



MyDistrictSummary™

Another GREAT Product from TES-Software INC.

Table of Contents

Getting Started:	3
Step #1: Install the MyDistrictSummary™ Server	3
Installation:	3
Step #2: Configure the TES-Accounting system in each school.	5
Manual Translation Table	6
Define the Rollups.....	6
Edit the district Definitions	8
Automatic Rollup Configuration	9
Step #1: Determine the structure of the district account(s) and the rollup structure you require.....	9
Step #2: Enter the configuration and rollup rules:.....	9
Step #3: Clear the Definition File (Optional)	9
Step #4: Edit the District Definition File	10
Export Definitions to be used at other schools:.....	11
Import Definitions from another school.....	12
You are now ready to export data to the MyDistrictSummary™ Server!	13
Download and Install MyDistrictSummary Server	14
Configure MyDistrictSummary Server	14
Export Data from Schools to MyDistrictSummary	16
Direct Export from School to MyDistrictSummary	16
Export from School File that can read by the MyDistrictSummary Server	17
Import Financial Data into MyDistrictSummary Server	18
Process 1099's	19
Step #1: School Secretary Marks 1099 Vendors:	19
Step #2: School Secretary Tests the 1099 Report:	20
Step #3: Secretary processes the 1099 information.	20
Step #4: Secretary exports 1099 Data to MyDistrictSummary.	21
MyDistrictSummary 1099 Import	21
The district processes 1099's from MyDistrictSummary™	23

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.

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:

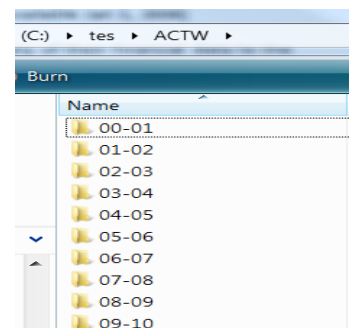
- 1- Download and install the interim release of MyDistrictSummary from the TES website. Request a password from support@tesoftware.com if needed.
- 2- Download and install Pervasive SQL Workgroup engine from the TES-Software website

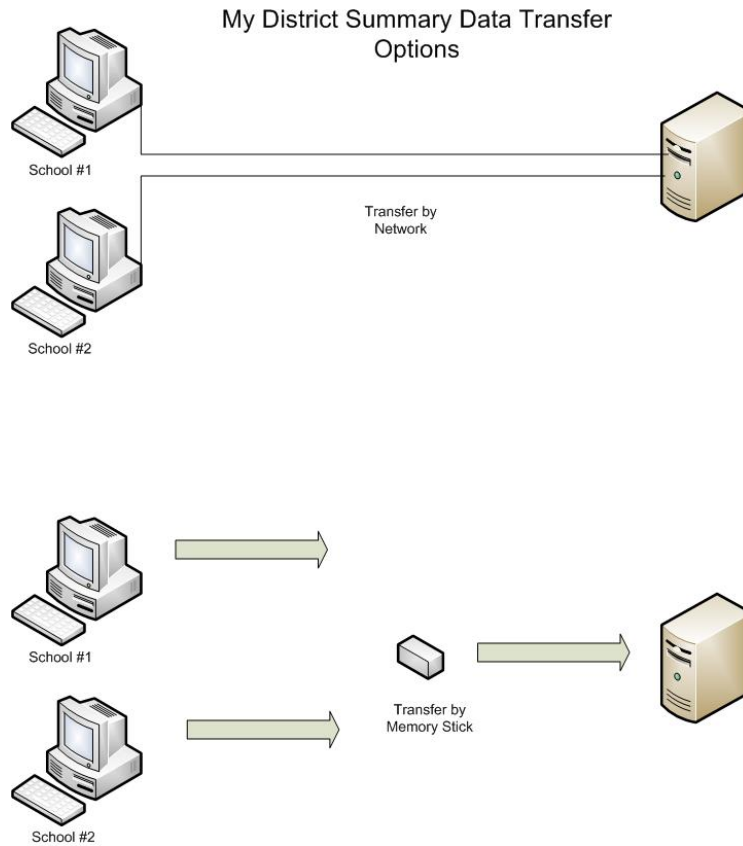
If you use the standard installation of C:\TES\ACTW then you will have a folder structure similar to the one shown at the right

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

If you are going to use direct download from school to the MDS Server then each school secretary must have Read/Write/Create/File Scan rights to this share.

It is possible to download from schools using flash drives. If you choose this method there is no need to create the share. The MDS Server will be a stand-alone system.





You can configure the system to use either method or a combination of both.

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

The screenshot shows the 'System Definition' window with the 'General' tab selected. The 'School Name' field contains 'HAPPYDALE DISTRICT'. The 'Fiscal Year Starts In Year' field contains '2007' and the 'Fiscal Year Starts on Month' field contains '7'. Callout boxes point to these fields with the following instructions: 'Enter the name of the district.' (pointing to School Name), 'Enter the Year of the Start of the Fiscal Year' (pointing to Fiscal Year Starts In Year), and 'Enter the Month of the Start of the Fiscal Year' (pointing to Fiscal Year Starts on Month).

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)

System Definition

Remote Processing Options / SIS Connection | Master File Definitions | District Connections

General | Account Definitions | Document Options | School_Logo | Report Defaults | Edit/Entry Options

School Name: HappyDale High School | Phone: 333-222-3333
Address: 350 Easy Street | Fax: 333-444-5555
City ST Z ip: HappyDale | Short School Name: HDHS
State: UT | Tax Exempt No: eeeeeee | Cost Center: 704 | District: HAPPYDALE

Each school must have a
UNIQUE
Short School Name and a
school code (cost center)

- 3- Enter the Path to the MyDistrictSummary™ Server.

File → Manager → System Definition (District Connections Tab)

System Definition

General | Account Definitions | Document Options | School_Logo | Report Defaults | Edit/Entry Options

Remote Processing Options / SIS Connection | Master File Definitions | District Connections

Daily Backup Configuration

Ftp Daily Backup Dir: Junior High Schools

Recon Backup Configuration

Ftp Backup To Dist Dir: Junior High Schools
 Ftp Download To Dist Dir:

Ftp Url: 205.001.95.001
Ftp User: TES Backup
Ftp Password: Tes06

My District Summary Base Path: p:\tes\actw

Cancel

Enter the BASE path to the
MyDistrictSummary™ Server. This can
be a mapped drive or a full UNC path.

