



HTE

Refresher Training

January 13, 2022

Pam Piersiak

Our Goals

01.

Review how to **navigate** HTE
to extract information

02.

Review how to **reconcile** HTE
with GL information



TN5250

Your gateway application to access HTE modules



Dock

TN5250 icon



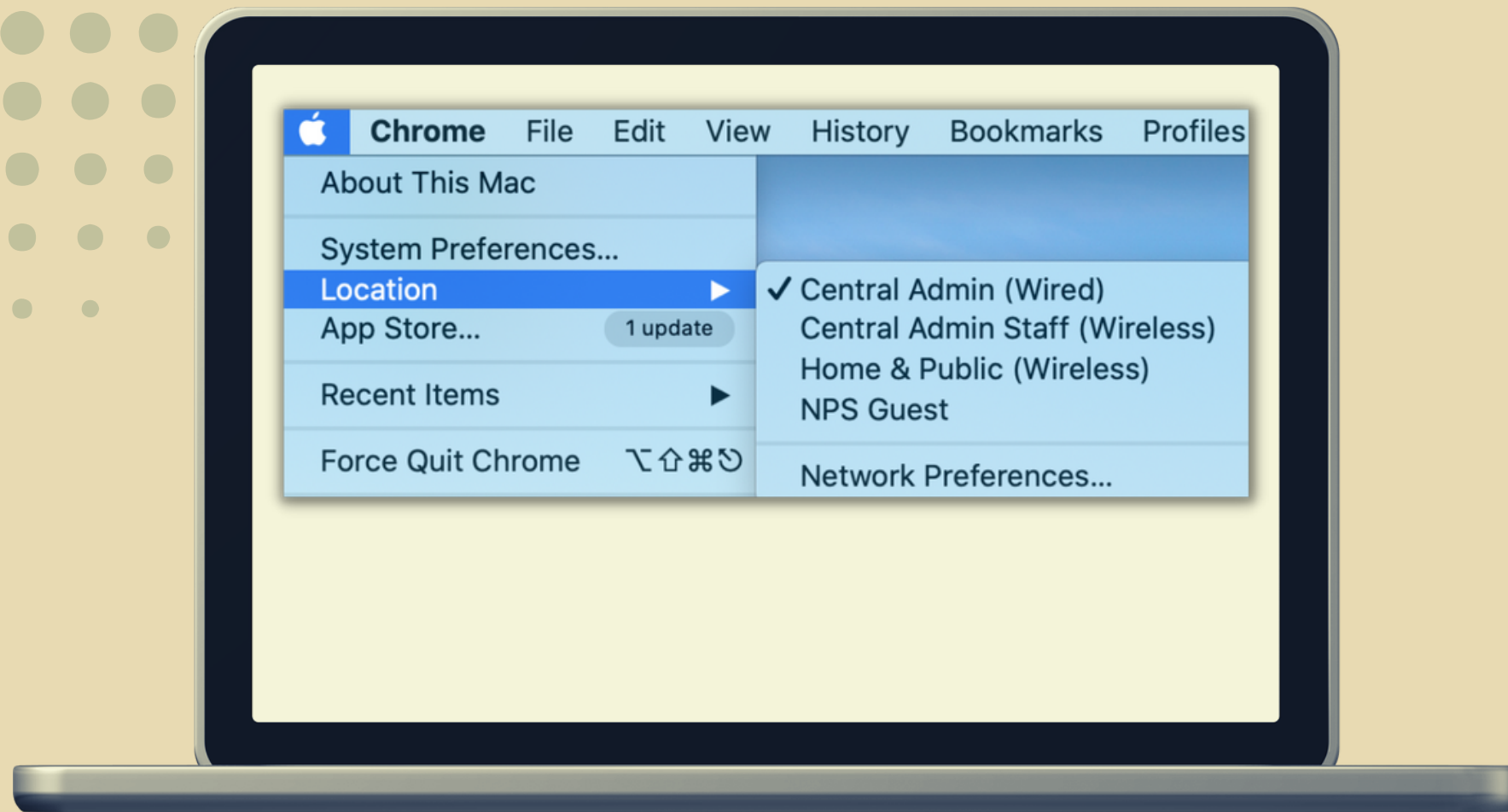
Launchpad

TN5250 icon



Finder

Applications >
TN5250



But first ... Check your network connection!

TN5250 will not launch properly if you are not on the following networks:



NPS (wired or wireless)

