School Cash Accounting - Calculating Deposits

KEVgroup Deposit/Receipts

Click **i** to access Tip Sheet

Log Out
(not necessary to return to Main Menu to Log Out)

School Cash Eagle High School - Student Activity Funds

Sequence Buttons →

| Forms ▼ | Itemize ▼ | Print ▼ | Add To Ledger | Currency | Main Menu |

Detailed Receipt | List View

Money handed in by:
(usually a staff member) →

Money handed in by: Smith,John

Checks Detail
NEW! New Feature Available

Bills		Rolled Coins		Loose Coins		Checks Detail		
	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Total
$5	3	$15.00	1¢		1¢				
$10	2	$20.00	5¢		5¢		6	40.00	$240.00 ✖
$20	9	$180.00	10¢		10¢	1	$0.10		
$50			25¢		25¢	3	$0.75		
$100			50¢		50¢				
			$1		$1	6	$6.00		
			$2		$2				

Check List Details →

Panel Total Calculations →

Total Bills: $215.00   Total Rolled: $0.00   Total Loose: $6.85   Check Total: $240.00

| Add Category | Add Memo | Cash Total: $221.85 | Deposit Total: **$461.85** | Balance: $0.00 |

Category Total: $461.85

Category Details →

Category Name	Cat. #	Amount	Reason
General	09000000.01	$461.85	2013-14 Calendars

Total Amount: 56 Total Categories: 1

Deposit #: 316
Night Wallet #:
Date: 10/29/2013
1 - General

Deposit Details →

Form: 1 / 1

Form Scroll Bar →

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1. **Prepare a Deposit**
   2. Sort bills and coins as necessary
   3. Record the quantity of each denomination starting with the lowest denomination
   4. Manually sort the checks in similar amounts (*Using Checks Detail feature makes this step unnecessary.*)

2. **Enter Category Assignment**

   Begin the deposit/receipt process by entering Category information. Category information must be entered prior to using Check Detail.

   To assign deposit amount to a single category:
   1. Click into **Category Name** field
   2. Click pick list arrow ▼ in **Category Name** field
   3. Select the appropriate category from the list
   4. **TAB** to **Reason** field and enter any explanation for the deposit
      The Reason will display in the Description field in Ledger.
      Category Amount field will auto populate based on **Deposit Total.**
   5. Press **ENTER** or click **SAVE** ✓ icon

   NOTE: Category information can be entered by selecting the **Category Number**. Click **pick list arrow** ▼ in **Cat. #** field and select appropriate **Category Number** for the deposit.

   To split category (assign deposit amount to a second (or more) category):
   1. To enter first category follow steps outlined above
   2. Click **Insert Row** icon displayed below Category panel
   3. In new category row, select additional Category Name from drop-down
   4. **TAB** to Reason field and enter explanation for deposit to this category
   5. Press **ENTER** or **Save** ✓ icon
   6. Repeat until all necessary category information for the selected form has been added

3. Add**/Assign a Memo (Optional):**

   A Memo can be used to tie deposits together that belong to the same project, while allowing the transactions to be added to different categories.
   For example: The funds raised from this month's chocolate bar sales are designated to buy new playground equipment. The deposit would be credited to the Chocolate Bar category, but tracked for use by using a Playground Equipment entry in the Memo field of the deposit form. Next month's Chocolate Bar sales, will be used by the Transportation committee, so the Memo field 'Transportation' will be used. Memos are an available filter in Report #11 - Customized Transaction Report.

   1. In Detailed Receipt, click **Add Memo** [Add Memo]
   2. Click **Insert Row** icon and enter new memo
   3. Press **ENTER** to save the memo
   4. Click **Return to Deposit** [Return To Deposit] to return to the Detailed Receipt
   5. In Category panel, click inside **Memo** field
   6. Select **Memo** from drop-down
   7. Press **ENTER** or click **Save** ✓ icon

4. **Enter Deposit Details:**

   Money handed in by:
   Click in **Money handed in by:** field   Money handed in by: [   ]
   Enter name of staff member who handed in the money (i.e. Smith,John)
   Timesaver: Data entries are saved and populate a selection list for future use. Entries made here are available in Check Request By: field in Issue Checks – Disbursements module.
   Bills and Coin:
   Beginning in Bills ,section of Cash and Checks Details:

1. Click in **Qty** field of the lowest denomination of bills in the deposit
2. Enter number of bills in the denomination in "**Qty**" field
3. **TAB** to auto-calculate **Amount** field and move insertion point to next **Qty** field
4. Continue this process until **Bills**, **Rolled Coin** and **Loose Coin** panels are complete

The total of each panel will be calculated and displayed at the bottom of each panel.

Checks:

Check Details Option:

For quick check entry and itemizing use Detail option in Checks Panel.

NOTE: The category assignment and reason must be completed prior to using the Checks Detail option.

1. Complete **Category** and **Reason** fields, as outlined above
2. Enter any bills and coins
3. In **Checks** panel, click Detail option

A Detail window will open.

NEW IN V4.7 Check Detail now includes a Show Check Number option. Selecting this option will expand the Check Detail panel to include a Check Number field.

