

School Cash Accounting User Guide Transfer Entries

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About Us:

KEV Group is an international company that specializes in the management and security of school funds. KEV Group has continued to grow and address new client needs since our founding almost two decades ago as a pioneer in managing school funds. Our flagship product, School Cash Accounting, has consistently set the industry standard for school cash management.

Internally, KEV Group has developed several software and web-based solutions to meet the needs of the most demanding school officials, auditors, and C-level policy makers. Today we work with over 5000 schools on a daily basis with our industry-leading solutions.

KEV Group specializes in school level accounting, online payment processing, and tracking of student obligations. By showing you how we enable transparency in school funds, as well as provide secure and detailed audit trails, we can change the way you think about school fund management. KEV Group makes it easy for districts to evolve to a secure and transparent infrastructure while being budget conscious.

Our reputation for easy to use software, painless implementation procedure and unique personalized training for district staff and school bookkeepers makes choosing KEV Group one of the best decisions a district can make.

Minimum Requirements for School Cash Accounting:

Component	Description
Browser	Windows OS – Internet Explorer 7 or higher / Firefox 3.6 or higher MAC OS – Firefox 3.6 or higher
Report Reader	Adobe Reader 7.0 or higher
RAM	256 MB
Bandwidth Required	100kb /Sec per average user session
Network	DSL or Cable broadband network connection with 512 kb/sec

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1 Transfer Entries



The Transfer Entries module of School Cash Accounting will allow the user to:

- Transfer money from one category to another category
- Transfer money from one category to several categories in a single transfer form
- Transfer money from one commercial bank account to another commercial bank account

Using the transfer module will provide the user with accurate tracking of all movement of money. Transfer transactions are posted to the Ledger and can be displayed in many reports. A new transfer form must be created for each “transfer from” category. However, the monies from one category can be credited to several different categories in a single transfer form.

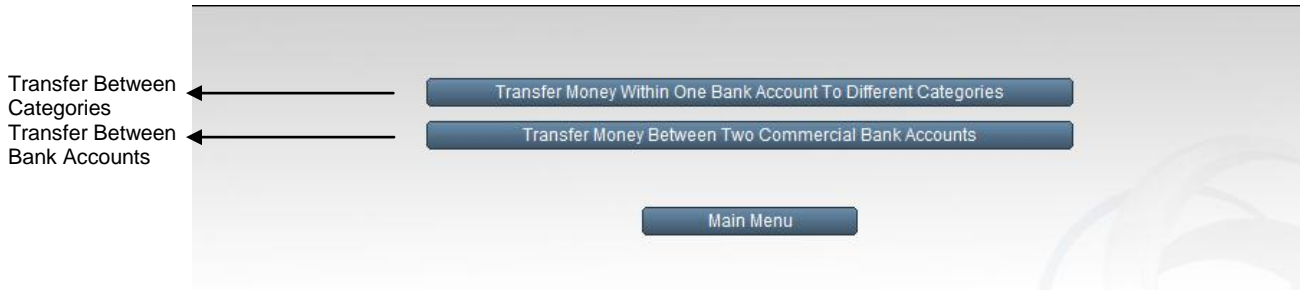


Figure 1: Transfer Menu

1.1 Getting Started:

Access School Cash

1. Launch the internet browser and log onto the School Cash website, by entering the URL that you received with your package

Select Language:

If this is the first time that SchoolCash has been used the Select Language screen will open.

2. Select the appropriate language option.
This option will affect screen spelling and coin displays.

Login:

3. Login using the Username and Password you received with your package (Passwords are case sensitive)

4. Click **Remember Me** Remember Me check box to save your Username (passwords are NOT saved with this option)

5. Click **Login**
The Select a Bank Account window will open.



Figure 2: Select Language Screen

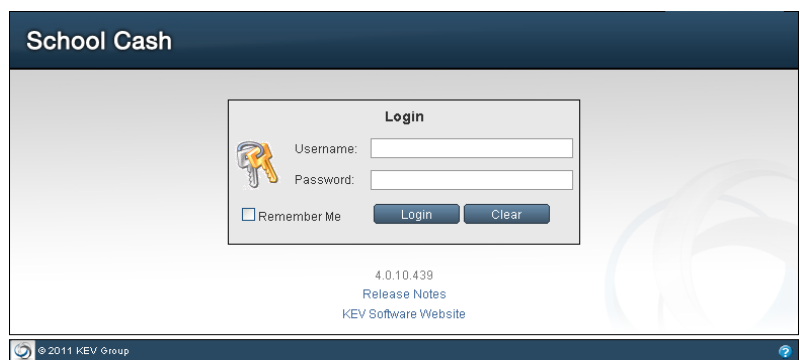




Figure 3: Login Screen

[Click here for further information on the login process.](#)



Tip: Language localization can be changed in the future, by clicking the Language  indicator in the top right corner of any screen. Select the required language option when the Select Language Screen opens.

