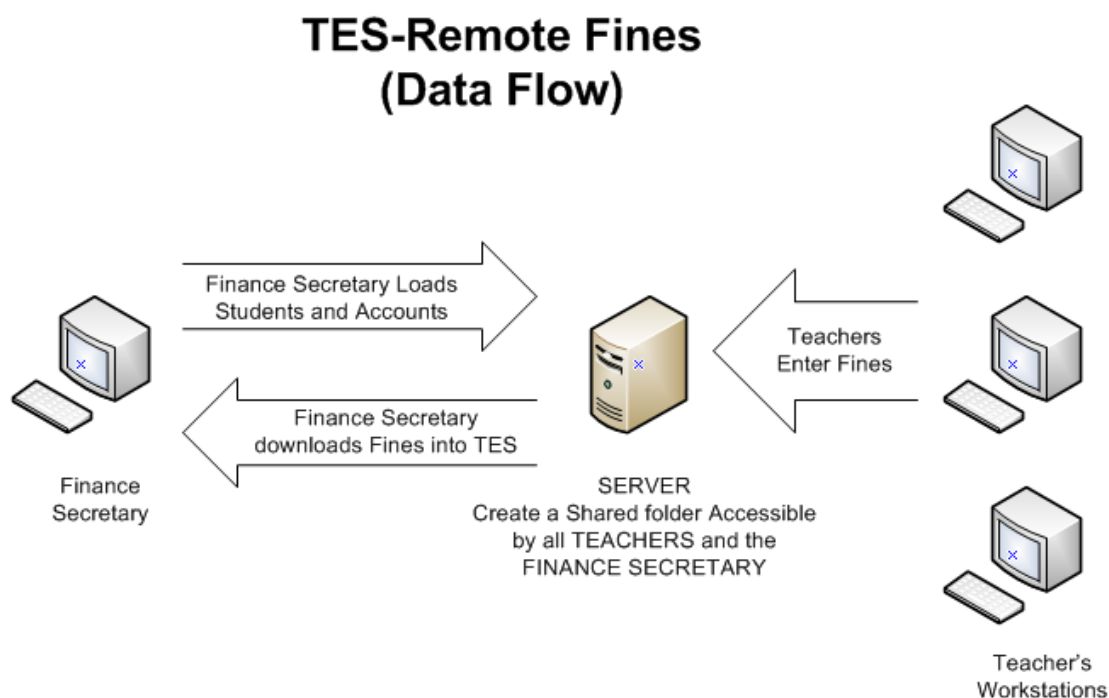


# MSA-Remote Fines

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## Concept:

MySchoolAccounting-Remote Fines allows teachers to enter their own book fines, and other classroom fees and fines into a common database where they can be verified and edited before importing into the Accounts Receivable portion of MySchoolAccounting.



## Setup Step #1: Network Technician

- Create a folder on a server that is accessible to ALL TEACHERS and the FINANCE Secretary.
- Grant READ, WRITE, FILE-SCAN, CREATE and EXECUTE rights to ALL teachers and the finance secretary.
- Add a mapping (net use) to this folder to all teachers startup script. (We can use a UNC path )
- Provide both the drive mapping and the FULL UNC path to the finance secretary.

# MSA-Remote Fines

## Setup Step #2: Finance Secretary Selects Accounts

File → Chart of Accounts → Quick Edit BGL File

The screenshot shows the 'Enter/Edit Chart of Accounts' window. At the top, there are tabs for 'Asset', 'Liability', 'Equity', 'Income', and 'Expenditure'. Below the tabs is a table with columns: Fund Type, Description, Activity, Teacher, Cash Beg Balance, Budget Beg Budget, and Category. The table lists various accounts, including FEES, METAL SHOP, PROGRAM SALES, DIST MUSIC FEST, ART, AG 1 FEES, and TUITION. A red callout box with a white background and a red border points to the 'Category' column, containing the text: 'Select those accounts that will be used in remote fines. USE INCOME ACCOUNTS ONLY.'

