

Elementary Schools

Schoolbooks

Menu Buttons

The menu screen of SchoolBooks contains “shortcut” buttons to make accessing certain tasks or reports easier. They are grouped by type and organized by frequency of use. Note that all software functions are available through the menu ribbon at the top of the screen, but users may not have rights to access those functions.

Transactions Buttons

Receipt Entry – Use this to record money received. All money received is to be first recorded in a pre-numbered receipt book.

Receipt Journal – Use this to print, proof, and post a listing of receipts when you are ready to take the money collected to the bank.

Bank Deposit Entry – Use this to record the bank deposit made.

Manual/Void Check Entry – Use this to record checks issued (manually written) or to void checks either previously issued or which will not be used (printer problems, etc.). Also use the button to record SAF Purchasing Card transactions.

Adjustment Entry – Use this to record adjustments to your checking account balance, such as bank service charges, NSF checks and fees, interest income, deposit corrections, etc.

Transfer Entry – Use this to record transfers of money from one activity account to another, such as when a receipt is posted to the wrong activity account.

Multi-Line Transfer Entry – Use this to record transfers of money from one or more activity account(s) to one or more account accounts(s), such as when the proceeds of a school-wide fundraiser are allocated to several different programs or classrooms.

Maintenance Buttons

Vendor Maintenance – Use this to set up a new vendor or to change information (address, contact information) on an existing vendor.

Reporting Buttons

Account Snapshot – Use this to view or print the transactions for a single account for a specified time period.

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Other Buttons

Check Lookup – Use this to view information on a specific check previously issued or voided.

Bank Reconciliation – Use this to reconcile your school’s bank account after you have received the monthly bank statement.

Month End Processing – Use this to close the month to further transactions and print various reports.

Daily Data Backup – Use this to back up your SchoolBooks data onto a flash/thumb drive or a network drive.

Change School – Use this to access your school’s Student Activity Fund data for a previous year. Note that the previous year’s data will be “read only”; you will be able to view it or run reports, but you will not be able to record transactions in it.

Reorganize Desktop – use this to move the buttons around on the desktop, add or remove buttons, change button colors, or change the desktop background color. (You should not need to do this.)

Exit – Use this to exit the SchoolBooks program (after doing a Daily Data Backup).