

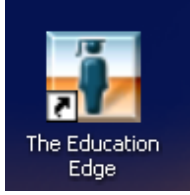
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How to get an AccountView account

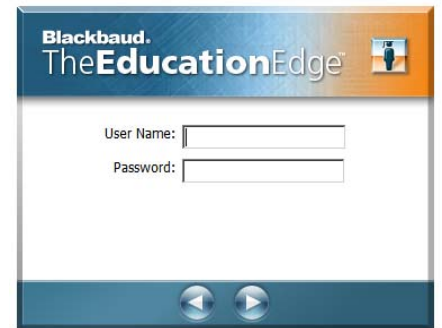
Please email Liz Christo at elizabeth_christo@milton.edu to set up a user account.

Logging into AccountView



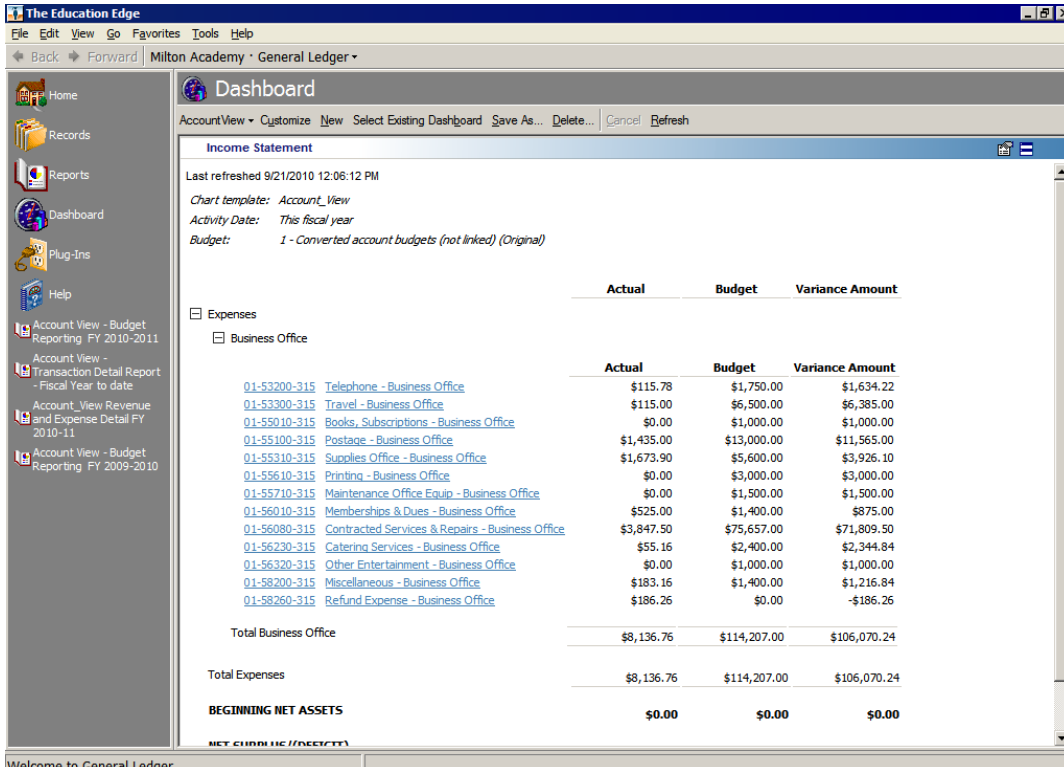
Look for the Education Edge icon on your desktop and double click on it. Your icon may read “AccountView” instead of “The Education Edge”. If you do not see this icon please contact Bryan Price at bryan_price@milton.edu.

This login screen should appear. Your username and original password are assigned to you by the business office. You may change your password once you have logged on to AccountView. “How to change your password” is on page 14. Type in your username and password and either click on the right arrow in the login box or hit the enter key on your keyboard.



AccountView Main Screen

Once you login, you will see the following screen:

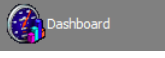


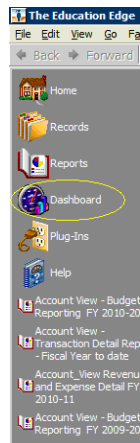
Income Statement

Last refreshed 9/21/2010 12:06:12 PM
Chart template: Account_View
Activity Date: This fiscal year
Budget: 1 - Converted account budgets (not linked) (Original)

