

SchoolBooks – S8

Oops! Common User Mistakes and Fixes



CONNECTIONS 2007



Agenda

- Posting to the wrong account or with the wrong date.
- Mistakes with checks.
- Mistakes with receipts, imports from Tracks and bank deposits.
- Mistakes with bank reconciliations.
- Miscellaneous mistakes.
- Stopping mistakes before they happen.

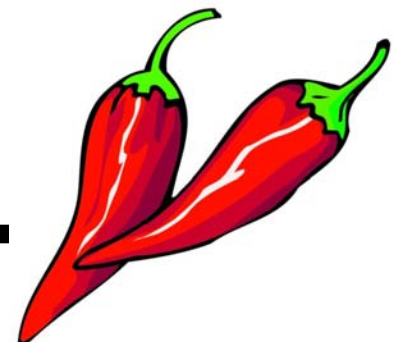


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When to use Reversals

- If you update a transaction with:
 - Incorrect amount
 - Incorrect date
 - Incorrect GL Account(s)
- Reversal process works the same for receipts, bank deposits, adjustments, and regular transfers.



Steps for doing a Reversal

- Click the “#” sign to create new entry.
- Enter date of incorrect transaction.
- The Reversal button becomes active.
- Click the Reversal button. SchoolBooks will display a lookup for all transactions of this type updated for this fiscal year.
- Pick the desired transaction to reverse.
- Make the Purpose very detailed. This shows on reports and on the bank reconciliation screen.



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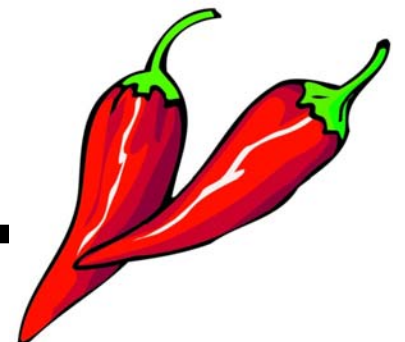


Mistake #1 with Checks

- You wrote a check for the wrong amount. You printed it for \$25.00 and it should have been for \$27.00.
 - If you haven't mailed it yet, void it in Manual/Void Check Entry and write another check for the correct amount.
 - If you have mailed it and the Vendor cashed it, you owe the Vendor another \$2.00. Enter a \$2.00 invoice and write a check.



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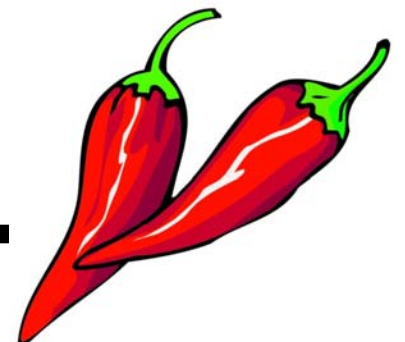


Mistake #2 with Checks

- You typed a check (#1234) for \$30.00 (correct), but you entered it into Manual/Void Check Entry for \$29.00 - the wrong amount.
- You can void it in Manual/Void Check Entry and re-enter it using a different check number like #9991234.
- You can enter an Adjustment for negative \$1.00 (Type = Expense). *Note: This will not affect the Vendor's information or 1099 data.



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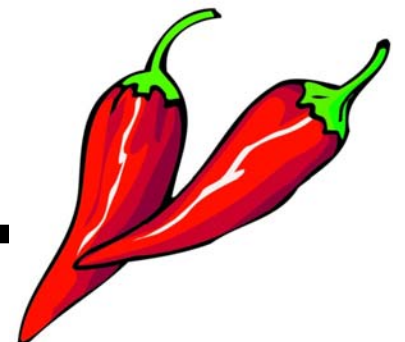


Mistake #3 with Checks

- You printed checks on blank paper and you need to void them.
- The Computer Check Printing program will ask you if all checks printed correctly. Answer “No,” select the first option (default setting) and reprint on check stock.



