

# **E.P.E.S.**

Platinum Accounting & P.O. Manual

# **EPES**



# Table of Contents

## Accounting Preferences

Access and Startup.....	6
Access.....	6
Preferences.....	7-26
Global Features.....	17-21
Positive Pay.....	22-23
Change Password.....	24-25
Technical Support Options.....	26

## Accounts

Accounts.....	27-31
Add Accounts.....	27
Edit Accounts.....	29-30
General Ledger Accounts.....	31

## Sub Accounts

Sub Accounts.....	32-33
Add Sub Accounts.....	32-33
Edit Sub Accounts.....	33

## Extended Codes

Extended Codes.....	34-35
---------------------	-------

## Vendors

Vendors.....	36-43
Add Vendors.....	37-39
Edit Vendors.....	39
Blank Vendor Code.....	40
Free Form Vendor Code.....	40-41
1099 Information.....	42-43

## Accounts Payable

Enter Disbursements and Payables.....	44-57
Disbursements - Manual Checks.....	44
<i>Add Disbursement</i> .....	44-48
<i>Edit Disbursement</i> .....	49
<i>Void Disbursement</i> .....	49-50
Payables - Checks to be Printed.....	51-57
<i>Add Payable</i> .....	51-54
<i>Edit Payable</i> .....	56
<i>Delete Payable</i> .....	57
<i>Void Payable</i> .....	57

## Printing Checks

Printing Checks.....	58-63
<i>Preview Checks</i> .....	58
<i>Holding Checks for Payment</i> .....	60-62
<i>Print Checks</i> .....	62-63

## Receipts

Enter Receipts.....	64-75
<i>Entering Receipts</i> .....	64-65
<i>Edit Receipts</i> .....	66-67
<i>Print Receipts</i> .....	68
<i>Reprint Receipts</i> .....	69
<i>Void Receipts</i> .....	70
<i>Cash Drawer</i> .....	71-75
Bank Deposits.....	76-779
<i>Record Bank Deposits</i> .....	76-77
<i>Print Deposit Voucher</i> .....	78-79

## Transfers

Transfers (Activity/GL).....	80-81
------------------------------	-------

## Adjustments

Adjustments.....	82-84
<i>NSF Checks</i> .....	82-83
<i>Bank Charges</i> .....	83-84

## Bank Reconciliation

Bank Reconciliation.....	85-92
<i>Clear Checks</i> .....	85-86
<i>Correction a Cancellation Date</i> .....	86-87
<i>Bank Reconciliation</i> .....	88-91
<i>Balancing Procedure</i> .....	92

## Month End

Month End.....	93
----------------	----

## Year End

Year End.....	94-95
---------------	-------

## Reports

Report/Query Option.....	96-103
--------------------------	--------

## Purchase Orders

Enter Purchase Order.....	104-118
<i>Enter Purchase Order</i> .....	104-105
<i>Add Vendor</i> .....	105-106
<i>Edit PO</i> .....	107-108
<i>Delete Purchase Order</i> .....	108-110
Receive Purchase Order.....	111-116
<i>Receive Partial Purchase Order</i> .....	114-116
Purchase Order Reports.....	117-118

# Tax Amounts

Sales Tax..... 119-121

# Section A

## Access and Startup

EPES Helplines  
1 (800) 237 - 6498  
1 (866) 729 - 6316

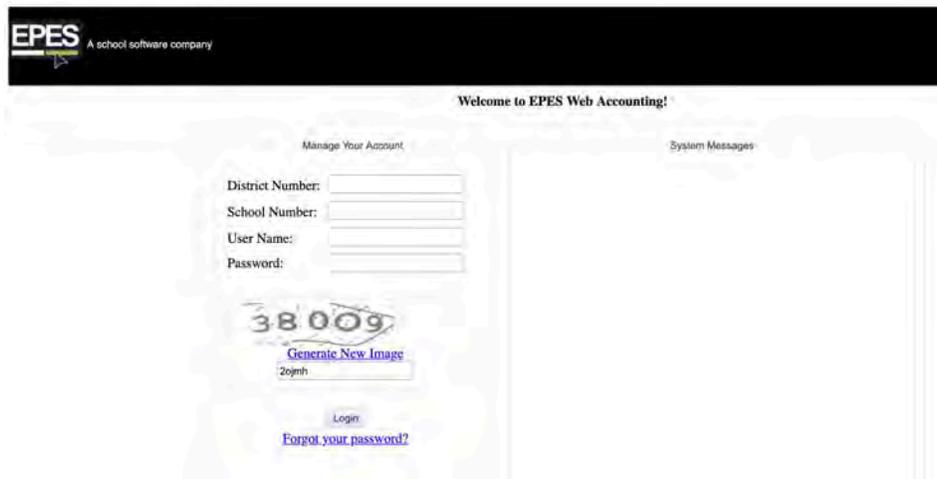
### Access



### Adding Program Icon to the Desktop

The EPES preferred browser is Chrome, but the icon will open in your default browser.

(Icons may appear different on different computers. This is due to the Internet browser and the version of Windows that is being used.)



The screenshot shows the EPES Web Accounting login interface. At the top left is the EPES logo with the tagline "A school software company". The main heading is "Welcome to EPES Web Accounting!". Below this, there are two columns: "Manage Your Account" on the left and "System Messages" on the right. The "Manage Your Account" section contains four input fields labeled "District Number:", "School Number:", "User Name:", and "Password:". Below these fields is a CAPTCHA image showing the number "38009". Under the CAPTCHA are two links: "Generate New Image" and "Login". At the bottom of the login section is a link that says "Forgot your password?".

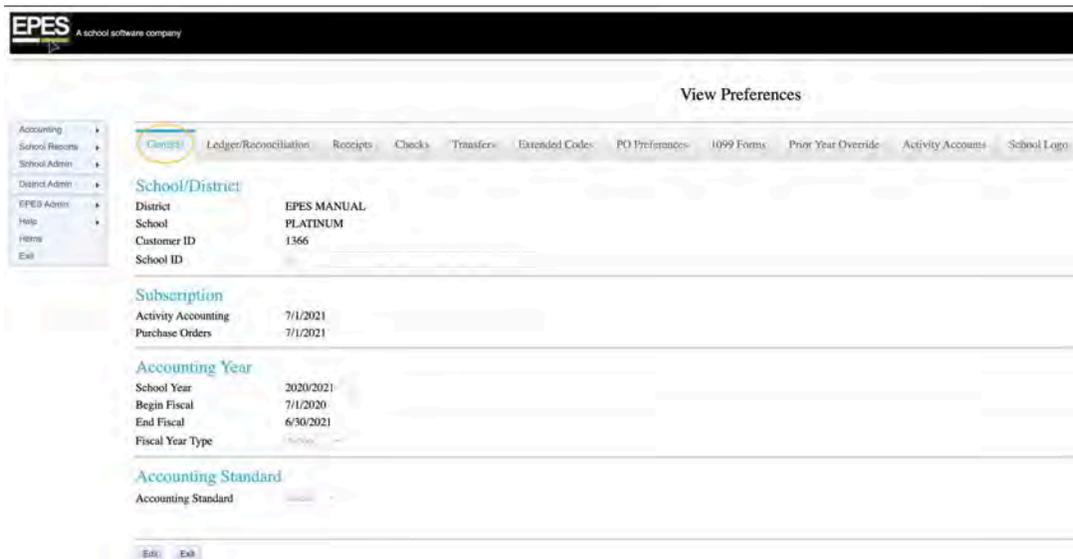
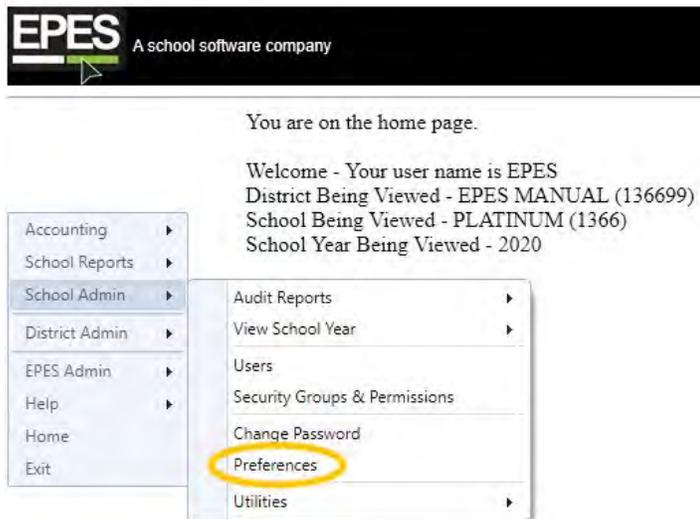
You must enter the District ID and Customer ID numbers to access the program

# Preferences

EPES Helplines  
1 (800) 237 - 6498  
1 (866) 729 - 6316

## Accounting Preferences

Program settings are here.



School ID is set by the district

View Preferences

Accounting  
School Reports  
School Admin  
District Admin  
EPES Admin  
Help  
Home  
Exit

General Ledger/Reconciliation Receipts Checks Transfers Extended Codes PO Preferences 1099 Forms Prior Year Override Activity Accounts School Logo

**School/District**

District	EPES MANUAL
School	PLATINUM
Customer ID	1366
School ID	<input type="text" value="0"/>

**Subscription**

Activity Accounting	7/1/2021
Purchase Orders	7/1/2021

**Accounting Year**

School Year	2020/2021
Begin Fiscal	7/1/2020
End Fiscal	6/30/2021
Fiscal Year Type	Normal

**Accounting Standard**

Accounting Standard	GASB
---------------------	------

Edit Exit

If you want to utilize the GASB or Gateway (Indiana) option, select "Edit" from the lower left-hand corner of the screen.

View Preferences

Accounting  
School Reports  
School Admin  
District Admin  
EPES Admin  
Help  
Home  
Exit

General Ledger/Reconciliation Receipts Checks Transfers Extended Codes PO Preferences 1099 Forms Prior Year Override Activity Accounts School Logo

**School/District**

District	EPES MANUAL
School	PLATINUM
Customer ID	1366
School ID	<input type="text" value="0"/>

**Subscription**

Activity Accounting	7/1/2021
Purchase Orders	7/1/2021

**Accounting Year**

School Year	2020/2021
Begin Fiscal	7/1/2020
End Fiscal	6/30/2021
Fiscal Year Type	Normal

**Accounting Standard**

Accounting Standard	GASB
---------------------	------

**Edit** Exit

Then you can click on the drop-down menu, and select the appropriate option.

The screenshot shows the 'Edit Preferences' window in the EPES software. The window has a menu bar at the top with options: General, Ledger/Reconciliation, Receipts, Checks, Transfers, Extended Codes, PO Preferences, 1099 Forms, Prior Year Override, Activity Accounts, and School Logo. On the left is a vertical menu with options: Accounting, School Reports, School Admin, District Admin, EPES Admin, Help, Home, and Exit. The main content area is divided into sections: 'School/District' with fields for District (EPES MANUAL), School (PLATINUM), Customer ID (1366), and School ID (6); 'Subscription' with Activity Accounting (7/1/2021) and Purchase Orders (7/1/2021); 'Accounting Year' with School Year (2020/2021), Begin Fiscal (7/1/2020), End Fiscal (6/30/2021), and Fiscal Year Type (School); and 'Accounting Standard' with a dropdown menu currently set to 'GASB'. The dropdown menu is highlighted with a yellow circle, and its options are: GASB, NONE, Indiana, and GASH. At the bottom are 'Save' and 'Exit' buttons.

## Close Month

To enable months to be closed, you must set it up under preferences.

The screenshot shows the 'Edit Preferences' window for the 'Ledger/Reconciliation' section. The 'General' tab is active. The 'Enable Monthly Close' option is highlighted with a yellow circle, and the 'No' radio button is selected. The 'Print the following footnote(s) at the bottom of the Ledger/Reconciliation/Financial report.' section is also visible, with five lines for entering footnotes and dates.

EPES A school software company

Edit Preferences

General Ledger/Reconciliation Receipts Checks Transfers Extended Codes PO Preferences 1099 Forms Prior Year Override Activity Accounts School Ledger

Print the following footnote(s) at the bottom of the Ledger/Reconciliation/Financial report.

No  Yes

Line 1 I have reviewed the above ledger report and attached reports for the

Line 2 current month; I find them accurate and complete to the best of my

Line 3 knowledge.

Line 4 Bookkeeper: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Line 5 Principal: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Enable Monthly Close

No  Yes

Save Edit

Note: If you are using the Monthly Close option, you should run all reports to ensure you are in balance. After balancing, enter the dates of the month to be closed, then select the "Close Monthly Entries" from the Ledger Report screen and click "OK." This will close the month. All data files associated with that month will be closed and further access to "Add," "Edit," or "Delete" will be denied. You should be sure that all Accounts balance, and that your Checking Account is balanced, and any changes you need to make up to this month have been completed before closing this month.

### View Preferences

- Accounting
- School Reports
- School Admin
- Help
- Home
- Exit

- General
- Ledger/Reconciliation
- Receipts**
- Checks
- Transfers
- Extended Codes
- PO Preferences
- 1099 Forms
- School Logo
- Sales Tax

Last Receipt No

Receipt Number Format  Whole Number (Default)  Decimal

Default GL Acct

#### Print Options

##### Line Position (Dollar Amount)

Regular  1 Line Lower  2 Lines Lower  1 Line Higher  2 Lines Higher

##### Printed Media Type

Pre Printed Form  Blank Paper

##### Print Receipts while adding?

No  Yes

Show Cash Drawer  No  Yes

Void Date  Todays Date  Original Receipt Date

You have the option to print on blank paper, or you can print on pre-printed form.

### Edit Preferences

- Accounting
- School Reports
- School Admin
- District Admin
- EPES Admin
- Help
- Home
- Exit

- General
- Ledger/Reconciliation
- Receipts**
- Checks
- Transfers
- Extended Codes
- PO Preferences
- 1099 Forms
- Prior Year Override
- Activity Accounts
- School Logo

Last Receipt No

Receipt Number Format  Whole Number (Default)  Decimal

Default GL Acct

#### Print Options

##### Line Position (Dollar Amount)

Regular  1 Line Lower  2 Lines Lower  1 Line Higher  2 Lines Higher

##### Printed Media Type

Pre Printed Form  Blank Paper

##### Print Receipts while adding?

No  Yes

### Edit Preferences

- Accounting
- School Reports
- School Admin
- District Admin
- EPES Admin
- Help
- Home
- Exit

- General
- Ledger/Reconciliation
- Receipts
- Checks
- Transfers
- Extended Codes
- PO Preferences
- 1099 Forms
- Prior Year Override
- Activity Accounts
- School Logo

Maximum Check Amt

Allow Checks to Leave a Negative Balance?  
 No  Yes

Last Used Check No

Default Checking Acct

Print Options

Line Position (Dollar Amount)

Regular  1 Line Lower  2 Lines Lower  1 Line Higher  2 Lines Higher

Check Type

Stub - Check - Stub  Check - Stub - \$Stub

### Edit Preferences

- Accounting
- School Reports
- School Admin
- District Admin
- EPES Admin
- Help
- Home
- Exit

- General
- Ledger/Reconciliation
- Receipts
- Checks
- Transfers
- Extended Codes
- PO Preferences
- 1099 Forms
- Prior Year Override
- Activity Accounts
- School Logo

Allow Transfers to Leave a Negative Balance?  
 No  Yes

## Edit Preferences

- Accounting
- School Reports
- School Admin
- District Admin
- EPES Admin
- Help
- Home
- Exit

General Ledger/Reconciliation Receipts Checks Transfers **Extended Codes** PO Preferences 1099 Forms Prior Year Override Activity Accounts School Logo

**Enable Extended Codes**     No     Yes

**Extended Codes Required**     No     Yes

Save    Exit

## PO Preferences

Normally, these settings are not changed.

The screenshot shows the 'Edit Preferences' window for 'PO Preferences'. The 'PO # Prefix' is empty and 'Next PO Number' is set to 3. Under 'Purchase Order Terms', five lines of conditions are listed. 'Print Options' are set to 'Regular', 'Print PO Number on Purchase Order' to 'No', 'Print PO's while Adding' to 'No', and 'Printed Media Type' to 'Pre Printed Form'.

**EPES** A school software company

Accounting School Reports School Admin District Admin EPES Admin Help Home Exit

General Ledger/Reconciliation Receipts Checks Transfers Extended Codes **PO Preferences** 1099 Forms Prior Year Override Activity Accounts School Logo

PO # Prefix   
Next PO Number

**Purchase Order Terms**  
(Printed at top of each Purchase Order)

Line 1 Conditions:   
Line 2 Goods are subject to our inspection and approval.   
Line 3 If shipment will be delayed, advise us immediately.   
Line 4 Send bills in triplicate showing the purchase order number above.   
Line 5 Unless otherwise stipulated, all prices are F.O.B., school.

**Print Options**  
 Regular  1 Line Lower  2 Lines Lower  1 Line Higher  2 Lines Higher

Print PO Number on Purchase Order  No  Yes  
Print PO's while Adding  No  Yes  
Printed Media Type  Pre Printed Form  Blank Paper

Save Exit

The screenshot shows the 'Edit Preferences' window for '1099 Forms'. The 'Print the following on 1099 Forms' option is set to 'No'. Fields for Employer Federal Identification Number, Employer Name, Address Line 1, Address Line 2, and City, State Zip are present. 'Print Options' are set to 'Regular'.

**EPES** A school software company

Accounting School Reports School Admin District Admin EPES Admin Help Home Exit

General Ledger/Reconciliation Receipts Checks Transfers Extended Codes **PO Preferences** **1099 Forms** Prior Year Override Activity Accounts School Logo

Print the following on 1099 Forms.  
 No  Yes

Employer Federal Identification Number   
Employer Name   
Address Line 1   
Address Line 2   
City, State Zip

**Print Options**  
 Regular  1 Line Lower  2 Lines Lower  1 Line Higher  2 Lines Higher

Save Exit

### Edit Preferences

- Accounting
- School Reports
- School Admin
- District Admin
- EPES Admin
- Help
- Home
- Exit

General Ledger/Reconciliation Receipts Checks Transfers Extended Codes PO Preferences 1099 Forms **Prior Year Override** Activity Accounts School Logo

Override Prior Year Lock.  No  Yes

Save Exit

### Edit Preferences

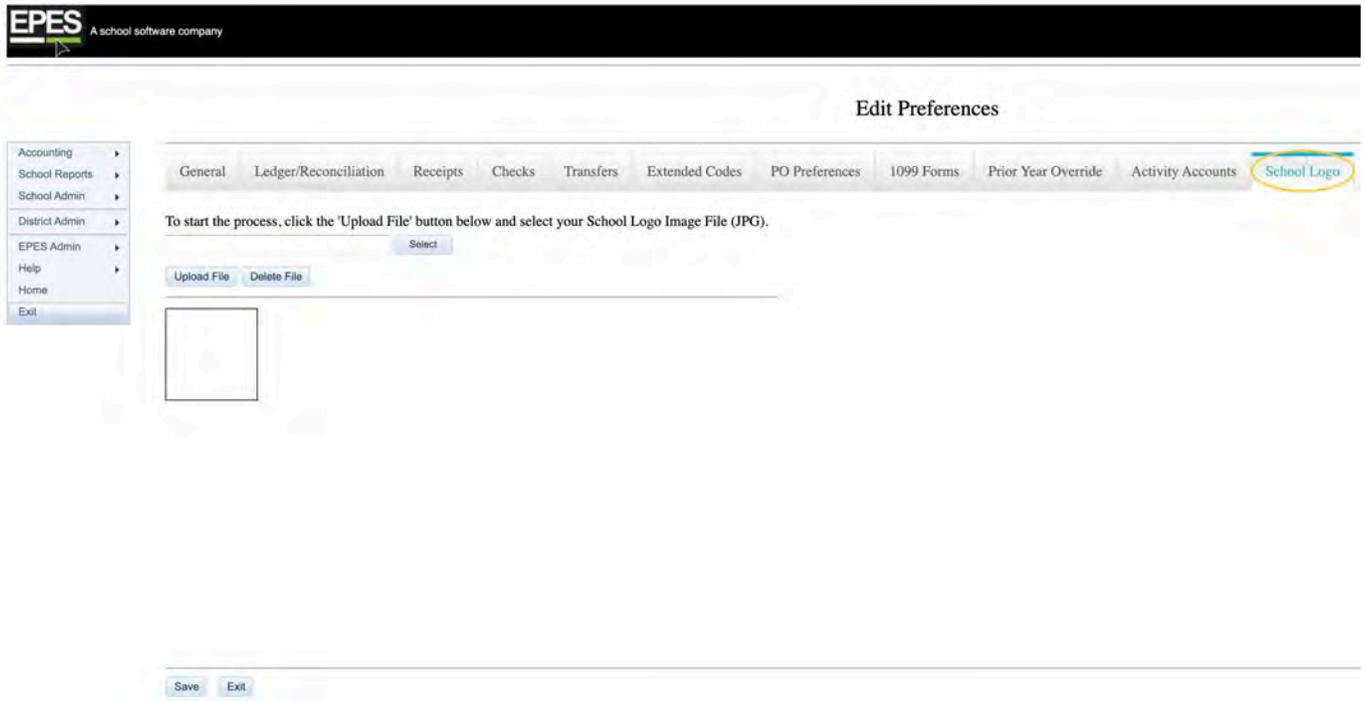
- Accounting
- School Reports
- School Admin
- District Admin
- EPES Admin
- Help
- Home
- Exit

General Ledger/Reconciliation Receipts Checks Transfers Extended Codes PO Preferences 1099 Forms Prior Year Override **Activity Accounts** School Logo

Show Activity Account Default Value  No  Yes

Save Exit

In Platinum, you now have the ability to add your school logo to the system. This will allow your logo to print on purchase orders and any blank paper receipts. The logo must be a .JPEG file or .jpg.



## Global Permissions

In EPES Platinum, you now have the ability to assign permissions for all users in a certain user group at the same time.



Navigate to: **'District Admin/ Security Groups and Permissions.'**

The screenshot shows the EPES software interface. At the top left is the EPES logo with the tagline "A school software company". Below the logo is a navigation menu with the following items: Accounting, School Reports, School Admin, District Admin, EPES Admin, Help, Home, and Exit. The "District Admin" item is selected, and a sub-menu is displayed with the following options: Schools Select, Users, Security Groups & Permissions (highlighted with a yellow oval), Change Password, District Preferences, and Users Logged In Now. To the right of the navigation menu, the following text is displayed: "You are on the home page.", "Welcome - Your user name is EPES", "District Being Viewed - EPES MANUAL (136699)", "School Being Viewed - PLATINUM (1366)", and "School Year Being Viewed - 2020".

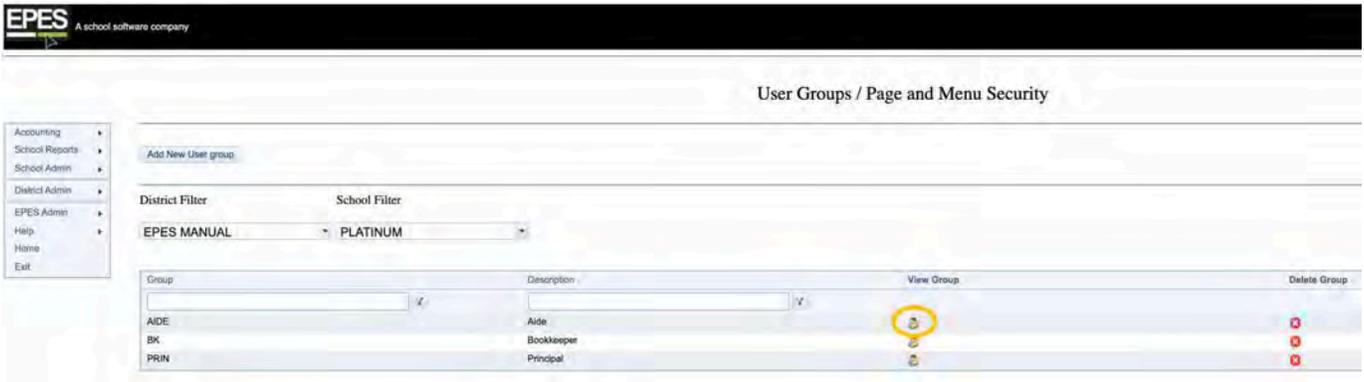
Your District filter will show your district name, under the next drop down menu you will need to select School Groups. This will show the user levels for BK (default is add/edit), Aide (default is add only), and Prin (default is read only).

