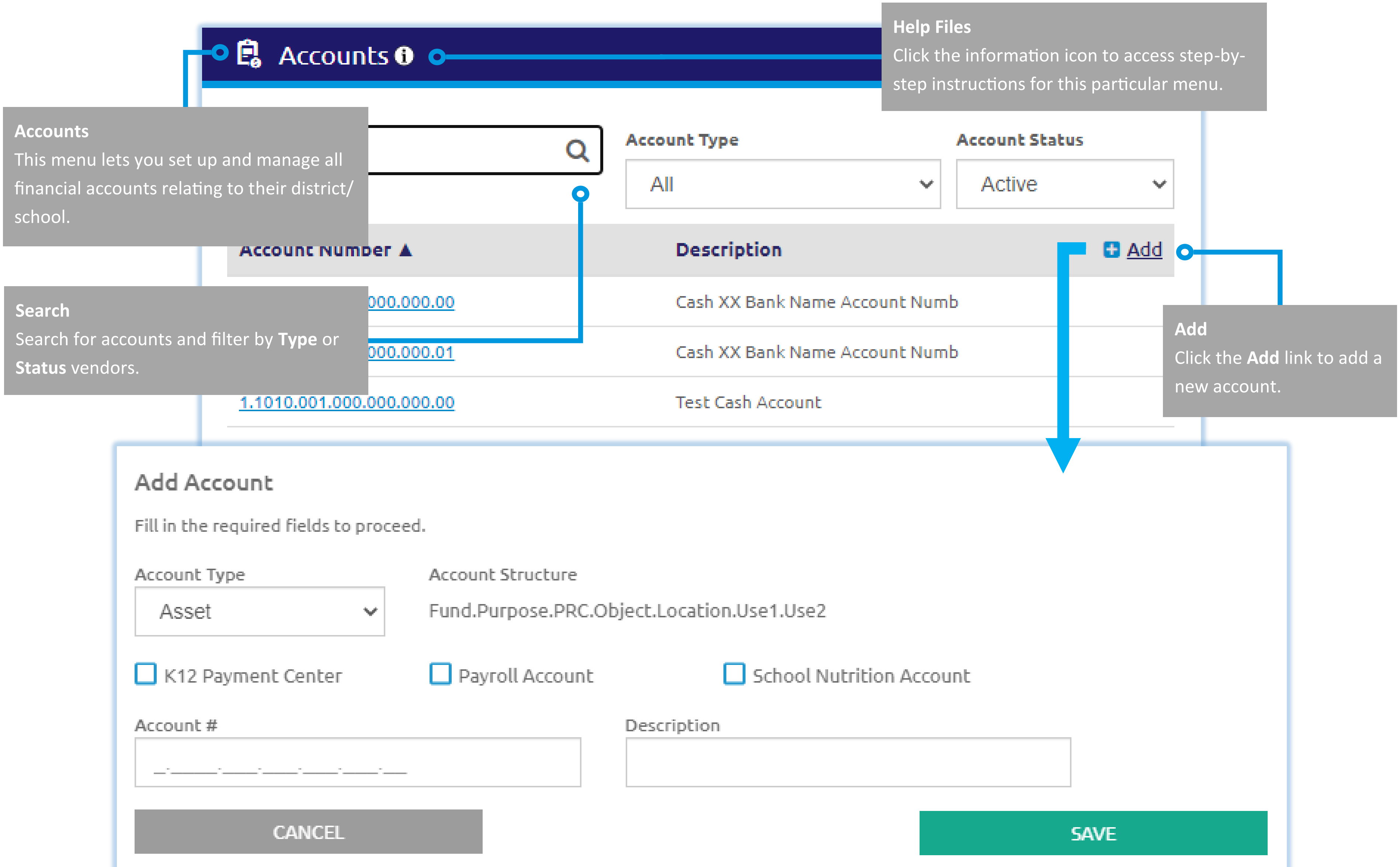