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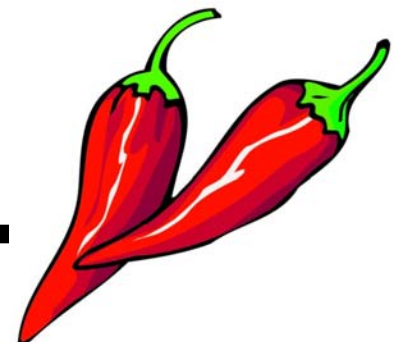


Mistake #4 with Checks

- You are changing banks from West Bank to East Bank and you forgot to set up a new Bank Code. You printed 10 checks on East Bank check stock, but you used the West Bank Code (Bank A).
- Set up a new Bank B for East Bank in Bank Account Maintenance.
- Void the 10 checks you entered in Bank A – Manual/Void Check Entry.
- Enter the 10 checks into the correct Bank B using Manual/Void Check Entry.



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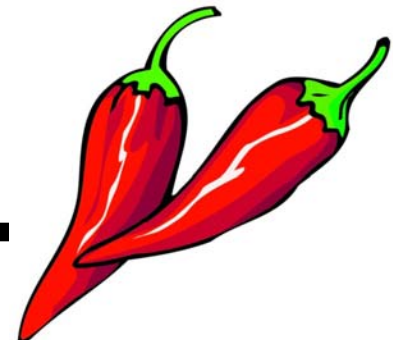


Mistake #4 with Checks (cont.)

- Resolve to pay close attention to which Bank Code you are using BEFORE updating any journals.
- If you use multiple checking accounts, set your default Bank Codes correctly.
- You could also do a Cash Transfer from Bank B to Bank A for each check if they were printed on the correct check stock.



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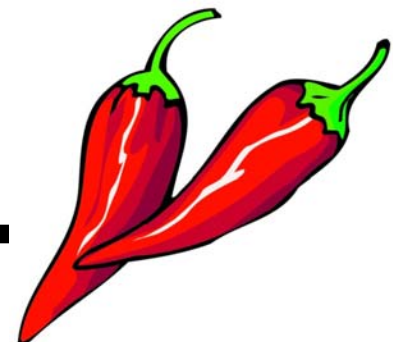


Mistake #5 with Checks

- You want to void a check from a prior year, but Manual/Void Check doesn't recognize the check number.
- This is probably because you entered the check as outstanding when you first started using SchoolBooks.
- You must make an Adjustment to reverse this check. (Positive/Expense)



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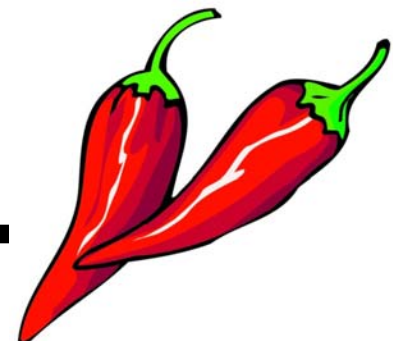


Mistake #6 with Checks

- You want to print a check, but there is an “X” beside the invoice on the Computer Check Entry screen.
- The invoice is out of balance. Go to Invoice Entry and correct it.

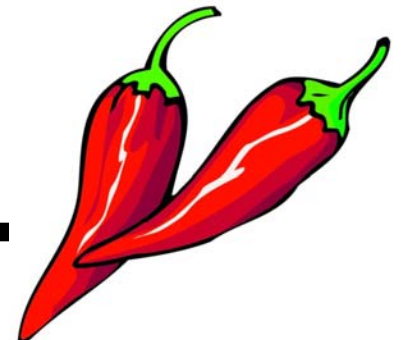


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Mistake #7 with Checks

- You've already paid two invoices, but they still show up on the Computer Check screen like they haven't been paid.
- Do they have invoice numbers like "1234_01"? Any invoice that has an "_01" tacked onto the end of the number has usually been RECALLED when you voided a check. You said "Yes" to recall invoices and then entered them a second time in Invoice Entry.
- If you're sure they have been paid, go into Invoice Entry and delete the invoices.

