

JCPS/EPES Procedures



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Getting Started

About EPES

- EPES is web-based accounting program used by school bookkeepers
- This program offers several advantages and district auditors have access to school records online, at any time
- Finally, there is no need for backing up files. A backup is performed by EPES each time the bookkeeper logs on

Starting the Program

- Open Google Chrome
- Type in the address: <http://epesaccounting.epes.org>
- You can set up a shortcut icon so you can start the program without having to enter the address.
- EPES user rights are assigned by the School Finance Technician and are granted when the bookkeeper, bookkeeper back-up or principal have attended EPES training
- The JCPS IT Department cannot administer rights for EPES
- A IT Heat ticket is not necessary

Logging on to EPES

- At the logon screen
- Enter the District ID; which is 18000 for all JCPS schools
- Enter the Customer ID
 - Each school is assigned a unique Customer ID number which is specific to the school
 - The School Finance Technician will provide the Customer ID # when assigning EPES rights
- Enter Username and password
 - The bookkeeper's log on is the JCPS assigned username, example: ldench1
 - The EPES random password will be provided by the School Finance Technician as rights are being assigned
 - Once the random password is keyed, EPES prompts the user to create a new password and key it a second time
 - The user can key any password they so choose
 - EPES displays a four digit security code to key
 - EPES requires the user agree to the terms and conditions
- Each username has specific rights. The following user names are used for

the bookkeeper backup and principal:

- BK
 - Bookkeeper rights enables the user maximum access
- AIDE
 - AIDE'S rights enables the user to view screens, print reports, process checks and receipts only
 - A backup bookkeeper or substitute logs on as **AIDE** (add-only permission)
- PRIN
 - The Principal or the principal's designee logs on as **PRIN**
 - PRIN rights enables the user to view only
- A password change is required every 60 days
- **DO NOT SHARE PASSWORDS**
- The program records every transaction in EPES
- This log includes the username and date; therefore, it is imperative that you do not share passwords with others
- If a school needs additional logon accounts, please contact the School Finance Technician

Important Information

- Turn on CAP LOCKS after logon so all data is entered in caps
- Always click the **Close** button to close a screen
- Click the Exit button to close the program
- **Failure to click the Close or Exit button may result in improperly saved data**

Downloads

- Help - Downloads
- Users should click on Auto-Print Patch under the Help - Download menu to make printing faster
- A message will appear at the bottom of the screen. Click **Run** to install
- When prompted to trust the publisher, click **Run** again
- At the setup dialog, click **Next**; then click **Install**
- Also, under the Help – Download menu, click the **Download Desktop Shortcut** to add an icon on your desktop for starting the program
- At the prompt, click **Save As** and choose the Desktop; then click **OK**
- *Note:* Both the Auto-Print Patch and the Download Desktop Shortcut should be downloaded for each computer you use for EPES

Accounts and Vendors

Activity Accounts

- On the EPES Task Bar, click **Accounting – Accounting – Accounts – Activity Accounts**
- Click the **List button** to view the entire list of accounts

- Click a header to sort by that field. Each page contains 25 accounts
- Click on a page number to view the page
- List view can help you identify an unused account number when adding a new account
- Click on any account or click the **Close button** to return to Form view
- Click **Add** to add a new account
- Key the unique account name
- *Optional*, key the sponsor name
- Accounts can be added at any time during the year
- Account names and numbers should be unique
- New accounts should always be added with a zero balance
- *Note: While in Add mode, you cannot click List. Click Cancel; then the **List** button will be available*
- Click **Edit** to edit an account name, advisor, or account group
- You can edit the name of an account to correct a misspelling or to clarify the name
- You cannot edit the account number unless there is no activity on the account
- Click **Del** to delete an account
- As long as there is no activity on the account it can be deleted
- Click **Close** when finished
- **IMPORTANT:**
 - Bookkeepers are authorized to edit and delete accounts only after the previous fiscal school year has been closed
 - To delete an account, it must have a zero balance
 - If you plan to delete an account for the next year, be sure to transfer money out of the account before the close of the year (6/30)
 - Activity Accounts can be added when necessary throughout the fiscal year, but cannot be deleted once the first month end reports (July) have been uploaded to the IA (Internal Audit) portal

