

# School Cash Accounting

## User Guide

### Ledger Inquire

#### Table of Contents

1	Ledger – Inquire .....	3
1.1	Getting Started: .....	3
1.2	List View: .....	4
1.3	Add a Record: .....	6
1.4	Modify: .....	7
1.5	Search: .....	8
1.6	Balance: .....	9
1.7	Print: .....	9
1.8	Query Report: .....	12
2	To Exit .....	14
	Appendix: .....	15



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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 Ledger – Inquire

## Ledger Inquire

The Ledger-Inquire feature of School Cash Accounting is generally used for transaction research. It is recommended that users avoid the traditional “line entry” method of entering transactions.

Corrections and modifications are the only items that should be completed through the Ledger-Inquire feature.

All transactions will be displayed in the Ledger-Inquire feature, however transactions cannot be cleared through the Ledger-Inquire. Transactions that have been cleared in the Reconcile-Monthly Statement feature cannot be modified through the Ledger-Inquire.

The Ledger-Inquire feature of School Cash Accounting will allow the user to:

- View the Ledger entries
- Modify an existing record
- Find records
- Sort Records

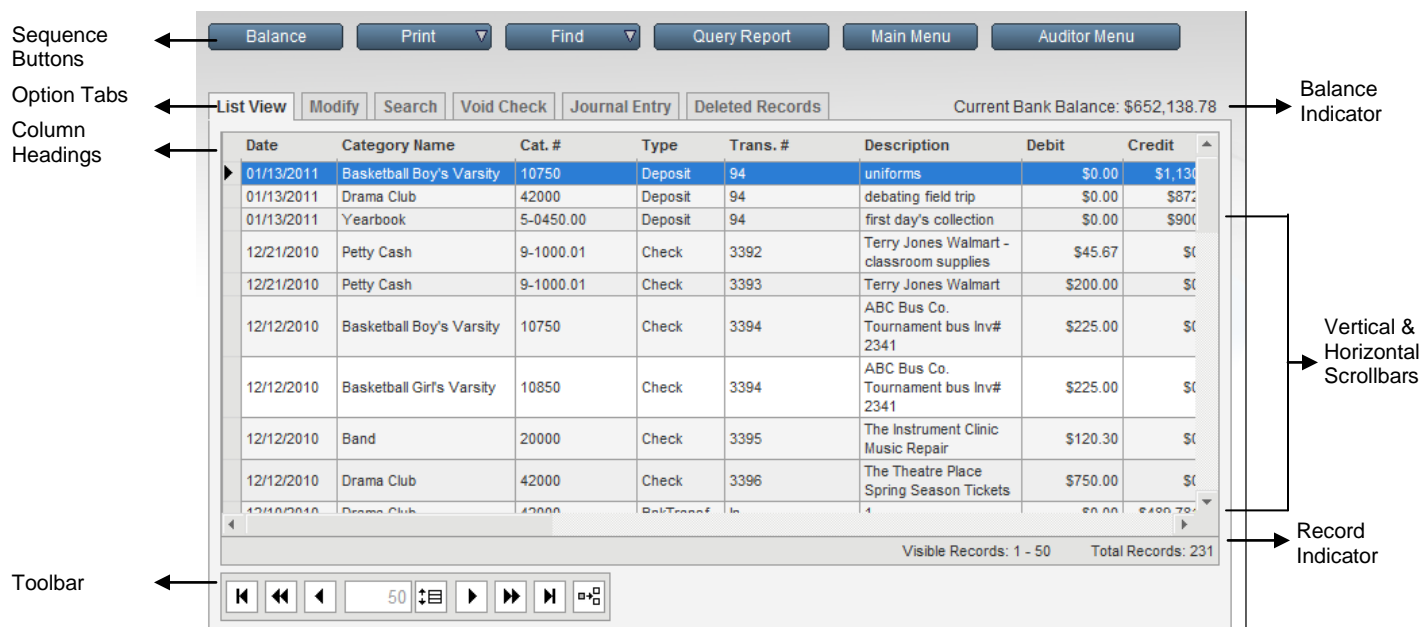


Figure 1: Ledger-Inquire Screen

## 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.

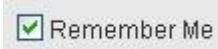


Figure 2: Select Language Screen

This option will affect screen spelling and coin displays.

### Login:

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



4. Click the **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.

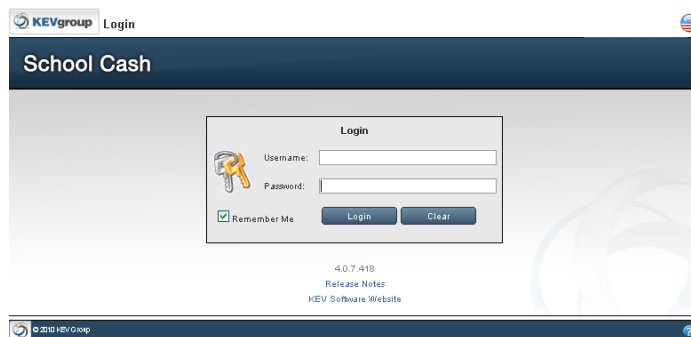


Figure 3: Login Screen

[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**

Open Selected Bank Account

The Main Menu window will open.

