



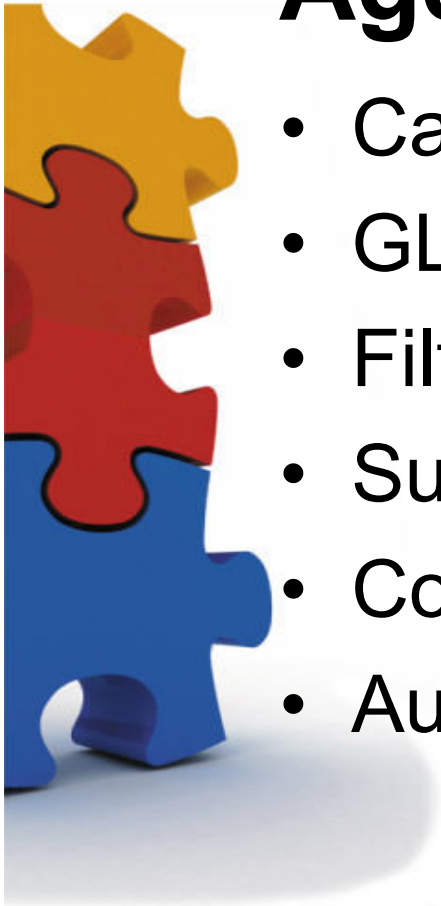
SchoolBooks – S7

Advanced Reporting



Agenda

- Categories
- GL Print Groups
- Filter
- Summarize
- Consolidated Reporting
- Auditing Reports



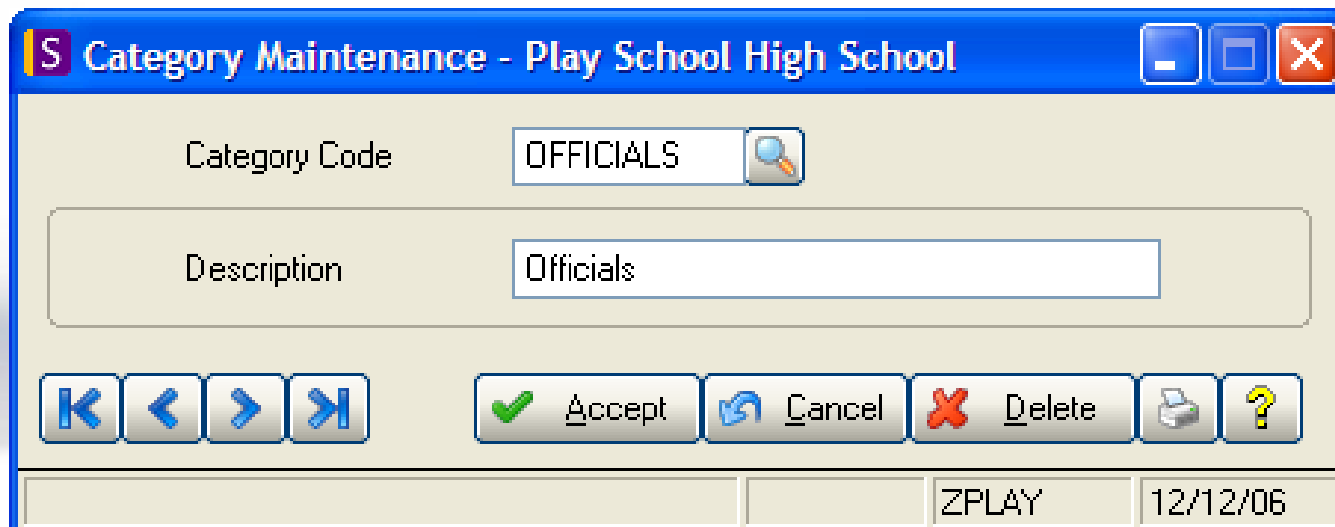
Category Codes

- Category Codes are assigned to individual transactions.
- Can be used to track a type of expense or income across all GL Accounts.
- Category Codes can be required on Tracks transactions.
 - Management / Customize / School Settings - Integration tab



Categories – Initial Setup

- Create the Category Codes you will use in Maintenance / Category Maintenance.
- You can have as many as you want.



Category Maintenance - Play School High School

Category Code: OFFICIALS

Description: Officials

Accept Cancel Delete

ZPLAY 12/12/06



Categories – Where?

- All entry screens allow you to enter Category Codes for each detail line.

1. Header | 2. Detail

Type: Amount Purpose: Items for February sale

Auth Bu: T. Ventral GL: 2313-00-00 Class of 2008

Category: FUNDRS Fundraisers

Quantity	Original	Prov Rec	Received	Backorder	Unit Cost	Taxable Rate	Tax	Freight
1	0	1	1	500.00	.000 %	.00	.00	
Amount	.00	.00	500.00	.00				

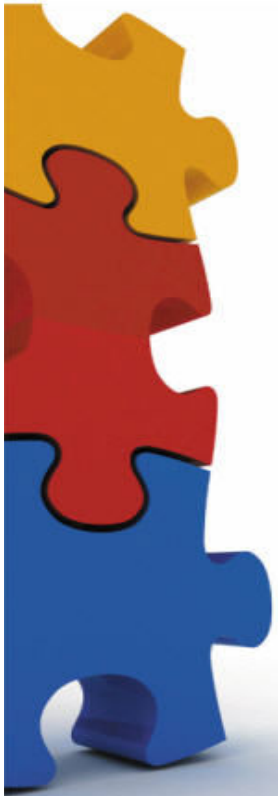
Line	Type	Item Purpose	Qty Ord	Qty Rec	Qty BO	Cost GL Account	Amount	Tax	Freight	Total
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Buttons: OK, Undo, Ins, Del



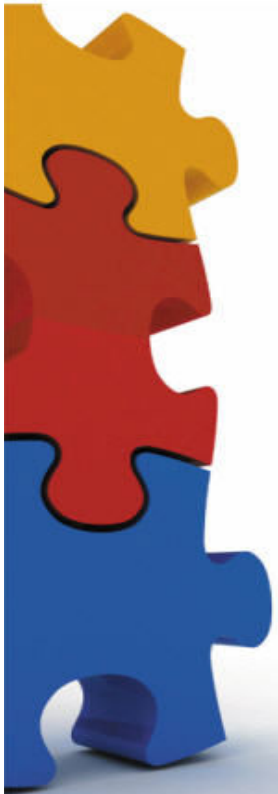
Using Categories

- You can use Category Codes on POs, Invoices, Manual Checks, Receipts, Bank Deposits, Transfers, Adjustments.
- You can set default Category Codes for
 - Vendors – they will appear on purchase orders and invoices.
 - Items in Tracks – they will import over into Bank Deposits.



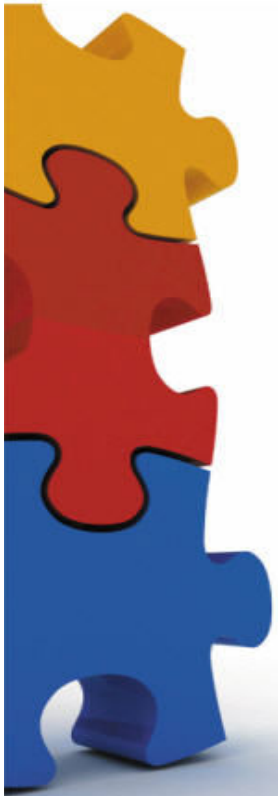
What about the past?

- You can add and change Category Codes to existing transactions.
- Management / Special Functions / Modify Categories.
 - No audit trail on Category Codes.
 - Add / edit / delete Category Codes from existing transactions.
 - No Category Codes for Cash Accounts.
 - Can also edit Category Codes in Tracks.



Reporting with Categories

- Reports / GL Analysis Reports / Category Detail Report.
 - Report shows transactions only, across all GL Accounts – no account balances.
 - Shows totals for each Category Code selected.
- NEW! AA Detail Report now has Sort and Subtotal by Category.
 - Account balances.
 - Subtotals for Categories within account.



Category Detail Report

Sorted by GL Account

Play School High School

DETAIL TRANSACTIONS BY CATEGORY REPORT

Date Range: 7/1/2007 through 2/12/2008

Category Range: ALL

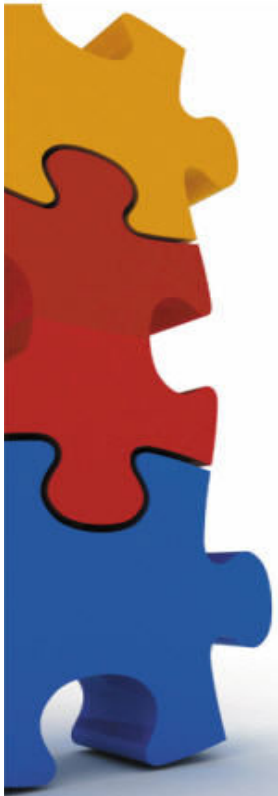
Account Range: ALL

Date	Ref #	Description/Rec #	Purpose	Account # and Description	Income	Expenses	Transfers	Total
DONATION Donations								
205-00-00 Latino Club								
07/30/07	111	Rachel Shaw - 520	Donation	2205-00-00 Latino Club	100.00			100.00
					<u>100.00</u>	<u>0.00</u>	<u>0.00</u>	
215-10-10 Soccer ~ Boys								
09/22/07	115	Marvin Blumberg - 00000526	Donation	2215-10-10 Soccer ~ Boys	1,000.00			1,100.00
					<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	
250-00-00 Athletic Club								
08/15/07	106	Tracks Sales - MISC	DONSPT/Donation - Sports	2250-00-00 Athletic Club	200.00			1,300.00
09/01/07	109	Cho, Stephanie - 163	Donation - Sports	2250-00-00 Athletic Club	150.00			1,450.00
02/07/08	121	Cho, Stephanie - 163	Donation - Sports	2250-00-00 Athletic Club	150.00			1,600.00
					<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	
400-00-00 Student Body General								
09/02/07	113	Kids Care Inc. - 8514723	Donation	2400-00-00 Student Body General	8,000.00			9,600.00
					<u>8,000.00</u>	<u>0.00</u>	<u>0.00</u>	
110-00-00 Junior Class								
07/10/07	101	Terry Edwards - 528	Donation	3110-00-00 Junior Class	2,000.00			11,600.00
					<u>2,000.00</u>	<u>0.00</u>	<u>0.00</u>	
115-00-00 Sophomore Class								
07/10/07	101	Shanna Williams - 128	Donation	3115-00-00 Sophomore Class	1,000.00			12,600.00
					<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	
					<u>12,600.00</u>	<u>0.00</u>	<u>0.00</u>	<u>12,600.00</u>



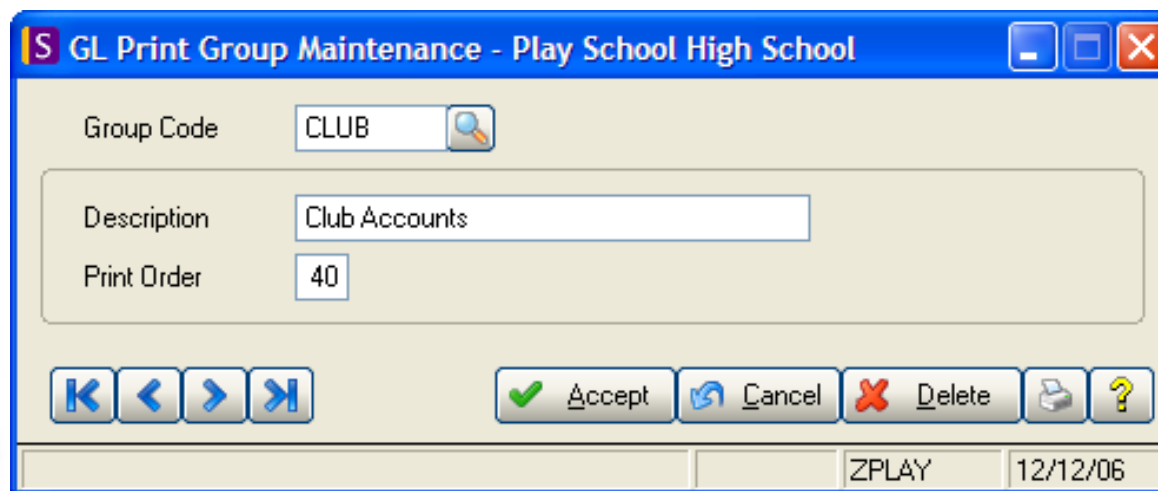
GL Print Groups – How?

- GL Print Groups are assigned to specific GL accounts.
- GL Print Groups allow you to group certain GL Accounts together for reporting purposes.
- Shows you total of Income, Expense and Transfers for account groups that aren't numbered sequentially.
- Use them to see all the Boys' Athletic accounts or all the Club accounts.



GL Print Groups – Setup

- Create in GL Print Group Maintenance
- Maintenance / GL Print Group Maintenance



S GL Print Group Maintenance - Play School High School

Group Code CLUB

Description Club Accounts

Print Order 40

Accept Cancel Delete ?

ZPLAY 12/12/06

Print Order: The order in which you want the groups to print.



Assigning GL Print Groups

- GL Account Maintenance

S GL Account Maintenance - Play School High School

Account # 2215-10-10 Description Soccer ~ Boys

1. Main | 2. Transactions | 3. Encumbrances

Advisor	Tim Wells	Income Budget	600.00
Type	Trust Account	Expense Budget	600.00
Import Type	Detail	Current Balance	2,600.48
Print Group	ATHB Athletics - Boys	Current Encumb Balance	150.48



GL Print Groups on Reports

- Trial Balance
- Balance Sheet
- Budget Report
- Statement of Revenue
- Mini Profit and Loss Summary
- Account Analysis Summary
- Account Analysis Detail



Filter on Reports

- Filter accounts you want to see.
- Based on the GL account numbers.
- Used to limit the records that show on the report.

Filter	<input type="text" value="????-10-??"/>
Summarize Level	<input type="text" value=".."/>

This only works if your account numbers are organized logically.



Summarize on Reports

- Based on the GL account numbers.
- Used to “roll up accounts” or combine sub-accounts into one group.

Filter

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Summarize Level


????- -

This only works if your account numbers are organized logically.



Consolidated Reports

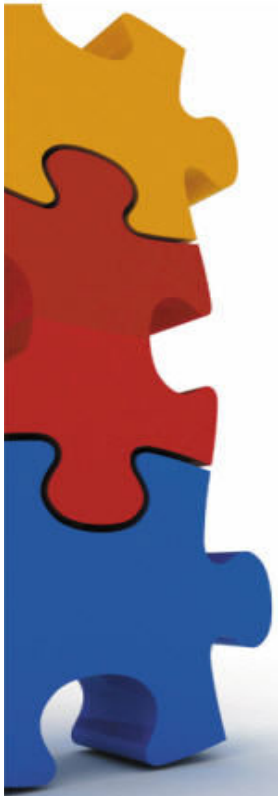
- Combines data for multiple schools.
- Management / Customize / School Settings, Default tab – for each school:
 - Check the Consolidation checkbox.
 - Enter the type of school. Used for grouping purposes.

Include in Consolidations	<input checked="" type="checkbox"/>
School Type	High School 



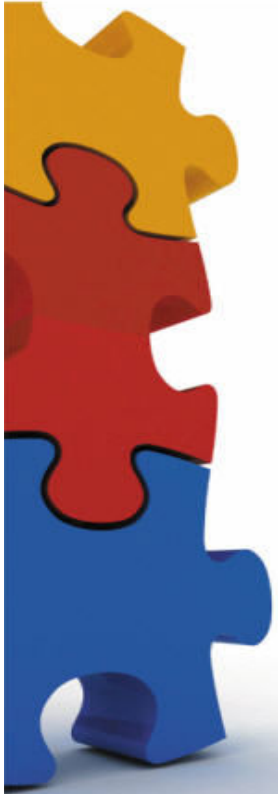
Consolidated Reports

- You need to have each school (with its data) set up on one copy of SchoolBooks (so the program can see all of them at once).
- If you have Client/Server, this is already done.
- If you don't, restore a backup from each separate school onto your computer.



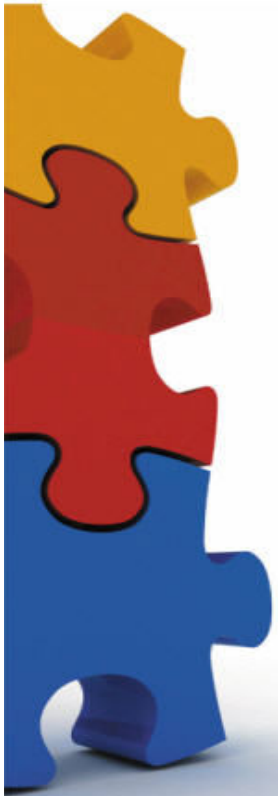
Consolidation Steps

- Create School Groups
 - Management / Special Functions / Consolidated Reports / School Group Maintenance
- Create and run Consolidated Reports
 - Management / Special Functions / Consolidated Reports / My Consolidated Reports
- Build & run reports



Consolidate and Run Reports

- Management / Special Functions / Consolidated Reports / My Consolidated Reports
 - Summary by School
 - Summary by GL Account
 - Detail by Account/School
 - Cash Summary by Month/School
 - Cash Summary Totals by School
 - Bank Rec Status Report
 - NEW! Vendor Reports!



Report - Summary by School

Consolidated Report

CONSOLIDATED REPORT - SUMMARIZED BY SCHOOL

Date Range: 7/1/2007 through 12/31/2009

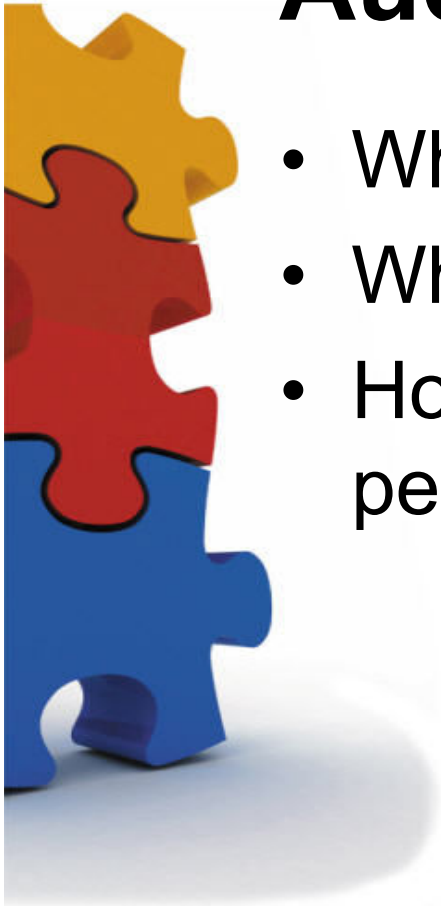
Account Range: ALL

ACCOUNT # AND DESCRIPTION	BEG BALANCE	INCOME	EXPENSE	TRANSFERS	BALANCE
Elementary Schools					
NEAST - NorthEast Elementary School	33,721.57	31,981.89	7,529.20	0.00	58,154.08
SEAST - South East Elementary School	73,721.57	32,981.89	7,729.20	0.00	98,954.08
	<u>107,443.14</u>	<u>64,923.38</u>	<u>15,258.40</u>	<u>0.00</u>	<u>157,108.12</u>
High Schools					
EAST - East High School	48,721.57	38,481.89	8,979.20	0.00	80,204.08
WEST - West High School	122,173.89	41,981.89	8,979.20	0.00	157,156.18
ZPLAY - Play School High School	38,721.57	31,981.89	8,234.20	0.00	62,449.08
	<u>209,616.83</u>	<u>112,385.07</u>	<u>22,192.60</u>	<u>0.00</u>	<u>299,809.30</u>
Middle Schools					
NORTH - North Middle School	53,721.57	32,981.89	7,979.20	0.00	78,704.08
SOUTH - South Middle School	98,721.57	34,981.89	8,979.20	0.00	126,704.08
	<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>



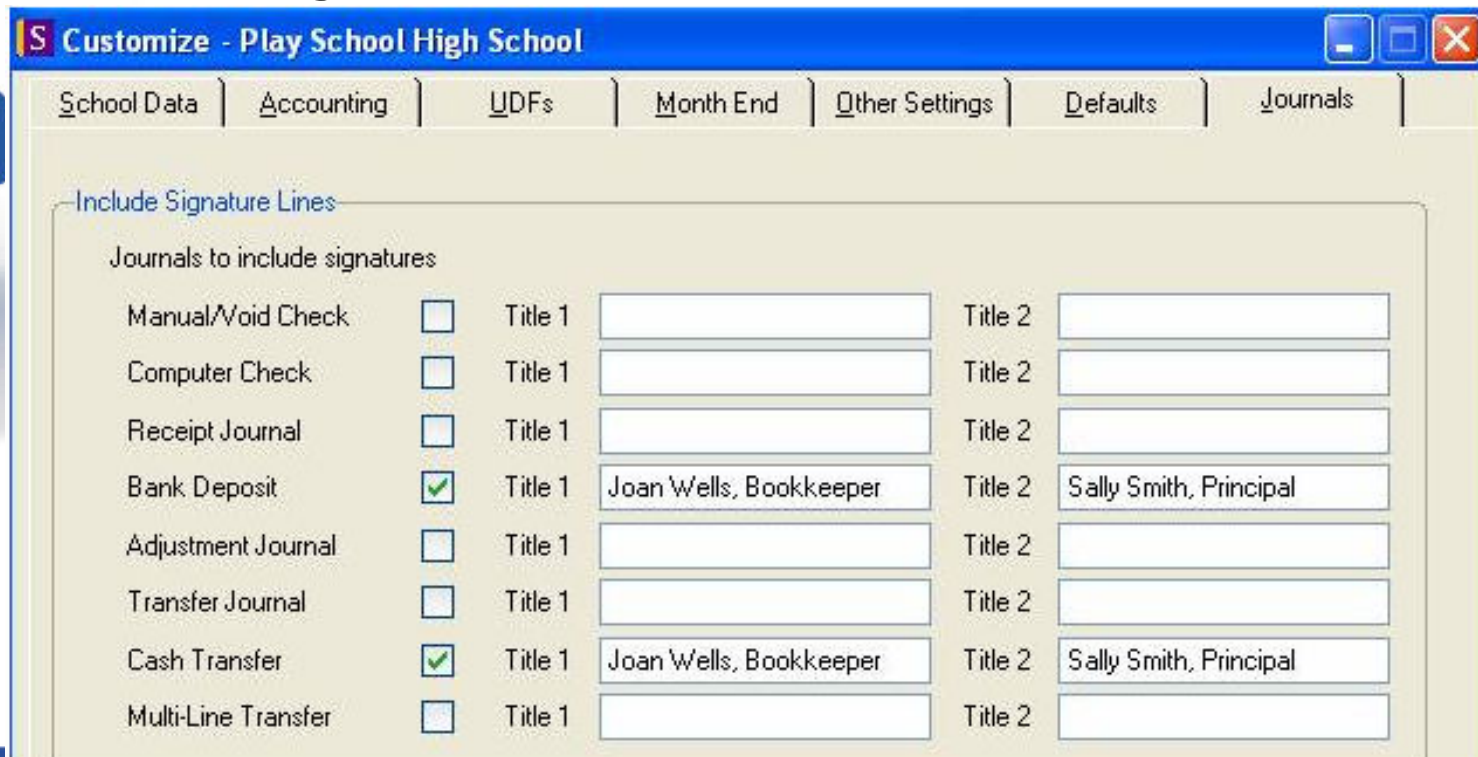
Auditing Tips

- What reports do I give to which people?
- Why do I want to distribute all my reports?
- How do I add signature lines so that people verify what is on each report?



Auditing Tips

- NEW! Option to add signature lines on journals too!
- Management / Customize / School Settings - Journals tab.



Customize - Play School High School

School Data | Accounting | UDFs | Month End | Other Settings | Defaults | Journals

Include Signature Lines

Journals to include signatures

Journal Type	Include	Title 1	Title 2
Manual/Void Check	<input type="checkbox"/>		
Computer Check	<input type="checkbox"/>		
Receipt Journal	<input type="checkbox"/>		
Bank Deposit	<input checked="" type="checkbox"/>	Joan Wells, Bookkeeper	Sally Smith, Principal
Adjustment Journal	<input type="checkbox"/>		
Transfer Journal	<input type="checkbox"/>		
Cash Transfer	<input checked="" type="checkbox"/>	Joan Wells, Bookkeeper	Sally Smith, Principal
Multi-Line Transfer	<input type="checkbox"/>		



Master Audit Report

- Management / Special Functions / Master Audit Report.
- Shows transactions, including dates and by whom (if you have User Codes).
- Sort by User Code, GL Account, Date Updated, or NEW! Transaction Date.

Selection	All	Starting	Ending
Account Number	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text" value="////-//"/>
User Code	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text" value="/////"/>
Date Updated	<input type="checkbox"/>	<input type="text" value="07/01/07"/>	<input type="text" value="02/29/08"/>
Transaction Date	<input type="checkbox"/>	<input type="text" value="10/01/07"/>	<input type="text" value="10/31/07"/>

Remember Settings

EPSON Stylus C88 Series on Ne08:

ZPLAY 02/29/08





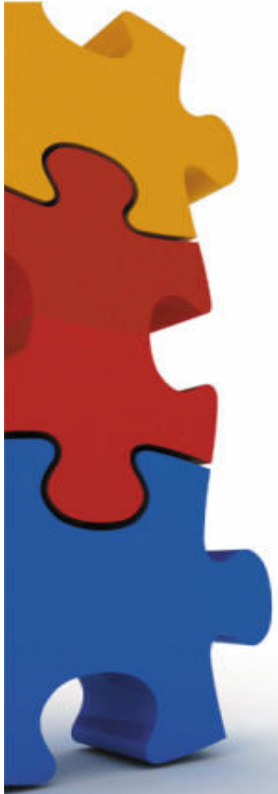
Audit Selection Report

- Management / Special Functions / Audit Selection Report.
- Allows an auditor to select a number of random transactions for audit testing.
- Allows an auditor to specify the data he/she wants to examine.



Audit Selection Report

- Gather data for a specific date range.
- Enter the percent of each type of transaction you want to audit.
 - Create the files.
 - Print or preview the report.
- Print list of void and missing checks.
- Print list of missing receipts.
- Print list of all large amount checks.
- Compare with prior year data.





Let's Walk Through It! Or Questions & Answers