General Ledger Accounts

- On the EPES Task Bar, click **Accounting – Accounting – Accounts – General Ledger**
- Click the **List** button to view the default General Ledger accounts
- Schools should delete the GL accounts they will not use – Petty Cash, and Savings
- All schools should have 991 Cash on Hand and 992 Checking
- The Cash on Hand account is used to hold money receipted by the bookkeeper during the day until it a bank deposit is made
- The Checking account should be the balance of all Activity fund accounts
- It should be marked indicating that it is a Checking account

Sub Accounts

- On the EPES Task Bar, click **Accounting – Accounting – Accounts – Sub Accounts**
- Sub accounts do NOT contain money
- Sub accounts are labels used to categorize money in activity accounts
- Most often sub accounts are used for fundraisers, but they can be used to track other monies such as fees and fieldtrips
- Sub accounts cannot be added while entering a receipt or invoice; they must be entered in advance
- Each sub account is assigned a unique number
- To view the next number, click **List** to find the last assigned number
- Add the sub account, click save
- The sub account will then be available for daily transactions
- Important: When utilizing sub accounts for reports, remember to enter the assigned sub account number with each financial transaction; otherwise, when reports are generated not all specific transactions will be captured.

Printing a List of Accounts

- On the EPES Task Bar, click Reports – Accounting – Chart of Accounts – List of Accounts Only
- No criteria is needed to see all accounts, click **print**

Printing the Activity Ledger (Accounts and Balances)

- On the EPES task bar, click **Reports – Accounting – Activity Ledger**
- The report lists each account with the beginning balance, receipts, disbursements, transfers, and ending balance
- In addition, this report shows YTD Payables (invoices that you have entered but not paid) and the working balance for each account
- The report defaults to the current month, however you can change the date range
- The default Report Option is the Financial Report, which is the report which you will print at the end of the month
- This report is printed for principals to present at SBDM meetings

Vendors

- On the EPES Task Bar, click **Accounting – Accounting – Vendors**
- Vendors are used for both checks and receipts
- Blank Vendor is utilized for receipts or checks for an individual on a one-time basis, such as refunding a parent/guardian
- **Do not change this vendor**
- Vendors are normally set up while keying receipts or keying the accounts payable to cut a check
- To edit an existing vendor, you must go to **Accounting – Accounting – Vendors**
- To add a new vendor, click **Add**
- Enter a vendor code which is a short name for the vendor (limit of 9 characters – example, CHASE for Chase Marketing)

- Do not create vendor codes using a person's first name
- **The vendor's address should be entered for every vendor**
- When using a blank vendor, EPES does not provide the ability to add the vendor's address. The check will have the payee name only
- Enter the vendor name, first name first, last name last
- Key the vendors address on the first address line
- Key the city
- To select the state, utilize the drop down arrow and select the state
- Tab to the key the zip code
- **Click Save**

Setting Up 1099 Vendors

- To determine if a new vendor is a 1099 vendor:
 - Obtain a current W-9 Form
 - Utilize the W-9 Server (access located on SFR website) to determine if a current W-9 is on file
 - The W-9 server is a district electronic file cabinet that houses all W-9's
 - If a current W-9 is not available on the server, request the vendor complete a W-9 form (Blank W-9 forms are located on the SFR website)
 - Once obtained, upload the W-9 to the server (instructions on SFR)
 - Next, refer to the 1099 Matrix (located on the SFR website) to make 1099 vendor determination
 - For 1099 vendors, perform the following steps:
 - 1099 vendors must be set up in MUNIS as a MUNIS vendor
 - 1099 vendors are reported to the IRS aggregately throughout the district
 - MUNIS & EPES vendor payments are reported to the IRS aggregately
 - If the vendor is not be set up in MUNIS, complete a *New Vendor Form* (located on the SFR website); follow the instructions contained within the form
 - Accounts Payable will set up the new vendor and provide you with the MUNIS vendor number. This process may take a few days
 - You may need to set the vendor up in EPES *before* the new MUNIS vendor has been obtained
 - Upon receipt of the MUNIS vendor number, edit the vendor in EPES to add the MUNIS vendor number
 - Key a few spaces beyond the vendor's name and key the MUNIS vendor number. Example: *Chase Marketing 12345*
 - Under the first address line key the service the vendor provides Example: *Caterer, Choreographer, DJ*

