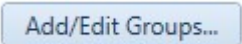# Bookkeepers - Acorn User Guide

Creating / Managing Items

1. From the Acorn Admin Program
2. Select the Fee Center
3. Select Fees. This will open a window with all school fees listed in different tabs
4. Select New Fee. The Fee Setup window will open
5. On the Info Tab
   a. Select the Fee Category and Enter the Fee Name and Fee Amount
   b. If the fee needs to be active only for specific days during the school year, select the drop down for Active Range, change to Custom Range and change the beginning and ending dates as needed
   c. Change the Status to Active
6. On the Apply To Tab
   a. If auto applying to specific students to show on their account like a course fee, select Auto Apply and add the appropriate groups to apply the fee [Add/Edit Groups...]
   b. If the items are optional, student can select to purchase (like a t-shirt), select Optional and add the appropriate groups to be able to purchase the fee. If all students can purchase the fee, select all students [Add/Edit Groups...]
   c. If this fee will only be manually added to students, select Manual Add
7. On the GLs Tab
   a. Select [Edit GL Allocation]. Find the Activity and Action code combination for this fee in the percent column enter 100 then tab on the keyboard. Select OK
8. When these Tabs have been completed, select the OK button in the green section on the bottom. If the section is not green something needs to be updated in order to proceed. Do not select OK multiple times. If the screen does not close when OK is selected, click the X in the top right corner to close

[Delete   OK   Cancel]

9. To make an Optional item available in the Parent Portal and to teachers using POS
   a. Select the item on the Fees window and select Fee Setup. This will reopen the window where the item was created
   b. Go to the Online Tab
   c. Select the box next to Make Item Available Online
      i. The Title and Price will populate
      ii. Update the Short and Online Description as needed to display to parents
      iii. Select OK
   d. Another Box will open with the following Tabs: Info, Details, Avail To and Maximums
      i. If this box does not appear, from the Acorn Admin Program, Select the Online Center Tab, Select Storefront, and select your item and Select item setup
   e. On the Info Tab
      i. Update the Title and Subtitle
      ii. Select the box by Available Online and update the Date Range as needed
   f. On the Avail To Tab

i. Confirm that the groups selected previously show on this tab
g. On the Maximums Tab
i. Fill in any quantity limits for students
h. Select OK
i. This will make the item available both in the POS system and on the parent portal
10. To manage existing fees from the Fee Center
a. Select Fees
b. Select the Fee you wish to manage and select Fee Setup
c. Follow the steps above to make changes as needed

Note: For additional information, see Acorn User guide pages 84-100, 104-112.

Creating drop down list items:

Part 1

1. From the Acorn Admin Program select the Fee Center in the lower left of the screen
2. Select New Fee. The Fee Setup window will open
3. Insert:
   a. Select Fee Category
   b. Fee Name
   c. Fee Amount as zero
   d. Set Active Range
   e. Set status to Active
4. Proceed to Apply To tab
5. Select Optional Fee to Student
6. Click [Add/Edit Groups...] to make a selection; click OK in the bottom blue box
7. On the G/L Tab, select [Edit GL Allocation]. Find the Activity and action code combination for this fee and enter 100 in the percent column and then tab on the keyboard. Select OK
8. Press OK in the bottom green box (do not complete the Prorate, Discount/Waivers, or Online tabs)

[Delete   OK   Cancel]
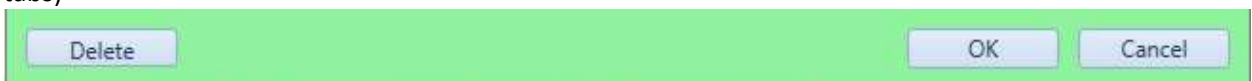
Part 2

1. From the Acorn Admin Program select the Online Center in the lower left of the screen
2. Select Forms in the top left of the screen
3. Select New Form in the Forms pop up box
4. Name fee the same as the fee created in Part 1
5. From the Form Category dropdown box select forms; Select Visible to Parents box; Open Visible Until dropdown box and make selection
6. On bottom left of find Add Input Items section and drag and drop Drop-down List to the center blank area to build display items
7. On the right side of screen shows the fields for the drop down list
   a. In the Text above Drop-down List enter text to appear above drop down list
   b. Make sure the boxes Mandatory, Show on Receipt, and Visible are checked
   c. By drop-down list, click New
   d. On the screen that appears, enter a name for the drop-down list