If you will be using a flash drive to
export the data this entry will not be
required.

- 4- Configure the account translation tables that will be used to consolidate school information into district and state format.

Choose your method of establishing the translation table that will be used to consolidate data from Local Schools into the MyDistrictSummary Server.

There are two ways to establish the translation table between the school account structure and the district structure:

- 1- Manually enter the translation table and then distribute it to other schools.
- 2- Use the Rollup Configuration to automatically generate the translation table. Once you have entered the configuration it can be distributed to other schools.

Manual Translation Table

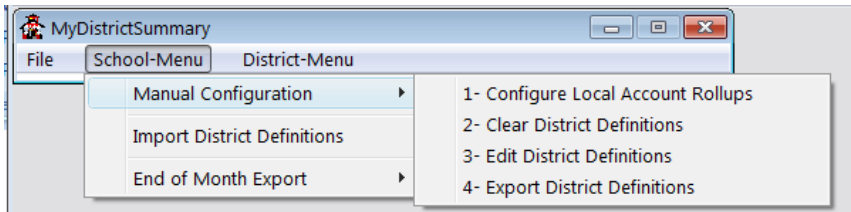
The translation table can be defined at any school and then copied to all the other schools in the district.

In our example the school account structure is:

2001-5220-1-000

Define the Rollups

File → MyDistrictSummary Menu → School Menu → Manual Configuration → 1- Configure Local Account Rollups



Rollup Configuration Worksheet (Use only the Account, not the Fund or Activity) This worksheet may be copied to assist you in determining the Start and End of each account segment

Fund _____	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	2	1	2	3	4	5	6	7	8	9
School																												
District																												

Fund_10_	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	2	1	2	3	4	5	6	7	8	9
School	2	0	0	1	-	5	2	2	0	-	1	-	0	0	0													
District	0	0	0	0	.	0	0	0	.	0	0	0	.	0	0	0	.	C	C	C	.	0	0	0				

This is a sample translation worksheet.

To use the Translation worksheet:

- 1- Choose a Fund (You can use a different translation worksheet for each fund).
- 2- Enter an ACCOUNT (Do not include the fund or the activity) into the school line. Include any punctuation marks.
- 3- Enter an ACCOUNT ((Do not include the fund or the activity) into the school line. Include any punctuation marks. We recommend you enter a "C" for each position of the cost center (School Code).

Example #1

####-####-#-### (No Rollups)

File → MyDistrictSummary Menu → School Menu → 1-Configure Local Account Rollups

Position in Local Account			Position in District Account		
	Start	End			
Local 1:	1	4	Dist 1:		
Local 2:	6	9	Dist 2:		
Local 3:	11	11	Dist 3:		
Local 4:	13	15	Dist 4:		
Local 5:			Dist 5:		
Local 6:			Dist 6:		

School Code in District Account: 18 20

District Mask: 0000.000.000.000.ccc.000

There are no rollups configured in this layout. The accounts will be used as they exist in the school database.

REMEMBER: The Activities will be rolled together for district reporting.

You MUST enter the position of the school code (cost center) in the district account.

Example #2

##xx-##xx-#-### (Rollup Function to 2 characters and Object to 2 characters)

Position in Local Account			Position in District Account		
	Start	End			
Local 1:	1	2	Dist 1:		
Local 2:	6	7	Dist 2:		
Local 3:	11	11	Dist 3:		
Local 4:	13	15	Dist 4:		
Local 5:			Dist 5:		
Local 6:			Dist 6:		

School Code in District Account: 18 20

District Mask: 0000.000.000.000.ccc.000

The configuration will use the first 2 characters of the function and the first two characters of the object.

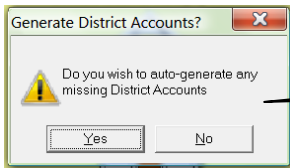
You MUST enter the position of the school code (cost center) in the district account.

Edit the district Definitions

File → MyDistrictSummary Menu → School Menu → 2- Clear District Definitions.

This will clear the file that stores the translation table between School and District Accounts.

File → MyDistrictSummary Menu → School Menu → 3- Edit District Definitions



Since you are entering the definitions manually you will answer NO to auto-generate.

Fund	T	School Account	School Description	District Account
10	1	01XX-00XX-0-000	CASH IN BANK	0100.000.000.000.704.000
10	1	01XX-00XX-1-000	CASH BOXES.ATHLETICS	0100.000.000.000.704.001
10	1	01XX-00XX-2-000	CASH BOXES.POSTAGE	
10	2	10XX-00XX-0-000	ACCOUNTS PAYABLE	
10	2	10XX-00XX-1-000	SCHOLARSHIP.MRS CHRISTENSEN	
10	2	10XX-00XX-2-000	SCHOLARSHIP.DHS FACULTY	
10	2	10XX-00XX-3-000	SCHOLARSHIP.COUNSELING	
10	2	10XX-00XX-4-000	SCHOLARSHIP.ROTC	
10	2	11XX-00XX-0-000	ED NET	
10	2	14XX-00XX-0-000	REG.SCHL.ACTIVITY FEE	
10	3	19XX-00XX-0-000	ADM FUND BALANCE	
10	5	20XX-03XX-0-000	CONTRACT SERVICES EXP	
10	5	20XX-04XX-0-000	MAINT/REPAIR EXP	
10	5	20XX-05XX-0-000	TRIPS EXP	
10	5	20XX-06XX-0-000	PURCHASE FOR STAFF	
10	5	20XX-06XX-1-000	STUDENT AWARDS	
10	5	20XX-07XX-0-000	EQUIPMENT EXP	
10	5	20XX-07XX-1-000	BUILDING RENTAL EXP	
10	4	20XX-15XX-0-000	BANK INTEREST	
10	4	20XX-17XX-0-000	FEES	
10	4	20XX-17XX-1-000	FINES	

You must enter a UNIQUE district account for each school rollup number.