To Select A Bank Account:

1. Click **pick list arrow**  in the **Please select a bank account from the list...** text slot
2. Select the correct bank account name from the drop-down
3. Click **Open Selected Bank Account**



The Main Menu window will open.

4. Click **Transfer Entries**



The Transfer Menu will open.

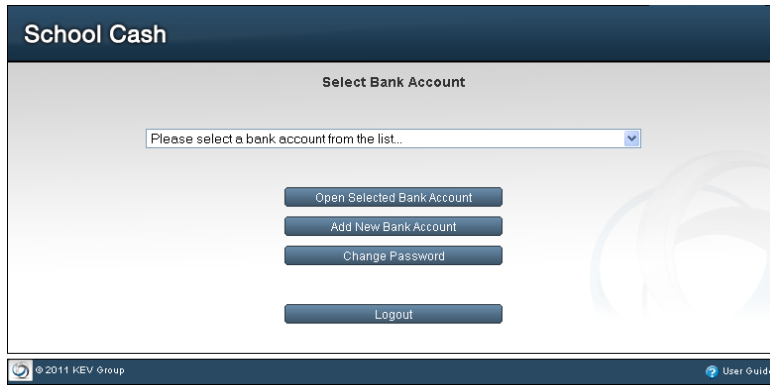


Figure 4: Select Bank Account Screen

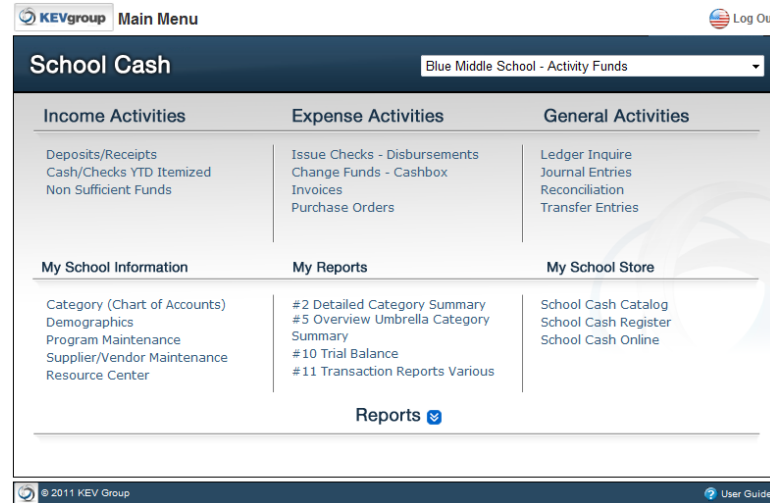


Figure 5: Main Menu

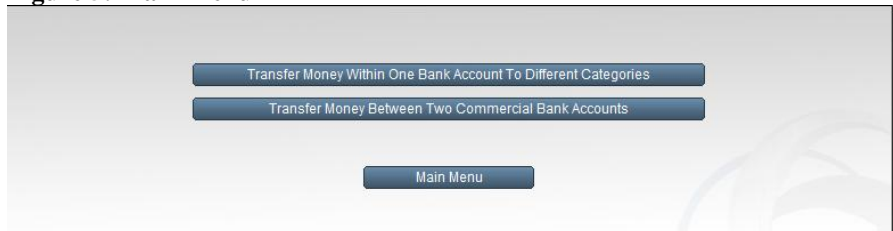


Figure 7: Transfer Menu

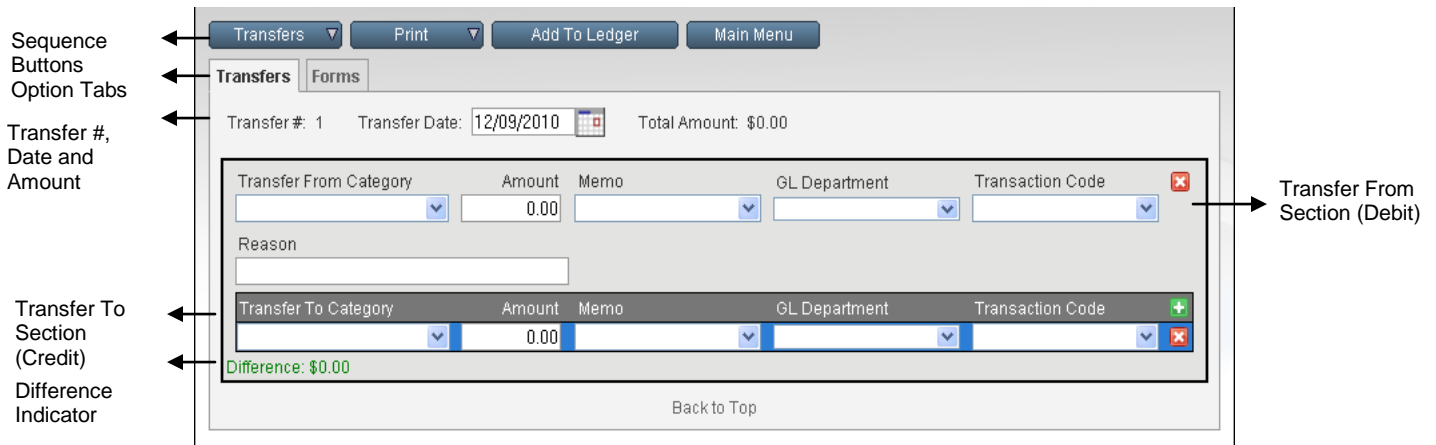


Figure 7: Transfer Between Categories Form

1.2 Transfers Between Categories:

To Transfer money from one category to a different category, within the same bank account:

1. From the **Main Menu**
2. Click **Transfer Entries**
3. Select **Transfer Money Within One Bank Account to Different Categories**

Transfer Money Within One Bank Account To Different Categories

The transfer form will open.

- The forms are auto-numbered.
- The date field is auto-populated with the current date. This date can be adjusted if necessary.

Start the transfer process in the top of the form (Transfer From Category section):

1. Adjust **Date**, if necessary
2. Click **pick list arrow** in the **Transfer From Category** field

Category field

3. Select the category that is to be debited from the drop-down

4. **T**o move to the **Amount** field
