

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 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 **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...
<input type="checkbox"/>	...	0.00	0.00	0.00	0.00	0.00	

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: N
<input type="checkbox"/>	Bank Interest	0.00	0.00	0.59	56.98	57.57	Last banked: 14
<input type="checkbox"/>	Breakfast Club	0.00	0.00	603.00	38		used since banking.

1. Click the **Unsettled debts** message to view 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
Unofficial Account		Total: 10.00	Print cheq...
AW - Theatre	<input checked="" type="checkbox"/>	10.00	

2. Click **Print cheque**

3. Enter a **payment reference** and click **Done** and **Done** again.

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

Cheque details

Payment issued to: Unofficial Account

Payment amount: 10.00

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	
<input type="checkbox"/>	Misc (Unofficial Account)	0.00	0.00

4. Funds will now show in the on hand column of the appropriate 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 checked="" type="checkbox"/>	Petty cash	5.00					Petty cash top-up	
<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: 00	

1. Click the **Unsettled debts** message to view details

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

2. Click **Print cheque**

3. Enter a **payment reference** and click **Done** and **Done** again.

Cheques awaiting printing

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

Cheque details

Payment issued to: Official Account

Payment amount: 5.00

Enter cheque number/reference: 12345

Ensure that cheque details are correct.

<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		
<input type="checkbox"/>	Residential - IOW	0.00	0.00		
<input type="checkbox"/>	School bank	10.00			
<input type="checkbox"/>	School Fund Donation ...	0.00			

4. Funds will now be added back to the **on hand** column total within the **School bank** cost centre, awaiting banking

5. Tick to select the School bank cost centre


<input type="checkbox"/>	Residential - IOW	0.00	0.00	
<input checked="" type="checkbox"/>	School bank	5.00	5.00	
<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	
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"/>	AW - Ice Skating	0.00	0.00	
Totals (selected only)		5.00	5.00	
School bank				
	Tender	On hand	To transfer	Bank
<input checked="" type="checkbox"/>	Cash	5.00	0.00	
<input checked="" type="checkbox"/>	Cheque	0.00	5.00	
<input checked="" type="checkbox"/>	Credit/debit	0.00	0.00	

NB: Only the cheque amount will transfer to the To Transfer column as any other monies continue to exist in the petty cash tin.

5. Mark funds as transferred to the bank in the usual way

The screenshot shows a software window with a yellow highlighted area. A blue button with a right-pointing arrow and the text 'Transfer to bank' is visible. Below it is a grey button with the text 'Exit'.

Support

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

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