



MySchoolAccounting™

Teacher Account Access

Preliminary Documentation

Teacher Account Access – Preliminary Documentation

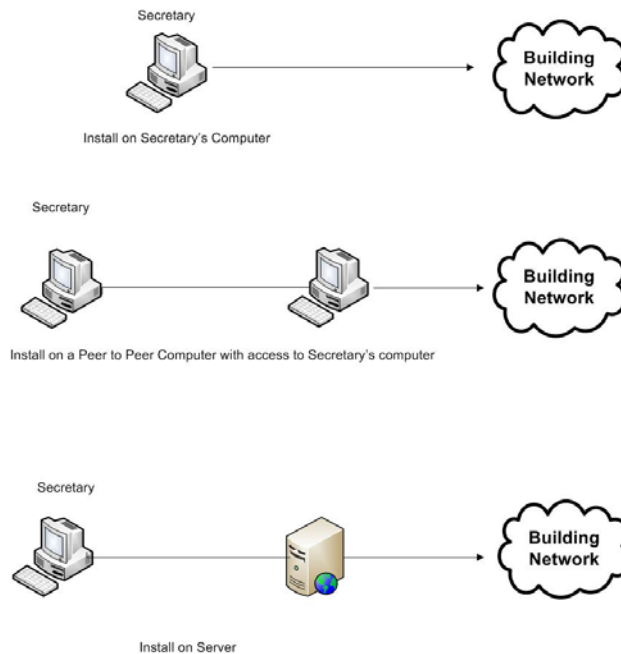
Introduction:

“Teacher Account Access” provides a simple and easy to manage method of allowing Teachers, Sponsors, Coaches and Administrators access to information on the INTERNAL WEB in the school. The process uses a small, secure web service that runs on the secretary’s computer or another computer that has access to the accounting database. Teachers, Sponsors, Coaches and Administrators can use their web browser (Internet Explorer or Firefox) to query their account balances and access other information.

The Teachers cannot access other data on the secretary’s computer any more than you querying your balance at the bank can give you access to the bank’s computer.

Setup Step #1: Decide how you will deploy the server.

MySchoolAccounting - Teacher Access Options



Install on Secretary's Computer:

This is an option where the data resides on the secretary’s computer.

Install on Peer Computer:

This is an option where the data resides on the secretary’s computer or on a Netware or Linux server

Install on a Windows Server:

This is an option where the data resides on a windows server.

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Setup Step #2: Install the server on the Secretary's Computer.

1. Set the computer to a fixed IP address or add the computer name to the internal DNS server. Your technical staff can take care of this.
2. Start the program WebTQ.exe (After testing we will give you an option to automatically start this program as a service on your computer).

Setup Step #3: Setup the security entries for each person who will have access to the data.

File → Manager → Security → Browse Users:

NOTE: If you have been using Teacher Web Query opening this Browse screen will convert your files to the new format. There is not a need to reenter the accounts

The screenshot shows a 'Browse Users' window with a table of user accounts. Three callout boxes provide definitions for the 'All', 'Act', and 'Acc' columns.

Login Id	Password	User Name	All	Act	Acc	###	Rights
ADAMSON	eve	John Adamson		5	3	0	Web Query
admin	admin		1			800	Manager
AP	AP			1		0	Web Query
htatton	777	Hyrum Tatton		2		0	Web Query
JOHNSON	SAM	SAM JOHNSON			2	0	Web Query
receipts	receipts					600	Receipt
secretary	secretary					700	Secretary
TATTON	JOE		1			800	Manager

ALL: Indicates they have access to all accounts.

Act: The number of activities this person can access.

Acc: The number of accounts this person can access

Select [Insert] to add a user.

Select [Change] to change a user.

Select [Delete] to delete a user. NOTE: DO NOT DELETE the Manager's account.

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Changing a UsrFi Record

User Id: 1

User Password:

User Name:

User Comment:

User Rights

Manager Receipts View Only

Secretary Web Query

Web Query All Activities and Accounts 5 3

The items in these two panels are used by the Teacher Web Query system:

1- Mark the check to select all activities and all accounts.

2- Enter the Activities the the to give the teacher access to ALL accounts in the activity.

3- Enter Accounts to give the teacher access to specific accounts.

