

TOWNSHIP **MFT ACCOUNTING SYSTEM**

INTRODUCTION

Welcome to the MFT Accounting database. When you enter into the database a main menu will appear. There are three buttons on the menu, Forms, Reports, and Archive Records. The first button will lead you to your forms menu. The reports button will lead you to your reports menu and the archive records button will lead you to a form that has step-by-step procedures to archiving records. You will notice in the upper left hand corner of the main menu you will see an exit button. When you click on this button the database will close down.

In each of your forms there are three buttons in the upper left hand corner. The first button, Close Form, will take you back to the forms menu. The button with binoculars on it is used to search for information. To use this button, click into the field you wish to search, click on the button and a search box will come up. Type in what you want to search for (pay particular attention to all the questions within the search box, this could help make your search more expeditious). Click the find first button and it will find the first record which matches what you typed in the search box. If this is not the record you are searching for, click on find next and the next record that matches will appear, continue to hit the find next button until the record you want appears on the screen, then click the close button on the search box. The last of three buttons is a Delete Record button. You would click on this button to delete a record. Get the record on the screen, click the button, a small screen appears and asks you if you are sure you want to delete this record, click yes or no, you can not undo a deletion, so be completely sure you want to delete it. A Save Record feature has been incorporated that will prompt you to save the current record before allowing you to go to another record. Since Access automatically saves a record once you advance to the next field, this will prevent an accidental record modification.

The year in date entries, unless specified otherwise, will be a four digit year.

The Search button in Access 2000 differs from Access 97 in that you do not have to close the search dialog box to edit the record once the record is found.

To keep confirmation messages from appearing while running reports, at the top of the screen click Tools, Options, and then the Edit/Find tab. In the Confirm box, if checked, uncheck Action Queries. Since this is a universal change in Access, you need only do this in one of your databases.

Prior to entering data in the MFT Accounting screen, it is suggested that you first enter your road districts in the Road Districts Form. If you import your data from DataEase, the road district names in Access must be entered exactly as they appear in DataEase. Also, you must enter your county name in the County Name form in order for it to appear in the reports.

FORMS MENU

When you click the Forms button on the main menu, another menu appears with buttons leading to each of your forms. In the upper left hand corner is a close form button, click this to go back to the main menu.

MFT ACCOUNTING

Your first button is MFT Accounting, click on this button and it will lead you to your data entry form. This is where you will actually be entering all your accounting information.

Group Number

Data entry – number used for tracking. This is used by some townships.

Type

Use drop down box, it looks up all the types you have in the table, just click on the one you want. The type "Other" is Other Disbursements, while the type "Other Income" is Other Income.

Road District

Use drop down box, it looks up all the road districts' you have in the Road District form, just click on the one you want.

Credit

Defaulted to no, can change to yes (only one can be yes).

Authorization

Defaulted to no, can change to yes

Date

Basic date field, input mask of mm/dd/yyyy, slashes put in for you.

Section

Input mask, just type numbers, dashes will be put in for you.

Claim

Basic data-entry

Amount Disbursed

Basic number data entry. The dollar sign and comma will be put in for you.

Receipt

Basic data entry

Amount Received

Basic number data entry. The dollar sign and comma will be put in for you.

Vendor

Looks up names out of your vendor table. If Vendor is not listed, go ahead and type vendor name and it will say that the name is not in the list, do you want to add it? Click yes. The name will be added, but remember to go back to the vendor form later and look up the name and add the rest of the information, address, phone numbers, etc.

Explanation

Basic data entry. Although you may enter a large amount of data, not all may print on the reports, so please keep this as brief as possible.

MFT ACCOUNTING ARCHIVED

The next button is MFT Accounting Archived, click on this button and it will lead you to your data entry form.

This is a holding form for all the information you have archived out of the Accounting form. You can go in here and look up information. The Save Record option is not offered here; however, you may still perform add, updates and deletes. Keep in mind that since the Save Record option is not offered, once you add or modify a record, it is automatically saved..

MFT CONTRACTS

The next button is MFT Contracts, click on this button and it will lead you to your data entry form.

Road District

Use drop down box, it looks up all the road districts' you have in the Road District table, just click on the one you want.

Section

Input mask, just type numbers, dashes will be put in for you.

