

**TERMS ACCOUNTING HANDBOOK
AND OTHER FINANCE RELATED INFORMATION**



May 14, 2008

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I. **TERMS Chart of Accounts** - Account Strips made up of 4 or 5 account dimensions that are in accordance with the **REDBOOK**, which is the Florida School District's uniform chart of accounts for budgeting and financial reporting. These account strips are in accordance with Rule 6A-1.001, Florida Administrative Code, and the requirements of Sections 237.01 and 237.02, Florida Statutes.

- A. Account Dimensions –
- 1 = Fund
 - 2 = Balance Sheet Accounts (Assets, Liabilities and Fund Equity)
 - 3 = Function (Expenditure)
 - 4 = Object (can be either a Revenue or an Expenditure)
 - 5 = Cost Center
 - 6 = Project

Balance Sheet Accounts have 4 Dimensions in TERMS

1 = Fund 2 = Bal. Sheet Acct. 5 = Cost Center 6 = Project
(i.e. 0100.1130.9521.1005)

Revenue Accounts have 4 Dimensions in TERMS

1 = Fund 4 = Object 5 = Cost Center 6 = Project
(i.e. 0100.3440.0294.0086)

Expenditure Accounts have 5 Dimensions in TERMS

1 = Fund 3 = Function 4 = Object 5 = Cost Center 6 = Project
(i.e. 0420.5100.0120.0051.4178)

- B. The **F1 Key** in TERMS
- 1. Provides information about any field
 - 2. Identifies acceptable values
 - 3. Indicates whether or not the field is prompt supported
- C. The **F4 Key** in TERMS
- 1. If the field is prompt supported, this key will open a searchable list
 - 2. Allows a quick search by typing the first few letters and entering
 - 3. Can be used on an account number on almost any screen to identify description
 - 4. Will show definition of each dimension and available budget
- D. The **F11 Key** in TERMS
- 1. Allows you to drill down from summary information in an account, to detail information in an account.
- E. The **F3 Key** in TERMS
- 1. Exit key. This function key will take you back to a menu page.

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F. A150 - Account Dimensions

If you are in TERMS and you are unsure of what a dimension is, you can go to the A150 Screen to query the dimension.

Panel: _____ A150. Account Dimensions Year: 2008

Dimension: 6 Value: 4178

Internal: Description Abbreviation Title
TITLE I-PART A BASIC 07/08 TITLE I BASIC Proj

External: Description Value

Control: From To Encumber Expend Capl Exp Rev G-L Bal A W H S
07012007 08202008 06302008 08202008 _ Y Y Y _ W W W W

Org Unit Responsible Offset Fund Due To Due Frm
TEDESCO, CATHY

Reimb% Ovrhd% 1099 Program Apv Amount Fnd Src DOE Table Form
_ _ Y _ _ .01 0 _ _ _

Local: _____ Pay Detail: _____ Liab Fnd: _____
1=Hlp 3=Exit 4=Prpt 7=Bwd 8=Fwd 10=Del 12=Esc
Record displayed (update). Upd 06/18/2007 09:33:50 STRICKK

MA a 03/013
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The date under **Encumber** is the last day purchase orders may be issued against the project.

The date under Expended is the date all expenditures must be liquidated and the final grant report is due to the State.

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II. Vendor Information in TERMS

- A. A206 – Vendor Number/Address. This panel will allow you to query for either a vendor’s address or a vendor number.

Panel: _____ A206. Vendor Year: 2008

Vendor: _____

Name:	Description	Abbreviation
Alternate Payee		Fingerprints
Address:	Primary	Payment

Vendor Select: MARTI Status: A

Contact: MARTIN CO HEALT MARTIN CO HEALTH DEPT V0000018970
MARTIN CO HEALT MARTIN CO HEALTH DEPT V0000031296

Federal: MARTIN CO HEALT MARTIN CO HEALTHY ST COALITION V0001000789
MARTIN CO HS IA MARTIN CO HIGH SCHOOL V0000001625

Misc: MARTIN CO II CO MARTIN CO II COMM FOUNDATION V0001000150
MARTIN CO INTER MARTIN CO INTERAGENCY COALITIO V0000004960
MARTIN CO IRRIG MARTIN CO IRRIGATION V0000031264

1=Hlp 2= Please t
F3=Exit F5=Refresh F7=Bkwd F8=Fwd

By clicking on F4 on the Vendor line, you are able to pull up a Vendor by Name. This will give you the Vendor Number, the Vendor’s Address and other information about the Vendor.

Note: Sometimes vendors are set up different from what you would initially consider. Try different variations. (For Example: V28678 Greg Larson Sports Inc. is not Larson, Greg; and V72314 J R L Enterprises Inc.)

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II. Vendor Information in TERMS (continued)

If you know the Vendor Number, simply enter the number in the line indicated. Press the enter key, and the Vendor information will appear.

Panel: _____ A206. Vendor Year: 2008

Vendor: **V0001000789** Vendor Number

Name:	Description	Abbreviation
	MARTIN CO HEALTHY ST COALITION	MARTIN CO HEALT
	Alternate Payee	Fingerprints

Address: Primary Payment Payment Address if different than Primary Address

2026 SE OCEAN RD

Contact: STUART FL 34996

Name Phone(ac/no/ext) 772 463 2888

Federal: EIN/SSN Name 1099 Cntl F/S Frn

E 65-0359999 MARTIN COUNTY HEALTHY START CO

Misc: Fax(ac/no) AR St Aff Pri Schl Days-1-Pct Days-2-Pct

1=Ntp 2=Nte 3=Exit 4=Prpt 7=Bwd 8=Fwd 9=Npg 10=Del 11=Del

Tax ID #

Record displayed (update). Upd 06/03/2003 15:17

This indicates whether or not the Vendor is a 1099 recipient.

MA a MW A

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Start | Inbox - Micr... | Session A - ... | SOLVIT !!! - ... | TERMS ACC... | Microsoft Excel | 2:40 PM

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B. F201 – Vendor Payments. This panel allows you to query payments made to vendors.

