



# SchoolBooks WEB

## Accounting Software for Student Activity Funds/Internal Funds

### User Guide

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# Chapter 1 – Getting Started

Welcome to SchoolBooks Student Activity Fund Accounting Software! We think you will find that SchoolBooks is easy to learn and use. This chapter describes how to get started, how and where to find things on the menus and screens, and an introduction to how things work in general.

**How to Get Started:** This section describes the steps you should follow in setting up SchoolBooks to run for the first time.

**Where and How Do You Find It?:** This section describes how to find things in SchoolBooks – how the lookups work, how the navigation tools on the screens work, how to access and use the Help function. Lastly, this section describes how to move around the screens in an efficient way.

**Three Step Update Process:** This section describes how SchoolBooks updates data to the general ledger.

**Daily Data Backup:** This section describes how to make them on a daily basis, why they are important, and what will happen to you if you don't.

**Using Auto-Complete:** This section describes how to utilize the Auto-Complete functionality in SchoolBooks.

**Change School and Change User:** In SchoolBooks you can set up multiple schools. For example, the software comes with a set of demo data called Play School High School; you can use this demo data to practice making transactions. Of course, you'll also set up your real school to hold your actual data. This section describes how to change schools and the Change User section describes how to change users.

**Help Menu:** This section details the options you have when using the Help Menu.

## How To Get Started

### **Follow these steps to get SchoolBooks up and running for your school:**

1. Set up your new school in School Maintenance – See Chapter 2.
2. Set up your accounts in Account Maintenance – See Chapter 2.
3. Set up your vendors (people and companies you pay) in Vendor Maintenance – See Chapter 2.
4. Set up your bank accounts in Bank Account Maintenance – See Chapter 2.
5. Set up new users in User Code Maintenance under Security (if you want to restrict access to specific functions in SchoolBooks) – See Chapter 2.
6. Decide on a cutoff date for entering data – See Appendix D.
7. Enter your beginning account balances – See Chapter 3, Beginning Balances.
8. Enter your outstanding checks and deposits in transit - See Chapter 3, Opening Bank Checks and Opening Bank Deposits.
9. Print a Trial Balance to make sure you are in balance – See Chapter 5, Financial Reports, Trial Balance.

### **After you have completed these setup steps, you can begin entering transactions:**

1. Find out about Receipt Printing and Bank Deposits in Chapter 4.
2. Find out about Purchase Orders and Invoice Entry in Chapter 5.
3. Find out about processing Manual, Void, and Computer Checks in Chapter 6.
4. Find out about Transfers and Adjustments in Chapter 7.

**Then you can print reports** – See the Reports Menu as explained in Chapter 9.

**Exporting Data** – You can export data to other applications by using the Print Preview screen for any report. See Chapter 9, Previewing Reports and Exporting Data.

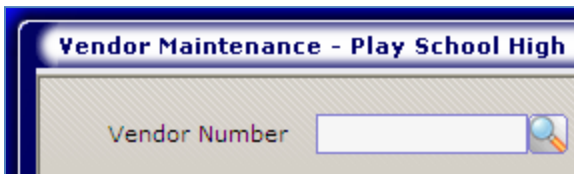
## Where And How Do You Find It?

### **Lookups**

#### **Accessing a lookup window**

SchoolBooks uses the same lookup function throughout the program. You can access a lookup window on a screen in either of two ways:

1. In the example below, click the button with the magnifying glass on the right side of the field to access the Vendor Code lookup.
2. OR while the pointer/cursor is on the field, press <F2> to open the lookup window.





## Using the Lookup Screen

**Sort By:** You can use the sort arrow (circled below) to change the way data is presented. In the example below, you can choose to sort on either Vendor Number or Name. To sort on Vendor Name, simply click on the "Name" column header.



In the example above, we have chosen to sort by Vendor Number.

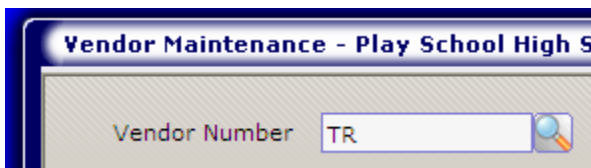
Then you can now search for an account by using the vertical scroll bar on the right, or typing the first few characters of the vendor number in the box on the lower left of the screen. SchoolBooks goes to the closest entry it can find that matches what you enter. In the example to the right, we typed a "C" and SchoolBooks displays CLARA, the first "C" Vendor in the list. If you are sorting by Vendor number, you would enter part of the Vendor number. If you are sorting by Vendor name, enter the first part of the Vendor name.



### Even faster lookups

You can make your search even faster by entering the first few characters and THEN pressing F2.

For example, if you want to find vendor "Tom Robertson" and you know the Vendor number begins with "TR," you can simply type "TR" and then press F2.



If your sort is set to Vendor Number, the program will open the lookup at the first vendor it finds with a "TR" match.

If you change the Sort selection, SchoolBooks will remember your choice and the next time you access this lookup, the sort choice will be the same. When you find the entry you want, either click on Select, or double click on the item itself.

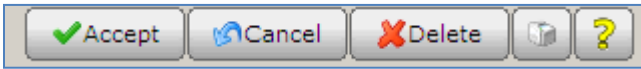
## Screen Navigation

**Moving between fields:** You can use either the Tab key or the Enter key to move between fields.

**Browse Buttons:** Browse buttons are located on the bottom left of most screens. Using these buttons, you can browse through the file, moving one record forward or backward, or moving to the beginning or the end of the file.



**Standard Buttons:** Most maintenance screens and data entry screens have these buttons in the lower right corner. Usually, these buttons do the same thing on all screens.



1. **Accept Button:** Saves the data to the file, clears the screen, and positions the cursor/pointer back at the top of the screen in the first available field.
2. **Cancel Button:** If you have entered something on the screen, SchoolBooks asks if you want to save your changes. If you say "No," the program does NOT save the changes, clears the screen, and positions the pointer back at the top of the screen.
3. **Delete Button:** This button deletes the current record unless there is some reason why you are not allowed to remove it. You can always remove entries from data entry files (like Adjustment Entry) before they are updated. You can always remove maintenance file records (like Vendors or GL Accounts) before they have been used in a transaction. You may NOT remove a Vendor with activity. You may NOT remove a GL Account with activity.
4. **Printer Button:** This button usually launches a journal or report associated with the screen.
5. **Help Button:** This button takes you to the Help file most closely associated with this screen. You can also access Help by pressing <F1> at any time.

## Using Help

You can access SchoolBooks Help files from several places. In general, the Help files give you the same information as the User Guide. If you access help from the Bank Deposit Entry screen, SchoolBooks will present you with help on the purpose of the screen, a description of each field on the screen, and helpful hints about how to use the screen. You can access the help files in any of these ways:



- On the desktop, choose the Help Menu. You can search for any topic you need.
- Click the yellow "?" button in the bottom right corner of each screen to find help on that specific screen or topic.
- Press the <F1> key to access help at any time. SchoolBooks will load the appropriate help files.

**Table of Contents Tab:** This tab displays the various sections in an organized fashion. You can see an overview of how chapters are laid out and simply click on the topic you want.

**Index Tab:** This tab shows all the indexed items in alphabetical order. Simply begin typing the "topic" or "item" you want to find and it will be displayed on the right side of the screen.

**Search Tab:** This tab allows you to type in any word or phrase and the program will display all the places it can find those words in the files. Type "Void Check" to find all the instances where void checks are mentioned.

**Favorites Tab:** This tab allows you to save your favorites for easy access.

## Technical Support

Here's our philosophy: We believe that people (our users) should think and exercise common sense, but we don't believe that "struggle" is a requirement for an enlightened being. So, don't struggle. If you have tried to do something with SchoolBooks and it just isn't working the way you think it should, or you don't understand something, we want you to call us.

We want you to be successful with this software. We think it is great software. Most of our users think it's great too! And it keeps getting better because our users give us lots of positive feedback about new features they want to have added and things they want us to do to make the product even better. We want you to be one of our fans too.

So, if you are experiencing "technical difficulties" for any reason, please give us a call. We'd love the opportunity to help you get your challenge resolved and join the many users across the country who are fans.

## Three-Step Update Process

SchoolBooks uses a three-step process to update any transaction to the general ledger. These steps can be described as Entry, Journal and Update. It is important that you understand how the SchoolBooks program functions so you'll understand the software.

Let's assume you enter a bank deposit in Bank Deposit Entry. What happens when you click Accept at the bottom of the screen? When does the data go to the general ledger and/or the bank reconciliation file?

---

**Note:** *Purchase Orders and Invoices are NOT posted to the general ledger and are NOT updated in this way. This Three-Step Update Process applies to everything on the Entry Menu with the exception of Purchase Orders and Invoices.*

---

Think of each entry screen as a bucket. You put transactions into the bucket and they stay there, happy as can be, until you print a journal and say "Yes" to update. So, these are the steps to enter a bank deposit:

1	Entry	Go to Bank Deposit Entry and enter your deposit.
2	Journal	View/Print the Bank Deposit Journal. Check it over to make sure it is correct. Some districts require their schools to print the journal and file it as part of the audit trail. Please check with your district about whether journals should be printed.
3	Update	When SchoolBooks asks you if the data printed correctly and if you want to update, answer "Yes" both times. <b>Always check the printed journal BEFORE you answer "Yes" to any update question.</b>

That's it! In this example, the bank deposit data is updated to the general ledger so it will print on financial reports, the Bank Deposit History Report, etc. It is also updated to the Bank Reconciliation file so it will be available when you balance your bank statement.

Each journal and every transaction is assigned a number during this process. For more information about how SchoolBooks assigns transaction numbers, see Appendix J.

## Daily Data Backup

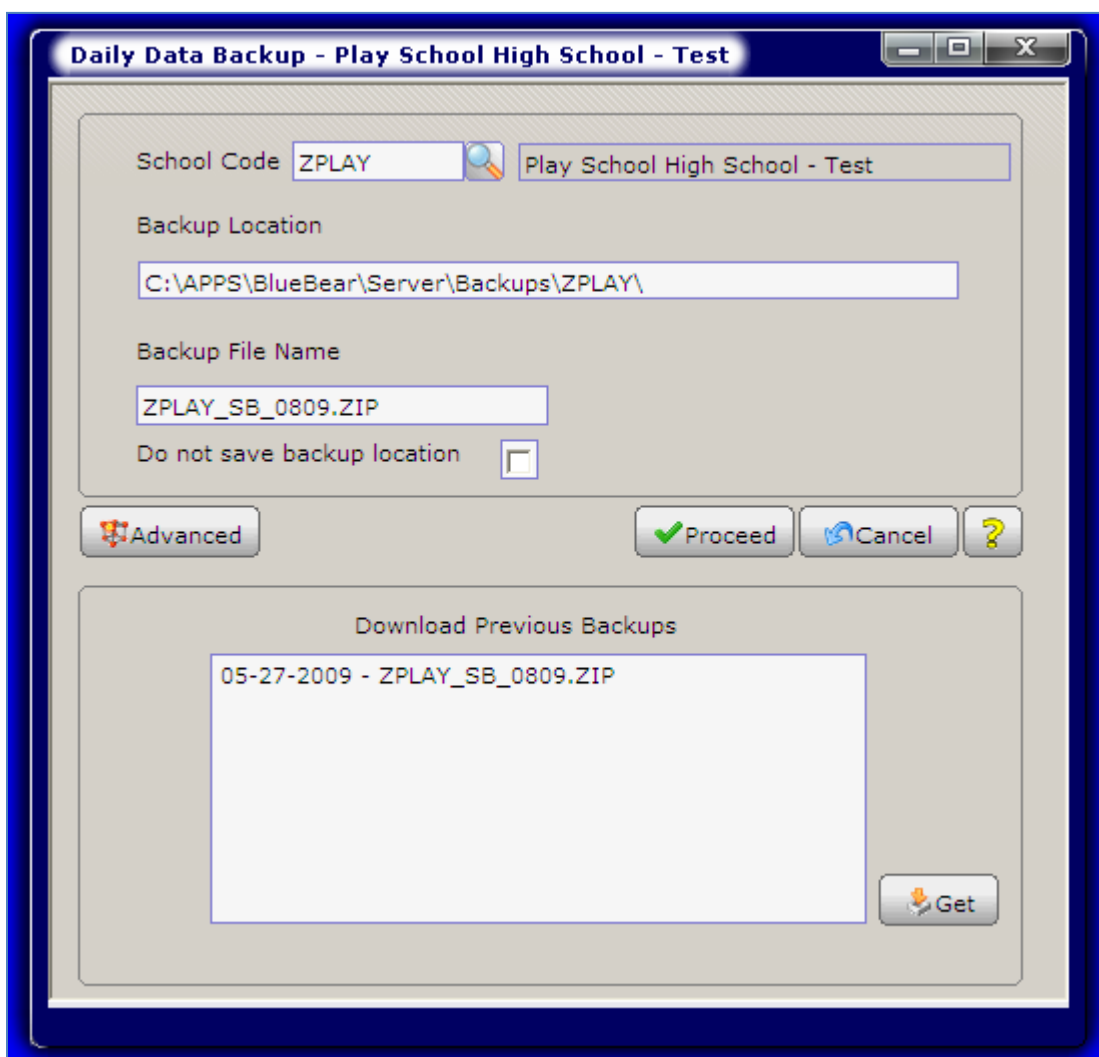
You or someone else needs to backup your data every single day. When? On sunny days, on rainy days, on bad-hair days, on “if that coach asks me one more time how much money is in the basketball account, I will come unglued!” days – on all days. No excuses – just do it.

**General Information:** Computers, because they involve electronic and mechanical devices, are subject to failure at unpredictable times. Human beings, for reasons that do not have to be explained, are also subject to failure and/or the making of mistakes. Therefore, the **only** safeguard against the loss of data is a good backup.

**Where is it?** Go to the File Menu and choose Daily Data Backup. You can choose whether to put the backup file on a floppy or somewhere else. Just do it!

**Who makes the backup?** Given that SchoolBooks will always be running on a server, your district office may choose to be responsible for making daily backups. It doesn't matter WHO makes the backup as long as it gets done. You should make sure you know whose job it is. Periodically (like once a quarter), someone should try restoring from backup – just to verify that the backup procedure is working correctly.

### Using the Screen



**Backup Procedure:** Make a backup every day. If you choose to backup to another device like a flash drive or another hard drive, don't just use the same location and file name every time. Ideally, you want to have MULTIPLE backups. Change the name of the file every day. You can use the date – like ZPLAY\_SB\_090805 – or anything else that will keep the backups distinct. Then periodically, you can get rid of most of the old ones. Keep the end of month ones or ones you did before an update.

We recommend you ALWAYS have one backup in a separate physical location. Ideally, backups would NOT be located on the same server as your data. Just get it someplace off campus or out of the district office in case of fire, flood, or other natural disaster. It takes

so little time and it could save you!

Check your backup periodically to make sure it is good. Call Blue Bear Technical Support if you have questions about whether your backup is good.

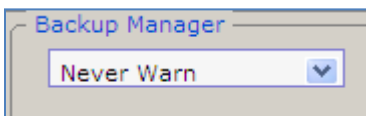
**What will happen if you don't:** Probably you will never have a problem with your computer or your network. We hope that you are blessed with eternal good luck and that nothing bad ever happens to your data. But nasty things do sometimes happen. People break into offices and steal computers. Floods and fires happen. We want you and your data to be safe. If you have a disaster and you have a backup off campus, we can get you back up and running in a heartbeat. If you don't have a current backup available, we can't help you. We'll want to, but there will be nothing we can do. We will be sad. That's what will happen. Please make a backup and keep one off-site. We don't want to be sad!

## **Backup Manager**

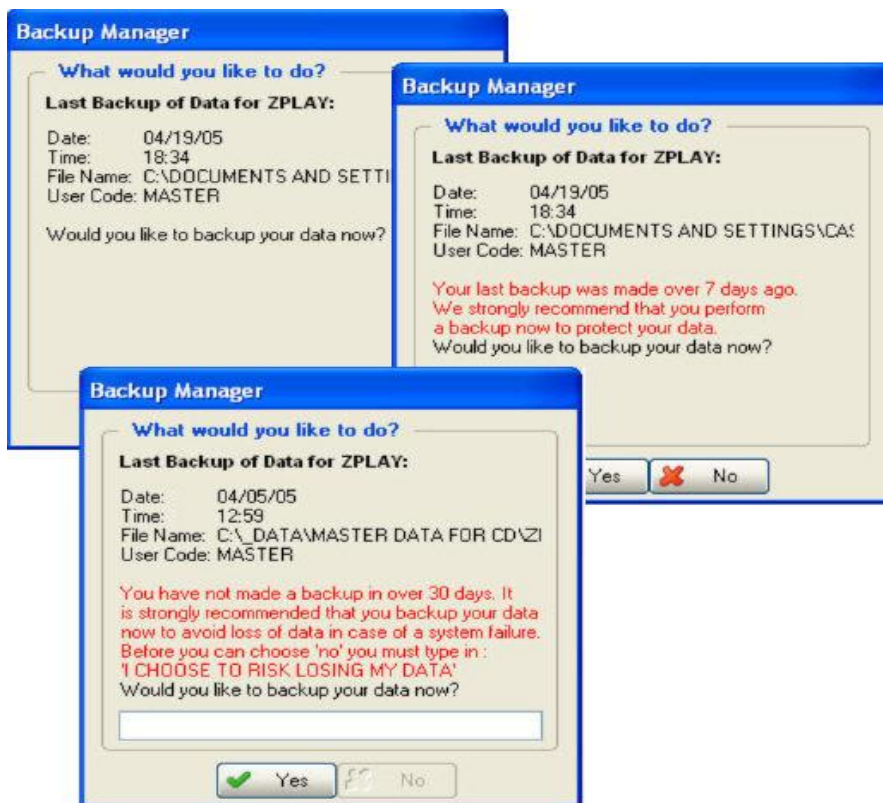
**What does it do?** Backup Manager keeps track of when you do and when you don't make a backup. You can choose between options to have Backup Manager prompt you to make a backup every time you exit the program; you can choose either Always Warn or Never Warn. If you choose to be warned, Backup Manager will display a screen showing you the date, time, User Code, and path of your last backup.

If the program detects that you haven't made a backup for 7 days, the warning message is printed in red. If the program detects that you haven't made a backup for 30 days, the program forces you to type "I choose to risk losing my data" before you can exit the screen. It's a very serious program; it means business!

**Where is it?** Go to the Management Menu, Customize, and choose School Settings. The Backup Manger option is located on the School Data Tab. The default is set to Always Warn.



Here are the sample messages that you will receive from SchoolBooks if you choose "Always Warn".



## Using Auto-Complete

**How does it work?** Some fields in SchoolBooks have Auto-Complete functionality. This feature saves you data entry time because the program remembers what you've entered into this field in the past and allows you to auto-complete the field with a value you've typed before. For example, let's assume you've entered Mary Smith as an advisor in GL Account Maintenance on one account. But Mary Smith is actually the advisor for many accounts. The auto-complete feature will remember her name and automatically fill the field as you begin typing. When you enter Mary Smith as the Advisor on a GL Account, SchoolBooks adds that value to the Advisor auto-complete file. The next time you type an "M" in the Advisor field, the program will automatically display the first "M" record it can find.

**Turn Auto-Complete on or off:** You can turn the Auto-Complete function on or off. To access the option, go to the Management menu/School Settings/School Data tab and use the check box to turn it on or off. The default is on.

Use Auto-Complete	<input checked="" type="checkbox"/>
Make this School Read-Only	<input type="checkbox"/>

Let's see how it works. We're going to use GL Account Maintenance in this example, but it works the same way for all the Auto-complete fields:

In the example below, we've entered Mary Smith as the Advisor for the Computer Club.



GL Account Maintenance - Thomas Grey Middle School

Account # 2200-00-00 Description Computer Club

1. Main | 2. Transactions | 3. Encumbrances

Advisor Mary Smith Income Budget .00

Type Mary Smith Expense Budget .00

Since Mary is also the Advisor for the French Club, we want to enter her name there too. When we enter the "M," the program displays the first record for this field beginning with "M" and displays a green button at the end of the field. That tells me there are already values in this field.



GL Account Maintenance - Play School High School 03-04

Account # 2340-30-00 Description French Club

1. Main | 2. Transactions | 3. Encumbrances

Advisor Martha White Income Budget 600.00

To find Mary, simply press the down arrow on your keyboard or click the green arrow button on the screen. The program will display all the "M" values it can find. Press <Enter> to select the one you want.

**S GL Account Maintenance - Play School High School 03-04**

Account # 2340-30-00 Description French Club

1. Main | 2. Transactions | 3. Encumbrances

Advisor	Martha White	Income Budget	600.00
Type	Martha White	Expense Budget	600.00
Import Type	Mary Smith	Current Balance	491.85
	Ms. Georgiou		

What happens if you want to change an existing value? Let's assume you entered a name with a typo and now you want to correct it. Let's assume Mary spells her name SMYTHE rather than SMITH. It's easy to make that correction. First, bring up the record you want to change. **Important: You must select it from the list in order to change it; don't just type in the name Mary Smith – you must pick it and load it from the existing list.**

**S GL Account Maintenance - Play School High School 03-04**

Account # 2200-00-00 Description Computer Club

1. Main | 2. Transactions | 3. Encumbrances

Advisor	Mary Smith	Income Budget	.00
Type	Trust Account	Expense Budget	.00

**Steps to replace one value/name with another:**

1. Find the record you want to change.
2. Pick the value/name from the list. That means even if the name is displayed, press your down arrow on the field to display the list and pick it from the list again. This tells the program where you are and what you're doing.

**S GL Account Maintenance - Play School High School 03-04**

Account # 2200-00-00 Description Computer Club

1. Main | 2. Transactions | 3. Encumbrances

Advisor	Mary Smith	Income Budget	.00
Type	Martha White	Expense Budget	.00
Import Type	Marty Westmore	Current Balance	.00
	Mary Smith		

Now make your change. Change the last name from "Smith" to "SmythAu."

**S GL Account Maintenance - Play School High School 03-04**

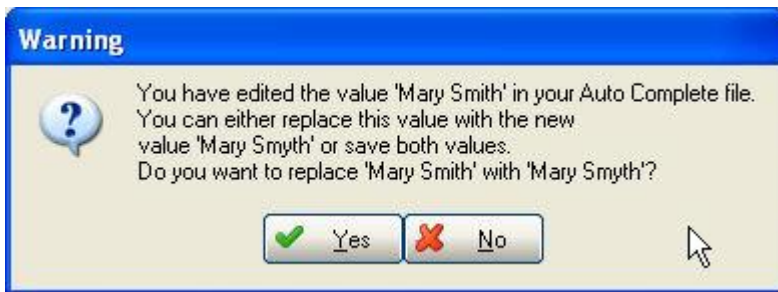
Account # 2200-00-00 Description Computer Club

1. Main | 2. Transactions | 3. Encumbrances

Advisor	Mary Smyth	Income Budget	.00
---------	------------	---------------	-----



When you press <Enter> to leave the field, the program will realize that you've changed the value in the field and display a screen like this:



Then you can choose "Yes" to replace the old Mary Smith with the new Mary Smythe. Or you can choose "No" to keep both values.

For more information maintaining and using the Auto-Complete feature, see Auto-Complete Maintenance.

## Change User/School

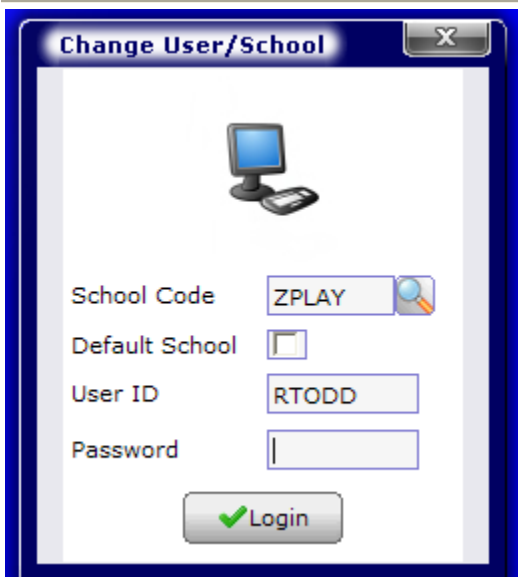
**What does it do?** Of course, SchoolBooks allows you to do accounting for multiple schools. There is a school called PlaySchool (ZPLAY) that comes with your software – already loaded when you install SchoolBooks. You can use PlaySchool as a place to try things out, practice making transactions, train new people, print sample reports – all sorts of useful things. When working in SchoolBooks, you can change schools at any time. You can use the same screen to login as a different user.

**Where is it?** Go to File and choose Change User/School.

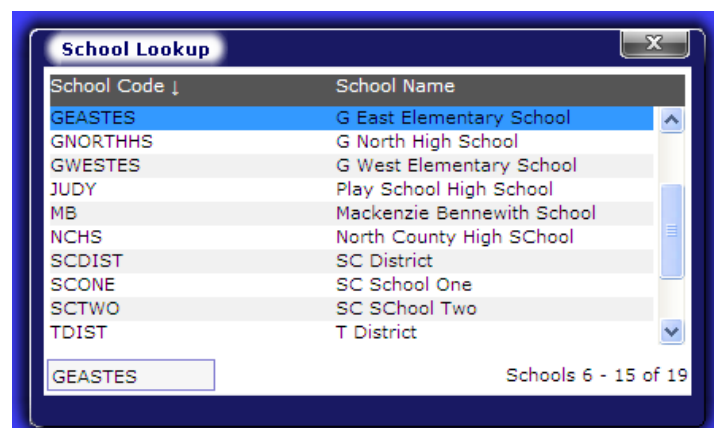
### Change School:

1. SchoolBooks will display a window with all the schools found in School Maintenance.
2. Select the school you want by either double clicking on it, or highlighting the school and click Select.

**Note:** You must first set up a new school in School Maintenance (on the Management/System Maintenance menu) before you can access the school here.



You can use the lookup button to display a list of valid schools in your system.

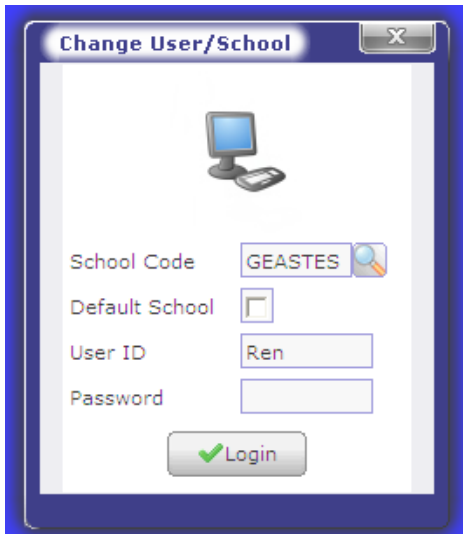


### Change User

**What does it do?** SchoolBooks allows you to set up user codes and passwords to restrict access to the software. If you have users set up in User Code Maintenance, SchoolBooks will require that you login with a User Code when you start the program. If you want to change users while SchoolBooks is running, you must log in as a different user.

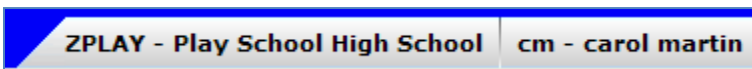
**Where is it?** Go to File and choose Change User/School.

## Using the Screen



Each user must login with a valid User ID and password. In addition, SchoolBooks checks to ensure that this user has the rights to be in THIS school.

The User Code of the current user is always displayed on the bottom of the SchoolBooks window beside the School Code. In the example below, you can see that 'carol' is the current user on the system and that she is using the ZPLAY school.



## Help Menu

The Help Menu has a number of other interesting features besides help. They are listed below.

### **Schoolbooks Help**

Select this option to go directly to the top-level menu of the Blue Bear Help system. Of course, Blue Bear software has context-sensitive help so you can click on a Help button from most screens or press <F1> at any time for help on using the software.

### **Register Software**

Use this screen to register and activate your software. Your Customer and serial numbers will be on your invoice or other document sent by Blue Bear or you can obtain them from Blue Bear Technical Support. If you are connected to the Internet, type them into the appropriate boxes and click on the "Register Over The Internet" button. If you are not connected to the Internet, call or email Blue Bear Technical Support and we will email the registration numbers to you. You can cut and paste them or type them into the box from the email and click on Register Manually.

### **Blue Bear Website**

Use this option to go directly to our Blue Bear website. You can access this site for Technical Tips, information about upcoming events, user feedback, and other exciting items. You must be connected to the Internet in order to use this feature.

### **Blue Bear Connect**

Use this option to go directly to the sign on screen for Blue Bear Connect. This robust Blue Bear support tool works over the Internet to allow us to control your computer directly and serve you better. We use Blue Bear Connect for support, online training and installations. You must be connected to the Internet in order to use this feature.

## **Release Notes**

This feature allows you to view information about the changes we have made in the software as new versions are released. The

information is listed in reverse chronological order, so the newest changes appear at the top.

## **Get Updates**

This feature allows you to use an automatic update feature which will retrieve and install updates to your software automatically over the Internet. You must be connected to the Internet in order to use this feature.

## **About Blue Bear Schoolbooks**

This feature allows you to see the version number and publication date for your software.

# Chapter 2 – Initial Setup

Before you can begin using SchoolBooks to enter opening balances or process transactions, you must first enter basic information about how you want your system to function. SchoolBooks comes with sample data in a school called PlaySchool (ZPLAY), but you'll need to set up your real school. You'll need to tell SchoolBooks about your fiscal starting and ending dates, the format of the GL account number, your default printer preferences, and a host of other options – like defining user codes and passwords. Finally, you'll want to enter data like opening balances and outstanding checks.

This chapter provides information about how to set up all the options you'll need to use SchoolBooks.

**System Management:** This section describes how to set up default printers, create new schools, define parameters for each school, and enter your opening balances.

**Maintenance Files:** This section describes how to set up the master files for your school. These files are called maintenance files in SchoolBooks. These maintenance files include GL accounts, vendors, bank accounts and others.

**System Security:** This section describes how to set up user codes and passwords, and how to control access to SchoolBooks functions by user.

**Forms:** This section describes how to format your SchoolBooks forms. There is a separate section for check forms, purchase orders, and receipts.

# System Management

## School Settings

**What does it do?** Use the School Settings screens to set up options for your system. The accordion tabs (School Data, Accounting, UDFs, Month End, Other Settings, Defaults and Journals) contain different types of data that allow you to configure SchoolBooks for each specific school. Each set of customize options is school-specific, not system-specific. If you run several different schools on one copy of SchoolBooks, you will need to complete this data for each school you use. Make sure you are in the right school (not PlaySchool) when you begin to enter these options.

**Where is it?** Go to the Management Menu, Customize, and choose School Settings.

### School Settings (School Data Tab)

**What does it do?** SchoolBooks allows you to set up and edit information about the specific school. SchoolBooks will display information on this school.

#### Using the Screen

Enter the name of your school in the School Name field, exactly how you want to see it printed on all of your reports. The address information on this screen will be used to print on your receipts and purchase orders.

The screenshot shows a window titled "School Settings - Play School High School - Test". The "School Data" tab is selected, displaying the following fields:

- School Name: Play School High School - Test
- Address Line 1: 123 Elm Street
- Address Line 2: (empty)
- City, State, ZIP: San Diego CA 90260 1233
- Telephone: (858) 123-4567 FAX: (858) 123-7890
- Use Tracks Data:
- Tracks Item Folder: C:\Program Files\BlueBear\CM60\BlueBear\SB
- Tracks Import Folder: C:\Program Files\BlueBear\CM60\BlueBear\SB
- Allow Selective Imports:
- Date Format: 01-31-2005 Report Date Starting at: 07-01-2008
- Account Mask: 9999-99-99
- Default 'Auth By' Value: Jack White

Below the main form, there are several tabs: Accounting, UDFs, Month End, Other Settings, Defaults, and Journals. At the bottom of the window, there are buttons for OK, Cancel, and a help icon.

**School Name:** Enter the name of this school.

**Address line 1:** Enter the first address line for this school.

**Address line 2:** Enter the second address line for this school.

**City:** Enter the city for this school.

**State:** Enter the state for this school.

**Zip:** Enter the zip code for this school.

**Telephone:** Enter the telephone number for this school.

**Fax:** Enter the fax number for this school.

**General Information about the Interface with Tracks:** The Tracks location field needs to be filled in with the exact directory of where your school data is located in your Tracks installation folders. You may click on the Browse button to search for your specific Tracks data directory. If you have Tracks, you will need to tell Tracks where to find SchoolBooks - in School Settings. This tells Tracks where to store the Closeout data so SchoolBooks can import your deposits. It also allows you to do an Item lookup (on Tracks items) in Purchase Order Entry, allowing you to select one of your Items from Tracks. Note: This feature is currently not implemented with SQL.

**Use Tracks Data:** Check this box to interface your SchoolBooks program with Blue Bear's Tracks. This will activate the following three fields:

**Tracks Item Folder:** Enter the path for the Tracks data directory for this school or browse to find it. Remember that you need to point to the data directory for THIS specific school. For example, if your school is ABC High School and the Tracks data directory is ABCHS, you want to make sure you point to ABCHS – not PLAYSCHL. See Appendix K for more information about the Tracks to SchoolBooks interface. SchoolBooks uses this information to get Item information from Tracks to be used on purchase orders and invoices.

**Tracks Import Folder:** Enter the path where the file TREXPORT (the Closeout data file) for this school is located or browse to find it. Remember that if you have multiple schools, you need to point to the data directory for THIS specific school. See Appendix K for more information about the Tracks to SchoolBooks interface. SchoolBooks uses this information to find the Closeout information to import into Bank Deposit Entry.

**Allow Selective Imports:** Check this box to allow selective imports of closeout data from Tracks. If this box is cleared, the Import from Tracks function will import ALL transactions from Tracks. If this box is checked, the program will look to the GL Account on each transaction to determine whether it should be imported or not. If the Import Type on the GL Account is either Detail or Summary, the transaction will be imported; if the Import Type is None, the transaction will not be imported. See Appendix K for more information. You will only use this option if some of the money you collect in Tracks shouldn't come over to SchoolBooks at all.

**Date Format:** Enter the date format you want to see displayed in SchoolBooks. SchoolBooks will use this format to display dates on screens throughout the program. Note that on many reports, the program defaults to a format of MM/DD/YY in the interest of saving space.

**Report Date Starting at:** Enter the starting date for reports. This will usually be the starting date of your fiscal year.

**Account Mask:** Enter a display mask for your GL Account number. Account numbers may be alphanumeric. SchoolBooks stores the actual GL Account number as one continuous number of 25 characters, but when the program displays that number on the screen or on a report, it uses this mask to format it the way you want to view it. Valid characters are as follows: "9.-/", where "9" represents both letters and numbers. The valid segment separators are the period, the hyphen (dash), and the forward slash (/). You may have as many segments as you wish and the separators do not count as characters. If your account number looks like this "1234-56-78", enter your mask as "9999-99-99". If your account number looks like this "1234-AB.789/23", enter your mask as "9999-99.999/99". For more information about account masks, see Appendix I.

**Default "Auth By" Value:** If you want SchoolBooks to automatically populate the "Authorized By" field on screens that require it with a certain name, enter it here. In other words, if you are the bookkeeper and you want your name to be on everything, enter it here. Then when you enter an Adjustment, a Transfer, or a Purchase Order, SchoolBooks will display this name automatically in the Authorized By field. Of course, you always have the option to type over it at the time. It just helps you out by displaying the default.

## School Settings (Accounting Tab)

**What does it do?** This is where you enter configuration and functional information about your school.

### Using the Screen

**Federal Tax ID:** Enter the Federal Tax ID number for this school. This number is used when printing 1099's.

**School ID:** Enter a 3-character code for this school. This code is used to identify data from this school during data consolidations. It is also used during the 1099 printing process and the multi-school Bank Rec. This is not a required field.

**Fiscal Year Begin Date:** Enter the beginning date of your fiscal year. Usually this will be July 1st.

**Fiscal Year End Date:** Enter the ending date of your fiscal year. Usually this will be June 30th.

**Last Closed Date:** SchoolBooks displays the date of the last closed period/month. This field is automatically updated when you close a month.

**Month Offset:** If your fiscal year begins on 7/1 and you think of July as period/month #1, leave this at "00". This feature was added to the system because some schools start their fiscal years on 7/1, but think of the months using the calendar. In other words, July is month #7. If you think of July as month #7, enter "06" in this field. SchoolBooks will then refer to July as month 7 when assigning batch numbers to journals.

**Sales Tax Rate:** SchoolBooks will use this rate for calculating sales tax on purchase orders, invoices, and manual checks. Enter the rate in the format shown. For example, if your rate is 8.25%, enter 8.25.

**Use Sales Tax in Receipts:** Click this checkbox if you want SchoolBooks to calculate sales tax during receipting. If you check this box, the Liability Account field will become active. Leave this box cleared if you do not do anything with sales tax on SchoolBooks receipting. **Note:** SchoolBooks assumes sales tax is included in the amount received, that is, it backs out the sales tax. See Appendix M for more information about sales tax on receipts.

**Tax Liab Account:** If you turned on the option above, you can enter the GL account for your sales tax liability here. You can type in the account or use <F2> or click on the lookup button to find the account. **Note:** You must have already set up the account in GL Account Maintenance. SchoolBooks will post sales tax collected through receipts to this account.

**Allow Reprint Purchase Orders:** Check this box if you want to allow the user to reprint purchase orders that have already been printed. Leave the checkbox cleared if you do NOT want the user to be allowed to reprint purchase orders.

**Don't Prompt to Print in PO Entry Screen:** Check this box if you prefer to print your purchase orders in a batch rather than to be prompted to print them individually as you enter them. When you choose this option, SchoolBooks will not prompt you to print after you enter a new PO using the New Document button. Instead, you can enter all your purchase orders at once and then go to the Print Purchase Orders option on the Entry menu to print them. Leave the box cleared if you want to be prompted to print after you enter each purchase order.

**Default Line Type in PO & Inv Detail:** You can choose to default to either an "Amount" or "Item" line type throughout the system. This default will apply when entering PO lines, Invoice lines, and invoice lines on Manual Checks. You can always select the other choice, but this will be the default.

**PO Forms are Pre-Numbered:** If you intend to have SchoolBooks print your purchase orders, you can choose to print them on pre-printed forms or on plain paper. Some pre-printed purchase order forms have the PO number or a control number pre-printed on them; other forms do not. If you use pre-printed forms and they are pre-numbered, check this box. If you use pre-printed forms with no numbers or intend to print purchase orders on plain paper, leave this box cleared. SchoolBooks uses this option to determine how to handle multi-page purchase orders.

**Include in Multi-School Bank Rec:** Check this box if this school will be included in a multi-school bank reconciliation. You will only use this feature if you are running several schools out of the SAME checking account. For more information about Multi-School Bank Recs, see Appendix G.

**Recalc Balances on Startup:** If you want SchoolBooks to automatically recalculate account balances each time you launch the program, check this box. You can always choose "Recalc Account Balances" from the Management/Special Functions/Utilities Menu, but this will do it automatically. During the Recalc Account Balances process, SchoolBooks updates all account balance fields in GL Account Maintenance, as well as YTD payment fields in Vendor Maintenance.

**Show Export Number in GL Acct Maint:** If you intend to export GL transaction detail from SchoolBooks (so it can be imported into another financial system), you may want to link the SchoolBooks GL Account number to a longer, more complex account number used by your district or county. If you check this checkbox, SchoolBooks will display a field in GL Account Maintenance so you can enter a District number there.

**Show Category in GL Transactions:** If you assign Category Codes to transactions, you have the option of viewing these codes in GL Account Maintenance, on the Transactions Tab. If you want to have the Category Codes displayed, check this box. If you do not want to display Category Codes, leave the box cleared.

**Use Auto-Complete:** You can choose to turn the auto-complete functions on or off by selecting this option. With Auto-Complete turned on, the program will remember values you've entered into fields like Purpose, Advisor and others; as you begin to type, the program will attempt to fill the field automatically.

**Make this school read only:** Check this box to make this school read only. You probably want to do this if this school is a copy of a prior year. As a matter of fact, when you use the Save Prior Year Data function, the program will automatically default the new school to "read only." In the past, you could change the desktop color to remind yourself not to make transactions in your prior year school.

Note: What happens when the school is read-only? You can view data and print reports. You can get into individual screens and enter data, but you CAN'T SAVE ANYTHING!

**Allow Temporary Vendors:** Check this box to allow temporary Vendors in this school. Leave the box cleared if you don't want to allow temporary vendors.



## School Settings (UDFs Tab)

**What does it do?** This is where you enter user-defined fields for your school. The GL Account User-Defined fields will show up on the GL Account Maintenance screen if you enter in a label for the fields here. The Header Memo fields for PO and Receipts allow you to enter information you may wish to print on your PO and Receipt forms. All these fields are optional. If you don't wish to use them, simply leave them blank.

### Using the Screen

The screenshot shows a software window titled "School Settings - Play School High School - Test". The window has a sidebar on the left with tabs for "School Data", "Accounting", "UDFs", "Month End", "Other Settings", "Defaults", and "Journals". The "UDFs" tab is selected. The main area is divided into three sections: "GL Account User-Defined Fields", "Purchase Order Memos", and "Receipt Memos".

- GL Account User-Defined Fields:** Contains two input fields. "UDF1" has the text "President" and "UDF2" has the text "Secretary".
- Purchase Order Memos:** Contains four input fields labeled "Memo 1" through "Memo 4".
  - Memo 1: Invoice may not exceed the amount of
  - Memo 2: the purchase order.
  - Memo 3: (empty)
  - Memo 4: (empty)
- Receipt Memos:** Contains four input fields labeled "Memo 1" through "Memo 4".
  - Memo 1: X
  - Memo 2: Signature
  - Memo 3: (empty)
  - Memo 4: (empty)

At the bottom of the window are three buttons: "OK" (with a green checkmark), "Cancel" (with a blue X), and a help button (with a question mark).

**UDF1 (User-defined field 1):** Enter a label to be used for a field on the GL Account Maintenance screen. You can enter data in this field that will be saved for an individual account. In the example above (and in PlaySchool), we have chosen to add fields for Club President and Club Secretary. These fields will print on the Chart of Accounts if you select the "Print Detail" option. If you convert data from SchoolBooks 4, the conversion routine will populate this field with the data from your SchoolBooks 4 UDF field.

**UDF2 (User-defined field 2):** Enter a label to be used for a field on the GL Account Maintenance screen. This works just like UDF1 – just another place to store data.

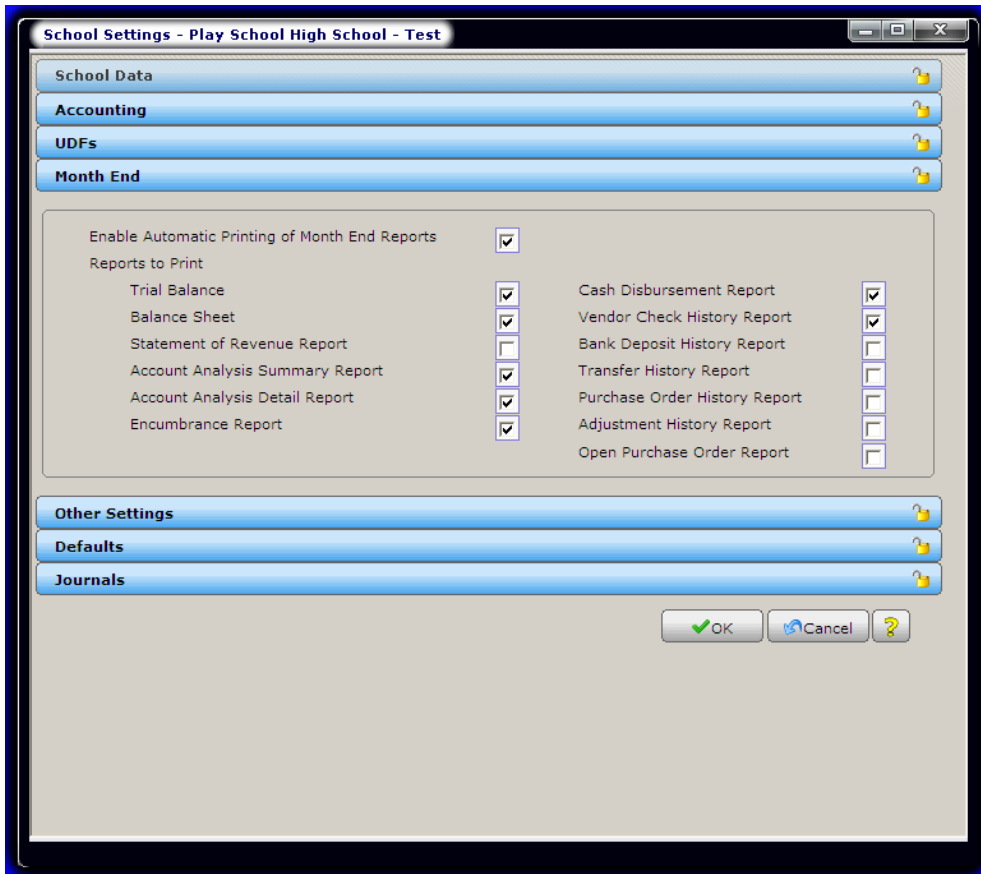
**Purchase Order Memos:** Data entered here can be printed on the PO form. You will enter the actual data you want to print here. Then you can tell SchoolBooks where to print these fields on the form by going to System Maintenance/Forms/Purchase Orders. For information about formatting this form, see Appendix E or Help on PO Header Form.

**Receipt Memos:** Data entered here can be printed on the Receipt form. You will enter the actual data you want to print here. Then you can tell SchoolBooks where to print these fields on the form by going to System Maintenance/Forms/Receipts. For information about formatting this form, see Appendix E or Help on Receipt Header Form.

## School Settings (Month End Tab)

**What does it do?** If you want to be prompted to print certain reports at month end, you can instruct the program to automatically launch these reports when you do month end processing. SchoolBooks will bring up each report selection screen and allow you to edit options and print each report sequentially. Then the program will complete the month end processing.

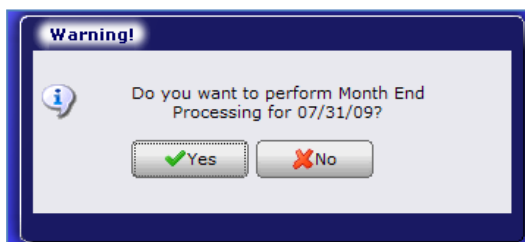
### Using the Screen



**Enable Automatic Printing of Month End Reports:** Check this box if you want to print reports automatically at month end. Leave the box clear if you do not want to be prompted.

**Reports to Print:** Check the reports you want to print. **Note:** You can also print all these reports from the menu – at any time – before or after the month has been closed.

After the reports have printed, the program then displays the following message,

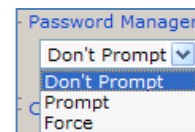


## School Settings (Other Settings Tab)

**What does it do?** This tab contains options for managing passwords and backups, as well as check printing and receipt printing options. If you choose to use the Adjustment Wizard, you'll enter the default GL Accounts here as well.

**Where is it?** Go to the Management Menu, Customize and choose Other Settings.

**Password Manager:** With Password Manager, you can choose how you want SchoolBooks to handle the changing of user passwords. Your choices are Don't Prompt, Prompt and Force the user to change his/her password every XX days.



### Check Printing Options

**Print Checks in Voucher Number Order:** Check this box to print your checks in voucher number order rather than Vendor number order. Some users prefer to print checks in the order they enter their invoices. SchoolBooks assigns a voucher number (internally) to each invoice as you enter it. When you select this option, the program will print computer checks in order by voucher number. Leave the box cleared if you want to print checks in Vendor number order.

**Use Extended Stubs for Checks:** This option concerns how to handle the situation when you have too many invoices to fit on the check stub for one check. You can either print the invoice detail on several checks (voiding all except the last one) or print the invoice detail on a separate piece of paper called an Extended Stub – after all the checks have printed. Check this box to print on Extended Stubs. Leave the box cleared if you want to print invoice detail on multiple checks.

**Print on Check Stub:** You can choose the format for printing information on check stubs here.

- **Single line per invoice:** Choose this option to have only the first detail line's purpose and account number for each invoice will print on the stub. For the remainder of the detail lines, only the account's and amount breakdown's are displayed. This saves some space, but does not have the complete purpose information for an invoice if you have more than one line on an invoice.
- **All lines - GL on side:** Choose this option to have each detail line for every invoice print on the check stub, including the invoice number, date, PO number (if applicable), purpose, amount, and GL Account. This will print the GL Account number on the side of each purpose for each line of the invoice.
- **All lines - GL below:** Choose this option to have each detail line for every invoice print on the check stub, including the invoice number, date, PO number (if applicable), purpose, amount, and GL Account. This will print both the GL Account number and the description of the account below the purpose. You will probably have to choose this option if your GL Accounts have multiple digits so that they will not fit on the side.

**Use Wizard for Adjustments:** Checking this box enables the Adjustment Wizard. For more information about using the Adjustment Wizard, see [Adjustment Entry](#).

**Default GL Accounts:** Enter the default accounts that you want to use for each common type of adjustment. These include Interest Income, Bank Charges, Returned Check Clearing, and Returned Check Fees Accounts.

**Ret Check Handing Bank Charge Amount:** If your bank charges you for NSF checks, enter the amount of the bank charge for each Returned Check. If your bank does not charge you, leave this field blank.

**Backup Manager:** You can choose to have SchoolBooks to warn you when you close SchoolBooks without making a backup by choosing "Always Warn." The options here are "Always Warn" and "Never Warn."

### **Receipt Printing Options**

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**Use Extended Stubs for Receipts:** Checking this box will allow you to print one receipt with an unlimited number of detail lines. The detailed information will first print on the receipt stub and then continue to print on blank paper.

**Receipts Printed on Plain Paper:** If you are using Extended Stubs for Receipts and printing your Receipts on blank paper, you will want to check this box (otherwise SchoolBooks will prompt you to take your receipt forms out of the printer before printing the Extended Stub information).

## School Settings (Defaults Tab)

**What does it do?** This tab contains options for Purchase Order shipping, Default Bank Codes and other settings for this school. If you choose to use the Adjustment Wizard, you'll enter the default GL Accounts here as well.

**Where is it?** Go to the Management Menu, Customize and choose Defaults.

The screenshot shows the 'Defaults' tab in a software application. It is divided into several sections:

- PO Ship To Address:** Includes a checked box for 'Use Default Ship To Address'. Fields include 'Ship To' (Mary Phillips), 'Address 1' (123 Elm Street), 'Address 2' (empty), 'City' (San Diego), 'State' (CA), 'Zip' (92128 1234), and 'Phone' ((858) 123-4567 Ext. empty).
- Default Bank Codes:** Includes dropdown menus for 'Deposits' (A), 'Checks' (A), and 'Web Store Clearing' (W).
- Other Settings:** Includes a checked box for 'Include in Consolidations', a dropdown for 'School Type' (High School), an unchecked box for 'Use Sub-Accts', a dropdown for 'Take Type from Segment' (yellow), and a checked box for 'Use Payment Types in Deposits and Receipts'.
- Overdraw GL Account Prompting:** Includes checked boxes for 'Prompt When Overdrawing Account' and 'Don't Prompt for Expense Accounts', an unchecked box for 'Check For Overdraw Accounts by Groups', and an 'Overdraw Rollup Group Filter' field (yellow).

**Use Default Ship To Address:** If you want to enter a default ship to address to be printed on your Purchase Orders, check the box and enter the address here. This can be changed as needed for individual POs on the Address Tab of Purchase Order Entry.

**Category Codes are Required:** Check this box if you want to require each transaction have a category code. If this box is checked, SchoolBooks will not allow Purchase Orders, Invoices, Manual Checks, Receipts, Bank Deposits, Adjustments, Transfers, and Multi-Line Transfers to be accepted without a category code. If you also use Tracks, you should also check this option in Tracks School Settings on the Integration Tab so your Bank Deposits in SchoolBooks always have the correct categories. See "How To Use Category Codes" for more information.

**Default Bank Codes:** Enter the default Bank Codes for this school. The program defaults to "A", but if you have set up other Bank Codes in Bank Code Maintenance, you can choose the default Bank Code here. You have the ability to distinguish between a default bank code for deposits, checks, and Web Store Clearing. SchoolBooks will default to the appropriate Bank Code on all screens that require a Bank Code, like Bank Deposit Entry and Manual/Void Check Entry.

**Include in Consolidations:** Check this box if you want to include this school reports that will consolidate data for multiple schools. Leave the box cleared if you do not want to include this school in consolidated reports. **Note:** When you want to produce consolidate reports, make sure that ZPLAY (the demo data school) is not checked.

**School Type:** Choose the type of school. The program will group these schools together on the summary report. For example, all the high schools will be grouped together.

**Use Sub-Accts:** Check this box if you want to establish default values for the sub-accounts in your GL Account mask. If this option is turned on, you will be able to access Sub-Account Maintenance on the Maintenance menu. If this option is turned on, you will only be able to enter GL Accounts in GL Account Maintenance that comply with the values entered in Sub-Account Maintenance. For example, assume you only want to allow the values "00" and "01" in the second segment of your account number AND you have those values entered in Sub Account Maintenance. If you then try to enter a GL Account "4544-02-00" in GL Account Maintenance, you will receive a warning message that the value for the second segment is not a valid value. See [Sub-Account Maintenance](#) for more information about using Sub Accounts.

**Take type from Segment:** You can assign Account Types to one of the sub-account segments. Then when you enter a new GL Account, SchoolBooks will automatically load that Account Type into the Type field for the new account.

**Use "From-To" in Multi-Line Transfer:** Check this box to select the "To" and "From" accounts instead of using positive and negative numbers. See [Multi-Line Transfer Entry](#) for more information.

**Use Payment Types in Deposits and Receipts:** Check this box if you want the ability to enter the total amount of Cash, Checks, and Credit Cards making up a deposit or a receipt. See [Bank Deposit Entry](#) or [Receipt Entry](#) for more information about using this functionality.

**Prompt When Overdrawing Account:** If you want SchoolBooks to warn you when you are about to overdraw an account, check this box. SchoolBooks will check the balance in each GL Account in PO Entry, Invoice Entry, and Manual Check Entry as each detail line is entered. If there is insufficient money in the account to cover the expense, SchoolBooks will display a warning. You will be able to override the warning and proceed, but at least you are warned.

**Don't Prompt for Expense Accounts:** If you do not want to prompt when overdrawing an account (above), you can choose to NOT prompt on Expense type accounts. Because expense accounts usually have a negative balance, this saves you from having SchoolBooks constantly prompt you about something you know anyway.

**Check for Overdraw Accounts by Groups:** Check this box if you want SchoolBooks to warn you based on the encumbered balance for a group of accounts rather than a single GL Account. SchoolBooks will check the balances of the accounts in the group for each GL Account in PO Entry, Invoice Entry, and Manual Check Entry as each detail line is entered. If there is insufficient money in the group of accounts to cover the expense, SchoolBooks will display a warning. You will be able to override the warning and proceed, but at least you are warned.

**Overdraw Rollup Group Filter:** If you have checked the "Check For Overdraw Accounts by Groups" box, you will need to enter the Rollup filter here. If our accounts are numbered in such a way that the first four digits of all of accounts constitute the group, we would enter ????. This tells SchoolBooks to roll up the totals for all of the accounts that have the same first four digits and look at the total balance for all the accounts in that group. This can be helpful, for example, when we have many different accounts for Prom, but all have the same first four digits.

## School Settings (Journals Tab)

**What does it do?** This tab contains options for printing signature lines on various journals.

**Where is it?** Go to the Management Menu, Customize and choose Journals.

The screenshot shows a window titled "Journals" with a sub-section "Include Signature Lines". Below this, there is a list of journal types with checkboxes and input fields for "Title 1" and "Title 2".

Journal Type	Include Signature Lines	Title 1	Title 2
Manual/Void Check	<input checked="" type="checkbox"/>	Bookkeeper	Principal
Computer Check	<input type="checkbox"/>		
Receipt Journal	<input checked="" type="checkbox"/>	Advisor	Principal
Bank Deposit	<input type="checkbox"/>		
Adjustment Journal	<input type="checkbox"/>		
Transfer Journal	<input type="checkbox"/>		
Cash Transfer	<input checked="" type="checkbox"/>	Bookkeeper	Principal
Multi-Line Transfer	<input type="checkbox"/>		
Items Received	<input type="checkbox"/>		

**Journals to include signatures on:** Check the box for each journal that requires signature lines.

**Title 1 and Title 2:** Enter the titles for up to two signatures per journal.

### SAMPLE

I have prepared this financial report and believe it to be true and correct.

Signature \_\_\_\_\_ Title Bookkeeper \_\_\_\_\_ Date \_\_\_\_\_

I have reviewed this financial report and believe it to be true and correct.

Signature \_\_\_\_\_ Title Principal \_\_\_\_\_ Date \_\_\_\_\_

# Maintenance Files

## School Maintenance

**What does it do?** SchoolBooks allows you to set up a new school from scratch or convert data from a prior version of SchoolBooks. This program walks you through the process of setting up a new school.

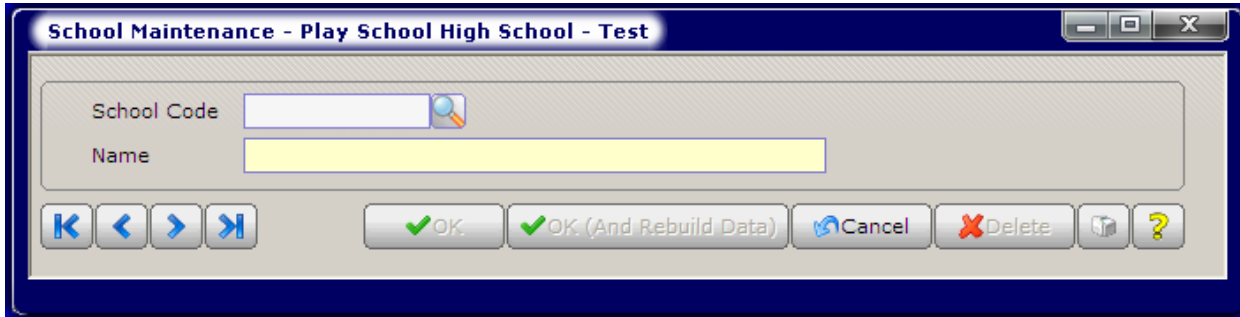
**Where is it?** Go to the Management Menu, System Maintenance and choose School Maintenance.

---

**Note:** *SchoolBooks comes with sample data already set up for a school called PlaySchool. Before you can enter information for YOUR school, you must go to School Maintenance and set up a new school.*

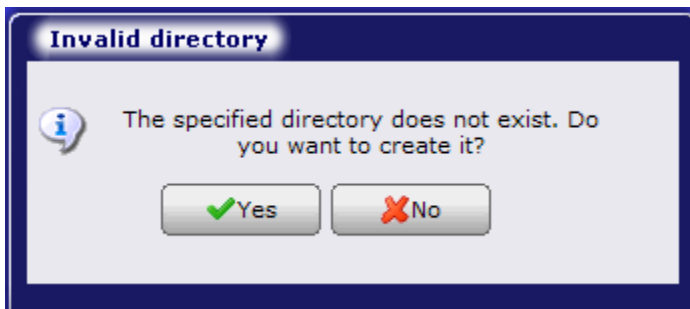
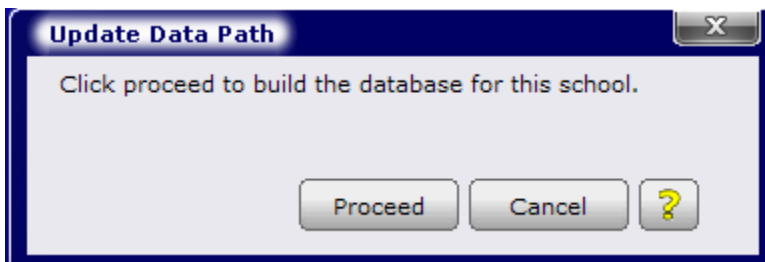
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### Using the Screen

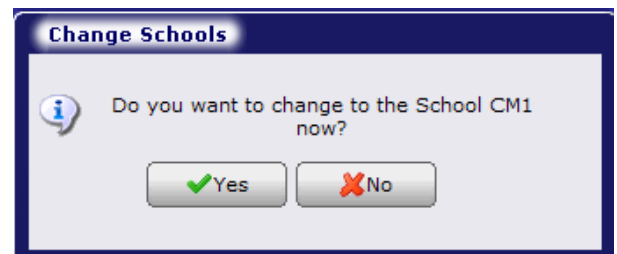


**School Code:** To select an existing school, enter the School Code. Or use the lookup button and select your school from the Lookup window.

To create a new school, type in a School Code (like ABCHS for ABC High School). Then enter the School Name.



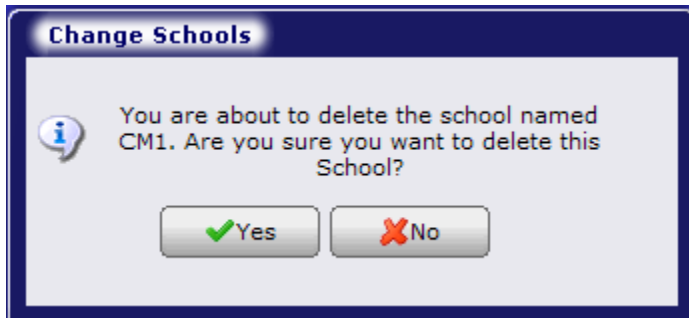
After updating files, SchoolBooks will now ask you if you want to change to your new school right now. Press <Enter> or click on "Yes" to change schools.



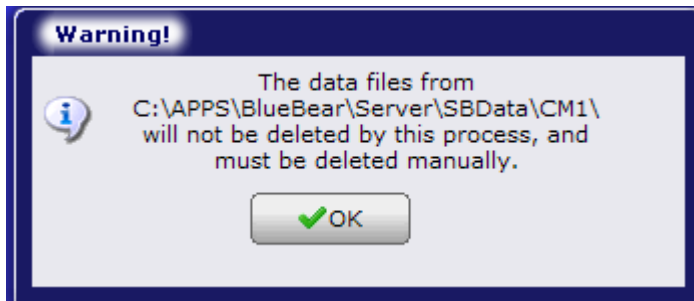


## Buttons On The School Maintenance Screen

<b>OK:</b>	Click OK to save this school.
<b>OK (and Rebuild Data):</b>	Click OK and Rebuild ONLY with assistance from a Blue Bear Support Technician.
<b>Cancel:</b>	Click Cancel to quit entering a new school before you've saved anything.
<b>Delete:</b>	Click Delete to delete a school from the School list. This will NOT delete the data for this school.
<b>Printer Button:</b>	Click the Printer Button to print out a School Listing, a list of all the schools on your system.
<b>Help:</b>	Click the Help button to access help information.



If you need to delete a school, you will see these warnings. Note that even though deleting a school will remove it from the School Lookup, you will still need to remove the school folder manually.

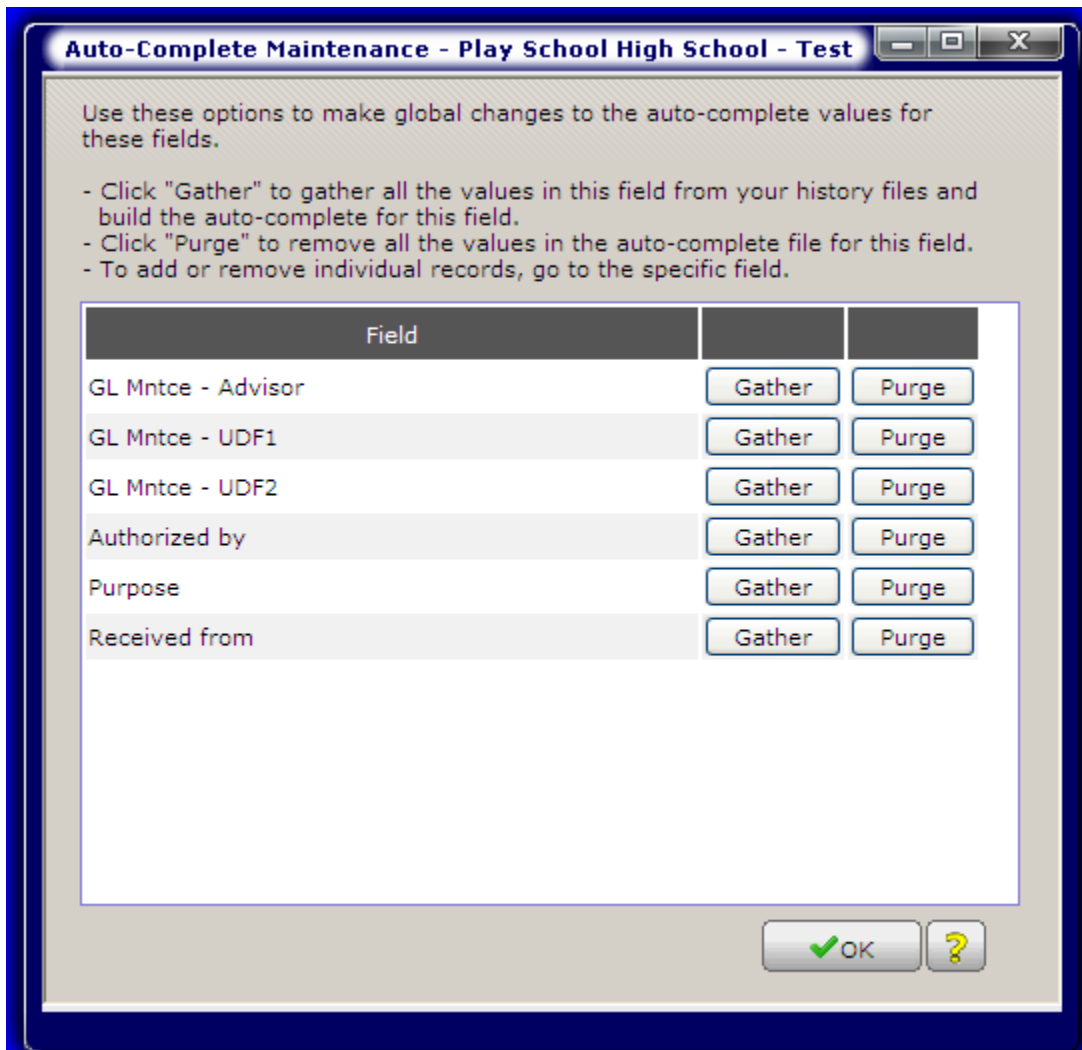


## Auto-Complete Maintenance

**What does it do?** Auto-Complete Maintenance allows you to manage your Auto-Complete files all at once without having to edit each individual entry. You can create an Auto-Complete file from your history or get rid of everything if you want to make a clean start. The screen is fairly self-explanatory. You can't really hurt anything, so go for it. See the disclaimers about the Authorized by and Purpose fields below.

**Where is it?** Go to the Management Menu, System Maintenance, and choose Auto-Complete Maintenance.

### Using the Screen



**Gather:** Click to gather all the values in this field from your history files and build the auto-complete for this field.