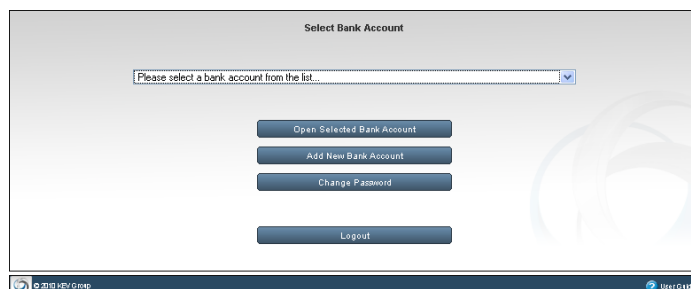


Figure 4: Select Bank Account Screen

4. Click **Ledger-Inquire**

The Ledger-Inquire screen will open.

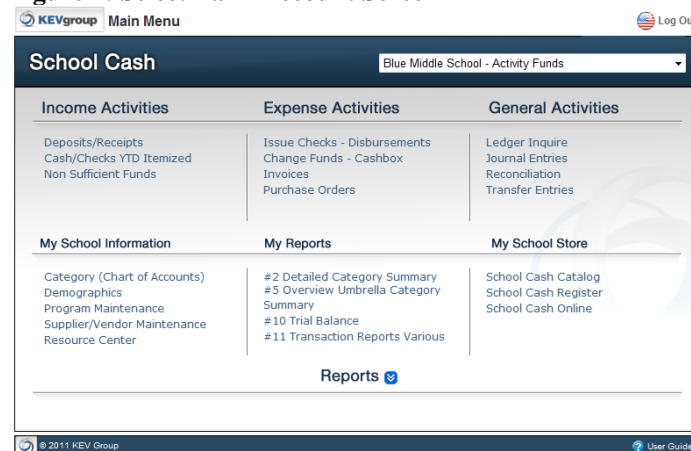


Figure 5: Main Menu

## 1.2 List View:

The List View tab will display a list of all transactions recorded through School Cash Accounting. These transactions include:

- Deposits
- Checks
- NSF Entries
- Transfers
- Credit Memo
- Debit Memo
- Service Charges

Activity recorded on the Leger can be very lengthy. It is important that the user become familiar with some basic methods to manage the display of this information. Keep the following in mind:

- Sort the list when necessary
- Use both vertical and horizontal scrollbars
- Manage the record display using the record toolbar
- Change number of visible records (page size)

### 1.2.1 Display Techniques:

#### Record Indicator:

The record indicator will display:

- Visible Records
- Total Records

#### Sorting:

##### To Sort List View:

1. Click **List View**  tab
2. Click any **field heading** to sort the display

For example:

- a. Click Date field
- b. List will be sorted “oldest” to “newest”

**NOTE:** Leaving the feature and returning at a later date will refresh the screen display to the original order.

#### Scrollbars:

##### Vertical Scrolling:

A standard screen display in List View is approximately 13 records:

1. Drag the grey vertical scrollbar (located to the right of the list display) down to see more records







##### Horizontal Scrolling:

A standard screen display in List View is approximately the first 8 fields of record information. The ledger inquire feature will display approximately 20 fields of record information.

2. Drag the horizontal scrollbar to the right to see more fields

#### Record Toolbar:

School Cash Accounting includes a unique record toolbar.

1. To view previous or following record displays use the scroll arrows  
2. To view the previous or following pages, use the previous  or following  page icons
3. To quickly scroll to the beginning or end of any record display click the first  or last  scroll icons

#### To Manage the Record Display:

The default number of records displayed on each page can be adjusted so that more than the default 50 records is displayed at one time.

**NOTE:** The default 50 record display optimizes loading time.

The status bar will indicate the current number of visible records (page size) and the current total records in any area that displays a list.

