

A graphic of a staircase made of four light brown wooden blocks, ascending from the bottom left towards the top right. A thick, curved arrow follows the path of the staircase. At the top of the staircase, a red paper airplane is shown in flight, pointing towards the top right.

# 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**

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TN5250 icon



**Launchpad**

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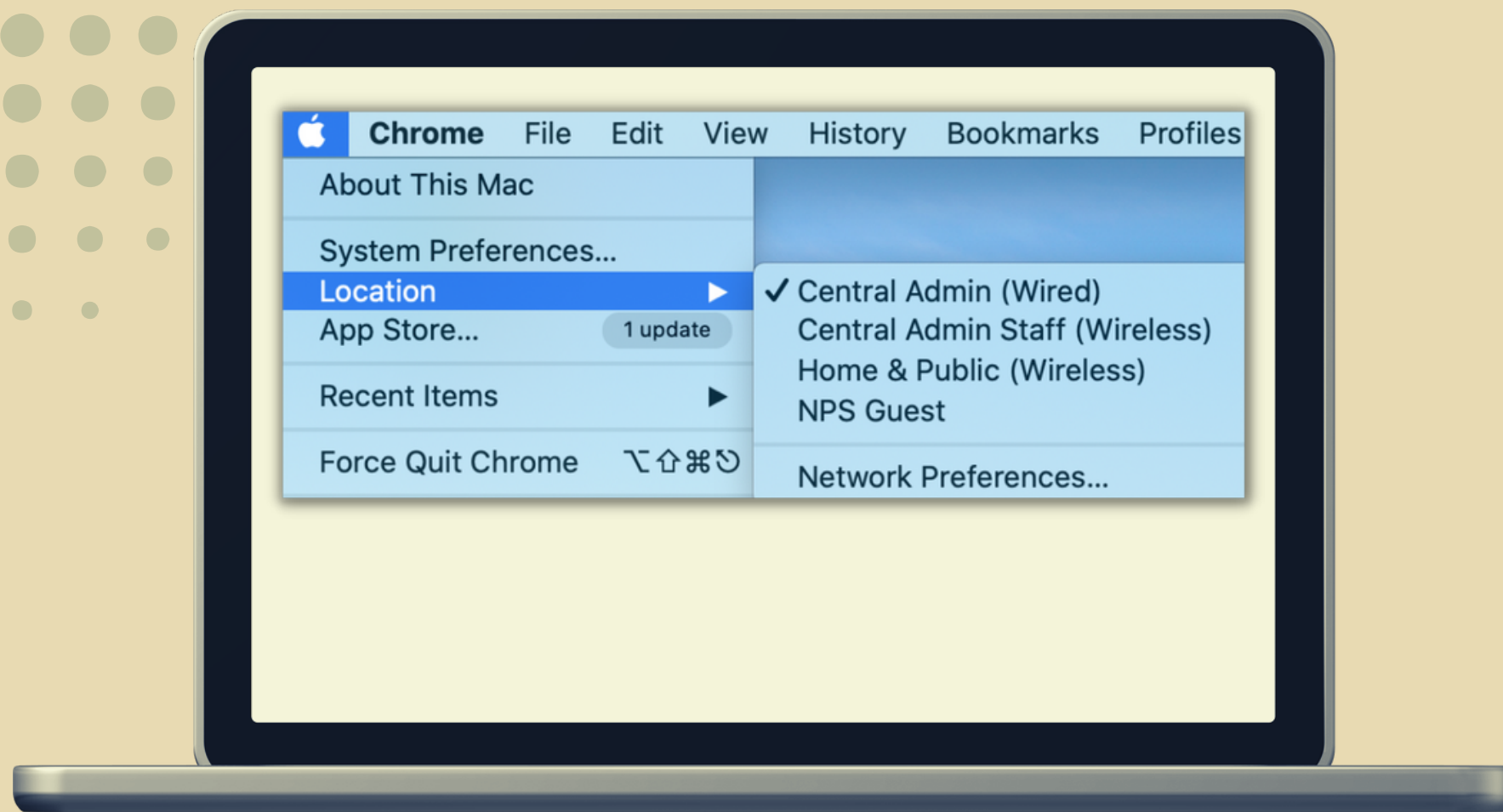
TN5250 icon



**Finder**

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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)

