

School Cash Accounting User Guide Deposits/ Receipts

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About Us:

KEV Group is an international company that specializes in the management and security of school funds. KEV Group has continued to grow and address new client needs since our founding almost two decades ago as a pioneer in managing school funds. Our flagship product, School Cash Accounting, has consistently set the industry standard for school cash management.

Internally, KEV Group has developed several software and web-based solutions to meet the needs of the most demanding school officials, auditors, and C-level policy makers. Today we work with over 5000 schools on a daily basis with our industry-leading solutions.

KEV Group specializes in school level accounting, online payment processing, and tracking of student obligations. By showing you how we enable transparency in school funds, as well as provide secure and detailed audit trails, we can change the way you think about school fund management. KEV Group makes it easy for districts to evolve to a secure and transparent infrastructure while being budget conscious.

Our reputation for easy to use software, painless implementation procedure and unique personalized training for district staff and school bookkeepers makes choosing KEV Group one of the best decisions a district can make.

Minimum Requirements for School Cash Accounting:

Component	Description
Browser	Windows OS – Internet Explorer 7 or higher / Firefox 3.6 or higher MAC OS – Firefox 3.6 or higher
Report Reader	Adobe Reader 7.0 or higher
RAM	256 MB
Bandwidth Required	100kb /Sec per average user session
Network	DSL or Cable broadband network connection with 512 kb/sec

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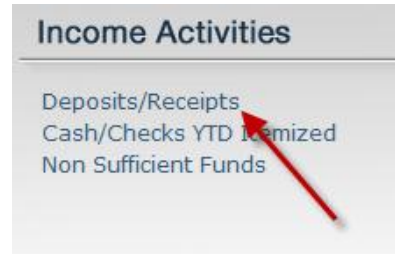
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1 Deposits/Receipts



Using this feature in School Cash will allow the user to:

- Calculate deposits for checks, bills, rolled and loose coins
- Assign the deposited amounts to a category or multiple categories
- Add a new category
- Include memo information in the deposit
- Add a new memo
- Itemize checks and cash for bank and school tapes
- Edit household/student names
- Print banking records
- Print receipts

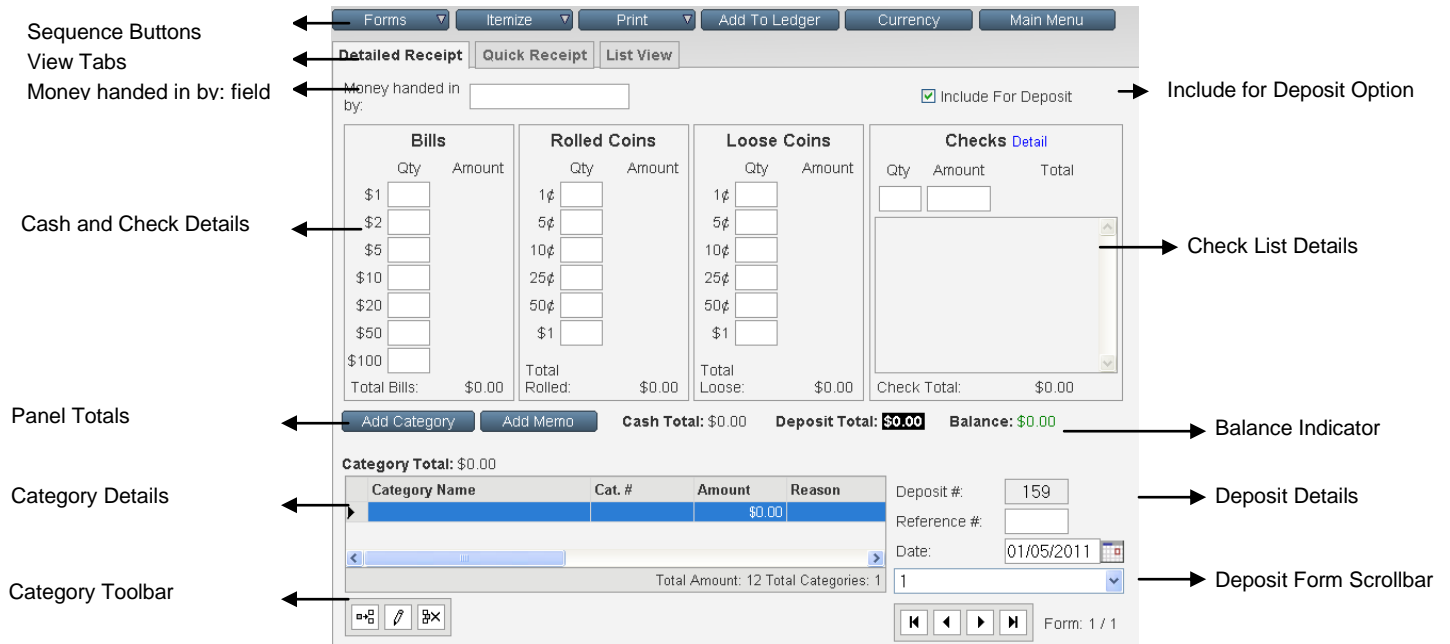


Figure 1: Detailed Receipt Screen

1.1 Getting Started:

Access School Cash:

1. Launch the internet browser and log onto the School Cash website, by entering the URL that you received with your package

Select Language:

If this is the first time that School Cash has been used the Select Language screen will open.

2. Select the appropriate language option. This option will affect screen spelling and coin displays.

Login:

3. Login using the Username and Password you received with your package (Passwords are case sensitive)

4. Click **Remember Me** Remember Me check



Figure 2: Select Language Screen

box to save your Username (passwords are NOT saved with this option)

5. Click **Login**

Login

The Select a Bank Account window will open.

Figure 3: Login Screen

[Click here for further information on the login process.](#)



Tip: Language localization can be changed in the future, by clicking the Language indicator in the top right corner of any screen. Select the required language option when the Select Language Screen opens.

To Select A Bank Account:

1. Click **pick list arrow** in the **Please select a bank account from the list...** text slot
2. Select the correct bank account name from the drop-down
3. Click **Open Selected Bank Account**

Open Selected Bank Account

The Main Menu window will open.

Figure 4: Select Bank Account Screen


4. Click **Deposits/Receipts** Deposits/Receipts
The Detailed Receipt tab of the deposit form screen will open.

Figure 5: Main Menu

1.2 Currency Warning:

When the current bank account was setup by the system administrator, currency selections were made. If the currency selection does not match the account localization a currency warning will appear. The warning will list the currency type that is in use.

To Change Currency:

1. Click **Change Currency**
2. Click **pick list arrow**  in the currency field
3. Select the required currency from the drop-down
4. Click **Back to Deposit**



NOTE: Changing currency type will affect the coin display in the Detailed Receipt tab. The currency option does not include any type of exchange rate.



Figure 6: Currency Warning



Figure 7: Currency Drop-down

To Accept the Current Currency:

1. Click **Continue**  in the warning dialog box





The screen that opens represents a “working copy” of a deposit form. The form is divided into panels (Bills, Rolled Coin, Loose Coin, Checks). Panel totals will be calculated automatically and be displayed below each panel.

The category panel appears at the bottom of the screen. Crediting the deposit with the appropriate category selection is a mandatory part of the Deposit/Receipt process.

NOTE: If the School Cash deposit envelope has been completed the envelope details will match the layout of the deposit form.

[Click here for further information on special paper products.](#)

1.3 Tips For A Speedy Deposit:

- ✓ Take a moment to organize the cash and checks before using Deposits/Receipts module
- ✓ Start in the top left corner (Money Handed In By:field) of the Detailed Receipt form
- ✓ Press the Tab  key on the keyboard to move the insertion point from field to field
- ✓  will also cause automatic calculation of field entries
- ✓  must be used to save a check entry
- ✓ Either the number pad or the “Qwerty” portion of the keyboard can be used to enter the numeric information
- ✓ Remember to create a separate form for each direction of money
- ✓ If the deposit process needs to be interrupted, click **Main Menu**  (Deposit forms created to this point will be saved.)

1.4 Deposit Options:

Within the Deposit/Receipts Module there are several optional settings:

- Turn off display of Rolled Coin Panel
- Currency Localization (See above)
- Include for Deposit
- Mandatory Itemize Checks
- Activation of Quick Receipts feature
- Redistribution
- Tax Payable Calculations

1.5 To Prepare the Deposit:

For each direction of money:

- Sort bills by denomination (smallest to largest)
- Sort and count coins (smallest to largest)
- Group checks into similar amounts

1.6 To Calculate a Deposit (Detailed Receipt):

1.6.1 Money handed in by:

1. Click **Money handed in by:** field (top left corner)
2. Enter the name of the staff member who handed in the money
3. Use consistent format, for example Jones,Mary
Entries made here will be available for future use. This information will appear in the following:

- 3-Part Receipts
- Deposit Screen
- Statement



4.  to the **Include for Deposit** field

Money handed in by:

Figure 8: Money handed in by: field



Tip: To save time in future use:

1. Enter the first character of the staff member's name
2.  to select the name from the drop-down
3.  to enter the name in the Money handed in by: field and move the insertion point to the Include for Deposit field

1.6.2 Include for Deposit:

This field is an optional field, established at the board level.

1. If the current deposit form will be included in the next deposit, activate the check box .

OR

If the current deposit form will not be included in the next bank deposit, deselect the check box .

This will allow the user to prepare a deposit form in advance, but not include the monies in the current deposit.

2.  to the first amount in the **Bills Panel**

Include For Deposit

Figure 9: Include for Deposit field (Optional)

1.6.3 Cash and Checks Details:

Bills Panel:

1. Enter the number of bills in the first denomination in

the Qty field

2.  to auto-calculate the **Amount**



field and move the insertion point down to the next field in the panel

Repeat these steps until all of the "bills" are entered.

