Texas Computer Cooperative
iTCCS
Internet-based Texas Computer Cooperative Software

User Guide

Sign On, Requisition, Finance, Accounts Receivable

ESC20 Business Consulting Services
July 2011

ESC★20
Serving the Educational Community

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Let's get started with iTCCS!

iTCCS is a student and business software package designed to meet the needs of school districts. iTCCS utilizes a central server at *ESC Region 20* that is accessed through Microsoft Internet Explorer (version 7.0 or later).

Signing In

Your District may have a centralized address located on the intranet for your use. You may also open Internet Explorer and use the following link

https://itccs.esc20.net:XXXX/login.

Your screen will now resemble below:

Click on *SIGN IN* for the login in screen.

The sign in screen will open in a new window or tab. Do not close the first window or tab as this is needed by the system to keep the session open and unique between the server and your computer.

Please notice the *STANDARD HOURS OF OPERATION* on the bottom left of the screen. Any changes to the standard hours will be posted under the *SPECIAL NOTICE* on the right.

You will now need to enter your user id and password. iTCCS is NOT case sensitive. All data entry characters will be automatically capitalized.

The user id will be assigned by your iTCCS security administrator as well as the initial password. The first time you sign in, the system will prompt you to change your password. Please follow the on screen directions to proceed.

Application Selection

Now that we have signed into iTCCS, the system needs to know which application you would like to use.

The normal *COUNTY/DISTRICT* number for your District is ____________ but each campus will sign in with cccdddXXX (where XXX is the 3-digit campus or department number). The *APPLICATION* you will be using is ____________________.

Navigation

Congratulations! You have now successfully entered iTCCS. This is the first step in moving into the online purchase ordering system.

Let's take a look at the main menu.

1. The top left of the screen identifies **your district**. Below that, there is a blue button for *CHANGE RESPONSIBILITIES*. This is used to move between the different applications within iTCCS (if applicable). To the left, we see that we are logged in to REQS.

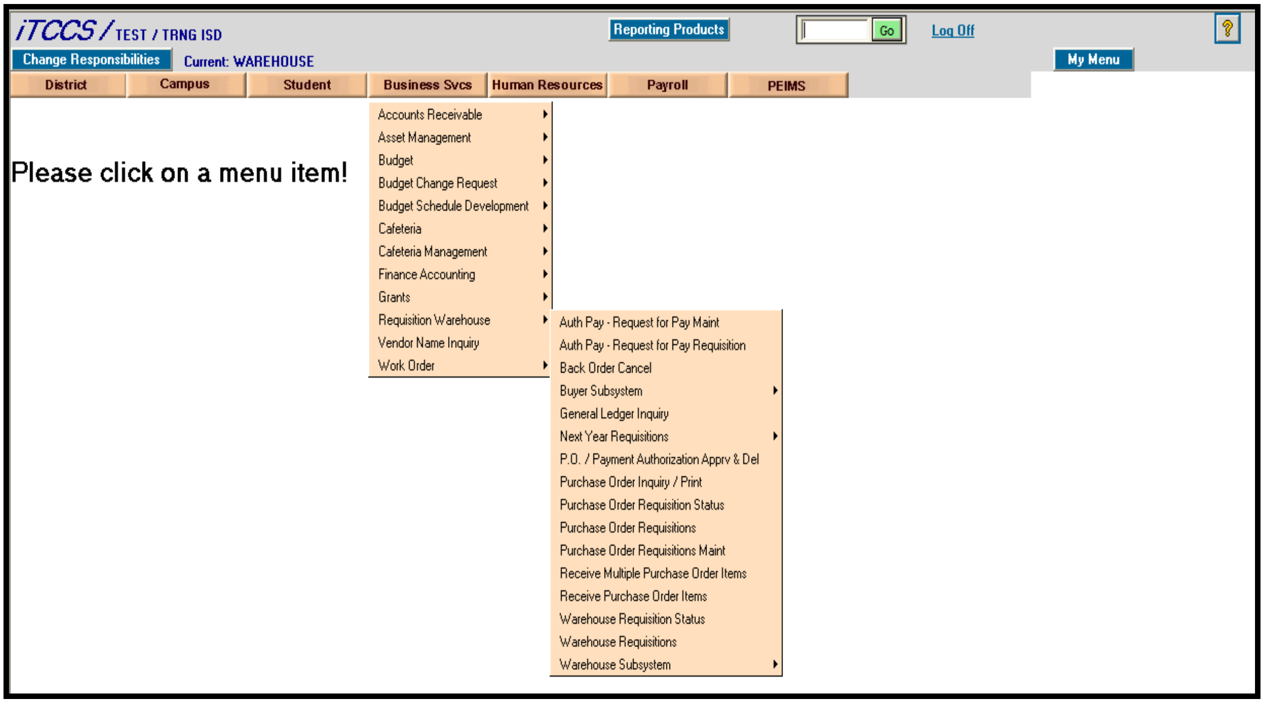
2. The next blue button along the top of the screen in the middle is *REPORTING PRODUCTS*. Most campus requisition users will not be utilizing any report submissions; therefore, this manual will not cover those procedures.

3. The *GO* button allows quick access to almost any screen within iTCCS. As we go further, you will notice that each screen (entry screens, inquiry screens, etc.) have a distinct screen name. For example, the requisition entry screen is *WWH6125*. Simply type *WWH6125* and click *GO* and the *PURCHASE ORDER REQUISITION* will display.

4. We ask that each user *LOG OFF* instead of closing IE directly. This action sends an instruction to the server to terminate the session and reallocate resources immediately.

5. *MY MENU* allows each individual user to set up a personalized menu. The list will allow each user to enter screen names (i.e. WWH6125) with titles of their own choosing. The list will resort itself in alphabetical order by title. You may want to number the titles to keep them in a different order.

6. This is the main navigation bar. Requisition screens live in *BUSINESS SERVICES* then *REQUISITION WAREHOUSE*. You will need to click on *BUSINESS SERVICES* but the *REQUISITION WAREHOUSE* submenu will fly out when your cursor hovers over it. This is shown below.



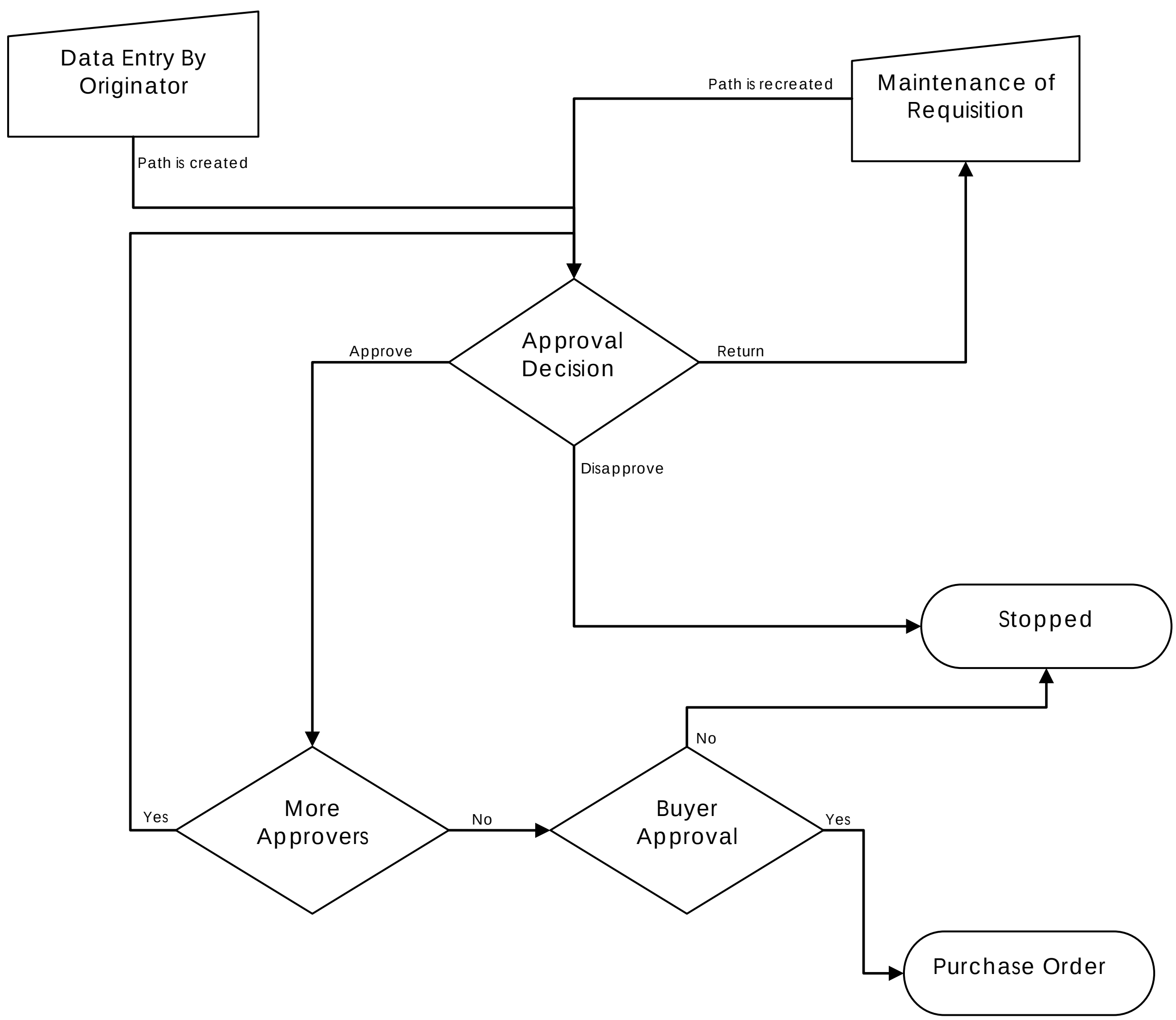
iTCCS Notes

- The system will allow 5 unsuccessful sign on attempts. Once this limit is reached, your account will be revoked and you will need to contact your security administrator.
- Your password expires every 90 days.
- iTCCS remembers the last 3 passwords and they cannot be reused.
- The system will disconnect the session after 1 hour of inactivity. Inactivity is defined as interaction with the system. Typing on a screen is not interaction. Changing screens, inquiries, and postings are examples of interaction. This may come in to play if you are entering large requisitions and/or have frequent interruptions.

Requisition

The purchase order requisition system allows school districts to implement a faster and more efficient ordering system. This is implemented by utilizing iTCCS to integrate requisition, finance, and human resources modules for electronic delivery and posting of information.

The diagram below shows a graphical representation of the system.



There are 3 distinct levels of users for the requisition system: originator, approver, and buyer.

The Originator

The originator is the person responsible for keying in the data. Budgets can be checked for available monies prior to and during requisition entry. When data entry is completed and the requisition posted, the requisition moves through the district determined approval path for action. The requisition can be tracked through the system by the originator.

The Approver

Each approver has to choose between 3 options: disapprove, return, or approve.

If the approver disapproves the requisition, the monies are returned to the budgeted items and the requisition goes no further.

If the approver returns the requisition, the originator will need to perform the requested changes and resubmit. This will cause the approval path to be deleted and rebuilt.

If the approver approves the requisition, it is now available for the next approver's decision. Unless this is the last approver, then…

The Buyer

The buyer is the last approver. When the last approver approves the requisition, the requisition is assigned the next purchase order number. The purchase order is now printed out and delivered to the vendor through the District's established procedures.

Preparation

Prior to beginning data entry it is advisable to have at least the following information ready:

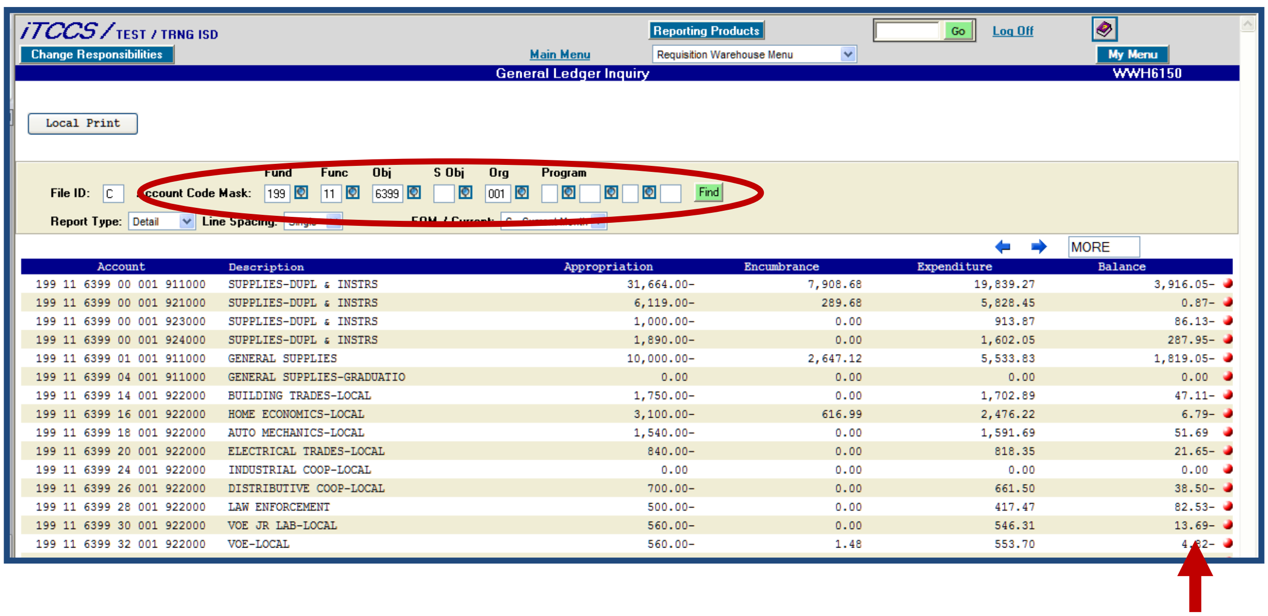
- Name of employee requesting the items,
- Vendor name (number not required but helpful),
- Budget account to be charged for the items,
- Current catalog listing, and
- Bid information, if applicable.

Once the requisition has been fully approved and assigned a purchase order number, the purchase order cannot be changed.

General Ledger Inquiry

The first thing to be checked within iTCCS is whether or not the account contains enough of a balance to accommodate the items being order.

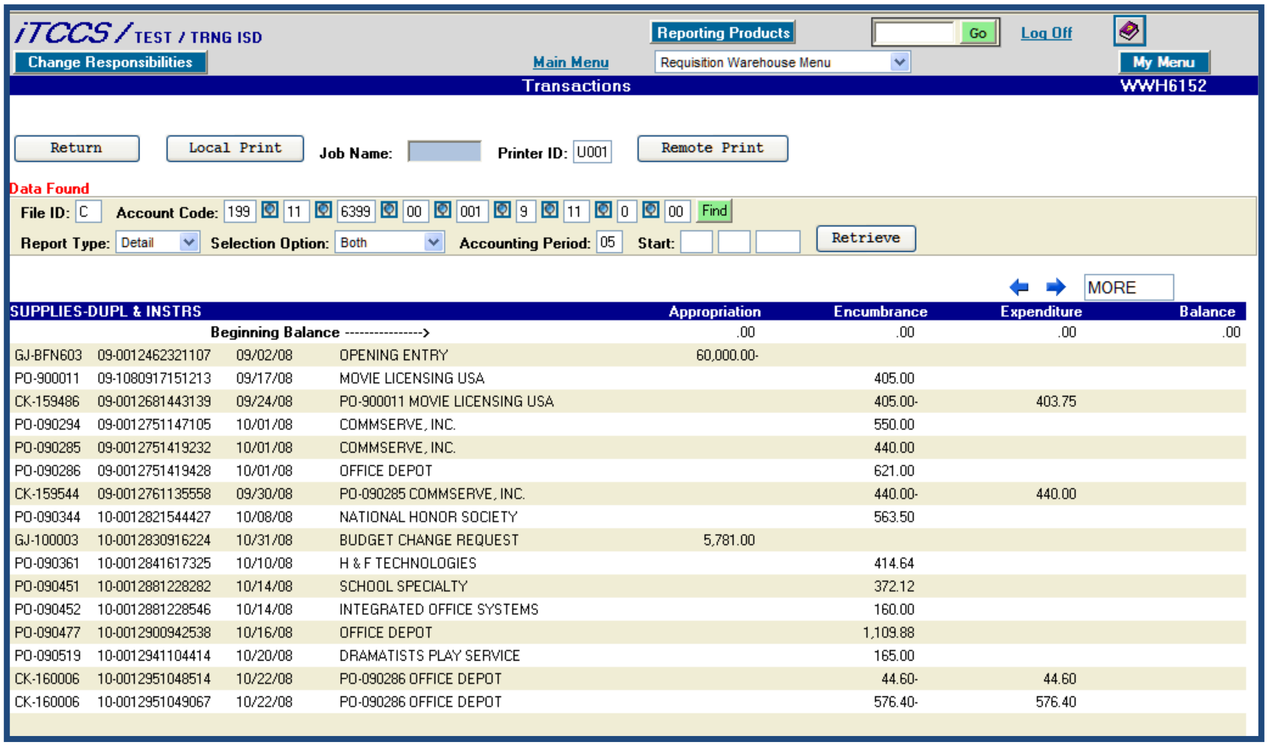
We can either use the GO button to jump to screen *WWH6150* or we can use the main menu (*Business Services → Requisition Warehouse → General Ledger Inquiry*).