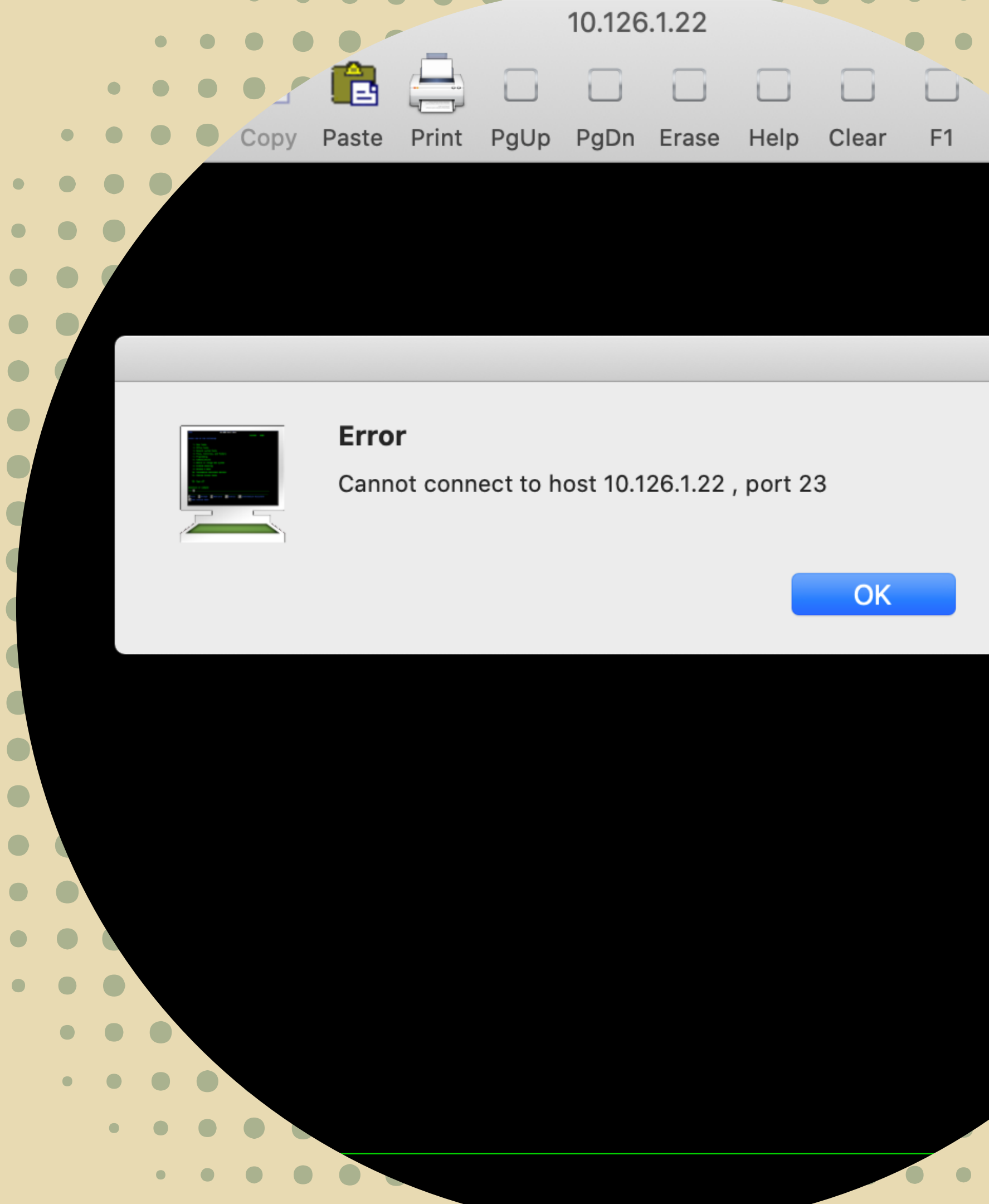


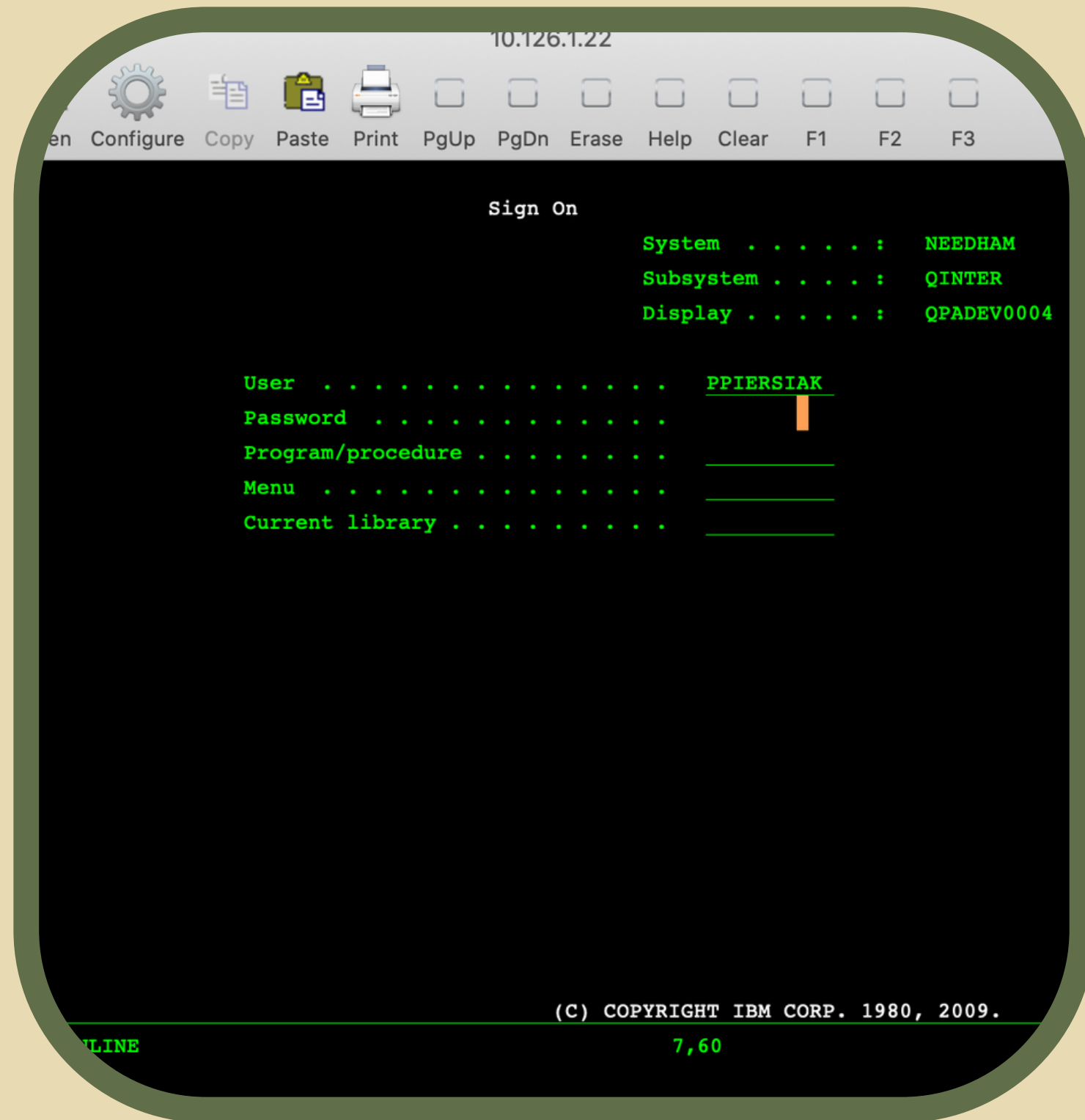
Town of Needham (wired or wireless)



# Error Message

when not connected to an NPS or  
Town of Needham network





# Log-in

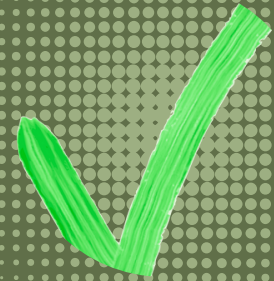
User: PPIersiak [sample format]  
Password: school

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

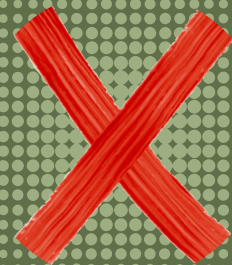


# The Return Key

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



Infisys

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

Environment Selection

Environment type . . . . . : Production

Type options, press Enter.
  1=Select

Opt  Environment
  1  INFISYS
  -   OLD GMBA HISTORICAL

F3=Exit

ONLINE                               11,4
```



# How to Get to Account Inquiry

## Screen 2



