Fall 2006

STIBookkeeper

User Manual

STI

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Welcome to STIBookkeeper

Overview

STIBookkeeper is a simple and effective system to manage local school bookkeeping tasks. This program will enable the school bookkeeper to perform complex fund accounting functions required to conform to the standard accounting guidelines, yet without the cumbersome time-consuming double entry.

STIBookkeeper offers the following features:

- Maintains multiple checkbooks and banks;

- Writes checks;

- Handles purchase orders and standard invoices;

- Tracks encumbrances;

- Creates receipts and deposits;

- Handles inter-account transfers;

- Handles returned checks;

- Tracks account sponsors;

- Maintains a school-level budget;

- Maintains account balances; and

- Provides for check reconciliation.

In addition to these functions, STIBookkeeper includes a number of easily readable reports. These include receipt and disbursement lists, activity reports, transfer reports, monthly reports, and an annual end of year fiscal report.

About this Document

This document will outline the most common features available to the user. It will walk through the initial setup and provide instructions on how to use the software. Users will find that the program simplifies the accounting tasks required by outside entities to track the receipt and disbursement of funds.

The program has the ability to perform multiple functions. However, the decision to implement certain aspects of the program is up to the individual user. For example, the user may set up purchase orders and standard invoices or use neither. Also, it is up to the user's discretion to write checks by hand or to have the software print the checks.

This document will supply an overview of STIBookkeeper. For further information, please contact STI Support at 877-844-0884.

Terminology

Throughout this document there will be references to items and actions common to Windows®-based software:

Actions

The following actions may be performed on most controls in the program:

Click

Click the left mouse button once and release.

Double-Click

Click the left mouse button twice in quick succession

Drag

Select an item and click the left mouse button. Hold the button down (without releasing); move the mouse to the desired location, and then release.

Right-Click

Click the right mouse button once and release.

Right-Drag

Select an item and click the right mouse button. Hold the button down (without releasing); move the mouse to the desired location, and then release. A right-drag most often results in a context menu (with a selection of actions to perform) being displayed immediately after the mouse button is released

Items

The following items are referred to often both in printed and online documentation and by support personnel:

Window

Any rectangular area on the desktop containing controls (list boxes, buttons, entry boxes, etc.) and a title bar. The title bar describes the basic function of the window. Windows come in many varieties. Some of the most common are:

Browse

A window typically containing: a list box, edit buttons (**Insert**, **Change**, **Delete**) and a locator entry box.

Form

A window containing a number of controls for defining/displaying the contents of one single record. Some forms also contain list boxes and edit buttons, which may make the distinction a little confusing. The basic rule of thumb is: if the window appears as a result of clicking a button labeled **Insert** or **Change**, the window is a *form*. If the window appears after the user selects an item from the main menu (and it contains the attributes listed above), it is a *browse*. The title bar of forms will change based on the manner in which the form is invoked and the intended action of the form. For instance, sometimes a form's title bar will read *Record will be Added*, and sometimes it will read *Record will be Changed*. This is another way to differentiate a form from a browse.

Report Setup Window

A window that displays either when a print button (or print check button) is clicked on a browse or form, or when a report item is chosen from the main menu. These windows contain controls for choosing the options for the report about to be printed, as well as two buttons: **Print** and **Close**.

Dialog Box

Usually a very small window, often containing nothing more than a sentence or two of text and **Cancel** and/or **OK** buttons. These specialized windows are used most often to present information to the user or to request minimal input.

Locator Control

An edit box underneath a list box on a browse. This control is used to find (or *locate*) a specific item in the list box, relative to the column on which the browse is currently sorted. Entering text into this control and then clicking the *Tab* key will find and place the highlight bar on the item in the list box whose value most closely matches the text entered (without going over).

Context Menu

Right-clicking on many items will cause a small popup menu to appear offering choices of actions. These actions are universally only relative to the control that was right-clicked. This control is called the *context*, hence the name *context menu*.

Installation and Setup

Updates

The install and update programs will search for existing installations and create shortcuts to them. This process will record information on the locations so the shortcut process will not need to be repeated in the future.

If multiple installations exist, the update will ask which installation(s) to modify. Click the checkbox to the left of each installation to update. The process will run the update for each installation chosen.

Screen Resolution

In order to take full advantage of STIBookkeeper's customizable features, such as resizable windows and user-definable text display properties, it is recommended that the minimum screen resolution be set at 800 x 600. The program will work fine at 640 x 480; however, some windows will occupy much of the screen space of the user desktop at this resolution, leaving the desktop looking cramped with little room for customization of the windows.

Basic Program Functions

To maneuver through the program, the following functions will make use of the program easier.

Tab or Enter key

To move from one field to another, click the *Tab* or *Enter* key.

Click and Drag

To move windows to different locations on the desktop, click on the title bar (the blue bar at the top of the window) and drag, holding the mouse down until the window is in the desired location.

Edit Mode

Any time the curser is blinking, the program is in edit mode. The field in which the cursor is blinking may be edited by typing in the desired information.

Typing the First Letter (Auto-Complete)

Throughout the program, certain fields will automatically be populated when the first or second letter/number is entered. For example, when an account number is entered, the program will complete the account number in an incremental fashion. Once a

number or letter is entered for which there is no matching account, a *Select* browse will appear so the correct account can be chosen.

Fields Populated Automatically

When possible, additional fields are completed based on the entry of data in other fields. For example, if the account number is entered, the account name will automatically be populated (only if a full record for the account is already in the system).

Cycle button

The **Cycle** button is included throughout the program. The purpose of the **Cycle** button is to allow the user to insert a number of records continuously without having to click the **Insert** button multiple times.

VCR/Navigational Buttons

Throughout the program, there are navigational buttons (sometimes referred to as *VCR buttons*) attached to list boxes.
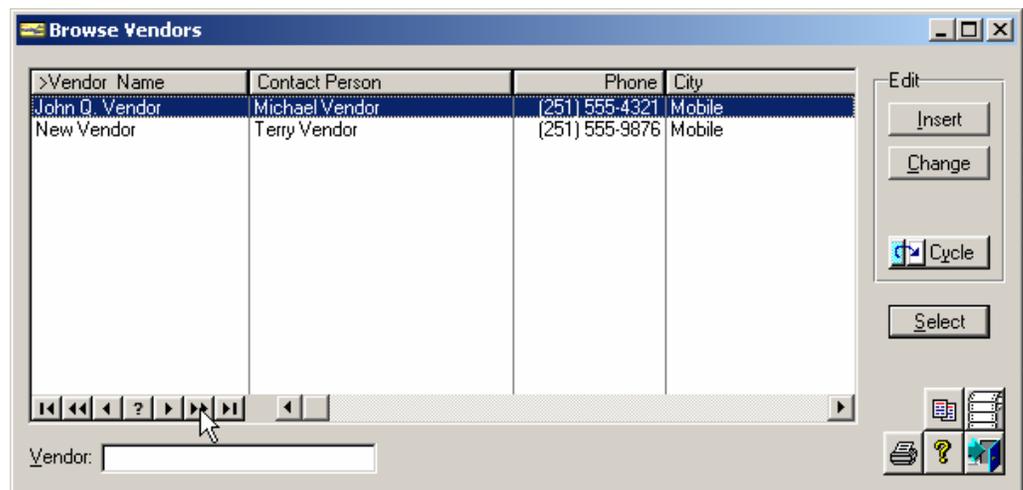
These buttons are for use with list boxes to navigate the list box, e.g., to quickly jump through "pages" of items listed in the browse box in a single step.

Pop-up Calendar

Anywhere a date entry field exists, double-clicking on the spin box will pop up a graphical calendar control, which may allow for easier date entry. (This, however, is not the case with date entries that exist within list boxes or browse lists.) **In most cases, using the pop-up calendar is the only way to enter a date that falls outside the range of the current fiscal year.**

Resizable Windows

Most windows in STIBookkeeper are resizable for the purpose of displaying more items in list boxes. The user may resize the window by dragging the corner or edge

of the window to the size desired. Not all windows are resizable, but most that contain list boxes are, with the notable exception of report setup windows.

Deleting Items

The program will not allow the user to delete accounts, users, vendors, or products. These records will only be deleted during the Rollover procedure. Also, reconciled transactions cannot be deleted.

System File Setup

System File

The System File contains a number of fields that will control the program.

School Information

- **Code**: The school state-assigned number.
- **Password**: Enter the system password. This password is to be used in the event a user forgets his/her individual password and is only applicable to the special administrative login code: @@@.
- **Name**: Enter the school name.
- **Principal**: Enter the principal's name.
- **Address**: There are two lines provided. The first should be the street address and the second line should be a PO Box, if one exists.
- **Zip**: Enter the five- or nine-digit Zip Code. The program will automatically add the hyphen in the correct location. Entry of the Zip Code will trigger a lookup to find the correct city and state.
- **City**: Enter the city if it was not correctly found via the Zip Code.
- **State**: Enter the first letter of the state and select the correct state abbreviation. This is only necessary if the correct city and state were not found via the Zip Code lookup.
- **Phone**: Enter the 10-digit phone number, including the area code. The program will automatically add the hyphen and parentheses in the correct locations.
- **Fax**: Enter the 10-digit fax number, including the area code. The program will automatically add the hyphen and parentheses in the correct locations.
- **E-mail**: Enter the e-mail address used to contact the school bookkeeper.
- **Home** Page: Enter the URL of the school's Web page, if applicable.

District Information

- **Number**: Enter the state-assigned district number.
- **Name**: Enter the district name.

Fiscal Year

- **Start Date**: Enter the first day of the fiscal year. Dates may be entered in several ways. The two most common methods are:

  o Enter six digits that represent the date in the format: *mmddyy*.

  o Double-click the date control and choose the date from a popup calendar.

Note: Dates initially appear throughout the system in *mm/dd/yyyy* format, but this format may be overridden by the user.

- **End Date**: Enter the last day of the fiscal year.

Receipts

- **Receipt Prefix**: This may be any 5-character string, but the most common use for this field is the state-assigned School Number.

- **Current Receipt**: Enter the last (previous) receipt number. The program will automatically increment to the next number based on this data.

- **Receipt Suffix**: Enter up to five characters to be used as a suffix, if desired.

Purchase Orders

- **PO Prefix**: May be any 5-character string, but the most common use for this field is the state-assigned School Number.

- **Current PO**: Enter the last (previous) purchase order number. The program will automatically increment to the next number based on this data.

- **PO Suffix**: Enter up to five characters to be used as a suffix if desired.

Invoices

- **Invoice Prefix**: May be any 5-character string, but the most common use for this field is the state-assigned School Number.

- **Current Invoice**: Enter the last (previous) invoice number. The program will automatically increment to the next number based on this data.

- **Invoice Suffix**: Enter up to five characters to be used as a suffix if desired.

Default Bank

Most data fields are self-explanatory. Note the following:

Contact

- This is the usual contact person at the bank.

Routing Number

- This is a unique number used to identify the bank. The bank's routing number is located directly after the account number at the bottom of any check issued by the bank.

Stop Payment Fee

- Enter the amount the bank charges for a stop payment fee here. STIBookkeeper can automatically create a disbursement record of the type *Fee* for this specified amount when payment is stopped on a check. In order to do this, the user must also check the *Create Disbursement on Stop* box on the *Transactions* tab of the *Tools | Options...* window.