Activity
M&S 30
ART GRIESE
SCHOLARSHIPS
AP 30
ART JOHNSON

Account
M&S 30 Adm Supplies ADM
MISC 30 Instructional Equipment
ADM BILLINGS Fines

OK

Check this box to allow query of all accounts and all activities.

Use these buttons to Insert, Change or delete access to complete activities.

Use these buttons to Insert, Change or delete access to individual accounts.

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Setup Step #4: Communicate instructions to Staff

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You cannot access other data on the secretary’s computer any more than you querying your balance at the bank can give you access to the bank’s computer.

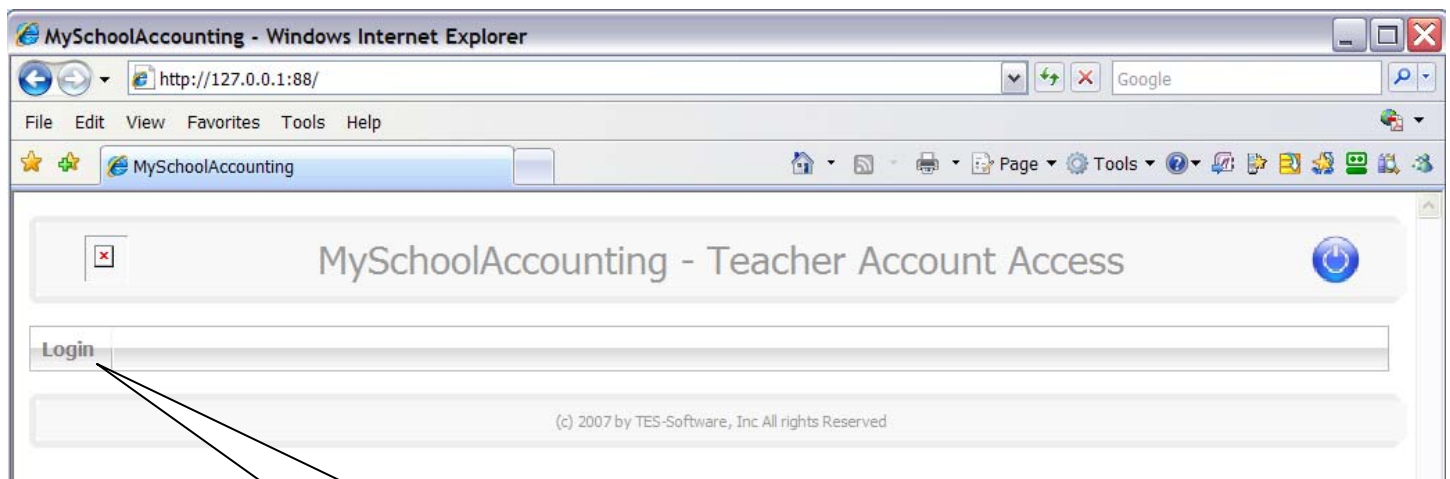
Caution:

The process in the testing stage and may not be on line all the time but we will make every effort to provide access during school hours.

To Connect:

Enter the IP address of the server (secretary’s computer): example `http://_____:`88 You must enter the `http://` If you get an error message then the server is off line and you will need to try again. Also You must enter the `:88` at the end of the IP address.

Login:



