

MUNICIPALITY **MFT ACCOUNTING SYSTEM**

INTRODUCTION

Welcome to the MFT Accounting database. When you enter into the database a main menu will appear. In the upper left hand corner you will see an EXIT button, when clicked, the database will close. On the main menu you have seven buttons, MFT Accounting, MFT Accounting Archived, Section Number Data, Vendors, Reports, Archive Records, and Municipality Name.

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.

You must enter your municipality name in the Municipality Name form in order for it to appear in the reports.

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.

MFT ACCOUNTING

Your first button is MFT Accounting. This is where you will actually be entering your information.

Group Number

Data entry – number used for tracking.

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.

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.

SECTION NUMBER 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.

Location

Basic data entry

Road Name

Basic data entry

Comments

Basic 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.

REPORTS

When you click on the reports' button, another screen appears with buttons. The top set of buttons will print the reports to the printer, the second set will print the reports to the screen. In the upper left hand corner is a close form button. This will take you back to the main menu.

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.

Obligated 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.

Interest

Click the button, report will print.

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 between those two dates.

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.

By Section By Type

Click on the button, a small screen appears and asks you to enter a section number, enter the number, i.e., 88-00000-00-GM, click OK, then it will ask you for a type, enter the type, i.e., Maint. Eng., or leave blank and you will get all types for that section number, click OK, report will print.

Interest 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 between those two dates.

Section Status Report

Click the button, report will print. All sections will be listed.

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 and click OK, report will print.

Individual Section Status

Click on the button, a small screen will appear and ask you for a Section Number (i.e., 88-00000-00-CS). Click OK, report will print.

Vendor Status Report

Click the button, report will print.

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 Summary

Click button, a small screen appears and will ask you 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.

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.

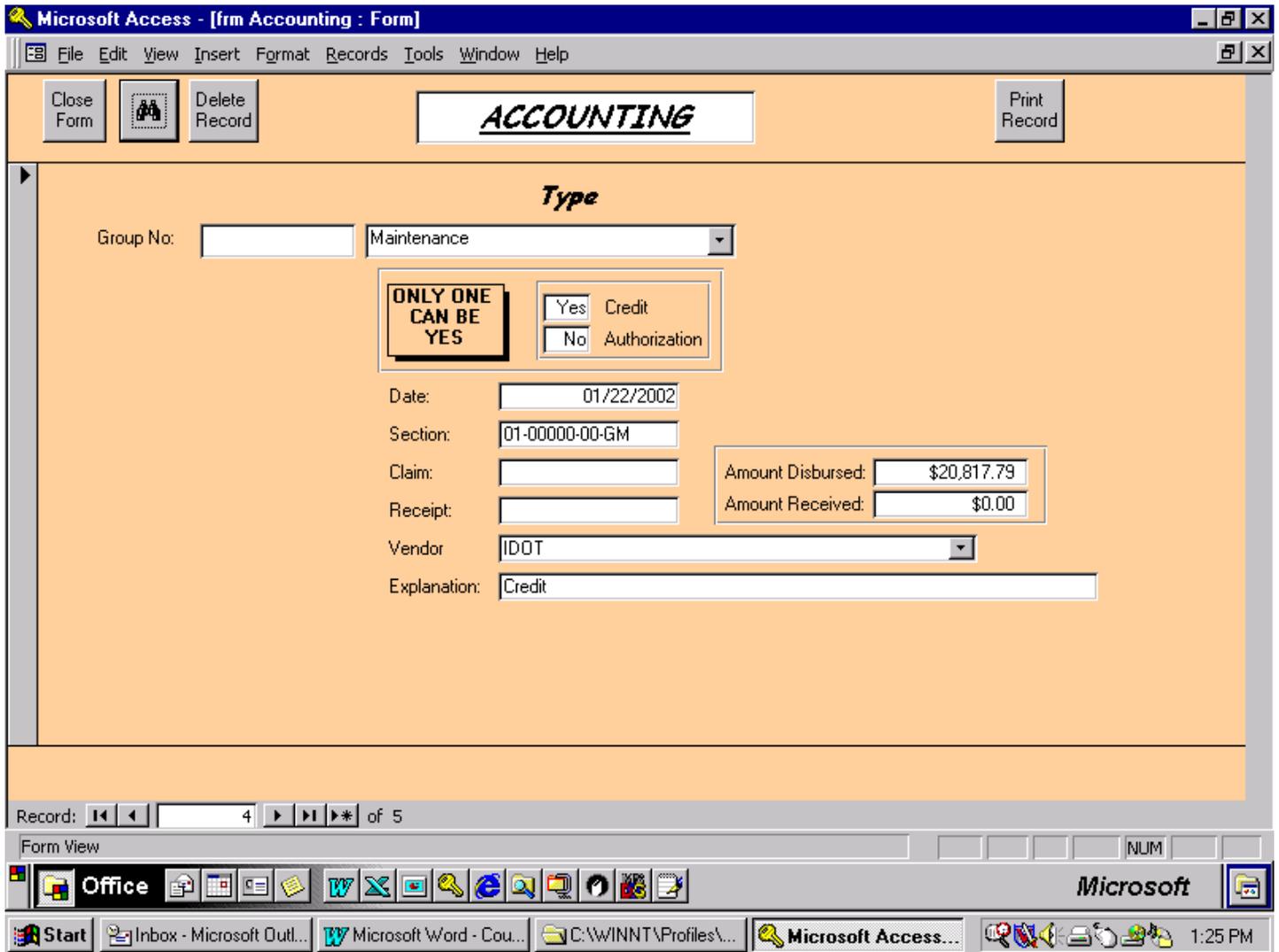
Click button, a small screen appears asking for a date. This date will be the date of your new cash balance record in the accounting file, enter the date (i.e.-01/01/2000), click OK, another small screen appears asking for a date, this will be the date of the new unobligated balance record in the accounting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

