

# SchoolFunds™ Online

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Activity Fund  
Accounting System

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## School User's Guide



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SchoolFund\$ Online Fund Accounting System User's Guide

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## Section 1: Introduction

Congratulations on your purchase of the SchoolFunds Online automated school accounting system. SchoolFunds Online was designed to provide individual schools complete control over their financial and accounting procedures. SchoolFunds Online easily guides you through the tasks of check writing, receipt and deposit posting, general journal entries, bank reconciliation, encumbrance, purchase order printing, period end procedures, as well as school-based reporting.

This User's Guide will step you through the setup and operation of SchoolFunds Online. It's written in a simple, easy-to-understand format. After installation and setup, you will find the manual to be of great assistance with daily operations.

## Section 2: File Setup Procedures

Begin the setup process by selecting the Admin Menu and then My Profile.

The screenshot displays the 'My Profile' setup page in the SchoolFunds Online Admin menu. The page is organized into several sections for data entry:

- SCHOOL INFORMATION:** Includes fields for School # (354), Name (Central Academy High School), Address (123 School Street), City (Wilmington), State (NC zip 28445), Phone #, Start of Fiscal Year (7/1/2012), Account Template (###-###), Cash Account Num (212 021), Report Sales Tax (checked), Report Receipt Tax (checked), Print PO Only (unchecked), Check Number (100), Receipt Number (110), Dep Number (1), PO Number (1), PO Prefix (354), and User ID (SchoolFunds).
- BANK INFORMATION:** Includes fields for Name (Central Bank) and Account (123456789).
- PO COMMENTS:** A text area containing 'In Backorders'.
- CHANGE PASSWORD:** Fields for Password and Verify.
- USE EVENT CODES:** A checked checkbox.
- CHANGE COLOR SCHEME:** A color selection tool.

The page footer shows 'USABC'.

### Field Name: Explanation

\* Indicates Required Fields

\***School Number:** Enter the school number.

\***Site Name and Address:** Enter the school name (as it should appear on all reports) on the first line. Enter the school's mailing address on the second line (the third line is available if needed) then continue entering the City, State, Zip, and Phone Number.

\***Bank Information:** Enter the bank name and account number.

\***Start of Fiscal Year:** The beginning date of the current fiscal school year. The fiscal year is setup by the district administrator and cannot be edited at the school/user level.

\***Account Template:** Using the number sign (#), displays the format which all account numbers will use. A period (.) may be used as a separator. The account template is setup by the district administrator and cannot be edited at the school/user level.

\***Cash Account Num:** The cash (checking) account number appears following the format set up as the GL account template. The GL Cash Account is setup by the district administrator and cannot be edited at the school/user level.

\***Report Sales Tax:** Schools that pay sales tax and request reimbursement must check the sales tax box in order to track sales tax payments, and to print the Sales Tax Report. Leave this box blank if your school does not track sales tax payments.

**Report Receipt Tax:** A check in this box will initiate the tracking of taxable receipts/income by displaying a “Taxable” column on the Receipts, New screen. Leave this box blank if you do not need to track taxable receipts.

**Print PO’s Only:** Check this box to print purchase orders only. This option will not post any encumbrance entries to the accounts.

**PO Comments:** These two lines are for information to be printed on every PO. (Optional)

**Use Event Codes:** Place a checkmark in the  to use the Event Codes to track receipts and expenditures for special events at your school.

**\*Check/Receipt Number:** These numbers are the beginning/next number for printed checks and receipts. Place a checkmark in the  **Print** boxes next to the Check/Receipt Number fields to set PRINT as your default on the New Check and Receipt screens. SchoolFunds Online will automatically insert “PRINT” in the check number field for all new check/receipt entries.

**Dep/PO Number & PO Prefix:** These numbers are the beginning/next number for the Deposit ID and printed purchase orders. The purchase order prefix remains the same as entered.

**\*User:** The user ID setup by the district administrator is displayed and cannot be edited at the school/user level.

**Password:** The password is used for security during system login and is case sensitive. A password may be any combination of up to ten characters, alpha and/or numeric.

**Change Color Scheme:** Various color schemes are available for SchoolFunds Online.

**After completing this profile screen, press Update to save changes.**

## Post-It Note Memo

On the main screen there is a memo area designed as a Post-It Note. When you log in, choose a menu item, and return to the main screen, the note will be visible. The “District Notes” are from your district administrator. The “School Notes” are for your use and will only be seen on your school screen. Simply type your notes and click anywhere outside the note to save. You may update or remove these messages at any time.



## Old Outstanding Checks (written prior to SchoolFunds Online)

To add checks that are outstanding prior to using SchoolFunds Online, go to the Bank Reconciliation Menu, Old Outstanding Checks. Enter the check date, number, payee and amount of each outstanding check and click on the "Add" button.

Check No.	Check Date	Check Number	Payee	Amount
100	10/12/2009	1200	Police Supply House	\$119.35

## Data Files Setup

The Data Files List contains the files that need to be setup before beginning any SchoolFunds Online processes. Select Data Files to display the functions Account, Vendor, Receiptee, or Event Codes.

## Account Setup

Setup all accounts that may be used during the current school year (even if the account has a zero balance). Assign all accounts a number in the same format as the account template designated on the My Profile screen.

### Data Files, Account

Account No.	Type	Description	Status	Manager	Beg Year Bal	Beg Month Bal	Curr Balance
500.000	Net	Parking	Active	Cookson	\$1,000.00	\$1,000.00	\$1,000.00
500.000	Net	General	Active	Cookson	\$5,000.00	\$5,000.00	\$5,000.00
500.000	Net	Field Trip	Active	Wade	\$0.00	\$0.00	\$0.00
500.000	Net	Subsistence	Active	Smith	\$5,000.00	\$5,000.00	\$5,000.00
500.000	Net	SalSa	Active	Harris	\$2,000.00	\$2,000.00	\$2,000.00

### Field Name: Explanation

\*Indicates Required Fields

\***Account Number:** Enter a new account number in the designated account format.

\***Account Description:** Account title. The name may be up to 30 characters.

**Manager:** Name of person who is the sponsor or is responsible for this account.

\***Clear at year-end?** This field defaults as unchecked, meaning the balance will not clear during the year-end process. The year-end account balance will automatically "roll over" to the next year's beginning balance. To clear certain account balances at year-end, designate one account as a Fund Balance account (account type is Fund Balance and the clear at year-end must be N). During the year-end procedure, the balance of any accounts checked for clear at year-end will automatically be transferred to the designated Fund Balance account.

\***Account Type:** There are several account types in SchoolFunds Online. The available types are as follows:

<i>Asset</i>	Cash, savings/investment accounts, petty cash, and receivables.
<i>Expense</i>	Accounts from which expenditures are made.
<i>Restricted Exp.</i>	Expense accounts where charges cannot exceed the account balances.
<i>Fund Balance</i>	Account that reflects the equity amount or balance of a fund.
<i>Liability</i>	Any payable or "debt" accounts.

<i>Net</i>	Accounts allowing both revenue and expense transactions.
<i>Restricted Net</i>	Net accounts where payments cannot exceed account balances.
<i>Revenue</i>	Accounts to which receipts are posted.
<i>Restricted Fund</i>	Account balances “restricted” for specific purpose collected.
<i>Header</i>	Accounts to which “revenue” and “expense” account balances roll up providing the balance of a fund.

**Account Group:** Choose a group for reporting purposes (optional).

**\*Account Status:** The status of all accounts available for use should be active. Only an account that has a zero current balance and has had no activity during the current fiscal year can be made inactive.

**\*Beginning Year Balance:** Enter the account’s beginning year balance and tab.

**Budget:** A budget amount may be entered for each individual account.

**Summary Box:** If you are setting up mid-year, enter any current Year-to-Date balances. Once entered, the system will maintain these amounts. *Note: If you are beginning as of July 1, the Year-to-Date numbers will be zeros. Do not enter any Month-to-Date, 1-Year-Ago, or 2-Years-Ago numbers, because the system will automatically calculate these as transactions are posted.*

After completing the account screen, click Save New to add the account to the Account File.

## Adding/Editing Accounts

Whether setting up your initial chart of accounts during the SchoolFunds Online installation or adding new accounts throughout the fiscal year, go to Data Files, Account. There is an exception. If the district administrator has chosen to “prevent school users from adding, editing, and deleting accounts,” then these account functions will not be available to the school level users and will have to be performed by the district administrator.

*During the initial setup*, if an account has a balance, follow the setup instructions as explained above. If the account has a 0.00 beginning balance (*which will be the case if this account is added during the year*), assign the new account a number, choose the Account Type (most likely ‘Net’), type in an Account Description and click on Save New to save. Once a new account is saved, it will display in numeric order in the account register at the bottom of the screen. Once saved, the only field that may not be changed is the account number. *To edit* any other account field, simply point and click on the desired account. The account will display in the upper portion of the screen. Make necessary changes and click on the Update button to save.

## Vendor File

In order for vendor data to be pulled into checks and purchase orders automatically, a vendor file is needed. With each transaction, vendor history will be recorded to the vendor file. Any individual or company to whom you write checks or purchase orders should be set up as a vendor. If this is your initial SchoolFunds Online setup, just add a few popular vendors at this time. Vendors can be easily added “on-the-fly” when issuing checks or purchase orders. Vendors may be entered in any order. They will display in the Vendor List (lower half of the screen) in alphabetical order.

## To add a new vendor, click on Data Files, Vendor.

Admin Data Files Checks Receipts 1099 PO's Registers Reports Bank Reconciliation Admin Functions Help

Vendor selected

NAME: Galy Mason	DBA: Central Podography Inc	PO ADDRESS:
ADDRESS: 547 Lumb Ave	VENDOR CODE:	ADDRESS:
CITY: Raleigh	PHONE: 919-224-1273	CITY:
STATE: NC	FAX:	STATE:
ZIP: 27413	TAX ID:	ZIP:
	SSN: 777-43-1234	
	E-MAIL:	

STATUS: Active	\$ PRD YR \$ 0.00	\$ 1099 YR \$ 0.00
1099: <input type="checkbox"/>	\$ PRD FROM YEAR \$ 0.00	\$ 1099 FROM YEAR:
NO TAX: <input type="checkbox"/>	TAX COUNTY:	\$ GOVERN LUM. \$ PO \$ 0.00
TAX COUNTY: New Hanover		ADCT NR: COMMENTS:
		CO VENDOR #:

Vendor Type	Update	Delete	Clear
Name: Galy Mason	Address: 547 Lumb Ave	City: Raleigh	State: NC
Phone: 919-224-1273	SSN: 777-43-1234	Tax ID:	

### Field Name: Explanation

\*Indicates Required Fields

**\*Vendor Name and Address:** Enter the vendor's name and address information. A complete address is not required; however, any information entered here will print on the checks, 1099 Report, and purchase orders (if no address entered for PO Address).

**DBA:** "Doing Business As" designation for 1099 vendors, if applicable.

**Vendor Code:** Select from available codes set up by the district administrator.

**Phone/Fax/Tax ID/SSN/E-mail:** This information is optional, except in the case of 1099 vendors. A Social Security or Tax-ID number is required for all vendors flagged as 1099 "Y".

**PO Address:** Some vendors require PO's be mailed to a different address than the payments. The PO Address will only print on the PO.

**\*Status:** A vendor's status is either "Active" or "Inactive." All vendors available for use should have an active status.

**District-wide:** By checking this box, a vendor is designated as district wide. It will be available for use by all schools in the district.

**1099:** Check this box if the vendor (such as a game official) requires 1099 tracking. All 1099 vendor activity will be recorded and printed on a 1099 Report. If the vendor is flagged as a 1099, enter a Social Security or Tax ID number. Entering a complete mailing address on all 1099 vendors is recommended. Leave the 1099 box unchecked for all vendors that do not require 1099 tracking.

**No Tax:** Check this box for out-of-state vendors that do not charge sales tax for items deemed taxable by your state. The No Tax Payments Report is available to print tax due for payments made to vendors with this designation.

**Tax County (NC Schools Only):** The annual sales tax report (submitted for reimbursement) requires that schools list the county in which they took possession of the goods as the county to which sales tax was paid. In order to capture this, insert the appropriate county name (in most cases, your home county) in each vendor record. As new vendors are added, your home county (as set up on the District screen) will be the default sales tax county.

### Assign your home county to all vendors EXCEPT:

- Use the county code "No Tax" for out-of-state vendors not charging sales tax. Also check the "No Tax" box on the vendor screen.
- Use the county code "Not Applicable" for vendors who would never charge tax.
- Use the county code "Dept Revenue" for the NC Department of Revenue. Also create a Vendor Code of "DOR" under Admin/Vendor Codes.
- Use the vendor's actual county code when picking up goods outside your home county.



**Paid History Blocks:** The system will automatically calculate these fields when transactions are posted using this vendor as the payee.

**Acct Nbr/Comments:** Reference an account number or any comments that will print on the check stub to this vendor.

**CO Vendor Number:** Reference an in-house vendor number, if necessary.

**After completing the vendor screen, click Save New to add the vendor to the Vendor File.**

**Edit a Vendor** *(only available if activated by the district administrator)*

To edit an existing vendor, select Data Files, Vendor. From the Vendor List, either scroll to find the desired vendor or type in the first letter of the vendor's name to search the listing. Then select (highlight) the vendor to edit. The selected vendor's current information will display in the upper portion of the screen. Enter changes at the top and click on Update to save.

**Receiptee File**

In order for receiptee data to be pulled into receipts automatically, a receiptee file is needed. With each transaction, receiptee history will be recorded to the vendor file. Any individual or company to whom you write receipts should be set up as a receiptee. If this is your initial SchoolFunds Online setup, just add a few popular receiptees at this time. Receiptees can be easily added "on-the-fly" when entering receipts. Receiptees can be entered in any order, because they will display in the Receiptee List (lower half of the screen) in alphabetical order.

To add a new receiptee, click on Data Files, Receiptee.

Admin	Data Files	Checks	Receipts	JE's	PO's	Registers	Reports	Bank Reconciliation	Admin Function																				
Select a receiptee from the list below to view or edit. To create a receiptee, enter the data in the form and click the 'Save New' button.																													
NAME	<input type="text" value="Alice Tysinger"/>	ACTIVE	<input type="text" value="Yes"/>																										
ADDRESS	<input type="text" value="1234 Main Street"/>	RECEIPTEE CODE	<input type="text"/>																										
	<input type="text"/>	RECEIVED YTD	<input type="text"/>																										
CITY	<input type="text" value="Wilmington"/>	RECEIVED PRIOR YEAR	<input type="text"/>																										
STATE	<input type="text" value="NC"/>	DATE OF LAST RECEIPT	<input type="text"/>																										
ZIP	<input type="text" value="28401"/>																												
TELEPHONE	<input type="text" value="910-799-3626"/>																												
FAX	<input type="text"/>																												
TAX ID	<input type="text"/>																												
<table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; padding: 2px 10px;"><b>Save New</b></td> <td style="border: 1px solid black; padding: 2px 10px;"><i>Update</i></td> <td style="border: 1px solid black; padding: 2px 10px;"><i>Delete</i></td> <td style="border: 1px solid black; padding: 2px 10px;"><i>Clear</i></td> </tr> </table>										<b>Save New</b>	<i>Update</i>	<i>Delete</i>	<i>Clear</i>																
<b>Save New</b>	<i>Update</i>	<i>Delete</i>	<i>Clear</i>																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name</th> <th style="width: 30%;">Address</th> <th style="width: 10%;">City</th> <th style="width: 10%;">State</th> <th style="width: 20%;">Telephone</th> </tr> </thead> <tbody> <tr> <td>Ann Adams</td> <td>2 Oak St</td> <td>Wilmington</td> <td>NC</td> <td></td> </tr> <tr> <td>Apple Annie's</td> <td></td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>Foodlion</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>										Name	Address	City	State	Telephone	Ann Adams	2 Oak St	Wilmington	NC		Apple Annie's		1			Foodlion				
Name	Address	City	State	Telephone																									
Ann Adams	2 Oak St	Wilmington	NC																										
Apple Annie's		1																											
Foodlion																													

**Field Name:** Explanation

\*Indicates Required Fields

**\*Receiptee Name and Address:** Enter the receiptee's name and address information. An address is not required; however, any information entered here will print on the receipts.

**Phone/Fax/Tax ID:** This information is optional.

**\*Active Status:** A receiptee's status is either "Yes" for active or "No" for inactive. All receiptees available for use should have an active status.

**Receiptee Code:** This field is currently not used by the system and is available for a "user defined" receiptee code.

**Received History Fields:** The system will automatically calculate these remaining fields when transactions are posted using this receiptee.

After completing the receiptee screen, click Save New to add the receiptee to the Receiptee file.

## Edit a Receiptee

To edit an existing receiptee, select Data Files, Receiptee. From the Receiptee List, either scroll to find the desired receiptee or type in the first letter of the receiptee's name to search the listing. Then select (highlight) the receiptee to edit. That receiptee's current information will display in the upper portion of the screen. Enter changes at the top and click on Update.

## Event Codes Setup

(if activated on the Admin, My Profile screen)

The Event Code feature is available to capture and report the profit or loss of a particular school event. The first step is to begin entering the events you wish to track. Event data is captured as checks and receipts are entered into SchoolFunds Online. To print an Event Codes Listing, detailing all the events entered in the system, select Reports, Event Codes, Event Code List. There is also an Event Code Profit/Loss Statement available from Reports, Event Codes, Profit Loss that will calculate the Profit/Loss for each event.

To add a new Event Code, click on Data Files, Event Codes

ID	Name	Beginning	Ending	Sponsor
Prom	Senior Prom	3/1/2012	3/31/2012	Michaels
Yrbk	Yearbook	3/1/2012	3/31/2012	Johnson

### Field Name: Explanation

\*Indicates Required Fields

**\*Event Code ID:** Enter the Event Code ID. An ID may be any combination of up to fifteen characters, alpha and/or numeric.

**\*Event Name:** Enter the Event Name (as it should appear on the Event Code List and Profit/Loss Report).

**\*Beginning Date:** Enter the beginning date of the event in a MM/DD/YYYY format or by selecting a date from the dropdown calendar. Make sure the date falls within the current fiscal year.

**\*Ending Date:** Enter the ending date of the event in a MM/DD/YYYY format or by selecting a date from the dropdown calendar. Make sure the date falls within the current fiscal year.

*Note: Beginning and Ending dates determine which event codes will be available on new check and receipt screens. Only current event codes will display. To continue to use an event code, change the ending date to a future date.*

**Sponsor Name:** Enter the Sponsor's name (as you would like it to appear on the Event Code List and Profit/Loss Report).

**After completing the Event Code screen, click Save New to add the Event code to the Event Code file.**

## Edit an Event Code

To edit an existing Event Code, select Data Files, Event Code. Select (highlight) an Event Code from the Event Code List. That Event Code's current information will display in the upper portion of the screen. Enter changes at the top and click on Update.

## Section 3: Check Writing Process

The SchoolFunds Online check writing process is designed to save time by allowing the user to enter, print, and post checks to accounts. Clicking on the **Checks Menu** will display the following processes:

- New Check** Enter a new check or edit an unposted check.
- Review Checks** View or Re-Print a check that has already been posted.
- Print Checks** Print saved checks that are still unposted.
- Post Checks** Post selected manual checks to accounts.
- Void Checks** Void a posted check by posting a negative expenditure entry.

## Entering Checks

### Entering Checks: New

SchoolFunds Online is designed to print checks on the pre-printed laser forms provided by TRA, Inc. To enter payments and print a check, follow these steps:

**Click on Checks, New Check to display a blank check entry screen.**

Description	Purchase Order	FV (Fiscal Year)	Acct	Invoice	Event Code	Account	Balance	Amount
Coca Cola		12/15	554387			430 920	\$3,896.88	\$325.68

### Field Name: Explanation

\*Indicates Required Fields

**\*Check Date:** Automatically defaults to the current system date. If different from the current system date, enter the date in a MM/DD/YYYY format. SchoolFunds Online will check the date to be sure that it falls within the current fiscal year.

**\*Check Number:** Type the word **PRINT** when entering a check that will print on a check form. When printing checks, the check number is assigned as the checks print. To review the beginning check number, go to the Admin, My Profile screen.

**To enter a "manual" check, meaning that the check has already been written, type in the actual check number rather than the word "Print". Complete the check screen and save. Once saved, choose Checks, Post Check to post the manual check.**

**\*Vendor:** Type in the vendor's name. If the vendor has already been saved in the vendor file, type in the first few letters of the vendor's name and a list of possible matches will display below the vendor name field. District wide vendors are noted by an (\*) asterisk to distinguish them from school level vendors. To select the vendor, click with the mouse or use the down arrow key. Tab to select the vendor highlighted in green. Press Tab again and the vendor's address will quick fill (if an address was setup for this vendor).

**New Vendor:** When using a new vendor (that is not in the vendor file), type the vendor name and tab. The message "<Vendor name> does not exist in your vendor list. Would you like to add this vendor? The vendor will be a One Time Vendor if you click Cancel." will be displayed. Clicking on the OK button will place a ✓ in the Quick Vendor Add box on the screen. This vendor, along with any address information entered on the check screen, will appear on the check and will be added to the vendor file when the check is saved.

If you click on Cancel, the vendor will be considered a "One Time Vendor." The **One Time Vendor** option should be limited to cases where the payee will only be issued one check and will not be used again. *Note: Entering a payee this way does not give any audit record of this payee's activity, nor does it save this payee in the vendor file.*

**Full Vendor Setup:** To add a vendor with address, 1099 information, phone number, etc., click this button to navigate directly to the vendor file screen. Click on the "Save/Return to Check" button to return to the check screen with the newly added vendor inserted.

**Sales Tax:** Enter the amount to be charged for sales tax.

**Food Tax:** Enter the amount to be charged for food tax.

**1099 Amount:** If this is a 1099 Vendor, enter the 1099 reportable amount to be paid to the vendor.

**Cash/Checking Balance:** This is a "display only" field that references the current balance in the Cash/Checking account.

**Check Amount:** This is a "display only" field that references the total amount of the check.

**\*Description:** Fill in a check description or reference. The description will print on the check stub.

**Purchase Order Number:** If a check references a purchase order (posted in SchoolFunds Online), insert the PO number by typing the number 0. A list of outstanding PO's to this vendor will display below the purchase order field. Select the PO by clicking with the mouse or use the down arrow key and Tab to select the PO highlighted in green. The PO's detail information, including description, account number, and liquidated amount, will auto-fill on the check screen. To reference a PO not created in SchoolFunds Online, type the PO number as a reference only. The purchase order number will print on the check stub.

**PO Liq Amt.:** If a PO is inserted, the liquidated amount, which is the original PO amount, will quick-fill. Change the PO Liq Amt only if you are partially paying the PO and want to leave a remaining open PO balance.

**Invoice Number:** If the check references an invoice, enter the invoice number here. The invoice number will print on the check stub.

**Event Code (if activated on the Admin, My Profile screen):** To associate an expense with a previously entered Event Code, click on the ↓ and choose an Event Code from the drop down list.

**\*Account Number:** Type in the first digits or letters of the account that you are posting a check against. A list of possible matches will display below the account field. Click with the mouse or use the down arrow key and Tab to select the account highlighted in green.

**Balance:** The available balance of the account selected will display.

**\*Amount:** Enter the amount to be charged to the account.

Enter as many detail lines as needed. Keep in mind that nine detail lines will print on the check stub. A continuation stub will print for checks with more than nine detail lines. The total of all the detail lines entered will display as the check amount. After completing the check screen, click on the Save button to save the check. Once the check is saved, it moves into the unposted check register box in the lower portion of the check window. To print a list of saved checks, click on the Print Proof Listing button. The Proof Listing includes signature lines to use as an approval for the payables.