```
10.126.1.22
Open Configure Copy Paste Print PgUp PgDn Erase Help Clear F1 F2 F3
HT135MHT SunGard, Select Version 9.1.1 1/10/22
SunGard Application Menu 09:01:38
Select one of the following:
9. Accounts Receivable
11. Payroll/Personnel
12. Purchasing/Inventory
21. INFISYS
22. Extended reporting
90. Sign off
Selection == > 21
F3=Exit F5=Refresh F6=Display messages F9=Command line F11=Fast path
F14=Work with submitted jobs F15=Calendar F24=More keys
Version: 9.1.14.5.0
Date installed: 01/08/2016
ONLINE 20,9
```





# 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

```
10.126.1.22
Open Configure Copy Paste Print PgUp PgDn Erase Help Clear F1 F2 F3
HT135MMA Town of Needham 1/10/22
Inquiry Menu 09:03:19

Select one of the following:
 1. Account inquiry
 2. Vendor inquiry
 3. Encumbrance inquiry
 4. Payment inquiry
 5. Group inquiry
 6. Payables history inquiry

80. Change user environment

90. Sign off

Selection == > 1
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
```



Account Inquiry



# How to Get to Account Inquiry

A Review



Infisys



Infisys



Inquiry Menu



Account Inquiry



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

MAAD370          Town of Needham          1/10/22
                  Account Inquiry          10:19:18

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
__ 9300-3240-000-00-0000-000-102-000-0000-000-00 MITCHELL ELEMENTARY
__ 9300-3240-000-00-0000-000-344-000-0000-990-00 MITCHELL STUDENT ACTIVI
5 9300-3240-000-00-0000-000-483-000-0000-990-00 MITCHELL STUDENT ACTIVI
__ 9300-3250-000-00-0000-000-102-000-0000-000-00 NEWMAN ELEMENTARY
__ 9300-3250-000-00-0000-000-343-000-0000-990-00 NEWMAN STUDENT ACTIVITY
__ 9300-3250-000-00-0000-000-483-000-0000-990-00 NEWMAN STUDENT ACTIVITY
__ 9300-3260-000-00-0000-000-102-000-0000-000-00 HIGH ROCK
__ 9300-3260-000-00-0000-000-343-000-0000-990-00 HIGH ROCK STUDENT ACTIV
__ 9300-3260-000-00-0000-000-483-000-0000-990-00 HIGH ROCK STUDENT ACTIV
__ 9300-3300-000-00-0000-000-102-000-0000-000-00 POLLARD MIDDLE SCHOOL
More...

F3=Exit   F7=Balance   F8=Print C.O.A   F11=Display additional
F13=Alternate view   F15=Select views   F17=Subset   F19=Environment

ONLINE 13,3
```

# 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

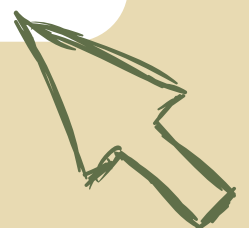
Opt  Account          Description
___ 0001-3010-040-99-1110-099-99-520-020-5380-300-04 SCHOOL COMMITTEE OTHER
___ 0001-3010-040-99-1110-099-99-520-030-5710-300-06 SCHOOL COMMITTEE IN-STA
___ 0001-3010-040-99-1110-099-99-520-030-5720-300-06 SCHOOL COMMITTEE OUT-OF
___ 0001-3010-040-99-1110-099-99-520-030-5730-300-06 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



10.126.1.22

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

AV205 Town of Needham 1/12/2022  
 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

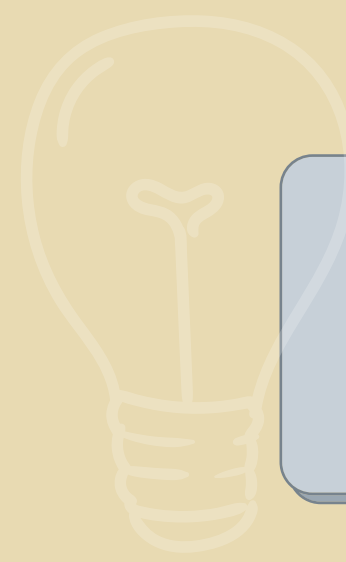
Type options, press Enter.  
 1=Summary by year 5=Display history 6=Summary by period 7=Account Link  
 8=Drill down

