

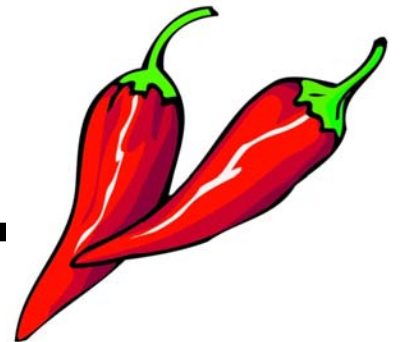
**SchoolBooks – S13**

# **SchoolBooks System Startup**



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**CONNECTIONS 2007**



# Agenda

- Setting Up Your Printers
- Creating Your School
- GL Account Maintenance
- Vendor Maintenance
- Bank Account Maintenance
- Entering Startup Data
- Recording Expenditures and Income



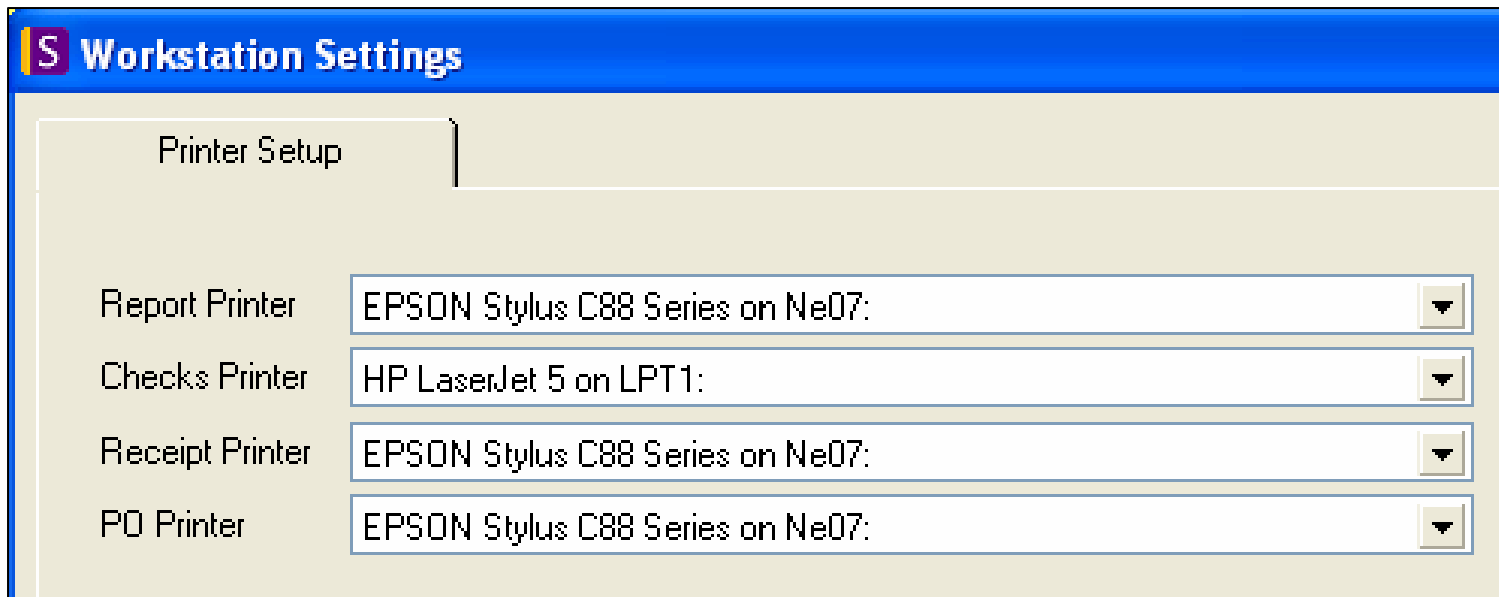
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CONNECTIONS 2007



# Setting up Your Printers

Go to Management/Customize/Workstation Settings.

