

Vision Municipal Solutions

How To Guide

Financials

Vision Support Staff 2/13/2013



Organizational Groups



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0	Move Left
88	Advanced Search
8	Save
P	Save and New
!!!	Save and Close
4 4 1 of 928 ▶ ▶	Paging (First, Back, Select, Next, Last)

Table of Contents

Fiscal Setup:	7
How To: - Setup Fiscals (Periods & Council Dates)	7
How To: - Setup Fiscals (Period Lockout)	8
How To: - Setup Fiscals (Default Period)	9
General Settings:	10
How To: - Descriptions (Category Types)	10
How To: - Setup Financial Institutions	11
How To: - Helpful Links	12
Financial Settings:	13
How To: - Cash or Accrual	13
How To: - Claims Setup	14
How To: - Descriptions (Vendor Groups)	15
How To: - Banking Services	16
How To: - ACH Administration	17
Posting:	19
How To: - Post Receipts	19
How To: - Post Invoices	20
How To: - Post Investment Sales	21
How To: - Post Investment Purchases	22
How To: - Post Transfers	23
How To: - Post To General Journal	24
How To: - Post Reinvested Interest	25
How To: - Budget Forecasting	26
Purchase Orders:	27
How To: -Create Purchase Orders	27
How To: -Purchase Order Approval	28
Banking Services:	29

How To: - Create a Reconciliation Statement	29
How To: - Manage Checks	
How To: - Manage Deposits	31
How To: - Investment Purchases	32
How To: - Manage Investment Sales	
How To: - Redeem Warrants	34
Forms:	35
How To: - Issue 1099's	35
How To: - Issue Payments	36
How To: - Reprint Payments	37
Data Center:	
How To: - Manage Vendors	
How To: Manage Grants	39
Chart of Accounts:	40
How To: - Manage Fund Numbers	40
How To: - Manage BARS Account Numbers	41
How To: - Manage Funds Groups	42
Workshops:	43
How To: - Setup a Bank or Investment Account	43
How To: - Reconcile	46

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.
- 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.

Fiscal Setup:

How To: - Setup Fiscals (Period Lockout)

Council Date Administration	
Setup Council Date Information:	
Periods Period Lockout Default Period	
Fiscal Locked Not Viewed	

- 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)

🥘 Council Date Administr	ration	- • •
the for the for	Setup Council Date Information:	
Periods Period Lockout	Default Period	
	Select Your Current Financials Period	
	2009 - September - September #2	

- 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.
- 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.

How To:	-	Setup	F	inancial	Institutions
1000 10		Decup	-	manciai	monutations

🖳 Financials Settings				
Save Print Refresh Help Actions				
General Settings				
🕂 Add 🔀 Delete				
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				
Banks				

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

General Settings:

How To: - Helpful Links

🖳 Financials Settings				
Save Print Refresh Help				
Actions 5				
General Settings				
🕂 Add 🔀 Delete				
Link Name	Link URL			
VisHub Home Page	visionms.socialgo.com			
Vision Home Page	www.visionms.net			
WFOA	www.wfoa.org			
PERSI	persi.org			
Vision Support Page	support.visionms.net			
COUNT = 5				
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.

Financial Settings:

How To: - Cash or Accrual

Financials Double Entry	
Accounting Method	
Cash vs Accrual	
Enable Accrual Method	
Cash Account Number:	*
Expenditure Control Account:	~
Revenue Control Account:	•

- 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.

Financial Settings:

Financials Double Entry	
i 🔚 🔿 😳 🞯	
Claims	
Claims Information	
Enable Claims Method	
Warrant Bank Account ID:	•
Claims Fund Number:	•
Claims Cash Number:	•
Warrants Payable Number:	•
Payroll Cliams Fund Number: 001-000-000 GENERAL GOVERNMENT FUND	•

- 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.

How To: - I	Descriptions	(Vendor	Groups)	
-------------	--------------	---------	---------	--

🖳 Financials Settings	
Save Print Refresh Help	
Actions 🖬	
Financials Settings	
Description Types	Description List
	◀ ◀ 1 of 1 ▶ ▶ ⊕ 🗙
Vendor Group Types	Type A
Descriptions	

- 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.

Financial Settings:

How To: - Banking Services

•	Finan	icials Settings							
	H								
	Save	Print Refresh Help							
		Actions 🖬							
	Financia	als Settings							
	14 A	1 of 3 🕨 🔰 🕂 🗙							
ſ		Account Number		Description	Check	Deposit	Purchase	Sale	Redemption
	۱.	Cashmere Valley Bank - Account Number: 41764457	•	Checking Account	V	v	V	1	
		LGIP - Account Number: 00290	•	Investments/LGIP					
		U.S. Bank Safekeeping - Account Number: 25061002160600	•	Investments/Bonds					
	Bankin	g Investments							

(Bank setup is covered in page 43-45)

Financial Settings:

How To: - ACH Administration

🐌 NACHA Administration
ACTIVITY AND
I d f11 ▶ ▶ Gave × Delete → Print ⊘
File Header Batch Header Offset Entry
NACHA File Type: Default Institution: Checking Account
File Header Information
Immediate Destination 125104603 - The Routing Number of the bank processing the NACHA file. (9 digits, mandatory)
Immediate Destination Name Cashmere Valley Bank - The name of the same bank from the Immediate Destination ID. (23 characters, optional)
Immediate Origin 91-600 1408 - This is normally your organization's Federal Tax ID number. (10 digits, mandatory)
Immediate Origin Name CITY OF CASHMERE - Your organization's name, as listed in the bank's records. (23 characters, optional)
Default NACHA File Name: C: Documents and Settings (bonnie Desktop (nacha.txt)

- 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.

