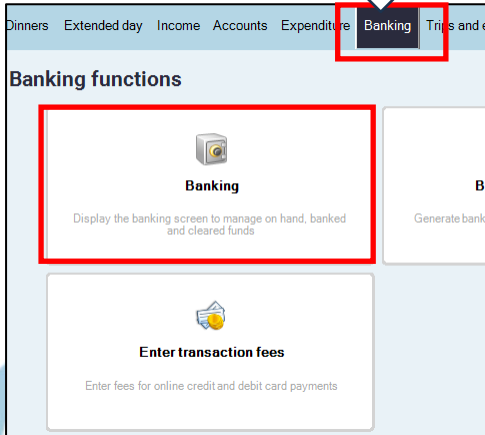


How do I bank income?

1. Click on the main **Banking** tab and then select **Banking**



2. Place a tick next to the name of the **bank account** you wish to bank. All cost centres within that account will be selected.

Alternatively, you may wish to deselect some cost centres or just select any individual cost centres you wish to bank.

Use this screen to bank funds and transfer funds to the bank. Select accounts for transfer by clicking the check box by the account name.

<input type="checkbox"/> Account	On hand	To transfer	Banked	Cleared	Total
<input checked="" type="checkbox"/> Main Account					
<input checked="" type="checkbox"/> After School Club	0.00	140.00	150.00	13,753.50	14,043.50
<input checked="" type="checkbox"/> Art Club Spring ...	0.00	0.00	0.00	0.00	0.00
<input checked="" type="checkbox"/> Bank Interest	0.00	0.00	0.00	1.12	1.12
<input checked="" type="checkbox"/> Breakfast Club	0.00	75.00	635.00	8,285.50	8,995.50
<input checked="" type="checkbox"/> Cafeteria bank	0.00	0.00	0.00	40.00	40.00
<input checked="" type="checkbox"/> Charities	0.00	0.00	0.00		
<input checked="" type="checkbox"/> Dinner Money	0.00	0.00	248.00		
<input checked="" type="checkbox"/> Donations	0.00	0.00	0.00		
<input checked="" type="checkbox"/> Exam Fees	0.00	0.00			
<input checked="" type="checkbox"/> French Trip 2023	0.00	0.00			
<input checked="" type="checkbox"/> Isle of Wight 2023	0.00	0.00	50.00		
<input checked="" type="checkbox"/> Lettings	0.00	0.00	50.00		
<input checked="" type="checkbox"/> Lettings insurance	0.00	0.00	0.00		
<input checked="" type="checkbox"/> Lockers	0.00	0.00	10.00	5.00	15.00
Totals (selected ...)	0.00	315.00	1,368.19	40,358.11	42,041.30

Total for all selected cost centres

Tender	On hand	To transfer	Banked	Cleared	Total
<input checked="" type="checkbox"/> Cash	0.00	290.00	2,282.00	16,528.10	19,100.10
<input checked="" type="checkbox"/> Cheque	0.00	25.00	-387.00	8,942.50	8,580.50
<input checked="" type="checkbox"/> Credit/debit	0.00	0.00	-526.81	15,022.51	14,495.70

3. Check the totals in the **To transfer** column are correct. *Note the breakdown in the yellow section at the bottom.*

Status

Last banked: 15/12/22. Income recorded since banking.

Last banked: Never

Last banked: Never. Income recorded since banking.

Last banked: 15/12/22. Income recorded since banking.

Last banked: Never. Income recorded since banking.

Last banked: 06/04/22. Income recorded since banking.

Last banked: 15/12/22

Last banked: 06/04/22. Income recorded since banking.

Last banked: Never

Last banked: Never

Last banked: 27/10/22

Last banked: 31/03/21. Income recorded since banking.