5. Enter the amount that is to be debited

6. Click **pick list arrow** in the **Memo** field

Memo field

7. Select the required Memo from the drop-down (optional)

8. Click **pick list arrow** in the **GL Department** field

GL Department field

9. Select the required GL Department from the drop-down (optional)

10. Click **pick list arrow** in the **GL Name** field

GL Name field

11. Select the required GL Name from the drop-down (optional)

12. **T**o the **Reason** field

Reason field
and enter any explanation for the transfer

Bottom section (Transfer To Section):

1. Click **pick list arrow** in the **Transfer To Category** field

Category field

2. Select the category that is to be credited from the drop-down


Figure 8: Transfer Form

Figure 9: Transfer From (Debit Side)

3. **T**o move to the **Amount**  field

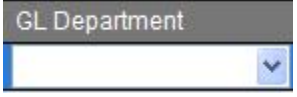
4. Enter the amount that is to be credited

5. Click **pick list arrow**  in the **Memo**

 field

6. Select the required Memo from the drop-down (optional)

7. Click **pick list arrow**  in the **GL Department**

 field

8. Select the required GL Department from the drop-down (optional)

9. Click **pick list arrow**  in the **GL Name**

 field

10. Select the required GL Name from the drop-down (optional)

NOTE: *The Difference indicator must be*

\$0.00,  indicating that the "transfer from amount" and the "transfer to amounts" balance.

