

## **SUPER ADMIN ACTIVITIES**

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## 1. Add/Edit Schools

**Note: Only SUPERADMIN has the rights to create a new school.**

You can view all schools present in FINACS here. By default the list will be sorted in alphabetical order of school's full names. Click on the column header to sort the list in descending order of their names.

### To Create A New School:

1. Display the 'Add/Edit Schools' screen from the File menu.
2. Click [New] to create a new school.
3. The School Setup Wizard is opened. The wizard walks you through a series of steps and helps you create a new school and records related information.
4. It also creates a set of accounts that can be used for tracking your financial transactions. Therefore, if you wish to transfer your existing Chart of Accounts, make sure they are accurate and adhere to the FINACS provided templates before starting the School Setup Wizard.
5. For more detailed help about a particular step, click on the [Help] button present at the bottom left corner of the screen or press F1.

### To Edit Existing School Data:

1. Display the 'Add/Edit Schools' screen from the File menu.
  2. Select the required school and click [Edit].
  3. The School Setup screen with the selected school's information is opened.
  4. Make the required changes. You can edit the School Name, School Address and Other Setup Information. To open Other Setup information click [Other Setup] button present at the bottom right corner of the screen.
  5. For more detailed help about editing school information press F1.
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## 2. School Setup Wizard

**Note: Only, the SUPERADMIN has the rights to create a new school.**

FINACS School Setup Wizard helps you create a new school. The wizard walks you through the various steps in the procedure and creates your school in five simple steps. It also creates a set of accounts that can be used for tracking your financial transactions. For more detailed help about a particular step, click on the [Help] button present at the bottom left corner of the screen.

### To create a new school:

1. Click [New] open the School Setup Wizard in File > Add/Edit Schools.
2. Enter information about your school like name and address. School name and address are used in all reports and statements. Click [Next].
3. Enter financial year details and other school details like date format and the currency (currency is required only for international schools). Click [Next].
4. Enter school year details and AP integration details. If you are not using Administrator's Plus, ignore the AP integration part. Click [Next].
5. Here, you can choose to use the predefined list of accounts that FINACS provides or import existing accounts from excel or create new chart of accounts once the school is created. Click [Next].
6. Funds are established to control the financial operations of an organization. Enter the fund code and name. More funds can be created after the school is created. Click [Next].
7. This is a confirmation screen. It lists a summary of all your selections. Click [Finish] to create a new school with the entered information. Click [Back] if would you like to edit any information.
8. A new school is created with the entered data. You can now login to the school with ADMIN username and password. You can create more users and give rights to the users, after logging into the school.

### 1) Enter School Details:

Enter school details like name and address of your school. This information is used at the time of login and will appear on all reports and statements. You can also edit these details later.

**School Name:** The school name is a required field. It can be maximum 50 characters in length.

**School Address:** Enter street address, city, state, country and zip code in the address fields. You can select state and country from the dropdown list or enter directly if not found in the list.

### 2) Enter Financial Year Details:

The school fiscal year is divided into 12 periods and is used to track all your finances. In this screen, enter financial year details and other school details like date format and the currency (currency is required only for international schools).

**Financial Year Name:** Define a name for the current financial year. This name is referred through out the application. For example you can define a descriptive name to define your accounting/ financial year like 2005 or 2005-06 for the year 2005 - 2006.

**Financial Year Start Date:** Enter the start date for your financial year. Enter January 1st if your financial year start date match with the calendar date. Start Date serves as a default setting for date range in listing and some reports. Also, you will not be able to record any transactions before this date for the current year.

**End Date:** The financial year-end date is displayed based on the entered start date. Enter the start date and tab out to populate the end date.

**Date Format:** Select the date format you wish to use. By default it is MM/DD/YYYY. The selected format will appear on all your transactions, statements and reports.

**Currency Sign and Name:** For US schools, ignore this part. The currency will be \$ (US Dollar) by default for US schools. Enter your currency sign and name. For international schools, enter your local currency sign and name. You can later enter the exchange rate against US Dollar and perform transactions in both Local and US Dollar currency.

### 3) Enter School Year Details:

Information: FINACS needs School Year information while billing the students and during AP integration.

**School Year Start Date:** Enter start date for your school year. This date is taken as default during the batch entry program and while billing individual students. You can also edit the date for individual transactions later in the application. Also, you will not be able to enter any transactions before this date.

**End Date:** The school year end date is displayed based on the entered start date. Enter the start date and tab out to populate the end date.

**School Year Name:** Select a school year name for the current year. You can select the appropriate year from the drop down or enter directly if wish to follow a different format. This name is referred through out the application.

**AP Integration:** Select the AP integration preferences. If you are not using AP, ignore this part.

**AP In Use:** Check this if you wish to refer or use AP Billing Plus module while using FINACS. Once selected, all the other AP preferences are enabled. By default, this is checked, for importing startup data from Billing Plus.

**Use Student Information from AP:** Once 'AP In Use' is checked, 'Use Student Information From AP' option is always checked as FINACS needs Student and Staff data to be imported from Billing Plus initially.

**Use FINACS for Invoices, Payments and Credits:** Choose this option, if you wish to use FINACS for creating invoices, payments and credits against students and for all accounting purposes. If you want to import all the existing invoices from Billing Plus and work in FINACS select the checkbox under this option. Note that once this option is saved, it cannot be changed.

**Use AP's Billing Plus for invoices, payments and credits:** Choose this option, if you wish to use AP's Billing Plus Module for creating invoices and use FINACS for importing and accounting purpose. Also, if you want to collect payments against the invoices created in Billing Plus, select the checkbox under this option. Selecting this checkbox will allow you to collect payments in FIANCS but will not allow you to edit the invoices.

### 4) Create Chart of Accounts:

FINACS needs a set of accounts for your school to track your business activity. Chart of Accounts is a systematically arranged list of accounts that is used to classify the types of income your organization has. You can create the chart of accounts in any of the following methods:

**Use FINACS' Predefined Chart of Accounts:** FINACS provides a predefined list of accounts that is widely used in school accounting. You can view the list by clicking the [View Template] button. This button is visible only if you have selected the first option.

**Import Chart of Accounts From Excel:** Select this if you are using a different

accounting package and wish to transfer the existing list of accounts. FINACS provides 4 excel templates for exporting your list of accounts. You can copy the list in any one of the formats and export it. To import the file: 1. Select Import Chart of Accounts From Excel option. 2. Enter the location of the file or click [...] to locate the file.

**Create Own Chart of Accounts:** Select this option if you wish to create your own list of accounts once the school is created.

#### **5) Enter Default Fund Details:**

Funds are established to control the financial operations of an organization. FINACS works on the basis of funds and in order for any transaction to happen at least one fund should be defined. More funds can be created once the school is created.

**Fund Code:** Enter a three-digit code.

**Fund Name:** Enter a name for the fund. This name is displayed through out the application and in all statements and transactions.

#### **6) Summary Details:**

FINACS now has enough information to create a new school. The screen lists a summary of all your selections.

Click the [Back] button to move to any of the previous screens to edit information.

Click [Finish] to create a new school with the entered information.

A new school is created with ADMIN user. You can login as ADMIN and create more users.

#### **General notes while moving through the wizard:**

Click [Next] to move to the next screen.

Click [Previous] to move to the previous screen.

Click [Cancel] and any point of time before saving, to exit the wizard.

Fields with asterisks are required fields.

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### 3. Country Codes

FINACS provides a default set of countries to choose from when a new school is created. The screen lists all the country codes displayed in a grid. If you do not find a country in the list, new country codes can be added here. You can also edit and make inactive any country code from this screen.

- ◆ Adding New Country Codes
- ◆ Finding A Country Code
- ◆ Editing A Country Code
- ◆ Inactivating/Activating Country Codes

#### Adding New Country Codes:

1. Display 'Country Codes' screen from the File > General menu.
2. All the country codes are displayed in the grid.
3. The screen opens in NEW mode with the focus in the CODE field, allowing you to directly create new country codes.
4. Enter CODE. If the code entered is already in use and assigned to a different country, the system will prompt you to enter a new code.
5. Enter NAME. You can enter up to 50 characters for the country name.
6. Both the CODE and NAME are mandatory fields.
7. Click [Save] to record the information.
8. Once created, you cannot delete a Country Code. However you can make it inactive.
9. Click [Cancel] to abort the creation of new code.
10. Click [Close] to close the form.

#### Finding A Country Code:

1. Display 'Country Codes' screen from the File > General menu.
2. The screen will open in NEW mode for directly creating new country codes. Click [Cancel] for VIEW mode.
3. You can find a Country Code in any of the following methods:
  - All the Country Codes will be listed in the grid. You can scroll through the records to find the code.
  - Also, to sort the list according to Code or Name, click on the respective column headers.
  - If the Country Code is known, then enter in the CODE field and press the {Tab} key to populate the details.

#### Editing A Country Code:

1. Display 'Country Codes' screen from the File > General menu.
2. All the country codes are listed in the grid. You can scroll through the records to find the code. Refer 'Finding A Country Code' section on more help on finding a code.
3. Double click on the code in the grid. The selected COUNTRY CODE and NAME are displayed in the textboxes. Make the required changes.
4. COUNTRY CODE cannot be modified, as it is required to uniquely identify the country.
5. Click [Save] to save your changes or [Cancel] to ignore the changes.
6. Click [Close] to close the form. Closing the form without saving the data will pop up a warning message to save the changes. Click [No] to ignore the changes. Click [Yes] to save the changes and to close the screen and click [Cancel] to go back to the 'Country Codes' screen.

#### Inactivating/Activating Country Codes:

When you make a country code inactive FINACS stores the information, but hides the code from all the lists i.e. you cannot further use this country while defining addresses.

1. Display 'Country Codes' screen from the File > General menu.

2. Select the country code to be made inactive.
  3. Select the INACTIVE option.
  4. Click [Save] to record the changes.
  5. You can reactivate the code by selecting the ACTIVE option in this screen.
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## 4. State Codes

FINACS provides a default set of states (US States) to choose from when a new school is created. The screen lists all the state codes displayed in a grid. If you do not find a state in the list, new state codes can be added here. You can also edit and make inactive any state code from this screen.

- ◆ Adding New State Codes
- ◆ Finding A State Code
- ◆ Editing A State Code
- ◆ Inactivating/Activating State Codes

### Adding New State Codes:

1. Display 'State Codes' screen from the File > General menu.
2. All the State codes are displayed in the grid.
3. The screen opens in NEW mode with the focus in the CODE field, allowing you to directly create new state codes.
4. Enter CODE. If the code entered is already in use and assigned to a different state, the system will prompt you to enter a new code.
5. Enter STATE NAME. You can enter up to 50 characters for the state name.
6. Select the COUNTRY in which the state is located.
7. Click [Save] to record the information.
8. Once created, you cannot delete a State Code. However you can make it inactive.
9. Click [Cancel] to abort the creation of new code.
10. Click [Close] to close the form.

### Finding A State Code:

1. Display 'State Codes' screen from the File > General menu.
2. The screen will open in NEW mode for directly creating new state codes. Click [Cancel] for VIEW mode.
3. You can find a State Code in any of the following methods:
  - All the State Codes will be listed in the grid. You can scroll through the records to find the code.
  - Also, to sort the list according to Code or Name, click on the respective column headers.
  - If the State Code is known, then enter in the CODE field and press the {Tab} key to populate the details.

### Editing A State Code:

1. Display 'State Codes' screen from the File > General menu.
2. All the state codes are listed in the grid. You can scroll through the records to find the code. Refer 'Finding A State Code' section on more help on finding a code.
3. Double click on the code in the grid. The selected STATE CODE and NAME are displayed in the textboxes. Make the required changes.
4. STATE CODE cannot be modified, as it is required to uniquely identify the state.
5. Click [Save] to save your changes or [Cancel] to ignore the changes.
6. Click [Close] to close the form. Closing the form without saving the data will pop up a warning message to save the changes. Click [No] to ignore the changes. Click [Yes] to save the changes and to close the screen and click [Cancel] to go back to the 'State Codes' screen.

### Inactivating/Activating State Codes:

When you make a state code inactive FINACS stores the information, but hides the code from all the lists i.e. you cannot further use this state while defining address.

1. Display 'State Codes' screen from the File > General menu.

2. Select the state code to be made inactive.
  3. Select the INACTIVE option.
  4. Click [Save] to record the changes.
  5. You can reactivate the code by selecting the ACTIVE option in this screen.
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## 5. Change Your Password

FINACS requires a username and a password to gain access to the application. This screen allows you to change your password. The administrator creates the users and their access rights. It is recommended to change your password once you start using the application.

### To change password:

1. Display the 'Change Your Password' screen from the File menu.
  2. Enter current password in the OLD PASSWORD field.
  3. Enter new password in the NEW PASSWORD field.
  4. Enter the new password in the RE-ENTER PASSWORD field for confirmation.
  5. Click [Save] to record the change.
  6. Your old password is no longer valid and is updated with the new password.
  7. Next time you login to the application, FINACS requires the new password.
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## 6. Exit FINACS

This screen allows to you exit from the application. You can also you this screen, log out from the current school and login to a different school.

### To Exit Finacs:

1. Display the 'Exit FINACS' screen from the File menu.
  2. Select the activity you wish to do.
    - Select EXIT FINACS option to close the application.
    - Select LOGIN TO THE SCHOOL to log out from the current school. You can now login to a different school using the 'Login Screen' that is displayed.
  3. Click [Yes] to exit or log out from the school.
  4. Click [No] to cancel.
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