

MySchool Accounting – Feature List

MySchoolAccounting™ by TES-Software ..

.. Supports Recognized Standard Accounting Practices for Local School Accounting

NCES: Financial Accounting for Local and State School Systems: 2003 Edition	Provide for complete separation of funds collected for class fees and funds generated by student clubs and organizations. <i>TES supports Multi-Fund accounting similar to the district office to meet this standard.</i>
GASB Accounting Standards	Fully auditable double entry accounting using the modified accrual methodology. <i>Example: Expenditures are booked when they are measurable. TES records the expenditure at the time the invoice is entered.</i>
Flexible, User defined account structure	TES provides for account structures from 5 to 50 characters long. <i>TES schools currently use structure ranging from ##-#### to ##-#-####-###-####-####-#-####-####. (FF-T-func-obj-cctr-fsrc-y-prog-user-acti) Account structures support the standard Fund, Function, Object, Program, Type, etc breakdown adopted by most state education agencies. TES account structures allow school to use the same core structure as the district which facilitates data transfer from local schools to district financial reporting.</i>
Full Account Type Support	TES has built-in support for Asset, Liability, Equity, Income and Expenditure accounts.
Standard Financial Statements	Month to Date and Year to Date Balance Sheets, Trial Balance, Expenditure Reports, Income Reports and State Required Financial Statements. <i>Required state reports are provided free of charge to all TES schools.</i>
Fully integrated Budget Preparation and Monitoring	TES integrates budget tracking with all income and expenditure accounts. <i>The finance secretary sees the budget status as they select the accounts for any expenditure transaction. At the district option all expenditure transactions that exceed either the activity or the account budget can be blocked.</i>

.. Supports simultaneous data entry and access from several computers

Supports Peer to Peer Networking (3 users)	TES supports up to 3 simultaneous users on an office peer to peer network without additional license cost. All users can enter data at the same time.
Supports Server Based Networks	TES supports server based networking on Windows 2000, Windows 2008, and Netware 6.x servers. There is an additional charge for a server based Pervasive SQL license.
Supports Terminal Services	TES supports server based installations on Windows Terminal Services and Citrix Servers

.. Provides simplified Data Entry and Validation

Real Time Posting	All transactions entered at the Secretary's workstation are posted immediately to the accounts involved. <i>This provides accurate display of funds available at any given moment, even if there are multiple workstations doing transaction.</i>
Easy Account Lookup	<ul style="list-style-type: none"> • All account entry is done via an account selection screen. Accounts are selected as the secretary types the first part of the activity and/or account name. • Account cash balance and budget status are shown on the screen during account lookup for easy validation of available funds. • Multiple accounts can be grouped into an activity for group validation of available funds.
Automated Deposit Processing	<ul style="list-style-type: none"> • Bank deposits may be tied to multiple ranges of receipts • Credit card deposits are kept separate from Cash/Check deposits for ease of reconciliation. • Bank deposits print detailed audit trail • Bank deposits allows posting to Cash Over/Under account • Bank deposits are automatically posted to the Bank Recon system.

MySchool Accounting – Feature List

MySchoolAccounting™ by TES-Software ..

.. Provides simplified Data Entry and Validation (continued)

