

S9: District Support for SchoolBooks

Agenda

1. Setup options – what your choices mean.
2. New protections and guidelines.
3. System management options.
4. Auditing tips.
5. Reports you may find useful.
6. District procedures regarding software.
7. Your relationship with Blue Bear.

Setup Options

These are options you can set for your schools. You can either allow or restrict access to the Customize/School Settings screens.

1. Backup Manager – Never warn or always warn to make backups. The backup program tracks “opt out” choices. If user fails to make a backup, the warnings get more severe as days go without a backup.
2. Allow reprint of purchase orders? Allow batch printing of purchase orders?
3. Set default Bank Codes for deposits and checks. **NEW!** Especially helpful for those running imprest accounts or both a student activities account and an auxiliary account.
4. Use Auto-Complete? – for Purpose, Received From, Authorized by. Default = ON.
5. Allow use of Temporary Vendors?
6. Print checks in voucher number order? Or Vendor Code order?
7. PO forms are pre-numbered. Tells the program how to assign numbers.
8. Include school in Consolidations? School Type (high school, middle school, etc).
9. Designate specific reports to print at month-end.
10. Require entry of date in Receipt Journal. Forces user to enter deposit date.
11. Password Manager requires users to change passwords every “xx” days.
12. Default Ship to Address for purchase orders.

New Features

1. New protection. Changes to all entry screens that affect cash accounts. As you create a new entry, program verifies that the DATE of the entry is later than the date of the last bank reconciliation done for this cash account.
2. Changes to Vendor Maintenance. You can now “drill-down” on detail on Checks Tab. New Invoice History Tab showing check numbers that paid the invoices.
3. Check Lookup (on Vendor Reports menu) now displays Cleared status & Cleared date.

System Management Options:

1. User Codes and Menu Security. Force User to change password after “xx” days option.
2. Supervisor Security options allow you to determine which supervisors can access which schools.
3. Additional security available with Web Viewer – to the GL Account and Vendor level.
4. Global Data Management with Client/Server. Manage/control GL Accounts and Vendors at the district level, then “push” GL Accounts and Vendors out to schools.
5. Ability to copy form setup (checks, purchase orders, receipts) from one school to another.
6. Desktop Button Maintenance. Import default Desktop Button setup to other schools.
7. Auto-Complete Maintenance.
8. Select default reports to be printed at month end.
9. Save Prior Year Data so they can view data as needed. Different from a backup. This should be managed with a convention for School Codes.
10. Sub-Account Maintenance – to control the entry of new accounts.
11. Multi-School Bank Reconciliation option. If several schools use same cash account.
12. Exports of data for import into other financial software.
 - a. OCAS – uses Export number in GL Account Maintenance.
13. Utilities
 - a. Purge Vendor Check History.
 - b. Purge Receipt History.

14. Session Console – see who is doing what.
15. Renumber/Merge utility for GL Accounts and Vendors. Audit Report.

Auditing Tips:

1. Master Audit Report – shows detailed GL transactions sorted and selected by User Code, date updated, and/or GL Account.
2. Audit Selection Report. Define your own criteria for review.
3. Compare receipts, disbursements, balances against last year.
4. Things to watch for
 - a. Look for missing checks, purchase orders, receipts – never entered into system.
 - b. User accepts money and doesn't print a receipt. User pockets money.
 - c. User writes check to self (on typewriter or by hand) and enters as manual check to another Vendor. Be alert for Vendors complaining about non-payment!
 - d. User doesn't take deposit to the bank, so it shows as outstanding for TOOO long. Deposits should clear the bank within days of month end.
5. If the school principals are the ones who sign off on reports each month, teach them how to read reports and how to review them. Plan a little in-service training. It's also good to teach the actual users how to read the reports too!
6. Someone MUST review bank reconciliations monthly to make sure they are being done. Otherwise, too much chance of fraud.
7. Surprise cash counts. Show up unannounced, count the money on hand at that moment (find out how a Tellermate cash counting solution can make this FAST) and compare the count against what the computer shows. Does the total amount of sales for the day have any relationship to the money you just counted?
8. In addition to regularly scheduled audits, do a couple surprise audits each year so bookkeepers will be on their toes.

Reports Can Be Helpful:

1. PO Check Cross Reference Report. See how much has been paid against purchase orders issued.
2. Vendor Check History Detail Report – sorted by Check number. Gives you all the check detail including invoice and purchase order numbers, and GL Account breakdowns. Select for any date range.
3. Purchase Order History Report.
4. Ability to reprint prior Bank Reconciliation Reports.
5. Suggested reporting protocol at month end:
 - a. Bank Rec Package:
 1. Bank statement
 2. Bank Reconciliation Report
 3. Account Analysis Detail Report for the cash account for the month just reconciled
 - b. Account Analysis Summary Report
 - c. Encumbrance Report – given to all advisors, get approval signatures
6. Consolidate reporting
 - a. Summary by school
 - b. Summary by account

Procedures To Have In Place:

1. Have procedures in writing.
 - a. Which reports should be submitted and to whom?
 - b. Is there a preferred filing system for journal, copies of checks, etc?
2. Training – have a plan in place to train replacements
 - a. Have regular meetings with your bookkeepers so they can share information.
 - b. If you do a training, video tape it so you can show it to others.
 - c. Take advantage of webinars.
 - d. Allocate someone from the district to do JumpStarts with your schools.
Example: Craig at Hillsboro.
 - e. Refresher course topics to present to existing users.
 - f. How to train users on the next level of the software.
3. Get updates. Who updates the server if Client/Server?
4. Buy check stock for your schools so they can print their checks. Even if you just ordered a bunch of 3-part checks for the typewriter, forget it. Having the program print the checks saves an enormous amount of time and increases accuracy.

Your Relationship with Blue Bear:

1. We will alert you if we suspect anything suspicious is going on.
2. Use us as a resource for consulting, training.
3. We can provide you with printouts of support records detailing every time a user has called Blue Bear Support. These records include detail of both the presenting problem and the resolution.

NOTES:
