

SchoolCash.NET®

User Guide

Year-End Rollover Checklist

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About Us:

KEV Software has worked with more than 3500 North American schools across 112 districts offering strategies that have been practical, easy to implement and improve internal controls. Through our experience in various roles in Education we recognized a lack of tools and resources for cash management relating to school activity funds.

For over 12 years, KEV Software has been creating Student Activity Funds Systems (SAFS). Working first at the school site level, we designed the School Banking solution to streamline the workflow for School Financial Clerks.

With advancing technology we recognized the need for a fully web-based solution. In 2004, we began building a new and integrated SAFS product. This led to the evolution of SchoolCash.NET.

It takes more than just a great product to assist a school district in achieving the most from the technology they are using. This is why we offer the industry's most flexible range of consulting, training, technical support and customer services to assist you in achieving the highest benefit from your partnership with KEV Software.

Minimum Requirements for SchoolCash.NET:

Component	Description
Browser	Windows OS – Internet Explorer 6 or higher / Firefox 1.05 or higher MAC OS – Firefox 1.05 or higher
Report Reader	Adobe Reader 6.0 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 Year-End Rollover

1.1 Background:

The Year-End Rollover process in SchoolCash.NET, is designed to do the following:

- Complete Year-End financial statements and reports
- Archive data for the school year
- Provide a list of categories and their closing balances
- List the transactions that have not cleared the bank by date of the school year's final reconciliation
- Carry over to the new school year any transactions that were created after the Year-End Rollover date
- Assign opening balances for existing categories

The SchoolCash.NET Year-End Rollover process consists of three parts:

1. Year-End Rollover Checklist – checklist that will find outstanding housekeeping items to be resolved before the Year-End Rollover can proceed successfully
2. Reconcile Monthly Statement - complete the bank account reconciliation for the month of the Year-End Rollover
3. Year-End Rollover Procedure – step-by-step instructions to complete the Year-End Rollover and generate all required reports

Each bank account accessed through SchoolCash.NET must be rolled over separately. It is not possible to execute the Year-End Rollover on more than one bank account at the same time.

Your SchoolCash.NET account can continue to be used after the Year-End Rollover date has passed. A warning dialog box will appear when the bank account is accessed, advising the user the Year-End Rollover date has passed.

NOTE: *Prolonged use of the bank account, after the required Year-End Rollover date is not recommended.*

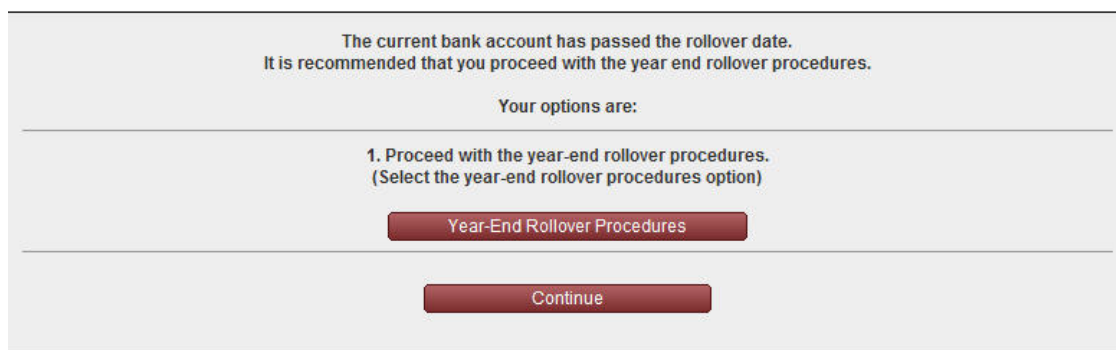


Figure 1: Year-End Rollover Warning

1.2 Year-End Rollover Checklist:

To Access Year-End Rollover Checklist:

1. From **Main Menu**
2. Click **Program Maintenance**



The Program Maintenance menu will open.

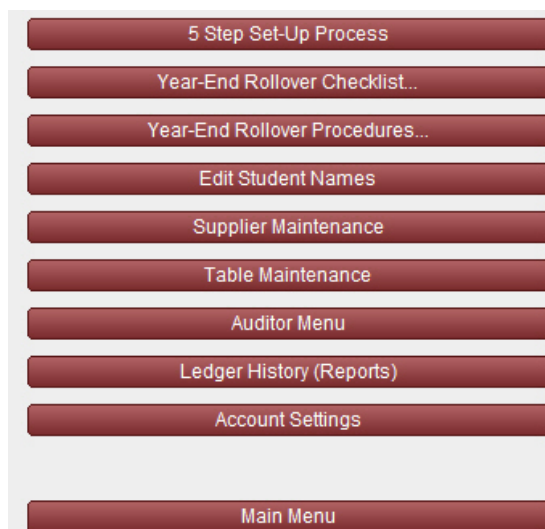


Figure 2: Program Maintenance Menu

3. Click **Year-End Rollover Checklist**

Year-End Rollover Checklist...