Account	Description	Appropriation	Encumbrance	Expenditure	Balance
199 11 6399 00 001 911000	SUPPLIES-DUPL & INSTRS	31,664.00-	7,908.68	19,839.27	3,916.05-
199 11 6399 00 001 921000	SUPPLIES-DUPL & INSTRS	6,119.00-	289.68	5,828.45	0.87-
199 11 6399 00 001 923000	SUPPLIES-DUPL & INSTRS	1,000.00-	0.00	913.87	86.13-
199 11 6399 00 001 924000	SUPPLIES-DUPL & INSTRS	1,890.00-	0.00	1,602.05	287.95-
199 11 6399 01 001 911000	GENERAL SUPPLIES	10,000.00-	2,647.12	5,533.83	1,819.05-
199 11 6399 04 001 911000	GENERAL SUPPLIES-GRADUATIO	0.00	0.00	0.00	0.00
199 11 6399 14 001 922000	BUILDING TRADES-LOCAL	1,750.00-	0.00	1,702.89	47.11-
199 11 6399 16 001 922000	HOME ECONOMICS-LOCAL	3,100.00-	616.99	2,476.22	6.79-
199 11 6399 18 001 922000	AUTO MECHANICS-LOCAL	1,540.00-	0.00	1,591.69	51.69
199 11 6399 20 001 922000	ELECTRICAL TRADES-LOCAL	840.00-	0.00	818.35	21.65-
199 11 6399 24 001 922000	INDUSTRIAL COOP-LOCAL	0.00	0.00	0.00	0.00
199 11 6399 26 001 922000	DISTRIBUTIVE COOP-LOCAL	700.00-	0.00	661.50	38.50-
199 11 6399 28 001 922000	LAW ENFORCEMENT	500.00-	0.00	417.47	82.53-
199 11 6399 30 001 922000	VOE JR LAB-LOCAL	560.00-	0.00	546.31	13.69-
199 11 6399 32 001 922000	VOE-LOCAL	560.00-	1.48	553.70	4.[illegible]2-

You will fill in the account code mask for as many characters as you need then click *FIND*. In this example I searched for fund 199, function 11, object 6399 and organization 001. As much or as little of the account code can be filled in. If the entire object code was not known, a 6 could have been entered and all expense accounts allowable would have been listed.

If you would like to view the details of a particular code, you can click on the red button on the very right of the screen. This will call up *WWH6152 Transactions* which can also be found from the main menu (*Business Services* → *Requisition Warehouse* → *Transactions*).



A RETURN button is available on the top left to take us back to the general ledger inquiry where we began.

A negative balance signifies there are budgeted monies still available. A positive balance signifies that line item is over-expensed. Your district may or may not have determined that purchase order requisitions cannot be used if a budgeted balance is not available.

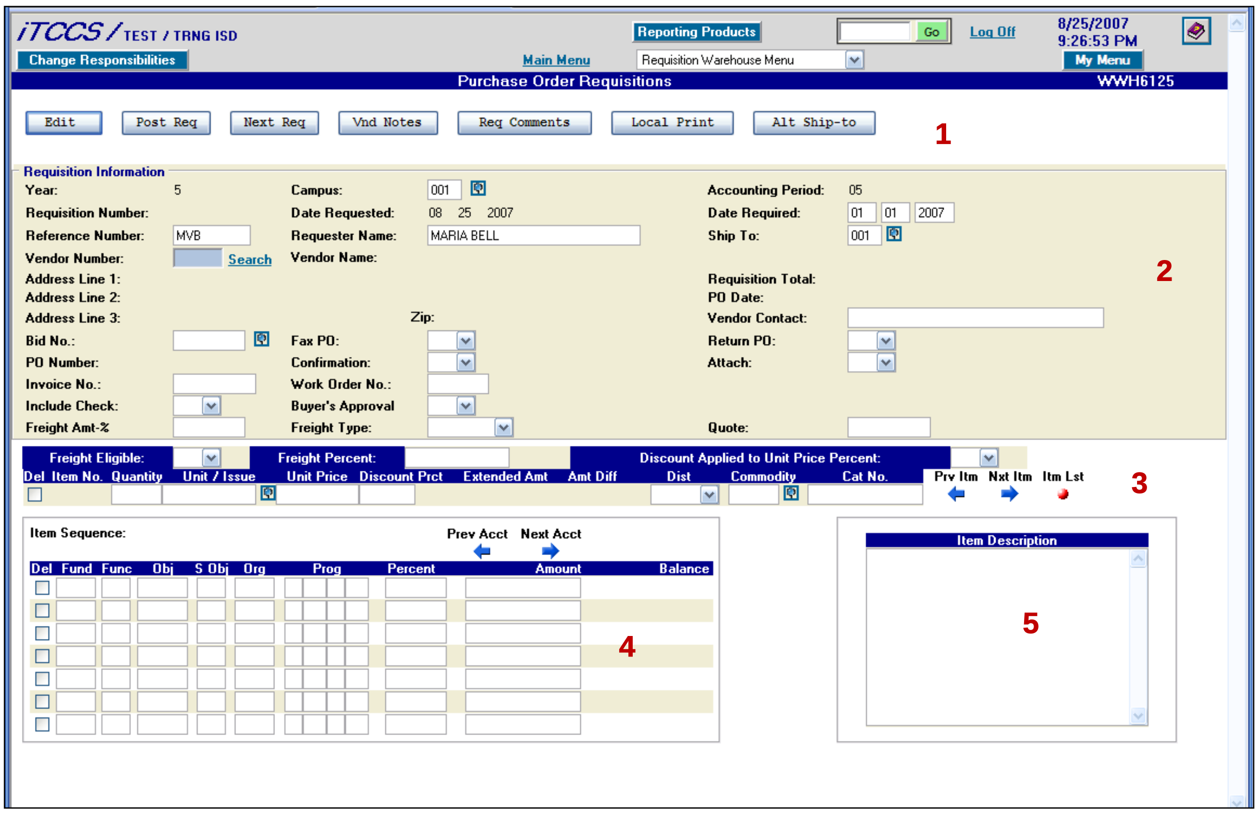
Now that we have verified enough monies are available in the correct accounts, let us proceed with entering the purchase order requisition.

NOTE: You may notice that the top navigation area has changed a bit. The main toolbar has been replaced with a *Main Menu* link and a drop down menu. The drop down menu is another quick navigation tool that will list only those screens in the submenu group the current screen belongs to (i.e. only requisition screens will be listed). Also notice on the right hand of the screen the screen name *WWH6150*.

Requisition Entry

There are two different types of requisitions: purchase order and authorized payables. The difference between the two are that purchase order monies are encumbered and await receipt of goods and authorized payables move to accounts payable for payment upon approval..

The different areas of the requisition screen are detailed below. Items marked with NAP are not available for an authorized payable requisition.

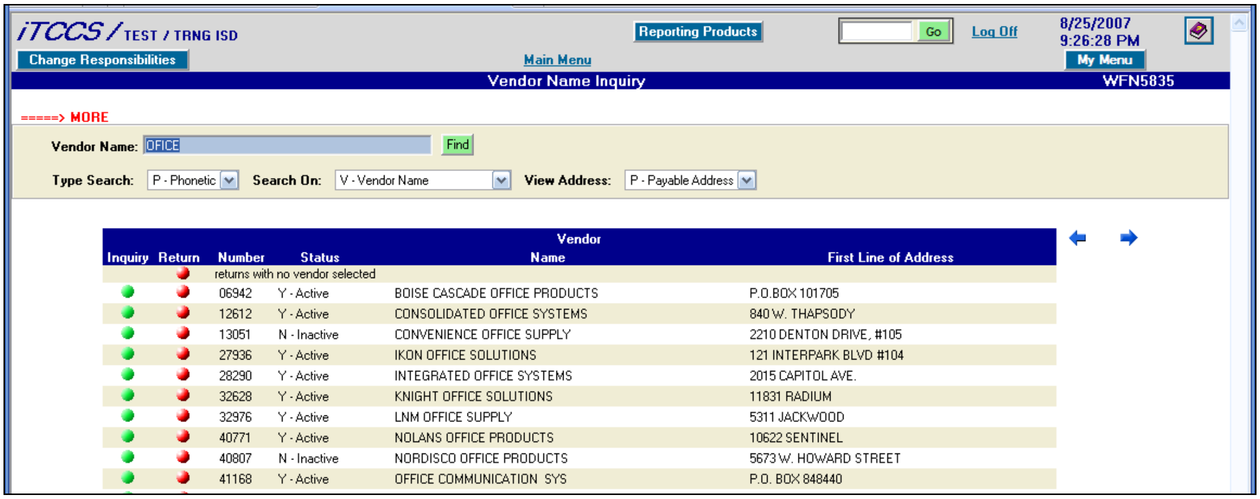


1. Screens within iTCCS may have additional screen available that are not part of the main menu option.
    a. *EDIT* – by pressing this button throughout data entry of the purchase order requisition, all data elements are validated for accuracy (i.e. vendor is active, account code is valid and has a balance available).
    b. *POST* – once all data entry is completed and errors correct, this button will save the requisition and move it along the approval path.
    c. *NEXT REQ* – this button will clear the screen so another requisition may be entered.
    d. *VND NOTES* – these notes are to the vendor and will print on the purchase order copy.

   e. *REQ COMMENTS* – these notes are for district use and will not print on the purchase order copy but will print on the accounting copy. (NAP)
   f. *LOCAL PRINT* – once the requisition is *POST*ed, a print out of the data can be obtained for your records.
   g. *ALT SHIP-TO* – allows for entry of a non-campus address. (NAP)
2. The yellow highlighted area asks questions about the purchase order as a whole. The required fields are as follows:
   a. Campus (hard coded)
   b. Date required
   c. Ship to campus (NAP)
   d. Vendor number
   e. The following may be mandatory for your district:
      i. Discount Applied Unit Price(NAP)
      ii. Freight Eligible(NAP)
      iii. Requestor Name
      iv. Freight Type(NAP)
      v. Freight Percent(NAP)
      vi. Bid number(NAP)
      vii. Freight Cost(NAP)
3. This area is for each item to be ordered. Required fields are as follows:
   a. Freight percent if freight eligible is YES(NAP)
   b. Quantity
   c. Unit of issue
   d. Unit price
   e. Discount Pct if Discount Applied to Unit Price is YES(NAP)
   f. Distribution (equal, amount or percent)
   g. Catalog number(NAP)
4. The accounts codes to charge are entered per item. The account code is entered and the amount or percentage entered is determined by the option 3F.
   a. *Equal* - the system will split the extended amount of the item between all accounts listed.
   b. *Amount* – the system will use the amounts entered for each account code. All amounts must equal the extended amount.
   c. *Percent* – the system will use the percentage amounts entered for each account code. The percentages must equal 1.000 (50% is entered as 0.500).
5. The item description is a required field.

Earlier in the preparation notes it was stated that a vendor number did not have to be known but above it is required. The system will allow you to search the vendor file by name to determine the correct vendor number. By clicking on the *SEARCH* hyperlink next to the vendor field, we will be taken to screen *WFN5835*.

The type of search can be *EXACT* or *PHONETIC*. As you will notice on the screen shot on below, I searched for OFICE phonetically and still received results. If exact had been chosen, I only would have been given a list of vendors whose name was probably misspelled.



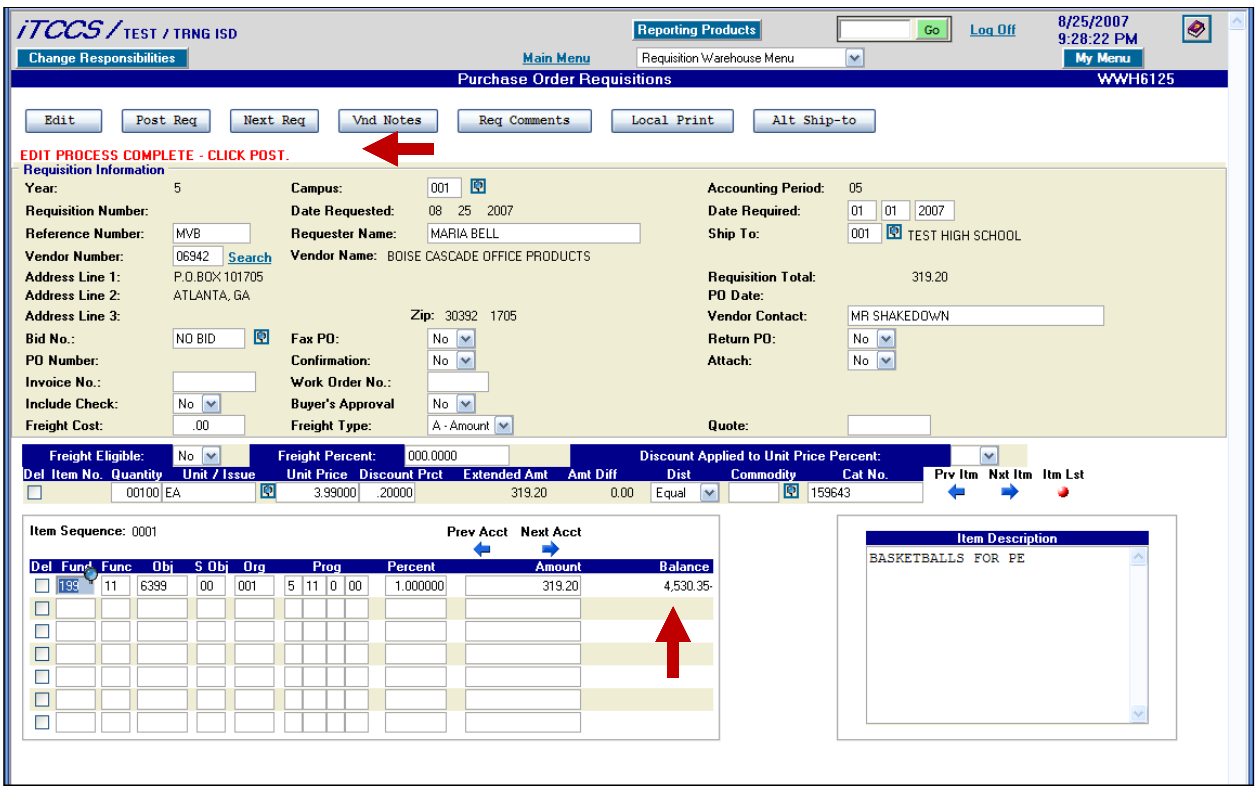
This screen lists all vendors matching the search criteria. The first option is INQUIRY (click on green button) where you can view the full vendor information. The next option is RETURN (click on red button). This option will return to the purchase order requisition screen and enter the vendor number into the vendor field. The third, and possibly most important, field is the status field. A requisition cannot be entered for a vendor that is inactive.

For this example, I chose vendor #06942. We will now be returned to the purchase order requisition screen.

As you proceed through the data fields, let's take a moment to discuss the *REFERENCE NUMBER*. This will allow you to find your requisitions if you don't remember the *REQUISITION NUMBER*. It could be something as easy as your initials or anything else you'd like it to be. We'll see this later on.

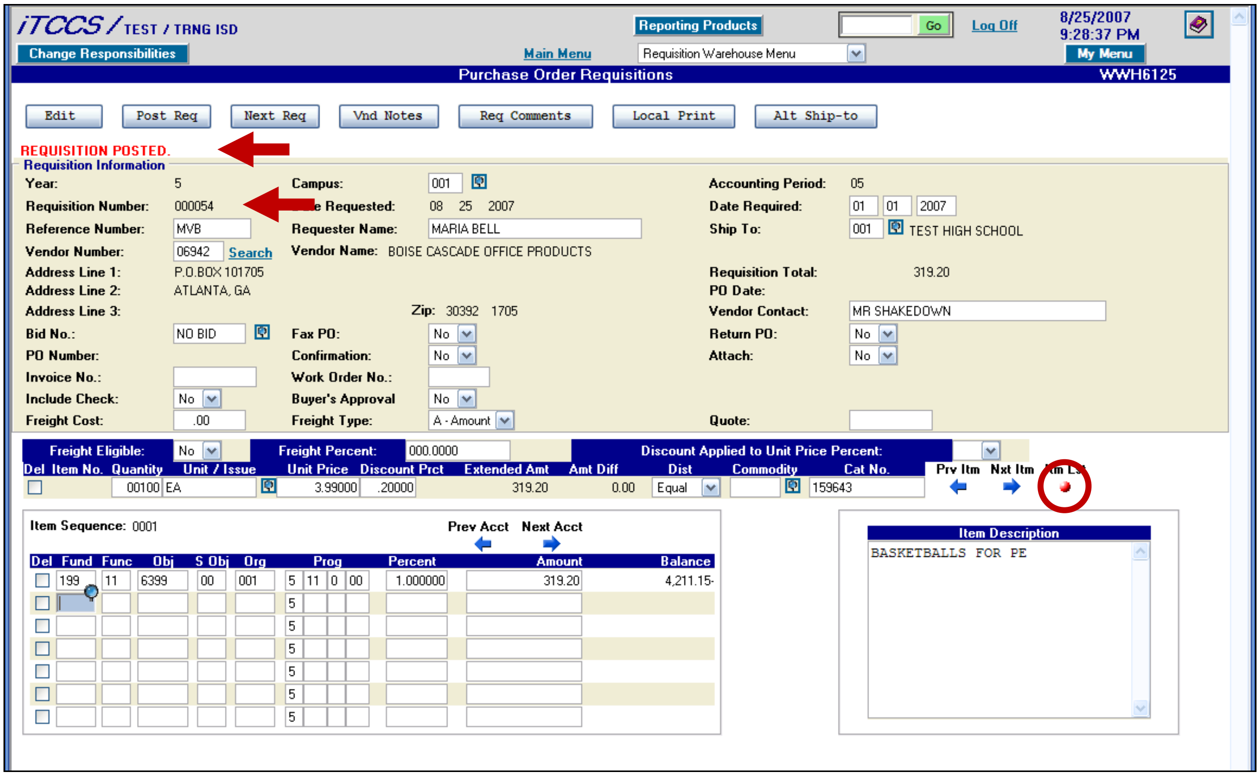
Even if the bid number field is not required, vendors who are awarded purchasing bids usually, in turn, give discounts to the district. Without the correct bid number on a purchase order, the discount may not be honored. Ensure you are following district policy regarding bid numbers.

