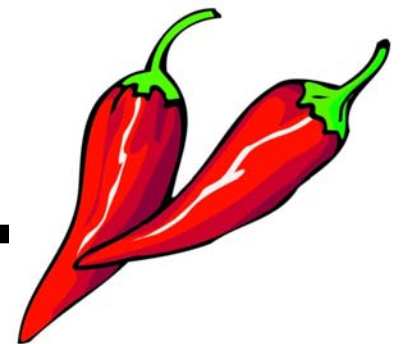


SchoolBooks – S12

SchoolBooks Categories and Print Groups



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Agenda

- What is the difference?
- Category Codes
- Reporting with Categories
- GL Print Groups
- GL Print Groups on Reports



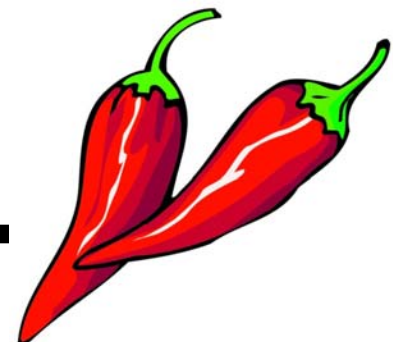
CONNECTIONS 2007



What is the difference?

- Category Codes are assigned to individual transactions.
 - Why? So you can group and subtotal individual transactions across GL Accts.

- Print Group Codes are assigned to specific GL Accounts.
 - Why? So you can group and subtotal accounts on reports.



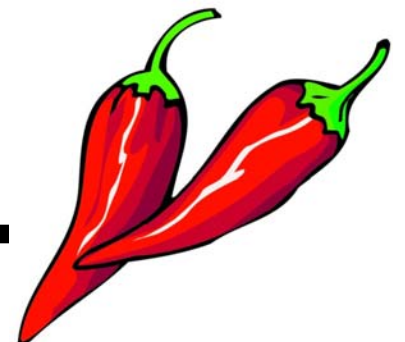
Category Codes

- Category Codes are saved with individual transactions.
 - Used to track a type of expense (or income) across all GL Accounts.
-

- Note: Category Codes can now be required on Tracks transactions!



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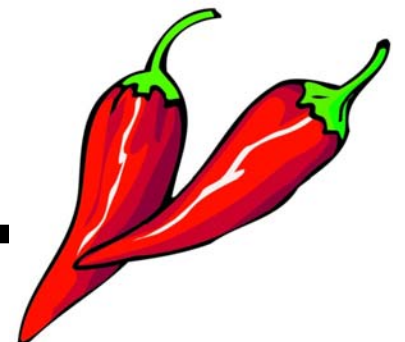


Categories – How?

- “Show me EQUIPMENT expenses across all my accounts.”
- “Show me income from DONATIONS across all accounts.”
- “Show me TRANSPORTATION expenses across all accounts.”



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Categories – Initial Setup

- Create the Category Codes you will use in Category Maintenance.
- You can have as many as you want.

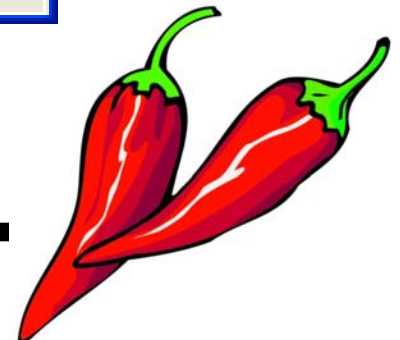
Category Code: OFFICIALS

Description: Officials

Navigation: Home, Previous, Next, End

Actions: Accept, Cancel, Delete, Print, Help

Footer: ZPLAY 12/12/06



Categories – Where?

- All entry screens allow you to enter Category Codes for each detail line.

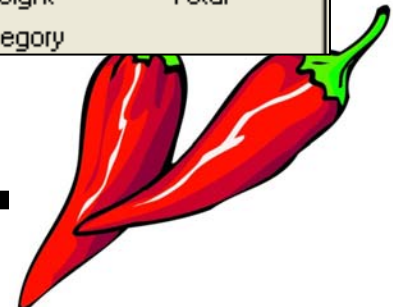
Vendor: CANCEN Candy Central Company Amount: 500.00
Invoice: 4567777 Date: 02/15/07 Balance: 500.00

1. Header | 2. Detail

Type: Amount Purpose: Items for February sale
Auth By: T. Wentzel GL: 2313-00-00 Class of 2008
Category: FUNDRS Fundraisers

Quantity	Original	Post Rec	Received	Backorder	Unit Cost	Taxable	Rate	Tax	Freight
1	0	1	1	1	500.00	<input type="checkbox"/>	.000 %	.00	.00
Amount	.00	.00	500.00	.00					

Line Type Item Qty Qty Qty Cost Amount Tax Freight Total
Purpose Ord Rec BO GL Account Category

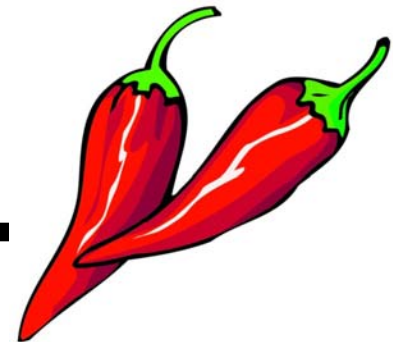


Using Categories

- You can use Category Codes on
 - Invoices, Manual Checks, Bank Deposits, Transfers, Adjustments, Receipts.
-
- You can set default Category Codes for
 - Vendors – they will appear on purchase orders and invoices.
 - Items in Tracks – they will import over into Bank Deposits.



