

# School Cash Accounting User Guide Reconciliation

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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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# 1 Reconciliation Reconciliation

The Reconcile feature will allow the user to reconcile the bank's Monthly Statement with the transactions itemized in School Cash Accounting. School Cash Accounting requires that reconciliation be performed monthly and signed off when completed. It is not possible to proceed with the Year End Rollover until each month has been successfully reconciled and signed off.

The Reconciliation process will allow for:

- Including Investment income in the monthly reconciliation process
- Resetting the reconciliation
- Voiding checks if necessary
- Adding a new transaction (interest, bank charges)
- Modifying a transaction if necessary
- Unclearing a transaction
- Finishing reconciliation at a later date
- Automatically generating and printing reports 11K and 11L

Sequence Buttons Option Tabs

Column Headings

Multiple Reconciling Option

Bank Balance Information Balance to be Cleared

Cleared Indicator

Remaining to be Cleared

Date	Category Name	Description	Type	Trans. #	Total	Debit	Credit	Clear
07/01/2010	Tennis	Great West Tee Shirts Tennis Team Shirts Inv# 6-22	Check	3389	\$67.85	\$67.85		<input type="checkbox"/>
07/07/2010	Grade 8	George Carlin Grade 8 Field Trip Refund	Check	3391	\$15.00	\$15.00		<input type="checkbox"/>
09/07/2010	Yearbook	Walsworth Publishing Company Yearbook - type set Inv# 6978	Check	3397	\$156.89	\$156.89		<input type="checkbox"/>
09/07/2010	Cheerleading-Varsity	Bake Sale	Deposit	74	\$921.00		\$226.00	<input type="checkbox"/>
09/07/2010	Class of 2010	Graduation Fee	Deposit	74	\$921.00		\$270.00	<input type="checkbox"/>
09/07/2010	Girls Golf Team	Registration	Deposit	74	\$921.00		\$120.00	<input type="checkbox"/>
09/07/2010	Choir	T-Shirts	Deposit	74	\$921.00		\$305.00	<input type="checkbox"/>
09/07/2010	Athletics	Broward Medical Supply Medical Supplies Inv# 456	Check	3396	\$415.65	\$415.65		<input type="checkbox"/>
09/09/2010	Band	BARRYS TS & TROPHIES Uniforms for Band Inv# 33569	Check	3404	\$316.25	\$316.25		<input type="checkbox"/>
09/13/2010	Media Center	PRO VIDEO Field Trip to Movies Inv# 45986	Check	3405	\$564.35	\$564.35		<input type="checkbox"/>
09/14/2010	Basketball Boy's Varsity	ABC Bus Co. Bus for Tournament Inv# 52103	Check	3406	\$215.23	\$215.23		<input type="checkbox"/>
09/16/2010	Girls Golf Team	GOPHER SPORT Year End Golf Tournament Inv# 45698	Check	3407	\$215.24	\$215.24		<input type="checkbox"/>
09/17/2010	Grade 8	LAKEVIEW FLORIST Graduation Flowers	Check	3399	\$546.89	\$546.89		<input type="checkbox"/>

September  
Bank Balance Ending Date: September 30, 2010

Beginning Balance: \$119,956.65  
Ending Balance: \$116,974.00  
Difference: \$2,982.65

Debit: \$0.00  
Credit: \$0.00  
Cleared Items Total: \$0.00  
Remaining: \$2,982.65

Multiple Reconciling

Figure 1: Monthly Reconcile Screen

**NOTE** Each month must be reconciled in chronological order. The Reconcile feature will not allow months to be skipped or combined.

## 1.1 Getting Started:

### Access School Cash Accounting:

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

### Select Language:

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

2. Select the appropriate language option.

This option will affect screen spelling and coin displays.



Figure 2: Select Language Screen

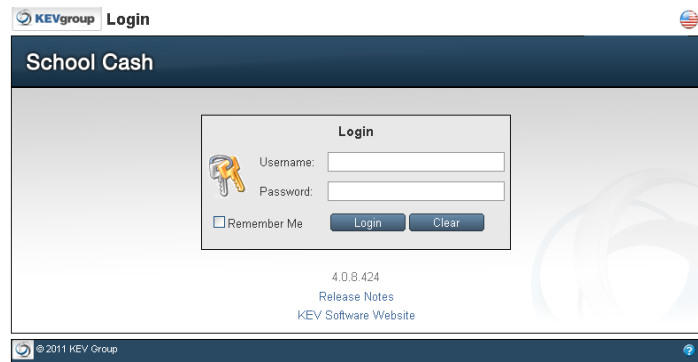
**Login:**

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

4. Click the **Remember Me**  Remember Me check box to save your Username (passwords are NOT saved with this option)

5. Click **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

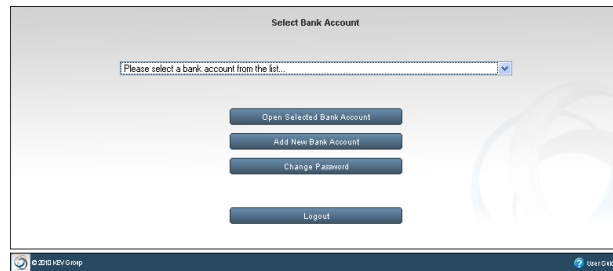
2. Select the correct bank account name from the drop-down

3. Click **Open Selected Bank Account**

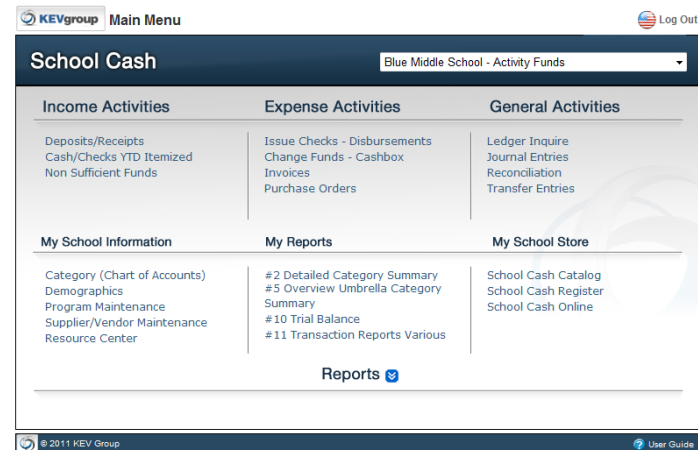
*The Main Menu window will open.*

4. Click **Reconcile – Monthly Statement**

*The Reconcile screen will open.*



**Figure 4: Select Bank Account Screen**



**Figure 5: Main Menu**

**1.2 New Bank Accounts:**

The Reconcile screen for a newly created bank account will be slightly different than a reconciliation screen for an exiting bank account.