Create Vendor Record

- Check this box to create a vendor record from this bank record, which will allow fees to be paid to the bank as a vendor when the fee disbursement record is created.

Default Checkbook

The *default* checkbook will be the initial checkbook; in many cases, this will be the only checkbook. The following describes the fields that must be filled in order to proceed:

Code

- Enter the checkbook code, of up to five characters maximum. On initial setup, the state-assigned school code appended with the ending fiscal year will be the default checkbook code. This information is pulled from the System File Setup. More checkbook codes may be added as needed.

Description

- The description of the checkbook, 30 characters maximum. This value displays as the last item on the *Application* title bar.

Account Number

- The checking account number (as defined by the bank), usually a 10-digit number.

Opened

- The date on which the account was opened (not necessarily the current date).

Bank

- The bank at which this account resides.

Starting Check Number

- Enter the number of the most recently written check.

Starting Deposit Number

- Enter the number of the most recently numbered deposit.

Users

The *Batch Add Users* window allows the user to create user logins and assign passwords. The user is also assigned a user type, which controls the ability of the user to access information. For each user, the program asks that the following information be supplied:

Title

- Only enter information if the user has a title such as *Dr.* or if the school requests the use of *Mr.* or *Mrs.*, etc.

First Name

- Enter the user's first name.

Last Name

- Enter the user's last name.

Suffix

- Enter information such as *Jr.*, *Sr.*, *III*, etc., if appropriate.

Code

- Enter the user's login code. This is limited to three characters.

Password

- Enter a password up to ten characters in length. Each user should have a separate login code and password.

User Type

There are four types of users:

<u>Supervisor</u>

Supervisory access is gained by the use of the special supervisory login code (@@@) and the system password. A supervisory login is not limited in any way. However, the supervisor is restricted from performing operations that will interfere with the functionality of the STIBookkeeper application. The supervisor cannot, for example, delete vendors or accounts, as this could corrupt the operation of other checkbooks.

<u>Bookkeeper</u>

This user type has full access to all aspects of the program, with one limitation: there are certain types of program maintenance which may only be performed by the supervisor.

<u>Operator</u>

The operator may view information, but cannot delete certain pieces of information or add new users

<u>**View Only**</u>

This user may view data in STIBookkeeper, but cannot modify data in any way.

Clicking **OK** will save the user record and clear the form for entering another user. Once all users have been defined, click **Cancel**. The program will then prompt the user as to whether the changes should be saved. When the message box appears, click **Yes**. At this point the *Account Calendar* will appear onscreen.

Calendar Periods

The *Calendar Period* window defines the accounting periods in the calendar. In most instances, the accounting periods in a fiscal year are defined by months. To set up the accounting periods, select the period and then select the beginning and ending dates for each period. If the user is setting the periods up as months, the program will automatically select the dates in the months and the user may simply click **OK**.

In some schools, the user may want more than twelve accounting periods. In that case, define the additional periods as needed. The program does not restrict the number of periods nor the dates to the fiscal year. The user decides how many accounting periods there will be in the program. Once all the periods have been defined, click **Cancel**.

Master Account

The user must enter the following information for the Master Account:

Account Number

- Enter the account number. The account number may be a combination of alphabetical or numeric characters, up to 20 characters total. It is suggested that account numbers be kept to 10 characters or less in order for formatted reports to be legible. If reports are to be broken down by categories or departments, it is suggested that a numbering system be created that has a common code (either alphabetical or numeric) to differentiate them.

Description

- Enter a brief description of the account, of up to 50 characters maximum.

The following fields are optional:

Sponsor

- Choose from the list of available account sponsors.

Secondary Account ID

- Enter a secondary account ID if one exists. This is intended for future use, but it does provide a mechanism for entering up to 150 characters to identify the account.

Beginning Balance

- Enter the beginning balance of the account at the time the program will begin to track receipts and expenditures.

Note: If outstanding transactions such as checks or NSF's exist, the beginning balance should be adjusted accordingly (these transactions should also be entered into the program, along with the initial transaction dates).

The user may click the ⋯ button to the right of the *Beginning Balance* box to bring up a calculator. The calculator may be used to total several numbers. When the numbers are totaled and the calculator is closed, the total will be inserted in the *Beginning Balance* line.

Created On

- The date on which the account was created. The account creation date is evaluated when printing reports that are date-sensitive. No accounts that were created outside the range of dates for the report will be included on that report.

Info on this Account

- Supplemental information for the purposes of the bookkeeper only. This field currently does not appear on any reports.

The user should set up as many accounts as the school needs. However, only one account is required during the initial setup.

Getting Started

Opening the Program and Logging In

Once the program has been installed, click the Windows **Start** button, click on **STI Applications** and then select **STIBookkeeper**. Or, if a shortcut icon has been placed on the desktop, double-click on the icon. A *Sign On* window will appear.

Sign On

- **User Code**: Enter the user login code.

- **Password**: Enter the user password assigned to the user login code.

After entering the user code, click the *Tab* key. Then click the *Tab* key again after entering the password and click **OK**. If the **OK** button is not available, the login code and/or the password has not been accepted.

If the **Cancel** button is clicked here, the application will terminate immediately.

Administrator Login

Thee @@@ login code is used with the system password. This login provides full bookkeeper access, plus some other supervisory privileges. There should only be one user defined with bookkeeper access, and this is the only person who should be allowed to use the supervisory login. This login has no user associated with it and therefore allows for anonymous access to the system, which may be difficult to track. It is not recommended that the bookkeeper use this login code on a regular basis.

Anonymous Access

One of the main reasons that it is not recommended to use the supervisory login on a regular basis is the fact that there is no associated user to "Sign" purchase orders. Purchase orders are by default signed by the currently logged in user. If this user is logged in as the anonymous supervisor, there is no way to tell who is actually at the keyboard, so therefore the PO is left "unsigned."

If the bookkeeper chooses to use the supervisory login against recommendations, the PO's *Signed By* option should be used to specify which user is actually signed in as supervisor.

Main Menu

After entering the user code and password on the *Sign On* window, the main menu will appear on the screen. The menu includes the following items:

- File
- Edit
- Transactions
- Reports
- Utilities
- Tools
- Window
- Help

These features are described in the sections that follow.

File Menu

Print Setup

The printer settings may be changed in this section. The user may select the default printer to use, the size of the paper in the printer, the source of the paper and the orientation of the page.

To change the printer properties, click on the **Properties** button.

Report Modes

The report previewer employed by STIBookkeeper has many advanced features, most of which are made available by the **File | Report Modes** menu item.

Use Pre-Destination Dialog

When this option is turned on, a dialog box will appear immediately after a report is generated, but before any output is produced or the previewer is invoked:

This window is called the *Pre-destination dialog*. It has two main purposes:

- To allow the user to choose whether to preview the report or send it directly to the printer.

- To choose the specific printer for which the report will be *formatted*. (This is not necessarily the printer to which the report will be *sent*, since this may be changed at the last minute.)

Clicking the **Select Printer** button will invoke the same standard Windows Print dialog box shown in the section above. If a new printer is selected here, it becomes the default report printer for the remainder of the current School Bookkeeper session, unless this printer is "memorized" for this specific report. Clicking **Cancel** here will prevent the report from being either previewed or printed.

Disable Printer Select

When this option is turned on, the **Select Printer** button on the Pre-Destination dialog will be hidden and unavailable.

This option is unavailable if the *Use Pre-Destination Dialog* option is turned off.

Enable Save Printer Setup

When this option is turned on, the *Printer Setup* tab on the Pre-Destination dialog will be available.

Clicking the **Memorize Printer Setup** button will link the chosen printer to this specific report, i.e., from this point on, whenever this specific report is generated, it will always be formatted for the printer which is currently selected on the *General*

tab of this dialog. Clicking the **Clear Memorized Printer** button will reverse this process, and this report's default printer will be the same as the default report printer.

- This option is unavailable if the *Use Pre-Destination Dialog* option is turned off.

- This option is unavailable if the *Disable Printer Select* option is turned on.

Enable Final Destination

This is probably the most important option with regard to printing reports. Some of the most powerful features of the report previewer are only made available if this option is turned on. Once final destination is enabled, clicking the **Print** button from within the report previewer will open the *Report Destination* dialog.

From this dialog, options exist for:

- Choosing the specific printer to which the report will be sent;

- Printing multiple copies of the report / collating copies / reversing print;

- Printing the report to a file;

- Exporting the report as text; and

- Archiving the report.

* Although the option is given to select the printer to which the report will be sent, it is important to understand that once a report has been generated and its output produced, it has been formatted for the specific printer chosen immediately after its generation. This is the main reason why the *Pre-Destination* dialog exists – to provide the user with a last chance to choose a different printer for which to format the report, because once the report's output is produced, it is specifically formatted for a particular printer. It is possible to choose a different destination printer here, but the output is still formatted for the printer that was chosen when the output was produced. Choosing a different destination printer after the report has been produced could result in header/footer or margin misalignment, font incompatibilities or even garbled output.

From the *Options* tab, the number of copies to print and the collating sequence can be chosen. There is also an option to print the report in reverse order.

These options <u>do not</u> override any settings chosen on the report setup for any of STIBookkeeper reports.

Enable Final Printer

Since changing the destination printer after the report output has been produced can potentially cause problems, it is possible to exclude that option. When this option is turned off, the **Select Printer** button on the *Report Destination* dialog is hidden and unavailable.

- This option is unavailable if the *Enable Final Destination* option is turned off.

Enable 2Up/4Up

Before a report is printed (after generation and output production), the user has the option of printing multiple report pages on a single printed sheet of paper – either two or four report pages per sheet.

This option is rarely used and may be disabled by unchecking the *Enable 2Up/4Up* checkbox. When this option is disabled, the *Page Options* and *Borders* group boxes on the *Options* tab of the *Report Destination* dialog box will be hidden and unavailable.

Disable Page Delete

Within the report previewer, there exists a button that allows the deletion of individual pages of the report:

When this option is turned on, that button is disabled, and pages cannot be removed from a report prior to printing. Turning this option on also has a side effect of disabling some page marking buttons within the report previewer:

It is possible to delete pages using these features, so therefore those options are also disabled.

Maintain Printer Defaults

If using a "memorized" printer, this option allows for printer settings to be changed (after generation and before output production) and then restored to the "memorized" values after printing.

Enable Draft Mode Selection

Use this option if printing to a dot-matrix printer. Reports printed from a Windows program are graphical, and printing graphics on a dot-matrix printer is slow by comparison to a laser printer. This option employs some internal methods to attempt to speed up the process of printing naturally graphical reports on dot-matrix printers.

Login As Another User

The user may log in as another user by clicking on this option. The *Sign O*n box will appear. To login as another user, enter the user code and password and click the **OK** button. Clicking on the **Close** button will close the program.

Exit

Click on **Exit** to exit the program.

Edit Menu

Edit Menu for Text

The user may cut, copy and paste selected text when certain windows are open in the program.

Transactions Menu

Receive Funds

The program is designed to record the date, number, a brief description, the type of receipt and the amount.

Receipts Browse

Use the **Void** and **Reconciled** buttons to quickly mark a receipt accordingly.

To void a receipt, highlight the receipt and click on the **Void** button. The receipt will then be listed in red. A receipt must exist in order for the **Void** button to appear.

