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*SchoolFund\$ Online Fund Accounting System User's Guide*

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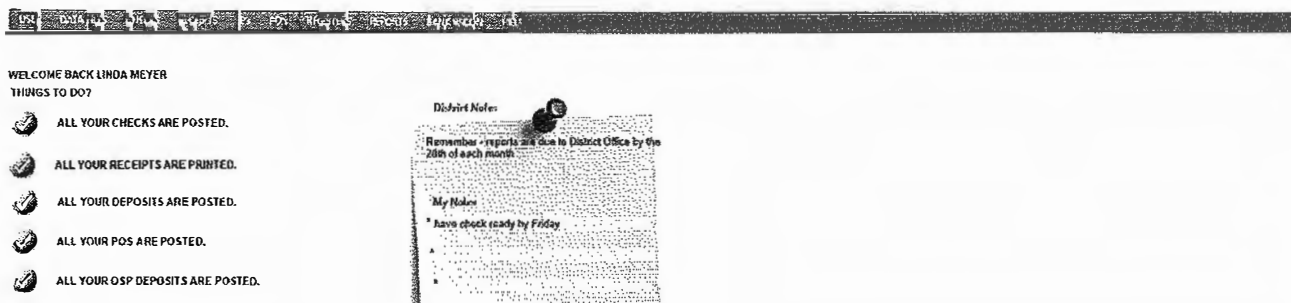
# Section 1: Introduction

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.

## Post-It Note Memo

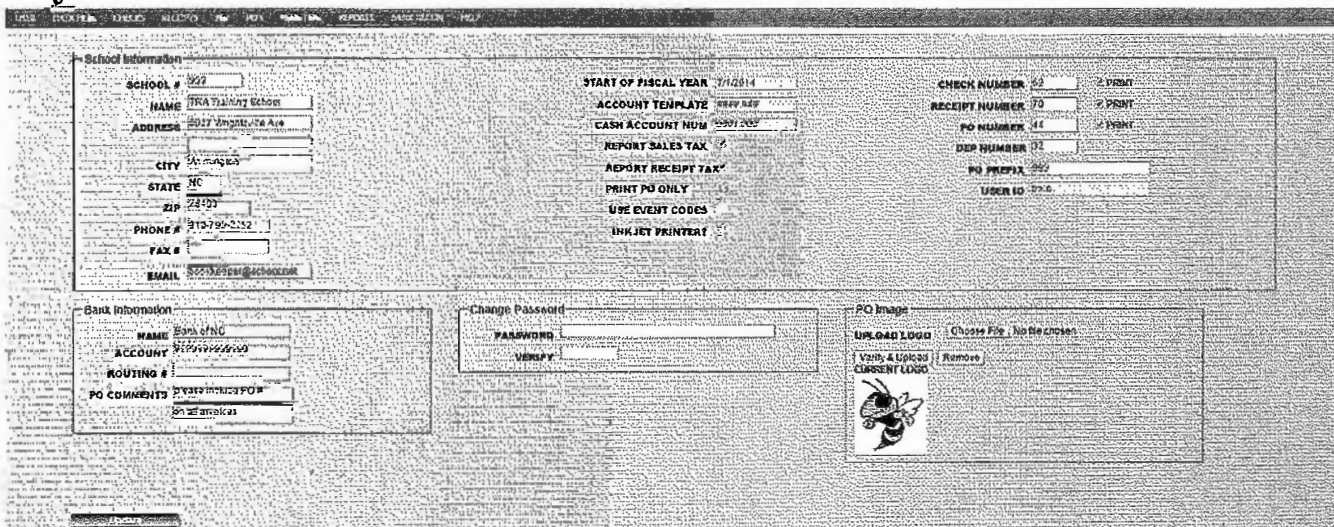
On the main screen there is a memo area designed as a Post-It Note. When you log in, choose a menu item, and return to the main screen, the note will be visible. The "District Notes" are from your district administrator. The "School Notes" are for your use and will only be seen on your school screen.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



## Section 2: User Setup

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

### My Profile



**Field Name:** Explanation

\* Indicates Required Fields

**In the School Information tile:**

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

**\*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, Fax Number, Email.

**\*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.

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

**Inkjet Printer?:** Place a checkmark in the  to indicate the printer being used is an Inkjet Printer – this helps with form alignment.

**\*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.

**PO Number:** This number is the beginning/next number for printed POs. Place a checkmark in the  **Print** boxes next to the PO Number field to set PRINT as your default on the New PO screen. SchoolFunds Online will automatically insert "PRINT" in the PO number field for all new PO entries.

**\*Dep Number:** This is the beginning/next number for the Deposit ID.

**PO Prefix:** This number will print as a prefix to each PO. The purchase order prefix remains the same as entered.

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

**In the Bank Information tile:**

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

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

**In the Change Password tile:**

**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.

**In the PO Image tile:**

**Upload Logo:** If you have an image that you want to print on all your POs you can upload that image here. Just browse to the saved file on your computer.

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

## My Reports

This menu option is customized by your Central Office District Administrator to create a list of favorite reports they would like for you to print on a regular basis. Schools users cannot create or edit this list.

## Old Outstanding Checks

Old Outstanding Checks are checks that were written prior to SchoolFunds Online and is a one-time setup.

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.

Home > Reconcile > Old Outstanding Checks

DATAFILES  CHECKS  RECEIPTS  POs  REGISTER  REPORTS  BANK RECON  HELP

TOTAL NUMBER OF CHECKS: 2 TOTAL AMOUNT OF CHECKS: \$183.50

CHECK DATE:

CHECK NUMBER:

PAYEE:

AMOUNT:

Reconciled	Check Date	Check Number	Payee	Amount
No	7/15/2012	89855	John Smith	\$5.00
Yes	7/12/2012	89935	Target	\$178.50

## Section 3: 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, Recipitee, or Event Codes.

## Accounts

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. All columns in the grid may be sorted by clicking on the headings.

### Data Files, Account

DATAFILES  CHECKS  RECEIPTS  POs  REGISTER  REPORTS  BANK RECON  HELP

GL ACCT# 103

DESCRIPTION: Advanced Placement Class

MANAGER:

CLEAR AT YEAR END:

ACCT GROUP: Acad Classroom

ACCT TYPE: Net

ACCT STATUS: Active

SUMMARY ACCT GROUP:

BEG YEAR BALANCE: \$0.00

BUDGET: \$0.00

BEGINNING MONTH BALANCE		\$1,890.00			
CURRENT BALANCE		\$1,890.00			
Summary					
	MTD	YTD	1 YEAR AGO	2 YEARS AGO	
DISBURSEMENTS	\$0.00	\$0.00	\$78,225.00	\$81,863.22	
RECEIPTS	\$0.00	\$1,890.00	\$4,811.08	\$67,598.25	
TRANSFERS	\$0.00	\$0.00	\$11,614.00	\$9,051.11	
ENCUMBRANCES	\$0.00	\$0.00	\$0.00	\$0.00	

ACCT#	TYPE	DESCRIPTION	MTD	YTD	1 YEAR AGO	2 YEARS AGO	Current Bal
101	Net	Agriculture Class		\$0.00	\$0.00	\$1,023.82	
102	Net	Algebra Math Class		\$0.00	\$0.00	\$0.00	
103	Net	Advanced Placement Class		\$0.00	\$0.00	\$1,220.13	
104	Net	Art Class		\$0.00	\$0.00	\$0.00	
105	Net	Archery and Physical Class		\$0.00	\$0.00	\$0.00	
106	Net	Astronomy Class		\$0.00	\$0.00	\$0.00	
107	Net	AP Art History Class		\$0.00	\$0.00	\$0.00	
108	Net	Band Class		\$0.00	\$0.00	\$0.00	
109	Net	Band Class		\$0.00	\$0.00	\$0.00	
110	Net	Band Class		\$0.00	\$0.00	\$0.00	
111	Net	Band Class		\$0.00	\$0.00	\$0.00	
112	Net	B.S. Computer Apps (BCA)		\$0.00	\$0.00	\$0.00	

Page size: 100

**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 most commonly used account types are Asset, Net, and Fund Balance. These will be the only three to choose from if your district has chosen to hide the others. 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>(This account type is not functional at this time.)</i>
<i>Fund Balance</i>	Account that reflects the equity amount or balance of a fund
<i>Liability</i>	Any payable or “debt” accounts. <i>(This account type is not functional at this time.)</i>
<i>Net</i>	Accounts allowing both revenue and expense transactions
<i>Restricted Net</i>	Net accounts where payments cannot exceed account balances. <i>(This account type is not functional at this time.)</i>
<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. This type should only be used with corresponding Revenue and Expense accounts.

**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 zeroes. 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.

## Find an Account

To find an existing account, select Data Files, Account. Any account field that displays the magnifying glass is a searchable field. Type in a few letters of the account name and click on the magnifier icon. Results will display in the grid at the bottom of the screen. Once you make the edit to the account (make account inactive/active, include Account Manager) click Update.

## Vendors

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. All columns in the grid may be sorted by clicking on the headings.

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

Home > Data Files > Vendor

Select a vendor from the list below to view or add. To create a Vendor, enter the data in the fields below then click the 'Save New' button.

NAME	DBA	PO ADDRESS
ADDRESS	VENDOR CODE	ADDRESS
CITY	PHONE	CITY
STATE	FAX	STATE
ZIP	TAX ID	ZIP
COUNTRY	SSH	COUNTRY
EMAIL		

STATUS: Active

\$ PAID YTD: \$ 1099 YTD

\$ PAID PRIOR YEAR: \$ 1099 PRIOR YEAR

1099:  NO TAX:

LAST CHECK: \$ OPEN ENCUM. & PO'S

ACCT NBR / COMMENTS: CO VENDOR #

Save New    REFRESH    DELETE    CLEAR    Load Full List    Load School List

Name	Address	City	State	Telephone	SSH	Tax ID	D.Mfrnc
ABC Designs	7045 Colony Road	Charlotte	NC			33-0164087	Y
B K Office Supply	1154 Martinsburg Pike	Winchester	VA				
Bank of Tea							
Berkeley County Schools	401 S Queens St	Martinsburg	WV				
Cannon Copiers	123 Roam St	Anywhere	WV				

### 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. Type in the first letter of the vendor's name to search the listing or click the Load School List button to load all school vendors to the Vendor List. Then scroll to find the desired vendor and 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. Load Full List will display all vendors, even those designated as district wide. District wide vendors can only be edited by a district administrator.

### **Find a Vendor**

To find an existing vendor, select Data Files, Vendor. Any vendor field that displays the magnifying glass is a searchable field. Type in a few letters of the vendor name and click on the magnifier icon. Results will display in the grid at the bottom of the screen. To use a "wildcard" search, type % a few letters % (for example %john%) and click on the magnifier icon which would display results of any



vendor containing john in the name. To view a complete list of both school and district wide vendors, click “Load Full List”. To see only school vendors, click “Load School List”.

## Receiptee

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. All columns in the grid may be sorted by clicking on the headings.

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

### 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 scroll to find the desired receiptee. 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

(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. All columns in the grid may be sorted by clicking on the headings.

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

Home > Datafiles > Event Codes

USER DATAFILES CHECKS RECEIPTS P/L PAY RECEIPTS RECEIPTS BANK RECON HELP

EVENT CODE ID:

EVENT NAME:

BEGINNING DATE:

ENDING DATE:

SPONSOR:

SECOND SPONSOR:

ID	Name	Beginning	Ending	Sponsor	2nd Sponsor
COPY	Copy Paper Expenses	7/1/2014 12:00:00 AM	8/31/2015 12:00:00 AM	Joe Smith	
TRK	Track Sale School Wide	7/1/2014 12:00:00 AM	8/31/2015 12:00:00 AM	Brad Spaulding	
Hostby	Hartley Park Field Trip	7/1/2014 12:00:00 AM	8/31/2015 12:00:00 AM	Jim Butts	

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

**Second Sponsor:** Enter the Second Sponsor's name, if applicable.

**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.

## Sponsor Portal Users

### (If purchased by your school or district)

The Sponsor Portal is an optional module that enables account sponsors such as Athletic Directors, Coaches, Club Sponsors, etc., to access their accounts on any device – tablet, smartphone, PC, or laptop. Bookkeepers and/or district administrators set up the users, maintain the user IDs, and assign the accounts users may view or print.

## Signature Profiles

(It is recommended that you talk with your Finance Department BEFORE using this feature.)

You may customize up to three signature lines with the appropriate personnel titles to print on the Receipts and Disbursements Report, the Journal Entry Proof Sheets, and the Main Bank Reconciliation Report. The signature profiles may be the same or they may be unique for each different report. If you choose not to customize the signature profiles, the standard lines for both the principal's and preparer's signatures will print on the reports.

## 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 Find 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.

There are 2 ways to process a check. A check without an encumbered PO and a check with an encumbered PO

### Entering Checks: New – without an encumbered PO

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:

Check Number	Date	Unposted Check register	Amount	Vendor
--------------	------	-------------------------	--------	--------

#### 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 User, 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. Click 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.*

After clicking the OK button, another message “Make this a 1099 vendor?” displays. Answering OK opens a box on the check screen allowing the SSN or Tax ID number to be entered. If this is not a 1099 vendor, click on Cancel.

**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.

**Favorite Vendor:** If a vendor has already been saved in the vendor file, you have the option of making that vendor a favorite. Type in the first few letters of the vendor’s name and a list of possible matches will display. Select the vendor and Click Tab. A check box will display allowing you to add this vendor as a favorite.

**Display Favorites:** When creating a new check, type an exclamation symbol (!) to display all vendor favorites; arrow to the favorite vendor and select. If you no longer want to make a vendor a favorite, type in an exclamation (!) and when the vendor displays, remove the check mark from Favorite Vendor.

**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, the check total will default to the 1099 box. This amount can be changed if necessary.

**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 that was not posted/encumbered in SchoolFunds Online, you may type the PO number as a reference only. The purchase order number will print on the check stub. If the PO was posted in SchoolFunds Online, see the instructions for **Entering Checks: New – with an encumbered PO**.

**PO Liq Amt.:** This field will be blank unless you are pulling in a PO posted in SchoolFunds Online. See instructions for **Entering Checks: New – with an encumbered PO**.

**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 User, 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. Clicking on the **Account Balances** button will display a list of all available accounts with current balances for reference.

**Balance:** The current balance of the account selected will display. This balance is for reference only and will not change until the check is printed and/or posted. To verify account balances, click the “Account Balances” button or go to Reports, Account, Trial Balance.

**\*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.**

## Entering Checks: New – with an encumbered PO

To enter payments by pulling a purchase order into a check, follow these steps:

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

Home > Checks > New Check

PLEASE NOTE YOU WILL BE CHARGED OUT IN 30 SECONDS IF YOU DO NOT ACTIVITY.

