

SchoolBooks – S11

**Receipts
and
Deposits**



CONNECTIONS 2007

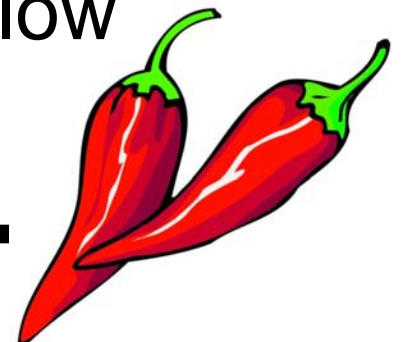


Agenda

- Tracking Payment Types
- Receipt Entry
- Receipt Journal
- Receipt Form
- Importing from Tracks
- Bank Deposit Entry
- Recap of Receipt and Bank Deposit Flow

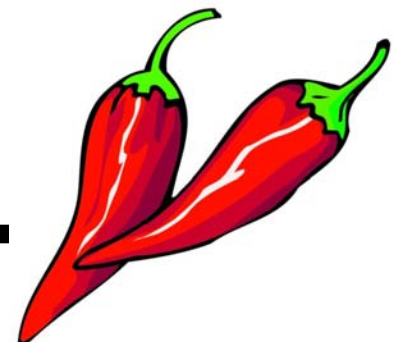


CONNECTIONS 2007



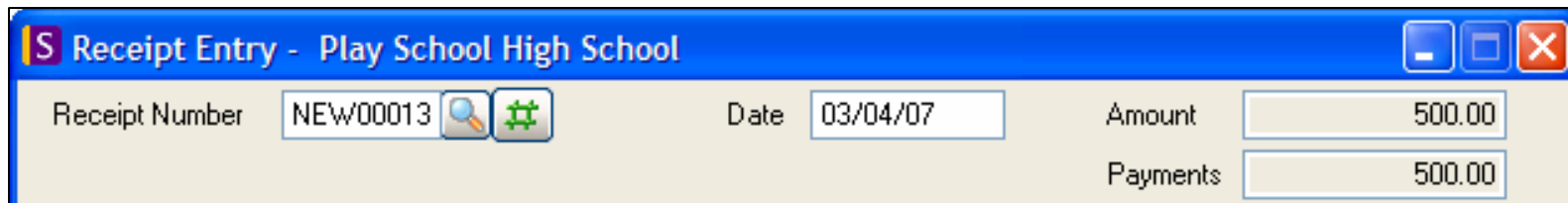
Tracking Payment Types

- New addition to Receipts & Deposits.
 - On Entry screens.
 - On Journals.
 - On History Reports.
- Easier to tie the amounts and types of money to individual transactions.
- Setup: “Use payment types on Receipts and Deposits” on the Defaults Tab in School Settings.



Receipt Entry

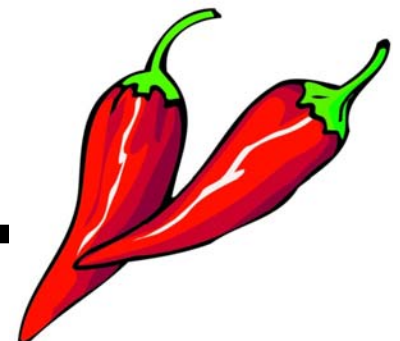
- Enter receipts in Receipt Entry.
- Two types of receipts:
 - Manual – you enter receipt #, no printing.
 - Computer – You click the “#” button and SB prints the receipt.



Field	Value
Receipt Number	NEW00013
Date	03/04/07
Amount	500.00
Payments	500.00



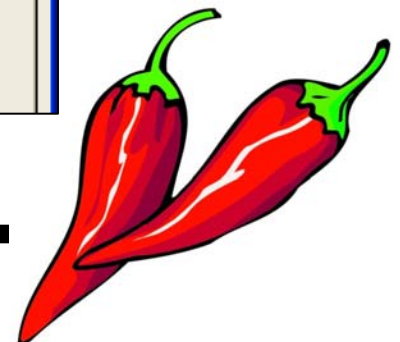
CONNECTIONS 2007



Receipt Entry

- On the Header Tab, enter who the money was Received from and applicable Payment information.