**Purge:** Click to remove all the values in the auto-complete file for this field.

#### **Note and Caution:**

1. **Authorized by field:** Clicking "Gather" for this field will cause the program to pull in all the values from the Authorized by field in the PAYHISD file. That's the Authorized by field that is saved with every detail line in the check history file. It does NOT include the Authorized by values from old Adjustments and Transfers. Sorry! At this point, you just have to enter those as you go – and then they will be there going forward.
2. **Purpose field:** Clicking "Gather" for this field will cause the program to pull in all the values from the Purpose field in the ACCTHIST file. That's the Purpose/Description field that prints on your Account Analysis Detail Report. It's not particular about whether it is a Purpose for an Adjustment or a Manual Check. If it's in the Purpose field in ACCTHIST, it's going to end up in the Auto-Complete file.

For more information about utilizing Auto-Complete, see "Using Auto-Complete" in Chapter 1.

## **Entering Startup Data**

Unless you are a brand new school, just starting up your books for the very first time, you probably have existing account balances and you will need to enter these into SchoolBooks as your opening balances. That means you have to tell SchoolBooks about your existing GL balances, which you will get from your current system – whether it is manual or computerized. You'll also need to enter any outstanding checks and deposits in transit that have not cleared the bank as of your "start" date. Optionally, you can also enter outstanding purchase orders and invoices.

- **Beginning Balances:** Use this screen to enter your opening GL account balances. Always use the last day of a month.
- **Opening Bank Checks:** Use this screen to enter any outstanding checks (checks that had not yet cleared the bank) as of your start date.
- **Opening Bank Deposits:** Use this screen to enter any deposits in transit (deposits that were not yet posted to your last bank statement) as of your start date.
- **Purchase Order Entry:** Use this screen to enter any outstanding purchase orders.
- **Invoice Entry:** Use this screen to enter any outstanding invoices that have been received, but have not yet been paid.

## Beginning Balances

**What does it do?** This screen allows you to enter opening balances for all your accounts when you begin using SchoolBooks. You should prepare a trial balance for a specific month-end date from your old system and enter your beginning balances into SchoolBooks all at one time.

**Note:** You must enter your GL accounts in Account Maintenance *BEFORE* they will be accessible here for entry of opening balances.

**Where is it?** Go to Management, System Maintenance, System Startup, and choose Beginning Balances.

### Using the Screen

SchoolBooks will display all the accounts in GL Account Maintenance in numerical order. Click on an account to select it.

Acct No	Description	Beg Balance	Type
1000-00-00	Cash -Chkg - Sunshine Bank	15,000.12	Cash Account
1005-00-00	Cash - Savings - West Bank	3,521.45	Cash Account
1100-00-00	Petty Cash	200.00	Cash Account
1200-00-00	CD - Sunshine Bank	20,000.00	Cash Account
1300-00-00	Web Store Clearing Bank	.00	Cash Account
1301-00-00	Web Store Remittance Clearing	.00	Other Current Asset
1302-00-00	Web Store Fees	.00	Trust Account
1303-00-00	Web Store Prepay	.00	Liability (Current)
1500-00-00	Student Store Inventory	883.09	Other Current Asset
1600-00-00	Accounts Receivable	.00	Other Current Asset
2000-00-00	AP Tests	.00	Trust Account
2001-00-00	PSAT Tests	.00	Trust Account
2005-00-00	District Clearing	.00	Liability (Current)

Total of all Accounts (Should equal zero) 0.00

Accept Cancel ?

**Date:** Enter the date for your beginning balances. This is your START DATE and should be the last day of a month.

**Beginning Balance:** Enter the beginning balance for this account. If you are converting from another accounting system, you should enter balances from your existing trial balance. Enter debits as positive numbers and credits as negative numbers. Obviously, the total of all your debits should equal the total of all your credits. If you are converting from a manual system, enter your cash balances as positive and all your fund balances as negative. The total balance in your cash accounts should equal the total of your fund accounts.

**Type:** This column shows the type of the account as entered in GL Maintenance.

**Total of all Accounts:** When you have successfully entered your opening balances, THIS AMOUNT WILL ALWAYS BE ZERO. Until it DOES equal zero, all your reports will be out of balance!

For more information and helpful hints about entering your beginning balances, see Appendix D.

**How to determine your beginning cash account balance:** If you don't have a formal set of books and aren't sure how to figure out your actual cash balance, you can follow these steps to determine how much money you actually have in the bank. Important note: Unless you have a brand new checking account, the ending balance on your bank statement is usually NOT your book balance.

1. Write down your bank statement ending balance as of your start date (this should be an end of the month type date, like 6/30/10 or like 5/31/05).
2. Subtract all your outstanding checks (checks that haven't cleared the bank yet).
3. Add any deposits in transit (deposits that you made last month, but didn't show on the statement yet).
4. The answer is your starting BOOK cash balance.

## Opening Bank Checks

**What does it do?** This screen allows you to enter checks which are outstanding at the time you first begin using SchoolBooks. You will enter these checks so the system will "know about" them for the purposes of doing the Bank Reconciliation. You don't enter them through the Manual Check section of the program because the amounts are already included in your opening balance figures.

**Where is it?** Go to the Management Menu, System Maintenance, System Startup and choose Opening Bank Checks.

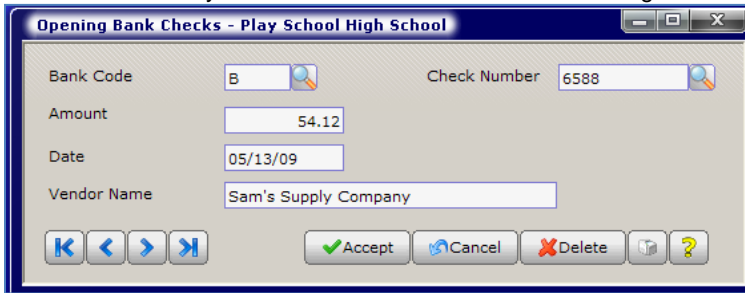
---

**Note:** *These amounts are not used when calculating 1099 balances.*

---

### Using the Screen

This screen allows you to enter checks which are outstanding at the time you first began using SchoolBooks.



**Bank Code:** Enter the Bank Code for this check. You can use the lookup to view available Bank Codes.

**Check No:** Enter the number of the check. You can use the lookup to view existing checks already entered for this Bank Code.

**Amount:** Enter the amount of the check.

**Date:** Enter the date of the check. Be sure to use the actual date of the check, not today's date.

**Vendor name:** Enter the name of the company or person who received this check.

---

**Note:** *This name is NOT validated in the Vendor file and the amount entered here is NOT picked up in the 1099 file.*

---

**Printer Icon:** The Printer button will print the Opening Check Report.

For more information and helpful hints about entering your beginning balances, see Appendix D.

## Opening Bank Deposits

**What does it do?** This screen allows you to enter deposits which are "in transit" at the time you first began using SchoolBooks. You will enter these deposits so the system will "know about" them for the purposes of doing the Bank Reconciliation. You don't enter them through the Bank Deposit Entry section of the program because the amounts are already included in your opening balance figures.

**Where is it?** Go to Management, System Maintenance, System Startup, and choose Opening Bank Deposits.

### Using the Screen

This screen allows you to enter deposits which are outstanding at the time you first began using SchoolBooks.



**Bank Code:** Enter the Bank Code for this deposit.

**Deposit No:** Enter a number for this deposit. If you don't have one, make one up. SchoolBooks needs to have a deposit number for each deposit. Just use "1" and "2" and so on.

---

**Hint:** We suggest you use deposit numbers starting with the number "1" when entering these outstanding deposits. The reason is that when SchoolBooks starts automatically assigning 'real' bank deposit numbers, the program starts with the number "101." So our numbering of these deposits with "1,2,3, etc" will not get in the way of the deposits to come later.

---

**Amount:** Enter the amount of the deposit.

**Date:** Enter the date of the deposit.

**Deposit Description:** Enter a description for this deposit or leave it blank. This is not required.

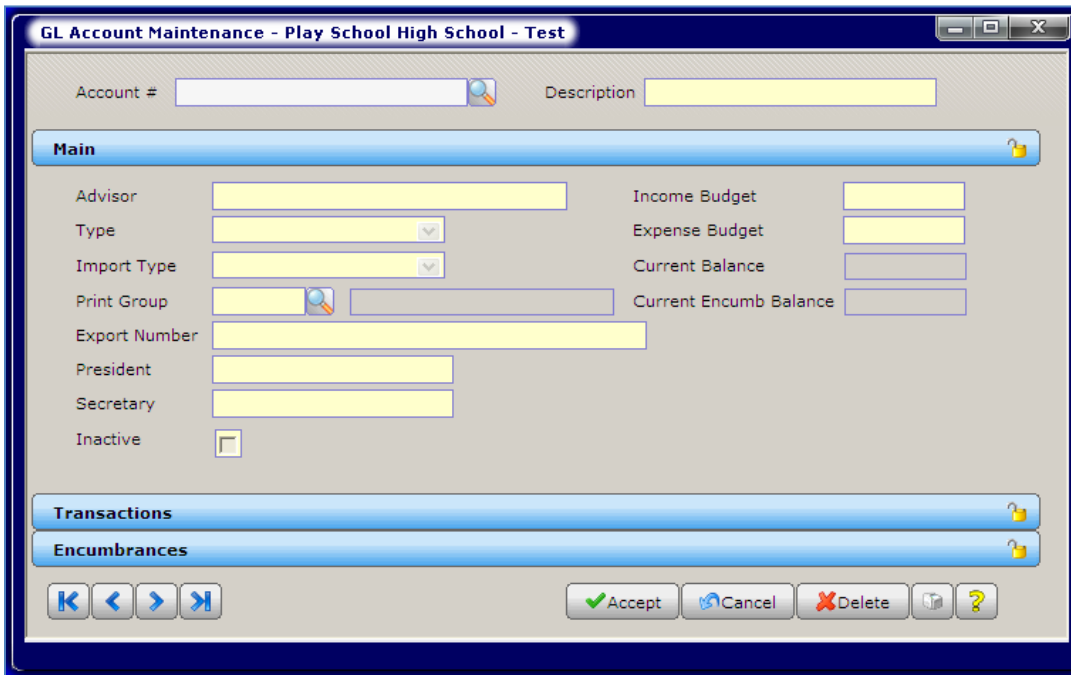
**Printer Icon:** The Printer button will print the Opening Deposit Report.

For more information and helpful hints about entering your beginning balances, see Appendix D.

## GL Account Maintenance

**What does it do?** Use GL Account Maintenance to enter all the accounts that make up your general ledger. After you have entered your accounts, you can print a Chart of Accounts that will list all the accounts you have entered into Account Maintenance.

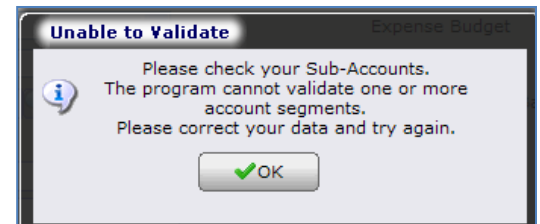
**Where is it?** Go to the Maintenance Menu and choose GL Account Maintenance.



### Fields

**Account Number:** Enter the GL Account number. SchoolBooks will display this number through the mask you entered in School Settings. The number may be up to 25 characters, depending upon the mask entered. To lookup an existing account, press <F2> or click the lookup button to open the lookup window.

If you are using Sub-Account Maintenance to validate the segments of your GL Account number, you may only enter a GL number that is considered valid by the system. See more about this in Sub-Account Maintenance. For example, if I attempt to enter the account "1234-50-00" in GL Account Maintenance, SchoolBooks will display this message because "50" is not a valid value for segment 2.



**Description:** Enter the description for this account. You may enter up to 30 characters. This description will print on reports and will be displayed throughout the system.

See "Chart of Accounts" for instructions on how to print a list of all your GL Accounts.

## GL Account Maintenance (Main Tab)

**What does it do?** After you've entered the account number and description, you can enter other important information about this account on the Main Tab.

### Using the Screen

**Advisor:** Enter the name of the advisor or staff person responsible for this club or account. This name will print on the Account Analysis Reports. This field is enabled for Auto-Complete. For more information about how the Auto-Complete feature works, please go to Using Auto-Complete in the Getting Started section.

**Type:** Choose an account type for this account. Account types determine where this account will print on financial statements. Valid account types are listed below. Every GL Account **MUST HAVE** an account type.

Cash Account	For your bank accounts, certificates of deposit, petty cash account
Due to Student Body	For your general student body fund account (equity) (One only!)
Expense Account	For expenses – zeroed out at end of year
Fixed Asset	For major purchases – not expensed
Income Account	For income – zeroed out at end of year
Liability (Current)	For sales tax payable, other current payables
Other Asset	For other assets – like student store inventory
Student Body	For class accounts – like class of 2010 – not closed out at end of year
Trust Account	For club accounts, athletic accounts – not closed out at end of year

**Import Type:** SchoolBooks allows for importing receipt transactions into Bank Deposit Entry from Tracks or from SchoolBooks Receipting either in summary or detail. Here is where you choose the default for this account.

- Choose Summary by GL to import deposit transactions in a summarized form. You will get one summarized amount for the yearbook account.
- Choose Summary by Item to import deposit transactions that are summarized by item. You will get one summarized amount for each item (from Tracks or WebStore) that is imported. This is useful in the situation where you have several different items posting to the same GL Account, but you want to see the deposits chunked together by item.
- Choose Detail to import deposit transactions in detail. You will get individual detail lines for each separate transaction. Watch out here. You probably don't want to import detail for an account like Student Store Income – because if you're importing receipt transactions, you may end up with an individual record for each pencil and pen you sell – instead of a summary total by date.
- Choose None if you don't want to import amounts to this account at all. For example, you would use this option if you collect monies on behalf of the district office, but all that cash does NOT get deposited into SchoolBooks, but into a separate district bank account. The "None" choice only

Allow Selective Imports



shows if you have the “Allow Selective Imports” option checked in School Settings.

- **Note:** *You can override the default selection at any time when importing a specific transaction.*

**Print Group:** You can assign a GL Print Group to this account. GL Print Groups give you the ability to sort and subtotal accounts on financial reports. For more information about using this grouping option on reports, see GL Print Group Maintenance.

**Income Budget:** Enter the revenue or income budget amount for this account. This is an optional field.

**Expense Budget:** Enter the expense budget amount for this account. This is an optional field.

---

**Hint:** *You can enter both Income and Expense Budgets for Trust Accounts. For Income or Expense Accounts, you can enter one or the other, not both. For example, for Office Supply Expense, you would only enter an amount in the Expense Budget and just leave the Income Budget field blank.*

---

**Current Balance:** SchoolBooks will display the current balance in this field. You may not edit this field.

**Current Encumbered Balance:** SchoolBooks will display the current encumbered balance in this field. This is the actual balance less any open invoices and less any open purchase orders for this account. You may not edit this field.

**Optional Fields:** If you have turned on these options in Customize/School Settings, the following fields will be displayed on the screen and allow data entry.

**Export Number:** This field is used if you want to create an export file of SchoolBooks transactions with each SchoolBooks account tied to a longer district or county fund account number. Enter the district or county fund account number here.

**UDF1:** If you have entered a UDF label (like “President”) in School Settings, you can enter the name of the club president here. This field is enabled for Auto-Complete. For more information about how the Auto-Complete feature works, please go to Using Auto-Complete in the Getting Started section.

**UDF2:** If you have entered a UDF label (like “Secretary”) in School Settings, you can enter the name of the club secretary here. This field is enabled for Auto-Complete. For more information about how the Auto-Complete feature works, please go to Using Auto-Complete in the Getting Started section.

**Inactive:** Check this box to mark this GL Account as inactive. If an account is inactive, you cannot use the account in any of the data entry screens in SchoolBooks. You can still see the account in the GL Account lookup window and select it on reports, but you will not be able to enter it on any new transactions. If this GL Account has previously been entered on currently open transactions, like open invoices or open purchase orders, you will be able to process those. You just can’t do anything new with the account. **Note:** *If you mark a GL Account as inactive, presumably you don’t want anyone to use it. If you think that someone may go uncheck the box (not knowing any better), to activate the account, you should set security so others don’t have access to GL Account Maintenance.*

## GL Account Maintenance (Transactions Tab)

**What does it do?** The Transactions Tab allows you to view GL transactions quickly. SchoolBooks displays the transaction date, source journal, reference number, name, purpose, and amount.

### Using the Screen

Date	Source	Ref No	Name	Purpose	Category	Amount
06/30/09			Beginning Balance			1,845.23
08/01/09	MT02-001	101	Jack White	Fall Sports Disbursement		250.00
08/11/09	CC02-002	3291	Jack Niedal	Officials for Soccer		-125.00
08/11/09	CC02-002	3292	Jack Strong	Officials for Soccer		-125.00
08/25/09	CC02-003	3295	Athletic Supplies For	Replacement Soccer		-350.00
08/25/09	CC02-003	3296	Clara & Company	Trophies for Soccer		-152.25
09/01/09	CC03-005	3299	Clara & Company	Trophies for Soccer		-94.50
09/01/09	CC03-005	3301	Western Athletic	Soccer Balls - Standard		-250.00
09/22/09	DP03-018	115	Carol Milligan	Car Wash fundraiser	FUNDERS	602.00
09/22/09	DP03-018	115	Marvin Blumberg	Donation	DONATION	1,000.00

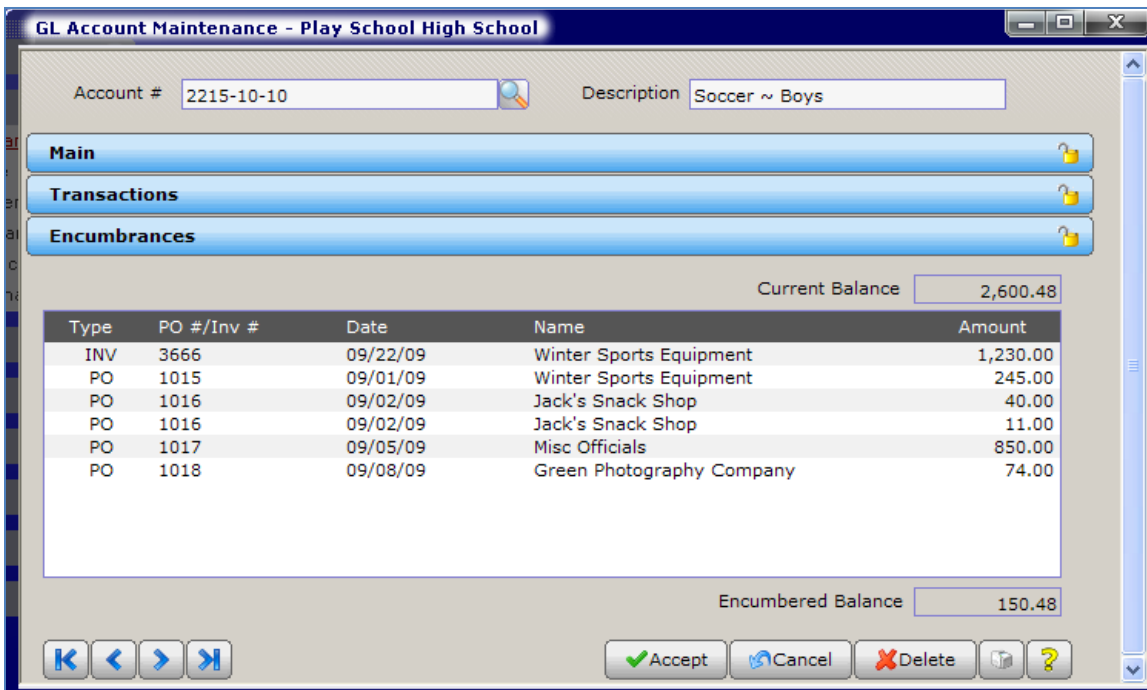
**Displaying Category Codes:** You can choose to display any Category Codes associated with these transactions or not. In School Settings, on the Accounting Tab, check "Show Categories in GL Transactions" to display the Category Code to the right of Amount (as shown on screen above). If this flag is turned off, the Category Code is still there, just hidden. In this latter case, to view the Category Code for a line, move the Amount field column to the left and widen the field to its right by dragging it.

Show Category in GL Transactions

## GL Account Maintenance (Encumbrances Tab)

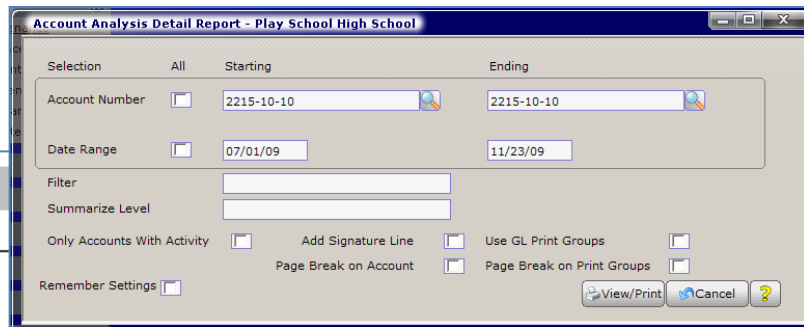
**What does it do?** The Encumbrances Tab allows you to view detailed encumbrances for a GL Account quickly and easily. You can see the actual current balance in the account, all the open invoices and purchase orders, and the encumbered balance. SchoolBooks displays all the detail including type of transaction (Invoice or PO), reference number, date, Vendor name, and amount.

### Using the Screen



On the screen above, you can see that the current balance in the account is \$2,600.48, but after you take into account the outstanding invoice and purchase orders, there is an encumbered balance of only \$150.48.

**Printer Icon:** The printer button launches the Account Analysis Detail Report selection screen, pre-populated with this GL Account and a default date range. You can simply click View/Print to display the report.

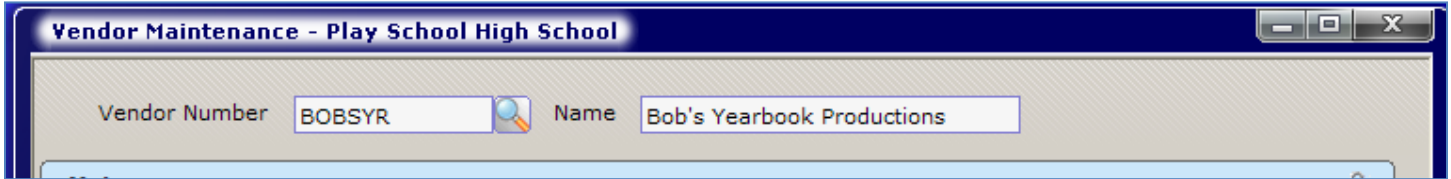


Date	Source	Ref#	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
<b>ACCOUNT ANALYSIS REPORT - DETAIL</b>									
Date Range: 07/01/09 to 11/23/09									
Acct Range: 2215-10-10									
<b>Other Accounts</b>									
Account: 2215-10-10 Soccer ~ Boys					Advisor: Tim Wells				
			Beginning Balance						1,845.23
08/01/09	MT02-001	101	Jack White	Fall Sports Disbursement				250.00	2,095.23
08/11/09	CC02-002	3291	Jack Niedal	Officials for Soccer			125.00		1,970.23
08/11/09	CC02-002	3292	Jack Strong	Officials for Soccer			125.00		1,845.23
08/25/09	CC02-003	3295	Athletic Supplies For All	Replacement Soccer Netting			350.00		1,495.23
08/25/09	CC02-003	3296	Clara & Company Trophies, I	Trophies for Soccer Banquet			152.25		1,342.98
09/01/09	CC03-005	3299	Clara & Company Trophies, I	Trophies for Soccer Banquet			94.50		1,248.48
09/01/09	CC03-005	3301	Western Athletic Supply, Inc.	Soccer Balls - Standard			250.00		998.48
09/22/09	DP03-018	115	Carol Milligan - 525	Car Wash fundraiser		602.00			1,600.48
09/22/09	DP03-018	115	Marvin Blumberg - 526	Donation		1,000.00			2,600.48
					1,845.23	1,802.00	1,096.75	250.00	2,600.48

## Vendor Maintenance

**What does it do?** SchoolBooks allows you to set up Vendor records for both permanent and temporary vendors to automate your payable process. Vendors can be people or businesses or other schools. You can write purchase orders to vendors, receive invoices from vendors and write checks to vendors. SchoolBooks maintains purchase order and check history detail for Vendors so you can print reports and 1099s at the end of the year.

**Where is it?** Go to the Maintenance Menu and choose Vendor Maintenance.



### FIELDS

**Vendor Number:** To enter a new Vendor, enter a Vendor Number of up to 10 characters. Ideally, your Vendor Number should not include spaces or punctuation marks. To lookup an existing Vendor, click the lookup button to search or press <F2>.

---

**Hint:** Most users assign alphanumeric Vendor Numbers to their vendors. That means ACME PLUMBING would be given the code number "ACME". You could also assign the code number "3423" but it will be easier to find with the Vendor Number "ACME". All standard reports sort in Vendor Number order, so if you use a numeric Vendor Number, you may want to assign numbers accordingly.

---

**Name:** Enter the name for this vendor. This is a 30-character field.

## Vendor Maintenance (Main Tab)

**What does it do?** The Main Tab displays basic demographic information about this vendor.

### Using the Screen

Vendor Number  Name

**Main**

Address 1  Our Ref No   
Address 2  CYTD Payments   
City  FYTD Payments   
State  Zip   Terms   
Phone  Ship Via   
Fax  Temp Vendor  Inactive   
Contact   
Email    
Category    
Type

1099 Information  
Type  Incl in 1099   
Tax ID   
Box

**Open Invoices**   
**Checks**   
**Purchase Orders**   
**Paid Invoices**   
**Addresses**

**Address:** Enter the address for this vendor. You have two address lines. This address will print on checks issued to this vendor. There are separate address fields for Purchase Orders and the Street Address – located on the Addresses tab.

**City:** Enter the city for this vendor.

**State:** Enter the 2-character abbreviation for the vendor's state.

**Zip:** Enter the zip code for this vendor. If you know the 4-digit zip code extension, enter that too.

**Phone:** Enter the vendor's telephone number.

**Fax:** Enter the vendor's telephone number.

**Contact:** Enter the name of the contact for this vendor.

**Email:** Enter the email address for the contact for this vendor.

**Category:** Enter a default Category Code for this vendor. This is an optional field.

**Type:** Enter a company type for this vendor. This is an optional field.

**Our Reference No:** Enter your account number (your customer number) with this vendor. You can choose to print this number on purchase orders and checks.

**CYTD Purchases (Calendar Year-to-Date Purchases):** This is a calculated field. When SchoolBooks recalculates account balances, this field is updated with the amount of all checks paid to this vendor during this calendar year. You cannot edit this field.

**FYTD Purchases (Fiscal Year-to-Date Purchases):** This is a calculated field. When SchoolBooks recalculates account balances, this field is updated with the amount of all checks paid to this vendor during this fiscal year. You cannot edit this field.

**Terms:** Enter the payment terms for this vendor. This might be "Net 30 days" or "Due on receipt." This field can be printed on purchase orders. This field may be left blank.

**Ship Via:** Enter the shipping information for this vendor. This might be "UPS Ground" or "USPS." This field may be left blank.

**Temp Vendor:** If this is Temporary Vendor, check this box. If this is a Permanent Vendor, leave this box cleared.

---

**Hint:** *There are differences between Permanent Vendors and Temporary Vendors. Permanent Vendors are people or companies you pay more than once (the place you get your sports equipment). Temporary Vendors are people or companies you may only pay once or twice and don't care about keeping detailed information about those expenses (the reimbursement to Karen's Mom). If you want to disallow the use of Temporary Vendors, you can do so on the [Accounting Tab](#) in School Settings.*

---

The differences between permanent and temporary Vendors:

Permanent Vendors	Temporary Vendors
Permanent - they stay in Vendor Maintenance file all year.	Temporary - they disappear from the Vendor Maintenance file after you pay them.
You write checks to them more than once or twice and want to save payment detail about them.	You only write checks to them once or twice and you don't want them cluttering up your Vendor file.
1099 information is maintained.	No 1099's are printed.

**Tax Information:** If you want to enter a Tax Id for this vendor, you can do so here.

**Inactive:** Check this box to mark this Vendor as inactive. Once a Vendor has been marked as Inactive, you may not enter purchase orders, invoices, or manual checks for this vendor. You may only mark a Vendor as inactive if there are no open purchase orders, open invoices and/or checks that have not yet been updated.

**1099 Information:** If you want to print a 1099 for this vendor, enter the following information. Otherwise, leave the Type field set to "None."

**Include in 1099:** If you want to print a 1099 for this vendor, check this box. If you check the box for "Include in 1099" the system will require that you enter an address and tax ID # for this vendor. If you do not check this box, you can still enter tax information, but you aren't forced to enter an address.

**Type:**

- Choose "None" if you do not print a 1099 for this vendor.
- Choose "Business" if this is a business with a federal tax ID number.
- Choose "Individual" if this is an individual with a social security number.

**Tax ID:** Enter the vendor's tax ID number. If this is a business, SchoolBooks will display a mask for entry of a federal tax ID number like "33-7877544." If this is an individual, SchoolBooks will display a mask for entry of a social security number like "567-98-4577."

**Box:** Enter the box number on the 1099 form for this vendor's payments. Usually this will be Box 7 – for Non-Employee Compensation.

## Vendor Maintenance (Invoices Tab)

**What does it do?** This tab displays all open invoices for this Vendor. Open invoices are invoices that have been entered into the system, but have not yet been paid. The screen shows the invoice number, invoice date, status ("X" for out of balance, "H" for on hold), PO # if any, and amount.

### Using the Screen

The screenshot shows a software window titled "Vendor Maintenance - Play School High School". At the top, there are input fields for "Vendor Number" (BOBSYR) and "Name" (Bob's Yearbook Productions). Below this, there are several tabs: "Main", "Open Invoices", "Checks", "Purchase Orders", "Paid Invoices", and "Addresses". The "Open Invoices" tab is selected and displays a table with the following data:

Invoice # ↓	Date	Status	PO #	Amount
92206A	09/22/09		1002	250.00

At the bottom of the window, there are navigation buttons (Home, Back, Forward, End) and action buttons (Accept, Cancel, Delete, Print, Help).

By simply double clicking on the invoice, you are able to see the details as seen in the example below.

The screenshot shows a software window titled "Invoice Details - Play School High School". At the top, the invoice number "1002" and amount "250.00" are displayed. Below this, there are input fields for "Vendor" (BOBSYR - Bob's Yearbook Productions), "Inv No." (92206A), "Date" (09/22/09), and "Amt" (250.00). Below these fields, there is a table with the following data:

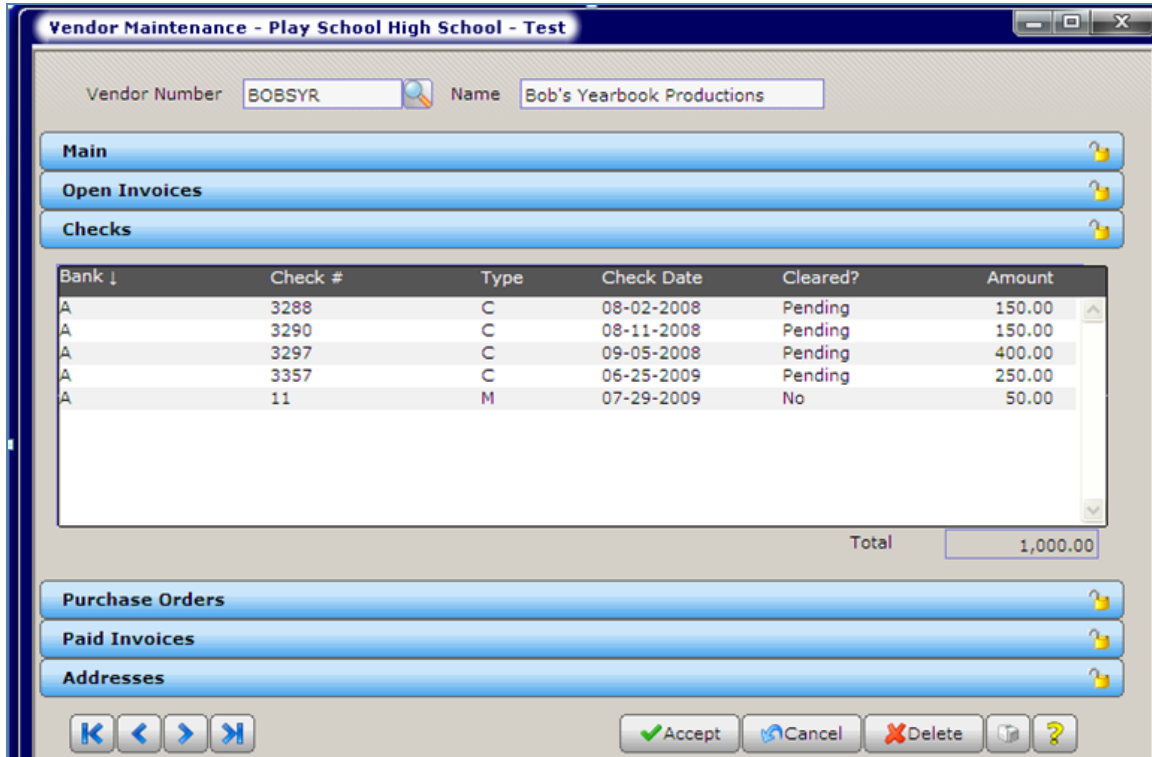
Line No ↓	Purpose	GL Account	GL Description	Total
1	Yearbook photo - club	3560-40-00	Yearbook Trust	100.00
2	Extra design work	2250-00-00	Athletic Club	50.00
3	Photos - Sept 15	2220-10-10	Baseball ~ Boys	100.00

## Vendor Maintenance (Checks Tab)

**What does it do?** This tab displays all checks written to this Vendor. The screen shows the Bank Code, Check Number, Type (“C” for computer check, “M” for manual check), Check Date, and Amount. The “Cleared?” field displays values as follows:

- No – the check has not cleared the bank.
- Yes – the check cleared the bank on a prior bank reconciliation.
- Pending – the check is marked as “cleared” on a current bank reconciliation that is not yet finished.

### Using the Screen



Vendor Number: BOBSYR Name: Bob's Yearbook Productions

Main  
Open Invoices  
Checks  
Purchase Orders  
Paid Invoices  
Addresses

Bank ↓	Check #	Type	Check Date	Cleared?	Amount
A	3288	C	08-02-2008	Pending	150.00
A	3290	C	08-11-2008	Pending	150.00
A	3297	C	09-05-2008	Pending	400.00
A	3357	C	06-25-2009	Pending	250.00
A	11	M	07-29-2009	No	50.00

Total 1,000.00

Accept Cancel Delete ?

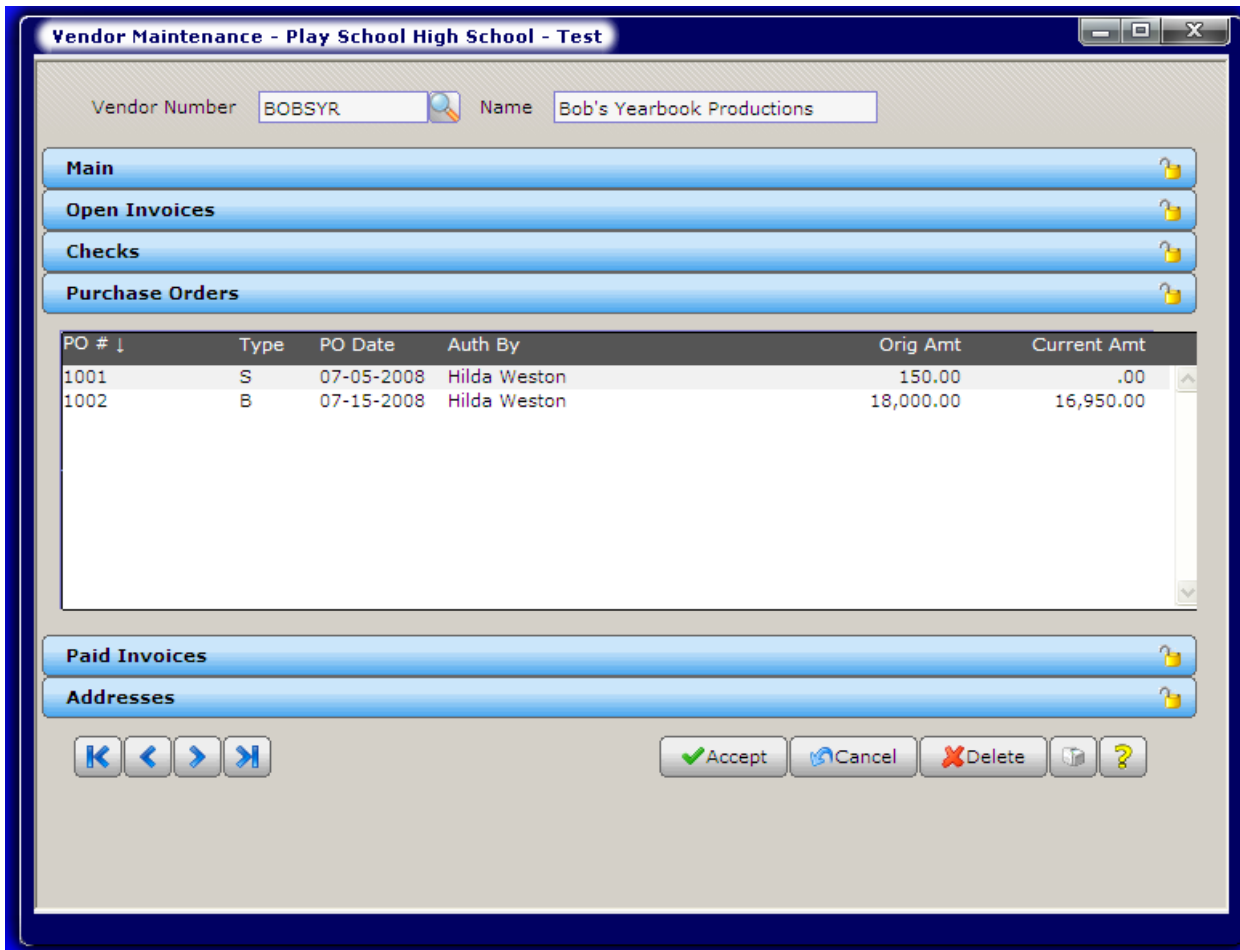
You can double click on any line item for a drill down to show invoices and GL Account detail for that check as seen below.

## Vendor Maintenance (Purchase Orders Tab)

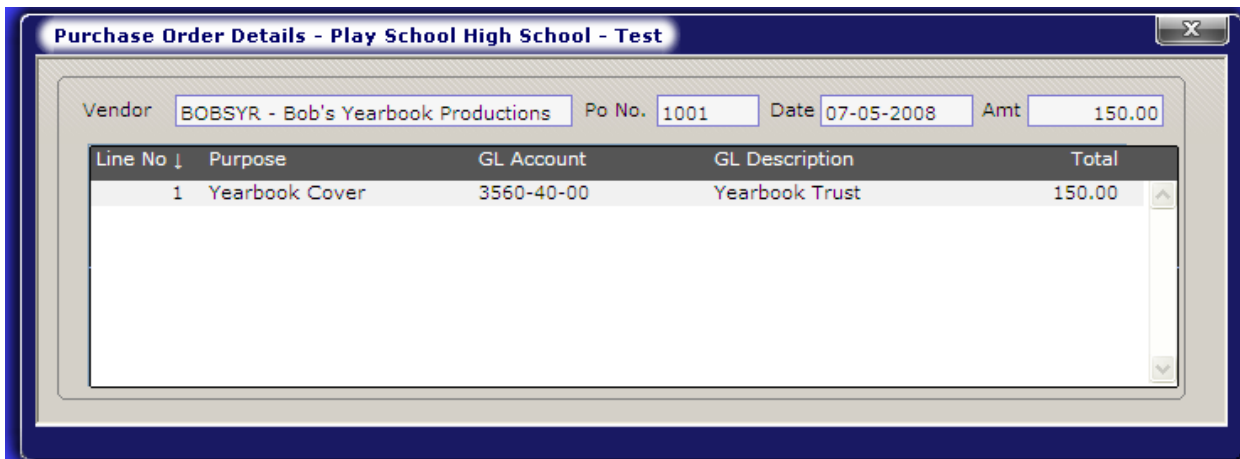
**What does it do?** This tab displays all open purchase orders for this Vendor. The screen shows the Purchase Order number, PO Type (“S” for standard, “B” for blanket, “M” multi-vendor), PO Date, Amount, and Authorized by fields.

### Using the Screen





By simply double clicking on the purchase order, you are able to see the details as seen in the example below.



### Printing The Vendor Analysis Report

**Printer button:** The printer button on the Vendor Maintenance screen launches the Vendor Analysis Report. The Vendor Analysis Report gives you an instant printout for this vendor together with detail about open POs, open invoices, and check history.

**Where is it?** Go to the Reports Menu, Vendor Reports and choose Vendor Analysis Report.

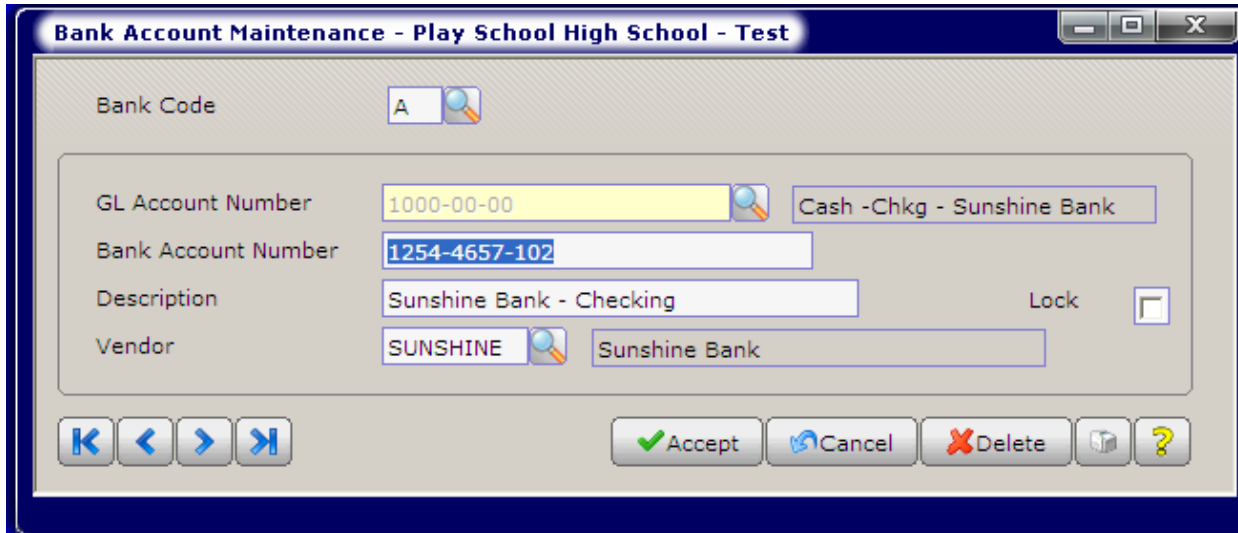
## Bank Account Maintenance

**What does it do?** After you set up GL Accounts for all your accounts, including cash accounts, you will need to tell SchoolBooks which of those accounts are connected to an actual bank account. You must assign a Bank Code to a cash account before you can enter checks, deposits or adjustments for that account. Bank Account Maintenance is where you will add new Bank Account Codes or edit

existing bank information. SchoolBooks will not allow you to delete a Bank Account Code that has current year activity.

**Where is it?** Go to the Maintenance Menu and choose Bank Account Maintenance.

### Using the Screen



**Bank Code:** To enter a new Bank Code, type in the letter or number. To edit an existing Bank Account, click the lookup button or press <F2> to display a list of current records. Most users elect to use A, B, C, and D for their bank codes.

**GL Account Number:** Enter the GL Account Number for this account. You can use the lookup button or press <F2> to display a list of Cash Accounts. **Note:** You must set up a GL Account in GL Account Maintenance for your cash account before you can enter the Bank Account here.

**Bank Account:** Enter the actual bank account number (MICR number) for this account. This is for your reference only; this number is not used by SchoolBooks. This is not a required field.

**Description:** Enter a description for this bank account if you want something different than you have entered in Account Maintenance. This is not a required field.

**Lock:** The Lock checkbox gives you the opportunity to lock a record when a bank account is closed or no longer used. When you enter a transaction for a bank deposit or a check, the system checks to make sure this bank account is active. SchoolBooks will stop you from entering transactions to a Bank Account that has been locked. To lock this Bank Account, check the Lock checkbox. If this is an active account, leave the box cleared.

**Vendor:** If you will write checks to this bank (for example, to Wells Fargo Bank) for Cash Transfers, you must set up a Vendor Code for this bank and enter the Vendor Code here. SchoolBooks needs this information when making Cash Transfers that use checks.

### Printing The Bank Listing Report

**Printer button:** The printer button on the Bank Account Maintenance screen launches the Bank Listing Report. The Bank Listing shows you a list of all your Bank Accounts. You can also access this report by going to the Reports Menu, Banking Reports and choose Bank Listing.

## GL Print Group Maintenance

**What does it do?** The purpose of GL Print Groups is to allow the user to create sub-categories or groupings of accounts to be printed on financial statements and Account Analysis Reports. GL Print Groups are GL Account-specific. A GL Account number may only be assigned to ONE GL Print Group at a time.

**Where is it?** Go to the Maintenance Menu and choose GL Print Group Maintenance.

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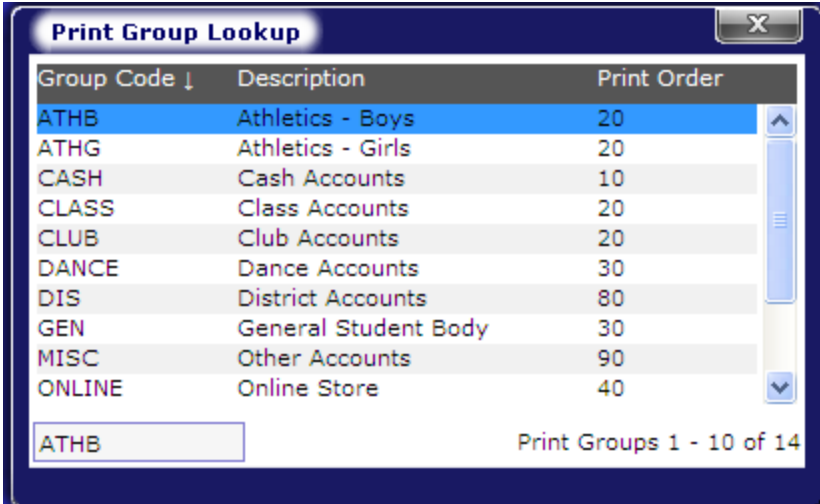
**Note:** Category Codes are transaction specific while GL Print Groups are GL Account specific.

---

## How would you use GL Print Groups?

You want to group certain Trust accounts on the Balance Sheet and Statement of Revenue. For example, assume you want to see a subtotal for Girls Athletic Accounts, but they have account numbers that were assigned with no consistency. So you can assign each account a GL Print Group of ATHG. How does the program organize these groups? The financial reports will still print in the same order by Account Type (Cash, Trust, Income, etc...) but within each Type, the program will group and subtotal accounts by GL Print Group. Print Groups will be printed in Print Order sequence. Designated Print Groups will print BEFORE accounts of the same Type (Liability, Trust Account) that do NOT have a designated Print Group.


### A lookup on sample GL Print Groups:



Group Code	Description	Print Order
ATHB	Athletics - Boys	20
ATHG	Athletics - Girls	20
CASH	Cash Accounts	10
CLASS	Class Accounts	20
CLUB	Club Accounts	20
DANCE	Dance Accounts	30
DIS	District Accounts	80
GEN	General Student Body	30
MISC	Other Accounts	90
ONLINE	Online Store	40

ATHB Print Groups 1 - 10 of 14

### Using the Screen



Print Group Maintenance - Play School High School - Test

Group Code: ATHB

Description: Athletics - Boys

Print Order: 20

Buttons: Back, Previous, Next, Forward, Accept, Cancel, Delete, Help

**Group Code:** Enter a unique code that you will use for this GL Print Group. To display existing codes, click the lookup button or press <F2>.

**Description:** Enter a description for this GL Print Group.

**Print Order:** Enter a number that defines the order of groups you would like to print on reports. In the sample above, Class Accounts with a Print Order of 30 will print after Boys Athletics with a Print Order of 10.

### Printing The GL Print Group Listing

You can print a listing of your GL Print Groups by clicking the Printer button on the screen. You can also print this report if you go to the Reports Menu, GL Reports-Other and choose GL Print Group Listing.

### Reporting

Data printed by GL Print Group may be printed in Summary or in Detail, just like the standard report options. All the reports on the Financial Reports menu can use GL Print Groups. For more information about the use of GL Print Groups, please refer to topics on each specific report. You can also print these reports out of PlaySchool to see samples of how GL Print Groups are used in the sample data. Use GL Print Groups to create groupings and subtotals within major Account Types for the following reports:

- Trial Balance
- Balance Sheet
- Statement of Revenue
- Budget Report
- Mini-P&L Statement
- Account Analysis Summary
- Account Analysis Detail

### Setup Notes

GL Print Groups can be set up at any time and you can change them anytime you want. Changes do NOT affect transactions, either in the past, or in the future. This means you do not have to set up the Print Group Code before making transactions. The program only pays attention to GL Print Groups AT THE TIME the report is being printed - not before or after. The good news is that you can add them at any time. The only real thing you need to watch for is to make sure you assign the same GL Print Group to every single account that should be included. If you assign "ATHG" to Girls Volleyball, Girls Basketball, but not to Girls Baseball, your report will present an incomplete picture of Girls Athletic Accounts.

## Category Maintenance

**What does it do?** The purpose of Categories in general is to allow the user to mark individual transactions with a code that can be used for reporting later on. Category Codes are NOT GL Account-specific. They are transaction specific. The purpose of Category Maintenance is to give you a place to set up codes for all the things you want to track. For example, let's assume you want to track equipment purchases. At the end of the year, you want a report showing all the equipment you bought during the year, regardless of which account it was charged to. If you set up a Category called "EQUIPMENT," you can assign that code to each individual appropriate transaction. Then at the end of the year, you can run the Category Transaction Report for EQUIPMENT and see how much you spent on equipment. You can enter an unlimited number of Category Codes.

You can even attach Category Codes to transactions you've made in the past. And you can change Category Codes on existing transactions. Find out more information about these features in Modify Categories on the Special Functions menu.

**Where is it?** Go to the Maintenance Menu and choose Category Maintenance.

### Using the Screen

**Category Code:** Enter a new Category Code of up to 10 characters. You should not use spaces or punctuation. You can lookup existing Category Codes by clicking the lookup button or pressing <F2>.

**Description:** Enter the description for this category code.

### Printing The Category Code Listing

You can print a listing of your Category Codes by clicking the Printer button on the screen. Or go to the Reports Menu, GL Reports – Other and choose Category Listing.

See Modify Categories for more information about categories.

## Sub-Account Maintenance

**What does it do?** Sub-Account Maintenance allows you to define acceptable values for specific parts or segments of your GL Account number. For example, assume you only want to allow the values “00” and “01” in the second segment of your account number AND you have those values entered in Sub Account Maintenance. If you then try to enter a GL Account “4544-02-00” in GL Account Maintenance, you will receive a warning message that the value for the second segment is not a valid value (because “02” wasn’t set up in Sub-Account Maintenance).

**Where is it?** Go to the Maintenance Menu and choose Sub-Account Maintenance.

---

**Note:** You must first check the “Use Sub-Accounts” box on the School Settings screen in order to turn on this option.

---

### Using the Screen

SchoolBooks will display your account mask for this school, shown on the screen below as “9999-99-99.” SchoolBooks considers each one of those 3 segments as a sub-account or part of the whole GL Account number. You will be able to enter values for each of the sub-accounts in your account mask.

In this example, we don’t want to validate segment number 01. We will allow the user to enter any number in the first segment. So the “Validate this Segment” box is unchecked.

Sub Account Maintenance - Play School High School - Test

Segment Number: 01 | 9999-99-99

Validate this Segment:  | Load segment description in GL:

Value:  | Description:  | Type:

Ok Undo Ins Del

Value	Description	Type
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Navigation: [K] [Left] [Right] [N] | Accept Cancel Delete ?

**Validate this Segment:** Check this box if you want to validate this segment against the values entered. Leave the box cleared if you do not want to validate this segment.

In the example for the next segment, Segment 02, we do want to validate. We’ve entered values that mean something in our chart of accounts. We want this consistency in our numbering scheme so we’ll be able to produce consolidated reports (for multiple schools) later on that make sense.

Segment Number: 02 | 9999-99-99

Validate this Segment:  | Load segment description in GL:

Value: 10 | Description: Athletics | Type: Trust Account

Value	Description	Type
00	General	T
10	Athletics	T
30	Clubs	T
40	Student Body	T

Buttons: OK, Undo, Ins, Del

Navigation: [Left], [Right], [Home], [End]

Actions: Accept, Cancel, Delete, Print, Help

Status: ZPLAY | 04/30/05

In this example above, the "Validate this Segment" box is checked because we only want to allow these values in the second segment.

**Load segment description in GL:** Check this option to have the program populate the GL Account description field with this value when you add a new GL Account. For example, on the screen above, the value "10" in segment 2 is Athletics.

Then, when you enter a new GL Account with a "10" in the second segment, the program loads the description from Sub Account Maintenance into the GL Account Description field. You can then edit it as needed.

Account #: 4561-10-00 | Description: Athletics

Tabs: 1. Main | 2. Transactions | 3. Encumbrances

Advisor: | Income Budget: .00

Type: Trust Account | Expense Budget: .00

If you tell SchoolBooks to load the descriptions from multiple segments, the program will display them one after another for editing.

**Value:** Enter the value allowed for this segment.

**Description:** Enter the description for this value.

**Account Type:** Enter the type of account represented by this value, if appropriate.

**Note:** When you enter a new GL Account in GL Account Maintenance, the program will try to set the Type for that account by looking at the Type on the appropriate segment. Remember that you tell the program which segment controls the Account Type on the Accounting Tab as seen below in School Settings. You can always override the default Account Type by simply choosing a different one.

The 'Other Settings' dialog box contains the following fields and controls:

- Include in Consolidations:
- School Type: High School (dropdown menu)
- Use Sub-Accts:
- Take Type from Segment: 02 (dropdown menu)
- Use Payment Types in Deposits and Receipts:

For segment 03, we have another set of values, as shown below.

The 'Sub-Account Maintenance' window for Segment 03 shows the following configuration:

- Segment Number: 03 (dropdown), 9999-99-99 (text field)
- Validate this Segment:  Load segment description in GL:
- Value: 10 (text field)
- Description: Boys (text field)
- Type: (dropdown menu)
- Buttons: OK, Undo, Ins, Del

Value	Description	Type
00	General	
10	Boys	
20	Girls	

### Printing the Sub Account Listing Report

**Printer button:** The printer button on the Sub-Account Maintenance screen launches the Sub-Account Listing Report. The Sub-Account Listing shows you a list of all your sub-accounts. This report can only be launched from this screen.

## Purchase Order Entry

**What does it do?** Use Purchase Order Entry to enter existing purchase orders or to enter information for the printing of new purchase orders. You can either enter information after the fact about purchase orders that you have typed or printed yourself using another system (Manual Purchase Orders), or you can let SchoolBooks print your purchase orders for you (Computer Purchase Orders).

**Where is it?** Go to the Entry Menu and choose Purchase Order Entry.



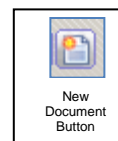
### FIELDS

#### PO Number:

##### TO ENTER A NEW PURCHASE ORDER:

**Manual PO:** If this is a manual PO, enter the purchase order number. A manual PO is one that is NOT going to be printed in SchoolBooks. It was created outside the system and you are now going to tell SchoolBooks that it exists. The PO Number field is 9-characters and may be alphanumeric. SchoolBooks will check for duplicates and will stop you from entering a duplicate PO number.

**Computer PO:** If you want SchoolBooks to print out a new PO, click the New Document button. SchoolBooks will assign a new temporary number – just while you enter all the information for this PO. When you actually print your purchase orders, SchoolBooks will prompt you to enter the next sequential PO number and that number will be permanent.



##### TO LOOKUP AN EXISTING PURCHASE ORDER:

Press <F2> or click the magnifying glass button to open the lookup window. The lookup window displays all OPEN purchase orders. You can sort by Vendor number or PO number.

**Vendor Number:** Enter the Vendor Code for the selected Vendor (click the drop arrow or press <F2> to select from your existing Vendors). You can even enter a new Vendor Code on the fly if you want. The system will display the Vendor information from the Vendor file.

**Date:** Enter the date for this purchase order.

**Amount:** SchoolBooks displays the total amount of the purchase order, calculated by adding up all the detail lines for the things you are ordering. This field is display only. You may not edit this field.

---

**Hint:** When you first begin using SchoolBooks, you'll want to enter any existing purchase orders which are still open now. Once you have entered your existing purchase orders, you'll be able to print an Open Purchase Order Report to see all your outstanding purchase orders. You'll also be able to print an Encumbrance Report or view an Account Snapshot to see the encumbrances against various accounts. Information about Purchase Order forms can be found in Appendix L, which discusses forms setup options.

---

We are going to make the distinction here between computer purchase orders and manual purchase orders. This distinction is exactly like the difference between computer checks (checks printed by the computer) and manual checks (checks typewritten or handwritten and entered after the fact into the computer). We enter these two different types of purchase orders in slightly different ways.

#### **How to enter information for a new computer purchase order (not yet printed)**

**Purchase Order #:** Click New Document or press <Alt-X> for the next temporary PO number. SchoolBooks will assign a temporary number which will be used until the actual purchase order is printed and a real purchase order number is assigned. The "Print PO?" option will be checked by default when you enter this type of purchase order because the program knows you haven't printed it yet.

**How to enter information for a manual purchase order:** The assumption here is that you are going to enter a manual purchase order that was written on a special form or generated elsewhere on campus. A further assumption is that you are going to enter the actual PO number on the source document.

**Purchase Order #:** Enter the PO number from the manual purchase order.



**How to edit an existing purchase order:** The assumption here is that you need to make a change to a purchase order that has already been entered into the system.

**Purchase Order #:** Click the magnifying glass button or press <F2> to view open purchase orders and to select a purchase order to edit.

## Purchase Order Entry (Header Tab)

**What does it do?** Enter existing (Manual) purchase orders and information for purchase orders you want SchoolBooks to print (Computer purchase orders).

### Using the Screen

The screenshot shows a software window titled "Purchase Order Entry - Play School High School - Test". It features several input fields and sections:

- Header Fields:** PO Number, Date, Amount, Vendor Number, and Purchase Order Type.
- Main Section:** Auth By, Print PO (checkbox), Separate Chk (checkbox), Email, and a Send button. Below this are fields for Type, Purpose, Auth By, GL, and Category.
- Table:** A table with columns: Quantity, Amount, Original, Received, Backorder, Unit Cost, Taxable (checkbox), Rate, Tax (%), and Freight.
- Ship To Address and PO Data Section:** Includes navigation buttons (K, <, >, >>) and a Backorder button.
- Bottom Buttons:** Accept, Cancel, Delete, and a help icon.

### How to enter information for a new purchase order:

**Vendor Name and Address:** SchoolBooks displays the Vendor name and address from the Vendor Maintenance file. You cannot make changes here. If you want to change information about this Vendor, go to Vendor Maintenance.

**Terms:** Enter the payment terms for this PO, if applicable. You can print this field on the PO if you wish. This is an optional field. Other optional fields on this screen are indicated in the descriptions below.

**Ship Via:** Enter the shipping information for this PO, if applicable. This field can also be printed on the PO. (Optional.)

**Auth By:** You can enter the name of the person authorizing the purchase order. If you have selected a Default "Authorized By" Value on the School Data tab of School Settings, SchoolBooks will automatically populate this field but you can still change it here if needed. The name or initials you enter here will be automatically loaded onto each line item for this PO. You will be, however, able to override the auto entry on the Detail Tab. This field is enabled for Auto-Complete. For more information about how the Auto-Complete feature works, please see "Using Auto-Complete" in the Getting Started section.

**Req Number:** Enter a PO Requisition number if you have one. (Optional.)

**Date Required:** Enter the date you need these items. This may be printed on the PO. (Optional.)

**Cancel Date:** Enter the date after which the Vendor should consider this PO null and void. (Optional.)

**Separate Chk:** Check this box if you want a separate check for this PO regardless of whether there are other invoices for this Vendor at time of payment. Leave the box cleared if you will pay this bill on the same check with others to this Vendor.

**Print PO:** Check this box if you want to print this purchase order. This box will be blank by default for manual purchase orders - that is POs where you enter the PO number. In that case, SchoolBooks assumes the PO has already been typed or handwritten somewhere else. For computer purchase orders, the box is checked until you actually print the PO and then SchoolBooks clears the checkbox.

---

**Thoughts about Reprinting Purchase Orders:** *If you want to reprint a purchase order that has already been printed, simply check the box. Assuming the "Allow reprint of purchase orders" option in School Settings is checked, SchoolBooks will print another PO. But think about what you are doing! If you use pre-numbered forms and you are using the number on the form as a control number, not the actual PO number, you're OK. But if you use the number on the form as the actual PO number, you'll have a problem trying to reprint on a form. You should reprint only if you print your PO on plain paper, not a pre-numbered form. Bear in mind that even if you reprint a purchase order, SchoolBooks will use the same number it assigned the first time – it will NOT assign a new number. So, if you tried to reprint on a pre-numbered form, the PO number would not match the control number on the form. Not a great idea!!*

---

**Type:** Choose a PO Type for this purchase order.

- A Standard PO is any purchase order that is issued to one Vendor. It refers to a regular PO for a one-time shipment. If fully received, this PO will be removed from the Open PO file during period end processing.
- A Blanket PO is a purchase order that allows multiple invoices against each detail line and will NOT be removed during period end processing.
- A Multi-Vendor PO is a purchase order that can be used by several vendors. For example, you might issue a PO to "OFFICIALS" because you don't know exactly which guys are going to be acting as referees for the Boys' Basketball game. By using the Vendor "OFFICIALS" to encumber the account, you'll be able to record a future expenditure. Then when Ted, Joe, and Sam all work the game and need to be paid, you can point all those check requests at the same PO.

**Backorder button:** If you enter one or more invoices for less than the total amount ordered on this line, SchoolBooks will backorder the quantity or the amount. You can use the Backorder Button at the bottom of the screen to edit this amount if necessary. For example, if you originally ordered 10 widgets and have invoiced 4 of them, you will show a backorder qty of 6 widgets. But maybe the coach tells you he is canceling the rest of the order, and he doesn't want those remaining 6 widgets. That's when you would highlight the line, use the PO button to edit the backorder quantity/amount field and change the quantity/amount field. Using the backorder button has no effect on an invoice. It only adjusts the amount that is still open on the purchase order.

**How to enter information for a new purchase order (not yet printed):**

**Purchase Order #:** Click New Document for the next temporary PO #. The system will assign a temporary number which will be used until the **real** purchase order is printed and a real purchase order number is assigned. The Print PO? Box will be checked by default when you enter this type of record.

**How to edit an existing purchase order:**

**Purchase Order #:** Click the drop down arrow or press <F2> to view open purchase orders and to select a purchase order to edit.

## Purchase Order Entry (Detail Tab)

**What does it do?** You will use this screen to enter the actual items or services you are ordering on this purchase order. You can also enter Comment lines to print on your PO. Information entered here will be automatically loaded on the invoice, check history, and eventually, find its way to your general ledger and your financial reports. The whole concept here is to enter data one time and have it flow through the system – saving you data entry time and increasing accuracy.

### Using the Screen

**Line Type:** Enter “Amount” if this is a flat amount and not a number of individual items. Enter “Item” if you want to enter an Item Number and track quantity ordered and quantity received. If you think you’re going to spend about \$10,000 this year with the soda company, use “Amount” rather than trying to guess “how many” sodas you are going to purchase. Enter “Comment” if you want a place to enter a comment/text either for your own internal use or to actually print on the purchase order. **Note:** You can choose to default the Line Type to either Item or Amount on the Accounting Tab in School Settings.

**Item Number:** If you chose “Amount” in the previous field, this field will disappear. If you chose “Item” in the previous field, you can enter the Item number here. Enter the item number for this detail line. This may be the vendor’s part number or a style number. For example, if the vendor’s style number for trophies is #12-747, you could enter that number here. This is an optional field. If you have told SchoolBooks where your Tracks data is located, you can use the drop arrow to do a lookup into your Item Maintenance file in Tracks and order items from Tracks. Be careful. Although you can lookup items in Tracks, there is no validation on this field. That means you can enter anything you want without the program stopping you. If you enter CANDYB as an item, the program sees that as very different from CANDYBAR.

**Purpose:** Enter the purpose or description for this expense. The purpose entered for each line item will be updated to the general ledger when a check for this item is ultimately paid.

#### Notes:

- If you enter several line items on a Purchase Order (each with its own purpose), these items will be pulled into Invoice Entry when you receive an invoice for the things you ordered. When you print a check, the purpose on the TOP LINE ITEM prints on the check stub as a description for the invoice.
- If you selected a Tracks Item Number in the previous field, SchoolBooks will display the Item Description from Tracks in the Purpose field. This field is enabled for Auto-Complete. For more information about how the Auto-Complete feature works, please see “Using Auto-Complete” in the Getting Started section.

**Hint:** This is the description that will stay with this entry forever on your books - be descriptive. Used creatively, this one field can save you endless hours of answering questions like “What was that \$500.00 for? I don’t remember authorizing anything like that!”

**Authorized by:** Enter the name or initials of the individual/group who authorized this expenditure. This field will be populated automatically with the name you entered on the Header Tab. You can type over that name if you wish.

**GL Account number:** Enter the account number for this expenditure or lookup the account number (using <F2> or the lookup button to select from a lookup list). The system will display the account description.

**Category:** Enter a Category code, if any, for this item.

---

**How much of it are you going to order?** *If this is an Item line, SchoolBooks will prompt you to enter a quantity ordered and a unit cost. If this is an Account line, you will be prompted to enter only an amount. Sales tax functionality is the same for both types of lines. So here's the deal – you enter either one or the other (quantity or amount), not both. In both cases though, when you pull up an existing purchase order, you can see the original quantity or amount ordered, what has been received, and how much is backordered.*

---

**Quantity/Amount:** Enter the quantity or amount ordered. For an item line, if you are purchasing 10 trophies at \$3.50 each, you would enter "10" in this field. For an amount line, if you are purchasing 10 trophies at \$3.50 each, you would enter "35.00" in this field.

**Received:** SchoolBooks displays the quantity/amount you have received to date. This is the amount you have entered through Invoice Entry.

**Backorder:** SchoolBooks displays the quantity/amount you have not yet received.

**Unit Cost:** Enter the item or unit cost for this item. If you are purchasing 10 trophies at \$3.50 each, you would enter \$3.50 in this field. If this is an amount line, this field will be inactive.