NACHA Administration	Alton Alton	And the second s
File Header Batch Header Offset	🛿 🛛 🛃 Save 🛛 🗙 Delet et Entry	e 🎒 Print 🔞
Batch Header Informa Company Name	CITY OF CASHMERE	- Your organization's name which will display on your bank statements. (16 digits, mandatory)
Company Identification	1916001408	- This is normally your organization's Federal Tax ID number. (10 digits, mandatory)
Originating DFI	12510460	- Typically your Immediate Destination, without the trailing check digit. (8 digits, mandatory)
Discretionary Data		- For your organization's internal use, if desired. (20 characters, optional)
Company Entry Description	Payroll	- Your transaction description. ie "Payroll". (10 characters, mandatory)

- 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

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

How To: - Post Receipts

		Receipt Posting - Vision Munici	ipal S	Solutions - Financials					(o)	-	đ	83
Save Save and Close All Refresh All Records	cal 2012 - January Current V	Show Vendors Show Vendors Print Settings Print Settings Gid Options rg	Au	it Advanced g Search Security G								~
Posting <	Vision Financials Home Page X	Financials Receipt Posting × Receipt Posting ×										
Receipts	Line Item Search:			Transaction Summary:								
Invoices	🚯 Add 🛛 🚰 Open 🛛 🚧 Inser	1		🚯 Add 🛛 🔞 Delete	Show Unattached	👻 🚺 Fiscal						-
Investment Sales	Account Number	Description		Reference	Date		Amount	Notes				
Investment Purchases	9											
🗁 Transfers	001-000-000-308-80-00-00	Beginning Balance - Unreserved										_
🗁 General Journal	001-000-000-312-10-00-00	Forest Excise Tax										_
눰 Reinvested Interest	001-000-000-312-10-00-10	Local Retail Sales and Use Tax										_
🗁 Budget Forecasting	001-000-000-313-71-00-00	Criminal Justice										_
	001-000-000-314-50-00-00	Taxes on City Utilities										_
	001-000-000-314-52-00-00	Water Utility Taxes										_
	001-000-000-314-54-00-00	Sewer Utility Taxes										_
Posting	001-000-000-314-55-00-00	Sanitation Utility Taxes										
~	001-000-000-316-45-00-00	Garbage/Solid Waste Taxes		c	OUNT = 0			SUM = \$0.00				
🤣 Purchase Orders	001-000-000-316-46-00-00	Cable Taxes		Transaction Details:								
Banking Services	001-000-000-316-47-00-00	Telephone Taxes		Add 👩 Delete	Double Entry							-
	001-000-000-316-51-00-00	Electric Taxes		Account Number	Description	Amour	at .	Category	Notes			
Forms	001-000-000-317-20-00-00	Leasehold Excise Tax		Account Humber	Description	Anodi	n.	cutegory	Notes			
😹 Chart of Accounts	001-000-000-321-90-00-00	Other Business Licenses and Permits										
📑 Data Center	001-000-000-321-91-00-00	Franchise Fees										_
G	001-000-000-322-10-00-00	Buildings, Structures and Equipment										_
Fixed Assets	001-000-000-322-90-01-00	Sign Permits										_
🚱 Community	COUNT = 202											
*	× ▼ [Type] <> 'Asset' And [Type	e] <> 'Liability' And [Type] <> 'Expenditure' Edit Filter	-	C	OUNT = 0		SUM = \$0.00	1				
			_									_

- 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.