## Steps To Take With an Unposted Check:

### Editing Checks (Within Checks, New)

Any saved checks that are listed in the Unposted Check Register (lower half of the screen) may be changed or deleted.

To edit a check, simply point and click on the desired check in the register. The check will display in the upper portion of the screen. Make the changes and click on the Save button. To delete a check, simply point and click on the desired check in the register. The check will display in the upper portion of the screen. Click on the Delete button.

### Print Proof Listing

Click on the Print Proof Listing to print a list of all saved, yet unposted checks or payables. The listing will print a signature line for an approval of the payables. This listing is optional as it contains only unposted items.

Date	Account	Amount	Sales Tax	Payee Name
6/1/2011	409.000 General	\$325.83	\$0.00	Office Gallery

Batch Total:

Bookkeeper: \_\_\_\_\_

Approved: \_\_\_\_\_  
Principal

Unposted Check register			
Check Number	Date	Amount	Payor
2016	6/2/2011	\$325.83	Office Gallery

## Printing and Posting Laser Checks

SchoolFunds Online is designed to print checks on the pre-printed laser forms provided by TRA, Inc. After the checks have been entered and are displayed in the register, they are ready to print and post to their accounts. Once you confirm the checks have printed correctly, they will be ready to post to the accounts.

### How to Print Checks

Select Checks, Print Checks from the Menu.

## Checks: Print

The “Print Checks” screen will display the starting check number to be printed. The first check number originates from the number entered on the My Profile screen. The check number will automatically increment as checks print and/or post. **If the first check number to print is incorrect, it may be changed by clicking in the box, typing the correct number, and tabbing out of the box.**

### There are three printing options:

1. **Select All:** Print all checks indicated with a check mark.
2. **Deselect All:** Only the checks selected with a check mark will print.
3. **Select by date:** Print checks only for the indicated date range.

Choose one of these options and the total amount of the checks to print will display in the upper right corner. Press the Preview Checks button. As shown below, a print preview appears of the check(s).

### Check Print/Preview

The preview screen allows you to review each check that will print. If you find an error and do not want the checks to print, press the back button (at the top of the screen). Return to Checks, New and select the check(s) to edit. After saving the changes, return to Checks, Print.

If you are satisfied with the preview and are ready to print, press the printer icon (at the top of the preview screen).

After all the checks have printed, click the **Post Checks** button if they all printed OK. If any checks need to be reprinted, unselect those checks before clicking Post Checks. To reprint, verify the starting check number, select the checks to print, and click Preview Checks. If you are satisfied with the preview, press the printer icon to print. Click the “Post Checks” button if all checks printed OK.

If any of the printed checks had more than nine detail lines, a continuation stub print preview will display after the check has been posted. To print the continuation stub, click on the printer icon to print before clicking on the **Continue** button.

## Entering and Posting Manual Checks

SchoolFunds Online is designed to print checks on the pre-printed laser forms provided by TRA, Inc. However, the user may create and post a manual check if necessary. To manually write or type a check and post it to SchoolFunds Online, follow these steps:

**Click on Checks, New Checks to display a blank check entry screen.**

The screenshot shows the 'NEW CHECK' form in SchoolFunds Online. At the top, there is a navigation bar with options like 'Admin', 'Budgets', 'Checks', 'Credits', etc. The main form area is titled 'NEW CHECK' and contains several input fields: 'Pay to the order of:' (Vendor: Food Lion), 'DATE' (05/01/11), 'CHECK NUMBER' (1000), and 'CHECK AMOUNT' (\$100.00). There are also fields for 'CHECK VENDOR ADD' and 'CHECK DATE'. A 'CHECK AMOUNT' field is set to \$100.00. Below the form, there is a table with columns: Description, Purchase Order, PO Line Amt, Vendor, Event Code, Account, Balance, and Amount. The table contains one entry: 'Food for Open House' with a debit of \$100.00. At the bottom of the form, it says 'EXACTLY ONE HUNDRED FIFTY DOLLARS AND ZERO CENTS'.

**Note:** The check number (below the date) indicates that the check will not be printed; only posted.

### Field Name: Explanation

\*Indicates Required Fields

**\*Check Date:** Automatically defaults to the current system date. If different from the current system date, enter the date in a MM/DD/YYYY format. SchoolFunds Online will check the date to be sure that it falls within the current fiscal year.

**\*Check Number:** Enter the manual check number. After entering the manual check number, the system automatically increments the number for the next check (entered during the same session). A notification will appear if you try to save a check with a duplicate number.

**\*Vendor:** Type in the vendor's name. If the vendor has already been saved in the vendor file, type in the first few letters of the vendor's name and a list of possible matches will display below the vendor name field. District wide vendors are noted by an (\*) asterisk to distinguish them from the school level vendors. To select the vendor, click with the mouse or use the down arrow key and Tab to select the vendor highlighted in green. Press Tab and the vendor's address will also quick fill (if an address was set up for this vendor).

**New Vendor:** When using a new vendor (that is not in the vendor file), type the vendor name and tab. The message "<Vendor name> does not exist in your vendor list. Would you like to add this vendor? The vendor will be a One Time Vendor if you click Cancel." will be displayed. Clicking on the OK button will place a ✓ in the Quick Vendor Add box on the screen. This vendor, along with any address information entered on the check screen, will appear on the check and be added to your vendor file when the check is saved.

If you click on Cancel, the vendor will be considered a "One Time Vendor". The **One Time Vendor** option should be limited to cases where the payee will only be issued one check and will not be used again. **Note:** *Entering a payee this way does not give any audit record of this payee's activity, nor does it save this payee in the vendor file.*

**Full Vendor Setup:** To add a vendor with address, 1099 information, phone number, etc., click this button to navigate directly to the vendor file screen. Click on the "Save/Return to Check" button to return to the check screen with the newly added vendor inserted.

**Sales Tax:** Enter the amount to be charged for sales tax.

**Food Tax:** Enter the amount to be charged for food tax.

**1099 Amount:** If this is a 1099 Vendor, enter the 1099 reportable amount to be paid to the 1099 vendor.

**Cash/Checking Balance:** This is a “display only” field that references the current balance in the Cash/Checking account.

**Check Amount:** This is a “display only” field that references the total amount of the check.

**\*Description:** Fill in a check description or reference.

**Purchase Order Number:** If the check references a purchase order (posted in SchoolFunds Online), insert the PO number by typing the number **0**. A list of outstanding PO’s to this vendor will display below the purchase order field. Click with the mouse or use the down arrow key and Tab to select the PO highlighted in green. The PO’s detail information, including description, account number, and liquidated amount, will auto-fill on the check screen. To reference a PO not created in SchoolFunds Online, type the PO number as a reference only.

**PO Liq Amt.:** If a PO is inserted, the liquidated amount, which is the original PO amount, will quick-fill. Change the PO Liq Amt only if you are partially paying the PO and want to leave a remaining open PO balance.

**Invoice Number:** If the check references an invoice, enter the invoice number here.

**Event Code (if activated on the Admin, My Profile screen):** To associate an expense with a previously entered Event Code, click on the ↓ and choose an Event Code from the drop down list.

**\*Account Number:** Type in the first digits or letters of the account you are posting the check against. A list of possible matches will display below the account field. Click with the mouse or use the down arrow key and Tab to select the account highlighted in green.

**Balance:** The available balance of the account selected will display.

**\*Amount:** Enter the amount to be charged to the account.

**Enter as many detail lines as needed. The total of all the detail lines entered will display as the check amount. After completing the check screen, click on the Save button to save the check. Once the check is saved, it moves into the check register box in the lower portion of the check window. All saved checks appear in the check register waiting to be posted. To print a list of saved checks, click on the Print Proof Listing button. The Proof Listing includes signature lines to use as an approval for the payables.**

## **Posting Manual Checks**

Once manual checks have been entered (saved) and are displayed in the register view, they are ready to be posted to the accounts.

### **How to Post a Manual Check**

Select **Checks, Post Checks** from the menu.

Select the check(s) to be posted by clicking in the “Post” column and entering a checkmark in the box. The number and amount of check(s) to be posted will appear in the upper right-hand corner. Click on the **Post** button.



Post	Check number	Date	Amount	Payee	1 CHECK TO POST:	AMOUNT TO POST:
<input checked="" type="checkbox"/>	1010311	10/10/11	0.00	VOID		\$160.00

FROM DATE  TO DATE

## Entering and Posting a Check as "VOID"

To record (account for) a check as "VOID", follow these steps:

1. Go to **Checks, New Check**.
2. Enter the check date, check number, payee name as "VOID", and description as "VOIDED CHECK." Select any account number and leave the amount as 0.00. Save the check.
3. Go to **Checks, Post Checks**. Post this check as if it were a manual check.

GENERAL ACCOUNT BAL SOURCE

DATE: 10/20/11

Pay to the order of: VOID  CHECK NUMBER ADD CHECK NUMBER

ADDRESS:  \*Requires a valid e-mail address

CITY:

STATE ZIP:

SALES TAX: \$1.00

FOOD TAX: \$1.00

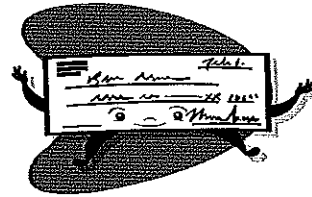
CASH ON HAND BALANCE: \$15,541.12

CHECK AMOUNT: \$1.00

EXACTLY ZERO DOLLARS AND ZERO CENTS

Description	Purchase Order	PO Qty	Unit	Invoice	Event Code	Account	Balance	Amount
VOID Check				\$1.00		430.00	\$1,604.12	\$1.00

## Checks: Fast Flow!



### Steps for Printer Checks:

- Select **Checks Menu**.
- Choose **“New Check”**.
- Enter **“P”** for **Print** as the check number (if necessary), enter check information.
- Press the **“Save”** button to save each check.
- Select **Checks Menu**.
- Choose **“Print Checks”**.
- Verify **First Check # to Print** (if incorrect, enter the correct check # and tab).
- Select checks to be printed.
- Load check forms into printer.
- Press **“Preview Checks”**.
- Checks will display as a preview, click on the **Printer Icon** when ready to print.
- Press **“Post Checks”** if all checks printed correctly.
- This completes posting and printing checks.

### Steps for Manual Checks:

- Select **Checks Menu**.
- Choose **“New Check”**.
- Enter the **check date** and the **check number** (if necessary), enter check information.
- Press the **“Save”** button to save each check.
- Select **Checks Menu**.
- Choose **“Post Checks”**.
- Select checks to be posted.
- Press **“Post”**.

## Voiding Checks

Checks that have been posted to the system may be voided. The void process will post a negative expenditure amount to the account to which check was originally charged. To void a check, select **Checks, Void Checks**.

Admin Data Files Checks Receipts A's PO's Registers Reports Book Entries-30000 Admin Functions Help

1 CHECK TO VOID, AMOUNT: \$18.00

Void	Check number	Date	Amount	Payee
<input type="checkbox"/>	1003	6/1/2011	\$10.00	Office Cashier
<input type="checkbox"/>	1003	6/1/2011	\$10.00	Field Trip
<input type="checkbox"/>	1003	6/1/2011	\$0.00	VOID
<input type="checkbox"/>	1003	6/1/2011	\$18.00	Sharon Carlson

VOID DATE: 6/2/2011 FROM DATE: TO DATE: EXPLANATION: Field trip cancelled

Void

Select a check to void by clicking in the "Void" column and enter the void explanation. The number and amount of check(s) to be voided will appear in the upper right-hand corner. Enter the void date as the date the void should be processed. If no date is entered, the current system date will default as the void date. Click on the "Void" button. As shown below, a void Check Proof Sheet preview screen will appear.

Viewer Mode 1 of 1 Select a format

**Void Check Proof Sheet**  
**Central Academy High School**  
 6/1/2011

---

Check Number: 1003      Void Date: 6/1/2011

Void Amount: \$10.00      Check Posted Date: 6/1/2011

Payee Name: Sharon Carlson

Accounts used in check      Field Trip

Void Explanation: Field trip cancelled

Sum of Check Amount      \$10.00

Bookkeeper: \_\_\_\_\_

Approved: \_\_\_\_\_

Principal

The proof sheet details the voided check and provides documentation of the voided transaction.

For a listing of voided checks, print the **Void Check Register** found on the **Registers** menu.

## Checks: Review

**Checks, Review Checks** provides a detailed viewing of posted checks. Either click on the check you would like to view, or use the Find button to quickly search for a check by number, date, amount, description, invoice, or PO #. Print the results of the search by clicking the Print button.

**Check Posted to Wrong Account:** A check posted to the wrong account or for the wrong amount does not need to be voided to be corrected. To correct the account on a posted check, instructions for the Journal Entry, "Check to Wrong Account" are available in Section 5.

**Check Posted for Wrong Amount:** To correct the amount of a posted check, instructions for the Journal Entry, "Check for Wrong Amount" are available in Section 5.

## Checks: Register and Payment Vouchers

After checks have printed and posted, printing the check register and payment vouchers for documentation is recommended. The register and vouchers may be printed at any time, and may be printed by date range or by check number range. To print the **Check Register**, click on Registers and choose Check. Select your Register View and click on either the Ascending or Descending order button. Payment Vouchers print one check per page with a signature line for approval. To print **Payment Vouchers**, click on Registers and choose Payment Vouchers. Select the Register View and click on the Ascending or Descending order button.

## Section 4: Receipt Writing Process

The SchoolFunds Online receipt writing process is designed to save time by allowing the user to enter, print, and post receipts to the accounts. Clicking on the **Receipts Menu** will display the following processes:

<b>New Receipt</b>	Enter a new receipt or edit an unposted receipt.
<b>Review Receipts</b>	View or Re-Print a receipt that has already been posted.
<b>Print Receipts</b>	Print saved receipts that are still unposted.
<b>Post Deposit</b>	Post selected receipts to accounts.
<b>Post OSP Deposit</b>	Post Online School Payments to accounts.
<b>Deposit Ticket</b>	Create and print a deposit ticket.
<b>Void Receipts</b>	Void a receipt by posting a negative receipt entry.

## Entering Receipts

### Entering Receipts: New

SchoolFunds Online is designed to print receipts on the pre-printed laser forms provided by TRA, Inc. To enter and print receipts, follow these steps:

**Click on Receipts, New to display a blank receipt entry screen.**

### Field Name: Explanation

\*Indicates Required Fields

**\*Receipt Date:** Automatically defaults to the current system date. If different from the current system date, enter the date in a MM/DD/YYYY format. SchoolFunds Online will check the date to be sure that it falls within the current fiscal year.

**\*Receipt Number:** Type the word **PRINT** when entering a receipt that will print on a receipt form or blank paper. When printing receipts, the receipt number is assigned as the receipts print. We recommend reviewing the beginning receipt number entered on the Admin, My Profile screen.

To enter a “manual” receipt, meaning that the receipt has already been written out of a manual receipt book, type in the actual receipt number rather than the word “Print”. Complete the receipt screen and save. Once the receipt is saved, choose Receipts, Post Deposit to post the manual receipt.

**\*Receiptee:** Type in the receiptee’s name. If the receiptee has already been saved in the receiptee file, type in the first few letters of the receiptee’s name and a list of possible matches will display below the receiptee name field. To select the receiptee, click with the mouse or use the down arrow key and Tab to select the receiptee highlighted in green. Press Tab and the receiptee’s address will also quick fill (if an address was setup for this receiptee).

**New Receiptee:** When using a new receiptee (that is not in the receiptee file), type the receiptee name and tab. The message “<Receiptee name> does not exist in your receiptee list. Would you like to add this receiptee? The receiptee will be a One Time Receiptee if you click Cancel.” will be displayed. Clicking on the OK button will place a ✓ in the Add New Receiptee box on the screen. This receiptee, along with any address information entered on the receipt screen, will appear on the receipt and will be added to the receiptee file when the receipt is saved.

If you click on Cancel, the receiptee will be considered a “One Time Receiptee”. The **One Time Receiptee** option should be limited to cases where the Receiptee will only be issued one receipt and will not be used again. *Note: Entering a receiptee this way does not give any audit record of this receiptee’s activity, nor does it save this receiptee in the receiptee file.*

**Cash/Checking Balance:** This is a “display only” field that references the current balance in the Cash/Checking account.

**Calculator:** An optional tool to help with counting and verifying currency and check totals. Click Return to Receipt and the totals will fill automatically.

**Amount of Receipt:** This is a “display only” field that references the total receipt amount.

**Cash:** Enter how much of this receipt is cash (optional). If a cash amount is entered, the system will verify the sum of the cash and check amount equals the total receipt amount. The cash amount will print on the receipt and Deposit Analysis when the deposit is posted.

**Check:** Enter how much of the receipt is from checks (optional). If a check amount is entered, the system will verify the sum of the check and cash amount equals the total receipt amount. The check amount will print on the receipt and Deposit Analysis when the deposit is posted.

**\*Description:** Fill in a receipt description or reference. The description will print on the receipt.

**Beginning & Ending Receipt Number:** Use these fields to enter the corresponding receipt numbers from the teacher’s receipt book (optional).

**Event Code (if activated on the Admin, My Profile screen):** To associate a revenue with a previously entered Event Code, click on the ↓ and choose an Event Code from the drop down list.

**\*Account Number:** Type in the first digits or letters of the account you are receipting. A list of possible matches will display below the account field. Click with the mouse or use the down arrow key and Tab to select the account highlighted in green.

**Balance:** The available balance of the account selected will display.

**\*Amount:** Enter the amount to be posted to the selected account.

Enter as many detail lines as needed. Keep in mind that six detail lines will print on the receipt stub. A continuation stub will print for receipts with more than six detail lines. The total of all the detail lines will display as the amount of receipt. After completing the receipt screen, click the Save button to save the receipt. Once the receipt is saved, it moves into the Unposted Receipt Register box in the lower portion of the receipt window.

## Steps To Take With an Unposted Receipt:

### Editing/Deleting Receipts (Within Receipts, New)

Any saved receipts listed in the Unposted Receipt Register (lower half of the screen) may be changed or deleted. To edit a receipt, simply point and click on the desired receipt in the register. The selected receipt will display in the upper portion of the screen. Make the changes and click on the **Update** button. To delete a receipt, simply point and click on the desired receipt in the register. The selected receipt will display in the upper portion of the screen. Click on the **Delete** button.

### Print Proof Listing

Click on the **Print Proof Listing** to print a list of all saved, yet unposted receipts or receivables. The listing is broken down by cash and check totals and includes a signature line for an approval of the receivables. This listing is optional as it contains only unposted items.

#### *Proof Listing of Receivables*

*Central Academy High School*

*6/1/2011 12:07 PM*

<i>Rcpt #</i>	<i>Date</i>	<i>Account #</i>	<i>Amount</i>	<i>Cash</i>	<i>Check</i>	<i>Receiptee Name</i>
PRINT	6/01/2011	500.000 Field Trip	\$60.00	\$15.00	\$45.00	Mary Beth Cowper

Cash Total:   
 Check Total:   
 Batch Total:

Bookkeeper: \_\_\_\_\_

Approved: \_\_\_\_\_

Principal

## Printing and Posting Laser Receipts

SchoolFunds Online is designed to print receipts on the pre-printed laser forms provided by TRA, Inc. After receipts have been entered and are displayed in the register, they are ready to be printed. Once you confirm the receipts have printed correctly, they will be ready to post to the accounts.

### How to Print Receipts:

Select Receipts, Print Receipts Menu.

### Receipts: Print

The screenshot shows the 'Print Receipts' menu option selected. Below it, a receipt preview window is displayed with the following details:

- STARTING RECEIPT NUMBER: 430
- 1 RECEIPT TO PRINT.
- AMOUNT TO PRINT: \$60.00
- Receipt # 100
- Date 6/1/2011
- Amount \$60.00
- Receiptee Name Mary Beth Cowper

At the bottom of the preview window, there are buttons for 'Print All', 'Print Selected', and 'Select by Date', along with 'FROM DATE' and 'TO DATE' fields.

The "Print Receipts" screen will display the starting receipt number to be printed. The first receipt number originates from the number entered on the My Profile screen. The receipt numbers will automatically increment as receipts are printed and/or posted. **If the first receipt number to print is incorrect, it may be changed by clicking in the box, typing the correct number, and tabbing out of the box.**

**There are three printing options:**

1. **Select All:** Print all receipts indicated with a check mark.
2. **Deselect All:** Only the receipts selected with a check mark will print.
3. **Select by date:** Print receipts only for the indicated date range.

Choose one of these options and the total of the receipts to print will display in the upper right corner. Press the **Preview Receipts** button. A print preview appears of the receipt(s).

**Receipts Print/Preview**

The preview screen allows you to review each receipt that will print. If you find an error and do not want the receipts to print, press the Back button (at the top of the screen). Then return to Receipts, New and select the receipt(s) to edit. After saving the changes, return to Receipts, Print.

If you are satisfied with the preview and are ready to print, press the printer icon (at the top of the preview screen).

**OFFICIAL RECEIPT**  
Central Academy High School

Effective Date: 6/1/2011

Receipt Number: 100

Mary Beth Cowper

Received From:

Receipt Total: \$60.00      Cash Amt: \$15.00      Check Amt: \$45.00

Field Trip	1	4	500.000 Field Trip	\$60.00
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Received By: school bookkeeper

After all the receipts have printed, click the **Post Receipts** button if they all printed OK. If any receipt(s) need to be reprinted, unselect the receipt(s) before clicking Post Receipts. To reprint, verify the starting receipt number, select the receipts to print, and click Preview Receipts. If you are satisfied with the preview, press the printer icon to print. Click the **"Post Receipts"** button if all receipts printed OK.

If any of the printed receipts had more than six detail lines, a continuation stub print preview will display after the receipt has been posted. To print the continuation stub, click on the printer icon to print before clicking on the **Continue** button.

**Note:** *If you are ready to process the deposit, go to Receipts Menu, Post Deposits. The receipts must be included in a deposit before they may be voided.*

# Entering and Posting Manual Receipts

## Entering Manual Receipts: New

SchoolFunds Online is designed to print receipts on the pre-printed laser forms provided by TRA, Inc. However, the user may create and post a manual receipt if necessary. To manually write or type a receipt and post it to SchoolFunds Online, follow these steps:

**Click on Receipts, New Receipts to display a blank receipt entry screen.**

Receipt	Amount
501 001 FASSTP	843.20

### Field Name: Explanation

\*Indicates Required Fields

**\*Receipt Date:** Automatically defaults to the current system date. If different from the current system date, enter the date in a MM/DD/YYYY format. SchoolFunds Online will check the date to be sure that it falls within the current fiscal year.

**\*Receipt Number:** Enter the manual receipt number. After entering the manual receipt number, the system automatically increments the number for the next check (entered during the same session). A notification will appear if you try to save a check with a duplicate number.

**\*Receiptee:** Type in the receiptee's name. If the receiptee has already been saved in the receiptee file, type in the first few letters of the receiptee's name and a list of possible matches will display below the receiptee name field. To select the receiptee, click with the mouse or use the down arrow key and Tab to select the receiptee highlighted in green. Press Tab and the receiptee's address will also quick fill (if an address was setup for this receiptee).

**New Receiptee:** When using a new receiptee (that is not in the receiptee file), type the receiptee name and Tab. The message "<Receiptee name> does not exist in your receiptee list. Would you like to add this receiptee? The receiptee will be a One Time Receiptee if you click Cancel." will be displayed. Clicking on the OK button will place a ✓ in the Add New Receiptee box on the screen. This receiptee, along with any address information entered on the receipt screen, will appear on the receipt and be added to the receiptee file when this receipt is saved.