---

**Sales tax on this line:** *If you have entered a default sales tax rate in School Settings, that rate will be displayed here. The sample below shows a rate of 7.75%. SchoolBooks will use that rate to calculate sales tax on the taxable items you purchase. You can do three different things with sales tax: No sales tax for the line, Calculated sales tax for the line, or Override sales tax for the line. You can have SchoolBooks calculate the tax or you can enter the tax yourself (override).*

---

**Taxable box and rate:** The combination of the Taxable box and the rate tells SchoolBooks how to handle the sales tax on this detail line. You can enter a default sales tax rate in School Settings, under Management/Customize.

	Original	Received	Backorder	Unit Cost	Taxable	Rate	Tax	Freight
Quantity	0	0	0	.00	<input type="checkbox"/>	0.000 %	0.00	.00
Amount	.00	.00	.00					

Ok Undo Ins Del

In the example above, no tax will be calculated for this line.

	Original	Received	Backorder	Unit Cost	Taxable	Rate	Tax	Freight
Quantity	0	0	0	.00	<input checked="" type="checkbox"/>	7.750 %	0.00	.00
Amount	.00	.00	.00					

Ok Undo Ins Del

In this example, we have clicked the Taxable box once and now see a green check. This tells SchoolBooks to calculate the sales tax amount using the sales tax percentage found in School Settings. Either accept the rate displayed or enter a new rate. SchoolBooks calculates the sales tax here based on a line total of \$100.

	Original	Received	Backorder	Unit Cost	Taxable	Rate	Tax	Freight
Quantity	0	0	0	.00	<input checked="" type="checkbox"/>	0.000 %	0.00	.00
Amount	.00	.00	.00					

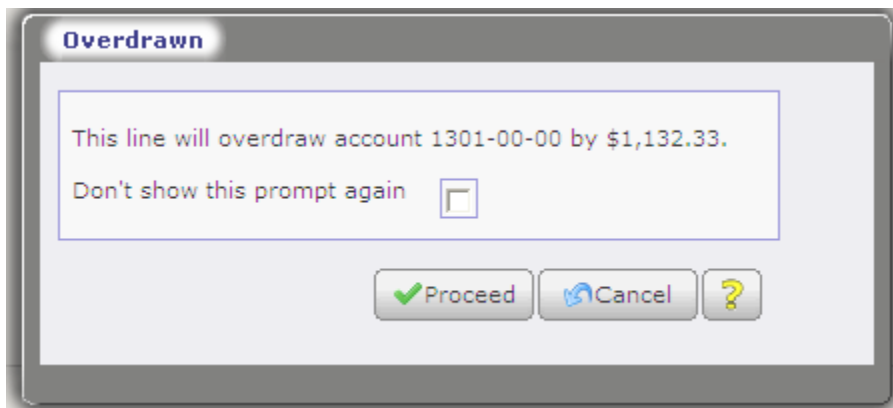
Ok Undo Ins Del

In this example, we have clicked the Taxable box twice and now see a green box. This tells SchoolBooks that you will enter the tax amount yourself. Use this feature when you want to enter a specific sales tax amount.

**Freight:** Enter the amount of freight which pertains to this detail line. This amount will be charged to the account number specified for this detail line.

**OK:** Click on "OK" to save this line and enter another line. Before SchoolBooks saves the line, the program checks to make sure there is enough money in the GL account you have chosen. If the account is short, the program displays an "Overdrawn" message. You can click on Proceed to go ahead and accept the line, or you can choose Cancel to select a different GL Account. These warnings about

“overdrawn” conditions will only pop up if you have checked the option to “Prompt when overdrawing account” on the Accounting Tab in School Settings.



**Line options:**

- OK:** Click “OK” to accept and save this line.
- Undo:** Click “Undo” to leave this line without saving changes.
- Insert:** Click “Insert” to insert a blank line above the currently selected line.
- Delete:** Click “Delete” to delete the currently selected (highlighted) line.

**Detail lines displayed below:** SchoolBooks calculates and displays the extended amount for each detail line. You may not edit these fields. When you have completed one detail line, the system automatically moves to the Line Type field for the next detail line. You may either enter another line or press Enter to have the program move to the Accept button.

**Comment Lines:**

**Choosing Line Type “Comment”:** Enter a comment line - you have 30 characters. Use comment lines to print text on your purchase orders. Comments like "Thanks for rushing this order!" give your purchase orders a "personal" touch.

**Line Detail Display at bottom of screen:**

L	S	T	Purpose	Ord	Rec	BO	GL Account	Amount	Tax	Freight	Tot
1	R	A	Yearbook Cover Consultation	0	1	0	3560-40-00	150.00	0.00	0.00	150.00

**Line:** The line number.

**Status:** The status of this line. “O” is for Open, indicating it hasn’t been received yet. “R” is for Received, indicating that the line has been partially or completely received.

**Type:** The line type – either Item, Amount, or Comment.

**Quantities Ordered, Received, Backordered:** This is obvious, as are the rest of these fields. SchoolBooks will calculate and display the extended amount for this detail line over on the far right. In our trophies example, the amount displayed is \$150.00. You may not edit these fields. They are for display only. If you want to edit a specific line, click on it and SchoolBooks will load it into the area above so you can edit it.

---

**Hint:** You do have the option to adjust the amount that has been backordered. See the note below on the “Backorder” button in the lower left of the screen when you select a line item in an existing purchase order.

---

**Backorder button:** If you enter one or more invoices for less than the total amount ordered on this line, SchoolBooks will backorder the quantity or the amount you have not received/invoiced. You can use the Backorder Button at the bottom of the screen to edit this amount if necessary. For example, if you originally ordered 10 widgets and have invoiced 4 of them, you will show a backorder qty of 6 widgets. But maybe the coach tells you he is canceling the rest of the order, and he doesn’t want those remaining 6 widgets. That’s when you would highlight the line, use the PO button to edit the backorder quantity/amount field and change the quantity/amount field. Using the backorder button has no effect on an invoice. It only adjusts the amount that is still open on the purchase order.

## Purchase Order Entry (Address Tab)

**What does it do?** If you want to indicate a specific Ship To address and phone number, you can enter that information here. This information can be printed on your purchase order. If your pre-printed PO form already specifies shipping instructions to the vendor, you can leave this screen blank.

### Using the Screen

**Purchase Order Entry - Play School High School - Test**

PO Number: 1001      Date: 07-05-2008      Amount: 150.00  
Vendor Number: BOBSYR      Vendor: Bob's Yearbook Productions      Purchase Order Type: Standard

**Main**      **Ship To Address and PO Data**

**Vendor Address**

Vendor: Bob's Yearbook Productions  
Address 1: 7866 Overland Drive  
Address 2:   
City: Culver City  
State: CA      Zip: 90230      1544

**Shipping Information**

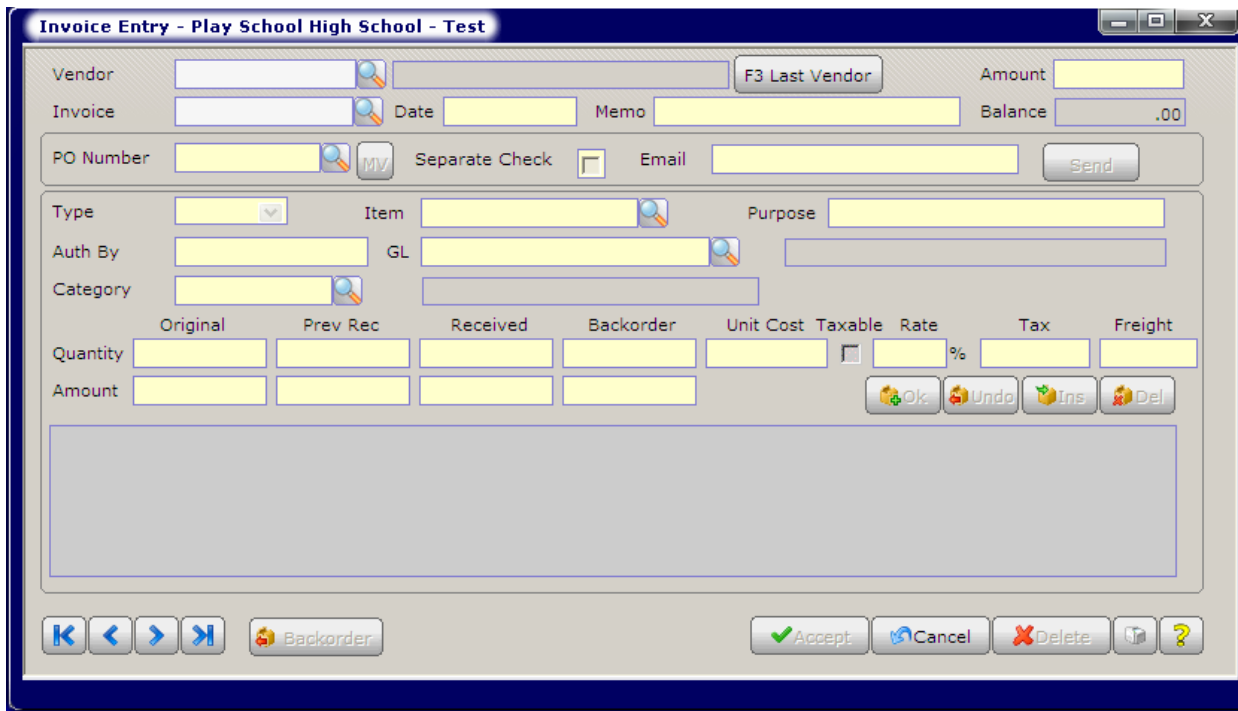
Ship To: Mary Phillips  
Address 1: 123 Elm Street  
Address 2:   
City: San Diego  
State: CA      Zip: 92128      1234  
Phone: 858123456  
Ship Via:   
Terms:   
  
Navigation: [Back] [Previous] [Next] [Forward] [Backorder]      Action: [Accept] [Cancel] [Delete] [Print] [Help]

# Invoice Entry

**What does it do?** Enter all invoices, check requests, and other bills you want to pay with a SchoolBooks check into Invoice Entry. You may either automatically load information from an existing purchase order or enter invoices that have no purchase order. Use the Invoice header screen to enter new invoices or look up invoices already in the system. To enter a new invoice, enter a Vendor Code and continue. If you want to access an existing invoice already in the system, click on the Invoice lookup arrow.

You can either enter invoices (1) in small groups as you receive them or (2) wait until you want to print checks and then enter a whole group at once. We recommend the first option. When you enter invoices on a regular basis, they will show as invoice encumbrances against the appropriate general ledger accounts. When you print an encumbrance report for the coach, that invoice will show up – reducing the available balance in the account!

**Where is it?** Go to the Entry Menu and choose Invoice Entry.



## FIELDS

**Vendor:** Enter the vendor code for this invoice or click on the lookup arrow or press <F2> to lookup the desired vendor. You can also type in a new Vendor Code to add a vendor on the fly.

**Invoice:** To lookup existing invoices in SchoolBooks, click the arrow to access the lookup. If no Vendor is currently selected, you will see ALL open invoices. If a Vendor is currently selected, you will see invoices for that Vendor only.

To enter a new invoice, enter up to 20-characters (alphanumeric) as an invoice number for this entry. Invoice number is a required field. If the item you are entering doesn't have an invoice number, make one up. For example, a payment to an official doesn't have an invoice number, so use the game date ("BB-Feb 2") or her/his initials ("EI-01").

---

**Hint #1:** Duplicate invoice numbers for the same Vendor are not allowed. Every time you enter an invoice number, the system checks to make sure that invoice number has not been used before.

---

**Hint #2:** Once entered, you may not change an invoice number. If you have entered a number incorrectly, you must delete it and re-enter it correctly.

---

**Date:** Enter the date of this invoice.

**Amount:** Enter the amount of this invoice.

**Balance:** This is the balance remaining to be distributed on this invoice. SchoolBooks calculates the value in the field by comparing the invoice amount you entered against the total of the detail lines. You cannot edit this field. This balance will be zero when the invoice is in balance.

## Invoice Entry (Header tab)

**What does it do?** Use the Invoice header screen to enter new invoices or look up invoices already in the system. To enter a new invoice, enter a Vendor Code and continue. If you want to access an existing invoice already in the system, click on the Invoice drop down arrow.

### Using the Screen

The screenshot shows the 'Invoice Entry - Play School High School - Test' window. It features several input fields: Vendor, Invoice, Date, Memo, PO Number, Type, Item, Purpose, Auth By, GL, and Category. There are also buttons for 'F3 Last Vendor', 'MV', 'Separate Check', 'Email', 'Send', 'Ok', 'Undo', 'Ins', and 'Del'. A table with columns for 'Original', 'Prev Rec', 'Received', 'Backorder', 'Unit Cost', 'Taxable', 'Rate', 'Tax', and 'Freight' is present. At the bottom, there are navigation buttons (K, <, >, >>) and action buttons (Backorder, Accept, Cancel, Delete, and a help icon).

**PO #:** Enter the PO # for this invoice or lookup purchase orders for this Vendor. This is not a required field because often you make payments for which there is no purchase order. To access Multi-Vendor Purchase Orders, click on the "MV" button.

**Memo:** You can enter a 30-character memo to be printed on the face of the check when this invoice is paid. If you pay multiple invoices on one check, the program will give you the opportunity to combine the memos from various invoices and edit them in Computer Check Entry. This line will also print on the Computer Check Edit Report.

**Separate Check:** Click this box if you want to print a separate check for this invoice. That is, even if there are other invoices for this Vendor in the system, SchoolBooks will still print a separate check for this invoice. If left blank, SchoolBooks will include this invoice on the same check with other invoices for this Vendor.

**Entering invoices:** You can either enter invoices (1) in small groups as you receive them or (2) wait until you want to print checks and then enter a whole group at once. We recommend the first option. When you enter invoices on a regular basis, they will show as invoice encumbrances against the appropriate general ledger accounts. When you print an encumbrance report for the coach, that invoice will show up – reducing the available balance in the account!

If you attempt to leave the screen when the detail line total does not equal the amount of the Invoice on the Header screen, the system will warn you.

"Entry is out of balance. Save anyway?"

- Click "Yes" to save and exit this entry. You will need to go back later to correct the entry and make it balance. The system will not print a check for an out of balance invoice.
- Click "No" to do further editing of the detail lines.



## Invoice Entry (Detail Tab)

**What does it do?** The amount of the invoice you entered on the header screen is displayed at the top of the detail screen. As you add detail lines, the system displays the amount remaining to be disbursed.

**Using the Screen Was unable to replicate this screen completely.**

**Invoice Entry - Play School High School**

Vendor: HARPER Harper Office Products Amount: 75.00  
 Invoice: 32992 Date: 09/25/04 Balance: .00

1. Header | 2. Detail

Type: Item Item: Purpose: Pens and Name Tags  
 Auth By: RT GL: 5205-40-00 Homecoming Dance ~ Expense  
 Category:

Quantity	Original	Prev Rec	Received	Backorder	Unit Cost	Taxable	Rate	Tax	Freight
1	1	0	1	0	75.00	<input type="checkbox"/>	.000	% .00	.00
Amount	.00	.00	75.00	.00					

Line Type Item Qty Qty Qty Cost Amount Tax Freight Total  
 Ord Rec BO GL Account Category

Line	Type	Item	Purpose	Qty Ord	Qty Rec	Qty BO	Cost	Amount	Tax	Freight	Total
1	Item		Pens and Name Tags	1	1	0	75.00 5205-40-00	75.00	0.00	0.00	75.00

Buttons: Backorder, Accept, Cancel, Delete, Print, Help

SALLY ZPLAY 06/13/05

**Line Type:** Enter "Amount" if this is a flat amount and not a number of individual items. Enter "Item" if you want to enter an Item Number and track quantity ordered and quantity received.

**Item Number:** If you chose "Amount" in the previous field, this field will disappear. If you chose "Item" in the previous field, you can enter the Item number here. Enter the item number for this detail line. This may be the vendor's part number or a style number. For example, if the vendor's style number for trophies is #12-747, you could enter that number here. This is an optional field. If you have told SchoolBooks where your Tracks data is located, you can use the lookup button to do a lookup into your Item Maintenance file in Tracks and order items from Tracks. Be careful. Although you can lookup items in Tracks, there is no validation on this field. That means you can enter anything you want without the program stopping you. If you enter CANDY as an item, the program sees that as very different from CANDYBAR.

**Purpose:** Enter the purpose or description for this expense. The purpose entered for each line item will be updated to the general ledger when a check for this item is ultimately paid. When you print a check, the purpose on the TOP DETAIL LINE prints on the check stub as a description for the invoice. If you selected a Tracks Item Number in the previous field, SchoolBooks will display the Item Description from Tracks in the Purpose field. This field is enabled for Auto-Complete. For more information about how the Auto-Complete feature works, please go to Using Auto-Complete in the Getting Started section.

**Hint:** This is the description that will stay with this entry forever on your books - be descriptive. Used creatively, this one field can save you endless hours of answering questions like "What was that \$500.00 for? I don't remember authorizing anything like that!"

**Authorized By:** Enter the name or initials of the individual/group who authorized this expenditure. If you entered something in "Authorized by" on the Header tab, that data will be displayed here. You can type over that name if you wish. This is NOT a required

field for each line item on an invoice. This field is enabled for Auto-Complete. For more information about how the Auto-Complete feature works, please go to Using Auto-Complete in the Getting Started section.

**GL Account Number:** Enter the account number for this expenditure or lookup the account number using <F2> or the lookup button to select from a lookup list. SchoolBooks will display the account description.

**Category:** Enter a Category code, if any, for this item.

**How much of it are you going to order?** *If this is an Item line, SchoolBooks will prompt you to enter a quantity received and a unit cost. If this is an Account line, you will be prompted to enter only an amount received. Sales tax functionality is the same for both types of lines. You enter either one or the other (quantity or amount), not both.*

**Quantity/Amount:** Enter the quantity or amount received. For an item line, if you are purchasing 10 trophies at \$3.50 each, you would enter "10" in this field. For an amount line, if you are purchasing 10 trophies at \$3.50 each, you would enter "35.00" in this field.

**Prev Rec:** SchoolBooks displays the quantity/amount that has been previously invoiced for the selected PO.

**Received:** SchoolBooks displays the quantity/amount received to date.

**Backorder:** SchoolBooks displays the quantity/amount you have not yet received.

**Unit Cost:** Enter the item or unit cost for this item. If you are purchasing 10 trophies at \$3.50 each, you would enter \$3.50 in this field. If this is an amount line, this field will be inactive.

**Sales tax on this line:** If you have entered a default sales tax rate in School Settings, that rate will be displayed here. The sample below shows a rate of 7.75%. SchoolBooks will use that rate to calculate sales tax on the taxable items you purchase. You can do three different things with sales tax: No sales tax for the line, Calculated sales tax for the line, or Override sales tax for the line. You can have SchoolBooks calculate the tax or you can enter the tax yourself (override). The sales tax amount is posted to the GL account on this detail line.

**Taxable box and rate:** The combination of the Taxable box and the rate tells SchoolBooks how to handle the sales tax on this detail line. You can enter a default sales tax rate in School Settings, under Management/Customize.

	Original	Prev Rec	Received	Backorder	Unit Cost	Taxable	Rate	Tax	Freight
Quantity	1	0	1	1	0.00	<input type="checkbox"/>	7.750 %	.00	.00
Amount	.00	.00	0.00	0.00					

Ok Undo Ins Del

In the example above, no tax will be calculated for this line.

	Original	Prev Rec	Received	Backorder	Unit Cost	Taxable	Rate	Tax	Freight
Quantity	1	0	1	1	0.00	<input checked="" type="checkbox"/>	7.750 %	0.00	.00
Amount	.00	.00	0.00	0.00					

Ok Undo Ins Del

In this example, we have clicked the Taxable box once and now see a green check. This tells SchoolBooks to calculate the sales tax amount using the sales tax percentage found in School Settings. Either accept the rate displayed or enter a new rate. SchoolBooks calculates the sales tax here based on a line total of \$100.

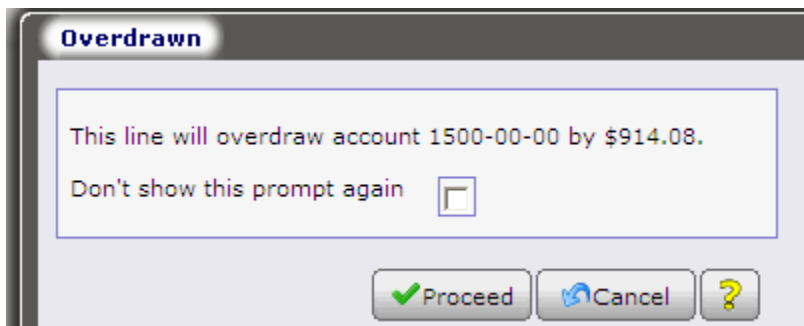
	Original	Prev Rec	Received	Backorder	Unit Cost	Taxable	Rate	Tax	Freight
Quantity	1	0	1	1	0.00	<input checked="" type="checkbox"/>	0.000 %	0.00	.00
Amount	.00	.00	0.00	0.00					

Ok Undo Ins Del

In this example, we have clicked the Taxable box twice and now see a green box. This tells SchoolBooks that you will enter the tax amount yourself. Use this feature when you want to enter a specific sales tax amount.

**Freight:** Enter the amount of freight which pertains to this detail line. This amount will be charged to the account number specified for this detail line.

**OK:** Click on "OK" to save this line and enter another line. SchoolBooks can display "Overdrawn" warnings if you have checked the option to "Prompt when overdrawing account" on the Accounting Tab in School Settings. Before SchoolBooks saves the line, the program checks to make sure there is enough money in the GL account you have chosen. If the account is short, the program displays an "Overdrawn" message. You can click on "Proceed" to go ahead and accept the line, or you can choose "Cancel" to select a different GL account for this line.



**Line Options:**

- OK:** Click "OK" to accept and save this line.
- Undo:** Click "Undo" to leave this line without saving changes.
- Insert:** Click "Insert" to insert a blank line above the currently selected line.
- Delete:** Click "Delete" to delete the currently selected (highlighted) line.

**Detail lines displayed below:** SchoolBooks calculates and displays the extended amount for each detail line. You may not edit these fields. When you have completed one detail line, the program automatically moves to the Line Type field for the next detail line. You may either enter another line or press <Enter> to have the program move to the "Accept" button to complete this invoice.

**Line Detail Display at bottom of screen Unable to replicate**

Line	Type	Item Purpose	Qty Ord	Qty Rec	Qty BO	Cost GL Account	Amount	Tax	Freight Category	Total
1	A	Softball Official	1	1	1	50.00 2220-10-20	50.00	0.00	0.00 OFFICIALS	50.00

**Line:** The line number.

**Type:** The line type is either Item or Amount.

**Quantities Ordered, Received, Backordered:** This is obvious, as are the rest of these fields. SchoolBooks will calculate and display the extended amount for this detail line over on the far right. In our trophies example, the amount displayed is \$150.00. You may not edit these fields. They are for display only. If you want to edit a specific line, click on it and SchoolBooks will load it into the area above so you can edit it.

**Backorder Button:** If you enter one or more invoices for less than the total amount ordered on this line, SchoolBooks will backorder the quantity or the amount. You can use the Backorder Button at the bottom of the screen to edit this amount if necessary for both item and amount type detail lines. For example, if you originally ordered 10 widgets and have invoiced 4 of them, you will show a backorder quantity of 6 widgets. But maybe the coach tells you he is canceling the rest of the order, and he doesn't want those remaining 6 widgets. That's when you would highlight the line, use the PO button to edit the backorder quantity/amount field and change the quantity/amount field. Using the backorder button has no effect on an invoice. It only adjusts the amount that is still open on the purchase order. If the PO has NOT been completely received, but is complete nonetheless, you should change the backorder quantity to zero. **Note:** Using the Backorder button here ALSO changes the Backorder quantity in the Purchase Order. So, you can do it here and save yourself from having to go back to PO Entry.

## Loading Invoices from Existing Purchase Orders

If you entered a PO # on the Invoice Header Screen, SchoolBooks prompts you to select which PO line items to copy to the current invoice. Click the items that are included on this invoice or click Select ALL to select all the items on this purchase order.

---

**Note:** *Comment lines will not be loaded on the invoice even if you select them here. Click OK when your selection is complete. SchoolBooks will load all the detail lines from the purchase order into the Invoice Entry Detail screen where you may edit each line item to correct quantity, cost or other information as necessary.*

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# System Security

## User Maintenance

**What does it do?** SchoolBooks allows you to set up users who can use the system, each with an individual password. You will assign each user to a role, so that you can either give or deny access to SchoolBooks menu options in Role Security Maintenance. When you launch SchoolBooks for the first time, the security system is turned off – there are no users set up. The system does not prompt you for a User Code until you go into User Maintenance and set up one or more users.

**Where is it?** Go to the Management Menu and select System Maintenance, System Security, and then User Maintenance.

### Using the Screen

The screenshot shows a window titled "User Maintenance - Play School High School". It contains several input fields and buttons. The "User Name" field contains "CAROLE" and the "Email" field contains "csmith@myschool.k12.ca.us". The "User Description" field contains "Carole Smith". The "Password" and "Confirm Password" fields are masked with dots. There is a "Reset Password" button next to the password fields. The "Role" field contains "SUPER" and is labeled "Super User". The "Default School" field contains "ZPLAY" and is labeled "Play School High School". At the bottom of the window, there are navigation arrows (back, forward, home, search) and buttons for "Accept", "Cancel", "Delete", and a help icon.

**User Code:** Enter the User Code for this user or group. User and Group Codes are school-specific. Supervisor Codes are system-specific.

**Email:** Enter the email address for this user.

**Name:** Enter the name of this user.

**Password:** Enter a password for this user. Passwords may be up to 6 characters and are not displayed on the screen.

**Re-enter Password:** Enter the same password again for verification.

**Role:** Choose a role for this user. Roles must already be defined in Role Maintenance.

**Default School:** Choose the default school for this user.

---

**Warning:** *Be careful about changing this password because you don't want to lock yourself out of the program.*

---

**Locking yourself out:** If by chance, you lock yourself out of the program by mistake, call Blue Bear Support and we'll help you.

### PRINTING THE USER LISTING

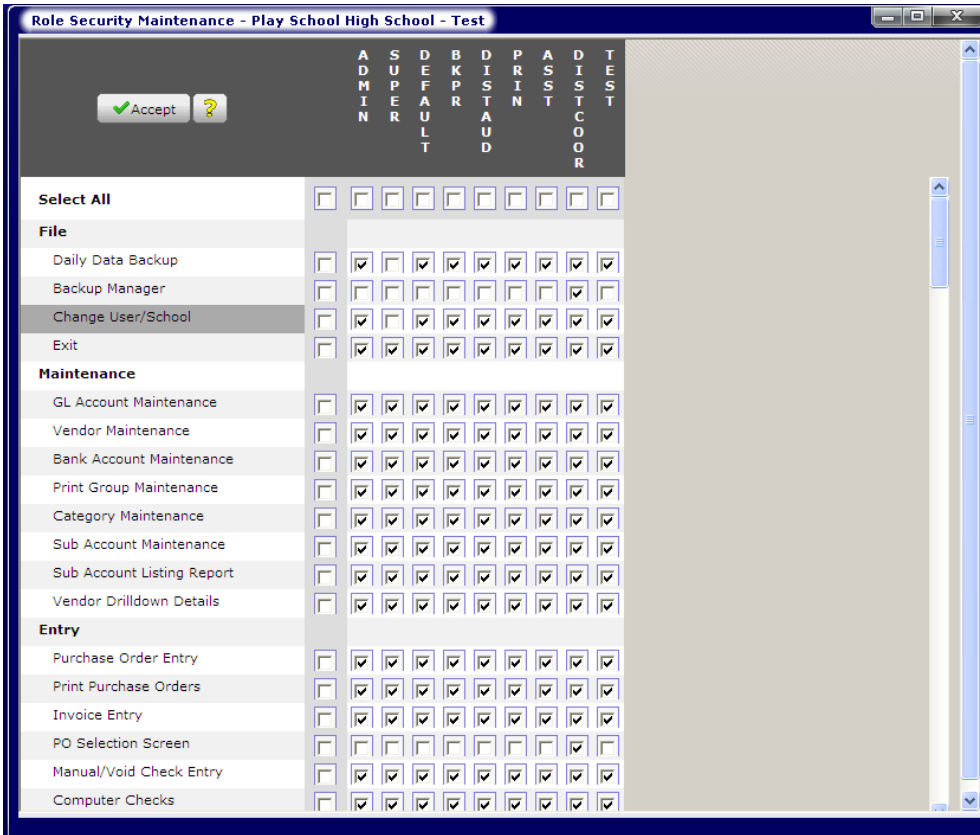
**Printer button:** The printer button on the User Maintenance screen launches the User Listing Report. The User Code Listing shows you a list of all Users. This report can only be launched from this screen.

# Role Security Maintenance

**What does it do?** Once you have Roles set up, you can access Role Security Maintenance to assign rights to each menu option by role. The rules are simple: Either a Role has the right to access a menu option like Bank Deposit Entry, or not. This screen allows you to assign rights to SchoolBooks menu choices to the roles you have set up in your system.

**Where is it?** Go to the Management Menu, System Maintenance, System Security and choose Role Security Maintenance.

## Using the Screen



On the above screen, you can see that we have many roles. A check in the box means that the role has access to that menu option. To change who has access to what, use these rules:

<b>A</b>	<b>Assign all / Remove all.</b>	Check or uncheck this box to assign rights for all Users to all items.
<b>B</b>	<b>User Rights to All Items.</b>	Check or uncheck the box under each User Code to either assign rights or remove rights to all items for this user.
<b>C</b>	<b>Individual Item Rights.</b>	Check or uncheck the box beside each menu item to either assign rights or remove rights for all users.
<b>D</b>	<b>User Rights to Single Items.</b>	Check or uncheck the box under each user and across from each menu item to either assign or restrict access for that User Code to a particular menu item.

**Rights of Access:** Users have all the rights of their Group, PLUS any rights they have as an individual.

**Hint:** It is generally a good idea to restrict access to the System Security function once you have set up security. Only the system administrator should have access to User Code Maintenance and Role Security Maintenance. Otherwise, people could easily see other people's passwords and possibly do unsavory things.

**Locking yourself out:** If by chance, you lock yourself out of the program by mistake, you can login as MASTER

# School Security Maintenance

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**What does it do?** Use this screen to give Users on your system access to the schools you use in SchoolBooks. This screen works like Role Security Maintenance works for permissions. A check mark indicates the User can access the school; a blank indicates no access.

**Where is it?** Go to Management and select System Maintenance, System Security, and School Security Maintenance.

You can check the individual check box for each User or you can do the following:

- Check the box in the upper left corner to give ALL users rights to ALL schools.
- Check the top box under the user to give that user rights to ALL schools.
- Check the box to the immediate right of each School to enable ALL user access.

**Rights of Access:** Giving a User rights to a school on this screen means they have access to this school. If you want to give or restrict access for specific menu options, go to Role Security Maintenance.

# Forms

SchoolBooks can print on a variety of forms and the program gives you the ability to customize your own forms. Standard settings for SchoolBooks forms and instructions about how to install them are included in this manual and on the Help screens. For information about ordering standard SchoolBooks forms from Blue Bear Software, see Appendix C. For specific information about how to configure each form and the options available, see Appendix E. If you need help, call Blue Bear Technical Support and we will help you.

It is not necessary to order forms from Blue Bear. Many standard forms will work just fine. Or you can get custom forms from your printer or other supplier. If you have a question about whether your forms will work with SchoolBooks, just give us a call.

**Where is it?** Go to the Management Menu, System Maintenance and choose Forms to locate the forms editing programs.

## Computer Check Form

**What does it do?** You can print checks on a variety of check stock. This screen allows you to enter and/or change the format of your checks - either continuous feed checks or laser checks. You can choose the type of check, like Check, Stub, Stub or Stub, Check, Stub. And you can format your check face using drag and drop to place fields where you want them. You cannot design the format of the check stub; this format is controlled by the program and may not be changed.

**Where is it?** Go to the Management Menu, System Maintenance, Forms and choose Check Form.

**Detailed Instructions in Appendix E:** See Appendix E for detailed instructions on how to format your check.

## Receipt Form

**What does it do?** SchoolBooks prints two copies of the receipt per page – one for the customer and one for you to keep. You can print receipts on plain 8 ½" x 11" paper or pre-printed forms. This screen allows you to enter and/or change the format of your receipts, either continuous feed receipts or laser receipts. You can format the Header and Detail sections of the receipt. SchoolBooks allows you to load a template for plain paper, pre-printed form, import from another school, or import the format from an external file.

**Where is it?** Go to the Management Menu, System Maintenance, Forms and choose Receipt Form.

**Detailed Instructions in Appendix E:** See Appendix E for detailed instructions on how to format your receipt.

## Purchase Order Form

**What does it do?** You can design your purchase order form to your own formatting requirements. SchoolBooks purchase orders can be printed on blank paper, your school letterhead, or pre-printed purchase order forms. Be aware that many school auditors require some sort of pre-printed control number on purchase orders to facilitate tracking. Before you make a decision about forms, it is a good idea to check with your district office or school auditor so you are in compliance.

**Where is it?** Go to the Management Menu, System Maintenance, Forms and choose Purchase Order Form.

For information about ordering pre-designed PO forms with your school name and logo from Blue Bear, call our office at 800-954-2583 and ask for Form Sales.

**Detailed Instructions in Appendix E:** See Appendix E for detailed instructions on how to format your purchase order.

## 1099 Form

See Appendix N for complete instructions about 1099 Reporting including 1099 forms.



# Chapter 3 – Special Functions

The Special Functions Menu contains items you will only use periodically, and some you will use rarely, if at all.

**Restore from Backup:** This option allows you to restore data from a prior backup file.

**Modify Categories:** This option allows you to edit the Category Code on existing transactions.

**Save Prior Year Data:** This option allows you to save your prior year data in a new school (which you can access later) before doing your year end processing.

**Purge Vendor Check History:** This option allows you to remove old check history data from your system.

**Purge Receipt History:** This option allows you to remove old receipt data from your system.

**Master Audit Report:** This option allows you to print reports showing all transactions with posting detail by user and date updated.

**Audit Selection Report:** This option makes it easy for your auditors to choose a sub-set of data from your SchoolBooks program to audit.

**Consolidated Reports:** This option allows you to combine GL data from multiple schools into one big file for reporting purposes.

**Bank Rec History:** This option allows you to reprint past Bank Reconciliation Reports. When printed, there will be a message saying that it is a reprint.

## Utilities

These functions are used to rebuild damaged files and perform other specialized maintenance functions.

- **Recalculate Account Balances:** This option performs a user-requested recalculation of account balances for GL accounts and Vendors. For GL Accounts, SchoolBooks recalculates the actual and encumbered balances. For Vendors, SchoolBooks recalculates the calendar and fiscal year-to-date payments.
- **Session Console:** This option allow you to see who is working in this copy of SchoolBooks and what they are doing.
- **ReNUMBER/Merge:** This utility allows you to renumber and/or merge Vendor Codes and GL Account numbers.
- **ReNUMBER/Merge Audit Report:** This report shows you detail of any GL Accounts or Vendors you have renumbered or merged.
- **Reset Moved Screens:** This option allows you to reset windows to their original positions in case you've moved them around and want to put them back where they were originally.
- **General Utilities:** These features are reserved for use by Blue Bear Technical Support staff.

**Key Repair Utility**  
**File Repair Utility**  
**File Analysis and Repair**  
**Run a Program**

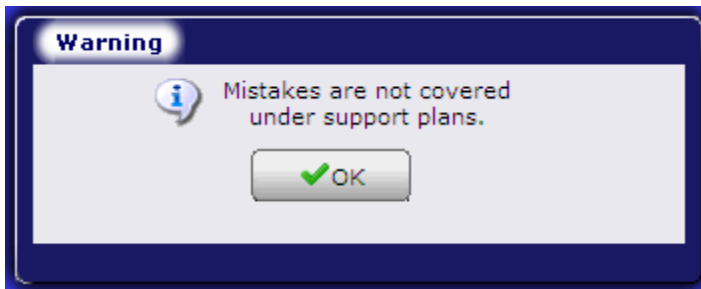
## Restore From Backup

**What does it do?** This utility allows you to restore data from a backup file. Let's be very clear about how this works. You can only restore everything from a backup, not individual portions that may have gone awry. If you come back to work on Friday only to discover that the temp who was 'helping out' on Tuesday has printed 35 purchase orders with the wrong numbers, the wrong accounts and the wrong data and you want to undo the whole thing, you have to restore from the Monday backup and also lose all the checks she printed on Wednesday which, miracle of miracles, were actually correct. So, what you need to do is this: Go ahead and restore from Monday. Then enter those checks as manual checks. It could be worse!

Each time you Restore from Backup, the program keeps track of the date, time and user code in Backup Manager.

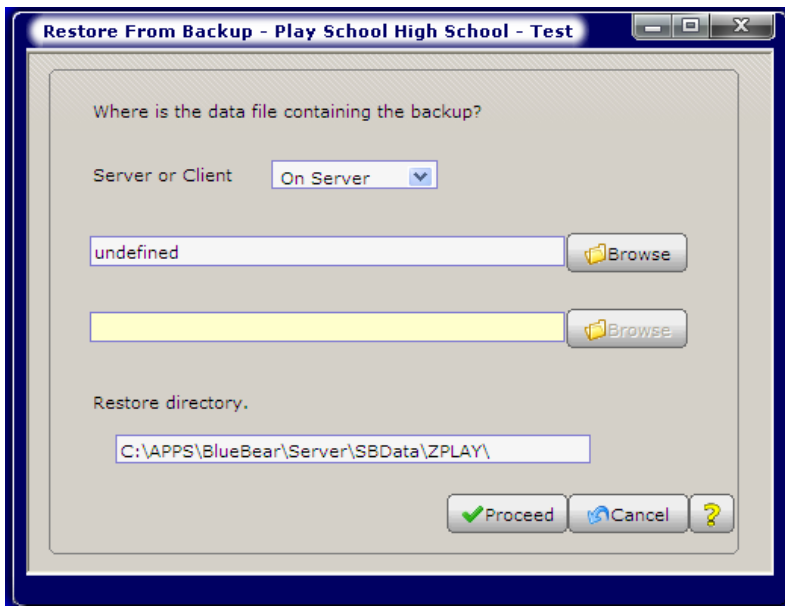
**Where is it?** Go to Management, Special Functions and choose Restore from backup.

SchoolBooks will first display this Warning Screen, reminding you that if you wipe out all your data because you didn't pay attention and copied over your good data with old, trashy data, and you want help trying to get back to square one, it is NOT part of your Client Care Plan. It's billable!



### Using the Screen

SchoolBooks next displays a window so you can enter the location of your backup file. If you backup to a floppy drive, put the floppy disk into your computer and either enter the path or browse to find the file. If you backup to your own computer or to a network drive, browse to find the correct data file.



**Where is the data file containing the backup?** Browse to find the backup data file.

**Where do you want to restore the data file to?** Browse to find the data directory for this school. SchoolBooks will offer you a default setting based on the current school, but you can override this if you want to. The normal path for PlaySchool data is as shown in the sample above. If your data is kept on a network drive and you have questions about how to find it, ask your school Tech person first. He/she is your best resource. If you still have questions, call our Support Department.

**Proceed:** Click "Proceed" to copy the data from the backup to your current school.

## Modify Categories

**What does it do?** The purpose of the Category Code is to allow the user to mark individual transactions with a code that can be used for reporting later on. Category Codes are NOT GL Account-specific. They are transaction specific. Categories can be added to individual line items in all data entry files – like Invoice Entry and Manual Check Entry. Category Codes may be added to transactions for Fund accounts only – Category Codes are NOT appropriate for cash accounts. Category Codes can also be added to transactions that have already been updated. That means you can add Category Codes to data you convert from SB4. There is no audit trail on Category Codes – we let you move them around.

**Where is it?** Go to the Reports Menu, Special Functions, and choose Modify Categories.

### Using the Screen

GL Acct ↓	Date	Source	Ref #	Name	Amount	Category	Purpose
1330-00-00	Jun-03-201	MC12-004	00001234	Blue Bear Software	50.00	GATE	TEST TEST
1600-00-00	Jul-15-2009	MC01-007	0003202A	Athletic Supplies For	50.00		asdjkasjdfk
1665-00-00	Jun-03-201	MC12-005	12345678	Athletic Supplies For	1,076.42	OFFICIALS	JEN Test
2100-00-00	Feb-12-201	CC08-001	00003302	Athletic Supplies For	100.00	NSF	asdfasdf
2100-00-00	Jun-03-201	CC12-003	00001015	Paco's Tacos	12.93		Lunch
2100-00-00	Jun-03-201	CC12-004	00001016	Athletic Supplies For	350.00		Assembly Supplies
2105-00-00	Jul-03-2009	MC01-006	00003281	State Board of	251.45		Sales Tax Due

When you first open the screen, transactions are sorted in GL Account number order. If you want to find a specific transaction, you can sort detail lines on the lower portion of the screen by any of the columns in ascending or descending order. Simply click on the column header to sort by that field.

### How Do You Use Category Codes?

Assume you want to keep track of all the equipment you purchase during the year, regardless of the GL Account number. You could set up a Category Code called "EQUIP." When you enter an Invoice or a Manual Check for some piece of equipment, simply add the "EQUIP" Category Code to each appropriate line item. Later, you will be able to print a Category Report for the "EQUIP" Category Code only. This will show you all the equipment purchased across all GL Accounts.

### Category Report

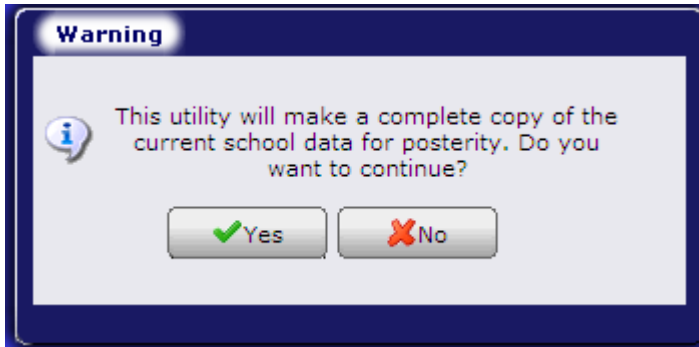
The Category Detail Report shows ONLY those transactions with one of the selected Category Codes. Furthermore, it is the only report that allows the Category Code selection option. This Report is simply a version of the Account Analysis Detail Report, showing Income, Expense, Transfers, but without the ending balances for the accounts. There are no Beginning Balances shown on this report either. See Category Detail Report for more information. **IMPORTANT!** If you are going to want to select on a RANGE of Category Codes, you will need to set them up to facilitate that in the first place.

## Save Prior Year Data

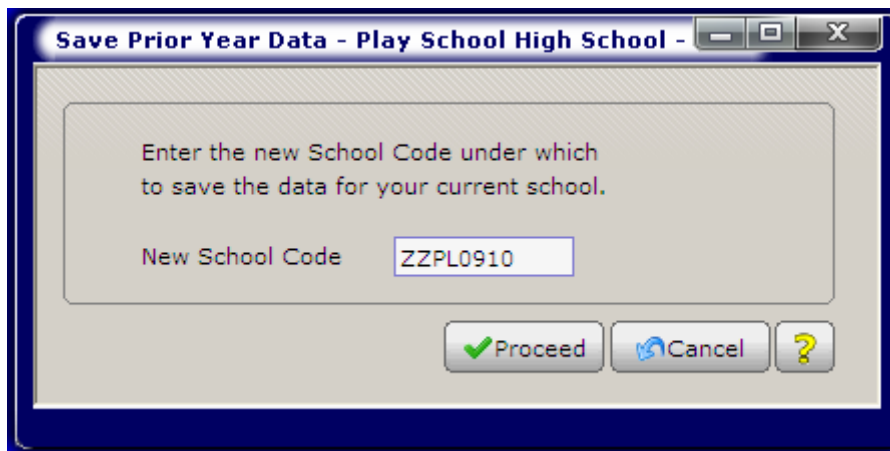
**What does it do?** This utility allows you to copy the data from your current year school to another school so you can save it forever and ever. In the example shown, we're going to copy our school PlaySchool High School to a new school so we can keep all the data for last year in case we ever want to go back to check something. If you want to make a copy, you should do so BEFORE you close out your year at June 30. While you are doing Year End Processing, SchoolBooks will prompt you to Save Prior Year Data, just in case you may have forgotten.

**Where is it?** Go to Management, Special Functions and choose Save Prior Year.

### Using the Screen



SchoolBooks asks you if you want to proceed. **Important: You must currently be IN the school you want to copy from. So check the bottom of your screen to make sure it says "ZPLAY" or whatever your school is.** Click "Yes" to continue.



You can make up any School Code for your prior year's data, but we recommend that you let SchoolBooks do it for you. The program will take your existing School Code, put a "Z" on the front of it, and attach a sequence number on the end of it. We put the "Z" on the front so it will sort at the bottom of your school list. We put a sequence number on the end so we can keep track of 2 years ago, 1 year ago, etc. You can call it anything you want, like using the fiscal year end instead.

**Proceed:** Click "Proceed" to have SchoolBooks make the copy.

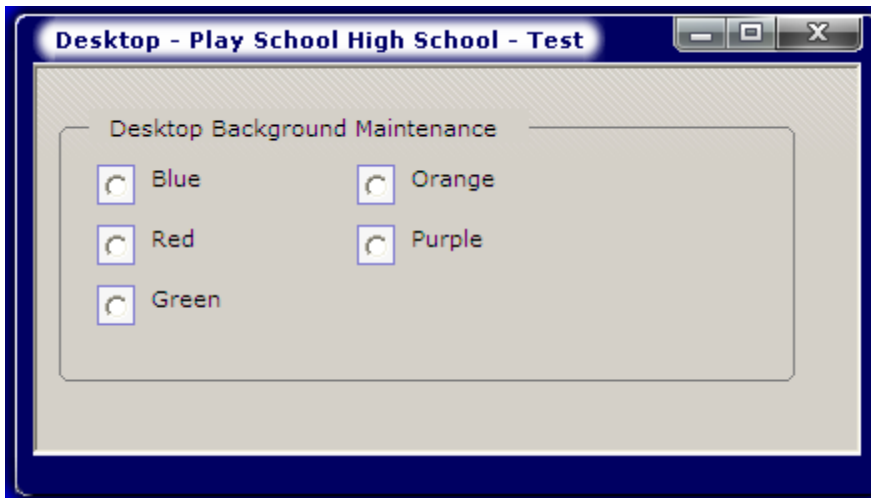
**Cancel:** Click "Cancel" to return to the menu.

## How to Complete the Process

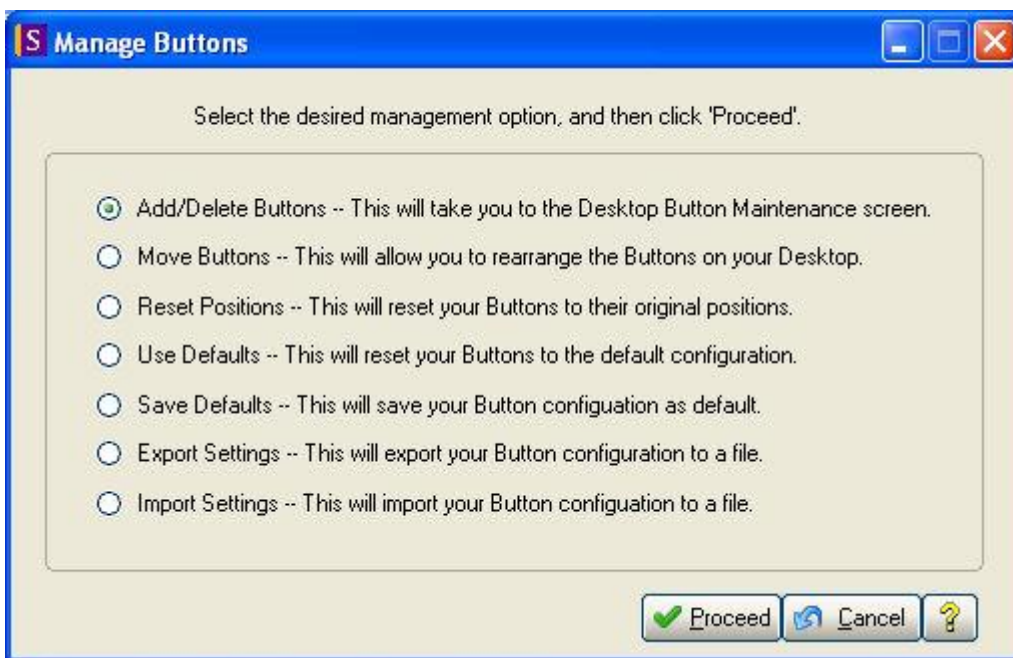
After the process is complete, go to School Maintenance on the Management/System Maintenance menu and find your new school. Change the name of "ZPLAY01" to "PlaySchool HS – 2003-2004" or something like that so you know that it's your old data, not your current data.

You can even make it easier to distinguish your current school from a prior school by using a different desktop color for each school. For example, you can have your current school have a WHITE desktop, while your prior year school has a RED desktop. You can set the color of your desktop by using Desktop Button Maintenance, or follow the steps below:

1. Click the Reorganize Button on the lower right side of your SchoolBooks desktop.



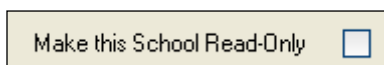
2. Click "Proceed" to accept the "Add or Delete Buttons" option.



3. Find the "Desktop Color" option at the lower left of the screen and pick a color to use as the desktop color for this school. You can choose a different Desktop Color for each school. SchoolBooks assigns the Desktop Color to the current school, so just make sure you are in the right place when you choose a specific color. If you choose RED (like STOP) for your prior year school, that will be a flag to remind you that you're looking at the past! In this example, we've chosen "Red" for the Desktop Color.



4. To make sure that you don't change the data in this school, the program automatically defaults the school to read-only. This option is found on the [School Data tab](#) in School Settings.



## Purge Vendor Check History

**What does it do?** This utility allows you to delete old Vendor check history from your files when it is no longer needed. Of course, we need to save history for the calendar year so we can print 1099s. And of course, we need to have all the checks for the current fiscal year. But sometimes you become weary of having accumulated 'stuff' from the past cluttering up your life, your reports, and your poor huge backup file. One fine day, you say, "Let's get rid of that junk." And so, you choose this option.

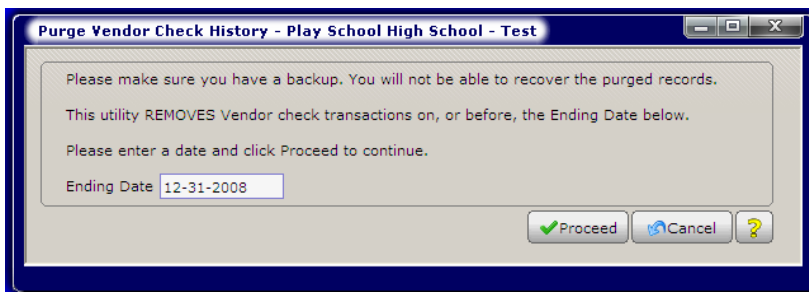
**Choosing the purge date:** This program will remove check data from the files up through a certain date. We have restricted the data selection so you can only select a calendar year end date. We've further restricted it so you can only delete data older than 18 months old. For example, if your current school has a fiscal year end date of 6/30/04, we figure you need to keep data back to 7/1/03 because it's for the current fiscal year, but also you probably need to keep data back to 1/1/03 so you'll be able to print 1099s for the calendar year 2003. Therefore, when you enter a date, SchoolBooks won't allow you to enter a purge date greater (later than) than 12/31/02.

**Make a backup before you run this program.** Or better yet, make a copy of this school using Save Prior Year Data. Just in case.

**Where is it?** Go to the Management Menu, Special Functions and choose Purge Vendor Check History.

### Using the Screen

Enter an Ending Date and press "Proceed" to do the deed. SchoolBooks will automatically populate the Ending Date field with the last possible date you can use. You may change this date to make it earlier if you like. *Hint: the program is going to check your fiscal ending date when checking the validity of your selection here.*



## Purge Receipt History

**What does it do?** This utility allows you to delete old receipt history from your files when it is no longer needed. SchoolBooks does not automatically remove old receipt history from the files at year end. Receipts stay in the Receipt History file until you purge them here. Some users may choose to save this data so it's accessible in the current year, but if you've saved your prior year data, you can always go there to view whatever receipt information you need.

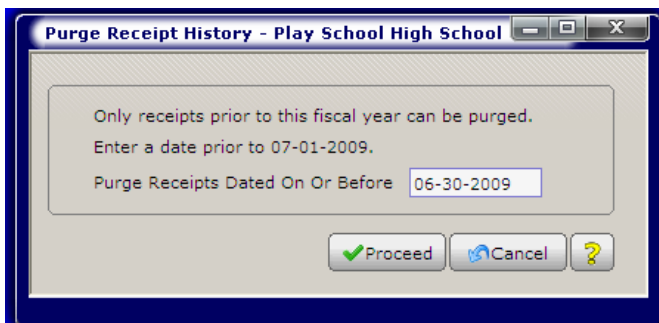
**Choosing the purge date:** This program will remove receipt data from the files up through a certain date. We have restricted the data selection so you can only select a date prior to your current fiscal year. You wouldn't want to delete anything that is part of your current year audit trail.

**Make a backup before you run this program.** Or better yet, make a copy of this school using Save Prior Year Data. Just in case.

**Where is it?** Go to the Management Menu, Special Functions and choose Purge Receipt History.

### Using the Screen

Enter an Ending Date and press "Proceed" to do the deed. SchoolBooks will automatically populate the Ending Date field with the last possible date you can use. You may change this date to make it earlier if you like.



**Purge receipts dated on or before:** Enter a date and press "Proceed" to do the deed. SchoolBooks will automatically populate the Date field with the last possible date you can use. You may change this date to make it earlier if you like. *Hint: the program is going to check your fiscal ending date when checking the validity of your selection here.*

## Master Audit Report

**What does it do?** Every entry that is updated in SchoolBooks is marked with a date/time stamp (when the update actually happened) as well as the User Code of the person doing the update. The Master Audit Report allows you to view transactions by User, by transaction date, or by GL Account number.

**Where is it?** Go to the Management Menu, Special Functions, and choose Master Audit Report.

### Using the Screen

Master Audit Report - Play School High School - Test

Sort By:

Selection: All Starting Ending

Account Number:

User Code:

Date Updated:

Remember Settings:

View/Print Cancel ?

**Sort By:** You can sort by Date (this is the date the transaction was actually updated, NOT the date of the transaction!), account number, or by User Code.

**Account Number:** Select a Starting and Ending Account Number or leave the box checked for ALL accounts.

**User Code:** Select a Starting and Ending User Code or leave the box checked for ALL users.

**Date Updated:** Select a Starting and Ending posting date or leave the box checked for ALL.

# Audit Selection Report

**What does it do?** The Audit Selection Report makes it easy for your auditors to choose a sub-set of data from your SchoolBooks program to audit. They can enter a percentage for each type of transaction they wish to examine and the program will randomly select specific transactions for audit. They can choose to print a list of missing checks, missing receipts, and missing purchase orders. They can even print a comparison between this year's data and the prior year.

**Note:** It is intended that you generate data for this report and print it one time at the beginning of the audit. Because the program is picking random transactions, you can almost be guaranteed that the program would produce different data the next time you run it. So – once you print it, that's it!

**Where is it?** Go to the Management Menu, Special Functions, and choose Audit Selection Report.

## Using the Screen

Step 2: Enter percentage selections			
	Transaction Count	Select %	Record Count
Bank Deposits	15	100	15
Manual Checks	3	100	3
Computer Checks	7	100	7
Adjustments	0	100	0
Transfers	0	100	0
Cash Transfers	0	100	0
Multi-Line Transfers	0	100	0
Receipts	18	100	18

**Date:** The default selection is for all dates. If you want to limit the selection to a certain date range, enter the Starting and Ending dates here.

**Step 1:** Gather Data. Enter the date range for the transactions you wish to audit. Then click the “Gather” button. SchoolBooks reads through your history files and displays the number of each type of transaction below.

**Step 2:** Enter percentage selections. Enter the percentage of each type of transaction you wish to audit. The program will display the actual number of transactions to the right of the percentage. The screen defaults to 100% for each type of transaction. You can change that to any percent you want.

**Step 3:** Other Options. You can enter options for additional data you need.

- Missing checks: Check this box to see a list of missing checks.
- Void checks: Check this box to see a list of void checks.
- Missing receipts: Check this box to see a list of missing receipts.
- Missing POs: Check this box to see a list of missing purchase orders.
- List all checks over \$: Check this box and enter an amount to see a list of all checks over this amount. For example, if you want to see a list of all checks over \$ 1,000, you would check the box and enter \$1,000 in the amount field.
- Print Prior Year Comparison: Check this box if you want to compare the ending balances for this year with a prior year. The program will print a report with one line for each GL Account showing data in columns for Beginning Balance, Income, Expenses, Transfers, and Ending Balance. Each of these columns is broken down with Current Year, Prior Year and Difference.
- Prior Year School Code: Enter the School Code where the prior year data can be found.

**Step 4:** Create file. Click this button to have SchoolBooks create a file with all the data you have selected.

Then you can print or preview your report by clicking on the appropriate buttons.



## Consolidated Reports

**What does it do?** The SchoolBooks consolidated reporting function allows you to combine GL data from multiple schools into one big file for reporting purposes. The GL data for each school is stored in a file called ACCTHIST. When you choose to consolidate data for multiple schools, the program pulls data from ACCTHIST for each of the selected schools and combines that data in a new file called CONSHIST which hold all the same detail in addition to the School Code, School Name and School Type. SchoolBooks can then print reports using that consolidated file. Or you can write your own reports, using Crystal Reports or other report-writing tool.

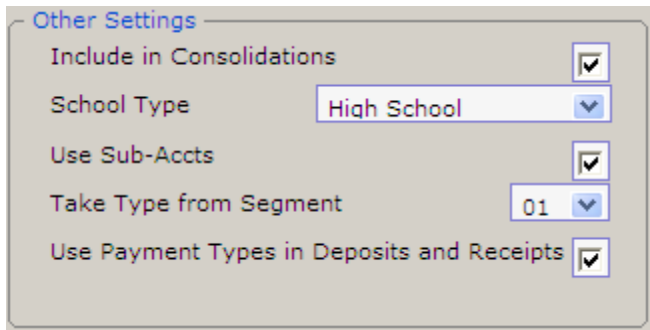
**Note:** You can be in ANY of the schools to be included in the consolidation when you run these programs.

**Note:** It is helpful if the chart of accounts for the schools being consolidated is similar, but you can do consolidations even for schools that have do not have the same chart of accounts. Bear in mind that the program is going to do it's best to consolidate data based on the GL Account numbers. If you hand it data that is not similar at all, it will try, but the results may be of questionable value.

**How does it work?** There are 3 steps to consolidated reporting:

1. Mark the school to be included in the consolidation.
2. Set up Consolidated Groups.
3. Run the reports.

**Step 1: Setup:** Go to Management/School Settings. Check Include in Consolidations and indicate the School Type for EACH of the schools you want to include in your consolidated reporting.



Other Settings

Include in Consolidations

School Type High School

Use Sub-Accts

Take Type from Segment 01

Use Payment Types in Deposits and Receipts

**Step 2: Set up Consolidated Groups:** Go to Reports/Consolidated Reports and select School Group Maintenance. Enter a Group Name and check the schools to be included in this group.



School Group Maintenance - Play School High School

School Group Name All Schools

School Selection

Select	Code	Name	Type
<input checked="" type="checkbox"/>	WEBSTORE	Play School High School	High School
<input checked="" type="checkbox"/>	ZPLAY	Play School High School	High School

**Step 3: Reporting: Report Type:** You can choose from multiple options:

**SAMPLE REPORTS** – The data may look strange because we've just copied data from one test school into other schools, but you get the idea.

- **Summary By School.** This report prints the total account balance for each school, subtotaled by School Type.

Consolidated Report					
<b>CONSOLIDATED REPORT - SUMMARIZED BY SCHOOL</b>					
Date Range: Through 4/18/2005					
Account Range: ALL					
ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
<b>Elementary Schools</b>					
Westview Elementary School	38,721.57	57,425.45	6,439.21	0.00	89,707.81
	<u>38,721.57</u>	<u>57,425.45</u>	<u>6,439.21</u>	<u>0.00</u>	<u>89,707.81</u>
<b>High Schools</b>					
Play School High School	38,721.57	57,425.45	6,439.21	0.00	89,707.81
	<u>38,721.57</u>	<u>57,425.45</u>	<u>6,439.21</u>	<u>0.00</u>	<u>89,707.81</u>
<b>Middle Schools</b>					
Harbor Middle School	78,721.57	57,425.45	6,439.21	0.00	129,707.81
Thomas Grey Middle School	43,721.57	57,425.45	6,439.21	0.00	94,707.81
	<u>122,443.14</u>	<u>114,850.90</u>	<u>12,878.42</u>	<u>0.00</u>	<u>224,415.82</u>
	<u>199,886.28</u>	<u>229,701.80</u>	<u>25,756.84</u>	<u>0.00</u>	<u>403,831.24</u>

- **Summary By GL Account.** This report prints the total balances for each account across all schools. So each line contains the data for all the schools.

Consolidated Report					
<b>CONSOLIDATED REPORT - SUMMARIZED BY GL ACCOUNT</b>					
Date Range: Through 4/18/2005					
Account Range: ALL					
ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
<b>Cash Accounts</b>					
1000-00-00 Cash - Chg - Sunshine Bank	95,000.48	229,701.80	25,756.84	4,239.84	303,185.28
1005-00-00 Cash - Savings - West Bank	14,085.80	0.00	0.00	(4,239.84)	9,845.96
1100-00-00 Petty Cash	800.00	0.00	0.00	0.00	800.00
1200-00-00 CD - Sunshine Bank	90,000.00	0.00	0.00	0.00	90,000.00
Total Cash Accounts	<u>199,886.28</u>	<u>229,701.80</u>	<u>25,756.84</u>	<u>0.00</u>	<u>403,831.24</u>
<b>Other Accounts</b>					
1500-00-00 Student Store Inventory	(3,532.36)	0.00	0.00	0.00	(3,532.36)
2105-00-00 Sales Tax Payable	46,005.80	0.00	1,005.80	0.00	46,000.00
2210-10-10 Volleyball ~ Boys	6,350.32	0.00	0.00	0.00	6,350.32
2210-10-20 Volleyball ~ Girls	10,261.40	0.00	172.40	0.00	10,089.00
2215-10-10 Soccer ~ Boys	7,380.92	20,000.00	3,300.00	0.00	24,080.92
2215-10-20 Soccer ~ Girls	9,476.48	0.00	0.00	0.00	9,476.48
2220-10-10 Baseball ~ Boys	9,426.08	2,000.00	43.12	0.00	11,382.96

- **Detail By Account/School.** This report prints the detail for each school for each GL Account.

Consolidated Report

**CONSOLIDATED REPORT - BY ACCOUNT - DETAIL BY SCHOOL**

Date Range: Through 4/18/2005

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
<b>Cash Accounts</b>					
1000-00-00 Cash - Chkg - Sunshine Bank					
Harbor Middle School	55,000.12	57,425.45	6,430.21	1,059.96	107,046.32
Play School High School	15,000.12	57,425.45	6,430.21	1,059.96	67,046.32
Thomas Grey Middle School	10,000.12	57,425.45	6,430.21	1,059.96	62,046.32
Westview Elementary School	15,000.12	57,425.45	6,430.21	1,059.96	67,046.32
1000-00-00 Cash - Chkg - Sunshine Bank	<u>95,000.48</u>	<u>229,701.80</u>	<u>25,750.84</u>	<u>4,239.84</u>	<u>303,185.28</u>
1005-00-00 Cash - Savings - West Bank					
Harbor Middle School	3,521.45	0.00	0.00	(1,059.96)	2,461.49
Play School High School	3,521.45	0.00	0.00	(1,059.96)	2,461.49
Thomas Grey Middle School	3,521.45	0.00	0.00	(1,059.96)	2,461.49
Westview Elementary School	3,521.45	0.00	0.00	(1,059.96)	2,461.49
1005-00-00 Cash - Savings - West Bank	<u>14,085.80</u>	<u>0.00</u>	<u>0.00</u>	<u>(4,239.84)</u>	<u>9,846.96</u>
1100-00-00 Petty Cash					
Harbor Middle School	200.00	0.00	0.00	0.00	200.00
Play School High School	200.00	0.00	0.00	0.00	200.00
Thomas Grey Middle School	200.00	0.00	0.00	0.00	200.00
Westview Elementary School	200.00	0.00	0.00	0.00	200.00
1100-00-00 Petty Cash	<u>800.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>800.00</u>

**Account Number:** Select a Starting and Ending Account Number or leave the box checked for all accounts.

**Date:** Select a Starting and Ending Account Number or leave the box checked for ALL accounts.

**Filter:** This option works exactly the same way it works on other SchoolBooks reports. If you want to filter your selection, enter the appropriate account segment value here. For example, assume all your Girls Athletic accounts have a "20" in the 2nd segment of your account number and you want to see only these accounts. You would enter a "20" in the 2nd segment, putting question marks (?) in the rest of the mask. Now SchoolBooks will only print accounts with a "20" in the 2nd segment of the account. See Appendix I for more details about how to use this feature.

**Summarize Level:** This option works exactly the same way it works on other SchoolBooks reports. Enter the account mask for summarizing this report. If you have a short account number, you probably will not use this field. If you want to summarize or roll up your accounts to the 1st segment, enter "?????" in the first segment of your account mask. Now SchoolBooks will group all transactions by the first 4 characters of the GL Account number. See Appendix I for more details about how to use this feature.

**Only Accounts with Activity:** This option works exactly the same way it works on other SchoolBooks reports. Click the checkbox to only include accounts with current activity in the selected date range. Leave the box blank to select all accounts in the account range regardless of whether they have activity or not.

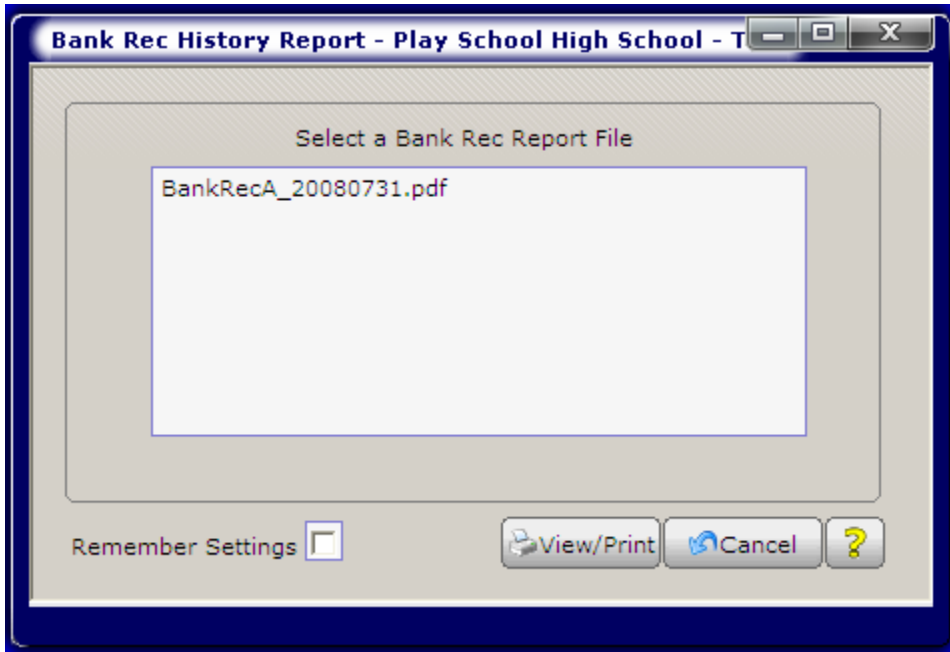
**Remember Settings:** Select this box to have Tracks remember these settings the next time you run the report.