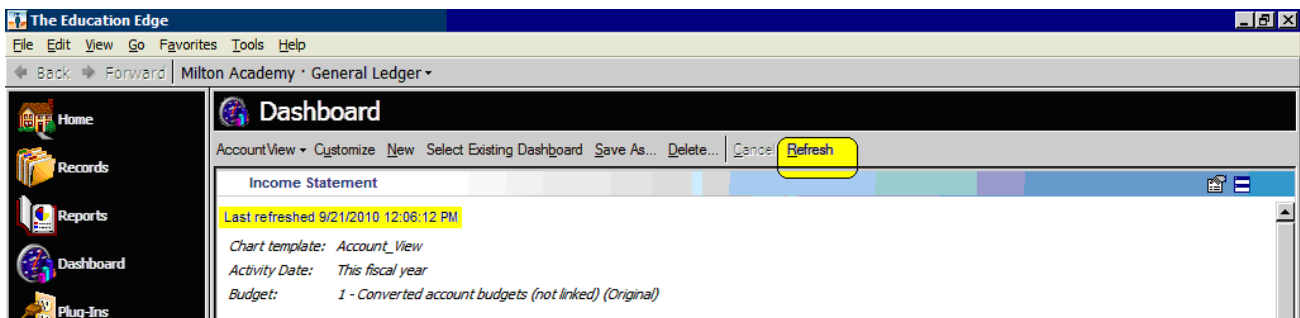
	Actual	Budget	Variance Amount
Expenses			
Business Office			
	Actual	Budget	Variance Amount
01-53200-315 Telephone - Business Office	\$115.78	\$1,750.00	\$1,634.22
01-53300-315 Travel - Business Office	\$115.00	\$6,500.00	\$6,385.00
01-55010-315 Books, Subscriptions - Business Office	\$0.00	\$1,000.00	\$1,000.00
01-55100-315 Postage - Business Office	\$1,435.00	\$13,000.00	\$11,565.00
01-55310-315 Supplies Office - Business Office	\$1,673.90	\$5,600.00	\$3,926.10
01-55610-315 Printing - Business Office	\$0.00	\$3,000.00	\$3,000.00
01-55710-315 Maintenance Office Equip - Business Office	\$0.00	\$1,500.00	\$1,500.00
01-56010-315 Memberships & Dues - Business Office	\$525.00	\$1,400.00	\$875.00
01-56080-315 Contracted Services & Repairs - Business Office	\$3,847.50	\$75,657.00	\$71,809.50
01-56230-315 Catering Services - Business Office	\$55.16	\$2,400.00	\$2,344.84
01-56320-315 Other Entertainment - Business Office	\$0.00	\$1,000.00	\$1,000.00
01-58200-315 Miscellaneous - Business Office	\$183.16	\$1,400.00	\$1,216.84
01-58260-315 Refund Expense - Business Office	\$186.26	\$0.00	-\$186.26
Total Business Office	\$8,136.76	\$114,207.00	\$106,070.24
Total Expenses	\$8,136.76	\$114,207.00	\$106,070.24
BEGINNING NET ASSETS	\$0.00	\$0.00	\$0.00
NET SURPLUS (DEFICIT)			

Welcome to General Ledger

This will be the screen that you will use to navigate AccountView. The accounts that are displayed are the expense and revenue accounts you are authorized to view. Clubs and special accounts will not show on this screen, please refer to “How to view clubs and special accounts” to access that information. If you need to add or delete a department or account please contact Traci_Cantwell@milton.edu . In Education Edge this screen is called the Dashboard and you should be brought here every time you login. If you do not see this screen click  on the left navigation pane.



IMPORTANT: The information on this screen does not automatically update upon login, you must “Refresh” the screen after you login to ensure the numbers are current. To refresh screen, click on “Refresh” on the toolbar below Dashboard. After refreshing, the information displayed reflects all data posted by the business office from the July 1st to the current date and time.



Budget Information on the Dashboard

The screenshot shows the 'Income Statement' dashboard in 'The Education Edge' software. The dashboard is titled 'Milton Academy - General Ledger' and 'Dashboard'. It displays an 'Income Statement' for 'Account View' with a 'Last refreshed' date of 9/21/2010 12:06:12 PM. The 'Activity Date' is 'This fiscal year' and the 'Budget' is '1 - Converted account budgets (not linked) (Original)'. The table below shows the following data:

	Actual	Budget	Variance Amount
Expenses			
Business Office			
01-53200-315 Telephone - Business Office	\$115.78	\$1,750.00	\$1,634.22
01-53300-315 Travel - Business Office	\$115.00	\$6,500.00	\$6,385.00
01-55010-315 Books, Subscriptions - Business Office	\$0.00	\$1,000.00	\$1,000.00
01-55100-315 Postage - Business Office	\$1,435.00	\$13,000.00	\$11,565.00
01-55310-315 Supplies Office - Business Office	\$1,673.90	\$5,600.00	\$3,926.10
01-55610-315 Printing - Business Office	\$0.00	\$3,000.00	\$3,000.00
01-55710-315 Maintenance Office Equip - Business Office	\$0.00	\$1,500.00	\$1,500.00
01-56010-315 Memberships & Dues - Business Office	\$525.00	\$1,400.00	\$875.00
01-56080-315 Contracted Services & Repairs - Business Office	\$3,847.50	\$75,657.00	\$71,809.50
01-56230-315 Catering Services - Business Office	\$55.16	\$2,400.00	\$2,344.84
01-56320-315 Other Entertainment - Business Office	\$0.00	\$1,000.00	\$1,000.00
01-58200-315 Miscellaneous - Business Office	\$183.16	\$1,400.00	\$1,216.84
01-58260-315 Refund Expense - Business Office	\$186.26	\$0.00	-\$186.26
Total Business Office	\$8,136.76	\$114,207.00	\$106,070.24
Total Expenses	\$8,136.76	\$114,207.00	\$106,070.24
BEGINNING NET ASSETS	\$0.00	\$0.00	\$0.00
NET SURPLUS (DEFICIT)			