TIP: Complete the bank account reconciliation without signing-off prior to using the Year-End Rollover Checklist. **The last month's reconciliation date must not be past the date of the Year-End Rollover.**

The Year-End Rollover Checklist process verifies the data in each bank account. Any outstanding housekeeping checklist items are listed at the top of the checklist. Only items that appear in this section require attention.

Outstanding
Housekeeping
Checklist Items

Program Maintenance Year-End Rollover Procedures Main Menu

Outstanding Housekeeping tasks to be completed prior to final reconciliation of the year:

1. This bank account currently has unposted:
 - Deposits
 - Cheques
 - Transfers
2. The current bank account's year-end category is assigned correctly, however its balance is NOT zero.
3. The opening bank account balances does NOT match the sum of all the categories opening balances.
4. One or more stale dated cheques exist on the ledger.
5. One or more void records are uncleared.
6. Transfers do not zero out.
7. There are transfer records on the ledger that should be converted to debit/credit memos.
9. The current bank account has NOT been reconciled up to the year end date.
10. The tax report has not been signed off.
11. The GL reimbursement report has not been signed off.

Figure 3: Year-End Rollover Housekeeping

1.2.1 To Use Year-End Rollover Checklist:

For assistance in resolving an outstanding item, click the matching checklist number. An explanation dialog box will open offering assistance for the unresolved item. In some cases clicking the checklist number will activate other SchoolCash.NET features.

Checklist
Items

Step One: Resolve Housekeeping tasks. For additional assistance click Tip Sheet link in top right hand corner of this screen.

- 1 Post all outstanding data entries.
- 2 Select this option to print Year-End Category Details report.
- 3 Select this option to print Bank Account/Category Opening Balance Difference report.
- 4 Select this option to print Stale Dated Cheques report.
- 5 Select this option to print a listing of void transactions.
- 6 Select this option to print the Transfer report.
- 7 Select this option to verify that the transaction type of transfer will be modified to debit/credit memos.
- 8 Close out Cashbox/Change Fund - Future Checklist Development.

Figure 4: Year-End Rollover Checklist

1.3 Year-End Rollover Checklist Reference:

The table outlined below offers a brief explanation of each possible Outstanding Housekeeping checklist item.

If any of these items appear in the Outstanding Housekeeping section of the checklist, they must be addressed before the Year-End Rollover can proceed.

	Warning Message	Housekeeping Action
1	This bank account currently has unposted: - Deposits - Checks - Transfers	Post all outstanding entries
2	The current bank account's year-end category is assigned correctly, however its balance is NOT zero	Select this option to print Year-End Category Details report
3	The opening bank account balances do NOT match the sum of all the category opening balances	Select this option to print Bank Account/Category Opening Balance Difference Report
4	One or more stale dated checks exist on the ledger NOTE: It is not mandatory to void all stale dated checks.	Select this option to print Stale Dated Checks report
5	One or more void records are uncleared or unbalanced	Select this option to print a listing of void transactions
6	Transfers do not zero out	Select this option to print the Transfer report
7	There are transfer records on the ledger that should be converted to debit/credit memos	Select this option to verify that the transaction type of transfer will be modified to debit/credit memos
8	Close out the Cashbox – future development	Close out the Cashbox/Change Fund – Future Checklist Development
9	The current bank account has NOT been reconciled up to the year end date	Complete the final reconcile monthly statement after resolving items 1-8
10	The tax report has not been signed off	Sign-off and submit the Tax Report
11	The GL reimbursement report has not been signed off.	Sign-off and submit the final GL Reimbursement report

1.3.1 Step One: Resolve Outstanding Housekeeping Tasks

NOTE: Only those items listed in Outstanding Housekeeping require action.

To resolve any Outstanding Housekeeping item, follow the instructions outlined below.

1 Post all outstanding data entries.

Action:

- Click Checklist Item #1 **1** to display a list of any unposted forms (entries)
- Click **OK** in the warning dialog box

To Resolve:

- Complete any module activity by posting (or deleting) all forms

TIP: Remember to verify Deposit forms in all currencies.