## **Bank Rec History**

**What does it do?** This allows you to reprint past Bank Reconciliation Reports. When printed, there will be a message printed on the report so that you'll know it is a reprint.

**Where is it?** Go to the Management menu, Special Functions, and select Bank Rec History.

### **Using the Screen**



Select the Bank Rec Report file that you want to print and hit either the Print button to print or the Preview button to preview what it will look like.

**Hint:** *These are the actual names of the Bank Reconciliation Reports that you must choose. You can figure out which Bank Rec you want to print because the format is Year, Month, Day for the statement date. In the example above, the selected Bank Rec was for the statement ending on 09/30/2004 (If you imagine spaces in the file name, it looks like this: Bank Rec 2004 09 30.)*

## Utilities Menu

### Recalculate Account Balances

**What does it do?** This process recalculates the current actual balance and current encumbered balance for each GL Account through RIGHT NOW. It also updates the Calendar Year-to-Date and Fiscal Year-to-Date payment amounts for all Vendors. SchoolBooks stores this data and uses it as follows:

1. The GL Account encumbered balance is
  - a) Displayed in all GL Account lookups.
  - b) Displayed on the GL Account Maintenance screens.
  - c) Used to determine whether a PO or Invoice Detail Line will overdraw the account.
2. The Vendor balances are
  - a) Displayed on the Vendor Maintenance screens.
  - b) Printed on the Vendor Listing Report - Detail option.

**Where is it?** Go to Management, Special Functions, Utilities and choose Recalculate Account Balances.

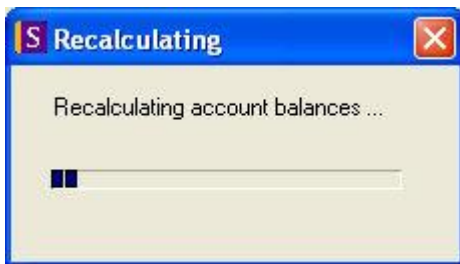
---

**Hint:** *Recalculation of your Account Balances may take a few minutes, depending upon the number of transactions in your system. Most users turn on the "Recalc Balances on Startup" option on the School Settings tab to have SchoolBooks do this automatically when you open the program.*

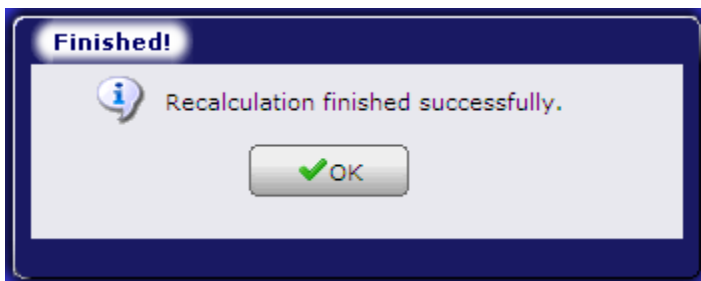
---

### Using the Screen

You'll see this message on the screen:



Then this message when the program has completed the calculation.



### Key Repair Utility, File Repair Utility, and File Analysis and Repair

**WARNING:** *This screen should only be used with the approval of and supervision by a Blue Bear Technical Support analyst.*

**What does it do?** These screens allow Blue Bear Technical Support to run special utility programs to repair damaged keys in SchoolBooks files. Do not use these features unless instructed to do so by someone from Blue Bear. These programs will be seldom, if ever, need to be used and then probably directly by Blue Bear using Blue Bear Connect.

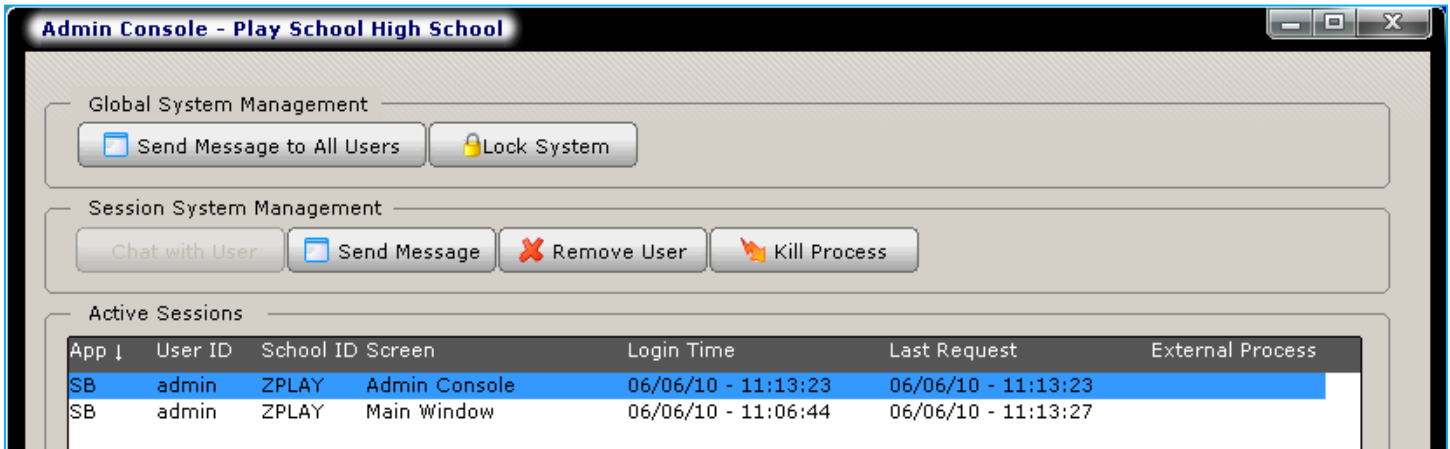
**Where is it?** Go to Management, Special Functions, Utilities, and choose the appropriate utility.

## Admin Console

**What does it do?** Admin Console lets you see who else is on the system and what they are doing. The program displays all open sessions including the ones you started yourself. This is especially useful for multi-user systems.

**Where is it?** Go to Management, Special Functions, Utilities, Admin Console.

### Using the Screen



## Renumber/Merge Utility

**What does it do?** This utility allows you to renumber and merge data for both Vendors and GL Account numbers. Let's assume you have one vendor called Acme Office Supply, but you have two vendor records in SchoolBooks: "ACME" and "ACMEOFF". This utility allows you to merge records for these two vendors into one. The examples below will use Vendors, but the same theory applies to GL Accounts.

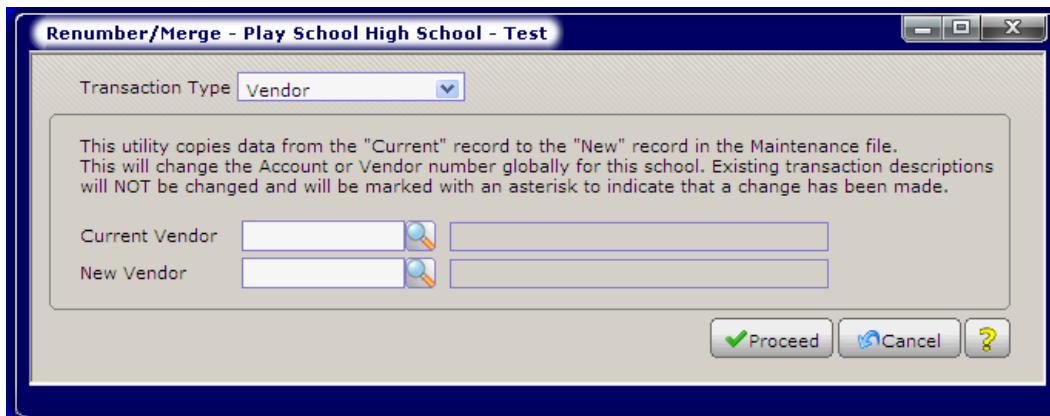
**Where is it?** Go to Management, Special Functions, Utilities, Renumber/Merge Utility.

**Hint:** If you want to see how this works in real life, try it out in PlaySchool first.

**Renumber:** You can use this utility to change an existing Vendor number to a new one. Simply enter the existing Vendor number in the Current Vendor field. Then type in the new Vendor number in the New Vendor field. It is not necessary to set up this Vendor in Vendor Maintenance first. The program will do the following:

1. Create the new Vendor automatically as part of this process.
2. Change the Vendor number on all existing check transactions in all history files. It will do the same for purchase order history.
3. Change the Vendor number on all open invoices and open purchase orders.

### Using the Screen



**Merge:** You can use this utility to merge two existing Vendors together. Enter the old Vendor number in the Current Vendor field. Then enter in the new Vendor number in the New Vendor field. **In this case, it is necessary to set up this Vendor in Vendor**

**Maintenance first.** The program will do the following:

1. Change the Vendor number on all existing check transactions in all history files.
2. Change the Vendor number on all open invoices and open purchase orders.
3. SchoolBooks combines all the Vendor transactions into the "After" Vendor number but keeps all the "Current" Vendor maintenance information.

**Transaction Type:** Choose either Vendor or GL Account. If you choose Vendor, the fields at the bottom of the screen will be Vendor fields. If you choose GL Account, the fields at the bottom of the screen will be GL Account fields.

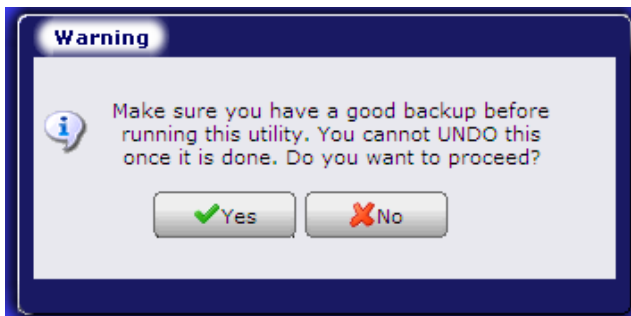
**Current Vendor:** Enter the existing Vendor number you want to change.

**New Vendor:** Enter the new Vendor number you want to change to.

---

**WARNING: *Be careful!*** You can't undo these changes once made. If you discover you've made a mistake, your only option will be to restore from a backup. That's why we give you this screen before you do this.

---



To print a report of all the changes you have made, print the Ren/Merge Audit Report.

## Ren/Merge Audit Report

**What is it?** The Renumber/Merge Audit Report provides a detailed list of changes made in your system. Each time you renumber or merge a GL Account or a Vendor Number, SchoolBooks saves the old value and the new value in a special audit file. This report prints out the contents of that file, enabling you to see the old and new values, the date and time each item was changed, and the user who made the change.

**Where is it?** Go to the Management Menu, Special Functions, Utilities, and choose Ren/Merge Audit Report.

### Using the Screen



**Changes by:** Select how you want to view the report. Your options are Vendor Number or GL Account.

## Run A Program

**WARNING: This screen should only be used with the approval of and supervision by a Blue Bear Technical Support analyst.**

## Reset Moved Screens

**What is it?** In SchoolBooks, you can move each window around on your screen to a position you like. For example, you may want the Bank Deposit Entry screen to be positioned in the lower right of your screen. When you move a window in SchoolBooks, the program remembers where you placed it, so that the next time you click on Bank Deposit Entry, the screen is positioned in the same place. This option allows you to reset the default location for all your screens.

**Where is it?** Go to Management, Special Functions, Utilities, and choose Reset Moved Screens.



# Chapter 4 – Receipts and Bank Deposits

This chapter covers three main topics:

1. Receipts – Entering manual receipts and printing SchoolBooks receipts.
2. Bank Deposit Processing.
3. Importing Receipt/Sales data from Tracks.

## Receipt Processing

This section explains how SchoolBooks can print receipts or allow you to enter information from handwritten receipts. Receipts are designed to be printed on either multi-part forms or laser forms. For information about designing receipt forms, refer to Appendix E. SchoolBooks allows you to enter two kinds of receipts: Manual receipts that came from another source or Computer receipts, generated by the system.

### The Receipt Flow:

1. Enter Manual receipts in Receipt Entry for receipts that have already been handwritten and/or...
2. Enter new receipt information into Receipt Entry and have SchoolBooks print a receipt.
3. At the end of the day, print a Receipt Journal.
4. Update the Receipt Journal to automatically create an entry in Bank Deposit Entry for the total amount of all your receipts.
5. Print the Bank Deposit Journal and Update.
6. All receipt information is now posted to the GL, the bank reconciliation file, the receipt history files, and the bank deposit history files.
7. Life is good.

## Bank Deposit Processing

Whether you have SchoolBooks print receipts, or import your receipt information from Tracks, or simply handwrite your receipts, you will need to combine all the receipt information to make a bank deposit. This section explains how to use Bank Deposit Entry to enter your bank deposit information; this information will be updated to the general ledger and bank reconciliation files.

## Importing Receipt/Sales Information from Tracks

SchoolBooks can import receipt data created in Blue Bear's Tracks Student Fee Collection software in summary and/or detail. Tracks is designed for schools that need fast processing of sales to students; it uses a receipt printer and bar code scanner to expedite sales. This section explains how to choose between detail and summary postings of receipts and how to import receipt information into Bank Deposit Entry.

## Receipt Entry

**What does it do?** In Receipt Entry, you can enter Manual receipts for receipts that have been handwritten or generated outside of SchoolBooks. You can also enter receipt information and have SchoolBooks print a Computer receipt on either blank paper or a pre-printed form. SchoolBooks allows you to enter the information about your receipts, print a Receipt Journal, and then automatically create a Bank Deposit for all the money you have received.

**Where is it?** Go to the Entry Menu and choose Receipt Entry.

The screenshot shows a software window titled "Receipt Entry - Play School High School - Test". The window is divided into several sections:

- Top Section:** Includes fields for "Receipt Number" (with a search icon and a New Document icon), "Date", "Amount", and "Payments".
- Left Section:** Includes "Received From", "Check No.", and a "Print Receipt" checkbox.
- Right Section:** A "Payment Type Summary" table with rows for "Cash", "Checks", "Credit Cards", "Total", and "Difference", each with a corresponding input field.
- Bottom Section:** Includes "Purpose", "Amount", "Sales Tax" (checkbox and percentage field), "GL Account", and "Category".
- Bottom Right:** A row of buttons: "Ok", "Undo", "Ins", and "Del".
- Bottom Left:** A row of navigation buttons: "K", "<", ">", and ">>".
- Bottom Center:** A row of action buttons: "Reversal", "Accept", "Cancel", "Delete", and a help icon.

### FIELDS

**Receipt Number:** If this is a Manual receipt, enter the receipt number here. SchoolBooks will check for duplicate receipt numbers to make sure you don't accidentally enter the same receipt twice. If this is a new receipt and you want SchoolBooks to print a receipt, click the New Document button to generate a new temporary number (like NEW00012). SchoolBooks will assign a real receipt number when you actually print the receipt.

**Date:** Enter the date of this receipt.

**Amount:** SchoolBooks will build the amount of the receipt from the total of the detail lines you enter on the next screen. You may not edit this field.

**Received From:** Enter the name of the person who is giving you money. This field is enabled for Auto-Complete. For more information about how the Auto-Complete feature works, please see "Using Auto-Complete" in the Getting Started section.

**Check No:** If this is a check, enter the check number. If it is cash, enter CASH. If it is both, enter “CASH/45412” or something like that. This is a 16-character field. You can do what you want with it.

**Print Receipt:** If this is a Manual receipt (you entered the receipt number), SchoolBooks knows you don’t want to print a receipt, so this field is disabled. If this is a Computer receipt (you clicked the New Document button), SchoolBooks knows you do want to print a receipt, so this field is enabled and the box is checked. After you have printed the receipt, if this is a Computer receipt, the checkbox is cleared.

## Deleting Receipts

- You may delete a manual receipt that has been entered but not updated.
- You may delete a computer receipt that has been entered but not yet printed.
- You may not delete a computer receipt that has already been printed, but not yet updated. Instead of deleting a receipt that is wrong, you may reverse it. See the section about Reversing Receipts later on in this chapter.

## Detail Section - Using the Screen

The screenshot shows the 'Receipt Entry - Play School High School' window. It includes the following fields and sections:

- Receipt Number:** NEW00015
- Date:** 05/01/10
- Received From:** Mary Smith
- Check No.:** 4577
- Print Receipt:**
- Amount:** 50.00
- Payments:** 50.00
- Payment Type Summary:**

Cash	.00
Checks	50.00
Credit Cards	.00
Total	50.00
Difference	0.00
- Purpose:** New decorations
- Amount:** 50.00
- Comment:** (button)
- GL Account:** 5210-40-00
- Category:** Backwards Dance ~ Expense
- Buttons:** Ok, Undo, Ins, Del
- Table:**

Line	AcctNo	Purpose	Category	Amount
1	5210-40-00	New decorations		50.00
- Navigation Buttons:** K, <, >, >>, Reversal, Accept, Cancel, Delete, ?

**Purpose:** Enter the purpose or description for this line. Be as descriptive as possible as this text will flow through to your general ledger and be printed on your transaction reports. This field is enabled for Auto-Complete. For more information about how the Auto-Complete feature works, please see “Using Auto-Complete” in the Getting Started section.

**Amount:** Enter the amount of this line.

**Sales Tax:** If implemented on receipts, sales tax is backed out of the total amount on the line. In the example below, PE clothes are taxable and are sold for a total of \$25.00. SchoolBooks calculates the tax and will back out the \$1.80 tax on the Receipt Journal. To implement sales tax here, you must have checked the option “Implement sales tax on receipts” on the Accounting Tab located under Management Menu/Customize /School Settings. *Note: SchoolBooks does not support adding sales tax to a line item; sales tax is always backed out.*

**Tax Rate:** SchoolBooks gets the tax rate from the Accounting Tab. You cannot change the tax rate field here.

**Tax Amount:** SchoolBooks calculates the tax amount. You may not edit this field. See Appendix M for information about how SchoolBooks calculates Sales Tax.

**GL Account:** Enter the GL Account for this detail line. You may type in the number or lookup the account by typing <F2> or clicking the drop box arrow.

**Category:** If you want to attach a Category Code to this entry, enter the Category Code here.

**Line Options:**

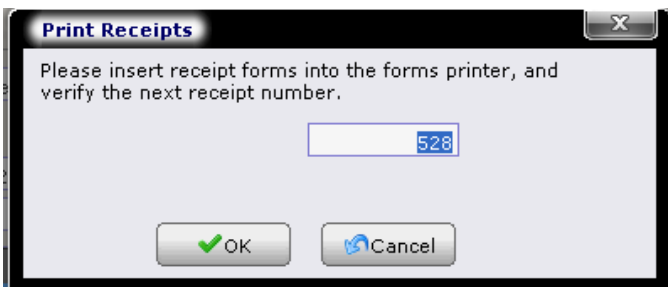
- OK:** Click "OK" to accept and save this line.
- Undo:** Click "Undo" to leave this line without saving changes.
- Insert:** Click "Insert" to insert a blank line above the currently selected line.
- Delete:** Click "Delete" to delete the currently selected (highlighted) line.

**Printing Receipts:**

In the sample below, we have entered a new receipt to be printed by clicking the New Document button. Schoolbooks has assigned a temporary receipt nNumber ("New00004") and the Print Receipt flag is checked.

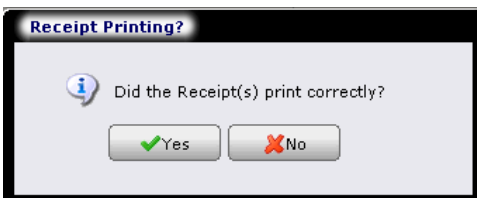
After we have entered all the detail lines for this receipt and we are ready to print it, we click "Accept" at the bottom of the screen.

Next SchoolBooks will display the "Print Receipt" screen, with the next receipt number displayed. If you are using pre-printed forms, be sure to verify that the receipt number displayed is correct. When we click "OK," the program will print the receipt.



<b>Play School High School</b> 123 Elm Street		<b>Receipt #</b> 528	
San Diego, CA 92020-1244		<b>Date</b> 05/01/10	
Phone (858) 123-4567 Fax (858) 123-7890		<b>Name</b> Mary Smith	
		<b>Check #</b> 4577	
<b>Account #</b>	<b>Account Description</b>	<b>Purpose</b>	<b>Amount</b>
5210-40-00	Backwards Dance ~ Expense	New decorations	50.00
X _____	<b>Signature</b>		50.00

Now Schoolbooks will ask if the receipt printed correctly.



If we answer "Yes," SchoolBooks will assign the permanent receipt number to this entry and protect the transaction so that it cannot be changed.

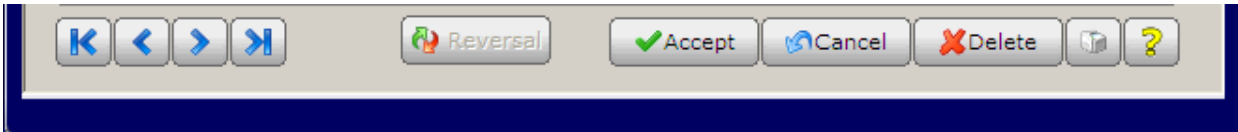
What happens if we have a printer problem or forgot to put the receipt form into the printer? In this case, we must go back to Receipt

Entry and print the receipt again. SchoolBooks will not assign the permanent receipt number until we have successfully printed the receipt.

If we print the Receipt Journal with an unprinted receipt in the entry file, SchoolBooks displays this message. We will not be able to update this receipt UNTIL we tell SchoolBooks that we have successfully printed it.

## Reversing Receipts

The Receipt Entry screen has a Reversal Button at the bottom of the screen. You can use this button to reverse receipts. Remember that you may not delete receipts that have already been updated or computer receipts that have been printed. You must reverse those receipts.



This button only becomes active AFTER you have clicked New Document to enter a new receipt and AFTER you have entered a date.

When you choose a receipt to be reversed, SchoolBooks will load the transaction with all the signs reversed. In other words, if you want to reverse a \$500 receipt, the program will create a new entry for -\$500. The receipt amount of \$500 will be negative and all the detail lines that made up that receipt will also be negative.

You may NOT edit a transaction loaded from using the Reversal Button. If you want something slightly different, you will have to enter it manually.

SchoolBooks does not keep track of which transactions you have reversed. The sole purpose of having this Reversal Button is to load an existing transaction backwards to save you from doing the data entry. The program does NOT keep track of which transactions you have reversed. This is not like voiding a check. The program will not stop you from reversing the same transaction umpteen times, so you will need to pay attention to what you are doing!

## Printing Multiple Receipts

If you would like to save your receipts and then print them all at once, you can do so by using Print Receipts.

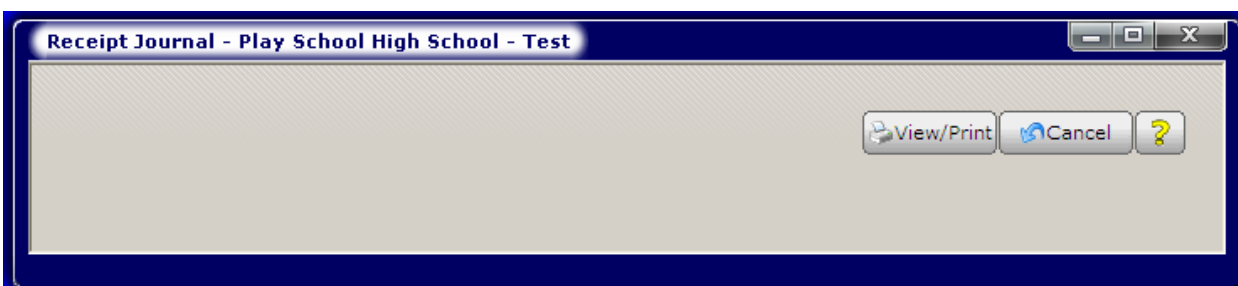
## Receipt Journal And Update

**What does it do?** This journal displays the detail for all receipts that have been entered or printed, but have not yet been transferred to Bank Deposit Entry. The journal is sorted by receipt number and shows all the information from each receipt including date, purpose, check #, received from, and all the line detail information. When you update the Receipt Journal, the system automatically combines all your receipts into a bank deposit. **Note: YOU SHOULD ONLY UPDATE THIS JOURNAL WHEN YOU ARE READY TO MAKE A BANK DEPOSIT!**

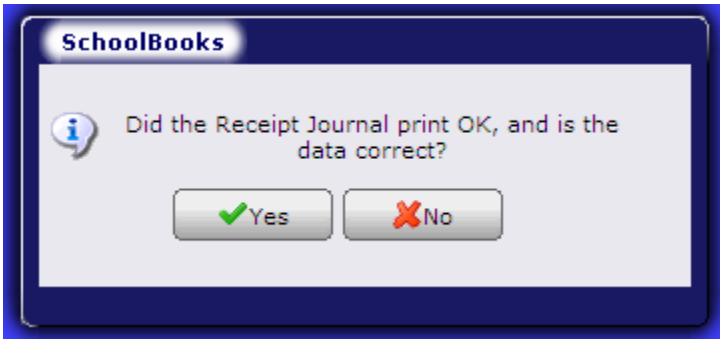
**Where is it?** This is the only Journal that does NOT prompt you to print when you close the Receipt Entry screen by clicking the "X" in the upper right corner. Why? Because we assume that you, like many users who print receipts in SchoolBooks, may print many, many receipts during the day and that you will be going in and out of Receipt Entry many times a day. So, we don't prompt you every time you leave the screen. Instead, there are two ways to access the Daily Receipt Journal:

1. From the Receipt Entry screen, click the Printer button on the lower right side of the screen.
2. From the Journals Menu, choose Receipt Journal. You may choose to print or preview.

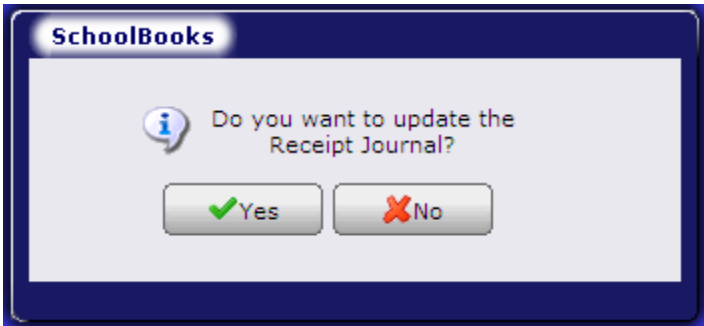
## Using the Screen



If you chose to Print the Receipt Journal, SchoolBooks will prompt you as follows:



If the Receipt Journal looks complete, click "Yes." The program then displays the next window.



If you are ready to update (that means you've looked at the journal and everything looks OK), click "Yes." If you don't want to update at this time, click "No" or press "Enter" to return to the menu. Why would you ever say "No?" You might say "No" because you realize there were some manual receipts you forgot to enter. Or you might say "No" because you see a receipt on the journal that is wrong and you want to reverse it and then re-enter it.

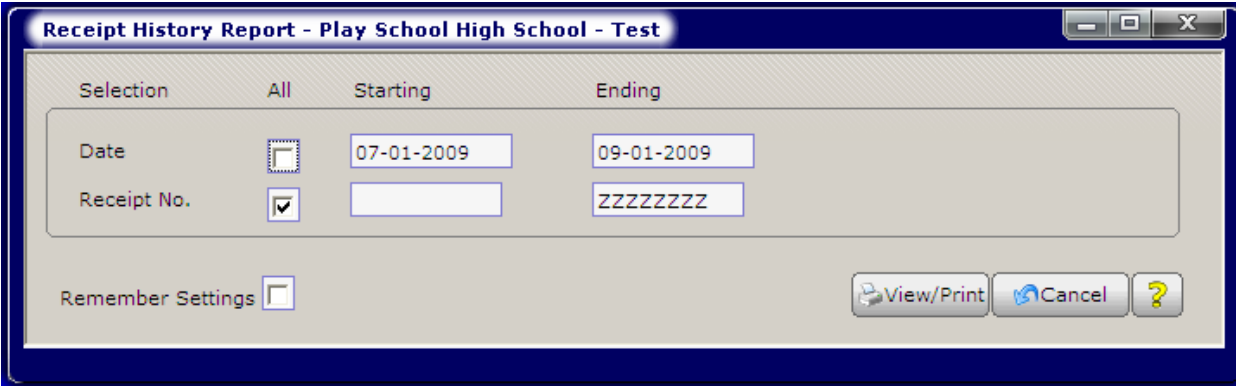
If, by chance, you have NOT printed a computer receipt that needs to be printed, SchoolBooks will display a warning message. You will need to print this receipt before it can be updated.

## Receipt History Report

**What does it do?** The Receipt History Report shows you receipt history detail for all receipts within a selected date range.

**Where is it?** Go to the Reports Menu, Banking Reports and choose Receipt History Report.

### Using the Screen



The screenshot shows a dialog box titled "Receipt History Report - Play School High School - Test". It contains a table with columns for Selection, All, Starting, and Ending. The "Date" row has a selection box with a dotted border, and the "Starting" and "Ending" columns have text boxes containing "07-01-2009" and "09-01-2009" respectively. The "Receipt No." row has a selection box with a checkmark, and the "Ending" column has a text box containing "ZZZZZZZZ". At the bottom left, there is a "Remember Settings" checkbox. At the bottom right, there are three buttons: "View/Print", "Cancel", and a help icon (question mark).

Selection	All	Starting	Ending
Date	<input type="checkbox"/>	07-01-2009	09-01-2009
Receipt No.	<input checked="" type="checkbox"/>		ZZZZZZZZ

Remember Settings

View/Print Cancel ?

**Date:** Enter the starting date and the ending date of the date range.

**Remember Settings:** Check this box to have SchoolBooks remember the settings for the next time you run this report. Clear the checkbox if you do not want the program to remember these settings.

## Bank Deposit Entry

**What does it do?** Use Bank Deposit Entry to enter information about the bank deposits that you make to your bank accounts (as defined in Bank Account Maintenance). The deposit amount will be posted to the selected bank account and the Bank Reconciliation file and detail amounts will be posted to the GL accounts indicated. SchoolBooks assigns temporary numbers to your bank deposits as you enter them. Then, when you print a journal, SchoolBooks assigns permanent numbers in sequential order.

**Where is it?** Go to the Entry Menu and choose Bank Deposit Entry.

Payment Type Summary	
Cash	.00
Checks	.00
Credit Cards	.00
Total	.00
Difference	.00

### FIELDS

**Bank:** Select the Bank Code for the deposit you are about to make. You can either type in the code or press <F2> to lookup valid Bank Codes.

**Dep No.:** To enter a new deposit, click New Document for the next new deposit number or click the lookup button or press <F2> for a list of deposits which have not yet been updated. If you imported a deposit from Tracks, you may select it from the list. You may not assign your own deposit number; even if you enter a deposit number, SchoolBooks assigns sequential deposit numbers when you print a journal. See Appendix J for more information about how SchoolBooks assigns transaction numbers.

**Dep. Date:** Enter the date of this deposit.

**Amount:** Enter the total amount of this deposit. This amount should agree with the total shown on your physical deposit ticket.

**Balance:** As you begin to enter the detail amounts for this deposit, SchoolBooks will display the amount that has not yet been distributed. This is a calculated field that is display-only. You cannot edit it.

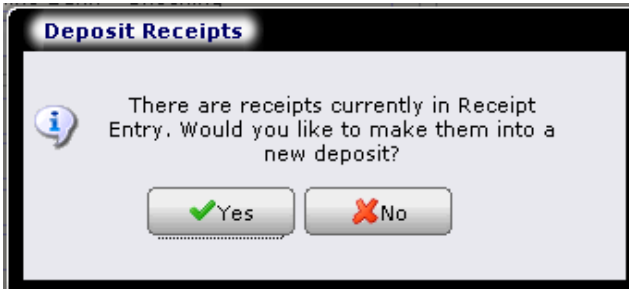


## Bank Deposit Entry

**What does it do?** Use Bank Deposit Entry to enter information about the bank deposits that you make to your bank accounts (as defined in Bank Account Maintenance). The deposit amount will be posted to the selected bank account and the Bank Reconciliation file and detail amounts will be posted to the GL accounts indicated. SchoolBooks assigns temporary numbers to your bank deposits as you enter them. Then, when you print a journal, SchoolBooks assigns permanent numbers in sequential order.

**Where is it?** Go to the Entry Menu and choose Bank Deposit Entry.

Note: If you have written receipts, SchoolBooks will display this message and automatically create a bank deposit if you wish.



### Using the Screen

**Bank Deposit Entry - Play School High School**

Bank: A Dep No.: NEW00079 Dep. Date: 07/02/08 Amount: 150.00  
 Payments: 150.00 Balance: 0.00

Deposit Account #: 1000-00-00  
 Account Desc: Cash -Chkg - Sunshine Bank  
 Bank Account: 1254-4657-102  
 Bank Acct Desc: Sunshine Bank - Checking

**Payment Type Summary**

Cash	50.00
Checks	100.00
Credit Cards	0.00
Total	150.00
Difference	0.00

Rec'd From: Tom Smith Purpose: Donation  
 Ref #: 146  Income  Expense Amount: 70.00  
 GL Acct: 2220-10-10 Baseball ~ Boys  
 Category:

Ok Undo Ins Del

Line ↓	Name	Purpose	GL Account	Amount
1	Tom Smith	Donation	2220-10-10	70.00
2	Student Body	Yearbook Sales	4105-40-00	80.00

Navigation: Back, Left, Right, Forward, Reversal, Accept, Cancel, Delete, Help

## Bank Deposit Entry (Detail Tab)

**What does it do?** Enter a detail line for each item on your deposit ticket or summarize the transactions. Remember: both the "Received from" and "Purpose" fields will be saved in your detail general ledger and will print on reports. Try to be as detailed as possible with your descriptions. The more detail you enter here now, the less time you will spend answering questions later. The French Club advisor who sees "Proceeds-Car wash at Von's" will ask you fewer questions than if he/she sees "Fundraiser."

### Using the Screen

**Bank Deposit Entry - Play School High School 03-04**

Bank: A Dep. No.: NEW00017 Dep. Date: 03/15/04 Amount: 376.33 Balance: .00

1. Header | 2. Detail

Rec'd From: Sally Meyer Purpose: Donation

Ref #: 00000208 Income:  Expense:  Amount: 100.00

GL Acct: 2400-00-00 Student Body General

Category: DONATION Donations

Line	Received From	Purpose	G/L Account	Amount
1	Sally Meyer	Donation	2400-00-00	100.00
2	Tom Washington	Donation	2210-00-00	150.00
3	Vending Co.	Vending Machine Money	4310-00-00	126.33

Buttons: OK, Undo, Ins, Del

Buttons: Back, Forward, Reversal, Accept, Cancel, Delete, Print, Help

Status: ZPLAY 03/27/05

**Payment Type Summary:** Enter the payment types that make up this bank deposit. This is an optional feature that is available to as an audit tool with the purpose of tracking this data to make it easier for you to tie the amounts and types of money you receive to individual transactions. If you do not want to use Payment Type Tracking, simply turn it off by unchecking "Use Payment Types in Deposits and Receipts" on the Defaults Tab in School Settings.

### Detail Information

Enter a detail line for each item on your deposit ticket or summarize the transactions. Remember: Both the "Received from" and "Purpose" fields will be saved in your detail general ledger and will print on reports. Try to be as detailed as possible with your descriptions. The more detail you enter here now, the less time you will spend answering questions later. The French Club advisor who sees "Proceeds-Car Wash at Von's" will ask you fewer questions than if he/she sees "Fundraiser."

**Received from:** Enter the name of the person or organization from whom you received these funds. This field is enabled for Auto-Complete. For more information about how the Auto-Complete feature works, please go to Using Auto-Complete in the Getting Started section.

**Purpose:** Enter the purpose/description for these funds. Be as detailed as possible with your description. This field is enabled for Auto-Complete. For more information about how the Auto-Complete feature works, please go to Using Auto-Complete in the Getting Started section.

**Reference #:** This is the reference number for this detail line. This may be used for the check number of the check you are about to deposit. If you imported from Tracks and you marked this item to "Post in Detail," SchoolBooks will load the actual Tracks receipt number for this transaction. If you imported from Tracks and you left this item marked to "Post in Summary," this field will say "MISC" because it is probably a combination of several receipts. This is an optional field; it may be left blank.

**Income/Expense:** Click "Income" if this amount affects income. Click "Expense" if this amount affects expense. Income items will be printed in the Income column on the account analysis report. The system defaults to Income for deposits.

---

**Note:** *Usually deposits will affect income, but occasionally you may receive money that should affect the expense side of an account. An example, you wrote a check for \$5000.00 for athletic uniforms, but were over billed in error. The company issues you a refund check. When you deposit that check, you want to apply it to reduce the amount of that \$5000 initial payment. Therefore, you would want it to affect the Expense portion of the account.*

**Amount:** Enter the amount of this item.

**GL Account #:** Enter the account number for this item or use the lookup button or press <F2> to lookup accounts. The system displays the description of this account. SchoolBooks will not allow you to enter an invalid GL Account. However, it is possible to import an invalid account from Tracks or another front-end system. For the sake of efficiency, SchoolBooks will allow you to import transactions with "bad" GL Accounts, but once you import these transactions into Bank Deposit Entry, you will see that they have an "X" on the line item. This indicates an invalid GL Account number and SchoolBooks will not allow you to update this Bank Deposit until a valid GL Account number is selected.

**Category:** If you want to attach a Category Code to this transaction, enter the Category Code or choose a Category Code from the lookup window.

### Editing the Screen

SchoolBooks will continue to prompt for new lines until the Balance to be distributed (in the upper right corner of the window) is zero. You can also use the buttons located on the middle right side of the screen for editing.

### Line Options:

**OK:** Click "OK" to accept and save this line.

**Undo:** Click "Undo" to leave this line without saving changes.

**Insert:** Click "Insert" to insert a blank line above the currently selected line.

**Delete:** Click "Delete" to delete the currently selected (highlighted) line.

If you attempt to leave the screen when either the detail line total or the total payment amount does not equal the amount of the deposit on the Header screen, the system will warn you. You may save an entry that is out of balance, but SchoolBooks will not allow you to update until the entry is in balance.

Click "Yes" to save and exit this entry. You will need to go back later to correct the entry and make it balance. The system will not update an out of balance entry.

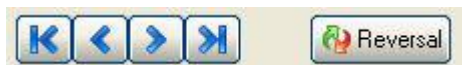
Click "No" to do further editing of the detail lines.

---

**Hint:** If you imported a deposit from Tracks, your actual cash deposit may be different from the amount that printed on the Tracks Closeout which is the same amount as on the SchoolBooks bank deposit. For example, your Closeout may show \$3500.00, but you may actually count \$3505.00. In this instance, we recommend that you enter a new detail line charged to the account "Cash Over/Short" for the extra \$5.00 and change the deposit amount to \$3505.00. Remember, the Deposit Amount on the Bank Deposit header screen should be the actual amount on your deposit ticket.

## Reversing Bank Deposits

The Bank Deposit Entry screen has a Reversal Button at the bottom of the screen.



This button only becomes active AFTER you have clicked New Document to enter a new bank deposit and AFTER you have entered a date.

When you click the Reversal Button, SchoolBooks will display a Lookup for all the bank deposits that have been updated so you can pick the one that you want to reverse.

SchoolBooks will load the transaction with all the signs reversed. In other words, if you want to reverse a \$500 deposit, the program will create a new entry for -\$500. The deposit amount of \$500 will be negative and all the detail lines that made up that deposit will also be negative.

You may NOT edit a transaction loaded from using the Reversal Button. If you want something slightly different, you will have to enter

it manually.

SchoolBooks does not keep track of which transactions you have reversed. The sole purpose of having this Reversal Button is to load an existing transaction backwards to save you from doing the data entry. The program does NOT keep track of which transactions you have reversed. This is not like voiding a check. The program will not stop you from reversing the same transaction umpteen times, so you will need to pay attention to what you are doing!

## **Bank Deposit Journal And Update**

**What does it do?** Bank Deposit transactions entered into Bank Deposit Entry will remain there until you print a Bank Deposit Journal, check it (the important part), and answer “Yes” to update the journal. You can always Preview or Print the journal.

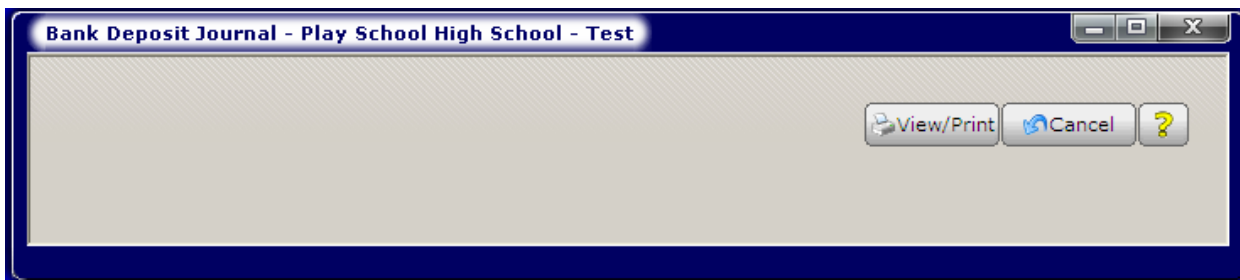
**No update from Preview:** If you Preview, you will NOT be asked if you want to update because SchoolBooks requires that you physically print a journal prior to update. This ensures that you have a chance to review your work prior to updating and provides you with a hard copy of the transactions for your permanent audit trail. Even if you Preview and then choose to actually print the journal from the Preview window, SchoolBooks doesn’t know that you’ve printed the journal. So, in an effort to protect you, the program will require you to choose the Journal again, this time selecting the Print button before it will prompt you to update.

**Keep your updated Journals:** It is important that you KEEP all your updated journals, stored in a logical manner to make it easy for later reference and auditing. You can keep all the journals and reports for one month in the same folder or notebook. For example, you might keep all the May work in a folder called “May 2005.” Or you can store journals by type. For example, you could have a folder called “Bank Deposit Journals” and all the journals for the whole year would be kept there.

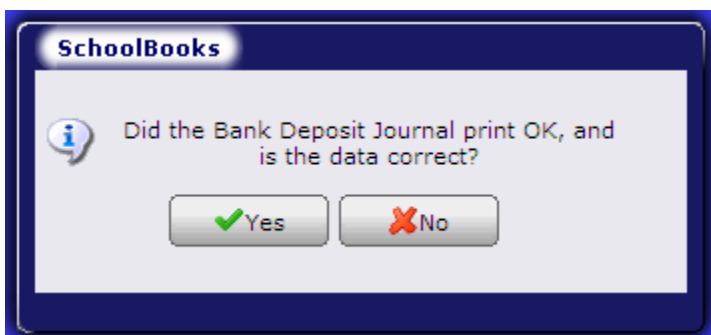
**Where is it?** You can print the Bank Deposit Journal from three places:

1. When you click on the Close Screen “X” in the upper right corner of the Bank Deposit Entry window to exit the screen, SchoolBooks will prompt you “Do you want to print the Bank Deposit Journal?” The default is “Yes”. If you do not want to print the journal at this time, click “No.”
2. When you click on the Printer button on the lower right side of the Bank Deposit Entry screen, SchoolBooks assumes you want to print the Bank Deposit Journal.
3. You can print the Bank Deposit Journal from the Journals Menu too.

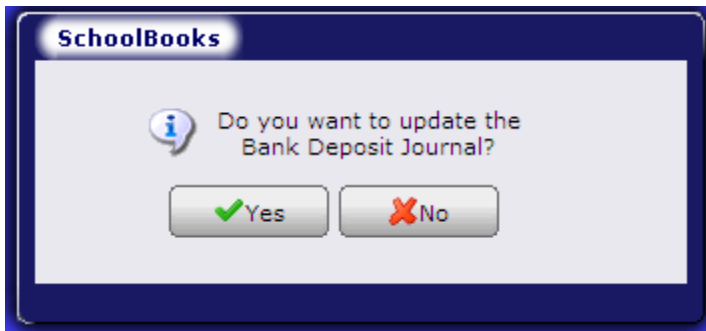
### **Using the Screen**



When you have printed the Bank Deposit Journal, SchoolBooks will ask you “Did the Bank Deposit Journal print OK, and is the data correct?” This is your opportunity to check your work – actually look at the Journal to make sure it is correct. The default here is “Yes” so you can either click on the “Yes” button, or press <Enter> to proceed.



SchoolBooks then displays the Update window with the prompt “Do you want to update the Bank Deposit Journal?” with a default of No. If you press <Enter>, the program will return to the menu. You must select the “Yes” either by moving to the “Yes” to have SchoolBooks update these entries. This protects you from accidentally hitting the <Enter> key and having the program perform an update without your approval. This also means that SchoolBooks NEVER does an update without you!

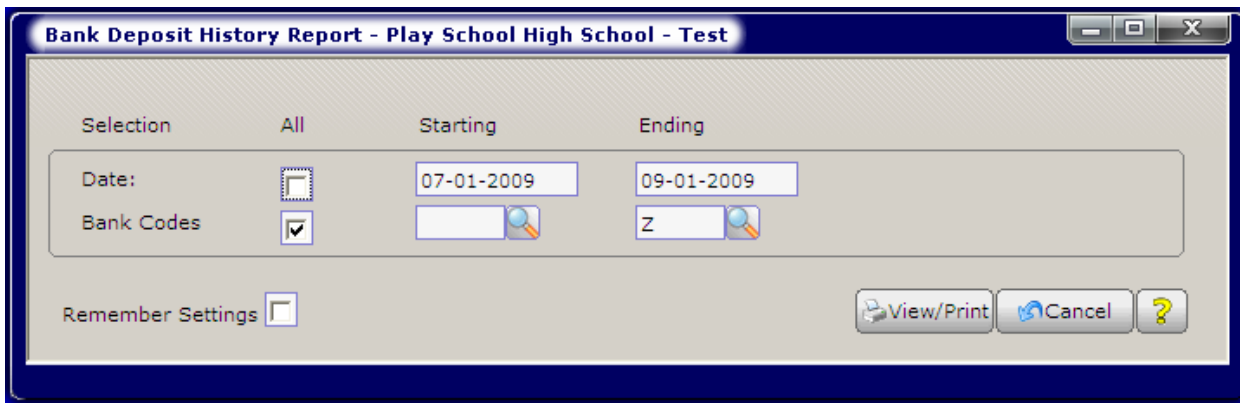


## **Bank Deposit History Report**

**What does it do?** The Bank Deposit History Report prints a list of all bank deposits between two dates for selected Bank Codes.

**Where is it?** Go to the Reports Menu, Banking Reports and choose Bank Deposit History Report.

### **Using the Screen**



**Date:** The report selection screen defaults to "All" dates where the 12/31/99 is 12/31/2099. If you want a specific date range, enter a starting date and an ending date.

**Bank Code:** The report selection defaults to "All" Bank Codes. If you only want to view bank deposit history for specific Bank Codes, enter a starting Bank Code and ending Bank Code.

**Remember Settings:** Check this box to have SchoolBooks remember the settings for the next time you run this report. Clear the checkbox if you do not want the program to remember these settings.

## Import From Tracks

**What does it do?** This program can import daily sales transactions directly into SchoolBooks from Tracks without your having to re-enter them. You are not required to use this feature; if you want, you can enter all your deposits by hand into Bank Deposit Entry. This program merely provides a shortcut. It imports Tracks transactions, sorted by Closeout, allows you to summarize them by account number and moves them to the Bank Deposit file (just as if you had typed them in yourself).

**Where is it?** Go to the Entry Menu and choose Import from Tracks.

**Hint:** If you have Tracks, you must set up Tracks to send transactions to SchoolBooks. See information in Appendix K about how to set up both SchoolBooks and Tracks.

### Using the Screen

SchoolBooks displays all the records imported from Tracks. These records are sorted in date order and show the date and total amount of cash for each Closeout report in Tracks.

Date	Seq #	Name	Amount	Status	Bank No
01-29-2009	266	Deposit Total	144.00	Imported	W
01-29-2009	265	Deposit Total	3.00	Imported	W
01-26-2009	264	Deposit Total	245.00	Imported	W
10-10-2008	260	Deposit Total	.00	Imported	W
10-10-2008	259	Deposit Total	.00	Imported	W
10-04-2008	255	Deposit Total	723.75	Imported	W
09-29-2008	254	Deposit Total	152.00	Imported	W
09-15-2008	248	Deposit Total	172.00	Imported	W

S/D	Acct #	Name	Purpose	Amount
-----	--------	------	---------	--------

Verify the line(s) above, select Summary/Detail as desired, and click 'Import' to complete the process.

Sum by GL/Sum by Item/Detail      Import      Cancel      ?

**Bank Code:** Choose the correct Bank Code for this import. SchoolBooks will display the default Bank Code.

**Deposit Date:** Enter the deposit date for this import. This will usually be the same date as the Tracks Closeout.

**Header Data:** These fields are for display only. They may not be edited.

**Date:** This is the Tracks Closeout date.

**Sequence #:** Each time you closeout in Tracks, the system assigns the next sequence number to the import records. That way, the system can tell that all the sequence #5 detail lines go together.

**Name:** SchoolBooks displays "Deposit Total."

**Amount:** This is the amount Tracks "thinks" should be posted to cash for this closeout.

**Status:** This field will be blank if the closeout data from Tracks has not yet been imported into Bank Deposit Entry. It will display "Imported" if it has already been imported.

**Detail Data:** These fields are for display only. They may not be edited except for Summary/Detail options. SchoolBooks displays each individual line transaction for all sales made in Tracks.

You can specify in GL Account Maintenance for each account, whether you prefer a normal setting of Summary or Detail for this account. You would want sales of individual yearbooks to students to remain as "S". You would want receipts for fund-raisers like candy sales and car washes to be posted in detail, so they probably should be set to default to "D" or changed to "D".

**Summary/Detail:** "S" means post in summary, "D" means post in detail. The system will check in GL Account Maintenance to see the default posting for this account. For accounts with no default, SchoolBooks defaults to "S". To toggle an item from Summary to Detail or from Detail to Summary, simply highlight the item and double click on it. Or highlight several items holding down the <CNTL> key on your keyboard and click the Summary/Detail button to toggle them as shown in the example screen above.

If you mark a receipt item with a "D", SchoolBooks will pull the actual receipt # into the Check/Ref # field in Bank Deposit Entry and show the Name of the person who gave you the money and the Purpose. If you leave a receipt item marked with an "S", SchoolBooks will display "MISC." in the Check/Ref # field in Bank Deposit Entry; the Name and Purpose will say "SchoolBooks Receipting."

**Account #:** The GL Account number for this line item. Transactions listed on this detail screen can be sorted in a variety of ways, by clicking on the column header. If you want to sort by GL Account number, click on the "Acct #" column header on the screen. This way you can see all the items that are going to the same account.

**Receipt #:** The Tracks receipt number.

**Name:** The name of the person/organization from whom you received money.

**Purpose:** The description from the Item description field in Tracks.

**Amount:** The amount of the item sale.

**Import:** Click "Import" when you are ready to import to Bank Deposit Entry. Do not import until you have marked all the lines you want to post in detail/summary.

**Cancel:** To return to the menu.

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**WARNING:** *SchoolBooks allows you to import a batch more than once in case you made a mistake the first time, **but it doesn't check for duplicates in Bank Deposit Entry.** It is up to you to remember to DELETE the first, unwanted import! Check the Status field to the right of each Closeout to see if it has already been imported.*

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# Chapter 5 – Purchase Orders & Invoices

This chapter covers the use and function of purchase orders and invoices in SchoolBooks. The use of purchase order functionality in SchoolBooks is optional. You can decide whether or not you want to enter purchase orders into the system. But you must use Invoice Entry to enter payables into SchoolBooks.

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**Hint:** *When you first begin using SchoolBooks, you'll want to enter any existing purchase orders which are open. Once you have entered your existing purchase orders, you'll be able to print an Open Purchase Order Report to see all your outstanding purchase orders. You'll also be able to print an Encumbrance Report or view an Account Snapshot to see the encumbrances against various accounts. Information about Purchase Order forms can be found in the Forms Section in Appendix E.*

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**Purchase Order Entry:** Use Purchase Order Entry to enter existing purchase orders or to enter information for the printing of new purchase orders. You can either enter information about purchase orders that you have typed or printed yourself using another system, or you can let SchoolBooks print your purchase orders for you.

**Print Purchase Order:** This section explains how to print purchase orders.

**Purchase Order Form:** This section explains how to customize your purchase order form.

**Open Purchase Order Report:** This section explains how to print the Open PO Report and the PO History Report.

**Invoice Entry:** Use Invoice Entry to enter bills, check requests, and vendor invoices into the system for payment.

**Open Invoice Report:** This report allows you to view all your open invoices – invoices that have not yet been paid.

**Items Received Journal:** This report prints detail of items received and allows you to update quantities on hand in Tracks.



## Purchase Order Entry

**What does it do?** Use Purchase Order Entry to enter existing purchase orders or to enter information for the printing of new purchase orders. You can either enter information about purchase orders that you have typed or printed yourself using another system (Manual Purchase Orders), or you can let SchoolBooks print your purchase orders for you (Computer Purchase Orders).

**Where is it?** Go to the Entry Menu and choose Purchase Order Entry.

**Purchase Order Entry - Play School High School**

PO Number: 1005 Date: 07/17/09 Amount: 400.00  
Vendor Number: HARPER Vendor: Harper Office Products Purchase Order Type: Standard

**Main**

Auth By: Hilda Weston Print PO:  Separate Chk:  Email:  Send

Type: Amount Purpose: Paint for Sign Making  
Auth By: Hilda Weston GL: 2400-00-00 Student Body General

Quantity	Original	Received	Backorder	Unit Cost	Taxable	Rate	Tax	Freight
	0	1	0	315.00	<input type="checkbox"/>	0.000 %	0.00	0.00
Amount	315.00	315.00	0.00					

L	S	T	Purpose	Ord	Rec	BO	GL Account	Amount
1	R	A	Paint for Sign Making	0	1	0	2400-00-00	315.00
2	R	A	Rolls of Paper	0	1	0	2400-00-00	85.00

**Ship To Address and PO Data**

Navigation: [Back] [Forward] [Home] [Refresh] [Backorder] [Accept] [Cancel] [Delete] [Print] [Help]

### FIELDS

#### PO Number:

##### TO ENTER A NEW PURCHASE ORDER:

**Manual PO:** If this is a manual PO, enter the purchase order number. A manual PO is one that is NOT going to be printed in SchoolBooks. It was created outside the system and you are now going to tell SchoolBooks that it exists. The PO Number field is 9-characters and may be alphanumeric. SchoolBooks will check for duplicates and will stop you from entering a duplicate PO number.

**Computer PO:** If you want SchoolBooks to print out a new PO, click the New Document button. SchoolBooks will assign a new temporary number – just while you enter all the information for this PO. When you actually print your purchase orders, SchoolBooks will assign the next sequential number and that number will be permanent.

##### TO LOOKUP AN EXISTING PURCHASE ORDER:

Press <F2> or click the magnifying glass button to open the lookup window. The lookup window displays all OPEN purchase orders. You can sort by Vendor number or PO number.

**Vendor Number:** Enter the Vendor Code for the selected Vendor (click the drop arrow or press <F2> to select from your existing Vendors). You can even enter a new Vendor Code on-the-fly if you want. The system will display the Vendor information from the Vendor file.

**Date:** Enter the date for this purchase order.

**Amount:** SchoolBooks displays the total amount of the purchase order, calculated by adding up all the detail lines for the things you are ordering. This field is display only. You may not edit this field.

**Hint:** When you first begin using SchoolBooks, you'll want to enter any existing purchase orders which are still open now. Once you have entered your existing purchase orders, you'll be able to print an Open Purchase Order Report to see all your outstanding purchase orders. You'll also be able to print an Encumbrance Report or view an Account Snapshot to see the encumbrances against various accounts. Information about Purchase Order forms can be found in Appendix L, which discusses forms setup options.

We're going to make the distinction here between computer purchase orders and manual purchase orders. This distinction is exactly like the difference between computer checks (checks printed by the computer) and manual checks (checks typewritten or handwritten and entered after the fact into the computer). We enter these two different types of purchase orders in slightly different ways.

**How to enter information for a new computer purchase order (not yet printed):**

**Purchase Order #:** Click New Document or press <Alt-X> for the next temporary PO number. SchoolBooks will assign a temporary number which will be used until the actual purchase order is printed and a real purchase order number is assigned. The "Print PO?" option will be checked by default when you enter this type of purchase order because the program knows you haven't printed it yet.

**How to enter information for a manual purchase order:**

The assumption here is that you are going to enter a manual purchase order that was written on a special form or generated elsewhere on campus. A further assumption is that you are going to enter the actual PO number on the source document.

**Purchase Order #:** Enter the PO number from the manual purchase order.

**How to edit an existing purchase order:**

The assumption here is that you need to make a change to a purchase order that has already been entered into the system.

**Purchase Order #:** Click the drop down arrow or press <F2> to view open purchase orders and to select a purchase order to edit.

## **Purchase Order Entry (Header Section)**

**What does it do?** Enter existing (Manual) purchase orders and information for purchase orders you want SchoolBooks to print (Computer purchase orders).

### **Using the Screen**

**Purchase Order Entry - Play School High School - Test**

PO Number: 4051      Date: 07-07-2009      Amount: 10.00  
Vendor Number: GREEN      Green Photography Company      Purchase Order Type: Standard

**Main**

Auth By: Jack White      Print PO:       Separate Chk:       Email:       Send

Type: Amount      Purpose:

Auth By: Jack White      GL:

Category:

Quantity	Original	Received	Backorder	Unit Cost	Taxable	Rate	Tax	Freight
	0	0	0	.00	<input type="checkbox"/>	.000 %	.00	.00
Amount	.00	.00	.00					

Ok      Undo      Ins      Del

L	S	T	Purpose	Ord	Rec	BO	GL Account	Amount	Tax	Freight	Tot
1	O	A	ALEX Testing	0	0	0	5450-00-00	10.00	0.00	0.00	10.00

**Ship To Address and PO Data**

Navigation: [Back] [Forward] [Home] [End]      Backorder:       Accept:       Cancel:       Delete:       Help:

## How to enter information for a new purchase order:

**Vendor Name and Address:** SchoolBooks displays the Vendor name and address from the Vendor Maintenance file. You cannot make changes here. If you want to change information about this Vendor, go to Vendor Maintenance.

**Terms:** Enter the payment terms for this PO, if applicable. You can print this field on the PO if you wish. This is an optional field. Other optional fields on this screen are indicated in the descriptions below.

**Ship Via:** Enter the shipping information for this PO, if applicable. This field can also be printed on the PO. (Optional.)

**Auth By:** You can enter the name of the person authorizing the purchase order. If you have selected a Default “Authorized By” Value on the School Data tab of School Settings, SchoolBooks will automatically populate this field but you can still change it here if needed. The name or initials you enter here will be automatically loaded onto each line item for this PO. You will, however, be able to override the auto entry on the Detail Tab. This field is enabled for Auto-Complete. For more information about how the Auto-Complete feature works, please see “Using Auto-Complete” in the Getting Started section.

**Print PO:** Check this box if you want to print this purchase order. This box will be blank by default for manual purchase orders - that is POs where you enter the PO number. In that case, SchoolBooks assumes the PO has already been typed or handwritten somewhere else. For computer purchase orders, the box is checked until you actually print the PO and then SchoolBooks clears the checkbox.

**Separate Chk:** Check this box if you want a separate check for this PO regardless of whether there are other invoices for this Vendor at time of payment. Leave the box cleared if you will pay this bill on the same check with others to this Vendor.

**Email:** If the Vendor has a default email address, it will be displayed here. If you want to send an email to the Vendor, click the Send button. SchoolBooks will launch your email program, automatically loading the Vendor’s email address and populating the subject line with this invoice number.

---

**Thoughts about Reprinting Purchase Orders:** *If you want to reprint a purchase order that has already been printed, simply check the box. Assuming the “Allow reprint of purchase orders” option in School Settings is checked, SchoolBooks will print another PO. But think about what you are doing! If you use pre-numbered forms and you are using the number on the form as a control number, not the actual PO number, you’re OK. But if you use the number on the form as the actual PO number, you’ll have a problem trying to reprint on a form. You should reprint only if you print your PO on plain paper, not a pre-numbered form. Bear in mind that even if you reprint a purchase order, SchoolBooks will use the same number it assigned the first time – it will NOT assign a new number. So, if you tried to reprint on a pre-numbered form, the PO number would not match the control number on the form. Not a great idea!!*

---

**Type:** Choose a PO Type for this purchase order.

- A Standard PO is any purchase order that is issued to one Vendor. It refers to a regular PO for a one-time shipment. If fully received, this PO will be removed from the Open PO file during period end processing.
- A Blanket PO is a purchase order that allows multiple invoices against each detail line and will NOT be removed during period end processing.
- A Multi-Vendor PO is a purchase order that can be used by several vendors. For example, you might issue a PO to “OFFICIALS” because you don’t know exactly which guys are going to be acting as referees for the Boys’ Basketball game. By using the Vendor “OFFICIALS” to encumber the account, you’ll be able to record a future expenditure. Then when Ted, Joe, and Sam all work the game and need to be paid, you can point all those check requests at the same PO.

**Backorder button:** If you enter one or more invoices for less than the total amount ordered on this line, SchoolBooks will backorder the quantity or the amount. You can use the Backorder Button at the bottom of the screen to edit this amount if necessary. For example, if you originally ordered 10 widgets and have invoiced 4 of them, you will show a backorder qty of 6 widgets. But maybe the coach tells you he is canceling the rest of the order, and he doesn’t want those remaining 6 widgets. That’s when you would highlight the line, use the PO button to edit the backorder quantity/amount field and change the quantity/amount field. Using the backorder button has no effect on an invoice. It only adjusts the amount that is still open on the purchase order.

## How to enter information for a new purchase order (not yet printed):

**Purchase Order #:** Click New Document for the next temporary PO #. The system will assign a temporary number which will be used until the **real** purchase order is printed and a real purchase order number is assigned. The Print PO? Box will be checked by default when you enter this type of record.

## How to edit an existing purchase order:

**Purchase Order #:** Click the drop down arrow or press <F2> to view open purchase orders and to select a purchase order to edit.

## Purchase Order Entry (Detail Section)

**What does it do?** You will use this screen to enter the actual items or services you are ordering on this purchase order. You can also enter Comment lines to print on your PO. Information entered here will be automatically loaded on the invoice, check history, and eventually, find its way to your general ledger and your financial reports. The whole concept here is to enter data one time and have it flow through the system – saving you data entry time and increasing accuracy.

## Using the Screen

**Line Type:** Enter “Amount” if this is a flat amount and not a number of individual items. Enter “Item” if you want to enter an Item Number and track quantity ordered and quantity received. If you think you’re going to spend about \$10,000 this year with the soda company, use “Amount” rather than trying to guess “how many” sodas you are going to purchase. Enter “Comment” if you want a place to enter a comment/text either for your own internal use or to actually print on the purchase order. **Note:** You can choose to default the Line Type to either Item or Amount on the Accounting Tab in School Settings.

**Item Number:** If you chose “Amount” in the previous field, this field will disappear. If you chose “Item” in the previous field, you can enter the Item number here. Enter the item number for this detail line. This may be the vendor’s part number or a style number. For example, if the vendor’s style number for trophies is #12-747, you could enter that number here. This is an optional field. If you have told SchoolBooks where your Tracks data is located, you can use the drop arrow to do a lookup into your Item Maintenance file in Tracks and order items from Tracks. Be careful. Although you can lookup items in Tracks, there is no validation on this field. That means you can enter anything you want without the program stopping you. If you enter CANDYB as an item, the program sees that as very different from CANDYBAR.

**Purpose:** Enter the purpose or description for this expense. The purpose entered for each line item will be updated to the general ledger when a check for this item is ultimately paid. **Note:** If you enter several line items on a Purchase Order (each with its own purpose), these items will be pulled into Invoice Entry when you receive an invoice for the things you ordered. When you print a check, the purpose on the TOP LINE ITEM prints on the check stub as a description for the invoice. If you selected a Tracks Item Number in the previous field, SchoolBooks will display the Item Description from Tracks in the Purpose field. This field is enabled for Auto-Complete. For more information about how the Auto-Complete feature works, please see “Using Auto-Complete” in the Getting Started section.

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**Hint:** This is the description that will stay with this entry forever on your books - be descriptive. Used creatively, this one field can save you endless hours of answering questions like “What was that \$500.00 for? I don’t remember authorizing anything like that!”

---

**Authorized by:** Enter the name or initials of the individual/group who authorized this expenditure. This field will be populated automatically with the name you entered on the Header Tab. You can type over that name if you wish.

**GL Account number:** Enter the account number for this expenditure or lookup the account number (using <F2> or the lookup button to select from a lookup list). The system will display the account description.

**Category:** Enter a Category code, if any, for this item.

---

**How much of it are you going to order?** *If this is an Item line, SchoolBooks will prompt you to enter a quantity ordered and a unit cost. If this is an Account line, you will be prompted to enter only an amount. Sales tax functionality is the same for both types of lines. So here's the deal – you enter either one or the other (quantity or amount), not both. In both cases though, when you pull up an existing purchase order, you can see the original quantity or amount ordered, what has been received, and how much is backordered.*

---

**Quantity/Amount:** Enter the quantity or amount ordered. For an item line, if you are purchasing 10 trophies at \$3.50 each, you would enter "10" in this field. For an amount line, if you are purchasing 10 trophies at \$3.50 each, you would enter "35.00" in this field.

**Received:** SchoolBooks displays the quantity/amount received to date. This is the amount entered through Invoice Entry.

**Backorder:** SchoolBooks displays the quantity/amount you have not yet received.

**Unit Cost:** Enter the item or unit cost for this item. If you are purchasing 10 trophies at \$3.50 each, you would enter \$3.50 in this field. If this is an amount line, this field will be inactive.

---

**Sales tax on this line:** *If you have entered a default sales tax rate in School Settings, that rate will be displayed here. The sample below shows a rate of 7.75%.*

*SchoolBooks will use that rate to calculate sales tax on the taxable items you purchase. You can do three different things with sales tax: No sales tax for the line, Calculated sales tax for the line, or Override sales tax for the line. You can have SchoolBooks calculate the tax or you can enter the tax yourself (override).*

---

**Taxable box and rate:** The combination of the Taxable box and the rate tells SchoolBooks how to handle the sales tax on this detail line. You can enter a default sales tax rate in School Settings, under Management/Customize.

Taxable	Rate	Tax
<input type="checkbox"/>	.000 %	.00

In the example above, no tax will be calculated for this line.

