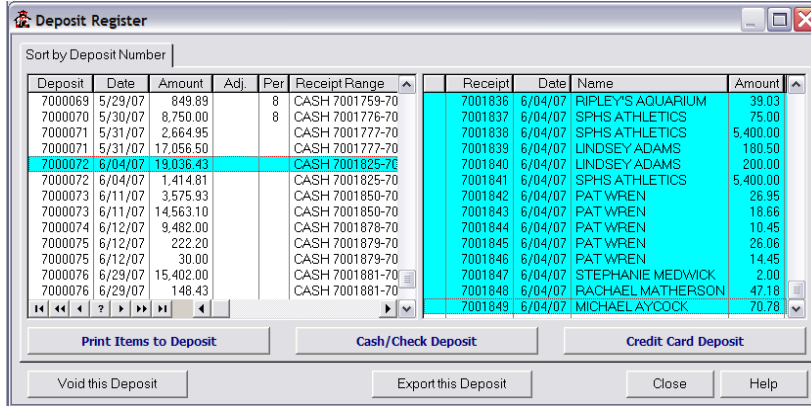


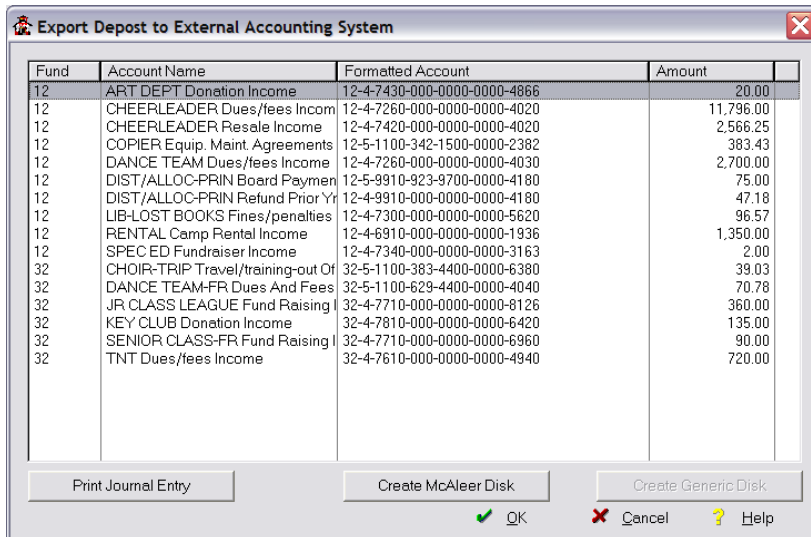
AW – Post Receipts to MCAI Next Gen

Be sure you make a backup to DEMO to save the TES system before you start processing MySchoolReceipts Receipts.

Step #1: Process your receipts and deposit in TES exactly as you have been doing in the past.



Step #2: Select a deposit to export to MCAI and click on [Export Deposit]



Step #3: click on Print Journal Entry to print a reference copy of the deposit.