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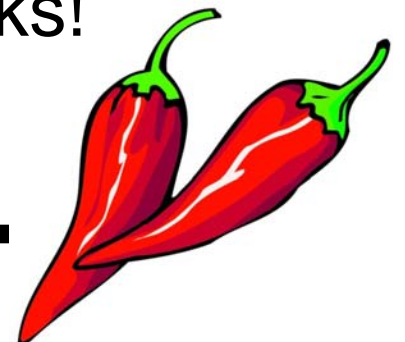


What about the past?

- You can add and change Category Codes to existing transactions.
- Go to Management, Special Functions, Modify Categories.
 - No audit trail on Category Codes.
 - Add/edit/delete Category Codes from existing transactions – imported or “fresh.”
 - No Category Codes for Cash Accounts!
 - Can also edit Category Codes in Tracks!



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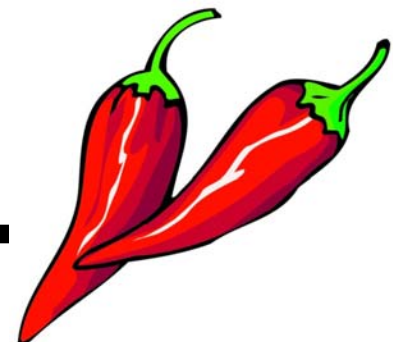


Reporting with Categories

- Category Detail Report with option to select Category Codes.
- Report prints transactions only, across all GL Accounts – no account balances.
- Shows you totals for each Category Code selected.
- New – Consolidated Category Reporting!



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Category Detail Report

Play School High School

DETAIL TRANSACTIONS BY CATEGORY REPORT

Date Range: 7/1/2006 through 12/12/2006

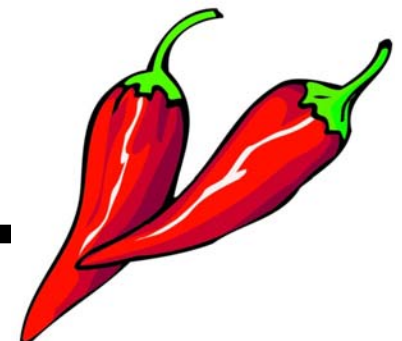
Category Range: ALL

Date	Ref#	Description/Rec#	Purpose	Account# and Description	Income	Expenses	Transfers	Total
DONATION Donations								
07/10/06	101	Shanna Williams - 128	Donation	3115-00-00 Class of 2009	1,000.00			1,000.00
07/10/06	101	Terry Edwards - 528	Donation	3110-00-00 Class of 2008	2,000.00			3,000.00
07/30/06	111	Rachel Shaw - 520	Donation	2210-00-00 Latino Club	100.00			3,100.00
08/15/06	106	Tracks Sales - MISC	DONSPT/Donation - Sports	2250-00-00 Athletic Club	200.00			3,300.00
09/01/06	109	Cho, Stephanie - 163	Donation - Sports	2250-00-00 Athletic Club	150.00			3,450.00
09/02/06	113	Kids Care Inc. - 8514723	Donation	2400-00-00 Student Body General	8,000.00			11,450.00
09/22/06	115	Marvin Blumberg - 0000052	Donation	2215-10-10 Soccer ~ Boys	1,000.00			12,450.00
					12,450.00	0.00	0.00	12,450.00

Different GL Accounts



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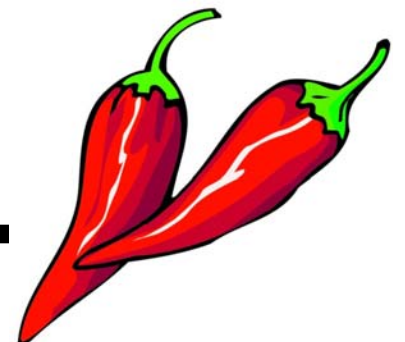


GL Print Groups – How?

- GL Print Groups allow you to group certain GL Accounts together for reporting purposes.
- Use them to see all the Boys' Athletic accounts or all the Club accounts.

