

UPDATE GUIDE SCHOOL ACCOUNTS 2011

School Accounts 2011

INSTALLATION OF SCHOOL ACCOUNTS 2011	- 3 -
2010 YEAR END PROCEDURE	- 6 -
AUDIT TRAIL	- 13 -
GRANTS	- 14 -
NEW FEATURES ADDED DURING 2010	- 14 -
CHEQUE REFERENCES	- 14 -
ADD NEW SUPPLIER WHEN USING SUPPLIER INVOICE BATCH ENTRY	- 15 -
PERIOD END BALANCE AUTOMATIC ENTRY	- 16 -
SUPPLIERS BANK DETAILS	- 17 -
DATA BACKUP.....	- 20 -
BACKUP & RESTORE.....	- 20 -

School Accounts 2011

Welcome to the Update Guide for School Accounts 2011.

As in previous years all updates issued during the year will be downloaded automatically. This feature requires internet access, if you do not have internet access on the computer using School Accounts we will endeavor to send update CD's as often as is required.

Can we take this opportunity to remind you that the default password is **q**? Please change or amend as required.

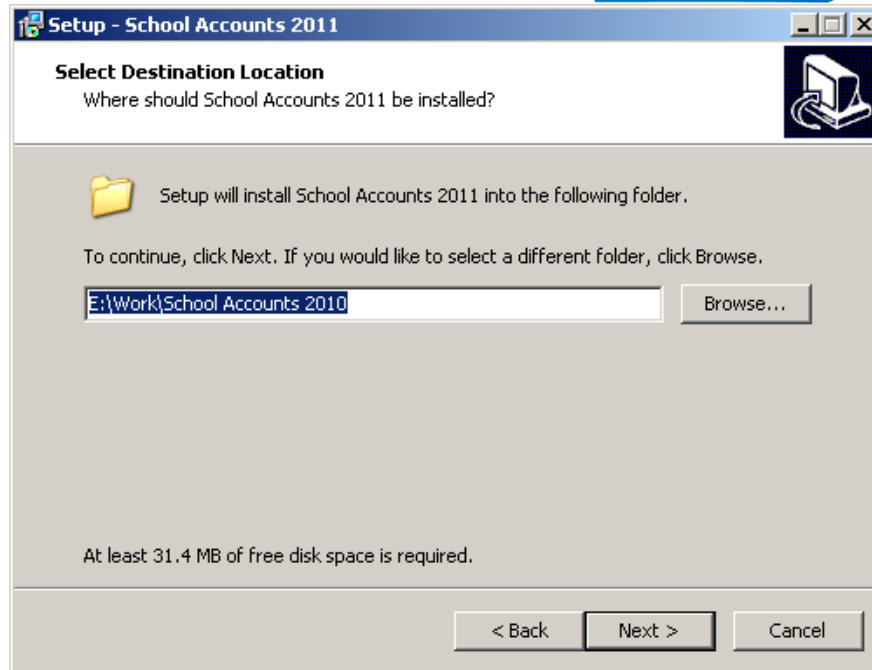
Please contact our Support Department in order to obtain your Licence Data if you have not received it yet.

Installation of School Accounts 2011

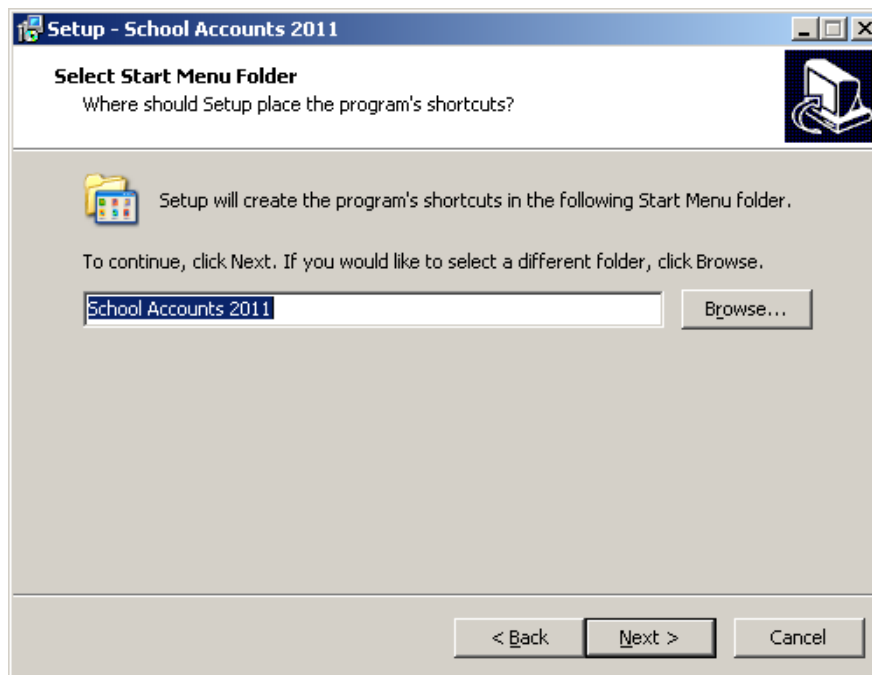
Please insert the School Accounts 2011 CD into your drive. This CD is designed to run automatically and the installation process will begin.



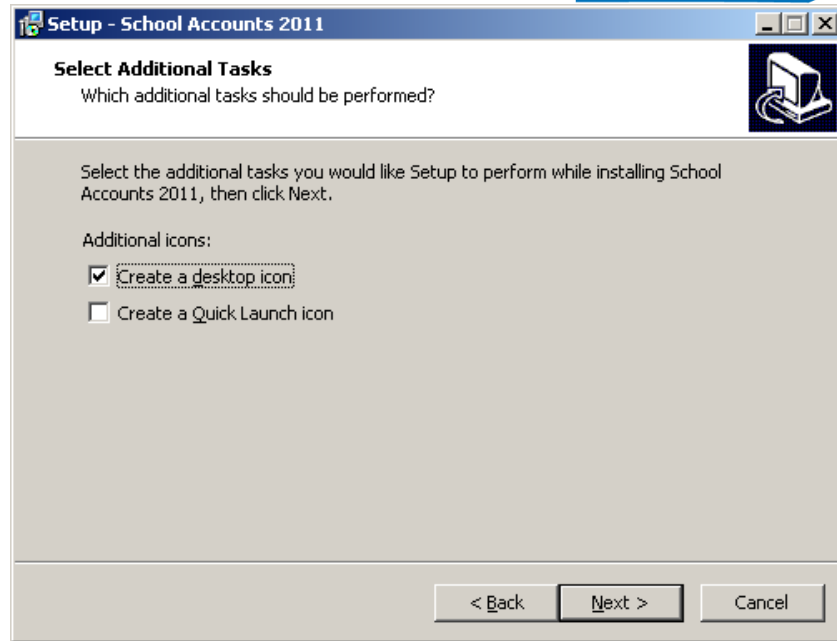
Select Next to move between steps. Please note that School Accounts 2011 will be placed in the same folder as School Accounts 2010 in the case below drive E.