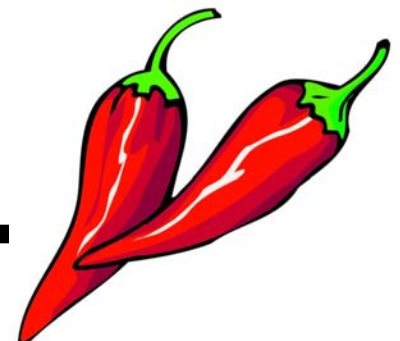


The screenshot shows a window titled "Workstation Settings" with a blue header bar. Below the header is a tab labeled "Printer Setup". The window contains four rows, each with a printer type label on the left and a dropdown menu on the right. The dropdown menus are currently set to "EPSON Stylus C88 Series on Ne07:". The printer types are: Report Printer, Checks Printer, Receipt Printer, and PO Printer.

Printer Type	Selected Printer
Report Printer	EPSON Stylus C88 Series on Ne07:
Checks Printer	HP LaserJet 5 on LPT1:
Receipt Printer	EPSON Stylus C88 Series on Ne07:
PO Printer	EPSON Stylus C88 Series on Ne07:



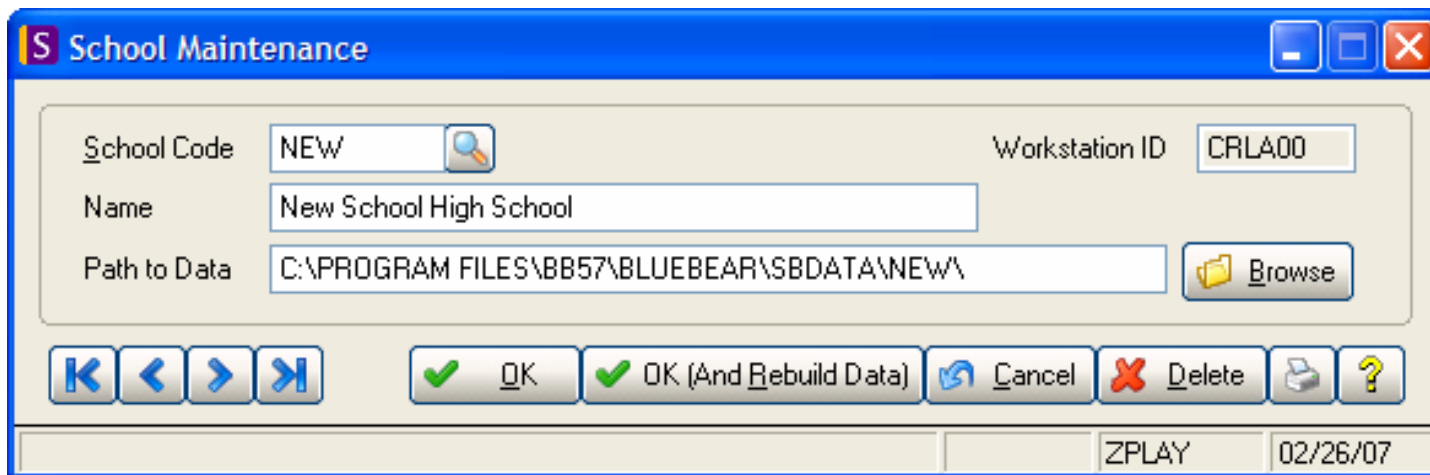
CONNECTIONS 2007



# Creating Your School

Go to School Maintenance  
and enter

- School Code
- School Name
- Data Location

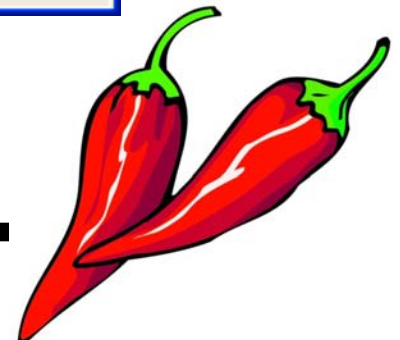


The screenshot shows a Windows-style dialog box titled "School Maintenance". It contains the following fields and controls:

- School Code:** A text box containing "NEW" with a search icon to its right.
- Workstation ID:** A text box containing "CRLA00".
- Name:** A text box containing "New School High School".
- Path to Data:** A text box containing "C:\PROGRAM FILES\BB57\BLUEBEAR\SBDATA\NEW\" with a "Browse" button to its right.
- Buttons:** A row of buttons including navigation arrows (back, forward), "OK", "OK (And Rebuild Data)", "Cancel", "Delete", a printer icon, and a help icon.
- Status Bar:** At the bottom right, it displays "ZPLAY" and the date "02/26/07".



CONNECTIONS 2007



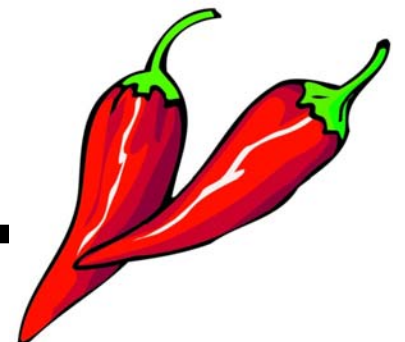
# GL Account Maintenance

- Enter all the accounts that make up your general ledger.
- Then print a Chart of Accounts.



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CONNECTIONS 2007



# GL Account Maintenance

GL Account Maintenance - Play School High School

Account # 2215-10-10 Description Soccer ~ Boys

1. Main | 2. Transactions | 3. Encumbrances

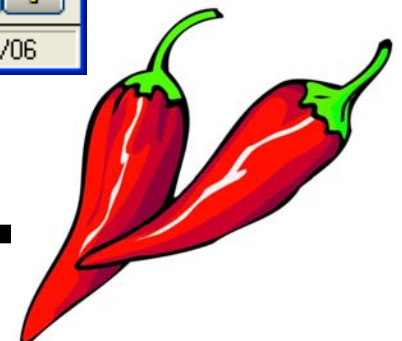
Advisor	Tim Wells	Income Budget	600.00
Type	Trust Account	Expense Budget	600.00
Import Type	Detail	Current Balance	6,345.23
Print Group	ATHB Athletics - Boys	Current Encumb Balance	5,591.23

President Harry Smith  
Secretary Morley Redd  
Inactive

**Only these 3 fields are required!**

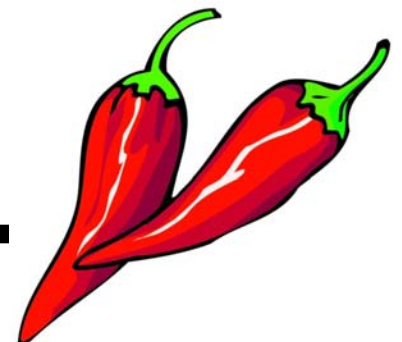
Accept Cancel Delete ?

Enter Description for Account ZPLAY 08/08/06



# Important about GL Accounts

- Number can be 25 characters, 9 segments.
- Description is 30 characters.
- Account Type:
  - Cash – for your bank accounts/petty cash.
  - Trust – balances roll over at year end.
  - Income/Expense – balances get closed out at year end.
  - Due to SB – Like the equity/capital account.



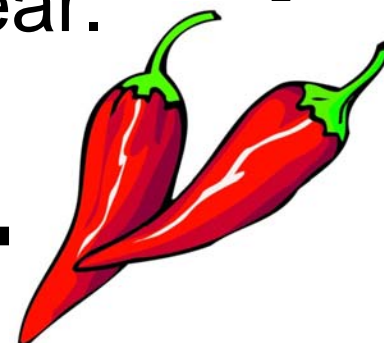
# Vendor Maintenance

- Create Vendor records here. Vendors can be people, businesses, or other schools.
- With Vendors you can
  - Issue purchase orders.
  - Receive invoices.
  - Write checks.
- SchoolBooks maintains PO and check history detail for Vendors so you can print reports and 1099s at the end of the year.



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CONNECTIONS 2007



# Vendor Maintenance

**S Vendor Maintenance - Play School High School**

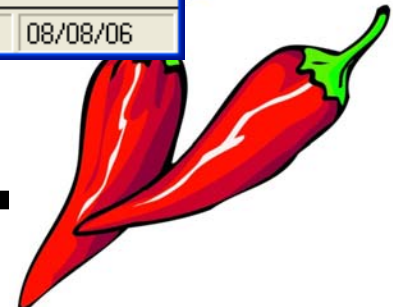
Vendor Number   Name

1. Main | 2. Open Invoices | 3. Checks | 4. POs | 5. Paid Invoices

Address 1  Our Ref No   
Address 2  CYTD Payments   
City  FYTD Payments   
State  Zip   Terms   
Phone  Ship Via   
Fax  Temp Vendor  Inactive   
Contact   
Category    
Type

**1099 Information**  
Type   
Tax ID   
Box

Enter Vendor Address  ZPLAY 08/08/06



# Bank Account Maintenance

- Set up a bank account for each CASH account. That includes Petty Cash.

Bank Account Maintenance - Play School High School

Bank Code: A

GL Account Number: 1000-00-00      Cash -Chkg - Sunshine Bank

Bank Account Number: 1254-4657-102

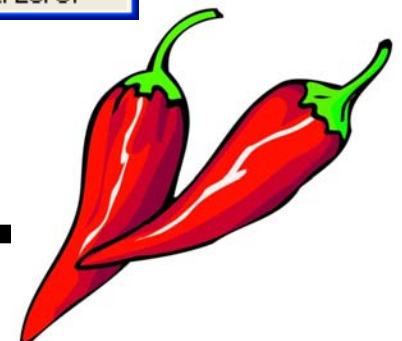
Description: Cash -Chkg - Sunshine Bank      Lock:

Vendor: SUNSHINE      Sunshine Bank

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

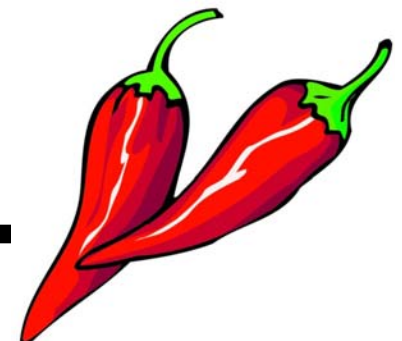
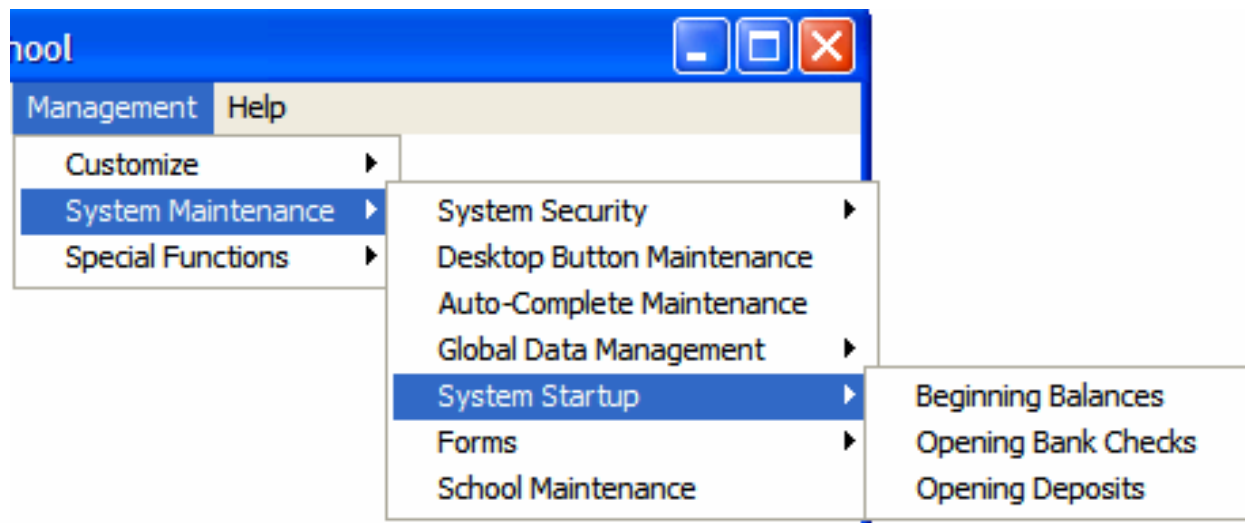
Buttons: [Accept] [Cancel] [Delete] [Print] [Help]

Status: ZPLAY      02/26/07



# Entering Startup Data

- Enter all beginning balances, outstanding checks, and outstanding deposits in System Startup.



# Beginning Balances

- Enter debits as positive numbers and credits as negative numbers.
- Enter using last day of prior month.

GL Account Beginning Balances- Play School High School

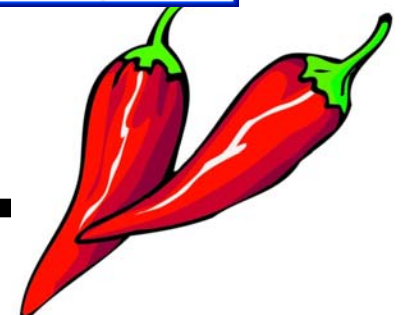
Beginning Balance Date: 06/30/07

Acct No	Description	Beg Balance	Type
1200-00-00	CD - Sunshine Bank	20,000.00	Cash Account
1500-00-00	Student Store Inventory	883.09	Other Current Asset
1600-00-00	Accounts Receivable	0.00	Other Current Asset
2000-00-00	AP Tests	0.00	Trust Account
2005-00-00	District Clearing	0.00	Liability (Current)
2100-00-00	Booster Club	0.00	Trust Account
2105-00-00	Sales Tax Payable	-251.45	Liability (Current)
2200-00-00	Computer Club	0.00	Trust Account
2210-00-00	Latino Club	0.00	Trust Account
2210-10-10	Volleyball ~ Boys	-1,587.58	Trust Account
2210-10-20	Volleyball ~ Girls	-2,565.35	Trust Account
2215-10-10	Soccer ~ Boys	-1,845.23	Trust Account
2215-10-20	Soccer ~ Girls	-2,369.12	Trust Account
2220-10-10	Baseball ~ Boys	-2,356.52	Trust Account

Total of all Accounts (Should equal zero) 0.00

Accept Cancel ?

ZPLAY 02/26/07



# Trial Balance

- Verify that the total of debits matches the total of credits.

Trial Balance - Play School High School

Period End Date: 12/31/06

Print accounts

Use GL Print G

Remember Settings

HP DeskJet 500 on LPT

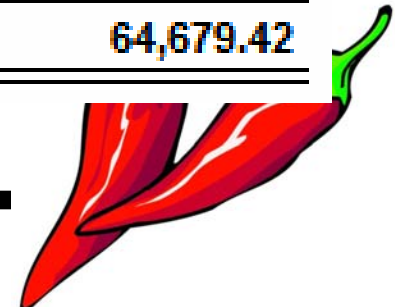
Play School High School

**TRIAL BALANCE - AS OF 12/31/2006**

Account #	Description	Type	Debit	Credit
1000-00-00	Cash -Chkg - Sunshine Bank	C	39,406.90	
1005-00-00	Cash - Savings - West Bank	C	2,639.41	
1100-00-00	Petty Cash	C	200.00	
1200-00-00	CD - Sunshine Bank	C	20,000.00	
1500-00-00	Student Store Inventory	O	883.09	
2000-00-00	AP Tests	T		76.25
2005-00-00	District Clearing	L		70.81
2210-00-00	Latino Club	T		190.00
2210-10-10	Volleyball ~ Boys	T		1,587.58
2210-10-20	Volleyball ~ Girls	T		2,565.35
2215-10-10	Soccer ~ Boys	T		2,350.48

Totals match

64,679.42      64,679.42



# Opening Checks

- Any outstanding checks on your last bank statement must be entered here.

**S** Opening Bank Checks Entry -Play School High School

Bank Code: A      Check No: 100

Amount: 15.00

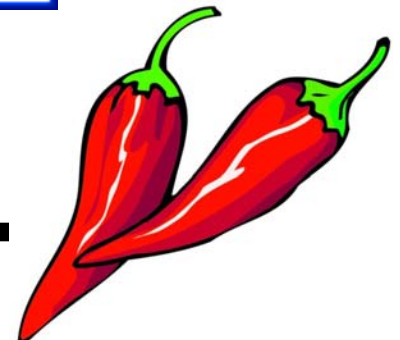
Date: 06/05/07

Vendor Name: Mark Smith

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

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

Status: ZPLAY      02/26/07



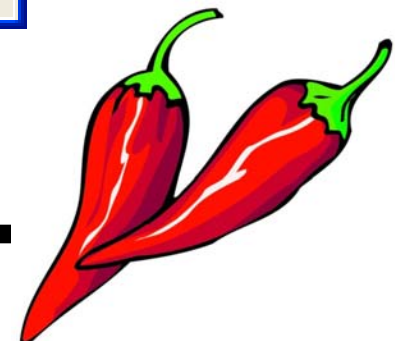
# Opening Deposits

- Any deposits in transit on your last reconciled bank statement must be entered here.

The screenshot shows a software window titled "Opening Deposit Entry - Play School High School". The window contains the following fields and controls:

- Bank Code:** A dropdown menu with "A" selected and a search icon.
- Deposit No:** A text box containing "100" and a search icon.
- Amount:** A text box containing "4055.00".
- Date:** A text box containing "06/05/07".
- Deposit Description:** A text box containing "Pre-Registration Sales".

At the bottom of the window, there is a row of buttons: four navigation arrows (left, left, right, right), an "Accept" button with a green checkmark, a "Cancel" button with a blue arrow, a "Delete" button with a red X, a printer icon, and a help icon (question mark). Below the buttons, a status bar shows "ZPLAY" and "02/26/07".



# School Settings

**S Customize - Play School High School (3)**

School Data | Accounting | UDFs | Month End | Other Settings | Defaults

School Information

School Name: Play School High School (3)

Address Line 1: 123 Elm Street

Address Line 2:

City, State, ZIP: San Diego CA 92128

Telephone: (858) 123-4567 FAX: (858) 123-7890

Use Tracks Data:

Tracks Item Folder: C:\Program Files\BB57\BlueBear\Trdata\Zplay\

Tracks Import Folder: C:\Program Files\BB57\BlueBear\Sbdata\Zplay\

Allow Selective Imports:

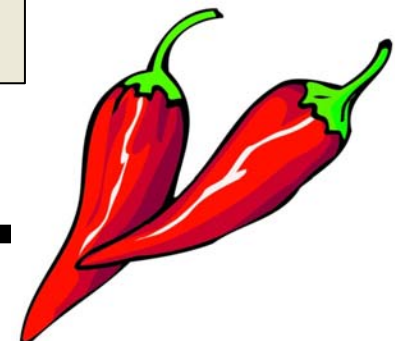
Date Format: 01/31/05 Report Date Starting at: 07/01/06

Account Mask: 9999-99-99

Default 'Auth By' Value: Jack White



CONNECTIONS 2007



# Using the Help files

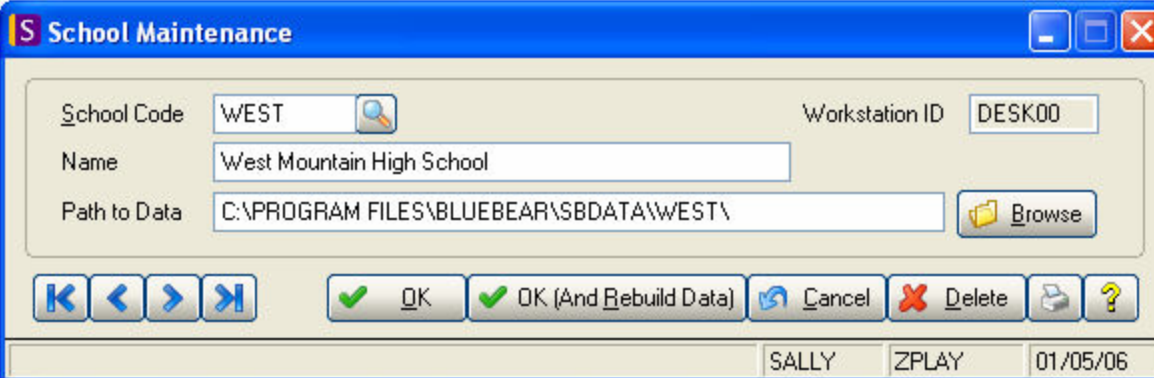
## SCHOOL MAINTENANCE

**What does it do?** SchoolBooks allows you to set up a new school from scratch or convert data from a prior version of SchoolBooks. This program walks you through the process of setting up a new school.

**Where is it?** Go to the Management Menu, System Maintenance and choose School Maintenance.

**Note:** SchoolBooks comes with sample data already set up for a school called PlaySchool. Before you can enter information for YOUR school, you must go to School Maintenance and set up a new school.

## USING THE SCREEN



School Maintenance

School Code: WEST Workstation ID: DESK00

Name: West Mountain High School

Path to Data: C:\PROGRAM FILES\BLUEBEAR\SBDATA\WEST\ Browse

Navigation: [Back] [Forward] [Home] [End]

Actions: [OK] [OK (And Rebuild Data)] [Cancel] [Delete] [Help]

Status: SALLY ZPLAY 01/05/06

**Workstation ID:** SchoolBooks automatically assigns a Workstation ID number to each computer that can access the program. The program does this so it can keep track of which workstation is doing what in the system. The Workstation ID is the first four characters of your computer's name plus a sequence number. SchoolBooks uses this information because each workstation can see the data from a different perspective.



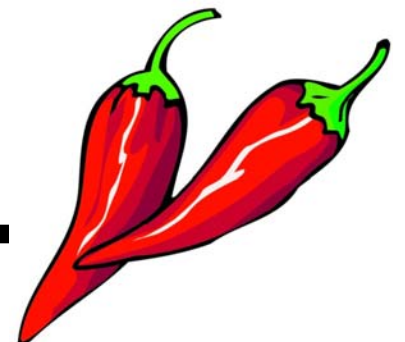
# System Startup Checklist

- Set up printers – Workstation Settings tab.
- Set up your school in School Maintenance.
- Set up accounts in GL Account Maintenance.
- Set up vendors (people and companies you pay) in Vendor Maintenance.
- Set up bank accounts in Bank Account Maintenance.



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CONNECTIONS 2007



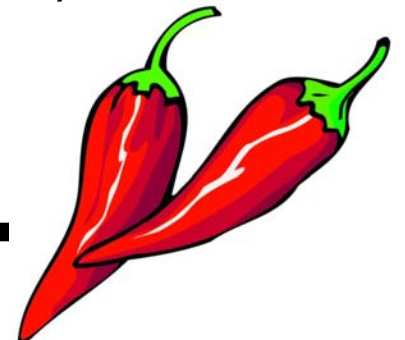
# System Startup Checklist

- Choose a cutoff date for entering data (month end date – not start of month).
- Enter beginning account balances from your existing accounting system.
- Print a Trial Balance to verify balances.
- Enter Opening Checks and Opening Deposits.
- Select setup options in School Settings on the School Data and Accounting Tabs.
- Check your forms (POs, Receipts & Checks).



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**CONNECTIONS 2007**



# Let's Walk Through It! Or Questions & Answers



CONNECTIONS 2007

