School Cash Suite: How to Login, Change your Password, Set up a Bank Account

To Login to School Cash Suite:

1. Launch Mozilla Firefox (recommended internet browser)
2. Enter School Cash URL in Address Line
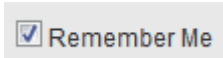3. Select the desired Language option

NOTE: It is only necessary to select language option the first time you login to School Cash Suite.
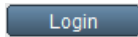Selected Language indicator will display at the top of most School Cash Accounting screens.

4. Enter the **Username** and **Password** in Login screen
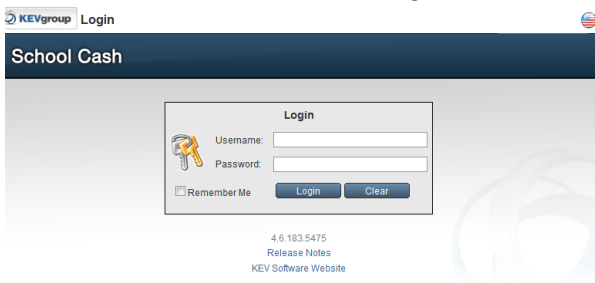
5. Click '**Remember Me**' check box to save Username. The password **will not** be saved.

6. Click press **ENTER** or click **Login**
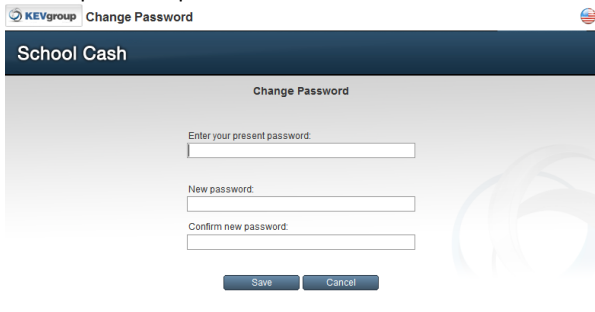
To Change Password:

For Account security the generic password Kev123 should be changed.

1. Click **Change Password**
2. Enter **current** password
3. **TAB** to enter **new** password

Passwords:
- Must start with a letter
- Are case sensitive
- Must be a minimum of 6 characters

4. **TAB** repeat **new** password

5. Click **SAVE**
6. Click **OK** in confirmation dialog box to return to the "Select Bank Account" screen

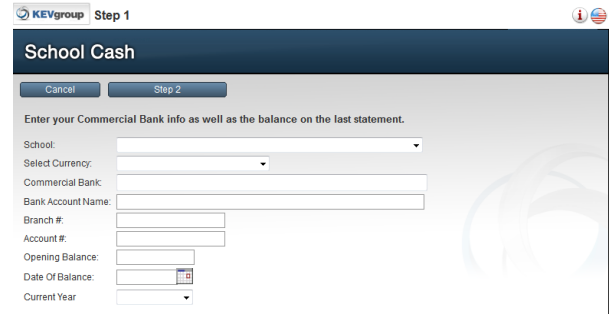## How to Create a New Bank Account:
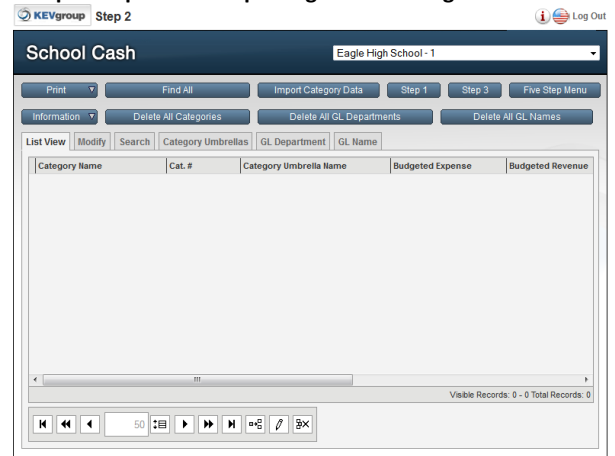
1. Click **Add New Bank Account**
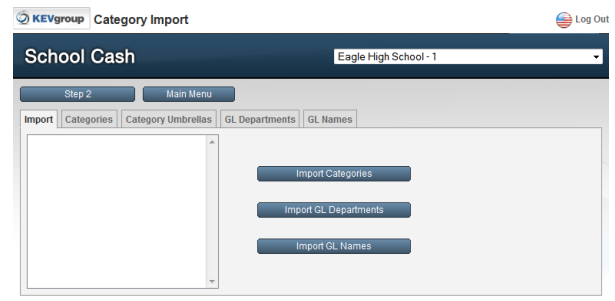
Step 1: Bank Information
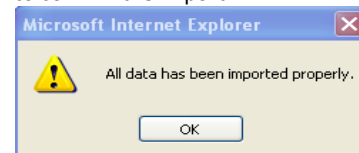Complete all fields in Step 1

Step 2 – Option 1 – Importing a list of categories

1. Click **Import Category Data**
2. Select the file containing the categories for your school Use either .CSV or .TXT file format.