Automatic Rollup Configuration

Step #1: Determine the structure of the district account(s) and the rollup structure you require.

Rollup Configuration Work Sheet (Use only the Account, not the Fund or Activity)

Fund _____	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	20	1	2	3	4	5	6	7	8	9
School																													
District																													

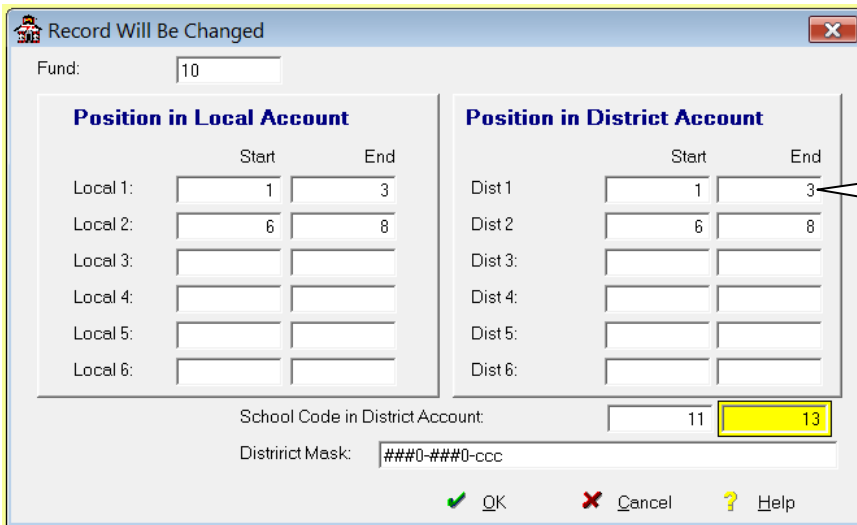
Example #1 School pppp-ooo-u-ttt (Program-Object-User-Teacher) School Code 704

Fund_10_	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	20	1
School	4	1	2	3	-	5	6	0	0	-	1	-	0	0	0						
District	4	1	2	0	-	5	6	0	0	-	7	0	4								

Pick any account number from local and district set.

Step #2: Enter the configuration and rollup rules:

File → MyDistrictSummary Menu → School Menu → Manual Configuration → 1- Configure Local Account Rollups



This rollup scheme will use the first 3 digits of the program and the first 3 digits of the object

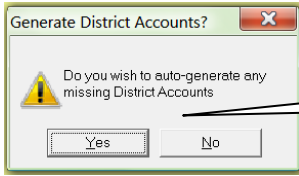
Step #3: Clear the Definition File (Optional)

This is usually done ONE time at the start of the process.

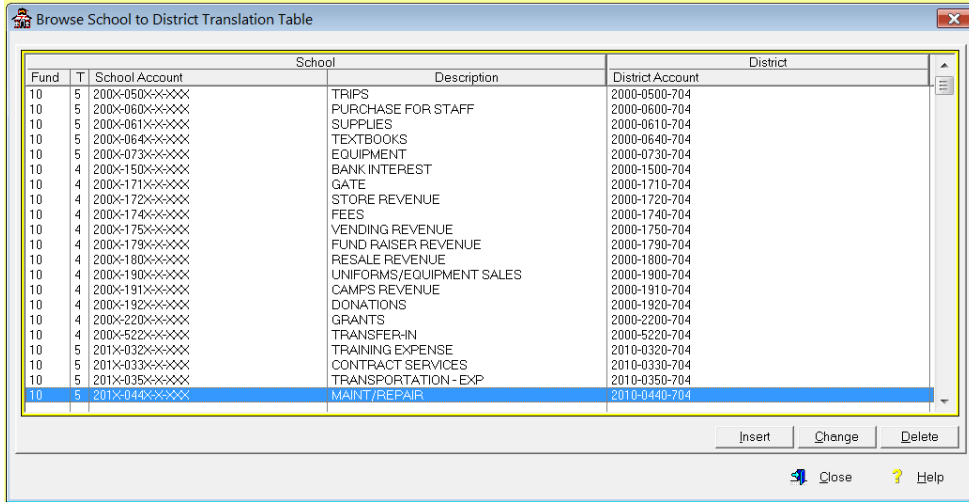
File → MyDistrictSummary Menu → School Menu → Manual Configuration → 2- Clear District Definitions (Optional)

Step #4: Edit the District Definition File

File → MyDistrictSummary Menu → School Menu → Manual Configuration → 3- Edit District Definitions



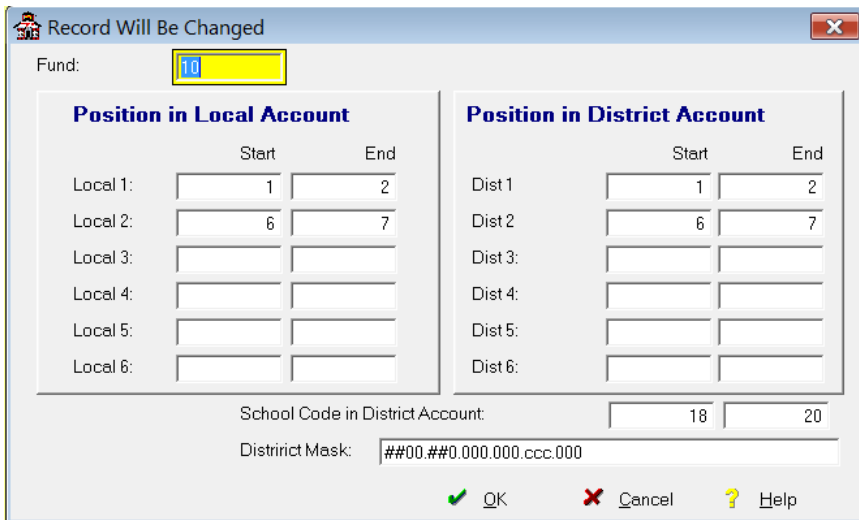
Answer "Yes" to allow the system to generate the district accounts.



You will probably wish to edit some of the Account Descriptions and even some of the District accounts.

