

### How can I tell if I have Unsettled Debt?

#### Important:

On-account method and Petty Cash both use School Bank cost centre for banking purposes. Unsettled debt occurs if:

- The **On-account** method is used for a cost centre located in a different bank account than the **School Bank** cost centre. For example, you have processed a refund 'On account' and subsequently paid for another item from 'On account'. If the item you refunded relates to a cost centre in one bank account but the item you are paying for relates to a cost centre in a different bank account, it will result in the unsettled debt between the two bank accounts.
- Petty Cash expenditure is made for a cost centre located in a different bank account to the School Bank cost centre.

					School bank	0.00
	1. These cost centres	s			School Donations	10.00
	are in a separate bank account to the School Bank cost centre, so	k			Stationery	0.00
					Tower Wood Re	100.00
		)			Uniform	0.00
	occur if payment is				VMS Bank Char	0.00
	made <b>On Account</b> or if				Misc (Main Acco	0.00
	petty cash expenditure is paid to them				School Fund	
					Alton Towers 20	0.00
					Fundraising	0.00
					Nursery	0.00
	On hand To transfer B	Banked	Cleared	Total	Status	



# How do I settle inter-account debt resulting from using the On Account payment method?

	-nand tunds and transfe	er funds to the bank. Se	lect accounts for trans	ter by clicking the cheo	ck box by the accour	int name. Individual cheques may be selected for transfer by clicking on the To
Petty cash	0.00 Pe	tty cash top-up				
Account	On hand	To transfer	Banked	Cleared	Total	Status
After School Club		0.00	150.00	13 753 50	13 903 5	0 Last banked: 15/12/22
Cheques awaiting ( Cheques to be writte hown. Click 'print cl	<i>printing</i> In from/to the sc heque' to print a	hool bank accorcheque.	unt to settle on	account purcha	ses from other	1. Select the <b>Unsettled debts</b> message to view full details
ou may write some	or all of the cheo	ques due.		Include	Amount	Status
School Fund					Total: 10	0.00 Print che 2. Select
Alton Towers 202	4				10.00	Print Cheque
		ttle debts from a	school bank			
	Che Che Sho You	ttle debts from : Cheque deta ayment issued	school bank - iils to:	School	Fund	are
. Enter a <b>Paym</b> <b>reference</b> . Select <b>Done</b> Select <b>Done</b>	Che Che Sho You Pi nent	ttle debts from a Cheque deta ayment issued a ayment amount cheque nur nsure that cheq	school bank iils to: mber/reference: ue details are o	School 1 10.00 : 124 correct.	Fund 4592	are (Required)
3. Enter a <b>Payn</b> <b>reference</b> . Select <b>Done</b> Select <b>Done</b>	Che Che Sho You Penent	ttle debts from a Cheque deta ayment issued a ayment amount cheque nur nsure that cheq Done	school bank iils to: :: mber/reference: ue details are o Cancel	School 1 10.00 : 124 correct.	Fund 4592	are (Required)
. Enter a <b>Payn</b> <b>reference</b> . Select <b>Done</b> Select <b>Done</b>	Che Sho You hent Che	ttle debts from a Cheque deta ayment issued a ayment amount cheque nur nsure that cheq Done	school bank iils to: :: mber/reference: ue details are of Cancel	School 1 10.00 : 124 correct.	Fund 4592	are (Required)

## How do I settle inter-account debt resulting from Petty Cash expenditure?

Banking	for hy elicities the choice	le bour builton noncourt	hanna ladiiidaalahaanaa mu baaalaatad fa kaaafa ku ali kiraaan ika 'Ta Taraf
Petty cash 45.00 Petty cash top-up	ser by clicking the chec	k box by the account	mane, individual cheques may be selected for bansier by clicking of the To Mansie
Account On hand To transfer Banked	Cleared	Total	Status
Main Account			Unsettled debts of 5.00 pending. Click here to settle
After School Club 0.00 0.00 150.00	13,753.50	13,903.50	D Last banked: 15/12/22
			1. Select the <b>Unsettled debts</b> message to view full details
Account	Include	Amo	ount Status 2 Select
School Fund		То	otal: -5.00 Print che Print Cheque
Alton Towers 2024		-5.00	
Gucasi Settle debts from s	chool bank		
Che Che Che sho Payment issued t	ils D:	Main Accou	are
Select Done. Select Done. Select Done.	nber/reference: ue details are corr	5.00 (745896 ect.	6 (Required)
Done	Cancel		
Done	Cancel		
School bank 5.00	C	0.00	4. The funds will now be
School Donations 10.00	C	).00	added to the Onhand
Stationery 0.00	C	0.00	School bank cost centre,
Tower Wood Re 50.00	C	0.00	awaiting banking

	School bank	0.00	5.00				
	School Donations	10.00	0.00				
	Stationery	∧ <sup>0.00</sup>	0.00				
	Tower Wood Re	50.00	0.00				
	Uniform	0.00	0.00				
	5. Tick to select the <b>School bank</b>						
	cost centre						
H-							
	Fundraising	0.00	0.00				
	Nursery	0.00	0.00				
	Totals (selected	0.00	5.00				
School bank							
	Tender	On hand	To transfer				
	Cash	0.00	0.00				
	Cheque	0.00	5.00				
N	Credit/debit	0.00	0.00				



**NB**: Only the cheque amount will transfer to the To Transfer column as any other monies continue to exist in the petty cash tin, if used.

### How do I get help?



Email your query to the

Tucasi Customer Support Team support@tucasi.com

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Tucasi Customer Support Team

### 02380 016 564

8.30 am to 4.00 pm Monday to Friday

SCO Help Centre See help.tucasi.com