1.2.1 Corrections:

At this point in the transfer process, corrections can be made by:



Transfer From Section: (Debit)

1. Click **Cancel X** 
2. Click **OK**  in the dialog box

NOTE:

- *The form is now blank.*
- *The transfer form number has not changed.*

Transfer To Section: (Credit)

1. Click **Cancel X** 
2. Click **OK**  in the dialog box

NOTE: *Only the credit section is blank.*

OR

Click in any required field to edit as necessary

1.2.2 Create Another Transfer:

To create a transfer from another category:


1. Click **Transfers** 
2. Select **Add Transfer** from the menu
3. Complete the form as outlined above



Figure 10: Transfer To (Credit Side)

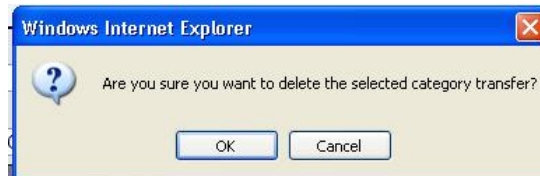


Figure 11: Debit Warning



Figure 12: Credit Warning

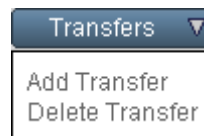

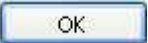


Figure 13: Transfer Menu

1.2.3 Delete a Transfer:

To delete the entire transfer form:

1. Click **Transfers** 
2. Select **Delete Transfer** from the menu
3. Click **OK**  in the dialog box

NOTE: Transfer forms that have already been posted to the ledger cannot be deleted in this manner.



Figure 14: Delete Transfer Warning

1.2.4 Printing:

The Transfer Module can generate 2 types of printouts:




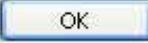


- Print Transfer
- Print Transfer Notice

Printing should take place before any of the current transfers are posted to the Ledger.

Print Transfer:

The report lists bank, bank account and date information. As well as the transfer form number and all of the details of both the debit and credit side of the transfer. This report provides good back up information for the user.

To Print Transfer:

1. Click **Print** 
2. Select **Print Transfer** from the menu
The transfer report will generate.
3. Click **Print**  icon on the report toolbar
4. Click **Printer**  icon in the Adobe window, to actually print the report
5. Click **OK**  in the printer dialog box
6. After printing is completed, **Close**  the Adobe window
7. Click **Previous Screen**  in the report window, to return to the Transfer Form

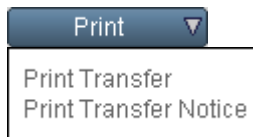


Figure 15: Print Menu

Bank of America - School Account - Citrus Grove School				Transfer #
Account # 555 12234				7
Date: 8/29/2007				
Transfer Between Categories				
Debit Category	Amount	Memo	GL Department	GL Name
General	\$175.00		Student Activities	Meals and Refreshments
Reason				
Extra Funds needed to pay for Gr.8 party.				
Credit Category	Amount	Memo	GL Department	GL Name
Pizza Days	\$175.00		Student Activities	Meals and Refreshments

Figure 16: Print Transfer




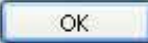


Print Transfer Notice:

The Transfer Notices are formatted to print 3-per page. They are formatted to align on special 3-part paper.

[Click here for further information on special paper products.](#)

Print Transfer Notices is a good method of notifying the category contacts that transfer activity has taken place. Notices will print for the category contacts on both the debit and credit side of the transfer.

To Print Transfer Notice:

1. Click **Print** 
2. Select **Print Transfer Notice** from the menu
The transfer notices will generate.
3. Click **Print**  icon on the report toolbar
4. Click **Printer**  icon in the Adobe window, to actually print the report
5. Click **OK**  in the printer dialog box
6. After printing is completed, **Close**  the Adobe window
7. Click **Previous Screen**  in the report window, to return to the Transfer Form

Transfer Notice		Bank of America - School Account - Citrus Grove School	
Transfer Notice - 08/29/2007			
Contact Person :	Casey, Mike	Transfer Amount :	\$175.00
Transferred From :	General	Transferred To :	Pizza Days
Reason for Transfer : Extra Funds needed to pay for Gr.8 party.			
From:		To:	
GL Department:	Student Activities	GL Department:	Student Activities
GL Name:	Meals and Refreshments	GL Name:	Meals and Refreshments
Memo:		Memo:	

Figure 17: Transfer Notice

1.2.5 Add to Ledger:

After all transfer forms have been completed and all of the reports run, the transaction must be added to the Ledger.