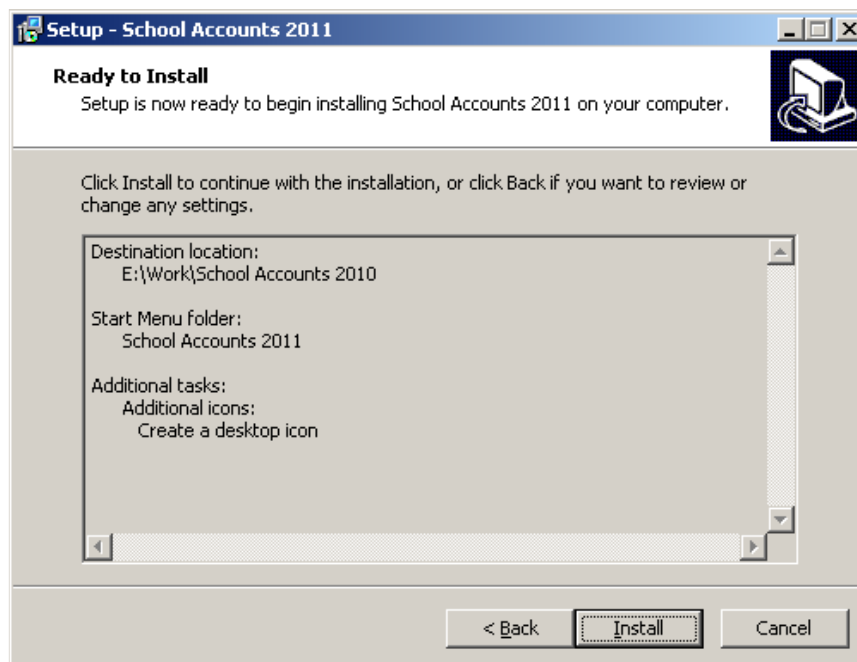
Select Next to move forward.



Select Next again to move forward.



Please enter a tick in both boxes, Create a desktop icon and create a quick launch icon, then Select Next once again to move to the next step.



Select Install.

Once setup is finished you will see the following screen.



Please select Finish.

If you have left the tick in the Launch School Accounts 2011 box the following screen will open.



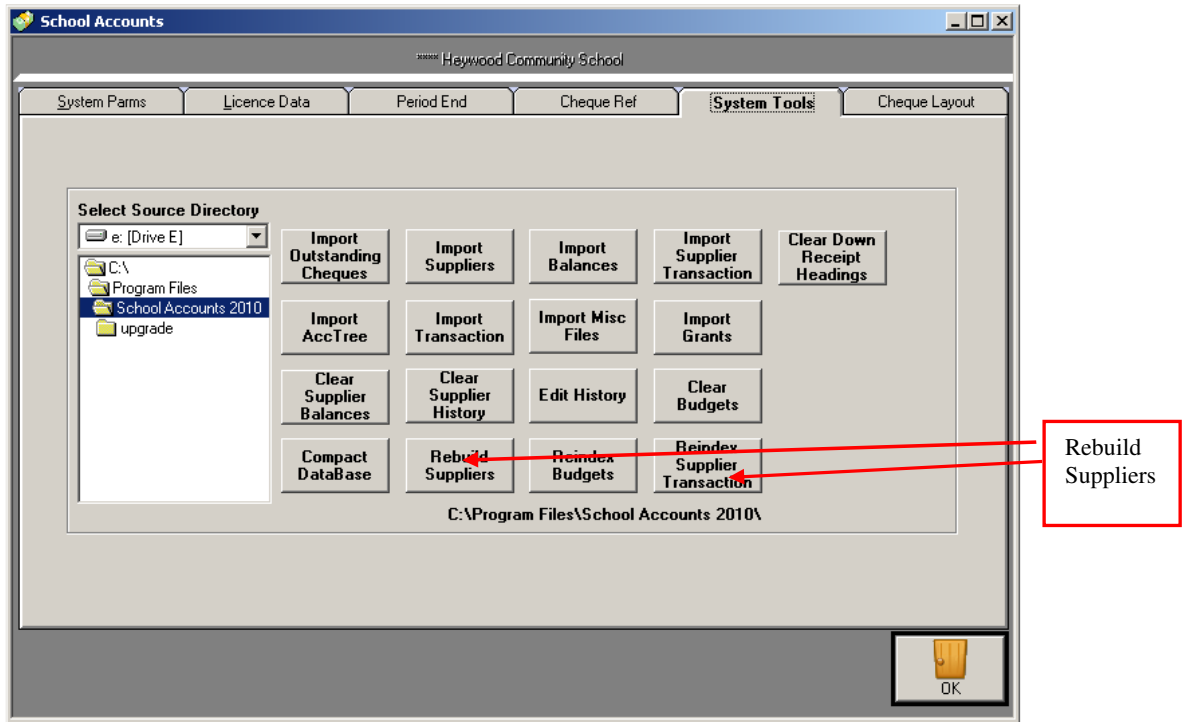
Please now enter your password in order to enter School Accounts. You can use either q or your old password as this is still valid.

The new icon for School Accounts 2011 is:



2010 Year end procedure

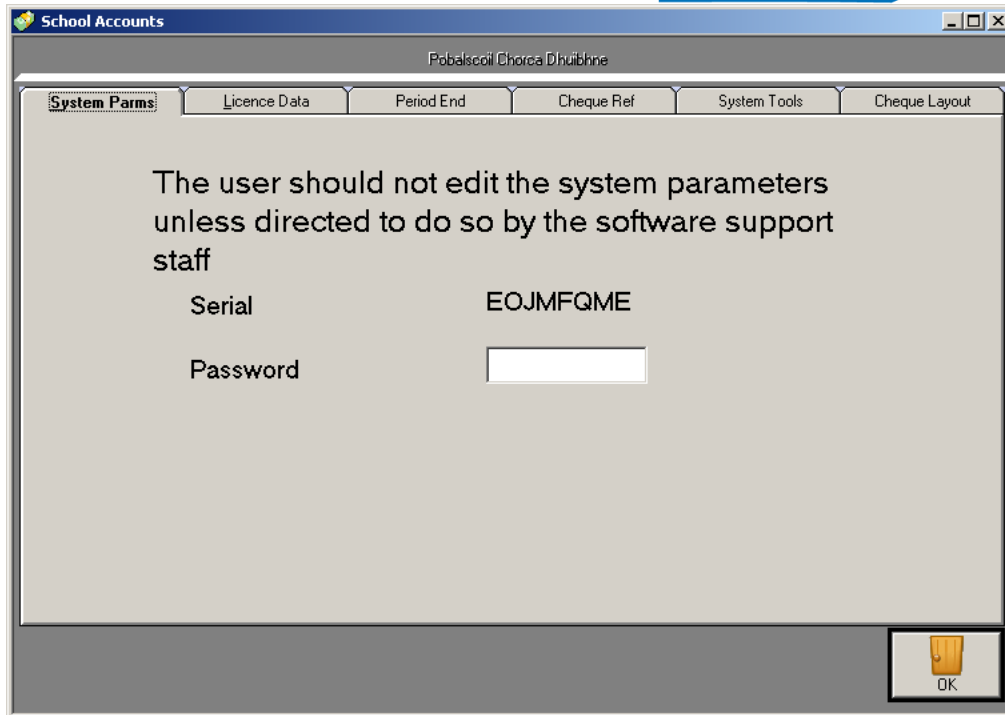
After you have balanced your accounts for 2010 and printed all of your reports, you should prepare for the year end procedure by selecting system parameters and system tools. Once here you need to re-index supplier transactions, select yes, once School Accounts 2010 has completed this task select ok. Then select rebuild suppliers after this procedure has completed the system informs you that suppliers are rebuilt ok.