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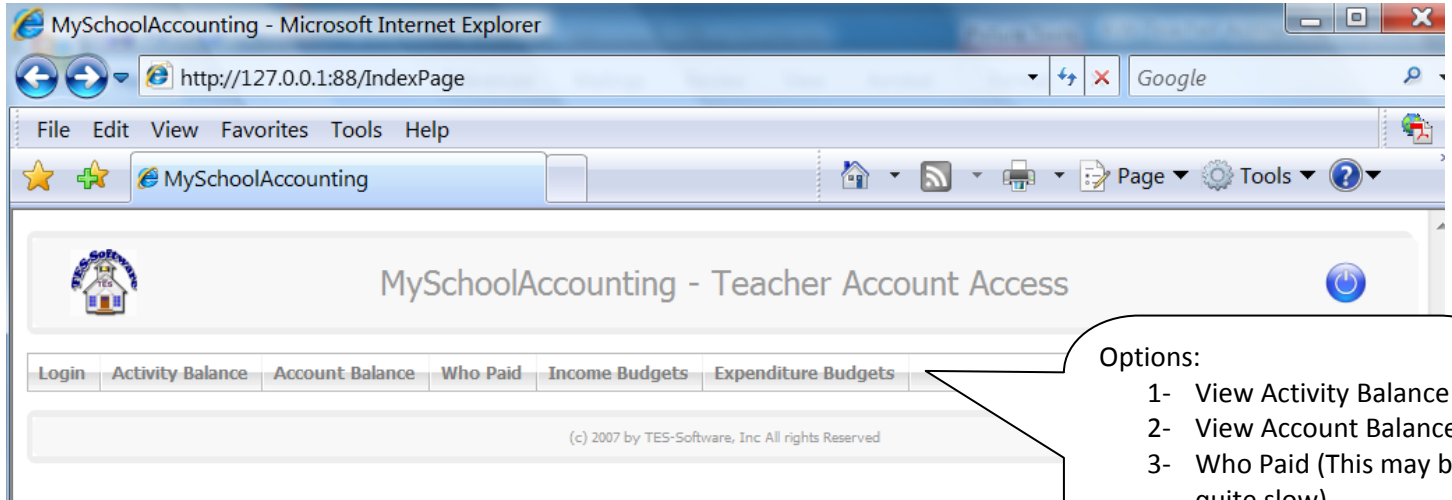
The screenshot shows a Windows Internet Explorer browser window. The address bar contains the URL `http://127.0.0.1:88/LoginForm?SessionID=612045045`. The page title is "MySchoolAccounting - Teacher Account Access". The main content area features a login form with the following elements:

- A "Login" label above a text input field.
- A "Login" label above a text input field.
- A "Login:" label followed by a text input field containing "ADAMSON".
- A "Password:" label followed by a password input field with three dots.
- A "Login" button.

At the bottom of the page, there is a copyright notice: "(c) 2007 by TES-Software, Inc All rights Reserved".

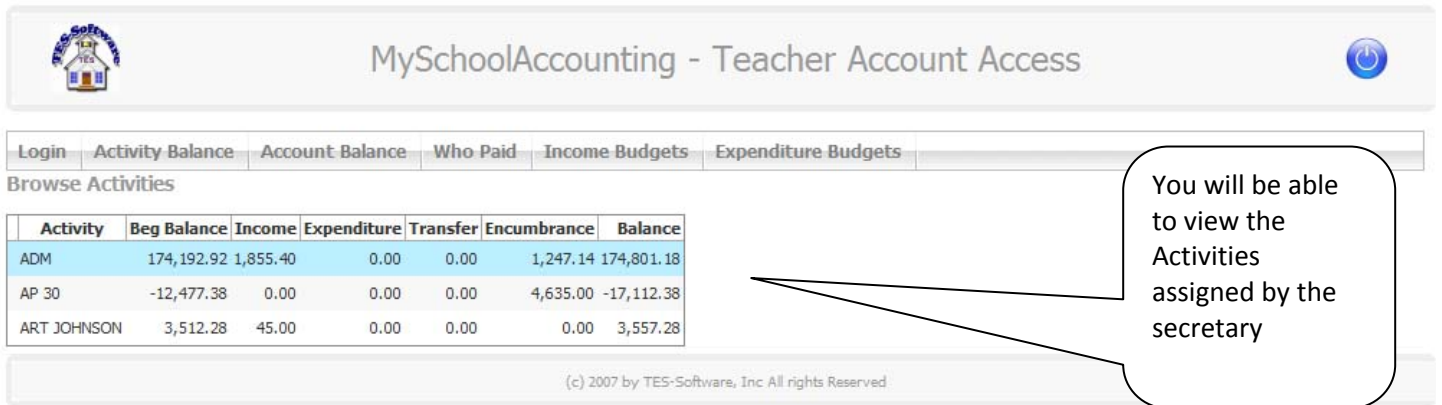
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Options:



- Options:
- 1- View Activity Balance
 - 2- View Account Balances
 - 3- Who Paid (This may be quite slow)
 - 4- View Income Budgets
 - 5- View Expenditure Budgets

Activity Balance:



Activity	Beg Balance	Income	Expenditure	Transfer	Encumbrance	Balance
ADM	174,192.92	1,855.40	0.00	0.00	1,247.14	174,801.18
AP 30	-12,477.38	0.00	0.00	0.00	4,635.00	-17,112.38
ART JOHNSON	3,512.28	45.00	0.00	0.00	0.00	3,557.28

