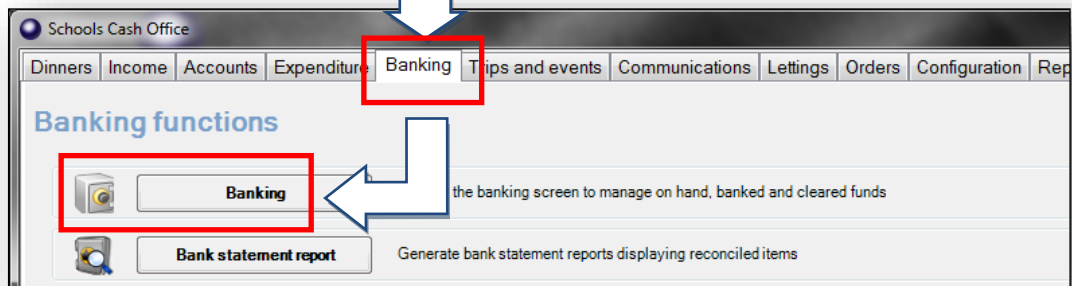


Schools Cash Office Income Administration Software

How do I bank income?

1. Click on the main **Banking** tab and then onto 'Banking'



2. Place a tick next to the name of the **account** you wish to bank. Note that all cost centres will be selected.

Alternatively, you may wish to tick **individual cost centres** you want to bank.

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.

<input type="checkbox"/>	Account	On hand	To transfer	Banked	Cleared	Total	Status
<input checked="" type="checkbox"/>	Official Account						
<input checked="" type="checkbox"/>	Breakfast Club	0.00	0.00	0.00	42.00	42.00	Last banked: 21/10/11. Income recorded since banking.
<input checked="" type="checkbox"/>	Cafeteria bank	0.00	0.00	0.00	0.00	0.00	Last banked: Never
<input checked="" type="checkbox"/>	Charities	0.00	0.00	0.00	0.00	0.00	Last banked: Never
<input checked="" type="checkbox"/>	Dinner Money	0.00	12.00	0.00	0.00	12.00	Last banked: Never. Income recorded since banking.
<input checked="" type="checkbox"/>	Donations	0.00	0.00	0.00	0.00	0.00	Last banked: Never
<input checked="" type="checkbox"/>	Fundraising	0.00	210.00	0.00	0.00	210.00	Last banked: Never. Income recorded since banking.
<input checked="" type="checkbox"/>	Jorvik Viking Centre 20...	0.00	10.00	0.00	0.00	10.00	Last banked: Never. Income recorded since banking.
<input checked="" type="checkbox"/>	Kingswood 2013	0.00	50.00	0.00	0.00	50.00	Last banked: Never. Income recorded since banking.
<input checked="" type="checkbox"/>	Music Lessons 2012/13	0.00	0.00	0.00	100.00	100.00	Last banked: 23/08/13. Income recorded since banking.
<input checked="" type="checkbox"/>	Photo Commission	0.00	0.00	0.00	0.00	0.00	Last banked: Never
<input checked="" type="checkbox"/>	School bank	0.00	0.00	0.00	-17.00	-17.00	Last banked: Never. Income recorded since banking.
<input checked="" type="checkbox"/>	Uniform	0.00	4.50	0.00	405.17	409.67	Last banked: 19/10/11. Income recorded since banking.
<input type="checkbox"/>	Misc (Official Account)	0.00	0.00	0.00	389.98	389.98	Deleted cost centres, other credits and debits; click for details
<input type="checkbox"/>	Unofficial Account						
<input type="checkbox"/>	Alton Towers 2013	30.00	0.00	0.00	0.00	30.00	Last banked: Never. Income recorded since banking.
<input type="checkbox"/>	Misc (Unofficial Account)	0.00	0.00	0.00	200.00	200.00	Deleted cost centres, other credits and debits; click for details
Totals (selected only)		0.00	286.50	0.00	920.15	1,206.65	
Total for all selected cost centres							
<input checked="" type="checkbox"/>	Cash	0.00	282.50	0.00	1,039.67	1,322.17	
<input checked="" type="checkbox"/>	Cheque	0.00	4.00	0.00	-509.50	-505.50	
<input checked="" type="checkbox"/>	Credit/debit	0.00	0.00	0.00	0.00	0.00	

Buttons: Opening balances/transfers, Check bank statement, Exit, **Transfer to bank**

3. Check the figures in the '**To transfer**' column are correct

4. Click onto '**Transfer to bank**'

6. Click on **'Print'** to view the following two reports. We recommend you do this and keep them for your own records.

Schools Cash Office

Would you like to view reports for all transactions in the bank deposit?

Report grouped by cost centre?

Report listed by deposit name

Print Cancel

5. Enter your bank deposit reference and click **'Done'**

Bank deposit

Enter bank deposit information:

Use same deposit name for all (split payments included)

Dinner Money: 12.00

Cash 8.00

Cheque x 1 4.00

Uniform: 4.50

Cash 4.50

Fundraising: 210.00

Cash 210.00

Jorvik Viking Centre 2013: 10.00

Cash 10.00

Kingswood 2013: 50.00

Done Cancel

How do I reconcile against a bank statement?

7. Click on **'Check bank statement'**

0.00 0.00 0.00

Check bank statement

8. Select the bank account you wish to reconcile.

Check against bank statement

Use this screen to check deposits against your bank statement. Select all payments which appear on the statement. After other credits (such as interest) and debits (such as bank charges) have been entered, the closing balance should match that on the statement.

Select bank account: **▼**

Last	Description
23/08/13 11:34	Official Account
09/11/12 11:16	Unofficial Account

9. Review the details and tick the amounts that appear on your statement. **Check the total matches the statement.** Next, click on **'Save and exit'** at the bottom of the screen.

bank statement. Select all payments which appear on the statement. After other credits (such as interest) and debits (such as bank charges) have been entered, the closing balance should match that on the statement.

Official Account **▼**

	Amount	Present?	Credit	Debit	Balance
Official A		<input type="checkbox"/>			920.15
	286.50	<input checked="" type="checkbox"/>	286.50		1,206.65
			0.00	0.00	1,206.65
					1,206.65

Support

If you have any queries please click the **help** button to access the online Help Centre or contact our Customer Support team.

Email: support@tucasi.com
 Telephone: 0844 800 4017