Last banked: Never

Last banked: 23/08/22

4. Select Transfer to bank

Transfer to bank

5. Enter your bank deposit reference (select Use same deposit name for all, if applicable). Select Done.

Bank deposit

123567 50.00

123567

Cash 100.00
Cheque x 1 25.00

Museum 2023: 30.00 123567

Cash 20.00
Cheque x 1 10.00

Tower Wood Residential 2023: 100.00 123567

Cash 100.00

Done Cancel

6. Select Print to view the two deposit reports. We recommend that you keep a copy of these for your records.

Schools Cash Office

Would you like to view reports for all transactions in the bank deposit?

Report grouped by cost centre

Report listed by deposit name

Print Cancel

How do I reconcile against a bank statement?

7. Select **Check bank statement**

Check bank statement

8. Select the bank account you wish to reconcile

Check bank statement
Use this screen to check deposits against your bank statement. Select all payments which appear on the statement. After other credits (such as interest) and debits (such as bank charges) have been entered, the closing balance should match that on the statement.

Select bank account: <Summary> ▾

Last Balanced	Description
07/10/22 09:12	Main Account
23/08/22 08:28	School Fund
07/04/22 09:29	Friends Of School

Check bank statement
Use this screen to check deposits against your bank statement. Select all payments which appear on the statement. After other credits (such as interest) and debits (such as bank charges) have been entered, the closing balance should match that on the statement.

Select bank account: Main Account ▾

Banked at	Description	Amount	Present?	Credit	Debit	Balance
07/10/22 0...	Opening balance - Main Account		<input type="checkbox"/>			40,353.01
11/08/22 0...		49.28	<input checked="" type="checkbox"/>	49.28		40,402.29
17/08/22 0...		9.86	<input checked="" type="checkbox"/>	9.86		40,412.15
11/08/22 0...		-275.00	<input checked="" type="checkbox"/>		275.00	40,137.15
29/08/22 0...		9.86	<input type="checkbox"/>			40,137.15
23/08/22 0...		323.00	<input checked="" type="checkbox"/>	323.00		40,460.15
23/08/22 0...	Payment: Credit/debit, No:De Souza Payee: Main Account	80.00	<input checked="" type="checkbox"/>	80.00		40,540.15
23/08/22 0...	Payment: Credit/debit, No:Drummond (HMRC) Payee: Main Account	50.00	<input checked="" type="checkbox"/>	50.00		40,590.15
23/08/22 0...	Payment: Credit/debit, No:Drummond (HMRC) Payee: Main Account	200.00	<input type="checkbox"/>			40,590.15
23/08/22 0...	Payment: Cheque, No:3598 Payee: Mrs Shaw	-175.00	<input type="checkbox"/>			40,590.15
15/09/22 1...	Payment: Credit/debit, No:Candy Payee: Candy	-244.00	<input type="checkbox"/>			40,590.15
16/09/22 0...	Deposit: VMS-93-22256(24510)	18.19	<input type="checkbox"/>			40,590.15
27/10/22 1...	Payment: Credit/debit, No:Ackroyd Payee: Main Account	100.00	<input type="checkbox"/>			40,590.15
27/10/22 1...	Deposit: 1203655	1,250.00	<input checked="" type="checkbox"/>	250.00		41,840.15
15/12/22 1...	Deposit: 15/12	772.00	<input type="checkbox"/>			41,840.15
05/01/23 1...	Payment: Credit/debit, No:Hartwell Dcard Payee: Main Account	200.00	<input type="checkbox"/>			41,840.15
05/01/23 1...	Payment: Credit/debit, No:ABC Coaches Payee: ABC Coaches	-1,000.00	<input type="checkbox"/>			41,840.15

9. Review the details and select the amounts in the **Present?** column that correspond with your bank statement.

10. Check that the **Opening and Closing balances** match your statement. Select **Save and exit**.

Save and exit

How do I get help?



Email your query to the
Tucasi Customer Support Team
support@tucasi.com



Tucasi Customer Support Team
02380 016 564
8.30 am to 4.00 pm Monday to Friday

SCO Help Centre

See the
Banking section
help.tucasi.com