

SchoolBooks – S7

Advanced Reporting



CONNECTIONS 2007



Agenda

- Filter
- Summarize
- Categories
- GL Print Groups
- Consolidated Reporting
- Auditing Reports



CONNECTIONS 2007

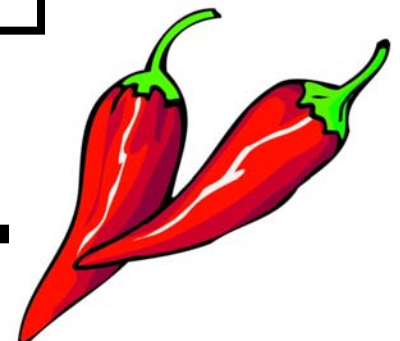


Filter

- Based on the GL account numbers.
- Used to limit the records that show on the report.

Filter	<input type="text" value="????-30-??"/>
Summarize Level	<input type="text" value="- "/>

This only works if your account numbers are organized logically.

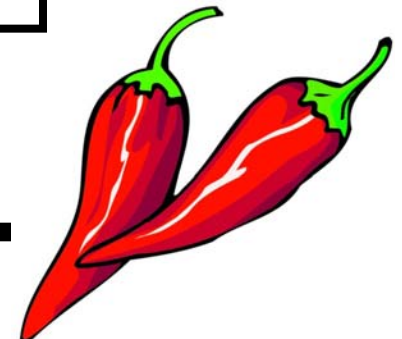


Summarize

- Based on the GL account numbers.
- Used to “roll up accounts” or combine sub-accounts into one group.

Filter	<input type="text" value="- -"/>
Summarize Level	<input type="text" value="????- -"/>

This only works if your account numbers are organized logically.

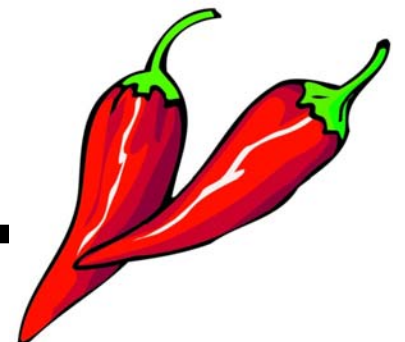


Category Codes

- Category Codes may be attached to individual transactions.
- Used to track a type of transaction (income, expense, or both) across GL Accounts.



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Categories – Initial Setup

- Create the Category Codes you will use in Category Maintenance (on the Maintenance Menu).

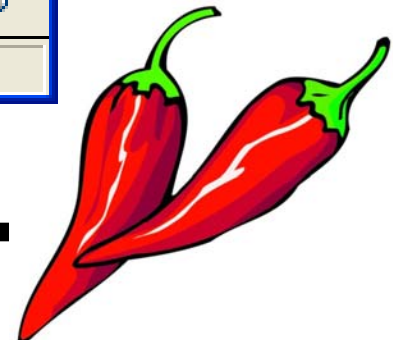
S Category Maintenance - Play School High School

Category Code OFFICIALS

Description Officials

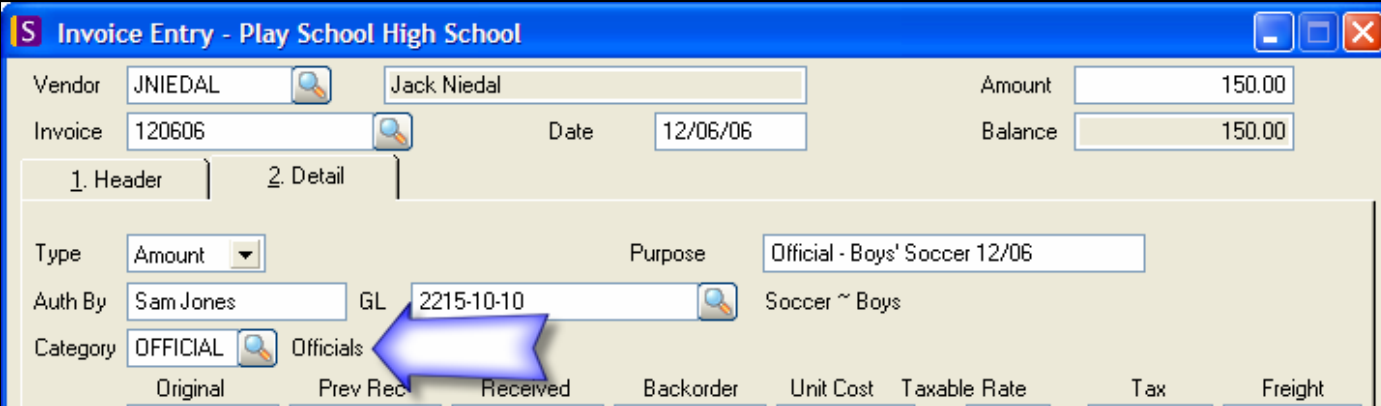
Accept Cancel Delete

ZPLAY 12/12/06



Categories – Where?