THA TRAINING SCHOOL

Pay to the order of: VENDOR: Staples

ADDRESS: 5000 College Road

CITY: Wilmington

STATE, ZIP: NJ 08405

DATE: 12/22/2014

CHECK NUMBER: 000001

SALES TAX: 0.00

FOOD TAX: 0.00

CASH CHECKING BALANCE: \$16,009.74

CHECK AMOUNT: \$0.00

Exactly Zero Dollars and Zero Cents

DESCRIPTION	PURCHASE ORDER	PO LIQ AMT	INVOICE	EVENT CODE	ACCOUNT	BALANCE	AMOUNT
Paper	10	\$112.29			11000.000 General		
Paper	13	\$129.00			11000.000 General		
Dual Ink	13	\$129.29			11000.000 General		

SAVE DELETE Account Balances Print Proof Listing Close Proof Listing

Unposted Check register

Check Number Date Amount Vendor

**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 User, My Profile screen.

**Purchase Order Number:** When pulling a Purchase Order into a check, click in the Purchase Order field in the detail line of the check and type the PO number. Select the PO by clicking with the mouse or use the down arrow key and Tab to select the PO highlighted. The PO's detail information, including vendor, description, account number, and liquidated amount, will auto-fill on the check screen.

To reference a PO not posted in SchoolFunds Online, type the PO number as a reference only. The purchase order number will print on the check stub. If the PO is not posted in SchoolFunds Online, the vendor, description, and account number will not auto-fill on the check screen.

**PO Liq Amt.:** When 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 User, 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:** Automatically populates from the PO and cannot be changed on the check screen.

**Balance:** The current balance of the account selected will display. This balance is for reference only and will not change until the check is printed and/or posted. To verify account balances, click the "Account Balances" button or go to Reports, Account, Trial Balance.

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

**A check may reference multiple PO's on the same check, but the same PO cannot be selected more than once to pull into a check.**

## **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.

SAVE DELETE Account Balances Print Proof Listing Close Proof Listing

Unposted Check register

Check Number	Date	Amount	Vendor
PRINT	9/24/2014	\$40.99	Barnes and Noble, LLC

Export to the selected format: Export

**Proof Listing of Payables**  
**TRA Training School**  
 9/24/2014

Date	Account	Amount	Sales Tax	Payee Name
9/24/2014	1345.000 - Library	\$15.99	\$0.00	Barnes and Noble, LLC
	3180.900 - Library Club	\$25.00		
		\$40.99	\$0.00	
<b>Batch Total:</b>		<b>\$40.99</b>		

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

## 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 unposted check 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. *Remember the steps by thinking about the 3P's – 1) Preview; 2) Print; 3) Post*

### How to Print Checks

Select **Checks**, **Print Checks** from the Menu OR click on the **PRINT** button from the new check screen.



Unposted Check register			
Check Number	Date	Amount	Vendor
PRINT	9/24/2014	\$40.99	Barnes and Noble, LLC

### Checks: Print

SEARCHING CHECK NUMBER: 52 CHECK TO PRINT: AMOUNT TO PRINT: \$40.99

Print	Check Number	Date	Amount	Payee
<input checked="" type="checkbox"/>	52	9/24/2014	\$40.99	Barnes and Noble, LLC

Step 1: Preview  
 Preview Checks

Step 2: Print  
 To print, click the printer icon on the preview window

Step 3: Confirm & Post

**Print Check**

Please verify starting check number, then select checks and click Preview Checks button to display checks to 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 starting check number 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.

**Remember the 3P's – 1)Preview, 2)Print, 3)Post.**

### Check Print/Preview

The preview screen allows you to review each check that will print.

First click the Preview Checks button (*Step 1*). As shown below, a print preview of the check(s) appears along with a message to continue to Step 2: Print or make any necessary corrections. If you find an error and do not want the checks to print, return to Checks, New Check 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 (*Step 2*), click the printer icon (at the top of the preview screen).

After all the checks have successfully printed and you have the checks in your hands, click the **Post Checks** button (*Step 3*). A confirmation message displays. Click “Yes” if checks printed correctly; “No” if they didn’t. To reprint, verify the starting check number, select the checks to print, and start the 3P’s again – Step 1)Preview; Step 2)Print; Step 3)Post.

STARTING CHECK NUMBER: 62 CHECK TO PRINT AMOUNT TO PRINT: \$40.83

Print	Check Number	Date	Amount	Payee
<input type="checkbox"/>	62	9/24/2014	\$40.83	Dames and Hobbs, LLC

Remember the 3P's

1)Preview

Step 1: Preview  
Preview Checks

Step 2: Print  
To print, click the printer icon on the preview window

2)Print

Step 3: Confirm & Post  
Post

3)Post - but ONLY if the check is in your hand and is correct

Print Check  
If preview looks correct, continue to Step 2: Print. If the preview is not correct, please make necessary changes and return to Step 1: Preview.

File Stanley	1345.000	Library	\$15.59
Charles Web	5109.400	Utility-Obj	\$25.29

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.**

Home > Checks > New Check

TRA TRAINING SCHOOL PLEASE NOTE YOU WILL BE SIGNED OUT IN 20 MINUTES IF THERE IS NO ACTIVITY.

Pay to the order of: **VENDOR** AAA Storage  QUICK VENDOR ADD

**ADDRESS** 1542 Military Cut Off Rd  Add Vendor Setup

**CITY** Wilmington

**STATE, ZIP** NC 28403

**DATE** 02/24/2014

**CHECK NUMBER** 53

**SALES TAX** \$0.00

**FOOD TAX** \$0.00

**CASH/CHECKING BALANCE** \$2,649.66

**CHECK AMOUNT** \$100.00

Exactly One Hundred Dollars and Zero Cents

DESCRIPTION	PURCHASE ORDER	PO I/O AMT	INVOICE	EVENT CODE	ACCOUNT	BALANCE	AMOUNT
Athletic equipment storage					3000.000 Athletics - General	\$383.00	\$100.00

**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. Click 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.**

After clicking the OK button, another message *Make this a 1099 vendor?* displays. Answering OK opens a box on the check screen allowing the SSN or Tax ID number to be entered. If this is not a 1099 vendor, click on Cancel.

**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, the check total will default to the 1099 box. This amount can be changed if necessary.

**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. 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. Clicking on the **Account Balances** button will display a list of all available accounts with current balances for reference.

**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 Unposted Check 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.

Home > Checks > Post Checks

1 CHECK TO POST. AMOUNT TO POST: \$100.00

Check Number	Date	Amount	Payee
539242914	5/10/14	100.00	AAA Storage

POST CHECKS

## 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 FORM." 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.

Home > Checks > New Check

PLEASE NOTE YOU WILL BE SIGNED OUT IN 30 MINUTES IF THERE IS NO ACTIVITY.

TRA TRAINING SCHOOL

Pay to the order of: **VENDOR** VOID

**ADDRESS**

**CITY**

**STATE, ZIP**

**DATE** 05/24/2014

**CHECK NUMBER** 54

**SALES TAX** \$0.00

**FOOD TAX** \$0.00

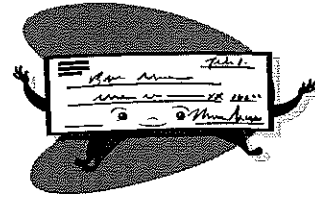
**CASH CHECKING BALANCE:** \$2,549.66

**CHECK AMOUNT:** \$0.00

Exactly Zero Dollars and Zero Cents

DESCRIPTION	PURCHASE ORDER	POLICY AMT	INVOICE	EVENT CODE	ACCOUNT	BALANCE	AMOUNT
void check form					1310.000 General	(\$1,938.15)	\$0.00

## Checks: Fast Flow!



### Steps for Printer Checks:

- Select **Checks Menu**.
- Choose **“New Check”**.
- **“PRINT”** should default as the check number. Enter check information.
- Click the **“Save”** button to save each check.
- Click the **PRINT** icon or Select **Checks Menu** and 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.
- Remember the 3P’s - Click **“Preview Checks”** – *1<sup>st</sup> P*
- Checks will display as a preview, click on the **Printer Icon** when ready to print – *2<sup>nd</sup> P*.
- Click **“Post Checks”** if all checks printed correctly – *3<sup>rd</sup> P*.
- When the confirmation message displays, click **“Yes”** if checks printed correctly or **“No”** if they did not.
- 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.
- Click the **“Save”** button to save each check.
- Select **Checks Menu**.
- Choose **“Post Checks”**.
- Select checks to be posted.
- Click **“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**.

Home > Checks > Void Checks

---

CHECK TO VOID AMOUNT: \$5.00

Void	Check Number	Date	Amount	Payee
<input checked="" type="checkbox"/>	54	9/24/2014	\$5.00	Parent Reimbursement
<input type="checkbox"/>	54	9/24/2014	\$0.00	VOID
<input type="checkbox"/>	48	9/18/2014	\$166.00	D and D Enterprises

VOID DATE: 9/28/2014      EXPLANATION: lost check

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

*Void Check Proof Sheet*

TRA Training School

9/24/2014

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Check Number : 55      Void Date : 9/29/2014

Void Amount : \$5.00      Check Date : 9/24/2014

Payee Name : Parent Reimbursement

Void Explanation : lost check

Accounts Used in Check

1300.000	Field Trips	\$5.00
<i>Sum of Check Amount :</i>		<b>\$5.00</b>

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

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

9/24/2014 3:03:03 PM
TRA Training School
Page 1

## 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, PO #, payee, or account #. Print the results of the search by clicking the Print button. All columns in the grid may be sorted by clicking on the headings.

**Document Attachment:** Documents can be attached to any posted check. From the Checks, Review Check screen, select the check that requires the document attachment. Click the Choose File button and browse to the document. Once the document is selected, click the Verify & Upload button. A paperclip icon will display with the check indicating an attachment. Click on the paperclip any time you need to download the attachment.

CHECK NUMBER	DATE	AMOUNT	PAID	CHECK NUMBER	STATUS	CHECK DATE
22019	11/11/2014	\$161.79				

**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, print the check register and payment vouchers for documentation if needed. 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.

## Checks: Void Check Register

After checks have been voided print the Void Check Register for documentation. The register may be printed at any time and may be printed by date range or by check number range. To print the Void Check Register, click on Registers and choose Void Checks. Select a date or number range and click on either 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 Find 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 Electronic 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:**

Home > Receipts > New Receipt

PLEASE NOTE: YOU WILL BE SIGNED OUT IN 15 MINUTES IF THERE IS NO ACTIVITY.

**Official Receipt**

Received From:  RECEIPTEE:   ADD NEW RECEIPTEE

DATE: 02/24/2014

RECEIPT NUMBER:


CASH/CHECK BAL:  \$2,454.66

TOTAL CASH:  \$25.00

TOTAL CHECKS:  \$75.00

AMOUNT OF RECEIPT:  \$100.00

DESCRIPTION	BEG RECEIPT #	END RECEIPT #	EVENT CODE	ACCOUNT	BALANCE	AMOUNT
Field Trip	100	103		1300 000 Field Trips	\$637.78	\$100.00



Unposted Receipt Register

Receipt Number:  Date:  Amount:  Receipts:

### 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. Click 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. Clicking on the **Account Balances** button will display a list of all available accounts with current balances for reference.

**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.

## 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. **Remember the steps by thinking about the 3P's – 1) Preview; 2) Print; 3) Post**

## How to Print Receipts:

Select **Receipts, Print Receipts** from the Menu OR click on the **PRINT** button from the new receipt screen.



Unposted Receipt Register			
Receipt Number	Date	Amount	Receiptee
PRINT	9/24/2014	\$200.00	Pepsi
PRINT	9/24/2014	\$25.65	Emily Ibrig
PRINT	9/24/2014	\$100.00	Mary Beth Cowper

## Receipts: Print

UNP DATA FILES CHECKS RECEIPTS CA MYA REGISTERS REPORTS BANK RECON ROP

STARTING RECEIPT NUMBER:  1 RECEIPTS TO PRINT AMOUNT TO PRINT: \$325.65

Print	Receipt Number	Date	Amount	Received by
<input checked="" type="checkbox"/>	65	9/25/2014	\$200.00	Pepsi
<input checked="" type="checkbox"/>	64	9/25/2014	\$25.65	Emily Ibrig
<input checked="" type="checkbox"/>	63	9/25/2014	\$100.00	Mary Beth Cowper

**Step 1: Preview**

**Step 2: Print**

To print, click the printer icon on the preview window

**Step 3: Confirm & Post**

**Print Receipt**

If preview looks correct, continue to Step 2: Print. If the preview is not correct, please make necessary changes and return to Step 1: Preview.

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.

**Remember the 3P's – 1)Preview, 2)Print, 3)Post.**

## Receipts Print/Preview

The preview screen allows you to review each receipt that will print.

First Click the Preview Receipts button (*Step 1*). As shown below, a print preview of the receipt(s) appears along with a message to continue to Step 2: Print or make any necessary corrections. If you find an error and do not want the receipts to print, return to Receipts, New Receipt 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 (*Step 2*), click the printer icon (at the top of the preview screen).

After all the receipts have successfully printed and you have the receipts in your hands, click the Post Receipts button (*Step 3*). A confirmation message displays. Click “Yes” if receipts printed correctly; “No” if they didn’t. To reprint, verify the starting receipt number, select the receipts to print, and start the 3P’s again – Step 1)Preview; Step 2)Print; Step 3)Post.

The screenshot displays the 'RECEIPTS TO PRINT' screen. At the top, there is a menu bar with options like 'DATA', 'BANK FILES', 'CHECKS', 'RECEIPTS', 'REG', 'ROY', 'REGISTERS', 'REPORTS', 'BANK RECON', and 'HELP'. Below the menu, there are fields for 'STARTING RECEIPT NUMBER: 03', '\$ RECEIPTS TO PRINT: 3', and 'AMOUNT TO PRINT: \$225.00'. A table lists the receipts to be printed:

Print	Receipt Number	Date	Amount	Received by
<input checked="" type="checkbox"/>	65	9/25/2014	\$200.00	Peppi
<input checked="" type="checkbox"/>	64	9/25/2014	\$25.05	Emily Burig
<input checked="" type="checkbox"/>	63	9/25/2014	\$100.00	Mary Beth Cooper

Below the table is a box that says 'Remember the 3P's'. The interface is annotated with three steps:

- Step 1: Preview** - Points to the 'Preview Receipts' button.
- Step 2: Print** - Points to the printer icon. A dialog box titled 'Print Receipt' is shown with the text: 'If preview looks correct, continue to Step 2: Print. If the preview is not correct, please make necessary changes and return to Step 1: Preview.'
- Step 3: Confirm & Post** - Points to the 'Post' button. A note says: '3)Post - but ONLY if the receipt is in your hand and is correct'.