1. From the **Main Menu**

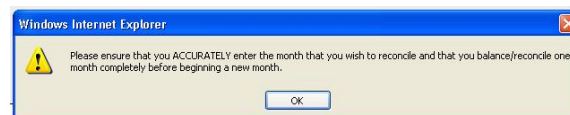
2. Click **Reconcile-Monthly Statement**

*The warning dialog box will open.*

3. Click **OK**  in the warning dialog box

4. Click **pick list arrow**  in the **Month** field

5. Select the correct month from the drop-down



**Figure 6: New Bank Account Warning**

**NOTE:**

- The **Opening Bank Balance** field is auto populated from Step 1 of the 5 Step Set-Up process
  - The **Date of Balance** is auto populated from Step 1 of the 5 Step Set-Up process
6. Click **Continue** with Reconcile Monthly Statement

The Bank Statement information screen will open.

OR

Click **Cancel**  to cancel Reconcile Monthly Statement

7. Enter **Ending Balance and Date** using Bank Statement as reference.

8. Click **Continue**  to proceed

9. Follow the steps outlined below

**Accurately enter the Month to Reconcile**


Opening Bank Balance:

Date Of Balance:



 

**Figure 7: Month Selection**

**Enter the following information from your Bank Statement, then select Continue**

Month to be Reconciled	←	<input type="text" value="September"/>	
Opening Bank Balance	←	Beginning Balance: (cleared previously) <input type="text" value="\$119,956.65"/>	as of <input type="text" value="08/31/2010"/>
Ending Bank Balance	←	Ending Balance: <input type="text" value="0.00"/>	as of <input type="text" value="09/30/2010"/> 
Investments	←	Investment: <input type="text" value="0.00"/>	



Last Date on Bank Statement →

**Figure 8: Bank Statement Information Screen**

**NOTE:**

- The month display represents the month that is being reconciled

- **Beginning Balance**, represents the ending balance of the previous month
- Enter **Ending Balance** as it appears on the Bank Statement
- Verify the date against the end date on the Bank Statement as of  
- Enter any Investments Investment:
- Click **Continue** 

The Outstanding Transactions screen will open. The screen will display all ledger transactions that have not been reconciled from the end date recorded above.

**Tip:** Use the **F11** key to maximize the screen display and limit the amount of scrolling necessary.

The information that was entered in step 1 above will appear at the top of the reconciliation screen.

September	Beginning Balance: \$119,956.65
Bank Balance Ending Date: September 30, 2010	Ending Balance: \$116,974.00
	Difference: \$2,982.65

Figure 9: Reconciliation Information Area

### 1.3 Marking Transactions:

Using the bank statement as reference, check transactions that have cleared the bank.

#### To Mark a Transaction as Cleared:

1. Click Outstanding Transactions

Outstanding Transactions tab

2. Locate the transaction that matches the bank statement



Click inside **Clear** check box, (check mark appears)

- As items are marked as clear the **Cleared Items Total**: in the bottom right corner of the Outstanding Transactions window will recalculate.
- The Clearing process must continue until:
  - Difference: and Cleared Items Total: balance
  - Remaining: \$0.00

Beginning Balance: \$119,956.65
Ending Balance: \$116,974.00
Difference: \$2,982.65

Figure 10: Bank Balance Information

Cleared Items Total: \$2,982.65
Remaining: \$0.00

Figure 11: Items Cleared Information

#### 1.3.1 Multiple Items:

To speed up the reconciliation process, turn on the Multiple items option

This option will spontaneously clear all items with the same type and transaction number.

Multiple Reconciling

Figure 12: Multiple Reconcile On

#### To Turn on Multiple Reconciliation:

1. Click check box to display green check mark

#### 1.3.2 Organizing the Reconciliation:

It is possible to use the search tab to display only selected transactions. For example searching for Checks in the transaction type would display only the checks that were issued and have not been reconciled from the bank balance end date, making the matching of bank and system records more efficient.

#### To Search:

1. Click **Search** tab
2. Enter any known search criteria,  
For this example:

- a. Click **pick list arrow** in **Transaction Type** field
- b. Select **“Check”** from the drop-down
- c. Click **Perform Search**

Perform Search

The Outstanding Transactions tab will display on the checks that were issued.

3. Mark the checks **“Clear”** as required

Transaction Type:

- Deposit
- Check
- CreditMemo
- DebitMemo
- Interest
- Invoice
- Redistribute
- BnkTransf
- NSF
- Serv. Charge
- Cashbox

Figure 13: Transaction Type Drop-down

Outstanding Transactions Add Record Modify Search Void Check Journal Entry

**Search Records**

Date:  Memo:

Category:  Debit:


Transaction Type: Check Credit:

Transaction #:  Clear:

Description:  Total:

Perform Search Reset

Figure 14: Search Tab

4. Click **Find** 
5. Select **Find All** to refresh the Outstanding Transactions display   
Cleared  
Uncleared  
Find All

Outstanding Transactions									
September									
Bank Balance Ending Date: September 30, 2010									
Beginning Balance: \$119,956.65									
Ending Balance: \$116,974.00									
Difference: \$2,982.65									
Date	Category Name	Description	Type	Trans.#	Total	Debit	Credit	Clear	
09/30/2010	Art Department	BALLOON CREATIONS Art Supplies Inv# 55292	Check	3415	\$145.89	\$145.89		<input checked="" type="checkbox"/>	
09/09/2010	Band	BARRY'S T'S & TROPHIES Uniforms for Band Inv# 33569	Check	3404	\$318.25	\$318.25		<input type="checkbox"/>	
09/30/2010	Band	The Instrument Clinic Tuning Charge Inv# 897	Check	3400	\$500.54	\$500.54		<input type="checkbox"/>	
09/30/2010	Band	BAND RIBBONS Band Supplies Inv# 54965	Check	3414	\$123.48	\$123.48		<input type="checkbox"/>	
09/17/2010	Baseball Varsity	Papa John's Pizza Camp Day	Check	3398	\$200.00	\$200.00		<input type="checkbox"/>	
09/14/2010	Basketball Boy's Varsity	ABC Bus Co. Bus for Tournament Inv# 52103	Check	3406	\$215.23	\$215.23		<input type="checkbox"/>	
09/18/2010	Basketball Boy's Varsity	PROFESSIONAL DEVELOPMENT FOR ACHIEVEMENT Certificates of Achievement Inv# 10235	Check	3408	\$35.12	\$35.12		<input type="checkbox"/>	
09/27/2010	Basketball Boy's Varsity	ESHPASSION'S/GSC/CONLIN SPORTS Tournament Inv# 34569	Check	3411	\$114.35	\$114.35		<input type="checkbox"/>	
09/30/2010	Basketball Boy's Varsity	LTS SPORTS SHOP knee pads Inv# 33456	Check	3413	\$89.51	\$89.51		<input type="checkbox"/>	
09/07/2010	Athletics	Broward Medical Supply Medical Supplies Inv# 456	Check	3396	\$415.65	\$415.65		<input type="checkbox"/>	
07/07/2010	Grade 8	AMY CARLIN Grade 8 Field Trip Refund	Check	3391	\$15.00	\$15.00		<input type="checkbox"/>	
						Debit: \$0.00	Cleared Items Total: -\$921.00		
						Credit: \$921.00	Remaining: \$3,903.65		