Once all data has been entered for an item, click on *EDIT*. Any errors found will be shown directly below the edit button in red. The example shown states **EDIT PROCESS COMPLETE – CLICK POST**. This means that no errors were found.

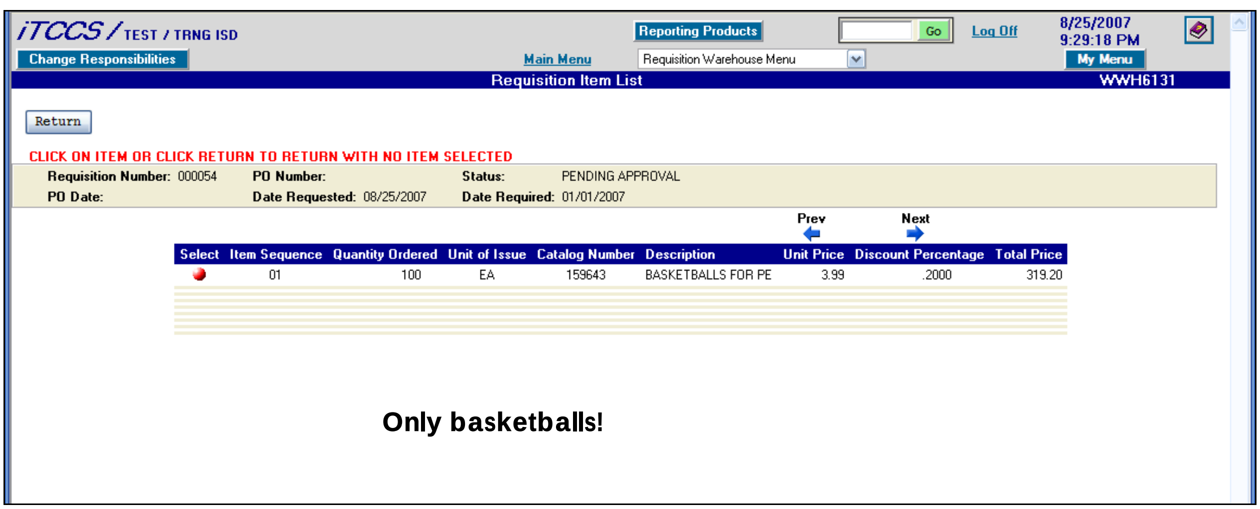


We also see the available balance for each account code. This balance takes into account every other requisition that is pending in the system.

We see that we have no errors and click *POST*. We now receive the message **REQUISITION POSTED** and it is now assigned a requisition number.



A click of the ITEM LIST button (red circle) will list all the items that I have entered. To my surprise, I only entered the 100 basketballs. I forgot to order the 10 shotputs! What do I do now?



Authorized Payable requisitions are entered on WWH6385 Authorized Payables – Request for Payment Requisition.

Requisition Maintenance

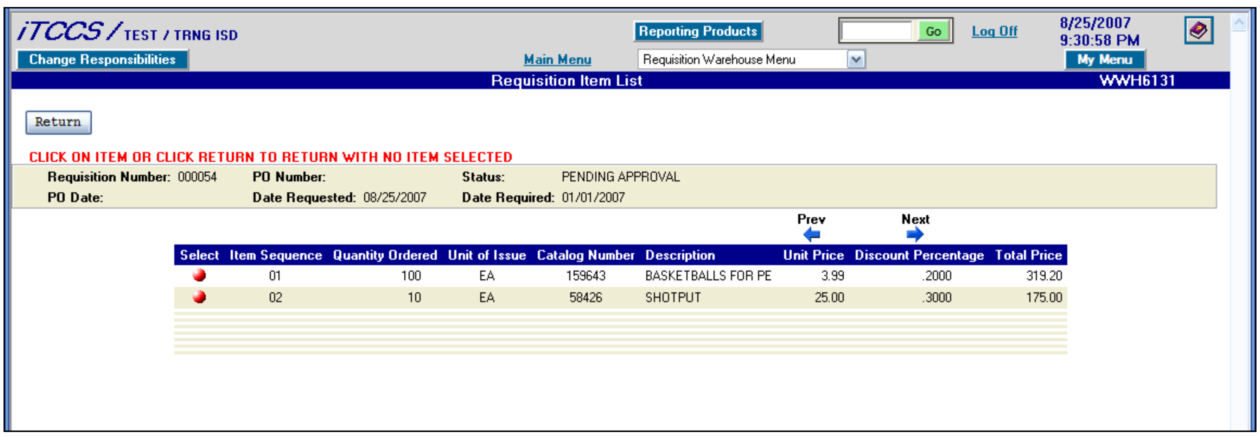
Remember that we cannot change a requisition once it has been fully approved and assigned a purchase order number. This requisition has not been approved by anyone and, therefore, can be changed. Items can be added, deleted, or modified. Account codes can be changed (old ones deleted and new ones added). Even vendors can be changed.

Let us browse to *WWH6130 Purchase Order Requisition Maintenance*. We will see that this screen is exactly the same as the entry screen with one minor difference: we must enter the requisition number and click *FIND*.

Once the requisition is shown on screen, we can add the next item. Click on the *NEXT ITEM* arrow. The bottom portion of the screen will be ready for data. Once that is complete, we post the requisition again.

Another check of the *ITEM LIST* shows both items.

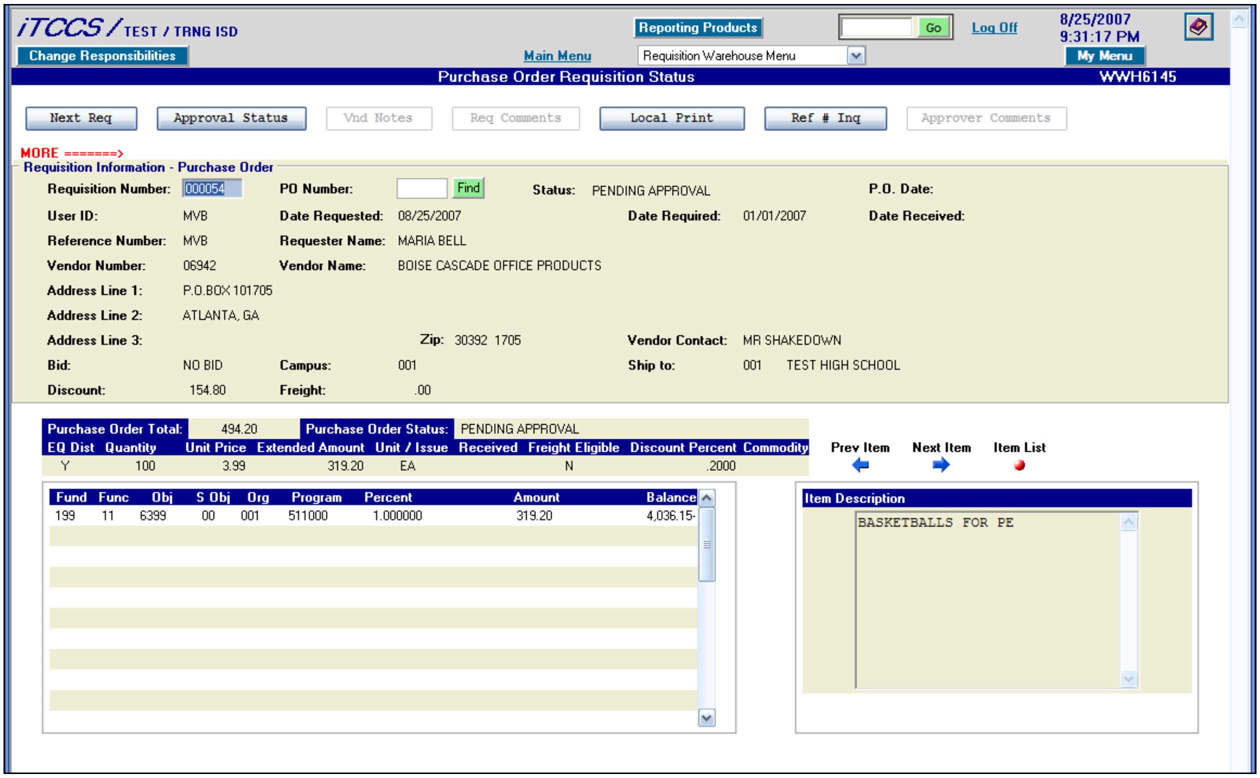
Depending on your district policy, the requisition may need to be reapproved after changes.



Authorized Payables can be maintained on WWH6380 Authorized Payables – Request for Payment Maintenance.

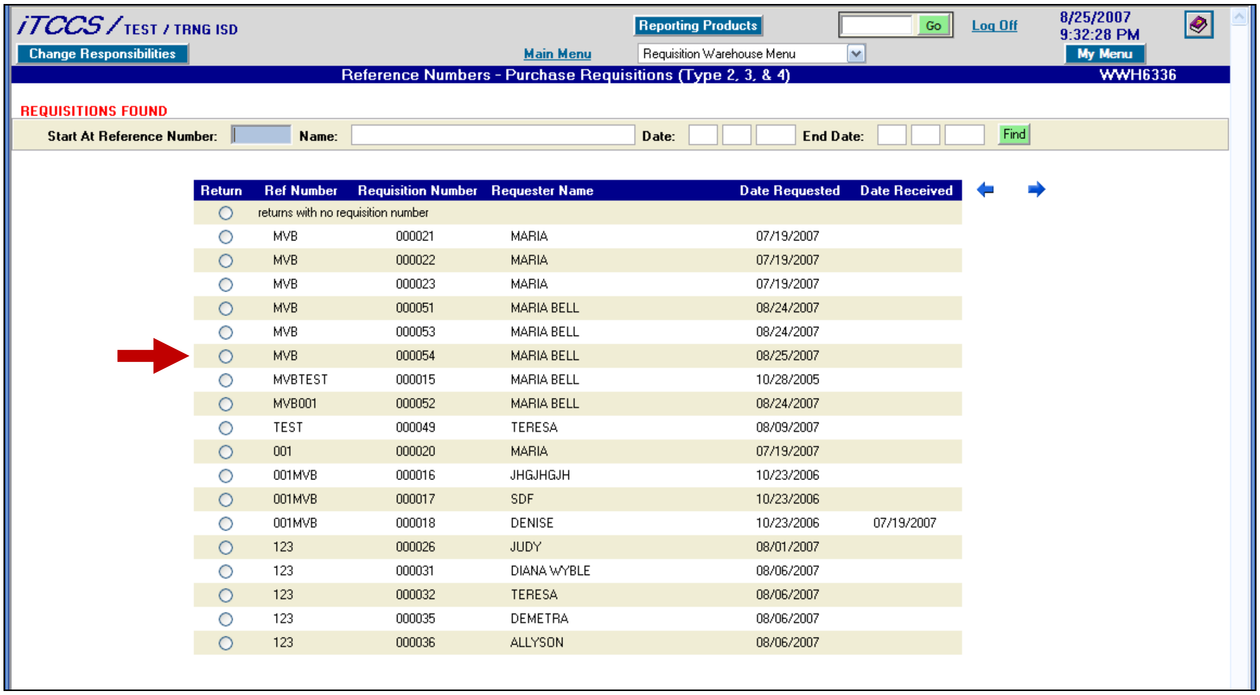
Requisition Status

Screen *WWH6145 Purchase Order Requisition Status* shows much the same information as the entry and maintenance screens. The navigation buttons along the top are slightly different. Clicking on the *NEXT REQ* button will increment the *REQUISITION NUMBER* field by one. This screen shows both PO and Authorized Payables Requisitions.



Remember earlier the discussion about the reference number? This is where it can come in handy. If you don't remember the requisition number assigned, click on *REF # INQ* to search the reference numbers.

Upon entry to this screen, we are presented with some search criteria. Fill in the search criteria and click FIND. Our example below shows the reference numbers beginning with MVB. Since there aren't too many, I see the requisition dated 8/25/2007 (#54). Clicking on the radio button at the beginning of that line will return you to the status screen with the selected requisition's information.



iTCCS / TEST / TRNG ISD

Reporting Products | Go | Log Off | 8/25/2007 9:32:28 PM

Change Responsibilities | Main Menu | Requisition Warehouse Menu | My Menu

Reference Numbers - Purchase Requisitions (Type 2, 3, & 4) WWH6336

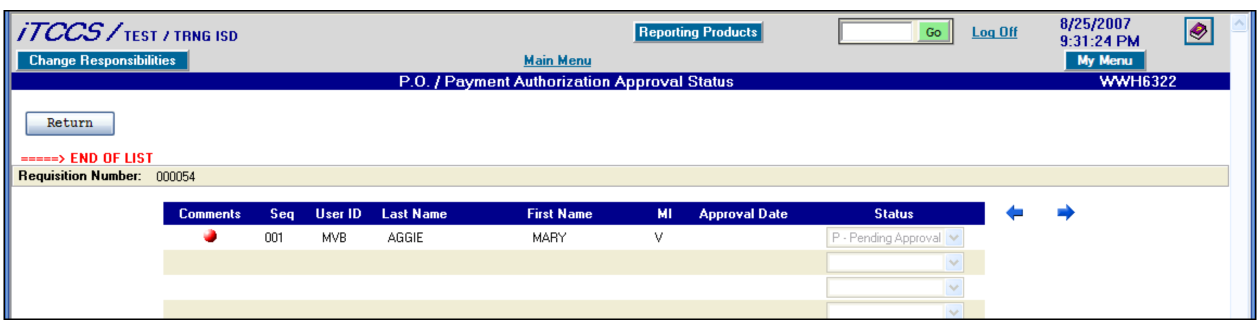
REQUISITIONS FOUND

Start At Reference Number: Name: Date: End Date: Find

Return	Ref Number	Requisition Number	Requester Name	Date Requested	Date Received
	returns with no requisition number				
	MVB	000021	MARIA	07/19/2007	
	MVB	000022	MARIA	07/19/2007	
	MVB	000023	MARIA	07/19/2007	
	MVB	000051	MARIA BELL	08/24/2007	
	MVB	000053	MARIA BELL	08/24/2007	
	MVB	000054	MARIA BELL	08/25/2007	
	MVBTEST	000015	MARIA BELL	10/28/2005	
	MVB001	000052	MARIA BELL	08/24/2007	
	TEST	000049	TERESA	08/09/2007	
	001	000020	MARIA	07/19/2007	
	001MVB	000016	JHGJHGJH	10/23/2006	
	001MVB	000017	SDF	10/23/2006	
	001MVB	000018	DENISE	10/23/2006	07/19/2007
	123	000026	JUDY	08/01/2007	
	123	000031	DIANA WYBLE	08/06/2007	
	123	000032	TERESA	08/06/2007	
	123	000035	DEMETRA	08/06/2007	
	123	000036	ALLYSON	08/06/2007	

Now that we have selected the requisition number, we can now determine whose desk it is on. A click of the APPROVAL STATUS button will take us to screen WWH6322 PO/PA Approval Status.

This screen will list all approvers and their individual status. The status options shown are those listed on page 2. The screen also shows whether or not an approver has left a comment. A red circle signifies no comment.



iTCCS / TEST / TRNG ISD

Reporting Products | Go | Log Off | 8/25/2007 9:31:24 PM

Change Responsibilities | Main Menu | My Menu

P.O. / Payment Authorization Approval Status WWH6322

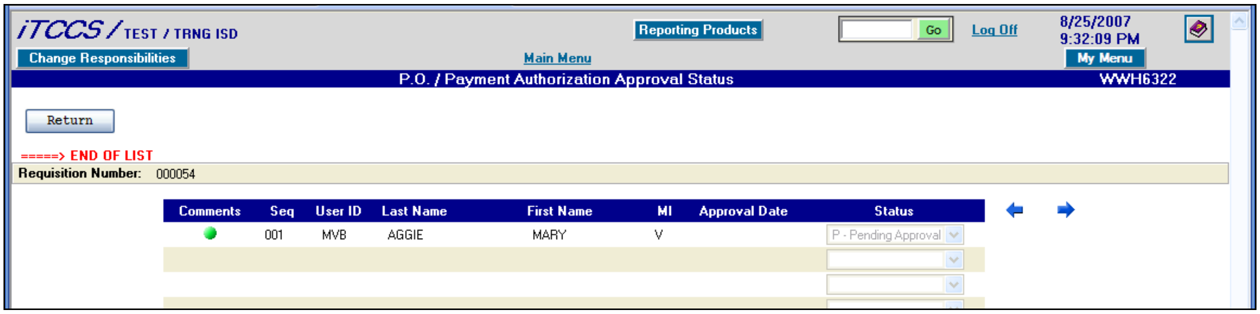
Return

=====> END OF LIST

Requisition Number: 000054

Comments	Seq	User ID	Last Name	First Name	MI	Approval Date	Status
	001	MVB	AGGIE	MARY	V		P - Pending Approval

A green button signifies that approver has left a comment.

