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# Using LUCIS Software: Schools

The LUCIS for Windows modules used by schools are the [Address Book](#) and [General Ledger](#). For large schools, and higher-level schools requiring them, the Payroll and Plant Assets modules may also be used (presently available only in the Classic version). Though this chapter covers use of LUCIS Software for Windows for schools using the Standard Plus [Edition](#) with [ledger level IV](#) (Std+), the same procedures apply for [ledger level VIII](#) (Pro) with the Professional [Edition](#).

## Student Accounts [\(Back to Top\)](#)

**Add:** Use [GL Account Organizer](#) to add student accounts (it will activate [GL Account Editor](#)). Assign a primary account code 21 for current students, or 22 for non-current students, followed by a decimal and the student ID. The billing address is set up in the [Notes](#) section of [GL Account Editor](#).

**Edit:** Use either [GL Account Editor](#) directly, or indirectly via [GL Account Organizer](#), to edit student accounts.

**Billing Addresses:** To add or edit student billing addresses use [AD Address Editor](#) directly or indirectly via [AD Address Query](#) which can be activated anywhere an address is to be identified. It is not necessary to edit the student account for billing address changes if the address has already been identified in the student account [notes](#) (the address link will always retrieve the current address).

## Charges: Tuition, Fees, and Discounts [\(Back to Top\)](#)

Use [GL General Entry](#) program to post charges (tuition, fees, etc.) and credits (discounts—negative amounts) to student accounts.

- **Tuition and Fees:** Charge (debit) *FULL* Tuition and fees to *ALL* student accounts and credit Tuition (e.g., 320.21) or Fees Income.
- **Discounts:** Apply discounts (credit) to student accounts and charge (debit) Tuition Discounts (e.g., 320.22).
- **Student Aid:** Apply student aid (credit) to student accounts and charge (debit) Student Aid Grants (e.g., 350.669). NOTE: When received, funds for student aid should *ALWAYS* be receipted to Student Aid Donations (e.g., 350.11) or Student Aid Subsidy (e.g., 350.12).
- **Student Subsidies:** Apply (credit) specific church or conference subsidies to student accounts and charge (debit) the church or conference accounts receivable. NOTE: When received, church and conference student subsidies should be credited to the church or conference receivable account, not the student account).

Though you can post miscellaneous one-time entries at any time, reoccurring charges and credits for the coming month are normally posted immediately before sending out monthly statements (usually in time to be received the first of the coming month).

Since monthly charges are relatively static they can be saved for reoccurring future recall. Use [GL General Entry](#) to enter reoccurring tuition, fees and discounts as if you were preparing to post them. However, instead of posting them, save them with the [Entry Batch Manager](#) (from the GL General Entry menu click "Entries" then "Entry Batch Manager", assign a short name to identify the batch, then click ). The entry screen will accommodate up to 499 lines of entry. For large schools a separate entry screen can be used for different entry types or groups of students by grade.

Saved entries may be retrieved, edited, and/or posted as many times as desired. Batches may be incomplete—saving a batch merely makes it available for future retrieval (entries are not required to be complete and/or balanced until you are ready to Post). There is no practical limit to the number of entry batches you can save. A batch may be retrieved, edited and re-saved (either to replace the original or under a different name). Saved entry batches no longer used may be deleted.

## Receipts [\(Back to Top\)](#)

**Summary Method:** The easiest and simplest method for receipting uses a manual log to record individual receipts—individual receipts are not recorded in the LUCIS ledger. When you make a deposit, note the amount and cutoff in the receipt log then use [GL Receipts Entry](#) to record the deposit (change the receipt type from CR-Cash Receipts to JV-Misc Receipts)—post the full deposit amount to your bank account, enter the deposit date, and distribute the individual payments among your accounts receivable (for student, church, conference payments), income, or trust accounts as applicable.

**Detail Method:** Use [GL Receipts Entry](#) to record each receipt into your Cash\* account (you may print a receipt at the time of entry) and distribute it to the appropriate accounts receivable (for student, church, conference payments), income, or trust account(s) as applicable. Each receipt is given a number to allow it to be tracked independently within the software. Use [GL General Entry](#) to post deposits of detail receipts—debit your bank account and credit the cash account for the total amount of the deposit only.

\* When you post your bank deposit the Cash account will be cleared. If you post individual payments directly to your bank account you will make it very difficult to reconcile to your bank statement (individual payments making up a deposit are not listed on your bank statement, the total for each deposit is shown instead). The bank account should only contain entries that will appear on your bank statement.

## Checks and Electronic Bill Payments [\(Back to Top\)](#)

Use [GL Payments Entry](#) to post checks. If you are using the LUCIS Software to also print checks this should be done as payments are made. However, if you use hand-written checks, they just need to be posted before you close the month ([GL Monthly/Annual Close](#)).

If you pay bills electronically, use [GL Payments Entry](#) to record them. Change the payment type from CP-Check Payment to JV-Misc Payment, then proceed the same way you would for a check (a JV number will be assigned instead of a check number).

## Bank Statement [\(Back to Top\)](#)

When you receive your bank statement examine it for bank charges, credits, and transfers that have not been recorded in your ledger. Post them as noted below using a memo that describes the activity then reconcile your bank account.

**Bank Charges:** Use [GL Payments Entry](#) (change the [payment type](#) from CD Check Payments to JV Misc Payments) to record bank charges. Record the payment directly to your bank account and charge the appropriate expense (NSF, overdraft, etc.), payable, or trust account. If you are comfortable with Debit/Credit entries you can use [GL General Entry](#).

**Bank Credits:** Use [GL Receipts Entry](#) (change the [receipt type](#) from CR Cash Receipts to JV Misc Receipts). Receipt directly to your bank account and post it to the appropriate income (interest, etc.), receivable, or trust account. If you are comfortable with Debit/Credit entries you can use [GL General Entry](#).

**Electronic Transfers:** If you paid bills electronically and have not already posted them, use [GL Payments Entry](#) as described under [Checks](#) above. If you received payments electronically and have not already posted them, use [GL Receipts Entry](#) as described under Bank Credits above. If you made a transfer between checking or savings accounts and have not already posted it, use [GL General Entry](#)—debit the account receiving the funds, credit the account the funds came from.

**Bank Reconciliation:** Use [GL Account Reconciliation](#) to reconcile your bank account to the bank statement. Consult the program helps to guide you. If you discover you missed a bank charge or credit, leave the reconciliation window open and post the entry using one of the methods described [above](#) from the [Reconciliation Edit menu](#) then continue with your reconciliation. When done, print an Outstanding Items list for audit purposes (this must be done at the time of reconciliation since the information changes each time you reconcile your bank account).

NOTE: see [Year-End](#) (below) for special year-end procedures.

## Month-End [\(Back to Top\)](#)

**Aging:** [GL Account Aging](#) should be performed once, **and only once**, each month, immediately *after* posting your regular student charges for the coming month but *before* printing student [account statements](#). This is typically done a week or so before [GL Monthly Closing](#).

**Billing Statements:** Use [GL Account Statements](#) to print student billing statements immediately after you perform [GL Account Aging](#). This is normally done a week or so before the end of the month in time for statements to be received by parents the first of the following month.

**Transfers:** Use [GL Transfer Entry](#) to transfer funds to function activity areas that do not have independent income.

**Monthly Close:** Once you have posted all activity for the month, use [GL Monthly/Annual Close](#) to provide a month cutoff for financial statement reporting. If you subsequently discover additional entries to be included, post them then re-close the month—you may re-close the month as many times as needed until you start posting entries for the new month.

**Financial Reports:** Once a month is closed the account balances are available for financial reports. Use [GL Financial Reports](#) to print the financial reports recommended by your conference or follow the [recommendations](#) in the helps for GL Financial reports.

## Year-End [\(Back to Top\)](#)

**Annual Close:** Use [GL Monthly/Annual Close](#) to perform an [annual close](#). This should be done after you have finished posting all year-end activity.

However, since the annual close does not affect your "old" year ledger (it only creates a ledger for the "new" year with forwarded balances), you can perform an annual closing even if you know you have additional year-end entries to post but need to start recording activity for the new year.

Once additional year-end activity is posted use [GL Monthly/Annual Close](#) to perform an [annual re-close](#) to resynchronize the ending balances of your updated "old" year with the beginning balances of your "new" year. This is the process used to record auditor's adjustments.

**Bank Reconciliation:** The procedure you follow for reconciling the bank statement that contains the last activity of your ledger year depends on whether or not your bank statement is for a calendar month (the 1<sup>st</sup> thru the last day of the month) or a fiscal month (some cutoff other than the end of the month). *It is highly recommended that you ask your bank to switch your statement to calendar months if it is not already so.*

- **Calendar Month** – If you have already performed an annual close, make sure you [use the "old" ledger file](#) for your reconciliation (see [Bank Statement](#) procedures above). Print and file an Outstanding Item list for auditing.
- **Fiscal Month** – If your bank statement cutoff is other than the end of the month then it contains activity for two ledger years. If there are unposted bank charges/credits on the bank statement for the "old" year, post them to the ["old" ledger year](#) (if you have already performed an annual close you will need to perform an [annual re-close](#) to update the account balances on the "new" year after you post entries to the "old" year ledger).

If you are required to have a strict year-end reconciliation cutoff, perform [GL Account Reconciliation](#) on the ["old" year ledger](#) using the bank statement balance *as of the end of your ledger year* for the "Ending Balance", clear only items dated up to your ledger year end date, print and file an Outstanding Items list for auditing, then continue.

In all cases, if you have not yet performed an [annual close](#) wait until you do so before continuing. Once you have performed an annual close, post any unposted bank charges/credits on the bank statement for the "new" year, then follow the [Bank Statement](#) procedures above. Print and file an Outstanding Item list for auditing.