Group

Use drop down box, it looks up all the Group Numbers that have been put in the Group Numbers' table. If the number you typed is not in the table, it will tell you and ask you if you want to add it. Click yes and it will add it to the table for you and will show up in the drop down box next time.

Vendor

Looks up names out of your vendor table. If Vendor is not listed you have two options, either go and put the vendor in the vendor form or go ahead and type vendor name and it will say that the name is not in the list, do you want to add it? Click yes. The name will be added, but remember to go back to the vendor form later and look up the name and add the rest of the information, address, phone numbers, etc.

Contract Price, MFT Portion, Other Portion, Change in Plans, Change in Plans 2

Basic number data entry. Dollar signs and commas are put in for you.

Ending Contract Price

This is a calculated field. No data entry required.

Engineering Cost

This is a calculated field. No data entry required.

ENTER SECTION DATA

The next button is Enter Section Data, click on this button and it will lead you to your data entry form.

This provides a history of the section. No reports print from this screen.

Section

Input mask, just type and the dashes will be entered in for you.

Road Districts

Click on drop down box, click on the appropriate road district.

Location

Basic data entry

Road Name

Basic data entry

Comments

Basic data entry

ROAD COMMISSIONERS

The next button is Road Commissioner Addresses, click on this button and it will lead you to your data entry form.

Name, Title, Address, City

Basic data entry.

State

"IL" is automatically put in for you, no data entry required.

Zip

Basic data entry.

Home Phone, Garage Phone, Other Phone, Fax

Basic number data entry. Parenthesis and dashes are entered for you.

Road District

Use drop down box, it looks up all the road districts' you have in the Road District table, just click on the one you want. You should enter your road districts' before you start using your database.

Mileage

Basic number data entry.

VENDORS

The next button is Vendors, click on this button and it will lead you to your data entry form.

Vendor Number, Vendor, Address, City, State, Zip, Phone, Fax, Contact Person

This form is a basic data entry form. Enter the data and move on to the next record.

ROAD DISTRICTS

The next button is Road Districts, click on this button and it will lead you to your data entry form.

Enter each of your Road Districts into this form. This should be done first when you start using your database. If you import your data from DataEase, the road district names in Access must be entered exactly as they appear in DataEase. The Save Record option is not offered here.

COUNTY NAME

The last Forms button allows you to enter your county's name. You need only do this once for the Township database. By doing this, your county's name will appear in the header of all the reports.

REPORTS MENU

Your reports are button driven and you may either print to a printer, or to the screen. The reports' form is broken down by tabs:

- Obligated
- Unobligated
- Status (Vendor & Section)
- Allotment, Investment, Expenses, Interest, Record Entry Reports
- Miscellaneous

Click the appropriate tab you need (i.e., for Obligated reports, click on the Obligated tab).

OBLIGATED TAB

All RD Obligated Summary by Date

Click on the button, a dialog box appears and asks you for a start date (i.e., 01/01/1990), type in the date, hit tab and type in the end date (i.e., 01/01/1990), these are the dates you want the report to run between and click OK, report will print.

Obligated

Click on the button, a dialog box appears and asks you for a start date (i.e., 01/01/1990), type in the date, hit tab and type in the end date (i.e., 01/01/1990), these are the dates you want the report to run between and click OK, report will print.

Obligated by Date, RD & Type

Click on the button, a dialog box appears and asks you for a start date (i.e., 01/01/1990), type in the date, hit tab and type in the end date (i.e., 01/01/1990), these are the dates you want the report to run between. Hit tab and click on the down arrow of road district and click on the appropriate road district you need, you can also type it in. Hit tab and click on the down arrow of the type and click on the appropriate type you need, then click the OK button, report will print.

Obligated by RD by Date

Click on the button, a dialog box appears and asks you for a start date (i.e., 01/01/1990), type in the date, hit tab and type in the end date (i.e., 01/01/1990), these are the dates you want the report to run between. Hit tab and click on the down arrow of road district and click on the appropriate road district you need, you can also type it in. Click the OK button, report will print.

Obligated/Unobligated Summary

Click on the button, report will print.

UNOBLIGATED TAB

All RD Unobligated by Date

Click on the button, a dialog box appears and asks you for a start date (i.e., 01/01/1990), type in the date, hit tab and type in the end date (i.e., 01/01/1990), these are the dates you want the report to run between and click OK, report will print.