- Key the vendor's address on Address Line 2
- Key the City
- Under state, use the drop down arrow and select the state
- Tab to zip code and key the zip code
- Phone, fax, attention are optional fields
- Under tax ID #, key the social security number or the tax identification located on the vendor's W-9 form
- Keying the tax id # prompts EPES to flag the check and 1099 reportable
- Disregard School Vend #, County ID, Bid Category & Memo
- Click **Save**

Daily Transactions

Entering Receipts

Accounting – Accounting – Receipts

- Click **Add** to add a new receipt
- This number will increment for each new receipt
- GL Account should default to **991 Cash on Hand**
- The vendor will default to BLANK

The following are options for entering the vendor:

- Select an existing vendor from the list using Quick Search button (...)
- Select an existing vendor by typing the first part of the vendor code in place of BLANK
- Enter a new vendor by entering a unique vendor code in place of the word BLANK and clicking **Yes** to add a new vendor
- For a one-time individual, leave the default BLANK vendor and type name in the **Individual** field
- One time Individual vendors are primarily utilized for parent/guardian refunds
- After entering the vendor, click **Add Line Item**. Enter the following fields:
 - Select account from list. You can key the first number of the account to help locate the account
 - Select sub account from list (optional)
 - Enter the amount of the receipt
 - Type short description – include MR# if money is collected using a multiple receipt form
 - Select the type of payment, Cash, Check etc. You can type the first letter of the option to enter it quickly. Enter a line for each type, **limit 5 lines on a receipt**. Pressing TAB will add another line or click the **Add Line Item** button for each new line
 - Click the **Save** or **Save - Add Another** button
 - Ensure the receipt dollar amount is correct broken down by payment

- type, click **Print This Receipt**
- Print every receipt after saving
- A receipt cannot be edited after it is saved
- Incorrect receipts must be voided (**the date of the original receipt**) and re-entered

Voiding a Receipt

Accounting – Accounting – Receipts

- Click **List** to locate the receipt number
- Click on the receipt
- Use or change the date of the original receipt
- Click **Void This Receipt** button
- Enter a reason for voiding the receipt then click **Continue**
- Return to List view to see the negative entry

Reprinting a Receipt

Reports – Accounting – Print Prev. Receipts

- It may necessary to reprint a receipt if a person needs a duplicate receipt, the original receipt was lost or you simply forgot to put the original pre-printed receipt in the printer
- When reprinting a receipt, print the receipt on plain paper or place the original pre-printed receipt in the printer
- If necessary, search for the receipt number
- Click the **Print** button next to the receipt you want to print

Entering Invoices into Accounts Payable (Checks to be Printed)

Accounting – Accounting – Accounts Payable

- **To write a check in EPES, the invoice must be entered into Accounts Payable**
- It is good practice to enter an invoice immediately when it is received although you may not be paying it right away
- Click **Add**
- Verify the GL account is **992 Checking**
- The checking account balance is displayed
- The date defaults to the current date
- Change the date to the invoice date
- The **Pay This** check box is checked, which means it will be paid next time you print checks
- If you are not ready for this item be paid, uncheck this option
- Enter the vendor code and select the vendor from the list, or add a new vendor
- If new vendor set up is required, refer to page 7, Vendors
- Click **Add Line Item**
- Select the activity account

- Select the subaccount (optional)
- Enter the check amount
- Enter the invoice number, if applicable
- **Only one invoice number per line**
- Enter a short description in the Notes field
- When reimbursing faculty/staff or sponsor for an authorized purchase, key **REIM** in the description notes first. Then key what the reimbursement is for, i.e. **REIM PIZZA**
- If payee is a 1099 vendor, the 1099 field will be checked automatically
- For 1099 vendors, key the 1099 vendor's service they are providing, i.e. CATERER
- Add additional lines if necessary; this feature enables invoices to be paid from multiple activity accounts
- If you have multiple invoices for the same vendor on the same date, click the **Save** or **Save-Add Another** button
- You may edit or delete an invoice until it is paid

Deleting Invoices from Accounts Payable

Accounting – Accounting – Accounts Payable

- You can delete unpaid invoices from Accounts Payable
- To view unpaid invoices, click **List**
- Once an invoice has been paid, it no longer appears on this list
- Click the invoice from the list to return to Form view
- Click the **Del** button