| Fund Type | Description      | Activity        | Teacher | Cash Beg Balance | Budget Beg Budget | Category |
|-----------|------------------|-----------------|---------|------------------|-------------------|----------|
| 10        | FEES             | VO-TECH         |         |                  | 0.00              | 0        |
| 4         | 44-444-4444-1700 | 1140            |         | 15.00            | -15.00            | C        |
| 10        | FEES             | METAL SHOP      |         |                  | 0.00              | 0        |
| 4         | 44-444-4444-1700 | 1142            |         |                  |                   | C        |
| 10        | FEES             | PROGRAM SALES   |         |                  | 0.00              | 0        |
| 4         | 44-444-4444-1700 | 1150            |         | 1,274.00         | -1,274.00         | C        |
| 10        | FEES             | DIST MUSIC FEST |         |                  | 0.00              | 0        |
| 4         | 44-444-4444-1700 | 1152            |         |                  |                   | C        |
| 10        | FEES             | ART             |         |                  | 0.00              | 0        |
| 4         | 44-444-4444-1700 | 1154            |         | 20.00            | -20.00            | C        |
| 10        | AG 1 FEES        | AG              |         |                  | 0.00              | 0        |
| 4         | 44-444-4444-1700 | 1158            |         | 1,125.00         | -1,125.00         | C        |
| 10        | FEES             | TUITION         |         |                  | 0.00              | 0        |
| 4         | 44-444-4444-1700 | 1215            |         | 3,936.25         | -3,936.25         | C        |
| 10        | FEES             |                 |         |                  | 0.00              | 0        |
| 4         | 44-444-4444-1700 |                 |         | 394.46           | -394.46           | C        |

## Setup Step #3: Finance Secretary Creates Remote Student File

Remote → Remote Fines → Set-Up → Create RR Student File

The screenshot shows the 'Processing Records' dialog box. It contains the following text:

**This routine reads the student master file and creates the files used by Remote Fines.**

**\*Update Master RrMst\* updates the remote file in your data folder. You can then later copy to files to the remote fines folder.**

**\*Update Remote Fine RrMst\* to directly update the student file in the remote fines folder. This can be used while teachers are entering fines.**

Update Type

Update Master RrMst

Update Remote Fine RrMst

t:\apps\tes\rfine

Updating Remote Student File

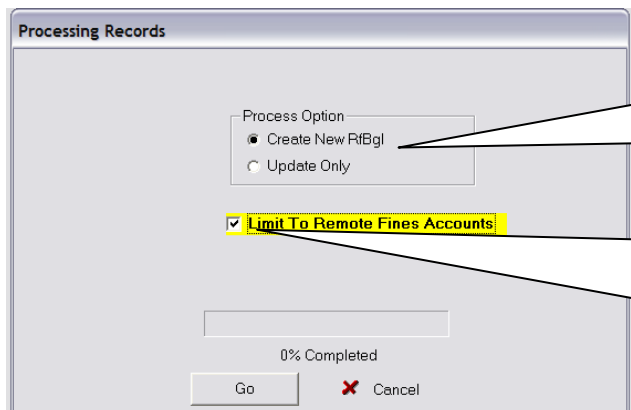
0% Completed

Start Cancel

# MSA-Remote Fines

## Setup Step #4: Finance Secretary Creates Remote Account

Remote → Remote Fines → Set-Up → Create RfBgl File

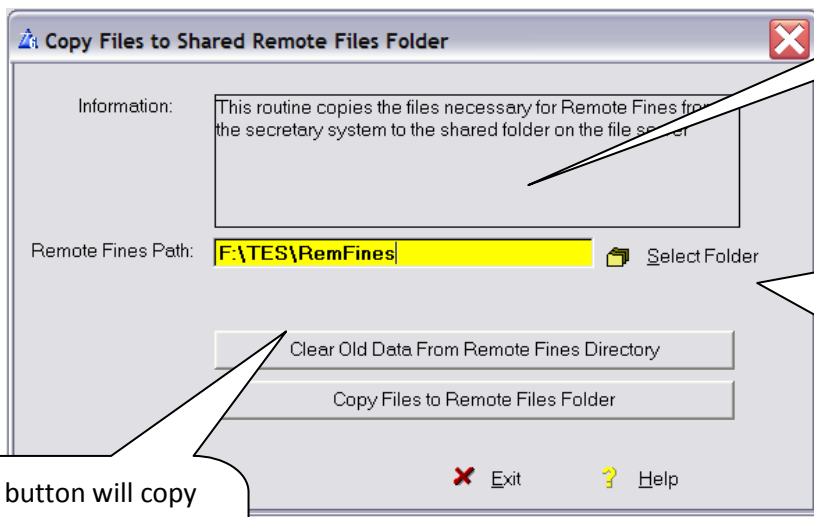


Usually check Create new RfBgl. This option has little effect on Remote Fines.

Be sure and check "Limit to Remote Fines Accounts". The system will then show the teachers only those accounts you selected in step #2.

## Setup Step #5: Finance Secretary Copies files to Shared Network Folder.

Remote → Remote Fines → Set-Up → Install to Remote Fines Directory



Enter the path you were given by your Network Technician (Step #1)

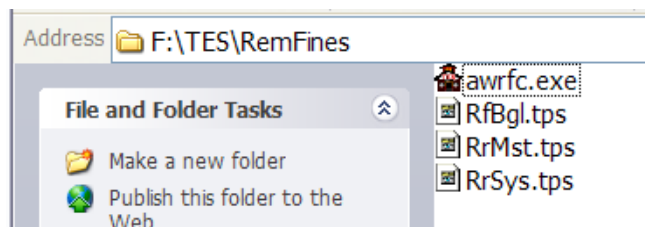
This button will copy the current students, accounts and programs for teachers to use to enter fines.

