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School Ledger-Report System

Fund Accounting Software for Windows

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WARRANTY

Heritage Administrative Systems/Surfside Lighthouse Group, Inc. warrants that the *School Ledger-Report System* program CD-ROM media is free from defects in material and workmanship, assuming normal use, for a period of thirty (30) days from the date of purchase. If a defect occurs during this period, you may return the disk to Heritage Administrative Systems/Surfside Lighthouse Group, Inc. with a dated proof of purchase where it will be replaced free of charge. Except as specifically provided in this warranty, there are no other warranties, express or implied, including but not limited to, any implied warranties of merchantability or fitness for a particular purpose. In no event shall Heritage Administrative Systems/Surfside Lighthouse Group, Inc. or Michael Stoloff be liable for loss of profits or benefits, indirect, special, consequential, or other similar damages arising out of any breach of this warranty or otherwise.

IMPORTANT

The *School Ledger-Report System* software deals with important and sensitive data. Both computers and their operators make mistakes. Please proofread all output carefully. Back up your data frequently.

Companion Product to School Ledger-Report System

School Accounts Payable
Complete Encumbrance and Dispersal Accounting Package

Heritage Administrative Systems/Surfside Lighthouse Group, Inc. 17 Cove Road P.O. Box 1505 East Orleans, MA 02643
Phone 800-942-9008 or 508-240-3680 Fax 508-255-9520 Email heritage@surfsidesoftware.com
Corporate web site – www.surfsidesoftware.com – Follow links to School Ledger

Installation

This installation guide is intended to:

- Guide you through the process of installing the SLRS on your computer
- Provide tips for installing SLRS and for making sure your product stays up-to-date
- Explain the use of the Trial Version

To install SLRS from a CD:

1. Insert the *School Ledger-Report System* CD into the drive
2. If Auto Insert notification is enabled in Windows the setup program will launch automatically. If the setup program does not launch open My Computer, open your CD drive and double click the Setup file.
3. Follow the on-screen instructions for installing the program onto your computer.

To download and install SLRS over the Internet:

1. If you have a connection to the Internet you can download and install SLRS from our web site.
2. Visit www.surfsidesoftware.com and click the “downloads” link for a list of available software packages.
3. Click on the link to the software package you wish to download.
4. Choose Save As from the dialog box that is displayed and save the file onto your computer. Make sure you remember the location where you saved the file; you will need to locate the file in order to run it in the next step.
5. Open the folder where you saved the file and double click the file you downloaded to begin the installation procedure.

Notes for Windows NT, 2000 and XP users

- In order to install and register your program properly, you must install SLRS while logged into the user account that will be running the program.
- The user account must have Administrator or Power User privileges during the installation/registration process.
- Once the program is installed and the registration number entered, the user account may be reset to its original security level

Windows 7 or Windows Vista Instructions

All of our software runs on Windows 7, Microsoft's latest operating system, as well as Windows Vista. Due to Windows' tight security system, it is necessary to run the program as an administrator when first registering the program or when selecting the trial period. Once you're up-and-running the program can be run as a normal user.

Steps to run the program as an Administrator:

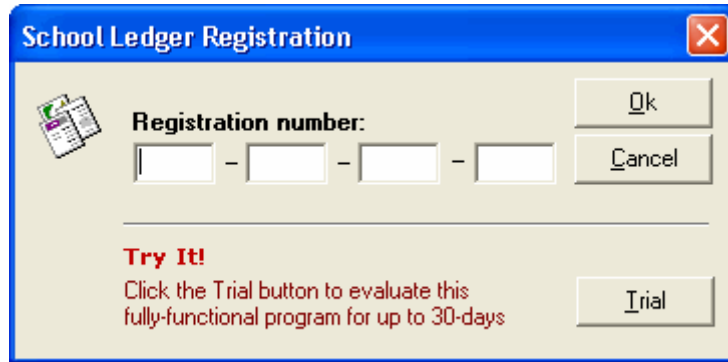
- Locate the program's icon on the desktop (i.e. School Ledger, etc)
- Right-click the icon and select "Run As Administrator" from the popup menu.
- Launch the application and attempt to enter the registration number or select the trial version.
- It is not necessary to run the program as an Administrator again unless you need to re-register the program.

If the procedure above does not work for you the alternative is to change user account control settings as follows:

- Click Start→Control Panel
- Double-click **User Accounts**
- When the "Make Changes to your User Account" screen comes up, select the last option to Turn User Account Control On or Off
- Uncheck the box that says "Use User Accounts Control to Protect Your Computer..." and click OK. On Windows 7 you will use a slider control, which is turned down to “off”.
- Re-boot the computer and run the program to where you can enter the registration number or select the trial version. After this screen has been completed you can turn User Account Control back on by following the same procedure you used to turn it off.

Trial version

You can install SLRS on your computer and use it as a trial version before purchasing in order to see if it meets your needs. While acting as a trial version the program is fully functional and will operate for 30 days from the date of first use. After the trial period has expired the program will demand that it be registered in order for you to continue using it. To register the product you must contact Heritage Administrative Systems, Inc and purchase the program. You will be given a registration key that can be used to unlock the full program. Once the registration key is received you may enter it into the program using the Help→Registration menu.



If you have any questions during the installation process, please feel free to call one of the technical support numbers listed on the previous page or send us an email.

Introduction

About *School Ledger Report System*

School Ledger-Report System, or SLRS, is a fund accounting software package designed for Microsoft Windows 95/98/NT/2000/XP. Built upon our popular DOS product of the same name, this product offers the same fast, reliable management of internal school funds in a more sophisticated, easy to use environment.

Some of the program's key features include an intuitive transaction entry form, “interactive” general ledger, chart of accounts manager, extensive search and reporting capabilities, security system, context-sensitive help system, Internet update capability and much more.

School Ledger-Report System makes it easier than ever to manage your school's internal fund accounts!

History

School Ledger-Report System was an early offering in the school accounting market. It was originally written by Michael Stoloff and published by his company, Shenandoah Software of Harrisonburg, Virginia. In 1996 *SLRS* and its sister product *School Accounts Payable* were acquired by Heritage Administrative Systems/Surfside Lighthouse Group, Inc. *SLRS* joined the Heritage family of school administrative software that includes *The Administrator's PowerPack* integrated school records system and the popular *Classifier* family of master scheduling programs.

Technical Support

Heritage Administrative Systems/Surfside Lighthouse Group, Inc. provides ninety days of free telephone technical support for this program. The ninety days begins with the date that appears on your invoice. Our phone lines are open Monday through Friday from 9:00 a.m. to 4:30 p.m. Eastern time. We are closed on most federal holidays as well as a few other selected holidays. Our phone number is 800-942-9008.

After your ninety-day “free” support period has expired, you may elect to purchase an annual phone support plan. Call for the current price on a support plan for your school.

Technical support is not provided to schools without a support plan. No exceptions!

Key Features of School Ledger-Report System

SLRS is a fund accounting package designed for Microsoft Windows. You can post entries, transfer funds, manage your chart of accounts, use the versatile, interactive general ledger display, print a variety of reports, find or filter transactions in the register, and much more.

Tracking your school's internal funds has never been easier!

Posting Entries/Making Transfers

At the heart of the system is the ability to post new entries into the ledger and to transfer funds from one account to another. You can do this from just about anywhere in the program with a single keystroke. Posting is fast and easy. The system is designed to handle multiple entries in a single session without leaving the Post screen. The general ledger display function can then be used to view and modify the transactions.

Interactive General Ledger

A full-featured, interactive general ledger displays your general ledger in an efficient and easy to use format. Use the ledger display to add, edit and void ledger entries, transfer funds, search for transactions, or restrict viewing of the ledger activity to a given month. The ledger screen displays a running balance as well as starting and ending balance and received/disbursed/transferred totals. An unlimited number of transactions can be maintained within each fiscal year.

The ledger display is the primary tool for maintaining your general ledger. It is most likely the place where you spend the majority of your time. There are many time saving shortcuts and features located in the ledger that will be covered in more detail later in this document.

Chart of Accounts

The account management screen provides for the creation and management of your chart of accounts. SLRS can maintain an unlimited number of accounts, each with an unlimited number of nested sub-accounts (called “child accounts”). By constructing your chart of accounts carefully, you can ensure that your reports provide the maximum reporting detail that your school needs.

Note for DOS version users: SLRS no longer uses Superaccounts. Instead, any “top level” account assumes the same role a Superaccount did except that it shows up directly in your chart of accounts for easier management.

Search and Filter Capabilities

Within the general ledger screen you have the ability to search for existing transactions. You may retrieve a transaction by description, explanation, transaction number, reference number or amount. A powerful “find all” function displays all ledger entries that match your criteria in a special register screen. The transactions resulting from your search can be modified directly from within the search result screen.

With a click of the mouse you can view the transaction activity for a single month instead of the entire fiscal year.

Reports

SLRS provides reporting capabilities to present your data in a concise, easy to read format. You can customize the font, point size, and page layout of any report. All reports may be previewed on the screen before you send the output to the printer.

Security Features

If you enable the security system on an account database, individual users may be added to the system each with his or her own set of access rights to each part of the program. Users log into a secure database by supplying a username and password at the beginning of the session. After a successful login the user may operate all features of the program to which they have been granted access.

Compact and Efficient Data Storage System

Our data storage system utilizes a compact and efficient method that stores all data in a single, secure database file. Since the size of the file generally will not exceed the size of a single floppy disk making backups is easy. Managing multiple years' data is also made easier as you can store multiple account database files in the same directory/folder if desired.

Backup system

You can create automatic backups that are created each time you exit the program, schedule backups to be made to an external or network drive at specific intervals, and create manual backups to diskette or flash drives. This comprehensive backup system protects your valuable data from harm in the event of an unforeseen system failure.

What's New in Version 12?

- The Alert System monitors any of the statuses listed above that are germane to the ledger-only implementation
- The new report that publishes fund summary and fund detail reports by advisor

What was New in Version 11?

- **Export to Excel** – Version 11 features “one click” exporting of all data screens (i.e. vendor, ledger, checkbook, receipts...etc.) to the popular XLS file format used by Microsoft Excel and other industry standard spreadsheet applications. Simply click the “Excel” button on the toolbar, name the file and your data will be opened in Excel exactly as it appears on the screen. The data can then be manipulated and formatted for printing or emailing to a colleague.
- **Enhanced Searching** – Several of the list screens throughout the program have been equipped with an enhanced “find” function that makes it quicker and easier to find the data that you seek. For example, in the vendor list you can now click inside the “search” box on the toolbar and type a few characters of a vendor’s name – the list will instantly display only those vendors whose records contain the characters you typed in the search box. This enhanced search makes it much easier to find the information you need right when you need it.
- **Speed Increase** – Extensive optimization has been done throughout the program resulting in faster loading of most screens, especially for those schools with a large vendor database. The larger your account database the more you will notice the optimization.
- **Memo Management Feature** – Version 11 boasts a new “memo management” function that allows you to save commonly-used phrases or memo items. Every note/memo/description field throughout the program supports memo management. Press F2 in any of those fields or click the ... button to load, save or delete memorized note items. This feature saves considerable time when find yourself typing the same information over and over again.
- **Restore Hidden Accounts** – This auditor preference prevents the use of the hidden general ledger accounts. It “un-hides” any accounts currently marked “inactive” in the chart of accounts.
- **“Layouts” Capability** – Users may now save/retrieve items that are commonly used in the “items” or “allocation grid” sections of the program. For example, you can now save a set of purchase order items that can be loaded into a new purchase order with just a few clicks of the mouse. Layouts capability is supported on just about every data entry screen, including checks, purchase orders, receipts, deposits, EFT’s, NSF’s and more. *This feature can be an enormous work-saver over the course of a fiscal year.*

What Was New in Version 10?

Version 10 included many new and exciting features most requested by our users:

- **More Room to Work** – Many data entry screens have been re-designed to maximize data entry space for important elements such as accounts, memos and descriptions.
- **New and Improved Account Screen** – The account screen now features a “tabbed” layout, field for faculty advisor for that account (to enable searches on advisor) and “at your fingertips” tabs for checkbook transactions, general ledger entries, encumbrances...etc.
- **Transaction Categories** – Each transaction may now be “classified” by a user-defined category. This can be useful if you want to pull reports on all “supply” related transactions or perhaps all “transportation” expenses for multiple classes, clubs and athletic teams. Basic report functions will be provided at release time and additional reports will likely be added during the life of Version 10 as users tell us the additional report functionality they need.
- **Quick Restore** – A “restore” function allows a guided recovery of a backup made with either the automatic and manual backup function of *SLRS*. The user selects the file to be restored from a list of scheduled or automatic backup files – or one may select a file that was saved to removable media such as a flash drive or CD-ROM. The restored file may be set to over-write an existing original or may be renamed during the restore process so as to protect the original data file.
- **Quick File Re-Name** – Many users have requested a function that lets them re-name their data file without using Windows’ renaming functionality. Version 10 allows you to re-name your data file from within *School Ledger*.

- **“Sticky” Screen Size Scaling** – All register and list screens now open to a pre-defined screen size. Steps have been taken to ensure that screens do not shrink or re-size themselves when certain other program functions are invoked.
- **Additional F5/F6 “Increment” Functionality** – We have reviewed several of our data entry screens and have added the general ledger’s “F5/F6” function to increment certain numbers and dates. This is very useful in a situation such as when you’re creating a large batch of manual checks.

GETTING STARTED

Getting Started with School Ledger-Report System

This getting started guide is intended to:

- Explain the concepts of the program – what it is, how it can be used, and recommended procedures
- Offer some guidelines for managing your internal fund accounts
- Provide you with the basic steps for commencing use of the program

Topics covered in this getting started guide are:

Creating an account database
Customizing program operation
Importing data from SLRS/DOS
Defining your Chart of Accounts
Posting your first entry
Using the general ledger display
Configuring your printers
Printing a simple report
Security overview
Checking for product updates
Keyboard shortcuts

Getting Started - Creating an Account Database

An account database holds all of your data for the entire fiscal year in a single data file. An account database file must be created before you can create accounts or enter data into the general ledger, unless you are upgrading from the DOS version.

Creating an account database is the first step you must perform before using any other functions in the program.

To create an account database:

- Click File→New account database
- Open the folder where you will store the account database and specify the account database name (naming tip)
- Click Save to create the account database
- Enter the starting and ending dates for the fiscal year and click OK.

An account database will store your financial information for a single fiscal year. Once the fiscal year has ended you must either create a new database or perform an end-of-year operation to close the current fiscal year and begin a new one.

Note: If you are importing data from the DOS version *do not* create a database first. Instead use the File→Import option both to import transaction data and create a new account database in a single step.

Getting Started - Customizing SLRS to meet your needs

Does your school system allow posting to parent accounts? Should you be able to delete unused accounts from your master chart of accounts? Can beginning account balances be adjusted in the middle of the fiscal year?

These important questions and others should be addressed right after you create your account database. The default preferences have been defined by for tight control. However, not everyone who uses the program has the need for controls this rigid. If you wish more flexibility than the initial preferences provide (and you have consulted your auditors) you may feel free to alter the preferences to suit your own needs.

To set preferences:

- Click Edit→Preferences

Preferences are unique to each account database and therefore cannot be defined before a new database is created. Make sure you set preferences for each new account database that you create.

In addition to controlling how the program functions the preferences screen also facilitates the definition of school and school district information, several display and keyboard input preferences and more.

Several Important Preferences

Require all accounts to balance

Will not allow the Chart of Accounts screen to be closed without all parent account balances to equal the sum of their child accounts. We recommend that you leave this option active.

Allow posting to parent accounts

Determines if posts and transfers can be applied to parent accounts. This is dictated by your school district's standard accounting practices. If you don't know how to define this option, please check with your internal funds supervisor before you make a choice. Most districts will not allow posting to parent accounts.

Allow adjustment to beginning account balances

Determines if beginning account balances can be modified after transaction entries have begun. This is dictated by your school district's auditing policies. Most districts will not permit adjustments to beginning account balances. Instead, if an audit of the prior year's account data dictates that an adjustment be made, the auditor will instruct the bookkeeper to post some kind of a correcting entry either on the first day of the new fiscal year or on the day that the auditor discovered the adjustment.

Getting Started - Chart of Accounts Setup

Once you have created an account database the first order of business is to build your chart of accounts. There is no specific way to organize the account list, but we can offer a few guidelines to follow.

Opening the Chart of Accounts display

Do one of the following:

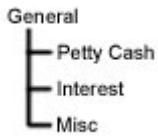
- Click Edit→Chart of Accounts
- Press CTRL-A
- Click the **accounts** button on the toolbar

Tip: You will find throughout the program that there is usually more than one way to accomplish a particular task. The program is designed to give you the freedom to use the method easiest for you. The rest of this “Getting Started” guide will show only one way to access each feature, but do feel free to use whichever method you prefer.

Account Organization

SLRS uses an account structure that is broken down into accounts and sub-accounts. Any account can have a set of sub-accounts (also called “children” or “child accounts”). Each child account can contain its own set of sub-accounts and so on.

Consider this example:



“General” is the *parent* account, and “petty cash”, “interest” and “misc” are all *child accounts*. For reporting purposes all entries made to the three child accounts will be totaled in the parent account.

The chart of accounts can include an unlimited number of accounts. There is no limit to the number of nested child accounts you may create. Practically speaking, it is unlikely that you would nest child accounts more than three or four levels deep as this would make your account structure very difficult to maintain. Please consult your auditors or your district's accounting manual before you go to far into nesting your accounts.

Top-level accounts (also called Superaccounts)

As a general rule of thumb when you add an account you specify the starting balance for that account. The sum of the starting balances for all child accounts must equal the starting balance of the parent account or you will be warned of an out-of-balance situation. Depending upon how you defined your preferences, the program might prevent you from saving the chart of accounts until you resolve the out-of-balance situation.

Top-level accounts are handled slightly different. In the example above, “General” is a top-level account, also called a Superaccount. No starting balance is entered for top-level accounts, and instead the starting balance is automatically calculated for you as the sum of all its children.

Top-level accounts should be used to group your accounts into a logical organization for reporting purposes.

Adding accounts

- Click Edit→New
- Type the account name and (optionally) the account number
- Specify the starting balance for the account (except for top-level accounts)
- Click OK

To specify that a new account is a *child* of another account make sure the “sub-account of” box is checked and specify the account using the drop-down account list.

Tip: After filling in the account information press Enter to begin adding another account.

Getting Started - Posting Your First Entry

To post a new entry

- Click Activities→Post Transaction (or press CTRL-P)
- Fill in the form and click Ok to accept the transaction

Note: Date, account and description are *required* fields. You cannot save the transaction without entering data into those three fields.

Getting Started - Using the General Ledger Display

To open the ledger screen:

- Click Edit→General Ledger (or press CTRL-R)

The ledger display shows all recorded transactions as well as an audit trail of edited and voided transactions. Use the general ledger screen to find, edit or void existing transactions.

Ref #	Date	Status	Acct #	Number	Description	Explanation	Clr	Received	Disbursed	Transfer	Balance
1	12/12/2006		1.1	N/P	Heritage	School Ledger v7		\$0.00	\$500.00		(\$300.00)
2	12/13/2006		1.1		Deposit	Deposit - misc		\$50.00	\$0.00		(\$250.00)
3	12/13/2006		1.1		Deposit	Deposit - misc		\$50.00	\$0.00		(\$200.00)

3 transactions Beginning: \$200.00 + \$100.00 - \$500.00 + \$0.00 (\$0.00) = (\$200.00)

To add a new transaction

- Press CTRL-P to post a new transactions
- Press CTRL-T to transfer funds

To edit an existing transaction

- Double click the transaction
or
- Select the transaction you want to edit and press CTRL-E

When you edit a transaction and click OK, the original transaction is still maintained in unmodified form, and a new correcting entry is posted with the modifications. The original transaction is marked with a status of “<void>*E” to indicate that a correcting entry was made.

Tip: To locate the correcting entry for a modified transaction quickly, select the original transaction and press CTRL-G (goto) -- this will take you right to the “successor” transaction.

Searching for transactions

When your general ledger contains only a handful of entries it is very easy to locate the one you wish to edit. As the number of transactions grows it becomes more difficult to browse through the list and find the one you need. To find a transaction, use the procedure below:

- Press CTRL-F to display the *find* dialog.
- Type a fairly unique snippet of information that will locate the desired transaction (such as the description or explanation)
- Press ENTER to locate the transaction

The first transaction that meets your criteria will be selected. Continue pressing ENTER until either you find the transaction you seek or run out of qualifying transactions.

Tip: Click the “find all” button to display all transactions that meet your search text and display them in a special general ledger window.

Voiding transactions

- Press CTRL-V to void a transaction

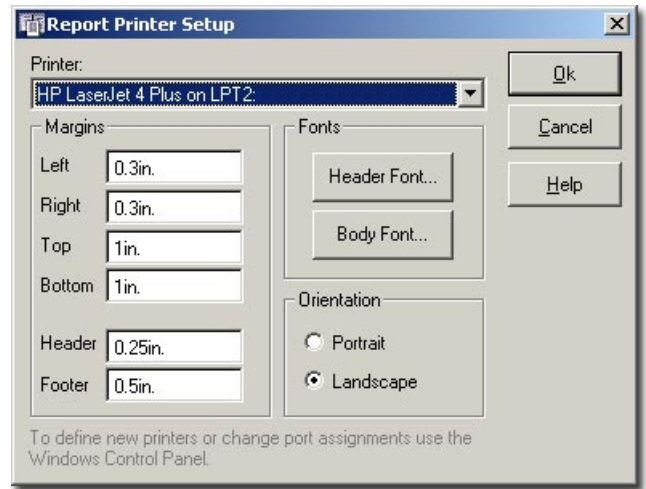
As with editing, the original transaction is still maintained in unmodified form and a status of “<void>” is marked to indicate it has been deleted.

Getting Started - Configuring Your Printers

You can define which printer you wish to use for printing the reports generated by SLRS. Once you select a printer, all report output will go to that printer until you select a different one. In addition to defining which printer to use you may also control the margins, page layout and font used for reports.

To select the printer for reports:

- Click File→Printer Setup→For Reports
- Select the printer to use from the drop-down list.



Note: Only currently defined printers can be used. That means that a printer must already be installed and configured for use by Windows. To define additional printers, you must use the Windows Control Panel.

Defining margins and page layout:

- Adjust the top, bottom, left and right margins to control the amount of empty space around the edge of the page
- Adjust the header and footer to control the amount of space before the report header and after the report footer
- Change between portrait and landscape mode to adjust page orientation

Defining fonts

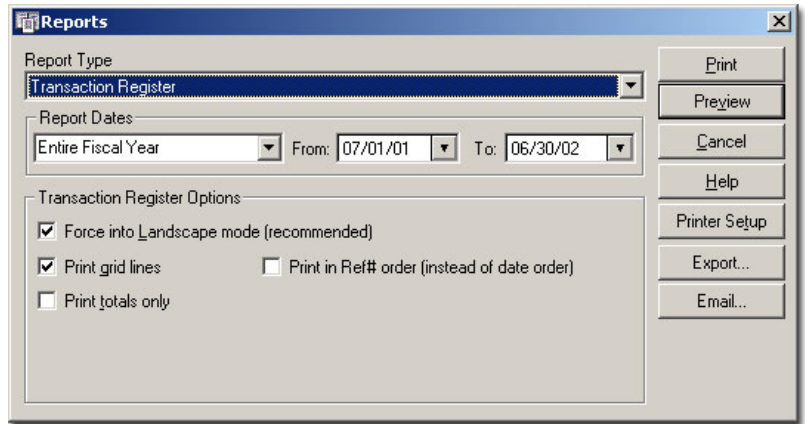
- Click the header font and body font buttons to select the font used for printing reports.

Getting Started - Printing a Sample Report

You can print a variety of reports with SLRS. However most of them are useful only when much more data exists than you have entered up to this point. This guide will walk you through printing a sample transaction register report.

To print a transaction register report:

- Click Reports→Transaction Register
- You can select the report dates for the transaction register and several options that control how the report is printed. For this sample report, you should retain the default values.
- Click the Print Preview button to display the results to the screen
- Zoom in/out using the zoom button on the toolbar
- To print the report, click File→Print



Tip: Each available report can be configured and previewed to the screen before you send it to the printer.

Getting Started - Security

About Database Security

If you choose not to implement database security anyone who has access to the SLRS program can access the account database. All data can be freely changed or deleted without any control.

To prevent unauthorized access or accidental deletion of data you can secure the account database. By assigning a set of access rights to a set of users you can control who can get into your program and what they can do once they're in it.

If you do not wish to implement a security system for your account database you may skip the remainder of this topic.

Enabling Database Security

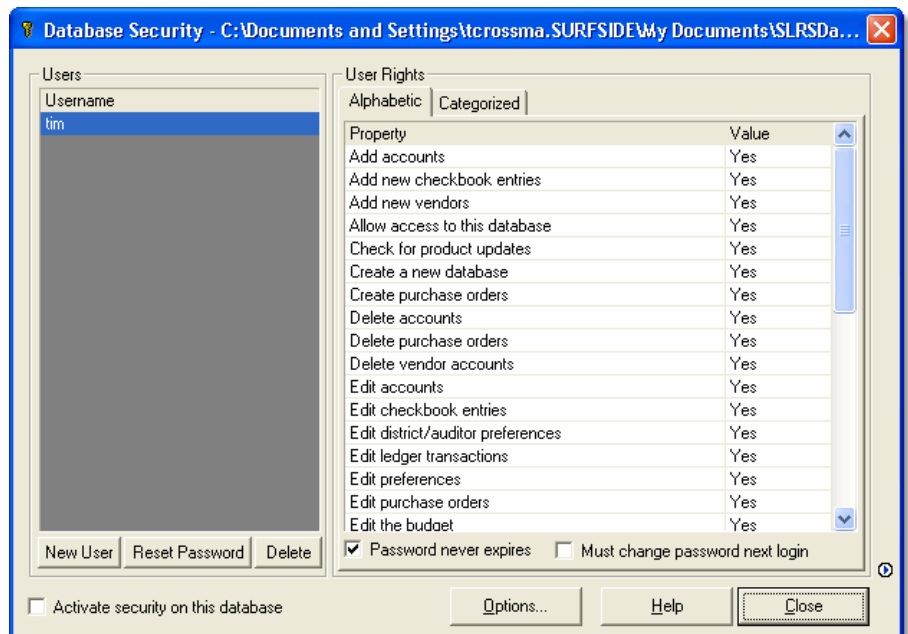
By default database security is *disabled* for each new account database you create.

To enable database security:

- Click File→Database Utilities→Security
- Place a check mark next to 'Enable Database Security'
- **Do not** click the close button yet

User Management

Before database security can be enabled you must add at least one user to the security database table. If you close the security screen without adding any users database security will be turned off automatically.



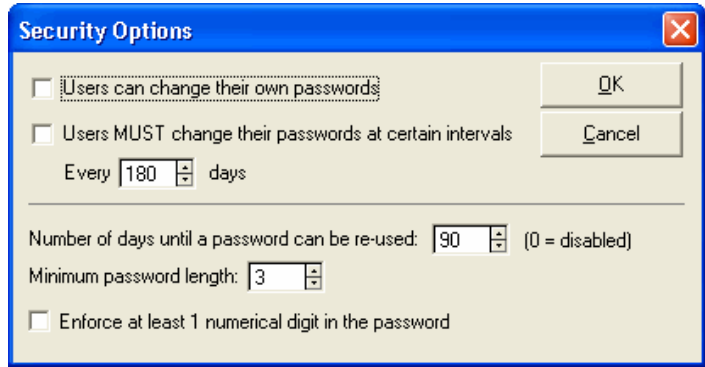
To add users:

- Click below the ‘New User’ button and type a user name, up to 20 characters long, and press the Tab key
- Type a password press Enter.

Assigning access rights:

- Click on a name in the list of users to display his or her access rights in the right hand window pane.
- Assign access rights for the user by clicking the desired operation and change the value to either Yes or No.

The Options button allows you to set various global security options.



Tip: Make sure at least one user has sufficient access to open the account database and administer security. Failing to do this could render the account database unusable!

Getting Started - Checking for Product Updates

If your computer has a connection to the Internet it is recommended that you check periodically for product updates. This will ensure that your program always contains the latest maintenance updates.

To check for product updates:

- Click Help→Check for product updates
- Follow the on-screen instructions

Tip: The computer you use for SLRS *must* have an active Internet connection in order to receive vital product updates.

Getting Started - Keyboard Shortcuts

Good use of the program's keyboard shortcuts can make you more efficient in your work. Although the mouse is a great tool it is often inconvenient to remove your hands from the keyboard while performing data entry. The keyboard shortcuts will save you time by keeping your fingers on the keyboard and thereby make your use of the program much more efficient.

Common keyboard shortcuts

Shortcut Key	Description
CTRL-P	Post a new transaction entry
CTRL-T	Transfer funds
CTRL-R	Open the general ledger display
CTRL-A	Open the chart of accounts
CTRL-[number]	Reports (i.e. CTRL-1 open the transaction register report)
F1	Displays the on-line help system

Backing Up Your Data

Hard drive crashes, accidental user errors, student or employee vandalism, power outages. All of these disasters can render your account data unusable. Frequent creation of backups allows you to recover from such incidents with a minimal amount of data loss.

School Ledger has a comprehensive backup system built into the program that can help keep your data safe.

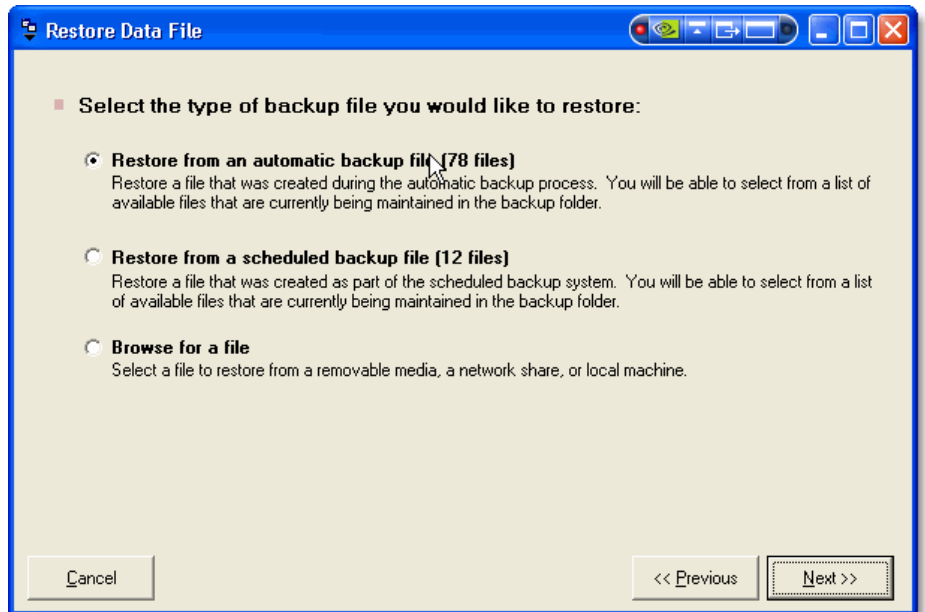
- **On-demand backup** - Using the File→Backup command you can make a backup whenever you wish. The backup will be saved on whatever drive or device you choose.
- **Scheduled backup** - By setting your user preferences you can have the program schedule a backup every x number of days.
- **Automatic backup** - You may configure the system to make a backup every time you exit the program.

Restoring Your Data

If you use *School Ledger's* built-in backup function there will likely be a time you need to restore one of the backup files that you created.

To restore a data file created by *School Ledger's* automatic backup:

- Click File→Restore to open the “Restore Data File” screen.
- Choose the file type you wish to restore and click Next
- Follow the on-screen directions to restore your data file



USING SCHOOL LEDGER

Account Databases

Creating an Account Database

An account database stores all of your data for the entire fiscal year in a single data file. An account database file must be created before you can create a chart of accounts or enter data into the ledger.

Creating an account database is the first step to perform before you may use any other functions in SLRS.

To create an account database:

- Click File→New account database
- Open the folder where you will store the account database and specify the account database name (naming tip)
- Click Save to create the account database
- Enter the start and end dates for the fiscal year and click OK.

An account database can maintain financial data for a single fiscal year only. Once the fiscal year has ended you will either create a new database or perform an end-of-year operation to close the current year and begin a new one within the current account database.

Note: If you are importing data from the DOS version do not create a database first. Instead use the File→Import option to both import your data and create a database in a single step.

Tip: The account database name may be any valid Windows filename up to 255 characters in length.

Opening a Database

To open an account database:

- Click File→Open Account Database
- Navigate to the folder where the account database is stored and double click the account database file.

To open an archived account database:

- Click File→Open Account Database
- From the 'files of type' box select 'Archived Account Databases'
- Navigate to the folder where the archived account database is stored and double click the account database file.

Preferences

Preferences control how an account database handles data entry, display, school information and other miscellaneous options. Setting preferences affects only the current account database.

To set preferences:

- Click Edit→Preferences
- Click the icon on the left to select the preference category
- Click Ok when finished

Account Database Properties

To view details on an account database:

- First open the account database
- Click File→Database Properties

Viewing database properties will show the following information:

- Account database file name and version
- Dates of the current fiscal year
- Total number of accounts
- Total number of transactions

Maintaining Multiple Account Databases

An account database is stored as a single file with the extension .SLD. All transactions, account data, users and everything else maintained the by program for that family of accounts is stored within the single account database file.

Each account database can store transaction data for a single fiscal year. Maintaining multiple account databases is made easy by the fact that you can store as many account databases in the same folder on your computer as you wish, as long as each has a different name. You can maintain an account database for each fiscal year and easily open a previous year for reviewing purposes if necessary.

Archived Databases

During the end-of-year procedure that closes out the fiscal year and starts a new one an archive copy of the account database can be created. The archived copy resides in the same location as the original and has a slightly different name. You can access an archived database by choosing File→Open Account Database and change the 'files of type' drop-down option.

Managing Multiple Account Databases

Some things to consider when storing multiple account databases on your system are:

- You can store as many account databases as you wish in a single folder
- Each account database within a folder must have a unique name
- Account database names can be any valid Windows filename up to 255 characters in length
- We recommend including the school name and fiscal year as part of the account database name
- Archived databases (made during year-end procedures) are stored in the same folder but have a slightly different file name
- You can access a previous fiscal years account database by using File→Open Account Database

Opening Recent Databases

SLRS remembers up to ten of the most recent account databases with which you have worked. You can use the “Recent Databases” feature to open these account databases without browsing the hard drive for the file or entering the file name.

To use the recent file list:

- Click File→Recent Databases
- All account database files that you have opened recently (up to 10) will be displayed for quick and easy selection.
- Click on the one file would like to open.

Deleting an Account Database

An account database cannot be deleted from within SLRS. Instead you would need to delete the account database file using the Windows Explorer. You will need to have security access to the folder where the database is stored in order to delete the account database.

To delete an account database:

- *We urge you to make a backup of your account database before permanently deleting it!*
- Open My Computer
- Open the drive and folder where your account database is stored
- Click the account database file and press the DEL key

Note: Even if you “secure” your account database with passwords *it is still possible to delete the database* using the method described above. If you are running the program on a network and would like to prevent unauthorized deletion of an account database you must utilize the security system of your network to prevent it.

Emailing the Account Database

Your entire account database can be emailed to a colleague (or to our technical support staff) directly from within the program. In order to send an email you must have an Internet connection on your computer.

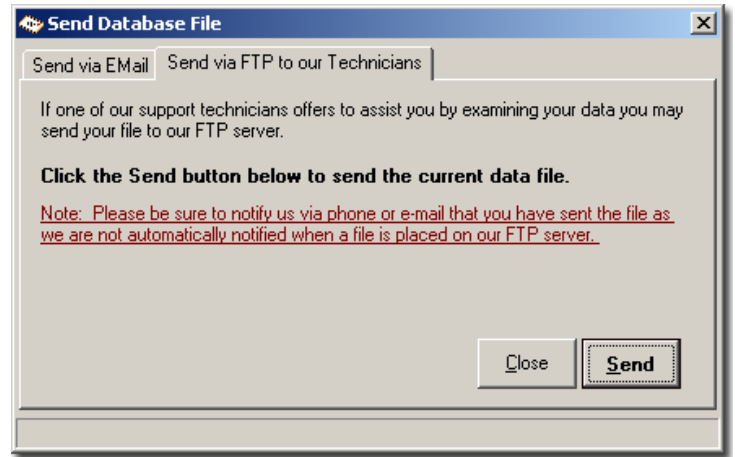
To email an account database

- Click File→Email Database
- Your default e-mail client (i.e. Outlook) will be launched and the database attached. Specify the recipient of the e-mail and click your e-mail client's "send" button.

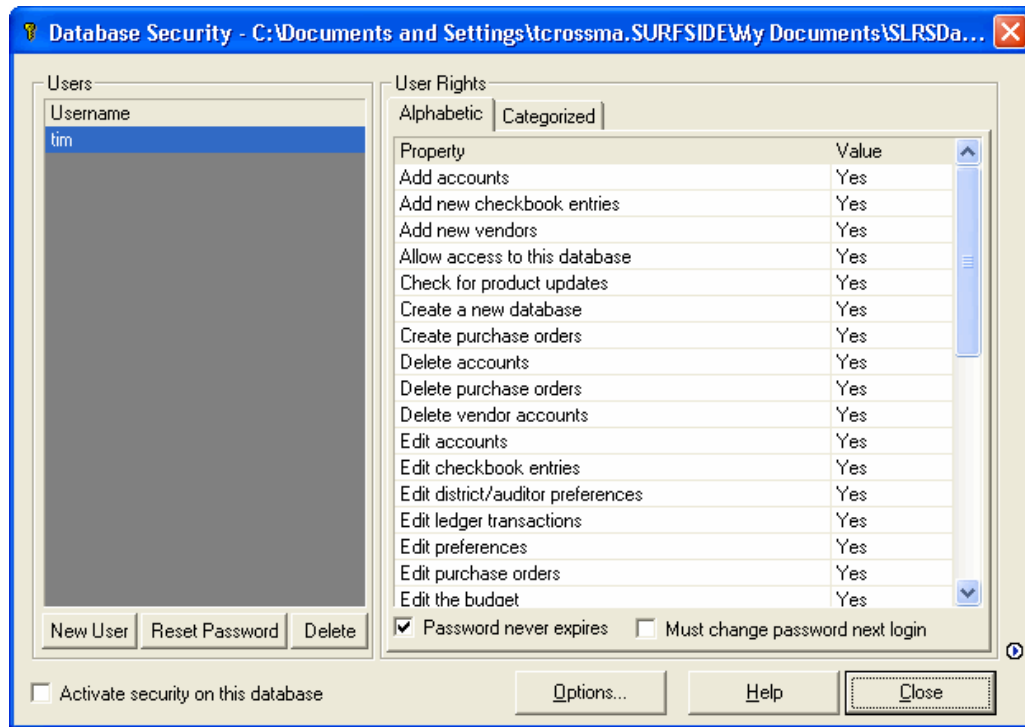
NOTE: Many school districts have blocked users from sending email from within installed applications. If you attempt to email your database and your email client software does not launch, that usually means you are blocked. Blocked users will need to email the database by opening their email client and attaching the account database to the email in the same way that you attach a document, picture or spreadsheet. The name and location of your account database is displayed on the blue title bar at the top of your SLRS window. Note that the file name *always* ends with an extension of SLD (for a regular school ledger database), SLA (for an archive of a prior year’s data) or SLB (for a backup generated by *School Ledger*).

Send Data File Via FTP to our technicians

If one of our support technicians has offered to assist you by examining your data, you may send your file directly to our FTP server. Click the “Send via FTP” tab and then click the Send button. Please be sure to notify us via phone or email that you have sent the file, as we are not automatically notified when a file is placed on our FTP server. Note that many school districts block users from initiating FTP sessions from within an installed application.



Securing an Account Database

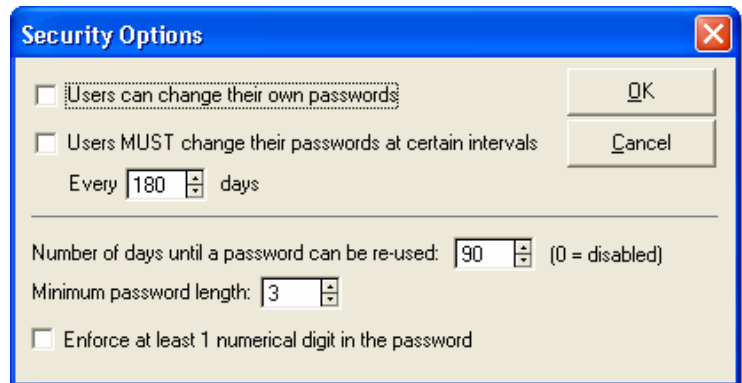


Securing an account database forces all users who run the program to enter a username and password each time they launch SLRS. Access to the program will only be granted only to users who have been assigned a user account and have been granted access to the database.

To secure an account database:

- Click File → Database Utilities → Security
- Place a check mark next to ‘Enable Database Security’

The Options button offers you an opportunity to define various global security settings.



Note: At least one user must be added into the security system in order to enable database security.

Account Database Maintenance

If for some reason you experience problems with the account database it might need to be scanned for possible file damage. The Compact/Repair option performs an extensive scan on the integrity of the account database file system and performs any repairs necessary to bring the file back to good working order.

To ensure the account database file is in good working order:

- Click File→Database Utilities→Compact and Repair
- Specify the account database and click Open begin the procedure

Using Compact and Repair on an account database has the following benefits:

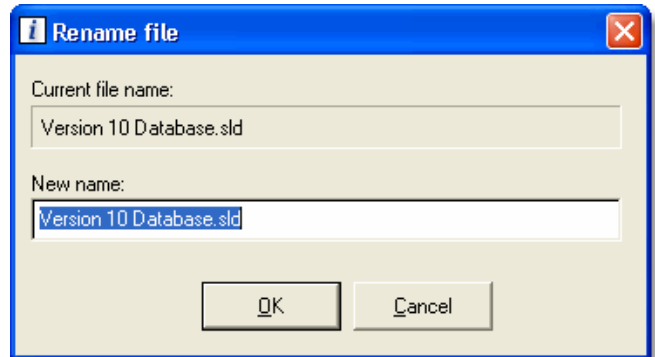
- Checks the file for data integrity errors
- Possibly decreases the size of the by removing wasted space

Renaming an Account Database

Some schools like to re-name their account databases each year, so that the “current” account database always carries the name of the fiscal year. This is a very simple process.

To rename the account database:

- Click File→Database Utilities→Rename Datafile
- Specify the account database and click Open begin the procedure



Account Database File Format

Account Databases

SLRS stores all of its data in a single file called an *account database*. Account database files have an extension of .SLD. All program data including the chart of accounts, user security accounts, ledger transactions, and preferences are stored in the account database file.

Archived Account Databases

When a year-end operation is performed you will be offered an option to make an archive copy of the account database. An archived database contains all the information from the original account database and can be used to recover from an accidental year-end operation or to view information from previous fiscal years.

Archived databases retain the name of the original account database, but the word “archive” is added to the end, plus the starting fiscal year. As an example, if the original account database was named “Heritage”, the archived database would be named “Heritage (archive 2000)”, assuming the fiscal year started in 2000.

Archived databases are created in the same folder as the original account database and have the extension .SLA.

To open an archived database:

- Click File→Open Account Database
- Choose 'Archived Account Databases' from the “files of type” drop-down
- Double click the archived account database file to open

Chart of Accounts

SLRS uses a centralized Chart of Accounts function to manage all internal fund accounts and to categorize funds for reporting purposes. All transactions entered into the general ledger must belong to an account that is maintained in the chart of accounts.

This section is intended to:

- Explain how to implement an efficient chart of accounts in SLRS
- Explain top-level accounts and parent/child relationships
- Provide instruction on the use the Chart of Accounts management screen

The following key topics discuss the Chart of Accounts function:

- Organizing your accounts
- Explanation of superaccounts
- Displaying the Chart of Accounts screen
- Using sub-accounts (child accounts)
- Adding accounts, editing accounts and deleting accounts
- Starting balances and balance totaling

Account Organization

Basics of Account Organization

Although there is no one specific way in which the chart of accounts *should* be defined, there are some general guidelines to follow that will provide for the best possible results.

The chart of accounts is organized with accounts having a parent/child relationship to each other. The result is an account “tree” that branches out to all sub-accounts and so on down the line.

A virtually unlimited number of accounts can be maintained by SLRS. There is no limit to how deeply you may nest child accounts. Practically speaking, we do not recommend that you go more than three or four levels deep in the account nesting because it will make it very tedious to maintain your chart of accounts -- and your reports will be more difficult to read.

When you print a report, each parent account will include the account activity and totals for all the child accounts that fall under it.

Using Top-Level Accounts (a/k/a superaccounts)

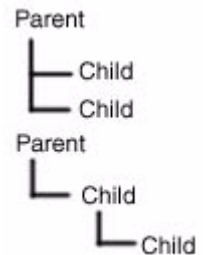
Most important in account organization is the use of top-level accounts, sometimes referred to as superaccounts. We strongly recommend that a top-level account be created to categorize the subset of accounts being added under it. A top-level account is unique in that a starting balance cannot be entered for it. The starting balance of a top-level account is the sum of all child account starting balances. Several reports will only work on top-level accounts, so you should always have at least one top-level account under which all of your other accounts belong. In the DOS version of SLRS, this single top-level account was referred to as the “general superaccount”.

Naming Accounts

Account names may be up to fifty characters long and may include letters, numbers and spaces. Although you may create account names up to the maximum character length, keep in mind that the full account name of accounts with many children can become quite lengthy. For reporting purposes it is a good idea not to let the account name become too cumbersome.

Account Numbers

Every account is assigned an account number. Account numbers may be up to eight characters long and may include letters, numbers and punctuation. Account numbers are used on most reports in place of the account name primarily for space considerations. Accounts can also be selected during posting or editing by using the account number. If you do not enter an account number when creating a new account the program will assign one automatically.