Date	Reference	Description	Amount
data to display.			
6,30			

Function Key Legend:  
 F1=Exit F8=Print Hist F7=Currency F10=Next F12=Cancel F13=Year/period view  
 F4=Reference view F15=Alternate F16=Unposted F17=Subset F22=Totals

Vertical Menu:  
 F4  
 F5  
 F6  
 F7  
 F8  
 F9  
 F10  
 F11  
 F12  
 F13  
 F14  
 F15  
 F16  
 F17  
 F18  
 F19  
 F20  
 F21  
 F22  
 F23  
 F24  
 Attn  
 SysR  
 Dup

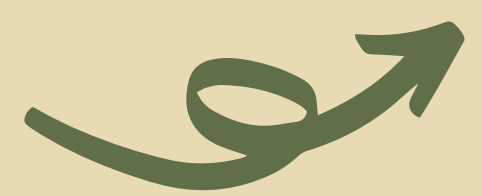




**F3**

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
No data to display.				

ONLINE 6,30

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

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 . . . . . : 9300-3240-000-00-0000-000-483-000-0000-990-00  
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
-	10/18/21	JE	000000000003866	40800OL 41329OL	45.00
-	10/18/21	JE	000000000003866	41331OL 41332OL	60.00
-	10/21/21	JE	000000000003918	41336OL 41337OL	75.00
-	10/21/21	JE	000000000003918	41338OL 41339OL	35.00
-	10/21/21	JE	000000000003918	41341OL	10.00
-	10/21/21	JE	000000000003918	41343OL 41344OL	40.00
-	10/22/21	JE	000000000003928	41348OL 41349OL	35.00

F3=Exit F10=Next F12=Cancel

More...

ONLINE 8,29

# 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 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

# 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



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

# On Copying & Pasting

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

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

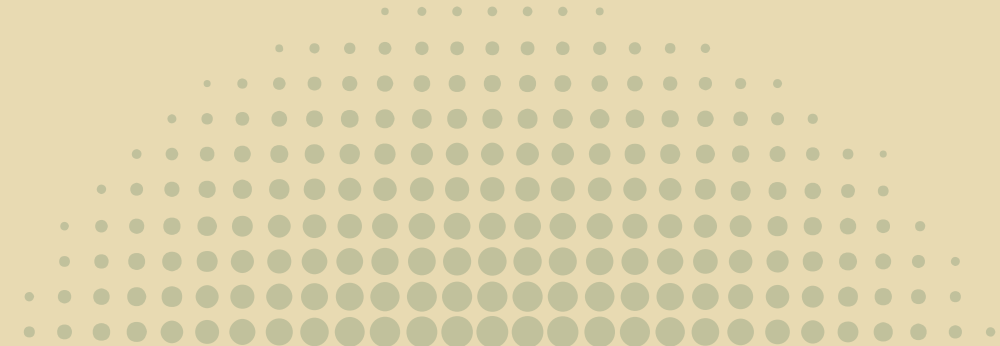
Opt Date	Type	Reference	Description	Amount
8/24/21	JE	000000000003350	41072 41073	1.09
10/15/21	JE	000000000003858	41778OL 40779OL 4078	100.00
10/15/21	JE	000000000003858	40785OL 40786OL	30.00
10/15/21	JE	000000000003858	40787OL 40788OL	15.00
10/15/21	JE	000000000003858	40789OL 40790OL	5.00





# 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%

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
10	0	0	500TH FY22 TRANSFER JE8383 7/2 DIRECT DEPOSIT	Italtieri	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	tcarus0	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	tcarus0	Payroll	-\$23,583.69
1206	0	0	PR POSTING	tcarus0	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	nwitham	Deposits	\$2.07

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

A large white circle is centered on an orange background. The background features a halftone pattern of small white dots that is more dense in the upper right and lower left quadrants, creating a gradient effect. Inside the white circle, the words "Thank You" are written in a bold, orange, sans-serif font, stacked vertically.

**Thank  
You**