Example #2

Fund_10_	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	2	1	2	3	4	5	6	7	8	9	
School	2	0	0	1	-	5	2	2	0	-	1	-	0	0															
District	2	0	0	0	.	5	2	0	.	0	0	.	0	0	0	.	C	C	C	.	0	0	0						



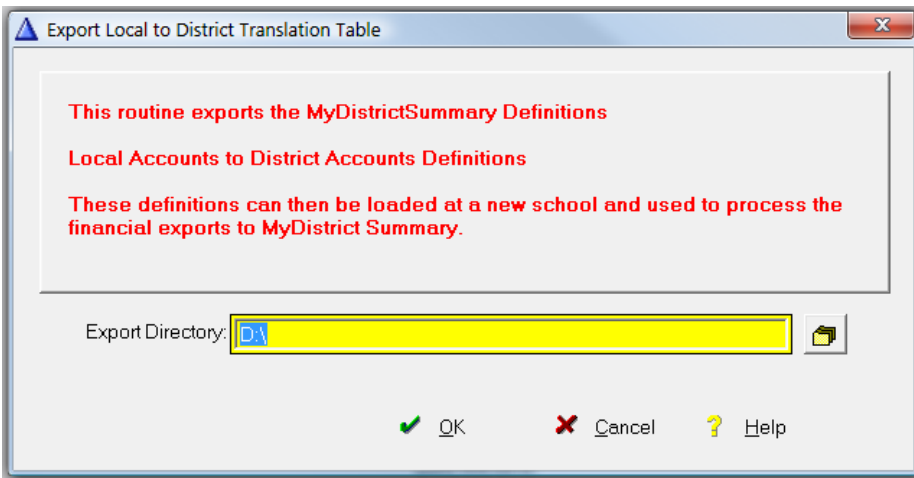
Browse School to District Translation Table					
Fund	T	School Account	Description	District Account	District
10	1	01XX-00XXXXXX	CASH IN BANK	0100.000.000.000.704.000	
10	2	10XX-00XXXXXX	ACCOUNT'S PAYABLE	1000.000.000.000.704.000	
10	2	11XX-00XXXXXX	Other Liabilities	1100.000.000.000.704.000	
10	2	14XX-00XXXXXX	REG.SCHL ACTIVITY FEE	1400.000.000.000.704.000	
10	3	19XX-00XXXXXX	Fund Balance	1900.000.000.000.704.000	
10	5	20XX-03XXXXXX	CONTRACT SERVICES EXP	2000.030.000.000.704.000	
10	5	20XX-04XXXXXX	MAINT/REPAIR EXP	2000.040.000.000.704.000	
10	5	20XX-05XXXXXX	TRIPS EXP	2000.050.000.000.704.000	
10	5	20XX-06XXXXXX	PURCHASE FOR STAFF	2000.060.000.000.704.000	
10	5	20XX-07XXXXXX	EQUIPMENT EXP	2000.070.000.000.704.000	
10	4	20XX-15XXXXXX	BANK INTEREST	2000.150.000.000.704.000	

Export Definitions to be used at other schools:

Once you have defined the District Accounts you can copy the definitions to other schools.

NOTE: It may be useful to develop a definition for your Elementary Schools and one for your Secondary Schools.

File → MyDistrictSummary Menu → School Menu → Manual Configuration → 3- Export District Definitions

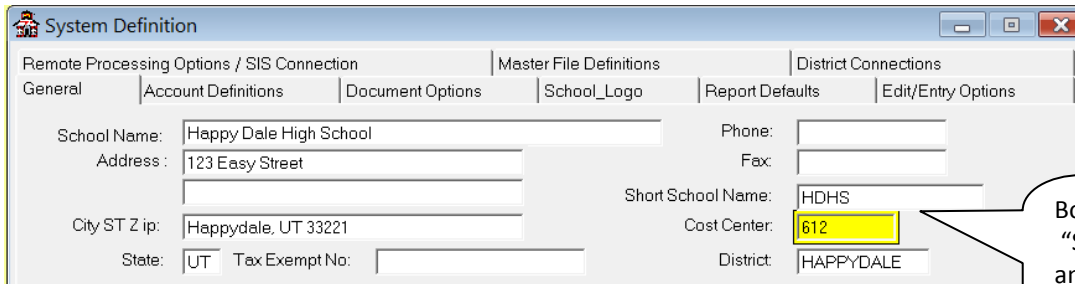


The files have been copied to the flash drive and can now be used to configure another school.

Import Definitions from another school.

Before you process the import you must make sure the cost center (school code) is defined for your school. The import process will change the school code in the district account to this school code.

File → Manager → System Definition

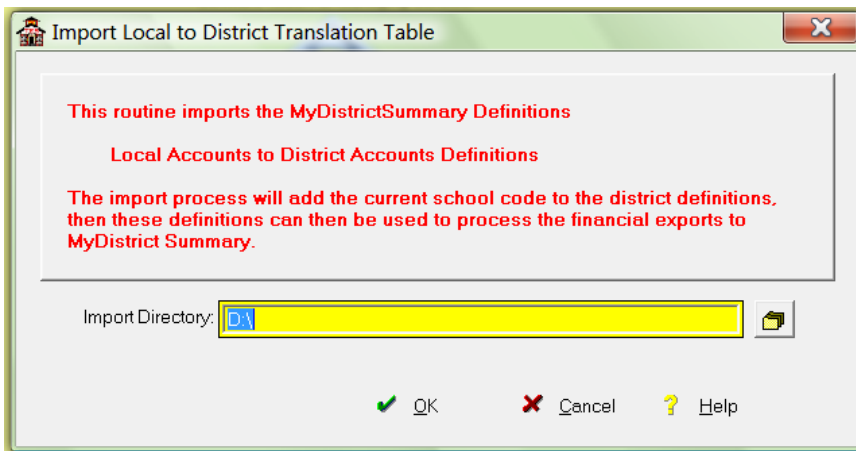


The screenshot shows the 'System Definition' window with the following fields:

School Name:	Happy Dale High School	Phone:	
Address:	123 Easy Street	Fax:	
City ST Z ip:	Happydale, UT 33221	Short School Name:	HDHS
State:	UT	Cost Center:	612
Tax Exempt No:		District:	HAPPYDALE

Both the "Short School Name" and the "Cost Center" (School Code) must be defined.