If you click on Cancel, the receiptee will be considered a "One Time Receiptee". The **One Time Receiptee** option should be limited to cases where the Receiptee will only be issued one receipt and will not be used again. **Note: Entering a receiptee this way does not give any audit record of this receiptee's activity, nor does it save this receiptee in the receiptee file.**

**Cash/Checking Balance:** This is a "display only" field that references the current balance in the Cash/Checking account.

**Calculator:** An optional tool to help with counting and verifying currency and check totals. When you click Return to Receipt, the totals will fill automatically.

**Amount of Receipt:** This is a "display only" field that references the total receipt amount.

**Cash:** Enter how much of the receipt is from cash (optional). If a cash amount is entered, the system will verify the sum of the cash and check amount equals the total receipt amount. The cash amount will print on the receipt and Deposit Analysis when the deposit is posted.



**Check:** Enter how much of the receipt is from checks (optional). If a check amount is entered, the system will verify the sum of the check and cash amount equals the total receipt amount. The check amount will print on the receipt and Deposit Analysis when the deposit is posted.

**\*Description:** Fill in a receipt description or reference.

**Beginning & Ending Receipt Number:** Use these fields to enter the corresponding receipt numbers from the teacher's receipt book (optional).

**Event Code (if activated on the Admin, My Profile screen):** To associate a revenue with a previously entered Event Code, click on the ↓ and choose an Event Code from the drop down list.

**\*Account Number:** Type in the first digits or letters of the account you are receipting. A list of possible matches will display below the account field. Click with the mouse or use the down arrow key and Tab to select the account highlighted in green.

**Balance:** The available balance of the account selected will display.

**\*Amount:** Enter the amount to be posted to the selected account.

Enter as many detail lines as needed. The total of all the detail lines will display as the amount of receipt. After completing the receipt screen click the Save button to save the receipt. Once the receipt is saved, it moves into the unposted receipt register box in the lower portion of the receipt window. When all receipts are entered and the deposit is ready to post click Receipts, Post Deposit.

## Entering and Posting a Receipt as "VOID"

To record (account for) a receipt as "VOID", follow these steps:

1. Go to Receipts, New Receipt.
2. Enter the receipt date, receipt number, received from name as "VOID," description as "VOIDED RECEIPT." Select any account number, enter the amount as 0.00 and save.
3. The receipt will be included in the next deposit posted.

Admin Data Files Checks Receipts JE's PO's Registers Reports Bank Record/Status Admin Functions Help

This receipt has been posted

<b>VOID Receipt</b>		RECEIPT NO: 100 DATE: 01/20/11 FROM: [ ] TO: [ ]	RECEIPT NUMBER: [ ] CASH/CHECK/AMOUNT: [ ] TOTAL CASH: \$1.00 TOTAL CHECKS: \$1.00 AMOUNT OF RECEIPT: \$1.00
---------------------	--	---	--

Description	Begin Receipt #	End Receipt #	Transit	Event Code	Account	Balance	Amount
VOID Receipt					400.000 General	\$0.00	\$1.00

## Receipts: Post Deposit

JE's Receipts JE's PO's Registers Reports Bank Record/Status Admin Functions Help

AMOUNT TO POST: \$105.00

Post	Receipt number	Date	Amount	Receipts
<input type="checkbox"/>	91	01/20/11	\$1,500.00	Local Postage
<input checked="" type="checkbox"/>	92	01/20/11	\$0.00	Mag Book Cover
<input checked="" type="checkbox"/>	93	01/20/11	\$45.00	Ann Johnson
<input checked="" type="checkbox"/>	94	01/20/11	\$0.00	VOID

FROM DATE: \_\_\_\_\_ TO DATE: \_\_\_\_\_

DEPOSIT BY: [ ]

**There are three posting options:**

1. **Select All:** Post and include in the deposit all receipts indicated with a check mark.
2. **Deselect All:** Only the receipts selected individually with a check mark will post in the deposit.
3. **Select by date:** Post and include in the deposit receipts only for the indicated date range.

Choose one of these options and the total of the receipts (included on this deposit) to post will display in the upper right corner. The Deposit ID reflects the next deposit number to post. This Deposit ID originates from the starting number entered on the My Profile screen. The Deposit ID number will automatically increment as each deposit is posted. If the starting number is incorrect, change it on the Post Deposits screen.

Click on the **Post Deposit** button. Next, the Deposit Analysis preview screen (shown on the next page) will appear. *Note: Once the Deposit Analysis Report is previewed, the receipts selected for this deposit have already been posted to the accounts. We recommend always printing the Deposit Analysis Report. Signature lines are printed on this report for convenience. If you cancel the printing, the analysis cannot be printed again. If you notice that an error was made when posting a receipt (included on this deposit), use one of the journal entries "Receipt for Wrong Amount" or "Receipt to Wrong Account" to correct the receipt posting.*

**Deposit Analysis**

Central Academy High School

Deposit ID: 1                      Receipts: 100 thru 103  
 Deposit Date: 6/1/2011                      From: 6/1/2011 to 6/1/2011

Account Number	Description	Amount
400.000	General	\$0.00
500.000	Field Trip	\$105.00

Deposit Total:   
 Total Cash:   
 Total Checks:

Bookkeeper: \_\_\_\_\_  
 Approved: \_\_\_\_\_  
Principal

**Receipts: Post OSP Deposit**  
**(If activated by the District Administrator)**

This receipt entry is available to accommodate Online School Payments (OSP) for the districts using on-line fee payments by parents.

**Click on Receipts, Post OSP Deposit to display the OSP screen.**

Admin Data Files Checks Receipts JE's PO's Registers Reports Bank Reconciliation Admin Functions Help	
Payment Received From: OSP	
Select Statement: --Select--	RECEIPT DATE: 6/1/2011
	RECEIPT NUMBER: 1528
	NEXT NUMBER TO PRINT: 734
	RECEIPT TOTAL:
	NEXT DEPOSIT NUMBER: 228
<b>POST DEPOSIT</b>	

**Field Name: Explanation**

\* Indicates Required Fields

**\*Select Statement:** Select the correct statement from the drop down list.

**\*Receipt Date:** Automatically defaults to the current system date. If different from the current system date, enter the date in a MM/DD/YYYY format. SchoolFunds Online will check the date to be sure that it falls within the current fiscal year.

**\*Receipt Number:** Verify the receipt number you are entering to print on a receipt form or blank paper is the correct receipt.

**\*Next Deposit Number:** Verify the Deposit ID number.

**To Post an OSP Deposit, complete the following steps:**

Using the dropdown arrow, select the correct statement from the list. Verify the Receipt Date, Receipt Number, and Deposit Number and click **Post Deposit**. The Receipts and Deposit Analysis will be generated and made available for printing.

**Receipts: Deposit Ticket**

School Funds Online is designed to print deposit tickets on pre-printed laser forms provided by TRA, Inc. The Deposit Ticket Calculator is designed to help with counting and verifying currency and check totals, calculate totals, and print a Deposit Ticket for the current deposit. Click on **Receipts, Deposit Ticket** to access the calculator screen. Enter all currency and checks individually with a descriptive memo in the appropriate field. Select the **Calculate/Generate Deposit Ticket** button to show the Total Deposit Ticket amount and generate the preview screen. If you find an error and do not want the Deposit Ticket to print, correct the currency and/or checks (at the top of the screen) and click the Calculate/Generate Deposit Ticket button again. When correct, insert the Deposit Ticket form into the printer. Click on the printer icon to print the Deposit Ticket. Click on the Return to Deposit Screen button to return to the Post Deposit screen.

The screenshot shows the Deposit Ticket Calculator interface. On the left, there are two columns for entering currency and checks. The first column is for coins, with a 'COIN TOTAL' of \$0.00. The second column is for checks, with a 'CHECK TOTAL' of \$125.00. A summary table shows the following totals:

CASH TOTAL	\$110.00
COIN TOTAL	\$0.00
GRAND TOTAL	\$125.00

Below the summary table, there are two buttons: 'Calculate/Generate Deposit Ticket' and 'Return to Deposit Screen'. At the bottom, there are fields for 'DEPOSIT DATE' (04/20/11), 'DEPOSIT ID' (2), 'BEG RCPT #' ( ), and 'END RCPT #' ( ).

Check #	Amount	Memo
Check #1	\$15.00	Harrison
Check #2		
Check #3		
Check #4		
Check #5		
Check #6		
Check #7		
Check #8		
Check #9		
Check #10		
Check #11		
Check #12		
Check #13		
Check #14		
Check #15		
Check #16		
Check #17		
Check(s) #18+		
<b>CHECK TOTAL</b>	<b>\$125.00</b>	

1 \$110.00  
 1 \$15.00

Deposit: 2

6/1/2011

\$125.00

XXXXXXXXXXXXXXXX

2 \$125.00

Summary of Deposits for: Wednesday, June 01, 2011 Receipts:

Item #	Method	Memo	Amount
	CASH		\$110.00
1	CHECK		\$15.00

Deposit Total \$125.00

## Receipts: Fast Flow!



### Steps for Printer Receipts:

- Select **Receipts Menu**.
- Choose **“New Receipt”**.
- Enter **“P”** for **Print** as the receipt number (if necessary), enter receipt information.
- Press the **“Save”** button to save each receipt.
- Select **Receipts Menu**.
- Choose **“Print Receipts”**.
- Verify First Receipt # to Print (if incorrect, enter the correct receipt # and tab).
- Select Receipts to be printed.
- Load receipt forms into printer.
- Press **“Preview Receipts”**.
- Receipts will display as a preview, click on the **Printer Icon** when ready to print.
- Press **“Post Receipts”** if all receipts printed correctly.
- This completes posting and printing Receipts.

### Steps for Manual Receipts:

- Select **Receipts Menu**.
- Choose **“New Receipt”**.
- Enter the **receipt date** and the **receipt number** (if necessary), enter receipt information.
- Press the **“Save”** button to save each receipt.

### Steps to Post All Receipts/Deposits:

- Select **Receipts Menu**.
- Choose **“Post Deposits”**
- Select the receipts you want to post in the deposit.
- Verify/Edit the Deposit ID number.
- Press **“Post Deposit”**.
- Deposit Analysis Report will display as a preview, click on the **Printer Icon** when ready to print. **Always Print!**
- This completes posting the deposit.

## Voiding Receipts

Receipts that have been posted within a deposit may be voided. The void process will post a negative receipt amount to the account that the receipt was originally posted to. The voided receipt will also be removed from the deposit. To void a receipt, select **Receipts, Void Receipts**.

Receipts JE's PO's Registers Reports Bank Reconciliation Admin Functions Help

1 RECEIPT TO VOID, AMOUNT: \$45.00

Void	Receipt number	Date	Amount	Payee
<input type="checkbox"/>	11/01/2011	11/01/2011	\$1,500.00	L. Anzani Photography
<input type="checkbox"/>	11/01/2011	11/01/2011	\$0.00	Mary Beth Grogan
<input checked="" type="checkbox"/>	102	6/1/2011	\$45.00	Ann Johnson
<input type="checkbox"/>	11/01/2011	11/01/2011	\$1.00	VOID

VOID DATE: 6/1/2011

EXPLANATION: Voided wrong teacher

**Void**

Select the receipt to void by clicking in the "Void" column and enter a void explanation. The number and amount of receipt(s) to be voided will appear in the upper right-hand corner. Enter the void date as the date the void should be processed. If you do not enter a date, the current system date will default as the void date. Almost always, the void date should be the actual date of the receipt. Be very careful of the void date as it can affect the bank reconciliation. Click on the "Void" button. Next, a Void Receipt Proof Sheet preview screen will appear.

Viewer Mode 1 of 1 Select a format

**Void Receipt Proof Sheet**  
**Central Academy High School**  
6/1/2011

---

Receipt Number: 102      Void Date: 6/1/2011

Void Amount: \$45.00      Receipt Posted Date: 6/1/2011

Receiptee: Ann Johnson

Accounts used in Receipt  
Field Trip

Void Explanation: Voided wrong teacher

Sum of Receipt Amount      \$45.00

This proof sheet details the voided receipt and provides documentation of the voided transaction. We suggest always printing the proof sheet, as canceling only prevents the printing of the Void Receipt Proof Sheet; the void posting has already occurred.

**For a listing of voided receipts, print the Void Receipt Register found on the Registers Menu.**

## Receipts: Review

Receipts, Review provides a detailed viewing of posted receipts. Either click on the receipt you would like to view, or to quickly search for a receipt, use the Find button to search by receipt number, date, amount, or description. Print the results of the search by clicking the Print button.

**Receipt Posted to Wrong Account:** A receipt posted to the wrong account or for the wrong amount does not need to be voided to be corrected. To correct the account on a posted receipt, instructions for the Journal Entry, "Receipt to Wrong Account" are available in Section 5.

**Receipt Posted for Wrong Amount:** To correct the amount of a posted receipt, instructions for the Journal Entry, "Receipt for Wrong Amount" are available in Section 5.

## Receipts: Register

After receipts have printed and posted, you may then print the receipt register for documentation. This register may be printed at any time since it can be printed by date range or receipt number range. To print the receipt register, choose **Registers, Receipt**.

## Section 5: Journal Entries

Entries other than checks and receipts that need to be posted to the books are entered as Journal Entries. By using the Journal Entry functions, you are guaranteed to post the correct "debit" and "credit" entries because SchoolFunds Online posts these entries automatically! After saving each journal entry, a *Journal Entry Proof Sheet* will print providing printed documentation for each journal entry posted.

The Journal Entries listed below are explained and previewed on the following pages.

*Bank Interest/Other Credits*

*Receipt for Wrong Amount*

*Bank Charge/Other Debits*

*Void Journal Entry*

*Returned Checks (for insufficient funds)*

*Cancel Prior SFO Check*

*Fund Transfer*

*Revenue and Expense*

*Multi-Fund Transfer*

*Sales Tax for Wrong Amount*

*Asset Transfer*

*Food Tax for Wrong Amount*

*Check to Wrong Account*

*Event Code Edit*

*Check for Wrong Amount*

*1099 Edit*

*Receipt to Wrong Account*

*Review JE's*

## Bank Interest/Other Credits

This journal entry may be used to post interest earned on a checking account and/or any interest earned on CDs or other investment accounts. It may also be used to post other credits.

**Field Name:** Explanation (All fields are required except Additional Comments).

**Transaction Date:** Automatically inserts the statement ending date from the bank reconciliation screen (Step #1). Change this date if necessary.

**Amount:** Enter the amount of the bank interest or other credit.

**Post to Account:** Select the account number to which the interest amount should be posted.

**Offset Account:** Automatically inserts the correct cash (checking) account number to be used as an offset. This account may be changed if posting savings or investment account interest.

**Reference:** Enter a brief description for the entry.

**Additional Comments:** Enter any additional comments/description for this JE not entered in the reference field. This information will only print on the proof sheet.

**Bank Name and Account:** Automatically inserts the bank name and account number previously entered on the My Profile screen. The bank name and account number can be changed on this screen if needed.

The screenshot shows the 'Bank Interest/Other Credits' form in a software application. The form includes the following fields:

- TRANSACTION DATE: 5/31/2011
- AMOUNT: \$5.00
- POST TO ACCOUNT: 400.000 General
- OFFSET ACCOUNT: 012.001 Cash Account
- BANK NAME: Central Bank
- BANK ACCOUNT: 123456789
- REFERENCE: May Interest

Buttons for 'Preview' and 'Post and Generate Final Proof' are visible. Below the form is a preview window titled 'Bank Interest/Other Credit - JE Preview' showing the same data in a list format.

Once the screen is completed, click on the **Preview** button to display the preview entry. Verify all information is correct and click on the **Post and Generate Final Proof** button. The entry has now posted. When the proof sheet appears, click on the printer icon to print a copy of the entry for documentation. **Note: Be sure to print the proof sheet.**

## Bank Charge/Other Debits

Use this journal entry to post any fees (returned check charge, monthly service fee, deposit slips) the bank may deduct from your bank account. It may also be used to post other debits.

**Field Name:** Explanation (All fields are required except Additional Comments).

**Transaction Date:** Automatically inserts the statement ending date from the bank reconciliation screen (Step #1). Change this date if necessary.

**Amount:** Enter the amount of the bank charge or other debit.

**Charge to Account:** Select the account number to which the charge amount should be posted.



**Offset Account:** Automatically inserts the correct cash (checking) account number to be used as an offset. This account may be changed if posting savings or investment account charges.

**Reference:** Enter a brief description for the entry.

**Additional Comments:** Enter any additional comments/description for this JE not entered in the reference field. This information will print only on the proof sheet.

**Bank Name and Account:** Automatically inserts the bank name and account number previously entered on the My Profile screen. The bank name and account number can be changed on this screen.

Admin Data Files Checks Receipts JE's PO's Registers Reports Bank Reconciliation Admin Functions Help

Bank Charge/Other Debits

TRANSACTION DATE: 5/22/11  
AMOUNT: \$5.00  
POST TO ACCOUNT: 420.000 General  
OFFSET ACCOUNT: 412.001 Cash Acct  
BANK NAME: Central Bank  
BANK ACCOUNT: 123456789  
REFERENCE: Bank charge

ADDITIONAL COMMENTS (PROOF SHEET ONLY)

Preview  
Post and Generate Final Proof

If preview is correct click Post and Generate Final Proof button

Bank Charge/Other Debit - JE Preview

Transaction Date: 5/22/11  
Bank Name: Central Bank  
Bank Account: 123456789  
Charge Amount: \$5.00  
Fund Account: 420.000 General  
Offset Account: 412.001 Cash Account  
Reference: Bank charge

Additional Comments:

Once the screen is completed, click on the **Preview** button to display the preview entry. Verify all information is correct and click on the **Post and Generate Final Proof** button. The entry has now posted. When the proof sheet appears, click on the printer icon to print a copy of the entry for documentation. *Note: Be sure to print the proof sheet.*

## Returned Checks

### Returned Checks Repayment "N"

When a check that was deposited is returned for insufficient funds, post this journal entry to remove the amount of the check from your accounts.

**Field Name:** Explanation (All fields are required except *Additional Comments*).

**Transaction Date:** Automatically inserts the current date. Change the transaction date to reflect the actual date the return item was posted on your bank statement.

**Check Amount:** Enter the amount of the returned check.

**Post To Account:** Select the account to which the returned check amount should be posted.

**Offset Account:** Automatically inserts the correct cash (checking) account number as the offset

**Reference:** Enter a description for this entry. Entering the check # and the name on the check (if available) as part of the reference will assist in identifying returned checks for repayments.

**Repayment:** If posting a return entry, leave Repayment as "N" and save.

**Additional Comments:** Enter any additional comments/description for this JE not entered in the reference field. This information will print only on the proof sheet.

Admin Data Files Checks Receipts JE's PO's Registers Reports Bank Reconciliation Admin Functions Help

**Returned Check**

TRANSACTION DATE: 5/25/2011

AMOUNT: \$5.00

POST TO ACCOUNT: 500.000 Field Trip

OFFSET ACCOUNT: 012.001 Cash Account

REFERENCE: NSF Leona #125

REPAYMENT:  V.I.B.

ADDITIONAL COMMENTS (PROOF SHEET ONLY):

**Preview**      **Post and Generate Final Proof**

**Print Returned Checks NOT Repaid:**  
If preview is correct click 'Post and Generate Final Proof' button

Viewer Mode | 1 of 1 | Select a format

**Returned Check Journal Entry Preview**  
Central Academy High School

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Transaction Date: 5/26/2011

Check Amount: (\$5.00)

Posted Account: 500.000 Field Trip

Offset Account: 012.001 Cash Account

Once the screen is completed, click on the **Preview** button to display the preview entry. Verify all information is correct and click on the **Post and Generate Final Proof** button. The entry has now posted. When the proof sheet appears, click on the printer icon to print a copy of the entry for documentation. *Note: Be sure to print the proof sheet.*

**Create Returned Check Letter:** Once the proof sheet has printed, there is an option to create a Returned Check Letter suitable for mailing. Enter the Name, Address, City, State, and Zip of the person and click **Create Returned Check Letter**. When the letter displays, click on the printer icon to print. *Note: The school phone number must be entered on My Profile screen to display in the body of this letter.*

**Preview**      **Post Bank Charges**

**Print Returned Checks NOT Repaid:**  
JE is now posted. Print the proof sheet.

NAME: Elizabeth Leone

ADDRESS: 578 Hobart Drive

CITY: Wilmington ST: nc ZIP: 28405

**Create Returned Check Letter**

Viewer Mode | 1 of 1 | Select a format

Central Academy High School  
100 School Street  
Wilmington NC 28405

Elizabeth Leone  
578 Hobart Drive  
Wilmington nc 28405

---

5/26/2011

Dear Elizabeth Leone:

Your check submitted to our school in the amount of \$5.00 has been returned for reasons of insufficient funds. Please contact the school office at 910 251-5555 to resolve this matter as soon as possible.

**Post Bank Charges:** After printing the proof sheet and/or Returned Check Letter, you have the option to post any returned check fees from the screen. Click **Post Bank Charges** to go directly to the Bank Charge JE to make these entries.

If previous is correct click Post and Generate Final Proof button

**Returned Checks Not Repaid List:** Click **Print Returned Checks NOT Repaid** to display the Returned Checks NOT Repaid report. To print, click the printer icon on the menu bar. If a check needs to be removed from the Returned Checks Not Repaid drop down list, highlight the check type the word Remove in the Reference field and click the **Remove** button. The check will be removed from the drop down list without any entry.

### *Returned Checks NOT Repaid*

*Central Academy High School*

*6/2/2011*

<i>Date</i>	<i>Amount</i>	<i>Posted Account</i>	<i>Reference</i>
5/26/2011	\$5.00	500.000 Field Trip	NSF Walton #652
5/26/2011	\$5.00	500.000 Field Trip	NSF Leone #525
5/25/2011	\$5.00	500.000 Field Trip	NSF Jackson #2504
<b>TOTAL:</b>	<b>\$15.00</b>		

## Returned Checks – Repayment “Y”

When collecting for a returned check, use this journal entry to post the repayment amount back to the accounts. **Note: If you post a receipt for the repayment amount, do not post a Repayment “Y” JE. Posting both a receipt and a “Y” entry will cause an out of balance situation.** We also recommend listing each redeposit on a separate deposit slip. The Returned Check “Y” JE Proof Sheet may be used for the deposit documentation.

**Field Name:** Explanation (*All fields are required except Additional Comments*).

**Transaction Date:** Automatically inserts the current date. Change the transaction date to reflect the actual date of the redeposit on your bank statement.

**Returned Checks Not Repaid:** Click on the drop down arrow to select the check collected from the list of previously posted returned items. Hit tab, and the original returned check amount, post to and offset accounts will quick fill for this entry. Repayment will be “Y”.

**Check Amount:** The returned check amount collected.

**Post to Account:** Automatically inserts the account number and name of the original account that was charged for the returned check.

**Offset Account:** Automatically inserts the correct cash (checking) account number as the offset

**Reference:** Enter a description for this entry.

**Additional Comments:** Enter any additional comments/description for this JE not entered in the reference field. This information will print only on the proof sheet.

Transaction Date	Amount	Post to Account	Offset Account	Reference	Repayment
6/2/2011	\$5.00	500.000 Field Trip	012.001 Cash Account	Repayment Jackson #2504	Y

**RETURNED CHECKS NOT REPAID**

Transaction Date	Amount	Reference
6/2/2011	\$5.00	NSF Jackson #2504

**Preview**      **Post and Generate Final Proof**

**View Returned Checks NOT Repaid**  
If preview is correct click Post and Generate Final Proof button

**Returned Check Journal Entry Preview**  
Central Academy High School

Transaction Date	6/2/2011
Check Amount	\$5.00
Posted Account	500.000 Field Trip
Offset Account	012.001 Cash Account
Reference	Repayment Jackson #2504
Repayment	Y

Once the screen is completed, click on the **Preview** button to display the preview entry. Verify all information is correct and click on the **Post and Generate Final Proof** button. The entry has now posted. When the proof sheet appears, click on the printer icon to print a copy of the entry for documentation. **Note: Be sure to print the proof sheet.**

## Fund Transfer

Use this journal entry to transfer funds from one account to another. This entry will correctly post the negative and positive transfer entries.