At the bottom, a preview of an 'OFFICIAL RECEIPT' from 'TRA Training School' is shown, with fields for 'Effective Date: 9/25/2014', 'Receipt Number: 63', and 'Received From: Mary Beth Cooper'.

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, 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.**

Home > Receipts > New Receipt

The receipt has been created  
PLEASE NOTE YOU WILL BE SIGNED OUT IN 20 MINUTES IF THERE IS NO ACTIVITY.

**Official Receipt**

Receipt Date: \_\_\_\_\_

RECIPIENT: Elizabeth Sykes  ADD NEW RECIPIENT

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE, ZIP: \_\_\_\_\_

DATE: 5/25/2014

RECEIPT NUMBER: 07

CASH/CHECK BAL: -\$1,663.36

Calculator

TOTAL CASH: \$40.00

TOTAL CHECKS: \$40.00

AMOUNT OF RECEIPT: \$80.00

DESCRIPTION	BEG RECEIPT #	END RECEIPT #	EVENT CODE	ACCOUNT	BALANCE	AMOUNT
Student Payments	15	25		1465.000 School Store	32.94	\$40.00

Update  DELETE  Account Balances  Print Proof Listing  Close Proof Listing  The receipt has been created

**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. Click 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. Clicking on the **Account Balances** button will display a list of all available accounts with current balances for reference.

**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.

## Receipts: Post Deposit

Post	Receipt Number	Date	Amount	Receiptee
<input checked="" type="checkbox"/>	54	8/25/2014	\$100.00	Mary Beth Cooper
<input checked="" type="checkbox"/>	55	8/25/2014	\$25.65	Emily Hrbig
<input checked="" type="checkbox"/>	56	8/25/2014	\$200.00	Pepsi
<input checked="" type="checkbox"/>	59	8/25/2014	\$0.00	VOID
<input checked="" type="checkbox"/>	57	8/25/2014	\$80.00	Elizabeth Sykes

**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*  
*TRA Training School*

*Deposit ID :* 30    *Receipts :* 63 thru 67  
*Deposit Date :* 9/25/2014                                  *From :* 9/25/2014 to 9/25/2014

<i>Account Number</i>	<i>Description</i>	<i>Amount</i>
1300.000	Field Trips	\$100.00
1310.000	General	\$200.00
1345.000	Library	\$25.65
1465.000	School Store	\$80.00

*Deposit Total :* \$405.65  
*Total Cash :* \$40.00  
*Total Checks :* \$365.65

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

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

## Receipts: Post Electronic Deposit (If purchased by your school or district)

This receipt entry is available to accommodate districts using online fee payments by parents.

Click on Receipts, Post Electronic Deposit.

The screenshot shows a web form for entering a receipt. On the left, there is a dropdown menu labeled "Select Statement:" with a "Select" button. On the right, there are several input fields: "RECEIPT DATE:" with a date of 02/27/2014, "RECEIPT NUMBER:" with a value of 28007, "NEXT NUMBER TO PRINT:" with a value of 28, "RECEIPT TOTAL:" with a value of 100.00, and "NEXT DEPOSIT NUMBER:" with a value of 127. The form is titled "Payments Received From OSP" at the top.

### 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 electronic 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.

Quantity	Quantity	Check #1	Amount	Memo
1		Check #1	\$3.00	J. Smith
2		Check #2	\$25.65	P. Bander
3		Check #3		
4		Check #4		
5		Check #5		
6		Check #6		
7		Check #7		
8		Check #8		
9		Check #9		
10		Check #10		
11		Check #11		
12		Check #12		
13		Check #13		
14		Check #14		
15		Check #15		
16		Check #16		
17		Check #17		
18		Check(s) #18*		

**CASH TOTAL** \$78.00  
**COIN TOTAL** \$2.20  
**CASH TOTAL** \$81.20  
**GRAND TOTAL** \$109.85

**CHECK TOTAL** \$28.65

DEPOSIT DATE: 9/25/2014    Calculate/Generate Deposit Report    Return to Deposit Screen  
 DEPOSIT ID: 31    REG RCPT #    END RCPT #

of 1    Export to the selected format    Export

		\$81.20	
1	CASH	\$3.00	
2	CHECK	\$25.65	
Deposit ID :31			
9/25/2014			
XXXXXXXXXXXX			
			3    \$109.85

**Summary of Deposits for : 9/25/2014**      Receipts : -

Item #	Method	Memo	Amount
	CASH		\$81.20
1	CHECK	J. Smith	\$3.00
2	CHECK	P. Bander	\$25.65

**Deposit Total :**    \$109.85

## Receipts: Fast Flow!



### Steps for Printer Receipts:

- Select **Receipts Menu**.
- Choose “**New Receipt**”.
- “**PRINT**” should default as the receipt number. Enter receipt information.
- Click the “**Save**” button to save each receipt.
- Click the **PRINT** icon or Select **Receipts Menu** and 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.
- Remember the 3P’s – Click “**Preview Receipts**” – *1<sup>st</sup> P*
- Receipts will display as a preview, click on the **Printer Icon** when ready to print – *2<sup>nd</sup> P*.
- Click “**Post Receipts**” if all receipts printed correctly – *3<sup>rd</sup> P*.
- When the confirmation message displays, click “**Yes**” if receipts printed correctly or “**No**” if they did not.
- This completes posting and printing Receipts.

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### Steps for Manual Receipts:

- Select **Receipts Menu**.
- Choose “**New Receipt**”.
- Enter the **receipt date** and the **receipt number** (if necessary). Enter receipt information.
- Click 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.
- Click “**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**.

Home > Receipts > Void Receipts

Void	Receipt Number	Date	Amount	Received By
<input checked="" type="checkbox"/>	67	9/25/2014	\$80.00	Elizabeth Sykes
<input type="checkbox"/>	66	9/25/2014	\$200.00	Pepel
<input type="checkbox"/>	65	9/25/2014	\$25.85	Erinly Ibrag
<input type="checkbox"/>	64	9/25/2014	\$100.00	Mary Beth Cowper
<input type="checkbox"/>	63	9/25/2014	\$0.00	VOID
<input type="checkbox"/>	62	9/24/2014	\$0.00	VOID
<input type="checkbox"/>	61	9/24/2014	\$80.00	Elizabeth Sykes
<input type="checkbox"/>	60	9/24/2014	\$200.00	Pepel

RECEIPT TO VOID AMOUNT: \$80.00

VOID DATE: 9/25/2014      EXPLANATION: receipted wrong teacher

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. As shown below, a Void Receipt Proof Sheet preview screen will display. This proof sheet details the voided receipt and provides documentation of the voided transaction.

1 of 1    Export to the selected format    Export    Print    Print

**Void Receipt Proof Sheet**

**TRA Training School**

**9/25/2014**

---

Receipt Number : 67	Void Date : 9/25/2014
Void Amount : \$80.00	Receipt Date : 9/25/2014
Receiptee Name : Elizabeth Sykes	
Void Explanation : receipted wrong teacher	
<u>Accounts Used in Receipt</u>	
1465.000      School Store	\$80.00
 Sum of Receipt Amount :              \$80.00	

## Receipts: Review

**Receipts, Review Receipts** 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, description, receiptee, beg num, or end num. Print the results of the search by clicking the Print button. All column headings in the grid can be sorted.

**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**.

## Receipts: Void Receipt Register

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

## 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. Once a journal entry is posted, a green check mark will display to let you know the entry was successfully posted.

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

*Bank Interest/Other Credits*

*Bank Charge/Other Debits*

*Returned Checks (for insufficient funds)*

*Transfers▶ :*

*Fund Transfer*

*Multi-Fund Transfer*

*Asset Transfer*

*Edits▶ :*

*Check to Wrong Account*

*Check for Wrong Amount*

*Receipt to Wrong Account*

*Receipt for Wrong Amount*

*Sales Tax for Wrong Amount*

*Food Tax for Wrong Amount*

*Event Code Edit*

*1099 Edit*

*Review JE's*

*Void JE's*

*Miscellaneous▶ :*

*Cancel Prior SFO Check*

*Revenue and Expense*

## 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.

Bank Interest/Other Credits

TRANSACTION DATE: 9/30/2014

TOTAL JE AMOUNT: \$1,400.00

POST TO ACCOUNT: 1025.000 Bus Tops \$50.00

MULTIPLE POST TO ACCOUNTS?

2ND POST TO ACCOUNT: 1045.000 Conferences \$150.00

3RD POST TO ACCOUNT: 3015.000 Concessions \$200.00

4TH POST TO ACCOUNT: 1023.000 Book Fair \$1,000.00

OFFSET ACCOUNT: 0901.000 Cash Account

REFERENCE: District Reimbursements

ADDITIONAL COMMENTS (PROOF SHEET ONLY):

BANK NAME: Bank of NC

BANK ACCOUNT: 999999999999

Buttons to print and Post and Generate Final Proof button

Bank Interest / Other Credit  
Journal Entry Proof Sheet  
TRA Training School  
9/25/2014

Transaction Date: 9/30/2014

Bank Name: Bank of NC

Bank Account: 999999999999

Interest/Credit Amount: \$1,400.00

Post to Account	Amount	Offset Account	Amount
1025.000 Bus Tops	\$50.00	0901.000 Cash Account	\$1,400.00
1045.000 Conferences	\$150.00		
3015.000 Concessions	\$200.00		
1023.000 Book Fair	\$1,000.00		

Reference: District Reimbursements

Additional Comments:

**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. If other credits need to be posted to multiple accounts, click the check box to allow up to three (3) additional accounts to be selected.

**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.

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. You may reprint a proof sheet from the Review JEs screen.

# Bank Charge/Other Debits

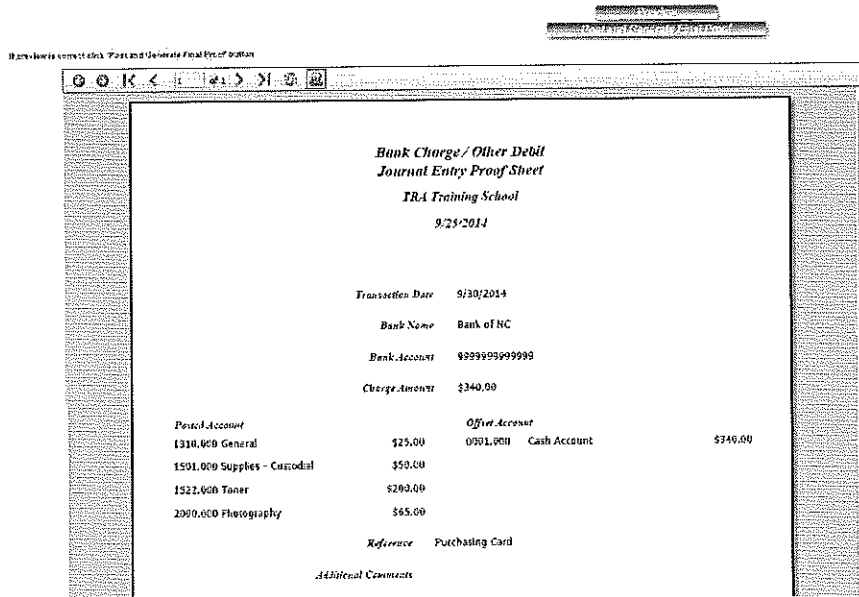
Use this journal entry to post any fees (returned check charge, monthly service fee, deposit slips) the bank may deduct from your bank account. It may also be used to post other debits.

Home > Journal > Bank Charge/Other Debits

Bank Charge/Other Debits

TRANSACTION DATE: 9/30/2014  
 AMOUNT: \$340.00  
 POST TO ACCOUNT: 1310.000 General \$25.00  
 MULTIPLE POST TO ACCOUNTS?:   
 OFFSET ACCOUNT: 0901.000 Cash Account  
 REFERENCE: Purchasing Card  
 ADDITIONAL COMMENTS (PROOF SHEET ONLY):

BANK NAME: Bank of NC  
 BANK ACCOUNT: 9999999999999



**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. If other debits need to be posted to multiple accounts, click the check box to allow up to three (3) additional accounts to be selected.

**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.

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. You may reprint a proof sheet from the Review JEs screen.

# 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.

Home > Journal > Returned Check

USER DATA FILES CHECKS XCHG/PB ICY POY REGISTERS REPORTS BANK RECON HELP

Returned Check

TRANSACTION DATE: 9/10/2014

AMOUNT: \$3.00

POST TO ACCOUNT: 1300 030 Field Trips

OFFSET ACCOUNT: 0001.000 Cash Account

EVENT CODE:

REFERENCE: Fusset #2234

REPAYMENT: N

ADDITIONAL COMMENTS (PROOF SHEET ONLY):

RETURNED CHECKS NOT REPAID

If preview is correct click Post and Generate Final Proof button

Returned Check  
Journal Entry Proof Sheet  
TRS Training School  
9/25/2014

Transaction Date: 9/10/2014

Check Amount: (\$3.00)

Posted Account: 1300.000 Field Trips

Offset Account: 0001.000 Cash Account

Reference: Fusset #2234

Repayment: N

**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

**Event Code:** If applicable, select the event code associated with this returned check.

**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.

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. You may reprint a proof sheet from the Review JEs screen.

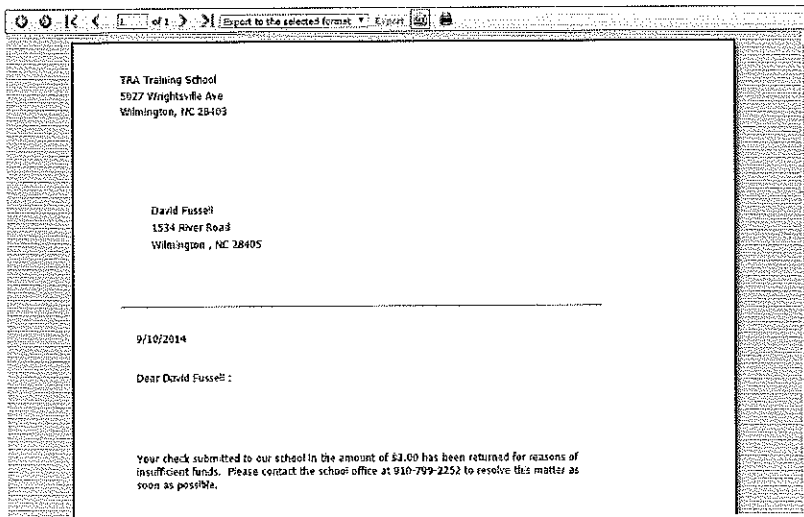
**Create Returned Check Letter:** Once the proof sheet has printed, there is an option to create a Returned Check Letter suitable for mailing. Enter the Name, Address, City, State, and Zip of the person and click **Create Returned Check Letter**. When the letter displays you may edit it, then click on 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.*

JE is now posted. Print the proof sheet.