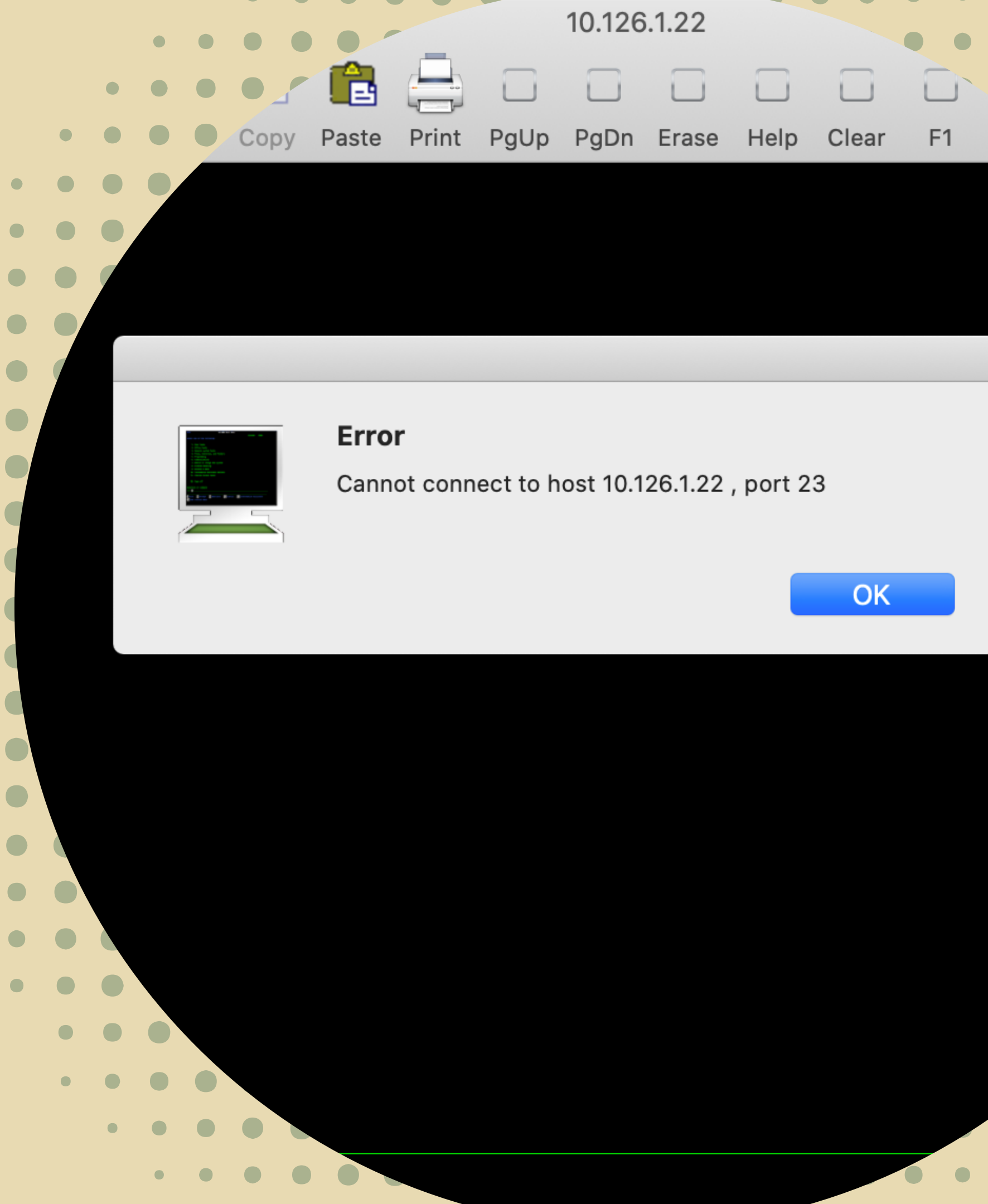


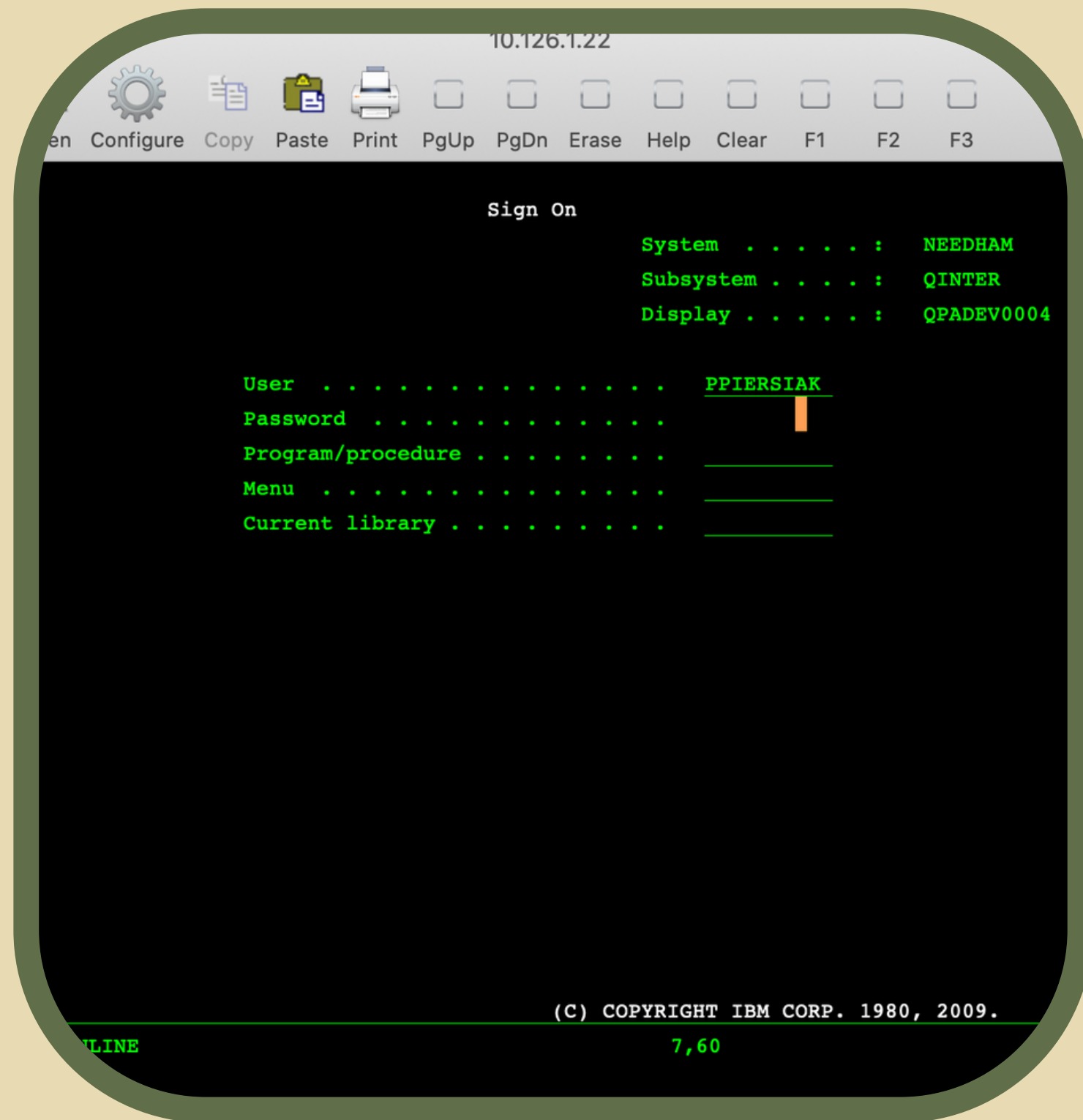
Town of Needham (wired or wireless)



Error Message

when not connected to an NPS or
Town of Needham network





Log-in

User: PPiersiak [sample format]

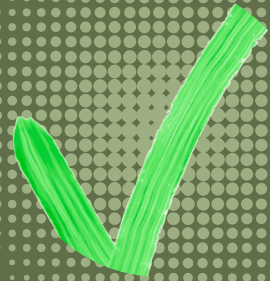
Password: school

All passwords were reset to
"school" on Dec 9, 2021



The Return Key

is not the same as the Enter key on TN5250!



