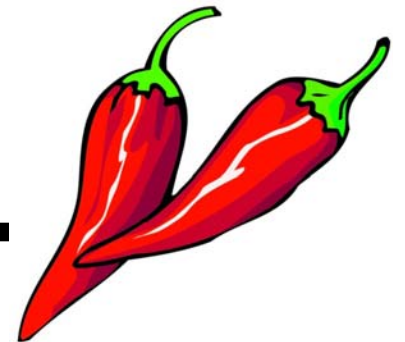


SchoolBooks – S9

**District Support for
SchoolBooks
Mini Round Table**



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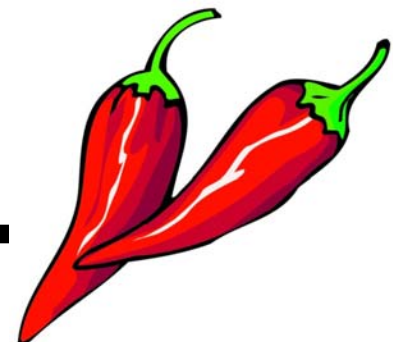


Agenda

- Managing Multiple Sites
- Dealing with Common Mistakes
- Period End Reporting
- Auditing Tools and Tips
- Catching Fraud
- Security
- Platforms



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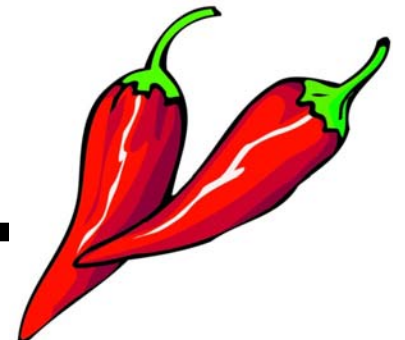
Managing Multiple Sites

- Security – using Supervisors
- Reporting – pull reports at any time
- 1099 and Consolidated Reporting
- Platform considerations – Client Server/Web – be online with schools
- Managing/controlling GL Accounts and Vendors with Global Mntce
- Reprint Bank Rec Reports

Multi-School Bank Rec needs?



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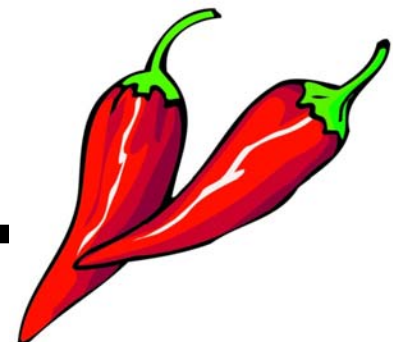


Dealing with Common Mistakes

- Refresher Up Training for Bookkeepers.
 - Review “Check Journal before Update.”
- Monthly or quarterly bookkeeper meetings.
- Rewards/acknowledgement for good audits.



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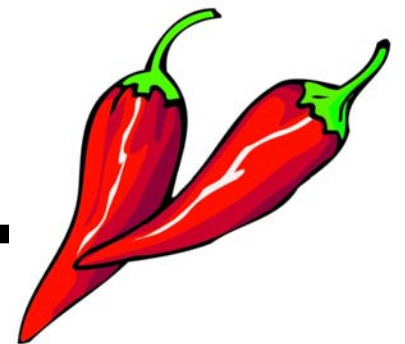


Period End Reporting

- Establish expectations (reports due by the 10th) and stick to it. Be specific. Which reports do you want?
- If principals are reviewing reports, teach them some basics. Publicly reward & acknowledge compliance.
- If reports aren't ready on time, assume there is something wrong and check it out right away.



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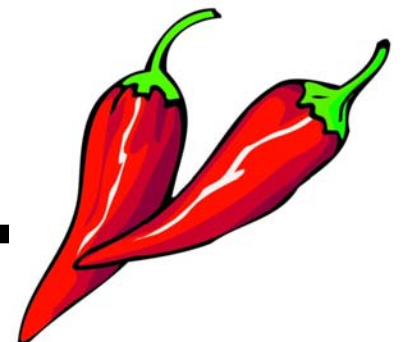


Auditing Tools and Tips

- Do a couple surprise audits each year – it will put everyone on guard.
- Use Master Audit Report to make sure transactions are posted in a timely manner. Sort by Date Updated for the current week.
- Check Bank Recs every month.



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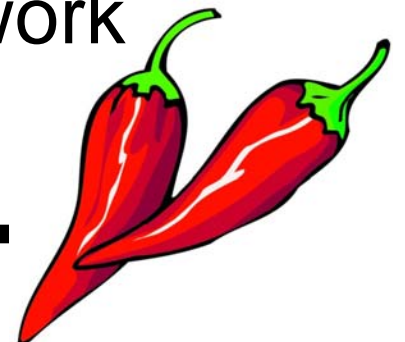


Catching Fraud

- Restrict access to School Mntce – so user can't set up another school.
- Suspect a problem? Call Blue Bear – we can help.
- Make sure teachers and advisors get copies of their reports – they are quick to spot missing \$\$ in their accounts.
- Be suspicious of the Bkpr who is behind & doesn't want your help or who takes work home.



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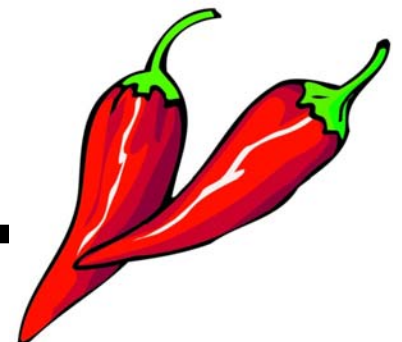


Security

- Insist on use of User Codes/Menu Security.
- If Client Server, check who's doing what by using Session Console.
- Restrict user access to setup and utilities like purge options. Some options require permission.



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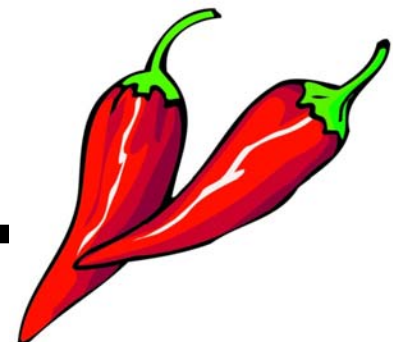


Platform Choices

- Single User
- Local Area Network
- Client Server
- SchoolBooks Web



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Questions & Answers

Comments & Thoughts



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