



**SchoolBooks – S4**

# **SchoolBooks Period End Processing**



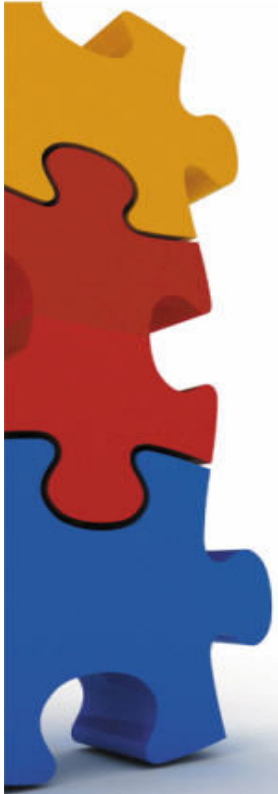
# Agenda

- Month End Processing
- Which reports should you print? What do they mean?
- Year End Processing tasks
- Purging Vendor Check History and Receipts
- Year End Checklist



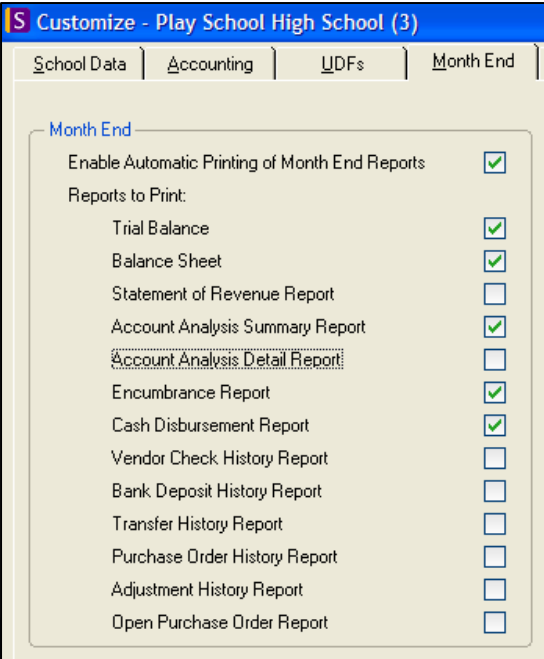
# Month End – What happens?

- Prevents posting to a closed period.
- Removes Tracks Closeouts that have been imported for that month.
- Removes purchase orders that have been received from the Purchase Order Entry file.
- Removes temporary vendors from Vendor file if they have been paid.
- Removes paid invoices from Open Invoice file.



# Automatic Report Printing

- Management / Customize / School Settings - Month End Tab
- Reports are chained together so you don't have to select them.
- Makes it easy to get the same reports each month.



Customize - Play School High School (3)

School Data | Accounting | UDFs | Month End

Month End

Enable Automatic Printing of Month End Reports

Reports to Print:

Trial Balance	<input checked="" type="checkbox"/>
Balance Sheet	<input checked="" type="checkbox"/>
Statement of Revenue Report	<input type="checkbox"/>
Account Analysis Summary Report	<input checked="" type="checkbox"/>
Account Analysis Detail Report	<input type="checkbox"/>
Encumbrance Report	<input checked="" type="checkbox"/>
Cash Disbursement Report	<input checked="" type="checkbox"/>
Vendor Check History Report	<input type="checkbox"/>
Bank Deposit History Report	<input type="checkbox"/>
Transfer History Report	<input type="checkbox"/>
Purchase Order History Report	<input type="checkbox"/>
Adjustment History Report	<input type="checkbox"/>
Open Purchase Order Report	<input type="checkbox"/>



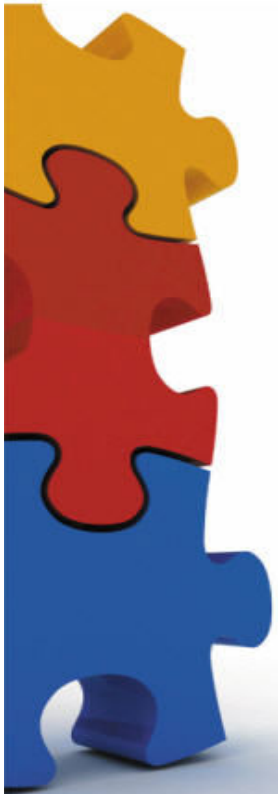
# Report Recommendations

- Account Analysis Detail Report for the cash account (keep with your Bank Reconciliation & statement).
- Account Analysis Summary Report.
- Cash Disbursements Report – list of checks written in check number order.
- Encumbrance Report – shows all detail plus open invoices and purchase orders for each account.