Payment Type Summary	
Cash	500.00
Checks	.00
Credit Cards	.00
Total	500.00
Difference	.00



Receipt Entry

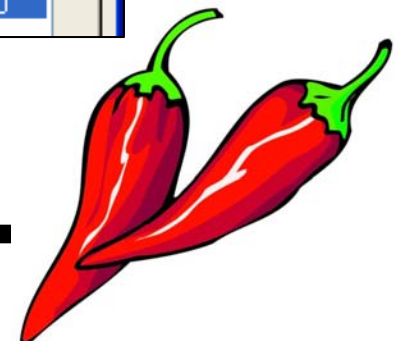
- On the Detail Tab, enter what the money was for and which GL account it goes to.

Receipt Number: NEW00013 Date: 03/04/07 Amount: 500.00
Payments: 500.00

1. Header 2. Detail

Purpose: Donation Amount: 500.00
GL Acct: 2220-10-10 Baseball ~ Boys
Category: OK Undo Ins Del

Line	Purpose	G/L Account	Category	Total
1	Donation	2220-10-10		500.00



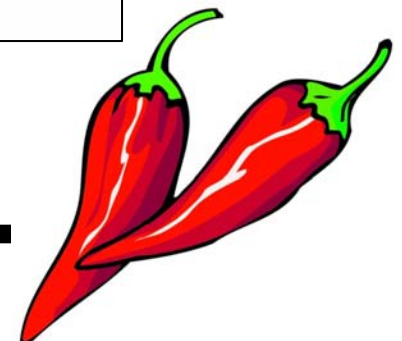
Receipt Journal

- You will not be prompted to print the Receipt Journal.

Play School High School					
RECEIPT JOURNAL					
Receipt #	Date	Amount	Received From	Check/Ref #	Category
Purpose		Amount	GL Account and Description		
527	03/04/07	500.00	Sam Hodges		
Donation		500.00	2220-10-10	Baseball ~ Boys	
Subtotal for Receipt # 527		500.00			
528	03/04/07	785.00	Coach Phillips		MISC
Auction Fundraiser		785.00	2250-00-00	Athletic Club	
Subtotal for Receipt # 528		785.00			
529	03/04/07	250.00	Anita Bennant		Cash
Class Shirt Sales - Sophomores		100.00	3115-00-00	Class of 2009	
Class Shirt Sales - Juniors		150.00	3110-00-00	Class of 2008	
Subtotal for Receipt # 529		250.00			
Total receipts for 3/4/2007		1,535.00			
REPORT TOTAL				1,535.00	



CONNECTIONS 2007



Receipt Update

- When you verify that the journal is correct, you will be prompted to update. This creates a bank deposit.

S.	Acct #	Receipt	Name	Purpose	Amount
D	2220-10-10	527	Sam Hodges	Donation	500.00
D	2250-00-00	528	Coach Phillips	Auction Fundraiser	785.00
D	3110-00-00	529	Anita Bennant	Class Shirt Sales - Juniors	150.00
D	3115-00-00	529	Anita Bennant	Class Shirt Sales - Sophomores	100.00

Verify the item(s), select summary/detail, and press 'OK' to complete the update.

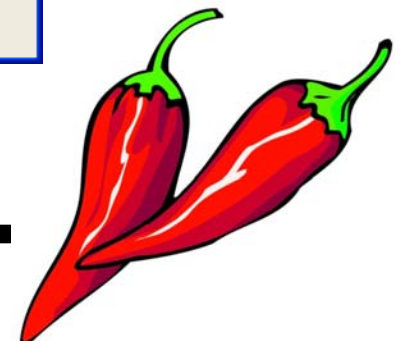
Payment Type Summary

Cash	1,409.00
Checks	126.00
Credit Cards	0.00

Bank Total 1,535.00 Deposit Date



CONNECTIONS 2007



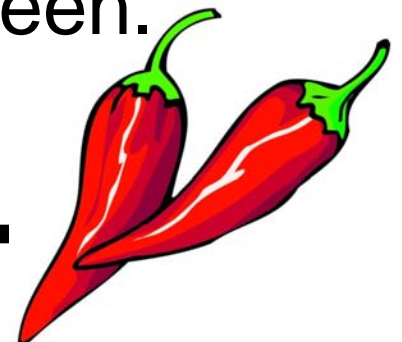
Import Types – Summary/Detail

- Summary – one detail line for each GL Account.
 - Detail – one detail line for each receipt detail line.
-