3.  to the **Rolled Coin** panel

Bills		
	Qty	Amount
\$5	<input type="text"/>	
\$10	4	\$40.00
\$20	5	\$100.00
\$50	<input type="text"/>	
\$100	<input type="text"/>	
Total Bills:		\$140.00

Figure 10: Completed Bills Panel

Tip: Remember to use the  and  keys to keep your hands on the keyboard and speed up the entry process.

Rolled and Loose Coin Panel:

1. Repeat the steps outlined above to enter the coins that will be included in the deposit

Rolled Coin Warning:

If extra loose coins (beyond the number of coins included in a roll) are entered in the Loose Coins panel, the user will receive a warning during the printing process.

1. Click **Continue**

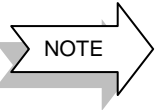
The system will warn the user if it is necessary to roll coins and will adjust the deposit form as necessary.

Note: The following loose coins have been added to the rolled coin section of the bank deposit form. Please ensure these coins are rolled prior to making the bank deposit.

2. Roll the necessary coins



Figure 11: Rolled Coin Warning



If the bank does not allow the deposit of rolled coins, the display of the Rolled Coin panel can be turned off as part of the account settings.

To Turn Off Rolled Coin Panel:

1. From the **Main Menu**
2. Click **Program Maintenance**
Program Maintenance
3. Click **Account Settings**
Account Settings
4. Scroll down to the *Bank Account* section
5. Turn off the check box in front of **Display Deposit**

Rolled Coins Display Deposit Rolled Coins

6. Scroll to the top of the screen
7. Click **Save** Save
8. Click **Main Menu** Main Menu

NOTE:

- If the Rolled Coin Panel display is turned off the panel will not display in the Detailed Receipt tab.
- The Rolled Coin Panel will not print in the Print Deposit Screen or One Page Bank Account report.

Check Panel:

The check panel has 2 areas:

- Entry Area
- List Area

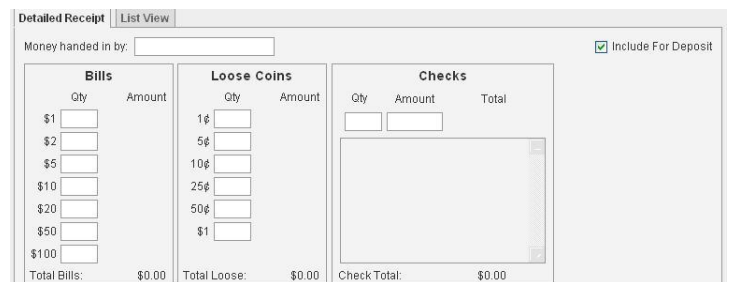


Figure 12: Rolled Coin Panel Turned Off

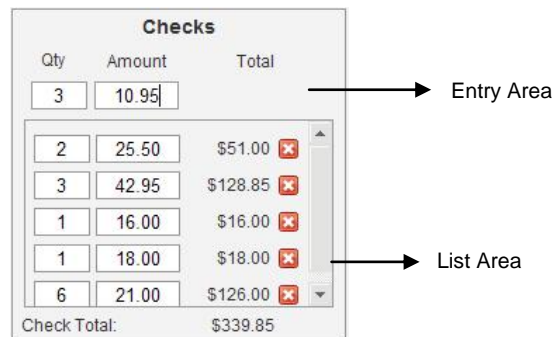


Figure 13: Check Panel

To Enter Checks:

1. Click **Qty** field
2. Enter the number of checks in the sorted group
3. to move to the **Amount** field
4. Enter the face value of the check group
5. to auto-calculate the **Total** and move the first group of the checks to the list area


NOTE:  must be used.

Continue until all of the checks have been listed.




Tip: If there are single checks the number "1" does not have to be entered in the Qty field.

To Enter Single Checks:


1. Click **Amount** field
2. Using the number pad on the keyboard, enter the face value of the check
3. Press  on the number pad

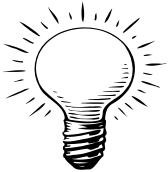
The single check will be listed in the check list area and the insertion point will be resting in the amount field.

4. Enter the value of the next check

5. Press 

Continue until all of the checks have been listed.

NOTE: The  must be used to save the check entry.




Tip: Want to enter the bills and coins from largest to smallest denomination? (For example: \$100.00 to \$1.00)

1. Sort the bills by denomination largest to smallest
2. Click Qty field for the highest bill denomination
3. Enter the Qty
4. Press Shift/Tab to move the insertion point the next smallest bills denomination

1.7 Date:

The date field is auto populated with the current date.

To Change The Date Of The Deposit:

1. Click **Calendar**  icon
2. Select Click required date from the calendar display

OR

Enter the date manually:

1. Enter the month
2. Tap the space bar
3. Enter the day
4. Tap the space bar
5. Enter the year
6. Press 

The date field will be populated with the correct date format: MM/DD/YYYY.

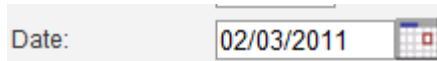


Figure 14: Date Field

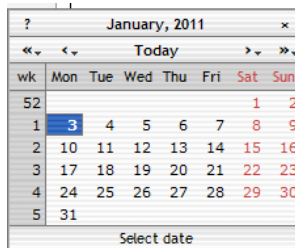
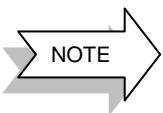


Figure 15: Calendar

[Click here for further information on the Calendar.](#)



When the detailed receipt is completed the following information will be displayed:

- A panel total will display below each panel (bills, rolled coin, loose coin and checks)
- A Total Cash value and a Total Deposit value will appear in the area above the category panel
- A Balance indicator will appear above the category panel

1.8 Category Assignment:

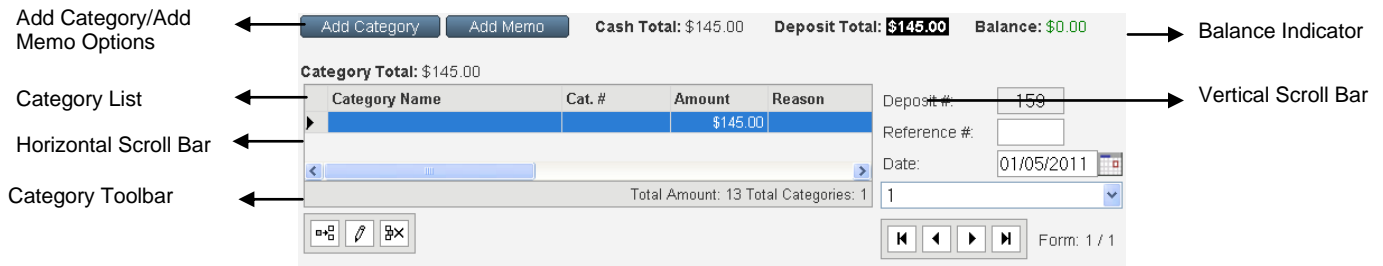


Figure 16: Category Panel

The next step in the deposit process is the assignment of a category. The assignment of a value to a category is an important part of the deposit process. The Deposit/Receipts feature will warn the user if errors have been made in the Category area. The following warnings are in place:

- A warning dialogue box will appear if a Category has not been assigned
- The Balance indicator will indicate outstanding monies to be assigned to a category (splitting the category)

The category area will allow the user to:

- Assign a single category to the amount of the detailed receipt form
- Split the amount of the detailed receipt between different categories
- Create a New Category and assign it to the detailed receipt
- Use the New Category in subsequent detailed receipt

The list of available categories has either been manually entered during the set-up process or has been imported as a Comma Separated Value (.csv) file. Generally this information comes from the board offices.

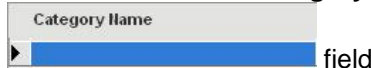
Category details assigned at this point will be reflected in the Ledger.

[Click here for further information regarding School and Category Information.](#)

1.8.1 To Assign a Deposit To a Category:

To Assign a Category Using Category Name:

1. Click blue line in the **Category Name**




2. Click **pick list arrow** and select the appropriate category for the deposit

Tip: Double clicking inside the category field will cause the existing list of category names to pop-up. The category # field auto populated. The full amount of the deposit form is auto-populated in

the Amount



\$339.85 field.

3.  to the Reason field (optional)
4. Enter any Reason for the deposit

NOTE: Category Assignment is mandatory.

Save the Category Assignment:

Complete the necessary category information

1. Click **Save**  to save the category entry
- OR**
2. Click **Cancel**  to cancel the entry

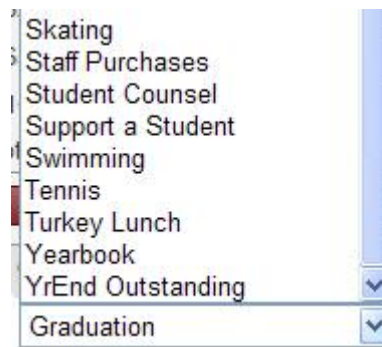






Figure 17: Partial Category List

To Assign a Category Using Category Number:

It is possible to use the Category Number field to assign a category to the deposit. If the category number field is


used the category name field will be auto-populated.


1. Click **Category Number** field
2. Enter the first digit in the category number
A drop-down list of category numbers will appear.
3.  to the required number
4.  to select the number and move the **Amount** field
5. *The matching Category Name will be auto-populated.*
6.  to move the **Reason** field
7. Enter any Reason for the deposit

Continue to  to the right and enter field information where necessary

Save the Category Assignment:





Complete the necessary category information:

Click **Save**  to save the category entry
OR



Click **Cancel**  to cancel the entry

1.8.2 To Split The Deposit:

To Assign Another Category to the Current Deposit Form:

1. Click **Category Name** field and select a category from the list
2.  to the amount field
3. Enter the amount to be credited to the category
4.  to the **Reason** field (optional)
5. Enter any Reason for the deposit
6. Click **Save** 
7. Click **Insert Row**  icon on the toolbar in the Category area

A new category row will appear above the selected row in the category assignment area.

