



School Cash Accounting

Cashbox

Update: November 2013

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School Cash Accounting Cashbox

School Cash Accounting cashboxes fall into 2 basic categories:

- ① School Funds Cashbox (non-board funds):
 - Used to reimburse staff members for supplies
 - Used to reimburse a supplier
 - Change Fund
- ② GL Cashbox (board funds):
 - Used to reimburse staff members for board supplies
 - For tracking purposes GL Cashbox activities link to the GL Reimbursement report

School Cash Accounting will allow the user to create several different cashboxes. In addition, it is possible to create a Cashbox that is to be used as a “change fund”. For example: the “Change Fund” cashbox could contain a “float” that can be used to make change at a school event, such as a basketball game.

1 Cashbox (Non-Board Funds)

Accurate tracking of cash handling is a very important part of the audit process. The cashbox feature will allow the standard user to track ‘cash’ reimbursements to staff and/or suppliers. This feature will track the amount of cash on hand, as well as the categories being charged for the expenses.

Cashbox activity can be included in several reports generated through School Cash Accounting.

The cashbox is an optional feature in School Cash Accounting and must be enabled by the District. For further information, please see District Level Account Settings documentation.

1.1 Cashbox Set-Up:

To ensure the accurate tracking of transactions that open, close or replenish the Cashbox, it is necessary to establish the appropriate category information for the cashbox. This information must include a Category Umbrella Type, Category Umbrella Name, and Category Name.

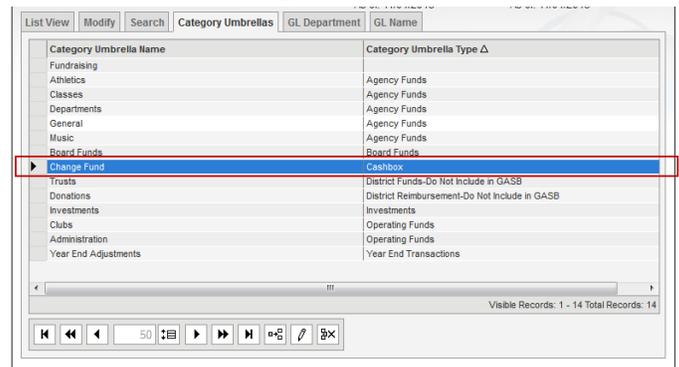
How To Establish Category Information

1.1.1 Step 1: Establish Category Umbrella For Cashbox Categories:

From **Main Menu, General Activities group:**

1. Click **Category (Chart of Accounts)**
2. Select **Category Umbrellas** 
3. Verify ‘Change Fund’ Category Umbrella Name and ‘Cashbox’ is part of the Category Umbrella Type list

NOTE: The category that will be used for cashbox maintenance **must include Category Umbrella Type, and Category Umbrella Name information.**

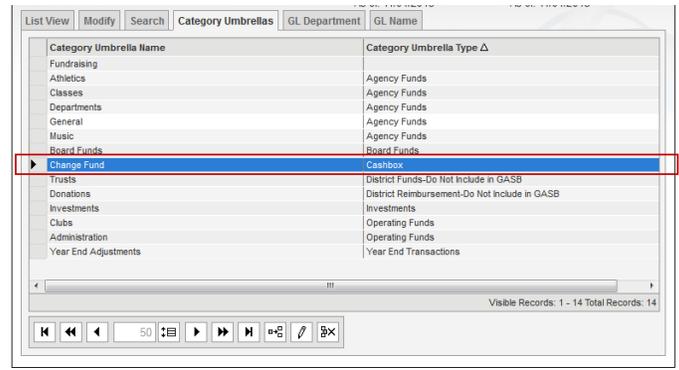


NOTE: This category umbrella will be used in Category Umbrella reporting.

To Create A Category Umbrella (if necessary):

From **Main Menu, General Activities group:**

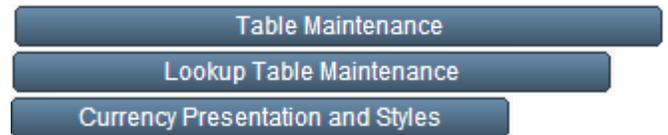
1. Click **Category (Chart of Accounts)**
2. Select **Category Umbrellas**  tab
3. Click **Insert row**  icon
4. Enter **Category Umbrella Name**
eg.: 'Change Fund'
5. Click **pick list arrow**  in **Category Umbrella Type** field
6. Select **Cashbox** from the drop-down
7. Press **ENTER** or click **Save**  to save the new category umbrella



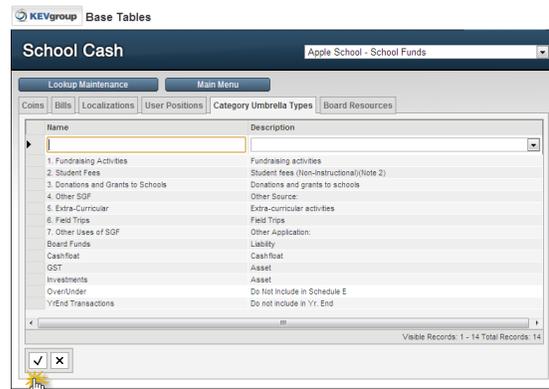
To Create An Umbrella Type (if necessary):

From **Main Menu, My School Information group**

1. Select **Program Maintenance**
2. Select **Table Maintenance** from the menu
3. Select **Lookup Table Maintenance**
4. Select **Currency Presentation and Styles** in the menu
5. Click **Category Umbrella Types**
 tab
6. Click **Insert New Row**  icon
7. Enter the name of the **Category Umbrella Type**



8. Select an **Action** from the **Description** field drop-down
9. Press **ENTER** or click **Save** 



NOTE: The Name of a Category Umbrella Type can be edited, however the Description field cannot. Only the Descriptions (Actions) offered in the drop-down can be used.