Use the **RETURN** key on the main keyboard



Do not use the **ENTER** key on the numeric keypad



How to Get to Account Inquiry

Type the following on successive screens



Infisys



Infisys



Inquiry Menu

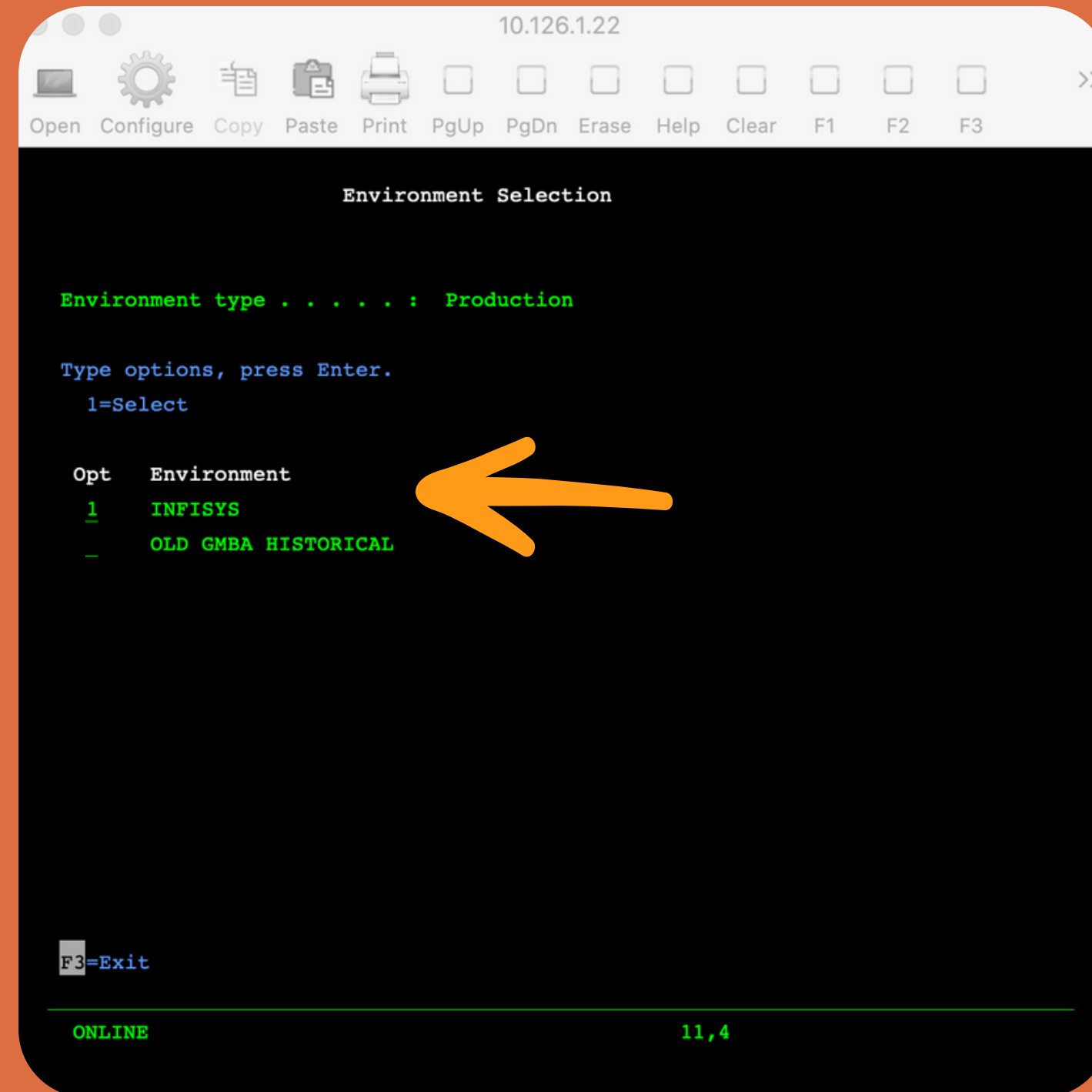
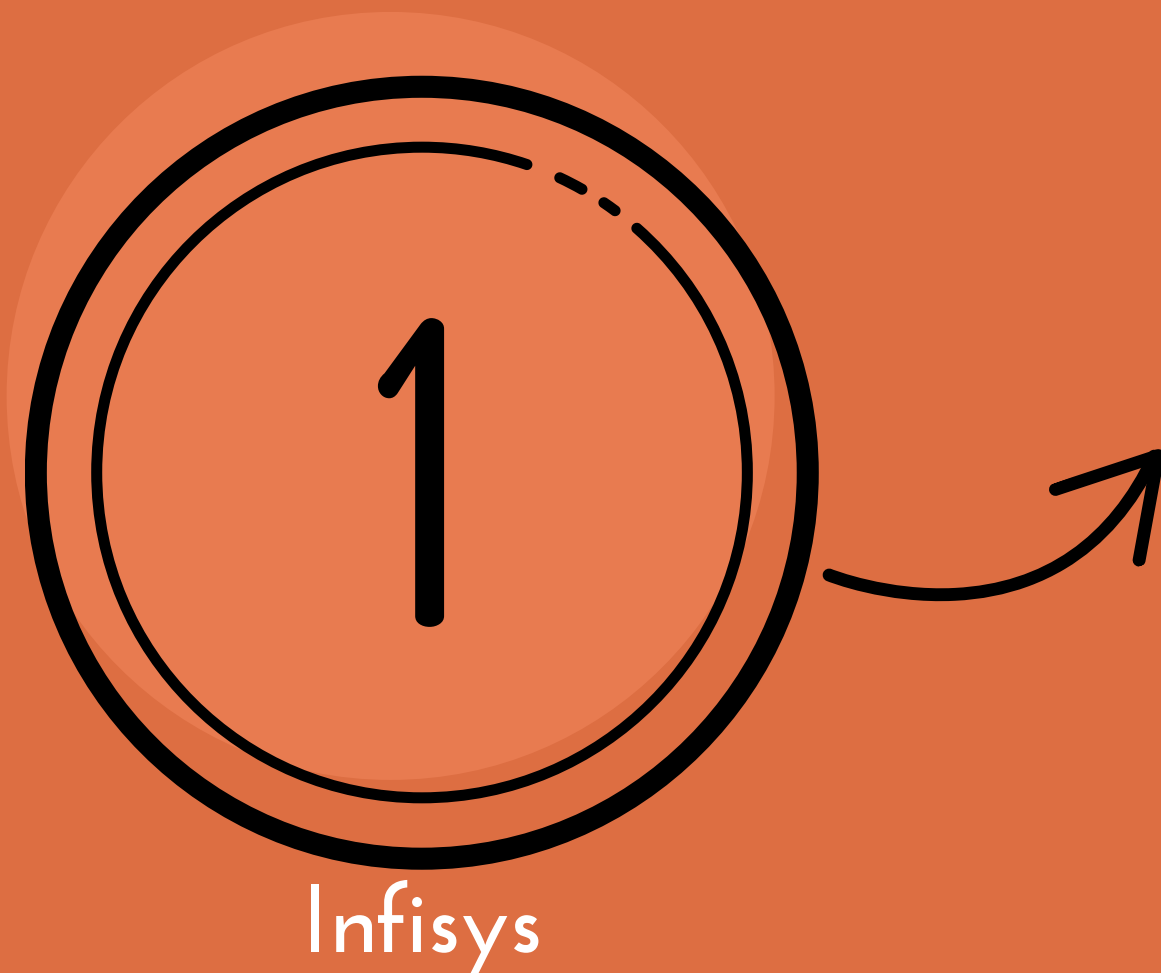