How To: - Post Invoices

Home			Invoice Posting - Vision Mur	nicipal S	Solutions - Financials				(B)		27 To 0
Save Save and Close All Refresh All Records rs Print	Fiscal 2012 - Octo	ober - 2nd Council Mt	Show Vendors Print Show Accounts Print View S Grid C	Sett	Audit Advanced Log Search Security Tr						
Posting <	Manage Payments ×	Financials Receipt Po	sting × Receipt Posting × Financials Invo	vice Po	sting × Invoice Posting ×						
🗁 Receipts	Vendor Search:				Transaction Summary:						
눰 Invoices	🔁 Add 🏼 🚰 Open			_	🔁 Add 1 🔯 Delete Show 🛛	Jnattached 💌 🛄	iscal				•
눰 Investment Sales	Number Name		Address		Reference	Date	Unpaid Sales Tax	Amount		Notes	
Investment Purchases	*			_	Invoice - 1/14/2013 4:49:53 PM	1/14/2013			\$153.00	1st Qtr 2	113
🔁 Transfers	 10054 A & W Paving 		6210 Pioneer Ave Cashmere WA 98815		Invoice - 10/3/2013 9:26:32 AM	10/3/2013			\$0.00	dfdsfsfds	(
🗁 General Journal	10046 A and C Mechanical, Inc PO Box 1114 Wenatchee WA 98807-1114				Invoice - 10/4/2013 8:09:51 AM	10/4/2013			\$0.00		
📄 Reinvested Interest	10048 Action Medical Inc PO Box 189 Newman Lake WA 99025				Invoice - 9/16/2013 12:04:28 Ph	M 9/16/2013			\$312.00		
🔁 Budget Forecasting	Admin Service	es/Bldg Rent			Invoice - 9/3/2013 2:10:48 PM	9/3/2013			\$116.00		
	10021 Advanced Las	sers	2151 N Franklin Rd Indianapolis IN 46219								
	10043 Advantage Ti	re Inc	6015 Webster Way Cashmere WA 98815								
	Aeration Indu	stries International	4100 Peavey Rd Chaska MN 55318-2353	_							
Posting		COUNT = 478									
	× V [Active] = 'Checke	:d'	Edit Filte	r 🔻		COUNT = 5		SUM	= \$581.00		
Purchase Orders	Line Item Search:				Transaction Details:						
Banking Services	🚯 Add 🛛 🚰 Open 👔	🚧 Insert			🚯 Add (🕄 Delete 🕢 Dou	ible Entry					-
Forms	Account Number	Descriptio	n	-	Account Number	Description		Amount	Category	Note	s 🔺
	9				001-000-000-508-10-00-00	Ending Balance - Reserved		\$0.00			
💑 Chart of Accounts	001-000-000-508-10-0	0-00 Ending Ba	lance - Reserved		001-000-000-508-80-01-00	Ending Balance - Capitals		\$0.00			
🚦 Data Center	001-000-000-508-80-0	0-00 Ending Ba	lance - Unreserved		001-000-000-511-30-49-00	GG Publishing Services-Cor	le Updates	\$0.00			
-	001-000-000-508-80-0	1-00 Ending Ba	lance - Capitals		001-000-000-511-60-10-00	GG Council Wages		\$0.00			
Fixed Assets	001-000-000-508-80-0	2-00 Ending Ba	lance - Center Improvements		001-000-000-514-50-10-00	GG City Hall Maintenance,	Wages	\$0.00			
🚱 Community	0	INT = 698			001-000-000-514-50-20-00	GG City Hall Maintenance,	Benefits	\$0.00			
	X V Typel <> 'Asset'	And [Type] <> 'Liabil	ty' And [Type] <> 'Peyenue' Edit Eite	-	001-000-000-514-50-31-00	GG City Hall Maintenance.	Sunnlies	\$0.00	1		_
Ť	a tranci (> Asset	and trapel <> clabi	the privile and the contraction		COUNT = 14			50M = \$153.00			•

- 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.



		Investment Sale Post	ing - Vision Muni	cipal :	Solutions - Financials					[0]	•	ē	83
Home													\sim
Save Save and Close All Refresh All Fish	cal 2012 - October Current View	Print Settings Audi S Grid Options S St	t Advanced Search ecurity 5										
Posting <	Investment Sale Posting 🗙												
Receipts	Line Item Search:				Transaction Summary:								
invoices	🚯 Add 🛛 🚰 Open 🛛 🚧 Insert			6	🔁 Add 🛛 🔞 Delete	Show	Unattached 💌 🚦	Fiscal					-
Investment Sales	Account Number	Description			Reference		Date	Amount	Notes			_	
Investment Purchases	٩		=										
🗁 Transfers	001-000-000-308-80-00-00	Beginning Balance - Unreserved											
🗁 General Journal	001-000-000-312-10-00-00	Forest Excise Tax											
🚞 Reinvested Interest	001-000-000-312-10-00-10	Local Retail Sales and Use Tax											
눧 Budget Forecasting	001-000-000-313-71-00-00	Criminal Justice											
	001-000-000-314-50-00-00	Taxes on City Utilities											
	001-000-000-314-52-00-00	Water Utility Taxes											
	001-000-000-314-54-00-00	Sewer Utility Taxes											
Posting	001-000-000-314-55-00-00	Sanitation Utility Taxes											
~	001-000-000-316-45-00-00	Garbage/Solid Waste Taxes			cc	DUNT = 0			SUM = \$0.00				
Purchase Orders	001-000-000-316-46-00-00	Cable Taxes			Transaction Details:								
Banking Services	001-000-000-316-47-00-00	Telephone Taxes		6	🗅 Add 🛛 🔞 Delete	Do	uble Entry						-
	001-000-000-316-51-00-00	Electric Taxes			Account Number	_	Description	Amount	Category	Notes		_	
Forms	001-000-000-317-20-00-00	Leasehold Excise Tax			Account Number		Deachpoon	Allount	Category	Notes		_	_
😹 Chart of Accounts	001-000-000-321-90-00-00	Other Business Licenses and Permits											
Data Center	001-000-000-321-91-00-00	Franchise Fees											
J but center	001-000-000-322-10-00-00	Buildings, Structures and Equipment											
Fixed Assets	001-000-000-322-90-01-00	Sign Permits											
🊱 Community	COUNT = 202												
*	× ▼ [Type] <> 'Liability' And [Ty	pe] <> 'Expenditure'	Edit Filter 🗸		cc	UNT = 0	1	SUM = \$0.00	l				
											_		_

- 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.



