

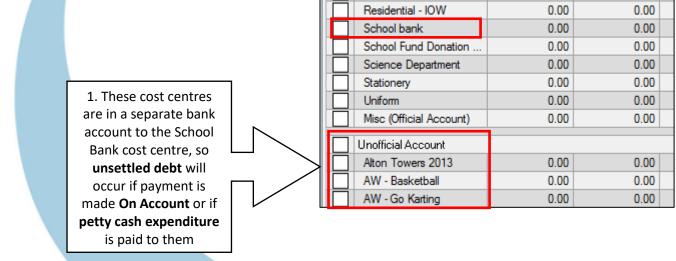
Quick Reference Guide Manage Unsettled (Inter-Account) Debt

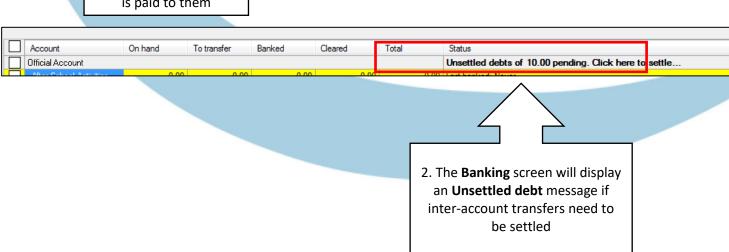
How can I tell if I have Unsettled Debt?

Important:

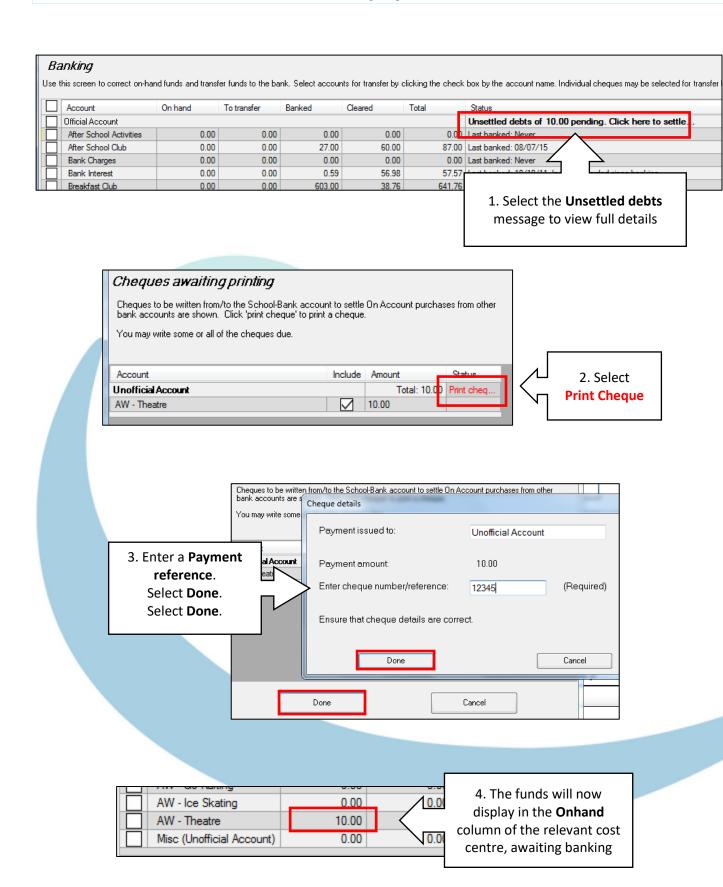
On-account method and Petty Cash both use School Bank cost centre for banking purposes. Unsettled debt occurs if:

- 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.

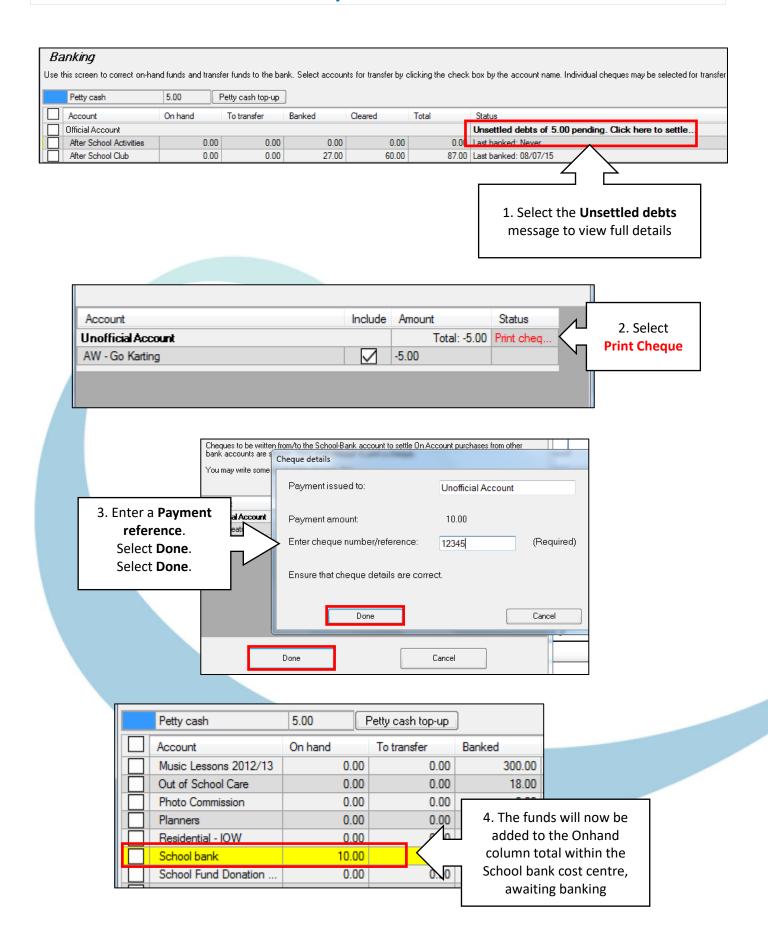


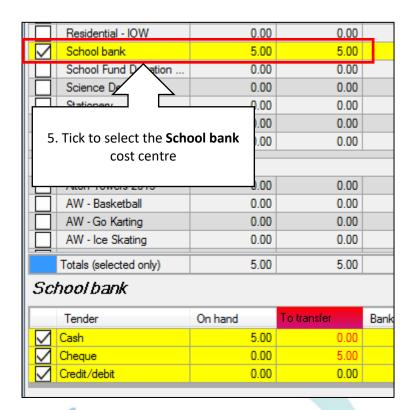


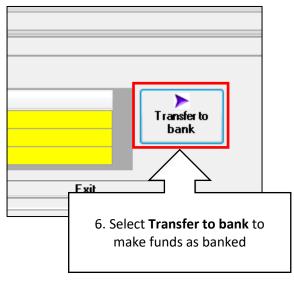
How do I settle inter-account debt resulting from using the On Account payment method?



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







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?





Sco Help Centre
See
help.tucasi.com