#### To adjust the number of records displayed on

Visible Records: 1 - 50      Total Records: 761

Figure 6: Record Indicator

Date 

Figure 7: List Sorted by Date

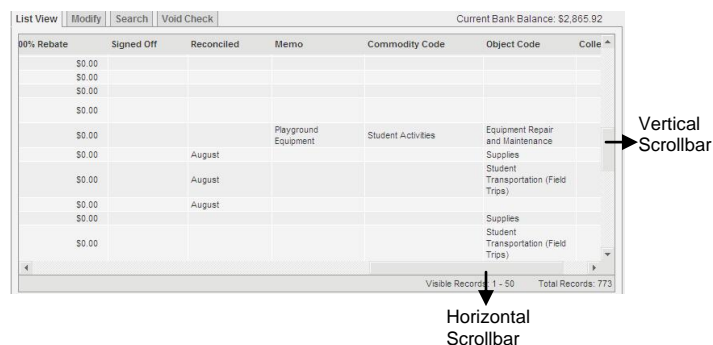




Figure 8: Record Toolbar

Visible Records: 1 - 50      Total Records: 761

Figure 9: Record Indicator

each page:

1. Click **Change Paper Size**  icon on the record toolbar
2. Enter the new **Visible Records** value
3. Click **Save**  icon to the right of the field  
*The total number of records displayed on each page has now changed.*


**NOTE:** Increasing the Paper Size may effect the loading speed.

### 1.2.2 Find:


The Find option in the Ledger-Inquire is an alternative method to managing record display. Find will offer the user basic record "filtering". The find options are:

- Find All
- Find All Checks
- Find All Deposits
- Find All Transfers

#### To Find a Set of Records:

1. Click **Find** 
2. Select the required option from the menu  
*The **List View** tab will display only that filtered set of records*





#### To Refresh the Filter:


1. Click **Find** 
2. Select **Find All** in the menu  
*The **List View** tab will now display all of the records in the Ledger.*

### 1.3 Add a Record:

It is possible to add a record to the Ledger.

#### To Add a Record:

1. Click **List View**  tab
2. Click **Insert row**  icon  
*A new record will be added above the selected record*
3. Enter the details of the new record
4. Click **Save**  icon in Modify toolbar  
 may also be used

Click **Cancel**  to cancel modification

#### Tip:



*to move to the next field*

- Remember to scroll all the way to right hand end



Figure 10: Record Toolbar



Figure 11: Page Indicator



Find All  
Find All Checks  
Find All Deposits  
Find All Transfers

Figure 12: Find Menu





Figure 13: Inserted Row

## 1.4 Modify:

School Cash Accounting will allow the user to modify a selected record. For audit purposes, a reason for the modification is mandatory. If the record has been modified on a previous occasion a modification history will be attached to the record.

### To Modify a Record:

1. Click **List View**  tab
2. Select the required record
3. Click **Modify**  tab

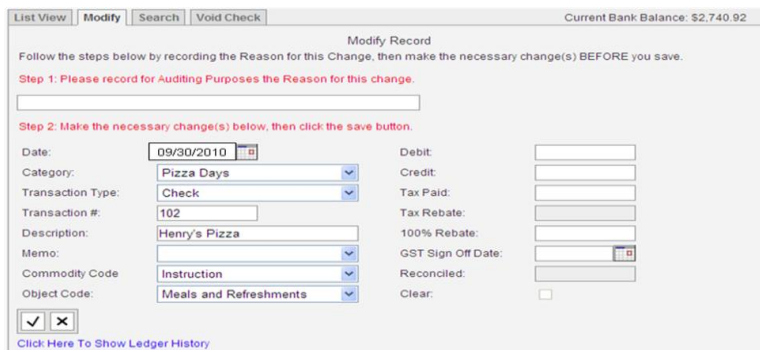


Figure 14: Modify Screen

### Step1: (Mandatory)

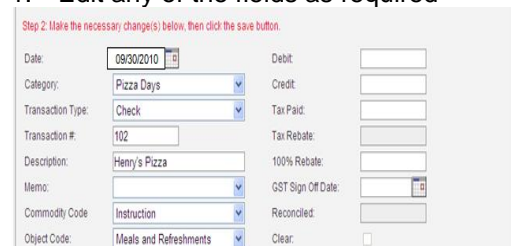
1. Click **Reason** field

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


2. Enter a brief reason for the modification

### Step 2:

1. Edit any of the fields as required



1. Click **Save**  icon in Modify toolbar

 may also be used

Click **Cancel**  to cancel modification

**NOTE:** Only fields with white backgrounds can be edited.

### Tip:

- Use  to move between editable fields
- Click **pick list arrows**  at the right hand end of list fields to select from a drop-down

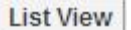
### 1.4.1 Modification Restrictions:

For audit purposes the Ledger-Inquire feature will impose some restrictions on the standard user's ability to modify a record. If such a restriction is in place the user will receive a warning message or the editable fields will be very limited.

In such cases the system administrator will have to be contacted to assist with the necessary modification.

### Modification Restrictions:

#### Modify a Previously "clear" record with Reconciliation Signed Off:

1. Click **List View**  tab
2. Select the required record
3. Click **Modify**  tab

The number of white editable fields will be very

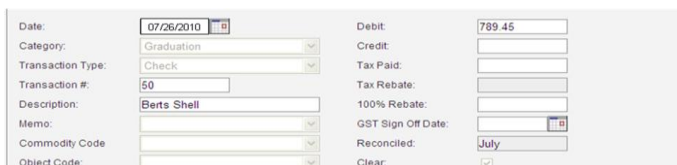


Figure 15: Edit Restrictions



limited.