MUNICIPALITY NAME

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

TRANSACTION EXAMPLES



Ex. 1-1



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

JOHN DOE
COUNTY ENGINEER OF
ANY COUNTY
123 STATE STREET
ANYTOWN, IL 12345

FEBRUARY 04, 2002

COUNTY REPORT

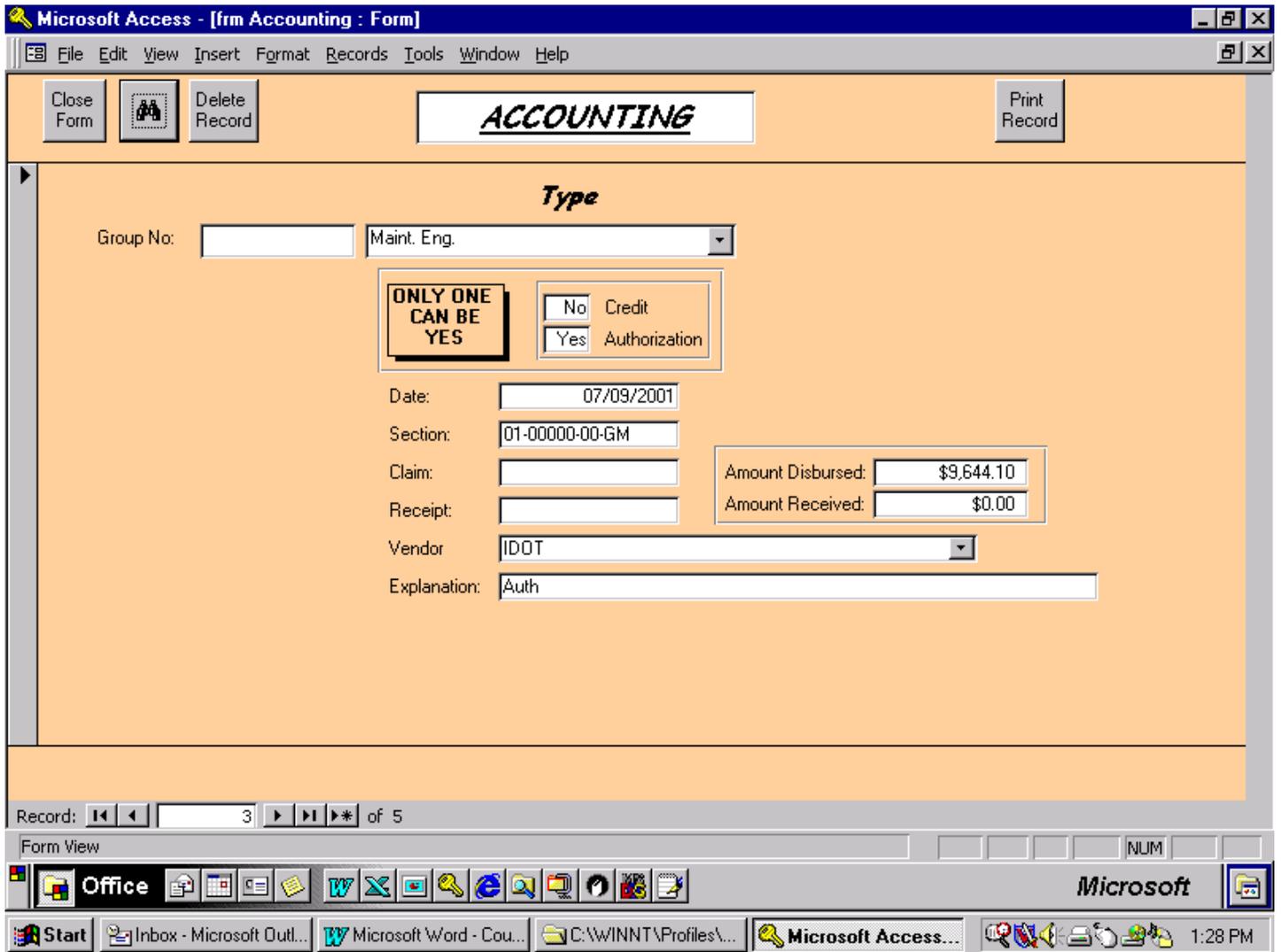
MOTOR FUEL TAX ALLOTMENT AND TRANSACTIONS FOR JANUARY, 2002

BEGINNING UNOBLIGATED BALANCE		\$ 253,787.34
MOTOR FUEL TAX ALLOTMENT	\$ 20,039.51	
MINUS AMOUNT PAID TO STATE	.00	
NET MOTOR FUEL TAX ALLOTMENT		20,039.51
PLUS CREDITS PROCESSED		21,329.42
		295,156.27
MINUS AUTHORIZATIONS PROCESSED		20,000.00
CURRENT UNOBLIGATED BALANCE		275,156.27

	DATE	SECTION	CATEGORY	AMOUNT
AUTHORIZATIONS:				
020118062	01/16/02	02-00000-00-CS	SALARY	\$ 20,000.00
TOTAL				\$ 20,000.00
CREDITS:				
020108610	01/08/02	01-00000-00-AC	INTEREST	\$ 511.63
020122400	01/22/02	01-00000-00-GM	MAINT	\$ 20,817.79
TOTAL				\$ 21,329.42