- Entry screens allow you to enter Category Codes for detail lines.



Invoice Entry - Play School High School

Vendor: JNIEDAL Jack Niedal Amount: 150.00

Invoice: 120606 Date: 12/06/06 Balance: 150.00

1. Header | 2. Detail

Type: Amount Purpose: Official - Boys' Soccer 12/06

Auth By: Sam Jones GL: 2215-10-10 Soccer ~ Boys

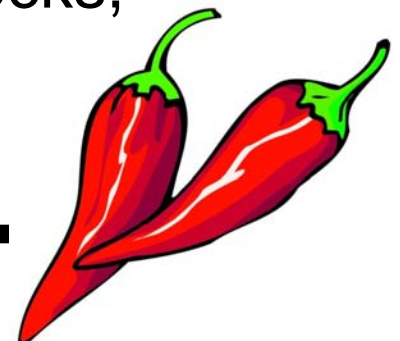
Category: OFFICIAL Officials

Original Prev Rec Received Backorder Unit Cost Taxable Rate Tax Freight

- Useful on the following:
 - Purchase Orders, Invoices, Manual Checks, Bank Deposits, Transfers, Adjustments, Receipts.



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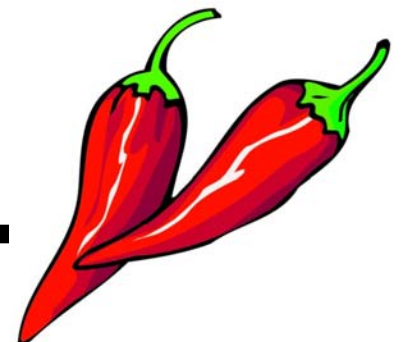


What about the past?

- You can add and change Category Codes.
- 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!



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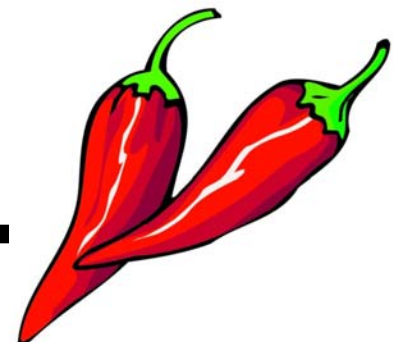


Reporting with Categories

- 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 option to select by GL Account!



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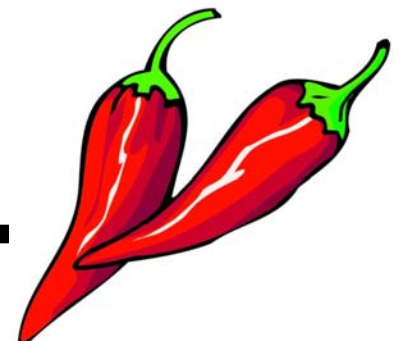
Category Detail Report

- This example shows the total of all donations received, regardless of GL Account.

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		
08/17/06	101	Hilda Weston	Gift for Park Bench	2815-30-00	Radio Club		700.00		
09/01/06	109	Cho, Stephanie - 163	Donation - Sports	2250-00-00	Athletic Club	150.00	4,150.00		
09/02/06	113	Kids Care Inc. - 8514723	Donation	2400-00-00	Student Body General	8,000.00	12,150.00		
09/22/06	115	Marvin Blumburg - 00000526	donation	2215-10-10	Soccer ~ Boys	1,000.00	13,150.00		
02/10/07	122	Julie Aubrey - 00005890	Donation	2340-30-00	French Club	230.00	13,380.00		
						12,680.00	0.00	700.00	13,380.00



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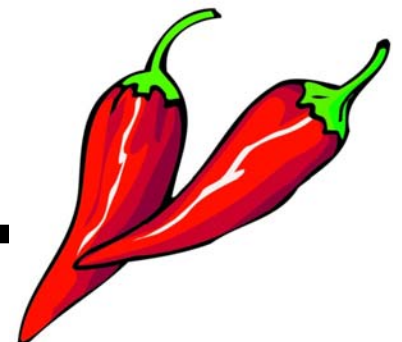


GL Print Groups

- GL Print Groups allow you to group certain GL Accounts together for reporting purposes.
- Allows you to group & subtotal accounts.
- Shows you net Income/Expense numbers.
- Use this when your accounts are NOT organized logically.