Account Inquiry



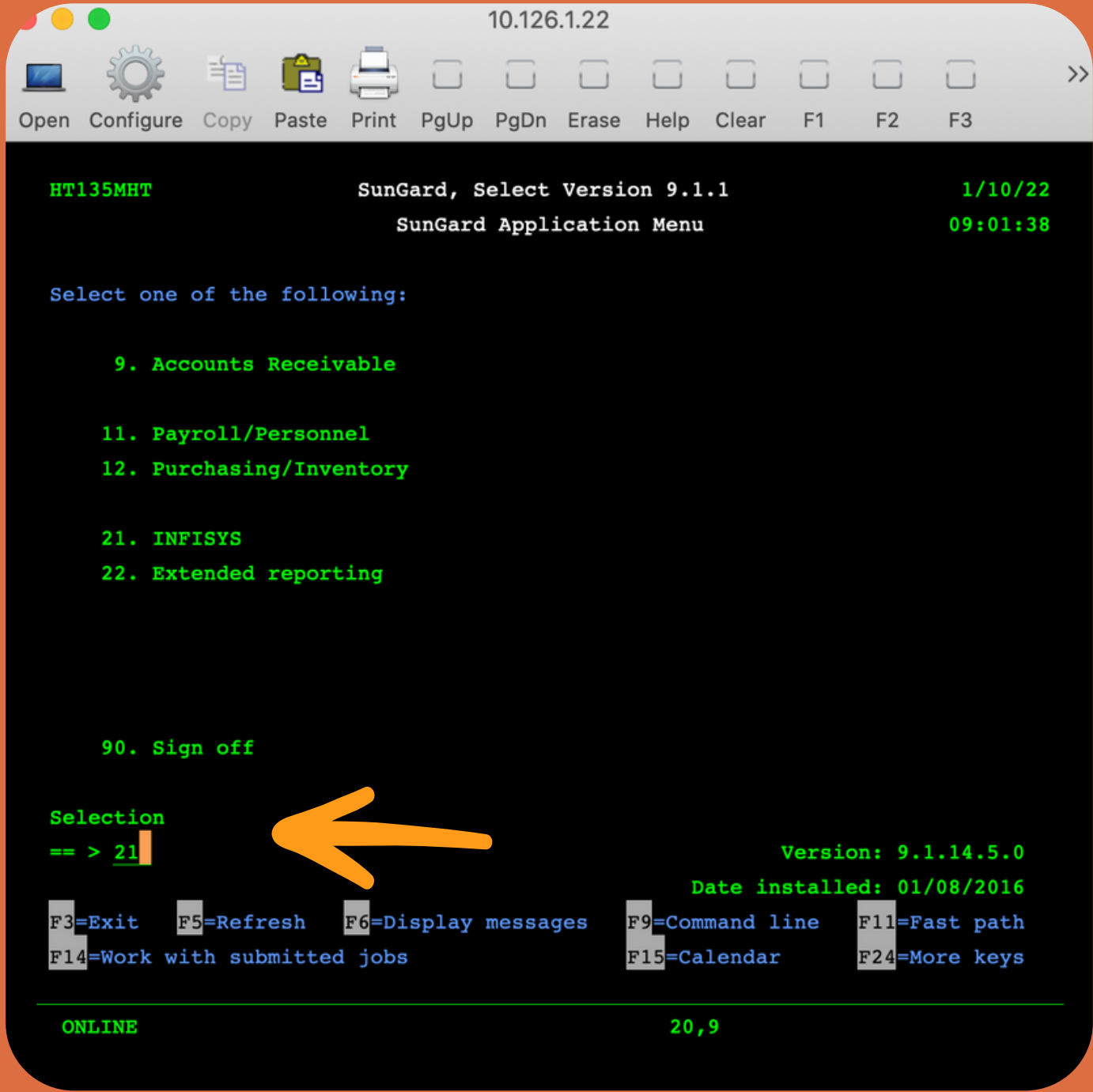
How to Get to Account Inquiry

Screen 1



How to Get to Account Inquiry

Screen 2





How to Get to Account Inquiry

Screen 3

```
10.126.1.22
Open Configure Copy Paste Print PgUp PgDn Erase Help Clear F1 F2 F3

HT135MMA          Town of Needham          1/10/22
                  INFISYS Main Menu        09:02:42

Select one of the following:

    4. Transaction Processing Menu

    9. Inquiry Menu
   10. Standard Reporting Menu
   11. Extended Reporting

   13. Custom Options Menu

   80. Change user environment
   81. Change user view

   90. Sign off

Selection
== > 9

                                Version: 9.1.14.5.0
                                Date installed: 01/08/2016
F3=Exit  F5=Refresh  F6=Display messages  F9=Command line  F11=Fast path
F14=Work with submitted jobs  F15=Calendar  F24=More keys

ONLINE                                20,8
```

