



District Survey – D1

District Support for Blue Bear

Mini Round Table





Agenda

- Managing Multiple Sites
- Preventing Common Mistakes
- Procedures for Updates
- Period End Reporting
- Auditing Tools and Tips
- Catching Fraud
- Security
- Platforms





Managing Multiple Sites

- Security.
- Platform considerations – Client Server/WEB.
- Get reports often.
- 1099 and Consolidated Reporting.
- Managing GL Accounts and Vendors with Global Maintenance.
- Reprint Bank Reconciliation Reports.
- Multi-School Bank Reconciliation needs?





Preventing Mistakes

- Refresher Training for Bookkeepers.
 - Review “Check Journal before Update.”
 - Cover common mistakes you see and work through fixes together.
 - Ask what they would like to cover.
- Monthly or quarterly bookkeeper meetings.
- Rewards/acknowledgement for good audits.





Period End Reporting

- Establish expectations.
 - Which reports do you want?
 - Reports due by the 10th.
 - Be specific. Stick to it.
- Educate principals how to review. Publicly reward & acknowledge compliance.
- If reports aren't ready on time, assume something is wrong and check it out.



Getting Updates on Client/Server

- Set up a test environment.
- Get Updates when they are released. You should get emails from us. If you don't, let us know!
- Go to Help / Get Updates.
- Do this when everyone is out of the system.
 - Send an email telling them when you will be getting updates; ask them to not work then.
 - Check this by going to Session Console.





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/month.
 - NEW! Sort by Date of Transaction.
 - Check Bank Reconciliations every month.





Catching Fraud

- Suspect a problem? Call Blue Bear.
- Restrict access to School Maintenance so users can't set up another school.
- Make sure teachers and advisors get copies of their reports each month – they are quick to spot missing money in their accounts.
- Be suspicious of the Bookkeeper who is behind, doesn't want help, or takes work home.





Security

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

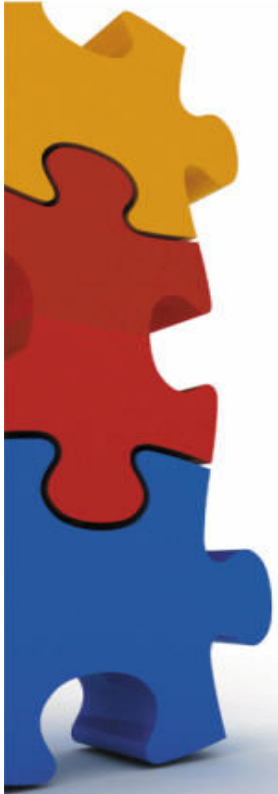




Platform Choices

- Single User
- Local Area Network
- Client Server
- SchoolBooks WEB (now!)
- Tracks WEB (coming in May 2008!)





Roundtable Discussion and Questions & Answers