To Add to Ledger:


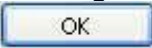
1. Click **Add to Ledger** 
2. Click **OK**  in the dialog box
The Ledger Inquire window will open.
 - The transfers will display as 2 entries, one for the debit and one for the credit
 - The Type will be Transfer
 - The Trans. # will be the Transfer Form Number



Figure 18: Add to Ledger Warning

Date	Category Name	Cat. #	Type	Trans. # Δ	Description	Debit	Credit
09/27/2010	Cheerleading-Varsity	4-4400.00	Transfer	17	Donation to Junior team	\$500.00	\$0.00
09/27/2010	Cheerleading-Juniors	4-0870.01	Transfer	17	Donation to Junior team	\$0.00	\$500.00
11/10/2010	Cheerleading-Juniors	4-0870.01	Transfer	18	Fundraiser	\$500.00	\$0.00
11/10/2010	Cheerleading-Varsity	4-4400.00	Transfer	18	Fundraiser	\$0.00	\$250.00
11/10/2010	AP Testing	6-0200.00	Transfer	18	Fundraiser	\$0.00	\$250.00

Figure 19: Posted Transfer

3. Click **Main Menu**  to leave the Ledger Inquire screen.

1.3 Forms:

The forms tab will display a list of transfers between categories. It will display the following information: Transfer #, Date, Total Amount, Posted Indication.

Transfer #	Date	Total Amount	Posted
7	08/29/2007	\$0.00	No
6	05/08/2007	\$25.00	Yes
5	05/08/2007	\$50.00	Yes
4	03/30/2007	\$50.00	Yes
3	03/23/2007	\$30.00	Yes
2	03/01/2007	\$200.00	Yes
1	08/01/2006	\$300.00	Yes

Visible Records: 1 - 7 Total Records: 7

Figure 20: Forms Tab

To See Transfer Details:

1. Click **Forms**  tab
2. Select the required transfer number for the list
3. Click **Transfer**  tab

NOTE:

- If the transfer has been posted to the Ledger the Read Only warning will appear in the top left corner of the form display.
- The transfer details will display in the bottom section.
- It is not possible to edit or delete a posted transfer.



Figure 21: Read-Only Warning

1.4 Reporting Transfers:

The following outlines 3 of the reports that can be used to report transfers.

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



Transfer Summary:

3. Click **Report #13: Transfer Summary**

13. Transfer Report

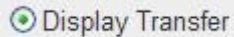
The report will generate displaying all transfer activity by Category

Trail Balance Umbrella Date:

4. Click **Report #10: Trial Balance Umbrella Date Range**

10. Trial Balance (Umbrella Date Range)

5. Click **Display Transfers option**



The report will generate to display a Transfer In and a Transfer Out column.

Customized Report:

1. Click **Report # 11 Transactions Various**

The Report Eleven menu will open.

