purchasing Menu
 Acct Pay Plus Menu

Report Preview


SHORT CR WITH DATE >= "07/01/09" AND WITH DATE <= "06/30/10"
 0000" CR.ID DATE PAYER TOTAL ACCT.AMT FMT "10R" DESC ID.SUP LPA
 RECEIPT DATE

INT.ID BY PAYER WHEN ACCOUNT.ID = "10-0000-5841-000-0991-"
 ACES 1 08:33:29 10-22-09 PAGE 1

RECEIPT DATE	Payer.....	ACCT.AMT.	Description.....
153509 07/29/09	BLUE SPRING SCHOOL DIST.	\$1,953.66	HOMELESS TRANSPORTATION
163274 10/09/09	FT OSAGE SCHOOL DISTRICT	\$734.06	HOMELESS TRANSPORTATION
155232 08/05/09	FT. OSAGE SCHOOL DIST.	\$187.50	HOMELESS TRANSPORTATION
155232 08/05/09	FT. OSAGE SCHOOL DIST.	\$1,140.23	HOMELESS TRANSPORTATION
155232 08/05/09	FT. OSAGE SCHOOL DIST.	\$1,330.32	HOMELESS TRANSPORTATION
153356 07/24/09	GRAIN VALLEY SCHOOL DIST.	\$325.00	HOMELESS TRANSPORTATION
153357 07/24/09	GRAIN VALLEY SCHOOL DIST.	\$474.75	HOMELESS TRANSPORTATION
155228 08/05/09	HICKMAN MILLS SCHOOL DIST	\$577.36	HOMELESS TRANSPORTATION
163278 10/09/09	HICKMAN MILLS SCHOOL DIST	\$510.55	HOMELESS TRANSPORTATION
160493 09/14/09	KANSAS CITY MO SCHOOL DIS	\$37,832.90	HOMELESS TRANSPORTATION
153059 07/07/09	KC KANSAS SCHOOL DIST.	\$897.50	HOMELESS TRANSPORTATION
153059 07/07/09	KC KANSAS SCHOOL DIST.	\$350.00	HOMELESS TRANSPORTATION
183157 07/10/09	LEE'S SUMMIT SCHOOL DIST.	\$797.79	HOMELESS TRANSPORTATION
161965 09/25/09	LEE'S SUMMIT SCHOOL DIST.	\$86.25	HOMELESS TRANSPORTATION
160649 09/15/09	NORTH K.C. SCHOOL DIST.	\$350.00	HOMELESS TRANSPORTATION
160651 09/15/09	NORTH K.S. SCHOOL DIST.	\$350.00	HOMELESS TRANSPORTATION
153359 07/24/09	NORTH KANSAS CITY SCHOOL	\$2,438.74	HOMELESS TRANSPORTATION
153085 07/09/09	NORTH KC SCHOOL DIST	\$255.00	HOMELESS TRANSPORTATION
153085 07/09/09	NORTH KC SCHOOL DIST	\$2,270.39	HOMELESS TRANSPORTATION
162267 09/29/09	NORTH KC SCHOOL DIST	\$-350.00	CORR: CR160649
162268 09/29/09	NORTH KC SCHOOL DIST	\$-350.00	CORR: CR160651
153358 07/24/09	PARK HILL SCHOOL DIST.	\$351.00	HOMELESS TRANSPORTATION
163991 10/16/09	RAYTOWN SCHOOL DISTRICT	\$201.33	HOMELESS TRANSPORTATION
			=====
			\$52,714.33

istduv1001 FINDATA (A10008) v4.92 CR REP NUM 10/22/2009
 Page: 2 of 2 Words: 31

start | Inbox - Micro... | 7 Reminders | findata - Keyst... | findata - Keyst... | CR Report - A... | 8:33 AM

This is a view when you Print To Terminal. When you are ready to "CLOSE" this screen, click on the "Close Icon." 

14. RETURNED CHECKS

All Returned Checks are handled in the Central Office. A building secretary cannot receive payment for a returned check.

A letter is sent to the check writer as soon as Central Office receives notification of the returned check.

A copy of the Returned Check Notice will be emailed to the building secretary and principal from Central Office.

It is up to the Principal & the building secretary how to handle these. Suggestions are: You may place this person on your "obligation list" understanding that in 10 days the returned check will be sent to the Prosecuting Attorney. If you need to confirm this, contact Accounts Receivable ext 10082.

After three returned check occurrences during the school year, all future payments must be cash or money order. This will be monitored at building level.

A list of unpaid returned checks will be sent to the buildings in October, March & July.

The check writer will need to come to Central Office, Accounts Receivable Department to make payment. Only Cash, Money Order, or Credit Card are acceptable forms for payment for a returned check.

Childcare returned payments are credited back against the child's account with a \$15.00 returned check fee added to their account.

Nutrition Services returned payments are credited back against the child's lunch account.

All Office & Event's returned payments are held at Central Office. If payment is not received within 10 days, it will be sent to the Prosecuting Attorney for collection.

Questions regarding a returned check should be directed to Central Office, Accounts Receivable Department (521-5599 ext 10082)

13B CASH REFUND TO A PARENT:

1. CASH REFUND - When a check, money order or cashier check is more than the amount due.
(Ex: Check \$62.00 /Purchase yearbook \$60.00):

1. Ask if they will rewrite you another check.
2. If they will not do that, then you can give them back the difference:
 - a. **Enter 1st CR** -- **Payer:** Brown, Susie **Desc:** YEARBOOK
Payment Code: 2(Check), **Amount:** \$62.00
Line 1: 17-0000-5175-150-0432-0999 – AMOUNT: \$60.00
Line 2: 10-0000-1131-150-0000-0000(Change Fund) \$2.00
 - b. **Enter 2nd CR** -- **Payer:** Brown, Susie **Desc:** Cash Refund Ref CR# xxxx (1st CR#)
Payment Code: 1(Cash) **Amount:** \$2.00
Line 1: 10-0000-1131-150-0000-0000(Change Fund) \$-2.00
3. Keep in mind we are don't want to become bankers. So the refund should be a small amount.
4. Email Karen Branson with the CR#'s whenever you do a cash refund.

Example of 1st Cash Receipt (Purchase):

Keystone Financials CASH RECEIPTS ENTRY KF3111

Receipt Number	219430	Receipt Date	08/10/11
Receipt Code		Posted Date	
Customer Id		Payer	LASTNAME, FIRSTNAME
Description	YEARBOOK		
Payment Code	2 Check	Check No	2345
Amount	\$62.00	Bank No	
Cash Account	##-0000-1115-000-0000-0000		

Account Number	ASN	Type	Amount
1 17-0000-5175-150-0432-0999		R	\$60.00
PUBL YRBK REV	150-YRBK		
2 10-0000-1131-150-0000-0000		A	\$2.00
CHANGE FUNDS \$1,000.00 TRUMAN			
3			

Buttons: Done, Insert, Delete, Dup, Print Receipt, OK, Cancel, Clear, Delete

Example of 2nd Cash Receipt (Refund):

Keystone Financials CASH RECEIPTS ENTRY KF3111

Receipt Number	220814	Receipt Date	08/10/11
Receipt Code		Posted Date	
Customer Id		Payer	LASTNAME, FIRSTNAME
Description	CASH REFUND CR #219430		
Payment Code	1 Cash	Check No	
Amount	\$-2.00	Bank No	
Cash Account	##-0000-1115-000-0000-0000		

Account Number	ASN	Type	Amount
1 10-0000-1131-150-0000-0000		A	\$-2.00
CHANGE FUNDS \$1,000.00 TRUMAN			

Buttons: Done, Insert, Delete, Dup, Print Receipt, OK, Cancel, Clear, Delete

RECORD OF BILLS SENT FORM

1. When billing a particular vendor or company complete the Record of Bills sent form and submit to cash receipts office.
2. This form is to be given to all teachers, secretaries, etc.
3. Follow directions according to form and complete all fields.
4. Enter the Group/Office name, Event that it pertains to and date.
5. Enter the complete General Ledger account number in the appropriate fields and include the total amount that is to be applied to that account. If the amount is to be divided up among different accounts, you can do so by entering each account number on a separate line and the correct amount for each account.
6. The person completing the Record of Bills sent form needs to sign in the signature line. Enter the date and total amount billed
7. The bottom section is for the individual that is billing to complete the vendor name, the description for the purpose of payment, invoice number and the amount.
8. The total at the bottom should agree to the total at the top.
9. Make copies of the bill, report, along with any other information pertaining to that particular billing and staple to the Record of Bills Sent form.
10. Do not make copies of checks or credit card information. This is for your protection against identity theft accusations
11. The completed packet is to be given to the appropriate office personnel. The information will be used to enter the cash receipt when payment is received.

***Note* It is important that when you send your billing information that you include the payment to be mailed to the person, office that will be entering the deposit**

If you have any questions regarding how to complete this form, contact Karen Branson @ ext 10076

RECORD OF PAYMENT RECEIVED INSTRUCTIONS

1. When receiving money, complete the Record of Payments Received form.
2. This form is to be given to all teachers, secretaries, etc.
3. Follow directions according to form and complete all fields.
4. Enter employee name, Group/Event and date.
5. Include total amount of cash, checks and total being submitted.
6. Enter the complete General Ledger account number in the appropriate fields and include the total amount that is to be applied to that account. If the amount is to be divided up among different accounts, you can do so by entering each account number on a separate line and the correct amount for each account.
7. The person completing the Record of payment form needs to sign in the signature line and date.
8. The bottom section of the form is for the individual person accepting payment from students, parents vendors etc. to utilize by including the information pertaining to the payer, the description of the purpose for payment, check number or "cash" followed by total amount for that payer.
9. The total at the bottom should agree to the total amount at the top.
10. Place all money collected in an envelope, seal and staple to the Record of Payment form.
11. Do not make copies of checks or credit card information.
12. The completed packet is to be given to the appropriate office personnel to enter the deposit into Keystone Client.

If you have any questions contact Karen Branson (ext 10076)

Purchasing - Purchase Order Entry

Req#

Number is automatically assigned by the system. Click on the 'next', the 8th icon from the left (looks like a green pad with a red dot with a + sign) to enter a new requisition.

NEXT YEAR PURCHASE ORDERS: When we are ready to enter Next Year requisitions (around March 1st), the system will ask "Is this a Next Year requisition?" The date will then automatically show as the first day in the new fiscal year. The flag and date are very important to accurately process Next Year requisitions.

Req date

Date will default to current date. If req# prompt was answered as Next Year, then date will default to first day of the New Year.

Vendor

Enter the vendor number. If not known, enter a portion of the vendor name and press <TAB> to perform a lookup by name. Usually the first whole word of the vendor is best. If the vendor is a person, it is usually best to enter the last name. Sometimes there are several vendor#s for the same vendor. Carefully review the addresses listed. When entering a PO select the address for mailing the PO. If the correct address is not listed, contact Grichzel Moberly to update the vendor's address.

Important: Please inquire through Vendor Info Lookup, if the vendor & address you need are not being selected. See Inquiry section of this manual for details on how to use the Vendor Info Lookup screen. If the correct address is not listed, contact Accounts Payable to update/add the vendor address.

Address

Clicking on this box will show all of the alternate addresses for the vendor you selected. You can change your address selection if needed.

Date Needed

Leave blank. A manually entered date may become out of sync with the final PO date and prove confusing. EXCEPTION: For next year POs enter the date needed.

Req by

Defaults to your login name. DO NOT CHANGE to the teacher or department here. That is done in the attention line of the address.

Req dept

Dept defaults to your primary department and generally does not need to be changed. The dept and account number drive who is allowed to approve the requisition. If an alternate dept is needed, you can click on the 'lookup' button and make your selection. Building copy of PO's will automatically print to the requesting department's local printer.

Ship to

Defaults to the req dept but can be altered if the items are to be shipped to another location. HINT: The attention line can be altered to include the requesting teacher or building department for easy reference and delivery. Building copy of PO's will automatically print to the 'Ship To' department's local printer.

Inv to

The system will bypass this field. It defaults to Accounts Payable.

WO ID

The system will bypass this field. It is not currently being used.

Blanket

<TAB> past this field unless you are using it as a blanket PO. Generally used by Facilities, Nutritional Services and Transportation.

Disc%

If this particular vendor offers a discount, and it is in the vendor record, the discount percentage will display. If you are aware of a discount for this request, enter the percentage here. The percentage discount will be applied to ALL lines of the PO.

IMPORTANT: School Specialty is already in the system at the discounted prices.

Do not add the percentage again.

Tax%

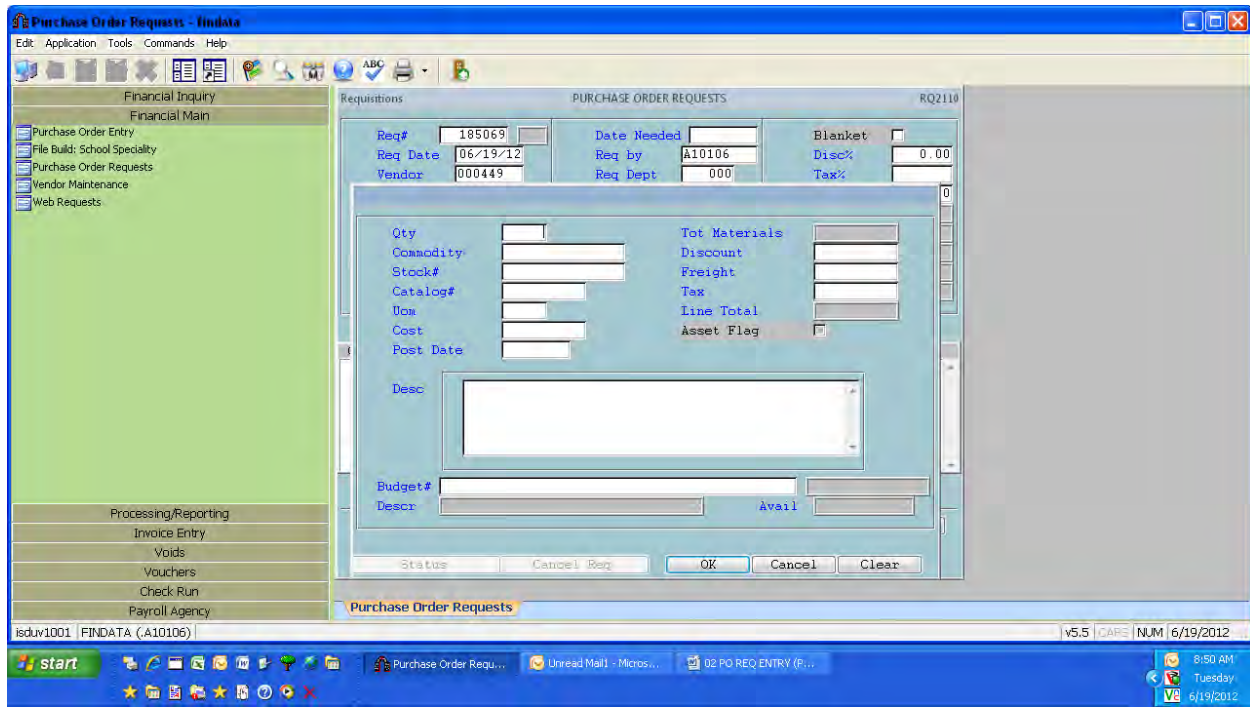
The system will bypass this field. The district is exempt from sales tax.

Freight%

DO NOT ENTER FREIGHT HERE. Instead enter it as an individual line on requisition. Freight percentage entered here will apply to all lines of the PO.

P.O. Requisition Detail Entry

Click in the big white box and then click 'NEW' to add individual lines.



Qty

Enter the quantity of the items you are ordering.

Commodity

Vendor Bidding commodity codes only.

Stock#

If entering a PO requisition for School Specialty, this is where you enter their catalog number. This field links to a file with current discount pricing. The cost, uom and description will automatically populate. Check with Purchasing for a current listing of all vendors that may have a catalog/file loaded.

Catalog

Enter Catalog # if the vendor is other than School Specialty.

UOM

Defaults to 'each'. If another unit of measure is more appropriate, select it from the 'lookup'.

Cost

Enter the unit cost for the item. The system will calculate the extended cost.