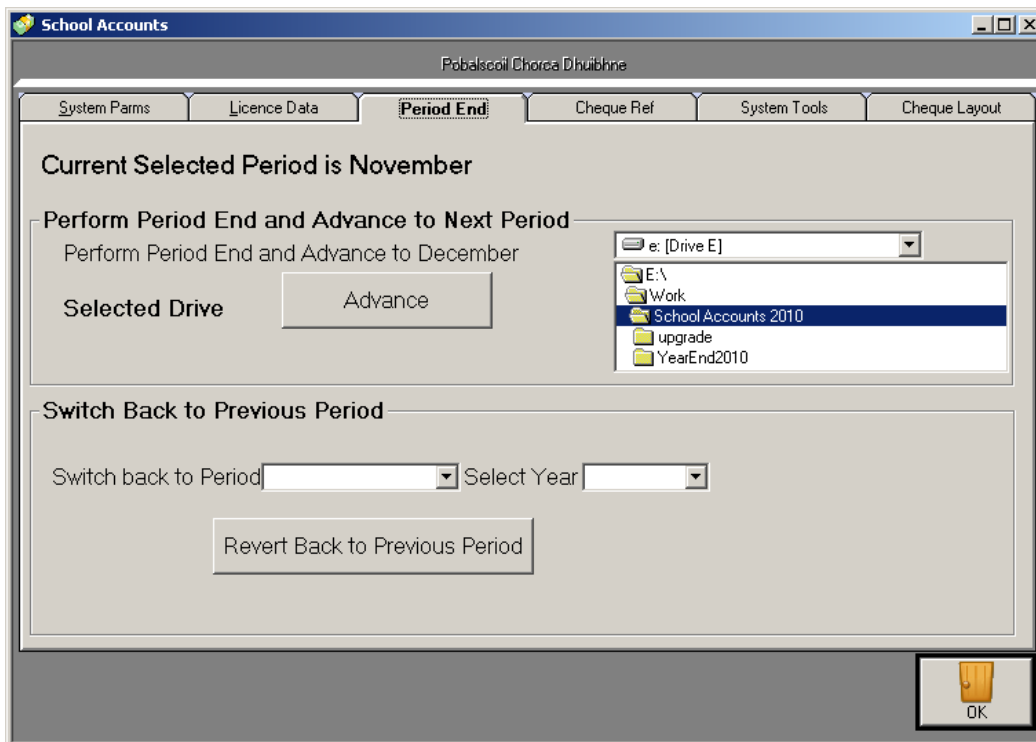
Please take a full backup before you do the next step to start the year end process.

You are now ready to complete the year end procedure in **School Accounts 2011**. Please do **not** complete the month/year end procedure for December 2010 in School Accounts 2010. In order to complete the Year end for 2010 you should **start School Accounts 2011**, select System Parameters from the Main Menu.

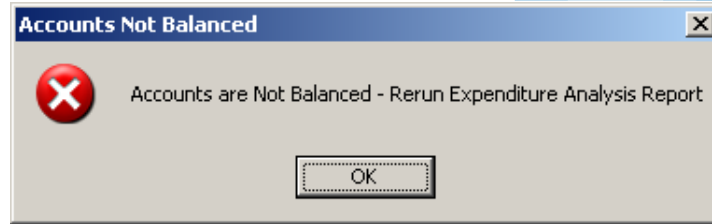




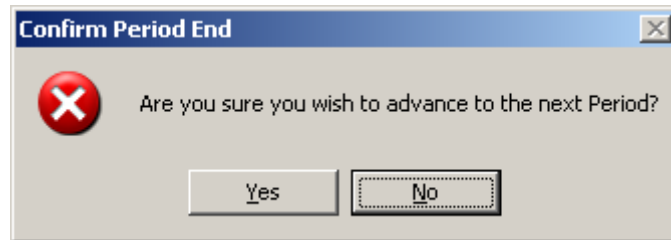
Then select the Period End tab.



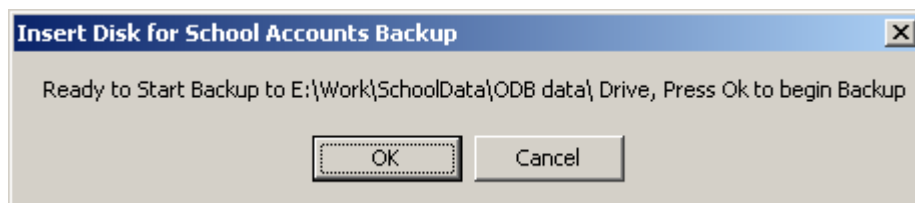
Please ensure that the name of the drive where you wish your backup to be placed is correct and then select Advance. If your accounts in December 2010 are not balanced you will get the following error message.



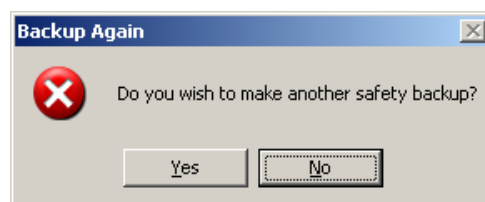
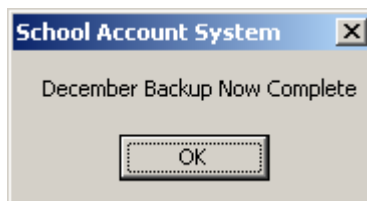
In order to advance to School Accounts 2011, December 2010 must be balanced. Please select the drive or USB key where you wish to put the backup and then select Advance.



School Accounts will check to ensure that you are advancing to 2011.

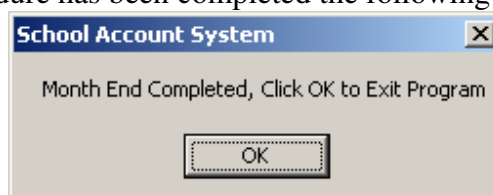


Here you select Ok to start the backup procedure.



As normal another backup may be done here or if you do not require another select no.

Once the month end procedure has been completed the following dialogue box is shown.



School Accounts 2011 has now closed down. When you re-enter School Accounts 2011 you will be in January.

