Vision Municipal Solutions

How To Guide

Financials

Vision Support Staff
2/13/2013

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                    └──────────────────┘
                    ┌─────────┴─────────┐
              ┌──────────┐        ┌──────────┐
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              └──────────┘        └──────────┘
          ┌────────┴────────┐          │
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          │
    ┌──────────┐
    │ Invoices │
    └──────────┘
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Fiscal Setup:

How To: - Setup Fiscals (Periods & Council Dates)

1) To begin, press the **Fiscal Setup Button** in the upper-left hand corner of the Vision Financials homescreen.

2) Start by entering selecting the fiscal you wish to work with. If the desired fiscal is not there Click the **New Button** directly above the fiscals and then change the name to fit your needs.

3) Next click on the appropriate Period you wish to work with in the selected fiscal. If the desired Period is not there Click the **New Button** directly above the Period and then change the name to fit your needs.

4) Continue by clicking the **New Button** in the Council Date area and renaming your new council date to whatever you need. (Also choose the correct Council Date for association.)

5) Choose **Save** and then Close.

Notes:

How To: - Setup Fiscals (Period Lockout)
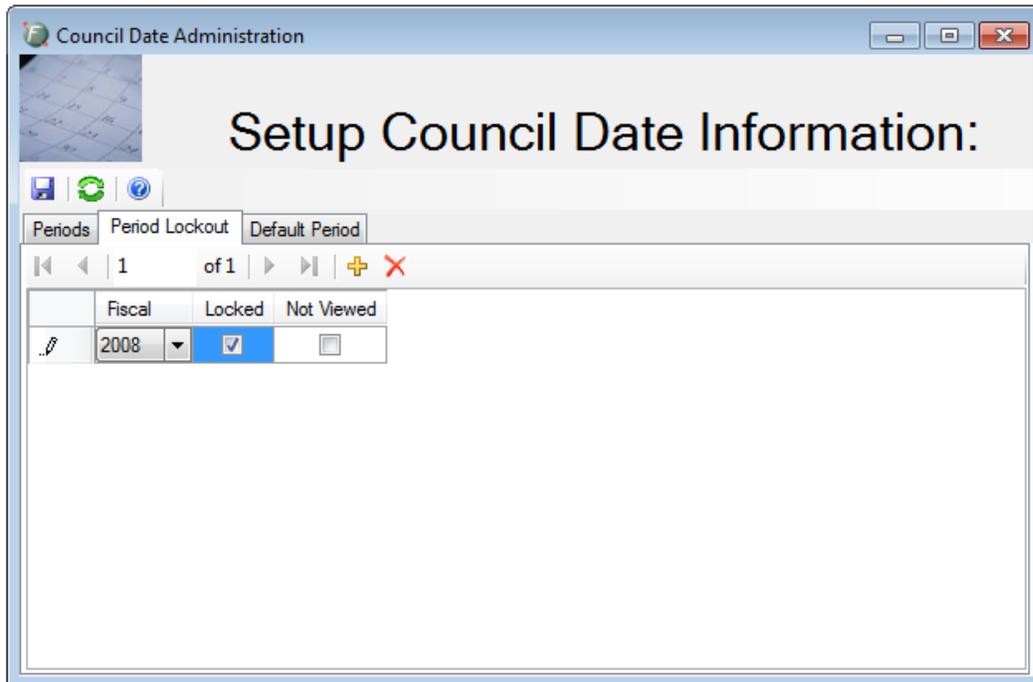
1) To begin, press the **Fiscal Setup Button** in the upper-left hand corner of the Vision Financials homescreen.

2) First Click on the Period Lockout tab.

3) Start by entering selecting the **New Button** to add a period lockout.

4) Next click on the drop down menu to choose a fiscal period you wish to lock.

5) Continue by choosing the check mark box under Locked and if you don't wish to view the period any longer, click on the check mark box under Not Viewed.

6) Repeat Steps 1 – 3 to lock additional periods.

7) Choose **Save** and then Close.

Notes:

Box Explanation:

- **Locked**-Still viewable but you cannot post trasactions to it.
- **Not Viewed**-Can't see it in Reporting or Posting.

Fiscal Setup:

How To: - Setup Fiscals (Default Period)
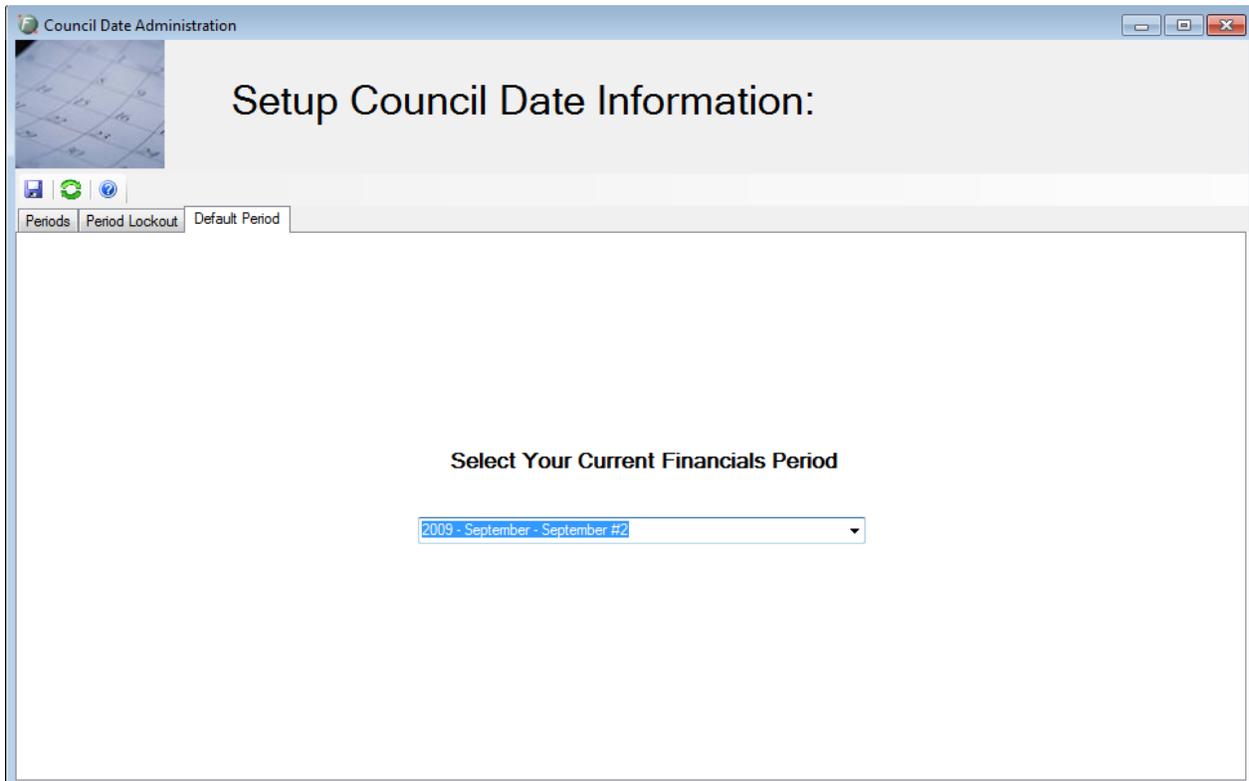
1) To begin, press the **Fiscal Setup Button** in the upper-left hand corner of the Vision Financials homescreen.

2) Select the Default Period tab.

3) Next click on the drop down menu to choose a fiscal period you wish to set as default.

4) Choose **Save** and then Close.

General Settings:

How To: - Descriptions (Category Types)
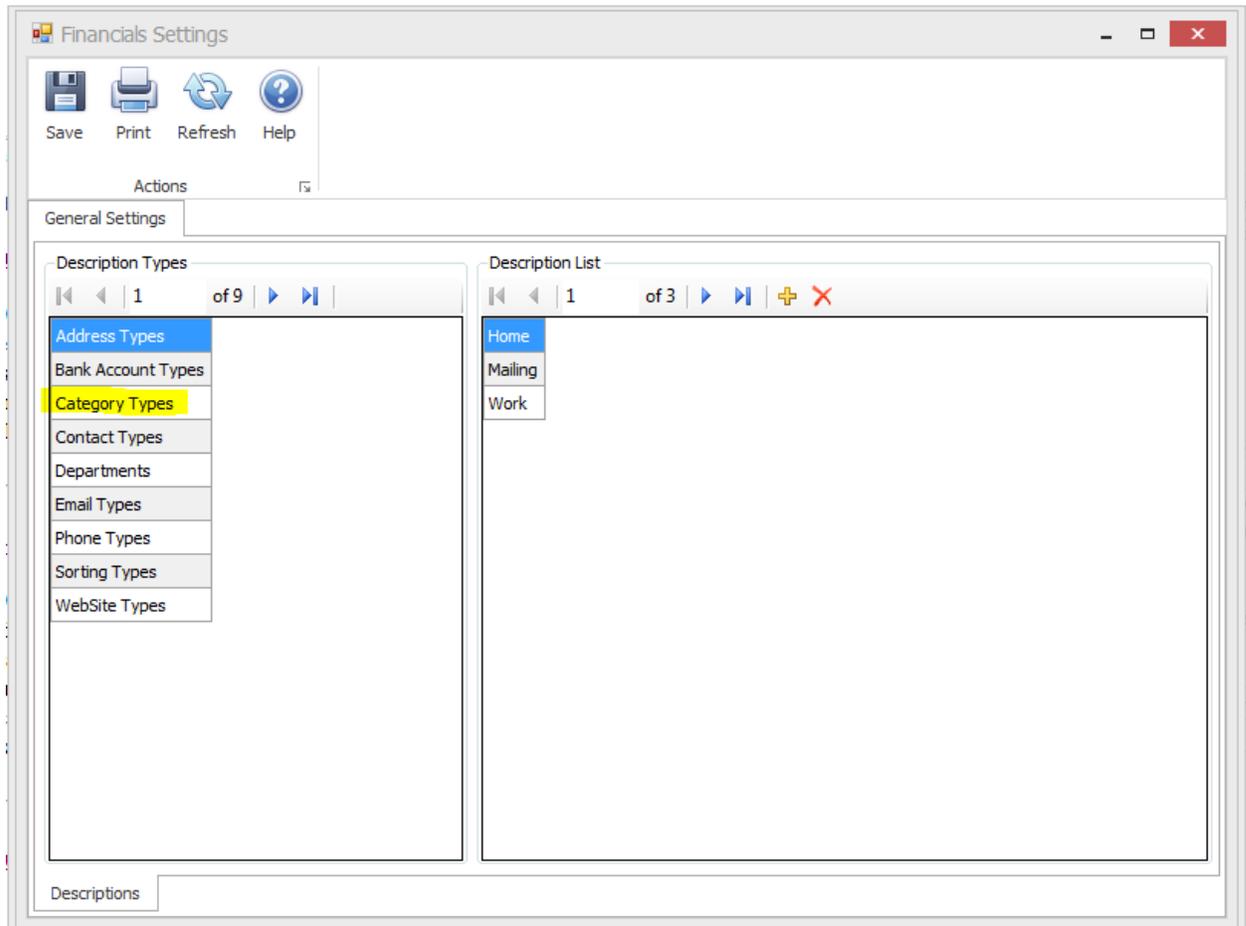
1) Begin by selecting the Description Type in the left Panel you wish to work with.

2) Choose from the Description List in the right panel to change an existing name or choose the **New Button** to add a description.

3) Continue by typing in your preferred Description.

4) Choose **Save** and close.

Notes:

How To: - Setup Financial Institutions

Bank Name	Routing Number	Active
Bank of America	125000024	☐
Cashmere Valley Bank	125104603	☐
Key Bank	125000574	☐
LGIP	999999999	☐
Numerica	325182690	☐
Pacific NW	125008039	☐
U.S. Bank Safekeeping	042000013	☐
WA Mutual	325070760	☐
WA Trust	125100089	☐
Wells Fargo	125008547	☐
WV Fed Credit Union	325183657	☐

COUNT = 11
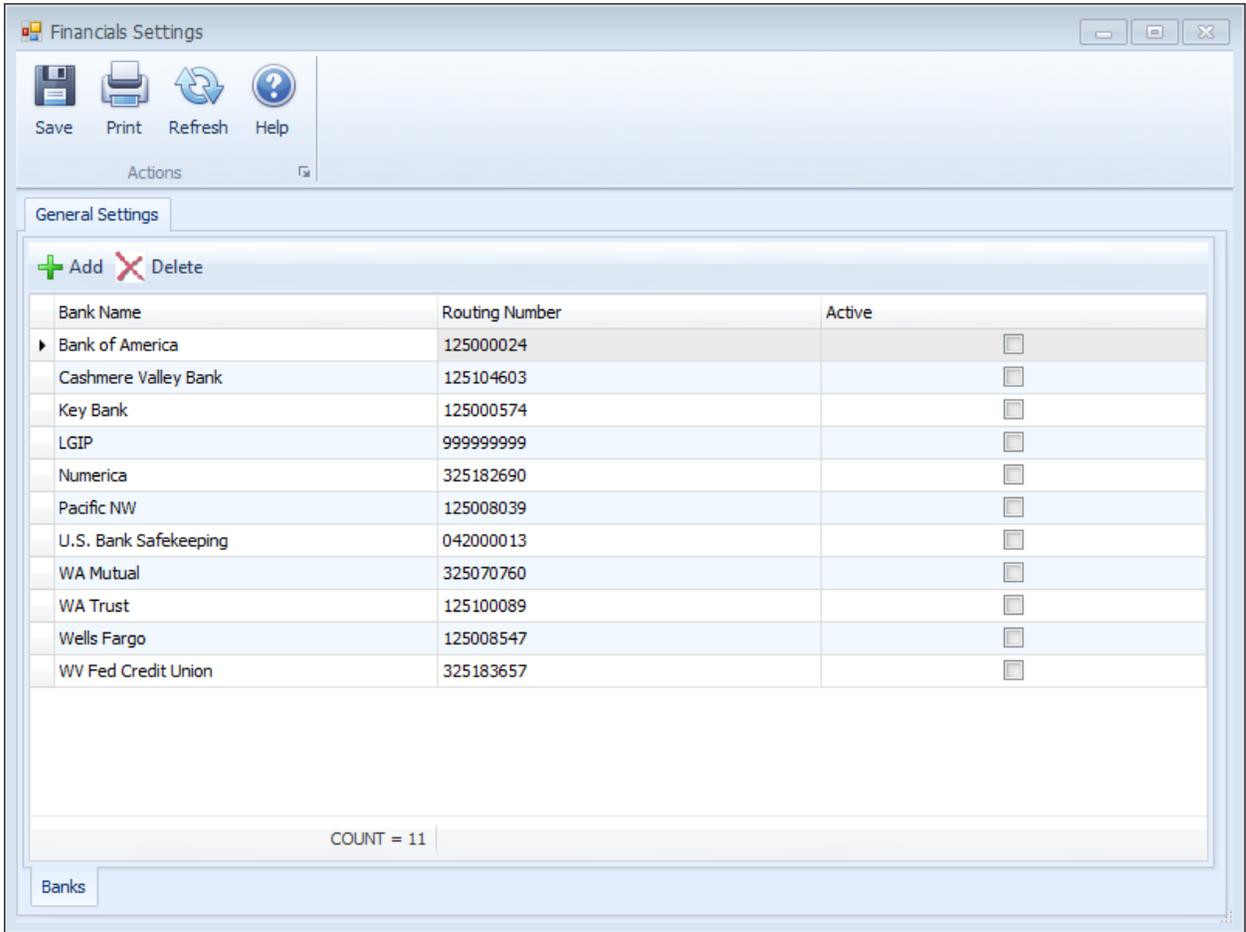
(Setup Financial Institutions is covered in pages 43-45)

