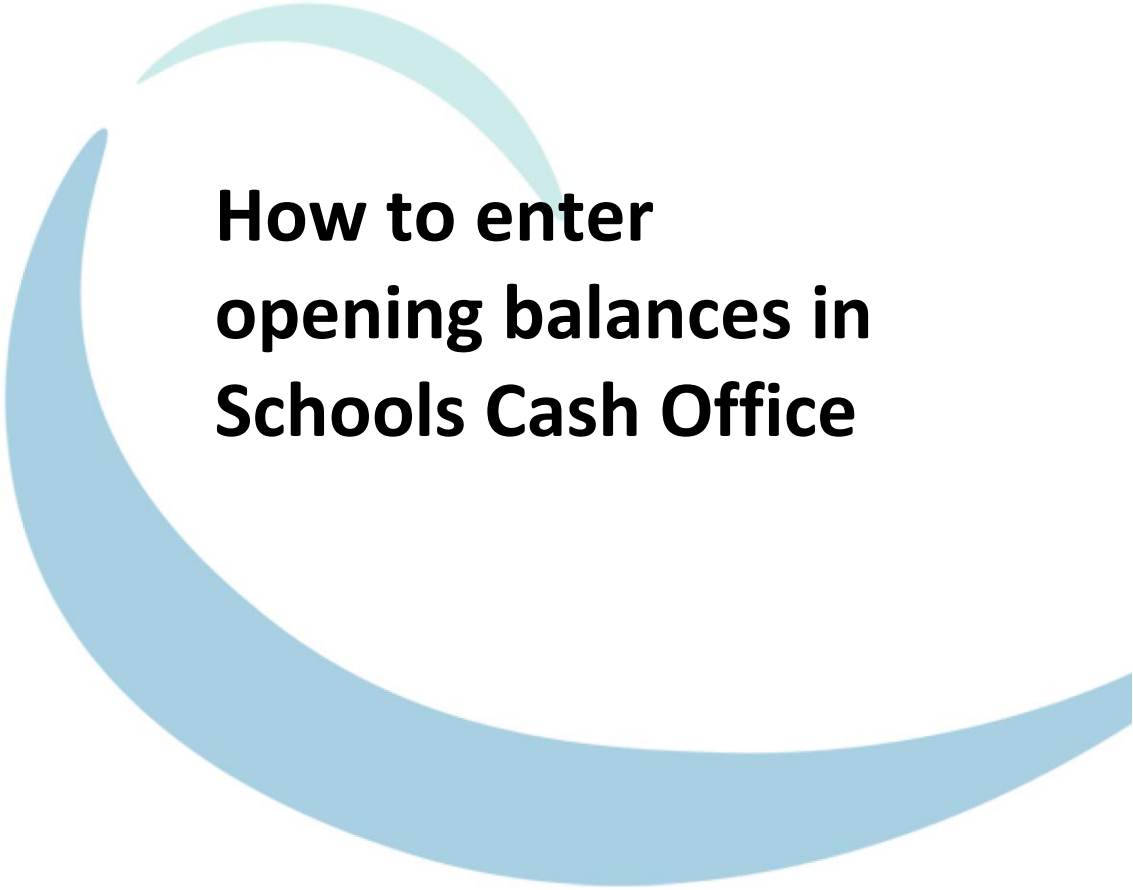




**Schools Cash Office**  
Income Administration Software

A large, decorative blue swoosh graphic that curves around the central text, starting from the top left and ending at the bottom right.

# How to enter opening balances in Schools Cash Office



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# CONTENTS

1.	ABOUT THIS DOCUMENT .....	2
2.	PREPARING THE NECESSARY FINANCIAL DATA .....	2
3.	CREATING COST CENTRES AND ENTERING OPENING BALANCES IN SCO.....	2
4.	RECORDING BALANCES AND UNRECONCILED ITEMS IN EXCEL .....	3
5.	RECORDING TRANSFER OF BALANCES .....	4
6.	MOVING FORWARD WITH SCO .....	5



## 1. About this document

This document is designed for new users of Schools Cash Office (SCO). It gives detailed instructions on how to carry out a smooth transfer of financial data from your current system into SCO. We recommend following the process described in this document, which will accommodate future reconciling against a bank statement.

- This document should be used in conjunction with the Getting Started with Schools Cash Office and SCO Dinner Money guidance.
- The SCO software must be installed prior to entering opening balances.
- This process should be carried out after your SCO training and setup.
- The financial data referred to in Section 2 must be prepared and available.
- It is recommended that opening balances are entered prior to recording new income and expenditure on SCO. However, it is possible to enter opening balances at a later date if the data is not available at the outset.
- It is not necessary to use this document if you do not wish to transfer opening balances into SCO.

## 2. Preparing the necessary financial data

The following data needs to be prepared from your current system in advance.

- Take this opportunity to review/write off any old, unreconciled expenditure cheques recorded on your current system.
- Physically bank any income that has already been entered on your current system.
- From your current system, produce a printed list of balances by cost centre (e.g. by trip, charity, maths department, etc) as at today's date. You may wish to consolidate some of the balances in your current cost centres at this point.
- Refer to the example in Section 5 of this document for guidance, if necessary.

## 3. Creating cost centres and entering opening balances in SCO

Opening balances should be allocated to individual cost centres.

- In SCO, create cost centres as required to match the cost centres listed in Section 2 above. To do this:
  - For **ongoing trips** where payments are still outstanding: on the **Trips & events** screen, select **Add trip**. Enter the **Trip name** (e.g. Ski 2024) and click **Save and exit** - you can return to the trip later to complete other details (see Section 6).
  - For **cost centres and completed trips**: on the **Configuration** screen, select **Banking configuration** and select **Bank accounts/cost centres**. Click once on the required bank

account and select **Add new cost centre**. Enter the cost centre name in the **Details** box and click **Done**.

