School Cash Accounting
User Guide
Transfer Entries

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About Us:

KEV Group is an international company that specializes in the management and security of school funds. KEV Group has continued to grow and address new client needs since our founding almost two decades ago as a pioneer in managing school funds. Our flagship product, School Cash Accounting, has consistently set the industry standard for school cash management.

Internally, KEV Group has developed several software and web-based solutions to meet the needs of the most demanding school officials, auditors, and C-level policy makers. Today we work with over 5000 schools on a daily basis with our industry-leading solutions.

KEV Group specializes in school level accounting, online payment processing, and tracking of student obligations. By showing you how we enable transparency in school funds, as well as provide secure and detailed audit trails, we can change the way you think about school fund management. KEV Group makes it easy for districts to evolve to a secure and transparent infrastructure while being budget conscious.

Our reputation for easy to use software, painless implementation procedure and unique personalized training for district staff and school bookkeepers makes choosing KEV Group one of the best decisions a district can make.

Minimum Requirements for School Cash Accounting:

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Browser</td>
<td>Windows OS – Internet Explorer 7 or higher / Firefox 3.6 or higher</td>
</tr>
<tr>
<td></td>
<td>MAC OS – Firefox 3.6 or higher</td>
</tr>
<tr>
<td>Report Reader</td>
<td>Adobe Reader 7.0 or higher</td>
</tr>
<tr>
<td>RAM</td>
<td>256 MB</td>
</tr>
<tr>
<td>Bandwidth Required</td>
<td>100kb /Sec per average user session</td>
</tr>
<tr>
<td>Network</td>
<td>DSL or Cable broadband network connection with 512 kb/sec</td>
</tr>
</tbody>
</table>

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1 Transfer Entries

The Transfer Entries module of School Cash Accounting will allow the user to:

- Transfer money from one category to another category
- Transfer money from one category to several categories in a single transfer form
- Transfer money from one commercial bank account to another commercial bank account

Using the transfer module will provide the user with accurate tracking of all movement of money. Transfer transactions are posted to the Ledger and can be displayed in many reports. A new transfer form must be created for each “transfer from” category. However, the monies from one category can be credited to several different categories in a single transfer form.

1.1 Getting Started:

Access School Cash

1. Launch the internet browser and log onto the School Cash website, by entering the URL that you received with your package

Select Language:

If this is the first time that SchoolCash has been used the Select Language screen will open.

2. Select the appropriate language option. This option will affect screen spelling and coin displays.

Login:

3. Login using the Username and Password you received with your package (Passwords are case sensitive)

4. Click Remember Me check box to save your Username (passwords are NOT saved with this option)

5. Click Login The Select a Bank Account window will open.

Click here for further information on the login process.

Tip: Language localization can be changed in the future, by clicking the Language indicator in the top right corner of any screen. Select the required language option when the Select Language Screen opens.
To Select A Bank Account:

1. Click pick list arrow in the Please select a bank account from the list…text slot
2. Select the correct bank account name from the drop-down
3. Click Open Selected Bank Account

Open Selected Bank Account

The Main Menu window will open.

4. Click Transfer Entries

General Activities

Ledger Inquiry
Journal Entries
Reconciliation
Transfer Entries

The Transfer Menu will open.

Figure 4: Select Bank Account Screen

Figure 5: Main Menu

Figure 7: Transfer Menu

Figure 7: Transfer Between Categories Form
1.2 Transfers Between Categories:

To Transfer money from one category to a different category, within the same bank account:

1. From the Main Menu
2. Click Transfer Entries
3. Select Transfer Money Within One Bank Account to Different Categories

The transfer form will open.

- The forms are auto-numbered.
- The date field is auto-populated with the current date. This date can be adjusted if necessary.

Start the transfer process in the top of the form (Transfer From Category section):

1. Adjust Date, if necessary
2. Click pick list arrow in the Transfer From Category field
3. Select the category that is to be debited from the drop-down
4. To move to the Amount field
5. Enter the amount that is to be debited
6. Click pick list arrow in the Memo field
7. Select the required Memo from the drop-down (optional)
8. Click pick list arrow in the GL Department field
9. Select the required GL Department from the drop-down (optional)
10. Click pick list arrow in the GL Name field
11. Select the required GL Name from the drop-down (optional)
12. To the Reason field and enter any explanation for the transfer

Bottom section (Transfer To Section):

1. Click pick list arrow in the Transfer To Category field
2. Select the category that is to be credited from the drop-down
3. To move to the **Amount** field
4. Enter the amount that is to be credited
5. Click **pick list arrow** in the **Memo** field
6. Select the required Memo from the drop-down (optional)
7. Click **pick list arrow** in the **GL Department** field
8. Select the required GL Department from the drop-down (optional)
9. Click **pick list arrow** in the **GL Name** field
10. Select the required GL Name from the drop-down (optional)

   **NOTE:** The Difference indicator must be $0.00, indicating that the "transfer from amount" and the "transfer to amounts" balance.