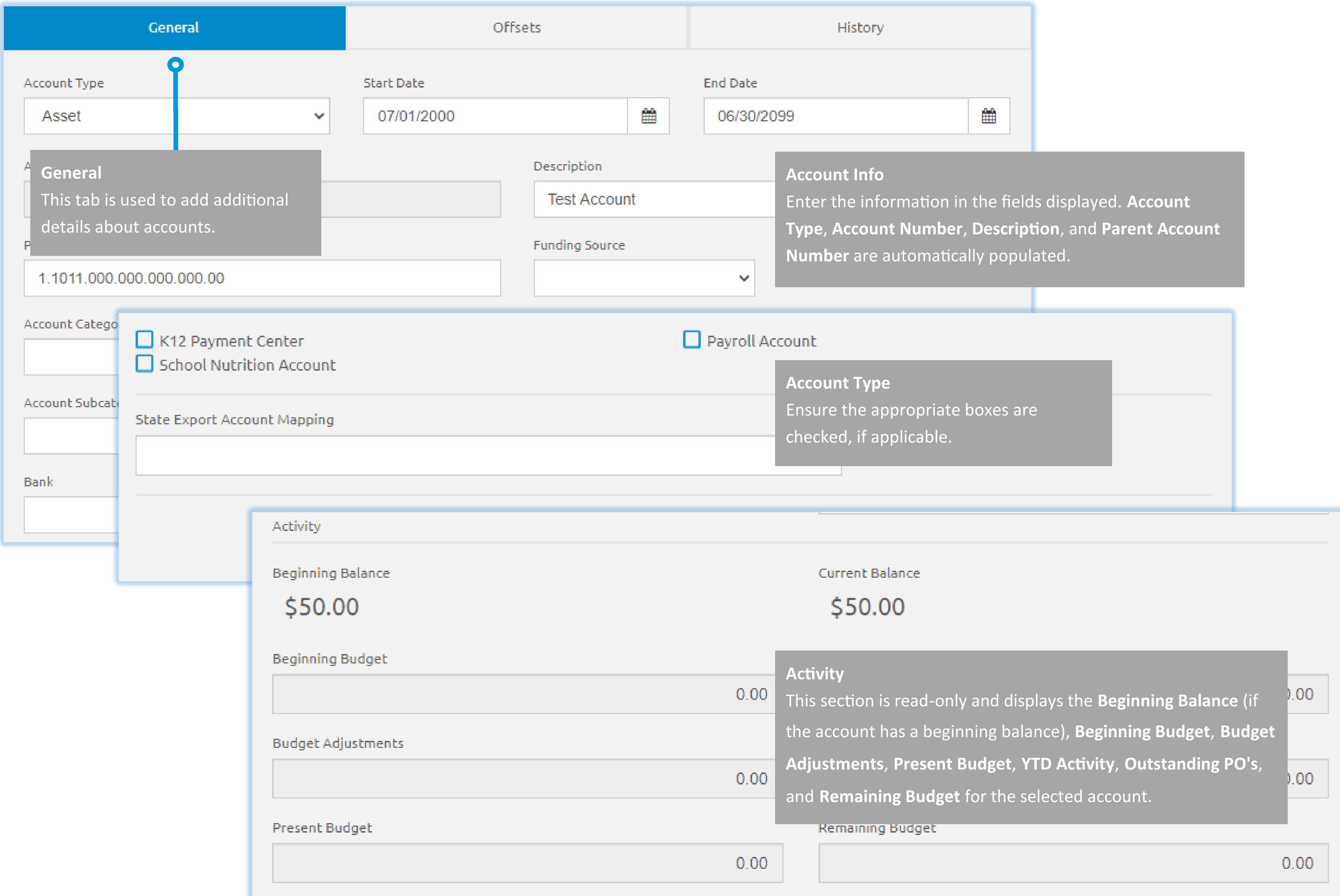