The screenshot shows the "User Groups / Page and Menu Security" page in the EPES software. At the top left is the EPES logo with the tagline "A school software company". Below the logo is a navigation menu with the following items: Accounting, School Reports, School Admin, District Admin, EPES Admin, Help, Home, and Exit. The "District Admin" item is selected, and a sub-menu is displayed with the following options: Schools Select, Users, Security Groups & Permissions (highlighted with a yellow oval), Change Password, District Preferences, and Users Logged In Now. To the right of the navigation menu, the following text is displayed: "You are on the home page.", "Welcome - Your user name is EPES", "District Being Viewed - EPES MANUAL (136699)", "School Being Viewed - PLATINUM (1366)", and "School Year Being Viewed - 2020".

The main content area of the page is titled "User Groups / Page and Menu Security". It features a table with the following columns: Group, Description, View Group, and Delete Group. The table contains the following data:

Group	Description	View Group	Delete Group
AIDE	Aide		
BK	Bookkeeper		
PRIN	Principal		

If you would like permissions other than the default permissions select view group next to the level you wish to edit.



Once you select a user level you will see the following box. Choose page from the drop down menu, this will bring up a list of permissions. You may edit access on any permissions on this list. Select edit at the top, edit access, make the desired changes and save. Remember that you are in global permissions any changes will affect ALL users with that user level.



## Exceptions List

This feature is for district level users. It allows a district to set global permissions for all schools unless you generate an exceptions list.



Navigate to: **'District Admin/ District Preferences.'**

The screenshot shows the EPES software interface. At the top, the logo "EPES A school software company" is displayed. Below the logo, the text "You are on the home page." is visible. A welcome message reads: "Welcome - Your user name is EPES", "District Being Viewed - EPES MANUAL (136699)", "School Being Viewed - PLATINUM (1366)", and "School Year Being Viewed - 2020". On the left, a navigation menu is open, showing options: Accounting, School Reports, School Admin, District Admin, EPES Admin, Help, Home, and Exit. The "District Admin" option is selected, and a dropdown menu is displayed with the following items: Schools Select, Users, Security Groups & Permissions, Change Password, District Preferences, and Users Logged In Now.

Select **"Edit,"** and make sure the Unify Schools Permissions is selected to **"Yes."**

The screenshot shows the "View Preferences" page in the EPES software. The page title is "District Preferences". The district name is "EPES MANUAL - 136699" and the expiration date is "12/31/2021". There are several sections with radio button options: "Print the following footnote(s) at the bottom of the Ledger/Reconciliation/Financial report." (No/Yes), "Require users to use 2 factor Authentication." (No/Yes), and "Unify School Permissions (This allows a district user to edit school permissions one time and they are saved for all the schools in the district.)" (No/Yes). The "Unify School Permissions" section is circled in yellow. At the bottom left, there is an "Edit" button, also circled in yellow.

After turning Unify School Permissions on, select **"Edit"** again, and you can then select the button that says **"Edit Exceptions List."**

EPES A school software company

Accounting  
School Reports  
School Admin  
District Admin  
EPES Admin  
Help  
Home  
Exit

General

### District Preferences

District EPES MANUAL - 136699  
Expiration 12/31/2021

Print the following footnote(s) at the bottom of the Ledger/Reconciliation/Financial report.  
 No  Yes

Line 1 I have reviewed the above ledger report and attached reports for the  
Line 2 current month. I find them accurate and complete to the best of my  
Line 3 knowledge.  
Line 4 Bookkeeper: \_\_\_\_\_ Date: / /  
Line 5 Principal: \_\_\_\_\_ Date: / /

Require users to use 2 factor Authentication.  
 No  Yes

Unify School Permissions (This allows a district user to edit school permissions one time and they are saved for all the schools in the district.)  
 No  Yes [Edit Exception List](#)

Save Exit

Once the box pops up you will see all your schools listed on the right, highlight the school or schools you would like to create an exception for, then select the **"<<"** to move them to the list on the left. When you are finished adding schools to your exception list, select **"Exit."**

EPES Web Accounting

## Manage Unified Security School Exception List

Any School in the Exception List can have their security settings altered independently from the rest of the district.  
If a school is removed from the list, that school's security settings can be overwritten if the unified security settings are changed.

School Name  
No records to display.

<< >>

School Name  
ABC HIGH SCHOOL  
DEFAULT TEST  
EPES TRAINING  
PLATINUM  
PLATINUM TEST  
TEST

Exit

Any school on the exceptions list will not be included in the global permissions and will need to have their permissions set individually at the school level. If you would like to remove a school from the exceptions list, repeat the steps above, until you get to the exceptions list. You will then highlight their school on the left and select ">>" to move it back to the list on the right.

**\*\*\*If you have any issues setting up the global permissions initially, feel free to contact our customer support lines and our tech supports will happily assist you.\*\*\***

EPES Helplines:  
**1 (800) 237 - 6498**  
**1 (866) 729 - 6316**

### Global Vendors

In EPES Platinum, users can also create a list of Global Vendors (at the District level). If a District would like to set up this function, they have to contact EPES at 1-800-237-6498 or 1-800-729-6316 as it has to be set up with an EPES Support Tech.

This function allows District users to enter a vendor one time, and that vendor will then appear on the vendor list at all schools within the District. If a District is interested in this function, please contact any of the numbers listed above for more information.

## Positive Pay

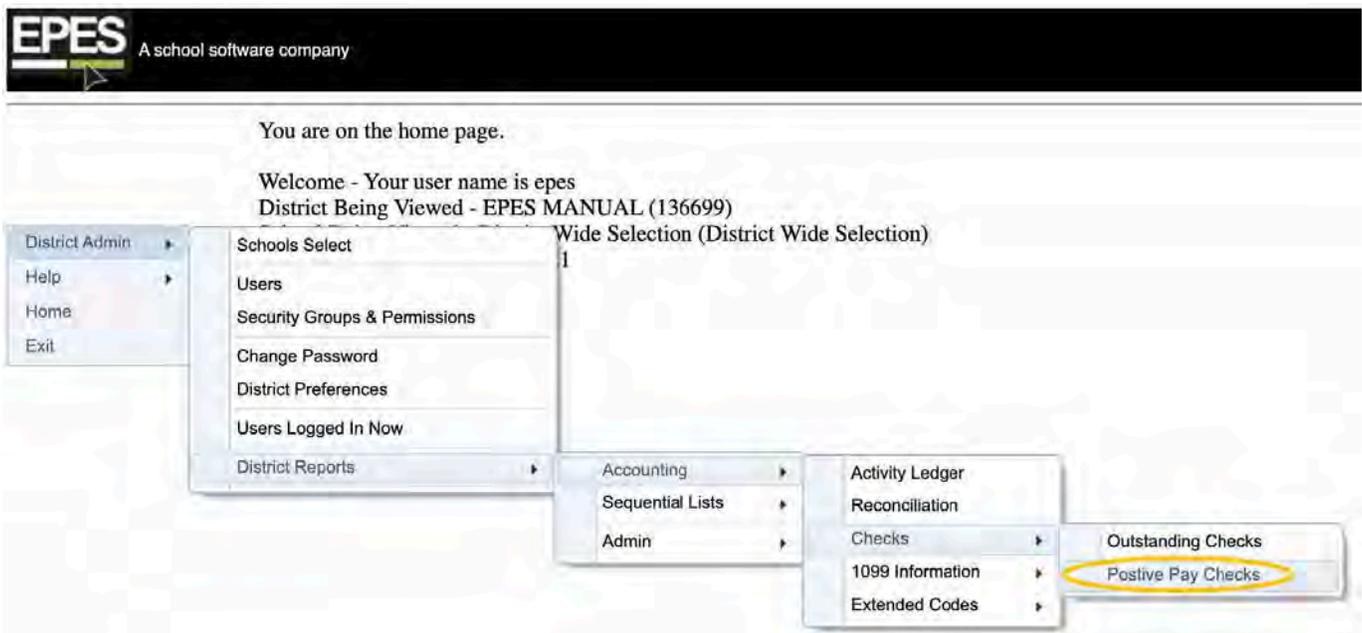
Positive Pay is a report that creates an Excel document that shows the bank which checks they can deposit. This spreadsheet is an additional way EPES Platinum helps cut down on the risk of fraud.

Platinum users can run the Positive Pay report at the school level and the district level. The report screen is exactly the same, but the process for finding it changes based on your user level.

To access the Districts Positive Pay Report:



Navigate to: **'District Admin/ District Reports/Accounting/Checks/Positive Pay Checks.'**



To access the school level Positive Pay Report:



Navigate to: **'School Reports/Accounting/Sequential List/List of Checks/ Positive Pay Checks (Excel).'**

You are on the home page.

Welcome - Your user name is GT1  
 District Being Viewed - EPES MANUAL (136699)  
 School Being Viewed - PLATINUM (1366)  
 School Year Being Viewed - 2022

### Positive Pay - Report

Home    Insert    Draw    Page Layout    Formulas    Data    Review    View    Tell me						
Paste    Font    Alignment    Number    Conditional Formatting    Cells    Editing						
A1    School Name						
	A	B	C	D	E	F
1	<b>School Name</b>	<b>Check</b>	<b>Date</b>	<b>Date Voided</b>	<b>Payee</b>	<b>Total</b>
2	DEMO	25	12/08/2021		DAVES DJ	\$75.00
3	DEMO	26	12/08/2021		JESSE HERBST	\$5000.00
4	DEMO	27	12/08/2021		SAM'S CLUB	\$209.00
5	DEMO	28	12/08/2021		JOHNS PIZZA	\$63.00
6	DEMO	29	12/08/2021		JESSE HERBST	\$12.00

## For New EPES Users Transitioning from Another Software

When coming from a different software, the beginning balance should be the ending balance from your fiscal year end or last month bank statement.

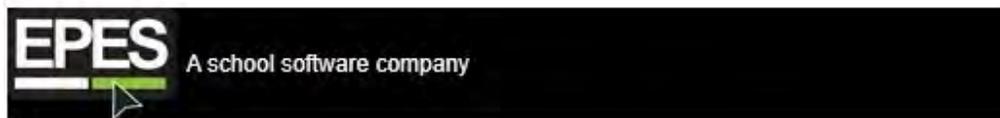
If your ending balance already contains outstanding checks deducted you can proceed to adding Activity Accounts, GL Accounts, and Vendors. See Section B and E.

If your ending balance does not contain your outstanding checks, you will want to adjust your beginning balance accordingly.

## Change Password



Navigate to: **'School Admin/Change Password'**



You are on the home page.

Welcome - Your user name is EPES  
District Being Viewed - EPES MANUAL (136699)  
School Being Viewed - PLATINUM (1366)  
School Year Being Viewed - 2020



Change Password

## Change Password

---

Old Password

New Password

New Password

Enter your current password. Then enter a new password twice. To change click on **"Save"** then **"Exit"**. For security purposes, you will be prompted periodically to change your password in the web accounting.



**Exit**

## Contacts

EPES Helplines  
**1 (800) 237 - 6498**  
**1 (866) 729 - 6316**

EPES provides Technical support to all EPES web accounting customers with a current lease. Your initial purchase includes a one year lease of the program plus technical support. The support personnel are very well versed in the software and are able to answer your questions accurately and promptly. You will be notified annually as your lease/support agreement expires.

You can also receive technical support by contacting [support@epes.org](mailto:support@epes.org). Please include your customer ID number and your name.

# Section B

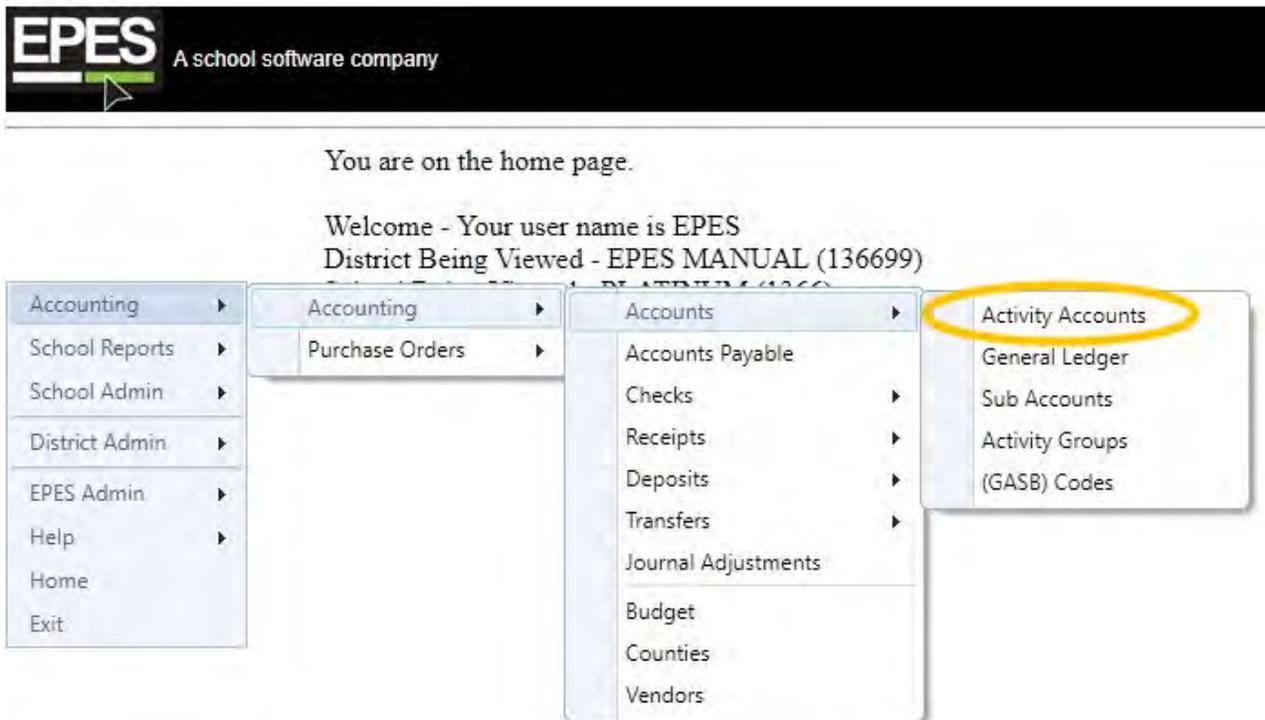
## Accounts

EPES Helplines  
1 (800) 237 - 6498  
1 (866) 729 - 6316

### Add Accounts

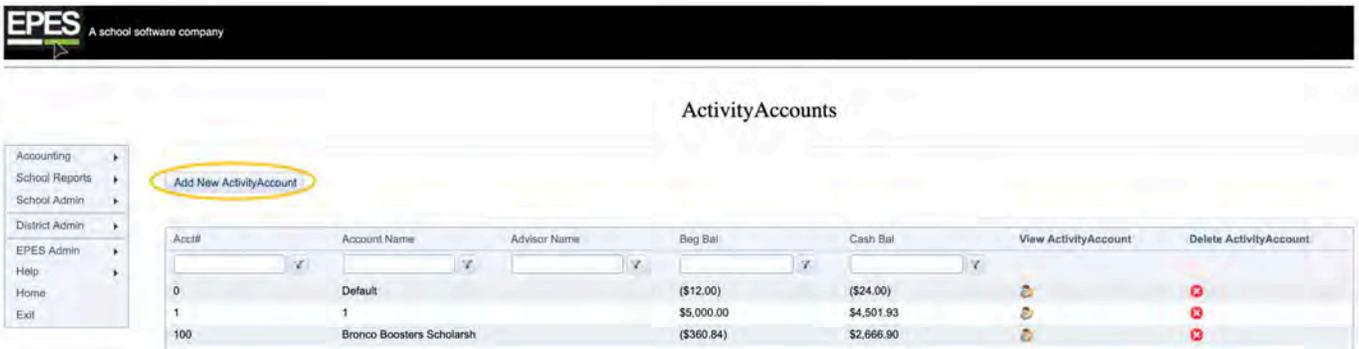


Navigate to: 'Accounting/ Accounting/ Accounts/ Activity Accounts'



The screenshot shows the EPES software interface. At the top left is the EPES logo with the tagline "A school software company". Below the logo, the text reads "You are on the home page." and "Welcome - Your user name is EPES District Being Viewed - EPES MANUAL (136699)". A navigation menu is open, showing a hierarchy of options: Accounting, Accounting, Accounts, and Activity Accounts. The "Activity Accounts" option is highlighted with a yellow circle. Other options in the menu include General Ledger, Sub Accounts, Activity Groups, (GASB) Codes, Accounts Payable, Checks, Receipts, Deposits, Transfers, Journal Adjustments, Budget, Counties, and Vendors.

To add a new account, you must click on **"Add New Activity/Account."**



Enter the new account number, account name, beginning balance, and accounting group.

Setting Balance(s):

The beginning balance will be the same as the ending balance from the last fiscal year.

Adding an account mid year, the beginning balance should be zero.

Please note that you cannot duplicate an account number. You will get a message letting you know if the number is a duplicate.

The 'Acct Group' is available to provide an additional grouping for Accounts if necessary.

If you need to add another record, click **"Save,"** and it will populate a new record after the initial save. If you decide a new account isn't needed you can click on **"Exit."** Otherwise, click on **"Save"** to save the new account. Now click on **"Exit."**

**Create Activity Account**

Activity Account:

Account Name:

Advisor:

Beginning Balance:

Activity Group:

**Save** **Exit**

Cash Balance

Working Balance

Payable

Encumbrance

## Edit Accounts

If you decide that you need to edit an account, you are able to edit all data except the account number. The account number can not be changed if it has been used for a transaction. The account number can be changed if it has not been used for a transaction.

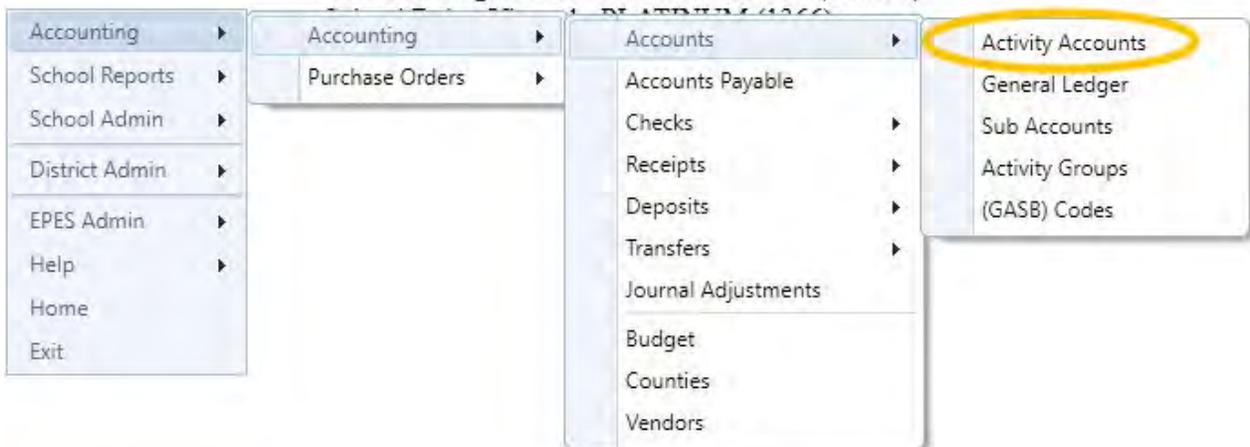


Navigate to: "Accounting/ Accounting/ Accounts/ Activity Accounts".



You are on the home page.

Welcome - Your user name is EPES  
District Being Viewed - EPES MANUAL (136699)



Find the account in the list and click on the logo below "View ActivityAccount".



### ActivityAccounts

[Add New ActivityAccount](#)

Acct#	Account Name	Advisor Name	Beg Bal	Cash Bal	View ActivityAccount	Delete ActivityAccount
0	Default		(\$12.00)	(\$24.00)		
1	1		\$5,000.00	\$4,501.93		
100	Bronco Boosters Scholarsh		(\$360.84)	\$2,666.90		

Click on **"Edit"** and make the changes needed. If you decide not to edit the account, you can click on **"Exit"**. Otherwise, click on **"Save."** Now click on **"Exit."**

Activity Account

### View Activity Account

Activity Account	102
Account Name	CR Briggs Scholarship
Advisor	Wanda Summers
Beginning Balance	\$368.60
Activity Group	

Cash Balance	(\$75.88)
Working Balance	(\$100.88)
Payable	\$25.00
Encumbrance	\$0.00

Activity Account

### Edit Activity Account

Activity Account	102
Account Name	CR Briggs Scholarship
Advisor	Wanda Summers
Beginning Balance	\$368.60
Activity Group	

Cash Balance	(\$75.88)
Working Balance	(\$100.88)
Payable	\$25.00
Encumbrance	\$0.00

# GENERAL LEDGER ACCOUNTS:



Navigate to: "Accounting/ Accounting/ Accounts/ General Ledger".

The screenshot shows the EPES software interface. At the top, there is a black header with the EPES logo and the text "A school software company". Below the header, the text "You are on the home page." is displayed. A welcome message reads "Welcome - Your user name is EPES" and "District Being Viewed - EPES MANUAL (136699)". The main navigation menu is open, showing a tree structure: "Accounting" (selected) -> "Accounting" -> "Purchase Orders" -> "Accounts" -> "General Ledger" (highlighted with a yellow circle). Other options in the "Accounts" sub-menu include "Activity Accounts", "Sub Accounts", "Activity Groups", "(GASB) Codes", "Accounts Payable", "Checks", "Receipts", "Deposits", "Transfers", "Journal Adjustments", "Budget", "Counties", and "Vendors".

Five General Ledger Accounts are automatically set up:

- 1) 990 Petty Cash
- 2) 991 Cash on Hand
- 3) 992 Checking
- 4) 993 Savings
- 5) 994 Investments

You may add new General Ledger Accounts or edit existing ones.

# Section C

## Sub Accounts

EPES Helplines  
1 (800) 237 - 6498  
1 (866) 729 - 6316

A Sub Account is a field that allows you to have a more detailed break down of your transactions. A Sub Account is not an account, but rather an additional field that is available for all accounts that are set up. You do not have to use a Sub Account. If you leave it blank it will default to '0'. However, if you are trying to track transactions across many accounts, they can be very useful. Sub Accounts do not hold money. They are simply a way of tracking funds.

### Add Sub Accounts

You may add Sub Accounts that are not already set up, such as Field Trips, Gate Receipts, etc...

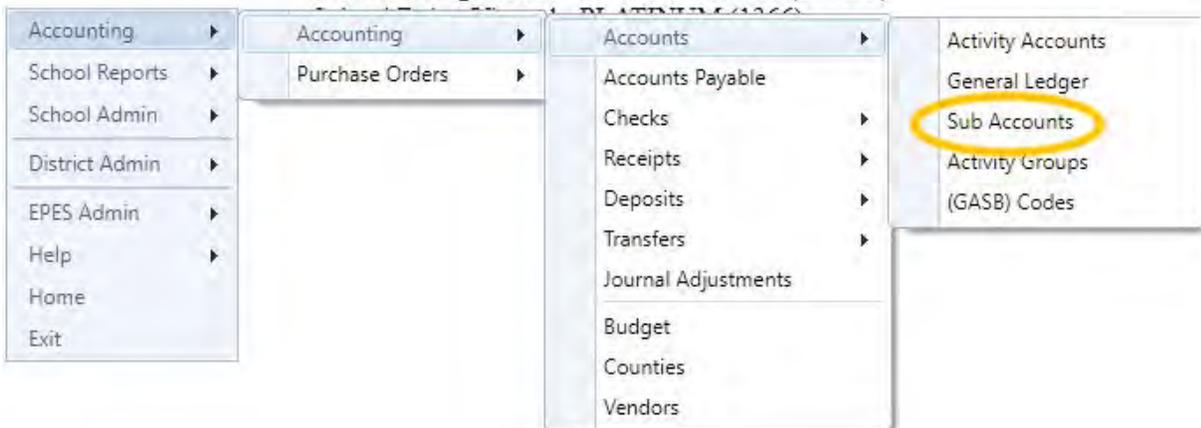


Navigate to: '**Accounting/ Accounting/ Accounts/ Sub Accounts**'.