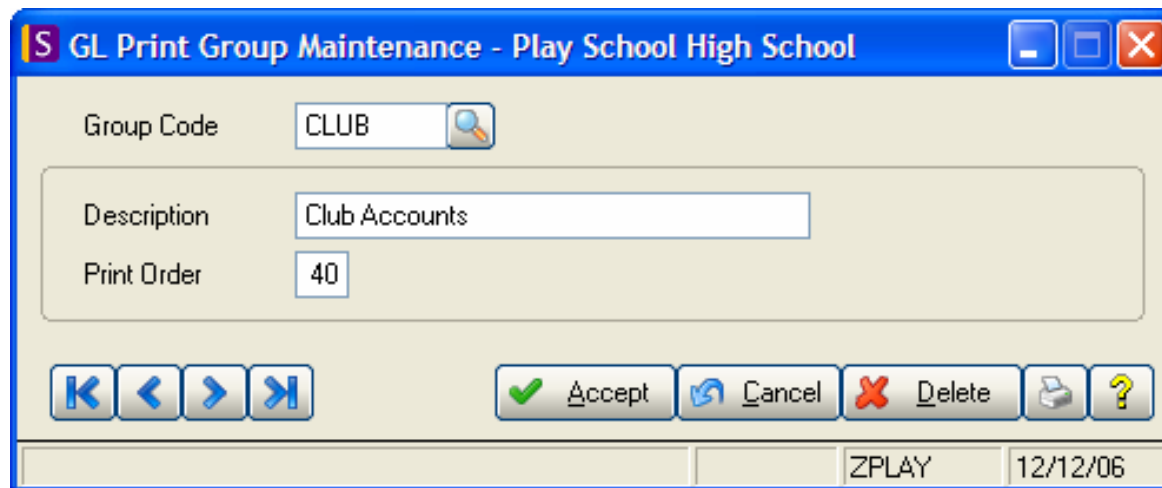


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GL Print Groups – Setup

- Create them 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

Accept Cancel Delete Print Help

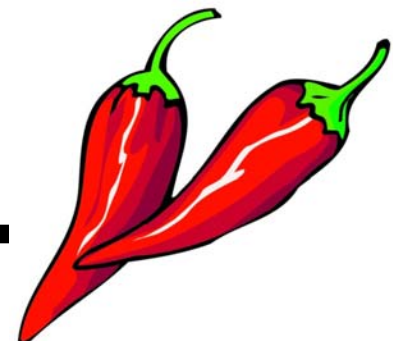
ZPLAY 12/12/06

Print Order: This is the order they print in on the report. The number “40” prints before “50.”

Hint: To print alphabetically, give them all the same Print Order (like “20”).



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GL Print Groups – Where?

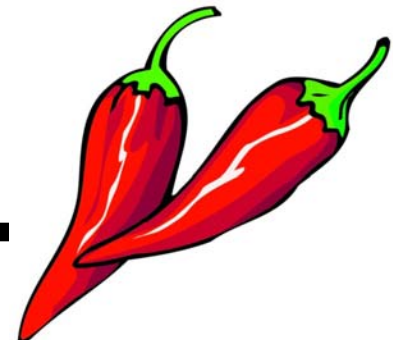
- GL Account Maintenance

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

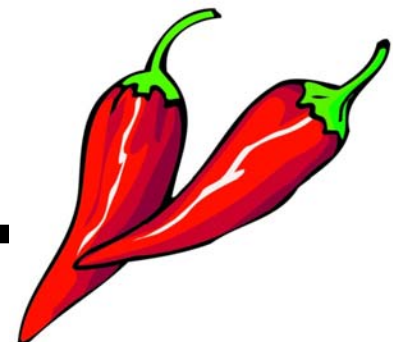


GL Print Groups on Reports

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

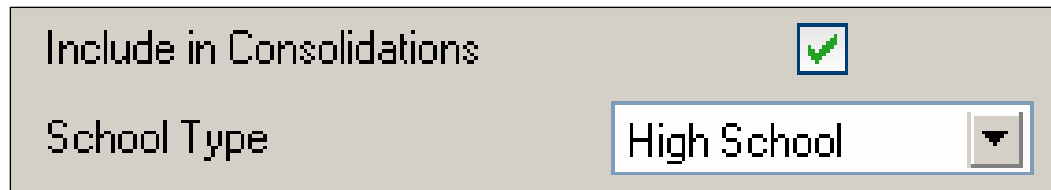


CONNECTIONS 2007



Consolidated Reports

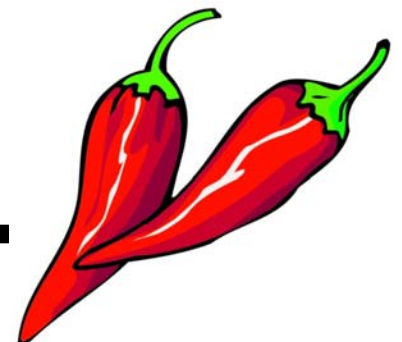
- Use this feature to combine data for multiple schools.
- You need to have each school (with its data) set up on one copy of SchoolBooks (so the program can see all of them at once).
 - If you have Client/Server, this is already done.
 - If you don't, restore a backup from each separate school onto your computer.
- Management\Customize\School Settings – for each school:
 - Check the Consolidation checkbox.
 - Enter the type of school. Used for grouping purposes.



