



# School Cash Accounting

## Chart of Accounts





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# School Cash Accounting-Chart of Accounts

## School Cash Accounting – Main Menu

## Instruction Guide

The *School Cash Accounting (SCA)* is an easy-to-use web-based tool that automates the manual accounting tasks that school office staff are required to perform each and every day.



- |                                  |  |
|----------------------------------|--|
| <b>A. Module Title:</b>          | Indicates the School Cash Accounting module  |
| <b>B. Profile Settings:</b>      | User can change password, includes language selection and Log Out  |
| <b>C. School/Bank Account:</b>   | Indicates the school/bank account. User can toggle between accounts  |
| <b>D. Income Activities:</b>     | Modules to process Cash Deposits, Issue Receipts, View Itemized Cash & Checks to date and track Non-Sufficient funds (checks)                                  |
| <b>E. Expense Activities:</b>    | Modules to print checks, monitor cashboxes (optional), process Purchase Orders (optional)  |
| <b>F. General Activities:</b>    | Modules to search for transactions posted to the ledger, process Journal Entries (optional) and Transfers between categories, complete monthly reconciliations |
| <b>G. My School Information:</b> | Monitor the Chart of Accounts, view bank account demographics, entry to Program Maintenance and Supplier Maintenance, link to Resource Center                  |
| <b>H. My Reports:</b>            | Link to 4 favorite reports   |
| <b>I. My School Store:</b>       | Modules for School Cash Online   |
| <b>J. Reports:</b>               | Drop-down listing School Cash Accounting Reports   |
| <b>K. User Guide:</b>            | Link to Accounting User Guides   |



# School Cash Accounting-Chart of Accounts Category (Chart of Accounts)

## Instruction Guide

From the School Cash Main Menu > My School Information > Category (Chart of Accounts)

**Category Information** | Profile Settings | Log Out

**School Cash** | School 10 - School Generated Funds

**A** Print Find All Update Demographics Main Menu

School 10  
School Generated Funds

**B** Current Bank Balance: **\$75,797.06** As of: 05/30/2019

**C** Opening Bank Balance: **\$72,484.90** As of: 08/31/2018  
Combined Category Total: **\$72,484.90** As of: 08/31/2018

**D** List View Modify Search Category Umbrellas GL Department GL Name

Category Name	Current Balance	Cat. #	Opening Balance	Category Umbrella Name
Administration	\$2,853.08	1000.00	\$422.90	Administration
Commissions	\$6,194.25	4000	\$5,632.00	Commissions/Resale
Movie Night	\$1,040.08	7060	\$1,040.08	Fundraising
School Council	\$3,344.08	9000	\$2,553.58	School Council
Graduation	\$545.00	8010	\$545.00	Graduation
Fundraising	\$9,545.52	7000	\$9,973.91	Fundraising
Service Charges	\$0.00	1000.05	\$0.00	Administration
Science	\$335.75	5300	\$321.00	Departments or Class Funds
Lost Books	\$1,562.91	1000.10	\$1,562.91	Administration
Cost Recovery	\$3.00	200000	\$0.00	Liability Account
Basketball - Boys	\$870.35	2010	\$870.35	Athletics/Teams
Volleyball - Girls	\$448.90	2220	\$448.90	Athletics/Teams
Special Events - General	\$935.24	11000	\$2,000.00	Special Events
Playground Equipment	\$52.55	14000	\$52.55	Capital Assets
Cheerleading	\$123.00	2080	\$123.00	Athletics/Teams
Awards	-\$200.00	11070	-\$200.00	Special Events
Soccer - Boys	\$492.00	2180	\$500.00	Athletics/Teams
Visual Arts	\$245.25	5720	\$500.00	Departments or Class Funds

**F** Visible Records: 1 - 46 Total Records: 46

**G** [Navigation Icons]

- A. Sequence Buttons:** Drop-down to Print Chart of Accounts, Find All Categories, Navigate to Demographics, Return to Main Menu
- B. Current Bank Balance:** Indicates the bank balance and the last posted transaction to the General Ledger
- C. Black Boxes:** Opening Bank Balance and the Combined Category Total MUST be equal
- D. Display Tabs:** Defaults to List View
- E. Category Information:** Clicking on Column Headers will sort the information below
- F. Record Indicator:** Defaults to 50 records to be displayed
- G. Toolbar:** Form Scrollbar and Edit

## A. Category Information

Print

Find All

Update Demographics

Main Menu

School 10

School Generated Funds

Current Bank Balance:

\$75,797.06

As of: 05/30/2019

Opening Bank Balance

\$72,484.90

As of: 08/31/2018

Combined Category Total

\$72,484.90

As of: 08/31/2018

List View

Modify

Search

Category Umbrellas

GL Department

GL Name

Category Name	Current Balance	Cat. #	Opening Balance	Category Umbrella Name
Over/Under Cash Register	-\$127.50	1990	\$0.00	Administration
Administration	\$2,853.08	1000.00	\$422.90	Administration
Service Charges	\$0.00	1000.05	\$0.00	Administration
Lost Books	\$1,562.91	1000.10	\$1,562.91	Administration
Transaction Fee	\$0.00	100.30	\$0.00	Administration
Rounding Fee	\$0.00	100.20	\$0.00	Administration
Cheerleading	\$123.00	2080	\$123.00	Athletics/Teams
Basketball - Boys	\$870.35	2010	\$870.35	Athletics/Teams
Volleyball - Girls	\$448.90	2220	\$448.90	Athletics/Teams
Soccer - Boys	\$492.00	2180	\$500.00	Athletics/Teams
Basketball - Girls Jr	\$673.21	2060	\$673.21	Athletics/Teams
Athletics General	\$398.47	2000	\$398.47	Athletics/Teams
Playground Equipment	\$52.55	14000	\$52.55	Capital Assets
Chess	\$790.30	3040	\$790.30	Clubs & Activities
School Newspaper	-\$176.56	4070	\$0.00	Clubs & Activities
Clubs & Activities - General	\$83.98	3000	\$83.98	Clubs & Activities
Environmental Club	\$500.00	3490	\$500.00	Clubs & Activities
Commission	\$5,194.75	4000	\$5,637.00	Commission/Deale

Visible Records: 1 - 46 Total Records: 46

- A. Category Name: Activities that school is tracking
- B. Current Balance: Indicates the category balance to date
- C. Category Number: Number is mandatory, maximum length 36 characters
- D. Opening Balance: Category opening balance, combined total indicated above
- E. Category Umbrella: Used to group similar categories. i.e., Athletics, Clubs, Fundraising, etc.
- F.

## B. Edit / Modify

- a. **Sort** by Category Name > **Click** on Environmental Club to select this category
- b. Select the **Edit** (Pencil icon) or **Modify** Tab

**School Cash** School 10 - School Generated Funds

Print Find All Update Demographics Main Menu

School 10  
School Generated Funds

Current Bank Balance: \$75,797.06 As of: 05/30/2019

Opening Bank Balance: \$72,484.90 As of: 08/31/2018

Combined Category Total: \$72,484.90 As of: 08/31/2018

List View Modify Search Category Umbrellas GL Department GL Name

**Modify Record**

Category Name: Environmental Club Budgeted Expense:

Cat #: 3490 Budgeted Revenue:

Opening Balance: 500.00 Contact Name:

Category Umbrella Name: Clubs & Activities Contact Email:

Navigation icons: [Back] [Previous] [Next] [Forward] [Save] [Edit]

- Select the **Edit** (Pencil icon)
- Enter the **Contact Name**, the staff sponsor in-charge of Club (Format - Last Name, First Name)

List View Modify Search Category Umbrellas GL Department GL Name

**Modify Record**

Category Name: Environmental Club Budgeted Expense:

Cat #: 3490 Budgeted Revenue:

Opening Balance: 500.00 Contact Name: Wilson, Paula

Category Umbrella Name: Clubs & Activities Contact Email:

Checkmark X

- Click **Checkmark** to save the record.

## C. Search

**School Cash** School 10 - School Generated Funds

Print Find All Update Demographics Main Menu

School 10  
School Generated Funds

Current Bank Balance: \$75,797.06 As of: 05/30/2019

Opening Bank Balance: \$72,484.90 As of: 08/31/2018

Combined Category Total: \$72,484.90 As of: 08/31/2018

List View Modify Search Category Umbrellas GL Department Object Code

**Search Records**

Category Name: School Budgeted Expense:

Cat #:  Budgeted Revenue:

Opening Balance:  Contact Name:

Category Umbrella Name:  Contact Email:

Perform Search Reset

By Category Name: Enter **School**, select **Perform Search**

**School Cash** School 10 - School Generated Funds

Print Find All Update Demographics Main Menu

School 10  
School Generated Funds

Current Bank Balance: \$75,797.06 As of: 05/30/2019

Opening Bank Balance: \$72,484.90 As of: 08/31/2018

Combined Category Total: \$72,484.90 As of: 08/31/2018

List View Modify Search Category Umbrellas GL Department Object Code

**Search Records**

Category Name: Budgeted Expense: Budgeted Revenue: Contact Name: Contact Email:

Cat. #: Opening Balance: Category Umbrella Name: Athletics/Teams

Perform Search Reset

By Category Umbrella: Enter **Athletics/Teams**, select **Perform Search**

**School Cash** School 10 - School Generated Funds

Print Find All Update Demographics Main Menu

School 10  
School Generated Funds

Opening Bank Balance Combined Category Total

**Find All** button refreshes the screen and displays all categories

## D. Category Umbrellas / Category Umbrella Types

**School Cash** School 10 - School Generated Funds

Print Find All Update Demographics Main Menu

School 10  
School Generated Funds

Current Bank Balance: \$75,797.06 As of: 05/30/2019

Opening Bank Balance: \$72,484.90 As of: 08/31/2018

Combined Category Total: \$72,484.90 As of: 08/31/2018

List View Modify Search Category Umbrellas GL Department GL Name

Category Umbrella Name	Category Umbrella Type
Administration	Elem-Student Activities/Resources
Athletics/Teams	Elem-Student Activities/Resources
Capital Assets	Elem-Capital Asset Fundraising
Clubs & Activities	Elem-Student Activities/Resources
Commissions/Resale	Elem-Student Activities/Resources
Departments or Class Funds	Elem-Student Activities/Resources
External Charities	Elem-Fundraising - Charities
Field Trips/ Excursions	Elem-Field Trips & Excursions
Fundraising	Elem-Fundraising
Graduation	Elem-Student Activities/Resources
Liability Account	Do Not Include in YrEnd
School Council	Elem-Student Activities/Resources
Special Events	Elem-Student Activities/Resources
Student Activity Fees	Elem-Student Activities/Resources
Student Council	Elem-Student Activities/Resources
YrEnd Transactions	YrEnd Transactions

Visible Records: 1 - 16 Total Records: 16

Category Umbrella Types allow for additional reporting. Typically used by the District Support Staff for State Reporting



# School Cash Accounting-Chart of Accounts

## Instruction Guide

### E. GL Department

Print

Find All

Update Demographics

Main Menu

School 10

School Generated Funds

Current Bank Balance:

As of: 05/30/2019

Opening Bank Balance

As of: 08/31/2018

Combined Category Total

As of: 08/31/2018

List View

Modify

Search

Category Umbrellas

GL Department

GL Name

Name Δ	Code	Contact Name	Contact Email	Tag to GL Name
Admin - Furniture and Equipment	15-501-0-1-000			N
Administration	15-410-0-1-000			N
Class - Furniture and Equipment	10-501-0-1-000			N
Classroom Supplies	10-330-0-1-000			N
Textbooks	10-320-0-1-000			N

Operating/Budget codes used with Petty Cash / GL Reimbursement feature

### F. GL Name

Print

Find All

Update Demographics

Main Menu

School 10

School Generated Funds

Current Bank Balance:

As of: 05/30/2019

Opening Bank Balance

As of: 08/31/2018

Combined Category Total

As of: 08/31/2018

List View

Modify

Search

Category Umbrellas

GL Department

GL Name















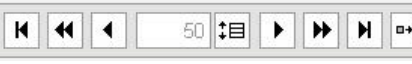


















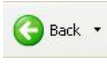





Name	Code	Contact Name	Contact Email	Type
Exp- Field Trips	1-471-399-000-62			Expense
Exp-Capital	1-770-399-000-62			Expense
Exp-Extra Curricular	1-591-399-000-62			Expense
Rarely Use Exp-Other	1-597-399-000-62			Expense
Related Exp-B & A/Lunch Supervision	1-603-703-000-62			Expense
Related Exp-Donations	1-790-399-000-62			Expense
Related Exp-Fundraising	1-603-399-000-62			Expense
Related Exp-Instruction Fees	1-592-399-000-62			Expense
Related Exp-Other	1-597-399-000-62			Expense
Related Exp-Sales/Service	1-595-399-000-62			Expense
Rev-B & A/Lunch Supervision	1-173-703-399-03			Revenue
Rev-District Allocation	1-196-399-000-63			Revenue
Rev-Donations	1-192-399-000-62			Revenue
Rev-Extra Curricular Fees	1-196-399-000-62			Revenue
Rev-Fundraising	1-194-399-399-62			Revenue
Rev-Grants External	1-139-399-000-62			Revenue
Rev-Instruction Fees	1-180-399-000-62			Revenue
Rev-Int. Field Trips	1-471-397-000-62			Revenue

Visible Records: 1 - 22 Total Records: 22

Track each transaction by a Revenue or Expense. Additional reporting is available.

Note: GL Department and/or GL Name tabs can be configured to alternative names. Petty Cash/ Budget Codes, Object Codes, etc.

### The Basic Icons

	<b>Main Menu</b>		<b>Log Out</b>		<b>Previous Screen</b>		<b>Print</b>
	Returns to the Main Menu from any screen		Correct method to close School Cash		Access Previous Screen		Indicates menu options
	Menu Selector		Indicates selected record		Change Paper Size		
	Command Selector		Indicates Total Number of records in the database		Sort Activated		
	Pick List Arrow (Select from a Pre-determined List)		Indicates Visible Records on current page		Print		
	or ENTER to save current record or changes		Table Grid Toolbar		1-Column Report 1-Column Report (Page Break By Category) 3-Column Report Print Current Find		Causes selected report to generate
	or ESC to cancel current changes		to move to the first row in the grid		or CTRL/P Prints PDF Reports		
	or INSERT to insert a row in the current grid		to move to the previous page		Canadian English Version		
	or DELETE to delete the selected row		move to the previous row		Québécoise Française Version		
	or ENTER to edit the selected row		to move to the last row in the grid		American English Version		
	Access Calendar window		to move to the next page		Link to On-line Tip Sheets		
SHIFT/TAB	Move the insertion point to the previous editable field		to move to the next row		Currency		Switch Funds between CDN and USD
F11	Displays Internet Explorer in Full Screen Mode		Browser Back		Browser Forward		
	Delete the selected category transfer/journal record		Add a credit record to the selected category transfer/journal record.		Browser Refresh		
					Delete the selected credit record		

[illegible]