

System Overview

The *Mi-Case Financial Accounting (FA)* system provides school districts with an efficient way to manage all district related finances. A multi-fund-based package, the *FA* system functions as a centralized system, a site-based system, or a combination of both. For example, clients have the option of having the district business office enter all purchase requests, or having each building enter requests directly.

The *FA system* is built in modules. The program modules integrate to form a comprehensive package of business management tools. This modular structure provides maximum data security and broad expansion capabilities. The standard *Mi-Case* applications' menu structure activates system components.

The *FA* system includes full F.I.D. functionality along with the ability to set up information needed to complete GASB 34 requirements. You have the ability to chart four-plus years of financial activity and create budget projects based on individual account histories, while tracking budget amendments throughout the fiscal year. The *FA* system allows you to keep close track of cash flow. In addition, it generates special forms, including printing vendor 1099's, purchase orders, billing and many others.

This user guide has been written to assist you in learning and use of the modules that make up the *FA* system. This document is listed by modules, with details for each screen available under each menu heading, along with associated sub-headings. The list groups program functions as either Reports or Operations. Your school's System Administrator has the ability to control access to the various *FA* system modules.

The *Financial Accounting* system contains the following sections:

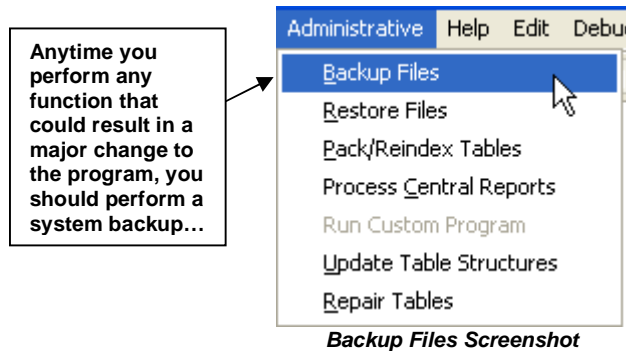
- Accounts Payable
- Accounts Receivable
- Billing
- Budget/Balance Preparation
- General Ledger
- Purchase Orders
- Supplies Inventory
- Vendor/Customer
- Building/Site Based

This chapter outlines the components of the *FA* system. It also gives an overview of procedures you must carry out monthly, and at the beginning and end of fiscal years. These procedures assure account balances are current and allow you to roll balances into the next accounting year.

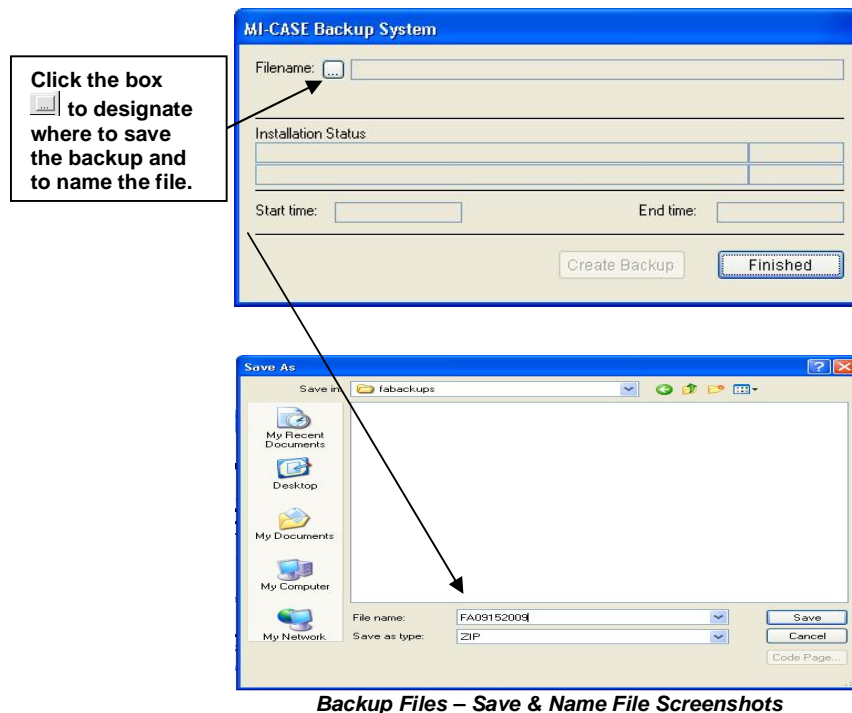
Periodic Tasks

Periodically You should run the following routines when no one else is using the *FA* system. Though you do not need to carry out these procedures on a rigid calendar schedule, you should get in the habit of running them on a regular basis.

Backup your databases To ensure safe storage of your information, you must periodically backup your data. Choose **Administrative** → **Backup Files** from the menu bar.



Designate a destination drive for your backup; this will usually be to a designated drive/folder on your network.



Once you enter the information above and click Save, click on the *Create Backup* button to begin the process. Click *OK* when the message appears stating *Backup Complete* and click the Finished button to complete the process.

You will also see a menu option to *Restore Files*. Only use this command in the event of an emergency. Carrying out the restore function will destroy everything entered since the last backup.

Pack and Re-Index Files.

You must run the “Pack” and “Re-Index” routines on a regular basis. Carrying out these tasks every couple of months should generally be sufficient. To run them from any screen, choose **Administrative** → **Pack/Reindex Tables**. The packing process removes all records previously marked for deletion. Re-Indexing organizes your data for more efficient access by the System.

Other Tasks & Timelines

Monthly Clear month-to-date figures when you complete your month end closing. To do this, choose **Modules** → **General Ledger** → **Chart File Information** → **Operations** → **Perform Month End**.

End of Fiscal Year Make a backup copy of your database. You can do this from any module in the System. Choose **Administrative** → **Backup Files** from the menu bar. You will be asked to select a destination drive for your backup, usually you will designate the A: drive. Insert a formatted disk in the drive and press **Enter**. Follow the onscreen prompts to complete the backup. You may need to insert additional disks if your database is large. Be sure to number the disks in order as you fill them up.

Print all necessary final reports.

Beginning of Fiscal Year Use the Budget/Balance Preparation module to construct the annual budget.

Complete your fiscal year-end shift. Do this by selecting **Modules** → **General Ledger** → **Year End Shift Screen**.