Once this screen has been refreshed, the information on the screen will be current. The “Actual” numbers represent the total activity for that account from July 1st through the refresh date. The “Budget” amount is the total budget for the entire fiscal year. The “Variance Amount” and/or “Variance %” is the amount you are over or under your budget. A positive number is the amount you have left to spend and a negative number is the amount you are over budget for that account. From this screen you will:

- view account detail
- view club and special account detail
- view and print reports
- change your password
- exit AccountView

Viewing Account Detail

It is from the Dashboard that you can access the account detail. To view the detail, single click on either the account number or account description of the account you would like to view, both will take you to the activity screen.

The screenshot shows the 'Income Statement' dashboard for Milton Academy. The interface includes a navigation menu on the left and a main content area with a table of expenses. The table has columns for 'Actual', 'Budget', 'Variance Amount', and 'Variance %'. The data is as follows:

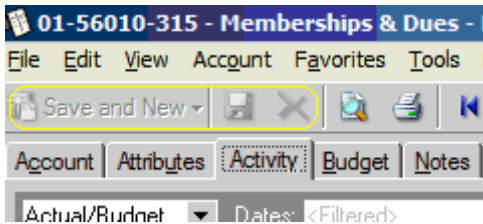
Account Number	Description	Actual	Budget	Variance Amount	Variance %
01-53200-315	Telephone - Business Office	\$292.66	\$1,750.00	\$1,457.34	83.277%
01-53300-315	Travel - Business Office	\$3,555.26	\$5,300.00	\$1,744.74	32.920%
01-55010-315	Books, Subscriptions - Business Office	\$850.00	\$1,000.00	\$150.00	15.000%
01-55100-315	Postage - Business Office	\$4,858.56	\$13,000.00	\$8,141.44	62.627%
01-55310-315	Supplies Office - Business Office	\$1,426.85	\$5,600.00	\$4,173.15	74.521%
01-55610-315	Printing - Business Office	\$1,512.68	\$3,000.00	\$1,487.32	49.577%
01-55710-315	Maintenance Office Equip - Business Office	\$0.00	\$1,500.00	\$1,500.00	100.000%
01-56010-315	Memberships & Dues - Business Office	\$560.00	\$1,400.00	\$840.00	60.000%
01-56020-315	Conferences - Business Office	\$1,134.00	\$1,200.00	\$66.00	5.500%
01-56080-315	Contracted Services & Repairs - Business Office	\$12,585.00	\$75,657.00	\$63,072.00	83.366%
01-56230-315	Catering Services - Business Office	\$441.08	\$2,400.00	\$1,958.92	81.622%
01-56320-315	Other Entertainment - Business Office	\$477.77	\$1,000.00	\$522.23	52.223%
01-56330-315	Miscellaneous - Business Office	\$500.72	\$1,400.00	\$899.28	64.300%

The following screen should appear:

The screenshot shows the '01-56010-315 - Memberships & Dues - Business Office' activity screen. The interface includes a navigation menu at the top and a main content area with a table of transactions. The table has columns for 'Fiscal Year', 'Period', 'Beg Date', 'Actual', 'Budget', 'Fav/(Unfav)', '%Used', and 'End Date'. The data is as follows:

Fiscal Year	Period	Beg Date	Actual	Budget	Fav/(Unfav)	%Used	End Date
2010-2011	1	7/1/2010	\$0.00	\$0.00	\$0.00	0.000%	7/31/2010
2010-2011	2	8/1/2010	\$0.00	\$0.00	\$0.00	0.000%	8/31/2010
2010-2011	3	9/1/2010	\$525.00	\$140.00	-\$385.00	375.000%	9/30/2010
2010-2011	4	10/1/2010	\$0.00	\$140.00	\$140.00	0.000%	10/31/2010
2010-2011	5	11/1/2010	\$0.00	\$140.00	\$140.00	0.000%	11/30/2010
2010-2011	6	12/1/2010	\$35.00	\$140.00	\$105.00	25.000%	12/31/2010
2010-2011	7	1/1/2011	\$0.00	\$140.00	\$140.00	0.000%	1/31/2011
2010-2011	8	2/1/2011	\$0.00	\$140.00	\$140.00	0.000%	2/28/2011
2010-2011	9	3/1/2011	\$0.00	\$140.00	\$140.00	0.000%	3/31/2011
2010-2011	10	4/1/2011	\$0.00	\$140.00	\$140.00	0.000%	4/30/2011
2010-2011	11	5/1/2011	\$0.00	\$140.00	\$140.00	0.000%	5/31/2011
2010-2011	12	6/1/2011	\$0.00	\$140.00	\$140.00	0.000%	6/30/2011
Net Change			\$560.00	\$1,400.00	\$840.00	40.000%	

