



School Cash

User Guide - Year-End Rollover Procedures

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Version 4.7.0

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School Cash – User Guide

Year-End Rollover Procedures

1 Step One: Year-End Rollover – Reporting Data:

Prior to using the Year-End Rollover Procedures, the Year-End Rollover Checklist Housekeeping items must be resolved and the final monthly reconciliation completed and all required reports generated. During the Year-End Rollover process, the following reports will be used for data verification:

- Report #10 – Trial Balance (Umbrella Date Range)
- Report #11M – Reprint Monthly Bank Reconciliation – Reconciliation Details

Consult with the District Administrator for any other reporting requirements.

Be sure to generate both reports prior to beginning the Year-End Rollover procedure.

1.1 Date Range:

Reports should reflect the current school year's activity, i.e. from the oldest transaction date on the ledger to the date of the Year-End Rollover.

For reference, the correct Year-End Rollover date can be found in Demographics.

- From **Main Menu, My School Information group:**
- Click **Demographics**

KEVgroup Main Menu

School Cash Eagle High School - Student Activity Funds

Income Activities	Expense Activities	General Activities
Deposits/Receipts Cash/Checks YTD Itemized Non Sufficient Funds	Issue Checks - Disbursements Change Funds - Cashbox Purchase Orders	Ledger Inquire Journal Entries Reconciliation Transfer Entries
My School Information	My Reports	My School Store
Category (Chart of Accounts) Demographics Program Maintenance Supplier/Vendor Maintenance Resource Center	#2 Detailed Category Summary #5 Overview Umbrella Category Summary #10 Trial Balance #11 Transaction Reports Various	School Cash Catalog School Cash Register School Cash Online

Reports

- Refer to **Year End Demographics** section

Year End Demographics

Year End Rollover Date
06/30/2013

Year End Outstanding Category
YrEnd Outstanding

Reimbursement Year End Category

Report Start Date

Earliest Date

TIP: Some reports include an Earliest Date start date option. Clicking this button will automatically search the ledger for the oldest transaction date.

NOTE: Correct reporting dates must be used to generate accurate reports for the school year. Be sure to print the current Data Verification Sheet, as part of the Year-End Rollover Checklist.

Year – End Rollover Data Verification Sheet



Please Complete		Rollover Reporting Verification											
		Balance Information – First Screen			Statement of Financial Position			Schedule of Activities Fund			Opening Ledger Balance – Last Screen		
Report Data		Closing Ledger Balance	Bank Information	Last Reconcile Date & Balance	Cash & Cash Equivalents	Investments	Total Financial Assets	Revenues	Expenses	Closing Balance	Opening Date	Opening Balance	Last Reconcile Date & Balance
Year-End Rollover Date													
Report #10													
Fig #1- Expenses													
Fig #2 – Revenues													
Fig. #3 – Closing Balance													
Fig. #4 – Closing Balance Investments													
Report #11M – Monthly Reconciliation													
Fig. # 5 – Bank Balance													
Reconciliation Screen													
Fig #6 – Last Reconcile Date													
Fig #7 – Last Reconcile Balance													

** Shaded Cells will match with other data. Please refer to Year-End Rollover Procedures for further information.

1.2 Data Verification Reports:

1.2.1 Report #10 – Trial Balance (Umbrella Date Range)

Report #10 - Trial Balance (Umbrella Date Range) is based on selected Category Umbrella Types (Defaults to include all). Options include the ability to select a required school year and or date range. The report can either include or display transfers and can be sorted based on Category Umbrellas or Category Numbers (Defaults to Category Umbrella Name). Category information includes: Opening Balance, Expenses, Revenues and the Closing Balance. Grand Total information appears after each category. If a cashbox is being used cashbox details are summarized at the end of the report.

The screenshot shows the 'School Cash' application interface. At the top, there's a 'KEVgroup School Reports' header. Below it, a 'School Cash' section with a dropdown menu set to 'Eagle High School - School Funds'. Navigation buttons for 'Reports Menu', 'Main Menu', and 'Continue' are present. The main area is titled 'Trial Balance (Umbrella Date Range)'. It includes several options: 'Include Budgeted Revenue and Expense' (unchecked), 'Roll Up Categories' (unchecked), and 'Active Categories Only' (checked). A 'School Year' dropdown is set to '2012-2013'. A date range selection area shows 'Report Start Date' as '05/25/2012' and 'Report End Date' as '06/30/2013', with an 'Earliest Date' button. A section for 'Select report option for the Overview Summary of All Balances' has 'Option' set to 'Display Transfer' (selected) and 'Sort By' set to 'Category Umbrella Name'. A 'Select Category Umbrella Type(s) to include:' dropdown is open, showing a list of categories including 'Board Funds', 'Cashbox', and various 'Elementary' categories. A 'Select All' button is visible next to the dropdown.

Figure 1: Report #10 – Trial Balance (Umbrella Date Range) – Display

Report #10 Selections for Year-End Reporting:

- | | |
|--|---|
| A. Report Design Options: | Use Default “Active Categories Only” |
| B. Select School Year: | Select the school year to be rolled over from drop-down |
| C. Date Range: | Enter Start and End Date (Use Earliest Date and Year-End Rollover Date),
Earliest Date, searches ledger for earliest transaction |
| D. Select Category Umbrella Type(s) to include: | Select SGF Umbrella Types only |
| E. Include/Display Transfers: | Select Display Transfers option |
| F. Sort Features: | Report details can be sorted by either Category Umbrella Name or Category Number or Category Number No Umbrellas |

Steps To Generate Report #10 for Year End Reporting Data:

1. From **Main Menu, My Reports group:**
2. Click **Reports** to expand **Reports Menu**
3. Click **Report #10 – Trial Balance**
4. Enter **Start** (click Earliest Date) and **End Date** (Year-End Rollover Date)
5. Select **Display Transfers** option

6. Deselect **Select All** option in **Category Umbrella Type(s) to include:** section
7. Select only SGF Category Umbrella Types


Check with your District if unsure which Umbrella Types should be selected.

Tip: Use the control key to select multiple Umbrella Types


8. Click **Continue**

Continue

Steps To Save Report:

1. Click **Save/Export**  icon
2. Select required file format from the menu

TIP: Generally use Adobe Acrobat (PDF)

3. Click **Save**  in **File Download** dialog box

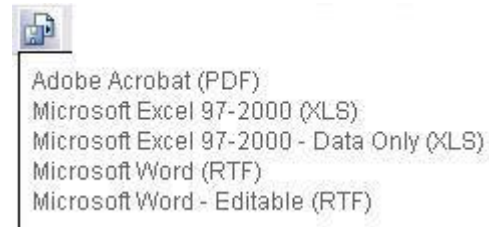


Figure 2: Save/Export Menu

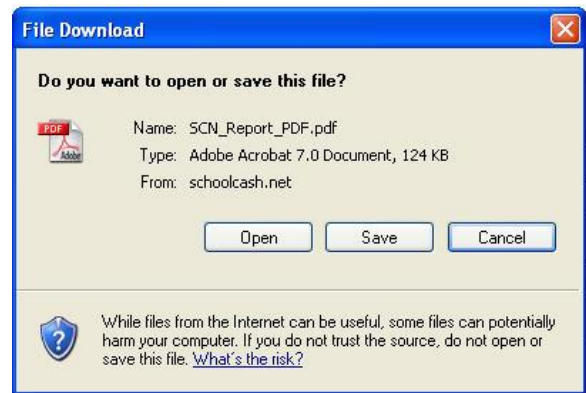


Figure 3: File Download Dialog Box

4. Select the appropriate folder in **Save As** dialog box

5. Name file

6. Click **Save**

Save

TIP: Saved report files can readily be e-mailed.