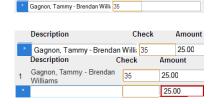1. To Display Check Number field, click Checkbox in top right corner of Check Detail panel
2. Click in **Description** field
3. Enter first character of the household surname i.e. "g"
4. Select household name from drop-down list

TIP: Keep your hands on the keyboard, press the down arrow ↓ until required name is highlighted

5. **TAB** to auto-populate the household name and move insertion point to **Check Number** field
6. Enter **Check Number**
7. TAB to **Amount** field
8. Enter **check amount**
9. Press **ENTER** to save the entry and create a new check details row

NOTE: Amount field will be auto-populated based on the previous Amount entry.

Timesaving Tip: If the check value is a whole amount ($25.00) it is not necessary to type ".00".

If next check to be itemized has the same amount:

10. Enter new prompt letter in Description field, select required household name
11. **TAB** to save the new entry with the same amount
12. Continue to enter all of the checks for this direction of money

TIP: *A blank description row at the end of the check list will not be included in the details. It is not necessary to delete a blank row at the end of the details. If an entry is started in error in the last row of the Detail panel, press Esc key to cancel the entry.*

13. Click **Continue** to save the detail list to the check panel

To Enter a Different Value in Amount Field:

1. Click **Description** field
2. Enter **Description** details (Name of person who as issued the check)
3. **TAB** to **Amount** field (Current Amount will be selected)
4. Enter new amount of check
5. Press **ENTER** to save the entry and create a new check entry row

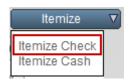**To Delete an Entry:**

1. Click necessary check entry row
2. Click **Delete** icon

If further itemize options are required eg.: Issue receipts

1. Click **Itemize**
2. Select **Itemize Checks**

Additional Deposit/Receipt Form Details:

Balance Deposit Form:

Single Category:

The Amount field in the category panel will auto populate with the deposit form value. It is not necessary to enter this value manually.

Split Category Deposit:

If the deposit is to be split between multiple categories, it will be necessary to manually enter the amounts allocated to each category.
In the Category Panel:
1. Click into the **Amount** field for the first category
2. Enter the **Amount** to be credited to the selected category
3. Click into the **Amount** field for the next category
4. Enter the **Amount** to be credited to the selected category
5. Continue until all monies have been allocated and the deposit form is balanced

*The "***Balance***" listed above the Category Details area must be "***$0.00***".*

Cash Total: $226.80   Deposit Total: $326.80   Balance: $0.00

Date:

The Date field in the Deposit Details area of the Detailed Receipt Form, will be auto-populated with the current date.

To Modify The Date:

1. Click **Calendar** icon in date field:
2. Select the date of the deposit

Deposit Date Warning:

If the deposit form date and the post to ledger date (current date) differ a warning dialog box will offer the user the option of changing the ledger (posting) date if necessary.

1. Adjust date as necessary

2. Click **OK**

5. **Print Deposit/Receipt Form Details**

   To Print Deposit Form Reports:

   1. Click **Print**
   2. Select **Quick Print**
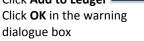
   3. Select required options from the menu

   4. Click **Continue**

6. **Add Deposit to Ledger**

   1. Click **Add to Ledger**
   2. Click **OK** in the warning dialogue box

Backing Dating a Deposit (If Necessary)

Depending on the date specified in KEV Setup, it may be necessary to enter deposits that have already gone to the bank during the school year.

Back-dated deposits cannot be lumped together. Each deposit in the deposit book must be posted to the ledger separately.

Below is an example of a deposit that was deposited on September 12th. This deposit must now be entered into School Cash Accounting. Each line on the deposit book will require a separate deposit form. (This example will require 3 forms.)

September 12 – Total deposit - $1200.00			
Tender	Amount	Category	Reason
1 Check	$300.00	Hot Lunch	Sept. Pizza Sales
Cash	$465.00	School Activities	Terry Fox Run
2 Checks	75.00 each	Yearbook	2013-2014 Yearbook Purchases
Cash	$285.00		

There are 4 Steps to the Backdating Deposit process.
From **Main Menu**, **Income Activities group** click **Deposits/Receipts**

Step 1: Create the first Detailed Receipt

1. Enter the Category Information (Hot Lunch)
2. **TAB** to Reason field
3. Enter **Reason** (Sept. Pizza Sales)
4. Click **Qty** field of the **Check** panel
   For this example enter 1
5. **TAB** to **Amount** field
6. Enter the amount that was deposited into the first category
   For this example: enter $300.00
7. Press **Enter** to extend the value and save the data

Step 2: Match the Date of the Detailed Receipt to the date in the Deposit Book

1. Click **Date** field
2. Enter the date manually (Use MM/DD/YYYY format)
   or
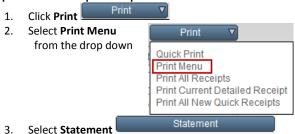   Click **Calendar** icon and select date

Add the Next Detailed Receipt Form: If another form is necessary for the current deposit:

1. Click **Forms**
2. Select **Add Form** from the drop-down

Complete the new form(s) following the steps outlined above.
NOTE: There are no limits to the number of forms that can be added.

Step 3: Print the Required Report

1. Click **Print**
2. Select **Print Menu** from the drop down

3. Select **Statement**

The Total Deposit on this report should reflect the Total Deposit that was actually deposited in the bank.

4. Click **Print** icon to print this report
5. Click **Previous Screen**
6. Click **Back to Deposit**

NOTE: No other deposit reports are necessary as the deposit has already gone to the bank.

Step 4: Add the Deposit to the Ledger

3. Click **Add to Ledger**
4. Click **OK** in the warning dialogue box

For further information on School Cash Accounting – Calculating Deposits please refer to the User Guide.