**Field Name:** Explanation *(All fields are required except Additional Comments).*

**Transaction Date:** Automatically inserts the current date. Change this to reflect the actual posting date. The transaction date cannot be outside the current fiscal year.

**Transfer Amount:** Enter the amount to be transferred.

**Take From Account:** Select the account number to transfer an amount from.

**Add to Account:** Select the account number to transfer an amount to.

**Reference:** Enter a description for this entry.

**Additional Comments:** Enter any additional comments/description for this JE not entered in the reference field. This information will print only on the proof sheet.

Admin Data Files Checks Receipts JE'S PO'S Registers Reports Bank Reconciliation Admin Functions Help

**Fund Transfer**

TRANSACTION DATE	6/22/11	ACCOUNT BALANCE	\$4,926.12
TRANSFER AMOUNT	\$200.00	ACCOUNT BALANCE	\$0.00
TAKE FROM ACCOUNT	400.00 General		
ADD TO ACCOUNT	200.00 Fundraising		
REFERENCE	Cookie Dough Sales		

ADDITIONAL COMMENTS (PROOF SHEET ONLY)

**Preview**      **Post and Generate Final Proof**      If preview is correct click Post and Generate Final Proof button

Viewer Mode | of 1 | Select a Format

**Fund Transfer Journal Entry**  
Central Academy High School

---

Transaction Date	6/22/11
Transfer Amount	\$200.00
From Account	400.00 General
To Account	200.00 Fundraising
Reference	Cookie Dough Sales

Once the screen is completed, click on the **Preview** button to display the preview entry. Verify all information is correct and click on the **Post and Generate Final Proof** button. The entry has now posted. When the proof sheet appears, click on the printer icon to print a copy of the entry for documentation. *Note: Be sure to print the proof sheet. If you need to "reverse" this entry, reenter the exact same entry again, except enter the amount as a negative.*

## Multi-Fund Transfer

Use this journal entry to transfer funds from/to multiple accounts (up to six with one entry). This entry will correctly post the negative and positive transfer entries.

**Field Name:** Explanation *(All fields are required except Additional Comments).*

**Transaction Date:** Automatically inserts the current date. Change this to reflect the actual posting date. The transaction date cannot be outside the current fiscal year.

**Reference:** Enter a description for this entry.

**Transfer Type:** Choose whether this entry will be a "Multi-From" or a "Multi-To" transfer.

**Take From Account:** Select the account number(s) to transfer an amount from.

**Transfer Amount:** Enter the amount to be transferred from/to a particular account. The total amounts transferred from/to must always be equal. The total of the multi-line entries will display on the screen.

**Add to Account:** Select the account number(s) to transfer an amount to.

Admin Data Files Checks Receipts JE's PO's Registers Reports Bank Reconciliation Admin Functions Help

**Multi-Fund Transfer**

TRANSACTION DATE: 6/2/2011 REFERENCE: Allocation

TRANSFER TYPE:  MULTIFUND  MULTITO

TAKE FROM ACCOUNT	TRANSFER AMOUNT	ADD TO ACCOUNT	TRANSFER AMOUNT
400.000 General	\$325.00	300.000 Parking	\$150.00
		870.000 Teacher Fund	\$75.00
		700.000 Media	\$150.00
			\$325.00

Preview      Post and Generate Final Proof      If preview is correct click Post and Generate Final Proof button

ViewerMode    of 1    Selected a Print

**Multi Fund Transfer Journal Entry Proof Sheet**  
Central Academy High School

Transaction Date: 6/2/2011  
Reference: Allocation  
Amount Transferred: \$325.00

Take From Account	Amount	Add to Account	Amount
400.000 General	\$325.00	300.000 Parking	\$150.00
		870.000 Teacher Fund	\$75.00
		700.000 Media	\$150.00

Once the screen is completed, click on the **Preview** button to display the preview entry. Verify all information is correct and click on the **Post and Generate Final Proof** button. The entry has now posted. When the proof sheet appears, click on the printer icon to print a copy of the entry for documentation. *Note: Be sure to print the proof sheet. If you need to "reverse" this entry, reenter the exact same entry again, except enter the amount as a negative.*

## Asset Transfer

Use this journal entry to transfer funds between asset accounts (Cash, Investments, CDs, or Petty Cash). This entry will correctly post the negative and positive transfer entries.

**Field Name:** Explanation (All fields are required except Additional Comments).

**Transaction Date:** Automatically inserts the current date. Change this to reflect the actual posting date. The transaction date cannot be outside the current fiscal year.

**Transfer Amount:** Enter the amount to be transferred.

**Take From Account:** Select the asset account number to transfer an amount from.

**Add to Account:** Select the asset account number to transfer an amount to.

**Reference:** Enter a description for this entry.

**Additional Comments:** Enter any additional comments/description for this JE not entered in the reference field. This information will print only on the proof sheet.

*Asset Transfer Journal Entry*  
*Central Academy High School*

---

Transaction Date    6/2/2011

Transfer Amount    \$1,000.00

From Account       015.001 Savings Account

To Account         012.001 Cash Account

Reference           School Expenses

Once the screen is completed, click on the **Preview** button to display the preview entry. Verify all information is correct and click on the **Post and Generate Final Proof** button. The entry has now posted. When the proof sheet appears, click on the printer icon to print a copy of the entry for documentation. *Note: Be sure to print the proof sheet. If you need to "reverse" this entry, reenter the exact same entry again, except enter the amount as a negative.*

## Check to Wrong Account

Use the "Check to Wrong Account" entry screen to change the account a check has been posted to in SchoolFunds Online.

**Field Name:** Explanation (All fields are required except Additional Comments).

**Transaction Date:** Automatically inserts the current date. Change this to reflect the actual posting date of the check. The transaction date cannot be outside the current fiscal year.

**Check Number:** Enter the number of the check to correct. After clicking the Tab key, the check amount and wrong account # will quick fill with the information originally entered on this check.

**Check Amount:** The amount of the check posted to the wrong account.

**Wrong Account:** The account number to which the check amount was posted in error. If more than one account number was referenced on the check, clicking on the ↓ in the wrong account box will allow a different account # to be selected as the wrong account.

**Correct Account:** Select the correct account number to which the check amount should post.

**Reference:** Enter a description for this entry.

**Additional Comments:** Enter any additional comments/description for this JE not entered in the reference field. This information will print only on the proof sheet.

The screenshot displays the 'Check to Wrong Account' entry screen. At the top, there is a menu bar with options: Admin, Data Files, Checks, Receipts, JE's, PO's, Registers, Reports, Bank Reconciliation, Admin Functions, and Help. The main title is 'Check to Wrong Account'. Below the title, there are several input fields: 'TRANSACTION DATE' (6/2/2011), 'CHECK AMOUNT' (\$150.00), 'TOTAL AMOUNT OF CHECK: \$150.00', 'CHECK NUMBER' (1001), 'WRONG ACCOUNT' (450.000 General), 'CORRECT ACCOUNT' (600.000 Teacher Fund), and 'REFERENCE' (Wrong account). There is also a field for 'ADDITIONAL COMMENTS (PROOF SHEET ONLY)'. At the bottom of the entry screen, there are two buttons: 'Preview' and 'Post and Generate Final Proof'. A note below the buttons says 'If preview is correct click "Post and Generate Final Proof" button'. Below the entry screen is a preview window titled 'Check to Wrong Account Journal Entry Preview' for 'Central Academy High School'. The preview window shows the following information: Transaction Date: 6/2/2011, Check Number: 1001, Check Amount: \$150.00, Wrong Account: 450.000 General, Correct Account: 600.000 Teacher Fund, and Reference: Wrong account.

Once the screen is completed, click on the **Preview** button to display the preview entry. Verify all information is correct and click on the **Post and Generate Final Proof** button. The entry has now posted. When the proof sheet appears, click on the printer icon to print a copy of the entry for documentation. *Note: Be sure to print the proof sheet. If you need to "reverse" this entry, reenter the same entry again, except enter the amount as a negative.*

## Check for Wrong Amount

Use the "Check for Wrong Amount" entry screen to correct a check posted in SchoolFunds Online for the wrong amount. This entry is typically used to correct a manual check or to adjust the check amount in SchoolFunds Online to match the amount that cleared the bank. In order to make this entry, the check must not have been previously reconciled during bank reconciliation.

**Field Name:** Explanation *(All fields are required except Additional Comments).*

**Transaction Date:** Automatically inserts the current date. Change the date to reflect the posting date of the check. The transaction date cannot be outside the current fiscal year.

**Check Number:** Enter the number of the check to correct. After clicking the Tab key, the account number and original amount of the check will quick fill.

**New Amount:** Enter the correct amount of the check.

**Account:** Select the account number to which the corrected amount should post.

**Reference:** Enter a description for this entry.

**Additional Comments:** Enter any additional comments/description for this JE not entered in the reference field. This information will print only on the proof sheet.

The screenshot displays the 'Check for Wrong Amount' entry screen. At the top, there is a navigation menu with options: Admin, Data Files, Checks, Receipts, JE's, PO's, Registers, Reports, Bank Reconciliation, Admin Functions, and Help. The title bar reads 'Check for Wrong Amount'. The main form contains the following fields:

- TOTAL AMOUNT OF CHECK: \$355.88
- TRANSACTION DATE: 6/2/2011
- CHECK NUMBER: 1000
- NEW AMOUNT: \$355.88
- ACCOUNT: 400.000 General
- REFERENCE: Type on check amount
- ADDITIONAL COMMENTS (PROOF SHEET ONLY):

Below the form are two buttons: 'Preview' and 'Post and Generate Final Proof'. A note states: 'If preview is correct click Post and Generate Final Proof button'. Below the buttons is a preview window titled 'Check For Wrong Amount Journal Entry Preview' for Central Academy High School. The preview shows:

Transaction Date	6/2/2011		
Check Number	1000	From	D'Eco Gallery
Account changed	400.000 General		
Old amount	\$325.88	New amount	\$355.88
Old check total	\$325.88	New check total	\$355.88
Reference	Type on check amount		

Once the screen is completed, click on the **Preview** button to display the preview entry. Verify all information is correct and click on the **Post and Generate Final Proof** button. The entry has now posted. When the proof sheet appears, click on the printer icon to print a copy of the entry for documentation. **Note: Be sure to print the proof sheet.**

## Receipt to Wrong Account

Use the "Receipt to Wrong Account" entry screen to change the account a receipt has been posted to in SchoolFunds Online.

**Field Name:** Explanation *(All fields are required except Additional Comments).*

**Transaction Date:** Automatically inserts the current date. Change this to reflect the actual posting date of the receipt. The transaction date cannot be outside the current fiscal year.

**Receipt Number:** Enter the number of the receipt to correct. After clicking the Tab key, the receipt amount and wrong account # will quick fill with the information originally entered on this receipt.



**Receipt Amount:** The amount of the receipt posted to the wrong account.

**Wrong Account:** The account number to which the receipt amount was posted in error. If more than one account number was referenced on the receipt, clicking on the ↓ in the wrong account box will allow a different account # to be selected as the wrong account.

**Correct Account:** Select the correct account number to which the receipt amount should post.

**Reference:** Enter a description for this entry.

**Additional Comments:** Enter any additional comments/description for this JE not entered in the reference field. This information will print only on the proof sheet.

Admin Data Files Checks Receipts JE's PO's Registers Reports Bank Reconciliation Admin Functions Help

Receipt to Wrong Account

TRANSACTION DATE 6/2/2011

RECEIPT NUMBER 101

AMOUNT \$3,500.00 TOTAL AMOUNT OF RECEIPT: \$3,500.00

WRONG ACCOUNT 400,000 General

CORRECT ACCOUNT 200,000 Fundraising

REFERENCE Entered to wrong account

ADDITIONAL COMMENTS (PROOF SHEET ONLY)

Preview Post and Generate Final Proof

If preview is correct click 'Post and Generate Final Proof' button

Viewer Mode 1 of 1 Select a format

Receipt to Wrong Account Journal Entry Preview  
Central Academy High School

Transaction Date 6/2/2011

Receipt 101

Receipt Amount \$3,500.00

Wrong Account 400,000 General

Correct Account 200,000 Fundraising

Reference Entered to wrong account

Once the screen is completed, click on the **Preview** button to display the preview entry. Verify all information is correct and click on the **Post and Generate Final Proof** button. The entry has now posted. When the proof sheet appears, click on the printer icon to print a copy of the entry for documentation. **Note: Be sure to print the proof sheet. If you need to "reverse" this entry, reenter the same entry again, except enter the amount as a negative.**

## Receipt for Wrong Amount

Use the "Receipt for Wrong Amount" entry screen to correct a receipt posted in SchoolFunds Online for the wrong amount. This entry is typically used to correct a manual receipt or to adjust a receipt/deposit in SchoolFunds Online to match the amount that cleared the bank. In order to make this entry, the receipt/deposit must not have been previously reconciled during bank reconciliation.

**Field Name:** Explanation *(All fields are required except Additional Comments).*

**Transaction Date:** Automatically inserts the current date. Change the date to reflect the actual posting date of the receipt.

**Receipt Number:** Enter the number of the receipt to correct. After clicking the Tab key, the account number and original amount of the receipt will quick fill.

**New Amount:** Enter the correct amount of the receipt.

**Account:** Select the account number to which the corrected amount should post.

**Reference:** Enter a description for this entry.

**Additional Comments:** Enter any additional comments/description for this JE not entered in the reference field. This information will print only on the proof sheet.

Admin Data Files Checks Receipts JE's PO's Registers Reports Bank Reconciliation Admin Functions Help

*Receipt for Wrong Amount*

TOTAL AMOUNT OF RECEIPT \$550.00  
 TRANSACTION DATE 6/2/2011  
 RECEIPT NUMBER 105  
 ACCOUNT 700.000 Media  
 REFERENCE Keyed wrong amount  
 NEW AMOUNT \$550.00

ADDITIONAL COMMENTS (PROOF SHEET ONLY)

Preview Post and Generate Final Proof

If preview is correct click 'Post and Generate Final Proof' button

View Mode of 1 Select a format

**Receipt For Wrong Amount Journal Entry Preview**  
 Central Academy High School

Transaction Date 6/2/2011  
 Receipt Number 105 Receipts David McGowan  
 Account changed 700.000 Media  
 Old amount \$550.00 New amount \$550.00  
 Old receipt total \$550.00 New receipt total \$550.00  
 Reference Keyed wrong amount

Once the screen is completed, click on the **Preview** button to display the preview entry. Verify all information is correct and click on the **Post and Generate Final Proof** button. The entry has now posted. When the proof sheet appears, click on the printer icon to print a copy of the entry for documentation. **Note: Be sure to print the proof sheet.**

## Void JE

This journal entry is designed to reverse/void previously posted, unneeded journal entries. The types of journal entries that may be voided are: Bank Interest, Bank Charges, and Returned Checks. Only these types of journal entries, posted after the last reconciled bank statement date, will be available to be voided from this screen.

Click on the JE to void/reverse from the Journal Entry Register list. All the fields, except the Reference, will automatically quick fill with the highlighted JE's information. Enter a reference and click on the **"Generate Proof Sheet"** button.

A Void JE Proof Sheet will then display at the bottom of the screen. The void date, amount, and accounts for the Void JE entry will be the same as those of the original JE. After the Void JE Proof Sheet is printed, you **must click on the Save and Post** button to post the reversing/void entry.

Admin Data Files Checks Receipts JE's PO's Registers Reports Bank Reconciliation Admin Functions Help

*If this is the Journal entry you wish to void, enter a reference then click on 'Generate Proof Sheet' button.*

TRANSACTION DATE 6/2/2011  
 JE TYPE BANKING  
 JOURNAL ENTRY ID 20474  
 AMOUNT \$5.00  
 POST TO ACCOUNT 6000 GENERAL  
 DEBIT ACCOUNT 600001 CASH ACCOUNT  
 REFERENCE Original JE 105

Generate Proof Sheet

Date	Type	Account	Amount	Debit	Post To Account	Old A/c	Ref
6/2/2011	Ret Chk	60001	\$5.00	Y	600.000 Field Trip	612.001 Cash Account	Pay Payne & Jackson #2594
6/2/2011	Bank Int	60001	\$5.00	Y	600.000 General	612.001 Cash Account	12/2/2010 2010000000000000
6/2/2011	Bank Int	60001	\$5.00	Y	600.000 General	612.001 Cash Account	May Interest
6/2/2011	Bank Chg	60001	\$5.00	Y	600.000 General	612.001 Cash Account	Bank Fee for MSP Lease

**If you need to "reverse/void" a journal entry not listed on the Void JE screen, such as a transfer, do so by reentering the exact same journal entry again, except this time enter the amount as a negative. Click on Preview, verify the JE is correct and click Post and Generate Proof Sheet. Print the proof sheet.**

**If you need to “reverse” a Check for Wrong Amount or Receipt for Wrong Amount Journal Entry, do so by reentering the exact same journal entry again, except this time enter the New Amount as it was before you made the first journal entry.**

## Cancel Prior SFO Check

Use this journal entry to cancel (void) an old outstanding check which was written before SchoolFunds Online was started. This entry will add the check amount back to the accounts and remove the check from the Outstanding Checks List.

**Field Name:** Explanation *(All fields are required except Additional Comments).*

**Transaction Date:** Automatically inserts the statement ending date from the bank reconciliation screen (Step 1). Change this date if necessary.

**Prior Check:** Choose the check to cancel from the drop down list.

**Check Amount:** Will quick fill when check is selected.

**Post to Account:** Select the account for which the check amount should be added.

**Reference:** Enter a description for this entry.

**Additional Comments:** Enter any additional comments/description for this JE not entered in the reference field. This information will print only on the proof sheet.

Admin Data Files Checks Receipts JE's PO's Registers Reports Bank Reconciliation Admin Functions Help

*If preview is correct, click the 'Post and Generate Final Proof' button.*

TRANSACTION DATE	5/30/2011	
PRIOR CHECKS	10/12/2009 \$150.35 Office Supply House #2500	
CHECK AMOUNT	\$150.35	CHECK NUMBER 2500
POST TO ACCOUNT	400.000 General	
OFFSET ACCOUNT	012.001 Cash Account	
PAYEE	Office Supply House	
REFERENCE	Void old check	
ADDITIONAL COMMENTS (PROOF SHEET ONLY)		

*If preview is correct click 'Post and Generate Final Proof' button*

Viewer Mode of 1 Select a format

**Cancel Prior SFO Check Journal Entry Preview**  
Central Academy High School

Transaction Date	5/30/2011
Check Number	2500
Check Amount	\$150.35
Posted Account	400.000 General
Offset Account	012.001 Cash Account
Reference	Void old check
Payee	Office Supply House

Once the screen is completed, click on the **Preview** button to display the preview entry. Verify all information is correct and click on the **Post and Generate Final Proof** button. The entry has now posted. When the proof sheet appears, click on the printer icon to print a copy of the entry for documentation. **Note: Be sure to print the proof sheet.**

## Revenue and Expense

Use this journal entry to move funds from one account to another. This entry will correctly post an expense entry to the “giving” account and a revenue entry to the “receiving” account. An offsetting revenue and expense entry will post to the offset (Cash) account.

**Field Name:** Explanation (All fields are required except *Additional Comments*).

**Transaction Date:** Automatically inserts the current date. Change this to reflect the actual posting date. The transaction date cannot be outside the current fiscal year.

**Amount:** Enter the amount to be moved.

**Take From Account:** Select the account number to move an amount from and post an expense entry.

**Add to Account:** Select the account number to move the amount to and post a revenue entry.

**Reference:** Enter a description for this entry.

**Additional Comments:** Enter any additional comments/description for this JE not entered in the reference field. This information will print only on the proof sheet.

ADMIN Data Files Checks Receipts JE's FO's Registers Reports Bank Reconciliation Admin Functions Help

Revenue and Expense Journal Entry

TRANSACTION DATE: 06/22/11

AMOUNT: \$50.00

TAKE FROM ACCOUNT: 400.000 General

ADD TO ACCOUNT: 300.000 Parking

BANK NAME: Central Bank

BANK ACCOUNT: 123456789

REFERENCE: Parking Supplies

ADDITIONAL COMMENTS (PROOF SHEET ONLY)

Preview

Post and Generate Final Proof

If preview is correct click Post and Generate Final Proof button

Revenue and Expense Journal Entry Preview

Journal Entry Proof Sheet

Central Academy High School

Transaction Date: 06/22/11

Bank Name: Central Bank

Bank Account: 123456789

Amount: \$50.00

From Account: 400.000 General

To Account: 300.000 Parking

Reference: Parking Supplies

Once the screen is completed, click on the **Preview** button to display the preview entry. Verify all information is correct and click on the **Post and Generate Final Proof** button. The entry has now posted. When the proof sheet appears, click on the printer icon to print a copy of the entry for documentation. **Note: Be sure to print the proof sheet.**

## Sales Tax for Wrong Amount

This journal entry is available for NC schools that must track the amount of reimbursable sales taxes paid. The "Tax for Wrong Amount" entry exists to correct the amount of sales tax entered on a check that has already been posted in SchoolFunds Online. No "adjusting" is necessary. This entry simply replaces the preexisting tax amount with the "correct" tax amount. As this entry does not post to any accounts, it will not print on the Journal Entry Register. This entry will affect the Total Sales Tax amount reflected on the Sales Tax Report and the Check Register.

**Field Name:** Explanation (All fields are required except *Additional Comments*).

**Transaction Date:** Automatically inserts the current date. Change this to reflect the actual posting date. The transaction date cannot be outside the current fiscal year.

**Check Number:** Enter the number of the check for which you are correcting the sales tax.

**Sales Tax Amount:** Enter the correct amount of the tax for the check number entered. No "adjusting" is necessary as this new tax amount will replace the existing amount.

**Reference:** Enter a description for this entry.

**Additional Comments:** Enter any additional comments/description for this JE not entered in the reference field. This information will print only on the proof sheet.

Admin Data Files Checks Receipts JE's PO's Registers Reports Bank Reconciliation Admin Functions Help

Sales Tax for Wrong Amount

TOTAL AMOUNT OF CHECK: \_\_\_\_\_  
 TRANSACTION DATE: 02/20/11  
 SALES TAX AMOUNT: \$3.44  
 CHECK NUMBER: 1000  
 REFERENCE: Added sales tax to check

ADDITIONAL COMMENTS (PROOF SHEET ONLY): \_\_\_\_\_

**Preview**      **Post and Generate Final Proof**      If preview is correct click 'Post and Generate Final Proof' button

Viewer Mode | 1 of 1 | Select a format

**Sales Tax For Wrong Amount Journal Entry Preview**  
 Central Academy High School

---

Transaction Date: 02/20/11  
 Check Number: 1000      Page: 0000 Salary  
 Old Tax Amount: \$3.60      New Tax Amount: \$3.44  
 Reference: Added sales tax to check

Once the screen is completed, click on the **Preview** button to display the preview entry. Verify all information is correct and click on the **Post and Generate Final Proof** button. The entry has now posted. When the proof sheet appears, click on the printer icon to print a copy of the entry for documentation. *Note: Be sure to print the proof sheet.*

## Food Tax for Wrong Amount

This journal entry is available for NC schools that must track the amount of reimbursable food taxes paid. The "Food Tax for Wrong Amount" entry exists to correct the amount of food tax entered on a check that has already been posted in SchoolFunds Online. No "adjusting" is necessary. This entry simply replaces the preexisting tax amount with the "correct" tax amount. Since this entry does not post to any accounts, it will not print on the Journal Entry Register.

