



School Cash Accounting

Cash and Checks YTD and Non-Sufficient Funds





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School Cash Accounting – Main Menu

The *School Cash Accounting (SCA)* is an easy-to-use web-based tool that automates the manual accounting tasks that school office staff are required to perform each and every day.



- | | |
|----------------------------------|--|
| A. Module Title: | Indicates the School Cash Accounting module |
| B. Profile Settings: | User can change password, includes language selection and Log Out |
| C. School/Bank Account: | Indicates the school/bank account. User can toggle between accounts |
| D. Income Activities: | Modules to process Cash Deposits, Issue Receipts, View Itemized Cash & Checks to date and track Non-Sufficient funds (checks) |
| E. Expense Activities: | Modules to print checks, monitor cashboxes (optional), process Purchase Orders (optional) |
| F. General Activities: | Modules to search for transactions posted to the ledger, process Journal Entries (optional) and Transfers between categories, complete monthly reconciliations |
| G. My School Information: | Monitor the Chart of Accounts, view bank account demographics, entry to Program Maintenance and Supplier Maintenance, link to Resource Center |
| H. My Reports: | Link to 4 favorite reports |
| I. My School Store: | Modules for School Cash Online |
| J. Reports: | Drop-down listing School Cash Accounting Reports |
| K. User Guide: | Link to Accounting User Guides |

School Cash Accounting

Cash and Checks YTD Itemized

Instruction Guide

From the School Cash Main Menu > Cash/Checks YTD Itemized

- A. Information : Access to Tip Sheet
- B. View Year To Date Entries: Listing of all Cash / Checks itemized
- C. Non-Sufficient Funds Menu: Module to track NSF entries
- D. Receipt Menu: Currently not used
- E. YTD History Report: View previous years for itemized cash/checks and NSF
- F. Main Menu: Returns to Main Menu

View Year To Date Entries

Lists any cash or cheque entries that were detailed in the Deposits/Receipts module and School Cash Register

| Date | Deposit From | Amount | Type | Category Name | Object Code |
|------------|--------------------------------|---------|-------|--------------------|-------------|
| 09/01/yyyy | Anderson, Brian | \$40.00 | Check | Field Trip #1 | |
| 09/01/yyyy | Bell, Jennifer | \$40.00 | Check | Field Trip #1 | |
| 09/01/yyyy | Hudson, Paul - June Hudson | \$12.00 | Check | Environmental Club | |
| 09/01/yyyy | Lockie, Paul - Wendy Lockie | \$10.00 | Check | Field Trip #1 | |
| 09/01/yyyy | Martin, Linda - Jane Patterson | \$56.00 | Check | Field Trip #2 | |
| 09/01/yyyy | Yang, Lea - Katie Yang | \$15.00 | Check | Movie Night | |

Use when a parent or teacher asks if the check was deposited. Select **Search** or sort by **Deposit From**

School Cash Accounting Non-Sufficient Funds

Instruction Guide

Main Menu > Cash/Cheques YTD Itemized > Non-Sufficient Funds or Main Menu > Non-Sufficient Funds

- | | |
|---------------------------|--|
| A. Information | Access to Tip Sheet |
| B. Add New NSF Charge: | Wizard to add new NSF charges |
| C. Print NSF Notice: | Print notices to individual with outstanding NSF charges |
| D. Receive NSF Payment: | Wizard to record payments of NSF charges |
| E. View NSF Entries: | List View of all NSF entries / Search entries |
| F. Edit NSF Notice Text: | Customize your notice to Parents/ Teachers/ Students |
| G. Print Outstanding NSF: | Report that filters outstanding payments |
| H. Checks YTD Menu: | Returns to Check YTD Menu option |
| I. Main Menu: | Returns to Main Menu |

A. Set-up NSF Notice

From NSF Menu select **Edit NSF Notice Text**

- Logo:** Customize with School's Logo. Browse / Select **Submit**
- NSF Notice Text:** Sample above / Select **Submit**
- Select: **NSF Menu**

School Cash Accounting

Non-Sufficient Funds Entry

Instruction Guide

A. Add New NSF Charge

Select **Add New NSF Charge**

The screenshot shows the 'NSF Menu' for 'School 10 - School Generated Funds'. The menu includes the following buttons: 'Add New NSF Charge' (highlighted with a red arrow), 'Print NSF Notice', 'Receive NSF Payment', 'View NSF Entries', 'Edit NSF Notice Text', 'Print Outstanding NSF Transactions', 'Checks YTD Menu', and 'Main Menu'.

Step 1: Locate the name of the name of the NSF check

The screenshot shows the 'Add New NSF Charge' form. The 'Deposit From' dropdown menu is open, showing a list of names: Anderson, Brian; Bell, Jennifer; Hudson, Paul; Lockie, Paul; Martin, Linda; Nelson, Rebecca; and Yang, Lea. The 'Continue' button is visible. The form also includes a 'List View' button, a 'New NSF Entry' button, and a table with columns for Date, Student Name, Amount, and Category Name. The bottom of the form shows a pagination bar with 'Visible Records: 0 - 0 Total Records 0'.

Choose **Deposit From** (drop down) > **Anderson, Brian**
Select: **Continue**

Step 2: List of Itemized Checks will display for any itemized deposits for this individual

The screenshot shows the 'School Cash' interface. At the top, there's a header with 'KEVgroup' and 'Add New NSF Charge'. Below this, a dropdown menu shows 'School 10 - School Generated Funds'. There are buttons for 'NSF Menu' and 'Main Menu'. Below these, there are tabs for 'List View' and 'New NSF Entry'. A 'Deposit From:' field shows 'Anderson, Brian' with a 'Continue' button. Below this is a table with the following data:

| Date | Student Name | Reason | Amount | Category Name |
|------------|------------------|---------------|---------|---------------|
| 08/01/yyyy | Christi Robinson | The Alamo | \$20.00 | Field Trip #2 |
| 09/01/yyyy | Christi Robinson | Pioneer Farms | \$40.00 | Field Trip #1 |

A red arrow points to the second record (09/01/yyyy, Christi Robinson, Pioneer Farms, \$40.00, Field Trip #1). At the bottom right, it says 'Visible Records: 1 - 1 Total Records 1'.

Click on the Record that relates to the NSF charge

Select: **Pioneer Farms > \$40.00 > Field Trip #1**

Select: **Continue**

Step 3: Enter NSF Date / Bank Charges

The screenshot shows the 'NSF Check Entry' form. It has a title 'NSF Check Entry' and a message: 'The following check was selected to update as NSF. Please enter the NSF charge and select OK or select CANCEL if this is the incorrect check. Note: The NSF Data should reflect the date on the bank notification.' Below this, there are two columns of fields. The left column contains: 'Deposit From: Anderson, Brian', 'Amount: \$40.00', 'Category Name(s): Field Trip #1', 'Deposit Date: 09/01/yyyy', 'Reason: Pioneer Farms', 'GL Department:', and 'Object Code:'. The right column contains: 'NSF Date: Bank Date' (with a calendar icon), 'Bank Charge: 5.00', 'Admin Charge:', 'Memo:', and 'Assign Bank Charges to:'. At the bottom, there are 'OK' and 'Cancel' buttons. Red arrows point to the 'NSF Date' field, the 'Bank Charge' field, and the 'OK' button.

NSF Date: Date on Bank Notification or Statement

Bank Charge: **5.00**

Select: **Continue**

School Cash Accounting

Instruction Guide

Warning Message

The following transaction will be posted to the School Ledger as an NSF entry. Do you want to continue?

OK

Cancel

Select: **Continue**

NSF Entry has been recorded.

OK

Select: **OK**

Step 4: Print NSF notice.

From the Non-Sufficient Funds Menu, select **Print NSF Notice**

KEVgroup

Print NSF Notice

Profile Settings

Log Out

School Cash

School 10 - School Generated Funds

NSF Menu

Main Menu

Continue

☐ Include School/Admin Charges On NSF Notice


| Print | Date | Deposit From | Reason | Amount | Category | Owing |
|--------------------------|------------|------------------------------------|---------------|---------|---------------|---------|
| <input type="checkbox"/> | 09/01/yyyy | Anderson, Brian - Christi Anderson | Pioneer Farms | \$40.00 | Field Trip #1 | \$45.00 |

Visible Records: 1 - 1Total Records 1

A list of NSF entries that have not re-paid will appear.

Select the notice(s) to print by clicking the **checkbox** beside the name

Continue



School 10
123 Water Street, New Haven, TX 77379
(832) 397-3000

Name: Anderson, Brian - Christi Anderson

Reason: Pioneer Farms

Please remit cash only to the school office

Anderson, Brian
45 Westward Road
New Haven, TX 77379

Red School District

NSF Notice

yyyy-09-01 10:30:14 AM

Received on: 08/22/yyyy

Amount: \$40.00

NSF Bank Charge: \$5.00

Amount Owing: \$45.00

Paul Peterson, Principal

Select the **printer** icon to print the notice (2 copies – parent / staff sponsor)

Select: **Continue**

Non-Sufficient Funds Receive Payment

This is a Two-Step process:

A – Receive NSF Payment; and

B – Deposit Funds

A. Receive NSF Payment

Step 1: From the Non-Sufficient Funds Menu select **Receive NSF Payment**

Step 2: Click on the record that is making the payment, then select **Continue**

| Date | Deposit From | Reason | Amount | Amount Owing | Category Name | GL Code |
|------------|------------------------------------|---------------|---------|--------------|---------------|---------|
| 09/01/yyyy | Anderson, Brian - Christi Anderson | Pioneer Farms | \$40.00 | \$45.00 | Field Trip #1 | |

School Cash Accounting

Instruction Guide

Step 3: Summary of the NSF is displayed.

| | | | |
|----------------------------|---|-----------------|------------------------------------|
| Date: | 08/22/yyyy | Amount: | \$40.00 |
| Deposit From: | Anderson, Brian - Christi Anderson | Admin Charge: | \$0.00 |
| Category: | Field Trip #1 | Bank Charge: | \$5.00 |
| Reason: | Pioneer Farms | Amount Owing: | \$45.00 |
| Payment Date: | <input type="text" value="09/01/yyyy"/> | Payment Amount: | <input type="text" value="45.00"/> |
| <div>Continue Cancel</div> | | | |

Payment Date: Defaults to today's date

Payment Amount: 45.00

Note: Partial payments can be made for a repayment of an NSF

Select: **Continue**

| |
|---|
| <div>Are you sure you want to make a payment for this NSF entry?</div> <div>OK Cancel</div> |
|---|

Select: **OK**

NSF entry has been recorded as paid in the Non-Sufficient Funds module.

NSF entry has been recorded as paid on the General Ledger

B. Deposit Funds

From the Main Menu > Deposit/Receipts

KEVgroup Main Menu

Profile Settings | Log Out

School Cash

School 10 - School Generated Funds

Income Activities

Expense Activities

General Activities

Deposits/Receipts

Cash/Checks YTD Itemized

Non Sufficient Funds

Issue checks - Disbursements

Change Funds - Cashbox

Purchase Orders

Ledger Inquire

Journal Entries

Reconciliation

Transfer Entries

My School Information

My Reports

My School Store

Category (Chart of Accounts)

Demographics

Program Maintenance

Supplier/Vendor Maintenance

Resource Centre

#2 Detailed Category Summary

#5 Overview Umbrella Category Summary

#10 Trial Balance

#11 Transaction Reports

Various

School Cash Catalog

School Cash Register

School Cash Online

Reports

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User Guide

School Cash Accounting

Instruction Guide

Step 1: Complete the Deposit Form.

School Cash

School 10 - School Generated Funds

Forms

Itemize

Print

Add To Ledger

Currency

Main Menu

Detailed Receipt

List View

Money handed in by:

Anderson, Brian

| Bills | | | Rolled Coins | | | Loose Coins | | | Checks Detail | | |
|--------------|-----|---------|---------------|-----|--------|--------------|-----|--------|-------------------------------|--------|--------|
| | Qty | Amount | | Qty | Amount | | Qty | Amount | Qty | Amount | Total |
| \$1 | | \$0.00 | 1c | | | 1c | | \$0.00 | | | |
| \$2 | | \$0.00 | 5c | | | 5c | | \$0.00 | | | |
| \$5 | 1 | \$5.00 | 10c | | | 10c | | \$0.00 | | | |
| \$10 | 4 | \$40.00 | 25c | | | 25c | | \$0.00 | | | |
| \$20 | | \$0.00 | 50c | | | 50c | | \$0.00 | | | |
| \$50 | | \$0.00 | \$1 | | | \$1 | | \$0.00 | | | |
| \$100 | | \$0.00 | | | | | | | | | |
| Total Bills: | | \$45.00 | Total Rolled: | | \$0.00 | Total Loose: | | \$0.00 | Check Total: | | \$0.00 |

Add Category

Add Memo

Cash Total: \$45

Deposit Total: \$45

Balance: \$0

| Category Name | Cat. # | Amount | Reason |
|---------------|--------|--------|---------------|
| Field Trip #1 | 6010 | 45.00 | Pioneer Farms |

Deposit #

2

Night Wallet #

Date:

09/01/yyyy

Total Categories: 1










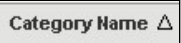


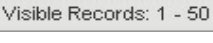



















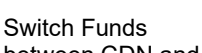







1

Form 1/1

Step 2: Complete the printing of the bank information (**Print > Quick Print**)

Step 3: **Add to Ledger**

The Basic Icons

| | | | | | | | |
|---|---|---|---|---|--|---|------------------------------------|
|  | Main Menu |  | Log Out |  | Previous Screen |  | Print |
| | Returns to the Main Menu from any screen | | Correct method to close School Cash | | Access Previous Screen | | Indicates menu options |
|  | Menu Selector |  | Indicates selected record |  | Change Paper Size | | |
|  | Command Selector |  | Indicates Total Number of records in the database |  | Category Name |  | Sort Activated |
|  | Pick List Arrow (Select from a Pre-determined List) |  | Indicates Visible Records on current page |  | Print | | |
|  | or ENTER to save current record or changes |  | Table Grid Toolbar | | 1-Column Report 1-Column Report (Page Break By Category) 3-Column Report Print Current Find | | Causes selected report to generate |
|  | or ESC to cancel current changes | | |  | or CTRL/P Prints PDF Reports | | |
|  | or INSERT to insert a row in the current grid |  | to move to the first row in the grid |  | Canadian English Version | | |
|  | or DELETE to delete the selected row |  | to move to the previous page |  | Québécoise Française Version | | |
|  | or ENTER to edit the selected row |  | move to the previous row |  | American English Version | | |
|  | Access Calendar window |  | to move to the last row in the grid |  | Link to On-line Tip Sheets | | |
| SHIFT/TAB | Move the insertion point to the previous editable field |  | to move to the next page |  | Currency |  | Switch Funds between CDN and USD |
| F11 | Displays Internet Explorer in Full Screen Mode |  | to move to the next row |  | Browser Forward | | |
|  | Delete the selected category transfer/journal record |  | Browser Back |  | Browser Refresh | | |
| | |  | Add a credit record to the selected category transfer/journal record. |  | Delete the selected credit record | | |

Notes

This image shows a single page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, leaving small margins at the top and bottom. There are no vertical margin lines, text, or other markings on the page.