Panel: _____ F201. Invoice Query Year: 2008

P Vendor Invoice Inv Date PO TSLC Tran Nbr T Batch N
 V V0000071936 F 07012007
 T 05022008

Vendor	Invoice	Inv Date	PO	TSLC	Amount	Check N
V0000071936	AUG 07	09142007	08000909	SCP0	15854.95	000263116C
V0000071936	DEC 2007	01252008	08000909	SCP0	15854.95	000267427C
V0000071936	FEB 08	03142008	08000909	SCP0	14832.05	000268923C
V0000071936	JAN 08	02152008	08000909	SCP0	15854.95	000268122C
V0000071936	JULY 2007	08172007	08000909	SCP0	15854.95	000262281C
V0000071936	MARCH 08	04182008	08000909	SCP0	15854.95	000269880C
V0000071936	NOV 2007	12142007	08000909	SCP0	15343.50	000266300C
V0000071936	OCTOBER 2007	11162007	08000909	SCP0	15854.95	000265422C
V0000071936	SEPTEMBER 2007	10262007	08000909	SCP0	15343.50	000264599C
Total					140648.75	

1=Hlp 3=Exit 4=Prpt 5=Refr 7=Bwd 8=Fwd 11=View 12=Esc
 No additional records. Sys 05/02/2008 14:51:46 STRICKK

Any of these lines can be used to broaden or narrow your query.

TERMS HINT:

If you put your cursor on a line in TERMS anywhere, and press **F4**, you will either receive a message that states “Not Prompt Supported” or you will get a dropdown list.

If you put your cursor on a line in TERMS anywhere, and press **F1**, you will receive a list of acceptable values, as well as a description of what the function of the line is.

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III. Requisitions in TERMS

- A. In order to obtain a Purchase Order, you must first create a Requisition. The MCSD Purchasing Department has rules and procedures for creating a requisition on their department website at <http://purchasing.sbmc.org/Procedures/Purchasing>. The Purchasing Menu is the **F800** Panel.
- B. To check the Status of a Requisition Approval go to Panel F801.

The screenshot shows the 'F801. Requisition Query' screen in the TERMS application. The interface includes a menu bar, a toolbar, and a main data table. Callouts provide the following information:

- Your Cost Center:** Points to the 'Rqst Req' field (0031).
- Approvals:** Explains the columns T, S, A, C, F, A, T, P: A-Aggregate, C-Cost Center, F-Finance, A-Project, T-Object, P-Purchasing.
- No P.O.'s issued for these requisitions:** Points to the 'Requested N' column for requisitions 0031 00200 through 0031 80002.
- Type:** Explains the 'T' column: B=Blanket, N=Normal, A=Asset.
- Status:** Explains the 'S' column: Posted, Unposted or Rolled into P.O.

Rqst Req	Date	Ship	Buyr	PO	T	S	A	C	F	A	T	P	Requested	N
0031 00200	05022008	0031	08004659		N	R	A	A	A	N	N	A	488.35	
0031 00201	05022008	0031	08004660		B	R	A	A	A	N	N	A	250.00	
0031 00202	05022008	0031			N	P	A	A	A	A	A	A	564.49	
0031 00203	05052008	0031			B	P	A	A	A	N	N	A	382.00	
0031 00204	05062008	0031			N	P	P	A	P	P	P	P	3185.74	
0031 80001	07162007	0000	08000919		B	R	A	A	A	A	N	A	3150.00	
0031 80002	01312008	0031	08003701		B	R	A	A	A	A	N	A	3150.00	
Total													366023.39	

1=Hlp 3=Exit 4=Prpt 5=Refi -Bwd 8=Fwd 11=View 12=Esc
No additional records. Sys 05/06/2008 11:04:42 STRICKK

To see who has or has not approved your requisition, look under the approval columns. To find the person, go to the A150 screen, and query under dimension that needs approval. (For example: A requisition with an account strip 0420.5100.0510.0051.4178 needs approval from dimension 6, project 4178).

Note: If a requisition is rejected, the approver should make a note of the reason for rejection. Also the approver should mark an “N” in the print blank so that the remark does not print on the corrected Purchase Order.

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C. The 3 types of Requisitions/Purchase Orders are:

N = Normal – Normal purchase order for one-time purchase or set amount purchase. (This means it can be paid in partial payments.)

B = Blanket – Blanket purchase orders are used for vendors that frequent purchases are made from or monthly payments are made to. Examples of these vendors are: Home Depot, Office Depot, Toshiba, and Cintas.

A = Asset – Asset purchases are only made by Purchasing/Warehouse, Food Service, and Transportation for Inventory Items.

D. The approvals that are needed for a requisition are dependent on the account strip. Each dimension of the account strip has approval authority. (See Account Dimensions, page 3 for more information on account strips.) The approvals that a requisition requires are as follows:

C = Cost Center or Principal/Department Director

F = Finance or Accounting Supervisor

A = Project Administrator

T = Object Approver (Various, depending on item)

P = Purchasing or Purchasing Director

Note: N= No approval needed; P= Approval Pending; A= Approved; R= Rejected

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IV. Purchase Orders in TERMS

A. To check the status of Purchase Orders in TERMS by Vendor, use Panel F815.

Panel: _____ F815. PO Query - Vendor Year: 2008

Vendor PO Date Buyr Rqst TSRI Amount N

V0000040550 _____ F _____ _____ _____ _____

T _____

T=Type
S=Status
R=Received
I=Invoiced

Reminder: F4 and F1 can be used on these lines.