<p>Easy Entry of Student Receipts, Charges and Waivers</p>	<ul style="list-style-type: none"> • The secretary sees student transaction history on the student control screen. <i>This helps prevent duplicate payments and make it easy to answer student and parent questions.</i> • Up to 99 items can be included on one receipt. • One Click Processing: The secretary can check PAY, CHARGE, or WAIVE for any of the predefined student fees. • Multiple Fee Sheets can be defined. <i>Example: One for registration fees for new students and one for current items</i> • Full Accounts receivable processing for past due fees and fines. • Tendered Processing includes Cash, Checks, and Credit Cards • Receipts are printed immediately following data entry
<p>Easy tracking of past due fees and fines</p>	<ul style="list-style-type: none"> • All AR transactions originate on the Student Control Center. • AR charges are processed as OPEN ITEM allowing specific charges to be paid. • Credit memos are issued by selecting charges from a list of outstanding student charges. • Payments are made by selecting charges from a list of outstanding student charges. • Charges may be waived if a student qualifies for fee waiver. • All open charges are shown on a quick Student Query and on the Student Control Center. • TEACHERS can enter their book fines using the TES-Remote Fines module • PARENTS receive detailed statements of student account activity • IMPORT fines from any library system that provides fine export.
<p>Flexible Disbursement Methods PO → Invoice → Check</p>	<ul style="list-style-type: none"> • Standard PO → Vendor Invoice → Check processing is supported • PO screen shows Purchase Order, Account distribution, Invoice and Check history all on a single screen. • The school can use preprinted PO's or TES printed POs. • Checks may be printed either one at a time or in a batch. • Multiple invoices from a single vendor are automatically combined to produce one Check during the AP process. • POs support multiple accounts, multiple invoices, partial payments and budget control. • Detailed Audit trails from Authorization to Payment.
<p>Flexible Disbursement Methods Invoice → Check</p>	<ul style="list-style-type: none"> • Vendor Invoice → Check processing is supported. <i>Although the standard practice of entering a PO for all purchases is preferred, some districts allow payments to Sports Officials etc to be processed without a PO.</i> • Checks may be printed either one at a time or in a batch. • Multiple invoices from a single vendor are automatically combined to produce one Check during the AP process. • Invoices support multiple accounts, partial payments and budget control.
<p>Flexible Disbursement Methods Checks</p>	<ul style="list-style-type: none"> • Check processing is supported. <i>Although the standard practice of entering a PO for all purchases is preferred, some districts allow payments to Sports Officials etc to be processed without a PO or Invoice entered in the system.</i>
<p>Easy Correction of Data Entry Errors.</p>	<ul style="list-style-type: none"> • Data Entry Errors are corrected with a process that VOIDS (NOT DELETES) the bad transaction and REPLACES it with a valid transaction. This provides a detailed audit trail of all correcting transactions.
<p>General Journal Entry Support</p>	<ul style="list-style-type: none"> • Prompts are provided to secretary to remind them that to add the balance of an ASSET account you process a Debit but to add to the balance of a LIABILITY account you process a Credit. <i>TES knows that many school bookkeepers do not have formal accounting training and we provide the needed assistance.</i>

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MySchoolAccounting™ by TES-Software Provides data integrity and backup support

Data integrity tested each Day	An automatic test of data integrity OF EACH FUND is performed and logged at the beginning of each day. Tests include: <ul style="list-style-type: none"> • <i>Do Assets = Liabilities + equity</i> • <i>Does the balance in Accounts Payable = Total of Outstanding Invoices</i> • <i>Does the balance in Reserve for Encumbrance = Total of Outstanding Pos</i> • <i>Does the balance in NSF Checks = Total of Outstanding NSF Checks</i> • <i>Other state specific tests</i>
Automated Data Recovery	An automated system to recover data damaged by hardware errors or network transmission errors or other problems is integrated into the system.
Integrated Backup System:	<ul style="list-style-type: none"> • An automatic backup can be configured to occur at the beginning of each day. • Backups can be made to external media or network drives • Backups can be transmitted to a central district server. • Backups can be transmitted to TES-Software support for analysis and assistance
Password Security	<ul style="list-style-type: none"> • Passwords can distinguish job types

.. Provides simplified end of month processing

Multi Month Processing	<ul style="list-style-type: none"> • At the end of the month TES will allow you to change periods to the next month and begin processing while you await the bank statement to reconcile the prior month. • When processing bank reconciliation the posting period automatically changes back to the period being reconciled allow corrections to transactions in recon period.
Bank Reconciliation	<ul style="list-style-type: none"> • TES provides an easy to use system for bank recon. • All cash transactions (Deposits, Checks, Journal Entries, NSF checks, etc) are automatically shown on the bank recon screen. There is never a need to reenter transaction information. • Items are cleared simply by clicking a check box • Bank Charges and Bank Interest are entered using predefined accounts. • Non Sufficient Funds Checks (NSF) are processed in the Bank Recon module. • Full sets of monthly reports are produced as part of reconciliation. • System integrity is tested as part of Bank Recon.