Figure 15: Search Results

6. Repeat the **Search** using a **Transaction type** of **Deposits**
  7. Clear any deposits listed on the bank statement
  8. Click **Find**
  9. Select **Find All** to refresh the Outstanding Transactions display
- Continue marking entries as "Clear" until the Difference Of: box and the Cleared Items Total: balance.



**Tip:** Search for Deposits first to clear. The Credit total should match the total deposits on the bank statement.

### 1.4 Unclear Transactions:

If a transaction is marked "Clear" in error, the marking can be reversed. In order to modify a record, it must not be marked "Clear: If a check is to be voided, the check must not be marked "Clear".

#### To Unclear a Transaction:

1. Click "**Clear**" check box to turn off the green check mark

**NOTE:** Turning of the "clear" indicator will cause recalculation of the Cleared Items Total: and Remaining: values.

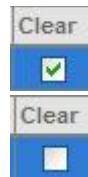
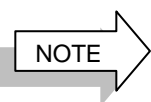


Figure 16: Cleared Indication



Figure 17: Not Cleared Indication



Details of the items being marked as "Clear", must match the bank statement exactly. The process must continue until amounts in the Difference Of: box and the Cleared Items Total match. The Remaining Amount is \$0.00.

### 1.5 Add Record:


It is possible that the bank statement includes items that do not appear on the reconcile monthly statement screen. One such item could be bank charges. In this case it will be necessary for a new record to be added.







### To Add a New Record:

1. Click **Add Record**  tab

**NOTE:** The date field is auto-populated to match the "End Balance" date selected in the opening reconciliation screen.

Date:  

2. Edit the date if necessary
  3. Enter all of the details of the new record, (use the bank statement item as reference)
  4. Use  to move from field to field efficiently
  5. Use **pick list arrow**  to make a selection from a drop-down
  6. Click **Save**  to save the New Record
- OR**

Click **Cancel**  to cancel the entry

**NOTE:** New records must include an appropriate Category Name and Transaction Type.


### 1.6 Modify a Record:

It is possible to modify an entry on the reconciliation screen. As part of the audit process a reason for the modification must be entered.

**NOTE:**

- It is not possible to modify a transaction marked "Clear"
- A reason for the modification is mandatory

### To Modify a Record:

1. Select the record that must be modified
2. Remove the "Clear" check mark if necessary
3. Click **Modify**  tab
4. Step 1: (Mandatory)


Step 1: Please record for Auditing Purposes the Reason for this change.

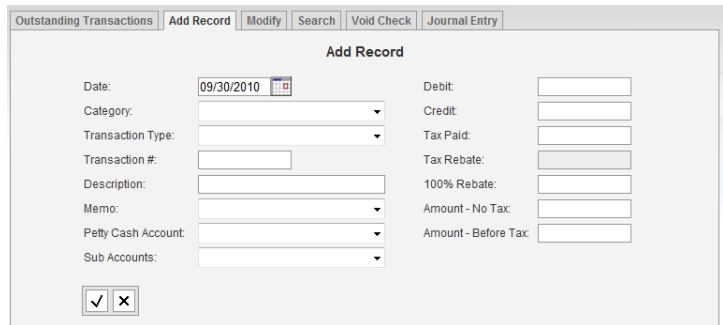
- a. Enter  a reason for the modification

Step 2: Edit the Entry

- b. Make any necessary edits to the fields in the selected record

5. Click **Save**  to save the New Record
- OR**

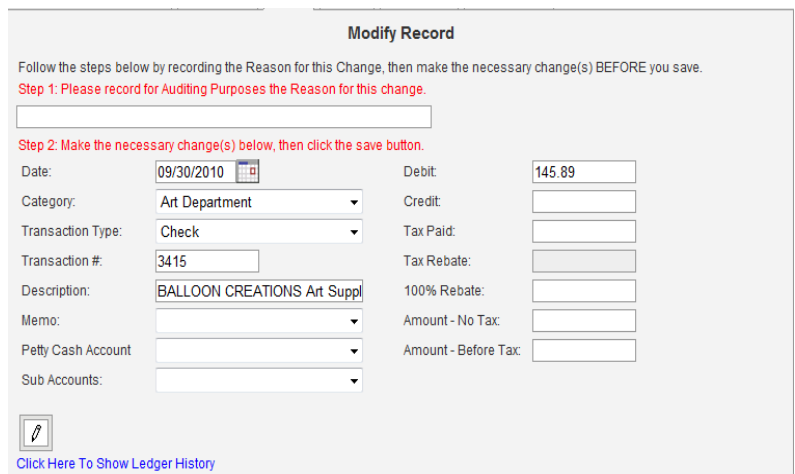
Click **Cancel**  to cancel the entry



**Figure 18: Add Record Screen**



**Figure 19: "Clear" Warning**



**Figure 20: Modify Screen**



### 1.6.1 Tracking Modified Transactions:

It is possible to modify a selected record more than one time. If a record has been modified on several different occasions, the Ledger History will display the modifications.

#### To See the Ledger History:

1. Select the record in the **Outstanding Transactions** tab
2. Click **Modify**  tab
3. Click **Click Here to Show Ledger History**  
[Click Here To Show Ledger History](#)

The screen will expand to display all modifications at the bottom

[Click Here To Hide Ledger History](#)


Date	Category Name	Cat. #	Type	Trans. #	Description	Debit	Credit
09/30/2010	Art Department	S-0100.00	Check	3415	BALLOON CREATIONS Art Supplies Inv# 55692	\$145.89	\$0.00

Figure 21: Ledger History

### 1.7 Void Check:

The void check feature can be used to void checks that are stale dated, damaged, written incorrectly or lost. Checks that have been marked "Clear" cannot be voided.

#### To Void a Check:

1. Select the required check from the Outstanding Transactions tab
2. Turn off Clear if necessary
3. Click **Void Check**  tab  
The void check screen will open. The check details have been auto-populated in the lower portion of the screen and cannot be edited..

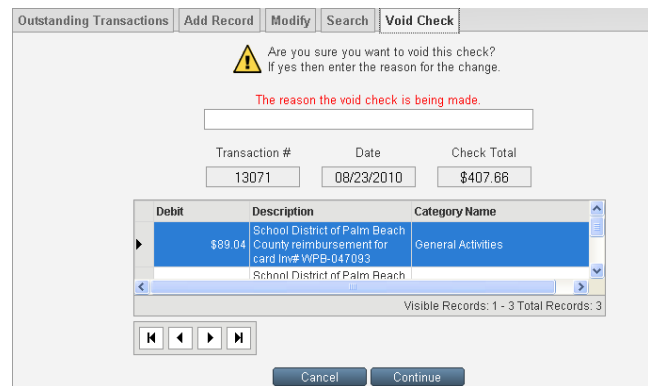

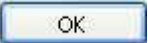


Figure 22: Void Check Screen

4. Enter a **reason for the void** (mandatory)

The reason the void check is being made.

5. Click **Continue**  to save the New Record
6. Click **OK**  in the dialog box  
The voided check will no longer appear on the reconciliation screen.

OR

Click **Cancel**  to cancel the entry



Figure 23: Void Check Dialog Box

### 1.8 Reset Current Reconcile:

Before the reconciliation process is completed (signed off) the current reconcile can be reset. Resetting the reconciliation will cause all transactions that are currently marked cleared, to become unchecked. The Cleared Items Total: will recalculate to \$0.00.

**NOTE:** The Reset feature is only available to the Standard User before the reconciliation has been signed off.

#### To Reset the Current Reconciliation:


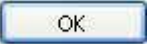
1. Click **Reset** 
2. Click **OK**  in the dialog box





Figure 24: Reset Dialog Box

## 1.9 Finish Later:

If there have been a large number of transactions in one month, it may not be possible to finish the reconciliation process at one time. It is possible to suspend the reconciliation process and complete it a later date. Remember it is always necessary to totally finish one month's reconciliation before the process can be initiated for the next month's transactions. Using the Finish Later option will save current the reconciliation, no loss of data will occur.

### To Finish a Reconciliation Later:

1. Click **Finish Later**   
*The main menu will open.*
2. Select another module from the **Main Menu**  
**OR**
3. Click **Quit**  to close the School Cash Accounting session

## 1.10 Back:

### To Go Back To The Opening Reconcile-Monthly Statement screen:




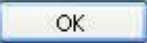



1. Click **Back** 

## 1.11 Print:

The Print option will allow the user to print a copy of the reconciliation screen. Record information, "clear" indicator and balances will be displayed.

Tip: Print the reconciliation before using the Reset option.

### To Print:

1. Click **Print**   
*The reconciliation screen snap shot will generate.*
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 dialog box
5. After printing is completed, **Close**  the Adobe window
6. Click **Previous Screen**  to return to the Reconcile-Monthly Statement  
**OR**  
Click **Main Menu**  to exit the Reconcile-Monthly Statement feature

August		Beginning Balance: (\$69,176.99)						
Bank Balance Ending Date: August 31, 2007		Ending Balance: \$4,107.90						
		Difference: (\$73,284.89)						
Date	Category Name	Description	Type	Trans. #	Total	Debit	Credit	Clear
8/15/2007	Milk Program		Deposit	44	\$70,509.89	\$0.00	\$262.50	X
8/15/2007	Grad Rings		Deposit	44	\$70,509.89	\$0.00	\$65.00	X
8/15/2007	Grad Pictures		Deposit	44	\$70,509.89	\$0.00	\$15.00	X
8/15/2007	Graduation		Deposit	44	\$70,509.89	\$0.00	\$3.50	X
8/23/2007	Banking Service Fee	Cooper, Tim	NSF		\$0.00	\$0.00	(\$5.00)	
8/23/2007	Pizza Days	Cooper, Tim	NSF		\$0.00	\$0.00	(\$10.00)	

## 1.12 Finish Reconcile:

Once the reconciliation process has been completed and the Difference Of: and Cleared Items Total: match, the process can be finished. Finishing the reconciliation will generate 2 reports automatically. Both of these reports should be printed and saved for future reference or submission to board offices if required.

If the user attempts to finish the reconciliation without balancing a warning dialog box will appear. The clearing process must be resumed and the boxes balanced, before School Cash Accounting will allow the user to finish.

### To Finish the Reconciliation:


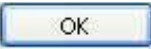


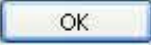



1. Clear items as necessary
2. Click **Finish Reconcile**   
*If the Cleared Items Total: amount and the Difference: amount do not balance the warning dialog box will open.*



Figure 25: Balance Warning

3. Click **OK**  in the dialog box
4. Resume the reconciliation process until the amounts balance and click Finish Reconcile again  
*The Monthly Bank Reconciliation report will generate (Report 11K)*

**To Print The Monthly Bank Reconciliation:**

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 dialog box
4. After printing is completed, **Close**  the Adobe window
5. Click **Continue**  in the report window, to generate the next report  
**OR**
6. Click **Previous Screen**  to go back to the Reconcile screen

**Monthly Bank Reconciliation**  
Blue Middle School  
Activity Funds  
Branch #: \* Account #: 005071043  
As At: 09/30/2010

Ledger Balance At: 09/30/2010	\$112,557.40			
Bank Balance At: 09/30/2010	\$116,974.00			
<b>Less: Outstanding Checks</b>				
<b>Date</b>	<b>Transaction</b>	<b>Description</b>	<b>Debit</b>	<b>Credit</b>
07/01/2010	Check 3389	Great West Tee Shirts Tennis Team Shirts Inv# 8-22	\$67.85	
09/07/2010	Check 3397	Walsworth Publishing Company Yearbook - type set Inv# 8978	\$158.89	
09/18/2010	Check 3408	PROFESSIONAL DEVELOPMENT FOR ACHIEVEMENT Certificates of Achievement Inv# 10235	\$35.12	
09/24/2010	Check 3403	Unifirms	\$2,550.00	
09/27/2010	Check 3411	BSN/PASSION'S/GSC/CONLIN SPORTS Tournament Inv# 34589	\$114.35	
09/28/2010	Check 3412	JD's Sports Fundraiser Inv# 33569	\$832.88	
09/30/2010	Check 3413	LTS SPORTS SHOP knee pads Inv# 33456	\$89.51	
09/30/2010	Check 3414	BAND RIBBONS Band Supplies Inv# 54995	\$123.48	
09/30/2010	Check 3415	BALLOON CREATIONS Art Supplies Inv# 55692	\$145.98	
09/30/2010	Check 3400	The Instrument Clinic Tuning Charge Inv# 897	\$500.54	
			\$4,416.60	
<b>Adjusted Bank Balance: (Current Bank Balance Less Outstanding Transactions)</b>			<b>\$112,557.40</b>	
<b>Difference:</b>			<b>\$0.00</b>	
<b>Add Investments:</b>			<b>\$0.00</b>	
<b>Total Bank &amp; Investments:</b>			<b>\$112,557.40</b>	
Approval: _____			Date: _____	
Principal/Supervisor Signature				

**Figure 26: Report 11K**

*The Reconciliation – Overview Summary of All Categories report will generate.*



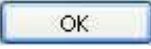

Blue Middle School  
Commerce Bank  
Activity Funds

Reconciliation - Overview Summary Of All Categories  
Date: 09/30/2010 - 09/30/2010

Categories	Opening Balance	Expenses	Revenues	Transfer Out	Transfer In	Balance
Administration						
Admin, Coke Proceeds - 8-0200.01	\$2,246.83		\$423.00			\$2,669.83
AP Testing - 8-0200.00	\$2,528.48					\$2,528.48
Deposits-Loans - 8-1050.00	\$1,845.00					\$1,845.00
Investment Interest - 8-1000.00	\$24.21					\$24.21
Leasing/Event Insurance - 8-1550.00	\$0.00					\$0.00
Leasing/Extra Services-Custodial - 8-1500.00	\$0.00					\$0.00
Leasing/Facility Rental - 8-3800.00	\$32.50					\$32.50

**Figure 27: Report 11L**

**To Print Reconciliation – Overview Summary of All Categories:**

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 dialog box
4. After printing is completed, **Close**  the Adobe window

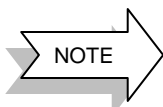
**OR**

Click **Previous Screen**  to go to the first generated report

**To use the Category Information screen**

1. Click **Category Information**  in the report window

**1.13 Sign Off:**



Sign Off must be used to complete the reconciliation process.

School Cash Accounting requires that the monthly reconciliation process be "Signed Off". It is important to insure that both reports have printed accurately.

The sign off process indicates to School Cash Accounting that the selected month's transactions are complete. The Year End Rollover process uses this information as part of its checklist.

The sign off process will refresh the information in the first screen of the reconcile monthly statement feature. The next month to be reconciled will display in the top portion of the window and the Opening Balance value and date will adjust.

#### To Sign Off:


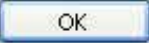
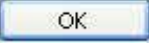
1. After printing reports:
2. Click **Sign Off** 
3. Click **OK**  in the dialog box
4. Click **OK**  in the congratulations dialog box



Figure 28: Sign Off Warning



Figure 29: Congratulations Dialog Box

#### Sign Off Process Will:



- Refresh Reconcile-Monthly Statement opening screen
- Indicate to the Year End Rollover check list that the month has been successfully reconciled and signed off.

Figure 30: Refreshed Reconcile-Monthly Statement Opening Screen

### 1.14 Monthly Bank Statement Report (11D):

After the monthly reconcile is completed the Monthly Bank Statement Report should be printed. Report 11D will generate a report that itemizes all of the cleared items for a specific month. The report will include bank account information, opening and closing balances, cleared items for the month, debit and credit information, and debit and credit totals for the month.

#### To Print Report 11D:

1. From the **Main Menu**
2. Click **Reports** 
3. Click **#11 Transaction Reports Various**  
**11. Transaction Reports Various**
4. Click **11D. Monthly Bank Statement (sign off must be completed)**  
**11D. Monthly Bank Statement (Sign-off must be completed)**
5. Click **pick list arrow**  in the **Select the month you wish to find.**

Category Reports	School Reports	District Reports
1. Detailed Category Summary (All Transactions)	8. Trial Balance (Category)	14. Tax Rebate Reports For Board Submission
2. Detailed Category Summary (Select Date Range)	9. Trial Balance (Category Date Range)	15. Modified Transactions Listing Audit Trail
3. Detailed Umbrella Category Summary	10. Trial Balance (Umbrella Date Range)	16. Cash Flow Overview Summary Of Income & Expenses
4. Overview Umbrella Category Summary	11. Transaction Reports Various	17. Cash Flow Overview Of Revenue & Expenses For Categories
5. Overview Umbrella Category Summary (Select Date Range)	12. School's Net Worth Grand Totals Across All Bank Accounts	18. Government Reports GL Reimbursement Reports * District Level Reports
6. Memo Summary Category Balances	13. Transfer Report	
7. Categories With No Activity	** Vendor 1099 Summary Sub Accounts Report Sub Accounts Umbrella Report Journal Entry Report	

Figure 31: Report Menu

**Monthly Bank Statement Report**

Select the month you wish to find.

September

text slot

6. Select the correct month from the drop-down
7. Click **Continue** to generate the report

Transaction Reports	Outstanding Reports	Cleared Reports
11. Customized Transaction Report	11E. Outstanding Transactions Detailed By Date	11H. Cleared Transactions Detailed By Date
11A. Transaction Report Detailed By Transaction Type	11F. Outstanding Transactions Detailed By Category	11I. Cleared Transactions Detailed By Category
11B. Range Of Date Transactions Detailed Summary	11G. Outstanding Transactions Overview	11J. Cleared Transactions Overview
11C. Range Of Date Transactions Short Form Summary		11K. Reprint-Monthly Bank Reconciliation
11D. Monthly Bank Statement (Sign-off must be completed)		11L. Reprint-Monthly Bank Reconciliation Overview Of Categories
		11M. Reprint-Monthly Bank Reconciliation Reconciliation Details

**To Print Report 11D:**

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 dialog box
4. After printing is completed, **Close** the Adobe window

Reports Menu  
Main Menu

Report Eleven Menu Reports Menu Main Menu Continue

**Monthly Bank Statement Report**

Select the month you wish to find.

September

**Figure 32: Report 11 Transaction Reports Various**

**Figure 33: Report 11D**

Blue Middle School - Activity Funds - Commerce Bank

**Monthly Bank Statement Report**

September

Beginning Balance: \$119,956.65  
Ending Balance: \$116,974.00

Branch #: \*  
Account #: 0065071043

Date	Category Name	Transactions	Description	Debit	Credit	Running Total
07/07/2010	Grade 8	Check - 3391	George Carlin Grade 8 Field Trip Refund	\$15.00	\$0.00	(\$15.00)
09/07/2010	Athletics	Check - 3396	Broward Medical Supply Medical Supplies Inv# 456	\$415.65	\$0.00	(\$430.65)

**Figure 34: Report 11D Sample**

Previous Screen Report Eleven Menu Reports Menu Main Menu

**Figure 35: Navigation Buttons**

**To Exit the Report Screen:**

Use the navigation buttons at the top of the report window after printing is completed  
The Options are:

- a. **Previous Screen:** Previous Screen goes back one screen
- b. **Report Eleven Menu:** Report Eleven Menu returns to #11 Transaction Various Menu
- c. **Reports Menu:** Reports Menu returns to the Reports Menu screen
- d. **Main Menu:** Main Menu goes back to the Main Menu

**1.15 Reprinting:**

If is should be necessary Reports 11K and 11 L can be re-printed.

**To Reprint Report 11K:**

1. From the **Main Menu**
2. Click **Reports Menu**
3. Reports
4. Click **#11 Transaction Reports Various**
5. In the Cleared Reports Section, click **#11K Reprint Month Bank Reconciliation**



**11K. Reprint-Monthly Bank Reconciliation**

Category Reports	School Reports	District Reports
1. Detailed Category Summary (All Transactions)	8. Trial Balance (Category)	14. Tax Rebate Reports For Board Submission
2. Detailed Category Summary (Select Date Range)	9. Trial Balance (Category Date Range)	15. Modified Transactions Listing Audit Trail
3. Detailed Umbrella Category Summary	10. Trial Balance (Umbrella Date Range)	16. Cash Flow Overview Summary Of Income & Expenses
4. Overview Umbrella Category Summary	11. Transaction Reports Various	17. Cash Flow Overview Of Revenue & Expenses For Categories
5. Overview Umbrella Category Summary (Select Date Range)	12. School's Net Worth Grand Totals Across All Bank Accounts	18. Government Reports GL Reimbursement Reports * District Level Reports
6. Memo Summary Category Balances	13. Transfer Report	
7. Categories With No Activity	** Vendor 1099 Summary Sub Accounts Report Sub Accounts Umbrella Report Journal Entry Report	


Main Menu

**Figure 36: Reports Menu**



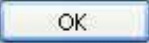
6. Click **pick list arrow**  in the **School Year** field
7. Select the required year from the drop-down
8. Click pick list arrow  in the **Reconciled Date** field


Reconciled Date  
09/30/2010 ▾

9. Select the required date from the drop-down
10. Click **Continue**  to generate the report

11. Click **Print**  icon on the report toolbar

12. 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

Transaction Reports	Outstanding Reports	Cleared Reports
11. Customized Transaction Report	11E. Outstanding Transactions Detailed By Date	11H. Cleared Transactions Detailed By Date
11A. Transaction Report Detailed By Transaction Type	11F. Outstanding Transactions Detailed By Category	11I. Cleared Transactions Detailed By Category
11B. Range Of Date Transactions Detailed Summary	11G. Outstanding Transactions Overview	11J. Cleared Transactions Overview
11C. Range Of Date Transactions Short Form Summary		11K. Reprint-Monthly Bank Reconciliation
11D. Monthly Bank Statement (Sign-off must be completed)		11L. Reprint-Monthly Bank Reconciliation Overview Of Categories
		11M. Reprint-Monthly Bank Reconciliation Reconciliation Details



**Figure 37: Transaction Reports Various Menu**

**Figure 38: Reprint Report 11K**

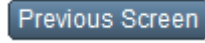
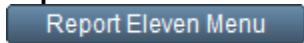

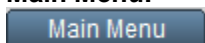


**Figure 39: Navigation Buttons**

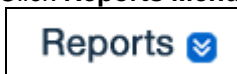
**To Exit the Report Screen:**

Use the navigation buttons at the top of the report window after printing is completed

The Options are:

- a. **Previous Screen:**  goes back one screen
- b. **Report Eleven Menu:**  returns to #11 Transaction Various Menu
- c. **Reports Menu:**  returns to the Reports Menu screen
- d. **Main Menu:**  goes back to the Main Menu






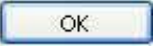

**To Reprint Report 11L:**

1. From the **Main Menu**
2. Click **Reports Menu** 
3. Click **#11 Transaction Reports Various**
4. Click **11. Transaction Reports Various**
5. In the Cleared Reports Section, click **#11L Reprint Monthly Bank Reconciliation Overview of Categories**
6. Select required sort order in the top portion of

**Figure 40: Reprint 11L**

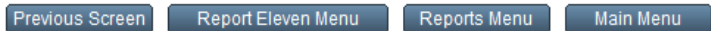
the screen

Reprint-Monthly Reconciliation Overview Of Categories  
 Sort by Category Name  Sort by Category Number

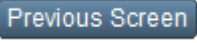
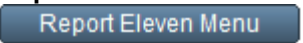


7. Click **pick list arrow**  in the **School Year** field
8. Select the required year from the drop-down
9. Click **pick list arrow**  in the **Reconciled Ending Date** field
10. Select the required month from the drop-down
11. Click **Continue**  to generate the report
12. Click **Print**  icon on the report toolbar
13. Click **Printer**  icon in the Adobe window, to actually print the report
14. Click **OK**  in the printer dialog box
15. After printing is completed, **Close**  the Adobe window

### To Exit the Report Screen:

2. Use the navigation buttons at the top of the report screen after printing is completed.



The Options are:

- a. **Previous Screen:**  goes back one screen
- b. **Report Eleven Menu:**  returns to #11 Transaction Various Menu
- c. **Reports Menu:**  returns to the Reports Menu screen
- d. **Main Menu:**  goes back to the Main Menu

## 2 To Exit

1. From any screen, click **Log Out**



2. Close **Internet Browser** 





# Appendix:

## Reconcile Monthly Statement Print Samples

Print Samples Include:

- Print Reconciliation
- Report 11K – Monthly Bank Reconciliation
- Report 11L – Monthly Bank Reconciliation Overview of Categories