Vendor	PO	Date	Buyr	Rqst	TSRI	Issued	Current	%Rm	N
V0000040550	08003260	12172007		0060	BPNY	2000.00			
	08003265	12172007		0060	BPNY	2000.00			
	08003363	01092008		0060	BPNY	2000.00	159.96	7	
	08003483	01222008		0060	NPNY	2000.00	1700.89	85	*
	08003707	02062008		0060	BPNY	1000.00	189.63	18	
V0000040550	08004270	03242008		0060	BPNY	1000.00	250.28	25	
V0000040550	08004360	04012008		0060	BPNN	1000.00	1000.00	100	
V0000040550	08004425	04092008		0060	BPNN	2000.00	2000.00	100	
V0000040550	08004565	04232008		0060	BPNN	1000.00	1000.00	100	
V0000040550	08004566	04232008		0060	BPNN	2000.00	2000.00	100	
V0000040550	08004585	04232008		0060	BKNN	2000.00			
V0000040550	08004591	04232008		0060	BPNN	500.00	500.00	100	
Total						42500.00	10757.32		

1=Hlp 3=Exit 4=Prpt 5=Refr 7=Bwd 8=Fwd
No additional records. Sys 05/

If there is no dollar amount in this column, the purchase order has had a Final payment, has been fully expended, or has been closed.

Note: By placing your cursor on any header and pressing F1, you can get an explanation of the field.

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- B. To check the status of Purchase Orders in TERMS by Account, use Panel F816. This screen is useful to find purchase orders still open against a single account strip.

Panel: _____ F816. PO Query - Acct Year: 2008

P Fund.Func.Objt.Cntr.Proj.Prog PO TS 0 Issd Amount N
 G 0100.5100.0510.0061.0001. Curr

Fund.Func.Objt.Cntr.Proj.Prog	PO	TS	Issued	Current	N
0100.5100.0510.0061.0001.	08000217	NP	90.95		
0100.5100.0510.0061.0001.	08000218	NP	115.15		
0100.5100.0510.0061.0001.	08000660	BP	2000.00		
0100.5100.0510.0061.0001.	08001724	NP	161.16		
0100.5100.0510.0061.0001.	08002810	NP	39.20		
0100.5100.0510.0061.0001.	08003334	NP	641.21		
0100.5100.0510.0061.0001.	08003605	BP	2000.00	1703.88	
0100.5100.0510.0061.0001.	08004063	NP	28.95		
0100.5100.0510.0061.0001.	08004599	NP	181.00	181.00	
				1884.88	

1=Hlp 3=Exit 4=Prpt 5=Refr 7= 11=View 12=Esc
 No additional records. 09/08/2008 14:26:07 STRICKK

MA a 04/002
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- C. To find out what accounts are attached to a specific Purchase Order, use **F818 Panel - PO Accounts**.

1. This panel has information about the amount that is encumbered against an account, as well as the amount that has actually been paid.
2. If the purchase order has been closed, the F818 Panel will have a “K” in the status area.

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V. Sending Purchase Orders to Finance for Payment.

Once you receive an item in satisfactory condition, the District is obligated to make payment.

A. Partial Payments – Even though a purchase order is not complete, it is important to pay for items that have been received in satisfactory condition.

1. Write the order/invoice number(s) and dollar amount for each on the pink copy of the P.O. (This gives a record of submissions.)
2. Make a copy of the pink P.O. Note: The P.O. must be legible.
3. Sign and date the **white** copy. Signature must be original.
4. Attach the packing slip(s)/invoices to the back of the white copy.
5. Send the signed white copy to Finance for payment processing.

Note: Most Invoices are mailed to Finance. If the invoice is sent to your site, please forward to Finance.

Also Note: Free items from Florida School Book Depository are not shipped free. These orders are not complete until all free items have been received.

PURCHASE ORDER B
SCHOOL BOARD OF MARTIN COUNTY

FOR PROMPT PAYMENT ALL INVOICES MUST BE ADDRESSED TO THE FINANCE OFFICE:
500 EAST OCEAN BLVD. STUART, FL 34994-2572
PHONE (772) 219-1200 FAX (772) 219-1229

VENDOR: HOME DEPOT (STUART) #6314
A/C # 6035 3225 0201 5997
3030 SE FEDERAL HIGHWAY
STUART FL 34994

IBER 08004054
VERIFICATION OF RECEIPT
RECEIVER'S SIGNATURE: [Signature]
DATE RECEIVED: 4/30/08
APPROVED FOR PAYMENT: [Signature]
FINANCE DATE: 5/9/08

QUANTITY	ITEM & DESCRIPTION	UNIT	UNIT COST	TOTAL
0375.	.7400.0682.9524.0530.		5,000.00	
20	MISC. BUILDING SUPPLIES, ETC. C.W.		250.0000	5000.00
	*** TERMS & CONDITIONS ***	1. 3/11/08	*PARTIAL PAY, SEE ENC. LIST	353.98
		2. 3/14/08	*PARTIAL PAY, SEE ENC. SHEET	311.24
	PLEASE NOTE: ALL SHIPMENTS MUST INCLUDE THE COMPLETE ADDRESS AS LISTED ON THE PO. FAILURE TO INCLUDE THE COMPLETE ADDRESS ON ALL SHIPPING DOCUMENTS WILL RESULT IN RETURN OF SHIPMENT!	3. 3/24/08	*PARTIAL PAY, SEE ENC. LIST	51.21
		4. 3/25/08	*PARTIAL PAY, SEE ENC. SHEET	915.21
	All vendors are required to comply with the provisions of the Jessica Lunsford Act.	5. 3/31/08	*PARTIAL PAY, SEE ENC. LIST	47.13
	Information can be found at www.sbmc.org	6. 4/10/08	*PARTIAL PAY, SEE ENC. SHEET	349.59
	INVOICES TO SHOW THE BPO# AND THE NAME OF THE PERSON WHO REQUESTED THE RELEASE	7. 4/16/08	*PARTIAL PAY, SEE ENC. LIST	349.80
	BPO IS IN EFFECT UNTIL FY END, SLIMIT IS REACHED, OR IT IS CANCELLED BY THE MCSD.	8. 4/17/08	*PARTIAL PAY, SEE ENC. SHEET	128.52
	THE QUANTITIES/DOLLAR VALUES ARE ESTIMATES ONLY.	9. 4/18/08	*PARTIAL PAY, SEE ENC. LIST	438.30
	DEPENDENT UPON NEED.	10. 4/22/08	*PARTIAL PAY, SEE ENC. SHEET	202.40
	THE VALUE OF THIS BPO IS FROM \$0 TO THE AMOUNT SHOWN.	11. 4/24/08	*PARTIAL PAY, SEE ENC. LIST	998.85
		12. 4/25/08	*PARTIAL PAY, SEE ENC. SHEET	238.64
		13. 4/29/08	*PARTIAL PAY, SEE ENC. LIST	29.43