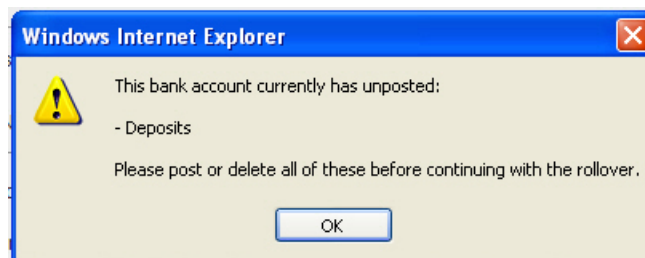
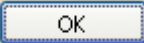


Figure 5: Checklist Item 1 Warning

2 Select this option to print Year-End Category Details

Action:

1. Click Checklist Item #2 **2** to print Year-End Category Report

2. Click **OK**  in dialog box *Year End Category Details report will generate.*

To Resolve:

- From **Main Menu**, click **School & Category Information:**
- Search for YrEnd Outstanding category
 - If there are ledger items assigned to this category, the total amount of these items must be entered in the YrEnd Outstanding Opening Balance field to result in a current balance of zero
 - If checks issued from the YrEnd Outstanding category are, or need to be voided, it is necessary to change the category name of the opposing entry to the originating category. All items in this category should be, cleared and/or voided
 - Use Report 11 customized - Find on date range (oldest possible date to last year's YrEnd rollover date) and check for category names other than the YrEnd Outstanding category. This would mean that a transaction was modified back to the original category. All transactions must have the YrEnd outstanding category unless they are the negative debit side of a voided cheque
 - Run report #1 and select just the YrEnd Outstanding category. These transactions should all have a date prior to last year's year end rollover date
 - Check report #15 – Modification Report to see if they modified a YrEnd Outstanding category back to the original category or if a debit amount was modified to 0.00. Do this by doing a search on the YrEnd Outstanding category
 - Check previous year's YrEnd Outstanding report and opening category balances for the new year which are created during the year end rollover

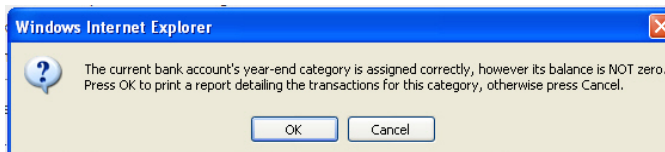


Figure 6: Checklist Item 2 Warning

School Account		Year-End Category Details		
Category Name: YrEnd Outstanding				
Number	Date	Description	Credit	Debit
15	09/01/2003	Void - Fair Hill - lost check - Tax \$0	\$0.00	\$50.00
10	09/08/2004	Void - DJ - Lost Check - Tax \$0	\$0.00	\$150.00
			<u>\$0.00</u>	<u>\$200.00</u>
			Opening Balance:	\$0.00
			Running Balance:	-\$200.00
			Current Balance:	-\$200.00

Figure 7: Year-End Category Details Report

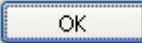
Category Name	Current Balance	Cat. #	Opening Balance	Category Umbrella Name	Bu
YrEnd Outstanding	\$0.00	15000	\$0.00	YrEnd Adjustments	

Figure 8: YrEnd Outstanding Category

3 Select this option to print Bank Account/Category Opening Balance Difference Report

Action:

1. Click Checklist Item #3 **3** to print Bank Account/Category Opening Balance Difference report

2. Click **OK**  in the warning dialog box *Bank Account/Category Opening Balance Difference report will generate.*

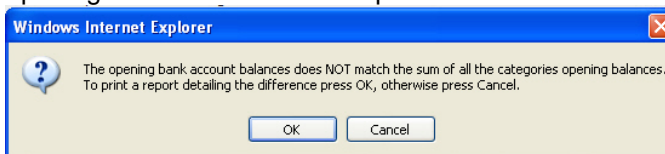


Figure 9: Checklist Item3 Warning

To Resolve:

1. From **Main Menu**, click **School & Category Information**:
2. Verify "Black Boxes" are equal
3. Adjust as necessary

School Account			Bank Account / Category Opening Balance Difference
Category Name	Category Number	Umbrella Name	Opening Balance
Bank Deposit	1000	Fund Raising	-\$3.27
Banking Service Fee	1005	Administration	\$13.50
NSF Cheque	1020	Administration	\$119.90

Figure 10: Bank Account/Category Report

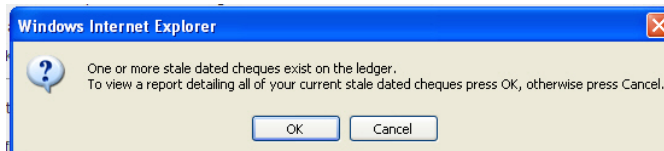
Opening Bank Balance	Combined Category Total
\$33,499.17	\$33,499.17
As of: 07/30/2007	As of: 07/30/2007