- It's your choice.
 - Specify default in GL Account Mntce.
 - Change on Rec. Journal Update screen.



CONNECTIONS 2007

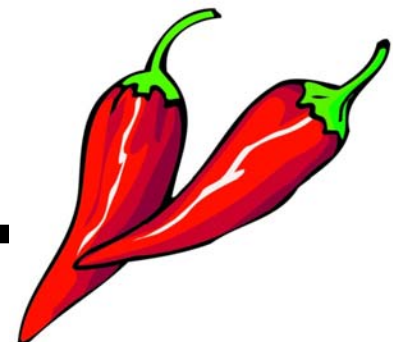


Receipt Form

- Print on plain paper or a pre-printed form.
- Format your receipt form using drag and drop to place fields where you want them.
- The Header section has the Received from Name, Date, Receipt number.
- The Detail section has the data for each individual line item - Purpose, Amount, and GL Account number.



CONNECTIONS 2007



Import from Tracks

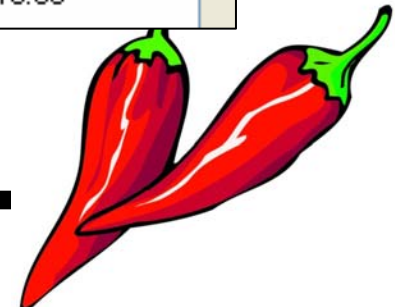
- Pulls in Closeout data to create a Bank Dep.

Import from Tracks - Play School High School

Deposit Date: 03/05/07 Bank: A

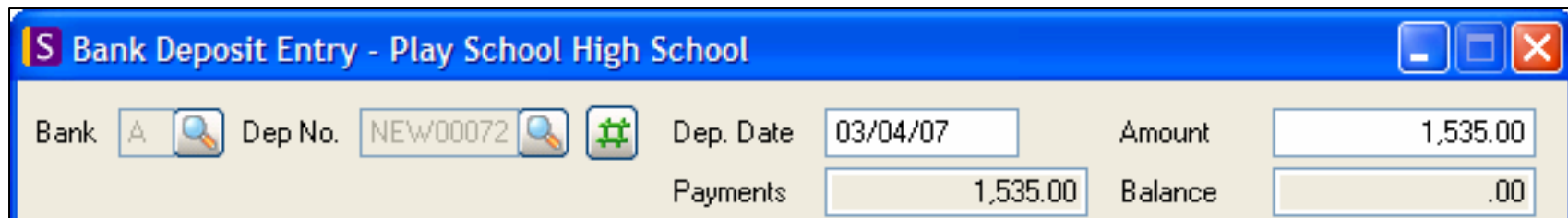
Date	Seq #	Name	Amount	Status	Bank No
01/29/07	265	Deposit Total	144.00	Imported	A
01/29/07	265	Deposit Total	3.00	Imported	A
01/26/07	264	Deposit Total	245.00	Imported	A
10/04/06	255	Deposit Total	723.75	Imported	A
09/29/06	254	Deposit Total	152.00	Imported	A
09/15/06	248	Deposit Total	172.00	Imported	A
10/11/05	247	Deposit Total	172.00	Imported	A
10/05/05	246	Deposit Total	0.00		A

S/D	Acct #	Rec #	Name	Purpose	Amount
D	3900-40-00	262	Danson, Christopher	Lab Fees Biology Class	57.00
D	2230-10-10	262	Danson, Christopher	Towel Fee	15.00
D	3900-40-00	264	Banu, Bella	Lab Fees Biology Class	57.00
D	2230-10-10	264	Banu, Bella	Towel Fee	15.00