🖪 💥 🗈		Investment Purchase Po	osting - Vision Mur	nicipal Solutions - Finan	tials		0 — Ø X
Home							۵
Save Save and Close Refresh All Records	cal 2012 - October Current View	Show Vendors Print Show Accounts Print v rs Gnd Op	Settings Au La	dit Advanced g Search Security rs			
Posting <	Financials Investment Purchase Postin	ng 🗙 Investment Purchase Posting 🗙					
Contraction Receipts	Vendor Search:			Transaction Summar	'y:		
🗁 Invoices	🕀 Add 🛛 🎦 Open			🔂 Add 🛛 🔞 Dele	te Show Unattached 💌	💷 Fiscal	*
🗁 Investment Sales	Number Name	Address	A	Reference	Date	Amount	Notes
🗁 Investment Purchases	9		=				
🗁 Transfers	10054 A & W Paving	6210 Pioneer Ave Cashmere WA 988	15				
🗁 General Journal	10046 A and C Mechanical, Inc	PO Box 1114 Wenatchee WA 98807-	1114				
🗁 Reinvested Interest	10048 Action Medical Inc	PO Box 189 Newman Lake WA 99025					
Budget Forecasting	Admin Services/Bldg Rent		_				
	10021 Advanced Lasers	2151 N Franklin Rd Indianapolis IN 4	6219				
	10043 Advantage Tire Inc	6015 Webster Way Cashmere WA 98	815				
	Aeration Industries Intern	ational 4100 Peavey Kd Chaska MiN 55318-2	353				
Posting	× Z [Active] = 'Checked'	1 - 10	Edit Filter		COLINE = 0		SLIM – én no
Purchase Orders					00041 = 0		304 = \$0.00
E. Barlina Canton	Line Item Search:			Transaction Details:			
Banking Services	🕲 Add 🏾 🎦 Open 🖉 Insert			🚯 Add 🛛 🕴 Dele	te 🔛 Double Entry		•
Forms	Account Number D	Description	^	Account Number	Description	Amount	Category Notes
A Chart of Accounts	9						
	• 001-000-000-508-10-00-00 E	nding Balance - Reserved					
📑 Data Center	001-000-000-508-80-00-00 E	inding Balance - Unreserved					
🚘 Fixed Assets	001-000-000-508-80-01-00 E	inuing balance - Capitals					
O Community	001-000-000-308-80-02-00	inding balance - Center Improvements					
eg communicy	COUNT = 698	Luine I	le tuetu		1		
·	× ✓ [Type] <> 'Liability' And [Type]	<> Revenue'	Edit Hiter		COUNT = 0	SUM = \$0.00	

- 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.

How To: - Post Transfers

E X . Home	Transfer Posting - Vision Municipal Solutions - Financials		(0)	đ	83
Home Reporting Fiscal Setup Home System S 5	3				
Posting < Posting Receipts Posting Invoices	Transfer Posting X Save and Close Save Save Save Save Save Save Save Sav				
Investment Sales Investment Purchases	Search: Search By: Account Number - Reference Date Amount Notes	• 🧐 👦 Advanced			
Transfers General Journal Reinvested Interest Budget Forecasting	Account Number Description 001-000-000-313-71-00-00 Criminal Justice 001-000-000-314-50-00-00 Taxes on City Utilities 001-000-000-314-50-00-00 Water Utility Taxes 001-000-000-314-55-00-00 Samitation Utility Taxes 001-000-000-314-55-00-00 Samitation Utility Taxes 001-000-000-314-55-00-00 Samitation Utility Taxes 001-000-000-314-55-00-00 Garbage/Sold Waster Taxes 001-000-000-316-45-00-00 Garbage/Sold Waster Taxes				
🕞 Posting	001-000-000-316-47-00-00 Telephone Taxes				
Purchase Orders	001-000-000-316-51-00-00 Electric Taxes 001-000-000-317-20-00-00 Leasehold Excise Tax				
Banking Services Forms	001-000-000-321-90-00-00 [Other Business Licenses and Permits 001-000-000-321-90-01-00 Mfg Home Park & Special Permit 001-000-000-321-90-01-00 Mfg Home Park & Special Permit 001-000-000-321-90-01-00 Mfg Home Park & Special Permit 001-000-000-321-90-01-00 [Other Business Licenses and Permits 001-000-000-321-90-01-00 [Other Business Licenses and Permits 001-000-000-321-90-00 [Other Business Licenses and Permits 001-000-000-321-90-000[Other Business Licenses And Permits 001-000-000-000-000[Other Business Licenses And Permits 001-000-000-000-0				
👶 Chart of Accounts	001-000-000-322-00-100 Sign Femilis	Amount Category	Notes		٦
🔒 Data Center	001-000-000-322-90-02-00 Life & Safety Occupancy Permit 001-000-000-334-03-12-00 DDE State Grant - SMP Update				
Community	001-000-000-334-04-90-00 State EMS Participation Grant - Fire Dept 001-000-000-335-09-11-00 PUD Privilege Tax 001-000-000-336-00-98-00 City County Assistance				

- 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.



🖻 💥 🗈	General Journal Posting - Vision Mun	icipal Solutions - Financials (ප, සං මේ සි
Home		6
Home Reporting Services Fiscal Setup		
Posting <	Transfer Posting × Financials General Journal Posting × General Journal Posting ×	
 Receipts Invoices Investment Sales Investment Produces 	Image: Save Image: Save	
Transfers	Account Number Description	
📛 General Journal		
🔁 Reinvested Interest		
- roscing		
Purchase Orders		
Banking Services		Cransaction Details:
Forms		4 4 0 of 0 ▶ ▶ 🕂 Add new 🥝 🔀 Delete 🍙
👶 Chart of Accounts		Account Number Description Debits Credits Amount Category Notes
🔒 Data Center		
🚔 Fixed Assets		
🚱 Community		
•		

- Begin by pressing the New General Journal Button in the upper-left hand corner of the General Journal Posting home page.
- 2) Press the **New Button** in the Transaction Summary group box to create a new General Journal transaction.
- 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.