**CAUTION!!**  
This button will DELETE programs and data from the folder. Use ONLY to start a NEW Year or Session.  
  
Make sure you have downloaded all fines before you click on this button!  
  
This button deletes all fines that have been entered by the teachers from the shared folder.

# MSA-Remote Fines

## Setup Step #6: Finance Secretary checks files that were copied.

Click on My computer and look at the folder entered in Setup Step #5



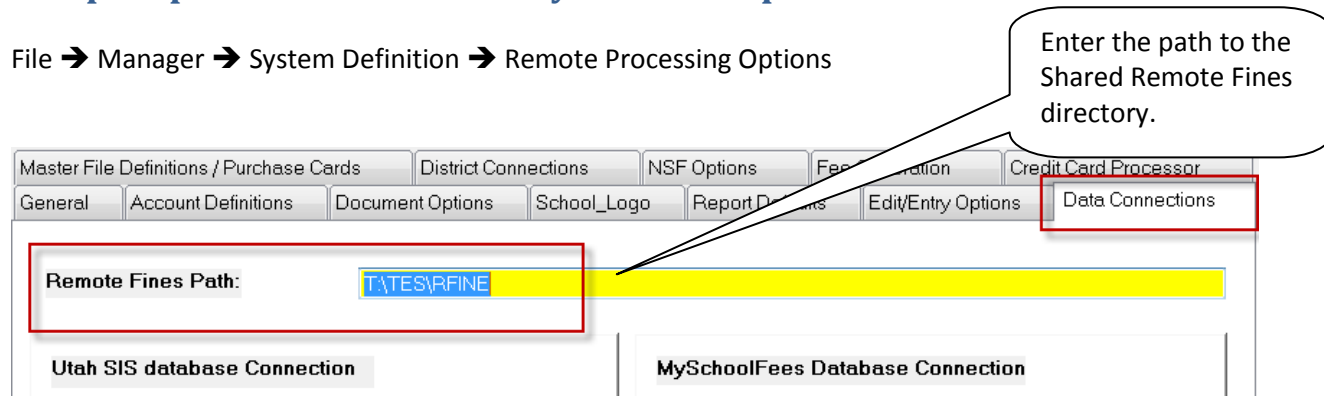
The folder should contain AT LEAST these 4 files:

- Awrfc.exe      The program the teachers will use to enter fines
- RfBgl.tps      The account file
- RrMst.tps      The student File
- RrSys.tps      The system setup file

There may be several other files. This is fine they are created as fines are processed.

## Setup Step #7: Finance Secretary enters the path to Remote Fines:

File → Manager → System Definition → Remote Processing Options



## Setup Step #8: Network Technician Instructions or Icon for Teachers:

These instructions assume the mapped path for the teacher is T:

Option A:      Create an icon on each teacher's computer to T:\awrfc.exe. This can be done with ZenWorks (Netware) or other tools if you are using Windows or Linux Servers.

Option B:      Teachers can start the program at their computer by:  
Start → Run → T:\awrfc.exe → OK

# MSA-Remote Fines

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## Teacher Instructions

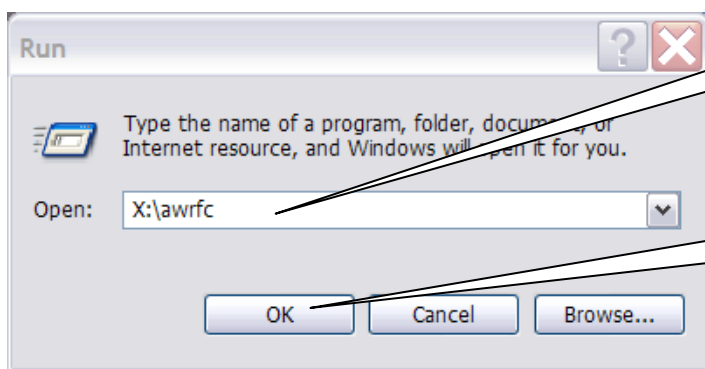
MSA-Remote Fines will allow you to enter your end of year, end of semester fines your own computer. TES has worked with your Technical Staff and your Finance Secretary to configure this system for you.

The system has been installed on network drive \_\_\_\_\_. You will use this information to connect in step #1.

