

User Conference 2005

SchoolBooks Questions and Answers

Q: If you have 2 vendors with the same name there should be some kind of warning that comes up and tells you before you enter the check. We have 2 officials with the same name and one official got a 1099 for the games he didn't ref.

A: We can enter this as an enhancement request, but the program does not look at the name, only the Vendor Number. The program already protects you from entering a duplicate vendor number. If you have two vendors with the same name, we would suggest adding something to the name to help you distinguish between them. For example, Bill Smith (baseball ref) and Bill Smith (drama).

Q: When paying a final payment on an Invoice which uses up an open PO, Schoolbooks need to ask to delete the PO.

A: Actually, we do not "delete the PO" because we save it in history. But we understand the point - you want to close the PO and not have to deal with it any longer. The program now allows you to remove any Backorders right on the invoice and that marks the Purchase Order as received. POs remain in the PO entry screen until Month End at which time all POs that have been fully received are removed from the Open PO file, but the history is saved. If you need further clarification on the Purchase Order "order of events," feel free to call Support for a step by step detail of the PO process.

Q: We'd like a way to only encumber an amount in an account for up to 10 days. Example: A requisition needs to have the amount approved prior to ASB meeting and authorization. Sometimes a number of requisitions need approval or come through before each meeting. We need to see what's available instead of blindly approving amounts on same funds available.

A: We're not sure why you're requesting the 10 day period. Our recommendation is that you print the new PO Approval Report for the ASB meeting. This report allows you to select purchase orders by PO number range or date range. It sorts all the detail lines on all the POs by GL Account and subtotals them PLUS it shows you the current amount available in that account. We're hoping that will solve the problem. If there is still something about the 10 day window, please call and let us know.

Q: Bank Deposit Entry – I think you should only allow deposits to be posted once.

A: We want to allow you to re-enter a bank deposit because sometimes mistakes happen and you need to correct an entry. Let's say a deposit was posted, but was not checked. After the fact several GL accounts were found to be wrong. The user would "reverse" the original and re-post the original, making the needed changes to the GL accounts.

Q: When I was being trained on Schoolbooks by my fellow employee, I wish I could have printed the "screen" I was on at the time. That way I wouldn't have to write everything or step by step down but print out.

A: Windows has a simple solution for this. Here are directions for how to capture a screen shot of your active window (not the whole screen):

- a. Press Alt-PrintScreen. This will copy the active window to the clipboard.
- b. Then go into Word and Paste. You'll get the copy of the screen and you can type notes to yourself too.

Q: Would like once we called up a report to be able to change the account number without starting over. I have people that want the same reports but have more than one account.

A: Currently, the closest we can come to this is the "Remember Settings" checkbox on the report selection screen. If you check this box, you will only have to change the GL Account number each time. It sounds like you are asking for the ability to choose specific accounts, not simply a range of accounts as the program currently does. We'll add it to the Enhancement Request list. We think that's a good one.

Q: I would like to be able to invoice the district on a form and control number possibly tied to Schoolbooks or just as a separate program, where I can print an Accounts Receivable Report.

A: We'll add it as an Enhancement Request.

Q: We discussed this with Carol. Is there a way to pay multiple purchase orders with one invoice? Our district bills each site ASB for anything they pay (transportation, warehouse, lithography, salaries, etc.).

A: Currently there is not a way in Invoice Entry to load PO detail from multiple purchase orders. We'll add an Enhancement Request.

Q: When you have an out of state vendor that does not charge us sales tax, does Schoolbooks have a feature to where we can put the sales tax amount aside to pay our state tax, or is ASB not required to pay sales tax to state of California where we are from?

A: Check with your own district to get the policy for paying out of state sales tax. We're not going there. If you want to track taxes due, follow these steps:

1. Set up a sales tax liability account in GL Account Maintenance – maybe “Sales Tax – Out of State.”
2. Set up a Vendor for the Sales Tax Authority in the state you'll be paying. Georgia Sales Tax Board (for example)
3. When you enter an invoice from an outside vendor who has NOT charged you sales tax and you DO want to track sales tax, create a separate invoice to your Vendor called Georgia Sales Tax Board (for example) for the amount of the tax. That invoice will sit there all year until you get ready to file a return for Georgia and pay it. Any other sales tax due Georgia would also show on the Open Invoice Report.

Q: When writing multiple invoices for the same vendor, why do we have to write a separate invoice for each invoice number? Could we have a multiple invoice feature? And some way to clear balance of POs without going into the PO entry and changing it?

A: The program checks for duplicate invoices to prevent you from double paying a Vendor. That's the main reason we want you to enter individual invoices.

1. You need to enter a separate invoice record in SchoolBooks for each invoice so you'll be able to see what you've paid on the Vendor Check History Report. We don't think you're asking to lump all the invoices together are you? You want your records to tie to your Vendor's records.
2. The clearing PO balances issue has already been added to the 5.5 release. You simply change the Backorder quantity to zero right on the Invoice Screen.