# Report Overview

- Financial Reports
  - Statement of Revenue
  - Balance Sheet
  - Budget Report
- History Reports
  - Bank Deposit History
  - Receipt History
  - Adjustment & Transfer History



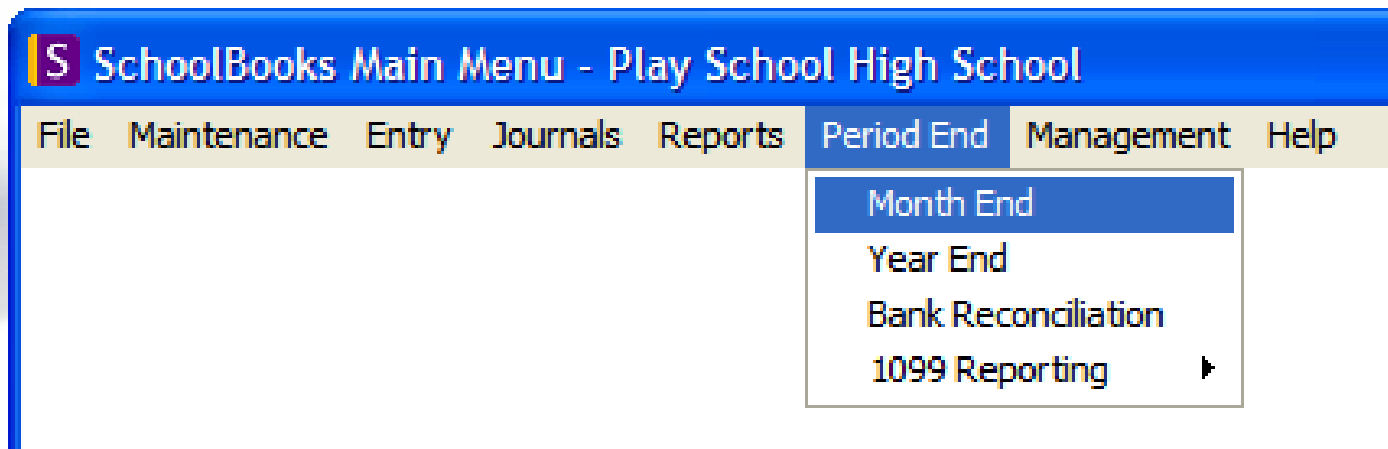
# Month End Checklist

- Do any adjustments from your bank statement.
- Print and update all data entry in process. All data entry files & journals should be updated.
- Reconcile your Bank Statement(s).
- Print financial reports that YOU need.
- Print Encumbrance Reports for other people.
- Close the Month.