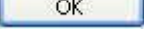





**NOTE:** A reason is required.

### Modify a “clear” record without the Reconciliation Sign Off:

1. Click **List View** tab
2. Select the required record
3. Click **Modify** tab

User will receive a warning that the record must be uncleared.

#### To Resolve Warning:

1. Click **OK**  in the dialog box
2. Click **Main Menu** 
3. From **Main Menu**
4. Click **Reconcile-Monthly Statement**
5. Located the required transaction
6. De-select “Clear”  (no Check Mark)
7. Click **Finish Later** 
8. From the **Main Menu**
9. Click **Ledger-Inquire** 
10. Select the required record
11. Click **Modify**  tab
12. Edit the record as described above

**NOTE:** A reason is required.

#### 1.4.2 Modification History:

##### To See a Record History:

1. Click **List View**  tab
2. Select the required record
3. Click **Modify**  tab
4. Click **Click Here to Show Ledger History**

[Click Here To Show Ledger History](#)

The bottom portion of the Modify screen will expand to display any previous record modifications.

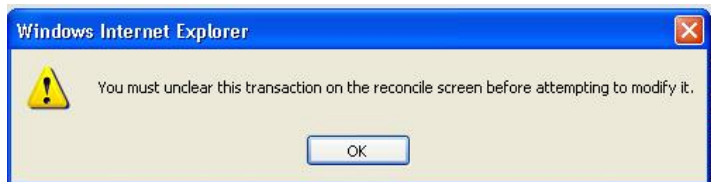


Figure 16: Reconcile Warning

Click Here To Hide Ledger History

Date	Category Name	Cat. #	Type	Trans. #	Description	Debit	Credit	Total
09/13/2007	Drama	2008	Check	25		\$50.00	\$0.00	
09/13/2007	Drama	2008	Check	400		\$50.00	\$0.00	

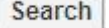
Visible Records: 1 - 2      Total Records: 2

Figure 17: Ledger History

## 1.5 Search:

The number of records in the Ledger can be very high. The search feature will allow the user to search for a record based on any known field information. For example: Searching for specific category activity.

#### To Search:

1. Click **Search**  tab
2. Enter any known field criteria
- 3.

Outstanding Transactions   Add Record   Modify   **Search**   Void Check

**Search Records**

Date:  Memo:

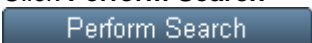
Category:  Debit:

Transaction Type:  Credit:

Transaction #:  Clear:

Description:  Total:

4. Click **Perform Search**



The results of the search will be displayed in List View



### "Wild Card" Searching:

The description field can act as a "wild card" when performing a search:

1. Enter any part of a word in the description field
2. Click **Perform Search**

Perform Search

For Example:

- a. Enter "Home" in the Description: field
- b. Click Perform Search
- c. List view tab will display all records with the text "Home" in the description field.

### To Refresh the List View Display:

1. Click **Find** Find
2. Select **Find All** from the menu

**NOTE:** It is possible to search for both "clear" and "unclear" transactions.

## 1.6 Balance:

The Ledger-Inquire feature will display the account balance in 2 ways:

- Balance screen
- Current Bank Balance Indicator

### To see Balance Information:

1. Click **Balance** Balance
- The balance screen will display:
- Date of Last Entry
  - Current Bank Balance
  - Total Balance
2. Click **Back** Back to return to Ledger-Inquire screen

**Bank Balance**

Date of Last Entry: 12/22/2010

Current Bank Balance: \$79,903.77

Total Balance: \$79,903.77

Back

**Figure 19: Balance Screen**

### Current Bank Balance Indicator:

Located in the top right corner of the Ledger-Inquire screen

Current Bank Balance: \$79,903.77

**Figure 20: Balance Indicator**

### Found Set Total:

The found set total field will display category totals. This feature provides useful information on a specific category.

### To See the Found Set Total:

1. Click **Search** Search tab
  2. Select required **Category**
  3. Click **Perform Search** Perform Search
- The list view tab will display the results of the search
- Use the horizontal scrollbar to scroll to the right to display the Found Set Total field.