Post date

Do not enter. Will default to requisition date.

Discount

This is a discount dollar amount not a percentage and is applicable to this line only.

Freight

This is a freight dollar amount not a percentage and is applicable to this line only.

Tax

This is a tax dollar amount not a percentage and is applicable to this line only.

Desc

Enter the description of the item you are requesting. This is an unlimited text field. Enter enough information to answer any question you or others might have about this item later. Enter the vendor's catalog number first followed by a complete description of the item. **HINT**: Press Ctrl-Enter to force a return to print on the requisition.

Budget#

Enter the budget account number that the system will 'pre-encumber' funds against. This field must be entered before the requisition can be completed. You may also click on the 'lookup' icon to perform a search for the account number or enter the ASN/budget group name of the account for a pop-up list of your accounts. You may click on the 'zoom' button to review the available balance of the account number. The 'zoom' button will take you to Account Balance Inquiry.

Once you have entered all of the information for this line item, click 'OK' to create the line item. You may continue to enter additional line items. When you have entered all of the line items, click 'cancel' to return to the main Requisition screen. On the main screen you will see the header information, and an abbreviated display of the line items entered.

The individual requisition line items will display a status. Status codes are:

- R Requested - waiting to be approved
- H Hold - the item has been put on hold by an approval authority
- C Completed (means p.o. has been created, not paid)
- X Cancelled
- A Approved
- D Disapproved

USE PURCHASE ORDER INQUIRY FOR PAYMENT STATUS. See Inquiry section of this manual.

INSTRUCTIONS FOR SOME SPECIFIC VENDORS:

- Wal-mart - Is no longer an accepted vendor. Please do not use.
- Hobby Lobby - You need to check out the credit card and tax exempt card from the Purchasing Department at CO. You will need to call first to make sure that the card is available to be checked out. You will need both your purchase order and the cards for check out at Hobby Lobby. Bring the cards back to CO, immediately, as well as your receipt.
- Sam's Club - You CANNOT walk into Sam's and shop yourself. When a purchase order is created, the Purchasing Department will fax that order to Sam's Club and they pull the order and have it ready for you to pick up. They want you to give them at least a 24 hour timeframe for pick up. Remember that if you have perishables on your order, you will want to be sure and pick your order up in time so those items do not go bad. You are to take your order to Customer Service for check out, DO NOT CHECK OUT AT THE REGISTERS.
- Costco - Take your Purchase Order to Customer Service, then you can shop yourself.
- Hy-Vee/Price Chopper/Target - Take your purchase order to customer service to checkout.
- Office Max - You cannot walk in and shop. Create your purchase order and the Purchasing Department faxes your order and it is delivered to your school.

Options Button

Text (PO only)

- Quotes - If you obtained quotes from other vendors, here is where up to two quotes can be documented for tracking and reference purposes. Enter amount quoted, vendor quote was received from, and any notes.
- Instructions - Information typed in the Instructions box will print on the PO. Here is where to enter special instructions to the vendor (confirmation of phone order, quote per salesman XYZ good to xx/xx/xx, any special shipping instructions, etc.) It is also where to enter special instruction for Purchasing for processing the PO (Please fax to xxx-xxx-xxxx, Please watch for list of items to follow and be attached to PO, Order will be placed on-line, etc.)

IMPORTANT: When entering instructions for credit cards (UMB Visa). Use actual names in place of "Employee Name" and "Vendor Name". In the case of meals where an exact vendor is not yet known, please type "vendors as needed" in place of "Vendor Name".

"Employee Name" has authorization to use credit card # xxxx-xxxx-xxxx-xxxx for the above purpose with "Vendor Name". Vendor, please compare the authorized signature and require school district picture ID.

Cardholder signature: _____

Authorized user signature: _____

- Justifications - Information typed here is for the approver or is used to support the purchase. It does not print on the purchase order. Using this can help the PO to move through the approval process quicker eliminating follow-up phone calls for the explanation or providing explanation for exceptions to rules.

Options Button (Cont.)

Print

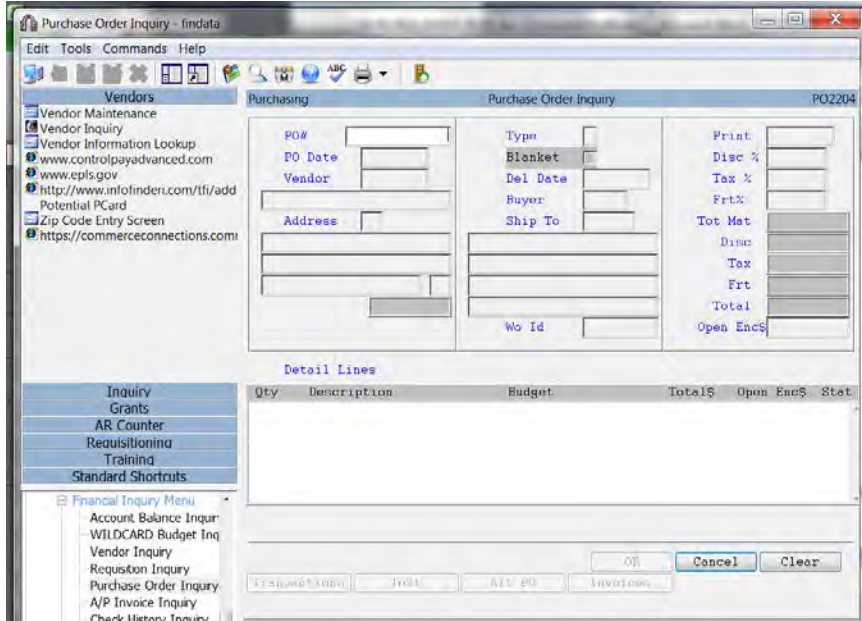
PO requisitions -

1. Click on Print to print a copy of the requisition for building records. Keep in PO requisition pending file. Review file weekly for items getting 'stuck' in the system.
2. Upon receipt of Building copy of PO, write the PO number on the printed requisition. Give the printed requisition to the originator and keep the PO in a PO pending file. Review file monthly for unfilled POs.
3. When the order is received, sign the packing slip, attach it to the Building PO copy and forward to Purchasing for receipting purposes. If there is not a packing slip, write the information on the Building PO copy and forward to Purchasing. Make a photocopy of the Building PO and packing slip for your files and place the packet in your check pending file. Review file weekly for paid information. Once a check has been generated, write the check number on the packet and move it to the paid file.

Cancel/Complete

Select this option to cancel a requisition. It will ask if you want to cancel the entire requisition. Answer yes to cancel the entire requisition. If you only want to cancel selected lines, answer no and it will scroll through the lines asking at each line. The current date is the default to cancel requisitions. IMPORTANT: The only time to change the date is for a Next Year requisition. The date then would be July 1 of the next school year.

PURCHASE ORDER INQUIRY

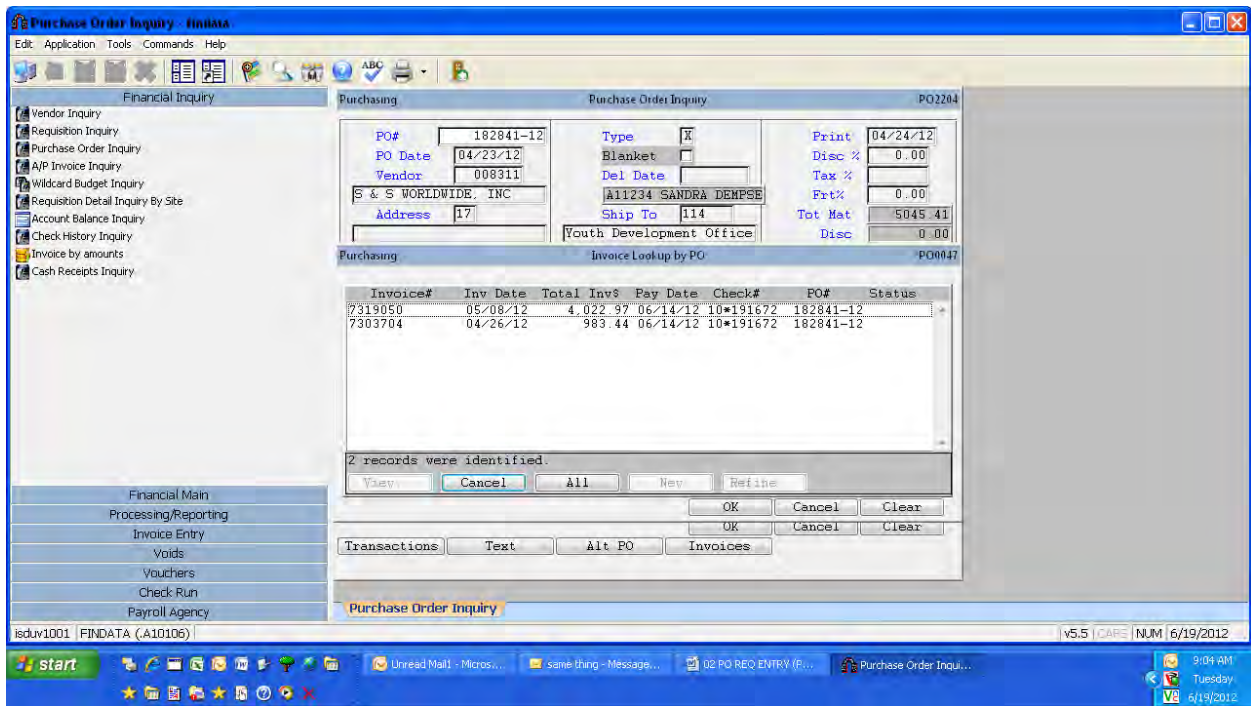


TO VIEW PAYMENT STATUS:

Click on 'Invoice' button to see actual amount paid, date paid and check number. The amount displayed as 'Total\$' is the encumbered amount and may have been adjusted at the time of payment. (Example on next page.)

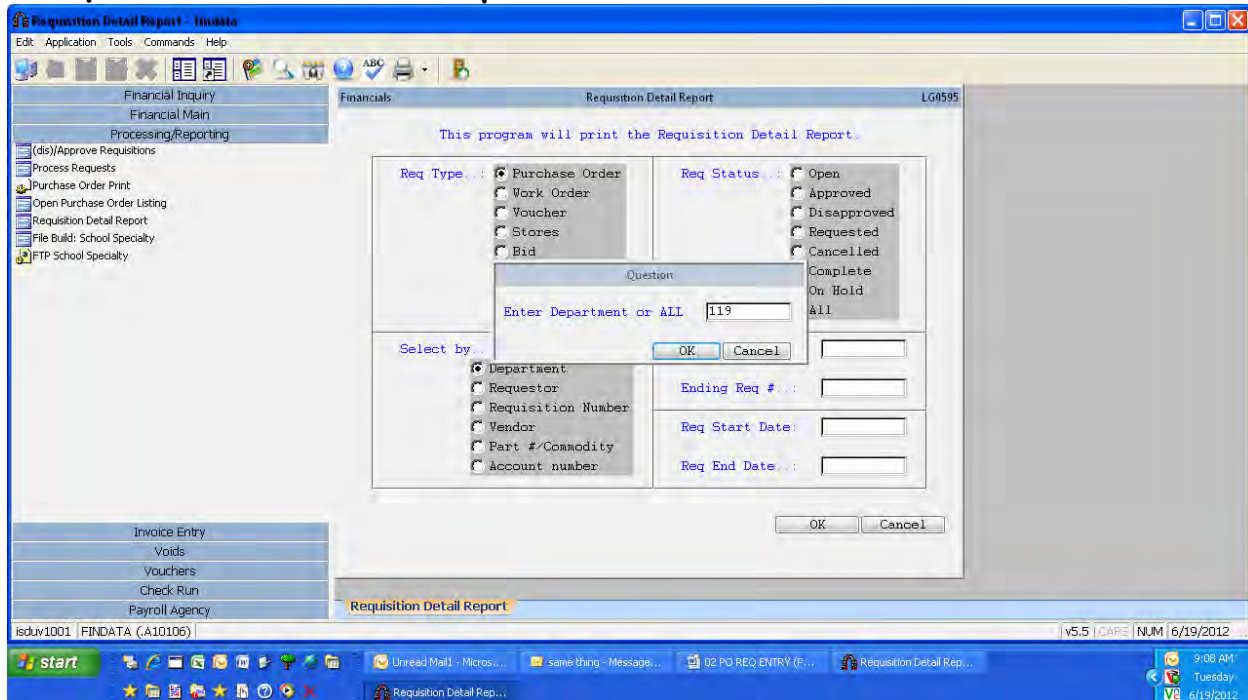
Status Codes: C Closed & Paid
 O Open
 X Cancelled

If Closed & Paid, Click INVOICE button to see check # and amount paid by invoice. See next page for example of information provided.



Purchase Order Inquiry - Paid information

Requisition Detail Report - run weekly to check for 'stuck' requisitions



1. Go to Requisitioning menu or Reports menu
2. Go to Requisition Detail Report
3. At Req Type, click on All, Purchase Order or Voucher for desired information
4. At Select by, click on Department. You will need to enter your 3 digit building code when the question pops up later.
5. At Req Status, click on Open.
6. Click on OK and enter your department (building) number when prompted.
7. Report Information: Shows requisitions that are still in the approval process and their status.

Secretary Purchase Request Instructions

Web Access:

1. Go to the District Portal
2. Click on *My Dashboard*
3. Scroll down and click on *My Benefits*
4. Mouse over Financials, click on Enter Purchase Request

Enter a Requisition:

1. Enter a portion of a vendor name in the *LookUp Vendor* field and click the LookUp Vendor button
2. Select the vendor desired from the pop-up list and verify the address
 - a. It will only list Purchase Order (PO) vendors
 - b. Other schools are listed under their District name. Individual schools are in the dropdown list of addresses in the *Vendor Address* field.
 - c. Some vendors have multiple locations. If the contact information indicates “Pick an Address”, then select the desired address from the dropdown list of addresses in the *Vendor Address* field.
3. If you are ordering for the next year, usually starting in early March, select Next Year otherwise select Current Year for your requisition. This is located above the LookUp Vendor button. Never change the date in the Date Needed field, always use the default date. If choosing Next Year it will default to 07/01/XX (XX being the year).
4. *Requestor* will default to your user ID. Do not change.
5. *Department* will default to your building. This will usually be okay. If a different department will actually review your requisition for approval, select the new department from the dropdown list. Note: Always select department 104-Technology when ordering technology items.
6. *Ship To* will default to your building. This will usually be okay. If the items will be shipped to another location, select the new ship to location from the dropdown list.
7. *Reviewer* dropdown list will display the usual reviewers and approvers for the Department above. Select the reviewer that normally processes your requisitions.
8. *Instruction to print on PO and/or to Purchasing* is a text field for you to include any special instructions to the vendor or Purchasing for handling of the PO. These notes will print on the PO.
 - a. Vendor: delivery instructions, quote by..., confirmation of order, etc.
 - b. Purchasing: fax order to xxx-xxx-xxxx, attachment to follow, send copy to..., etc. For any attachments, be sure to give them to the reviewer for attachment to the final requisition that will be sent to Purchasing. Orders to be faxed must include a fax number.
 - c. Defaults:
 - i. Mail PO except for those that are automatically sent to the originating building for hand carry of “Not to Exceed” POs such as discount stores, grocery stores and restaurants.
 - ii. A copy will automatically be printed to both Department and Ship To.
9. *Justifications for Approver and/or Explanation* is a text field for you to include a description of which account you wish the cost to be coded. You can also explain the purchase or maintain notes for future reference regarding the purchase. These notes will not print on the PO but will be available for the Reviewer and Approver.
10. You are now ready to list the items you wish to purchase. If the *Go To Shopping Cart* button is available, you can click on the button and shop online with that vendor.

Currently School Specialty and its sister companies are the only vendors participating in our online program. All other vendors, click on the [Go To Detail Entry](#) button.