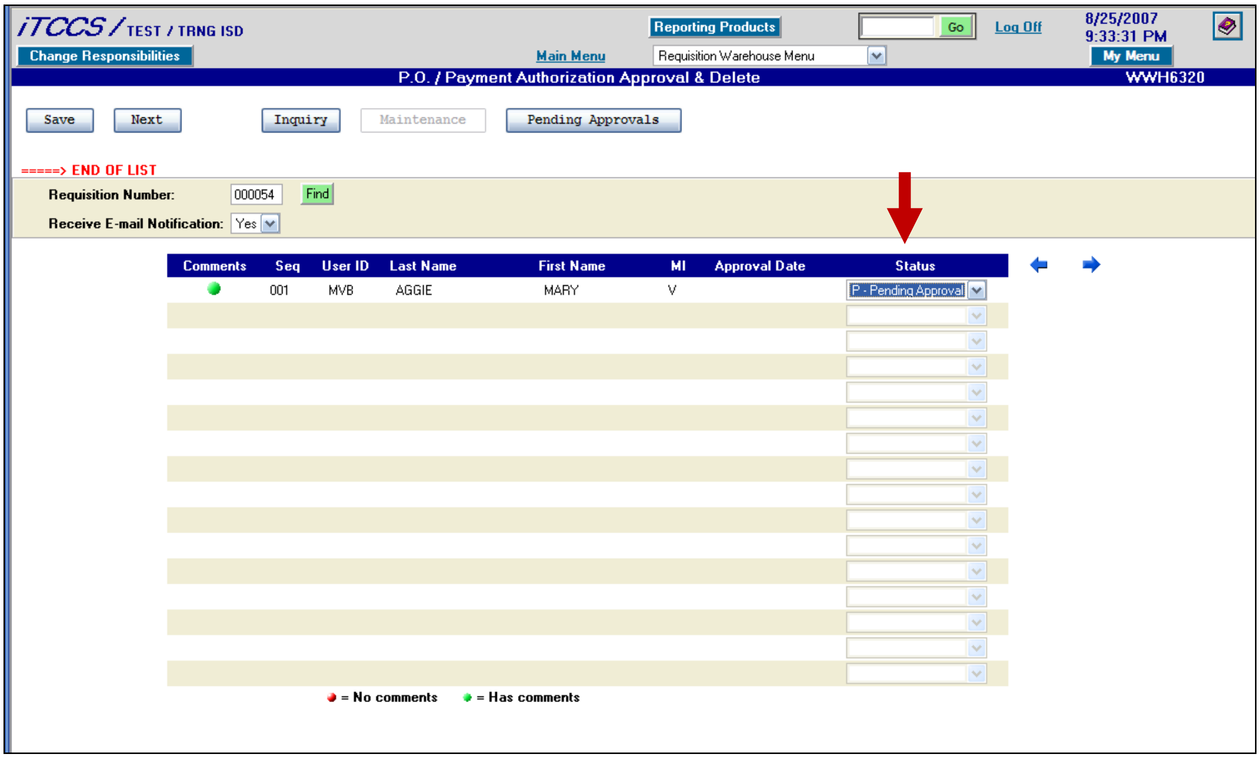


Clicking on the green comments button will bring up the comment left by the approver. Only approvers can save their own comments. All others can only view them.

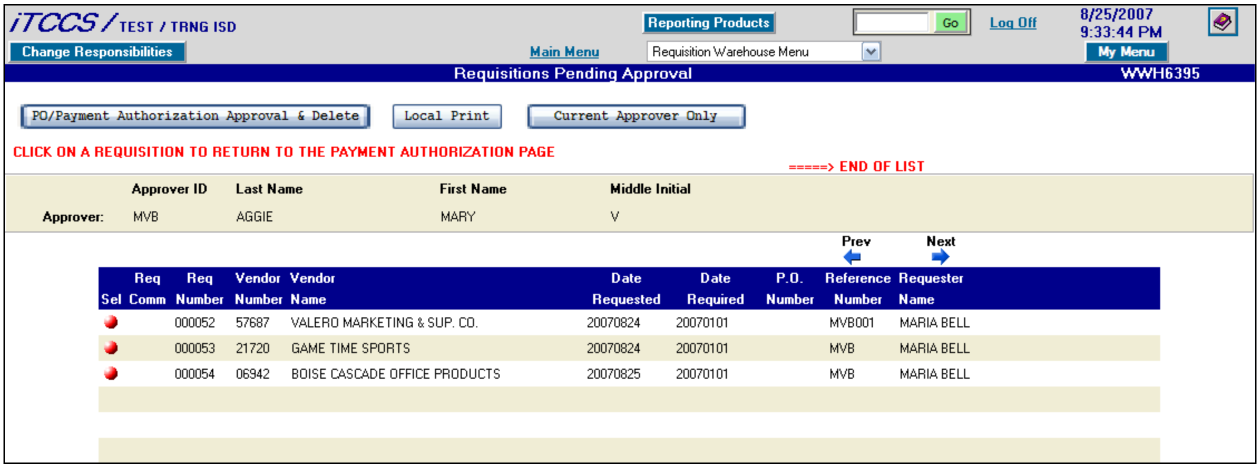
Requisition Approval

Each approver will receive an email notification if both the Human Resources module has a work email entered and the *Receive Email Notification* on screen WWH6120 is YES. By default, the option is YES to receive the emails but may be turned off at the approver's discretion.

Screen WWH6320 Requisition Approval & Delete screen will allow the approver to update the status one requisition at a time. You can only update the status if you are the next approver in line. The system will not allow the requisition to hop through the approvers (i.e. approver #3 can approve prior to #2 approving).

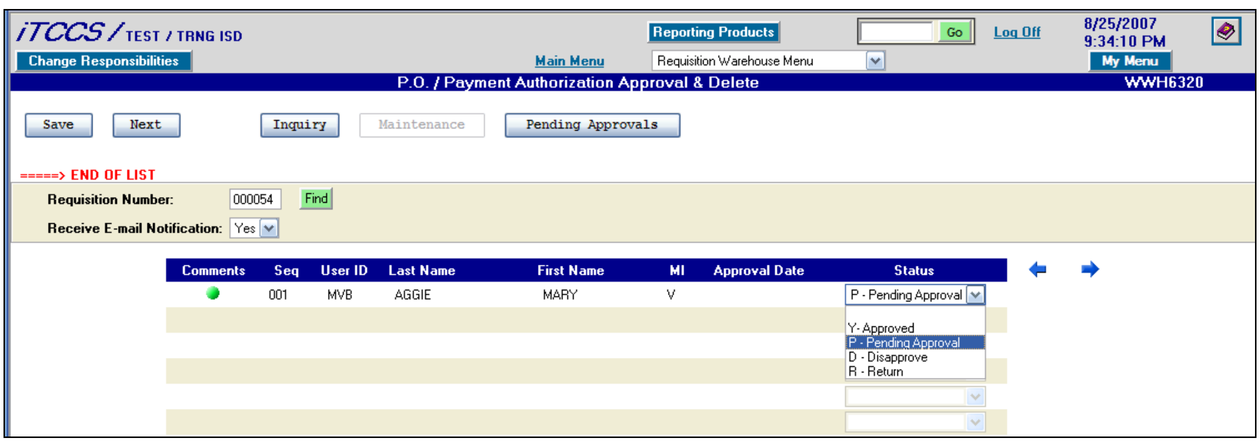


If the requisition number is unknown, the NEXT button can be clicked to move forward. The *PENDING APPROVALS* button will take you to screen *WWH6395 Requisitions Pending Approval*.



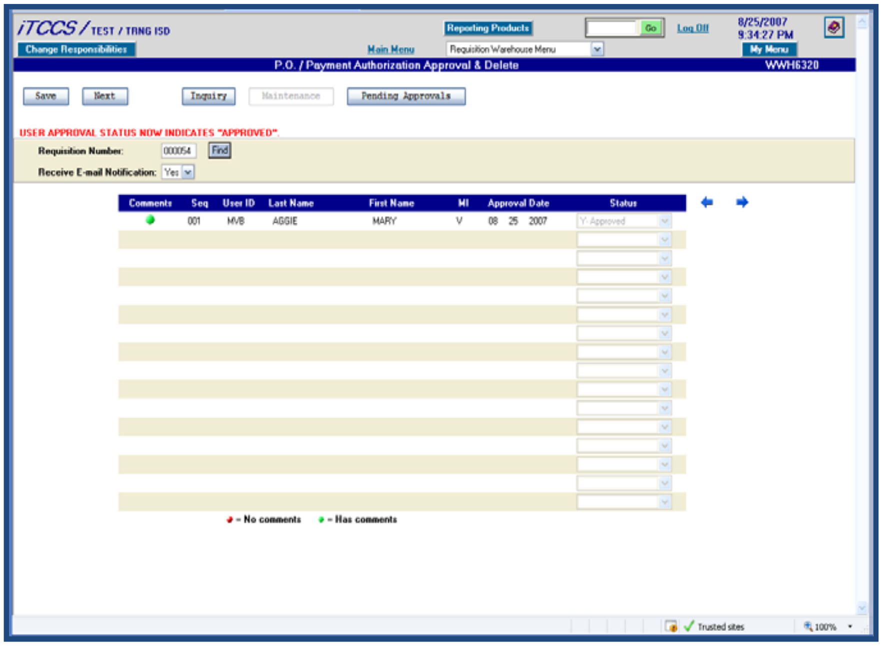
This lists **ALL** requisitions for the approver. If you would like to list only those requisitions ready for you, click on *CURRENT APPROVER ONLY*.

That screen will allow you to mass update all requisitions pending your approval. Although this may be available, I recommend using the before mentioned screen *WWH6320 Requisition Approval & Delete.*

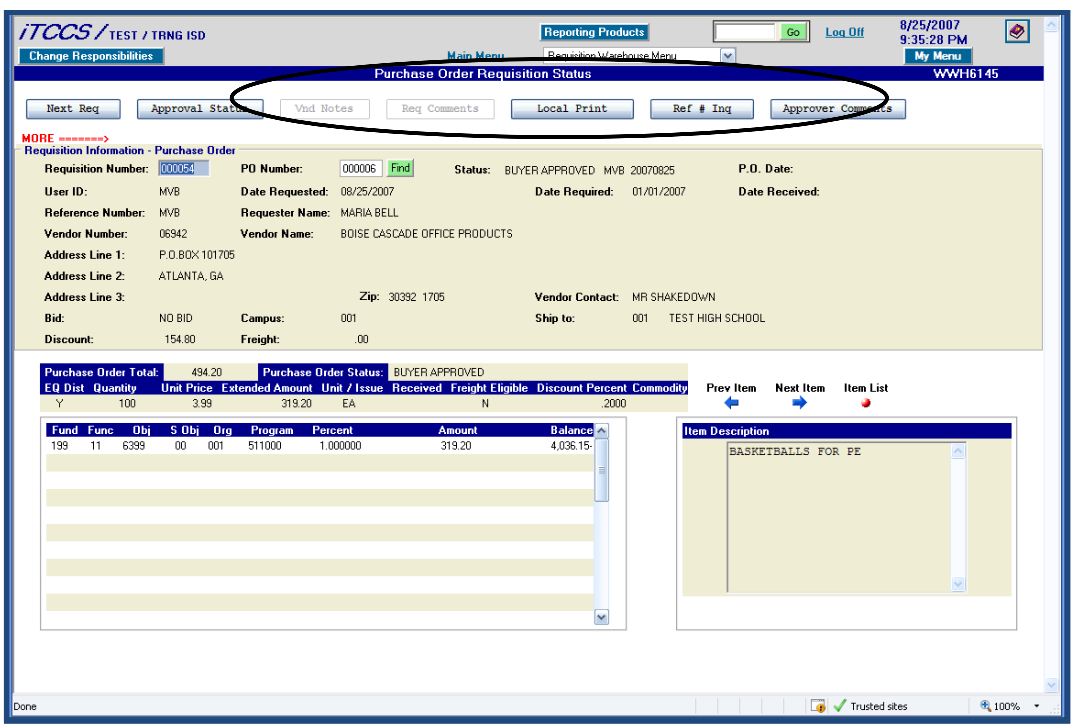


Click on the *STATUS* drop down and choose one of the following:

- Disapprove - the monies are returned to the accounts and the requisition goes no further.
- Return - the originator will need to perform the requested changes and resubmit. This will cause the approval path to be deleted and rebuilt.
- Approve - it is now available for the next approver's decision.



Once the buyer has approved the requisition, it is assigned a purchase order number. A look at the PO Requisition Status will now show a purchase order number and a status of buyer approved with an approval date. The PO Date field will be assigned once the purchase order is printed by the buyer.

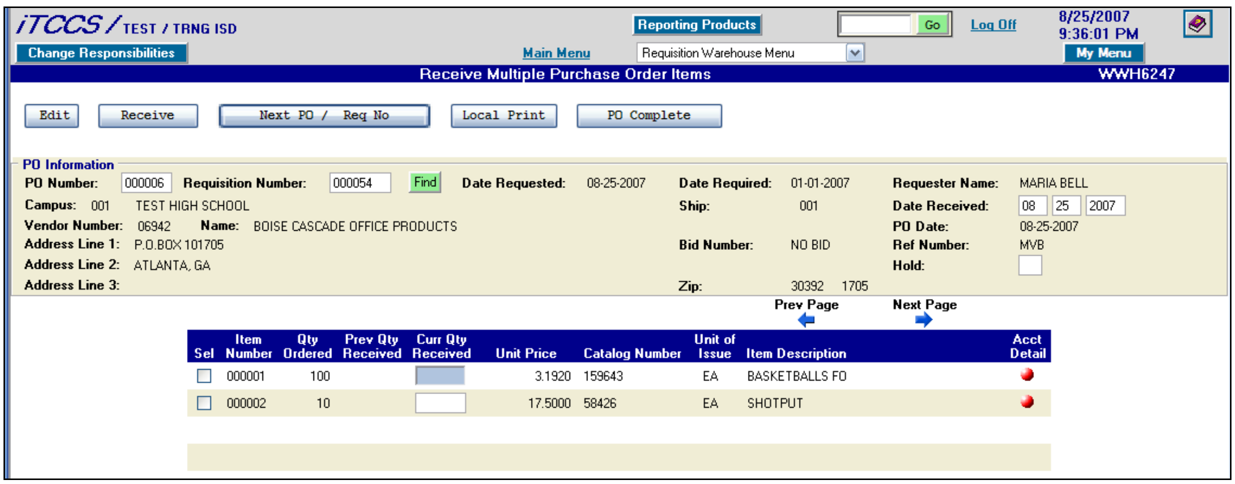


PO Receiving

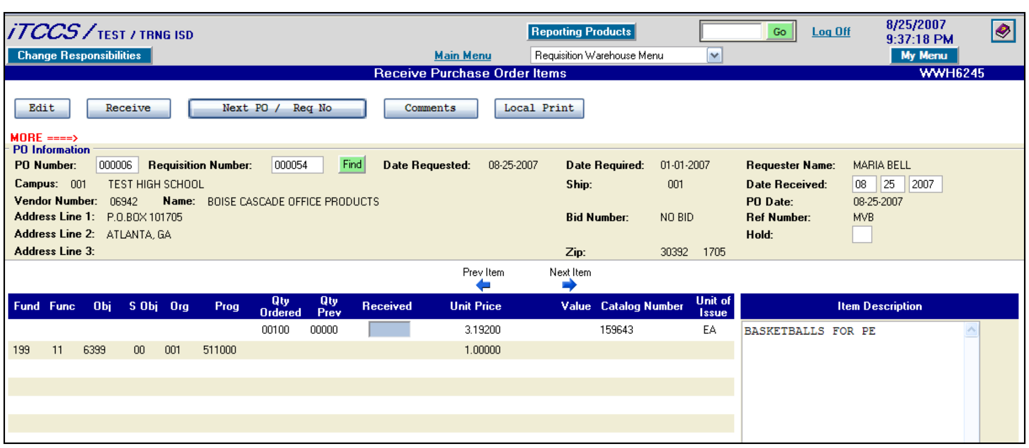
Once the purchase order is approved and sent to the vendor, goods will be delivered to you. Screen *WWH6247 Receive Multiple Purchase Order Items* is used to notate what items were received and when.

If the entire order was received, clicking *PO COMPLETE* will populate the *CURRENT QUANTITY RECEIVED* field with the quantity ordered – previous quantity received. If a partial order was sent, type in the *CURRENT QUANTITY RECEIVED* for each item and click the *RECEIVE* button.

The *DATE RECEVIED* field will default to today's date.



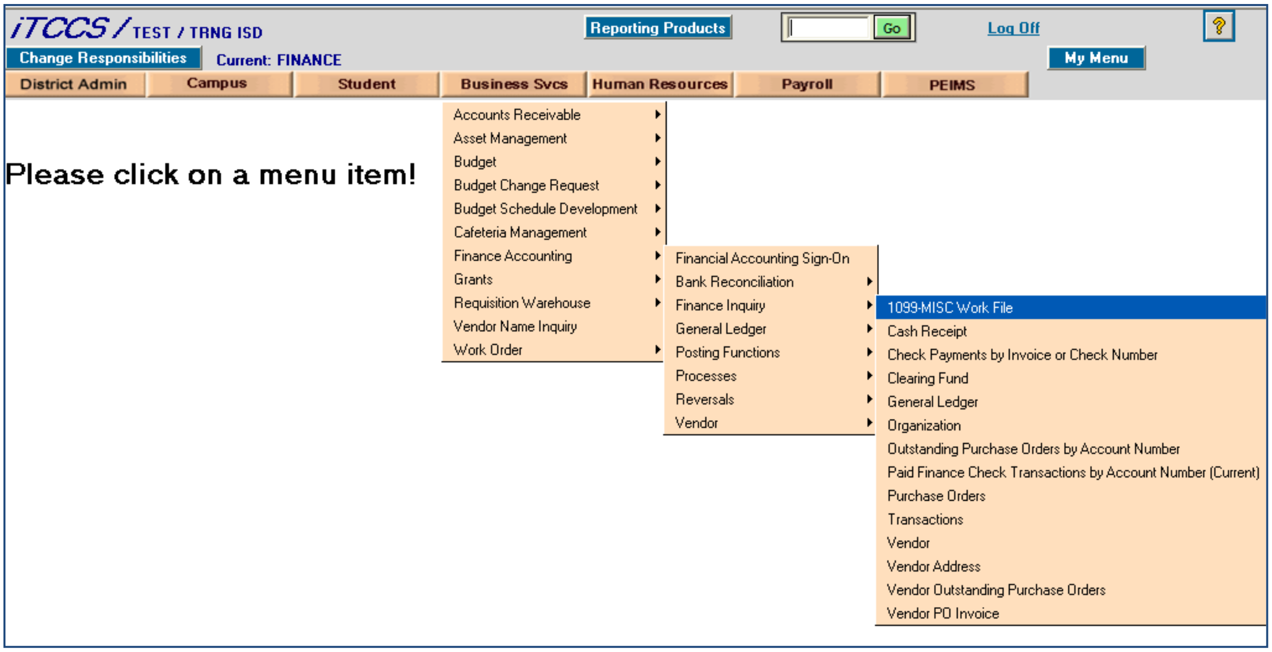
There is another screen, *WWH6245 Receive Purchase Order Items*, to use that lists one item at a time with account information. This screen is available but not as efficient as WWH6247 since you must receive one item at a time.