Type	Trans. #	Description	Debit	Credit	Total	Found Set Total
Deposit	44		\$0.00	\$3.50	\$70,509.89	3.50
Check	50	Berts Shell	\$789.45	\$0.00	\$789.45	-789.95
Check	52	Pizza Pizza Grad Party Inv# 4520	\$789.56	\$0.00	\$789.56	-1575.51
Check	63	Quick Print	\$12,345.98	\$0.00	\$12,345.98	-13921.49
Check	72	Donner Supplies	\$65.12	\$0.00	\$65.12	-13996.61
Check	76	Joes Tee Shirts	\$896.23	\$0.00	\$896.23	-14882.84


## 1.7 Print:

The print menu will offer the user the ability to:

- Print All
- Print All Checks
- Print All Deposits
- Print All Transfers
- Print Current Find






The user should be aware that in many cases the School Cash Accounting ledger can be several hundred records long. Print All can result in a very lengthy multi-page printout. In this case it may be more efficient to save the print as an Adobe (.PDF) file. Adobe files can be readily e-mailed if necessary.

#### To Print:






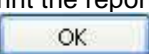

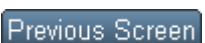
1. Click **Print** 
2. Select either: **Print All**, **Print All Checks**, **Print All Deposits**, or **Print All Transfers** from the menu

*The selected report will generate.*

#### To Print Any Selected Report Option:

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 **Previous Screen**  in the report window, to return to the Ledger-Inquire screen

#### To Print Current Find:


1. Click **Search**  tab
  2. Enter any required search criteria
  3. Click **Perform Search** 
- The results will be displayed in List View*
4. Click **Print** 
  5. Select **Print Current Find** from the menu
  6. Click **Print**  icon on the report toolbar
  7. Click **Printer**  icon in the Adobe window, to actually print the report
  8. Click **OK**  in the printer dialog box
  9. After printing is completed, **Close**  the Adobe window
  10. Click **Previous Screen**  in the report window, to return to the Ledger-Inquire screen

**NOTE:** Only the records in the found set will be printed in the report.

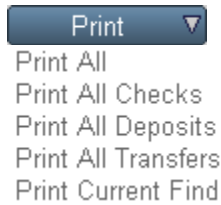
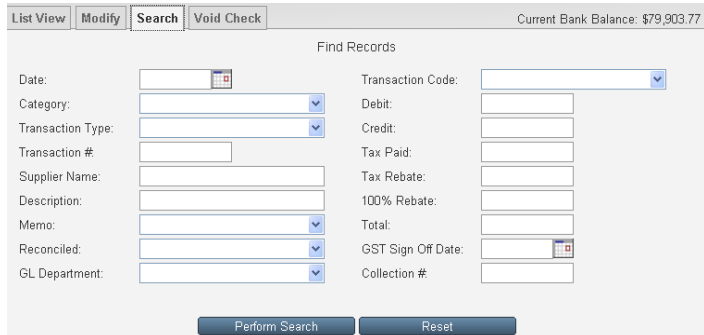
#### To Refresh the List View Display:

1. Click **Find** 
2. Select **Find All** from the menu

#### 1.7.1 To Save/Export a Report:

1. Click **Print** 
2. Select either: **Print All**, **Print All Checks**, **Print All Deposits**, or **Print All Transfers** from the menu

*The selected report will generate.*

3. Click **Save/Export**  icon
4. Select **Adobe Acrobat (PDF)** from the menu

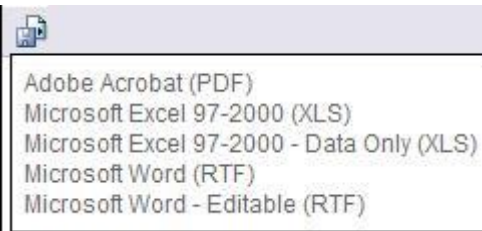
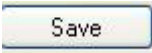
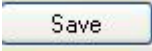



Figure 21: Save/Export Menu

5. Click **Save**  in the File Download dialog box
6. The **Save As** dialog box will open
7. Select the required folder
8. Enter a name for the downloaded file
9. Click **Save** 
10. Click **Previous Screen**  to return to the Ledger Inquire

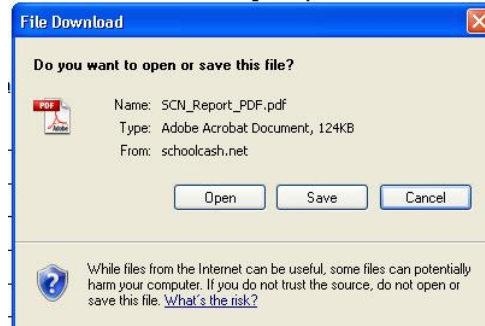


Figure 22: File Download Dialog Box

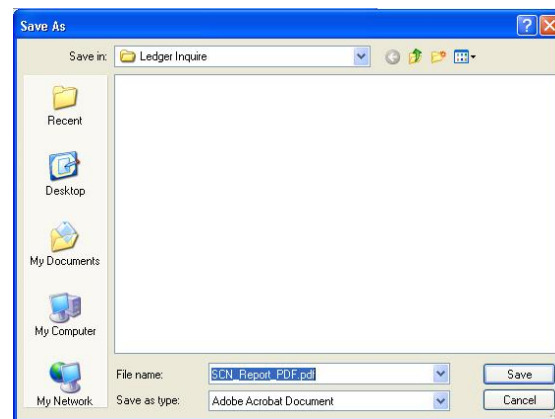



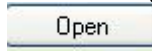
Figure 23: Save As Dialog Box

### 1.7.2 Using Adobe Search:

After a report is exported to Adobe Acrobat (PDF), Adobe Reader features can be used. One such useful tool is the ability to Search in the PDF file.


