



School Cash Accounting Ledger Inquire



Instruction Guide



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School Cash Accounting – Main Menu

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.



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

School Cash Accounting-Ledger

Ledger Inquire

Instruction Guide

From the Main Menu > General Activities > Ledger Inquire

KEVgroup Ledger Inquire Profile Settings | Log Out

School Cash School 10 - School Generated Funds

Balance **Print** **Find** **Query Report** **Main Menu**

Current Bank Balance: \$75,797.06

List View Modify Search Void check Journal Entry









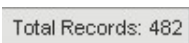


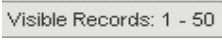



























Date	Category Name	Cat. #	Type	Trans. #	Description	Debit
05/30/2019	Fundraising	7000	Direct Deposit	2897444	Hoodie	\$0
05/30/2019	Administration	1000.00	Direct Deposit	2897444	Hoodie	\$0
01/30/2019	Over/Under Cash Register	1990	Deposit	2	Cash Out Under - training	\$0
01/30/2019	Yearbook	12010	Deposit	2	Sales 11/13/2014-01 /30/2019	\$0
01/30/2019	Cost Recovery	200000	Deposit	2	Cost Recovery	\$0
01/30/2019	Science	5300	Deposit	2	Sales 11/13/2014-01 /30/2019	\$0
01/30/2019	Fundraising	7000	Deposit	2	Sales 11/13/2014-01 /30/2019	\$0
01/30/2019	Administration	1000.00	Deposit	2	Sales 11/13/2014-01 /30/2019	\$0
09/25/2018	Yearbook	12010	Direct Deposit	1457	Yearbook	\$0
09/25/2018	School Council	9000	Direct Deposit	1457	Pizza Lunch Sept 20	\$0
09/25/2018	Administration	1000.00	Direct Deposit	1457	Agendas	\$0
09/20/2018	School Newspaper	4070	Check	636	ABC Printing - Science Fair Ribbons Inv# 05202013	\$45
09/14/2018	Soccer - Boys	2180	NSF		Pitt. Brad. Uniforms	\$0

Visible Records: 1 - 50 Total Records: 57

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- A. Information** : Access to Tip Sheet
- B. Sequence Buttons:**
 - Balance > Displays current bank balance
 - Print > Pre-defined options to print ledger records
 - Find > Pre-defined searches of ledger records
 - Query Report > Additional options to print ledger reports
 - Main Menu > Returns to Main Menu
- C. Option Tabs:** List View, Modify, Search, Void Check, Journal Entry (Optional)
- D. Column Headers:** Clicking on Column Headers will sort records displayed
- E. Ledger Entries:** List of the current school year ledger transactions
- F. Scroll Bar:** Navigation to other pages / Add a Record
- G. Total Number of Records:** Defaults to 50 Visible and total records

The Basic Icons

	Main Menu		Log Out		Previous Screen		Print
	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				or CTRL/P Prints PDF Reports		
	or INSERT to insert a row in the current grid		to move to the first row in the grid		Canadian English Version		
	or DELETE to delete the selected row		to move to the previous page		Québécoise Française Version		
	or ENTER to edit the selected row		move to the previous row		American English Version		
	Access Calendar window		to move to the last row in the grid		Link to On-line Tip Sheets		
SHIFT/TAB	Move the insertion point to the previous editable field		to move to the next page		Currency		Switch Funds between CDN and USD
F11	Displays Internet Explorer in Full Screen Mode		to move to the next row		Browser Forward		
	Delete the selected category transfer/journal record		Browser Back		Browser Refresh		
			Add a credit record to the selected category transfer/journal record.		Delete the selected credit record		

Notes

[illegible]