NAME   
 ADDRESS   
 CITY  ST  ZIP

Notice you can customize the text of the Returned Check Letter.

Your check submitted to our school in the amount of \$3.00 has been returned for reasons of insufficient funds. Please contact the school office at 910-799-2252 to resolve this matter as soon as possible.



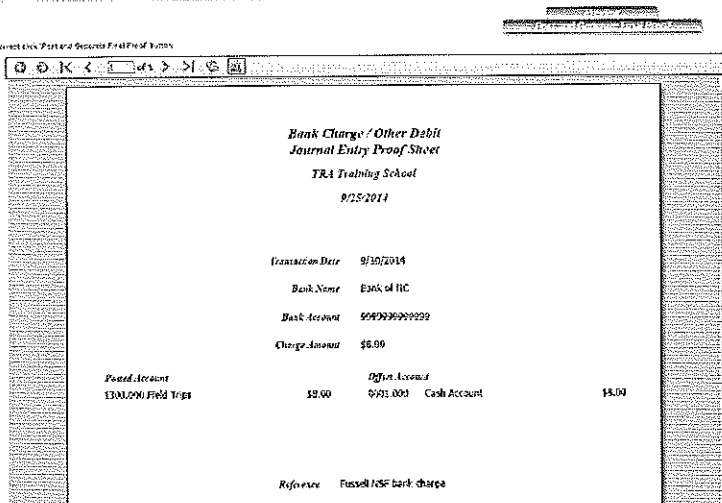
**Post Bank Charges:** After printing the proof sheet and/or Returned Check Letter, you have the option to post any returned check fees from the screen. Click **Post Bank Charges** to go directly to the Bank Charge JE to make these entries.

Home > Journal > Bank Charge/Other Debits

Bank Charge/Other Debits

TRANSACTION DATE:    
 AMOUNT:   
 POST TO ACCOUNT:   
 MULTIPLE POST TO ACCOUNTS?   
 OFFSET ACCOUNT:   
 REFERENCE:   
 ADDITIONAL COMMENTS (PROOF SHEET ONLY):

BANK NAME:   
 BANK ACCOUNT:



**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**  
**TRA Training School**  
 9/25/2014

Date	Amount	Posted Account	Reference
9/17/2014	\$10.00	1023.000 Book Fair	test
9/10/2014	\$3.00	1300.000 Field Trips	Fussell #2234
12/3/2012	\$5.00	1000.000 Academics	NSF
<b>Total Amount :</b>	<b>\$18.00</b>		

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

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

## 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.

Home » Journal » Returned Check

Returned Check: TRANSACTION DATE: 9/25/2014 AMOUNT: \$3.00 RETURNED CHECKS NOT REPAYED: 9/10/2014 \$3.00 Fussell#2234

POST TO ACCOUNT: 1300.000 Field Trips  
 OFF-SET ACCOUNT: 0901.000 Cash Account  
 EVENT CODE:   
 REFERENCE: Fussell#2234  
 REPAYMENT: Y, Y, N

ADDITIONAL COMMENTS (PROOF SHEET ONLY):

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

**Returned Check**  
**Journal Entry Proof Sheet**  
**TRA Training School**  
 9/25/2014

Transaction Date: 9/25/2014  
 Check Amount: \$3.00  
 Posted Account: 1300.000 Field Trips  
 Offset Account: 0901.000 Cash Account  
 Reference: Fussell #2234  
 Repayment: Yes

**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:** Automatically inserts 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

**Event Code:** Automatically inserts the event code.

**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.

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. You may reprint a proof sheet from the Review JEs screen.

## 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.

The image shows two screenshots from a software application. The top screenshot is the 'Fund Transfer' form. It includes fields for 'TRANSACTION DATE' (10/16/2014), 'TRANSFER AMOUNT' (\$100.00), 'TAKE FROM ACCOUNT' (1310.000 General), 'ADD TO ACCOUNT' (1357.000 Medicap), and 'REFERENCE' (Startup funds). It also displays 'ACCOUNT BALANCE' for both accounts: 54,461.85 for General and \$0.00 for Medicap. There is an 'ADDITIONAL COMMENTS (PROOF SHEET ONLY)' field and 'Preview' and 'Post and Generate Final Proof' buttons. Below the form, a note reads: 'If preview is correct click "Post and Generate Final Proof" button'. The bottom screenshot is a 'Fund Transfer Journal Entry Proof Sheet' for 'TRA Training School' dated 10/16/2014. It lists the transaction details: Transaction Date (10/16/2014), Transfer Amount (\$100.00), From Account (1310.000 General), To Account (1357.000 Medicap), and Reference (Startup funds).

**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.



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. You may reprint a proof sheet from the Review JEs screen. *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.

The screenshot shows the 'Multi-Fund Transfer' form with the following data:

- TRANSACTION DATE: 10/16/2014
- REFERENCE: Allocations
- TRANSFER TYPE: MULTI-FROM
- TAKE FROM ACCOUNT: 1100.003 General
- TRANSFER AMOUNT: \$400.00
- ADD TO ACCOUNT: 1100.001 Departments #1, 1100.002 Departments #2, 1100.003 Departments #3, 1100.004 Departments #4
- TRANSFER AMOUNT: \$100.00, \$100.00, \$100.00, \$100.00

The preview window shows the following journal entry:

Take From Account	Amount	Add to Account	Amount
1100.003 General	\$400.00	1100.001 Departments #1	\$100.00
		1100.002 Departments #2	\$100.00
		1100.003 Departments #3	\$100.00
		1100.004 Departments #4	\$100.00

**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.

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. You may reprint a proof sheet from the Review JEs screen.

# 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.

Asset Transfer

TRANSACTION DATE: 9/23/2014  
TRANSFER AMOUNT: \$5,000.00  
TAKE FROM ACCOUNT: 0931.000 Cash Account  
ADD TO ACCOUNT: 0001.001 Savings  
REFERENCE: Transfer to Savings account  
ACCOUNT BALANCE: \$77,314.89  
ACCOUNT BALANCE: \$0.00  
ADDITIONAL COMMENTS (PROOF SHEET ONLY):  
Preview

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

Asset Transfer  
Journal Entry Proof Sheet  
TRA Training School  
10/16/2014

Transaction Date: 9/23/2014  
Transfer Amount: \$5,000.00  
From Account: 0931.000 Cash Account  
To Account: 0001.001 Savings  
Reference: Transfer to Savings 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.

**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.

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. You may reprint a proof sheet from the Review JEs screen. *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.

The screenshot shows the 'Check to Wrong Account' entry screen at the top, which includes fields for Transaction Date, Check Amount, Wrong Account, Correct Account, Reference, and Additional Comments. Below this is a preview window titled 'Check to Wrong Account Journal Entry Proof Sheet' for TR4 Training School, dated 10/17/2014. The proof sheet lists the following details:

Transaction Date	10/17/2014
Check Number	83
Check Amount	\$100.00
Wrong Account	4903.000 Fundraiser - School
Correct Account	4201.000 Fundraiser #1
Reference	posted check to wrong 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 of the check. If the check has been reconciled, use a date in the current unreconciled month. 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.

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. You may reprint a proof sheet from the Review JEs screen. *If you need to “reverse” this entry, reenter the same entry again, except reverse the accounts.*

## 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.

Transaction Date	Payee	Amount
9/29/2014	Wal-Mart Community ERC	\$110.00
Check Number 47	Amount Corrected	\$110.00
Old/Original	New/Corrected	\$1055
Old Check Total	New Check Total	\$1055
Reference	Store cleared for diff amt	

**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. If the check has been reconciled, use a date in the current unreconciled month. 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.

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. You may reprint a proof sheet from the Review JEs screen.

## 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.

TRANSACTION DATE: 10/17/2011  
RECEIPT NUMBER: 64  
AMOUNT: \$126.01 TOTAL AMOUNT OF RECEIPT: \$126.01  
WRONG ACCOUNT: 1104200719709  
CORRECT ACCOUNT: 1104201119709  
REFERENCE: 8/27/2014 receipt to wrong acct  
ADDITIONAL COMMENTS (PROOF SHEET ONLY):

Receipt to Wrong Account  
Journal Entry Proof Sheet  
TR1 Training School  
10/17/2011

Description: 8/27/2014  
Receipt Number: 64  
Amount: \$126.01  
Wrong account: 1104200719709  
Correct account: 1104201119709  
Reference: 8/27/2014 receipt to wrong acct

**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. If the receipt has been reconciled, use a date in the current unreconciled month. 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.

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. You may reprint a proof sheet from the Review JEs screen. *If you need to “reverse” this entry, reenter the same entry again, except reverse the accounts.*

## 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.

Receipt for Wrong Amount

TOTAL AMOUNT OF RECEIPT: \$333.00

TRANSACTION DATE: 10/20/2014

RECEIPT NUMBER: 57

ACCOUNT: 11001000 Fund 1000

REFERENCE: correct receipt amt

NEW AMOUNT: \$305.00

ADDITIONAL COMMENTS (PROOF SHEET ONLY):

Post and Generate Final Proof Sheet

When viewed all screens and post this proof sheet

Receipt for Wrong Amount  
Journal Entry Proof Sheet  
TR-1 Traloring School  
10/17/2014

Transaction Date	Receipt Number	Receipt	Receipt Amount
10/20/2014	57	Account Change	11001000 Fund 1000
Old Receipt	\$333.00	New Amount	\$305.00
Old Receipt Total	\$333.00	New Receipt Total	\$305.00
Reference	correct receipt amt		

**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. If the receipt has been reconciled, use a date in the current unreconciled month. 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 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.

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. You may reprint a proof sheet from the Review JEs screen.

## 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. All columns in the grid may be sorted by clicking on the headings.

**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.

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. You may reprint a proof sheet from the Review JEs screen.

## 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.

Food Tax for Wrong Amount

TOTAL AMOUNT OF CHECK

TRANSACTION DATE: 10/17/2014

CHECK NUMBER: 88

FOOD TAX AMOUNT: \$10.73

REFERENCE: Food tax omitted from check

ADDITIONAL COMMENTS (PROOF SHEET ONLY):

Food Tax for Wrong Amount  
Journal Entry Proof Sheet  
TRA Training School  
10/17/2014

Transaction Date	10/17/2014		
Check Number	88	Payee	Check-PA-A
Old Tax Amount	\$0.00	New Tax Amount	\$10.73
Reference	Food tax omitted from check		

**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.

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. You may reprint a proof sheet from the Review JEs screen.

## Event Code Edit

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

TRANSACTION TYPE: CHECK

CHECK NUMBER: 311

#	Account	Amount	Event Code	EDIT
314	1000.000 Field Trips	\$150.00	NO 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”.

## 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.



1099 EDIT

TOTAL AMOUNT OF CHECK  
 TRANSACTION DATE: 10/17/2014  
 CHECK NUMBER: 67  
 1099 AMOUNT: \$200.00  
 REFERENCE: remove trace from 1099 amt  
 ADDITIONAL COMMENTS (PROOF SHEET ONLY):

Post and Generate Final Proof

1099 Check Edit  
 Journal Entry Proof Sheet  
 TRA Training School  
 10/17/2014

---

Transaction Date: 10/17/2014  
 Check Number: 67  
 Payee: Sadya Storytelling  
 Old 1099 Amount: \$200.00  
 New 1099 Amount: \$200.00  
 Reference: remove trace from 1099 amt

**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 can be within the calendar 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.

## Review 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. Results of a JE search can be printed. A proof sheet for certain posted JEs may be reprinted from this screen by clicking on “Reprint JE”.

SHOW ME JES where: JE NUMBER: 15 EQUAL TO

SHOW ME JE TYPE: AJ

JE Number	JE DATE	JE NUMBER	AMOUNT	REFERENCE	JE TYPE	POST TO	OFFSET	REPAYMENT
1448	10/19/2014	15	\$100.00		1310 000	General	1100 002	Classments #2
1449	10/10/2014		\$100.00		1310 000	General	1100 002	Classments #3
1450	10/10/2014		\$100.00		1310 000	General	1100 004	Classments #4

## Void JE

This journal entry is designed to 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 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 preview of the 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. You **must click on the Save and Post** button to post the void entry and to print the Void JE Proof Sheet.

Date	JE Type	ID	Amount	Amount	Post to Acct	Offset Acct	Reference
9/30/2014	Bank Interest	6345	\$5.00		9900 000 Cash	0001 000 Cash Account	6345
9/30/2014	Bank Charge	6346	\$1.00		9900 000 Academics	0001 000 Cash Account	6346

*In order to “reverse” a journal entry not listed on the Void JE screen, enter the exact same journal entry again, but this time enter the amount as a negative.*

*In order to “reverse” any of the transfer Journal Entries enter the same information again, but reverse the accounts.*

*In order to “reverse” a Check for Wrong Amount or Receipt for Wrong Amount Journal Entry, enter the exact same journal entry again, but 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.

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.

The image shows a screenshot of a web-based form for creating a 'Revenue and Expense Journal Entry'. The form includes fields for Transaction Date (10/17/2014), Amount (\$100.00), Bank Name (Bank of NC), and Bank Account (000000000000). It also has dropdown menus for 'Take From Account' (2120.000 Theatre) and 'Add to Account' (0115.000 Photography Club), along with a Reference field (Charge for photo shoot). An 'Additional Comments (Proof Sheet Only)' field is present but empty. Below the form is a 'Preview' window showing the 'Revenue and Expense Journal Entry Proof Sheet' for TRA Training School on 10/17/2014. The preview lists the Transaction Date, Bank Name, Bank Account, Amount, Expense Account, Revenue Account, and Reference.