		Reinvested Interest Posting - Vision	n Muni	icipal Solutions - Financials				[0]	-	đ	83
Home Home											\diamond
Save and Close All Refresh Records	cal 2012 - October	Show Vendors Show Accounts Print Settings	Auc	dit Advanced g Search Security 15							
Posting <	Financials Reinvested Interest Post	ting × Reinvested Interest Posting ×									_
Pacainte	Line Item Search:			Transaction Summary:							
Invoices	🚯 Add 🛛 🚰 Open 🖉 Insert			🔂 Add 🔞 Delete	Show Unattached 💌	👜 Fiscal					-
Investment Sales	Account Number	Description		Reference	Date	Amount	Notes				
Investment Purchases	۲										
🗁 Transfers	001-000-000-308-80-00-00	Beginning Balance - Unreserved									
🗁 General Journal	001-000-000-312-10-00-00	Forest Excise Tax									
🚞 Reinvested Interest	001-000-000-312-10-00-10	Local Retail Sales and Use Tax									
🗁 Budget Forecasting	001-000-000-313-71-00-00	Criminal Justice									
	001-000-000-314-50-00-00	Taxes on City Utilities									
	001-000-000-314-52-00-00	Water Utility Taxes									
	001-000-000-314-54-00-00	Sewer Utility Taxes									
Posting	001-000-000-314-55-00-00	Sanitation Utility Taxes									
	001-000-000-316-45-00-00	Garbage/Solid Waste Taxes		c	COUNT = 0		SUM = \$0.00				
Purchase Orders	001-000-000-316-46-00-00	Cable Taxes		Transaction Details:							
Banking Services	001-000-000-316-47-00-00	Telephone Taxes		🕀 Add 🛛 🔞 Delete	Double Entry						-
	001-000-000-316-51-00-00	Electric Taxes		Account Number	Description	Amount	Category	Notes			
Forms	001-000-000-317-20-00-00	Leasehold Excise Tax		, iccount ritainocr	beschpton	randaric	category	10100		_	
🔒 Chart of Accounts	001-000-000-321-90-00-00	Mfn Home Dark & Special Dermit									
🖪 Data Center	001-000-000-321-91-00-00	Franchise Fees									
J but center	001-000-000-322-10-00-00	Buildings, Structures and Equipment									
Fixed Assets	001-000-000-322-90-01-00	Sign Permits									
🚱 Community	COUNT = 202										
*	× ▼ [Type] <> 'Asset' And [Type	e] <> 'Liability' And [Type] <> 'Expenditure' Edit Filter	-	C	OUNT = 0	SUM = \$0.00					
			_						_		-

- 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.



- 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.

Budget Forecasting				- •	23
Select Rec	ords For Bu	dget F	orecasting		
🗐 Save and Close 🛒 Save 🗙 Delete 🞯	II - 4	1	of 1295 🕨 🔰 🔽		
	🆕 Sea	rch:	Search I	By: Account Number 🝷 Filter By: 🔹	
		Include	Account Number	Description	-
	۱.		001-000-000-308-10-00-01	Beginning Balance - Reserved	-
			001-000-000-308-80-00-00	Beginning Balance - Unreserved	
Description:			001-000-000-308-80-01-00	Beginning Balance - Capitals	
Fiscal: 2012	_		001-000-000-308-80-02-00	Beginning Balance - Center Improvements	
			001-000-000-311-10-00-00	Real and Personal Property Taxes	_
Prepared By:			001-000-000-312-10-00-00	Forest Excise Tax	
Prepared Date: Wednesday, December 11, 20	12 -		001-000-000-312-10-00-10	Local Retail Sales and Use Tax	_
wednesday, becember 11, 20	13		001-000-000-313-71-00-00	Criminal Justice	_
Approved By:			001-000-000-314-50-00-00	Taxes on City Utilities	_
Approved Date: Wednesday, Describer 11, 20	12 -		001-000-000-314-51-00-00	Electric Utility Taxes	
wednesday, December 11, 20	13 🛄 🕈		001-000-000-314-52-00-00	Water Utility Taxes	_
Approved:			001-000-000-314-54-00-00	Sewer Utility Taxes	_
			001-000-000-314-55-00-00	Sanitation Utility Taxes	-
			001-000-000-316-45-00-00	Garbage/Solid Waste Taxes	
			001-000-000-316-46-00-00	Cable Taxes	_
			001-000-000-316-47-00-00	Telephone Taxes	
			001-000-000-316-51-00-00	Electric Taxes	-
	٠				•

Purchase Orders:

How To: -Create Purchase Orders

🖳 Purchase Order Man	ager						_	• 33
Home								
Save Save and Close	Save and Ne Copy Delete	ew Refresh All	Print Settin Grid Options	igs G				
Purchase Order	Number							
Vendor:					▼ Fiscal:			•
Purchase Order:	0			I	Total Amount:	\$0.00		
Reference:	New Purchase Or	der - 12/11/2013	10:02:56 AM		Total Outstanding:	\$0.00		
Posting Date:	12/11/2013				•			
 Purchase Order 	Details							-
P Add Y D	lete							
	,	Catagory		Amount		Notas	Outstanding	- 11
		category		Allount		10025	ousunding	

- 1) Begin by pressing the **New Button** in the upper-left hand corner of the Purchase Order Center.
- Choose the appropriate Vendor, Fiscal, and Posting Date and enter a Purchase Order Number and Reference in the Purchase Order Number Box.
- 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.