Taxable	Rate	Tax
<input checked="" type="checkbox"/>	7.750 %	0.00

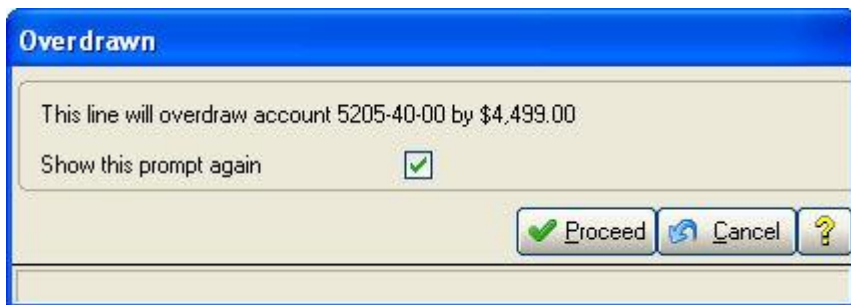
In this example, we have clicked the Taxable box once and now see a green check. This tells SchoolBooks to calculate the sales tax amount using the sales tax percentage found in School Settings. Either accept the rate displayed or enter a new rate. SchoolBooks calculates the sales tax here based on a line total of \$100.

Taxable	Rate	Tax
<input checked="" type="checkbox"/>	0.000 %	0.00

In this example, we have clicked the Taxable box twice and now see a green box. This tells SchoolBooks that you will enter the tax amount yourself. Use this feature when you want to enter a specific sales tax amount.

**Freight:** Enter the amount of freight which pertains to this detail line. This amount will be charged to the account number specified for this detail line.

**OK:** Click on "OK" to save this line and enter another line. Before SchoolBooks saves the line, the program checks to make sure there is enough money in the GL account you have chosen. If the account is short, the program displays an "Overdrawn" message. You can click on Proceed to go ahead and accept the line, or you can choose Cancel to select a different GL Account. These warnings about "overdrawn" conditions will only pop up if you have checked the option to "Prompt when overdrawing account" on the Accounting Tab in School Settings.



**Line options:**

- OK:** Click "OK" to accept and save this line.
- Undo:** Click "Undo" to leave this line without saving changes.
- Insert:** Click "Insert" to insert a blank line above the currently selected line.
- Delete:** Click "Delete" to delete the currently selected (highlighted) line.

**Detail lines displayed below:** SchoolBooks calculates and displays the extended amount for each detail line. You may not edit these fields. When you have completed one detail line, the system automatically moves to the Line Type field for the next detail line. You may either enter another line or press Enter to have the program move to the Accept button.

**Comment Lines:**

**Choosing Line Type "Comment":** Enter a comment line - you have 30 characters. Use comment lines to print text on your purchase orders. Comments like "Thanks for rushing this order!" give your purchase orders a "personal" touch.

**Line Detail Display at bottom of screen:**

Line	Stat	Type	Item	Qty	Qty	Qty	Cost	Amount	Tax	Freight	Total
			Purpose	Ord	Rec	BO	GL Account			Category	
1	O	A	Film for Dance	1	0	0	200.00 5205-40-00	200.00	.00	.00	200.00

**Line:** The line number.

**Status:** The status of this line. "O" is for Open, indicating it hasn't been received yet. "R" is for Received, indicating that the line has been partially or completely received.

**Type:** The line type – either Item, Amount, or Comment.

**Quantities Ordered, Received, Backordered:** This is obvious, as are the rest of these fields. SchoolBooks will calculate and display the extended amount for this detail line over on the far right. In our trophies example, the amount displayed is \$150.00. You may not edit these fields. They are for display only. If you want to edit a specific line, click on it and SchoolBooks will load it into the area above so you can edit it.

**Hint:** You do have the option to adjust the amount that has been backordered. See the note below on the "Backorder" button in the lower left of the screen when you select a line item in an existing purchase order.

**Backorder button:** If you enter one or more invoices for less than the total amount ordered on this line, SchoolBooks will backorder the quantity or the amount. You can use the Backorder Button at the bottom of the screen to edit this amount if necessary. For example, if you originally ordered 10 widgets and have invoiced 4 of them, you will show a backorder qty of 6 widgets. But maybe the coach tells you he is canceling the rest of the order, and he doesn't want those remaining 6 widgets. That's when you would highlight the line, use the PO button to edit the backorder quantity/amount field and change the quantity/amount field. Using the backorder button has no effect on an invoice. It only adjusts the amount that is still open on the purchase order.

## Purchase Order Forms

**Purchase Order Forms:** You can design your purchase order form to your own formatting requirements. SchoolBooks purchase orders can be printed on blank paper, your school letterhead, or pre-printed purchase order forms. Be aware that many school auditors require some sort of pre-printed control number on purchase orders to facilitate tracking. Before you make a decision about forms, it is a good idea to check with your district office or school auditor so you are in compliance.

**Blue Bear Forms:** For information about pre-designed PO forms with your school name and logo, call our office at 800-954-2583 and ask for Form Sales.

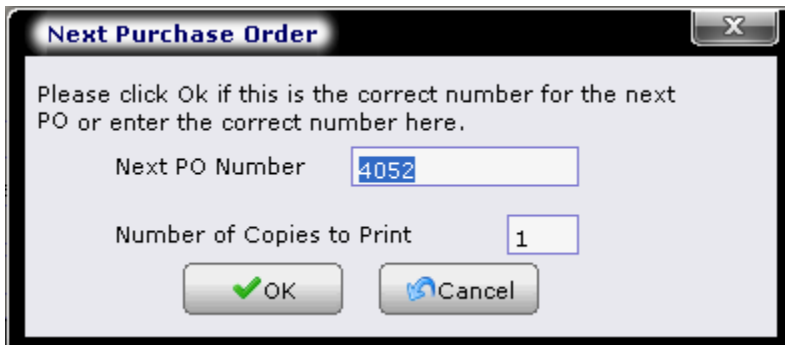
**Detailed Instructions in Appendix E:** See Appendix E for detailed instructions on how to format your purchase order.

## Printing Purchase Orders

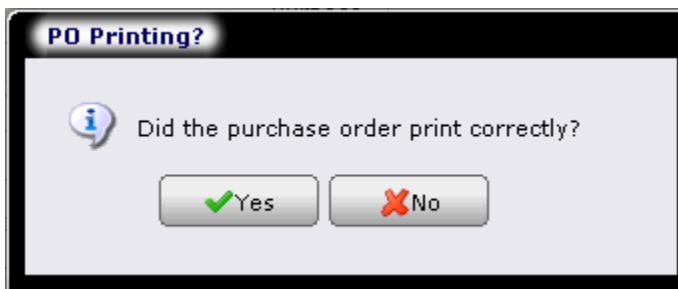
### **Printing from the Purchase Order Entry screen:**

When you enter a new PO to be printed (it has a temporary number like "NEW0004") and click "Accept," the program will allow you to print the purchase order right then and there. SchoolBooks will prompt you for the next PO number and then print the purchase order. You may also reprint an open purchase order from this screen, but only if the "Allow reprint PO option" is checked in School Settings.

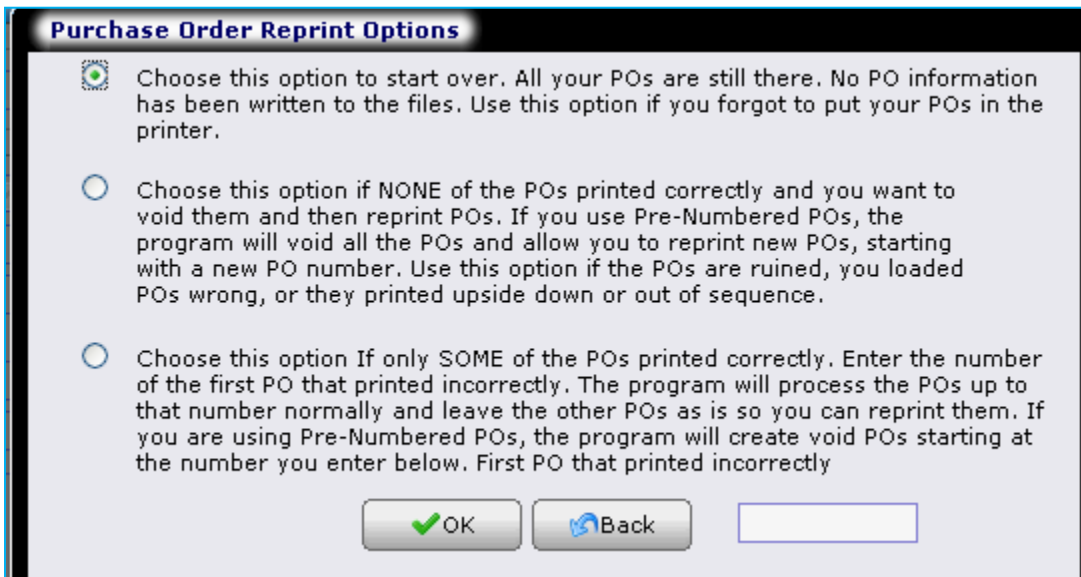
**To print a new PO:** When you click on "Accept" at the bottom of the PO Entry screen, SchoolBooks will present you with the "Next Purchase Order" window (see sample below). If you want to print the PO now, place your purchase order form in the printer, verify that the PO number on the form matches the number displayed on the screen, and do it! SchoolBooks will ask you if the purchase orders printed correctly.



Click "OK" if this is the correct Next PO number or change it to the correct number and then click "OK."



SchoolBooks will ask you if the purchase orders printed correctly. If you select "Yes," the program will assign the permanent number to this purchase order. If you select "No," the program will display the Reprint Options screen below.



If the PO really did print correctly and you want to return to the previous screen, click the “Back” button. If you want to start over printing this PO, choose the first option and click the “Proceed” button. If you want to void the PO you just printed and then reprint using a new PO number, choose the second option and click the “Proceed” button.

The third option works just like voiding checks and is explained on the screen above. If you want to void some of the purchase orders you printed, choose this option and click the “Proceed” button.

**When can you reprint an existing PO?:** You can reprint an existing purchase order, if the following things are true:

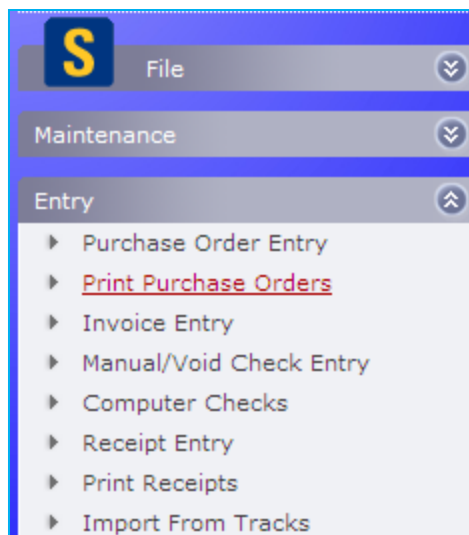
1. The PO is still open. That means you can pull it up and view it in Purchase Order Entry. If it’s already closed, you can’t reprint it.
2. You originally printed the purchase order in SchoolBooks. That means you didn’t enter it as a manual purchase order.
3. In your School Settings options (Accounting Tab), the “Allow Reprint Purchase Orders” checkbox is checked.

**How to reprint a PO:**

1. Bring the PO to the screen in Purchase Order Entry.
2. Check the “Print PO” box.
3. Click the “Accept” button.
4. SchoolBooks will prompt you to enter the next PO number, as above.

**Printing from the Entry Menu:** If you haven’t printed each purchase order as you entered it, you can print a whole batch at one time by going to Print Purchase Orders on the Entry Menu. SchoolBooks will print purchase orders for all entries that still have temporary numbers like “NEW0004” assigned to them.

**Where is it?** Go to the Entry Menu and choose Print Purchase Orders.





## Open Purchase Order Report

**What does it do?** This report prints a report showing all open purchase orders. The report may be sorted by Vendor Number, Purchase Order # or Date Needed . You may select on any range of Dates, Vendors or Purchase Order #s.

**Where is it?** Go to the Reports Menu, Purchase Order Reports and choose Open PO Report.

### Using the Screen

Selection	All	Starting	Ending
Vendor Number	<input checked="" type="checkbox"/>		ZZZZZZZZZZ
PO Number	<input checked="" type="checkbox"/>		ZZZZZZZZ
Date Needed	<input type="checkbox"/>	07-01-2009	09-01-2009

**Sort By:** Choose the sort order for this report by clicking on Date Needed, Vendor Code or Purchase Order #.

**Vendor Number:** Enter a Starting and Ending Vendor Number for this report or leave the box checked for "ALL" vendors.

**PO Number:** Enter a Starting and Ending PO Number for this report or leave the box checked for ALL purchase orders within the Vendor and Date range.

**Date Needed:** Enter a Starting and Ending Date Needed for this report or leave the box checked for "ALL" dates needed.

**Remember Settings:** Check this box to have SchoolBooks remember the settings for the next time you run this report. Clear the checkbox if you do not want the program to remember these settings.

## Purchase Order History Report

**What is it?** SchoolBooks keeps track of Purchase Order History. When you enter a new PO, the data is saved to the Open PO file and also to a PO History file. If you make changes to that PO, the history file knows both the original entries and the changes. If you receive Invoices against that PO, the history file knows about all the receipts. So, you can print original PO information at any time, as well as revisions and receipt history.

**Where is it?** Go to the Reports Menu, Purchase Order Reports and choose PO History Report.

### Using the Screen

Selection	All	Starting	Ending
Vendor Number	<input checked="" type="checkbox"/>	<input type="text"/>	ZZZZZZZZ
Date	<input type="checkbox"/>	07-01-2009	09-01-2009
PO Number	<input checked="" type="checkbox"/>	<input type="text"/>	ZZZZZZZZ
Print PO Detail	<input type="checkbox"/>		

Remember Settings

View/Print Cancel ?

**Sort by:** You can choose to sort this report by Vendor Number or by PO Number.

**Vendor Number:** Enter a Starting and Ending Vendor Number for this report or leave the box checked for "ALL" vendors.

**Date:** Enter a Starting and Ending PO Date for this report or leave the box checked for "ALL" dates.

**PO Number:** Enter a Starting and Ending PO Number for this report or leave the box checked for ALL purchase orders within the Vendor and Date range.

**Print PO Detail:** You can print this report in summary or detail. The summary version will give you a list of purchase orders with just the header information like the PO Number, Date, Vendor Name, etc. – one line per PO. The detail version will give you all the permutations of what happened on the purchase order: the original detail lines with quantities ordered and received, every change to the PO, all the invoices that have been applied to the purchase order, etc. Check the box if you want the detail version.

**Remember Settings:** Check this box to have SchoolBooks remember the settings for the next time you run this report. Clear the checkbox if you do not want the program to remember these settings.

## Purchase Order Approval Report

**What is it?** The PO Approval Report prints purchase order detail on a report with space for approval signatures. Perhaps student council needs to approve all your purchase orders. Or maybe the principal needs to sign off on all purchases. This report presumes that you enter a group of purchase orders and then print a report that shows how much will be spent for each GL Account and the encumbered balance in each of those accounts. You can select data for this report by entering a range of purchase order numbers, dates or both. SchoolBooks will also print an approval signature line at the bottom of the report.

**Where is it?** Go to the Reports Menu, Purchase Order Reports and choose PO Approval Report.

### Using the Screen

Selection	All	Starting	Ending
PO Number	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text" value="ZZZZZZZZ"/>
PO Date	<input type="checkbox"/>	<input type="text" value="07-01-2009"/>	<input type="text" value="09-01-2009"/>

Remember Settings

**PO Number:** Enter a Starting and Ending PO Number for this report or leave the box checked for All purchase orders within the Date range.

**Date:** Select a date range for this report. SchoolBooks will gather all the PO detail lines for purchase orders dated within this date range.

**Remember Settings:** Check this box to have SchoolBooks remember the settings for the next time you run this report. Clear the checkbox if you do not want the program to remember these settings.

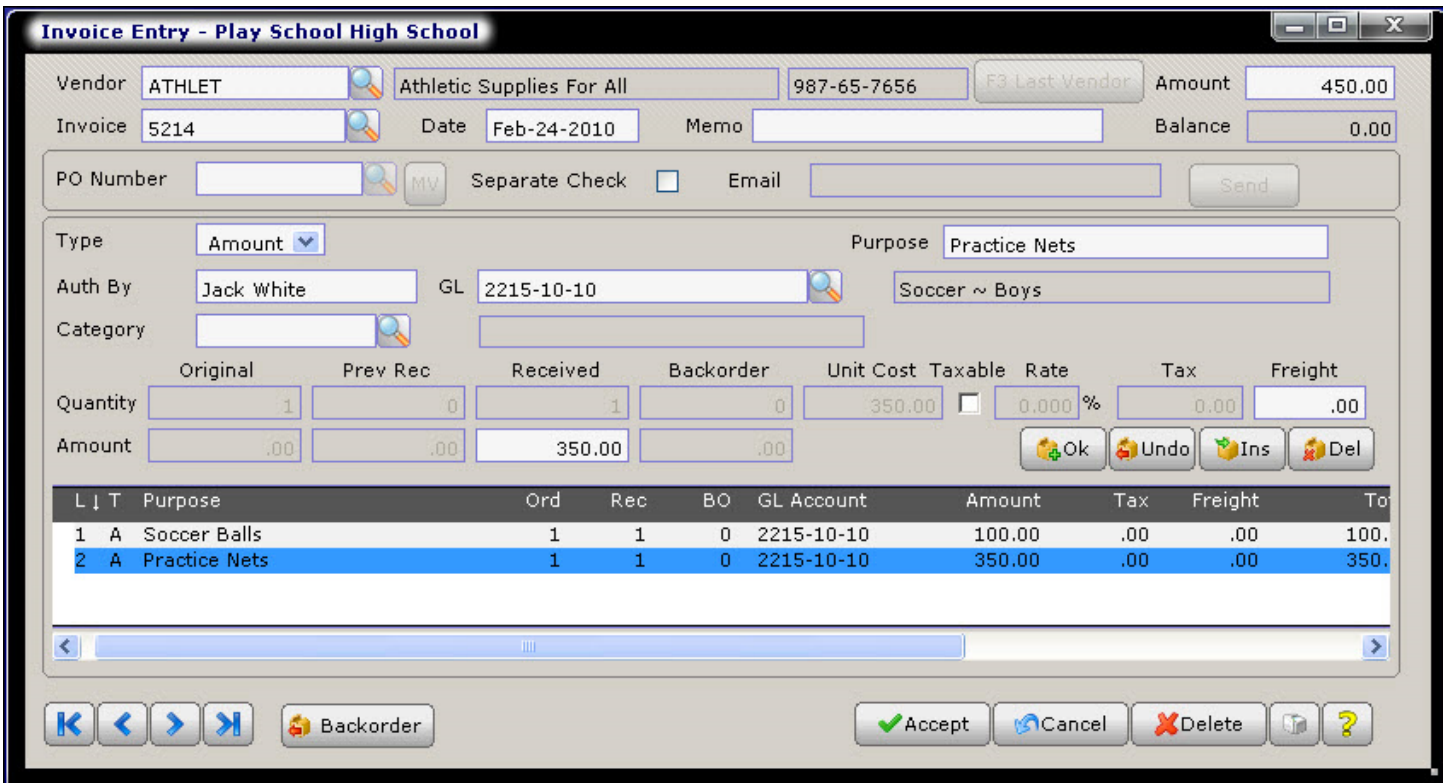
## Invoice Entry

**What does it do?** Enter all invoices, check requests, and other bills you want to pay with a SchoolBooks check into Invoice Entry. You may either automatically load information from an existing purchase order or enter invoices that have no purchase order. Use the Invoice header screen to enter new invoices or look up invoices already in the system. To enter a new invoice, enter a Vendor Code and continue. If you want to access an existing invoice already in the system, click on the Invoice lookup arrow.

You can either enter invoices (1) in small groups as you receive them or (2) wait until you want to print checks and then enter a whole group at once. We recommend the first option. When you enter invoices on a regular basis, they will show as invoice encumbrances against the appropriate general ledger accounts. When you print an encumbrance report for the coach, that invoice will show up – reducing the available balance in the account!

**Out of Balance Invoices:** If you attempt to leave the screen when the detail line total does not equal the amount of the Invoice on the Header screen, the system will warn you. "Entry is out of balance. Save anyway?" Click "Yes" to save and exit this entry. You will need to go back later to correct the entry and make it balance. The system will not print a check for an out of balance invoice. Click "No" to do further editing of the detail lines.

**Where is it?** Go to the Entry Menu and choose Invoice Entry.



**Invoice Entry - Play School High School**

Vendor: ATHLET Athletic Supplies For All 987-65-7656 F3 Last Vendor Amount: 450.00

Invoice: 5214 Date: Feb-24-2010 Memo: Balance: 0.00

PO Number: MV Separate Check:  Email: Send

Type: Amount Purpose: Practice Nets

Auth By: Jack White GL: 2215-10-10 Soccer ~ Boys

Category:

Quantity	Original	Prev Rec	Received	Backorder	Unit Cost	Taxable	Rate	Tax	Freight
1		0	1	0	350.00	<input type="checkbox"/>	0.000 %	0.00	.00
Amount	.00	.00	350.00	.00					

L	T	Purpose	Ord	Rec	BO	GL Account	Amount	Tax	Freight	To
1	A	Soccer Balls	1	1	0	2215-10-10	100.00	.00	.00	100.00
2	A	Practice Nets	1	1	0	2215-10-10	350.00	.00	.00	350.00

Navigation: Back, Forward, Home, End, Backorder, Accept, Cancel, Delete, Help

### FIELDS

**Vendor:** Enter the vendor code for this invoice or click on the lookup arrow or press <F2> to lookup the desired vendor. You can also type in a new Vendor Code to add a Vendor on-the-fly.

**Invoice:** To lookup existing invoices in SchoolBooks, click the arrow to access the lookup. If no Vendor is currently selected, you will see ALL open invoices. If a Vendor is currently selected, you will see invoices for that Vendor only.

To enter a new invoice, enter up to 20-characters (alphanumeric) as an invoice number for this entry. Invoice number is a required field. If the item you are entering doesn't have an invoice number, make one up. For example, a payment to an official doesn't have an invoice number, so use the game date ("BB-Feb 2") or her/his initials ("EI-01").

**Hint #1:** Duplicate invoice numbers for the same Vendor are not allowed. Every time you enter an invoice number, the system checks to make sure that invoice number has not been used before.

**Hint #2:** Once entered, you may not change an invoice number. If you have entered a number incorrectly, you must delete it and re-enter it correctly.

**Date:** Enter the date of this invoice.

**Amount:** Enter the amount of this invoice.

**Balance:** This is the balance remaining to be distributed on this invoice. SchoolBooks calculates the value in the field by comparing the invoice amount you entered against the total of the detail lines. You cannot edit this field. This balance will be zero when the invoice is in balance.

## Invoice Entry (Header Section)

**What does it do?** Use the Invoice header screen to enter new invoices or look up invoices already in the system. To enter a new invoice, enter a Vendor Code and continue. If you want to access an existing invoice already in the system, click on the Invoice drop down arrow.

### Using the Screen

**PO #:** Enter the PO # for this invoice or lookup purchase orders for this Vendor. This is not a required field because often you make payments for which there is no purchase order. To access Multi-Vendor Purchase Orders, click on the “MV” button.

**Memo:** You can enter a 30-character memo to be printed on the face of the check when this invoice is paid. If you pay multiple invoices on one check, the program will give you the opportunity to combine the memos from various invoices and edit them in Computer Check Entry. This line will also print on the Computer Check Edit Report.

**Separate Check:** Click this box if you want to print a separate check for this invoice. That is, even if there are other invoices for this Vendor in the system, SchoolBooks will still print a separate check for this invoice. If left blank, SchoolBooks will include this invoice on the same check with other invoices for this Vendor.

**Email:** If the Vendor has a default email address, it will be displayed here. If you want to send an email to the Vendor, click the Send button. SchoolBooks will launch your email program, automatically loading the Vendor’s email address and populating the subject line with this invoice number.

## Invoice Entry (Detail Section)

**What does it do?** The amount of the invoice you entered on the header screen is displayed at the top of the detail screen. As you add detail lines, the system displays the amount remaining to be disbursed.

## Using the Screen

**Invoice Entry - Play School High School**

Vendor: WINTER Winter Sports Equipment 99-4585444 F3 Last Vendor Amount: 1,230.00  
 Invoice: 3666 Date: 09/22/09 Memo: Balance: 0.00  
 PO Number: 00001015 MV Separate Check:  Email: Send

Type: Item Item: 84576 Purpose: New Soccer Field Bench  
 Auth By: Hilda Weston GL: 2215-10-10 Soccer ~ Boys  
 Category:

	Original	Prev Rec	Received	Backorder	Unit Cost	Taxable	Rate	Tax	Freight
Quantity	6	0	5	1	245.00	<input type="checkbox"/>	0.000%	0.00	5.00
Amount	1,470.00	.00	1,225.00	245.00					

Ok Undo Ins Del

L	T	Purpose	Ord	Rec	BO	GL Account	Amount	Tax	Freight
1	I	New Soccer Field Bench	6	5	1	2215-10-10	1,225.00	0.00	5.00

Backorder Accept Cancel Delete ?

**Line Type:** Enter "Amount" if this is a flat amount and not a number of individual items. Enter "Item" if you want to enter an Item Number and track quantity ordered and quantity received.

**Item Number:** If you chose "Amount" in the previous field, this field will disappear. If you chose "Item" in the previous field, you can enter the Item number here. Enter the item number for this detail line. This may be the vendor's part number or a style number. For example, if the vendor's style number for trophies is #12-747, you could enter that number here. This is an optional field. If you have told SchoolBooks where your Tracks data is located, you can use the lookup button to do a lookup into your Item Maintenance file in Tracks and order items from Tracks. Be careful. Although you can lookup items in Tracks, there is no validation on this field. That means you can enter anything you want without the program stopping you. If you enter CANDY as an item, the program sees that as very different from CANDYBAR.

**Purpose:** Enter the purpose or description for this expense. The purpose entered for each line item will be updated to the general ledger when a check for this item is ultimately paid. When you print a check, the purpose on the TOP DETAIL LINE prints on the check stub as a description for the invoice. If you selected a Tracks Item Number in the previous field, SchoolBooks will display the Item Description from Tracks in the Purpose field. This field is enabled for Auto-Complete. For more information about how the Auto-Complete feature works, please see "Using Auto-Complete" in the Getting Started section.

**Hint:** *This is the description that will stay with this entry forever on your books - be descriptive. Used creatively, this one field can save you endless hours of answering questions like "What was that \$500.00 for? I don't remember authorizing anything like that!"*

**Authorized By:** Enter the name or initials of the individual/group who authorized this expenditure. If you entered something in "Authorized by" on the Header tab, that data will be displayed here. You can type over that name if you wish. This is NOT a required field for each line item on an invoice. This field is enabled for Auto-Complete. For more information about how the Auto-Complete feature works, please see "Using Auto-Complete" in the Getting Started section.

**GL Account Number:** Enter the account number for this expenditure or lookup the account number using <F2> or the lookup button to select from a lookup list. SchoolBooks will display the account description.

**Category:** Enter a Category code, if any, for this item.

**How much of it are you going to order?** *If this is an Item line, SchoolBooks will prompt you to enter a quantity received and a unit cost. If this is an Account line, you will be prompted to enter only an amount received. Sales tax functionality is the same for both types of lines. You enter either one or the other (quantity or amount), not both.*

**Quantity/Amount:** Enter the quantity or amount received. For an item line, if you are purchasing 10 trophies at \$3.50 each, you would enter "10" in this field. For an amount line, if you are purchasing 10 trophies at \$3.50 each, you would enter "35.00" in this field.

**Prev Rec:** SchoolBooks displays the quantity/amount that has been previously invoiced for the selected PO.

**Received:** SchoolBooks displays the quantity/amount received to date.

**Backorder:** SchoolBooks displays the quantity/amount you have not yet received.

**Unit Cost:** Enter the item or unit cost for this item. If you are purchasing 10 trophies at \$3.50 each, you would enter \$3.50 in this field. If this is an amount line, this field will be inactive.

**Sales tax on this line:** If you have entered a default sales tax rate in School Settings, that rate will be displayed here. The sample below shows a rate of 7.75%. SchoolBooks will use that rate to calculate sales tax on the taxable items you purchase. You can do three different things with sales tax: No sales tax for the line, Calculated sales tax for the line, or Override sales tax for the line. You can have SchoolBooks calculate the tax or you can enter the tax yourself (override). The sales tax amount is posted to the GL account on this detail line.

**Taxable box and rate:** The combination of the Taxable box and the rate tells SchoolBooks how to handle the sales tax on this detail line. You can enter a default sales tax rate in School Settings, under Management/Customize.

Taxable	Rate	Tax
<input type="checkbox"/>	.000 %	.00

In the example above, no tax will be calculated for this line.

Taxable	Rate	Tax
<input checked="" type="checkbox"/>	7.750 %	0.00

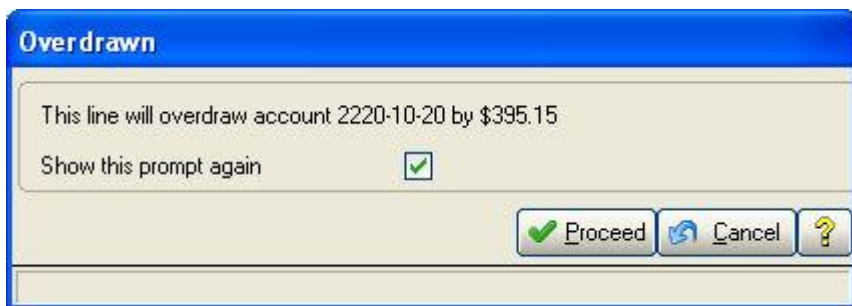
In this example, we have clicked the Taxable box once and now see a green check. This tells SchoolBooks to calculate the sales tax amount using the sales tax percentage found in School Settings. Accept either the rate displayed or enter a new rate. SchoolBooks calculates the sales tax here based on a line total of \$100.

Taxable	Rate	Tax
<input checked="" type="checkbox"/>	0.000 %	0.00

In this example, we have clicked the Taxable box twice and now see a green box. This tells SchoolBooks that you will enter the tax amount yourself. Use this feature when you want to enter a specific sales tax amount.

**Freight:** Enter the amount of freight which pertains to this detail line. This amount will be charged to the account number specified for this detail line.

**OK:** Click on "OK" to save this line and enter another line. SchoolBooks can display "Overdrawn" warnings if you have checked the option to "Prompt when overdrawing account" on the Accounting Tab in School Settings. Before SchoolBooks saves the line, the program checks to make sure there is enough money in the GL account you have chosen. If the account is short, the program displays an "Overdrawn" message. You can click on "Proceed" to go ahead and accept the line, or you can choose "Cancel" to select a different GL account for this line.



**Line Options:**

**OK:** Click "OK" to accept and save this line.

**Undo:** Click "Undo" to leave this line without saving changes.

**Insert:** Click "Insert" to insert a blank line above the currently selected line.

**Delete:** Click "Delete" to delete the currently selected (highlighted) line.

**Detail lines displayed below:** SchoolBooks calculates and displays the extended amount for each detail line. You may not edit these fields. When you have completed one detail line, the program automatically moves to the Line Type field for the next detail line. You may either enter another line or press <Enter> to have the program move to the "Accept" button to complete this invoice.

#### Line Detail Display at bottom of screen

Line	Type	Item Purpose	Qty Ord	Qty Rec	Qty BO	Cost GL Account	Amount	Tax	Freight Category	Total
1	A	Softball Official	1	1	1	50.00 2220-10-20	50.00	0.00	0.00 OFFICIALS	50.00

**Line:** The line number.

**Type:** The line type is either Item or Amount.

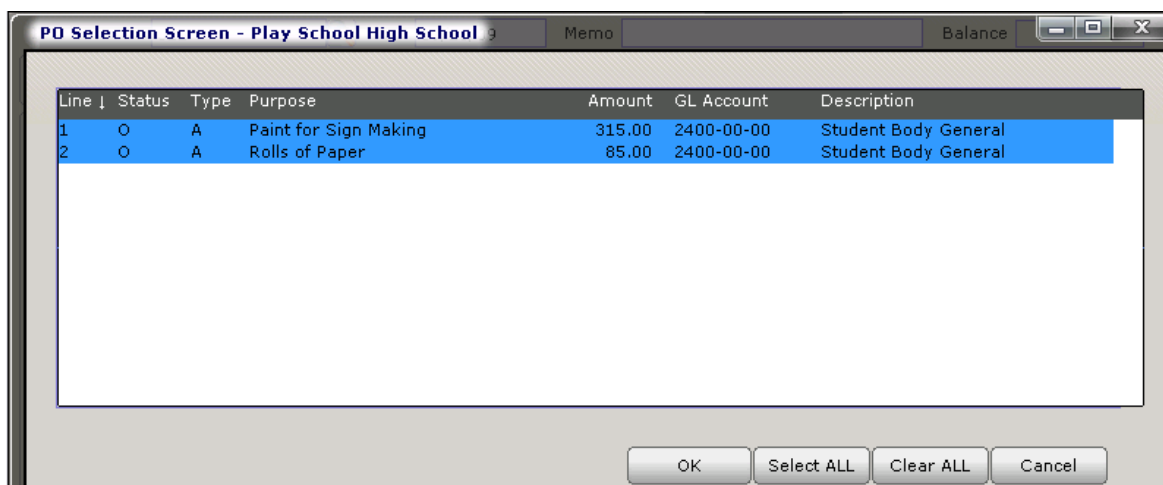
**Quantities Ordered, Received, Backordered:** This is obvious, as are the rest of these fields. SchoolBooks will calculate and display the extended amount for this detail line over on the far right. In our trophies example, the amount displayed is \$150.00. You may not edit these fields. They are for display only. If you want to edit a specific line, click on it and SchoolBooks will load it into the area above so you can edit it.

**Backorder Button:** If you enter one or more invoices for less than the total amount ordered on this line, SchoolBooks will backorder the quantity or the amount. You can use the Backorder Button at the bottom of the screen to edit this amount if necessary for both item and amount type detail lines. For example, if you originally ordered 10 widgets and have invoiced 4 of them, you will show a backorder qty of 6 widgets. But maybe the coach tells you he is canceling the rest of the order, and he doesn't want those remaining 6 widgets.

That's when you would highlight the line, use the PO button to edit the backorder quantity/amount field and change the quantity/amount field. Using the backorder button has no effect on an invoice. It only adjusts the amount that is still open on the purchase order. If the PO has NOT been completely received, but is complete nonetheless, you should change the backorder quantity to zero. **Note:** Using the Backorder button here ALSO changes the Backorder quantity in the Purchase Order. So, you can do it here and save yourself from having to go back to PO Entry.

## Loading Invoices From Existing Purchase Orders

If you entered a PO # on the Invoice Header Screen, SchoolBooks prompts you to select which PO line items to copy to the current invoice. Click the items that are included on this invoice or click Select ALL to select all the items on this purchase order.



**Note:** Comment lines will not be loaded on the invoice even if you select them here. Click OK when your selection is complete. SchoolBooks will load all the detail lines from the purchase order into the Invoice Entry Detail screen where you may edit each line item to correct quantity, cost or other information as necessary.



## Open Invoice Report

**What does it do?** This report shows a list of all open invoices sorted by Vendor Code. In addition to invoice information, the report also shows the invoice status ("H"= On Hold/Do Not Pay, "X"=Invoice Out of Balance). Note: The summary version of the report displays a total of all the invoice header amounts. The detail version of the report displays a total of all the invoice detail line amounts. If all open invoices are in balance, these reports will show the same total; if any invoice is out of balance, the reports will not show the same total.

**Where is it?** Go to the Reports Menu, Vendor Reports and choose Open Invoice Report.

### Using the Screen

The screenshot shows a dialog box titled "Open Invoice Report - Play School High School - Test". It has a "Selection" section with three options: "All", "Starting", and "Ending". The "All" option is selected. Below this, there are two input fields: "Vendor Number" and "Ending". The "Vendor Number" field has a checked checkbox next to it. The "Ending" field contains the text "ZZZZZZZZZZ". There are also checkboxes for "Print Detail" and "Remember Settings". At the bottom right, there are three buttons: "View/Print", "Cancel", and a help icon (a question mark).

**Vendor Number:** If you want to print an Open Invoice Report for all Vendors, leave the "All" box checked and click on Print or Preview. If you do not want to see all your Vendors, but only a specified range of Vendors, you can enter a starting and an ending Vendor Number.

**Print in detail:** Check this checkbox to print all the transaction detail, like on an Account Analysis Detail Report. Leave the checkbox cleared to see one line per GL Account, like on an Account Analysis Summary Report. The system default is for Summary.

**Remember Settings:** Check this box to have SchoolBooks remember the settings for the next time you run this report. Clear the checkbox if you do not want the program to remember these settings.

## Items Received Journal

**What does it do?** Items ordered on purchase orders are considered 'received' when they are invoiced through Invoice Entry. When you enter an invoice against an existing purchase order, SchoolBooks keeps track of the quantity received and prints this data on the Items Received Journal. This journal prints detailed information about items received and the cost of these items. If you are integrated with Tracks, updating this journal will increase the quantities on hand in Tracks.

**Where is it?** Go to the Journals menu and select Items Received Journal.

### Using the Screen



If you print the journal, you will be asked if the data is correct and prompted to update. Data on the journal is separated into two sections: Tracks Items and Other Items. Any item that can be validated in the Tracks Item Maintenance file, will be displayed on the top section of the journal. On the right side of the journal, the journal displays the original quantity on hand and the new quantity on hand.

Play School High School 03-04									
ITEMS RECEIVED JOURNAL									
Item #	Description					TRACKS QTYS			
Vendor	Vendor Name	Invoice #	Inv Date	Qty Rcd	Cost	Total	Orig Qty	New Qty	
<b>Tracks Items</b>									
<b>CAHDY</b>	<b>FR CAHDY SALES</b>								
CANCEN	Candy Central Company	87363	10/19/03	50	0.25	12.50	500	550	
						<u>12.50</u>			
<b>PENCILS</b>	<b>PENCILS</b>								
HARPER	Harper Office Products	33895	09/30/03	200	0.20	40.00	149	349	
						<u>40.00</u>			
<b>PENHAHT</b>	<b>PENHAHT</b>								
HARPER	Harper Office Products	33895	09/30/03	30	2.56	76.80	73	103	
						<u>76.80</u>			
<b>Other Items</b>									
HARPER	Harper Office Products	32992	09/25/03	1	75.00	75.00			
						<u>75.00</u>			
<b>Report Total</b>						<u><u>204.30</u></u>			

In Tracks, you will see that the Last Cost field has been updated with the correct unit cost (\$.20) and the quantity on hand now shows as 349.

**Item Maintenance - Play School High School**

Item No.  Type

Description  Last Activity

1. Main | 2. Levels | 3. Additional

Cust Reqd   
Sundry   
Taxable   
Grade Limits   
Department   
Grouping   
Save History   
Checks OK with No Cust   
Print extra receipt with no price   
Include in Physical Count

Prompt Price   
Price   
Cost   
Last Cost   
Prompt Qty   
Quantity Limit   
Reorder Level   
Normal Stock   
Qty On Hand   
Category

Prompt GL ?   
GL Account   
STUDENT STORE ~ INCO

ZPLAY 06/13/05

# Chapter 6 – Check Processing

This chapter explains how you can use SchoolBooks to pay bills by writing checks. You can enter manual checks for checks written outside the system. You can void checks that have been written previously. You can print computer checks. And you can print reports showing all the checks you will print today, or printed last month.

**Manual/Void Check Entry:** This section covers information about how to enter a manual check and how to void checks.

**Computer Check Edit Report:** Print this report to see all the checks SchoolBooks will print when you say “Print Checks.”

**Computer Check Printing:** This section explains how SchoolBooks decided which checks to print, how to print checks and how to print and update the Computer Check Journal.

---

**Note:** *You can print computer checks to pay your bills using SchoolBooks. The system allows you to print a single check for a single invoice only or to print a whole batch of checks at once. The most efficient way to use SchoolBooks for bill paying is to enter invoices into Invoice Entry as you receive them, then run checks to pay all those invoices all at once.*

---

## Manual/Void Check Entry

**What does it do?** Enter manual and void checks into SchoolBooks through this screen. If you have entered more than one Bank account in Bank Account Maintenance, you will be prompted as to which account you want to use. Manual checks are checks you have written on the typewriter or handwritten – they were not printed through SchoolBooks, so the system knows nothing about them. Manual Check Entry is how we enter those checks into the system.

**Entering void checks:** We also use Manual/Void Check Entry to enter void checks into SchoolBooks. There are two kinds of Void checks that are entered through this screen.

1. The first kind of Void check has never been written at all - maybe you spilled coffee on it so it can't be used. SchoolBooks will mark the check as Void when you enter it with a zero amount.
2. The second kind of Void check is one that you wrote last month and has been lost in the mail. When you enter that check number here, the system knows that the check had been entered before and asks if you want to void it. SchoolBooks then creates a reversing entry that voids the check.

---

**Hint:** For more on voiding checks information, see *How to Void a Check - Entered as Outstanding*, *How to Void a Check - Entered Previously*, *How to Void a Check - Never Written*, and *Appendix B: Void Checks*.

---

**Where is it?** Go to the Entry Menu and choose Manual/Void Check Entry.

The screenshot shows the 'Manual/Void Check Entry - Play School High School' window. It features several input fields and a table. The fields are organized as follows:

- Bank Code: A (with a lookup button)
- Check No: 3552 (with a lookup button)
- Date: 06/12/08
- Amount: 100.00
- Vendor No: BOBSYR (with a lookup button)
- Vendor Name: Bob's Yearbook Productions
- Balance: 0.00
- Address 1: 7866 Overland Drive
- Address 2: (empty)
- City: Culver City
- State: CA
- Zip: 90230 1544
- Inv #: 5248 (with a lookup button)
- PO #: (empty)
- Purpose: Yearbook Sample Pages
- Amount: 100.00
- Inv Date: (empty)
- Auth By: (empty)
- Sales Tax:  0.000 % .00
- GL Acct: 3560-40-00 (with a lookup button)
- Yearbook Trust
- Freight: .00
- Category: (empty)

Below the fields is a table with the following data:

Line ↓	Invoice No	Purpose	GL Account #	Category	Amount
1	5248	Yearbook Sample Pages	3560-40-00		100.00

At the bottom of the window are navigation buttons: <K>, <Left Arrow>, <Right Arrow>, <End Arrow>, <Accept>, <Cancel>, <Delete>, <Print>, and <Help>.

### FIELDS

**Bank Code:** Enter the Bank Code for this check. You can lookup valid codes by pressing <F2> or clicking on the lookup button to view valid Bank Codes. The Bank Code must be set up first in Bank Account Maintenance.

**Vendor Number:** Enter the Vendor for this check. You can either type in the number, or lookup a valid vendor by pressing <F2> or clicking the lookup button. If you enter a Vendor Code that SchoolBooks can't find in the Vendor Maintenance file, the program will ask you if you want to add a new Vendor on-the-fly. The default is "No" because the program will simply assume that you might have entered the Vendor number incorrectly. If you want to add this Vendor as a new Vendor, click "Yes" and enter the Vendor information.

**Check Number:** Enter the number of the check. SchoolBooks will search for the check number in the check history files. If it finds the check number, the program will assume you want to void this check. If it does not find the check number, the program assumes that this is a new check.

**Date:** Enter the date of this check here. If this is a check reversal (a check to be voided), enter the date that the check is to be voided NOT the original date of the check.

**Amount:** Enter the amount of the check. If this is a check reversal, SchoolBooks will display the original amount of the check as a negative amount and you will not be able to edit it.

**Balance:** SchoolBooks displays the balance to be distributed on the detail lines of this check. This is a calculated field; you may not edit this field. When you have entered all the detail lines for this check, this Balance field should be zero.

## Manual/Void Check Entry (Header Section)

**What does it do?** Here is where you enter the primary information about this manual check. You can enter a new check or lookup a check that was previously entered that has not yet been updated.

### Using the Screen

The screenshot shows a software window titled "Manual/Void Check Entry - Play School High School - Test". The window contains the following fields and controls:

- Bank Code: A
- Check No: 14785
- Date: 09-01-2009
- Amount: 0.00
- Vendor No: UNITED (lookup button) | United Rentals
- Balance: 0.00
- Address 1: 987 E. Fourth Avenue
- Address 2: (empty)
- City: San Diego
- State: CA | Zip: 92108
- Inv #: (empty) | PO #: (empty) | Purpose: (empty) | Amount: (empty)
- Inv Date: (empty) | Auth By: (empty) | Sales Tax: (checkbox) | %: (empty)
- GL Acct: (empty) | Freight: (empty)
- Category: (empty)
- Buttons: Ok, Undo, Ins, Del
- Table with columns: Line ↓, Invoice No, Purpose, GL Account #, Category, Amount
- Navigation buttons: Home, Left, Right, End
- Action buttons: Accept, Cancel, Delete, Help

## Manual/Void Check Entry (Detail Section)

**What does it do?** Once you have entered the Header information for a check, you must enter detail lines to tell SchoolBooks what the check was for. You can enter new invoices right from this screen or pay invoices that are already in the system. If you load invoices already in SchoolBooks, the program will pull all the data from the invoice onto the check detail line.

On this Detail Tab, you will enter a detail line for each item paid on this check. As you enter the information, the program displays a one-line summary of each line on the lower part of the screen.

### Using the Screen

Bank Code: A    Check No: 1234787    Date: 10/01/09    Amount: 200.00  
 Vendor No: ATHLET    Vendor Name: Athletic Supplies For All    Balance: .00

Address 1: 13546 Harper Avenue  
 Address 2:   
 City: San Diego  
 State: CA    Postal Code: 92325    Country:   
 Inv #: 12654A    PO #:    Purpose: Food for officer lunch    Amount: 75.00  
 Inv Date: 06/06/10    Auth By: Jack White    Sales Tax: 0.000%    %: .00  
 GL Acct: 2220-10-10    Category: Baseball ~ Boys    Freight: .00

Line #	Invoice No	Purpose	GL Account #	Amount
1	12654	Decorations for dance	5210-40-00	50.00
2	12654A	Food for officer lunch	2220-10-10	75.00
3	12784	Costumes for play	2310-30-00	75.00

**Invoice number:** Enter up to 20 characters (alphanumeric) as an invoice number for this line entry or click on the down arrow to view invoices for this Vendor. The system allows you to pay either invoices you have already entered, or new ones you enter at this time. Invoice Number is a required field. SchoolBooks requires invoice numbers so it can guard against duplication in order to stop you from paying an invoice twice by mistake. If the item you are entering doesn't have an actual invoice number, make one up. For example, if you want to pay an official \$20 for a baseball game, you can use the date of the baseball game "04/01/95," or "APR1," or "BB0401" - any of these will do. The best bet is to attempt to be consistent in the way you assign invoice numbers.

---

**Hint:** Duplicate invoice numbers for the same Vendor are not allowed. Every time you enter an invoice number, the system checks to make sure that invoice number has not been used before for that particular Vendor.

---

**PO #:** Enter the PO # for this invoice if you wish. This is not a required field because often you make payments for which there is no purchase order.

**Purpose:** Enter the purpose/description for this item. This is the description which will eventually go to your general ledger - be descriptive. Hopefully, you will only enter this once for each transaction; as it should flow from Purchase Order to Invoice to Check automatically. Of course, you can change it along the way if you need to. This field is enabled for Auto-Complete. For more information about how the Auto-Complete feature works, please see "Using Auto-Complete" in the Getting Started section.

**Amount:** Enter the amount of this detail line.

**Invoice date:** Enter the date for this invoice. This is an optional field.

**Authorized by:** Enter the name or initials of the person or organization who authorized this expenditure. This is an optional field. This field is enabled for Auto-Complete. For more information about how the Auto-Complete feature works, please see "Using Auto-Complete" in the Getting Started section.

**Sales tax code:** If you want the system to calculate sales tax on this item, click the Sales Tax box. SchoolBooks will display a green check in the box and calculate the tax. If you have entered a default sales tax rate in School Settings, the system displays that rate; if not, you can enter a rate. If you do not want to calculate sales tax, leave the Sales Tax box empty. If you want to enter the sales tax amount yourself (and not have the system calculate it), click the Sales Tax box twice. SchoolBooks will make the box a solid green and you can enter the sales tax amount. Do this if the tax is off by a couple pennies and you want to enter the exact amount of tax shown on the invoice.

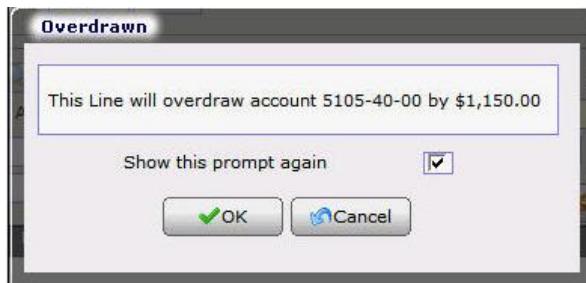
**Sales tax rate:** Enter the sales tax rate. If the rate is 7.75%, enter "7.75". SchoolBooks displays the default amount entered on the Management Menu/Customize/School Settings tab.

**Account number:** Enter the account number or lookup the account number (click the lookup button or press <F2>). The system will display the account description. **Hint:** *Everything in this item group will be charged to the same account number. That is, the item cost, the sales tax and the freight will all be charged to the same account.*

**Category:** Enter a Category Code for this transaction, if applicable.

**Freight/shipping:** Enter the amount due for shipping (if any) for this line item.

Click "OK" to save and exit this line. If you have turned on "Prompt when overdrawing account" on the Accounting Tab in School Settings, SchoolBooks will check to make sure that the GL Account you have selected has enough money available to cover this amount. You may see a message like the one shown below. At this point, you can choose to Proceed and accept the line or Cancel to enter a different GL Account. SchoolBooks warns you, but doesn't prevent you from overdrawing an account.



#### Line Options:

**OK:** Click "OK" to accept and save this line.

**Undo:** Click "Undo" to leave this line without saving changes.

**Insert:** Click "Insert" to insert a blank line above the currently selected line.

**Delete:** Click "Delete" to delete the currently selected (highlighted) line.

**Out of balance:** If you attempt to leave the screen when the detail line total does not equal the amount of the Manual Check on the Header screen, you will see a non-zero amount displayed in the Balance field and the program will warn you: **"WARNING: This check is out of balance."**

Click "Accept" to save and exit this entry. You will need to go back later to correct the entry and make it balance. The system will not update an out of balance entry.

Click "Cancel" to do further editing of the detail lines.

Click "Delete" to delete this entry from the Manual/Void Check Entry file.

## Manual/Void Check Journal And Update

**What does it do?** Manual/Void Check transactions entered into Manual/Void Check Entry will remain there until you print a Manual/Void Check Journal, check it (the important part), and answer "Yes" to update the journal. You can always Preview or Print the journal.

**No update from Preview:** If you Preview, you will NOT be asked if you want to update because SchoolBooks requires that you physically print a journal prior to update. This ensures that you have a chance to review your work prior to updating and provides you with a hard copy of the transactions for your permanent audit trail. Even if you Preview and then choose to actually print the journal from the Preview window, SchoolBooks doesn't know that you've printed the journal. So, in an effort to protect you, the program will



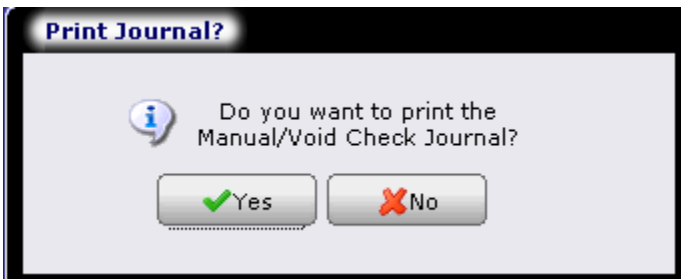
require you to choose the Journal again, this time selecting the Print button before it will prompt you to update.

**Keep your updated Journals:** It is important that you KEEP all your updated journals, stored in a logical manner to make it easy for later reference and auditing. You can keep all the journals and reports for one month in the same folder or notebook. For example, you might keep all the May work in a folder called “May 2005.” Or you can store journals by type. For example, you could have a folder called “Manual/Void Check Journals” and all the journals for the whole year would be kept there.

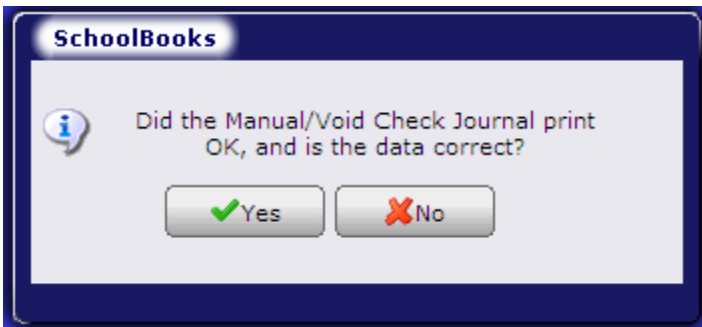
**Where is it?** You can print the Manual/Void Check Journal from three places:

1. When you click on the Close Screen "X" in the upper right corner of the Manual/Void Check Entry window to exit the screen, SchoolBooks will prompt you “Do you want to print the Manual/Void Check Journal?” The default is “Yes”. If you do not want to print the journal at this time, click “No.”
2. When you click on the Printer button on the lower right side of the Manual/Void Check Entry screen, SchoolBooks assumes you want to print the Manual/Void Check Journal.
3. You can print the Manual/Void Check Journal from the Journals Menu too.

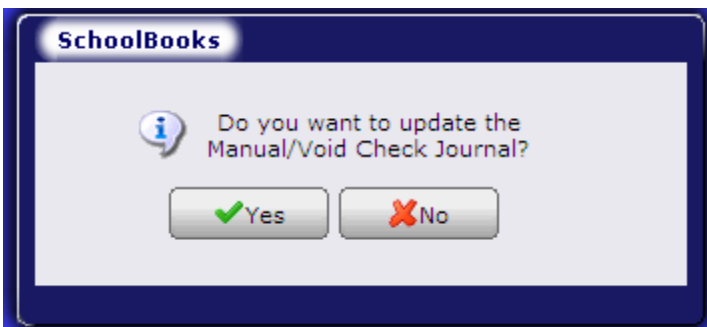
### Using the Screen



When you have printed the Manual/Void Check Journal, SchoolBooks will ask you “Did the Manual/Void Check Journal print OK, and is the data correct?” This is your opportunity to check your work – actually look at the Journal to make sure it is correct. The default here is “Yes” so you can either click on the “Yes” button, or press <Enter> to proceed.



SchoolBooks then displays the Update window with the prompt “Do you want to update the Manual/Void Check Journal?” with a default of No. If you press <Enter>, the program will return to the menu. You must select the “Yes” either by moving to the “Yes” to have SchoolBooks update these entries. This protects you from accidentally hitting the <Enter> key and having the program perform an update without your approval. This also means that SchoolBooks NEVER does an update without you!



## Computer Check Selection

**What does it do?** The Computer Check Selection screen allows you to view all the open invoices in SchoolBooks. You can place invoices on hold and see any invoices that may be out of balance. You can choose to print a single check or a batch of checks.

**Where is it?** Go to the Entry Menu and choose Computer Checks.

### Using the Screen

Status ↓	Vendor	Name	Check No.	Invoice No.	Invoice Date	Amount
	BOBSYR	Bob's Yearbook Productions		4567UY	08-28-2009	500.00
	WINTER	Winter Sports Equipment		3666	09-22-2008	1,230.00
	YO YO	YOYO Name		456	07-17-2009	5,444.00
C	CLARA	Clara & Company Trophies,	3369	99	08-18-2009	50.00
C	GREEN	Green Photography	3370	4583	08-26-2009	50.00
X	JACK	Jack's Snack Shop		8574	09-29-2008	75.12

**Hold:** You can highlight an invoice above and click this button to place an invoice on Hold or remove an existing Hold. You will see an "H" appear to the left of an invoice that has been placed on Hold. You may also place an invoice on Hold by double-clicking on it.

**Form:** Click here to go to the Check Form editing window.

**Setup:** Click here to change your printer settings.

**Memo:** Highlight one of the invoices for this vendor. The program will display the memos for all the invoices being paid in this check run and allow you to edit them into one 60-character memo. Below is an example of two invoices from Athletic Supplies for All, each with a different memo. When you highlight one of the invoices, and click the Memo button, you can then modify the one memo that will print on the one check you are cutting for them.

From invoice one:

Memo

From invoice two:

Memo



**Warning:** Be sure you add the “Memo” field to your check form. Go to Management/System Maintenance/Forms and choose [Computer Check Form](#). In the option “Select data or text” choose the Memo field and position it on your check. It’s at the very bottom of the list.

**Print:** Click here to begin printing checks.

**Instant:** Click here to print a single check for the highlighted invoice above. SchoolBooks will prompt you to enter the check number.

**Cancel:** Click here to exit the screen without saving changes.

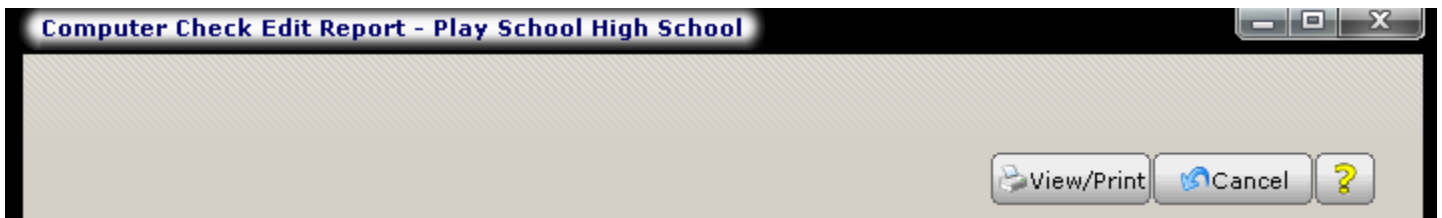
**Help:** Click here for Help.

## **Computer Check Edit Report**

**What does it do?** This report prints a list of every check which will be generated when you tell SchoolBooks to print Computer Checks. Print this report BEFORE you start to print checks to make sure you’ll be printing checks for only those invoices you REALLY want to pay. This is a good report to print and have someone SIGN, authorizing payment of these items. You may print or preview this report.

**Where is it?** Go to the Reports Menu, Vendor Reports and choose Computer Check Edit Report.XXXXX

### **Using the Screen**



There is no selection available for this report. It prints all the checks that it thinks you want to print.

## **Computer Check Printing**

### **Designing Your Check Form**

Click the “Check Form” button to design your check form. Or go to Management/System Maintenance/Forms and choose “Check Form.” For more information about how to configure your check stock, see Appendix E. You can test the format by printing a practice check in PlaySchool or another test school.

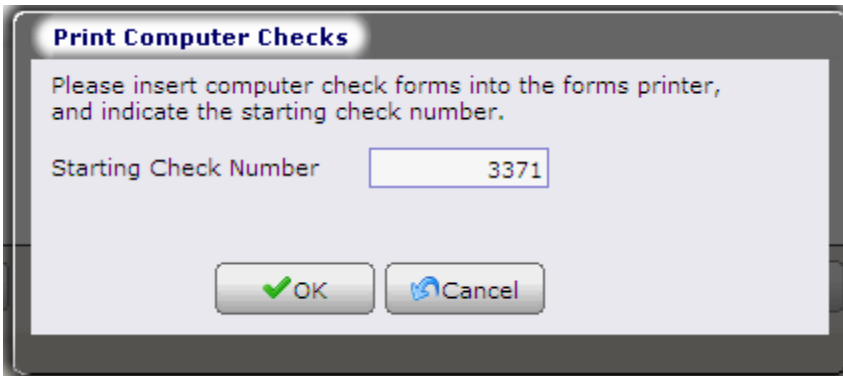
## Printing Computer Checks

**What does it do?** SchoolBooks prints computer checks, assigning check numbers as it prints them. Checks are printed using today's date – the date on your computer. Please see Appendix B for detailed information about voiding checks damaged during the check printing process.

Load the checks into the printer. SchoolBooks displays what it thinks is your next check number, but you should always look at your checks and make sure before printing! You can change the number of the first check if it is different. **Warning: Make sure the checks are facing the right way in the printer and that the next check number is REALLY the next one to go into the printer! Some printers feed from the top, some from the bottom.**

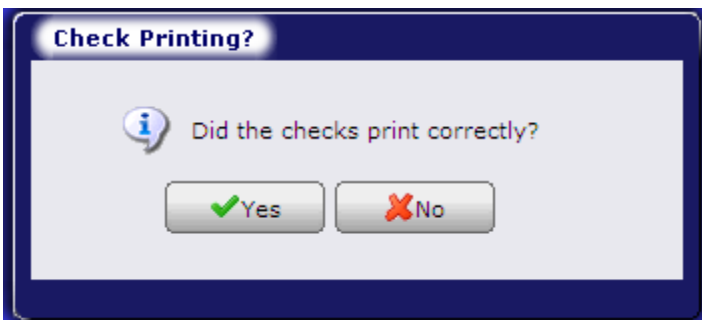


To begin printing checks, click the Print button. If you only want to print a check for one invoice, click the Instant Check button. SchoolBooks will begin printing checks in sequence, assigning check numbers. SchoolBooks gives you the opportunity to void checks that may have been "eaten" by the printer or printed incorrectly.

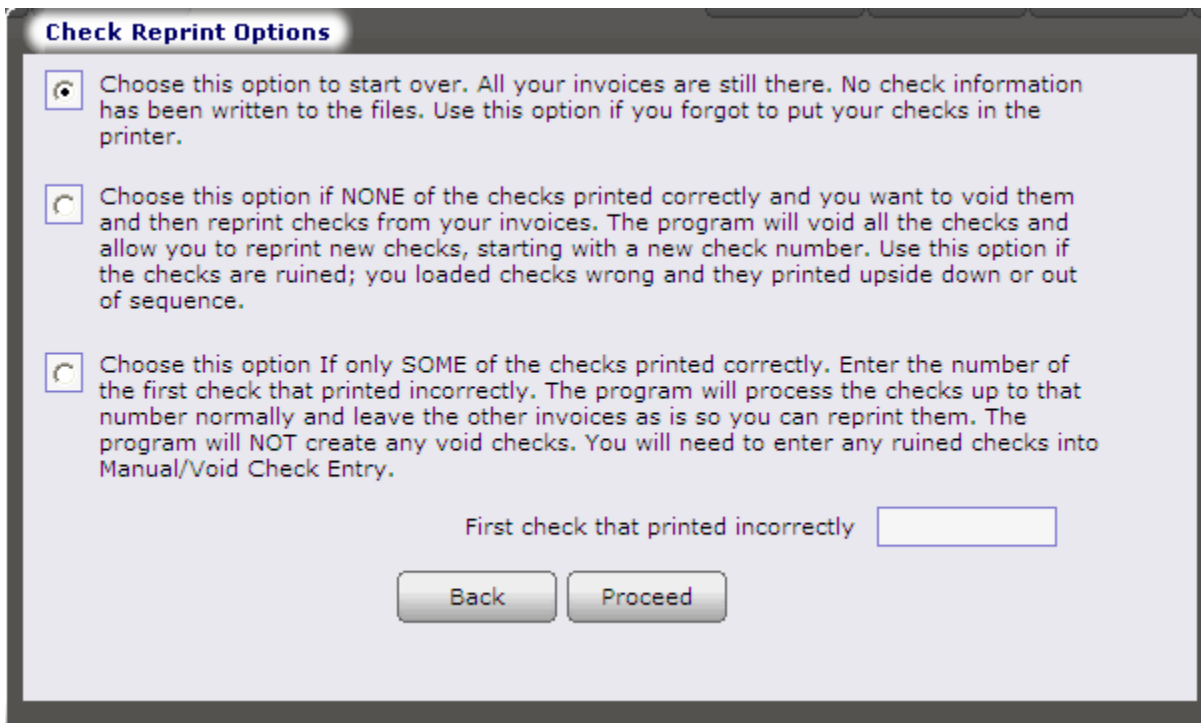


You will be asked to enter the Starting Check Number. If you check the box that reads, "Print 'Forms Alignment' Banner on the first," SchoolBooks will print an alignment pattern on the first check so you can make sure the checks are inserted into the printer correctly. If you use single sheet checks in a laser or DeskJet type printer, you should not select this option; you know the page will be aligned in the printer. This option is designed for those with a tractor-feed printer who may need to align their checks each time they print.

SchoolBooks will print checks for all the selected invoices and then asks if they printed correctly.



If you select no, you have the following options.



Choose the first option to start all over. Select the second option of "NONE" if the checks did not print correctly. Checks may not have printed correctly for several reasons, among them:

1. You forgot to put the checks in the printer.
2. You put the checks in the printer upside down.
3. You entered the wrong starting check number.
4. The printer ate your checks. (An aside: How is it that printers always seem to know when there are actually checks in the printer as opposed to blank paper you don't care about? They do know, of course.)

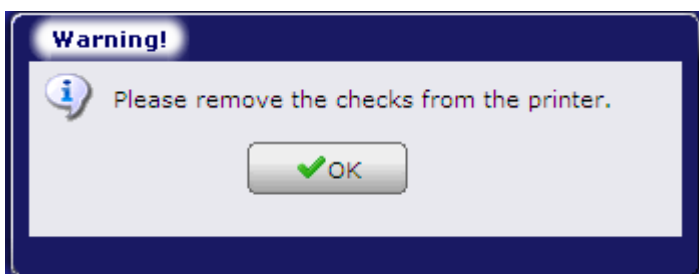
Select the third option if only "SOME" of the checks printed correctly. If you enter the number of the first check that was printed incorrectly, the program will process the checks up to that number and leave the other invoices as they were.

---

**Note:** See Appendix B for detailed information about voiding checks.

---

In this section, we will assume that all checks printed correctly, so we'll answer "Yes" and see the following message:



SchoolBooks displays a warning – telling you to remove your checks from the printer.

Next, you will print the Computer Check Journal.

## **Computer Check Journal And Update**

**What does it do?** Computer Check transactions entered into Computer Check Entry will remain there until you print a Computer Check Journal, check it (the important part), and answer "Yes" to update the journal. You can always Preview or Print the journal.

**No update from Preview:** If you Preview, you will NOT be asked if you want to update because SchoolBooks requires that you

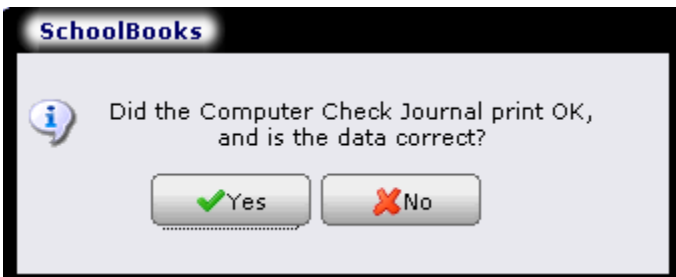
physically print a journal prior to update. This ensures that you have a chance to review your work prior to updating and provides you with a hard copy of the transactions for your permanent audit trail. Even if you Preview and then choose to actually print the journal from the Preview window, SchoolBooks doesn't know that you've printed the journal. So, in an effort to protect you, the program will require you to choose the Journal again, this time selecting the Print button before it will prompt you to update.

**Keep your updated Journals:** It is important that you KEEP all your updated journals, stored in a logical manner to make it easy for later reference and auditing. You can keep all the journals and reports for one month in the same folder or notebook. For example, you might keep all the May work in a folder called "May 2005." Or you can store journals by type. For example, you could have a folder called "Computer Check Journals" and all the journals for the whole year would be kept there.