The "Save and New", save, and delete icons are disabled. You have view only access to these numbers. You cannot edit this information in any way. If you need something changed, you must contact the business office.



Milton Academy’s fiscal year is July 1st through June 30th with period 1 being July and period 12 being June. The “Actual” activity is subtotaled by period and then totaled at the bottom of column. The budget is loaded into this system in such a way that it is spread over many periods, Milton Academy does not budget this way. The budget number you need to review is the total number at the bottom of the “Budget” column compared to the “Actual” total. Since we do not budget monthly, you are only concerned with the total “Net change” for the “Fav/(Unfav)” and “%Used” columns.

To view the detail behind the total for a specific period, single click on the total and then click “Show details” or double click on the total for that period.

Fiscal Year	Period	Beg Date	Actual	Budget	Fav/(Unfav)	%Used	End Date
2010-2011	1	7/1/2010	\$0.00	\$0.00	\$0.00	0.000%	7/31/2010
2010-2011	2	8/1/2010	\$0.00	\$0.00	\$0.00	0.000%	8/31/2010
2010-2011	3	9/1/2010	\$525.00	\$140.00	-\$385.00	375.000%	9/30/2010
2010-2011	4	10/1/2010	\$0.00	\$140.00	\$140.00	0.000%	10/31/2010
2010-2011	5	11/1/2010	\$0.00	\$140.00	\$140.00	0.000%	11/30/2010
2010-2011	6	12/1/2010	\$35.00	\$140.00	\$105.00	25.000%	12/31/2010
2010-2011	7	1/1/2011	\$0.00	\$140.00	\$140.00	0.000%	1/31/2011
2010-2011	8	2/1/2011	\$0.00	\$140.00	\$140.00	0.000%	2/28/2011
2010-2011	9	3/1/2011	\$0.00	\$140.00	\$140.00	0.000%	3/31/2011
2010-2011	10	4/1/2011	\$0.00	\$140.00	\$140.00	0.000%	4/30/2011
2010-2011	11	5/1/2011	\$0.00	\$140.00	\$140.00	0.000%	5/31/2011
2010-2011	12	6/1/2011	\$0.00	\$140.00	\$140.00	0.000%	6/30/2011
Net Change			\$560.00	\$1,400.00	\$840.00	40.000%	

The following screen should appear:

Post Date	Transaction Number	Journal	Journal Reference	Debit Amount
9/1/2010	17257-015	AP	Institute Of Managem-91293 8/5/2010-8/...	\$425.00
9/3/2010	17271-044	AP	Board of Bar Oversee-Registration 9/1/-9/...	\$300.00

Project ID	Project Description	Class	Amount	Percent
		Unrestricted Net Assets	\$225.00	100.000

Total debits: \$525.00 Total credits: \$0.00

The width of the columns can be changed by moving the cursor to the column heading and moving it left or right to the desired width. The screen can be maximized clicking on the full screen icon in the top right hand corner or widened by dragging the right border with the mouse. This will allow you to view all the pertinent transaction information.

Post Date	Transaction Number	Journal	Journal Reference	Debit Amount	Credit Amount
9/1/2010	17257-015	AP	Institute Of Managem-91293 8/5/2010-8/5/2010	\$225.00	
9/3/2010	17271-044	AP	Board of Bar Oversee-Registration 9/1/-9/1/2010	\$300.00	

Project ID	Project Description	Class	Amount	Percent
		Unrestricted Net Assets	\$225.00	100.000

Total debits: \$525.00 Total credits: \$0.00

Displayed now are all the individual transactions that total the amount for the selected period on the previous screen. The “Post Date” is the date that the business office

posted this entry. The “Transaction Number” is a number generated when the entry is posted, it is the reference number you would need if you had a question regarding this entry for the business office. “Journal” refers to the type of transaction this entry is. The codes are:

AP	Accounts Payable	check paying for an expense
JE-1	Journal Entry	entry from the business office
SB	Student Billing	credit/debit originating from students’ accounts
CRv	Credit	cash or check received in the business office

NOTE: If you receive calls from vendors with questions about payments please note that the “Post Date” is not a check or mail date. Please add 3-5 business days to that post date for the date mailed. Once the expense is posted, the check needs to be printed, signed and then mailed.

