

S7: SchoolBooks Advanced Reporting

Agenda:

1. Using Filter option
2. Using Summarize option
3. Using GL Print Groups
4. Using Categories
5. Consolidated Reporting
6. Master Audit Report
7. Audit Selection Report
8. Purchase Order Check Cross Ref Report

1. Using Filters

- a. Based on the GL account numbers.
- b. Used to limit the records that show on the report.

Filter	<input style="width: 80%;" type="text" value="????-30-??"/>
Summarize Level	<input style="width: 80%;" type="text" value="- "/>

Play School High School					
ACCOUNT ANALYSIS REPORT - SUMMARY					
Date Range: 7/1/2005 through 3/20/2006					
Account Range: ALL					
ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Other Accounts					
2305-30-00 Spanish Club	562.52	794.00	8.74	(346.00)	1,002.78
2310-30-00 Latin Club	598.54	700.00		346.00	1,643.54
2340-30-00 French Club	254.85	747.00			1,001.85
2802-30-00 Science Club	1,246.52	52.00			1,297.52
2810-30-00 Marketing Club	325.98	2,722.00			3,047.98
2815-30-00 Radio Club	954.58	521.00	12.14	700.00	2,163.44
3610-30-00 Pep Squad	458.98	830.99		(700.00)	589.97
Total Other Accounts	4,400.97	6,366.99	20.88	0.00	10,747.08

2. Using Summarize to roll up accounts together

- a. Based on the GL account numbers.
- b. Used to “roll up accounts” or combine sub-accounts into one group.

Filter	- -
Summarize Level	????- -

2105	Sales Tax Payable	251.45		251.45	0.00
2200	Computer Club	0.00	656.00		656.00
2210	Latino Club	4,152.93	120.00	43.10	4,229.83
2215	Soccer	4,214.35	5,675.00	925.00	8,964.35
2220	Baseball	3,611.37	1,750.00	110.78	5,269.59
2230	Varsity Football	0.00	9,312.00	4,042.75	5,269.25
2245	Musical Theater	0.00	5,541.00		5,541.00
2250	Athletic Club	0.00	700.00	50.00	650.00

3. Using GL Print Groups

- a. Used on Financial Reports and Account Analysis Reports.
- b. Set up GL Print Groups – Maintenance\Print Group Maintenance.
- c. Assign to a GL Account – Maintenance\GL Account Maintenance.

Period End Date	03/20/06
Print accounts with zero balance	<input type="checkbox"/>
Use GL Print Groups	<input checked="" type="checkbox"/>

TRIAL BALANCE WITH PRINT GROUPS - AS OF 3/20/2006				
Account #	Description		Debit	Credit
Group: ATHB Athletics - Boys				
2210-10-10	Volleyball ~ Boys	T		1,587.58
2215-10-10	Soccer ~ Boys	T		6,345.23
2220-10-10	Baseball ~ Boys	T		3,695.74
2230-10-10	Varsity Football	T		5,269.25
	Total for: ATHB		0.00	16,897.80
Group: ATHG Athletics - Girls				
2210-10-20	Volleyball ~ Girls	T		2,522.25
2215-10-20	Soccer ~ Girls	T		2,619.12
2220-10-20	Softball ~ Girls	T		1,554.85
	Total for: ATHG		0.00	6,696.22

4. Using Categories

- a. Used on individual transactions for reporting across GL Accounts.
- b. Set up Categories – Maintenance\Category Maintenance.
- c. Assign the Category to lines on individual transactions as you go.
- d. NEW! Category Codes can now be assigned to Vendors in Vendor Maintenance.
- e. Can also be assigned to items in Tracks so they will come through onto a Bank Deposit. See Session G1 - Integration.
- f. Modify existing Category Codes or add them to existing transactions – Management\Special Functions menu.

Category Detail Report - Sample

OFFICIALS		Officials						
09/06/05	3305	Jack Strong	Referees for Season 05-06	2230-10-10	Varsity Football		100.00	
09/06/05	3306	Mel Stone	Referees for Season 05-06	2230-10-10	Varsity Football		100.00	
09/29/05	3298	Jack Strong	Softball Game - Official	2220-10-20	Softball ~ Girls		50.00	
09/29/05	3298	Jack Strong	Softball Game - Official	2220-10-20	Softball ~ Girls		(50.00)	
09/29/05	3300	Mel Stone	Official - Softball Game	2220-10-20	Softball ~ Girls		50.00	
09/29/05	3301	Jack Niedal	Official - Softball	2220-10-20	Softball ~ Girls		50.00	
						0.00	300.00	

5. Consolidated Reporting

- a. Use this feature to combine data for multiple schools.
- b. You need to have each school (with data) set up on one copy of SchoolBooks. That is, when you access School Maintenance, you should see all the schools you want to consolidate.
- c. Management\Customize\School Settings – for each school:
 - 1. Check the Consolidation checkbox.
 - 2. Enter the type of school. Used for grouping purposes.