Teacher Step #1: Start the program

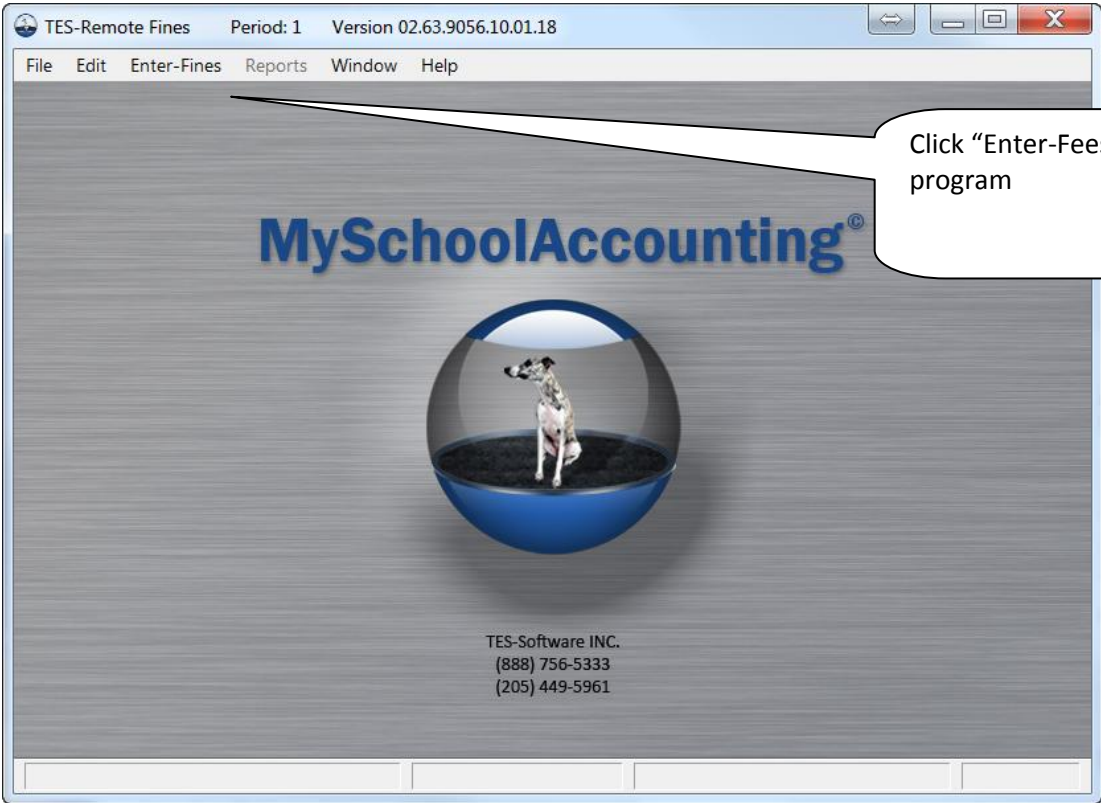
Click on Start → Run → [Network Drive]:\awrfc

This example assumes that you were assigned network drive X



After you enter your command, click on [OK]

# MSA-Remote Fines



# MSA-Remote Fines

Teacher: TATTON

Class Period: \_\_\_\_\_

Print Report

| Amount | Student | Comment | Class Period | ACTIVITY Account | P | V |
|--------|---------|---------|--------------|------------------|---|---|
|        |         |         |              |                  |   |   |

To Enter a fine:  
Click on the [Insert] button at the bottom of the page

Teacher: TATTON

Class Period: \_\_\_\_\_

Print Report

| Amount | Student | Comment | Class Period | ACTIVITY Account | P | V |
|--------|---------|---------|--------------|------------------|---|---|
| 0.00   |         |         |              |                  |   |   |

Teacher: TATTON

Class Period: \_\_\_\_\_

Print Report

| Amount | Student | Comment | Class Period | ACTIVITY Account | P | V |
|--------|---------|---------|--------------|------------------|---|---|
| 5.00   |         |         |              |                  |   |   |

Select a Student

| Name                      | Grade | C |
|---------------------------|-------|---|
| ACEMA AMAR                | 0     | A |
| ADAMS, GARRETT BENJAMIN   | 0     | G |
| ADAMS, GARRETT BENJAMIN   | 3     | D |
| AGUIRRE, CRISTOFER JOSE   |       |   |
| AGUIRRE, DIEGO            |       |   |
| AGUIRRE, DIEGO ALESSANDRO |       |   |
| AGUIRRE, STEPHANIE        |       |   |
| AHMED, RIAZ               | 4     |   |
| AIZENMAN, AARON T         | 5     | 0 |
| ALABON, JEFFERSON         | 8     |   |

Teacher: TATTON

Class Period: \_\_\_\_\_

Print Report

| Amount | Student          | Comment           | Class Period | ACTIVITY Account | P | V |
|--------|------------------|-------------------|--------------|------------------|---|---|
| 5.00   | PRATER, SAMUEL O | BIOLOGY BOOK #234 |              |                  |   |   |

