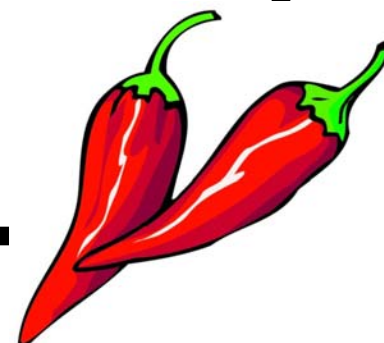


General Interest – G2

District Audit Functions and Tools



CONNECTIONS 2007



Agenda

- General Thoughts
- How Blue Bear software can help
 - System Security
 - User Code and Menu Security
 - Audit Reports
 - Consolidated Reports
 - Call Support if you have a problem
- Some Warning Signs



CONNECTIONS 2007

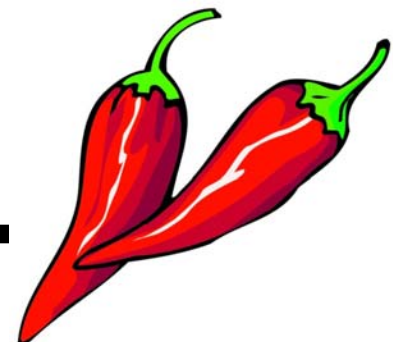


General Thoughts

- Establish expectations with bookkeepers & principals
 - There will be regular audits – spot audits & full blown.
 - There will be surprise audits.
 - Monthly reports are due on the 10th.
 - All bank statements reconciled.
 - Whatever your rules are...

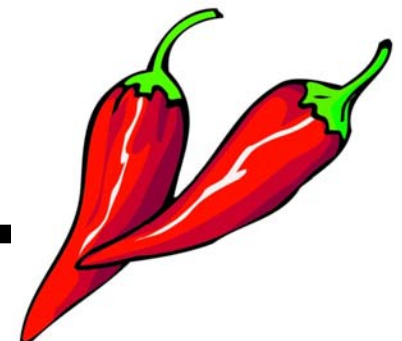
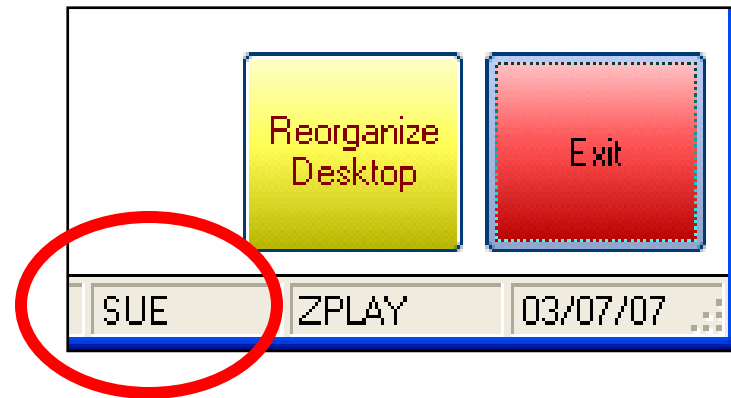


CONNECTIONS 2007



System Security

- Protect the system
- User Codes
- Menu Security



User/Group Code Maintenance

- Add users, groups, supervisors

User/Group Maintenance - Play School High School

User/Group Code: BRIAN

Type: User

Name: Brian

Password: \$\$\$\$

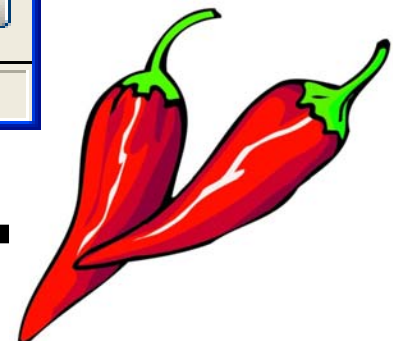
Re-enter Password: \$\$\$\$

Group:

Navigation: [Left] [Right] [Back] [Forward]

Actions: [OK] [Cancel] [Delete] [Print] [Help]

Status: SUE | ZPLAY | 03/07/07



Menu Security – It's Easy

Menu Security - Play School High School

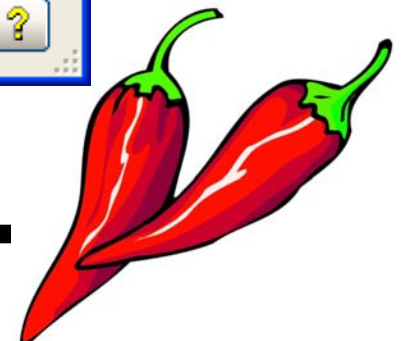
Program	Select All	BRIAN	JOHN	KIM	SAM	SUE
Select All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily Menu						
---- On Account Sales	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
---- Work Screen	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
---- Payments	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
---- Closeout	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
---- Daily Sales Inquiry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
---- Daily Data Backup	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
---- Change User	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
---- Change School	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
---- PCR Export to Daughter	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
---- PCR Import from Daughter	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
---- Import From RevTrak	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Customer Menu						
---- Customer Maintenance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Groups are shown in grey


OK Cancel ?



CONNECTIONS 2007

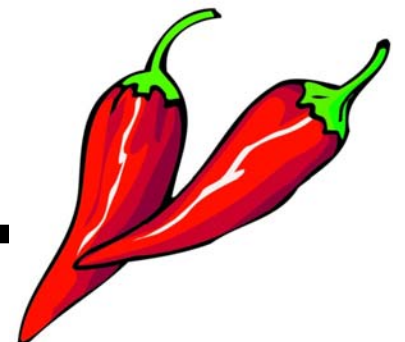


Consider Restricted Access

- Restore from Backup 
- School Settings with Period End Dates
- Purge Utilities
- Renumber/Merge



CONNECTIONS 2007

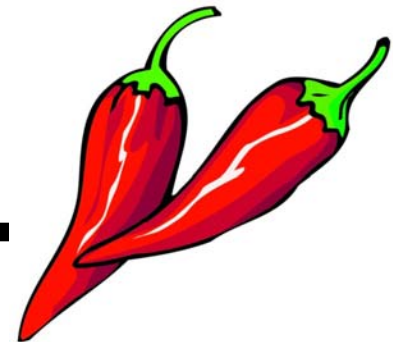


Master Audit Report

- Every transaction has a Date/Time, User Code stamp on it.
- You can report on when all transactions were entered.
 - By User, by Date Entered.
 - By GL Account (in SchoolBooks only).
 - By Item (in Tracks only).



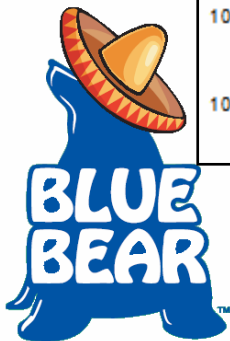
CONNECTIONS 2007



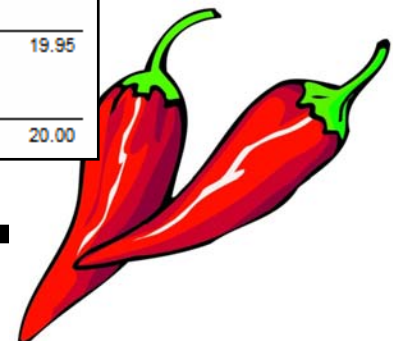
Master Audit Report - Samples

Play School H						
MASTER AUDIT REPORT - BY DATE UPDATED						
Account Range: ALL			SchoolBooks			
Date Range: 2/28/2007 through 3/7/2007						
User Range: ALL						
Ref #	Trans Date	User Code	Type	Name/Purpose	Account # and Description	Amount
Update Date: 3/7/2007						
Source Journal: AD08-001			Update Time: 02:14 PM			
10	02/28/07	SUE	I	Interest Earned - Februar	1000-00-00 - Cash -Chkg - Sunshine Bank	15.25
10	02/28/07	SUE	I	Interest Earned - Februar	4300-40-00 - Interest Earned	15.25

Play School High School							
MASTER AUDIT REPORT - BY DATE UPDATED							
Date Range: 07/01/06 to 03/07/07							
User Range: ALL							
Item Range: ALL							
Closeout Range: ALL							
				Tracks			
Rec No.	User Code	Cust No.	Cust Name	Item Number & Description	Amount	Tax	Total
Update Date: 08/17/06				Closeout No: 00133			
101	KC	901238	Boyd, Julian	LOST - 23560004/French Lessons	19.95		
Receipt 101 Total					19.95	0.00	19.95
102	KC	13228	Sanders, Susan	WRAP - Wrapping Paper Fundraiser	20.00		
Receipt 102 Total					20.00	0.00	20.00



CONNECTIONS 2007



SB Audit Selection Report

- Date selection
- Random sample of transaction types
- Missing checks, purchase orders, receipts
- Checks over \$xxxx
- Compare to prior year

Step 1: Gather Data			
Selection	All	Starting	Ending
Date	<input type="checkbox"/>	01/01/07	03/07/07
Last Selected Date Range		01/01/07	03/07/07

Step 2: Enter percentage selections			
	Transaction Count	Select %	Record Count
Bank Deposits		<input type="text"/>	
Manual Checks		<input type="text"/>	
Computer Checks		<input type="text"/>	
Adjustments		<input type="text"/>	
Transfers		<input type="text"/>	
Cash Transfers		<input type="text"/>	
Multi-Line Transfers		<input type="text"/>	
Receipts		<input type="text"/>	

Step 3: Other Options	
Print list of missing checks	<input type="checkbox"/>
Print list of void checks	<input type="checkbox"/>
Print list of missing receipts	<input type="checkbox"/>
Print list of missing POs	<input type="checkbox"/>
List all checks over \$	<input type="text" value="00"/>
Print Prior Year Comparison	<input type="checkbox"/>
Prior Year School Code	<input type="text"/>

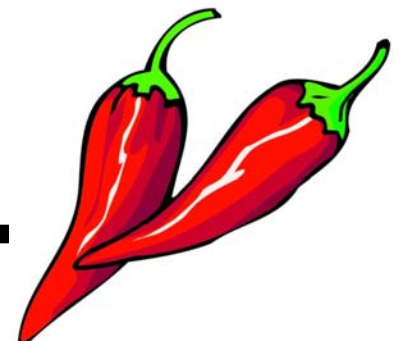
Step 4: Create File	
Create File	<input type="button" value="Create File"/>

Remember Settings

Canon iP4200 on USB001

Print Preview Cancel Setup ?

SUE ZPLAY 03/07/07



Audit Selection Report

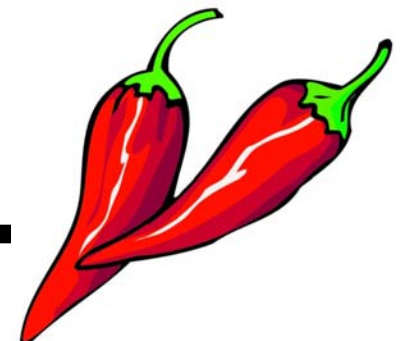
Play School High School

AUDIT SELECTION REPORT

Trans Date	User Code	Source	Type/Name/Purpose	Account Number and Description	Amount	A	B	C	D	E	F	G	H
Source Journal: Bank Deposits													
Reference/Check Number 116													
02/07/07	MASTER	DP08-001	I BANK DEPOSIT	1000-00-00 - Cash -Chkg - Sunshine Bank	144.00								
02/07/07	MASTER	DP08-001	I Danson, Christopher	2005-00-00 - District Clearing	57.00								
02/07/07	MASTER	DP08-001	I Banu, Bella	2005-00-00 - District Clearing	57.00								
02/07/07	MASTER	DP08-001	I Danson, Christopher	2230-10-10 - Varsity Football	15.00								
02/07/07	MASTER	DP08-001	I Banu, Bella	2230-10-10 - Varsity Football	15.00								



CONNECTIONS 2007



Cons. Bank Rec Status Report

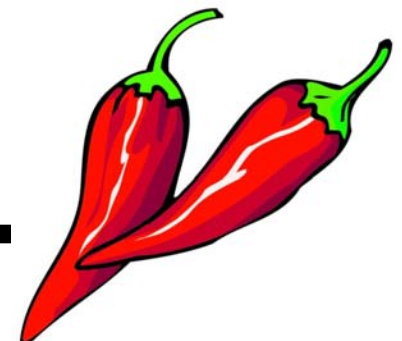
South

BANK REC STATUS REPORT

Bank Code	Bank Acct Description	Bank Acct Number	GL Acct Number	Last Statement Date	Beg Bank Statement Balance	End Bank Statement Balance
School Type: Elementary School						
ABCELEM ABC Elementary School						
A	Sunshine Bank - Checking	1254-4657-102	1000-00-00	Cash - Chkg - Sunshine Bank	Not Found	0.00
B	WestBank - Savings Accou	0245-458-4448	1005-00-00	Cash - Savings - West Bank	Not Found	0.00
C	Sunshine CD	1254-4577-4444	1200-00-00	CD - Sunshine Bank	Not Found	0.00
SWES Southwest Elementary School						
A	Sunshine Bank - Checking	1254-4657-102	1000-00-00	Cash - Chkg - Sunshine Bank	Not Found	0.00
B	WestBank - Savings Accou	0245-458-4448	1005-00-00	Cash - Savings - West Bank	Not Found	0.00
C	Sunshine CD	1254-4577-4444	1200-00-00	CD - Sunshine Bank	Not Found	0.00



CONNECTIONS 2007

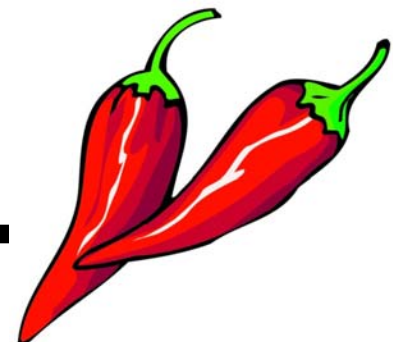


Warning Signs

- Reports are not delivered on time.
- Bkpr is behind but declined offer of help.
- Bkpr is taking work home.
- Bkpr is not distributing reports to advisors.
- Bank Recs aren't done on time.
- Personality or lifestyle changes.



CONNECTIONS 2007

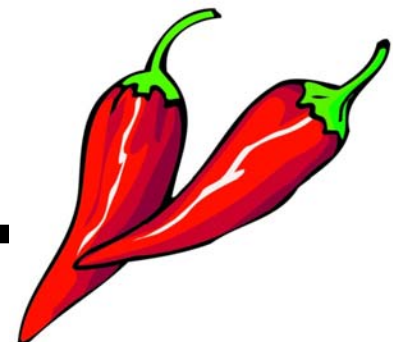


Things to Check For

- Transactions posted long after the fact.
- Strange items like paperclips in cash drawer.
- Watch for large cash deposits (make sure it's all there). Insist on multiple counts.
- Watch for change in cash/check ratios.
- We prefer a 1-to-1 ratio of Closeouts to Bank Deposits.



CONNECTIONS 2007

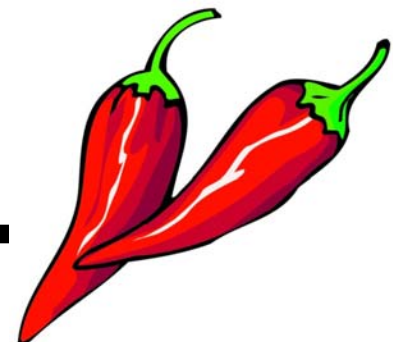


Help your Principals

- Provide some guidance for principals
 - What to look for on reports
 - Warning signs of problems
- Positive reinforcement works best
 - Award for no audit findings
 - Award for timely reporting
 - Award for ???



CONNECTIONS 2007

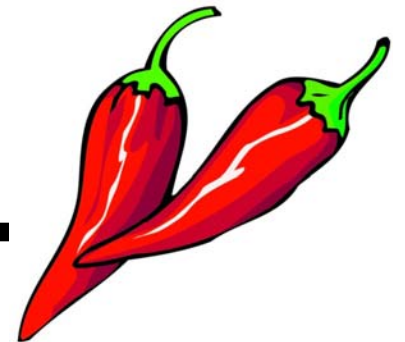


You and Your Bookkeepers

- Establish expectations early and reinforce.
- Let them start with a clean slate – not having to clean up someone else's mess.
- Participation in work-alike meetings so they can learn from each other.
- Work with administration to get them the training and equipment they need.
- Give them a little bit of time to think.



CONNECTIONS 2007



Let's Walk Through It! Or Questions & Answers



CONNECTIONS 2007