.. Provides simplified end of year processing

Multi Year Processing	<ul style="list-style-type: none"> • Each fiscal year is kept in a separate folder. • At the end of the year TES will allow you to change to the next year and begin processing while you await the bank statement to reconcile the last month in the prior year. • After the final reconciliation in the prior year balances are automatically transferred to the new fiscal year. • Open Purchase orders, Invoices, and Outstanding Student Fines and Fees are automatically transferred to the new fiscal year. • There is not limit to the number of years you can have on line. • Once a year is closed you have read-only access to that year.
1099 Processing	<ul style="list-style-type: none"> • In addition to the fiscal year the system will produce 1099 information in excel (CSV) format that can combined into district systems.

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MySchoolAccounting™ by TES-Software ..

.. Allows Remote Processing of Receipts and Fines

<p>Remote (Registration) Receipts</p> <p>Unlimited Receipt Stations</p>	<p>The Remote Receipt system allows the school to set up multiple “Cash Registers” using laptop computers at registration.</p> <ul style="list-style-type: none"> • Configuration and setup is done at the secretary’s workstation. <i>It only has to be done once.</i> • No limit to the number of “Cash Registers”. <i>Many lines make short lines.</i> • Payments, New Charges, and Waivers can be processed on one receipt. • Data Entry consists of selecting the student from an alphabetized list, then CLICKING on the items Paid, Charged or Waived. • Receipts are printed for the student or parent. • Reports allow for easy reconciliation of each “Cash Register” • Data is transferred via electronic media to the secretary’s computer at the end of the day.
<p>Remote (Teacher) Fines</p>	<p>The Remote Fines system allows teachers to enter their book fines, lab fines etc into a file that can be posted directly into TES.</p> <ul style="list-style-type: none"> • Configuration and setup is done at the secretary’s workstation. <i>It only has to be done once.</i> • Teachers log into the system from their classroom. • Data Entry consists of selecting the teacher’s account and then either entering the student ID or selecting the student from an alphabetized list. • The data is validated by the secretary. • The data is then posted into TES.
<p>Library Fee Transfer</p>	<p>TES supports transferring fees from any library system that:</p> <ul style="list-style-type: none"> • uses the same student Id as TES • has the ability export fees in a CSV, text, or XML file.

.. Supports Purchase Card Processing

<p>Purchase Cards</p>	<p>Purchase Cards are credit cards issued in lieu of a Purchase Order to Administrators, Teachers, Coaches or club sponsors. Process occurs as follows:</p> <ol style="list-style-type: none"> 1. A purchase is made and the charge slip is brought to the school secretary. 2. The secretary enters the amount and the accounts effected. The money is removed from the account at this time. 3. When the statement arrives from the Bank the secretary checks each invoice that is on the statement to be paid. 4. The statement is reconciled to the invoices 5. A check is produced which documents all the invoices being paid. <ul style="list-style-type: none"> • Invoices may be distributed to multiple accounts and multiple funds • Audit reports by card and by account are produced • Budget management is included in the module
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.. District Budget Tracking

<p>District Budget Tracking</p>	<p>Throw away the spreadsheet. TES supports a set of accounts that are used to track the budget balances on the district accounts assigned to the school. It works just like the standard PO → Invoice system except you never cut the check</p>
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.. Supports Class Change and Student Refunds

Student Refunds	<p>Simple steps to process a student refund.</p> <ol style="list-style-type: none"> 1. Select the student 2. All receipts to this student (that have not been refunded) will be displayed 3. Enter the amount of the refund for each account or click a box to refund all 4. A check will be printed for the refund
Class Changes	<p>Simple steps to process a class change:</p> <ol style="list-style-type: none"> 1. Select the student 2. Click on the receipts or charges to be dropped 3. Select the classes to be added <p>The system will transfer funds from the dropped accounts to the added accounts.</p> <ul style="list-style-type: none"> • If you add more than you drop an AR charge will be posted • If you drop more than you add an AP invoice will be created to pay a refund. • If you drop more than you add and the student owes other AR charges the extra funds will be applied against the existing charges.

