

FOR
SCHOOL
TREASURERS
ONLY



School Month Processing Using LUCIS Software

1. Charge monthly tuition to student accounts.
2. Print and mail student accounts.
3. Post all bank deposits.
4. Post all checks written.
5. Record journal vouchers.
 - a. Tuition charges for the month
 - b. Bank interest earned
 - c. Bank service charges
 - d. Auto pay deductions on bank statement.
6. Reconcile the bank account each month. See instructions in white section.
7. Close the month financial activity.
8. Run aging on accounts receivable balances.
9. Print financial reports for school board.
10. Do a backup.



Most computer work for school treasurers is done in the General Ledger. That is why the Donations menu is not available for schools. However, if your school does accept true donations, please let your auditor know as a different key can be used which will give the school that option.

Charging Tuition to Student Accounts

To charge monthly tuition to student accounts:

1. In the LUCIS program, go to the General Ledger tab.
2. Select GL General Entry.
3. Select Entries.
4. Select Entry Batch Manager.

Entry Batch Manager

You can save entries in a template form to retrieve at a later time for posting. This feature is helpful for monthly tuition charges, monthly distribution of worthy student funds, bank interest earned, etc. The first step is to set up the template for later use.

In the General Ledger menu, go to GL General Entry. Leave the Voucher # blank so that at the time of use the next sequential voucher number will be filled in. In the memo section type in an appropriate memo (monthly tuition, for example). Remember a memo will repeat for all account numbers listed AFTER the memo until you add a new memo line by entering the + sign to the left of the account number. Enter the repeating entry by typing in the account number, amount and indicate either a debit or credit to that account. (Helpful hint: A debit indicates a charge to a student account.) You will need to have equal debits and credits to balance the entry. With the tuition entry you can debit all the student accounts individually, then make one credit entry to Tuition Income. When you have all the data entered for the transaction, click on "Batch" in the lower left portion of the screen. Type in a name for this entry and then click on "Save". You will be asked to verify that you are ready to save the entry. You have not posted the entry at this time, all you have done is save the template. If you would like to post this entry now, click on "Post" in the lower portion of the screen. When you want to post this entry at a later time, you will need to go to the GL General Entry in the General Ledger menu. Click on "Batch" in the lower left of the screen. In the Name field, use the drop down menu and click on the name of the entry you wish to retrieve. Click on "Retrieve". You will now see your entry template on the screen. You may edit if needed at this time, and then click on "Post" when you are ready to have this entry entered into the General Ledger. Editing at this time will not update your template, it will only edit for that entry.

If you need to edit or change a template that you have saved, in the General Ledger, go to GL General Entry, click on "Batch" in the lower left of the screen and retrieve the template you wish to modify. Make the changes you want to save (example – adding a new student, deleting an existing student. You will also need to change the total of the entry – the entry always needs equal debits and credits. Modifying the template does not post the entry, it only changes the template. You will need to post the entry when you want it to be entered into the General Ledger. Edit the template and then click on "Batch" in the lower left of the screen. Your entry name will appear in the "Name" field. Click on "Save". You will get a message that the entry by that name already exists, do you want to replace it? Answer appropriately.

Date ?
 Journal ID
 Voucher#

G/L General Entry

(GENERAL FUND 7/01/2010 - 6/30/2011)

Balance Adjustment Mode

Entry Batch Manager

Name (limit 12 char)

Tuition >>> 21.1 COMMON : Sam Snead

(Enter or Select a ** Entry Batch Name to Save, Retrieve, or Delete)

Date ? (TUITION)
 Journal ID
 Voucher#

G/L General Entry

(GENERAL FUND 7/01/2010 - 6/30/2011)

Balance Adjustment Mode

Memo	+	Tuition		.00
	+	Accounts or Memo		Amount D/C
1		320.21 OPER : Tuition	?	1,645.00 Cr
2		21.1 COMMON : Sam Snead	?	235.00 Db
3		21.3 COMMON : Robert Rudolph	?	235.00 Db
4		21.5 COMMON : Abby Lane	?	235.00 Db
5		21.6 COMMON : Bethany Babcock	?	235.00 Db
6		21.7 COMMON : Shelley Smith	?	235.00 Db
7		21.8 COMMON : Emma Estrand	?	235.00 Db
8		21.9 COMMON : Jeff Jones	?	235.00 Db
9			?	
10			?	
11			?	
12			?	