Unobligated by Date

Click on the button, a dialog box appears and asks you for a start date (i.e., 01/01/1990), type in the date, hit tab and type in the end date (i.e., 01/01/1990), these are the dates you want the report to run between and click OK, report will print.

Unobligated by Date by RD

Click on the button, a dialog box appears and asks you for a start date (i.e., 01/01/1990), type in the date, hit tab and type in the end date (i.e., 01/01/1990), these are the dates you want the report to run between. Hit tab and click on the down arrow of road district and click on the appropriate road district you need, you can also type it in. Click the OK button, report will print.

STATUS (VENDOR & SECTION) TAB

Individual Section

Click on the button, a small screen will appear and ask you for a Section Number (i.e., 88-00000-00-CS). Click OK, then it will ask you to enter a date for the report to start from (i.e., 01/01/1990), click OK, report will print.

All Sections

When clicked, a report will print all sections status report.

Vendor Status

When clicked, a report will print regarding all vendors' status.

Vendor Status (by Date)

Click button, a small screen appears and will ask you for a start date (i.e., 01/01/1990), click OK, then enter an end date and click OK, report will print Vendor status between those two dates.

Vendor Status (by Vendor)

Click button, a small screen appears and will ask you for a vendor name, enter the name of the vendor (i.e.-R & H Supply, Inc.), click OK. Another small screen appears and asks for a start date, enter the date (i.e., 01/01/1990), click OK, then another small screen will appear and ask for an end date, enter the date and click OK, report will print Vendor status between those two dates.

ALLOTMENT, INVESTMENT, EXPENSES, INTEREST, RECORD ENTRY REPORTS TAB

Each Road District is printed on a separate page.

RD Interest by Date

Click on the button, a dialog box appears and asks you for a start date (i.e., 01/01/1990), type in the date, hit tab and type in the end date (i.e., 01/01/1990), these are the dates you want the report to run between. Hit tab and click on the down arrow of road district and click on the appropriate road district you need, you can also leave this field blank and the report will run for all road districts. Click the OK button, report will print.

RD Allotment by Date

Click on the button, a dialog box appears and asks you for a start date (i.e., 01/01/1990), type in the date, hit tab and type in the end date (i.e., 01/01/1990), these are the dates you want the report to run between. Hit tab and click on the down arrow of road district and click on the appropriate road district you need, you can also leave this field blank and the report will run for all road districts. Click the OK button, report will print.

RD Expenses by Date

Click on the button, a dialog box appears and asks you for a start date (i.e., 01/01/1990), type in the date, hit tab and type in the end date (i.e., 01/01/1990), these are the dates you want the report to run between. Hit tab and click on the down arrow of road district and click on the

appropriate road district you need, you can also leave this field blank and the report will run for all road districts. Click the OK button, report will print.

RD Cashflow by Date

Click on the button, a dialog box appears and asks you for a start date (i.e., 01/01/1990), type in the date, hit tab and type in the end date (i.e., 01/01/1990), these are the dates you want the report to run between. Hit tab and click on the down arrow of road district and click on the appropriate road district you need, you can also leave this field blank and the report will run for all road districts. Click the OK button, report will print.

Cashflow

Click on the button, a dialog box appears and asks you for a start date (i.e., 01/01/1990), type in the date, hit tab and type in the end date (i.e., 01/01/1990), these are the dates you want the report to run between and click OK, report will print.

Investment

Click on the button, a dialog box appears and asks you for a start date (i.e., 01/01/1990), type in the date, hit tab and type in the end date (i.e., 01/01/1990), these are the dates you want the report to run between and click OK, report will print.

Allotment Summary

Click on the button, a small screen appears asking for a start date (i.e., 01/01/1990), enter a date, click OK, then enter an end date, click OK, and the report will run.

Record Entry - Allotment Entry

Click on the button, a full entry screen appears. Click the down arrow on the Road District field and select a road district. You may enter a new road district here, but this should have been done earlier in the Road District record entry form. Enter a receipt and receipt amount. Click the down arrow on the month field and select an MFT month. Enter the allotment date (i.e. 01/01/2001). Continue entering allotments until finished, then click the button, After All Allotments Entered Push Button, at the top of the screen.

