


# School Cashbox

By using the 'Cashbox' module bookkeepers are able to track 'cash' refunds to staff and/or suppliers. This module will track the amount of cash on hand, as well as the GST paid, as well as, the categories being charged for the expenses.




The Cashbox module can also be used to track 'District' type purchases. A separate Tip Sheet details the steps to create a 'Petty Cash or GL' Cashbox.

## To Create a School Cashbox

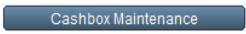




### Step 1: Create a Cashfloat Category Umbrella

1. From **Main Menu**, **My School Information group**
2. Click **Category (Chart of Accounts)**
3. Select **Category Umbrella**  tab. If a 'Cashfloat' category umbrella is not in the list, one will have to be created. The **Umbrella Type** should be 'Cashfloat'. If access to the **Category Umbrella tab** is denied, contact the District Office for further instructions on adding the new category umbrella.

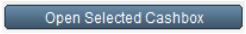
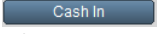

### Step 2: Create a Cash Advance Category

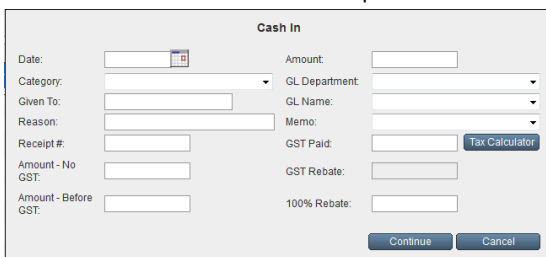
1. Select the **List View**  tab
2. Click **Insert Row**  icon
3. In the **Category Name** field, enter 'Cash Advance'
4. Press **ENTER** to the Category Number field
5. Enter a unique category number (i.e. 10)
6. Press **TAB** to the Category Umbrella field
7. Select 'Cash Float (See Step One to create the category umbrella)
8. Press **ENTER** or click **Save**  icon to save the category

### Step 3: Initiate the Cashbox

1. From the **Main Menu**, **Expense Activities group**
2. Click **Change Funds - Cashbox**
3. Click **Cashbox Maintenance** 
4. Click **Insert Row**  icon
5. Enter the **Cashbox Name** (i.e. **Office Cashbox**) 
6. Press **ENTER** or click **Save**  icon to save the Cashbox name
7. Click **Main Menu** 

### Step 4: Charge the Cashbox

1. From the **Main Menu**, **Expense Activities group**
2. Click **Issue Checks - Disbursements**
3. Issue the check in the name of the person responsible for the Cashbox
4. In the **Re:** field, enter "For deposit to the cashbox"
5. Select the **Category** created in Step Two (**Cash Advance**)
6. Once the check is cashed, return to the Cashbox screen
7. Select required cashbox 
8. Click **Open Selected Cashbox**
9. Click **Cash In** 
10. Enter the details in the **Cash In** dialog box
11. Click **Continue**  to complete the **Cash In** entry



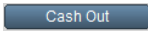
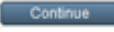
The Cash In dialog box contains the following fields: Date, Amount, Category, GL Department, Given To, GL Name, Reason, Memo, Receipt #, GST Paid, Amount - No GST, GST Rebate, Amount - Before GST, 100% Rebate, and buttons for Tax Calculator, Continue, and Cancel.

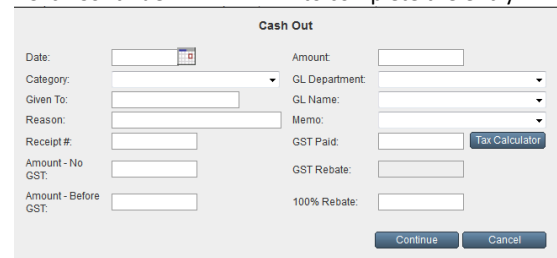
#### Note the following:

- **Date** field should reflect "Today's Date"

- **Category** field should reflect the category name created in Step Two
- **Supplier's Name** field should reflect the name of the person who cashed the check in Step Six (person responsible for the Cashbox)
- **Reason** field should reflect "Cash In transaction to open the Cashbox"
- **Amount** field should reflect the amount of the check that was issued in Step Six

## To Use a School Cashbox

1. From the **Main Menu** **Expense Activities group**,
2. Click **Change Funds - Cashbox**
3. Select **Cash Out** 
4. Enter the details in the Cash Out dialog box
5. Click **Continue**  to complete the entry

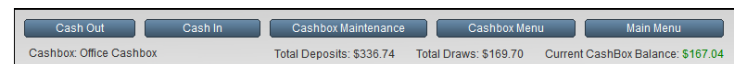


The Cash Out dialog box contains the following fields: Date, Amount, Category, GL Department, Given To, GL Name, Reason, Memo, Receipt #, GST Paid, Amount - No GST, GST Rebate, Amount - Before GST, 100% Rebate, and buttons for Tax Calculator, Continue, and Cancel.

#### Note the following:

- **Date** should reflect the date of the transaction
- Select the appropriate **Category** that is to be charged for the expense
- **Supplier's Name** field should reflect the staff member or supplier who is being reimbursed
- **Receipt #** should reflect the number on the manual receipt (if one is used)
- **Amount** field should reflect the amount of the expense
- Select a **Memo** from the drop-down
- Enter the amount of **GST Paid** if applicable

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



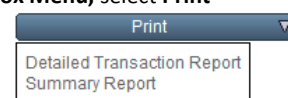
The summary bar shows: Cash Out, Cash In, Cashbox Maintenance, Cashbox Menu, Main Menu. Below this, it displays: Cashbox: Office Cashbox, Total Deposits: \$336.74, Total Draws: \$169.70, Current CashBox Balance: \$167.04.

When the Current Cashbox Balance is approaching \$0.00, the Cashbox is replenished by repeating Step Four

**NOTE:** When the school year comes to an end, any outstanding monies should be re-deposited to the **Cash Advance** category.

## To Generate Cashbox Reports

1. From the **Main Menu**, **Expense Activities group**;
2. Click **Change Funds - Cashbox**
3. Click **Cashbox Menu**, select **Print**



The Print dropdown menu shows options: Print, Detailed Transaction Report, and Summary Report.

- The **Detailed Transaction Report** will display all the transactions for every cashbox.
- The **Summary Report** will display total Deposits, Draws and Balances from every cashbox.

For further information on School Cash Accounting – Cashbox, please refer to the User Guide.