Printing Checks

Reports – Accounting – Print Checks

- **Important:** It is good practice that checks are printed one at a time which prevents possible printer jams forcing multiple checks to be voided and the accounts payable to be set back up
- Verify the displayed check number is the next check number in the printer
- Change the check number if necessary by swiping through the displayed check number and key the correct check number
- Verify the date to print is the current date
- Change the date if necessary features is available
- “Check Preview” enables you to review what will actually print on the check
- When previewing, if corrections are necessary such as an incorrect vendor or wrong dollar amount, simply close print preview and proceed to Vendors or to the Accounts Payable screen and edit accordingly
- Return to **Reports – Accounting – Print Checks**, repeat the process
- If paying multiple invoices for the same vendor, check the option to **Combine check for same vendor**
- Up to 14 lines can be printed on the check, 5 is recommended with respect

to limited check printing space

- If checks are handwritten, click the option to **Post check without printing**
- **Note:** Handwritten checks are strongly not recommended, but may be necessary only in extenuating circumstances
- **Print check Number on checks** is not recommend since it may print over pre-printed bank information
- The check number prints on the stub **Preview** checks before printing
- After clicking Print, a confirmation dialog box will display
- Verify the check printed correctly before clicking **YES**
- **It is especially important to verify the check number is the same on the check and the stub**
- If the printer misfeeds and the check did not print correctly or the check number doesn't match check and stub, click **NO**
- If you click NO, the check(s) are not posted and the check number does not increment
- Change the check number to reflect the next available check and print again
- You cannot edit a check once it has been paid
- If a check was printed incorrectly, void and re-enter it

Posting Disbursements (Manually Written Checks)

Accounting – Accounting – Checks Paid

- Manually written checks may be added directly into Checks Paid
- Manually written checks are strongly not recommended!
- Click **Add**. Enter the check number, date of check, and vendor
- Click **Add Line Item**
- Complete the remaining fields for account, sub account (optional), amount, and description
- Click **Save**; then Close
- Entries in Checks Paid cannot be edited or deleted
- If a check is incorrect, it must be voided

Voiding a Check

Accounting – Accounting – Checks Paid

- Click **List**
- To find the check number easily, enter the check number in the Search box and press the Enter key
- Locate the check, click on it to return to Form view
- Click the **Void this Check** button
- Enter a reason for voiding the check
- Follow the prompts on the screen
- To verify that the check has been voided, look for the date in the **Date Voided** field

Activity Fund Transfers

Accounting – Accounting – Transfers and Deposits – Transfer Activity

- Redbook Form FSA-10 must be completed prior to the Activity Fund Transfer being performed
- The form must be signed by the principal, sponsor and bookkeeper
- If there is no sponsor, the bookkeeper signs as sponsor
- Click **Add**
- At the beginning of each fiscal year, the transfer number must be reset to the number one
- Swipe through the transfer number, manually change the transfer number
- If the next number is unknown, view the **List** to locate the last number used
- Once the number is entered, the system will consecutively number the records
- Select the account the money is being transferred from
- The cash balance of that account is displayed
- Enter the amount to be transferred
- Type a short note to explain the reason for the transfer
- In the next column, select the account the money is being transferred to
- Click **Save**
- With the form still displayed, click **CTRL-P** to print the form; then click **Close**
- Staple the signed FSA-10 Activity Fund Transfer form to the EPES Activity Fund screen print
- Create a file entitled “Activity Fund Transfers”
- File in numeric order
- DO NOT edit a transfer form that has already been printed and signed
- If you enter a transfer incorrectly, there is an option to void the transfer on the transfer screen

Voiding an Activity Transfer

Accounting – Accounting – Transfers and Deposits – Transfer Activity

- Click **List**
- To find the activity transfer, enter the transfer number in the Search box and press Enter
- Once the correct transfer number has been located, click on it to return to Form view
- Click the **Void this Activity Transfer** button
- Enter a reason for voiding the transfer
- Follow the prompts on the screen
- To verify that the activity transfer has been voided, look for the date in the **Date Voided** field

Reprinting an Activity Transfer

Accounting – Accounting – Transfers and Deposits – Transfer Activity

- Click **List**
- To find the activity transfer, enter the transfer number in the Search box and press Enter
- Once the correct transfer number has been located, click on it to return to Form view
- Press CTRL-P

