

System File Maintenance User Guide



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System File Maintenance

Path: Utilities → System File Maintenance

The System File holds fundamental parameters used by PCSchool in the various Modules. Information needs to be entered prior to using PCSchool, this view hold information appertaining to all Modules.

Header

The Header is the top part of the view and holds information appertaining to the School's details. This needs filling in as these fields are used throughout PCSchool.

1.	Enter the Institutions Name. A Maximum of 120 characters is allowed.
2.	Enter the address details.
3.	Enter eh name of the Principal; the Field Title can be changed to read principal.
4.	Enter the number allocated to the school; this is used for government reporting among other things.
5.	Aust only; enter your DETYA code.
6.	Enter your Institutions details.

Financial System Defaults

Path: Utilities → System File Maintenance → Financial System Defaults

Financial details need to be entered; these are the default entries only and they can be overwritten at the time of processing. Many fields relate to the General Ledger integration where the types of transactions will be written. The account numbers entered must be valid General ledger accounts and may need setting up in Finance/General Ledger/Model Account Entry.

The screenshot shows the 'System File' window with the 'Financial System Defaults' tab selected. The window contains several sections of data:

- Company Information:** Company Name (School Name), Address 1 (School Road), Address 2, Town (Rockhampton), Postcode (4700), Headmaster (Mr John Smith), School Number (130), DETYA Code (0111), ACN or ARBN (11-111-111), and ABN (11-111-111).
- Financial System Defaults (Tab 1):**
 - Default Sundry Debtors: 1, 6206
 - Default Sundry Transaction Acc: 2, 590
 - Default Vol Trans Acc: 3, 4030
 - Default Holding/Home Stay Acc: 4, 8120
 - Default Capital Account: 5, 9000
 - Default End of Year Clearing Acc: 6, 4999
 - Default Bank Account: 7
 - Default Entity: 8, EGE
 - Default GST Account: 9, 8160
 - Default GST Rate: 10, 10.00
- Assessment Defaults (Tab 3):**
 - Calendar Mth Pd One: 11, 1
 - Current Debtor Pd: 12, 10
 - Receipt Printing: 13, ...
 - Def Tender: CH, 14
 - Def. Credit Item Code: 15, 2
 - Receipt Alloc. Credits: Take up All Credits first, 16
 - Last Receipt No.: 17, 213
 - Last Barcode: 18, 3
 - Tax Withholding Rate: 19, 48.50
 - Finalise Options: UnFinalise Prior Pd, 20
- Other Address Detail (Tab 4):**
 - Creditors Integrated:
 - Debtors Int:
 - Disable Receipt Deletion:
 - Apply Debtors GST based on: GST in Ledger Acct
 - Org Ref Number: 555333, 24
 - Last Number Used: 992, 25
 - Leader: 0, 26
 - Length: 5, 27
- Buttons:** Verify Counters (29), Save (28), Exit View

1.	<p>Default Sundry Debtors;</p> <ul style="list-style-type: none"> • GL model account; Type P = Posting; Classification A = Asset; Status D = Debit. • Relevant for an Accrual Accounting system. • Used when Billing scholastic fees. • If operating under Cash Accounting accrual figures are not written to the GL.
2.	<p>Default Sundry Transactions Acc;</p> <ul style="list-style-type: none"> • GL model account; Type P = Posting; Classification I = Income; Status C = Credit. • Relevant for Sundry Debtors in Accrual Accounting. • Bookroom charges and other items not to be printed on the standard account sent out to parents. • Transactions are stored in a subsidiary Ledger within debtors. • Optional at the end of a period to transfer balanced to the standard Debtors for printing on the account. • If operating under Cash Accounting accrual figures are not written to the GL.

Continued

3.	<p>Default Vol Trans Acc;</p> <ul style="list-style-type: none"> • GL Model Account; Type P = Posting; Classification L = Liability; Status C = Credit. • Relevant for an Accrual Accounting system. • Used for processing voluntary transactions. • For Example Building Fund/Parent and Friends where they are to be written to the GL. • If operating under Cash Accounting accrual figures are not written to the GL.
4.	<p>Default Holding/Home Stay Acc;</p> <ul style="list-style-type: none"> • GL model account; P = Posting; Classification L = Liability; Status C = Credit. • Relevant for an Accrual Accounting system. • Used for Enrolment deposits and Home Stay funds • Can be refunded or credited against billing.
5.	<p>Default Capital Account;</p> <ul style="list-style-type: none"> • GL Model Account; Type P = Posting; Classification L = Liability; Status C = Credit. • Mandatory for Accrual and Cash Accounting. • At End of Year rollover the Ledger will write the Profit/Loss figures to this account prior to clearing the Income and Expenditure items.
6.	<p>Default End of Year Clearing;</p> <ul style="list-style-type: none"> • GL Model Account; Type P = Posting; Classification E = Expense; Status D = Debit. • Mandatory for Accrual and Cash Accounting. • Used in End of Year processing. • Double entry to the End of Year Clearing account. • Normally the last expense account in the Chart of Accounts.
7.	<p>Default Bank Account;</p> <ul style="list-style-type: none"> • Mandatory for Accrual and Cash Accounting. • Enter the Bank ID of the default account on which the majority of transactions will be drawn. • Bank account details are entered in Debtors/System/Bank Control Files.
8.	<p>Default Entity;</p> <ul style="list-style-type: none"> • Select the Entity the system would normally work in. • Entities are created in Finance/System/Entity Codes.
9.	<p>Default GST Account;</p> <ul style="list-style-type: none"> • Mandatory to allow the processing of GST.
10.	<p>Default GST Rate;</p> <ul style="list-style-type: none"> • Enter the default numeric value of the GST rate.
11.	<p>Calendar Month Period one;</p> <ul style="list-style-type: none"> • Enter the first month of the Institutes financial year. • If this is January to December the first month would be numeric 1. • If February to January of the following year the first month would be numeric 2.
12.	<p>Current Debtors Period;</p> <ul style="list-style-type: none"> • Will default after being set up by PCSchool: Contact the Help Desk if this is incorrect.
13.	<p>Receipt Printing; Select from three options;</p> <ul style="list-style-type: none"> • Blank = no receipt will be printed. • R = standard A4 printing. • D = docket printing, a special printer is required.