October

Beginning Balance: \$30,275.00

Bank Balance Ending Date: January 01, 2007

Ending Balance: \$26,355.18

Difference: \$3,919.82

Date	Category Name	Description	Type	Trans. #	Total	Debit	Credit	Clear
4/23/2004	Principal's Fund	Julie Marks Reimbursement for reconciliation cards	Check	837	\$0.00	\$150.00	\$0.00	X
6/11/2004	Graduation	Void Jennifer Green - \$ 20.36	Check	644	\$0.00	\$0.00	\$0.00	X
6/11/2004	Principal's Fund	Void Amsterdam Products- \$ 210.65	Check	894	\$0.00	\$0.00	\$0.00	X
3/7/2005	Support a Student	Void Canadian Cab Limited- \$ 6.6	Check	1025	\$0.00	\$0.00	\$0.00	X
3/7/2005	Support a Student	Void Mrs.Jones - \$ 19.16	Check	1026	\$0.00	\$0.00	\$0.00	X
3/7/2005	Day Trip	Void Wellington County Museum- \$ 75	Check	1027	\$0.00	\$0.00	\$0.00	X
3/7/2005	Gr 8 Trip	Void Elmira Poultry- \$	Check	1028	\$0.00	\$0.00	\$0.00	X
4/15/2005	Pizza Days	Subway Sub lunch-April 14	Check	1042	\$0.00	\$354.25	\$0.00	X
4/29/2005	Pizza Days	Ladi Pizza March 4, 11 and April 1, 8, 22 Pizza Orders	Check	1053	\$0.00	\$1,046.00	\$0.00	X
5/2/2005	Gr 8 Trip	Temple & Temple Tours Inc Final payment for Gr. 8 Quebec Trip	Check	1057	\$0.00	\$12,185.00	\$0.00	X
5/2/2005	Chocolate Bar Campaign	Wilfrid Laurier University Gr. 7 & 8 Jump in a Day Program trip to WLU, Waterloo	Check	1058	\$0.00	\$2,310.00	\$0.00	X
5/4/2005	Milk Program	Deposit for May Milk Orders	Deposit	1320108	\$0.00	\$0.00	\$929.90	X
5/4/2005	Chocolate Bar Campaign	Deposit for Gr. 7/8 JUMP Program	Deposit	1320109	\$0.00	\$0.00	\$2,122.00	X
5/10/2005	Gr 8 Trip	Tot=\$4656.34 Final payment instalment	Deposit	1330112	\$0.00	\$0.00	\$745.00	X
5/10/2005	Book Fair	Spring Fall Book Fair	Deposit	1330114	\$0.00	\$0.00	\$2,231.34	X
5/10/2005	Pizza Days	May & June Pizza Orders	Deposit	1330116	\$0.00	\$0.00	\$706.60	X
5/17/2005	General	Culligan Water Deliveries for April 2005	Check	1063	\$0.00	\$28.96	\$0.00	X
5/17/2005	Book Fair	Scholastic Book Fairs Canada Inc Education Week Book Fair, May 2005	Check	1066	\$0.00	\$2,231.34	\$0.00	X
5/17/2005	Chocolate Bar Campaign	Bazaar Committe donation to school	Deposit	1340121	\$0.00	\$0.00	\$1,532.04	X
10/31/2005	BBQ - End of Year	Holiday Party	BnkTransf		\$0.00	\$100.00	\$0.00	X
12/14/2005	Elementary Sports Association	ABC Bus Company Basketball tournament Inv# 1547	Check	2	\$189.99	\$189.99	\$0.00	X
6/2/2005	Pizza Days	The Pizza Store Pizza Day	Check	3	\$198.85	\$198.85	\$0.00	X
11/3/2006	Football	Athletic Fees	Deposit	2	\$2,205.00	\$0.00	\$2,205.00	X
11/3/2006	Football	Athletic Fees	Deposit	1	\$2,210.00	\$0.00	\$2,010.00	X
12/14/2005	Elementary Sports Association	ABC Bus Company Basketball tournament	Check	10	\$189.99	\$189.99	\$0.00	X
11/3/2006	Rainbow Gifts		Deposit	1	\$2,210.00	\$0.00	\$200.00	X
6/30/2005	Bank Deposit		Check	55	\$0.00	\$0.00	\$2,378.37	X
9/30/2005	Banking Service Fee		CreditMemo		\$0.00	\$0.00	\$4.31	X

Debit: \$18,984.3

Cleared Items Total: \$3,919.82

Credit: \$15,064.5

Remaining: \$0.00



# Monthly Bank Reconciliation

Citrus Grove School

Bank of America - School Account

Branch #: 555

Account #: 12234

As At: 01/01/2007

Ledger Balance At: 01/01/2007

\$26,355.18

Bank Balance At: 01/01/2007

\$26,355.18

<u>Date</u>	<u>Transaction</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
-------------	--------------------	--------------------	--------------	---------------

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Adjusted Bank Balance: (Current Bank Balance Less Outstanding Transactions)

Difference:

Add Investments:

\$0.00

Total Bank & Investments:

Approval: \_\_\_\_\_  
Principal/Supervisor Signature





Reconciliation - Overview Summary Of All Categories

08/20/2004 - 08/31/2007  
 Date ... Range

Categories	Opening Balance	Expenses	Revenues	Transfer Out	Transfer In	Balance
<b>Administration</b>						
Bank Deposit - 1000	\$(3.27)	\$6,601.88	\$81,574.23		\$3.28	\$74,972.36
Banking Service Fee - 1010	\$13.50	\$112.50	(\$62.73)	\$3.28	\$118.28	(\$46.73)
NSF Checks - 1020	\$119.90	\$230.85	\$17.77		\$110.95	\$17.77
Principal's Fund - 1030	\$5,799.19	\$4,389.71	\$5,701.38	\$3,063.66		\$4,047.20
	<b>\$5,929.32</b>	<b>\$11,334.94</b>	<b>\$87,230.65</b>	<b>\$3,066.94</b>	<b>\$232.51</b>	<b>\$78,990.60</b>
<b>Clubs &amp; Activities</b>						
Baseball - 2000	\$0.00	\$7,419.51	\$125.00	\$15.00	\$15.00	(\$7,294.51)
Skating - 2006	\$0.00		\$245.84		\$50.00	\$295.84
Drama - 2008	\$0.00		\$420.00			\$420.00
Swimming - 2010	\$0.00	\$1,130.57	\$9.00			(\$1,121.57)
Basketball - 2020	\$325.00	\$474.48	\$225.00	\$141.75	\$20.00	(\$46.23)
Tennis - 2030	\$0.00	\$951.56	\$165.00			(\$786.56)
Chess - 2040	\$317.20	\$125.00				\$192.20
Football - 2095	\$0.00	\$3,608.35	\$5,429.54			\$1,821.19
	<b>\$642.20</b>	<b>\$13,709.47</b>	<b>\$6,619.38</b>	<b>\$156.75</b>	<b>\$85.00</b>	<b>(\$6,519.64)</b>
<b>Commissions</b>						
Fruit Snack Program - 3000	\$0.00	\$649.73	\$963.89			\$314.16
Milk Program - 3020	\$2,318.15	\$33,296.03	\$8,186.07	\$4,510.83	\$1,776.36	(\$25,526.28)
Pizza Days - 3050	\$6,275.05	\$5,952.98	\$9,077.65	\$4,729.98	\$175.00	\$4,844.74
	<b>\$8,593.20</b>	<b>\$39,898.74</b>	<b>\$18,227.61</b>	<b>\$9,240.81</b>	<b>\$1,951.36</b>	<b>(\$20,367.38)</b>
<b>Departments</b>						
Library - 4000	\$(1,602.94)	\$697.20	\$339.20	\$1,184.24	\$2,827.13	(\$318.05)
	<b>\$(1,602.94)</b>	<b>\$697.20</b>	<b>\$339.20</b>	<b>\$1,184.24</b>	<b>\$2,827.13</b>	<b>(\$318.05)</b>
<b>Donations</b>						
Donations - 5000	\$(5,419.01)	\$317.93	\$1,571.55	\$592.12	\$6,011.13	\$1,253.62
Donation to the School - 5020	\$0.00		\$2,116.00	\$2,100.00		\$16.00
	<b>\$(5,419.01)</b>	<b>\$317.93</b>	<b>\$3,687.55</b>	<b>\$2,692.12</b>	<b>\$6,011.13</b>	<b>\$1,269.62</b>
<b>Field Trips</b>						
Day Trip - 6000	\$(2,883.35)	\$19,663.17	\$3,084.15		\$2,867.95	(\$16,594.42)
Gr 8 Trip - 6100	\$0.00	\$22,475.71	\$19,768.25	\$50.00	\$1,585.00	(\$1,172.46)
	<b>\$(2,883.35)</b>	<b>\$42,138.88</b>	<b>\$22,852.40</b>	<b>\$50.00</b>	<b>\$4,452.95</b>	<b>(\$17,766.88)</b>
<b>Fund Raising</b>						
Book Fair - 7000	\$(24.00)	\$4,762.23	\$5,197.48			\$411.25

Categories	Opening Balance	Expenses	Revenues	Transfer Out	Transfer In	Balance
Chocolate Bar Campaign - 7010	\$(1,903.63)	(\$60,319.73)	\$18,712.62	\$1,630.00		\$75,498.72
Garbage Bags - 7020	\$1,304.95	\$1,085.59	\$485.00			\$704.36
Poinsettia - 7030	\$1,450.20	\$1,976.78	\$1,638.00			\$1,111.42
Rainbow Gifts - 7040	\$597.38		\$163.00	\$557.45		\$202.93
SAC - 7050	\$287.80			\$287.80		\$0.00
Support a Student - 7060	\$1,104.34	\$166.76		\$110.95	\$2,100.00	\$2,926.63
Calendars - 7800	\$0.00		\$719.01			\$719.01
	<b>\$2,817.04</b>	<b>(\$52,328.37)</b>	<b>\$26,915.11</b>	<b>\$2,586.20</b>	<b>\$2,100.00</b>	<b>\$81,574.32</b>
<b>Graduation</b>						
Graduation - 8000	\$0.00	\$15,937.71	\$879.93	\$50.00	\$10.00	(\$15,097.78)
Grad Pictures - 8001	\$0.00	\$2,107.89	\$554.98	\$25.00		(\$1,577.91)
Grad Rings - 8010	\$0.00		\$196.96		\$25.00	\$221.96
	<b>\$0.00</b>	<b>\$18,045.60</b>	<b>\$1,631.87</b>	<b>\$75.00</b>	<b>\$35.00</b>	<b>(\$16,453.73)</b>
<b>Office</b>						
General - 9000	\$24.48	\$13,566.09	(\$68,592.99)	\$175.00		(\$82,309.60)
	<b>\$24.48</b>	<b>\$13,566.09</b>	<b>(\$68,592.99)</b>	<b>\$175.00</b>	<b>\$0.00</b>	<b>(\$82,309.60)</b>
<b>Petty Cash</b>						
Reimbursement - 1080	\$0.00					\$0.00
Petty Cash - 4101.608	\$0.00	\$778.35	\$27,718.44			\$26,940.09
	<b>\$0.00</b>	<b>\$778.35</b>	<b>\$27,718.44</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$26,940.09</b>
<b>School Counsel</b>						
BBQ - End of Year - 11000	\$0.00	\$1,646.16	\$140.00			(\$1,506.16)
Open House - 11010	\$686.53	\$2,462.42	\$1,118.23			(\$657.66)
	<b>\$686.53</b>	<b>\$4,108.58</b>	<b>\$1,258.23</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$2,163.82)</b>
<b>Special Activities</b>						
Turkey Lunch - 12000	\$96.12	\$2,430.20	\$239.00	\$96.13		(\$2,191.21)
Hot Luch - 12001	\$0.00	\$31,064.94	\$746.00			(\$30,318.94)
	<b>\$96.12</b>	<b>\$33,495.14</b>	<b>\$985.00</b>	<b>\$96.13</b>	<b>\$0.00</b>	<b>(\$32,510.15)</b>
<b>Staff</b>						
Staff Purchases - 8666	\$0.00	\$123.89				(\$123.89)
	<b>\$0.00</b>	<b>\$123.89</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$123.89)</b>
<b>Student Activities</b>						
Agendas - 13000	\$384.81	\$1,380.36	\$895.25		\$100.30	\$0.00
Elementary Sports Association - 13020	\$70.49	\$6,340.82	\$503.25		\$266.26	(\$5,500.82)
Student Counsel - 13040	\$518.14	\$2,495.33	\$702.50			(\$1,274.69)
Yearbook - 13050	\$1,673.69	\$2,975.24	\$658.90	\$717.95	\$1,979.50	\$618.90

Categories	Opening Balance	Expenses	Revenues	Transfer Out	Transfer In	Balance
	\$2,647.13	\$13,191.75	\$2,759.90	\$717.95	\$2,346.06	(\$6,156.61)
<b>Tax Payable</b>						
Tax Payable - 14000	\$0.00		\$23.02			\$23.02
	\$0.00	\$0.00	\$23.02	\$0.00	\$0.00	\$23.02
<b>Tax Receivable</b>						
Tax Receivable - 14001	\$0.00					\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>YrEnd Adjustments</b>						
YrEnd Outstanding - 99999	\$0.00					\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$11,530.72	\$139,078.19	\$131,655.37	\$20,041.14	\$20,041.14	\$4,107.90
					Total Investments:	\$0.00
					Total Bank & Investments:	\$4,107.90