11. Enter the following for each item ordered:
 - a. Catalog# - enter the vendor's catalog number
 - b. Description – enter a description of the item being ordered including the size, color, and options desired. If it is a “Not to Exceed” PO, then enter a brief description of the type of items that will be purchased, for what purpose and “Not to Exceed \$xxx.xx”
 - c. Unit – select from the dropdown the appropriate unit of measure such as Each, Box, Dozen, Pkg, etc.
 - d. Quantity – Enter the desired quantity
 - e. Unit Cost – Enter the cost per unit of measure previously selected.
 - f. Click on Update/Remove button under detail to calculate the line item cost and running total cost of the requisition.
 - g. If you need to delete an item, select the line to be removed by clicking the checkbox in Line# next to it then click the Update/Remove button.
12. After all items are entered, click the Finish Requisition button and it will be assigned a requisition number.
13. If you need to finish it later, click the Complete Later button. You can add a reminder note then click Submit to save it. When you return, click Finish a Saved Request in the top right corner of the entry screen followed by the Reference# on the next screen and you will be back where you left off entering detail lines.
14. You may click the Cancel button at anytime to abandon the requisition.
15. The assigned Reviewer (typically a secretary) will review the web requisition, enter the account code based on what is described in the Justifications, and finalize it ready for the Approver (typically a principal).

View My Requisitions (and option to print):

1. Mouse over Financials on the top menu, click on View My Requisition to see a list of your requisitions.
2. The Total is for the entire requisition but only the first description line shows on the summary list. Various search options are available to filter your requisitions.
3. To see each line of the requisition, click on the Req# field.
4. If you want a paper copy, click the printer icon next to the catalog #.

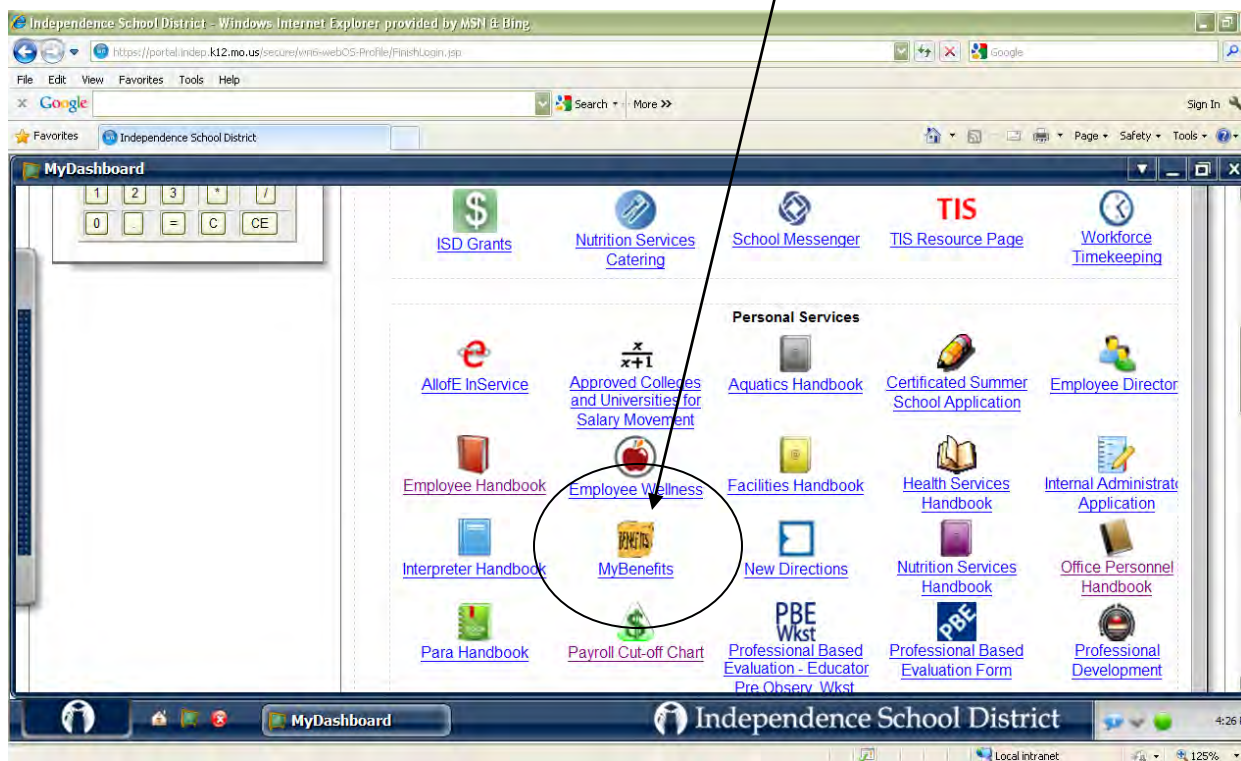
Payment on Invoice:

1. Purchase orders are required for all purchases of services, supplies and equipment. The PO must be created through the accounting software system prior to the order being placed. Keep in mind it is a District initiative to use In-District vendors whenever possible.
2. If a vendor tells you they do not accept POs and you would really like to use them in the future, contact our Accounts Payable department. They will try to work with the vendor to see what it takes to get them to accept our POs. In the meantime, you must find another vendor that does accept POs.
3. An itemized detail receipt/invoice is required for all purchases.
4. Submit the receipt/invoice to your building secretary as soon as the items are received so payment can be made as quickly as possible. Include the PO# on the receipt/invoice and your full signature that everything was received in good order. We cannot prepay for items.
5. Reimbursements to individuals are done only for travel.
6. Our purchases are tax exempt and sales tax will not be paid nor reimbursed.

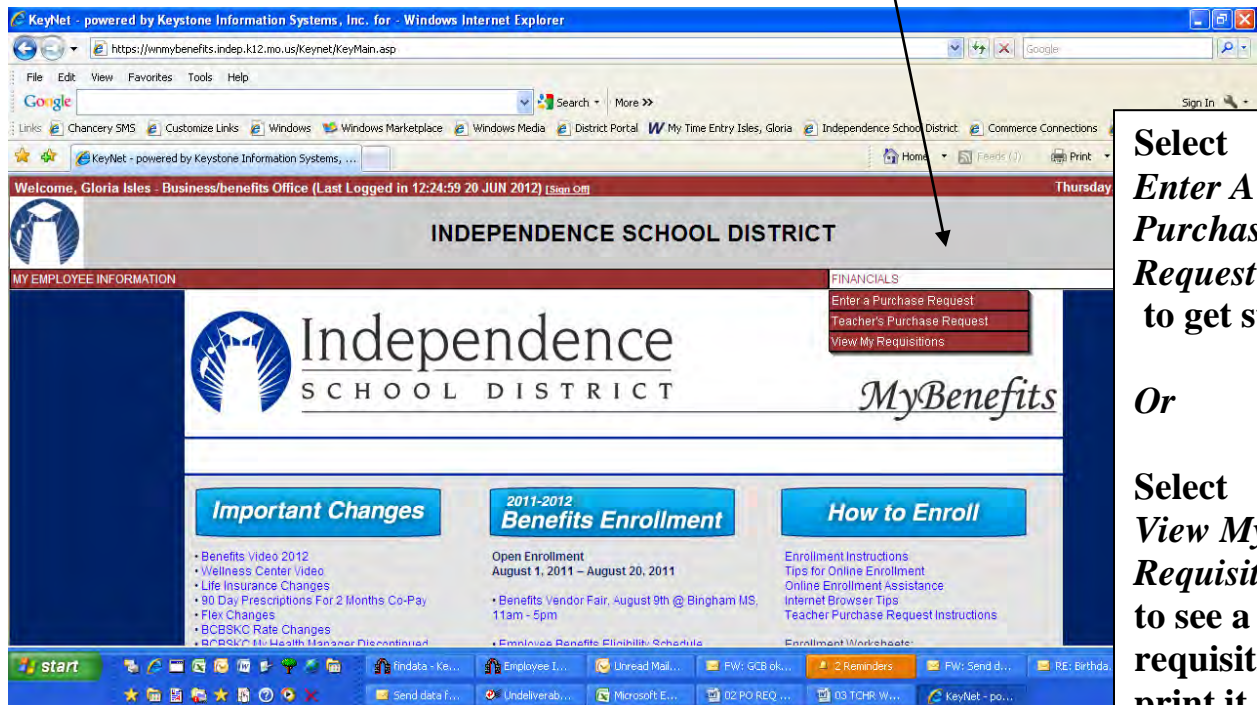
Click on My Dashboard



Scroll down and click on My Benefits



Mouse over Financials then click on Enter A Purchase Request

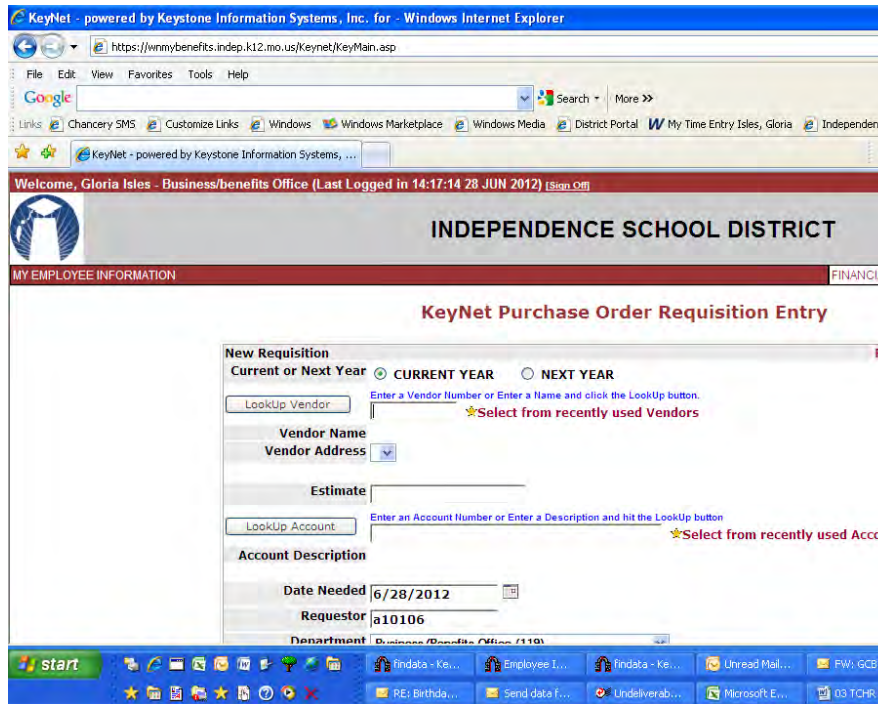


Select
**Enter A
Purchase
Request**
to get started.

Or

Select
**View My
Requisitions**
to see a past
requisition or
print it.

Enter general requisition information



Year: displays when Next Year budgeting is turned on. Choose Next Year only if your order will be for next year's budget.

Lookup Vendor: enter part of vendor name, click Lookup Vendor, verify results shown in Vendor Name & Address. Note: only PO vendors return.

Date Needed: defaults to current date or July 1 if Next Year was selected in Year. Do not change the date.

Requestor: defaults to your user ID.

Department and Ship To: if needed, options are available in drop down list.

Reviewer: select from dropdown list, typically choose building secretary.

Instructions: enter special instructions to vendor. Also, include any special method of delivery for PO to vendor with contact information (fax, email, etc.).

Enter detail items and Finish Requisition

Justifications: give information about the account you wish to use

KeyNet - powered by Keystone Information Systems, Inc. for INDEPENDENCE SCHOOL DISTRICT - Windows Internet Explorer provided by

Welcome, Molly Johnson - Business/benefits Office (Last Logged in 16:29:49 08 MAR 2012) [Sign Off] Thursday, March 8, 2012 17:3

INDEPENDENCE SCHOOL DISTRICT

MY EMPLOYEE INFORMATION FINANCIALS

KeyNet Teacher Purchase Order Requisition Detail Entry

Reference: 1321	Vendor: 007638
Date Needed: 03/08/2012	Name: THOMPSON PUBLISHING GROUP, INC
Requestor: a09592	Address: 5201 W KENNEDY BLVD, STE 220
Site: Business/Benefits Office	CSZ: TAMPA FL 33609
Ship To: Business/Benefits Office	Phone: 800)677-3789
	Total: \$0.00

Line#	Catalog#	Description	Unit	Quantity	UnitCost	ExtendedCost
1.			EACH			
Total Cost of this Requisition:						\$0.00

* To delete an item, select the checkbox next to item and click the Update/Remove button.

Update/Remove Line Finish Requisition Complete Later Cancel

Instructions:

Catalog: enter vendor's catalog number

Description: enter description of item being ordered. (If creating a "not to exceed" PO, enter general description of items to be selected, purpose of purchase, and "not to exceed amount shown on PO")

Unit / Qty / UnitCost: select unit of measure in drop down list, enter quantity being ordered and price per unit shown.

Update/Remove Line: click to calculate ExtendedCost for line and Total Cost for this Requisition or to remove lines check marked for removal.

Finish Requisition: click to submit requisition, receive a requisition number and click printer icon to print (if desired).

Complete Later: click to save data and finish later by clicking "Finish a Saved Request" on the Teacher Purchase Request page and the "Reference#" on the My Saved

REQUISITION #: 180384

Next Requisition

KeyNet Teacher Purchase Order Requisition Entry

New Requisition

Current or Next Year CURRENT YEAR NEXT YEAR

LookUp Vendor Enter a Vendor Number or Enter a Name and click the LookUp button.

Select from recently used Vendors

Finish a Saved Request

My Saved Requests

Criteria: a09592

Reference#	Time Entered	Vendor	Total	Reminder	
1 1322	03/08/2012 10:24pm	THOMPSON PUBLISHING GROUP, INC	350.00	verify needed	Remove

To see prior requisitions, mouse over Financials, click View My Requisitions, then click the Req# desired

MY EMPLOYEE INFORMATION FINANCIALS

View My Requisitions

1 Result

Req#	Type	Reviewer	Req Date	Date Needed	Site	Vendor
	Purchase Orders	ALL	30 Days	All	ALL	THOMPSON PUBLISHING GROU
* In Review						Search Clear Values
180384*	Purchase Order	A13956	03/08/12	03/08/12	Business/Benefits Office	THOMPSON PUBLISHING GROUP, II

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Choose A Vendor

Enter “**School Specialty**” in the “Lookup Vendor” box and click “Lookup Vendor”. “School Specialty Supply Co” will be returned. This can be used for other vendors, please use PO vendors only.

Date Needed: If this is a next year purchase order, click the “Next Year Requisition Checkbox”. Always use the default date. If you had selected the incorrect date back out and start over.

IMPORTANT: Select your school secretary as the “Reviewer” in the drop-down to ensure your order will be processed

The screenshot shows the 'KeyNet Teacher Purchase Order Requisition Entry' form. At the top, it says 'Welcome, Gloria Isles - Business/benefits Office (Last Logged in 08:13:54 06 MAR 2012) [Sign Out]' and 'Tuesday, March 6, 2012 9:50:44'. Below this is the 'INDEPENDENCE SCHOOL DISTRICT' header with a logo and 'KEYSTONE' logo. The form title is 'KeyNet Teacher Purchase Order Requisition Entry'. It has two tabs: 'MY EMPLOYEE INFORMATION' and 'FINANCIALS'. The form itself is titled 'New Requisition' and has a sub-section 'Current or Next Year' with radio buttons for 'CURRENT YEAR' (selected) and 'NEXT YEAR'. There is a 'Finish a Saved Request' link. The 'Lookup Vendor' field has a dropdown arrow and a 'LookUp Vendor' button. Below it are fields for 'Vendor Name', 'Vendor Address', 'Date Needed' (3/6/2012), 'Requestor' (a10106), 'Department' (Business/Benefits Office (119)), 'Ship To' (Business/Benefits Office (119)), and 'Reviewer' (- Select One -). There are also sections for 'Instructions to print on PO and/or to Purchasing' and 'Justifications for Approver and/or Explanation'. At the bottom are 'Go to Detail Entry' and 'Cancel' buttons. A copyright notice '© Copyright 1997-2011 Keystone Information Systems, Inc.' is at the very bottom. Annotations include arrows pointing to the 'Lookup Vendor' field, the 'Date Needed' field, and the 'Reviewer' dropdown, and a text box stating 'This will show up early in March. Make sure you select the appropriate box.' pointing to the 'NEXT YEAR' radio button.