3. Click **Import Categories**
4. Click **OK** to confirm the import

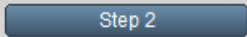**NOTE:** GL Departments and Names can also be imported in this area.
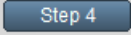
Step 2 – Option 2 – Adding individual categories

1. Click Categories tab
2. Click **Insert New Row**
3. Enter in name and number of the new category

4. Press **ENTER** or click **SAVE** ☑ to save the new category

NOTE: Be sure to include a Category Name of **YrEnd Outstanding**.

5. Click **Step 2** [Step 2] when the category entries have been completed

6. Click **Step 3** [Step 3] to advance

Step 3 –No Uncleared Checks To Enter

If there are **no** uncleared checks to enter, click **Step 4** [Step 4]

Step 3 –Uncleared Checks To Enter

1. Click **Insert New Row** [icon]
2. Enter the data for the 1st uncleared check

NOTE: Ensure that the YrEnd Outstanding category is selected for any checks that belong to the previous school year.
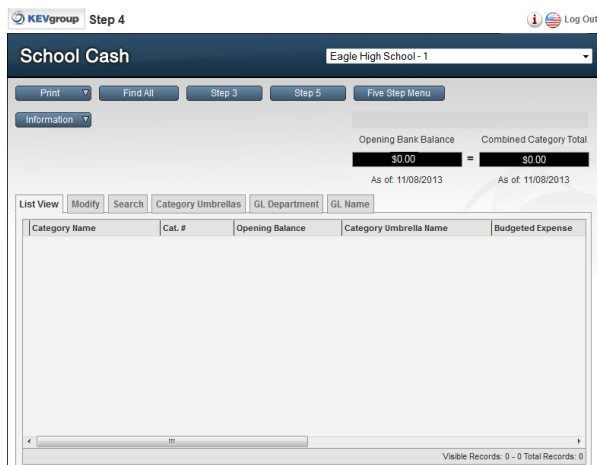
3. Press **ENTER** or click **SAVE** ☑ to save the entry

Continue this process until all uncleared checks have been entered.

4. Click **Step 4** [Step 4] to advance

NOTE: If there are more than 5 transactions entered in this step, 2 mandatory reports will be generated. Use these reports to help enter the correct "**Opening Balances**" in "**Step 4".**

Step 4 – Balancing

If uncleared transactions were recorded in "**Step 3**", record the total of these transactions in the **Opening Balance** field of the **YrEnd Outstanding**" category. (*The amount appearing in the "Opening Bank Balance" minus the "YrEnd Outstanding" amount should equal the amount you are entering in this category.*)
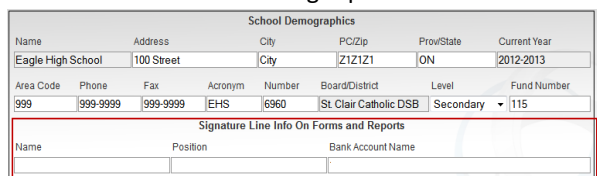

1. Click. **Step 5** [Step 5] to advance

Step 5– Demographics

1. Complete the **Demographics Screen**

2. Press **ENTER** or click **Save** ☑ to save the new entries

3. Click **Main Menu** [Main Menu] to complete the 5 Step Set-up

NOTE: Be sure to complete Signature Line on Forms and Reports section of the demographics screen. This information will appear on several School Cash Accounting reports.
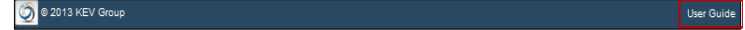

How to Get Help

Within School Cash Suite there are several places to access help documentation.

⟳ User Guides:
To access User Guides, click User Guide link on the footer border of most School Cash Accounting screens

NOTE: Consult your District contact for the correct user name and password

⟳ FAQ's:
To access FAQ, click FAQ link on the footer border of School Cash Suite Login screen

NOTE: Consult your District contact for the correct user name and password

⟳ Tip Sheets:
To access Tip Sheets, click Information link at the top of most School Cash Suites screen

NOTE: Consult your District contact for the correct user name and password

How To Log Out

It is very important that you log out of School Cash Suite. Closing the browser window prior to logging out could result in lost data. There are 2 ways to log out:

⟳ Log Out Option
Click Log Out option found in the top right corner of most School Cash Accounting screens

⟳ Return to Main Menu

Click **Main Menu** [Main Menu] in any School Cash Accounting screen
Click **Log Out**

For further information on School Cash Accounting – 5 Step Setup, please refer to the User Guide.