Figure 11: Balanced "Black Boxes"

- 4** Select this option to print Stale Dated Checks Report

Action:

1. Click Checklist Item #4 **4** to print Stale Dated Checks report
2. Click **OK** in the warning dialog box *Stale Dated Checks Report will generate.*

**Figure 12: Checklist Item 4 Warning****To Resolve:**

- From **Main Menu**, click **Reconcile Monthly Statement**
- Using the report as reference, void any stale-dated checks

School Account			Stale Dated Checks		
Number	Date	Category	Description	Debit	Credit
1236	04/24/2004	Sprint Wear Fundraiser	Void - Playground Equipment - check destroyed - Tax \$0	\$431.00	\$0.00
1236	04/24/2004	Sprint Wear Fundraiser	Void - Playground Equipment - check destroyed - Tax \$0	-\$432.00	\$0.00
1246	01/20/2003	Principal's Fund	WADEMAN'S	\$4,234.23	\$0.00

Figure 13: Stale Dated Cheques Report

NOTE: *It is not mandatory to void all state dated checks. The Year-End Rollover can proceed if there are stale dated checks on the ledger.*

- 5** Select this option to print a listing of void transactions. Ensure that these transactions are entered correctly and cancel each other out.

Action:

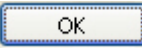
Click Checklist Item #5 **5** to see a list of Void Transactions

To Resolve:

1. View Report 11 (Customized Transaction Report)
 - a. To query this report for voids:
 - i. Enter **Void** description field
 - ii. Click **Continue**
 - b. Ensure that the net total of these items is zero and that all transactions are marked as cleared
2. From **Main Menu**, click **Reconcile-Monthly Statement**
3. Modify/clear void transactions as necessary

- 6** Select this option to print the Transfer report. Transfers must zero out.

Action:

1. Click Checklist Item #6 **6** to print Transfer Totals report
2. Click **OK**  in the warning dialog box *Transfer Totals Report will generate.*

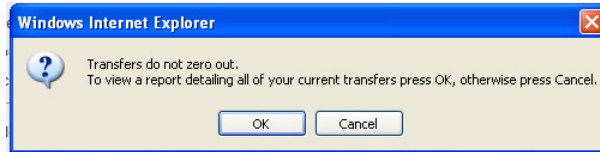


Figure 15: Checklist Item 6 Warning

To Resolve:

1. From **Main Menu**, click **Ledger Inquire**
2. Using the report as reference, modify any transfer transactions that do not zero out (transfer modifications must be completed by the District Administrator – consult District Office for further assistance)

School Account		Transfer Totals				
Number	Date	Category	Description	Debit	Credit	Clear
22	11/18/2005	Milk Program	Transfer money to CSC General to cover cost of Library shelves from Broadart	\$1,266.18	\$0.00	<input type="checkbox"/>

Figure 16: Transfer Totals Report

- 7** Select this option to verify that the transaction type of transfer will be modified to debit/credit memos. Depending on the category umbrella types assigned to the category umbrella, certain transfers are required to be recorded as debit/credit memos

Action:

1. Click Checklist Item #7 **7** to view all transfers that do not have the same category umbrella type

To Resolve:

- Verify these transfers are debit/credit memos
- Consult District Office for further assistance

- 8** Close out Cashbox/Change Fund – future Year-End Rollover Checklist development

Action:

1. See Cashbox/Change Fund instructions at the end of this document

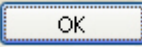
1.3.2 Step Two: Reconcile Monthly Statement



Figure 17: Step Two - Reconcile Monthly Statement

- 9** Complete final monthly reconciliation to date of Year-End Rollover

Action:

2. Click Checklist Item #9 **9** to verify completion of final monthly reconciliation
3. Click **OK**  in the warning dialog box

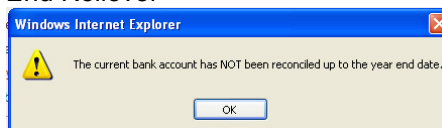


Figure 18: Checklist Item 9 Warning

To Resolve:

1. From **Main Menu**, click **Reconcile – Monthly Statement**
2. Verify End Date

Date of Final Month Reconciliation must not be past Year-End Rollover date

- Complete all monthly reconciliations up to an including final month of the school year

NOTE: *Each monthly reconciliation report must be printed and signed off.*

TIP: If date on the last month's bank statement is past the year-end rollover date, the balance dated closest to the year-end rollover date, but not past should be used to reconcile.

