



# Heritage Administrative Systems, Inc.

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*We Make Administrative Computing Affordable!*

***Announcing Version 8!***

## ***School Ledger-Report System and School Accounts Payable v8***

We are proud to introduce Version 8 of *School Ledger-Report System for Windows* and *School Accounts Payable for Windows*. Over the past year we have collected countless suggestions from both new and veteran users of the *SLRS* family of products. Many of these are reflected in the Version 8 upgrade. That's why we're sure you will be delighted with Version 8's new features.

### **New Features in School Ledger**

- **P&L Reporting** - Accounts may be classified as "income" or "expense" accounts in order to generate profit and loss reports. New reports have been added to support this new Income/Expense classification.
- **Audit Tools** were added that allow auditors or bookkeepers to prepare data for audit:
  - "Sampling report" where one may define the percentage to be reviewed for each transaction type. The program then prints a list of randomly selected items of the desired transaction types in the requested percentages. This "Audit Sample Report" can be used by the bookkeeper to retrieve the necessary supporting items for each transaction to be audited.
  - "Transactions" by date or reference number flags any transaction that falls outside of the natural sequence (i.e. a transaction was backdated or entered after other transactions on the same date).
  - "Edit dates" flags transactions that were edited more than  $x$  days prior to the transaction date.
  - "Threshold" reports include all transactions of \$ $x$  or more. (i.e. "Anything more than \$2,000")
- Single keystroke to advance the date on manually-entered general ledger items.
- Automatically increments the data in the transaction number field to one higher than the last number entered.
- **Upgraded Data Backup Utility** – We enhanced the in-program backup function to create a new file naming convention (\*.SLB) for program-generated backups to help you better organize your data files, a "test backup" button to verify that your backup settings are valid and improved handling of errors that come up during the backup process (i.e. "Error writing to a network drive"...etc.)
- Many reports were upgraded to include shaded alternating rows for easier reading of your data.
- Column widths are automatically adjusted on reports so they will best fit the printable page area.
- An "auto-wrap" option was added to many reports so you can choose whether to print a neat report with one line per transaction or a very detailed report that includes the full 255 character explanation, wrapping as necessary.
- Fund summary/fund detail grand total lines are forced to the next page so the sponsor of the last club in your chart of accounts doesn't have extra information printed on her report.

## New Features in School Accounts Payable

### *Includes Everything in School Ledger Plus...*

- “**Dual View Mode**” allows users to browse the checkbook in one window while the related general ledger transactions are displayed in another window. This is an excellent problem-solving tool.
- Additional **audit sampling** – A/P users can pull audit samples for checks, deposits, purchase orders and receipts in addition to the items that the Ledger-only edition samples.
- All description, payee, explanation and memo fields were extended out to 255 characters. These “long field entries” will carry over to the ledger and checkbook register. (See the “auto-wrap” feature above.)
- The bank reconciliation report can itemize outstanding checks and deposits to support the related numbers on the bank reconciliation. This is an excellent way to “snapshot” your data on the day you reconciled your bank statement.
- A new “vendor history” option allows users to see detailed vendor transaction information with the push of a button.
- A preference setting was added to give users the choice of where the cursor starts on each check or receipt form – it can start in the date field (as it did in Version 7) or it can start in the first field likely to be unique (i.e. name) to save keystrokes when performing many transactions on the same date.
- Receipts now include an “Additional documentation available” checkbox to indicate that supporting documents exist for combined receipts (i.e. cash ticket sales or field trip fee checks).
- Voided entries are flagged with a “V” on register reports to make them more visible during audit.
- A “coin” option has been added to receipts in addition to cash, checks...etc.
- The Outstanding Check Report now offers the same filtering options as does the Checkbook Register.
- An **Encumbrance Details Report** was added. This is a Fund Details Report with encumbrances added so you can print an individual report for each account’s sponsor showing their net available funds.
- The Deposit Summary now carries the same heading as other reports.
- When voiding a check that paid a specific invoice, that invoice number is removed from the “duplicate invoice” test that is performed when each check is written.
- Each time a check that paid a purchase order is voided, the user is asked whether she wishes the program to re-encumber the money and re-open the purchase order.

## Pricing and Early Bird Incentives



Version 8 of *School Ledger with Accounts Payable* will start shipping soon!

This upgrade is **FREE** to schools that purchased Version 7 after September 1, 2007.

Users of **Version 7** *SLRS/W* and *SAP/W* may upgrade for a very special “early bird” price **if the order is placed by November 30, 2007**. This is \$260 for *SLRS/AP* combined and \$140 for ledger-only. The early bird price for users of **Version 6 and below** is \$340 for *SLRS/AP* and \$200 for ledger-only.

**If your software was purchased on a district-wide plan please call for your special upgrade pricing.**

*On December 1, 2007 prices for Version 7 users will rise to \$200 for SLRS and \$300 for SLRS/AP. Call for prices on editions prior to Version 7.*

Orders may be called in by phone (800-942-9008, ext. 110), sent via email ([heritage@surfsidesoftware.com](mailto:heritage@surfsidesoftware.com)) or faxed to us (508-255-9520).