1. General Ledger / General Entry
2. Batch (at bottom). Select the template to use or create a new template.
3. Retrieve if template is saved.
4. Record any changes necessary. Post

Print and Mail Student Statements

1. Go to the General Ledger tab.
2. Select GL Reports.
3. Select GL Account Statements. Edit as desired for printing of statements.
4. You may enter a message to appear on statements. You may select 1 column or 2 columns for charges/credits. Select print option to have school name printed. Select student account numbers to print. Click on the "?" to see list of accounts and select.

Indicate which fiscal months are to be included on the statement.

5. When done editing the screen, select Create Report.
6. Select print when ready to print.

G/L Account Statement Report (GENERAL FUND 7/01/2010 - 6/30/2011)

Statement Date ?

Address Source ▾

Text Options

Print Return Address

Pretend School
Somewhere

Print Message

You can add a reminder or special message

Statement Type

 ▾

Closed Months

Fiscal Months	(Trans#)
0 = Beg. Bal.	
1 = Jul '10	<input checked="" type="checkbox"/> (6)
2 = Aug '10	<input checked="" type="checkbox"/> (36)
3 = Sep '10	<input checked="" type="checkbox"/> (67)
4 = Oct '10	<input checked="" type="checkbox"/> (101)
5 = Nov '10	<input checked="" type="checkbox"/> (141)
6 = Dec '10	<input type="checkbox"/>
7 = Jan '11	<input type="checkbox"/>
8 = Feb '11	<input type="checkbox"/>
9 = Mar '11	<input type="checkbox"/>
10 = Apr '11	<input type="checkbox"/>
11 = May '11	<input type="checkbox"/>
12 = Jun '11	<input type="checkbox"/>

= Closed

Selection Criteria

Beginning Student ↓

↓ *Last Student*

Account(s) ? ?

Fiscal Month(s) ? (1-12) ? (1-12)

NOTE: Report will include accounts within the selected account range.

Report Options

- Include zero balance accts with entries
- Include zero balance accts without entries
- Include Non-zero balance accts without entries
- Include ** lines from account notes
- Include aging information line

Create Report

Exit

Pretend School

Somewhere

← School

TRANSACTION STATEMENT

1/24/2011

↑
Date printed

John Phillips

← Parent

Page: 1
21.1
Sam Snead

← Student

Amount Due : 0.00 (as of 06/30/2011)

Date	Ref	Description	Debits	Credits	Balance
21.1		(Activity for Months 1-12) BALANCE FORWARDED			0.00 *
08/15/2010	JV3	Registration Fees 2010-11	240.00		240.00
08/15/2010	JV4	Tuition- August 2010	235.00		475.00
08/17/2010	JV5	Deposit 8/17/2010		240.00	235.00
08/17/2010	BD1	Deposit 8/22/2010		200.00	35.00
09/13/2010	JV6	9/30/10 Deposit		45.00	10.00-
09/02/2010	JV7	Tuition	235.00		225.00
09/24/2010	JV8	9/24/2010 Deposit		225.00	0.00
10/01/2010	JV10	Tuition	235.00		235.00
10/08/2010	JV11	October Deposit		235.00	0.00
11/01/2010	JV13	Tuition	235.00		235.00
11/12/2010	JV14	Deposit		235.00	0.00
		AMOUNT DUE			0.00 *

Sample
Statement

Adding New Students

To add a new student to your ledger you must add the student information as well as the billing information for the account.

- General Ledger, Account Organizer.
- Click on the + to the left of the accounts 20-29 ACCOUNTS RECEIVABLE to view account numbers currently in use.
- Determine which number you want to use for this new account – remember, 21.XXXX are current student accounts.
- Highlight 20-29 ACCOUNTS RECEIVABLE, then click on “Add” in the lower left portion of the screen.
- Type in the new account number – again remember, 21.XXXX are current student accounts.
- Click on Enter.
- The G/L Account Editor screen will be showing. In the account field, type in the student name, click enter, and type in an abbreviation (usually the student’s last name).
- Click on “4 NOTES” tab.
- In the Accounts Notes section you may type in information you would like to save about this student such as telephone number, birthdate, etc.
- In the Address Book section click on the ? to set up a billing address.
- The Address Query screen will come up. If a new billing address is needed, click on “Add” at the bottom of the screen. The AD Address Editor screen will come up,.
- A “Reference” is not needed, but may be filled in if you wish.
- Type in the billing address name and address. Remember to use / between the first and last names, and between city, state, and zip.
- Click on “Save” at the bottom of the screen.
- The Address Query screen now shows and the new address is highlighted.
- Click on “Select” and the new billing address number is filled in on the GL Account Editor screen.
- Click on “Save” at the bottom of the screen. The new student account number is ready for use.

