

Transferring School Accountant Data to LUCIS for Windows

The LUCIS Software for Windows is a redesigned replacement for both The School Accountant modules: Accounts Receivable and General Accounting. This document covers both modules and outlines the process of transferring data from The School Accountant to LUCIS for Windows.

Software Requirements [\(Back to Top\)](#)

The Standard Plus [Edition](#) or higher of LUCIS Software for Windows must be installed to perform the data transfer from The School Accountant – schools wishing to use the Lite or Standard Editions should consult with their support team.

The LUCIS Software can be downloaded from the [LUCIS website](#) (installation instructions are on the download webpage) or installed from a CD where available. Note, however, the LUCIS Software for Windows is a licensed product that requires a [software key](#) from LUCIS@luc.adventist.org to run.

This chapter assumes you ran the [LUCIS Startup Wizard](#) or performed its equivalent functions manually. If you have not already done so, study the [LUCIS Software Introduction](#) chapter to familiarize yourself with the general features of the software before continuing. You can access the introduction from the [LUCIS Manager help menu](#) (“Help” > “Contents”).

Chart of Accounts Preparation [\(Back to Top\)](#)

Though the LUCIS Software provides for five [ledger levels](#), the appropriate level to achieve the full functionality of, and import from, The School Accountant is level IV. Level IV ledgers require the Standard-Plus [Edition](#) or higher of the LUCIS Software. Attributes of the different [ledger levels](#) are described in the [General Ledger Introduction](#).

- All accounts must have names (surprisingly enough, some have created accounts without assigning a name). Check your accounts and provide name(s) where missing.
- Ledgers cannot contain local fund accounts with an 8 in the first position to the right of the decimal. Renumber any .8 local fund accounts to the extension range .4-.7999 (expense).
- General Accounting accounts with primary numbers of 20-29 (accounts receivable) cannot have more than two decimal digits (i.e., digits to the right of the decimal).
- Accounts receivable control accounts that represent groups of accounts should have different primary account numbers. The School Accountant recommended that old and current student control accounts share the same primary number (21.1 and 21.2) but for LUCIS Software for Windows they should be different (e.g., 21.1 and 22.1).

Accounts Receivable Preparation ([Back to Top](#))

Accounts receivable in The School Accountant is a separate module from general accounting. However, this function is merged into the general accounting of LUCIS for Windows. This only means that the two have been tightly integrated—you will still have separate accounts for each patron and be able to perform aging and billing. The advantage is that there is no separate link between two modules to reconcile.

To accomplish this merge requires that some preparation be performed if patron IDs in The School Accountant do not meet certain numbering requirements. These requirements are:

- The highest patron ID must be less than 10000.
- If the highest patron ID is between 1000-9999 then no ID can have a decimal digit and the smallest ID must be 100 or greater.
- If the highest patron ID is between 100-999 then no ID can have more than a single decimal digit and the smallest ID must be 10 or greater.
- If the highest patron ID is less than 100 there are no ID restrictions.

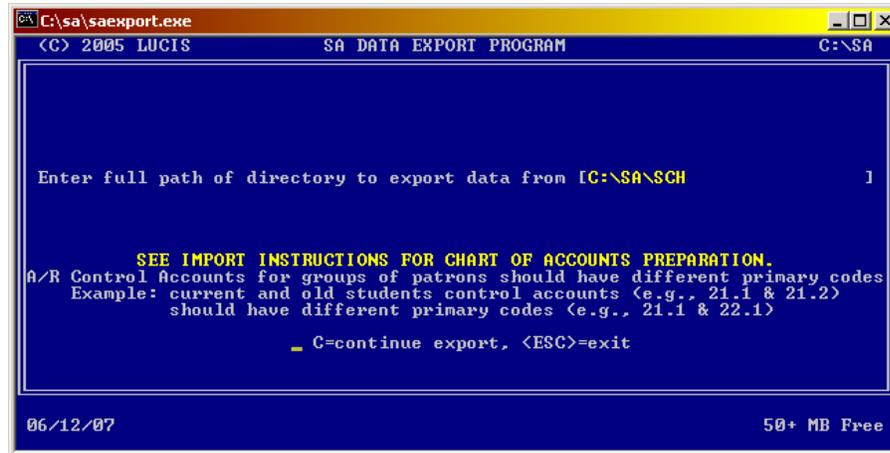
If your patron IDs do not meet these requirements use The School Accountant A/R Master Update to renumber IDs as needed.