ESC-20 Serving the Educational Community

Finance

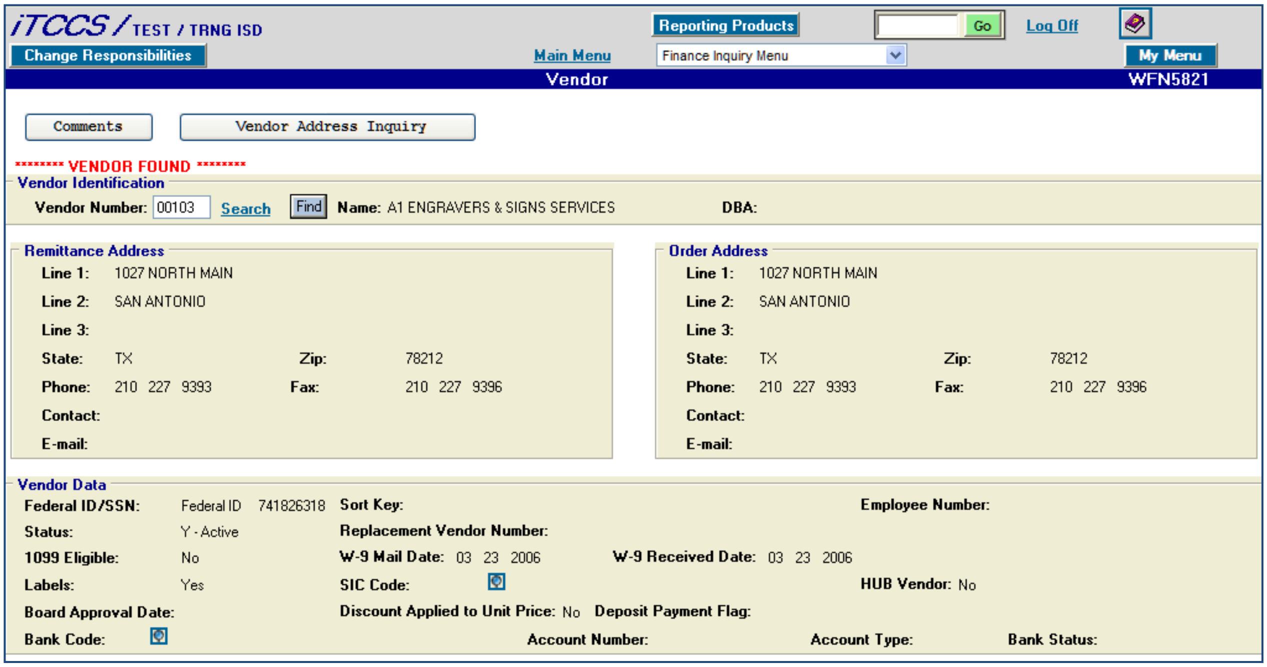
There are various inquiries we can perform in the Finance module regarding purchase orders and payments to our vendors. Let's take a look at a few of them. We will have to use the *Change Responsibilities* function and choose FINANCE from the menu.



As shown above, we will be navigating from the main menu to *BUSINESS SERVICES → FINANCE ACCOUNTING → FINANCE INQUIRY* submenu.

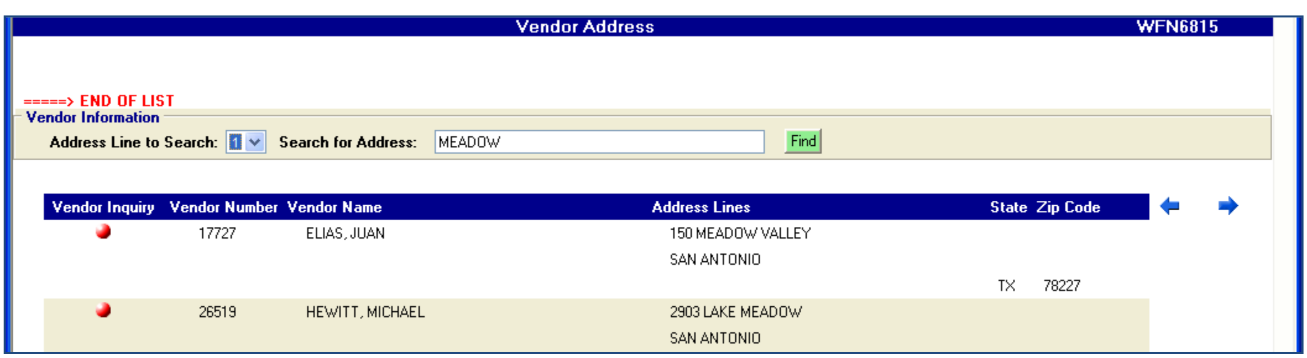
Vendor Inquiry

The WFN5821 Vendor screen shows vendor information and provides a *SEARCH* for the vendor numbers you do not know.



Two buttons are available on the screen. The first button, *COMMENTS*, applies to the vendor that is being displayed. These comments are display only and cannot be changed here. Changes to comments should be directed to the department responsible for vendor maintenance for your district.

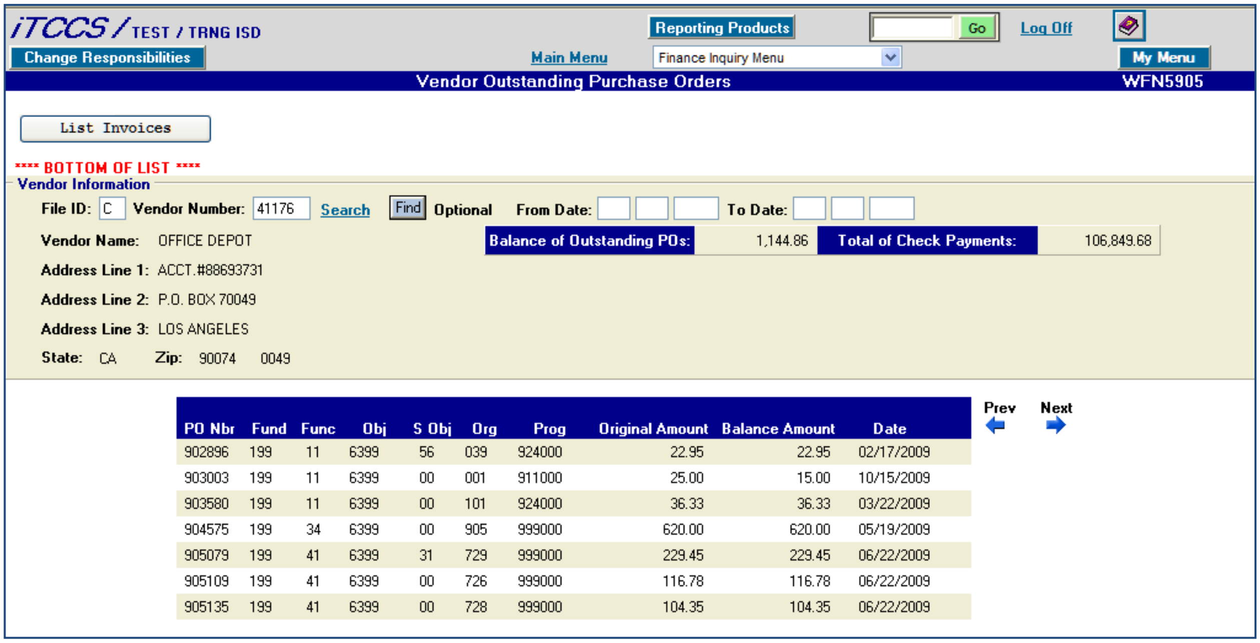
The second button, *VENDOR ADDRESS INQUIRY*, allows you to search for a vendor by address as shown below.



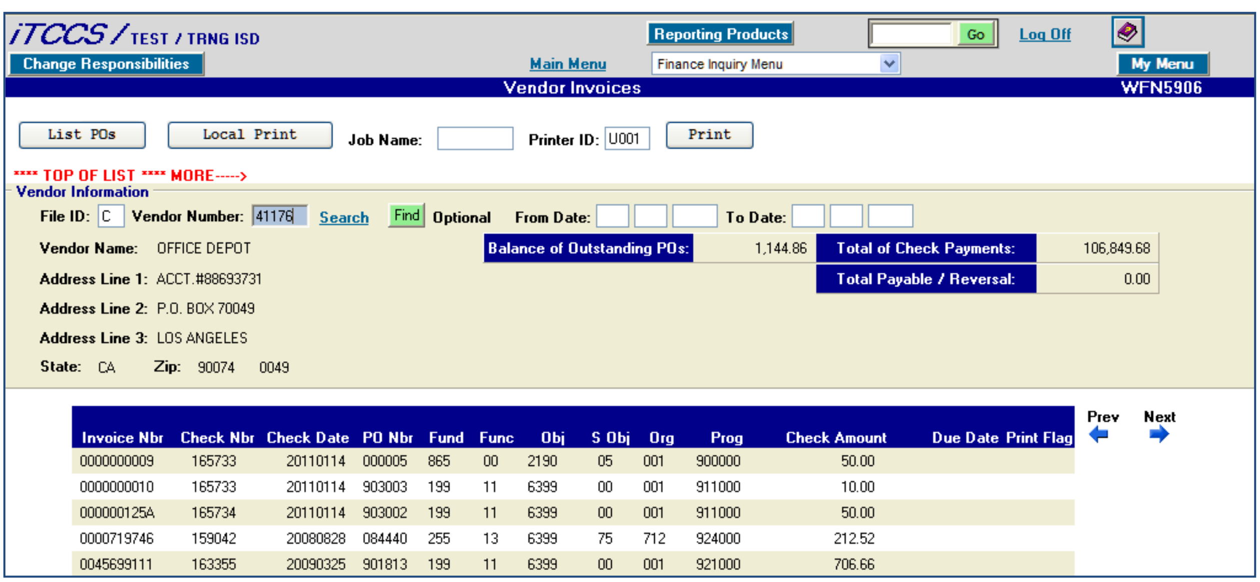
Purchase Orders

By Vendor

To view purchase orders by vendor we will use *WFN5905 Vendor Outstanding Purchase Orders*. Entry of the vendor number or vendor *SEARCH* is all that is needed. It will display all outstanding purchase orders for the vendor.

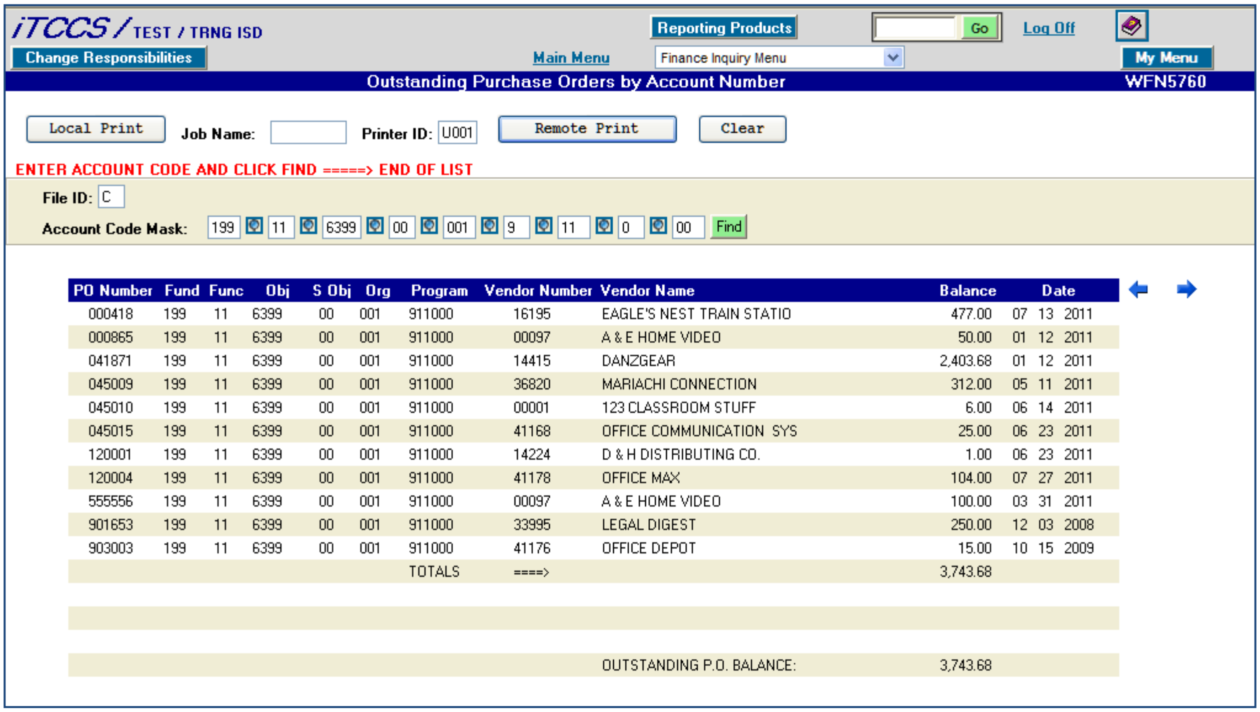


By clicking on the button *LIST INVOICES*, a listing of all check payments will be displayed. A data line that does not have a check number signifies that it is scheduled to be paid.



By Account

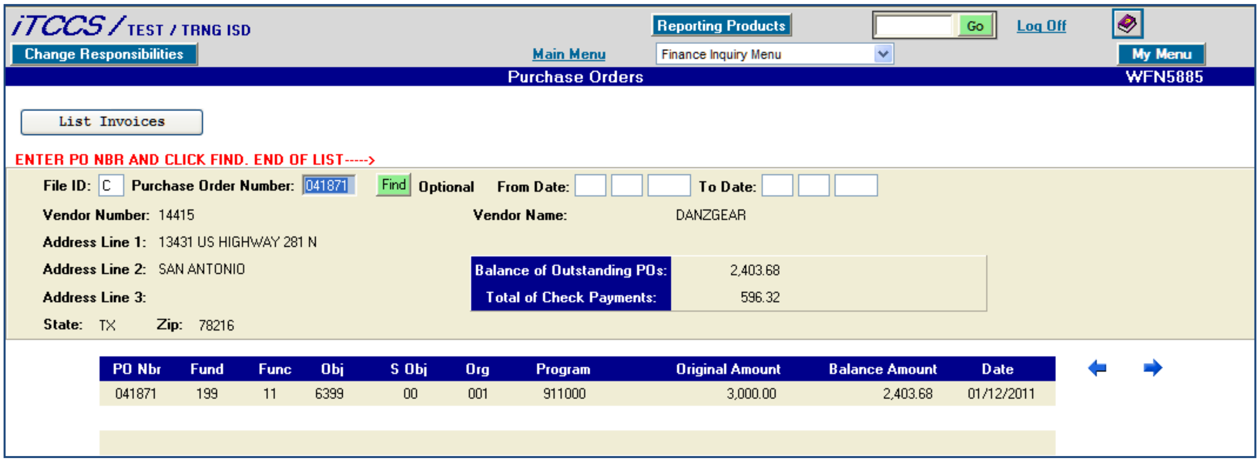
To determine which purchase orders are outstanding for a particular account you will use *WFN5760 OUTSTANDING PURCHASE ORDERS BY ACCOUNT NUMBER*.



