

This is a chapter from the LUCIS Helps. The links do not work in pdf format. Use the LUCIS Helps for full functionality.

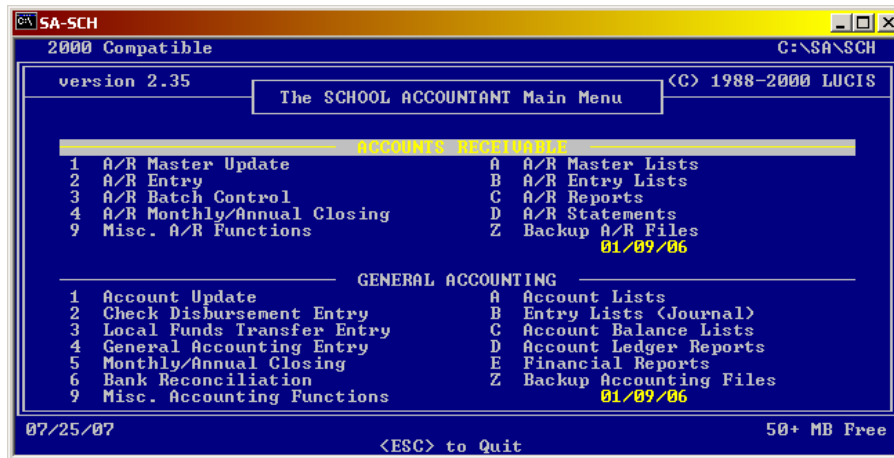
[Home](#) [Menus](#) [Ledger](#) [Accounts](#) [A/R Accounts](#) [Address Book](#)
[Entries](#) [Queries](#) [Close](#) [Aging](#) [Reconcile](#) [Reports](#) [Misc](#)

LUCIS Software Orientation for The School Accountant User

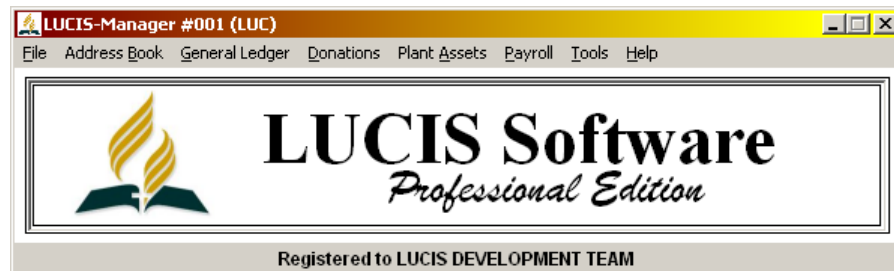
A number of differences exist between The School Accountant and the new LUCIS Software Standard Plus Edition. This chapter will compare the two and help you understand how to get around in the new LUCIS Software from the perspective of a School Accountant user. This document assumes use of the LUCIS Standard Plus [Edition](#) with [ledger level](#) IV which have comparable features to The School Accountant – higher editions have more advanced features.

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

The School Accountant menu is made up of two distinct modules: Accounts Receivable and General Accounting. The combined menus for both modules are on the Main Menu page.



The LUCIS Software has a manager screen that is available the entire time the software is active and is used to activate specific functions. Its menu contains a primary entry for each module – only modules covered by your license will appear.



The primary modules used for schools are the [Address Book](#) module (used for patron and vendor names and addresses), and the [General Ledger](#) module (accounts receivable is integrated). Clicking on a menu item will cause a drop-down menu to display the menu choices for that module – the menu choices are equivalent to the number and alphabetic selections in The School Accountant.

General Ledger [\(Back to Top\)](#)

The LUCIS General Ledger module is the replacement for both The School Accountant Accounts Receivable and General Accounting modules.

The School Accountant maintained a subsidiary ledger for accounts receivable managed by the Accounts Receivable module. Accounts receivable activity was represented by control accounts in the general ledger. The required synchronization between the two modules presented some problems over the years. The new LUCIS Software has accounts receivable as a integrated part of the general ledger to avoid these problems.

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

Other than accounts receivables ([discussed below](#)), an individual familiar with The School Accountant chart of accounts should be comfortable with the new chart of accounts.

Ledger accounts were set up and edited in The School Accountant using the Account Update ([#1 in the General Accounting menu](#)). [GL Account Editor](#) is the new equivalent.