**Field Name:** Explanation *(All fields are required except Additional Comments).*

**Transaction Date:** Automatically inserts the current date. Change this to reflect the actual posting date. The transaction date cannot be outside the current fiscal year.

**Check Number:** Enter the number of the check for which you are correcting the food tax.

**Food Tax Amount:** Enter the correct amount of the tax for the check number entered. No "adjusting" is necessary as this new tax amount will replace the existing amount.

**Reference:** Enter a description for this entry.

**Additional Comments:** Enter any additional comments/description for this JE not entered in the reference field. This information will print only on the proof sheet.

Admin Data Files Checks Receipts JE's PO's Registers Reports Bank Reconciliation Admin Functions Help

Food Tax for Wrong Amount

TOTAL AMOUNT OF CHECK: \_\_\_\_\_  
 TRANSACTION DATE: 02/20/11  
 FOOD TAX AMOUNT: \$5.25  
 CHECK NUMBER: 1001  
 REFERENCE: Added food tax to check

ADDITIONAL COMMENTS (PROOF SHEET ONLY): \_\_\_\_\_

**Preview**      **Post and Generate Final Proof**      If preview is correct click 'Post and Generate Final Proof' button

Viewer Mode | 1 of 1 | Select a format

**Food Tax For Wrong Amount Journal Entry Preview**  
 Central Academy High School

---

Transaction Date: 02/20/11  
 Check Number: 1001      Page: Food Lion  
 Old Tax Amount: \$0.00      New Tax Amount: \$5.25  
 Reference: Added food tax to check

Once the screen is completed, click on the **Preview** button to display the preview entry. Verify all information is correct and click on the **Post and Generate Final Proof** button. The entry has now posted. When the proof sheet appears, click on the printer icon to print a copy of the entry for documentation. *Note: Be sure to print the proof sheet.*

## Event Code Edit

This journal entry is available to assist in editing any check or receipt that should include an Event Code.

**Field Name:** Explanation (All fields are required).

**Transaction Type:** Choose the type of transaction to adjust.

**Check/Receipt Number:** Enter the number of the transaction to adjust.

To edit an Event Code entry, select the transaction type and click the "Display" button to display the transaction details. Click "Edit", select the desired event code from the drop-down list, and click "Save".

Admin Data Files Checks Receipts JE's PO's Registers Reports Bank Reconciliation Admin Functions Help

The

TRANSACTION TYPE       CHECK    RECEIPT

CHECK NUMBER      1006

**Display**

#	Account	Amount	Event Code	
1006	200.000 Fundraising	\$80.00	Fund Fundraising	<b>EDIT</b>

## 1099 Edit

This journal entry is available to assist in editing any check that should include a 1099 amount or that has been posted with the wrong 1099 amount.

**Field Name:** Explanation (All fields are required).

**Transaction Date:** Automatically inserts the current date. Change this to reflect the actual posting date. The transaction date cannot be outside the current fiscal year.

**Check Number:** Enter the number of the check for which you are correcting the 1099 amount.

**1099 Amount:** Enter the correct 1099 amount for the check number entered. No "adjusting" is necessary as this new 1099 amount will replace the existing amount.

**Reference:** Enter a description for this entry.

**Additional Comments:** Enter any additional comments/description for this JE not entered in the reference field. This information will print only on the proof sheet.

Admin Data Files Checks Receipts JE's PO's Registers Reports Bank Reconciliation Admin Functions Help

Check Proof

TOTAL AMOUNT OF CHECK      \$78.00

TRANSACTION DATE      5/5/2012

1099 AMOUNT      \$20.00

REFERENCE      receive fund from 1099 amt

ADDITIONAL COMMENTS (PROOF SHEET ONLY)

**Preview**

## Review JEs

JEs, Review JEs provides a detailed viewing of all posted journal entries. Either click on the JE you would like to view or use the Find button to quickly search by number, date, amount or reference.

Admin Data Files Checks Receipts JE's PO's Registers Reports Bank Reconciliation Admin Functions Help			
JE DATE	5/22/11	JE TYPE	Fund Trans
JE NUMBER	2001	POST TO	400.000 General
AMOUNT	\$150.00	OFFSET	700.000 Media
REFERENCE	2000654	REPAYMENT	

SHOW ME JETYPES:		JE NUMBER	IS	EQUAL TO	FIND
SHOW ME JE TYPE: ALL					

JE Register					
JE Number	Type	Date	Amount	Post To	Other
20064	Fund Crk	5/2/2011	\$5.00	500.000 Field Trip	012.001 Cash Account
20065	Fund Trans	5/2/2011	\$100.00	400.000 General	300.000 Parking
20065	Fund Trans	5/2/2011	\$75.00	400.000 General	800.000 Teacher Fund
20067	Fund Crk	5/2/2011	\$150.00	400.000 General	600.000 Parking

## Journal Entry Register

After journal entries have printed and posted, print the journal entry register for documentation. This register may be printed at any time. It can be printed by date range for all items or a single "Journal Entry Type" may be selected. The Journal Entry Register is a listing of the journal entries posted during the date range entered. To print a journal entry register, choose Registers, Journal Entry.

Admin Data Files Checks Receipts JE's PO's Registers Reports Bank Reconciliation Admin Functions Help									
DATE RANGE	BEGINNING	ENDING	JOURNAL ENTRY TYPE	ALL					
	5/1/2011	5/31/2011			VIEW REPORT SORTED BY DATE				

Journal Entry Register									
Central Academy High School									
5/1/2011 through 5/31/2011									
Date	JE #	JE Type	Amount	Postal Account	Office Account	VOID	Reference	Posted?	
5/25/2011	20060	Fund Crk	(\$5.00)	600.000 Field Trip	012.001 Cash Account		NSF In-Shop #2534	N	
5/26/2011	20061	Fund Crk	(\$5.00)	600.000 Field Trip	012.001 Cash Account		NSF Washes #052	N	
5/26/2011	20062	Fund Crk	(\$5.00)	600.000 Field Trip	012.001 Cash Account		NSF Leone #425	N	
5/30/2011	20063	Bank Crk	\$5.00	400.000 General	012.001 Cash Account		Bank fee for NSF Leone		
5/30/2011	20070	Cancel prior SF	\$150.00	400.000 General	012.001 Cash Account		Void old check		
5/31/2011	20059	Bank Crk	\$5.00	400.000 General	012.001 Cash Account		May Interest		
5/31/2011	20074	Bank Crk	\$5.00	400.000 General	012.001 Cash Account	Yes	Bank charge for Leone		
			\$5.00						
			\$0.00						

## Section 6: Purchasing Process

Encumbrances may be posted in SchoolFunds Online by entering a purchase order. Once a purchase order is entered (saved) and posted, the encumbrance entry is automatically posted to the accounts. Clicking on PO's will display the following processes:

- New** Enter a new purchase order or edit an unposted purchase order.
- Review** View or Re-Print a purchase order that has already been posted.
- Print** Print saved purchase orders that are still unposted.
- Post** Post selected manual purchase orders to accounts.
- Void** Void a purchase order by posting a negative encumbrance entry.
- Liquidate** Close (zero out) an open encumbrance by posting a liquidating entry.

## Entering Purchase Orders

Click on PO's, New PO to display a blank purchase order screen. Below is an example of a completed purchase order to be printed.

Description	Product #	Qty	Unit Price	Total	Tax	Amount	Percent	Percent
Food	2543	10	\$3.57	\$35.70	\$0.00	\$35.70	100.00%	100.00%
Fuel	4337	15	\$1.15	\$17.25	\$0.00	\$17.25	100.00%	100.00%
Books	1174	25	\$1.25	\$31.25	\$0.00	\$31.25	100.00%	100.00%

**Field Name: Explanation**

\* Indicates Required Fields

**\*PO Date:** Automatically defaults to the current system date. If different from the current system date, enter the date in a MM/DD/YYYY format. SchoolFunds Online will check the date to be sure that it falls within the current fiscal year. Once a date is entered on the first purchase order, the date will automatically appear on subsequent purchase orders (entered during the same session). SchoolFunds Online will check the date to be sure that it falls within the current fiscal year.

**\*Number:** Type the word **PRINT** to print a PO form. When printing PO's, the PO number is assigned as the PO's print. To post a **manual purchase order**, enter the **purchase order number** in this field.

**Requested By:** Enter the name of the person who requested the purchase order. This name will print on the purchase order.

**\*Vendor:** Type in the vendor's name. If the vendor has already been saved in the vendor file, type in the first few letters of the vendor's name and a list of possible matches will display below the vendor name field. District wide vendors are noted by an (\*) asterisk to distinguish them from the school level vendors. To select the vendor, click with the mouse or use the down arrow key and Tab to select the vendor highlighted in green. Press Tab and the vendor's address will also quick fill (if an address was setup for this vendor).

**New Vendor:** When using a new vendor (that is not in the vendor file), type the vendor name and complete any address information. Check the "Quick Vendor Add" box. The vendor will appear on the PO and will also be added to the vendor file.

**Full Vendor Setup:** To add a vendor with address, 1099 information, phone number, etc., click this button to navigate directly to the vendor file screen. Click on the "Save/Return to Check" button to return to the check screen with the newly added vendor inserted.

**Note:** All vendors used on a purchase order must be added in order for the PO to post properly.

**Shipping & Handling:** Enter the amount of shipping and handling charges. The shipping & handling amount will prorate and distribute between the accounts used on the purchase order.

**%Sales Tax:** Enter (verify) the sales tax percentage. The total amount of sales tax calculated will prorate and distribute between the accounts checked  as Taxable on the purchase order.

**Discount (% or Amount):** If applicable, enter the discount percentage or amount. The discount amount will prorate and distribute between the accounts used on the purchase order.

**Special Notes:** Any additional description and/or information that will be printed at the bottom of a particular purchase order.

**\*Description:** Fill in a description or reference. The description will print on the purchase order.

**Product #:** If applicable, enter the item's product number. The product number will print next to the product description.



**\*Quantity:** Enter the number of items. The system will automatically multiply the quantity by the unit price to determine the total amount charged to the account.

**\*Unit Price:** Enter the unit price of each item. The system will automatically multiply the quantity by the unit price to determine the total amount charged to the account.

**\*Taxable:** If sales tax should be calculated on this line item, click in the box so that a check mark will display. Leave the box blank, if you do not want sales tax to be calculated on this line item.

**\*Account:** Type in the first digits or letters of the account you are posting the purchase order against. A list of possible matches will display below the account field. Click with the mouse or use the down arrow key and Tab to select the account highlighted in green.

**Balance:** The available balance of the account selected will display.

**Amount:** Will automatically calculate by multiplying the unit price by the quantity field.

**After completing the purchase order screen, click on the Save button to save the purchase order. Once the purchase order is saved, it moves into the Unposted Purchase Order Register box in the lower portion of the screen.**

## Steps To Take With an Unposted Purchase Order:

### Editing/Deleting Purchase Orders (Within Purchase Orders, New)

Any saved purchase orders that are listed in the purchase order register and are not posted yet may be edited or deleted. To edit a purchase order, simply point and click on the desired purchase order in the register and the purchase order will display in the upper portion of the screen. Make the changes and click on the Save button. To delete a PO, simply point and click on the desired purchase order in the register; the purchase order will display in the upper portion of the screen, and click on the Delete button.

## Printing and Posting Purchase Orders

SchoolFunds Online is designed to print purchase orders on plain paper. After the purchase orders have been entered and are displayed in the register, they are ready to be printed and posted to their accounts. Once you confirm the purchase orders have printed correctly, post them to the accounts.

### How to Print Purchase Orders

Select **Print PO's** from the PO's Menu.

### PO's: Print

ks Receipts JE's PO's Registers Reports Bank Reconciliation Admin Functions Help

Please verify starting PO number, then click Previous POs button to display POs to print.

STARTING PO NUMBER: 1 AMOUNT TO PRINT: \$99.73

Print	PO number	Date	Amount	Page
<input type="checkbox"/>	022511	08/21		

Select All Deselect All Select by Date FROM DATE TO DATE

Print PO

The "Print PO's" screen will display the starting PO's number to be printed. The first PO number originates from the number entered on the My Profile screen. The PO number will automatically increment as PO's print and/or post. **If the first PO number to print is incorrect, it may be changed by clicking in the box, typing the correct number, and tabbing out of the box.**

### There are three printing options:

1. **Select All:** Print all PO's indicated with a check mark.
2. **Deselect All:** Only the PO's selected with a check mark will print.

3. **Select by date:** Print PO's only for the indicated date range.

Choose one of these options and the total amount of the PO's to print will display in the upper right corner. Press the Preview PO's button. A print preview appears of the PO(s) as shown.

**Purchase Order**  
**Central Academy High School**  
**100 School Street**

**Wilmington, NC 28405**  
**910 251-5555**

**PO# 354-6**

**6/2/2011**

---

**To:** Walmart  
 College Rd  
 Wilmington, NC 28405

**Ship To:** Central Academy High School  
 100 School Street  
 Wilmington, NC 28405

Fed Tax ID:

Requested By:

Quantity	Description	Product #	Acct #	Account Name	Unit Price	Total Price
10	Paper	2546	400.000	General	\$3.57	\$35.70
15	Pens	6987	400.000	General	\$1.15	\$17.25
25	Binders	1874	400.000	General	\$1.25	\$31.25

### PO Print/Preview

The preview screen allows you to review each PO that will print. If you find an error and do not want the PO's to print, press the back button (at the top of the screen). Return to PO's, New and select the PO(s) to edit. After saving the changes return to PO's, Print.

If you are satisfied with the preview and are ready to print, press the printer icon (at the top of the preview screen).

After all the PO's have printed, click the **Post PO** button if they all printed OK. If any PO needs to be reprinted, unselect that PO before clicking Post PO. To reprint, verify the starting PO number, select the PO to print, and click Preview PO. If you are satisfied with the preview, press the printer icon to print. Click the "Post PO" button if all PO's printed OK.

## Entering and Posting Manual Purchase Orders

SchoolFunds Online is designed to print purchase orders on plain paper. However, the user may create and post a manual receipt if necessary. To enter and post a manual PO, follow these steps:

**Click on POs, New PO to display a purchase order entry screen.**

**Note:** The PO number (below the date) indicates that the PO will not be printed; only posted.

### Field Name: Explanation

\*Indicates Required Fields

**\*PO Date:** Automatically defaults to the current system date. If different from the current system date, enter the date in a MM/DD/YYYY format. SchoolFunds Online will check the date to be sure that it falls within the current fiscal year.

**\*PO Number:** Enter the manual PO number. After entering the manual PO number, the system automatically increments the number for the next PO (entered during the same session). A notification will appear if you try to save a PO with a duplicate number.

**Requested By:** Enter the name of the person who requested the purchase order. This name will print on the purchase order.

**\*Vendor:** Type in the vendor's name. If the vendor has already been saved in the vendor file, type in the first few letters of the vendor's name and a list of possible matches will display below the vendor name field. District wide vendors are noted by an (\*) asterisk to distinguish them from the school level vendors. To select the vendor, click with the mouse or use the down arrow key and Tab to select the vendor highlighted in green. Press Tab and the vendor's address will also quick fill (if an address was setup for this vendor).

**New Vendor:** When using a new vendor (that is not in the vendor file), type the vendor name and complete any address information. Check the "Quick Vendor Add" box. The vendor will appear on the PO and will also be added to the vendor file.

**Full Vendor Setup:** To add a vendor with address, 1099 information, phone number, etc., click this button to navigate directly to the vendor file screen. Click on the "Save/Return to Check" button to return to the PO screen with the newly added vendor inserted.

**Note:** *All vendors used on a purchase order must be added in order for the PO to post properly.*

**Shipping & Handling:** Enter the amount of shipping and handling charges. The shipping & handling amount will prorate and distribute between the accounts used on the purchase order.

**%Sales Tax:** Enter (verify) the sales tax percentage. The total amount of sales tax calculated will prorate and distribute between the accounts checked  as Taxable on the purchase order.

**Discount (% or Amount):** If applicable, enter the discount percentage or amount. The discount amount will prorate and distribute between the accounts used on the purchase order.

**Special Notes:** Any additional description and/or information that will be printed at the bottom of a particular purchase order.

**\*Description:** Fill in a description or reference. The description will print on the purchase order.

**Product #:** If applicable, enter the item's product number. The product number will print next to the product description.

**\*Quantity:** Enter the number of items. The system will automatically multiply the quantity by the unit price to determine the total amount charged to the account.

**\*Unit Price:** Enter the unit price of each item. The system will automatically multiply the quantity by the unit price to determine the total amount charged to the account.

**\*Taxable:** If sales tax should be calculated on this line item, click in the box so that a check mark will display. Leave the box blank, if you do not want sales tax to be calculated on this line item.

**\*Account:** Type in the first digits or letters of the account that you are posting this purchase order against. A list of possible matches will display below the account field. Click with the mouse or use the down arrow key and Tab to select the account highlighted in green.

**Balance:** The available balance of the account selected will display.

**Amount:** Will automatically calculate by multiplying the unit price by the quantity field.

**After completing the purchase order screen, click on the Save button to save the purchase order. Once the purchase order is saved, it moves into the Unposted Purchase Order Register in the lower portion of the screen.**

## Posting Manual Purchase Orders

Once manual POs have been entered (saved) and are displayed in the register view, they are ready to be posted to their accounts.

**How to Post a Manual PO - Select POs, Post PO's** from the menu.

Verify the selected PO(s) you wish to post are correct by clicking in the "Post" column and entering a checkmark in the box. The number and amount of PO(s) to be posted will appear in the upper right-hand corner. Click on the "Post" button.

Admin Data Files Checks Receipts JE's PO's Registers Reports Bank Deposits/Debit Admin Functions Help

AMOUNT TO POST: \$181.35

Post	PO number	Qty	Amount	Party
<input checked="" type="checkbox"/>	000001	100	181.35	County

Cancel Done Select/Click FROM DATE TO DATE

Post

## PO: Fast Flow!



### Steps for Printer PO's:

- Select **PO's Menu**.
- Choose "**New PO**".
- Enter "**P**" for **Print** as the PO number (if necessary), enter PO information.
- Press the "**Save**" button to save each PO.
- Select **PO's Menu**.
- Choose "**Print PO's**".
- Verify first PO # to Print (if incorrect, enter the correct PO # and tab).
- Select PO to be printed.
- Load PO forms into printer.
- Press "**Preview PO**".
- PO will display as a preview, click on the **Printer Icon** when ready to print.
- Press "**Post PO**" if all printed correctly.
- This completes posting and printing POs.

### Steps for Manual PO:

- Select **PO's Menu**.
- Choose "**New PO**".
- Enter the **PO date** and the **PO number** (if necessary), enter PO information.
- Press the "**Save**" button to save each PO.
- Select **PO's Menu**.
- Choose "**Post PO's**".
- Select PO to be posted.
- Press "**Post**".
- This completes posting of the PO.

## Voiding Purchase Orders

Purchase Orders that have been posted to the system (and not liquidated) may be voided. The void process will post a negative encumbrance to the account that the purchase order was originally posted to. To void a purchase order, select **PO's, Void PO's**.

ADMIN Data Entry Checks Receipts 3E's PO's Registers Reports Bank Reconciliation Admin Functions Help

1 PURCHASE ORDER TO VOID. AMOUNT: \$171.86

Void	PO #	Date	Amount	Payee
<input checked="" type="checkbox"/>	4	6/2/2011	\$171.86	Dick's Sporting Goods
<input type="checkbox"/>	5	6/2/2011	\$171.86	Dick's Sporting Goods
<input type="checkbox"/>	6	6/2/2011	\$171.86	Dick's Sporting Goods
<input type="checkbox"/>	7	6/2/2011	\$171.86	Dick's Sporting Goods
<input type="checkbox"/>	8	6/2/2011	\$171.86	Dick's Sporting Goods

VOID DATE: 6/2/2011  
 EXPLANATION: Order Cancelled  
 VOID

Listed are the purchase orders that have been posted but not liquidated. Click in the void column of the purchase order number to be voided and enter a void explanation. The number and amount of purchase order(s) to be voided will appear in the upper right-hand corner. Enter the void date as the date for the void to be processed. If you do not enter a date, the current system date will default as the void date. After entering the void date, click on the "Void" button. Next, a Void Purchase Order Proof Sheet preview screen like the one shown below will appear.

### *Void Purchase Order Proof Sheet*

### *Central Academy High School*

*6/2/2011*

<b>PO Number:</b>	4	<b>Void Date:</b>	6/2/2011
<b>Void Amount:</b>	\$171.86	<b>PO Posted Date:</b>	6/2/2011
<b>Payee Name:</b>	Dick's Sporting Goods		
<b>Accounts used in PO</b>	Athletics		
<b>Void Explanation:</b>	Order Cancelled		
<b>Sum of PO Amount:</b>	\$171.86		

## Liquidating Purchase Orders

Purchase Orders are liquidated via the check entry screen. When entering a check that should reference (liquidate) a purchase order, choose the vendor, then tab to the purchase order field and type the number **0** in the purchase order field. A list of outstanding PO's to this vendor will display below the purchase order field. Click with the mouse or use the down arrow key and Tab to select the PO highlighted in green. When the PO number is inserted, the PO amount automatically appears in the **PO Liq Amt** column. The entire purchase order balance may be liquidated. Change the PO Liq Amt only if you are partially paying the PO and want to leave a remaining open PO balance.

You may also liquidate a posted purchase order that has been paid, but was not referenced when the check was entered, from the PO's, **Liquidate PO's** screen. Select the purchase order from the Register View, fill in the Liquidating Check # and Liquidation Date and click on the Liquidate button.

## Editing Purchase Orders

*(Only available if activated by the District Administrator.)*

To edit an existing purchase order, select PO's, **Edit PO's**. From the Purchase Order Register, select (highlight) the purchase order to edit. The purchase order's current information will then display in the upper portion of the screen. Edit any item on the description line. The PO Date, Number, and Vendor cannot be edited. Make the changes and click **Update**. Click the Print button to reprint the PO after edits are made.

## Purchase Orders: Review

The Purchase Orders Review function provides a detailed viewing of posted purchase orders. Either click on the purchase order you would like to view, or rather than scrolling down a long list of purchase orders, use the Find feature to quickly search for a PO by number, date, amount, or description. Print the results of the search by clicking the Print button.

The screenshot displays the 'Purchase Order Review' interface. At the top, it shows the vendor name 'Dixie Trading Company' and address 'PO Box 234'. A summary table on the right lists: PO EST TOTAL (\$1.00), DISCOUNT (\$0.00), S.S. TOTAL - DISCOUNT (\$1.00), SHIPPING (\$0.00), TAX (\$0.00), and PO TOTAL RECEIPT (\$1.00). Below this is a table with columns: Description, Product #, Qty, Unit Price, Amount, and Account. The first line item is 'PAPER' with a quantity of 100, unit price of 0.01, and amount of 1.00. At the bottom, there is a 'Review POs' section with a table showing a list of purchase orders with columns for PO Number, Date, Amount, and Vendor.

## Purchase Orders: Reprint

The Purchase Orders reprint function provides a detailed reprint of posted purchase orders. To reprint a PO, click on PO's, **Review PO's**. Click on the **Reprint POs** button. Select the PO to reprint by clicking on the line of the PO in the Purchase Order Register. Click the **Reprint PO** button and the PO reprint preview will appear below the button. Click the printer icon to reprint the PO.