1.3.3 Step Three: Reporting

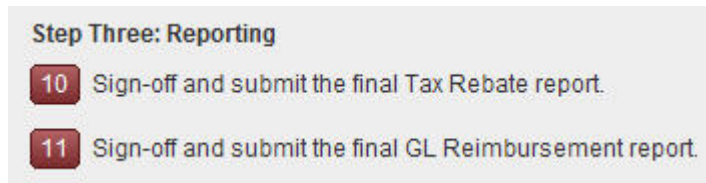


Figure 19: Step Three: Reporting

NOTE: Only those items listed pertaining to District requirements will be displayed. Otherwise they will be noted as Not Applicable..

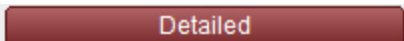
- 10 Sign-off and submit the final Tax Rebate report.

To Resolve:

- From **Main Menu**, select **Reports Menu**

- Report #14 – Tax Rebate Report for District Submission

- Choose **Detailed**



- Enter date range (first date on ledger to rollover date)
- Print report and **sign off**

- Report #14 – Tax Rebate Report for **GL Module Users**

- Choose Detailed
- Enter date range (first date on ledger to rollover date)
- Select Board Reimbursement Only
- Print report and **sign off**
- Submit as required

- 11 Sign-off and submit the final GL Reimbursement Report

To Resolve:

- From **Main Menu**, select **Reports Menu**
- Select **GL Reimbursement**
- Enter date range (first date on ledger to rollover date)
- Print report and **sign off**
- Submit as required

Green Acres Public School School Account Royal Bank of Canada - School Account				Tax Rebate Report - Detailed Forms			01/25/2004 ... 08/12/2005 Date ... Range
Date	Transaction	Description	Category Name	Debit	Tax Paid	Tax Rebate	Cleared
01/25/2004	Cheq# - 568	Julie Marks Name Tags for Science Centre	Pizza Days	\$27.01	\$1.64	\$1.12	X
06/24/2005	Cheq# - 914	Mike Stanley Pictures	Principal's Fund	\$16.08	\$0.98	\$0.67	X
07/08/2005	Cheq# - 940	John Clarkson Special Education	Principal's Fund	\$190.35	\$11.59	\$7.88	X

Figure 20: Tax Rebate Report

1.3.4 Step Four: Additional Reporting and Data Verification



Figure 21: Step Four: Additional Reporting and Data Verification

12 Uncleared Transactions Report (optional)

Action:

1. Click to generate a report listing of all uncleared transactions for the current school year. This report is also part of the year end rollover reporting (Report 4) and is an option to be printed at this time.

13 Future Transaction Report (optional)

Action:

1. Click to generate a report listing of all future transactions for the next school year. This report is also part of the year end rollover reporting (Report 4) and is an option to be printed at this time.

14 See Year-End Rollover Procedures in the User Guide for additional reporting recommendations

Action:

1. <http://www.kevsoftware.com/library/SCNUserGuide.html>
2. Select the Year End Rollover chapter

15 Year-End Rollover Data Verification Sheet

1. Click to print Data Verification Sheet for use in Year-End Rollover Procedure
2. Print Data Verification Sheet

2 Year End Rollover Instructions for Cashbox/Change Fund Users

NOTE: It is very important that at the time of the Year-End Rollover Procedure that the cashbox balance be zero.

The following steps must be taken prior to rolling over a bank account that has a cashbox:

- Zero out the cashbox balance based on the Year-End Rollover Date
- Deposit the balance as a Credit Memo in the Ledger

Special Note:

In most cases the user will not actually take the money to the bank. Therefore the 2 ledger transactions (credit memo and debit memo) will not be listed on the bank statement. The end user will need to make a note to clear these transactions during the next month's reconciliation.

2.1 To Zero Out The Cashbox/Change Fund for the Year End Rollover:

(Based on the balance at the rollover date. For this example: August 30, 2006)

1. From **Main Menu**

Cash Out

Cash In

Cashbox Maintenance

Cashbox Menu

Main Menu

Cashbox: Cashbox

Total Deposits: \$50.00

Total Draws: \$35.00







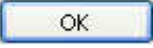

Current CashBox Balance: \$15.00

List View

Modify

Search

Date	Given To	Reason	Category Name	Cat. #	Draw	Deposit
09/20/2006	Evelyn	water	Administration	3000	\$15.00	\$0.00
06/07/2006	Evelyn	water	Administration	3000	\$15.00	\$0.00
06/06/2006		Deposit	Cash Advance	123	\$0.00	\$50.00
06/06/2006	Evelyn	stamps	Administration	3000	\$5.00	\$0.00

2. Click **Other Modules** 
3. Click **Cashbox** 
4. Record **Current Cashbox Balance**: for future reference
5. Click **Cashbox Menu** 
6. Click **Print** 
7. Select **Detailed Transaction Report** from menu
8. Print **Detailed Transaction Report**
9. Click **Print**  icon on the report toolbar
10. Click **Printer**  icon in the Adobe window, to actually print the report
11. Click **OK**  in the printer dialog box
12. After printing is completed, **Close**  the Adobe window

The Detailed Transaction Report will be used for reference in the next steps.