Banking Account – The School Accountant tracked check numbers for a single bank account. The LUCIS Software allows you to track check numbers for as many bank accounts as needed. Once initialized check numbers are automatically maintained by [GL Payments Entry](#).

Budget – Like The School Accountant you may enter budget amounts for the current year as well as budget amounts for the next year. The "Next Year" budget will automatically become the "Current Year" budget in the new year after annual closing.

The School Accountant assumed an even 1/12 monthly budget distribution. Level IV (Standard Plus) ledgers provide an additional [months checked option](#) (not illustrated) that allows you to indicate which months should be included for budget distribution. This can be used with income or expense accounts and is useful for seasonal activity such as tuition, heating, insurance, etc..

Account Lists – [GL Account Lists](#) (under [GL Reports](#)) is the replacement for A/R Master Lists and Account Lists ([#A in Accounts Receivable and Accounting sections](#)) of The School Accountant.

Accounts Receivable: Patron IDs are now general ledger account numbers. To make the conversion between patron IDs to account numbers required imposing rules on acceptable IDs when running [SAExport](#). The account number for a given patron is created during the SAExport process by using the ledger control account for the patron (part of the patron information updated in A/R Master Update -- [#1 under Accounts Receivable](#)) plus four digits from the patron ID.

The ledger control account for each patron supplies the integer portion of the new patron account number. Four digits from the patron ID is used for the decimal portion of the new patron account number. The actual four digits used depends on the highest numeric value used for the original patron IDs. The following illustrate conversion examples to help you find your accounts after conversion:

Highest original patron ID > 999 (no decimal digits allowed in original IDs):

- Patron 132 with ledger control 21.1 = account 21.0132
- Patron 4926 with ledger control 22.1 = account 22.4926

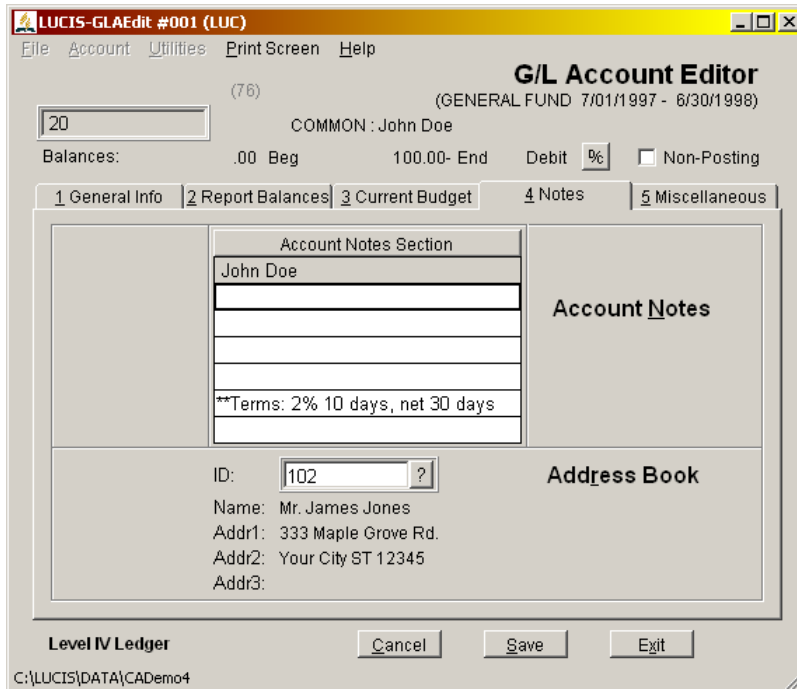
Highest original patron ID between 100-999 (one decimal digit allowed in original IDs):

- Patron 52 with ledger control 21.1 = account 21.052
- Patron 44.2 with ledger control 21.1 = account 21.0442
- Patron 123 with ledger control 22.1 = account 22.123

Highest original patron ID < 100 (no original ID restrictions)

- Patron 32 with ledger control 21.1 = account 21.32
- Patron 44.2 with ledger control 21.1 = account 21.442
- Patron 23.45 with ledger control 22.1 = account 22.2345

The billing names and addresses for ledger level IV (Standard+) accounts receivables are kept in an [Address Book](#). During the conversion your patron addresses were imported to an address book you created. Address IDs are independent of the account numbers (address IDs are assigned by the software as a distinct identifier for each address – you typically access addresses by name). Each accounts receivable account was automatically "linked" to its address during conversion. This "linkage" is maintained by [GL Account Editor](#).