Notes:

How To: - Helpful Links
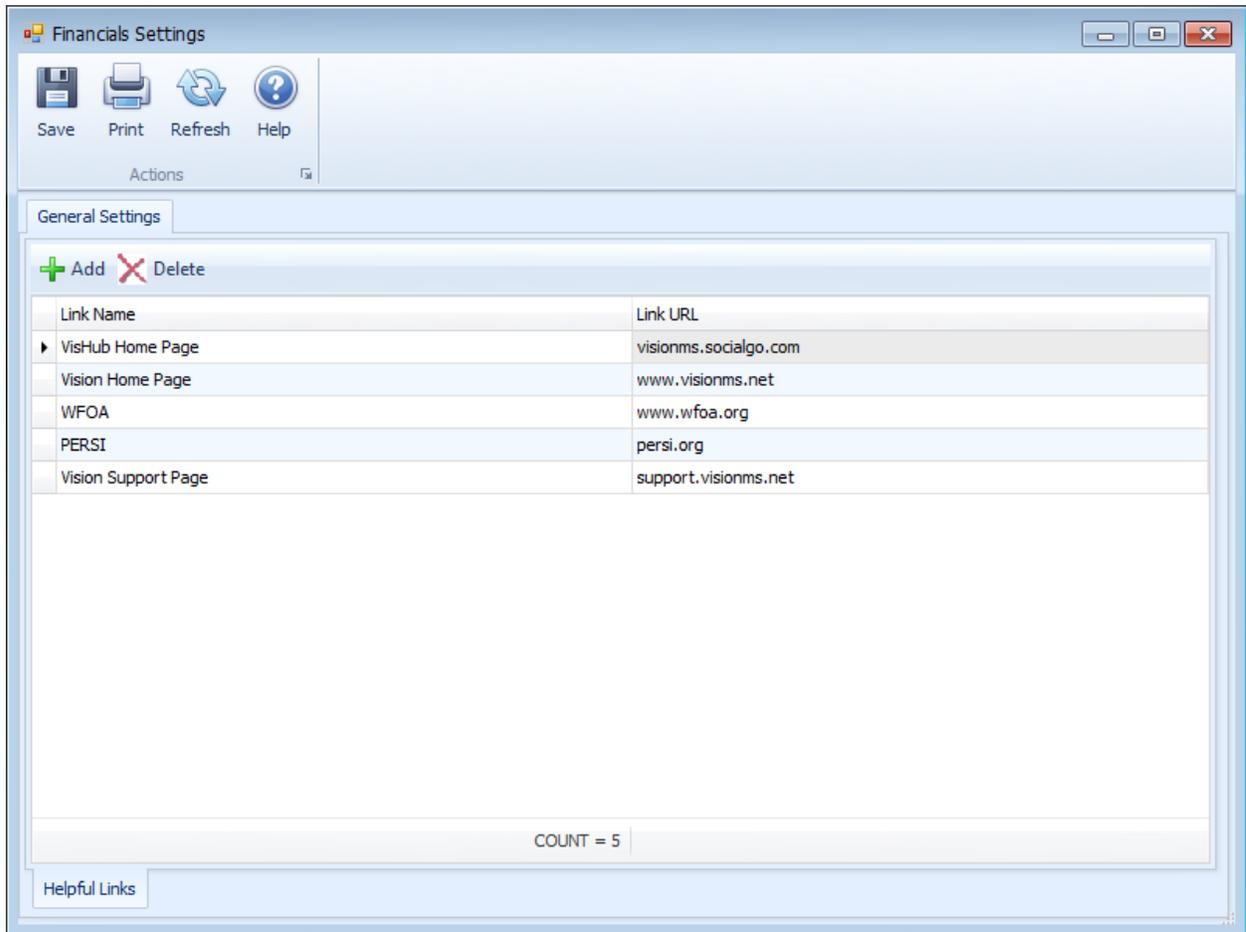
1) Begin by selecting the **Add** button on the menu at the top of this screen.

2) Enter the Link Name and Link URL of your new website for Helpful Links.

3) If you wish to delete a Helpful Link, select it from the list and choose the **Delete Button**.

4) Choose **Save** and Close.

Notes:

Financial Settings:

How To: - Cash or Accrual
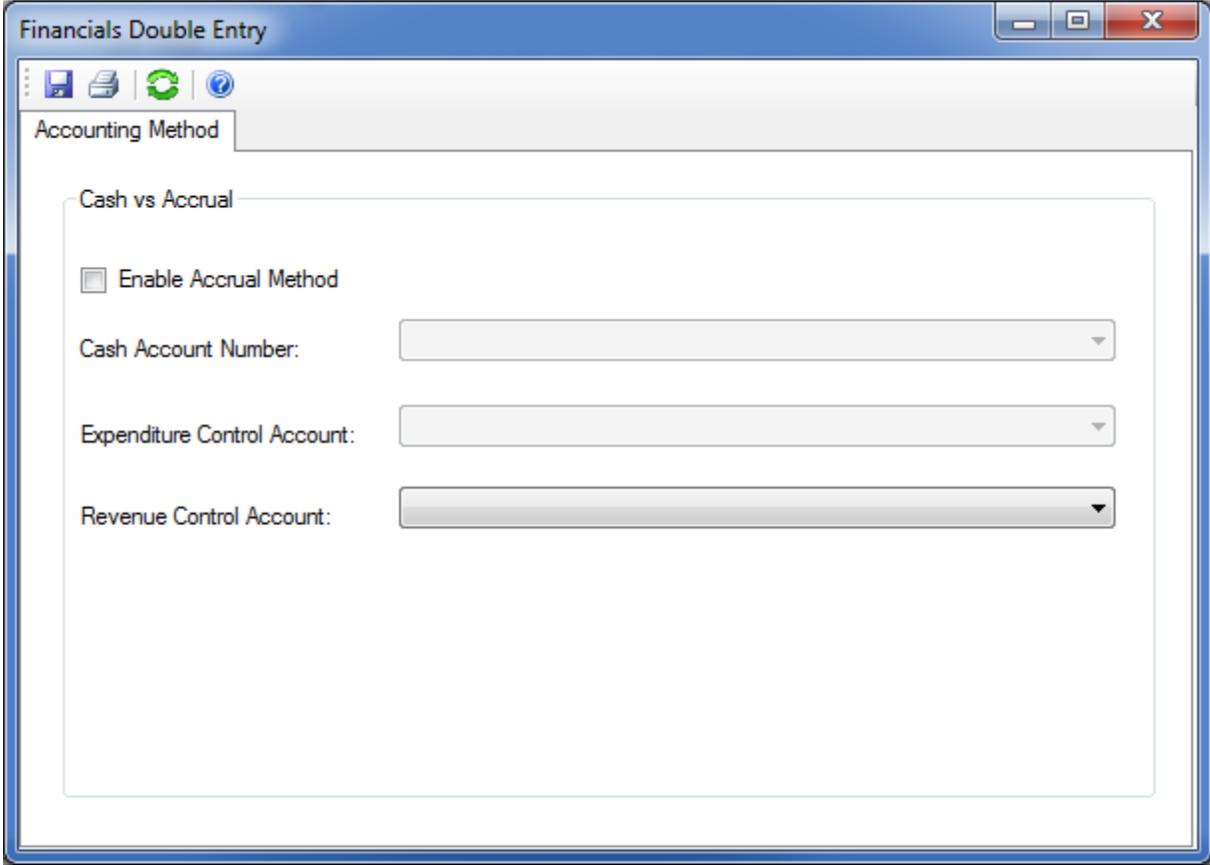
1) If you wish to operate as a double entry system, begin by clicking the Enable Accrual Method checkbox.

2) Choose the correct Cash Account Number, Expenditure Control Account, and Revenue Control Account from the appropriate drop down selection menus.

3) Choose **Save** and Close.

Notes:

How To: - Claims Setup

1) To Setup a Claims Fund, begin by clicking the Enable Claims Method checkbox.

2) Choose the correct Warrant Bank Account ID, Claims Fund Number, Claims Cash Number, Warrants Payable Number, and Payroll Claims Fund number from the appropriate drop down selection menus.

3) Choose **Save** and close.

   Notes:

How To: - Descriptions (Vendor Groups)
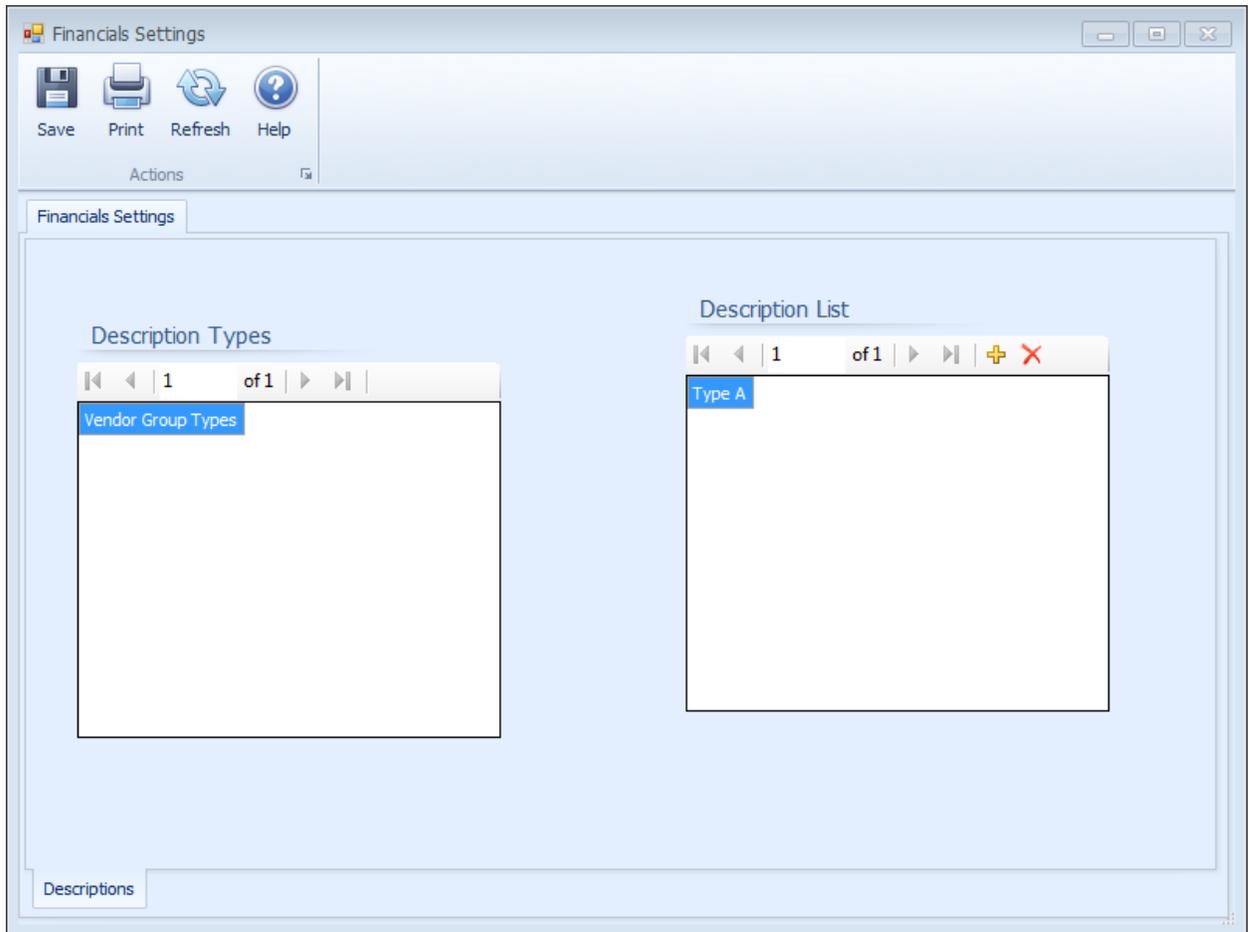
1) Begin by selecting the **New Button** on the top Menu
2) Continue by typing in your desired Vendor Group type in the supplied field and hit the Tab when done.
3) If you wish do delete a created Vendor Group type, select it on the right and choose **Delete** at the top of the screen.
4) Choose **Save** and close.

Notes:

Financial Settings:

How To: - Banking Services
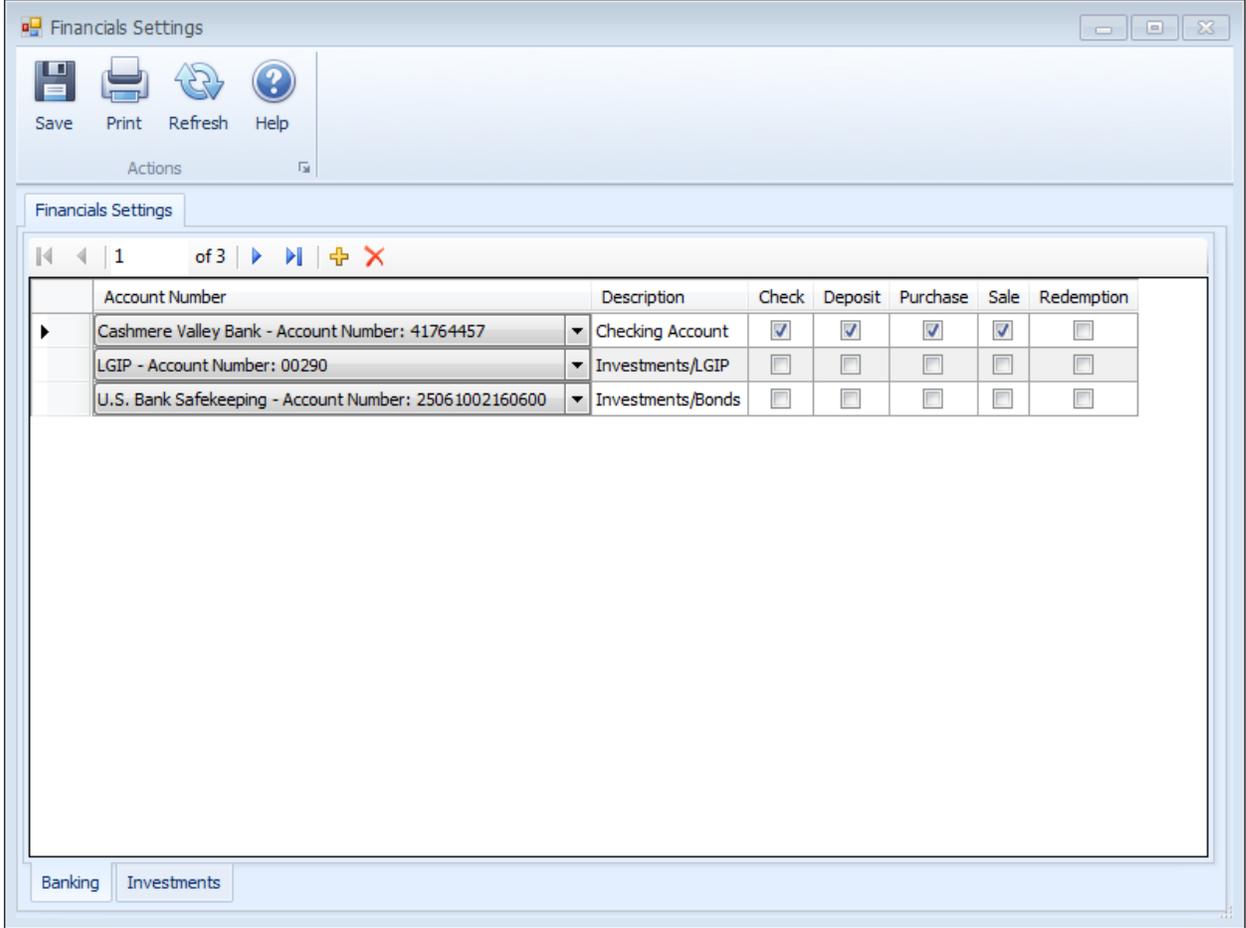
(Bank setup is covered in page 43-45)

Notes:

How To: - ACH Administration

1) To setup NACHA, begin by Entering the correct Institution NACHA will be pulling funds from.

