

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.

1. These cost centres are in a separate bank account to the School Bank cost centre, so **unsettled debt** will occur if payment is made **On Account** or if **petty cash expenditure** is paid to them

<input type="checkbox"/>	School bank	0.00
<input type="checkbox"/>	School Donations	10.00
<input type="checkbox"/>	Stationery	0.00
<input type="checkbox"/>	Tower Wood Re...	100.00
<input type="checkbox"/>	Uniform	0.00
<input type="checkbox"/>	VMS Bank Char...	0.00
<input type="checkbox"/>	Misc (Main Acco...	0.00
<input type="checkbox"/>	School Fund	
<input type="checkbox"/>	Alton Towers 20...	0.00
<input type="checkbox"/>	Fundraising	0.00
<input type="checkbox"/>	Nursery	0.00

<input type="checkbox"/>	Account	On hand	To transfer	Banked	Cleared	Total	Status
<input type="checkbox"/>	Main Account						Unsettled debts of 10.00 pending. Click here to settle...

2. The **Banking** screen will display an **Unsettled debt** message if inter-account transfers need to be settled

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

Banking
Use this screen to correct on-hand funds and transfer funds to the bank. Select accounts for transfer by clicking the check box by the account name. Individual cheques may be selected for transfer by clicking on the 'To Transfer' column

Petty cash	0.00	Petty cash top-up				
<input type="checkbox"/> Account	On hand	To transfer	Banked	Cleared	Total	Status
<input type="checkbox"/> Main Account						Unsettled debts of 10.00 pending. Click here to settle...
<input checked="" type="checkbox"/> After School Club	0.00	0.00	150.00	13,753.50	13,903.50	Last banked: 15/12/22

1. Select the **Unsettled debts** message to view full details

Cheques awaiting printing
Cheques to be written from/to the school bank account to settle on account purchases from other bank accounts are shown. Click 'print cheque' to print a cheque.
You may write some or all of the cheques due.

Account	Include	Amount	Status
School Fund		Total: 10.00	Print che...
Alton Towers 2024	<input checked="" type="checkbox"/>	10.00	

2. Select **Print Cheque**

3. Enter a **Payment reference**.
Select **Done**.
Select **Done**.

TUCASI Settle debts from school bank

Cheque details

Payment issued to: School Fund

Payment amount: 10.00

Enter cheque number/reference: 124592 (Required)

Ensure that cheque details are correct.

Done Cancel

Done Cancel

<input type="checkbox"/> School Fund			
<input type="checkbox"/> Alton Towers 20...	10.00	0.00	
<input type="checkbox"/> Fundraising	0.00	0.00	

4. The funds will now display in the **Onhand** column of the relevant cost centre, awaiting banking

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

Banking
Use this screen to correct on-hand funds and transfer funds to the bank. Select accounts for transfer by clicking the check box by the account name. Individual cheques may be selected for transfer by clicking on the 'To Transfer' button.

Petty cash	45.00	Petty cash top-up					
<input type="checkbox"/> Account	On hand	To transfer	Banked	Cleared	Total	Status	
<input type="checkbox"/> Main Account						Unsettled debts of 5.00 pending. Click here to settle...	
<input checked="" type="checkbox"/> After School Club	0.00	0.00	150.00	13,753.50	13,903.50	Last banked: 15/12/22	

1. Select the **Unsettled debts** message to view full details

Account	Include	Amount	Status
School Fund		Total: -5.00	Print che...
Alton Towers 2024	<input checked="" type="checkbox"/>	-5.00	

2. Select **Print Cheque**

3. Enter a **Payment reference**.
Select **Done**.
Select **Done**.

TUCASI Settle debts from school bank

TUCASI Cheque details

Payment issued to: Main Account

Payment amount: 5.00

Cheque number/reference: 745896 (Required)

Ensure that cheque details are correct.

Done Cancel

Done Cancel

<input type="checkbox"/> School bank	5.00	0.00
<input type="checkbox"/> School Donations	10.00	0.00
<input type="checkbox"/> Stationery	0.00	0.00
<input type="checkbox"/> Tower Wood Re...	50.00	0.00

4. The funds will now be added to the Onhand column total within the School bank cost centre, awaiting banking

