



**SchoolBooks – S1**

# **Overview of SchoolBooks Breakouts**





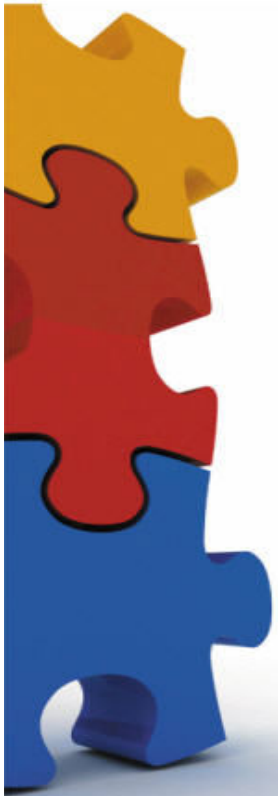
# S2 – Adjustments and Transfers

- Difference between adjustments & transfers.
- Examples of three transfer options.
- Adjustments.
- Reversing incorrect entries.
  - Friday at 9:00.



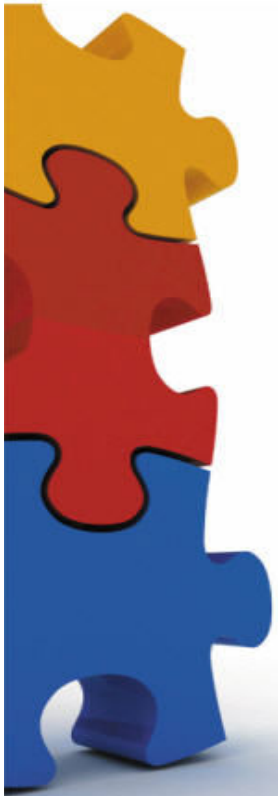
# S3 – Bank Reconciliation – Finishing Touches

- Step-by-step month-end bank reconciliation process.
- Clearing Items.
- Adjustments for charges and interest.
- Balancing with bank statement.
- Troubleshooting variances.
- Report options.
  - Friday at 9:00.



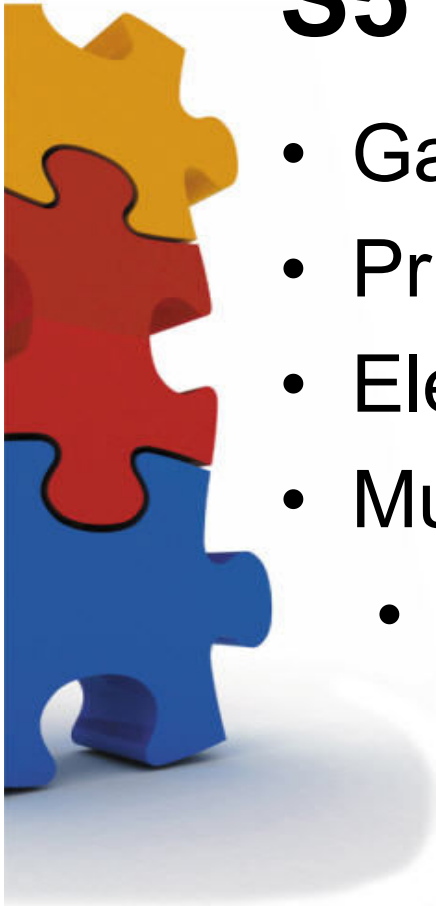
# S4 – Period End Processing

- Month end processes.
- Year end processes.
- Bank reconciliation.
- Adjustments and transfers.
- Printing reports (and what they mean)!
- Saving prior year data.
  - Thursday at 1:15.
  - Friday at 2:00.



# S5 – 1099 Processing

- Gather vendor payment information.
- Print 1099 forms and reports.
- Electronic filing.
- Multiple school processing at district level.
  - Friday at 10:15.





# S6 – Encumbrances – Purchase Orders and Invoices

- The PO and Invoice Process.
- Reporting.
- Blanket Purchase Orders.
- Using Backorders.
- Multi-vendor Purchase Orders.
- Updating Tracs inventory.
  - Thursday at 10:30.
  - Friday at 10:15.