Enter Details

Instructions Field: Enter a quote and number if authorized. (this comes back from Keystone)

Justification Field: Describe the account(s) to be charged. Example: Budget, Activity, Department, etc

Click **“Go to Shopping Cart”** to start your online shopping requisition

The screenshot shows a web form titled "New Requisition" with a "Finish a Saved Request" link in the top right. The form contains the following fields and controls:

- LookUp Vendor:** A button and a text input field containing "005867". A note above the input says "Enter a Vendor Number or Enter a Name and click the LookUp button." Below the input is a star icon and the text "Select from recently used Vendors".
- Vendor Name:** A text field containing "SCHOOL SPECIALTY SUPPLY CO".
- Vendor Address:** A text field containing "SCHOOL SPECIALTY SUPPLY CO ; ORDER ENTRY DEPARTMENT ; P.O. BOX 1579 ; APPLETON CITY, WI 54912-1579".
- Date Needed:** A date picker field showing "2/14/2012".
- Requestor:** A text field containing "A99999".
- Department:** A dropdown menu showing "Business/Benefits Office (119)".
- Ship To:** A dropdown menu showing "Business/Benefits Office (119)".
- Reviewer:** A dropdown menu showing "- Select One -".
- Instructions to print on PO and/or to Purchasing:** A large text area with a scroll bar. An arrow points to this field.
- Justifications for Approver and/or Explanation:** A large text area with a scroll bar. An arrow points to this field.
- Buttons:** At the bottom, there are two buttons: "Go to Shopping Cart" and "Cancel". An arrow points to the "Go to Shopping Cart" button.



Create Your Request

You will be launched into our Homepage and have a welcome menu to begin. Choose the desired menu option.

The screenshot displays the homepage of the School Specialty website for the Independence School District. At the top, a navigation bar includes 'MY EMPLOYEE INFORMATION' and 'FINANCIALS'. The main header features the 'School Specialty' logo, contact information (1-888-388-3224), and a search bar. Below the header is a category menu with options like Home, Supplies, Furniture, Early Childhood, Art, Special Needs, and Physical Education. A central banner for 'EducationEssentials' is visible, along with a 'MimoTeach' product advertisement. A modal window titled 'Welcome INDEPENDENCE SD SHOPPER' is open in the center, offering three options: 'Begin Shopping', 'Order By Item', and 'Shop Digital Catalogs'. The footer contains promotional banners for free shipping, digital catalogs, and a sign-up for email and catalog updates.



Order By Item

Allows you to key catalog item numbers for quick order entry.

The screenshot displays the School Specialty website interface. At the top, the logo and contact information are visible: "School Specialty", "Questions? 1-888-388-3224", and "WELCOME INDEPENDENCE SD SHOPPER | Account: 419060". A search bar is located on the right. Below the header is a navigation menu with categories: Home, Supplies, Furniture, Early Childhood, Art, Special Needs, and Physical Education. On the left, a "Shop by Category" sidebar lists various product categories. The main content area features a large banner for a "Classroom Under the Sea in 3D Art and Science Program Kit" with a "NEW" badge and a "Click to Learn More" button. Below the banner are three promotional boxes: "Childcraft ECERS-R Support Kit Item# 1407823" with a "Shop Now" button, "New Year. New Savings! Save with FREE SHIPPING on classroom supplies" with a "Click to Learn More" button, and "Special Offers Make every penny count! Click Now to See How You Can Start Saving!". On the right, a "Cart Summary" box shows "4 Item(s) - Subtotal: \$223.01 (Excludes Shipping and Tax)" and a "Go To Shopping Cart" button. Below the cart summary is a "Carts/Orders" section with a list of links: "Order By Item" (highlighted with a black arrow), "Current Shopping Cart", "My Shopping Lists", "Shop Digital Catalogs", "Quick Links", "Quick Start Guide", "Contact Us", and "Shipping Policy".

Key your Catalog Numbers and Quantity. Verify your items. Click **ADD TO CART**.

Note: if items have changed, a **View Alternates** will appear in your results offering more information. Discontinued items will be indicated with a red **X**.

Order By Item

Order By Item

✓ Represents a valid item.
⚠ View Alternates to replace item.
✗ Item not found, verify item number.

Tip: Add to Cart will give you the ability to remain on this page and continue adding items.

Add Items and Go To Cart

Remove Selected Rows

Line	Remove <input type="checkbox"/>	Item Number	Quantity	Item Description	Results
1	<input type="checkbox"/>	089823	<input type="text" value="2"/>	NOTES SELF-STK PG MRKR 1/2X2 ASST NEO PACK OF 5 - SCHOOL SMART	✓
2	<input type="checkbox"/>	076144	<input type="text" value="10"/>	POST-IT NOTE POPUP DISPNSR W/12 REFILL PADS 3X3 AQUATC	✓
3	<input type="checkbox"/>	089657	<input type="text" value="2"/>	DISPENSER POP UP FLORAL DESIGN	✓
4	<input type="checkbox"/>	000003	<input type="text" value="1"/>	STAPLER FULL STRIP 407 ECONOMY BLACK	✓
5	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>		

Your item will be added to your shopping cart.

You will be able to see the item product and pricing details. Click **Order By Item** to add more items to your cart. Click **Home** to return to your home page.

Cart Number: 7770001965

Line	Remove	Ordered Item	Item Number	Description	Qty	UOM	Unit Price	Total Price
1	<input type="checkbox"/>	089823	089823	NOTES SELF-STK SCHOOL SMART PG MRKR 1/2X2 ASST NEO PACK OF 5	2	EA	Catalog: \$3.59 Disc: -\$0.36 Net: \$3.23	Catalog: \$7.18 Disc: -\$0.72 Net: \$6.46
2	<input type="checkbox"/>	076144	076144	POST-IT NOTE POPUP DISPNSR W/12 REFILL PADS 3X3 AQUATC	10	EA	Catalog: \$19.88 Disc: -\$1.99 Net: \$17.89	Catalog: \$198.80 Disc: -\$19.90 Net: \$178.90
3	<input type="checkbox"/>	089657	089657	DISPENSER POP UP FLORAL DESIGN	2	EA	Catalog: \$12.49 Disc: -\$1.25 Net: \$11.24	Catalog: \$24.98 Disc: -\$2.50 Net: \$22.48
4	<input type="checkbox"/>	000003	000003	STAPLER FULLSTRIP 408 ECONOMY BLACK	1	EA	Catalog: \$7.99 Disc: -\$0.80 Net: \$7.19	Catalog: \$7.99 Disc: -\$0.80 Net: \$7.19

Subtotal: \$215.03

Keyword Search

Your search results will display. Click the item name for more information, **See Price in Cart** to see your discount price or **Add to Cart**.

The screenshot shows the School Specialty website interface. At the top, there is a navigation bar with the School Specialty logo, contact information (Questions? 1-888-388-3224), and links for 'About Us', 'Carts / Orders', 'Print this Page', and 'Print Shopping Cart'. A search bar is present with a 'Search' button and a shopping cart icon. Below the navigation bar, there are category tabs: Home, Supplies, Furniture, Early Childhood, Art, Special Needs, and Physical Education. The main content area displays search results for 'STAPLER'. On the left, there are filters for Price (ranging from \$0-\$20 to \$90-\$+), Brand Name (Swingline, Stanley, Paperpro, Sparco, Max Usa, Elmers, Rapid), Product Category (Stapling - Accessories, Binders - Binding, Business Machines, Classroom Supplies, Manipulatives, Paper - Boards, Printer Supplies), and Used For (Manual Staplers, Staples, Electric Staplers, Heavy Duty Staplers). The search results are displayed in a grid format, showing six items with their respective images, names, model numbers, and prices. Each item has an 'Add to Cart' button. A 'Cart Summary' box on the right shows a subtotal of \$215.03 and a 'Go To Shopping Cart' link.

Refine Your Results Search results for "STAPLER":
Showing Results: 1-25 of 286

Items/Page: 25

Page 1 2 3 4 ... 12 | Next

Item Name	Model Number	Catalog Price	See your price	Qty:	Add to Cart
Bostitch ImpulseDrive Electric Stapler - Black	010387	\$48.99	See your price	<input type="text"/>	Add to Cart
Swingline 747 Business Full Strip Stapler - Red	081494	\$19.99	See your price	<input type="text"/>	Add to Cart
Bostitch B8E Heavy-Duty Electric Stapler	081571	\$79.99	See your price	<input type="text"/>	Add to Cart
Swingline 444 Commercial Full Strip Stapler - Black	061188	\$10.99	See your price	<input type="text"/>	Add to Cart
Bostitch Stapler Desktop Bostitch Contemporary Black	321823	\$14.59	See your price	<input type="text"/>	Add to Cart
Swingline Standard Strip Desk Stapler - 15 Sheet Capacity - Black	023614	\$7.29	See your price	<input type="text"/>	Add to Cart

Cart Summary
4 Item(s) - Subtotal: \$215.03
(Excludes Shipping and Tax)
Last Item(s) Added:
089657 - Post-It Pop-Up
000003 - Swingline 407
[Go To Shopping Cart](#)

Category Browse

Click your desired category to browse available products.

School Specialty
Questions? 1-888-388-3224
About Us | Carts / Orders | Print this Page | Print Shopping Cart
WELCOME INDEPENDENCE SD SHOPPER | Account: 419060

Home | Supplies | Furniture | Early Childhood | Art | Special Needs | Physical Education

Shop by Category:
Home
SCHOOL SUPPLIES
ART EDUCATION
EARLY CHILDHOOD
FURNITURE
PHYSICAL EDUCATION
SPECIAL NEEDS
TEACHING RESOURCES
TECHNOLOGY
FACILITY SUPPLIES

Classroom Under the Sea in 3D Art and Science Program Kit
3-D technology takes this art and science color theory lesson to amazing depths
NEW

Childcraft ECERS-R Support Kit
Item# 1407823
Shop Now

New Year. New Savings!
Save with **FREE SHIPPING** on classroom supplies
Click to Learn More

Special Offers
Make every penny count!
Click Now to See How You Can Start Saving!

Cart Summary
4 Item(s) - Subtotal: \$223.01
(Excludes Shipping and Tax)
Last Item(s) Added:
089057 - Post-It Pop-Up Dispenser
000003 - Swingline 407 Light D
Go To Shopping Cart

Carts/Orders
Order By Item
Current Shopping Cart
My Shopping Lists
Shop Digital Catalogs
Quick Links
Quick Start Guide
Contact Us
Shipping Policy



Category Browse

Each category will further break into sub-categories for a specified product search.

School Specialty Questions? 1-888-388-3224

About Us | Carts / Orders | Print this Page | Print Shopping Cart
WELCOME INDEPENDENCE SD SHOPPER | Account: 419060

Home | Supplies | Furniture | Early Childhood | Art | Special Needs | Physical Education

ART EDUCATION

Shop by Category:

- Home
- SCHOOL SUPPLIES
- ART EDUCATION
- BRUSHES
- CANVAS
- CLASSROOM SUPPLIES
- CRAFTS
- CUTTING TOOLS
- DRAWING
- EASELS
- FURNITURE
- PAINT
- PAINTING ACCESSORIES
- PORTFOLIOS
- PRINTMAKING
- RESOURCES
- SCREEN PRINTING

- BRUSHES (822)
- CLASSROOM SUPPLIES (429)
- CUTTING TOOLS (472)
- EASELS (63)
- PAINT (1724)
- PORTFOLIOS (60)
- RESOURCES (702)
- PENCILS (1)
- MURALS (15)
- PAPER - BOARDS (1939)
- STORING - ORGANIZING (209)
- CANVAS (177)
- CRAFTS (1529)
- DRAWING (1408)
- FURNITURE (522)
- PAINTING ACCESSORIES (155)
- PRINTMAKING (465)
- SCREEN PRINTING (131)
- ART KITS (14)
- ADHESIVES - FASTENERS (345)
- SCULPTURE - CERAMICS (1747)
- AV TECHNOLOGY (77)



Check Out

Click **Checkout** to review your cart and shipping charges

[Home](#) | [Supplies](#) | [Furniture](#) | [Early Childhood](#) | [Art](#) | [Special Needs](#) | [Physical Education](#)

[About Us](#) | [Carts / Orders](#) | [Print this Page](#) | [Print Shopping Cart](#)
 WELCOME SCHOOL DISTRICT SHOPPER | Account: 279504

Questions? 1-888-388-3224

Shopping Cart | Review & Submit | Confirmation

Cart Number: 7770001965 | [Return to Previous Page](#) | [My Shopping Lists](#) | [Order By Item](#) | [Checkout](#)

[Shopping Cart](#) | [Promotion Codes](#)

[Save to Shopping List](#)

Line	Remove <input type="checkbox"/>	Ordered Item	Item Number	Description	Qty	UOM	Unit Price	Total Price
1	<input type="checkbox"/>	089823	089823	NOTES SELF-STK SCHOOL SMART PG MRKR 1/2X2 ASST NEO PACK OF 5	2	EA	Catalog: \$3.59 Disc: -\$0.36 Net: \$3.23	Catalog: \$7.18 Disc: -\$0.72 Net: \$6.46
2	<input type="checkbox"/>	076144	076144	POST-IT NOTE POPUP DISPNSR W/12 REFILL PADS 3X3 AQUATC	10	EA	Catalog: \$19.88 Disc: -\$1.99 Net: \$17.89	Catalog: \$198.80 Disc: -\$19.90 Net: \$178.90
3	<input type="checkbox"/>	089657	089657	DISPENSER POP UP FLORAL DESIGN	2	EA	Catalog: \$12.49 Disc: -\$1.25 Net: \$11.24	Catalog: \$24.98 Disc: -\$2.50 Net: \$22.48
4	<input type="checkbox"/>	000003	000003	STAPLER FULL STRIP 408 ECONOMY BLACK	1	EA	Catalog: \$7.99 Disc: -\$0.80 Net: \$7.19	Catalog: \$7.99 Disc: -\$0.80 Net: \$7.19

[Remove Selected Rows](#) | [Update Order Total](#) | **Subtotal: \$215.03**
 Shipping and Tax have not been finalized. [Click here to calculate.](#)
[Save to Shopping List](#)

[Return to Previous Page](#) | [My Shopping Lists](#) | [Order By Item](#) | [Checkout](#)



Save a Shopping List (Optional)

If you would like to save your cart to continue later. Or, if you think you might order these items again, you can create a “Shopping List” with your name on it. Then, you can revisit your items at any time.

1. From the shopping cart, Click “Save to Shopping List”, Create a New List, Name it: building number + First Initial & Last Name Example: 460TJones
2. To access this list in the future click “My Shopping Lists”, find your name, select your items, click “Add to Cart”
3. Note: Please do not access other user’s lists
4. If you are only using your list temporarily, delete it when complete.