Export School Accountant Data ([Back to Top](#))

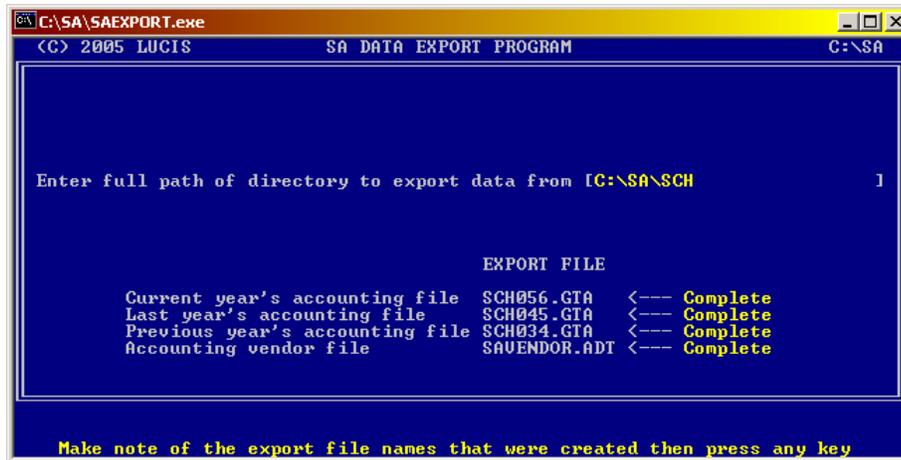
Once your School Accountant [chart of accounts has been reviewed](#), and modified if necessary as noted in the previous section, you are ready to export your general accounting data. The export process will create a separate file set for each of the three accounting years stored on your system as well as an address file for the vendors in the check disbursement function as well as accounts receivable patron addresses. Your School Accountant data files will remain intact and are unchanged by this process.

- **Windows 98 thru XP:** Click <Start> | <Run>, type \LUCIS\SAExport in the "Open" textbox, then press [Enter] or click .
- **Windows Vista:** Click <Start>, type \LUCIS\SAExport in the "Start Search" textbox, then press [Enter].
- SAExport will prompt you for your data pathname (edit the pathname if you use a customized pathname – the pathname for your data is displayed in the upper right-hand corner of the School Accountant main menu screen—not the export screen illustrated below—if you need to check it)
- Press [Enter] when done – you will be prompted for your password.

- The program will alert you if any of the conditions noted previously exist that you should be aware of or will prevent the export from being performed. The program will not proceed if an error condition is encountered. Any condition that allows you to continue is advisory (i.e., making you aware of a condition that may or may not be intentional).



- After checking for alert conditions the program will ask you to confirm if you are ready to create the export files. Respond "C" to export The School Accountant data. While exporting the local funds data the program will prompt you, if this has not already been done, to enter a maximum 6-character abbreviation name for each local fund that will be used by LUCIS for Windows as a working name where space is at a premium. The regular full local fund name will be used for formal reporting.