2. Click **Report #11: Customized Transaction Report**

3. In the **Select Transaction Types to include:** section

4. Select **Transfer** from the list
A report will generate displaying all transfer activities.

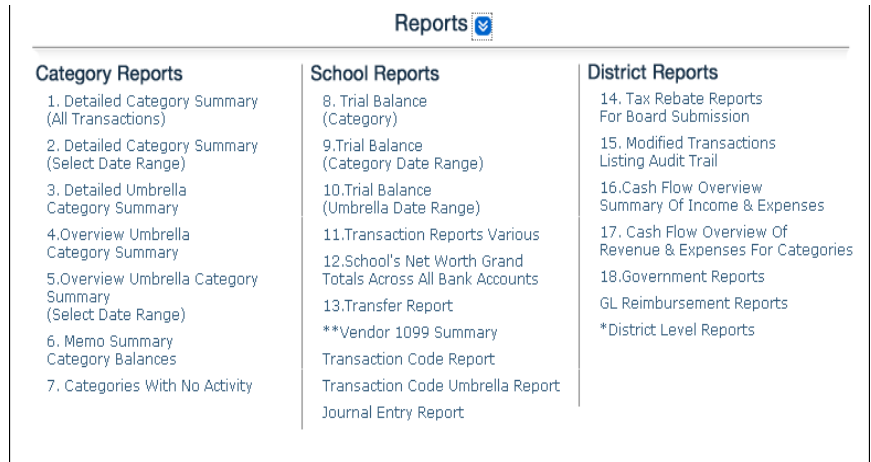


Figure 22: Reports Menu

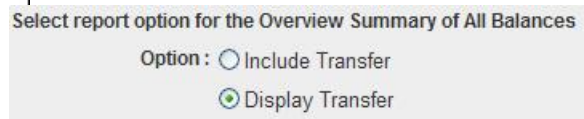


Figure 23: Display Transfer Option

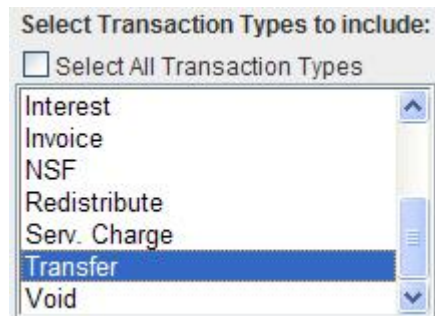


Figure 24: Transaction Type Selection

2 Transfer Money between Two Commercial Bank Accounts:

Transfers between two commercial bank accounts provides 2 options:

1. Create the transfer between 2 existing bank accounts
2. Create a new bank account and then create the transfer

Current Bank Account Information

Transfer between Existing Bank Accounts

Create New Bank Account and Transfer

Figure 25: Bank Account Transfer Form

2.1 Transfer Between Existing Bank Accounts:

Option One: Transfer Money between 2 Existing Bank Accounts:

1. From the **Main Menu**
2. Click **Transfer Entries**
3. Click **Transfer Money between Two Commercial Bank Accounts**

Transfer Money Between Two Commercial Bank Accounts

To Complete the Transfer From: Section:

1. Verify the correct **bank account** information is displayed
 2. To change bank accounts (if necessary):
 - a. Click **pick list arrow** in the **Bank Account** field
 - b. Select the correct bank account from the drop-down
 3. Click **pick list arrow** in the **Method** field
 4. Select the appropriate method from the drop-down
 5. Enter the **Amount** of the transfer
- NOTE:** *The total account balance will be auto-populated in the Amount field.*
6. Enter the **Date** the transfer will take place. (*Field auto-populates with "Today"*)
 7. Click **pick list arrow** in the **Category** field
 8. Select the category that will be debited
- NOTE:** *Category is a mandatory field.*
9. Enter a **Reason** for the transfer

Figure 6: Transfer From

Figure 7: Method

To Complete the Transfer To: Section: (Using an Existing Bank Account)

1. Click **Combine A Bank Account**



2. Click **pick list arrow** in the **Bank Account** field
3. Select the required bank account from the drop-down

NOTE: Only bank accounts that have been created within SchoolCash.NET will appear in this list.

4. Click **pick list arrow** in the **Category** field (mandatory)
5. Select the required category from the drop-down

6. Click **Continue**

7. Click **OK** in the dialog box
The transfer summary report will generate.

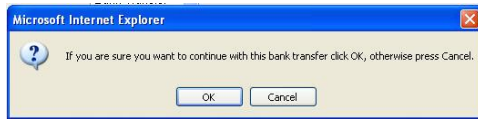


Figure 8: Continue with Bank Transfer

Bank Transfer Summary		Reason for Transfer		
From Commercial Bank	To Commercial Bank	Category	Debit	Credit
Bank of America - School Account		Bank Deposit	1,000.00	
	Office Account	Stud Act. Revenue		1,000.00

Figure 9: Bank Transfer Summary

8. Click **Print** icon on the report toolbar

9. Click **Printer** icon in the Adobe window, to actually print the report

10. Click **OK** in the printer dialog box

11. After printing is completed, **Close** the Adobe window

12. Click **Main Menu** in the report window, to return to the Main Menu

2.2 Transfer Between an Existing Bank Account and a New Bank Account

Option Two: Create A New Bank Account


Only bank accounts created within SchoolCash.NET can be used for this transfer process. During the Bank Transfer it is possible to create a new bank account. Bank accounts created as part of the transfer process will appear in the bank account list in the Please Select a Bank Account screen.

To Complete A Transfer While Creating A New Bank Account:


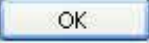
1. Complete the transfer from section as outlined above

Figure 10: Transfer From: section

2. Click **Create a New Bank Account**



3. Click **pick list arrow**  and select the bank account if it has already been created, but will have money transferred into it for the opening balance

OR

4. Click **Continue** 
5. Click **OK**  in the dialog box

6. Enter the new bank account details in Step 1

NOTE: *The transfer amount becomes the new bank account opening balance.*

7. Click **Step 2**  to advance to the next step in the 5 step setup
8. Complete the 5 Step Process to initiate the new bank account.