Cart Number: 7771189238 [Return to Previous Page](#) | [My Shopping Lists](#) | [Order By Item Number](#) | [Checkout](#)

[Shopping Cart](#) | [Promotion Codes](#)

[Remove Selected Rows](#) [Save to Shopping List](#)

Line	Remove <input type="checkbox"/>	Ordered Item	Item Number	Description	Qty	UOM	Unit Price	Total Price
1	<input type="checkbox"/>	000003	000003	STAPLER FULLSTRIP 407 ECONOMY BLACK	<input type="text" value="1"/>	EA	Catalog: \$11.84 Disc: -\$6.63 Net: \$5.21	Catalog: \$11.84 Disc: -\$6.63 Net: \$5.21
2	<input type="checkbox"/>	000066	000066	PAPER CLAMPS BUTTERFLY #1 LARGE PACK OF 12	<input type="text" value="2"/>	EA	Catalog: \$1.72 Disc: -\$0.58 Net: \$1.14	Catalog: \$3.44 Disc: -\$1.16 Net: \$2.28
3	<input type="checkbox"/>	054054	054054	CONST PPR 9X12 ASST TRURAY 50 PER PACK	<input type="text" value="5"/>	EA	Catalog: \$2.79 Disc: -\$1.26 Net: \$1.53	Catalog: \$13.95 Disc: -\$6.30 Net: \$7.65
4	<input type="checkbox"/>	054003	054003	CONST PPR 9X12 LT YELLOW TRURAY 50 PER PACK	<input type="text" value="5"/>	EA	Catalog: \$2.79 Disc: -\$1.53 Net: \$1.26	Catalog: \$13.95 Disc: -\$7.65 Net: \$6.30

[Remove Selected Rows](#) Update Order Total | **Subtotal: \$21.44**
Shipping and Tax have not been finalized. [Click here to calculate.](#)
[Save to Shopping List](#)

[Return to Previous Page](#) | [My Shopping Lists](#) | [Order By Item Number](#) | [Checkout](#)



Review and Submit

Check your shopping cart carefully!
Click **Submit** to move to the final step

Cart Number: 7770001965

Line	Ordered Item	Item Number	Description	Qty	UOM	Unit Price	Total Price
1	089823	089823	NOTES SELF-STK SCHOOL SMART PG MRKR 1/2X2 ASST NEO PACK OF 5	2	EA	Catalog: \$3.59 Disc: -\$0.36 Net: \$3.23	Catalog: \$7.18 Disc: -\$0.72 Net: \$6.46
2	076144	076144	POST-IT NOTE POPUP DISPNSR W/12 REFILL PADS 3X3 AQUATC	10	EA	Catalog: \$19.88 Disc: -\$1.99 Net: \$17.89	Catalog: \$198.80 Disc: -\$19.90 Net: \$178.90
3	089657	089657	DISPENSER POP UP FLORAL DESIGN	2	EA	Catalog: \$12.49 Disc: -\$1.25 Net: \$11.24	Catalog: \$24.98 Disc: -\$2.50 Net: \$22.48
4	000003	000003	STAPLER FULLSTRIP 408 ECONOMY BLACK	1	EA	Catalog: \$7.99 Disc: -\$0.80 Net: \$7.19	Catalog: \$7.99 Disc: -\$0.80 Net: \$7.19
						Subtotal:	\$215.03
						Shipping and Handling:	\$0.00
						Sales Tax (0%):	\$0.00
						Total:	\$215.03



Submit to Procurement System

Choose **Click Here** to send your cart's information to Keystone



Thank You for Shopping With School Specialty!

Your requisition is ready. Press the "Submit" button below to logout and transfer your requisition information to complete your order.

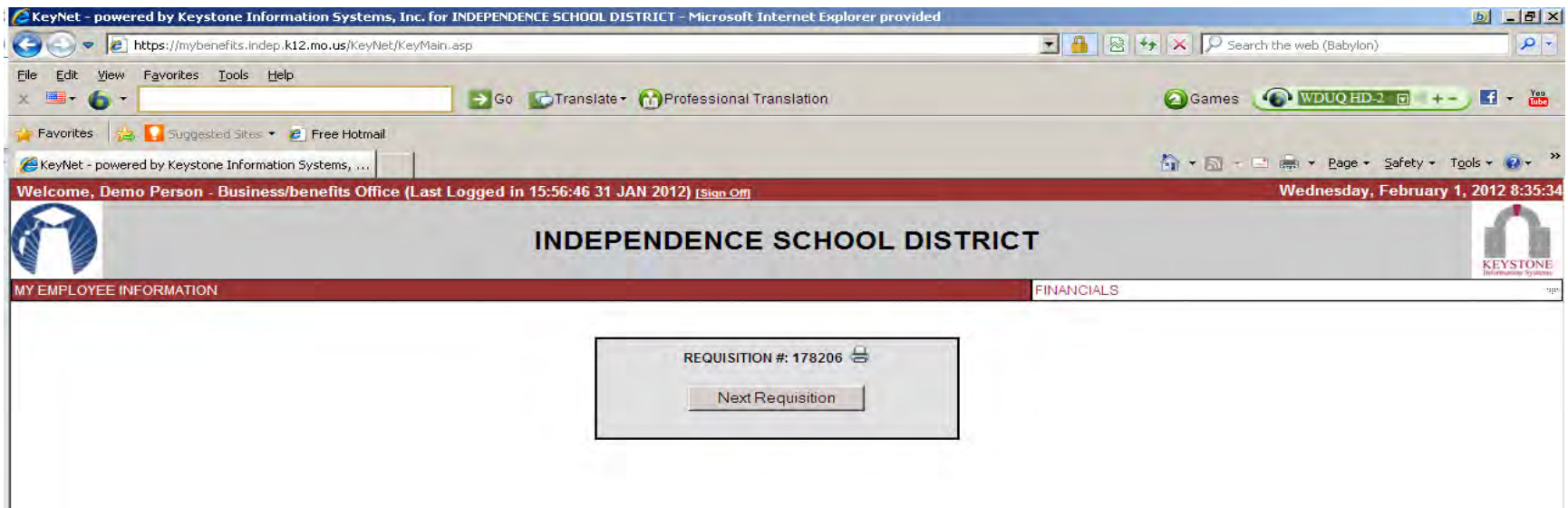
[Click Here](#)



Request Complete

You will receive a requisition number, please write the number down in case you lose your connection. You will have the option to create another req if you wish.

IMPORTANT: Click the “printer” icon to print a hard copy of your order.



The screenshot shows a web browser window displaying the KeyNet application. The browser's address bar shows the URL: <https://mybenefits.indep.k12.mo.us/KeyNet/KeyMain.asp>. The page header includes a welcome message: "Welcome, Demo Person - Business/benefits Office (Last Logged in 15:56:46 31 JAN 2012) [Sign Off]" and the date "Wednesday, February 1, 2012 8:35:34". The main heading is "INDEPENDENCE SCHOOL DISTRICT". Below this, there are two tabs: "MY EMPLOYEE INFORMATION" and "FINANCIALS". The central content area displays "REQUISITION #: 178206" with a printer icon to its right. Below the requisition number is a button labeled "Next Requisition".

Thank you!

Online Support

(800) 513-2465

onlinehelp@schoolspecialty.com



REVIEWER CREATES REQUISITION

PETTY CASH CHECKING CHECK REGISTER SPREADSHEET

Original Setup

1. Please complete the Petty Cash Check Register for the month of July. This information will flow to the remaining sheets. Please put in:
Top: Reconciled Balance Forward
Bottom: Bank Account Number, Petty Cash Custodian, Building/Department Name & #, and Date Reconciled.
2. The building administrator/principal is the authorized check signer.

Monthly Transaction Entry

1. Verify the reconciled running balance is correct from the last reconciliation submitted for reimbursement in Column I next to Reconciled Balance Forward.
2. Enter checks as they are written including: Date, Budget Number, Vendor Number, Payee, Purpose/Group, Check Number, and Check Amount. A running balance will calculate.
3. When the previous reimbursement is emailed back as processed, enter the replenishment including: date, replenishment received as the payee, and the amount in the Replenish Amount column. A running balance will calculate.
4. All activity should be listed in chronological order to receive an accurate running balance.
5. Your principal might find it helpful to keep the check register that comes with your checkbook up to date as well.
6. A "PC Request" form must be completed and original receipts attached to it.
7. If a vendor is not in Keystone, send an "In-District Vendor Request" form to Grichzel Moberly @ CO.

Submit the Reconciliation for Reimbursement.

1. Print the worksheet.
2. The petty cash custodian must sign and date the worksheet.
3. The administrator/principal must sign and date the worksheet.
4. Attach original invoices attached to a PC Request Form behind the PC Check Register worksheet as the reimbursement package.
5. Keep a photocopy and forward all originals to the Business Office for processing the reimbursement between the 1st & 4th of each month.
6. CO will reconcile your PC checking account & verify your check register total. When it is processed and money transferred to your account, a copy will be emailed for confirmation.

Yearend Procedure

1. Complete all Petty Cash Check Registers thru June.
2. All Secretaries - Before leaving for summer break also turn in your checkbook and unused checks to Central Office as well as your PC Check Register Forms
3. 10 month secretaries - Turn in to Accounts Payable @ CO
 - a. Both your May & June PC Check Registers, PC Request Forms & original expense receipts.
 - b. All paperwork should be signed by your Administrator before you leave for summer break.
 - c. Write "TURNED CHECKBOOK IN TO CO ON 5-28-10 - OUT ON SUMMER BREAK" on both your PC Check Register spreadsheets. (Use your last day for the date).
4. 11 month secretaries - Turn in to Accounts Payable @ CO
 - a. Your June PC Check Register, PC Request Forms, original expense receipts.
 - b. All paperwork should be signed by your Administrator before you leave for summer break.
 - c. Write "TURNED CHECKBOOK IN TO CO ON 6-30-10 - OUT ON SUMMER BREAK" on your PC Check Register spreadsheet (Use your last day for the date)

2010-2011 PETTY CASH CHECK REGISTER

Home Insert Page Layout Formulas Data Review View

Paste Font Alignment Number

F8 Email IN-DISTRICT VENDOR REQUEST form to

PC REQUEST FORM	
1	
2	BUILDING USE REQUIRED FOR AP
3	Petty Cash Request PC CHECK #
4	Vendor # VENDOR#
5	Vendor Name VENDOR NAME:
7	PC Check # AMOUNT:
8	Check Date Email IN-DISTRICT VENDOR REQUEST form to
9	Check Amount \$ Debby Acuff @ CO if the vendor is not in the system
10	Account to Charge at the time the expense is incurred.
11	-----
12	Purpose <i>Attach original, detailed receipts here</i>
13	

Beg of the Yr Instr PC Request Form Jul Activity Aug Activity Sep Activity Oct Activity

Ready

start Inbox - Mi... 15 Remin... 2 Keyst... CLIENT T... 2010-11

THINGS TO REMEMBER...

- Mileage rate for 2013/2014 is .565 cents/mile
- District is exempt from sales tax.
- New Gift Card Procedure—see the section titled *Gift Cards and Cert Procedures* for full requirements
 - No gift cards to employees for recognition
 - \$25 limit/person
 - List of recipients
 - Copy of front & back of each card
 - Approval by Assistant Superintendent to whom you report
- Vouchers are not to be used for vendors that accept purchase orders.
- A/P cannot pay from statements. Only invoices are accepted as appropriate documentation. This eliminates duplicate payment.
- Cannot pre-pay for services. At the time you schedule the event, inform vendors that they will need to present a bill at the time of service.
- Employee Reimbursements
 - Always select home address
 - Primarily to be used for reimbursement of mileage, travel expenses, etc. Not to be used for vendors who accept purchase orders. This could result in possible denial of reimbursement.
 - Need original itemized receipt(s).
 - If on-line purchase, need evidence of payment. Screen print of order is not sufficient. Sales tax will not be reimbursed. (Exception: Out-of District travel)
 - Can only process once reimbursement is over \$15
- Parent/Student Reimbursements
 - Need original itemized receipt
 - Sales tax will not be reimbursed. Please provide tax-exempt letter to purchaser.
- UMB Visa Statements
 - Use Purchase Order Requests for all Visa charges. Do not use Voucher Request.
 - Primarily to be used for travel expenses.
 - Create separate P.O. for each type of expenditure (lodging, airfare, gas, meals, etc.)
 - **If using UMB Visa card to purchase meals, following is necessary information, REQUIRED PER OUR AUDIT, to be put on the PO or on the back of the receipt... all who attended the meeting, whose meal appears on the receipt and the purpose of the meeting in which the expense occurred. If this information is not provided, it will be returned to you.**
 - If on-line purchase, need evidence of payment. Screen print of order/reservation is not sufficient.
 - The credit card receipt *and itemized receipt* are both required for each Visa transaction. This includes dining receipts.
 - When you prepare the Visa statement for payment, do not attach the Purchase Order Requisition. Only attach the Purchase Order copy with original itemized receipts. Forward to Rhonda Ogle for review and approval by Dr. Herl.
- Grants
 - Contact Richard Ferrall if someone in your school receives a donation of \$250.00 or more

Procedures for Gift Cards or Certificates

Gift cards (and/or gift certificates) may be purchased using building, district, grant, or student activity funds under certain qualifications and limitations. Gift cards are viewed as cash gifts. Because they carry the same pitfalls as cash gifts, they are discouraged and careful consideration must be given as to whether a better choice exists.

It is important to keep in mind that all expenditures of the district are an expenditure of someone else's money (taxpayer, student, grantor, etc.) Please keep in mind that most grants restrict the use of gift cards or only allow them for incentive/reward purposes where appropriate.

Please be aware that as of Dec. 15, 2010 gift cards may no longer be given to employees as a reward or incentive. If it is a gift such as for a wedding or baby shower one may be purchased provided it is written in your by-laws. We will need a copy of the by-laws sent to CO at the time the requisitions are created. This will still need administrative approval.

How may gift cards be used?

- Parent/Volunteer Appreciation (thank you)
- Survey or Participant Incentive
- Attendance Incentive (student, meeting, etc.)
- Fundraisers (rewards, drawings, raffles, etc.)

What are the limits?

- Gift cards may be purchased up to maximum of \$25 each
- Limits per recipient are recommended

How may the cards be purchased?

- Purchase order (if the vendor will do so)
- Purchase card
- Voucher requisition with documentation to follow

Is any special approval required?

- Approval by an Assistant Superintendent

What type of documentation is required?

- The original receipt showing the purchase of the gift cards
- A copy of all cards/certificates (front and back)
- A list of all recipients (recipients may be contacted)

What are other types of appreciation and their limits?

- Group meals not to exceed \$25 per person participating (up to twice a year)
- Individual meals
- Small gifts: books, cups, pens, meaningful mementos, flowers, cards, snacks, stress relievers, etc.
- Special occasion paid time off not requiring a substitute: long lunch, leave early, etc.

Rules Governing the Use of UMB Visa Cards

The cards are not to be used to circumvent the regular PO process. Special use of the card for other than the standard purposes below must be pre-approved by the Business Office. We will ask questions similar to the following: Does the vendor accept our PO? Is there another vendor that will accept our PO? Why do we have to use the credit card to make payment? What is the special need? How does the purchase contribute to the instructional process? Are significant savings received by using the card?

The UMB Visa cards are only to be used for Travel (airfare, car rental, taxis, out-of-state lodging, meals, fuel) Registrations and Admission Tickets for field trips.

Prior to the use of these cards, a Purchase Order should be prepared to UMB Visa. In the description indicate first who the vendor is, what the purchase is for, the amount, and authorization completed if someone other than the cardholder is going to use the card. (i.e. US Airways - airfare for Molly Johnson Oct 3-5, 2007 for NASU conference in Maple Shade, NJ - \$326.80)

A separate PO must be entered for each charge that will hit the credit card statement except for meals, fuel, parking and taxis. In these cases, you will not likely know who the vendors will be ahead of time, but will know about how much you plan to spend for each type of expenditure. These may have one PO and multiple charges for each group. (i.e. Vendors TBD - travel meals for Molly Johnson Oct 3-5, 2007 for NASU conference in Maple Shade, NJ - \$100) If using the credit card to purchase meals, these details need to be put on the purchase order itself, or on the back of the receipt... **who attended the meeting, whose meal appears on the receipt and the purpose of the meeting in which the expense occurred.**

For authorization if card to be used by other than cardholder, enter TEXT/INSTRUCTIONS on PO as follows:

*"Employee Name" has authorization to use
Credit Card # xxxx-xxxx-xxxx-xxxx for the above purpose with
"Vendor Name". Vendor, please compare the authorized signature and
require district picture I.D.*

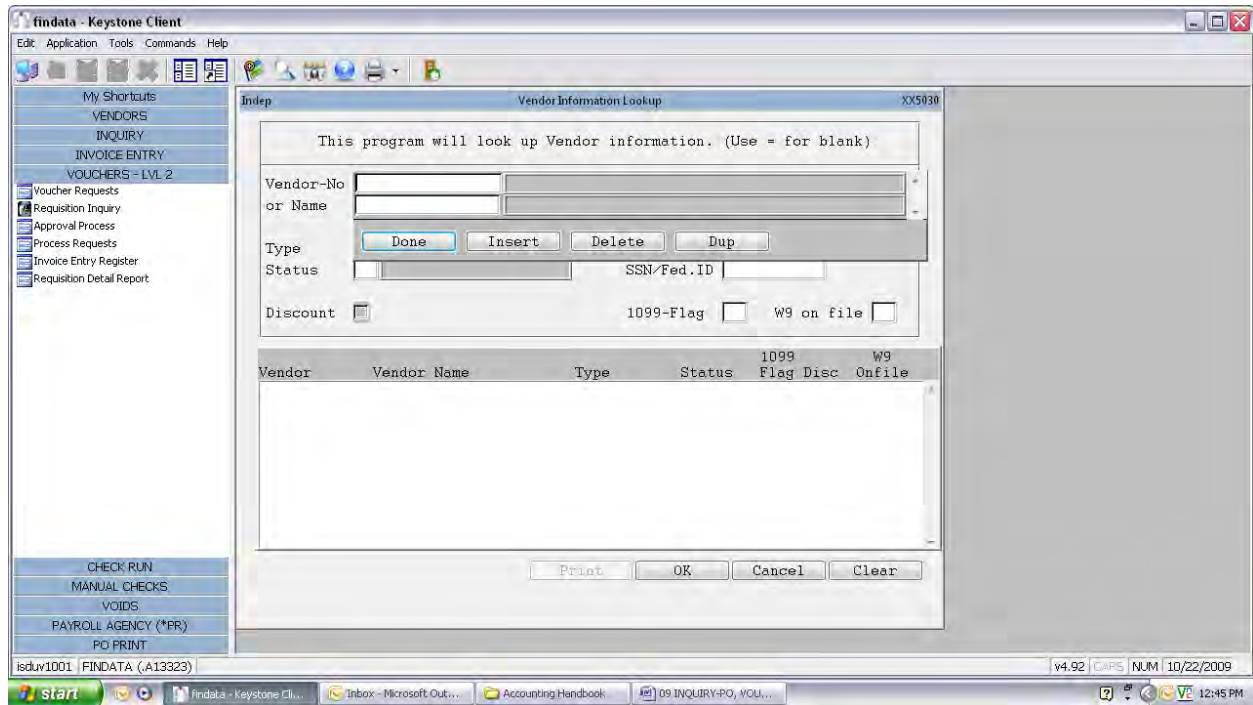
Cardholder Signature: _____

Authorized User Signature: _____

All original, detailed invoices/receipts and credit card receipts must be attached to the building copy of the PO and kept for statement reconciliation. The signed reconciled statement plus the related building PO with original invoices and receipts attached are to be sent to Rhonda Ogle/Central Office. Be sure to keep a copy for your files.