2) Continue by entering File Head information provided by your Banking Institution

    Note: All fields with "Mandatory" are required.

3) Next choose the 🌐 button to select the save file location and name for the NACHA run file for upload.

Notes:
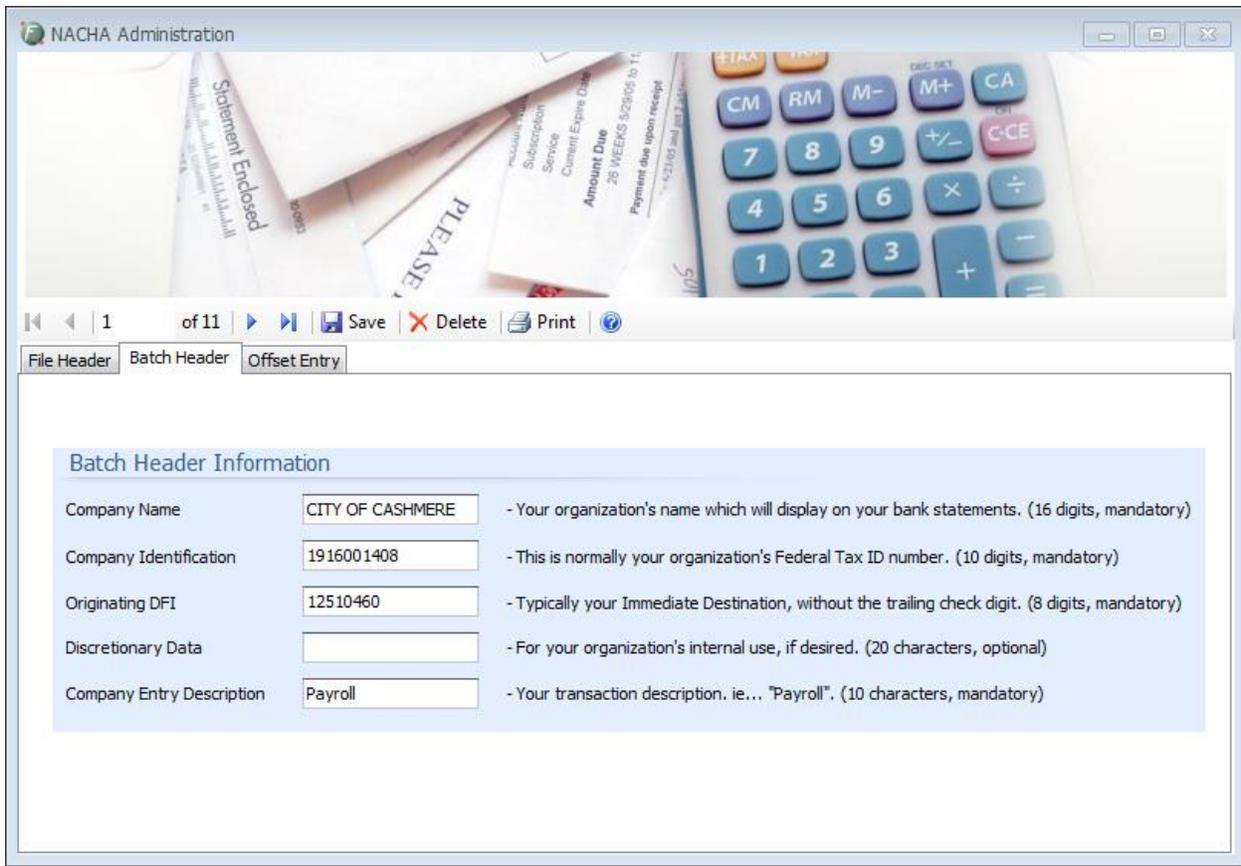
4) Continue by clicking the Batch Header information tab.

5) Enter your Batch Header information provided by your Banking institution.

6) Last, click on the Offset Entry tab at the top of your screen and enter your offset record if your bank requires one.

7) Click **Save** and Close

Notes:

- When setting up NACHA, it is recommended that this be done with a member of Vision Support Staff.

Posting:

How To: - Post Receipts
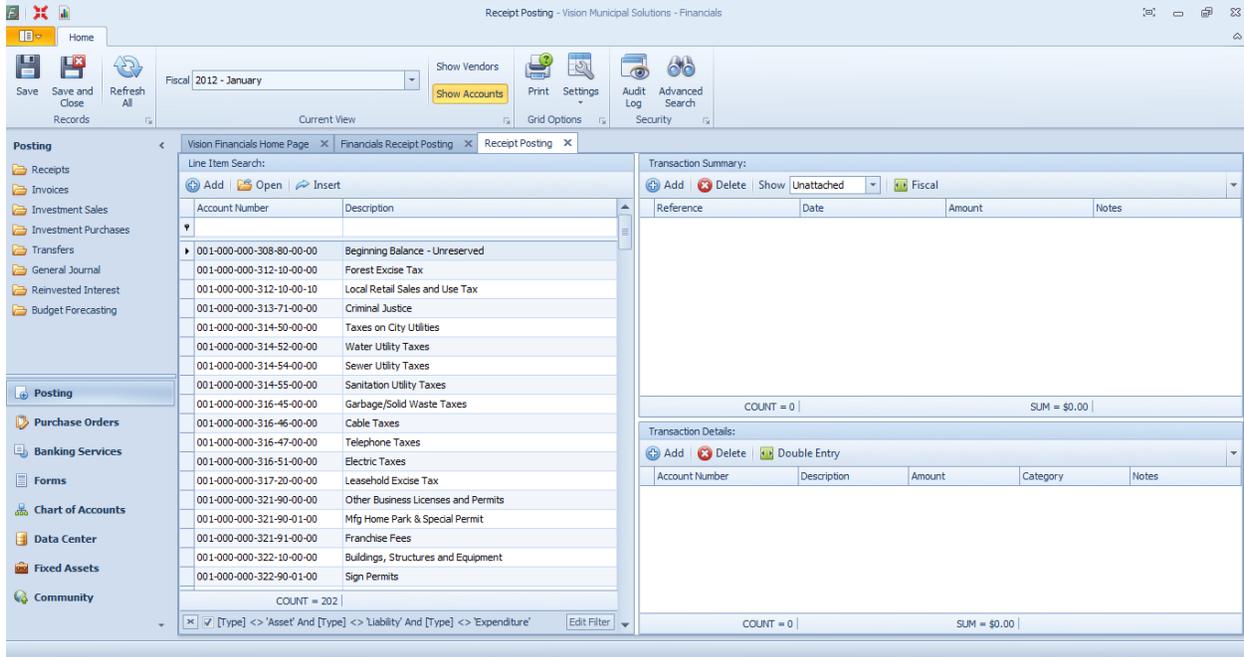
1) Begin by pressing the **New Receipt Button** in the upper-left hand corner of the receipt posting home page.
2) Press the **Add Button** in the Transaction Summary group box to create a new receipt transaction.
3) Enter a Transaction **Reference, (Receipt Number) Date**, and any relevant **Notes**.
   Note: (The amount column will automatically calculate as Transaction Detail records are added)
4) Continue by clicking the **Add Button** in the Transaction Details group and either type in a COA line item or make your selection from within the Line Item Search group (Double Click or Select and Move).
5) Enter the **Amount**, **Category**, and any relevant **Notes**.
6) Finally, press the **Save** or **Save and Close** button to complete the process.

Notes:

How To: - Post Invoices

1) Begin by pressing the **New Invoice Button** in the upper-left hand corner of the invoice posting home page.
2) Press the **Add Button** in the Transaction Summary group box to create a new Invoice transaction.
3) Enter a Transaction **Reference (Invoice Number)**, **Date**, **Unpaid Sales Tax** and any relevant **Notes**.
   Note: (The amount column will automatically calculate as Transaction Detail records are added)
4) Continue by clicking the **Add Button** in the Transaction Details group and either type in a COA line item or make your selection from within the Line Item Search group (Double Click or Select and Move).
5) Enter the **Amount**, **Category**, and any relevant **Notes**.
6) Finally, press the **Save** or **Save and Close** button to complete the process.

Notes:

Posting:

How To: - Post Investment Sales
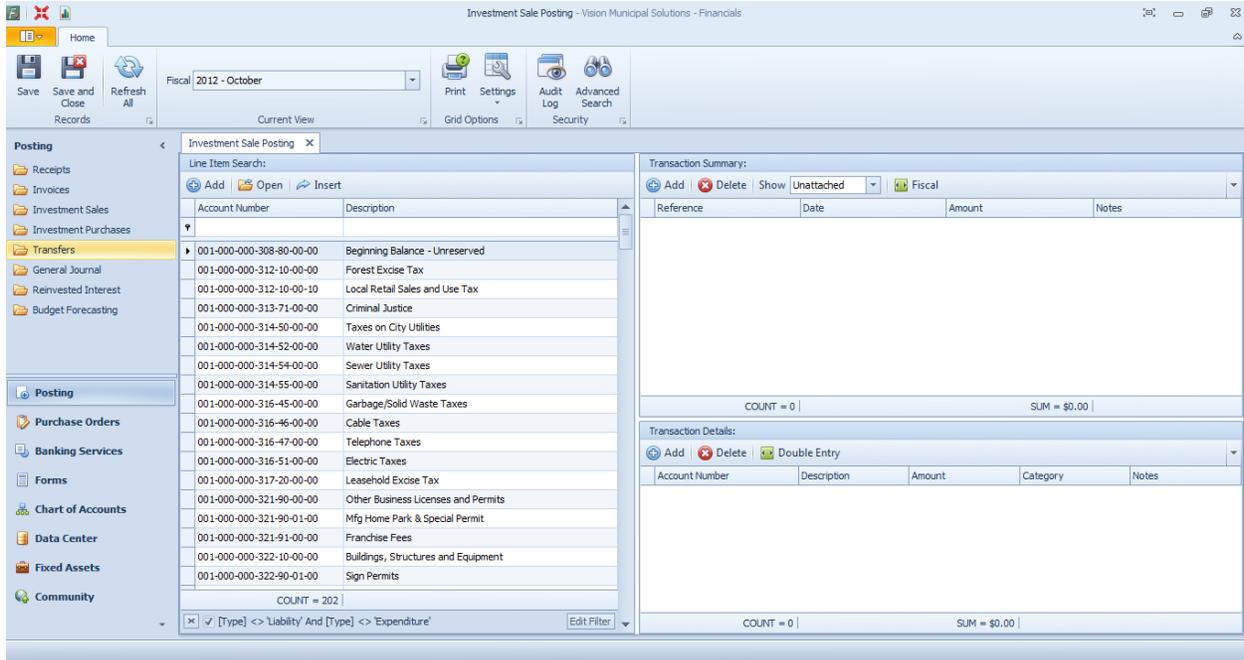
1) Begin by pressing the **New Investment Sale Button** in the upper-left hand corner of the Investment Sales posting home page.

2) Press the **Add Button** in the Transaction Summary group box to create a new Investment Sales transaction.

3) Enter a Transaction **Reference (Investment Sales Number)**, **Date**, and any relevant **Notes**.
Note: (The amount column will automatically calculate as Transaction Detail records are added)

4) Continue by clicking the **Add Button** in the Transaction Details group and either type in a COA line item or make your selection from within the Line Item Search group (Double Click or Select and Move).

5) Enter the **Amount**, **Category**, and any relevant **Notes**.

6) Finally, press the **Save** or **Save and Close** button to complete the process.

Notes:

How To: - Post Investment Purchases
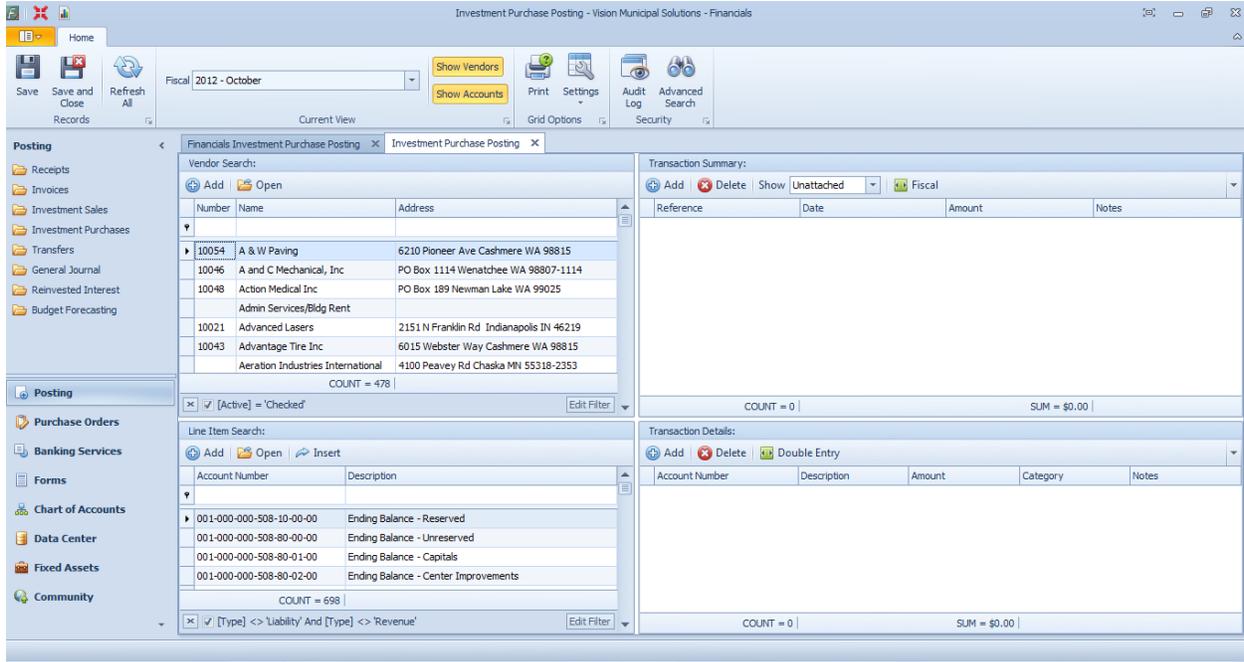
1) Begin by pressing the **New Investment Purchase Button** in the upper-left hand corner of the Investment Purchases posting home page.

