SchoolCash Accounting
School User Instructions
ACCOUNTING YEAR-END ROLLOVER

Before completing these instructions, contact your District support person to discuss your District's specific year-end rollover policies and procedures.

Fifteen days prior to accounting rollover date, you will see this message.

Click Continue to continue to the Main Menu.

1. Complete Housekeeping tasks as assigned by your District.
2. Complete the last month of your fiscal year's transactions, including receipts, disbursements, and journal entries, if applicable.
3. Refer to the Year-End Checklist (Program Maintenance, Year-End Rollover Checklist) for outstanding year end items.
4. Close out your cashbox, if applicable.
5. Generate the Outstanding NSF Transaction Report. This report can be used to track NSF Transactions that have yet to be repaid for the current school year.
6. Sign off your tax rebate report, if applicable.
7. Print any reports for documentation and audit purposes as directed by your District.
8. There are two options for completing the year-end rollover:
    a. School users will complete the year-end rollover. This must be done manually through the Year-End Rollover Procedures located in Program Maintenance.
    b. District support will complete the rollover. School users must follow direction from the District and complete the housekeeping tasks and year-end checklist items as required.
9. After the year-end rollover is completed, the year-end date and school year will automatically update in demographics for the following year-end rollover for bank accounts.

You have successfully rolled over to the new fiscal year.