How To: -Purchase Order Approval

Home			Purchase On	der Approval - Vision M	unicipal Solutions - Financials			23 6 – 2
Approve Unapprove Refresh Actions I F	Print Print Settings							
Purchase Orders <	Purchase Order Approval 🗙							
Purchase Order			•	Find Clear				
	Drag a column header here to group by tha	t column						
	Vendor Name	Approved	PO Number	Posting Date	Reference	Fiscal	Total Amount	Total Outstanding
	۴							
	A & W Paving		284	8/13/2013	New Purchase Order - 8/13/2013 10:08:38 AM	2012	\$5,083.60	\$5,083.60
	A and C Mechanical, Inc		285	8/13/2013	New Purchase Order - 8/13/2013 10:10:40 AM	2012	\$606.40	\$606.40
	Advanced Lasers		286	8/13/2013	New Purchase Order - 8/13/2013 2:29:00 PM	2012	\$168.00	\$168.00
	American Red Cross	V	65221	12/11/2013	New Purchase Order - 12/11/2013 10:05:34 AM	2012	\$455.12	\$455.12
Posting								
Purchase Orders								
Banking Services								
Forms								
😹 Chart of Accounts								
📑 Data Center								
Fixed Assets								
🚱 Community								
.						COUNT = 4	SUM = \$6,313.12	SUM = \$6,313.12

- 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.

How To: - Create a Reconciliation Statement

	Reconciliatio	n - Vision Municipal Solutions - Financials		
Home Reporting Home G System S 15				ω.
Banking Services <	Reconciliation Statements × Reconciliation ×			
Carl Reconciliation Statements	👔 Save and Close 🧃 Save and New 🧮 Save 🙄 Refresh 🗙 Delete	Fiscal Period: 2012 - October - Institution:	- 0	
눧 Checks	and the second	Statement Information:		
Deposits		General:		
Investment Sale Banking		Bank Account:	Previous Balance:	
Redeemed Warrants	and the second s	Statement From Date:	Payments Issued: \$0.00	
_	A start and a start and a start and a start a	Statement Thru Date:	Deposits Received: \$0.00	
	1 2 10		Adjustment Balance: \$0.00	
		Default Effective Date: 12/9/2013 💌	Ending Balance:	
		Notes:		
Posting	Terrent and Table Description	Transford Descended		
	If an and a secondied:	If an actions Reconciled:		
V Purchase Orders	Reference Type Amount Notes	Reference Payments Deposits Effective Date		
Banking Services				
Forms				
😹 Chart of Accounts				
📑 Data Center				
Fixed Assets				
🚱 Community				
	·I			

- 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.
- 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.

(How to reconcile covered in pages 46-48)





- 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.

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.

How	To:	2	Investment Purchases	
			investment i urenuses	



- 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.
- 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.



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.
- 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



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.

Forms:

How To: - Issue 1099's

E X II		Issue 1099s - Vision Municipal Solutions - Financials	X &
Home Reporting Services System S 5			
Forms <	Issue 1099s ×		
🔁 Issue 1099s		Vendors	
🗁 Issue Payments	1099-MISC Copy A	4 4 0 of 0 ▶ ▶ 🚔 💥 🎒 📷 🎯	
📄 Reprint Payments	1099-INT	Search: Search By: Name 🔹 Filter By: Show All	1
		Vendor Address City,State ,Zip Federal Tax ID Account Number Box1 Box2 Box3 Box4	Box5 Box6
L⊕ Posting	Getting Started:		
Purchase Orders	📲 🕺 Fiscal: 2012 -		
Banking Services	Payer's Information:		
Forms	Name: City of Cashmere		
Leart of Accounts	Address: 101 Woodring Street		
Data Center	City, State, Zip: Cashmere WA 98815-		
<u></u>	Phone Number:		
Exed Assets	Minimum Balance: 0.00		
🍪 Community	Period: ApplyTo: Box 07 - Nonemployee compensation	• • • • • • • • • • • • • • • • • • •	4

- 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.

Forms:

Ho	w	Fo:	- 1	Issue	Pav	ments	
110		I U.		issue	Iuy	ments	

isue Payments General: 🍟 🏂 🞯		
Select Account:	Select Period:	Select Method:
Warrant Account	2009 - February - February #1	Assign Number Only
Next Number: 24643	Count: 0 Total Amount: \$0.00	Assign and Print
Print Date: Wednesday, February 18, 2009		
Notes: PAYMENT 4/26/09		
,		

- 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

Forms:

How To: - Reprint Payments

eprint Payments:								- • 8
	Printe	d Payments:						
a la	1	4 4	of 4 🕨 🕅 🎒	😋 🥥 🗙 🛍				
AND DESCRIPTION	Sea	arch: D	Search By:	Vendor Name 🔹	Show: Show	All	-	
		Reference	Vendor Number	Vendor Name	Amount	Void	Notes	
		24602		Daily Journal of Commerce	\$122.85			
		24603	214881	Dept. Labor & Industries	\$41.40			
		24604	214899	Dept. of Licensing	\$18.00			
	•	24605	215000	Dept. of Revenue	\$5,487.17			
18/ 18/								
etting Started:								
-								
Bank Account:								
Varrant Account 👻								
Council Date:								
Council Date:								
2009 - February - February #1 🔹								

- 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.

