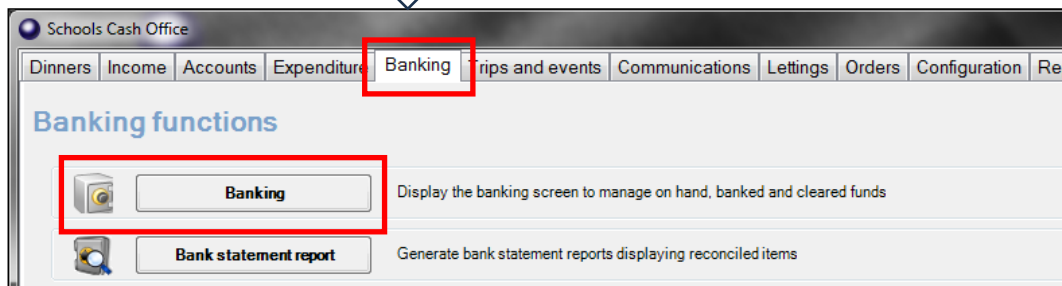


How do I bank income?

1. Click on the main **Banking** tab and then select **Banking**



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

Alternatively, you may wish to deselect some cost centres or just select any individual cost centres you wish to bank.

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 by clicking on the 'To Transfer' column.

Account	On hand	To transfer	Banked	Cleared	Total	Status
<input checked="" type="checkbox"/> Main Account						
<input checked="" type="checkbox"/> After School Club	0.00	67.25	150.00	13,753.50	13,970.75	Last banked: 15/12/22. Income recorded since banking.
<input checked="" type="checkbox"/> Art Club Spring Term 2...	0.00	0.00	0.00	0.00	0.00	Last banked: Never
<input checked="" type="checkbox"/> Bank Interest	0.00	0.00	0.00	1.12	1.12	Last banked: Never. Income recorded since banking.
<input checked="" type="checkbox"/> Breakfast Club	0.00	0.00	635.00	8,285.50	8,920.50	Last banked: 15/12/22
<input checked="" type="checkbox"/> Cafeteria bank	0.00	0.00	0.00	40.00	40.00	Last banked: Never. Income recorded since banking.
<input checked="" type="checkbox"/> Charities	0.00	0.00	0.00	150.00	150.00	Last banked: 06/04/22. Income recorded since banking.
<input checked="" type="checkbox"/> Dinner Money	0.00	105.10	248.00	17,362.40	17,715.50	Last banked: 15/12/22. Income recorded since banking.
<input checked="" type="checkbox"/> Donations	0.00	0.00	0.00	655.00	655.00	Last banked: 06/04/22. Income recorded since banking.
<input checked="" type="checkbox"/> Exam Fees	0.00	0.00	0.00	0.00	0.00	Last banked: Never
<input checked="" type="checkbox"/> French Trip 2023	0.00	850.00	0.00	0.00	850.00	Last banked: Never. Income recorded since banking.
<input checked="" type="checkbox"/> Isle of Wight 2023	0.00	0.00	50.00	0.00	50.00	Last banked: 27/10/22
<input checked="" type="checkbox"/> Lettings	0.00	0.00	50.00	24.00	74.00	Last banked: 31/03/21. Income recorded since banking.
<input checked="" type="checkbox"/> Lettings insurance	0.00	0.00	0.00	0.00	0.00	Last banked: Never
<input checked="" type="checkbox"/> Lockers	0.00	0.00	10.00	5.00	15.00	Last banked: 23/08/22
<input checked="" type="checkbox"/> Maths Workshop April ...	0.00	0.00	0.00	0.00	0.00	Last banked: Never
<input checked="" type="checkbox"/> Museum 2023	0.00	0.00	0.00	0.00	0.00	Last banked: Never
<input checked="" type="checkbox"/> Nottingham Castle 2023	0.00	0.00	0.00	0.00	0.00	Last banked: Never
<input checked="" type="checkbox"/> Nursery	0.00	0.00	45.00	64.00	109.00	Last banked: 23/08/22
<input checked="" type="checkbox"/> Oliver Twist	0.00	0.00	0.00	0.00	0.00	Last banked: Never
<input checked="" type="checkbox"/> PayPoint Misc	0.00	0.00	0.00	0.00	0.00	Last banked: Never
<input checked="" type="checkbox"/> Pupil Premium Funding	0.00	0.00	0.00	-250.00	-250.00	Last banked: Never. Income recorded since banking.
<input checked="" type="checkbox"/> School bank	0.00	0.00	0.00	162.30	162.30	Last banked: 09/04/21. Income recorded since banking.
<input checked="" type="checkbox"/> Stationery	0.00	0.00	17.45	13.35	30.80	Last banked: 23/08/22. Income recorded since banking.
<input checked="" type="checkbox"/> Tower Wood Residenti...	0.00	100.00	150.00	250.00	500.00	Last banked: 27/10/22. Income recorded since banking.
<input checked="" type="checkbox"/> Uniform	0.00	0.00	14.00	-6.00	8.00	Last banked: 31/03/21. Income recorded since banking.
<input checked="" type="checkbox"/> VMS Bank Charges	0.00	0.00	-1.26	-17.06	-18.32	Last banked: Never. Income recorded since banking.
<input type="checkbox"/> Misc (Main Account)	0.00	0.00	0.00	0.00	0.00	
Totals (selected only)	0.00	1,122.35	1,368.19			