You are on the home page.

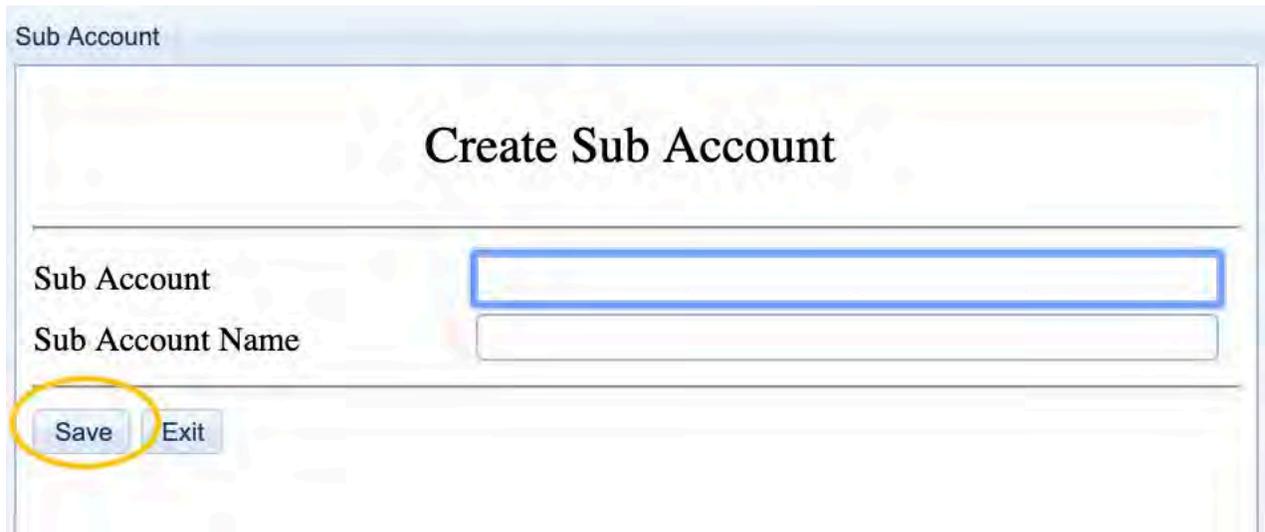
Welcome - Your user name is EPES  
District Being Viewed - EPES MANUAL (136699)



The screen will automatically open to the list of Sub Accounts.

To add a new Sub Account you must click on **"Add New SubAccount."**

Enter the new Sub Account number and description. Please note, you can not use duplicate Sub Account numbers. You will get a message letting you know if the number is a duplicate. If you decide a new Sub Account is not needed, you can click on **"Exit."** Otherwise, click on **"Save."** Now click on **"OK"** then click on **"Exit."**



Sub Account

## Create Sub Account

Sub Account

Sub Account Name

## Edit Sub Accounts

If you decide you need to edit a Sub Account, know that you are only able to edit the Sub Account name, not the number if it has been used on a transaction.



Navigate to: **'Accounting/ Accounting/ Accounts/ Sub Accounts'**

Find the account in the list and click on the logo below "View SubAccount".



SubAccount

SubAcct	SubAcct Name	View SubAccount	Delete SubAccount
0000	No Sub-Account		
0015	Registration		
0017	DONATION - OTHER		
0018	BOOSTERS DONATION		
0019	Fundraisers		

# Section D

## Extended Codes

Some states require additional expense or revenue codes over and above an account code and sub account code. The extended code option is used to increase the expense and revenue coding capabilities associated with each transaction for increased tracking and analysis.

The program contains default extended codes. These can be edited and changed to meet your particular needs. You can use up to ten categories of expense codes and ten categories of revenue codes. When determining how to use extended codes, you should use codes that do not change or change less frequently first. Then you should determine which codes will be constant (the same for each transaction) and which codes will change.

Examples:

FY Code - Changes once each year and is the first code required in logical sequence

Program and Site - Codes do not change and they are next in logical sequence

Source and Project - Code 3 is constant

Subject - Code occasionally changes

Function and Object - Code changes frequently

To edit extended codes, simply click on List and then Click on the Extended Code you would like to edit.

### Extended Code Reports

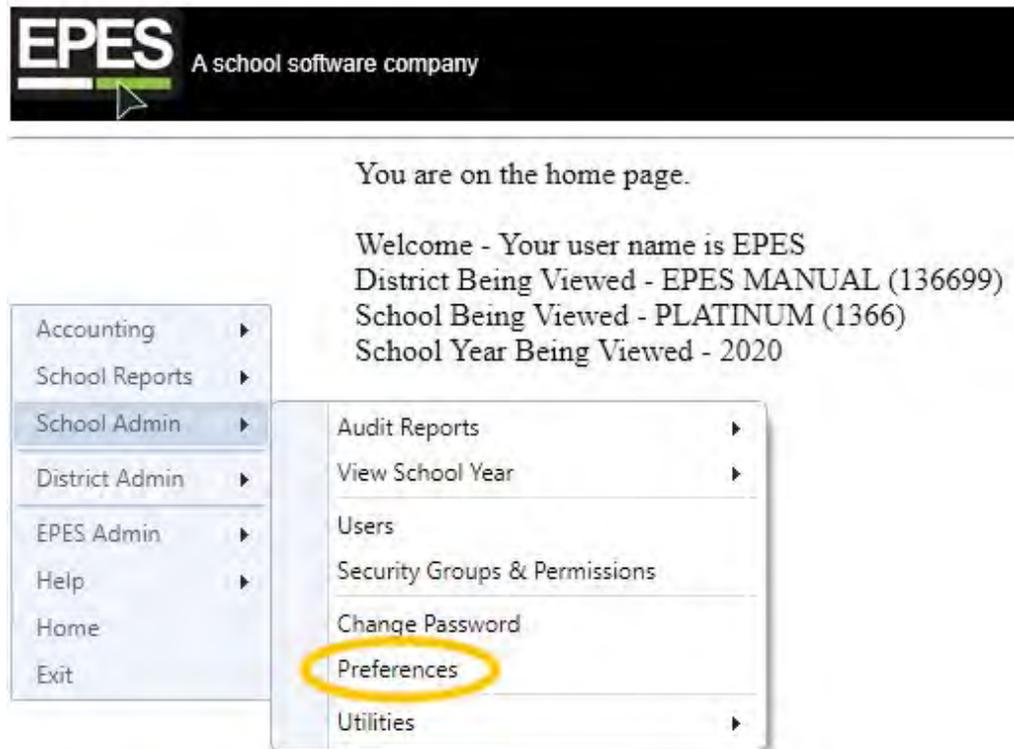
If you have set up your extended code groups in a logical, sequential order with those codes which do not change or change very little first and those codes that frequently change last, the Extended Code report will give you a detail summary of exactly where you've spent or received money for each extended code group.

For full report options - see Section O

To turn on Extended codes:



Navigate to: 'School Admin' / 'Preferences.'



**EPES** A school software company

You are on the home page.

Welcome - Your user name is EPES  
District Being Viewed - EPES MANUAL (136699)  
School Being Viewed - PLATINUM (1366)  
School Year Being Viewed - 2020

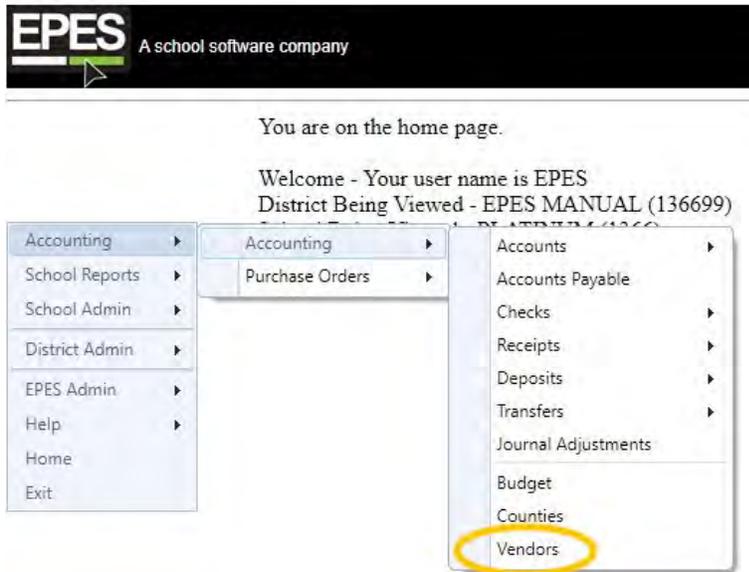
- Accounting ▶
- School Reports ▶
- School Admin ▶**
  - Audit Reports ▶
  - View School Year ▶
  - Users
  - Security Groups & Permissions
  - Change Password
  - Preferences**
  - Utilities ▶
- District Admin ▶
- EPES Admin ▶
- Help ▶
- Home
- Exit

# Section E

## Add Vendors

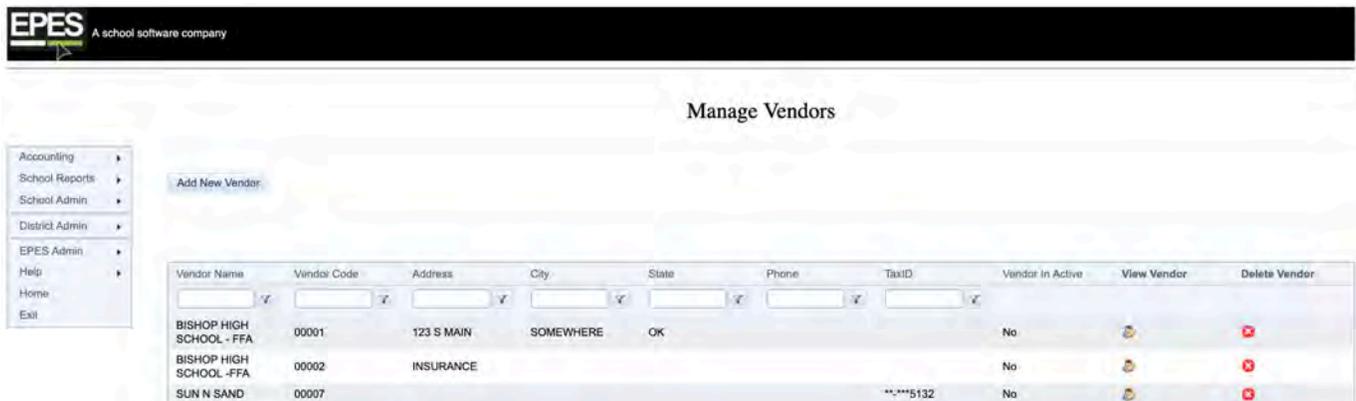


Navigate to: 'Accounting/ Accounting/ Vendors'



In EPES, vendors are people or companies that you either pay money to or receive money from on a regular basis. Essentially, they are both your vendors and customers.

A list of vendors that are set up will appear.



To add a new Vendor you must click "Add New Vendor."

EPES A school software company

### Manage Vendors

- Accounting
- School Reports
- School Admin
- District Admin
- EPES Admin
- Help
- Home
- Exit

**Add New Vendor**

Vendor Name	Vendor Code	Address	City	State	Phone	TaxID	Vendor In Active	View Vendor	Delete Vendor
BISHOP HIGH SCHOOL - FFA	00001	123 S MAIN	SOMEWHERE	OK			No		
BISHOP HIGH SCHOOL - FFA	00002	INSURANCE					No		
SUN N SAND	00007					*****5132	No		
EDUCATIONAL THEATRE ASSOC	00013	P.O. BOX 632347	CINCINNATI	OH			No		

Enter the Vendor information.

Vendor

### Create Vendor

Vendor Code

Vendor Name

Address

City

State

ZipCode

Phone

Fax

Attention

Tax ID

School Vend#

Bid Category

Memo

InActive

County

If this vendor receives a 1099, you must enter their Tax ID # or Social Security #.

The chart below can help you with filling in the fields.

	Field	What to Enter
*	Vendor Code	Short Abbreviation of Vendor Name
*	Vendor Name	Full Vendor Name
	Address	Vendor Street Address
	Address Line 2	Additional Street Address Info
	City	Vendor City
	State	Vendor State
	Zip Code	Vendor Zip Code
	Phone	Vendor Phone Number
	Fax	Vendor Fax Number
	Attn:	Your contact at the Vendor
	Tax ID	Tax Payer ID or Social Security Number
	School Vend #	Customer ID that the Vendor has assigned your school
	County ID	Tennessee Only
	Bid Category	User Discretionary Field
	Memo	Any info that will help you in the future

\* Denotes that the field that is mandatory. The Tax ID is only required if the Vendor receives a 1099.

Vendor Codes must be unique and cannot contain any special characters or spaces.

Click **"Save"** to save the data entered. Then click **"Exit"** to go back to the main menu.

The screenshot shows a 'Vendor' window titled 'Create Vendor'. It contains the following fields and controls:

- Vendor Code: Text input
- Vendor Name: Text input
- Address: Text input
- City: Text input
- State: Dropdown menu (currently 'Not Selected')
- ZipCode: Text input with a dash separator
- Phone: Text input with area code, hyphen, and dashes
- Fax: Text input with area code, hyphen, and dashes
- Attention: Text input
- Tax ID: Text input with a dash separator
- School Vend#: Text input
- Bid Category: Text input
- Memo: Text input
- InActive: Text input
- County: Dropdown menu

At the bottom of the form, there are two buttons: 'Save' (circled in yellow) and 'Exit'.

## Add Vendor While Entering A Payable or Check

Please see Section F for adding a Vendor while entering a payable

## Add Vendor While Entering a Receipt

Please see Section H for adding a Vendor while entering a receipt.

## Edit Vendor



Navigate to: 'Accounting/ Accounting/ Vendors'

Find the vendor in the list and click on the logo below "View Vendor".

Vendor Name	Vendor Code	Address	City	State	Phone	TaxID	Vendor In Active	View Vendor	Delete Vendor
BISHOP HIGH SCHOOL - FFA	00001	123 S MAIN	SOMEWHERE	OK			No		
BISHOP HIGH SCHOOL - FFA	00002	INSURANCE					No		
SUN N SAND	00007					****5132	No		

Click on "Edit" and make the changes needed. If you decide not to edit the Vendor, you can click on "Exit." Otherwise, click on "Save". Now click on "Exit."

Vendor

### View Vendor

Vendor Code: 00001

Vendor Name: BISHOP HIGH SCHOOL - FFA

Address: 123 S MAIN

City: SOMEWHERE

State: Oklahoma

ZipCode: 74012-0000

Phone: [ ] - [ ]

Fax: [ ] - [ ]

Attention: SALLY JONES

Tax ID: [ ]

School Vend#: [ ]

Bid Category: [ ]

Memo: [ ]

InActive: [ ]

County: [ ]

## 'Blank' Vendor Code

The Vendor Code of 'Blank' with the Vendor Name of 'Misc Vendors' is to be used when you do not see the need to set up a vendor. For example, if you are writing a check to a parent or a Vendor, that you don't think you will use often, the 'Blank' Vendor allows you to do this. When using this Vendor it is mandatory that you put the name of who the check is to be written to, in the Payee field. Otherwise, the system does not know whom to write the check to. The 'Blank Vendor Code' is hard coded into the program and cannot be deleted.



## Free Form Vendor Code

The Vendor Code of 'Free Form' with the Vendor Name of 'Student,' or 'Parent,' etc. is to be used when you do not see the need to set up a vendor. For example, if you are writing a check to a parent or a student, that you don't think you will use often, the 'Free Form' Vendor allows you to do this. When using this vendor it is mandatory that you put the name of who the check is to be written to, in the Vendor Name field. When entering a Free Form Vendor transaction (receipt, check, PO, etc.) you will have to add the name of the student or parent before adding a line item. Once you have entered the information for the payee, then you may add the line item(s).

Vendor

Vendor Code: STUDENT

Vendor Name: STUDENT

Address: [Empty]

City: [Empty]

State: Not Selected

Zip Code: [Empty]

Phone: [Empty]

Fax: [Empty]

Attention: [Empty]

Tax ID: [Empty]

Tax ID IRS Format: EIN

School Vend#: [Empty]

Vendor Email Address: [Empty]

Bid Category: Free form

Memo: [Empty]

Inactive: [Empty]

County: [Empty]

Edit Exit

Check

### Edit Check

Check Number: 13192  
 Date: 05/02/2022  
 GL Account: 9902 - GL- Checking Account Main  
 Vendor ID: STUDENT \* STUDENT  
 Vendor 1099:   
 Payee: **STUDENT**  
 Closed: False  
 Date Cleared: Not Set  
 Date Voided:   
 Total Amount: \$25.00

Save Exit

Details:

Add

Activity Account	ActAcct Working Balance	Activity Sub Account	Amount	Tax Amount	Total Amount	PO	INVOICE	GASB	NOTE	Edit Check Detail	Delete Check Detail
3100	(\$25.00)	0	\$25.00	\$0.00	\$25.00			0000			

If your screen has an asterisk next to the word student or parent, then the Free Form Vendor has been set up correctly. At this point, you can delete the word student from the payee line and enter the student's name directly, or you could insert a hyphen and then provide the student name.

\*Just like other vendors, the Free Form Vendor can be created for the first time when you enter a check, receipt. or PO.

## 1099 Information\*

Most Districts are required to send a 1099-Misc tax form to any Vendor that is collectively paid over \$600 per calendar year for goods or services. (Employees are not 1099 Vendors unless contracted for other services). The system can track information for the tax form, and allow the district to consolidate the data for all schools. It is important that you put the Tax ID or Social Security Number in, when entering a Vendor. If you enter a Tax ID Number on the Vendor page, it will flow to the Accounts Payable and Checks Paid pages.

\*The District level form is an NEC1 Form, whereas the school level form is used for miscellaneous income.

The image shows a screenshot of a software application window titled "Vendor" with a sub-header "Create Vendor". The form contains the following fields and controls:

- Vendor Code: Text input field
- Vendor Name: Text input field
- Address: Text input field
- City: Text input field
- State: Dropdown menu with "Not Selected" selected
- ZipCode: Text input field with a hyphen separator
- Phone: Text input field with a hyphen separator and a small circle for area code
- Fax: Text input field with a hyphen separator and a small circle for area code
- Attention: Text input field
- Tax ID: Text input field, highlighted with a yellow oval
- School Vend#: Text input field
- Bid Category: Text input field
- Memo: Text input field
- InActive: Checkmark input field
- County: Dropdown menu

At the bottom of the form, there are "Save" and "Exit" buttons.

At the District level users now have the option to set up their 1099 Forms as a Single Recipient Form, or a Three Recipient Form by marking the respective box.



Navigate to: 'District Admin,' 'District Reports,' 'Accounting,' '1099 Information,' '1099 Report/Form.'

**EPES** A school software company

### District 1099 - Reports

District Admin ▶  
EPES Admin ▶  
Help ▶  
Home  
Exit

Preview Print Export Excel Exit

Minimum Dollar Amount: \$0  
Begin Date: 1/1/2021  
End Date: 12/31/2021

#### Report Options

Report Types Payer Info

- 1099 Report
- 1099 Report by Tax ID
- 1099 Forms (Single Recipient Form)
- 1099 Forms (Three Recipient Form)

# Section F

## Enter Disbursements and Payables

EPES Helplines  
1 (800) 237 - 6498  
1 (866) 729 - 6316

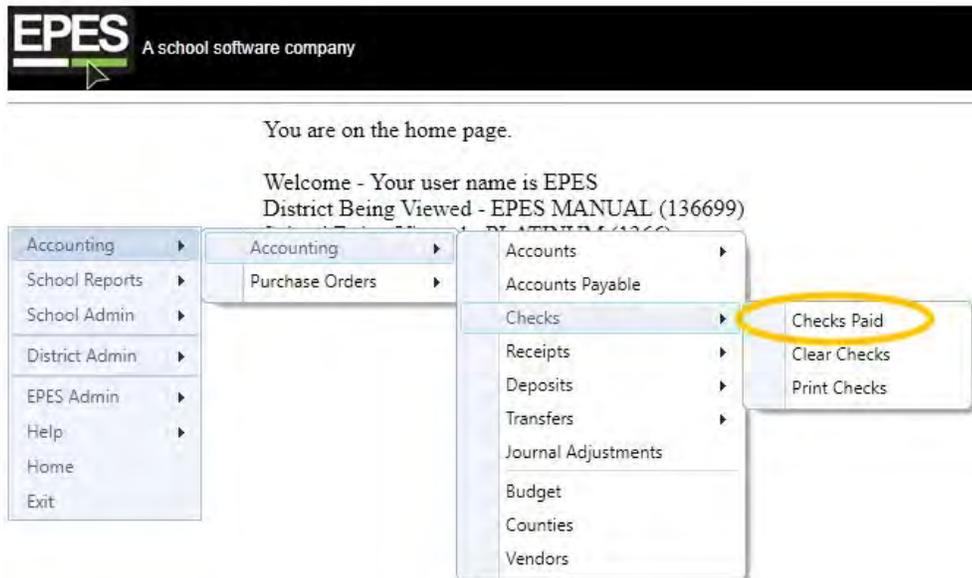
### Disbursements for Manual Checks

You want to manually add disbursements when a vendor is being paid with a manually prepared check.

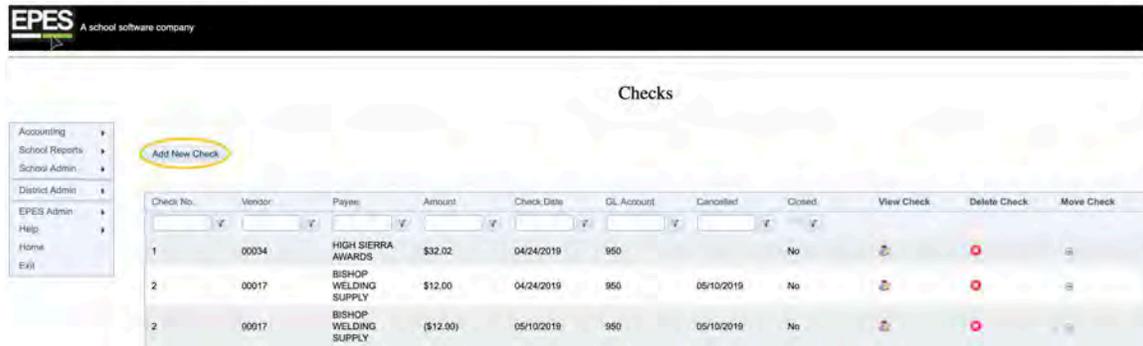
#### Add Disbursements



Navigate to: 'Accounting/ Accounting/ Checks/ Checks Paid'



Click on "Add New Check."



Enter the check number. Enter the date of the check. Enter the 'Vendor' ID of the vendor you wrote a check to.

Check

### Create Check

Check Number: 15824

Date: 05/30/2019

GL Account: 993 - FF Checking

Vendor ID: BLANK - MISC VENDOR

Vendor 1099: [ ]

Payee: [ ]

Closed: false

Date Canceled: Not Set

Date Voided: [ ]

Total Amount: \$0.00

Save Exit

Details:

Add

Activity Account	ActAcct Working Balance	Activity Sub Account	Amount	Tax Amount	PO	INVOICE	NOTE	Edit Check Detail	Delete Check Detail
No records to display.									

### Adding a Vendor While Entering a Manual Disbursement

Enter a Vendor Code in the 'Vendor ID' box.

If you would like to add a vendor when adding a check, select the **"Plus Button"** immediately following the Vendor ID Box.