Continued

14.	<p>Def Tender;</p> <ul style="list-style-type: none"> • This is the default and would normally be Ch = Cheque. • Alternatives would be EL = Electronic; Blank for Cash. • Can be overwritten when receipting.
15.	<p>Def Credit Item Code;</p> <ul style="list-style-type: none"> • Debtors Cost centre number used if receipting puts a Family account into credit. • If setting up create the Cost Centre of 1 via Debtors/System/Cost Centres. • If processing has begun and 1 has been used use the next free number.
16.	<p>Receipt Allocation of Credits; Select from the drop down list to chose how a receipt will be dissected;</p> <ul style="list-style-type: none"> • Apply based on Ageing; apply from the oldest dated invoice. • Take up all Credits first; regardless of the date apply to all credits before applying to the oldest dated invoice.
17.	<p>Last receipt Number;</p> <ul style="list-style-type: none"> • Enter the number you wish receipting to start from. • This can be the last receipt number from a different system. <p>If no number is entered the first receipt will be number 1.</p>
18.	<p>Last Barcode;</p> <ul style="list-style-type: none"> • If using the Barcode System the last barcode used will be entered here.
19.	<p>Tax Withholding Rate</p> <ul style="list-style-type: none"> • Aust; the numeric percentage withheld from payments when no ABN is given.
20.	<p>Finalise Options; Select how you want the system to allow batches to be unfinalised;</p> <ul style="list-style-type: none"> • UnFinalise Prior Period; allows the current and prior period to be unfinalised. • Disable Unfinalise; no batches can be unfinalised. • UnFinalise if Current Period; allows the current period to be unfinalised.
21.	<p>Cash or Accrual; Select from;</p> <ul style="list-style-type: none"> • C = Cash • A = Accrual.
22.	<p>Pay Frequency;</p> <ul style="list-style-type: none"> • Default Debtors Payment Frequency in the Account Master File.
23.	<p>Default Billing; Select from;</p> <ul style="list-style-type: none"> • Sundry; Cash System. • Debtors; Accrual System.
24.	<p>Org Reference Number;</p> <ul style="list-style-type: none"> • Enter the Institutes BPay number as provided by your bank.
25.	<p>Last Number Used;</p> <ul style="list-style-type: none"> • Displays the last BPay number used.
26.	<p>Leader;</p> <ul style="list-style-type: none"> • The numeric value of the first letters before the BPay number.
27.	<p>Length;</p> <ul style="list-style-type: none"> • The numeric value of the characters used for the BPay number.
28.	<p>Save;</p> <ul style="list-style-type: none"> • Click Save when finished.
29.	<p>Verify Counters;</p> <ul style="list-style-type: none"> • If when processing the numbers are not coming up correctly click Verify Counters.

Non Financial Defaults

Path: Utilities → System File Maintenance → Non Financial Defaults

These defaults are not applicable to the financial setup.

The screenshot shows the 'System File' window with the 'Non Financial Defaults' tab selected. The window contains the following fields and controls:

- Company Name: School Name
- Address 1: School Road
- Address 2: (empty)
- Town: Rockhampton
- Postcode: 4700
- Headmaster: Mr John Smith
- School Number: 130
- DETYA Code: 0111
- ACN or ARBN: 11-111-111
- ABN: 11-111-111
- Financial System Defaults (1)
- Non Financial Defaults (2)
- Assessment Defaults (3)
- Other Address Detail (4)
- Possible Boarder Codes: AB (1)
- Student Reg No: 7791 (2)
- Last Age Calc: 06/08/200 (3)
- Default Barcode Length: 6 (4)
- Barcode Option: No Year leader (5)
- Contact Order: 11.23|11.26|11.28|11.7|11.8|11.10 (6)
- MOE File Path (7)
- Doc. Management Path: H:\Program Files\PCSchool\NCHRISPCS (8)
- Default Sex: Male (10)
- Title Option: Mr M & Mrs (11)
- Absence Cutoff Date: 29/01/2008 (14)
- Stop Alert Flas (15)
- Web Publish Reports (16)
- Tuition weeks in year: 1 (17)
- Verify Counters (18)
- Buttons: Save (F2), Exit View

1.	<p>Possible Boarder Codes;</p> <ul style="list-style-type: none"> • Used in Student View/Enrolment, Boarding/International. • Optional; enter single digit for each Boarding Code. • Used for SES funding. • Leave blank if you have no Boarding Students.
2.	<p>Student Registration Number;</p> <ul style="list-style-type: none"> • Used in Administration/Student View. • Records the last student registration number used. • If initially setting up PCSchool enter the last number used.
3.	<p>Last Age Calculation;</p> <ul style="list-style-type: none"> • Used to identify students within an age group. • Viewed in Student View. • Calculated in Administration/Student age calculation view. • This is the last date the Students ages in years and months was calculated.
4.	<p>Default Barcode length;</p> <ul style="list-style-type: none"> • Default is 6, can edit. • Will add 0 to make the Barcode the same length.
5.	<p>Barcode Option; Select from;</p> <ul style="list-style-type: none"> • Default of No Year leader. • Year of Date of Arrival leader. • Year of Date Entered leader.

Continued

6.	Contact Order; <ul style="list-style-type: none"> Used in Absence Roll Collection in conjunction with the SMS. Lists the default contact order of caregivers for text messages. Click the selection button and select the schools preferences.
7.	MoE File Path; <ul style="list-style-type: none"> Enter the default path to the MoE file.
8.	Document Management Path; <ul style="list-style-type: none"> Shows the default path to Document management. Will default to PCSchool/Documents and the person logged on. Can edit.
9.	Reset Doc management Path; <ul style="list-style-type: none"> Click to reset the default path for the Document Manager.
10.	Default Sex; <ul style="list-style-type: none"> Will default to Male can select Female.
11.	Title Option; <ul style="list-style-type: none"> The title used in all family communications. Will default to Mr (M) and Mrs (J) (Smith) Can select; M & J Smith; Mr & Mrs M Smith; Mr & Mrs Smith.
12.	Timetable Cycle Days; <ul style="list-style-type: none"> The number of school days in the Timetable Cycle.
13.	Timetable Periods per Day; <ul style="list-style-type: none"> The amount of Periods in a Timetable Day.
14.	Absence Cutoff Date; <ul style="list-style-type: none"> Select the date you wish to view Student absences from.
15.	Stop Alert Flashes; <ul style="list-style-type: none"> Turn off the flashing alert in Student View. The Alert is entered in Student View/Parents/Alert Message or Student View/Medical/Alert Message.
16.	Web Publication Reports; <ul style="list-style-type: none"> Check if you are licensed to publish Crystal reports over the Web.
17.	Tuition Weeks in Year; <ul style="list-style-type: none"> Enter the amount of Student tuition weeks in the year, normally 42.
18.	Verify Counters; <ul style="list-style-type: none"> If when processing the numbers are not coming up correctly click Verify Counters.

Assessment Defaults

Path: Utilities → System File maintenance → Assessment Defaults

Check for defaults of any items not to be used in Assessment Reporting. These defaults can be overridden at Point of Entry in Result Entry by teacher.

1.	<p>Check any Item you do not wish to have default as not being viewed when in:</p> <ul style="list-style-type: none"> • Assessment/Result Entry by Teacher. • Assessment/result Entry by Student.
2.	<p>Optional; select to use in comments Students;</p> <ul style="list-style-type: none"> • Given Name. • Known as Name.
3.	<p>Select the Subject Default Class:</p> <ul style="list-style-type: none"> • Home Class will default. • Core Class can be selected.

Other Address Details

Path: Utilities → System File Maintenance → Other Address Details

Other Address details need to be entered as they are referenced within PCSchool.

The screenshot shows the 'System File' application window with the 'Other Address Detail' tab selected. The form contains the following fields:

- Company Name: School Name
- Address 1: School Road
- Address 2: (empty)
- Town: Rockhampton
- Postcode: 4700
- School Number: 130
- DETYA Code: 0111
- ACN or ARBN: 11-111-111
- Headmaster: Mr John Smith
- ABN: 11-111-111

The 'Other Address Detail' tab is highlighted in yellow. The form contains the following fields:

- Postal Add1: Private Bag 1111
- Postal Add2: (empty)
- Postal Town: Rockhampton
- Postal Code: 4700
- State: QLD
- Country: Australia
- Fax: 07 49 39 3315
- Phone: 0500 502 200
- Email: support@pcschool.net
- Registered Name: School Name

A yellow box highlights the Postal Add1, Postal Add2, Postal Code, and State fields. A yellow box highlights the State dropdown menu. A photograph of pink flowers is visible in the background of the form area.

1. Enter the Institutes details.
2. Double click the box to insert a photograph saved in PCSchool/Bitmaps/Students.