.. Provides instant access to up to date information

Real Time posting	Because TES uses real time posting for all but remote processing account balances are accurate as of the minute. Even when multiple users are entering data they always see current information.
Wide variety of Reports	Over 75 reports are available in the system
Instant Query	<p>The secretary may query (and print) the following items:</p> <ul style="list-style-type: none"> • Query Amount <i>(Example: All transactions for 5.45 in the system)</i> • Query Who Paid <i>(A list of all receipts to the selected account)</i> • Query Account <i>(All transactions to the selected account)</i> • Query Student <i>(All transactions to a student)</i> • Query Vendor <i>(All transactions to a vendor)</i> • Query Teacher <i>(All transactions to a teacher)</i>

.. Provides full support for payments by Credit Card

Inexpensive Hardware	Because all of the logic and intelligence to process credit cards is integrated into TES-Accounting for windows, you can use simple card swipe machines available for under \$75.00
Integrated processing	<p>TES has negotiated a partnership agreement with PayWire, Inc, and NOVA Information Systems, Inc to provide integrated processing of credit cards. This means</p> <ul style="list-style-type: none"> • Direct deposits into TES-Accounting • Credit card receipts are processed ONE TIME and posted both to NOVA and to TES-Accounting. • Simplified Bank reconciliation of credit card processing • Optional acceptance of American Express and Discover • Backed by one of the nations largest credit card processing systems.
Instant Query	<p>The secretary may query</p> <ul style="list-style-type: none"> • Current Credit Card Batch Status • Closed Credit Card Batches • Integrated query between NOVA and TES

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.. Allows parents to pay fees and other payments via Secure Online “MySchoolFees.com”

Easy Set Up	<p>The secretary prepares MySchoolFees by:</p> <ol style="list-style-type: none"> 1. Defines fees and fee sheets 2. Transmits Students and Fees to MySchoolFees SECURE Server 3. Transmits old fees (Accounts Receivable) to SECURE Server 4. Mails an automatic parent letter that contains Student ID and Logon PIN
Secure	<p>We use the most secure facility on the web. Our dedicated SQL servers are housed in a tier one, secure server facility with a direct connection to the web.</p>
Easy for Parents to Register	<p>Parent registers one time with MySchoolFees.com</p> <ul style="list-style-type: none"> • Connects to MySchoolFees.com • Registers as a parent. • Enters the Student ID and PIN for each of their students
Easy for Parents to Use	<p>Parents pay fees by:</p> <ul style="list-style-type: none"> • Selecting their student • Selecting the fees • Entering Payment Information • Submitting the Payment • The parent receives and INSTANT EMAIL confirming the payment • The school finance secretary ALSO receives and E-Mail Receipt for the payment
Easy Processing	<p>The secretary processes payments once each day.</p> <ul style="list-style-type: none"> • The credit card batch automatically closes at 11:30pm each day. • The secretary receives a summary E-Mail indicating the total payments for the prior day. • The receipts are downloaded and POSTED into TES-Accounting • The credit card deposit to the school bank account is processed and posted
Flexible Payments	<p>Schools have used “MySchoolFees.com” to received payments for:</p> <ul style="list-style-type: none"> • Required Class Fees • School Pictures • Yearbooks • Participation Fees • Field Trip Fees • Instrument Rental fees • Season Sports tickets • Tournament Tickets • Pay Old School Fees (Accounts Receivable) • Prom Tickets • Play Tickets • Summer Sports Camps • School Lunch • Cap and Gown Fees <p>If the school collects money for it, MySchoolFees can make it easy for the Parents and the School.</p>

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MySchoolAccounting™ by TES-Software ..

.. World Class Support

Total Support	We provide support on all elements of your Financial Accounting. We do not limit our help to answering a question about our software, if needed we do things like assist you in reconciling your bank statement or help you write a journal entry.
Unlimited Telephone Support	Each member of our support staff has at least 10 years experience in a school office. They understand schools and the complexities of the finance secretaries job.
TeamViewer Support	TeamViewer provides the ability for our support secretary to do the same things that she could do if she were sitting at your computer. Problems are communicated and solved quickly.
Automated Data Transfer	Sometimes TES-support will need a copy of your data to solve a complex problem. TES has built in the ability to send a school backup to TES-Support
Unlimited Updates:	You can update your system any time you choose by visiting our web site. If you choose you can also participate in testing new features.
Training Seminars	Training seminars are available in various parts of the country.

Why Wait

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Demonstration