1.2.1 **Corrections:**

   **At this point in the transfer process, corrections can be made by:**

   **Transfer From Section: (Debit)**
   1. Click **Cancel X**
   2. Click **OK** in the dialog box

   **NOTE:**
   - The form is now blank.
   - The transfer form number has not changed.

   **Transfer To Section: (Credit)**
   1. Click **Cancel X**
   2. Click **OK** in the dialog box

   **NOTE:** Only the credit section is blank.

   OR

   Click in any required field to edit as necessary

1.2.2 **Create Another Transfer:**

   **To create a transfer from another category:**
   1. Click **Transfers**
   2. Select **Add Transfer** from the menu
   3. Complete the form as outlined above
1.2.3 Delete a Transfer:

To delete the entire transfer form:

1. Click **Transfers**
2. Select **Delete Transfer** from the menu
3. Click **OK** in the dialog box

**NOTE:** Transfer forms that have already been posted to the ledger cannot be deleted in this manner.

1.2.4 Printing:

The Transfer Module can generate 2 types of printouts:
- Print Transfer
- Print Transfer Notice

Printing should take place before any of the current transfers are posted to the Ledger.

**Print Transfer:**

The report lists bank, bank account and date information. As well as the transfer form number and all of the details of both the debit and credit side of the transfer. This report provides good back up information for the user.

To Print Transfer:

1. Click **Print**
2. Select **Print Transfer** from the menu
3. Click **Print** icon on the report toolbar
4. Click **Printer** icon in the Adobe window, to actually print the report
5. Click **OK** in the printer dialog box
6. After printing is completed, **Close** the Adobe window
7. Click **Previous Screen** in the report window, to return to the Transfer Form

**Print Transfer Notice:**

The Transfer Notices are formatted to print 3-per page. They are formatted to align on special 3-part paper.

Click here for further information on special paper products.

Print Transfer Notices is a good method of notifying the category contacts that transfer activity has taken place. Notices will print for the category contacts on both the debit and credit side of the transfer.

To Print Transfer Notice:

1. Click **Print**
2. Select **Print Transfer Notice** from the menu
3. Click **Print** icon on the report toolbar
4. Click **Printer** icon in the Adobe window, to actually print the report
5. Click **OK** in the printer dialog box
6. After printing is completed, **Close** the Adobe window
7. Click **Previous Screen** in the report window, to return to the Transfer Form
1.2.5 Add to Ledger:

After all transfer forms have been completed and all of the reports run, the transaction must be added to the Ledger.

To Add to Ledger:

1. Click **Add to Ledger**
2. Click **OK** in the dialog box
   - The Ledger Inquire window will open.
   - The transfers will display as 2 entries, one for the debit and one for the credit
   - The Type will be Transfer
   - The Trans. # will be the Transfer Form Number

3. Click **Main Menu** to leave the Ledger Inquire screen.

1.3 Forms:

The forms tab will display a list of transfers between categories. It will display the following information: Transfer #, Date, Total Amount, Posted Indication.

**Forms Tab**

**Forms Tab**

**Transfer List**

**Toolbar**

**Record Indicator**

To See Transfer Details:

1. Click **Forms** tab
2. Select the required transfer number for the list
3. Click **Transfer** tab

**NOTE:**

- If the transfer has been posted to the Ledger the Read Only warning will appear in the top left corner of the form display.
- The transfer details will display in the bottom section.
- It is not possible to edit or delete a posted transfer.
1.4 Reporting Transfers:
The following outlines 3 of the reports that can be used to report transfers.

1. From **Main Menu**
2. Click **Reports Menu**

    **Reports**

3. Click **Report #13: Transfer Summary**
4. **Click Report #10: Trial Balance Umbrella Date Range**
5. **Click Display Transfers option**

The report will generate displaying all transfer activity by Category

**Trail Balance Umbrella Date:**

1. Click **Report #10: Trial Balance Umbrella Date Range**

   **10. Trial Balance (Umbrella Date Range)**

The report will generate to display a Transfer In and a Transfer Out column.

**Customized Report:**

1. Click **Report # 11 Transactions Various**
   
   The Report Eleven menu will open.
2. Click **Report #11: Customized Transaction Report**
3. In the Select **Transaction Types to include: section**
4. Select **Transfer** from the list

   A report will generate displaying all transfer activities.

2. Transfer Money between Two Commercial Bank Accounts:

Transfers between two commercial bank accounts provides 2 options:

1. Create the transfer between 2 existing bank accounts
2. Create a new bank account and then create the transfer
2.1 Transfer Between Existing Bank Accounts:

Option One: Transfer Money between 2 Existing Bank Accounts:
1. From the Main Menu
2. Click Transfer Entries
3. Click Transfer Money between Two Commercial Bank Accounts

To Complete the Transfer From: Section:
1. Verify the correct bank account information is displayed
2. To change bank accounts (if necessary):
   a. Click pick list arrow in the Bank Account field
   b. Select the correct bank account from the drop-down
3. Enter the Amount of the transfer
   NOTE: The total account balance will be auto-populated in the Amount field.
4. Enter the Date the transfer will take place.
   (Field auto-populates with “Today”)
5. Enter a Reason for the transfer
   NOTE: Category is a mandatory field.
To Complete the Transfer To: Section: (Using an Existing Bank Account)

1. Click **Combine A Bank Account** tab
2. Click **pick list arrow** in the **Bank Account** field
3. Select the required bank account from the drop-down
   **NOTE:** Only bank accounts that have been created within SchoolCash.NET will appear in this list.
4. Click **pick list arrow** in the **Category** field (mandatory)
5. Select the required category from the drop-down
6. Click **Continue**
7. Click **OK** in the dialog box
   The transfer summary report will generate.