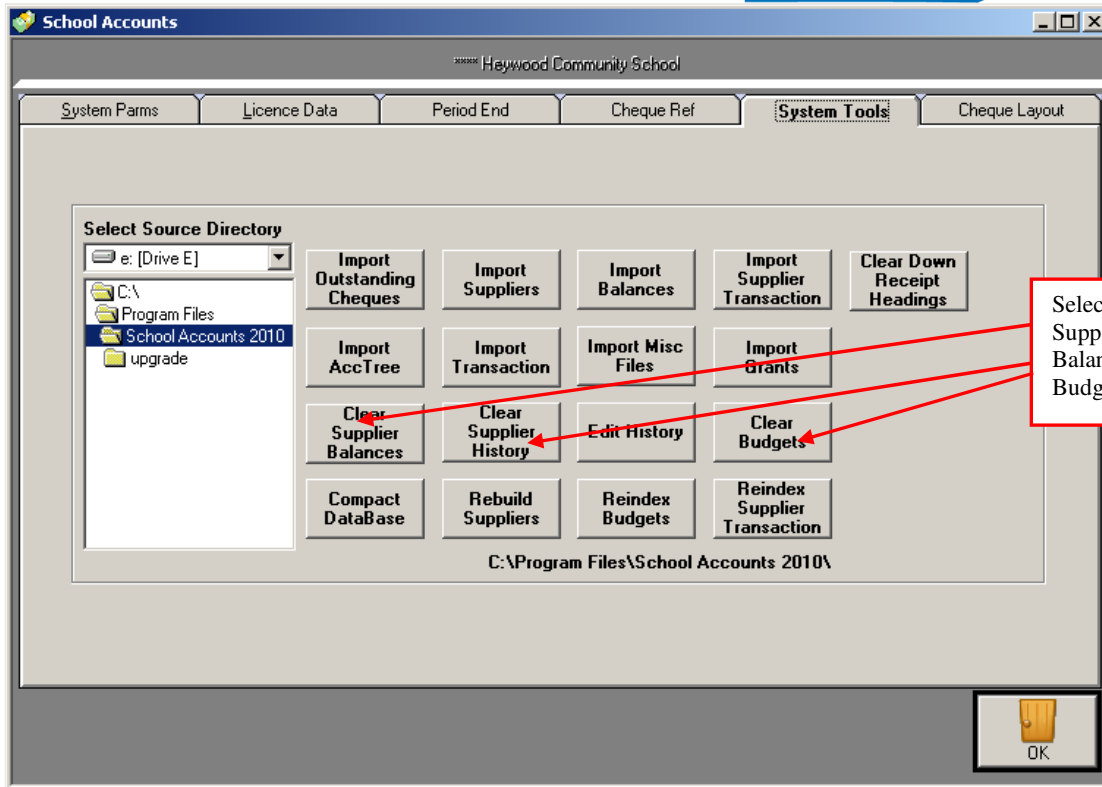


During the course of this period end the system has automatically transferred the following information:

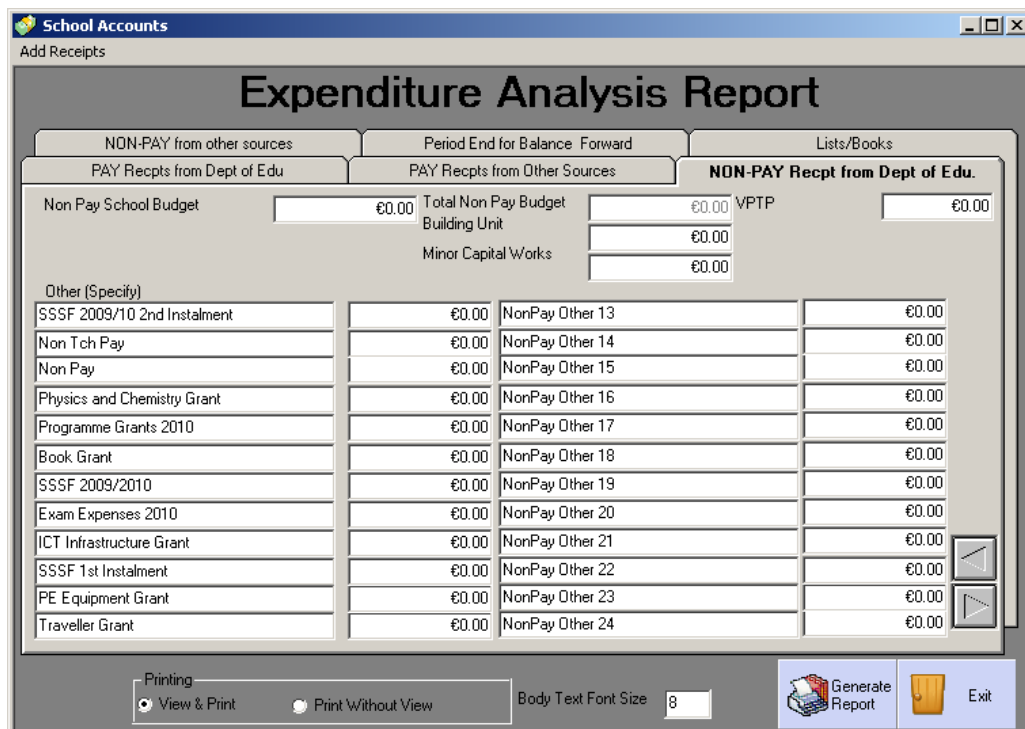
1. Outstanding Cheques.
2. Supplier's information.
3. Balances.
4. Supplier Transactions.
5. Account Tree.
6. Outstanding Transactions.
7. Misc files.
8. Grants (if they are currently used).

In addition to importing the above information from School Accounts 2010 another School Accounts 2010 icon has been generated. This new icon is called School Accounts 2010 before year end. You can access all your reports and data using this new icon rather than the old one.

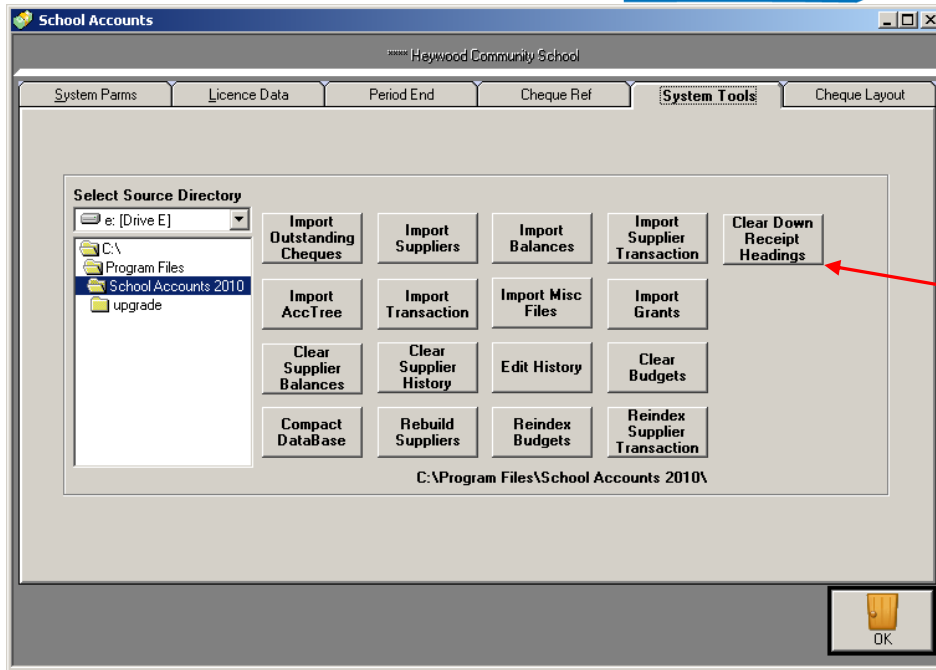
If you wish to clear Supplier Balances which builds the Supplier Usage report and clear Supplier History where the transactions which have been paid are all listed just select the system tools tab and select the Clear Supplier Balances and Clear Supplier History.



In order to start afresh with budgets to be entered for 2011 you also need to use Clear budgets.

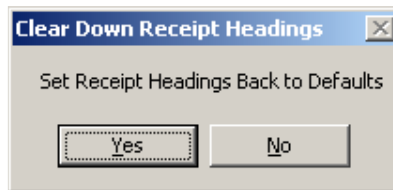


The receipt headings have been brought forward into School Accounts 2011 however if you wish to clear them back to having no headings please select the button in the system tools.

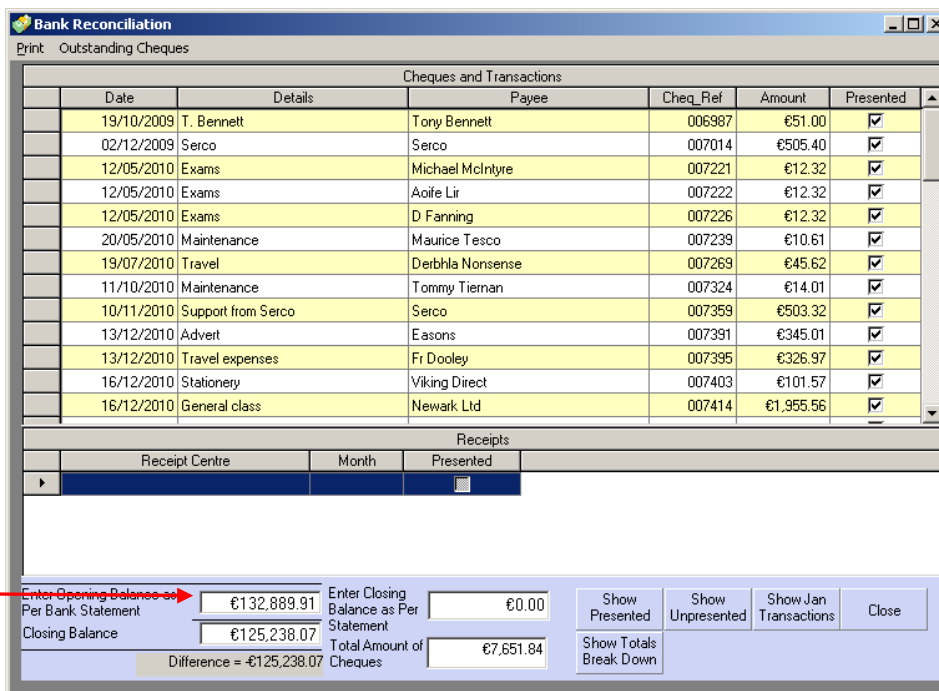


Clear Receipt headings

School Accounts asks if you are clearing down receipt headings and resetting them back to the original.



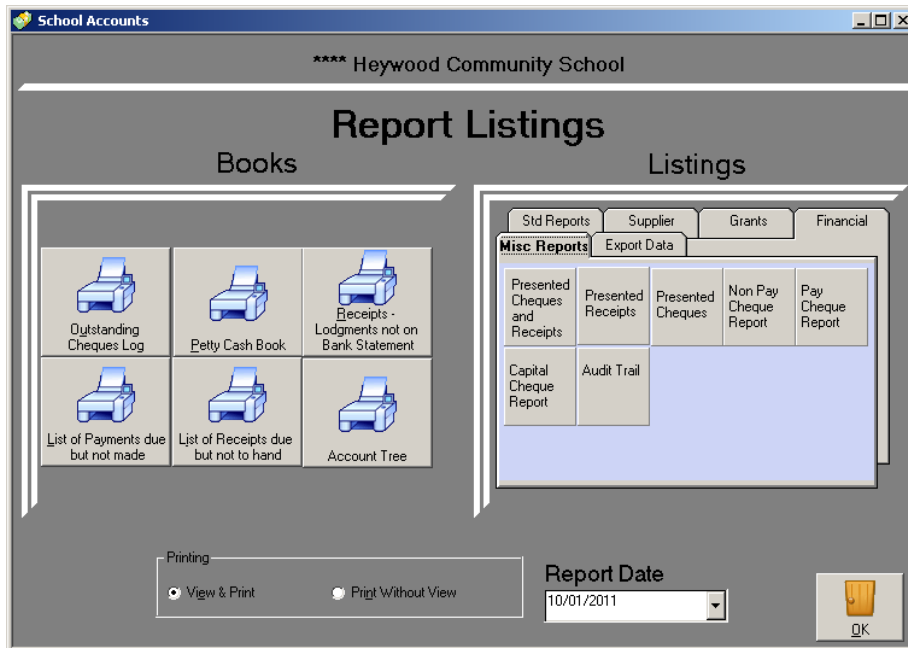
The period end has brought all of the previous year's data into School Accounts 2011, and you are now ready to start the New Year. In your Bank Rec the closing balance from December 2010 has been entered as your opening balance for January 2011. Please check to ensure that the correct information has been entered.



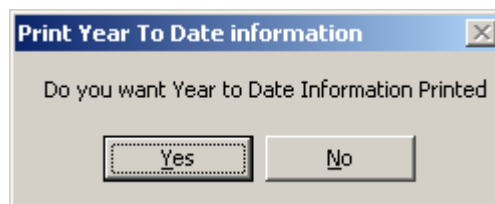
Balance entered for 2010 Accounts

Audit Trail

School Accounts currently shows a list of all of the entries both cheques and supplier transactions that are added to the system. Throughout the year this feature will become more powerful. From the Main menu select report listings, then select the miscellaneous report tab. Audit Trail is the last button.



Select Audit Trail. You have a choice of either the year to date information or just the entries for the current month.



Audit Report

Created By: School Accounts Report Serial: JZBLZBIO Supplied By: O'Doherty.Biz
 Licensed User: **** Heywood Community School Date: 10/01/2011

Audit List

Transaction Type	Month: Jan	Date	Time	Details	Payee	Department	Amount
Added to Transaction from Pay Supplier		10/01/2011	11:23:30	Jan Invoice 645189 Miko Jan Invoices	Miko Metals	2CB3	€25.93
Added to Transaction from Pay Supplier		10/01/2011	11:23:30	Jan Invoice 674321 Miko Jan Invoices	Miko Metals	2CB3	€65.12
Added to Transaction from Pay Supplier		10/01/2011	11:23:30	Jan Invoice 674321 Miko Jan Invoices	Miko Metals	2CB0	€257.13
Added to Transaction		01/10/2011	12:42:54	Easons	Easons	2A32	€300.00
Added to Transaction		01/09/2011	11:32:43	Tommy Tiernan	Tommy Tiernan	1A1	€250.00
Added to Transaction		01/09/2011	12:30:00	Bank Charges	Bank of Ireland	2A2	€25.00
Supplier transaction added from supplier transaction		09/01/2011	09:07:54	Jan Invoice 645123 Miko Jan Invoices	Miko Metals	2CB3	€653.00
Supplier transaction added from supplier transaction		09/01/2011	09:07:54	Jan Invoices 645789 Miko Jan Invoices	Miko Metals	2CB3	€25.93
Supplier transaction added from supplier transaction		09/01/2011	09:07:54	Jan Invoice 674321 Miko Jan Invoices	Miko Metals	2CB0	€257.13
Supplier transaction added from supplier transaction		09/01/2011	09:07:54	Jan Invoice 675321 Miko Jan Invoices	Miko Metals	2CB0	€257.13
Added to Transaction		01/09/2011	12:54:02	Revenue Commissioners	Collector General	1B3	€91.89
Added Supplier Transaction from Supplier Batch Entry		09/01/2011	15:29:46	Stationery January Stationery Supplies	Easons	2A32	€652.61
Added to Transaction		01/09/2011	12:32:10	Pay Tony Fenton	Tom Fenton	1B1	€615.00
Added to Transaction		01/09/2011	12:32:41	Pay Ian Dempsey	Ian Dempsey	1B1	€662.25
Added to Transaction		01/09/2011	12:32:19	Pay Ray D'Arcy	Ray D'Arcy	1B4	€276.45
Added to Transaction		01/09/2011	12:53:34	Revenue Commissioners	Collector General	1A5	€3,152.46

Page: 1 of 1

The printout shows all of the year to date entries that have been made both cheques and supplier transactions.

Grants

The Grants Details Report now shows a monthly breakdown of payments made on grants from the beginning of 2011. More features to follow during the year.

School Accounts

Print Setup Egit Page 1 of 1

Created by : School Accounts Supplied by: Eoin O'Doherty
 Page 1 Report Serial Number: JZBLZBIO Date : 10 Jan 11
 (C) Eoin O'Doherty. Licensed User : **** Heywood Community School

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Grant Name: Grant Amount: €0.00 Grant Used: €0.00 Grant Left: €0.00	€0.00	€0.00	€0.00	€0.00	€0.00	€0.00	€0.00	€0.00	€0.00	€0.00	€0.00	€0.00
Grant Name: Test TY Grant Amount: €20,000.00 Grant Used: €2,510.00 Grant Left: €17,490.00	€2,510.00	€0.00	€0.00	€0.00	€0.00	€0.00	€0.00	€0.00	€0.00	€0.00	€0.00	€0.00

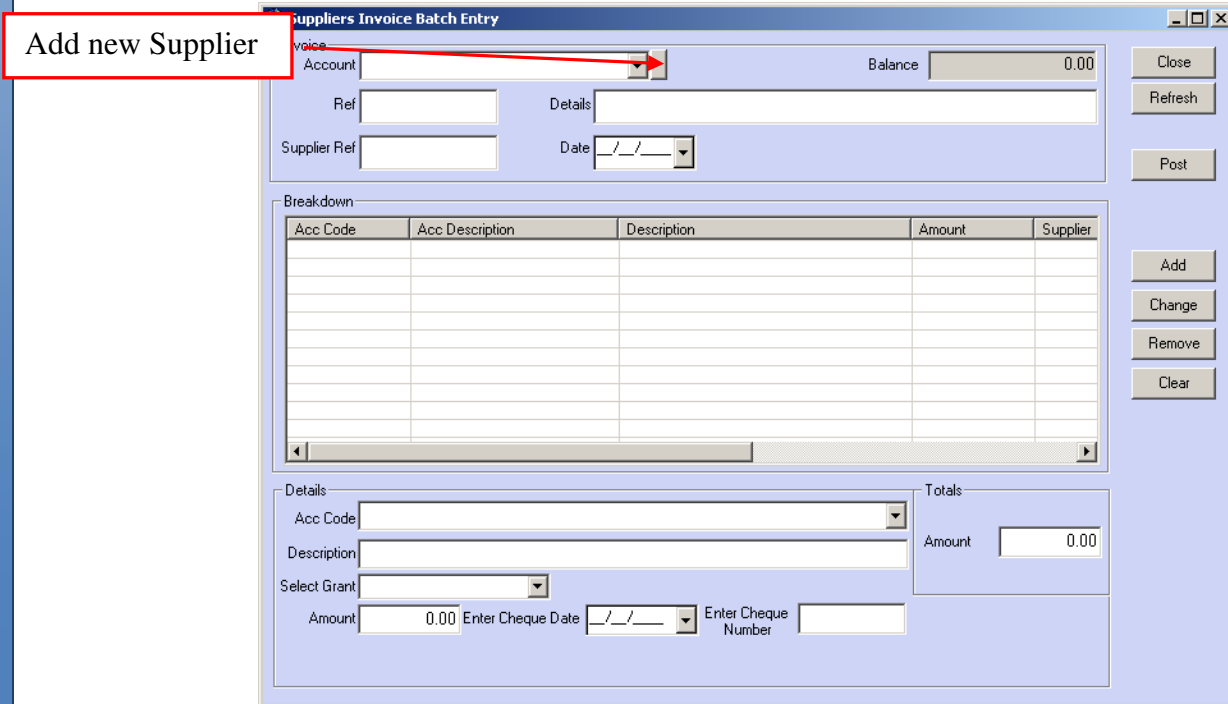
New features added during 2010

Cheque references

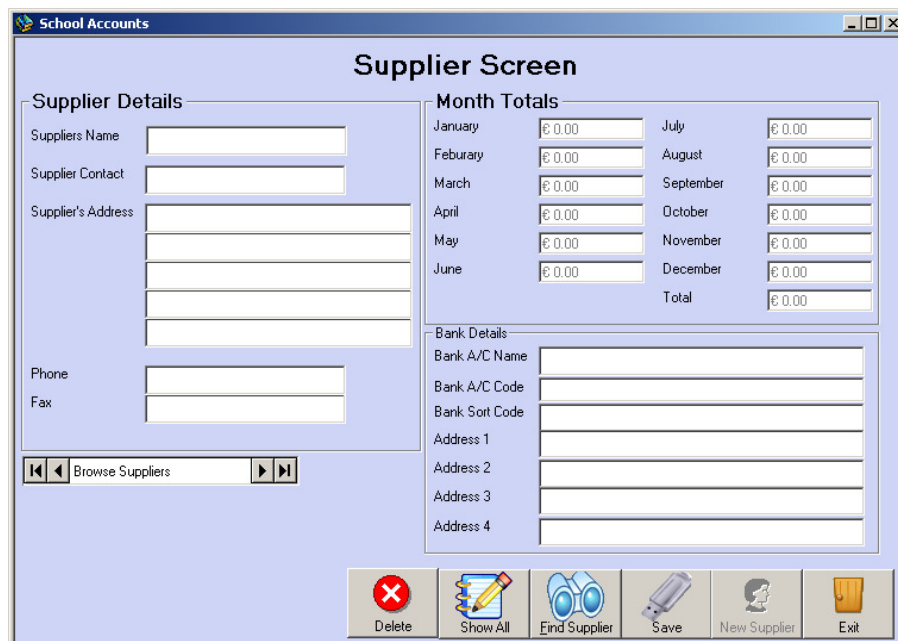
- Cheques must have a unique number or reference.
- In addition to using numbers you can now use a combination of text and numbers e.g. BC for bank charges, BT for bank transfer, DD for direct debit, ER for errors, MI for miscellaneous, NF for Notified Fees and ET electronic transfer. Once you enter any of the above e.g. BC the system will find the next available number.

Add new Supplier when using Supplier Invoice Batch Entry

In addition to entering a new supplier by using Maintain Books, selecting Supplier list and new supplier, you can now add a new supplier when you are adding a Supplier Invoice and also when entering a batch of supplier invoices without leaving the batch entry screen. This is completed using the button beside the Account.



You will be brought to the Supplier Screen where you select New Supplier and here you enter the information pertaining to the supplier.



Once you have entered all the information pertaining to the new supplier just select save and the new supplier is added to the accounts.



Select exit to revert to the Supplier Batch entry dialogue box and continue entering your supplier batch information.

Period End Balance Automatic entry

The period end balance forward is now entered into this dialogue box when you enter the balance in the Bank Reconciliation dialogue box.

Bank Reconciliation

Print Outstanding Cheques

Cheques and Transactions						
Date	Details	Payee	Cheq_Ref	Amount	Presented	
19/10/2009	T. Bennett	Tony Bennett	006987	€51.00	<input type="checkbox"/>	
02/12/2009	Serco	Serco	007014	€505.40	<input type="checkbox"/>	
12/05/2010	Exams	Michael McIntyre	007221	€12.32	<input type="checkbox"/>	
12/05/2010	Exams	Aoife Lir	007222	€12.32	<input type="checkbox"/>	
12/05/2010	Exams	D Fanning	007226	€12.32	<input type="checkbox"/>	
20/05/2010	Maintenance	Maurice Tesco	007239	€10.61	<input type="checkbox"/>	
19/07/2010	Travel	Derbhla Nonsense	007269	€45.62	<input type="checkbox"/>	
11/10/2010	Maintenance	Tommy Tiernan	007324	€14.01	<input type="checkbox"/>	
10/11/2010	Support from Serco	Serco	007359	€503.32	<input type="checkbox"/>	
13/12/2010	Advert	Easons	007391	€345.01	<input type="checkbox"/>	
13/12/2010	Travel expenses	Fr Dooley	007395	€326.97	<input type="checkbox"/>	
16/12/2010	Stationery	Viking Direct	007403	€101.57	<input type="checkbox"/>	
16/12/2010	General class	Newark Ltd	007414	€1,955.56	<input type="checkbox"/>	

Receipts		
Receipt Centre	Month	Presented
		<input type="checkbox"/>

Enter Opening Balance as Per Bank Statement	€132,889.91	Enter Closing Balance as Per Statement	€177,953.06	Show Presented	Show Unpresented	Show Jan Transactions	Close
Closing Balance	€162,186.06	Total Amount of Cheques	€55,487.36	Show Totals Break Down			
Difference = €15,767.00							

Enter Closing Balance on Bank Statement here

School Accounts

Add Receipts

Expenditure Analysis Report

PAY Recpts from Dept of Edu	PAY Recpts from Other Sources	NON-PAY Recpt from Dept of Edu.
NON-PAY from other sources	Period End for Balance Forward	Lists/Books

Balance at Bank as Per bank Statement	€177,953.06
Cash on Hand	€0.00

Printing Generate

Bank balance inserted here automatically

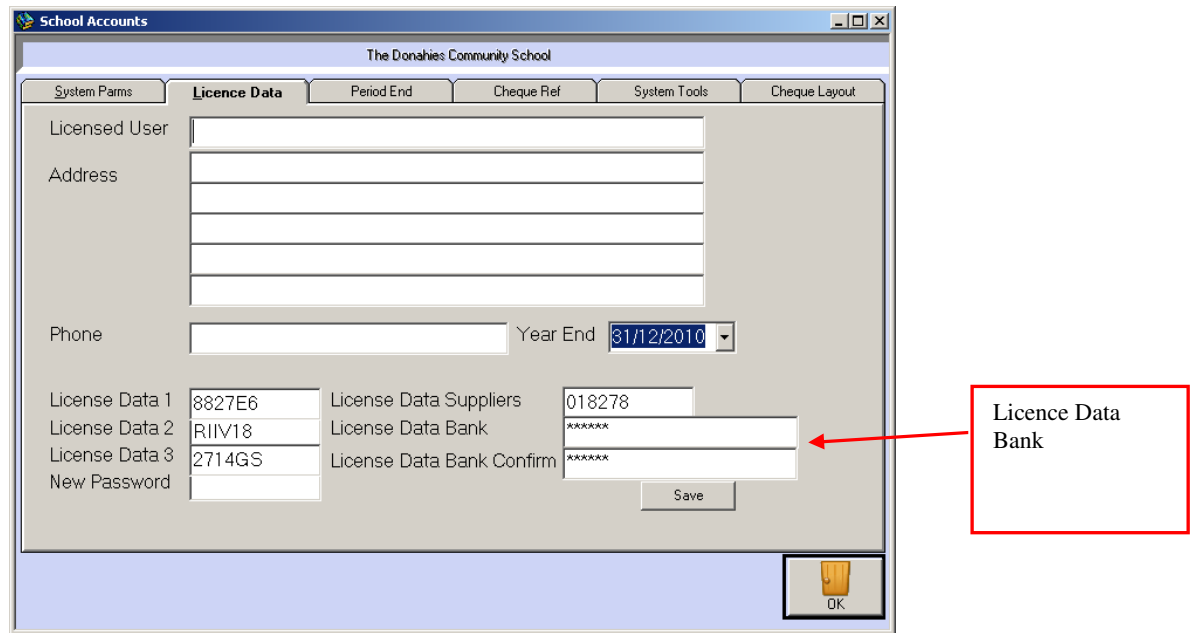
Suppliers Bank Details

During 2010 the ability to retain the bank details of suppliers was added. However we would like to draw to your attention to this the change. As you can see is a new section on the Licence Data dialogue box which allows School Accounts to retain a copy of your Supplier's

bank details. Since this information is important and confidential we had added a new security feature in the Licence Data area.

The Code/Password for Supplier Bank Details is only known by you. Thus we advise that you let someone else know it. If for some reason the Licence Data Bank password is lost, the password would need to be changed and the Bank details of each Supplier will need to be re-entered.

When you wish to keep a copy of a supplier's bank details, please select the System Parameters and then the Licence Data tab. The following screen is displayed with two additional areas, the license data bank and the license data bank confirm. You enter your new code/password here. Please enter the same code/password in both areas. It must be a minimum of six characters. The Licence Data code/password has been encrypted in such a fashion that we cannot access the code/password. In other words we have no way of changing, modifying or working out the new licence data/ code/password. This refers only to the bank details section of the Suppliers information.



In order to enter the bank details of your supplier please select Maintain Books from the Main menu. Then select Supplier list and you will see the following screen:

Supplier Screen

Supplier Details

Suppliers Name: A&T Drain Services Ltd

Supplier Contact: [Empty]

Supplier's Address: Unit 54 Park West Enterprise Centre
New Nangor Road
Dublin 12

Phone: 01-6205724 6205725

Fax: 01-6205737

Month Totals

January	€ 0.00	July	€ 0.00
February	€ 0.00	August	€ 0.00
March	€ 0.00	September	€ 0.00
April	€ 0.00	October	€ 0.00
May	€ 0.00	November	€ 0.00
June	€ 0.00	December	€ 0.00
Total		€ 0.00	

Bank Details

Bank A/C Name: [Empty]

Bank A/C Code: [Empty]

Bank Sort Code: [Empty]

Address 1: [Empty]

Address 2: [Empty]

Address 3: [Empty]

Address 4: [Empty]

Toolbar: Delete, Show All, Find Supplier, Edit Supplier, New Supplier, OK

A new area called Bank details has been added. If you wish to input the bank details for a supplier, please select Find Supplier to find the supplier required. Then select Edit supplier and insert the required information for that supplier. When finished please update the supplier information.

Supplier Screen

Supplier Details

Suppliers Name: O'Doherty, Eoin

Supplier Contact: [Empty]

Supplier's Address: 21 abbeyvale View
Swords Manor
Swords
Co Dublin
O'Doherty.Biz, schools@odoherty.biz

Phone: 086-232 9472

Fax: [Empty]

Month Totals

January	€ 0.00	July	€ 0.00
February	€ 150.00	August	€ 0.00
March	€ 0.00	September	€ 0.00
April	€ 0.00	October	€ 0.00
May	€ 0.00	November	€ 0.00
June	€ 0.00	December	€ 0.00
Total		€ 150.00	

Bank Details

Bank A/C Name: O'Doherty.Biz

Bank A/C Code: 124531829

Bank Sort Code: 93-11-22

Address 1: AIL

Address 2: Swords Road

Address 3: Santry

Address 4: Dublin 9

Toolbar: Delete, Show All, Find Supplier, Edit Supplier, New Supplier, OK

You could now continue on to do another or just simply close. The bank details of your supplier will look like the following if the code/password is incorrect or has been changed. The only way to amend this is to re-enter all Supplier's bank information.

School Accounts _ □ ×

Supplier Screen

Supplier Details

Suppliers Name:

Supplier Contact:

Supplier's Address:

Phone:

Fax:

Month Totals

January	€ 0.00	July	€ 0.00
February	€ 150.00	August	€ 0.00
March	€ 0.00	September	€ 0.00
April	€ 0.00	October	€ 0.00
May	€ 0.00	November	€ 0.00
June	€ 0.00	December	€ 0.00
Total			€ 150.00

Bank Details

Bank A/C Name:

Bank A/C Code:

Bank Sort Code:

Address 1:

Address 2:

Address 3:

Address 4:

Data Backup

The backup of your School Accounts data is now quite large and will require more space than is available on a floppy disk. Please use either a rewriteable CD/DVD or a USB Memory Stick when placing the backup on external storage devices.

In addition please remember to store your monthly backups in a safe place.

Backup & Restore

School Accounts Backup - Restore _ □ ×

School Accounts Backup and Restore 2010

Version 8.0.0.1

Restore

Restore Monthly Backup

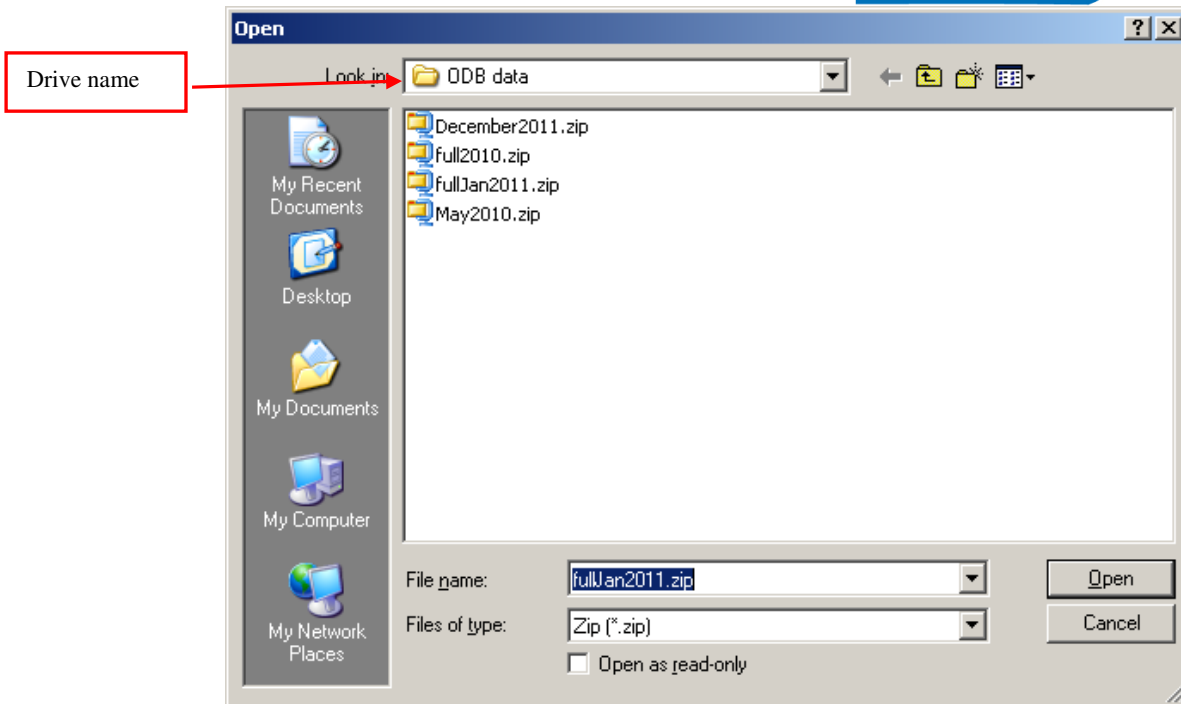
Backup

Backup January

Full Backup

Current Period is January
Backup Path : E:\

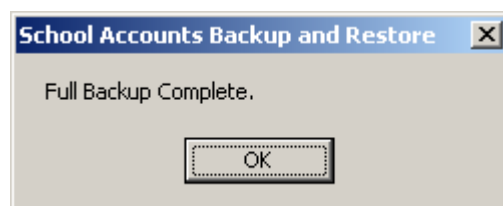
Backup & Restore has changed a little now when you wish to complete a full backup select the button and the following screen will appear:



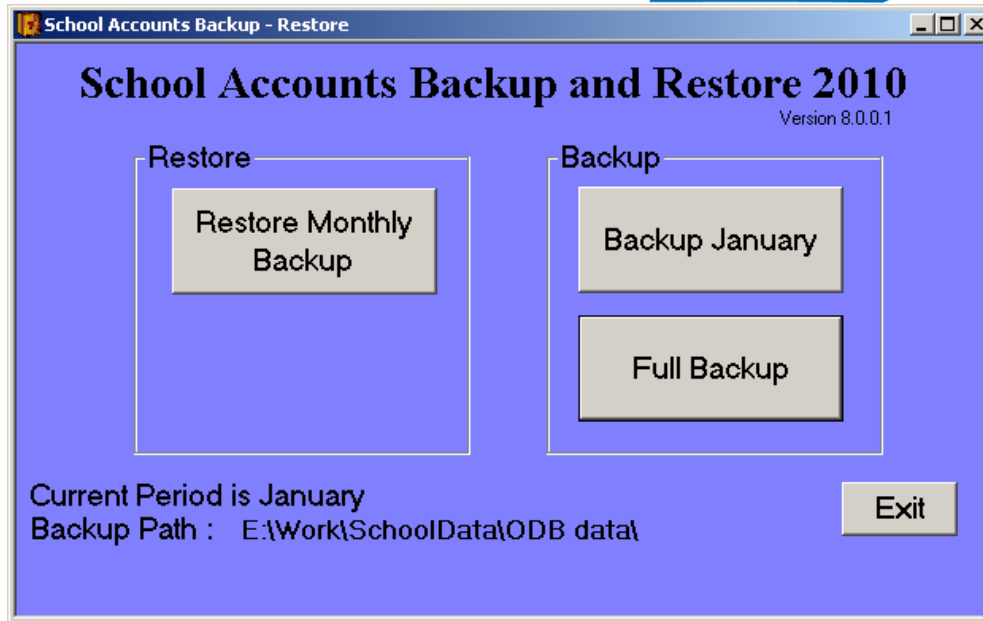
Please ensure that the drive and directory are correct. It automatically inserts the file name, once everything is correct please select Open to continue.



Select Yes to continue with the backup procedure.



Select Ok to complete the procedure.



At the bottom of the screen you can see the current period and where the file was saved to. Select exit to finish the task.

Please do not hesitate to contact us if you have any issues with School Accounts 2011.

ODoherty.Biz Rescue Calling card can be installed on your desktop if you require us to do this please just let us know.