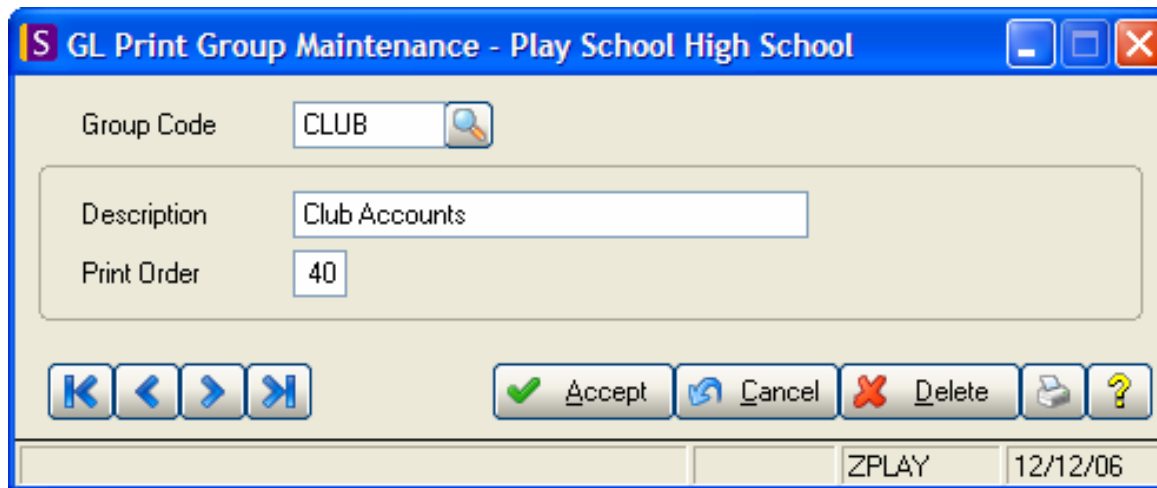


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GL Print Groups – Setup

- Create in GL Print Group Maintenance (on the Maintenance Menu).



GL Print Group Maintenance - Play School High School

Group Code: CLUB

Description: Club Accounts

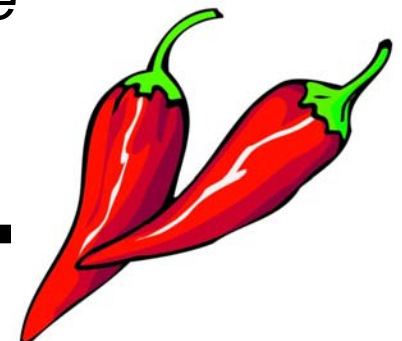
Print Order: 40

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

Buttons: [Accept] [Cancel] [Delete] [Printer] [Help]

Status: ZPLAY 12/12/06

Print Order: The order in which you want the groups to print. *Hint: Give each group the same print order to print alphabetically.*



Assigning GL Print Groups

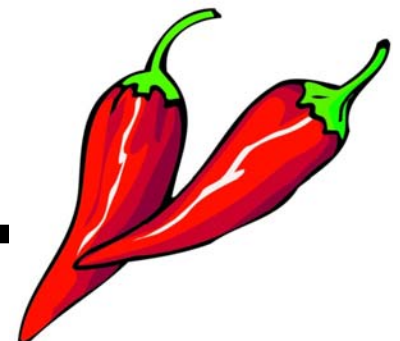
- GL Account Maintenance.

GL Account Maintenance - Play School High School

Account # 2215-10-10 Description Soccer ~ Boys

1. Main | 2. Transactions | 3. Encumbrances

Advisor	Tim Wells	Income Budget	600.00
Type	Trust Account	Expense Budget	600.00
Import Type	Detail	Current Balance	2,350.48
Print Group	ATHB Athletics - Boys	Incumb Balance	-99.52

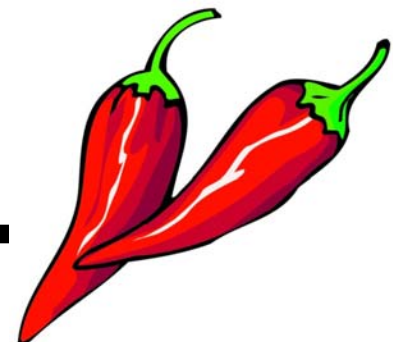


GL Print Groups on Reports

- Trial Balance
- Balance Sheet
- Budget Report
- Statement of Revenue
- Mini Profit and Loss Summary
- Account Analysis Summary
- Account Analysis Detail



CONNECTIONS 2007

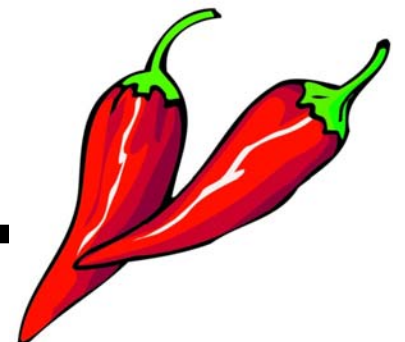


How are they helpful?

- Allows you to group & subtotal accounts.
 - Create sub-groups of Trust Accounts.
 - Or subtotals for all DANCES.
-
- Shows you net Income/Expense numbers for accounts that aren't numbered logically.



CONNECTIONS 2007



Let's Walk Through It Or Questions & Answers



CONNECTIONS 2007