## Purchase Orders: Register

After PO's have printed and posted print the PO register for documentation. The register may be printed at any time. They may be printed by date range or by PO number range. To print the PO register, click on Registers and choose PO. Select a date range and click on either the Ascending or Descending order button.

**Purchase Order Register**  
**Central Academy High School**  
**7/1/2010 through 6/30/2011**

PO #	PO Date	Acct #	Amount	Description	Payee	Void	Liq. Status	Liq. Check #
1	6/02/2011	400.000	\$31.25	Binders	WalMart	NO	Liquid.	1005
		400.000	\$35.70	Paper				
		400.000	\$17.25	Pens				
		<i>Total for PO # 1</i>		<b>\$90.73</b>				
2	6/02/2011	400.000	\$17.25	Garden Soil	Home Depot	NO	Not Liquid.	
		400.000	\$19.90	Lumber				
		400.000	\$40.00	Plants				
		<i>Total for PO # 2</i>		<b>\$83.13</b>				
3	6/02/2011	700.000	\$37.50	Bookmarks	Oriental Trading C	NO	Not Liquid.	
		700.000	\$7.50	Erasers				
		700.000	\$21.00	Pencils				
		700.000	\$22.50	Trinkets				
		<i>Total for PO # 3</i>		<b>\$88.50</b>				
4	6/02/2011	600.000	\$159.50	Athletic shorts	Dick's Sporting Go	YES	Liquid.	
			(\$171.86)					
<i>Total for PO # 4</i>			<b>\$0.00</b>					
500	6/02/2011	800.000	\$158.25	Staff Lunch	O'Charley's	NO	Not Liquid.	
<i>Total for PO # 500</i>			<b>\$168.36</b>					

### Purchase Orders: Void PO Register

After PO's have been voided print the Void PO Register for documentation. The register may be printed at any time and may be printed by date range or by PO number range. To print the Void PO Register, click on Registers and choose Void PO. Select a date or number range and click on either the Ascending or Descending order button.

**Void Purchase Order Register**  
**Central Academy High School**  
**7/1/2010 through 6/30/2011**

PO #	Date	Account #	Amount	Void Date	Payee Name
4	6/02/2011	600.000	\$171.86	6/2/2011	Dick's Sporting Goods
5	6/02/2011	700.000	\$41.86	6/2/2011	Barnes and Noble Bookstore



## Section 7: Bank Reconciliation

SchoolFunds Online provides an easy-to-use bank reconciliation screen to reconcile SchoolFunds Online to the bank statement balance. Before beginning the bank reconciliation process, all transactions to be reconciled for the month, including checks, receipts, journal entries (bank interest, bank charges, returned checks and re-deposits) must be posted.

### *How to use the bank reconciliation screen:*

To begin, click on the top Bank Reconciliation Menu and choose Reconcile. Start the reconciliation process by answering the questions (Steps # 1 – 7) in orange font found in the top left portion of the screen. These “step questions” will guide you through the bank reconciliation process step-by-step.

As each of the “step questions” are answered, the numbers automatically calculate and appear in the blue and white grid. The blue and white grid on the right portion of the screen cannot be edited. Make any necessary changes by using the “step questions” found at the top of the reconciliation screen.

The “step questions” coordinate with the orange step buttons on the left side of the screen. For the first bank reconciliation, follow the “steps” one at a time; however, you can skip from different steps by clicking on the orange step buttons.

STATEMENT DATE: 6/30/2011	
Statement Ending Balance	828,483.28
All Deposits Total	81.22
Bank Charges	828,564.50
Bank Reconciling Items	81.22
Reconciled Bank Balance	828,564.50
Cal or Fees	
Reconciling Amount	828,564.50

### Step #1 Statement Ending Date

The first step asks to confirm the statement ending date. This date will automatically increment to the last day of the month to be reconciled (*always leave this date as the last calendar day of the month.*) If the date is correct, click **Save and Proceed** to advance to the next screen. If the date is not correct, enter the desired statement ending date and click on **Change Date** to accept changes, continue with the **Save and Proceed** button.

### Step #2 Statement Ending Balance

The next step asks for the bank statement ending balance. Type in the ending (also referred to as closing, current or new) checking account balance as it appears on the bank statement and click **Next Step** to continue.

### Step #3 Deposits

Step #3 lists the deposits that have been posted in SchoolFunds Online. Compare these deposits with the deposits listed on the bank statement and select the “cleared deposits”. To select a deposit, click in the select column with the mouse and a ✓ will appear. As the deposits are selected, you will notice a deposit count and total amount that should match the bank statement totals. *Note: If any returned checks have been re-deposited, the bank statement’s deposit amount will be more (by the amount of the re-deposits) than the deposit total. You will still balance in the end if you have posted the returned check journal entry (with a “Y”) for each re-deposit.*

Deposits dated before or on the statement date that do not have a ✓ will total and appear in the blue and white grid as Deposits in Transit. After selecting all the cleared deposits, click on **Print DIT** to print the Deposits in Transit Report and click **Next Step**.

## Step #4 Checks

Step #4 lists the checks that have posted in SchoolFunds Online. Compare these checks with the checks listed on the bank statement and select the “cleared checks”. To select a check, click in the select column with the mouse and a ✓ will appear. As the checks are selected, you will notice a check count and total amount that should match the bank statement totals.

Checks dated on or before the statement date that do not have a ✓ will total and appear in the blue and white grid as Outstanding Checks. You may also clear “Old Outstanding Checks” from this step. “Old Outstanding Checks” are checks that were outstanding when SchoolFunds Online was initially set-up. Click on **View Old Checks** to see a listing of these checks. A list of all cleared checks may be printed by clicking **Print Cleared Checks**. Once all the cleared checks have been selected, click on **Print Out. Checks** to print the Outstanding Checks List and click **Next Step**.

## Step #5 Other Non-Posted Items

This step allows you to enter non-posted items – Other Additions (Add) or Other Deductions (Less) to the reconciliation. *This should only be used as a temporary solution for non-posted bank errors or any other non-posted miscellaneous items that will be corrected in a following month.* If the bank makes an error (which they will eventually correct), just decide whether the item should be added or subtracted in order to balance with the Receipts and Disbursements Report. Type in the description and enter the amount of the error on the appropriate add or less line and click **Next Step**.

*Note: If the bank is not going to correct their error and a Journal Entry has already been posted to adjust your books, do not enter anything on this screen just click Next Step.*

## Step #6 Other Assets

This step is for schools with investment, money market, savings accounts, etc. Verify the asset account description(s) and their account balance(s) and click **Next Step**. Month-to-month, the account(s) description and ending month balances will display. If you do not have any other asset accounts, click on **Next Step** to advance to Step #7.

## Step #7 Finished

Step #7 is the final step that confirms whether or not you’re in balance. As you work through the bank reconciliation screen, the blue and white reconciliation grid is constantly updating and calculating the Bank Balance + Other Assets Total. This total should equal the Receipts and Disbursements Report Ending Asset Balance (also found on the reconciliation screen). If these two totals (found in the yellow boxes) agree when you click on Step #7, a Congratulations message will display.

To complete the reconciliation process, follow the instructions in the Step #7 Congratulations message. Click on the **Generate Report** button and scroll down on the screen to preview and print the **Bank Reconciliation**. After printing the **Bank Reconciliation**, be sure you return to the top of the screen and click on the big green **Finish** button.

**Note: Be sure to print the Bank Reconciliation page. You must print the Bank Reconciliation and click on the big green Finish button to complete the bank reconciliation month-end process and clear the grid totals for the next month.**

## Out of Balance?

If on Step #7 the figures in the yellow boxes on the reconciliation screen do not equal (the Receipts and Disbursements Report Ending Asset Balance compared to the Bank Balance + Other Assets), the out of balance message will display and show how much you are out of balance.

At this point, click on Previous Step to review the reconciliation steps or Help to display a list of balancing suggestions. Check off each box as you work your way through the help list.

All screen information is saved as you go, so when an error is located, make the correction in SchoolFunds Online, return to bank reconciliation screen and proceed from that step. Once the Receipts and Disbursements Ending Asset Balance and the Bank Balance + Other Assets (yellow box amounts) equal, click on Step #7 Finished to receive the Congratulations message. Click on the **Generate Report** button and scroll down on the screen to preview and print the *Bank Reconciliation*. After printing the *Bank Reconciliation*, be sure you return to the top of the screen and click on the big green **Finish** button.

### **Reprint Bank Reconciliation**

You may reprint a Bank Reconciliation Report, Deposit in Transit, and/or Outstanding Check List for any month previously reconciled. From the Bank Reconciliation Menu, choose Reprint Past Reconciliations.

## **Section 8: SchoolFunds Online Reports Menu**

*Receipts and Disbursements* – A monthly statement, as of the ending date entered, for all active accounts. This report lists the beginning month balance, current ending balance, month-to-date and year-to-date receipts, disbursements, transfers, and encumbrances for each individual account.

### **Account Reports►**

*Account History* – A chronological, transaction type or account group listing of an account's posted transactions (checks, receipts, journal entries, liquidations, and POs) for the date range entered as well as the current YTD account balance. To run by a specific account pattern, click the option, type the first digits of the account pattern, and click "Generate Report".

*Chart of Accounts* – An alphabetical or numerical listing of all accounts including the account number, title, manager, type, status, clear at year end status, and current balance. You may click on any blue account number and the detailed account history for that particular account will display on the screen.

*Available Funds* – Used to calculate an available funds total by subtracting the account balance of any account(s) flagged as Restricted Funds from the total Asset account balance(s). Go to Data Files, Accounts to designate desired account(s) with the account type of "Restricted Funds".

*Trial Balance* – Lists each account with balances as of the current date. Debit and credit account balances are totaled at the end of the report.

*Month To Date* - Lists Month to Date receipts, disbursements, transfers, and encumbrances for each account.

*Year To Date* - Lists Year to Date receipts, disbursements, transfers, and encumbrances for each account.

### **Vendor Reports►**

*Vendor History* – A chronological listing, for the date range entered, of all checks written to a specified vendor. Choose "Select All" to request a history report for every active vendor at once. *Note: Vendor must be saved in the Data Files/Vendor file to print on this report.*

*Vendor Listing* – An alphabetical listing of all vendors saved in the Data Files/Vendor file. The listing includes name, address, telephone number, SSN/Tax ID, vendor code, and total paid YTD for all vendors.

**1099 Report** - A report of 1099 vendors that have transactions posted during the specified date range. The report lists each vendor's name, address, and social security number, along with each check number, date and amount paid. *Note: Vendor must be flagged 1099 "Y" in Data Files/Vendor to print.*

**One Time Vendor** - Lists payments made to vendors that are not saved in Datafiles/Vendor.

**Vendor Codes** - Lists any internal vendor codes that have been assigned and entered in DataFiles/Vendor under the CO Vendor field.

### **Receiptee Reports** ▶

**Receiptee History** - A chronological listing, for the date range entered, of all receipts written to a specified Receiptee. Choose "Select All" to request a history report for every active receiptee at once. *Note: Receiptee must be saved in DataFiles, Receiptee to print on this report.*

**Receiptee Listing** - An alphabetical listing of all receiptees saved in the Data Files/Receiptee file. The listing includes every receiptee's name, address, telephone number, vendor code, status, and total received YTD.

**One Time Receiptee** - Lists receipts posted to receiptees that are not saved in Datafiles/Receiptee.

### **PO Reports** ▶

**PO History** - Details all posted transaction(s) pertaining to a specified PO #. Transactions included are the original posting entry of the PO as well as any Liquidation and/or Expenditure entries. The individual transaction detail line contains pertinent information such as date, vendor name, account number and name, transaction type, and amount. Also, for easy quick reference, the posting date of the PO, original amount, and remaining open balance is noted in a box in the upper right hand corner of the report.

**Open PO's** - A current list of all purchase orders that have not been completely liquidated or voided. The list can be sorted by PO #, vendor name, or account number.

### **Event Codes Reports** ▶

**Event Code List** - An alphabetical listing of all Event Codes entered for a specified date range. The listing includes each Event Codes' ID, Description, Sponsor, Start Date, and End Date.

**Profit Loss** - This report is used to calculate the Profit/Loss of the Event Codes selected for the date range entered. This report may be ran by Summary for all Events, by Detail for an Event Code, or a selected Manager.

### **Sales Tax Reports** ▶

**Sales Tax** - Provides the total, by county, of sales tax paid during a specified date range.

*Note: When entering a new check, the sales tax box must be completed for the sales tax paid amount to be included on the report.*

**Sales Tax Edit** - Lists all checks written with sales tax entered.

**No Tax Payments** - Lists all invoices paid to vendors with "No Tax" checked on the vendor setup screen. The report calculates the amount of sales tax due on the total amount of invoices paid for a specified date range.

**Sales Tax on Receipts** - Lists all receipts posted with one or more taxable "Y" detail lines. Based on the tax rate percentage entered, the "Total Tax Due for Period" is calculated.

## **Registers Menu ►**

*Transactional listings per date or number range for:*

*Check*

*Void Check*

*Receipt*

*Void Receipt*

*Journal Entry*

*Void PO*

*PO*

*Payment Voucher* – Provides payment detail with signature lines for approval.

*Deposit Summary* – A deposit list, for a specified date range, that includes the date, ID #, amount, and reconciled status for each deposit posted. This report also calculates the grand total of all the deposits posted during the date range entered. You may also view a deposit's detail by entering the Deposit ID # in the small box stating "View Deposit Detail." This shows a list of the individual receipt(s) that comprised a particular deposit.

# Receipts and Disbursements Report

## TRA Training School

### Ending Date : 3/31/2012

Account	Month To Date				Year To Date					
	Req. Mth. Bal	Receipts	Disbursements	Transfers	Encumbrances	Ending Bal.	Receipts	Disbursements	Transfers	Encumbrances
0010.000 General	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0095.000 Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Series 0 Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
6000.000 Administration	\$2,320.30	\$2,001.00	\$466.50	\$0.00	\$0.00	\$3,854.80	\$4,575.44	\$8,647.10	(\$3,593.49)	\$0.00
6000.001 Office	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6000.030 Awards/Incentives	\$27.90	\$0.00	\$0.00	\$0.00	\$0.00	\$27.90	\$27.90	\$0.00	\$0.00	\$0.00
6000.070 Donations	\$602.50	\$0.00	\$0.00	\$0.00	\$0.00	\$602.50	\$550.00	\$167.25	\$219.75	\$0.00
<b>6000 sub accounts total</b>	<b>\$2,950.70</b>	<b>\$2,001.00</b>	<b>\$466.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,485.20</b>	<b>\$5,153.34</b>	<b>\$9,014.35</b>	<b>(\$3,373.74)</b>	<b>\$0.00</b>
6010.000 Yearbooks	\$2,125.30	\$190.00	\$0.00	\$0.00	\$0.00	\$2,305.30	\$2,320.55	\$15.25	\$0.00	\$0.00
6030.000 Checking Interest/Service	(\$39.42)	\$0.00	\$0.00	\$0.00	\$0.00	(\$39.42)	\$3.33	\$42.75	\$0.00	\$0.00
6040.000 Exceptional Children	\$301.55	\$0.00	\$0.00	\$0.00	\$0.00	\$301.55	\$397.00	\$95.45	\$0.00	\$0.00
6060.000 Field Trips	\$25.00	\$767.00	\$565.00	\$0.00	\$0.00	\$227.00	\$6,405.62	\$6,178.62	\$0.00	\$0.00
6070.005 Fundraiser-Art Education	\$829.95	\$0.00	\$0.00	\$0.00	\$0.00	\$829.95	\$3,223.00	\$2,393.05	\$0.00	\$0.00
<b>6070 sub accounts total</b>	<b>\$556.56</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$556.56</b>	<b>\$3,941.10</b>	<b>\$4,658.51</b>	<b>\$1,273.97</b>	<b>\$0.00</b>
6100.010 CSI	(\$16.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$16.00)	\$252.03	\$268.03	\$0.00	\$0.00
6110.000 Library/Media	\$896.80	\$0.00	\$113.73	\$0.00	\$0.00	\$783.07	\$4,091.09	\$3,714.97	\$406.95	\$0.00
6120.000 Maintenance Build/G.	(\$1,071.91)	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,071.91)	\$2,686.78	\$3,708.69	\$0.00	\$0.00
6170.000 Pictures	\$2,745.52	\$0.00	\$0.00	\$0.00	\$0.00	\$2,745.52	\$2,745.52	\$0.00	\$0.00	\$0.00
6180.000 Postage	(\$13.40)	\$0.00	\$0.00	\$0.00	\$0.00	(\$13.40)	\$68.00	\$101.40	\$0.00	\$0.00

5/8/2012 2:23:16 PM

TRA Training School

Account	Month To Date				Year To Date					
	Reg. Mth. Bal	Receipts	Disbursements	Transfers	Encumbrances	Ending Bal.	Receipts	Disbursements	Transfers	Encumbrances
6230.000 Staff Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6240.000 Telephone	(\$133.28)	\$0.00	\$16.66	\$0.00	\$0.00	(\$149.94)	\$0.00	\$149.94	\$0.00	\$0.00
<b>Series 6 Totals</b>	<b>\$8,377.42</b>	<b>\$2,948.00</b>	<b>\$1,161.89</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,163.53</b>	<b>\$28,084.36</b>	<b>\$27,947.96</b>	<b>(\$1,692.82)</b>	<b>\$0.00</b>
7035.000 AIG	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	(\$10.00)	\$0.00	\$10.00	\$0.00	\$0.00
7390.000 Care Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7510.000 Flower Fund	\$157.99	\$15.00	\$0.00	\$0.00	\$0.00	\$172.99	\$510.00	\$504.03	\$167.02	\$0.00
7550.000 Girls Group	\$1,333.69	\$0.00	\$0.00	\$0.00	\$0.00	\$1,333.69	\$0.00	\$137.55	\$1,471.24	\$0.00
7785.000 PUSH Club	\$10.68	\$0.00	\$0.00	\$0.00	\$0.00	\$10.68	\$0.00	\$0.00	\$10.68	\$0.00
7880.000 Student Council	\$43.88	\$0.00	\$0.00	\$0.00	\$0.00	\$43.88	\$0.00	\$0.00	\$43.88	\$0.00
<b>Series 7 Totals</b>	<b>\$1,546.24</b>	<b>\$15.00</b>	<b>\$10.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,551.24</b>	<b>\$510.00</b>	<b>\$651.58</b>	<b>\$1,692.82</b>	<b>\$0.00</b>
<b>Total Regular Accounts</b>	<b>\$9,923.66</b>	<b>\$2,963.00</b>	<b>\$1,171.89</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,714.77</b>	<b>\$28,594.36</b>	<b>\$28,599.54</b>	<b>\$0.00</b>	<b>\$0.00</b>

**End of Regular Accounts**

1000.000 Cash Account	\$9,923.66	\$2,963.00	\$1,171.89	\$0.00	\$0.00	\$11,714.77	\$28,594.36	\$28,599.54	\$0.00	\$0.00
9000.009 Savings Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Asset Accounts</b>	<b>\$9,923.66</b>	<b>\$2,963.00</b>	<b>\$1,171.89</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,714.77</b>	<b>\$28,594.36</b>	<b>\$28,599.54</b>	<b>\$0.00</b>	<b>\$0.00</b>

**End of Asset Accounts**

I certify that the above information is correct

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Preparer's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Account History Report**  
**TRA Training School**  
**1/1/2012 through 4/30/2012**

Account Number : 6000.000      Manager :      Account Description : Administration  
 Beg. Year Balance :      Receipts YTD      Disbursements YTD      Transfers YTD      Enc. Outstanding      Current Balance  
                          \$500.00                           (\$2.50)                           \$994.98                           (\$2,000.00)                           \$174.16                           (\$2,671.64)

Date	Type	Ref.	Vendor/Receiptee	Description	Received	Transferred	Encumbered	Liquidated	Expended
1/5/2012	Purchase Order	1	Standard Office	Stapler	\$0.00	\$0.00	\$10.68	\$0.00	\$0.00
1/24/2012	Purchase Order	1004	Food Lion	Food for Staff Meeting	\$0.00	\$0.00	\$106.75	\$0.00	\$0.00
2/20/2012	Liquidation	1007	Standard Office	PO Liquidation	\$0.00	\$0.00	\$0.00	\$102.17	\$0.00
2/20/2012	Purchase Order	1007	Standard Office	pencil sharpener	\$0.00	\$0.00	\$102.17	\$0.00	\$0.00
2/20/2012	Check	14	Standard Office	pencil sharpener	\$0.00	\$0.00	\$0.00	\$0.00	\$26.82
2/28/2012	Liquidation	1004	Food Lion	PO Liquidation	\$0.00	\$0.00	\$0.00	\$105.00	\$0.00
2/28/2012	Check	15	Food Lion	Food for Staff Meeting	\$0.00	\$0.00	\$0.00	\$0.00	\$105.00
3/7/2012	Purchase Order	1008	Walmart Community	Staplers	\$0.00	\$0.00	\$66.47	\$0.00	\$0.00
3/7/2012	Liquidation	1008	Walmart Community	PO Liquidation	\$0.00	\$0.00	\$0.00	\$22.42	\$0.00
3/7/2012	Liquidation	1008	Walmart Community	PO Liquidation	\$0.00	\$0.00	\$0.00	\$64.05	\$0.00
3/7/2012	Purchase Order	1009	Standard Office	Chargeable - Not to exceed \$150.00	\$0.00	\$0.00	\$161.73	\$0.00	\$0.00
3/7/2012	Liquidation	1010	Albemarle Parks and Recreation	PO Liquidation	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00
3/7/2012	Purchase Order	1010	Albemarle Parks and Recreation	Mini Medley	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00
3/7/2012	Purchase Order	1011	Walmart Community	Office Supplies	\$0.00	\$0.00	\$26.69	\$0.00	\$0.00
3/7/2012	Liquidation	1011	Walmart Community	PO Liquidation	\$0.00	\$0.00	\$0.00	\$26.69	\$0.00
3/7/2012	Check	16	Walmart Community	Staplers	\$0.00	\$0.00	\$0.00	\$0.00	\$22.42
3/7/2012	Check	16	Walmart Community	Pens	\$0.00	\$0.00	\$0.00	\$0.00	\$64.05
3/7/2012	Check	17	Walmart Community	Pens	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3/7/2012	Check	17	Walmart Community	Pens	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3/7/2012	Check	18	Albemarle Parks and Recreation	Mini Medley	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00
3/7/2012	Check	19	Walmart Community	Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$26.69
					\$0.00	\$0.00	\$744.49	\$570.33	\$494.98



Chart of Accounts

TRA Training School

5/8/2012

Account	Description	Group	Summary Acct. Grp.	Manager	Type	Status	Clear Yr End	Balance
0010.000	General				N	A	No	\$0.00
0095.000	Sales Tax				N	A	No	\$0.00
0100.000	Athletic Department				N	A	No	\$0.00
0820.000	Earth Day T-Shirts				N	A	No	\$0.00
1000.000	Cash Account				A	A	No	(\$1,307.95)
2000.001	Balances				F	A	No	\$0.00
2000.002	Other Balances				F	A	No	\$0.00
2000.200	Vending Machines				N	A	No	\$0.00
5000.000	Athletics	ATH			N	A	No	(\$312.82)
5000.003	Athletics-Ind. schools				H	A	No	\$0.00
5010.000	Baseball	ATH			N	A	No	\$0.00
5010.010	Baseball Fund	ATH			N	A	No	\$0.00
5020.000	Basketball	ATH			N	A	No	\$0.00
5030.000	Cheerleading	ATH		Mary Johns	N	A	No	\$0.00
5040.000	Concessions	ATH			N	A	No	\$0.00
5050.000	Cross Country	ATH			A	A	No	\$0.00
5060.000	Football	ATH			N	A	No	(\$25.00)
5070.000	Gate	ATH			N	A	No	\$0.00
5080.000	Golf	ATH			N	A	No	\$0.00
5090.000	Soccer	ATH			N	A	No	\$0.00
5110.000	Softball	ATH			N	A	No	\$0.00
5130.000	Tennis	ATH			N	A	No	\$0.00
5140.000	Volleyball	ATH			N	A	No	\$0.00
5150.000	Wrestling	ATH			N	A	No	\$0.00
5160.000	Track	ATH			N	A	No	\$100.00
6000.000	Administration				N	A	No	(\$2,765.96)
6000.001	Office	DEPT			N	A	No	\$0.00
6000.020	NC Vocational Rehab				N	A	No	\$0.00
6000.030	AP Exam				N	A	No	\$5.00
6000.040	PSAT				N	A	No	\$0.00
6000.090	NC Vocational Rehab				N	A	No	\$0.00
6010.000	Yearbooks				N	A	No	\$1,000.00
6020.000	Damaged Textbooks				N	A	No	\$0.00
6020.010	Lost Textbooks				N	A	No	\$125.00
6020.020	Parking Permits				N	A	No	\$0.00
6030.000	Field Trips				N	A	No	\$330.00
6040.000	Exceptional Children				N	A	No	\$393.25