Teacher: TATTON

Class Period: \_\_\_\_\_

Print Report

| Amount | Student          | Comment           | Class Period | ACTIVITY Account | P | V |
|--------|------------------|-------------------|--------------|------------------|---|---|
| 5.00   | PRATER, SAMUEL O | BIOLOGY BOOK #234 | 3            |                  |   |   |

# MSA-Remote Fines

Enter Fine Lists

Teacher: TATTON      Class Period:

Select Account

| Name                                      | Formatted   |
|---|-------------|
| CHEM BROMLEY Chemistry Lab Fee Income BRO |             |
| CHEM GINES Fines GINES                    |             |
| CHOIR Fines CHOIR                         |             |
| CHOIR Resale Income CHOIR                 | 10-2080-000 |
| CLUB Fccla Club HOLT                      | 10-2080-002 |
| CLUB French Club MAGLEBY                  |             |

You will see a popup list of accounts

Begin typing the Activity of the account and the list scroll to that account

Select the account by doing one:

- Double click on the account
- Click on Select
- Press the enter key

Enter Fine Lists

Teacher: TATTON      Class Period: 3      Print Report

| Amount | Student          | Comment             | Class Period | ACTIVITY Account                          | P                        | V                        |
|--------|------------------|---------------------|--------------|---|--------------------------|--------------------------|
| 5.00   | WILLCOXON, SARAH | CHEMISTRY BOOK #234 | 3            | CHEM BROMLEY Chemistry Lab Fee Income BRO | <input type="checkbox"/> | <input type="checkbox"/> |
| 0.00   |                  |                     | 3            | CHEM BROMLEY Chemistry Lab Fee Income BRO | <input type="checkbox"/> | <input type="checkbox"/> |

When you are finished click on [PRINT REPORT]

The entry form moves on the next line KEEPING the period and the ACCOUNT. If the next line uses the same account just press [ENTER] after the comment and it will skip the period and account.

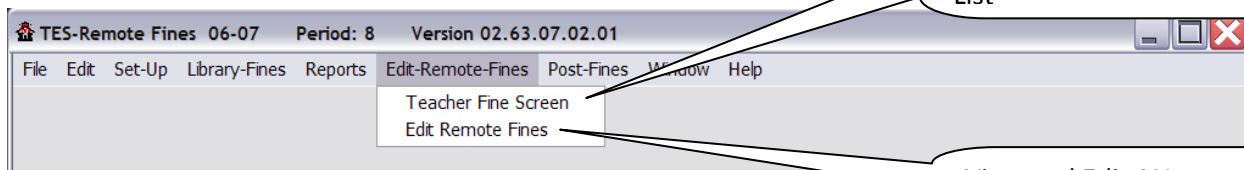
P will be checked when the finance secretary has posted this fine. After it is posted you CANNOT delete this item.

V If an item has been posted you can mark it as VOID telling the finance secretary that this line should be deleted.