Revenue and Expense Journal Entry Proof Sheet TRA Training School 10/17/2014	
Transaction Date	10/17/2014
Bank Name	Bank of NC
Bank Account	000000000000
Amount	\$100.00
Expense Account	2120.000 Theatre
Revenue Account	0115.000 Photography Club
Reference	Charge for photo shoot

**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.

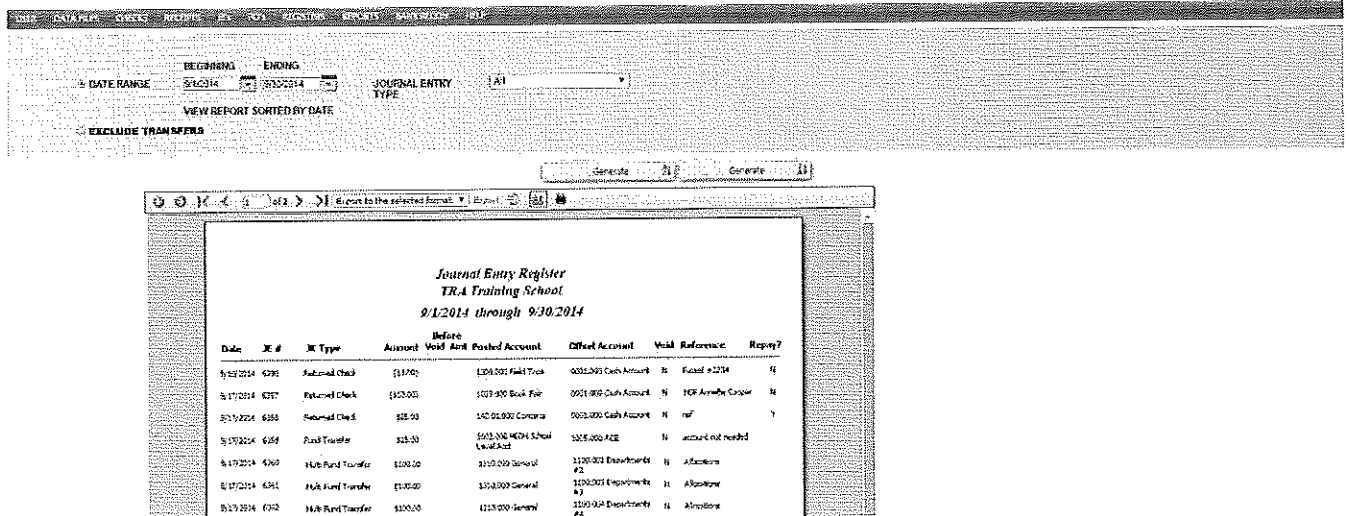
**Reference:** Enter a description for this entry.

**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.

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.**

# 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 as well as the option to exclude transfers. 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.



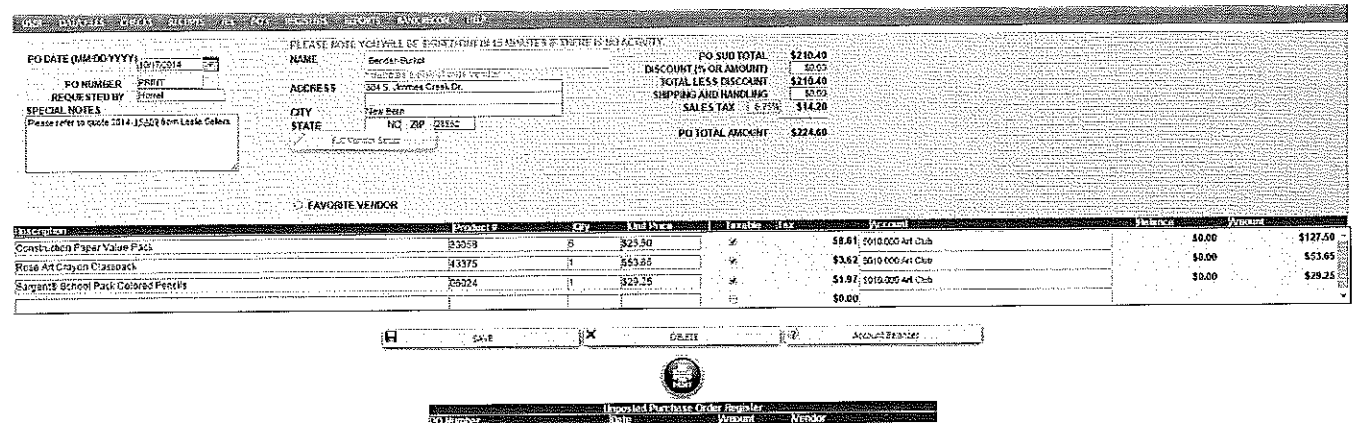
## Section 6: Purchasing Process

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 Find 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.



### 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. Click 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 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.*

After clicking the OK button, another message *Make this a 1099 vendor?* displays. Answering OK opens a box on the check screen allowing the SSN or Tax ID number to be entered. If this is not a 1099 vendor, click on Cancel.

**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.

**Favorite Vendor:** If a vendor has already been saved in the vendor file, you have the option of making that vendor a favorite. Type in the first few letters of the vendor's name and a list of possible matches will display. Select the vendor and Click Tab. A check box will display allowing you to add this vendor as a favorite.

**Display Favorites:** When creating a new check, type an exclamation symbol (!) to display all vendor favorites; arrow to the favorite vendor and select. If you no longer want to make a vendor a favorite, type in an exclamation (!) and when the vendor displays, remove the check mark from Favorite Vendor.

**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..

**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. If your school district requires prior approval, a message will display confirming the PO was saved with a reminder that the PO must be approved prior to printing.

## 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 Unposted Purchase Order Register (lower half of the screen) may be edited or deleted.

To edit a purchase order, simply point and click on the desired purchase order in the register. 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 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. **Remember the steps by thinking about the 3P's – 1) Preview; 2) Print; 3) Post**

#### How to Print Purchase Orders

Select **PO's**, **Print PO's** from the Menu OR click on the **PRINT** button from the new PO screen.



Unposted Purchase Order Register			
PO Number	Date	Amount	Vendor
PRINT	9/29/2014	\$224.80	Bender-Burkot

## PO's: Print

The “Print PO’s” screen will display the starting PO 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 POs indicated with a check mark.
2. **Deselect All:** Only the POs selected with a check mark will print.
3. **Select by date:** Print POs only for the indicated date range.

Choose one of these options and the total amount of the POs to print will display in the upper right corner.

**Remember the 3P’s – 1)Preview, 2)Print, 3)Post.**

### PO Print/Preview

The preview screen allows you to review each PO that will print.

First click the Preview PO button (*Step 1*). As shown below, a print preview of the PO(s) appears along with a message to continue to Step 2: Print or make any necessary corrections. If you find an error and do not want the PO’s to print, return to PO’s, New PO 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 (*Step 2*), click the printer icon (at the top of the preview screen).

After all the PO’s have successfully printed, and you have the PO in your hands, click the **Post PO** button (*Step 3*). A confirmation message displays. Click “Yes” if POs printed correctly; “No” if they didn’t. To reprint, verify the starting PO number, select the PO to print, and start the 3P’s again – Step1)Preview; Step2)Print; Step3)Post.

**Remember the 3P's**

Step 1: Preview  
 1) Preview

Step 2: Print  
 To print, click the printer icon on the preview window  
 2) Print

Step 3: Post  
 3) Post - but ONLY if the PO is in your hand and is correct

**Print Check**  
 If preview looks correct, continue to Step 2: Print. If the preview is not correct, please make necessary changes and return to Step 1: Preview.

## 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 PO's, New PO to display a purchase order entry screen.**

PLEASE NOTE YOU WILL BE NOTIFIED IN 15 MINUTES BEFORE IT GOES LIVE.

PO DATE (MM/DD/YYYY) 5/28/2014  
 PO NUMBER 44  
 REQUESTED BY SCW11  
 SPECIAL NOTES

NAME: TRA Training Co (Vendor)  
 ADDRESS: 4224 South 12th St  
 CITY: Greensboro  
 STATE: NC ZIP: 27407

PO SUB TOTAL \$87.50  
 DISCOUNT (% OR AMOUNT) \$0.00  
 TOTAL LESS DISCOUNT \$87.50  
 SHIPPING AND HANDLING \$0.00  
 SALES TAX @ 8.75% \$0.00  
 PO TOTAL AMOUNT \$87.50

FAVORITE VENDOR

Description	Product #	Qty	Unit Price	Taxable	Tax	Account	Balance	Amount
ARKANS	244312	25	\$2.73	☑	\$0.00	1310.000 General	\$5,961.85	\$69.50
PERCALS	82451	100	\$0.25	☑	\$0.00	1310.000 General	\$5,961.85	\$25.00

**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. Click 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 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.**

After clicking the OK button, another message *Make this a 1099 vendor?* displays. Answering OK opens a box on the check screen allowing the SSN or Tax ID number to be entered. If this is not a 1099 vendor, click on Cancel.

**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.

**Favorite Vendor:** If a vendor has already been saved in the vendor file, you have the option of making that vendor a favorite. Type in the first few letters of the vendor's name and a list of possible matches will display. Select the vendor and Click Tab. A check box will display allowing you to add this vendor as a favorite.

**Display Favorites:** When creating a new check, type an exclamation symbol (!) to display all vendor favorites; arrow to the favorite vendor and select. If you no longer want to make a vendor a favorite, type in an exclamation (!) and when the vendor displays, remove the check mark from Favorite Vendor.

**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.

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

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

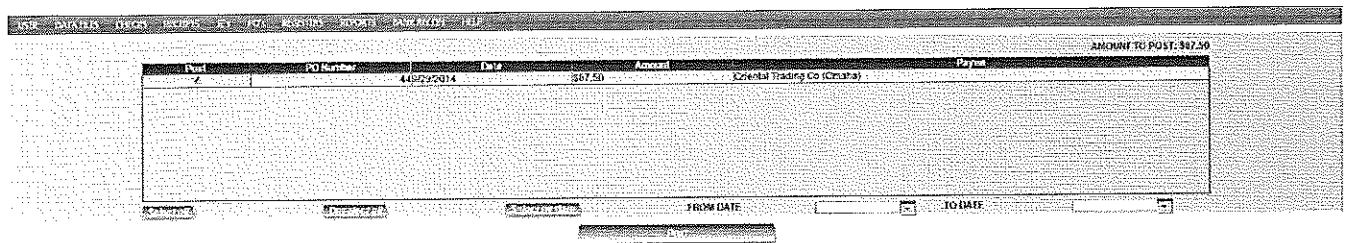
**After completing the purchase order screen, click on the Save button to save the purchase order. Once the purchase order is saved, it moves into the Unposted Purchase Order Register in the lower portion of the screen. If your school district requires prior approval, a message will display confirming the PO was saved with a reminder that the PO must be approved prior to posting.**

## 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 **PO's**, **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.



## PO: Fast Flow!



### Steps for Printer PO's:

- Select **PO's Menu**.
- Choose "**New PO**".
- "**PRINT**" should default as the PO number. Enter PO information.
- Click the "**Save**" button to save each PO.
- Click the **PRINT** icon or Select **PO's Menu** and choose "**Print PO's**".
- Verify first PO # to Print (if incorrect, enter the correct PO # and tab).
- Select PO to be printed.
- Remember the 3P's – Click "**Preview PO**" – *1<sup>st</sup> P*
- PO will display as a preview, click on the **Printer Icon** when ready to print – *2<sup>nd</sup> P*.
- Click "**Post PO**" if all PO's printed correctly – *3<sup>rd</sup> P*.
- When the confirmation message displays, click "Yes" if PO's printed correctly or "No" if they did not.
- This completes posting and printing POs.

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### Steps for Manual PO:

- Select **PO's Menu**.
- Choose "**New PO**".
- Enter the **PO date** and the **PO number** (if necessary). Enter PO information.
- Click the "**Save**" button to save each PO.
- Select **PO's Menu**.
- Choose "**Post PO's**".
- Select PO to be posted.
- Click "**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**.

PURCHASE ORDER TO VOID AMOUNT: \$418.50

Void	PO Number	Date	Amount	Vendor	Qty
<input type="checkbox"/>	752172014		\$418.50	A Sign Place	
<input type="checkbox"/>	752172014		\$137.66	K-12 Edtech Support LLC	
<input type="checkbox"/>	752162014		\$45.00	LA Photography	
<input type="checkbox"/>	752162014		\$74.36	A Bousin Party LLC	
<input type="checkbox"/>	442202014		\$87.50	Oriental Trading Co (Omaha)	
<input type="checkbox"/>	432202014		\$224.60	Bandco-Burlot	
<input type="checkbox"/>	412182014		\$418.50	Kard M Properties LLC	
<input type="checkbox"/>	402182014		\$30.00	S and J Technologies	

VOID DATE: 9/20/2014  
 EXPLANATION: Order canceled

Select a PO to void by clicking in the “Void” column and enter an 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. Click on the “**Void**” button. As shown below, a void Purchase Order Proof Sheet preview screen will display. The proof sheet details the voided PO and provides documentation of the voided transaction.

**Void PO Proof Sheet**  
 TRS Training School  
 10177014

PO Number : 41      Void Date : 9/20/2014  
 Void Amount : \$418.50      PO Date : 01/16/2014

Vendor Name : Kard M Properties, LLC  
 Void Explanation : order canceled

Account Used in PO	Amount	Vendor	Amount
1310-000	General		\$418.50

## Liquidating Purchase Orders

Purchase Orders are liquidated via the check entry screen. When entering a check that should reference (liquidate) a purchase order, enter the purchase order number in the purchase order field. Click with the mouse or use the down arrow key and Tab to select the PO highlighted. When the PO number is inserted, the vendor and description will quickfill and 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 by clicking in the “Liquid.” column, enter the Liquidating Check # and Liquidation Date and click on the **Liquidate PO** 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

**PO's, Review PO's** 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, description, or vendor. Print the results of the search by clicking the Print button. All columns in the grid may be sorted by clicking on the headings.

## 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 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.

## Section 8: Registers Menu

Registers are transactional listings that can be printed by date or number range and sorted by Ascending or Descending order for the following:

*Check*

*Receipt*

*Journal Entry*

*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 with cash and check totals for each, if applicable.

*Void Check*

*Void Receipt*

*Void PO Register*

## Section 9: 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. Printing may be done by detail, summary, series totals, or account print group. The wildcard search allows printing of all accounts with a common number component. This report can be printed for 2 years prior to the current year.

### 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.

**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 all active accounts 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.

**Budget Report** – A statement for all active accounts as of the ending date entered that includes the beginning budget, Year to Date receipts, disbursements, transfers, encumbrances, and the remaining budget balance. The beginning budget amounts for each account are entered on the DataFiles, Account screen.

### 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.

### 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.

## **Section 10: 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.

### 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 **Yes/Next** 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 **Yes/Next** 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 11: Help Menu**

The Help Menu provides access to the most current SFO Manual, Remote Support, and Order Forms.

Select **Manual** and you have the option to Open, Save, or Save As.

Select **Remote Support** once instructed by the TRA Support Representative for desktop assistance.

Select **Order Forms** to download the newest forms catalog or to place an order online.

**Training Feedback** is used after the initial training on SFO.

## **Section 12: Appendix**

Sample copy of all Reports and Registers available in SchoolFunds Online.