e. Select Add Item one time for each drop down selection, a blank line will appear for each Add Item selection
f. Under the Display Text field, enter the description and price for the drop down items
g. The same data will be duplicated in the Value Text field, this data does not need to be changed
h. Click Ok
i. Under Drop-down List, select the drop-down created for this item
j. Under the Default Value, select the item that will show by default. During purchase if the selection in the drop down box is not changed, this is the item that will be purchased
k. Select Add Fee
l. Under Trigger Vaule select the first option
m. Select Fee, then select the fee that was created in Part 1
n. In the Premium field enter the amount of the item without the dollar sign but the dollar sign with populate
o. In the Extended Fee Name field enter dash with the drop down selection, this allows the selection to show with the fee name when running reports
p. Click Ok
q. Repeat Steps k-p for each drop down item
8. Select Create Item a pop up box appears; click box to make Available Online, change dates
9. Open the Avail To tab and select the group from Part 1
10. Select Ok

Note: For additional information, see Acorn User guide pages 326-354

Creating / Managing Groups

Most Groups within Acorn will be brought over directly from Focus such as Grades and Courses. The below steps can be used to manually add additional groups to Acorn.

To start
1. From the Acorn Admin Program
2. Select Student Center
3. Select Groups

To create a new group
4. Select New Group
5. Enter the Group Name
6. Select Group Type - Custom
7. Enter SIS Code - Custom
8. Select OK

To manage a Group
9. Select the Tab for the Group Type (Example: Custom)
10. Select the Group Name that you want to manage
11. Select View Group
12. To add students, select Add Students
13. Use the filters to find the students you wish to add to the group
14. Double click each student to add them. Once selected, the student will show in the bottom table, Students Joining Group

15. Once all students are added, select OK. Students will now show in the group and fees associated with this group
16. To drop students from a group, select the student and select Drop Student
17. A screen will open to confirm the Drop, select OK

Note: For additional information, see Acorn User guide pages 52-58.

Verifying payments and closing batches:

Once teachers finish collecting money, they will generate a batch report, rather than complete a Monies Collected From, and email the report to the Bookkeeper or print and sign then give to the Bookkeeper. This process is for Bookkeepers to verify the funds and make the deposit.

1. From the Acorn Admin Program
2. Select the Batch Center in the lower left of the screen
3. Select Batches in the top left of the screen
4. By default, open batches will show on screen
5. Select batch to be verified, then Select View
6. Select Batch Reports
7. Select Batch Entries Report
8. Under include, select Payment Entries with Student Name
9. Select Preview
10. This report should match the report generated by the teacher and also match the funds collected
11. If the report does not match the funds collected, have the teacher make the appropriate changes to the Batch using Acorn Point of Sale
    a. If the Batch is closed and a correction needs to be made, select the payment within the batch that is in error and select undo payment
    b. This will create a corrections batch, print and have the teacher that collected the funds sign it to acknowledge the change
    c. If a payment needs to be re-entered return to teacher to complete
12. Once the Batch is confirmed to match the funds collected, go to the Batch Details screen and select Close Batch

Note: For additional information, see Acorn User guide pages 169, 171-173.

Making deposit and entering in Munis:

Once a batch is verified and closed, the batch is ready to be entered in Munis as a receipt.