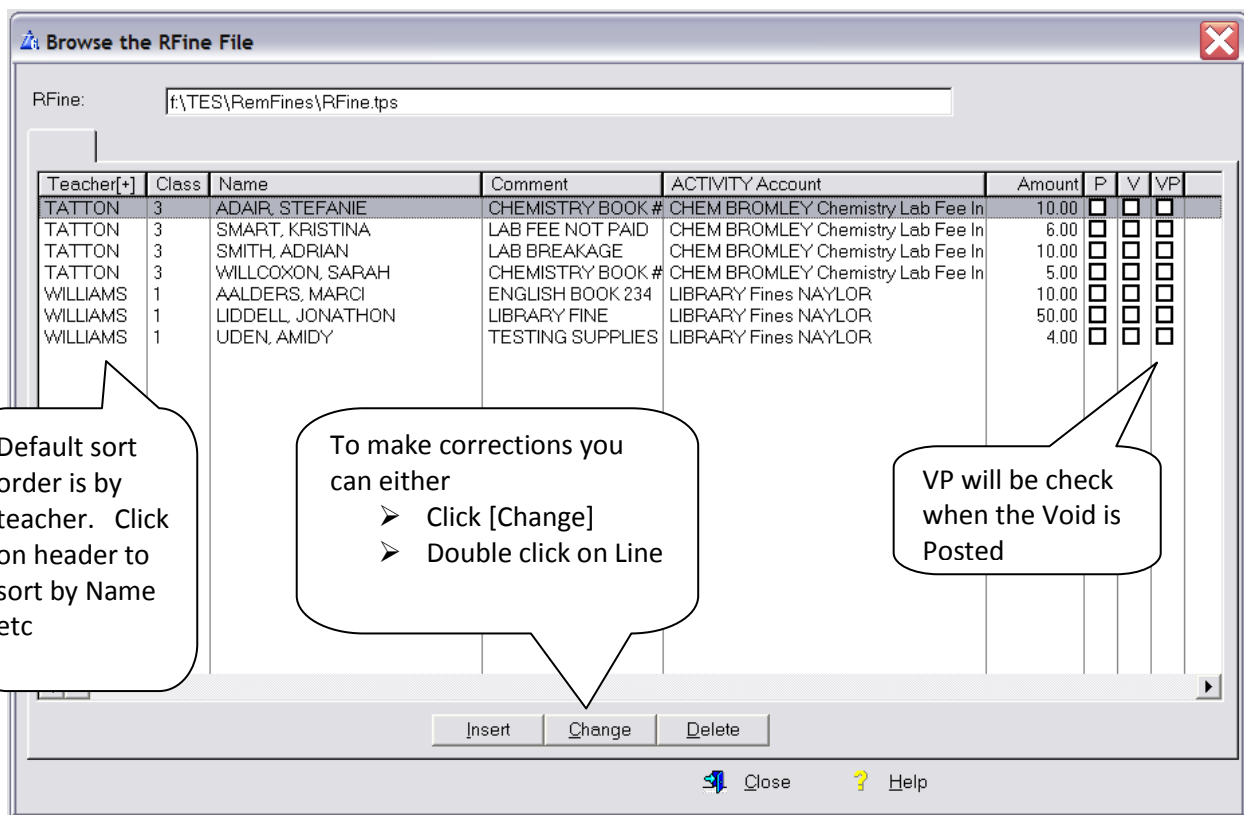
You can START and STOP the session as often as you wish. Your data will be saved between sessions

# MSA-Remote Fines

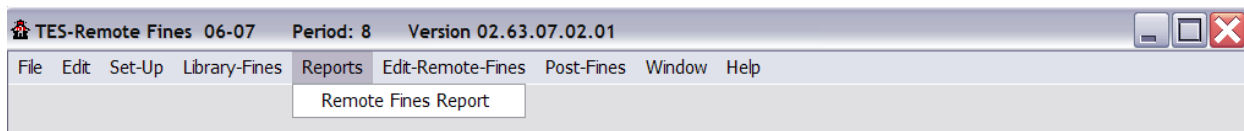
## Secretary Processing



## Edit Remote Fines



## Remote Fines Report



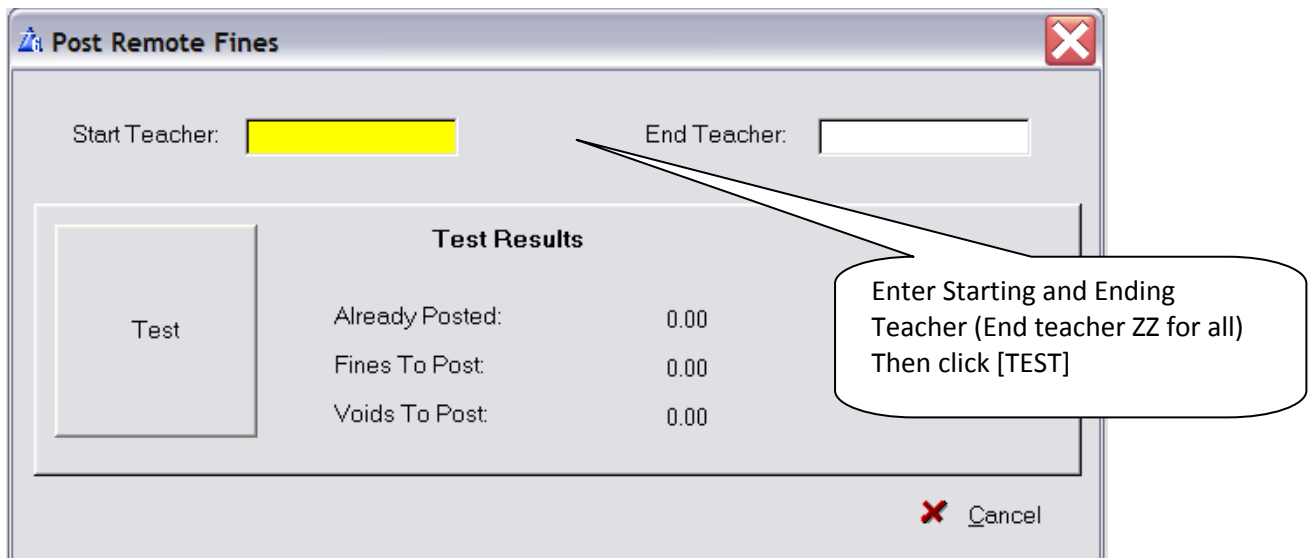
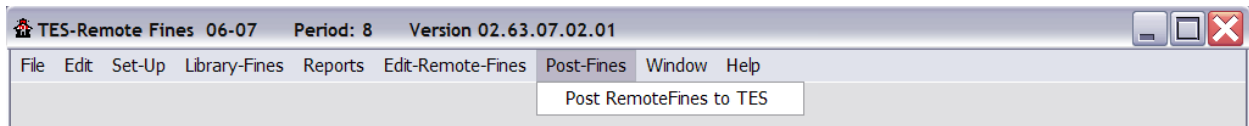
# MSA-Remote Fines

