



School Cash Accounting Reports



Instruction Guide



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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 |

Reports 		
Category Reports <ul style="list-style-type: none"> 1. Detailed Category Summary (All Transactions) 2. Detailed Category Summary (Select Date Range) 3. Detailed Umbrella Category Summary 4. Overview Umbrella Category Summary 5. Overview Umbrella Category Summary (Select Date Range) 6. Memo Summary Category Balances 7. Categories With No Activity 	School Reports <ul style="list-style-type: none"> 8. Trial Balance (Category) 9. Trial Balance (Category Date Range) 10. Trial Balance (Umbrella Date Range) 11. Transaction Reports Various 12. School's Net Worth Grand Totals Across All Bank Accounts 13. Transfer Report **Vendor 1099 GL Name Report GL Name Umbrella Report Journal Entry Report 	District Reports <ul style="list-style-type: none"> 14. Tax Rebate Reports For Board Submission 15. Modified Transactions Listing Audit Trail 16. Cash Flow Overview Summary Of Income & Expenses 17. Cash Flow Overview Of Revenue & Expenses For Categories 18. Government Reports GL Reimbursement Reports *District Level Reports

11. Transaction Reports Various Menu

 Report Eleven Menu		 Profile Settings Log Out	
School Cash		School 10 - School Generated Funds 	
Transaction Reports	Outstanding Reports	Cleared Reports	
11. Customized Transaction Report 11A. Transaction Report Detailed By Transaction Type 11B. Range Of Date Transactions Detailed Summary 11C. Range Of Date Transactions Short Form Summary 11D. Monthly Bank Statement (Sign-off must be completed)	11E. Outstanding Transactions Detailed By Date 11F. Outstanding Transactions Detailed By Category 11G. Outstanding Transactions Overview	11H. Cleared Transactions Detailed By Date 11I. Cleared Transactions Detailed By Category 11J. Cleared Transactions Overview 11K. Reprint-Monthly Bank Reconciliation 11L. Reprint-Monthly Bank Reconciliation Overview Of Categories 11M. Reprint-Monthly Bank Reconciliation Reconciliation Details	

A. Report #2 – Detailed Category Summary (Date Range)

A great report to distribute monthly to staff sponsors.

Category Report

School Cash School 10 - School Generated Funds

[Reports Menu](#) [Main Menu](#) [Continue](#)

☐ View Report In Accounting Style ☒ View Using New Report Design ☒ Include Opening Balance

School Year: 2018-2019

Select Categories to include:

☐ Select All Categories

Administration
Agendas
Athletics General
Awards
Basketball - Boys
Basketball - Girls Jr

OR

☒ Categories with balances
☐ With Activities on Ledger
☐ With No Activities on Ledger

Range Of Dates

Enter the Range of Dates then Click Continue

Report Start Date 09/01/2018 Report End Date 09/30/2018

[Earliest Date](#)

Sort By : ☒ Category Name ☐ Category Number

Select Category Umbrella Type(s) to Include:

☒ Select All Umbrella Types

Do Not Include In YrEnd
Elem Schools - Board Funds No Included
Elem-Capital Asset Fundraising
Elem-Change Funds
Elem-Field Trips & Excursions
Elem-Fundraising

☒ Include cashbox ☐ Include encumbrances

[Previous Screen](#) [Reports Menu](#) [Main Menu](#)

☐ Print With Tax ☒ Print Without Tax ☒ Enable Shading ☒ Print categories on separate page

1 / 40 Main Report 100%

School 10
Bank of America
School Generated Funds

Report #2
Detailed Category Summary - All Transactions To Date
03/25/2018 08/12/2019
Date ... Range
2018-2019

Date	Transaction	Description	Debit	Credit	Balance	Cleared
Summary for: Administration Cat. #: 1000.00			Contact Person: Forrester, Maureen			
Balance Forward:					\$422.90	
09/04/18	Deposit 389	Grade 2		\$450.00	\$872.90	<input checked="" type="checkbox"/>
09/06/18	Deposit 390	Carnival Sales - Grade 1		\$40.75	\$913.65	<input checked="" type="checkbox"/>
09/10/18	Check 622	Pizza Surprise - Class party	\$33.77		\$879.88	<input type="checkbox"/>
09/10/18	Check 624	Jenny Smith - Refund Field Trip	\$14.80		\$865.08	<input type="checkbox"/>
09/25/18	Direct Deposit 1457	Agendas		\$1,973.00	\$2,838.08	<input checked="" type="checkbox"/>
01/30/19	Deposit 2	Sales 11/13/2014-01/30/2019		\$10.00	\$2,848.08	<input type="checkbox"/>
05/30/19	Direct Deposit 2897444	Hoodie		\$5.00	\$2,853.08	<input type="checkbox"/>
Subtotal for Administration			\$48.57	\$2,478.75	\$2,853.08	

School Cash Accounting-Reports

Instruction Guide

B. Report #9 – Trial Balance (Category / Date Range)

A great report to distribute monthly to the Principal.

School Reports

Profile Settings
 Log Out

School Cash

School 10 - School Generated Funds

Reports Menu

Main Menu

Continue

Trial Balance (Category Date Range)

☐ Include Budgeted Revenue and Expense
☒ Active Categories Only
☐ School Wide Report

School Year: 2018-2019

Range Of Dates

Enter the Range of Dates then Click Continue

Report Start Date

Report End Date

09/01/2018

09/30/2018

Earliest Date

Select Category Umbrella Type(s) to Include:

☒ Select All

Do Not Include In YrEnd
Elem Schools - Board Funds No Included
Elem-Capital Asset Fundraising
Elem-Change Funds
Elem-Field Trips & Excursions

Sort By :

☒ Category Name
☐ Category Number

☐ Include cashbox
☐ Include encumbrances

School 10 Bank of America School Generated Funds		Trial Balance (Category Date Range) Sort by Category Name			Report #9 9/1/2018.....9/30/2018 Date ... Range 2018-2019	
Categories		Balance Forward	Expenses	Revenues	Balance	
Administration	1000.00	\$422.90	\$48.57	\$2,463.75	2,838.08	
Athletics General	2000	\$398.47			398.47	
Awards	11070	(\$200.00)			(200.00)	
Basketball - Boys	2010	\$870.35			870.35	
Basketball - Girls Jr	2060	\$673.21			673.21	
Book Fair	7010	\$1,823.02			1,823.02	
Cheerleading	2080	\$123.00			123.00	
Chess	3040	\$790.30			790.30	
Clubs & Activities - General	3000	\$83.98			83.98	
Commissions	4000	\$5,632.00		\$562.25	6,194.25	
Environmental Club	3490	\$500.00			500.00	
Field Trip #1	6010	\$44.00			44.00	
Field Trip #2	6020	\$1,544.00			1,544.00	
Fundraising	7000	\$9,973.91	\$580.39	\$17.00	9,410.52	
Graduation	8010	\$545.00			545.00	
Jump Rope for Heart	16010	\$100.41			100.41	
Kearney	6030	\$1,926.30			1,926.30	
Library	5230	\$982.07	\$91.46	\$47.65	938.26	
Lost Books	1000.10	\$1,562.91			1,562.91	
Milk	7050	\$12,022.00			12,022.00	
Movie Night	7060	\$1,040.08			1,040.08	
Music	5270	\$2,325.00	\$76.25	\$337.60	2,586.35	
Music Night	11180	\$309.33			309.33	
Pizza Days	7070	\$534.00			534.00	
Playground Equipment	14000	\$52.55			52.55	
Readathon	7090	\$603.34			603.34	
School Council	9000	\$2,553.58		\$790.50	3,344.08	
School Newspaper	4070		\$176.56		(176.56)	
School Reunion	11010	\$25.65	\$38.06		(12.41)	
School Spirit	7071	\$4,325.00			4,325.00	
Science	5300	\$321.00			321.00	
Soccer - Boys	2180	\$500.00	\$5.00	(\$3.00)	492.00	
Special Events - General	11000	\$2,000.00	\$1,100.71	\$35.95	935.24	
Student Activity Fees	10000	\$15,543.50			15,543.50	
Visual Arts	5220	\$500.00	\$154.65		345.35	
Volleyball - Girls	2220	\$448.90			448.90	
Yearbook	12010	\$342.00		\$2,510.00	2,852.00	
YrEnd Outstanding	999999				0.00	
Total		\$71,241.76	\$2,271.65	\$6,761.70	\$75,731.81	

School Cash Accounting-Reports

Instruction Guide

C. Report #5 – Overview Umbrella Category Summary (Date Range)

A great report that displays Category Umbrella Types for State Reporting.

School Cash School 10 - School Generated Funds

Reports Menu Main Menu Continue

Category Umbrella Overview Report (Select Date Range)

Range Of Dates
Enter the Range of Dates then Click Continue
Report Start Date: 09/01/2018 Report End Date: 09/30/2018
Earliest Date

Select report option for the Overview Summary of All Balances
Option : ☐ Include Transfer ☒ Display Transfer

Select Category Umbrella(s) to Include:
☒ Select All
Field Trips/ Excursions
Fundraising
Graduation
Liability Account
School Council
Special Events
Student Activity Fees
Student Council
YrEnd Transactions















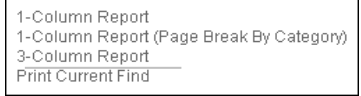




















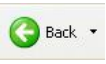




Select Category Umbrella Type(s) to Include:
☒ Select All
Do Not Include In YrEnd
Elem Schools - Board Funds No Included
Elem-Capital Asset Fundraising
Elem-Change Funds
Elem-Field Trips & Excursions
Elem-Fundraising
Elem-Fundraising - Charities
Elem-Investments
Elem-Other

School 10 Bank of America School Generated Funds		Category Umbrella Overview Report(Select Date Range)					Report #5 Date ... Range 09/01/2018 .. 09/30/2018	
		Balance Forward	Expense	Revenue	Transfer In	Transfer Out	Balance	
Do Not Include In YrEnd								
Liability Account								
Cost Recovery	200000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
State Tax	199999	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Umbrella Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Umbrella Type Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Elem-Capital Asset Fundraising								
Capital Assets								
Playground Equipment	14000	\$52.55	\$0.00	\$0.00	\$0.00	\$0.00	\$52.55	
Umbrella Total:		\$52.55	\$0.00	\$0.00	\$0.00	\$0.00	\$52.55	
Umbrella Type Total:		\$52.55	\$0.00	\$0.00	\$0.00	\$0.00	\$52.55	
Elem-Field Trips & Excursions								
Field Trips/ Excursions								
Field Trip #1	6010	\$44.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44.00	
Field Trip #2	6020	\$1,544.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,544.00	
Kearney	6030	\$1,926.30	\$0.00	\$0.00	\$0.00	\$0.00	\$1,926.30	
Umbrella Total:		\$3,514.30	\$0.00	\$0.00	\$0.00	\$0.00	\$3,514.30	
Umbrella Type Total:		\$3,514.30	\$0.00	\$0.00	\$0.00	\$0.00	\$3,514.30	
Elem-Fundraising								
Fundraising								
Book Fair	7010	\$1,823.02	\$0.00	\$0.00	\$0.00	\$0.00	\$1,823.02	
Fundraising	7000	\$9,973.91	\$580.39	\$17.00	\$0.00	\$0.00	\$9,410.52	
Milk	7050	\$12,022.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,022.00	
Movie Night	7060	\$1,040.08	\$0.00	\$0.00	\$0.00	\$0.00	\$1,040.08	
Pizza Days	7070	\$534.00	\$0.00	\$0.00	\$0.00	\$0.00	\$534.00	
Readathon	7090	\$603.34	\$0.00	\$0.00	\$0.00	\$0.00	\$603.34	
School Spirit	7071	\$4,325.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,325.00	
Umbrella Total:		\$30,321.35	\$580.39	\$17.00	\$0.00	\$0.00	\$29,757.96	
Umbrella Type Total:		\$30,321.35	\$580.39	\$17.00	\$0.00	\$0.00	\$29,757.96	
Elem-Fundraising - Charities								
External Charities								
Jump Rope for Heart	16010	\$100.41	\$0.00	\$0.00	\$0.00	\$0.00	\$100.41	
Red Cross	16030	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

School Cash Suite

References

The Basic Icons

	Main Menu	Returns to the Main Menu from any screen		Log Out	Correct method to close School Cash		Previous Screen	Access Previous Screen		Print	 Indicates menu options
	Menu Selector			Indicates selected record			Change Paper Size				
	Command Selector			Indicates Total Number of records in the database			Sort Activated			Print	
	Pick List Arrow (Select from a Pre-determined List)			Indicates Visible Records on current page		 1-Column Report 1-Column Report (Page Break By Category) 3-Column Report Print Current Find					
	or ENTER to save current record or changes					Causes selected report to generate					
	or ESC to cancel current changes		Table Grid Toolbar				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				
				Browser Back			Browser Refresh				
	Delete the selected category transfer/journal record			Add a credit record to the selected category transfer/journal record.			Delete the selected credit record				

Notes

[illegible]