Check

### Create Check

Check Number	<input type="text" value="654326"/>
Date	<input type="text" value="06/04/2019"/>
GL Account	<input type="text" value="950 - USB Student Store"/>
Vendor ID	<input type="text" value="BLANK - MISC VENDOR"/> 
Vendor 1099	<input type="checkbox"/>
Payee	<input type="text"/>
Closed	<input type="text" value="false"/>
Date Canceled	<input type="text" value="Not Set"/>
Date Voided	<input type="text"/>
Total Amount	<input type="text" value="\$0.00"/>

Details:

Activity Account	ActAcct Working Balance	Activity Sub Account	Amount	Tax Amount	PO	INVOICE	NOTE	Edit Check Detail	Delete Check Detail
No records to display.									

The vendor box will pop up.

Vendor

### Create Vendor

Vendor Code	<input type="text"/>
Vendor Name	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="Not Selected"/>
ZipCode	<input type="text" value="___-__"/>
Phone	<input type="text" value="( ) ___-__"/>
Fax	<input type="text" value="( ) ___-__"/>
Attention	<input type="text"/>
Tax ID	<input type="text" value="___-__"/>
School Vend#	<input type="text"/>
Bid Category	<input type="text"/>
Memo	<input type="text"/>
InActive	<input type="checkbox"/>
County	<input type="text"/>

Add the vendor information and click **"Save."**

Vendor

### Create Vendor

Vendor Code	<input type="text"/>
Vendor Name	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	Not Selected
ZipCode	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
Attention	<input type="text"/>
Tax ID	<input type="text"/>
School Vend#	<input type="text"/>
Bid Category	<input type="text"/>
Memo	<input type="text"/>
InActive	<input type="checkbox"/>
County	<input type="text"/>

Click on **"Add"** under details.

Check

### Create Check

Check Number	654326
Date	06/04/2019
GL Account	950 - USB Student Store
Vendor ID	BLANK - MISC VENDOR
Vendor 1099	<input type="checkbox"/>
Payee	<input type="text"/>
Closed	false
Date Canceled	Not Set
Date Voided	<input type="text"/>
Total Amount	\$0.00

**Details:**

Activity Account	ActAcct Working Balance	Activity Sub Account	Amount	Tax Amount	PO	INVOICE	NOTE	Edit Check Detail	Delete Check Detail
No records to display.									

Enter the check information. The 'Acct' is the account that you want to pay the money from. Enter a 'Sub Acct' if appropriate. Fill in the amount. 'Invoice' is the vendor invoice number. Add any notes that may be helpful to you in the future. If this vendor is a 1099 vendor, the '1099' vendor box must be checked. If you put the Tax ID in when you set up the vendor, this box should automatically be checked.

The screenshot shows a web form titled "Create Check Detail". The form contains the following fields and controls:

- Activity Account:** A dropdown menu with the text "Select Activity Account".
- Working Balance:** A text input field containing "\$0.00".
- Activity Sub Account:** A dropdown menu with the text "0 - No Sub-Account".
- Amount:** A text input field containing "\$0.00".
- PO:** An empty text input field.
- Invoice:** An empty text input field.
- Notes:** A large empty text area.
- Tax Amount:** A text input field containing "\$0.00".

At the bottom of the form, there are three buttons: "Save", "Exit", and "Save and Add another Detail". The "Save" button is circled in yellow in the original image.

Click on **"Save"**.

This screenshot shows the same "Create Check Detail" form as above, but with the "Save" button circled in yellow. The form fields and their values are identical to the previous screenshot.

## Edit Disbursements



Navigate to: **'Accounting/ Accounting/ Checks/ Checks Paid'**.

Find the disbursement in the list and on the logo beneath view check.

EPES A school software company

### Checks

[Add New Check](#)

Check No.	Vendor	Payee	Amount	Check Date	GL Account	Cancelled	Closed	View Check	Delete Check	Move Check
1	00034	HIGH SIERRA AWARDS	\$32.02	04/24/2019	950		No			
2	00017	BISHOP WELDING SUPPLY	\$12.00	04/24/2019	950	05/10/2019	No			

Click **"Edit"** and make the necessary changes and click **"Save"** when done.

## Voiding Checks

Click on **"Edit"**, then you can click on **"Void this Check"** to void the disbursement.

### Check

#### Edit Check

Check Number	1
Date	04/24/2019
GL Account	950 - USB Student Store
Vendor ID	00034 - HIGH SIERRA AWARDS
Vendor 1099	
Payee	HIGH SIERRA AWARDS
Closed	False
Date Canceled	Not Set
Date Voided	
Total Amount	\$32.02

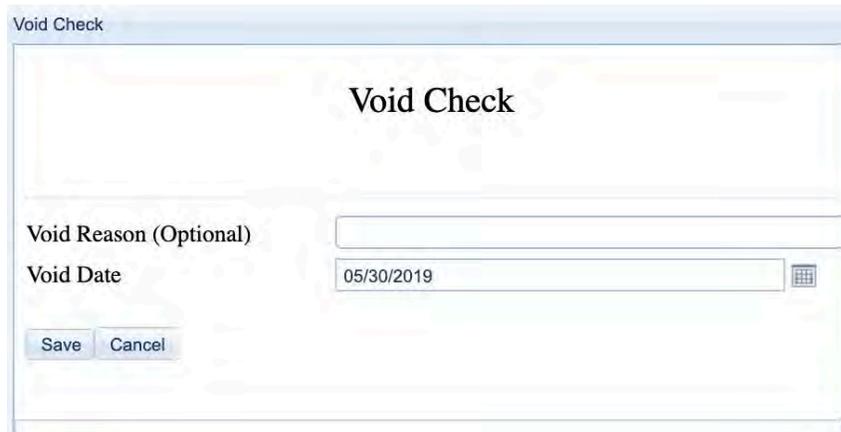
[Save](#) [Exit](#) [Void this Check](#)

Details:

[Add](#)

Activity Account	ActAcct Working Balance	Activity Sub Account	Amount	Tax Amount	PO	INVOICE	NOTE	Edit Check Detail	Delete Check Detail
103	(\$3,232.02)	0	\$32.02	\$0.00					

A box will pop up, allowing you to put in a brief reason as to why you are voiding the check. Type in your reason, and click on "Save" to void. Click "Cancel" should you decide not to void the disbursement. When voiding a check you should always use the current date if you have already reconciled the month of the original check.



The screenshot shows a software dialog box titled "Void Check". At the top center, the text "Void Check" is displayed in a large font. Below this, there are two input fields. The first is labeled "Void Reason (Optional)" and is currently empty. The second is labeled "Void Date" and contains the text "05/30/2019", with a small calendar icon to its right. At the bottom left of the dialog, there are two buttons: "Save" and "Cancel".

The system will automatically credit the account that was originally used when the check was issued. Voiding a check will create a negative (reversal) entry of the original check.

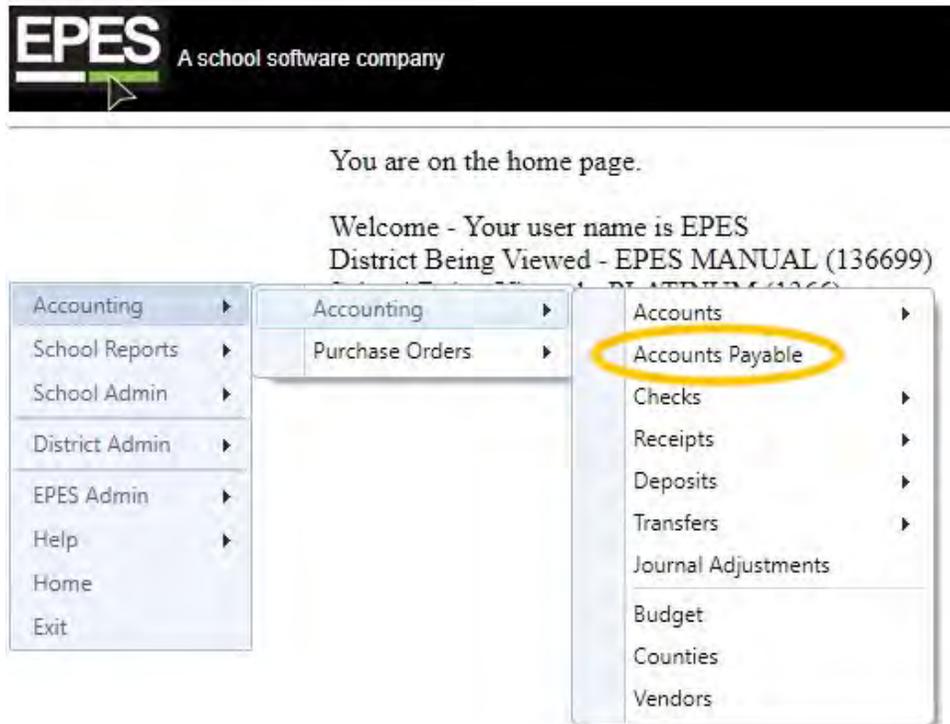
**We do not recommend voids for customers in Indiana. Gateway regulations make this feature not an available option.**

# Payables - Checks to be Printed

## Add Payable



Navigate to: 'Accounting/ Accounting/ Accounts Payable'.



Click on "Add New Payable."



Enter the 'Vendor ID' of the vendor you are paying.

Accounts Payable

### Create Accounts Payable

GL Account: 993 - FF Checking  
C/A: \$130,032.42  
Date: 05/30/2019  
Pay This:   
Total Amount:  
Vendor ID: BLANK - MISC VENDOR  
Vendor 1099:   
Payee:

Save Exit

Details:  
Add

Activity Account	ActAcct Working Balance	Activity Sub Account	Amount	PO	INVOICE	NOTE	Tax Amount	Edit Payable Detail	Delete Payable Detail
No records to display.									

### Adding a Vendor While Entering a Payable

Enter a Vendor Code in the 'Vendor ID' box.

Accounts Payable

### Create Accounts Payable

GL Account: 993 - FF Checking  
C/A: \$130,032.42  
Date: 05/30/2019  
Pay This:   
Total Amount:  
Vendor ID: BLANK - MISC VENDOR  
Vendor 1099:   
Payee:

Save Exit

Details:  
Add

Activity Account	ActAcct Working Balance	Activity Sub Account	Amount	PO	INVOICE	NOTE	Tax Amount	Edit Payable Detail	Delete Payable Detail
No records to display.									

If you would like to add a vendor, click on the **"Plus Sign"** immediately following the vendor ID box.

Accounts Payable

### Create Accounts Payable

GL Account: 993 - FF Checking  
C/A: \$130,032.42  
Date: 05/30/2019  
Pay This:   
Total Amount:  
Vendor ID: BLANK - MISC VENDOR +  
Vendor 1099:   
Payee:

Save Exit

Details:  
Add

Activity Account	ActAcct Working Balance	Activity Sub Account	Amount	PO	INVOICE	NOTE	Tax Amount	Edit Payable Detail	Delete Payable Detail
No records to display.									

The vendor box will pop up.

Vendor

### Create Vendor

Vendor Code:   
Vendor Name:   
Address:   
City:   
State: Not Selected  
ZipCode:   
Phone: ( ) - -  
Fax: ( ) - -  
Attention:   
Tax ID:   
School Vend#:   
Bid Category:   
Memo:   
InActive:   
County:

Save Exit

Add the vendor information and click **"Save."**

Vendor

### Create Vendor

Vendor Code

Vendor Name

Address

City

State

ZipCode

Phone

Fax

Attention

Tax ID

School Vend#

Bid Category

Memo

InActive

County

Click on **"Add."**

Accounts Payable

### Create Accounts Payable

GL Account

C/A

Date

Pay This:

Total Amount:

Vendor ID

Vendor 1099

Payee

Details:

Activity Account	ActAcct Working Balance	Activity Sub Account	Amount	PO	INVOICE	NOTE	Tax Amount	Edit Payable Detail	Delete Payable Detail
No records to display.									

Uncheck this box if you do not want the check to print in the next check run. You will have to check it when you finally want to print. See Section G.

Enter the payable information. The 'Acct' is the account that you want to pay the money from. Enter a 'Sub Acct' if appropriate. Fill in the amount. Fill in the 'PO #' if there was a PO created for this payable. 'Invoice' is the vendor invoice number. Add any notes that may be helpful to you in the future. If this vendor is a 1099 vendor, then the '1099' box must be checked. If you put the Tax ID in when you set up the vendor, then this box should automatically be checked.

Create Accounts Payable Detail

### Create Accounts Payable Detail

Activity Account	Select Activity Account
Working Balance	\$0.00
Activity Sub Account	0 - No Sub-Account
Amount	\$0.00
PO	
Invoice	
Notes	
Tax Amount	\$0.00

Save Exit Save and Add

Repeat to add additional lines. There is a line limit of 14 lines per payable. **If your payable is more than 14 lines, it will automatically create a new payable with the same vendor, date, etc.**

## Edit Payables



Navigate to: '**Accounting/ Accounting/ Accounts Payable**'.

Find the payable in the list and click on the logo beneath **"View Payable."**

EPES A school software company

### Accounts Payable

Add New Payable

Date	GL Account	Payee	Check Total	Pay This	View Payable	Delete Payable
07/27/2017	950	SUN N SAND	\$123.58	True		
11/02/2017	950	EDUCATIONAL THEATRE ASSOC	\$10.00	True		
05/01/2019	950	HIGH SIERRA AWARDS	\$12.36	True		
05/01/2019	950	FAIRWAY TENNIS	\$52.02	False		
05/06/2019	950	BISHOP HIGH SCHOOL -FFA	\$7.00	True		

Click on **"Edit"** and make the changes needed. If you decide not to edit the payable, you can click on **"Exit."** Otherwise, click on **"Save"**. Now click on **"Exit."**

### Accounts Payable

## View Accounts Payable

GL Account: 950 - USB Student Store

C/A: \$22,993.98

Date: 07/27/2017

Pay This:

Total Amount: \$123.58

Vendor ID: 00007 - SUN N SAND

Vendor 1099:

Payee: SUN N SAND

**Edit** **Exit**

Details:

Activity Account	ActAcct Working Balance	Activity Sub Account	Amount	PO	INVOICE	NOTE	Tax Amount
319	\$384.92	0	\$123.58			check unaccounted for	\$0.00

## Delete Payable

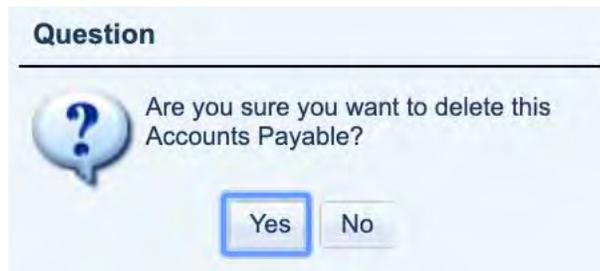


Navigate to: **'Accounting/ Accounting/ Accounts Payable'**.

Find the payable in the list and click on the red button beneath **"Delete Payable."**

Date	GL Account	Payee	Check Total	Pay This	View Payable	Delete Payable
07/27/2017	950	SUN N SAND	\$123.58	True		
11/02/2017	950	EDUCATIONAL THEATRE ASSOC	\$10.00	True		
05/01/2019	950	HIGH SIERRA AWARDS	\$12.36	True		
05/01/2019	950	FAIRWAY TENNIS	\$52.02	False		
05/06/2019	950	BISHOP HIGH SCHOOL -FFA	\$7.00	True		

A box will pop up to verify that you really want to delete this record. Click **"Yes"** to delete. Click **"No"** if you do not want to delete the record.



## Void Payable

**\*\*\*Accounts Payable cannot be voided.**

After a payable has been printed, and you need to void the check, go to Void Disbursement in the Manual Checks section of this manual (Section F).

# Section G

## Printing Checks

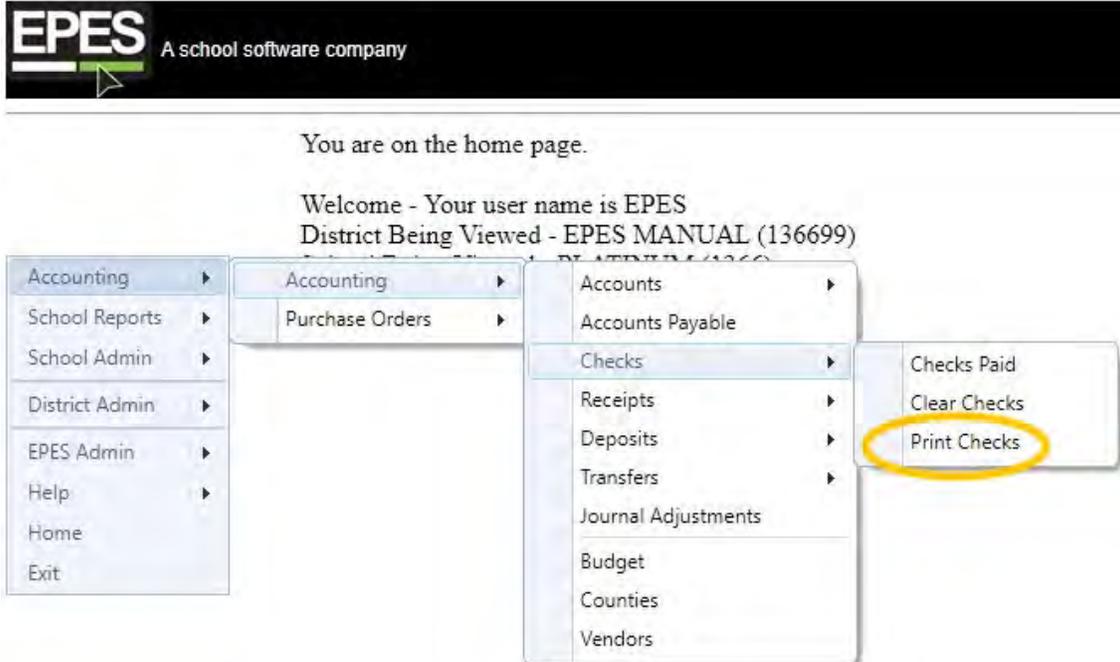
EPES Helplines  
1 (800) 237 - 6498  
1 (866) 729 - 6316

This section takes the information that has been input into the Accounts Payable section and prints checks.

## Preview Checks



Navigate to: '**Accounting/ Accounting/ Checks/ Print Checks**'.



The screenshot shows the EPES software interface. At the top, the EPES logo is displayed with the tagline "A school software company". Below the logo, the text reads "You are on the home page." and "Welcome - Your user name is EPES District Being Viewed - EPES MANUAL (136699)". The main navigation menu is open, showing a hierarchical structure:

- Accounting
  - School Reports
  - School Admin
  - District Admin
  - EPES Admin
  - Help
  - Home
  - Exit
- Accounting
  - Purchase Orders
  - Accounts
    - Accounts Payable
    - Checks
      - Checks Paid
      - Clear Checks
      - Print Checks
    - Receipts
    - Deposits
    - Transfers
    - Journal Adjustments
  - Budget
  - Counties
  - Vendors

The "Print Checks" option is highlighted with a yellow circle.

This screen will appear. Always choose to preview the checks before printing.



## Print Checks Report

- Accounting ▶
- School Reports ▶
- School Admin ▶
- District Admin ▶
- EPES Admin ▶
- Help ▶
- Home
- Exit

**Preview** Print & Post Exit

**This option prints all Payables**

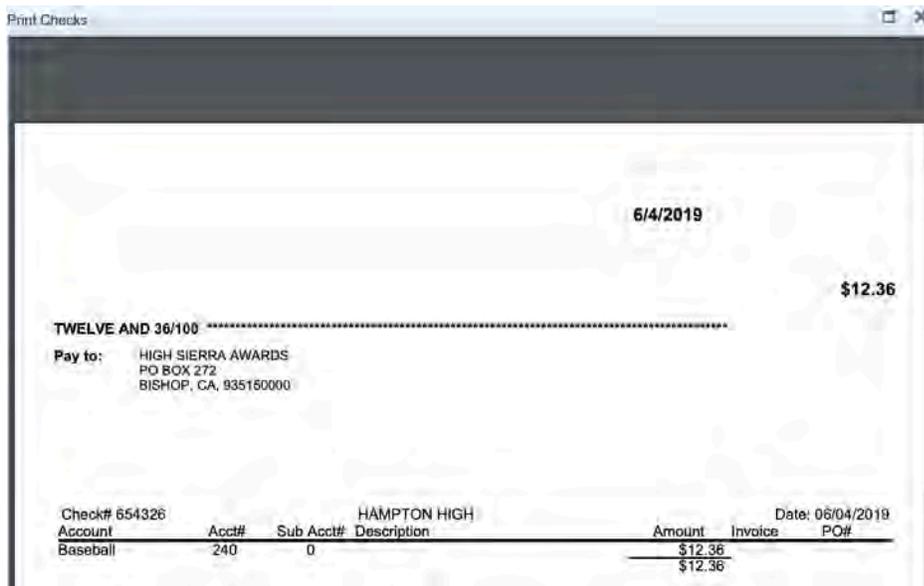
Print with Payable Dates Through: 6/4/2019

Checking Account: 950 - USB Student Stor

Next Check #: 654326

Date to Print on Checks: 6/4/2019

- Print check Numbers on checks
- Combine Checks for Same Vendor
- Post Checks WITHOUT Printing

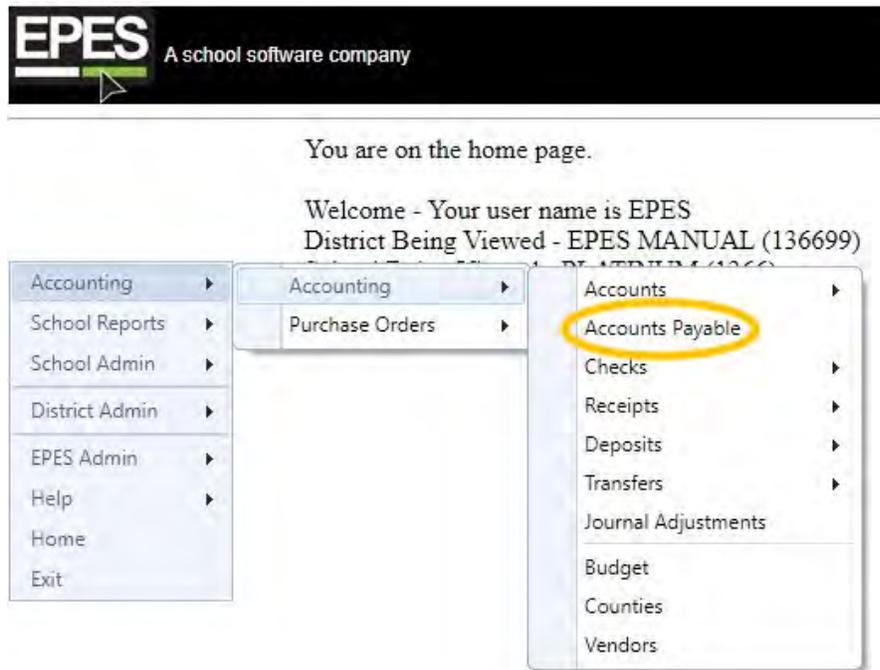


A preview of all the checks that are going to print will come up on the screen. You should look through the report to make sure that everything looks right. There will be a page for every check. If everything is correct, then proceed to printing the checks. Do not print checks from this page as preview only will print on check.