Updating the Saved Tuition Template

If you have already saved a tuition template in the Entry Batch Manager and need to edit that saved entry:

In the General Ledger Menu

Go to GL General Entry

Click on "Entries" in the upper left portion of the screen

Click on "Entry Batch Manager:

In the Name field, use the drop down to see the entries you have saved

Click on the name of the entry you want to edit and then click on "Retrieve"

Your template is now on your screen

Edit the information as needed

To delete an entire line of the entry –

Click on the account number and name to delete- it is now highlighted

Click on the – sign just to the right of the word "line" in the lower left portion of the screen – the entire line is deleted

To add an entire line in –

Put the cursor where you want the new line to appear

Click on the + sign just to the left of the word "line" in the lower left portion of the screen – you will now see an entire blank line that you can type in the account number and amount and indicate that it is either a debit or credit to the entry

To change an amount on an existing line –

Click on the amount so it is highlighted

Type in the new amount

To change from a debit to credit or credit to debit –

Click on the Db or Cr so it is highlighted

Type in the new designation

Don't forget that when you change an amount, you may also need to change the total amount for the entry. For example – if you add in a new student tuition charge, you will need to change the total tuition credit for the batch.

Re-numbering Accounts Receivable from current year status to previous year status

In the LUCIS software program an Accounts Receivable number of 21.XXXX indicates that this student account balance is owed for the current school year. A 22.XXXX indicates that this student account balance is owed for a previous school year. In the beginning of a new fiscal year you will want to move the student account balances to reflect the correct status of the account.

In the General Ledger menu

Go to GL4 – Move Account Balances. The G/L Move Account Balance screen will show. In the “From Prime Account” field type in 21 for the just finished school year accounts. In the “To Prime Account” field type in 22 to move the account balance to prior school year status. You may have to add account 22. To do this, click on ? to the right of the To Prime Account field. The G/L Account Query screen shows up. If you do not see account 22, click on “Add” in the lower left portion of the screen. The G/L Account Organizer screen shows. Highlight 20-29 ACCOUNTS RECEIVABLE. Click on “Add” in the lower left portion of the screen. The G/L Account Editor screen now shows. Type in 22 for an account number. Hit enter or click on OK. The G/L Account Editor screen shows. In the Account field, type in PRIOR YEAR STUDENTS or A/R STUDENTS – PRIOR YEAR, A/R STUDENTS – 2009-2010, or another appropriate title for your ledger. Fill in an Abbreviation for your account name. Click on “Save” in the lower portion of the screen. You will get a message that the Address is Missing for this account – do you want to add it now? Click on “No” (this account does not need to be linked to a billing address). The screen goes back to the G/L Account Organizer. Close that screen. You will now see the G/L Account Query screen. Highlight the new account number if it is not already highlighted. Click on “Select” at the bottom of the screen. The G/L Move Account Balance screen is now showing. Click on “Display Accounts” on the right side of the screen. Put a check mark in the box to the left of the accounts that you want to move to prior year status. You may either type an “x” in the box or double click with the mouse to enter the check mark. When you have all the accounts selected that you want to move, click on “Post” at the bottom of the screen. You will get a message that a temporary data backup to your hard drive will occur. Click OK. You will be asked if you are ready to post – click on Yes. A Journal Voucher is generated and will show on your screen. You may print this voucher if you wish or just close that screen. You will get a message that “Posting is Complete, press any key”. Click on OK. Close the G/L Move Account Balance screen.

If you look at the account balances you will now see that for the account balances that you moved, the 21.XXXX account has a zero balance and the 22.XXXX account has the balance owed for the 2009-2010 school year.

Posting Bank Interest Earned

You can post the interest earned on bank accounts using the GL Receipts Entry screen in the General Ledger menu.

- 1) From the CR Cash Receipts field use the drop down menu to select JV Misc Receipts. You will get a message that the JV# does not match the displayed # on the screen. Do you want to replace....? Answer Yes. (You do want a Journal Voucher number tied to this entry)
- 2) Indicate bank account in the Receipt Account field. You may use the ? to select the bank account.
- 3) In the Received from field, type in the name of the bank.
- 4) Edit the date as necessary.
- 5) Fill in the amount of interest that was added to your bank account.
- 6) Type appropriate message in the memo field – usually the date the interest was added.
- 7) In the account field, type in the account that is to be credited with the interest. (example – 102.3 Interest Earned, 904.2 Building Fund Interest, etc.)
- 8) Type in the amount of interest.
- 9) Click on the Post button at the bottom of the screen.
- 10) The interest has now been added to your records on the computer.

If this is a regularly occurring entry, you may save the template by using the “Batch” feature at the bottom of the screen.