End of Day Procedures

Post the Daily Deposit

Accounting – Accounting – Transfers and Deposits – Deposits

- The Daily Deposit is posted once the deposit has been balanced
- All money receipted into EPES is initially entered into **991 Cash on Hand**
- When a bank deposit is made, the funds must transferred from **991 Cash on Hand** to **992 Checking account**
- Posting cash on hand transfers the deposit to the general ledger
- The Sequential List of Receipts, G/L Transfer and bank deposit receipt must match; date of deposit and dollar amount
- For schools that make deposits daily, the amount of the deposit will equal the receipts for the day
- Money must be receipted in EPES as it is received, but a bank deposit is only required if Redbook criteria is met; i.e. receipt \$100.00, once a week if under \$100.00 and the last day of the month if you have any money at all
- If money is receipted in EPES, but a bank deposit is NOT made, cash on hand will continue to accrue until the Redbook criteria for a bank deposit is met
- Funds should remain in cash on hand until a bank deposit is made
- Every bank deposit ticket should have a corresponding EPES deposit (with the exception of a NSF redeposit)
- If electronic deposits are made for checks, post the deposit for the portion of the money equal to the checks at the time the checks are scanned
- When the cash is taken to the bank, the balance of the Cash on Hand is transferred by posting the balance of the money. Each transfer should be noted – posting scanned checks or posting cash
- The Deposit screen defaults to the current date
- All money in 991 Cash on Hand is listed and should match the total of the bank deposit ticket
- **If not, close and find the error**

View a List of Deposits

Reports – Accounting – Sequential List – List of GL Transfers

- To view a list of deposits for the day to ensure all funds from 991 Cash on Hand transferred
- Use the criteria **Date Equal To today's day**
- Click the **Add Condition** button
- This report is not the same as the daily list of receipts
- The List of Deposits report is used to verify the money from cash on hand to the checking account transferred
- It is not necessary to print this report
- Click **Preview** to verify all money has been transferred to 992

[Print a Sequential List of Receipts](#)

Reports – Accounting – Sequential List – List of Receipts – By Receipt #

- To obtain the report for the current day, Under **Fields** display, select **Date**
- Under **Operators** display, select **Equal To**
- Under **Compare to**, key today's date, i.e. 1/25
- Click **Add Condition**; then click **Print**
- To obtain the report displaying a range of days, Under **Fields** display, select **Date**
- Under **Operators**, select **Between**
- Under **Compare to**, key the date range in order to pull the desired data, i.e. 1/25, 1/29
- Click **Add Condition**; then click **Print**
- EPES recognizes the fiscal year; therefore, including the fiscal year is unnecessary. The report will pull with or without the year being keyed
- Once the report is printed, the bookkeeper balances the actual cash/checks to the Sequential List of Receipts
- Copies must be made of **ALL** checks
- The bookkeeper endorses the checks with the bank stamp, prepares the bank deposit slip in duplicate and makes the physical bank deposit
- Upon returning from the bank, the deposit ticket is stapled to the List of Receipts report along with copies of the checks and other supporting documentation
- **Important:** Redbook requires the principal or their designee to initial the balance on the Sequential List of Receipts report and the bank stamped amount on the deposit ticket
- Once the principal or designee verifies the bank deposit, the Sequential List of Receipts and supporting documentation is filed accordingly

[View a Daily List of Checks](#)

Reports – Accounting – Sequential List – List of Checks - Brief

- Enter the current date in both fields
- Click **Preview** to verify all checks are listed for the day
- It is not necessary to print this report

[View a Daily List of Transfers](#)

Reports – Accounting – Sequential List – List of Activity Transfers

- Enter the current date in both fields

- Click **Preview** to verify all transfers are listed for the day
- It is not necessary to print this report