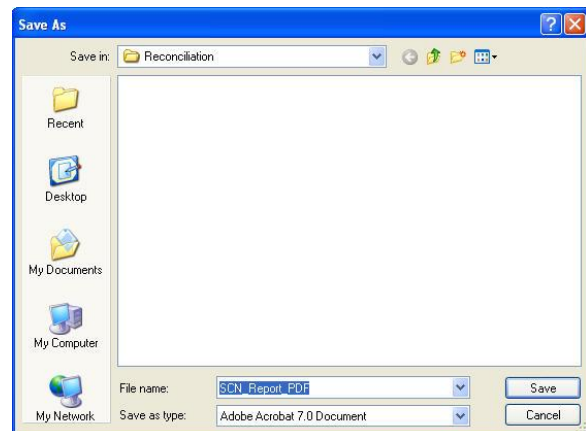


Figure 4: Save As Dialog Box

1.2.2 Data Verification Sheet Entries

Record the following on the Data Verification Sheet (see chart below):

1. Report #10 Expenses = Fig.#1
2. Report #10 Revenues = Fig.#2
3. Report #10 Balance =Fig.#3
4. Report #10 Investment Closing Balance =Fig.#4 (if applicable)

Categories	Opening Balance	Expenses	Revenues	Transfer In	Transfer Out	Balance
Total Expenses/Revenue:	\$5,000.00	\$42,131.60	\$62,892.36	\$0.00	\$0.00	\$25,760.76
Bank Transfers:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Bank Account:	\$5,000.00	\$42,131.60	\$62,892.36	\$0.00	\$0.00	\$25,760.76
Investment	\$0.00	\$0.00	\$1,000.00			\$1,000.00

Report #10 - Expenses Fig. #1

Report #10 - Revenue Fig. #2

Report #10 - Balance Fig.#3

Report #10 - Investment Closing Balance Fig. #4

Figure 5: Report #10 – Trial Balance (Umbrella Date Range) Summary – Exhibit

Report Data Section of Year-End Rollover Data Verification Sheet

NOTE: Year-End Rollover Date will be Auto-populated. Year-End Rollover Date can be found in My School Information group, Demographics. Figures 1 through 4 will be used as reference in the Rollover Reporting Verification sections.

Report Data		
Year-End Rollover Date		06/30/2013
Report #10		
1	Fig #1- Expenses	\$42,131.60
2	Fig #2 – Revenues	\$62,892.36
3	Fig. #3 – Closing Balance	\$25,760.76
4	Fig. #4 – Closing Balance Investments	\$1,000.00

Figure 6: Report Data Portion of Data Verification Sheet – Exhibit

1.2.3 Report #11M – Monthly Reconciliation – Reconciliation Details

For additional reference Report #11M – Monthly Reconciliation – Reconciliation Details can also be generated. Report #11M – Monthly Reconciliation is generated automatically during the regular reconciliation process. It is possible to reprint these reports if necessary. The Closing Bank balance, which is part of the report details is referenced in the Data Verification Sheet. After the Year-End rollover, the current school year's Closing Bank balance, will become the Opening Balance for the coming school year.

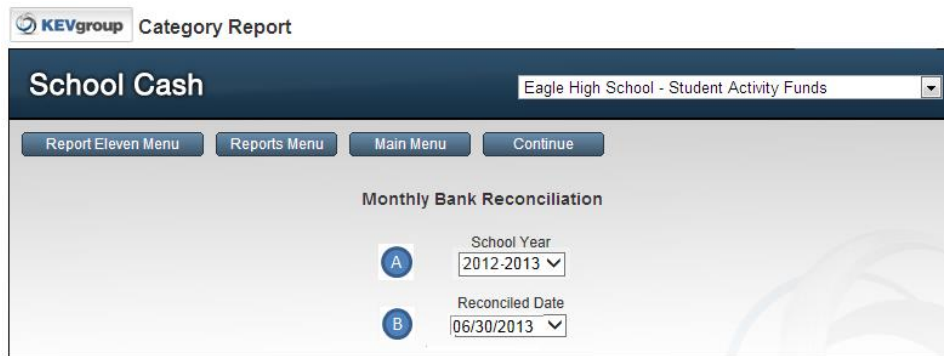


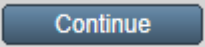
Figure 7: Report 11M -Reprint Monthly Reconciliation - Reconciliation Details– Display

Features:


- A. **School Year:** Select required school year from drop-down
- B. **Reconciled Date:** Select required reconciliation date from drop-down

To Reprint Report #11M – Monthly Reconciliation – Reconciliation Details


It may be necessary to reprint the final month's reconciliation.

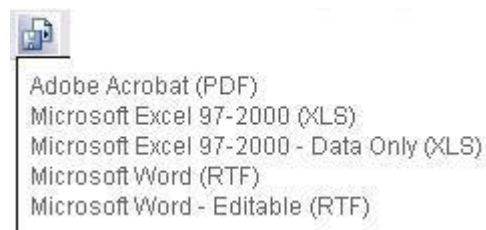
1. From **Main Menu, My Reports group**
2. Click **Report #11 – Transactions Various**
3. Select **11M – Reprint Monthly Bank Reconciliation – Reconciliation Details**
4. Select required School Year from drop-down
5. Select required Reconciled Date from drop-down
6. Click **Continue** 

Steps To Save Report:

1. Click **Save/Export**  icon
2. Select required file format from the menu

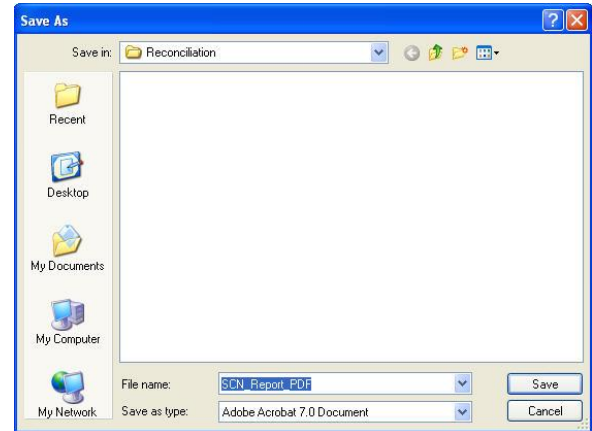
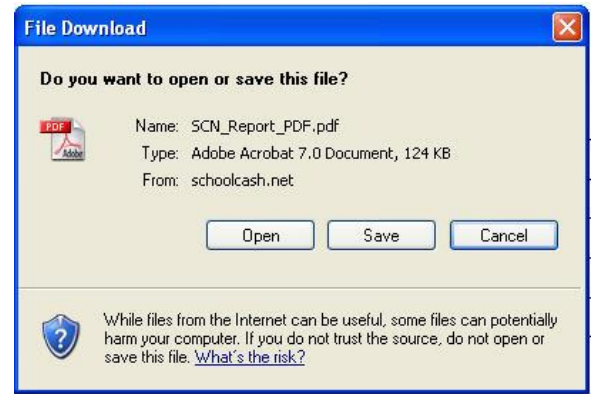
TIP: Generally use Adobe Acrobat (PDF)

3. Click **Save**  in **File Download** dialog box



4. Select the appropriate folder in **Save As** dialog box
5. Name file
6. Click **Save** 

TIP: Saved report files can readily be e-mailed.