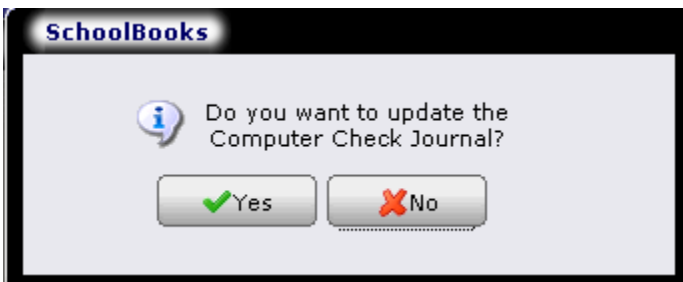
**Where is it?** You can print the Computer Check Journal from three places:

1. When you click on the Close Screen "X" in the upper right corner of the Computer Check Selection window to exit the screen, SchoolBooks will prompt you "Do you want to print the Computer Check Journal?" The default is "Yes". If you do not want to print the journal at this time, click "No." The same screen will also appear after you have printed one instant check.
2. When you click on the Printer button on the lower right side of the Computer Check Entry screen, SchoolBooks assumes you want to print the Computer Check Journal.
3. You can print the Computer Check Journal from the Journals Menu too.

When you have printed the Computer Check Journal, SchoolBooks will ask you "Did the Computer Check Journal print OK, and is the data correct?" This is your opportunity to check your work – actually look at the Journal to make sure it is correct. The default here is "Yes" so you can either click on the "Yes" button, or press <Enter> to proceed.



SchoolBooks then displays the Update window with the prompt "Do you want to update the Computer Check Journal?" with a default of No. If you press <Enter>, the program will return to the menu. You must select the "Yes" either by moving to the "Yes" to have SchoolBooks update these entries. This protects you from accidentally hitting the <Enter> key and having the program perform an update without your approval. This also means that SchoolBooks NEVER does an update without you!



When you choose "Yes," SchoolBooks updates your computer checks.

# Chapter 7 – Transfers & Adjustments

Most transactions in SchoolBooks involve either cash coming into the system through bank deposits or cash going out of the system through checks. But occasionally something gets put in the wrong place and has to be moved. Or an expense happens that doesn't involve a check – like bank fees. In this chapter, we'll explain how to use transfers and adjustments to move amounts between GL accounts.

There are several types of adjusting and transfer entries:

**Adjustments:** These are entries that involve a cash account. These are transactions for bank charges, check printing fees, NSF fees, corrections for incorrect deposit amounts, etc. In other words, all these transactions affect an actual bank account and a GL account.

**Transfers:** These are transactions where money is moved between two GL accounts, but the bank doesn't know about it or care. An example of a transfer would be moving \$100 from the French Club to the Girls Softball account.

**Multi-Line Transfers:** These are transactions where amounts are moved between multiple accounts. For example, you might want to move a \$1000 gift from the Class of 2004 and allocate it \$500 to Spanish Club, \$250 to Pep Squad, and \$250 to Camera Club.

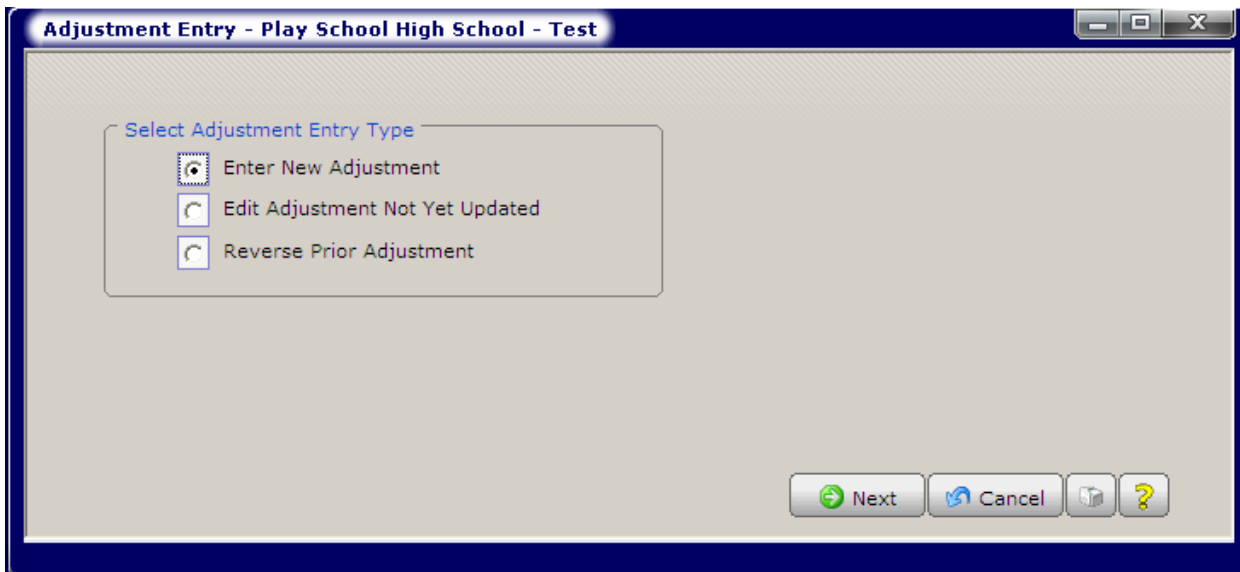
**Cash Transfers:** These are transfers between two cash accounts. If you write a check from your checking account to a CD account, that's a Cash Transfer. Or if you make a telephone transfer between accounts, that's a Cash Transfer too.

## Adjustment Entry

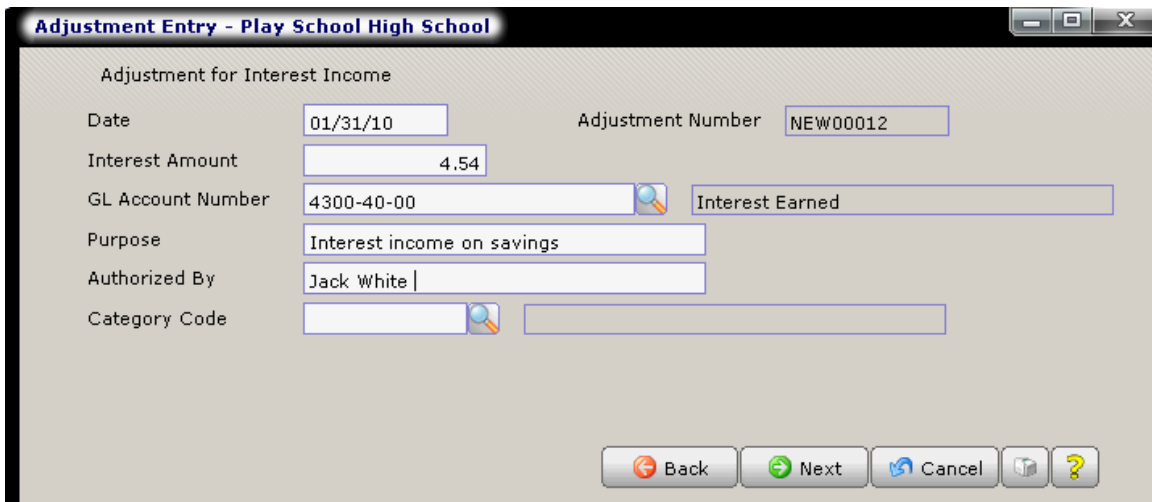
**What does it do?** Use Adjustment Entry to increase or decrease the balance in a cash account. Examples of cash accounts (Type "C" in GL Account Maintenance) are a checking account, savings account, money market account or a CD. You will use Adjustments to correct checks that were entered for an incorrect amount, to adjust the amount of a deposit after the bank reports a correction to you, to post interest income earned on money market accounts, or to post bank charges and check printing fees. You will use Adjustments to "adjust" your cash account balances. Adjustments should affect both a cash account and another account. For example, check-printing fees affect both your checking and office expense/bank charges accounts.

**Where is it?** Go to the Entry Menu and choose Adjustment Entry.

### Using the Screen



Use the Wizard to enter a new adjustment or edit or reverse a prior adjustment. Here is an example of an adjustment for Interest Income.

A screenshot of a software window titled "Adjustment Entry - Play School High School". The window has a light gray background and a black border. At the top, there is a title bar with standard window controls (minimize, maximize, close). Below the title bar, the text "Adjustment for Interest Income" is displayed. The main area contains several input fields: "Date" (01/31/10), "Adjustment Number" (NEW00012), "Interest Amount" (4.54), "GL Account Number" (4300-40-00) with a magnifying glass icon, "Interest Earned" (Interest Earned), "Purpose" (Interest income on savings), "Authorized By" (Jack White), and "Category Code" (empty) with a magnifying glass icon. At the bottom right of the window, there are four buttons: "Back" (with a red arrow), "Next" (with a green arrow), "Cancel" (with a blue arrow), a help icon (question mark), and a refresh icon.

**Date:** Enter the date of the adjustment.

**Amount:** Enter the amount of the adjustment. If the adjustment is going to INCREASE the balance in your cash account, the amount should be positive. If the adjustment is going to DECREASE the balance in your cash account, the amount should be negative. See the chart below for further clarification.

**GL Account Number:** Enter the account number of the fund account to be affected. SchoolBooks will default to the account that is entered in School Settings.



**Purpose:** Enter the purpose or description for this adjustment. Why are you making this adjustment? The reason you enter here will show as a detail item in your general ledger. This is a required field.

**Authorized by:** Enter the name of the person or organization who authorized this adjustment. If you have selected a Default “Authorized By” Value on the School Data tab of School Settings, SchoolBooks will automatically populate this field but you can still change it here if needed. This is a required field.

**Category Code:** If you want to attach a Category Code to this transaction, enter the Category Code or choose a Category Code from the lookup window. The Category Code will be saved with both accounts of the adjustment entry – on both the fund account and the cash account.

## Adjustments Chart

	Enter as positive amount (INCREASES BALANCES)	Enter as negative amount (DECREASES BALANCE)
<b>Income type I</b>	<ol style="list-style-type: none"> <li>Interest income</li> <li>Deposit adjustments that increase cash in bank</li> </ol>	<ol style="list-style-type: none"> <li>NSF checks (they went in as income type; they come out as income type)</li> <li>Deposit Adjustments that reduce cash in bank</li> </ol>
<b>Expense type E</b>	<ol style="list-style-type: none"> <li>Previous bank charge, which the bank has now reversed.</li> <li>Voiding a check that was originally entered as outstanding.</li> </ol>	<ol style="list-style-type: none"> <li>Bank charges.</li> <li>NSF charges.</li> <li>Check printing charges.</li> </ol>

## Reversing Adjustments

The Adjustment Entry screen has a Reversal Button at the bottom of the screen.



This button only becomes active AFTER you have clicked New Document to enter a new adjustment and AFTER you have entered a date.

When you click the Reversal Button, SchoolBooks will display a lookup for all of the adjustments that have been updated so you can pick the adjustment that you want to reverse.

SchoolBooks will load the transaction with all the signs reversed. In other words, if you want to reverse a \$500 adjustment, the program will create a new entry for -\$500.

You may NOT edit a transaction loaded from using the Reversal Button. If you want something slightly different, you will have to enter it manually.

SchoolBooks does not keep track of which transactions you have reversed. The sole purpose of having this Reversal Button is to load an existing transaction backwards to save you from doing the data entry. The program does NOT keep track of which transactions you have reversed. This is not like voiding a check. The program will not stop you from reversing the same adjustment more than one times, so you will need to pay attention to what you are doing!

## Adjustment Journal And Update

**What does it do?** Adjustment transactions entered into Adjustment Entry will remain there until you print an Adjustment Journal, check it (the important part), and answer “Yes” to update the journal. You can always Preview or Print the journal.

**No update from Preview:** If you Preview, you will NOT be asked if you want to update because SchoolBooks requires that you physically print a journal prior to update. This ensures that you have a chance to review your work prior to updating and provides you with a hard copy of the transactions for your permanent audit trail. Even if you Preview and then choose to actually print the journal from the Preview window, SchoolBooks doesn’t know that you’ve printed the journal. So, in an effort to protect you, the program will require you to choose the Journal again, this time selecting the Print button before it will prompt you to update.

**Keep your updated Journals:** It is important that you KEEP all your updated journals, stored in a logical manner to make it easy for later reference and auditing. You can keep all the journals and reports for one month in the same folder or notebook. For example, you might keep all the May work in a folder called “May 2005.” Or you can store journals by type. For example, you could have a folder

called "Adjustment Journals" and all the journals for the whole year would be kept there.

**Where is it?** You can print the Adjustment Journal from three places:

1. When you click on the Close Screen "X" in the upper right corner of Adjustment Entry to exit the screen, SchoolBooks will prompt you "Do you want to print the Adjustment Journal?" The default is "Yes". If you do not want to print the journal at this time, click "No".
2. When you click on the Printer button on the lower right side of the Adjustment Entry screen, SchoolBooks assumes you want to print the Adjustment Journal.
3. From the Journals Menu, choose Adjustment Journal.

### Using the Screen

When you have printed the Adjustment Journal, SchoolBooks will ask you "Did the Adjustment Journal print OK, and is the data correct?" This is your opportunity to check your work – actually look at the Journal to make sure it is correct. The default here is "Yes" so you can either click on the "Yes" button, or press <Enter> to proceed.

SchoolBooks then displays the Update window with the prompt "Do you want to update the Adjustment Journal?" with a default of No. If you press <Enter>, the program will return to the menu. You must select "Yes" by clicking on "Yes" or using the cursor keys to move to the "Yes" to have SchoolBooks update these entries. This protects you from accidentally hitting the <Enter> key and having the program perform an update without your approval. This also means that SchoolBooks NEVER does an update without you!

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**Hint:** With both Adjustments and Transfers, you should provide as much detail as possible in the Purpose field. This is the description that goes to the General Ledger and the more detailed you can be, the easier it will be for others to understand your entries (and therefore, not question you about them later). So, don't just write "Bank Charges" when you can write "Check Printing fees" - it's more explanatory; it will delight both auditors and advisors alike.

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## Adjustment History Report

**What does it do?** The Adjustment History Report prints a list of all adjustments between two dates for selected Bank Codes. You may print or preview this report to the screen.

**Where is it?** Go to the Reports Menu, GL Reports - Other and choose Adjustment History Report.

### Using the Screen

Selection	All	Starting	Ending
Date	<input type="checkbox"/>	07-01-2009	09-02-2009
Bank Codes	<input checked="" type="checkbox"/>	<input type="text"/>	Z <input type="text"/>
Include	Income and Expense		

Remember Settings

View/Print Cancel ?

**Date:** The report selection screen defaults to "All" dates (where the 12/31/99 is 12/31/2099). If you want a specific date range, enter a starting date and an ending date.

**Bank Codes:** The report selection defaults to "All" Bank Codes. If you only want to view adjustment history for specific Bank Codes, enter a starting Bank Code and ending Bank Code.

**Include:** You can choose for the report to print both Income and Expense Adjustments, Income Adjustments only, or Expense Adjustments only.

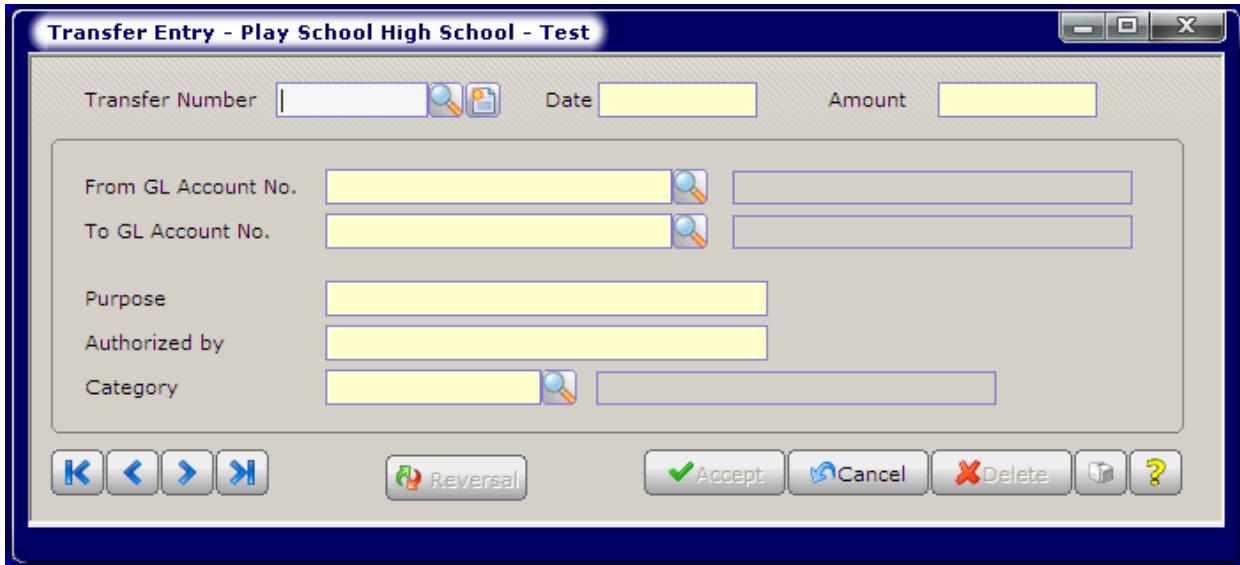
**Remember Settings:** Check this box to have SchoolBooks remember the settings for the next time you run this report. Clear the checkbox if you do not want the program to remember these settings.

## Transfer Entry

**What does it do?** Use Transfer Entry to move amounts of money from one trust account to another. These transfers do not affect cash accounts. Transfers should be between two NON-CASH accounts. For example, use transfer to move \$60 from Class of 2003 to Class of 2005 to reflect a gift for the class park bench.

**Where is it?** Go to the Entry Menu and choose Transfer Entry.

### Using the Screen



**Transfer number:** Click New Document for the next new transfer number. SchoolBooks will provide the next transfer number. Or click the down arrow or press **<F2>** to lookup existing transfers which have not yet been updated.

**Date:** Enter the date of the transfer.

**Amount:** Enter the amount to be transferred. This may be either positive or negative.

**From Account #:** Enter the account number of the account to be transferred from or do a lookup to select an account. The program will display the account description.

**To Account #:** Enter the account number of the account to be transferred to or do a lookup to select an account. The program will display the account description.

**Purpose:** Enter the purpose of this transfer. Why are you transferring this amount? The reason you enter here will show as a detail item in your general ledger. This is a required field.

**Authorized by:** Enter the name of the person or organization who approved this transfer. If you have selected a Default "Authorized By" Value on the [School Data](#) tab of School Settings, SchoolBooks will automatically populate this field but you can still change it here if needed. This is a required field.

## Reversing Transfers

The Transfer Entry screen has a Reversal Button at the bottom of the screen.



This button only becomes active AFTER you have clicked New Document to enter a new transfer and AFTER you have entered a date.

When you click the Reversal Button, SchoolBooks will display a lookup for all of the transfers that have been updated so you can pick the transfer that you want to reverse.

SchoolBooks will load the transaction with all the signs reversed. In other words, if you want to reverse a \$500 transfer, the program will create a new entry for -\$500.

You may NOT edit a transaction loaded from using the Reversal Button. If you want something slightly different, you will have to enter it manually.

SchoolBooks does not keep track of which transactions you have reversed. The sole purpose of having this Reversal Button is to load an existing transaction backwards to save you from doing the data entry. The program does NOT keep track of which transactions you have reversed. This is not like voiding a check. The program will not stop you from reversing the same transaction more than one times, so you will need to pay attention to what you are doing!

## **Transfer Journal and Update**

**What does it do?** Transfer transactions entered into Transfer Entry will remain there until you print a Transfer Journal, check it (the important part), and answer "Yes" to update the journal. You can always Preview or Print the journal.

**No update from Preview:** If you Preview, you will NOT be asked if you want to update because SchoolBooks requires that you physically print a journal prior to update. This ensures that you have a chance to review your work prior to updating and provides you with a hard copy of the transactions for your permanent audit trail. Even if you Preview and then choose to actually print the journal from the Preview window, SchoolBooks doesn't know that you've printed the journal. So, in an effort to protect you, the program will require you to choose the Journal again, this time selecting the Print button before it will prompt you to update.

**Keep your updated Journals:** It is important that you KEEP all your updated journals, stored in a logical manner to make it easy for later reference and auditing. You can keep all the journals and reports for one month in the same folder or notebook. For example, you might keep all the May work in a folder called "May 2005." Or you can store journals by type. For example, you could have a folder called "Transfer Journals" and all the journals for the whole year would be kept there.

**Where is it?** You can print the Transfer Journal from three places:

1. When you click on the Close Screen "X" in the upper right corner of the window to exit the screen, SchoolBooks will prompt you "Do you want to print the Transfer Journal?" The default is "Yes". If you do not want to print the journal at this time, click "No."
2. When you click on the Printer button on the lower right side of the Transfer Entry screen, SchoolBooks assumes you want to print the Transfer Journal. The system displays the printer selection window.
3. Go to the Journals Menu and choose Transfer Journal.

### **Using the Screen**

When you have printed the Transfer Journal, SchoolBooks will ask you "Did the Transfer Journal print OK, and is the data correct?" This is your opportunity to check your work – actually look at the Journal to make sure it is correct. The default here is "Yes" so you can either click on the "Yes" button, or press <Enter> to proceed.

SchoolBooks then displays the Update window with the prompt "Do you want to update the Transfer Journal?" with a default of No. If you press <Enter>, the program will return to the menu. You must select "Yes" by clicking on "Yes" or using the cursor keys to move to the "Yes" to have SchoolBooks update these entries. This protects you from accidentally hitting the <Enter> key and having the program perform an update without your approval. This also means that SchoolBooks NEVER does an update without you!

## Cash Transfer Entry

**What does it do?** Use Cash Transfer Entry to move money between cash accounts. You can use Cash Transfer Entry to record a phone transfer or a transfer by check. You will also use Cash Transfer Entry to void a previously written Cash Transfer check. When you update the Cash Transfer Journal, SchoolBooks creates transaction records in the General Ledger and also in the Bank Reconciliation file – for both banks!

**Where is it?** Go to the Entry Menu and choose Cash Transfer Entry.

### Using the Screen

The screenshot shows a software window titled "Cash Transfer Entry - Play School High School - Test". The window contains a form with the following fields and sections:

- Transfer Number:** A text input field with a search icon.
- Date:** A date input field.
- Transfer Mode:** A dropdown menu.
- Amount:** A text input field.
- Check No:** A text input field.
- From Bank:** A section containing:
  - Bank Code:** A text input field with a search icon.
  - From GL Account:** A text input field.
- To Bank:** A section containing:
  - Bank Code:** A text input field with a search icon.
  - To GL Account:** A text input field.
  - Vendor:** A text input field.
- Purpose:** A text input field.
- Authorized by:** A text input field.
- Ref No:** A text input field.

At the bottom of the window, there are navigation arrows (Home, Back, Forward, End) and buttons for "Accept", "Cancel", "Delete", and a help icon.

**Transfer Number:** To enter a new cash transfer, click New Document for the next new number or click the drop down button or press <F2> for a list of cash transfers which have not yet been updated. You may not assign your own number because SchoolBooks assigns the next sequential number when it prints the journal. See Appendix J for more information about how SchoolBooks assigns transaction numbers.

**Date:** Enter the date for this transaction.

**Transfer Mode:** Enter "1" if this is a manual check. Enter "2" if this is a transfer that does not involve a check. Enter "3" if you want to void a previously written Cash Transfer check.

**Amount:** Enter the amount for the Cash Transfer.

**Check No:** If you selected either option #1 or #3, SchoolBooks will prompt you to enter a check number.

**From Bank Code:** Enter the Bank Code of the bank you are transferring money from.

**To Bank Code:** Enter the Bank Code of the bank you are transferring money to. If there is a check involved in the Cash Transfer, then the "To Bank" must have a vendor associated with it as shown in the screen shot above.

**Purpose:** Enter the reason for this transfer.

**Authorized by:** Enter the name or initials of the person authorizing this transaction. If you have selected a Default "Authorized By" Value on the School Data tab of School Settings, SchoolBooks will automatically populate this field but you can still change it here if needed.

**Reference Number:** If this is an Option #2 transaction that doesn't involve a check, you can enter a reference number here.

## **Cash Transfer Journal And Update**

**What does it do?** Cash Transfer transactions entered into Cash Transfer Entry will remain there until you print a Cash Transfer Journal, check it (the important part), and answer “Yes” to update the journal. You can always Preview or Print the journal.

**No update from Preview:** If you Preview, you will NOT be asked if you want to update because SchoolBooks requires that you physically print a journal prior to update. This ensures that you have a chance to review your work prior to updating and provides you with a hard copy of the transactions for your permanent audit trail. Even if you Preview and then choose to actually print the journal from the Preview window, SchoolBooks doesn’t know that you’ve printed the journal. So, in an effort to protect you, the program will require you to choose the Journal again, this time selecting the Print button before it will prompt you to update.

**Keep your updated Journals:** It is important that you KEEP all your updated journals, stored in a logical manner to make it easy for later reference and auditing. You can keep all the journals and reports for one month in the same folder or notebook. For example, you might keep all the May work in a folder called “May 2005.” Or you can store journals by type. For example, you could have a folder called “Cash Transfer Journals” and all the journals for the whole year would be kept there.

**Where is it?** You can print the Cash Transfer Journal from three places:

1. When you click on the Close Screen "X" in the upper right corner of the Cash Transfer window to exit the screen, SchoolBooks will prompt you “Do you want to print the Cash Transfer Journal?” The default is “Yes.” If you do not want to print the journal at this time, click “No.”
2. When you click on the Printer button on the lower right side of the Cash Transfer Entry screen, SchoolBooks assumes you want to print the Cash Transfer Journal.
3. Go to the Journals Menu and choose Cash Transfer Journal.

### **Using the Screen**

When you have printed the Cash Transfer Journal, SchoolBooks will ask you “Did the Cash Transfer Journal print OK, and is the data correct?” This is your opportunity to check your work – actually look at the Journal to make sure it is correct. The default here is “Yes” so you can either click on the “Yes” button, or press <Enter> to proceed.

SchoolBooks then displays the Update window with the prompt “Do you want to update the Cash Transfer Journal?” with a default of No. If you press <Enter>, the program will return to the menu. You must select the “Yes” either by moving to the “Yes” to have SchoolBooks update these entries. This protects you from accidentally hitting the <Enter> key and having the program perform an update without your approval. This also means that SchoolBooks NEVER does an update without you!

## Multi-Line Transfer Entry

**What does it do?** This program allows you to transfer funds from several accounts at once, or a large lump sum balance from one Trust account, hitting several other Trust accounts. Multi-Line Transfers consist of lines with positive amounts and lines with negative amounts, and they always total zero.

**Where is it?** Multi-Line Transfer Entry is located on the Entry Menu.

### Using the Screen

Line ↓	GL Account	Description	Purpose	Category	From Amount	To Amount
1	2250-00-00	Athletic Club	Distribution of Fall Funds		1,000.00	.00
2	2215-10-10	Soccer ~ Boys	Distribution of Fall Funds		.00	250.00
3	2210-10-20	Volleyball ~ Girls	Distribution of Fall Funds		.00	250.00
4	3610-30-00	Pep Squad	Distribution of Fall Funds		.00	250.00
5	2220-10-20	Softball ~ Girls	Distribution of Fall Funds		.00	250.00

**Transfer Number:** To enter a new transfer, click New Document for the next new number or click the drop down button or press <F2> for a list of transfers which have not yet been updated. You may not assign your own number because SchoolBooks assigns the next sequential number when it prints the journal. See Appendix J for more information about how SchoolBooks assigns transaction numbers.

**Date:** Enter the date for this transaction.

**Authorized by:** Enter the name or initials of the person authorizing this transaction. If you have selected a Default "Authorized By" Value on the School Data tab of School Settings, SchoolBooks will automatically populate this field but you can still change it here if needed.

Now you can enter as many lines as you want. Lines entered above will be displayed below when you click "OK."

**GL Account number:** Enter the GL account number or find the account number using the lookup. The system will display the account description.

**Purpose:** Enter the reason for this transfer. Be as specific as possible – this is your detailed history!

**Amount:** Enter the amount to be transferred to or from this account. If the account balance will be increased by this amount, enter the amount as a positive number. If the account balance will be decreased by this amount, enter the amount as a negative number.

**Category:** Enter a Category Code for this transaction if applicable.

#### Line Options:

**OK:** Click "OK" to accept and save this line.

**Undo:** Click "Undo" to leave this line without saving changes.

**Insert:** Click "Insert" to insert a blank line above the currently selected line.

**Delete:** Click "Delete" to delete the currently selected (highlighted) line.

See also Multi Line Journal and Update and Transfer History Report

## Reversing Multi-Line Transfers

The Multi-Line Transfer Entry screen has a Reversal Button at the bottom of the screen.



This button only becomes active AFTER you have clicked New Document to enter a new transfer and AFTER you have entered a date.

When you click the Reversal Button, SchoolBooks will display a lookup for all of the transfers that have been updated so you can pick the transfers that you want to reverse.

SchoolBooks will load the transaction with all the signs reversed. In other words, all of the lines that were positive on the original transfer will now be negative and all the lines that were negative will be positive.

You may NOT edit a transaction loaded from using the Reversal Button. If you want something slightly different, you will have to enter it manually.

SchoolBooks does not keep track of which transactions you have reversed. The sole purpose of having this Reversal Button is to load an existing transaction backwards to save you from doing the data entry. The program does NOT keep track of which transactions you have reversed. This is not like voiding a check. The program will not stop you from reversing the same transaction more than one times, so you will need to pay attention to what you are doing!

## Multi-Line Journal and Update

**What does it do?** Multi-Line Transfer transactions entered into Multi-Line Transfer Entry will remain there until you print a Multi-Line Transfer Journal, check it (the important part), and answer "Yes" to update the journal. You can always Preview or Print the journal.

**No update from Preview:** If you Preview, you will NOT be asked if you want to update because SchoolBooks requires that you physically print a journal prior to update. This ensures that you have a chance to review your work prior to updating and provides you with a hard copy of the transactions for your permanent audit trail. Even if you Preview and then choose to actually print the journal from the Preview window, SchoolBooks doesn't know that you've printed the journal. So, in an effort to protect you, the program will require you to choose the Journal again, this time selecting the Print button before it will prompt you to update.

**Keep your updated Journals:** It is important that you KEEP all your updated journals, stored in a logical manner to make it easy for later reference and auditing. You can keep all the journals and reports for one month in the same folder or notebook. For example, you might keep all the May work in a folder called "May 2005." Or you can store journals by type. For example, you could have a folder called "Multi-Line Transfer Journals" and all the journals for the whole year would be kept there.

**Where is it?** You can print the Multi-Line Transfer Journal from three places:

1. When you click on the Close Screen "X" in the upper right corner of the Multi-Line Transfer window to exit the screen, SchoolBooks will prompt you "Do you want to print the Multi-Line Transfer Journal?" The default is "Yes". If you do not want to print the journal at this time, click "No."
2. When you click on the Printer button on the lower right side of the Multi-Line Transfer Entry screen, SchoolBooks assumes you want to print the Multi-Line Transfer Journal.
3. You can print the Multi-Line Transfer Journal from the Journals Menu too.

### Using the Screen

When you have printed the Multi-Line Transfer Journal, SchoolBooks will ask you "Did the Multi-Line Transfer Journal print OK, and is the data correct?" This is your opportunity to check your work – actually look at the Journal to make sure it is correct. The default here is "Yes" so you can either click on the "Yes" button, or press <Enter> to proceed.

SchoolBooks then displays the Update window with the prompt "Do you want to update the Multi-Line Transfer Journal?" with a default of No. If you press <Enter>, the program will return to the menu. You must select the "Yes" either by moving to the "Yes" to have SchoolBooks update these entries. This protects you from accidentally hitting the <Enter> key and having the program perform an update without your approval. This also means that SchoolBooks NEVER does an update without you!



## Transfer History Report

**What does it do?** The Transfer Report prints the detail for all the transfers in a selected date range. Even though each type of transfer has its own journal and update process, for the purposes of reporting historical transaction detail, SchoolBooks prints all transfers on the same report. Therefore, you can select which types of transfers to print on this report.

**Where is it?** Go to the Reports Menu, GL Reports - Other and choose Transfer History Report.

### Using the Screen

Selection	All	Starting	Ending
Date	<input type="checkbox"/>	07-01-2009	09-02-2009
Include In Report			
Regular Transfers	<input checked="" type="checkbox"/>		
Cash Transfers	<input checked="" type="checkbox"/>		
Multi-Line Transfers	<input checked="" type="checkbox"/>		

Remember Settings

View/Print Cancel ?

**Date:** Enter the beginning date and the ending date that you want to print on your report.

**Include in Report:** You can choose which types of transfers to include in this report. Check the checkboxes for Regular Transfers, Cash Transfers, and Multi-Line Transfers, as required.

# Chapter 8 – Period End Processing

SchoolBooks has month-end procedures and year end processes that perform important housekeeping functions and help protect the integrity of your data. This chapter includes checklists you can use (or modify) to establish your own internal procedures.

## A Discussion Of Period End Procedures

### At the end of each month

Every month you should balance your cash accounts to the bank statements using the SchoolBooks Bank Reconciliation feature. We recommend you print the Encumbrance Report through the month-end date and distribute information to each teacher/club advisor/staff member so they can verify the status of their accounts. This is a great way to communicate with staff about their account balances PLUS they can help you catch mistakes – deposits posted to the wrong account, etc. You don't have to print all the available SchoolBooks reports every month, but you may want to decide (with the consultation of your Principal and District office) which reports are of most value to your school and then print those same reports each month.

Our recommendations for minimum month-end processing – do each using the month-end date:

1. Use Bank Reconciliation to balance your bank statements. Attach a copy of the Bank Rec Report AND an Account Analysis Detail Report (for this month) to each bank statement.
2. Print an Account Analysis Report (Detail) for the month. This shows all your activity for the month.
3. Print an Account Analysis Report (Summary) for all accounts.
4. Print an Encumbrance Report and distribute to teachers/club advisors/staff.
5. Print a Trial Balance and Balance Sheet using the month end date.
6. Print a Cash Disbursement Report for the month.
7. Do a Month-End Close.

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**Note:** You will still have the ability to run all of the above reports after closing the month. The detail files are not cleared until a Year End process is performed.

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### At the end of the fiscal year

Every year you must first make sure all your months are closed. Then, after you have printed all your reports for the year, you can close the year. Note that 1099s are printed annually, but always in January for the preceding calendar year, so you don't have to worry about 1099 printing at Year End. SchoolBooks keeps track of 1099 information even though you close the fiscal year after June.

Our recommendations for minimum year end processing:

1. Use Bank Reconciliation to balance your bank statements at June 30th.
2. Print an Account Analysis Report (Detail) for each cash account and attach to bank statement and Bank Reconciliation Report at June 30th.
3. Print an Account Analysis Report (Summary) for all accounts from July 1st through June 30th. You might also print a Detail version, but it would probably be VERY long.
4. Print an Encumbrance Report from June 1st to June 30th and distribute to teachers/club advisors/staff.
5. Print a Trial Balance and Balance Sheet at June 30th.
6. Do a Month-End Close for June 30th.
7. Make a final backup and save it someplace. Don't reuse this backup. Date it and label it "SB Prior to Year End." (Save this disk).
8. SAVE PRIOR YEAR DATA. If you want to save detail in an OLD school, now is the time to do it. See instructions in Chapter 3.
9. Do a Year End Close.
10. Do another backup. Date it and label it "SB After Year End" (Save this disk).
11. Print another Trial Balance as of July 1st. Save this report.

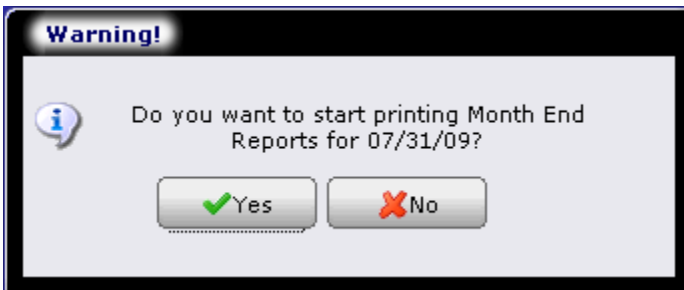
## Month End Processing

**What does it do?** This program ends all processing and transaction data entry for a specific month. When you run month end processing, SchoolBooks does the following:

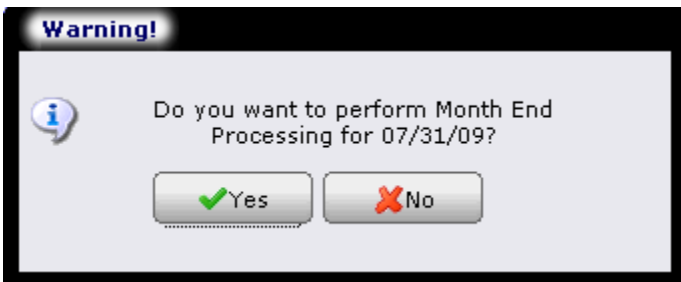
1. Removes any Tracks closeout data in the TREXPORT file which has already been imported.
2. Removes purchase order records which have been completely received from the open purchase order file. Purchase order history transactions are not removed.
3. Removes Temporary Vendors with no open records from the Vendor Maintenance file. Data is still saved in check history files.
4. Removes paid invoices from the Open Invoice file. Data on paid invoices is saved in the Check History files.
5. Afterwards, SchoolBooks will not allow you to enter transactions in any of the Entry screens with a date prior to the month-end date you have selected. This protects you from making entries in months that have already been closed.

**Where is it?** Go to the Period End Menu and select Month End.

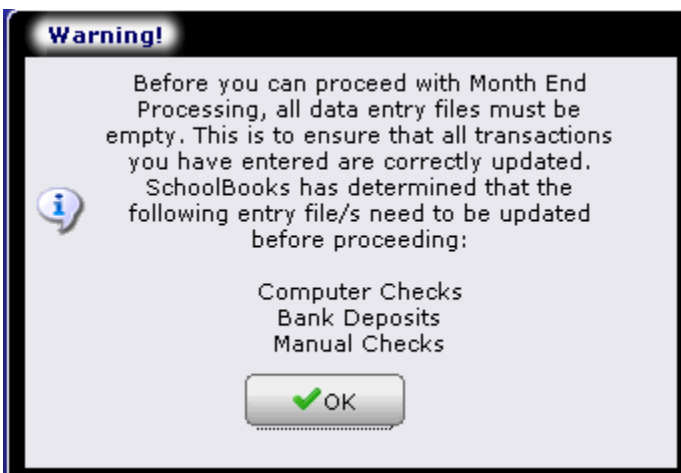
### Using the Screen



**Month End Date:** Click "Yes" to perform month-end processing for the selected month.



If SchoolBooks detects that you have transactions that have not been updated, it warns you.



After month end processing has been completed, you will then get a message telling you that everything was successful.

---

**Note:** *SchoolBooks keeps track of the month to be closed. Click "No" to return to the menu.*

---

## Bank Reconciliation

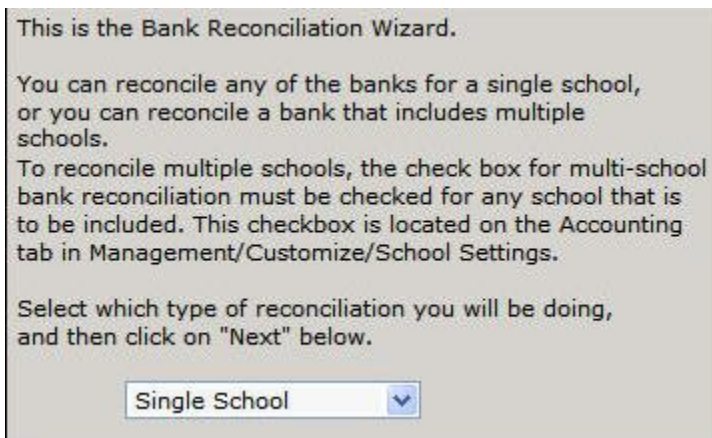
**What does it do?** SchoolBooks Bank Reconciliation allows you to balance your bank statement to your books. The system displays current balances for cleared checks and deposits on the screen as you clear the items shown on your bank statement. The Bank Reconciliation wizard will walk you through the reconciliation process. Even if you have never balanced a bank statement before, you will find that you can balance quickly and easily. For step-by-step instructions about how to use the SchoolBooks Bank Reconciliation Wizard to reconcile your bank statement, see Help files Appendix F.

Our Multiple School Bank reconciliation feature allows you to reconcile one checking account used for several schools. See Help files Appendix G for information about how to set up and use this feature.

**Where is it?** Go to the Period End Menu and select Bank Reconciliation.

### Using the Screens:

The first screen asks whether you want to balance your bank statement for a single school or multiple schools. Choose "Single School" as shown below and click Next. For more information about Multi-School Bank Rec, see Help files Appendix G.



This is the Bank Reconciliation Wizard.

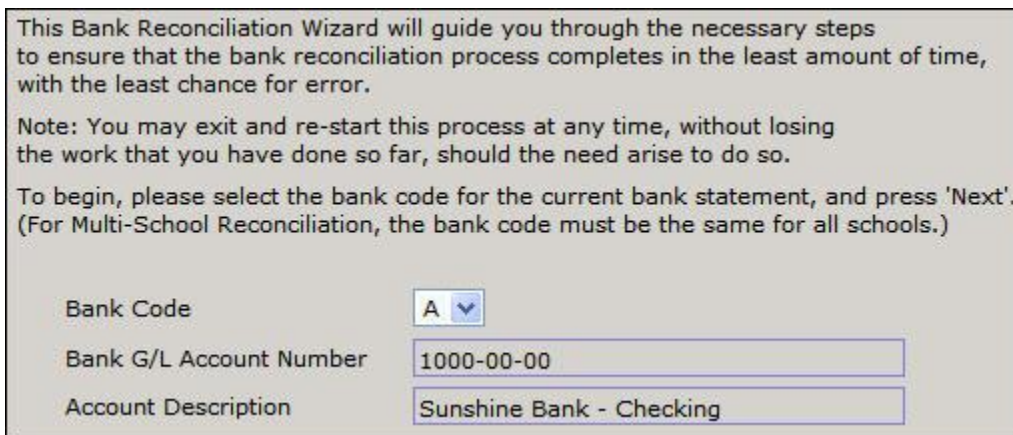
You can reconcile any of the banks for a single school, or you can reconcile a bank that includes multiple schools.

To reconcile multiple schools, the check box for multi-school bank reconciliation must be checked for any school that is to be included. This checkbox is located on the Accounting tab in Management/Customize/School Settings.

Select which type of reconciliation you will be doing, and then click on "Next" below.

Single School

We assume that you have already set up your cash account in Bank Account Maintenance. If you have several Bank Accounts in Bank Account Maintenance, you must first select the correct Bank Code for the Reconciliation that you are about to do. If you have a single bank account, SchoolBooks will default to the "A" Bank Code.



This Bank Reconciliation Wizard will guide you through the necessary steps to ensure that the bank reconciliation process completes in the least amount of time, with the least chance for error.

Note: You may exit and re-start this process at any time, without losing the work that you have done so far, should the need arise to do so.

To begin, please select the bank code for the current bank statement, and press 'Next'. (For Multi-School Reconciliation, the bank code must be the same for all schools.)

Bank Code: A

Bank G/L Account Number: 1000-00-00

Account Description: Sunshine Bank - Checking

Pick up your bank statement. Enter the Beginning (Opening) and Ending (Closing) Balances from your bank statement as shown below. Enter the bank statement Closing Statement Date. Click Next.

Please enter the starting and ending balance from the current month's bank statement, and the statement's ending date. It is important that you enter these number correctly; otherwise, you could end up with a non-zero variance, or an out-of-balance condition, and you will not be able to complete the bank reconciliation.

Bank Code	<input type="text" value="A"/>
G/L Account Number	<input type="text" value="1000-00-00"/>
Account Description	<input type="text" value="Sunshine Bank - Checking"/>
Beginning Balance	<input type="text" value="15,000.12"/>
Ending Balance	<input type="text" value="20569.44"/>
Statement Date	<input type="text" value="07/31/09"/>
Last Date Reconciled	<input type="text" value="06/30/09"/>
Last Period Closed	<input type="text" value="06/30/09"/>

SchoolBooks displays a screen so you can clear all the items on your bank statement.

**Bank Reconciliation - Play School High School**

Please enter 'cleared' items from the bank statement, and press 'Next' to complete the process.

<b>Bank Code</b>	<b>Opening Bal 15,000.12</b>	<b>Ending Bal 29,072.23</b>	<b>Diff 0.00</b>
------------------	------------------------------	-----------------------------	------------------

Opening Bank Balance	07/30/06	Deposits In Transit	299.00
Cleared Deposits	15,000.12	Outstanding Checks	0.00
Cleared Checks/Charges	15,923.75	Outstanding Adjustments	-68.00
Cleared Adjustments	1,851.21	Calculated Book Balance	29,303.23
Calculated Bank Balance	-0.43	Actual Book Balance	29,303.23
	29,072.23	Variance	0.00

Date	Type	Ref No	Description	Clrd	Amount
07/20/09	A	101	NSF Check# 432		-13.00
07/30/09	A	102	Interest Earned - July		12.57
07/01/09	M	3279	Jack's Snack Shop		900.00
07/01/09	M	3280	Jack's Snack Shop		500.00
07/03/09	M	3281	State Board of Equalization		251.45
07/05/09	M	3282	Green Photography Company		125.00
07/20/09	M	3283	Harper Office Products		62.62
07/25/09	M	3284	Mary Smith		12.14
07/15/09	M	3202A	Athletic Supplies For All		50.00
07/10/09	D	101	BANK DEPOSIT		3,000.00
07/16/09	D	102	BANK DEPOSIT		3,600.00
07/18/09	D	103	BANK DEPOSIT		521.25
07/25/09	D	104	BANK DEPOSIT		299.00
07/17/09	D	110	BANK DEPOSIT		8,700.00
07/30/09	D	111	BANK DEPOSIT		102.50

Sort By:

**How the screen works:**

- You can clear items by clicking the "Clear/Unclear" button or by double clicking on the line to clear or unclear.
  - Sorting items on the screen: You can sort or group items by Date, by Type (M=Manual Checks, C=Computer Checks), or by Checks Grouped (all checks together sorted by check number). The program will remember how you sorted before and display according to that option again.
  - Use the back and next buttons to move forward or backward through the screens.
  - Difference: In the example above, you can see on this screen that the difference we're off because we haven't cleared any items yet. This field will always display the difference between the Ending Bank Balance and the Calculated Bank Balance. When it becomes zero, you're in balance and GREEN!
  - Recalc Button: If the checkbox next to this button is checked, SchoolBooks will recalculate the totals and differences at the top of the screen with each item that is cleared. If you would like the process to go faster, simply uncheck that box. The totals won't update automatically but you can just click on the "Recalc" button to update the totals and check your progress.
- A. Deposits:** Mark your deposits as "Cleared."
- For each deposit shown on your bank statement, find the deposit on the Bank Reconciliation screen and double click to clear the item. SchoolBooks will put a "C" for Cleared next to that deposit and show the amount in the Cleared Deposit field at the top of the screen.
  - When you have marked all the deposits as Cleared, the total on the top of the Bank Reconciliation screen should equal the total deposits shown on your bank statement. Note: Some banks include miscellaneous credits WITH the deposits, so you may have to add or subtract them.
- B. Checks:** Mark the checks that have cleared the bank as "Cleared."

- a. For each check shown on the bank statement, find the check on the Bank Reconciliation screen and double click to clear the item. SchoolBooks will put a "C" for Cleared next to that check and show the amount in the Cleared Checks field at the top of the screen.
- b. When you have marked all checks as Cleared, the total on the top of the Bank Reconciliation screen should equal the total checks shown on your bank statement. Note: Some banks include miscellaneous charges WITH the check total, so you may have to add or subtract them.
- c. Void checks:
  - i. Original voids are marked as Cleared already.
  - ii. Checks you have voided during the month have been automatically Cleared by SchoolBooks. BOTH THE ORIGINAL CHECK ENTRY AND THE VOID CHECK ENTRY MUST BE CLEARED

**C. Interest and Bank Charges:** Enter bank charges and interest earned through Adjustment Entry. Remember, you must enter your adjustments, then print an Adjustment Journal and Update before these Adjustments will show up on the Bank Reconciliation screen.

- a. Enter bank charges, NSF fees and check printing charges as NEGATIVE amounts (they reduce the amount of cash you have). The correct Adjustment Type is EXPENSE because we want them to show in the Expense column on the Account Analysis Report.
- b. Enter interest income as a POSITIVE amount (because it increases the amount of cash you have) and the correct Adjustment Type is INCOME because we want it to show in the Income column.
- c. If you have **not** entered your NSF checks and NSF fees in Tracks, enter them in SchoolBooks as NEGATIVE amounts to INCOME (because they originally went into income).
- d. Mark Adjustments as Cleared on the Bank Reconciliation screen the same way you cleared checks and deposits.

**Balancing:** You will know that you have balanced your bank statement successfully when the Bank Statement closing balance on the screen equals the closing balance shown on your Bank Statement. In the example shown above, you can see that we are NOT in balance. Why? Because the Ending Balance above on the right is \$26,583.04 and the Calculated Bank Balance on the left is \$26,226.48. They do not equal each other – and they are displayed in red on the screen. **WHEN THESE AMOUNTS EQUAL EACH OTHER, THEY WILL BOTH DISPLAY AS GREEN!**

Bank Code	Opening Bal 15,000.12	Ending Bal 29,072.23	Diff 0.00
	07/30/06		
Opening Bank Balance	15,000.12	Deposits In Transit	299.00
Cleared Deposits	15,923.75	Outstanding Checks	0.00
Cleared Checks/Charges	1,851.21	Outstanding Adjustments	-68.00
Cleared Adjustments	-0.43	Calculated Book Balance	29,303.23
Calculated Bank Balance	29,072.23	Actual Book Balance	29,303.23
		Variance	0.00

Don't worry if the bank has included items you classify as "adjustments" in with their checks; if the ending balances are the same, you are in balance!

- a. Your Bank Reconciliation screen should also show a zero variance with your actual book balance. If a variance is displayed, please call Blue Bear at once. BUT WAIT! ONLY call us if you have a variance, but ARE IN BALANCE WITH THE BANK! Get in balance with the bank first, then deal with the variance. Sometimes a variance is caused because you are not yet in balance with the bank. Balance your bank statement first! Then deal with any variance.
- b. Click Next to print the Bank Reconciliation Report.

**Bank Reconciliation Report:** You can print a Bank Reconciliation Report at any time to get a printout of your status. This is especially helpful when you are not quite in balance and need to work from a paper rather than the screen to figure out where the problem is. When you are finally in balance, you should print a final copy of the Bank Reconciliation Report and attach it to your actual bank statement. It is also a good idea to print a copy of an Account Analysis Detail Report for the Cash account and attach it too. Now you have your bank statement, bank reconciliation and the detail in your general ledger account all in one place. **YOU KNOW YOU ARE IN BALANCE AND YOU CAN PROVE IT!**



## Month End Processing Tasks

Every school has a different set of procedures for month end or period end processing. You may or may not have a prescribed set of steps you follow each month to close out a month. Some schools send a set of reports to the district office each month; other schools keep their reports locally and internal auditors from the district office come out periodically to check things. Once you understand the various reports you can get from SchoolBooks, you will probably evolve your own set of “Things to do at Month End.” What follows here is a suggested list from Blue Bear.

1. Reconcile your Bank Statement. When you get your bank statement, go to Bank Reconciliation (on the Period End Menu) and make sure you balance. This is not an optional thing; this is a “must do” thing. Once you are in balance, we recommend that you staple these 3 things together: Your bank statement, your Bank Reconciliation Report, a copy of an Account Analysis Detail Report for this Cash Account for the current month (like 5/1/05 to 5/31/05).
2. Print financial reports for you. When you begin using SchoolBooks, we recommend you print all the reports just so you can see what is available. Then, if you decide you really don’t need certain reports, don’t print them next month. At minimum, you will probably select a few key reports and print those each month. The Financial Reports and Account Analysis Reports Menus are a great place to look.
3. Print Encumbrance Reports for other people. We have always recommended that you give each club advisor or teacher or person responsible for an account a copy of the Encumbrance Report for his or her accounts. SchoolBooks allows you to page break this report by GL Account, so it is easy to hand each person a detailed report of actual transactions, plus open invoices and open purchase orders. They can see the scoop at once!
4. Month End Close: This program allows you to close a month, once you are through with all the transactions for the month. Remember that you can always print reports for any time period even after the month is closed. The only functional restriction you have when you close a month is that you cannot enter transactions for that month any longer.

---

**Note:** *Think about this, do you have a backup located off site? Protect yourself and your data. Always have a backup in a different physical location – at home, at the district office, with your Aunt Marge. If Godzilla ever tromps on your school, you’ll be glad you did.*

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## Month End Checklist

- Import all your deposits from Tracks, if applicable.
- Print and update all data entry in progress.
- Do the Bank Reconciliation – Once you are in balance with the bank then there should be no more transactions for that particular month. You can keep working in the next month even if you haven’t closed the prior month.
- Run your monthly reports – All reports that the district requires.

### Blue Bear recommends the following monthly reports:

- Trial Balance – The debit/credit balance in each account.
- Cash Disbursements report – List of checks written in check # order.
- Account Analysis Detail report for the cash account.
- Encumbrance Report – Shows you all the detail plus invoices and purchase orders for each account. You should give this report to each advisor. The report will prompt for a page break on account number. It even prints budgets and variances.

### Additional Month End Reports:

- Statement of Revenue – Shows income & expense accounts only.
- Balance Sheet – Shows all the assets & liabilities with cash reserve.
- Budget Report – Shows budgeted amounts and variances for income & expenses. (Only if you are using budgets for your income and expense accounts.)
- Close the month – Do month end processing.

---

**Note:** *You will still have the ability to run all of the above reports after closing the month. The detail files are not cleared until a Year End process is performed.*

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# Year End Processing

## 1099 Processing

See Help files Appendix N for information about 1099 reporting. This really is not a year end item since it happens in January each year, but it does wrap things up in its fashion, so it seemed fun to put it here.

## Year End Processing

**What does it do?** This process closes out your books at the end of the year.

---

**Note:** *Even if you exclusively use trust accounts (with no income or expense accounts), there must be a type "D" (Due to Student Body) account to close the year.*

---

SchoolBooks will also prompt you to save your prior year here if you have not done so yet.

**If you use Trust Accounts AND have Income and Expense GL Accounts, this is what happens during year end processing:**

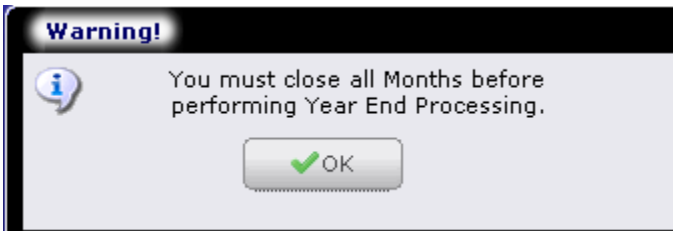
1. SchoolBooks calculates the net profit or loss from the Income and Expense accounts, zeroes out those accounts, and posts that net amount to the Due to Student Body account.
2. All detailed transactions in the General Ledger for the current year are cleared. SchoolBooks changes all Ending balances for the current year into Opening Balances for the next year.
3. SchoolBooks changes the beginning and ending fiscal dates in School Data to the next year.

**If you use ONLY Trust Accounts, this is what happens during year end processing:**

1. All detailed transactions in the General Ledger for the current year are cleared. SchoolBooks changes all Ending balances for the current year into Opening Balances for the next year.
2. SchoolBooks changes the beginning and ending fiscal dates in School Data to the next year.

**Where is it?** Year End is located on the Period End Menu.

### Using the Screen



The program checks to make sure all months are closed before doing Year End Processing.

SchoolBooks prompts, "Are you sure you want to continue with Year End Processing?" If you click "Yes," you'll see the following screen:

The program will check to make sure you have done bank reconciliations for your cash accounts. If you have not done bank reconciliations, SchoolBooks will warn you sternly, but will allow you to proceed. (This is because you may have some cash accounts, like certificates of deposit, that you do not reconcile.)

It is recommended that you make a backup at this point. Select yes on the screen below to go directly to Daily Data Backup.

SchoolBooks will prompt you to make a copy of your soon-to-be prior year data. The program will default the name of this file to something like "ZABHS0405." The "Z" is so the School Code will sort at the bottom of your schools list. The "ABHS" is your regular school code. The "0405" is the year that just ended. You can override this name if you choose.

Once you've checked everything, you'll be prompted one last time to proceed. The actual year end closing procedure is actually very fast. Very quickly you'll see the following message. Congratulations!

## Year End Checklist

- Do the Bank Reconciliation for June.
- Print and update all data entry in progress.
- Import all of your deposits from Tracks, if applicable.
- Print Financial Reports – be sure to run a Trial Balance as of June 30th (Save this document).
- Print Account Analysis Reports.
- Do a backup and label it “SBW Prior to Year End” (Save this disk).
- Save prior year data (see instruction sheet SBW\_107 Save Prior Year Data at Year End).
- Perform the Year End Process.
- Do another backup and label it “SBW After Year End” (Save this disk).
- Print another Trial Balance as of July 1st (Save this document).

---

**Note:** *Once a Year End is done, you will not be able to run any of the detail reports for the prior year. Why? Because SchoolBooks closes out all of the Income and Expense detail to the Due to Student Body account. Then it throws away all the detail transactions for all the other accounts and writes a new record called “Beginning Balance” for each account that has a balance. None of the detail is left!*

---

If you do the “Save Prior Year Data” procedure, however, you will be able to change schools to the prior year in order to view last year’s information.

# Chapter 9 – Reports

This chapter gives you information about most of the reports available in SchoolBooks. There are Maintenance File reports which list data from the Account Maintenance and Vendor Maintenance files. There are Account Analysis Reports which allow you to print detail or summary data from your general ledger with selection by date range and account number range. There are Financial Reports (standard business-type reports) like the Trial Balance and Balance Sheet. And finally, there are Transaction Reports like the Bank Deposit Report that allow you to print detailed transactions for a specified date range.

**Please refer to the Reports Digest for copies of all reports.**

If you want to see what a report will look like before you have data in the system, you can print sample reports using the PlaySchool demo data provided with your software. Simply “Change School” to ZPLAY - PlaySchool and print reports.

## **What is the difference between a journal and a report?**

- A journal is part of the data entry process that goes like this: Entry, Journal, Update. Journals display all the data residing in a data entry file, waiting to be updated.
- Reports in SchoolBooks simply display data that has already been updated. There are no updates involved with reports. So, it is always safe to run a report. It is safe to give people access to reports, because they can't “accidentally” update any data or post anything.

Reports can be run from the Reports Menu or from various screens throughout SchoolBooks. Each report is launched with a selection screen that allows you to customize the report to your specifications. All reports are first previewed to the screen and then may be printed or exported. The following is a map of where to find specific reports on the Reports Menu:

**GL Analysis Reports:** The GL Analysis Reports Menu is home to the analysis reports.

- Account Snapshot
- Account Analysis (Summary)
- Account Analysis (Detail)
- Category Detail Report
- Encumbrance Report

**GL Reports – Other:** The GL Reports – Other Menu has history reports and maintenance file listings.

- Adjustment History Report
- Transfer History Report
- Chart of Accounts
- GL Print Group Listing
- Category Listing

**Financial Reports:** Financial Reports include standard business-type reports like the Trial Balance, Balance Sheet, and Statement of Revenue.

- Trial Balance
- Balance Sheet
- Statement of Revenue
- Budget Report
- Mini Profit and Loss

**Banking Reports:** The Banking Reports menu includes reports that have to do with money coming into SchoolBooks.

- Bank Deposit History Report
- Receipt History Report
- Receipt Sales Tax Report
- Bank Listing
- Check Lookup

**Vendor Reports:** The Vendor Reports menu includes reports that have to do with money paid out of SchoolBooks. Also included on this menu is Check Lookup – which enables the user to quickly access detailed information about a specific check.

- Open Invoice Report
- Computer Check Edit Report
- Check Requisition Report
- Vendor Check History Report
- Cash Disbursement Report
- Vendor Listing
- Vendor Analysis Report

- Check Lookup

**Purchase Order Reports:** The Purchase Order Reports menu includes reports that have to do with purchase orders.

- Open PO Report
- PO History Report
- PO Approval Report
- PO Check Cross Reference Report

**Consolidated Reports:** The Consolidated Reports menu includes reports that have to do with consolidated data from multiple schools and school groups in your district.

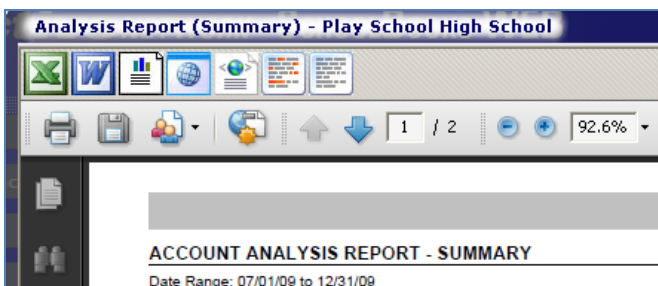
- School Group Maintenance
- My Consolidated Reports
- Bank Rec Status Report

## Previewing Reports and Exporting Data

**What does it do?** All reports in SchoolBooks are generated and displayed using Adobe Acrobat. You can then print the report or export the data in a variety of formats.

When the report is displayed on the screen, you will see a tool/status bar at the top of the screen.

- Use the Printer button to access your printer dialog window. Here you can select which pages to print and the number of copies to print. This is the best way to selectively print only specific pages of a report.
- Use the Save button to save a copy of this report.
- Use the Browse arrows to move forward and backwards through the pages of the report.



- Export options (Excel, Word, html, etc.) are displayed above the tool bar.
- The percentage displayed in the little box tells you the size of the document being displayed. You can make the report bigger or smaller by changing the percentage.

This is an example of a report exported to Excel.

Play School High School - Test						
ACCOUNT ANALYSIS REPORT - SUMMARY						
Date Range: 07-01-2009 to 09-02-2009						
Acct Range: ALL						
ACCOUNT #	AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
<b>Cash Accounts</b>						
1000-00-00	Cash -Chkg - Sunshine Bank	39,506.56	4,999.03	1,065.56		43,440.03
1005-00-00	Cash - Savings - West Bank	3,437.45				3,437.45
1100-00-00	Petty Cash	200.00				200.00
1200-00-00	CD - Sunshine Bank	20,000.00				20,000.00
1300-00-00	Web Store Clearing Bank	300.00	280.00			580.00
<b>Total Cash Accounts</b>		<b>63,444.01</b>	<b>5,279.03</b>	<b>1,065.56</b>	<b>0.00</b>	<b>67,657.48</b>

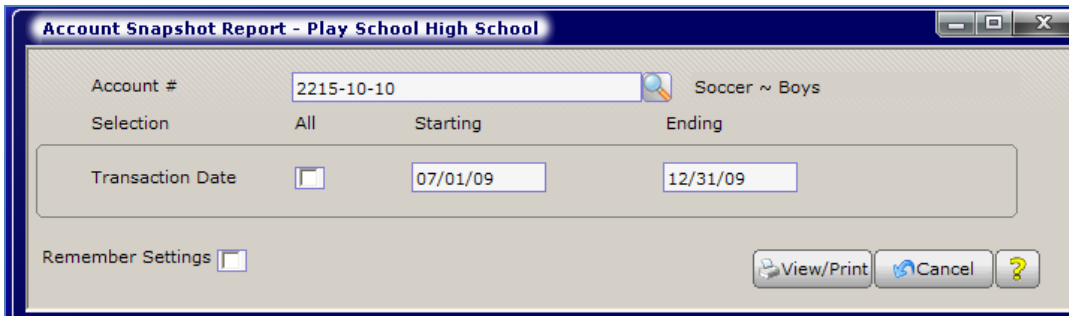
# GL Analysis Reports

## Account Snapshot Report

**What does it do?** The Account Snapshot Report is a quick, abbreviated version of the Encumbrance Report that only prints for ONE ACCOUNT AT A TIME. You can use the Account Snapshot Report when the Soccer Coach calls and wants to know how much is in his account - FAST! This report shows all the current detail posting for the selected account plus the encumbrances (open invoices and open purchase orders) against this account.

**Where is it?** Go to the Reports Menu, GL Analysis Reports and choose Account Snapshot Report.

### Using the Screen



The screenshot shows a window titled "Account Snapshot Report - Play School High School". It contains the following fields and controls:

- Account #: 2215-10-10 (with a search icon)
- Selection: All, Starting, Ending (radio buttons)
- Transaction Date:  (checked), 07/01/09, 12/31/09
- Remember Settings:
- Buttons: View/Print, Cancel, ?

**Account #:** Enter the Account Number of the account or click on the drop down arrow or press <F2> to lookup an account. The system will display the account description.

**Transaction Date:** Leave the "All" checkbox checked to see all transactions for this account. To see transactions for a specified date range, enter the Starting and Ending dates.

**Remember Settings:** Check this box to have SchoolBooks remember the settings for the next time you run this report. Clear the checkbox if you do not want the program to remember these settings.

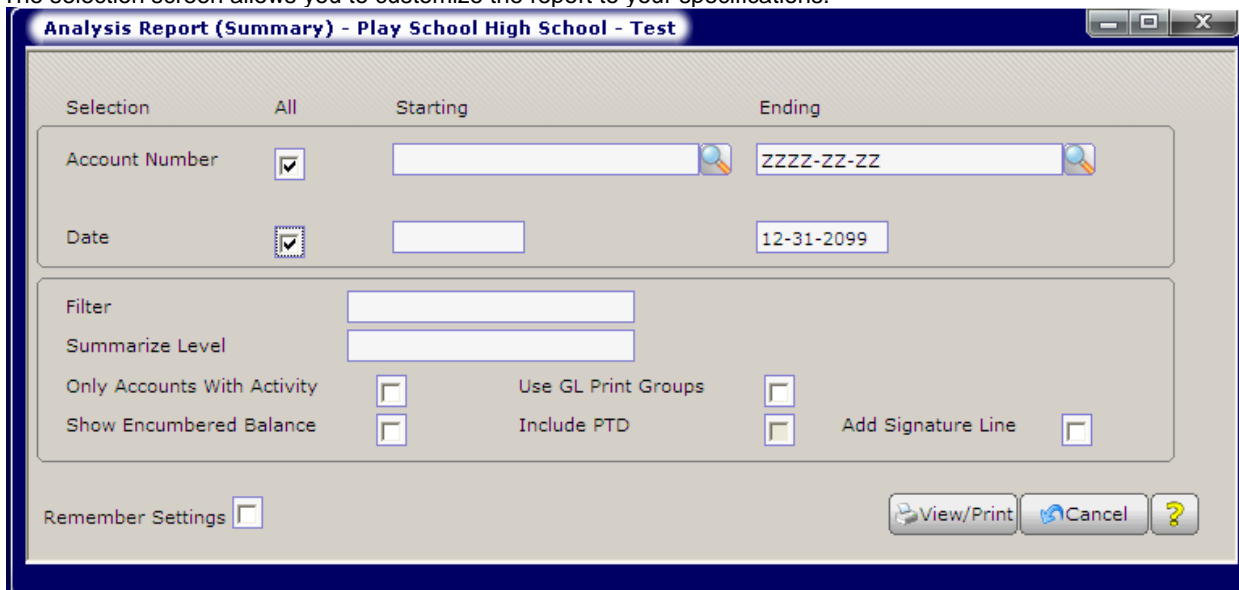
## Account Analysis Report Summary

**What does it do?** The Account Analysis Summary Report shows a summary total for each account for a range of accounts for a range of dates. You may filter your selection to see only specified accounts or tell SchoolBooks to summarize (roll up) account balances.