Accounts
Help Files
Click the information icon to access step-by-step instructions for this particular menu.
Accounts
This menu lets you set up and manage all financial accounts relating to their district/school.
Account Type
All
Account Status
Active
Account Number ▲
Description
Add
000.000.00
Cash XX Bank Name Account Numb
000.000.01
Cash XX Bank Name Account Numb
1.1010.001.000.000.000.00
Test Cash Account
Search
Search for accounts and filter by **Type** or **Status** vendors.
Add
Click the **Add** link to add a new account.
Add Account
Fill in the required fields to proceed.
Account Type
Asset
Account Structure
Fund.Purpose.PRC.Object.Location.Use1.Use2
K12 Payment Center
Payroll Account
School Nutrition Account
Account #
Description
CANCEL
SAVE

Accounts — General Tab



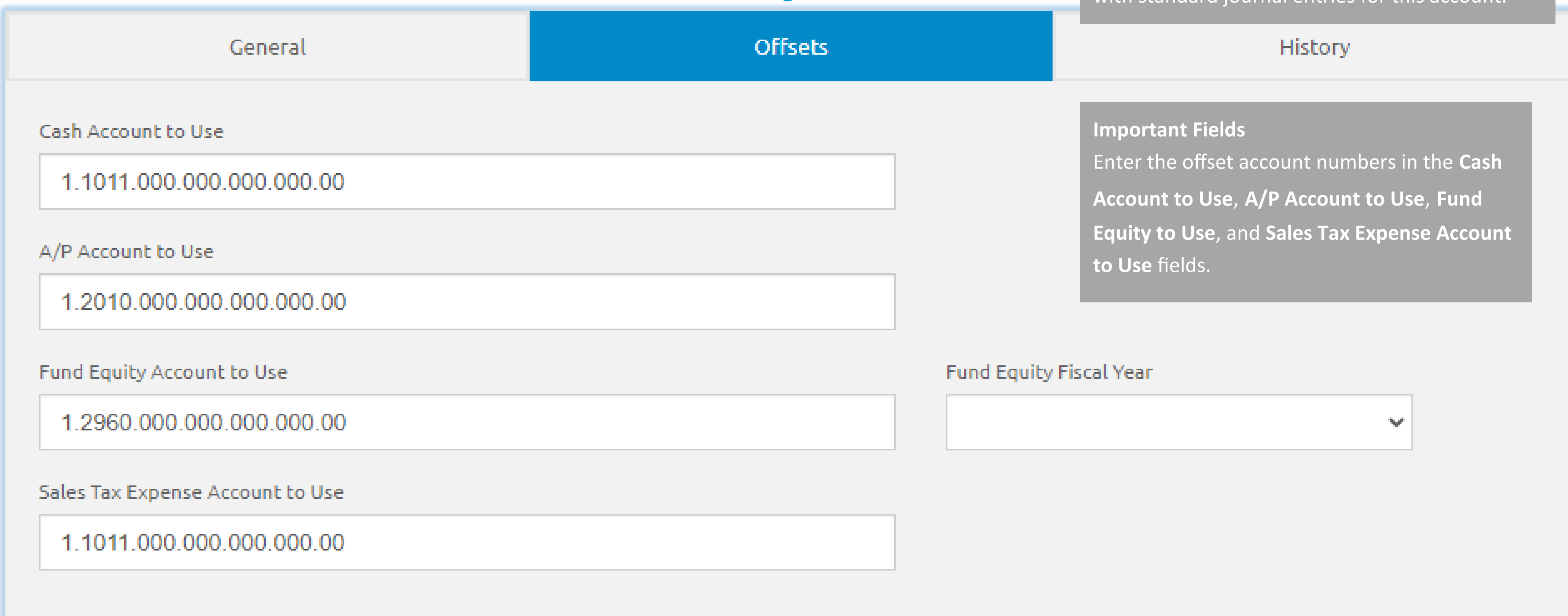
General
This tab is used to add additional details about accounts.

Account Info
Enter the information in the fields displayed. **Account Type**, **Account Number**, **Description**, and **Parent Account Number** are automatically populated.

