

SchoolWrite

SCHOOL ADMINISTRATION SOFTWARE

www.schoolwrite.com

SchoolWrite V3

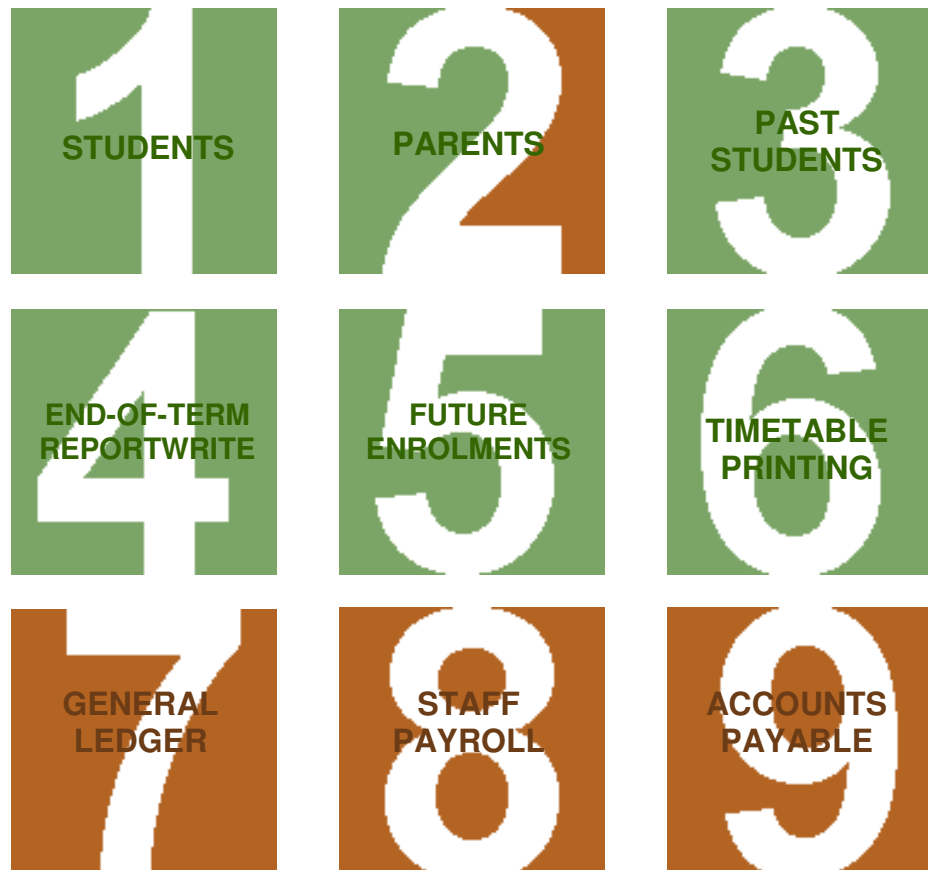
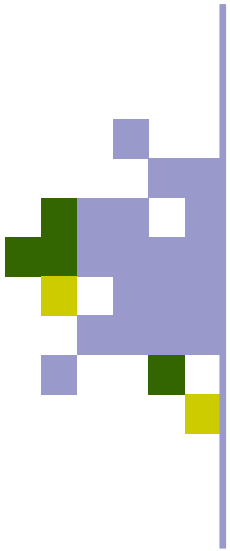
BBA Software
info@schoolwrite.com

**Academic
records**

**School
accounts**

for Windows  95/98/ME
2000/NT/XP

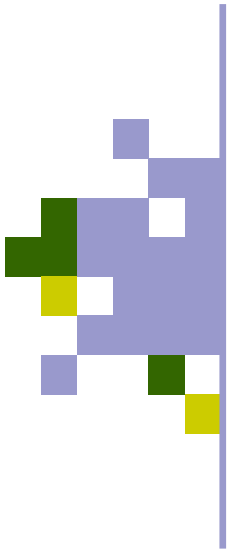




The two components of SchoolWrite are **Academic Records** and **School Fees & Accounting**. The components consist of fully integrated modules.

1 STUDENTS

- One to four terms per year, with up to twenty-four curricular and eight co-curricular subjects per term.
- Two optional activities may be set up for students (eg boarders, computer club, etc), and up to nine sports houses.
- Student lists may be printed by subject, class, house, activity, age, etc within any selected year range.
- At end-of-year students are automatically promoted to the next school year.
- Histories are maintained on disciplinary actions, accidents & illnesses, and positions held within the school.
- Information is kept on allergies & immunisations, transport requirements, and registration & graduation.
- End-of-term Report Cards are printed, or emailed as a pdf file to parents.



2 PARENTS

Academic Records

- Parent lists, Family lists,. Send SMS messages, emails, and standard letters (and labels) with mail-merge options.
- Automatic generation of emails & SMS messages when students are absent. Parents are notified within minutes of the roll being marked.
- End-of-Term Reports delivered via email (PDF attachment)

School Fees & Accounting

- Automatic billing of parents, with discounts for bursaries and families.
- Automatic discounts for siblings attending school.
- Provision for split families, with copies of school accounts to additional parent addresses.
- Combined Bank Deposit sheet printed, with school fees and Building Fund contributions listed separately.
- Follow up of overdue school fees using printed Statements, Aged Transaction Report and form letters, with option to charge interest on unpaid balances.

3 PAST STUDENTS

- Track current addresses of past students.
- Students are automatically transferred to Past Students on graduation.
- Parents of Past Students may also be transferred.
- Standard letters and mailing labels are printed by alumni year.
- Previous academic results, and positions held are viewed on screen.

4 END-OF-TERM REPORTWRITE

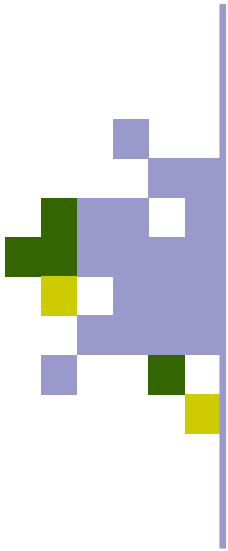
- Teachers' classes are downloaded to record marks and comments offline. Download locations may be a USB drive or a folder on the network. Included in the download are teachers' classes and software.
- A spell-checker and all necessary software is included in the download.
- Uploaded marks and comments are merged into SchoolWrite's main student database.
- A Mark Entry Control Report is provided to follow up staff who have not returned their marks and comments for upload

5 TIMETABLE PRINTING

- Entry of Periods taught by Teacher, with room numbers
- Timetables are printed for:
 - Students
 - Teachers
 - Room usage
 - Whole school
 - Free Teachers
 - Free Rooms
- Students timetables may be viewed on screen.

6 FUTURE ENROLMENTS

- Organisation and control over all future enrolment enquiries
- Standard letters printed for selected groups of prospective parents
- Enrolment fees collected.
- Marketing source statistics available.
- Accepted applications are 'rolled over' to Students and Parents, requiring little or no further keyboard entry when the student commences
- Workloads are reduced at the start of year.



7 GENERAL LEDGER

- Accounting for non-accountants.
- The chart of accounts is pre-set for schools, and easily modified.
- Date-driven reporting allows financial printouts by semester, by term, or by month, with matching Budget periods.
- Printed Audit Trails from transaction entry satisfy auditors' requirements.
- End of prior financial year stays open for up to 12 months. Adjustments and final reporting are not rushed.
- Balance Sheet, Profit & Loss and Tailored Financial Reports

8 STAFF PAYROLL

- Integrated with the SchoolWrite General Ledger
- Employees include teachers, admin staff, maintenance staff, full time staff, casuals, salaried and hourly. Staff photos may be included.
- on-screen preview of payslips
- accrual of holiday leave, sick leave and long service leave
- superannuation calculated for employer and employee contributions
- password protection

9 ACCOUNTS PAYABLE

- Creditors system is full integrated with the SchoolWrite General Ledger
- Invoices may be split over any number of finance codes
- Prints remittances and cheques (optional)
- accumulates history of transactions for each creditor
- Cash Requirements report is available prior to paying creditors
- Projected cash flow report monitors the total of funds required in the future.

LIBRARY SYSTEM (stand-alone module)

- Cataloguing, searching and circulating resources—books, tapes, DVD's, etc
 - Integration with SchoolWrite students
 - Overdue reporting and waiting list management
 - Network Search Screen software for multiple users
 - Web Search software for library enquiries on Internet or Intranet
- From www.resourcemate.com

The SchoolWrite INTRANET

The SchoolWrite intranet provides browser-based access to student data from any work station on the school network. Home Class lists with photographs are viewed in the Browser and printed. Individual student details are brought to the screen, their timetable, and their End-of-Term Report

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