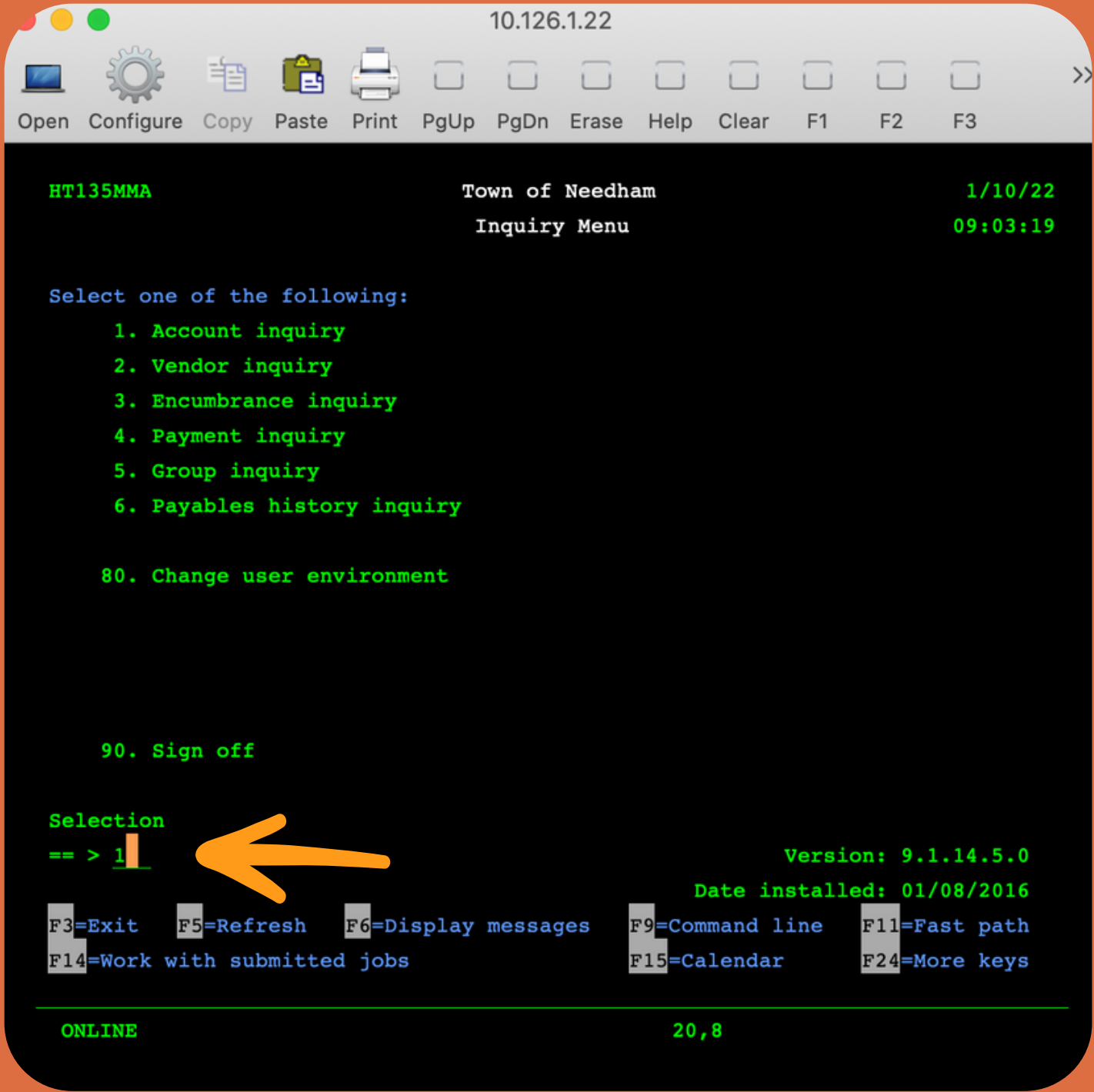


Inquiry Menu



How to Get to Account Inquiry

Screen 4



Account Inquiry



How to Get to Account Inquiry

A Review



Infisys



Infisys



Inquiry Menu



Account Inquiry



10.126.1.22

OpenConfigureCopyPastePrintPgUpPgDnEraseHelpClearF1F2F3>>

MAAD370Town of Needham1/10/22
Account Inquiry10:19:18

Segment summary level : DOE Object
Control : NB NEEDHAM BUDGETARY CONTROL
Position to : 2022 9300-3240- - - - -000-000-0000-000-00

Type options, press Enter.
1=Select 3=Account by life 4=Account by year 5=Account history by date
6=Account by period 7=Account links 8=User data 9=Misc info

Opt	Account	Description
—	9300-3240-000-00-0000-000-00-102-000-0000-000-00	MITCHELL ELEMENTARY
—	9300-3240-000-00-0000-000-00-344-000-0000-990-00	MITCHELL STUDENT ACTIVI
5	9300-3240-000-00-0000-000-00-483-000-0000-990-00	MITCHELL STUDENT ACTIVI
—	9300-3250-000-00-0000-000-00-102-000-0000-000-00	NEWMAN ELEMENTARY
—	9300-3250-000-00-0000-000-00-343-000-0000-990-00	NEWMAN STUDENT ACTIVITY
—	9300-3250-000-00-0000-000-00-483-000-0000-990-00	NEWMAN STUDENT ACTIVITY
—	9300-3260-000-00-0000-000-00-102-000-0000-000-00	HIGH ROCK
—	9300-3260-000-00-0000-000-00-343-000-0000-990-00	HIGH ROCK STUDENT ACTIV
—	9300-3260-000-00-0000-000-00-483-000-0000-990-00	HIGH ROCK STUDENT ACTIV
—	9300-3300-000-00-0000-000-00-102-000-0000-000-00	POLLARD MIDDLE SCHOOL

More...

F3=ExitF7=BalanceF8=Print C.O.AF11=Display additional
F13=Alternate viewF15=Select viewsF17=SubsetF19=Environment

ONLINE13,3

Account Inquiry

Type the first 8 digits of the account number in the blank space after "Position to ... 2022"

Place the cursor below the "Position to" line before hitting "Return"

Type 5 under "Opt" for the relevant account number row (make sure the 5 is in the first space) then hit "Return"

10.126.1.22

Open

Configure

Copy

Paste

Print

PgUp

PgDn

Erase

Help

Clear

F1

F2

F3

>>

MAAD370

Town of Needham

1/11/22

Account Inquiry

9:04:27

Segment summary level . : DOE Object

Control : NB NEEDHAM BUDGETARY CONTROL

Position to 2022

Type options, press Enter.