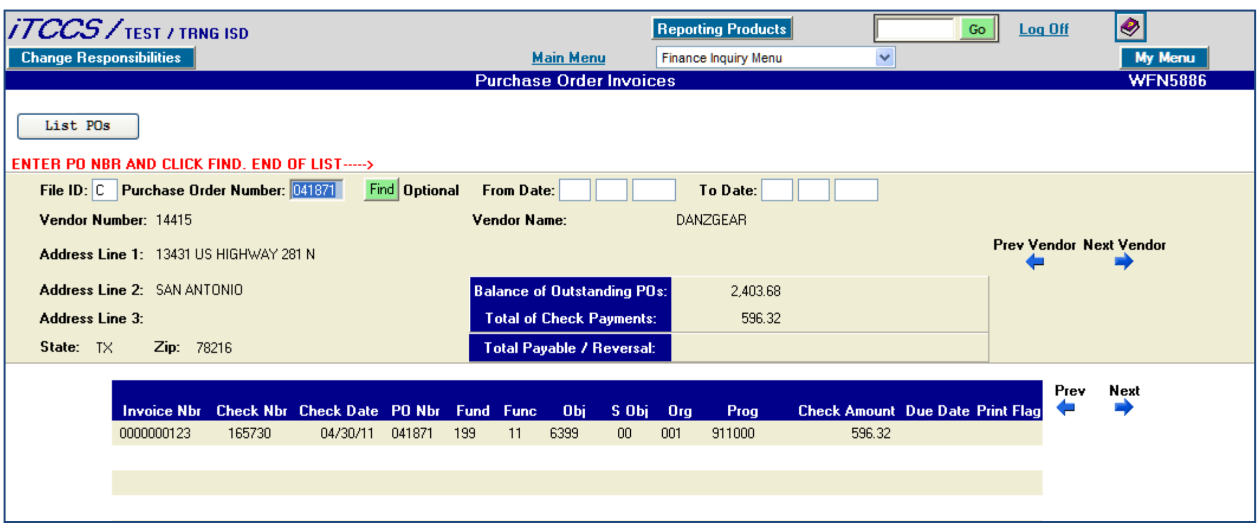
PO Number	Fund	Func	Obj	S Obj	Org	Program	Vendor Number	Vendor Name	Balance	Date
000418	199	11	6399	00	001	911000	16195	EAGLE'S NEST TRAIN STATIO	477.00	07 13 2011
000865	199	11	6399	00	001	911000	00097	A & E HOME VIDEO	50.00	01 12 2011
041871	199	11	6399	00	001	911000	14415	DANZGEAR	2,403.68	01 12 2011
045009	199	11	6399	00	001	911000	36820	MARIACHI CONNECTION	312.00	05 11 2011
045010	199	11	6399	00	001	911000	00001	123 CLASSROOM STUFF	6.00	06 14 2011
045015	199	11	6399	00	001	911000	41168	OFFICE COMMUNICATION SYS	25.00	06 23 2011
120001	199	11	6399	00	001	911000	14224	D & H DISTRIBUTING CO.	1.00	06 23 2011
120004	199	11	6399	00	001	911000	41178	OFFICE MAX	104.00	07 27 2011
555556	199	11	6399	00	001	911000	00097	A & E HOME VIDEO	100.00	03 31 2011
901653	199	11	6399	00	001	911000	33995	LEGAL DIGEST	250.00	12 03 2008
903003	199	11	6399	00	001	911000	41176	OFFICE DEPOT	15.00	10 15 2009
						TOTALS	====>		3,743.68	
								OUTSTANDING P.O. BALANCE:	3,743.68	

By Number

WFN5855 PURCHASE ORDERS is used to display a purchase order's information.

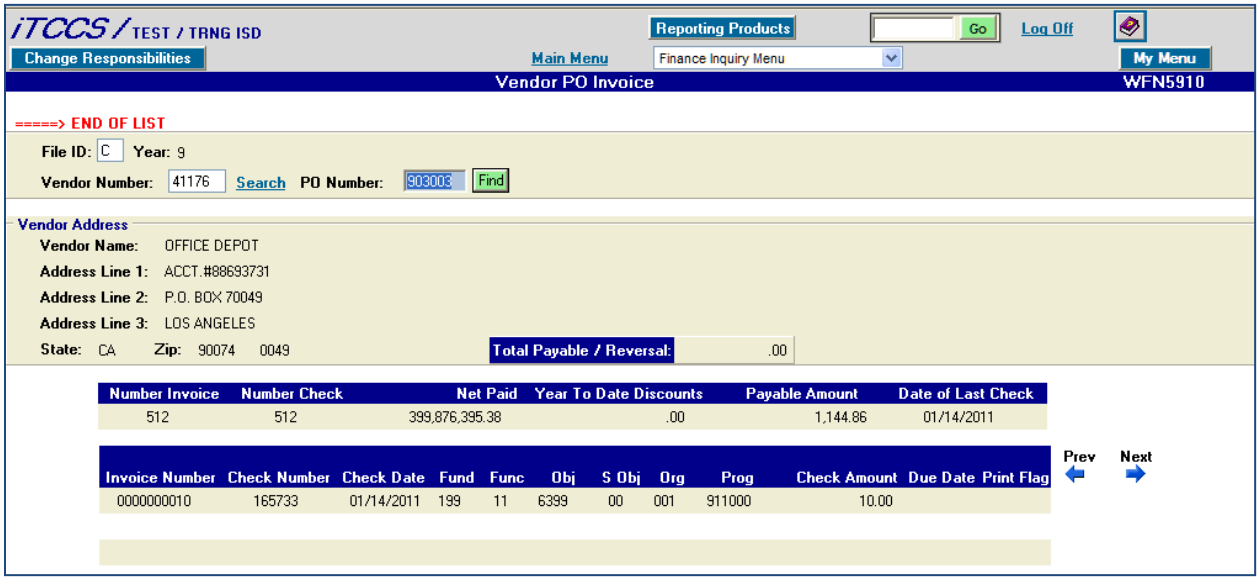


The buttons *LIST INVOICES* will show check payments for just that purchase order and *LIST POs* will return you to the purchase order information.



Vendor and PO

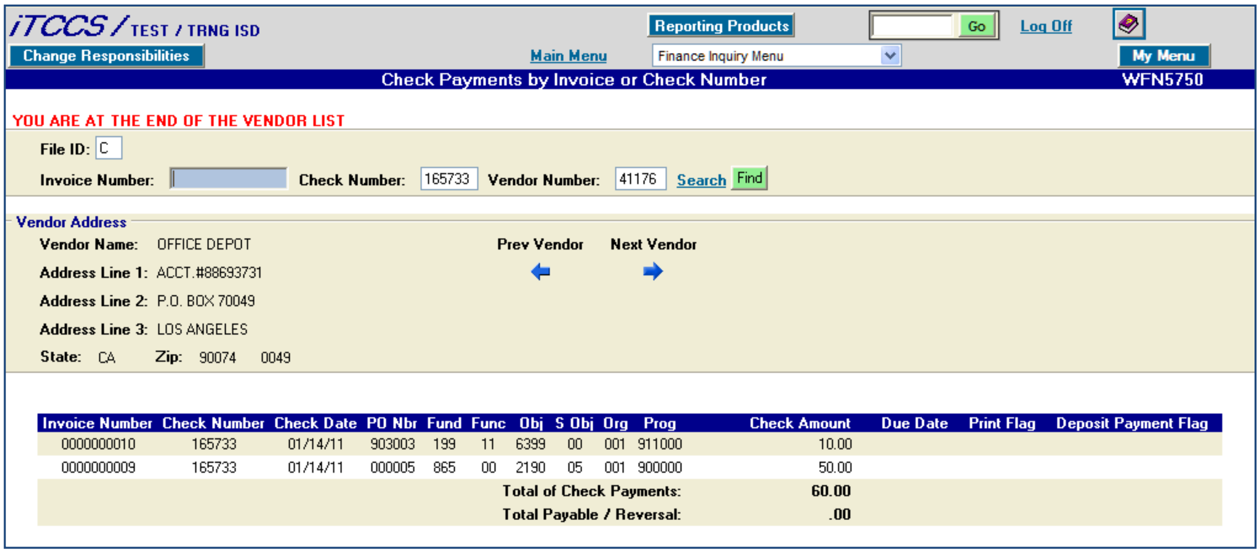
Screen *WFN5910 VENDOR PO INVOICE* is a bit of a blend of the previous inquiry screens. We need to enter a vendor number and purchase order number and it will display a summary of all checks paid to the vendor and the specific checks paid against the purchase order.



Check Payments

By Invoice or Check Number

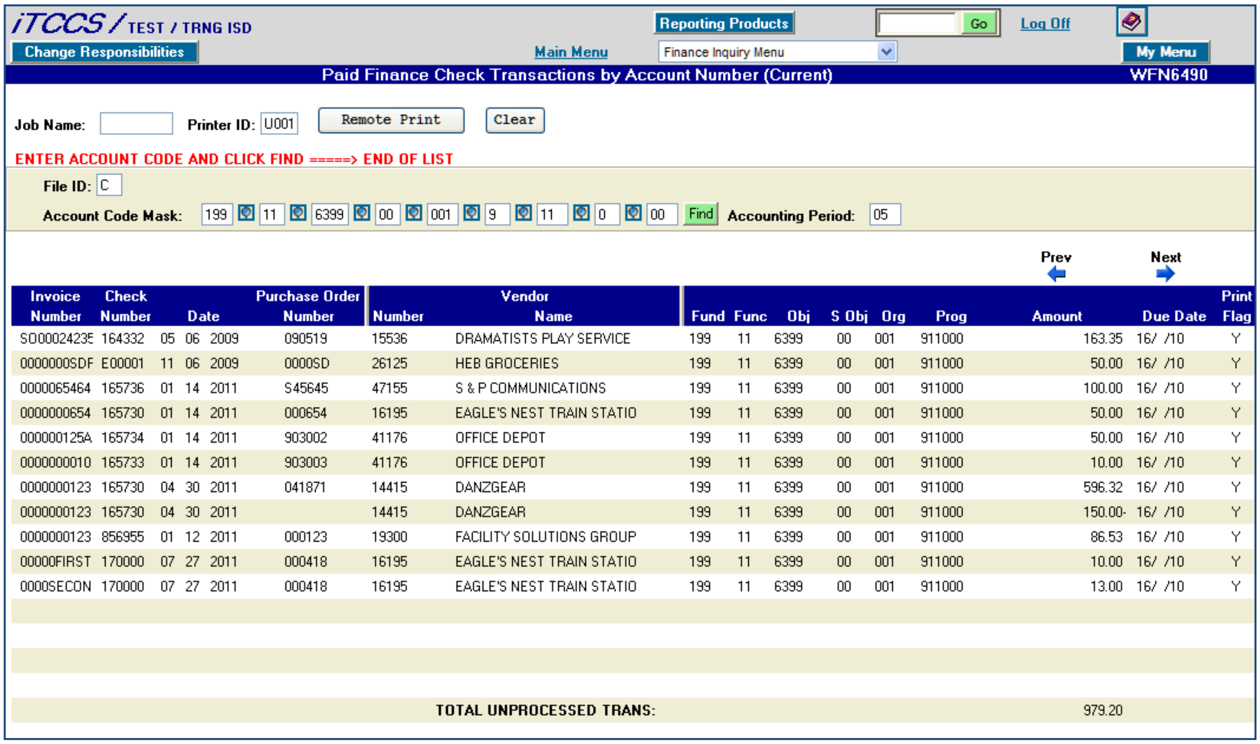
WFN5750 CHECK PAYMENTS BY INVOICE OR CHECK NUMBER allows for the entry of either an invoice number or a check number. The vendor number field is optional and, if left blank, will pull up all payments that match either the invoice number or check number.



When the vendor number is left blank and multiple vendors are found, the message INVOICE/CHECK DISPLAYED WITH MULTIPLE VENDORS, CLICK ==> TO NEXT VENDOR is displayed and the **prev vendor** and **next vendor** arrows are used to scroll through the information.

By Account

We can also view all checks for an accounting period that has not been closed using *WFN6490 PAID FINANCE CHECK TRANSACTIONS BY ACCOUNT NUMBER (CURRENT)*. A full 20-digit account code will be entered then click FIND.



iTCCS / TEST / TRNG ISD

Reporting Products | Go | Log Off

Change Responsibilities | Main Menu | Finance Inquiry Menu | My Menu

Paid Finance Check Transactions by Account Number (Current) WFN6490

Job Name: Printer ID: U001 Remote Print Clear

ENTER ACCOUNT CODE AND CLICK FIND =====> END OF LIST

File ID: C

Account Code Mask: 199 11 6399 00 001 9 11 0 00 Find Accounting Period: 05

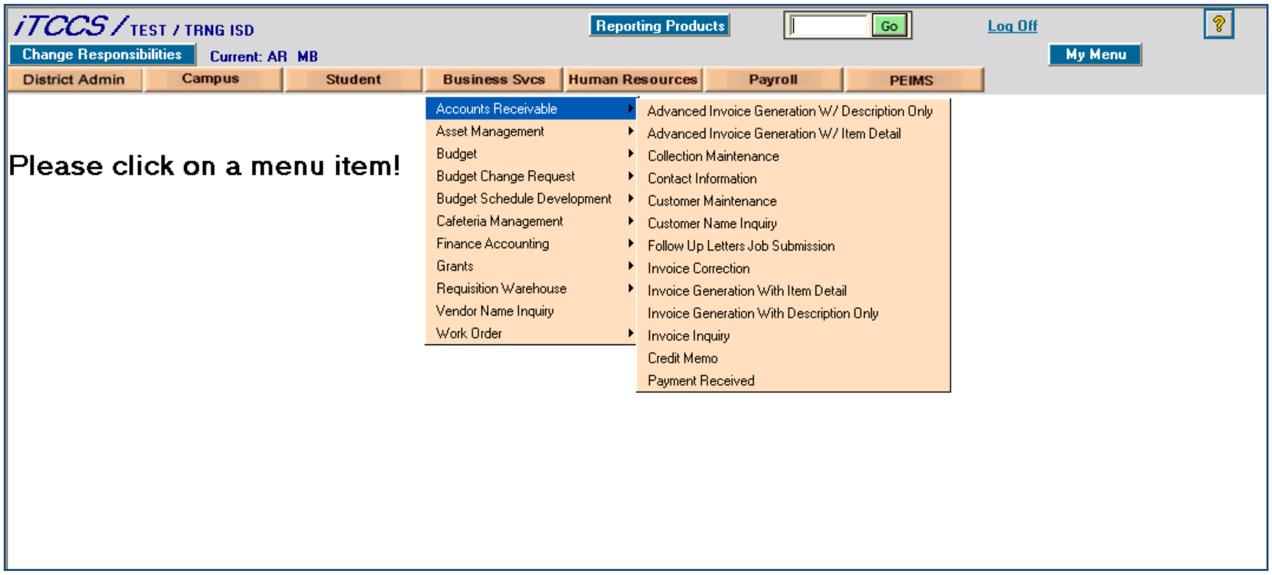
Prev Next

Invoice Number	Check Number	Date	Purchase Order Number	Vendor Number	Vendor Name	Fund	Func	Obj	S Obj	Org	Prog	Amount	Due Date	Print Flag
SO0002423E	164332	05 06 2009	090519	15536	DRAMATISTS PLAY SERVICE	199	11	6399	00	001	911000	163.35	16/ /10	Y
0000000SDF	E00001	11 06 2009	0000SD	26125	HEB GROCERIES	199	11	6399	00	001	911000	50.00	16/ /10	Y
0000065464	165736	01 14 2011	S45645	47155	S & P COMMUNICATIONS	199	11	6399	00	001	911000	100.00	16/ /10	Y
0000000654	165730	01 14 2011	000654	16195	EAGLE'S NEST TRAIN STATIO	199	11	6399	00	001	911000	50.00	16/ /10	Y
000000125A	165734	01 14 2011	903002	41176	OFFICE DEPOT	199	11	6399	00	001	911000	50.00	16/ /10	Y
0000000010	165733	01 14 2011	903003	41176	OFFICE DEPOT	199	11	6399	00	001	911000	10.00	16/ /10	Y
0000000123	165730	04 30 2011	041871	14415	DANZGEAR	199	11	6399	00	001	911000	596.32	16/ /10	Y
0000000123	165730	04 30 2011		14415	DANZGEAR	199	11	6399	00	001	911000	150.00-	16/ /10	Y
0000000123	856955	01 12 2011	000123	19300	FACILITY SOLUTIONS GROUP	199	11	6399	00	001	911000	86.53	16/ /10	Y
00000FIRST	170000	07 27 2011	000418	16195	EAGLE'S NEST TRAIN STATIO	199	11	6399	00	001	911000	10.00	16/ /10	Y
0000SECON	170000	07 27 2011	000418	16195	EAGLE'S NEST TRAIN STATIO	199	11	6399	00	001	911000	13.00	16/ /10	Y

TOTAL UNPROCESSED TRANS: 979.20

Accounts Receivable

From the main menu, Accounts Receivable screens can be found by navigating to *BUSINESS SERVICES → ACCOUNTS RECEIVABLE*.



Create an Invoice

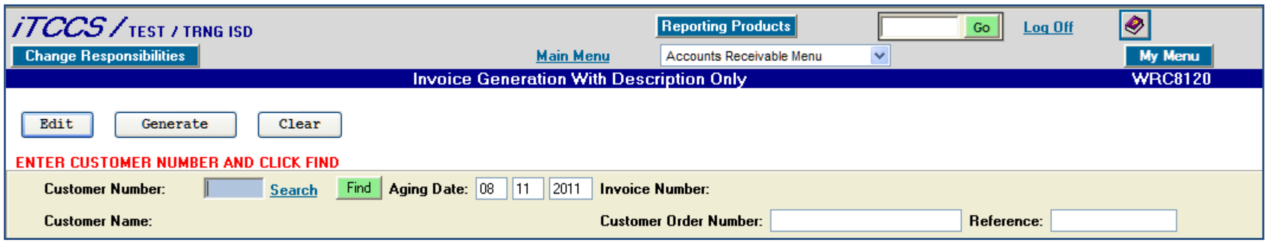
There are two ways to create an invoice: description only or with detail. The detail invoices are associated with those charged that have a number of units and a unit price; whereas description only are often associated with subscriptions. This does not mean that all subscriptions are description only invoices. If you charge for a subscription per student or member, then you will more than likely use the detailed invoice.

Each individual invoice can have a maximum of 19 lines of description.

