

### 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"/> | Residential - IOW        | 0.00 | 0.00 |
| <input type="checkbox"/> | School bank              | 0.00 | 0.00 |
| <input type="checkbox"/> | School Fund Donation ... | 0.00 | 0.00 |
| <input type="checkbox"/> | Science Department       | 0.00 | 0.00 |
| <input type="checkbox"/> | Stationery               | 0.00 | 0.00 |
| <input type="checkbox"/> | Uniform                  | 0.00 | 0.00 |
| <input type="checkbox"/> | Misc (Official Account)  | 0.00 | 0.00 |
| <input type="checkbox"/> | Unofficial Account       |      |      |
| <input type="checkbox"/> | Alton Towers 2013        | 0.00 | 0.00 |
| <input type="checkbox"/> | AW - Basketball          | 0.00 | 0.00 |
| <input type="checkbox"/> | AW - Go Karting          | 0.00 | 0.00 |

| <input type="checkbox"/> | Account          | On hand | To transfer | Banked | Cleared | Total | Status  |
|--------------------------|------------------|---------|-------------|--------|---------|-------|---|
| <input type="checkbox"/> | Official 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

| <input type="checkbox"/> | Account                 | On hand | To transfer | Banked | Cleared | Total  | Status  |
|--------------------------|-------------------------|---------|-------------|--------|---------|--------|---|
| <input type="checkbox"/> | Official Account        |         |             |        |         |        | Unsettled debts of 10.00 pending. Click here to settle... |
| <input type="checkbox"/> | After School Activities | 0.00    | 0.00        | 0.00   | 0.00    | 0.00   | Last banked: Never  |
| <input type="checkbox"/> | After School Club       | 0.00    | 0.00        | 27.00  | 60.00   | 87.00  | Last banked: 08/07/15                                     |
| <input type="checkbox"/> | Bank Charges            | 0.00    | 0.00        | 0.00   | 0.00    | 0.00   | Last banked: Never  |
| <input type="checkbox"/> | Bank Interest           | 0.00    | 0.00        | 0.59   | 56.98   | 57.57  | Last banked: 10/10/11                                     |
| <input type="checkbox"/> | Breakfast Club          | 0.00    | 0.00        | 603.00 | 38.76   | 641.76 |   |

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        |
|---------------------------|-------------------------------------|--------------|---------------|
| <b>Unofficial Account</b> |                                     | Total: 10.00 | Print cheq... |
| AW - Theatre              | <input checked="" type="checkbox"/> | 10.00        |               |

2. Select **Print Cheque**

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

Cheques to be written from/to the School-Bank account to settle On Account purchases from other bank accounts are shown. You may write some or all of the cheques due.

**Cheque details**

Payment issued to: Unofficial Account

Payment amount: 10.00

Enter cheque number/reference: 12345 (Required)

Ensure that cheque details are correct.

**Done** Cancel

**Done** Cancel

|                          |                           |       |      |
|--------------------------|---------------------------|-------|------|
| <input type="checkbox"/> | AW - Ice Skating          | 0.00  | 0.00 |
| <input type="checkbox"/> | AW - Theatre              | 10.00 | 0.00 |
| <input type="checkbox"/> | Misc (Unofficial Account) | 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

| <input type="checkbox"/> Account                 | On hand | To transfer | Banked | Cleared | Total | Status   |
|--|---------|-------------|--------|---------|-------|--|
| <input type="checkbox"/> Official Account        |         |             |        |         |       | Unsettled debts of 5.00 pending. Click here to settle... |
| <input type="checkbox"/> After School Activities | 0.00    | 0.00        | 0.00   | 0.00    | 0.00  | Last banked: Never                                       |
| <input type="checkbox"/> After School Club       | 0.00    | 0.00        | 27.00  | 60.00   | 87.00 | Last banked: 08/07/15                                    |

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

| Account                   | Include                             | Amount       | Status        |
|---------------------------|-------------------------------------|--------------|---------------|
| <b>Unofficial Account</b> |                                     | Total: -5.00 | Print cheq... |
| AW - Go Karting           | <input checked="" type="checkbox"/> | -5.00        |               |

2. Select **Print Cheque**

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

Cheques to be written from/to the School-Bank account to settle On Account purchases from other bank accounts are shown below. You may write some cheques to other bank accounts.

**Cheque details**

Payment issued to: Unofficial Account

Payment amount: 10.00

Enter cheque number/reference: 12345 (Required)

Ensure that cheque details are correct.

**Done** Cancel

**Done** Cancel

| <input checked="" type="checkbox"/>               | Petty cash | 5.00        | Petty cash top-up |
|---|------------|-------------|-------------------|
| <input type="checkbox"/> Account                  | On hand    | To transfer | Banked            |
| <input type="checkbox"/> Music Lessons 2012/13    | 0.00       | 0.00        | 300.00            |
| <input type="checkbox"/> Out of School Care       | 0.00       | 0.00        | 18.00             |
| <input type="checkbox"/> Photo Commission         | 0.00       | 0.00        | 0.00              |
| <input type="checkbox"/> Planners                 | 0.00       | 0.00        | 0.00              |
| <input type="checkbox"/> Residential - IOW        | 0.00       | 0.00        | 0.00              |
| <input checked="" type="checkbox"/> School bank   | 10.00      | 0.00        | 0.00              |
| <input type="checkbox"/> School Fund Donation ... | 0.00       | 0.00        | 0.00              |

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