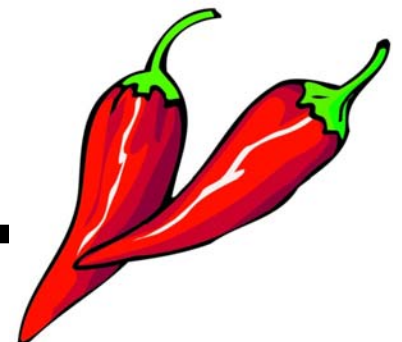


Mistakes with Receipts

- You need to void a receipt you just printed. What's the procedure for voiding receipts?
- Use the Reversal button to enter a reversing entry. Then re-enter.
- SchoolBooks will print a negative receipt on receipt stock.
- Have you already imported the receipt information for the day into Bank Deposit Entry? If so, make sure your bank deposit balance is correct.



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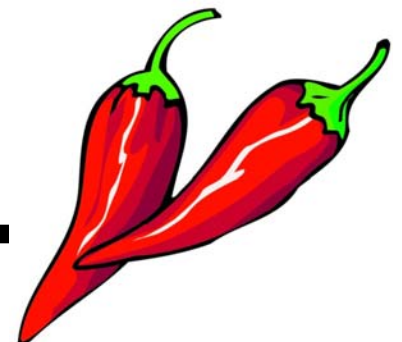


Mistake #1 - Import from Tracks

- You imported Closeout data from Tracks and updated the Bank Deposit Journal. But when you got back from the bank, you noticed that the total on the deposit ticket doesn't match the total of the deposit in SchoolBooks. Your cash amount was \$15.00 over. You need to correct it.
- In Bank Deposit Entry, create a reversing entry using the original date.
- Do the Import from Tracks for this Closeout again.
- Edit the amount of the deposit and add a detail line for Cash Over/Short.



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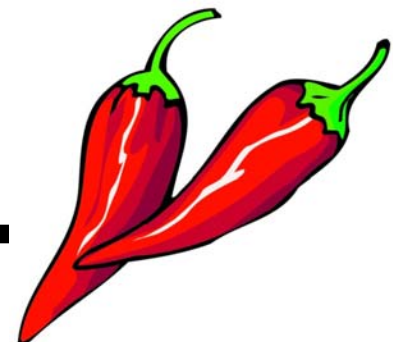


Mistake #2 – Import from Tracks

- You imported from Tracks in Summary, but it should have been in Detail.
- Reverse the deposit.
- On the Import from Tracks screen, change the lines to “D” so they’ll post in detail.
- Import again.



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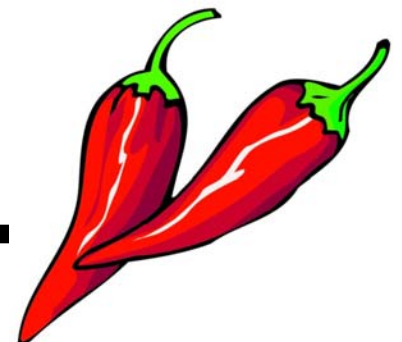


Mistake #3 – Import from Tracks

- Someone turned off your Tracks/SchoolBooks integration and one of your Closeouts didn't get imported.
- In both SchoolBooks and Tracks you will need to correct the import paths so they are correct.
- Go into Tracks and re-export the Closeout. (Go to Management/Special Functions/Utilities/Re-Export to Accounting.)
- In SchoolBooks, go to Import from Tracks and select the Closeout, but change the date so it will import into Bank Deposit Entry with the correct date.