ENGINEER OF LOCAL ROADS AND STREETS
217-782-3970

Ex. 1-2



Ex. 2-1



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

JANE DOE
CITY CLERK OF
ANYTOWN
123 STATE STREET
ANYTOWN, IL 12345

JULY 10, 2001
MUNICIPALITY REPORT

MOTOR FUEL TAX ALLOTMENT AND TRANSACTIONS FOR JUNE, 2001

BEGINNING UNOBLIGATED BALANCE		\$ 85,542.93
MOTOR FUEL TAX ALLOTMENT	\$ 4,225.37	
MINUS AMOUNT PAID TO STATE	.00	

NET MOTOR FUEL TAX ALLOTMENT		4,225.37
PLUS CREDITS PROCESSED		.00

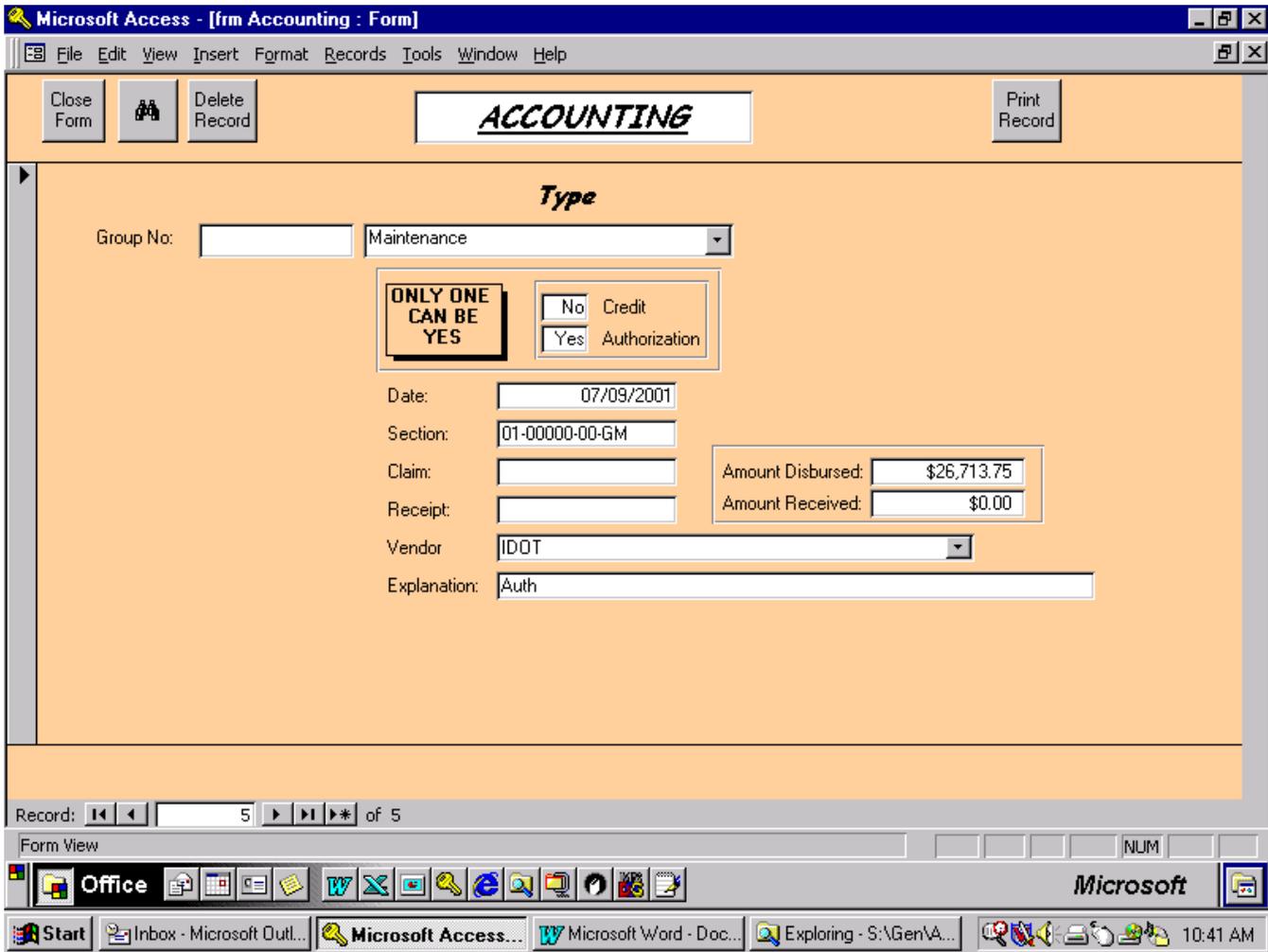
		89,768.30
MINUS AUTHORIZATIONS PROCESSED		36,357.85

CURRENT UNOBLIGATED BALANCE		53,410.45

	DATE	SECTION	CATEGORY	AMOUNT
AUTHORIZATIONS:				
010709608	07/09/01	01-00000-00-GM	MT ENGNER MAINT	\$ 9,644.10
TOTAL				26,713.75 36,357.85

ENGINEER OF LOCAL ROADS AND STREETS
217-782-3970

Ex. 2-2



Ex. 2-3



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

JANE DOE
CITY CLERK OF
ANYTOWN
123 STATE STREET
ANYTOWN, IL 12345

JANUARY 8, 2002
MUNICIPALITY REPORT

MOTOR FUEL TAX ALLOTMENT AND TRANSACTIONS FOR DECEMBER, 2001

BEGINNING UNOBLIGATED BALANCE		\$ 5,791.92
MOTOR FUEL TAX ALLOTMENT	\$ 4,185.60	
MINUS AMOUNT PAID TO STATE	.00	

NET MOTOR FUEL TAX ALLOTMENT		4,185.60
PLUS CREDITS PROCESSED		.00

		8,977.52
MINUS AUTHORIZATIONS PROCESSED		.00

CURRENT UNOBLIGATED BALANCE		8,977.52

DATE	SECTION	CATEGORY	AMOUNT
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Ex. 3-1