2) Press the **Add Button** in the Transaction Summary group box to create a new Investment Purchase transaction.

3) Enter a Transaction **Reference (Investment Number)**, **Date**, and any relevant **Notes**.
   Note: (The amount column will automatically calculate as Transaction Detail records are added)

4) Continue by clicking the **Add Button** in the Transaction Details group and either type in a COA line item or make your selection from within the Line Item Search group (Double Click or Select and Move).

5) Enter the **Amount**, **Category**, and any relevant **Notes**.

6) Finally, press the **Save** or **Save and Close** button to complete the process.

Notes:

Posting:

How To: - Post Transfers
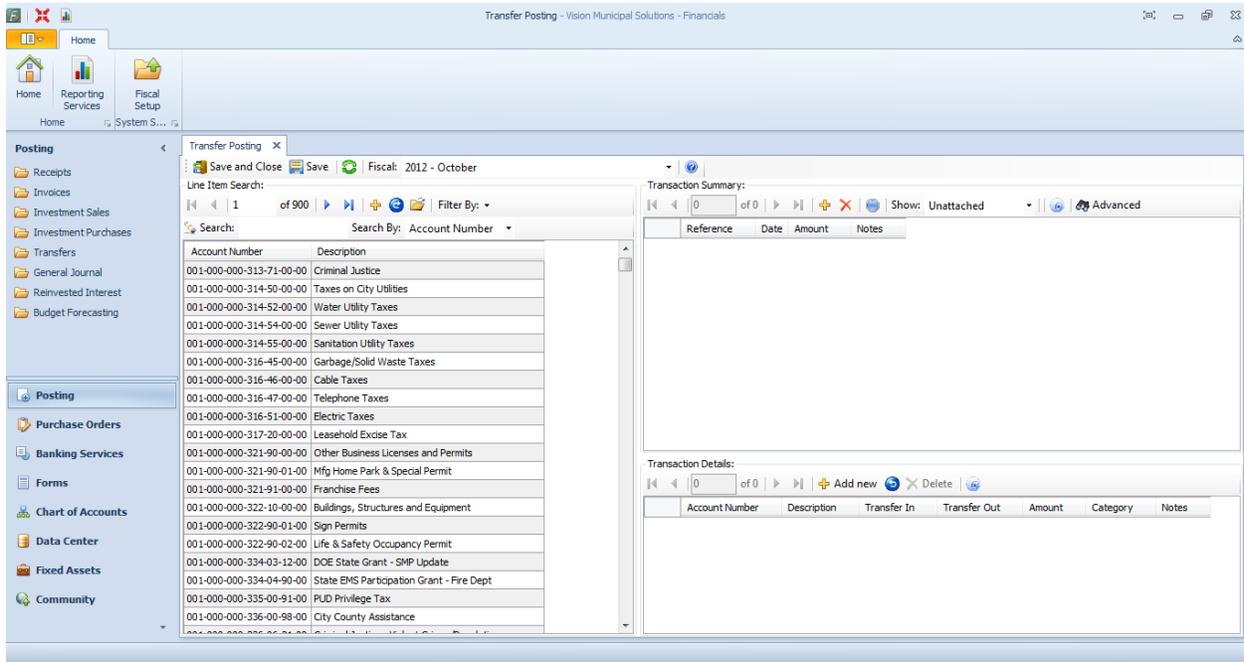
1) Begin by pressing the **New Transfer Button** in the upper-left hand corner of the Transfers Posting home page.

2) Begin by pressing the **New Button** in the Transaction Summary group box to create a new Transfer transaction.

3) Enter a Transaction **Reference (Transfer Number)**, **Date**, and any relevant **Notes**.
   Note: (The amount column will automatically calculate as Transaction Detail records are added)

4) Continue by clicking the **Add New Button** in the Transaction Details group and either type in a COA line item or make your selection from within the Line Item Search group (Double Click or Select and Move).

5) Enter the **Amount**, **Transfer In or Transfer Out**, **Category**, and any relevant **Notes**.

6) Finally, press the **Save** or **Save and Close** button to complete the process.

Notes:

Posting:

How To: - Post To General Journal
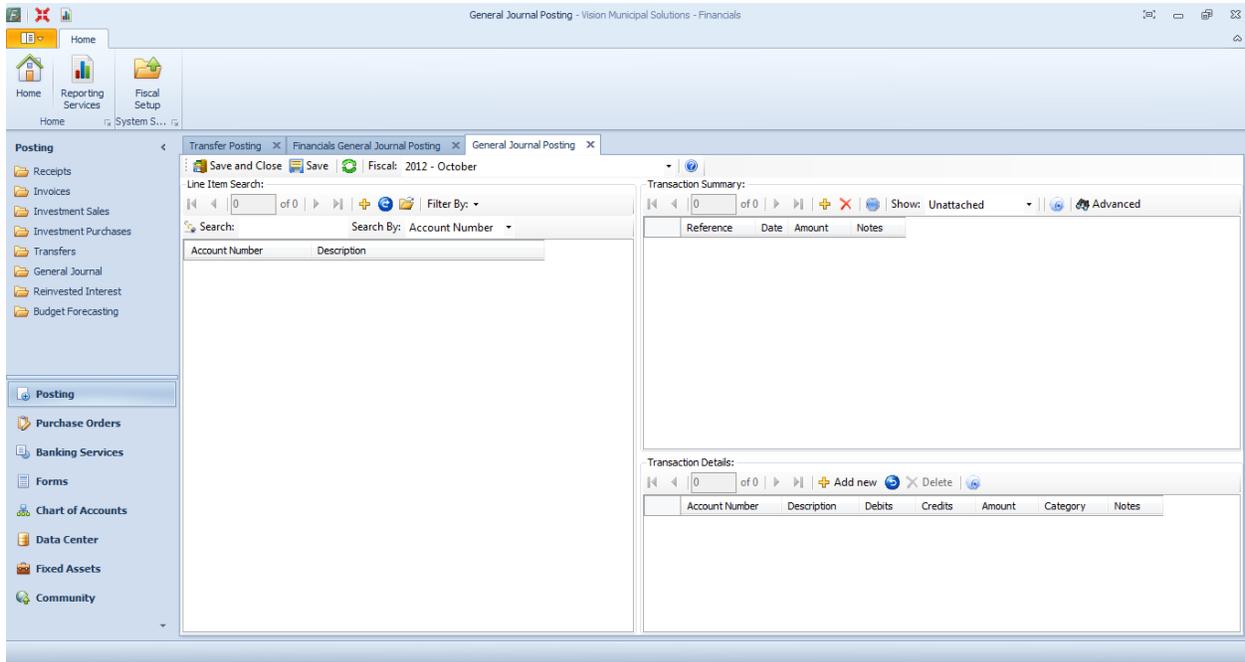
1) Begin by pressing the **New General Journal Button** in the upper-left hand corner of the General Jounal Posting home page.

2) Press the **New Button** in the Transaction Summary group box to create a new General Journal transaction.

3) Enter a Transaction **Reference (G/L Reference)**, **Date**, and any relevant **Notes**.
   Note: (The amount column will automatically calculate as Transaction Detail records are added)

4) Continue by clicking the **Add New Button** in the Transaction Details group and either type in a COA line item or make your selection from within the Line Item Search group (Double Click or Select and Move).

5) Enter the **Debits or Credits**, **Amount, Category** and any relevant **Notes**.

6) Finally, press the **Save** or **Save and Close** button to complete the process.

Notes:

How To: - Post Reinvested Interest
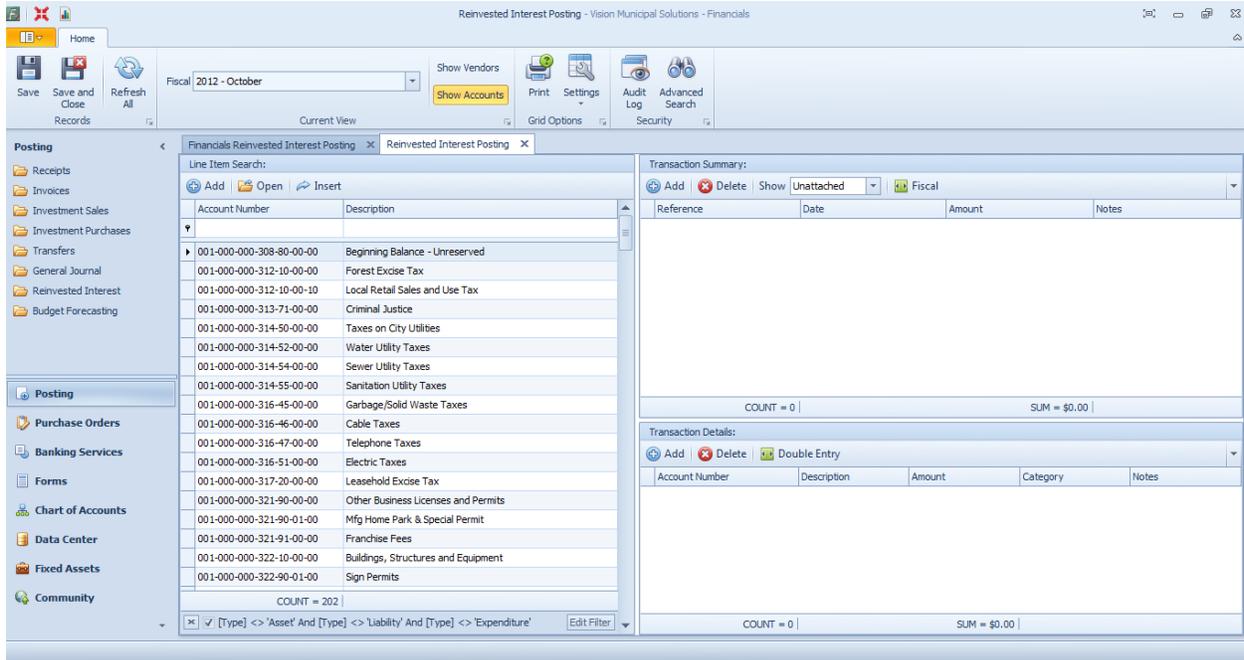
1) Begin by pressing the **New Reinvested Interest Button** in the upper-left hand corner of the Reinvested Interest Posting home page.

2) Begin by pressing the **Add Button** in the Transaction Summary group box to create a new Reinvested Interest transaction.

3) Enter a Transaction **Reference**, **Date**, and any relevant **Notes**.

   Note: (The amount column will automatically calculate as Transaction Detail records are added)

4) Continue by clicking the **Add Button** in the Transaction Details group and either type in a COA line item or make your selection from within the Line Item Search group (Double Click or Select and Move).

5) Enter the **Amount, Category** and any relevant **Notes**.

6) This entry will create both the Receipt and Investment purchase for you. Now you may complete the transaction by depositing the interest into your desired Financial Institution.

7) Finally, press the **Save** or **Save and Close** button to complete the process.

Notes:

How To: - Budget Forecasting
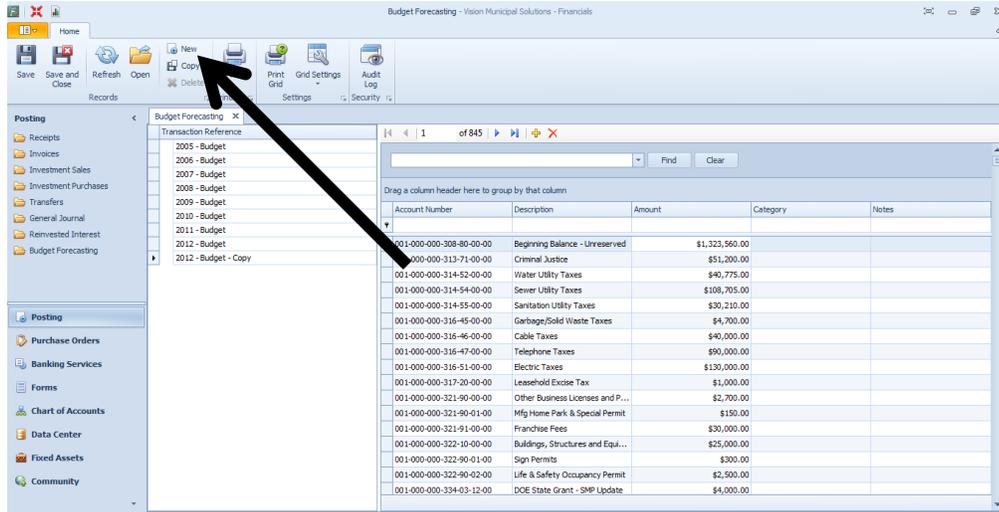
1) Begin by selecting the **New Button** in the top task bar.

2) Enter your Description, Fiscal, and other relevant information.

3) Continue by select the BARS numbers you want to participate in the budget.

4) Choose **Save and Close**.
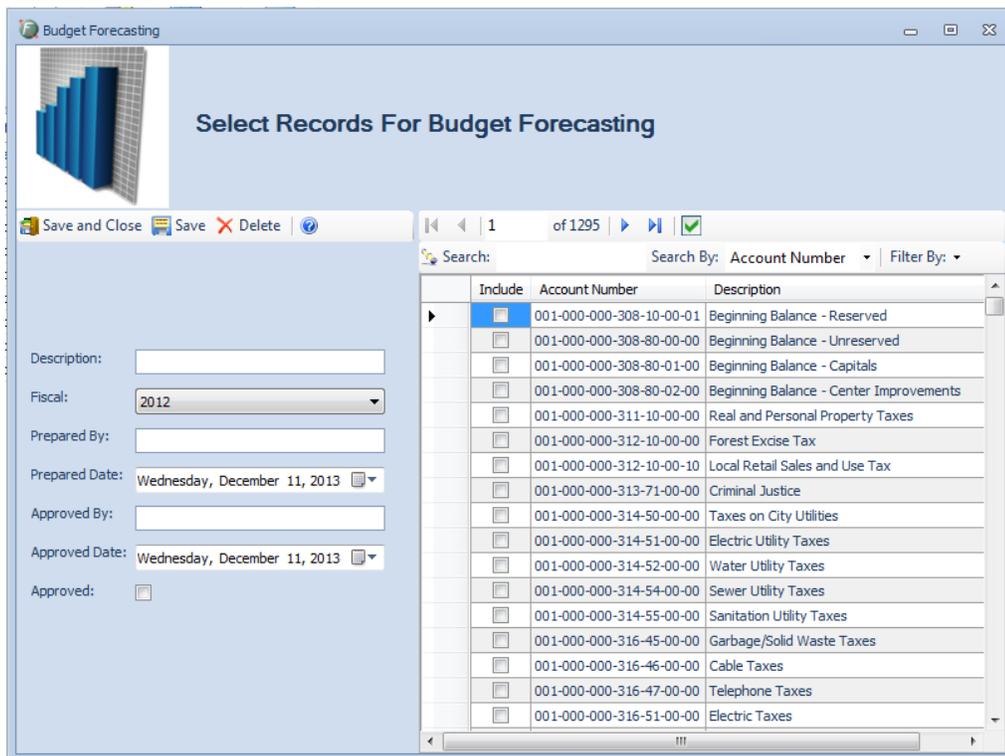
Purchase Orders:

How To: -Create Purchase Orders

1) Begin by pressing the **New Button** in the upper-left hand corner of the Purchase Order Center.