1.1.2 Step 2: Create Cash Advance Category:

For accurate tracking, transactions that open, replenish or zero out the cashbox at the end of the school year must be associated with their own unique category. (For example: Change Fund)

NOTE: For tracking and accurate reporting, it is important that all opening, closing or replenishing activity be associated with the correct category name. Never replenish the cashbox with 'lose cash'. (Cash that may already be in a change box is not associated with any category activity within School Cash Accounting and would not be accurately reported as "cashbox" activity in any reports. This money should be deposited to the bank.) For example: To open, close or replenish the cashbox, use the Change Fund category.

From **Main Menu, General Activities group:**

1. Click **Category (Chart of Accounts)**

2. Select **List View**  tab

3. Click **Insert Row**  icon

4. Enter **Category Name**

eg.: 'Change Fund'

5. **TAB** to **Category Number** field

6. Enter a unique category number

7. **TAB** to **Category Umbrella** field

8. Select **Cash Float** from drop-down (See Step 1 above)

9. Enter any other known field information

8. Press **ENTER** or click **Save**  to save the new category



Category Name	Current Balance	Cat.#	Opening Balance	Category Umbrella Name
Online Events	\$0.00	99999	\$0.00	
Interest on Investment	\$165.00	7-0001.00	\$0.00	Administration
General Administration	\$10,000.00	6-0200.01	\$10,000.00	Administration
Investment Interest	\$0.00	6-0200.02	\$0.00	Administration
General Athletics	\$1,439.25	1-0010.00	\$0.00	Athletics
Basketball	\$203.00	1-0010.02	\$0.00	Athletics
District Reimbursement	-563.00	99999	\$0.00	Board Funds
Change Fund	\$0.00	12-0000.00	\$0.00	Change Fund
Kindergarten - Field Trip	\$0.00	3-3000.03	\$0.00	Classes

NOTE: Be sure to include the Contact Name of the person responsible for the cashbox. This name will be used as the "Pay to the Order of:" information when the check is issued to open or replenish the cashbox.

1.1.3 Step 3: Charge the Cashbox:

Once the required category information has been established for the cashbox, a check must be issued and cashed. It is important that the opening "Cash In" process be associated with the category created in Step 2 eg.: Change Fund. Never charge the cashbox with 'lose cash'. (Cash that may already be in a change box is not associated with any category activity within School Cash Accounting and would not be accurately reported as "cashbox" activity in any reports. This money should be deposited to the bank.)

Once the check has been cashed, the cash will then be deposited (Cash In transaction) into the cashbox.

From **Main Menu, Expense Activities** group:

1. Click **Issue Checks - Disbursements**
2. Issue a check in the name of person responsible for the cashbox (Contact Name entered in Step 2)
3. In **Re:** field enter a reason for the check eg.: "Charge School Funds Cashbox "
4. Select Category Name (Created in Step 2, eg.: Change Fund)
5. After cashing the check, create the cashbox and record a Cash In transaction to deposit cash into the Cashbox

Issue Cheques
School Cash | Red Elementary School - Activity Funds

Forms | Print | Update Suppliers | Void Cheque | Add To Ledger | Main Menu

Detail View | List View | Search

Branch #: 999 / Account #: 99999
Check requested by: Smith,Joe | 1502 - Joe Smith | Form: 1 / 5

Check Information
1501 | 1502
Previous Check Number | Check Number

Pay To The Order Of: Joe Smith | Date: 11/06/2013
Address: | Amount: 150.00
City: | Prov/State: | PC/Zip: | Tax #:

One Hundred and Fifty | 00/100
Re: Charge School Funds Cashbox | Invoice #: |
Attention: | Account #: | Print Cheque

Add Category | Add Memo | Tax Calculator | Total Cheque Split: \$150.00 | Difference: \$0.00

Category Name	Cat. #	HST Paid	HST Rebate	100% Rebate	Amount	GL Department	GL Name	Memo	Reason
Change Fui	12-0000.1			0	150.00				Charge School Funds Cash

Total Categories: 1

Cashbox Menu
School Cash | Red Elementary School - Activity Funds

Cashbox Menu

A Please select a cashbox from the list...

B Open Selected Cashbox

C Cashbox Maintenance

D Print

Main Menu

School Cash Accounting Cashbox Menu – Display

Features:

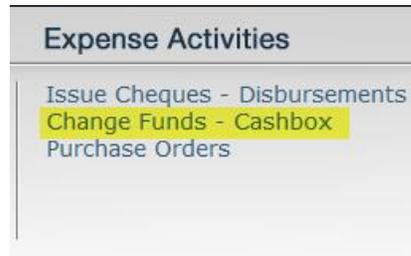
- A. List of Existing Cashboxes:** Click list to select an existing Cashbox
- B. Open Selected Cashbox:** Click to open the selected Cashbox
- C. Cashbox Maintenance:** Click to open additional cashbox maintenance options. Window will display a list of existing cashboxes. It is possible to add an additional cashbox in this window
- D. Print:** Click to print Cashbox Modular Reports: Detailed Transaction Report, Summary Report. Reports are based on the selected Cashbox (Feature A above)

1.1.4 Step 4: Initiate Cashbox:

To Create the Cashbox (If necessary):

From **Main Menu**, **Expense Activities** group:

a. Click **Change Funds - Cashbox**



b. Click **Cashbox Maintenance**



c. Click **Add Cashbox**



d. Enter the name of the cashbox eg.: School Funds Cashbox

e. **GL Cashbox** field should indicate **No**

f. Press **ENTER** or click **Save** to save the new cashbox name

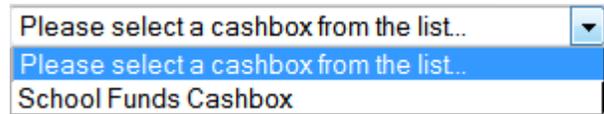


To Open the Cashbox:

1. Click **Cashbox Menu**

2. Select the cashbox from the drop-down

3. Click **Open Selected Cashbox**



The screenshot shows the "School Cash Transactions" interface. At the top, it says "KEVgroup Cashbox Transactions". The main title is "School Cash" and the dropdown menu shows "Eagle High School - Student Activity Funds". Below the title are buttons for "Cash Out" (A), "Cash In" (B), "Cashbox Maintenance" (C), "Cashbox Menu" (D), and "Main Menu" (E). Below these buttons are "Cash Out" (F) and "Cash In" (G) buttons. The interface shows "Cashbox: School Funds Cashbox" with "Total Deposits: \$150.00", "Total Draws: \$0.00", and "Current CashBox Balance: \$150.00". Below this are buttons for "List View" (H), "Modify" (I), and "Search" (J). A table displays transactions with columns: Date, Given To, Reason, Category Name, Cat. #, Draw, and De. The first row shows a transaction on 01/30/2013 with Reason "replenish cash box", Category Name "Change Fund", Cat. # "12-0000.00", and Draw "\$0.00". At the bottom, there are navigation controls and a status bar showing "Visible Records: 1 - 4 Total Records: 4".

School Funds Cashbox – Cashbox – Display

Features:

A. Cash Out:

Click to record reimbursement activity. Activity will display in cashbox reports

- B. Cash In:** Click to record opening or replenishment activity. Activity will display in cashbox reports
- C. Cashbox Maintenance:** Click to open additional cashbox maintenance options. Window will display a list of existing cashboxes. It is possible to add an additional cashbox in this window
- D. Cashbox Menu:** Click to return to Cashbox Menu. Menu can be used to select a different cashbox, access Cashbox Maintenance or Print cashbox modular reports
- E. Main Menu:** Click to exit the Cashbox and return to the Main Menu. All transaction details will be saved.
- F. Cashbox Name:** Displays the name of the current cashbox. Useful if there is more than one cashbox available.
- G. Cashbox Details:** Displays current cashbox financial details – Total Deposits, Total Draws, Current Cashbox Balance
- H. List View Tab:** Displays all current cashbox transactions
- I. Modify Tab:** Allows the user to modify the selected Cashbox transaction.
NOTE: A reason for the modification is required.
- J. Search Tab:** Allows the user to search for a specific cashbox transaction. Useful if the list of cashbox transaction is lengthy.

How To Open the Cashbox (Cash In)

To Record Cash In Transaction to Open the Cashbox:

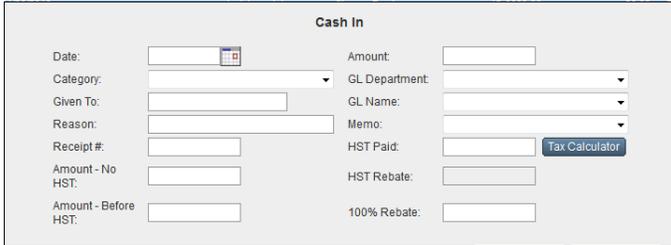
1. Click **Cash In** 
2. Complete the details in the Cash In window

NOTE:

- 🕒 **Date:** field should reflect “Today’s Date”
- 📁 **Category:** field must reflect the category name created in Step 2. Eg.: Change Fund
- 👤 **Supplier Name:** field should reflect the name of the person who cashed the check in Step 6 (person who is responsible for the cashbox)
- 🗒 **Reason:** field should reflect “Cash In transaction to open cashbox”
- 💰 **Amount:** field should reflect the amount of the check issued in Step 6

3. Click **Continue**  to complete the Cash In entry
4. Place the cash into the box

List View tab will display the details of the Cash In transaction.



The screenshot shows a 'Cash In' window with the following fields:

- Date:
- Category:
- Given To:
- Reason:
- Receipt #:
- Amount - No HST:
- Amount - Before HST:
- Amount:
- GL Department:
- GL Name:
- Memo:
- HST Paid:
- HST Rebate:
- 100% Rebate:

A 'Tax Calculator' button is located next to the HST Paid field.

Total Deposits: \$150.00 Total Draws: \$0.00 Current CashBox Balance: \$150.00

Balance indicator will indicate current balance details.

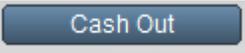
1.2 To Use Cashbox: (Reimburse a Staff Member or Supplier)

How To Use the Cashbox

All cash disbursements must be recorded using the Cash Out option.

From **Main Menu, Expense Activities group:**

1. Click **Change Funds – Cashbox**
2. Select cashbox from drop-down eg: School Funds Cashbox
3. Verify the Cashbox name in the upper left corner of the Cashbox screen

4. Click **Cash Out** 
5. Complete the details in the **Cash Out** window

NOTE:

- 🕒 **Date:** field should reflect the transaction date
- 📄 **Category:** field select the required category name for the expense from the drop-down
- 👤 **Supplier Name:** field should reflect the staff member or supplier who is being reimbursed
- 💰 **Amount:** field should reflect the amount of the expense
- 🏷️ Enter any tax details if required

Optional:

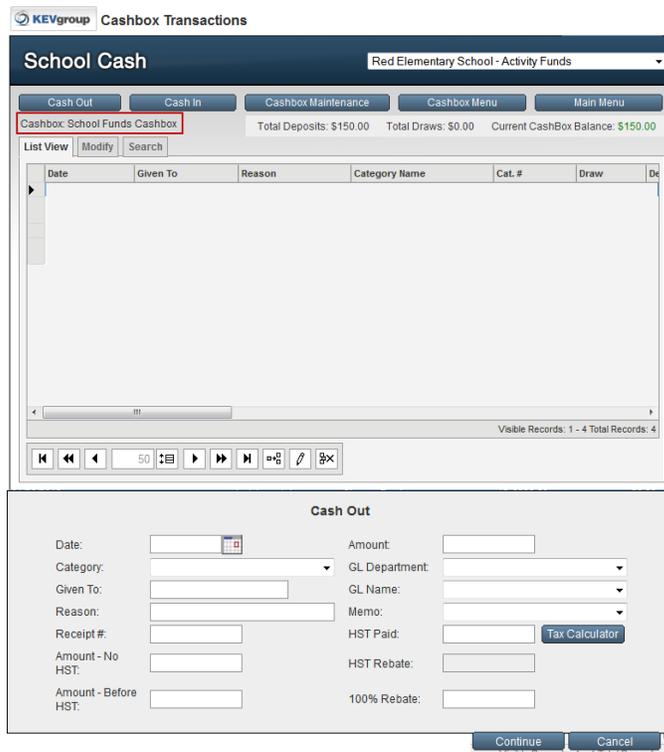
- 📄 **Receipt #:** should reflect the number on the manual receipt if one is used
- 📄 **Memo:** select a memo from drop-down

6. Click **Continue**  to complete the Cash Out entry

List View tab will display the details of the Cash Out transaction. The List View tab functions as a Cashbox Ledger. Each new cashbox transaction will be displayed on a record line.

The information area at the top of the screen will indicate the Cashbox Name, **Total Deposits** that were made to the Cashbox, **Total Draws** (Expenses), **Current Cashbox Balance**.

When the Current Cashbox Balance: is approaching \$0.00 the Cash In process described above should be repeated.



Date	Given To	Reason	Category Name	Cat. #	Draw	Deposit
01/30/2013	Black, Henry	Cash for Gate Admission	Gr 8 Trip	6100	\$65.50	\$0.00

Total Deposits: \$150.00 Total Draws: \$65.50 Current CashBox Balance: **\$84.50**

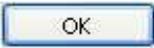
1.3 Print Cashbox Reports:

The print menu includes:

- 🔍 **Detailed Transaction Report:** Displays all the transactions for every cashbox
- 🔍 **Summary Report:** Displays Total Deposits, Draws and Balances from every cashbox

NOTE: For further information regarding Cashbox reports, please refer to the Modular Reports documentation on the Resource Centre.

To Print Cashbox Reports:

1. Click **Cashbox Menu** 
2. Click **Print** 
3. Select required report from menu
4. Click **Print**  icon on the report toolbar
5. Click **Printer**  icon in the Adobe window, to actually print the report
6. Click **OK**  in the printer dialog box
7. After printing is completed, **Close**  the Adobe window
8. Click **Cashbox Menu**  to return to the cashbox menu



Eagle High School
Activity Funds
Bank of America

Cashbox Transaction Detail Report

Petty Cash

Date	Given To	Reason	Category	Deposits	Draws	Running
Nov/01/13		replenish petty cash	District Reimbursement	\$250.00	\$0.00	\$250.00
Nov/06/13	Mrs. Jones	Reimburse classroom supplies	District Reimbursement	\$0.00	\$40.00	\$210.00
				\$250.00	\$40.00	

School Funds Cashbox

Date	Given To	Reason	Category	Deposits	Draws	Running
Nov/14/13		to open up cash box	School Cashbox	\$300.00	\$0.00	\$300.00
Nov/14/13	Donna Green	breakfast for fundraising committee	Fundraising General	\$0.00	\$122.78	\$177.22
Jan/30/13		replenish cash box	Change Fund	\$100.00	\$0.00	\$277.22
Jan/30/13	John Finch	subsidize field trip - forgot money	General Athletics	\$0.00	\$5.00	\$272.22
				\$400.00	\$127.78	

Cashbox Detailed Transaction Report – Exhibit

Cashbox Summary Report

	Deposits	Draws	Balance
Petty Cash	\$250.00	\$40.00	\$210.00
School Funds Cashbox	\$400.00	\$127.78	\$272.22
	\$650.00	\$167.78	\$482.22

Cashbox Summary Report – Exhibit

1.4 Additional Cashbox Reporting:

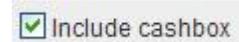
Within the School Cash Accounting reports menu there are several report types that can offer an option to include cashbox transactions. Cashbox activity is included in these reports:

- 🔄 Report #1 – Detailed Category Summary (All Transactions)
- 🔄 Report #2 – Detailed Category Summary (Select Date Range)
- 🔄 Report #3 – Detailed Umbrella Category Summary
- 🔄 Report #4 – Overview Umbrella Category Summary
- 🔄 Report #5 – Overview Umbrella Category Summary (Select Date Range)
- 🔄 Report #8 – Trial Balance (Category)
- 🔄 Report #9 – Trial Balance (Category Date Range)
- 🔄 Report #10 – Trial Balance (Umbrella Date Range)
- 🔄 Report #11 – Customized Transaction Report

NOTE: For further information regarding Cashbox reports, please refer to the Reports documentation on the Resource Center.

To Include Cashbox in Reporting:

1. Click check mark in the **Include Cashbox** option
OR
2. Select category umbrellas, or category names associated with the cashbox



1.5 Closing Out the Cashbox:

Closing the cashbox can be accomplished in two ways:

- ② Closing the cashbox for the summer months, requires that any monies in the cashbox be deposited into the school bank account
- ② “Zeroing Out” the cashbox balance for the purpose of the Year-End Rollover (See the Year-End Rollover section below)

How Close Out the Cashbox

When the school closes for the summer, any outstanding cash should be deposited into the bank. The cashbox category (in this example: Change Fund) should be credited with the deposit. For safety the cash box should not be left over the summer months with cash inside.

NOTE: Closing out the cashbox in this manner, does not delete the cashbox.

Using the Current Cashbox Balance: for reference

1. Click **Cash Out**
2. Complete the Cash Out Transaction window

NOTE:

- ② **Category:** should reflect the category name created in Step Two (For this example: Change Fund)
- ② **Amount:** should reflect the Current Cashbox Balance:
- ② Click **Continue** to complete the cashbox out entry
- ② The Current Cashbox Balance: should be \$0.00 and any monies should have been credited back to the Change Fund category.

The screenshot shows a software window titled "Cash Out". It contains the following fields and controls:

- Date: [text input]
- Category: [dropdown menu]
- Given To: [text input]
- Reason: [text input]
- Receipt #: [text input]
- Amount - No HST: [text input]
- Amount - Before HST: [text input]
- Amount: [text input]
- GL Department: [dropdown menu]
- GL Name: [dropdown menu]
- Memo: [text input]
- HST Paid: [text input] with a "Tax Calculator" button to its right.
- HST Rebate: [text input]
- 100% Rebate: [text input]
- Buttons: "Continue" and "Cancel" at the bottom right.

Create the bank deposit:

From **Main Menu, Income Activities group:**

1. Click **Deposits/Receipts**
2. Enter the cash details in the detailed deposit form
3. Select the cashbox category (For this example: Change Fund)
4. Complete the deposit process.

NOTE: This close out process does not delete the current cashbox, but rather secures the funds for the summer months

1.6 Year End Rollover Instructions for Cashbox Users:

It is very important that at the time of the Year-End Rollover Procedure that the cashbox balance be zero (\$0.00).

The following steps must be taken prior to completing the last monthly reconciliation before rolling over a bank account that has a cashbox:

- ① Zero out the cashbox balance based on the Year-End Rollover Date
- ② Deposit the balance as a Credit Memo in the Ledger

NOTE: The 'zeroing out' process is for the purpose of the Year-End Rollover, it is not necessary to actually remove the cash value and re-deposit it to the bank at this point. Be sure to use Credit and Debit memos on the ledger to record the zero out and Cash in process.

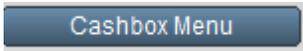
The 'zero out' process is part of the year-end rollover. In most cases the user will not actually take the money to the bank at this point. Therefore the 2 ledger transactions (credit memo and debit memo) will not be listed on the bank statement. The end user will need to make a note to clear these transactions during the next month's reconciliation.

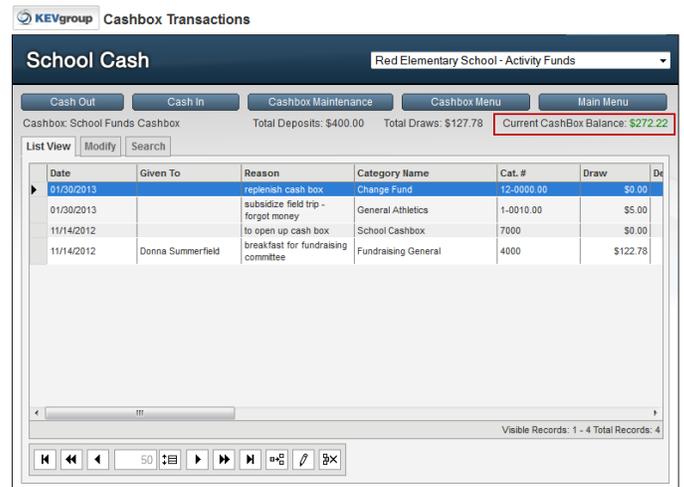
1.7 To Zero Out The Cashbox for the Year End Rollover:

(Based on the balance at the rollover date. For this example: August 30, 2013)

From **Main Menu**, **General Activities group**:

1. Click **Change Fund - Cashbox**
2. Record **Current Cashbox Balance**: for future reference

3. Click **Cashbox Menu** 
4. Click **Print** 
5. Select **Detailed Transaction Report** from menu
6. Print **Detailed Transaction Report**



Date	Given To	Reason	Category Name	Cat.#	Draw	De
01/30/2013		replenish cash box	Change Fund	12-0000.00	\$0.00	
01/30/2013		subsidize field trip - forgot money	General Athletics	1-0010.00	\$5.00	
11/14/2012		to open up cash box	School Cashbox	7000	\$0.00	
11/14/2012	Donna Summerfield	breakfast for fundraising committee	Fundraising General	4000	\$122.78	

The Detailed Transaction Report will be used for reference in the next steps.

1.7.1 Step 1: Establish the Cashbox Balance

1. Review **Detailed Transaction Report** to locate the cashbox transaction dated closest to the Year-End Rollover date
2. Note the **Date** and **Running Total** amount on the selected date

Red Elementary School		<u>Cashbox Transaction Detail Report</u>				
Activity Funds						
Bank of America						
<u>School Funds Cashbox</u>						
Date	Given To	Reason	Category	Deposits	Draws	Running Total
Nov/14/12		to open up cash box	School Cashbox	\$300.00	\$0.00	\$300.00
Nov/14/12	Donna Jones	breakfast for fundraising committee	Fundraising General	\$0.00	\$122.78	\$177.22
Jan/30/13		replenish cash box	Change Fund	\$100.00	\$0.00	\$277.22
Jan/30/13		subsidize field trip - forgot money	General Athletics	\$0.00	\$5.00	\$272.22
				\$400.00	\$127.78	

DO NOT SELECT A TRANSACTION DATED AFTER THE YEAR-END ROLLOVER DATE. In this example: The year-end rollover date is August 30,2013, the latest transaction date prior to August 30,2013 is selected from the Detailed Transaction Report.

1.7.2 Step 2: Cash Out Balance

Use Transaction Date and Running Total amount established in Step 1.

Create a Cash Out transaction in the Cashbox:

1. Select required cashbox from **Cashbox Menu**



2. Click **Cash Out**



3. Complete the details of the Cash Out window

4. Click **Continue**



NOTE:

- 🕒 **Date:** Reflects the transaction date from the Detailed Transaction Report
- 📁 **Category:** Reflects the Cash Advance category established during the setup of the Cash Box
- 📄 **Reason:** Reflects “Zero out Cash Box for Year-End Rollover”
- 🔢 **Amount:** Reflects the Running Total amount from the Detailed Transaction Report

In some cases the Current Cash Box Balance: will show a negative balance after the cash out transaction.

1.7.3 Step 3: Deposit the Balance of the Cashbox Into The Ledger

To Create a Credit Memo transaction on the Ledger:

From **Main Menu, General Activities group:**

1. Click **Ledger Inquire**

2. Click **Insert Row**

3. Enter the following information:

- 🕒 **Date:** reflects date of cashbox transaction selected in Detailed Transaction Report
- 📁 **Category Name:** reflects category created above, eg.: Change Fund
- 📄 **Transaction Type:** Credit Memo
- 🔢 **Credit:** reflects Running Total amount from Detailed Transaction Report

5. Press **ENTER** or click **Save** to save the new record

Date	Category Name	Cat. #	Type	Trans. #	Description	Debit
01/30/2	Change Fund	12-0000.00	Credit		Zero out cashbox fo	
11/22/2013	Interest on Investment	7-0001.00	BnkTransf		Interest paid into chequing account	\$0.00
11/22/2013	Change Fund	12-0000.00	Cashbox		John Smith Charge Change Fund	\$150.00
11/22/2013	GIC #2	10.000.02	Cheque		Purchasing new GIC	\$5,000.00

1.7.4 Step 4: Complete the Year End Rollover

1. From **Main Menu, My School Information**
2. Click **Program Maintenance**
3. Click **Year-End Rollover Procedures**
4. Follow the Year-End Rollover Procedures

For further information regarding Year-End Rollover Procedures, please refer to the Year-End Rollover Procedures section of the User Guide.

1.7.5 Step 5: Return Balance to Cashbox

After the rollover has been completed, create the debit memo entry on the ledger and the cash in transaction in the cashbox that will adjust the cashbox balance.

To Create a Debit Memo transaction on the Ledger:

From **Main Menu, General Activities group:**

1. Click **Ledger Inquire**

2. Click **Insert Row**  icon

A new record row will appear on the Ledger.

3. Enter the following information:

-  **Date:** after rollover completion date
-  **Category Name:** Change Fund
-  **Transaction Type:** Debit Memo
-  **Debit Amount:** amount from step 2

4. Press **ENTER** or click **Save**  to save the record

Create a Cash In transaction in the Cashbox:

From **Main Menu, Expense Activities group:**

1. Click **Change Fund - Cashbox**

2. Click **Cashbox Menu** 

3. Select the required cashbox

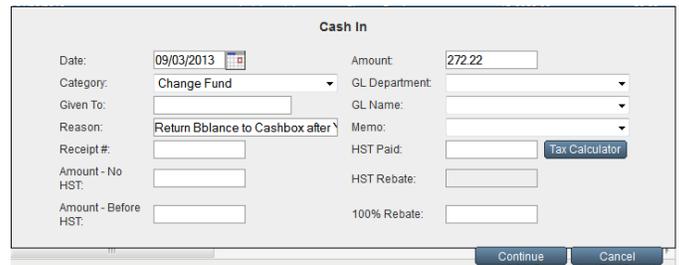
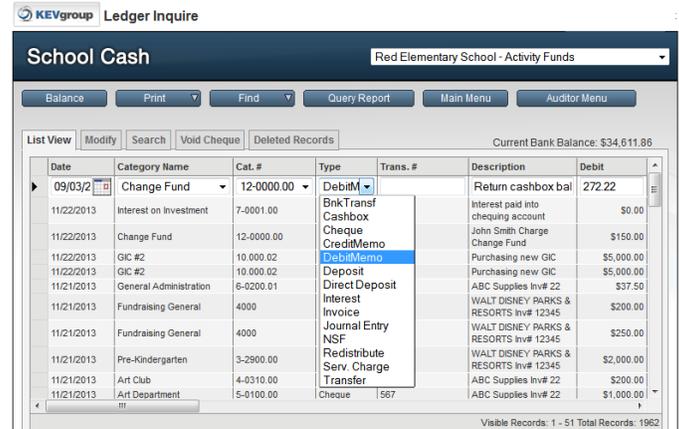
4. Click **Cash In** 

5. Enter the following information:

-  **Date:** same date as entered in the Debit Memo transaction above
-  **Category:** Change Fund
-  **Reason:** Return balance to Cashbox after rollover
-  **Amount:** Amount from Step 2 above

6. Click **Continue** 

NOTE: In most cases the user will not actually take the money to the bank. Therefore the 2 ledger transactions (credit memo and debit memo) will not be listed on the bank statement. The end user will need to make a note to clear these transactions during the next month's reconciliation.



To Clear Ledger Transactions:

From **Main Menu, General Activities group:**

1. Click **Reconcile - Monthly Statement**
2. Clear the credit memo and debit memo transactions created above

2 Petty Cash (GL Cashbox – Board Funds)

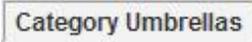
The ‘Petty Cash’ or ‘GL’ Cashbox module will allow users to track ‘District type cash’ refunds to staff and/or suppliers. This module will track the amount of cash on hand, as well as, the ‘budget account or GL’ being charged for the expense.

Petty Cash (GL Cashbox- Board Funds) activity will be part of the GL Reimbursement reports.

2.1 To Create a ‘Petty Cash’ or ‘GL’ Cashbox:

Step 1: Create a Petty Cash Category Umbrella

From **Main Menu, My School Information group:**

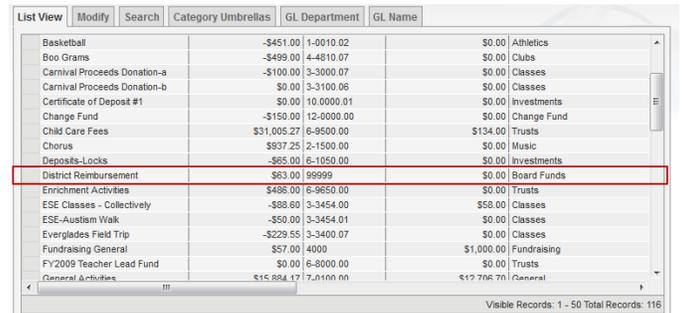
1. Click **Category (Chart of Accounts)**
2. Select **Category Umbrellas**  tab. If a Board Funds **Category Umbrella** is not in the list, one will have to be created
3. The **Category Umbrella Type** should be **Board Funds**



Category Umbrella Name	Category Umbrella Type
Trusts	District Funds-Do Not Include in GASB
Year End Adjustments	Year End Transactions
Athletics	Agency Funds
Classes	Agency Funds
Clubs	Operating Funds
Departments	Agency Funds
General	Agency Funds
Music	Agency Funds
Investments	Investments
Board Funds	Board Funds
Fundraising	
Change Fund	Cashbox
Donations	District Reimbursement-Do Not Include in GASB
Administration	Operating Funds

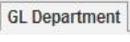
Step 2: Create a Petty Cash/Reimbursement Category

1. Select **List View**  tab
2. Click **Insert Row**  icon
3. In the **Category Name** field, enter name of new category eg.: District Reimbursement
4. **TAB** to **Category Number** field
5. Enter a unique category number
6. **TAB** to **Category Umbrella** field
7. Select **‘Board Funds’**. (See Step 1 to create the category umbrella)
8. Press **ENTER** or click **Save**  icon to save the category



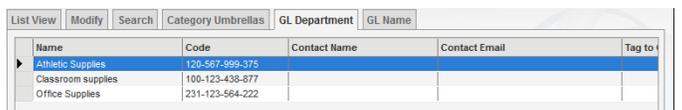
Category Name	Category Number	Category Umbrella	Category Type
Basketball	-451.00	1-0010.02	\$0.00 Athletics
Boy Grans	-4499.00	4-4810.07	\$0.00 Clubs
Carnival Proceeds Donation-a	-1000.00	3-3000.07	\$0.00 Classes
Carnival Proceeds Donation-b	\$0.00	3-3100.06	\$0.00 Classes
Certificate of Deposit #1	\$0.00	10-0000.01	\$0.00 Investments
Change Fund	-150.00	12-0000.00	\$0.00 Change Fund
Child Care Fees	\$31,005.27	6-9500.00	\$134.00 Trusts
Chorus	\$937.25	2-1500.00	\$0.00 Music
Deposits-Locks	-\$65.00	6-1050.00	\$0.00 Investments
District Reimbursement	\$63.00	99999	\$0.00 Board Funds
Enrichment Activities	\$488.00	6-9650.00	\$0.00 Trusts
ESE Classes - Collectively	-\$88.60	3-3454.00	\$58.00 Classes
ESE-Ausstem Walk	-\$50.00	3-3454.01	\$0.00 Classes
Everglades Field Trip	-\$229.55	3-3400.07	\$0.00 Classes
Fundraising General	\$57.00	4000	\$1,000.00 Fundraising
FY2009 Teacher Lead Fund	\$0.00	6-8000.00	\$0.00 Trusts
General Activities	\$15,884.17	7,0100.00	\$17,786.70 General

Step 3: GL Departments

1. Select **GL Department**  tab
2. Verify that the required GL Departments are on the list

To Add a GL Department if necessary:

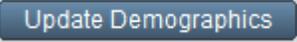
3. Click **Insert Row**  icon
4. In the **Name** field, enter name of new GL Department
5. **TAB** to **Code** field
6. Enter a unique code number



Name	Code	Contact Name	Contact Email	Tag to
Athletic Supplies	120-567-569-375			
Classroom supplies	100-123-438-877			
Office Supplies	231-123-564-222			

7. **TAB** to **Tag to:** field
8. Determine if the GL Department is to be tagged to a GL Name - select Yes
9. Press **ENTER** or click **Save** icon to save the category

Step 4: Update Demographics

1. Click **Update Demographics**

2. In the **Reimbursement Category** section (bottom left corner of the screen)
3. Click **pick list arrow** in **Reimbursement Category** field
4. Select **Category Name** created in Step 2 (District Reimbursement)
5. Press **ENTER** or click **Save** icon to save the demographics information
6. Click **Main Menu**

Optional Account Settings		
Reimbursement Category District Reimbursement	Tax Payable Sales Tax	Tax Receivable Sales Tax
GL Cash (Petty Cash) Advance 1000.00	Automatic Tax Payable GL Name	Automatic Tax Receivable GL Name
NSF Charges Category General Activities	Cafeteria Category	Budget Account

Step 5: Initiate the Cashbox

From **Main Menu Expense Activities** group:

1. Click **Change Funds - Cashbox**
2. Click **Cashbox Maintenance**

3. Click **Add Cashbox** 
4. Enter the **Cashbox Name** eg.: **Petty Cash Cashbox**
5. **TAB** to **GL Cashbox** field
6. Click checkbox (**Yes**)
7. Press **ENTER** or click **Save** icon to save the Cashbox name

KEVgroup Cashbox Maintenance

School Cash Red Elementary School - Activity Funds

Add Cashbox Cashbox Menu Main Menu

List View Search

Name	GL Cashbox
Petty Cash Cashbox	<input checked="" type="checkbox"/>

NOTE: Clicking **Yes** in the GL Cashbox field, will isolate category choice to the category created in Step 2 above (District Reimbursement).

Step 6: Charge the Cashbox

Follow the steps outlined above.

NOTE: For accurate tracking the category created in Step 2 must be used. Never charge the cashbox with loose cash.(i.e. cash that would normally be deposited into the bank)

Step 7: To Use a 'Petty Cash' or 'GL'Cashbox

Follow the steps outlined above

When the Current Cashbox Balance is approaching 0.00, it will be necessary to create the **GL Reimbursement Report** and submit it to the District Office.

2.2 GL Reimbursement Report:

In order to secure the district reimbursement for the GL Cashbox, a reimbursement report must be generated and submitted.

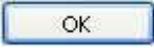
How To Generate the GL Reimbursement Report

To Create the GL Reimbursement Report:

From **Main Menu, My Reports group:**

1. Click **Reports** to expand the reports menu
2. In District Reports section, click **GL Reimbursement Reports**
GL Reimbursement Reports
3. If necessary enter any required date range
4. Click **Continue** 

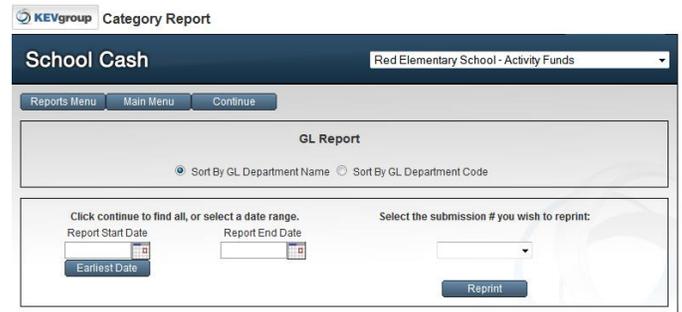
To Print the GL Reimbursement Report:

1. Click **Print**  icon on the report toolbar
2. Click **Printer**  icon in the Adobe window, to actually print the report
3. Click **OK**  in the printer dialog box
4. After printing is completed, **Close**  the Adobe window
5. Verify the report details
6. Click **Sign Off** 
7. Submit the report for reimbursement

NOTE: For accurate tracking, the report must be signed off, if the details are correct.

The sign off process indicates that the reported transactions have been submitted to the district offices for reimbursement. These transactions will not be included in future GL Reimbursement reports.

The reimbursement check will be deposited into the bank account and the Cashbox replenished by repeating Step 6



The screenshot shows the 'Category Report' window for 'School Cash' at 'Red Elementary School - Activity Funds'. It features a 'GL Report' section with radio buttons for 'Sort By GL Department Name' (selected) and 'Sort By GL Department Code'. Below this, there are input fields for 'Report Start Date' and 'Report End Date', with a 'Earliest Date' button. A 'Reprint' button is also visible.



Reimbursement Requisition Form

Green District

Submission #: 10-2142-00004

Date: 11/26/2013

Start Date: 11/01/2013 End Date: 11/26/2013 Location: 2142 - Red Elementary School Phone: 804-3800 Bank Account Info: Bank of America Activity Funds 999 0059904977	Instructions Attach all original receipts/invoices _____ Date _____ Principal/Supervisor Signature	GL Cash (Petty Cash) Advance: \$1,000.00 Previous Balance of Funds on Hand: \$424.68 Previous Reimbursement Amount from Board: \$575.32 Total of Checks/Cash Issued: \$83.00 Balance of Funds on Hand: \$917.00
--	--	--

Department/Name			Amount - HST = NET			
Date	Transaction/Type	Details	Amount	HST	Rebate	NET
Classroom supplies						
11/06/2013	Cashbox	Reimburse classroom supplies	\$40.00	\$0.00	\$0.00	\$40.00
Total: 100-123-438-877			\$40.00	\$0.00	\$0.00	\$40.00
Dept. Total: 100-123-438-877			\$40.00	\$0.00	\$0.00	\$40.00

GL Reimbursement Report - Exhibit

2.2.1 Deposit Reimbursement Check:

To Deposit The Reimbursement Check:

From **Main Menu, Income Activities group:**

1. Click **Deposits/Receipts**
2. Click **Forms**
3. Select **Redistribute** from the menu

The *Redistribute* window will open.



To Use Redistribute:

1. Click **pick list arrow** in the **Petty Cash Submission #** field
2. Select the submission number from the drop-down
 - The **Check Amount** will auto-populate
 - Adjust the date if necessary
 - **Category Name:** will be auto-populated

A screenshot of a software window titled 'Redistribution Deposit for Petty Cash'. The window contains the following fields and values:

- Redistribution Deposit for Petty Cash
- Petty Cash Submission #: 10-2142-00004 (dropdown menu)
- Check Amount: 40.00
- Date: 11/29/2013 (calendar icon)
- Category Name: District Reimbursement

 At the bottom of the window are two buttons: 'Continue' and 'Cancel'.

3. Click **Continue**
4. Verify **Submission Total** and **Check Total** amounts
5. If a discrepancy exists a reason must be entered in **Comments:** field
6. Actions must be selected for the items in question
7. Click **Continue**

The current deposit form will be auto-populated with the details of the Petty Cash submission report and the check details.

The appropriate category will be credited with the deposit.

NOTE: Do not to use this form for other deposit details.

The submission form number will no longer appear in the Petty Cash Submission # drop-down.

8. Deposit the check into the bank account

3 Year End Rollover Instructions for Petty Cash Cashbox Users:

It is very important that at the time of the Year-End Rollover Procedure that the cashbox balance by zero.

To prepare the Petty Cash Cashbox for Year-End Rollover:

Refer to Section 1.7: To Zero Out The Cashbox for the Year End Rollover above.