VENDOR INFO LOOKUP (Accesses Vendor Inquiry)

Go to Standard Shortcuts menu and Select "Vendor Info Lookup"



This is an excellent tool for:

- Searching for a specific vendor. Simply input vendor name (partial or full) or input vendor number. Click on white box for results.
- Query on vendors based on...
 - Type of vendor (service, sports officials, refunds, etc.)
 - Status (Vendors who accept purchase orders)
 - All vendors with discounts
 - Or a combination of these.

After inputting the various criteria, click on the white box for results.

- You can drill-down on any line in the results box and start a journey through various inquiry screens, starting with the Vendor Inquiry screen.
- A report can be automatically generated. Once you approve the results, click CANCEL and then click PRINT. An example of the report is attached. You may want to do a screen print of your query selection, since the report has a generic title, to attach to your report.

Remember: Always click on white box for results, after inputting criteria.

FIELD DESCRIPTIONS

Vendor-No or Name

Input vendor name (partial or full) or vendor number. Click on white box for results. If having difficulty finding a vendor, it is better to put in a portion of the name. The results will include all vendors with that criteria anywhere in its name.

Type (Type of Vendor) Must be in CAPS

--Can Use Look Up Feature--

- GD Goods and Materials
- GN Government or Non-Profit
- GS Goods and Services
- PR Payroll Vendor
- RR Refund/Reimbursement (Employees/Parents/Students)
- SO Sports Officials
- SV Services
- TC Technology
- VE Employee Vendor (Currently used for a service vendor w/SS#)

Status Must be in CAPS

--Use Look Up Feature--

- P Purchase Order Vendor
- D Do Not Use this Vendor Number
- = Blank are for Vendors who do not accept Purchase Orders

Please note: An effort has been made to combine duplicate vendors. If you have used a vendor in the past that is now marked as 'D'-Do Not Use, please double click on that vendor in the results box and then click on the 'NOTES' button. This should reference you to the active vendor number.

Discount

Click on the box if you would like a listing of all vendors with discounts loaded in the system.

Emp-Number

Input specific employee number. Will query on all vendors that meet criteria. Look Up feature not available.

SSN/Fed. ID

Input specific social security number or federal ID number. Will query on all vendors that meet criteria. Look Up feature not available.

1099 Flag

For A/P use only. Use Look Up feature for options.

W9 on File

For A/P use only. Use Look Up feature options.

NEED NEW VENDOR?

- Accounts Payable will e-mail an *In-District Vendor Request* form. (Please save this form for future use.) Complete form and e-mail to Grichzel Moberly at CO to enter in the Vendor Maintenance System.

All new vendors should accept purchase orders. Also, do not request a new vendor if the item can be purchased from an existing vendor. Special approval by Business Office Administrator is required for vendors who do not accept purchase orders.

VENDOR INQUIRY

Can be accessed directly through Inquiry Menu

The screenshot shows the 'findata - Keystone Client' application window. The main window title is 'Purchasing VENDOR INQUIRY PO1293'. The left sidebar contains a menu with options like 'My Shortcuts', 'VENDORS', 'INQUIRY', 'INVOICE ENTRY', 'VOUCHERS - LVL 2', and various request types. The main area displays the following information:

Vendor Id	001688	
Name	DESK TOP OFFICE PRODUCTS	
Attn		
Address	101 S. MAIN	
City	Independence	
State	MO Zip	64050
Contact		
Phone	816-254-9620	
Fax	816-254-1546	
Type	GD Goods and Materials	
Status	P PO Vendor	
Location		
Minority		
Freight Terms		
Freight Def%		
Disc Terms%		
Trm Days	0	
Due	0	
Begin Date	08/27/07	
Soc.Sec#	-	
1099 Default	N	
Sort Name	DESK TOP OFFICE P	

Last Purch	10/15/09	This Year		Last Year	
Open PO	2405.16	Paid	24175.24	Paid	148069.02
Open AP	1530.92	PO	24580.50	PO	128592.22

Buttons at the bottom include: Addr, Comms, Notes, 1099 Data, Reqs, Purch, Invoices, Payments, Print, OK, Cancel.

Click on appropriate buttons to view alternate addresses, notes, requisitions, purchase orders, invoices, payments, etc. Drill down on any line within these menus to travel through inquiry screens.

GUIDELINES FOR COMPLETING

IN-DISTRICT VENDOR REQUEST

Requestor: ← Insert **YOUR** name. This is who will be notified when the new vendor is set up. OK to put "for" someone & your name.

Description of Purchase: ← What is being paid – Refund; Mileage; Reimbursement; Supplies; Construction

*Does vendor accept Purchase Orders? Yes No
 *Can an existing vendor provide this product or service? Yes No
 ← Check one or the other—**NO BLANKS** – See Below

Vendor Name: }
Address: }
City, State, Zip: }
 ← **Primary Business Location – NOT A POST OFFICE BOX.** Must be a vendor that is located within the Independence School District. If not, explain use of outside vendor in "Description of Purchase."

NOTE: Per Administration: Use vendors within the Independence School District when possible. Contact Accounts Payable if you need vendor information.

School/University Affiliation, if any: ← For agencies, consultants, etc., that are actually a programmed part of the University or school. Not students.

Phone: ← Main Company Phone #. If an individual, use their home number. **NO BLANKS HERE!**
Fax: ← If vendor is a company, then the company FAX number must be included. **NO EXCEPTIONS!**

E-mail: ← Imperative if there is no fax number. Necessary for notification purposes, obtaining W-9 information, etc.

Contact Person: ← A contact person within the Vendor Company such as an agent or sales rep, who has knowledge of the business dealings between the vendor (company) and the ISD. **Do Not Use Your Own Name!**

SSN/EIN #: ← Take from received W-9 Form. Payments are **NOT** to be made without this information. This is an absolute for compliance in 1099 reporting!

Payment Address:
 Payee Name: }
 Address: }
 City, State, Zip: }
 ← Now you can use your PO Box #s if that is where payments actually should go. This is also known as the "Remit To" address.

Order Address:
 Address: }
 City, State, Zip: }
 ← List the Purchase Order Address. If this address is the same as the primary address or the remit to address, please note that.

FYI: When a vendor is being set up in Keystone, there is unlimited space for any and all variations of the vendor's address. It is not unusual for a vendor company to have numerous locations that exist for different functions. Shipping and ordering may be from a factory location and billing might be from a central office location. Please include all relevant locations. Keep in mind that a primary business location is imperative for the 1099 reporting process.

Check Vendor Type: (check all that apply)

<input type="checkbox"/> Goods & Materials*	<input type="checkbox"/> Scholarship Recipient
<input type="checkbox"/> Services*	<input type="checkbox"/> Sports Official
<input type="checkbox"/> Technology*	<input type="checkbox"/> District Employee Location:
<input type="checkbox"/> Reimbursement/Refund:	<input type="checkbox"/> Other
<input type="checkbox"/> District Employee	
<input type="checkbox"/> Parent	
<input type="checkbox"/> Student Account	

✓ Note All **District Employees** as a Vendor Type **FIRST**.
 ✓ Determine if this Vendor will be paid **ONLY Reimbursements or Refunds** and select that Vendor Type next.
 ✓ **Goods & Materials** should be selected for products, supplies, etc.
 ✓ **Services** often include labor or contracted amounts.
 ✓ **Sports Officials MUST have a W-9 on files with Social Security Number listed BEFORE they can be paid. Please list that on this form.**
 ✓ Use **Other** for Fees, Subscriptions, etc.

*All new outside vendors for goods or services need to accept purchase orders. Special approval by Business Office Director or Asst. Director will be required for vendors who do not accept purchase orders. Please use existing vendors when possible.

IN-DISTRICT VENDOR REQUEST

(Must be completed by a district employee – NOT the vendor)

Requestor:

Description of Purchase:

*Does vendor accept Purchase Orders? Yes No

*Can an existing vendor provide this product or service? Yes No

Vendor Name:

Address:

City, State, Zip:

School/University Affiliation, if any:

Phone:

Fax:

E-mail:

Contact Person:

SSN/EIN #:

Payment Address:

Payee Name:

Address:

City, State, Zip:

Order Address:

Address:

City, State, Zip:

Check Vendor Type: (check all that apply)

Goods & Materials*

Scholarship Recipient

Services*

Sports Official

Technology*

District Employee Location:

Reimbursement/Refund:

Other

District Employee

Parent

Student Account

***All new outside vendors for goods or services need to accept purchase orders. Special approval by Business Office Director or Asst. Director will be required for vendors who do not accept purchase orders. Please use existing vendors when possible.**

VENDOR INFORMATION
(To be completed by the vendor along with W-9 form)

Vendor Name:

Address:

City, State, Zip:

School/University Affiliation, if any:

Phone:

Fax:

E-mail:

Website:

Contact Person:

SSN/EIN #:

Remit Address:

Payee Name:

Address:

City, State, Zip:

Order Address:

Address:

City, State, Zip:

Do you accept Purchase Orders?

Do you accept Credit Cards?

Check Vendor Type (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Goods & Materials | <input type="checkbox"/> Scholarship Recipient |
| <input type="checkbox"/> Services | <input type="checkbox"/> Sports Official |
| <input type="checkbox"/> Technology | <input type="checkbox"/> District Employee |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Subscription |
-

Return with W-9 to: Independence School District – Business Office
201 N Forest Ave
Independence, MO 64050
Fax: 816-521-5673

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

CHECK: If the money you want to move has already been paid by a check, attach one of the following:

Preferred Documentation - "Financial Inquiry Menu-Account Analysis Summary Report" with your transaction circled/ highlighted:

Report Preview

INDEPENDENCE SCHOOL DISTRICT
 ACCOUNT ACTIVITY ANALYSIS SUMMARY
 BEGINNING 07/01/05 ENDING 06/30/06
 15:24:05 29 JUL 2010
 PAGE 1

ACCOUNT NUMBER: 10-1111-6411-000-0000-0000 DESCRIPTION: SUPPLIES & MATERIALS
 ASN: ACCOUNT TYPE: EXPENSE

Opening Budget :	25,000.00	Encumbrance - Current :	0.00	Debits :	653.94
Transfers :	0.00	Encumbrance - Prior :	0.00	Credits :	0.00
Suppl/Adjustmt :	0.00	Requested :	0.00	Acct Balance :	653.94
Adjusted Budget:	25,000.00	Total Enc/Req :	0.00	Avail Budget :	24,346.06

Account Debits and Credits - ACCOUNTS PAYABLE

Vendor	Date	Type Invoice#	PO#	Req#	Check#	Date	Debit (Credit)
000452 BARNES AND NOBLE	01/12/06	APE 755401		49604	10*106663	01/12/06	498.58
003141 INTERNATIONAL READING ASSOC	01/12/06	APE 20295589		48830	10*106596	01/12/06	61.00
007321 XPEDX	07/21/05	APE 9004807469	40002+		10*100042	07/21/05	9.36

Net Debits (Credits) From AP Transactions: 568.94

Account Debits and Credits - JOURNAL ENTRIES

or attach an "Account Balance Inquiry" Screen:

Account Balance Inquiry

Account #: 10-1111-6411-000-0000-0000
 SUPPLIES & MATERIALS Valid Expense

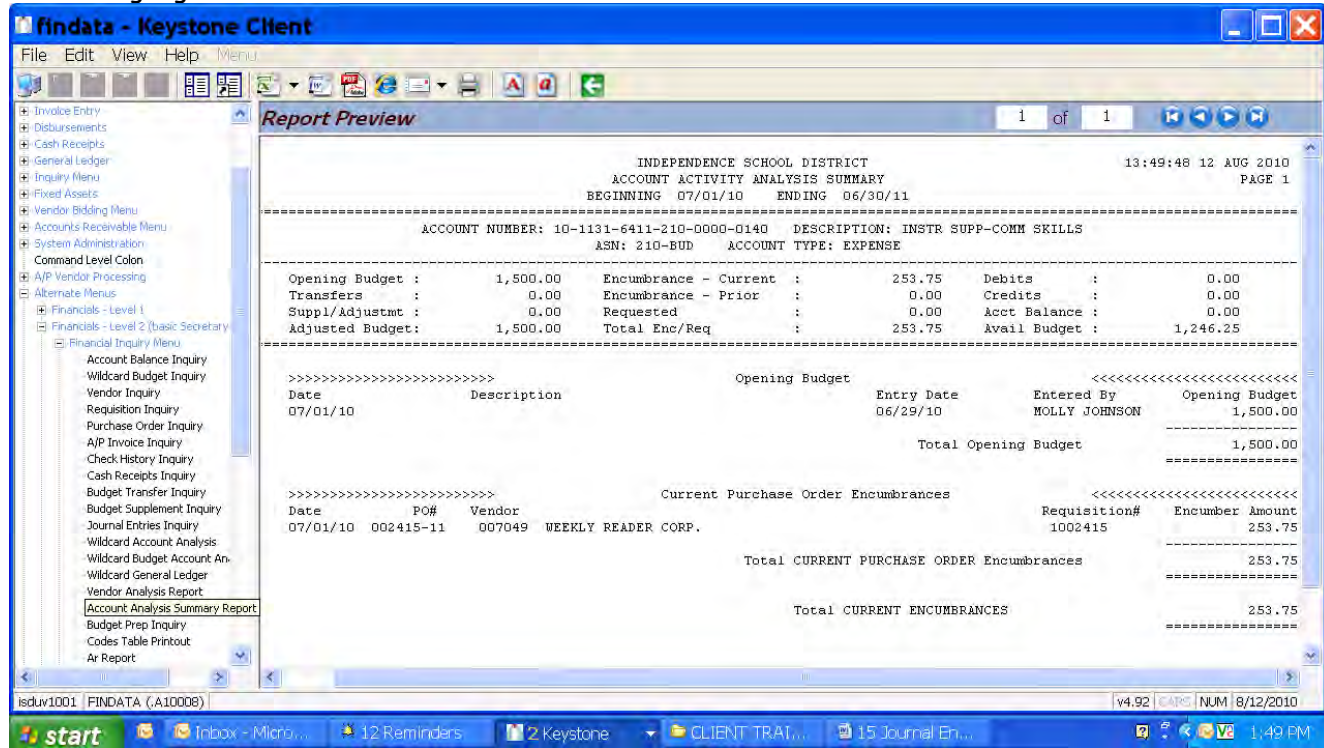
10-1111-6411-000-0000-0000 Trans Date: 01/12/06
 Open Budget/Balance: 0.00 Trans Type: APE
 Transfer Amount: 0.00
 Budget Adjustment: 0.00 Acctg Pd: 06*07
 Encumbrances - Prior: 0.00 Source File: AP
 Encumbrances - Current: 0.00 Trans Id: 000452*755401
 Vendor/Customer: 000452
 Requested Amount: 0.00 Vendor/Customer: BARNES AND NOBLE
 Debit Amount: 498.58 Req #: 49604
 PO Number:
 Credit Amount: 0.00 Inv #: 755401
 Expenses - Prior: 0.00 Check no.: 10*106663
 Work Order#:

Updated by CRAY CAROLYN RAY on 01/12/06 at 11:59am from AP3122

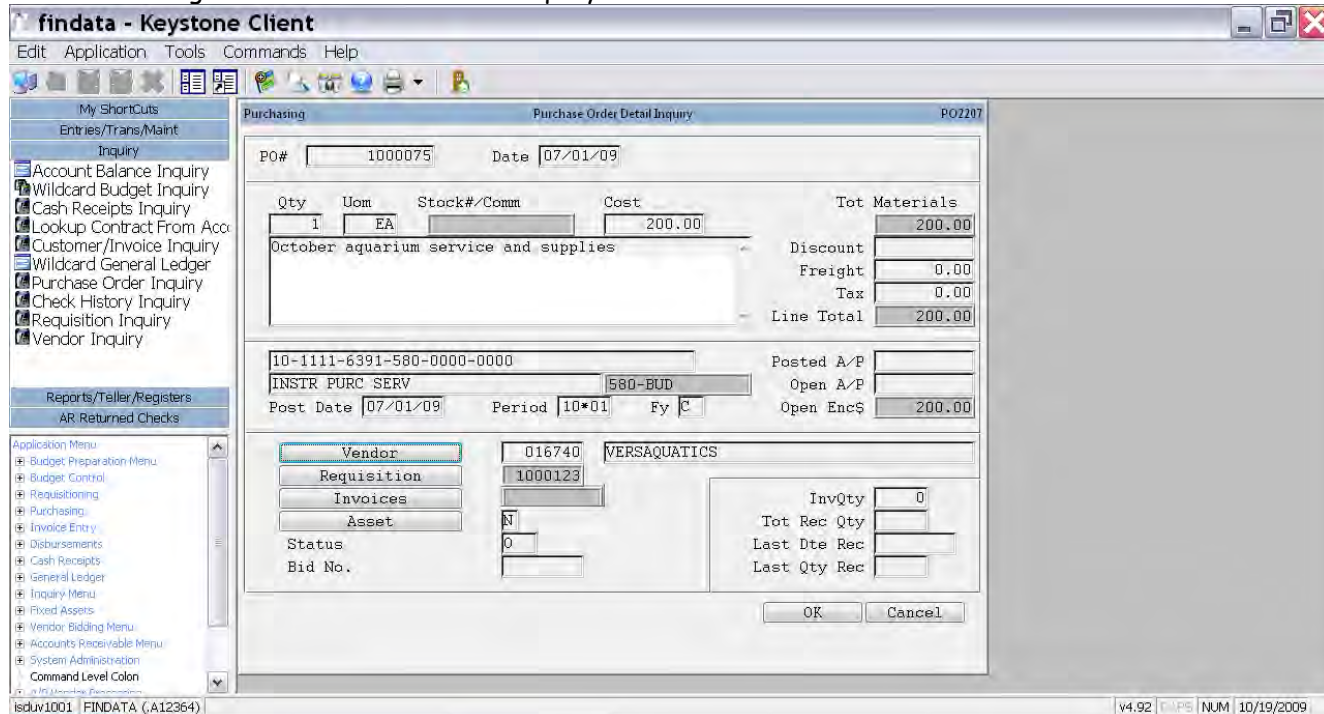
Vendor/Cust Req Check Detail
 PO Invoice WO OK Cancel

OPEN PURCHASE ORDER: If the money you want to move is still in the 'Open Purchase Order" stage, please attach one of the following:

Preferred Documentation - "Financial Inquiry Menu-Account Analysis Summary Report" with your transaction circled/highlighted

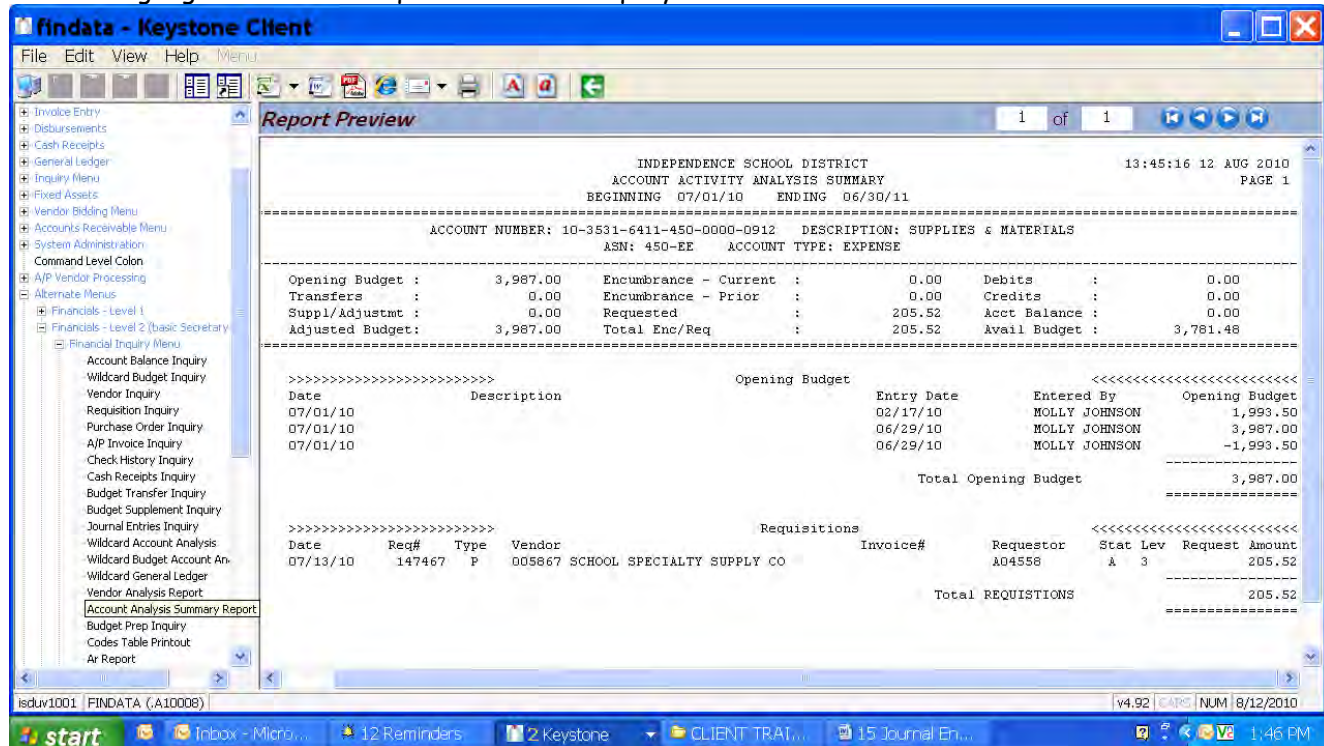


or the following "Purchase Order Detail Inquiry" Screen:

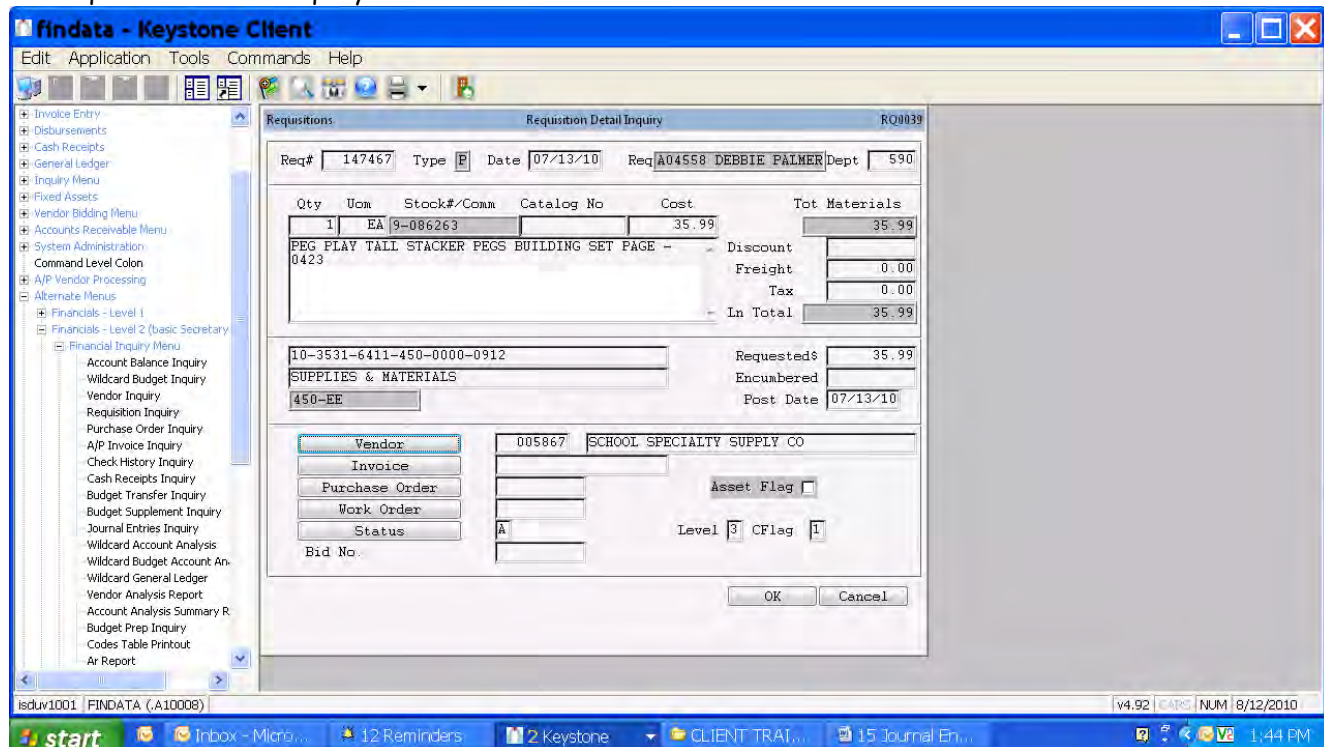


REQUISITION IN PROGRESS: If the money you want to move is in this stage, attach one of the following:

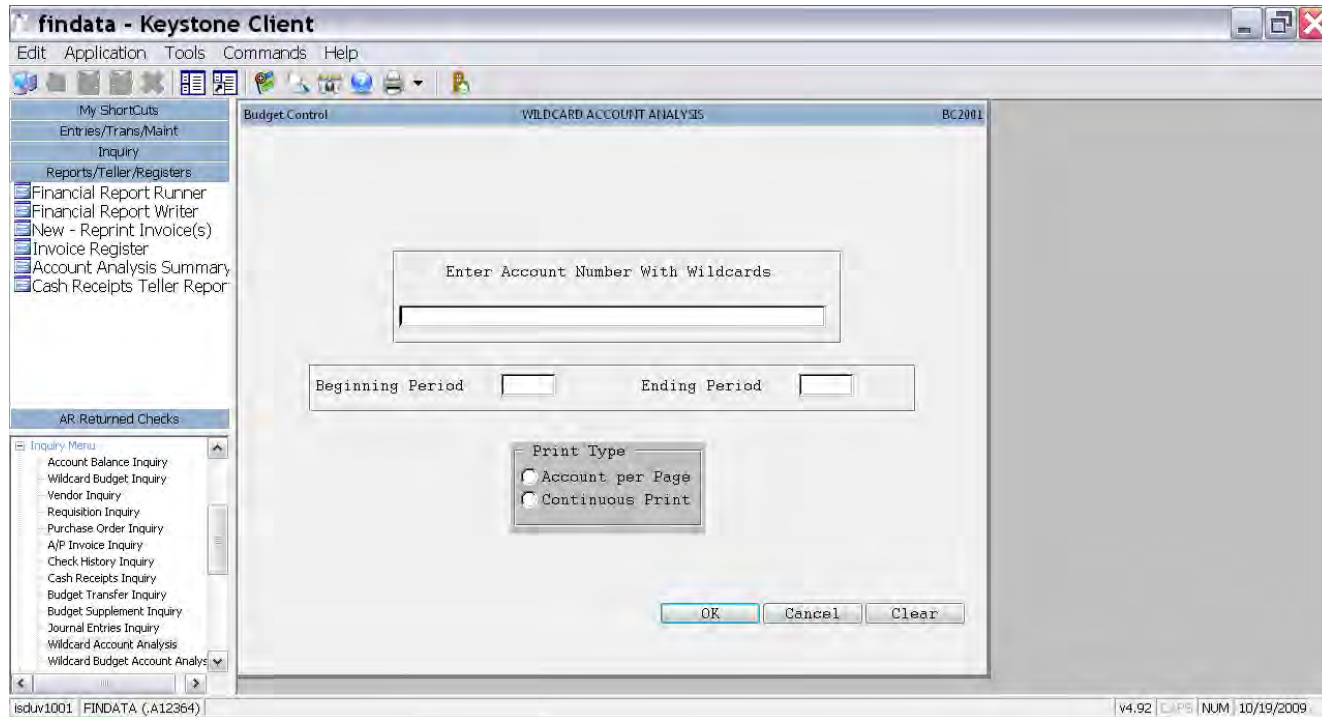
Preferred Documentation - "Financial Inquiry Menu-Account Analysis Summary Report" with your transaction circled/ highlighted or the "Requisition Detail Inquiry" Screen.



Or Requisition Detail Inquiry Screen:



PAYROLL TRANSACTION: If the money you want to move involves Salary and/or Benefits, attach a copy of "Wildcard Account Analysis" Report.



GENERAL REIMBURSEMENT/ADJUSTMENT: If the money you want to move doesn't qualify in any of the above areas, complete this section. Fusion supporting documents are still needed. Or if for internal billing such as district billing, a copy of the invoice should be attached.

ORIGINAL ACCOUNT CODE: Enter the account code that is already posted in Keystone and that you want to move to another code.

AMOUNT: Enter the amount you want to move.

MOVE TO THIS ACCOUNT CODE: Enter the account code that it should have been posted to, but was not. This is where you want to move the money to.

AMOUNT: Enter the amount you want to move.

ATTACH SUPPORTING DOCUMENTATION: All Journal Forms must have stapled to it supporting documentation from Fusion.

COPIES & RETURN TO KAREN BRANSON @ CO: Return the original, approved Journal Entry to the Karen Branson @ CO. Be sure to keep a complete set of the Journal Entry and attached documents for your files.

ADDITIONAL EXAMPLES & QUESTIONS:

Who Initiates a Journal Entry between buildings or programs? The building or department that has originally entered into Keystone the expense that is being shared.

What is "ORIGINAL ACCOUNT CODE"? The account code that goes here is the one you will find the Keystone Entry in BEFORE the journal entry is entered. It will also be the account code on your documentation that is attached to the journal entry. This will always be an expense code.

What is "MOVE TO ACCOUNT CODE"? The account code that goes here is the one you expect to find the transaction at AFTER the journal entry is entered.

COST SHARING BETWEEN BUILDINGS OR PROGRAMS:

When you have to do a Journal Entry between expenses with another building or program, that is called "Cost Sharing".

Example: Bridger Library paid an Author. This expense is to be shared between Bridger & Bingham.

- Bridger will initiate the Journal Entry Process.
- Bridger will complete the top & middle section of the Journal Entry.
- Bridger will enter their expense code & amount as the *ORIGINAL ACCOUNT CODE*.
- Bridger will include Keystone Account Analysis Report with their expense circled for supporting documentation.
- Bridger will obtain their Principal's signature authorizing their expense.
- Bridger will then send the paperwork to Bingham.
- Bingham will complete the *MOVE TO THIS ACCOUNT CODE* & amount.
- Bingham will obtain their Principal's signature authorizing their expense.
- Bingham will then send the paperwork to CO for entry.
- CO will make the entry which will decrease Bridger's expense and increase Bingham's expense.

PROFIT SHARING BETWEEN BUILDING OR PROGRAMS:

Same steps as above except for:

1. Documentation, include **both** a Keystone Account Analysis Report with the expenses or revenue marked **and** a spreadsheet with your calculations of how you determined your profit for each building. It should include the transaction date, account code, Check# or Cash Receipt #, Vendor or Payer, Amount.
2. Create one Journal Entry moving the shared profit amount for each building.

INTERNAL BILLING BETWEEN BUILDINGS OR PROGRAMS:

Occasionally, there might be an In-District Athletic Tournament Fees a building needs to pay for.

Example: Truman is holding an Athletic Tournament and Chrisman is participating. Truman will send an In-District Invoice to Chrisman for the Fees.

- Chrisman will initiate the Journal Entry Process.
- Chrisman will complete the top & middle section of the Journal Entry.
- Chrisman will enter their expense code & amount as the *ORIGINAL ACCOUNT CODE*.
- Chrisman will include the In-District Invoice from Truman for supporting documentation.
- Chrisman will obtain their Principal's signature authorizing their expense.
- Chrisman will then send the paperwork to Truman.
- Truman will complete the *MOVE TO THIS ACCOUNT CODE* & amount.
- Truman will obtain their Principal's signature authorizing their revenue.
- Truman will then send the paperwork to CO for entry.
- CO will make the entry which will increase Chrisman's expense and increase Truman's revenue.

GENERAL JOURNAL ENTRY EXAMPLES

1. Profit Sharing - i.e. Hosting Multi-school Tournament or Function which involves Revenue & Expenses:

- Do one Journal Entry
- Support would be Keystone Account Analysis Report with the associated entries marked.
- Write on the report the revenue amounts & expenditure amounts with total profit. Show the total profit divided by the number of schools.
- Original Account would be the Fund 17 expense from your building.
- Move To Account will be the Fund 17 Revenue the other buildings will enter.

2. Invoice from Henley Aquatics or In-District Tournament:

- Do one Journal Entry
- Support will be the Invoice from Aquatics or for participating in an In-District Tournament.
- Original Account would be the Expense from your building.
- Move To Account will be the Revenue for the other buildings.

3. CORRECTING A JOURNAL ENTRY (this also includes Transportation billing journal entries):

- Do one Journal Entry
- Support will be Keystone Account Analysis Report with entry marked or a screenprint of the Keystone Jrl Entry.

3. NUTRITION SERVICE INVOICE::

- Do one Journal Entry
- Support should be Keystone Account Analysis Report with entry marked.

(staple here)

JOURNAL ENTRY

Originating Date _____ Originator _____ Authorizing Signature & Date _____ Authorizing Signature & Date _____	Business Office Reference No: _____ Business Office Approved Date: _____ Business Office Completed by & Date: _____
Reason: _____	

<input type="checkbox"/> *CHECK #	Req/PO #	<input type="checkbox"/> *CASH RECEIPT#	DEPOSIT #
-----------------------------------	----------	---	-----------

Payee: _____
 (Attach Keystone "Inquiry-Account Analysis Summary Report & circle the entry or Inv History Screen #AP9324 or KF0298)

Payer: _____
 (Attach Keystone Screen Print of Cash Receipt Inquiry Screen #KF9111)

<input type="checkbox"/> *ENCUMBERED/OPEN PURCHASE ORDER #	<input type="checkbox"/> *PAYROLL TRANSACTION
--	---

Pay Date: _____

Vendor Name: _____
 (Attach Keystone "Inquiry-Account Analysis Summary Report & circle the entry or PO Detail Inquiry Screen #P02287)

Employee Name: _____
 (Attach Keystone Inquiry- Wildcard Budget Account Analysis Report & circle the employee name/entry)

<input type="checkbox"/> *REQUISITION IN PROGRESS#	<input type="checkbox"/> *OTHER & GENERAL REIMBURSEMENT/ADJUSTMENT
--	--

Vendor Name: _____
 (Attach Keystone "Inquiry-Account Analysis Summary Report & circle the entry or Requisition Detail Inquiry Screen #RQ0039)

Group/Event: _____
 (Attach copy of Internal Billing (NS, Open Swimming) or Keystone "Inquiry-Acct Analysis Summary Report or Journal Entry Inquiry Screen #GL9031)

<input type="checkbox"/> *P-CARD CREDIT Vendor _____	OrigChrg Ck # _____
--	---------------------

(Attach Keystone "Inquiry-Account Analysis Summary Report & circle the entry or Inv History Screen #AP9324 or KF0298)

BUDGET AMENDMENTS are handled thru an email to Molly Johnson & the Assistant Director of the Business Office from the Principal -
*****Please do not use this form for Budget Amendments*****

ORIGINAL ACCOUNT CODE (before Jrl Entry)	AMOUNT	MOVE TO THIS ACCOUNT CODE (after Jrl Entry)	AMOUNT
Fund-Function-Object-Location-Grant-Activity		Fund-Function-Object-Location-Grant-Activity	
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
TOTAL	\$ -	TOTAL	\$ -

CASH RECEIPTS CORRECTION (For questions on the process, contact Grichzel Moberly, x10084)

DATE:
TO:

cc: Principal
FROM: Karen Branson, CO

Date of Deposit _____ Deposit # _____ CR# _____ Amount \$ _____
 Deposit Slip Cash \$ _____ Bank Counted Cash \$ _____
 Deposit Slip Coin \$ _____ Bank Counted Coin \$ _____
 Deposit Slip Checks \$ _____ Bank Counted Checks \$ _____
Deposit Slip Total \$ _____ Bank Counted Total \$ _____

Difference of : \$ _____

Office – Event – 140 NS Deposit from : _____ (school)

**PLEASE FOR FUTURE
COMPLETE ENTRIES
& RETURN (info only)**

Bank Deposit Discrepancy-OFFICE. The bank is going to make this deposit.

*Verify the difference and what happened.

*Complete the below information & scan it back to me. I will make the Keystone entry for you:

*Payer _____

*Deposit #/Bank No _____

*Cash Receipt # _____

*Description _____

*Account Code _____

Bank is returning the above deposit to you for correction- missing the deposit slip

Nutrition Service copies of deposit slips:

- *White copy will go to the bank and be kept by the bank
- *Yellow copy will go to the bank and come back to Central Office
- *Blue copy will go to bank and be returned to the building in their bank bag
- *Pink copy will go to bank and come back to Nutrition Service Office

Office/Event copies of deposit slips:

- *White copy will go to the bank and be kept by the bank
- *Blue copy will go to the bank and will be returned to the building in their bank bag
- *Yellow copy will go to the bank and will come back to Central Office
- *Pink copy will remain in your deposit book. Do not send to the bank.

Bank is returning this deposit to you for investigation and correction.

Check had one amount in amount box and another amount was handwritten. Bank always goes by the handwritten amount. Check# _____ Amt Box \$ _____ Handwritten Amt \$ _____

District procedure requires deposit of all funds received when they:

*reach \$200 or at least every Friday – Please deposit funds today & replay with an explanation.

Deposit Slip completed improperly:

- *Include the total for each category: Currency, Coin, Checks, Total Amount
- *Include an adding machine tape of your checks or write the checks individually on the deposit slip; plus enter total checks.
- *Write the Deposit # & your name on the Deposit Slip.
- *Write the “Total Amount” on the Deposit Slip

Deposit Slip Totals for cash & checks must agree with ‘Daily Teller Report’ Totals for cash & checks. Initial by each total to show you have verified the amounts against your bank deposit slip.

All checks are to be entered on individual cash receipts. Cash can be combined on one.

Cash Receipts- complete PAYER, DESCRIPTION, PAYMENT TYPE, CHECK #.

Wrong Account Code used. Please do a separate Jrl Entry Form for each Cash Receipt (Use Fund 17 Revenue Codes instead of expense code for deposits in Fund 17 accounts.)

Café – Please verify tape total. _____

Other

JOURNAL ENTRY CORRECTION (For questions on the process, please contact Grichzel Moberly, x10084)

DATE

TO:

FROM: Karen Branson, CO

cc:Principal

	PLEASE	CORRECTED
	CORRECT	BY ACCTG
	Return JOE	(info only)

- | | | |
|---|--------------------------|--------------------------|
| <input type="checkbox"/> The Journal Entry is being returned thru school mail without entry. Correct & return | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> All future Jrl Entries should be done on the updated form as of July 2010. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Need "Authorizing Signature & Date" from your building | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Need "Authorizing Signature & Date" from another Building, Program or Grant | <input type="checkbox"/> | <input type="checkbox"/> |
- Account Codes involving different programs or buildings:
- This type of Journal Entry should be initiated by the party with the "Original Account Code". You will supply the proper Keystone documentation and obtain your administrator's signature
 - The Originator will forward the Journal Entry to the different program or building secretary for them to complete the "Move To This Account Code" and obtain their administrator's signature
 - A stamped signature is not allowed when crossing building, programs or grants.
 - The Journal Entry can then be forwarded to Karen Branson @ CO for entry.
- | | | |
|--|--------------------------|--------------------------|
| <input type="checkbox"/> Section "Reason" was not completed adequately. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Middle Section was not completed correctly or at all. | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Check - A check has been written for this. | | |
| <input type="checkbox"/> Cash Receipt - A Cash Receipt was done for this. | | |
| <input type="checkbox"/> Requisition in Progress or Open Purchase Order - The Req or PO is still open. | | |
| <input type="checkbox"/> Payroll Transaction | | |
| <input type="checkbox"/> General (General is used mostly for Internal Billings i.e. District Athletic Tournaments) | | |
| <input type="checkbox"/> Wrong Keystone documentation was included: | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Check - Preferred Keystone attachment 'Inquiry-Account Analysis Summary Report' " <u>Account Per Page</u> " & circle the entry or screenprint of "Invoice History" | | |
| <input type="checkbox"/> Cash Receipt - Attach screenprint of "Cash Receipt Inquiry" (click on printer icon @ top of page) Do not click the "PRINT RECEIPT" key. (It does not include the Deposit #) | | |
| <input type="checkbox"/> Open Purchase Order - Preferred Keystone attachment 'Inquiry-Account Analysis Summary Report & circle the entry or screenprint of "PO Inquiry" | | |
| <input type="checkbox"/> Requisition in Progress - Preferred Keystone attachment 'Inquiry-Account Analysis Summary Report & circle the entry or a screenprint of "Requisition Inquiry" | | |
| <input type="checkbox"/> General - Attach internal billing, usually for Athletic Tournaments | | |
| <input type="checkbox"/> Payroll Transaction - Preferred Keystone attachment 'Inquiry-Wildcard Budget Account Analysis Report & circle the entry or screenprint of "Payroll Report, etc" (if a grant, contact Cara Bartow for a payroll spreadsheet) Payroll Corrections are done by individual employee with support that shows the employee name & amount. | | |
- | | | |
|---|--------------------------|--------------------------|
| <input type="checkbox"/> Questionable or Missing Account Code | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Original Account Code-This is the account code you will find the keystone entry <u>before</u> the Jrl Entry is entered | | |
| <input type="checkbox"/> Move To This Account Code-This is the account code you will find the keystone entry <u>after</u> the Jrl Entry is entered. | | |

<input type="checkbox"/> Questioned District Transp Acct # _____	<input type="checkbox"/>	<input type="checkbox"/>
Trip #: _____ Trip Info: _____		
<input type="checkbox"/> Please complete & email this form with the correct account # _____		

Note: All In-District Transportation Bills can only be coded to 10-xxxx-6349-xxx-xxx-xxxx or 17-xxxx-6411-xxx-xxx-xxxx

<input type="checkbox"/> Questioned _____ Printing Charges Acct # _____	<input type="checkbox"/>	<input type="checkbox"/>
Print Job: _____ Requested By: _____ Amt\$ _____		
<input type="checkbox"/> Please complete & email this form with the correct account # _____		
<input type="checkbox"/> Other-	<input type="checkbox"/>	<input type="checkbox"/>

PETTY CASH

Location: _____

Month: _____

Check

- _____ Please send reconciliation form directly to **Accounts Payable** - not another person or department.
- _____ Vendor not set up in Keystone. Please send a vendor request form to **Debby Acuff ASAP** and notify Accounts Payable of new vendor number.
- _____ Use of petty cash funds should be minor in nature (less than \$25) and/or needed on an emergency basis. **In the future, please include an explanation of emergency need.**
- _____ The school district does not pay sales tax. In the future, please take a tax-exempt letter.
- _____ A vendor who accepts purchase orders was used. In the future, please use purchase order process
- _____ Additional documentation needed:
- Detailed/Itemized receipt
 - List of gift card recipients
 - Copy of front/back of gift card
 - Evidence of payment for online purchases
- _____ Incorrect account number entered on reconciliation statement.
Please change your records to: _____
- _____ Incorrect payee name entered on the reconciliation statement.
Please change your records to: _____
- _____ Please attach each receipt to the **PC Request Form** included in your Petty Cash Reconciliation workbook.
- _____ Other: _____

Action Needed

No Action Needed/Information Only

Thank you! - Accounts Payable

From: Debi Gloria
 Perry Isles

TEACHING AND LEARNING SHEET - PURCHASING

Site: _____ Requester: _____ Date: _____

Req,PO,Inv: _____ Vendor: _____

	See notes		Action Taken
	Yes	No	On Hold / Disapproved *
<input type="checkbox"/> Req. in request status. The "H" must be manually changed to an "A" to approve.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> May need to be ordered through Technology. Sara Williams will review and status.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> School Specialty item # must be entered in stock field. (Ex: X-XXXXXX not the last 3 #'s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Needs Administrator approval.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Not enough information. Please correct and resubmit for approval.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Disapproved means you will have to correct all lines and resubmit for approval.			
<u>Examples of what needs to be listed.</u>			
<input type="checkbox"/> Who: _____	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> What: _____	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Where: _____	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> When: _____	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Reminder - In the future note in the "Justification Field" why you went out of district. (Please be aware that administration is running reports for compliance.)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Need the building copy and/or original invoice(s) or packing slip(s) along with the the "OK to pay", your full signature (not initials) and the date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> PO returned for signature.
<input type="checkbox"/> Cannot find a requisition for a PO for the above invoice. Please provide one. The Purchaser was: <u>N/A</u>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> PO was paid and closed. If invoice is for a duplicate or backorder a new requisition is required. If it is a replacement please request a credit memo.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Invoice was paid on <input type="checkbox"/> voucher or on PO # _____	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Item on invoice is not on PO. Please do a new requisition of the extra item.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Check the account code _____ on req. _____ Reasoning : _____	<input type="checkbox"/>	<input type="checkbox"/>	
(If it is not correct you will need to do a Journal Transfer and send it to Karen Branson.)			
<input type="checkbox"/> Reminder - copy the front & back of gift cards and send name of person receiving it.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Please send roster of who is attending the function.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Other - please see notes.			
<input type="checkbox"/> Notes: _____			

Thank you.

UMB Visa Credit Card Statement

Cardholder: _____
Today's Date: _____ Statement Date: _____

Immediate Action Needed:

PO#

Vendor

- Original invoice/receipt
- Itemized receipt
- List of gift card recipients
- Copy of front/back of gift card
- Unauthorized transaction on receipt.
Please provide additional explanation
and approval by administrator.
- Other: _____

PLEASE FORWARD TO ACCOUNTS PAYABLE BY:

For Future Reference:

PO#

Vendor

- Do not pay sales tax
- This vendor accepts a PO
Please use proper PO process

- Purchases made that are **NOT** related
to travel, registrations, or field trips
must be approved by **Bane Ballou**

- Technology items must be ordered or
pre-approved by the Technology Dept.

THANK YOU!

Christine Gross **Gloria Isles**

Notes: