

**SchoolBooks – S1**

# **General Interest & SchoolBooks Breakouts**



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**CONNECTIONS 2007**



# G1 – Integration – TR and SB

- Integration – more than importing closeouts!
- Split closeouts into multiple deposits.
- NSF and Refund Checks.
- Issue a SB Purchase Order for Tracks Items.
- Update Inventory.
  - *Thursday at 3:45.*
  - *Friday at 10:15.*



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CONNECTIONS 2007



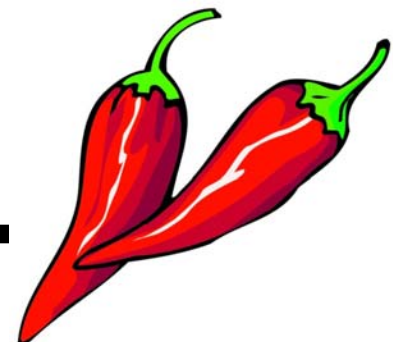
# G2 – District Audit Functions and Tools

- How to use audit tools to examine data.
- User Codes and System Security.
- User code/date stamp transactions.
- How to safeguard data.
  - *Thursday at 1:15.*



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CONNECTIONS 2007



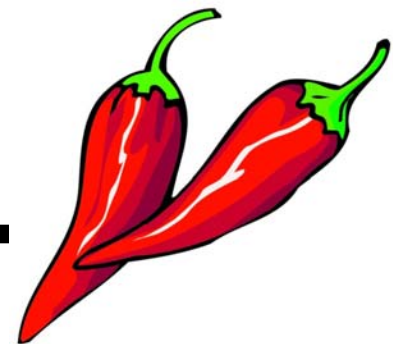
# G3 – Activity Directors – Mini Round Table Discussion

- Sales and collections.
- Budgeting for clubs.
- Planning fundraisers.
- Reporting protocols.
- Mini-Round Table Discussion.
  - *Friday at 12:45.*



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CONNECTIONS 2007



# G4 – Hands-On with Blue Bear

- Use your data to practice what you learned!
- Blue Bear staff on hand.
  - Available throughout the day on Thursday and Friday.
  - Seating and time slots are limited.
  - Please schedule an appointment at the Registration Desk on Wednesday or in the Road Runner room Thursday/Friday.



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CONNECTIONS 2007



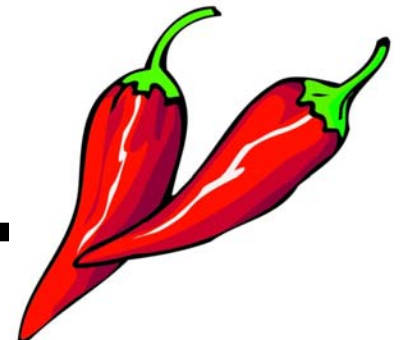
# G5 – Importing Credit Card Transactions

- Current web store importing capabilities.
- Schedule for seamless import of web store transactions to both Tracks & SchoolBooks.
- Creating receipt transactions.
- Examples of setup options.
- Examples of daily procedures.
  - *Thursday at 2:30.*
  - *Friday at 9:00.*



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CONNECTIONS 2007



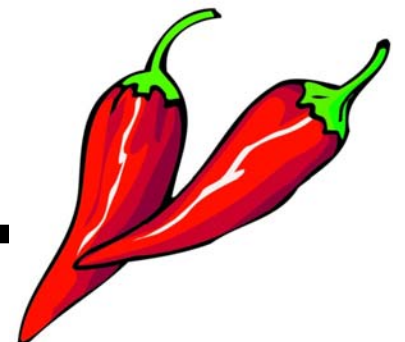
# G6 - TexTrack – Big Picture

- Overview of textbook tracking with Tracks.
- Setup for books, teachers, courses, etc.
- Checking out and check in procedures
  - By book clerk
  - By teachers using Web Viewer
- Books charges
- Reporting and Inquiry
  - *Thursday at 10:30.*
  - *Friday at 10:15.*



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CONNECTIONS 2007



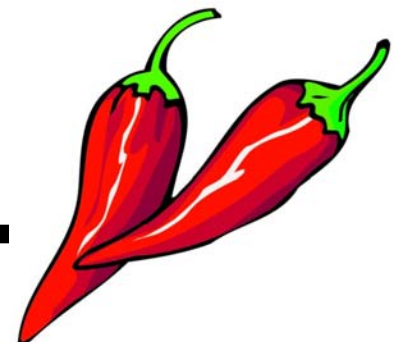
# S2 – Adjustments and Transfers

- Difference between adjustments & transfers.
- Examples of 3 transfer options.
- Adjustment Wizard.
- Reversing incorrect adjustments.
  - *Thursday at 10:30.*
  - *Friday at 9:00.*



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CONNECTIONS 2007



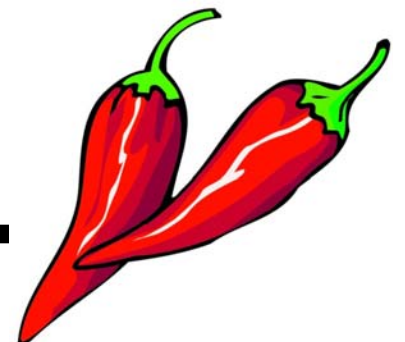
# S3 – Bank Reconciliation – Finishing Touches

- Step-by-step month-end bank rec. process.
- Clearing Items.
- Adjustments for charges and interest.
- Balancing with bank statement.
- Troubleshooting variances.
  - *Friday at 9:00.*



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CONNECTIONS 2007



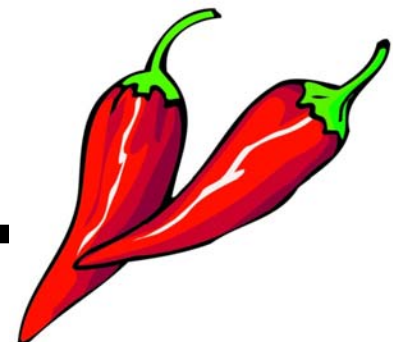
# S4 – Period End Processing

- Month end processes.
- Year end processes.
- Bank reconciliation.
- Adjustments and transfers.
- Printing reports (and what they mean!)
- Saving prior year data.
  - *Thursday at 1:15.*
  - *Friday at 2:00.*



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CONNECTIONS 2007



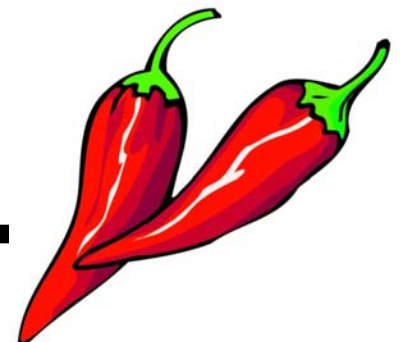
# S5 – 1099 Processing

- Gather vendor payment information.
- Print 1099 forms and reports.
- Multiple school processes at district level.
- Monthly reporting options for 1099 vendors.
  - *Friday at 10:15.*



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CONNECTIONS 2007



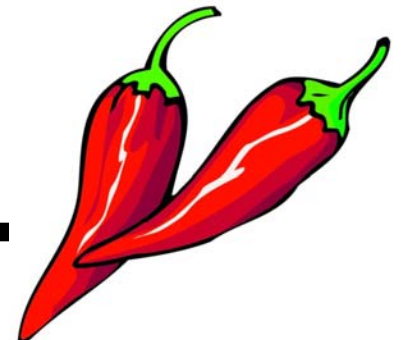
# S6 – Encumbrances – Purchase Orders and Invoices

- The PO and Invoice Process.
- Reporting.
- Blanket Purchase Orders.
- Using Backorders.
- Multi-vendor Purchase Orders.
  - *Thursday at 10:30.*
  - *Friday at 10:15.*



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CONNECTIONS 2007



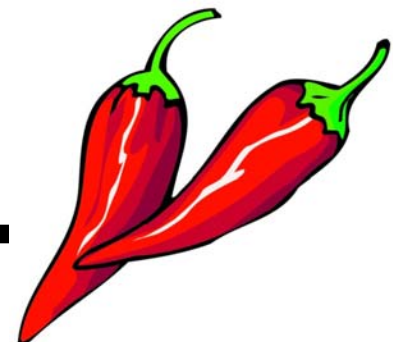
# S7 – Advanced Reporting

- Filter and Summarize options on reports.
- Getting the most out of Print Groups & Categories.
- Consolidated reporting for multiple schools.
- Audit features, including Audit Selection Report.
  - *Thursday at 9:15 and 3:45.*



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CONNECTIONS 2007



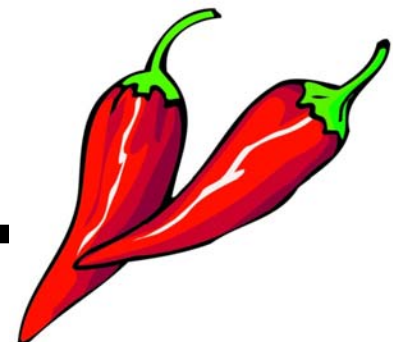
# S8 – Oops! Common User Mistakes and Fixes

- We'll show you how to fix almost anything!
- Incorrect deposit/check amounts.
- Incorrect checks.
- Wrong dates on deposits.
- Right adjustment, wrong bank account.
  - *Thursday at 3:45.*
  - *Friday at 12:45.*



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CONNECTIONS 2007



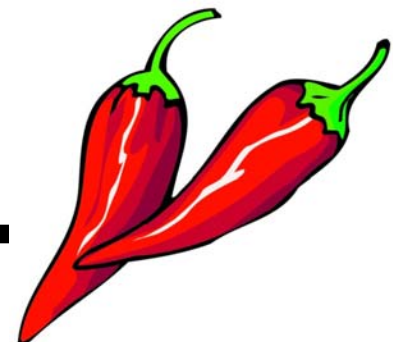
# S9 – District Support for SB – Mini Round Table

- Common mistakes & how to fix them.
- Managing multiple school sites.
- Month and Year End reports.
- User codes and security.
- Suggested audit procedures.
  - *Friday at 9:00.*



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CONNECTIONS 2007



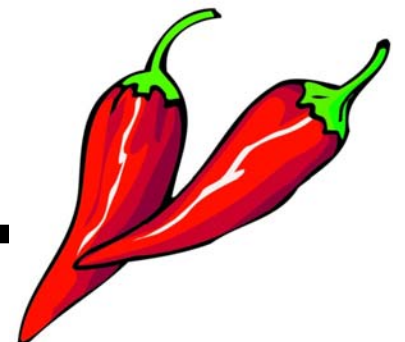
# S10 – SchoolBooks Round Table Discussion

- This is an open forum discussion.
- Got questions? We've got answers.
- Tell us your enhancement requests.
  - *Thursday at 2:30.*



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CONNECTIONS 2007



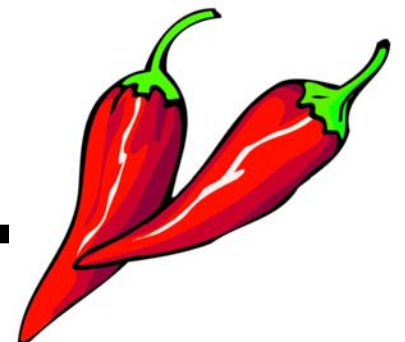
# S11 – SB Receipts and Deposits

- Entering & printing SB receipts.
- Payment type tracking options.
- Importing Tracks data.
- Manual bank deposit entry (and reversal).
- Receipt form.
  - *Thursday at 9:15.*
  - *Friday at 12:45.*



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CONNECTIONS 2007



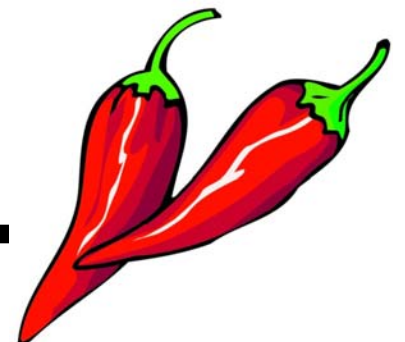
# S12 – SB Categories and Print Groups

- Using Categories on transactions.
- Category reporting options.
- Reporting functions of GL Print Groups.
- Mini profit & loss statements.
  - *Thursday at 1:15.*



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CONNECTIONS 2007



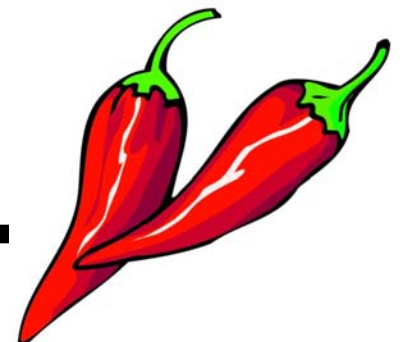
# S13 – SchoolBooks System Startup

- Start up process if you are brand new.
- Entering GL accounts.
- Vendor setup.
- Entering opening balances.
- Handy checklist.
  - *Thursday at 2:30.*



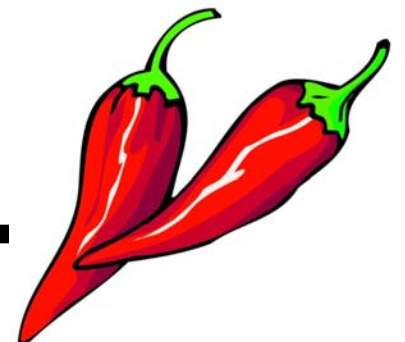
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CONNECTIONS 2007



# S14 – SchoolBooks Imprest and Petty Cash Accounts

- Handling imprest accounts.
- Petty cash or change funds.
- Initial account set up.
- District reimbursements.
- Petty cash reimbursements.
  - *Thursday at 3:45.*



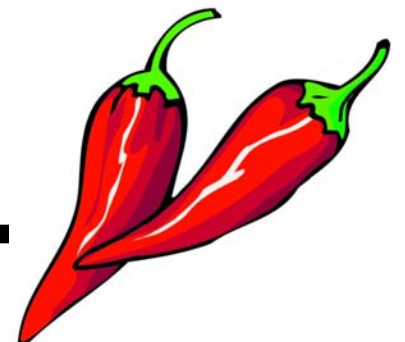
# S15 – SchoolBooks Consolidated Reporting

- Producing consolidated reports from multiple schools.
- Comparing prior and current year data.
- New analysis tools.
  - *Friday at 2:00.*



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CONNECTIONS 2007



# Questions & Answers



CONNECTIONS 2007