**Where is it?** Go to the Reports Menu, GL Analysis Reports and choose Analysis Report (Summary).

### Using the Screen

The selection screen allows you to customize the report to your specifications.



The screenshot shows a window titled "Analysis Report (Summary) - Play School High School - Test". It contains the following fields and controls:

- Selection: All, Starting, Ending (radio buttons)
- Account Number:  (checked), [text field with search icon], ZZZZ-ZZ-ZZ (with search icon)
- Date:  (checked), [text field], 12-31-2099
- Filter: [text field]
- Summarize Level: [text field]
- Only Accounts With Activity:
- Show Encumbered Balance:
- Use GL Print Groups:
- Include PTD:
- Add Signature Line:
- Remember Settings:
- Buttons: View/Print, Cancel, ?

**Account Number:** The default selection is for all accounts. If you want to limit the selection to a certain range of accounts, enter the Starting and Ending Account number here.

**Date Range:** The default selection is for all dates. If you want to limit the selection to a certain date range, enter the Starting and Ending dates here.

**Filter:** If you want to filter your selection, enter the appropriate account segment value here. For example, assume all your Girls Athletic accounts have a "20" in the 2nd segment of your account number and you want to see only these accounts. You would enter a "20" in the 2nd segment, filling in the rest of the mask with question marks. Now SchoolBooks will only print accounts with a "20" in the 2nd segment of the account. See Appendix I for more details about how to use this feature.

**Summarize Level:** Enter the account mask for summarizing this report. If you have a short account number, you probably will not use this field. If you want to summarize or roll up your accounts to the 1st segment, enter "?????" in the first segment of your account mask. Now SchoolBooks will group all transactions by the first 4 characters of the GL Account number. See Appendix I for more details about how to use this feature.

**Only accounts with activity:** Click the checkbox to only include accounts with current activity in the selected date range. Leave the box blank to select all accounts in the account range regardless of whether they have activity or not.

**Use GL Print Groups:** Check this checkbox to use GL Print Groups for this report.

**Show Encumbered Balance:** Click the checkbox to show the encumbered amount (open invoices and open purchase orders) and encumbered balance for each account. This version of the report will print in landscape format.

**Include PTD:** Check this box to split the report into period to date and year to date sections.

**Add Signature Line:** Check this box to print a signature line at the bottom of the report. Printing a signature line gives you a convenience place for someone to sign that he/she has approved the report.

**Remember Settings:** Check this box to have SchoolBooks remember the settings for the next time you run this report. Clear the checkbox if you do not want the program to remember these settings.

## Account Analysis Report Detail

**What does it do?** The Account Analysis Detail Report shows detailed transactions for a range of accounts for a range of dates. You may filter your selection to see only specified accounts or tell SchoolBooks to summarize (roll up) account balances.

**Where is it?** Go to the Reports Menu, GL Analysis Reports and choose Analysis Report (Detail).

### Using the Screen

The screenshot shows a dialog box titled "Analysis Report (Detail) - Play School High School". It features several input fields and checkboxes. The "Account Number" section includes a "Selection" dropdown set to "All", a "Starting" field with a magnifying glass icon, and an "Ending" field containing "ZZZZ-ZZ-ZZ". The "Date Range" section has a "Date Range" checkbox, a "Starting" field with "07/01/09", and an "Ending" field with "12/31/09". Below these are "Filter" and "Summarize Level" text boxes. The bottom section contains checkboxes for "Only Accounts With Activity", "Add Signature Line", "Use GL Print Groups", "Remember Settings", "Page Break on Account", and "Page Break on Print Groups". At the bottom right are "View/Print", "Cancel", and a help icon.

**Account Number:** The default selection is for all accounts. If you want to limit the selection to a certain range of accounts, enter the Starting and Ending Account number here.

**Date Range:** The default selection is for all dates. If you want to limit the selection to a certain date range, enter the Starting and Ending dates here.

**Filter:** If you want to filter your selection, enter the appropriate account segment value here. For example, assume all your Girls Athletic accounts have a "20" in the 2nd segment of your account number and you want to see only these accounts. You would enter a

“20” in the 2nd segment, putting question marks (?) in the rest of the mask. Now SchoolBooks will only print accounts with a “20” in the 2nd segment of the account. See Appendix I for more details about how to use this feature.

**Summarize Level:** Enter the account mask for summarizing this report. If you have a short account number, you probably will not use this field. If you want to summarize or roll up your accounts to the 1st segment, enter “????” in the first segment of your account mask. Now SchoolBooks will group all transactions by the first 4 characters of the GL Account number. See Appendix I for more details about how to use this feature.

**Only accounts with activity:** Click the checkbox to only include accounts with current activity in the selected date range. Leave the box blank to select all accounts in the account range regardless of whether they have activity or not.

**Add Signature Line:** Check this box to print a signature line at the bottom of the report. Printing a signature line gives you a convenience place for someone to sign that he/she has approved the report.

**Use GL Print Groups:** Check this checkbox to use GL Print Groups for this report.

**Page Break on Account:** Check this checkbox if you would like each account to print on a separate page.

**Remember Settings:** Check this box to have SchoolBooks remember the settings for the next time you run this report. Clear the checkbox if you do not want the program to remember these settings.

## Category Detail Report

**What does it do?** The Category Detail Report prints transactions detail sorted and subtotaled by Category. Remember that Category Codes are assigned to individual transactions, so transactions with the same Category Code may be posted to several different GL Accounts. This report is presented in the same format as an Account Analysis Detail Report, but also includes the GL Account for each transaction. You may choose to sort the report by date or by GL Account number.

**Hint:** *This report ONLY displays transactions that have a Category Code. You can add a Category Code to an existing transaction by using Modify Categories, located on the Management Menu/Special Functions Menu.*

### Using the Screen

Category Detail Report - Play School High School - Test

Sort By: **GL Account**

Selection:  All    Starting    Ending

Date Range:     07-01-2009    09-02-2009

Category Range:        ZZZZZZZZZZ

Account Number:        ZZZZ-ZZ-ZZ

Page Break on Category:

Remember Settings:

View/Print    Cancel    ?

**Sort by:** You can sort transactions on this report within each Category by date or by GL Account number.

**Date Range:** Leave the “All” box checked to see all transactions on this report. To see transactions for a specified date range, enter the Starting and Ending dates.

**Category Range:** Leave the “All” box checked to see transactions for ALL Category Codes on this report. To see transactions for specified Categories only, enter Starting and Ending Category Codes.

**Account Number:** Leave the “All” box checked to see transactions for ALL GL Accounts on this report. To see transactions for a specified range of GL Accounts, enter Starting and Ending GL Accounts.

**Remember Settings:** Check this box to have SchoolBooks remember the settings for the next time you run this report. Clear the checkbox if you do not want the program to remember these settings.



## Encumbrance Report

**What does it do?** This report shows the detail for every transaction in the selected accounts in the selected date range. Data is grouped and subtotaled by GL Account Number. Each detail transaction line includes the date, source journal, reference number (like check number or deposit number), description and purpose, and amount shown in Income, Expense, or Transfer columns. The report also shows the beginning balance for each account as of the beginning of the selected date range, a running balance, and ending balance.

The actual transactions shown on this report use the same format as the Account Analysis Detail Report to show you the actual balance in each account. But this report also shows open purchase order and open invoice detail charged against each account, showing the true encumbered balance for each account.

You can choose to print the Encumbrance Report with page breaks between each account so you can hand a single page to each club advisor. You can choose to include budget amounts and a variance, too. If you only want this data for one account, use the Account Snapshot Report; it provides the same data, but only for one account at a time.

**Where is it?** Go to the Reports Menu, GL Analysis Reports and choose Encumbrance Report.

### Using the Screen

The screenshot shows the 'Encumbrance Report - Play School High School - Test' dialog box. It features a title bar with standard window controls. The main area is divided into several sections. At the top, there are labels for 'Selection', 'All', 'Starting', and 'Ending'. Below these are input fields for 'Acct Number', 'Date', 'Filter', and 'Summarize Level'. The 'Acct Number' section includes a checked checkbox for 'All', a text box for 'Starting', and a text box for 'Ending' containing 'ZZZZ-ZZ-ZZ'. The 'Date' section includes a unchecked checkbox for 'Date', a text box for 'Starting' containing '07-01-2009', and a text box for 'Ending' containing '09-02-2009'. Below these are two text boxes for 'Filter' and 'Summarize Level'. A group of checkboxes includes 'Only Accounts With Activity' (checked), 'Page Break on Account' (unchecked), 'Print Budget Amounts' (unchecked), and 'Add Signature Line' (unchecked). At the bottom left is a 'Remember Settings' checkbox (unchecked). At the bottom right are three buttons: 'View/Print', 'Cancel', and a help icon.

**Account Number:** If you want to print a report showing all your accounts, leave the “All” box checked and click on View/Print. If you do not want to see all your Accounts, but only a specified range of Accounts, you can enter a starting and an ending Account Number.

**Date Range:** If you want to print a report showing transactions for ALL dates, leave the “All” box checked. If you only want to see transactions for a particular date range, enter the starting and ending dates.

**Filter:** If you want to filter your selection, enter the appropriate account segment value here. For example, assume all your Girls Athletic accounts have a “20” in the 2nd segment of your account number and you want to see only these accounts. You would enter a “20” in the 2nd segment, entering question marks in the rest of the mask. Now SchoolBooks will only print accounts with a “20” in the 2nd segment of the account. See Appendix I for more details about how to use this feature.

**Summarize Level:** Enter the account mask for summarizing this report. If you have a short account number, you probably will not use this field. If you want to summarize or roll up your accounts to the 1st segment, enter “????” in the first segment of your account mask. Now SchoolBooks will group all transactions by the first 4 characters of the GL Account number. See Appendix I for more details about how to use this feature.

**Only Accounts with Activity:** Check the checkbox to only include accounts with current activity in the selected date range. Leave the box blank to select all accounts in the account range regardless of whether they have activity or not.

**Page Break on Account:** Check this option to print each account on a separate page.

**Print Budget Amounts:** Check this option to print budgets and variance amounts on the report.

**Add Signature Line:** Check this box to print a signature line at the bottom of the report. Printing a signature line gives you a convenience place for someone to sign that he/she has approved the report.

**Remember Settings:** Check this box to have SchoolBooks remember the settings for the next time you run this report. Clear the checkbox if you do not want the program to remember these settings.

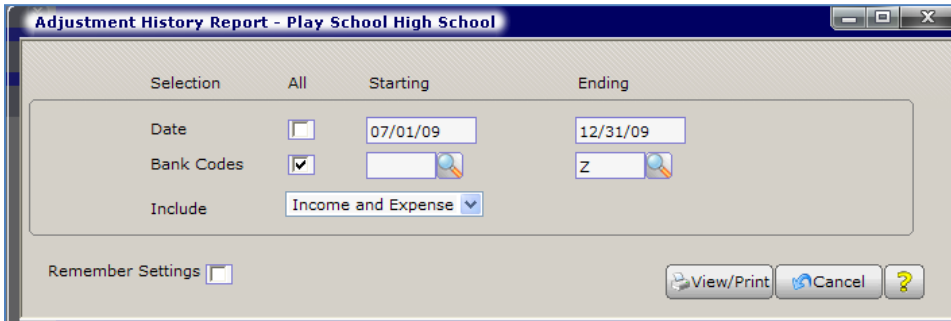
# GL Reports – Other

## Adjustment History Report

**What does it do?** The Adjustment History Report prints a list of all adjustments between selected dates for specified Bank Codes.

**Where is it?** Go to the Reports Menu, GL Reports - Other and choose Adjustment History Report.

### Using the Screen



The screenshot shows a window titled "Adjustment History Report - Play School High School". It features a form with the following fields and options:

Selection	All	Starting	Ending
Date	<input type="checkbox"/>	07/01/09	12/31/09
Bank Codes	<input checked="" type="checkbox"/>	<input type="text"/>	Z
Include	Income and Expense		

At the bottom, there is a "Remember Settings" checkbox (unchecked) and three buttons: "View/Print", "Cancel", and a help icon.

**Date:** The report selection screen defaults to "All" dates. If you want a specific date range, enter a starting date and an ending date.

**Bank Codes:** The report selection defaults to "All" Bank Codes. If you only want to view adjustment history for specific Bank Codes, enter a starting Bank Code and ending Bank Code.

**Include:** You can choose for the report to print both Income and Expense Adjustments, Income Adjustments only, or Expense Adjustments only.

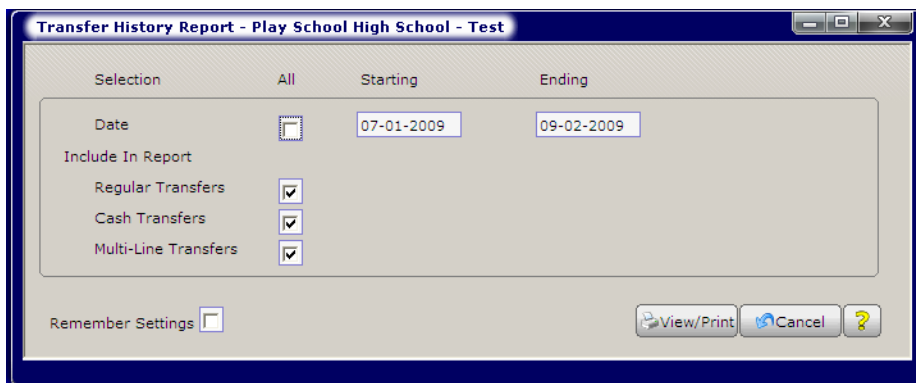
**Remember Settings:** Check this box to have SchoolBooks remember the settings for the next time you run this report. Clear the checkbox if you do not want the program to remember these settings.

## Transfer History Report

**What does it do?** The Transfer Report prints the detail for all the transfers in a selected date range. Even though each type of transfer has its own journal and update process, for the purposes of reporting historical transaction detail, SchoolBooks prints all transfers on the same report. Therefore, you can select which types of transfers to print on this report.

**Where is it?** Go to the Reports Menu, GL Reports - Other and choose Transfer History Report.

### Using the Screen



The screenshot shows a window titled "Transfer History Report - Play School High School - Test". It features a form with the following fields and options:

Selection	All	Starting	Ending
Date	<input type="checkbox"/>	07-01-2009	09-02-2009
Include In Report			
Regular Transfers	<input checked="" type="checkbox"/>		
Cash Transfers	<input checked="" type="checkbox"/>		
Multi-Line Transfers	<input checked="" type="checkbox"/>		

At the bottom, there is a "Remember Settings" checkbox (unchecked) and three buttons: "View/Print", "Cancel", and a help icon.

**Date:** Enter the beginning date and the ending date that you want to print on your report.

**Include in Report:** You can choose which types of transfers to include in this report. Check the boxes for Regular Transfers, Cash Transfers, and Multi-Line Transfers, as required.

## Chart of Accounts

**What does it do?** This report shows a listing of all the accounts you have entered in G/L Account Maintenance. You can choose the sort order for the report. You may select from a range of Account Numbers or a range of Account Descriptions. You can choose to print just the basic account information or detailed information for each account. The report shows Account Number, Account Description, and other information about the account.

**Where is it?** Go to the Reports Menu, GL Reports - Other, and choose Chart of Accounts.

### Using the Screen

Chart of Accounts - Play School High School - Test

Sort By: Account Number

Print Detail  Suppress Inactive Accounts

Selection: All (selected), Starting, Ending

Account Number:  [ ] ZZZZ-ZZ-ZZ [ ]

Description:  [ ] [ ]

Remember Settings  View/Print Cancel ?

**Sort By:** You can choose to sort the Chart of Accounts by Account Number, Account Description, GL Print Group, or Account Type.

**Print Detail:** If you leave the checkbox cleared, SchoolBooks will print the Summary report, showing your Account Number, Description, Account Type, Detail/Summary flag, Advisor, and Print Group. If you check the checkbox, SchoolBooks will print the Detail report, showing your Account Number, Description, Advisor, User-defined fields 1 and 2, and the Income and Expense Budgets for each account.

**Suppress Inactive Accounts:** Check this box to suppress GL Accounts that are flagged as “inactive” or leave the box cleared to see all GL Accounts.

**Account Number:** If you want to print a list of all your accounts, leave the “All” boxes checked and click View/Print. If you do not want to see all your Accounts, but only a specified range of Accounts, enter a starting and an ending Account Number or Description.

**Remember Settings:** Check this box to have SchoolBooks remember the settings for the next time you run this report. Clear the checkbox if you do not want the program to remember these settings.

## GL Print Group Listing

**What does it do?** This report shows a listing of all the GL print groups you have entered in GL Print Group Maintenance.

**Where is it?** Go to the Reports Menu, GL Reports – Other and choose GL Print Group Listing.

## Category Listing

**What does it do?** This report shows a listing of all the categories you have entered in Category Maintenance.

**Where is it?** Go to the Reports Menu, GL Reports – Other and choose Category Listing.

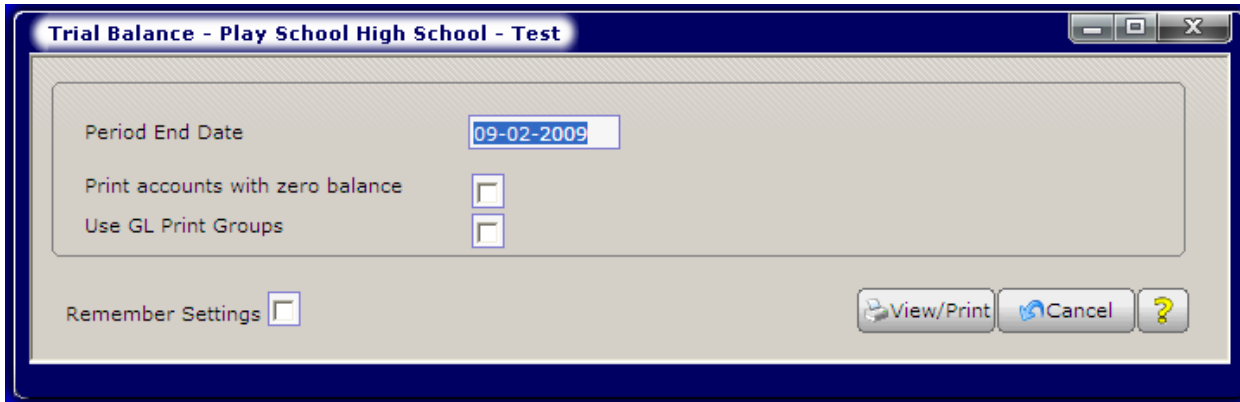
# Financial Reports

## Trial Balance

**What does it do?** This report prints a list of all accounts showing debit and credit balances for each. Note: This is the only place in SchoolBooks where you will see the terms "debit" and "credit."

**Where is it?** Go to the Reports Menu, Financial Reports and choose Trial Balance.

### Using the Screen



**Period End Date:** Enter the period end date for this Trial Balance report. SchoolBooks will print a single balance that includes all transactions up to and including this date on the report for each account in your Chart of Accounts.

**Print accounts with zero balance:** Check this checkbox to print accounts that have zero balances. Leave the box blank to suppress printing of accounts with zero balances.

**Use GL Print Groups:** Check this checkbox to use GL Print Groups for this report.

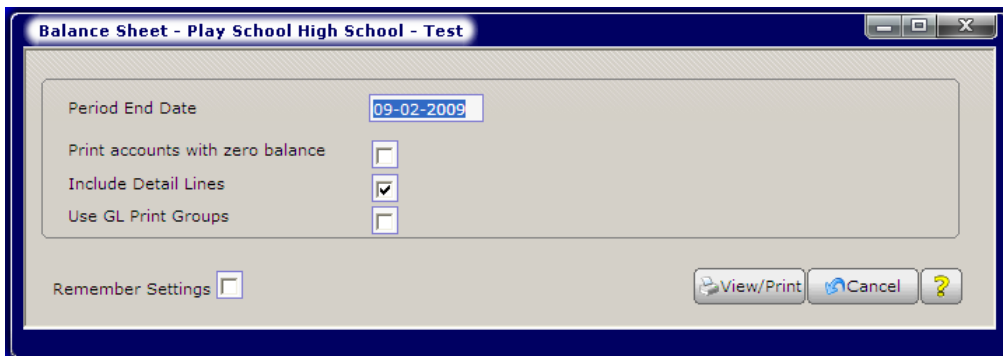
**Remember Settings:** Check this box to have SchoolBooks remember the settings for the next time you run this report. Clear the checkbox if you do not want the program to remember these settings.

## Balance Sheet

**What does it do?** You can print a balance sheet showing your assets, liabilities including trust accounts and student body accounts, and amount due to student body for any selected date. You can choose to print summary totals by account type only or a complete listing for all accounts. You can also click a checkbox to show the encumbered account balance beside the actual account balance.

**Where is it?** Go to the Reports Menu, Financial Reports and choose Balance Sheet.

### Using the Screen



**Period End Date:** Enter the period end date for this Balance Sheet report. The system will print balances for accounts that include all transactions up to and including this date on the report.

**Print accounts with zero balance:** Check this checkbox to see all accounts, regardless of the balance. Leave the box cleared to see only GL Accounts with a non-zero balance.

**Include Detail Lines:** Check this checkbox to include individual line items for each trust account and student body account. Leave the box blank to print only the total of all trust accounts and all student body accounts. This field's default is to be checked.

**Use GL Print Groups:** If you have defined GL Print Groups and want to include sorting and subtotals by Print Group, check this box. Leave the checkbox cleared to print all accounts in their natural order (by account type, then in account number order).

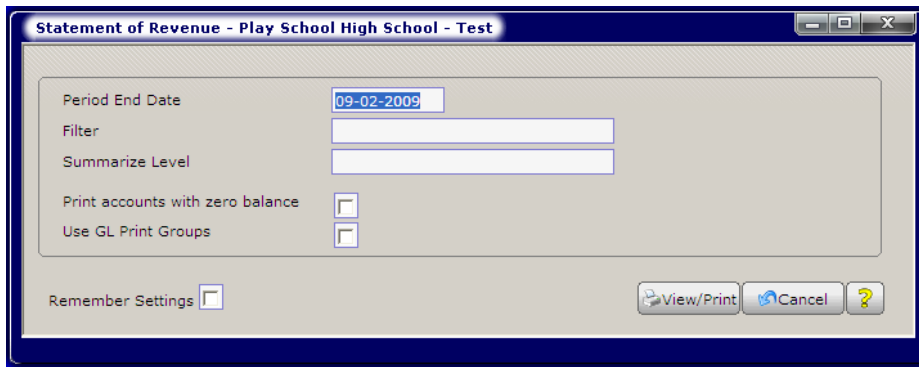
**Remember Settings:** Check this box to have SchoolBooks remember the settings for the next time you run this report. Clear the checkbox if you do not want the program to remember these settings.

## Statement of Revenue

**What does it do?** The Statement of Revenue Report (also called a Profit and Loss Statement) displays your revenues and expenditures together with net profit or loss through a selected date.

**Where is it?** Go to the Reports Menu, Financial Reports and choose Statement of Revenue.

### Using the Screen



**Period End Date:** Enter the period end date for this Statement of Revenue report. The system will print balances for accounts that include all transactions up to and including this date on the report.

**Filter:** If you want to select only specific accounts for this report, in other words, “filter” out accounts you don’t want to see, enter the masking characters here. Enter any part of your GL Account as a filter and use “?” as a wildcard character in the rest of the mask. In the example above in PlaySchool, all the athletic accounts have a “50” in the middle segment, so this report will only print accounts that have a “50” in the middle segment. This would include accounts like “2252-50-10” for Boys Basketball. If you have short account numbers (like “340”), you probably will not use this field. Just press “Enter” to accept the default of “everything.” See Appendix I for more details about how to use this feature.

**Summarize Level:** Enter the account mask for summarizing this report, by entering the “?” characters as shown above. The example on page 9-16 shows how to summarize the report by the first four characters of the GL Account number. If you have a short account number, you probably will not use this field. Just press “Enter” to accept the default of “everything.” See Appendix I for more details about how to use this feature.

**Print Accounts with zero balance:** Check this checkbox to see all accounts, regardless of the balance. Leave the box cleared to see only GL Accounts with a non-zero balance.

**Use GL Print Groups:** If you have defined GL Print Groups and want to include sorting and subtotals by Print Group, check this checkbox. Leave the box cleared to print all accounts in their natural order with totals only for Income and Expense.

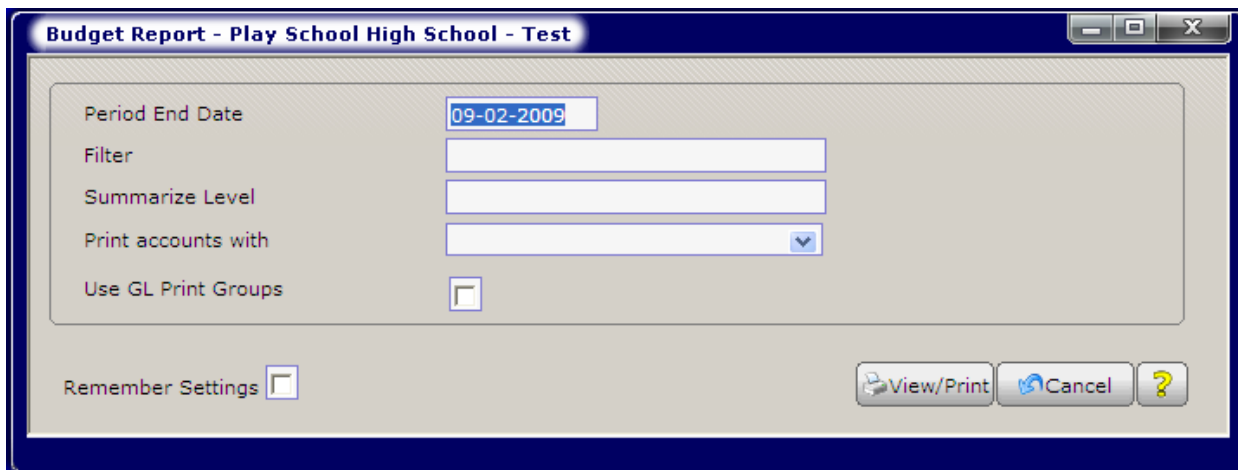
**Remember Settings:** Check this box to have SchoolBooks remember the settings for the next time you run this report. Clear the checkbox if you do not want the program to remember these settings.

## Budget Report

**What does it do?** The Budget Report displays your revenue and expense accounts with budget and variance amounts through a selected date. The format is a typical Profit and Loss Statement, but with the addition of budget amounts.

**Where is it?** Go to the Reports Menu, Financial Reports and choose Budget Report.

### Using the Screen



**Period End Date:** Enter the period end date for this Budget Report. The system will print balances for accounts that include all transactions up to and including this date on the report.

**Filter:** If you want to select only specific accounts for this report, in other words, “filter” out accounts you don’t want to see, enter the masking characters here. Enter any part of your GL Account as a filter and use “?” as a wildcard character in the rest of the mask. In the example above in PlaySchool, all the dance accounts have a “75” in the middle segment, so this report will only print accounts that have a “75” in the middle segment, as in the sample below. This would include accounts like “4120-75-03” for Homecoming Dance ~ Income. If you have short account numbers (like “340”), you probably will not use this field. See Appendix I for more details about how to use this feature.

Acct No	Description
4120-75-03	HOMECOMING DANCE ~ INCOME
4120-75-04	HOMECOMING DANCE ~ EXPENSE
4121-75-03	BACKWARDS DANCE ~ INCOME
4121-75-04	BACKWARDS DANCE ~ EXPENSE
4122-75-03	PROM - INCOME
4122-75-04	PROM ~ EXPENSE

**Summarize Level:** Enter the account mask for summarizing this report, by entering the “?” characters as shown above. The example above shows how to summarize the report by the first four characters of the GL Account number, so we will end up with one line for Homecoming Dance, one line for Backwards Dance, etc. If you have a short account number, you probably will not use this field. Just press “Enter” to accept the default of “everything.” See Appendix I for more details about how to use this feature.

**Print Accounts with zero balance:** Check this checkbox to see all accounts, regardless of the balance. Leave the box cleared to see only GL Accounts with a non-zero balance.

**Use GL Print Groups:** If you have defined GL Print Groups and want to include sorting and subtotals by Print Group, check this checkbox. Leave the box cleared to print all accounts in their natural order with totals only for Income and Expense.

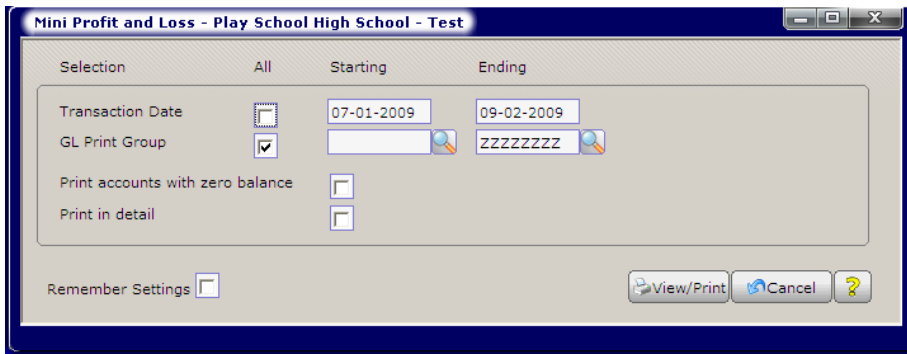
**Remember Settings:** Check this box to have SchoolBooks remember the settings for the next time you run this report. Clear the checkbox if you do not want the program to remember these settings.

## Mini Profit and Loss

**What does it do?** The Mini Profit & Loss Statement uses GL Print Groups to display the revenues, expenditures, and net profit for a group of accounts. These accounts can be any type of account except Cash accounts. For example, if you have several accounts that relate to the yearbook, regardless of whether they are Trust accounts, or Income or Expense accounts, you can group them together for a Mini P&L Statement. This report prints in the same format as an Account Analysis Report. You can choose to print the report in Summary or Detail.

**Where is it?** Go to the Reports Menu, Financial Reports and choose Mini Profit and Loss.

### Using the Screen



**Transaction Date:** If you want to limit the date range for this report, enter a starting and ending transaction date. The system will print balances for accounts that include all transactions within the selected date range. Otherwise, to see all transactions, leave the ALL box checked.

**GL Print Group:** If you want to print this report for ALL defined GL Print Groups, leave the “ALL” box checked. SchoolBooks will print a Mini P&L Statement for each Print Group you have. If you only want to see the report for a limited range of data, enter the starting and ending GL Print Group codes.

**Print accounts with zero balance:** Check this checkbox to include accounts with zero balance. Leave the checkbox cleared to only show accounts with non-zero balance.

**Print in detail:** Check this checkbox to print all the transaction detail, like on an Account Analysis Detail Report. Leave the checkbox cleared to see one line per GL Account, like on an Account Analysis Summary Report. The system default is for Summary.

**Remember Settings:** Check this box to have SchoolBooks remember the settings for the next time you run this report. Clear the checkbox if you do not want the program to remember these settings.



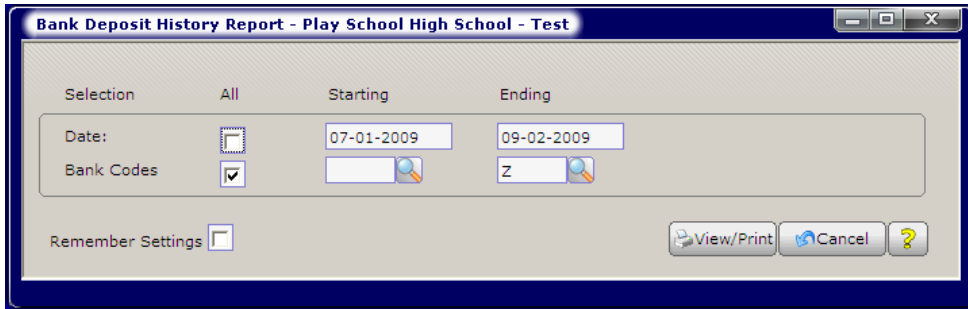
# Banking Reports

## Bank Deposit History Report

**What does it do?** The Bank Deposit History Report prints a list of all bank deposits between two dates for selected Bank Codes.

**Where is it?** Go to the Reports Menu, Banking Reports and choose Bank Deposit History Report.

### Using the Screen



The screenshot shows a window titled "Bank Deposit History Report - Play School High School - Test". It features a form with the following fields and controls:

Selection	All	Starting	Ending
Date:	<input type="checkbox"/>	07-01-2009	09-02-2009
Bank Codes	<input checked="" type="checkbox"/>		Z
Remember Settings	<input type="checkbox"/>		

At the bottom right, there are three buttons: "View/Print", "Cancel", and a help icon (question mark).

**Date:** The report selection screen defaults to "All" dates where the 12/31/99 is 12/31/2099. If you want a specific date range, enter a starting date and an ending date.

**Bank Code:** The report selection defaults to "All" Bank Codes. If you only want to view bank deposit history for specific Bank Codes, enter a starting Bank Code and ending Bank Code.

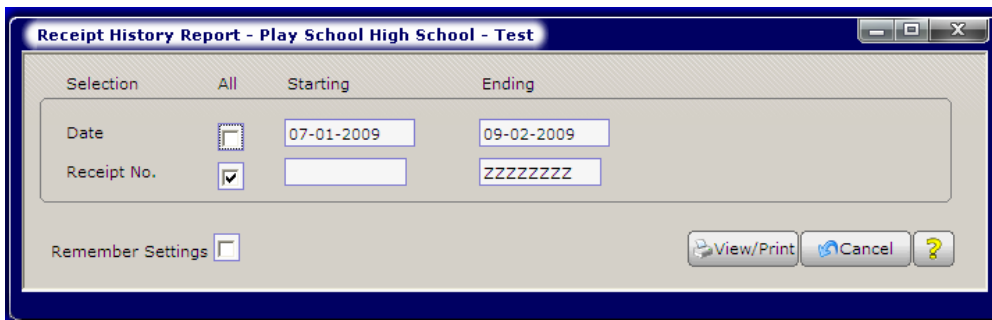
**Remember Settings:** Check this box to have SchoolBooks remember the settings for the next time you run this report. Clear the checkbox if you do not want the program to remember these settings.

## Receipt History Report

**What does it do?** The Receipt History Report shows you receipt history detail for all receipts within a selected date range.

**Where is it?** Go to the Reports Menu, Banking Reports and choose Receipt History Report.

### Using the Screen



The screenshot shows a window titled "Receipt History Report - Play School High School - Test". It features a form with the following fields and controls:

Selection	All	Starting	Ending
Date	<input type="checkbox"/>	07-01-2009	09-02-2009
Receipt No.	<input checked="" type="checkbox"/>		ZZZZZZZ
Remember Settings	<input type="checkbox"/>		

At the bottom right, there are three buttons: "View/Print", "Cancel", and a help icon (question mark).

**Date:** Enter the starting date and the ending date of the date range.

**Remember Settings:** Check this box to have SchoolBooks remember the settings for the next time you run this report. Clear the checkbox if you do not want the program to remember these settings.

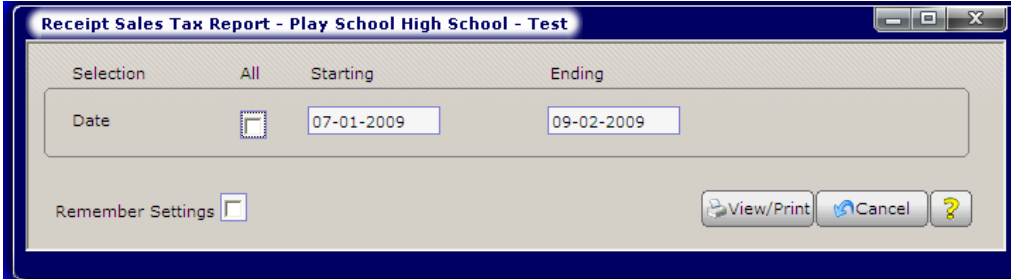
On the report, any receipts missing in the sequence are indicated by an asterisk (\*).

## Receipt Sales Tax Report

**What does it do?** This report is designed to be an auditing tool for those who need to check sales tax issues. The Receipt Sales Tax Report allows you to enter a date range. It then prints the receipt detail (for receipts within the date range), sorted and subtotaled by GL Account, only for receipt lines that included sales tax. This allows you to make sure that receipt detail that was or was not taxable went to the right GL Account.

**Where is it?** Go to the Reports Menu, Banking Reports and choose Bank Deposit History Report.

### Using the Screen



The screenshot shows a dialog box titled "Receipt Sales Tax Report - Play School High School - Test". It features a table with columns for "Selection", "All", "Starting", and "Ending". The "Date" row has a dropdown menu set to "All", and the "Starting" and "Ending" columns contain the dates "07-01-2009" and "09-02-2009" respectively. Below the table is a "Remember Settings" checkbox, which is currently unchecked. At the bottom right, there are three buttons: "View/Print", "Cancel", and a help icon (a question mark).

**Date:** The default selection is for all dates. If you want to limit the selection to a certain date range, enter the Starting and Ending dates here.

**Remember Settings:** Check this box to have SchoolBooks remember the settings for the next time you run this report. Clear the checkbox if you do not want the program to remember these settings.

## Bank Listing

**What does it do?** This report shows a listing of all the bank codes you have entered in Bank Code Maintenance.

**Where is it?** Go to the Reports Menu, Banking Reports and choose Bank Listing.

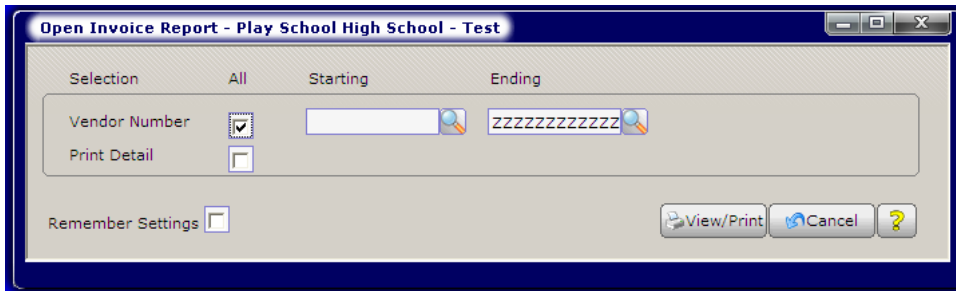
# Vendor Reports

## Open Invoice Report

**What does it do?** This report shows a list of all open invoices sorted by Vendor Code. In addition to invoice information, the report also shows the invoice status ("H"= On Hold/Do Not Pay, "X"=Invoice Out of Balance). Note: The summary version of the report displays a total of all the invoice header amounts. The detail version of the report displays a total of all the invoice detail line amounts. If all open invoices are in balance, these reports will show the same total; if any invoice is out of balance, the reports will not show the same total.

**Where is it?** Go to the Reports Menu, Vendor Reports and choose Open Invoice Report.

### Using the Screen



**Vendor Number:** If you want to print an Open Invoice Report for all Vendors, leave the "All" box checked and click on Print or Preview. If you do not want to see all your Vendors, but only a specified range of Vendors, you can enter a starting and an ending Vendor Number.

Play School High School						
OPEN INVOICE REPORT - SUMMARY						
Vendor Range: ALL						
Vendor	Vendor Name	Invoice #	Date	Amount	PO #	Status
ATHLET	Athletic Supplies For All	45677	02/12/10	1,000.00	1111	OK
BOBSYR	Bob's Yearbook Productions	92206A	09/22/09	250.00	1002	OK
CLARA	Clara & Company Trophies, Inc.	32587	10/15/09	85.55		OK
HARPER	Harper Office Products	95741	09/22/09	58.00	1010	OK
JACK	Jack's Snack Shop	8574	09/29/09	75.12		Out of Bal
UNITED	United Rentals	78112	09/22/09	100.00	1020	OK
WINTER	Winter Sports Equipment	3666	09/22/09	1,230.00	1015	On Hold
REPORT TOTAL				2,798.67		

### Print in detail:

- Leave the box cleared to produce the Summary report shown above. This shows the total due each Vendor.
- Check this box to print all the transaction detail for each invoice, including descriptions and GL Accounts.

**Remember Settings:** Check this box to have SchoolBooks remember the settings for the next time you run this report. Clear the checkbox if you do not want the program to remember these settings.

## Computer Check Edit Report

**What does it do?** This report prints a list of every check which will be generated when you tell SchoolBooks to print Computer Checks. Print this report BEFORE you start to print checks to make sure you'll be printing checks for only those invoices you REALLY want to pay. This is a good report to print and have someone SIGN, authorizing payment of these items.

**Where is it?** Go to the Reports Menu, Vendor Reports and choose Computer Check Edit Report.

## Check Requisition Report

**What does it do?** Some districts and schools are required to provide a separate check requisition form (in addition to the original invoice or check request) for each check they generate. This Check Requisition Report actually prints a single sheet of paper for each check you are about to print, so that an advisor and/or the principal can see a breakdown of everything included on the check and can

sign the form. There are places on the form that allow you to write in the check number and check date AFTER you have actually printed the checks.

---

**Warning:** You must run this report BEFORE printing checks. It only pulls data from invoices that have not yet been paid. The report prints a single sheet of paper for each check to be generated. The check data shown is exactly the same as the data that prints on the Computer Check Edit Report.

---

*Note:* This is an optional function for SchoolBooks. You only have to use it if your district or school internal procedures require this type of approval form.

---

**Where is it?** Go to the Reports Menu, Vendor Reports and choose Check Requisition Report.

## Vendor Check History Report

**What does it do?** This report prints a list of checks issued for a selected range of Vendors, for a selected range of amounts within a specified date range. The report prints in Vendor Number order and shows check number, check date, PO #, invoice number, purpose, amount of the disbursement and account distribution.

**Where is it?** Go to the Reports Menu, Vendor Reports and choose Vendor Check History Report.

### Using the Screen

Selection	All	Starting	Ending
Bank Codes	<input checked="" type="checkbox"/>	<input type="text"/>	Z <input type="text"/>
Vendor Number	<input checked="" type="checkbox"/>	<input type="text"/>	ZZZZZZZZZ <input type="text"/>
Check Amount	<input checked="" type="checkbox"/>	.00 <input type="text"/>	999,999.99 <input type="text"/>
Check Date	<input type="checkbox"/>	07-01-2009 <input type="text"/>	09-02-2009 <input type="text"/>
Print Detail	<input type="checkbox"/>	Sort By	Vendor Number <input type="text"/>
Print for 1099 Vendors only	<input type="checkbox"/>		

Remember Settings

View/Print Cancel ?

**Bank Codes:** If you want to see data for all Bank Codes, leave the “All” box checked. If you only wish to see data for a particular Bank Code or range of Banks, enter a Starting and Ending Bank Codes.

**Vendor Number:** If you want to see data for all Vendors, leave the “All” box checked. If you only wish to see data for a particular Vendor or range of Vendors, enter a Starting and Ending Vendor Number.

**Check Amount:** If you want to see all checks, leave the “All” box checked. If you only wish to see checks with amounts that fall between a certain amount range, enter the amounts here. For example, if you enter “5000” as the Starting Amount and leave the Ending Amount as is, you will get a report showing all checks written over \$5000.

**Check Date:** If you want to see all checks regardless of date, leave the “All” box checked. If you only wish to see checks written during a specified date range, enter the Starting and Ending dates here.

**Print Detail:** Check this checkbox to print all the transaction detail, like on an Account Analysis Detail Report. Leave the checkbox cleared to see one line per GL Account, like on an Account Analysis Summary Report. The system default is for Summary.

**Sort by:** If you select Print Detail, you can choose to sort by Vendor number, Check number, Check date or GL Account.

**Print for 1099 Vendors only:** Check this option to print the report for only 1099 Vendors. The report format will print the standard detail, but also print the Vendor’s full address. In addition, the report is formatted to be exported to Excel, making it easy for districts that wish to combine Vendor data for multiple schools. Note: To export to Excel, simply Preview the report, click the Export to Excel button at the top of the screen, and you’re done.

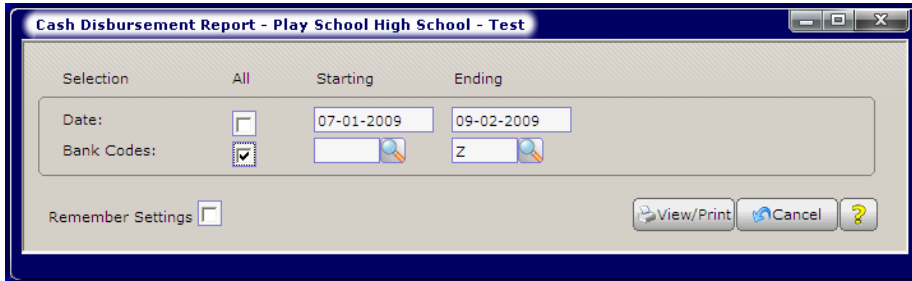
**Remember Settings:** Check this box to have SchoolBooks remember the settings for the next time you run this report. Clear the checkbox if you do not want the program to remember these settings.

## Cash Disbursement Report

**What does it do?** This report prints a list of checks issued through SchoolBooks. You may select a date range and a range of Bank Codes. This report shows only the total of each check, not the invoice detail. If you want to see the actual detail on each check, print the Vendor Check History Report. It also shows void checks, so you can see if and when a check was voided. In this report, checks missing in the sequence are indicated by an asterisk (\*).

**Where is it?** Go to the Reports Menu, Vendor Reports and choose Cash Disbursement Report.

### Using the Screen



**Date:** Select a starting and ending check date to limit the scope of the report or accept the default of “ALL” dates.

**Bank Codes:** Select a starting and ending Bank Code or accept the default of “ALL” dates.

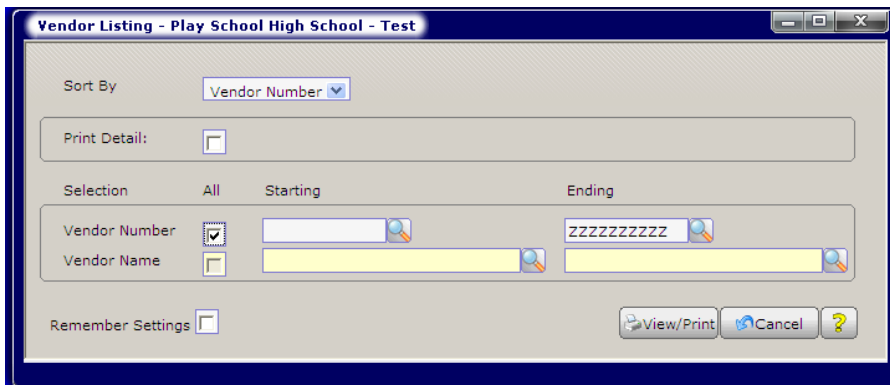
**Remember Settings:** Check this box to have SchoolBooks remember the settings for the next time you run this report. Clear the checkbox if you do not want the program to remember these settings.

## Vendor Listing

**What does it do?** The Vendor Listing gives you a list of your vendors, in detail or in summary. You can sort and select by Vendor Number or Vendor Name.

**Where is it?** Go to the Reports Menu, Vendor Reports and choose Vendor Listing.

### Using the Screen



**Sort By:** Choose Vendor Number or Vendor Name. If you choose Vendor Number, SchoolBooks allows you to select all Vendors or only a specified range. If you choose Vendor Name, the selection criteria switches to Vendor Name.

**Print Detail:** If you leave the checkbox cleared, you'll get a simple report showing Vendor Number and Vendor Name. If you check the box, you'll get the detailed version of the report, showing demographic data, 1099 data, and CYTD/FYTD purchase totals too.

**Selection:** If you want to print a list of all your Vendors, leave the “All” boxes checked and click on View/Print. If you do not want to see all Vendors, you can enter a range, depending on the Sort By option you selected.

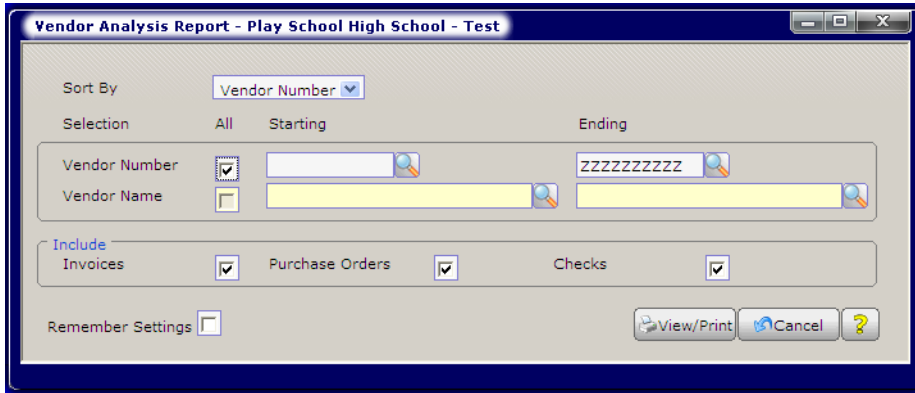
**Remember Settings:** Check this box to have SchoolBooks remember the settings for the next time you run this report. Clear the checkbox if you do not want the program to remember these settings.

## Vendor Analysis Report

**What does it do?** This report shows complete information about a Vendor or a range of Vendors. It not only shows the Vendor Name and Address information, but also detail on open purchase orders, open invoices, and check history. You can access this report by clicking the Printer Button at the bottom of the Vendor Maintenance screen or by selecting Vendor Analysis Report on the Reports/Vendor Reports Menu.

**Where is it?** Go to the Reports Menu, Vendor Reports and choose Vendor Analysis Report.

### Using the Screen



**Sort By:** You can choose to sort the Vendor Analysis Report by Vendor Number or Vendor Name.

**Vendor Number or Vendor Name:** If you want to print a list of all your Vendors, leave the “All” boxes checked and click on View/Print. If you do not want to see all Vendors, you can enter a range, depending on the Sort By option you selected.

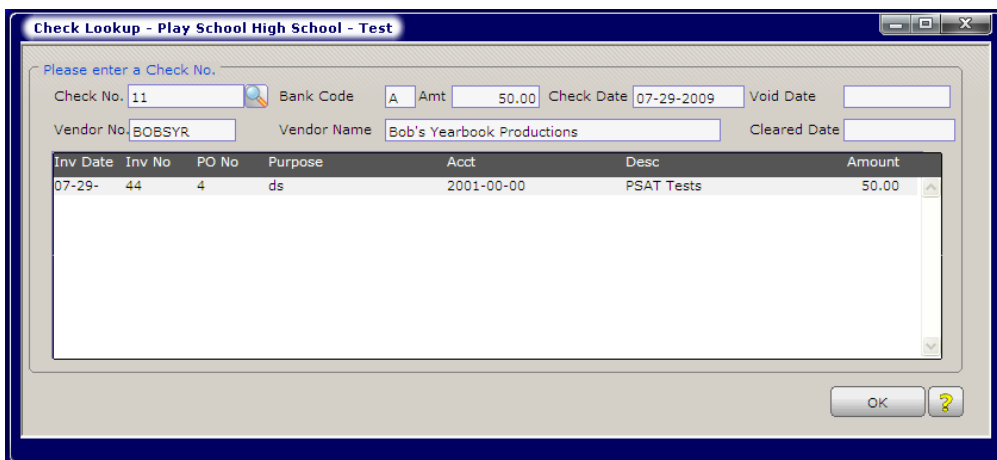
**Remember Settings:** Check this box to have SchoolBooks remember the settings for the next time you run this report. Clear the checkbox if you do not want the program to remember these settings.

## Check Lookup

**What does it do?** You can enter or lookup a check number here and then view detailed information (as seen below, you can see the invoice date, invoice number, PO number, Purpose, GL Account, and Total Amount).

**Where is it?** Go to the Reports Menu, Banking Reports and choose Check Lookup.

### Using the Screen



Inv Date	Inv No	PO No	Purpose	Acct	Desc	Amount
07-29-	44	4	ds	2001-00-00	PSAT Tests	50.00

**Check No:** You can either type the check number or lookup an existing check by either pressing <F2> or clicking on the lookup button to open the lookup window.

**Display Fields:** These fields are ‘read only’ and cannot be modified here.

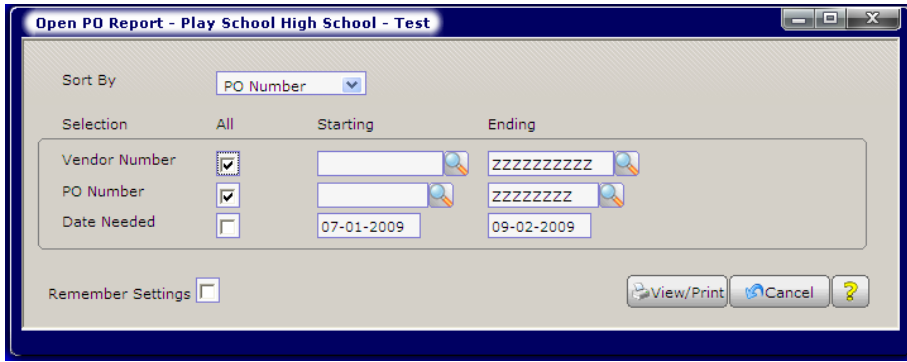
# Purchase Order Reports

## Open Purchase Order Report

**What does it do?** This option generates a report showing all open purchase orders. The report may be sorted by Vendor Number, Purchase Order # or Date Needed. You may select on any range of Dates, Vendors or Purchase Order numbers.

**Where is it?** Go to the Reports Menu, Purchase Order Reports and choose Open PO Report.

### Using the Screen



**Sort By:** Choose the sort order for this report by clicking on Date Needed, Vendor Code or Purchase Order number.

**Vendor Number:** Enter a Starting and Ending Vendor Number for this report or leave the box checked for "ALL" vendors.

**PO Number:** Enter a Starting and Ending PO Number for this report or leave the box checked for ALL purchase orders within the Vendor and Date range.

**Date Needed:** Enter a Starting and Ending Date Needed for this report or leave the box checked for "ALL" dates needed.

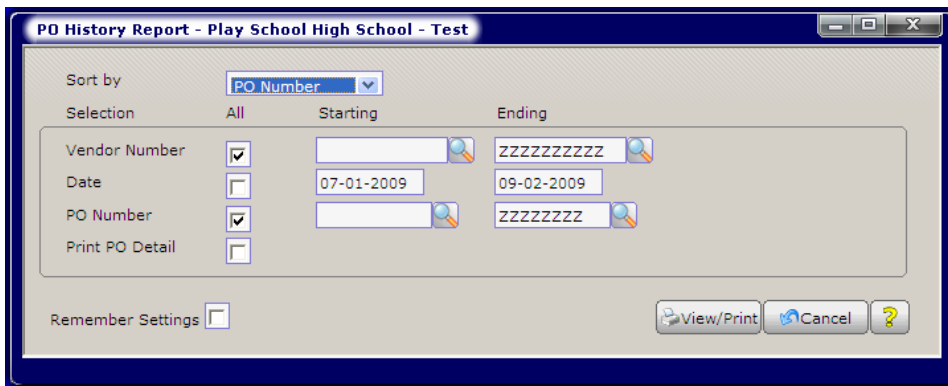
**Remember Settings:** Check this box to have SchoolBooks remember the settings for the next time you run this report. Clear the checkbox if you do not want the program to remember these settings.

## Purchase Order History Report

**What is it?** SchoolBooks keeps track of Purchase Order History. When you enter a new PO, the data is saved to the Open PO file and also to a PO History file. If you make changes to that PO, the history file knows both the original entries and the changes you have made. If you receive Invoices against that PO, the history file knows about all the receipts too. So, you can print original PO information at any time, as well as revisions and receipt history.

**Where is it?** Go to the Reports Menu, Purchase Order Reports and choose PO History Report.

### Using the Screen



**Sort by:** You can choose to sort this report by Vendor Number or by PO Number.

**Vendor Number:** Enter a Starting and Ending Vendor Number for this report or leave the box checked for "ALL" vendors.

**Date:** Enter a Starting and Ending PO Date for this report or leave the box checked for "ALL" dates.

**PO Number:** Enter a Starting and Ending PO Number for this report or leave the box checked for ALL purchase orders within the Vendor and Date range.

**Print PO Detail:** You can print this report in summary or detail. The summary version will give you a list of purchase orders with just the header information like the PO Number, Date, Vendor Name, etc. – one line per PO. The detail version will give you all the permutations of what happened on the purchase order: the original detail lines with quantities ordered and received, every change to the PO, all the invoices that have been applied to the purchase order, etc. Check the box if you want the detail version.

**Remember Settings:** Check this box to have SchoolBooks remember the settings for the next time you run this report. Clear the checkbox if you do not want the program to remember these settings.

## Purchase Order Approval Report

**What is it?** The PO Approval Report prints purchase order detail on a report for someone to approve. Perhaps student council needs to approve all your purchase orders. Or maybe the principal needs to sign off on all purchases. This report presumes that you enter a group of purchase orders and then print a report that shows how much will be spent for each GL Account and the encumbered balance in each of those accounts. You can select data for this report by entering a range of purchase order numbers, dates or both. SchoolBooks will also print an approval signature line at the bottom of the report.

**Where is it?** Go to the Reports Menu, Purchase Order Reports and choose PO Approval Report.

### Using the Screen

Selection	All	Starting	Ending
PO Number	<input checked="" type="checkbox"/>	<input type="text"/>	ZZZZZZZZ
PO Date	<input type="checkbox"/>	07-01-2009	09-02-2009

Remember Settings

View/Print Cancel ?

**PO Number:** Enter a Starting and Ending PO Number for this report or leave the box checked for All purchase orders within the Date range.

**Date:** Select a date range for this report. SchoolBooks will gather all the PO detail lines for purchase orders dated within this date range.

**Remember Settings:** Check this box to have SchoolBooks remember the settings for the next time you run this report. Clear the checkbox if you do not want the program to remember these settings.



# Chapter 10 – "How To" Guide

This chapter tells you how to perform certain functions in SchoolBooks. It might also be called "Frequently Asked Questions." In these sections, you'll learn how to do many of the common tasks required in student body accounting.

**Adjust Inventory:** This section explains how to make inventory adjustments after you've done a physical count.

**Correct checks written for the wrong amount:** This section explains how to make an adjustment when you've entered a check for the wrong amount.

**Enter an NSF (bounced) check:** This section explains how to handle a check that has been returned from the bank. NSF stands for "non-sufficient funds."

**Enter bank charges:** This section explains how to enter bank charges so they will show up on your Bank Reconciliation Report.

**Enter interest on accounts:** This section explains how to enter interest earned.

**Move money between accounts:** This section explains how to move money between accounts using Transfers.

**Move money between cash accounts:** This section explains how to move money between cash accounts using Cash Transfer Entry.

**Set up a petty cash fund:** This section explains how to start up a petty cash fund.

**Redeposit Petty Cash:** This section explains how to redeposit your petty cash money at the end of the year.

**Replenish Petty Cash:** This section explains how to reimburse those petty cash receipts during the year.

**Void a check - entered as outstanding:** This section explains how to void a check, originally entered as "outstanding" when you started using SchoolBooks.

**Void a check - entered previously:** This section explains how to void a check previously written in SchoolBooks.

**Void a check - never written:** This section explains how to void a check that was never written at all.

## How to adjust inventory

Periodically, you may want to adjust your inventory balance to actual, because you did a physical count, because it happens to be year end, or for some other reason. The following comments are suggestions about how to make your inventory account adjustments. Make sure that the following two accounts are set up in G/L Account Maintenance:

Account Description	Account Type
Inventory on Hand	Other Current Asset
Inventory Adjustment / Cost of Goods Sold	Expense

### Increasing the Inventory Account Balance

In order to increase the inventory on hand, you will need to enter a transfer from the Inventory Adjustment account to the Inventory on Hand account.

**Scenario #1:** The balance in the Inventory on Hand account is \$5,000.00. Start by doing a physical count of your inventory. This is the audit trail that will support the amount of inventory on hand. Let's assume that the actual dollar amount of the physical count equals \$5,100.00. The goal is to make the inventory on hand on your books reflect the true amount of the physical count. In this example, you must increase the amount on hand by \$100.00. The amount of the transfer will be \$100.00 from the Inventory Adjustment account, to the Inventory on Hand account.

The screenshot shows the 'Transfer Entry - Play School High School' window. The 'Transfer Number' is NEW00101, the 'Date' is 10/31/09, and the 'Amount' is 100.00. The 'From GL Account No.' is 5010-00-00 (Inventory adjustment) and the 'To GL Account No.' is 1410-00-00 (Inventory on hand). The 'Purpose' is 'Adjust inventory to actual', 'Authorized by' is 'Jack White', and 'Category' is empty. At the bottom, there are navigation buttons (Back, Forward, etc.), a 'Reversal' button, and 'Accept', 'Cancel', and 'Delete' buttons.

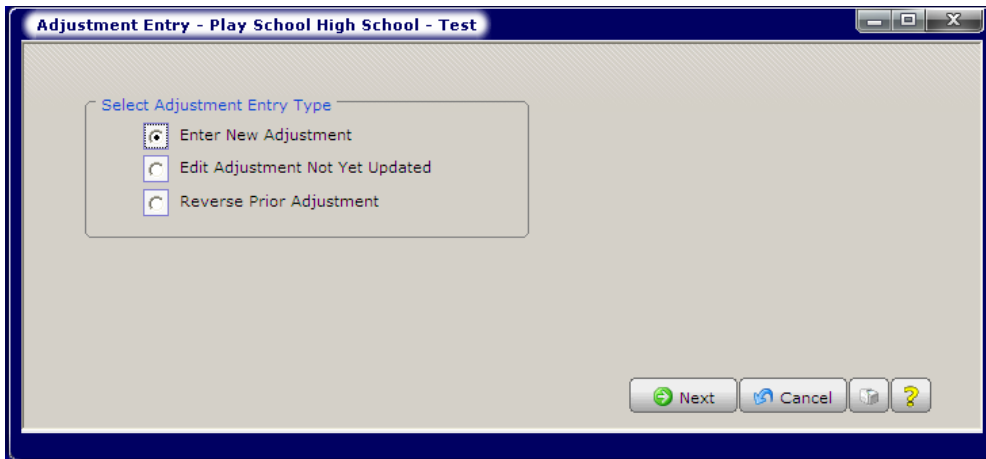
**Scenario #2:** The amount of the Inventory on Hand account is \$5,100.00. The physical count reflects only \$5,000.00. You must decrease the inventory on hand by \$100.00. The money will need to be transferred from the Inventory on Hand account to the Inventory Adjustment account. Enter a transfer using a positive amount.

The screenshot shows the 'Transfer Entry - Play School High School' window. The 'Transfer Number' is NEW00101, the 'Date' is 10/31/09, and the 'Amount' is 100.00. The 'From GL Account No.' is 1410-00-00 (Inventory on hand) and the 'To GL Account No.' is 5010-00-00 (Inventory adjustment). The 'Purpose' is 'Adjust inventory to actual', 'Authorized by' is 'Jack White', and 'Category' is empty. At the bottom, there are navigation buttons (Back, Forward, etc.), a 'Reversal' button, and 'Accept', 'Cancel', and 'Delete' buttons.

## How to correct checks written for the wrong amount

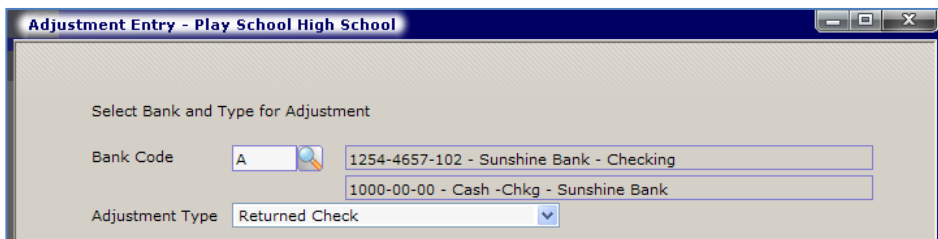
Let's assume you wrote check #1234 for the amount \$23.50 and mistakenly entered it into SchoolBooks for \$23.00; you need to make the check amount \$.50 MORE than the computer thinks it is.

- You can void the check and re-enter it with an adjusted check number (like 12345A) in Manual/Void Check Entry.
- Or you can make an adjustment. Enter the date of the adjustment. Enter the amount of the adjustment as a negative number - as in, minus \$.50. Remember that you are increasing the amount of the check, so you are decreasing your cash balance. Enter the account number for this expense. Enter the account number for your checking account. The Adjustment Type is Expense. Enter the purpose ("Correct Amount For Check #1234"). Enter the person who authorized this adjustment.

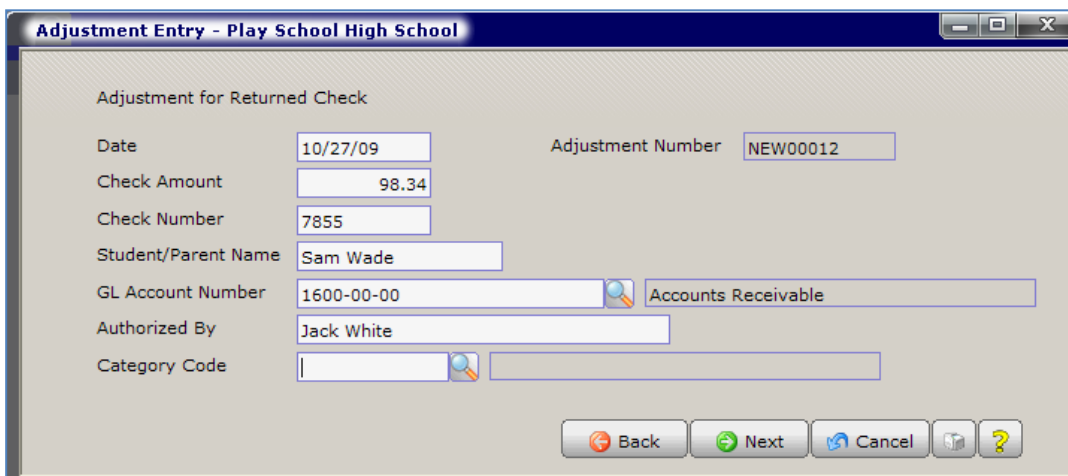


## How to enter an NSF check

- Go into Adjustment Entry.
- Select Adjustment Type – Returned Check.



- Enter the date the check bounced or the date the bank reported it to you, NOT the original date the check was deposited.
- Enter the amount of the check, check number and student/parent name.
- Enter the GL account where the money went originally or a receivable account (if you think you'll get the money back quickly).
- Enter the person who authorized this transfer.
- Enter a Category Code if appropriate.