To close this screen you may click on “Close” in the bottom right corner or click on the “x” in the top right corner. You will return to the account activity screen.

Fiscal Year	Period	Beg Date	Actual	Budget	Fav/(Unfav)	%Used	End Date
2010-2011	1	7/1/2010	\$0.00	\$0.00	\$0.00	0.000%	7/31/2010
2010-2011	2	8/1/2010	\$0.00	\$0.00	\$0.00	0.000%	8/31/2010
2010-2011	3	9/1/2010	\$525.00	\$140.00	-\$385.00	375.000%	9/30/2010
2010-2011	4	10/1/2010	\$0.00	\$140.00	\$140.00	0.000%	10/31/2010
2010-2011	5	11/1/2010	\$0.00	\$140.00	\$140.00	0.000%	11/30/2010
2010-2011	6	12/1/2010	\$35.00	\$140.00	\$105.00	25.000%	12/31/2010
2010-2011	7	1/1/2011	\$0.00	\$140.00	\$140.00	0.000%	1/31/2011
2010-2011	8	2/1/2011	\$0.00	\$140.00	\$140.00	0.000%	2/28/2011
2010-2011	9	3/1/2011	\$0.00	\$140.00	\$140.00	0.000%	3/31/2011
2010-2011	10	4/1/2011	\$0.00	\$140.00	\$140.00	0.000%	4/30/2011
2010-2011	11	5/1/2011	\$0.00	\$140.00	\$140.00	0.000%	5/31/2011
2010-2011	12	6/1/2011	\$0.00	\$140.00	\$140.00	0.000%	6/30/2011
Net Change			\$560.00	\$1,400.00	\$840.00	40.000%	

You are also able to compare activity from one fiscal year to another on this screen which may be a helpful planning tool. To do so, select “Comparative” from the drop down box where you currently see “Actual/Budget”.

Actual/Budget	Period	Beg Date	Actual	Budget	Fav/(Unfav)	%Used	End Date
Actual/Budget							
Comparative							
Debit/Credit							
Budget							
	1	7/1/2010	\$0.00	\$0.00	\$0.00	0.000%	7/31/2010
	2	8/1/2010	\$0.00	\$0.00	\$0.00	0.000%	8/31/2010
	3	9/1/2010	\$525.00	\$140.00	-\$385.00	375.000%	9/30/2010
	4	10/1/2010	\$0.00	\$140.00	\$140.00	0.000%	10/31/2010
	5	11/1/2010	\$0.00	\$140.00	\$140.00	0.000%	11/30/2010

This defaults to comparing the current fiscal year activity to the previous year activity.

Period	2010-2011	2009-2010	Difference	%Difference
1	\$0.00	\$35.00	-\$35.00	0.000%
2	\$0.00	\$525.00	-\$525.00	0.000%
3	\$525.00	\$0.00	\$525.00	0.000%
4	\$0.00	\$140.00	-\$140.00	0.000%
5	\$0.00	\$0.00	\$0.00	0.000%
6	\$35.00	\$1,851.00	-\$1,816.00	-5,188.571%
7	\$0.00	-\$1,851.00	\$1,851.00	0.000%
8	\$0.00	\$0.00	\$0.00	0.000%
9	\$0.00	\$1,070.00	-\$1,070.00	0.000%
10	\$0.00	\$0.00	\$0.00	0.000%
11	\$0.00	\$0.00	\$0.00	0.000%
12	\$0.00	\$0.00	\$0.00	0.000%
Total Net Change	\$560.00	\$1,770.00	-\$1,210.00	-216.071%

You are able to select different fiscal years; the records go back to fiscal year 2007-2008.

Period	2010-2011	2009-2010	Difference	%Difference
1	\$0.00	\$35.00	-\$35.00	0.000%
2	\$0.00	\$525.00	-\$525.00	0.000%
3	\$525.00	\$0.00	\$525.00	0.000%
4	\$0.00	\$140.00	-\$140.00	0.000%
5	\$0.00	\$0.00	\$0.00	0.000%
6	\$35.00	\$1,851.00	-\$1,816.00	-5,188.571%

To return to the original screen, select “Actual/Budget”.

	2010-2011	2009-2010	Difference	%Difference
Comparative	\$0.00	\$35.00	-\$35.00	0.000%
2	\$0.00	\$525.00	-\$525.00	0.000%

To close this screen and return to the Dashboard, close this screen by going to “File” then “Close” or by clicking on the “x” in the upper right hand corner of this screen.