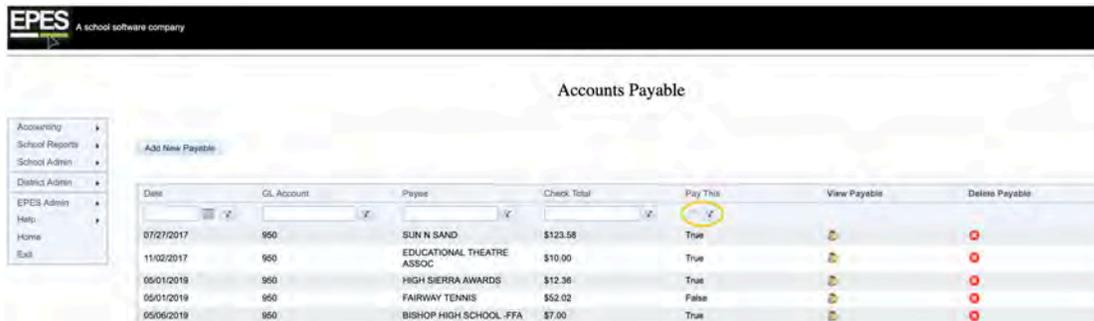
To change your printing preferences for checks, click on **"Utilities"** then click on **"Preferences,"** then click on **"Checks."** After making your changes click **"Save"** and **"Close."**

## Holding Checks from Payment

Navigate to: 'Accounting/ Accounting/ Accounts Payable

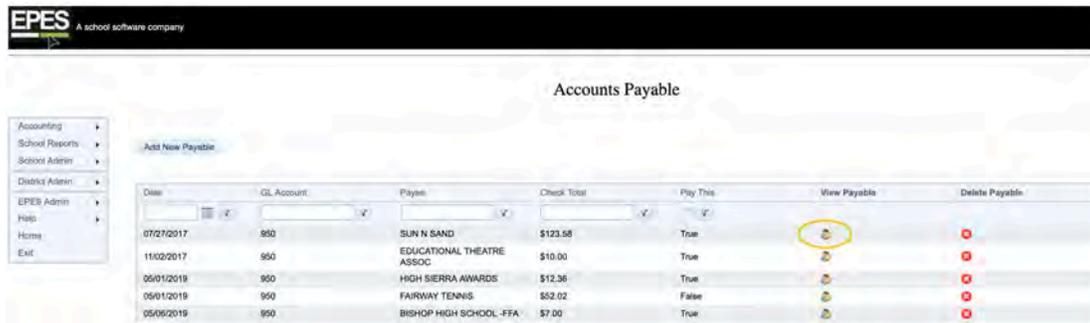


There are two ways to hold a check from printing. All payables with the 'Pay This' box checked and a payable date equal to or before the current date, will print the check run. If you want to enter a payable in advance, but do not want the check to print, you can deselect this box or specify a future date for the check.



If you have already entered the Payable you need to go back to the Payable and edit it.

Find the payable that you want to edit and select the logo beneath the words 'View Payable.'



Uncheck the 'Pay This' box if you do not want the check to print. You will have to check the box again when you do want it to pay. Click on **"Save."** Then, click on **"Exit."**



Another way to enter a check, and not have it print, is to post date it. You are able to have a payable in the system with a future date. If the 'print checks with payable dates through' does not include the date of the payable, it will not print.

## Print Checks Report

- Accounting ▶
- School Reports ▶
- School Admin ▶
- District Admin ▶
- EPES Admin ▶
- Help ▶
- Home
- Exit

Preview Print & Post Exit

**This option prints all Payables**

Print with Payable Dates Through: 6/4/2019

Checking Account: 950 - USB Student Stor

Next Check #: 654326

Date to Print on Checks: 6/4/2019

- Print check Numbers on checks
- Combine Checks for Same Vendor
- Post Checks WITHOUT Printing

## Print Checks

In order to print you must first put your pre-numbered check stock in your printer.



Navigate to: 'Accounting/ Accounting/ Checks/ Print Checks'.

This box will appear. Enter the 'Next Check #' which should be the number of the first check you are about to print. Enter the date to print on the checks. If you want payables to the same vendor to print on one check, you must check the appropriate box. Please, keep in mind, that if you used the 'Blank; vendor, you cannot combine the checks.

**EPES** A school software company

### Print Checks Report

Accounting ▶  
School Reports ▶  
School Admin ▶  
District Admin ▶  
EPES Admin ▶  
Help ▶  
Home  
Exit

Preview **Print & Post** Exit

**This option prints all Payables**

Print with Payable Dates Through: 6/4/2019

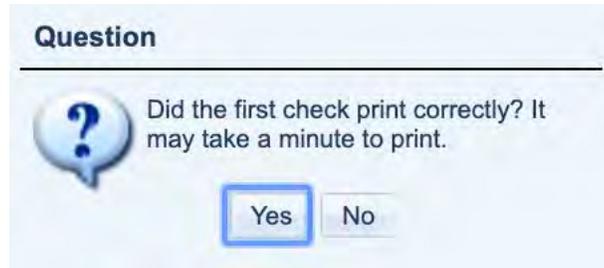
Checking Account: 950 - USB Student Stor

Next Check #: 654326

Date to Print on Checks: 6/4/2019

- Print check Numbers on checks
- Combine Checks for Same Vendor
- Post Checks WITHOUT Printing

The system will print only the first check, and then ask you if it printed properly. If you had a problem with the check printing, please click on **<No>**, and then see the box below. Otherwise, click on **<Yes>**.



Now, it will print the rest of the checks and then it will ask if all the checks printed properly. If you had a problem with any checks printing, please click on **<No>** and then see the box below. Otherwise, click on **<Yes>**.

### **If a Check Does Not Print Properly**

If you answer 'No' the system proceeds as if the check(s) never printed. The payable will not be moved over to 'Checks Paid'. If a check does not print properly, you will have to account for the check number(s) that were ruined. In order to do this, you will have to enter the check(s) as a manual disbursement with a \$0 amount under 'Checks Paid'. In the 'Date Canceled' field enter the same date that you used for the check. See Section F for more details on how to enter a manual disbursement or Section L for more information on how to cancel checks. The disbursement should look something like this:

# Section H

## Enter Receipts

EPES Helplines  
1 (800) 237 - 6498  
1 (866) 729 - 6316

Receipts need to be entered when you receive money from a vendor. You can manually write the person out a receipt from a receipt book or enter it into EPES directly. If you enter it into EPES directly, you can have EPES print out a receipt while the vendor is waiting.

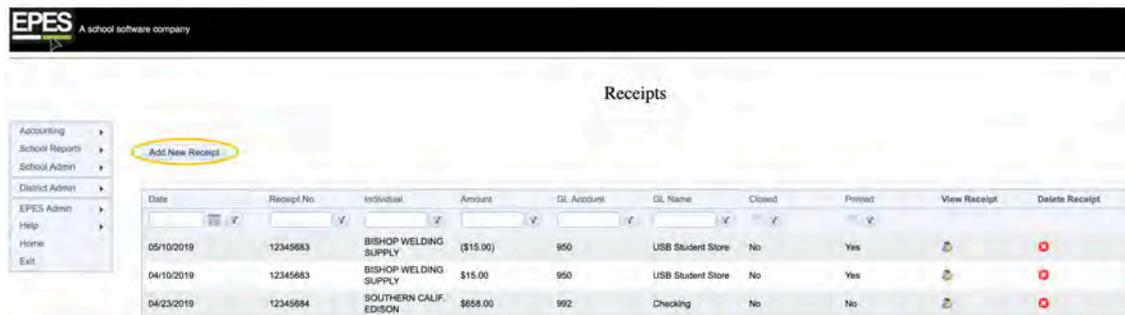
### Entering Receipts



Navigate to: **'Accounting/ Accounting/ Receipts/ Receipts'**

The screenshot shows the EPES software interface. At the top left is the EPES logo with the tagline "A school software company". Below the logo, the text reads: "You are on the home page.", "Welcome - Your user name is EPES", and "District Being Viewed - EPES MANUAL (136699)". A navigation menu is open, showing a path: Accounting > Accounting > Receipts > Receipts. The "Receipts" option in the final dropdown menu is highlighted with a yellow circle. Other options in the menu include Accounts, Accounts Payable, Checks, Deposits, Transfers, Journal Adjustments, Budget, Counties, and Vendors. A "Print Previous Receipts" button is also visible next to the highlighted "Receipts" option.

Click on "Add New Receipt" to enter a new receipt.



If you manually wrote out a receipt, enter the receipt number from your receipt book. If you are entering a receipt directly into EPES and printing the receipt, the program will automatically increase the receipt number. The 'Rcvd From' should be the vendor code for the vendor that paid you.

### **Adding a Vendor While Entering a Receipt**

Enter a Vendor Code in the 'Rcvd From' box.

Receipt

## Create Receipt

---

**Receipt Number**   
**Date**    
**GL Account**    
**Vendor ID**    
**Individual**   
**Closed**   
**Printed**   
**Date Voided**   
**Total Amount**

---

**Details:**

Activity Account	Activity Sub Account	Amount	Tax Amount	CNOTE	GASB	Edit Receipt Detail	Delete Receipt Detail
No records to display.							

## Edit Receipts



Navigate to: 'Accounting/ Accounting/ Receipts/ Receipts'

EPES A school software company

You are on the home page.

Welcome - Your user name is EPES  
District Being Viewed - EPES MANUAL (136699)

- Accounting
- School Reports
- School Admin
- District Admin
- EPES Admin
- Help
- Home
- Exit

- Accounting
  - Purchase Orders
  - Receipts
  - Deposits
  - Transfers
  - Journal Adjustments
  - Budget
  - Counties
  - Vendors

- Receipts
  - Receipts
  - Print Previous Receipts

Find the receipt in the list and click on the logo beneath "View Receipt."

EPES A school software company

Receipts

Add New Receipt

Date	Receipt No.	Individual	Amount	GL Account	GL Name	Closed	Printed	View Receipt	Delete Receipt
04/10/2019	12345683	BISHOP WELDING SUPPLY	\$15.00	950	USB Student Store	No	Yes		
05/10/2019	12345683	BISHOP WELDING SUPPLY	(\$15.00)	950	USB Student Store	No	Yes		
04/23/2019	12345684	SOUTHERN CALIF. EDISON	\$658.00	992	Checking	No	No		

Click on **"Edit"** and make the changes needed. To edit the line item information you must click on the logo beneath **"Edit Receipt Detail."** Once changes are made you can click on **"Save."** If you decide not to edit the receipt you can click on **"Exit."** Then click on **<Close>**

Receipt

### Edit Receipt

Receipt Number: 12345684  
Date: 04/23/2019  
GL Account: 992 - Checking  
Vendor ID: 00045 - SOUTHERN CALIF. EDISON  
Individual: SOUTHERN CALIF. EDISON  
Closed: False  
Printed: False  
Date Canceled: Not Set  
Date Voided:  
Total Amount:

Save Exit Void this Receipt Print this Receipt

Details:  
Add

Activity Account	Activity Sub Account	Amount	Tax Amount	CNOTE	Edit Receipt Detail	Delete Receipt Detail
107	0	\$658.00	\$0.00			

If you decide not to edit the receipt you can click on **"Exit."** A box will appear asking if you want to save any unsaved changes, can click on **"Yes."**

**Question**

 You have unsaved changes to your receipt.  
Are you sure you want to exit?

Yes No

## Print Receipts

The receipt is a 3 part form. You can set the receipt to automatically print by going to the **"School Admin"** section, **"Preferences,"** select receipts tab, and selecting **"Print Receipts while Adding."** If you select this option the receipt will automatically print each time you save a new entry. Be sure you have your receipt forms loaded into the printer.

To print a receipt that has not been printed yet, you can click on the **<Print New Receipt>** from the receipt screen.

Receipt

### View Receipt

---

Receipt Number	<input type="text" value="1028"/>
Date	<input type="text" value="04/28/2021"/>
GL Account	<input type="text" value="992 - Checking"/>
Vendor ID	<input type="text" value="BLANK - MISC VENDORS"/>
Individual	<input type="text" value="Deposit"/>
Closed	<input type="text" value="False"/>
Printed	<input type="text" value="False"/>
Date Voided	<input type="text"/>
Total Amount	<input type="text" value="\$5"/>

---

Details:

Activity Account	Activity Sub Account	Amount	Tax Amount	CNOTE	GASB
145	0	\$5.00	\$0.00		0000

# Reprint Receipts

The receipt will print with three copies on one page. Please make sure that you have loaded receipts into your printer before reprinting. If you are using pre-numbered receipts you will want to place a blank piece of paper so as not to interfere with number sequence of receipts.

If you need to print a receipt that has been previously printed you must reprint it.



Navigate to: 'Accounting/ Accounting/ Receipts/ Print Previous Receipts'

EPES A school software company

You are on the home page.

Welcome - Your user name is EPES  
District Being Viewed - EPES MANUAL (136699)

- Accounting
  - School Reports
  - School Admin
  - District Admin
  - EPES Admin
  - Help
  - Home
  - Exit
- Accounting
  - Purchase Orders
- Accounting
  - Accounts
  - Accounts Payable
  - Checks
  - Receipts
    - Receipts
    - Print Previous Receipts
  - Deposits
  - Transfers
  - Journal Adjustments
  - Budget
  - Counties
  - Vendors

Find the Receipt in the list and click on the "Printer" logo located beneath Print Receipt.

EPES A school software company

Print Previous Receipts

Print Receipt	Receipt No.	Date	Individual	Amount
	12345683	04/10/2019	BISHOP WELDING SUPPLY	\$15.00
	12345683	05/10/2019	BISHOP WELDING SUPPLY	(\$15.00)

# Void Receipt

To void a receipt you can click on the <Void Receipt> from the receipt screen. Voiding a receipt reverses out the accounting of the original entry.

Receipt

### Edit Receipt

Receipt Number: 1028  
Date: 04/28/2021  
GL Account: 992 - Checking  
Vendor ID: BLANK - MISC VENDORS  
Individual: Deposit  
Closed: False  
Printed: False  
Date Voided:   
Total Amount: \$5

Save Exit Void this Receipt Print this Receipt Email Receipt

Details:  
Add

Activity Account	Activity Sub Account	Amount	Tax Amount	CNOTE	GASB	Edit Receipt Detail	Delete Receipt Detail
145	0	\$5.00	\$0.00		0000		

**NOTE:**

Voiding a receipt will create a negative (reversal) entry of the original receipt. Use the current date for the void date.

**We do not recommend voids for customers in Indiana. Gateway regulations make this feature not an available option.**

# Cash Drawer

Cash Drawer is a function within the program that allows users to itemize the monetary amount they received for cash receipts. If you wish to use this setting, you must first turn it on.



Navigate to: **'School Admin/ Preferences'**

EPES A school software company

You are on the home page.

Welcome - Your user name is GT1  
District Being Viewed - EPES MANUAL (136699)  
School Being Viewed - PLATINUM (1366)  
School Year Being Viewed - 2022

- Accounting
- School Reports
- School Admin
  - View School Year
  - Change Password
  - Preferences
  - Utilities
- Help
- Home
- Exit

Click on 'Receipts' then click on 'Edit' at the bottom of the receipts screen.

EPES A school software company

View Preferences

- General
- Ledger/Reconciliation
- Receipts
- Checks
- Transfers
- Extended Codes
- PO Preferences
- 1099 Forms
- School Logo
- Sales Tax

**School/District**

District	EPES MANUAL
School	PLATINUM
Customer ID	1366
School ID	977

**Subscription**

Activity Accounting	7/1/2023
Purchase Orders	7/1/2022

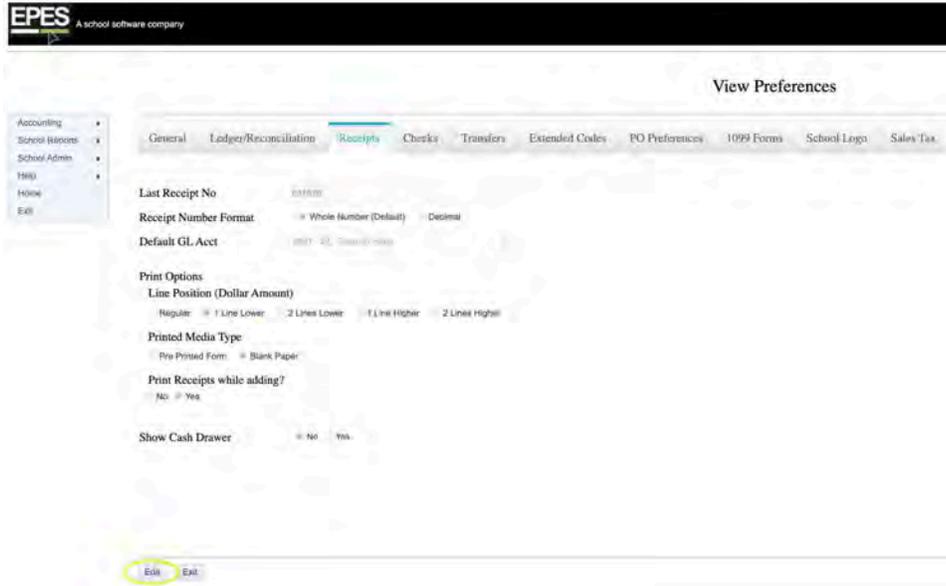
**Accounting Year**

School Year	2022/2023
Begin Fiscal	7/1/2022
End Fiscal	6/30/2023
Fiscal Year Type	Monthly

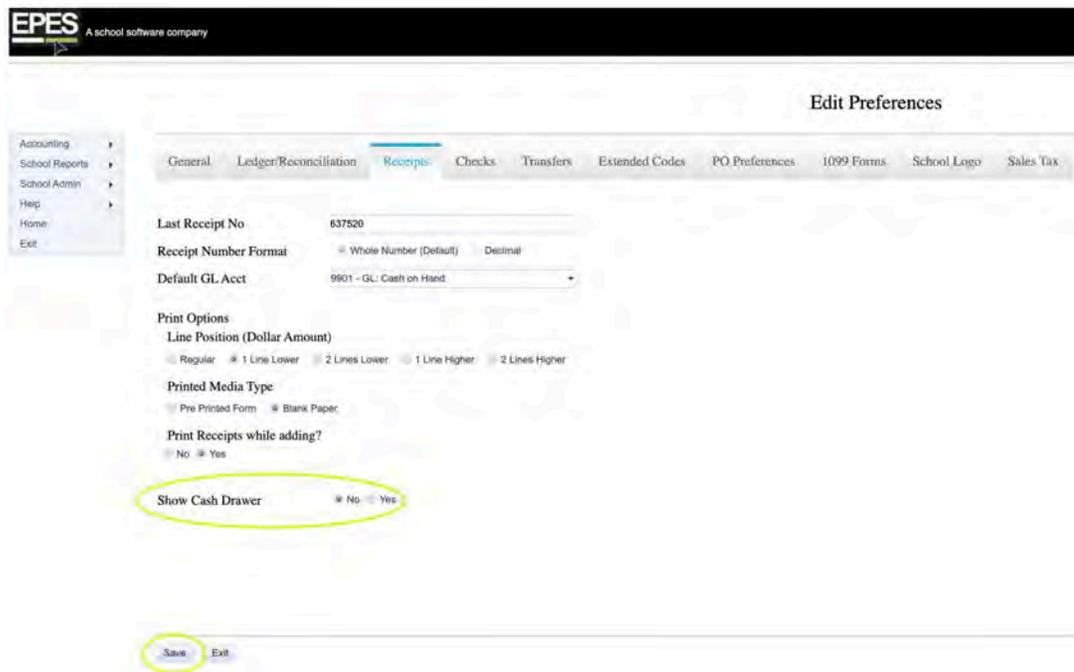
**Accounting Standard**

Accounting Standard	GAAP
---------------------	------

Edit Exit



Now that you can edit the preference settings for receipts, click on 'Show Cash Drawer' then click on 'Save' at the bottom of the receipts screen.



Once you have pushed save you will now be able to make use of the Cash Drawer function on the receipts page.



Navigate to: 'Accounting/ Accounting/ Receipts/ Receipts'



You are on the home page.

Welcome - Your user name is GT1  
District Being Viewed - EPES MANUAL (136699)

- Accounting
- School Reports
- School Admin
- Help
- Home
- Exit

- Accounting
  - Purchase Orders
    - Accounts
    - Accounts Payable
    - Checks
    - Receipts (highlighted)
      - Print Previous Receipts
    - Deposits
    - Transfers
    - Journal Adjustments
    - Budget
    - Counties
    - Vendors

Click on 'Add New Receipt,' and you will see the following screen.

Receipt

### Create Receipt

Receipt Number	637521
Date	10/28/2022
GL Account	9901 - GL: Cash on Hand
Vendor ID	BLANK - MISC VENDOR
Individual	
Closed	false
Printed	
Date Voided	
Total Amount	\$0.00

Details:

Activity Account	Activity Sub Account	Amount	Tax Amount	Total Amount	CNOTE	GASB	Edit Receipt Detail	Delete Receipt Detail
No records to display.								

At this point you will create a receipt like you would normally, and then mark the pay type as cash. After you mark cash, click on 'Save' and the Cash Drawer screen will autopopulate.

Cash Drawer - (Detail Total) \$23.00

### Cash Drawer

Denomination	Qty	Amount
Penny 1¢	<input type="text" value="0"/>	\$0.00
Nickel 5¢	<input type="text" value="0"/>	\$0.00
Dime 10¢	<input type="text" value="0"/>	\$0.00
Quarter 25¢	<input type="text" value="0"/>	\$0.00
Half Dollar 50¢	<input type="text" value="0"/>	\$0.00
Dollar Coin \$1.00	<input type="text" value="0"/>	\$0.00
One Dollar \$1.00	<input type="text" value="0"/>	\$0.00
Two Dollar \$2.00	<input type="text" value="0"/>	\$0.00
Five Dollar \$5.00	<input type="text" value="0"/>	\$0.00

Notice at the top it tells you how much your line item has dollar-wise. Now go through and mark which monetary amount you received to that totals the line item amount. When you have entered the entire amount for the line item push 'Save.'

Cash Drawer - (Detail Total) \$23.00

Dollar Coin \$1.00	<input type="text" value="0"/>	\$0.00
One Dollar \$1.00	<input type="text" value="3"/>	\$3.00
Two Dollar \$2.00	<input type="text" value="0"/>	\$0.00
Five Dollar \$5.00	<input type="text" value="0"/>	\$0.00
Ten Dollar \$10.00	<input type="text" value="0"/>	\$0.00
Twenty Dollar \$20.00	<input type="text" value="1"/>	\$20.00
Fifty Dollar \$50.00	<input type="text" value="0"/>	\$0.00
One Hundred Dollar \$100.00	<input type="text" value="0"/>	\$0.00
Coin Total \$0	Paper Total \$23	
Cash Total \$23.00		

After you push 'Save' on the Cash Drawer screen, you will need to push 'Save' two more times to save the entire receipt to your list of existing receipts.

If you are interested in how to pull a report that only looks at the Cash Draw transactions, refer to Reports Section of the manual.

# Section I

## Bank Deposits

EPES Helplines  
1 (800) 237 - 6498  
1 (866) 729 - 6316

### Record Bank Deposit

This process automatically transfers the money that your receipts put into "Cash on Hand" account (991), to your "Checking" account (992).

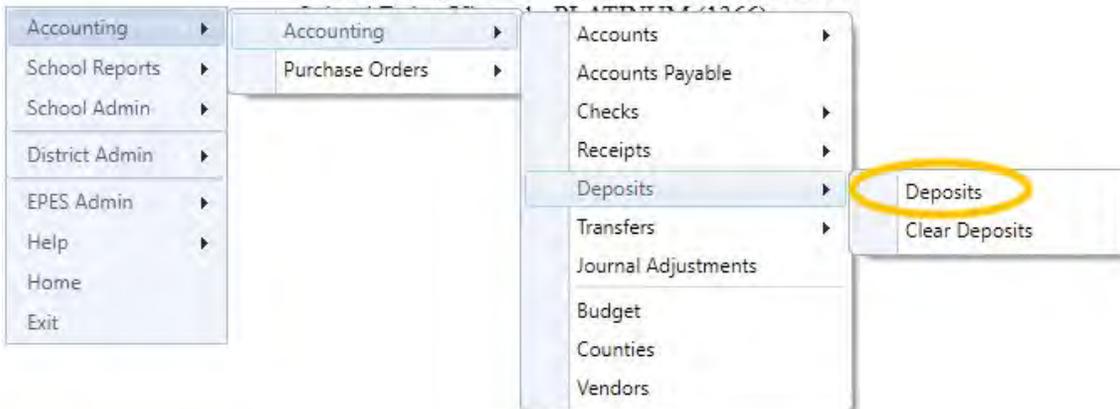


Navigate to: 'Accounting/ Accounting/ Deposits/ Deposits'



You are on the home page.

Welcome - Your user name is EPES  
District Being Viewed - EPES MANUAL (136699)



### NOTE:

You may, occasionally, be required to maintain multiple checking accounts in the event you change banks. You may add a new G.L. Account and specify it as a checking account. For all new checking account transactions you will simply need to change the G.L. designation from 992, to whatever new G.L. Checking account you set up for the new account.