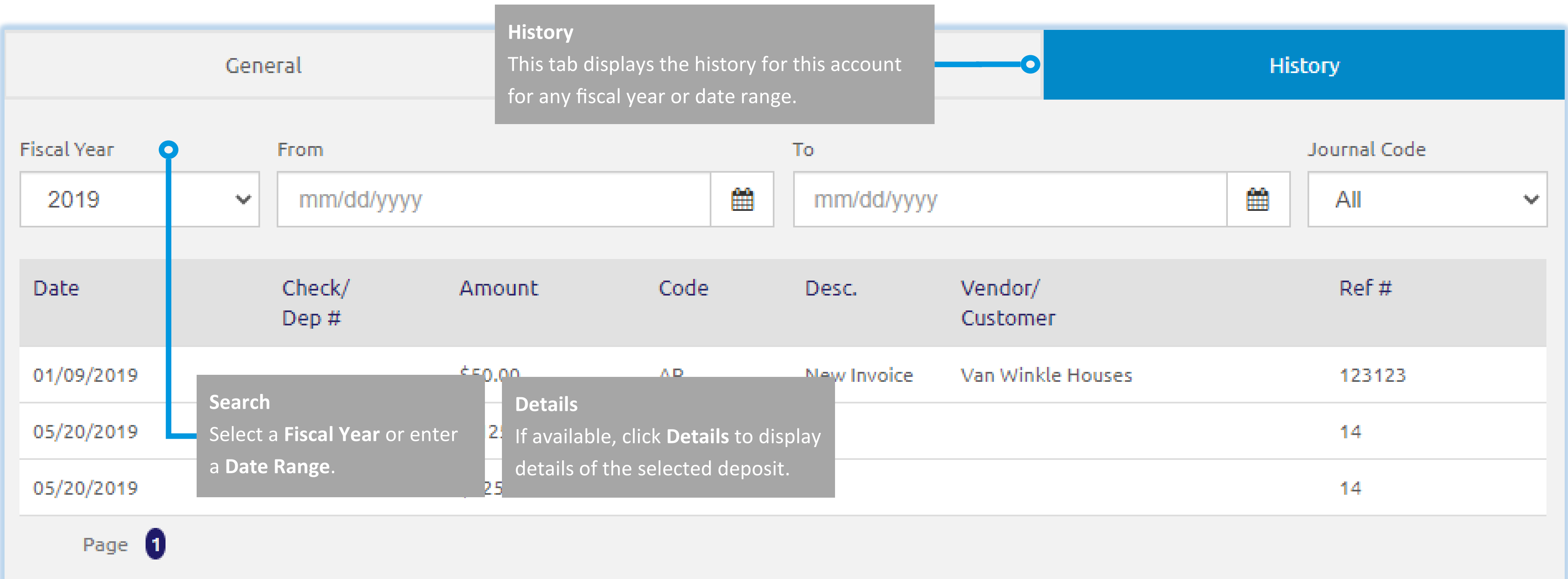
Account Type
Ensure the appropriate boxes are checked, if applicable.

Activity
This section is read-only and displays the **Beginning Balance** (if the account has a beginning balance), **Beginning Budget**, **Budget Adjustments**, **Present Budget**, **YTD Activity**, **Outstanding PO's**, and **Remaining Budget** for the selected account.

Offsets
This tab displays the offset accounts to be used with standard journal entries for this account.



Important Fields
Enter the offset account numbers in the **Cash Account to Use**, **A/P Account to Use**, **Fund Equity to Use**, and **Sales Tax Expense Account to Use** fields.


General
History
History
This tab displays the history for this account for any fiscal year or date range.
Fiscal Year
2019
From
mm/dd/yyyy
To
mm/dd/yyyy
Journal Code
All
Date
Check/ Dep #
Amount
Code
Desc.
Vendor/ Customer
Ref #
01/09/2019
Van Winkle Houses
123123
05/20/2019
14
05/20/2019
14
Search
Select a Fiscal Year or enter a Date Range.
Details
If available, click Details to display details of the selected deposit.
Page 1