Superaccount Explanation

Superaccounts, or “top-level” accounts, are special accounts that the program handles a bit differently from normal accounts. As with traditional accounts, top-level superaccounts have a name, account number, and description. They also have a starting balance, however unlike standard accounts the starting balance is automatically calculated as the starting balance of all child accounts. You *do not* enter a starting balance for top-level accounts.

Superaccounts are intended to be used to group related accounts for reporting purposes. We strongly recommend that you utilize superaccounts for this purpose by starting with at least one superaccount, often called **General**.

We recommend that entries *not* be posted directly to top-level accounts. In fact, unless the default preference settings are changed to permit such posting, no entries may be posted to top-level accounts.

Opening the Chart of Accounts

To open the Chart of Accounts screen:

- Click Edit→Chart of Accounts (or press CTRL-A)
- or
- Click the **accounts** button on the toolbar

You can use the Chart of Accounts screen to perform the following functions:

- Add, edit or delete accounts
- Show transaction detail for individual accounts
- View accounts starting and ending balances

Chart of Accounts Display

The Chart of Accounts display is used to add, edit, remove and otherwise manage all accounts in the master chart of accounts. In addition to arranging accounts the display shows starting and ending balances plus account totals.

Name	Account number	Starting balance	Ending balance	Encumbered	Adjusted
General	1	\$16,000.00	\$16,000.00	\$0.00	\$16,000.00
Operating	1.2	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00
Athletics	1.3	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00

3 accounts Beginning balance: \$16,000.00 Ending balance: \$16,000.00

Toolbar

Account Button

Displays a list of commands available for the currently selected account. Commands are: New, Edit, Delete, Make Inactive, Show All, Find transactions in, Print Chart of Accounts

Activities button

Displays a list of activities available from the Chart of Accounts. Commands are: Post Entry, Make Transfer, Ledger

Show All

Displays all hidden accounts

Close button

Closes the form

Account list

Displays all currently defined accounts in your Chart of Accounts. Information displayed for each account includes the account number, starting balance, and (optionally) the ending balance.

Scroll the account list by clicking the scrollbar on the right edge of the form. Select accounts by left clicking on an account.

Status Bar

Count

Shows the total number of accounts defined at this time.

Beginning balance

Displays the total beginning balance for all accounts.

Ending balance

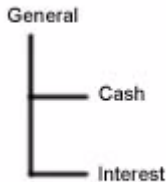
Displays the total ending balance for all accounts. This data is displayed only if the preferences option is set accordingly.

Using Sub-Accounts (“child” accounts)

Sub-accounts, or child accounts, form the basis of the chart of account structure. An account can have any number of child accounts each in turn containing its own child accounts, etc.

The result is a chart of accounts organized like a tree, with accounts branching in many different directions. Utilizing child-accounts enables your reports to show fund totals for not only a specific account but for all child-accounts.

Consider this example:



General is a top-level superaccount with two child accounts (cash and interest). Assuming we post one transaction for \$100 and apply it to the Cash account, a report of General (the superaccount) also will show a \$100 transaction.

Reporting for a parent account includes totals of all child accounts. This is a very powerful feature that enables you to organize your chart of accounts in such a way as to give you precise control over your reporting needs.

Tip: The strategic use of sub-accounts is crucial to organizing your chart of accounts effectively.

Account Numbers

Account Numbering System

Each account added to the chart of accounts must have an account number assigned to it. Account numbers can contain letters or numbers and can be up to 8 characters long. Examples of valid account numbers would be: A, 1G, 001, DC-0001, GEOPA, etc. If your school district has a standardized chart of account numbers you can use this field to tie into that system. The DOS version of *SLRS* did not offer user-definable account numbers. Therefore many schools included the standardized district account number as part of the account name.

Full Account Numbers

When referring to any account by its full account number the account number of all parent accounts is appended to the beginning, separated by a colon. An example of a full account number is “A:1.1”. The full account name of this account might be “General:Misc:Cash”.

Tip: If you do not assign an account number the program will assign one automatically.

Adding Accounts

To add a new account:

- Open the Chart of Accounts by clicking Edit→Chart of Accounts (or press CTRL-A)
- Click Edit→New (or press CTRL-N) to display the new account dialog
- Fill in the account information form and click Ok to add the new account

Note on account types:

Most schools do not need to produce profit and loss reports on their fund accounts. If your school *does* want to see

P&L statements on some of your account groups you may identify them as such and then you will be able to produce the Profit & Loss Report whenever you wish. The default setting for P&L tracking is “Off”. If these options are dimmed on your display, it means you have not activated them in Edit→Preferences→Accounts→Auditor. There is no reason to activate P&L tracking unless your school needs to prepare income statements on one or more of your fund accounts.

The various elements of the account screen are covered below:

General Tab

Account name (required) - Specifies the name of the account and can be up to fifty characters long, including letters, numbers and spaces.

Account number (optional) - Specifies the account number used to identify the account and can be up to eight characters long, including letters and numbers and punctuation. If you do not specify an account number one will be assigned for you automatically.

Sub-account - Indicates if the account is a child of another account. To make the account a child, place a check in the sub-account box and select the parent account from the drop-down list. Only special, top-level "superaccounts" should not be marked as a sub-account.

Starting Balance - Specify the account’s starting balance. You can enter a starting balance for all accounts except top-level parent accounts.

Description (optional) - This can be a brief description of the account used in certain reports and when viewing the account properties window.

Advisor (optional) - Specifying an advisor for an account can help keep track of who "manages" or is responsible for an account. The advisor name is printed next to the account name on many reports, such as the Fund Detail and Encumbrance Detail, which makes it easy to spot-reference who to contact with questions about the account.

Default Category (optional) - A default category can be assigned to an account. Categories help to track spending by allowing multiple unrelated accounts to be tied together and reported upon, or to allow finer detail than can be obtained from the basic account structure alone. For example, you might have a category called "Office Supplies" that is often paid out of the "Misc" account. If you categorize each office supply purchase then you can see exactly how much was spent on office supplies no matter from which accounts the many transactions originated.

When you define a default category for an account, the category that you select will be pre-filled into any account allocation grid when you select that account. This ensures consistency and helps speed data entry.

Note: After transactions have been entered into the register starting balances can be adjusted only if the preference setting permits.

Notes (optional) - Used to specify any miscellaneous information about an account. The notes field is not displayed on any reports and is only displayed when editing an account.

Account is Inactive - Makes an account invisible in all account selection lists and in the chart of accounts. Accounts cannot be deleted once referenced in a transaction. Therefore, "hiding" the account is often the only way to make sure an account is

not used again by accident.

Note about hiding accounts: It is recommended that you do not hide an account unless it has an ending balance of \$0.00. Even then, hiding an account can have an impact on certain reports, so please check with your auditor or district accounting manual before doing so.

Income & Expense Tab

Each account can be defined as a standard untracked account (the default), an income, or an expense account. If you turn on account tracking you can then create an account structure that allows you to produce profit and loss reports. Ledger, Checkbook and Encumbrance tabs

Each of the Ledger, Checkbook and Encumbrance tabs display all of their respective activity for the entire fiscal year. While these displays are not as full-featured as the various registers available throughout the program, they offer a quick way to view and print the activity for a single account.

Tip: We recommend that you do *not* allow accounts to be marked “inactive” (by using the “Account is Inactive” checkbox). There are many cases where “hiding” an account in this fashion can create audit difficulties. This is especially true if a bookkeeper “hides” an account that has activity during the current fiscal year or a remaining balance.

If you *do* use Profit and Loss tracking, click over to the Income & Expense tab to configure those account characteristics.

The account’s income and expense properties are displayed. If your school uses profit and loss tracking, configure the account’s type and then move on to the next account.

Edit Account

Account Name: Basketball Account Number: 2

Account is Inactive

sub-account of: 2 - Sports

General | **Income & Expense** | Ledger | Checkbook | Encumbrances

Account Type

- Standard untracked account (default)
- Income
- Expense

About Account Types

You can specify each account as an income or expense account in order to produce a profit/loss report. Because this can greatly expand and complicate your chart of accounts we have made it an option that can be turned on and off in Edit->Preferences.

If you decide to track income and expense accounts please read the manual so that you understand the system. It is not necessary to categorize all of your accounts as you can leave those that don't need the extra level of reporting detail as a standard untracked account.

Turn On Account Tracking

Starting balance	Received	Disbursed	Ending	Encumbered	Adjusted Ending
\$2,500.00	\$0.00	\$1,080.25	\$1,419.75	\$5.00	\$1,414.75

Help Save & New >> Cancel Save

Editing Accounts

You can edit account information at any time during the fiscal year. Account information that you can modify includes the account name, number, description, notes and sub-account. The starting account balance can be modified only if the preference option is enabled.

To edit an account:

- Open the Chart of Accounts (press CTRL-A)
- Select the account by left-clicking on the account name
- Press CTRL-E to bring up the account edit form
- Change the desired information and press Ok to accept the changes

Starting balance	Received	Disbursed	Ending	Encumbered	Adjusted Ending
\$2,500.00	\$0.00	\$1,080.25	\$1,419.75	\$5.00	\$1,414.75

Modifying Starting Balances

In order to modify a starting account balance the following restrictions apply:

- The account cannot be a top-level account (top-level accounts starting balances are calculated automatically)
- The preferences option to allow starting balance modification must be enabled. By default, it is *not* enabled

Deleting Accounts

Accounts may be deleted from the Chart of Accounts with the following restrictions:

- You must have the “Allow unused accounts to be deleted” preference enabled.
- There cannot be any transactions posted to the account during the current fiscal year.

Assuming these restrictions are satisfied you can remove the account from the Chart of Accounts by:

- Clicking the Account button on the toolbar
- Clicking delete from the drop-down list

The unused account will be removed permanently from the chart of accounts.

Note: If the account had a starting balance and was a child of another account the starting balance of the parent account will become out of balance. The parent account should be editing to correct the out of balance situation before closing the chart of accounts screen. Because of this complication, most school districts require that the bookkeeper *not* change the starting balances but instead post adjusting entries.

Hiding Accounts

In the case where the restrictions to delete an account are not met you can flag the account “inactive” to prevent new transactions from being posted to it.

To hide an account:

- Open the Chart of Accounts (press CTRL-A)
- Right click the account and click Make Inactive

The account will be hidden and not available in any account selection screen

To “un-hide” an account:

- Open the Chart of Accounts (press CTRL-A)
- Place a check mark in the Show All button on the toolbar
- Locate the hidden account. Hidden accounts have a “hand” icon to the left of the account name
- Right click the hidden account and click Make Active

Important: We recommend that you *do not* hide an account. Even if the account has a zero balance, hiding an account can have an impact on certain reports, so please check with your auditor or district accounting authorities before marking an account inactive.

Account Properties Window

The various elements of the account screen are covered below:

General Tab

Account name (required) -

Specifies the name of the account and can be up to fifty characters long, including letters, numbers and spaces.

Account number (optional) -

Specifies the account number used to identify the account and can be up to eight characters long, including letters and numbers and punctuation. If you do not specify an account number one will be assigned for you automatically.

Sub-account - Indicates if the account is a child of another account. To make the account a child, place a check in the sub-account box and select the parent account from the drop-down list. Only special, top-level "superaccounts" should not be marked as a sub-account.

Starting Balance - Specify the account’s starting balance. You can enter a starting balance for all accounts except top-level parent accounts.

Description (optional) - This can be a brief description of the account used in certain reports and when viewing the account properties window.

Advisor (optional) - Specifying an advisor for an account can help keep track of who "manages" or is responsible for an account. The advisor name is printed next to the account name on many reports, such as the Fund Detail and Encumbrance Detail, which makes it easy to spot-reference who to contact with questions about the account.

Default Category (optional) - A default category can be assigned to an account. Categories help to track spending by allowing multiple unrelated accounts to be tied together and reported upon, or to allow finer detail than can be obtained from the basic account structure alone. For example, you might have a category called "Office Supplies" that is often paid out of the "Misc" account. If you categorize each office supply purchase then you can see exactly how much was spent on office supplies no matter from which accounts the many transactions originated.

Starting balance	Received	Disbursed	Ending	Encumbered	Adjusted Ending
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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When you define a default category for an account, the category that you select will be pre-filled into any account allocation grid when you select that account. This ensures consistency and helps speed data entry.

Note: After transactions have been entered into the register starting balances can be adjusted only if the preference setting permits.

Notes (optional) - Used to specify any miscellaneous information about an account. The notes field is not displayed on any reports and is only displayed when editing an account.

Account is Inactive - Makes an account invisible in all account selection lists and in the chart of accounts. Accounts cannot be deleted once referenced in a transaction. Therefore, "hiding" the account is often the only way to make sure an account is not used again by accident.

Note about hiding accounts: It is recommended that you do not hide an account unless it has an ending balance of \$0.00. Even then, hiding an account can have an impact on certain reports, so please check with your auditor or district accounting manual before doing so.

Note: After transactions have been entered into the general ledger starting balances can be adjusted only if the preference setting permits.

Income & Expense Tab

Each account can be defined as a standard untracked account (the default), an income, or an expense account. If you turn on account tracking you can then create an account structure that allows you to produce profit and loss reports.

Ledger, Checkbook and Encumbrance tabs

Each of the Ledger, Checkbook and Encumbrance tabs display all of their respective activity for the entire fiscal year. While these displays are not as full-featured as the various registers available throughout the program, they offer a quick way to view and print the activity for a single account.

Posting Entries from the Chart of Accounts

To post entries directly from the Chart of Accounts:

- Open the Chart of Accounts display (press CTRL-A)
- Right click the account and choose Post Entry
- Fill in the form and click Ok to accept the transaction

The screenshot shows a 'New Transaction' dialog box with the following fields and values:

Date	11/17/2008	Press F5 to increment
Transaction #	4	Press F6 to increment
Account	1.1 General: Athletics	
Description	New transaction	
Explanation		
Received	\$25.00	Disbursed \$0.00

Buttons on the right: OK, Cancel, Add Another >>, Help.

Note: Initiating the posting of a transaction using the Chart of Accounts method is identical to using the traditional method of posting (Activities→Post Entry) except that the account is filled in for you automatically.

Posting to Parent Accounts

In order to post transactions or transfer funds to a parent account (one that lists child accounts underneath it in the chart of accounts) you must set the preferences option to allow such transactions. By default posting to parent accounts is *not* allowed.

Posting to parent accounts can have an impact on how reports are printed and accounts totaled. You should check with your auditor before activating this option. We recommend that you do not post transactions to parent accounts.

To allow posting to parent accounts:

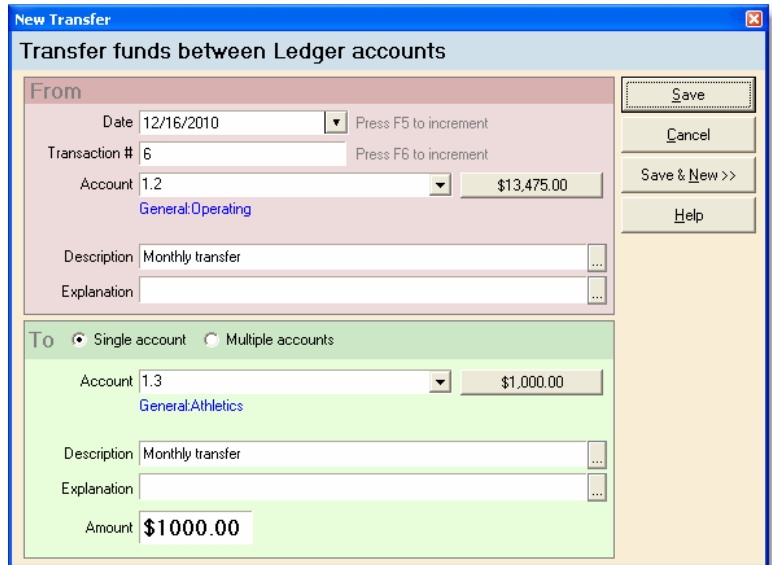
- Click Edit→Preferences
- Click the 'General' icon
- Place a check mark next to 'Allow posting to parent accounts'

Transferring Funds using the Chart of Accounts

To transfer funds directly from the Chart of Accounts display:

- Open the Chart of Accounts display (press CTRL-A)
- Right click the source fund (fund to transfer from) and choose Make Transfer

After you complete the transfer transaction the program will ask if you would like to print a confirmation report. Some schools’ auditors like to see the confirmation printout attached to the other documentation supporting each transfer.



Note: Initiating the fund transfer using the Chart of Accounts method is identical to using the traditional method (Activities→Transfer Funds) except that the source account is already filled in for you.

Account Activity

To display activity for an account:

- Double click an account name in the chart of accounts
- or
- Use the ledger display and search for an account (by pressing CTRL-F and selecting a fund from the drop-down list)

A special register display will be presented, showing all the transactions that belong to the selected account and all of its sub-accounts. Transactions displayed in this manner can be edited exactly as in the ledger display. In fact the only difference between this method and using the general ledger display is the fact that no running balance is shown.

Fund Totals

The account activity display shows total funds received and disbursed in the status bar at the bottom of the window, as well as the number of transactions included. This is a quick and convenient way of determining a single accounts fund totals without printing an entire fund activity or summary report.

Note: When displaying account activity transactions are also included for all child accounts.

Adjusting Starting Balances

Starting Balances Described

All accounts except for top-level accounts begin the fiscal year with a starting balance, even if that balance is zero. Throughout the fiscal year as transactions are applied to an account a running balance is maintained and an ending balance is calculated. The starting balance is the single most important account setting as it directly affects every single report and resulting ending balance totals.

Modifying Starting Balances

Once the fiscal year has commenced we recommend that you *do not* modify your starting balances. Changing a starting balance does not produce any type of audit trail showing how or why the balance was adjusted. In most cases it is better practice to apply an adjusting entry to modify the balance as needed.

Note: Top-level accounts do not have a starting balance. Instead, they base their starting balance on the sum of all child accounts' starting balances. It is not possible to adjust the starting balance for top-level accounts.

Preferences' Effect on Adjusting Starting Balance

In order to adjust starting balances once transactions have been entered into the general ledger you must make sure the preferences have been set to allow such adjustments. By setting the "Allow adjustment to starting balance" in the preferences screen you set whether or not starting balances can be modified during the course of the year. By default account balance *cannot* be modified once a single entry has been made into the ledger.

Displaying Balances

The Chart of Accounts function can display starting and ending balances for all accounts. The starting balance for an account is the balance the account begins with at the start of the fiscal year. The ending account balance is the starting balance plus all received, disbursed and transfer totals for the account.

To display ending balances:

- Click Edit→Preferences
- Click the Display icon on the left of the preferences screen
- Turn on the 'Show ending balance in chart of accounts'

Tip: Starting balances are always displayed for accounts, however the ending balance can be turned on or off to speed up the Chart of Accounts display. If ending balances are displayed, the program must re-calculate these each time you display the chart of accounts and after each account modification.

Balance Totaling

What is an out of balance situation?

Each account, except for top-level accounts, has a starting balance. The starting balance must be the sum of the starting balance of all its child accounts or an *out of balance* situation results.

Anytime you have an out of balance situation in your chart of account you run the risk of reports displaying inaccurate results.

When an out of balance situation occurs the offending account is marked in red in the chart of accounts display. If you try to close the Chart of Accounts window a message will be displayed warning about the out of balance situation. Depending on which preference settings you chose, you might not be able to close the Chart of Accounts display until the unbalanced accounts are corrected.

How top-level accounts differ

Top-level accounts, or superaccounts, also must balance with their children. However, instead of the user manually typing a starting balance for top-level accounts the program automatically calculates it for you.

Anytime the starting balance changes for its children the top-level account is automatically updated to reflect the change. Top-level accounts can never become out of balance.

How to resolve an out of balance situation

- Open the Chart of Accounts function by clicking Edit→Chart of Accounts (or press CTRL-A)
- Look for the offending account(s). All unbalanced accounts will be displayed in red
- Press CTRL-E to edit the account and change the starting balance. The actual balance of all child accounts is displayed to the right of the current starting balance.

Printing the Chart of Accounts

What is the Chart of Accounts report?

The Chart of Accounts report prints a master account list including name and account number, and optionally account balances and inflows/outflows. For users of the DOS version, this is very similar to the old Balance Summary report.

How to produce the Chart of Accounts

- Click Reports→Chart of Accounts (or press CTRL-5)
- Set any optional report information, such as starting balances, cash flow, and page breaks
- Click 'Print' to output the report to the printer or 'Preview' to display the report on the screen

Chart of Accounts report options:

Include Starting Balances

If this option is selected the account starting balances are displayed in a column to the right of the account name and number.

Include Cash Flow

If this option selected the cash flow (received and disbursed) totals for each account are display in a column to the right of the account name and number.

Page break between main accounts

If option is selected each top-level account is started on a new page.

Note: The chart of accounts is always displayed sorted by account name.

Tip: We recommend that you print all of your reports in landscape mode with all margins set to .5 inches.

General Ledger Display

Using the General Ledger

The ledger screen displays your general ledger in a scrollable, searchable list. You can see a history of every transaction in the ledger as well as all edits, voids and transfers.

Ref #	Date	Status	Acct #	Number	Description	Explanation	Category	Received	Disbursed	Transfer	Balance
1	12/16/2010	Check...	1.2	1	Heritage	School Ledger with A...	Software	\$0.00	\$995.00		\$15,005.00
2	12/16/2010	Check...	1.2	1 (W/...	Heritage	School Ledger with A...		\$0.00	(\$995.00)		\$16,000.00
3	12/16/2010	Check...	1.2		Stop Payment Fee			\$0.00	\$15.00		\$15,985.00
4	12/16/2010	Check...	1.2	NSF1	Joe Smith (12/16/2010)	NSF		(\$500.00)	\$0.00		\$15,485.00
5	12/16/2010	Check...	1.2		NSF bank fee	Joe Smith (12/16/201...		\$0.00	\$15.00		\$15,470.00

5 transactions Beginning: \$16,000.00 + (\$500.00) - \$30.00 + \$0.00 (\$0.00) = \$15,470.00

You can use the ledger screen to edit or void existing transactions as well as post new transactions and transfer funds.

Each transaction shows the date, reference number, transaction number, description, explanation, amount and cleared status. The ledger can be sorted by any of these fields to display your transactions in the order you need.

A running balance is displayed to track the cumulative balance of all funds and totals are displayed in the status bar.

General Ledger Display

The general ledger display breaks down into multiple columns which are explained below:

Ref #	Date	Status	Acct #	Number	Description	Explanation	Category	Received	Disbursed	Transfer	Balance
1	12/16/2010	Check...	1.2	1	Heritage	School Ledger with A...	Software	\$0.00	\$995.00		\$15,005.00
2	12/16/2010	Check...	1.2	1 (w/...	Heritage	School Ledger with A...		\$0.00	(\$995.00)		\$16,000.00
3	12/16/2010	Check...	1.2		Stop Payment Fee			\$0.00	\$15.00		\$15,985.00
4	12/16/2010	Check...	1.2	NSF1	Joe Smith (12/16/2010)	NSF		(\$500.00)	\$0.00		\$15,485.00
5	12/16/2010	Check...	1.2		NSF bank fee	Joe Smith (12/16/201...		\$0.00	\$15.00		\$15,470.00
5 transactions								Beginning: \$16,000.00 + (\$500.00) - \$30.00 + \$0.00 (\$0.00) = \$15,470.00			

Ref # -

The reference number is a unique number that is assigned automatically to each transaction. The Ref # is incremented by 1 for each new transaction entered.

Date - The date of the transaction (not necessarily the date it was entered into the ledger)

Status - Indicates the current state of the transaction:

Blank - a standard transaction entered using the Post method

<void> - a transaction that has been voided

<void>*E - a transaction that has been edited

<XFER> - part of a fund transfer

Bank account - posted using *School Accounts Payable* from a particular bank account

Acct # - Specifies the account to which the transaction is assigned.

Number - A number or text descriptor assigned to help identify a transaction. Typical examples would be a check number, receipt number or purchase order number.

Description - A brief description of the transaction. Typical examples would be the person or company paid or an explanation of from whom a payment was received.

Explanation - A more detailed description of what the transaction is about. The content of this field is usually an answer to “What is this payment for?” or “What is the income for?”

Category – An optional category the classifies the transaction

Received - This is the amount received into the account.

Disbursed - This is the amount disbursed from the account.

Transfer – This column is used to indicate a transfer

Balance - A running balance of all funds in the general ledger accounts.

Posting General Ledger Entries

Transactions are added to the general ledger by using the **Post** function. Entries posted into the general ledger are maintained by the system and can be viewed using the ledger display screen.

The following information applies to each transaction:

Date (required) - The date of the transaction. If you are entering the transaction into the ledger after the transaction date make sure you change this to the date that you want to show in the ledger.

Transaction # - A number or text assigned to help identify a transaction. Typical examples would be a check number, receipt number or purchase order number.

Account (required) - Specifies the account to which the transaction is assigned.

Category (optional) - The user may enter a category descriptor to help track various types of income and expenses

Description (required) - A brief description of the transaction. Typical examples would be the person or company paid or an explanation of from whom a payment was received.

Explanation - A more detailed description of what the transaction is about. The content of this field is usually an

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answer to “What is this payment for?” or “What is the income from?”

Received - The amount received. Leave this set to zero if the transaction is a disbursement.

Disbursed - The amount disbursed. Leave this set to zero if the transaction is a receipt.

Transaction has cleared - Place a check mark next to this option if the transaction has cleared.

To post a new entry

- Click Activities→Post Transaction (or press CTRL-P)
- Fill in the form and click Ok to accept the transaction. You may also click **Next** to accept the transaction and begin entry of another.

Additional notes about posting transactions

- A category can be specified for each line item in the transaction. Categories can be defined using Edit=>Categories, or by clicking the dropdown list and clicking the <new category> item. Categories can help you track spending by grouping similar spending items into a single category that can later be reported upon.
- The Description and Explanation text that you type can be saved and later reloaded by clicking the "..." button to the right of the field, or by pressing the F2 function key. Saving common text items can be a tremendous time-saver so as not to keep having to type the same thing over and over on each screen.
- The transaction number can be typed in manually or incremented by pressing the F6 function key. When incrementing, the program searches for the last entry in the ledger and adds +1 to the number assigned to that entry.

Tip: When entering multiple transactions in a single session (using Next>>) you can press CTRL-R (or whichever hotkey you defined in Edit→Preferences→Input) to copy the previous transaction’s account, description or explanation. For compatibility with earlier versions, you also may enter an apostrophe all by itself in the field for the same purpose.

Note: Date, account and description are *required* fields.

Transferring Funds

Funds can be transferred from one account to another at any time. When funds are transferred, a disbursement is recorded for the source account in the amount of the transfer, and a receipt is recorded for the target account.

Transfers show in the ledger with a status of “XFER” and also include the reference number of the associated transaction (either the source or target). Reference numbers are automatically added to each new transaction to uniquely identify it.

To transfer funds from one fund to another:

- Click Activities→Transfer Funds (or press CTRL-T)
- Fill in the transfer funds form
- Click the OK button to accept the transfer or click **Next** to accept the transfer and begin entry of another.

Tip: When entering multiple transactions in a single session (using Next>>) you can press CTRL-R (or whichever hotkey you defined in Edit→Preferences→Input) to copy the previous transaction’s account, description or explanation. For compatibility with earlier versions, you also may enter an apostrophe all by itself in the field for the same purpose.

The following information applies to each transaction:

Date (required) - The date of the transaction. If you are entering the transaction into the ledger on a later date make sure you change the date to the actual transaction date.

Transaction # - A number or text assigned to help identify a transaction. Typical examples would be a check number, receipt number or purchase order number.

From Account (required) - Specifies the account from which the funds are transferred.

From Description (required) - A brief description of the transaction. Typical examples would be something like “transfer supply funds” or “transfer to zero balances and close account”.

From Explanation - A more detailed description of the transfer, if you feel such detail is warranted.

To Account (required) - Specifies the account to which the funds are transferred.

To Description (required) - A brief description of the transaction. This should most likely compliment the description made in the “from” account.

To Explanation - A more detailed description if you feel that such detail is warranted. This should most likely compliment what you put in the “from” explanation.

Transfer Amount - The amount transferred.

Single Account/Multiple Accounts - Press this button to switch between single account and multiple account transfers. In a single account transfer, money is moved from one source account to one target account. In a multi-account transfer, money is moved from one source account into one or more target accounts.

Additional notes about transfers

- You can save and load item layouts when transferring to multiple accounts by clicking the Layout button. A layout saves each line item that you define, such as the account #, description, and amount. It is not necessary to fill in each field in order to save a layout, and in fact it might be beneficial to create a layout that omits certain items that change each time but contain other similar items. By saving and later reloading layouts a lot of time can be saved by reducing data entry.

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- The Description and Explanation text that you type can be saved and later reloaded by clicking the "..." button to the right of the field, or by pressing the F2 function key. Saving common text items can be a tremendous time-saver so as not to keep having to type the same thing over and over on each screen.
- The transaction number can be typed in manually or incremented by pressing the F6 function key. When incrementing, the program searches for the last transfer entry in the ledger and adds +1 to the number assigned to that entry.

Editing Transactions

Transactions in the ledger can be modified at any time. When a transaction is edited, the original transaction remains intact and is marked to indicate that a correcting entry has been logged. Edited transactions have their status changed to "<void>*E".

A correcting entry is made for the transaction and the original transaction is no longer used. The original transaction remains in the ledger to provide for an audit trail of account activity. A marker is left behind with the old transaction that "points" to the new transaction.

The screenshot shows a dialog box titled "Edit Transaction - Ref# 9" with the subtitle "Post a transaction to the Ledger". The form includes the following fields and controls:

- Date: 11/17/2008 (dropdown arrow) with "Press F5 to increment" text.
- Transaction #: 4 with "Press F6 to increment" text.
- Account: 1.1 (dropdown arrow) with "General: Athletics" text below it.
- Description: Ledger adjustment
- Explanation: (empty)
- Received: \$25.00
- Disbursed: \$0.00

On the right side of the dialog, there are four buttons: OK, Cancel, Add Another >>, and Help.

To edit a transaction:

- Open the ledger screen (press CTRL-R)
- Double click the transaction you want to edit
- Correct the information on the original transaction and click Ok to post a correcting entry

Note: Transfers are edited the same way as a standard transaction. Double click the entry and change the information on the transfer form.

To locate a correcting entry:

- Select the original, edited transaction (marked as <void>*E)
- Click Edit→Goto Linked Transaction (or press CTRL-G)

The correcting entry will be located and highlighted.

Additional notes about editing transactions

- The date and transaction number can be increased by pressing the F5 and F6 function keys, respectively. In the case of the transaction number, the program search the ledger for the last number and increases it by +1.
- The Description and Explanation text that you type can be saved and later reloaded by clicking the "..." button to the right of the field, or by pressing the F2 function key. Saving common text items can be a tremendous time-saver so as not to keep having to type the same thing over and over on each screen.
- Each transaction can be categorized. Categories can be defined using Edit→Categories, or by clicking the dropdown list and clicking the <new category> item. Categories can help you track spending by grouping similar spending items into a single category.

Deleting Transactions

Transactions cannot be deleted from the ledger. Instead, you must *void* the transaction, which accomplishes the same thing as deleting but preserves the voided transaction in the ledger for auditing purposes.

Voiding Transactions

To void a transaction:

- Make sure the ledger screen is open (press CTRL-R)
- Find and select the transaction you want to void
- Click Edit→Void Transactions (or press CTRL-V)

Voiding a transaction places a notation of <void> in the status field of the ledger screen.

Note: You cannot void edited or previously voided transactions. They are already void.

Searching for Transactions

From the general ledger screen:

- Press CTRL-F to display the Find dialog

Find

Enter the text for which you wish to search. Searches are not case sensitive so you can use either upper or lower case characters.

Search

Specify which field(s) to search. Use the default of All Fields to search every field of each transaction.

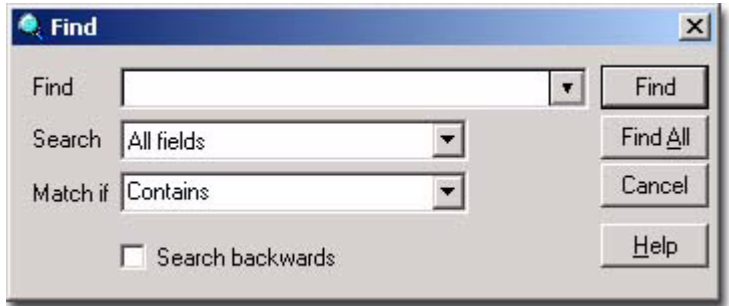
Match If

Specify how the search function determines if a match is found. Specify either Contains, Exact, Less, Less or Equal, Greater, Greater or Equal.

Search Backwards

Searches are performed from the current transaction forward unless this option is checked.

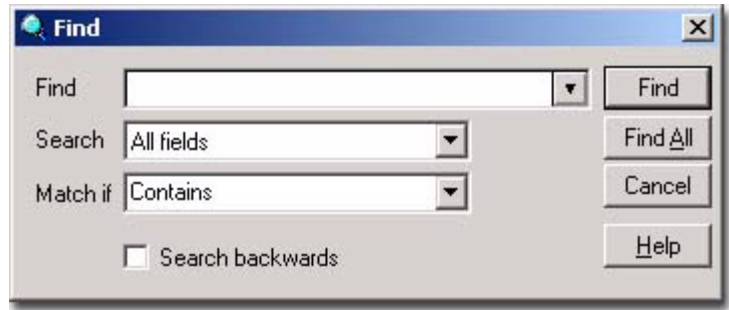
- Click Find to begin the search
- Click Find All to display all matching transactions



Tip: You can perform a very diverse range of searches by changing the **Search** and **Match If** fields.

Find All Transactions

Use the **Find All** function to display all transactions that meet your search criteria. While the **Find** function simply moves to the next transaction that meets your criteria, the **Find All** function searches the entire general ledger for *all* transactions that meet your criteria. The results are displayed in a special screen where you can view and edit any of the retrieved transactions.



To use the “Find All” function:

- Open the ledger screen (press CTRL-R)
- Open the 'Find' window (press CTRL-F)
- Type the information you are looking for (i.e. a portion of the description)
- Click 'Find All'

Ref #	Date	Status	Acct #	Number	Description	Explanation	Clr	Received	Disbursed	Transfer
1	12/12/2006		1.1	N/P	Heritage	School Led...		\$0.00	\$500.00	

1 transactions + \$0.00, - \$500.00

Tip: You can perform a very diverse range of searches by changing the **Search** and **Match If** fields.

Marking Transactions as Cleared

To help keep track of transactions that have cleared you can mark individual transactions as *cleared* in the ledger. When a transaction is marked as cleared, a check mark will display next to it in the Clr column.

You should mark transactions cleared in order to show an outstanding balance of all non-cleared transactions.

Please note that the SLRS contains limited reconciliation functions. A full-featured checkbook reconciliation function is available in *School Accounts Payable*.

To mark a transaction as “cleared”

- Click Edit→General Ledger (or press CTRL-R)
- Select the transaction that you will mark as cleared by left clicking the transaction
- Move the mouse over the Clr column. The mouse cursor will turn into a “check mark”.
- Click the left mouse button in the Clr column to place a check mark in the column and indicate that the transaction has cleared.

To mark a transaction as outstanding

- Click Edit→General Ledger (or press CTRL-R)

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- Select a cleared transaction (one that has a check mark in the Clr column) by left clicking the transaction
- Move the mouse over the Clr column. The mouse cursor will turn into a “check mark”.
- Click the left mouse button in the Clr column to remove the check mark and indicate that the transaction is now outstanding.

To display the outstanding balance

- Click Edit→General Ledger (or press CTRL-R)
- Click the **transaction** button located in the toolbar at the top of the ledger display
- Select “Show outstanding balance” from the drop-down list

The outstanding balance will be displayed at the bottom of the general ledger display until you either turn off the balance display or close the general ledger window.

Goto Linked Transaction

Any transaction that has been edited or is part of a transfer has at least one other transaction associated with it. The associated (or linked) transaction is either the second part of the transfer or the correcting entry for a previously edited transaction.

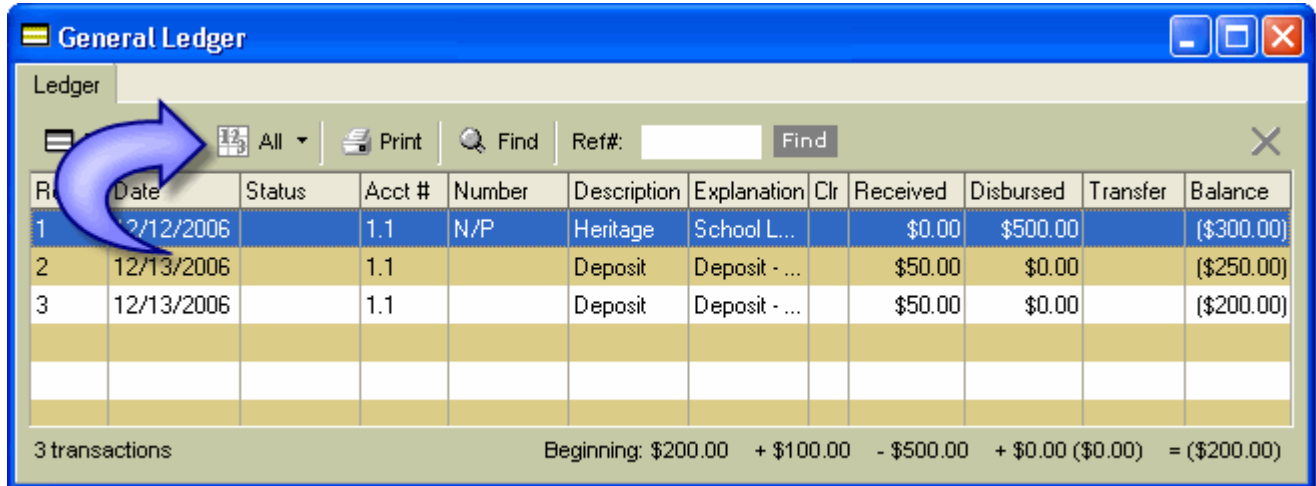
By selecting the transfer or editing a transaction you can jump quickly to the linked transaction with the press of a key. Using this feature can help you to follow the audit trail for a series of correcting entries.

To “goto” the linked transaction:

- Select the original, edited transaction, or either part of a fund transfer
- Click Edit→Goto Linked Transaction (or press CTRL-G)

Monthly Activity

The ledger screen, by default, displays all transactions for the entire year. You can limit your view to a specific month in order to manage the transactions for that month more easily without having all other months’ transactions cluttering the display.



The screenshot shows the 'General Ledger' window with a toolbar containing buttons for 'All', 'Print', and 'Find'. A blue arrow points to the 'All' button. Below the toolbar is a table with columns: R#, Date, Status, Acct #, Number, Description, Explanation, Clr, Received, Disbursed, Transfer, and Balance. The table contains three rows of data. At the bottom of the window, a summary line shows: 3 transactions Beginning: \$200.00 + \$100.00 - \$500.00 + \$0.00 (\$0.00) = (\$200.00)

R#	Date	Status	Acct #	Number	Description	Explanation	Clr	Received	Disbursed	Transfer	Balance
1	12/12/2006		1.1	N/P	Heritage	School L...		\$0.00	\$500.00		(\$300.00)
2	12/13/2006		1.1		Deposit	Deposit - ...		\$50.00	\$0.00		(\$250.00)
3	12/13/2006		1.1		Deposit	Deposit - ...		\$50.00	\$0.00		(\$200.00)

3 transactions Beginning: \$200.00 + \$100.00 - \$500.00 + \$0.00 (\$0.00) = (\$200.00)

To view transactions for a single month only:

- Open the ledger (press CTRL-R)
- Click the down-arrow to the right of the “All:” button on the toolbar
- Click the month you wish to view

To view transactions for the entire year:

- Open the ledger (press CTRL-R)
- Click the down-arrow to the right of the button displaying the month name
- Click All

Running Balance

The far right hand column of the ledger display keeps track of the running total for all accounts. Each transaction either adds or subtracts from the total (except for transfers, which cancel each other out). If you view the general ledger sorted by date (the default), then each subsequent transaction figures directly into the running balance. If you have the ledger display sorted by some other field you will not be able to see the running balance history because the transactions are displayed in a different order than they were calculated.

Show Outstanding Balance

You can view the total of all outstanding transactions in your ledger to help reconcile at the end of the month. Each outstanding transaction is added to the outstanding balance displayed in the status bar of the ledger display and is updated as modifications are made or entries are cleared.

To display the outstanding balance:

- Open the general ledger (press CTRL-R)
- Click the **Transaction** button on the toolbar
- Click Show Outstanding Balance

1 transactions \$100.00 outstanding 03/12/01 - 03/12/01 Beginning

Ledger Screen Totals

At the bottom of the ledger display is a status bar containing important information about your transactions. The status bar information contains only the information *currently* displayed in the ledger. If you have selected to view activity for a specific month the status bar will reflect information for *that month only*.

Number of transactions - Displays the number of transactions currently displayed in the register.

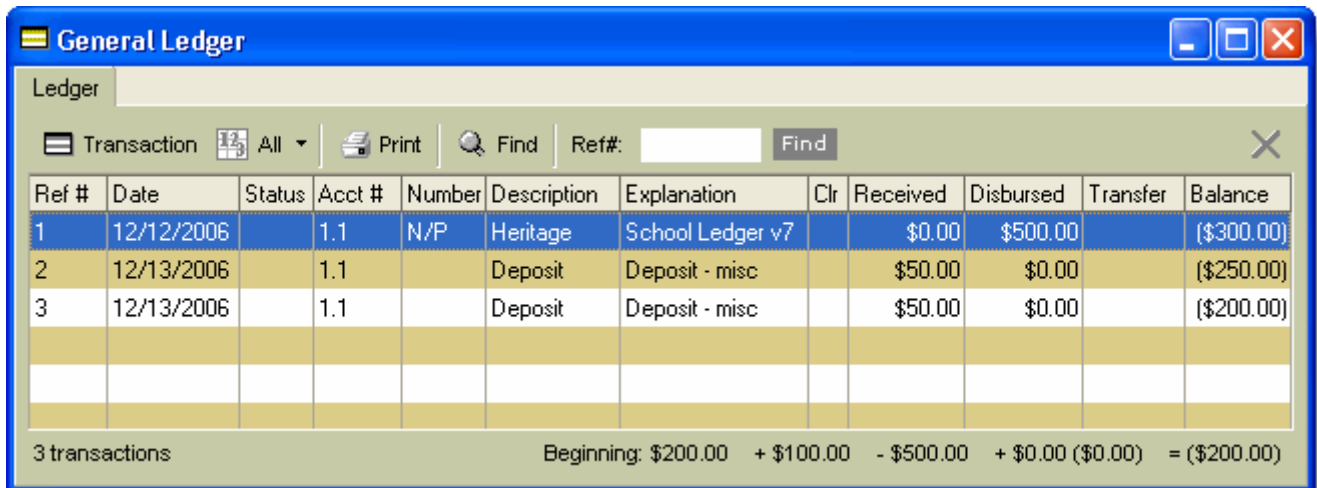
Fiscal year dates - These are the starting and ending dates that you defined for the account databases' fiscal year.

Beginning balance - The beginning balance as of the first transaction displayed in the register

Received totals - The total of the items listed in the “received” column

Disbursed totals - The total of the items listed in the “disbursed” column

Ending balance - The ending balance as of the last transaction displayed in the register (starting balance + received totals - disbursed totals).



Ref #	Date	Status	Acct #	Number	Description	Explanation	Clr	Received	Disbursed	Transfer	Balance
1	12/12/2006		1.1	N/P	Heritage	School Ledger v7		\$0.00	\$500.00		(\$300.00)
2	12/13/2006		1.1		Deposit	Deposit - misc		\$50.00	\$0.00		(\$250.00)
3	12/13/2006		1.1		Deposit	Deposit - misc		\$50.00	\$0.00		(\$200.00)
3 transactions Beginning: \$200.00 + \$100.00 - \$500.00 + \$0.00 (\$0.00) = (\$200.00)											

Sorting the Ledger Screen

It is possible to sort the ledger screen in several different ways depending on how you wish to view your data. It is useful to sort on date, amount, description or other columns to locate a particular transaction or see certain types of account activity

grouped together.

By default the ledger display is sorted by date. You can change the order in which the transactions are displayed by clicking the header of the column by which you wish to sort. Clicking once sorts the column in ascending order and clicking a second time sorts in descending order.

Status Column

The ledger screen displays the current state of each transaction in the Status column. The status indicates the current state of the transaction or where the transaction originated.

The state of the status column can be:

- Blank** - Indicates a standard entry made using the Post function
- XFER** - Indicates that the transaction is part of a fund transfer
- <Void>** - Indicates that the transaction has been voided.
- <Void>*E** - Indicates that the transaction was editing and a correcting entry posted elsewhere.
- SAP** - Indicates the transaction was entered into the ledger automatically using *School Accounts Payable*

Transfer Column

The ledger screen can display transfer amounts either in a separate transfer column or directly in the received/disbursed columns. Displaying transfers in their own column makes locating a transfer easier – but at the expense of creating an extra column in your general ledger display. If you find the transaction register taking up too much space on your screen or if all of the columns do not fit well we suggest that you do not display a separate column for transfers.

To change the transfer column mode:

- Click Edit→Preferences
- Click the Display icon
- Click “Show transfers as increase/decrease”

A check mark next to this option suppresses the transfer column and shows each transfer entry as either a received or disbursed amount. No check mark displays a transfer column showing the transfer amount.

Transaction Details

Pressing **Alt-Enter** on a transaction displays the transaction details window, a screen that provides in-depth information on any transaction.

Reference # - This number is automatically assigned to every transaction as a unique means to identify it. No two transactions have the same reference number.

Status – In the screen display to the right, <void>E-2 shows the current status of the transaction. View a list of possible statuses.

Date -Date of the transaction (not the date posted)

Number - Text or number assigned to the transaction to help identify it.

Account - Account to which the transaction as posted

Description - Brief description of the transaction

Explanation - A more detailed explanation of the transaction if such is warranted.

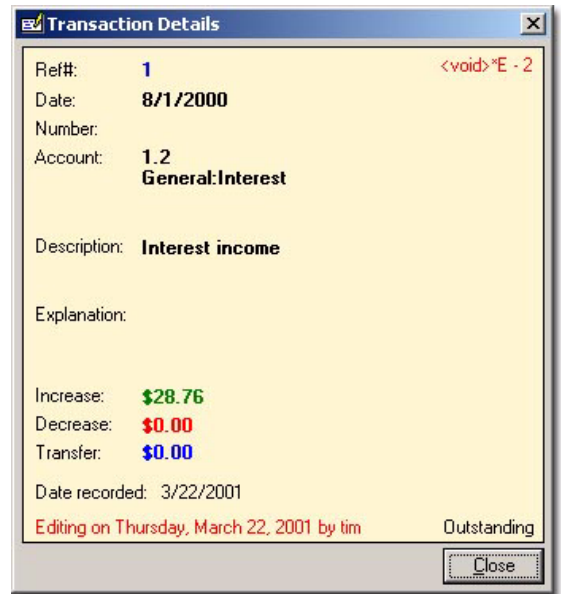
Increase - Amount received into the account

Decrease - Amount disbursed from the account

Transfer - Amount transferred from to/from the account. Outgoing transfers will show as a negative amount.

Date recorded - The date the transaction was posted into the ledger

Recorded by - The user account that recorded the transaction. If the transaction is voided or edited (as in the example) the



original user does not show and instead the user who edited the transaction is displayed. (This works if the security system is active.)

Edited on - Date the transaction was edited or voided

Edited by - The user account that edited the transaction. If the transaction has not been edited the user that posted the transaction will be displayed. (This works only if the security system is active.)

Cleared standing - Displays the current cleared state of the transaction. The display will show either Cleared or Outstanding.

Note: “Recorded by” and “Edited by” are only available if the security system is enabled.

Data Entry

Posting Entries

You add transactions into the ledger by **posting** an entry. Entries posted into the ledger can be viewed and edited at any time by using the ledger display function.

To post a new entry

- Click Activities→Post Transaction (or press CTRL-P)
- Fill in the form and click Ok to accept the transaction

The following information applies to each transaction:

Date (required)

This is the date of the transaction. If you are entering the transaction into the ledger on a later date make sure you change the date to the actual transaction date. As you post each new transaction, the program will default the next one to the date of the last transaction posted. Pay special attention to the date if your habit is to “batch in” a large number of transactions on a weekly, bi-weekly or monthly basis.

Transaction

This is a number or text descriptor assigned to help identify a transaction. Typical examples would be a check number, receipt number or purchase order number.

Account (required) - Specifies the account to which the transaction is assigned.

Description (required)

The program requires a brief description of each transaction. Typical examples would be the person or company paid or an explanation of from whom a receipt was received.

Explanation

A more detailed description of what the transaction is about. The content of this field is usually an answer to “What is this payment for?” or “What is the income source?”

Received - The amount received. Leave this set to zero if the transaction is a disbursement.

Disbursed - The amount disbursed. Leave this set to zero if the transaction received funds.

Additional notes about posting transactions

- A category can be specified for each line item in the transaction. Categories can be defined using Edit=>Categories, or by clicking the dropdown list and clicking the <new category> item. Categories can help you track spending by grouping similar spending items into a single category that can later be reported upon.

SCHOOL LEDGER-REPORT SYSTEM – SLRS/V12

- The Description and Explanation text that you type can be saved and later reloaded by clicking the "..." button to the right of the field, or by pressing the F2 function key. Saving common text items can be a tremendous time-saver so as not to keep having to type the same thing over and over on each screen.
- The transaction number can be typed in manually or incremented by pressing the F6 function key. When incrementing, the program searches for the last entry in the ledger and adds +1 to the number assigned to that entry.

Tip: When entering multiple transactions in a single session (using Next >>) you can press CTRL-R (or whichever hotkey you defined in preferences) to copy the previous transactions account, description or explanation. For compatibility with prior versions an apostrophe can also be used for the same purpose.

Note: Date, account and description are *required* fields.

Transferring Funds

Funds can be transferred from one account to another at any time. When funds are transferred a disbursement in the amount of the transfer is posted to the source account and a corresponding receipt is posted to the target account.

Transfers show in the ledger with a status of "XFER" and also include the reference number of the associated transaction (either the source or target). Reference numbers are automatically added to each new transaction to identify it uniquely.

To transfer funds from one account to another:

- Click Activities→Transfer Funds (or press CTRL-T)
- Fill in the New Transfer form
- Click the OK button to accept the fund transfer

The screenshot shows a 'New Transfer' window with the following details:

- From Section:**
 - Date: 11/17/2008
 - Transaction #: 6
 - Account: 1.1 (General: Athletics) with a balance of \$3,585.00
 - Description: Monthly transfer
 - Explanation: (empty)
- To Section:**
 - Radio buttons: Single account, Multiple accounts
 - Account: 1.2 (General: Operating) with a balance of \$0.00
 - Description: Monthly transfer
 - Explanation: (empty)
 - Amount: \$1000.00
- Buttons:** OK, Cancel, Add Another >>, Help

The following information applies to each transaction:

Date (required) - The date of the transaction. If you are entering the transaction into the ledger on a later date make sure you change the date to the actual transaction date.

Transaction # - A number or text descriptor assigned to help identify a transaction. Typical examples would be a check number, receipt number or purchase order number.

From Account (required) - Specifies the account from which the funds are being transferred.

From Description (required) - A brief description of the transaction. Typical examples would be something like "transfer supply funds" or "transfer to zero balance and close account"

From Explanation - A more detailed description of the transaction if you feel that such is warranted.

To Account (required) - Specifies the account to which the funds are to be transferred.

To Description (required) - A brief description of the transaction. Typical examples would be something like "transfer supply funds" or "transfer to zero balance and close account". This should compliment the text in the "from description" field.

To Explanation - A more detailed description of the transaction if you feel that such is warranted. This should compliment whatever you entered into the "from explanation" field.

Transfer Amount - The amount to be transferred.

Single Account/Multiple Accounts - Press this button to switch between single account and multiple account transfers. In a single account transfer, money is moved from one source account to one target account. In a multi-account transfer, money is moved from one source account into one or more target accounts.

Account Retrieval

One of the most common activities you will conduct in SLRS is to retrieve accounts. We have made this process as versatile as possible.

Retrieving an account by name

- Type a portion of the account name and press ENTER to validate the entry. When including the full account name, separate a parent account from a child account using a colon. If more than one account matches your entry the last matching account is used.

Examples:

Type **“General:Misc:Cash”** to retrieve the Cash account

Type **“Cash”** to retrieve the same Cash account assuming there were no other accounts after it with the word Cash in their names.

Type **“General:M”** to retrieve the General:Misc account

Retrieving an account by number

- Type a portion of the account number and press ENTER to validate the entry. When including the full account number, separate a parent account from a child account using a period. If more than one account matches your entry the last matching account is used.

Examples:

A.1.1, A1.1 and **A11** would all retrieve the same account with the full account number A.1.1

Retrieving an account from the drop-down list

- Click the drop-down arrow on the right side of the account textbox
or
- Press **F2** in any account selection textbox

Tip: To close the account selection list you must click the X in the lower right corner, press **Esc**, or select an account by double clicking on it.

Account Selection Screen

Account Name	Account #	Beginning	Ending
<input type="checkbox"/> SUPPLIES/MATERIALS INSTRUCTIONAL	1.7	\$0.00	-\$836.05
<input type="checkbox"/> SUPPLIES/MATERIALS OFFICE	1.8	\$0.00	-\$69.78
<input type="checkbox"/> HOLIDAY SCHOOL STORE	1.9	\$0.00	\$0.00
<input type="checkbox"/> CLUBS/DEPARTMENTS	2	\$6,510.65	\$3,953.47
<input type="checkbox"/> ANNUAL	2.1	\$110.01	\$200.01
<input type="checkbox"/> T-SHIRTS	2.10	\$13.00	\$13.00
<input type="checkbox"/> SCIENCE	2.11	\$0.00	\$0.00
<input type="checkbox"/> EMPLOYEE FUND	2.2	\$203.31	\$203.31
<input checked="" type="checkbox"/> MEDIA	2.3	\$810.82	\$350.84
<input checked="" type="checkbox"/> LIBRARY	2.3.A	\$695.20	\$235.22
<input checked="" type="checkbox"/> BOOK FAIR	2.3.B	\$58.17	\$58.17
<input checked="" type="checkbox"/> MOTV	2.3.C	\$57.45	\$57.45
<input type="checkbox"/> MUSIC	2.4	\$650.02	\$650.02
<input type="checkbox"/> STUDENT COUNCIL	2.5	\$2,444.43	\$257.23
<input type="checkbox"/> STUDENT COUNCIL	2.5.A	\$63.24	\$63.24
<input type="checkbox"/> STUDENT STORE	2.5.B	\$75.57	\$75.57
<input type="checkbox"/> COUNSELOR	2.5.C	\$2,305.62	\$118.42
<input type="checkbox"/> PTA	2.6	\$0.00	\$0.00
<input type="checkbox"/> GRADE LEVELS/FIELD TRIPS	2.7	\$2,266.59	\$2,266.59

Use the account selection screen to pick one or more account to include on a report.

To select accounts:

- Locate the desired account by scrolling with the mouse
- Click the check box in the “check” column to place a check mark next to the account name
 - Shift-click to select all child accounts
 - Click and drag to select multiple adjacent accounts or use Ctrl and Shift to select multiple non-adjacent accounts.
- Click Ok when finished selecting accounts

Tip: Whether or not the ending balance column is displayed depends upon by your current preference settings.

Date Selection

Selecting a Date Range

There are many places throughout the program where you are required to enter a starting and ending date. This happens mostly in reports. When you are presented with this choice you can select from a pre-set list of date ranges.

Selecting a pre-set date from the drop-down list provides a quick and easy way to select a starting and ending date without having to keyboard the entire date. Another advantage to using the pre-set dates is that if you are printing a report, the pre-set date title will be displayed on the report in addition to the actual dates.

Some of the most common pre-sets are:

- Entire fiscal year
- Year-to-date
- Today
- This month
- Last month

Entering Dates

Dates are entered using a special “date entry” textbox that ensure a consistent date format throughout the entire program. Enter the date as you would in any other program. For example: Enter **03/14/01** to select the date shown in Figure 1

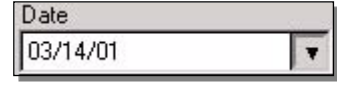


Figure 1

Picking Dates from the Drop-Down Calendar

By clicking the down arrow to the right of the text entry box a drop-down calendar will be displayed as shown in figure 2. Change the month and year using the navigation controls at the top of the calendar, and double click to select a day.

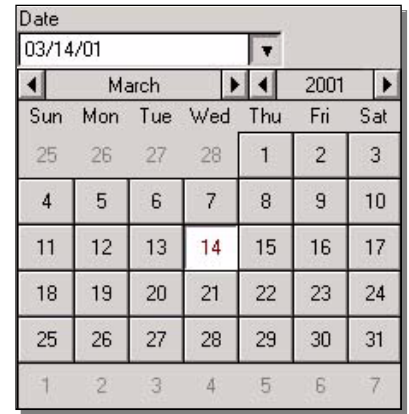


Figure 2

Changing the Date Format

The format used by dates in SLRS is defined by the regional settings established in Windows when your computer was set up. You can choose to enter and display dates in any format available to Windows, such as DD/MM/YY, DD/MM/YYYY or DD-MM-YY to name just a few.

To change the date format:

- Open the Windows Control Panel
- Double-click Regional Settings
- Change the “Short Date” format to any desired setting (i.e. MM-DD-YYYY)

Text Field Memo Feature

School Ledger includes functions that allow users to save many common elements that they enter on forms over and over again throughout the course of a fiscal year. These are available on any data entry screen that includes a **Layout** button.

- You can save and load item layouts by clicking the Layout button. A layout saves each line item that you define, such as the account #, received from, explanation, category and amount. It is not necessary to fill in each field in order to save a layout, and in fact it might be beneficial to create a layout that omits certain items that change each time but contain other similar items. By saving and later reloading layouts a lot of time can be saved by reducing data entry.
- The Received From and Explanation text that you type can be saved and later reloaded by clicking the “...” button to the right of the field, or by pressing the F2 function key. Saving common text items can be a tremendous time-saver so as not to keep having to type the same thing over and over on each screen.

Keyboard Shortcuts

The effective use of keyboard shortcuts can make you more efficient in your work. Although the mouse is a great tool, it is often inconvenient to remove your hands from the keyboard while performing data entry.

General keyboard shortcuts (can be used from anywhere)

Shortcut Key	Description
CTRL-P	Post a new transaction entry
CTRL-T	Transfer funds
CTRL-R	Open the general ledger display
CTRL-A	Open the chart of accounts
CTRL-[number]	Reports (i.e. CTRL-1 open the transaction register report)
F1	Displays the on-line help system (what you are viewing now)

General ledger screen shortcuts

Shortcut Key	Description
CTRL-N	Post a new transaction entry
CTRL-E	Edit the current transaction
CTRL-V	Void the current transaction
CTRL-F	Open the find dialog to search for transactions
CTRL-G	“Goto” linked transaction

Chart of accounts shortcuts

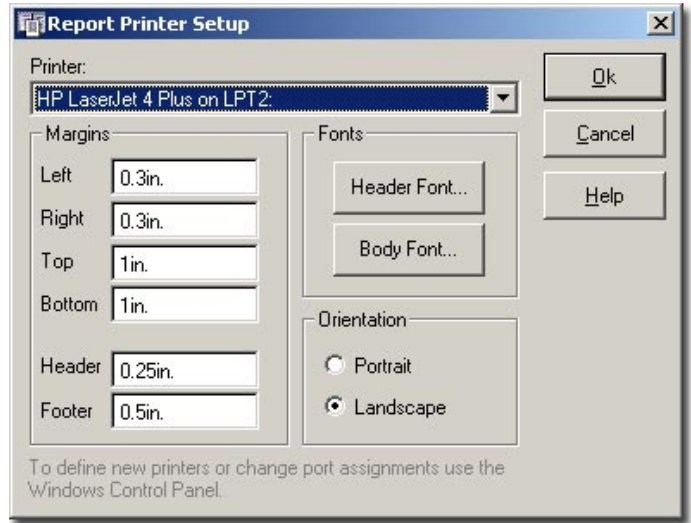
Shortcut Key	Description
CTRL-N	Add a new account
CTRL-E	Edit the current account
CTRL-D	Delete the current account

Dialog box keys (used on data entry screens)

Shortcut Key	Description
TAB	Move to the next data field
ENTER	Accepts the form and performs the default action (ok or next)
ESCAPE	Cancel the data entry session and closes the form
F1	Displays help associated with the particular item you are on

Reports

Printer Configuration



Printer

Select any printer defined in Windows. To add new printers use the Windows Control Panel.

Margins

Defines the amount of space around the top, bottom, left and right edges of the page. Margins should be entered in inches.

Header

Defines the amount of space at the top of the page above the page header. The header should be entered in inches.

Footer

Defines the amount of space at the bottom of the page after the page footer. The footer should be entered in inches.

Header Font

Defines the font used for the page header on reports. Specify the font name, style (bold, italics, etc.) and font size.

Body Font

Defines the font used for the body of a report. Specify the font name, style (bold, italics, etc.), and font size.

Orientation

You may select “portrait” to print a standard page view or “landscape” to print the report sideways on the page.

Tip: Landscape mode is the recommended page orientation setting for all reports generated by SLRS. Set your margins to .5 inches.

Report Selection Screen

Use the report selection screen to access all reports available in SLRS. When you choose to print a report, the report selection dialog is displayed with the report you selected showing as the active report. You can use the report type drop-down list to select a different report without needing to close the dialog and start again.

Each report has its own settings, such as date selection, account selection, and formatting options. Once the report type and options have been specified click the Print button to send the report to the printer or use the Preview button to display the report on the screen.

Graph Selection Screen

Use the graph selection screen to access all graphs available in SLRS. When you choose to print a graph the graph selection dialog is displayed and the graph you chose is currently selected. From there you can either print the graph or choose from

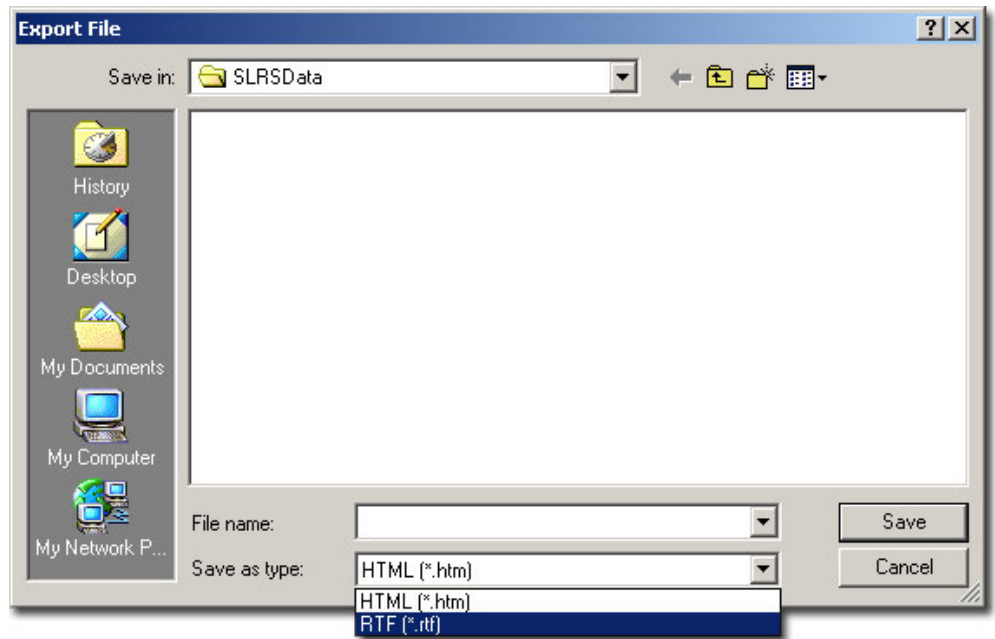
among the list of all available graph types. You can use the 'graph type' drop-down list to select a different graph without having to close the dialog and choose a different graph type.

Each graph has its own settings, such as date selection, account selection, and formatting options. Once the graph type and options have been specified click the Print button to send the graph to the printer, or click the Preview button to display the graph on the screen.

Export Reports

All reports generated by *School Ledger* may be exported to a file so that they can be opened in another application. You may export your reports in two different formats. You may initiate an export either directly from the report selection screen or from any report preview.

To export a report open the report dialog screen by clicking Reports and selecting the desired report. Set the report options and then click the Export button. Specify the name, file type and location of the export file and click Save to export the report.



Reports may be exported in either of two different formats:

- **HTML** - HTML is a generic, widely accepted file format for sharing information between computers and platforms. Most Windows applications can read and write standard HTML files, so this is the default and recommended format for exported reports. Products such as Microsoft Excel and Microsoft Word do a fantastic job of reading such files.
- **RTF** - RTF, or rich-text-format, is an industry standard format for text documents. While not as cross-platform compatible as HTML, this format can be used to open a report in many third party programs. Microsoft Word can read RTF files, while Excel cannot.

Note that every report includes an “Export” button in its dialogue box. We will not present the export options as part of the discussion of each report. Please refer back to this section for directions on exporting reports.

Emailing Reports

All reports can be emailed to another party directly from within the program. In order to email a report you must have an Internet connection on your computer.

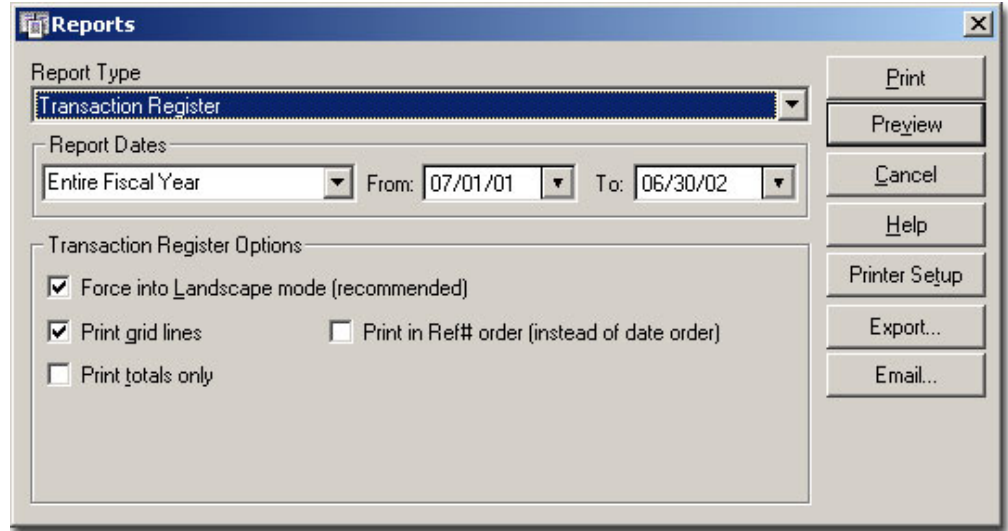
To email a report –

- Open the report dialog screen by clicking Reports and selecting the desired report.
- Set the report options and click the Email button.
- The report will be generated and attached to an outgoing email as a PDF file, using your local email client (such as Outlook). Specify the recipient(s) of the email and click the “Send” button

Please note that some school districts have blocked the sending of emails from installed applications. If you cannot send an email from inside *School Ledger* you can save the report as a PDF document, create a new message in your email client software and then attach the saved report to that message.

Transaction Register Report

The Transaction Register report shows all or part of the general ledger transaction register, depending on the dates that you specify. For each transaction the report shows the reference number, date, status, transaction number, description, explanation, amounts, cleared status and running balance. Totals are provided at the end of the report.



How to produce the Transaction Register Report

- Click Reports→Transaction Register (or press CTRL-1)
- Set the dates and any optional report information, such as gridlines, totals, and page orientation
- Click 'Print' to output the report to the printer or 'Preview' to display the report on the screen

Transaction Register report options:

Date Selection

Select a specific date range from the drop-down list or enter your own dates into the start date and end date fields. If you choose a pre-selected date range, such as “Entire Fiscal Year”, the range name will show up on the final report in addition to the actual dates.

Force into Landscape mode

If selected, this option forces the printed report to be presented in landscape mode regardless of the current printer settings. The transaction register almost always must be printed in landscape mode in order for all of the information to display properly.

Print grid lines

If this option is selected, lines are drawn between transaction items to separate them and make the report a little easier to read.

Print totals only

If this option is selected, only the transaction register totals (starting balance, received, disbursed, transferred and ending balance) are provided.

Print in Ref# order (instead of date order)

If this option is checked, the program will sort the transaction register by reference number – literally in the order that transactions were entered without regard to chronology by date.

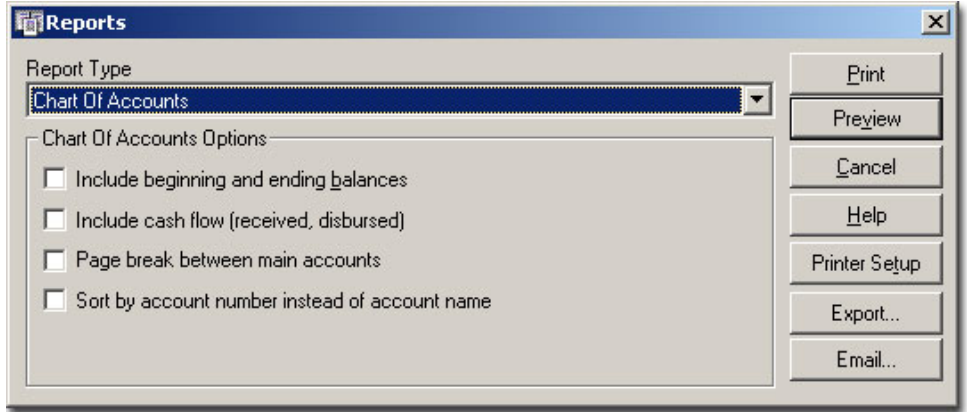
Transaction Register										Page 1
East Orleans High School										
Entire Fiscal Year (07/01/01 to 06/30/02)										
										Balance as of 07/01/01: \$10,775.35
Ref	Date	Status	Account	Number	Payee	Desc	Clr	Received	Disbursed	Balance
1	07/02/01		A.1.c	test	Houghton Mifflin	Book purchases		\$0.00	\$140.00	\$10,635.35
2	07/02/01		A.1.d	test	Coca Cola Bottling Co. of East Orleans	Re-stock		\$0.00	\$148.85	\$10,486.50
3	07/02/01		A.1.f	tes2	Chatham Lock and Key	locker maintenance- rekeying		\$0.00	\$285.59	\$10,200.91
TOTALS:								\$0.00	\$574.44	\$10,200.91

The transaction register report is produced.

Tip: We recommend that you print all of your reports in landscape mode with all margins set to .5 inches.

Chart of Accounts Report

The Chart of Accounts report provides a profile of your entire account structure. In addition to account names and numbers, you can opt to include starting and ending balances as well as cash flow for the entire fiscal year.



How to produce the Chart of Accounts

- Click Reports → Chart of Accounts (or press CTRL-5)
- Set any optional report information, such as starting balances, cash flow, or page breaks
- Click 'Print' to output the report to the printer or 'Preview' to display the report on the screen

Chart of Accounts report options:

Include Beginning and Ending Balances

If this option is selected, the starting balance for each account is displayed in a column to the right of the account name and number.

Include Cash Flow

If this option is selected, the cash flow (received and disbursed) totals for each account are displayed in a column to the right of the account name and number.

Page break between main accounts

If selected each top-level account is started on a new page.

Sort by account number instead of account name

This option causes the program to sort on the account number assigned to each account instead of by account name.

Chart Of Accounts East Orleans High School as of 04/04/01		Page 1
Account Name	Account Number	
SLRS GENERAL SUPERACCOUNT	A	
ATHLETICS	A.11	
FOOTBALL/BASEBALL/BASKETBALL/ETC	A.11.a	
CLASS FUNDS	A.6	
5TH GRADE FUND RAISER	A.6.a	
6TH GRADE FUND RAISER	A.6.b	
7TH GRADE FUND RAISER	A.6.c	
8TH GRADE FUND RAISER	A.6.d	
ART FEE/FUND RAISER/JOHNSON	A.6.h	
ART FEE/FUND RAISERS/COATS	A.6.g	
BAND FUND RAISER	A.6.e	
CHEERLEADER FUND	A.6.m	

The Chart of Accounts report is produced. In the case of the report shown above, the user opted *not* to include any information about account balances. He also opted to suppress page breaks between accounts and to suppress cash flow information about each account.

Tip: We recommend that you print all of your reports in landscape mode with all margins set to .5 inches.

Fund Summary Report

The Fund Summary report shows receipts, disbursements and transfer totals with starting and ending balances for any period of time. Use the Fund Summary report to show how funds were received and disbursed for specified accounts over any time period.

How to produce the Fund Summary report

- Click Reports→Fund Summary (or press CTRL-2)
- Select the dates, accounts to display and any report options.
- Click “Print” to send the report to the printer or “Preview” to display the report on the screen

Fund Summary report options:

Date Selection

Select a specific date range from the drop-down list or type your own dates in the start date and end date fields. If you choose a pre-selected date range, such as “Entire Fiscal Year”, the range name will show up on the final report in addition to the actual dates.

Account Selection

Select the accounts to include in the report. Options include all top-level accounts (i.e. superaccounts), all parent accounts (accounts with child accounts under them), all accounts, a range of accounts, or specific accounts that you choose from a list.

Page break between main accounts

If this option is selected then each top-level account is started on a new page.

Not shown above – Sort by account

number instead of account name - If this option is checked the report will be sorted in account number order. This can be made the default selection in Edit→Preferences→Accounts.

Fund Summary						Page 1
East Orleans High School						
Entire Fiscal Year (07/01/01 to 06/30/02)						
Account Name	Balance 06/30/01	Received	Disbursed	Transferred	Balance 06/30/02	
SLRS GENERAL SUPERACCOUNT	\$10,775.35	\$0.00	\$574.44	\$0.00	\$10,200.91	
OVERALL TOTAL	\$10,775.35	\$0.00	\$574.44	\$0.00	\$10,200.91	

The fund summary report is displayed. This user opted to print the report only for his main account, SLRS GENERAL SUPERACCOUNT.

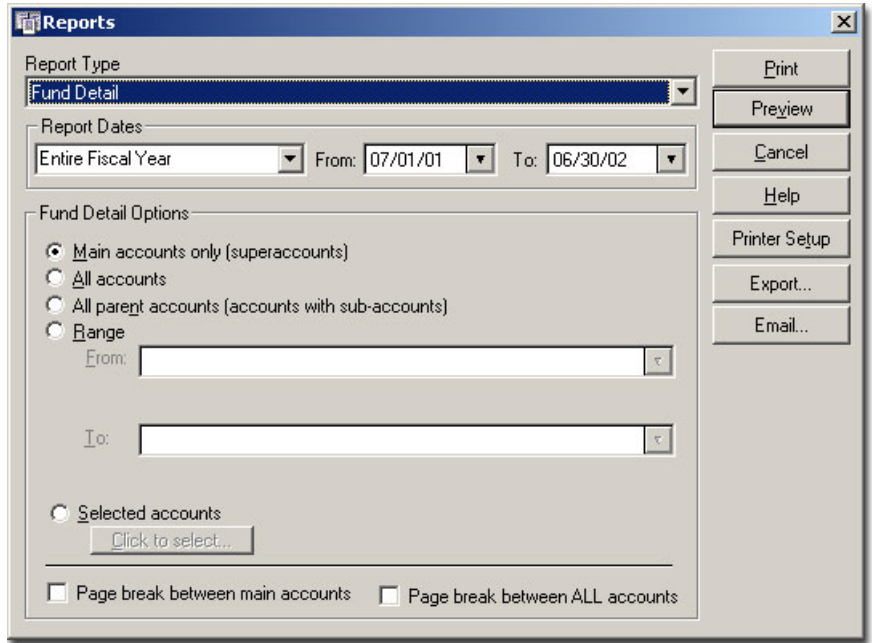
Tip: We recommend that you print all of your reports in landscape mode with all margins set to .5 inches.

Fund Details Report

The Fund Details report prints account totals for any time period as well as all of the transactions posted to the account. Use the Fund Details report to show a detailed breakdown of each account, how the funds were received and disbursed, and account totals.

How to produce the Fund Details report

- Click Reports→Fund Details (or press CTRL-3)
- Select the dates, accounts to display and any report options.
- Click 'Print' to output the report to the printer or 'Preview' to display the report on the screen



Fund Details report options:

Date Selection

Select a specific date range from the drop-down list or type your own dates in the start date and end date fields. If you choose a pre-selected date range, such as “Entire Fiscal Year”, the range name will show up on the final report in addition to the actual dates.

Account Selection

Select the accounts to include in the report. Options include all top-level accounts (i.e. superaccounts), all parent accounts (accounts with child accounts under them), all accounts, a range of accounts, or specific accounts that you choose from a list.

Page break between main accounts

If selected each top-level account is started on a new page

Page break between ALL accounts

This option causes the program to start each account on a new page.

Not shown above – Sort by account number instead of account name - If this option is checked the report will be sorted in account number order. This can be made the default selection in Edit→Preferences→Accounts.

Fund Details						Page 1				
Entire Fiscal Year (1/1/2010 to 12/31/2010)										
General (1)						Balance 1/1/2010	Received	Disbursed	Transfer	Balance 12/31/2010
						\$16,000.00	(\$500.00)	\$1,025.00	\$0.00	\$14,475.00
Date	Status	Num	Description	Explanation		Received	Disbursed	Transfer	Balance	
12/16/2010	SAP	1	Heritage	School Ledger with Accounts Payable		\$0.00	\$995.00	\$0.00	\$15,005.00	
12/16/2010	SAP	1 (W/O)	Heritage	School Ledger with Accounts Payable		\$0.00	(\$995.00)	\$0.00	\$16,000.00	
12/16/2010	SAP		Stop Payment Fee			\$0.00	\$15.00	\$0.00	\$15,985.00	
12/16/2010	SAP	NSF1	Joe Smith (12/16/2010)	NSF		(\$500.00)	\$0.00	\$0.00	\$15,485.00	
12/16/2010	SAP		NSF bank fee	Joe Smith (12/16/2010 Ck#1)		\$0.00	\$15.00	\$0.00	\$15,470.00	
12/16/2010	SAP	N/P	Heritage	P01 (School Ledger v11)		\$0.00	\$995.00	\$0.00	\$14,475.00	

The fund details report shown above indicates that the user summarized his data by main accounts only.

Tip: We recommend that you print all of your reports in landscape mode with all margins set to .5 inches.

Funds Grouped by Advisor Report

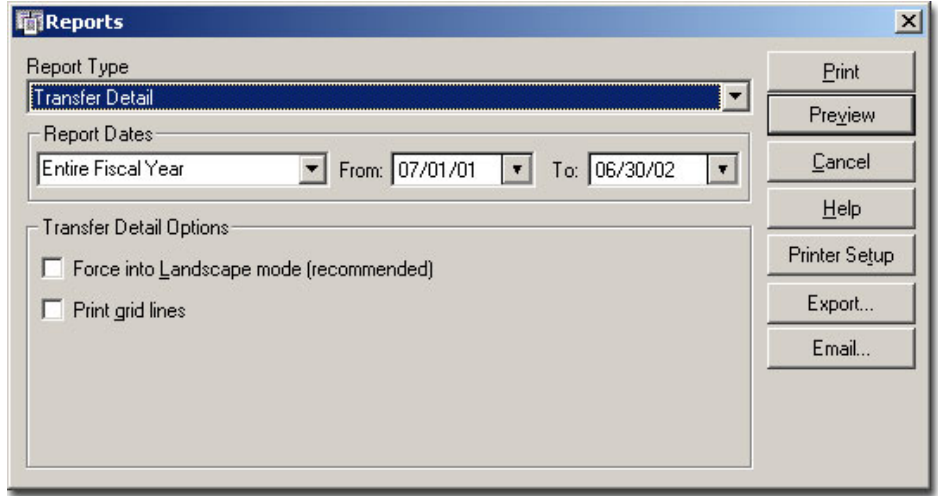
The Funds Grouped by Advisor report arranges either a fund summary or transaction detail report by the advisor listed for that each account in the chart of accounts.

Transfer Details Report

The Transfer Details report shows all fund transfers that occur during a specified period of time. Each transfer includes the date, transaction number, account, description, explanation, and transfer amount. Totals are provided at the end of the report.

How to produce the Transfer Details report

- Click Reports→Transfer Details (or press CTRL-4)
- Set the dates and any optional report information, such as gridlines and page orientation
- Click 'Print' to send the report to the printer or 'Preview' to display the report on the screen



Transfer Details report options:

Date Selection

Select a specific date range from the drop-down list or type your own dates in the start date and end date fields. If you choose a pre-selected date range, such as “Entire Fiscal Year”, the range name will show up on the final report in addition to the actual dates.

Force into Landscape mode

If selected, this option forces the printed report to be presented in landscape mode regardless of the current printer settings. This report almost always must be printed in landscape mode in order for all of the information to display properly.

Print grid lines

If this option is selected, lines are drawn between transaction items to separate them and make the report easier to read.

Tip: We recommend that you print all of your reports in landscape mode with all margins set to .5 inches.

Combined Report

This function allows the user to produce several reports in one sitting. Similar to the “monthly reports” function in the old DOS product, this combined report allows you to print all monthly reports in a single session. As some of the reports are fairly long, allowing them to be printed all at one time means you can begin the report and leave it to finish unattended.

The combined reports function is on the Reports menu. To launch it click Reports→Combined (Multiple) Reports.

Tip: Each report has its own settings, which are saved between uses. Click the “Report Type” dropdown and select a particular report to modify its settings for the combined report.

Date Selection - Select a specific range of dates from the drop-down list or enter your own dates in the start date and end date fields. If you choose a pre-selected date range, such as “Entire Fiscal Year”, the range name will show up on the final report in addition to the actual dates.

Report Selection - Place check marks next to those reports that you wish to print in this session.

Account Selection - Select the accounts you wish to include in the reports. Options include all top-level accounts, all parent accounts (those accounts with child accounts under them), all accounts, a range of accounts, or specific accounts that you choose from a list. Some reports do not require account selections so the account settings will be ignored for those reports. Some reports do not require account selections, so this setting will be ignored for those reports.

Account Balances Graph

The Account Balances graph shows in a pie chart of the ending balance of all specified accounts.

How to produce the Account Balances graph

- Click Reports→Graphs→Account balances
- Choose the reporting period from the drop-down list or enter the starting and ending dates manually
- Select the accounts to be printed as you do in your other SLRS reports.
- Click 'Print' to output the graph to the printer or 'Preview' to display the graph on the screen

Profit & Loss Report

The Profit and Loss report prints the net income for each account that you have marked as “income” or “expense” in your chart of accounts. You may select which accounts to print as well as the period of time the report will cover.

How to print the Profit & Loss Report:

- Click Reports→Income/Expense→Profit & Loss
- Select the range of dates, accounts to print and any report options
- Click Print to send the report to the printer or Preview to display the report on the screen.

Profit & Loss Report options:

Date Selection – Select a specific date range from the drop-down list or type your own dates in the start date and end date fields. If you choose a pre-selected date range, such as “Entire Fiscal Year”, the range name will show up on the final report in addition to the actual dates.

Account Selection – Select the accounts to include in the report. Options include all top-level accounts, all parent accounts (those accounts with child accounts beneath them), all accounts, a range of accounts or specific accounts that you choose from a list.

Include transaction details – If selected, this option prints all supporting transactions for each account.

Omit fund transfers from the net totals – This important option selects whether or not fund transfers (i.e. transfers between two general ledger accounts) are included in the net totals. If checked, fund transfers from one account to another are not included in the net totals. This is an important distinction and can drastically affect the net totals printed for each account.

Page break between main accounts – If selected each top level account is started on a new page

Sort by account number instead of account name – If selected, accounts are sorted by number instead of account name.

<p>Tip: We recommend that you print all reports in landscape mode with margins set to .5 inches.</p>

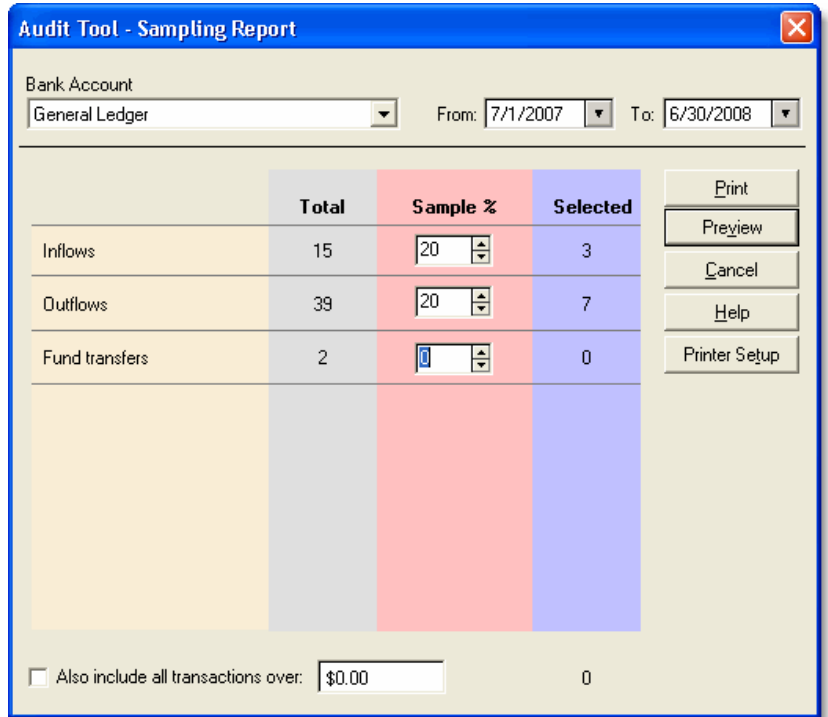
Audit Tools

Audit Sampling Report

The Audit Sampling Report lets you print a sampling of transactions from your general ledger for auditing purposes. You define the percentage of each type of transaction to include and the report will randomly select the calculated number of items. Additionally, you can specify a threshold amount above which all transactions will be printed, regardless of whether or not they were randomly selected as part of the sample.

To print the Audit Sampling Report:

- Click Reports→Audit Tools→Sampling Report
- Set the percentage of each transaction type that you wish to sample. The number of transactions to be printed is displayed in the “selected” column.
- Click the Print or Print Preview buttons to view the report.



Note: If your database is secured the logged-in account must have Audit Tools permissions in order to run this report.

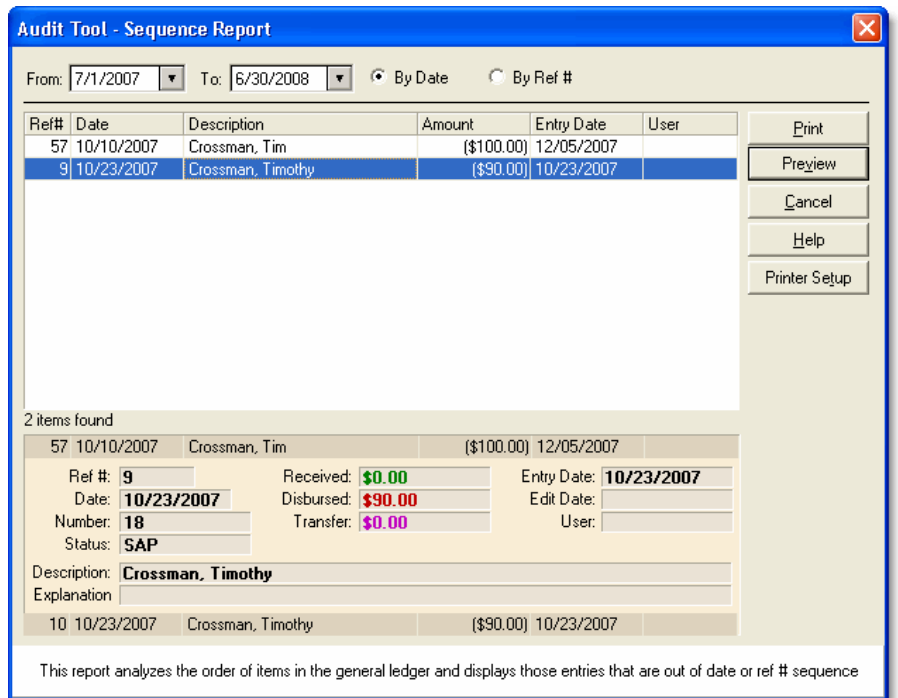
Audit Sequencing Report

The Audit Sequencing Report lets you locate those general ledger transactions that are out of date or reference number sequence. When a user backdates or post-dates entries the natural reference number sequence is broken. This report helps you to identify when such entry methods have been used.

You specify the date range to search and indicate if a break in dates or reference number should be analyzed. The list of transactions will be updated to reflect any that meet your criteria. You can interactively view the list on the screen, clicking any item to view extended details. The list can also be printed, either only for those that are selected or the entire ledger with the selected items marked with an asterisk.

To print the Audit Sequence Report:

- Click Reports→Audit Tools→Transaction Sequencing
- Set the date range and whether you want to analyze a break in dates or reference numbers.
- Click any transaction to view extended details or click the Print or Print Preview buttons to view the report.



Note: If your database is secured, the logged-in account must have Audit Tools permissions in order to run this report.

Audit Backdating Report

The Audit Backdating Report lets you locate those general ledger transactions that were dated a certain number of days prior to the date of entry. This is known as backdating. *School Ledger* is very good at locating backdated transactions because it memorializes each transaction with both the date the user types as the transaction date and the *actual* date that they made the entry.

You specify the date range as the number of days back to search. The list of transactions will be updated to reflect any that meet your criteria. You can interactively view the list on the screen, clicking any item to view extended details of that transaction. The list can also be printed, either only those transactions that are selected or the entire ledger with the selected items marked with an asterisk.

Audit Tool - Backdating Entries Report

From: 7/1/2007 To: 6/30/2008 Number of days back: 5

Ref#	Date	Description	Amount	Entry Date	User
57	10/10/2007	Crossman, Tim	(\$100.00)	12/05/2007	

1 items found

8	10/10/2007	tim	\$200.00	10/10/2007	
---	------------	-----	----------	------------	--

Ref #: 57 Received: \$0.00 Entry Date: 12/05/2007
 Date: 10/10/2007 Disbursed: \$100.00 Edit Date:
 Number: N/P Transfer: \$0.00 User:
 Status: SAP
 Description: Crossman, Tim
 Explanation:

9	10/23/2007	Crossman, Timothy	(\$90.00)	10/23/2007	
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This report lists any ledger transactions that were dated a certain number of days before or after its entry date

To print the Audit Backdating Report:

- Click Reports→Audit Tools→Transaction Backdating
- Set the date range and the number of days back that a transaction must have been dated in order to be included in this report.
- Click any transaction to view extended details or click the Print or Print Preview buttons to view the report.

Note: If your database is secured, the logged-in account must have Audit Tools permissions in order to run this report.

Security

Security Overview

SLRS offers a complete security system to limit program access to only those users you authorize. Implementing a security system is a reasonable step towards preventing unauthorized access to your financial data.

If you choose not to implement database security anyone who has access to the SLRS program can access the account database. All data can be freely changed or deleted without any control at all.

This security system overview is designed to:

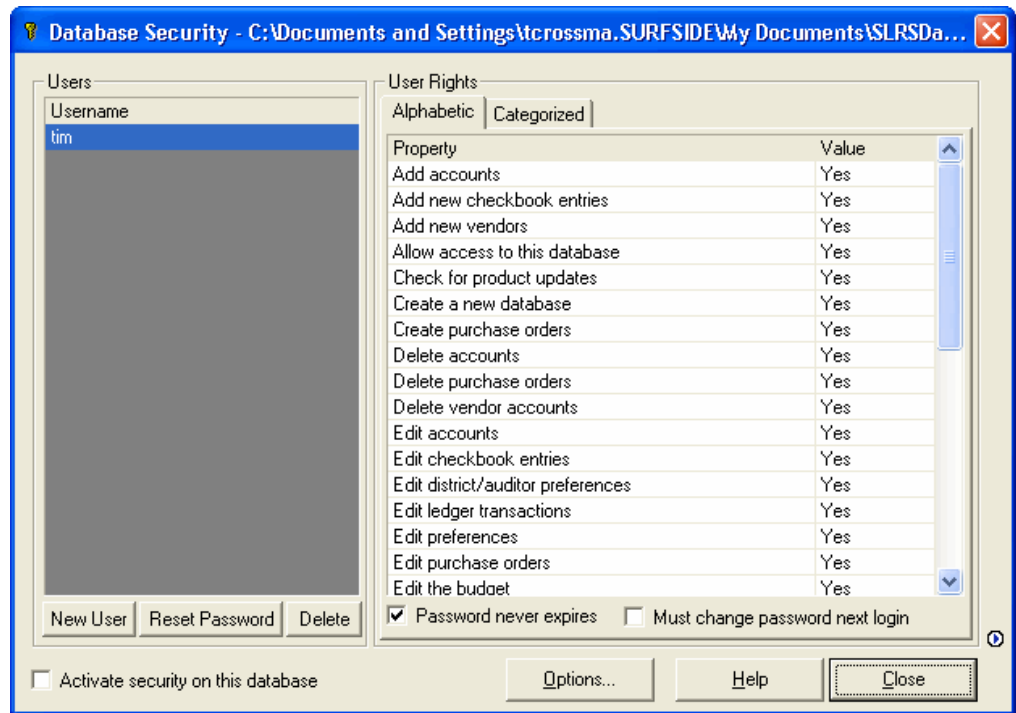
- Show how to enable/disable security on an account database
- Explain how to utilize user accounts to restrict data access
- Describe the process of logging in and out of a secure database

Enabling Database Security

By default database security is *disabled* for each new account database you create. You must specifically enable database security and add users to the security table in order to secure each new account database.

To enable database security:

- Click File→Database Utilities→Security
- Place a check mark next to ‘Activate Security on this Database’



Note: In order for database security to be enabled you must add at least one user to the user table.

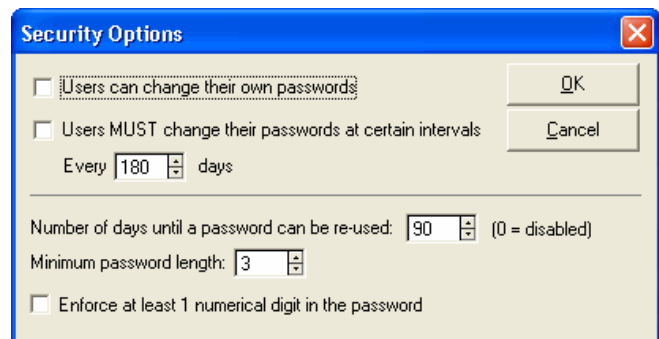
To disable database security:

- Click File→Database Utilities→Security
- Remove the check mark next to ‘Activate Security on this Database’

Security Options

The Options button on the main security screen leads us to a series of global security options.

These options may be defined as in-school and district-wide protocol dictates.



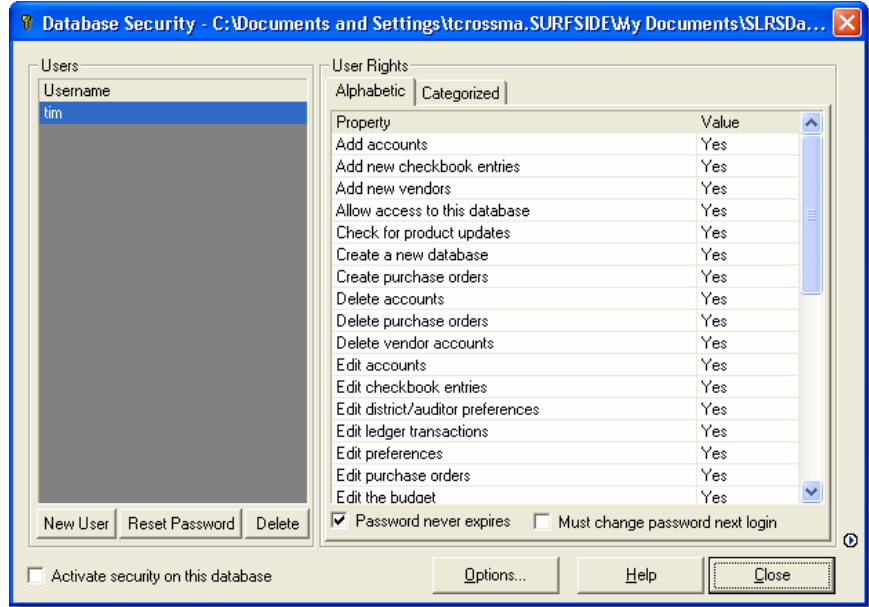
Managing User Accounts

User Management

User accounts are the cornerstone of the security system. If security is enabled then only those users who have a user account will be granted access to the account database.

Once a user is granted access to the account database every operation he tries to perform is checked against the access rights for the account. If a user does not have sufficient access rights to perform a particular task they will be blocked from that function.

The list of access rights available to be assigned to each user is:



Access Right	Description
Allow access to the account database	Allows the user to open the account database and log in
Create new database	Allows the user to create a new account database
Year-end operations	Allows the user to perform year-end operations such as a year-end close
Security administration	Allows the user to enter the security administration screen and modify user accounts
Edit preferences	Allows the user to edit program preferences. Users with this level of security can change several important program functions
Post transactions	Allows the user to post new transactions to the general ledger
Transfer funds	Allows the user to transfer funds between accounts
Edit ledger transactions	Allows the user to edit transactions
Void ledger transactions	Allows the user to void transactions
Check for product updates	Allows the user to check for and download product updates over the Internet
Add to chart of accounts	Allows the user to add accounts to the chart of accounts
Delete from chart of accounts	Allows the user to delete accounts from the chart of accounts (can only be done if the proper preference option is activated)
Edit chart of accounts	Allows the user to edit individual accounts
Print reports	Allows the user to print reports (the chart of accounts and transaction register reports are exempt from this security check)

To add user accounts:

- Click below the word ‘Username’ and type a name, up to 20 characters long and press Tab
- Type a password up to 8 characters long and press Enter

Assigning access rights:

- Click on a name in the user list to display that user’s access rights in the right hand window
- Assign access rights for the user by clicking the desired operation and change the value to either True or False

To delete users:

- Click on a user name in the users list
- Press the DEL key to delete the user

Tip: Make sure that at least one user has sufficient access to open the account database and administer security. Failing to do this could render your account database unusable!

Login/Logout

Login to an account database

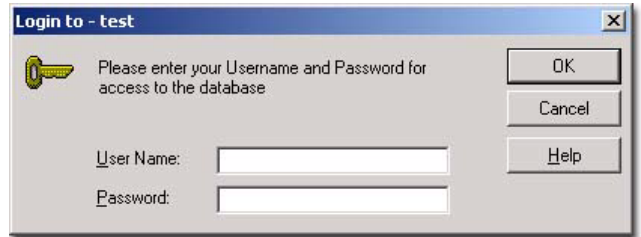
When database security is enabled each user who attempts to open the database will be required to login. Login requires that a valid username and password be entered before the user may proceed.

Logout from an account database

To prevent another person from using the program when you step away from the computer you should log out of the account database if you plan to be away from the computer for any length of time.

Logging out requires that anyone else who attempts to use the account database must enter a valid username and password to gain access.

- Logout from an account database by clicking File→Log Off



Year-End Operations

Procedures for the End of the Fiscal Year

At the end of the fiscal year you must carry out some form of year-end procedure to remove transactions from the general ledger and to define the dates of the new fiscal year.

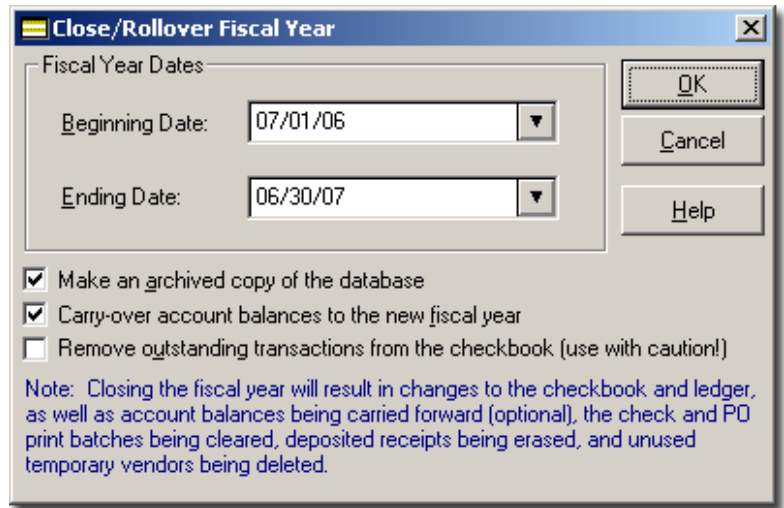
The following year-end procedures are available:

- **Close/rollover fiscal year**

Closing the fiscal year removes all transactions from the general ledger and optionally carries over account balances to the new fiscal year. *This is the option that most schools will use to roll over to a new fiscal year.*

- **Start a new fiscal year from scratch**

Starting a new fiscal year removes all transactions from the ledger and zero's out all account balances.



Closing a Fiscal Year

This is the option that most schools will use to roll over to a new fiscal year.

At the end of a fiscal year you must perform a year-end close in order to clear the ledger of all transactions, set the new fiscal year's dates, and carry over account balances.

Carry-over of account balances takes the ending balance for each account and makes it the starting balance for the new fiscal year.

To close the fiscal year and carry-over account balances:

- Click File→Year-End Operations→Close/Rollover Fiscal Year
- Change the fiscal start and end date to the new fiscal year
- Click OK to perform the year-end close

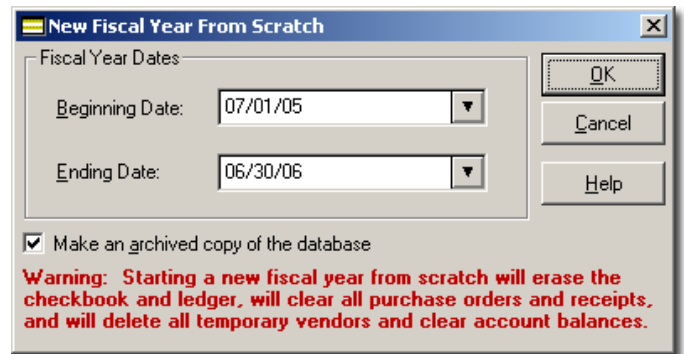
Tip: Allow the year-end operation to make a backup copy of your account database in case you need to undo the operation or in case you ever need to go back to last year's data.

Starting a New Fiscal Year from Scratch

Start a new fiscal year from scratch to remove all transactions from the ledger and zero all account balances. The chart of accounts will *not* be removed by starting a new fiscal year but the starting balances will be advanced to the ending balances of the fiscal year just ended.

To start a new fiscal year and clear account balances:

- Click File→Year-end Operations→Start New Fiscal Year from Scratch
- Change the fiscal year start and end date
- Click OK to start the new fiscal year, clear account balances and clear the general ledger



Clearing Account Balances

One may set all account balances to zero by starting a new fiscal year. Doing so will remove all account starting balances but otherwise leaves the chart of accounts intact with zero balances on all accounts. Starting a new fiscal year removes all transactions from the ledger.

To start a new fiscal year and clear account balances:

- Click File→Year-end Operations→Start New Fiscal Year from Scratch
- Change the fiscal start and end date
- Click OK to perform the operation

Tip: Allow the year-end operation to make an archived copy of your account database in case you need to undo the operation or return to the prior year's data at some time in the future.

Clearing the General Ledger

It is possible to clear all transactions in the ledger either by starting a new fiscal year or closing the fiscal year.

To start a new fiscal year and clear account balances:

- Click File→Year-end Operations→Start New Fiscal Year from Scratch
- Change the fiscal start and end date if necessary
- Click OK to start the new fiscal year, clear account balances and clear the general ledger

To close the fiscal year and carry-over account balances:

- Click File→Year-end Operations→Close/Rollover Fiscal Year
- Change the fiscal start and end date if necessary
- Click OK to close the fiscal year, carry over account balances and clear the general ledger

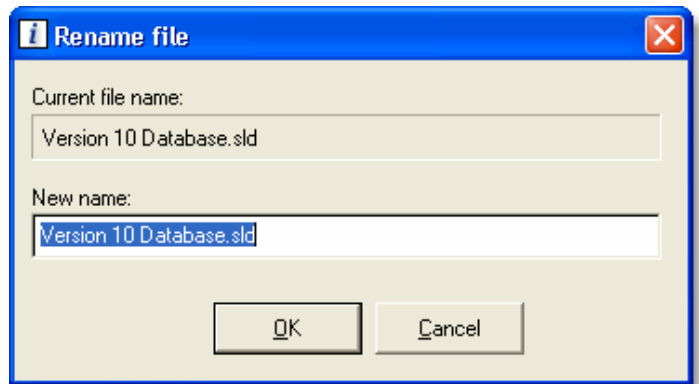
Tip: Allow the year-end operation to make a backup copy of your account database in case you need to undo the operation or return to the prior year's data at some time in the future.

Renaming an Account Database

Some schools like to re-name their account databases each year, so that the “current” account database always carries the name of the fiscal year. This is a very simple process.

To rename the account database:

- Click File→Database Utilities→Rename Datafile
- Specify the account database and click Open begin the procedure



ADVANCED INFORMATION

Uninstalling

To completely remove SLRS from your system:

- Click Start→Programs→Control Panel
- Open Add/Remove Software
- Click *School Ledger-Report System* and click Remove

Internet Updates

The Internet can be used for the following:

- Check for product updates automatically
- Access our web site to provide you with up-to-date product information and support

Note: We do *not* support your local Internet connection. If you have difficulty connecting to the web you must consult with your own technicians. This section assumes that you have a fully functional Internet connection.

Updating

If you have a connection to the Internet you can ensure that you have the most recent version of the program by checking for product updates. A connection from your computer to our web server is made over the Internet and if any updates have become available they can be automatically downloaded to your computer.

How to check for product updates

- Click Help→Check for product updates
- Follow the on-screen instructions to connect to our web-server over the Internet

Tip: Make sure you are connected to the Internet before checking for product updates.

Heritage Home Page

The Heritage Administrative Systems/Surfside Lighthouse Group, Inc. web site offers product information, updates, and news all in one convenient location. To keep abreast of the latest additions to the Heritage family of school administrative software products visit us at www.surfsidesoftware.com .

The web site offers the following:

- Product information
- Technical support tips and downloads
- Contact information (sales and support numbers)
- The ability to join our on-line mailing list.

Backing Up Your Data

Why back up the account database?

Hard drive crashes, accidental user errors, student or employee vandalism, power outages. All of these disasters can render your account data unusable. Frequent creation of backups allows you to recover from such incidents with a minimal amount of data loss.

School Ledger has a comprehensive backup system built into the program that can help keep your data safe.

- **On-demand backup** - Using the File→Backup command you can make a backup whenever you wish. The backup will be saved on whatever drive or device you choose.
- **Scheduled backup** - By setting certain user preferences you can have *School Ledger* schedule a backup every *x* number of days.
- **Automatic backup** - You may configure the program to make a backup every time you exit the program.

Database backup procedures

To configure automatic and scheduled backups:

- Click Edit→Preferences and click the Backup tab.

Automatic Backups

The use of automatic backups is designed to protect your data from unforeseen events such as a corrupted database, accidentally changing or deleting data and anything else that might harm your data while leaving your computer operational. By default the automatic backup files are stored in the same folder as your original account database. If something goes drastically wrong with your database, such as accidentally running a year-end procedure and wiping out all of your transactions, you'll likely have a backup file waiting for you.

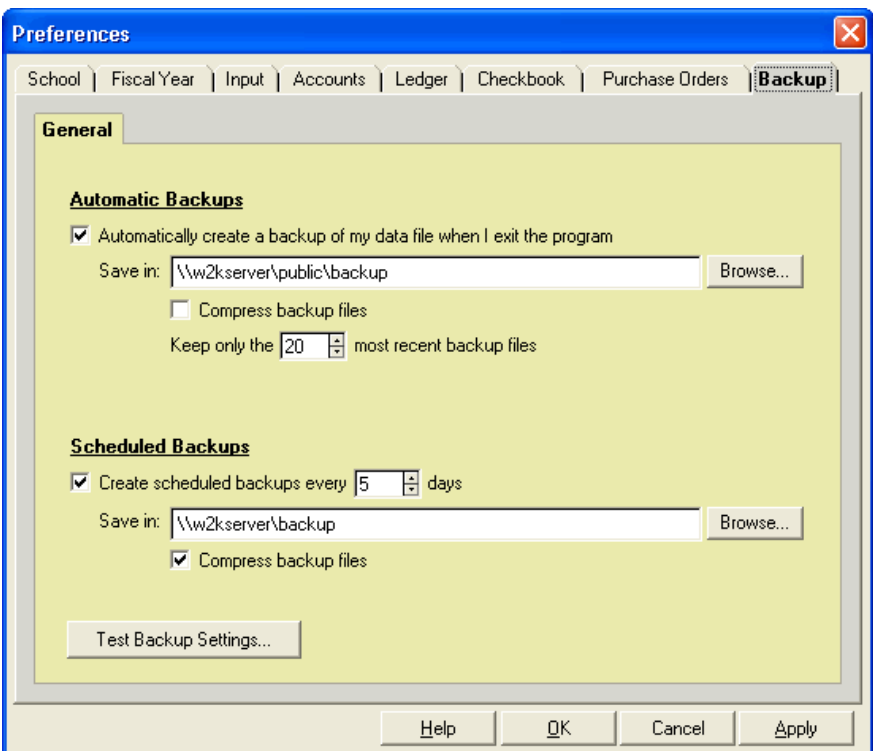
Because the automatic backup files are usually stored on the same drive as the account database this will *not* protect you against hardware failure, such as a hard disk crash. Be sure either to use scheduled backups to offload your database onto a network server every so often or make manual backups to supplement the automatic backup process.

Scheduled Backups

While automatic backups are a fantastic way to help protect your data, they do not guard against hard drive failure. This is because automatic backups, by default, are stored on the same hard drive as the original account database. Using scheduled backups you can go a step further and every *x* number of days have your account database back up onto a network drive.

Manual Backups

Automatic and scheduled backups should be your primary source for maintaining backups. However, there are times when you may want to copy your database to a floppy, flash or other removable medium. In these cases use the manual backup function by clicking **File→Backup**.

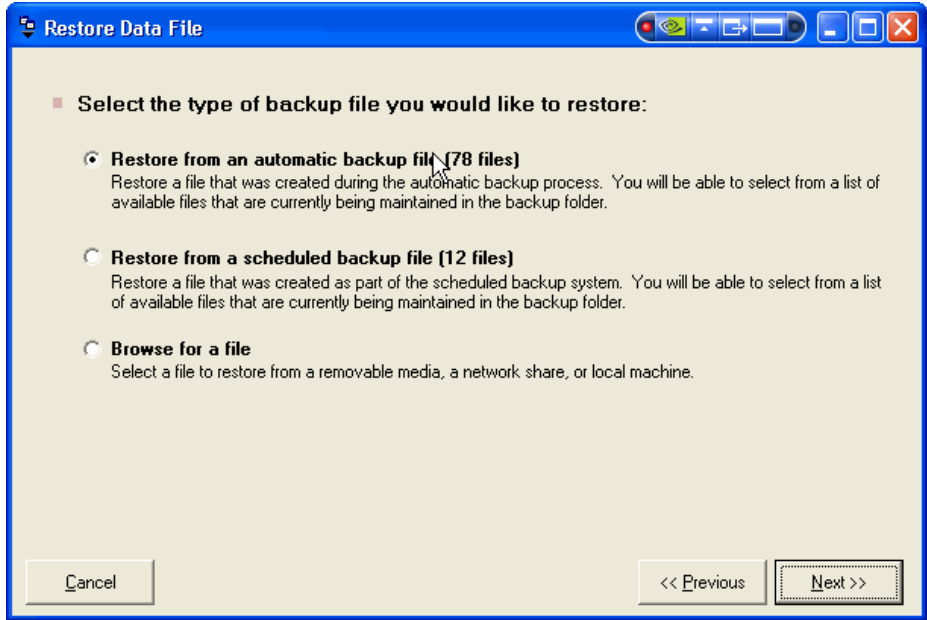


Restoring Your Data

If you use School Ledger’s built-in backup function there will likely be a time you need to restore one of the backup files that you created.

To restore a data file created by School Ledger’s automatic backup:

- Click File→Restore to open the “Restore Data File” screen.
- Choose the file type you wish to restore and click Next
- Follow the on-screen directions to restore your data file



Transaction Details

Pressing **Alt-Enter** on a transaction displays the transaction details window, a screen that provides in-depth information on any transaction.

Reference # - This number is automatically assigned to every transaction as a unique means to identify it. No two transactions have the same reference number.

Status - In Figure 1, <void>E-2 shows the current status of the transaction. View a list of possible statuses.

Date - Date of the transaction (not the date posted)

Number - Text or number assigned to the transaction to help identify it.

Account - Account to which the transaction as posted

Description - Brief description of the transaction

Explanation - A more detailed explanation of the transaction if such is warranted.

Increase - Amount received into the account

Decrease - Amount disbursed from the account

Transfer - Amount transferred from to/from the account. Outgoing transfers will show as a negative amount.

Date recorded - The date the transaction was posted into the general ledger

Recorded by - The user account that recorded the transaction. If the transaction is voided or edited (as in the example) the original user does not show and instead the user who edited the transaction is displayed. (This works if the security system is active.)

Edited on - Date the transaction was edited or voided

Edited by - The user account that edited the transaction. If the transaction has not been edited the user that posted the transaction will be displayed. (This works only if the security system is active.)

Cleared standing - Displays the current cleared state of the transaction. The display will show either Cleared or Outstanding.

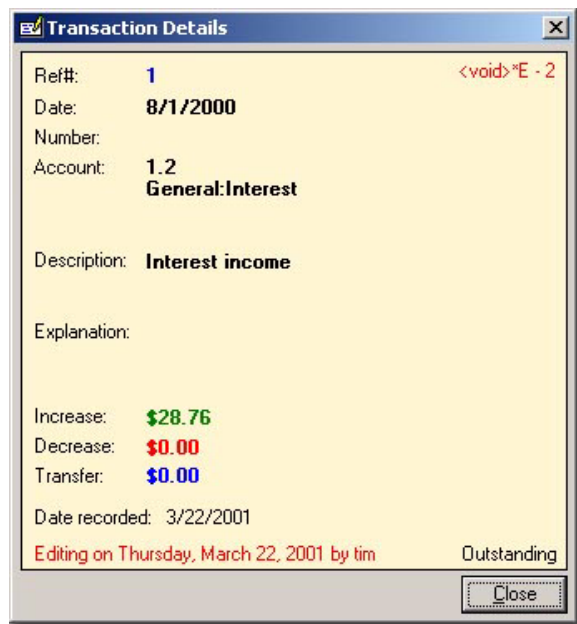


Figure 1

Note: “Recorded by” and “Edited by” are only available if the security system is enabled.

APPENDIX A – USER PREFERENCES

Preferences Overview

Preferences control how an account database handles data entry, display, school information and other miscellaneous options. Setting preferences affects only the current account database.

To set preferences:

- Click Edit→Preferences
- Click the tabs along the top to select the preference category
- Click Ok when finished

School Information Preferences

School Name - Name of the school as it should appear on printed report headers and at the bottom of the main SLRS screen.

School System - Name of the school district as it should appear on report footers and at the bottom of the main SLRS screen.

School Code - School code as it should appear on report footers and at the bottom of the main SLRS screen.

Address - Address of the school

City - City where the school is located

State - State where the school is located

Zip - Zip code for the school's address

Phone 1 - School's primary phone number

Phone 2 - School's secondary phone number

The screenshot shows a Windows-style dialog box titled "Preferences" with a blue title bar and a close button (X) in the top right corner. The dialog has a tabbed interface with the following tabs: "School" (selected), "Input", "Accounts", "Ledger", "Backup", and "Advanced". The "School" tab is active, showing a "General" section with the following fields:

- School Name:** A text box containing "Heritage Academy".
- School System Name:** An empty text box.
- School Code:** An empty text box.
- Address:** A large empty text area.
- City:** A text box containing "Orleans".
- State:** A text box containing "MA".
- Zip:** A text box containing "02653".
- Phone 1:** A text box with a placeholder "() . -".
- Phone 2:** A text box with a placeholder "() . -".

At the bottom of the dialog, there are four buttons: "Help", "OK", "Cancel", and "Apply".

Input Preferences

Confirm when voiding a transaction - When enabled you will be prompted each time you attempt to void a transaction.

Confirm when editing a transaction - When enabled you will be prompted each time you attempt to post a correcting entry for a transaction.

Escape key closes windows - When enabled the Escape key can be used to close the Chart of Accounts screen, the general ledger and the print preview. Note that all dialog boxes can always be closed with the escape key regardless of this setting.

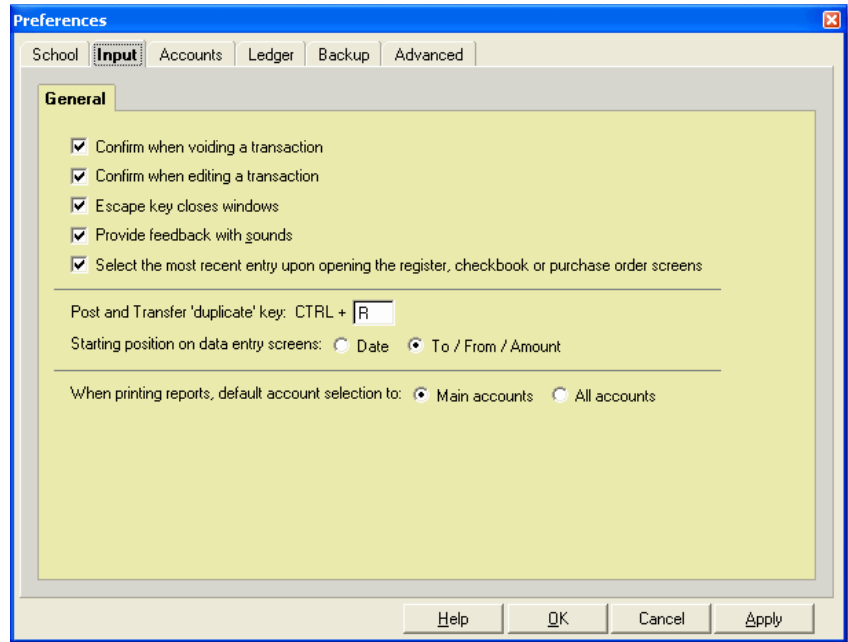
Provide feedback with sounds - When enabled you will hear sounds to confirm actions such as posting ledger transactions, adding checkbook entries, deleting, and closing windows.

Select the Most Recent Entry upon opening the register screens – this option defaults all potentially lengthy interactive displays to the most recent transaction entered, sparing the user the experience of paging down to the end of the display list.

Post and Transfer ‘duplicate’ key: CTRL + ___ (defaults to “R”) – When entering a ledger transaction or transfer, multi-item entries often have the same information for the account, description and explanation. In such cases you can press CTRL-R (the default) to duplicate the value from the previous entry. This setting allows you to change the hotkey.

Starting position on data entry screens: This option may be set to start most data entry screens on the date field or the “To/From/Amount” fields.

When Printing Reports... : Here one defines whether to default account selection on all reports only to main accounts or across all accounts. This setting may be changed for any report at print time.

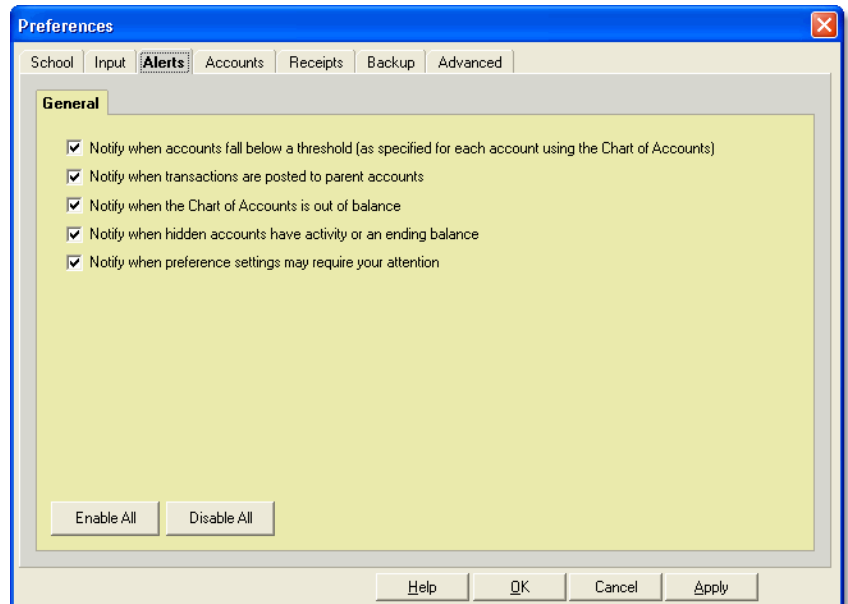


Alerts Preferences

The Alerts preferences allow you to control the alert icons that appear on your *School Ledger* screen when certain conditions exist in your account database.

The alert conditions are relatively self-explanatory so we do not treat them individually here.

If you have questions about setting alerts preferences please feel free to contact tech support.



Accounts Preferences

General Preferences

Require all accounts to balance before closing account window -

Ensures that all parent accounts' starting balances total the sum of its child accounts' starting balances. If an out-of-balance situation occurs the Chart of Accounts screen cannot be closed until the situation is resolved.

Show ending balance in the Chart of Accounts -

If enabled the Chart of Accounts screen displays the ending account balances in addition to the starting balances. Having this option enabled can cause a slightly longer delay in displaying the Chart of Accounts screen while account balances are calculated.

With this option active, account balances are tallied each time you call up the Chart of Accounts and after each account change.

Show ending balance in account selection window - If enabled all account selection screens show an ending account balance. Having this option enabled can cause a slightly longer delay in displaying the drop-down account list while account balances are calculated.

Sort reports by account number instead of account name - If enabled all reports that are organized by account will be sorted by account number and not by account name.

Sort on-screen account lists and dropdowns by account number instead of account name - If enabled all on-screen account lists and dropdown selection boxes will sort accounts by number instead of by name.

Show account name tooltip on allocation grids - If this option is enabled, all account allocation grids will display the account name as a popup tooltip if you hover the mouse over the account number field.

Auditor Preferences (requires auditor access if the database is secured with passwords)

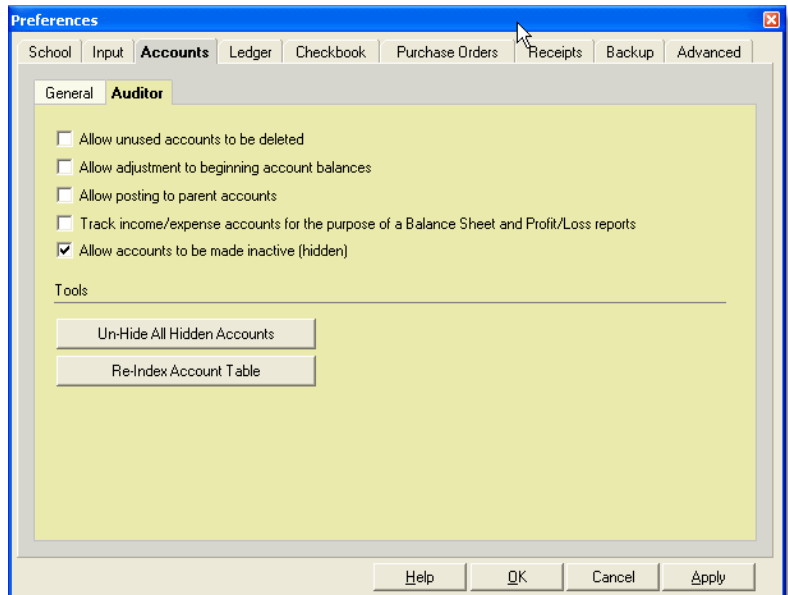
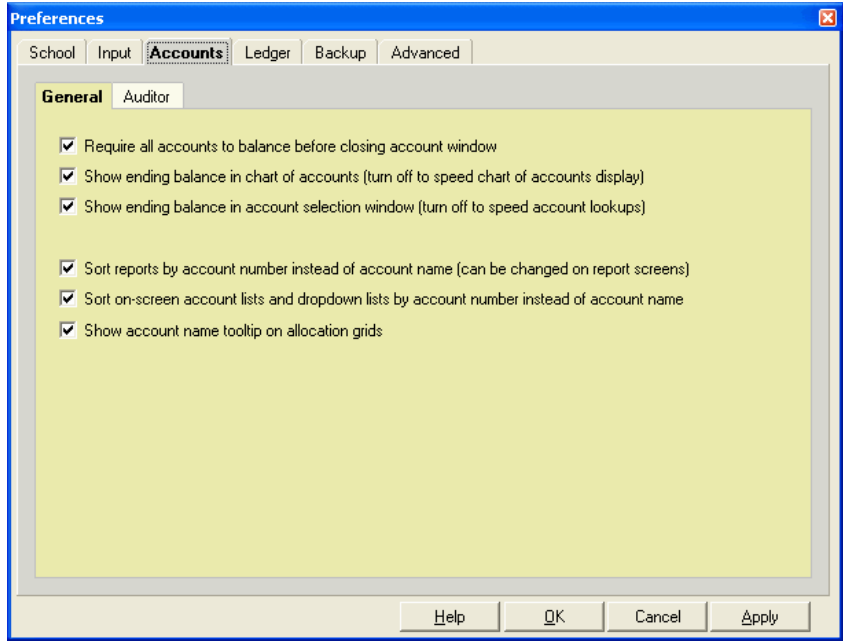
Allow unused accounts to be deleted - If enabled allows accounts that do not have any transactions associated with them to be removed from the Chart of Accounts.

Allow adjustment to beginning account balances - If enabled allows individual accounts to have their starting balance modified when editing the account.

Allow posting to parent accounts - If enabled allows transactions to be posted to a parent account. (Not recommended!)

Track income/expense accounts for the purpose of a Balance Sheet and Profit/Loss reports - If the option is enabled, when you define or edit accounts you may identify any or all accounts as "income" or "expense" accounts. This enables you to print a Profit & Loss report for accounts so identified.

Allow accounts to be made inactive (hidden) - With this option turned off it will not be possible to hide accounts. Existing hidden accounts will remain hidden and can be un-hidden manually using the Chart of Accounts (Edit→Accounts), or by clicking the "Un-Hide All Hidden Accounts" buttons on the same preferences screen (discussed below).



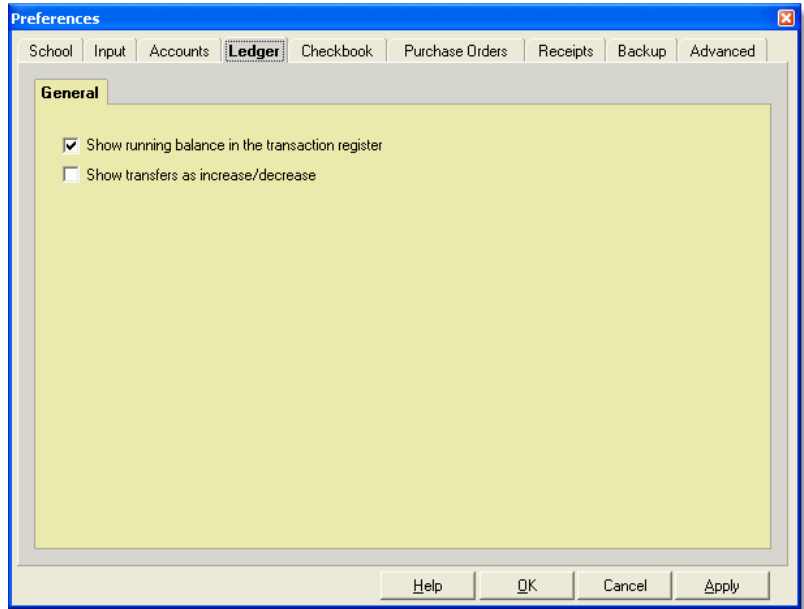
Un-Hide All Hidden Accounts button - When this button is clicked, all hidden accounts are un-hidden. This can be a useful tool during the auditing process to quickly un-hide all account to make sure that no hidden accounts contain transactions or balances that might be affecting totals.

Re-Index Account Table button - If for any reason you experience problems with the account structure, such as if a child account does not show under the correct parent or if a child's balance is not properly reflected in the parent, click this button to re-index the account table. Re-indexing is a non-destructive process that rebuilds certain key areas of the database table and can often correct such temporary issues.

General Ledger Preferences

Show running balance in the transaction register - If enabled the ledger display adds a column displaying the running ledger balance.

Show transfers as increase/decrease - If enabled transfers are shown in the general ledger display as received and disbursed amounts instead of in their own transfer column. If this option is not enabled a separate transfer column is added to the ledger display.

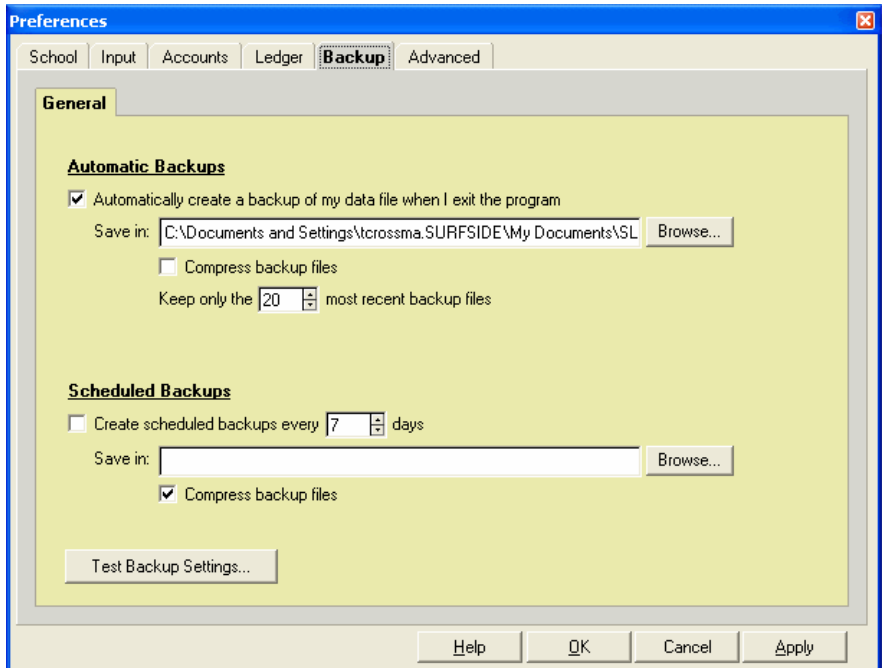


Backup Preferences

Automatic Backups

The use of automatic backups is designed to protect your data from events such as a corrupted database, accidentally changing or deleting data, and anything else that might harm your data while leaving your computer operational. By default the automatic backup files are stored in the same folder as your original account database. If something goes drastically wrong with your database, such as accidentally running a year-end procedure and wiping out all of your transactions, you'll likely have a backup file waiting for you.

Because the automatic backup files are usually stored on the same drive as the account database this will not protect you against hardware failure, such as a hard disk crash. Be sure to either use scheduled backups to offload your database onto a network server every so often, or make manual backups to supplement the automatic backup process.



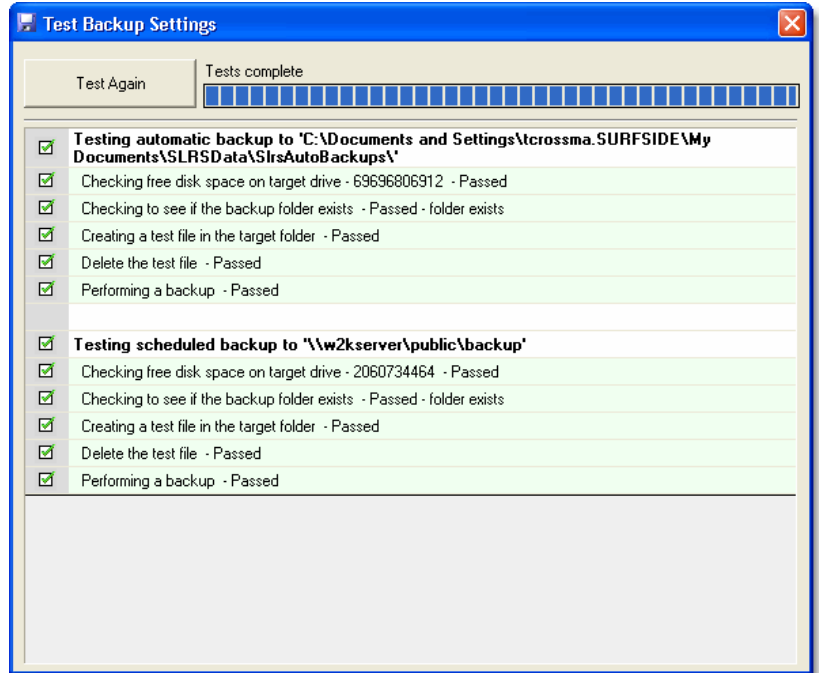
- Automatically create a backup of my data file when I exit the program - When this option is checked a backup is made to the location specified in the "save in" textbox each time the program exits.
- Save in - Specifies the folder where the automatic backup file will be stored. If this box is left blank the file will be stored in the same folder as the original account database.
- Compress backup files - When checked, the backup file is compressed to take up a smaller amount of space. The compression is standard ZIP format, and if compressed the file must first be uncompressed before it can be opened in School Ledger.
- Keep only the 20 most recent backup files - Specifies the maximum number of automatic backup files that will be

maintained in the folder. Once that number is reached, the oldest file is deleted and a new file takes its place.

Scheduled Backups

While automatic backups are a fantastic way to help protect your data they do not guard against hard drive failure. This is because automatic backups, by default, are stored on the same hard drive as the original account database. Using scheduled backups you can go a step further and every x number of days have your account database backup up onto a network drive.

- Create scheduled backups every x days - Specifies how often the scheduled backups take place. Scheduled backups are created when you exit School Ledger.
- Save in - Specifies the folder where the scheduled backup file will be stored. If this box is left blank the file will not be backed up. We recommend that your scheduled backups be stored on a network or removable hard drive.
- Compress backup files - When checked, the backup file is compressed to take up a smaller amount of space. The compression is standard ZIP format, and if compressed the file must first be uncompressed before it can be opened in School Ledger.



Test Backup Settings

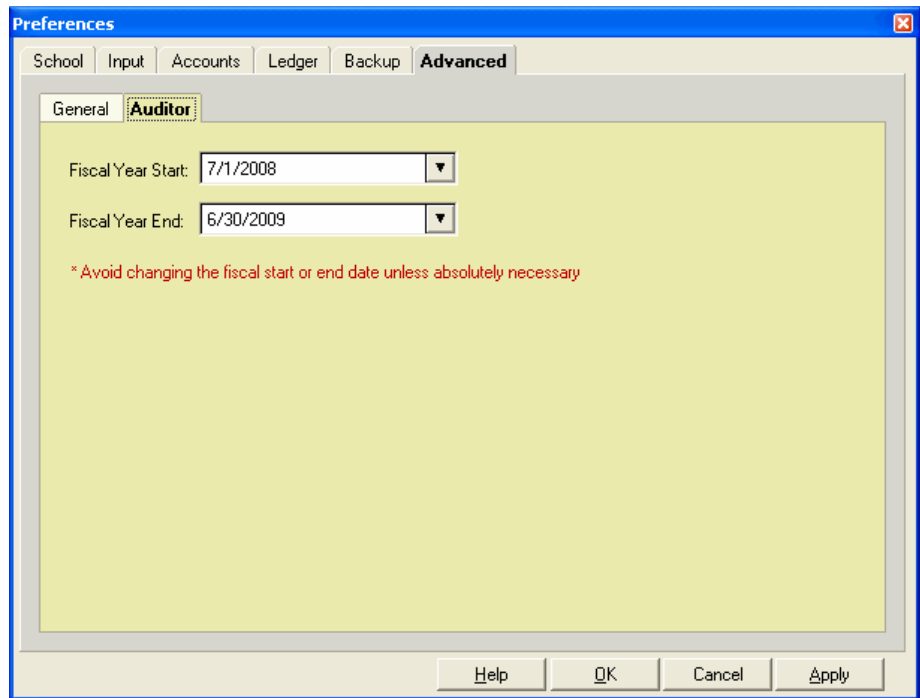
This button allows the program to test the backup settings that you have defined in order to verify that they work. Press the button and follow the on-screen directions. If your settings fail any of the tests, alter your settings or contact your IT assistant to see how they need to be defined for your particular situation.

Advanced Preferences (Auditor Tab)

Fiscal year start - The date of the start of the fiscal year

Fiscal year end - The date of the end of the fiscal year

Note: You may change the starting and ending dates for your fiscal year at any time, assuming they are incorrect. If any transactions, whether they be checkbook, ledger, or purchase orders, fall outside the dates that you supply you will not be allowed to change the date



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