3. Click **Category Name** field and select another category from the list
4.  to move to the **Amount** field
5. Enter the amount to be credited to the category
6. Click **Save** 

Continue this process until the required category information has been entered and **Balance indicator**

is 0.00 **Balance: \$0.00**

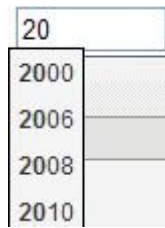


Figure 18: Category Number Drop-down

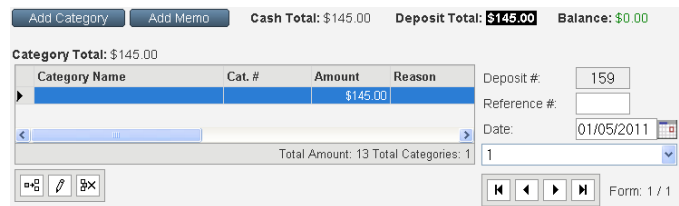



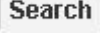

Figure 19: Split Category Entry

1.8.3 Create a New Category While Creating a Deposit:

During the deposit process, it may be necessary to add a new category to the current category database.



To Create A New Category:

1. Click **Add Category** 
The categories screen will open to allow the user to add a new category, delete a category or edit a category.

2. Click **Search**  tab
 3. Click **Umbrella Categories**
 Category Umbrella Name: 
 field
 4. Select the category umbrella name, the new category will fall under
 5. Click **Perform Search**



A list of the existing categories that fall under the umbrella will appear.


6. Click **Insert Row**  icon on the toolbar
A new row will be added above the current category listing.
 7. Enter the new category name and number
Tip: Start the new number with the first digit of the umbrella category and use the next number in sequence.
 8. Select the Umbrella from the drop-down list
 9. Click **Save** 

OR

Click **Cancel**  to cancel the entry

*The Total Rows indicator will increase by one
 The New Category will now be available for future use*

The Category Name will now appear in the Category Pick List

10. Click **Return to Deposit**
 to return to the **Deposit** screen

11.  to the **Reason** field

[Click here for further information on Category Maintenance.](#)

1.9 Reason Field:

1. Enter any further explanation for the deposit in the Reason field.

This information will also appear in:

- Itemize Cash/Checks
- Household Receipts
- 3-part Receipt
- Deposit Receipt
- Deposit Screen
- Deposit Statement
- Bank and School Records
- Ledger (Description Field)


2.  to the **GL Department** field

Figure 20: Category Search Tab

Category Name	Current Balance	Cat. #	Opening Balance	Category Umbrella Name	Budget
▶ Baseball	\$0.00	2000	\$0.00	Clubs & Activities	
Basketball	\$0.00	2020	\$325.00	Clubs & Activities	
Chess	\$192.20	2040	\$317.20	Clubs & Activities	
Football	\$2,463.00	2095	\$0.00	Clubs & Activities	
Tennis	\$0.00	2030	\$0.00	Clubs & Activities	

Figure 21: Category Database

Figure 22: Reason Field

1.10 GL Department GL Name Field:

1. Click **pick list arrow** 
2. Select the appropriate **GL Department** from the drop-down
3.  to the **GL Name** field
4. Click **pick list arrow** 
5. Select the appropriate **GL Name** from the drop-down
6.  to the **Memo** Field



Figure 23: GL Department Field

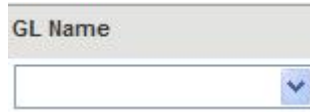
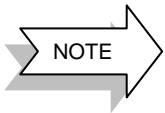


Figure 24: GL Name Field



System Administrators have the option to rename the GL Department and GL Name fields for specific board requirements. For example: Commodity Codes and Object Codes could be used. System Administrators have the option of designating the GL Name field, a mandatory field. A warning dialog box will open if the mandatory GL Name field is left blank.

1.11 Memo Field:

The Memo field is used to 'TRACK' specific transactions. i.e. Transportation costs, Officials (Referees) costs, etc. Memo field information can be used in Report 11.

1.11.1 To Enter a Memo:


1. Click **pick list arrow**  in the **Memo** field
- Tip:** *It is not possible to type Memo information in this field.*
2. Select the required Memo from the drop down
- The Memo field will appear in:
- Bank Statement
 - Ledger
 - The Memo Field can be used in Report 11.








Figure 25: Memo Field List

1.11.2 Create a New Memo While Calculating a Deposit:

During the deposit process, it may be necessary add a new memo to the existing memo list.

To Add a Memo:

From the Detailed Receipt screen:

1. Click **Add Memo** 
 2. Click **Insert Row**  icon
 3. Enter the new memo details
 4. Click **Save** 
- OR**
5. Click **Cancel**  to cancel the entry
 6. Click **Return to Deposit**  to return to the **Deposit** screen

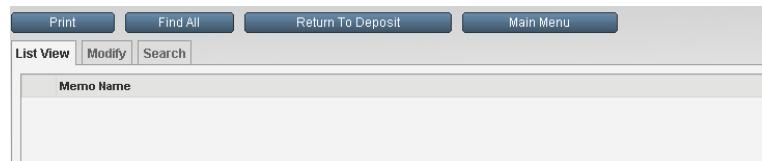


Figure 26: Add New Memo

1.12 Manage Forms:

If the current deposit includes more than one direction of money (more than one staff member/student handed in money), other forms will need to be added to the deposit. At the conclusion of the detailed receipt process, all forms will be combined to create one deposit form for the bank. If the deposit process is interrupted, all forms will be saved.

1.12.1 To Add a Form:

1. Click **Forms**  

2. Select **Add Form** from the drop-down
A new blank Detailed Receipt form will be added to the current deposit.

Tip: *The form indicator now reads:* Form: 2 / 2
Repeat the deposit process as outlined above.

Add Form
Delete Form
Print Deposit Screen
Redistribute
Tax Payable

Figure 27: Form Drop-down

1.12.2 To Delete a Form:

1. Select the required form
2. Click **Forms** Forms
3. Select **Delete Form** from the drop-down
4. Click **OK** OK in the warning dialog box

NOTE:

- *It is not possible to undo this action.*
- *Forms that have already been posted to the ledger cannot be deleted.*
- *In some cases forms that have been printed cannot be deleted. (Board setting)*

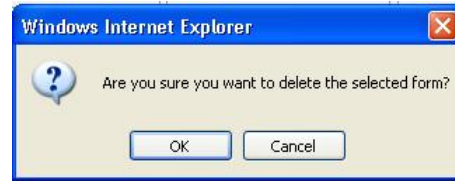


Figure 28: Delete Form Dialog Box

1.12.3 To Display Another Form:

The form indicator will indicate the current active form and the total number of forms in the deposit.

1. Select the required form from the drop-down
OR
Use the form toolbar to scroll the form display either forward or back
2. Click **forward arrow** ▶ to move forward one form
3. Click **back arrow** ◀ to move backward one form
4. Click **end arrow** ▶▶ to move to the last form
5. Click **beginning arrow** ◀◀ to move to the first form

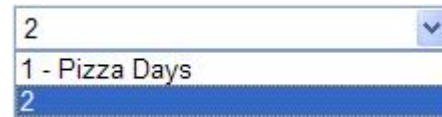




Figure 29: Form List



Figure 30: Form Scroll Bar

1.12.4 Print Deposit Screen:

To Print the Current Deposit Screen:

1. Select the required Deposit Form
2. Click **Forms** Forms
3. Select **Print Deposit Screen** from the menu
The deposit screen report will generate.
4. Click **Print**  icon on the report toolbar
5. Click **Printer**  icon in the Adobe window, to actually print the report
6. Click **OK** OK in the printer dialog box
7. After printing is completed, **Close** ✖ the Adobe window
8. Click **Previous Screen** Previous Screen in the report window, to return to the Detailed Receipt tab



Forms ▼
Add Form
Delete Form
Print Deposit Screen
Redistribute
Tax Payable

Figure 31: Forms Menu

1.12.5 Redistribute:

If a GL Reimbursement report has been submitted for Petty Cash, the Redistribute feature will allow the user to track the reimbursement accurately.

To Use Redistribute:

1. Click **Forms** 
2. Select **Redistribute** from the menu
The Redistribute window will open.
3. Click **pick list arrow**  in the **Petty Cash Submission #** field
4. Select the submission number from the drop-down
5. Enter **Check Amount** (should equal amount of submission report)
6. Adjust the date if necessary
7. **Category Name:** will be auto-populated

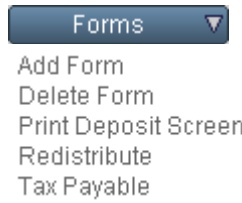





Figure 32: Redistribution Window

8. Click **Continue** 
- OR
9. Click **Cancel**  to cancel the redistribution
10. Verify **Submission Total** and **Check Total** amounts
11. If a discrepancy exists a reason must be entered in **Comments:** field
12. Click **Continue** 

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

NOTE: *It is not possible to use this form for other deposit details.*

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

Figure 33: Redistribution Step 2

Figure 34: Completed Detailed Deposit Form

1.12.6 Tax Payable (Optional):

The Forms Menu offers an optional Tax Payable feature. The tax payable rate and category assignment is part of the School Demographics.

If a deposit is “taxable” the Forms, Tax Payable will automatically generate tax calculations.

To See Tax Payable Information:




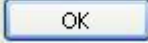
1. From **Main Menu**
2. Click **School and Category Information**
Category (Chart of Accounts)
3. Click **Update Demographics**

4. Scroll down the window to the **Budget & Commercial Bank Demographics** area

Figure 35: Budget & Commercial Bank Demographics

NOTE: *Tax Type field appears “grey”, indicating that the field cannot be edited.*

5. Scroll down the window to the **Optional Account Settings** area
6. Click **Main Menu**  leave this module

To Use Tax Payable:

1. Complete the Detailed Receipt form
2. Click **Forms** 
3. Select **Tax Payable** form the menu
4. Click **OK**  in the dialog box

The Tax Payable will be added as an extra record row in the Category Panel.

The calculations will be based on the value assigned to the selected category and the tax payable rates established in the school demographics.



Figure 36: Tax Payable Account Settings

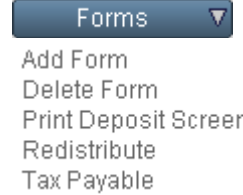


Figure 37: Forms Menu



Figure 38: Tax Payable Warning

Category Name	Cat. #	Amount	Reason
Grad Pictures	8001	\$306.98	
Tax Payable	14000	\$23.02	

Figure 39: Tax Payable

1.13 Itemize Checks/Cash:

Prior to taking the deposit to the bank the user should itemize the checks or cash to prepare the adding machine tapes or to issue receipts for the money received. The System Administrator has the option of making itemizing checks mandatory. If this option is activated, the user will not be able to complete the deposit process until all of the checks have been itemized.

The Checks YTD Deposited module, will display an NSF history. If a check is itemized to a household that already has an outstanding NSF check registered in the system, a warning message will appear. This message is for information purposes and will not prevent the user from itemizing another check to the household.

The itemized checks/cash feature will allow the user to:

- Build the detailed Adding Machine Tape for the Bank
- Build a more detailed Bank and School Records report
- Track numbers from the checks that have been received
- Issue and print receipts for any or all of the itemized checks (cash)
- Maintain Household/Student information

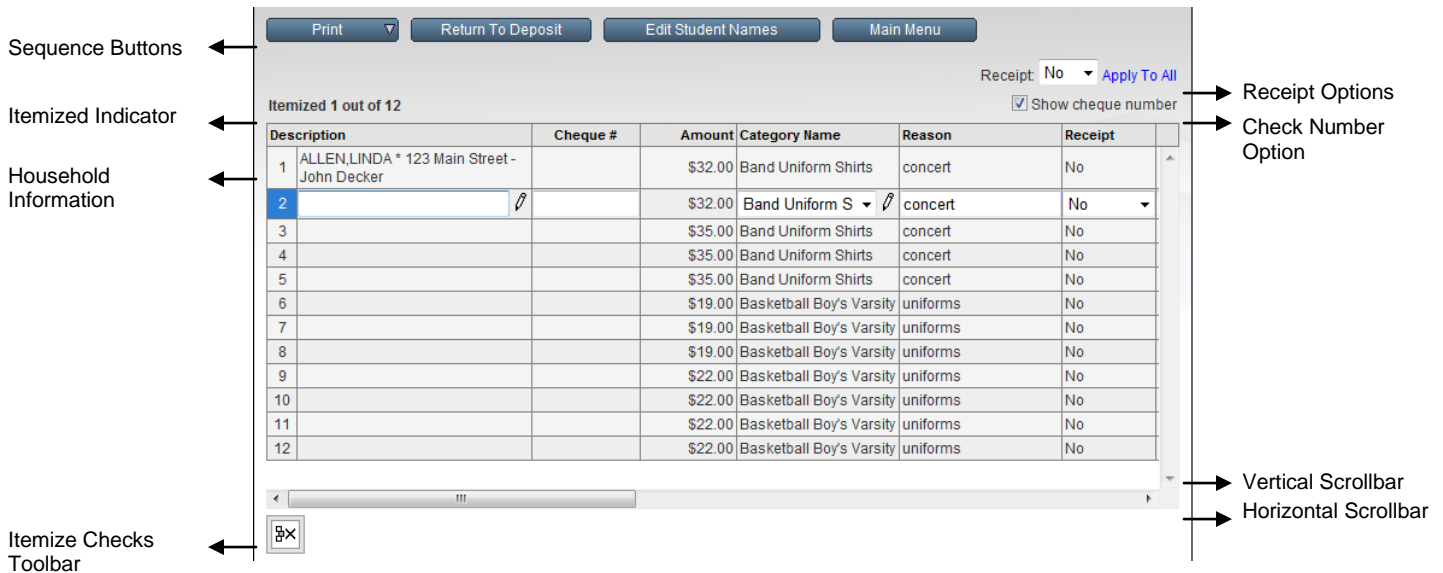




Figure 40: Itemize Checks


1.14 To Itemize Checks:

1. List all of the checks in the **Checks** panel of the detailed receipt forms
2. Assign the **Category Name(s)** to the detailed receipt
3. Click **Itemize** 
4. Select **Itemize Check** from the drop-down

The system administrator can enable mandatory itemization of checks. (optional)

The Itemize Checks window will display all of the checks that have been issued in the current deposit. As Itemizing takes place the Itemized Indicator will display the number of checks that have been itemized out of the total number of checks in the deposit.


5. Click **Description**  field for the first check
6. Type the first letter of the issuer's last name
A drop-down list of Household names will appear below the text slot.

7. Use the down arrow  on the keyboard to highlight the required name from the list

Description	Amount	Cate:
1 fel	\$10.00	Co-c
2 Ferguson, Angela * 44 Queen Street - Craig Ferguson		

Tip: If the list of Household names is long, typing the second letter of the last name of the issuer will shorten the list display.

NOTE: If a check is itemized to a household that has an outstanding NSF check, a warning will appear. This warning is for information only. The user will not be prevented from itemizing another check. Click **OK** to continue.

8.  to select the Household name and populate the Description field

The Category list is populated by the category assignment created during the entry of the detailed receipts.

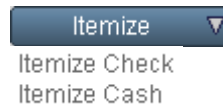


Figure 41: Itemize Menu

Itemized 2 out of 13

Figure 42: Itemize Indicator



1 f	\$10.00	Co-c
2 Fair, Thelma - Chasity Fair		
3 Farmer, Stuart		
4 Ferguson, Angela * 44 Queen Street - Craig Ferguson		
5		

Figure 43: Description Field



Figure 44: NSF Warning






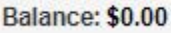

The Reason field is populated by the reason entry on the deposit form.

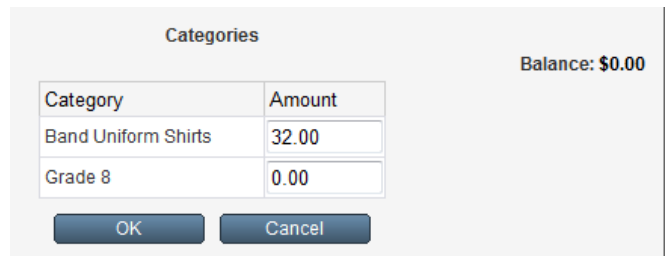
9.  to move to the **Receipt** field
 10. Select the **Receipt** option, **(Yes or No)** (optional)
 11.  to save the record and move the insertion point to the next row in the Itemize Check grid
- Repeat the process until all of the checks in the current deposit have been itemized.

Split Category Option:

Scenario: A household issues 1 check. A portion of the check is for Grad Pictures and a portion for Grad Rings. The Category assignment can be split in the both the Detailed Receipt and the Itemize Checks Category. If the categories are split in the Itemize Check process, the split will be included in the Bank and School Records report and on the Household receipt.

To Split a Category While Itemizing:

1. Complete the deposit process, entering a split deposit
 2. Click **Itemize** 
 3. Select **Itemize Checks** from the itemize menu
 4. Enter **Household** name (see above)
 5.  to the **Category** field
 6. Click **Edit**  pencil  
- The category split window will open
7. Enter values for each category
 8. The balance indicator must be \$0.00 
 9. Click **OK** 

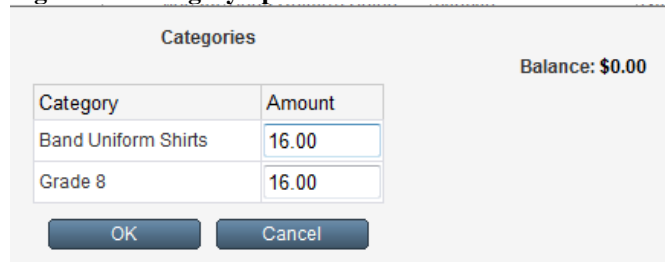


Categories		Balance: \$0.00
Category	Amount	
Band Uniform Shirts	32.00	
Grade 8	0.00	

OK Cancel

Figure 45: Category Split

The category information will display when the Bank and School records are printed.
 The category information will display when a Household receipt is issued.



Categories		Balance: \$0.00
Category	Amount	
Band Uniform Shirts	16.00	
Grade 8	16.00	

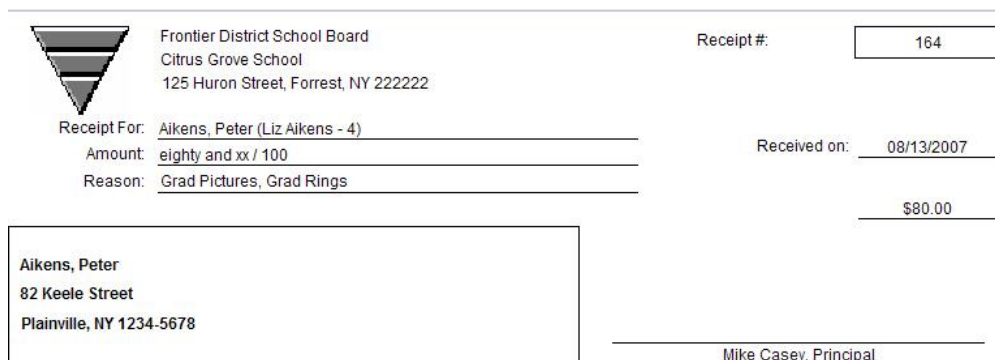
OK Cancel

Figure 46: Balanced Category Split

Bank and School Records with Itemize Check Category Split:

Abbot, S (Roger Abbot)	\$25.00	Milk Program	\$25.00		
Aikens, Peter (Liz Aikens)	\$80.00	Grad Pictures	\$15.00		X
Aikens, Peter (Liz Aikens)		Grad Rings	\$65.00		X

Household Receipt with Itemize Check Category Split:



Frontier District School Board
 Citrus Grove School
 125 Huron Street, Forrest, NY 22222

Receipt #:

Receipt For: Aikens, Peter (Liz Aikens - 4)

Amount: eighty and xx / 100

Received on: 08/13/2007

Reason: Grad Pictures, Grad Rings

\$80.00

Aikens, Peter
 82 Keele Street
 Plainville, NY 1234-5678

 Mike Casey, Principal

1.14.1 To Print Within Itemize Checks:

To Print:





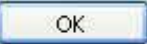


1. Click **Print**  in the Itemize Checks screen
2. Select required option from the drop-down



Figure 47: Itemize Print Menu

To Print Adding Machine Tape for the Bank:




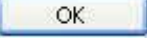


NOTE: *Adding Machine Tape for the Bank will default to the itemize checks entry order. The display can be sorted if necessary.*

1. Click **Print** 
2. Select **Adding Machine Tape for the Bank**
3. Click one of the sort options if necessary
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 **Previous Screen**  in the report window, to return to the Itemize Check screen




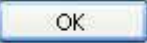


Sort By: Amount Check Details

Figure 48: Adding Machine Tape for the Bank Sort Options

To Print Bank and School Records:

1. Click **Print** 
2. Select **Bank and School Records**
3. Click **Print**  icon on the report toolbar
4. Click **Printer**  icon in the Adobe window, to actually print the report
5. Click **OK**  in the printer dialog box
6. After printing is completed, **Close**  the Adobe window
7. Click **Previous Screen**  in the report window, to return to the Itemize Check screen


To Print Receipts:

1. Click **Print** 
2. Select **Receipts**
3. Click **Print**  icon on the report toolbar
4. Click **Printer**  icon in the Adobe window, to actually print the report
5. Click **OK**  in the printer dialog box
6. After printing is completed, **Close**  the Adobe window
7. Click **Previous Screen**  in the report window, to return to the Itemize Check screen


NOTE: *The household receipt will include the student name for easy distribution and also the household*

mailing information.

The receipts are formatted to print on 3-part receipt paper and fit #10 Window Envelopes.


Click **Return to Deposit**  after the Itemize Check process is completed

1.15 To Itemize Cash:

1. Complete the detailed receipt forms
2. Assign the **Category Name(s)** to the detailed receipt
3. Click **Itemize Menu** 
4. Select **Itemize Cash** from the drop-down




NOTE: The itemize cash screen will display a single row for the total cash value of the deposit.

5. Click **Description** field
6. Type the first letter of the depositor's last name
A drop-down list of Household names will appear below the text slot.

7. Use the down arrow  on the keyboard to highlight the required name from the list

Description	Amount	Cate:
1 fe	\$10.00	Co-r
2 Ferguson, Angela * 44 Queen Street - Craig Ferguson		

8. **Tip:** If the list of Household names is long, typing the second letter of the last name of the issuer will shorten the list display.

9.  to select the Household name and populate the Description field. The Amount field will be selected
10. Enter the **Amount**
11.  to the **Category Name** field
12. Select the required category
13.  to the **Receipt** field (optional)
14. Select **Yes** from the drop-down, if a printed receipt is required
15. Click away from the record

To Print Within Itemize Cash:


See the steps outlined above

1.16 To Manage Household/Student Database:


The Household/Student database can be edited during the itemize process. Using this feature will save time. Any changes made using this edit option will be saved on the student database and available for future use.

1.16.1 To Add a New Household/Student:

To Add a New Household:

1. Click **Description** field
2. Enter the Household Name (Surname, First Name)
3. Press  to save the household


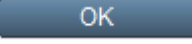
To Add a New Student:

1. Enter the **description** (household) information
2. Click **Edit Pencil**  to the right of the Description field

The Household window will open.

3. Click **First Name** field in the **Students:** section of the dialog box
4. Enter the **Student's First Name**
5. Click **Last Name** field
6. Enter the **Student's Surname**

First Name:	Middle Name:	Last Name:
Jenny		Smith
Insert		

7. Click **Insert** 
8. Repeat the steps above if a second student's information needs to be entered
9. Click **OK**  to save the student names

Household:

Name:

Address: City:

PC/Zip: Prov/State:

Students:



DAKOTA ALLEN
John Decker

First Name: Middle Name: Last Name:


Insert

Figure 49: Household Dialog Box

To Edit Household/Student Data:

1. Click **Description** field
2. Either select the household or enter the household name as described above
3. Click **edit pencil** 
4. Edit any household information in the household window
5. Click **OK**  to close the Household dialog box

OR

6. Continue to tab to the right in the itemize screen
7. Household/student fields are displayed on the far right of the itemize screen
8. Click any field that needs to be edited
9. Press  to save the edits

Household:

Name:

Address: City:

PC/Zip: Prov/State:

Household Name	Address	City	PC/Zip	Prov/State	Student First Name	Stu
Summers, John	1852 Hillsdale	Plainville	2345	NY	Beth	Su

1.17 Other Itemize Features/Options:**Show Check Numbers:**

1. Click **Check Box** to add a Check Number Field to the Itemize Checks grid

With this option activated, the user can enter the actual check number for the checks that are currently being itemized. This field is searchable in the NSF module.

Issue Individual Receipts:

1. Click **Receipt** field 
2. Select **Yes**  from the drop-down

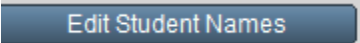
Show cheque number

Figure 50: Show Check Number Option

Edit Student Names:

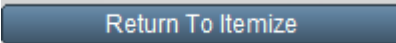
To access the **student database**:

1. Click **Edit Student Names**



The *Student Maintenance* screen will open.

- Household/Student records can be maintained directly in this screen.
 - **To return to the Itemize Checks/Cash:**
2. Click **Return to Itemize**



[Click here for additional information on Edit Student Names.](#)

To Issue Receipts to All Itemized Checks:

1. Pick **Yes** in the **Receipt** o
2. Click blue **Apply to All** command

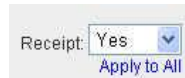


Figure 51: Receipt Yes to All Option

NOTE: *When the Deposit is posted to the ledger, receipts will be generated, ready for printing.*

Receipts may also be printed through Print, All Receipts in Itemize Checks/Cash.

1.18 Printing Deposit Information:

The Deposit/Receipts module of School Cash will allow the user quickly print all of the necessary documentation to complete the deposit process. The printing options include:

- Quick Print
- Print Menu
- Print All Receipts
- Print Current Detailed Receipt
- Print All New Quick Receipts (optional)



Figure 52: Print Menu

NOTE

System Administrators have the option to disallow deposit form edits after the form has been printed. A warning will appear at the top of the form, after printing, if this option is




Detailed Receipt

enabled. Viewing a printed form. The user will not be able to edit the deposit form in this case.

1.18.1 Quick Print:

This print option will allow the user to select all of the required print options at one time and proceed with the deposit printing without interruption.

To Use the Quick Print Option:

- Complete the necessary deposit form(s) and itemize process
- Click **Print** 
- Select **Quick Print** from the drop-down
The Quick Print Menu window will open.
- Select the required print options by:
 - Clicking **Select All** 
 - OR
 - Selecting requirements individually
- Turn on any of the options under One Page Bank Deposit
 - Separate Cash and Checks for One Page Printout:
 - Separate cash and checks for one page printout
Will print separate deposit forms for cash and checks.
 - Turn off the roll coin warning:
 - Do not roll loose coins for one page printout
The user will no longer receive a warning if extra loose coins should be rolled.
- Click **Continue**  to initiate the generation of the first selected report

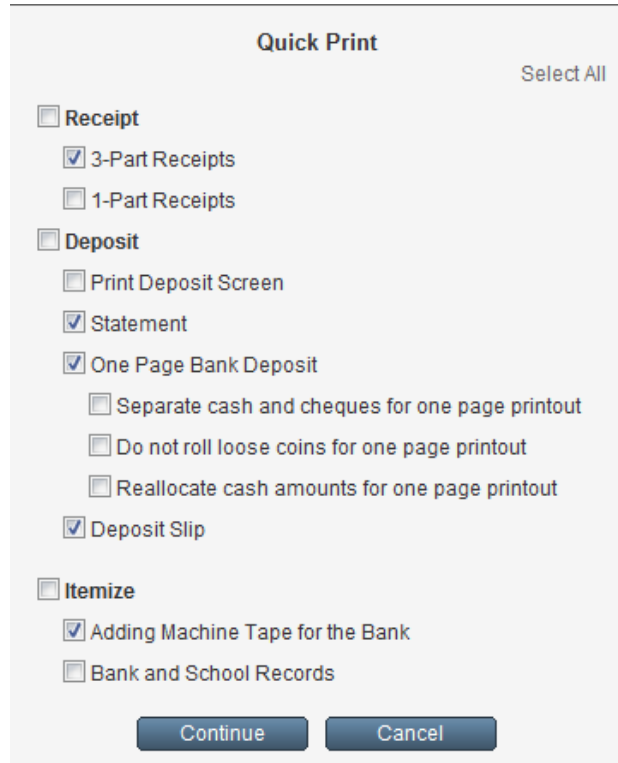


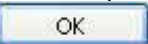




Figure 53: Quick Print Menu

To Print the Selected Reports:

Each selected report will generate separately and must be printed in sequence.

When the first report screen opens:

- Click **Print**  icon on the report toolbar
- Click **Printer**  icon in the Adobe window, to actually print the report
- Click **OK**  in the printer dialog box
- After printing is completed, **Close**  the Adobe window
- Click **Continue**  in the report window, to generate the next report


Repeat the steps until all of the selected reports have been printed.

1.18.2 Print Menu:

The print menu will offer several options to the user:

- Option to print separate deposit slips for cash and checks
- Option to turn off Rolled Coin warning
- Option to reallocate the deposit report

To Use The Print Menu:

- Complete the necessary deposit form(s) and itemize process
- Click **Print** 
- Select **Print Menu** from the drop-down
- Turn on any of the options

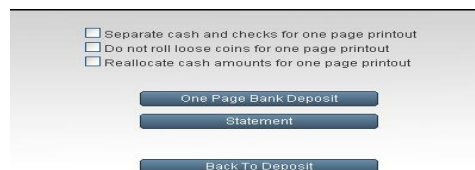


Figure 56: Print Menu Options



Figure 54: Report Toolbar



Figure 55: Adobe Toolbar

- a) Separate Cash and Checks for One Page Printout:

Separate cash and checks for one page printout
Will print separate deposit forms for cash and checks.