RECEIVED MAY 02 2008 FINANCE [Signature] 4/29/08

SHIPPING INFORMATION: ALL DELIVERIES MUST BE MADE BETWEEN 8:00 A.M. - 3:30 P.M. EXCEPT BY SPECIAL ARRANGEMENT

SHIP TO: MARTIN COUNTY SCHOOL BOARD
MAINTENANCE OF PLANT
2845 SE DIXIE HWY
STUART FL 34997

TOTAL THIS ORDER *****5,000.00

TO BE VALID, ALL PURCHASES MUST BE MADE ON THIS FORM AND BEAR THE SIGNATURE OF THE DIRECTOR OF PURCHASING IF THE VALUE EXCEEDS \$750.00

Director of Purchasing

The Board is not subject to state sales tax. FINANCE AFTER RECEIPT Florida Sales Tax Exemption # 85-401388651C-7

Original Signature and legible P.O. number required.

Note how each partial pay request is listed. The current request is highlighted.

The Finance Dept. Date Stamps everything, on the day received.

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- B. Payments of complete Purchase Orders -
1. All items/services have been received or completed to satisfaction.
 - a. The Purchase Order balance is zero.
Send in the Pink Copy with Original Signature and packing slip/invoice.
 - b. The Purchase Order is over the original encumbered amount.
 - i. If less than 10%, send in the Pink Copy with Original Signature and packing slip/invoice.
 - ii. If more than 10%, the Principal or Department Director must approve payment overage and provide a written explanation as to why the overage is justified. Send this in with the Pink Copy with Original Signature and packing slip/invoice.
 2. All items were not received, and the Purchase Order needs to be closed, and the funds unencumbered.
 - a. Send in the Pink Copy of the purchase order and write "Close" on it. Do not sign this.
- C. The Finance Department processes checks on Friday's, unless Cost Centers are otherwise notified.
1. All checks are either mailed or sent to Cost Centers for distribution.
 2. Vendors are not allowed to pick up checks from the Finance Department.

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VI. Budget Amendments

Each Cost Center is allowed to make budget amendments for their own Cost Center, within certain parameters.

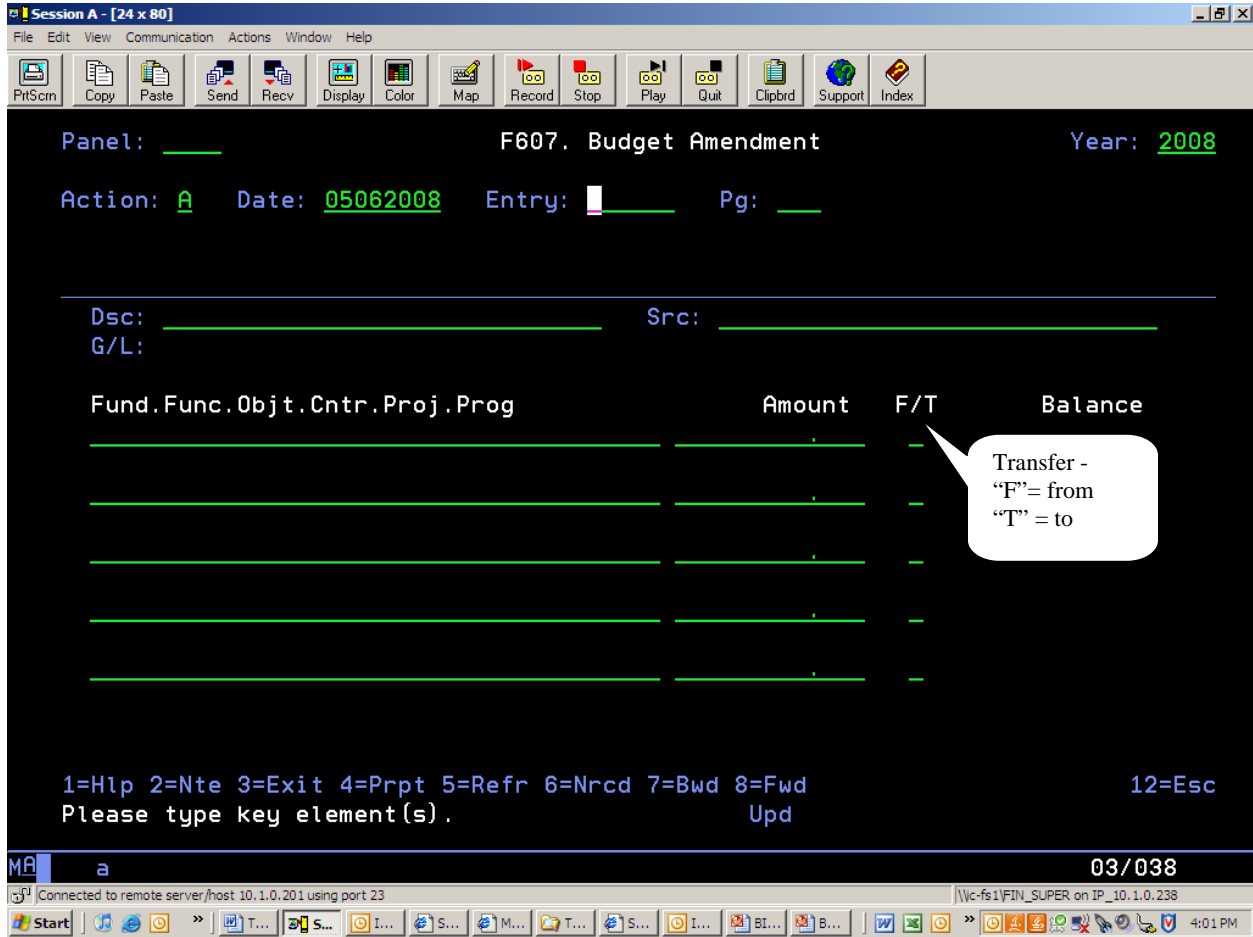
A. The following rules apply:

1. Transfers can only be made between existing accounts in your cost center.
2. Funds cannot be transferred from one Fund to another Fund.
3. Funds cannot be transferred from one Project to another Project.
(Note: TERMS will compare cost center, fund and/or project numbers and will “error” if the above requirements are not met.)

