



What's New in Version 10?

As you are aware, TES Software has a version update available for MySchoolAccounting and MySchoolReceipts users. Version 10 is available to all clients who are contracted to use previous MySchoolAccounting or MySchoolReceipts versions. If your district has multiple schools, we recommend you contact your district before making the change. It is often best if districts migrate together when updating.

Why the Change?

Some of the changes stem from enhancement suggestions school secretaries and bookkeepers have made, such as exportable registers; others are a result of changes to industry standards and affiliated software updates. We are confident you will benefit from the enhancements which have been made.

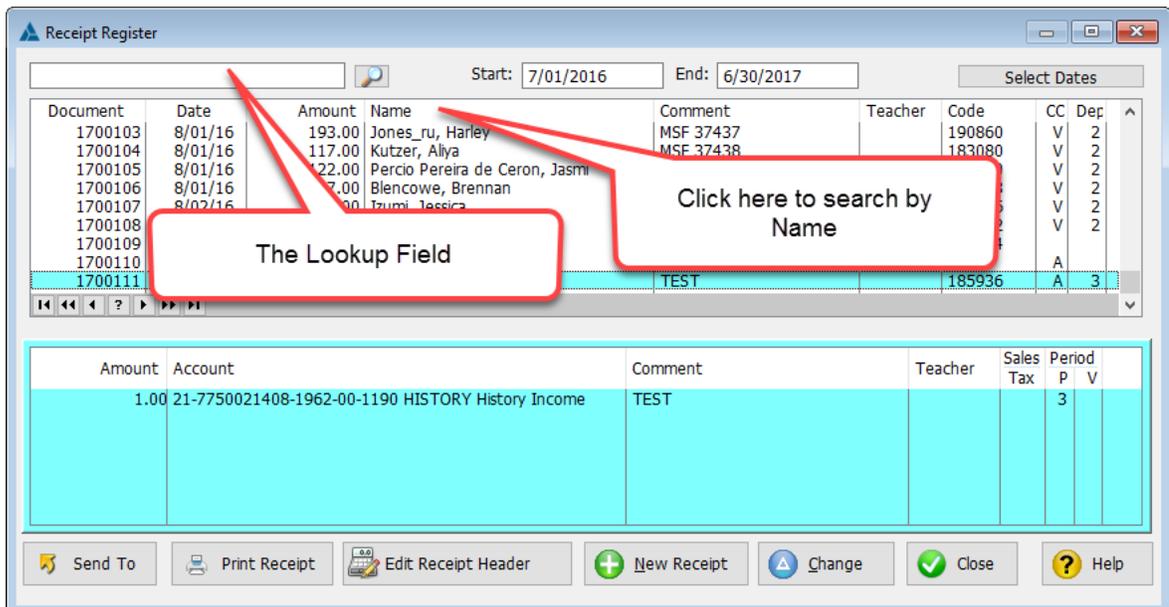
Different Look

Initially, you notice the Home Screen has changed from the brushed slate background to a white base. This is for quicker uploads for slower computers and has become the industry standard. Additionally, instead of the red and yellow backgrounds to alert wrong posting periods, colored text is displayed stating "Computer Date is not in the Current Posting Period" or "... Current Fiscal Year". You will also note the TES logo which changed from the former school-house logo to the colorful collaborative insignia. This logo will also show as the desktop icon with new uploads.

Lookup Field

The lookup field in registers has changed. The document number is the default search header. Type within the lookup/search field (left of the hourglass), then hit Tab. The document you are searching for does not automatically populate; you must hit the Tab key.

Click the column header to search by another type. For example, if you wish to search by Name, click the Name header at the top of the column, then type in the search field and hit the Tab key.





Select Dates

Click the Select Dates button to include other dates. The Receipt Register defaults to the entire fiscal year. The Check Register and General Journal Register default to the current posting period (month).

The screenshot shows the 'Check Register' window with the following details:

- Start Date: 11/01/2016
- End Date: 11/30/2016
- A 'Select Dates' button is located in the top right corner.
- A red callout bubble points to the 'Select Dates' button with the text: "Click to change date range".
- Another red callout bubble points to the date fields with the text: "Check Register defaults to current period".
- The window contains a table with columns: Document, Date, Amount, Name, Comment, Teacher, and Recon.
- Below the table is an 'Account Distribution' section with columns: Amount, Account, Comment, Teacher, Period, and Accounts Payable (PO, Vendor Invoice).
- Buttons at the bottom include: Send To, Print Check(s), Edit Check Header, New Check, Change, Close, and Help.

The screenshot shows the 'Check Register' window with the following details:

- Start Date: 7/01/2016
- End Date: 6/30/2017
- A 'Select Dates' button is highlighted in the top right corner.
- A red callout bubble points to the 'Select Dates' button with the text: "Click to search if what you are looking for is not showing".
- The table below shows several transactions, including:

Document	Date	Amount	Name	Comment	Teacher	Recon
8127	9/26/16	411.00	MOVIE LICENSING USA	MOVIE LICENSE	RAWLINS	4 4
8128	9/26/16	150.00	UAESP -SECRETARIES CONFERENCE	SECRETARY CONF		4 4
8129	9/26/16	433.67	PROVO SCHOOL DISTRICT	REIMB 0060 FOR		4 4
8130	9/26/16	73.59	PROVO SCHOOL DISTRICT	REIMB TO 0060 F		4 4
8131	9/26/16	27.84	PROVO SCHOOL DISTRICT	REIMB TO 0060 F		4 4
8132	9/26/16	82.73	PROVO BAKERY	TREATS FOR FALL		4 4
8133	9/26/16	151.00	CHICK-FIL-A	FALL FACULTY PA		4 4
- The 'Account Distribution' section shows a transaction for 411.00 to account 77-9340-0128-10-061000-5300 MEDIA Media - Exp.
- A red callout bubble points to the 'Send To' button with the text: "Click Here to Print, create spreadsheet, etc.".
- Buttons at the bottom include: Send To, Edit Check Header, New Check, Change, Close, and Help.