Data Center:

How To: - Manage Vendors

🕘 Company Search				23
Create using Company Create New Company	mpany Help			
Actions	G			
	▼ F	ind Clear		È
Drag a column header here to group b	y that column			
Name	Address	Phone Number	Email	
9				
splashes" Natural Body	928 Portland Fair RD Friday Harbor			
10 X 10 Llc	305 Blair Ave Friday Harbor WA 98			
300275.0				
4 C'S Style	PO Box 2344 Friday Harbor WA 98			
504000.0	P.o. Box 658 Waitsburg WA 99361			
900728.0				
A & E Insulation Inc	15205 NE 39th Ave MARYSVILLE W			
A & W Paving	6210 Pioneer Ave Cashmere WA 9	() 782-4383		
A and C Mechanical, Inc	PO Box 1114 Wenatchee WA 9880	() 663-7764		
A New Leaf Enterprises	PO Box 2433 Friday Harbor WA 98			
A Plus Painting	PO Box 2683 Friday Harbor WA 98			
A Street Trees	193 Salmonberry LN Friday Harbor			
A World Painting	PO Box 3183 Friday Harbor WA 98			
A-1 Marine Services Inc	PO Box 2211 Friday Harbor WA 98			

- 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 preexisting vendor.
- After Entering the vendor information be sure to press the Save or Save and Close button to complete the process.

Data Center:

How To: Manage Grants

Crant Information	_	23
Home		
Save and New Save and New Save and Copy Save and Copy Print Audit Log Printing Is Records Finiting Is		
Grant Categories Vendor Groups Organizational Groups		
Agency Name:		
Program Name:		
Federal Agency: [EditValue is null]		
ID Number:		
Other ID:		
Pass Through:		
Active:		

- 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.

Chart of Accounts:

How To: - Manage Fund Numbers

rag a column header here to group b	r that column	
Fund Number	Bars Title	Active
001	GENERAL GOVERNMENT FUND	V
003	PUBLIC WORKS FUND	V
104	CEMETERY FUND	
108	LODGING TAX FUND	V
207	UNLIMITED TAX GO BOND, 2001C	
208	Limited Tax GO Bond, 2001B	
213	LIMITED TAX GO BOND FUND, 2007	
302	CAPITAL IMPROVEMENT FUND	V
401	WATER/WASTEWATER FUND	V
402	WW CONSTRUCTION ACCOUNT	V
403	WATER/WASTEWATER RESERVE FUND	
405	Light Fund	
406	SANITATION FUND	V
410	Construction Account Fund	
411	WATER CAPITAL FUND	V
412	WASTEWATER CAPITAL FUND	V
421	W/S REFUNDING BOND FUND 1994	V
422	W/S REVENUE BOND FUND 1999	¥.

- 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.

Fund Number Man	ger	
Home		
Save Save and Close	Save and New Copy Copy Copy Copy Copy Ceffresh Al	
	Records 🕞	
BABS Account	Number	
DAKS Account		
Bars Number:	412-000-000-000-00-00	
Bars Title:	WASTEWATER CAPITAL FUND	
Active		
Acure		
 Account Break 	lown	
Fund Number:	412	
Fund Group:	000-000	
Account Number:	000-00-00	
 Account Displa 	r	
Screen Display:	412-000-000-000-00-00	
Print Display:	412-000-000-000-00-00	

aks Account Number Center			
	▼ Find Clear		
nd Number 🔺			
ars Number	Bars Title	Bars Type	Active
Fund Number: 001			
001-000-000-308-10-00-01	Beginning Balance - Reserved	Revenue	
001-000-000-308-80-00-00	Beginning Balance - Unreserved	Revenue	S
001-000-000-308-80-01-00	Beginning Balance - Capitals	Revenue	
001-000-000-308-80-02-00	Beginning Balance - Center Improvements	Revenue	
001-000-000-311-10-00-00	Real and Personal Property Taxes	Revenue	
001-000-000-312-10-00-00	Forest Excise Tax	Revenue	V
001-000-000-312-10-00-10	Local Retail Sales and Use Tax	Revenue	V
001-000-000-313-71-00-00	Criminal Justice	Revenue	V
001-000-000-314-50-00-00	Taxes on City Utilities	Revenue	V
001-000-000-314-51-00-00	Electric Utility Taxes	Revenue	
001-000-000-314-52-00-00	Water Utility Taxes	Revenue	
001-000-000-314-54-00-00	Sewer Utility Taxes	Revenue	S
001-000-000-314-55-00-00	Sanitation Utility Taxes	Revenue	V
001-000-000-316-45-00-00	Garbage/Solid Waste Taxes	Revenue	V
001-000-000-316-46-00-00	Cable Taxes	Revenue	
001-000-000-316-47-00-00	Telephone Taxes	Revenue	V
001-000-000-316-51-00-00	Electric Taxes	Revenue	
	COUNT = 1,305		

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.