Add new deposit. Verify the "Deposit Into" (992), and the "Deposit Money From" (991) fields. Make the "Date Deposit" the correct date, if it is not already. The deposit amount should match your receipt total. Enter a brief description of the deposit such as the receipt numbers that create this deposit

The screenshot shows a web form titled "Deposits" with a sub-header "Deposit". The form contains the following fields:

- Deposit Date:** 06/05/2019 (with a calendar icon)
- Deposit From Acct.:** 950 - USB Student Store (dropdown menu)
- Deposit Into Acct.:** 950 - USB Student Store (dropdown menu)
- Deposit Amount:** \$23,198.94
- Description:** (empty text field)

At the bottom of the form are two buttons: "Post Deposit" and "Exit". The fields for "Deposit Date", "Deposit Amount", and "Description" are circled in yellow.

To record the deposit, click on "**Save Deposit.**"

The screenshot shows a web form titled "Deposits" with a sub-header "Deposit". The form contains the following fields:

- Deposit Date:** 05/02/2022 (with a calendar icon)
- Deposit From Acct.:** 9901 - GL: Cash on Hand (dropdown menu)
- Deposit Into Acct.:** 992 - Checking (dropdown menu)
- Deposit Amount:** \$0
- Description:** (empty text field)
- Date Cleared:** (empty text field)

At the bottom of the form are two buttons: "Save Deposit" and "Exit". The "Save Deposit" button is circled in yellow.

# Print Deposit Voucher



Navigate to: 'School Reports/ Accounting/ Deposit Voucher.'

If you want to print a Deposit Voucher/Slip to use as your detail for the bank deposit, click on **"Deposit Voucher."**

The screenshot shows the EPES software interface. At the top is the EPES logo with the tagline "A school software company". Below the logo, it says "You are on the home page." and "Welcome - Your user name is EPES". It also displays "District Being Viewed - EPES MANUAL (136699)", "School Being Viewed - PLATINUM (1366)", and "School Year Being Viewed - 2020". A navigation menu is open on the left, showing options like Accounting, School Reports, School Admin, District Admin, EPES Admin, Help, Home, and Exit. The "Accounting" menu is further expanded to show sub-options: Accounting, Purchase Orders, and GASB. The "Accounting" sub-menu is also expanded, listing various reports and ledgers. The "Deposit Voucher" option is highlighted with a yellow circle.



## Deposit Voucher Report

The screenshot shows the "Deposit Voucher Report" form. On the left is a navigation menu with options: Accounting, School Reports, School Admin, District Admin, EPES Admin, Help, Home, and Exit. To the right of the menu are three buttons: "Preview", "Print", and "Exit". Below the buttons are two date input fields: "Begin Date:" with the value "4/1/2021" and "End Date:" with the value "4/30/2021". Each date field has a small calendar icon to its right.

**Note: This will show all receipts for the selected date range.**



April 28, 2021

**PLATINUM  
Deposit Voucher**

Page 1 of 1

FY : 07/01/2020  
 From Receipt No : 1028  
 To Receipt No : 1028  
 Deposit Voucher # :

From Date : 4/1/2021  
 To Date : 4/30/2021

Pay Type	Activity Acct	Acct Name	Received From	Total
Cash (C)				
	145	Library	Deposit	\$5.00
			<b>Total for: Cash (C)</b>	<b>\$5.00</b>
			<b>Grand Totals Received for Deposit</b>	<b>\$5.00</b>

**Totals by Payment Type:**

Cash (C)	=	\$5.00
<b>Total:</b>		<b>\$5.00</b>

This report can be used as detail for a deposit slip with most banks. Check with your bank to see if they will accept this report in lieu of a deposit slip.

# Section J

## Transfers

EPES Helplines  
1 (800) 237 - 6498  
1 (866) 729 - 6316

This transfers money from one activity account to another. It has no affect on the bank balance.



Navigate to: 'Accounting/ Accounting/ Transfers/ Activity Account Transfers'.

The screenshot shows the EPES software interface. At the top left is the EPES logo with the tagline "A school software company". Below the logo, the text reads "You are on the home page." and "Welcome - Your user name is EPES District Being Viewed - EPES MANUAL (136699)". A navigation menu is open, showing a tree structure: Accounting > Accounting > Transfers > Activity Account Transfers. The "Activity Account Transfers" option is highlighted with a yellow circle.

Click on "Add New Activity Account Transfer" to enter a new transfer.

The screenshot shows the "Activity Account Transfers" page in the EPES software. On the left is a navigation menu with "Add New Activity Account Transfer" highlighted by a yellow circle. The main area contains a table with the following data:

Transfer No.	From Acct	From Sub Acct	To Acct	To Sub Acct	Amount	Date	Document	Closed	View Activity Transfer	Delete Activity Transfer
2	106	23	113	59	\$50.00	04/24/2019		False		
3	1	0	100	0	\$50.00	05/06/2019		False		

'From Activity Acct' is the account you want to take money out of. 'To Activity Acct' is the account that is receiving the money. Enter sub accounts if appropriate. Enter the amount of money you want to move in 'Transfer Amt'. Fill in the 'Note' field with a short description of the transfer. Click on **"Save."** Click on **"Exit."**

The screenshot shows a web-based form titled "Create Activity Account Transfer" within a window labeled "Activity Account Transfer". The form contains the following fields and values:

- Activity Acct Transfer #: 6
- Transfer Date: 06/05/2019
- Activity Account From: Select Activity Account
- Cash Balance: -24.0000
- Working Balance: (\$24.00)
- Activity Sub Acct From: 0 - No Sub-Account
- Activity Account To: Select Activity Account
- Cash Balance: -24.0000
- Working Balance: (\$24.00)
- Activity Sub Acct To: 0 - No Sub-Account
- Transfer Amount: \$0
- Document #: (empty)
- Transfer Note: (empty)
- Date Voided: (empty)

At the bottom left, there are two buttons: "Save" and "Exit".

General Ledger Transfers:  
Enter G.L. transfers the same as the Activity Account transfers.  
G.L. transfers do not affect your Activity Fund Accounts.

# Section K

## Adjustments

EPES Helplines  
1 (800) 237 - 6498  
1 (866) 729 - 6316

### Journal Adjustments

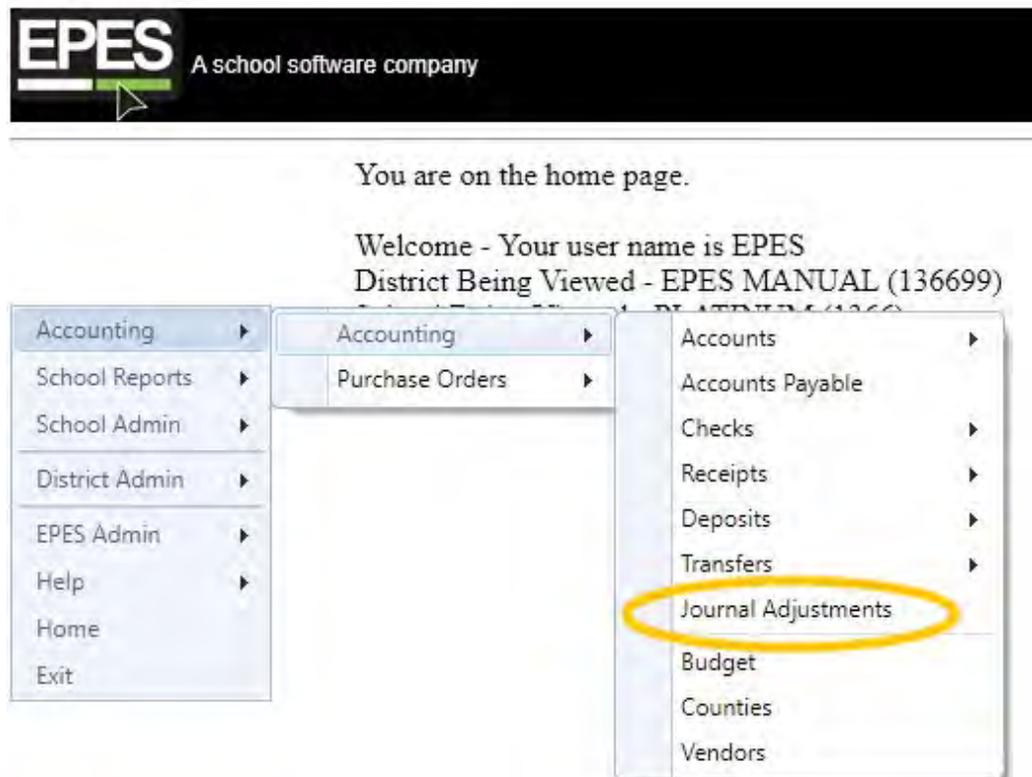
A journal entry records transactions that appear on your bank statement, such as NSF checks, Bank Charges, and interest earned.

**We do not recommend Journal Adjustments for customers in Indiana. Gateway regulations make this feature not an available option.**

#### NSF Checks



Navigate to: 'Accounting/ Accounting/ Journal Adjustments'.



The screenshot shows the EPES software interface. At the top, there is a black header with the EPES logo and the text "A school software company". Below the header, the text "You are on the home page." is displayed. The main content area shows a welcome message: "Welcome - Your user name is EPES" and "District Being Viewed - EPES MANUAL (136699)". A navigation menu is open, showing a list of options. The "Accounting" menu is expanded, and the "Journal Adjustments" option is highlighted with a yellow circle. The "Accounting" menu items are: Accounting, School Reports, School Admin, District Admin, EPES Admin, Help, Home, and Exit. The "Accounting" sub-menu items are: Accounting, Purchase Orders, Accounts, Accounts Payable, Checks, Receipts, Deposits, Transfers, Journal Adjustments, Budget, Counties, and Vendors.

Click on **"Add New Journal Adjustment."**

The adjustment number will be automatically created by the system. Enter the date of the adjustment. Enter the 'GL Acct'. Select Revenue or Expense. Click on add Line Item and enter Activity Account, Sub-Account and Amount. Enter a short description of the journal adjustment. Click on **"Save."** Click on **"Exit."**

For bank charges you will enter as an Expense.

For NSF Checks you can enter as an Expense.

For interest you will enter as Income.

## Journal Adjustments

- Accounting ▶
- School Reports ▶
- School Admin ▶
- District Admin ▶
- EPES Admin ▶
- Help ▶
- Home
- Exit

[Add New Journal Adjustment](#)

Journal Adj No.	Date	GL Account	Type	Amount	Closed	View Journal	Delete Journal
11	04/10/2019	950	I	\$20.00	No		
12	04/10/2019	950	I	\$32.00	No		
15	03/31/2019	992	I	\$16.28	No		

Click on the logo beneath "View Journal." Make the changes needed. Click on **"Save."** Click on **"Exit."**

### Journal Adjustment

## View Journal Adjustment

JournalAdj Number:

Date:

GL Account:

Type:  Revenue  Expense

Authorized By:

Total Amount:

Closed:

GL Cash Balance:

[Edit](#) [Exit](#)

### Details:

Activity Account	Activity Sub Account	Amount	CNOTE
105	0	\$14.00	Interest
109	0	\$6.00	

# Section L

## Bank Reconciliation

EPES Helplines  
1 (800) 237 - 6498  
1 (866) 729 - 6316

### Bank Reconciliation Preparation

#### Clear Checks

Each month, you must 'Clear' the checks that clear the bank in order to remove them from the Outstanding Check report.

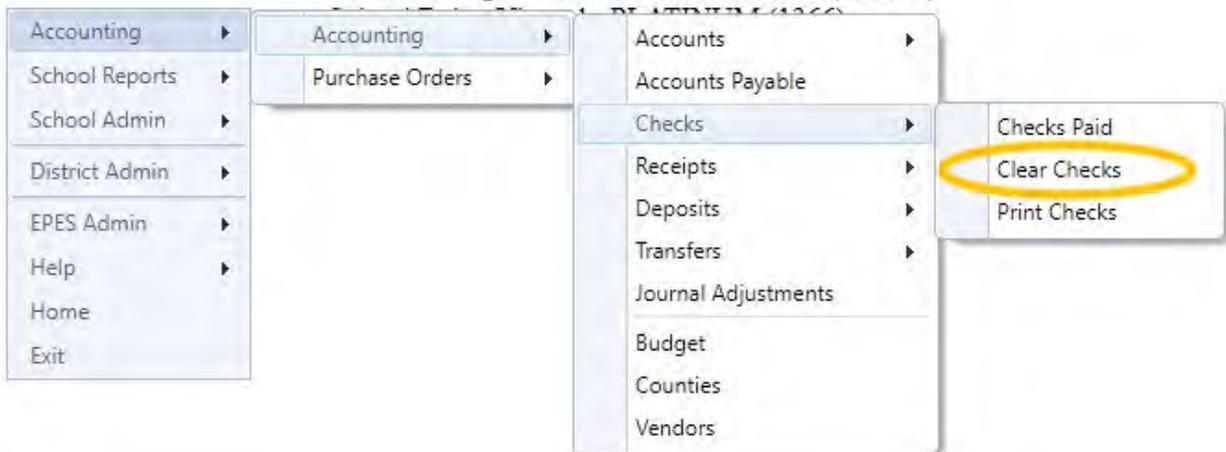


Navigate to: '**Accounting/ Accounting/ Checks/ Clear Checks.**'



You are on the home page.

Welcome - Your user name is EPES  
District Being Viewed - EPES MANUAL (136699)



Enter the last day of the bank statement as the 'Cancellation Date'. Click on **"Clear Checks."**

Select All	Check No.	Amount	Check Date
<input type="checkbox"/>	1	\$32.02	04/24/2019
<input type="checkbox"/>	3	\$1,500.00	04/24/2019

To cancel a check, click on the box under the "Select All" column next to the appropriate check number. To uncheck an entry, click on the box in the cancel column again. The 'Grand Total' at the bottom of the screen should match the checks cleared during the month. Click on **"Clear Checks."**

### Correcting A Cancellation Date

If you accidentally cancel a check by mistake or use the incorrect date, you can correct it.



Navigate to: **'Accounting/ Accounting/ Checks/ Checks Paid'**.

You are on the home page.

Welcome - Your user name is EPES  
District Being Viewed - EPES MANUAL (136699)

- Accounting
  - Accounts
  - Accounts Payable
  - Checks
    - Checks Paid
    - Clear Checks
    - Print Checks
  - Receipts
  - Deposits
  - Transfers
  - Journal Adjustments
  - Budget
  - Counties
  - Vendors

Select the check from your list.

The screenshot shows the EPES software interface. At the top left is the EPES logo with the tagline 'A school software company'. The main title 'Checks' is centered at the top. On the left is a navigation menu with options: Accounting, School Reports, School Admin, District Admin, EPES Admin, Help, Home, and Exit. Below the menu is an 'Add New Check' button. The main area contains a table with the following columns: ChecksKey, Check No., Vendor, Payee, Amount, Check Date, GL Account, Cleared, Closed, View Check, Delete Check, and Move Check. The table lists three checks:

ChecksKey	Check No.	Vendor	Payee	Amount	Check Date	GL Account	Cleared	Closed	View Check	Delete Check	Move Check
46	5513	MUKAI	SHERYL MUKAI	\$242.65	01/24/2020	992	01/31/2021	No			
48	5514	LIFE	LIFETOUCH YEARBOOK	\$1,375.60	01/30/2020	992	01/31/2021	No			
56	5518	HOOVER	HOOVER HIGH SCOOD	\$115.00	02/11/2020	992	01/31/2021	No			

Click on the check you need to edit. Select **"Edit,"** then you can highlight the canceled date and hit delete. Select delete on keyboard. Then click on <Save>.

# Bank Reconciliation



Navigate to: 'Reports/ Accounting/ Bank Reconciliation.'

**EPES** A school software company

You are on the home page.

Welcome - Your user name is DISTRICT  
District Being Viewed - EPES MANUAL (136699)  
School Being Viewed - PLATINUM (1366)

- Accounting
  - Accounting
  - Purchase Orders
  - GASB
- School Reports
- School Admin
- District Admin
- Help
- Home
- Exit

- Activity Ledger
- Outstanding Checks
- Reconciliation
- Bank Reconciliation**
- 1099 Information
- Special Reports
- Journal Adjustments
- Chart of Accounts
- Sequential List
- Sub Account Reports
- Deposit Voucher
- Vendor List
- Customizable Reports

**EPES** A school software company

### Bank Reconciliation

Bank Reconciliation Deposits (Step 1) Checks (Step 2) Bank Fees and Interest (Step 3)

**Bank Reconciliation**

Instructions:

Reconciliation is a two part process.

**Part 1**  
Choose the date range that matches your bank statement.  
Enter the Ending Balance found on your bank statement.  
Enter any Deposits entered into EPES Platinum that are not found on your bank statement.  
Click the "Refresh Balances" button at the bottom of this screen. If you see a message that says "Balances match", you are done. If you see a message that says "Out of Balance", proceed to Part 2 below.

**Part 2 -** If you have been presented with an out of balance message, proceed with the following steps. This is done in the tabs above. (Deposits, Checks, Bank Fees and Interest)

1. Compare your Deposits.
2. Compare your Checks.
3. Compare your Bank Fees, Interest and any Debits (such as ACH or Wires).

**Bank Statement Parameters**

Bank Account: 992 - Checking  
Begin Date: 3/1/2021  
End Date: 3/31/2021  
Ending Balance From Bank Statement: \$0

**Summary**

GL Account	Account Name	Checking	Beginning Balance	Clear Balance	Debit	Total Checks	Uncleared Checks	Total Deposits	Uncleared Deposits	Total Deposits	Total Journal/ASB In	Total Journal/ASB Out	Total GL Items In	Total GL Items Out	End Balance
880	Petty Cash	False	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
991	Cash on hand	False	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## Bank Reconciliation Steps for Platinum Accounting

### Step 1: Deposits

- Select the deposits tab.
- Enter the last date of your bank statement in the deposit cleared date.
- Select the check box next to each deposit that appears on your bank statement, (if you have any deposits on this list left unchecked, please make note of the amount).
- After selecting the applicable deposits, select the clear deposits button.

### Step 2: Checks

- Select the checks tab.
- Enter the last date of your bank statement in the check cleared date.
- Select the check box next to each check that appears on your bank statement (if you have any checks on the list left unchecked , they will appear on your outstanding checks report).
- After selecting the applicable checks, select the clear checks button.

### Step 3: Bank Fees

- Select the bank fees and interest tab.
- Select add new journal adjustment.
- Now you can add any fees, or interest. Select revenue or expense depending on the transaction type. (See Section ...)?
- Please note that you are not able to mix revenue and expense journal adjustments, if you have both you will need to add multiple adjustments.

### Step 4: Running the Bank Reconciliation Report

- Select the bank reconciliation tab.
- Enter your bank statement date range.
- Enter the ending balance from your bank statement.
- Select the refresh balances button.

\*\*\*If you are in balance the report will populate, you may have it signed and filed for your records, and you have completed this process\*\*\*

\*\*\*If you are out of balance the program will alert you and give you an amount that you are out of balance by, if this happens please see the balancing procedures in Section ...?

## Reconciliation Report

- Accounting ▶
- School Reports ▶
- School Admin ▶
- District Admin ▶
- EPES Admin ▶
- Help ▶
- Home
- Exit

**Preview** Print Exit

Report Title:

Account Range Begin:

Account Range End:

GL Range Begin:

GL Range End:

Begin Date:

End Date:

### Report Options

- Separate page for each account/advisor
- Exclude Accounts with No Balance or Activity for Period
- Sort by Advisor
- Include GL Accounts

The report will pop up. The starred items must match. The system will tell you if you are out of balance. It will also be indicated on the bottom of the issue report in red letters. If you are out of balance, you must resolve the issue.

Reconciliation

June 05, 2019 Page 1 of 1

**HAMPTON HIGH**  
Reconciliation General Ledger Report

From Date: 6/1/2019  
To Date: 06/30/2019

From Acct: 1  
To Acct: 999999

Date	Payee Source	Invoice	PO	Doc Ref	Recp/JV	Dish/JV	Transfer	Balance	Act Acct
								<b>GL Acct: 950 - USB Student Store</b>	
								Beginning Balance: \$23,045.94	
5/1/19	HIGH SIERRA AWARDS				\$0.00	\$0.00	\$0.00	\$0.00	240
5/1/19	FAIRWAY TENNIS				\$0.00	\$0.00	\$0.00	\$0.00	240
5/6/19	BISHOP HIGH SCHOOL -FFA				\$0.00	\$0.00	\$0.00	\$0.00	1
5/6/19	BISHOP HIGH SCHOOL -FFA				\$0.00	\$0.00	\$0.00	\$0.00	1
5/6/19	BISHOP HIGH SCHOOL -FFA				\$0.00	\$0.00	\$0.00	\$0.00	1
<b>Totals</b>					\$0.00	\$0.00	\$0.00	\$23,045.94	
								<b>GL Acct: 990 - Petty Cash</b>	
								Beginning Balance: \$5,000.00	
<b>Totals</b>					\$0.00	\$0.00	\$0.00	\$5,000.00	
								<b>GL Acct: 991 - Cash On Hand</b>	
								Beginning Balance: \$78.67	
<b>Totals</b>					\$0.00	\$0.00	\$0.00	\$78.67	
								<b>GL Acct: 992 - Checking</b>	
								Beginning Balance: \$187,880.64	
<b>Totals</b>					\$0.00	\$0.00	\$0.00	\$187,880.64	
								<b>GL Acct: 993 - Savings</b>	
								Beginning Balance: \$24,723.13	
<b>Totals</b>					\$0.00	\$0.00	\$0.00	\$24,723.13	
								<b>GL Acct: 994 - FFA CD Account</b>	
								Beginning Balance: \$28,094.72	
<b>Totals</b>					\$0.00	\$0.00	\$0.00	\$28,094.72	

If you are balanced, **"Print"** the report and have your principal review and sign.

**EPES** A school software company

## Reconciliation Report

- Accounting ▶
- School Reports ▶
- School Admin ▶
- District Admin ▶
- EPES Admin ▶
- Help ▶
- Home
- Exit

Preview **Print** Exit

Report Title:

Account Range Begin:

Account Range End:

GL Range Begin:

GL Range End:

Begin Date:

End Date:

### Report Options

- Separate page for each account/advisor
- Exclude Accounts with No Balance or Activity for Period
- Sort by Advisor
- Include GL Accounts

## EPES ACCOUNTING BALANCING PROCEDURES

These procedures were written to provide suggestions to assist you in locating “out of balance” problems with the data entered in the EPES SOFTWARE. Most balancing problems stem from – Voided entries, incorrect dates, Amounts, and Canceled Dates. The following steps are the steps we use to locate issues. We ask you follow these steps prior to calling for help.

1. Recheck the ending balance on the statement; make sure no numbers were transposed.
2. The canceled date on the checks should be the ending date on the reconciliation/bank statement.
3. Were there any deposits generated in the month but deposited in the following month that should be listed as outstanding. (\*)
4. Dates ARE ONE OF THE MAIN items that throw programs out of balance. If you use journal adjustments for interest or NSF fees make sure the dates listed are in the month that you are balancing.
5. Recheck the prior month make sure it is still in balance. (Items could have been deleted or dates changed that would affect the prior month).
6. Do the deposits in the EPES program match the bank statement? Run the Sequential List of GL Transfers, and then compare that total to the bank statement for deposits. If journal adjustments for income have been entered they will need to be figured in the balances (ie bank interest). If they don't match get your receipts from the bank, locate difference. (\*)
7. Does the 991 have an ending balance? If Yes, Run a Sequential List of Receipts and GL Transfer, match the receipts with the deposits. There will be something that does not match. (\*)
8. Run a Sequential List of Canceled checks (reports, sequential list, checks, check number, date canceled, month is, enter the month). This report of canceled checks should match the debits on the statement less any journal adjustment expenses. If they don't; first recheck the bank statements by going check by check to reaffirm all checks are canceled. Next look for partial voided checks (they will have a negative entry or positive but not both as required. Also check the dates, the check date must be prior to or equal to the cancellation date.
9. Receipt and checks cannot be zeroed out if the receipt or check is from a prior month this will also throw the reconciliation off. Entries must be voided creating a negative entry.
10. Look over the statement for additional deposits, NFS Charges, and service charges.