(Example: You need to transfer budget from your discretionary travel account, 0100.5100.0330.xxxx.0001, to your discretionary supply account, 0100.5100.0510.xxxx.0001. These accounts are in the same fund (0100), and the same project (0001).)

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- B. Budget Amendment Procedure:
Budget Amendments are made in TERMS by Cost Centers on the F607 Panel.



1. Enter an “A” for ADD in the Action field.
2. The Date Format is: MMDDYYYY.
3. The “Entry” number should be 9XXXXY, where XXXX is your cost center number and Y is 1 through 9 (1 being the 1st transfer, 2 being the 2nd transfer, etc.).
4. On the “Page” field, enter 001. (Note: If you have more than 9 transfers in a single day, you can change the number to 002, etc.)
5. Press “Enter”. Do not enter data below the blue line until you have completed this step.
6. The “Dsc” field is for a required description – your description should relate to the need for the transfer.
7. The “transfer-to” account must exist in order to complete a transfer. To have an account created, please e-mail the Accounting Supervisor in the Finance Department.

Also, for audit purposes, please keep a hard-copy record of transfers (either via print-screen or via the existing budget transfer form) with the proper administrative signatures. These should be kept at your site, filed in date/entry number order. (See Public Records Manual GS1 page 12.)

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VII. TERMS INQUIRY

A. F501 – Budget Query - Expenditures and Revenues

1. Expenditures – A quick reference for available expenditure budget balance is the F501 panel.
2. Object Codes per the Uniform State Chart of Accounts are as follows”
 01xx-02xx = Salaries and Benefits
 03xx-05xx = Operating Expenditures
 06xx = Capital Expenditures
 07xx-08xx = Other Non-Operating Expenditures
 09xx = Transfers

L = X for Expenditures or R for Revenues Prd = What Period?

Enter Year to Query

Enter any combination of dimension to query.

This indicates that there is more info. for the query criteria. Either page down or F7/F8 .

Fund.Func.Objt.Cntr.Proj.Prog	Budgeted	Available	%Rem
0100.7500.0220.9530.0001.	.00	.00	
0100.7500.0221.9530.0001.	.00	.00	
0100.7500.0310.9530.0001.	14,253.47	221.32	1.55
0100.7500.0330.9530.0001.	13,000.00	3,635.96	27.97
0100.7500.0350.9530.0001.	2,000.00	1,520.37	76.02
0100.7500.0360.9530.0001.	.00	.00	
0100.7500.0370.9530.0001.	3,500.00	316.26	9.04
0100.7500.0390.9530.0001.	30,017.90	1,111.82	3.70
0100.7500.0510.9530.0001.	13,096.32	4,628.52	35.34
0100.7500.0511.9530.0001.	800.00	461.90	57.74
0100.7500.0520.9530.0001.	.00	.00	
0100.7500.0642.9530.0001.	26.62	.00	
*SUBTOTAL	76,694.31	11,896.15	15.51

1=Hlp 3=Exit 4=Prpt 5=Refr 7=Bwd 8=End 11=View 12=Esc
Page full. F7/F8 to continue. 37:57 STRICKK

04/002 N_SUPER on IP_10.1.0.238

- Note 1: By placing your cursor on an account strip and pressing the F4 key, you can see the account strip description for each dimension.
- Note 2: By placing your cursor on an account strip and pressing the F11 key, you can drill down to the **F503** Panel Budget Account Matrix. This panel gives you summary budget, encumbered, expended, and balance information by period (or month).
- Note 3: By placing your cursor on a dollar amount and pressing the F11 key, you can drill down to the **F505** Panel Budget Detail (Next Page). The F11 key will take you back one step. The F3 key will take you back out.

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The F505 Budget – Detail Screen gives you detail transaction information about the account.

Panel: _____ F505. Budget - Detail Year: 2008

L P From---Date---To LA Fund.Func.Objt.Cntr.Proj.Prog Org Unit

X _ 02012008 02292008 _ 0100.7500.0330.9530.0001. _____

Date	Entry	Pg	LA	Fund	Func	Objt	Cntr	Proj	Prog	Amount
02012008	815053	001	N	0100	7500	0330	9530	0001	.	300.00-
			X	0100	7500	0330	9530	0001	.	100.00
		002	X	0100	7500	0330	9530	0001	.	100.00
		003	X	0100	7500	0330	9530	0001	.	100.00
02202008	300032	001	X	0100	7500	0330	9530	0001	.	435.00

1=Hlp 3=Exit 4=Prpt 5=Refr 7=Bwd 8=Fwd 11=View 12=Esc
Limit met. F7/F8 to continue. Sys 05/09/2008 15:46:59 STRICKK

MA a 04/002

Connected to remote server/host 10.1.0.201 using port 23

Entry Numbers are 6 digits long and have significant meanings. If the number starts with:

- 30 – P-Card Payment – (Look in RESOLVE for Detail Info.)
- 36 – Deposit – (Deposits made from Finance)
- 4X – Warehouse Order
- 6X – Payroll Entry
- 81 – Cash Disbursement/Voided Check
- 8X – Finance Journal Entries
- 9X – Budget Amendment

Note: By placing your cursor on an entry number in the F505 Panel, and pressing the F11 key, this will take you to the **F612** Panel Journal Entry.