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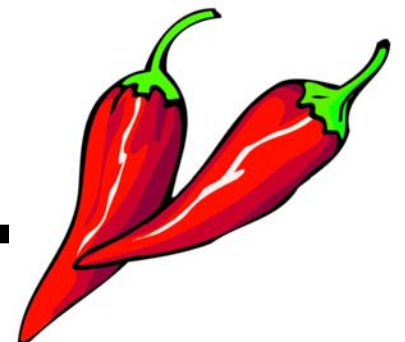


Mistake #1 with a Bank Rec

- You completed the Bank Reconciliation and updated it. You realize a month later that you used the wrong statement date. You used 5/31/06 instead of 4/30/06. Now you cannot get in there to balance May.
- Call Support. We'll have to change the Statement dates in the file. This is billable.



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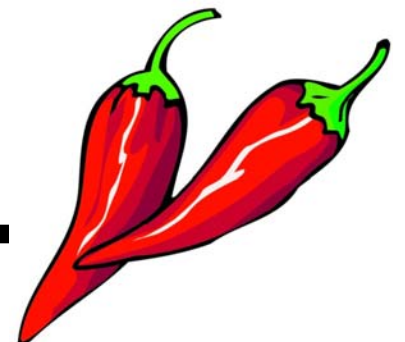


Mistake #2 with a Bank Rec

- You made some adjustments to the wrong bank account or used the wrong date.
- Reverse them in Adjustment Entry on the wrong date and re-enter to the correct bank on the correct date.



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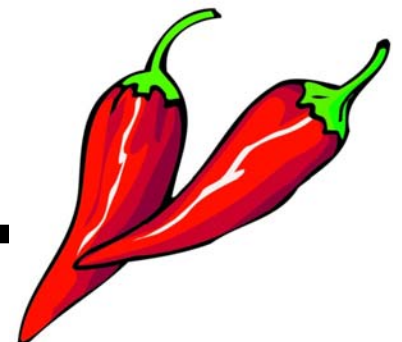


Mistake #3 with a Bank Rec

- You're trying to close your fiscal year at 6/30. SchoolBooks will warn you that there may not have been a bank reconciliation performed.
- Some Cash Accounts may not warrant a bank reconciliation – like a CD.
- If you have more than one cash account, whether reconciled or not, the program will list them for you. You can proceed if you know you've done all you need to do.



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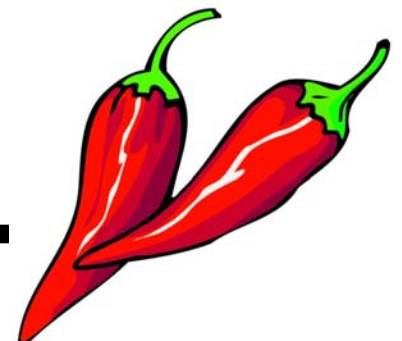


Mistake #4 with a Bank Rec

- You have a variance!
- Are your Financial Reports in balance?
- Are outstanding transactions from last month's bank reconciliation showing on this month's report?
- Did you enter the starting and ending balances on your bank statement correctly?
- If all this looks good, there is probably a data issue. You must call Blue Bear Support for help.

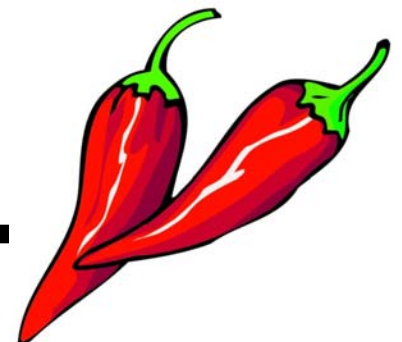


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Mistake #5 with a Bank Rec

- Your auditor wants a copy of the Bank Reconciliation Report from 2 months ago, but you can't find it.
- You can reprint the report from Bank Rec History (Management/Special Functions menu).

