



School Cash Accounting

Issue Checks/Disbursements



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 |

School Cash Accounting-Issue Checks/Disbursements

Issue Checks / Disbursements

Instruction Guide

From the School Cash Main Menu > Issue Checks / Disbursements

- A. Information** : Access to Tip Sheet
- B. Sequence Buttons:**
 - Forms > Add a New Form / Duplicate a Form
 - Print > Checks, Statements, Notice, Change Check Layout
 - Update Suppliers > View, edit suppliers/vendors
 - Add to Ledger > post check to the General Ledger
 - Return to Main Menu
- C. Display Tabs:** Defaults to Detail View, View by a List, Search for a Check
- D. Cheque Status:** Status > Unposted, Read Only
- E. Requested by:** Enter the Staff Sponsor requesting the check, include ability to edit list of previous entries
- F. Cheque Number:** System automatically increases the check sequence
- G. Check Details:** Information required to process a check
- H. Category Panel Options:** Add new categories and/or memos
- I. Balance Indicator:** Difference must equal \$0.00 to be able to process a check
- J. Category Details:** Indicates categories that will incur the expense
- K. Category Toolbar:** Add / Edit / Delete categories
- L. Delete/Void:** Delete and/or Void current check displayed

School Cash Accounting-Issue Checks/Disbursements

Creating Checks

Instruction Guide

A. Adding New Check and Supplier

Step 1: Enter Check Request by:

The screenshot shows the 'School Cash' application interface. At the top, there's a dropdown menu set to 'School 10 - School Generated Funds'. Below this are buttons for 'Forms', 'Print', 'Update Suppliers', 'Add To Ledger', and 'Main Menu'. Further down are 'Detail View', 'List View', and 'Search' buttons. The status is 'Unposted' and it says 'Last Updated: 09/01/yyyy'. The 'Branch#' is 03506 and the 'Account #' is 1077603. A dropdown menu shows the number '1'. The 'Check requested by:' field contains 'Peterson, Paul' with an edit icon. To the right of this field is a 'Form 1/1' label and navigation buttons. A red arrow points to the 'Check requested by:' field.

Check Requested by: Peterson, Paul (staff sponsor) Last Name, First Name format is recommended

This screenshot shows the same 'School Cash' interface as before, but with a warning message dialog box overlaid. The dialog box contains the text: 'Click OK if you would like to add this name to your school's staff maintenance list.' There are 'OK' and 'Cancel' buttons. A red arrow points to the 'OK' button. In the background, the 'Check requested by:' field still shows 'Peterson, Paul'.

Warning Message appears. **Click OK** to add name to the Staff Maintenance List.

Step 2: Change Check Number

If this is first time using Issue Checks / Disbursement the first check number MUST be entered. System defaults to check number 1

The screenshot shows the 'Check Information' form. At the top, there's a 'Previous check Number' field with the value '1' and a 'Check Number' field with the value '637'. A red arrow points to the 'Check Number' field. Below these are fields for 'Pay To The Order Of:', 'Date:', 'Address:', 'Amount:', 'City:', 'Prov/State:', 'PC/Zip:', and 'Tax #:'. At the bottom right, there's a '00/100' label.

Check Number: 637

Step 3: Enter Check Information

Based on the Supplier's Invoice and/or the Check Requisition provided by the Staff Sponsor.

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

Detail View | List View | Search

Status: Unposted | Last Updated: 09/01/yyyy

Branch#: 03506 | Account # 1077603 | 1

Check requested by: Peterson, Paul | Form 1/1

Check Information

1 | 637
Previous check Number | Check Number

Pay To The Order Of: The Alamo | Date: 09/01/yyyy

Address: 300 Alamo Plaza | Amount: 500.00

City: San Antonio | Prov/State: TX | PC/Zip: 78205 | Tax #:

Five Hundred | 00/100

Re: Admission to the park | Invoice #: 12345

Attention: | Account #:

Pay To The Order Of: The Alamo

Warning Message: Add a Supplier to School's Supplier List... Click OK to save the Supplier's Name.

Click OK if you would like to add this supplier to your school's supplier list.

OK Cancel

Date: Defaults to today's date
Address: 300 Alamo Plaza
City: San Antonio
State: TX
Zip: 78205
Amount: 500.00
Re: Admission to the park
Invoice #: 12345

Note:

- System automatically saves these entries
- Both the "Re" and "Invoice #" will print on the check stub for the Supplier
- Each school has their own Supplier/Vendor database
- Attention field can be used to indicate a department or staff member the invoice is to be directed to
- Account # might be a Supplier's account number, instead of invoice #

School Cash Accounting-Issue Checks/Disbursements

Instruction Guide

Step 4: Enter Category Information

Enter the category that will be paying for this expense.

Do not select "Add Category" to enter this information. Add Category button will navigate to the Chart of Accounts to view or add an additional category.

Category Name	Cat. #	Amount	GL Department	Object Code	Memo
Field Trip #2		500.00			

Double-click in the blue row under the Category Name to enter the category information. Drop-down of categories will be listed alphabetically.

Category Name: Field Trip #2

Category #: System automatically updates number based on the Category selected

Amount: System automatically records the amount based on the check information

Save: Select **Enter** key or **Checkmark** to save the category entry

Category Name	Cat. #	Amount	GL Department	Object Code	Memo
Field Trip #2	6020	\$500.00			

B. Adding New Check with Fuzzy Match

Step 1: Add a new form.

Select Forms button > Add Form

School Cash

School 10 - School Generated Funds

Forms Print Update Suppliers Add To Ledger Main Menu

Add Form Duplicate Form

Detail View List View Search

A blank check form will appear

School Cash Accounting-Issue Checks/Disbursements

Instruction Guide

Step 2: Enter Check Information

Check # is automatically increased to the next number (638)

School Cash School 10 - School Generated Funds

Forms Print Update Suppliers Add To Ledger Main Menu

Detail View List View Search

Status: Unposted Last Updated: 09/01/yyyy

Branch#: 03506 Account # 1077603 638

Check requested by: Watson, Kelly Form 1/1

Check Information

637 Previous check Number 638 Check Number

Pay To The Order Of: Scholastic Date:

Address:

City: Prov/State: PC/Zip: Tax #:

00/100

Re: Invoice #:

Attention: Account #:

Add Category Add Memo Total check Split: \$0.00 Difference: \$0.00

Category Name	Cat. #	Amount	GL Department	Object Code	Memo

Total Categories: 1

Delete Void check

Check Requested by: Watson, Kelly (Warning message to add to Staff Maintenance)
Pay To The Order Of: Scholastic. (select Enter key)

"Fuzzy Match" warning message will appear if there are 4 or more characters that match in the Pay to the Order

You are attempting to create a new supplier.
 If you meant one of the existing suppliers in the list below then please select it before continuing.
 This is important for data integrity reasons.

Scholastic Book Fairs PO BOX 1169130 Atlanta GA
Scholastic Inc. PO BOX 3725 Jefferson City MO

Continue Reset

Select: Scholastic Book Fairs
 Select: Continue

School Cash Accounting-Issue Checks/Disbursements

Instruction Guide

Address information automatically updated from the Supplier Maintenance

School Cash School 10 - School Generated Funds

Forms Print Update Suppliers Add To Ledger Main Menu

Detail View List View Search

Status: Unposted Last Updated: 09/01/yyyy

Branch#: 03506 Account # 1077603 638

Check requested by: Watson, Kelly Form 1/1

Check Information

637 Previous check Number 638 Check Number

Pay To The Order Of: Scholastic Book Fairs Date: 09/01/yyyy

Address: PO BOX 1169130 Amount: 732.45

City: Atlanta Prov/State: GA PC/Zip: 30368 Tax #:

Seven Hundred and Thirty Two 45/100

Re: Grade 2 classes Invoice #: 789

Attention: Account #:

Add Category Add Memo Total check Split: \$0.00 Difference: \$0.00

Category Name	Cat. #	Amount	GL Department	Object Code	Memo
		\$732.45			

Total Categories: 1

Delete Void check

Amount: 732.45
Re: Grade 2 classes
Invoice #: 789

Step 3: Enter Category Information

Add Category Add Memo Total check Split: \$ 732.45 Difference: \$0.00

Category Name	Cat. #	Amount	GL Department	Object Code	Memo
		732.45			

Basketball - Boys
Basketball - Girls Jr
Book Fair
Cheerleading

Total Categories: 1

✓ X

Delete Void check

Double-click in the blue row under the Category Name to enter the category information. Drop-down of categories will be listed alphabetically.

Category Name: Book Fair
Save: Select **Enter** key or **Checkmark** to save the category entry

C. Adding New Check with Split Category Entry and Low Balance Warning

Step 1: Add a new form.

Select Forms button > Add Form

The screenshot shows the 'School Cash' application interface. At the top, there's a header with 'School Cash' and a dropdown menu set to 'School 10 - School Generated Funds'. Below the header, there are several buttons: 'Forms', 'Print', 'Update Suppliers', 'Add To Ledger', and 'Main Menu'. The 'Forms' button is highlighted, and a dropdown menu is open, showing 'Add Form' and 'Duplicate Form'. A red arrow points to the 'Add Form' option. Below the buttons, there are tabs for 'Detail View', 'List View', and a 'Search' button.

A blank check form will appear

Step 2: Enter Check Information

Check # is automatically increased to the next number (639)

The screenshot shows the 'Enter Check Information' form in the School Cash application. The form is titled 'Check Information' and has a status of 'Unposted'. It includes fields for 'Branch#', 'Account #', and 'Check Number' (639). The 'Check requested by' field is filled with 'Sutter, Jim'. The 'Form 1/1' indicator shows navigation buttons. The 'Pay To The Order Of' field is filled with 'Pioneer Farms'. The 'Address' field is filled with '10621 Pioneer Frams Drive'. The 'City' field is filled with 'Austin', 'Prov/State' with 'TX', 'PC/Zip' with '78754', and 'Tax #' is empty. The 'Amount' field is filled with '1000.00'. The 'Re' field is filled with 'Grade 4 & 5 admission'. The 'Invoice #' field is filled with '9876'. The 'Attention' field is empty. The 'Total check Split' is \$1000.00 and the 'Difference' is \$0.00. The form also includes buttons for 'Add Category' and 'Add Memo'. At the bottom, there is a table with columns for 'Category Name', 'Cat. #', 'Amount', 'GL Department', 'Object Code', and 'Memo'.

Category Name	Cat. #	Amount	GL Department	Object Code	Memo
		\$1,000.00			

Check requested by: Sutter, Jim (Warning message to add to Staff Maintenance)
Pay to the Order of: Pioneer Farms
Amount: 1000.00
Re: Grade 4 & 5 admission
Invoice #: 9876

School Cash Accounting-Issue Checks/Disbursements

Instruction Guide

Step 3: Enter Category Information

First Split Category

Category Name	Cat. #	Amount	GL Department	Object Code	Memo
Field Trip #2	6020	700.00			

Total Categories: 1

Buttons: Add Category, Add Memo, Delete, Void check

Category Name: Field Trip #2
Category #: System automatically updates number based on the Category selected
Amount: 700.00
Save: Select **Enter** key or **Checkmark** to save the category entry

Category Name	Cat. #	Amount	GL Department	Object Code	Memo
Field Trip #2	6020	\$700.00			

Total Categories: 1

Buttons: Add Category, Add Memo, Delete, Void check

Difference indicated as \$300.00
Insert New Row to enter the second category split

Second Split Category

Category Name	Cat. #	Amount	GL Department	Object Code	Memo
Field Trip #2	6020	\$700.00			
Field Trip #1	6010	300.00			

Total Categories: 1

Buttons: Add Category, Add Memo, Delete, Void check

Category Name: Field Trip #1
Category #: System automatically updates number based on the Category selected
Amount: 300.00
Save: Select **Enter** key or **Checkmark** to save the category entry

Low Balance Warning

Processing this Check will cause the Field Trip #1 category to be negative. The current category balance is \$ 44.00

No unposted transactions found.

Are you sure you want to save your changes?

OK

Cancel

Difference \$0.00

Add Category

Add Memo

Total check Split: \$ 1000.00

Difference: \$0.00

Category Name	Cat. #	Amount	GL Department	Object Code	Memo
Field Trip #2	6020	\$700.00			
Field Trip #1	6010	\$300.00			

Total Categories: 2

Delete

Void check

Printing Checks

School Cash

School 10 - School Generated Funds

Forms

Print

Update Suppliers

Add To Ledger

Main Menu

Detail View

Statement

Checks

Debit Notice

Checks As List

Check Requisition

Change check Layout

Test Print

Status: Unposted

Last Updated: 8/10/2019

Branch #: 525

Account #: 3523510

637 - The Alamo

Check requested by: Peterson, Paul

Form: 1 / 1

Check Information

Pay To The Order Of: The Alamo

Date:

Address: 300 Alamo Plaza

Amount: 500.00

City: San Antonio

Prov/State: TX

PC/Zip: 78205

Tax #:

Re: Admission to the park

Invoice #: 12345

Attention:

Account #:

☒ Print check

Add Category

Add Memo

Total check Split: \$500.00

Difference: \$0.00

Category Name	Cat. #	Amount	GL Department	GL Name	Memo
Field Trip #2	6020	\$500.00			

School Cash Accounting-Issue Checks/Disbursements

Instruction Guide

Previous Screen
Check # Covered From: 637
Generate Report
Add To Ledger
Print Category Overflow

Covered To: 637

1 / 1
Main Report
100%

637

Five Hundred

00 /100
8/10/2019
****500.00

The Alamo
300 Alamo Plaza
San Antonio TX 78205

637

To: The Alamo
\$500.00

Re: Admission to the park
Inv# 12345

To: The Alamo - 300 Alamo Plaza, San Antonio TX 78205

Re: Admission to the park Inv# 12345

637

Check Amount: \$500.00

Category #	Category Name	GL Name	GL Department	Tax Paid	Amount	Category #	Category Name	GL Name	GL Department	Tax Paid	Amount
6020	Field Trip #2			\$0.00	\$500.00						

Style of check: Laser Top. Top 2 sections will go to the Supplier, bottom section remains at the school.

Select the **Printer Icon** to print the checks

Select: **Previous Screen** to return to the Check Form.

Option to select Add to Ledger if all printing has been completed

School Cash Accounting-Issue Checks/Disbursements Posting to General Ledger

Instruction Guide

The screenshot shows the 'Issue checks' interface for 'School Cash'. At the top, there's a header with the KEVgroup logo and 'Issue checks' text. To the right are links for 'Profile Settings' and 'Log Out'. Below the header is a dark blue bar with 'School Cash' and a dropdown menu showing 'School 10 - School Generated Funds'. Underneath this bar are several buttons: 'Forms', 'Print', 'Update Suppliers', 'Add To Ledger' (highlighted with a red arrow), and 'Main Menu'. At the bottom, there are 'Detail View', 'List View', and 'Search' buttons.

Once all the checks / reports have been printed, then add all forms to the ledger.

Select: **Add to Ledger**

Other Issue Checks Features

A. Invoice Tracking

The screenshot shows a message box with the text: 'This invoice number and supplier has already been processed, see check # 2476'. There is an 'OK' button at the bottom right.

B. Combining Checks

The screenshot shows a message box with the text: 'There are check(s) with the same supplier assigned. Select OK to combine this check with one of these, otherwise select cancel.' There are 'OK' and 'Cancel' buttons at the bottom right.

C. Duplicating Checks

The screenshot shows the 'Issue checks' interface for 'School Cash'. The 'Forms' dropdown menu is open, showing options: 'Add Form' and 'Duplicate Form'. The 'Add To Ledger' button is also visible.

D. Voiding Checks

Detail View | List View | Search

Status: Unposted | Last Updated: 8/11/2019

Branch #: 525 | Account #: 3523510 | 637 - The Alamo

Check requested by: Peterson, Paul | Form: 1 / 1

Check Information

Pay To The Order Of: The Alamo | Date: 08/10/2019

Address: 300 Alamo Plaza | Amount: 500.00

City: San Antonio | Prov/State: TX | PC/Zip: 78205 | Tax #:

Re: Admission to the park | Invoice #: 12345

Attention: | Account #: | ☒ Print check

Add Category | Add Memo | Total check Split: \$500.00 | Difference: \$0.00

Category Name	Cat. #	Amount	GL Department	GL Name	Memo
Field Trip #2	6020	\$500.00			

Total Categories: 1

Delete | Void check

E. Customized Check Layout

KEVgroup | Check Layout | Profile Settings | Log Out

School Cash | School 10 - School Generated Funds

☐ Show Extra check Recipient
☐ Show check Reason
☐ Long Date Format
☐ CPA Date Style
☒ DDMMYYYY
☐ YYYYMMDD
☒ Show check Currency Symbol
☐ Include Category Name In Reason
☐ Left Align Word Amount

Previous Screen | Test Print

Template Style: Laser Top

Check Style Name: Laser 1-Part

Laser Bottom
Laser Middle
Laser Top
Laser Top (CPA)

Two Hundred | 99/100 | 385

F. KEV's Supplies Store

<https://supplies.schoolcash.com>

KEV GROUP
School Cash Simplified

START Shopping Cart Orders My Library My Profile

Search Products










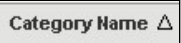

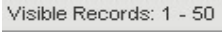



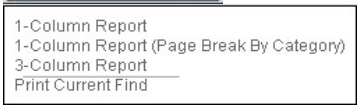























Search

Home
Laser Checks
Deposit Tickets
Laser Receipts
Envelopes
Endorsement Stamp

BOGO!
Buy 250 checks, receipts, or deposit tickets....get 250 FREE!
Select products only Offer valid until September 15, 2019

Your Source for Official School Cash Supplies

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		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		

[illegible]