2) Choose the appropriate **Vendor, Fiscal,** and **Posting Date** and enter a **Purchase Order Number** and **Reference** in the Purchase Order Number Box.

3) Press the **Add Button** in the Purchase Order Details Box and select an **Account Number, Category, Amount** and relevant **Notes.**

4) Be sure to press **Save, Save and Close** or **Save and New** before closing the Purchase Order Manager.

Notes:

How To: -Purchase Order Approval

1) Begin by selecting the Purchase Order to be Approved or Unapproved.

2) Press the **Approve** or **Unapprove Button** in the upper-left hand corner of the page.

3) You can also double click on an existing Purchase Order to edit it.

Notes:

Banking Services:

How To: - Create a Reconciliation Statement

1) Begin by pressing the **New Button** in the upper left-hand corner of the Reconciliation Statements home page.

2) Begin by Selecting the desired **Fiscal Period** and **Institution** in the Fiscal and Institution Combo Box and select YES to Create Reconciliation Statement.

2) Enter any relevant **Notes** such as **Account Reference, Date, Etc.** for the Transactions To Be Reconciled.

3) Continue by Double Clicking or by Selecting and Move the **Transactions to be Reconciled** in the Transaction to be Reconciled Box.
   Note: (The amount column will automatically calculate as Transaction Detail records are added)

4) Enter any Relevant Notes in the Notes Section.

5) Finally, press the **Save** or **Save and Close** button to complete the process.

Notes:

How To: - Manage Checks
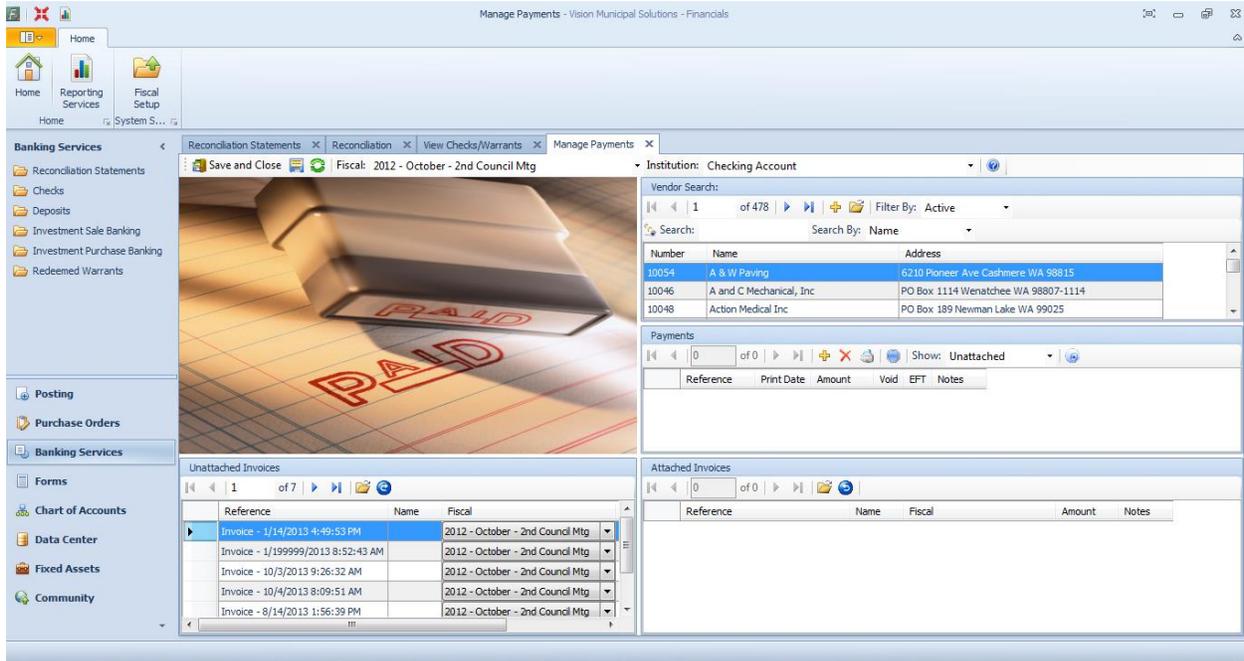
1) Begin by pressing the **New Button** in the upper-left hand corner of the Checks homepage.
2) Select the desired **Fiscal** and **Institution.**
3) Next press the **New Button** in the Payments group box to create a new Payment.
4) Enter Payment Account **Reference**, **Date**, and any relevant **Notes**.
   Note: (The amount column will automatically calculate as Transaction Detail records are added)
5) Continue by Attaching the **Unattached Invoices** by double clicking the Invoice or simply select the Invoice and use the Blue Attached Selection button to attach the Invoice to the Payment.
6) Enter the **Amount, Category** and any relevant **Notes**.
7) Finally, press the **Save** or **Save and Close** button to complete the process.

Notes:

How To: - Manage Deposits
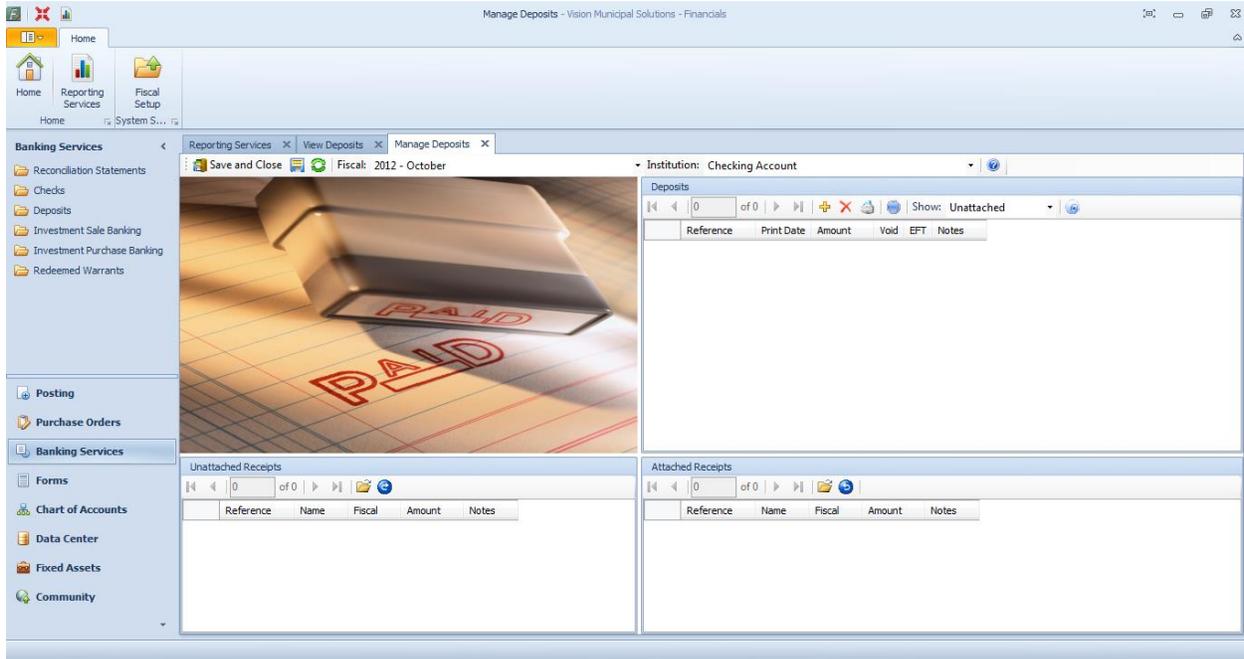
1) Begin by pressing the **New Button** in the upper-left hand corner of the Deposits homepage.
2) Select the correct **Fiscal Date** and **Institution** in Boxes above.
3) Enter an Investment Account **Reference**, **Date**, and any relevant **Notes**.
   Note: (The amount column will automatically calculate as Transaction Detail records are added)
4) Continue by clicking the **New Button** in the Deposits Box group and enter Account Reference, Date, and or any relevant Notes.
5) Next Attach the **Unattached Receipts** to the Deposit by double clicking it or by selecting it and moving it over with the Blue Attached Selection Button.
6) Finally, press the **Save** or **Save and Close** button to complete the process.

Notes:

How To: - Investment Purchases
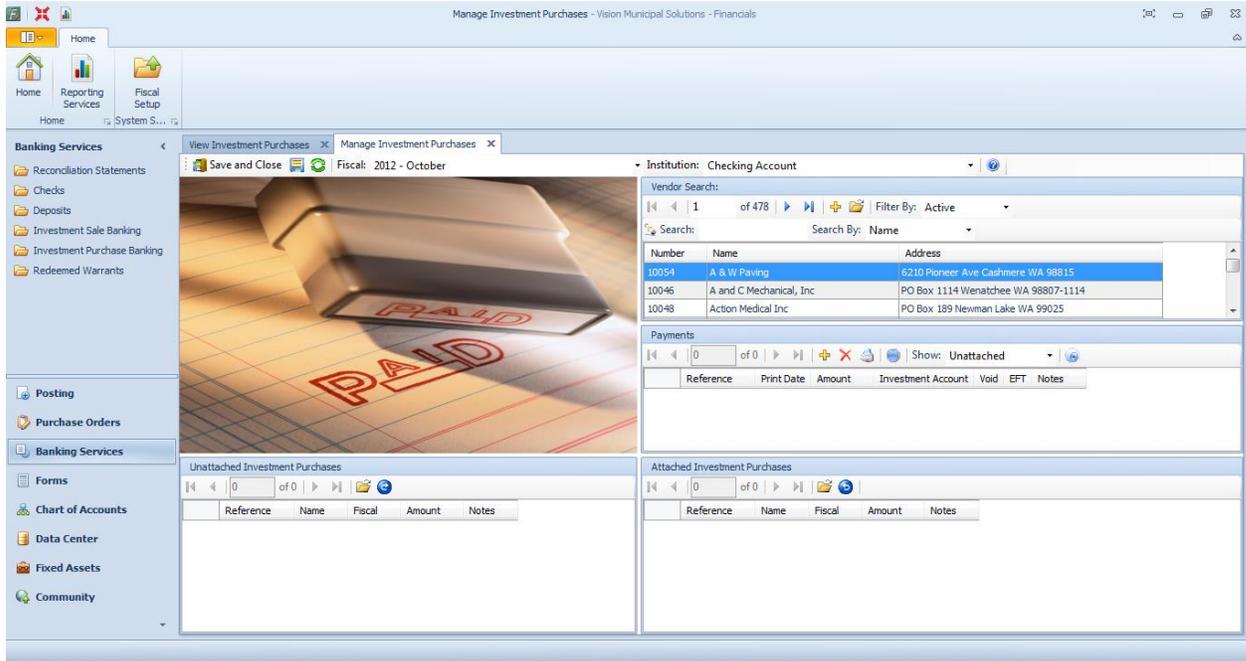
1) Begin by pressing the **New Button** in the upper-left hand corner of the Investment Purchase Banking homepage.
2) Select the correct **Fiscal Date** and **Institution** in Boxes above.
3) Enter an Investment Account **Reference**, **Date**, and any relevant **Notes**.
   Note: (The amount column will automatically calculate as Transaction Detail records are added)
   Note: (The Institution is where the transaction comes from and the Investment Account is where it ends)
4) Continue by clicking the **New Button** in the Payments Details Box
5) Enter the **Amount, Category** and any relevant **Notes**.
6) Next Attach the **Unattached Investment Receipts** to the Payments by double clicking it or by selecting it and moving it over with the Blue Attached Selection Button.
7) Finally, press the **Save** or **Save and Close** button to complete the process.

Notes:

How To: - Manage Investment Sales
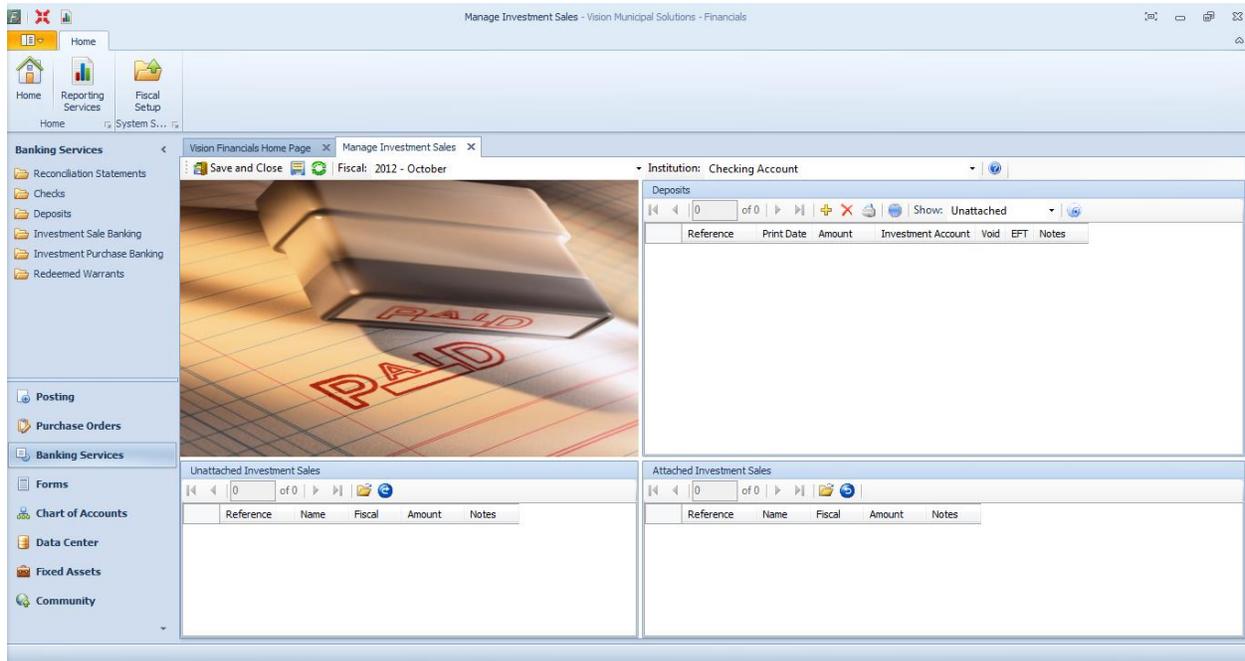
1) Begin by pressing the **New Button** in the upper-left hand corner of the Investment Sale Banking homepage.
2) Select the correct **Fiscal Date** and **Institution** in Boxes above.
3) Continue by clicking the **New Button** in the **Deposits** Detail Box and Enter **Reference**, **Date**, and any relevant **Notes**. Also choose the correct **Investment Account**.
   Note: (The Institution is where the transaction is deposited and the Investment Account is where it withdrawn from)
4) Next Attach the **Unattached Investment Sales** to the Deposits by double clicking it or by selecting it and moving it over with the Blue Attached Selection Button.
5) Finally, press the **Save** or **Save and Close** button to complete the process