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

The LUCIS Address Book is used for both vendors and accounts receivable/payable addresses. During conversion from The School Accountant both types of addresses were imported to an address book you created.

Wherever you are expected to reference an address a **?** button will be present to allow access to the [Address Query](#) (type 2 or 3 characters of the name before accessing the query to start at that alphabetic location). Click **Select** or press [Enter] to use the highlighted address – it will be transferred to the entry program.

The screenshot shows two overlapping windows. The top window is titled "LUCIS-GLReceipts #001 (LUC)" and contains a "G/L Receipts Entry" form. The bottom window is titled "LUCIS-ADLookUp #001 (LUC)" and contains an "Address Query" table.

G/L Receipts Entry (GENERAL FUND 1/01/2004 - 12/31/2004)

CR Cash Receipts
 Cash/Bank Account: [?]
 Received From: [Name] [land] [ID/Ref2] [?]
 Date: 7/31/2007 [?]
 Number: CR [?]
 Amount Received: [?]
 Addr1: [?]
 Addr2: [?]

Address Query (Vendors Address Book)

Addr ID	Address Name	City	St/Prov	Postal Code
103	Anderson, Mary	Your City	ST	12345
112	Big Box Store	Any City	ST	12345-6789
107	Brown, Ralph	Your City	ST	12345
110	DeGraph, Monte	Your City	ST	12345
111	Doe Jr, John R	Any City	XX	12345
106	Electric Company	Your City	ST	12345
102	Jones, James	Your City	ST	12345
109	McDonald, Larry M.	Your City	ST	12345
108	Phone Company	Your City	ST	12345
104	Quinn, Robert W.	Your City	ST	12345

Street Address for ID 103: 940 Hill Crest Ln.
 [Select] [Add] [Edit] [Exit]
 C:\Lucis\DATA\AddressBook

If the address you are looking for is not in the address book, click **Add** to start [AD Address Editor](#) to add it (the Address Editor can also be started from the main [Address Book menu](#)). Click **Edit** use the Address Editor to edit the address entry highlighted in the Query.

The screenshot shows the "LUCIS-ADAEDIT #001 (LUC)" window, titled "AD Address Editor (Vendors Address Book)".

ID: 111 [?]
 Original Entry: 6/06/2007
 Modified: 6/06/2007 by LUC re:
 New Ref: [?]

1 Name/Address | 2 Notes | 3 User Codes | 4 Miscellaneous

Name/Address

Name *: John R /Doe Jr
 Address1: 123 Evergreen Lane
 Address2: [?]
 City/ST/Code: Any City /XX /12345
 eMail: [?]

* see Helps (e.g. individuals: Mr & Mrs /John R./Doe Jr organizations: Acme Waste Disposal)

Used By

Donations
 GL-AcctsRec
 GL-Other
 Payroll

User-defined Dates

User Date 1: [?]
 User Date 2: [?]

[Cancel] [Save] [Exit]
 C:\Lucis\Data\AddressBook

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

The School Accountant has three entry processes, the LUCIS Standard Plus Editions has four plus an entry import.

Payments Entry – The [GL Payments Entry](#) is the equivalent of Check Disbursement Entry ([#2 in the Accounting section](#)) of The School Accountant. Each payment can include up to 99 lines of account distribution. Checks may be printed and posted or, if already written manually, just posted.

Accounts	Amount
1 708.52 CH-EXP : Ch.Office Supplies	42.52
2	?
3	?
4	?
5	?
6	?
7	?
8	?
9	?
10	?