8. Click **Print** icon on the report toolbar
9. Click **Printer** icon in the Adobe window, to actually print the report
10. Click **OK** in the printer dialog box
11. After printing is completed, **Close** the Adobe window
12. Click **Main Menu** in the report window, to return to the Main Menu

2.2 Transfer Between an Existing Bank Account and a New Bank Account

Option Two: Create A New Bank Account

Only bank accounts created within SchoolCash.NET can be used for this transfer process. During the Bank Transfer it is possible to create a new bank account. Bank accounts created as part of the transfer process will appear in the bank account list in the Please Select a Bank Account screen.

To Complete A Transfer While Creating A New Bank Account:

1. Complete the transfer from section as outlined above
2. Click Create a New Bank Account tab

3. Click pick list arrow and select the bank account if it has already been created, but will have money transferred into it for the opening balance

OR

4. Click Continue

5. Click OK in the dialog box

6. Enter the new bank account details in Step 1

**NOTE:** The transfer amount becomes the new bank account opening balance.

7. Click Step 2 to advance to the next step in the 5 step setup

8. Complete the 5 Step Process to initiate the new bank account.

OR

9. Click Cancel to cancel the setup process

**Step 4: NOTE:** Balance the “Black Boxes” by crediting the correct category(ies) with the value of the opening balance.

[Click here for further information on the Five Step set-up process.]

To Cancel the Transfer:

1. Click Cancel

2. Click OK in the dialog box

To Exit

1. From any screen,

2. Click Log Out

3. Close Internet Browser

Figure 11: Create a New Bank Account

Figure 12: Continue Dialog Box

Figure 13: Step 1

Figure 14: Cancel Dialog Box

The Main Menu will open.
Appendix:
Print Transfer Samples
Transfer Between Categories

### Debit Category

<table>
<thead>
<tr>
<th>General</th>
<th>Amount</th>
<th>Memo</th>
<th>GL Department</th>
<th>GL Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$175.00</td>
<td>Extra Funds to pay for the Gr. 8 party.</td>
<td>Student Activities</td>
<td>Meals and Refreshments</td>
</tr>
</tbody>
</table>

### Credit Category

<table>
<thead>
<tr>
<th>Pizza Days</th>
<th>Amount</th>
<th>Memo</th>
<th>GL Department</th>
<th>GL Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
<td></td>
<td>Student Activities</td>
<td>Meals and Refreshments</td>
</tr>
</tbody>
</table>
Transfer Notice

Bank of America - School Account - Citrus Grove School
Transfer Notice - 08/31/2007

Contact Person: Casey, Mike
Transfer Amount: $0.00

Transferred From: General
Transferred To: Pizza Days

Reason for Transfer: Extra Funds to pay for the Gr. 8 party.

From:
GL Department: Student Activities
GL Name: Meals and Refreshments
Memo:

To:
GL Department: Student Activities
GL Name: Meals and Refreshments
Memo:

Transfer Notice

Bank of America - School Account - Citrus Grove School
Transfer Notice - 08/31/2007

Contact Person: Jones, Tom
Transfer Amount: $0.00

Transferred From: General
Transferred To: Pizza Days

Reason for Transfer: Extra Funds to pay for the Gr. 8 party.

From:
GL Department: Student Activities
GL Name: Meals and Refreshments
Memo:

To:
GL Department: Student Activities
GL Name: Meals and Refreshments
Memo:
<table>
<thead>
<tr>
<th>Date</th>
<th>Transaction/Type</th>
<th>Category</th>
<th>Description</th>
<th>GL Department</th>
<th>GL Name</th>
<th>Debit</th>
<th>Credit</th>
<th>Clear</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/29/2007</td>
<td>Transfer 7</td>
<td>General 9000</td>
<td>Extra Funds needed to pay for Gr.8 party.</td>
<td>Student Activities</td>
<td>Meals and Refreshments</td>
<td>$175.00</td>
<td>$0.00</td>
<td>X</td>
</tr>
<tr>
<td>08/29/2007</td>
<td>Transfer 7</td>
<td>Pizza Days 3050</td>
<td>Extra Funds needed to pay for Gr.8 party.</td>
<td>Student Activities</td>
<td>Meals and Refreshments</td>
<td>$0.00</td>
<td>$175.00</td>
<td>X</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Grand Total:</strong> $175.00</td>
<td></td>
<td></td>
<td>$175.00</td>
<td>$175.00</td>
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