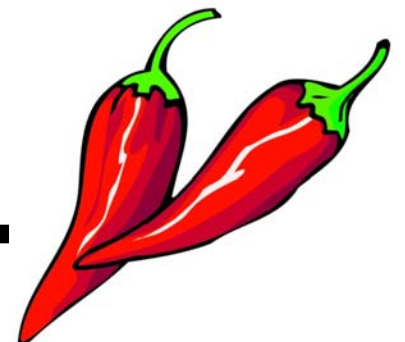


Miscellaneous Mistake #1

- You put the wrong Category Code on a transaction.
- Modify Categories to change it to the correct Code.
(Management/Special Functions/Modify Categories)



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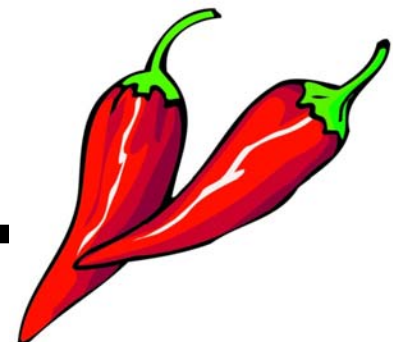


Miscellaneous Mistake #2

- You set Fred Smith (FSMITH) up as a temporary Vendor, paid him, and his Vendor record went away when you closed the month. Now it's 3 months later and you realize he should be a 1099 Vendor.
- If you remember the original Vendor Code, simply re-enter it in Vendor Maintenance. The program will recognize that the check out there in the history file belongs to FSMITH.
- If you can't find the original Vendor Code, set up a new record in Vendor Maintenance (FRED). Then when you finally dig up the old code, you can re-enter it and then do a Renumber/Merge to combine check history for both Vendors into one record.



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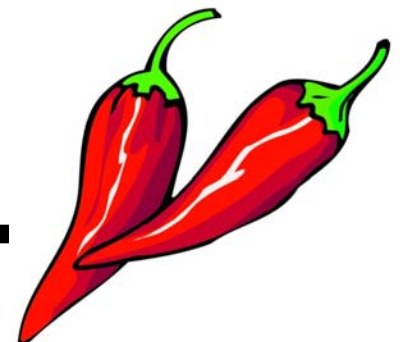


Miscellaneous Mistake #3

- A temp came in and screwed everything up. We need to pretend it never happened. It's only 2 days – you want to re-enter everything – correctly.
- Restore from backup – check the Backup Log.
- You DID make a backup before you left, right?



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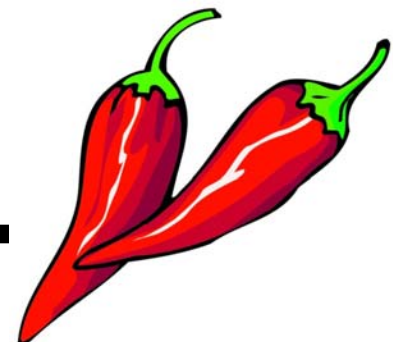


Miscellaneous Mistake #4

- You set up User Codes, but can't remember your password.
- Call Blue Bear and we can log in to get you into the program. Then you can set up a new password.
- If you are not the primary user of the system, we may require authorization from your Principal to do this. This is for your protection.



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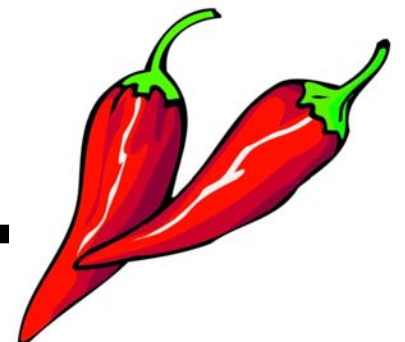


Prevent Mistakes!

- Stop yourself from posting current work to a PRIOR YEAR school.
- Make the school “Read-only.”
- Change the color of the desktop in your prior year school.