End of Month Procedures

Step 1: Login to EPES

Step 2: Cancel Checks

- On the EPES Task Bar Click: **Accounting – Accounting – Cancel Checks**
- Enter the last day of the reporting month as the Cancellation date, (Month End Reporting Date), click **OK**
- Check the box under Cancel for each check listed on the bank statement
- Closely review the check number/dollar amounts of each check that cleared to ensure they match the bank statement
- As each check is “checked off” as cleared (cancelled), EPES automatically adds the total amount of all checks cancelled and displays the total in the “Total Cancelled” box at the bottom of the screen
- Compare this amount with the total checks on the bank statement to verify all checks listed on the statement are cancelled and the dollar amount matches in the total cancelled box as well as the bank statement
- **If the total amount of cancelled checks does not match the bank statement, DO NOT click OK. You cannot uncanceled a check**
- **If the totals do not match, review your work to determine the error and make corrections**
- Review check dates for checks that are 6 months or more outstanding
- **Note:** The Monthly Report Verification Form (MRV) calculates the exact date checks should be voided by
- All check(s) that meet the void check criteria must be voided (refer to page 9 Voiding Checks)
- Backdating the void date is not required; void the check using the current date
- Should a check be cancelled in error, contact the School Finance Technician at 485-3367 or Accounting Services at 485-3146

Step 3: Enter Bank Charges, Interest, Credit Card Payments, Pepsi Proceeds, MSB transactions and Other Automatic Transactions

- Before entering bank charges, determine which activity accounts to charge fees against
- Follow the 98%, 2% rule (98% charge to student general, 2% charge to adult general)
- If interest is earned, subtract the interest from the bank charges and then calculate the percentages
- Once amounts are determined, go to: **Accounting – Accounting – Journal Adjustments**
- Click **Add**
- **Important:** Change the date to the last day of the reporting month

- Journal adjustment Type defaults to **I** for Income
- Change Type to **E** for Expense
- Click **Add Line Item**
- Select the activity account to charge the bank charges against
- Key the description (example: November Bank Charges)
- Since two accounts are being charged, Click **Add line Item** to key the second entry
- Click **Save** ON TOOL BAR when finished
- **Note:** Interest may or not be earned, bank charges may or may not be incurred
- Each school is different depending upon who they bank with
- **Reminder:** When entering income transactions, leave the default type as I for Income

Step 4: Write off NSF Checks

- On the EPES Task Bar Click: **Accounting – Accounting – Journal Adjustments**
- **NSF checks must be written off in the month the check was returned (deducted from the bank account)**
- Click **Add**
- Change the date to the day the check was deducted from your bank account **(This date must be in the reporting month)**
- The Type defaults to **I** for Income
 - NSF checks are considered “negative income” meaning it was originally income, but the income was insufficient
- Click **Add Line Item**
- Select the account from which the receipt was originally posted
- **Enter the amount as a negative number** (exp. -9.00)
- Click **Save** and then **Close**
- Journal Adjustments may be edited if changes are necessary
- You are required to submit the Monthly Report Additional Information Report located on the SFR website to report the NSF Check
- The NSF check must be listed on the report in the month the check was written off, for the reporting month only
- Ensure the NSF Check is logged on the NSF Log
- The NSF Log is located on the SRF Website
- Maintain the log throughout each fiscal year
- All NSF checks regardless if deducted from the bank account must be logged

Step 5: Prepare Bank Reconciliation Report (determines if bank & EPES balances)

- On the EPES Task Bar Click: **Reports – Accounting – Bank Reconciliation**
- Enter the beginning and ending date for the reporting month
- Enter the ending bank balance from the statement
- Disregard Total Deposits not on Bank Statement field
- Click **Preview**
- If the Bank Reconciliation Report immediately displays and the three totals on the right hand side of the report with asterisks next to them match, Congratulations! You are balanced!

- Click the **Print** button
- Both the principal and bookkeeper must sign and date the report
- **Note:** If you are out of balance, an “out of balance” error message will display
- Click **OK** to view the report
- Click **print** and calculate the dollar amount you are out of balance
- **Note:** CASH BALANCE represents the cash(bank) balance. COMPUTER CASH BALANCE represents the EPES balance.
- Find and correct the error. Common errors:
 - Failing to record the correct reporting month for journal adjustments
 - Not keying the ending balance from the bank statement for the Bank Reconciliation Report
 - Not cancelling checks and/or not using the correct cancellation date
 - Forgetting to post deposits throughout the month
- After the problem has been corrected, return to this report to preview again
- Continue this process until you successfully balance
- After several attempts to balance fail, contact the School Finance Technician at 3367 or Accounting Services at 3146 for assistance
- When balanced, run the reports listed below:

Part I: Reports to Submit to Internal Audit

[1] Complete Monthly Report Verification (MRV) Form

- A link to the MRV form is located on the SFR website
- All questions on the form must be answered each month in their entirety
- The MRV Form must be signed and dated by the bookkeeper and the principal