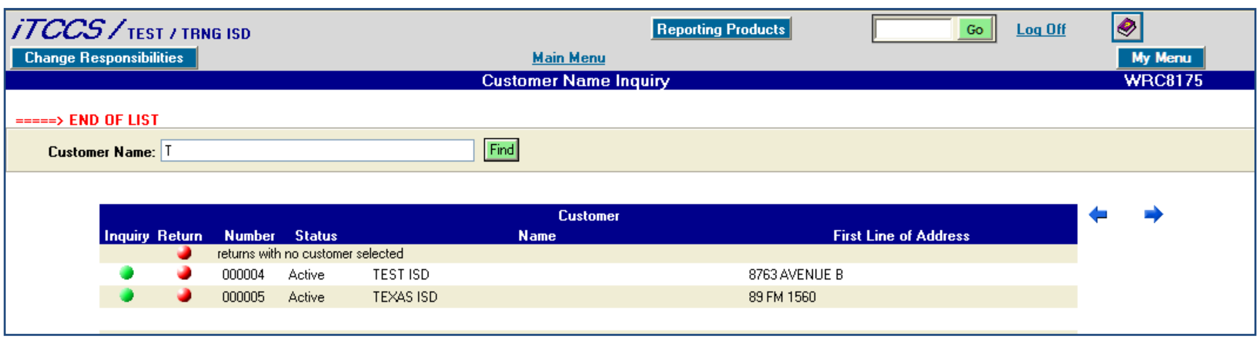
Let's take a look at an invoice.

Description only

WRC8120 INVOICE GENERATION WITH DESCRIPTION ONLY will be used for those invoices that do not have units sold and a unit price. When we first enter the screen, it prompts us to **ENTER CUSTOMER NUMBER AND CLICK FIND**, but, since we may not know the customer number...



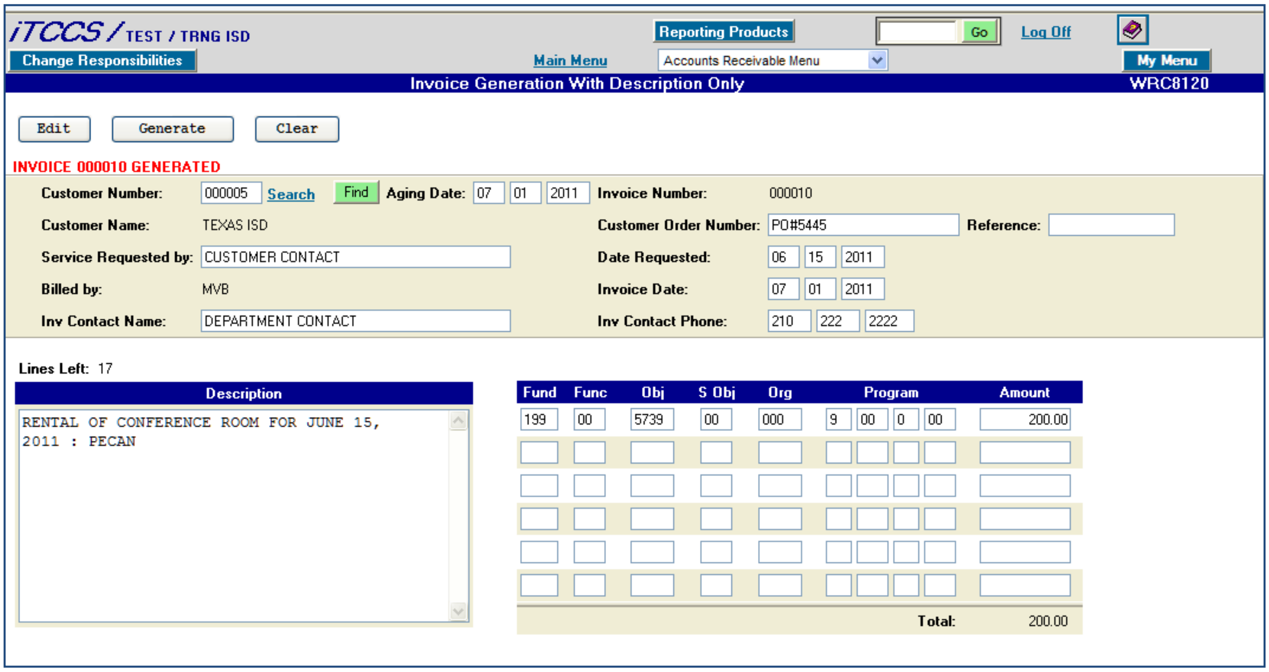
you can click on the *SEARCH* link to bring up the screen below. We want a customer that begins with T so we enter it and click *ENTER*. When you see find the customer you want, click on the red button to return that customer to the invoice screen.



The fields to enter are:

- Aging Date – defaults to the current date and should to reflect the effective billing date for use on the aging report, customer notices and statements
- Customer Order Number – a note to the customer for their use which is normally their purchase order number
- Reference – a data field for your use
- Service Requested by – name of the person requesting the goods or services (this is printed on the invoice)
- Date Requested – defaults to the current date and should reflect the date the order was submitted
- Billed By – displays your initials that you used to log in to the system
- Invoice Date – defaults to the current date and should reflect the date the invoice was created
- Contact Name – name of the person/department originating the invoice
- Contact Phone – the above mentioned contact's phone number

- Description – the description of the goods or services provided (lines left will decrement to let you know how much you have left)
- Account & Amount – the revenue code and amount of the invoice

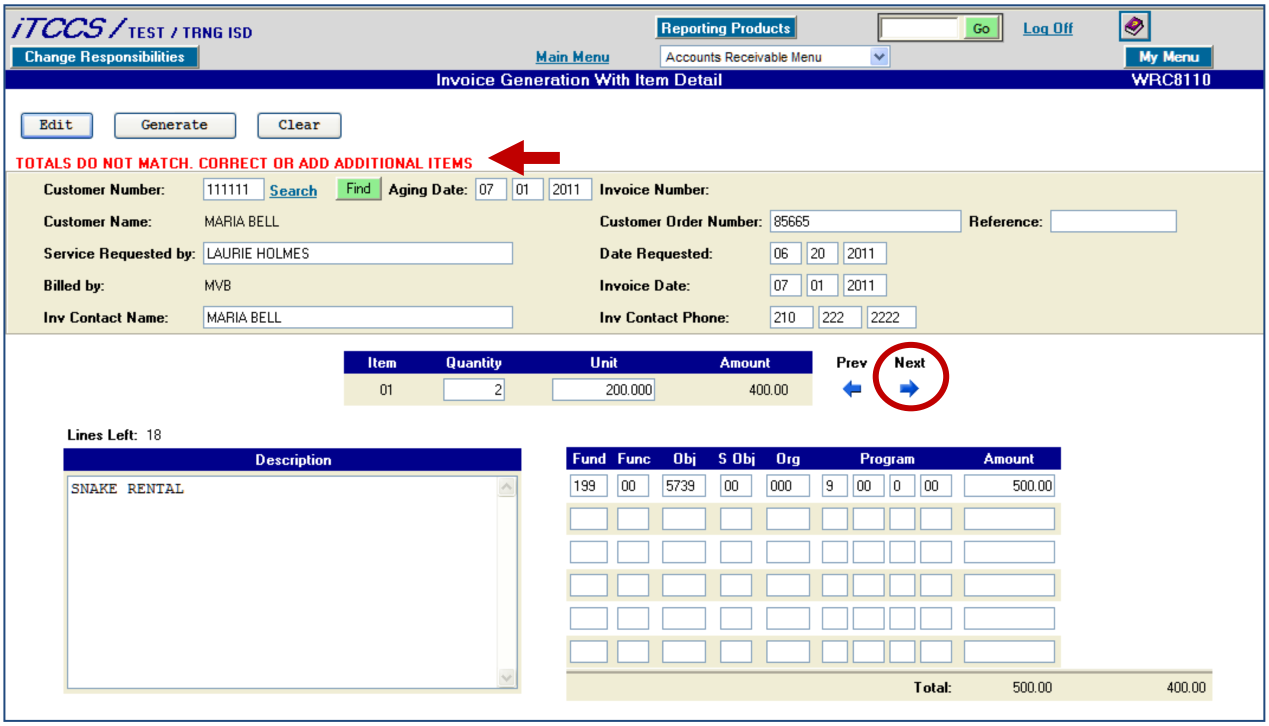


Once you have reviewed the entries for correctness, you can click GENERATE and the system will save the data and assign an invoice number.

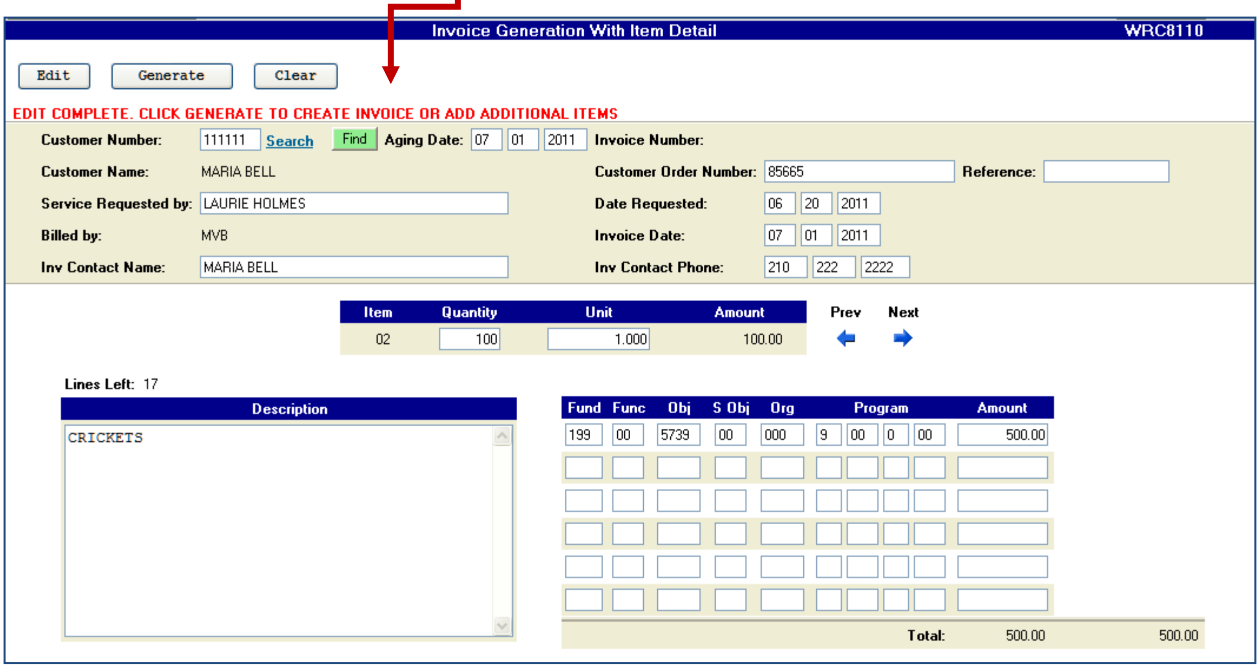
Detailed

WRC8110 INVOICE GENERATION WITH ITEM DETAIL has all the same fields as the description only invoice with two additional: quantity and unit.

After the customer information on the top half of the screen, the example shows a quantity of 2 with a unit price of $200. I enter my description and account code amount of $500 but, wait, the extended price of $400 is less than $500. The system will check when you click the *EDIT* button to ensure the item totals match the revenue totals. If they do not match, the system will provide a message **TOTALS DO NOT MATCH. CORRECT OR ADD ADDITIONAL ITEMS**. If additional items need to be entered, simply click on the *NEXT* arrow.



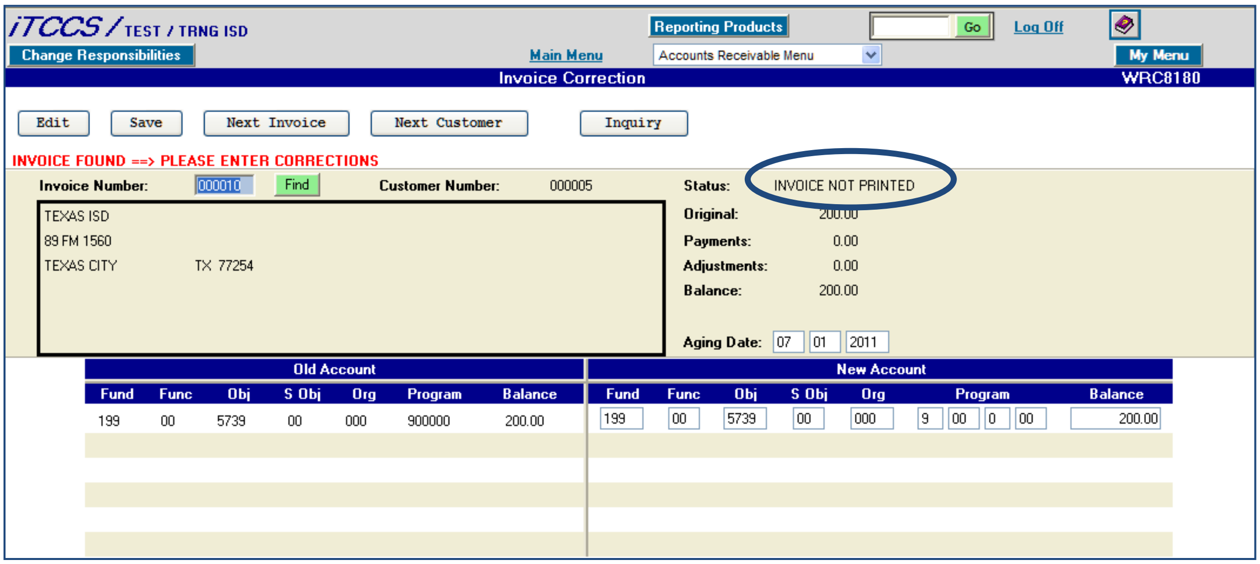
When all the item details have been entered and the totals match, you will receive the message **EDIT COMPLETE. CLICK GENERATE TO CREATE INVOICE OR ADD ADDITIONAL ITEMS** and you can *GENERATE* the invoice.



Changes

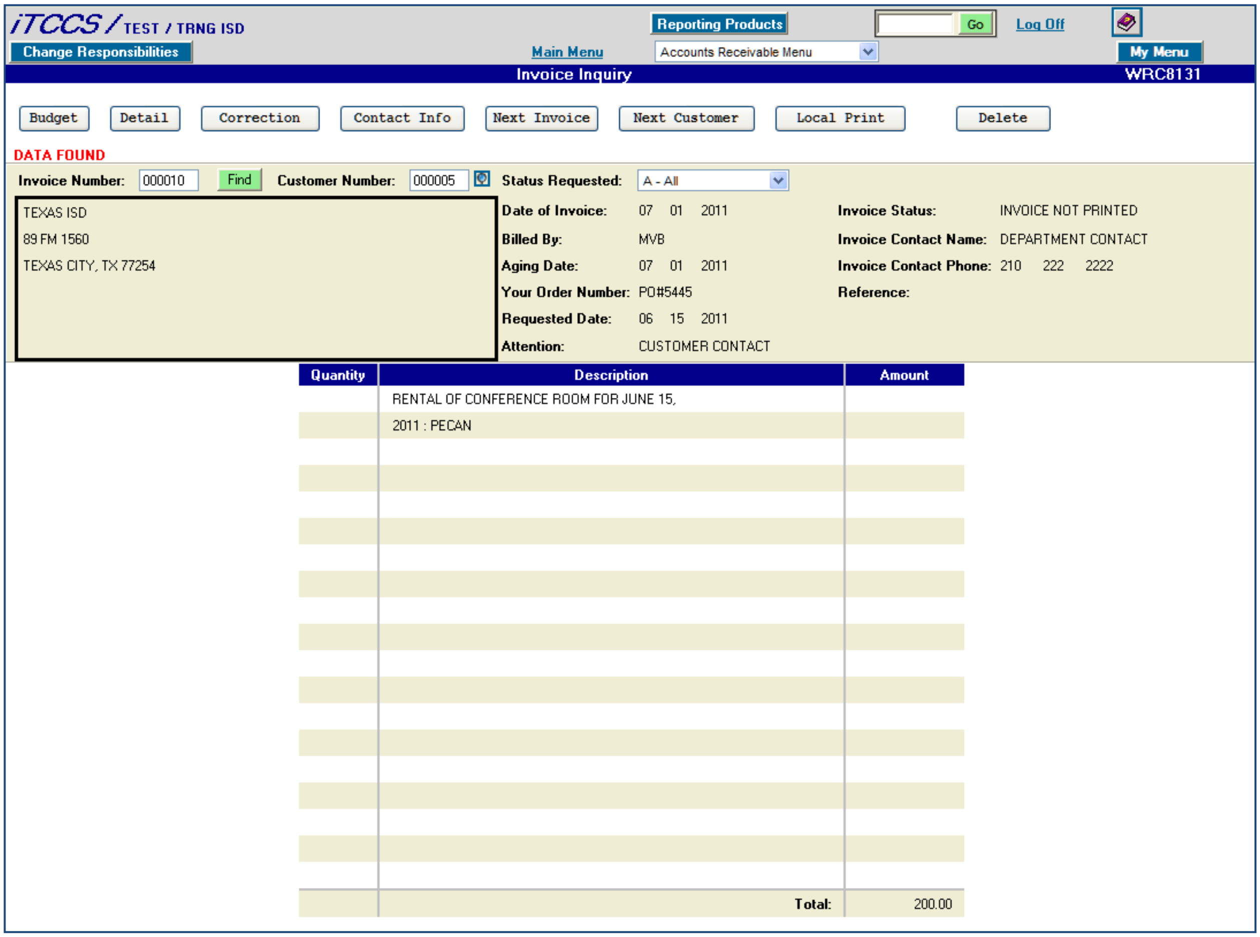
Invoice changes can be made on *WRC8180 INVOICE CORRECTION* if you are the originator of the invoice or if you have higher level right. Changes can be made to the account(s) and/or amount(s) if the invoice has not been printed. The total amount of the invoice cannot be changed through this process.

