

# SchoolCash Accounting

# Year-End Rollover Automation

## ACCOUNTING YEAR-END ROLLOVER

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### OVERVIEW

The entire year-end rollover process is now automated. District users are presented with a list of the bank accounts and their status, Not Ready to Rollover, Ready to Rollover, and Rollover Complete. Bank accounts that are ready to rollover can be rolled over individually or for all bank accounts. The SchoolCash Accounting Year-End Rollover process is designed to do the following:

- Complete year-end financial statements and reports.
- Archive data for the school year.
- Assign opening balances for existing categories.
- List the transactions that have not cleared the bank by the date of the school year's final reconciliation.
- Carry over any new transactions—that were entered after the year end rollover date—to the new fiscal school year.

The SchoolCash Accounting Year-End Rollover process consists of four parts:

1. Year-End Rollover Checklist: District users can select the option to generate a Checklist Report (download to Excel) that will list all the schools and bank accounts with outstanding items that would prohibit the rollover.
2. Reconcile Monthly Statement: The bank account reconciliation for the month of the year-end rollover will need to be completed.

**Tip:** Reconcile to the actual year-end rollover date.

3. Year-End Rollover Automation: Users will be presented with the list of their bank accounts and their status.
4. Complete the rollover.

# SchoolCash Accounting: Year-End Rollover Automation

## GETTING STARTED

1. Log into SchoolCash and under My School Information, select "Program Maintenance".

The screenshot shows the School Cash interface with a dark blue header bar containing the text "School Cash" and a dropdown menu set to "School C - SGF". Below the header, there are three main sections: "Income Activities", "Expense Activities", and "General Activities". Under "Income Activities" are "Deposits/Receipts", "Cash/Checks YTD Itemized", and "Non Sufficient Funds". Under "Expense Activities" are "Issue Checks - Disbursements" and "Change Funds - Cashbox". Under "General Activities" are "Ledger Inquire", "Journal Entries", "Reconciliation", and "Transfer Entries". Below these sections are three more sections: "My School Information", "My Reports", and "My School Store". Under "My School Information", "Program Maintenance" is highlighted in yellow. Under "My Reports" are "#2 Detailed Category Summary", "#5 Overview Umbrella Category Summary", "#10 Trial Balance", and "#11 Transaction Reports Various". Under "My School Store" are "School Cash Catalog", "School Cash Register", and "School Cash Online".

2. Select "Year-End Rollover Automation".

The screenshot shows the School Cash interface with a dark blue header bar containing the text "School Cash" and a dropdown menu set to "School C - SGF". Below the header, there is a list of buttons: "Create New Bank Account", "Year-End Rollover Checklist...", "Year-End Rollover Procedures...", "Year-End Rollover Automation" (highlighted with a red box), "Edit Student Names", "Supplier Maintenance", "Table Maintenance", "Auditor Menu", and "Ledger History (Reports)".

This will display a list of Outstanding Housekeeping tasks that need to be completed. Each year-end rollover checklist item will be listed with one of the following icons:

✓	Pass
X	Failed. Must be addressed prior to roll over as it will stop the rollover process.
-	Not applicable
!	A warning but will not stop the rollover process.

# SchoolCash Accounting: Year-End Rollover Automation

## YEAR-END ROLLOVER AUTOMATION

Print: District users can print the list of bank accounts not ready to roll over to share with the appropriate school bookkeepers by selecting the Print icon. Select “Year-End Rollover Automation”.

Main Menu Program Maintenance Search...

Print Rollover Year 2017-2018

Not Ready to Rollover 96/98

Ready to Rollover 0/98

Rollover Complete 2/98

Search: The Search field will allow a user to search for a specific bank account. Any matching bank accounts will start to auto-populate when partial details are entered.

School Cash School C - SGF

Main Menu Program Maintenance Search... school d Rollover Year 2017-2018

Print

Not Ready to Rollover 1/1

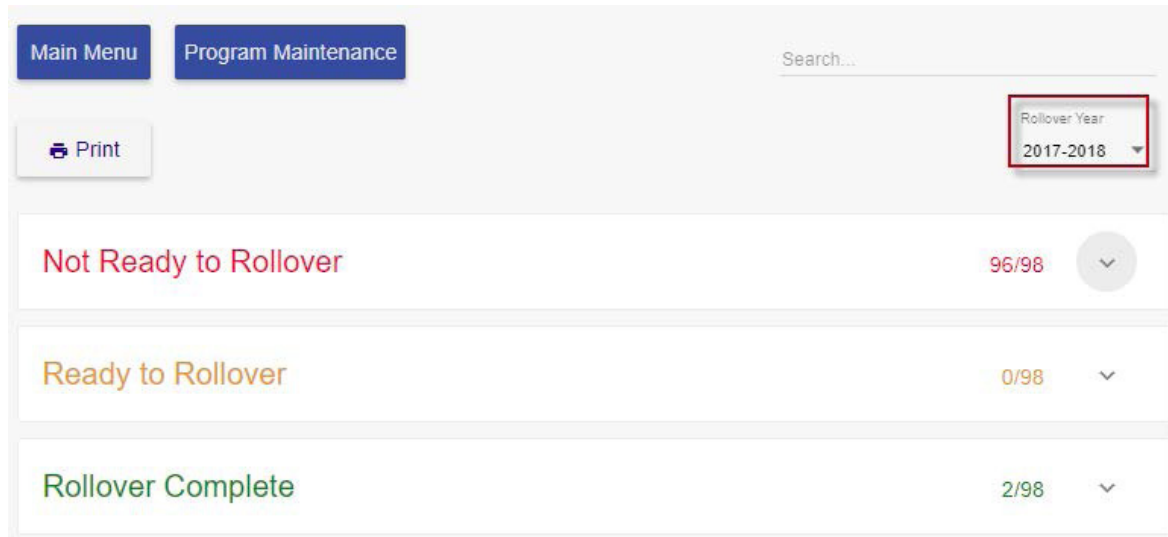
Schools	1	2a	2b	3	4	5	6	7	8	9	10	11	12	13	Notes
School One															
SGF															

Ready to Rollover 0/1

Rollover Complete 0/1

# SchoolCash Accounting: Year-End Rollover Automation

Rollover Year: Defaults to the year being rolled into. The year in the Rollover Year drop-down field will determine the bank accounts that are shown in each of the three (3) sections:



The screenshot shows the SchoolCash interface with the following elements:

- Main Menu** and **Program Maintenance** buttons at the top left.
- A **Search...** field at the top right.
- A **Print** button on the left side.
- A **Rollover Year** dropdown menu set to **2017-2018**.
- Three sections below the dropdown:
  - Not Ready to Rollover** (96/98) with a red border.
  - Ready to Rollover** (0/98) with an orange border.
  - Rollover Complete** (2/98) with a green border.

- **Not Ready to Rollover**

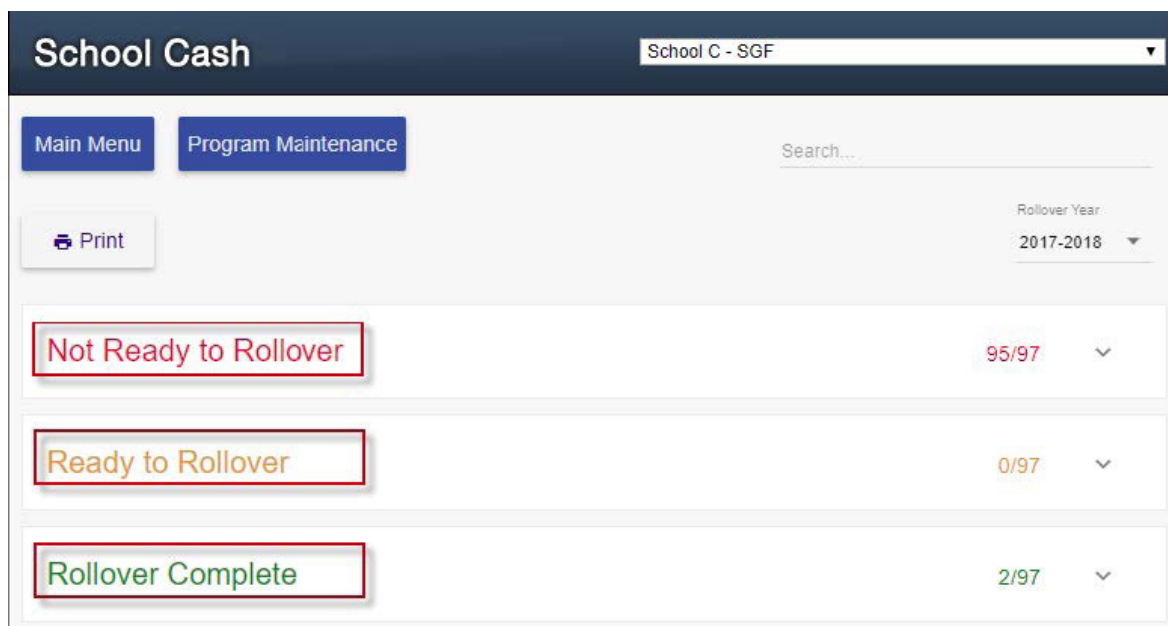
This section will list the bank accounts that are not ready to roll over into the new fiscal school year because the bank accounts do not satisfy all the pre-conditions that are necessary to complete a rollover.

- **Ready to Rollover**

This section will list the bank accounts that are ready to roll over into the new fiscal school year. The bank accounts meet all the necessary pre-conditions to complete a rollover.

- **Rollover Complete**

This section will list the bank accounts that have successfully rolled over into the new fiscal school year.



The screenshot shows the SchoolCash interface for **School C - SGF** with the following elements:

- School Cash** header and **School C - SGF** dropdown at the top.
- Main Menu** and **Program Maintenance** buttons at the top left.
- A **Search...** field at the top right.
- A **Print** button on the left side.
- A **Rollover Year** dropdown menu set to **2017-2018**.
- Three sections below the dropdown:
  - Not Ready to Rollover** (95/97) with a red border.
  - Ready to Rollover** (0/97) with an orange border.
  - Rollover Complete** (2/97) with a green border.

# SchoolCash Accounting: Year-End Rollover Automation

Under “Not Ready to Rollover”, hovering over each number indicates the checklist item description.

Not Ready to Rollover													30/30		^
Schools															
12a2b345678910111213Notes															
PS^															
School Funds ↻															
Refreshed: 5/22/2020 1:09 AM															
v															
✓✓✓✓✓✓✓✓✓✓xxyx!															
✎															

# SchoolCash Accounting: Year-End Rollover Automation

Note: District users that wish to add a note next to a bank account that has not been rolled over (e.g. remind a school to clear unposted checks) can click the Notes icon found next to each bank account.

School C	
SGF	✓ ✓ ✓ ✓ ! ✓ ✓ ✓ ✓ ✗ ✓ - ✗ ✓ ✎

It will launch the Notes dialog box. Enter the note in the line provided and click "Save".


Notes

×

School C

SGF

Remind school to clear unposted checks



Cancel

Save

Once a note is saved, it will display an Edit icon instead of the Notes icon. Clicking on the Edit icon will allow a District user to view, edit, or delete the note.

[illegible]

Selecting the chevron icon next to the bank account expands the list of outstanding housekeeping items for that bank account.

School C																
SGF																

4. One or more stale dated checks exist on the ledger.

9. The current bank account: has NOT been reconciled up to the year end date.

The image above for School C indicates that housekeeping item 9 needs to be resolved prior to the rollover.

# SchoolCash Accounting: Year-End Rollover Automation

The image below lists schools that are ready to rollover.

Select:

- BEGIN ROLLOVER FOR ALL SCHOOLS: To roll over all bank accounts eligible for rollover.
- BEGIN ROLLOVER: To roll over individual schools/bank accounts (located next to each school and/or each bank account within that school).

**Ready to Rollover** 1/34 ^

**BEGIN ROLLOVER FOR ALL SCHOOLS** ↻

Schools	Rollover	Notes
School Three	<b>BEGIN ROLLOVER</b> ↻	
Activity Funds	<b>BEGIN ROLLOVER</b> ↻	🗨️ 🗑️
School Four	<b>BEGIN ROLLOVER</b> ↻	
Activity Funds	<b>BEGIN ROLLOVER</b> ↻	🗨️ 🗑️
School Five	<b>BEGIN ROLLOVER</b> ↻	
Activity Funds	<b>BEGIN ROLLOVER</b> ↻	🗨️ 🗑️


**Rollover Complete** 1/34 ^

Schools	Current School Year
School Six	
Activity Funds	2016-2017

Note: An exclamation symbol will appear if there is an outstanding group collection, or stale dated check for example, but this will not prevent a rollover from being completed.

# SchoolCash Accounting: Year-End Rollover Automation

Click “Begin Rollover”.

Begin Rollover for All Schools ↻		
Schools	Rollover	Notes
School ABC	Begin Rollover ↻	
SGF	Begin Rollover ↻	









Once the rollover is successfully completed, the bank accounts will move to the Rollover Complete section.

Rollover Complete

3/60 ^

Please note that year end rollover reports will be available until the start of your next fiscal year [2019-2020]

Download Reports

Schools	1	2	3	4	5	6	7	8
School A								
Student Activity Funds								

- To download reports, click “Download Reports”. The user will be presented with the email notification popup. Enter a valid email and click “Submit”. Once the reports are ready, the user will receive an email including a secure link to the reports.
- To download individual reports, there will be links to the Year-End Rollover Reports next to each bank account that the user can access. Clicking the download link for each report will auto-download the report as a pdf file.

**Note:** After completing the rollover process, Year-End Rollover Reports will be available for access up until the next rollover date.

- The numbers 1-8 will indicate a specific Year-End Rollover Report. The image above displays the cursor hovering over 4 indicating that it is the Schedule of School Activities Fund report.
- Schedule E Report (if applicable).
  - Schedule E Umbrella Type Overview Report (if applicable).
  - Statement of Financial Position (if applicable).
  - Schedule of School Activities Fund (if applicable).
  - Umbrella Type - Summary of Closing Balances for the School Year.
  - Year End Umbrella Type - Summary of Closing Balances for the School Year.
  - Year-End Outstanding Transactions.
  - Summary of Categories with Opening Balances.

# SchoolCash Accounting: Year-End Rollover Automation

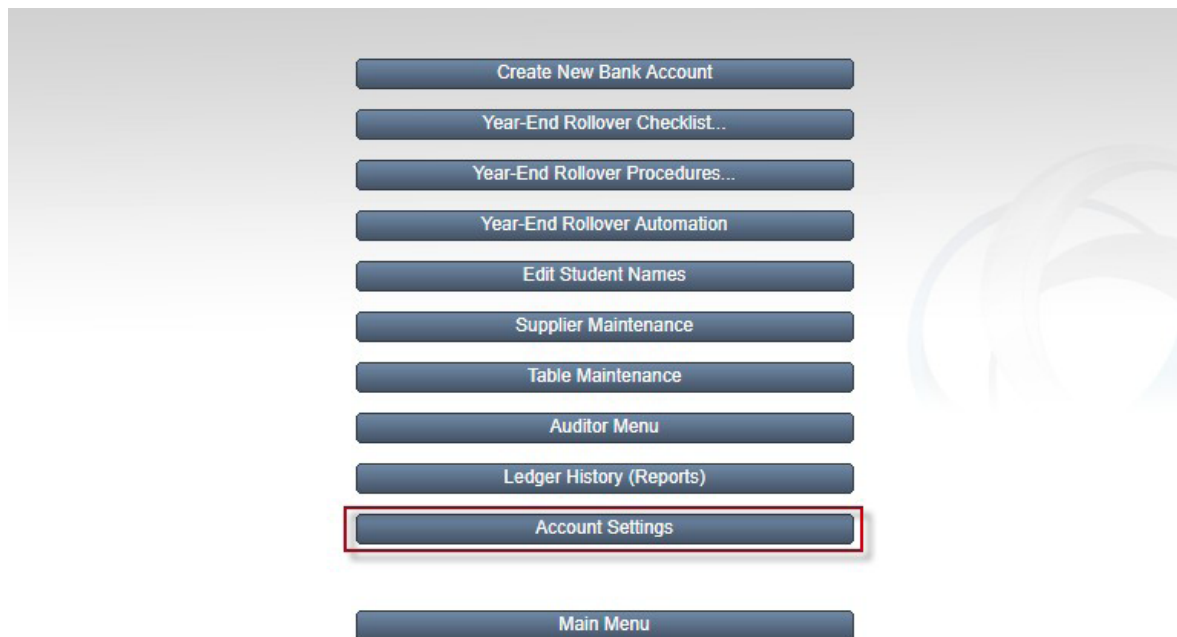
## DISABLING ROLLOVER BY SCHOOL USER

At the district level, school users can be restricted from performing the Year-End Rollover.

- a. Log in to SchoolCash and under My School Information, select “Program Maintenance”.



- b. Select “Account Settings”.



- c. Under Board/District, deselect the checkbox for “Enable Rollover By School User”.

**Tip:** Select this if using the Year-End Rollover Automation process.