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TRA Training School

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# Available Funds Report

## 04/30/2012

### TRA Training School

<b>Total Assets:</b>		<b>Less Restricted</b>		<b>Available Funds</b>
\$87,335.27	-	\$3,561.94	=	\$83,773.33

<i>Account</i>	<i>Description</i>	<i>Status</i>	<i>Account</i>	<i>Amount</i>
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### *Assets*

0.0100.00	CHECKING BB&T	A	A	87,335.27
0.0200.00	MONEY MARKET-VALLEY	A	A	0.00
0.0500.00	CD-VALLEY BANK	A	A	0.00

<i>Total Sum for Asset Accounts:</i>	87,335.27
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### *Restricted Funds*

0.0021.00	ATHLETIC GIRLS	A	RF	\$0.00
0.0027.00	BUSINESS ALLOT	A	RF	\$3.96
2.0269.02	SCIENCE-GRANT HUGHE	A	RF	\$10.33
8.0840.01	DRINK VENDING	A	RF	\$3,547.65

<i>Total of Restricted Funds:</i>	\$3,561.94
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*I Hereby Certify the Above Information is Correct:*

Principal's Signature	Date	Preparer's Signature	Date
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*Trial Balance Report*  
**TRA Training School**  
*Balance as of: 5/8/2012*

Account	Description	Type	Asset Acct Balance	Regular Acct Balance
1000.000	Cash Account	A	\$12,299.77	
9000.009	Savings Account	A	\$0.00	
0010.000	General	N		\$0.00
6000.000	Administration	N		\$3,854.80
6000.001	Office	N		\$0.00
6000.030	Awards/Incentives	N		\$27.90
6000.070	Donations	N		\$602.50
6010.000	Yearbooks	N		\$2,305.30
6030.000	Checking Interest/Service	N		(\$39.42)
6040.000	Exceptional Children	N		\$301.55
6060.000	Field Trips	N		\$227.00
6070.005	Fundraiser-Art	N		\$829.95
6070.050	Box Tops for Education	N		(\$273.39)
6100.010	CSI	N		(\$16.00)
6110.000	Library/Media	N		\$783.07
6120.000	Maintenance Build/Gr.	N		(\$1,021.91)
6170.000	Pictures	N		\$2,745.52
6180.000	Postage	N		(\$13.40)
6230.000	Staff Development	N		\$0.00
6240.000	Telephone	N		(\$149.94)
7035.000	AIG	N		\$575.00
7390.000	Care Fund	N		\$0.00
7510.000	Flower Fund	N		\$172.99
7550.000	Girl's Group	N		\$1,333.69
7785.000	PUSH Club	N		\$10.68
7880.000	Student Council	N		\$43.88
			<i>Total Debits</i>	<i>Total Credits</i>
			<u>\$12,299.77</u>	<u>\$12,299.77</u>

*Month to Date Report*  
**TRA Training School**  
 3/31/2012

Account Name	Beq Mth Bal.	Receipts	Disb.	Transfers	Book Balance at Close	Encumb.	Net Balance
0010.000 General	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6000.000 Administration	\$2,320.30	\$2,001.00	\$466.50	\$0.00	\$3,854.80	\$0.00	\$3,854.80
6000.001 Office	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6000.030 Awards/Incentives	\$27.90	\$0.00	\$0.00	\$0.00	\$27.90	\$0.00	\$27.90
6000.070 Donations	\$602.50	\$0.00	\$0.00	\$0.00	\$602.50	\$0.00	\$602.50
6010.000 Yearbooks	\$2,125.30	\$180.00	\$0.00	\$0.00	\$2,305.30	\$0.00	\$2,305.30
6030.000 Checking Interest/Service	(\$39.42)	\$0.00	\$0.00	\$0.00	(\$39.42)	\$0.00	(\$39.42)
6040.000 Exceptional Children	\$301.55	\$0.00	\$0.00	\$0.00	\$301.55	\$0.00	\$301.55
6060.000 Field Trips	\$25.00	\$767.00	\$565.00	\$0.00	\$227.00	\$0.00	\$227.00
6070.005 Fundraiser-Art	\$829.95	\$0.00	\$0.00	\$0.00	\$829.95	\$0.00	\$829.95
6070.050 Box Tops for Education	(\$273.39)	\$0.00	\$0.00	\$0.00	(\$273.39)	\$0.00	(\$273.39)
6100.010 CSI	(\$16.00)	\$0.00	\$0.00	\$0.00	(\$16.00)	\$0.00	(\$16.00)
6110.000 Library/Media	\$896.80	\$0.00	\$113.73	\$0.00	\$783.07	\$0.00	\$783.07
6120.000 Maintenance Build/Gr.	(\$1,021.91)	\$0.00	\$0.00	\$0.00	(\$1,021.91)	\$0.00	(\$1,021.91)
6170.000 Pictures	\$2,745.52	\$0.00	\$0.00	\$0.00	\$2,745.52	\$0.00	\$2,745.52
6180.000 Postage	(\$13.40)	\$0.00	\$0.00	\$0.00	(\$13.40)	\$0.00	(\$13.40)
6230.000 Staff Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6240.000 Telephone	(\$133.28)	\$0.00	\$16.66	\$0.00	(\$149.94)	\$0.00	(\$149.94)
7035.000 AIG	\$0.00	\$0.00	\$10.00	\$0.00	(\$10.00)	\$0.00	(\$10.00)
7390.000 Care Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7510.000 Flower Fund	\$157.99	\$15.00	\$0.00	\$0.00	\$172.99	\$0.00	\$172.99

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Account Name	Beg Mth Bal.	Receipts	Disb.	Transfers	Book Balance at Close	Encumb.	Net Balance
7550.000 Girl's Group	\$1,333.69	\$0.00	\$0.00	\$0.00	\$1,333.69	\$0.00	\$1,333.69
7785.000 PUSH Club	\$10.68	\$0.00	\$0.00	\$0.00	\$10.68	\$0.00	\$10.68
7880.000 Student Council	\$43.88	\$0.00	\$0.00	\$0.00	\$43.88	\$0.00	\$43.88
	\$9,923.66	\$2,963.00	\$1,171.89	\$0.00	\$11,714.77	\$0.00	\$11,714.77
					<b>Cash/Checking Balance :</b>		<b>\$11,714.77</b>

*Year to Date Report*  
**TRA Training School**  
*Ending Date - 3/31/2012*

<b>Account</b>	<b>Beg. Yr. Bal.</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Transfers</b>	<b>Ending Bal.</b>
0010.000 General	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total for General Accts</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,714.77</b>
6000.000 Administration	\$11,719.95	\$4,575.44	\$8,847.10	(\$3,593.49)	\$3,854.80
6000.001 Office	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6000.030 Awards/Incentives	\$0.00	\$27.90	\$0.00	\$0.00	\$27.90
6000.070 Donations	\$0.00	\$550.00	\$167.25	\$219.75	\$602.50
<b>6000 sub accounts total</b>	<b>\$11,719.95</b>	<b>\$5,153.34</b>	<b>\$9,014.35</b>	<b>\$9,014.35</b>	<b>\$4,485.20</b>
6010.000 Yearbooks	\$0.00	\$2,320.55	\$15.25	\$0.00	\$2,305.30
6030.000 Checking	\$0.00	\$3.33	\$42.75	\$0.00	(\$39.42)
6040.000 Exceptional Children	\$0.00	\$397.00	\$95.45	\$0.00	\$301.55
6060.000 Field Trips	\$0.00	\$6,405.62	\$6,178.62	\$0.00	\$227.00
6070.005 Fundraiser-Art	\$0.00	\$3,223.00	\$2,393.05	\$0.00	\$829.95
6070.050 Box Tops for Education	\$0.00	\$718.10	\$2,265.46	\$1,273.97	(\$273.39)
<b>6070 sub accounts total</b>	<b>\$0.00</b>	<b>\$3,941.10</b>	<b>\$4,658.51</b>	<b>\$4,658.51</b>	<b>\$556.56</b>
6100.010 CSI	\$0.00	\$252.03	\$268.03	\$0.00	(\$16.00)
6110.000 Library/Media	\$0.00	\$4,091.09	\$3,714.97	\$406.95	\$783.07
6120.000 Maintenance Build/Gr.	\$0.00	\$2,686.78	\$3,708.69	\$0.00	(\$1,021.91)
6170.000 Pictures	\$0.00	\$2,745.52	\$0.00	\$0.00	\$2,745.52
6180.000 Postage	\$0.00	\$88.00	\$101.40	\$0.00	(\$13.40)
6230.000 Staff Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6240.000 Telephone	\$0.00	\$0.00	\$149.94	\$0.00	(\$149.94)
<b>Series 6 Totals</b>	<b>\$11,719.95</b>	<b>\$28,084.36</b>	<b>\$27,947.96</b>	<b>\$27,947.96</b>	<b>\$10,163.53</b>
7035.000 AIG	\$0.00	\$0.00	\$10.00	\$0.00	(\$10.00)
7390.000 Care Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7510.000 Flower Fund	\$0.00	\$510.00	\$504.03	\$167.02	\$172.99
7550.000 Girl's Group	\$0.00	\$0.00	\$137.55	\$1,471.24	\$1,333.69
7785.000 PUSH Club	\$0.00	\$0.00	\$0.00	\$10.68	\$10.68
7880.000 Student Council	\$0.00	\$0.00	\$0.00	\$43.88	\$43.88
<b>Series 7 Totals</b>	<b>\$0.00</b>	<b>\$510.00</b>	<b>\$651.58</b>	<b>\$651.58</b>	<b>\$1,551.24</b>
<b>Total for Restricted Accts</b>	<b>\$11,719.95</b>	<b>\$2,963.00</b>	<b>\$28,599.54</b>	<b>\$0.00</b>	<b>\$11,714.77</b>

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<b>Account</b>	<b>Beg. Yr. Bal.</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Transfers</b>	<b>Ending Bal.</b>
Total Regular Accounts	\$11,719.95	\$28,594.36	\$28,599.54	\$28,599.54	\$11,714.77
<b>End of Regular Accounts</b>					
1000.000 Cash Account	\$11,719.95	\$28,594.36	\$28,599.54	\$0.00	\$11,714.77
9000.009 Savings Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Asset Accounts	\$11,719.95	\$28,594.36	\$28,599.54	\$28,599.54	\$11,714.77
<b>End of Asset Accounts</b>					

**Budget Report**  
**TRA Training School**  
**Ending Date - 3/31/2012**

Account	Beginning Budget	Receipts	Disbursements	Transfers	Encumbrances	Remaining Budget Bal.
0010.000 General	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Series 0 Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6000.000 Administration	\$0.00	\$4,575.44	\$8,847.10	(\$3,593.49)	\$0.00	(\$7,865.15)
6000.001 Office	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6000.030 Awards/Incentives	\$0.00	\$27.90	\$0.00	\$0.00	\$0.00	\$27.90
6000.070 Donations	\$0.00	\$550.00	\$167.25	\$219.75	\$0.00	\$602.50
6000 sub accounts total	\$0.00	\$5,153.34	\$9,014.35	(\$3,373.74)	\$0.00	(\$7,234.75)
6010.000 Yearbooks	\$0.00	\$2,320.55	\$15.25	\$0.00	\$0.00	\$2,305.30
6030.000 Checking	\$0.00	\$3.33	\$42.75	\$0.00	\$0.00	(\$39.42)
6040.000 Exceptional Children	\$0.00	\$397.00	\$95.45	\$0.00	\$0.00	\$301.55
6060.000 Field Trips	\$0.00	\$6,405.62	\$6,178.62	\$0.00	\$0.00	\$227.00
6070.005 Fundraiser-Art	\$0.00	\$3,223.00	\$2,393.05	\$0.00	\$0.00	\$829.95
6070.050 Box Tops for	\$0.00	\$718.10	\$2,265.46	\$1,273.97	\$0.00	(\$273.39)
6070 sub accounts total	\$0.00	\$3,941.10	\$4,658.51	\$1,273.97	\$0.00	\$556.56
6100.010 CSI	\$0.00	\$252.03	\$268.03	\$0.00	\$0.00	(\$16.00)
6110.000 Library/Media	\$0.00	\$4,091.09	\$3,714.97	\$406.95	\$0.00	\$783.07
6120.000 Maintenance	\$0.00	\$2,686.78	\$3,708.69	\$0.00	\$0.00	(\$1,021.91)
6170.000 Pictures	\$0.00	\$2,745.52	\$0.00	\$0.00	\$0.00	\$2,745.52
6180.000 Postage	\$0.00	\$88.00	\$101.40	\$0.00	\$0.00	(\$13.40)
6230.000 Staff Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6240.000 Telephone	\$500.00	\$0.00	\$149.94	\$0.00	\$0.00	\$350.06
Series 6 Totals	\$500.00	\$28,084.36	\$27,947.96	(\$1,692.82)	\$0.00	(\$1,056.42)
7035.000 AIG	\$1,000.00	\$0.00	\$10.00	\$0.00	\$0.00	\$990.00
7390.000 Care Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7510.000 Flower Fund	\$0.00	\$510.00	\$504.03	\$167.02	\$0.00	\$172.99
7550.000 Girl's Group	\$0.00	\$0.00	\$137.55	\$1,471.24	\$0.00	\$1,333.69
7785.000 PUSH Club	\$0.00	\$0.00	\$0.00	\$10.68	\$0.00	\$10.68
7880.000 Student Council	\$0.00	\$0.00	\$0.00	\$43.88	\$0.00	\$43.88
Series 7 Totals	\$1,000.00	\$510.00	\$651.58	\$1,692.82	\$0.00	\$2,551.24



Account	Beginning Budget	Receipts	Disbursements	Transfers	Encumbrances	Remaining Budget Bal.
<b>Total Regular Accounts</b>	<b>\$1,500.00</b>	<b>\$28,594.36</b>	<b>\$28,599.54</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,494.82</b>

**End of Regular Accounts**

1000.000 Cash Account	\$0.00	\$28,594.36	\$28,599.54	\$0.00	\$0.00	(\$5.18)
<b>Series 1 Totals</b>	<b>\$0.00</b>	<b>\$28,594.36</b>	<b>\$28,599.54</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$5.18)</b>
9000.009 Savings Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Series 9 Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Asset Accounts</b>	<b>\$0.00</b>	<b>\$28,594.36</b>	<b>\$28,599.54</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$5.18)</b>

**End of Asset Accounts**

**Vendor History**  
**TRA Training School**  
7/1/2011 through 4/30/2012

Vendor: Follett Library Resources

Vendor	Check Date	Check #	Description	Invoice #	PO #	Account	Status	Amount
Follett Library Resources	11/30/2011	5055	Library Books	479974-1		6110.000	Recon	\$8.53
			Library Books	479974A-0		6110.000	Recon	\$203.51
			Set of Classroom No	479974A-0		6000.000	Recon	\$305.75
			Library Books	479974F-0		6110.000	Recon	\$16.33
<i>Total for check #</i>							5055	\$534.12
<i>YTD Paid to Vendor:</i>								\$534.12

**Vendor Listing**  
**TRA Training School**  
**Listing as of - 5/8/2012**

\* Denotes district wide vendor

Name	Address	City	ST	Zip	SSN/Tax ID	Vendor Code	Paid (YTD)
Albemarle Parks and Recreation							\$250.00
* Apple Annies	341 Bad Apple Lane	Appleville	NC	58789			\$0.00
Ashboro Zoo							\$250.00
* Books and More	4987 Oleander Drive	Wilmington	NC	28403	5846532165		\$0.00
Diane Moore							\$0.00
Dick's Sporting Goods							\$0.00
Food Lion							\$105.00
* Freda Stephenson	PO Box 789	Wilmington	NC	28401	888-92-8888		\$0.00
* Greg Delaney							\$0.00
John Moore	900 First Ave	Albemarle	NC	27458	999-99-9999		\$50.00
* Leadership Development							\$0.00
Malmark Inc.	1000 Elm Street	Ourhouse	NC	28801			\$0.00
* Michael Smith	757 Robbin Nest Rd	Wilmington	NC	28401	976-43-1852		\$0.00
* Mike Hobbit	2323 Hall Rd	Wilmington	NC	28401	687-51-3265		\$0.00
* Mike Smith	7978 River Rd	Wilmington	NC	28401	987-65-4321		\$0.00
Office Depot							\$750.00
Office Max							\$25.00
Oriental Trader							\$0.00
* Randy Smith					111-92-9992		\$0.00
School Speciality							\$33.36
* Standard Office	175 North Second Street	Albemarle	NC	28001			\$139.51
* Stanly County Schools	1000-4 North First Street	Albemarle	NC	28001			\$55.00
* Susan Powell					111-11-1123		\$0.00
* Teresa					111-92-9811		\$0.00
Void							\$0.00
Wal-Mart							\$0.00
* Wal's Bookstore	2423 New Rd	Wilmington	NC	28405	454654879		\$0.00
* Walmart Business/GEMB	PO Box 530834	Atlanta	GA	30353-0934			\$0.00
* Walmart Community	P.O. Box 530934	Atlanta	GA	30353-0934	444-44-4444		\$405.90

**1099 Payments**  
**TRA Training School**

**7/1/2011-4/30/2012**

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**Vendor: Amber Speight**  
**DBA: Reading is Fun**

**SSN: 111-11-1122**

**Tax ID:**

**Central Office Vendor #:**

<i>Check #</i>	<i>Date</i>	<i>Check Amount</i>	<i>1099 Amount</i>
5175	4/18/2012	\$150.00	\$150.00
<i>Total Payments for Vendor: Amber Speight</i>			<b>\$150.00</b>

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**Vendor: Pamela P. Williams**  
**DBA:**

**SSN: 222-12-5556**

**Tax ID:**

**Central Office Vendor #:**

<i>Check #</i>	<i>Date</i>	<i>Check Amount</i>	<i>1099 Amount</i>
5093	10/25/2011	\$70.00	\$70.00
<i>Total Payments for Vendor: Pamela P. Williams</i>			<b>\$70.00</b>

*One Time Vendor Report*

*TRA Training School*

*7/1/2011 through 5/31/2012*

Check #	Check Date	Account #	Amount	Reconciled	Payee Name
2500	7/18/2011	6030.000	\$25.00	Void: 7/18/2011	Mary Jones
22	5/08/2012	6030.000	\$5.00	N	Justin Fields

*Total Amount of Checks:* \$5.00

*Total # of Checks:* 2

**Receiptee History**  
**TRA Training School**  
7/1/2011 through 5/31/2012

**All Receiptees**

Receiptee	Receipt Date	Rcpt #	Void	Description	Account	Amount
Caitlin Froehlich	9/16/2011	7	No	test	7030.000	\$1.00
Caitlin Froehlich	7/15/2011	26	No	Ashboro Zoo trip	6030.000	\$100.00
<i>YTD Paid by Receiptee:</i>						\$101.00
Fred Jones	7/18/2011	2	Yes	field trip	6030.000	\$75.00
				pumpkins	6000.000	\$100.00
<i>Total for receipt #</i>						2 \$175.00
<i>YTD Paid by Receiptee:</i>						\$0.00
Jac Jones	7/18/2011	1	Yes	supplies	6030.000	\$25.00
<i>YTD Paid by Receiptee:</i>						\$0.00
Sara Carroll	7/15/2011	25	No	1st Gr Zoo trip	6030.000	\$50.00
<i>YTD Paid by Receiptee:</i>						\$50.00
Sara Helms	7/18/2011	3	No	bank error	6000.000	-\$5.00
				training field trip	6000.000	\$20.00
				water	6000.030	\$5.00
<i>Total for receipt #</i>						3 \$20.00
Sara Helms	7/18/2011	4	No	field trip	6000.000	\$82.50
Sara Helms	8/24/2011	6	No	field trip	6030.000	\$5.00
				lost textbooks	6250.000	\$20.00
<i>Total for receipt #</i>						6 \$25.00
<i>YTD Paid by Receiptee:</i>						\$127.50
Sarah Welp	8/17/2011	5	Yes	test 1	6030.000	\$15.00
				test 2	6030.000	\$5.00
<i>Total for receipt #</i>						5 \$20.00
<i>YTD Paid by Receiptee:</i>						\$0.00

**Receiptee Listing**  
**TRA Training School**  
**Listing as of - 5/8/2012**

Name	Address	City	State	Zip	Phone	Code	All	Received YTD
Caillin Froehlich							A	\$101.00
Fred Jones							A	\$0.00
Jack Jones							A	\$0.00
Sara Carroll							A	\$50.00
Sara Helms							A	\$127.50
Sarah Welp							A	\$0.00

**One Time Receiptee Report**

**TRA Training School**

7/1/2011 through 5/31/2012

Receipt #	Receipt Date	Account #	Amount	Void	Receiptee
9	5/08/2012	0010.000	\$50.00	N	Sam Smith
		6030.000	\$50.00		
			<b>\$100.00</b>		

Total Amount of Receipts: \$100.00 Total # of Receipts 1



## PO History

TRA Training School

PO: 840 - 1010

Date of PO: 3/07/2012

To: Albemarle Parks and Recreation

PO Sub Total \$250.00

Status: Liquidated

Discount \$0.00

Requested by: Chesnee Palmer

Total less discount \$250.00

S & H \$0.00

Notes:

Sales Tax: 6.75% \$0.00

PO total Amount \$250.00

Voided:

### PO Details

Description	Product #	Account	Qty	Unit Price	Total	Liq. Balance
Mini Medley		6000.000	1	\$250.00	\$250.00	\$0.00

### Payment History

Check	Date	Description	Account	Liq. Amount	Paid
18	3/07/2012	Mini Medley	6000.000 Administration	\$250.00	\$250.00

**Open PO Report**  
**TRA Training School**  
**As of 5/8/2012**

PO #	PO Date	Acct #	Amount	Amount Liq	Balance Payee
1000	1/09/2012	7100.000	\$51.24	\$0.00	\$51.24 Malmark Inc.
1002	2/10/2012	6100.000	\$53.37	\$53.37	\$0.00 Standard Office
		5000.000	\$12.82	\$0.00	\$12.82
		6100.000	\$53.37	\$0.00	\$53.37
<i>Total liquidation balance for PO #</i>				<i>1002</i>	<i>\$66.19</i>
1004	1/24/2012	6000.000	\$106.75	\$105.00	\$1.75 Food Lion
1005	1/24/2012	6100.000	\$33.36	\$33.36	\$0.00 School Speciality
		6100.000	\$3.20	\$0.00	\$3.20
		6100.000	\$26.69	\$0.00	\$26.69
<i>Total liquidation balance for PO #</i>				<i>1005</i>	<i>\$29.89</i>
1007	2/20/2012	6000.000	\$102.17	\$102.17	\$0.00 Standard Office
		6100.000	\$26.82	\$26.82	\$0.00
		6100.000	\$89.38	\$32.50	\$56.88
<i>Total liquidation balance for PO #</i>				<i>1007</i>	<i>\$56.88</i>
1009	3/07/2012	6000.000	\$161.73	\$0.00	\$161.73 Standard Office
<b>6 Open POs Totalling:</b>					<b>\$367.68</b>