1=Select

3=Account by life

4=Account by year

5=Account history by date

6=Account by period

7=Account links

8=User data

9=Misc info

Opt	Account	Description
—	0001-3010-040-99-1110-099-99-520-020-5380-300-04	SCHOOL COMMITTEE OTHER
—	0001-3010-040-99-1110-099-99-520-030-5710-300-06	SCHOOL COMMITTEE IN-STA
—	0001-3010-040-99-1110-099-99-520-030-5720-300-06	SCHOOL COMMITTEE OUT-OF
—	0001-3010-040-99-1110-099-99-520-030-5730-300-06	SCHOOL COMMITTEE DUES &
—	0001-3010-040-99-1110-099-99-520-030-5780-300-06	SCHOOL COMMITTEE OTHER
—	0001-3010-040-99-1430-099-99-520-020-5300-300-04	SCHOOL COMMITTEE PROF &
—	0001-3010-040-99-1435-099-99-520-010-5110-300-01	SCHOOL COMMITTEE PROF &
—	0001-3010-040-99-1435-099-99-520-020-5300-300-04	SCHOOL COMMITTEE PROF &
—	0001-3020-040-99-1210-099-99-520-010-5110-300-01	SUPERINTENDENT SALARIES
—	0001-3020-040-99-1210-099-99-520-010-5110-300-02	SUPERINTENDENT SALARIES

More...

F3=Exit

F7=Balance

F8=Print C.O.A

F11=Display additional

F13=Alternate view

F15=Select views

F17=Subset

F19=Environment

ONLINE

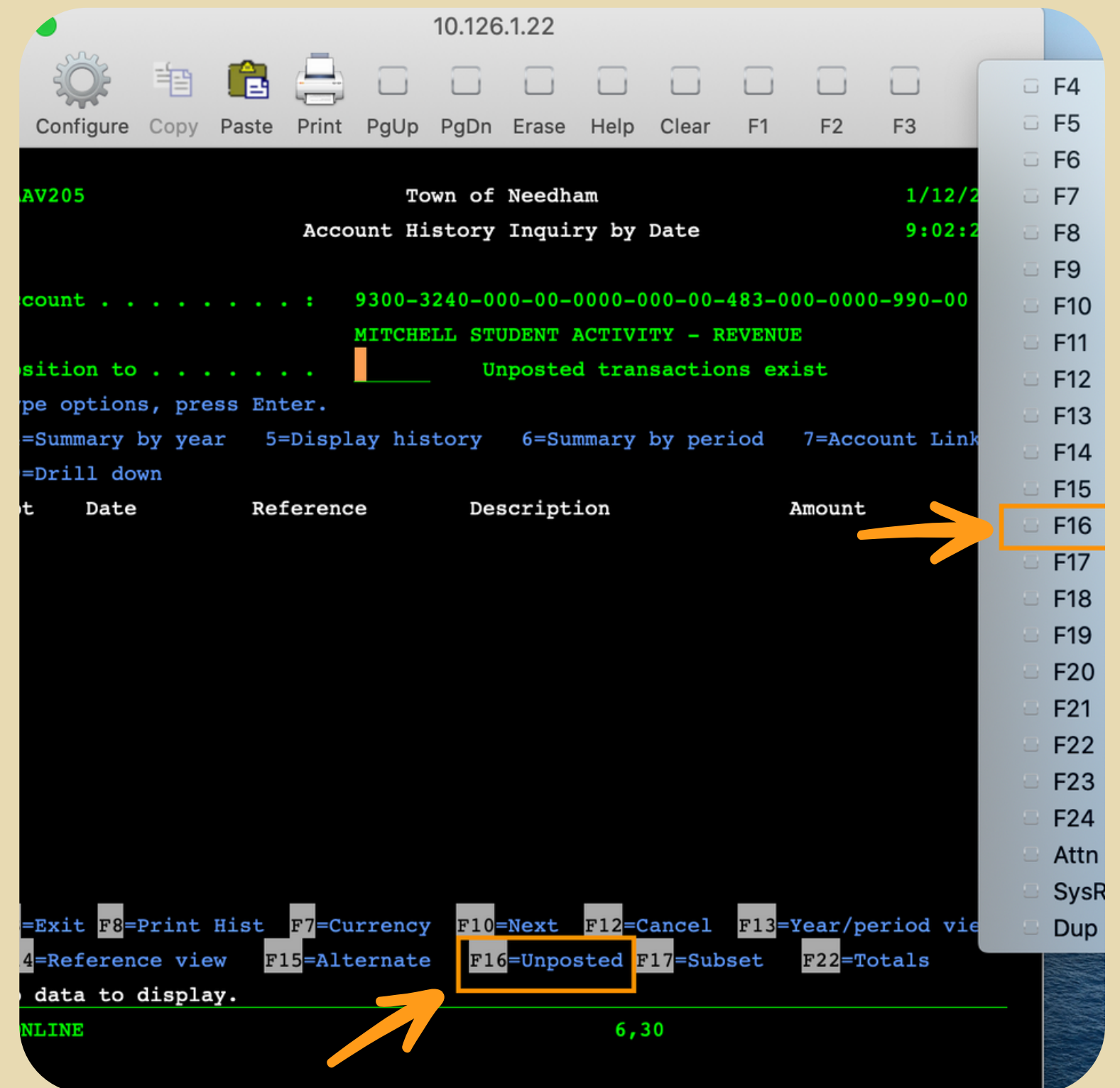
5,28

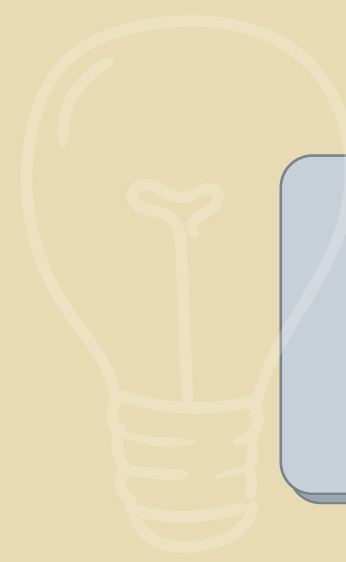
Not the
right FY?

