



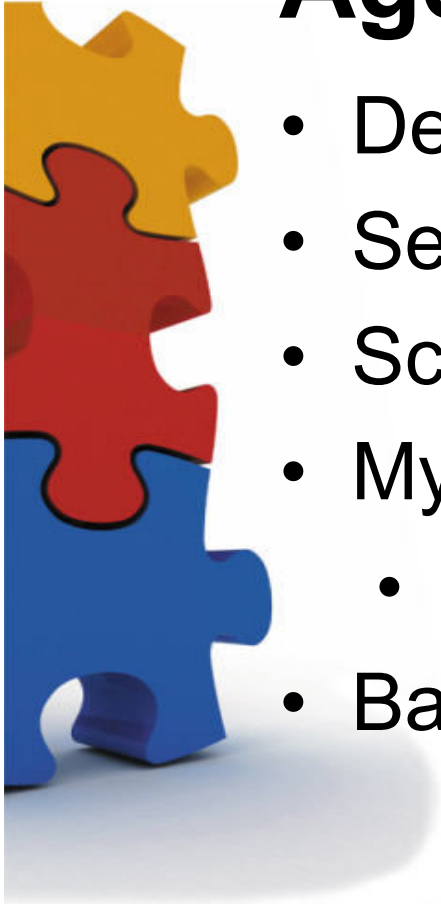
**SchoolBooks – S12**

# **Consolidated Reporting**



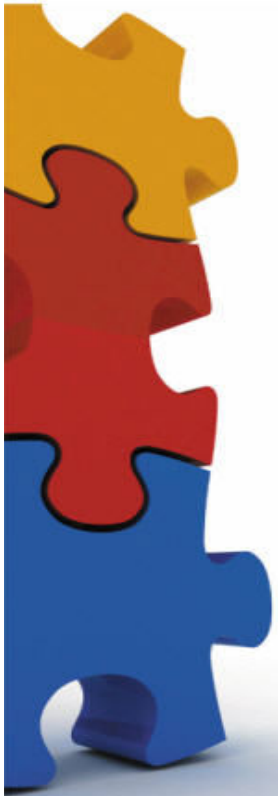
# Agenda

- Definition – Combining School Data
- Setup in School Settings
- School Group Maintenance
- My Consolidated Reports
  - NEW! Consolidated Vendor Reports
- Bank Rec Status Report

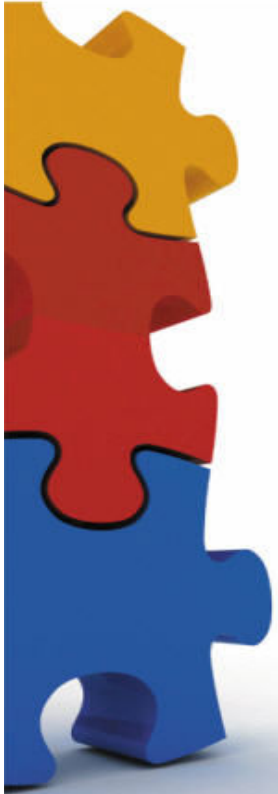


# Definition – What are they?

- Use Consolidated Reporting to combine data for multiple schools.
- What happens?
  - Program copies data from all schools into one big file – CONSHIST – with each School's Code.
  - Reports extract the data you want.
  - It is helpful if the chart of accounts for the schools being consolidated is similar.



# Setting it up



- For each school: Management / Customize / School Settings - Defaults Tab – Include in Consolidations.
- Load each school's data into one copy of SchoolBooks.
  - If you have Client Server, this is already done.
  - If you don't, restore a backup from each separate school onto your computer.



# School Group Maintenance

- Management / Special Functions / Consolidated Reports / School Group Maintenance.
- Define groups of schools for reporting.
- Choose groups based on your own criteria.

School Group Name: High Schools

School Selection

Select	Code	Name	Type
<input checked="" type="checkbox"/>	EAST	East High School	High School
<input type="checkbox"/>	NEAST	NorthEast Elementary School	Elementary School
<input type="checkbox"/>	NORTH	North Middle School	Middle School
<input type="checkbox"/>	SEAST	South East Elementary School	Elementary School
<input type="checkbox"/>	SOUTH	South Middle School	Middle School
<input checked="" type="checkbox"/>	WEST	West High School	High School
<input checked="" type="checkbox"/>	ZPLAY	Play School High School	High School

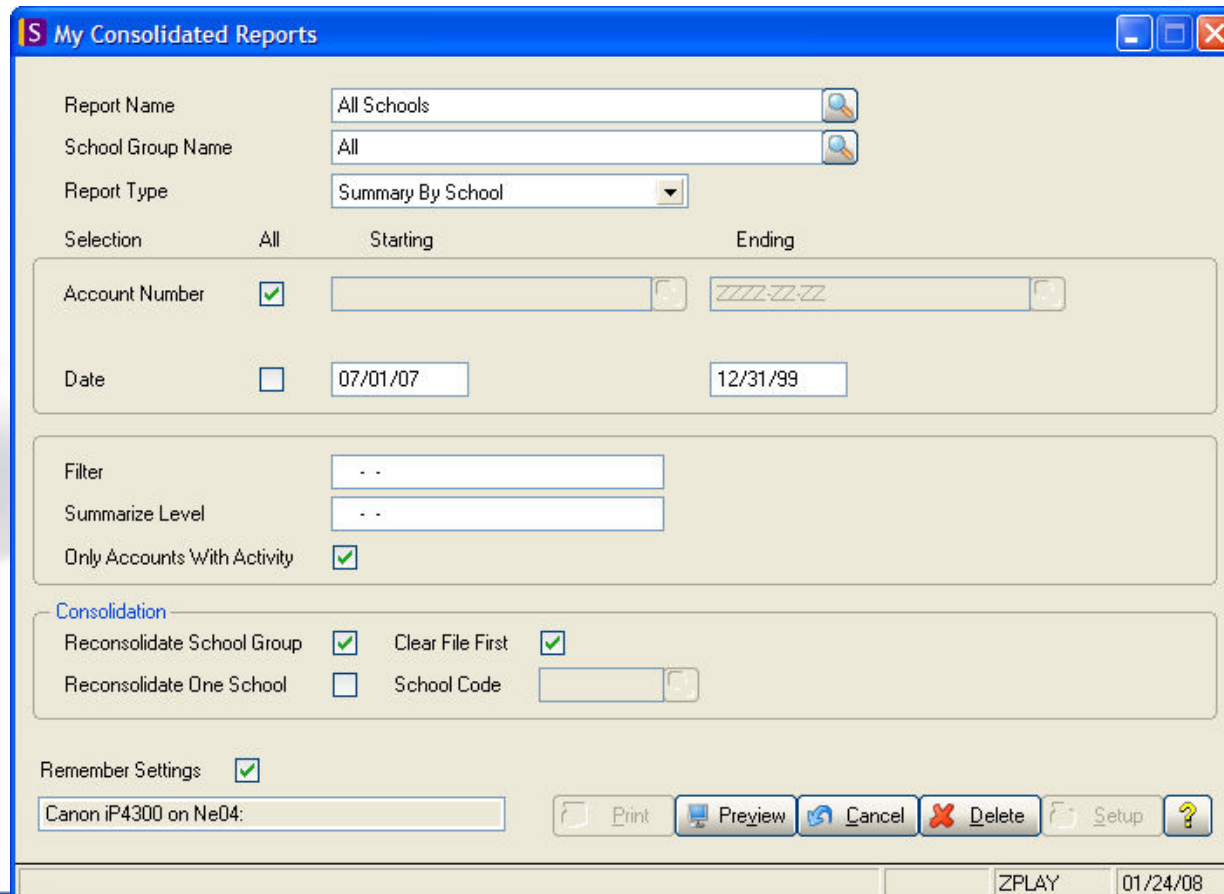
Select All Clear All High School Select Type

Save Delete Cancel ?

ZPLAY 01/24/08

# Create and Run Reports

- Management / Special Functions / Consolidated Reports / My Consolidated Reports.



**S My Consolidated Reports**

Report Name: All Schools

School Group Name: All

Report Type: Summary By School

Selection: All Starting Ending

Account Number:  [ ] [ ]

Date:  07/01/07 12/31/99

Filter: [ ]

Summarize Level: [ ]

Only Accounts With Activity:

**Consolidation**

Reconsolidate School Group:  Clear File First:

Reconsolidate One School:  School Code: [ ]

Remember Settings:

Canon iP4300 on Ne04: [ ]

Print Preview Cancel Delete Setup ?

ZPLAY 01/24/08



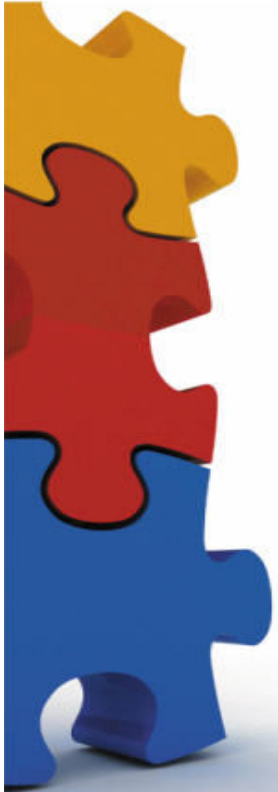
# Report Selection Options

- Save report name and setup.
- Save the school group for this report.
- Save the GL Account range selected.
- Save the date range selected.
- Optionally, re-run the consolidation -
  - For all schools.
  - For only one school.



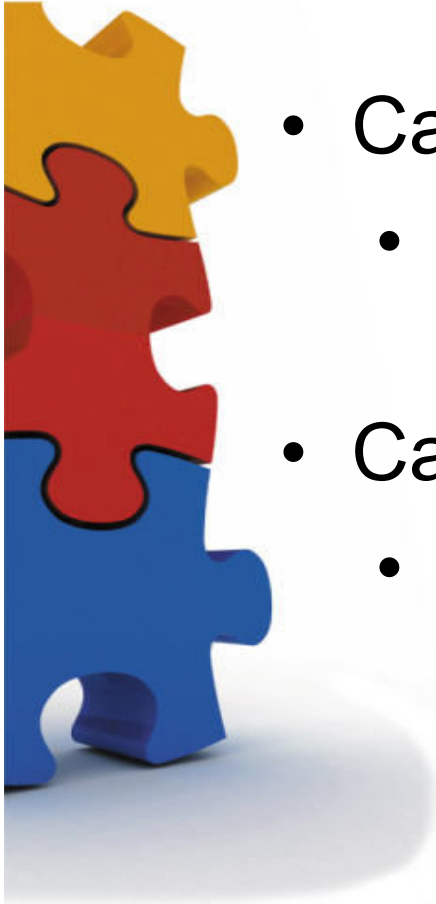
# Report Types

- Summary By School:
  - Total account balance for each school, subtotaled by School Type.
- Summary By GL Account:
  - Total balances for each GL account across all schools.
  - Each line contains the data for all the schools.
- Detail By Account/School:
  - Detail for each school for each GL Account.



# Report Types

- Cash Summary By Month/School:
  - One page per school listing transaction summary of Cash Accts.
- Cash Summary Totals By School:
  - Summary of Cash Account transactions per school (1 line each school) on one page.



# Report - Summary by School

## Consolidated Report

### CONSOLIDATED REPORT - SUMMARIZED BY SCHOOL

Date Range: 7/1/2007 through 12/31/2099

Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
<b>Elementary Schools</b>					
NEAST - NorthEast Elementary School	33,721.57	31,961.69	7,529.20	0.00	58,154.06
SEAST - South East Elementary School	73,721.57	32,961.69	7,729.20	0.00	98,954.06
	<u>107,443.14</u>	<u>64,923.38</u>	<u>15,258.40</u>	<u>0.00</u>	<u>157,108.12</u>
<b>High Schools</b>					
EAST - East High School	48,721.57	38,461.69	6,979.20	0.00	80,204.06
WEST - West High School	122,173.69	41,961.69	6,979.20	0.00	157,156.18
ZPLAY - Play School High School	38,721.57	31,961.69	8,234.20	0.00	62,449.06
	<u>209,616.83</u>	<u>112,385.07</u>	<u>22,192.60</u>	<u>0.00</u>	<u>299,809.30</u>
<b>Middle Schools</b>					
NORTH - North Middle School	53,721.57	32,961.69	7,979.20	0.00	78,704.06
SOUTH - South Middle School	98,721.57	34,961.69	6,979.20	0.00	126,704.06
	<u>152,443.14</u>	<u>67,923.38</u>	<u>14,958.40</u>	<u>0.00</u>	<u>205,408.12</u>
	<u><u>469,503.11</u></u>	<u><u>245,231.83</u></u>	<u><u>52,409.40</u></u>	<u><u>0.00</u></u>	<u><u>662,325.54</u></u>



# NEW! Vendor Reports

- Summary - one total for each Vendor.
- Summary by School – each Vendor with subtotal by school and grand total.
- Detail by School – each Vendor's detail subtotal by school and grand total.

**S My Consolidated Reports**

Report Name: Middle School Vendor Report

School Group Name: Middle Schools

Report Type: Vendor Check History - Summary

Gather By: Vendor Code

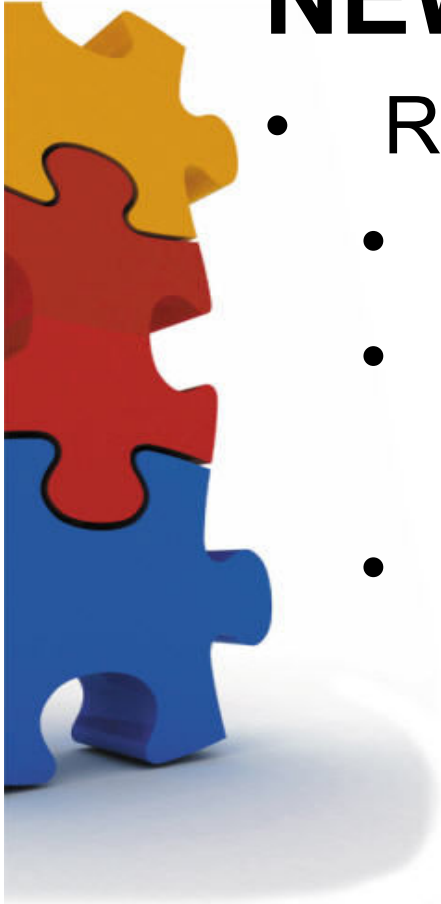
Selection: All Starting Ending

Vendor Code:  GREEN  MARSTRONY

Date:  07/01/07  12/31/07

# NEW! Vendor Reports

- Report details:
  - Gather data by Vendor Code or Tax ID.
  - Select on range of Vendors or range of check dates.
  - Prints format like Vendor Check History Report.



# Bank Rec Status Report

- Management / Special Functions / Consolidated Reports / Bank Rec Report

Play School High School										
BANK REC STATUS REPORT										
Bank Code	Bank Acct Description	Bank Acct Number	GL Acct Number		Last Statement Date	Beg Bank Statement Balance	End Bank Statement Balance	Total Outstand Checks	Total Outstand Deposits	Total Outstand Adjustmts
<b>School Type: High School</b>										
<b>EAST East High School</b>										
A	Sunshine Bank - Checking	1254-4657-102	1000-00-00	Cash - Chkg - Sunshine Ban	Not Found	0.00	0.00	0.00	0.00	0.00
B	West Bank - Savings Accou	0245-458-4448	1005-00-00	Cash - Savings - West Bank	Not Found	0.00	0.00	0.00	0.00	0.00
W	Web Store Clearing Bank		1300-00-00	Web Store Clearing Bank	Not Found	0.00	0.00	0.00	0.00	0.00
<b>WEST West High School</b>										
A	Sunshine Bank - Checking	1254-4657-102	1000-00-00	Cash - Chkg - Sunshine Ban	Not Found	0.00	0.00	0.00	0.00	0.00
B	West Bank - Savings Accou	0245-458-4448	1005-00-00	Cash - Savings - West Bank	Not Found	0.00	0.00	0.00	0.00	0.00
W	Web Store Clearing Bank		1300-00-00	Web Store Clearing Bank	Not Found	0.00	0.00	0.00	0.00	0.00
<b>ZPLAY Play School High School</b>										
A	Sunshine Bank - Checking	1254-4657-102	1000-00-00	Cash - Chkg - Sunshine Ban	7/31/2007	15,000.12	29,072.23	299.00	0.00	0.00
B	West Bank - Savings Accou	0245-458-4448	1005-00-00	Cash - Savings - West Bank	Not Found	0.00	0.00	0.00	0.00	0.00
W	Web Store Clearing Bank		1300-00-00	Web Store Clearing Bank	Not Found	0.00	0.00	0.00	0.00	0.00





# Let's Walk Through It! Or Questions & Answers