[2] Print Activity Ledger

- On the EPES Task Bar Click: **Reports – Accounting – Activity Ledger**
- Enter the beginning and ending date of the reporting month
- Report Options defaults to Financial Report
- Click **Print**
- Both the principal and bookkeeper must sign/date the report
- **The Ending Balance on the Activity Ledger must match the Ending Balance on the Bank Reconciliation Report**
- Once the report is printed, close the month in EPES (from this screen)
- Click **close** the month (gray button to the right of the date range)
- The system will display a message: “Are you sure you want to close the month” (displays the month you are closing)
- Click **“OK”**
- EPES displays a message stating the month has been successfully closed

[3] Bank Statement

- The bank statement must be submitted with principal’s signature (no initials) and date

of review

- Include copies of cleared checks (front/back of check)

[4] Bank Reconciliation Report

- This report was printed upon balancing
- The report requires both principal and bookkeepers signatures and must be dated

[5] Copy of Deposit Ticket Verifying Outstanding Deposit (if Applicable)

- If there is are outstanding deposit(s), include a copy of the deposit ticket(s) with bank stamp(s) in the report
- An outstanding deposit, is a deposit that was receipted in the current month and not deposited until the following month
- **Important:** Outstanding deposits should rarely happen unless there are extenuating circumstances which should be documented

[6] Monthly Financial Report Additional Information

- This report lists Accounts Receivables and NSF Checks
- Unless you meet this criteria, the report is not applicable
- The report is not an EPES generated report and is located on the SFR website
- The report consists of two sections: **Accounts Receivable** which reports:
 - Change funds that are in use
 - Certificate of Deposits (CD's)
- The second section, **Non-Sufficient Fund Checks Not Redeposited** reports NSF checks that were deducted from the bank account in the reporting month
- The NSF is reported one time to Internal Audit; it is not an accumulating list

[7] Accounts Payable Report

- On the EPES Task Bar Click: **Reports – Accounting – Sequential List – List of Accounts Payable**
- Under Fields, select **Date**
- Under Operators, select **Between**
- Under **Compare to**, key the first day of the fiscal year, i.e. 07/01/20 followed by a comma. Then key the month you are balancing, i.e. 12/31/20. Example: 07/01/20, 12/31/20
- Click **add condition**
- Click **Print**
- If there is no data, EPES displays a message “no data present,” click **ok**
- Printing the screen indicating there is no data is not required
- “No Information” should be checked on the MRV Form

[8] Copy of Credit Card Statement(s)

- Credit card statements are submitted in arrears
- For example, when completing January reports, include the December credit card logs and credit card statements
- This includes Sam's, Kroger, Lowe's, Visa, MasterCard and GFS
- Current statements are acceptable as well

[9] Copy of Credit Card Sign/Sign-Out Logs

- Credit card logs should coincide with the credit card statements

Part II: Reports Generated, Reviewed & Retained at School Site

[1] Print List of Outstanding Checks

- On the EPES Task Bar Click: **Reports – Accounting – Outstanding Checks**
- No Report Title is necessary
- Enter the last day of the reporting month
- Click **Print**
- If no data is found, key “N/A” on MRV Form

[2] Print List of GL Transfers for the Month (Daily Deposits)

- On the EPES Task Bar Click: **Reports – Accounting – Sequential List – List of GL Transfers**
- Report Title is not necessary
- Under Fields, select **Date**
- Under Operators, select **Month is**
- Under Compare to, key the month you are working in, i.e. November = 11
- Click **add condition**
- Click **Print**
- If “no data is found, key” N/A” on MRV Form

[3] Print Sequential List of Receipts for the Month

- On the EPES Task Bar Click: **Reports – Accounting – Sequential List – List of Receipts – By Receipt #**
- Report Title is not necessary
- Under Fields, select **Date**
- Under Operators, select **Month is**
- Under Compare to, key the month you are working in, i.e. November = 11
- Click **add condition**
- Click **Print**
- If no data is found, key “No Info” on MRV Form

[4] Print Sequential List of Checks for the Month

- On the EPES Task Bar Click: **Reports – Accounting – Sequential List – List of Checks Brief**
- Report Title is not necessary
- Enter **Date Range, From and To** (beginning/ending month you are working on)
- Click **Print**
- If no data is found, key “N/A” on MRV Form