You will be able to view the Activities assigned by the secretary

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Account Balance:

Account Type:
3- Carryover Balance
4- Income Account
5- Expenditure Account

Activity	Description	Type	Beg Balance	Balance	Budget	Bgt Balance
ADM	FUND BALANCE	3	174,192.92	174,192.92	64,032.38	
ADM	ACTIVITY FEES	4	0.00	1,140.00	51,000.00	49,860.00
ADM	CLASS CHANGE REVENUE	4	0.00	1.00	5,000.00	4,999.00
ADM	COACHES EXTRA SALARY	4	0.00	0.00	2,200.00	2,200.00
ADM	CORY ADAMS PHOTOGRAPHY	4	0.00	0.00	7,000.00	7,000.00
ADM	DONATIONS	4	0.00	0.00	1,000.00	1,000.00

Who Paid:

Select the account to view "Who Paid"

Activity	Description	Type
FACS HOLT	CHILD CARE I LAB FEE INCOME	4
FACS HOLT	RESALE INCOME	4
FACS MARCROFT	FOODS I LAB FEE INCOME	4
FACS MARCROFT	RESALE INCOME	4
FACS HARRISON	CHILD CARE LAB FEE	4
FACS HOLT	SPORT SEWING LAB FEE INCOME	4
FACS MARCROFT	PROSTART II LAB FEE INCOME	4
FACS HARRISON	ADULT ROLES LAB FEES INCOME	4

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Who Paid

Select Account

Account Name: FACS HOLT Sport Sewing Lab Fee Income HOLT 2400

Who Paid List

Name	Document	Date	Comment	Amount
HUBBARD, MONICA	7610	8/10/2006	Sport Sewing Fee-holt	10.00
JACKSON, PIERCE	7741	8/11/2006	Sport Sewing Fee-holt	10.00
KONDEL, CASSANDRA	7345	8/08/2006	Sport Sewing Fee-holt	10.00
LAUTS, DALTON	7743	8/11/2006	Sport Sewing Fee-holt	20.00
MANNING, THE	7317	/ /	SPORT SEWING FEE-HOLT	10.00
MEASOM, BLAZE	7126	8/04/2006	Sport Sewing Fee-holt	10.00
NOREIKA, SADIE	7663	8/10/2006	SPORT SEWING FEE-HOLT	10.00
PORTER, ELI	7066	/ /	SPORT SEWING FEE-HOLT	10.00

Alphabetized list of payments to this account.

Please Remember: Some accounts will take a MINUTE or so to process.

Save Cancel

Income Account Budgets


Income Budgets

Account Budget Balance

Activity	Description	Type	Beg Budget	Bgt Balance
ADM	ACTIVITY FEES	4	51,000.00	49,860.00
ADM	CLASS CHANGE REVENUE	4	5,000.00	4,999.00
ADM	COACHES EXTRA SALARY	4	2,200.00	2,200.00
ADM	CORY ADAMS PHOTOGRAPHY	4	7,000.00	7,000.00
ADM	DONATIONS	4	1,000.00	1,000.00
ADM	ELECTRONIC FINES INCOME	4	100.00	100.00
ADM	EPN RECEIPTS	4	2,500.00	2,372.20

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Expenditure Account Budgets



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Login	Activity Balance	Account Balance	Who Paid	Income Budgets	Expenditure Budgets	
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Account Budget Balance

Activity	Description	Type	Beg Budget	Bgt Balance
ADM	2006-2007 OVER SPENT EXPENDITURES	5	40,000.00	40,000.00
ADM	ACCREDITATION MEMBERSHIP	5	700.00	700.00
ADM	ATHLETIC PASS EXPENSE-DON'T USE	5	1,000.00	1,000.00
ADM	CATASTROPHIC INSURANCE EXPENSES-DON'T US	5	800.00	800.00
ADM	CLASS CHOICE	5	5,000.00	5,000.00
ADM	CONTRACT SERVICES	5	300.00	300.00
ADM	DANCES/DJ'S	5	1,500.00	1,500.00
ADM	EVENING OF EXCELLENCE	5	1,500.00	1,500.00
ADM	FACULTY & STAFF EXPENDITURES	5	13,000.00	12,907.86