You can change "Position to
2022" to "Position to ... 20xx"

F16 is your friend!

Click on "F16=Unposted" at the bottom of the screen ... or the F3 icon on the toolbar at the top of the screen





is also
your friend!

Click on "F3=Exit" at the bottom of the screen ... or the F3 icon on the toolbar at the top of the screen



10.126.1.22

Open Configure Copy Paste Print PgUp PgDn Erase Help Clear F1 F2 F3

MAAV205 Town of Needham 1/12/22
Account History Inquiry by Date 9:02:22

Account : 9300-3240-000-00-0000-000-00-483-000-0000-990-00
MITCHELL STUDENT ACTIVITY - REVENUE

Position to Unposted transactions exist

Type options, press Enter.

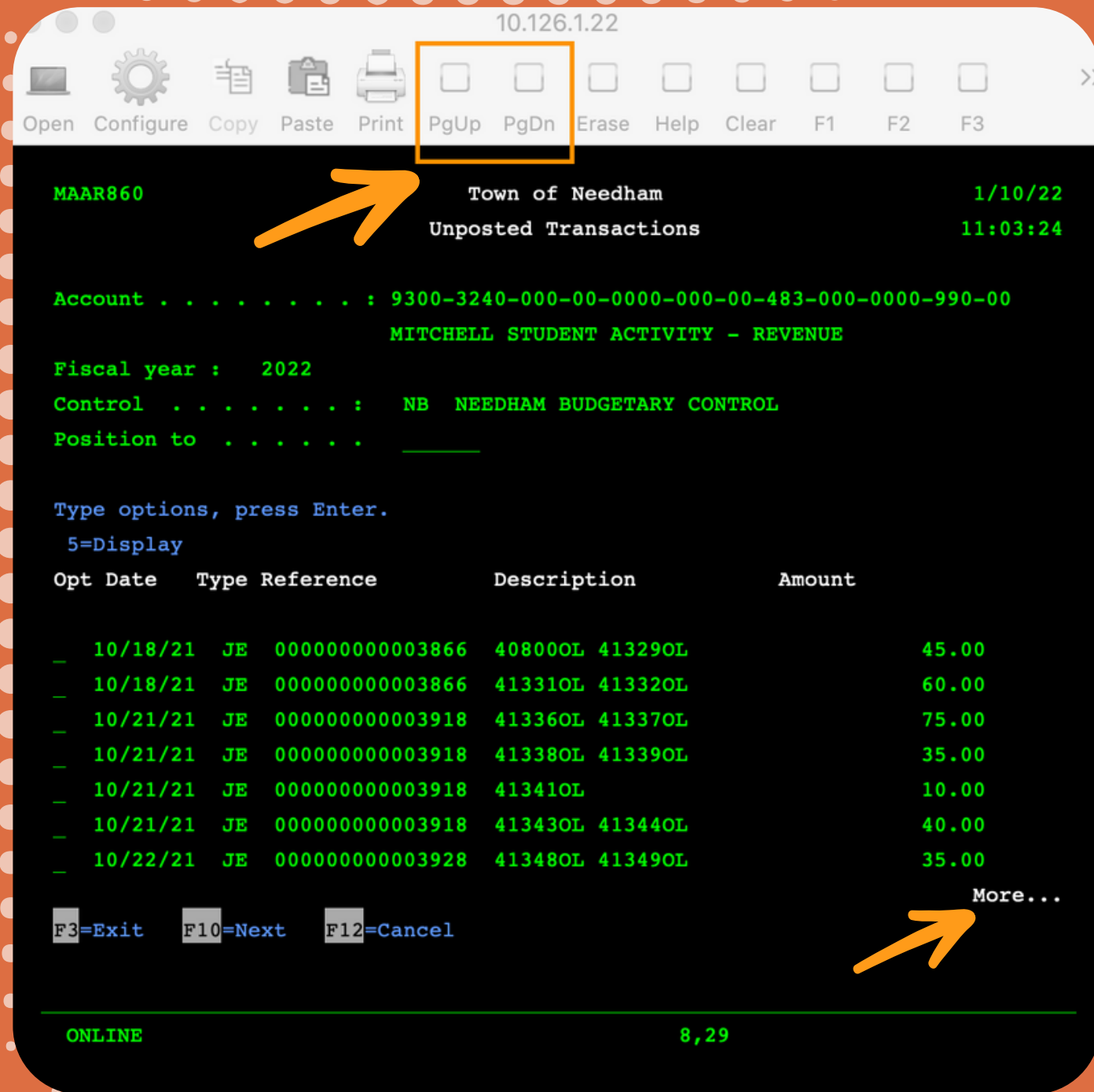
4=Summary by year 5=Display history 6=Summary by period 7=Account Links
9=Drill down

Opt	Date	Reference	Description	Amount
-----	------	-----------	-------------	--------

F3=Exit F8=Print Hist F7=Currency F10=Next F12=Cancel F13=Year/period view
F14=Reference view F15=Alternate F16=Unposted F17=Subset F22=Totals

No data to display.

ONLINE 6,30



When "More" Does Not Mean More

To see more unposted transactions, click on PgDn instead of clicking on More ...

To go back to previous transactions, click on PgUp



10.126.1.22

Open

Configure

Copy

Paste

Print

PgUp

PgDn

Erase

Help

Clear

F1

F2

F3

MAAR860

Town of Needham

Unposted Transactions

1/10/22

11:03:24

Account : 9300-3240-000-00-0000-000-00-483-000-0000-990-00

MITCHELL STUDENT ACTIVITY - REVENUE

Fiscal year : 2022

Control : NB NEEDHAM BUDGETARY CONTROL

Position to

Type options, press Enter.

5=Display

Opt	Date	Type	Reference	Description	Amount
-	8/24/21	JE	000000000003350	41072 41073	1.09
-	10/15/21	JE	000000000003858	41778OL 40779OL 4078	100.00
-	10/15/21	JE	000000000003858	40785OL 40786OL	30.00
-	10/15/21	JE	000000000003858	40787OL 40788OL	15.00
-	10/15/21	JE	000000000003858	40789OL 40790OL	5.00
-	10/15/21	JE	000000000003858	40791OL 40792OL	10.00
-	10/15/21	JE	000000000003858	40794OL 40795OL 4079	25.00

More...