Posting Bank Charges or Auto Pays

You can post the bank charges (NSF fees, charges for printing checks, etc.) and auto pays (debit card charges, ACH payments, etc.) using the GL Payments Entry Screen.

- 1) From the CP Check Payments field, use the drop down menu to select JV Misc Payments. You will get a message that the JV# does not match the Check # on the screen. Do you want to replace ...? Answer Yes. (You do want a Journal Voucher number tied to this entry, not a check number)
- 2) The Source Account is defaulted to your checking account. Make sure that is the account you want to make this entry to. If not, use the ? to select the account you want to use.
- 3) Type in the name of the bank in the name field.
- 4) Edit the date as necessary.
- 5) Type in the amount of the charge.
- 6) Fill in an appropriate memo for this charge.
- 7) Type in the account you wish to debit for this charge. You may use the ? to select the account if you wish.
- 8) Type in the amount of the charge.
- 9) Click on the Post button at the bottom of the screen.
- 10) The charge has now been deducted from your records on the computer.

If this is a regularly occurring entry, you may save the template by using the “Batch” feature at the bottom of the screen.

Sample Available

Date 5/23/2012 ?
 Journal ID JV - Journal Vouchers
 Voucher# 3

G/L General Entry

(GENERAL FUND 7/01/1998 - 6/30/1999)

Balance Adjustment Mode

Memo	+	Accounts or Memo		Amount	D/C
		April Interest		.00	
1		3 COMMON : Checking Account	?	2.24	Db
2		430.3 OP : Interest Income	?	2.24	Cr
3			?		
4			?		
5			?		
6			?		
7			?		
8			?		
9			?		
10			?		
11			?		
12			?		

Posting Interest Sample

1. GL General Entry
2. Fill out screen above
3. Post

EP - Electronic Payments
 Bank Account 3 ? COMMON : Checking Account

G/L Payments Entry

(GENERAL FUND 7/01/1998 - 6/30/1999)

69,231.88 Bal

Payee ID/Ref2 @113 ?
 Name Fifth Third Bank ?
 Addr1 Lansing MI
 Addr2
 Date 5/23/2012 ? EP 1
 Payment Amount 25.00

Memo	+	Accounts or Memo		Amount	
		April Service Charge		25.00	
1		430.58 OP : General Operating Expense	?	25.00	
2			?		
3			?		
4			?		
5			?		
6			?		
7			?		
8			?		
9			?		
10			?		

Posting Charges Sample

1. GL Payments
2. Top lefty --change from CP to EP
3. Fill in screen as if you were entering a check paid
4. Post

Post Bank Deposits

1. Go to the General Ledger.
2. Select GL General Entry.
3. Do not change the voucher number. It should be the next entry number.
4. In the memo field type in the description of the entry. Example: "May 9, 2012 deposit".
5. In the accounts or memo field, type in account number checking account number such as 3.0 or 3.1, the amount of the deposit, then a D for debit.
6. Enter the corresponding credits to the entry.
 - a. To have a unique memo for each credit, type the + key in the field to the right of the sequential line number. You may now type a memo that will be used for each account number that follows. The memo line will remain the same until you input a new memo line. You can use the extra memo line to identify a check number for the student payment.
 - b. A journal voucher must always have equal debits and credits.
7. After you are satisfied with your entry, your options are:
 - a. Print Voucher – to get a paper copy of the entry. It is not necessary.
 - b. Post – record the entry in the general ledger.
 - c. Clear Screen – to erase all of this entry.
 - d. Exit – to exit the General Entry menu.

Post Checks Written

1. In the LUCIS program, go the General Ledger screen, and select GL Payments Entry.
2. Verify bank account number is correct – especially if you write checks from more than one account.
3. Verify date of check.
4. Verify check number is correct.
5. Type in Payee or use ? to select a saved vendor name and address.
6. Type in check amount.
7. Type in memo – description of why check was written.
8. Type in account number/s and amount/s.

9. Select Print option if you are printing this check as you post it. Choose either 1 stub (7" form) or 2 stubs (11" form) from the print setup menu. The print setup will remain the same until you change it.
10. Select post.

Date ?

Journal ID (GENERAL FUND 7/01/2010 - 6/30/2011)

Voucher# Balance Adjustment Mode

G/L General Entry

Memo	+	January 16, 2011 Deposit			.00
	+	Accounts or Memo		Amount	D/C
→	1	+ Home & School Fun Night	?		
	2	3.1 COMMON : Citizen's Bank - Checking	?	525.00	Db
	3	320.2955 OPER : Miscellaneous Inc	?	525.00	Cr
→	4	+ Library Fines	?		
	5	3.1 COMMON : Citizen's Bank - Checking	?	12.35	Db
	6	320.28 OPER : Library Fines	?	12.35	Cr
	7		?		
	8		?		
	9		?		
	10		?		
	11		?		
	12		?		

line Batch Print Voucher Post Clear Screen Exit

Run Aging on Account Receivable Balances

1. In the LUCIS program, select the General Ledger tab.
2. Account Aging.
3. Use the drop down menu to select the month to age.
4. You will see categories to be aged. Select which accounts you want to age.
5. Select run.

Print Financial Reports for the School Board

1. In the LUCIS program, select the General Ledger tab.
2. Select GL Reports.
3. Select GL Financial Reports.
4. The three suggested reports are:
 - a. **Balance Sheet** – click on the box next to the Balance Sheet option. Use the drop down menu to select.

BS 4 SCH TD Balance Sheet w/SCHYTD Base YR Prior YR

Print page 1 only to show total of student accounts.

- b. **Function Summary** – Click on the box next to the Function Summary option. Use the drop down menu to select.

FS 2-4 MOA:Basic Function Summary MONTH Actual

Another option in the drop down menu is for year-to-date Actual Figures. You may want YTD if you don't have monthly board meetings.

- c. **Function Detail** – Click on the box next to the Function Detail option. Use the drop down menu.

FD 2-4 MAA shows a month column, YTD column, last year YTD column.
FD 2-4 MAB shows a month column, YTD column, budget YTD column.

5. Run and print report(s).

Sample Available

G/L Financial Reports

Base Year Ledger (from File menu)
C:\LUCIS\SchDemoData\GL-Data 2010-2011
 (GENERAL FUND 7/01/2010 - 6/30/2011)

Prior Year Ledger (leave blank if not applicable)
C:\LUCIS\SchDemoData\GL-Data 2009-2010 ?
 (GENERAL FUND 7/01/2009 - 6/30/2010)

- Fiscal Months (Trans#)**
- 0 = Beg. Bal.
 - 1 = Jul '10 (6)
 - 2 = Aug '10 (36)
 - 3 = Sep '10 (67)
 - 4 = Oct '10 (101)
 - 5 = Nov '10 (141)
 - 6 = Dec '10
 - 7 = Jan '11
 - 8 = Feb '11
 - 9 = Mar '11
 - 10 = Apr '11
 - 11 = May '11
 - 12 = Jun '11
- = Closed

For Fiscal Month November Multi-Fund

Financial Report Options

Balance Sheet <input checked="" type="checkbox"/>	BS 4 SCH TD : Balance Sheet: 2YR w/Schedules
Financial Activity <input type="checkbox"/>	FA 2-4 AA+ : Inc/Exp Activity: 2YTD Actual +/-
Function Summary <input type="checkbox"/>	FS 2-4 MOA : Basic Function Summary MONTH Actual
Function Detail <input type="checkbox"/>	FD 2-4 AA+ : Function Detail: 2YTD Actual +/- (Pg)
Detail for Function(s) <input type="text" value="0"/> ? thru <input type="text" value="999999999"/> ?	

Pretend School
 Balance Sheet
 GENERAL FUND

11/30/2010 11/30/2009

ASSETS

Citizen's Bank - Checking	10,859.63	1,599.49
Citizen's Bank - Savings	503.30	507.60
Sam Snead	.00	260.00
Robert Rudolph	70.00	.00
Abby Lane	270.00	1,115.00
Bethany Babcock	725.96	1,375.96
Shelley Smith	315.00	.00
Emma Estrand	470.00	975.00-
Jeff Jones	1,874.14	390.00
Jordan Jacobs	1,000.00	1,000.00
Rachael Roberts	.25-	.25-
Total ASSETS	16,087.78	5,272.80

Lists Accounts Rec.

LOCAL FUNDS

PROGRAMS	15,861.78	5,046.80
CAPITAL FUNDS	226.00	226.00
Total LOCAL FUNDS	16,087.78	5,272.80
Total LIAB & NET ASSETS	16,087.78	5,272.80

G/L Financial Reports

Base Year Ledger (from File menu) C:\LUCIS\SchDemoData\GL-Data 2010-2011 (GENERAL FUND 7/01/2010 - 6/30/2011)	Fiscal Months (Trans#) 0 = Beg. Bal. 1 = Jul '10 <input checked="" type="checkbox"/> (6) 2 = Aug '10 <input checked="" type="checkbox"/> (36) 3 = Sep '10 <input checked="" type="checkbox"/> (67) 4 = Oct '10 <input checked="" type="checkbox"/> (101) 5 = Nov '10 <input checked="" type="checkbox"/> (141) 6 = Dec '10 <input type="checkbox"/> 7 = Jan '11 <input type="checkbox"/> 8 = Feb '11 <input type="checkbox"/> 9 = Mar '11 <input type="checkbox"/> 10 = Apr '11 <input type="checkbox"/> 11 = May '11 <input type="checkbox"/> 12 = Jun '11 <input type="checkbox"/> <input checked="" type="checkbox"/> = Closed
Prior Year Ledger (leave blank if not applicable) C:\LUCIS\SchDemoData\GL-Data 2009-2010 ? (GENERAL FUND 7/01/2009 - 6/30/2010)	
For Fiscal Month <input type="text" value="5"/> November <input type="checkbox"/> Multi-Eund	

Financial Report Options

<input checked="" type="checkbox"/> Balance Sheet	BS 2-4 TD : Balance Sheet 2YR
<input type="checkbox"/> Financial Activity	FA 2-4 AA+ : Inc/Exp Activity: 2YTD Actual +/-
<input type="checkbox"/> Function Summary	FS 2-4 MOA : Basic Function Summary MONTH Actual
<input type="checkbox"/> Function Detail	FD 2-4 AA+ : Function Detail: 2TYD Actual +/- (Pg)
Detail for Function(s) <input type="text" value="0"/> ? thru <input type="text" value="999999999"/> ?	

Pretend School
 Balance Sheet
 GENERAL FUND

	11/30/2010	11/30/2009
ASSETS		
C-03 SCHOOL BANK ACCOUNTS	11,362.93	2,107.09
C-21 A/R STUDENTS - 2010/11	3,725.10	2,165.96
C-22 PRIOR STUDENTS	999.75	999.75
Total ASSETS	16,087.78	5,272.80
 LOCAL FUNDS		
PROGRAMS	15,861.78	5,046.80
CAPITAL FUNDS	226.00	226.00
Total LOCAL FUNDS	16,087.78	5,272.80
Total LIAB & NET ASSETS	16,087.78	5,272.80

Generic

>

G/L Financial Reports

<p>Base Year Ledger (from File menu) C:\LUCIS\SchDemoData\GL-Data 2010-2011 (GENERAL FUND 7/01/2010 - 6/30/2011)</p>	<p>Fiscal Months (Trans#) 0 = Beg. Bal. 1 = Jul '10 <input checked="" type="checkbox"/> (6) 2 = Aug '10 <input checked="" type="checkbox"/> (36) 3 = Sep '10 <input checked="" type="checkbox"/> (67) 4 = Oct '10 <input checked="" type="checkbox"/> (101) 5 = Nov '10 <input checked="" type="checkbox"/> (141) 6 = Dec '10 <input type="checkbox"/> 7 = Jan '11 <input type="checkbox"/> 8 = Feb '11 <input type="checkbox"/> 9 = Mar '11 <input type="checkbox"/> 10 = Apr '11 <input type="checkbox"/> 11 = May '11 <input type="checkbox"/> 12 = Jun '11 <input type="checkbox"/> <input checked="" type="checkbox"/> = Closed</p>
<p>Prior Year Ledger (leave blank if not applicable) C:\LUCIS\SchDemoData\GL-Data 2009-2010 ? (GENERAL FUND 7/01/2009 - 6/30/2010)</p>	
<p>For Fiscal Month <input type="text" value="5"/> November <input type="checkbox"/> Multi-Eund</p>	

Financial Report Options

Balance Sheet	<input type="checkbox"/>	BS 4 SCH TD : Balance Sheet 2YR wSchedules
Financial Activity	<input type="checkbox"/>	FA 2-4 AA+ : Inc/Exp Activity: 2YTD Actual +/-
Function Summary	<input checked="" type="checkbox"/>	FS 2-4 MOA : Basic Function Summary MONTH Actual
Function Detail	<input type="checkbox"/>	FD 2-4 AA+ : Function Detail: 2YTD Actual +/- (Pg)
		Detail for Function(s) <input type="text" value="0"/> ? thru <input type="text" value="999999999"/> ?

Pretend School
 Function Activity Summary
 Actual for Month
 GENERAL FUND

	Beg Bal 11/01/2010	Income	Expenses	Transfers	Gain/ -Loss	End Bal 11/30/2010
PROGRAMS						
F-320 OPERATING FUND	20,640.41	1,645.00	6,423.63-	.00	4,778.63-	15,861.78
Total PROGRAMS	20,640.41	1,645.00	6,423.63-	.00	4,778.63-	15,861.78
CAPITAL FUNDS						
F-936 MAINTENANCE FUND	226.00	.00	.00	.00	.00	226.00
Total CAPITAL FUNDS	226.00	.00	.00	.00	.00	226.00
OTHER NON-OPERATING						
Total FUNCTIONS	20,866.41	1,645.00	6,423.63-	.00	4,778.63-	16,087.78

**Demonstration
GENERAL FUND
GENERAL LEDGER REPORT
(Entries 0-999999)**

Trans#	Date	Ref 1	Ref 2	Description	Debits	Credits	Balance
				COMMON : Checking Account			DEBIT
				BALANCE FORWARDED			80,796.95
1	6/07/2006	JV1		Deposit for Batch #10	2,925.00		83,721.95
7	6/10/1999	CP7432		Consumers Energy		63.90	83,658.05
9	6/10/1999	CP7433		granger container		44.50	83,613.55
11	6/10/1999	CP7434		Ferrellgas		212.50	83,401.05
				END OF MONTH 1 BALANCE			83,401.05
31	6/10/1999	CP7435		MI Conf		14,169.17	69,231.88
				ENDING BALANCE			69,231.88

↑
Deposits

↑
Checks
Written

Budgets

If your church/school has an expense budget, you can input those figures into the LUCIS software and have these figures show on the monthly financial reports. Budgets can be entered either as account-by-account or as a function through the Account Budget Editor.

To enter account-by-account:

- In the General Ledger tab, go to the Account Organizer.
- Bring up the account you want to input the budget for.
- Fill in the current year budget field with the budgeted amount for the whole year.
- Go to the Current Budget tab and you can weight the budget by month, if desired. If you don't weight it, it is evenly distributed by 12 months.
- Save the data you have just entered.
- Now, when you print the financial reports, if you select a report that has a budget column, you will see the year-to-date budget figures.

To enter through the Account Budget Editor:

- In the General Ledger menu, click on GL Account Budget Editor.
- Type in the function number you want to use for budgeting (708 is a common number for church expense). You will see all the sub accounts for the function number you selected. Remember, .1000 - .3999 indicates an income account and .4000 - .7999 indicates an expense account.
- If you select Next Year Budget you will see four columns. Enter the annual budgeted amount projected in the "Next Year Budget" column. The "Current Year Budget" column shows the annual budget amount for the current fiscal year. The "Current Year Balance" shows all income and expenses for the current fiscal year that have been entered into the General Ledger. The "Previous Year Balance" column shows total expenses for the previous fiscal year completed.
- You will want to enter income amounts as positive figures and expense amounts as negative figures.
- Once you have entered budget figures you can choose to print the screen (option in upper left of screen) and/or you can save the information you entered (click on "Save" in the lower left portion of the screen). This will save the information and it will be recorded in the ledger.
- When you ask for a report with a budget column, these figures will be shown on the report. When you also print a report from GLF Reports, click on Function Detail and use the drop down menu to select FD 2-4 NXBAA. Type in the function number you want to have the report for (example 708 to 708 for Church Expense).
- Click on Create Report and print if you wish. This report has four columns. The first column is "Next Year's Budget" and shows the annual budget proposed for the next fiscal year. The second column is "Budget 1/01/12-12/31/12" and shows the current year budget for the

time period stated. The fourth column is "Actual 1/02/12 – 12/31/2012" and shows the actual income and expenses for the entire fiscal year stated.

If you also enter that goal amount as a budget for income in the General Ledger menu under Account Organizer (in the Details button for the specific account) you can print the Function Detail Report for that parent account and see how the income level compares to the goal/budgeted amount.

G/L Account Budget

(GENERAL FUND 7/01/1998 - 6/30/1999)

Function:

430

OPERATING

Budget Current Year Next Year

Enter income as positive & expense as negative

	Account ID	Account Name	Next Yr. Bgt.	Cur. Yr. Bgt.	Cur. Year Bal.	Prev. Year Bal.
1	430	OP : BAL : Balance			.00	
2	430.1	OP : INC : Income	23,000		.00	
3	430.3	OP : INC : Income	100		.00	
4	430.4	OP : EXP : Expense	22,000		.00	
5	430.58	OP : EXP : Expense	200		.00	
6		Total	45,300		.00	

Save

Clear Screen

Total Budget

Exit

CP Check Payments

G/L Payments Entry
(GENERAL FUND 1/01/2006 - 12/31/2006)

Bank Account: 3 COMMON : Checking Account 8,243.41 Bal

Payee ID/Ref2 @2 ?

Name Consumers Energy ?

Date 2/24/2012 ?

Check# CP 5619

Payment Amount 68.93

Retrieve

Memo + Consumers Energy 68.93

	+	Accounts or Memo	?	Amount
1		708.56 CHEXPS : Ch.Utilities	?	68.93
2			?	
3			?	
4			?	
5			?	
6			?	
7			?	
8			?	
9			?	
10			?	

+ line - Batch Print 2 Stubs Post Clear Screen Exit

To Retrieve a Previously Posted Expense.

1. GL Payments Entry.
2. Click on ? behind ID/Ref2. Select the correct vendor.
3. Click the Retrieve button.
4. The last payment made to this vendor will come up to the screen. The date will remain the current date and the check/voucher number will remain correct.
5. Change the Payment Amount and the Distribution Amount to reflect the correct payment amount.
6. The expense account number will automatically be entered so be sure you truly want to post this expense to the same expense account number.

File Entries Print Help
 ↑

CP Check Payments **G/L Payments Entry**
 (GENERAL FUND 7/01/2010 - 6/30/2011)

Bank Account 3.1 COMMON : Citizen's Bank - Checking 10,859.63 Bal

Payee ID/Ref2 @6 Date Check#
 Name [-] AT & T ? 5/30/2010 ? CP 2510

Addr1 Payment Amount
 Addr2 Retrieve 94.66-

Memo + [-] telephone 94.66-

	+	Accounts or Memo	?	Amount
1		320.63 OPER : Telephone	?	94.66-
2			?	
3			?	
4			?	
5			?	
6			?	
7			?	
8			?	
9			?	
10			?	

+ line - Batch Print 2 Stubs Post Clear Screen Exit

To Void or Get A Reversed Copy of a Check/JV/Misc. Payment.

1. GL Payments Entry.
2. Top left to Entries.
3. Down to Get Reversed Copy.
4. Select from current year or previous year type of payment you want to reverse.
5. Select the check number or voucher number you want to reverse.
6. Select.
7. Payment screen will be filled out exactly like it was originally posted EXCEPT it will have [-] to indicate it is being reversed.
8. Post.

Date ?
 Journal ID
 Voucher#

G/L General Entry
 (GENERAL FUND 7/01/2010 - 6/30/2011)

Balance Adjustment Mode

Memo	+	Accounts or Memo	Amount	D/C
		Transferring Between Asset A/C		.00
1	+	3.1 COMMON : Citizen's Bank - Checking	50.00	Db
2		3.2 COMMON : Citizen's Bank - Savings	50.00	Cr
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

To Transfer Funds from One Asset Account to another Asset Account

1. GL General Entry.
2. Description of why you are making this entry.
3. Debit the asset account that is GETTING the money.
4. Credit the asset account this is GIVING the money.

Date ?
 Journal ID
 Voucher#

G/L General Entry
 (GENERAL FUND 7/01/2010 - 6/30/2011)

Balance Adjustment Mode

Memo	+	Accounts or Memo	Amount	D/C
		Correcting Previous Post		.00
1	+	320.406 OPER : Travel: Teachers	50.00	Db
2		320.518 OPER : Field Trips	50.00	Cr
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

To transfer an expense from an incorrectly posted account into the correct expense account

1. GL General Entry.
2. Description of why you are making this entry.
3. CREDIT the expense account that was incorrectly posted to.
4. DEBIT the expense account it should have been posted to.

Close the Year

You will close the General Ledger for the year at the end of your calendar or fiscal year.

To close the General Ledger for the year –

- Go to the General Ledger menu.
- Select Monthly/Annual close.
- Select Close/Reclose a year – your screen will change slightly when you select.
- Next year's ledger file name is now filled in – it should be the same pattern as the file name for 2011-2012 or 2012 only with the year 2012-2013 or 2013 listed.
- Click on "Run".
- You will be prompted – Is the displayed file name correct? Answer "Yes".
- You will be prompted – Do you want to perform an archival backup? The answer is "Yes" and should be done on a flash driver other than the one used regularly. A closing report will come on your screen, print this and file in the June 2013 or December 2012 folder for audit reference. At this point all sub accounts have been closed to -0- for the new year. The net difference of the sub income less sub expenses has been added or subtracted from the balance account for that function.
- You will get a prompt – Annual closing has finished creating new file set. Click "Ok".
- The general ledger for 2011-2012 or 2012 has been closed.

G/L Monthly/Annual Close

(GENERAL FUND 7/01/2010 - 6/30/2011)

Selection	
<input type="radio"/> Close/Reclose selected month	Annual Closing
<input type="radio"/> Clear Monthly Closing for selected month	
<input checked="" type="radio"/> Close/Reclose Year	

Detail	
Source Ledger (use File menu to change source ledger if needed) C:\LUCIS\SchDemoData\GL-Data 2010-2011	
Next year ledger filename (destination)	
GL-Data 2011-2012	?

Run	Exit
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