Chart of Accounts:

How To: - Manage Funds Groups

🖳 BARS Fund Group	Manager	_	▣	23
Home				
Save Save and Close	Image: Save and New Image: Save and New Image: Copy Refresh Image: Copy Refresh Image: Copy Refresh Image: Copy Print Records Image: Copy Image: Copy Image: Copy Image: Copy Print Records Image: Copy			
BARS Account	t Number			
Bars Number:	000-000-000-00-00-00			
Bars Title:	New BARS Number			
Active				
Extra Line:	0 🗘 🛛 New Page After Footer			
Account Break	kdown			ī.
Fund Number:	000			
Fund Group:	000-000			
Account Number:	000-00-00			
 Account Displa 	ay			Ĩ.
Screen Display:	000-000-000-00-00-00			
Print Display:	000-000-000-00-00-00			

- 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.

Workshops:

	_	_			
HOW TO:	- Sotun	a Rank	or	Invoctmont /	\ccount
110 W 10.	- Setup	a Dallh	UI	mvestment r	iccount

🖳 Financials Settings 📃 💷 💌							
Save Print Refresh Actions G							
🕂 Add 🗙 Delete							
Bank Name	Routing Number	Active					
Ø. 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							
Banks							

- 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.

🥘 Vendor Information - City of Cashmere			_ • ×
Image: Save and Close Image: Save and New Copy Image: Save and New Copy Image: Save and New Copy Save and Close Image: Save and New Copy Image: Save and New Copy Image: Save and New Copy Save and Close Image: Save and New Copy Image: Save and New Copy Image: Save and New Copy Save and Close Image: Save and New Copy Image: Save and New Copy Image: Save and New Copy Save and Close Image: Save and New Copy Image: Save and New Copy Image: Save and New Copy Save and Close Image: Save and New Copy Image: Save and New Copy Image: Save and New Copy Save and Close Image: Save and New Copy Image: Save and New Copy Image: Save and New Copy Save and Close Image: Save and New Copy Image: Save and New Copy Image: Save and New Copy Save and Close Image: Save and New Copy Image: Save and New Copy Image: Save and New Copy Save and Close Image: Save and New Copy Image: Save and New Copy Image: Save and New Copy Save and Close Image: Save and New Copy Image: Save and New Copy Image: Save and New Copy Save and Close Image: Save and New Copy Image: Save and New Copy Image: Save and New Copy <th>Print Email Printing 5</th> <th></th> <th></th>	Print Email Printing 5		
Banking			
🚯 Add 🛛 💥 Delete			
Bank Name	Account Number 👻	Type /	Active
Cashmere Valley Bank	41764457	Checking	\checkmark
LGIP	00290	Savings	
U.S. Bank Safekeeping	25061002160600	Savings	\checkmark
COUNT = 3			

- 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.

•	Description	Check				
•	Description	Check				
•	1		Deposit	Purchase	Sale	Redemption
	Checking Account	~	V	V	V	
•	Investments/LGIP					
•	Investments/Bonds					
	• •	 Checking Account Investments/LGIP Investments/Bonds 	 Checking Account Investments/LGIP Investments/Bonds 	 ▼ Checking Account ♥ ● ♥ ■ ■ ■ ■ 	Checking Account Investments/LGIP Investments/Bonds	 Checking Account Investments/LGIP Investments/Bonds □ <li< th=""></li<>

- 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

Workshops:

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.

🕖 Visi	🕖 Vision Municipal Solutions - Financials - [Reconciliation]									
Q 1	Eile <u>H</u> ome	Posting Banking Services	<u>F</u> orms	Data Cent	er <u>R</u> eports	<u>W</u> indows	Help			_ 8 ×
	Save and <u>C</u> lose	Save and New Save	C Refresh	X Delete Statement	Fiscal Perio	id: 2009 - Sej	otember 5 🍙	✓ Instit	ution: Cowlitz Bank	• 0
			NC -	General: Ba	nk Account:	300022	1		Previous Balance:	65577.32
			-	St	atement From D	ate: Monda	av . Januarv	18.2010 -	Payments Issued:	\$31,584,93
		S C		Ct.	stement Thru D	ato: Monda	w January	18 2010 -	Denosite Received	\$0.00
		1 5	Contraction of the second	36	atement mitu D	ale. Monda	ay , sanuary	10, 2010	Deposits Necerved.	30.00
									Adjustment Balance:	\$0.00
		188 1	8						Ending Balance:	49690.66
Trans	Transactions To Be Reconciled: Transactions Reconciled: I 2 of 26 I I of 2 I III of 2 IIII of 2 III of									
	Reference			He	eterence	Payments	Deposits	EffectiveDate		
	3-302-9/15/09		Ch	2.3	02- 9/4/09	\$12,497.26	\$0.00	1/18/2010		
	August 31, 200	19	De	55	04-07 10/00	313,007.07	30.00	1/10/2010		
	August 31, 200	19-Paper	De							
	August 31,200	9-Paper Trans	Chr							
	CM Deposit - 1	0/16/2009 11:15:25 AM Test 12	34 De							
	CM Deposit - 1	2/4/2009 11:13:59 AM	De							
	DD September	10, 2009	De							
	Direct Deposit	Run - 11/25/2009	Ch							
	Electron Trans	fer 9/23/09	Che							
	September 1, 2	2009	De							
	September 10,	2009	De							
	September 11,	2009	De 🚽							
•	III		•							

- 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.

Statement Adjustments	
i i	
Amount Comment	
► 4.76 NSF uncleared	

- 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.