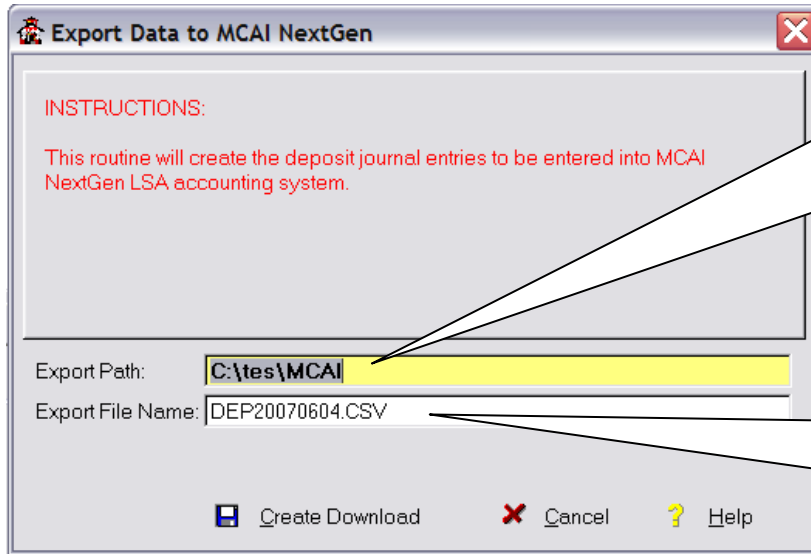
Run: 7/13/07 8:19AM

Happydale High School 06-07
Deposit to External System - General Journal Entry

Account Name	TES Account	External Account	Debit	Credit
ART DEPT Donation Income	12-4-7430-000-0000-0000-4866	4866-12-4-7430-000-0010-7101-0-0000-0000		20.00
CHEERLEADER Dues/fees Income	12-4-7260-000-0000-0000-4020	4020-12-4-7260-000-0010-7101-0-0000-0000		11,796.00
CHEERLEADER Resale Income	12-4-7420-000-0000-0000-4020	4020-12-4-7420-000-0010-7101-0-0000-0000		2,566.25
COPIER Equip. Maint. Agreements	12-5-1100-342-1500-0000-2382	2382-12-5-1100-342-0010-7101-0-1500-0000		383.43
DANCE TEAM Dues/fees Income	12-4-7260-000-0000-0000-4030	4030-12-4-7260-000-0010-7101-0-0000-0000		2,700.00
DIST/ALLOC-PRIN Board Payment	12-5-9910-923-9700-0000-4180	4180-12-5-9910-923-0010-7101-0-9700-0000		75.00
DIST/ALLOC-PRIN Refund Prior Yr Expenses	12-4-9910-000-0000-0000-4180	4180-12-4-9910-000-0010-7101-0-0000-0000		47.18
LIB-LOST BOOKS Fines/penalties Income	12-4-7300-000-0000-0000-5620	5620-12-4-7300-000-0010-7101-0-0000-0000		96.57
RENTAL Camp Rental Income	12-4-6910-000-0000-0000-1936	1936-12-4-6910-000-0010-7101-0-0000-0000		1,350.00
SPEC ED Fundraiser Income	12-4-7340-000-0000-0000-3163	3163-12-4-7340-000-0010-7101-0-0000-0000		2.00
Cash in Bank for FUND 12	12-1-0111-000-0000-0000-0000	0000-12-1-0111-000-0010-7101-0-0000-0000	19,036.43	

AW – Post Receipts to MCAI Next Gen

Step #4: click on [Create MCAI Disk]



You can choose where this file is placed. We do recommend it somewhere on the C: drive on your computer because this is accessible while you are in MCAI

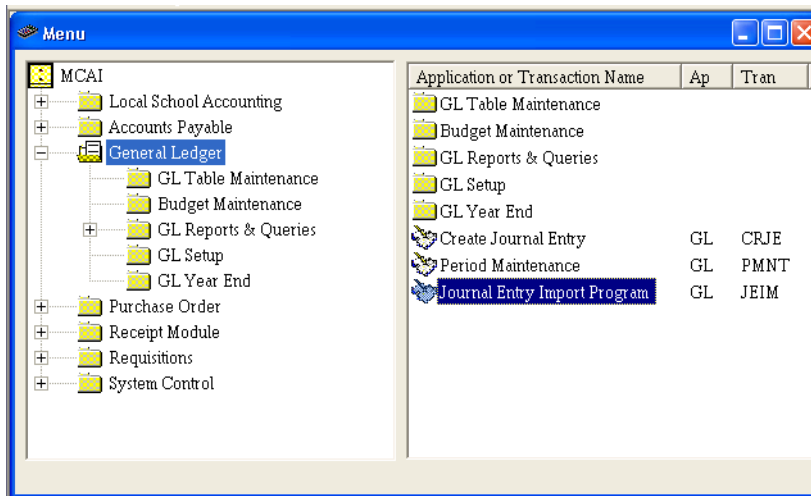
The file name is generated by using and the date of the deposit.

DEPYYYMMDD.csv

Step #5: Login to MCAI LSA

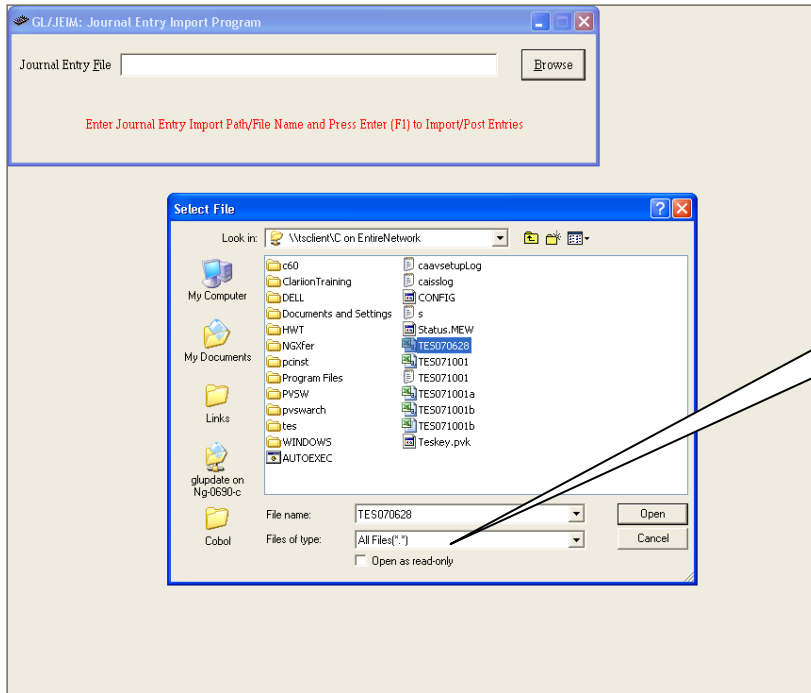
Step #6: TES-Receipts → NextGen LSA

Select General Ledger → Journal Entry Import Program

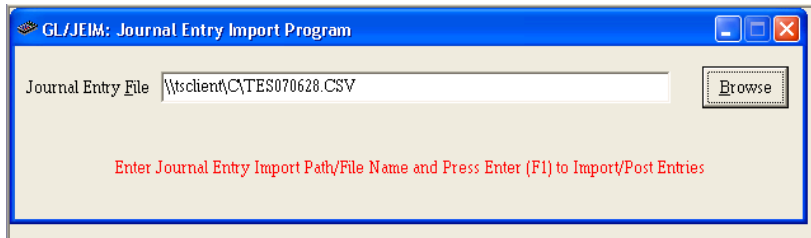


AW – Post Receipts to MCAI Next Gen

Step #7: Click on [Browse] to Select the import file



Step #8: Press [F1] to do the import.



Step #9: Click on [Yes] to ignore this error