## Receipts and Disbursements Report

### TRA Training School 9

Ending Date : 3/31/2015

Account	Beg. Mth. Bal	Month To Date					Ending Bal.	Year To Date				
		Receipts	Disbursements	Transfers	Encumbrances	Receipts		Disbursements	Transfers	Encumbrances		
1000.000 General	\$4,422.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,422.00	\$2.00	\$57.00	\$0.00	\$428.00		
1010.000 Interest	\$55.25	\$0.00	\$0.00	\$0.00	\$0.00	\$55.25	\$5.00	\$0.00	\$0.00	\$0.00		
1020.000 NSF Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
1030.000 Donations	\$2,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,900.00	\$0.00	\$0.00	(\$100.00)	\$0.00		
1040.000 Faculty	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00		
1100.000 Media	\$839.50	\$0.00	\$0.00	\$0.00	\$0.00	\$839.50	\$0.00	\$0.00	\$0.00	\$160.50		
1110.000 Book Fair	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
1120.000 School Pictures	\$1,232.50	\$0.00	\$0.00	\$0.00	\$0.00	\$1,232.50	\$0.00	\$2.00	\$0.00	\$0.00		
1130.000 School Store	\$785.00	\$0.00	\$0.00	\$0.00	\$0.00	\$785.00	\$0.00	\$0.00	\$0.00	\$0.00		
1140.000 Vending	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Series 1 Totals</b>	<b>\$11,534.25</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,534.25</b>	<b>\$7.00</b>	<b>\$59.00</b>	<b>(\$100.00)</b>	<b>\$588.50</b>		
2000.000 Fundraisers	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00	\$0.00	\$0.00	\$0.00		
2010.000 Field Trip	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35.00	\$90.00	\$55.00	\$0.00	\$0.00		
2020.000 Freshman	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00		
2080.000 Yearbooks	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00		
2090.000 Textbooks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
<b>Series 2 Totals</b>	<b>\$455.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$455.00</b>	<b>\$410.00</b>	<b>\$55.00</b>	<b>\$100.00</b>	<b>\$0.00</b>		
3040.000 March of Dimes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

Account	Month To Date						Year To Date			
	Beg. Mth. Bal	Receipts	Disbursements	Transfers	Encumbrances	Ending Bal.	Receipts	Disbursements	Transfers	Encumbrances
<b>Total Regular Accounts</b>	<b>\$11,989.25</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,989.25</b>	<b>\$417.00</b>	<b>\$114.00</b>	<b>\$0.00</b>	<b>\$588.50</b>
<b>End of Regular Accounts</b>										
0100.000 Cash Account	\$11,989.25	\$0.00	\$0.00	\$0.00	\$0.00	\$11,989.25	\$417.00	\$114.00	\$0.00	\$588.50
<b>Total Asset Accounts</b>	<b>\$11,989.25</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,989.25</b>	<b>\$417.00</b>	<b>\$114.00</b>	<b>\$0.00</b>	<b>\$588.50</b>
<b>End of Asset Accounts</b>										

*I certify that the above information is correct*

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Linda James \_\_\_\_\_ Date \_\_\_\_\_

*Account History Report  
TRA Training School 9  
7/1/2014 through 6/30/2015*

Account Number : 0100.000                      Manager :                      Account Description : Cash Account

Beg. Year Balance	Receipts YTD	Disbursements YTD	Transfers YTD	Enc. Outstanding	Current Balance
\$12,274.75	\$417.00	\$114.00	\$0.00	\$588.50	\$11,989.25

Date	Type	Ref.	Vendor/Receiptee	Description	Received	Transferred	Encumbered	Liquidated	Expended
7/28/2014	Purchase Order	1	harris teeter		\$0.00	\$0.00	\$428.00	\$0.00	\$0.00
7/28/2014	Check	1003	Jellybeans Skating Rink		\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
7/28/2014	Void Check	1003	Jellybeans Skating Rink		\$0.00	\$0.00	\$0.00	\$0.00	(\$150.00)
7/28/2014	Check	1004	awards gallery		\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
7/28/2014	Check	1005	Refund		\$0.00	\$0.00	\$0.00	\$0.00	\$5.00
7/28/2014	Receipt	103	Beth Mills		\$300.00	\$0.00	\$0.00	\$0.00	\$0.00
7/28/2014	Purchase Order	2	bames and noble		\$0.00	\$0.00	\$160.50	\$0.00	\$0.00
7/28/2014	Returned Check	418		Herman 1234	(\$5.00)	\$0.00	\$0.00	\$0.00	\$0.00
7/28/2014	Returned Check	432		Herman repayment	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00
7/31/2014	Bank Interest	403		July interest	\$2.00	\$0.00	\$0.00	\$0.00	\$0.00
7/31/2014	Bank Charge	417		bank fee	\$0.00	\$0.00	\$0.00	\$0.00	\$2.00
7/31/2014	Bank Interest	450		July Bank Interest	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00
7/31/2014	Bank Charge	458		July Bank Charge	\$0.00	\$0.00	\$0.00	\$0.00	\$7.00
7/31/2014	Returned Check	469		NSF Ck# 10245 John Smith	(\$15.00)	\$0.00	\$0.00	\$0.00	\$0.00
8/18/2014	Check	1006	Riverbank Zoo		\$0.00	\$0.00	\$0.00	\$0.00	\$50.00
8/18/2014	Receipt	104	Jackson, Julie		\$40.00	\$0.00	\$0.00	\$0.00	\$0.00
8/18/2014	Receipt	105	Mills, Beth		\$70.00	\$0.00	\$0.00	\$0.00	\$0.00
8/18/2014	Returned Check	475		Payment of NSF check	\$15.00	\$0.00	\$0.00	\$0.00	\$0.00
					<b>\$417.00</b>	<b>\$0.00</b>	<b>\$588.50</b>	<b>\$0.00</b>	<b>\$114.00</b>

## Chart of Accounts

TRA Training School

5/21/2014

Account	Description	Group	Manager	Type	Status	Clear Yr End	Fund Balance Account	Balance
0100.000	Cash Account			A	A	No		\$17,997.10
0200.000	Savings	ASSET		A	A	No		\$0.00
0300.000	CD Account	ASSET		A	A	No		\$0.00
0400.000	Petty Cash	ASSET		A	A	No		\$0.00
1000.000	General	ADMIN		N	A	No		\$4,186.06
1010.000	Interest	ADMIN		N	A	No		\$62.94
1020.000	NSF Account	ADMIN		N	A	No		(\$513.00)
1030.000	Donations	ADMIN	Susan Powell	N	A	No		\$6,565.00
1040.000	Faculty	ADMIN	Susan Powell	N	A	No		\$1,125.00
1100.000	Media	ADMIN		N	A	No		\$1,081.05
1100.100	Media Lost/damaged book acct	CLASS	Lassiter	N	A	No		\$50.00
1110.000	Book Fair	ADMIN		N	A	No		\$250.00
1120.000	School Pictures	ADMIN		N	A	No		\$1,259.50
1130.000	School Store	ADMIN		N	A	No		\$785.00
1140.000	Vending	ADMIN		N	A	No		\$450.00
1150.000	School Uniforms	ADMIN		N	A	No		\$25.00
2000.000	Fundraisers	CLASS		N	A	No		(\$175.00)
2000.001	Wrapping Paper		Cotten	N	A	No		(\$20.00)
2010.000	Field Trip	CLASS		N	A	No		\$522.00
2010.001	K field trip	CLASS	Johnson	N	I	No		\$0.00
2020.000	Freshman	CLASS		N	A	No		\$100.00
2030.000	Sophomore	CLASS		N	I	No		\$0.00
2040.000	Junior	CLASS		N	A	No		\$100.00
2050.000	Senior	CLASS		N	A	No		(\$56.25)
2060.000	Prom	CLASS		N	A	No		\$250.00
2070.000	Parking Details	CLASS		N	A	No		\$250.00
2080.000	Yearbooks	CLASS		N	A	No		\$125.00
2090.000	Textbooks	CLASS		N	A	No		\$0.00
3000.000	Box Top for Education	GRANTS		N	A	No		\$100.00

*Available Funds Report*

*TRA Training School*

*As of : 6/30/2013*

<b>Total Assets :</b>		<b>Less Restricted :</b>		<b>Available Funds :</b>
\$175,475.39	—	\$5,152.41	=	\$170,322.98

*Asset Funds*

<i>Account</i>	<i>Description</i>	<i>Amount</i>
012.001	Cash Account	\$146,778.98
021.003	CD/FTA	\$17,995.00
021.004	CD/Special Ed	\$2,696.41
021.005	CD/Student Council	\$8,005.00
		<u>\$175,475.39</u>

*Restricted Funds*

<i>Account</i>	<i>Description</i>	<i>Amount</i>
918.000	ABLE'S FUND	\$5,152.41
		<u>\$5,152.41</u>

I certify the above information is correct

*Principal's Signature* \_\_\_\_\_

\_\_\_\_\_ *Date*

*Preparer's Signature* \_\_\_\_\_

\_\_\_\_\_ *Date*

*Trial Balance Report*

*TRA Training School 9*

*Balance as of: 5/1/2015*

Account	Description	Manager	Type	Asset Acct Balance	Regular Acct Balance
0100.000	Cash Account		A	\$11,989.25	
1000.000	General		N		\$4,422.00
1010.000	Interest		N		\$55.25
1020.000	NSF Account		N		\$0.00
1030.000	Donations		N		\$2,900.00
1040.000	Faculty		N		\$1,000.00
1100.000	Media		N		\$839.50
1110.000	Book Fair		N		\$0.00
1120.000	School Pictures		N		\$1,232.50
1130.000	School Store		N		\$785.00
1140.000	Vending		N		\$300.00
2000.000	Fundraisers		N		\$20.00
2010.000	Field Trip		N		\$35.00
2020.000	Freshman		N		\$100.00
2080.000	Yearbooks		N		\$300.00
2090.000	Textbooks		N		\$0.00
3040.000	March of Dimes		N		\$0.00
				<i>Total Debits</i>	<i>Total Credits</i>
				<b>\$11,989.25</b>	<b>\$11,989.25</b>



*Month to Date Report*

*TRA Training School 9*

*End Date : 3/31/2015*

<b>Account Number</b>	<b>Beg Mth Bal</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Transfers</b>	<b>Book Bal. at Close</b>	<b>Encumb.</b>	<b>Net Balance</b>
1000.000 General	\$4,850.00	\$0.00	\$0.00	\$0.00	\$4,850.00	\$428.00	\$4,422.00
1010.000 Interest	\$55.25	\$0.00	\$0.00	\$0.00	\$55.25	\$0.00	\$55.25
1020.000 NSF Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1030.000 Donations	\$2,900.00	\$0.00	\$0.00	\$0.00	\$2,900.00	\$0.00	\$2,900.00
1040.000 Faculty	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
1100.000 Media	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$160.50	\$839.50
1110.000 Book Fair	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1120.000 School Pictures	\$1,232.50	\$0.00	\$0.00	\$0.00	\$1,232.50	\$0.00	\$1,232.50
1130.000 School Store	\$785.00	\$0.00	\$0.00	\$0.00	\$785.00	\$0.00	\$785.00
1140.000 Vending	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
2000.000 Fundraisers	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00
2010.000 Field Trip	\$35.00	\$0.00	\$0.00	\$0.00	\$35.00	\$0.00	\$35.00
2020.000 Freshman	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00
2080.000 Yearbooks	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
2090.000 Textbooks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3040.000 March of Dimes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

<i>Totals :</i>	\$12,577.75	\$0.00	\$0.00	\$0.00	\$12,577.75	\$588.50	\$11,989.25
					<i>Cash/Checking Balance :</i>	\$11,989.25	

I certify the above information is correct

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

***Year to Date Report***  
***TRA Training School 9***  
***Ending Date: 3/31/2015***

**Series 1**

	Beg. Yr. Bal	Receipts	Disbursements	Transfers	Ending Bal.
1000.000 General	\$4,905.00	\$2.00	\$57.00	\$0.00	\$4,850.00
1010.000 Interest	\$50.25	\$5.00	\$0.00	\$0.00	\$55.25
1020.000 NSF Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1030.000 Donations	\$3,000.00	\$0.00	\$0.00	(\$100.00)	\$2,900.00
1040.000 Faculty	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
1100.000 Media	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
1110.000 Book Fair	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1120.000 School Pictures	\$1,234.50	\$0.00	\$2.00	\$0.00	\$1,232.50
1130.000 School Store	\$785.00	\$0.00	\$0.00	\$0.00	\$785.00
1140.000 Vending	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
<b>Series 1 total</b>	<b>\$12,274.75</b>	<b>\$7.00</b>	<b>\$59.00</b>	<b>(\$100.00)</b>	<b>\$12,122.75</b>

**Series 2**

	Beg. Yr. Bal	Receipts	Disbursements	Transfers	Ending Bal.
2000.000 Fundraisers	\$0.00	\$20.00	\$0.00	\$0.00	\$20.00
2010.000 Field Trip	\$0.00	\$90.00	\$55.00	\$0.00	\$35.00
2020.000 Freshman	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
2080.000 Yearbooks	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00
2090.000 Textbooks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Series 2 total</b>	<b>\$0.00</b>	<b>\$410.00</b>	<b>\$55.00</b>	<b>\$100.00</b>	<b>\$455.00</b>

**Series 3**

	Beg. Yr. Bal	Receipts	Disbursements	Transfers	Ending Bal.
3040.000 March of Dimes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total for General Accts</b>	<b>\$12,274.75</b>	<b>\$417.00</b>	<b>\$114.00</b>	<b>\$0.00</b>	<b>\$12,577.75</b>
<b>Total Regular Accounts</b>	<b>\$12,274.75</b>	<b>\$417.00</b>	<b>\$114.00</b>	<b>\$0.00</b>	<b>\$12,577.75</b>

**End of Regular Accounts**

**Series 0**

	Beg. Yr. Bal	Receipts	Disbursements	Transfers	Ending Bal.
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**Series 0**

	Beg. Yr. Bal	Receipts	Disbursements	Transfers	Ending Bal.
0100.000 Cash Account	\$12,274.75	\$417.00	\$114.00	\$0.00	\$12,577.75
<b>Total Asset Accounts</b>	\$12,274.75	\$417.00	\$114.00	\$0.00	\$12,577.75