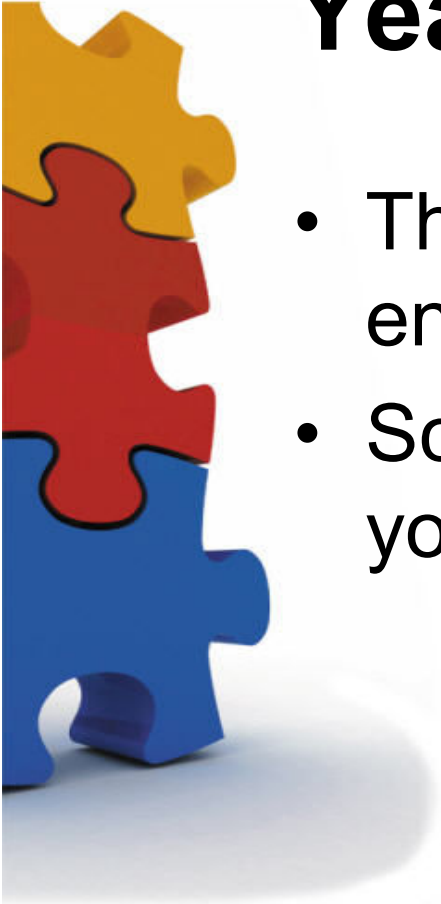
# Close the month

- Complete the Bank Reconciliation for all cash accounts for the month.
- Do the month end process. Period End Menu / Month End.



# Year End Processing

- This process closes out your books at the end of the school year.
- SchoolBooks will also prompt you to save your prior year data too.





# Things To Consider/Remember

- Print out SchoolBooks Support Tip SB 101 - Year End Checklist.
- Fiscal Year End Date: Set on the Accounting Tab under Management / Customize / School Settings
- Do you reconcile all cash accounts?



# Things To Consider/Remember

- Complete all transactions for the current school year.
- Re-deposit petty cash funds through Cash Transfer Entry (SchoolBooks Support Tip SB 105).
- Perform Month End Process for all months.
- Make backups prior to and after the Year End Process.



# Y/E Processing – What happens?

- For Income & Expense accounts, SchoolBooks zeroes out those account balances and moves the net to the Due to Student Body account.
- Converts ending account balances for the current year into Opening Balances for the next year.
- SchoolBooks changes the beginning and ending fiscal dates to the next year.



# Printing Year End Reports

- Print Trial Balance with Period End Date 06/30/08.
- Print Account Analysis Report (Summary) for all accounts.

**Trial Balance - Play School High School**

Period End Date: 06/30/08

Print accounts with zero balance:

Use GL Print Groups:

Remember Settings:

hp deskjet 960c on LPT1:

**Account Analysis Summary Report - Play School High School**

Selection	All	Starting	Ending
Account Number	<input checked="" type="checkbox"/>	<input type="text" value=""/>	<input type="text" value="ZZZ-ZZ-Z"/>
Date	<input type="checkbox"/>	<input type="text" value="07/01/07"/>	<input type="text" value="06/30/08"/>

Filter:

Summarize Level:

Only Accounts With Activity:  Use GL Print Groups:

Show Encumbered Balance:  Include PTD:  Add Signature Line:

Remember Settings:

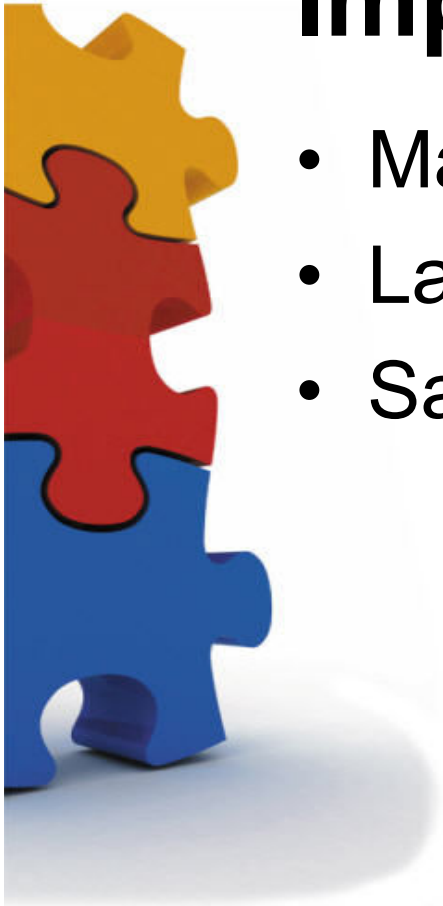
hp deskjet 960c on LPT1:

Print Preview Cancel Setup ?

ZPLAY 01/21/08

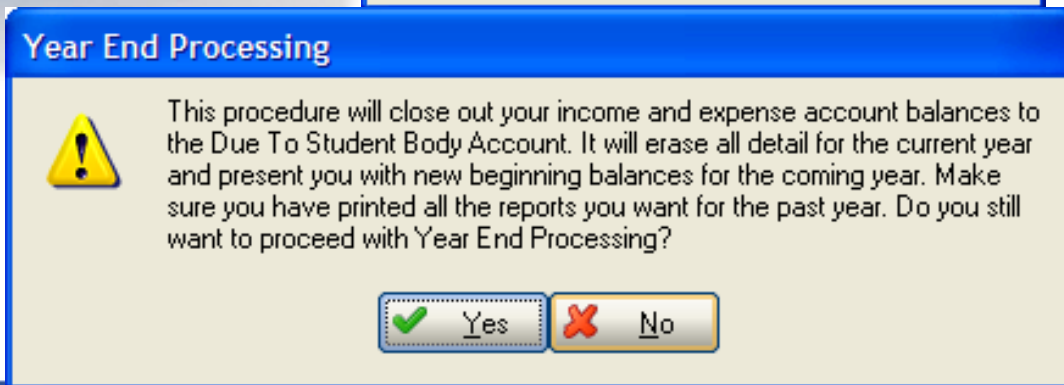
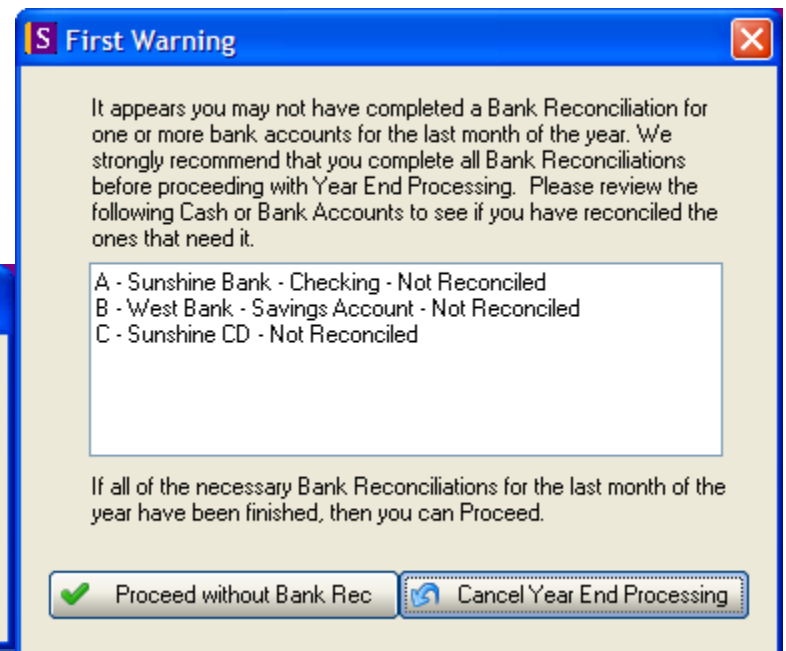
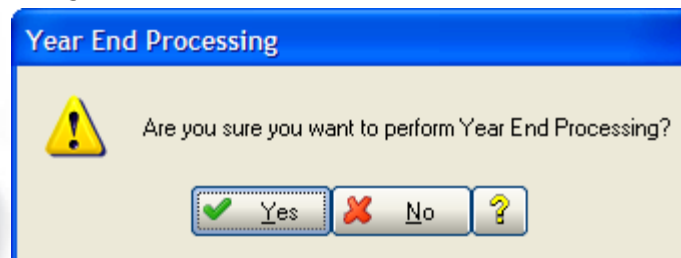
# Important!!!

- Make a Backup.
- Label “SB Prior to Year End 07-08”.
- Save this file. DO NOT copy over this file.



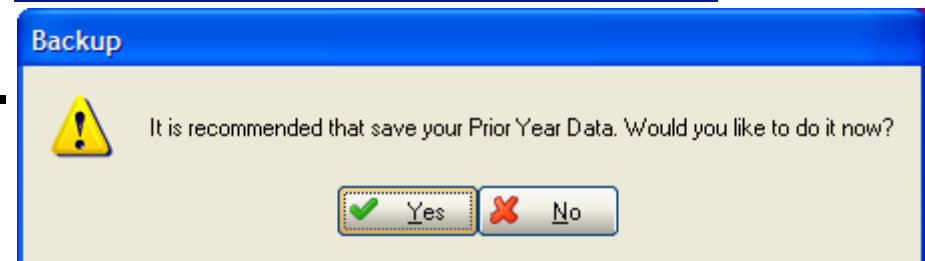
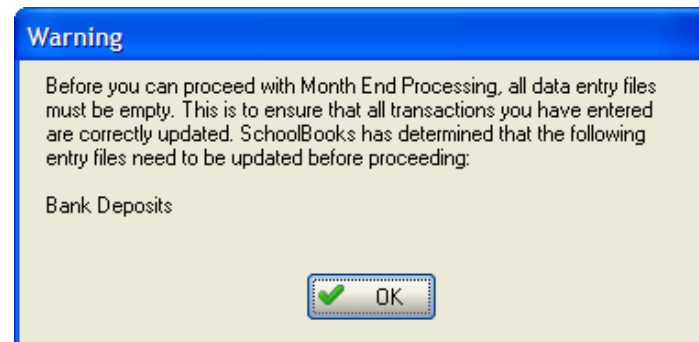
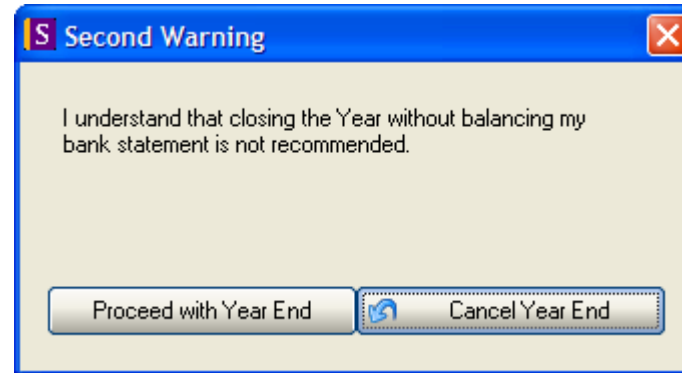
# Year End Process

- Note: Year End cannot begin until all transactions are updated and Month End has been performed for all months.
- Period End / Year End
- Do you reconcile these accounts?



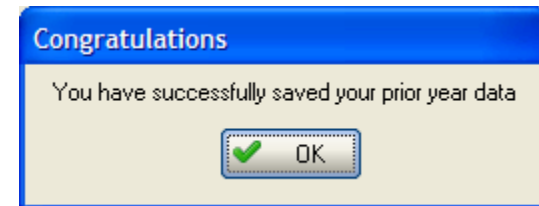
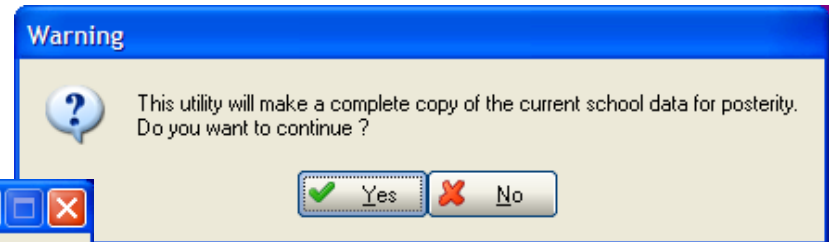
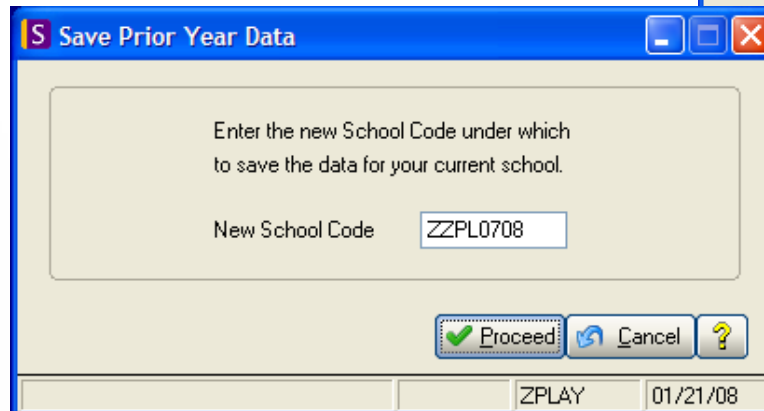
# Year End Process

- Second Warning.
- Update Journals.
- Create Prior Year.

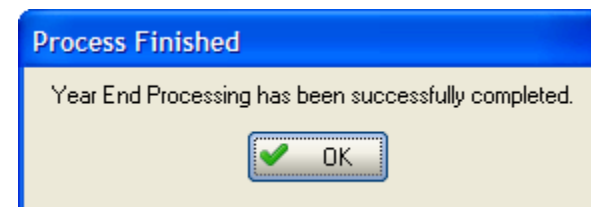


# Completing Year End Process

- Creating Prior Year.

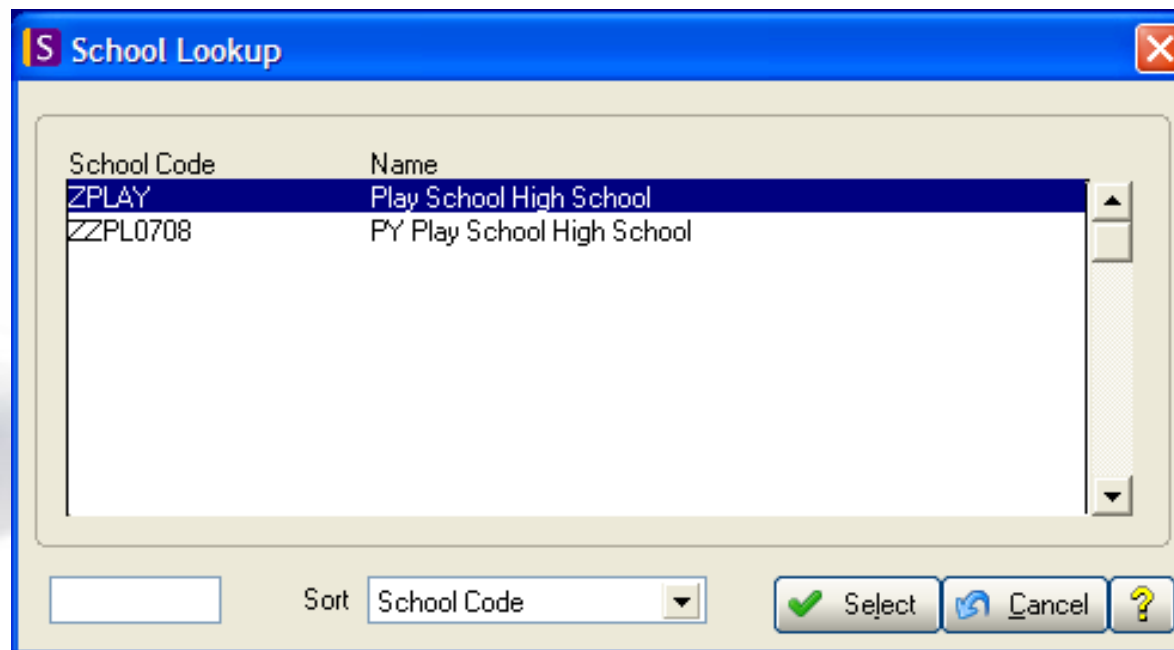


- This could take several minutes. Look for processing bar.
- Year End completed!



# Double Check your PY School

- Prior Year School Data is Read Only!
- It has all your 07-08 transactions.



# Check your Current School

- No transactions before 7/1/08!

GL Account Maintenance - Play School High School

Account # 2220-10-10 Description Baseball ~ Boys

1. Main | 2. Transactions | 3. Encumbrances

Date	Source	Ref No	Name	Purpose	Amount
06/30/08			Beginning Balance		2,356.52

Navigation: Home, Back, Forward, End

Actions: Accept, Cancel, Delete, Print, Help

Status: ZPLAY 01/21/08



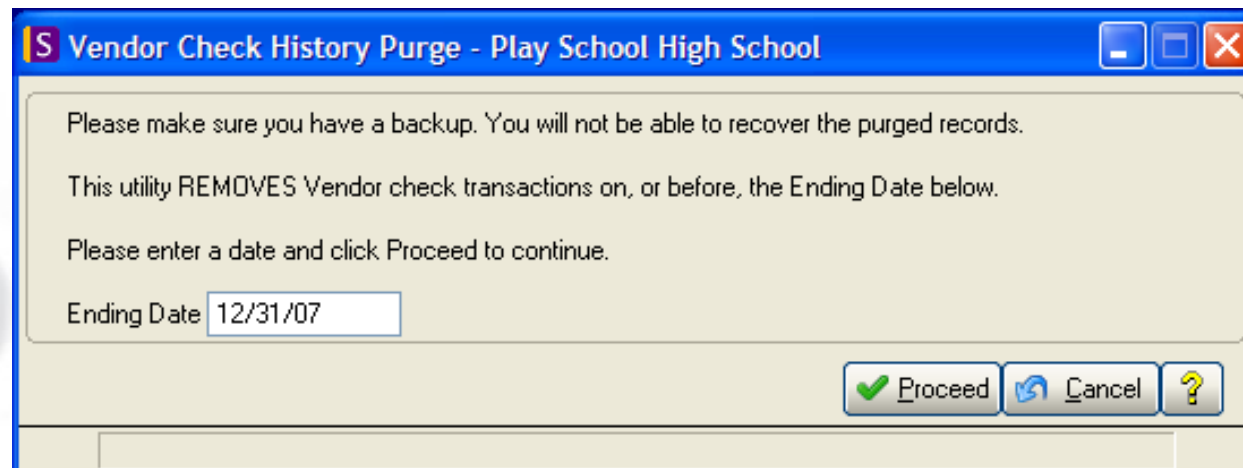
# Important!!!

- Make Daily Backup.
- Label “SB After Year End 07-08”.
- Save this file. DO NOT copy over this file.



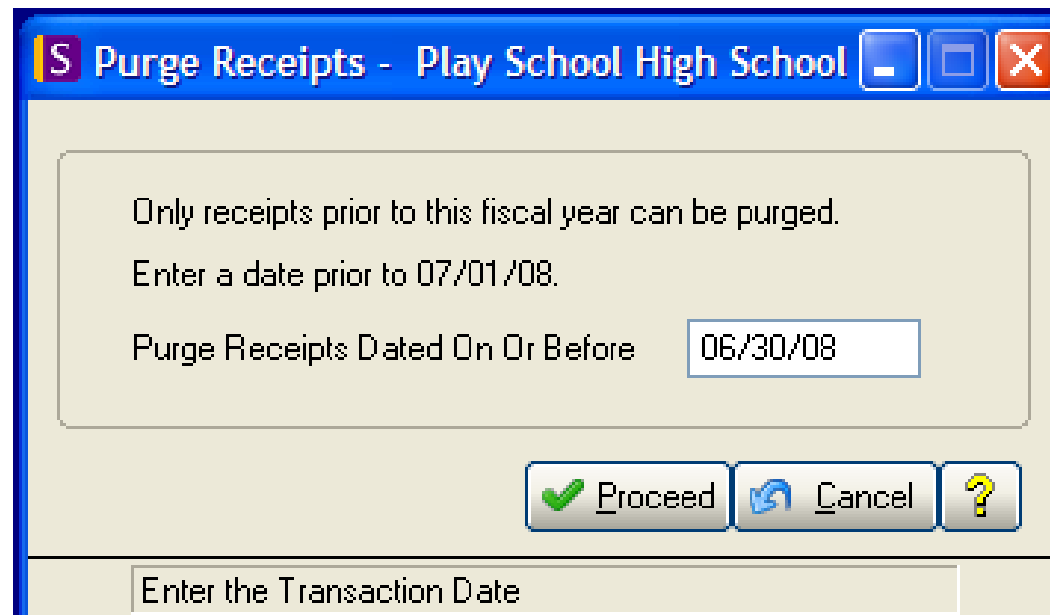
# Purging Vendor Check History

- Management / Special Functions / Purge Vendor Check History.
- This is optional.



# Purging Old Receipts

- Management / Special Functions / Purge Receipt History.
- This is optional.



S Purge Receipts - Play School High School

Only receipts prior to this fiscal year can be purged.  
Enter a date prior to 07/01/08.

Purge Receipts Dated On Or Before

Enter the Transaction Date



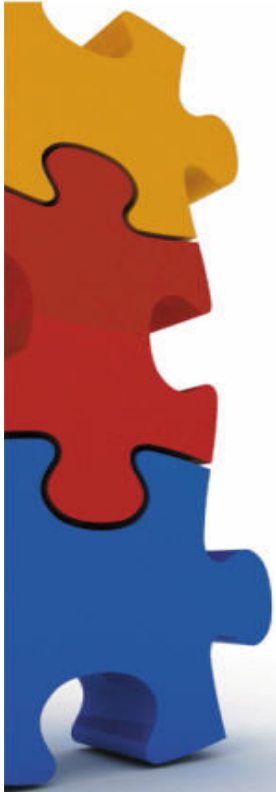
# Suggestions for Year End Processing

- Do June Bank Reconciliation & print Month End Reports.
- Print Account Analysis Report (Detail) for each cash account and attach this to the bank statement and Bank Reconciliation Report at June 30th.
- Print Account Analysis Report (Summary) for all accounts from July 1st through June 30th. Detail version would be VERY long.



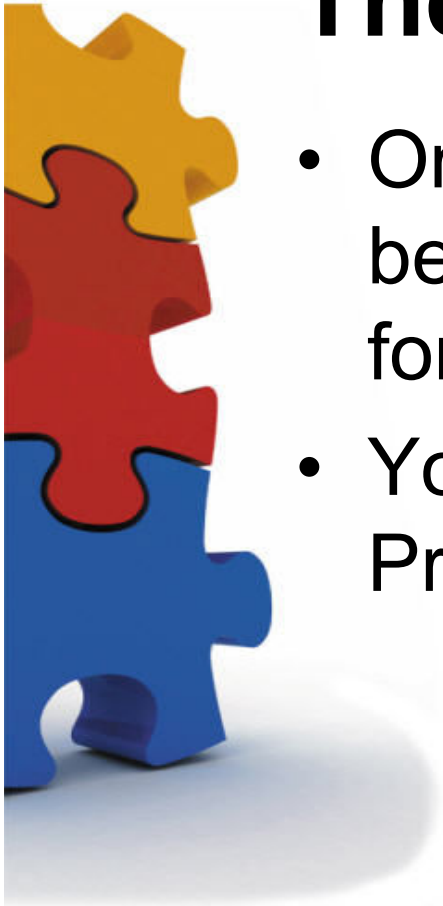
# Suggestions for Year End Processing

- Print a Trial Balance and Balance Sheet at June 30th.
- Do Month-End Close for June 30th.
- Make a final backup and save it. Don't reuse this backup. Date it and label it "SB Prior to Year End 07-08." (Save this disk.)
- Save Prior Year Data!
- Close the Year.
- Make another backup. Date it and label it "SB After Year End 07-08." (Save this disk.)
- Print another Trial Balance as of July 1st. Save this report.



# The Detail is Gone!

- Once Year End is completed, you will not be able to run any of the detail reports for the prior year.
- You can always print the detail from your Prior Year Data School.





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