Run: 2/06/07 4:27PM

## Remote Fine List

| Student Name                    | Comment              | Account                               | Fine Amount | Posted                   | Void                     | Void Posted              |
|---------------------------------|----------------------|---------------------------------------|-------------|--------------------------|--------------------------|--------------------------|
| <b>Class Period: 3 TATTON</b>   |                      |                                       |             |                          |                          |                          |
| ADAIR, STEFANIE                 | CHEMISTRY BOOK # 224 | CHEM BROMLEY Chemistry Lab Fee Incorr | 10.00       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SMART, KRISTINA                 | LAB FEE NOT PAID     | CHEM BROMLEY Chemistry Lab Fee Incorr | 6.00        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SMITH, ADRIAN                   | LAB BREAKAGE         | CHEM BROMLEY Chemistry Lab Fee Incorr | 10.00       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| WILLCOXON, SARAH                | CHEMISTRY BOOK #234  | CHEM BROMLEY Chemistry Lab Fee Incorr | 5.00        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Class Period: 1 WILLIAMS</b> |                      |                                       |             |                          |                          |                          |
| AALDERS, MARCI                  | ENGLISH BOOK 234     | LIBRARY Fines NAYLOR                  | 10.00       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| LIDDELL, JONATHON               | LIBRARY FINE         | LIBRARY Fines NAYLOR                  | 50.00       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| UDEN, AMIDY                     | TESTING SUPPLIES     | LIBRARY Fines NAYLOR                  | 4.00        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## Post Remote Fines



# MSA-Remote Fines

**Post Remote Fines**

Start Teacher:  End Teacher:

| Test Results |                 |       |
|--------------|-----------------|-------|
| Test         | Already Posted: | 0.00  |
|              | Fines To Post:  | 95.00 |
|              | Voids To Post:  | 0.00  |

Post      UDEN, AMIDY       Cancel

Click on [Post] to post the items to Accounts Receivable

**Browse the RFine File**

RFine:

| Teacher  | Class | Name              | Comment          | ACTIVITY Account                  | Amount | P                                   | V                        | VP                       |
|----------|-------|-------------------|------------------|-----------------------------------|--------|-------------------------------------|--------------------------|--------------------------|
| TATTON   | 3     | ADAIR, STEFANIE   | CHEMISTRY BOOK # | CHEM BROMLEY Chemistry Lab Fee In | 10.00  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| TATTON   | 3     | SMART, KRISTINA   | LAB FEE NOT PAID | CHEM BROMLEY Chemistry Lab Fee In | 6.00   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| TATTON   | 3     | SMITH, ADRIAN     | LAB BREAKAGE     | CHEM BROMLEY Chemistry Lab Fee In | 10.00  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| TATTON   | 3     | WILLCOXON, SARAH  | CHEMISTRY BOOK # | CHEM BROMLEY Chemistry Lab Fee In | 5.00   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| WILLIAMS | 1     | AALDERS, MARCI    | ENGLISH BOOK 234 | LIBRARY Fines NAYLOR              | 10.00  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| WILLIAMS | 1     | LIDDELL, JONATHON | LIBRARY FINE     | LIBRARY Fines NAYLOR              | 50.00  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| WILLIAMS | 1     | UDEN, AMIDY       | TESTING SUPPLIES | LIBRARY Fines NAYLOR              | 4.00   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

The items now show posted

# MSA-Remote Fines

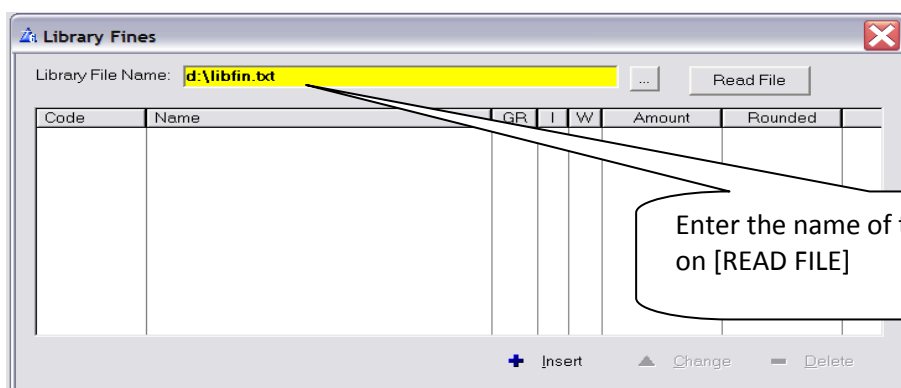
## Library Fines

MSA-Remote Fines has the ability to import library fines from most library systems and post them directly to the Student Accounts Receivable.