**End of Asset Accounts**

**Budget Report**  
**TRA Training School 9**  
**Ending Date - 3/31/2015**

Account	Beginning Budget	Receipts	Disbursements	Transfers	Encumbrances	Remaining Budget Bal.
1000.000 General	\$0.00	\$2.00	\$57.00	\$0.00	\$428.00	(\$483.00)
1010.000 Interest	\$0.00	\$5.00	\$0.00	\$0.00	\$0.00	\$5.00
1020.000 NSF Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1030.000 Donations	\$0.00	\$0.00	\$0.00	(\$100.00)	\$0.00	(\$100.00)
1040.000 Faculty	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1100.000 Media	\$0.00	\$0.00	\$0.00	\$0.00	\$160.50	(\$160.50)
1110.000 Book Fair	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1120.000 School Pictures	\$0.00	\$0.00	\$2.00	\$0.00	\$0.00	(\$2.00)
1130.000 School Store	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1140.000 Vending	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Series 1 Totals</b>	<b>\$0.00</b>	<b>\$7.00</b>	<b>\$59.00</b>	<b>(\$100.00)</b>	<b>\$588.50</b>	<b>(\$740.50)</b>
2000.000 Fundraisers	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00
2010.000 Field Trip	\$0.00	\$90.00	\$55.00	\$0.00	\$0.00	\$35.00
2020.000 Freshman	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00
2080.000 Yearbooks	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
2090.000 Textbooks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Series 2 Totals</b>	<b>\$0.00</b>	<b>\$410.00</b>	<b>\$55.00</b>	<b>\$100.00</b>	<b>\$0.00</b>	<b>\$455.00</b>
3040.000 March of Dimes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Series 3 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 Regular Accounts</b>	<b>\$0.00</b>	<b>\$417.00</b>	<b>\$114.00</b>	<b>\$0.00</b>	<b>\$588.50</b>	<b>(\$285.50)</b>
<b>End of Regular Accounts</b>						
0100.000 Cash Account	\$0.00	\$417.00	\$114.00	\$0.00	\$588.50	(\$285.50)
<b>Series 0 Totals</b>	<b>\$0.00</b>	<b>\$417.00</b>	<b>\$114.00</b>	<b>\$0.00</b>	<b>\$588.50</b>	<b>(\$285.50)</b>
<b>Total Asset Accounts</b>	<b>\$0.00</b>	<b>\$417.00</b>	<b>\$114.00</b>	<b>\$0.00</b>	<b>\$588.50</b>	<b>(\$285.50)</b>
<b>End of Asset Accounts</b>						

*Vendor History*  
*TRA Training School*  
*7/1/2012 through 5/11/2013*

**Office Depot**

Address	Check Date	Check #	Description	Invoice #	PO #	Account #	Status	Amount
1001Oleander Drive	7/2/2012	2021	enter wrong amount			1010.000.00	Recon	(\$60.00)
			office supplies			1010.000.00	Recon	\$288.69
				<b>Total for Check #</b>		<b>2021</b>		<b>\$228.69</b>
1001Oleander Drive	10/12/2012	2022	supplies for science lab			5503.411.30	Posted	\$107.00
1001Oleander Drive	10/16/2012	2024	printer paper			5503.411.00	Posted	\$20.00
			credit			5810.414.00	Posted	(\$20.00)
			awards		24	5810.414.00	Posted	\$20.00
				<b>Total for Check #</b>		<b>2024</b>		<b>\$20.00</b>
1001Oleander Drive	12/30/2012	2028	Laptop			5100.411.00	Posted	\$1,052.00
				<b>Total for Vendor :</b>				<b>\$1,407.69</b>

*Vendor Listing*  
**TRA Training School**  
*Listing as of - 5/10/2013*

\* Denotes district wide vendor

Vendor Name	Address	City	State	Zip	SSN/Tax ID	Vendor Code	Paid YTD
AAA Storage	16 Shine St.	Wilson	NC	28599		Minority Owned	
Amy Shapiro	PO Box900	Wilmington	NC	28412	XXX-XX-4517		
Art Blake	3698 South Main St.	Wilmington	NC	28403			\$1,052.00
Arthur Anderson	100 Oak Ave	Wallace	NC	28466	XXX-XX-1771		\$219.00
Arthur Shapiro	PO Box 900	Wilmington	NC	28412	XX-XX7214		
* Bab's Ballet Studio							
Eabs McDance	8976 New Center Drive	Wilmington	NC	28403	XXX-XX-5798		
Barbara Davis					XX-XX1111		
Barnes and Noble	334 Town Center Drive	Wilmington	NC	28412			
Bed Bath and Beyond	344 New Center Drive	New Bern	NC	27655	XX-XX1877		
Bender-Burkot School Supply	1200 Elm St	Pollocksville	NC	24545		Female Owned	\$108.00
Best Buy							
Blue Ivy Knowles	554 West Bank Road	Los Angeles	CA	31170	XXX-XX-1111		
Bob Barker					XX-XX6655		
Bob Smith	109 Main St	Wallace	NC	28466	XXX-XX-8888	Female Owned	
Bob's Bakery		Wilmington	NC		XX-XX6789		
Boseman's							
Brandon Booker	768 East Main St	Hampstead	NC	26695	XXX-XX-9636		
Burgaw Milling Company	344 Hwy 117 N	Burgaw	NC	28425		Female Owned	
Calvin Brame	PO Box 977	Durham	NC	27858		Minority Owned	\$200.00
Charlie's Chocolates							
* Citgo	1287 Wrightsville Ave.	Wilmington	NC	28409	XXX-XX-8748		
Dominos	615 Oleander Drive	Wilmington	NC	28517			
Dorothy A Webb	879 Dolphin Ct	Wilmington	NC	28403	XXX-XX-6666		
Elizabeth Williams	2800 Hobart Drive	Wilmington	NC	28405	XXX-XX-1234		
* Evan Richards	1198 Point Rd	Wilmington	NC	28444			
Finklestein's	PO Box 4871	Wallace	NC	28466			
Frederick Meyer	PO Box 566	Castle Hayne	NC	28409			
Hugh O'Brian Youth Leadership	31255 Cedar Valley Drive	Westlake Valley	CA	91362			
Jackson Browne	7089 Elm St	Oak Island	NC	27874	XXX-XX-6789		
Jeff and Mark						Minority Owned	
Jeff Forslund	1st and 2nd street	Wilmington	NC	28412		Minority Owned	
Jeff Johnson	101 Main St	Wallace	NC	28433		Minority Owned	\$174.98
Jim Dempsey	7854 Gate Dr.	Washington	DC	88745		Minority Owned	
Joe Franklin	1 Newtown Rd	Wilmington	NC	28401	XXX-XX-3063	Minority Owned	
Jose Rodriguez	2564 Stag Park Rd	Burgaw	NC	28411	XX-XX5577		

5/10/2013 1:40:12 PM

TRA Training School

Page 1

*1099 Payments  
 TRA Training School  
 1/1/2013 through 5/11/2013*

Vendor : Arthur Anderson                                      SSN    XXX-XX-1771                                      Tax ID :

DBA : Official    Central Office Vendor # :  
 100 Oak Ave  
 Wallace, NC 28466

Check #	Check Date	Check Amount	Paid 1099 Amount
2030	3/8/2013	\$99.00	\$99.00
<b>Total Payments for Vendor :</b>			<b>\$99.00</b>

Total Number of Payments :                                      1                                      Grand Total :                                      \$99.00



*One Time Vendor Report  
TRA Training School  
7/1/2012 through 5/11/2013*

Check #	Date	Account #	Amount	Reconciled	Payee Name
2020	9/26/2012	5503.411.14	\$5.00	No	Frank Deal
<b>Total One Time Vendor Payments :</b>			<b>\$5.00</b>		
<b>Number of Checks :</b>			<b>1</b>		

*Receiptee History*  
*TRA Training School*  
*7/1/2012 through 6/30/2013*

**All Receiptees**

Receiptee	Receipt Date	Receipt #	Description	Void	Account #	Amount
Ann Adams	2/4/2013	120	Jones Yearbook	No	939.000	\$15.00
			Smith Yearbook	No	939.000	\$15.00
			Nelson yearbook	No	939.000	\$15.00
			Burton yearbook	No	939.000	\$15.00
						\$60.00
<b>Total for Receiptee :</b>						<b>\$60.00</b>
Johnson, Jennifer	8/2/2012	119	special olympics donation	No	934.300	\$100.00
<b>Total for Receiptee :</b>						<b>\$100.00</b>
<b>Total Receipts for Date Range :</b>						<b>\$160.00</b>

*Receiptee Listing*  
*TRA Training School*  
*Listing as of - 5/10/2013*

Receiptee Name	Address	City	State	Zip	Phone	Code	Active/ Inactive	Received YTD
Amy Jones							Active	\$0.00
Ann Adams							Active	\$60.00
Becker, Samantha							Active	\$0.00
Burgess, Amy							Active	\$0.00
Johnson, Jennifer							Active	\$100.00
Jones, Jennifer	1st grade						Active	\$0.00
Masters, Kayla							Active	\$0.00
Morgan, David							Active	\$0.00
Morgan, Susan							Active	\$0.00
Nelson, Sally							Active	\$0.00
Smith, Nancy							Active	\$0.00
Void							Active	\$0.00

*One Time Receiptee Report  
TRA Training School  
7/1/2012 through 4/30/2013*

<b>Receipt #</b>	<b>Receipt Date</b>	<b>Account #</b>	<b>Amount</b>	<b>Void</b>	<b>Receiptee Name</b>
1022	9/26/2012	5503.411.14	\$30.00	No	Mary Wilkins
<b>Total One Time Receiptee Payments :</b>			<b>\$30.00</b>		
<b>Number of Receipts :</b>			<b>1</b>		

**PO History**  
**TRA Training School**

PO : 999 - 1

<b>Date of PO :</b> 6/24/2013	<b>To :</b> Mike's Farm	<b>PO Sub Total</b>	\$500.00
<b>Status :</b> Liquidated		<b>Discount</b>	\$0.00
<b>Requested By :</b>		<b>Total Less Discount</b>	\$500.00
<b>Notes :</b>		<b>Shipping and Handling</b>	\$0.00
		<b>Sales Tax 7.00 %</b>	\$0.00
		<b>PO Total Amount</b>	<b>\$500.00</b>

**Liquidated**

**PO Details**

Description	Product #	Account	Qty.	Unit Price	Total	Liq. Balance
first grade field trip		2010.000 Field Trip	1	\$250.00	\$250.00	\$0.00
second grade field trip		2010.000 Field Trip	1	\$250.00	\$250.00	\$0.00

**Payment History**

Check	Date	Description	Account	Liq. Amount	Paid
5	6/24/2013	first grade field trip	2010.000 Field Trip	\$250.00	\$250.00
5	6/24/2013	second grade field trip	2010.000 Field Trip	\$0.00	\$0.00

*Open PO Report  
TRA Training School  
As of : 5/10/2013*

PO #	PO Date	Acct. #	Amount	Amount Liq.	Balance	Payee	
22	8/8/2012	5110.411.01	\$100.00	\$50.00	\$50.00	Walmart	
24	8/16/2012	5810.414.00	\$48.15	\$20.00	\$28.15	Office Depot	
25	10/17/2012	6500.327.00	\$32.59	\$0.00	\$32.59	Lance	
26	10/17/2012	5110.411.01	\$2.00	\$0.00	\$2.00	Art Blake	
30	3/6/2013	5820.211.00	\$12.00	\$0.00	\$12.00	Sam Jones	
35	5/1/2013	5112.411.00	\$100.00	\$0.00	\$100.00	Finklestein's	
36	5/1/2013	5500.411.00	\$50.00	\$0.00	\$50.00	Boseman's	
37	5/1/2013	5502.411.00	\$60.00	\$0.00	\$60.00	Boseman's	
38	5/1/2013	5503.411.20	\$150.00	\$0.00	\$150.00	Babs McDance	
40	5/1/2013	6610.342.00	\$420.00	\$0.00	\$420.00	USPS	
41	5/1/2013	5110.411.01	\$250.00	\$0.00	\$250.00	Bender-Burkot School Supply	
42	4/25/2013	5110.411.01	\$23.51	\$0.00	\$23.51	Charlie's Chocolates	
43	4/25/2013	5503.411.14	\$96.80	\$0.00	\$96.80	Miss Piggy's BBQ	
44	4/25/2013	6500.327.00	\$4.00	\$0.00	\$4.00	Bab's Ballet Studio	
		5100.411.00	\$5.00	\$0.00	\$5.00	Bab's Ballet Studio	
		5110.411.01	\$53.50	\$0.00	\$53.50	Bab's Ballet Studio	
	<b>Total for PO #</b>	<b>44</b>	<b>\$62.50</b>				
45	4/1/2013	5112.411.00	\$60.00	\$0.00	\$60.00	Finklestein's	
		5112.411.00	\$106.50	\$0.00	\$106.50	Finklestein's	
	<b>Total for PO #</b>	<b>45</b>	<b>\$166.50</b>				
					<b>15 Open PO's</b>	<b>Totaling</b>	<b>\$1,504.05</b>

*Event Code Listing  
TRA Training School  
Event Codes as of 5/10/2013*

<b>Code ID</b>	<b>Event Name</b>	<b>Sponsor</b>	<b>Start Date</b>	<b>End Date</b>
CANDY	Candy Sale	M Moore	6/1/2011	6/30/2013
EC1	Event Code 1	LB	7/1/2012	6/30/2013
Field Trip	Field Trips-Fifth Grade	M Moore	7/1/2012	6/30/2013
PIX	Pictures	K Cary	7/1/2010	6/30/2013

*Event Code Profit/Loss Statement  
 TRA Training School  
 7/1/2012 through 4/30/2013*

<b>Code ID</b>	<b>Event Name</b>	<b>Sponsor</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Profit/Loss</b>
CANDY	Candy Sale	M Moore	\$0.00	\$0.00	\$0.00
EC1	Event Code 1	LB	\$3,035.00	\$44.95	\$2,990.05
Field Trip	Field Trips-Fifth Grade	M Moore	\$1,997.00	\$21.00	\$1,976.00
PIX	Pictures	K Cary	\$0.00	\$0.00	\$0.00
			<u>\$5,032.00</u>	<u>\$65.95</u>	<u>\$4,966.05</u>

\_\_\_\_\_  
 Principal's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Preparer's Signature

\_\_\_\_\_  
 Date



*Event Code Profit/Loss Detail - Field Trips-Fifth Grade  
 TRA Training School  
 7/1/2012 through 4/30/2013*

Event Code : Field Trips-Fifth Grade

Chk/Rcpt or JE #	Vendor/Receiptee/JE	Account	Description	Date	Event Code	Receipts	Disbursements
2459	Returned Check	1010.000.00	NSF Felica Young	8/30/2012	Field Trip	(\$3.00)	\$0.00
2031	Lance	5500.181.00	snacks	3/7/2013	Field Trip	\$0.00	\$21.00
1033	Aaron Andrews	5100.411.00	donation	4/22/2013	Field Trip	\$1,000.00	\$0.00
1033	Aaron Andrews	6500.327.00	receipts	4/22/2013	Field Trip	\$1,000.00	\$0.00
					Receipt Total	Check Total	Profit / Loss
Code Totals :					\$1,997.00	\$21.00	\$1,976.00