Report 11M – Reprint Monthly Reconciliation – Reconciliation Details

Using the Monthly Reconciliation report for the final month, as reference:

Record the following on the Data Verification Sheet:

Bank Statement Ending Balance (Fig.#5)

Reconciliation Detail Report

Eagle High School
Activity Funds
Branch #: 999 Account #: 999999
As At: 06/30/2013

Summary:

Bank Statement Beginning Balance: 05/31/2013 \$35,235.59

Cleared Checks/Payments	- \$4,614.76	
Cleared Deposits/Credits		
Total Cleared		- \$4,614.76

Bank Statement Ending Balance: 06/30/2013 **\$30,620.83**

Difference \$0.00

Uncleared Checks/Payments	- \$4,860.07	
Uncleared Deposits/Credits		
Total Uncleared		- \$4,860.07

Adjusted Bank Balance: (Bank Statement Ending Plus Uncleared) \$25,760.76

Ledger Ending Balance: 06/30/2013 \$25,760.76

Difference: (Adjusted Bank Balance Less Ledger Balance) \$0.00

Add Investments \$1,000.00

Total Bank & Investments: 06/30/2013 \$26,760.76

Report #11M –
Bank Balance
(YrEnd
Rollover Date)
Fig. #5

Approval: _____ Date: _____
Signature

Signature Date: _____

Figure 8: Report #11M – Reprint Monthly Reconciliation – Reconciliation Details – Exhibit

Figure #5 will be used as reference in the Rollover Reporting Verification sections.

Report #11M – Monthly Reconciliation	
Fig. # 5 – Bank Balance	\$30,620.83

Figure 9: Data Verification Sheet - Report #11 M Section - Exhibit

1.2.4 Reconciliation Details

Record the last reconciliation details in the Data Verification Sheet.

NOTE: This information may be the same as recorded in Step 1.2.3 above, if there have been no further bank reconciliations completed.

To Access Reconciliation:

1. From **Main Menu, General Activities group:**
2. Click **Reconciliation**

Reconciliation:

Using the Reconcile opening screen, as reference:

Record the following on the Data Verification Sheet:

Last Reconciled Date and Balance for this bank account – Fig. #6 and Fig. #7

KEGgroup Reconcile

School Cash Eagle High School - School Funds

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

September

Beginning Balance: \$33,585.15 as of 09/30/2013

Ending Balance: 0.00 as of 10/30/2013

Investment: 0.00

Continue Cancel

Figure 10: Reconcile – Display

Figures 6 and 7 will be used as reference in the Rollover Reporting Verification sections.

Reconciliation Screen	
6	Fig #6 – Last Reconcile Date 09/30/2013
7	Fig #7 – Last Reconcile Balance \$33,585.15

Figure 11: Data Verification Sheet – Reconciliation Screen Section – Exhibit

1.3 Outstanding NSF Transactions Report

In addition to Reports #10 and #11M, KEV recommends generating the Outstanding NSF Transaction Report. This report can be used to track NSF Transactions that have yet to be repaid for the current school year.

To Generate the NSF Transactions Report

1. From **Main Menu, Income Activities group:**
2. Click **Non Sufficient Funds**

KEGgroup Main Menu

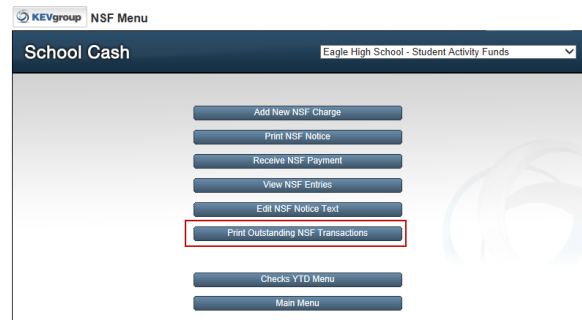
School Cash Eagle High School - Student Activity Funds

Income Activities	Expense Activities	General Activities
Deposits/Receipts Cash/Checks XTD Itemized Non Sufficient Funds	Issue Checks - Disbursements Change Funds - Cashbox Purchase Orders	Ledger Inquire Journal Entries Reconciliation Transfer Entries

My School Information	My Reports	My School Store
Category (Chart of Accounts) Demographics Program Maintenance Supplier/Vendor Maintenance Resource Center	#2 Detailed Category Summary #5 Overview Umbrella Category Summary #10 Trial Balance #11 Transaction Reports Various	School Cash Catalog School Cash Register School Cash Online

Reports

3. Select **Print Outstanding NSF Transactions**

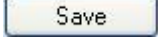


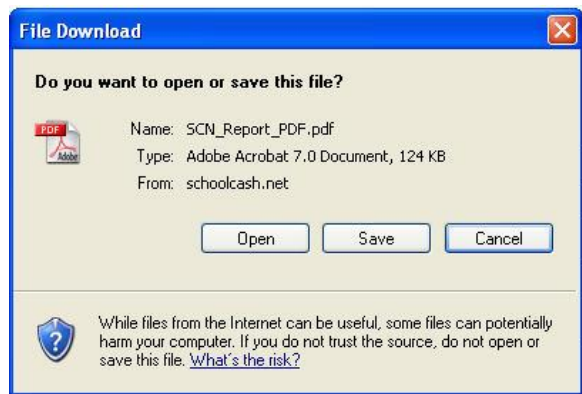
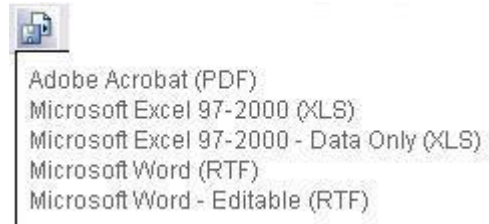
Steps To Save Report:

7. Click **Save/Export**  icon

8. Select required file format from the menu

TIP: Generally use Adobe Acrobat (PDF)

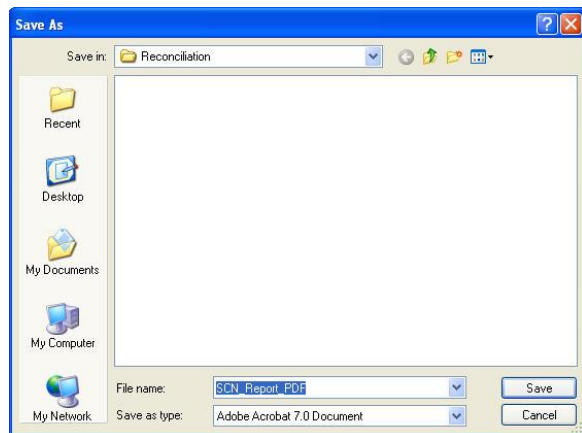
9. Click **Save**  in **File Download** dialog box



10. Select the appropriate folder in **Save As** dialog box

11. Name file

12. Click **Save** 



TIP: Saved report files can readily be e-mailed.