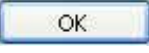
OR

9. Click **Cancel**  to cancel the setup process



Step 4: **NOTE:** *Balance the "Black Boxes" by crediting the correct category(ies) with the value of the opening balance.*

[Click here for further information on the Five Step set-up process.](#)

To Cancel the Transfer::

1. Click **Cancel** 
2. Click **OK**  in the dialog box
The Main Menu will open.

3 To Exit

1. From any screen,
2. Click **Log Out** 
3. Close **Internet Browser** 

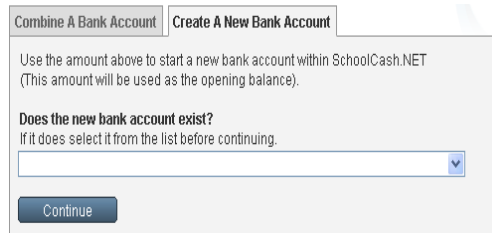


Figure 11: Create a New Bank Account

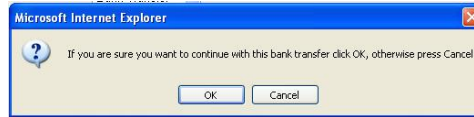


Figure 12: Continue Dialog Box

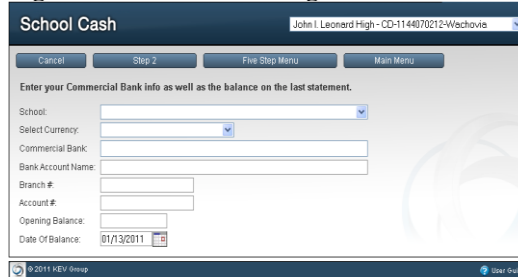


Figure 13: Step 1

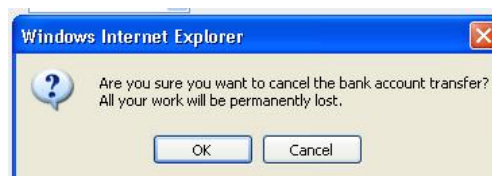


Figure 14: Cancel Dialog Box

Appendix: Print Transfer Samples

Bank of America - School Account - Citrus Grove School
Account #: 555 12234
Date: 8/31/2007

Transfer Between Categories

Transfer #
8

Debit Category	Amount	Memo	GL Department	GL Name
General	\$175.00		Student Activities	Meals and Refreshments
Reason Extra Funds to pay for the Gr. 8 party.				
Credit Category	Amount	Memo	GL Department	GL Name
Pizza Days	\$0.00		Student Activities	Meals and Refreshments

Transfer Notice

Bank of America - School Account - Citrus Grove School
Transfer Notice - 08/31/2007

Contact Person : Casey, Mike

Transfer Amount : \$0.00

Transferred From : General

Transferred To : Pizza Days

Reason for Transfer : Extra Funds to pay for the Gr. 8 party.

From:
GL Department: Student Activities
GL Name: Meals and Refreshments
Memo:

To:
GL Department: Student Activities
GL Name: Meals and Refreshments
Memo:

Transfer Notice

Bank of America - School Account - Citrus Grove School
Transfer Notice - 08/31/2007

Contact Person : Jones, Tom

Transfer Amount : \$0.00

Transferred From : General

Transferred To : Pizza Days

Reason for Transfer : Extra Funds to pay for the Gr. 8 party.

From:
GL Department: Student Activities
GL Name: Meals and Refreshments
Memo:

To:
GL Department: Student Activities
GL Name: Meals and Refreshments
Memo:

Customized Transaction Report

<u>Date</u>	<u>Transaction/Type</u>	<u>Category</u>	<u>Description</u>	<u>GL Department</u>	<u>GL Name</u>	<u>Debit</u>	<u>Credit</u>	<u>Clear</u>
08/29/2007	Transfer 7	General 9000	Extra Funds needed to pay for Gr.8 party.	Student Activities	Meals and Refreshments	\$175.00	\$0.00	<input checked="" type="checkbox"/>
08/29/2007	Transfer 7	Pizza Days 3050	Extra Funds needed to pay for Gr.8 party.	Student Activities	Meals and Refreshments	\$0.00	\$175.00	<input checked="" type="checkbox"/>
Grand Total:						\$175.00	\$175.00	