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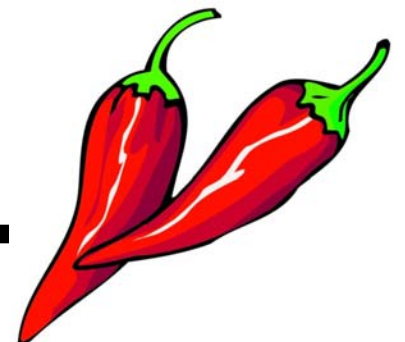


Prevent Mistakes!

- Protect yourself from the mistakes of others.
- Set up User Codes and Menu Security. Don't tell your password to anyone!



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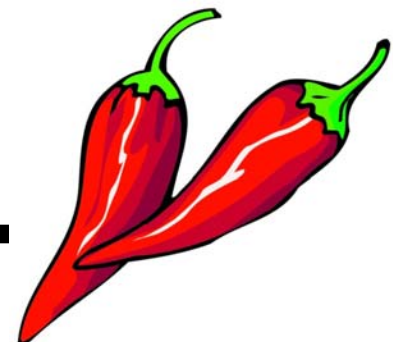


Prevent Mistakes!

- Always print out and check each journal BEFORE you click “Yes” to update. Check to see that you have entered the correct dates, GL Accounts and amounts on any and all transactions.
- Save source journals (like Bank Deposit Journal).



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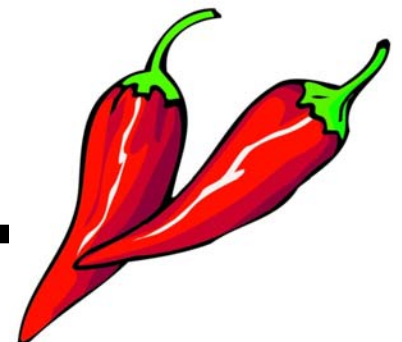


Prevent Mistakes!

- Stop yourself from posting to a prior month by mistake.
- Close the period after you have completed the last bank reconciliation for that month.
- **New Feature!** – SchoolBooks won't allow posting to a cash account **AFTER** the bank reconciliation has been completed for that month.



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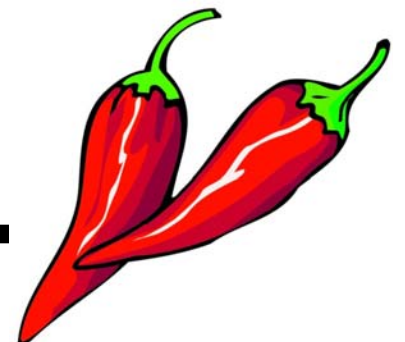


Prevent Mistakes!

- If you use multiple bank accounts, always check your journals BEFORE updating to make sure you are posting to the correct cash account.
- Set your defaults in School Settings to the correct default Bank Codes for deposits and checks.
- **New Feature!** – Two default Bank Codes – one for deposits and one for checks. (Go to Management/Customize/School Settings/Defaults Tab)



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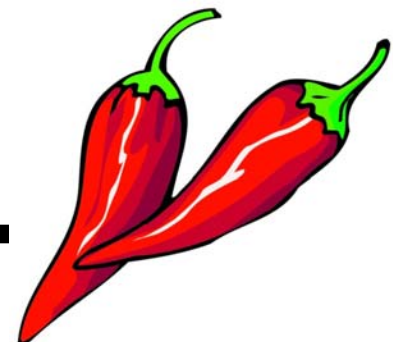


Prevent Mistakes!

- Make a backup every single day. It's best if you make the backup to a removable device. This is the best insurance you have to protect your data.
- If you back up to a network drive, we recommend changing the file name of your backup to include the date. This way you don't write over a prior backup - just in case!
- Every Friday make a backup to a removable device and take it off campus.



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Let's Walk Through It! Or Questions & Answers



CONNECTIONS 2007