- Enter the opening balances listed in Section 2 above. To do this:
  - On the **Banking** screen, select **Opening balances/transfers**.
  - Select **Set opening balance**.
  - Enter a **Reason**, e.g. Opening Balance (*today's date*).
  - Select **Cleared funds**. (The funds will be entered on SCO as cleared funds; the unreconciled items will subsequently be listed separately in Section 4.)
  - Select the relevant **Cost centre**.
  - Enter the **Gross amount** of the opening balance (this can be preceded by a minus sign for a negative balance).
  - Click **Done**.
- Repeat for all cost centres including ongoing trips/events.
- Once complete, it is important to ensure that the total of the **Cleared** column in SCO Banking equals the total of the balances generated in Section 2.

**Note:** if an error is made, the amount can be corrected by re-entering the opening balance as detailed above.

#### 4. Recording balances and unreconciled items in Excel

Create the following document as an accurate record of the transfer of financial data on your current system to SCO at today's date, including any unreconciled payments and/or deposits.

The example in Section 5 illustrates the following steps.

- Once the total from Section 3 has been agreed, generate the **Income and expenditure summary report**. To do this:
  - On the **Reports** screen, select **Financial reports**.
  - Select **Income and expenditure summary**.
  - Select **All dates**.
  - Select the relevant **Bank account**.
  - Click **OK**.
- The **Income and expenditure summary report** displays the opening balances for each cost centre and a **Total** for all cost centres.
- Click on the **Excel** button to open this report in Excel.
- Under the total, type a heading **Unreconciled Expenditure Cheques as at (*today's date*)** – see example spreadsheet on next page.

- List any unreconciled expenditure cheques by **Date, Cheque number** and **Amount**.
- Use **AutoSum** to calculate the total of the unreconciled expenditure cheques.
- Type a heading **Banked/Unreconciled Deposits as at (today's date)**.
- List any unreconciled deposits by **Date, Deposit number** and **Amount**.
- Use **AutoSum** to calculate the total of the unreconciled deposits.
- **Save** and **print** this report as a record of the opening balances and unreconciled cheques and deposits. Use this printout to reconcile any outstanding items on subsequent bank statements.
- Once all items have been reconciled, the bank statement balance will agree with the balance in SCO. To view the bank statement balance:
  - On the **Banking** screen, select **Check bank statement**.
  - Select the required **Bank account** - the balance will be displayed at the top right of the screen.
- This completes the set up of opening balances in SCO. See Section 6 to continue working with SCO.

## 5. Recording transfer of balances

**Example** of opening balances by cost centre and unreconciled income and expenditure.

<b>Income and Expenditure Summary</b>							
Reported at: 15/04/2009 16:42:21							
Account activity between 15/04/09 and 15/04/09							
Bank account: Official Account							
<b>Official Account</b>							
<b>Cost-Centre</b>	<b>Opening Bal</b>	<b>Transfer In</b>	<b>Transfer Out</b>	<b>Receipts</b>	<b>Payments</b>	<b>Inter-Acct</b>	<b>Balance</b>
Bank Interest	22.22	0.00	0.00	0.00	0.00	0.00	22.22
Breakfast Club	153.18	0.00	0.00	0.00	0.00	0.00	153.18
Cashless Catering	1,253.02	0.00	0.00	0.00	0.00	0.00	1,253.02
Charities	30.00	0.00	0.00	0.00	0.00	0.00	30.00
Dinner Money	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Donations	100.00	0.00	0.00	0.00	0.00	0.00	100.00
Maths	537.35	0.00	0.00	0.00	0.00	0.00	537.35
School bank	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Stationery	63.23	0.00	0.00	0.00	0.00	0.00	63.23
Uniform	-205.00	0.00	0.00	0.00	0.00	0.00	-205.00
Deleted cost centres	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total:</b>	<b>1,954.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,954.00</b>
<b>Grand Total:</b>	<b>1,954.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,954.00</b>
<b>Unreconciled Expenditure Cheques as at (today's date)</b>							
				Date	Cheque No	Amount	
				05/01/2009	100296	50.00	
				23/01/2009	100298	50.00	
				02/02/2009	100301	540.00	
				<b>Total Unreconciled Expenditure</b>			<b>640.00</b>
<b>Banked/Unreconciled Deposits as at (today's date)</b>							
				Date	Dep No	Amount	
				03/02/2009	600987	1230.87	
				08/02/2009	600988	500.50	
				<b>Total Unreconciled Deposits</b>			<b>1731.37</b>

## 6. Moving forward with SCO

- Complete the set up of trips created in Section 3:
  - On the **Trips and events** screen, click once on the trip.
  - Select **Change trip** at the bottom of the screen and enter the trip information.

For full details on setting up a trip, refer to the **SCO Help Centre**.

- For ongoing trips, the **Discount** option can be used if you wish to record any individual pupil trip income already entered on your old system. This will enable you to make full use of the trip reports and reminder letters.
  - On the **Trips and events** screen, double-click on the trip.
  - Click on the red **Payment** button next to the required pupil name and select the **Discount** option.
  - Enter the amount already entered for this pupil on your old system.
  - Click **Confirm discount**.
  - Repeat for other pupils as required.

For full details on discount transactions, refer to the **SCO Help Centre**.

- Subsequent income and expenditure should now be recorded, banked and reconciled in Schools Cash Office in the normal way.

## 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  
**Orders/Stock Control** section  
**[help.tucasi.com](https://help.tucasi.com)**