	Receipt Total	Check Total	Profit / Loss
School Totals :	\$1,997.00	\$21.00	\$1,976.00

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Preparer's Signature

\_\_\_\_\_  
Date

*Sales Tax Report  
 TRA Training School  
 4/1/2013 through 4/30/2013*

Code	County	Taxable Amount	Total Sales Tax	Total State Tax	County		Local Tax
	Name				Non-Food	Food	
65	New Hanover	\$194.71	\$13.63	\$9.25	\$4.38	\$0.00	\$0.00
		<u>\$194.71</u>	<u>\$13.63</u>	<u>\$9.25</u>	<u>\$4.38</u>	<u>\$0.00</u>	<u>\$0.00</u>

*Sales Tax Edit Report  
 TRA Training School  
 7/1/2012 through 4/30/2013*

Check #	Date	Amount	Sales Tax	Food Tax	Account	Payee Name
2022	10/12/2012	\$107.00	\$7.00	\$0.00	5503.411.30 - Science Club	Office Depot
2023	10/12/2012	\$200.00	\$14.00	\$0.00	5110.411.01 - General Fund	Brame School Products
2027	11/15/2012	\$106.00	\$6.00	\$0.00	5500.411.00 - Athletic-Supplies and Material	Bender-Burkot School Supply
2029	12/25/2012	\$1,052.00	\$2.00	\$50.00	5110.411.03 - Scholarship-Faculty	Art Blake
2028	12/30/2012	\$1,052.00	\$50.00	\$2.00	5100.411.00 - School Store	Office Depot
<b>Tax Totals :</b>			\$79.00	\$52.00		

*No Tax Payments*  
*TRA Training School*  
*7/1/2012 through 4/30/2013*

<b>Date</b>	<b>Check #</b>	<b>Account #</b>	<b>Amount</b>	<b>Payee Name</b>	<b>Void</b>	<b>Description</b>
8/30/2012	2093	5810.414.01	\$2,412.84	Strawbridge Studios, Inc.	Void : 10/23/2012	Student Yearbooks
10/17/2012	2126	5500.411.00	\$465.29	Sportdecals Inc	No	T Shirt purchase for Athletics
11/2/2012	2144	5502.411.00	\$3,359.73	Team Cheer, Inc.	No	Cheer uniforms purchase
11/2/2012	2146	5500.411.00	\$415.53	Cromer's Peanuts	No	Concession popcorn purchase
11/8/2012	2155	5503.411.07	\$79.97	Oriental Trading	No	Drama Club purchase
11/9/2012	2157	5810.414.01	\$2,365.08	Strawbridge Studios, Inc.	No	Yearbook print
12/4/2012	2184	5500.411.00	\$418.70	Sportdecals Inc	No	Athletics T Shirt purchase
12/10/2012	2193	5110.411.01	\$425.43	Positive Promotions	No	Christmas gift for Fac and Sta
12/10/2012	2195	5500.411.00	\$294.40	Sportdecals Inc	No	T Shirt purchase
<b>Grand Total of Checks :</b>			<b>\$7,824.13</b>			
<b>Total Tax Due :</b>			<b>\$547.69</b>			
<b>Tax Rate :</b>			<b>7.00%</b>			

*Tax Due on Receipts*  
*TRA Training School*  
*1/1/2013 through 4/30/2013*

*Tax Rate = 7%*

Account #	Receipt #	Date	Description	Receiptee Name	Amount	Taxable	Liability
5110.411.01	1038	4/2/2013	World's Finest Chocolate	Selena Sawyer	\$150.00	\$140.19	\$9.81
5110.411.01	1037	4/19/2013	Pencil Sales	Tony Starke	\$169.50	\$158.41	\$11.09
<b>Total for Account # : 5110.411.01</b>					\$319.50	\$298.60	\$20.90
					\$319.50	\$298.60	
					<b>Tax Due for Period :</b>		\$20.90

*Check Register*  
*TRA Training School*  
*4/1/2013 through 4/30/2013*

Check #	Date	Account #	Amount	Description	Sales Tax	Food Tax	Payee Name	Reconciled
2	4/23/2013	201.000	\$100.00	GAS FOR LAWNMOWER	\$0.00	\$0.00	Ted's Exxon	No
3	4/23/2013	201.000	\$100.00	GAS FOR LAWNMOWER	\$0.00	\$0.00	Ted's Exxon	No
Total Amount of Checks :			\$200.00	Sales Tax / Food Tax Totals :	\$0.00	\$0.00		
Total Number of Checks :			2					

*Journal Entries*

Date	JE #	Description	Amount	Posted Account	Offset Account	Void Reference	Repayment
4/30/2013	6	Cancel prior SFO Check	\$175.45	304.031 BOYS' BASEBALL	100.000 Cash Account	cancel 90 days old	
Total JE's :			\$175.45				

Total Amount of Checks and JE's : \$375.45

*Receipt Register*  
*TRA Training School*  
*1/1/2013 through 5/30/2013*

Receipt #	Date	Dep. ID	Account #	Amount	Description	Reconciled	Receiptee Name
9	1/8/2013	3	1.1000.00	\$100.00	candy sales	No	Michael Eskridge
8	1/9/2013	3	1.1000.00	\$200.00	candy	No	john doe
		3	1.1000.00	\$100.00	shirts	No	
<b>Total for Receipt # 8</b>				<b>\$300.00</b>			
10	1/9/2013	3	1.1160.00	\$50.00	field trip	No	Michael Eskridge
11	1/9/2013	3	1.1155.00	\$75.00	field trip	No	Morgan Bracey
12	4/17/2013	4	4.4000.00	\$1.00	test	No	COCA COLA
<b>Total Amount of Receipts :</b>				<b>\$526.00</b>			
<b>Total Number of Receipts :</b>				<b>5</b>			

*Journal Entries*

Date	JE #	JE Type	Amount	Original Amount	Posted Account	Offset Account	Void	Reference	Repay?
3/30/2013	404	Bank Interest	\$550.00	\$550.00	1.1150.00 CASUAL DRESS DAY	0.0200.00 INVESTMENT		investment interest	
3/30/2013	405	Bank Interest	\$600.00	\$600.00	1.1150.00 CASUAL DRESS DAY	0.0200.00 INVESTMENT		investment interest	
<b>Total Amount of JE's :</b>			<b>\$1,150.00</b>						
<b>Total Amount Received :</b>			<b>\$1,676.00</b>						

*Journal Entry Register*  
*TRA Training School*  
*4/1/2013 through 4/30/2013*

Date	JE #	JE Type	Amount	Posted Account	Offset Account	Void	Reference	Repay?
4/9/2013	2496	Returned Check	(\$5.00)	5100.411.00 School Store	1020.000.00 Cash Account	N	Franklyn #245	N
4/10/2013	2498	Fund Transfer	\$20.00	5110.411.01 General Fund	5503.411.00 Art Club	N	Remove account from negative balance	
4/16/2013	2429	Multi Fund Transfer	\$25.00	5110.411.01 General Fund	5100.411.00 School Store	N	Allocations	
4/16/2013	2430	Multi Fund Transfer	\$25.00	5110.411.03 Scholarship-Faculty	5100.411.00 School Store	N	Allocations	
4/16/2013	2499	Multi Fund Transfer	\$500.00	5110.411.01 General Fund	5110.411.03 Scholarship-Faculty	N	Allocations	
4/16/2013	2500	Multi Fund Transfer	\$500.00	5110.411.01 General Fund	5400.341.00 School Telephone	N	Allocations	
4/16/2013	2501	Multi Fund Transfer	\$500.00	5110.411.01 General Fund	5500.321.00 Athletic-Utilities	N	Allocations	
4/30/2013	2494	Bank Interest	\$4.62	5110.411.01 General Fund	1020.000.00 Cash Account	N	April Interest	
4/30/2013	2495	Bank Charge	\$8.00	5110.411.01 General Fund	1020.000.00 Cash Account	N	Bank Charge	
4/30/2013	2497	Bank Charge	\$5.00	5110.411.01 General Fund	1020.000.00 Cash Account	N	NSF Fee Franklyn	
4/30/2013	2507	Cancel prior SF Check	\$3.00	5110.411.01 General Fund	1020.000.00 Cash Account	N	void old check	
4/30/2013	2508	Rev/Exp	(\$300.00)	5503.411.00 Art Club	1020.000.00 Cash Account	N	Art club posters to Cheerleaders	
4/30/2013	2509	Rev/Exp	\$300.00	5502.411.00 Athletic-Cheerleaders	1020.000.00 Cash Account	N	Art club posters to Cheerleaders	



*Purchase Order Register  
TRA Training School  
4/1/2013 through 4/30/2013*

PO #	PO Date	Acct. #	Amount	Payee	Void	Liq. Status	Liq. Check #
31	4/22/2013	5110.411.01	\$24.95	Joshua Hertline	No	Liquidated	2033
33	4/22/2013	5110.411.01	\$174.98	Johnson Construction Co	No	Liquidated	2034
34	4/22/2013	5110.411.01	\$38.99	Target Stores	No	Liquidated	2035
42	4/25/2013	5110.411.01	\$23.51	Charlie's Chocolates	No	Not Liquid.	
43	4/25/2013	5503.411.14	\$96.80	Miss Piggy's BBQ	No	Not Liquid.	
44	4/25/2013	5100.411.00	\$5.00	Bab's Ballet Studio	No	Not Liquid.	
		6500.327.00	\$4.00	Bab's Ballet Studio	No	Not Liquid.	
		5110.411.01	\$53.50	Bab's Ballet Studio	No	Not Liquid.	
<b>Total for PO #</b>		<b>44</b>	<b>\$62.50</b>				
45	4/1/2013	5112.411.00	\$106.50	Finklestein's	No	Not Liquid.	
		5112.411.00	\$60.00	Finklestein's	No	Not Liquid.	
<b>Total for PO #</b>		<b>45</b>	<b>\$166.50</b>				
<b>Total Amount of PO's :</b>			<b>\$588.23</b>				
<b>Total Number of PO's :</b>			<b>7</b>				

*TRA Training School  
Payment Voucher*

Payee : AAA Storage  
Date : 5/2/2013  
Check Number : 2045  
Amount : \$90.00

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Acct. Desc. :	5500.411.00	Athletic Supplies and Material	Description :	Athletic equipment storage	Amount :	\$90.00
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Preparer

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Principal

*Deposit Summary*  
*TRA Training School*  
*4/24/2013 through 5/31/2013*

<b>Deposit Date</b>	<b>Deposit ID</b>	<b>Amount</b>	<b>Status</b>	<b>Electronic ID</b>
4/24/2013	104	\$1,113.00	Reconciled	
4/29/2013	105	\$1,787.07	Reconciled	
5/1/2013	106	\$1,297.25		
5/3/2013	107	\$3,091.25		
5/6/2013	108	\$1,180.00		
5/8/2013	109	\$1,742.84		
5/10/2013	110	\$1,060.00		
<b>Total Amount of Deposits :</b>		<b>\$11,271.41</b>		

*Void Check Register*  
*TRA Training School*  
*4/1/2013 through 4/30/2013*

Check #	Date	Account #	Amount	Void Date	Payee Name
2012	4/15/2010	1010.000.00	\$10.00	4/8/2013	Arthur Anderson
Total Amount of Checks :			\$10.00	Total # of Checks :	1

*Void Receipt Register*  
*TRA Training School*  
*4/1/2013 through 4/30/2013*

Receipt #	Date	Account #	Amount	Void Date	Receiptee Name
1036	4/11/2013	5110.411.01	\$375.00	4/11/2013	Kaitlyn Price
Total Amount of Receipts :			\$375.00	Total # of Receipts :	1

*Void Purchase Order Register  
TRA Training School  
4/1/2013 through 6/30/2013*

PO #	Date	Account #	Amount	Void Date	Payee Name
32	10/31/2012	5100.411.00	\$138.00	5/8/2013	Art Blake
36	5/1/2013	5500.411.00	\$50.00	5/10/2013	Boseman's
38	5/1/2013	5503.411.20	\$150.00	5/10/2013	Babs McDance
39	5/1/2013	6400.418.00	\$15.00	5/8/2013	Best Buy
<b>Total Amount of POs :</b>			<b>\$353.00</b>	<b>Total # of POs :</b>	<b>4</b>

*Deposits in Transit*  
*TRA Training School*

Bank Name : First Citizens

Statement Date : 4/30/2013

Bank Account : 009989999

Today's Date : 5/10/2013

Deposit ID	Date	Amount
27	4/19/2013	\$319.50
		\$319.50

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 : First Citizens                      Statement Date : 4/30/2013  
Bank Account : 009989999                      Today's Date : 5/10/2013

Check Number	Date	Payee Name	Amount	Aging (days)
2052	3/6/2013	Sam Jones	\$14.00	65
2054	3/7/2013	AAA Storage	\$3.95	64
2030	3/8/2013	Arthur Anderson	\$99.00	63
2032	4/18/2013	Arthur Anderson	\$120.00	
2034	4/22/2013	Johnson Construction Co	\$174.98	
2056	4/22/2013	Joe's Crabshack	\$100.00	
2057	4/23/2013	Barbara Davis	\$25.00	
2058	4/25/2013	Bob's Bakery	\$37.35	
2036	4/29/2013	Target Stores Inc	\$15.00	
2059	4/29/2013	Zeb Vance	\$50.00	
Total Number of Checks : 10			<b>\$639.28</b>	

**Voided Checks**

Check	Date	Void Date	Payee	Amount
			<b>Grand Total :</b>	<b>\$639.28</b>

**Comments :**

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I certify that the above information is correct.

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Preparer's Signature

\_\_\_\_\_  
Date



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

<b>Bank Name :</b>	First Citizens	<b>Statement Date :</b>	4/30/2013
<b>Bank Account :</b>	009989999	<b>Today's Date :</b>	5/10/2013
			3:27:17 PM

<b>Statement Ending Balance :</b>	\$8,851.48
<b>Add: Deposits in Transit</b>	\$319.50
<b>Add:</b>	_____
<b>Total :</b>	\$9,170.98
<b>Less: Outstanding Checks</b>	\$639.28
	_____
<b>Reconciled Bank Balance :</b>	\$8,531.70
<b>Other Assets :</b>	
<b>Cash Account</b>	\$5,019.00
	_____
<b>Bank Balance + Other Assets :</b>	\$13,550.70

**Comments :**

I certify the above information is correct

<i>Principal's Signature</i> _____	_____
	<i>Date</i>
<i>Preparer's Signature</i> _____	_____
	<i>Date</i>