(\*) These steps assume that receipts are recorded into GL account 991 and “record bank deposit” is run to generate a GL transfer record from 991 to 992.

**IF AFTER FOLLOWING ALL STEPS ABOVE, YOU REMAIN OUT OF BALANCE, PLEASE CALL US AT 800-237-6498. FOR ADDITIONAL ASSISTANCE IF WE IDENTIFY THE OUT OF BALANCE ISSUE FOLLOWING THESE PROCEDURES, THERE WILL BE A CHARGE OF \$37.50 PER HOUR FOR OUR ASSISTANCE IN RECONCILING YOUR BOOKS MORE THAN 2 CONSECUTIVE MONTHS.**

# Section M

## Month End

EPES Helplines  
1 (800) 237 - 6498  
1 (866) 729 - 6316

**Check with your district for required Month/Year  
End Closing procedures.**

### **Check List to Close Out Month:**

- 1) Record all checks and receipts for the month (see Section F & H).
- 2) Record all journal adjustments (see Section K).
- 3) Complete Bank Reconciliation and balance (see Section L).

Bank Reconciliation report (see Section L).  
Outstanding Checks report (see Section L & O).

- 4) Run month end reports

Month-to-date Activity Ledger report (                      O)  
Month-to-date                      List of Checks report (see Section O)  
Month-to-date Sequential List of Receipts report (Section O)  
Month-to-date Sequential List of Transfers report (see Section O)

- 5) In December and June, run a Year to Date Ledger Report(see Section O). Have the principal review and sign the report. Submit a copy to Finance along with a copy of the December or June bank statement and bank reconciliation. File a copy for your records .

# Year End

## Check List to Close Out Year:

1) Complete the Fiscal year end Bank Reconciliation and balance (see Section J).

Bank Reconciliation report (see Section L).  
Outstanding Checks report (see Section L).

- 2) Void and write off any old outstanding checks that are over 1 year old.
- 3) Enter all data - checks, receipts, etc.
- 4) Review any accounts with negative balances.

### Reopen Closed Month

**Note: Only an Administrator can reopen a closed month. To enable Monthly Close, refer to Section A.**



Navigate to: 'School Admin/ Utilities/ Month End Reopen.'

The screenshot shows the EPES software interface. At the top, the logo 'EPES A school software company' is displayed. Below the logo, the text reads: 'You are on the home page.', 'Welcome - Your user name is EPES', 'District Being Viewed - EPES MANUAL (136699)', 'School Being Viewed - PLATINUM (1366)', and 'School Year Being Viewed - 2020'. A navigation menu is open, showing the following options: Accounting, School Reports, School Admin, District Admin, EPES Admin, Help, Home, and Exit. The 'School Admin' option is selected, and a sub-menu is displayed with the following options: Audit Reports, View School Year, Users, Security Groups & Permissions, Change Password, and Preferences. The 'Utilities' option is selected, and a sub-menu is displayed with the following options: Month End Closing, Month End Reopen (highlighted with a yellow oval), and Year End Closing.

## YEAR END CLOSING INSTRUCTIONS FOR WEB ACCOUNTING

**Please follow these steps if you will be completing your current year in the Web Accounting.**

1. Please be sure you have balanced for the year and run all of your reports. Please be sure to cancel any checks in the system that have cleared the bank whether you reconcile in the program or not. **Once you roll over no data in your prior year can be changed.**
2. In the program under Utilities, click on “Year End Closing”.
3. Select your preferred option for Payables, Purchase Orders, and Budget.  
\* Budgets are the projected Income and Expenses for your Activity Accounts. These will not reset your account balances.
4. Click the “Close This Year” button.
5. You will receive a pop up that will ask you if you want to close the year. Click on OK.
6. The year end closing is complete when you see the message at the bottom of the screen that states, **“This Year has been backed-up and closed successfully!”**
7. Click on the “Close Screen” button.
8. You are now in your new school year and are ready to move forward. You will not be creating a backup of the data from your end. The backups are done automatically throughout the day on our server.

Please feel free to contact EPES support if you have any questions.

# Section O

## Report / Query Options

EPES Helplines  
1 (800) 237 - 6498  
1 (866) 729 - 6316

All of the reports in this section can be found under 'School Reports.'



Navigate to: **'School Reports/ Accounting.'**

The screenshot shows the EPES software interface. At the top, there is a black header with the EPES logo and the text "A school software company". Below the header, the text reads: "You are on the home page.", "Welcome - Your user name is EPES", "District Being Viewed - EPES MANUAL (136699)", "School Being Viewed - PLATINUM (1366)", and "School Year Being Viewed - 2020". On the left side, there is a vertical navigation menu with the following items: Accounting, School Reports, School Admin, District Admin, EPES Admin, Help, Home, and Exit. The "School Reports" item is highlighted. To the right of the "School Reports" menu, there is a sub-menu with the following items: Accounting, Purchase Orders, and GASB. The "Accounting" item is highlighted. To the right of the "Accounting" sub-menu, there is a list of reports: Activity Ledger, Outstanding Checks, Reconciliation, Bank Reconciliation Ver1, Bank Reconciliation, 1099 Information, Special Reports, Journal Adjustments, Chart of Accounts, Sequential List, Sub Account Reports, Deposit Voucher, Vendor List, and Customizable Reports. Each report item has a right-pointing arrow next to it.

This section reports by date.

You are on the home page.

Welcome - Your user name is EPES  
District Being Viewed - EPES MANUAL (136699)  
School Being Viewed - PLATINUM (1366)

The screenshot displays the EPES software interface. On the left, there is a vertical navigation menu with the following items: Accounting, School Reports, School Admin, District Admin, EPES Admin, Help, Home, and Exit. The 'Accounting' menu item is expanded, showing a sub-menu with 'Accounting', 'Purchase Orders', and 'GASB'. The 'Accounting' sub-menu is further expanded, revealing a list of reports: Activity Ledger, Outstanding Checks, Reconciliation, Bank Reconciliation Ver1, Bank Reconciliation, 1099 Information, Special Reports, Journal Adjustments, Chart of Accounts, Sequential List, Sub Account Reports, Deposit Voucher, Vendor List, and Customizable Reports. The 'Sequential List' report is selected, which has opened a secondary menu listing various report options: List of Checks - Brief, List of Checks, List of Receipts, List of Deposits, All Transactions by Vendor, Vendors with no Transactions, List of Accounts Payable, List of Activity Transfers, List of GL Transfers, Tax Amounts by County, and Tax Amounts by Account.

This section reports by query boxes.

- Fields
- Operators
- Compare To
- Add Condition

## Customizable Reports



Navigate to: **'School Reports/ Accounting/ Customizable Reports.'**

You may then select checks, receipts, or journal adjustments.

The screenshot shows the EPES software interface. At the top left is the EPES logo with the tagline "A school software company". Below the logo, the text reads: "You are on the home page.", "Welcome - Your user name is GT1", "District Being Viewed - EPES MANUAL (136699)", "School Being Viewed - PLATINUM (1366)", and "School Year Being Viewed - 2022".

A navigation menu is open on the left side, listing: Accounting, School Reports, School Admin, Help, Home, and Exit. The "School Reports" menu is expanded, showing: Accounting, Purchase Orders, and GASB. The "Accounting" menu is further expanded, showing: Activity Ledger, Outstanding Checks, Reconciliation, Bank Reconciliation, 1099 Information, Special Reports, Journal Adjustments, Chart of Accounts, Sequential List, Sub Account Reports, Deposit Voucher, and Vendor List. The "Customizable Reports" menu item is highlighted, and its sub-menu is open, listing: Checks, Receipts, Cash Drawer, and Journal Adjs.

To use the filters, simply type in a value in the text box below the field you want to filter on and hit enter. For most fields, it is automatically filtered to "Contains." You have many more options when you click the little filter button to the right of the text box.

For a date range, type in a begin date and an end date. For example "02/11/2021 03/11/2021" is February 11th, 2021 to March 11th, 2021. Then click the filter button and select "between." For dates you always must click the filter button. You can also customize columns by **right clicking** the name of the field at the top. You can hide columns, group on a column, sort, hide, and so on. You can control how many rows are shown on the web page.

To save a filtered report select the filter selections, give the report a filter name, select save grid settings. You can then access those saved reports by using the drop down next to Filter Selection.

**EPES** A school software company

Checks Custom F

Accounting >  
School Reports >  
School Admin >  
District Admin >  
EPES Admin >  
Help >  
Home >  
Exit >

Saved Filters

Filter Name:

Filter Selection:

**Save Grid Settings** Delete Grid Settings Clear Filters

To use the filters, simply type in a value in the text box below the field you want to filter on and hit enter. For most fields, it is automatically filtered to "Contains". For a date range, type in a begin date and an end date. For example "02/11/2019 03/11/2019" is February 11th, 2019 to March 11th, 2019. Then click the filter button. You can also customize columns by **right clicking** the name of the field at the top. You can hide columns, group on a column, sort, hide and so on. You can continue. When you save the filters, it also saves remembers which fields are hidden, how you sorted the grid and which fields are hidden.

Export

PDF XLSX CSV

Check No.	Vendor	Payee	Total Amt	is 1099	Check Date	Cleared	Void Date	GL Account	Act Acct	EXIT
5513	MUKAI	SHERYL MUKAI	\$242.65	No	01/24/2020	01/31/2021		992	145	
5514	LIFE	LIFETOUCH YEARBOOK COVER	\$1,375.60	No	01/30/2020	01/31/2021		992	280	

The function of the Cash Drawer Customizable Report works in the same way.



Navigate to: **'School Reports/Accounting/Customizable Reports/Cash Drawer.'**

**EPES** A school software company

You are on the home page.

Welcome - Your user name is GT1  
District Being Viewed - EPES MANUAL (136699)  
School Being Viewed - PLATINUM (1366)  
School Year Being Viewed - 2022

Accounting >  
School Reports >  
School Admin >  
Help >  
Home >  
Exit >

Accounting >  
Purchase Orders >  
GASB >

Activity Ledger  
Outstanding Checks  
Reconciliation  
Bank Reconciliation  
1099 Information >  
Special Reports >  
Journal Adjustments >  
Chart of Accounts >  
Sequential List >  
Sub Account Reports >  
Deposit Voucher  
Vendor List  
Customizable Reports >

Checks  
Receipts  
**Cash Drawer**  
Journal Adjs

The Cash Drawer Customizable Report will show you a record for all of the cash you entered into the Cash Drawer module. It keeps a running total at the bottom of the screen, and it will only reset to zero dollars at the end of the year.

**EPES** A school software company

### Cash Drawer Custom Report

Accounting  
School Reports  
School Admin  
District Admin  
EPES Admin  
Help  
Home  
Exit

**Saved Filters**

Filter Name:

Filter Selection:

Save Grid Settings | Delete Grid Settings | Clear Filters

To use the filters, simply type in a value in the text box below the field you want to filter on and hit enter. For most fields, it is automatically filtered to "Contains". You have many more options when you click the little filter button to the right of the text box.

**Between Filter** - For non-date values, enter the values with a space, then click the filter icon. Select between or not between. For example using Receipt Number, "12345 55678".

You can also customize columns by **right clicking** the name of the field at the top. You can hide columns, group on a column, sort, hide and so on. You can control how many rows are shown on the web page. When you save the filters, it also saves remembers which fields are hidden, how you sorted the grid and which fields are hidden.

**Export**

Receipt No.	Receipt Date	School Year	Amount	1¢	5¢	10¢	25¢	50¢	1.00¢	\$1	\$2	\$5	\$10	\$20	\$50	\$100
4006	08/01/2023	2022	\$25.00	0	0	0	0	0	0	0	0	1	0	1	0	0
4056	04/19/2023	2022	\$25.00	0	0	0	0	0	0	0	0	1	2	0	0	0
4055	04/19/2023	2022	\$10.00	0	0	0	0	0	0	0	0	0	1	0	0	0
1	10/25/2022	2022	\$25.00	0	0	0	4	0	0	4	0	2	1	0	0	0
4054	02/07/2023	2022	\$5.00	0	0	0	0	0	0	0	0	1	0	0	0	0
4058	03/02/2023	2022	\$30.00	0	0	0	0	0	0	0	0	0	1	1	0	0
4023	02/01/2023	2022	\$32.00	0	0	0	0	0	0	2	0	0	1	1	0	0
<b>Grand Total:</b>			0	0	0	4	0	0	6	0	5	6	3	0	0	0
<b>\$152.00</b>			\$0.00	\$0.00	\$0.00	\$1.00	\$0.00	\$0.00	\$6.00	\$0.00	\$25.00	\$60.00	\$60.00	\$0.00	\$0.00	

[Epes Software Homepage](#) | [Contact Us](#) |

\*If you want to print the report, we recommend you use the pdf template button and the filter selection should be changed to pdf as well.

**EPES** A school software company

### Cash Drawer Custom Report

Accounting  
School Reports  
School Admin  
District Admin  
EPES Admin  
Help  
Home  
Exit

**Saved Filters**

Filter Name:

Filter Selection:

Save Grid Settings | Delete Grid Settings | Clear Filters

To use the filters, simply type in a value in the text box below the field you want to filter on and hit enter. For most fields, it is automatically filtered to "Contains". You have many more options when you click the little filter button to the right of the text box.

**Between Filter** - For non-date values, enter the values with a space, then click the filter icon. Select between or not between. For example using Receipt Number, "12345 55678".

You can also customize columns by **right clicking** the name of the field at the top. You can hide columns, group on a column, sort, hide and so on. You can control how many rows are shown on the web page. When you save the filters, it also saves remembers which fields are hidden, how you sorted the grid and which fields are hidden.

**Export**

Receipt No.	Receipt Date	School Year	Amount	1¢	5¢	10¢	25¢	50¢	1.00¢	\$1	\$2	\$5	\$10	\$20	\$50	\$100
1	10/25/2022	2022	\$25.00	0	0	0	4	0	0	4	0	2	1	0	0	0
4056	04/19/2023	2022	\$25.00	0	0	0	0	0	0	0	0	1	2	0	0	0
4055	04/19/2023	2022	\$10.00	0	0	0	0	0	0	0	0	0	1	0	0	0
4054	02/07/2023	2022	\$5.00	0	0	0	0	0	0	0	0	1	0	0	0	0
4058	03/02/2023	2022	\$30.00	0	0	0	0	0	0	0	0	0	1	1	0	0
4023	02/01/2023	2022	\$32.00	0	0	0	0	0	0	2	0	0	1	1	0	0
<b>Grand Total:</b>			0	0	0	4	0	0	6	0	5	6	3	0	0	0
<b>\$152.00</b>			\$0.00	\$0.00	\$1.00	\$0.00	\$0.00	\$6.00	\$0.00	\$25.00	\$60.00	\$60.00	\$0.00	\$0.00		

[Epes Software Homepage](#) | [Contact Us](#) |

The Cash Drawer keeps a running total at the bottom of the screen, and it will only reset to zero dollars at the end of the year. However, if you want to isolate one particular month's cash input, you can do that on this screen by editing the date range.

After you have selected the pdf button you can easily isolate date for the date range by typing in the dates in the boxes next to From and To located below the column title 'Receipt Date.' For example, if you want to look specifically at the month of October, you will type in '10/01/2022' in the From box, and '10/31/2022' in the To box. Then select the funnel button.

The Customizable Report will then only pull receipts that used the Cash Drawer for the month of October.

Platinum has the ability to export an Excel file that lists all Activity Account transactions. To run this report, you must be logged in at the District level. After logging in as the District, follow this path: **'District Admin/ Schools Select.'** Additionally, to run reports for every school in your district, all schools must be in the same fiscal year.

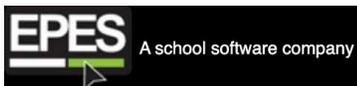
Now mark the box that says "Select All," and then click on "Select Schools." You will now be able to view all transactions for every single school within your district.

Navigate to:



**'District Admin/ District Reports/ Sequential Lists/ Export Activity Accounts.'**

You may then click on "Export to Excel" to create the file. This Excel file can be large depending on how many activity accounts your school uses, and/or the amount of schools within your district.



## Export Activity Accounts

- District Admin ▶
- Help ▶
- Home
- Exit

Export To Excel    Exit

# Section P

## Enter Purchase Order

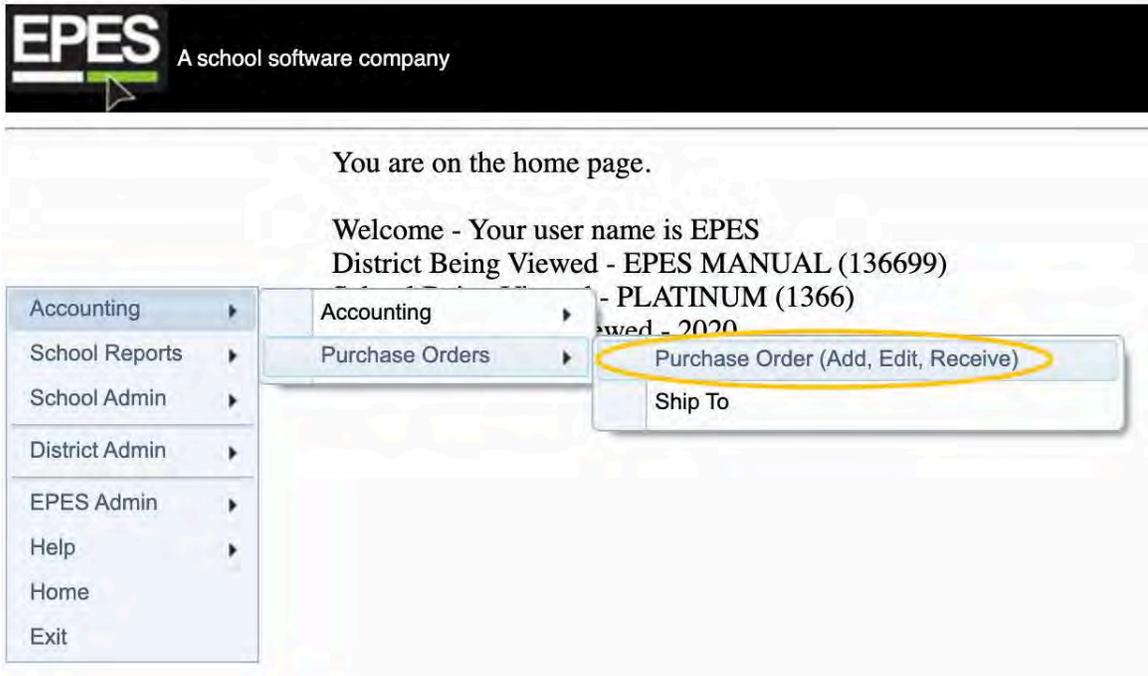
EPES Helplines  
1 (800) 237 - 6498  
1 (866) 729 - 6316

The purpose of this option is to get your Purchase Orders entered into the system. This means that you will not have to rely on remembering what purchase orders you have outstanding. The information entered in as a purchase order gets sent over to payables once it is received and posted. This means that you will only have to enter the information once.

## Enter Purchase Order



Navigate to: 'Accounting/ Purchase Orders/ Purchase Order (Add, Edit, Receive).'



Please refer to Section E for more on how to set up a Vendor.

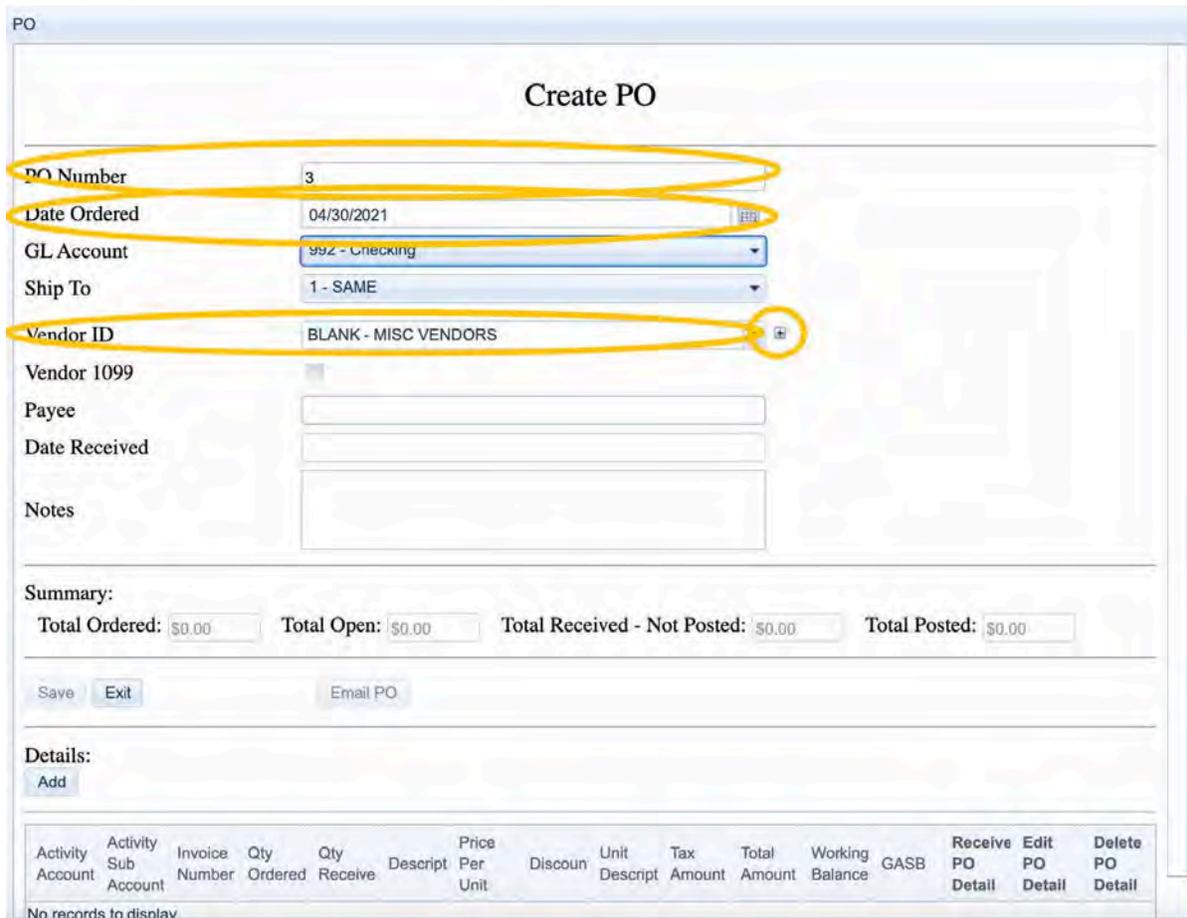
Click on "Add New PO" to enter a new purchase order.



Enter your PO#. Leave the 'GL Account' at 992 or your current GL Checking Account. Fill in the 'Date Ordered.' Enter in the 'Vendor Code' of who you are ordering from.

**Add Vendor**

If you are entering a P.O. and you discover that the Vendor does not exist, you can add vendors from the Purchase order menu. There is only one database of vendors. So, the vendors that are entered here are available in the Accounting section and vice versa.