Q: I have an Account that was set up as a cash account. But it should be a trust account. Can I change this?

A: If you have entered the GL Account, but never used it, yes, you can change the Account Type or even delete the account. Once you use that account (even once), you can't delete it and you can't change the Account Type. You are not even allowed to use the "renumber/merge" feature on a cash account. If you want to disable it, simply mark it as "Locked" or "Inactive" and create a new GL Account.

Q: When entering an invoice, sometimes the vendor address or c/o changes. Can we edit the vendor address for an invoice, but not charge the vendor file?

A: Usually Vendor addresses don't change unless the Vendor moves. If you are writing checks to a Vendor with different addresses, we would suggest entering a separate Vendor Code for each address. If you are writing checks to another school and the "attention: Bob Smith" or "care of Mary Jones" changes, you could use the Check Memo feature to add the name of the person who should be receiving the check. We'll put this request on the Enhancement List and we'll explore it further.

Q: How can I delete old vendors I haven't used in years. I'm having trouble deleting old temp vendors that have been on for so long, they've graduated from Rancho, gone to college and are now back as teachers! Something happened when we went from DOS to Windows or a change in one of the Windows versions that keeps these temps forever!

A: Try these steps:

1. First, make sure there is NO history left for these vendors (that includes Open PO, Invoices, Outstanding checks, etc).
2. Do Purge Vendor Check History.
3. Then try to delete them again.
4. If this does not work, you may have to have Support work with your data.

Q: I find when I print an Encumbrance Report, I have old PO's still hanging on to the account. These POs have been used. In other words the invoice has come in and the check written but maybe the invoice was less than the original PO. It's the difference that's hanging on. I have to go back and delete those POs. How do I make sure when I'm finished using a PO it no longer hangs on?

A: There is a new feature in 5.5 that allows you to remove those pesky balances at the time of the Invoice. Simply look at your line totals on the Invoice, if there is any Backordered amount, use the "BackOrder" button to remove them before you accept the Invoice. This writes back to the PO and marks it as received. The PO will be removed from PO Entry when you do your Month End Processing.

Q: Default to Detail in Schoolbooks on reports. I am forever forgetting to check the box, and I always want detail.

A: Once you check the box for "Detail" simply check the "Remember Settings" box so the report will remember you want the detail.

Q: I still use manual checks. When I am entering the data in the detail field, many times when I do not have an invoice number to enter and I try to enter "CKRQ" for the check request, the system will kick it out and I have to become creative and enter "CK__R" to be able to continue. What can I do to correct this?

A: You are probably getting kicked out because SchoolBooks doesn't allow duplicate invoice numbers for the same vendor and you've probably already used "CKRQ" for this Vendor. The invoice number field is 20 characters long and is alphanumeric. Try using something like "CKRQ 051005" which tells you it's a check request along with the date. That invoice number will be unique for this Vendor.

Q: Can I enter POs in Schoolbooks even though I type my forms manually? I want to be able to encumber the amount and be able to give advisors a more accurate accountability without having to manually calculate it for them.

A: You Bet! A lot of users currently do this by using the number on their manual PO as the PO number in SB. If there are no numbers on your manual POs, simply let SB make it up for you by using the "#" to start a new one. In this case you will need to print them, but it is well worth the paper in order to keep advisors apprised of their current balances.

Q: I want to assign new account numbers to my GL accounts. How will I do this? When should I do this?

A: You most likely will want to use the Renumber/Merge Utility. You can do this at anytime, but we suggest to avoid confusion that you do it after you close your year and before you begin making transactions in the new year.

Q: We started Schoolbooks in January. When we do our year end in June, can I modify our beginning date as Jan 1, 2005? And end date 6/30/05?

A: You really don't have to do this at all. Just make sure your year end date is correct when you do the actual Year End Processing. Then before getting started in the new school year, make sure it starts and ends correctly (starts in July, ends in June).

Q: When is a reimbursement a 1099?

A: A reimbursement for expenses does not need to be included on a 1099. But currently SchoolBooks does not have the ability to allow you to include some invoices as part of the 1099 calculation and exclude others. Here's what the IRS says about it:

1. It is YOUR responsibility to report everything you paid a Vendor. If you want to take the time to separate out what is income to the Vendor and what is reimbursement, fine. Some schools even set up 2 Vendor Codes – one for 1099 income and one for reimbursements.
2. It is the VENDOR'S responsibility to keep records that can demonstrate to the IRS what portion of the amount you reported was income to him and what was reimbursement.
3. That means that you can put everything for a Vendor under the same Vendor code and you'll be fine. The most important thing is that YOU don't get dinged for failure to report something you should have. Better to report everything and let the Vendor deal with the IRS about the reimbursements than to mistakenly NOT include something that should have been reported.