1. From the Acorn Admin Program
2. Select the Batch Center in the lower left of the screen
3. Select Batch Reports in the top left of the screen
4. Select Batch GL Summary Report
5. Select the Batch to report
6. Select Preview
    a. This report will show the summary of the GL entries to be made for this deposit
    b. The report can be saved and then attached to the receipt entry in Munis
7. Enter the receipt in Munis for each batch report

  a. Note that the GLs in Acorn are listed as Activity.Action.CashCode

  b. In the Munis Receipt paid by field enter the teacher's name and batch number

8. Select Batch in the top left of the screen
9. In the Filter drop down, in the top left of the screen, select Closed
10. Select the batch and then select Batch Setup
11. On this screen, enter in comment field "Munis Receipt#_____" and then select OK

Reallocating a payment from one fee to another:

Part 1

1. From the Acorn Admin Program select the Student Center in the lower left of the screen
2. Select Find Student in the top left of the screen
3. Search for student by Name or Student ID, double click
4. In the Fee Tasks box on the top left of pop up box, select Add
5. Search for the Course or School Fee to add; double click the fee. The fee will populate under Customize Fees section of the screen.
  a. If adding an open item, the dollar amount will need to be entered in the Fee column
6. Click OK, the fee will be added to student
7. Highlight the fee that you want to reallocate
8. In the Payment Tasks box to the left select Reallocate Paid
9. In the TRANSFER OUT and TRANSFER IN data fields enter the amount you want to reallocate

10. Click OK
11. Highlight the Fee that needs to be removed from the student
12. In the Fees Tasks box, select Delete/Drop
13. Click OK
14. The system will create a transfers batch, run the G/L report and complete the appropriate adjustment in Munis

Working with Open Amount Items

Each school will have 4 (four) open items available for their school by default. The first 3 (three) will be for taking payments for School Gear, Textbook fees and Media fines. The fourth item will be to take payments for fees and/or items not established for students at the time of payment. Other open items can be created at individual schools.

To see the comments captured with the fee payment
1. From the Acorn Admin Program
2. Select Online Center
3. Select Forms
4. Double click on the item from the list
5. This will show a list of all items sold including the amount paid and the description of the item purchased
   a. To copy this data into Excel, select the data, select Ctrl + A, then Ctrl + C, then open excel and select Ctrl + V

For the Open Student Fees Item, the intent is for the funds collected to be applied to the appropriate fees once they are assessed (such as student schedule course fees). Once you have your list of students who paid an Open Student Fees Item, you can review the students to ensure the appropriate assessments are there and then transfer the funds using the steps below.

1. From the Acorn Admin Program
2. Select Student Center (also the default page)
3. Select Find Student
4. Search for the student by name or student ID
5. Double click to select student
6. Select Reallocate Paid
7. In the Transfer Source section of the screen (left side), enter the amount from the Open Student Fees Item to transfer
8. In the Transfer Destination section of the screen (right side), enter the amount to transfer to the appropriate fee
9. Once finished, select OK at the bottom of the screen
10. The Activity codes associated with this transfer will show in a Transfer Batch. See the instructions on transfer batches for more information

Generating Reports for amounts paid

To start
1. From the Acorn Admin Program
2. Select Report Center at the bottom left of the screen

Student Center

Fee Center

Batch Center

GL Center

Communication Center

Online Center

Report Center

Admin Center

3.
4. Select Fee Reports at the top left of the screen
5. Select the "Fee Assessments" report

Fee Reports

School Fee Summary

Fee Assessments

Fee GL Summary

Fee Batch Summary

6. Select the fee for which you want to show payment information
7. Select Preview. This will show all students that have this fee on their account and which ones have paid it
   a. To show only students with amounts outstanding, under Show Columns, next to Due change No Filter to ">" and enter 0 in the textbox to the right. Then select Preview. This will show only students with amounts outstanding
   b. Alternatively, to show only students with amounts paid, under Show Columns, next to Paid change "No Filter" to ">" and enter 0 in the textbox to the right. Then select Preview. This will show only students that have paid anything for this fee

Recording Check Refunds in Acorn

To start
1. From the Acorn Admin Program
2. Select Student Center at the bottom left of the screen
3. Select Find Student
4. Select the student for which refund is being recorded
5. Select Refund
6. If a Refund batch is not open, select yes to open a new batch
7. Once the Refund batch is opened, enter the amount to be refunded and select Check as the method
8. Select the fees from which the refund is being processed
9. Select OK
10. Once the refund is recorded, the refund batch can be closed. Please note that refund batches for check refunds do not need to be recorded in Munis as they are recorded at the time the check disbursement is entered, which occurs prior to recording the transaction in Acorn.