2.1.1 Step One: Establish the Cashbox Balance

1. Review **Detailed Transaction Report** to locate the cashbox transaction dated closest to the Year-End Rollover date
2. Note the **Date** and **Running Total** amount on the selected date

DO NOT SELECT A TRANSACTION DATED AFTER THE YEAR-END ROLLOVER DATE.

Figure22: Cashbox Balance Prior to Year-End Rollover



Figure 23: Print Menu

Eagle District Secondary
Chequing
Meridian Credit Union

Cashbox

Cashbox Transaction Detail Report


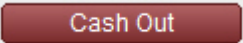
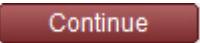
Date	Given To	Reason	Category	Deposits	Draws	Running Total
Jun/06/06	Evelyn	Deposit stamps	Cash Advance	\$50.00	\$0.00	\$50.00
Jun/06/06	Evelyn	water	Administration	\$0.00	\$5.00	\$45.00
Jun/07/06	Evelyn	water	Administration	\$0.00	\$15.00	\$30.00
Sep/20/06	Evelyn	water	Administration	\$0.00	\$15.00	\$15.00
				\$50.00	\$35.00	

Figure 24: Detailed Transaction Report

2.1.2 Step Two: Cash Out Balance

Use Transaction Date and Running Total amount established in Step One.

Create a Cash Out transaction in the Cashbox:


1. Select required cashbox from **Cashbox Menu** 
2. Click **Cash Out** 
3. Complete the details of the Cash Out window
4. Click **Continue** 


NOTE:


- **Date:** Reflects the transaction date from the Detailed Transaction Report
- **Category:** Reflects the Cash Advance category established during the setup of the Cash Box
- **Reason:** Reflects "Zero out Cash Box for Year-End Rollover"
- **Amount:** Reflects the Running Total amount from the Detailed Transaction Report


Cash Out

Date: 06/30/2006 Amount: 30.00

Category: Cash Advance Function: 

Supplier Name: District Code: 

Reason: return cash to bank for year end Memo: 

Receipt #: GST Paid: 

Amount - No GST: GST Rebate:

Amount - Before GST: 100% Rebate:



 

Figure 25: Cash Out Transaction

NOTE:

- Be sure to use Running Total amount from the transaction dated closest to the Year-End Rollover date, but not after it, as the amount to be credited back to the Cash Advance category.
- Use the Detailed Transaction Report as reference not the Current Cashbox Balance. It is possible to continue to use the Cash Box after the Year-End Rollover date.

In some cases the Current CashBox Balance: will show a negative balance after the cash out transaction.

Cashbox: Cashbox						
		Total Deposits: \$50.00		Total Draws: \$65.00		Current CashBox Balance: -\$15.00
Date	Given To	Reason	Category Name	Cat. #	Draw	Deposit
06/20/2006	Evelyn	water	Administration	3000	\$15.00	\$0.00
06/30/2006		return cash for year end	Cash Advance	123	\$30.00	\$0.00
06/07/2006	Evelyn	water	Administration	3000	\$15.00	\$0.00
06/06/2006		Deposit	Cash Advance	123	\$0.00	\$50.00
06/06/2006	Evelyn	stamps	Administration	3000	\$5.00	\$0.00

Figure 26: List View Tab After Cash Out

2.1.3 Step Three: Deposit the Balance of the Cashbox Into The Ledger

To Create a Credit Memo Transaction on the Ledger:

1. From **Main Menu**
2. Click **Ledger Inquire**


Ledger - Inquire

3. Click **Insert Row**  icon

A new record row will appear on the Ledger.