## How to enter bank charges

- Go into Adjustment Entry and select Misc Bank Charge/Debit.

Adjustment Entry - Play School High School

Select Bank and Type for Adjustment

Bank Code

Adjustment Type

- Enter the date of the charge and the amount of the charge.
- Enter the account number for bank charges. This should default from setup options.
- Enter the purpose ("Bank chg – 3/31/06 STMT").
- Enter the person who authorized this charge (probably it's you).
- Enter a Category Code if appropriate.
- Report Column – SchoolBooks will default this type of charge to the "Expense" column.

Adjustment Entry - Play School High School

Adjustment for Miscellaneous Bank Charge (Debit)

Date  Adjustment Number

Charge Amount

GL Account Number

Purpose

Authorized By

Category Code

Report Column

## How to enter interest on bank accounts

- Go into Adjustment Entry and choose "Interest Income" as the Adjustment Type.

Adjustment Entry - Play School High School

Select Bank and Type for Adjustment

Bank Code

Adjustment Type

- Enter the date the interest was posted to your account and the amount.
- Enter the account number of your Interest Income account.
- Enter the Purpose like "Savings Interest STMT 10/31/04."
- Enter the authorized by person.
- Enter Category Code if appropriate.

Adjustment for Interest Income

Date: 09/30/09      Adjustment Number: NEW00014

Interest Amount: 45.67

GL Account Number: 4300-40-00      Interest Earned: Interest Earned

Purpose: Interest on Sept statement

Authorized By: Jack White

Category Code: [Empty]

Buttons: Back, Next, Cancel, ?

## How to move money between accounts

You can move money between non-cash accounts using Transfer Entry.

- Go to Transfer Entry or Multi-Line Transfer Entry. Enter the date of the transfer.
- Enter the amount of the transfer.
- Enter the account number the money is coming from. And enter the account number the money is going to.
- Enter the purpose of the transfer - be detailed.
- Enter the person who authorized this transfer.
- Enter the Category if appropriate.

Transfer Entry - Play School High School

Transfer Number: NEW00102      Date: 09/30/09      Amount: 80.00

From GL Account No.: 2215-10-20      Soccer ~ Girls

To GL Account No.: 2215-10-10      Soccer ~ Boys

Purpose: Fix deposit from Jane

Authorized by: Jack White

Category: [Empty]

Buttons: Navigation arrows, Reversal, Accept, Cancel, Delete, ?

## How to move money between cash accounts

**When to use this:** Periodically, you will need to move money between cash accounts. You may be moving money from CDs to a checking account or moving money from savings to checking account.

You can move money between non-cash accounts using Cash Transfer Entry.

- Go to Cash Transfer Entry. Enter the date of the transfer.
- Choose the Transfer mode – this is HOW the money is being transferred.
- Enter the amount of the transfer. Enter the account number the money is coming from. Enter the account number the money is going to.
- Enter the From and To Bank Codes. SchoolBooks will display the bank account information.
- Enter the purpose of the transfer - be detailed.
- Enter the person who authorized this transfer.

**Cash Transfer Entry - Play School High School**

Transfer Number: NEW00009      Date: 09/30/09

Transfer Mode: 2- Enter a non-check Cash Transfer.      Amount: 500.00

Check No: [Empty]

**From Bank**

Bank Code: A      Sunshine Bank - Checking

From GL Account: 1000-00-00      Cash -Chkg - Sunshine Bank

**To Bank**

Bank Code: B      West Bank - Savings Account

To GL Account: 1005-00-00      Cash - Savings - West Bank

Vendor: WESTBK      West Bank

Purpose: Transfer to savings

Authorized by: Jack White      Ref No: 8954

Buttons: [Back] [Previous] [Next] [Forward] [Accept] [Cancel] [Delete] [Print] [Help]

## How to set up a Petty Cash Fund

Decide on an amount – like \$100. Use a Petty Cash Request form to keep track of each petty cash disbursement you make. Ideally, each person who gets petty cash from you would sign the form (a little IOU), verifying that they received money from you.

Let's assume you want to use the following accounts and you want to set up a petty cash fund of \$100.00. Let's assume you write a check to yourself to set up the account.

Account Number	Type	Description
1000	C	Petty Cash Account
1050	C	Cash - Checking Account

1. Set up both accounts in GL Account Maintenance.
2. Go to Cash Transfer Entry.
3. You can choose Computer Check or Manual Check for \$100. Enter the From Bank and the To Bank. Enter a Purpose for the transfer "Set up Petty Cash Fund" and your initials for "Authorized by."
4. Print the check if it is a computer check.
5. Now print the Cash Transfer Journal and update. That's all! You're done.
6. SchoolBooks will update both accounts in the general ledger and post both the check and the deposit to the Bank Reconciliation files.

## How to redeposit Petty Cash

In SchoolBooks, at the end of the school year, you can use Cash Transfer Entry to transfer money from your Petty Cash Fund back into your checking account. Refer to the Help Section on Cash Transfer Entry for more information about how to use this feature and accomplish your goal in one step.

1. Go to Cash Transfer Entry.
2. Enter the date and amount to be re-deposited. This should be the amount of the petty cash fund AFTER you've reimbursed it to its full glory. In the example about setting up a petty cash fund, it would be \$100. (The point here is that you need to reimburse the Petty Cash Fund to its true amount before putting it back in the bank.)
3. Enter the Petty Cash Account as the FROM account.
4. Enter the Checking Account as the TO account.
5. That's it! You're done.

## How to replenish Petty Cash

Use a Petty Cash Request form to keep track of each petty cash disbursement you make. Ideally, each person who gets petty cash from you would sign the form (a little IOU), verifying that they received money from you.

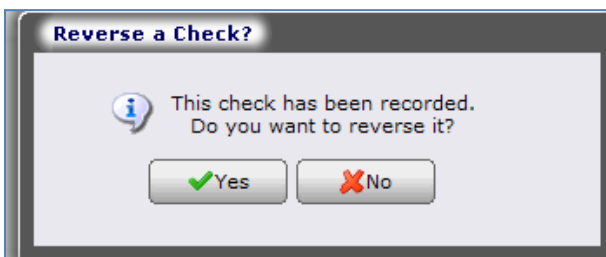
Remember that this petty cash slip is not income. It is an expense and should NOT be tracked in Tracks!

Eventually, your petty cash fund will begin to run low and you will want to fill up the cash box again. It's time to replenish your Petty Cash Fund:

1. First, total all the Petty Cash Request forms you have (running a tape is nice too!). Let's assume the total is \$74.53.
2. Make a check request for the amount due (\$74.53) to reimburse the petty cash fund. Often this will be payable to YOU because you're the one who controls the petty cash fund.
3. Now write a check from SchoolBooks (payable to yourself – or whoever controls the petty cash) for the amount owed (\$74.53) to the petty cash account charging all the appropriate expense accounts.
4. Cash the check at the bank and put the money in the petty cash box. The petty cash box should now contain cash in the total amount of your G/L Petty Cash account – like \$100.00.

## How to void a check - Entered previously

What if you want to void a check that was written and entered into SchoolBooks previously, but now needs to be voided? Maybe it was lost in the mail. Go into Manual/Void Check Entry. Enter the number of the check. SchoolBooks checks the history files and finds that you wrote this check already, so asks "This check has been recorded. Do you want to reverse it?"

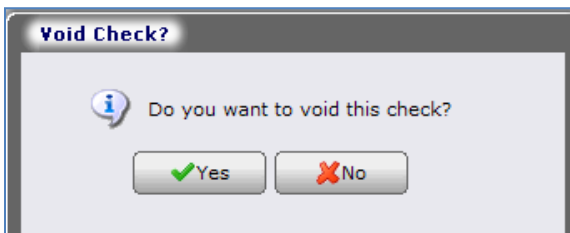


Click "**Yes**" if you want to reverse the check. The system knows which account numbers were affected when you wrote the check in the first place, and creates an entry to back them out. Answer "**No**" if you entered the wrong check number by mistake. Enter the date you are voiding the check; don't enter the original date of the check - enter the date you are voiding it - it's probably today.

What about the invoice(s) that were paid on that check? Do they automatically become "Open Invoices" again? SchoolBooks will ask you if you want to restore the invoices on this check – so you can pay them again.

## How to void a check - Never written

Maybe you spilled coffee on it or maybe it got mashed or ripped somehow. Go into Manual/Void Check Entry. Enter the number of the check. Enter the date you are voiding the check. Enter the amount as zero.



SchoolBooks asks "Do you want to void this check?" Click "Yes". Note: you will still need to print the Manual/Void Check Journal and update to post this entry.

# Chapter 11 – Troubleshooting

## For telephone support:

Call Blue Bear Support Department at (800) 954-2583, 6:00AM to 5:00PM PST Monday through Friday, excluding holidays.

## Access our website for Technical Tips:

[www.bluebearsoft.com](http://www.bluebearsoft.com)

## Entry is Out of Balance

**Problem:** You get an "Entry is Out of Balance - Save and exit anyway?" message on the screen.

**What does it mean?** It means that the total of the Detail line amounts you have entered does not equal the amount you entered in the Header section for this record. For example, if you entered \$500.00 on the Bank Deposit Entry Header, but only distributed \$450.00 of that amount to various accounts in the Detail section, SchoolBooks knows you are not in balance. You can see the amount still remaining to be distributed up in the right corner. But, suppose you don't know where to put that \$50.00, or you get interrupted and can't finish this entry. When you try to leave this screen, SchoolBooks warns you with "Entry is out of Balance - Save and exit anyway?"

If you answer "Yes," the entry is saved. But you can't update until you go back and make it be in balance. If you answer "No," you opt to fix it now.

## Journal is Out of Balance

**Problem:** The system prints "Journal is Out of Balance" on the report and doesn't ask me if I want to update.

**What does it mean?** The message "Journal is Out of Balance" appears when SchoolBooks either knows that an entry is out of balance, or it cannot find a GL Account number. This might mean one of the following:

1. The total amount of the Bank Deposit doesn't equal the total of the detail lines for a given deposit.
2. The total amount of the Invoice doesn't equal the total of the detail lines for that invoice.
3. The total amount of the Manual Check doesn't equal the total of the detail lines for that check.

**OR**

4. You are missing an Account number on an entry. SchoolBooks makes you enter a valid Account code, but if, for example, you had a hardware problem and an entry got "crunched" that Account code may need to be re-entered.

SchoolBooks is smart enough NOT to let you update an entry that is either out of balance or that has a missing or invalid Account code.



## Bank Reconciliation Challenges

As fun as it is to do your bank reconciliation at the end of each month (and we all know how truly fun it is!), sometimes “challenges” arise. In our experience, there are generally two types of adventures people have with a bank reconciliation:

1. They don't balance with the bank. “Balance with the bank” means that the ending bank statement balance and calculated bank balance shown on the screen are not the same. In SchoolBooks, those amounts are displayed in RED until they are in balance; then they both turn to GREEN.
2. They have a variance. A variance means the calculated cash balance on the screen does not balance with the cash amount in your cash account in the general ledger. A variance sometimes means there could be a problem with your data. But there is no way to determine that until you balance with the bank. So...

**ALWAYS BALANCE WITH THE BANK FIRST!** If you have a variance, you must balance with the bank before working on the variance. There are no exceptions to this rule!

**If you don't balance with the bank, ask yourself these questions:**

Check Here	Description
	Have I updated all of my journals?
	Did I enter the beginning and ending balances properly?
	Is the calculated book balance too high or too low? If it's too high, that means not enough checks have been cleared. If it's too low, that means too many checks or not enough deposits have been cleared.
	Have I entered all manual checks that I may have written during the month?
	Have I entered all of the deposits I've received?
	Have I recorded any interest earned or deposit corrections?
	Have I recorded NSF checks and bank charges correctly?
	Can I calculate the amount of debits and credits my bank has processed to check my figures? Some banks count NSF checks as credits; we consider them adjustments. The same applies to interest; your bank may include it with credits, we count it as an adjustment.

**If you balance with your bank, but have a variance:**

Check Here	Description
	Print your Bank Reconciliation report.
	Print your Account Analysis Detail Report for the cash account only, selecting only the date range for the month you are working on. Compare all transactions. There will be something on one report that is not on the other report. That's your difference. How to compare?
	Check each transaction off on a copy of your bank statement, your Bank Rec Report, and your AA Detail Report. See some hints below. If all the transactions match up, check to make sure the starting balance for the cash account on the AA Detail Report is the same as the ending balance for this account on the report you printed last month. (People have been known to post transactions to a prior month AFTER doing a bank rec.)

**Transaction Matching Hints:**

1. Outstanding checks that appear on the bank statement should appear on the Bank Rec Report, but NOT on the AA Detail Report.
  - a. Check to make sure that all outstanding checks that cleared this month were listed as outstanding on the Bank Rec Report from last month.
  - b. Some transactions that happened this month will not have cleared yet so they won't appear on your bank statement, but should appear on both the Bank Rec Report and the AA Detail Report.

If you would still like some more help, please call Blue Bear Technical Support. If your Bank Reconciliation is less than 45 days old, support for the issue will be covered under your Client Care Agreement.

# Chapter 12 – Appendices

These appendices are used to provide detailed information about a topic that may require a bit more explanation than some of the simpler functions in SchoolBooks. We use these sections to explain the underlying theory and function of how the program operates and/or how to use it effectively.

- Appendix A: Batch Numbers
- Appendix B: Void Checks
- Appendix C: Import from Tracks
- Appendix D: Entering Opening Balances
- Appendix E: Customizing Your Forms
- Appendix F: Bank Reconciliation Procedures
- Appendix G: Multi-School Bank Reconciliation Instructions
- Appendix H: Tracking NSF Checks
- Appendix I: Account Masking & Summarizing
- Appendix J: How SchoolBooks Assigns Transaction Numbers
- Appendix K: Setup Tracks Import
- Appendix L: How SchoolBooks Calculates Sales Tax

## **Appendix A: Batch Numbers**

SchoolBooks maintains batch numbers for all journals. Because journals are source documents, they are assigned batch numbers for tracking purposes. There are 3 parts to each Journal batch number.

1. Each journal has a 2-character designation which appears on all journals of that type. The following shows the Journal Batch characters which pertain to each group of transactions:

Deposit Journal	DP
Manual Check Journal	MC
Computer Check Journal	CC
Transfer Journal	TR
Adjustment Journal	AD
Cash Transfer Journal	CT
Multi-Line Transfer Journal	MT

2. Each journal has a second 2-character designation for the period number. For example, if June is the last period of your fiscal year and is designated as Period 12, the first Manual Check Journal in June would be designated MC12-001.
3. The third component of the batch number indicates how many of these journals have been printed for this month. If this is the third Manual Check Journal printed in June, the batch number would be designated MC12-003.
4. SchoolBooks is smart enough to separate transactions from different months onto separate journals (with separate batch numbers) - and it can do this even with transactions from different months all entered at the same time. This enables you to file all your October reports together. It also allows Districts to isolate transactions for specific months when posting to District systems.

## Appendix B: Void Checks

### SchoolBooks handles three kinds of void checks through Manual/Void Check Entry:

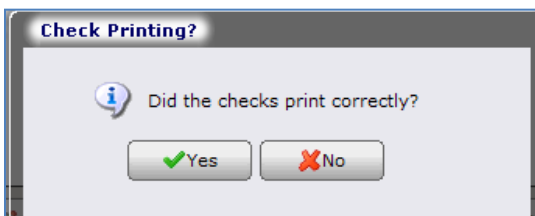
1. **Void a check that has never been written.** You want to void a check that had coffee spilled on it, or that was unusable for some other reason. You enter it into Manual/Void Check Entry so you will have a complete record of every SINGLE check - even void checks. This check will be entered with a zero amount and use the date you voided it as the check date. For more information, see the section in Chapter 10.
2. **Void a check that was previously written.** When you enter a check into Manual/Void Check Entry, the system checks to see whether it can find the check number in the SchoolBooks check history file. If it finds the check number as a previously written check, the system assumes that you want to void the check. SchoolBooks prompts you "Check has been recorded. Do you want to reverse it? Yes/No". The system remembers the amount of the check and the G/L account distributions for this check. The system will display the header and detail records for this check - all with negative values. If you want to reverse this check, click on "Yes" - that it's correct. For more information, see the section in Chapter 10.
3. **Void a check that was entered as outstanding.** When you want to void a check that was entered through Opening Bank Checks when you first began using SchoolBooks, you must make an Adjustment. Enter the check amount as a positive amount (you're increasing the amount of cash). For more information, see the section in Chapter 10. **XXX**

SchoolBooks allows you to void a check that was written three months ago with a "Void Date" of today. For example, let's suppose you wrote a check for \$100.00 on Sept 15. Now, here we are in November and you discover the check was lost in the mail. You have already balanced your bank statement for September and October, showing this check as outstanding. SchoolBooks voids the check as of today (Nov 10th) by creating a negative entry for this check. If you print the Cash Disbursements Report from 9/1 to 9/30, you'd see the \$100.00 check listed. If you print the Cash Disbursements Report from 11/1 to 11/30, you'd see the check listed as -\$100.00 and the voided amount, too, with the proper void date.

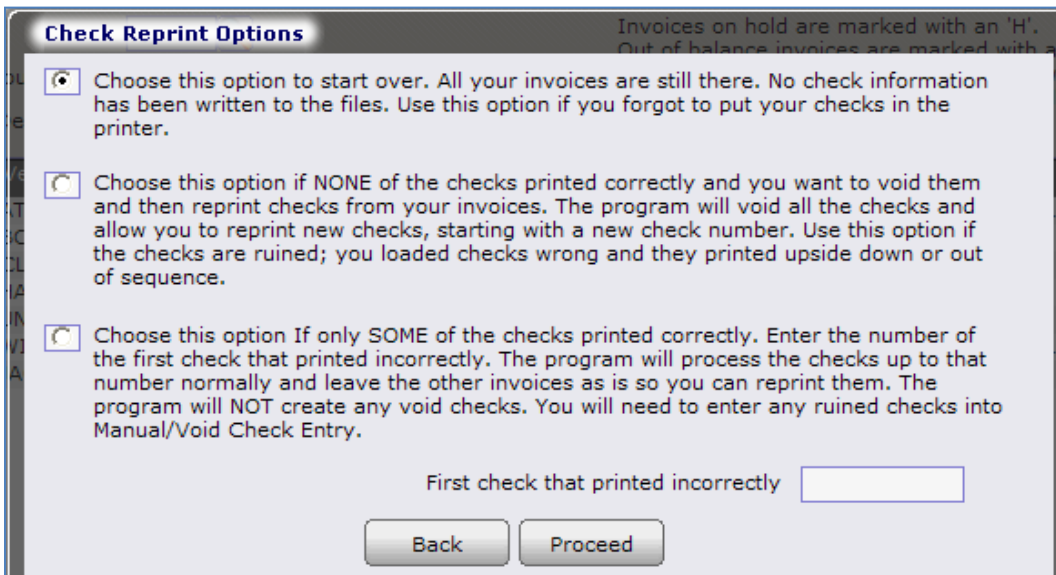
### SchoolBooks handles void checks through Computer Check Printing.

How checks damaged during check printing are voided:

1. After SchoolBooks prints checks, the system prompts you "Did all checks print correctly?" If you answer "Yes", the system assumes that all the checks printed correctly and will allow you to update them to the General Ledger after you print the Journal and answer "Yes" to update.



2. If you answer "No", the system assumes that something happened during check printing and that some or all of the checks have been ruined. The checks may have become jammed in the printer, checks got out of alignment, you put them in backwards, etc. The system displays several Check Reprint Options, as follows:



Look at the following scenarios for examples of how to handle various situations:

**Scenario #1:** You enter the starting check number as #101 and begin printing checks. The checks get caught in the printer and before you even notice, three checks are torn (#103, #104, #105). The system printed two checks (#101, #102) correctly before the problem happened. When the system prompts "Did the checks print okay?" Answer "**No**".

Then choose Option #3. The number of the first check that printed incorrectly is #103. Then click Proceed. The next three checks are ruined. The system will then void checks #103 to #105. When you re-start the check printing process, the starting check number will be #106.

**Scenario #2:** You enter the starting check number as #101 and begin printing checks. SchoolBooks prints checks for #101 through #105, but, oh dear, you forgot to put the check into the printer. In this case, when the system prompts "Did the checks print okay?", answer "**No**" and choose Option #1 – to start all over again.

**A word to the wise:** NEVER LEAVE CHECKS PRINTING UNATTENDED - ALWAYS STAY NEAR YOUR PRINTER WHEN PRINTING CHECKS OR ANY FORMS. In our experience, if a printer is going to eat anything, it will probably eat a check.

## Appendix C: SchoolBooks Computer Forms

SchoolBooks makes use of standard computer forms. You can order these forms through Blue Bear or have them printed using another forms supplier. Blue Bear sample forms are shipped with SchoolBooks software and product numbers are provided below. You can call your Account Manager for a quote.

**Computer Checks:** You can use the SchoolBooks computer check form editor to format your checks to fit almost any form. These are standard SchoolBooks check forms.

BLUE BEAR #	Style	Printer type	Parts
F10100	Check on top Voucher on bottom	Dot matrix	Multiple parts
F10120	Voucher on top Check on bottom	Dot matrix	Multiple parts
F10110	Voucher on top Check in middle Voucher on bottom	Laser	One part only

**Receipts:** Laser receipt forms print 2-UP. Dot matrix receipt forms print 1-UP.

BLUE BEAR #	Style	Printer type	Parts
F10310	Receipt	Laser	One part only
F10300	Receipt	Dot matrix	Multiple parts

**Purchase Orders:** Purchase orders may be printed either on pre-printed forms or on plain white paper. Many school auditors require that purchase order forms be pre-printed with disclaimer and shipping information, as well as a pre-printed purchase order number (for tracking purposes). Please consult with all parties who need to give you input (what a word!) BEFORE ordering purchase order forms. Warning: If you use laser forms (one part only) to print purchase orders and you need multiple copies, you'll have to Xerox them.

BLUE BEAR #	Style	Printer type	Parts
F10200	Purchase Order	Dot matrix	Multiple parts
F10210	Purchase Order	Laser	One part only

**1099's:** These Department of the Treasury / Internal Revenue Service forms are generic 8 1/2" x 11" forms, printing "3 UP" - meaning that you print three 1099s on each sheet. Warning: SchoolBooks doesn't allow you to REPRINT a 1099, so if you use laser forms (one part only) to print purchase orders and you need multiple copies, you'll have to Xerox them.

D. of T / IRS#	Style	Printer type	Parts
Form 1099	MISC. (regular form)	Dot matrix	Multiple parts
Form 1099*	MISC.	Laser	One part only
Form 1099	INT (interest payments)	Dot Matrix	Multiple parts
Form 1099*	INT	Laser	One part only

\* The Form1099s for Laser printers are available from Office Supply stores.

## Appendix D: Entering Opening Balances

**BEGINNING OF FISCAL YEAR:** If you are starting SchoolBooks at the beginning of the fiscal year or are starting later, but intend to enter all your information for this fiscal year into SchoolBooks, follow these suggested hints:

1. You should have a printed copy of your previous system Trial Balance at 6/30 or some other reports that lists all the account balances at 6/30.
2. Go to the Management Menu, System Maintenance, System Startup, Beginning Balances. (We assume you have already entered your chart of accounts in GL Account Maintenance.)
3. Enter the Beginning Balance Date. This should usually be the last day of the previous period – NOT first day of the next month. For example, use 6/30 NOT 7/1 for your startup date.
4. Your GL Accounts will be displayed down the left side of the screen. Enter debit balances as positive and credit balances as negative (with a minus sign). SchoolBooks will display a running total at the bottom of the screen. When you have entered all your balances, the total should be zero. If it isn't zero, you are out of balance! You can print a Trial Balance Report (found on the Reports Menu, Financial Reports - to see where you have made a mistake. **Warning: If you are out of balance NOW, at the beginning, you will be out of balance forever! Now is the time to be in balance. Don't begin processing transactions in SchoolBooks until you know you are in balance.**
5. After entering your opening balances, print an Account Analysis (Summary) Report, Trial Balance, and a Balance Sheet to make sure everything looks OK.
6. Now enter all your outstanding checks at 6/30 in Opening Bank Checks.
7. Next enter any deposits in transit at 6/30 in Opening Bank Deposits.
8. Now you are ready to enter your first transactions for July 1st.

**MIDDLE OF FISCAL YEAR:** If you are starting SchoolBooks in the middle of the fiscal year, follow these suggested hints:

1. Decide on a cutoff date - like 11/30/2009. The cutoff date should always be the last day of a period like the 30th or the 31st, not the 1st of the month. You will enter all your beginning balances and outstanding checks & deposits as of this date.
2. Go to Management Menu, System Maintenance, System Startup, Beginning Balances. (We assume you have already entered your chart of accounts in Account Maintenance.)
3. Your GL Accounts will be displayed down the left side of the screen. Enter debit balances as positive and credit balances as negative (with a minus sign). SchoolBooks will display a running total at the bottom of the screen. When you have entered all your balances, the total should be zero. If it isn't zero, you are out of balance! You can print a Trial Balance Report (found on the Reports Menu, Financial Reports - to see where you have made a mistake. Warning: If you are out of balance NOW, at the beginning, you will be out of balance forever! Now is the time to be in balance. Don't begin processing transactions in SchoolBooks until you know you are in balance.
4. After entering your opening balances, print an Account Analysis (Summary) Report, Trial Balance, and a Balance Sheet to make sure everything looks OK.
5. Now enter all your outstanding checks at 11/30/2009 in Opening Bank Checks.
6. Next enter any deposits in transit at 11/30/2009 in Opening Bank Deposits.
7. Now you are ready to enter your first transactions for December 1st.

**How to determine your beginning cash account balance:** If you don't have a formal set of books and aren't sure how to figure out your actual cash balance, you can follow these steps to determine how much money you actually have in the bank:

1. Write down your bank statement ending balance as of your start date (this should be an end of the month type date, like 6/30/09 or like 5/31/2010).
2. Subtract all your outstanding checks (checks that haven't cleared the bank yet).
3. Add any deposits in transit (deposits that you made last month, but didn't show on the statement yet).
4. The answer is your starting cash balance.

## Appendix E: Customizing Your Forms

This section contains information about how to customize SchoolBooks forms for your school. This section tells you how to design forms for the following:

1. Computer Checks
2. Purchase Order
3. Receipts

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**Note:** All data fields are displayed in red on the form maintenance screens, while all text fields are in black.

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### Computer Checks

**Where is it?** Check formatting is located on the Computer Check Selection window. Choose Computer Checks from the Entry Menu and locate the “Form” button on the bottom of the screen. You can also access the same function from Management/System Maintenance/Forms.

The screenshot shows a software window titled "Form Manager - Play School High School - Test". The window has a menu bar with "Form" and a dropdown menu set to "Check". Below the menu bar are several controls:

- Check Type: Stub-Check-Stub (dropdown)
- Select Data or Text: (empty dropdown)
- Load Template: (empty dropdown)
- Stub Height: 3.50 (text box)
- Check Height: 3.50 (text box)
- Form Height: 10.50 (text box)
- Left Margin: .50 (text box)
- Top Margin: .50 (text box)

A small preview icon of a check form is located between the dropdowns and the height/margin fields. The main area of the window is a large grid with a preview of a check form. The preview shows:

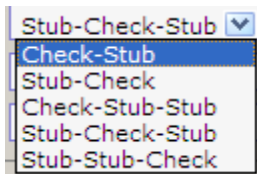
- Check #1001 (top right)
- Date: 12/31/99 (center)
- Amount: 100.99 (right)
- ONE HUNDRED & 99/100 DOLLARS (left)
- Addr Block (left)
- Memo (left)

At the bottom of the window are several buttons: "Print Sample Check", "Top" (with a text box), "Left" (with a text box), "Delete Field" (with a red X icon), "Accept" (with a green checkmark icon), "Cancel" (with a blue circular arrow icon), and a help icon (question mark).

**Where to get check forms:** You can use most standard check forms that have a blank stub with SchoolBooks. You can use checks you already have or order checks from Blue Bear. Blue Bear can provide checks with your school logo in a variety of colors. For information and a complete package of Blue Bear forms, call your Account Manager at Active and ask to order forms.

**Select Basic Check Format:** Choose from the Check Types in the drop box. SchoolBooks will display a graphic of the form. You will be able to position the fields on the check portion of the form, not on the stubs.





**Select Data or Text:** The fields available to print on the form are shown in this drop box. Fields are marked either “Text” or “DATA.” The text field “PO Date Text” will print the words “PO Date” on the form. The data field “PO DATE DATA” will print the actual date (today’s date, like “12/05/05”) on the form.

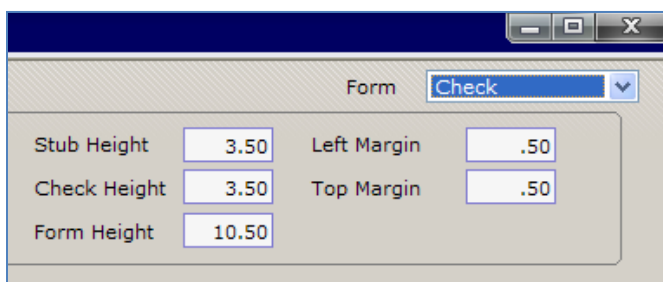
To add a field to the form, find it in the list and click on it. SchoolBooks will add the field to the layout screen. The screen uses drag and drop functionality. You can move a field around by clicking on it and dragging it. To delete a field you don’t want, right click on the field and choose Delete.

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Note: Even if you enter a memo on your invoice, if you don’t put the field on the check here, it won’t print!

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### Check Form Sizing



**Stub Height:** Enter the stub height in inches. The defaults on this and other fields are set to work with most standard checks.

**Check Height:** Enter the check height in inches.

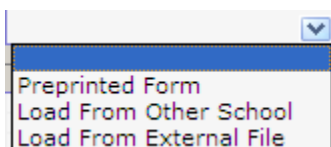
**Form Height:** Enter the total height of the form in inches.

**Left Margin and Top Margin:** Enter the margin in inches.

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**Hint:** To check your settings without wasting check stock, go to the PlaySchool demo data and set up your checks there. Then print a sample check and hold it up to the light in front of one of your actual checks. See how it aligns (or doesn’t), then make adjustments. Get it right in the practice school, then enter those settings into your real school.

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### Load Template Choices:

**Preprinted Form:** This will load the default layout for the standard Blue Bear check. If you purchase checks from Blue Bear, this is the template to use.

**Load From Other School:** This will allow you to load an existing check form layout from another school in SchoolBooks. You can use this feature to set up a check form in PlaySchool and then copy it into your real school.

**Load From External File:** This allows you to load a template from an external file. You can use this feature if you need to load a template from your district office or from Blue Bear.

**Print Sample Check:** Click on this button to print a sample check. We suggest you print this sample on plain white paper (not a real check) and hold it up against an actual check to verify that the alignment is correct.

**Cancel:** To exit the screen without saving changes, click Cancel.

## Purchase Orders

**What does it do?** These screens allow you to customize your Purchase Order for printing on plain paper or a pre-printed form. You can format your Purchase Order using drag and drop to place fields where you want them. SchoolBooks purchase orders are designed to be printed on 8.5" x 11" paper in a standard report printer.

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**Note:** Be aware that many school auditors require some sort of pre-printed control number on purchase orders to facilitate tracking. Before you make a decision about forms, it is a good idea to check with your district office or school auditor to make sure you are in compliance with your school's requirements.

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**Where is it?** Go to the Management Menu, System Maintenance, Forms and choose Purchase Order.

**Where to get Purchase Order forms:** With SchoolBooks, you can use most standard Purchase Order forms that have a large blank section where the detail lines are printed. You can also use plain paper or order Purchase Orders from Blue Bear. Blue Bear can provide Purchase Orders with your school logo in a variety of colors. For information and a complete package of Blue Bear forms, call your Account Manager and ask to order forms.

There are three parts to a computer Purchase Order: Header section, Detail section, and Footer section. You can move between the sections by clicking on the Header, Detail, and Footer buttons at the top of the screen.

1. The Header section has the data like Customer Name, Purchase Order Date, and Purchase Order number.
2. The Detail section has the data for each individual line item, like Item number, Item description, and GL Account number.
3. The Footer section has information like the total of the PO.

### Using the Screen

#### HEADER SECTION

We'll use the sample screen shown below to discuss the way these screens work. This is an example of a format that prints on plain paper. Note that the School Name and Address fields are displayed in the upper left of the screen – so they will print on the purchase order. If you have pre-printed purchase orders, you wouldn't want to print those fields because you probably already have the school name and address and logo on the form itself.

**Select Data or Text:** The fields available to print on the form are shown in this drop box. Fields are marked either “Text” or “DATA.” The text field “PO Date Text” will print the words “PO Date” on the form. The data field “PO DATE DATA” will print the actual date (today’s date, like “12/05/05”) on the form.

To add a field to the form, find it in the list and click on it. SchoolBooks will add the field to the layout screen. The screen uses drag and drop functionality. You can move a field around by clicking on it and dragging it. To delete a field you don’t want, right click on the field and choose Delete.

1. **Preprinted Form:** This will load the default layout for the standard Blue Bear purchase order form. If you purchase forms from Blue Bear, this is the template to use.
2. **Blank paper:** This will load the default layout for printing a PO on plain paper.
3. **Load From Other School:** This will allow you to load an existing PO form layout from another school in SchoolBooks. You can use this feature to set up a PO form in PlaySchool and then copy it into your real school.
4. **Load From External File:** This allows you to load a template from an external file. You can use this feature if you need to load a template from your district office or from Blue Bear.

**Detail and Footer Buttons:** You can click on these buttons to move to these sections of the form.

**PO Margins:** Use this screen to tell SchoolBooks about the size and placement of the PO sections.

**General:** Enter the size of the left margin in inches.

**Header Section:** Enter the top margin in inches – from the top edge to the first line of printing.

**Detail Section:** Enter the distance in inches from the top edge to the first detail line. Enter the space between the detail lines.

**Footer Section:** Enter the distance from the top edge to the first line of printing in the footer section.

**Print Sample PO:** Click on this button to print a sample Purchase Order. We suggest you print this sample on plain white paper (not a real Purchase Order) and hold it up against an actual Purchase Order to verify that the alignment is correct.

## DETAIL SECTION

This is where the actual items you have ordered will print. There are different fields available in this section. You can also load from a template for this section; it works exactly the same way as the Header Section.

The screenshot shows a window titled "Form Manager - Play School High School - Test". The "Form" dropdown is set to "PO Detail". The configuration area includes:

- Select Data or Text: QTY DATA
- Load Template: (empty dropdown)
- General Margin: .25
- Header Section: .00
- Footer Section: 9.00
- Detail Start: 4.25
- Detail Spacing: .35

Below the configuration area, there are several data field options: QTY DATA, ITEM DATA, ACCT DESC DATA, PURPOSE DATA, PRICE DATA, AMT DATA, and COMMENT DATA. The COMMENT DATA field is highlighted with a green border.

## FOOTER SECTION

This is the bottom part of the purchase order. There are different fields available in this section. You can also load from a template for this section; it works exactly the same way as the Header and Detail Sections.

This screenshot is identical to the one above, showing the "Form Manager - Play School High School - Test" window with the "Form" dropdown set to "PO Detail". The configuration area and data field options are the same as in the previous screenshot.

## Receipts

**What does it do?** This screen allows you to customize your receipt for printing on plain paper or a pre-printed form. And you can format your receipt form using drag and drop to place fields where you want them. SchoolBooks receipts are designed to be printed on 8.5" x 11" paper in a standard report printer. The program prints two copies of the receipt on each page – one for the customer and one for you!

**Where is it?** Go to the Management Menu, System Maintenance, Forms and choose Receipt Form.

**Where to get Receipt forms:** You can use most standard Receipt forms that have two blank stubs with SchoolBooks. You can also use plain paper or order Receipts from Blue Bear. Blue Bear can provide Receipts with your school logo in a variety of colors. For information and a complete package of Blue Bear forms, call your Account Manager and ask to order forms.

There are two parts to a computer Receipt: Header section and Detail section. You can move between the sections by clicking on the Header and Detail buttons at the top of the screen.

1. The Header section has the data like Customer Name, Date, Receipt number.
2. The Detail section has the data for each individual line item, like Purpose, amount and GL Account number.

## Using the Screen

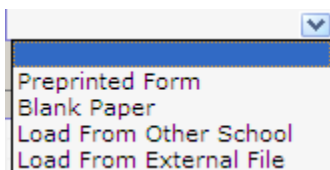
### HEADER SECTION

We'll use the sample screen shown below to discuss the way these screens work. This is an example of a format that prints on a preprinted receipt form.

The screenshot shows the 'Form Manager' interface for 'Play School High School - Test'. The 'Form' dropdown is set to 'PO Detail'. The 'Select Data or Text' dropdown is set to 'QTY DATA'. The 'Load Template' dropdown is empty. The settings panel shows: General Margin: .25, Header Section: .00, Footer Section: 9.00, Detail Start: 4.25, and Detail Spacing: .35. The main workspace is a grid with several data fields: 'QTY DATA', 'ITEM DATA', 'ACCT DESC DATA', 'PURPOSE DATA', 'PRICE DATA', 'AMT DATA', and 'COMMENT DATA'. At the bottom, there are buttons for 'Print Sample PO', 'Top' (0.36), 'Left' (1.48), 'Delete Field', 'Accept', 'Cancel', and a help icon.

**Select Data or Text:** The fields available to print on the form are shown in this drop box. Fields are marked either “Text” or “DATA.” The text field “Date Text” will print the word “Date” on the form. The data field “DATE DATA” will print the actual date (today’s date, like “12/05/05”) on the form.

To add a field to the form, find it in the list and click on it. SchoolBooks will add the field to the layout screen. The screen uses drag and drop functionality. You can move a field around by clicking on it and dragging it. To delete a field you don’t want, right click on the field and choose Delete. Note that it is possible to print a field more than once on the Purchase Order.



1. Preprinted Form: This will load the default layout for the standard Blue Bear receipt form. If you purchase forms from Blue Bear, this is the template to use.
2. Blank paper: This will load the default layout for printing a receipt on plain paper.
3. Load From Other School: This will allow you to load an existing receipt form layout from another school in SchoolBooks. You can use this feature to set up a receipt form in PlaySchool and then copy it into your real school.
4. Load From External File: This allows you to load a template from an external file. You can use this feature if you need to load a template from your district office or from Blue Bear.

**Detail Button:** You can click on these buttons to move to these sections of the form.

**Print Sample Receipt:** Click on this button to print a sample Receipt. We suggest you print this sample on plain white paper (not a real Receipt) and hold it up against an actual Receipt to verify that the alignment is correct.

### DETAIL SECTION

This is where the actual items you are receipting will print. There are different fields available in this section. You can also load from a template for this section; it works exactly the same way as the Header Section.

The screenshot shows a window titled "Form Manager - Play School High School - Test" with a "Form" dropdown set to "PO Detail". The configuration area includes:

- Select Data or Text:
- Load Template:
- General Margin:
- Header Section:
- Footer Section:
- Detail Start:
- Detail Spacing:

Below the configuration area is a grid of data fields:

QTY DATA	ITEM DATA	ACCT DESC DATA	PURPOSE DATA	PRICE DATA	AMT DATA
ACCT NO DATA					
		COMMENT DATA			

### MARGINS SECTION

The screenshot shows a window titled "Form Manager - Play School High School - Test" with a "Form" dropdown set to "Receipt Header". The configuration area includes:

- General Margin:
- Header Start:
- Header Second Start:
- Detail Height:
- Detail Start:
- Detail Spacing:

**General Margin:** Use this screen to tell SchoolBooks about the size and placement of the Receipt sections. **XXX**

**General:** Enter the size of the left margin in inches.

**Header Section:** Enter the top margin in inches – from the top edge to the first line of printing.

**Detail Section:** Enter the total height of the Detail Section. Enter the distance in inches from the top edge to the first detail line. Enter the space between the detail lines.

## Appendix F: Bank Reconciliation Procedures

This section will walk you through the steps to balance your bank statement with your cash account in SchoolBooks. This should be done monthly and in a timely manner. You'll find the Bank Reconciliation Wizard on the Period End Menu.

### Using the Screens

1. The first screen asks whether you want to balance your bank statement for a single school or multiple schools. Choose "Single School" as shown below and click Next. For more information about Multi-School Bank Rec, see Appendix G.

Bank Reconciliation - Play School High School - Test

This is the Bank Reconciliation Wizard.

You can reconcile any of the banks for a single school, or you can reconcile a bank that includes multiple schools.

To reconcile multiple schools, the check box for multi-school bank reconciliation must be checked for any school that is to be included. This checkbox is located on the Accounting tab in Management/Customize/School Settings.

Select which type of reconciliation you will be doing, and then click on "Next" below.

Single School

Next Cancel ?

2. We assume that you have already set up your cash account in Bank Account Maintenance. If you have several Bank Accounts in Bank Account Maintenance, you must first select the correct Bank Code for the Reconciliation that you are about to do. If you have a single bank account, SchoolBooks will default to the "A" Bank Code.

Bank Code A

Bank G/L Account Number 1000-00-00

Account Description Sunshine Bank - Checking

3. Pick up your bank statement. Enter the Beginning (Opening) and Ending (Closing) Balances from your bank statement as shown below. Enter the bank statement Closing Statement Date. Click Next.

Bank Code	A
G/L Account Number	1000-00-00
Account Description	Sunshine Bank - Checking
Beginning Balance	899.00
Ending Balance	1,148.00
Statement Date	07-28-2008

4. SchoolBooks displays a screen so you can clear all the items on your bank statement.

**Bank Reconciliation - Play School High School - Test**

Please enter 'cleared' items from the bank statement, and press 'Next' to complete the process.

Bank Code	Opening Bal 899.00	Ending Bal 1,148.00	Diff 0.00
-----------	--------------------	---------------------	-----------

Opening Bank Balance	07-28-2008	Deposits In Transit	0.00
Cleared Deposits	899.00	Outstanding Checks	0.00
Cleared Checks/Charges	299.00	Outstanding Adjustments	0.00
Cleared Adjustments	50.00	Calculated Book Balance	1,148.00
Calculated Bank Balance	0.00	Actual Book Balance	0.00
	1,148.00	Variance	-1,148.00

Date	Type	Ref No	Description	Clrd	Amount
07-15-2008	M	3202A	Athletic Supplies For All	C	50.00
07-25-2008	D	104	BANK DEPOSIT	C	299.00

Sort By: Checks Grouped

Buttons: Clear/Unclear, Back, Next, Cancel, ?

**How the screen works:**

- You can clear items by clicking the "Clear/Unclear" button, by simply highlighting a line and pressing <Enter>, or double clicking on the line to clear or unclear.
- Sorting items on the screen: You can sort or group items by Date, by Type (M=Manual Checks, C=Computer Checks), or by Checks Grouped (all checks together sorted by check number). The program will remember how you sorted before and display according to that option again.
- Use the back and next buttons to move forward or backward through the screens.
- Difference: In the example above, you can see on this screen that the difference we're off is \$11.56. It looks like we haven't cleared that first adjustment. This field will always display the difference between the Ending Bank Balance and the Calculated Bank Balance. When it becomes zero, you're in balance and GREEN!



6. Deposits: Mark your deposits as "Cleared."
  - a. For each deposit shown on your bank statement, find the deposit on the Bank Reconciliation screen and double click to clear the item. SchoolBooks will put a "C" for Cleared next to that deposit and show the amount in the Cleared Deposit field at the top of the screen.
  - b. When you have marked all the deposits as Cleared, the total on the top of the Bank Reconciliation screen should equal the total deposits shown on your bank statement. *Note: Some banks include miscellaneous credits WITH the deposits, so you may have to add or subtract them.*
7. Checks: Mark the checks that have cleared the bank as "Cleared."
  - a. For each check shown on the bank statement, find the check on the Bank Reconciliation screen and double click to clear the item. SchoolBooks will put a "C" for Cleared next to that check and show the amount in the Cleared Checks field at the top of the screen.
  - b. When you have marked all checks as Cleared, the total on the top of the Bank Reconciliation screen should equal the total checks shown on your bank statement. *Note: Some banks include miscellaneous charges WITH the check total, so you may have to add or subtract them.*
  - c. Void checks:
    - i. Original voids are marked as Cleared already.
    - ii. Checks you have voided during the month have been automatically Cleared by SchoolBooks. **BOTH THE ORIGINAL CHECK ENTRY AND THE VOID CHECK ENTRY MUST BE CLEARED!**
8. Interest and Bank Charges: Enter bank charges and interest earned through Adjustment Entry. Remember, you must enter your adjustments, then print an Adjustment Journal and Update before these Adjustments will show up on the Bank Reconciliation screen.
  - a. Enter bank charges, NSF fees and check printing charges.
  - b. Enter interest income.
  - c. If you have **not** entered your NSF checks and NSF fees in Tracks, enter them in SchoolBooks.
  - d. Mark Adjustments as Cleared on the Bank Reconciliation screen the same way you cleared checks and deposits.
9. Balancing: You will know that you have balanced your bank statement successfully when the Bank Statement closing balance on the screen equals the closing balance shown on your Bank Statement. **WHEN THESE AMOUNTS EQUAL EACH OTHER, THEY WILL BOTH DISPLAY AS GREEN!**
  - a. Don't worry if the bank has included items you classify as "adjustments" in with the checks; if the ending balances are the same, you are in balance!
  - b. Your Bank Reconciliation screen should also show a zero variance with your actual book balance. If a variance is displayed, please call Blue Bear at once. **BUT WAIT! ONLY call us if you have a variance, but ARE IN BALANCE WITH THE BANK!** Get in balance with the bank first, then deal with the variance. Sometimes a variance is caused because you are not yet in balance with the bank. Balance your bank statement first! Then deal with any variance.
  - c. Click Next to print the Bank Reconciliation Report.



The Wizard is ready to print the Bank Reconciliation Report.

Enter the Report Title.

Play School High School

Press 'Proceed' to print the report.

10. Bank Reconciliation Report: You can print a Bank Reconciliation Report at any time to get a printout of your status. This is especially helpful when you are not quite in balance and need to work from a paper rather than the screen to figure out where the problem is. When you are finally in balance, you should print a final copy of the Bank Reconciliation Report and attach it to your actual bank statement. It is also a good idea to print a copy of an Account Analysis Detail Report for the Cash account and attach it too. Now you have your bank statement, bank reconciliation and the detail in your general ledger account all in one place. **YOU KNOW YOU ARE IN BALANCE AND YOU CAN PROVE IT!**
  - a. After you print the report, SchoolBooks will ask if it printed correctly. If you select no, you can print it again or go back to fix something in the Bank Reconciliation Wizard.
11. SchoolBooks will prompt you to complete the Bank Reconciliation process. You must do this final step in order to remove 'Cleared' items. Click Finish.



To complete the Bank Reconciliation process, press Finish. This will mark all 'Cleared' items as 'Processed' so that they won't show up in any future bank reconciliations, and update the beginning bank balance in the database.

If you do not want to complete the process at this time, you can press 'Cancel', and all of your work will be saved. You can then restart the process later, and press 'Next' through all of the Wizard screens until you get to this point again to complete the process.

12. Now you'll see the final message – “The Bank Reconciliation is finished.” Congratulations – you did it!



**File these together every month:**

- a. Bank Statement
- b. Bank Reconciliation Report
- c. Account Analysis Detail Report for your Cash Account

**WHEN TO CALL BLUE BEAR FOR HELP:** If you balance with the bank and have a variance, call Blue Bear. If you have a variance, BUT ARE NOT IN BALANCE WITH THE BANK yet, don't call yet - don't worry about the variance. Get the ending Bank Statement balances correct and the variance may disappear.

---

**Warning:** *You should only attempt to balance one month at a time. Never go on to the next month when a prior month is not in balance and you have not completed balancing successfully. You will create more problems by trying to do two months at once. Trust us; we know!*

---

## **Appendix G: Multi-School Bank Reconciliation Instructions**

**When would you use this feature?** Assume you run several schools on the same copy of SchoolBooks, but instead of each of them having separate checking accounts, you have only ONE checking account and write checks for ALL the schools out of that one account. SchoolBooks can do a Bank Reconciliation for this bank account.

### **How does it work?**

Tell SchoolBooks which schools are to be included in the Multi-School Bank Rec.

- a. Go to the Management Menu, Customize, School Settings, Accounting Tab.
- b. Click the checkbox to "Include in Multi-School Bank Rec." Do this for each school to be included in the multi-school bank rec.
- c. Make sure the PlaySchool demo data school and any other test school you may have do NOT have the Multi-School Bank Rec option flag checked!



Include in Multi-School Bank Rec	<input checked="" type="checkbox"/>
Recalc Balances on Startup	<input checked="" type="checkbox"/>
Show Export Number in GL Acct Maint	<input checked="" type="checkbox"/>
Show Category in GL Transactions	<input checked="" type="checkbox"/>

1. Do a regular Bank Reconciliation. When you start the bank reconciliation program from any one of these schools, SchoolBooks will go out and pull in data from the BANKREC files in all the individual school directories and place them into one big bucket for you to work on. You can go ahead and mark your cleared checks and deposits normally.
2. When you print a Bank Reconciliation Report, you will see the School Code (as entered above) to the right of each entry.
3. When you are finished, SchoolBooks writes all CLEARED records back out to the correct data files for each school in the correct folders. And life marches on!

If you have any questions about this, please call Blue Bear Support.

## **Appendix H: Tracking NSF Checks**

Every once in a while (unless you live somewhere over the rainbow), a check you have deposited gets returned from the bank. How should you handle a bounced or NSF check in SchoolBooks? This section will present several options for how to enter these transactions. We'll have two sets of options: the first assumes you do NOT have the Blue Bear Tracks program, the second assumes you DO have Tracks.

### **YOU DO NOT HAVE TRACKS**

**Scenario:** Sam brought in \$30.00 for a candy fundraiser on October 15th. On October 20th, the check is returned by the bank together with a \$3.00 NSF fee. How do you record the transaction in SchoolBooks?

#### **Option #1:**

1. Use Bank Deposit Entry for the check: Enter a negative \$30.00 deposit, charged to the candy fundraiser account. Be sure to type something like "NSF Ck #456" in the Purpose field.
2. Use Adjustment Entry for the NSF fee. Enter a negative \$3.00 adjustment with Sam's name and "NSF Fee – Ck #456" in the Purpose field. Charge this to your Bank Charges account. The Adjustment Type is Expense.

#### **Option #2:**

1. Use Adjustment Entry for the check: Enter a negative \$30.00 adjustment, charged to the candy fundraiser account. Be sure to type something like "NSF Ck #456" in the Purpose field. The Adjustment Type is Income.
2. Use Adjustment Entry for the NSF fee. Enter a negative \$3.00 adjustment with Sam's name and "NSF Fee – Ck #456" in the Purpose field. Charge this to your Bank Charges account. The Adjustment Type is Expense.

### **YOU DO HAVE TRACKS**

**Scenario:** Sam buys a yearbook for \$40.00 on October 15th. On October 20th, the check is returned by the bank together with a \$2.00 NSF fee. How do you record the transaction in SchoolBooks? How you record the event depends on how your school handles NSF checks. Here are the various ways you can do it!

#### **First – what is your philosophy about bounced checks?**

**Case #1:** Assume the student will **not** make the check good. I want him off the yearbook list, but I also want to charge him for the NSF check fee. I want to show him owing only the \$2.00 NSF fee.

**In Tracks** - do this **after** your regular closeout so this will be on a separate closeout. Because it will be on a separate closeout, you can import it into Bank Deposit Entry if you want.

1. Bring up Sam on the Work Screen
2. Bring up your Yearbook Item & press "R" to return it.
3. Edit the Item description to change it - "NSF CK #467"
4. Sell Sam a new item for NSFCKFEE in the amount of \$2.00
5. Press F9 to complete the sale. The total amount due is negative \$38.00 and we are going to do a split tender. We will back out the check AND we will charge him for the \$2.00 NSF fee.
  - a. In the amount field enter negative \$40.00 and choose payment type is "5" for Check. Enter the check number of the check that bounced.
  - b. In the second amount field, Tracks will display positive \$2.00. Choose payment type "6" for Charge to Account. Print the receipt.
6. Do a closeout.

**Case #2:** Assume the student **will** make the check good. I want to keep him on the yearbook list, but I also want to charge him for both the bounced check AND the NSF check fee. I want to show him owing only the \$42.00 combined total of check plus NSF fee.

1. Sell him an NSFCKFEE for \$2.00 and an NSFCK for \$40.00.
2. Edit the Item description for the NSFCK to show the Check number.
3. Press F9 to complete the sale. The total amount due is \$42.00.
4. Choose payment type "6" for Charge to Account.
5. You're done!
6. Have positive thoughts that he'll make the check good and pay the fee.

## Appendix I: Account Masking & Summarizing

This section explains how you can design your chart of accounts to give you the reports you want. It explains how SchoolBooks can separate and combine various parts of your GL Account number to display your data in different ways. If your account numbers are assigned in a random way and there is not enough consistency to use these masking and summarizing features, you might try using GL Print Group Codes to group and select certain types of accounts.

**Review of GL Account Mask:** This is a quick review of masking. You have entered the display mask for your GL Account numbers on the School Settings Tab under Management Menu/Customize. Account numbers may be alphanumeric. SchoolBooks stores the actual GL Account number as one continuous number of 25 characters, but when the program displays that number on the screen or on a report, it uses this mask to format it the way you want to view it. Valid characters are as follows: "9.-/" , where "9" represents both letters and numbers and the valid segment separators are the period, the hyphen (dash), and the forward slash (-/). You may have as many segments as you wish and the separators do not count as characters. If your account number looks like this "1234-56-78", enter your mask as "9999-99-99". If your account number looks like this "1234-AB.789/23", enter your mask as "9999-99.999/99".

**Using Masking for Report Filters:** If you have a 3 or 4-digit account number, just ignore this section. Why? Because you won't need to separate things by GL account segments – you don't have segments. But if you have a longer, more complex account number, you can enter the masking characters for the accounts you want to select for various reports, using the actual segment numbers to detail particular accounts. For example, let's assume you have a 3-segment account number with a structure as follows:

In the example below, all the athletic accounts have a "10" in the middle segment, while in the last segment, "20" is used for girls' sports and "10" is used for boys' sports.

Acct No	Description
2210-10-10	Volleyball ~ Boys
2210-10-20	Volleyball ~ Girls
2215-10-10	Soccer ~ Boys
2215-10-20	Soccer ~ Girls
2220-10-10	Baseball ~ Boys
2220-10-20	Softball ~ Girls

So, income for Girls Volleyball would go to account #2251-50-20. In this example, if you only want this report to consider accounts which involve girls' sports, you would "mask" or fill-in the digits for the accounts you WANT to see. Because you want the report to print all the accounts for girls sports, you would enter "?" for wildcard numbers and then a "????-??-20" (that's 4 question marks, 2 question marks, and "20.") This will cause SchoolBooks to search through all the accounts and FILTER only those that have a "20" in the last segment. The following example shows how to enter this selection criteria for a Statement of Revenue report.

Statement of Revenue - Play School High School

Period End Date: 09/30/09

Filter: ?????-??-20

Summarize Level: ????

Print accounts with zero balance:

Use GL Print Groups:

Remember Settings:

View/Print Cancel ?

**Using Masking for Summarize Level:** This field tells SchoolBooks to summarize data, or roll up accounts together for presentation at a higher level. Using the example above, suppose we want to see one total for each sport – one line for volleyball, one line for basketball, etc? Because we've numbered our accounts so that both the volleyball accounts begin with "2210" and the soccer accounts begin with "2215," we can tell SchoolBooks to summarize a report to that level. This tells SchoolBooks to roll up the totals for each of the accounts and print one summary total.

## **Appendix J: How SchoolBooks Assigns Transaction Numbers**

**Why use temporary transaction numbers?** When you begin a new transaction in SchoolBooks and press the New Document key, the program assigns a temporary number (like “NEW0004”) to the transaction. Then when you actually print the journal, the program assigns the next sequential permanent number to the transaction and that becomes the number that stays with the transaction forever. Why does it do that? Why not simply just assign the permanent number in the first place?

**The problem with deletions.** The answer is that in the olden days, we used to do just that. If you were entering bank deposits, the program would get the next sequential deposit number and that would be that. But the program allows you to enter a deposit and then delete the entry before it is updated. So, someone would enter Deposit #4 and #5. Then they’d find a problem with #5 and, instead of fixing it, they’d simply delete it and re-enter the information as Deposit #6. They print the Bank Deposit Journal with #4 and #6 on it, and update it. That’s fine and the data was correct. The next deposit entered would be #7, because the counter on the Bank Deposit Journal keeps track of the next number to be assigned.

**The auditors question.** But the problem was that an auditor looking at the Bank Deposit History Report said, “What happened to Deposit #5?” The fact that Deposit #5 was “missing” raised questions and concerns for many users. So, our users asked us to “force” the program to make the numbers always be sequential, with no chance of having missing transaction numbers.

**Making SchoolBooks easier to audit.** That’s when we changed the program to assign temporary “holding” numbers to transactions when you enter them. Then, when SchoolBooks prints the Journal, the program assigns the permanent numbers during the process (with no user-intervention allowed) and uses those same permanent numbers during the update. This ensures the integrity of the audit trail because the system does not allow the user to assign or change or delete transaction numbers; the program does it all.

**Permanent transaction numbers.** If you converted data from SchoolBooks 4, the program will pick up with the numbering for each type of transaction exactly where it left off in SchoolBooks 4. In other words, if the last deposit you made in SchoolBooks 4 was numbered 407, then the next number in SchoolBooks 5 will be 408. If you are just starting to use SchoolBooks 5, the program will start with the number 101 for each type of transaction. Keeping this in mind, if you enter Opening Bank Deposits under System Startup, you can use the numbers 1,2,3, etc. without ever running into “real” numbers later on.

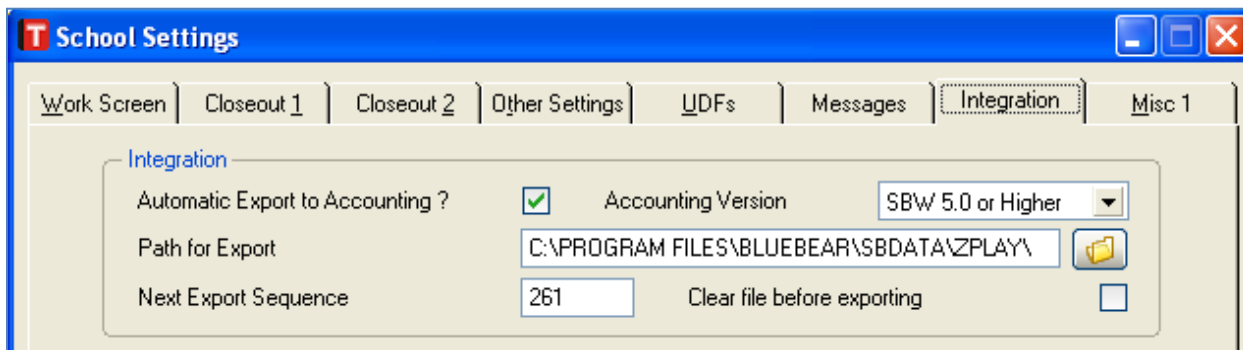
## Appendix K: Setup Tracks Import

**Goal:** To easily import sales information from Blue Bear Tracks into SchoolBooks. We make sales during the day in Tracks. When we do a Closeout Report, Tracks will create an additional file (called TREXPORT) that will be used to import these transactions into SchoolBooks.

### Setup the Export in Tracks:

#### Step One:

1. Go to Management Menu in Tracks.
2. Go to Customize/School Settings.
3. Go to Integration Tab.
4. Automatic Export to Accounting?: Check this box. This tells the program that when you do a Closeout in Tracks, you want to automatically create data for your accounting system too.
5. Accounting Version: Choose "SBW 5.0 or Higher" as the program you are using.
6. Path for Export: Enter the complete path to the data directory for this school or enter the location where you want to save the export data for Tracks. You can click on the browse button (marked with a picture of a folder) to navigate to the folder. Though this folder can be anywhere, we suggest you use the folder where the SchoolBooks school data is located. We do this so SchoolBooks will know where to look to find the file that Tracks created. It doesn't really matter where the data goes, it just has to be the same as the location set up in SchoolBooks in the next section.
  - a. If Tracks is installed on the same computer as SchoolBooks, the location might be something like C:\Program Files\BlueBear\SBDATA\PLAYSCHL\ – the location of the data for SchoolBooks data for PLAYSCHL (substitute your school code for PLAYSCHL).
  - b. If you are using a floppy diskette to transport data to SchoolBooks, the location should be A:\.
  - c. If you are using a shared network drive to transport the data, the location should be appropriate for your installation, like perhaps F:\APPS\EXPORT\.
7. Next Export Sequence: The system will display the next sequence number - it should be 1. Every time you do a Closeout, Tracks writes those detail records out to the TREXPORT file and it puts a sequence number on all those records so it will know that they belong together.
8. Clear file before exporting: Periodically, if you want to clear out the TREXPORT file, you can check this option. If this checkbox is checked, Tracks will clear out the TREXPORT file before it writes out the new Closeout data for today. Leave the checkbox clear if you do NOT want to clear the file. Note: SchoolBooks will clear the TREXPORT file during Period End Processing. This option is used for clearing the file in between times.



#### Step Two (This is optional):

1. Go to Item Maintenance.
2. For each item, you can indicate whether you want to import sales of this item in Summary or in Detail. Simply make a choice on the Additional Tab for each item. If you choose detail, you will still have the option to override this when you do an actual import.



Now, the next time you do a Closeout, Tracks will create data you can import into SchoolBooks.

### Setup the Import in SchoolBooks:

#### Step One:

1. Go to Management Menu.
2. Go to Customize, School Settings.



3. On the School Data Tab, in the field for "Tracks Import Folder" enter the path to the folder location where Tracks is exporting its data. Though this folder can be anywhere, we suggest you use the folder where the SchoolBooks school data is located. We do this so SchoolBooks will know where to look to find the file that Tracks created. You can click on the browse button (marked with a picture of a folder) to navigate to the folder. It doesn't really matter where the data goes, it just has to be the same as the location set up in Tracks in the previous section. (Note that the entry "Tracks Data Folder" is for the location of the ITEM file used in Purchase Order, not for this import.)
  - a. If you are using a shared network drive, the location should be appropriate for your installation, like perhaps F:\APPS\EXPORT\.

#### Step Two:

1. Go to the Entry Menu.
2. Select Import from Tracks.
3. The system will display all the closeouts in the file. If the Closeout has already been imported, it will say "Imported" in the Status field. Pick the Closeout you want to import by clicking on it.
4. The system now displays all the detail from that closeout on the bottom of the screen. Notice that all the line items have either an "S" (for summary posting) or a "D" (for detail posting) over on the left. To toggle between Summary and Detail posting, simply double-click on the item. Items marked "Detail" will be imported in detail, each as a separate line item. Items marked "Summary" will be grouped together by GL Account and one subtotal posted for the entire group.
5. When you have marked all the items you want to see in detail and in summary, press "Import" and the system will create a deposit record from those entries in Bank Deposit Entry.
6. To exit the screen without importing, click "Cancel".

#### Step Three:

1. Go to Bank Deposit Entry.
2. Press <F2> to see a list of deposits. The one you just imported should be there. Choose it by pressing <Enter>. Check to see that it looks the way you think it should.
3. Make any changes you need to make at this time. Usually, everything will tie out to the penny. But if it doesn't, this is your chance to correct any errors that may have come over from Tracks. For example, if your actual deposit is more or less than the amount you should have, change the amount of the deposit to reflect what you actually deposited and create a detail line to Cash Over/Short for the difference. If you have questions about this, please call Blue Bear.
4. Remember, you want the deposit amount to equal the amount shown on your actual deposit ticket.

#### Step Four:

1. Print Bank Deposit Journal and update as usual.

---

**Note and Warning:** *You can import a closeout a second time if you didn't like the way it came in the first time. For example, if you*



forgot to mark a line to be posted in detail and you want to start over and import the whole deposit again. SchoolBooks will allow you to import a Closeout that has already been imported, an entry that has "Imported" in the status field. **BUT - YOU HAVE TO BE SMART ENOUGH TO REMEMBER TO DELETE THE FIRST DEPOSIT YOU IMPORTED.**

The system is NOT smart enough to know that you're doing the same thing over again. You must DELETE that first attempt. That means that if you haven't already updated your Bank Deposit Journal (with the bad deposit), you can simply delete the entry. If you need a reminder about how to delete bank deposit entries, check the Bank Deposit Entry section of this manual. If you HAVE already updated your Bank Deposit Journal (with the bad deposit), you will need to create a negative Bank Deposit Entry to reverse the bad deposit.

---

## Appendix L: Sales Tax on Receipts

**Background:** If you print receipts in SchoolBooks, you have the option of adding sales tax to the receipt. When we added the receipting and sales tax features to SchoolBooks, we wanted to keep it simple. And we did! The users who requested the additional functionality wanted to “back into” the sales tax figure – and that’s the way we implemented sales tax.

**How it works:** SchoolBooks calculates sales tax in a special way. The sales tax on each receipt is calculated so that the total amount of the receipt INCLUDES the sales tax at the desired sales tax rate. For example: Our users told us “We want to sell something for \$100 and we want the program to figure out how much of that is tax.” So – that’s how it works! It may seem like the tax is not calculating correctly, but it actually is.

The amount to enter as the amount sold in SchoolBooks is the TOTAL amount of the sale, including tax. Remember that SchoolBooks is going to back into the tax, not calculate the tax based on the price of the item(s) sold.

Let’s consider this example:

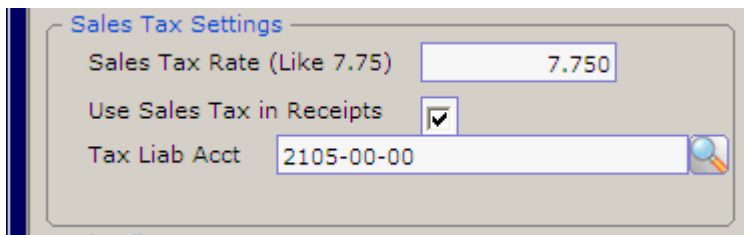
**Total sale is \$50.00 with a sales tax rate of 6.8%.**

Item	\$46.82
Tax @ 6.8%	\$3.18
Total	\$50.00

You might have thought the tax wasn’t calculated correctly if you calculate \$50.00 times the tax rate of 6.8%. But then you remember that SchoolBooks backed into the tax, so you reconsider...and realize that 3.18 is 6.8% of \$46.82 and that the total amount equals \$50.00. Hooray! Now you’re happy because you know that SchoolBooks calculates sales tax exactly like it should.

**How does it post to the GL?** In the example above, SchoolBooks posts \$46.82 to the GL Account on that detail line, and the \$3.18 to the Sales Tax Liability account designated in the setup options (see below).

**Turning on this feature:** In order to have SchoolBooks calculate sales tax on receipts, you must check “Use Sales Tax in Receipts” on the Accounting Tab under Management Menu/Customize/School Settings. You should enter a sales tax rate, check the checkbox, AND enter the account you use for Sales Tax Liability.



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**Note:** If you need sales tax calculated on the actual item prices, consider using Tracks – our student fee collection software. It calculates tax on the actual item amounts.

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