Notes:

How To: - Redeem Warrants
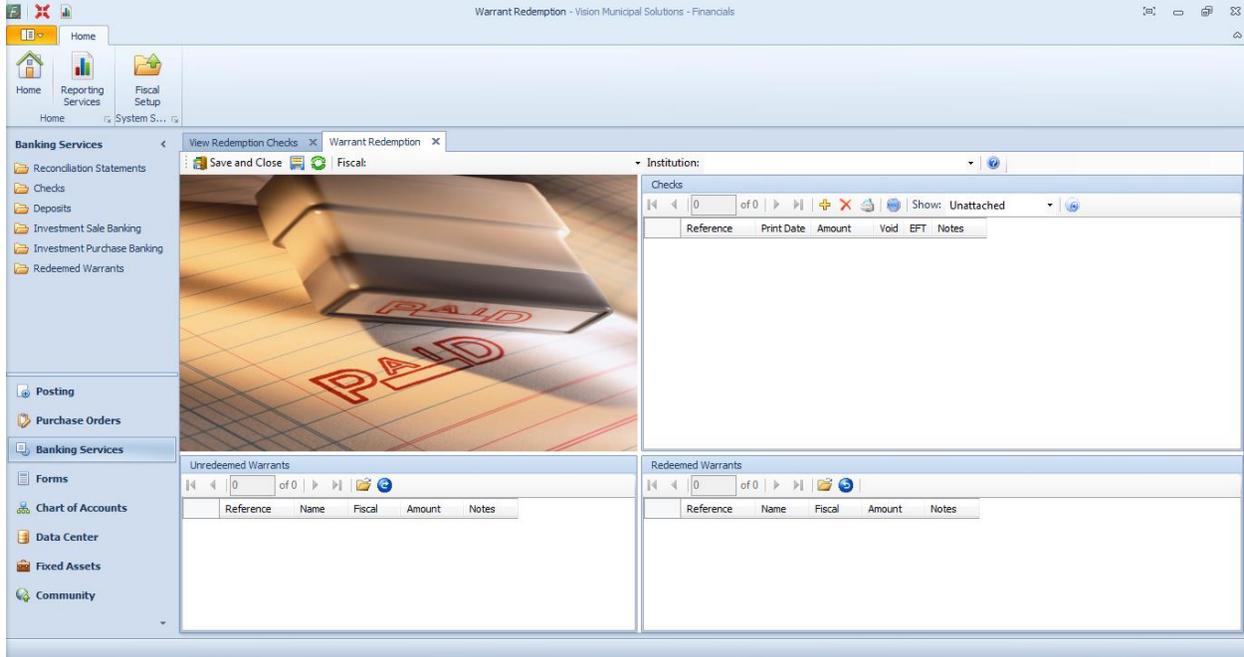
1) Begin by pressing the **New Button** in the upper-left hand corner of the Redeemed Warrents homepage.
2) Select the correct **Fiscal Date** and **Institution** (checking account used to redeem your warrants) in Boxes above.
3) Continue by clicking the **New Button** in the **Checks** Detail Box and Enter **Reference** (check number), **Date**, and any relevant **Notes**.   This creates the actual check (EFT) that redeems the warrants.
4) Next Attach the **Unredeemed Warrants** to the Checks by double clicking it or by selecting it and moving it over with the Blue Attached Selection Button.
5) Finally, press the **Save** or **Save and Close** button to complete the process.

Notes:

Forms:

How To: - Issue 1099's

1) Begin by Verifying that the **Fiscal Period** is Correct.

2) Enter the **Minimum Balance** amount.

3) Press "**RUN**" to complete the process

4) Next, confirm that the **Payee information** is Correct and then Proceed to the Next Step.

Notes:

How To: - Issue Payments

1) Begin by Selecting the Appropriate Account located in the Select Account Box.

2) Next, confirm that the Period is Accurate.

3) Continue by Selecting the **Method** in the Select Method Box.

4) Enter the **Print Date** and any relevant **Notes**.

5) Finally, Select Run

Notes:

How To: - Reprint Payments
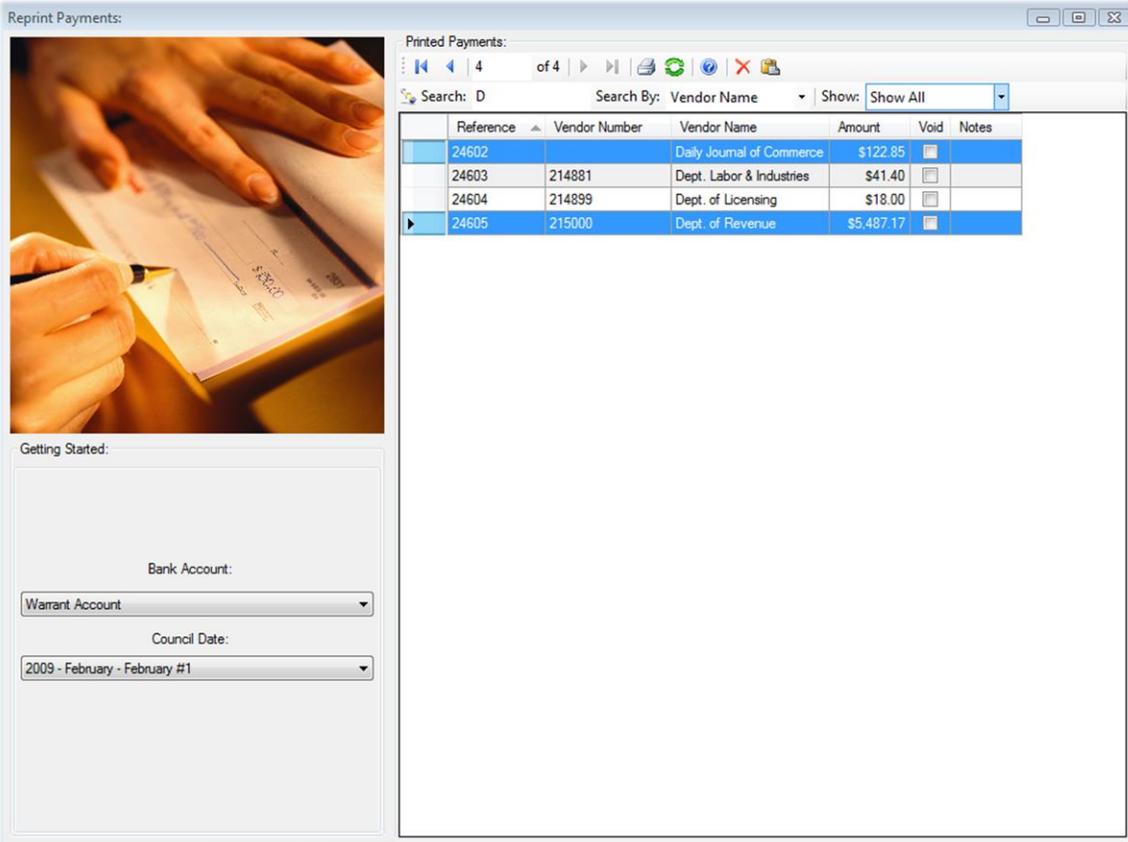
1) Begin by Selecting the Correct **Bank Account** and **Council Date**.

2) Search for Vendor by Reference, Vendor Number, Vendor Name or Amount.

3) You can also narrow the Search by Viewing Attached, Unattached or Show All.

4) When you have selected the desired item to Print Select it and click the Print Button.

Notes:

Data Center:

How To: - Manage Vendors
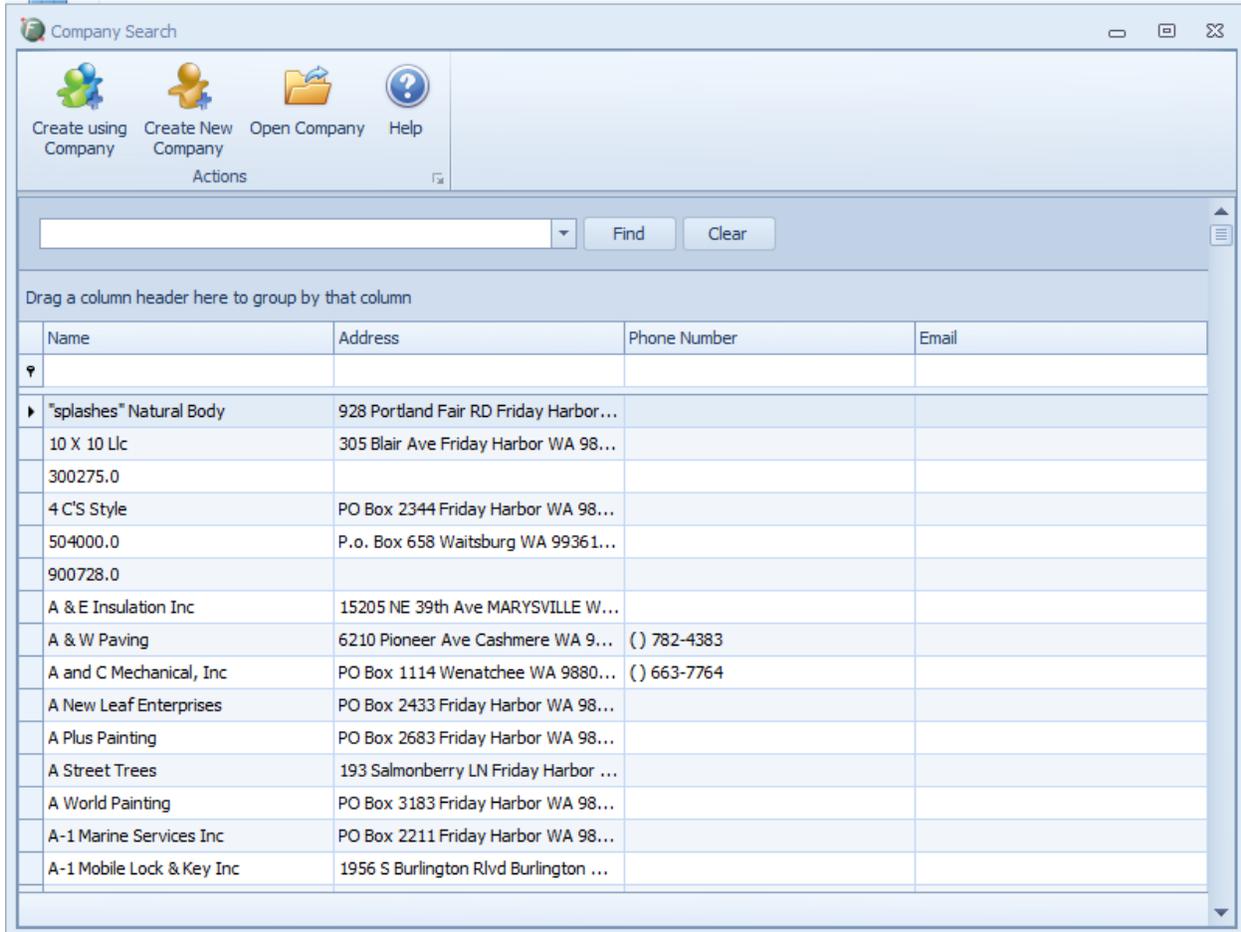
1) Begin by pressing the **New Vendor Button** in the upper-left hand corner of the Vendor Center homepage.

2) You can also double click any Vendor to edit information within an existing record.

3) Select **Create New Company** for a completely new vendor or **Create Using Company** to start with a pre-existing vendor.

4) After Entering the vendor information be sure to press the **Save** or **Save and Close** button to complete the process.

How To: Manage Grants

1) Begin by pressing the **New Button** in the upper-left hand corner of the Grant Cener homepage.
2) You can also double click any Grant to edit information within an existing record.

3) After Entering the grant information be sure to press the Save or Save and Close button to complete the process.

Notes:

Chart of Accounts:

How To: - Manage Fund Numbers

1) Begin by pressing the **New Fund Number Button** in the upper-left hand corner of the Fund Number Center

2) You can also double click a fund number to edit it in the Fund Number Manager.

3) Make sure to press **Save** or **Save and Close** before closing the Manager.
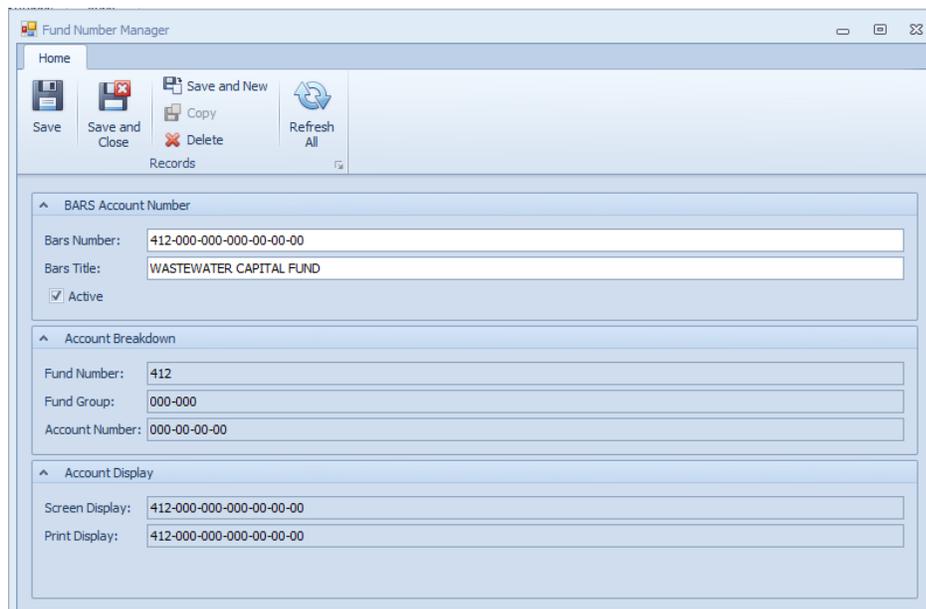
Chart of Accounts:

How To: - Manage BARS Account Numbers
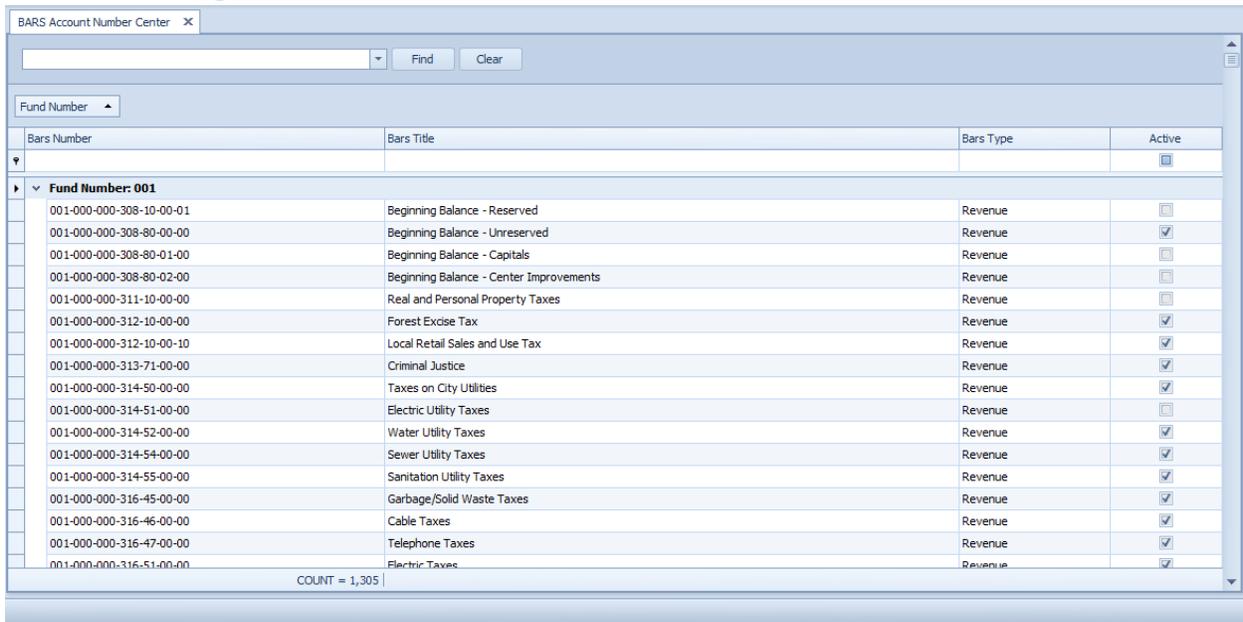
1) Begin by pressing the **New Bars Number Button** in the upper-left hand corner of the BARS Account Number Center.
2) You can also double click a BARS Number Account to edit it in the BARS Account Number Manager.
3) Make sure to press **Save** or **Save and Close** before closing the manager.
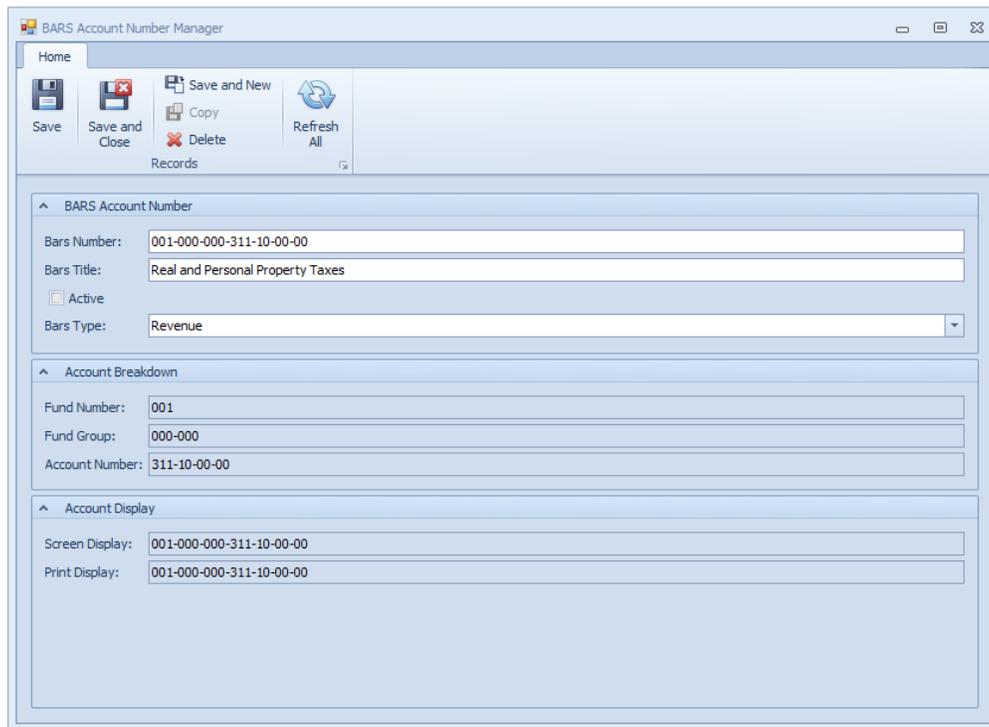
How To: - Manage Funds Groups

1) Begin by pressing the **New Fund Group Button** in the upper-left hand corner of the BARS Fund Group Center

2) You can also double click a Fund Group to edit it in the BARS Fund Group Center.

3) Make sure to press **Save** or **Save and Close** before closing the Manager.

Notes:

Workshops:

How To: - Setup a Bank or Investment Account
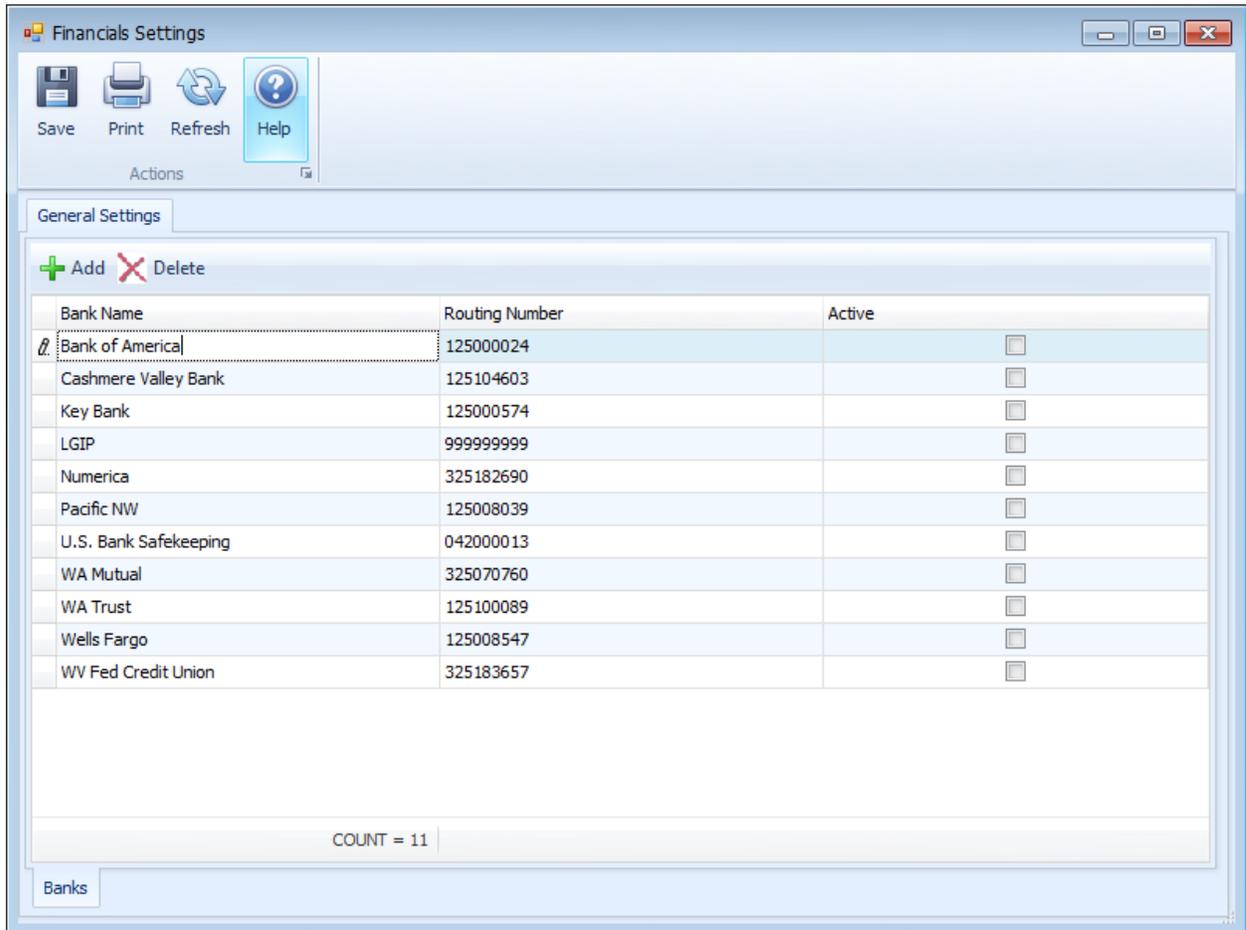
1) First, go to your top menu in Financials, click Home – Settings Wizard. Click Setup Financial Institutions and then click "Click here to Manage Financial Institutions" on the right side of the screen.

2) Begin by selecting the **Add** on the menu at the top of this screen.

3) Enter the Bank Name and Routing number of your new Institution.

4) If you wish to delete an institution, select it from the list and choose the **Delete Button**.

5) Choose **Save** and close. Close out of Settings Wizard.

Notes:
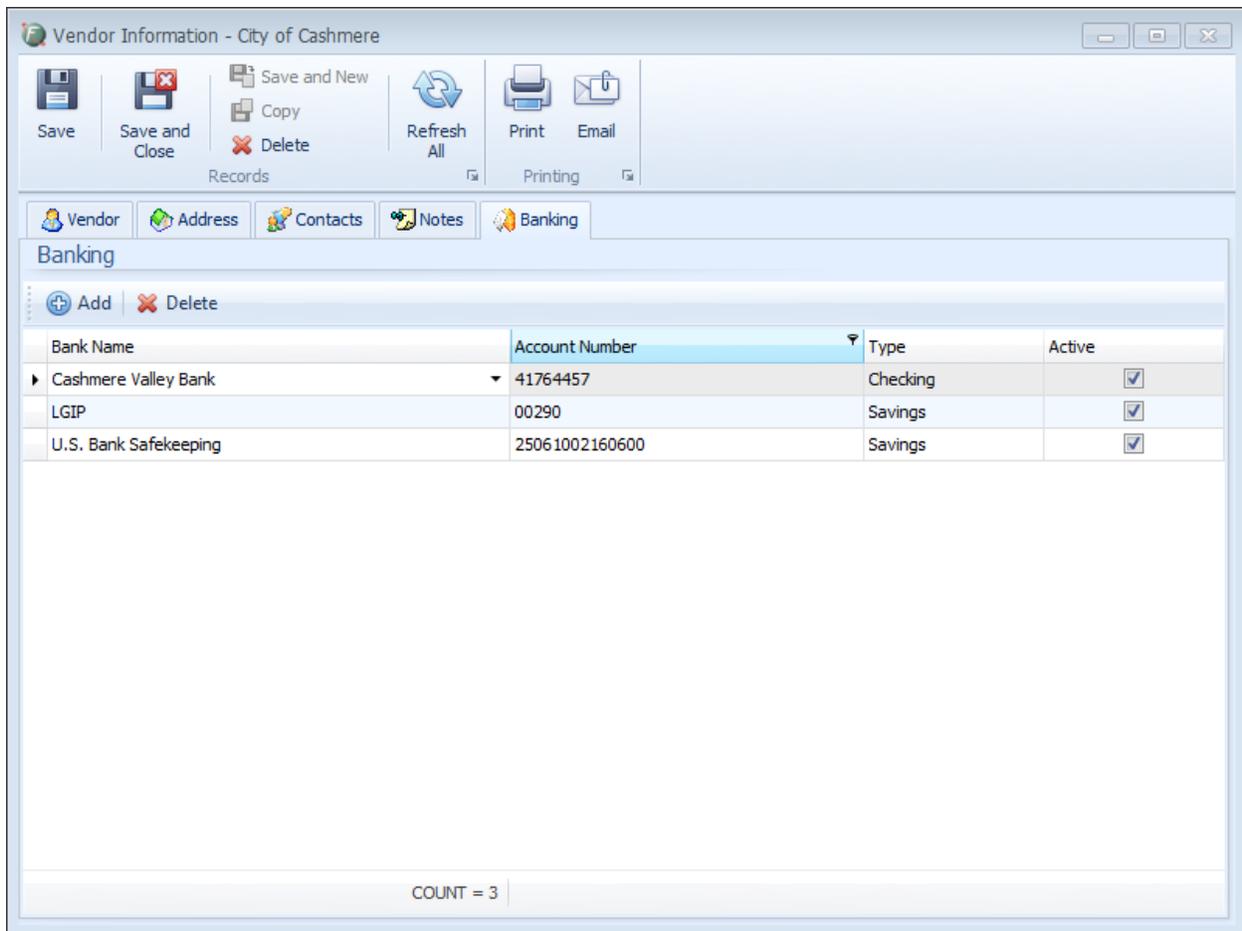
6) Next Go to Data Center – view Vendors.

7) Select **YOUR** Company from the vendor list, and click **Open** at the top of the screen.

8) Click on the Banking Tab at the top right of this screen.

9) Click the **Add** button to add an account and choose an Institution from the list that you created in the Settings Wizard. *Note: This will automatically add your routing number.*

10) Type in your Account Number in the field to the right, and choose the account type in the drop down selection.

11) Choose **Save** and Close.