#### Export to Adobe:

Adobe provides search capabilities that can be useful in long reports.

1. Click **Export**  on the report toolbar
2. Select **Adobe Acrobat (PDF)** from the drop-down
3. Click **Open**  in the File Download dialog box

*The Adobe Acrobat Reader will open.*

#### To search the document:

1. Click **Search**  icon (binoculars) on the Adobe toolbar

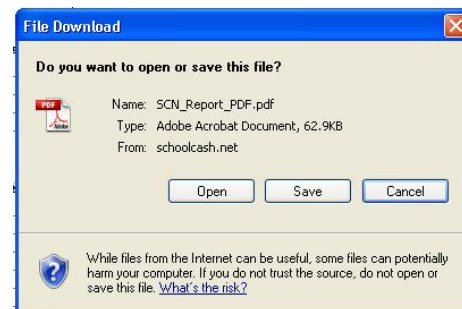


Figure 24: Download Dialog Box

2. Enter the search criteria in the text slot



3. Click **Search**
4. Click any results in the search list to go to that item in the report



Figure 25: Search Results

If the Adobe Acrobat (PDF) file has been saved:

1. Locate the folder and file
  2. Double click file name
- Adobe Acrobat Reader will open.*
3. Perform the Search as outlined above.

## 1.8 Query Report:

The School Cash Accounting Query Report will allow the user to select from several report customization options:

These reporting options include:

- Date Range
- Sorting
- Category/Category Number
- Category Umbrellas
- Umbrella Types
- Transaction Types
- GL Departments
- GL Names
- Include Cashbox
- Memo
- Contact
- Description

Figure 26: Query Report

**To Design the Query Report:**

The Query Report screen offers the use many different reporting options. The user is able to select any combination of options to design the report. It is not necessary to make a selection from every design option. There are no limits to the number of query reports.

**Design Options Include:**

**NOTE:** Select any options from the suggestions below to design the Query Report.

1. **School Year:**
  - a. Click **pick list arrow** in the **School Year** field
  - b. Select required school year from the drop-down
2. **Date Range:**
  - c. Select the required start and end dates for the report
3. **Sort Report By:**
  - d. Click a required sort option

**Tip:** Only one sort option is allowed

Figure 27: School Year

Figure 28: Date Range

Figure 29: Sort Options

4. **Category Name, Category Umbrella or Umbrella Type:**


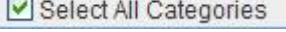
- e. Click **Select All**  **OR**
- f. Select required category names from the list **Select only the required categories or umbrella types:**
  - I. Click the first category requirement in the list
  - II. Hold the **CTRL** key down, click the next required category
  - III. Continue to hold the **CTRL** key down, while

Figure 30: Category, Category Umbrella, Umbrella Type



other categories are selected

5. **Transaction Type:**

- g. Click **Select All**  **OR**  
h. Select required transaction type from the list

6. **Select Memo:**

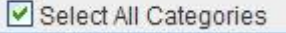
- i. Select a Memo from the drop-down menu

7. **Contact or Description:**

- j. Enter the Contact or Description information

8. **GL Departments and GL Names: (optional)**

If the current bank account uses the GL option, the Query Report can include GL Department and GL Names (These fields could be named Object and Commodity Codes)

- k. Click **Select All**  **OR**  
l. Select required Department or Names from the list

9. **Transaction #:**

- m. Enter any known Transaction #

10. **Value Fields:**

- n. Select comparison operator in any value field (Credit, Debit, Total)  
o. Enter value in the value fields Credit, Debit, Total

For Example

**Credit:**

Would query the ledger for any Credit entry greater than \$350.00.

11. **Cashbox:**

If the current bank account has a cashbox enabled, the cashbox can be included in the query report

- p. Click checkmark on **Include cashbox**

12. Click **Continue**  to generate the report

Follow the instructions outlined above to print the report

**Figure 31: Selected Categories**

Select Transaction Types to include:  
☐ Select All Transaction Types  
 BnkTransf  
 Cashbox  
 Check  
 CreditMemo  
 DebitMemo  
 Deposit  
 Interest

**Figure 32: Transaction Type**

Select Memo:

**Figure 33: Memo Field**

Select Object Codes to include:  
☐ Select All Object Codes  
 Activities Director  
 Administrative Practitioners  
 Assistant Principals  
 Behavior Specialists  
 Books and Periodicals  
 Classroom Teachers  
 Communications