[5] Print List of Activity Transfers for the Month

- On the EPES Task Bar Click: **Reports – Accounting – Sequential List – List of Activity Transfers**
- Report Title is not necessary
- Enter **Date Range, From and To** (beginning/ending month you are working on)
- Click **Print**
- If no data is found, key “N/A” on MRV Form

[6] Print List of Journal Adjustments for the Month

- On the EPES Task Bar Click: **Reports – Accounting – Journal Adjustments – By Income/Expense**
- Report Title is not necessary
- Use the criteria **Adj Date, Month is**
- Enter the month you are balancing, i.e., November=11
- Click **Add Condition**
- Click **Print**
- If no data is found, key “N/A” on MRV Form

Part III: Verification

- This section contains yes/no questions in which you are verifying specific information
- Answer each question accordingly
- Do not copy/paste the previous month’s responses
- Do not overlook answering questions within text, exp.:
 - Date month closed in EPES?
 - How many credit cards does the school have?
 - When will outstanding checks not voided be resolved?
- **On the EPES Task Bar** Click: Reports – Accounting – Reconciliation – Select Range – Reporting Month
- Under **Account Range “To”**: Click the arrow down button
- Select the EPES Activity Account to be printed
- Under **Account Range “From”**: Click the arrow down button
- Select the identical EPES Activity Account
- Under Date Range **“To”**: Click the calendar button
- Click on the first day of the reporting month
- Under Date Range **“From”**: Click the calendar button
- Click on the last day of the reporting month
- Click **Print**
- Print the report for each account where activity occurred in the reporting month
- Distribute report to each sponsor
- This report contains signature lines/dates for both the principal and bookkeeper which are not required
- The bookkeeper is not required to maintain copies of the Sponsor’s Monthly Reconciliation Report

Submitting Reports to Internal Audit

- A link to Internal Audit's website can be found on the SFR website
- Instructions for uploading the reports to the portal are located on IA's website
- Scan & upload the Monthly Financial Reports to the Internal Audit Portal NO LATER than the 15th of the month
- Should there be conditions preventing the reports from being submitted by the 15th, communicate with Internal Audit
- The Reports are a Redbook requirement. Failure to submit timely month end reports is reported to the Assistant Super-intendents office
- **Important Reminders:**
 - Ensure all reports are signed and dated accordingly
 - Maintain a file containing all month end report in month order

Miscellaneous Reports

Printing a Reconciliation Report for One or More Accounts (Fund Account Report)

Reports – Accounting – Reconciliation

You can use this report to print a running balance for one account, or multiple accounts with each account on a separate page. To print only one account, enter the account number in the Account Range From and To. The report defaults to the current month.

When printing this report for multiple accounts, click the option **Separate page for each account/advisor**.

Note: This report prints both GL and Activity Accounts in separate files. To prevent printing both of these reports, click **Preview**; then select the preview you wish to print and click the **Print** button.

The image displays two side-by-side screenshots of reconciliation reports from a software application. Both reports are dated July 23, 2015, and are for 'JEFFERSON CO. DEMO'.

The left screenshot, titled 'Reconciliation - General Ledger Accounts', shows a 'Reconciliation General Ledger Report'. It includes a table with columns: Date, From, To, and Balance. The table contains one row for 'GL Acc: 999 - Shop Cash' with a balance of \$0.00. Below the table, there is a section for 'I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.' with fields for Bookkeeper (COW) and Principal (Date).

The right screenshot, titled 'Reconciliation - Activity Accounts', shows a 'Reconciliation Activity Account Report'. It includes a table with columns: Date, From, To, and Balance. The table contains one row for 'Activity Account: 107 - Library Fund Revenue' with a balance of \$25.91. Below the table, there is a section for 'I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.' with fields for Bookkeeper (COW) and Principal (Date).

Printing Transactions for a Vendor

Reports – Accounting – Sequential List – All Transaction by Vendor

You can print this report for one vendor or multiple vendors. This report may be required for some vendors at year-end.

Printing a Sub Account Report

Reports – Accounting – Sub Accounts Reports

There are 10 different sub account reports. The best report for completing the Fund Raiser Summary is **Sub Account – All Transactions**. Enter your fund raiser sub account in the **From SubAccount** and **To SubAccount** fields. Select the option, **Summary by Sub Account, Account**. Preview the results before printing.