- b) Turn off the roll coin warning:

Do not roll loose coins for one page printout

The user will no longer receive a warning if extra loose coins should be rolled.

- c) Allow the reallocation of the deposit

Reallocate cash amounts for one page printout

If the user has made change from the deposit, the deposit will have to be corrected prior to printing.

5. Click **One Page Bank Deposit**



6. Click **Continue**



The options that were selected in Step 4 above will affect the next steps.

Allow the reallocation of the deposit

Reallocate cash amounts for one page printout

The cash deposit details must be reallocated at this point. The balance indicator must be \$0.00 before the deposit process can continue.

Separate Cash and Checks for One Page Printout:

Separate deposit forms will generate:

To print the cash portion of the deposit form:

- 7. Click **Print** Icon on the report toolbar

- 8. Click **Printer** Icon in the Adobe window, to actually print the report

- 9. Click **OK** in the printer dialog box

- 10. After printing is completed Close the Adobe window

- 11. Click **Print Checks** to generate and print the deposit form for checks (Follow steps 7-10 above)

1.18.3 To Change the Date of the Deposit:

To Update the Date of the deposit:

- 1. In the One Page Bank deposit report
- 2. Click date field and enter a new date for the deposit

OR

- 3. Click on the **Calendar** icon
- 4. Select the correct date from the calendar

- 5. Click **Update Date**

- 6. Click **OK** to alter the date of the deposit

1.18.4 Additional Print Menu Options:

In addition to the One Page Bank Deposit the user can print:

- Adding Machine Tape for the Bank
- Bank and School Records

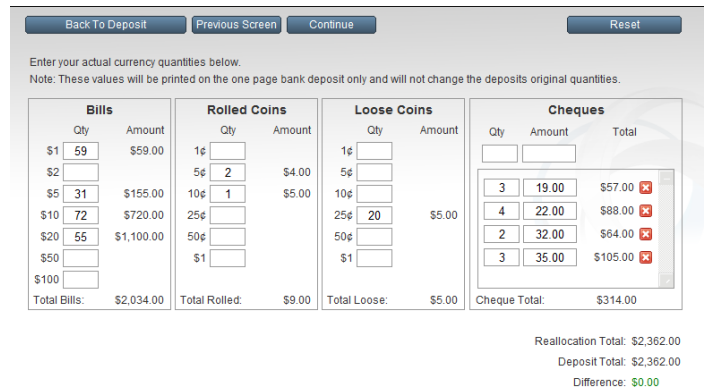


Figure 57: Reallocation Screen

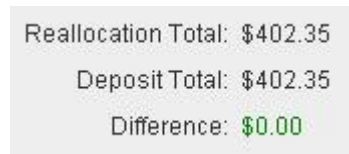


Figure 58: Reallocation Balance Indicator

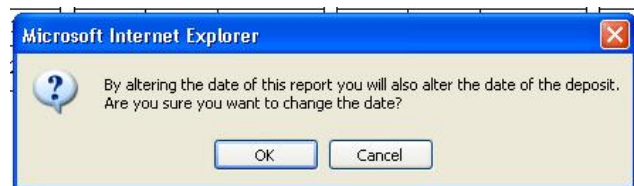


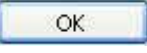




Figure 59: Date Change Warning

Bank and School Records

To Print the Additional Reports from One Page Bank Deposit:



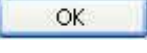

1. Click required option in the One Page Bank Deposit toolbar
2. Click **Print**  Icon on the report toolbar
3. Click **Printer**  Icon in the Adobe window, to actually print the report
4. Click **OK**  in the printer dialogue box
5. After printing is completed Close  the Adobe window

Statement Option:

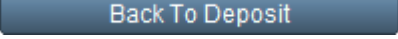
1. Click **Print** ,  select **Print Menu** from the drop-down

2. Click Statement 

To Print the Statement:

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 dialogue box
4. After printing is completed Close  the Adobe window

After using any of the above options click **Back to**




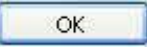

Deposit  to return to the Deposit screen.

1.18.5 Print All Receipts:

This print option will print 3 part receipts suitable for staff distribution. All 3 receipt types print on one page and then need to be separated for distribution. If the deposit includes multiple forms, the "Print All Receipts" will print one set of receipts for each form in the deposit. For example: the deposit includes 3 forms, one each for the Graduation category, Ski Trip category and Hot Lunch Category, 3 separate receipt sets will print, each with 3 receipts.

- Receipt Copy – Goes to the staff member who handed in the money
- Category Copy – Goes to the staff member responsible for the category
- Office Copy – Retained in the office as backup

To Print All Receipts:

1. Complete the deposit process
2. Click **Print** , select **Print All Receipts** from the drop-down
3. Click **Print**  icon on the report toolbar
4. Click **Printer**  icon in the Adobe window, to actually print the report
5. Click **OK**  in the printer dialogue box
6. After printing is completed **Close**  the Adobe window

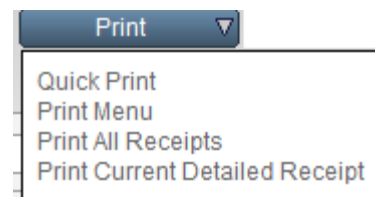






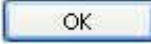

Figure 60: Print Drop-down

1.18.6 Print Current Detailed Receipt:

This option can be used if the deposit contains multiple forms, but receipts are not required for all of the forms. For

example. The deposit includes a form for the Graduation category, the Ski Trip category, and Hot Lunch. The only receipt that needs to be issued is for the Graduation Category.



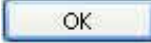

To Print Current Detailed Receipt:

1. Complete the deposit process
2. Click **pick list arrow**  in the form list
3. Select the required form, for this example Graduation from the drop-down
4. Click **Print** , select **Print Current Detailed Receipt** from the drop-down
5. Click **Print**  Icon on the report toolbar
6. Click **Printer**  Icon in the Adobe window, to actually print the report
7. Click **OK**  in the printer dialogue box
8. After printing is completed **Close**  the Adobe window

Only the receipt set for the selected form will print.

1.18.7 Print All New Quick Receipts:

To Print All New Quick Receipts: (Optional)

1. Click **Quick Receipt**  tab
2. Complete the Quick Receipt details
3. Click **Add Receipt** 
4. Click **OK**  in the dialogue box
5. Click **Print** , select **Print all New Quick Receipts** from the drop-down

A receipt set will be issued and can be distributed immediately.

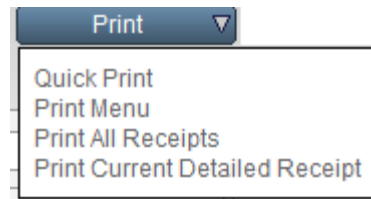


Figure 61: Print Drop-down

1.19 Quick Receipt:

Figure 62: Receipts On The Fly

Quick Receipt:

The quick receipt feature of School Cash is an optional feature. Quick Receipt must be enabled as a board setting by the system administrator. The Deposit/Receipts module can be set to default to quick receipts tab when the Deposit/Receipts module is selected.

Quick Receipt or Receipts On The Fly will allow the user to quickly issue a receipt to a staff member, assign the monies to a category, enter a reason for the deposit and indicate the type of monies (cash, check or both).

The actual completion of the detailed receipt can occur at a later time, prior to taking the deposit to the bank.


There are no limits to the number of quick receipts that are issued.

The quick receipt feature includes:

- optional collection numbering
- option to skip Category Name field
- ability to print the receipt
- ability to add additional quick receipts
- ability to clear the receipt form

1.19.1 To Use Quick Receipt:

The quick receipt functionality is enabled as a board setting.

1. From the **Main Menu**
2. Click **Deposits/Receipts**
3. Click **Quick Receipt**  tab
4. Receipts On The Fly options:
 - a) **To activate the option Auto generate Collection Number:**

Click **check box** in front of the **Auto Generate**

Collection # Auto Generate Collection #


The Collection Number will auto-generate when new Quick Receipts are issued.

- b) **To skip the category name drop-down:**

Click **check box** in front of **Skip Category Dropdown**

Skip Category Dropdown


NOTE: Activating this option, assumes that the user will enter category information by using the Category Number

field most frequently.  skips the Category Name field and moves the insertion point directly to the Received From field.

The Category Name will be auto-populated when the Category Number is entered in the Quick Receipt form.

Figure 63: Receipts On The Fly


1.19.2 To Enter The Details Of The Quick Receipt:

Click **Collection #** field in the top left corner of the quick receipt screen. The Receipts On The Fly form can be used most efficiently by filling in the form from left to right and from top to bottom.  will move the insertion point from field to field and allow the user to keep both hands on the keyboard for optimum use of the form.

1. Enter the **Collection #** if necessary
The Collection Number will be auto-populated if the numbering option has been activated.



Figure 64: Collection #

2.  to move to the **Category #** field
NOTE: *Category Number and name must be assigned as part of the Quick Receipt process.*
3. Enter the first known digit in the Category Number
A list of category numbers that begin with the digit will pop-up.

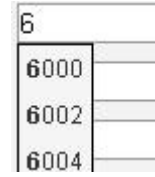








Figure 65: Category Number Drop-down

4. Use the down arrow on the keyboard  to select the appropriate Category number from the list
5.  to enter the selected Category Number, auto-populate the Category Name and move the insertion point to the Received From field

OR

1.  to the **Category Name** field
2. Click **pick list**  arrow
3.  to select the appropriate **Category Name** from the list
4.  to enter the selected **Category Name**, auto-populate the **Category Number** and move the insertion point to the **Received from:** field

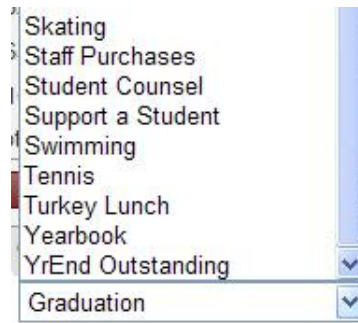




Figure 66: Category Name Drop-down

5.  to the **Received from:** field



Figure 67: Received from: Field

6. Enter the first letter of the name
7.  to select the appropriate name from the list
8.  to enter the selected name and move the insertion point to the **Amount:** field

OR

Enter the name manually
The name will be saved for future use.

9.  to the **Amount:** field

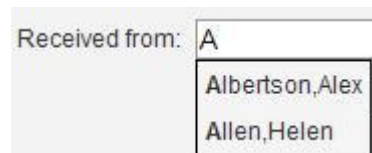


Figure 68: Received From drop-down



Figure 69: Amount

10. Enter the amount
NOTE: *The currency symbol will be auto-populated. The user must enter the decimal point.*




11.  to the **Reason:** field



Figure 70: Reason Field (Optional)

12. Enter the reason for the deposit
NOTE: *The reason field is optional, but offers further detail for the receipt and will appear on the actual receipt when it*

is printed.

13.  to the **Type:** field
14. Click **pick list**  arrow in the Type field
15. Select the type of money (Cash, Check or Cash/Check) from the drop-down

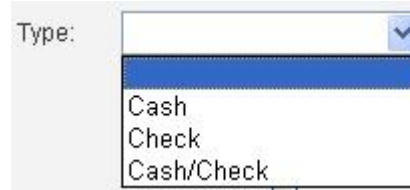


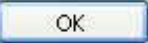





Figure 71: Type List

16. Click **Print**  to issue 3-part receipts
17. Click **Printer**  Icon in the Adobe window, to actually print the report
18. Click **OK**  in the printer dialogue box
19. After printing is completed **Close**  the Adobe window
20. Click **Add Receipt**  to issue an additional receipt in the same session
21. Click **Clear**  to empty the receipt form (cancels the current Quick Receipt)

1.19.3 To Complete the Deposit After Using Quick Receipt:

It is necessary to complete the deposit process by:

- Completing a Detailed Receipt
- Itemizing Checks/Cash
- Completing a Reallocation Form

Detailed Receipt Tab Method:

Each receipt generated in the Quick Receipt feature will generate a separate form in the Detailed Receipt tab.

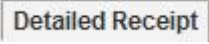

1. Click **Detailed Receipt**  tab
The form list and form toolbar will allow the user to move between the forms associated with the deposit. The form indicator will indicate the total number of forms for the deposit.



Figure 72: Form Indicator

2. Select the necessary form
 - a. Click **pick list arrow** 
 - b. Select the required form from the drop-down list
OR
 - c. Click forward or backward scroll arrows to select the required form

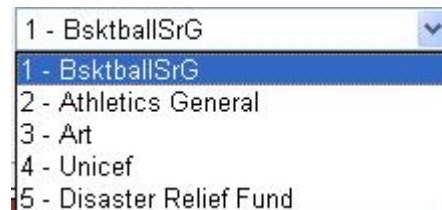



Figure 73: Form List

- Complete the details of the deposit following the instructions outlined above

NOTE: The category panel will be auto-populated based on the Category Number and Category Name selected in the Quick Receipt.

- Click **Itemize** 
- Select either checks or cash
- Itemize the checks/cash following the instructions outlined above

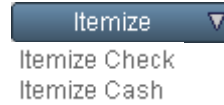


Figure 74: Itemize Menu


NOTE: All money must be accounted for in each form. The balance indicator on each form must be the \$0.00.

Balance: \$0.00

A warning dialog box will open if the forms do not balance.



Figure 75: Balance Warning

- Click **Print** 
- Select the required Print the required option from the menu
- Follow the steps outlined above to print.

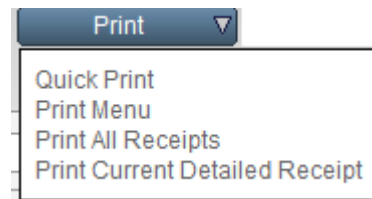



Figure 76: Print Menu

To Complete the Deposit Process:

- Click **Print** 
- Select **Quick Print** from the drop-down

NOTE: The reallocation option will be selected.

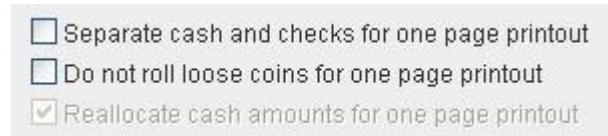



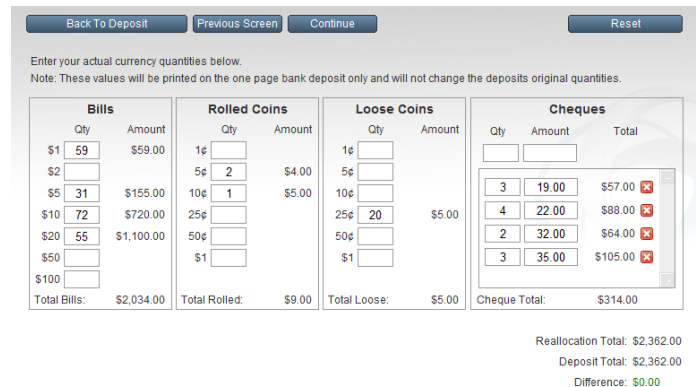
Figure 77: Reallocation Option

- Click **One Page Bank Deposit**
The form list will open. The list will display all of the forms created by Quick Receipt process.

Form #	Receipt Date	Category Name	Cat #	Amount	Reason	Include
1	02/08/2011	Band Uniform Shirts	2-1000.02	\$1,094.50	concert	<input checked="" type="checkbox"/>
2	02/08/2011	Drama Club	4-2000.00	\$508.00	debating tournament	<input checked="" type="checkbox"/>
3	02/08/2011	Basketball Boy's Varsity	1-0750.00	\$761.50	uniforms	<input checked="" type="checkbox"/>
4	02/08/2011	Drama Club	4-2000.00	\$352.00		<input checked="" type="checkbox"/>
5	02/08/2011	Chess Club	4-4180.00	\$60.00		<input checked="" type="checkbox"/>

Figure 78: Form List

- Click **Continue** 
- The reallocation screen will open.
- Enter the cash details in the Bills, Rolled Coins and Loose Coins panels of the form



Bills	Rolled Coins	Loose Coins	Cheques
Qty	Amount	Qty	Amount
\$1 59	\$59.00	1¢	
\$2		5¢ 2	\$4.00
\$5 31	\$155.00	10¢ 1	\$5.00
\$10 72	\$720.00	25¢	
\$20 55	\$1,100.00	50¢	\$5.00
\$50		\$1	
\$100			
Total Bills:	\$2,034.00	Total Rolled:	\$9.00
		Total Loose:	\$5.00
		Cheque Total:	\$314.00

Reallocation Total: \$2,362.00
 Deposit Total: \$2,362.00
 Difference: \$0.00

Figure 79: Reallocation

- List all of the checks in the Checks panel

NOTE: The Reallocation Total: and Deposit Total: must match and balance indicator must be the \$0.00 at the

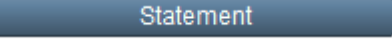
conclusion of the entry process

7. Click **Continue** 

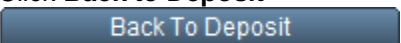
The **One Page Bank Account** report will open.

8. Continue to print the required deposit reports as outlined above.

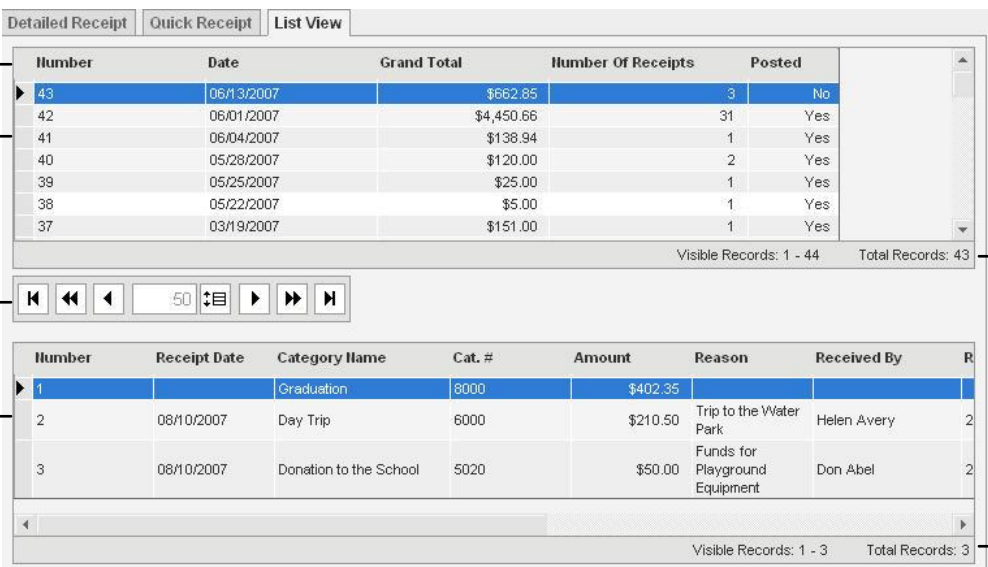
9. Click **Previous Screen**  to return to the print menu.

10. Click **Statement**  to print a deposit statement.

11. Click **Previous Screen**  to return to the print menu

12. Click **Back to Deposit**  to return to the deposit screen

1.20 List View:



The screenshot shows the 'List View' tab selected. The top table lists deposits with columns: Number, Date, Grand Total, Number Of Receipts, and Posted. Below it is a 'Form Toolbar' with navigation buttons and a page number '50'. The bottom table shows details for a selected deposit (Number 1) with columns: Number, Receipt Date, Category Name, Cat. #, Amount, Reason, Received By, and R. Arrows point to various UI elements: Field Headers, Deposit List, Form Toolbar, Form List of Selected Deposit, Deposit Record Indicator, and Form Record Indicator.

Number	Date	Grand Total	Number Of Receipts	Posted
43	06/13/2007	\$662.85	3	No
42	06/01/2007	\$4,450.66	31	Yes
41	06/04/2007	\$138.94	1	Yes
40	05/28/2007	\$120.00	2	Yes
39	05/25/2007	\$25.00	1	Yes
38	05/22/2007	\$5.00	1	Yes
37	03/19/2007	\$151.00	1	Yes


Number	Receipt Date	Category Name	Cat. #	Amount	Reason	Received By	R
1		Graduation	8000	\$402.35			
2	08/10/2007	Day Trip	6000	\$210.50	Trip to the Water Park	Helen Avery	2
3	08/10/2007	Donation to the School	5020	\$50.00	Funds for Playground Equipment	Don Abel	2

Figure 80: List View

The list view tab will provide the user with a list of deposits. The list view can function as a research tool for a deposit form. The list view will indicate:

- The deposit number
- The deposit date
- The deposit total
- The number of receipts (forms) in the deposit
- If the deposit has been posted

To Use the List View:

1. From the **Main Menu**
2. Click **Deposits/Receipts Module**
3. Click **List View**  tab

To Sort the List:

1. Click any of the field headers to sort the list view
- For Example:
1. Click *Date* header to sort the list oldest to newest

Date ▲
06/01/2005
06/01/2005

Figure 81: List View Sorted by Date

To See the Deposit Details:

1. Click required deposit in the top portion of the List View screen
The bottom portion of the screen will display the form details associated with the selected deposit.
2. Click required form in the bottom portion of the screen
3. Click **Detailed Receipt** tab to see all of the details of the selected form

NOTE: *If the selected deposit has already been posted to the Ledger, no edits will be allowed.*



Figure 82: Viewing a Posted Form

1.21 Add to Ledger:

The final step in the Deposit process is to add the deposit to the Ledger. It is important that all of the required printing be completed prior to posting the deposit. Remember that it is not possible to undo the “Add to Ledger” process.

Tip: The deposit should actually go to the bank to be verified before posting to the Ledger.

To Add to Ledger:

1. From the **Deposit/Receipt** module
2. Click **Add to Ledger**
3. Click **OK** in the dialog box
 - *The values of all forms that have been included in the deposit will be posted to the Ledger. Each of the categories assigned in the deposit will be credited and appear as a separate line entry on the Ledger.*
 - *If Household receipts have not been printed the receipts will display as part of the ‘add to ledger’ process.*



Figure 83:
A

Date	Category Name	Cat.#	Type	Trans.#	Description	Debit	Credit
02/02/2011	Drama Club	4-2000.00	Deposit	98	Drama Festival	\$0.00	\$694.75
02/02/2011	Art Department	5-0100.00	Deposit	98	sketch portfolios	\$0.00	\$477.50
02/02/2011	Basketball Boy's Varsity	1-0750.00	Deposit	98	uniforms	\$0.00	\$1,122.50

dd to Ledger Warning

*The Ledger Inquire screen will open.
The details of the current deposit will be displayed.*

Figure 84: Ledger Screen

2 To Exit

To Exit the Deposit/Receipts Module:

1. Click **Main Menu**
- To exit School Cash**
1. From the **anywhere in the program**
 2. Click **Logout option** located at the top right corner

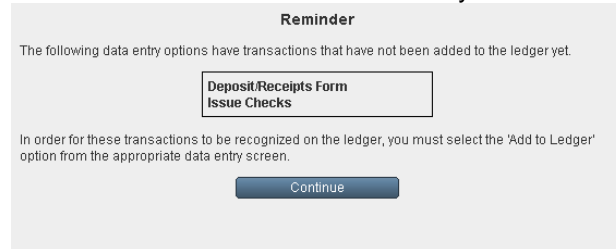


Figure 85: Log Out



3. Close the **Internet Browser**

Tip: If the user exits the Deposit/Receipt module prior to posting the deposit to the Ledger, School Cash will display a reminder the next time the user logs into the program. Issue Checks and Transfer Forms may also be included in this reminder.



Appendix:

Deposit/Receipt Print Samples

Print Samples Include:

- 3-Part Receipt
- Deposit Screen
- Deposit Statement
- One Page Bank Deposit
- Adding Machine Tape for Bank
- Bank and School Records



Citrus Grove School
Bank of America - School Account

Receipt #: **2005-0103**

Received from: Smith, Joe

Received on: 09/18/2007

Amount: ---- two hundred twenty-five and xx / 100 ----

Check

Re: Milk Program 3020 -
Brown, Lisa

\$: 225.00

Receipt Copy

Verified By: _____



Citrus Grove School
Bank of America - School Account

Receipt #: **2005-0103**

Received from: Smith, Joe

Contact: Brown, Lisa

Received on: 09/18/2007

Amount: ---- two hundred twenty-five and xx / 100 ----

Check

Re: Milk Program 3020 -

\$: 225.00

Category Balance: -\$25,301.28

Category Copy

Verified By: _____



Citrus Grove School
Bank of America - School Account
Bank Acct # 12234

Receipt #: **2005-0103**

Received from: Smith, Joe

Contact: Brown, Lisa

Received on: 09/18/2007

Amount: ---- two hundred twenty-five and xx / 100 ----

Check

Re: Milk Program 3020 -

\$: 225.00

Category Balance: -\$25,301.28

Office Copy

Received from: _____

Verified By: _____

Deposit For: Citrus Grove School - Bank of America - School Account

Deposit Date: 08/13/2007

Commercial Bank: Bank of America

Deposit #: 44

Branch #: 555

Account #: 12234

Night Wallet #:

Money handed in by:

Bills		
	Qty	Amount
\$1.00		
\$2.00		
\$5.00		
\$10.00	5	\$50.00
\$20.00	3	\$60.00
\$50.00		
\$100.00		
Total Bills		\$110.00

Rolled Coins		
	Qty	Amount
\$0.01		
\$0.05		
\$0.10		
\$0.25		
\$0.50		
\$1.00		
Total Rolled		\$0.00

Loose Coins		
	Qty	Amount
\$0.01		
\$0.05		
\$0.10	25	\$2.50
\$0.25		
\$0.50		
\$1.00		
Total Loose		\$2.50

Checks		
Qty	Amount	Total
6	\$25.00	\$150.00
Check Total		\$150.00

Cash Total: \$112.50

Deposit Total: \$262.50

Category Name	Cat. #	Amount	Reason
Milk Program	3020	\$262.50	

Deposit Statement

Citrus Grove School
Bank of America - School Account

Deposit #: 44

	Date	Received from	Reason	Memo	Category Name	Category Number	Amount	Receipt #
1	08/13/2007				Milk Program	3020	\$262.50	05-122-0092
2	08/13/2007				Grad Pictures	8001	\$15.00	05-122-0094
2	08/13/2007				Grad Rings	8010	\$65.00	05-122-0093
Total:							\$342.50	

Prepared by: _____

Signature: _____

Deposit For: Citrus Grove School - Bank of America - School Account

Commercial Bank: Bank of America

Deposit #:

44

Branch #: 555 Account #: 12234

Night Wallet #:

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Checks		
Amount On Checks	Quantity	Total In Each Bundle
\$25.00	6	\$150.00
\$80.00	1	\$80.00
Total:		7 \$230.00

Bills		
	Quantity	Amount
\$1.00		
\$2.00		
\$5.00		
\$10.00	5	\$50.00
\$20.00	3	\$60.00
\$50.00		
\$100.00		
Total:		\$110.00

Rolled Coins		
	Quantity	Amount
\$0.01		
\$0.05		
\$0.10		
\$0.25		
\$0.50		
\$1.00		
Total:		\$0.00

Loose Coins		
	Quantity	Amount
\$0.01		
\$0.05		
\$0.10	25	\$2.50
\$0.25		
\$0.50		
\$1.00		
Total:		\$2.50

SUMMARY

Bill Total:	\$110.00
Total Rolled Coin:	\$0.00
Total Loose Coin:	\$2.50
Coin Total:	\$2.50
Total Cash:	\$112.50
Total Checks:	\$230.00
<div style="text-align: right; margin-right: 50px;">TOTAL DEPOSIT:</div> <div style="text-align: right;">\$342.50</div>	

08/13/2007
Date

Mike Casey
Principal
Authorized Signature

Deposit #:

Deposit #:

Deposit #:

Check Details	Amount
Jackson, Al	\$25.00
Abbot, S	\$25.00
Shantz, Karen	\$25.00
Glick, Henry	\$25.00
Smithers, Alex	\$25.00
Black, Robert	\$25.00
Aikens, Peter	\$80.00

Check Details	Amount

Check Details	Amount

Total: \$230.00
Grand Total: \$230.00

Total: \$0.00
Grand Total: \$230.00

Total: \$0.00
Grand Total: \$230.00

Column Total: 7
 Total # Of Checks: 7

Column Total: 0
 Total # Of Checks: 7

Column Total: 0
 Total # Of Checks: 7

Check Details	Check Total	Category Name	Amount	Reason	Check Number	Receipt
Abbot, S (Roger Abbot)	\$25.00	Milk Program	\$25.00			
Aikens, Peter (Liz Aikens)	\$80.00	Grad Pictures	\$15.00			X
Aikens, Peter (Liz Aikens)		Grad Rings	\$65.00			X
Black, Robert (Joe Black)	\$25.00	Milk Program	\$25.00			
Glick, Henry (Anne Glick)	\$25.00	Milk Program	\$25.00			
Jackson,Al (Shirley Jackson)	\$25.00	Milk Program	\$25.00			X
Shantz, Karen (John Dear)	\$25.00	Milk Program	\$25.00			X
Smithers, Alex (Anne-Marie Smithers)	\$25.00	Milk Program	\$25.00			
Total Records: 7			Total: \$230.00			