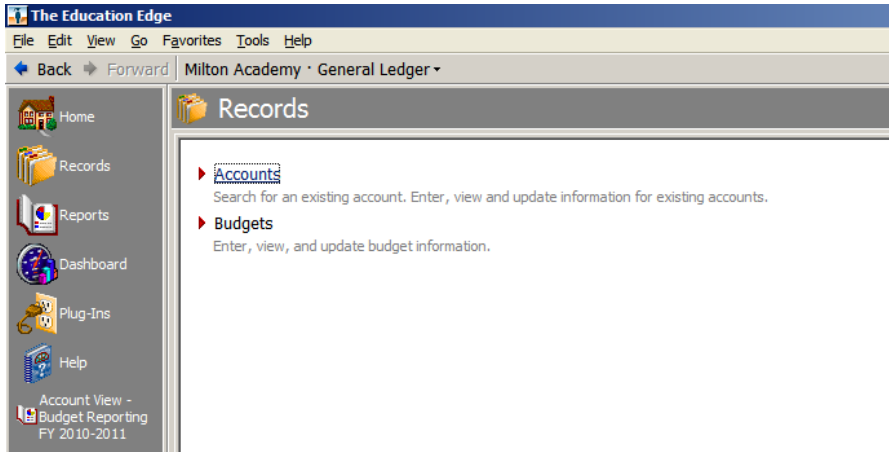
	2010-2011	2009-2010	Difference	%Difference
1	\$0.00	\$35.00	-\$35.00	0.000%
2	\$0.00	\$525.00	-\$525.00	0.000%
3	\$525.00	\$0.00	\$525.00	0.000%
4	\$0.00	\$140.00	-\$140.00	0.000%
5	\$0.00	\$0.00	\$0.00	0.000%
6	\$35.00	\$1,851.00	-\$1,816.00	-5,188.571%
7	\$0.00	-\$1,851.00	\$1,851.00	0.000%
8	\$0.00	\$0.00	\$0.00	0.000%
9	\$0.00	\$1,070.00	-\$1,070.00	0.000%
10	\$0.00	\$0.00	\$0.00	0.000%
11	\$0.00	\$0.00	\$0.00	0.000%
12	\$0.00	\$0.00	\$0.00	0.000%
Total Net Change	\$560.00	\$1,770.00	-\$1,210.00	-216.071%

View Club and Special Account Detail

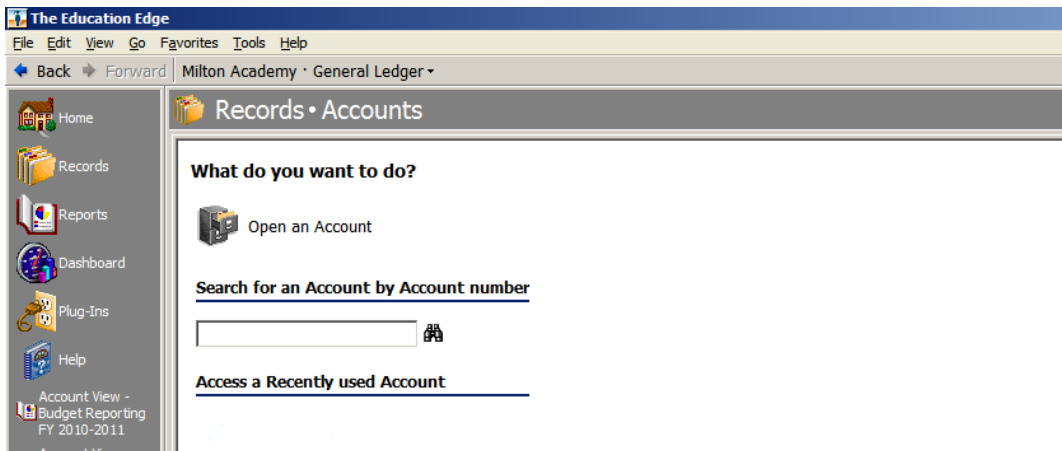
Due to the type of accounts clubs and special accounts are classified as, they will not appear on the Dashboard, to view the detail of these accounts please click on "Records".

	Actual	Budget	Variance Amount
Expenses			

Then the click on "Accounts".



This screen will appear. Here you may see the account number and name listed under “Access a Recently used Account” and you can click on that to get to the account detail. If you do not see the account list there, you can enter the account number (with dashes) in the box under “Search for an Account by Account number” and click on the binoculars and you will be brought to the account detail screen.



To return to the Dashboard from Records, click on the Dashboard icon in the left navigation pane.

View and Print Reports



From the Dashboard you are able to view budget and detail reports. These reports can be printed if needed. On the left navigation pane, there is a “Reports” icon. If you click on this you will be brought to the files where all the reports templates are located. As you can see, there are many templates used. The AccountView templates are in these files but for ease of access, shortcuts to the reports are located on the bottom of the left navigation pane.

There reports are as follows:

AccountView – Budget Reporting FY 2010-2011

This report shows the balance year-to-date for each expense account compared to the budget for that same account.

AccountView – Transaction Detail Report – Fiscal Year to date

This report shows the detail activity for each expense account from July 1st of the this fiscal year to the time you run the run report.