Record Entry – Interest by Mileage

It is strongly advised to get a printout prior to running this procedure.

Click on the button, a small screen appears and asks what the interest is, type in the dollar amount without the dollar sign or commas, i.e., 1000.52, click OK. Another small screen appears asking for a date you want the records to have in the MFT accounting form, type in date and click OK, records will be automatically entered into the MFT Accounting form.

Record Entry – Interest by Cash Balance

It is strongly advised to get a printout prior to running this procedure.

Click on the button, a small screen appears and asks for a date that you want the cash balance as of, enter date (as mm/dd/yyyy), click OK, enter the amount of the interest (no dollar sign or comma, i.e. 1000.53), click on the OK button, records will be automatically entered into the MFT Accounting form.

NOTE: To get a printout of the two reports above, there are buttons under each report.

MISCELLANEOUS TAB

Click the right arrow next to the last tab. Click the Miscellaneous tab.

Commissioner List

Just click the button and a report will run listing the commissioners for each road district.

Commissioner Labels

Click the button, a small screen appears, enter the road district you want the label for, or leave blank and you will get a label for each road district. **These labels are set-up to use Avery Labels, Number 5161, 1" x 4", 2 across.**

ARCHIVE RECORDS

If you use the type "Investment" when entering records, proceed with *Option One – Investment*; otherwise, proceed with *Option Two – Non Investment*.

Option One - Investment

Step One - Run an investment report for the time frame you are archiving. For example, if you are archiving from Jan. 1, 1989 through Dec. 31, 1991 then use the same date to run the investment report. Also run a report to obtain the current investment balance.

Step Two - Go into your MFT Accounting form and make an entry as follows:

Type = Investment

Date = the last day you are archiving (in the example 12-31-91)

Amount Received = the total amount of the investment (through the archive frame)

Vendor = Archive

Explanation = for archive

Step Three - Check investment report for the same time frame, investments for that time frame should now be zero.

Step Four - Go to Archive Records, Option Two – Non Investment, and follow steps in order, completing all steps.

Step Five - Go into the MFT Accounting form and make the following entry:

Type = Investment

Date = date after the last day you archived (in the example 1-1-92)

Amount Disbursed = the amount that the investments were prior to archive, also the same amount you used in Step 2.

Vendor = Archive

Explanation = for archive

Step Six - Run Investment report with current dates to check balance.

Option Two – Non Investment

Click on the button, another screen appears. You must follow the steps in order for it to work correctly. This will allow you to archive sections which are closed and old allotments, interests and investments. After you have gone through the following four steps, it will move all the data that you choose to archive over to a new file and make new cash and unobligated balances in your accounting file. Be very sure you are ready to archive, as all four steps must be completed. If the process is stopped after step two, you may corrupt your current data.

Step One – Find Finished Sections

This will print a report showing which sections are done. Click the button, a report will print. With this report, go to step two.

Step Two – Enter finished Sections to be Archived

This will remove the sections you choose out of your main accounting file and put them in a temporary holding file.

Click on button, a new form appears. Enter the first section you wish to archive, hit tab, enter the next, and so on. After you have entered all of the section numbers, click on the button at the top of the form, Archive Records. This will remove them from accounting and put them in the temporary file. Close form.

Step Three – Archive Allotments, Interest, Investments

This will allow you to choose between dates which of the above to archive.

Click button, a small screen appears asking for a beginning date, enter the date (i.e.-01/01/1989), click OK, another small screen appears asking for an ending date, enter the date (i.e.-01/01/1990), click OK. Another small screen appears asking for the a beginning date, enter the same beginning date you entered earlier, click OK, another small screen appears asking for an end date, enter the same date as you did earlier, all allotments, interest, and investments between those two dates will be archived into the temporary file and deleted out of your accounting file.

Step Four – Make Beginning Cash & Unobligated Balances in Accounting File

This will make your new cash and unobligated balances in your accounting file.

Click button, a small screen appears asking for a date. This date will be the date of your new cash balance record in the accounting file, enter the date (i.e.-01/01/2000), click OK, another small screen appears asking for a date, this will be the date of the new unobligated balance record in the accounting file, enter the date (i.e.-01/01/2000), click OK. The new records will be made.

After it has made the new records in the accounting file, the information is moved from the temporary file to a permanent file.