4. Enter the following information:

- **Date:** reflects date of cashbox transaction selected in Detailed Transaction Report,
- **Category Name:** reflects category created above, in this example: Cash Advance
- **Transaction Type:** Credit Memo
- **Credit:** reflects Running Total amount from Detailed Transaction Report

5. Click **Save**  to save the new record

Date: 06/30/2006
 Category: Cash Advance
 Transaction Type: CreditMemo
 Transaction #:
 Description:
 Memo:
 Function:
 District Code:
 Clear: ☐
 Debit:
 Credit: 30.00
 GST Paid:
 GST Rebate:
 100% Rebate:
 Amount - No GST:
 Amount - Before GST:
 GST Sign Off Date:
 Reconciled: ☐

Figure 27: Credit Memo Ledger Transaction

2.1.4 Step Four: Complete the Year End Rollover

1. From **Main Menu**
2. Click **Program Maintenance**

Program Maintenance

3. Click **Year-End Rollover Procedures**

Year-End Rollover Procedures

4. Follow the Year-End Rollover Procedures
The cashbox will display any transactions that have occurred after the Year-End Rollover date (or the transaction date selected above)

Cashbox: Cashbox						
		Total Deposits: \$0.00		Total Draws: \$15.00		Current CashBox Balance: -\$15.00
Date	Given To	Reason	Category Name	Cat. #	Draw	Deposit
06/20/2006	Evelyn	water	Administration	3000	\$15.00	\$0.00

Figure 28: Cash Box Transactions After Year-End Rollover

2.1.5 Step Five: Return Balance to Cashbox

After the rollover has been completed, return the cash to the cashbox.

To Create a Debit Memo transaction on the Ledger:

1. From **Main Menu**
2. Click **Ledger Inquire**



3. Click **Insert Row**  icon

A new record row will appear on the Ledger.

4. Enter the following information:
 - **Date:** after rollover completion date
 - **Category Name:** Cash Advance
 - **Transaction Type:** Debit Memo
 - **Debit Amount:** amount from step 2

5. Click **Save**  to save the record

Create a Cash In transaction in the Cashbox:

1. From **Main Menu**

2. Click **Other Modules**



3. Click **Cashbox**



4. Click **Cashbox Menu**

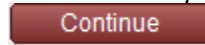


5. Select the required cashbox

6. Click **Cash In**

7. Enter the following information:
 - **Date:** same date as entered in the Debit Memo transaction above
 - **Category:** Cash Advance
 - **Reason:** Return balance to Cashbox after rollover
 - **Amount:** Amount from Step 2 above

8. Click **Continue**



- **List View** tab will display the Cash In transaction
- **Current Cashbox Balance:** should be the balance before the rollover

Special Note:

The end user will need to make a note to clear these transactions during the next month's reconciliation.

To Clear Ledger Transactions:

1. From **Main Menu**
2. Click **Reconcile - Monthly Statement**



3. Clear the credit memo and debit memo transactions created above

Figure 29: Debit Memo Transaction on Ledger

Figure 30: Cash In Transaction in Cashbox

Date	Given To	Reason	Category Name	Cat. #	Draw	Deposit
06/20/2006	Evenly	water	Administration	3000	\$15.00	\$0.00
07/01/2006		cash deposit from rollover	Cash Advance	123	\$0.00	\$30.00

Figure 31: List View Tab after Cash In Transaction

3 Petty Cash (GL Cashbox – Board Funds)

The 'Petty Cash' or 'GL' Cashbox module will allow users to track 'District type cash' refunds to staff and/or suppliers. This module will track the amount of cash on hand, as well as, the 'budget account or GL' being charged for the expense.

Petty Cash activity will be part of the GL Reimbursement reports.

When the Current Cashbox Balance is approaching 0.00, it will be necessary to create the **GL Reimbursement Report** and submit it to the District Office.

3.1 GL Reimbursement Report:

To Create the GL Reimbursement Report:

1. From **Main Menu**
 2. Click **Reports Menu**
 3. Click **GL Reimbursement Reports**
 4. If necessary enter any required date range
 5. Click **Continue**
- The GL Reimbursement Report will generate.

Figure 32: GL Reimbursement Report

To Print the GL Reimbursement Report:

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. Verify the report details
6. Click **Sign Off**

Department/Name	Date	Transaction/Type	Details	Amount	GST	Rebate
Principal's Office Supplies	10/12/2007	Cashbox	Packing Tape	\$7.75	\$0.47	\$0.32
Total: 2380-610				\$7.75	\$0.47	\$0.32
Dept. Total: 2380				\$7.75	\$0.47	\$0.32
Overall Total:				\$7.75	\$0.47	\$0.32

Figure33: GL Reimbursement Report Sample

Figure 34: Sign Off Message

7. Submit the report for reimbursement

NOTE: For accurate tracking, the report must be signed off, if the details are correct.

The sign off process indicates that the reported transactions have been submitted to the board offices for reimbursement. These transactions will not be brought forward to other GL Reimbursement reports. The reimbursement check will be deposited into the bank account and the Cashbox replenished by repeating Step Six

3.2 Year End Rollover Instructions for Petty Cash Cashbox Users:

It is very important that at the time of the Year-End Rollover Procedure that the cashbox balance by zero.