File → MyDistrictSummary Menu → School Menu → Import District Definitions



The dialog box contains the following text:

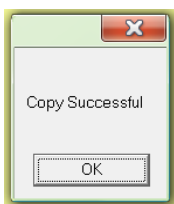
This routine imports the MyDistrictSummary Definitions

Local Accounts to District Accounts Definitions

The import process will add the current school code to the district definitions, then these definitions can then be used to process the financial exports to MyDistrict Summary.

Import Directory: D:\

Buttons: OK, Cancel, Help



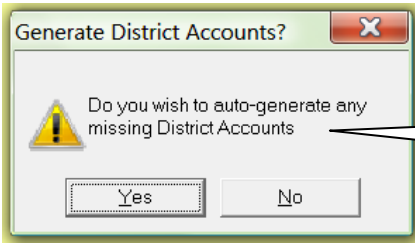
The dialog box contains the following text:

Copy Successful

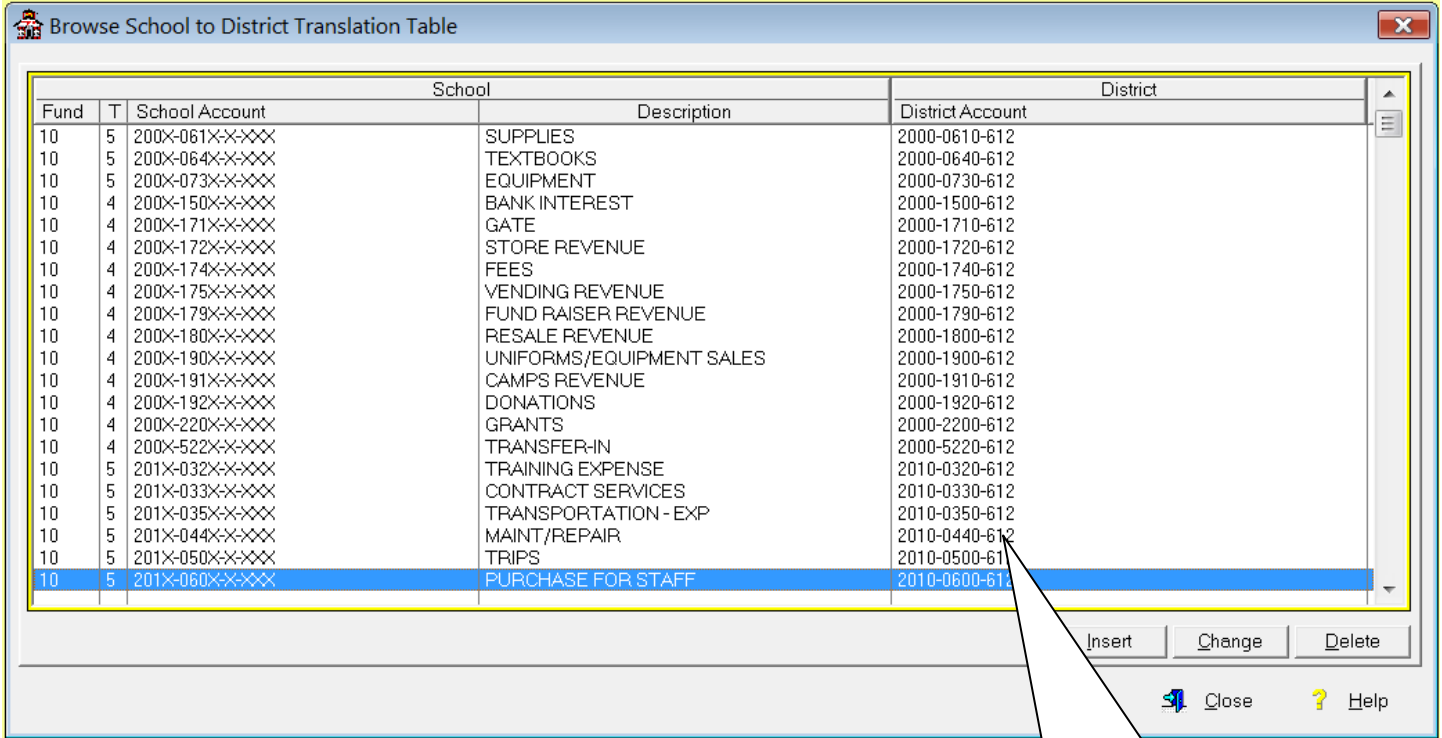
Button: OK

Now let's look and make sure the import was successful.

File → MyDistrictSummary Menu → School Menu → Manual Configuration → 3- Edit District Definitions



Go ahead and answer "Yes". This will allow the system to generate district accounts for any account that does not exactly match an account in the original school.



The school code now matches the school code in the System Definition.

You are now ready to export data to the MyDistrictSummary™ Server!

Download and Install MyDistrictSummary Server

The current MyDistrictSummary Server is found on the www.TesSoftware website. The installation has a password. You can obtain a password by E-Mailing support@tessoftware.com.

You can also download and install the Pervasive SQL Workgroup 9.1 database engine. If you are planning to use a Pervasive SQL Server you will need to obtain a license from Tes-Software or www.pervasive.com.

You can install the MDS Server on any of the following:

Operating System	Database Engine
Windows XP SP2	Pervasive SQL Workgroup 9.1
Windows Vista	Pervasive SQL Workgroup 9.1 with Service Utility
Windows Server 2000	Pervasive SQL Workgroup 9.1 or Server License
Windows Server 2003	Pervasive SQL Workgroup 9.1 or Server License
Windows Server 2008	Pervasive SQL Server License
Novell Netware Server	Pervasive SQL Server License

For installation assistance call TES technical support, or E-mail support@tessoftware.com.