Select Commodity Codes to include:  
☐ Select All Commodity Codes  
 Instruction  
 Library Services  
 Principal's Office  
 Pupil Support Services  
 Student Activities  
 Tax  
 Vocational Education

**Figure 34: Object and Commodity Codes**

Transaction #:

**Figure 35: Transaction #**

**Credit:**

**Debit:**

**Total:**

**Figure 36: Criteria Operator**

☐ Include cashbox

**Figure 37: Cashbox Option**

Range Of Dates  
 Enter the Range of Dates then Click Continue  
 Report Start Date: 09/01/2010  
 Report End Date: 09/30/2010

Select Categories to include:  
☐ Select All Categories  
 Garbage Bags  
 General  
 Gr 8 Trip  
 Grad Pictures  
 Grad Rings  
 Graduation  
 Hot Lunch

Select Category Numbers to include:  
☐ Select All Category Numbers  
 1000  
 1010  
 1020  
 1030  
 1080  
 2000  
 2006

Sort Report By  
☐ Date  
☒ Category Name  
☐ Category Number  
☐ Category Umbrella

Select Memo:

Select Contact Person:

Enter Description:

**Figure 38: Customized Transaction Report Sample**

## 2 To Exit

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

2. Click **Log Out** 

3. Close **Internet Browser** 

# Appendix

## Ledger-Inquire Print Samples

Print Samples Include:

- Print Current Find:
  - Graduation Category
- Query Report:
  - Date Range:
    - 07/01/07 to 08/30/07
  - Selected Categories:
    - Baseball
    - Basketball
    - Graduation Pictures
    - Graduation Rings
    - Graduation





## Ledger Inquire

<u>Date</u>	<u>Category Name</u>	<u>Transaction</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>	<u>Running Total</u>	<u>Tax Paid</u>	<u>Tax Rebate</u>	<u>Clear</u>	<u>Reconciled Month</u>
06/11/2004	Graduation	Check 644	Void Jennifer Green - \$ 20.36	\$0.00	\$0.00	\$11,530.72	\$0.00	\$0.00	<input checked="" type="checkbox"/>	April
12/15/2004	Graduation	Deposit 1230070	Gr 8 Confirmation	\$0.00	\$140.00	\$11,670.72	\$0.00	\$0.00	<input checked="" type="checkbox"/>	June
02/02/2005	Graduation	Check 1007	Graphic Mobile Signs Sign Rental for JK/SK Registration	\$86.25	\$0.00	\$11,584.47	\$5.64	\$3.84	<input checked="" type="checkbox"/>	September
06/30/2005	Graduation	Invoice		\$0.00	\$4.06	\$11,588.53	\$0.00	\$0.00	<input checked="" type="checkbox"/>	December
07/30/2005	Graduation	Deposit 78		\$0.00	\$56.79	\$11,645.32	\$0.00	\$0.00	<input checked="" type="checkbox"/>	January
08/30/2005	Graduation	CreditMemo 78		\$0.00	\$115.00	\$11,760.32	\$0.00	\$0.00	<input checked="" type="checkbox"/>	February
02/02/2007	Graduation	Deposit 3	Gown Deposit	\$0.00	\$75.00	\$11,835.32	\$0.00	\$0.00	<input checked="" type="checkbox"/>	June
02/05/2007	Graduation	Deposit 4	NSF Payment Abbot, S	\$0.00	\$15.00	\$11,850.32	\$0.00	\$0.00	<input checked="" type="checkbox"/>	June
02/05/2007	Graduation	NSF Paid	Abbot, S, Gown Deposit	\$0.00	(\$30.00)	\$11,820.32	\$0.00	\$0.00	<input checked="" type="checkbox"/>	June
02/06/2007	Graduation	NSF Paid	Shantz, Karen, Gown Deposit	\$0.00	(\$25.00)	\$11,795.32	\$0.00	\$0.00	<input checked="" type="checkbox"/>	June
03/19/2007	Graduation	Deposit 37		\$0.00	\$76.00	\$11,871.32	\$0.00	\$0.00	<input checked="" type="checkbox"/>	July
03/23/2007	Graduation	Transfer 3	Split the fundraising results	\$0.00	\$10.00	\$11,881.32	\$0.00	\$0.00	<input checked="" type="checkbox"/>	
03/28/2007	Graduation	Deposit 5	NSF Repayment	\$0.00	\$25.00	\$11,906.32	\$0.00	\$0.00	<input checked="" type="checkbox"/>	July
03/28/2007	Graduation	Deposit 4		\$0.00	\$25.00	\$11,931.32	\$0.00	\$0.00	<input checked="" type="checkbox"/>	July
03/28/2007	Graduation	NSF	Hastings, Jean	\$0.00	(\$25.00)	\$11,906.32	\$0.00	\$0.00	<input checked="" type="checkbox"/>	July
03/30/2007	Graduation	Transfer 4		\$50.00	\$0.00	\$11,856.32	\$0.00	\$0.00	<input checked="" type="checkbox"/>	
05/25/2007	Graduation	Deposit 39	Late Fees, Joe Test	\$0.00	\$25.00	\$11,881.32	\$0.00	\$0.00	<input checked="" type="checkbox"/>	July
05/28/2007	Graduation	Deposit 40	John Smith, Late deposit	\$0.00	\$20.00	\$11,901.32	\$0.00	\$0.00	<input checked="" type="checkbox"/>	July
06/13/2007	Graduation	Deposit 43		\$0.00	\$379.58	\$12,280.90	\$0.00	\$0.00	<input checked="" type="checkbox"/>	July
06/26/2007	Graduation	Check 50	Berts Shell	\$789.45	\$0.00	\$11,491.45	\$0.00	\$0.00	<input checked="" type="checkbox"/>	July
06/26/2007	Graduation	Check 52	Pizza Pizza Grad Party Inv# 4520	\$789.56	\$0.00	\$10,701.89	\$0.00	\$0.00	<input checked="" type="checkbox"/>	July

<u>Date</u>	<u>Category Name</u>	<u>Transaction</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>	<u>Running Total</u>	<u>Tax Paid</u>	<u>Tax Rebate</u>	<u>Clear</u>	<u>Reconciled Month</u>
06/26/2007	Graduation	Check 63	Quick Print	\$12,345.98	\$0.00	(\$1,644.09)	\$0.00	\$0.00	<input checked="" type="checkbox"/>	July
06/26/2007	Graduation	Check 72	Donner Supplies	\$65.12	\$0.00	(\$1,709.21)	\$0.00	\$0.00	<input checked="" type="checkbox"/>	July
06/26/2007	Graduation	Check 76	Joes Tee Shirts	\$896.23	\$0.00	(\$2,605.44)	\$0.00	\$0.00	<input checked="" type="checkbox"/>	July
06/26/2007	Graduation	Check 78	Laura's Flower and Cards Grad Flowers	\$965.12	\$0.00	(\$3,570.56)	\$0.00	\$0.00	<input checked="" type="checkbox"/>	July
08/15/2007	Graduation	Deposit 44		\$0.00	\$3.50	(\$3,567.06)	\$0.00	\$0.00	<input checked="" type="checkbox"/>	

# Customized Transaction Report

## Category

	<u>Date</u>	<u>Transaction/Type</u>	<u>Description</u>	<u>Commodity Code</u>	<u>Object Code</u>	<u>Debit</u>	<u>Credit</u>	<u>Clear</u>
<b>Baseball 2000</b>								
	07/03/2007	Check 93	Joes Tee Shirts New Tee Shirts Inv# 2587			\$369.25	\$0.00	<input checked="" type="checkbox"/>
	07/03/2007	Check 98	Joes Tee Shirts New Shirts Inv# 378			\$37.25	\$0.00	<input checked="" type="checkbox"/>
<b>Category Total:</b>						<b>\$406.50</b>	<b>\$0.00</b>	
<b>Basketball 2020</b>								
	08/15/2007	Deposit 44				\$0.00	\$2.00	<input checked="" type="checkbox"/>
<b>Category Total:</b>						<b>\$0.00</b>	<b>\$2.00</b>	
<b>Grad Pictures 8001</b>								
	08/15/2007	Deposit 44				\$0.00	\$15.00	<input checked="" type="checkbox"/>
	09/13/2007	NSF	Adams, Henry, 2007 Pictures			\$3.00	\$0.00	<input type="checkbox"/>
	09/13/2007	NSF	Adams, Henry, 2007 Pictures			\$0.00	(\$25.00)	<input type="checkbox"/>
<b>Category Total:</b>						<b>\$3.00</b>	<b>(\$10.00)</b>	
<b>Grad Rings 8010</b>								
	07/03/2007	Check 97	Costco		Student Transportation (Field Trips)	\$33.00	\$0.00	<input checked="" type="checkbox"/>
	07/03/2007	Check 100	Void Costco - \$66.00		Student Transportation (Field Trips)	\$0.00	\$0.00	<input checked="" type="checkbox"/>
	08/15/2007	Deposit 44				\$0.00	\$65.00	<input checked="" type="checkbox"/>
<b>Category Total:</b>						<b>\$33.00</b>	<b>\$65.00</b>	
<b>Graduation 8000</b>								
	08/15/2007	Deposit 44				\$0.00	\$3.50	<input checked="" type="checkbox"/>
<b>Category Total:</b>						<b>\$0.00</b>	<b>\$3.50</b>	
<b>Grand Total:</b>						<b>\$442.50</b>	<b>\$60.50</b>	