Date	Deposit From	Student(s)	Amount	Bank Charge	Admin Charge	Amount Paid	Amount Owning	Category	Reason
08/10/2012	Andrew, Karilee	Dylan Bernatsky	\$10.00	\$10.00		\$10.00	\$10.00	Fundraising	Fashion Studies 20-30-5 2011/2012
02/07/2013	Abma, Donna or Philip		\$5.00		\$25.00		\$30.00	Boys JV Basketball	
10/29/2013	Allan, John		\$25.00	\$15.00			\$40.00	Band Supplies	
04/07/2014	Bailey, Doug	Jordyn Glimm	\$10.00			\$5.00	\$15.00	Band - Fundraising	
			\$10.00					Band Supplies	
05/06/2014	Gagnon, Katie	Miguel Abell	\$200.00				\$200.00	Boys Soccer - Fundraising	Fundraising
Grand Total:			\$260.00	\$25.00	\$25.00	\$15.00	\$295.00		

Figure 12: Outstanding NSF Transactions Report - Exhibit

2 Step Two: Year-End Rollover Procedures

The Year-End Rollover Procedures is a step-by-step process to complete the year-end rollover and automatically generate all necessary year-end reports.

To Complete Year-End Rollover Process:

1. From **Main Menu**, **My School Information group**
2. Click **Program Maintenance**
3. Select **Year-End Rollover Procedures**

Year-End Rollover Procedures...

Continue

4. Click **Continue** to initiate the Year-End Rollover Procedures

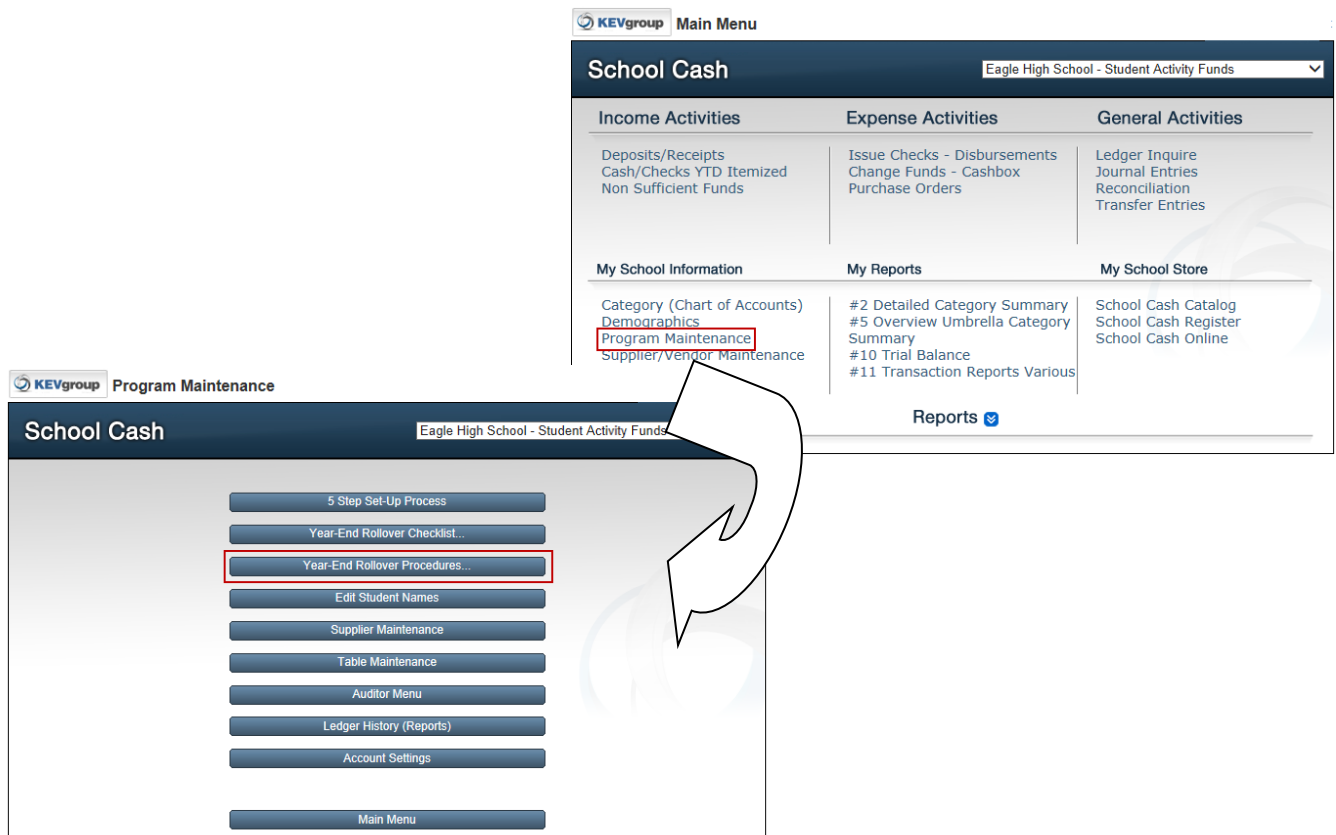


Figure 13: Program Maintenance Menu - Display

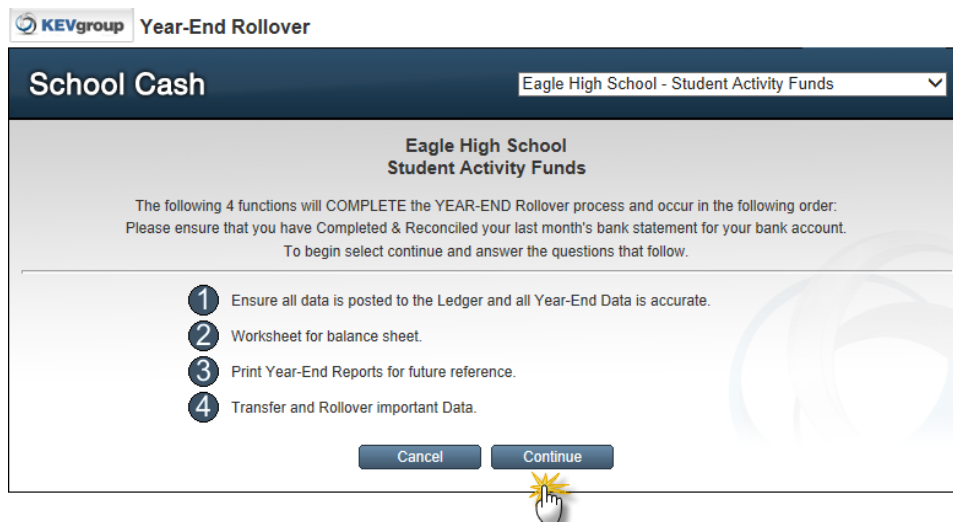


Figure 14: Year-End Rollover Procedures – Display

2.1 Year-End Rollover Procedures Step One: Rollover Warnings:

The Rollover Warning report lists all transactions after the rollover date, stale dated checks and transactions that have not be reconciled.

1. Print the report as required

2. Click **Continue** to advance the Year-End Rollover Procedures

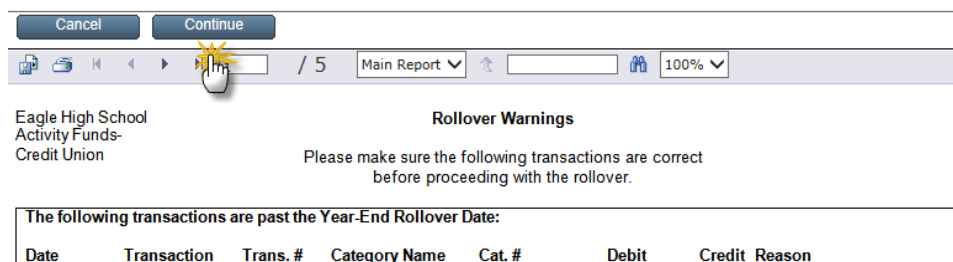


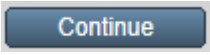
Figure 15: Year-End Rollover Warnings – Exhibit

2.2 Year-End Rollover Procedures Step Two: Balance Information: (First Rollover Screen Containing Data)

The Balance Information dialog box displays summary bank account information.

Verify data with Reporting Data section on the left hand side of the Data Verification Sheet.

NOTE: Enter the required information in the corresponding shaded cells. Data entered at this point should match the initial data entered in Report Data column on the left. (see chart on next page)

1. Using **District Reporting Information** section as reference, record the following on Data Verification Sheet:
 - Closing Ledger Balance
2. Using **Bank Information** section as reference, record the following in Data Verification Sheet:
 - Closing Reconciled Bank Balance
3. Using bottom portion of the screen, record the following in the Data Verification Sheet:
 - **Last Reconciled Date** and **Balance** for this bank account
4. Click **Continue**  to advance to the next step in the Year-End Rollover Procedures

School Cash

Eagle High School - Student Activity Funds

According to the Year-End Rollover date (30/06/2011), the figure below is the Closing Balance for the school year.
Select Continue if the information is correct.

District Information:

Jun 30, 2013
Closing Date
(Year End Rollover Date)

3 \$25,760.76
Closing Ledger Balance
(At Year-End Rollover Date)

Bank Information:

Jun 30, 2013
Closing Date

June
Reconciled Month

5 \$30,620.83
Closing Reconciled Bank Balance

6 Sept 30, 2013
Date

Last reconciled date and balance for this bank account:

7 \$33,585.15
Balance

Cancel
Continue

Closing Ledger Balance

Closing Reconciled Balance

Last Reconciled Date and Balance for this bank account

Figure 16: Year-End Rollover – Bank Account Summary – Display

Please Complete		Balance Information – First Screen		
Report Data		Closing Ledger Balance	Bank Information	Last Reconcile Date & Balance
Year-End Rollover Date	06/30/2013			
Report #10				
1 Fig #1- Expenses	\$42,131.60			
2 Fig #2 – Revenues	\$62,892.36			
3 Fig. #3 – Closing Balance	\$25,760.76	25,760.76	3	
4 Fig. #4 – Closing Balance Investments	\$1,000.00			
Report #11M – Monthly Reconciliation				
5 Fig. # 5 – Bank Balance	\$ 30,620.83	30,620.83	5	
Reconciliation Screen				
6 Fig #6 – Last Reconcile Date	09/30/2013		6	09/30/2013
7 Fig #7 – Last Reconcile Balance	\$33,585.15		7	33,585.15

Figure 17: Data Verification Sheet – Balance Information Portion - Exhibit

2.3 Year-End Rollover Procedures Step Three: Statement of Financial Position/ Schedule of School Activities Fund:

This step in the Year-End Rollover will generate two mandatory reports:

- Statement of Financial Position
- Schedule of School Activities Fund

1. Click **Continue**



Figure 18: Statement of Financial Position Generation – Display

a. Select **Option 1 – Continue**

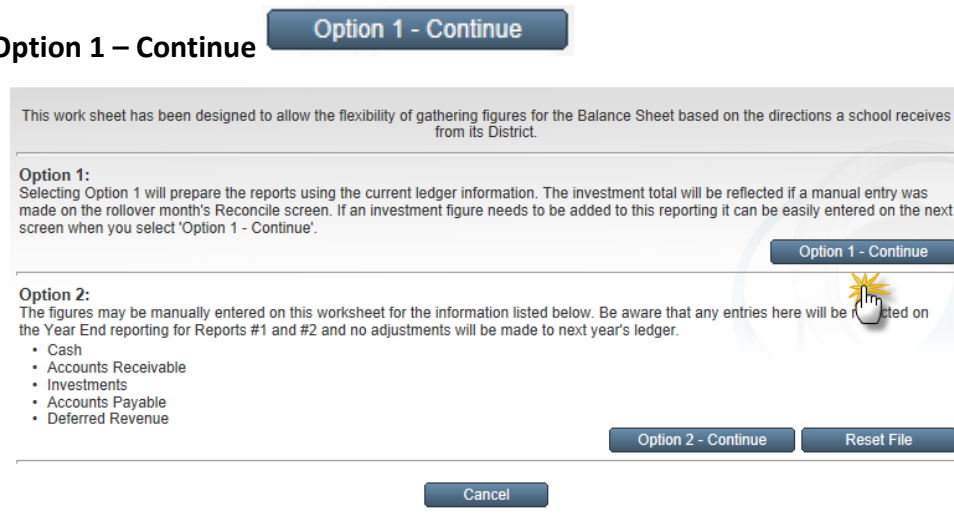


Figure 19: Option 1 – KEV Recommendation – Display

Investment Options:

For accurate Year-End financial reporting all investments must be included.

- Method A: Value of Investments is tracked through an Investment category on the School Cash ledger (Default Option)

1. Click **Continue** to generate the reports



Investments	
Current Year:	Previous Year:
1000.00	
<input checked="" type="radio"/> Method A: Value of Investments is tracked through an Investment category on the SchoolCash.NET ledger. <input type="radio"/> Method B: Value of Investments is NOT tracked through an Investment category on the SchoolCash.NET ledger.	
<input type="button" value="Apply Changes"/> <input type="button" value="Previous Screen"/> <input type="button" value="Cancel"/> <input type="button" value="Continue"/>	

Figure 20: Year-End Rollover Investment Reporting Methods – Display

Two Year End Rollover Reports will generate automatically.

Data from these reports should be entered in the appropriate sections of the Data Verification Sheet.

These reports should be printed for future reference.

Year End Rollover Report #1 - Statement of Financial Position: (continued)

1. Print report as required
2. Record the following on the data verification sheet:

Enter the data in corresponding shaded cells. Data entered at this point should match the initial data entered in Report Data column on the left. (see chart on next page)

- Cash & Cash Equivalents
- Investments
- Total Financial Assets (Will include investments if applicable)

Red School District

Eagle High School

Statement of Financial Position

Student Activity Funds
Credit Union

As At: 06/30/2013

2012-2013

FINANCIAL ASSETS			
Cash and Cash Equivalents	Cash and Cash Equivalents	\$25,760.76	3
	Accounts Receivable - other	\$0.00	
Investments	Investments	\$1,000.00	4
TOTAL FINANCIAL ASSETS	TOTAL FINANCIAL ASSETS	\$26,760.76	3 plus 4
FINANCIAL LIABILITIES			
	Account Payable - other	\$0.00	
	Deferred Revenue - other	\$0.00	
	TOTAL FINANCIAL LIABILITIES	\$0.00	
	NET FINANCIAL ASSETS (LIABILITIES)	\$26,760.76	

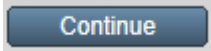
Figure 21: Year End Rollover Report #1 - Statement of Financial Position – Exhibit

Please Complete		Balance Information – First Screen			Statement of Financial Position		
Report Data		Closing Ledger Balance	Bank Information	Last Reconcile Date & Balance	Cash & Cash Equivalents	Investments	Total Financial Assets
Year-End Rollover Date	06/30/2013						
Report #10							
1	Fig #1- Expenses	\$42,131.60					
2	Fig #2 – Revenues	\$62,892.36			3		3
3	Fig. #3 – Closing Balance	\$25,760.76	25,760.76		25,760.76		25,760.76
4	Fig. #4 – Closing Balance Investments	\$1,000.00			4	1,000.00	26,760.76
Report #11M – Monthly Reconciliation		3 Plus 4					
5	Fig. # 5 – Bank Balance	\$30,620.83	30,620.83				
Reconciliation Screen							
6	Fig #6 – Last Reconcile Date	09/30/2013		09/30/2013			
7	Fig #7 – Last Reconcile Balance	\$33,585.15		33,585.15			

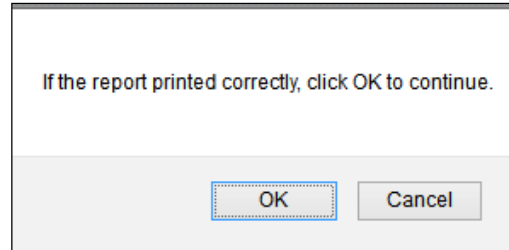
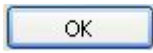
Figure 22: Data Verification Sheet – Statement of Financial Position Portion – Exhibit

Year End Rollover Report #1 - Statement of Financial Position: (continued)

3. Click **Continue**



4. Click **OK** in dialog box



The Schedule of School Activities Fund report will generate.

Year End Rollover Report #2 - Schedule of School Activities Fund:

1. Print this report as required
2. Record the following on the Data Verification Sheet:
Enter the data in a corresponding shaded cells. Data entered at the point should match the initial data entered in Report Data column on the left. (see chart on next page)
 - REVENUES - School Fundraising and other revenues
 - EXPENDITURES - School funded activities
 - Closing Balance – School Activities Fund recorded

Red School District

Eagle High School

Schedule of School Activities Fund

School Activity Funds
Credit Union

As At: 06/30/2013

		2012-2013	
REVENUES - School fundraising and other revenues	←	REVENUES	
		School fundraising & other revenues	\$62,892.36 ²
EXPENDITURES School funded activities	←	EXPENDITURES	
		School funded activities	\$42,131.60 ¹
		NET REVENUE (EXPENDITURE)	\$20,760.76
		CHANGE IN SCHOOL ACTIVITIES FUNDS BALANCE	\$20,760.76
		Opening Balance - School Activities Fund	\$5,000.00
		Adjustment	
Closing Balance - School Activities Fund	←	Closing Balance - School Activities Fund	\$26,760.76 ³ Plus ⁴

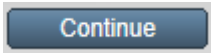
Figure 23: Year End Rollover Report #2- Schedule of School Activities Fund – Exhibit

		Rollover Reporting Verification								
Please Complete		Balance Information – First Screen			Statement of Financial Position			Schedule of Activities Fund		
Report Data		Closing Ledger Balance	Bank Information	Last Reconcile Date & Balance	Cash & Cash Equivalents	Investments	Total Financial Assets	Revenues	Expenses	Closing Balance
Year-End Rollover Date	06/30/2013									
Report #10										
1	Fig #1- Expenses	\$42,131.60						2	42,131.60	
2	Fig #2 – Revenues	\$62,892.36						62,892.36		3
3	Fig. #3 – Closing Balance	\$25,760.76	25,760.76		25,760.76		25,760.76			25,760.76
4	Fig. #4 – Closing Balance Investments	\$1,000.00				1,000.00	26,760.76			26,760.76
Report #11M – Monthly Reconciliation		3 Plus 4								
5	Fig. # 5 – Bank Balance	\$30,620.83	30,620.83							
Reconciliation Screen										
6	Fig #6 – Last Reconcile Date	09/30/2013		09/30/2013						
7	Fig #7 – Last Reconcile Balance	\$33,585.15		33,585.15						

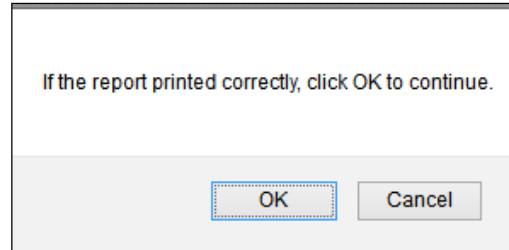
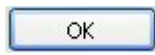
Figure 24: Data Verification Sheet – Schedule of School Activities Fund Portion – Exhibit

Year End Rollover Report #2 – Schedule of School Activities Fund: (continued)

- Click **Continue**



- Click **OK** in dialog box



2.4 Year-End Rollover Procedures Step Four: Student Activity Funds: – Closing Balances

The Summary of Closing Balances is the next Year-End Rollover report to generate. The report is sorted by Category Umbrella Name, then by Category Name. Information includes: Category Name, Category Number, Opening Balance, Expense, Revenue, Transfers In, Transfers Out, Closing Balance, Data Summaries appear at the end of the report.

- Click **Continue** to generate the report

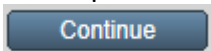


Figure 25: Student Activity Funds – Display

The Summary of Closing Balances for the School Year (Year End Report #3) will generate.

- Print the report as required

- Click **Continue**



- Click **OK** in the dialog box

Eagle High School Credit Union Activity Funds-Rollover		Summary of Closing Balances for the School Year					2012-2013
Category Name	Category	Opening Balance	Expense	Revenue	Transfer In	Transfer Out	Closing Balance
Administration							
Academic Challenge	1005	\$100.00	\$0.00	\$0.00			\$100.00
HST Rebate	1050	\$0.00	\$64.95	\$0.00			(\$64.95)
Interest	1030	\$0.00	\$0.00	\$10.00			\$10.00
Interest on Investment	1001	\$0.00	\$0.00	\$0.00			\$0.00
Postage	1040	\$100.00	\$0.00	\$0.00			\$100.00
Pnn. Disc. Fund	1060	\$100.00	\$0.00	\$0.00			\$100.00
QST (TVQ) Paid	49999	\$0.00	\$0.00	\$0.00			\$0.00
Service Charges	1070	\$0.00	\$0.00	\$0.00			\$0.00
Sunshine Fund	1080	\$100.00	\$0.00	\$0.00			\$100.00
Umbrella Total		\$400.00	\$64.95	\$10.00	\$0.00	\$0.00	\$345.05
Trips/Excursions							
Europe Trip	6040	\$0.00	\$0.00	\$0.00			\$0.00
Field Trips - General	6000	\$100.00	\$0.00	\$0.00			\$100.00
Grade 8 Trip	6030	\$100.00	\$221.14	\$0.00			(\$121.14)
Vancouver Trip	6020	\$0.00	\$0.00	\$0.00			\$0.00
Zoo Trip	6010	\$100.00	\$489.00	\$0.00			(\$389.00)
Umbrella Total		\$300.00	\$710.14	\$0.00	\$0.00	\$0.00	(\$410.14)
Total Expenses/Revenue		\$5,000.00	\$42,131.60	\$62,892.36	\$0.00	\$0.00	\$25,760.76
Bank Transfers		\$0.00	\$0.00				\$0.00
Total Bank Account			\$42,131.60	\$62,892.36			\$25,760.76
Investment		\$0.00	\$0.00	\$0.00			\$1,000.00
Total Fund With Investment		\$5,000.00					\$26,760.76

Approval: _____
Principal/Supervisor Signature

Figure 26: Summary of Closing Balances for School Year – Exhibit

Summary of Closing Balances for the School Year (YearEnd Adjustments) will generate. This report will also include Board Funds and/or Cashfloat categories if applicable.

1. Print the report as required
2. Click **Continue**
3. Click **OK** in the dialog box

Eagle High School Credit Union Activity Funds-Rollover		Summary of Closing Balances for the School Year					2012-2013
Category Name	Category	Opening Balance	Expense	Revenue	Transfer In	Transfer Out	Closing Balance
Year End Adjustments							
YrEnd Outstanding	16000	\$0.00	\$0.00	\$0.00			\$0.00
Umbrella Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Figure 27: Summary of Closing Balances for the School Year – Year End Adjustments – Exhibit

2.5 Year-End Rollover Procedures Step Five: Year-End Outstanding Transactions

Year-End Outstanding Transaction report displays: Date, Transaction Type and Number, Category, Description, Expense, Revenue, Clear, Reconciled Date. Total Expenses and Revenues are totalled and appear at the end of the report.

1. Click **Continue**

KEVgroup Year-End Rollover

School Cash Eagle High School - Student Activity Funds

Eagle High School Student Activity Funds

These are Mandatory Reports that must be printed prior to completing the Year-End process. Select Continue and the program will preview and print the Reports.

Year-End Outstanding Transactions

Cancel Continue

Figure 28: Year-End Outstanding Transactions – Display

Year End Outstanding Transactions (Year End Report #4) will generate.

1. Print the report as required

2. Click **Continue**

Continue

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

Eagle High School – School Activity Funds

Year-End Outstanding Transactions 2012-2013

The following transactions have not cleared the Bank at rollover or have been designated as next year's transactions. These transactions will be rolled over to next year's files. If there are no transactions listed below then only the opening balance will be forwarded to the next year.

Outstanding Transactions - Rolled Over to Year-End Outstanding

Date	Transaction	Category	Description	Expense	Revenue	Clear	Reconciled
10/29/2012	Check - 3007	Athletic General	Eric Synnott	\$100.00	\$0.00	<input checked="" type="checkbox"/>	07/30/2012
10/29/2012	Check - 3010	Athletic General	Hannah Breadner	\$100.00	\$0.00	<input checked="" type="checkbox"/>	07/30/2012
10/29/2012	Check - 3011	Athletic General	Heather Smith	\$50.00	\$0.00	<input checked="" type="checkbox"/>	07/30/2012

Total Expenses: \$6,194.49
Total Revenues: \$12,786.38
Total: \$6,591.89

Figure 29: Year-End Outstanding Transactions - Exhibit

2.6 Year-End Rollover Procedures Step Six: Opening Balances for Next Year

Opening Balances for Next Year report displays Category Name, Category Number, Opening Balance, Expense, Revenue Opening Balance for this year. Information totals appear at the end of the report.

1. Click **Continue**

Continue

to generate the report

School Cash Eagle High School - Student Activity Funds

**Eagle High School
Student Activity Funds**

These are Mandatory Reports that must be printed prior to completing the Year-End process.
Select Continue and the program will preview and print the Reports.

Opening Balances For Next Year

Cancel Continue

Figure 30: Opening Balances for Next Year – Display

Summary of Categories with Opening Balances (Year End Report #5) will generate.

1. Print the report as required
2. Click **Continue**
3. Click **OK** in the dialog box

Summary of Categories with Opening Balances					2012-2013
Eagle High School Credit Union Activity Funds-					Opening Balances for this Year
Category Name	Category Number	Opening Balance	Expense	Revenue	
Academic Challenge	1005	\$100.00	\$0.00	\$0.00	\$100.00
Asian Club	3000	\$100.00	\$0.00	\$0.00	\$100.00
Athletic General	9003	\$100.00	\$34,371.65	\$4,540.00	(\$29,731.65)
Baseball Team	9005	\$100.00	\$0.00	\$0.00	\$100.00
<hr/>					
Zoo Trip	6010	\$100.00	\$489.00	\$0.00	(\$389.00)
Total:		\$5,000.00	\$42,131.60	\$67,752.43	\$30,620.83

Figure 31: Summary of Categories with Opening Balances - Exhibit

2.7 Year-End Rollover Procedures Step Seven: Opening Balances for Next Year

The data screen summarizes the Opening Balances for next year. Data displayed here should be entered in the Data Verification Sheet. (see chart on next page)

1. Click **Continue**
2. Using the last data screen record:
 - Bank Information Section:
 - Opening Reconcile Ledger Balance – Fig. #5
 - Last Reconciliation Date and Balance Section:
 - Date - Fig. #6
 - Balance – Fig. #7

School Cash Eagle High School - School Funds

According to the Year-End Rollover date (30/06/2011), the figure below is the new Opening Balance for the school year.
Select continue if the information is correct.

Bank Information:

Date: Jun 30, 2012 (Opening Date)

Opening Reconcile Ledger Balance (At Year-End Rollover Date): \$30,620.83

Next Year-End Rollover Date: 30/06/2013

Last reconciled date and balance for this bank account:

Sept 30, 2013 (Date)

\$33,585.15 (Balance)

Buttons: Cancel, Continue

Annotations: Date, Last Reconcile Date and Balance, Opening Reconcile Ledger Balance

Figure 32: Year-End Rollover - General Account – Exhibit

Rollover Reporting Verification												
Please Complete		Balance Information – First Screen			Statement of Financial Position			Schedule of Activities Fund			Opening Ledger Balance – Last Screen	
Report Data		Closing Ledger Balance	Bank Information	Last Reconcile Date & Balance	Cash & Cash Equivalents	Investments	Total Financial Assets	Revenues	Expenses	Closing Balance	Opening Date	Last Reconcile Date & Balance
Year-End Rollover Date	06/30/2013										Jun 30, 2013	
Report #10												
Fig #1- Expenses	\$42,131.60								42,131.60			
Fig #2 – Revenues	\$62,892.36							62,892.36				
Fig. #3 – Closing Balance	\$25,760.76	25,760.76			25,760.76		25,760.76			25,760.76		
Fig. #4 – Closing Balance Investments	\$1,000.00					1,000.00	26,760.76			26,760.76		
Report #11M – Monthly Reconciliation												
Fig. # 5 – Bank Balance	\$30,620.83		30,620.83								30,620.83	
Reconciliation Screen												
Fig #6 – Last Reconcile Date	09/30/2013			09/30/2013								Sept. 30, 2013
Fig #7 – Last Reconcile Balance	\$33,585.15			33,585.15								33,585.15

** Shaded Cells to the right will match with Report Data entered in the first column on the left. Please refer to Year-End Rollover Procedures for further information.

Figure 33: Data Verification Sheet – Opening Reconcile Ledger Balance Portion – Exhibit

2.8 Year-End Rollover Procedures Step Eight: Finalize Year-End Rollover

Verify the accuracy of all reporting data, before finalizing the Year-End Rollover Procedure. Remember that a standard bookkeeper is not able to undo the Year-End Rollover.