Configure MyDistrictSummary Server

Start MyDistrictSummary

File → Manager → System Definition

The screenshot shows the 'System Definition' window with the following fields and options:

- General Tab:**
 - School Name: HAPPYDALE DISTRICT (highlighted)
 - Address: [Empty]
 - City ST Z ip: [Empty]
 - State: [Empty]
 - Tax Exempt No: [Empty]
 - Short School Name: [Empty]
 - Cost Center: [Empty]
 - District: [Empty]
 - Fax: [Empty]
- Shipping Address (Use School):**
 - Name: [Empty]
 - Address 1: [Empty]
 - Address 2: [Empty]
 - City St Zip: [Empty]
 - Phone: [Empty]
 - Fax: [Empty]
- Billing Address (Use Shipping):**
 - Name: [Empty]
 - Address 1: [Empty]
 - Address 2: [Empty]
 - City St Zip: [Empty]
 - Phone: [Empty]
 - Fax: [Empty]
- Other Fields:**
 - Base Data Path: d:\yes\actw
 - Posting Period: 1 Startup Do System Test
 - Statement Period: 0 Startup Do Backup
 - Closed Periods: 0 Enforce Budgets
 - Last Download: 0
 - Fiscal Year Starts In Year: 2007
 - Fiscal Year Starts on Month: 7
 - Year Closed
 - Backup Path: A\ [Empty]

Enter the district name.

The other data on this page is not needed.

Fund_10_	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
School	2	0	0	1	-	5	2	2	0	-	1	-	0	0	0															
District	2	0	0	0	.	5	2	0	.	0	0	0	.	0	0	0	.	C	C	C	.	0	0	0						

Use the layout worksheet to determine the start and end of each section

System Definition

Account Definition
This list defines the PRIMARY SORT ORDER for Income and Expenditure Reports.

Standard Definitions			Special Definitions		
Type	Start	End	Type	Start	End
Program	1	4		0	0
Object	6	8		0	0
Function	10	12		0	0
User	14	16		0	0
School	18	20		0	0
Extra	22	24		0	0
	0	0		0	0
	0	0		0	0
	0	0		0	0
	0	0		0	0

Exclude Activities
 Exclude Inc and Exp Accounts

If you make any changes on this sheet you must run a Full Data Recovery to reset the default sort order for the Income and Expenditure Reports.

Cancel

You DO NOT need to run a full data recovery. The import process takes care of this for you.

07-08 HAPPYDALE DISTRICT Ver 2.63.9056.08.03.05 MyDistrictSummary Period: 9 Posting: 3/18/2008

File Query Reports Edit Window Help Exit

TES Software
Software Tools For Managing Schools

1900 Crestwood Blvd Suite 111
Birmingham, AL 35210
(205) 956-0415

HAPPYDALE DISTRICT Posting Period 9 d:\tes\actw\07-08 Off

Congratulations you are ready to go.

Export Data from Schools to MyDistrictSummary

Some things to remember about the export are:

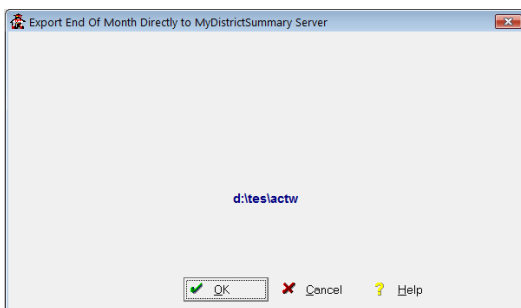
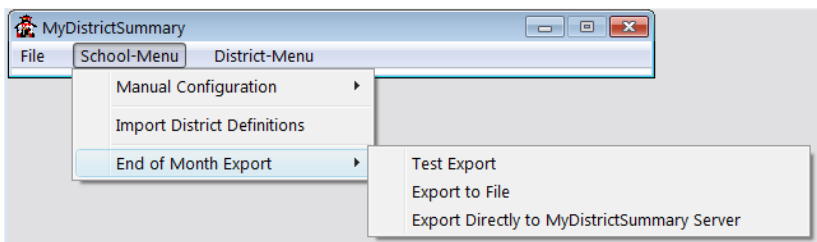
- 1- The district accounts will be automatically created on the MyDistrictSummary Server. There is no need to manually create district accounts.
- 2- The data that is transferred is Summary Financial Totals for the last period closed at the school. Transactions are NOT exported from the school.
- 3- You can run the export as often as you like to update the MDS Server with the corrections at the school level.
- 4- An ACTIVIITY is generated on the MDS Server for each school. This will allow us to develop comparative reports.

Direct Export from School to MyDistrictSummary

Three items MUST be configured for the direct export to work.

File → Manager → System Definition:

- 1- Short School Name (This becomes the activity name on the MDS Server)
- 2- Cost Center (This becomes the activity number on the MDS Server)
- 3- MyDistrictSummary Base Path:



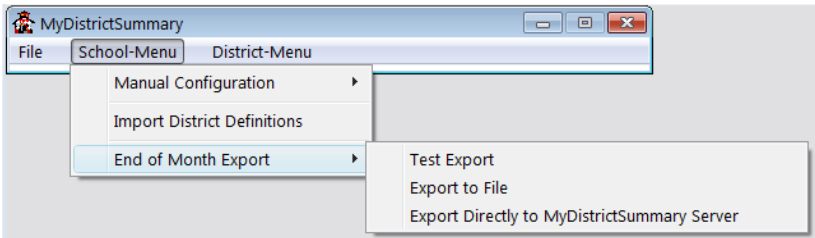
The export only writes those accounts that have NON-Zero balances and NO Transactions.

Export from School File that can read by the MyDistrictSummary Server

Three items MUST be configured for the direct export to work.

File → Manager → System Definition:

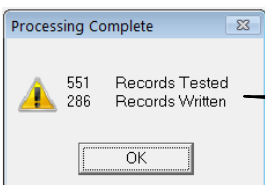
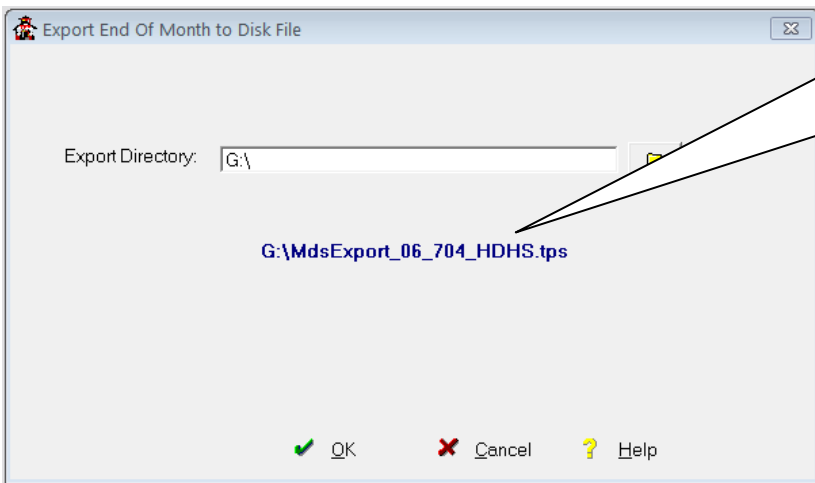
- 1- Short School Name (This becomes the activity name on the MDS Server)
- 2- Cost Center (This becomes the activity number on the MDS Server)
- 3- MyDistrictSummary Base Path:



Filename structure:

MdsExport -06-704-HDHS.tps

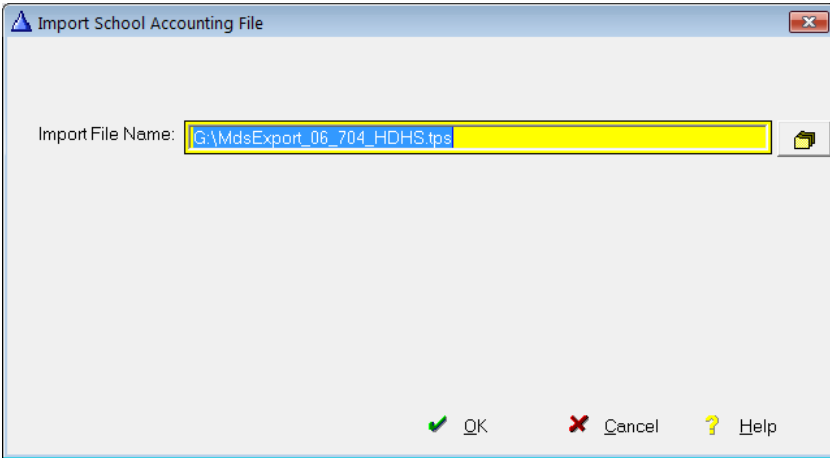
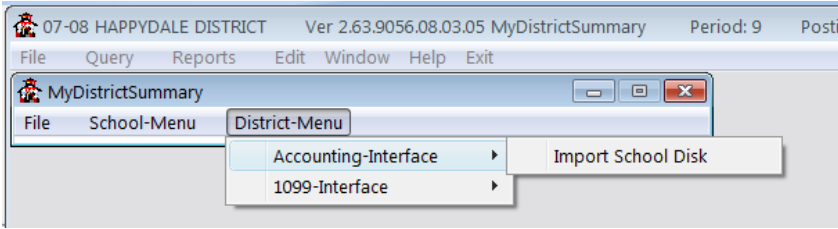
06 = Last close period on this export
704 = Cost Center (School Code)
HDHS = Short School Name



The export only writes those accounts that have NON-Zero balances and NO Transactions.

The file can now be read by the MyDistrictSummary Server.

Import Financial Data into MyDistrictSummary Server



Process 1099's

Step #1: School Secretary Marks 1099 Vendors:

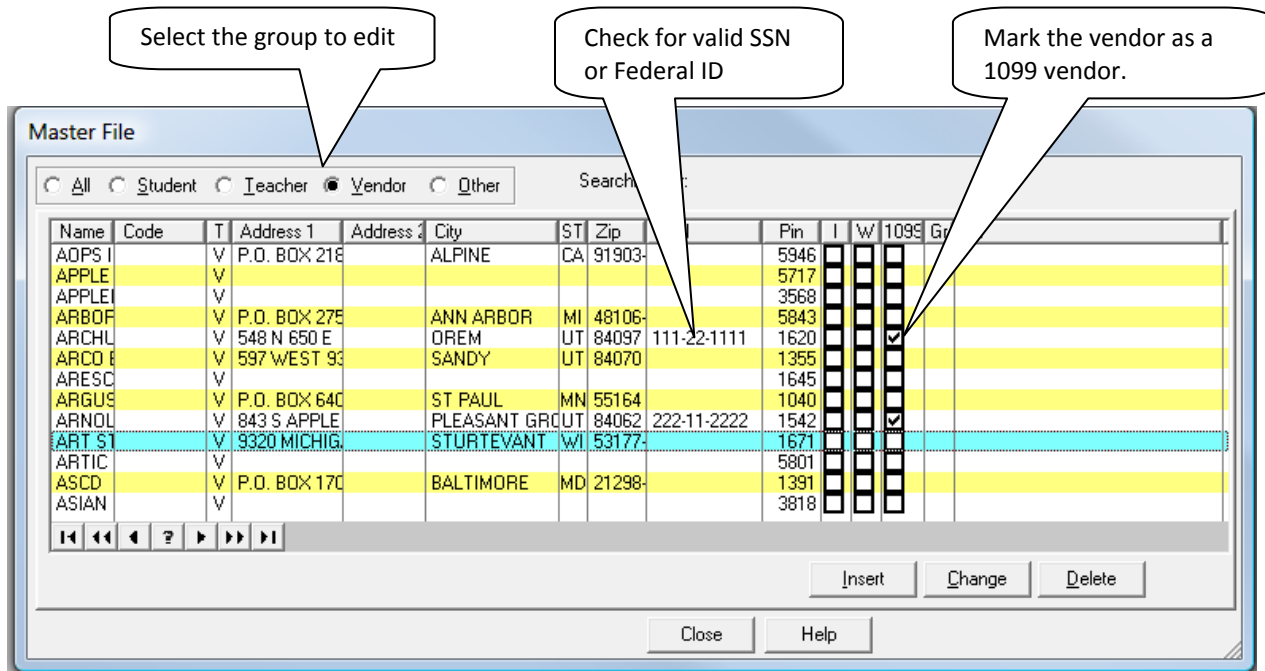
The school secretary makes sure all vendors, teachers and others who have been paid for services rendered are marked as 1099 vendors. It is important to check BOTH fiscal years to insure that all information is correct. All 1099 vendors need to have either a Social Security Number or a Federal Tax Id.