Receipts that have been reconciled will appear in blue. If a receipt has been reconciled, the indicator will state that it is reconciled when the receipt is highlighted.

Use the **Deposit** button to quickly create a deposit. By default, all available unreconciled receipts will be selected for inclusion in the new deposit. Receipts may be de-selected if desired by right-clicking and choosing **Reverse** or by holding down the *Ctrl* key while clicking on individual receipts.

Filters

The user may filter receipts for void, reconciled and deposits. The list may also be filtered by receipt type.

To filter the list of receipts shown, use the checkboxes in the **View** group to show or hide void, reconciled, and/or deposited receipts.

To further filter the list of receipts shown, use the checkboxes in the **Filter Types** group to include/exclude transactions of certain types.

Printing a Receipt List

To print a receipt list, click on the printer icon and the *Receipt List Setup* window will appear. Select one of the following ways to order the report:

- Date
- Receipt Number
- Deposit Number

After selecting the order for the report, enter the starting and ending dates for the report.

Click on the checkbox to the left of *Include Voided Transaction* to include voided transactions in the report.

To enter a receipt, click on the **Insert** button. After a receipt is entered, the user may then **Change**, **Delete** or **Void** the receipt. To change a receipt, click on the receipt and click on the **Change** button. Edit the receipt and click **OK**.

Receipt Form

The following information may be inserted in the appropriate fields:

Number

The receipt number will automatically be entered based on the last receipt issued.

Date

The current date will appear by default. Change the date if appropriate. If in *Cycle* mode, the date will default to the date of the most recently entered receipt.

Amount

Enter the amount of funds received. The program is set so the dollars and cents default to $0.00. If 100 is entered here and either the *Tab* or *Enter* key is then clicked, it will display as $100.00.

Type

Select the type of receipt. The options are *Check*, *Cash*, *Money Order*, *Cashier's Check*, *Credit Card*, Interest or *Other*. If the first letter of the type is clicked on the keyboard, the program will bring up the first option with that letter. Continue to type the same letter, such as *C*, and the program will cycle through to the next option beginning with the letter *C*. The default receipt type is *Other*.

Info

The program provides for supplemental information. There is sufficient space for 200 characters of information.

Note: If printing receipts from the program, enter the name of the person from whom funds were received.

Description

Enter a brief description of the receipt, of up to 50 characters.

Apply to NSF

To apply the receipt to a Non Sufficient Funds returned check, click on the **Apply to NSF** button. The *Returned Checks* window will appear. Click on the returned check and click on the **Select** button.

Note: This button will no longer be available once records have been entered into the receipt charges browse box. Receipts of type *Interest* do not have the **Apply to NSF** option.

Account Charges

Once the information has been entered and the *Tab* or *Enter* key has been clicked, the information entered will be placed in the lower portion of the box. To save the record, click on **OK**.

Deposit Number

The deposit number shown on the Receipt Form is the ID given to the deposit.

Add to Deposit <Number>

If the form is in *Insert* mode, the receipt being added can be automatically applied to the most recent (unreconciled) deposit. The main purpose of this feature is so that as receipts are added into the system, they can simultaneously be added to a daily deposit.

Disburse Funds

The program is designed to record the date, number, a brief description, the type of disbursement and the amount.

Disbursements Browse

To void a disbursement, highlight the disbursement and click on the **Void** button. The disbursement will then be listed in red.

Note: The **Void** button will only appear if disbursements have been created.

To enter a disbursement, click on the **Insert** button.

Filters

The user may filter disbursements for void, reconciled and printed.

Disbursement List

A list of disbursements can be printed by clicking the **Print** button on the Disbursement window. The user selects which order to print the report, a date range, and whether or not to include stub information (this option lists all the attached Purchase Orders and Invoices for each check).

The disbursement list includes a checkbox called **Show Check Stub Information**, which lists all Purchase Orders and Invoices attached to each check. If more than 12 line items (Purchase Orders and Invoices) exist for a check, the first 12 lines will print on the stub and the thirteenth line will print a message stating that there is too much information for the stub to contain.

A **Print** button is on the Disbursement form for printing all check stub information. This is especially advantageous when there is more information than what will fit on the stub.

Disbursement Form

Check Number

The check number will automatically be entered based on the last check issued.

Vendor Name

Enter the Vendor Name. If no vendors have been added to the vendor list (via **Utilities | Add/Edit Vendors**), the program will automatically bring up the

Vendor list so vendors may be inserted. For instructions on entering new vendors, see "Add/Edit Vendors" on page 47.

In 640 x 480 resolution, the *Vendor Name* and *Description* items in the list box are difficult to view. The recommended resolution is at least 800 x 600. The user may also rearrange the columns to place the items of interest to the user in the order preferred by the user.

Date Paid

The date will default to the current date. Change the date if appropriate.

Type

Select the type of disbursement. The options are *Check*, *Service Charge*, *Other*, *Fee* or *EFT*. If the first letter of the type is clicked on the keyboard, the program will bring up the first option with that letter.

Amount

Enter the amount of funds to be disbursed. The program is set so the dollars and cents default to $0.00. So if 100 is typed and the *Tab* or *Enter* key is clicked, it will display as $100.00.

Note: If attaching purchase orders or invoices, do not enter an amount.

Info

The program provides for supplemental information. There is sufficient space for 200 characters of information.

Description

Enter a brief description of the disbursement. There is sufficient space for 50 characters of information.

Account Charges

Once the information has been entered, and the *Tab* or *Enter* key has been clicked, the information will be placed in the lower portion of the box. To save the record, click on **OK**.

After a disbursement is entered, the user may then **Change**, **Delete** or **Void** the disbursement. To change a disbursement, select the disbursement and click on the **Change** button. Edit the disbursement and click **OK**. *Once a disbursement has been printed or hand-written, it can no longer be changed.*

Attach Purchase Orders

To attach purchase orders to the check, click on the **Attach Purchase Orders** button. The *Attach Purchase Order* window will appear. Click the **Insert** button to select the purchase order to attach to the disbursement. Note that a *Vendor Name* must be entered before this option is available.

Attach Invoices

To attach the invoice to a check, click on the **Attach Invoices** button. The **Attach Invoices** window will appear. Select the invoices to attach to the disbursement.

Not Defining Check

If not defining a check, that is, if not attaching either purchase orders or invoices, the user should enter the amount by hand. To do this, enter the description, then enter the account number and tab through the amount. Click on the icon to print the check or the check may be hand-written by clicking on the **Hand-Written Check** button. Click the **OK** button to save the record.

Note: The value of the *Description* field should be the item description.

Disbursements may have any number of Invoices and/or Purchase Orders attached to them. The list box containing the items from which to choose behaves in the normal Windows style, using *Ctrl*-click and *Shift*-click for multiple marking. Every check may track Invoices and/or Purchase Orders associated with the check.

Transfer Funds

The program is designed to record the date, a brief description and the amount of the transfers.

Transfers Browse

After transfers are entered, the user may then **Change**, **Delete** or **Void** the transfers from the *Transfers* browse. To change a transfer, select the transfer and click the **Change** button. Edit the transfer and click **OK**.

To void a transfer, highlight the transfer and click on the **Void** button. The transfer will then be listed in red.

Filters

The user may filter transfers for void transfers.

Printing a Transfer List

The user may print a transfer list by clicking on the **Print** button on the *Transfers* browse. The *Transfer List Setup* window will appear. The user selects the starting and ending dates for the report. The user may also include voided transactions by clicking on the *Include Voided Transactions* checkbox.

To enter transfers, click on the **Insert** button.

Transfer Form

Date

The date will default to the current date. Change the date if appropriate.

Description

Enter a brief description (up to 50 characters may be used) of the transfer. The description will be listed in the *Description of the Transfer* field in the *Account Transfer* window.

Amount

Enter the amount of funds received. The program is set so the dollars and cents default to $0.00. So if 100 is typed and the *Tab* or *Enter* key is clicked, it will display as $100.00.

Info

The program provides for supplemental information. There is sufficient space for 200 characters of information.

Account Charges

After entering the description and any supplemental information, enter the amounts for all of the accounts that are to be debited (the ones from which funds will be taken). Enter these as negative numbers. Then enter the amounts for all of the accounts that are to be credited (the ones into which funds will be placed). The goal is for the running total (the amount above the *Balance* column) to become zero, in which case it will disappear.

Transfers do not have to be entered in credit then debit order; they may be entered in any order.

Once the last account and charges have been entered, click **OK** to save the transaction. If the *Tab* key was clicked, click the *Escape* key and click **OK** to terminate entry.

Purchase Orders

The program will track purchase orders. The purchase order will automatically assign a purchase order number.

Purchase Orders Browse

Printing a Purchase Order List

The user may print a purchase order list by clicking on the **Print** button. The *Transfer List Setup* window will appear. The user selects a sort order and a date range, and may then click **Print**. By clicking the **Advanced Options** button, the user has the following options:

- Status to Include (to select Void status and/or Paid status)

- List of Involved Accounts

- List of Attached Products

- Custom Headings may be entered by typing the heading in the appropriate field.

Purchase Order Form

Each Purchase Order has the following information:

PO ID

This field is automatically incremented based on the last purchase order created.

Check Number

This field, which displays the check numbers of checks attached to this PO, also doubles as a hot button. Click this button to view a list box of all checks that are currently paying any portion of the PO. Additional PO information is displayed as well.

Note: Whenever a check is created from the PO form, the amount of the check will default to the current outstanding balance of the PO, as displayed here. The account charges are all calculated proportionally.

Date

The date defaults to the current date. Edit the date if appropriate.

Fully Paid

This box should not be checked until the PO has been fully paid. When printing a check from the Purchase Order form, if the check is for the exact amount of the purchase order, the purchase order is automatically marked as paid.

Vendor Name

Enter the vendor name. If the vendor has not been set up in the *Add/Edit Vendor Name* window, the *Vendors'* window will appear. Click on **Insert** and add the vendor. See "Add/Edit Vendors" on page 47 for additional instruction on adding vendors.

Signed By

The program will default to the person logged in. Change the *Signed By* value if appropriate. The available options are the users who have been set up in the program. Click on the button to the right of the *Signed By* field to select a different user. If the person who needs to sign the purchase order is not in the Bookkeeper User List, add the new user. See "Add/Edit Users" on page 48 for instructions on how to add a user.

Define PO

Click on the **Define PO** button to enter the products to be purchased. This is not required; however, if the school wishes to identify the items being purchased, this information should be entered. If a product has not been set up, the *Add/Edit Products* window will appear. See "Add/Edit Products" on page 49 for instructions on adding products.

Amount

Enter the amount of the purchase order. This is not required if defining the PO (by choosing products).

Description

Enter a brief description of the transaction. The description will be listed in the *Description of the Transaction* field in the *Purchase Order* window.

Info

Enter any supplemental information. There is sufficient space for 200 characters of information.

Check Total

This field shows the total amount of all checks written against the PO. This total does not include amounts from voided checks.

Account Charges

After entering the description and any supplemental information, enter the Account Number. The account name will automatically be populated. The amount of the purchase order will be entered. The balance column will automatically be adjusted to reflect the amount of the purchase order.

After purchase orders are entered, the user may then **Change**, **Delete** or **Void** the purchase order. To change a purchase order, select the purchase order and click on the **Change** button. Edit the purchase order and click **OK**.