F3=Exit

F10=Next

F12=Cancel

ONLINE

15,38

On Printing & Reconciling

- You can only print one screen at a time - there is no option to choose a date range
- When a line item has two recap numbers (e.g., SAA) under "Description", note that the "Amount" is only for one of the two recaps



On Copying & Pasting

- Highlight the data that you would like to copy
- Click on **Copy**
- **Paste** to a Word or Google Doc

10.126.1.22

Open Configure **Copy Paste** Print PgUp PgDn Erase Help Clear F1 F2 F3 >>

MAAR860 Town of Needham 1/10/22
Unposted Transactions 11:03:24

Account : 9300-3240-000-00-0000-000-00-483-000-0000-990-00
MITCHELL STUDENT ACTIVITY - REVENUE

Fiscal year : 2022

Control : NB NEEDHAM BUDGETARY CONTROL

Position to

Type options, press Enter.
5=Display

Opt	Date	Type	Reference	Description	Amount
-	8/24/21	JE	000000000003350	41072 41073	1.09
-	10/15/21	JE	000000000003858	41778OL 40779OL 4078	100.00
-	10/15/21	JE	000000000003858	40785OL 40786OL	30.00
-	10/15/21	JE	000000000003858	40787OL 40788OL	15.00
-	10/15/21	JE	000000000003858	40789OL 40790OL	5.00
-	10/15/21	JE	000000000003858	40791OL 40792OL	10.00
-	10/15/21	JE	000000000003858	40794OL 40795OL 4079	25.00

More...

F3=Exit F10=Next F12=Cancel

ONLINE 15,38

Account : 9300-3240-000-00-0000-000-00-483-000-0000-990-0
MITCHELL STUDENT ACTIVITY - REVENUE

Fiscal year : 2022

Control : NB NEEDHAM BUDGETARY CONTROL

Position to

Type options, press Enter.
5=Display

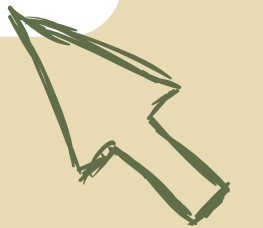
Opt	Date	Type	Reference	Description	Amount
	8/24/21	JE	000000000003350	41072 41073	1.09
	10/15/21	JE	000000000003858	41778OL 40779OL 4078	100.00
	10/15/21	JE	000000000003858	40785OL 40786OL	30.00
	10/15/21	JE	000000000003858	40787OL 40788OL	15.00
	10/15/21	JE	000000000003858	40789OL 40790OL	5.00





Reconciling HTE & GL: A Sample Case

School Lunch Revenue
2550-3170



MAAR860 Town of Needham 1/12/22

Unposted Transactions 15:20:31

Account : 2550-3170-000-00-0000-000-00-432-000-0000-550-00

SCHOOL LUNCH REVENUE

Fiscal year : 2022

Control : NB NEEDHAM BUDGETARY CONTROL

Position to _____

Type options, press Enter.

5=Display

Opt	Date	Type	Reference	Description	Amount
-	7/16/21	JE	000000000002940	41001OL	325.00
-	7/19/21	JE	000000000002970	40573	204.66
-	7/21/21	JE	000000000003002	40574	482.71
-	7/21/21	JE	000000000003002	41005OL	210.00
-	7/21/21	JE	000000000003002	41011OL	75.00
-	7/21/21	JE	000000000003002	41012OL	250.00
-	7/22/21	JE	000000000003010	41015OL	25.00

More...

F3=Exit F10=Next F12=Cancel

Sample Reconciliation



7/16/21 Total --- \$325.00



7/19/21 Total --- \$204.66



7/21/21 Total --- \$1,017.71

Town of Needham

Budget Variance Analysis - FULL SUMMARY

From Date: 7/1/2021 To Date: 1/31/2022

Fiscal Year: 2021-2022

☐ Include pre encumbrance ☒ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
2550-0000-000-00-0000-000-00-104-000-0000-000-00	SCHOOL LUNCH CASH	\$0.00	\$0.00	\$0.00	\$173,099.01	\$799,032.03	(\$799,032.03)	\$0.00	(\$799,032.03)	0.00%

Transaction Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
10	0	0	500TH FY22 TRANSFER JE8383 7/2 DIRECT DEPOSIT	ltieri	Adjusting	-\$4,586.75
105	0	0	CENT SQ C/R 7/16/21, CMT W/S	IMcDonough	Adjusting	\$325.00
1169	0	0	Direct Voucher Posting	nwitham	Accounts Payable	-\$281.07
1171	0	0	AP Expense Checks	nwitham	Accounts Payable	-\$2,910.14
1173	0	0	CENT SQ C/R 09/09/2021, CMT W/S	nwitham	Adjusting	\$10,505.88
1175	0	0	PR POSTING	toaruso	Payroll	-\$23,138.03
1197	0	0	CENT SQ C/R 9/13/2021, W/S CMT, NSF CK	nwitham	Adjusting	\$1,199.00
1198	0	0	CENT SQ C/R 9/14/2021	nwitham	Adjusting	\$2,505.57
1202	0	0	AP Expense Checks	nwitham	Accounts Payable	-\$4,243.80
1205	0	0	PR POSTING	toaruso	Payroll	-\$23,583.69
1206	0	0	PR POSTING	toaruso	Payroll	-\$9,493.10
124	0	0	CENT SQ C/R 7/20/21, CMT W/S	IMcDonough	Adjusting	\$204.66
126	0	0	CENT SQ C/R 7/22/21	IMcDonough	Adjusting	\$25.00
127	0	0	CENT SQ C/R 7/21/21, CMT W/S	IMcDonough	Adjusting	\$1,017.71
1496	0	0	CENT SQ C/R 9/17/2021	nwitham	Adjusting	\$12,008.47
1583	0	0	July Interest		Deposits	\$2.07

Tip:

Look for "CENT SQ C/R mm/dd/yy" under Description

The image features a solid orange background. In the center is a large white circle. Within this circle, the words "Thank You" are written in a bold, orange, sans-serif font, stacked vertically. Behind the white circle, there are two faint, semi-transparent halftone patterns (dotted circles) in the same orange color, one positioned to the upper right and one to the lower left of the circle's center.

**Thank
You**