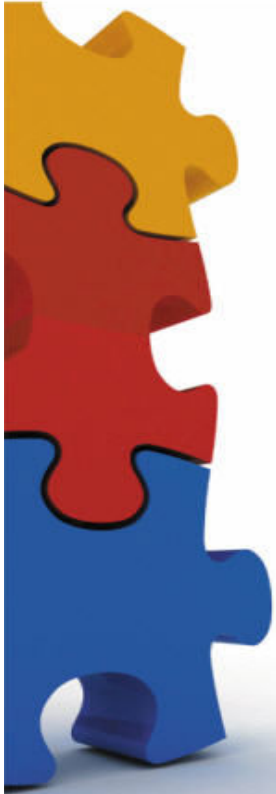


# S7 – Advanced Reporting

- Filter and Summarize options on reports.
- Getting the most out of Print Groups & Categories.
- Consolidated reporting for multiple schools.
- Audit features, including Audit Selection Report.
  - Thursday at 9:15 and 4:00.



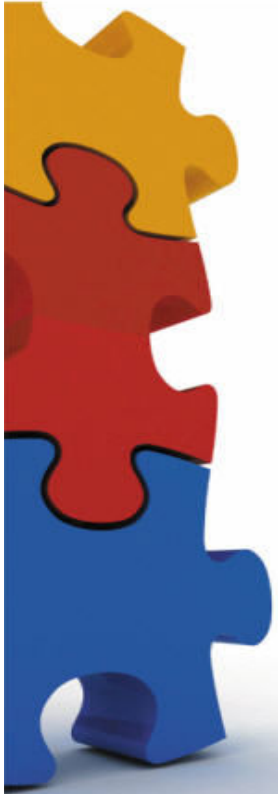
# S8 – Oops! Common User Mistakes and Fixes



- We'll show you how to fix almost anything!
- Incorrect deposit/check amounts.
- Wrong dates on deposits.
- Right adjustment, wrong bank account.
  - Thursday at 4:00.
  - Friday at 12:45.



# S9 – eCommerce Manager for SchoolBooks

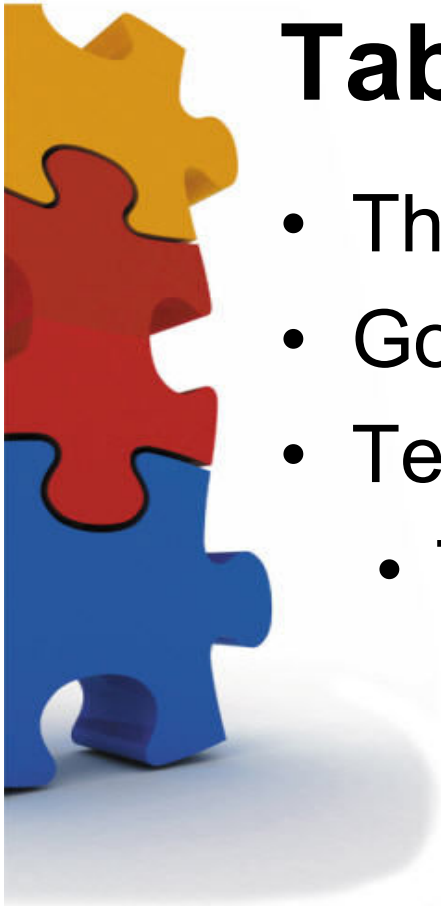


- Allow parents to make purchases online.
- Examples of setup options.
- Creating receipt transactions.
- Examples of daily procedures.
  - Thursday at 2:30.
  - Friday at 2:00.



# S10 – SchoolBooks Round Table Discussion

- This is an open forum discussion.
- Got questions? We've got answers.
- Tell us your enhancement requests.
  - Thursday at 2:30.



# S11 – SchoolBooks Receipts and Deposits

- Entering SchoolBooks receipts.
- Printing receipts.
- Receipt form.
- Manual bank deposit entry.
- Importing Tracks data.
  - Thursday at 9:15.



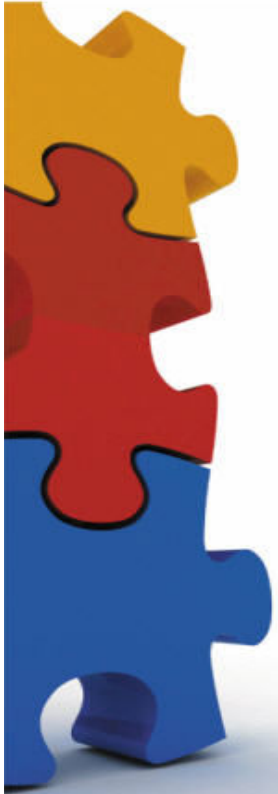
# S12 – Consolidated Reporting

- Producing consolidated reports from multiple schools.
- Detailed setup instruction.
- New consolidated Vendor reporting options.
  - Thursday at 1:15.
  - Friday at 2:00.



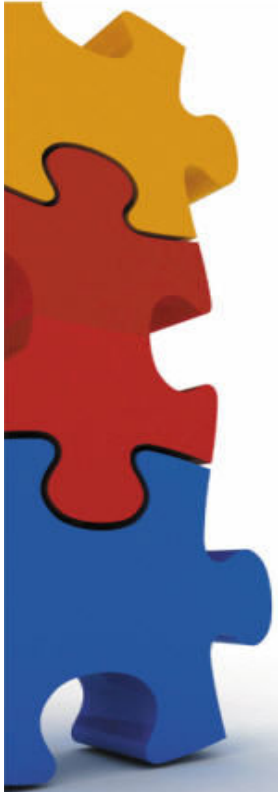
# S13 – SchoolBooks System Startup

- Getting started.
- Entering GL accounts.
- Vendor setup.
- Entering opening balances.
- Handy checklist.
  - Thursday at 2:30.



# S14 – SB WEB Demo

- See the new product in action.
- New menu system.
- One piece entry screens (no tabs)!
- New options for reports.
  - Thursday at 10:30.
  - Friday at 9:00.



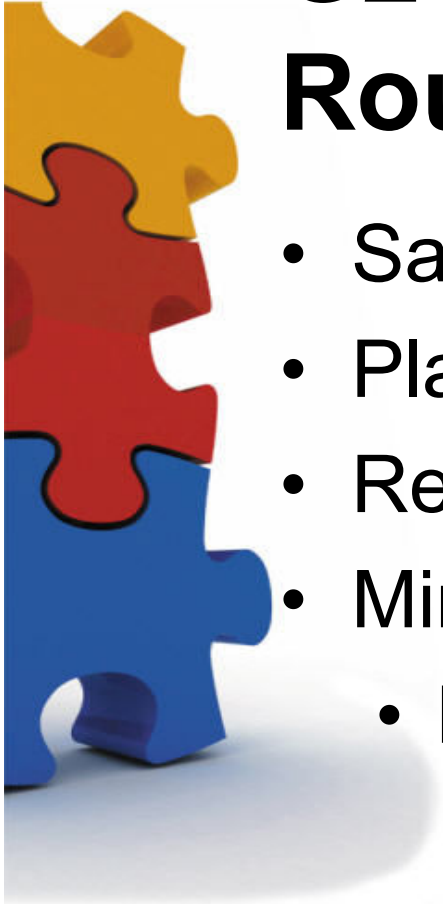
# G1 – Integration of Tracks, SchoolBooks, and eCommerce

- Integration – including online sales!
- Split closeouts into multiple deposits.
- NSF and Refund Checks.
- Issue a SB Purchase Order for Tracks Items and update Inventory.
  - Thursday at 10:30.

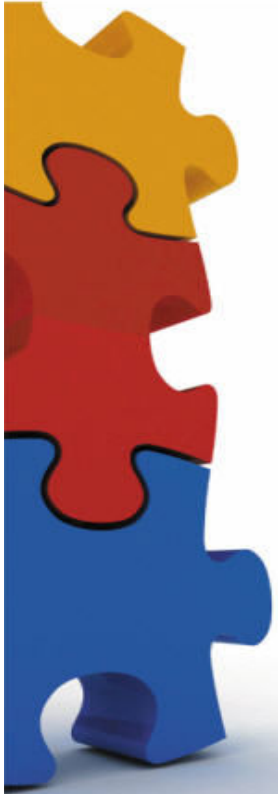


# G2 – Activity Directors - Mini-Round Table

- Sales and collections.
- Planning fundraisers.
- Reporting protocols.
- Mini-Round Table Discussion.
  - Friday at 12:45.



# G3 – SB/TR Hands-On with Blue Bear

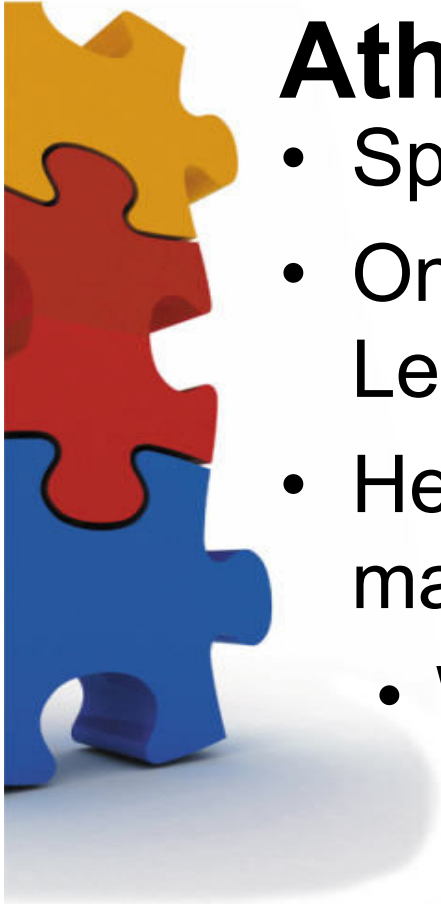


- Use your data to practice what you learn!
- Blue Bear staff on hand.
  - Available throughout the day on Thursday and Friday.
  - Seating and time slots are limited.
  - Please schedule an appointment at the Registration Desk on Wednesday or in the Road Runner room Thursday and Friday.

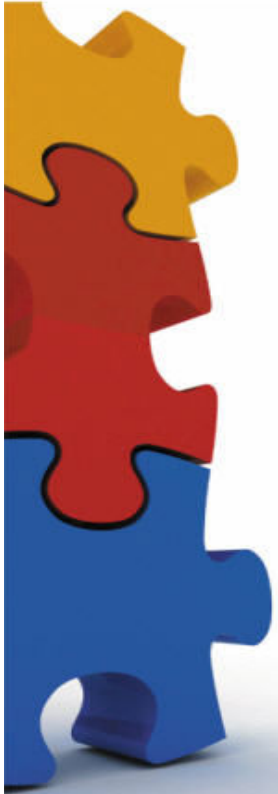


# G4 – Active Connects - Athletics

- Sports fees collection.
- Online registration programs – Eteamz, LeagueOne and ActiveNet.
- Help us help you make school sports management easier!
  - Wednesday at 1:30.



# G5 – Active Connects – Website Content Manager



- No more waiting for school/district techs!
- Update Website content.
- Manage online information.
  - Wednesday at 2:45.
  - Thursday at 10:30.



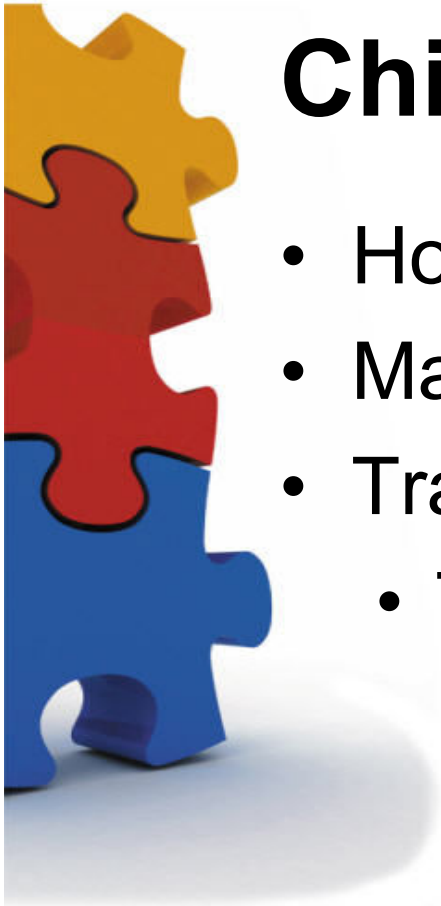
# G6 – Active Connects – Facilities Reservations

- Improve Facility Management
- Increase Utilization Rates
- Automate Reporting
- Improve A/R Management
  - Thursday at 4:00.



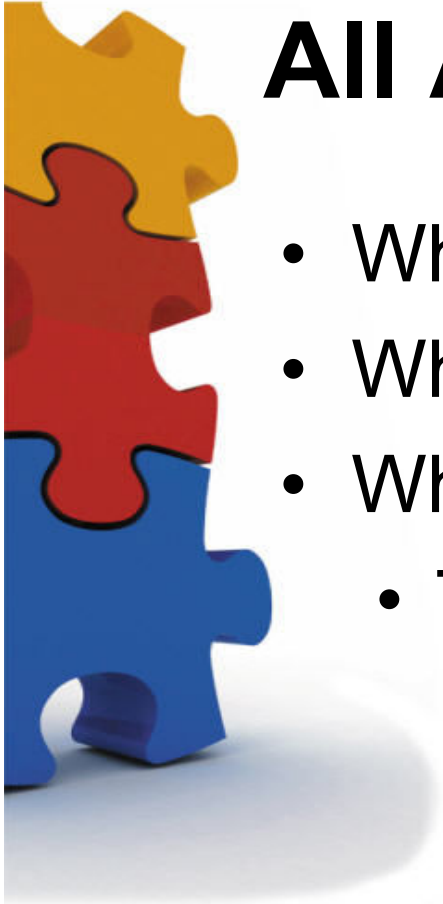
# G7 – Active Connects – Childcare/After School

- How to streamline operations.
- Manage enrollment and payments.
- Track alerts and parent authorizations.
  - Thursday at 1:15.



# G8 – Active Connects – All About Active

- What we do.
- Who we serve.
- Where we are headed.
  - Thursday at 9:15.





# G9 – Active Connects – Web Store Tips

- How to Publicize your Web Store.
- Key Places to Highlight the ONLINE OPTION.
- Power of Email.
- Getting the Most Visibility for your Web Store on your School Website.
  - Wednesday at 1:30.
  - Friday at 10:15.





# G10 – Active Connects - Summer Programs

- Save yourself time and energy by allowing your participants to register online.
- Give your community the ability to pay for their summer programs by Credit Card, Debit Card, and E-Check.
- Forget about those HUGE stacks of paper and streamline your data collection process.
  - Friday at 9:00.



# G11 – Active Connects – Fundraisers

- Learn how to generate more donation money for your school / district in this tough fiscal climate.
- Give your parents and donors the ability to support your school / district from anywhere with your own Online Donation Program.
- Allow your donors to see how their contribution is helping their school / district reach it's goal.
  - Wednesday at 2:45.
  - Thursday at 2:30.





# D1 – District Support for Blue Bear – Mini Round Table

- Managing multiple school sites.
- Month and Year End reports.
- User codes and security.
- Round table conversation – most talking by all attendees will take place here.
  - Friday at 9:00.
- *Note: This class is only open to district personnel.*





# D2 – Transition from Client Server to SB WEB

- How you are going to transition your school from CS to SB WEB.
- Similarities and differences between platforms.
- Installation and set up.
- Training recommendations.
  - Thursday at 4:00.
- *Note: This class is only open to district personnel.*



# D3 - District Audit Functions and Tools

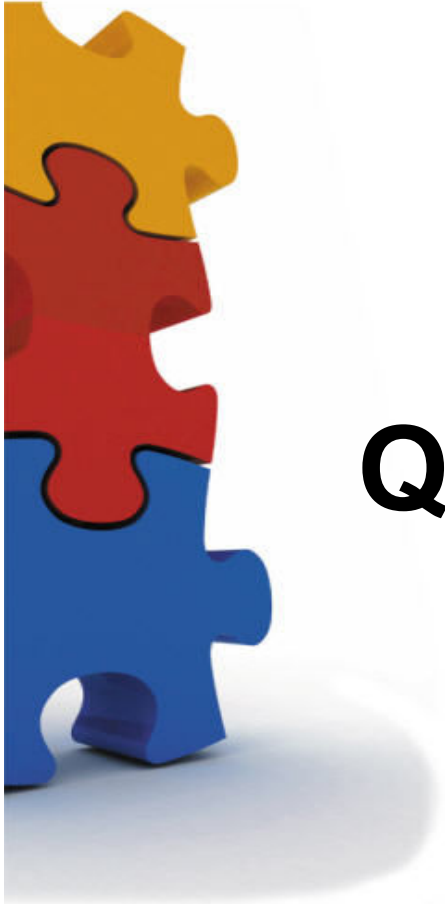
- Audit Tools in SchoolBooks and Tracks.
- User Codes and System Security.
- Fraud prevention.
  - Thursday at 1:15.
- *Note: This class is only open to district personnel.*



# D4 – District Survival Kit

- Hiring Procedures, Staff Responsibilities, and Training Suggestions.
- Fraud Prevention and Cash Handling Protocols.
- Some open discussion where we will discuss what works and what doesn't for some issues.
  - Thursday at 2:30.
- *Note: This class is only open to district personnel.*





# Questions & Answers