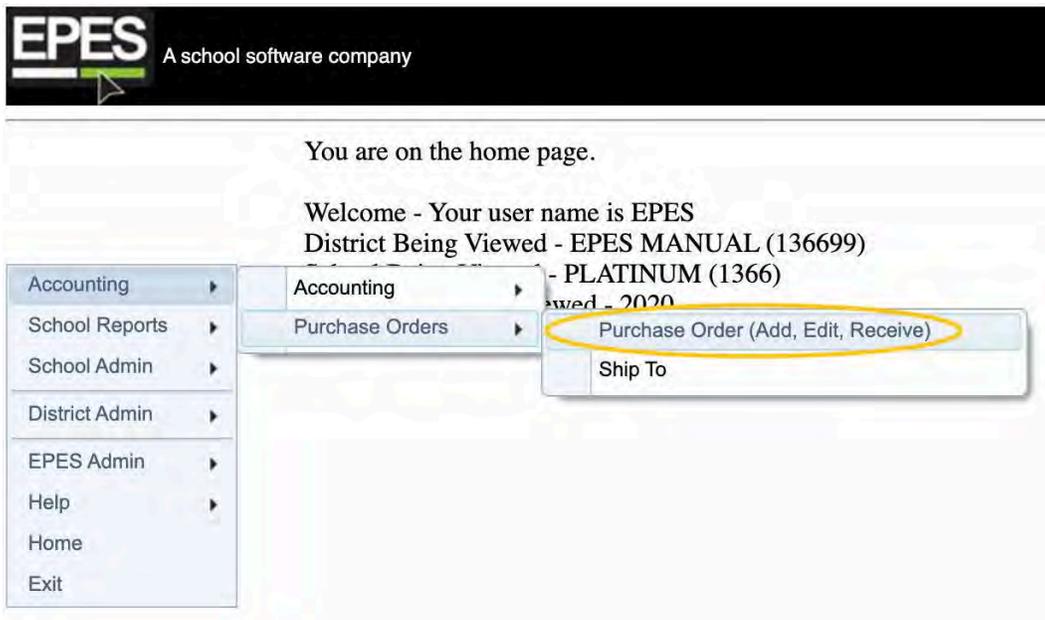
Click on **"Add,"** under Details to enter the details of the order.

Enter the 'Acct Number to be charged. Enter a 'Sub Account Number' if appropriate. Enter the vendor's 'Invoice Number,' if you have it. Enter the 'Qty Ord.' (For an open P.O. such as a teacher taking a P.O. to purchase supplies, you can just put in a quantity of one and have the unit price be the total amount). Enter a 'Description' of the items being ordered. Enter a 'Per Unit Price.' Click on **"Save"**. Click on **"Exit."**

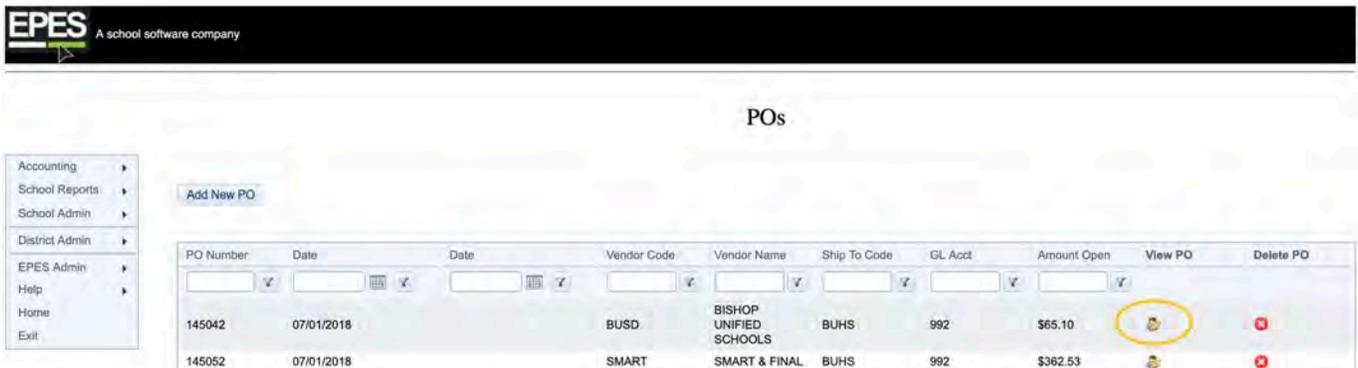
# Edit PO

## Edit PO Information

 Navigate to: 'Accounting/ Purchase Order/ PO Add Edit Receive'.



Click on logo beneath "View PO" to edit the purchase order information.



Click on **"Edit"** to edit the purchase order information. Make the necessary changes. Click on **"Save."** Click on **"Exit."**

## Delete Purchase Order

### Delete Entire PO

 Navigate to: **'Accounting/ Purchase Orders/ PO Add Edit Receive'**.

Click on the logo beneath "Delete PO" to delete the entire purchase order.

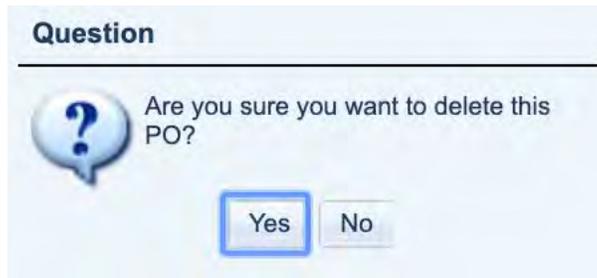
**EPES** A school software company

POs

Add New PO

PO Number	Date	Date	Vendor Code	Vendor Name	Ship To Code	GL Acct	Amount Open	View PO	Delete PO
145042	07/01/2018		BUSD	BISHOP UNIFIED SCHOOLS	BUHS	992	\$65.10		
145052	07/01/2018		SMART	SMART & FINAL	BUHS	992	\$362.53		

The system will check to make sure that you want to delete the entire PO. Click on "Yes."



## Delete PO Lines

 Navigate to: '**Accounting/ Purchase Orders/ PO Add Edit Receive**'. Click on the logo beneath "View PO" in order to get to the purchase order line you want to delete.

EPES A school software company

POs

Add New PO

PO Number	Date	Date	Vendor Code	Vendor Name	Ship To Code	GL Acct	Amount Open	View PO	Delete PO
145042	07/01/2018		BUSD	BISHOP UNIFIED SCHOOLS	BUHS	992	\$65.10		
145052	07/01/2018		SMART	SMART & FINAL	BUHS	992	\$362.53		

Find the PO Detail you want to delete and click on "**Delete PO Item.**"

PO

Notes

Summary:

Total Ordered: \$65.10 Total Open: \$65.10 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

Save Exit Receive All Items Post Received Items Print PO

Details:

Add

Activity Account	Activity Sub Account	Invoice Number	Qty Ordered	Qty Received	Description	Price Per Unit	Discount	Unit Description	Tax Amount	Total Amount	Working Balance	Receive PO Detail	Edit PO Detail	Delete PO Detail
604 School Store	0 No Sub-Account	1	0.0000		OPEN PO FOR THE 2014-15 SCHOOL YEAR NOT TO EXCEED	\$400.00	0.00 %		\$0.00	\$400.00	\$6,420.00			

The system will verify that you want to delete the entire quantity on the line. Click on "Yes".

**Question**

Are you sure you want to delete this Po Detail?

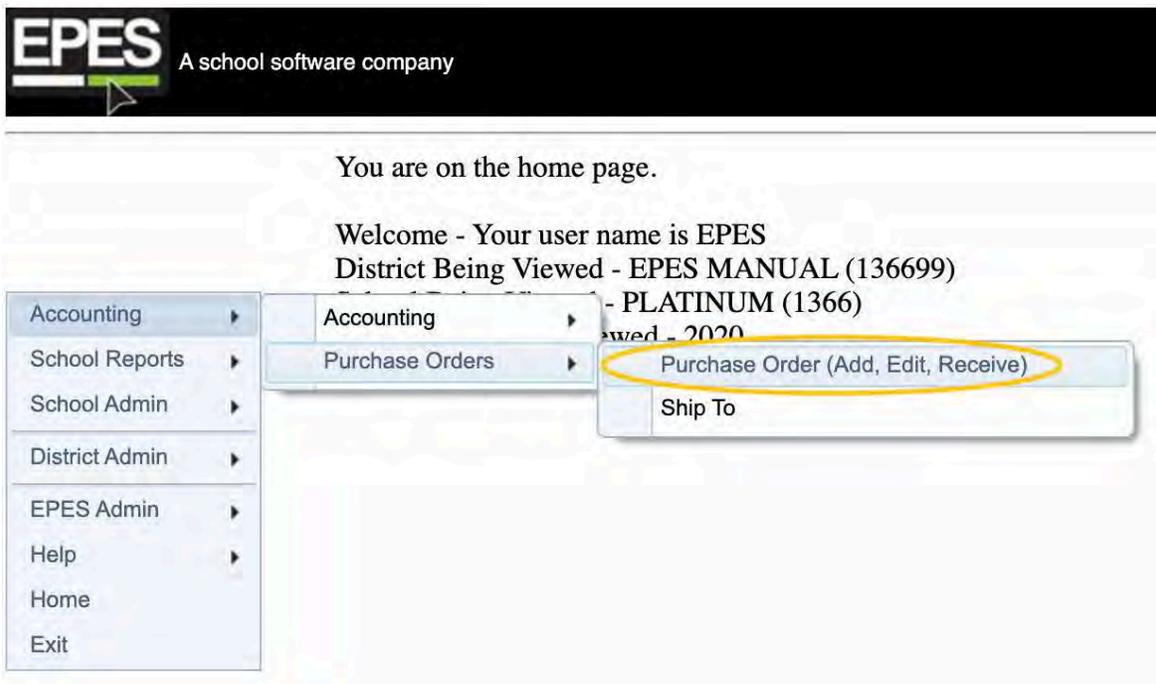
# Receive on a Purchase Order

## Receive Items on Purchase Order

### Receive Entire Purchase Order (Basic Detail)



Navigate to: 'Accounting/ Purchase Orders/ PO Add Edit Receive'.



The screenshot shows the EPES software interface. At the top left is the EPES logo with the tagline "A school software company". Below the logo, the text reads "You are on the home page." followed by "Welcome - Your user name is EPES" and "District Being Viewed - EPES MANUAL (136699)". A navigation menu is open on the left side, listing "Accounting", "School Reports", "School Admin", "District Admin", "EPES Admin", "Help", "Home", and "Exit". The "Accounting" menu item is expanded, showing "Accounting", "Purchase Orders", and "Ship To". The "Purchase Orders" menu item is further expanded, showing "Purchase Order (Add, Edit, Receive)" and "Ship To". The "Purchase Order (Add, Edit, Receive)" option is circled in yellow.

Find the purchase order that you want to receive on. Then click on the logo beneath "View PO."

EPES A school software company

POs

Accounting  
School Reports  
School Admin  
District Admin  
EPES Admin  
Help  
Home  
Exit

Add New PO

PO Number	Date	Date	Vendor Code	Vendor Name	Ship To Code	GL Acct	Amount Open	View PO	Delete PO
145042	07/01/2018		BUSD	BISHOP UNIFIED SCHOOLS	BUHS	992	\$65.10		
145052	07/01/2018		SMART	SMART & FINAL	BUHS	992	\$362.53		
145227	07/01/2018	04/10/2015	BISHOPUN	BISHOP UNIFIED SCHOOLDIST	BUHS	992	\$56.51		

The purchase order will appear. To receive all the items on the PO click on the **"Edit"** button. After clicking on the edit button you will be allowed to click on **"Receive All Items"** on the purchase order.

PO

## View PO

PO Number: 145042

Date Ordered: 07/01/2018

GL Account: 992 - Checking

Ship To: 1 - SAME

Vendor ID: BUSD - BISHOP UNIFIED SCHOOLS

Vendor 1099: 

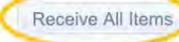
Payee: BISHOP UNIFIED SCHOOLS

Date Received:

Notes:

Summary:

Total Ordered: \$65.10 Total Open: \$65.10 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

Details:

Activity Account	Activity Sub Account	Invoice Number	Qty Ordered	Qty Received	Description	Price Per Unit	Discount	Unit Description	Tax Amount	Total Amount	Working Balance	Receive PO Detail
OPEN PO FOR												

A box will appear asking the date that you would like to receive the items on. Enter the appropriate date. Click on **"Save."**

Receive PO Receive ALL

### Receive PO (All Items)

Receive Date

To send information to Accounts Payable you must 'Post' it. Click on **"Post Received Items."** This posts all lines for this order that have been received.

PO

### Edit PO

PO Number

Date Ordered

GL Account

Ship To

Vendor ID

Vendor 1099

Payee

Date Received

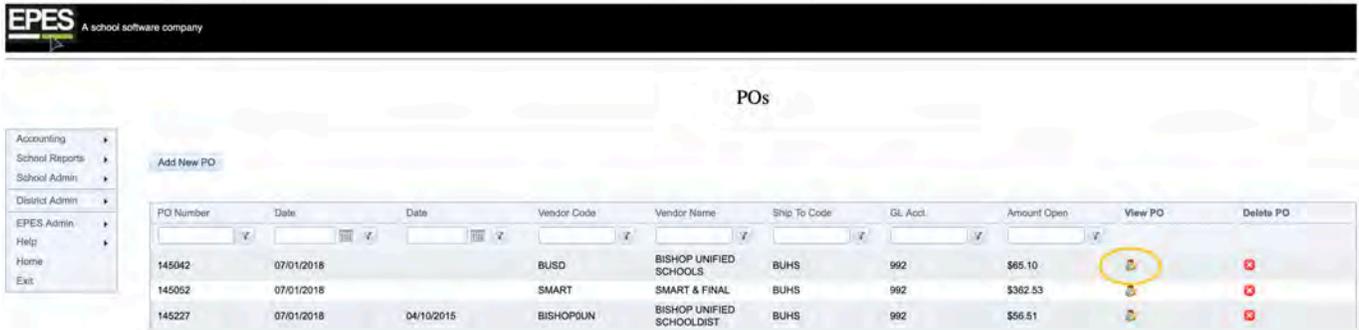
Notes

Summary:

Total Ordered: \$65.10 Total Open: \$65.10 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

## Receive Partial Purchase Order (More Detail)

Find the purchase order that you want to receive on. Then click on the logo beneath "View PO."



EPES A school software company

POs

Add New PO

PO Number	Date	Date	Vendor Code	Vendor Name	Ship To Code	GL Acct.	Amount Open	View PO	Delete PO
145042	07/01/2018		BUSD	BISHOP UNIFIED SCHOOLS	BUHS	992	\$65.10		
145052	07/01/2018		SMART	SMART & FINAL	BUHS	992	\$362.53		
145227	07/01/2018	04/10/2015	BISHOPUN	BISHOP UNIFIED SCHOOLDIST	BUHS	992	\$56.51		

The purchase order will appear. To receive partial purchase orders click on the **"Edit"** button.



PO

### View PO

PO Number: 145042

Date Ordered: 07/01/2018

GL Account: 992 - Checking

Ship To: 1 - SAME

Vendor ID: BUSD - BISHOP UNIFIED SCHOOLS

Vendor 1099: 

Payee: BISHOP UNIFIED SCHOOLS

Date Received:

Notes:

Summary:

Total Ordered: \$65.10 Total Open: \$65.10 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

After clicking on the edit button you will be allowed to scroll down and view the details of the purchase order. Find the specific detail of the purchase order you wish to receive and click on the logo beneath "Receive PO Detail."

PO

Notes

Summary:

Total Ordered: \$65.10 Total Open: \$65.10 Total Posted: \$0.00 Total Received - Not Posted: \$0.00

Save Exit Receive All Items Post Received Items Print PO

Details:

Add

Activity Account	Activity Sub Account	Invoice Number	Qty Ordered	Qty Received	Description	Price Per Unit	Discount	Unit Descripti	Tax Amount	Total Amount	Working Balance	Receive PO Detail	Edit PO Detail	Delete PO Detail
604 School Store	0 No Sub-Account	1	1.0000		OPEN PO FOR THE 2014-15 SCHOOL YEAR NOT TO EXCEED	\$400.00	0.00 %		\$0.00	\$400.00	\$6,420.00			

This box will pop up. Enter the quantity that you received and the date that you received them. Click on **<Save>**.

Receive PO Detail Receipt

## Receive PO Detail

Receive Date:  

Quantity Open:

Quantity to Receive:

Save Exit

To send the information to Accounts Payable you must 'post' it over. You do this by clicking on the **"Post Received Items"** button. This posts all lines for this order that have been received.

PO

### Edit PO

---

PO Number: 155316  
Date Ordered: 07/01/2018  
GL Account: 992 - Checking  
Ship To: BUHS - Bishop High School  
Vendor ID: BLANK - MISC VENDOR  
Vendor 1099:   
Payee: EA ATHLETICS  
Date Received: 7/31/2015 12:00:00 AM  
Notes:

Summary:  
Total Ordered: \$2,228 Total Open: \$1,114 Total Posted: \$1,114 Total Received - Not Posted: \$0.00

After posting your received items, click on **"Save"** and **"Exit"** to save the Purchase Order.

PO

### Edit PO

---

PO Number: 155316  
Date Ordered: 07/01/2018  
GL Account: 992 - Checking  
Ship To: BUHS - Bishop High School  
Vendor ID: BLANK - MISC VENDOR  
Vendor 1099:   
Payee: EA ATHLETICS  
Date Received: 7/31/2015 12:00:00 AM  
Notes:

Summary:  
Total Ordered: \$2,228 Total Open: \$1,114 Total Posted: \$1,114 Total Received - Not Posted: \$0.00

# Purchase Order Reports



Navigate to: **'Reports/ Purchase Orders/ Purchase Orders (Open)'**.

**EPES** A school software company

You are on the home page.

Welcome - Your user name is DISTRICT  
District Being Viewed - EPES MANUAL (136699)  
School Being Viewed - PLATINUM (1366)  
School Year Being Viewed - 2020

- Accounting
- School Reports
- School Admin
- District Admin
- Help
- Home
- Exit

- Accounting
  - Purchase Orders
    - Purchase Orders (Open)**
    - Purchase Orders (Received)
    - Purchase Order with Encumbrances
    - Purchase Order Deficit Balance
    - Purchase Order Budget Report
    - Open by Account
    - Open by Sub-Account
  - GASB

## Purchase Orders Open

Choose the parameters you want. Choose **"Preview"** or **"Print."**

**EPES** A school software company

### Open Purchase Orders

Preview Print Exit

Report Title: \_\_\_\_\_  
Report Saved Name: \_\_\_\_\_

Fields	Operators	Compare to
PO Number		
Activity Account		
Sub Account Number		
PO Date		
Description		

Add Condition  
Remove  
Clear All  
Save Report

Report Conditions Saved Reports

## Purchase Orders Received

Choose the parameters you want. Choose "Preview" or "Print."

The screenshot shows the EPES software interface. At the top left is the EPES logo with the tagline 'A school software company'. The main title is 'List of Purchase Orders Received'. Below the title are three buttons: 'Preview', 'Print', and 'Exit'. The 'Preview' and 'Print' buttons are circled in yellow. Below these buttons are input fields for 'Report Title' and 'Report Saved Name'. The interface is divided into three columns: 'Fields', 'Operators', and 'Compare to'. The 'Fields' column lists 'PO Number', 'Activity Account', 'Sub Account Number', 'PO Date', and 'Received Date'. The 'Operators' column is empty. The 'Compare to' column has a dropdown menu and three buttons: 'Add Condition', 'Remove', and 'Clear All'. At the bottom, there are tabs for 'Report Conditions' and 'Saved Reports'.

# Section Q

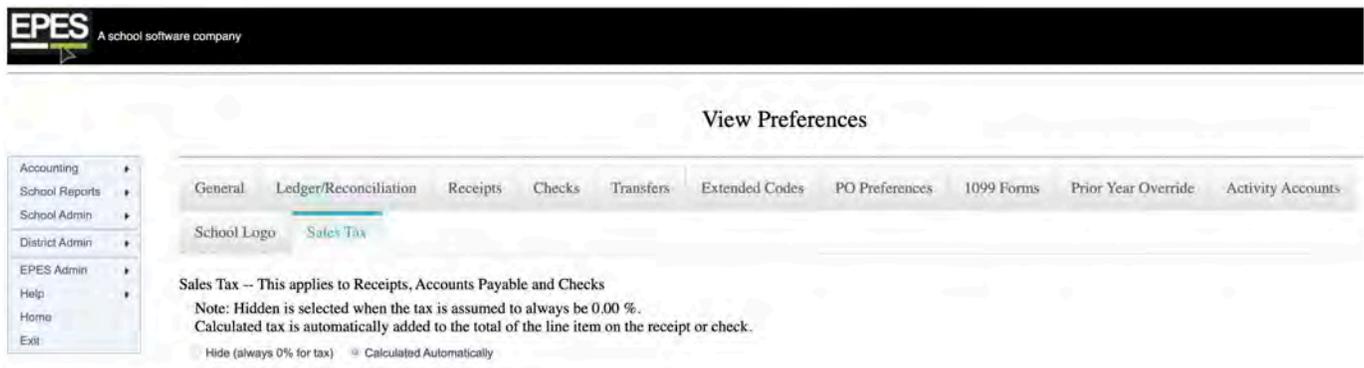
## Tax Amount(s)

EPES Helplines  
1 (800) 237 - 6498  
1 (866) 729 - 6316

Platinum Accounting can automatically track sales tax for users, as long as the preference has been turned on.



Navigate to: **'School Admin,' 'Preferences,' 'Sales Tax.'**



The screenshot shows the EPES software interface. At the top left is the EPES logo with the tagline "A school software company". The main header area is titled "View Preferences". Below this is a navigation menu with tabs for "General", "Ledger/Reconciliation", "Receipts", "Checks", "Transfers", "Extended Codes", "PO Preferences", "1099 Forms", "Prior Year Override", and "Activity Accounts". The "Receipts" tab is selected, and within it, the "Sales Tax" sub-tab is active. On the left side, there is a vertical menu with options: Accounting, School Reports, School Admin, District Admin, EPES Admin, Help, Home, and Exit. The main content area displays "Sales Tax -- This applies to Receipts, Accounts Payable and Checks". Below this, a note states: "Note: Hidden is selected when the tax is assumed to always be 0.00 % . Calculated tax is automatically added to the total of the line item on the receipt or check." At the bottom of this section, there are two radio button options: "Hide (always 0% for tax)" and "Calculated Automatically", with the latter being selected.

Click on 'Edit,' at the bottom of the page, and then select 'Calculated Automatically,' then click 'Save.' The tax amount will then appear on the receipts, accounts payable, and checks screens.

Once you have turned the sales tax on, you can then go to the Sales Tax page and enter tax percentages for respective transactions.



Navigate to: 'Accounting,' 'Accounting,' 'Sales Tax.'

The screenshot shows the EPES home page with a navigation menu. The menu is structured as follows:

- Accounting
  - Accounting
    - Accounts
    - Accounts Payable
    - Checks
    - Receipts
    - Deposits
    - Transfers
    - Journal Adjustments
    - Budget
    - Counties
    - Vendors
    - Sales Tax**
  - Purchase Orders
- School Reports
- School Admin
- District Admin
- EPES Admin
- Help
- Home
- Exit

The 'Sales Tax' option is highlighted with a yellow circle.

The screenshot shows the 'Sales Tax Rates' page in the EPES system. The page includes a navigation menu on the left and a table of sales tax rates.

**Sales Tax Rates**

[Add New Sales Tax Rate](#)

Sales Tax Name	Description	Percent	View Sales Tax Rates	Delete
NONE		0.000 %		

Sales Tax Rate

### Create Sales Tax Rate

Sales Tax Rate Name	Oklahoma State Tax
Sales Tax Rate (percent)	8.97 %
Description	State Tax

Save    Exit

Once you have set up your Sales Tax Rates, you can then use the sales tax function. For example, if you navigate to Accounts Payable, and enter a new payable, when you add a line item the bottom screen will appear:

Create Accounts Payable Detail

### Create Accounts Payable Detail

Activity Account	3000 - HS Main FT/ACT Account
Working Balance	\$769.69
Activity Sub Account	0 - No Sub-Account
Std Account Codes (GASB)	NONE
Amount - Pre Tax	\$25.00
Sales Tax Rate (percent)	Oklahoma State Tax - 8.970%
Sales Tax	\$2.24
Amount - Total	\$27.24
PO	
Invoice	
Notes	

Save    Exit    Save and Add

Here you can see that the line item was \$25 and then when you select the drop down button next to sales tax rate, you can select any of your pre-determined tax rates and the system will automatically generate how much tax you will owe on one particular item. In this case, with current Oklahoma state tax, the tax is \$2.24 which is then figured into the total amount directly below the tax amount.

Again, Sales Tax can be used on the Accounts Payable screen, receipts screen, and the check screen.