The aging date can be changed at any time.



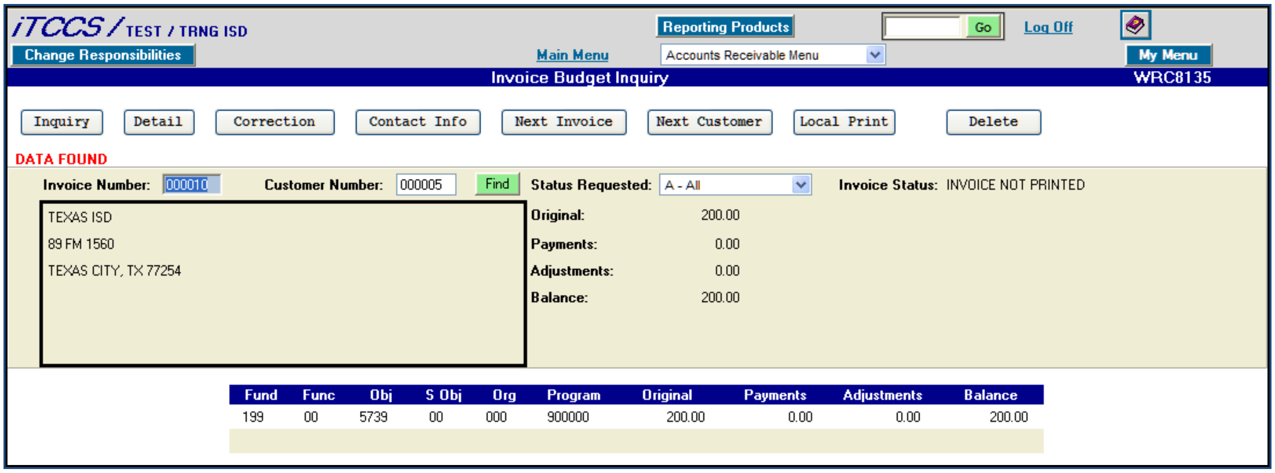
Inquiry & Deletion of Invoices

As strange as it may sound, you can delete invoices from *WRC8131 INVOICE INQUIRY.* Invoices can only be deleted from the system provided it has not been printed.

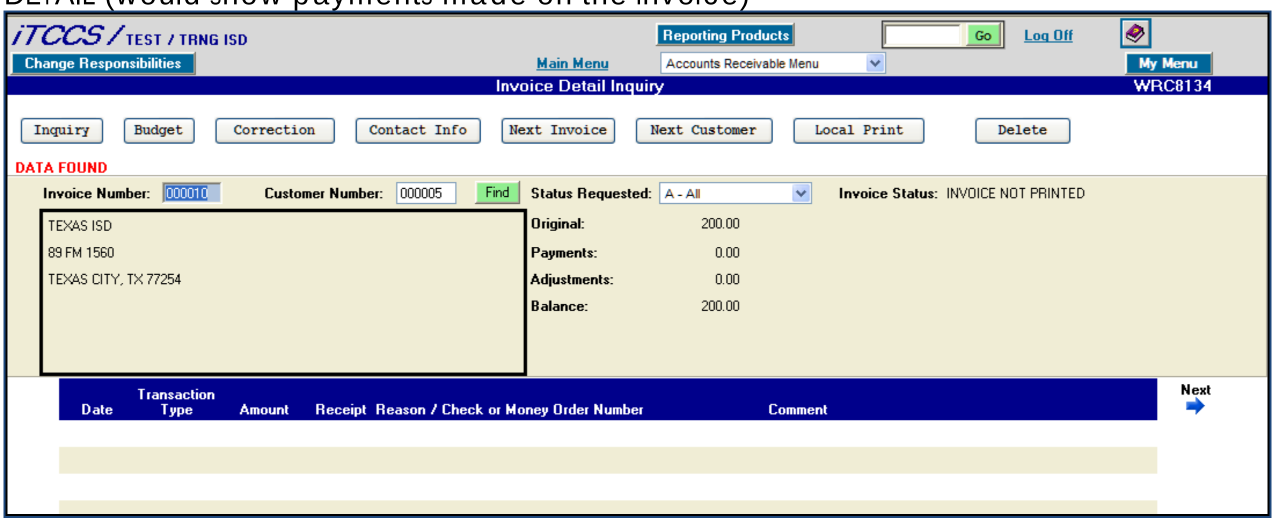


Once we pull up an invoice, the first screen is a listing of the description information. There are buttons for

- BUDGET

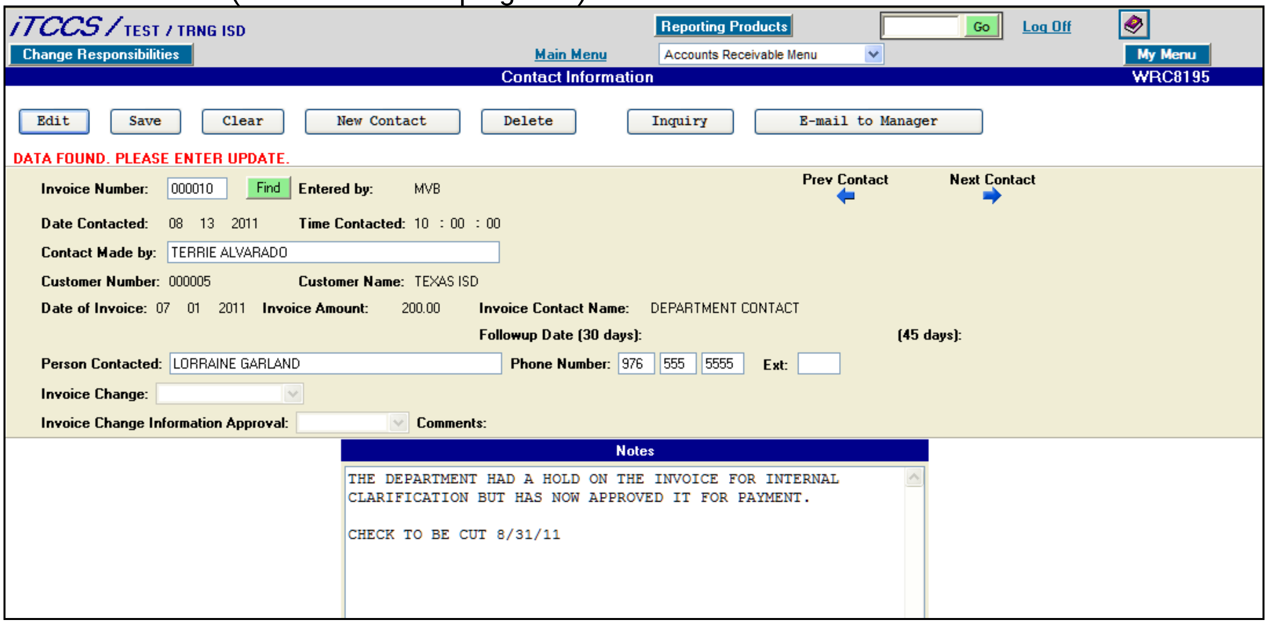


- DETAIL (would show payments made on the invoice)



- CORRECTION (takes us to *WRC8180 INVOICE CORRECTION* that we saw earlier)

- CONTACT INFO (more detail on page 41)



iTCCS / TEST / TRNG ISD

Reporting Products | Go | Log Off

Change Responsibilities | Main Menu | Accounts Receivable Menu | My Menu

Contact Information WRC8195

Edit | Save | Clear | New Contact | Delete | Inquiry | E-mail to Manager

DATA FOUND. PLEASE ENTER UPDATE.

Invoice Number: 000010 Find Entered by: MVB Prev Contact Next Contact

Date Contacted: 08 13 2011 Time Contacted: 10 : 00 : 00

Contact Made by: TERRIE ALVARADO

Customer Number: 000005 Customer Name: TEXAS ISD

Date of Invoice: 07 01 2011 Invoice Amount: 200.00 Invoice Contact Name: DEPARTMENT CONTACT

Followup Date (30 days): (45 days):

Person Contacted: LORRAINE GARLAND Phone Number: 976 555 5555 Ext:

Invoice Change:

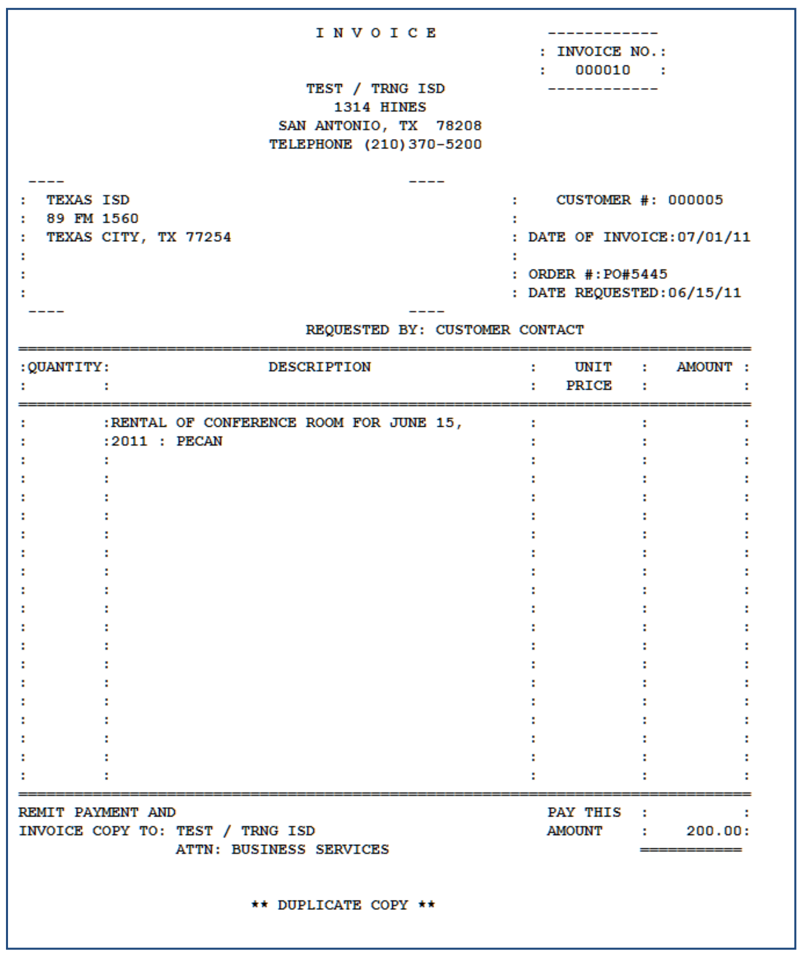
Invoice Change Information Approval: Comments:

Notes

THE DEPARTMENT HAD A HOLD ON THE INVOICE FOR INTERNAL CLARIFICATION BUT HAS NOW APPROVED IT FOR PAYMENT.

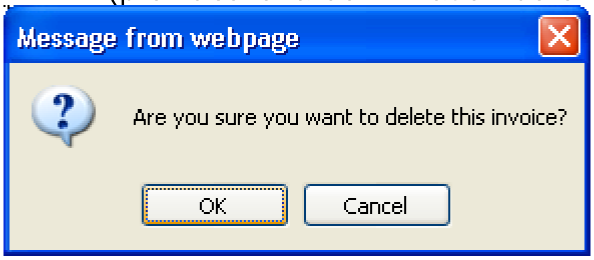
CHECK TO BE CUT 8/31/11

- LOCAL PRINT



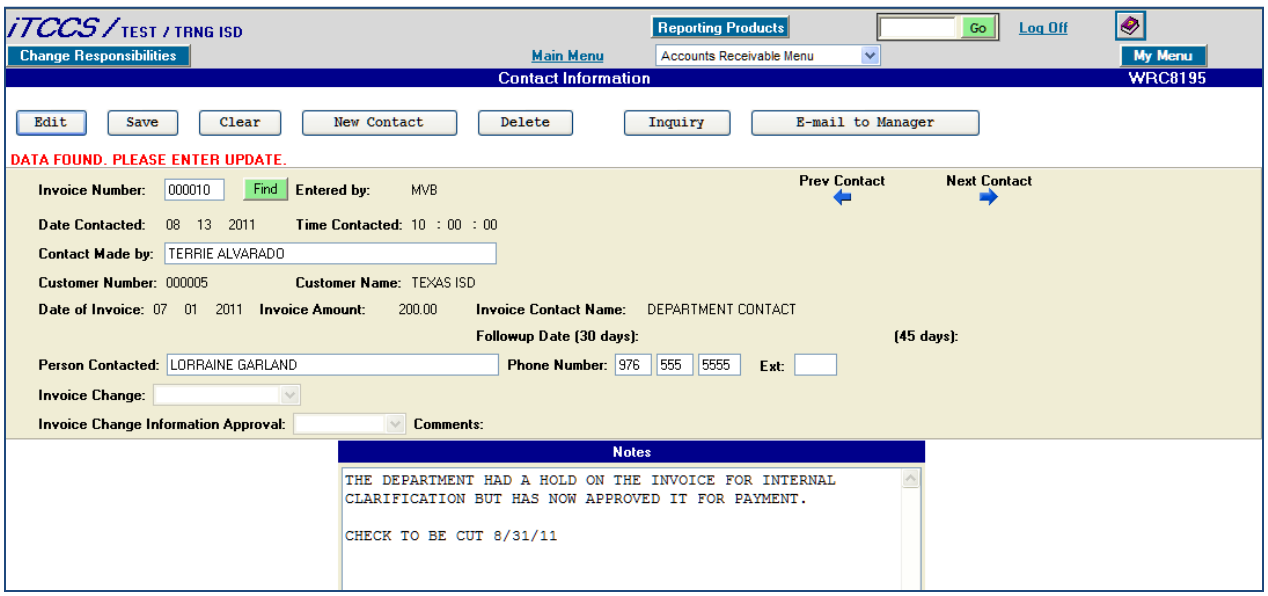
```
                              I N V O I C E         ------------
                                                   : INVOICE NO.:
                                                   :   000010   :
                             TEST / TRNG ISD        ------------
                                1314 HINES
                          SAN ANTONIO, TX  78208
                         TELEPHONE (210)370-5200

 ----                                      ----
: TEXAS ISD                                       :    CUSTOMER #: 000005
: 89 FM 1560                                      :
: TEXAS CITY, TX 77254                            : DATE OF INVOICE:07/01/11
:                                                 :
:                                                 : ORDER #:PO#5445
:                                                 : DATE REQUESTED:06/15/11
 ----                                      ----
                             REQUESTED BY: CUSTOMER CONTACT
===============================================================================
:QUANTITY:                DESCRIPTION                :   UNIT   :   AMOUNT :
:        :                                           :   PRICE  :          :
===============================================================================
:        :RENTAL OF CONFERENCE ROOM FOR JUNE 15,     :          :          :
:        :2011 : PECAN                               :          :          :
===============================================================================
REMIT PAYMENT AND                                       PAY THIS  :          :
INVOICE COPY TO: TEST / TRNG ISD                        AMOUNT    :   200.00:
                 ATTN: BUSINESS SERVICES                          ===========

                          ** DUPLICATE COPY **
```

- DELETE (provides for a confirmation before deletion)



Contacting the Customer

For those that are responsible for collection there is a facility to record all contacts with the customer. If you find you need someone else to review the invoice and comments, you can have the system email the notice for review to them by clicking on the button *EMAIL TO MANAGER*. The system will prompt you for an email and send them a notice to review.



Appendix A – iTCCS Menu Overview

To search for a page:

In the field to the left of Go, type the seven-character page ID of the window that you need.

Click Go, and the system displays the page.

To access a page:

From the menu bar, select the menu name (e.g., Student) to display the contents of the drop-down menu.

From the drop-down menu, select the menu item. A page for the selected menu item will be displayed.

Note: Some menu items may have a cascading menu from which you can select other menu items.

To change responsibilities:

To move from one system to another within iTCCS (i.e., from Business to Student), or move from one usage qualifier to another (i.e., from a payroll 4 to a payroll 6), click Change Responsibilities. The Responsibilities pop-up window will be displayed.

From the pop-up window, select the responsibility to which you wish to change. The pop-up window will close, and the selected responsibility will appear to the right of the Change Responsibilities button.

Select the page you wish to access, as described above. The selected responsibility will be transferred to the page.

Note: Normal RACF security is still deployed. You will only be able to use and update pages for which you have authorization.

To close the window without changing responsibilities, click Return.

To access My Menu pages:

The My Menu list allows you to create and access a personal list of frequently used pages.

In the upper-right side of the web application page, click My Menu. The first time you click My Menu, a pop-up window will be displayed with a Close button and an Edit button only.

Click Edit to add pages to the menu. As you add pages to your menu, the links to those pages will appear below the Edit button.

Select the page you wish to access. The pop-up window will close, and the selected page will open.

To close the menu without selecting a page, click Close.

To access help:

In the upper-right side of the web application page, click . A navigation pane is displayed on the left with the help topic displayed on the right.

The help topic is specific to the application page.

The list of topics and books in the left-hand pane indicates help available for the web applications.

To return to the previous page:

A Return to Previous Page button is displayed on the Main Menu page when you have selected an unauthorized page from an application page either through a menu or from 

.

To return to the last page you visited, click Return to Previous Page.

The Return to Previous Page button is not displayed if you are not on an application page and then select an unauthorized page.

Education Service Center Region 20
Consulting Services
1314 Hines Avenue
San Antonio TX 78208