To Prepare the Petty Cash Cashbox for Year-End Rollover:

See instructions outlined above

3.3 Year-End Rollover Instructions for GL Module Users

3.3.1 Transfers:

Check for transfers between District Funds and Non-District funds by:

1. From **Main Menu**
2. Click **Reports Menu**

Reports Menu

3. Select **Report 11 – Customized Transactions**
4. Click **Report 11**
5. Select **Transaction Type**: Transfer
6. Select Category that is used for District Fund Transactions

NOTE:

- *There should be no transactions under this category.*
- *Transfers between District Funds Category and School Based funds must have their transaction type modified to Debit and Credit memo.*

Please contact District Administrator for further assistance.

3.3.2 PC YrEnd Category:

1. From **Main Menu**
2. Click **School and Category Information**

School and Category Information

3. Search for Category Umbrella used for District Fund transactions
4. Locate pcYrEnd category
5. Ensure balance is zero (\$0.00)
6. If there are ledger items assigned to this category, the total amount of these items must be entered as Opening Balance, to result in a current balance of zero
7. If checks issued from this category are or need to be voided, it is important to change the category name of the negative debit entry to the originating category used for reimbursement
8. All items should be reconciled, cleared or voided
9. Do not void checks after completing final reconciliation

The screenshot shows a web-based search interface. At the top, there are tabs: 'List View', 'Modify', 'Search' (which is active), 'Category Umbrellas', 'GL Department', and 'GL Name'. Below the tabs is a 'Search Records' section. It contains two columns of input fields. The left column has: 'Category Name:' with a text box, 'Cat. #:' with a text box, 'Opening Balance:' with a text box, and 'Category Umbrella Name:' with a dropdown menu. The right column has: 'Budgeted Expense:' with a text box, 'Budgeted Revenue:' with a text box, 'Contact Name:' with a text box, and 'Contact Email:' with a text box. At the bottom of the search area are two buttons: 'Perform Search' and 'Reset'.

Figure 35: Search Tab

3.3.3 GL Reimbursement:

1. From **Main Menu**
2. Select **Reports Menu**

Reports Menu

3. Click **GL Reimbursement Reports**
4. **Print** and **Sign-Off** final report
5. Submit as required

3.3.4 GL Cashbox:

1. Close **GL Cashbox**

Refer to instructions outlined above

4 Data Verification Sheet – Revised September 2008

Reporting Data - Using the Year-End Rollover Procedures record the following

Oldest Transaction Date on Ledger (enter manually)

Year End Rollover Date (enter manually)

Fig. #1 Report 10: Balance

Fig. #2 Report 10: Expenses

Fig. #3 Report 10: Revenues

Fig. #4 Report 10: Investment Opening Balance

Fig. #5 Report 10: Investment Closing Balance

Fig. #6 Monthly Reconciliation: Ledger Balance

Fig. #7 Monthly Reconciliation: Bank Balance

Fig. #8 Monthly Reconciliation: Total Bank & Investments

Rollover Reporting Verification - Use the above figures to cross-reference the information below

Balance Information Data Verification (First rollover screen containing data)

Fig. #9 District Reporting Information: Closing Ledger Balance
(Should equal Fig. #1 or Fig. #8 if account has investments)

Fig. #10 Bank Information: Balance (Should equal Fig. #7)

Fig. #11 Bank Information: Last reconciled date and Balance (Should equal Fig. #7)

Statement of Financial Position Data Verification

Fig. #12 Total Financial Assets (Should equal Fig. #1 or Fig. #8 if account has investments)

Schedule of School Activities Fund Data Verification

Fig. #13 Revenues (Should equal Fig. #3)

Fig. #14 Expenses (Should equal Fig. #2)

Fig. #15 Closing Balance (Should equal Fig. #1 or Fig. #8 if account has investments)

Summary of Closing Balances Data Verification

Fig. #16 Total Fund With Investment (Should equal Fig. #1)

Additional Report - Closing Balances Data Verification for Non-Reporting Categories

Fig. #17 Total Fund With Investment (Verification not required)

Future Transactions and Uncleared Transactions (Verification not required)

Summary of Categories with Opening Balances Data Verification

Fig. #18 Balance (Should equal Fig. #7)

Opening Reconcile Ledger Balance Data Verification (Last rollover screen containing data)

Fig. #19 Opening Reconcile Ledger Balance (Should equal Fig. #7)

Fig. #20 Date (Should equal Date on final Monthly Reconciliation report 11K)

Fig. #21 Balance (Should equal Fig. #11)
