

SSWAT

EXERCISES

1. Account Queries (Cash, Appropriations, Budget, Revenue)

A. Cash

1. To find an account by name type in “%Student Council%” in the Description field and click on search.
2. To find an account by only knowing the Fund number type in “200” in Fund Field and click search. This will bring up a list of 200 accounts that you can choose.

B. Appropriations

1. To find account by name or description type in “%Band%” on the description line and click search. This should bring up all Band accounts that are on the system.
2. Next, to find an account, by an account number type in 300 4100 500 915A and it should bring up “Band Supplies”

C. Budget

1. To find a budget account by name type in “%Athletic Officials%” and click on search for an example.
2. To find the account, by an account number try just typing in 300 4511 and clicking search.
3. To find multiple account numbers try typing in just the fund and function number such as 001 1110.

D. Revenue

1. To find a Revenue account by name type in example “%Athletic%” and click search.
2. If you would like to search for this by account number type in 300 1615 950A 000000 004 and this should bring in Athletic Events as well.

2. Check Query

- A. To look up a check by a check number type in #2055 as an example in the check number field. This should bring up that particular check.
- B. If you need to know a range of checks type in #2060 in the “to” field and # 2065 in the “from” field as an example to find this particular range of checks.
- C. Checks can also be found by putting in a range of dates such as 09/01/2002 to 09/30/2002.

D. You can also find checks by typing in a vendor # in the “vendor #” field. Try typing in #8081 and this should bring up the checks written to that particular vendor.

E. Click on “Check/PO Detail”. The difference between “Summary” and “Check/PO Detail” is the ability to enter an account number. For example, type in “001 2700 570 0000 000000 004” and this should bring up a list of checks for Maintenance and Supplies with links to their attached PO’s.

3. Invoice Query

A. To find a particular Invoice, you can type in the Invoice # in and click search for that Invoice. Example, type in #0300002 for this Invoice.

B. To look for a range of Invoices type the beginning Invoice number in the “From” field and the ending Invoice number in the “To” field. Example type in From=0300002 and TO=0300008 for a range of Invoices.

C. To look for Invoices during a particular time period you can type in 08/01/2002 to 08/31/2002 in the “date range field” as an example. This will bring up all Invoices in this particular date range.

D. Also try these examples for looking up Invoices by PO#, Vendor#, Check#, or Amount range.

1. Try #300003 for PO#
2. Try #1210 for Vendor#
3. Try #2006 for a Check#
4. Amount range of \$200 to \$500

4. Receipt Query

A. For a range of Receipts try 23 to 40. This should bring up the all the receipts from 23 to 40.

B. You can also type in a name in the description, dates in the date range, and amounts in the amount range. For these try “Phys Ed fees” for a name. 07/01/2002 to 08/31/2002 for date range. \$500 - \$1000 for amounts.

C. Last but not least you can look a receipt up by putting in an Account number that was debited or credited. Try 006-3120-560-0000-000000-006 for a debit and try 572-4220-9102-000000-006 for a credit and see the receipts for this example school.

5. PO Query

- A. PO Queries are similar to the rest of the queries. Try typing in #300001 to #300010 to find a range of PO's.
- B. Also type in 07/01/2002 to 08/31/2002 for all the PO's that fall between these dates.
- C. You can also do the same for the Vendor#, Requisition#, Check#, a range of amounts, and the status of PO's.

6. Requisition and Vendor Queries

- A. These both have similar fields that like the previous queries above
 - 1. Requisition Query has fields like Requisition range, Status, Date Range, Vendor #, and PO#. You can type in any of these to find a certain Requisition or Requisition that is tied to a particular subject.
 - 2. Vendor Query also has fields like Name of Vendor, Vendor Number Range, and YTD/FYTD Ranges.

7. Graph's

- A. For an example lets go back under Account query, then choose Budget accounts, and type in the budget account number 001-1110-423-0000-000000-001.
 - 1. Go to "Graph Generation Form". Choose search by "Function" for Legend. Choose "FYTD Actual Expended" for series 1. Choose "FYTD Unencumbered" for series 2, and "Current Encumbrances" for series 3.
 - 2. Click on the "Generate Graph". The graph will appear and then you can customize your graph the way you want.
 - 3. Click the back button and then put in the categories you want for "History Graph" and click on "Monthly Expenditures". This will display every month in the Fiscal Year chosen.

8. Spreadsheets

- A. Lets go under Account Query for Budget accounts. Type in 006 3120 and click search. This will bring up a few accounts for display. Then click on "Generate Spreadsheet" to put all 006 3120 in spreadsheet format.
- B. Then customize your spreadsheet by deleting columns, etc.

9. Links

A. Lets go back to the examples under Account Queries for Cash, Appropriations, Budget, and Revenue. Type in these examples and see the associated account links that go with these particular accounts.

NOTES