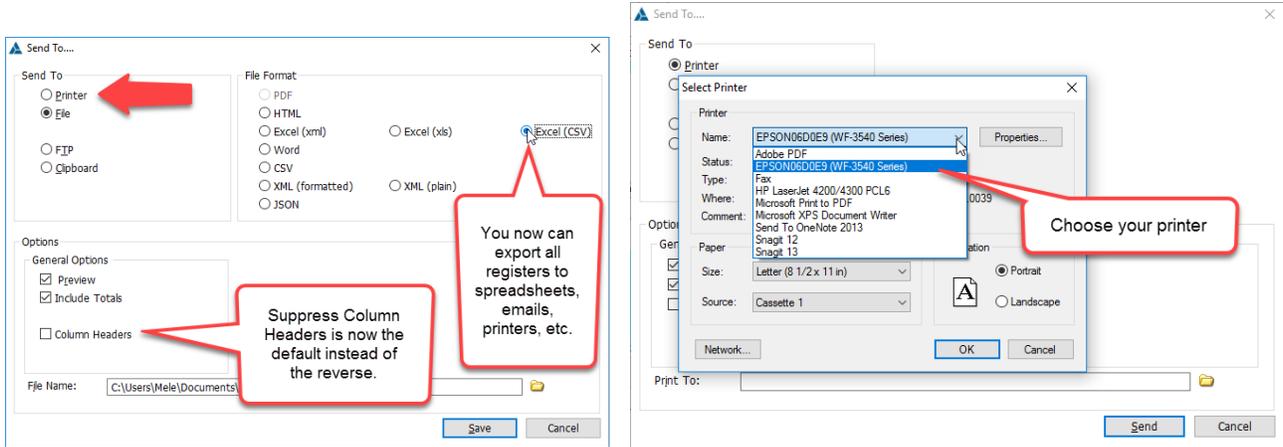
The screenshot shows the 'Date Ranger' dialog box with the following details:

- Start Date: 11/01/2016
- End Date: 11/30/2016
- A 'Full Year' button is highlighted with a mouse cursor.
- Other buttons include: Today, This Week, This Period, Yesterday, Last Week, Previous Period, Select Day, Select Week, and Select Period.
- An 'OK' button is at the bottom center.
- A red callout bubble points to the 'Full Year' button with the text: "Make your selection".



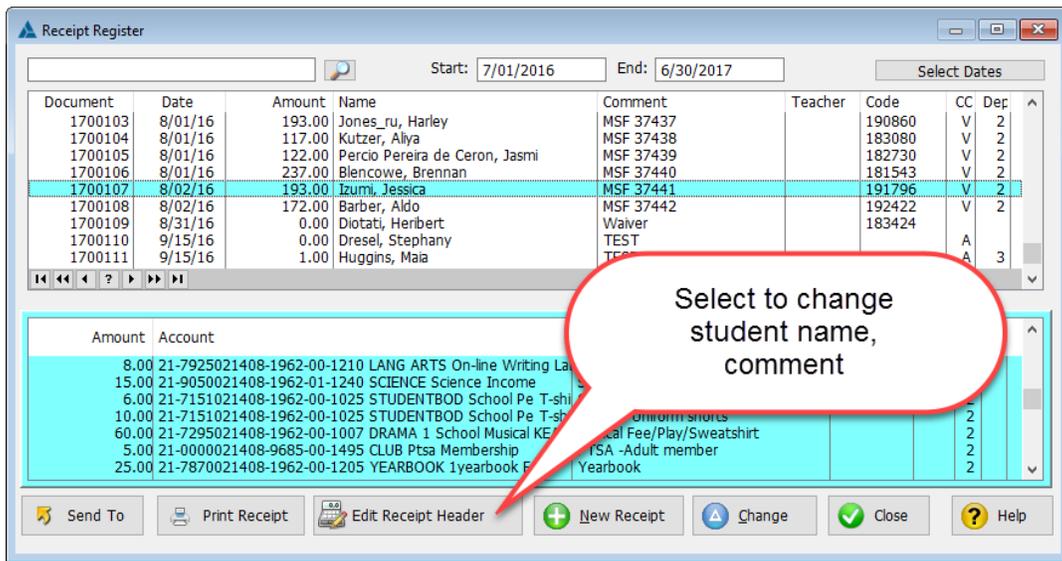
Send To

Registers may now be sent to Printers, Word, Excel, HTML, etc.



Review Some Basics

Edit Student, Comment, Teacher on an existing Receipt. To change the name or comment on a receipt, simply locate the receipt you wish to change in the Receipt Register (Receipts, Enter/Edit Receipt Register) and click on the Edit Receipt Header button. Type in or search for the Student Name you wish to have the receipt changed to, enter a Reason for the Change, and Post. You may also change a Comment or Teacher on a receipt from this window.





To Edit Accounts on an existing Receipt, go to the Receipt Register and locate the receipt which needs to be changed. Click the Change button and use the Void and Replace function to make necessary changes. [Void This Line or Void All Lines, then Replace (with appropriate amounts and accounts), and Post.] All edits require a reason for a change.

TES Help Center

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