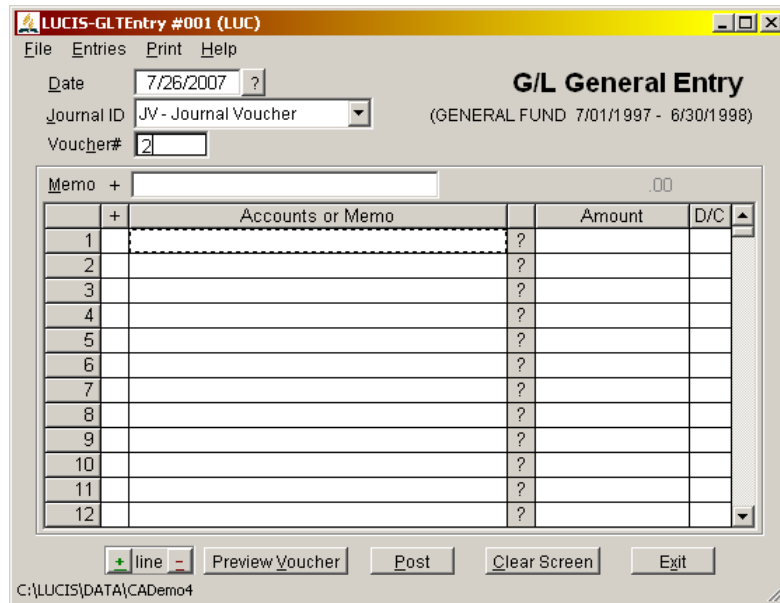
Receipts Entry – [GL Receipts Entry](#) is the replacement for processing A/R receipts using A/R Entry ([#2 in the Accounts Receivable section](#)) of The School Accountant. The new version is not restricted for accounts receivable use and a demand receipt can be printed when desired.

Accounts	Amount
1 102.3 COMBGT : Interest Income	12.84
2	?
3	?
4	?
5	?
6	?
7	?
8	?
9	?
10	?

Transfers Entry – The new [GL Transfer Entry](#) (not illustrated) feature replaces the Local Funds Transfer ([#3 in the Accounting section](#)) of The School Accountant. Besides allowing for an increase from 30 to 99 lines of entry, the new program makes setting up and using distribution templates easier and more useful and allows you to set up multiple templates whereas The School Accountant only allowed one. Additional information is also displayed to assist you making distribution decisions as you enter. Study the [helps](#) for this feature to fully understand its functionality.

General Entry – [GL General Entry](#), besides being a replacement for the General Accounting Entry ([#4 in the Accounting section](#)) of The School Accountant used for miscellaneous entries not applicable for other entry features, is also a replacement for processing student charges using the A/R Entry ([#2 in the Accounts Receivable section](#)).

The School Accountant allowed you to save reoccurring entries for each student using A/R Master Update ([#1 in the Accounts Receivable section](#)). These entries were posed using the F2-Automatic Mode of the A/R Entry ([#2 in the Accounts Receivable section](#)). The LUCIS Software, instead, allows you to save, edit, retrieve, and post reoccurring entries using the Entry Batch Manager feature of [GL General Entry](#). To accommodate the number of entries anticipated for student charges, this screen allows up to 499 lines of entry. [The Entry Batch Manager](#) is not limited to reoccurring entries for students but can be used for any reoccurring JV.



Import Entries – A new [GL Import Entries](#) feature (not illustrated) has no School Accountant equivalent. This feature is available to allow you to import general ledger entries from other sources (e.g. spreadsheets and other software, etc.). A specific import format allows the LUCIS Software to be integrated with the Hunter Systems School Minder Billing module.

Entry Lists – the [GL Entry List \(Journal\)](#) (under GL Reports) replaces A/R Entry Lists and Entry Lists (Journal) ([#B in both the Accounts Receivable and Accounting sections](#)) of The School Accountant.

Queries: [\(Back to Top\)](#)

Like the donations lookup queries, the [lookup queries](#) for the general ledger are a major feature of the new LUCIS Software. Everywhere you are required to identify an [account](#) or [entry](#) you can activate a query-lookup-search window to select one (or just find information). These queries allow you to sort and search your data to locate specific records (the query also has buttons to add new records or edit existing ones during the query process). It is well worth investing time studying the query [helps](#) to learn how powerful and useful they can be to you.

LUCIS-GLALookUp #001 (LUC)

File Print Screen Help

G/L Account Query

(GENERAL FUND 7/01/1997 - 6/30/1998)

Acct Number	Account Name	(Db)	Acct Bal	(Cr)
1	COMMON: Cash		00	
2	COMMON: Petty Cash		00	
3	COMMON: Checking Account	16,087.36		
3.5	COMMON: Building Fund Ck.Acc		00	
4	COMMON: C.D. Mutual Fed.		00	
49	COMMON: Special Assets		00	
80	COMMON: Conference Remittance			.00
102	COMBGT: COMBINED BUDGET Balance			.00
102.1	COMBGT: Combined Budget Off.			2,290.55
102.3	COMBGT: Interest Income			488.91
102.9201	COMBGT: SABBATH SCHOOL		00	
102.9250	COMBGT: PERSONAL MINISTRIES		00	
102.9262	COMBGT: PATHFINDERS		00	
102.9364	COMBGT: STUDENT AID		180.00	
102.9708	COMBGT: CHURCH EXPENSE		2,397.54	

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LUCIS-GLTLookup #001 (LUC)

File Print Screen Help

G/L Ledger Query

(GENERAL FUND 7/01/1997 - 6/30/1998)

JOURNAL QUERY

Seq #	Date (yrd)	Ref 1	Ref 2	Memo/Description	(Db)	Amount	(Cr)	Account Name
61	1991-01-26	JV7		Deposit # 6 for 01/26/91			41.00	COMBGT: Combined B
62	1991-01-26	JV7		Deposit # 6 for 01/26/91			5.23	SABSCH: S.S. Exp.
63	1991-01-26	JV7		Deposit # 6 for 01/26/91			3.89	YTHREC: Youth Rec.
64	1991-01-26	JV7		Deposit # 6 for 01/26/91			5.00	P-MINS: PerMin Don
65	1991-01-26	JV7		Deposit # 6 for 01/26/91			5.00	CH-EXP: Ch.Expense
66	1991-01-26	JV7		Deposit # 6 for 01/26/91			22.00	BLDIMP: BldgImp.
67	1991-01-26	JV7		Deposit # 6 for 01/26/91	681.29			COMMON: CHECKING A
68	1991-01-31	JV8		Int.income		78.79	78.79	COMBGT: Interest I
69	1991-01-31	JV8		Int.income	78.79			COMMON: CHECKING A
70	1991-01-31	JV9		Spec. Path. trans.	150.00			FRUIT: PATHFD
71	1991-01-31	JV9		Spec. Path. trans.			150.00	PATHFD: FRUIT
72	1991-01-04	CP1		John Q Doe			55.00	COMMON: CHECKING A
73	1991-01-04	CP1		Church cleaning	55.00			CH-EXP: Ch.Custodi
74	1991-01-18	CP7062		Jane R Doe			30.00	COMMON: CHECKING A
75	1991-01-18	CP7062		Tapes for Pathfinders	30.00			PATHFD: Pathfdr Suppl
76	1991-01-20	CP7063		Gas Company			131.00	COMMON: CHECKING A
77	1991-01-20	CP7063		Church gas bill	131.00			CH-EXP: Ch.Utiliti
78	1991-01-20	CP7064		Power & Electric Co			42.16	COMMON: CHECKING A
79	1991-01-20	CP7064		Church electric bill	42.16			CH-EXP: Ch.Utiliti
80	1991-01-20	CP7065		Kinko's			18.42	COMMON: CHECKING A

C:\LUCIS\Data\CADemo3

LUCIS-GLTLookup #001 (LUC)

File Print Screen Help

G/L Ledger Query

(GENERAL FUND 7/01/1997 - 6/30/1998)

3 COMMON: Checking Account

Seq #	Date (yrd)	Ref 1	Ref 2	Memo/Description	(Db)	Amount	(Cr)	Acct Bal (Db)
12	1991-01-01	JV1		Start up balances		15,106.09		15,106.09
28	1991-01-05	JV2		Deposit # 1 for 01/05/91		1,191.06		16,297.15
41	1991-02-01	JV3		Deposit # 2 for 02/01/91		898.24		17,195.39
51	1991-01-19	JV4		Deposit # 3 for 01/19/91		1,132.51		18,327.90
53	1991-01-24	JV5		Deposit # 4 for 01/24/91		2,255.50		20,583.40
55	1991-01-24	JV6		Deposit # 5 for 01/24/91		548.00		21,131.40
67	1991-01-26	JV7		Deposit # 6 for 01/26/91	681.29			21,812.69
69	1991-01-31	JV8		Int.income		78.79		21,891.48
72	1991-01-04	CP1		John Q Doe			55.00	21,836.48
74	1991-01-18	CP7062		Jane R Doe			30.00	21,806.48
76	1991-01-20	CP7063		Gas Company			131.00	21,675.48
78	1991-01-20	CP7064		Power & Electric Co			42.16	21,633.32
80	1991-01-20	CP7065		Kinko's			18.42	21,614.90
82	1991-01-20	CP7066		Forever Flowers			8.00	21,606.90
84	1991-01-20	CP7067		Conference of S.D.A.			257.50	21,349.40
87	1991-01-20	CP7068		Adventist Book Center			52.42	21,296.98
90	1991-01-24	CP7069		Golden Harvest Fruit Co.			2,772.67	18,524.11
92	1991-01-25	CP7070		Dave Herrina			25.00	18,499.11
94	1991-01-31	CP7071		Bell Telephone			26.19	18,472.92
96	1991-01-31	CP7072		Conference of S.D.A.			3,208.31	15,264.61

C:\LUCIS\Data\CADemo3

Monthly/Annual Close [\(Back to Top\)](#)

The [GL Monthly/Annual Close](#) is the LUCIS equivalent of The School Accountant Monthly/Annual Closing ([#5 in the Accounting section](#)) and the A/R Monthly/Annual Close ([#4 in the Accounts Receivable section](#)). Like The School Accountant the new LUCIS Software requires a monthly close to generate monthly amounts for reports. Unlike The School Accountant the monthly close does not automatically age accounts receivable (see Aging below).

The screenshot shows the 'G/L Monthly/Annual Close' window for 'GENERAL FUND 1/01/2006 - 12/31/2006'. It features a 'Selection' section with three radio buttons: 'Close/Reclose selected month' (selected), 'Clear Monthly Closing for selected month', and 'Close/Reclose Year'. A 'Detail' section includes a text box for 'Month to close 1-12 (Month)' containing '01', an 'Entry cutoff for month' box with '0', and checkboxes for 'List Budget Amounts' (unchecked) and 'List Zero Balance Accounts' (checked). On the right, a 'Closed Months' table lists fiscal months from '0 = Beg. Bal.' to '12 = Dec '06', with a legend indicating that a checked box means 'Closed'. The 'Run' and 'Exit' buttons are at the bottom.

Fiscal Months	(Trans#)
0 = Beg. Bal.	
1 = Jan '06	<input type="checkbox"/>
2 = Feb '06	<input type="checkbox"/>
3 = Mar '06	<input type="checkbox"/>
4 = Apr '06	<input type="checkbox"/>
5 = May '06	<input type="checkbox"/>
6 = Jun '06	<input type="checkbox"/>
7 = Jul '06	<input type="checkbox"/>
8 = Aug '06	<input type="checkbox"/>
9 = Sep '06	<input type="checkbox"/>
10 = Oct '06	<input type="checkbox"/>
11 = Nov '06	<input type="checkbox"/>
12 = Dec '06	<input type="checkbox"/>

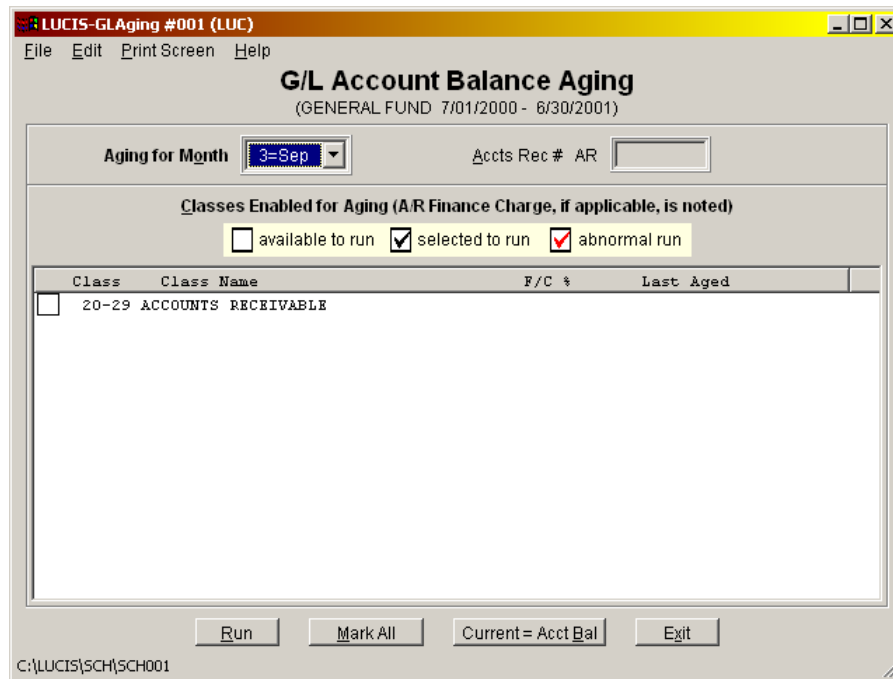
The annual close sets up a ledger for the new year. However, unlike The School Accountant that only maintained ledger detail for three years (current, last, and previous), the new software will maintain ledger detail indefinitely.

The screenshot shows the 'G/L Monthly/Annual Close' window for 'GENERAL FUND 1/01/2006 - 12/31/2006' in 'Annual Closing' mode. The 'Selection' section has three radio buttons: 'Close/Reclose selected month', 'Clear Monthly Closing for selected month', and 'Close/Reclose Year' (selected). The 'Detail' section shows 'Source Ledger (use File menu to change source ledger if needed)' as 'C:\LUCIS\DATA\GL Church 2006 (III)' and 'Next year ledger filename (destination)' as 'C:\LUCIS\DATA\GL Church 2007 (III)'. The 'Run' and 'Exit' buttons are at the bottom.

Accounts Receivable Aging [\(Back to Top\)](#)

Accounts Receivable Aging was automatically performed during A/R Monthly Closing ([#4 in the Accounts Receivable section](#)) in The School Accountant which also posted optional finance charges. The General Accounting Monthly closing ([#5 in the Accounting section](#)) was a totally separate step.

Accounts receivable are now integrated into the general ledger in the new LUCIS Software. Since a monthly closing is commonly performed more than once during the month leading up to a final close, automatically performing an aging at the same time would create problems. Therefore, the new LUCIS Software has a separate [GL Account Aging](#) so you can control when aging is performed. This would typically be performed immediately before running [account statements](#) for the month, not necessarily at the same time you close the month for accounting purposes. Finance charge is not currently available for ledger level IV (Standard Plus).



The Reset Aged Balances to Current feature in the A/R Miscellaneous functions ([#9 in the Accounts Receivable section](#)) is also covered by [GL Account Aging](#). This feature will reset all accounts receivable accounts to current when needed or desired. This is usually done if aging has not been performed and you wish to start or, if as a consequence of not running aging regularly on a monthly basis, the aging amounts are no longer correct.

A/R Aging Reports – [GL Aging Reports](#) replaces The School Accountant A/R Reports ([#C in the Accounts Receivable section](#)).

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

[GL Account Reconciliation](#) is the equivalent of The School Accountant Bank Reconciliation ([#6 in the Accounting section](#)). It should be run whenever you receive a statement from your bank.

Seq#	Date	Ref 1	Ref 2	Memo/Description	Amount (Db)	Amount (Cr)
465	5-18-1991	JV37		Deposit # 23 for 05/18/91	594.18	
466	5-01-1991	CP7128		Man of War		68.00
468	5-08-1991	CP7129		Donna Whatsit		40.00
470	5-08-1991	CP7130		Kinko's		23.28
472	5-08-1991	CP7131		Business Center		24.19
474	5-08-1991	CP7132		Design In Worship		27.36
476	5-08-1991	CP7133		Sewage Utility Office		3.57
478	5-08-1991	CP7134		Forever Flowers		34.00
480	5-08-1991	CP7135		Adventist Book Center		228.52
483	5-08-1991	CP7136		Church School		290.00
485	5-08-1991	CP7137		Clifford Whatshisname		55.00
487	5-10-1991	CP7138		Man of War		4.90
489	5-15-1991	CP7139		Man of War		200.00
491	5-20-1991	CP7140		Man of War		8.25
493	5-20-1991	CP7141		American Water		10.96

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

Lists and reports in The School Accountant were separated between Accounts Receivable and General Accounting. Since the new LUCIS Software has accounts receivable integrated into the general ledger their reporting is combined under GL Reports in the [General Ledger menu](#). Those not already discussed are listed below:

Account Balance Lists – [GL Account Balance List](#) replaces The School Accountant Account Balance Lists ([#C in the Accounting section](#)).

Account Ledger Reports – [GL Ledger Report](#) replaces The School Accountant Account Ledger Reports ([#D in the Accounting section](#)).

Account Statements – [GL Account Statements](#) replaces The School Accountant A/R Statements ([#D in the Accounts Receivable section](#)).

Financial Reports – [GL Financial Reports](#) provides for powerful financial reporting tool than its School Accountant counterpart ([#E in the Accounting section](#)). There are selections for each category of financial report to choose from.

Balance Sheet – this is the standard report showing Assets, Liabilities, and Net Assets (the new name for Fund Balance).

Financial Activity – the "Financial Activity STATEMENT" in The School Accountant. It lists the financial activity from the perspective of your school operation as a whole.

Function Summary – the "Financial Activity SUMMARY" in The School Accountant. It is a spreadsheet-type report showing single line for each function (i.e., local fund) with columns for balance, income, expense, transfers, etc.

Function Detail – the "Financial Activity SCHEDULES" in The School Accountant. It shows the full account detail for each function (i.e., local fund). As in The School Accountant you may select specific functions or all. The new LUCIS Software also allows you to select a range of functions.

LUCIS-GLFReports #001 (LUC)
File Print Help

G/L Financial Reports

Base Year Ledger (from File menu)
C:\LUCIS\Data\CADemo3
(GENERAL FUND 7/01/1997 - 6/30/1998)

Prior Year Ledger (leave blank if not applicable)
[] ?

Fiscal Months (Trans#)
 0 = Beg. Bal. []
 1 = Jul '97 []
 2 = Aug '97 []
 3 = Sep '97 []
 4 = Oct '97 []
 5 = Nov '97 []
 6 = Dec '97 []
 7 = Jan '98 [X] (97)
 8 = Feb '98 [X] (189)
 9 = Mar '98 [X] (333)
 10 = Apr '98 [X] (429)
 11 = May '98 [X] (531)
 12 = Jun '98 [X] (629)
 [X] = Closed

For Fiscal Month [12] June [] Multi-Fund

Financial Report Options

Balance Sheet [X] BS 2-4 TD : Balance Sheet YTD: BaseYR PriorYR [v]
 Financial Activity [X] FA 2-4 AA+ : Inc/Exp/Trans Activity: 2yr Actual +/- [v]
 Function Summary [X] FS 2-4 MOA : Basic Function Summary MONTH Actual [v]
 Function Detail [X] FD 2-4 AA+ : Function Detail: 2yr Actual +/- (Pg) [v]
 Detail for Function(s) [0] thru [999999999]

[Create Report(s)] [Exit]

C:\LUCIS\Data\CADemo3

Miscellaneous ([Back to Top](#))

The School Accountant had several miscellaneous accounting functions ([#9 in the Accounting section](#)) and a Backup ([#Z in the Accounting sections](#)). Their equivalents are as follows:

1) **Organization and Printer Controls** – the organization name and address are maintained using the [Company Info Editor](#) in the [File menu](#) of the main LUCIS Manager window. Printer controls are not applicable in the new LUCIS Software. The closest equivalent is the Print Setup under [Advanced Tools](#) of the [Tools menu](#) of the main LUCIS Manager window.

2) **Update Accounting Controls** – this feature was used to identify the most active checking account and the ledger fiscal. [GL Ledger Controls Editor](#) is the new equivalent with a few added items.

3) **Re-index Accounting Files** – there is no equivalent in the new software (see #4 below).

4) **Verify Account Ledger** – [GL Verify Ledger Data](#) is a more powerful equivalent.

5) **Edit Account Transactions** – [GL Entries Editor](#) is an easier to use equivalent.

6) **List Unused Accounts** – there is no equivalent yet in the new software.

7) **Reverse Annual Closing** – this feature was needed because of the design of The School Accountant (it maintained only three rotating years of general accounting data). The design of new LUCIS Software allows you to keep an infinite number of years of accounting data and does not require you to reverse the annual closing to remove an inappropriate "current" year. A Delete feature in the [File menu](#) of the [LUCIS Software Manager](#) is used instead.

Backup – A new, more flexible backup feature, [GL Backup Ledgers](#), replaces The School Accountant [#Z Backup Files](#) (both the Accounts Receivable and Accounting sections).

Vendor Names/Addresses – Vendor names and addresses were exclusively accessed and maintained from the Payee entry area of Check Disbursement Entry ([#2 in the Accounting section](#)) in The School Accountant. Since this feature was somewhat hidden many did not know of its existence. The new LUCIS Software has a separate [Address Book](#) module for names and addresses. Schools use this for both vendors and accounts receivable addresses (see [Address Book](#) above). Various address lists can be produced from this module.