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



Note: Some columns are compressed to protect privacy.

Step #2: 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

NOTICE: For vendors to be included in this report they must meet ALL THREE criteria.

- 1- Must be marked as a vendor.
- 2- Must be marked as a 1099 Vendor
- 3- Must have a SSN if the form
###-##-#### or ##-##### or #####

Corrections need to be made in the current year only.

Calendar Year: 2007

Report Options
 Minimum Payment: 1 Show Check Detail

Create 1099 Disk Options
 None MyDistrictSummary
 Alpine
 CSV (Excell)
 MCAI

File Name: Ex1099.txt

Step-1 Prepare 1099s

Step #3: Secretary processes the 1099 information.

NOTICE: For vendors to be included in this report they must meet ALL THREE criteria.

- 1- Must be marked as a vendor.
- 2- Must be marked as a 1099 Vendor
- 3- Must have a SSN if the form
###-##-#### or ##-##### or #####

Corrections need to be made in the current year only.

Calendar Year: 2007

Report Options
 Minimum Payment: 1 Show Check Detail

Create 1099 Disk Options
 None MyDistrictSummary
 Alpine
 CSV (Excell)
 MCAI

File Name: Ex1099.txt

Test Results

S	Name	Amount
52	AHUNA	60.00
52	ARCHUI	100.00
52	BECKST	120.00
21	BILLING	40.00
51	BRIGGS	81.50
58	BRODIE	
52	CARTER	
52	CLARK,	
07	DECKER	120.00
52	DEGELE	135.00
52	EDWAR	40.00
58	FOILES,	40.00
52	FRANCO	40.00
58	GEDDE	80.00
54	GEROLI	40.00
52	GRAVES	112.00
52	HADLEY	120.00
52	HALE, A	136.00
52	HARPER	40.00
24	HARREL	360.00
52	HATCH,	81.50
52	JENKIN	40.00
52	JENSEN	40.00

If there are errors in SSN's the line will be shown in red.

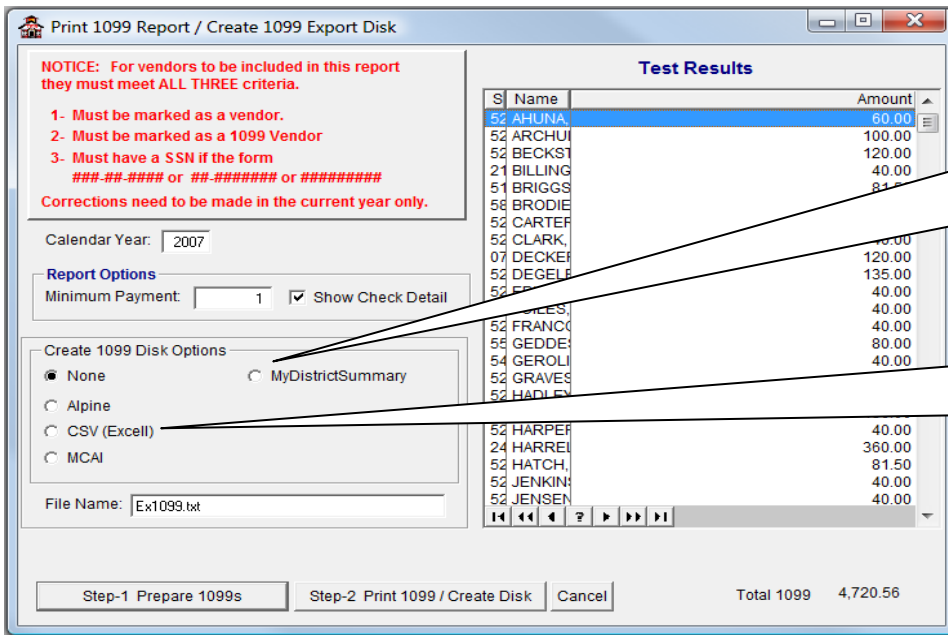
NOTE: Some columns are compressed to protect privacy.

Step-1 Prepare 1099s Step-2 Print 1099 / Create Disk Cancel

Total 1099 4,720.56

Click here to print report and to create disk or download data

Step #4: Secretary exports 1099 Data to MyDistrictSummary.



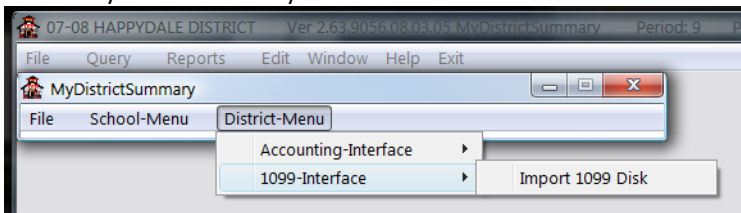
Select **MyDistrictSummary** to connect to the MDS Server and send 1099 data directly

Select **CSV (Excell)** to create a file on a flash drive or network drive for import into the MDS Server.

MyDistrictSummary 1099 Import

If you have chosen to have school export the 1099 data to a flash drive or network drive you must import each school into the MyDistrictSummary Server

File → MyDistrictSummary Server → District Menu → 1099-Interface → Import 1099 Disk



Import 1099 Disk

This routine will do the following:
1- Delete all 1099 records for the School Code (cost center)
2- Import the 1099 records from the disk as checks posted to period 0.

Full Path to Import File: ...

Import School Code:

Import School Name:

Be sure and enter BOTH the School Code and the School Name.

The district processes 1099's from MyDistrictSummary™

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

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
AHL			
Check #	It Name on Check	Comment	Amount
16	1AHL	1099 Happydale High School	60.00
57	1AHL	1099 Happydale Middle School	60.00
Total:			120.00
ARC			
Check #	It Name on Check	Comment	Amount
23	1ARC	1099 Happydale High School	100.00
64	1ARC	1099 Happydale Middle School	100.00
Total:			200.00
BEC			
Check #	It Name on Check	Comment	Amount
22	1BEC	1099 Happydale High School	120.00
63	1BEC	1099 Happydale Middle School	120.00
Total:			240.00

The report identifies the total from each school for each vendor

Exercise #4: Financial Reports

Exercise 5: 1099's

Exercise #6: Budget Processing