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The F612 Panel Journal Entry allows you to see description information about a transaction.

The screenshot shows the F612 Journal Entry screen with the following data:

Panel: F612. Journal Entry Year: 2008
 Action: C Date: 02012008 Entry: 815053 Pg: 001 Type: CD

Callouts point to the following fields:

- Cash Disbursement (Title)
- Check Date (02012008)
- Check Amt. (300.00)
- Check Number (08003546)
- Vendor Name (953000007 V0000014653 FL GOVT FINANCE)

A	Fund.	-GL-	Func.	Objt.	Cntr.	Proj.	Prog	P.O. #	Debit	Credit	Offset
N	0100	.2720	.7500	.0330	.9530	.0001			300.00		1520
X	0100	.1530	.7500	.0330	.9530	.0001			100.00		2160
Total									400.00	400.00	

1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 11=View 12=Esc
 Highlighted element(s) in error. Upd 02/01/2008 09:13:01 HIGGINM

Terms creates a journal entry like the one above for every transaction entered into the system. (Example: Payments for Purchase Orders, Payments by Bill Forms, Petty Cash Reimbursements, Budget Amendments, Cash Receipts, Journal Entries, Etc.)

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2. Revenues – A quick reference for revenue receipts is the F501 Panel – Budget Query.
 - a. All revenue object codes begin with the number 3. (Example: 3xxx)

The screenshot shows a terminal window titled "Session A - [24 x 80]" with a menu bar (File, Edit, Actions, Window, Help) and a toolbar. The main display shows the "F501. Budget Query - Acct" report for the year 2008. The report includes a summary table and a detailed table of budgeted and actual amounts.

Fund	Objt	Contr	Proj	Budgeted	Actual	%Rem
0110	3293	.	2218	.00	.00	
0110	3299	.	2218	27,554.30	18,694.62	32.15
TOTAL				27,554.30	18,694.62	32.15

At the bottom of the terminal, there are control instructions: 1=Hlp, 3=Exit, 4=Prpt, 5=Refr, 7=Bwd, 8=Fwd, 11=View, 12=Esc. The system date and time are shown as "Sys 05/09/2008 16:29:14 STRICKK".

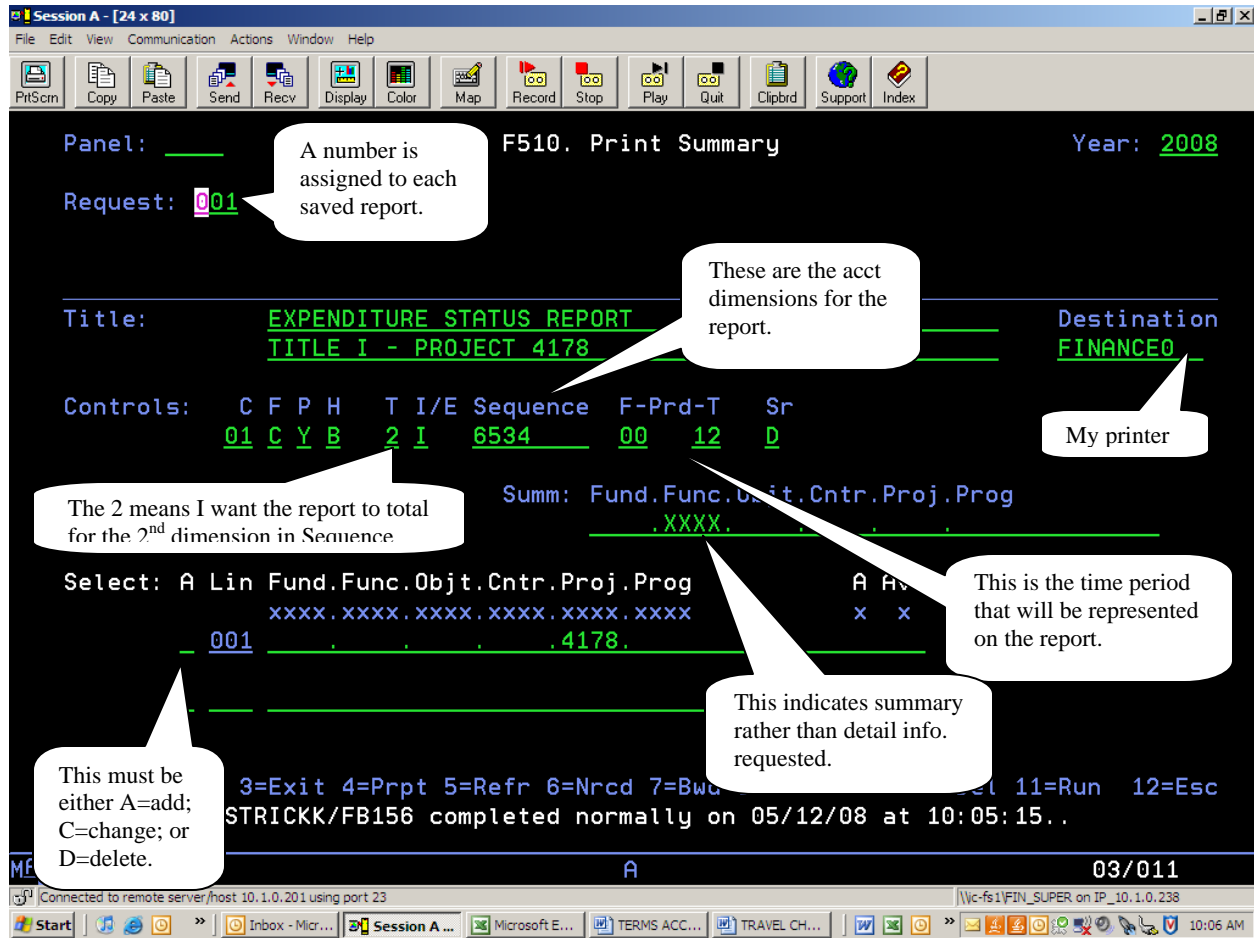
Note: Revenue for Federal Grants (Fund 42x) is drawn down on a weekly basis by Finance, based on expenditures. At the end of each month, revenue is accrued to match expenditures.