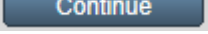
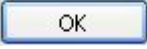
1. Click **Continue**  to finalize the Year-End Rollover
2. Click **OK**  in dialog box



Figure 34: Year-End Rollover Procedures Final Warning – Display

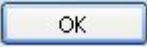
3. Click **OK**  in dialog box



Figure 35: Year-End Rollover Success – Display

3 After Year-End Rollover

After the Year-End Rollover has been completed the “Black Boxes” in My School Information group, Category (Chart of Accounts) information must balance.

It is possible to ‘clean-up’ the supplier and category databases. Suppliers or categories that have not been used during the previous year can be deleted.

3.1 Additional Data Verification – “Black Boxes” Should Be Equal

After the completion of the Year-End Rollover process it is very important to verify that the “Black Boxes” in School and Category Information are equal.

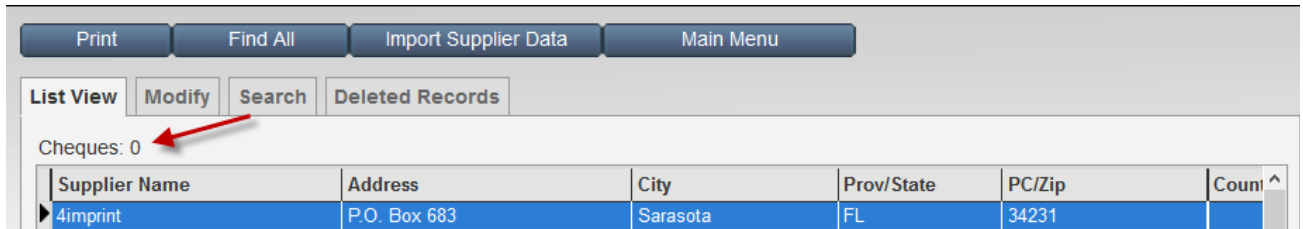
To Verify “Black Boxes”:

1. From **Main Menu, My School Information group**
2. Click **Category (Chart of Accounts)**
3. Verify that “**Black Boxes**” in top right corner are equal
4. Black Boxes should equal Fig. #5
5. Date should equal Year-End Rollover Date (Date must not be beyond Year-End Rollover Date)

3.2 Data Clean-up:


To Delete Unused Suppliers:

1. From **Main Menu, My School Information group**
2. Click **Program Maintenance**
3. Click **Supplier Maintenance**
4. Select supplier to be deleted
5. Verify Cheques:0




Supplier Name	Address	City	Prov/State	PC/Zip	Count
4imprint	P.O. Box 683	Sarasota	FL	34231	

NOTE: Only supplier's that have not been referenced in transactions can be deleted.

6. Click **Delete**  icon on toolbar or press Delete key

To Delete Unused Categories:

Consult with the District Administrator to verify that categories can be deleted.

1. From **Main Menu, My School Information group**
2. Click **Category (Chart of Accounts)**
3. Select category to be deleted
4. Click **Delete**  icon on toolbar or press Delete key

NOTE: Only categories that have not been referenced and have both the opening balance and current balance as zero (\$0.00) can be deleted.

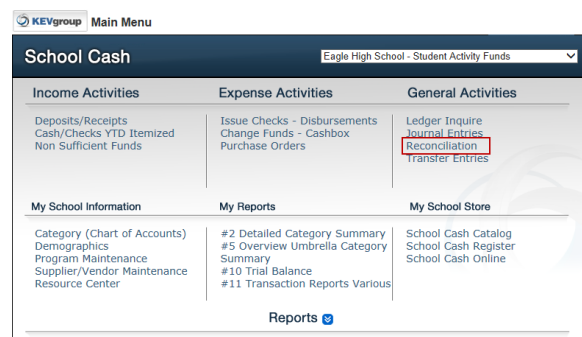
After Categories have been deleted, verify that "Black Boxes" are equal.

3.3 Verify Next Month to Reconcile:

In Reconciliation verify that the correct month to reconcile has been selected. For example: For this example the Last Reconcile Month and Balance are September 30,2013, \$33,585.15. The next month to reconcile should be October.

To Verify the Next Month to Reconcile:

1. From **Main Menu, General Activities group:**
2. Click **Reconciliation**



KEVgroup Reconcile

School Cash Torquay Elementary - Activity Funds-Rollover training-r

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

October

Beginning Balance: (cleared previously) \$33,585.15 as of 09/30/2013

Ending Balance: 0.00 as of 10/31/2013

Investment: 50.00

Continue Cancel

Figure 36: Reconciliation Screen – Display

NOTE: It may be necessary to select the correct month from the Month drop-down.

KEVgroup Reconcile

School Cash Eagle High School - School Funds

Accurately enter the Month to Reconcile

Opening Bank Balance: \$33,585.15

Date Of Balance: 09/30/2013

January
February
March
April
May
June
July
August
September
October
November
December

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Figure 37: Month to Reconcile Drop-Down – Display

3.4 Archived Data Reporting (Ledger History Reports):

After the Year-End Rollover is completed some reports are archived and available for reprinting, if necessary.

To See Archived Data:

1. From **Main Menu, My School Information group**
2. Click **Program Maintenance**
3. Click **Ledger History (Reports)**
4. Select required report from list



NOTE: For further information please see How To Use School Ledger History Reports documentation on the Resource Center.

Other History Reports:

In addition to Leger History Reports, several report options will allow the user to select a specific school year.

Reports where school year can be selected include:

- Report #2 – Detailed Category Summary (Select Date Range)
- Report #3 – Detailed Umbrella Summary
- Report #9 – Trial Balance (Category Date Range)
- Report #11M – Reprint Month Reconciliation – Reconciliation Details
- Report #12 - Transfer Report
- GL Name Umbrella Report
- Journal Entry Report

All of the above reports can be accessed through the Report Menu option.

Year – End Rollover Data Verification Sheet



Rollover Reporting Verification

Please Complete		Balance Information – First Screen			Statement of Financial Position			Schedule of Activities Fund			Opening Ledger Balance – Last Screen		
Report Data		Closing Ledger Balance	Bank Information	Last Reconcile Date & Balance	Cash & Cash Equivalents	Investments	Total Financial Assets	Revenues	Expenses	Closing Balance	Opening Date	Opening Balance	Last Reconcile Date & Balance
Year-End Rollover Date	06/30/2013										Jun 30,2013		
Report #10													
Fig #1- Expenses	\$42,131.60								42,131.60				
Fig #2 – Revenues	\$62,892.36							62,892.36					
Fig. #3 – Closing Balance	\$25,760.76	25,760.76			25,760.76		25,760.76			25,760.76			
Fig. #4 – Closing Balance Investments	\$1,000.00					1,000.00	26,760.76			26,760.76			
Report #11M – Monthly Reconciliation													
Fig. # 5 – Bank Balance	\$30,620.83		30,620.83									30,620.83	
Reconciliation Screen													
Fig #6 – Last Reconcile Date	09/30/2013			09/30/2013									Sept. 30,2013
Fig #7 – Last Reconcile Balance	\$33,585.15			33,585.15									33,585.15

** Shaded Cells to the right will match with Report Data entered in the first column on the left.

Please refer to Year-End Rollover Procedures for further information.