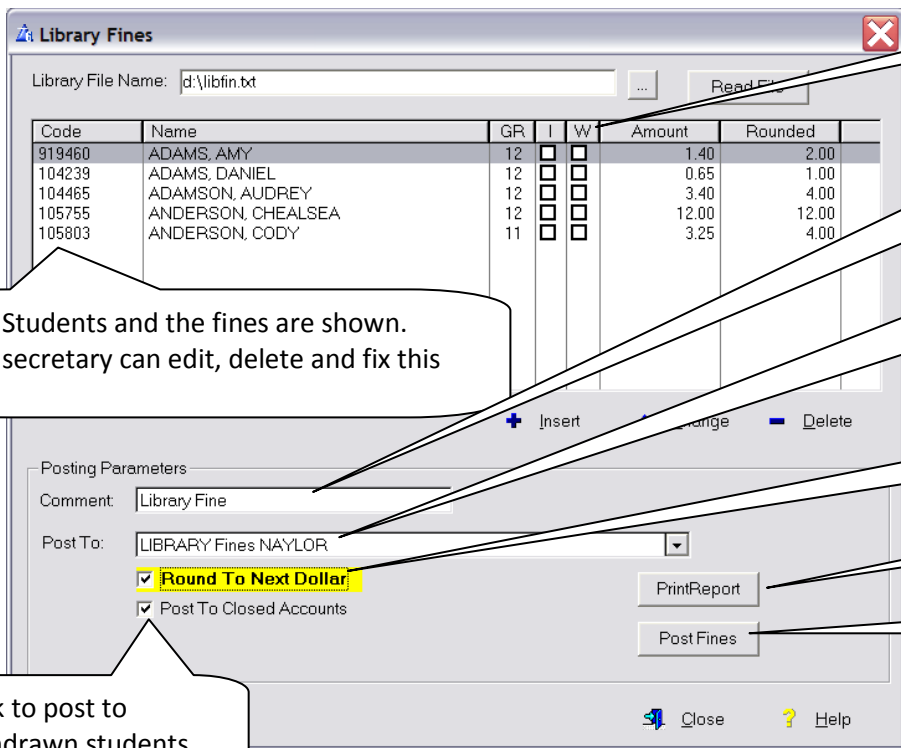
```
File Edit Format View Help
120075,3.45,Grapes of Wrath
120127,1.00,Basic Fine
131610,5.20,PlowBoy
```

Export File Layout  
Comma Delimited  
STUDENT ID. Amount. Comment

NOTE: Comment is only 30 characters.



Enter the name of the file and then click on [READ FILE]



W = Waiver Student

The comment to be posted in the AR file.

Use the dropdown list to specify the income account to receive the charges.

Round fine to nearest dollar.

Print report

Post fines to AR

The Students and the fines are shown. The secretary can edit, delete and fix this list.

Click to post to withdrawn students.

# MSA-Remote Fines

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Run: 2/06/07 4:52PM

## Library Fines

| ID-Code       | Name               | Grade | Fine  | Rounded |                          |          |                          |          |
|---------------|--------------------|-------|-------|---------|--------------------------|----------|--------------------------|----------|
| 919460        | ADAMS, AMY         | 12    | 1.40  | 2.00    | <input type="checkbox"/> | Inactive | <input type="checkbox"/> | Approved |
| 104239        | ADAMS, DANIEL      | 12    | 0.65  | 1.00    | <input type="checkbox"/> | Inactive | <input type="checkbox"/> | Approved |
| 104465        | ADAMSON, AUDREY    | 12    | 3.40  | 4.00    | <input type="checkbox"/> | Inactive | <input type="checkbox"/> | Approved |
| 105755        | ANDERSON, CHEALSEA | 12    | 12.00 | 12.00   | <input type="checkbox"/> | Inactive | <input type="checkbox"/> | Approved |
| 105803        | ANDERSON, CODY     | 11    | 3.25  | 4.00    | <input type="checkbox"/> | Inactive | <input type="checkbox"/> | Approved |
| <b>Totals</b> |                    |       | 20.70 | 23.00   |                          |          |                          |          |