Notes:
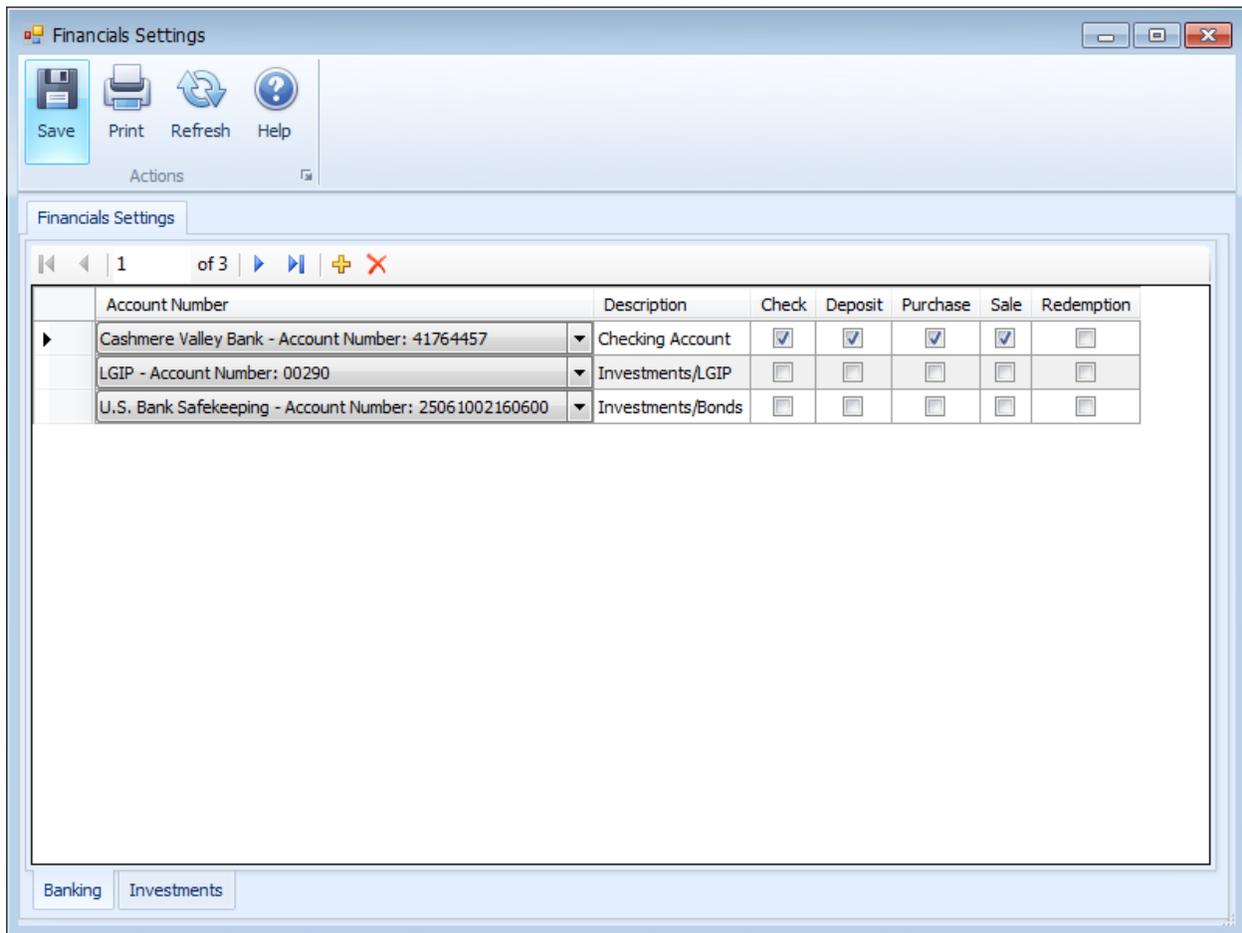
12) Continue by going back to your top menu in Financials, click Home – Settings Wizard. Click Banking Services and then click "Manage Banking Services" on the right side of the screen.

13) Select the **New Button** to add the account you created and select it from the drop down list.

14) Add a description of the account, and check any account types that you would like to set as default.

15) If the account is an investment account, click the investments tab at the bottom of the screen.

16) Click the **New Button** to add the account and select it from the drop down list.

17) Add a description and select if it is a purchase and/or sale account.

18) Click **Save** and close

Notes:

How To: - Reconcile

1. Select Banking Services from Home menu.
2. Click New Reconciliation at top left of screen.
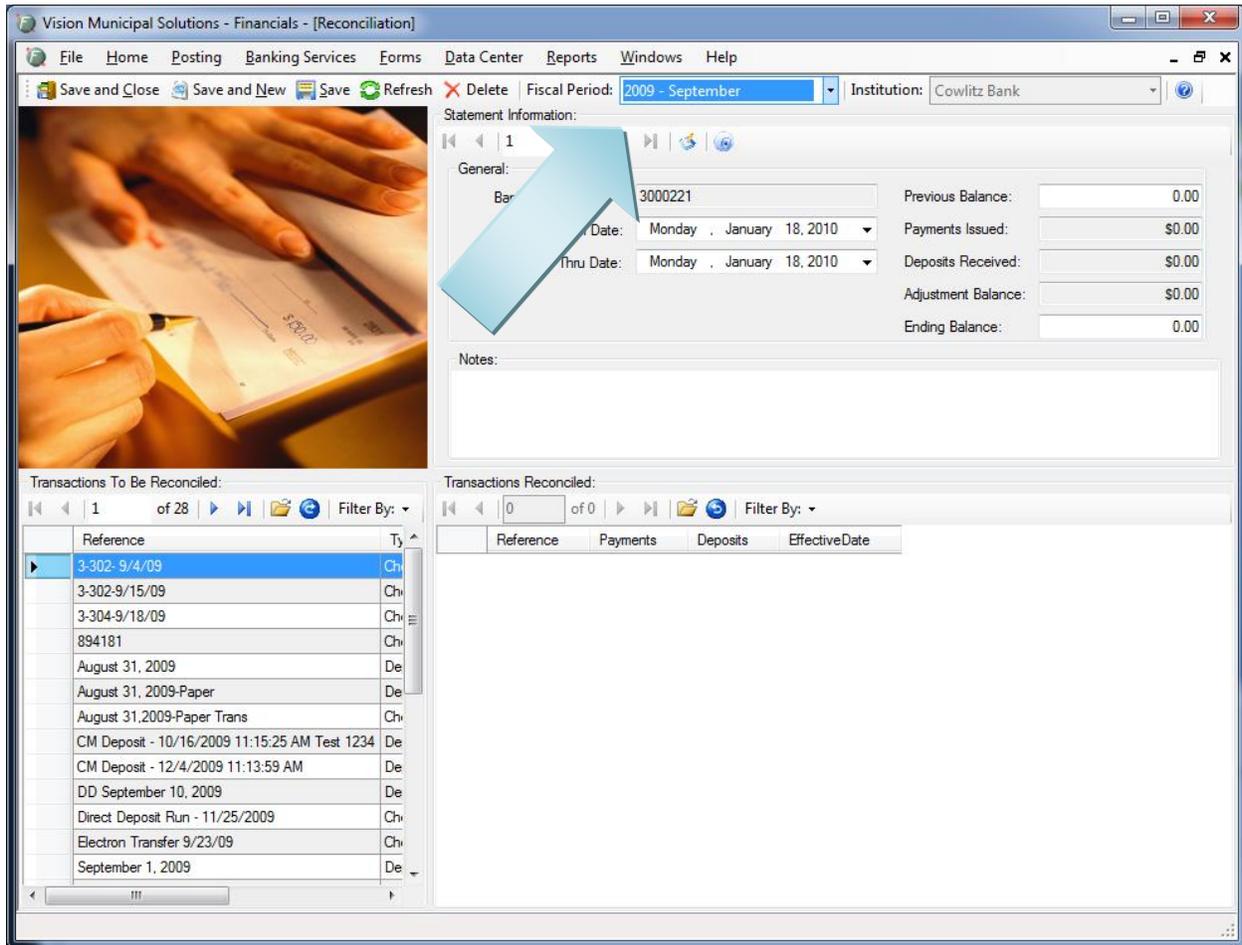
3. Select correct Fiscal Period and Institution at top of screen.
4. Answer Yes to Create a Statement with this Bank.
5. If there is more than one account for this institution, you will need to use the Statement Information tab to select the appropriate account.
6. Once the account is selected, un-reconciled transactions will appear in the lower left display.

Notes:
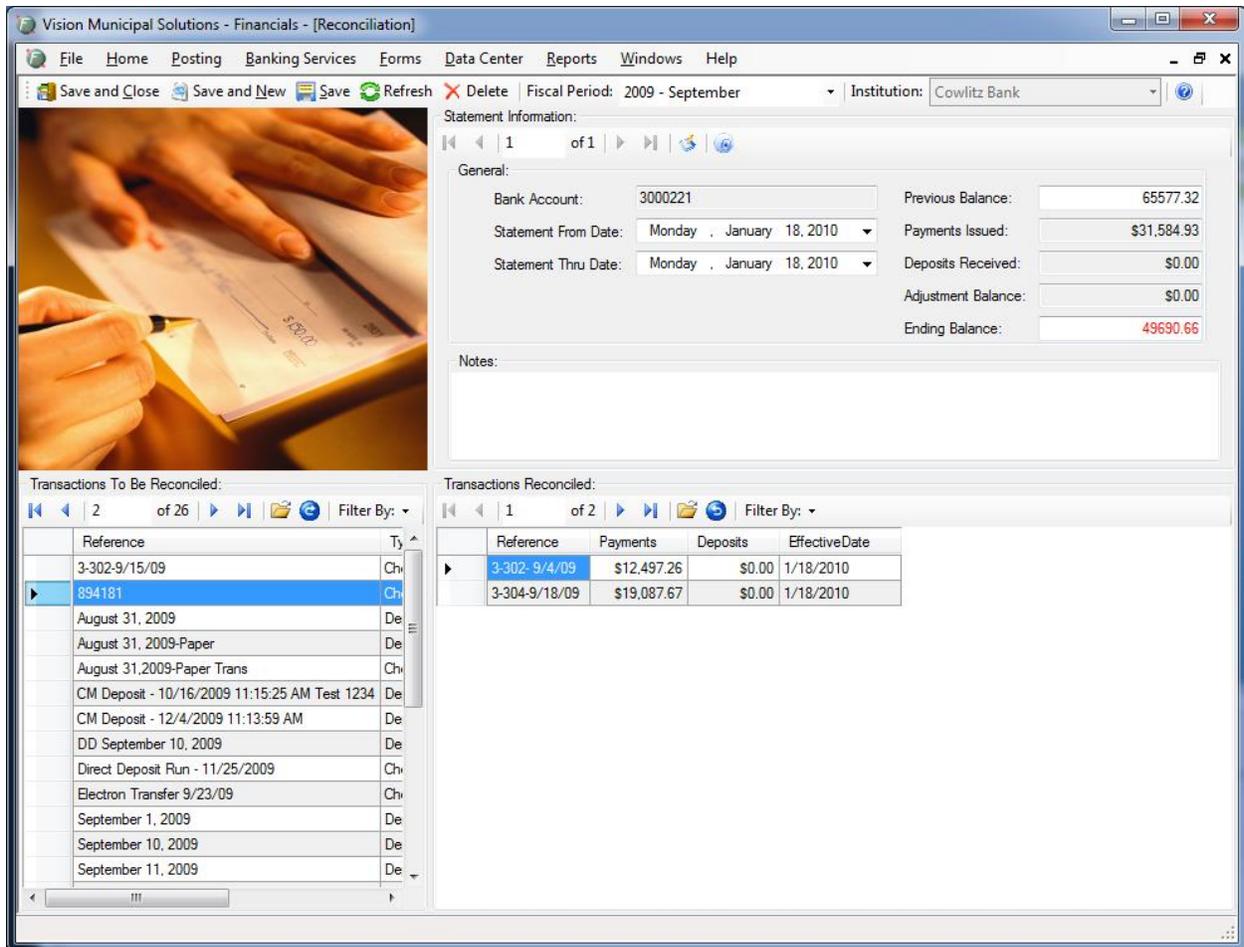
7. Enter your Previous and Ending balances from your bank statement for the system to verify "out of balance". (When you are out of balance, the Ending Balance font color will be RED. When you have balanced, the font color will change to BLACK.)
8. Double click on the transactions to be reconciled from the left hand panel which will move them to the reconciled section on the right. The system will move them to the Transactions Reconciled column, and fill in the amount in the appropriate column above.
9. If there are any adjustments to be posted, there is a Post Bank Adjustments button ✎ below the Statement Information header.

Notes:
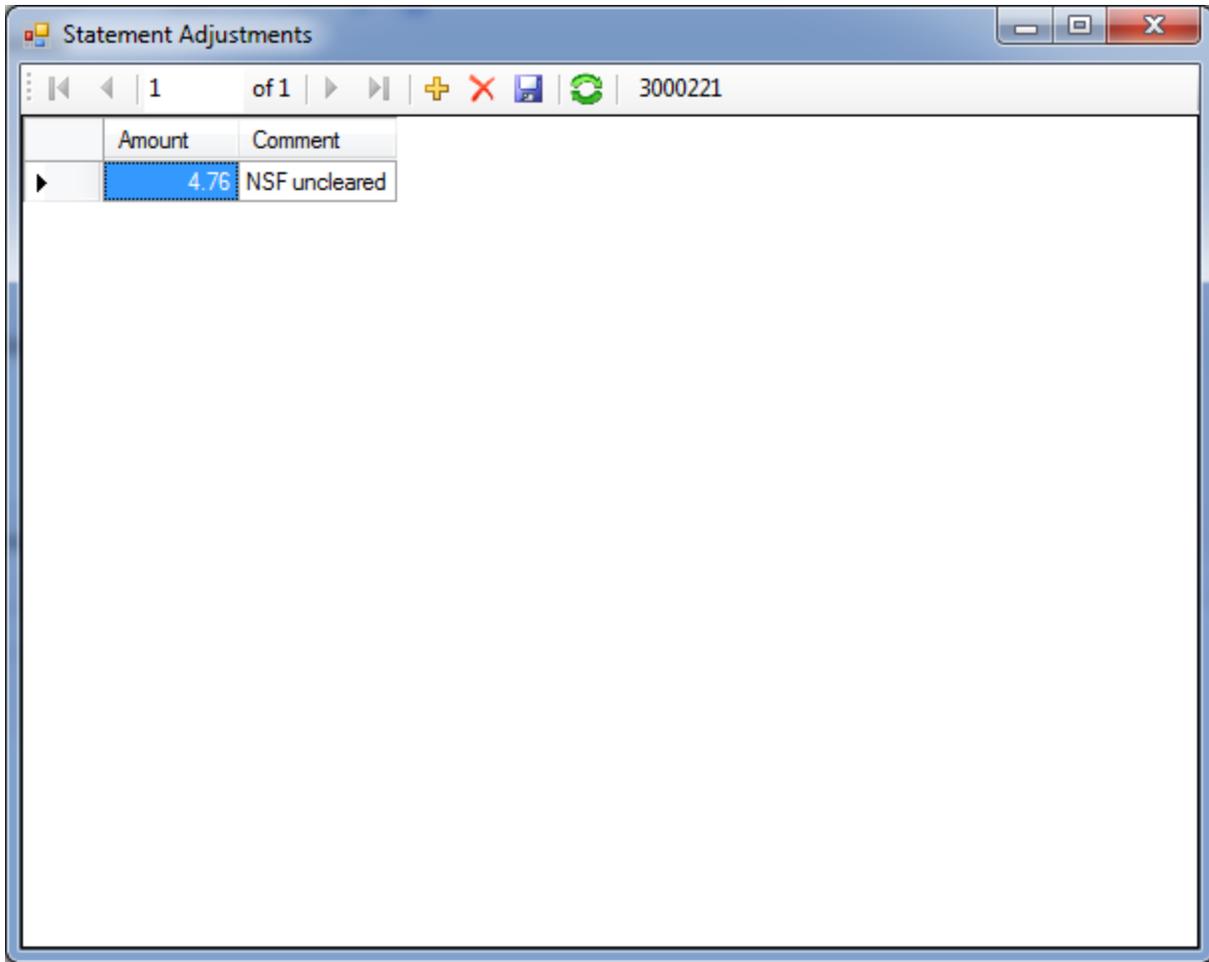
10. Select the plus to add a new adjustment, enter a positive or negative amount for the adjustment, add any comments you wish to add, and click save. Then close the Statement Adjustments dialog box.
11. Reconciliation process can be saved at any time and finished later.

Notes: