

Application Software
for
BTI Computer Systems

SOARS/5000



System Oriented Administration Registration Software
For Schools

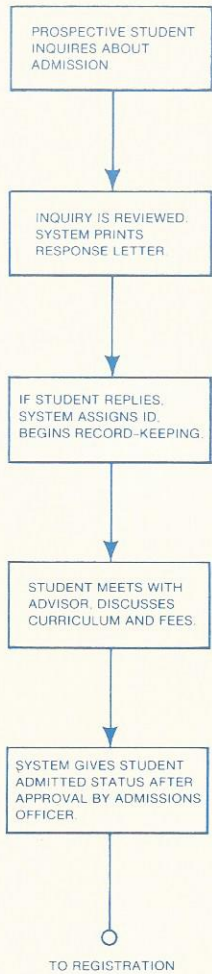
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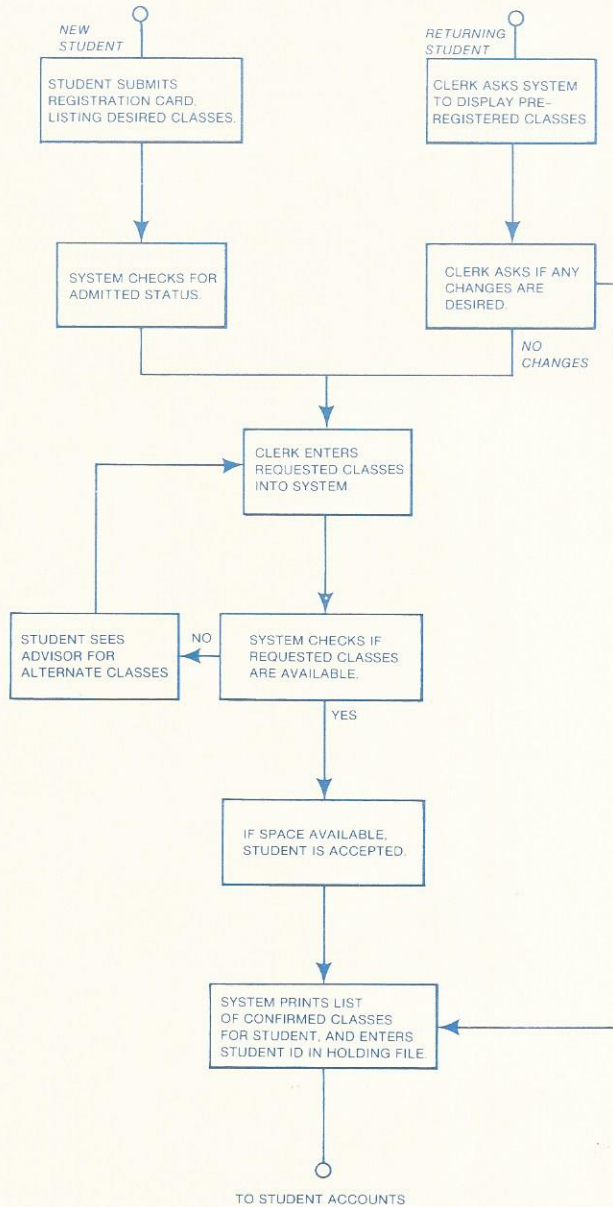
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COMPUTER SYSTEMS

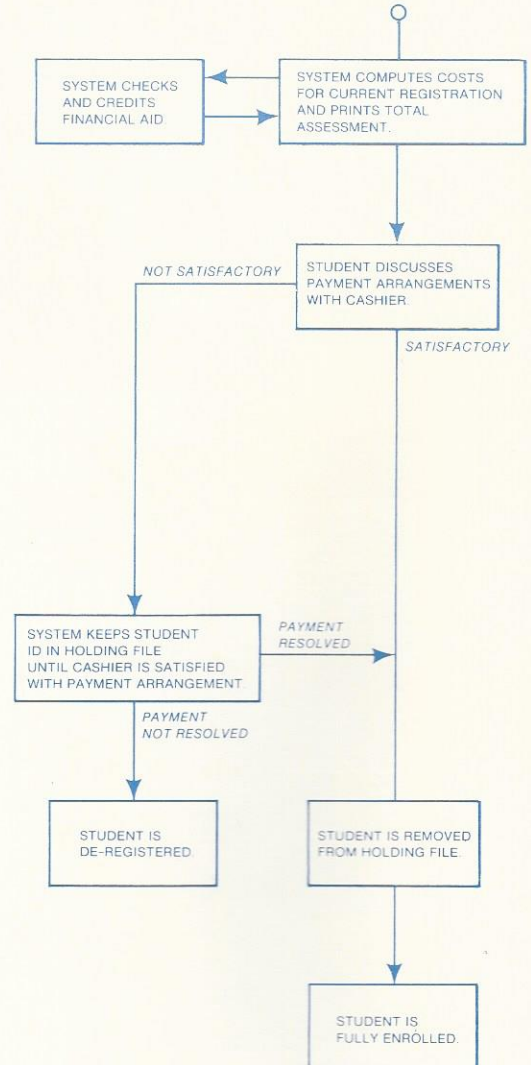
ADMISSIONS



REGISTRATION



STUDENT ACCOUNTS



**INTERACTIVE TIMESHARED SYSTEM SPEEDS
STUDENT FROM ADMISSION TO FULL ENROLLMENT**



SYSTEM OVERVIEW

SOARS (System Oriented Administration Registration Software) is a computer-based system for college administration and management. It is structured in three functional modules: school administration, business accounting, and development/alumni, and provides all the record-keeping and bookkeeping functions normally associated with student admission, registration, and grading; general ledger, accounts payable, and payroll activities; and development programs. SOARS runs on a timeshared system, which means that each user's activity with the computer takes place as needed rather than having to wait for turnaround from a remote batch-oriented system. The computer's response to a request for stored information is virtually instantaneous, and newly stored information is immediately available to others who might need it.

The reason for the instant exchange of information is a shared data base. When, for example, a prospective student first makes an inquiry of the college, a file on that inquiry is begun. If he is later accepted for admission, his inquiry file is carried forward and updated by the admissions office; later, the registrar's office establishes its file from the information in the admissions records. Similarly, the accounting subsystems—student accounts, dormitory, financial aid, accounts payable, and payroll—all interact with the general ledger so that individual subsidiary transactions are forwarded to the general ledger accounts. The shared data base eliminates redundancy and reduces the chances for data errors.

Each user's activity with the computer takes place as needed rather than having to wait for turnaround from a remote batch-oriented system.

Though the data base is shared among the modules that make up the system, only authorized people can have access to only the data they need. A registrar's clerk may not call up payroll information, and a financial clerk may not tamper with grade records. Security is accomplished by the use of account numbers and passwords, and is virtually inviolable. In the most extreme security case—that of issuing paychecks—the system must be assured not only that the right person is requesting access, but also that the information is being directed to a printer at a specific location.

Despite the power and apparent complexity of the system, data entry is so simple that the college's current personnel can learn to use it in a matter of only a few hours. Most of the information is entered into the system through video display terminals, which gives the operator three means of catching errors. First, he is led through a series of plain English questions that ask for direct and appropriate responses; second, he can visually review the information on the screen and make corrections before the data is written back to the computer file; third, the system will not accept inappropriate responses to the questions.

SOARS is also generous throughout with report writing capabilities. Because the stored data is indexed in a number of ways, the user can develop reports based on criteria of his own choosing. In the administrative module, students may be listed out according to class, major, geographical location, age, sex, ethnic background, major within class, and in many other ways; in the finance module, tabulations can be listed by fund, account, vendor, asset/liability status, etc.; in the development module, individuals and organizations can be sorted according to pledge, total gift amount, and many demographic variables. In the finance module, the operator can use the Report Specification Language to create his own report formats. In many cases, where no restructuring of files is required, reports can be customized to suit the user's needs. Necessary state and federal student and payroll reports can be pre-programmed as a part of the system.

Finally, SOARS need not be installed in its entirety if the college feels that it is not ready for the total system. After the school administration module has been installed, the others can be added as desired with no interruption to the existing system.

INQUIRY SYSTEM

The Inquiry System initiates and maintains a record of potential students' inquiries to the college and produces responses to those inquiries. Each record typically contains the inquirer's name and address, his area of interest, the means by which he learned of the college, the literature mailed to him, and the date the record was opened.

When, for example, Jack Smith inquires about attending the college, an admissions clerk may begin a file on him using the input program. The input program will lead the clerk through a series of questions asking for the specific data items. The date on which the record is opened is automatically entered by the computer, and an identification number based on Mr. Smith's zip code and a computer-generated sequence number is assigned to the record. Mr. Smith's record may be recalled for review or change at any future time

simply by entering his name or identification number. Under the Inquiry System, the operator may also build a sub-file of persons to whom responses are to be sent, compose the response letter, and have the properly addressed letters, together with mailing labels, printed out.

The Inquiry System also has a number of programs that produce statistical reports, counts of inquiries, and alphabetically or zip-sorted lists.

Programs Available in the Inquiry System

- INQUIRY—Inputs new records; displays and updates existing records.
- UTILIST—Produces listing in alpha or zip code order to user specifications.
- UTILABELS—Produces mailing labels in alpha or zip code order to user specifications.
- UTICOUNT—Produces simple count with user specifications.
- FIND—Finds identification numbers or names.
- COUNT—Counts inquiries by contact and area of interest.
- CONTACT—Prints count of inquiries by contact code.
- AREAOFIN—Prints count of inquiries by area of interest.
- CLEARINQ—Clears out old inquiries to make room for new.

ADMISSION SYSTEM

The Admission System contains programs that care for a potential student's records in the next phase of his relationship with the college, that is, after he has passed the inquiry stage and is applying for admission. Admission works with the Inquiry System: if a potential student who is applying for admission has made a previous inquiry, the information contained in the inquiry record is transferred to an admissions record and the inquiry record is deleted. The program also checks similar names. When John Smith's application for admission is processed, the names of all other Smiths will be displayed. The associated inquiry identification numbers (containing the zip code) can be used as a check: if it turns out that the Jack Smith who inquired earlier is indeed the John Smith who is now applying for admission, the name can be changed and the information transfer made. At this point a new identification number—one that will be used for all future transactions—is assigned. If there has been no previous inquiry, the person entering the admission information will be led through a list of some forty-eight specific items of data. Once the admissions record is opened it may at any time be recalled by name or identification number for additions or changes.

When the admissions record is entered, it may be drawn upon by a series of other programs designed to carry out administrative processes and compile statistical data.

Programs Available in the Admission System

- ADMISSION—Inputs new records, displays and updates existing records.

- ADMLIST—Prints listing from sub-file.
- ADMSTATS—Counts and prints status of admissions report.
- BUILDADM—Builds sub-file and sorts it for use with list and label programs.
- CLEARADM—Removes past admission records by session-year selected for deletion.
- FIND—Finds identification numbers or names.
- SETGEOG—Counts applicants by counties, other states, and foreign countries; builds sub-file for GEOGLIST.
- GEOGCOUNT—Prints count gathered by SETGEOG.
- GEOGLIST—Prints listing of applicants from SETGEOG sub-file by counties, states, or countries.
- SAT&ACT—Counts number of applicants with ACT scores and GPA within certain levels; computes averages.
- REGFORM—Prints registration forms for new students.
- UTICOUNT—Produces a simple count to user specifications.
- UTILIST—Prints a listing from BUILDADM sub-file in alphabetic or numeric order to user specifications.
- UTILABELS—Prints mailing labels from BUILDADM sub-file in alphabetic or numeric order to user specifications.
- UTIPRINT—Prints admission record from sub-file in alphabetic or numeric order to user specifications.
- IDADD—Adds person to locator without assigning admissions or registrar's records.
- DELALL—Deletes identification number and name from locator, removes inquiry or admission record (if registrar or business record is assigned, no delete is made).
- NAMCHA—Changes name of person on locator.
- NUMCHA—Changes i.d. number of person on locator.
- ALPHALOC—Prints alphabetically ordered list of all persons on locator.
- NUMERICLOC—Prints list of all persons on locator in order of identification numbers.
- LOCPURGE—Removes all persons with no associated records from locator.
- TABLECHANG—Changes items in the table file.
- TABLELIST—Calls up coding lists from the table file.
- SCHOOLS—Adds or changes school information.

On-line processing speeds students through the registration process.



REGISTRAR SYSTEM

The Registrar System accomplishes all the tasks normally associated with the registration process from creating and maintaining class schedules to registering students, carrying out the drop and add cycle, preparing grade reports, compiling statistics, and producing transcripts.

The schedule of classes is established when SOARS is first put into use. Thereafter, all references to course number will make available the course name, room, time, and instructor. During the registration process, new class sections can be added as needed, or unrequested classes dropped; between one semester and the next, changes in available classes can be made as necessary and a new schedule printed out.

Registrar handles both new and continuing students. When John Smith first presents himself as an incoming freshman, the Registration program draws upon the Admissions file for information applicable to the registrar's records, and all that need be filled in later by the registrar's staff is the particular information necessary for the registrar but not applicable to admissions.

Mr. Smith may then hand his tentative schedule in to one of the registration clerks on duty. The clerk will enter his classes one at a time and immediately receive information as to whether a class is full or there are scheduling conflicts. In the event of problems, Mr. Smith may consult a separate video display in the registration area to determine which classes are still available and change his schedule on the spot. If an

advisor must be consulted, a video display in the advisor's area showing the latest information on which classes are still open and which are closed, may be used for reference.

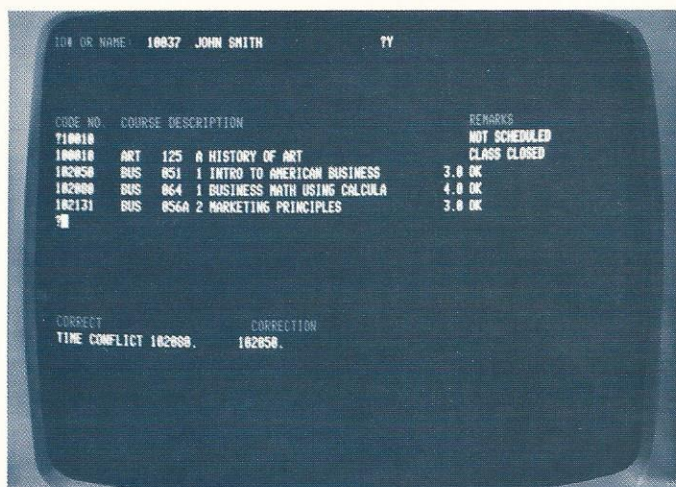
When Mr. Smith's schedule is complete and correct, he will be assessed according to the school's criteria. If he pays his fees as part of the registration process, that information is instantly recorded and available to the bursar.

(When Mr. Smith returns as a pre-registered sophomore, entering his name or identification number will recall his registrar's record to the clerk's screen for any corrections or changes. Similarly with class enrollment, entering his name or identification number will bring his pre-registered schedule to the screen for confirmation. Schedule changes and payments will then be handled as for a new student.)

As a last step in the student's registration process, the computer prints out a complete copy of his schedule.

The drop and add cycle is carried out in the usual manner, except that each time a student drops or adds a class his account is automatically reassessed so that his record of charges or credits is always up to date.

At the end of the drop and add cycle, the computer will generate and print an official list of students, a student directory, class lists for instructors, and a class load by instructor or discipline.



During a typical session, the programs in the Registrar system might be run as listed below (this would be a cyclical rather than a linear process).

1. Set up course schedule.
2. Print course schedule.
3. Pre-register students.
4. Register students.
5. Print class lists.
6. Print class load.
7. Drop and add classes.
8. Change addresses, etc.
9. Print second set of class lists.
10. Use any listing and label programs.
11. Use any statistical report programs.
12. Print final class lists for grading.
13. Grade classes.
14. Check for not graded classes.
15. Grade rest of classes.
16. Autograde classes that do not require grades (lab sections).
17. Print grade reports.
18. Run list of course incompletions.
19. Run class update program.
20. Run list of students' class standings according to GPA.
21. Run grade distribution program.
22. Change grades in transcript file (incomplete, not recorded).

Programs Available in the Registrar System

REGMASTER—Master input and update program.
 PREREG—Pre-registers students before session begins.
 REGISTER—Registers students during current session.
 DROP&ADD—Changes course schedules.
 STUSCHED—Permits viewing of students' ungraded courses.
 BUILDREG—Builds sub-file and sorts for use with lists and labels.
 REGLIST—Prints standard listing.
 CUMLIST—Prints cumulative and current session GPA report.
 DIRECTORY—Prints address directory.
 REGFORM—Prints registration forms.
 PRINTSCHED—Prints individual schedules by identification number.
 BATCHSCHED—Prints student schedules from BUILDREG file.
 UTILIST—Prints listing to user specifications.
 UTILABELS—Prints mailing labels to user specifications.
 UTICOUNT—Produces simple count to user specifications.
 UTIPRINT—Prints REGMASTER screen by identification number or in batches.
 FIND—Finds identification numbers or names.
 ROOMBUILD—Adds classroom names to room name file.
 ROOMASSIGN—Finds space for class or meeting.
 ROOMLIST—Lists rooms and times they are in use.
 ROOMUSE—Reports room usage for selected room by hour and day.
 SCHEDULER—Sets up course schedule.
 CLOCLASSDS—Produces a continuous display of closed classes.
 CLISTSORT—Sorts classes alphabetically for CLASSLISTS.
 CLASSLISTS—Prints class lists.
 GRADEINPUT—Inputs grades.
 NOTGRADED—Lists classes that are not yet graded.
 AUTOGRADE—Removes classes not requiring grades.
 GRDREPORTS—Prints grade reports.
 PERMLABELS—Prints permanent record labels.
 TRANPRINT—Prints transcript on demand.
 BATCHTRAN—Prints transcripts from sub-file.
 HISTORY—Prints grade history sorted on department and course.
 TRANCH—Changes classes, grades, or credits.
 STANDINGS—Prints list by rank and alphabetically; puts percentile rank in student's record.
 CLASSLOAD—Prints class load by discipline or instructor.
 GRADIST—Prints grade distribution by discipline or instructor.
 CATFIND—Finds class in catalogue and lists.
 CATCHANGE—Changes title of class in catalogue.
 CATLIST—Prints all courses in catalogue.
 CATRESET—Updates index records in catalogue file.



DORMITORY SYSTEM

The Dormitory System is a section of the Student Accounts System that allows the housing office to establish and maintain dormitory assignments. Once established, the dormitory list may have whole dormitories added, deleted, or moved as the situation requires. The system holds two sessions' information—the current one and the coming one—so that information from one may be transferred to form the basis for the next.

At the beginning of each session, the housing office may set the number, capacity, availability, and allocation of rooms by sex of resident. The dormitories may be subdivided in a number of ways, such as dorm-floor-room, dorm-floor-suite-room, etc.; students may be assigned to multiple-occupancy rooms, private rooms, or special categories such as resident assistants. Students may be assigned to any one of seven meal plans.

The Dormitory System has access to the letter writing program and will generate a number of different reports based on room location, occupancy type, meal plan, etc. Because it is part of the Student Accounts System, all financial aspects of the Dormitory System—assessments for damage deposits and damages, room fees, and meal fees—are made a part of the students' account records.

Programs Available in the Dormitory System

- CREATE DORMS—Creates one or more dorms.
- DELETE DORMS—Deletes one or more dorms.
- DESCRIBE ROOMS—Sets availability, sex, and capacity of rooms.
- NEW SESSION—Initializes for new session.
- COPY ASSIGNMENTS—Copies assignments from a specified area of the current session to the next session.
- GENERAL REPORT—Prints an alphabetic or room-by-room report.
- SUMMARY REPORT—Produces a summary report on any one or each dorm.
- SET UP THE FILE—Initializes file DORMMASTER after it has been opened.
- FIX FILE—Reconcile the DORMMASTER and REGISTRAR files.
- EXPAND FILE—Informs Dormitory System that the size of DORMMASTER has been increased.
- ADD OR DROP—Adds, drops, or permits examination of specified students' records.
- MOVE STUDENTS—Moves students from one room to another.
- CHECK IN—Checks students into rooms.
- PHONE NUMBERS—Sets phone numbers of rooms.
- COMPOSE LETTER—Allows the composition and editing of dormitory letters.
- FAST LIST—Allows a list of a letter file to be viewed.
- NUMBER OF DORM—Prints the number of the dorm that will be used as a code number in PRINT LETTER.
- PRINT LETTER—Prints the composed letter for all or any of the dormitories.
- ELIMINATE LETTER—Erases the letter file from the system.

STUDENT ACCOUNTS

The Student Accounts System integrates into one unified package all elements of a student's financial transactions with the college so that when a student's account is looked up, everything is there—tuition, dorm fees, even library fines—all available for review just moments after charges have been posted from any source. The Student Accounts System is subdivided into seven categories:

- Assessment
- Cash
- Escrow
- Miscellaneous Features
- Reports
- Financial Aid
- Dormitory

Assessment

The Assessment program is the means by which any charges to a student's account are posted. It works in conjunction with any department where charges may be incurred: as a part of the registration process (tuition and fees), through the housing office (room and board fees), or through operating departments (library fines). If the college has separate budgetary subdivisions such as day and night sessions, separate schools, or separate classifications such as academic and vocational, charges may be segregated according to the budget category to which they belong.

The various charges that a student might incur are called Student Account Receivable types, up to 192 of which may be pre-defined. The SARTypes, which are based on application, are one of three types, such as payments, charges, and financial aids. The charges may be further subdivided as to school/division, or may be global (college-wide). Up to six sessions' charges and financial aids information may be kept on file.

The business office begins the assessment process by making an initial assessment of the students for a session to reflect all charges and/or credits up to that point. Subsequent changes such as drops and adds, housing activity, or financial aids are posted to the students' accounts by an automatic reassessment for each item. While bills are not printed each time an automatic (silent) assessment is made, the business office can monitor the activity; the system then adjusts the accrued balances according to business office criteria and logs the transactions into the subsidiary ledgers.

Cash

The Cash program is the means by which the college's cash receipts are recorded. The receipts are processed at the discretion of the person handling them, and thus may be done in groups daily, weekly, or even several times a day, with each run separately identified by date and group number.

General transactions are simply posted to the general ledger; however, if the transaction involves a student's payment of fees, the SARType is entered along with the student's name and identification number, and his account record is updated accordingly.

Escrow

SOARS provides for two types of escrow accounts under the Student Accounts Receivable system.

The first is a general deposit escrow, which will retain any sort of deposit (pre-registration, admission, etc.) on account until the student is assessed. Monies entered in escrow during one session may be retained to be drawn upon during the next.

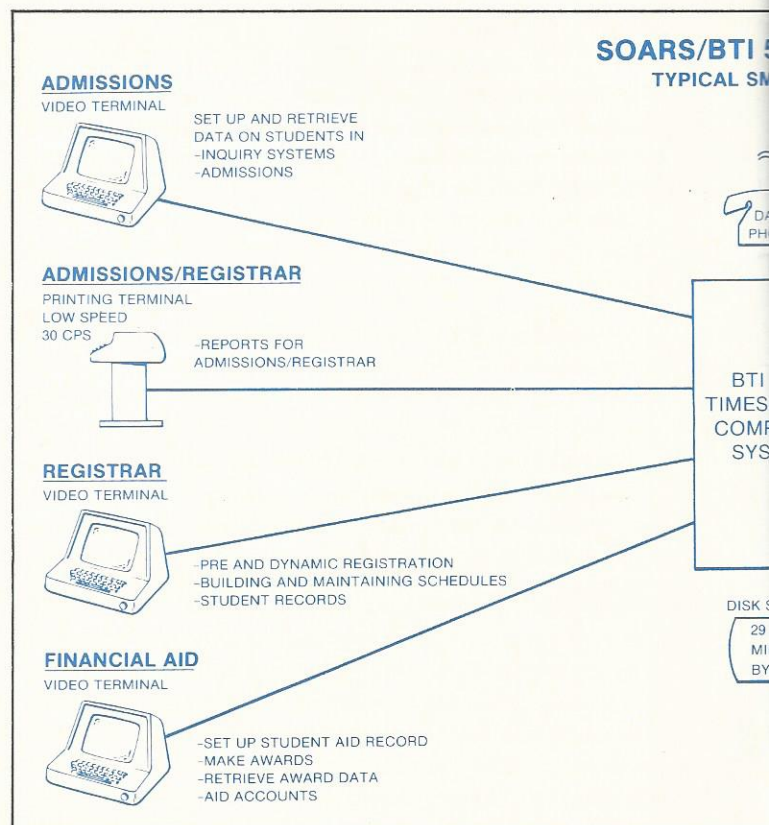
The second is the dorm damage escrow, which is reserved for damage deposits that may be required of dormitory residents. This account will be credited when a student pays the damage deposit, or the amount will appear on the student's account record at assessment time. If a student incurs any damage charges, the assessing procedure will update the escrow account as needed.

Miscellaneous Features

The Student Accounts Receivable system has several other features that permit further individualized handling of matters pertaining to the student accounts.

Alternate billing address—permits the student's bill to be addressed other than to his local residence.

Student billing—permits bills to be run on any or all students, including specific dates of activity if desired. The billing output may be formatted to be



compatible with existing forms.

Disbursing checks—enables the business office to record check disbursements to students and to create and maintain a student check record. The associated listing program will print out check disbursements by date, and/or check type, and/or student.

Permission to register students—under normal conditions, the Registrar System will not allow a student who has a debit balance on his account to register. Permission to register permits a discretionary override of that feature.

Lookups—permits authorized business office personnel instant access to a student's business, financial aid, academic, and/or check record.

Reports Available from Student Accounts System

Once data is in the system, SOARS will produce reports sorted on nearly any of the individual items. Reports available from the Student Accounts System include:

- Report on assessments for any period of activity, including a summary of transactions by credit and debit amounts and a net total of the transactions. This report will also produce a list by student identification number or alphabetically for a particular transaction and a total of all such transactions.
- List of all cash receipts and a total of cash receipts.
- Total of cash receipts for a specified period of time.
- Detail list of all cash transactions by date or batch.
- Printouts of student account records: totals of debit, credit, and escrow account receivables.

—A list of checks disbursed to students.

—A list of students registered for any semester who have debit balances on their accounts.

Programs Available in the Student Accounts System

ASSESS DATES—Changes the dates and percentages that the automatic assessment programs use in assessing charges and refunds.

ASSESS JOURNALIZE—Prints a list of totals of student assessments within a given period, then posts the assessments to the general ledger.

CASH JOURNALIZE—Prints a list of receipt groups with cash transactions within a given period, then posts the transactions to the general ledger.

CHANGE SARTYPES—Changes the information on charges, payments, or financial aids.

CREATE BILL FORMAT—Allows the creation of a bill format for the student billing program.

LOOKUP DISPLAY—Looks at a student's business record.

LOOKUP PRINT—Prints a student's business record.

INQUIRY LOOK—Displays the inquiry balance of a general ledger account.

NEW BATCH YEAR—Initializes the cash file for a new year.

PACK RECORDS—Discards all inactive business records.

PRINT BATCHES—Prints a listing of cash receipts.

CLEAR PERMISSION—Clears bursar's special permission indicator for all or any session for all students.

TRANSACTION LIST—Prints a list or gives a total for the action to date for a given transaction type.

ROLL RECORDS—Roll student account receivable records.

AUTOMATIC ASSESS—Automatically assesses a person; prints a schedule and a list of new charges.

BILLING ADDRESS—Inputs/changes a student's alternate billing address.

CASH RECEIPTS—Enters cash receipts as student or general ledger transactions.

DAILY TOTALS—Prints accounting of daily cash receipts.

DEBIT BALANCES—Prints a list of registered students with debit balances; shows outstanding financial aids and flags.

DISBURSE CHECKS—Informs the system of a financial aid check disbursement.

LIST ASSESSMENTS—Prints a list of students who were assessed in a given period.

MANUAL ASSESS—Manually assesses a refund or charge or set of charges.

PRINT ALL RECORDS—Prints the business records of all students for all schools or individual schools.

REG PERMISSION—Allows a student who has a debit balance to register.

PRINT BATCHES—Prints a list of cash receipts groups.

PRINT BILLS—Prints either a single bill or bills an entire school.

SPECIAL ASSESS—Puts special charges or refunds on a student's account.

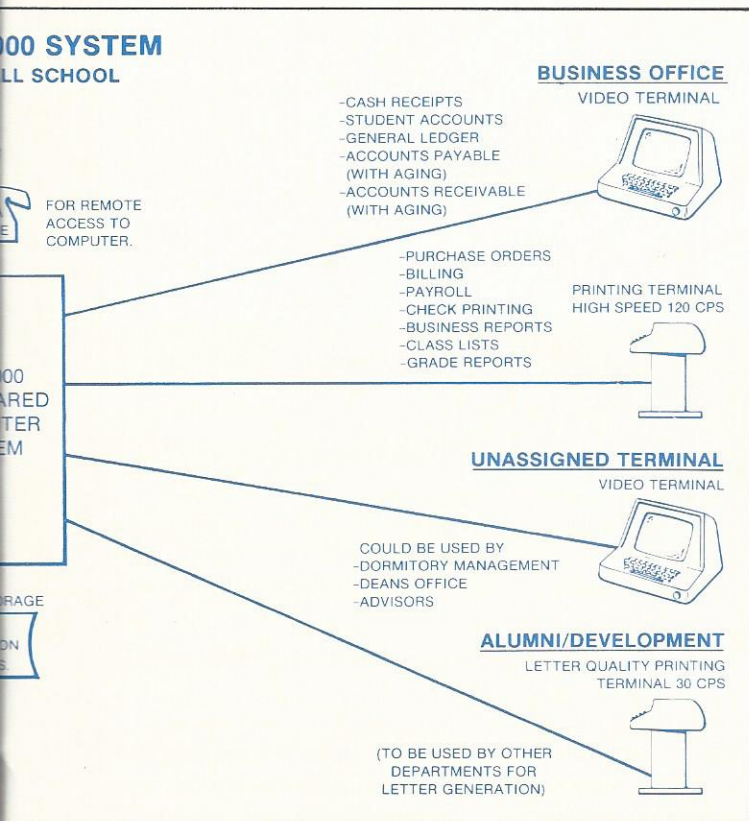
TOTAL BALANCES—Prints a total of credit balances, debit balances, and escrow deposit balances.

TRANSACTION LIST—Prints a list or gives a total for the action to date for a given transaction type.

LIST CHECKS—Prints a list of checks issued by date.

CORRECT BATCH—Enters cash transactions to correct an already complete batch.

MASS ASSESSMENT—Assesses all pre-registered students who have not been previously assessed for a given session.



FINANCIAL AID

The Financial Aid System cares for the creation and maintenance of student financial aid records and produces the attendant reports. It will hold two years' data so that financial aid personnel can work with the current and coming years' records at the same time. It allows for seven different possible awards for any student. Financial aid records are separated into three major categories: requirements, award data, and statistics.

The requirements area defines the criteria a student must meet before any award is automatically credited to his account record, such as being enrolled for a minimum number of units.

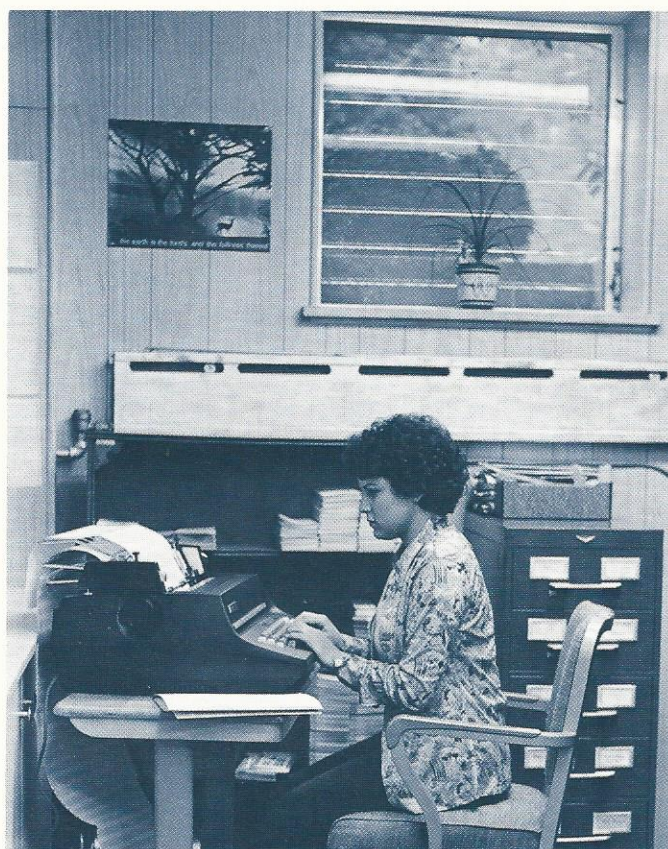
The award data contains the actual name of the award plus information on the award status. "Surplus" is a "dummy session" used to reflect money being held for one session or another. "Holding" indicates an award that has been promised but not yet released. "Awarded" is used to show an amount of aid ready for disbursement (to be credited to a student's account). "Revoked" indicates a potential award that was cancelled.

The statistics field holds information on the student's income, parents' contribution, number of dependents, etc. The statistical data is combined into a "total resources" figure, which is compared with the student's budget for a specified number of months: the computer calculates the budget minus the total resources as the student's need.

The reports available include not only tabulations of awards given, but also counts of recipients by ethnic breakdown, family financial status, and sex. A financial aid transcript showing a complete history of all financial aid for a student during his stay at the university—dates, awards, and amounts—is also available on request.

Programs Available in the Financial Aid System

- AID TOTALS—Prints totals for different aspects of financial aids awards.
- BUDGET ADJUST—Adjusts the budget for financial aids.
- CHANGE AID—Changes an aid award for a student or creates the record.
- LIST AID CHANGES—Prints a list of all changes to financial aids awards within a given period.
- PRINT AID RECORD—Prints a copy of the aid records for one or all divisions.
- ROLL AID RECORD—Makes next year into this year and this year into last year.
- PROGRAM LIST—Prints a list of students receiving an award under a given program for a given award year.



- FEDERAL REPORT—Prints totals of recipients of NDSL, SEOG, and CWS aid by sex, ethnic breakdown, and financial status.
- LOOKUP DISPLAY—Displays a student's business records.
- LOOKUP PRINT—Prints a copy of a student's business records.
- DELETE LAST YEAR—Purges last year's financial records to make room for next year's.
- DELETE AID RECORD—Removes a student's financial aid record.
- PACKAGE LIST—Prints and totals by holding, accepted, and revoked; totals the financial aid packages of either working year.
- NOT REGISTERED—Lists the students who have financial aid packages but are not currently registered.

GENERAL LEDGER

The SOARS General Ledger is a flexible and versatile system for monitoring and controlling the cash flow of a campus. It provides the means for organizing accounts and making transactions among them. General Ledger is also linked to the subsidiary financial programs—Dormitory, Student Accounts, Accounts Payable, Payroll, and Financial Aid—so that transactions made through the subsidiary programs are automatically reflected in the General Ledger.

The General Ledger can handle the chart of accounts of virtually any college or university because of SOARS's unique method of account classification. Line item accounts may be referred to using letters or digits of any coded format. Classification outlines are used to group accounts according to their codes; the outlines are English language descriptions. Thus a typical portion of the chart of accounts might appear as follows:

- Revenue
 - Student Accounts Receivable
 - Deferred Revenue
 - Tuition and Fees
 - Undergrad
 - Post Graduate
 - Transcript Fee
 - Service
 - Miscellaneous Fee
 - Other Sources
 - Bookstore Revenue
 - Dormitory Revenue

There are six independent sets of classifications available to the user for whatever purpose he deems appropriate. For example, one outline may break down the General Ledger by Fund while another breaks it down by the Asset/Liability/Revenue/Expense categories. Some institutions have opted to use one of their classification outlines to tab accounts in such a way that reports for auditors are easily obtained.

Budgeting is arranged so that it can provide control and still retain flexibility for the institution's needs. An account may or may not be budgeted. If it is not budgeted, it is considered to be either an Asset or a Liability account. Budgeted accounts are fund balance subsidiary accounts and are thus either Expense or Revenue accounts. Special accounts such as Fund loan accounts and Fund transfer accounts may also be accommodated.

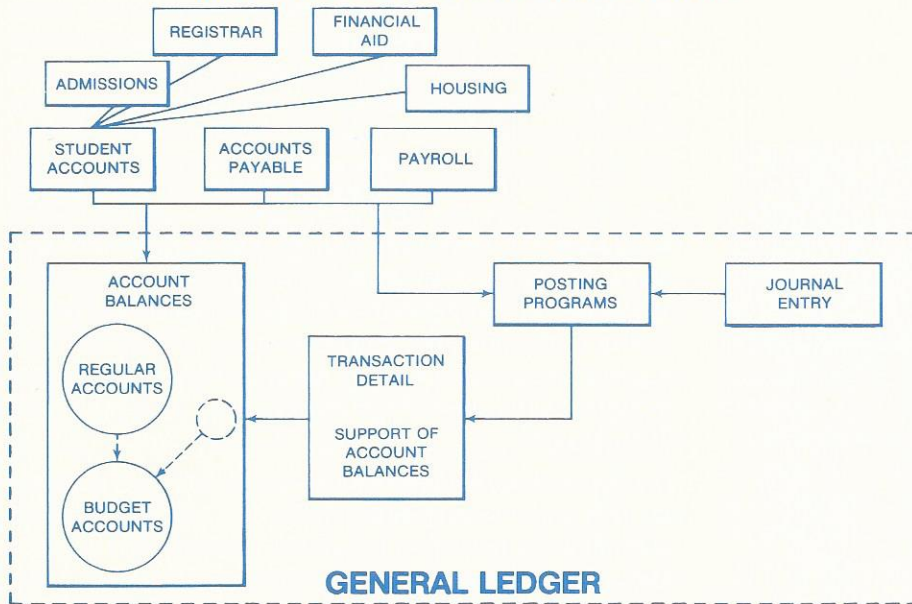
The Accounts Payable subsystem operates in conjunction with the General Ledger budgeting system to provide control of expenditures. The combined systems produce a full and instantaneous encumbrancing system that allows no overexpenditures. Budgets may be arranged to provide the tightest control at the line item level; conversely, several line item accounts may feed out of the same budget. Several minor departmental expenses, for example, can be grouped under a single budget.

The Report Specification Language, which is used to generate all financial reports for the General Ledger, has access to all General Ledger balances and can examine the classification outlines for reporting. The user may therefore select combinations of classifications he wishes for a report and can specify an output format of his own choosing.

Programs Available in the General Ledger System

- CHANGE CLASSIFICATIONS—Adds, deletes, moves, changes, or prints classifications.
- ADD/DROP ACCOUNTS—Adds or deletes accounts.
- RECLASSIFY ACCOUNTS—Changes an account's classification(s).
- CHANGE FUNDS—Adds, deletes, changes, or prints funds.
- REGULAR TRANSACTIONS—Enters regular transactions.
- LONG TRANSACTIONS—Enters extended length regular transactions.
- BUDGET TRANSACTIONS—Enters budget transactions.
- NEXT YEAR BUDGET SETUP—Sets up budgets for next year.
- NEW MONTH—Informs the General Ledger System that a new month has started.
- NEW YEAR—Initiates a new fiscal year.
- CLOSE BOOKS—Generates transactions to close a Fund to an income summary account.
- LOOKUP—Displays various balances of designated accounts.
- PROGRAM RSL—Inputs report definitions using the Report Specification Language.
- EXECUTE RSL—Executes previously saved RSL definitions.
- SET BANK—Designates, resets, or lists accounts to be known as bank accounts.
- SET CASH—Sets, resets, or lists accounts to be known as "cash."
- SET PAYROLL—Designates accounts that may be used by the Payroll System.

INFORMATION FLOW INTO THE GENERAL LEDGER



ACCOUNTS PAYABLE

The Accounts Payable portion of the financial system is a full encumbrance system that performs all the record keeping associated with the accounts payable function.

When an originating department requests a purchase order, the amount is checked against the appropriate account, and the purchase order is allowed only if it is within the budget limit. If the purchase order is allowable, it is referenced by both account and vendor, and the document is printed on demand. Subsequently, the status of the purchase order may be requested by either account or vendor.

Upon receipt of the goods, packing slip and invoice information is entered into the system and checked against the original order (cancelled items may also be accounted for in this phase). The purchase order will be credited for the goods received and the associated account debited. The vendor account displays the current status of any invoices received.

Discounts, if any, are computed according to vendor terms and checks are printed on demand. Up to seven invoices from one vendor for any period of time may be paid on one

check. Finally, the system automatically enters the necessary detail to document the transactions in the general ledger and makes the full check record available on demand.

Programs Available in the Accounts Payable System

- ENTER P.O.—Enters requisitions; encumbers G/L accounts.
- PRINT P.O.—Prints recently entered purchase orders.
- LOOKUP P.O.—Looks up purchase orders on the system.
- LIST P.O.'S—Lists either all purchase orders or all open purchase orders (prior to given date).
- ENTER INVOICE—Enters vendor invoices.
- PACKINGSLIP—Enters vendor packing slips.
- REQUEST CHECKS—Requests checks for invoiced or non-invoiced expenses to be sent to vendors.
- CHECK—Print checks to be sent to vendors.
- REGISTER—Produces check register.
- POST TO G/L—Posts invoices and checks to G/L accounts.
- QUERY ACCOUNTS—Looks up current A/P status of G/L accounts.
- ADD VENDORS—Adds new vendors to the system.
- CHANGE VENDORS—Changes vendor information.
- LIST VENDORS—Lists vendors either alphabetically or in vendor number order.
- DELETE VENDORS—Removes vendors from the system.
- CREDIT MEMOS—Maintains credit memo information in vendor file.

PAYROLL SYSTEM

The SOARS Payroll System is designed around the needs of educational institutions. It handles a maximum of 2370 employees; recognizes an unlimited number of position descriptors; recognizes ninety-nine different departments; keeps up to forty-nine deductions on file, as many as twenty of which may be applied to any employee; can pay according to nearly any schedule—hourly, weekly, bi-weekly, semi-monthly, monthly—and at a number of rates—straight, time and a half, double time or special rates. It also permits individualized treatment of deductions such as withholding FICA contributions but not state income tax, and deductions—local taxes, tax shelter deductions, reimbursements—can be taken out of every paycheck, every other paycheck, in a lump sum, etc. Computer-printed paychecks include a statement of deductions. Federal and state forms are included as part of the system.

In a typical payroll session, the first program run prepares a "prepayroll," in which all the calculations are made but no checks are printed and no changes are made in general ledger accounts. The prepayroll allows the operator to verify the calculations and make any corrections that might be necessary. After corrections are made, the prepayroll is formalized into the actual payroll and checks can be printed. (Security in printing paychecks requires a multilevel password entry to assure that the proper person is using the proper terminal to print the checks.) Finally, a deduction register is run and the items are journalized to the general ledger. A versatile report generator is included for special report requirements.

Programs Available in the Payroll System

- CHANGE RECORD—Corrects or adds to information in both parts of an employee's record.
- CHANGE SS#—Changes the social security number of an employee.
- CORRECT PAYROLL—Makes corrections in the hours/salary information for a payroll.
- FILE RECORD—Prints a copy of an employee's record for filing.
- LIST EMPLOYEES—Prints a list of employees.
- DIRECTORY LIST—Prints names, addresses, and telephone numbers for directory.
- LOOKUP—Looks up the record for an employee.
- PREPARE PAYROLL—Inputs time (hours/salary) for a payroll.
- PRINT CHECKS—Prints payroll checks.
- RUN PAYROLL—Calculates deduction information for a given payroll.
- RUN PREPAYROLL—Calculates deduction information but does not update employee's file.
- SPEC PREPAYROLL—Calculates only certain deductions but does not update employee's file.
- SPEC PAYROLLRUN—Calculates only certain deductions for a given payroll.
- PRINT REGISTERS—Prints all or selected deduction registers.
- PRINT G/L AMTS. —Prints list of general ledger accounts and amounts.
- JOURNALIZE—Clears out the payroll so that the next one may be run.
- REPORTS—Prints various reports from selected items of employee files, i.e., report generator.
- CANCEL CHECK—Removes an incorrectly issued check from the employee's and general ledger records.
- WORK COMP LIST—Prints a list of employees and their pay for all or a selected workman's compensation code.
- CHECK REGISTER—Prints a list of checks printed.
- NEW QTR/YR—Sets proper parts of employee matrices for a new quarter or a new year.
- PRINT W-2'S—Prints standard W-2 forms at year's end.
- PRINT 941'S—Prints 941 forms at end of quarter.
- RESET LOCATOR—Rebuilds directory records to maintain program efficiency.
- CHANGE TABLE—Allows changes to be made in federal or state tax tables and FICA limit.
- CHANGE G/L #'S—Alters general ledger numbers for deduction types.
- FIX DEDUCTIONS—Adds, deletes, or makes changes in deductions.

DEVELOPMENT/ ALUMNI

The Development/Alumni System contains a variety of programs designed to help the development director build, maintain, and use his lists of contributors. This system is user-oriented as to use of codes and their alphabetical equivalents. As new activities, fund-raising drives, etc., occur, the user can simply add the information to the tables and start using the new code. The system is divided into two sections.

The information section holds demographic data on individuals and organizations. Individual records may be cross-referenced to spouse records, and have the facility for storing children's names, sex, and birthdates. Individual records may also refer to organization records (organization of employer, church, etc.).

The gift section contains giving information on the individuals and organizations: pledge amounts, the year and amount of the largest gift given, and giving totals for up to fourteen years.

The gift and information sections are linked, and may be used to generate numerous reports. The Development/Alumni System may also make use of the various utility programs that generate lists, labels, and letters. Selection criteria for the utility programs embrace all the items in the information section plus most of the items in the gift section.

Programs Available in the Development/Alumni System

- INPUT—Adds new individuals or organizations, or changes existing records to the Development System.
- INDIV BUILD—Builds a sub-file of selected individuals and sorts to user specifications.
- INDIV LIST—Prints single-line listing from sub-file or locator with user specifications.
- INDIV LABELS—Prints home or business address mailing labels on single or triple label stock.
- INDIV LETTERS—Prints letters to persons selected with INDIV BUILD.
- SPECIAL LABELS—Prints labels for persons selected with INDIV BUILD.

- ORG BUILD—Builds a subfile of selected organizations and sorts to user specifications.
- ORG LIST—Prints single-line listing from sub-file or locator to operator specifications.
- ORG LABELS—Prints address labels for organizations.
- ORG LETTERS—Prints letters to organizations selected with ORG BUILD.
- PRINT RECORDS—Prints demographic and gift master information for individuals or organizations.
- BUILD CHILDREN—Builds a sub-file of children selected by age and sorts it alphabetically.
- LIST CHILDREN—Prints list of children and their addresses from the sub-file.
- CHILD LETTER—Addresses a selected letter to all children of a selected age.
- COMPOSE—Composes letters and stores them in a file for use by the LETTER programs.
- RESET INDIV—Resets INDIVIDUAL locator.
- RESET ORG—Resets ORGANIZATION locator.
- TABLELIST—Prints coding lists from TABLE file.
- TABLECHANG—Builds and changes items in TABLE file.
- CASH/PLEDGE—Enters cash received or pledges into the GIFT system.
- TRANSACTIONS—Prints lists of all transactions entered through CASH/PLEDGE by date or batch number.
- TOTALS—Prints total cash and pledges by date from beginning of fiscal year.
- GIFT LOAD—Verifies, changes, and builds a gift master record.
- GIFT TYPES—Adds, changes, and reports on gift types.
- GIFT PRINT—Prints a listing of the GIFT TYPE information from the detail file.
- GIFT LOOKUP—Displays gift master and gift detail.
- ALUMNI—Master input and update program.
- DELALL—Removes person and his data record from system.
- NAMCHA—Changes names.
- FIND—Finds people by identification number, name, or part of name.
- UTILIST—Produces a listing to user specifications.
- UTILABELS—Produces mailing labels to user specifications.
- UTICOUNT—Produces a simple count to user specifications.
- LOCRESET—Resets index records to maintain program efficiency.

