

MyDistrictSummary™

MyDistrictSummary™ is a new product in the TES line of school accounting software. It allows districts to automatically summarize data from all their schools into a consolidated data set. The benefits of such a system are obvious, all consolidation, rollups, and totaling are handled by the software system saving days of clerical effort.

There are two systems in the initial release of MyDistrictSummary™.

- 1- **1099 Reporting System.** The use of a consolidated district database for school payments to 1099 vendors will greatly simplify the 1099 processing. Schools will transmit their 1099 data via the district network and then district personnel will process the consolidated information. (Available Jan 1, 2008)
- 2- **State and District Financial Reporting:** The school will transmit a summary of their financial data to the MyDistrictSummary™ server. The data will be consolidated and made available in a variety of formats for reporting to District, State and Federal authorities. (Target Release Feb 15, 2008)

Getting Started:

Step #1: Install the MyDistrictSummary™ Server

Districts that have two or more schools licensed to use TES accounting already have a license for a MyDistrictSummary™ server. There is no additional charge for using the **1099 Reporting System**. Districts that choose to use the **State and District Financial Reporting** will be billed for one additional maintenance agreement.

Server requirements: Because the actual processing use of the server is light, you can add the MyDistrictSummary™ server to any server available to all financial secretaries on the network. We recommend a windows 2003 server, however: the system can be hosted on an XP or Vista based computer.

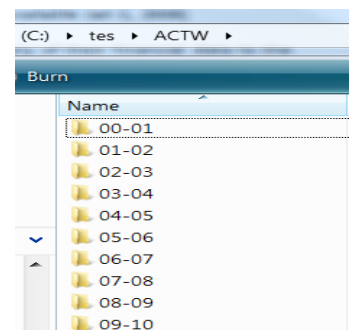
Installation:

- 1- Download and install the interim release of TES-Accounting from the TES website. Request a password from support@tesoftware.com if needed.
- 2- Download and install Pervasive SQL Workgroup engine from the TES-Software website

If you use the standard installation of C:\TES\ACTW then you will have a folder structure similar to the one shown at the right

You should create a share to C:\tes\. Your technical staff may contact us directly at 205-533-1881 for technical assistance.

Each school secretary must have Read/Write/Create/File Scan rights to this share.



- 3- Start TES-Accounting on the MDS (MyDistrictSummary™) server
 - a. Set Posting Period to 1
File → End of Month → Change Posting Period
 - b. Set Basic system Definitions
File → Manager → System Definition
General Tab

Enter School Name

Enter Fiscal Year Starts

Step #2: Configure the TES-Accounting system in each school.

- 1- Download and install TES-Accounting Interim release version ...08.01.01 or later.
- 2- Enter the School Number (Cost Center) in the System Definition Screen
File → Manager → System Definition (General Tab)

- 3- Enter the Path to the MyDistrictSummary™ Server.
File → Manager → System Definition (District Connections Tab)

- 4- Configure the account translation tables that will be used to consolidate school information into district and state format. **(This information will be included in the next release)**

Process 1099's

Step #1: School Secretary Marks 1099 Vendors:

The school secretary makes sure all vendors, teachers and others who have been paid for services rendered are marked as 1099 vendors. It is important to check BOTH fiscal years to insure that all information is correct. All 1099 vendors need to have either a Social Security Number or a Federal Tax Id.

Acceptable forms for the numbers are:

- SSN:** 9 digits in the form ##### or 11 characters in the form ###-##-####. Spaces are not allowed in the SSN.
- Federal ID:** 10 characters in the form ##-#####

Note: an # represents a digits 0-9

We recommend you use

File → Master Files → Quick Edit Vendors, Students, Teachers

The screenshot shows the 'Master File' application window with a table of vendors. Three callouts provide instructions:

- Select the group to edit:** Points to the radio buttons at the top of the window, where 'Vendor' is selected.
- Check for valid SSN or Federal ID:** Points to the 'SS' column in the vendor list.
- Mark the vendor as a 1099 vendor:** Points to the '1099' column in the vendor list.