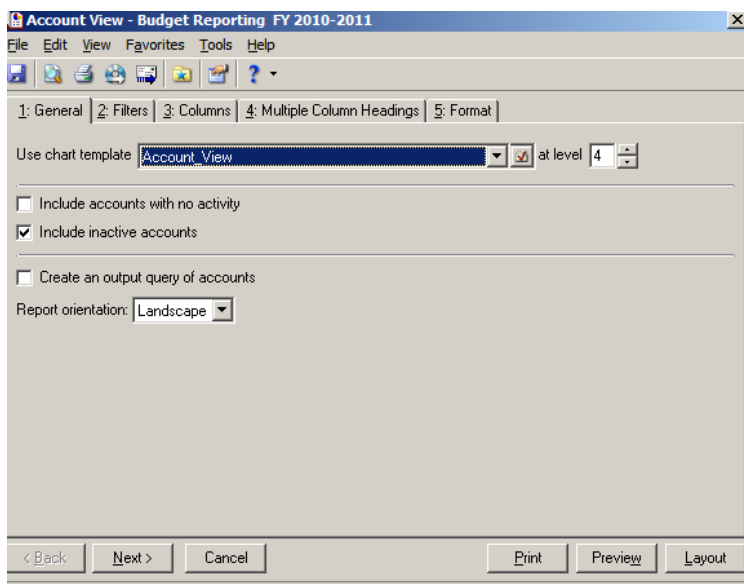
Account_View Revenue and Expense Detail FY 2010-11

This report shows the balance year-to-date for each revenue and expense account compared to the budget for that same account. This report is used only if you have revenue accounts.

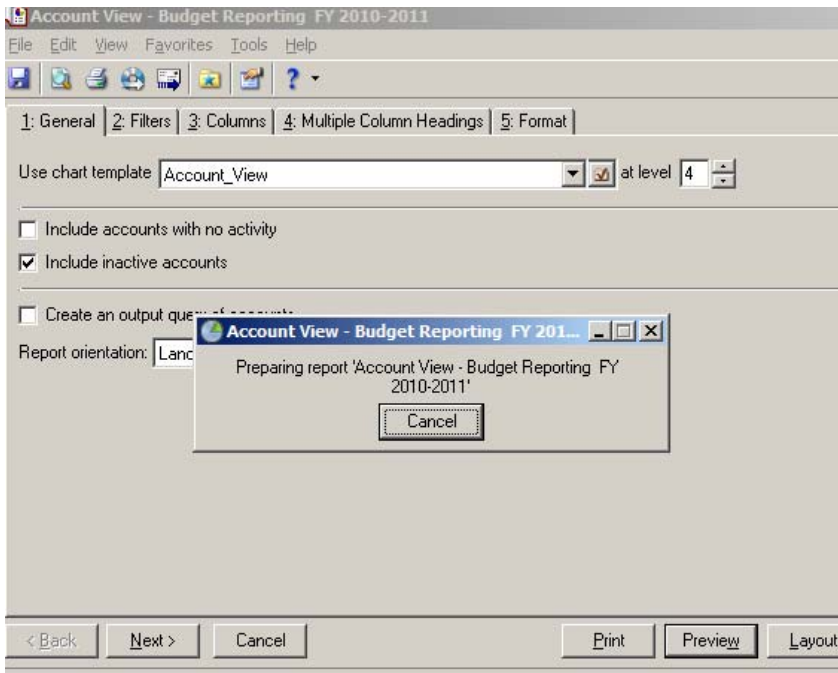
AccountView – Budget Reporting FY 2010-2011

This report shows the balance for each account compared to the budget for that same account for last fiscal year.

To view a report, single click on the report name in the left navigation pane. This screen should appear:



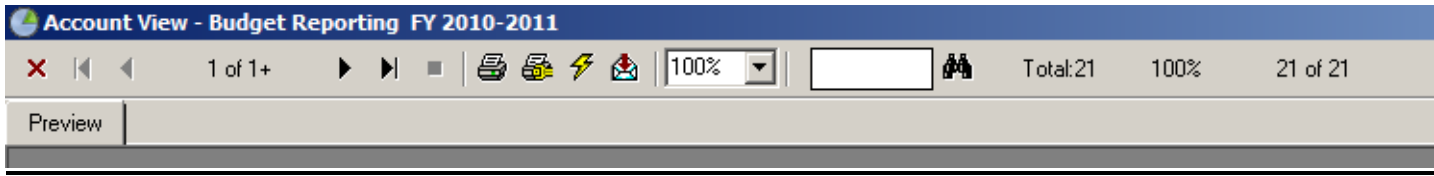
The reports do not launch automatically, you need to single click on “Preview” and the following screen should appear:



How long it takes to prepare the report will depend on how many accounts you have access to, the more accounts the longer it takes to run. When complete, your report will appear. Note the date in the upper left hand corner, all data in the report is from July 1st through this time and date.