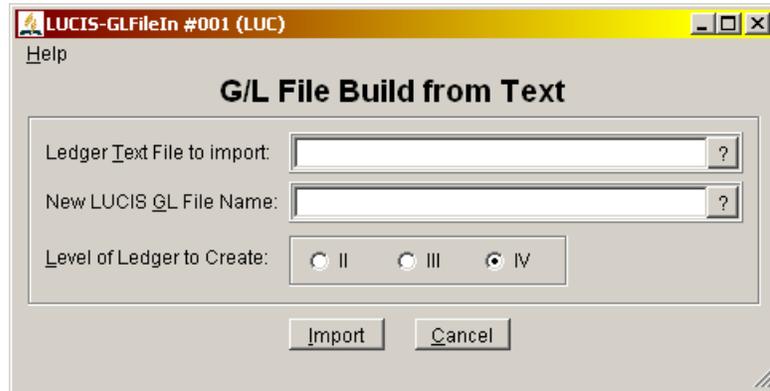
- A separate export file set will be created for each of the three accounting years stored on your database as well as an address file for the patrons from the accounts receivable module and vendors used in the general accounting check disbursement function. The primary name of these exported files are listed on the screen – make note of these, you will need them for building your LUCIS Software for Windows General Ledger and Address Book. The files are located in the directory noted in the pathname toward the top of the screen.

NOTE: Detail accounts receivable accounts will only be included in the current year's accounting file—prior years accounting files will only contain their original A/R control accounts.

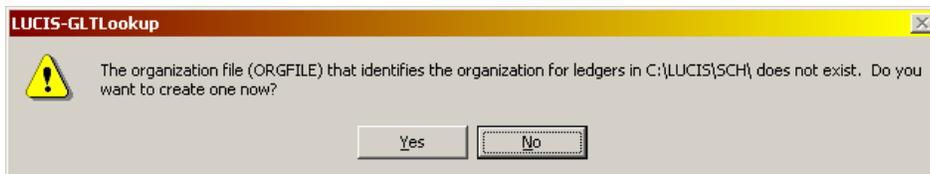
Import Accounting Data [\(Back to Top\)](#)

After [exporting the School Accountant data](#) you are ready to import into the LUCIS Software for Windows.

- Start LUCIS Software for Windows, log in, then turn off [Auto-Assist](#).
- Run the GL Advanced Option: [GL Ledger Fileset Import](#) (last item in the [General Ledger menu](#)) – the following screen will appear



- Use the first entry area to identify one of the general accounting export files created by [SAExport](#). Type in the exported general accounting path/filename you want to import (e.g., C:\SA\SCH\SCH056 – see [SAExport result](#)) or click - The second entry area is for the path/filename to be used with LUCIS Software for Windows. The program will display the standard data path and a filename derived from the School Accountant file e.g., C:\LUCIS\DATA\GL-Data 2007-2008. Edit the path only if you require multiple data folders because you keep records for multiple organizations—do not edit the filename itself.
- Specify the [ledger level IV](#) to create. The ledger levels available for your software edition are displayed. If ledger level IV does not appear as an option then the [LUCIS Software edition](#) installed cannot import the School Accountant data.
- Click the button to start the import.
- If you are using the data folder for the first time the following message will appear. Click to [identify your school](#) before proceeding.



- Repeat this process for each accounting year exported from the School Accountant.

Create an Address Book [\(Back to Top\)](#)

Perform this step only if you are importing to a new special data folder because you maintain records for multiple organizations. The address book is used to store names and addresses for accounts receivable patrons as well as those of vendors.

- Run [AD Create New Address Book](#) (last item in the [Address Book menu](#)).

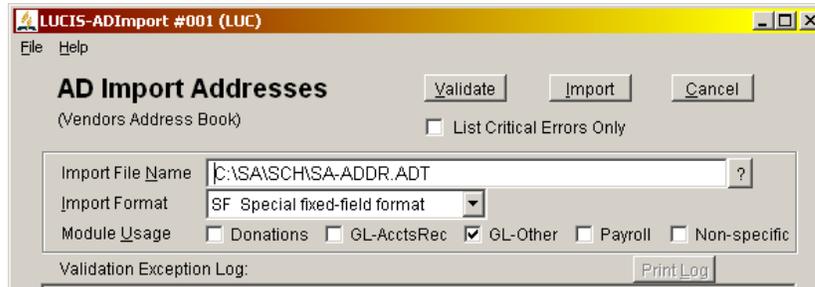


- Click **Create** – an empty address book will be created in the data folder indicated.

Import Names & Addresses [\(Back to Top\)](#)

Names and addresses used by The School Accountant check disbursement and accounts receivable functions were copied to a file when you [exported the general accounting data](#) – the name of the file is SA-ADDR.ADT (in the folder with the accounting files exported by SAEXPORT). To import the vendor and patron names and addresses into the LUCIS Software address book.

- Run [AD Address Import](#) (3rd item in the [Address Book menu](#)).



- Identify the address path/filename created when you ran [SAExport](#) (type the path\filename e.g., C:\SA\SCH\SA-ADDR.ADT, or click **?** to browse for the file).
- Change the Import Format to **SF Special fixed-field format**.
- Click the "GL-Other" check box to indicate the use of the addresses.
- Click **Import** – the entries will automatically be validated
Errors found must be corrected and the addresses re-exported before you can complete the address import process.
Warnings can be ignored (click **Import** again to complete the import), however, they alert you to unusual situations (missing address, etc) that may need to be corrected before the address can be fully used.
- Use the [AD Address Editor](#) (2nd item in the [Address Book menu](#)) to review and, if necessary, edit, the results – click **?** in the editor to activate the [Address Query](#) feature.

Check The Results [\(Back to Top\)](#)

Accounts receivable in LUCIS for Windows is integrated into the general ledger. The School Accountant maintained accounts receivable as a separate module that was represented in the general accounting module by control accounts (a separate a/r control account for each group of patrons e.g. current vs. old students).

In all cases the original A/R control accounts from the General Accounting module are transferred to the LUCIS for Windows general ledger. However, patron detail is only transferred to LUCIS for windows for the current year recognized by The School Accountant. No checking is required for prior years. But, because the current year patron detail is merged into the general ledger in LUCIS for Windows, the some checking is necessary to determine if the accounts receivable detail and the general ledger control accounts imported from The School Accountant reconcile.

For the current year The School Accountant export merges the accounts receivable information into the general ledger by setting up a ledger account for each patron using the primary number of the patron's original ledger control account and adding the patron ID as a decimal suffix. For example a patron ID of 123 that was assigned to ledger control account 21.1 will result in a new account number of 21.123 for the patron in LUCIS for Windows.

As each patron is added to the ledger, that patron's balance is used to reduce the original ledger control account since the balance is now represented in a separate account in the ledger (as opposed to an account in a separate module as was the case with The School Accountant).

If the accounts receivable and general accounting modules of The School Accountant were in balance then the ledger A/R control accounts should end up with a zero balance—the total amount of the control account would be distributed among the individual patron accounts in the new ledger.

However, if any A/R control account retains a balance, it indicates that The School Accountant patrons in the accounts receivable module were out-of-balance with the associated ledger control accounts. This would usually be a result of direct posting into the A/R control accounts in the General Accounting module at some point in the past rather than allowing the accounts receivable module to control the balance of the A/R control accounts. Any balance left in any A/R control account must be researched, corrected and/or written off. Request assistance from your support team if needed.

By integrating the accounts receivable into the general ledger in LUCIS for Windows we are eliminating the need to coordinate and reconcile balances between two different modules. This should make it easier to use the software but does require that general accounting be maintained up-to-date since both the accounts receivable and general accounting are now linked together.

As a final check of your imported data, run [GL Verify Ledger Data](#) (from the [General Ledger Menu](#)). This verification will check for anomalies that may have existed undetected in The School Accountant. Any error reported should be resolved. Contact your support for assistance if needed.

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Since you had to turn off [Auto-Assist](#) to perform some of these steps you should now turn [Auto-Assist](#) back on to allow the program to provide extra guidance.

For an orientation to the LUCIS Software from the perspective of a School Accountant user see [LUCIS Software Orientation for The School Accountant User](#). To review the ongoing use of the software for schools see [Using LUCIS Software: Schools](#).