Name	Code	T	Address 1	Address 2	City	ST	Zip	SS	Pin	I	W	1099	ar	HR
AOPS I		V	P.O. BOX 218		ALPINE	CA	91903-		5946					
APPLE		V							5717					
APPLE		V							3568					
ARBOR		V	P.O. BOX 275		ANN ARBOR	MI	48106-		5843					
ARCHL		V	548 N 650 E		OREM	UT	84097	111-22-1111	1620					
ARCO		V	597 WEST 93		SANDY	UT	84070		1355					
ARESC		V							1645					
ARGUS		V	P.O. BOX 640		ST PAUL	MN	55164		1040					
ARNOL		V	843 S APPLE		PLEASANT GROU	IA	84062	222-11-2222	1542					
ART ST		V	9320 MICHIG		STURTEVANT	WI	53177-		1671					
ARTIC		V							5801					
ASCD		V	P.O. BOX 170		BALTIMORE	MD	21298-		1391					
ASIAN		V							3818					

Note: Some columns are compressed to protect privacy.

Step #1: School Secretary Tests the 1099 Report:

File → End of Calendar Year (1099's) → Print/Export 1099 Report

Enter Calendar Year to Report

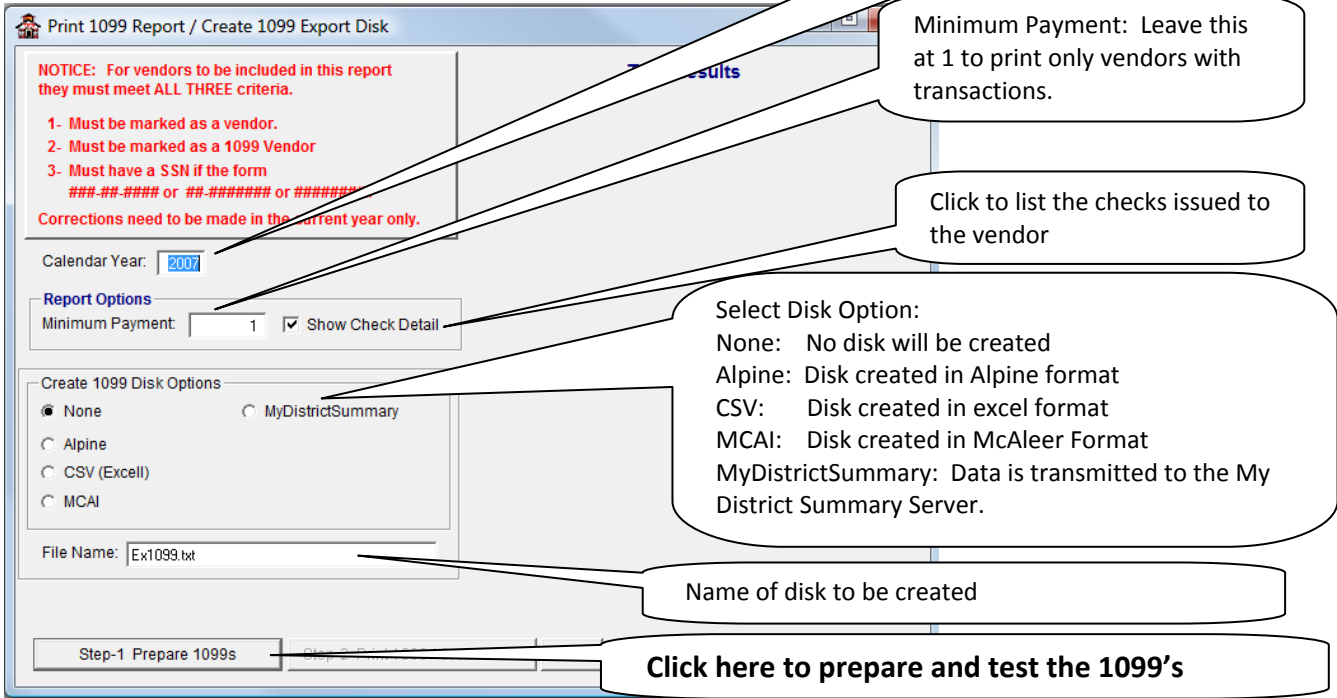
Minimum Payment: Leave this at 1 to print only vendors with transactions.