Other grant (Fund 110) revenues are usually received in advance, or upon request. Any unused grant revenues, at the end of the grant period, are returned to the granting agency as mandated by grant award.

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VIII. Reports in TERMS

- A. The F510 panel allows you to set up and print a report on revenues or expenditures in TERMS.



Report Setup Procedure:

1. Assign a request number (Any number 001-999). **Enter**.
2. Give the report a name, on the Title lines. (This is free form, and can be anything.)
3. Either assign a printer destination, or leave blank. (If you leave this blank, you can view the report before printing.)
4. Controls should be set up according to your reporting needs. (See above.)
5. For each filter item that you select, you probably will be restricted to your Cost Center, depending on how the Security Setup is for your TERMS User login.
6. After completing all of the information, **Enter**. This saves your report request card. The bottom of the screen will read REQUEST SUBMITTED.
7. To run the report, press the **F11** key. The bottom of the screen will read REQUEST SUBMITTED.

Note 1: Once a report is saved, the report can be used again, by requesting the assigned number of the report.

Note 2: All Indirect Cost charges are charged to Cost Center 9530.

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B. The F511 Panel in TERMS, allows you to print detail information on an account strip in TERMS.

Panel: _____ F511. Print Detail Year: 2008

Request: 002

Title: EXPENDITURE LEDGER DETAIL Destination: FINANCEO

Controls: C F P H T I/E Sequence Fr--JE Nbr-To Sr
01 B Y B 1 I 13456 030000 899999 D

Select: A Lin Ty SL Fr---JE Date---To Fund.Func.Objt.Cntr.Proj.Prog A
xx xx mmddccyy mmddccyy xxxx.xxxx.xxxx.xxxx.xxxx.xxxx x
_ 002 07012007 05122008 0420.5100.0510.0051.4378.

1=Hlp 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 10=Del 11=Run 12=Esc
Record updated. Next? Use 05/12/2008 11:10:57 STRICKK

MA a 03/011

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- Note 1: This report is set up in the same manner as the summary report on the F510.
- Note 2: For each line, you can use the F1 or F4 key to determine what information is needed.
- Note 3: This report is slow to generate. The more accounts requested, the longer it will take.

BILL FORMS/CHECK REQUISITIONS

Purpose: Bill Forms/Check Requisitions should be used when you are paying for items that are exempt from purchase order requirements, and the vendor does not accept a P-card.

Allowable items for payment by Bill Form/Check Requisition:

1. Miscellaneous materials and supplies under \$100 which must be prepaid.
2. Purchases less than \$100.
3. Reimbursement of Monthly Mileage to Employees (Must attach Form #58).
4. Request payment by Finance with monies from Internal Funds (**In order to track 1099 info. as required by the IRS.**)
 - a. Officials, Scorekeepers, etc.
 - b. Speakers, Consultants
 1. School Funds, PTA Funds, Club Funds
 2. If over \$100 – use Internal P.O.
 - c. If employee - do not use a bill form. Use Form #358.
- d. Note: A check from the School Internal Fund, for the amount of the Bill Form/Check Requisition must accompany the payment request. (The amounts cancel each other out.)**
5. Notary Public Applications
6. Routine overhead and reoccurring utility costs such as: garbage collection, natural gas, electricity, water and phone.
7. Applications for permits.
8. Title Searches/Fees.
9. Filing Fees.
10. Items where payment is covered in approved contract.

Attach Proper backup Documentation:

1. Original Invoice
2. W-9 Form for all Vendors who are not currently set up in TERMS
3. Form 58 for all Mileage Reimbursements
4. Any other documentation that backs up the purpose of the purchase

Proper Authorization is required.

1. The Principal or Director of the Cost Center must approve all Bill Forms/Check Requisitions.
2. The Signature of the Person requesting the payment is required.

The Finance Department cannot process a Bill Form/Check Requisition without a complete **Account number.**

1. The Account number must be a valid number in TERMS.
2. There must be adequate budget in the Account number.
3. If there is a project number attached to the Account number other than discretionary, the project approver must sign, and proper backup to make the purchase must be attached, for example – SAC minutes.

PETTY CASH

Establishing Petty Cash Funds

1. A **Request Form–Petty Cash** must be completed and signed. The form must then be sent to the Finance Department. (See the next page for an example of the form.)
2. The Finance Department prepares an Agenda Item for approval of the Petty Cash. This Agenda Item will be prepared for the next School Board meeting.
(Note: School Board meetings are held once a month. Agenda Item Requests are due to the Superintendent’s office 2 weeks prior to the meeting date.)
3. Once approved, the Finance Department prepares a check payable to the Cost Center Administrator (not the Cost Center).

Petty Cash Rules (per School Board Policy 6620)

1. Petty Cash accounts are for purchases which cannot, or should not, be made by purchase order, such as payment for postage and purchases of supplies for immediate use. (Use Petty Cash only if the vendor does not accept P-cards.)
2. Petty Cash purchases should be used for purchases less than \$50 in total. Individual petty cash purchases may not exceed \$50. (Purchases of groceries for Home Economics classes are exempt from the \$50 limit on individual petty cash purchases.)
3. No more than \$200 petty cash shall be provided for any activity.
4. Cash purchases are not tax exempt.
5. The custodian/Administrator of each petty cash account shall be held personally responsible for any/all unreasonable loss of petty cash funds.
6. Upon the change of Administrator, all petty cash funds must be returned, audited and re-issued to the new Administrator.
7. Upon determination that a petty cash fund is no longer needed, monies are to be returned to Finance.