To void a purchase order, highlight the purchase order and click on the **Void** button. The purchase order will then be listed in red.

Not Defining a Purchase Order

If not defining the Purchase Order, enter the amount of the purchase order. Enter a description to include in the *Item Description* of the printed Purchase Order form. Enter the account number, tab through the amount, and then enter the information.

To print the check, click on the icon. Click on the hand-written check or the print check icon in the disbursement entry box. Click the **OK** button once the check has been printed. Click the **OK** button in the Purchase Order form. Click **Change**, and then click on the Purchase Order icon to print the Purchase Order form.

Marking a Purchase Order as Fully Paid

When printing a check from the Purchase Order form, if the check is for the exact amount of the purchase order, the purchase order is automatically marked as paid. There is a checkbox added to the *Purchase Order* window called *Fully Paid*. The user may mark a purchase order fully paid by clicking on this checkbox.

Invoices

The utility will track invoices.

Invoice Browse

Printing an Invoice List

The user may print an invoice list by clicking on the **Print** button. The *Invoice List Setup* window will appear. Choose the sort order of ID or Date. Then enter the starting and ending date for the report.

Invoice Form

The invoice will automatically assign an Invoice ID. Each invoice has the following information:

Invoice ID

This field is automatically incremented based on the last invoice created.

Vendor Name

Enter the vendor name. If the vendor has not been set up in the *Add/Edit Vendor Name* window, the *Vendors* window will appear. Click on **Insert** and add the vendor. See "Add/Edit Vendors" on page 47 for additional instruction on adding vendors.

Date

The date defaults to the current date. Edit the date if appropriate.

Amount

Enter the amount of the invoice.

Info

Enter any supplemental information. There is sufficient space for 200 characters of information.

Attach Purchase Orders

If the invoice is to be attached to a purchase order, enter the PO ID or click on the button to the right of the *PO ID* field to select the purchase order. If a purchase order has not been created, the *Purchase Order* window will appear. For instructions on creating a purchase order, see "Purchase Orders" on page 40. Invoices may have multiple purchase orders attached.

Choose Products

Click this button to enter the products to be purchased. This is not required; however, if the school wishes to identify the items being purchased, this information should be entered. If a product has not been set up, the *Add/Edit Products* window will appear. See "Add/Edit Products" on page 49 for instructions on adding products.

Description

Enter a brief description (up to 50 characters) of the invoice. The description will be listed in the *Description of the Invoice* field in the *Invoice* window.

Account Charges

After entering the description and any supplemental information, enter the Account Number. The Account Name will automatically be populated. The amount of the invoice will be entered. The *Balance* column will automatically be adjusted to reflect the amount of the invoice.

After invoices are entered, the user may then **Change** or **Delete** the invoice. To change an invoice, select the invoice and click on the **Change** button. Edit the invoice and click **OK**.

Not Defining an Invoice

If not defining invoices, enter the amount, the description and the account number.

Tab through the amount and enter Info. Click on the icon to print the check from the invoice window. Then click on the icon again to print, or click on the **Hand-Written Check** button. To print the standard invoice form, click on the Print Invoice icon. Click **OK** to save the record.

The description must be unique. The program will not allow duplicate descriptions.

Attaching Purchase Orders

Multiple purchase orders can be attached to a single invoice. When the list box appears, it will contain all purchase orders. The user may click on one or several purchase orders to attach to the invoice. To attach multiple purchase orders use the *Ctrl*-click or *Shift*-click method used in Windows to mark one or more items.

Reconcile Checkbook

Enter the starting date and ending date for the time period checks are to be considered.

Note: If outstanding checks from a previous year exist, use the pop-up calendar to set the beginning date.

After the dates have been entered, click on the **Gather Checks** button. A list of check numbers will appear on the screen. The user may then mark all checks, unmark all checks, or mark individual checks as reconciled.

A tabbed notebook with up to nine tabs will appear onscreen, with each tab containing up to 50 check items. The check items consist of the numbers of all check records created within the time span of the dates entered. Hold the mouse cursor over a check item to see detailed information about the check, such as the vendor, the date written (as opposed to the date the check record was created) and the amount of the check.

Checks that have been voided will show up disabled (in red). Checks that have been stopped will appear in purple.

To limit the display to only checks that have not been reconciled, click the **Unreconciled** button.

Clicking the **Apply** button will cause all checks marked in this session to be now considered as reconciled. Clicking the **Cancel** button will result in no changes whatsoever being saved.

Limit

The user may view 450 checks at a time when reconciling checks using the **Reconcile Checkbook** feature. If more than 450 checks exist within the specified date range, the user will be prompted to change the date range. The **Apply** button will be inactive until the date range is changed.

NSF Maintenance

The program allows for the tracking of returned checks.

NSF Browse

Once a returned check has been created, the user may change, delete, void or reflect payments. To change a returned check, click on the returned check and click on **Change**. Then edit the item as necessary.

To void a returned check, click on the check and click on the **Void** button. The check will then display in red.

Payments on NSF checks must be done in *Receive Funds*. Click on **Insert** in *Receive Funds* and enter the amount received. Then click on the **Apply to NSF** button and the program will bring up the *Returned Checks* browse. Select the appropriate check to associate the NSF payment toward and then click on the **Select** button. The *Make Payment To* box will appear. Mark the appropriate distribution option and press the *Enter* key or click on the **OK** button.

Filters

The user may filter NSF from the *NSF* window. To filter, click the checkbox to the left of *Void* or *Paid/Unpaid/Both*.

Printing an NSF List

The user may print an NSF list by clicking on the ![printer icon] icon. The *Insufficient Funds List Setup* window will then appear. Select the starting and ending dates for the report. The user may also choose to include a list of payments and/or voided transactions by clicking the checkbox to the left of *Include List of Payments* and/or *Include Voided Transactions*.

NSF Form

Amount

Amount of the returned check.

Returned Date

The date on which the check was returned.

Original Receipt

Enter the original receipt, if known. When entering the original receipt, an *NSF Charges* box will appear. This box is how the user tells the program to distribute the funds that are tied to the returned check. The program may distribute the funds in one of the following ways:

- Proportionally Among Receipt Accounts.

- All into One Account. When this option is selected, the user is prompted for the account to reflect the insufficient funds.

- Custom. When this option is selected, the user must manually enter the accounts that will reflect the insufficient funds. To enter the accounts manually, click on **Insert** and enter the account number and the amount to be charged to the account.

Deposit Maintenance

The utility tracks deposits.

Deposits Browse

After the deposit has been created, the deposits may be changed, deleted, voided or reconciled.

Change

To change a deposit, highlight the deposit and click on the **Change** button.

Delete

To delete the deposit, click **Change**. Delete all associated receipts listed in the deposit. Click **OK** (this will NOT delete the receipt transactions) and then highlight the deposit and click on the **Delete** button.

Void

To void a deposit, highlight the deposit and click on the **Void** button. When a deposit is voided, it will display in red.

Reconcile

To reconcile a deposit, highlight the deposit and click on the **Reconcile** button. When a deposit is reconciled, it displays in a blue font.

Deposits List

The user may print a list of deposits by clicking the **Print** button on the *Deposit* window. The user may select to include individual receipt amounts and their respective accounts for each deposit by checking *Print Account Detail* under **Tools | Options | Reports** tab.

Deleting Reconciled Deposits

The user may not delete reconciled deposits. Deposits must be *unreconciled* before they are deleted.

Deposit Form

Deposits are created with the following information:

Deposit Number

This field is automatically incremented based on the most recent deposit number.

Deposit Date

The date defaults to the current date. Enter a different date if appropriate.

Description

Enter a brief description of the deposit.

Info

Enter any supplemental information regarding the deposit.

Receipts

The program records the receipts associated with the deposit. After entering the above information, click on the **Insert** button. The *Receipts* window will appear; select the receipt(s) to be added to the deposit, and then click the **Close** button. Receipts that have already been added to a deposit will not appear in this list, nor will reconciled receipts.

Multiple receipts can be chosen at one time to be included in a deposit. The list box defaults to all open receipts. If receipts need to be chosen manually, right-click and choose **Reverse**. Then receipts may be selected on one at a time or by using the *Ctrl*-click or *Shift*-click Windows method.

Bank Statement Balances

This browse has no associated form. All data may be entered directly into the browse list. Enter the ending balance from the bank statement for each accounting period.

Reports Menu

Reports in STIBookkeeper

The following reports are provided:

- Monthly Financial Report (Balance Sheet)

- Annual Financial Report

- Checkbook Register

- Void Transaction Report

- Account Register

- Vendor Activity Report

- Vendor Mailing Labels

- Budget Report

- Daily Reports (including the following)
  - Receipts List
  - Interest Summary
  - Disbursement List
  - Transfer List
  - Purchase Order List
  - Invoices List
  - Insufficient Funds List
  - Deposits List
  - Bank Statement Balance List
  - Calendar List
  - Accounts List
  - Vendors List
  - Checkbooks List
  - Users List
  - Products List

- Batch Reports
  - Purchase Orders
  - Invoices
  - Receipts

- Blank Reports
  - o Blank Purchase Request Form
  - o Blank Purchase Order Form
  - o Blank Invoice Form
  - o Blank Transfer Form
  - o Blank Receipt
  - o Blank Multiple Receipt Form
- Print Check(s)

Each of these reports has unique parameters to produce the desired reports

Monthly Financial Report

To run this report, go to **Reports** and click on the **Monthly Financial Report**. The *Monthly Financial Report* box will appear. Select the Accounting Period and click on **Print**.

Annual Financial Report

To run this report, go to **Reports** and click on the **Annual Financial Report**. The *Annual Financial Report* box will appear. Select the Accounting Period and click on **Print**.

Checkbook Register

To run this report, go to **Reports** and click on the **Checkbook Register**. The *Checkbook Register* box will appear. Enter the starting and ending date of the report.

The following settings may be selected for the report by clicking in the box to the left of each:

- Use Color Separator;
- Show Void or Interest Transactions;
- Show Transfers;
- Include Encumbrances; and
- Include Floating or Deposited Receipts.

Once the desired options are selected, click on **Print** to view the report.

Void Transaction Report

To run this report, go to **Reports** and click on the **Void Transaction Report**. The *Void Transaction Report* box will appear. This report may be run by Date or Type for a given date range. Select the desired *Report Order*. Then select the starting and ending dates for the report and click on the **Print** button.

Account Register

To run this report, go to **Reports** and click on the **Account Register**. The *Account Register* box will appear. Select the Accounts desired in the report.

The following settings may be selected for the report by clicking in the box to the left of each:

- Use Color Separator;
- Show Void Transactions;
- Include Encumbrances;
- Show Transfers;
- Separate Accounts by Page
- Show Account Subtotals (receipt and disbursement totals.)
- Show Sponsor; and
- Show Report Grand Totals.

Once the desired options are selected, click on **Print** to view the report.

Vendor Activity Report

To run this report, go to **Reports** and click on the **Vendor Activity Report**. The *Vendor Activity* box will appear. Select the vendors desired to be included in the report by clicking on them. Then select the starting and ending dates for the report.

The following settings may be selected for the report by clicking in the box to the left of each:

- Show Void Transactions;
- Show Encumbered Funds;
- Show Totals;
- List Involved Accounts; and
- Separate Vendors by Page.

Once the desired options are selected, click on the **Print** button to view the report.

Vendor Mailing Labels

To run this report, go to **Reports** and click on the **Vendor Mailing Labels**. The *Vendor Mailing Labels* box will appear. Select the vendors desired to be included in the report by clicking on them.

The following settings may be selected for the report by clicking in the box to the left of each:

- Include Contact Name, and
- Special Starting Point (this option allows the user to designate on which label – at which position on the sheet – to start printing)

Once the desired options are selected, click on the **Print** button to view the report.

Budget Report

To run this report, go to **Reports** and click on **Budget Report**. The *Budget Report* box will appear. Check the *Include Account Sponsors* box to include this information if desired and then click **Print**.

This report lists estimated figures for Budget Receipts, Expenditures and Balances for the current fiscal year, alongside the actual figures for the year-to-date. Items are grouped according to Account activity, in alphabetical order: *Art Club*, *Athletic Fees*, *Band*, *Baseball*, etc.

Daily Reports

To run this report, go to **Reports**, select **Daily Reports** and choose the type of daily report. Enter the parameters for the report in the setup box provided.

The following Daily Reports are available:

- Receipts List
- Interest Summary
- Disbursement List
- Transfer List
- Purchase Order List
- Invoices List
- Insufficient Funds List
- Deposits List
- Bank Statement Balance List
- Calendar List
- Accounts List
- Vendors List
- Checkbooks List
- Users List
- Products List

Disbursement List

Several additional options may be accessed by clicking the **Advanced Options** button:

- *Types to Include* allows the user to specify what kind of disbursements to print (*Check*, *Service Charge*, and/or *Other*);

- *Status to Include* allows the user to specify requirements for each disbursement (*Void* and/or *Not Void* status, *Printed* and/or *Not Printed* status, whether the check is *Outstanding* or *Returned*, and *Reconciled Disbursements*); and

- *Custom Headings* may be entered by typing the heading in the appropriate field.

For example, to print a list of all outstanding checks, select:

- **Checks** (Service Charges and other types of disbursements aren't usually considered Outstanding);

- **Not Void** (Voided checks aren't usually considered Outstanding);

- **Printed** & **Not Printed** (this would include all checks, whether they had been printed or not); and

- **Outstanding**.

Other options:

- Show check stub information; and

- Print in descending order.

Note: If nothing is chosen in the **Advanced Options** button, a Disbursements List will not be generated.

Batch Reports

To run this report, go to **Reports**, select **Batch Reports** and choose the type of report: either *Purchase Orders*, *Invoices* or *Receipts* already entered in the system. Enter the parameters for the report in the setup box provided.

Blank Reports

For those users who do not wish to have the program generate Purchase Orders, Invoices, or Transfers, or for those who have a need for blank forms, the program offers the following reports:

- Blank Purchase Request Form;

- Blank Purchase Order Form;

- Blank Invoice Form;

- Blank Transfer Form;

- Blank Receipt; and

- Blank Multiple Receipt Form.

To print the blank forms, go to **Reports**, select **Blank Forms** and click on the form desired.

Print Check(s)

See the section "Printing Checks" on page 59 for more information about this feature.

Printing Reports

When printing reports, all reports are displayed in a *Print Preview* mode prior to going to the printer. When a report is shown in this mode, the user will have the following options:

- Move from page to page: In the left corner of the menu bar, click on the **Next Page** icon.

- Go to the first or last page: Click on the **Last Page** or **First Page** icons.

- Go to Page Number: Click on the **Go To Page Number** icon and enter the page number to view.

- Search for text by page: Click on the **Search for Text by Page** icon and enter what to search for in the *Search* box.

- Mark a Range of Pages: Click on the **Mark Pages** icon and mark the desired pages. This option allows the user to delete all unmarked pages by clicking the box to the left of the *Delete All Un-marked Pages* icon.

- Unmark Pages: Click on the **Unmark Pages** icon to unmark all pages.

- Mark All Pages: Click on the **Mark All Pages** icon.

- Mark/Unmark Pages: Click to mark or unmark a specific page.

- Delete This Page: Click on the **Delete This Page** icon to delete a specific page.

- Change/Save User Report Viewing Defaults: A variety of viewing defaults are available here.

- A number of Fit icons: Click on either the **Fit** or **Switch** icons to view the report in different views.

- RTF and HTML Exporting: To export the report in either of these formats, click the envelope icon in the *Preview* toolbar (the fourth button from the right) and select the appropriate option.

To print the print preview, either use the **Print this Page** icon that has the **1** on the printer, or print all pages by clicking on the printer icon.

Report Designer

Most reports feature this option, which allows the user to customize the layout of the report. Right-click the **Print** button of any report setup window (or the button with the printer icon for reports that do not have a setup window), then choose **New Settings**. The *Report Designer - New Settings* screen will appear, with the default report layout displayed. Fields may be dragged or edited to suit the user's needs. Right-click a field at any point to return it to its original setting, change its color, etc.

Non-State Reports

All monthly and annual financial reports have a non-state specific equivalent. To use the non-state specific report click on the *Print Formatted Layout* checkbox.

Total Encumbered Amount

A *Total Encumbered Amount* has been added to reports. The amount included is the amount of outstanding amounts on all purchase orders. This amount is generated by taking the total of the purchase orders and subtracting the checks attached to the purchase orders.

Utilities Menu

Utilities Menu Overview

The utilities menu item includes the following items:

- System File Edit
- Financial Calendar edit
- Accounts
    - Add/Edit Accounts
    - Manage Account Sponsors
    - Add/Edit Account Sponsors
    - Account System File
    - Budgeting
- Checkbooks
    - Add/Edit Checkbooks
    - Add/Edit Banks
    - Close Checkbook
- Add/Edit Vendors
- Add/Edit Users
- Add/Edit Products
- Print Archived Reports
- Set Checkbook
- Close Fiscal Year

The **Utilities** features are provided for the program setup and to allow users to set up a number of items when the program is first installed. Users may go to **Utilities** to set up additional accounts, vendors and products. Or as the user is entering information in other areas, these items may be added when appropriate.

To add checkbooks and additional users, the user will need to go to **Utilities** and select the appropriate item.

Changes in the System File must be made through the **Utilities** menu items. For specific instructions on the System File setup, see "System File Setup" on page 6.

System File Edit

A system file controls the program. The system file edit window is where those settings can be adjusted.

There is no System File browse; there is only the System File <u>form</u>.

School Information

Code

The school state-assigned number.

Password

The system password. This password is to be used in the event a user forgets his/her individual password and is only applicable to the special administrative login code: @@@.

Name

The school name.

Principal

The principal's name.

Address

There are two lines provided. The first should be the street address and the second line should be a P. O. Box, if one exists.

Zip

The five- or nine-digit Zip Code. The program will automatically enter the hyphen in the correct location. Entry of the Zip Code will trigger a lookup to locate the correct city and state.

City

The city in which the school resides. The value for the city should be found automatically via the Zip Code.

State

The state in which the school resides. The value for the state should be found automatically via the Zip Code.

Phone

The 10-digit phone number, including the area code. The program will automatically enter the hyphen and parenthesis in the correct location.

Fax

The 10-digit fax number, including the area code. The program will automatically enter the hyphen and parenthesis in the correct location.

E-mail

The e-mail address for the bookkeeper.

Home Page

The school Web page, if one exists.

District Information

- Number: Enter the state-assigned district number.

- Name: Enter the district name.

Fiscal Year

Start Date

The first day of the fiscal year.

End Date

The last day of the fiscal year.

Receipts

Receipt Prefix

The receipt prefix may be any 5-character string, but the most common use for this field is the state-assigned school number.

Current Receipt

The last (previous) receipt number. The program will automatically increment to the next number based on this data.

Receipt Suffix

Up to five characters to be used as a suffix if desired.

Purchase Orders

PO Prefix

The PO prefix may be any 5-character string, but the most common use for this field is the state-assigned school number.

Current PO

The last (previous) purchase order number. The program will automatically increment to the next number based on this data.

PO Suffix

Up to five characters to be used as a suffix if desired.

Invoices

Invoice Prefix

The invoice prefix may be any 5-character string, but the most common use for this field is the state-assigned school number.

Current Invoice

The last (previous) invoice number. The program will automatically increment to the next number based on this data.

Invoice Suffix

Up to five characters to be used as a suffix if desired.

Financial Calendar Edit

This utility allows the user to set up the accounting periods to be included in the fiscal year.

Accounting Periods Browse

Printing a Calendar List

The user may print a listing of accounting periods by clicking on the printer icon. The *Calendar List* window will then appear. Select the beginning and ending periods to include in the report.

Accounting Period Form

The calendar period window defines the Accounting Periods in the calendar. In most instances, the accounting periods in a fiscal year are defined by months. To set up the accounting periods, select the period. Then select the beginning and ending dates for each period. If the user is setting the periods up as months, the program will automatically select the dates in the months and the user will only need to click **OK**.

In some schools, the user may wish to have more than twelve accounting periods. In that case, define the additional periods as needed. The program does not restrict the number of periods, nor the dates to the fiscal year. The user decides how many accounting periods there will be in the program. Once all periods have been defined, click **Cancel**.

Accounts

Add/Edit Accounts

All accounts must be listed in the Master Account file.

The Accounts Browse

Speeding Up the List Display

Because of the architecture of STIBookkeeper, all account balances are calculated in real-time, based on EVERY transaction from the beginning of the fiscal year to the current date. All of this calculating may cause this window to open and display very slowly when there is a lot of data, say seven or eight months into the fiscal year. To speed up the display of the window, there are two checkboxes on the window, *Balances* and *Sponsors*, designed to hide the *Balance* and *Sponsor* columns, respectively. (These do not look like traditional checkboxes; they look more like buttons, but they "stick" when clicked to indicate that they are in the "on" state.)

Account List

A list of accounts may be printed by clicking on the printer icon. The *Accounts Report* window will appear. This report provides the user with options for the Account List. The user may select the type of account, either *Chart of Accounts* or *Trial Balance*.

Account Register

The Account Register report may be accessed by clicking the **Print Account Register** button.

Accounts Form

Account Number

The account number. The account number may be a combination of alphabetical or numeric characters, up to 20 characters total.

Description

A brief description of the account, 50 characters maximum.

Sponsor

Choose from the list of available account sponsors.

Secondary Account ID

A secondary account ID if one exists. Note that this field is currently not used by the software, but it does provide a mechanism for entering up to 150 characters to identify the account. This field is provided for future use.

Beginning Balance

The beginning balance of the account at the time the program will begin to track receipts and expenditures.

To the right of the beginning balance box is the icon, which will bring up a calculator. The calculator may be used to total several numbers. When the numbers are totaled and the calculator is closed, the total will be inserted in the beginning balance line.

Created On

The date on which the account was created. The account creation date is evaluated when printing reports that are date-sensitive. No accounts that were created outside the range of dates for the report will be included on that report.

Info on this Account

Supplemental information for the purposes of the bookkeeper only. This field currently does not appear on any reports.

Manage Account Sponsors

Use this utility to enter sponsors and assign accounts to them.

Associate a Sponsor with an Account

Select an account in the *Available Unsponsored Accounts* list box and click the left-facing arrow button to assign it to the currently highlighted account sponsor in the *Account Sponsors* list box. If the currently highlighted item in the *Account Sponsors* list box is not a sponsor, the left-facing arrow button will not be available.

Remove an Account/Sponsor Association

Select an account from the *Account Sponsors* list box and click the right-facing arrow button. This puts the account back into the pool of available unsponsored accounts, and it can then be associated with a different sponsor.

Insert a New Sponsor

Highlight the first line in the *Account Sponsors* list box, which is labeled *All Available Sponsors (Select to Insert)*, and click the **Insert** button. Fill out the form, and click **OK**.

Edit/Delete an Existing Sponsor

Select a sponsor in the *Account Sponsors* list box and then click the **Change** button to edit the sponsor record, or click the **Delete** button to delete the record. Deleting a sponsor moves all associated accounts back into the pool of available unsponsored accounts.

Add/Edit Account Sponsors

Use this utility to add, edit or delete account sponsor records.

Account Sponsor Form

Most fields are self-explanatory. Note the following:

Box

This field should refer to some method of communication with the account sponsor, such as an employee mailbox number or location.

Sponsor Type

Account sponsors are most often teachers, but they may come to be sponsors from many sources, such as the PTA, school administrators, or teachers' aids. Use this field to relate the sponsor to a particular group or classification, such as *Teacher*, *Guardian*, *Administrator*, etc.

STIOffice Teacher Information

Unless the sponsor type is Guardian, it is assumed that the sponsor is somehow affiliated with the school. Use this field to store STIOffice-specific information relating this sponsor to the school's administrative software. In the future, these fields will automatically be assigned if the sponsor is imported directly from the STIOffice software.

Create Vendor Record

A vendor record may be created from this sponsor record to facilitate writing checks to the individual, should there ever be a need to do this. This checkbox is only available when the *Sponsor* form is in *Insert* mode.

Account System File

Certain states require that accounts be numbered in such a way that several different pieces of information are presented within the account number itself. Most commonly, accounts are numbered to denote *Fund*, *Function* and *Object*. For example, for the following three accounts:

Account Number	Account Name
100.245.001	Football Uniforms
100.245.002	Cheerleader Uniforms
100.055.002	Weight Room Equipment

100 could denote an Athletic Fund;

245 could denote a Clothing Function;

055 could denote an Equipment Function;

001, 002, & 002 respectively could denote specific objects within the Athletics Fund.

Fund, function and object qualifiers would not have to be unique in themselves, as evidenced by the fact that two accounts can be part of the same function and all three accounts can be part of the same fund. However, object values should be unique within a specific fund and function combination.

This utility is used to set up defaults for the Fund-Function-Object reporting scheme. One reporting default record should be created for each checkbook in the system.

Reports currently using this feature include the Monthly and Annual financial reports (though the *Print Formatted Layout* option of these reports does not employ the utility), and the Account Register.

In order to facilitate the introduction of this scheme in mid-year, i.e., after all accounts have already been created, the **Tools | Database Maintenance | Change Account Numbers** feature may be used to renumber accounts to match the necessary format.

Budgeting

Use this utility to enter the estimated receipts and expenditures for the fiscal year by individual accounts.

Checkbooks

Add/Edit Checkbooks

Checkbooks Browse

Checkbooks that are currently closed will appear in red.

Printing the Checkbook List

The user may print a checkbook list by clicking on the printer icon. The Checkbook List box will then appear. The user may then select either the *Code* or *Description* to be the order of the report.

Checkbook Form

The following fields are used:

Code

The checkbook code, 5 characters maximum.

Description

The description of the checkbook, 30 characters maximum. This value displays as the last item on the *Application* title bar.

Account Number

The checking account number, usually a 10-digit number.

Opened

The date on which the account was opened (not necessarily the current date).

Closed

If the checkbook is closed, i.e., no longer used, it is not necessary to delete it. Instead, it may simply be marked as inactive by entering the date on which the account was closed here.

Bank

The bank in which this account resides.

Last Check Number

The number of the last previously written check.

Last Deposit Number

The number of the last previously numbered deposit.

Notes

Any notes the user wishes to associate with the checkbook.

Add/Edit Banks

Select this option to add bank records to the system.

Banks Browse

Click **Insert** to add the new record.

Bank Form

Most data fields are self-explanatory. Note the following:

Contact

This is the usual contact person at the bank.

Routing Number

This is a unique number used to identify the bank. The bank's routing number may be found immediately after the account number at the bottom of any check issued by the bank.

Stop Payment Fee

Enter the amount the bank charges for a stop payment fee here. STIBookkeeper can automatically create a disbursement record of the type *Fee* for the specified amount when payment is stopped on a check. In order to do this, the user must also check the *Create Disbursement on Stop* box on the *Transactions* tab of the *Tools | Options...* menu.

Create Vendor Record

Check this box to create a vendor record from this bank record, which will allow fees to be paid to the bank as a vendor when the *Fee* disbursement record is created.

Close Checkbooks

Select this utility to close one checkbook and move all outstanding records to a new checkbook. A new bank record must exist before this procedure may be performed, unless the user wishes to change to another account within the same bank.

Note: It is recommended that users back up their data before selecting the **Close Checkbooks** option.

Close Checkbook Wizard

Follow the steps in this automated utility to close a checkbook in one bank and move to another bank, or to change checking accounts within the same bank.

Add/Edit Vendors

To use the purchase order and standard invoice portion of the program, all vendors need to be set up in the Vendor List.

Vendors Browse

To add a vendor, click on the **Insert** button.

Printing Vendor Information

Click the **Print** button in the *Vendor* browse to print up to three different vendor reports: *Simple List*, *Detailed List* or a *Detailed List with Notes*.

The Vendor Mailing List may be printed by clicking on the **Mailing Labels** button.

Vendor Form

The only required field is the *Name* field. However, an address is also necessary if using the check function.

Name

The vendor's name.

Address

The vendor's street address.

Address 2

The P.O. Box, if one exists.

Zip

The five- or nine-digit Zip Code. The city and state will automatically be filled in if a valid Zip Code is entered.

City

The city.

State

The state abbreviation, if necessary. Typing the first letter will bring up the first state with that letter.

Contact

The contact name for the vendor.

Phone

The 10-digit phone number including the area code.

Ext

The telephone extension, if one exists.

Fax

The 10-digit fax number, if one exists.

E-mail

The e-mail address for the contact, if one exists.

Home Page

The company's Web page.

Notes

Any notes about the vendor.

Monthly Activity

A breakdown of expenditures to the current vendor on a month-to-month basis is available on this form. Click the **Monthly Activity** button to see this list along with Fiscal Year-to-Date and Calendar Year-to-Date totals.

Add/Edit Users

The program provides for users to be set up with a login and password to use the program.

The Users Browse

Printing the User List

The user may print a user list by clicking on the printer icon. the *User List Setup* window will THEN appear. The user may select the report to be in *Name* or *Code* order.

User Form

The following fields are used:

Title

Only enter information if the user has a title such as *Dr.*, or if the school requests the use of *Mr.* or *Mrs.*, etc.

First Name

The user's first name.

Last Name

The user's last name.

Suffix

Jr., *Sr.*, *II*, *III*, etc.

Code

The user's login code. This is limited to three characters.

Password

A password up to 10 characters in length. Each user should have a separate login code and password.

User Type

There are three types of users. The first is the *bookkeeper*. This user has full access to all aspects of the program. The second type is the *operator*. The operator may view information but cannot delete certain pieces of information nor add new users. The third user type is *view only*. This type of user may view data in STIBookkeeper, but cannot modify data in any way.

Add/Edit Products

To utilize the purchase order and invoice portions of the program, the user should set up products in the product browse.

Products Browse

The program will allow multiple entries for a particular product name as long as there is a different price for each.

Product

Enter the name of the product.

Price

Enter the price of the product.

Print Archived Reports

This feature allows for the printing of reports that the user has chosen to archive. To take advantage of this feature, the user must set up Report Modes under the File menu.

To archive reports do the following:

- Go to **File** and click on **Report Modes**.

- Check the *Enable Final Destination* box.

- Check *Enable Final Printer*.

- Run the desired report.

- When the print preview appears, click on the icon.

- Click on the *Archive* tab.

- Enter a description and comment describing the report.

- Click on the **Archive** button.

Archived Reports Browse

Once a report has been archived, it may be printed any time. Click on the report to print and then click the **Retrieve** button. The report will appear in the report previewer. Then click on the **Print** button to print the report. The report name and description may be changed by clicking on the report and then clicking on the **Change** button.

The report may also be deleted from the archive by highlighting the report and then clicking the **Delete** button.

Set Checkbook

This utility allows the user to choose the checkbook with which to work, if there are multiple checkbooks listed in the system.

Close Fiscal Year

This utility allows the user to complete the current fiscal year and set up a new fiscal year, including the new accounting periods. When the procedure is performed, any outstanding transactions will remain in the database.

The name of the folder that is created to hold the current year's data is limited to no more than eight characters.

Tools Menu

Tools Menu Overview

The Tool Menu includes the following items:

- Calculator
- Toolbox
- Backup
  - o Backup Data
  - o Restore Data
- Database Maintenance
  - o Change Account Numbers
  - o Change Area Codes
  - o Assign Account Sponsors
- Zip Codes
- Find and Destroy Bad Records
- Print Screen
- Options

Calculator

The calculator must be closed to view another window. When utilizing the calculator on certain windows (such as the *Accounts* form), the amount listed in the display of the calculator window is what will appear as the value of a specific control (such as the *Beginning Balance*) when the calculator is closed.

Toolbox

The user may create a customizable dockable toolbox by clicking on **Tools** and then selecting **Toolbox**. A *Tip* window will appear explaining that to add an item to the Toolbox, the user must hold down the *Ctrl* key and click on the menu item. Click the **OK** button to close the *Tip* window.

The Toolbox will appear on the screen as the user chooses items to include in the Toolbox. The Toolbox may be changed by dragging it to another location on the desktop.

To close the Toolbox, click on the **Tools | Toolbox** men item again.

Once the Toolbox has been set up, the user simply clicks on the item to bring it to the screen. Or the user may right-click on the Toolbox item to run the item or modify the Toolbox. The options to modify the Toolbox are as follows:

Delete

Deletes the item from the Toolbox.

View Text

Displays the text of the item on the **Toolbox** button.

View Icon

Displays the icon of the item on the **Toolbox** button.

Backup

Backup Data

Note: Be sure that all windows are closed in the program before making a backup.

The **Tools** | **Backup** utility creates an archive of the application data. The backup is created as a standard .zip file. To perform a backup of the data, follow these steps:

- Choose the appropriate options.
- Click the **OK** button.

The backup file will be located in a folder named *\Backup*, located underneath the main program datapath (unless an alternate location is specified in the *Tools | Options...* window). The name of the backup file is based on the date and time at which the file was created. For example, a file created on August 25, 2006, at 4:35 (and 15 seconds) AM would be named *20060825043515.zip*.

Backing Up to Diskette

The user may also choose to create an additional backup on a diskette. To do this, click the **Create Another Backup on A: Drive** checkbox. The disk will be formatted by default, unless the **Wipe Disk Instead of Format** checkbox is checked, in which case the equivalent of a quick format is performed.

Excluding Files from the Backup

The Zip Code database (*<datapath>\zip.tps*) is a rather large file (approx 3.5 MB) and is not likely to change very often, so an option exists to exclude it from the backup. This option is especially useful if the backup is being created for the sole purpose of transmitting a set of data to STI support personnel.

The State Lookup file (*<datapath>\sta.tps*) is also used only for lookup, and it too may be omitted from the backup if desired.

Backup Log

A log file is kept of all backups and the date and time of the last backup is displayed in the *Help | About* window.

Restore Data

This feature will allow the user to restore data from a previously created backup. Before running this feature, be sure to close all windows in the program. Select the backup to be restored and click the **Select** button.

In the event the user is re-installing the application or moving it to a different workstation, then the backup log will contain no items to restore. In this case, use the **Other** button to choose a backup file to restore.

Note: It is recommended that a backup be performed immediately prior to performing a restore operation.

Database Maintenance

Change Account Numbers

The **Change Account Numbers** feature may be used to mass-change account numbers. With this utility, the user may add characters to account numbers by position. This will be useful if dots, dashes or other symbols have been implemented in a new scheme for account numbers.

Important: Make a backup of STIBookkeeper data before running the **Change Account Numbers** utility.

Change Area Codes

The **Change Area Codes** feature is used to mass-change area codes when necessary. Enter the new area code and select the old area code from the drop-box. The *City* list box will fill with any cities in the system that are associated with that area code. Select the cities which are to be assigned a new area code, and all records with both the old area code and one of the selected cities will be updated to the new area code.

Important: As with **Change Account Numbers**, users should make a backup of STIBookkeeper data before running the **Change Area Codes** utility.

Assign Account Sponsors

The **Assign Account Sponsors** utility is used to mass-assign sponsors to accounts.

Zip Codes

This feature provides a database of Zip Codes, which may be added, changed or deleted.

Find and Destroy Bad Records

This feature will remove erroneous records from the database and report on what was removed. Example of erroneous records are: account records with blank account numbers, disbursement charge records with no account number, disbursement charge records with no associated check record, and completely blank records.

This features runs on the currently active checkbook each time the program is started and on the newly activated checkbook each time the currently active checkbook is changed.

There are three print options available to the user when running the **Find and Destroy Bad Records** utility: *Print Current Results*, *Print Entire Log file* and *Print None*. Click the radio button to the left of the desired option.

Print Screen

This feature provides the user with options to set up screen capturing and printing. Images may be copied to the clipboard or deleted after printing. Options selected here may be saved.

Options

Application Options

The *Application Options* menu allows the user to set and adjust the manner in which windows appear on the desktop and the way names will be included in the title bar. This utility will also allow the user to edit the display properties and produce hand-written checks.

General tab

Wallpaper

Select a special wallpaper image by clicking on the button to the right of the wallpaper field.

Mode

Affects the display of the wallpaper. Click on the desired mode.

Backup Path

Enter the location of the current backup directory, or click the button to browse for the correct location.

Allow Multiple Instances per Workstation

Check this box to allow multiple instances of STIBookkeeper to run simultaneously on the local workstation. This is NOT RECOMMENDED, even when two or more users share a computer, because data corruption can easily ensue.

User Name Options

This setting impacts the way user names are displayed throughout the application, such as in title bars and on reports. Select the inclusion of title and/or suffix. Also

there is a choice on whether to display the middle name and if so whether the middle initial or full name is displayed.

Print Screen Options Available

Check this box and STIBookkeeper will display the *Options* window when printing a screen.

Transactions tab

Allow Hand-Written Checks

Check this box if the school uses an actual checkbook. If all checks used by the school are hand-written checks, click on the box to the left to make Hand-Written Checks the default setting for all checks.

Reconcile PO's when Printing Checks

Check this box and STIBookkeeper will mark all associated purchase orders as *Paid* when checks are printed. This may also occur when a check is marked as *Hand-printed*. Use the drop-list to select the type of date to use with this procedure.

PO's Signed By

Click the ⊡ button to select the user who will sign purchase orders. This individual must be an STIBookkeeper user, with a user name and password. New users may be added by clicking **Insert** in the *Browse Bookkeeper Users* menu.

Use Receipt Info as NSF Description

Check this box to use the contents of the *Info* field of an original receipt as the *Description* field of a newly-created NSF record. By default, the *Description* field of the original receipt will be used instead.

Show Void Date on Forms / Show Reconcile Date on Forms

Check either of these boxes to enable users to display and edit the *Void* and/or *Reconcile* dates on forms.

Show Check Stop Date on Forms

Check this box to enable users to display and edit the *Check Stop Date* on forms.

Void Check(s) when Voiding PO

Check this box to void any/all associated checks when voiding a purchase order.

Void PO/Invoice when Voiding Check

Check this box to void any/all associated purchase orders and/or invoices when voiding a check.

Create Disbursement on Stop

Check this box to automatically create a disbursement record whenever payment is stopped on a check. This creates a record type of *Fee*.

From Account

Select the account to charge with an automatic stop check fee.

To Vendor

Select the vendor to whom the fee is to be paid.

Defaults tab

Transaction and Account Defaults

Use the drop-lists to select the default settings for the fields of *Receipt Type*, *Disbursement Type* and *Sponsor Type*. Default settings automatically appear in STIBookkeeper, but this information may be changed in any individual record.

Use Data Defaults

Check this box and STIBookkeeper will automatically fill in specified contact information when new Receipt and Disbursement Types are entered. Enter the City, State or other default data in the fields provided under *Contact Defaults*.

Edit Text Display Properties

This setting allows the user to decide how to display dates, times and currency in the program. Each has its own set of options.

Auto-Reconcile tab

Follow the onscreen instructions to set up auto-reconciliation parameters for new Receipt Types and Disbursement Types. To select an item, click on it a single time; click on the item again to deselect it.

As stated on the *Auto Reconcile* tab menu, Interest and Service Charge transactions will always auto-reconcile, regardless of the settings.

Reports tab

Print Labels in ALL CAPS

Check this box to print labels in all capital letters.

Print Account Detail

Check this box to show a detailed account breakdown on all reports.

Print Address on PO

Check this box to show school address and contact information on all printed purchase orders.

Print 'Info' as Well as 'Description'

Check this box to print the contents of both the *Info* field and the *Description* field on purchase orders and invoices. This will not apply if products are attached.

Print Software Check Number

Use this option to have the software print the check number on checks. This will be printed directly underneath the pre-printed check number that is already on the check.

Pre-Printed Receipt Numbers

Use this option to have the software print the receipt number on receipt forms. Check on *Print Software Receipt Number as Well*. This will be printed directly underneath the pre-printed receipt number that is already on the 3-part receipt form.

Window Menu

Arranging the Windows Onscreen

The *Window* menu item allows for opened windows to be displayed in cascade or tile format and for icons to be arranged. It will also list each open window.

Help Menu

About the Help Menu

The *Help* items provide access to online help and offers instructions about using the feature.

The *About* item provides information about the STIBookkeeper application. Occasionally when problems arise, STI Support will ask that the user check this window to verify the location of the program or database, as well as the current file dates and versions for key files. This window is resizable.

Select the *Release Notes* option to view the latest version of STIBookkeeper release notes.

Printing Checks

Check Printing Options

Check may be handled in one of two ways. The first is to let the program print checks and the other is to create hand-written checks. In either case, a check record must still be created in order for the system to track disbursements.

Software Printed Checks

By default, STIBookkeeper is set up to produce its own check. To produce a check with the program, go to **Transactions** and click on **Disburse Funds**. The creation process for a disbursement is explained in the section "Disburse Funds" on page 20. While in this menu, there are two ways for the program to produce a check. The first is to pay invoices and/or purchase orders. This is accomplished by clicking on the **Attach Invoices** button and/or the **Attach Purchase Orders** button after entering all the information for the disbursement (except for the amount). The amount will be automatically calculated based on the items attached.

The second method of printing checks under Transactions/Disbursements is to produce a check without attaching any invoices or purchase orders to the check. When choosing this option, enter all the information on the disbursement (including the amount) but do not click either of the **Attach** buttons.

Checks may also be printed by clicking **Reports** and then selecting **Print Check(s)**.

After all the information is entered, the (**Print Check**) icon will appear in the lower left hand of the *Disbursement* form.

Checks can be printed either from the *Disbursements* <u>browse</u> or from the *Disbursements* <u>form</u>. When printed from the browse, the option exists to print checks for a given date range.

Adjusting for Specific Printers

The *Print Check(s)* report setup window features a button called **Alter Print Position on Sheet**, located in the lower left corner of the window. The purpose of this button is to adjust the positioning of the printed page. All printers are different in some small way, and it may be necessary to shift the print position a few hundredths of an inch vertically or horizontally to accommodate pre-printed forms such as checks.

After selecting a date range, the program will prompt the user (if a check has been printed previously) to see if the check should be printed again.

When printing a range of checks which includes checks that have been printed before, there is an option on the *Do you want to print this check again* message box

to cancel the entire operation and print nothing. This will allow the user to abort the operation if the wrong date range has been selected.

Checks may also be printed in check number order with prompts for starting and ending check numbers.

Date of Check

When printing a check from the *Purchase Order* or *Invoice* forms, the date of the check is set to the date of the purchase order or invoice.

Vendor Addresses

Vendor addresses may be repositioned by bulleting the *Vendor Address* field under *Check Options*, then clicking the **Shift the Position** button that pops up in the lower left corner of the *Print Check(s)* menu.

Hand-Written Checks

To turn on the *Hand-Written Check* option, go to **Tools**, select **Options** and click the *Transactions* tab. Then select **Allow Hand-Written Checks** by clicking on the box to the left. If all checks used by the school are to be hand-written, click on the box to the left to make hand-written checks the default setting for all checks.

To make a disbursement using the Hand-Written option, enter all the information on a disbursement and click on the **Hand-Written** button. This may be done when attaching a check to an invoice or when no invoice is used.

Appendix A: Multi-User Access

STIBookkeeper for Multiple Users

STIBookkeeper allows for multiple user logins and is even capable of supporting simultaneous access by multiple users. It should be clear that simultaneous access is only possible when the data resides on a network resource. Installing STIBookkeeper in a networked environment, however, is not recommended. The intended installation configuration for STIBookkeeper calls for the application and data to reside on the same workstation, and for only one user to be accessing data at a time. This is for two main reasons:

1. School accounting records are much more secure if they can only be accessed by one person operating one computer. Storing the application OR its associated data can allow multiple individuals to view or access sensitive information, and is often undesirable.

2. Due to the real-time nature of STIBookkeeper, there can be a significant performance decrease when data is accessed via a network.

Unlike many accounting systems, STIBookkeeper does not store balances anywhere in its database. Instead, aggregate amounts that combine to yield balances are stored. For example: If a disbursement record exists representing a check for $100, and $75 of that check comes from the *Office Supply* account and the remaining $25 is taken from the *Computer Equipment* account, the value of $100 is not actually stored anywhere in the database. Rather, the specific values of $75 and $25 are stored as individual components of the single disbursement. When the disbursement is displayed in a list box or on a report, its balance is calculated in real time at the moment it is requested by examining all accounts that make up the disbursement.

This method offers the advantage of allowing correction of calculation errors without requiring any data modification. For example, if the balance calculation function is determined to be flawed, or if a new feature or module is added to the software to account for a new type of transaction, the only necessary step will be to supply a new .dll file with the new calculation function, rather than providing a program to modify data that was incorrectly calculated before it was ever stored into the database to begin with.

The disadvantage to this choice of real-time calculation is that it requires the application to examine *every* related transaction in the database *each* time a balance is requested for *all* balances requested. Many browse lists and most reports display account or transaction balances, which results in a great many "round trip" requests to the database. When STIBookkeeper data resides on a network drive, each round trip database request must also be sent across the network, which can severely hinder the performance of the software.

With a typical installation of STIBookkeeper, there is only one person who will be accessing the database – the bookkeeper. The application and data both exist in the same folder on a single workstation. This is the recommended configuration, but it does not always have to be the case. There are some circumstances in which the user may wish to maintain multiple databases. In rare cases, the user may wish to maintain multiple instances of the STIBookkeeper application as well. This section is

designed to instruct the user how to use multiple data sets, to explain why anyone would ever want to do this, and to demonstrate the right way and the wrong way to accomplish this goal.

Terminology

In order to discuss multiple data sets, it is first necessary to discuss the architecture of STIBookkeeper and how it accesses data. In order to do that, some terms must first be defined.

STIBookkeeper Application

The STIBookkeeper application consists of the vbs.exe file, along with a number of associated .dll's, help files, .ini files, and documents. The application is what is used to view and modify the associated data, which can exist entirely separately of the application.

Program Path

This is the location on the hard drive at which the application resides. The application consists of a number of .dll's and a single executable file named *vbs.exe*. There are some other supplemental files as well, but it is the existence of the vbs.exe file that distinguishes a folder as the program path. By definition, there can only be one program path per installation.

Datapath

This is the location on the hard drive in which the STIBookkeeper data resides. The datapath contains data that is common to all checkbooks defined in the system. Examples of common checkbook data are:

- The school calendar.
- Products.
- Users.
- Vendors.

Upon initial installation, the datapath is the same as the program path, but that can easily be changed. There can be many datapaths per installation.

The datapath must also contain one or more checkbook folders (referred to as *checkbook paths*).

Checkbook Path

This folder contains data that is specific to an individual checkbook. Examples of checkbook-specific data are:

- Accounts.
- Transactions (receipts, disbursements, transfers).
- Purchase Orders, Invoices, Deposits, NSF's, etc.

STIBookkeeper tracks multiple checkbooks, and the data for each checkbook resides in a unique folder directly underneath the datapath. There can be many of these per installation.

STIBookkeeper Database

The data that is accessed by the STIBookkeeper application is contained collectively in what is called a database, which in the case of STIBookkeeper, is a single program path with one or more datapaths. Any data files (those with *tps* extensions) located in any of these folders is considered part of the STIBookkeeper database.

Initial Setup

Initially, the folder in which the application is installed (the *program path*) is also used by the software as the datapath. The files that should exist in this folder include a number of .dll's and .exe's, as well as some data files (files with a *tps* extension). This folder should contain a subfolder called *backup* and at least one subfolder with a name of the form:

[cbk]-[yr]

where:

[cbk] consists of 1-5 characters and is exactly the ID of a checkbook defined within the application, and

[yr] is exactly 2 digits which are the last two digits of the *End Date* of the *Fiscal Year* as defined in the System file when the checkbook was created.

These are the *checkbook paths*.

So a typical installation might look like this:

C:\PROGRAM FILES\VBS
|
+- C:\PROGRAM FILES\VBS\BACKUP
|
+- C:\PROGRAM FILES\VBS\STIHS-03

Where:

- C:\PROGRAM FILES\VBS is the program path;

- C:\PROGRAM FILES\VBS is also the datapath, and

- C:\PROGRAM FILES\VBS\STIHS-03 is the only checkbook path.

Note: The *backup* folder will not exist until after a backup has been performed at least once

Using Multiple Datapaths

By default, the program path is the same as the datapath. That is, when STIBookkeeper is first installed, the path chosen for the application installation is the same path that the application will use to look for data. It is possible, however to use the same installation of STIBookkeeper with data located elsewhere. It is even possible to use a single installation of STIBookkeeper to access many different sets of data all located in different places, and even on different network resources. To do this, all that is necessary is to supply a parameter to the STIBookkeeper executable program during startup (this is often called a *command-line* parameter).

To supply a command-line parameter to the STIBookkeeper executable:

- Right-click on the STIBookkeeper shortcut.

- Choose **Properties**.

- Add the following text to the end of the contents of the *Target* edit box (after adding a space):

- datapath=<folder>

- where <folder> is the fully qualified location of the new datapath. This may be a UNC path name.

Note: There should be no spaces within the keyword *datapath*, nor should there be any spaces between the *datapath* keyword and the folder specified.

Here are two examples of target strings that point to a separate datapath:

- C:\VBS\vbs.exe datapath=c:\data\stibookkeeper

- "C:\Program Files\vbs\vbs.exe" datapath=\\svr\VBSData\HighSchool

Note: It is not necessary to place a trailing backslash at the end of the datapath.

It is recommended that if multiple datapaths are to be used, a new shortcut be created to point to the alternate data set. To create a new shortcut, do the following:

Windows 98/NT/2000/XP

- Right-drag the original STIBookkeeper shortcut on the *Start* menu to the desktop and choose **Copy Here** from the context menu that appears.

- Rename the icon as appropriate by right-clicking, choosing **Rename** and typing a new name for the shortcut.

- Add the new *datapath* option to the *Target* field of the new shortcut as described above.

Windows 95

- Right-click on the original STIBookkeeper shortcut on the *Start* menu and choose **Copy**.

- Minimize all open application so that the desktop is viewable.

- Right-click anywhere on the desktop that is NOT on an existing icon and choose **Paste**.

- Rename the icon as appropriate by right-clicking, choosing **Rename** and typing a new name for the shortcut.

- Add the new *datapath* option to the *Target* field of the new shortcut as described above.

Note: If the text that exists in the *Target* edit box contains any spaces prior to adding the *datapath* option, that text should be placed in quotes (") prior to adding any new text. For example: C:\Program Files\VBS\vbs.exe should be changed to "C:\Program Files\VBS\vbs.exe" before adding the *datapath* option (see the example above).

Both shortcuts will now point to the same program, but they will each be using different sets of data. This is very important. **It is not necessary to install a separate copy of STIBookkeeper to access a separate set of data**. In fact, it would be a very bad idea to do so, because this will make the program much more difficult to support and troubleshoot.

Why Use Multiple Datapaths?

The ability to access multiple sets of data was originally implemented as a support-only feature. For the most part, accessing multiple sets of data is a good way for support personnel to test reported errors from users without overwriting their own data. For users, though, this offers a number of additional advantages, including:

- Providing the ability to look at last year's data.

  o The fiscal year closeout feature leaves a complete copy of the database for the year that is being closed. This is done for the sole purpose of being able to create a new shortcut with a *datapath* option that points to last year's data. This will allow the user to print any reports that were forgotten, or to reference a transaction that has already been closed.

  o This should be done with care, as it is possible to update last year's data, which has already been closed. This may cause reports printed now to be inconsistent with those printed immediately prior to closing that fiscal year.

- Enabling the user to test a new feature without risking data loss.

  o Although the preferred method is to create a backup of the database and restore it if necessary, it is possible to simply copy the contents of the datapath (and all of its subordinate checkbook paths) to a new location, and then create a shortcut that uses that data instead of the "live" data. This way, if the user is unsure of whether a certain feature is safe or necessary, it can be tested first with no harmful effects.

- Giving users of different workstations access to the data.

  o It is recommended that only one copy of STIBookkeeper exist on a school's network. It is the case, though, that sometimes a user at a different workstation may require access to the data. For example, a principal may be required to temporarily oversee the actions of a newly-hired bookkeeper. This is a very unique and specific case and is described in detail in the sections "The Wrong Way to Use Multiple Datapaths" on page 66 and "The Right Way to Use Multiple Datapaths" on page 67.

Note: It is not recommended that STIBookkeeper data ever be located anywhere but a local hard drive, and with proper network administration, it would never be necessary to do otherwise.

When NOT to Use Multiple Datapaths

The most common misconception of a practical use for maintaining multiple databases is the need to maintain multiple checkbooks. STIBookkeeper already maintains multiple checkbooks, each of which can be housed at different banks. Some K-12 schools may be required to maintain separate checkbooks, one for the elementary school, one for the middle school, and one for the high school, for example. The user may be tempted to maintain a different database for each entity, or even worse, an entirely different installation of STIBookkeeper to achieve this goal. **Unless the accounting practices are vastly different for each entity, it is not necessary to maintain but one STIBookkeeper database.**

Each checkbook in a single STIBookkeeper database can share the same vendors, products, and financial calendar, among other items. In most practical applications, these items will be the same for multiple schools in a K-12 environment. They most likely all share many characteristics and administration practices, but have different budgets and sources of revenue.

The Wrong Way to Use Multiple Datapaths

First and foremost, in almost every circumstance, installing multiple copies of STIBookkeeper is the WRONG way to enable the use of multiple databases. The entire reason for providing the *datapath* command-line option is to prevent this single inefficient and error-prone process from becoming necessary.

Maintaining multiple installations of STIBookkeeper is extremely difficult and impractical to support. There are only two legitimate reasons for using separate copies of STIBookkeeper:

1. Different versions of STIBookkeeper are necessary, i.e., a mandatory update has been performed on one database, but not the other;

2. The database(s) must be accessed from different workstations.

In the case of the first example, there is really no way around using multiple copies of STIBookkeeper. One shortcut must point to an entirely different installation AND an entirely different database from the other shortcut.

Example 2, however, can be easily misunderstood. There are three scenarios in which STIBookkeeper may be configured for use by users of multiple workstations, all of which will work, but only the last of which is logical and supported.

Note: Any secondary users should be assigned a user type of *View Only*.

Program and Data on a Single Network Server

The user may be tempted to install STIBookkeeper on a network server, under the assumption that this is only way to make data accessible to multiple workstations. This is not the case, and is in fact the least efficient and most error-prone method to

use to achieve that goal. Neither STIBookkeeper software NOR data should ever need to be installed on a network server.

Data on a Network Server, Program on All Workstations

A slightly more efficient, yet still ill-conceived method is to place only the data on the server and have each workstation run its own copy of the STIBookkeeper software. At least this way there is less network traffic, since only the data will be sent across the network. The software will not need to be transferred to the workstation in order to be loaded into memory this way, which will most certainly show an increase in performance.

Program on All Workstations, Data on One

See "The Right Way to Use Multiple Datapaths" for information on this configuration.

The Right Way to Use Multiple Datapaths

The most efficient method of providing multiple workstations with access to the same data is to install the application normally on one workstation, and then have each of the other workstations access the database via a shared drive. The idea here is that the application AND data both reside on the bookkeeper's workstation (the *host machine*). This method requires a little more work in that a network administrator must set up a network share on the host machine and provide all other necessary users proper access rights to it. Each secondary user may then map a drive to the bookkeeper's network share, which will be used to access the STIBookkeeper database. Once this is done, each of the secondary users should install a copy of the software on their local workstations and provide a *datapath* option that points to the newly-mapped drive path.

This configuration does not provide any additional value to the secondary users over the *Data on a Network Server, Program on All Workstations* method, but it does at least allow the bookkeeper to access the data without the bottleneck of network traffic. Using this method, at least one user – the primary user – will suffer no ill effects from the inevitable performance decrease of accessing data across a network.

Note: In this scenario, the bookkeeper's workstation must be powered on and available on the network in order for any secondary users to access the STIBookkeeper database located on it.

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