

**SchoolBooks – S2**

# **Adjustments and Transfers**



**CONNECTIONS 2007**



# Agenda

- Regular Transfers
- Multi-line Transfers
- Cash Transfers
- Adjustments
- Reversing Entries

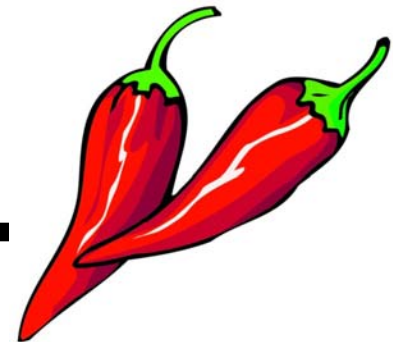


CONNECTIONS 2007



# Regular Transfers

- From Fund Account to another Fund Account.
- Does NOT affect Cash Accounts.
- Always enter a positive amount.
- Examples:
  - Move funds allocated for the baseball scoreboard (from Athletics to Baseball).
  - Move funds for the senior trip (from Due to Student Body to Class of 2007).



# Regular Transfers

**S Transfer Entry - Play School High School**

Transfer Number    Date  Amount

From GL Account Number   Class of 2006

To GL Account Number   Class of 2009

Purpose

Authorized by

Category

Enter Category

Populates with the Default in Settings



# Multi-Line Transfer Options

- Management Menu, Customize, School Settings, Defaults Tab.
- Choose to use “From-To” in Multi-Line Transfer.

Customize - Play School High School

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

**PO Ship To Address**

Use Default Ship To Address

Ship To: Mary Phillips

Address: 123 Elm Street

Address 2:

City: San Diego

State: CA

Zip: 92128 1234

Phone: (858) 123-4567 Ext.:

**Default Bank Codes**

Deposits: A

Checks: B

**Other Settings**

Include in Consolidations

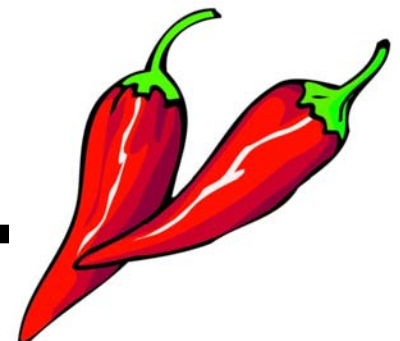
School Type: High School

Use Sub-Accts

Take Type from Segment:

**Use "From-To" in Multi-Line Transfer**

Use Payment Types in Deposits and receipts



# Multi-Line Transfer

**S Multi-Line Transfer - Play School High School**

Transfer Number:

Date:  Authorized By:

From  To

GL Account Number:   Class of 2007

Purpose:

Amount:

Category:

Line	GL Account	Description	Purpose	From Amount	To Amount
1	3105-00-00	Class of 2007	Gift to Other Classes	1,500.00	
2	3110-00-00	Class of 2008	Gift from Class of 2007		500.00
3	3115-00-00	Class of 2009	Gift from Class of 2007		500.00
4	3120-00-00	Class of 2010	Gift from Class of 2007		500.00

Difference:

ZPLAY 02/06/07



CONNECTIONS 2007



# Cash Transfer

- From Cash Account to Cash Account.
- No Fund Accounts.
- Always use a positive amount.

Cash Transfer Entry - Play School High School

Transfer Number: NEW00007      Date: 07/01/06

Transfer Mode: [Dropdown]      Amount: 2,547.00

Check No: [Dropdown]

From Bank: [Dropdown]

Bank Code: [Dropdown]

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

To Bank: [Dropdown]

Bank Code: B      Cash - Savings - West Bank

To GL Account: 1005-00-00      Cash - Savings - West Bank

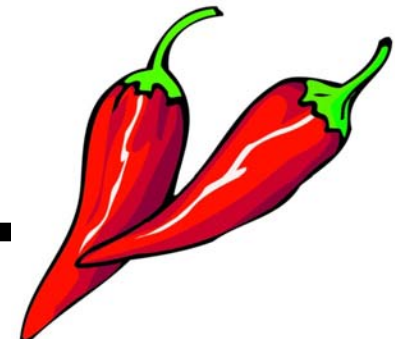
Vendor: [Dropdown]      [Dropdown]

Purpose: Overage transfer

Authorized by: Hilda Weston      Ref No: [Dropdown]

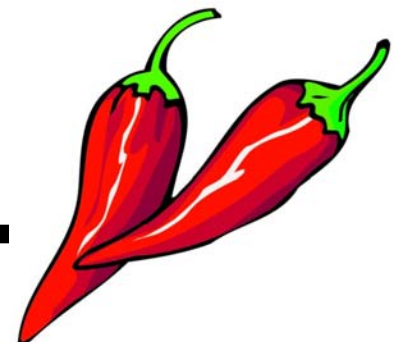
[Navigation Buttons]      [Accept] [Cancel] [Delete] [Print] [Help]

CM      ZPLAY      08/14/06



# Cash Transfer

- There are four types of Cash Transfers:
    - Type 1: Manual Check Transfer.
    - Type 2: Non-Check Transfer.
    - Type 3: Computer Check Transfer.
    - Type 4: Void Check Transfer.
- 
- When to use a Cash Transfer:
    - Closing a bank account.
    - Transferring money from savings to checking.
    - Setting up Petty Cash at the start of the year.



# Cash Transfer

**S Cash Transfer Entry - Play School High School**

Transfer Number: NEW00006      Date: 06/15/06

Transfer Mode: 1- Enter a manual check Cash Transfer.      Amount: 2,000.00

Check No: 23568

**From Bank**

Bank Code: C      Sunshine CD

From GL Account: 1200-00-00      CD - Sunshine Bank

**To Bank**

Bank Code: A      Sunshine Bank - Checking

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

Vendor: SUNSHINE      Sunshine Bank

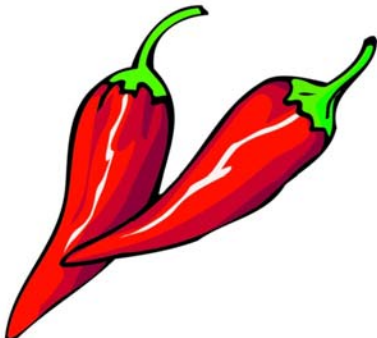
Purpose: Closeout CD Account

Authorized by: John Q Bear      Ref No:

Navigation: [K] [←] [→] [N]

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

Footer: Press to write/rewrite record      CM      ZPLAY      12/07/05



# Transfer History Report

Transfer History Report - Play School High School

Selection: All Starting Ending

Date:  01/25/06 01/31/06

Include In Report:

Regular Transfers

Cash Transfers

Play School High School

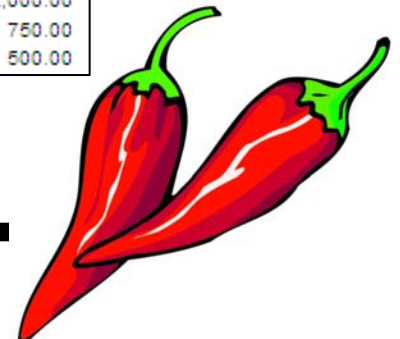
**TRANSFER HISTORY REPORT**

Date Range: 1/25/2006 through 1/31/2006

Trans #	Date	Source	Authorized by	Purpose	Check/Ref #	Amount
<b>CASH TRANSFERS</b>						
5	01/31/06	CT07-001	Sunshine Bank		1256	
1200-00-00	CD - Sunshine Bank			Open new CD account		2,750.00
1000-00-00	Cash -Chkg - Sunshine Bank			Open new CD account		(2,750.00)
<b>MULTI-LINE TRANSFERS</b>						
4	01/31/06	MT07-001	Mary Smith			
2210-10-10	Volleyball ~ Boys			New year opening balances		2,000.00
2210-10-20	Volleyball ~ Girls			New year opening balances		2,000.00
2250-00-00	Athletic Club			New year opening balances		750.00
2312-00-00	Class of 2009			New year opening balances		500.00

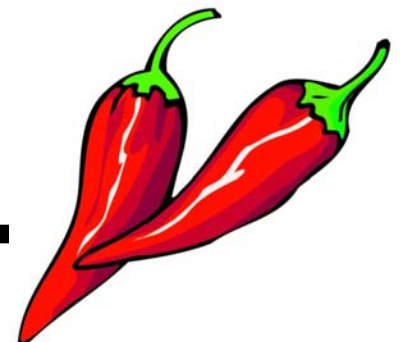


CONNECTIONS 2007



# Adjustments

- Interest Earned
- NSF Checks & Fees
- Deposit corrections
- Void opening bank checks
- Bank charges
- Any change to a CASH account



# Adjustments – Old Way

**S** Adjustment Entry - Play School High School

Adjustment Number: NEW00010    Date: 01/31/06    Amount: 5.28

GL Account Number: 4300-40-00    Interest Earned

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

Adjustment Type:  Income     Expense

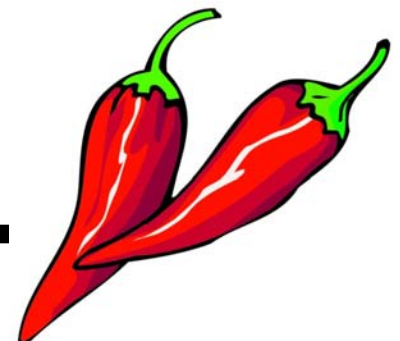
Purpose: Interest earned Jan 2006

Authorized By: Mary Smith

Category Code: [ ]

Navigation: [K] [←] [→] [I]    [↺] Reversal    [✓] Accept    [↺] Cancel    [✗] Delete    [🖨] [?]

Select Category Code: CM    ZPLAY    01/31/06



# Adjustment Wizard - Setup

On the Other Settings tab...

Adjustment Wizard Settings

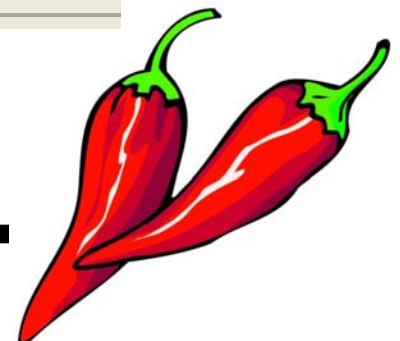
Use Wizard for Adjustments

Default GL Accounts

Interest Income	<input type="text" value="4300-40-00"/>		Interest Earned
Bank Charges	<input type="text" value="5450-00-00"/>		Bank Charges
Ret Check Clearing	<input type="text" value="9998-00-00"/>		Temporary Clearing
Ret Check Fees	<input type="text" value="1600-00-00"/>		Accounts Receivable
Ret Check Handling Bank Charge Amount	<input type="text" value="3.00"/>		

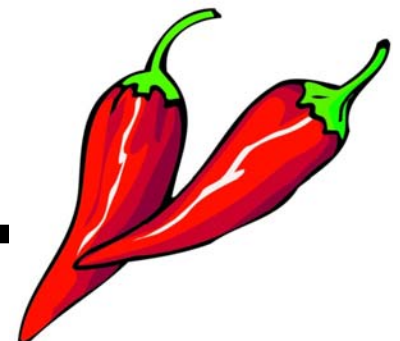
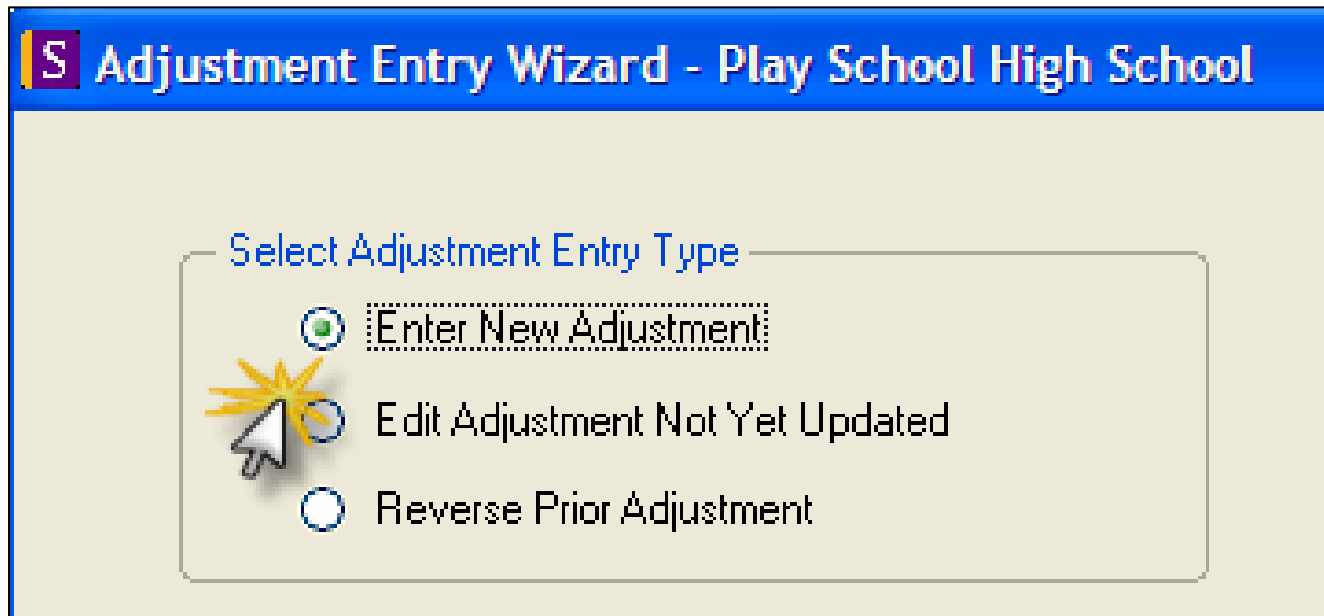


CONNECTIONS 2007



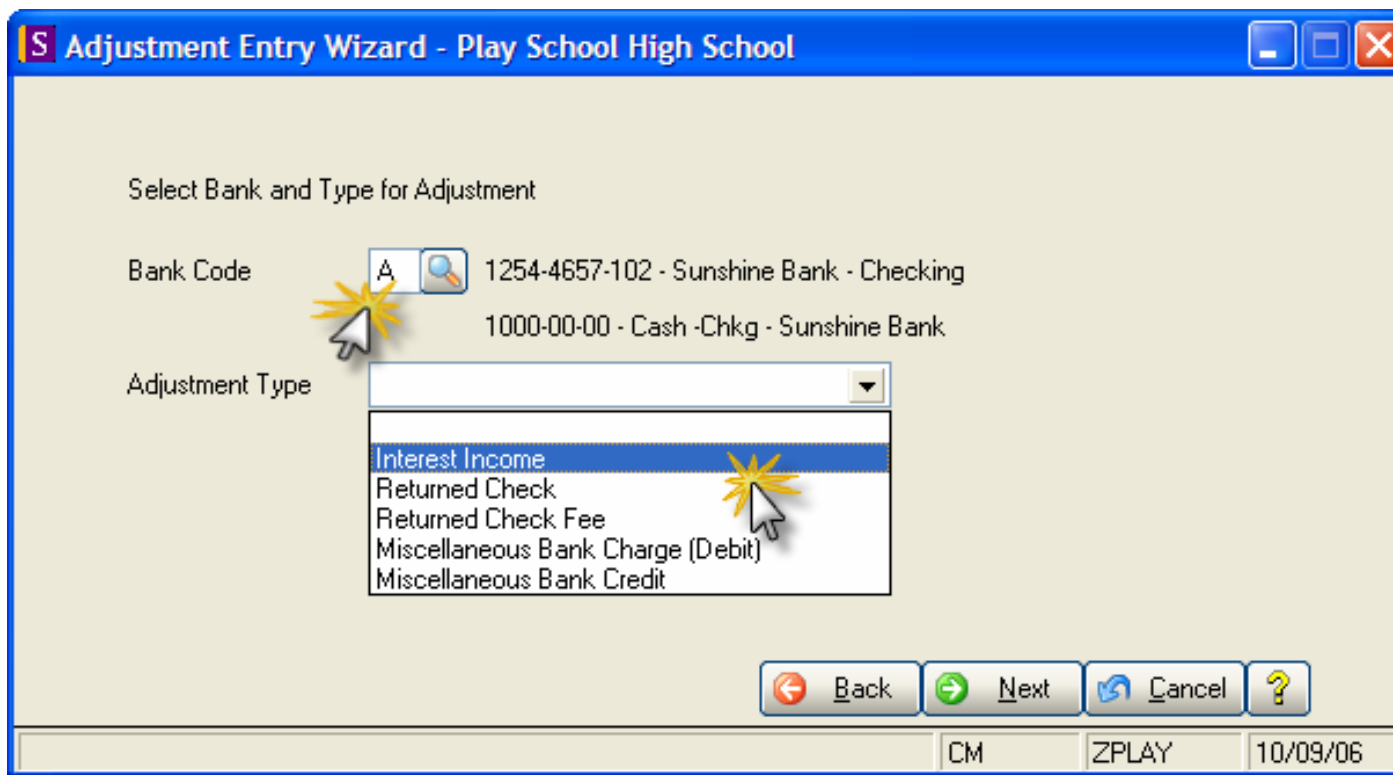
# Using the Adjustment Wizard

- Select Adjustment Type.



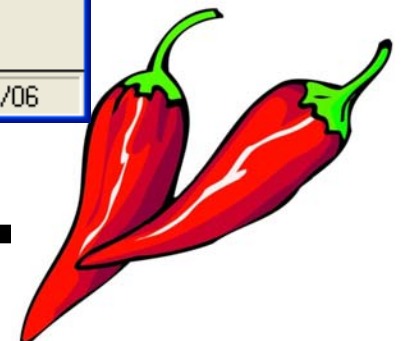
# Adjustment Wizard – cont.

- Enter the Bank Code of the cash account.
- Select the adjustment type.



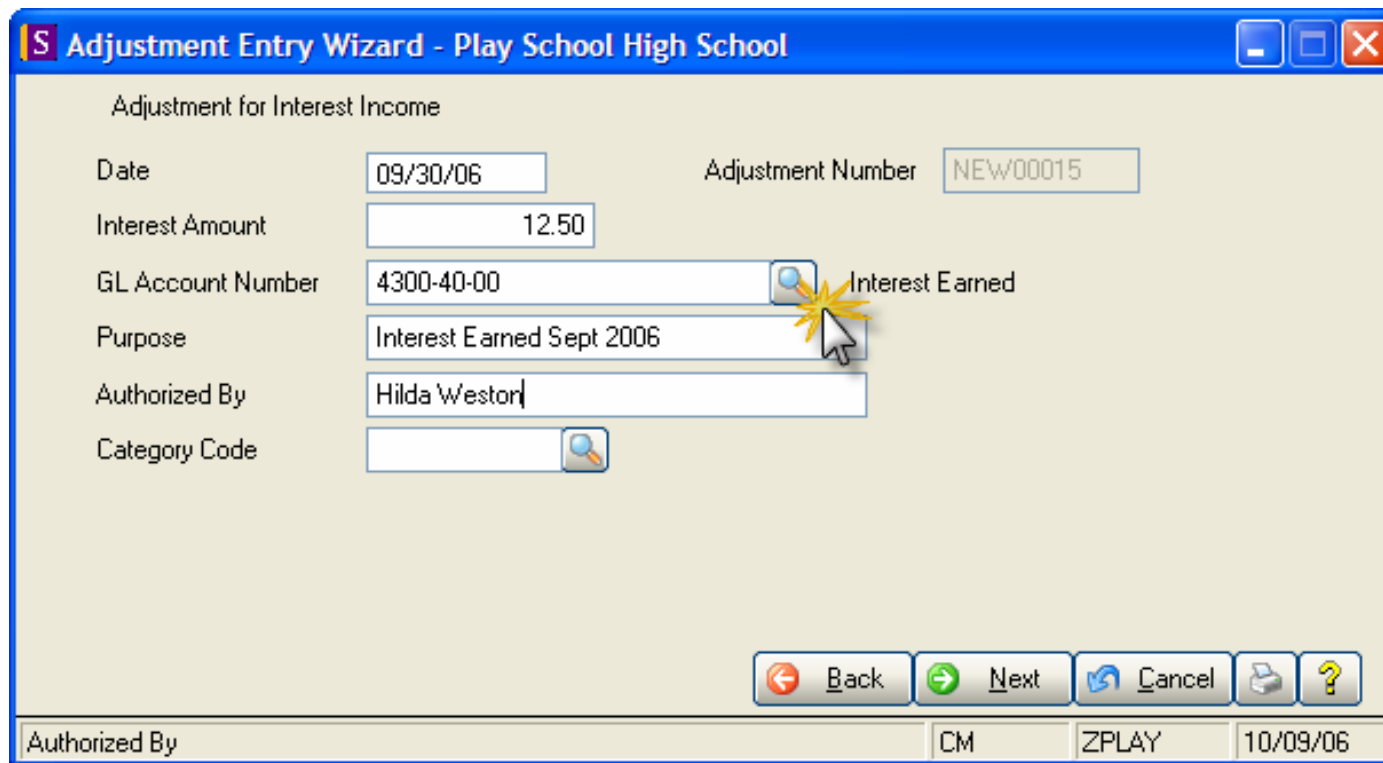
The screenshot shows a software window titled "Adjustment Entry Wizard - Play School High School". The window contains the following elements:

- Select Bank and Type for Adjustment**: A heading for the current step.
- Bank Code**: A search box containing the letter 'A' and a magnifying glass icon. Below it, two options are listed:
  - 1254-4657-102 - Sunshine Bank - Checking
  - 1000-00-00 - Cash -Chkg - Sunshine BankA mouse cursor is pointing at the first option.
- Adjustment Type**: A dropdown menu with a list of options:
  - Interest Income (highlighted)
  - Returned Check
  - Returned Check Fee
  - Miscellaneous Bank Charge (Debit)
  - Miscellaneous Bank CreditA mouse cursor is pointing at "Interest Income".
- Navigation Buttons**: "Back", "Next", "Cancel", and a help icon (question mark).
- Status Bar**: Displays "CM", "ZPLAY", and the date "10/09/06".



# Adjustment Wizard – cont.

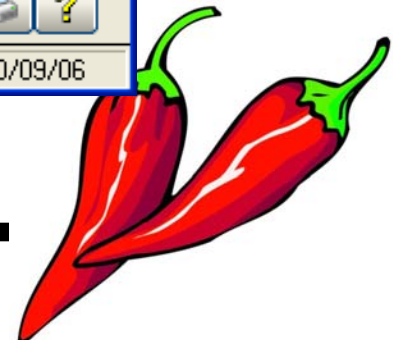
- Uses default GL account for this Adjustment type.
- Enter information for the other required fields.



The screenshot shows a software window titled "Adjustment Entry Wizard - Play School High School". The window contains the following fields and values:


Field	Value
Date	09/30/06
Adjustment Number	NEW00015
Interest Amount	12.50
GL Account Number	4300-40-00
Purpose	Interest Earned Sept 2006
Authorized By	Hilda Westor
Category Code	

At the bottom of the window, there are buttons for "Back", "Next", "Cancel", a printer icon, and a help icon. The status bar at the bottom shows "Authorized By: CM", "ZPLAY", and "10/09/06".

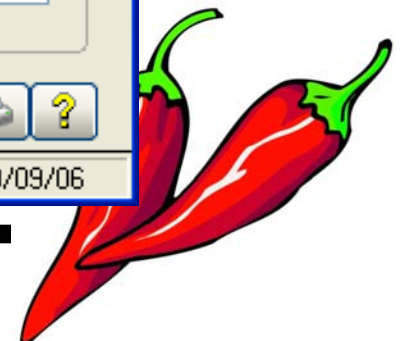


# Adjustment Wizard – cont.

- On final display screen, you can only modify “Purpose.”
- Select “Back” if you need to make other changes.
- Select “Accept” to complete and save transaction.
- Print and Update Journal to post transaction.



The screenshot shows a software window titled "Adjustment Entry Wizard - Play School High School". The window contains several input fields and buttons. At the top, there are fields for "Adjustment Number" (NEW00017), "Date" (10/09/06), and "Amount" (12.50). Below these are fields for "Bank Code" (A), "Bank Name" (1254-4657-102 - Sunshine Bank - Checking), "Adjustment Type" (Interest Income), and "Income Column" (Income Column). The "Purpose" field is highlighted with a blue selection box and contains the text "Interest Earned Sept 2006", with a mouse cursor hovering over it. Other fields include "Authorized By" (Hilda Weston), "Category Code" (empty), "Cash Account Number" (1000-00-00), "Cash -Chkg - Sunshine Bank", "GL Account Number" (4300-40-00), and "Interest Earned". At the bottom of the window, there are buttons for "Back", "Accept", "Cancel", "Delete", a printer icon, and a help icon. A status bar at the very bottom shows "Purpose for Adjustment", "CM", "ZPLAY", and "10/09/06".



# Adjustment History Report

Adjustment History Report - Play School High School

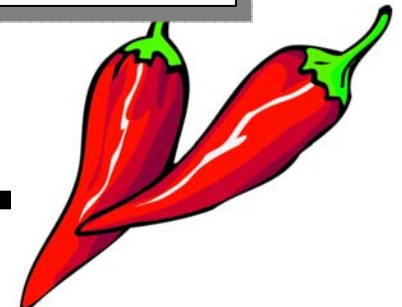
Selection: All    Starting: 01/01/06    Ending: 01/31/06

Date:     01/01/06    01/31/06

Bank Codes:     Z

Include: Income and Expense

Play School High School						
<b>ADJUSTMENT HISTORY REPORT</b>						
Date Range: 1/1/2006 through 1/31/2006						
Bank Code Range: through Z						
Ref #	Date	Amount	Type	Account # and Description	Purpose/Authorized By	Category
<b>Bank Code A: 1000-00-00    Sunshine Bank - Checking</b>						
8	01/31/06	5.28	INC	4300-40-00 Interest Earned	Interest earned Jan 2006 Mary Smith	
		5.28		<b>Total for Bank Code A</b>		
		5.28		<b>Report Total</b>		



# Reversing Posted Entries

Why reverse a posted entry?

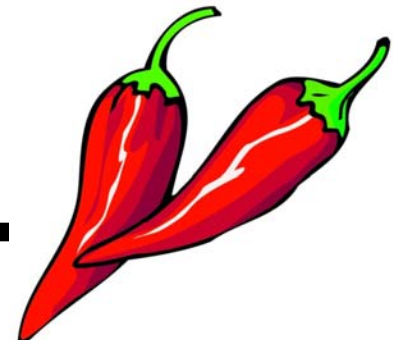
- ◆ Transaction posted to the wrong account.
  - ◆ Entered the wrong amount.
  - ◆ Entered the wrong date.
  - ◆ Chose wrong Adjustment Type.
- 

Reversals can be performed in the following menus:

- ◆ Receipt Entry
- ◆ Deposit Entry
- ◆ Transfer Entry
- ◆ Multi-Line Transfer Entry
- ◆ Cash Transfer Entry
- ◆ Adjustment Entry



**CONNECTIONS 2007**



# Reversing Entries

**S Transfer Entry - Play School High School**

Transfer Number: NEW00003    Date: 01/30/06    Amount: 250.00

From GL Account Number: 2312-00-00    Class of 2009

To GL Account Number: 3105-00-00    Class of 2006

Purpose: Reversing Transfer Ref #5

Authorized by: Mary Smith

Category: [ ]

Buttons: [K] [←] [→] [X]    **Reversal**    [Accept]

Enter Category

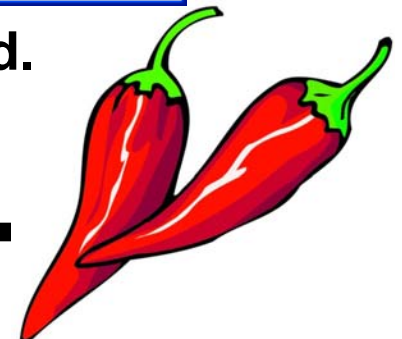
**S Lookup on Existing Transactions**

Source	Date	Ref No	Purpose	Amount
TR02-00	08/17/05	00000003	Correct Dep #3 Pep to Radio	700.00
TR02-00	08/30/05	00000004	Correct Dep #7 Span. to Lati	345.00
TR07-00	01/30/06	00000005	Class gift	250.00

Sort: Reference No    [Select] [Cancel] [?]

After date, click  
**REVERSAL** to launch  
a lookup of all existing  
entries.

Pick the one to be reversed.



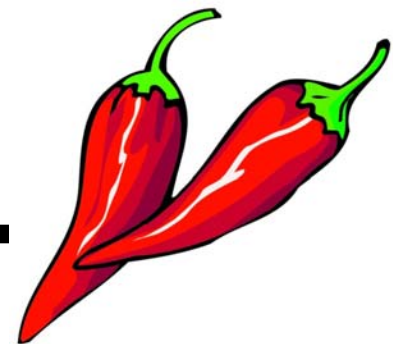
# Important.....

- Reversals are NOT voids!
- Program creates a brand new reversing entry.



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CONNECTIONS 2007



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



CONNECTIONS 2007