Click to list the checks issued to the vendor

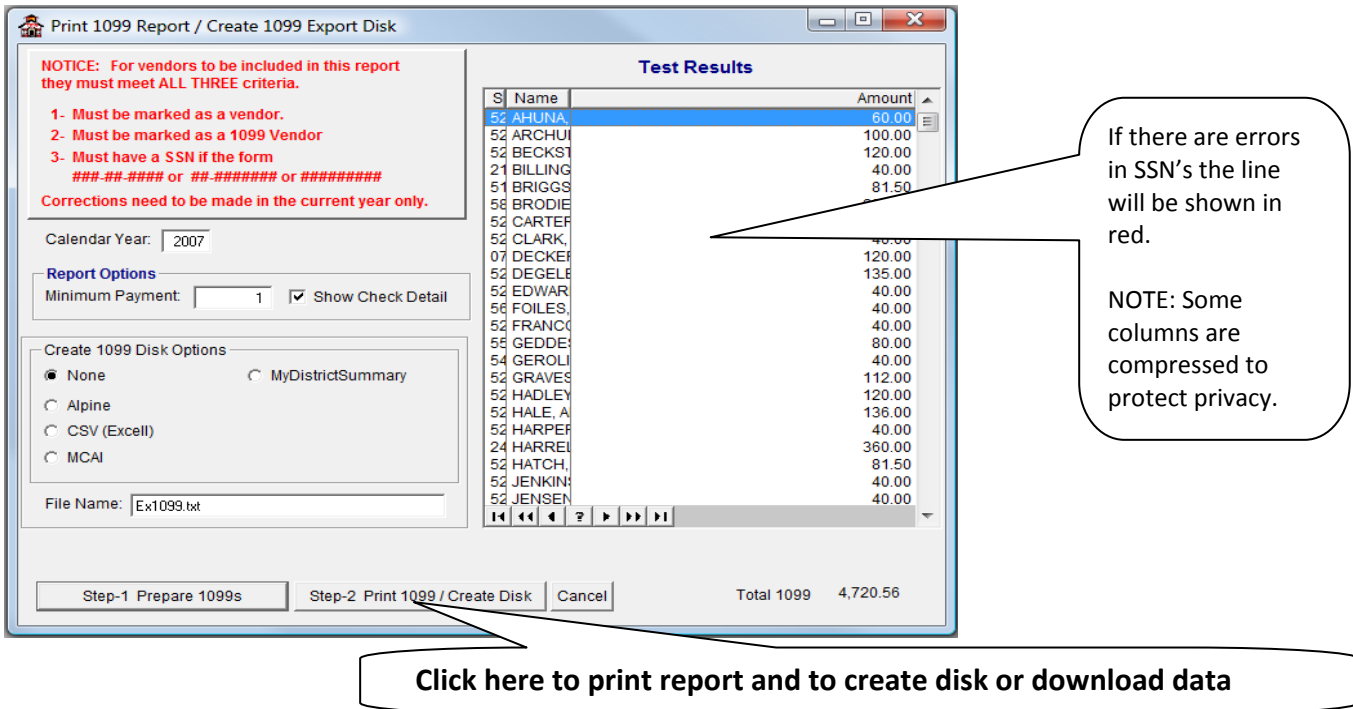
Select Disk Option:
 None: No disk will be created
 Alpine: Disk created in Alpine format
 CSV: Disk created in excel format
 MCAI: Disk created in McAleer Format
 MyDistrictSummary: Data is transmitted to the My District Summary Server.

Name of disk to be created

Click here to prepare and test the 1099's



Step #2: Secretary processes the 1099 information.



Step #3: The district processes 1099's from MyDistrictSummary™

File → End of Calendar Year (1099's) → Print/Export 1099 Report

S#	Name	Amount
52	AHUNA	120.00
52	ARCHU	200.00
52	BECKS	240.00
21	BILLING	80.00
51	BRIGG	163.00
58	BRODII	440.00
52	CARTE	560.00
52	CLARK	80.00
07	DECKE	240.00
52	DEGEL	270.00
52	EDWAR	80.00
56	FOILES	80.00
52	FRANC	160.00
55	GEDDE	80.00
54	GEROI	80.00
52	HADLE	224.00
52	HADLE	240.00
52	HALE, A	272.00
52	HARPE	80.00
24	HARRE	720.00
52	HATCH	163.00
52	JENKIN	80.00
52	JENSE	80.00

These are the combined totals for each vendor from all schools

You can now export a combined download for import into your district system.

HAPPYDALE DISTRICT 07-08 1099 Report

Report Date and Time: 1/03/08 3:25PM

Vendor Name	Address	Amount
AHUNA		120.00
Check #	It Name on Check	Comment
16	1AH	1099 Happydale High School
57	1AH	1099 Happydale Middle School
Total:		120.00
ARC		200.00
Check #	It Name on Check	Comment
23	1ARC	1099 Happydale High School
64	1ARC	1099 Happydale Middle School
Total:		200.00
BECKS		240.00
Check #	It Name on Check	Comment
22	1BEC	1099 Happydale High School
63	1BEC	1099 Happydale Middle School
Total:		240.00

The report identifies the total from each school