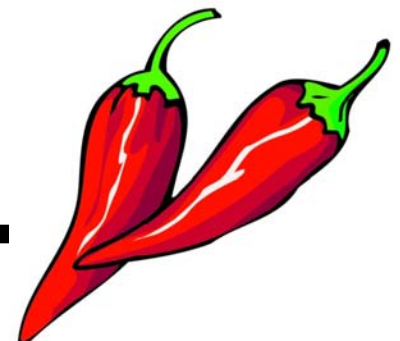


Bank Deposit Entry

- If you updated a SB Receipt Journal or imported from Tracks, the deposit will be sitting here.
- Or you can enter a deposit from scratch here by clicking on the “#” button.



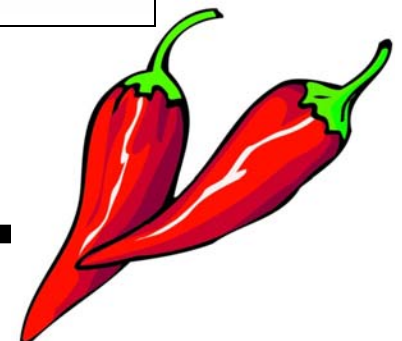
Bank	A	Dep No.	NEW00072	#	Dep. Date	03/04/07	Amount	1,535.00
					Payments	1,535.00	Balance	.00



Bank Deposit Journal

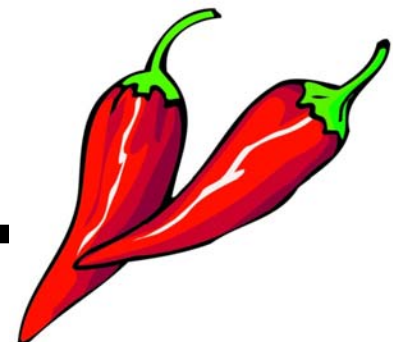
- Print the Journal and Update to post.

Play School High School						
BANK DEPOSIT JOURNAL						
Dep Date	Deposit #	Dep Amount				
Ck/Ref#	Received from/Purpose	Type	Amount	GL Account & Description	Category	
Batch No.: DP09-001			Payment Summary			
Bank Account: A - Cash -Chkg - Sunshine Bank			Cash	Checks	Credit Cards	
03/04/07	122	1,535.00	1,409.00	126.00	0.00	
0000527	Sam Hodges - Donation	I	500.00	2220-10-10	Baseball ~ Boys	
0000528	Coach Phillips - Auction Fundraiser	I	785.00	2250-00-00	Athletic Club	
0000529	Anita Bennant - Class Shirt Sales - Soph	I	100.00	3115-00-00	Class of 2009	
0000529	Anita Bennant - Class Shirt Sales - Junio	I	150.00	3110-00-00	Class of 2008	
			1,535.00			
Total for Bank A			1,535.00			



Receipt/Bank Deposit Process

1. Enter Receipts in Receipt Entry.
2. Print and check Receipt Journal.
3. Update Receipt Journal.
4. SchoolBooks creates a Bank Deposit.
(Need changes? Go to Bank Deposit Entry).
5. Print and check Bank Deposit Journal.
6. Update Bank Deposit Journal (now the deposit is posted!)

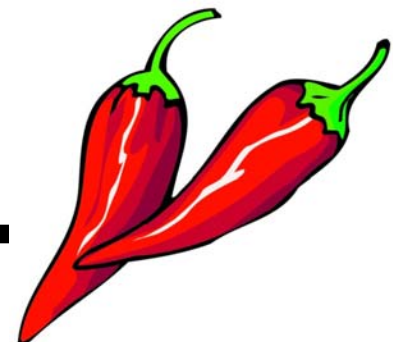


Receipt/Bank Deposit Process

- Remember... only print the Receipt Journal when you are ready to make a deposit.
- One Receipt Journal = One Deposit at the Bank.



CONNECTIONS 2007



Let's Walk Through It! Or Questions & Answers



CONNECTIONS 2007