Account Number	Account Description	Actual a/c FY 2009-10	Actual a/c 2-28-2010	Actual a/c 2-28-2011	Adjusted Budget FY 2010-11	Variance
Expenses						
Business Office						
01-32200-313	Telephone - Business Office	\$1,263.32	\$932.56	\$292.66	\$1,750.00	\$1,487.34
01-33300-313	Travel - Business Office	\$4,978.30	\$2,202.07	\$3,892.68	\$3,300.00	\$1,607.32
01-33510-313	Books, Subscriptions - Business Office	\$1,200.00	\$100.00	\$800.00	\$1,000.00	\$150.00
01-33100-313	Postage - Business Office	\$13,029.46	\$9,249.22	\$6,075.37	\$13,000.00	\$7,204.43
01-33210-313	Supplies Office - Business Office	\$10,760.89	\$5,820.50	\$1,426.62	\$5,000.00	\$4,173.15
01-33610-313	Printing - Business Office	\$4,353.67	\$2,770.37	\$1,112.68	\$3,000.00	\$1,487.33
01-35710-313	Maintenance Office Equip - Business Office	\$1,445.00	\$1,445.00	\$0.00	\$1,500.00	\$1,500.00
01-34010-313	Newsletters & Docs - Business Office	\$1,770.00	\$700.00	\$300.00	\$1,400.00	\$360.00
01-36020-313	Conferences - Business Office	\$0.00	\$0.00	\$1,134.00	\$1,200.00	\$66.00
01-36930-313	Contracted Services & Expans - Business Office	\$33,231.65	\$17,307.45	\$12,185.00	\$76,617.00	\$43,072.00
01-38230-313	Consulting Services - Business Office	\$2,545.62	\$1,648.95	\$441.00	\$2,400.00	\$1,259.92
01-38320-313	Other Expenses - Business Office	\$0.00	\$0.00	\$477.77	\$1,000.00	\$522.23
01-35420-313	Equipment Rental - Business Office	\$299.20	\$294.22	\$0.00	\$0.00	\$0.00
01-39200-313	Miscellaneous - Business Office	\$2,648.37	\$1,048.47	\$180.73	\$1,400.00	\$810.37
01-38240-313	Refund Expenses - Business Office	(\$112.39)	(\$110.00)	\$264.99	\$0.00	(\$264.99)
Total Business Office		\$77,219.02	\$44,113.81	\$20,089.81	\$114,207.00	\$33,113.19
Total Expenses		\$77,219.02	\$44,113.81	\$20,089.81	\$114,207.00	\$33,113.19

If you wish to print the report, click on the printer icon.



You can also save this report by exporting it and saving it as a pdf , to do so click the envelope with the red arrow and follow the prompts.

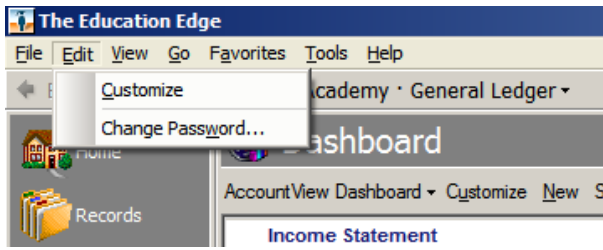
When you are done with the report, click on the red “X” in the upper left hand corner.

The other reports are run the same way. You do not have authorization to change the report templates, if you do, your changes will not be saved.

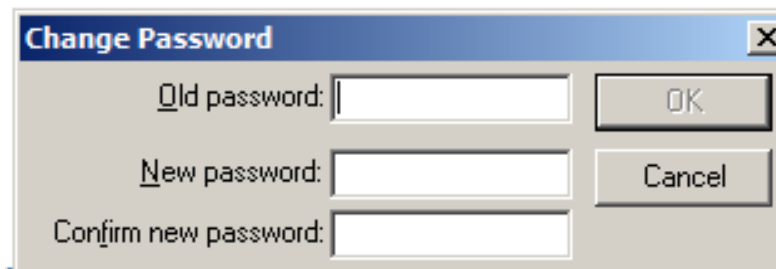
If at anytime you would like to see data in a different format, please contact Liz Christo. Custom reports can be created to meet most needs.

Change Your Password

To change your password, click on “Edit” and then “Change Password...”.



This screen will appear and you can change your password.



Exit AccountView

You must “Exit and Sign Out” of AccountView to end your session. Closing AccountView by clicking on the “x” in the upper right hand corner closes the window but does not log you off. When you login to AccountView you hold a license and until you “Exit and Sign Out” you are holding that license, possibly preventing another user access to AccountView.

To log out of AccountView you go to "File" on the tool bar then to "Exit and Sign Out". Instead of AccountView_TEST, it will show your username.