Include in Consolidations

School Type High School ▼

- d. Consolidating data and printing reports:
 - 1. Management\Special Functions\Consolidate Data
 - 2. Management\Special Functions\Consolidated Reports
 - i. Summary by School
 - ii. Summary by GL Account
 - iii. Detail by Account/School

6. Master Audit Report

- a. Where is it? Management menu\Special Functions.
- b. Allows you to see all transactions entered in SchoolBooks including when it was entered and by whom. (Only if you've set up and use User Codes.)
- c. Sort by Date Updated, GL Account Number or User Code

Play School Hig						
MASTER AUDIT REPORT - BY DATE UPDATED						
Account Range: ALL						
Date Range: 7/1/2005 through 3/20/2006						
User Range: ALL						
Ref #	Trans Date	User Code	Type	Name/Purpose	Account # and Description	Amount
33050	10/11/05	CM	I	T-SHIRT MED RED	2810-30-00 - Marketing Club	10.00
33050	10/11/05	CM	I	T-SHIRT XL WHITE	2810-30-00 - Marketing Club	12.00
Update Date: 10/23/2005						
Source Journal: AD01-002			Update Time: 12:44 PM			
4	07/20/05	MASTER	I	NSF Check# 432	1000-00-00 - Cash - Chkg - Sunshine Bank	(13.00)
4	07/20/05	MASTER	I	NSF Check# 432	2340-30-00 - French Club	(13.00)
5	07/30/05	MASTER	I	Interest Earned - July, 20	1000-00-00 - Cash - Chkg - Sunshine Bank	12.57
5	07/30/05	MASTER	I	Interest Earned - July, 20	4300-40-00 - Interest Earned	12.57
Source Journal: AD02-002			Update Time: 12:44 PM			
6	08/30/05	MASTER	I	Interest Earned - August,	1000-00-00 - Cash - Chkg - Sunshine Bank	11.56
6	08/30/05	MASTER	I	Interest Earned - August,	4300-40-00 - Interest Earned	11.56
Source Journal: CT03-001			Update Time: 12:51 PM			

7. Audit Selection Report – tool for auditing SchoolBooks

- a. Where is it? Management\Special Functions.
- b. This report allows an auditor to direct the program to select a number of random transactions for audit testing.

Step 2: Enter percentage selections			
	Transaction Count	Select %	Record Count
Bank Deposits	27	50	13
Manual Checks	15	50	7
Computer Checks	7	100	7
Adjustments	4	100	4
Transfers	2	100	2
Cash Transfers	3	100	3
Multi-Line Transfers	0	100	0
Receipts	26	25	6

1. Audit transaction data.
 - a. Gather data for a specific date range.
 - b. Enter the percent of each type of transaction you want to audit.
 - c. Create the files.
 - d. Print or preview the report.
2. Print list of void checks.
3. Print list of missing checks.
4. Print list of missing receipts.
5. Print list of all checks over a certain amount.

8. PO Check Cross Reference Report

- Where is it? Reports/Vendor Reports.
- Shows you all checks issued against specific purchase orders.
- Shows you the difference between ordered amount and paid amount.

S PO Check Cross Reference Report - Play School High School

Selection	All	Starting	Ending
PO Number	<input checked="" type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>
PO Date	<input type="checkbox"/>	<input type="text" value="07/01/05"/>	<input type="text" value="03/20/06"/>

Remember Settings

EPSON Stylus C86 Series (Copy 1) on Ne08:

CM ZPLAY 03/20/06

Play School High School							
PO CHECK CROSS REFERENCE REPORT							
PO No Range: ALL							
Date Range: ALL							
Bank & Check No.	Check Date	Type	Vendor on Check	Invoice No.	Purpose	Amount	
PO No: 4026 08/01/05 Vendor: WESTERN Western Athletic Supply, Inc.						Orig Amt / Diff:	650.00 150.00
A 3287	08/10/05	M	Western Athletic Supply, Inc.	8977	Soccer Shorts	500.00	
Check Total for PO 4026						500.00	
PO No: 4028 08/01/05 Vendor: UNITED United Rentals						Orig Amt / Diff:	2,000.00 12.00
A 3290	08/20/05	M	United Rentals	2117	Tables and Chairs	1,988.00	
Check Total for PO 4028						1,988.00	
PO No: 4029 08/01/05 Vendor: HARPER Athletic Supplies For All						Orig Amt / Diff:	100.00
A 3293	09/29/05	C	Athletic Supplies For All	5841	Soccer nets	50.00	
A	09/29/05		Athletic Supplies For All	5841	Soccer nets	50.00	
Check Total for PO 4029						100.00	

NOTES: