



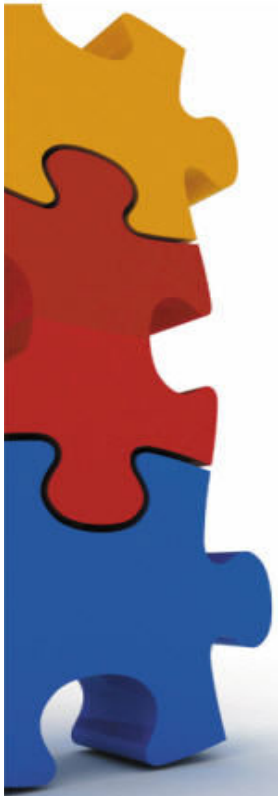
# SchoolBooks – S8

## Oops! Common User Mistakes and Fixes



# Agenda

- Posting with the wrong information
- Mistakes with checks
- Mistakes with receipts, imports from Tracks and bank deposits
- Mistakes with bank reconciliations
- Miscellaneous mistakes
- Stopping mistakes before they happen



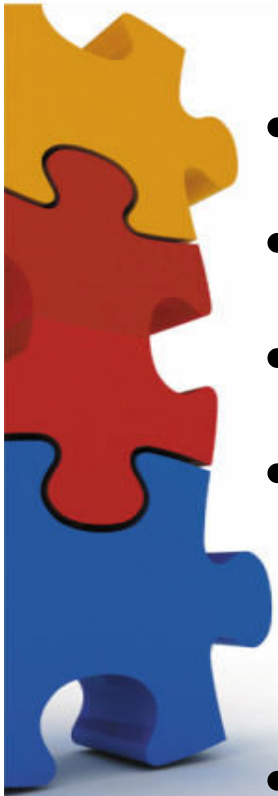
# Reversals

- If you update a transaction with an:
  - Incorrect amount.
  - Incorrect date.
  - Incorrect GL Account(s).
- Reversal process works the same for receipts, bank deposits, adjustments, regular transfers, cash transfers, and NEW! Multi-Line Transfers.



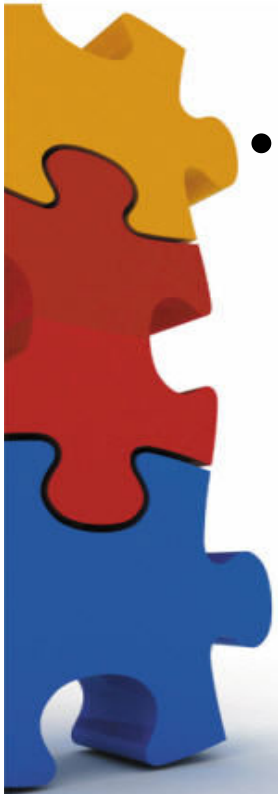
# Steps for doing a Reversal

- Click the “#” sign to create new entry.
- Enter date.
- Reversal button becomes active.
- Click Reversal button. SchoolBooks displays a lookup of all updated transactions.
- Pick the transaction to reverse.
- Make the Purpose very detailed. This shows on reports and on the bank reconciliation screen.



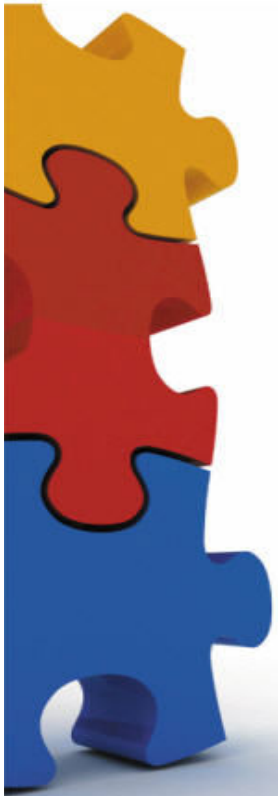
# Oops #1 with Checks

- You wrote a check for the wrong amount. You printed it for \$25.00 and it should have been for \$27.00.
  - If you haven't mailed it yet, void it in Manual/Void Check Entry and write another check for the correct amount. **NEW!** Enter why you're voiding it!
  - If you have mailed it and the Vendor cashed it, you owe the Vendor another \$2.00. Enter a \$2.00 invoice and write another check.



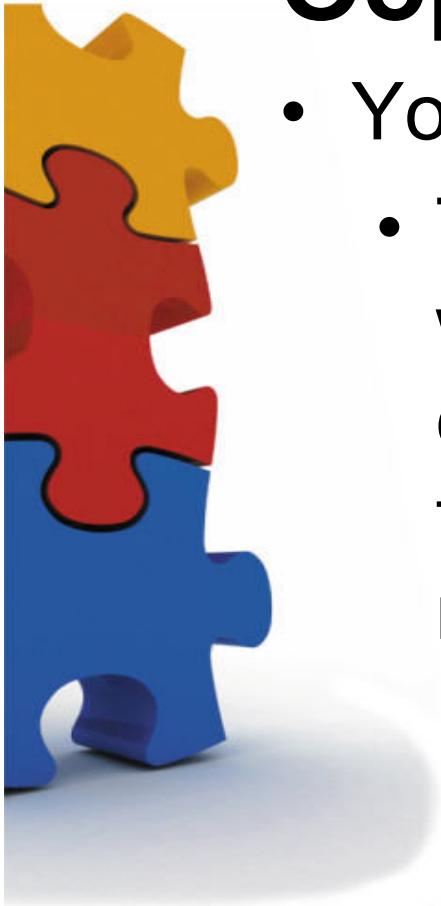
# Oops #2 with Checks

- You handwrote check #1234 for \$30.00, but you entered it into Manual/Void Check Entry for \$29.00 (incorrect).
  - Void it in Manual/Void Check Entry and re-enter it using a different check number like #1234C. NEW! Now you can use a letter like “C” for Corrected!
  - Is this another way? Enter an Adjustment for negative \$1.00 (Type = Expense). No!



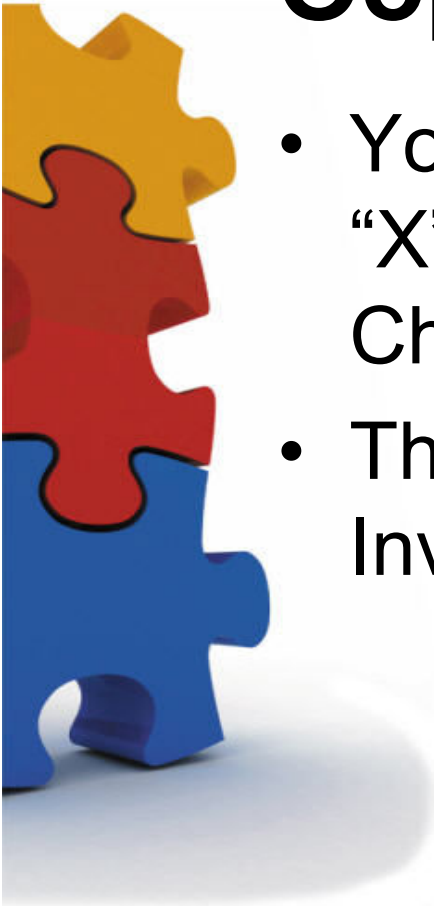
# Oops #3 with Checks

- You printed checks on blank paper.
  - The Computer Check Printing program will ask you if all the checks printed correctly. Answer “No.” Then, select the first option to keep the invoices and reprint on check stock.



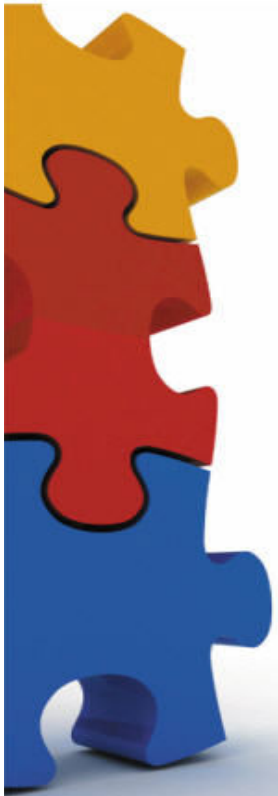
# Oops #4 with Checks

- You want to print a check, but there is an “X” beside the invoice on the Computer Check Entry screen.
- The invoice is out of balance. Go to Invoice Entry and correct it.



# Oops #5 with Checks

- You've already paid two invoices, but they still show up on the Computer Check screen like they haven't been paid.
  - Do they have invoice numbers like "1234\_01"? Any invoice that has an "\_01" at the end is usually RECALLED from a voided check. You said "Yes" to recall invoices and then entered them manually in Invoice Entry.
- If you're sure they have been paid, go to Invoice Entry and delete the invoices.



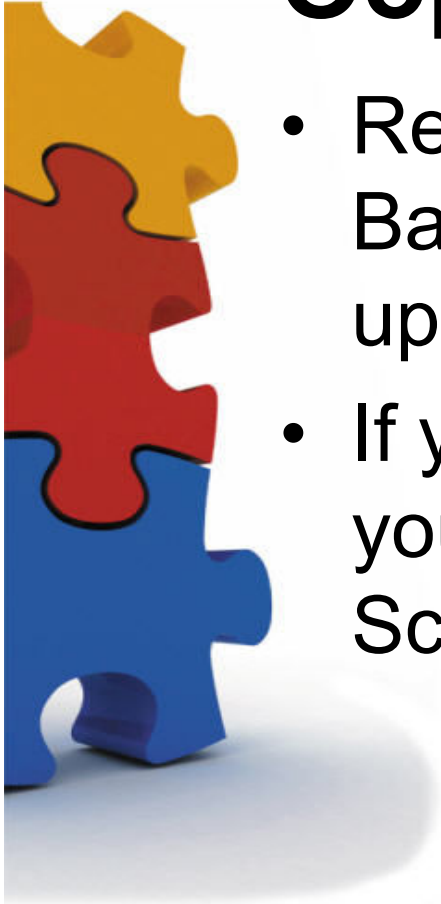
# Oops #6 with Checks

- You changed banks from West Bank to East Bank and forgot to set up a new Bank Code. You printed 10 checks on the new check stock, but used the old bank code (Bank A).
  - Set up a new Bank B for East Bank in Bank Account Maintenance.
  - Void the 10 checks you entered in Bank A in Manual/Void Check Entry.
  - Enter the 10 checks into the correct Bank B using Manual/Void Check Entry.



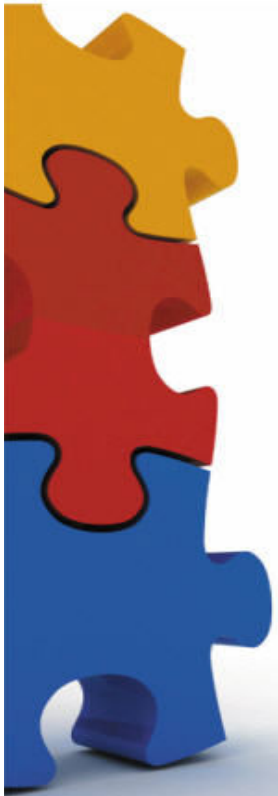
# Oops #6 with Checks

- Resolve to pay close attention to which Bank Code you are using BEFORE updating any journals.
- If you use multiple checking accounts, set your default Bank Codes correctly in School Settings (Defaults Tab).



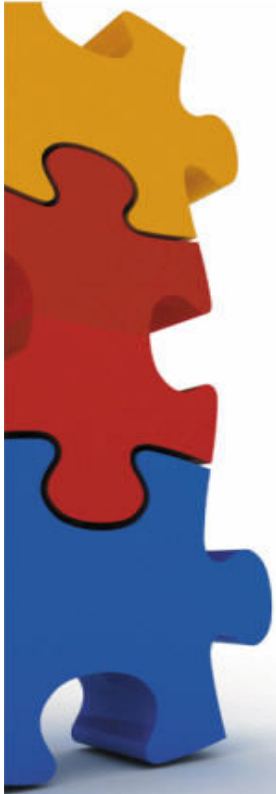
# Oops with Receipts

- You need to void a receipt you just printed.
- Option 1: Enter a negative receipt. And then re-enter correctly.
- Option 2: Print the journal, knowing that it matches the paper receipts you have but not the money you have.
  - Use the Reversal button to enter a reversing entry. Then re-enter correctly.
  - Print another journal.
  - Correct the bank deposit.



# Oops #1 - Import from Tracks

- You imported a Closeout from Tracks and updated the Bank Deposit Journal. But realize the cash amount is \$15.00 over.
- In Bank Deposit Entry, create a reversing entry using the original date.
- Import this Closeout from Tracks again.
- Edit the amount of the deposit and add a detail line for Cash Over/Short.
- Print and update the journal that includes both deposits (the reversal and the corrected deposit).



# Oops #2 – Import from Tracks

- You imported from Tracks in Summary, but it should have been in Detail.
- Reverse the deposit.
- On the Import from Tracks screen, change the lines to “D” so they’ll post in detail.
- Import again.



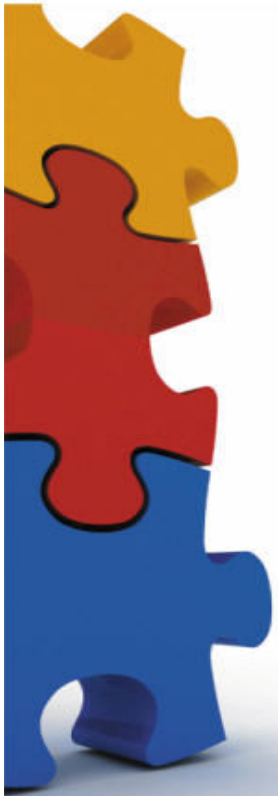
# Oops #3 – Import from Tracks

- A Closeout wasn't exported.
- In both SchoolBooks and Tracks, verify that the import paths are correct.
- In Tracks, re-export the Closeout.  
(Management / Special Functions / Utilities / Re-Export to Accounting.)
- In SchoolBooks, Import the Closeout. Be sure to change the date so it will import into Bank Deposit Entry with the correct date.



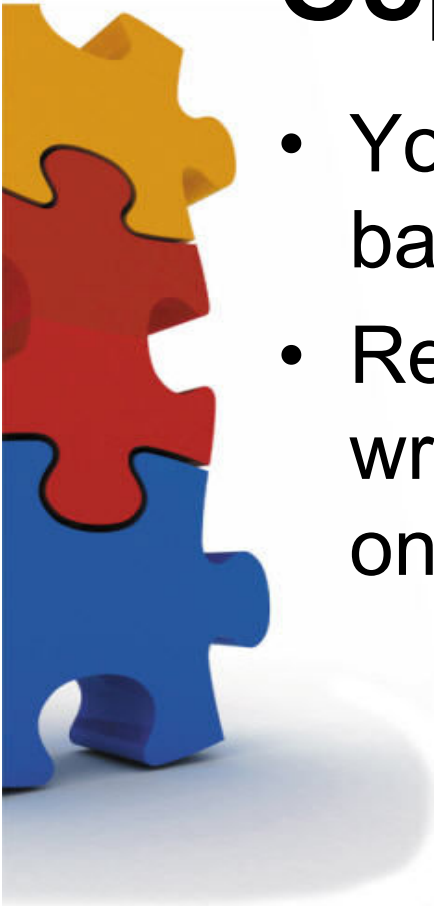
# Oops #1 with a Bank Rec

- You completed the Bank Reconciliation and updated it. You later realize you used the wrong statement date of 02/29/08 instead of 1/31/08. Now you cannot balance February.
- NEW! To help prevent this, the Bank Rec screen now displays the last reconciled date.
- Call Support. We'll have to change the Statement dates in the file. This is billable.



# Oops #2 with a Bank Rec

- You made some adjustments to the wrong bank account or used the wrong date.
- Reverse them in Adjustment Entry on the wrong date and re-enter to the correct bank on the correct date.



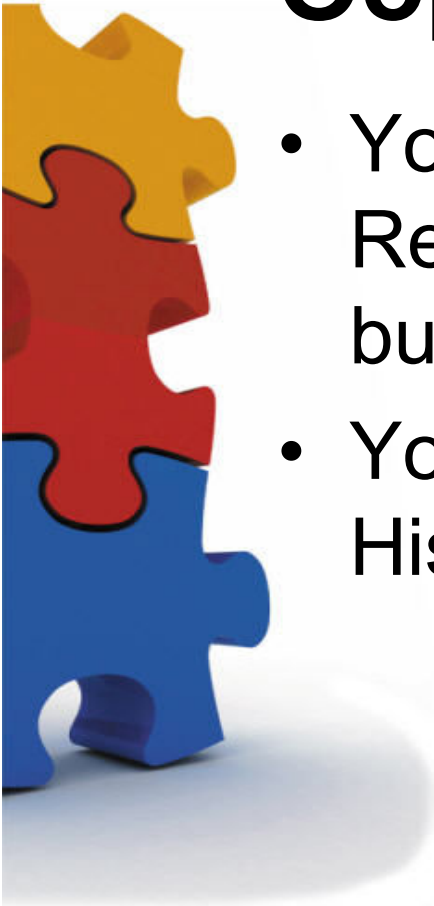
# Oops #3 with a Bank Rec

- You have a variance!
- Is your Trial Balance in balance?
- Did you enter the starting and ending balances on your bank statement correctly? Are outstanding transactions from last month's bank reconciliation showing on this month's report?
- If all this looks good, it may be a data issue. Call Blue Bear Support.



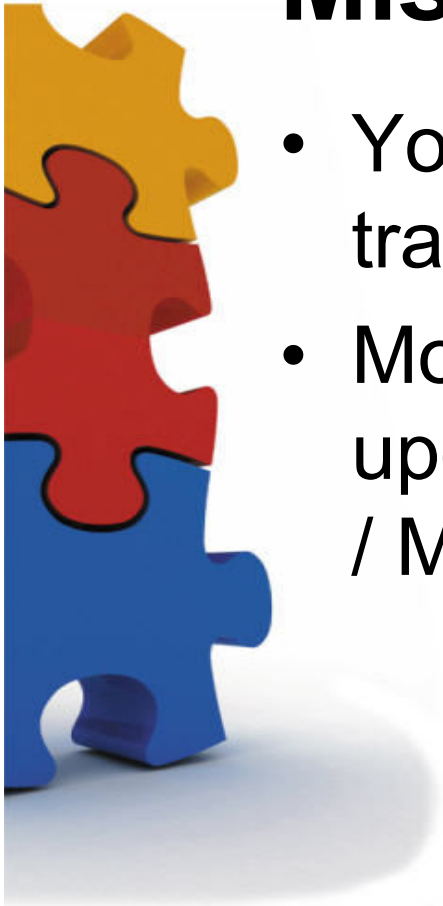
# Oops #4 with a Bank Rec

- Your auditor wants a copy of the Bank Reconciliation Report from 2 months ago, but you can't find it.
- You can reprint the report from Bank Rec History (Management / Special Functions).



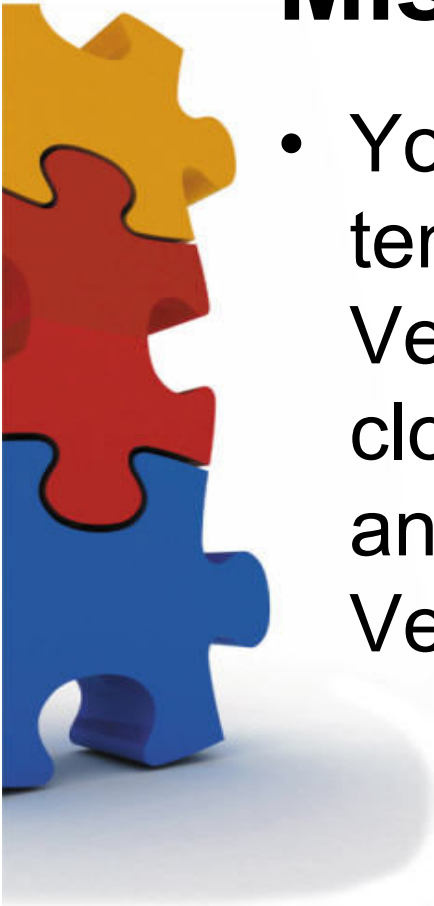
# Miscellaneous Oops #1

- You put the wrong Category Code on a transaction.
- Modify Categories to change it after updating (Management / Special Functions / Modify Categories).



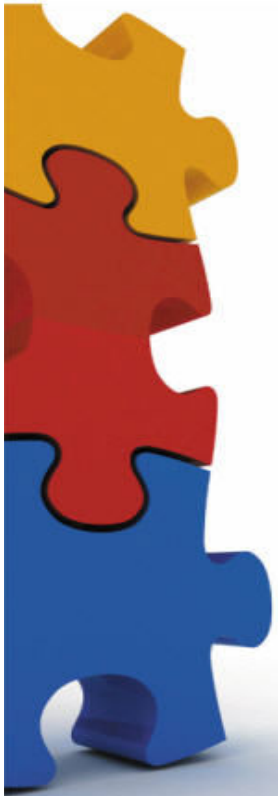
# Miscellaneous Oops #2

- You set Fred Smith (FSMITH) up as a temporary Vendor, paid him, and his Vendor record went away when you closed the month. Now it's 3 months later and you realize he should be a 1099 Vendor.



# Miscellaneous Oops #2

- If you remember the original Vendor Code (FSMITH), simply re-enter it in Vendor Maintenance. The program will find his information in the history files.
- If you can't remember or find the original Vendor Code, set up a new record in Vendor Maintenance (FRED). When you finally do find the paperwork that shows FSMITH, you can re-enter it and do a Renumber/Merge to combine check history for both Vendors into one record.



# Miscellaneous Oops #3

- A temp came in and screwed everything up. We need to pretend it never happened. It's only 2 days – you want to re-enter everything – correctly.
- Restore from backup – check the Backup Log.
- You DID make a backup before you left, right?



# Miscellaneous Oops #4

- You set up User Codes, but can't remember your password.
- Call Blue Bear and we can log in to get you into the program. Then you can set up a new password.
- If you are not the primary user of the system, we may require authorization from your Principal to do this. This is for your protection.



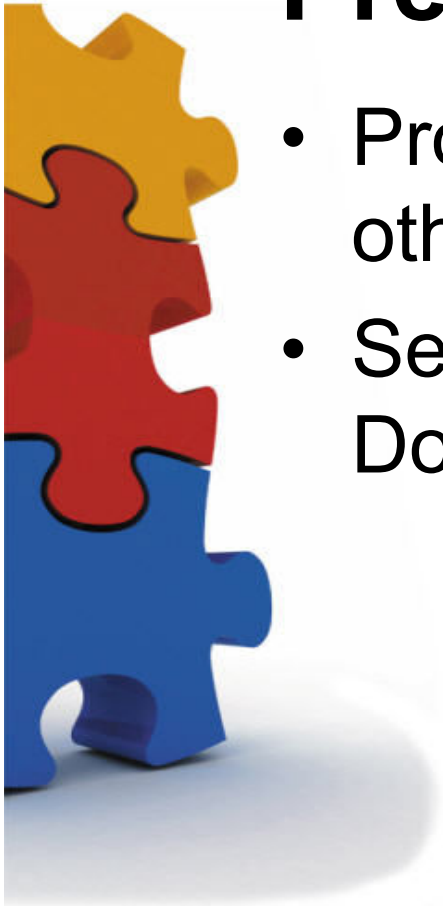
# Prevent Mistakes!

- Stop yourself from posting current work to a PRIOR YEAR school.
- Make the school “Read-only.”
- Change the color of the desktop in your prior year school.



# Prevent Mistakes!

- Protect yourself from the mistakes of others.
- Set up User Codes and Menu Security. Don't tell your password to anyone!



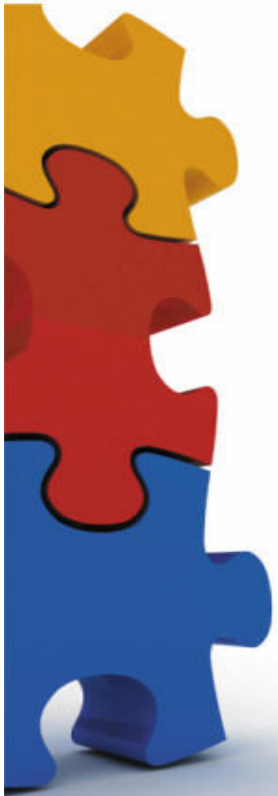
# Prevent Mistakes!

- Always print out and check each journal BEFORE you click “Yes” to update. Check to see that you have entered the correct dates, GL Accounts, and amounts on any and all transactions.
- Save journals.
- NEW! Optional signature line on all journals!



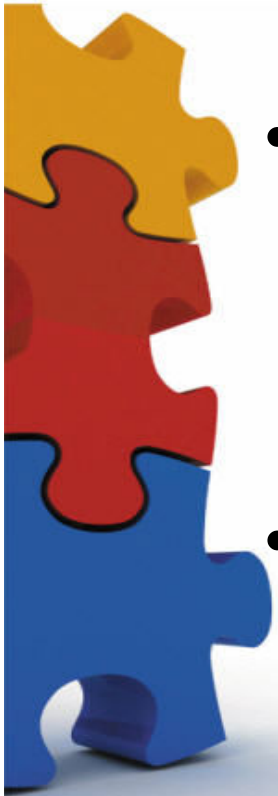
# Prevent Mistakes!

- Stop yourself from posting to a prior period by mistake. Close the month after you have completed the last bank reconciliation for that month.
- If you use multiple bank accounts, always check your journals **BEFORE** updating to make sure you are posting to the correct cash account.
- Set your defaults in School Settings to the correct default Bank Codes for deposits and checks.



# Prevent Mistakes!

- Make a backup every single day. It's best if you make the backup to a removable device. This is the best insurance you have to protect your data.
- If you back up to a network drive, we recommend changing the file name of your backup to include the date. This way you don't write over a prior backup, just in case!
- Every Friday make a backup to a removable device and take it off campus.





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