Reimbursement of Petty Cash

1. A reimbursement from Finance should be requested when Petty Cash funds have been depleted by 75 to 80%.
2. A Receipt of Petty Cash, Form 52 should be attached to each receipt. This is a 3-part form. The **yellow copy** is for your records, the **pink copy** is for the person receiving the cash, and the white copy goes to Finance. (See next page for example of Form 52.)
3. Each completed Form 52 should be attached to a Bill Form. All Bill Forms for petty cash are made payable to the Administrator. Each account strip used, should be summarized on the Bill Form.
4. All Petty Cash accounts are closed at the end of the fiscal year. Return receipts, Form 52, Bill Form and any remaining funds to Finance by the date specified in the year end memo.
5. To request Petty Cash for the new fiscal year, send in a Bill Form requesting funds. If changes have been made to Administration, the Board will need to approve prior to issuance of funds.

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A. Request Form - Petty Cash

District School Board of Martin County, Florida

REQUEST – PETTY CASH

Please accept this request for District Petty Cash for:

_____ Cost Center Name _____ Cost Center Number

The requested amount of this fund shall be _____
(not to exceed \$200.00)

Per Board Policy

Petty cash advances for necessary operating expenditures may be made to the Superintendent and the Principals and other administrative supervisors as authorized by Section 6A-1.057 of State Board of Education regulations and School Board Policy 6620.

Petty cash funds may be replenished upon submission of a written request by the custodian, with the approved-for and itemized receipts showing the account classification for each expenditure. However, no single receipt shall exceed \$50.00.

The individual custodian for the petty cash fund shall at all times have in his/her custody cash or paid bills, or a combination thereof, totaling the amount of the petty cash funds. The funds shall be maintained apart from any other funds, in a secured location. Under no conditions shall these funds be used as a loan or advancement to any organization or person including the cashing of a personal check. **The individual custodians are responsible for the safekeeping of petty cash funds. In the event of unreasonable loss, the custodian is responsible to re-pay such lost funds.**

By initiating this request and accepting petty cash funds, the undersigned Administrator/Custodian acknowledges and agrees to responsibility for the safekeeping of such funds in accordance with the above policy

_____ Administrator/Custodian (Print Name) _____ Administrator/Custodian Signature

_____ (Print Name) _____ Authorized Signer's Signature (Form 52)

_____ Date: _____ Board Approval Date

B. Receipt of Petty Cash Form 52

FORM #52
REV. 05/96

Martin County School District
RECEIPT OF PETTY CASH

(attach receipt or invoice to this form)

Date _____ No. _____ Amount \$ _____

For _____

Charge to Account No. _____

approved by: _____ received by: _____

"EQUAL OPPORTUNITY AGENCY"

Three Parts:
 Yellow-Cost Center Records
 Pink- Person receiving Cash
 White - Finance

TRAVEL REIMBURSEMENTS

All travel reimbursements are made according to School Board Policy 6550 and Florida Statutes 112.061. Mileage is based upon the rate approved by the IRS. (This usually changes January 1st of each year.)

Documentation Required for Reimbursement –

1. Completed and Approved Form 11 Reimbursement Voucher for Temporary Duty Expenses
2. Approved Form 10 Request for Leave
 - a. Approval is required by the Superintendent's designee for travel outside of a 75 mile radius.
 - b. Travel out of State, requires Board approval.
3. Agenda and/or Registration Form
4. All receipts related to the business expenses for the approved travel
 - a. Hotel receipt – even if paid by the District (P.O. or P-Card) or you shared a room with another employee.
 - b. Toll Receipts
 - c. Rental Car or Airplane Tickets Receipts
 - d. Gas receipts, if you are using a District Vehicle
 - e. No Meal Receipts are required.

Information that must be included on the Form 11 –

1. Name and Cost Center
2. Destination and Purpose of the Trip
3. Departure Time and Return Time (reimbursement amount depends on this information)
4. Mileage Information –
Who was the Driver?
Did you use a District Vehicle?
Vicinity Mileage? Total Mileage to and from?
5. Did you stay at a Hotel or with Family/Friends?
 1. Hotel – attach receipt
 2. Family/Friends – reimbursement will based on a per diem rate. (No meal reimbursement can be included when claiming per diem)
6. Indicate which meals should be reimbursed. (Note: If the conference/workshop provides a meal, this will not be reimbursed.)
7. Account strip with adequate budget
9. Traveler's signature of accuracy
8. Administrator's signature of approval

Note: All meals that are claimed on day travel are reimbursed through Payroll. All meals that are claimed on overnight travel and other charges are reimbursed through Accounts Payable.

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A. Prepaid Travel Expenditures –

Registration fees and hotel fees may be pre-paid with approved Form 10. These expenditures may be prepaid via purchase order or P-Card.

1. The information needed to create a requisition or attach to a P-card transaction in RESOLVE is as follows:
 - a. The name(s) of the person or persons attending
 - b. The dates of travel
 - c. The purpose and location of travel

2. Payment requests of either a Purchase Order or assigning an account strip to RESOLVE for registrations must include:
 - a. The completed registration form for each person attending the conference/workshop.
 - b. If the registration form does not state the cost of the conference, a copy of the brochure that states the cost of the program.
 - c. A copy of the approved Form 10 for each person attending the conference.

3. Payment requests of either a Purchase Order or assigning an account strip to RESOLVE for registrations must include:
 - a. P.O. – A document that states the cost of the room, and a confirmation number.
P-Card – Actual hotel receipt
 - b. A copy of the approved Form 10 for each person
 - c. P.O. - A note of when the check is needed and to whom the check should be ponied. Please remember that Finance has a weekly deadline for check requests and allow sufficient time for processing.

PURCHASE OF ASSETS FROM INTERNAL ACCOUNTS

If you are using internal account funds to purchase an asset over \$1,000 you need to use the following procedure:

1. Send a check for the amount of the purchase to the Finance Department.
2. You will receive a receipt for this amount and the Finance Department will create an expense account for you. (0100.5100.064x.ctr.2005) Project 2005 is the project for internal asset purchases.
3. You should then process a purchase order against this District account strip.
4. The Property Control Manager will receive the yellow copy of the purchase order and this will alert her to tag the asset.

By following this procedure all assets will be tagged and all expenses for the tagged assets will be recorded in TERMS so we can reconcile at year end.

THE END.