Total for all selected cost centres

Tender	On hand	To transfer	Banked
<input checked="" type="checkbox"/> Cash	0.00	242.70	
<input checked="" type="checkbox"/> Cheque	0.00	879.65	
<input checked="" type="checkbox"/> Credit/debit	0.00	0.00	

Opening balances/transfers

Transfer to bank

3. Check the totals in the **To transfer** column are correct. Note the breakdown in the yellow section at the bottom.

4. Select **Transfer to bank**.

Bank deposit

Information:

009865332

22.70
82.40

009865332

Cash 20.00
Cheque x 2 47.25

Tower Wood Residential 2023: 100.00

009865332

Cash 100.00

French Trip 2023: 850.00

009865332

Cash 100.00
Cheque x 1 750.00

Done Cancel

5. Enter your **bank deposit reference** (select *Use same deposit name for all*, if applicable). Select **Done**.

6. Select **Print** to view the two deposit reports. We recommend that you keep a copy of these for your 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

How do I reconcile against a bank statement?

7. Select **Check bank statement**

0.00 0.00 0.00

Check bank statement

8. Select the bank account you wish to reconcile

Check 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:

<Summary>
<Summary>
Main Account
School Fund
Friends Of School

Last	Description	Entries	Current
07/10/22 09:12	Main Account	17	2,490.54
23/08/22 08:28	School Fund	2	836.50
07/04/22 09:29	Friends Of School	0	0.00

9. Review the details and select the amounts in the **Present?** column that correspond with your bank statement.

Check 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: Main Account

Banked at	Description	Amount	Present?	Credit	Debit	Balance
07/10/22 09:12	Opening balance - Main Account		<input type="checkbox"/>			40,353.01
11/05/22 00:00	Deposit: VMS-93-20128(24339)	49.28	<input checked="" type="checkbox"/>	49.28		40,402.29
17/05/22 00:00	Deposit: VMS-93-20132(24349)	9.86	<input checked="" type="checkbox"/>	9.86		40,412.15
11/07/22 23:59	Payment: Cheque, No:2358 Payee: Mrs Shaw	-275.00	<input checked="" type="checkbox"/>		275.00	40,412.15
09/07/22 00:00	Deposit: VMS-93-20207(24467)	9.86	<input checked="" type="checkbox"/>	9.86		40,422.01
08/22 08:09	Deposit: Dep 192	323.00	<input checked="" type="checkbox"/>	323.00		40,745.01
23/08/22 08:13	Payment: Credit/debit, No:De Souza Payee: Main Account	80.00	<input checked="" type="checkbox"/>		80.00	40,825.01
23/08/22 08:18	Payment: Credit/debit, No:Drummond (HMRC) Payee: Main ...	50.00	<input checked="" type="checkbox"/>		50.00	40,875.01
23/08/22 08:22	Payment: Credit/debit, No:Drummond (HMRC) Payee: Main ...	200.00	<input checked="" type="checkbox"/>		200.00	41,075.01
23/08/22 08:27	Payment: Cheque, No:3598 Payee: Mrs Shaw	-175.00	<input checked="" type="checkbox"/>		175.00	40,900.01
15/09/22 10:40	Payment: Credit/debit, No:Candy Payee: Candy	-244.00	<input checked="" type="checkbox"/>		244.00	40,900.01
16/09/22 00:00	Deposit: VMS-93-22256(24510)	18.19	<input type="checkbox"/>			40,900.01
27/10/22 10:13	Payment: Credit/debit, No:Ackroyd Payee: Main Account	100.00	<input type="checkbox"/>			40,900.01
27/10/22 10:58	Deposit: 1203655	1,250.00	<input type="checkbox"/>			40,900.01
15/12/22 15:19	Deposit: 15/12	772.00	<input type="checkbox"/>			40,900.01
05/01/23 11:14	Payment: Credit/debit, No:Hardwell Dcard Payee: Main Acco...	200.00	<input type="checkbox"/>			40,900.01
05/01/23 11:17	Payment: Credit/debit, No:ABC Coaches Payee: ABC Coaches	-1,000.00	<input type="checkbox"/>			40,900.01
19/06/23 13:53	Deposit: 009865332	1,122.35	<input type="checkbox"/>			40,900.01
	Other credits and debits			0.00	0.00	40,900.01
	Closing balance					40,900.01

10. Check that the **Opening and Closing balances** match your statement. Select **Save and exit**.

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
Banking section
help.tucasi.com