A screenshot of a software dialog box with a light gray background. It contains two rows of controls. The first row has the text "Include in Consolidations" on the left and a small square checkbox with a green checkmark on the right. The second row has the text "School Type" on the left and a dropdown menu on the right. The dropdown menu is open, showing the text "High School" and a small downward-pointing arrow on the right side of the menu box.



CONNECTIONS 2007

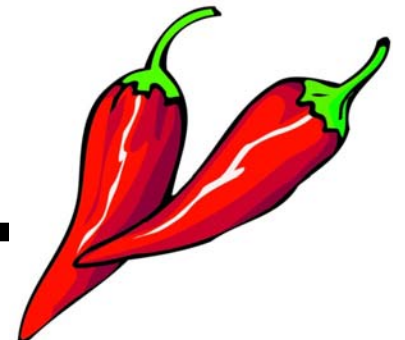


Consolidate and Run Reports

- Management\Special Functions\Consolidate Data
- Management\Special Functions\Consolidated Reports
 - Summary by School
 - Summary by GL Account
 - Detail by Account/School
 - Bank Rec Status Report
 - New School Group options!



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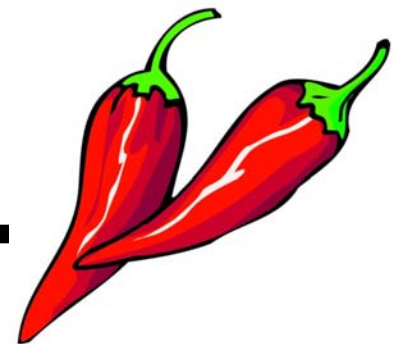


Auditing Tips

- What reports do I give to which people?
- Why do I want to distribute all my reports?
- How do I add signature lines so that people verify what is on each report?



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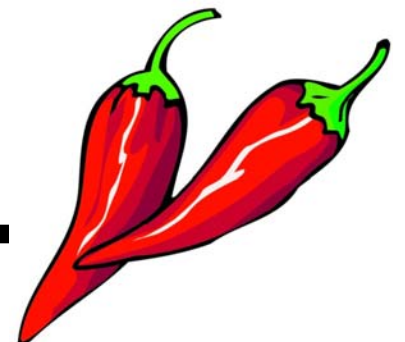


Master Audit Report

- Allows you to see all transactions entered in SchoolBooks including when it was entered and by whom (only if you have User Codes).
- Sort by Date Updated, GL Account Number, or User Code.



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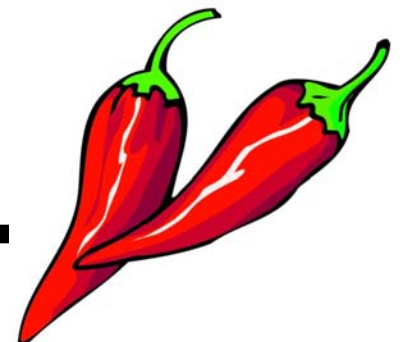


Audit Selection Report

- Allows an auditor to select a number of random transactions for audit testing.
- Allows an auditor to specify the data he/she wants to examine.

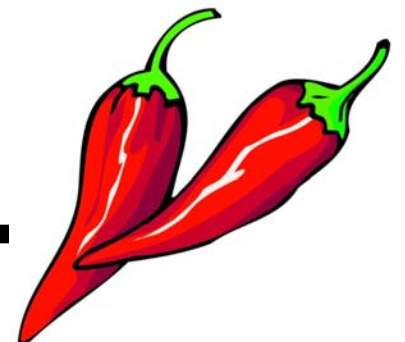


CONNECTIONS 2007



Audit Selection Report

- Audit transaction data.
 - Gather data for a specific date range.
 - Enter the percent of each type of transaction you want to audit.
 - Create the files.
 - Print or preview the report.
- Print list of void and missing checks.
- Print list of missing receipts.
- Print list of all checks over a certain amount.
- Compare with prior year data.



Let's Walk Through It! Or Questions & Answers



CONNECTIONS 2007