Tuesday, May 08, 2012

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**Event Code Listing**  
**TRA Training School**  
**Event Codes as of 5/8/2012**

<i>Code ID</i>	<i>Event Name</i>	<i>Sponsor</i>	<i>Start Date</i>	<i>End Date</i>
1st gr Zoo	1st gr Zoo Trip	Vonda Leary	7/1/2011	6/30/2012
2nd Gr Swim	2nd Grade Swimming YMCA	Maria Chavis	7/1/2011	6/30/2012
Baseball Gate	Baseball Gate	Clyde Wells	7/1/2011	6/30/2012
Baskt	Basketball Gate	Athletic Director	7/1/2011	6/30/2012
Ftballgate	Football Gate	Joe Bryan	7/1/2011	6/30/2012

*Event Code-Profit/Loss Statement*

*TRA Training School*

*7/1/2011 - 5/31/2012*

<i>Code ID</i>	<i>Event Name</i>	<i>Sponsor</i>	<i>Receipts</i>	<i>Disbursements</i>	<i>Profit/Loss</i>
Ftballgate	Football Gate	Joe Bryan	\$0.00	\$25.00	(\$25.00)
Baseball Gate	Baseball Gate	Clyde Wells	\$0.00	\$0.00	\$0.00
1st gr Zoo	1st gr Zoo Trip	Vonda Leary	\$257.50	\$300.00	(\$42.50)
Baskl	Basketball Gate	Athletic Director	\$0.00	\$0.00	\$0.00
2nd Gr Swim	2nd Grade Swimming YMCA	Marla Chavis	\$0.00	\$0.00	\$0.00

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**Event Code-Profit/Loss Statement by Event Code**

**TRA Training School**

**7/1/2011 through 5/31/2012**

**Code ID Description**  
**1st gr Zoo 1st gr Zoo Trip**

<b>Chk/Rcpt #</b>	<b>Vendor/Recelptee</b>	<b>Description</b>	<b>Acct #</b>	<b>Date</b>	<b>EC</b>	<b>Rcpt</b>	<b>Disb</b>	
26	Caitlin Froehlich	Ashboro Zoo trip	6030.000	7/15/2011	1st gr Zoo	\$100.00		
25	Sara Carroll	1st Gr Zoo trip	6030.000	7/16/2011	1st gr Zoo	\$50.00		
3	Sara Helms	training field trip	6000.000	7/18/2011	1st gr Zoo	\$20.00		
3	Sara Helms	water	6000.030	7/18/2011	1st gr Zoo	\$5.00		
4	Sara Helms	field trip	6000.000	7/18/2011	1st gr Zoo	\$82.50		
1	Ashboro Zoo	1st grade field trip	6030.000	7/15/2011	1st gr Zoo		\$300.00	
						<b>Receipt Total</b>	<b>Check Total</b>	<b>Profit/Loss</b>
						\$257.50	\$300.00	(\$42.50)

*Sales Tax Report*

*TRA Training School*

*7/1/2011 through 5/31/2012*

--- County ---		Taxable Amount	Total Sales Tax	Total State Tax	---County Tax---		Local Tax
Code	Name				Non-Food	Food	
84	Stanly	\$216.00	\$14.58	\$10.26	\$4.32	\$0.00	\$0.00
		\$216.00	\$14.58	\$10.26	\$4.32	\$0.00	\$0.00

***Sales Tax Edit Report***

***TRA Training School***

***7/1/2011 through 5/31/2012***

Check #	Date	Amount	Sales Tax	Food Tax	Payee Name
5	7/18/2011	\$25.00	\$0.75	\$0.00	Office Max
11	2/10/2012	\$53.37	\$3.37	\$0.00	Standard Office
16	3/07/2012	\$86.47	\$10.46	\$0.00	Walmart Community
		<i>Tax Totals:</i>	\$14.58	\$0.00	

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**No Tax Payments**  
**TRA Training School**  
**7/1/2011 through 5/31/2012**

<b>Date</b>	<b>Check #</b>	<b>Acct #</b>	<b>Amount</b>	<b>Payee</b>	<b>Void</b>	<b>Description</b>
4/4/2012	28	7220.010	\$250.00	ABC Distributing	NO	Pencil Sales
4/12/2012	29	7220.020	\$1,000.00	World's Finest Chocolate	NO	Fundraiser
4/18/2012	30	7220.030	\$1,500.00	T-Shirts R Us	NO	Fundraiser
<b>Grand Total of Checks</b>			<b>\$2,750.00</b>			
<b>Total Tax Due</b>			<b>\$192.50</b>			
<b>Tax Rate</b>			<b>7.0000</b>			



***Tax Due on Receipts***  
***TRA Training School***  
***7/1/2011 through 5/31/2012***

***Tax Rate = 6.75%***

Account #	Rcpt #	Date	Description	Receiptee Name	Amount	Taxable	Liability
7220.000	13	4/11/2012	Worlds Finest Chocolate	Sara Helms	\$150.00	\$140.52	\$9.48
	14	4/19/2012	Earth Day t-Shirts	Caitlin Froehlich	\$375.00	\$351.29	\$23.71
			<b>Totals for Account: 7220.000</b>		<b>\$525.00</b>	<b>\$491.81</b>	<b>\$33.19</b>
7220.020	15	4/24/2012	Pencil Sales	Fred Jones	\$169.50	\$158.78	\$10.72
			<b>Totals for Account: 7220.020</b>		<b>\$169.50</b>	<b>\$158.78</b>	<b>\$10.72</b>
					<b>\$694.50</b>	<b>\$650.59</b>	
					<b>Total Tax Due for Period:</b>		<b>\$43.91</b>

**Check Register**  
**TRA Training School**  
**3/1/2012 through 3/31/2012**

Check #	Date	Account #	Amount	Description	Sales Tax	Food Tax	Payee Name	Reconciled
16	3/07/2012	6000.000	\$64.05	Pens	\$10.46	\$0.00	Walmart Community	N
		6000.000	\$22.42	Staplers				
		6100.000	\$0.00					
<b>Total for check #</b>		<b>16</b>	<b>\$86.47</b>					
17	3/07/2012	6000.000	\$0.00	Pens	\$0.00	\$0.00	Walmart Community	N
		6000.000	\$0.00	Staplers				
		6100.000	\$78.99	File Folders				
<b>Total for check #</b>		<b>17</b>	<b>\$78.99</b>					
18	3/07/2012	6000.000	\$250.00	Mini Medley	\$0.00	\$0.00	Albemarle Parks and	N
19	3/07/2012	6000.000	\$26.69	Office Supplies	\$0.00	\$0.00	Walmart Community	N
20	3/13/2012	5000.000	\$50.00	mileage	\$0.00	\$0.00	John Moore	N

**Total Amount of Checks:** \$492.15      **Sales Tax Total:** \$10.46      **Total # of Checks:** 5

**Journal Entries**

Date	JE #	JE Type	Amount	Posted Account	Offset Account	VOID	Reference	Repay?
3/30/2012	1110	Bank Charge	\$10.00	0010.000 General	1000.000 Cash		Bank fee	

**JE Total:** \$10.00

**Grand Total:** \$502.15

**Receipt Register**  
**TRA Training School**

*3/1/2012 through 3/31/2012*

Rcpt #	Date	Dep. ID	Account #	Amount	Description	Reconciled	Receiptee Name
1000	3/13/2012	1	101.00	\$245.50	Commisslon	N	Pepsi
1001	3/22/2012	2	401.00	\$2,509.65	Picture Profit	N	Lifetouch
1002	3/27/2012	3	150.00	\$200.00	Field Trip	N	Donna Faircloth
			401.00	\$80.00	Yearbook		
<i>Total for receipt #</i>			<i>1002</i>	<i>\$280.00</i>			
<i>Total Amount of Receipts:</i>				<i>\$3,035.15</i>	<i>Total # of Receipts: 3</i>		

**Journal Entries**

Date	JE #	JE Type	Amount	Posted Account	Offset Account	VOID	Reference	Repay?
3/19/2012	12	Returned Check	(\$25.00)	401.00 Yearbook	001.00 Cash		Ellison #3344	N

*JE Total:* (\$25.00)

## Journal Entry Register

### TRA Training School

1/1/2012 through 1/31/2012

Date	JE #	JE Type	Amount	Posted Account	Offset Account	VOID	Reference	Repay?
1/4/2012	60	Returned Check	(\$25.00)	3332.000 Suspense/NS	9992.000 Cash Account		NSF Ck - S. Johns	N
1/6/2012	37	Returned Check	(\$25.00)	3332.000 Suspense/NS	9992.000 Cash Account		NSF Ck - P Johns	N
1/8/2012	35	Returned Check	(\$15.00)	3332.000 Suspense/NS	9992.000 Cash Account		NSF Ck - J. Broyn	N
1/10/2012	40	Returned Check	(\$25.00)	3332.000 Suspense/NS	9992.000 Cash Account		NSF Ck - L. Long	N
1/12/2012	36	Returned Check	(\$5.00)	3332.000 Suspense/NS	9992.000 Cash Account	Yes	NSF Ck - S Jones	N
			\$5.00					
			\$0.00					
1/16/2012	3	Returned Check	(\$15.00)	3332.000 Suspense/NS	9992.000 Cash Account		Davis #2345	N
1/18/2012	4	Returned Check	\$15.00	3332.000 Suspense/NS	9992.000 Cash Account		repayment	Y
1/19/2012	41	Returned Check	\$25.00	3332.000 Suspense/NS	9992.000 Cash Account		repayment - L. Lon	Y
1/19/2012	42	Fund Transfer	\$200.00	1100.000 Administrative	2244.001 Book Fair		transfer of funds	
1/19/2012	56	Chk Wrong Amount	(\$5.00)	3312.000 Cafeteria	9992.000 Cash Account		wrong amount	
1/20/2012	61	Returned Check	\$25.00	3332.000 Suspense/NS	9992.000 Cash Account		S. Johnson repay	Y
1/20/2012	62	Fund Transfer	\$100.00	2244.000 Library	2244.001 Book Fair		book fair change	
1/23/2012	79	Fund Transfer	\$50.00	1116.000 Grants/Donati	2244.000 Library		Bigglesworth don.	
1/29/2012	39	Bank Charge	\$3.00	1100.000 Administrative	9992.000 Cash Account		Jan service charge	
1/29/2012	44	Cancel prior SF Check	\$25.00	1140.000 PTA Funds	9992.000 Cash Account		void check	
1/29/2012	58	Bank Charge	\$16.75	1100.000 Administrative	9992.000 Cash Account		deposit slip order	
1/29/2012	64	Cancel prior SF Check	\$12.00	2202.000 Art	9992.000 Cash Account		old check	
1/29/2012	65	Bank Interest	\$20.00	2214.000 Class Activitie	9992.000 Cash Account		Electronic Rebate	
1/31/2012	2	Bank Interest	\$25.50	1100.000 Administrative	9992.000 Cash Account	Yes	Credit card deposit	
			(\$25.50)					
			\$0.00					
1/31/2012	38	Bank Interest	\$5.00	1100.000 Administrative	9992.000 Cash Account		deposit credit for J	
1/31/2012	57	Bank Interest	\$3.00	1120.000 Interest Earne	9993.000 Savings Acco	Yes	January Savings I	
			(\$3.00)					
			\$0.00					

**Purchase Order Register**

**TRA Training School**

7/1/2011 through 3/31/2012

PO #	PO Date	Acct #	Amount	Payee	Void	Liq. Status	Liq. Check #
1	1/5/2012	6000.000	\$10.68	Standard Office	YES	Liquid.	user
1000	1/9/2012	7100.000	\$51.24	Malmark Inc.	NO	Not Liquid.	
1001	1/9/2012	7170.000	\$114.22	Walmart Community	NO	Liquid.	9
1002	2/10/2012	6100.000	\$53.37	Standard Office	NO	Liquid.	11
1002	2/10/2012	6100.000	\$53.37	Standard Office	NO	Liquid.	11
1002	2/10/2012	5000.000	\$12.82	Standard Office	NO	Liquid.	11
			\$119.56				
1003	2/20/2012	6040.000	\$106.75	Walmart Community	NO	Liquid.	12
1004	1/24/2012	6000.000	\$106.75	Food Lion	NO	Partially	15
1005	1/24/2012	6100.000	\$26.69	School Speciality	NO	Not Liquid.	13
1005	1/24/2012	6100.000	\$3.20	School Speciality	NO	Not Liquid.	13
1005	1/24/2012	6100.000	\$33.36	School Speciality	NO	Not Liquid.	13
			\$63.25				
1006	2/20/2012	6180.000	\$22.64	Standard Office	YES	Liquid.	user
1006	2/20/2012	6180.000	\$5.38	Standard Office	YES	Liquid.	user
			\$28.02				
1007	2/20/2012	6100.000	\$89.38	Standard Office	NO	Partially	14
1007	2/20/2012	6000.000	\$102.17	Standard Office	NO	Partially	14
1007	2/20/2012	6100.000	\$26.82	Standard Office	NO	Partially	14
			\$218.37				
1008	3/7/2012	6100.000	\$78.99	Walmart Community	NO	Liquid.	16
1008	3/7/2012	6000.000	\$64.05	Walmart Community	NO	Liquid.	16
1008	3/7/2012	6000.000	\$22.42	Walmart Community	NO	Liquid.	16
			\$165.46				
1009	3/7/2012	6000.000	\$161.73	Standard Office	NO	Not Liquid.	
1010	3/7/2012	6000.000	\$250.00	Albemarle Parks and Recreation	NO	Liquid.	18
1011	3/7/2012	6000.000	\$26.69	Walmart Community	NO	Liquid.	19
<b>Total # of PO's</b>		13	<b>Total Amount of PO's:</b>		\$1,384.02		

**TRA Training School  
Payment Voucher**

Name: Walmart Community

Date: 3/7/2012

Check Number: 16

Amount: \$86.47

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Account:	6000.000	Administration	Description: Pens	Amount:	\$64.05
Account:	6000.000	Administration	Description: Staplers	Amount:	\$22.42
Account:	6100.000	Instructional Supplies	Description:	Amount:	\$0.00
				Total Amount:	\$86.47

\_\_\_\_\_  
Preparer

\_\_\_\_\_  
Principal

PAGE 1 OF 5

5/9/2012 10:41:35 AM

**Deposit Summary**  
**TRA Training School**

*2/20/2012 through 3/31/2012*

<b>DEPOSIT DATE</b>	<b>ID</b>	<b>AMOUNT</b>	<b>STATUS</b>	<b>Electronic ID</b>
2/21/2012	99	\$35.45	RECONCILED	
2/22/2012	100	\$45.00	RECONCILED	
2/23/2012	101	\$15.00	RECONCILED	
2/24/2012	102	\$15.00	RECONCILED	
2/28/2012	103	\$41.00	RECONCILED	
2/29/2012	104	\$250.00	RECONCILED	
3/1/2012	105	\$15.00		
3/5/2012	106	\$2,371.00		
3/6/2012	107	\$155.00		
3/7/2012	108	\$105.00		
3/8/2012	109	\$30.00		
3/9/2012	110	\$5.00		
3/13/2012	111	\$10.00		
3/15/2012	112	\$27.00		
3/19/2012	113	\$140.00		
3/21/2012	114	\$60.00		
3/22/2012	115	\$45.00		
		<b>\$3,364.45</b>		

**Void Check Register**  
**TRA Training School**  
*3/1/2012 through 3/31/2012*

Check #	Date	Account #	Amount	Void Date	Payee Name
6456	3/15/2012	6190.000	\$165.86	3/15/2012	Erin Mikesell

*Total Amount of Checks:*      \$165.86      *Total # of Checks*      1



**Void Receipt Register**  
**TRA Training School**  
*3/1/2012 through 3/31/2012*

<b>Receipt #</b>	<b>Receipt Date</b>	<b>Account #</b>	<b>Amount</b>	<b>Void Date</b>	<b>Receiptee Name</b>
1008	3/28/2012	150.00	\$100.00	3/28/2012	Teresa Louvin
		401.00	\$85.00		
			<u>\$185.00</u>		

*Total Amount of Receipts: \$185.00*

*Total # of Receipts: 1*

**Void Purchase Order Register**

**TRA Training School**

**1/1/2012 through 5/31/2012**

PO #	Date	Account #	Amount	Void Date	Payee Name
1006	2/20/2012	6180.000	\$28.02	3/7/2012	Standard Office
1	1/05/2012	6000.000	\$10.68	5/8/2012	Standard Office
1000	1/09/2012	7100.000	\$51.24	5/9/2012	Malmark Inc.
1009	3/07/2012	6000.000	\$161.73	5/9/2012	Standard Office

Total Amount of PO's: \$251.67

Total # of PO's 4

**Bank Reconciliation**  
**TRA Training School**

<b>Bank Name</b>	BB and T	<b>Statement Date</b>	3/31/2012
<b>Bank Account</b>	1234567890	<b>Today's Date</b>	5/9/2012 11:10 AM

<b>Statement Ending Balance</b>	\$12,137.00
<b>Add: Deposits In Transit</b>	\$245.00

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<b>Total:</b>	\$12,382.00
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<b>Less: Outstanding Checks</b>	\$567.23
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<b>Reconciled Bank Balance</b>	\$11,814.77
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**Other Assets:**

<b>Savings Account</b>	\$0.00
<b>Testing</b>	\$0.00

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<b>Bank Balance + Other Assets</b>	\$11,814.77
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**Comments:**

I certify the above information is correct

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Principal's Signature

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Date

---

Preparer's Signature

---

Date

*Deposits in Transit*  
**TRA Training School**

<b>Bank Name</b>	BB and T	<b>Statement Date</b>	3/31/2012
<b>Bank Account</b>	1234567890	<b>Today's Date</b>	5/9/2012 11:11 AM

<b>Deposit ID</b>	<b>Date</b>	<b>Amount</b>
113	3/19/2012	\$140.00
114	3/21/2012	\$60.00
115	3/22/2012	\$45.00
		\$245.00

**Comments:**

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I certify the above information is correct

Principal's Signature	Date
Preparer's Signature	Date

**Outstanding Checks  
TRA Training School**

**Bank Name** BB and T **Statement Date** 3/31/2012  
**Bank Account** 1234567890 **Today's Date** 5/9/2012 11:12 AM

Check Number	Date	Payee	Amount	Aging(days)
4646	2/11/2010	Cristeen Burd	\$3.50	818
4875	1/31/2011	Aundria Fisher	\$3.00	464
4961	4/14/2011	Endy VFD	\$85.00	391
5086	2/27/2012	CDW Government	\$218.84	72
5091	3/15/2012	Stahly County Schools	\$16.66	55
5092	3/20/2012	DEMCO	\$113.73	50
5093	3/20/2012	Oriental Trading Company	\$126.50	50
			<b>\$567.23</b>	

**Comments:**

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I certify the above information is correct

_____ Principal's Signature	_____ Date
_____ Preparer's Signature	_____ Date

## SchoolFunds Online Month End Reconciliation Checklist

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### BEFORE BEGINNING THE BANK RECONCILIATION PROCESS

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- (A) Have your bank statement in hand.
- (B) Make sure you have posted all checks, receipts, and journal entries (bank interest, charges, and returned checks) for the month you are reconciling.

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### STEPS TO COMPLETE THE BANK RECONCILIATION PROCESS

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*Go to Bank Reconciliation, Reconcile*

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**STEP #1** Verify the bank statement ending/closing date. This date should always be the last calendar day of the month you are reconciling. If it is not correct, contact TRA before proceeding.

**STEP #2** Enter the ending/closing/current balance from your bank statement.

**STEP #3** ✓ all deposits on your bank statement. Print Deposit in Transit (if applicable).

**STEP #4** ✓ all checks on your bank statement. Print the Outstanding Checks List.

**STEP #5** Enter any non-posted items, such as bank errors. If you have no bank errors, you should skip this step.

**STEP #6** List any "other assets" and their ending balances.

**STEP #7** Finished. If you see CONGRATULATIONS! You are ready to print your Bank Reconciliation Report. If you are out of balance, refer to the "Help" button on Step #7 to see the list of suggestions.

(C) Check to be sure you have printed an Outstanding Checks List (Step #4) and if applicable, a Deposit in Transit Report (Step #3).

(D) Click on the Generate Report button and print the Bank Reconciliation Report.

(E) After Recon Report prints, click on Finish button to close the month and remove the cleared items.

*After clicking Finish, you have successfully completed the month-end bank reconciliation process.*

(F) Print the following registers (Registers Menu) for the month you are reconciling:

- Check
- Receipt
- Journal Entry

(G) Print a Receipts & Disbursements Report (Reports Menu).

- The report date should always be the last calendar day of the month you are reconciling.

**Note: The bank reconciliation process is not complete until you have clicked on the Green FINISH button on the bank reconciliation screen.**

## Out of Balance on Step #7

- 1<sup>st</sup> Carefully repeat Steps 1 – 5 on the bank reconciliation screen. Verify that the amounts entered equal those from the bank statement.
- 2<sup>nd</sup> Verify that Journal Entries (bank interest, bank charges and returned checks) are all posted correctly. Print a Journal Entry Register and examine each transaction.
- 3<sup>rd</sup> Look at the Void Receipt and Void Check Registers.  
Enter the beginning date of the month you're reconciling and the ending date as the current date. Any voided item with a void date in the current month, but dated in the previous month will be a problem. The entry will be cancelled out when the next month is reconciled, so this will be a Step #5 item in the current month.

### BE SURE TO CHECK YOUR DATES VERY CAREFULLY!

- 4<sup>th</sup> Step #3 – Compare the “total number of” deposits with the total of deposits on your bank statement. These two amounts should equal, unless you have collected and deposited one or more returned checks. If you have deposited a returned check(s), the total deposit amount on your bank statement will be more than the total deposit amount showing in Step #3. This is OK if the amount of the difference is the total of the returned check(s) re-deposited for the month. If you have posted the Returned Check JE's correctly, you will balance on Step #7. Should you have a deposit to clear the bank for a different amount than it was posted for in SchoolFunds Online and you're going with the bank's amount, you will need to select a receipt included on that deposit to adjust. The receipt/deposit total can be adjusted by posting a Receipt for Wrong Amount JE as of the same date as the receipt being adjusted. If the bank is going to make a correction next month, you can enter the amount on Step #5 “Other Non-Posted Items”.
- 5<sup>th</sup> Step #4 – Compare the “total number of” checks with the total of checks that cleared on your bank statement. If these amounts do not equal, verify that you have selected (with a ✓) the correct number of checks. Then compare each check amount that cleared the bank with the same check amount posted in SchoolFunds Online. If you need to adjust a check amount in SchoolFunds Online, you should post a Check for Wrong Amount JE as of the same date as the check being adjusted. If the bank is going to make a correction next month, you can enter the amount on Step #5 “Other Non-Posted Items”.
- 6<sup>th</sup> Step #5 – List only bank errors that are to be corrected in the future by the bank. Do not list any errors you made posting a check or receipt. You should post a JE to correct your errors and balance to the bank statement.
- 7<sup>th</sup> Step #6 - Verify that the amounts entered are the ending balances for each “other asset” listed on the Receipts & Disbursements Report. If you do not have any “other assets” you should skip Step #6.